



**City of  
Raymore, Missouri**

**Adopted Annual Budget  
For Fiscal Year  
Beginning November 1, 2014**



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# City of Raymore

2014-2015

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## Elected Officials and Department Heads

### Mayor and City Council

Peter Kerckhoff, Mayor

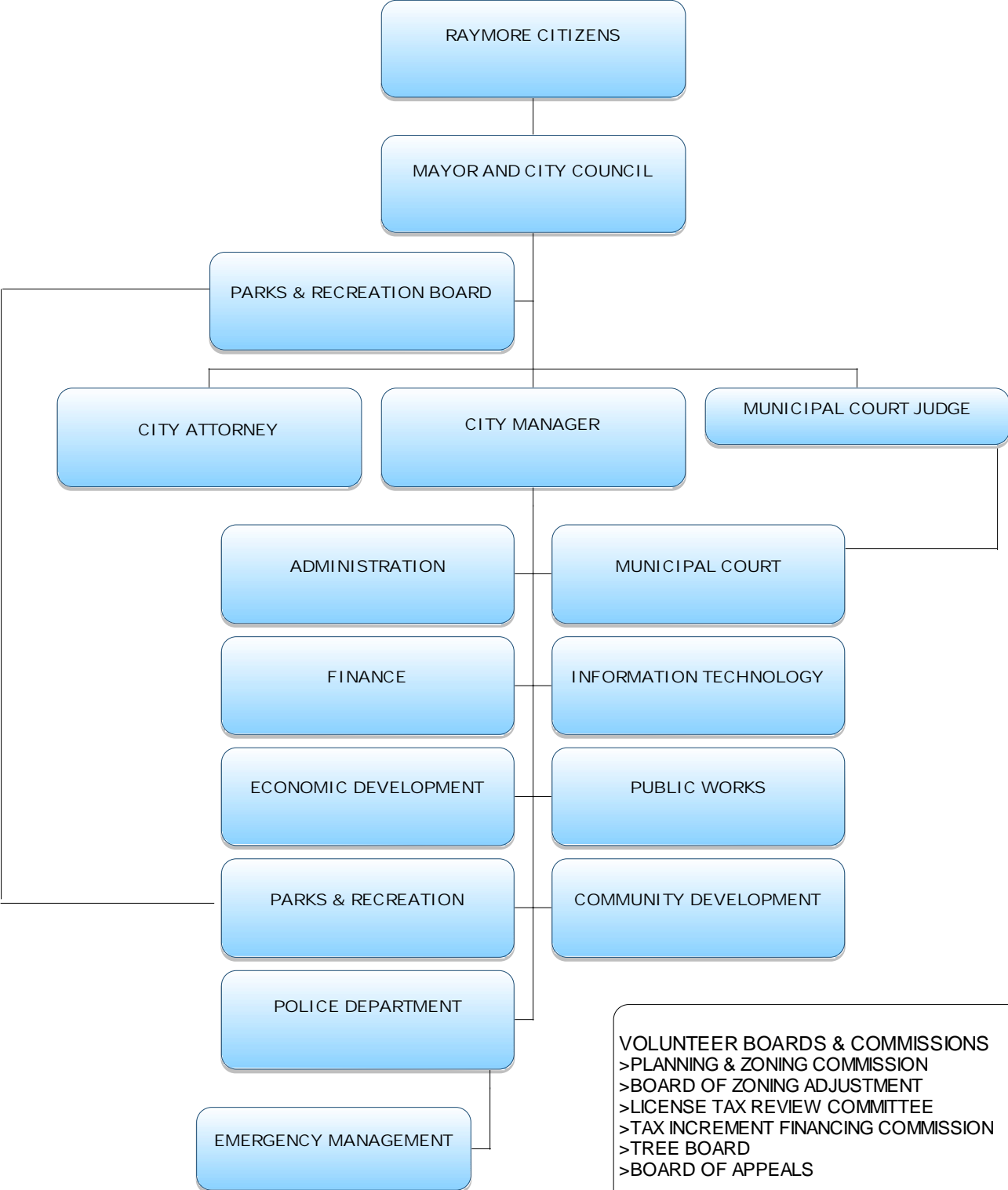
Jeffrey Stevens	Ward I
Kevin Kellogg	Ward I
Ryan Wescoat (Mayor Pro Tem)	Ward II
Derek Morehead	Ward II
Jay Holman	Ward III
Jason Boehner	Ward III
Sonja Abdelgawad	Ward IV
Charlene Hubach	Ward IV

### City Manager and Management Team

Jim Feuerborn, City Manager

Meredith Hauck	Assistant City Manager
Jeanie Woerner	City Clerk
Jan Zimmerman	Chief of Police
Cynthia Watson	Finance Director
Jim Cadoret	Community Development Director
John Kennedy	Park & Recreation Director
Gene Thompson	Economic Development Director
Mike Krass	Public Works Director/City Engineer

# CITY OF RAYMORE







# City of Raymore

## Budget 2014-15

### Table of Contents

Elected Officials and Department Heads .....	i
City-wide Organizational Chart .....	ii
Table of Contents.....	iii
GFOA Distinguished Budget Presentation Award.....	ix
<b>1 Budget Message</b>	
City Manager's Budget Summary & Comments .....	1
City Manager's Post-Adoption Memorandum.....	13
Combined Operating Expenditures by Fund .....	14
Combined Operating Expenditures by Service .....	15
<b>2 General Fund</b>	
<b>Budget Summary .....</b>	<b>17</b>
<b>Revenue Descriptions &amp; Trends</b>	
Real Estate Property Tax .....	18
Personal Property Tax .....	19
Penalties .....	20
Motor Vehicle License Tax .....	21
Land-Line Telecom Franchise Tax .....	22
KCP&L Franchise Tax .....	23
Osage Valley Elec Franchise.....	24
Mo Gas Energy Franchise Tax.....	25
Internet Cable / Video Franchise Tax.....	26
Wireless Telecom Franchise Tax .....	27
City Sales Tax .....	28
Gasoline Tax .....	29
State Sales Tax Vehicle.....	30
Miscellaneous Permits.....	31
Residential Building Permits & Plan Reviews.....	32
Commercial Building Permits & Plan Reviews .....	33
Engineering Inspection & Plan Reviews.....	34
Land Disturbance Permits .....	35
ROW Fees .....	36
Zoning Fees .....	37
Street Lights .....	38
Plan Review Fees .....	39
Code Enforcement Reimbursement.....	40
Warning System Fees.....	41
Farmers Market .....	42

Filing Fees .....	43
Occupational License Tax Fees.....	44
Liquor License.....	45
Dog & Cat Licenses .....	46
Municipal Court Fines.....	47
DWI-Drug Offense Reimbursement .....	48
Inmate Prisoner Detainee Security Fund.....	49
Animal Shelter Donations .....	50
Animal Control Fine Revenue.....	51
Dispatch Fees .....	52
Police Grants .....	53
Emergency Mgmt Grant.....	54
Copies.....	55
Refunds & Reimbursements.....	56
Interest Revenue.....	57
Miscellaneous Revenue.....	58
Cell Tower Revenue .....	59
Transfer in from Transportation Fund.....	60
Transfer in From Stormwater Sales Tax Fund .....	61
Transfer in From Enterprise Fund .....	62
Transfer in From Capital Projects .....	63
<b>Departmental Organizational Charts, Narratives &amp; Budgets</b>	
Administration.....	65
Information Technology.....	71
Economic Development .....	79
Community Development .....	85
Engineering .....	93
Streets .....	99
Stormwater .....	105
Building & Grounds .....	111
Municipal Court .....	117
Finance .....	123
Police.....	129
Emergency Management.....	137
Transfers to Other Funds.....	143

### 3 Parks & Recreation

<b>Budget Summary .....</b>	<b>145</b>
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#### **Revenue Descriptions & Trends**

Real Estate Property Tax.....	146
Personal Property Tax .....	147
Interest Revenue.....	148
Miscellaneous Revenue.....	149
Donations .....	150
Park Rental Fees.....	151
Transfers from General Fund .....	152
Transfers from Park Sales Tax Fund .....	153
Recreation Programs .....	154
Special Event Contributions.....	155
Advertising Revenue .....	156

	Concession Revenues .....	157
	<b>Departmental Organizational Charts, Narratives &amp; Budgets</b>	
	Parks Department .....	159
	Recreation Department.....	165
<b>4</b>	<b>Enterprise Fund</b>	
	<b>Budget Summary .....</b>	<b>171</b>
	<b>Revenue Descriptions &amp; Trends</b>	
	Water Sales.....	172
	Sewer Use Charge .....	173
	Water Meter Supply Fee.....	174
	Utility Penalties .....	175
	Contractual .....	176
	Interest Revenue .....	177
	Miscellaneous.....	178
	SRF Interest Credit.....	179
	Solid Waste Fees .....	180
	<b>Departmental Organizational Charts, Narratives &amp; Budgets</b>	
	Water .....	181
	Sewer.....	187
	Solid Waste .....	183
	<b>Transfers to Other Funds .....</b>	<b>195</b>
	<b>Enterprise Debt Service .....</b>	<b>199</b>
<b>5</b>	<b>Debt Service</b>	
	<b>General Obligation Bonds</b>	
	General Obligation Bond Narrative .....	202
	Budget Summary .....	204
	Legal Debt Limits .....	205
	General Obligation Bond Schedules .....	206
	<b>Revenue Bonds</b>	
	Revenue Bond Narrative .....	214
	Budget Summary .....	215
	Revenue Bond Schedules .....	216
	<b>Special Obligation Bonds</b>	
	Special Obligation Bond Narrative .....	217
	Budget Summary .....	218
	Special Obligation Bond Schedules .....	219
	<b>Leasehold Revenue Bonds</b>	
	Leasehold Revenue Bond Narrative.....	220
	Budget Summary .....	221
	Leasehold Revenue Bond Schedules.....	222
<b>6</b>	<b>Internal Service Fund</b>	
	<b>VERP Fund</b>	
	<b>Budget Summary .....</b>	<b>229</b>
	<b>Restricted Revenue Fund</b>	
	<b>Budget Summary .....</b>	<b>232</b>

<b>Revenue Descriptions &amp; Trends</b>	
Municipal Court Cash Bond Interest.....	233
Police Training .....	234
911 Distribution.....	235
Transfer from General Fund.....	236
<b>7 Capital Funds</b>	
<b>City Manager's Budget Summary &amp; Comments.....</b>	<b>239</b>
City Manager's Post-Adoption Memorandum .....	249
<b>Capital Budget</b>	
Capital Project Summary by Type .....	252
Capital Project Summary by Funding Source .....	253
Capital Budget by Project Type .....	254
Impact of Capital Expenditures on Operating & Existing Services .....	255
Capital Improvement Program by Project – 5 Year Summary.....	257
<b>Capital Funds Individual Budgets</b>	
Building & Equipment Replacement (BERP Fund (05) .....	259
Park Fee in Lieu Fund (27).....	261
Transportation Fund (36).....	265
Excise Tax Fund (37) .....	273
Capital Improvements Sales Tax Fund (45).....	277
Stormwater Sales Tax Fund ( 46).....	283
Park Sales Tax Fund (47) .....	287
Water Connection Fee Fund (52) .....	291
Sewer Connection Fund (53).....	295
Enterprise Capital Maintenance Fund (54).....	299
<b>8 Appendix</b>	
<b>Discussion of Budget Process &amp; Policies .....</b>	<b>305</b>
Budget/CIP Process Schedule .....	309
<b>Fiscal/Financial Policies</b>	
Accounting & Auditing Overview .....	310
Reserve Policy Resolution.....	310
Investment Policy .....	310
Debt Policy .....	316
Capitalization Policy .....	319
Purchasing Policy .....	323
Fund Type Descriptions .....	332
Fund Structures.....	333
Combine 4-Year – Statement of Rev. Exp & Change in Fund Balance.....	334
Combined Statement of Rev. Exp & Change in Fund Balance.....	335
Capital Funds - Combined Statement of Rev. Exp & Change in FB .....	336
<b>Summary Schedules</b>	
Major Funds-Combined Revenues by Fund.....	337
Major Funds-Combined Expenditures by Fund .....	339
General Fund Revenue Comparison.....	341
General Fund Expense Comparison .....	342
Park Fund Revenue Comparison.....	343
Park Fund Expenditure Comparison .....	344
Enterprise Revenue Comparison .....	345

Enterprise Expenditure Comparison .....	346
Property Tax Levy Distribution.....	347
Sales Tax Breakdown .....	348
Property Tax Levy – Raymore .....	349
History of Property Valuation and City Tax Levy .....	350
Property Tax Assessed Valuations by Classification .....	351
Combined Expenditures by Function .....	352
Personnel Expenditures by Type .....	353
Position Control Roster by Department & Fund .....	354
Adopted Salary Ranges by Level .....	360
Demographics & Statistics .....	362
Goals, Objectives and Action Steps July, 2014 progress report.....	374
Adopted Budget Ordinance .....	422
2012 Municipal Ward Boundaries.....	425
<b>9 Glossary</b>	
Specific Terms .....	429
<b>10 CIP-Capital Improvement Program</b>	
<b>Capital Improvement Program Detail &amp; Specifics Booklet</b>	



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Raymore**

**Missouri**

For the Fiscal Year Beginning

**November 1, 2013**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Raymore, Missouri for its annual budget for the fiscal year beginning November 1, 2013.

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



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# City of Raymore

100 Municipal Circle  
Raymore, Missouri 64083  
(816) 331-0488 • Fax (816) 331-8724

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August 16, 2014

The Honorable Peter Kerckhoff and  
Members of the Raymore City Council

Dear Mayor Kerckhoff and Members of Council:

The Proposed Operating Budget for the Fiscal Year 2015 is hereby submitted for your consideration.

Summaries of revenues and expenditures are included for all applicable City funds, and expenditure information is provided for each department or significant division. Financial information provided includes prior year actual revenues and expenditures, the FY 2014 budgeted and projected revenues and expenditures, and the FY 2015 projected revenues and proposed expenditures. Budget detail was prepared by program for each department and division, which allows cost of service information to be represented and analyzed by service area.

Staff has worked diligently to draft a proposed budget that meets the goals of the Council and citizens while providing government services in an efficient and effective manner. The budget is in compliance with the City Charter requirement that total proposed expenditures not exceed estimated revenues plus any unencumbered cash reserves estimated to be on hand at the beginning of the ensuing fiscal year.

This budget has been prepared using a modified zero-based budget approach. This approach requires each Department to prepare a budget request as if it were being done for the first time. While taking historical context into account, requests were reviewed in detail to ensure that requests did not just include incremental additions to prior year's budget numbers. Detail sheets were developed for each appropriate line item to allow for this review and to better serve as a management tool during the implementation of the budget. Budget development was also approached from a "maintenance" and "expansion" request perspective. The maintenance request represents the cost to provide service at the same level as the prior year. Expansion requests represent an increase in service level or provision of a new service or program.

Immediately following this message is a summary that shows how operating funds are spent by service area, regardless of the fund from which they are budgeted.

*"The City of Raymore is dedicated to being a  
quality community in which to live, work and play."*

**Fund Balance Reserve:** City policy is that each of the City's operating funds carry a restriction of 20% of the proposed fund expenditure for application to the next year's fund balance. This is a conservative, prudent policy to deal with any foreseeable emergency and enhance the credit worthiness of the city.

**OPERATING FUNDS AND DEBT SERVICE FUND HIGHLIGHTS:** The primary non-capital funds for the City are the General Fund, Park Fund, Enterprise Fund, and Debt Service Fund. Some highlights of these follow.

### **GENERAL FUND**

A. **Beginning Balance:** A deficit (expenditures over revenues during the fiscal year) of \$1,422,657 was projected at the end of FY 2013 when the FY 2014 Proposed Budget was submitted last year. The FY 2013 General Fund actually ended having a deficit of \$1,370,348. It should be noted that this deficit was a controlled draw down on fund balance through budgeted transfers.

FY 2014 revenues are projected to come in \$343,247 higher (+3.91%) than the FY 2014 budget number. While most revenues are in line with budget expectations, there are items of note:

- *Sales Taxes* are projected to come in \$107,367 higher (+3.75%) than budgeted. This is primarily attributable to normal city sales tax coming in 2.99% above budget and state vehicle sales tax coming in 22.25% above budget.
- The *Fees and Permits* revenue line item is projected to come in substantially higher than budgeted (by \$205,956, +202.18%) due to greater building activity than had been projected.

Expenditures for FY 2014 are projected to be \$246,221 (-2.84%) below budget.

The combination of the FY 2013 lower than projected deficit, projected FY 2014 revenues and FY 2014 expenditures result in a projected unreserved (gross) fund balance at the end of FY 2014 in the amount of \$3,339,296, an amount that is \$641,778 more than budgeted.

- B. FY 2015 Revenues:** Staff projects total FY 2015 revenues to come in \$140,315 (1.6%) higher than the FY 2014 budget amount and \$202,932 (-2.23%) lower than FY 2014 projected receipts.

Some highlights of projected revenues in the General Fund are as follows:

- Property Tax: Property tax receipts in FY 2015 are projected to be only \$4,951 higher than budgeted in FY 2014.

Even with last year being a reassessment year, the overall revenue received from this source did not increase from the previous year. Because this year is a non-reassessment year, with the only increases being realized from growth, staff is not projecting any increase in revenue from this source.

- Franchise Taxes: Franchise tax receipts for FY 2015 are projected to come in \$32,043 (-1.32%) below the FY 2014 budgeted amount. The addition of 50 new residences in FY 2015 is assumed in this projection.
- Sales Tax: The FY 2015 projection is \$134,840 (+4.71%) higher than the FY 2014 Adopted Budget amount, and \$27,473 (+0.93%) higher than the FY 2014 Projected amount. The budget assumes no new additional commercial enterprises in the city and a very modest 0.63% increase in existing city sales tax from FY 2014 projected and a 6.05% increase in state vehicle sales tax from FY 2014 projected.

Recent legislation to exempt certain businesses from particular sales taxes has been vetoed by the Governor and is subject to a possible veto override this fall. Due to the varying claims of exactly what sales taxes would be eliminated through the exemptions, staff finds it very difficult to calculate an actual amount that the city would lose from these cuts. However, if the veto is overridden there will be some loss of sales tax revenue from what staff is currently projecting for FY 2015.

- Fees and Permits: Again in FY 2014 substantially more housing starts led to substantially more revenue than staff conservatively budgeted. Projected revenues for FY 2014 are anticipated to be \$205,956 (+202.18%) higher than the FY 2014 budget. Staff has again conservatively used 50 new home starts to budget this revenue in FY 2015. The slight decrease in the FY 2015 budgeted revenue from FY 2014 is due to staff assuming no fees and permits revenue associated with new commercial construction.
- Municipal Court: Revenue from fines levied by the Municipal Court continue an upward trend that began in FY 2011. FY 2014 receipts are projected to come in significantly above the budget. (+\$86,312 or +20.63%). FY 2015 municipal court revenues are budgeted to increase slightly from the FY 2014

budget level to reflect an established trend, but still below the FY 2014 projected amount.

- Transfer from Transportation Fund: Some proceeds from the half-cent Transportation Sales Tax are transferred each year to the General Fund and are used for transportation-related infrastructure maintenance expenditures. A transfer of \$320,000 is again budgeted in FY 2015.
- Transfer from Storm Water Sales Tax Fund: The City has a Parks/Storm Water sales tax in the amount of one-half cent. Forty percent of the receipts from this tax is allocated to Parks & Recreation; forty percent is allocated to the Storm Water Sales Tax Fund; and twenty percent is allocated to each of these in amounts determined by the City Council each year. An amount, \$230,425, is transferred from the Storm Water Sales Tax Fund to the General Fund to offset operating costs for storm water management.
- Transfer from Enterprise Fund: Transfers are made from the Enterprise Fund to compensate the General Fund for administrative work serving Enterprise Fund functions. For FY 2015 it is budgeted to transfer \$727,606. A complete explanation of the methodology used to compute the amount for this transfer is presented in the “Transfers from Enterprise Fund to Other Funds” chapter in the Enterprise Fund budget.
- Capital Project Administration/Inspection Transfer: The City makes a transfer from the Capital Budget to compensate the General fund for staff time administering and inspecting capital projects. In FY 2015, the budget contains a transfer of \$17,000. The transfer constitutes six percent of the overall cost of included projects, which is the percentage we charge to developers to inspect future City infrastructure they construct to serve their developments. These are all projects that City staff will inspect and administer. Capital projects that do not meet this criterion are not included.

**C. Compensation and Benefits:** For FY 2015, an increase of 2.5% is budgeted to base employee wages/salaries. It is budgeted to adjust the employee salary ranges by 1.5%, which is the State Auditors Consumer Price Index allowance as determined for the fiscal year. This will allow staff some movement through the salary range, depending on employee performance.

Health insurance benefits costs are budgeted to increase by 15%. The city’s health insurance broker has been working with city staff to market the city’s health insurance carrier, using model programs now offered by Blue Cross Blue Shield through the new insurance exchanges. At this writing quotes have not yet been received back from the carriers. However, the city’s broker has indicated the budgeted increase of 15% to be a conservative budget figure for FY 2015.

**D. Departmental Notes:** Departmental items of particular note are as follows:

**Staffing:** Two staffing changes are recommended in the Acting City Manager's Proposed Budget. Both of the changes are associated with reallocation of existing FTE hours. Total FTE for the city is not proposed to change from FY 2014 and remain at 80.52 in the General Fund and 101.22 in all funds.

The first is a change in the FTE allocation of the administrative assistant shared by Administration and Community Development to more accurately reflect workload and cost of service. The allocation is proposed to move to .9 in administration and .1 in Community Development from a .5 FTE split.

The second proposed FTE allocation change proposed is to allow for one of the existing Engineering Technicians to be exclusively assigned to storm water projects and issues. This reduces the Engineering FTE allocation by .4 and increases the Stormwater FTE allocation by the same amount.

**Administration:** The budget for this department is proposed to increase from the FY 2014 Budget amount of \$979,181 to \$1,010,795, a increase of \$31,614. The increase is primarily associated with personnel costs, including the reallocation of the administrative assistant's time to this department.

**Information Technology Services:** A small increase of \$944 is proposed for this department. Increases in personnel costs and software maintenance are offset by a significant decrease from FY 2014 in new capital outlay purchases. This budget includes several IT related expansion item requests recommended by the Acting City Manager, including a new iPad for court, Malwarebytes Software for the city system, Cash Collections Import software for the business office, Incode Form Overlay software for the business office, one additional computer for the Recreation Department to use at the Park House for camp purposes, one flat screen TV for the Park House, and a complete city website redesign from our website host provider that will include the creation and support of a City of Raymore mobile app.

**Economic Development:** Increases in this departmental budget from FY 2014 are associated with personnel cost increases associated with benefit allocation and the capital outlay expansion request of new traffic counters to provide up to date and accurate data to potential businesses interested in locating in Raymore.

**Community Development:** The FY 2015 Budget for Community Development is expected to decrease from FY 2014 Budget due to the reallocation of the administrative assistant's time to Administration.

**Engineering:** The Engineering Department FY 2015 Budget is also expected to decrease from the budgeted amount of FY 2014. This decrease is primarily attributable to the reallocation of one engineering technician position to

exclusively work on storm water projects and issues and be funded out of that departmental budget. This budget also includes an expansion item to account for the cost of application for APWA Accreditation in the amount of \$7,200, which is 60% of the total cost and allocated between Engineering/Streets/Stormwater at 20% each. The remaining 40% is recommended out of the Enterprise Fund Budget Water/Sewer.

**Streets:** A significant decrease in the VERP contribution necessary for this department is offset by the Acting City Manager’s recommendation to approve an expansion item request for a new paint stripper. The cost of the paint stripper is budgeted at \$64,885, but may be less as staff is in discussion with Belton for a cost share.

**Stormwater:** The FY 2015 Budget amount is higher than the FY 2014 Budget by \$49,319. This amount is nearly all in personnel costs associated with the reallocation of an existing engineering technician to work exclusively on storm water projects and issues, as well as the Acting City Manager’s recommendation that an expansion item request be approved to allow for the hiring of an intern to assist the technician on field projects.

**Police:** This year’s Police Department budget is once again largely a maintenance budget, and largely unchanged from last year. There are several minor expansion items the Acting City Manager recommends for approval, including an increase in the uniform allowance, equipment for the School Youth-Community Outreach Officer, and new equipment for the communications trailer.

**E. Transfers from General Fund to Park Fund:** This budget includes maintaining the transfer from the General Fund to the Park Fund to help support those activities in the amount of \$100,000. The amount of this transfer was increased from \$50,000 to the \$100,000 level in the FY 2014 Budget.

**F. Expansion Items Included:** A summary of expansion items included in the FY 2014 budget is as follows:

Information Technology	Malwarebytes Software	\$ 2,500
Information Technology	IPad - Court	\$ 909
Information Technology	Cash Collections Import Software	\$ 625
Information Technology	Incode Form Overlay Software	\$ 6,500
Information Technology	Additional Computer - Recreation	\$ 1,395
Information Technology	Park House Flat Screen TV	\$ 400
Information Technology	Website Redesign/Mobile App	\$ 15,200
Economic Development	Traffic Counters	\$ 7,722
Engineering/Streets/Stormwater	APWA Accreditation	\$ 7,200
Streets	Paint Striper	\$ 64,885
Stormwater	Intern	\$ 12,480
Police	SYCO Equipment	\$ 1,500
Police	Supplemental Uniform Allowance	\$ 4,400
Police	Communications Trailer Equipment	\$ 4,000

**Total** **\$129,716**

**G. Expansion Items Not Included in City Manager’s Proposed Budget:**

Information Technology	Divider Curtain for Council Room	\$ 30,000
Information Technology	Incode Upgrade V10	\$ 30,000
Information Technology	I-pad - Community Development	\$ 909
Information Technology	Cash Collections Report	\$ 2,500
Information Technology	Recreation Department Computers	\$ 9,032
Information Technology	Phone System – Concession Stand	\$ 1,200
Streets	Kubota Finish Mower	\$ 19,500
		<b>\$ 93,141</b>

**H. FY 2015 Ending Fund Balance – Operations:** After all the foregoing, and after reserving an amount equivalent to 20% of operating expenditures (\$1,761,682), as is the City’s policy, a net unrestricted fund balance of \$1,586,373 is projected at the end of FY 2015. This amount is available for additional use should the Council wish. However, if it is used it should be for non-recurring uses, such as one-time capital expenditures, rather than recurring uses such as additional personnel.

**PARK FUND**

The Park Board has submitted a balanced operating budget, which, as every year, staff forwards to the Council unchanged.

**Revenues:** Main sources of funding for the Park Fund are as follows:

- **Park Levy:** The park levy for the next year is \$0.1251 per one hundred dollars assessed valuation. Of every dollar of property tax paid by Raymore residents and businesses that comes to the City, 9.57 cents goes for funding of the City’s Parks & Recreation program.
- **Program Revenue:** Revenues derived from resident participation in programs offered by the Recreation Department and associated concessions account for about 30% of all revenue into the Park Fund. In FY 2015, a total of \$351,935 is budgeted.
- **Park Sales Tax Fund Transfer:** In addition to the Park Levy, proceeds from part of the City’s 2.5-cent sales tax go the Parks Sales Tax Fund. An amount necessary to balance the Parks & Recreation budget is then transferred to the Park Fund. The department is not able to fund its operations entirely from the property tax levy. In FY 2015 it is budgeted to transfer \$350,000 from the Park Sales Tax Fund to the Park Fund.

- Transfer from General Fund – General Assistance: As noted above in the discussion of Transfers from the General Fund, it is budgeted in FY 2015 to maintain the transfer to the Park Fund in the amount of \$100,000.

**Expenditures:** Personnel costs have been redistributed between the Parks and the Recreation division for FY 2015, with a higher allocation going to Recreation to more accurately reflect personnel duties. Increased maintenance costs in the Parks division are associated with tree plantings and additional grounds maintenance. This increase in the Parks division is offset in the overall fund expenditures by a decrease in contractual costs in the Recreation division associated with more accurately reflecting cost experience in several programs.

### **ENTERPRISE FUND (Water, Sewer and Solid Waste)**

#### **A. Revenues:**

- The Enterprise Fund is funded mainly by water and sewer sales and fees charged for solid waste collection. FY 2015 revenues are projected to come in at virtually the same level as FY 2014, despite an overall decrease in the total rate for this year. This was due to a sharp decrease in usage.
- FY 2015 water and sewer use charges reflect an increase to the City’s water rate and a decrease to the City’s sewer rate for the fiscal year, which was approved by the Council in July, 2014.

#### **B. Expenditures:**

- Water:
  - The City’s ongoing conversion of its meters from touch-wand to radio-read continues. There are approximately 1,800 meters left (out of a total of 6,875) to be converted city-wide. Approximately 300 will be converted again in FY 2015, at a budgeted amount of \$79,968. Full conversion is expected to be completed by 2020.
  - The cost of purchase of water from Kansas City Water Services (KCWS) is included in this budget. The rate the City pays KCWS for water is scheduled to rise by 5%.
- Sewer:
  - The cost of treatment of sewer by the Little Blue Valley Sewer District is included in this budget. The City’s rate will increase by 6% next year, resulting in an increase in FY 2015 to \$920,104.



- The cost of treatment of sewer by the Middle Big Creek Sewer will remain at \$32.50 per connection per month in FY 2015, with no additional connections anticipated in the service area. Therefore this cost should remain constant through the year.

- Solid Waste:

Revenues and expenditures for solid waste service are shown in the Enterprise Fund. Revenues are passed on in full to the City's solid waste contractor. In 2014 the City extended its agreement with the contractor through calendar year 2017. Per that agreement, the charge to residents for trash, recycling and yard waste in FY 2015 will be \$11.91 per month, which is actually a reduction from the FY 2014 rate of \$12.31 per month. The rate is then subject to increases as calculated using the Refuse Rate Index.

Transfers Out:

1. The Enterprise Fund makes an annual payment to the General Fund for services provided by General Fund operations for the benefit of the Utility. The payment is made according to a formula for the calculation of the cost of services provided, as outlined in the "Transfers from Enterprise Fund to Other Funds" chapter in the Enterprise Fund. The calculated transfer amount for FY 2015 is \$727,606.
2. The Enterprise Capital Maintenance Fund was established in FY 2010. The Fund receives a transfer from the Enterprise Fund to reserve funds to pay for major capital projects that are related to serving existing ratepayers (as opposed to projects related to growth, which are funded from the Water Connection Fee Fund or the Sewer Connection Fee Fund). In FY 2015 the amount for this transfer is \$234,144.

**B. Expansion Items:** A single expansion item is being recommended by the Acting City Manager in this fund. The Public Works Department will be applying for accreditation with the APWA during the FY 2015. It is recommended that the cost for this application and process be split with 60% applied to Engineering, Streets, Stormwater out of the General Fund and 40% from Water and Sewer in the Enterprise Fund. Total cost: \$4,800.

## **DEBT SERVICE FUND**

The Debt Service Fund accounts for debt service on all debt issuances the City has made for capital improvements that are still outstanding.

In 2015 the City will have to make a decision regarding the debt service levy. Options include reducing the debt service levy, defeasing existing bonds and maintaining the debt service levy at its current level, or performing a no-tax-increase general obligation bond issue.

## **INTERNAL SERVICES FUNDS**

- A. The Vehicle and Equipment Replacement Fund (VERP) is a sinking fund for the replacement of existing equipment. A number of vehicles are being purchased from this fund in FY 2015. FY 2015 will also mark a change in the contribution strategy for three categories of vehicles.

Police patrol vehicles and administrative vehicles are being kept for one more year before replacement. Patrol cars will now be replaced every four years and police administrative vehicles will be replaced every 7 years. This will allow the city to lower the yearly contribution required for vehicle purchase out of the General Fund, utilize more vehicle miles before major maintenance is necessary, and still get maximum trade in value.

The third change in contribution strategy involves the large snowplow trucks. Their replacement range is being moved from 10 years to 5 years. These trucks get used very hard and were constantly in for maintenance during snow events, sometimes reducing our available plow fleet by one-third for hours at a time. The costs for maintenance were rising to nearly equal the additional amount necessary to reduce the replacement period.

- B. The Restricted Revenue Fund (04) was created in the FY 2010 Budget. It is used to account for and restrict funds that the City receives or that the Council allocates for a specific operating purpose, but which might not be spent in that budget year. The funds are deposited directly into the fund using a dedicated revenue account for each source, and expended from that account.

It was budgeted in FY 2013 to spend the entirety of the funds collected from the Cass County 911 tax, which has been discontinued, on replacement of equipment as part of the Police Department renovation that occurred in FY 2013. The renovation came in under budget, leaving a balance of \$93,840 to start FY 2014. It is budgeted to fund the communication expenses related to 911 out of this fund until all funds have been exhausted. Those expenses will then need to be covered by the General Fund starting in FY 2016.

During the FY 2014 budget process, the City Council reserved \$1,000,000 from General Fund Balance into this fund for future costs associated with the construction of a Civic Center. In addition to the reservation of those funds in the Restricted Revenue Fund, the Council also reserved \$200,000 in the Capital Improvement Fund during the budget process in FY 2012. This leaves a total of \$1,200,000 restricted for this purpose.

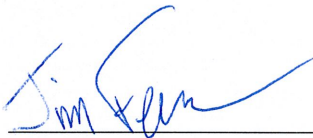
### **CAPITAL BUDGET**

The FY 2015 Capital Budget and 2015 – 2019 Capital Improvements Program (CIP) are included in a separate document. The first year of the five-year CIP is incorporated into the annual budget as the Capital Budget. A separate transmittal letter is submitted summarizing the FY 2015 Capital Budget and five-year CIP.

### **ACKNOWLEDGEMENTS**

My sincere thanks go to the department heads and division managers who worked hard to prepare this budget. A very special thank you to Finance Director Cynthia Watson who has played a major role in producing this document, especially during this transition period. Also a thank you to City Accountant Elisa Williams who provides much of the backup documentation and research for the initial document numbers. I am deeply grateful to all for their time and work on this year's document.

Respectfully Submitted,



Jim Feuerborn, Acting City Manager



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**City of Raymore**  
100 Municipal Circle  
Raymore, Missouri 64083  
(816) 331-0488 Fax (816) 331-8724

November 1, 2014

**City Manager - Post Operating Budget Adoption Memorandum**

During City Council deliberation of the City Manager's Proposed 2015 Budget, the following changes to the Proposed Budget were introduced and approved as part of the final Fiscal Year 2015 Operating Budget.

1. General Fund available fund balance transfer to the Restricted Revenue Fund for future civic center construction expenses - \$300,000
2. General Fund available fund balance transfer to the Transportation Fund to provide additional funding for the 2015 pavement management program - \$150,000
3. General Fund available fund balance transfer to the Restricted Revenue Fund to provide additional funding for the 2016-2019 pavement management program - \$483,000
4. General Fund - Administration Department budgeted expense increase for the Arts Commission - \$10,000
5. General Fund - Police Department budgeted expense increase for the purchase of body cameras - \$47,522
6. General Fund - Administration Department budgeted expense increase for senior bus service need citizen survey - \$3,000

The summary result of these actions increased budgeted transfers from the General Fund by \$933,000 and budgeted 2015 General Fund expenses by \$60,522. These changes combined with the increase in required restricted reserve associated with direct expense increases result in a projected decrease in the available General Fund Balance at the end of FY 2015 from \$1,586,372 to \$480,745

Jim Feuerborn

*"The City of Raymore is dedicated to being a quality community in which to live, work and play."*

# Combined Operating Expenditures by Fund

**General Fund:**

Administration	1,023,795
Information Technology	408,489
Economic Development	243,135
Community Development	571,650
Engineering	413,876
Streets	1,151,575
Stormwater	269,466
Building & Grounds	305,367
Municipal Court	165,321
Finance	539,840
Police	3,652,733
Emergency Management	123,686
Transfer Out	1,033,000
<b>Total General Fund</b>	<b>9,901,933</b>

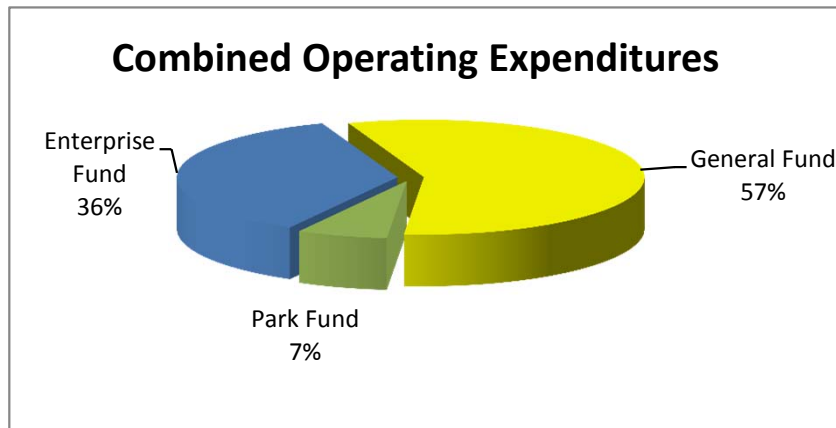
**Parks and Recreation Fund:**

Parks	631,387
Recreation	523,449
<b>Total Parks and Recreation Fund</b>	<b>1,154,836</b>

**Enterprise Fund**

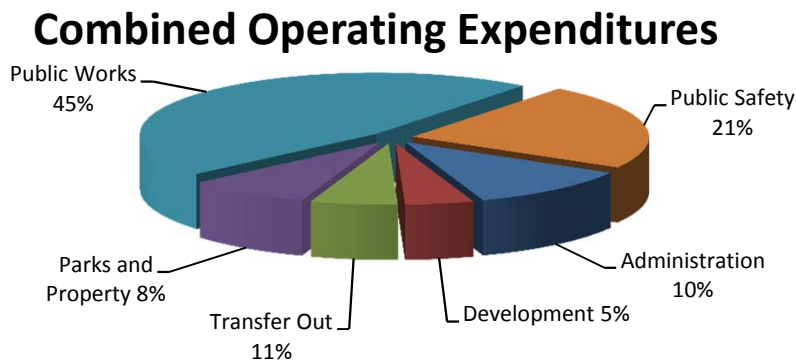
Water	2,886,264
Sewer	2,204,435
Debt Service	151,881
Transfer Out	1,073,666
<b>Total Enterprise Fund</b>	<b>6,316,246</b>

**Total Combined Operating Expenditures                    \$            17,373,015**



# Combined Operating Expenditures by Service

<b>Administration</b>	
Administration	1,023,795
Information Technology	408,489
Finance	539,840
<b>Total Administration</b>	<b>1,972,124</b>
<b>Development</b>	
Economic Development	243,135
Community Development	571,650
<b>Total Development</b>	<b>814,785</b>
<b>Transfer Out</b>	
Transfer Out	1,033,000
<b>Total Transfer Out</b>	<b>1,033,000</b>
<b>Parks and Property</b>	
Parks and Recreation	1,154,836
Building & Grounds	305,367
<b>Total Parks and Property</b>	<b>1,460,203</b>
<b>Public Works</b>	
Engineering	413,876
Streets	1,151,575
Stormwater	269,466
Water ,Sewer & Solid Waste	6,316,246
<b>Total Public Works</b>	<b>8,151,163</b>
<b>Public Safety</b>	
Police	3,652,733
Emergency Management	123,686
Municipal Court	165,321
<b>Total Public Safety</b>	<b>3,941,740</b>
 <b>Total Combined Operating Expenditures</b>	 <b>\$ 17,373,015</b>





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**General Fund (01)**

	2011-12 Actual	2012-13 Actual	2013-14 Council Adopted	2013-14 Projected	2014-15 Department Requested	2014-15 C.M. Proposed	2014-15 Council Adopted
<b>Fund Balance</b>							
<b>Beginning of Year</b>	<b>4,881,933</b>	<b>5,120,176</b>	<b>3,697,518</b>	<b>3,749,828</b>	<b>3,239,296</b>	<b>3,239,296</b>	<b>3,239,296</b>
<b>Revenue</b>							
Property Taxes	1,283,418	1,259,506	1,252,633	1,245,942	1,257,584	1,257,584	1,257,584
Franchise Taxes	2,251,800	2,276,711	2,427,713	2,390,961	2,395,670	2,395,670	2,395,669
Sales Taxes	2,646,625	2,692,285	2,862,306	2,969,673	2,997,146	2,997,146	2,997,146
Fees & Permits	222,189	281,029	101,870	307,826	92,940	92,940	92,940
Licenses	134,705	125,338	132,960	122,439	122,100	122,100	122,100
Municipal Court	373,691	494,299	418,400	504,712	440,078	440,078	440,078
Miscellaneous	380,760	332,857	336,416	333,991	316,620	316,620	316,620
Other Sources & (Uses)							
Transfer from Restricted Revenue Fund	94,666	-		-	-		
Transfer from Transportation Fund	320,000	320,000	320,000	320,000	320,000	320,000	320,000
Transfer from Stormwater S.T.	189,262	202,437	195,429	195,429	230,425	230,425	230,425
Transfer from Enterprise Fund	630,310	658,676	687,527	687,527	727,606	727,606	727,606
Transfer from Capital Funds	57,090	32,134	41,600	41,600	17,000	17,000	17,000
<b>Total Revenue</b>	<b>8,584,516</b>	<b>8,675,272</b>	<b>8,776,854</b>	<b>9,120,101</b>	<b>8,917,169</b>	<b>8,917,169</b>	<b>8,917,169</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>13,466,449</b>	<b>13,795,448</b>	<b>12,474,372</b>	<b>12,869,929</b>	<b>12,156,465</b>	<b>12,156,465</b>	<b>12,156,464</b>
<b>Expenditures</b>							
Administration	817,082	839,425	979,181	870,488	1,056,734	1,010,795	1,023,795
Information Technology	302,621	358,782	407,545	396,307	400,160	408,489	408,489
Economic Development	198,612	204,580	225,984	222,620	235,413	243,135	243,135
Community Development	564,426	564,901	575,783	566,649	571,650	571,650	571,650
Engineering	419,044	405,773	451,117	406,116	412,481	413,876	413,876
Streets	924,668	973,555	1,120,745	1,102,250	1,152,557	1,151,575	1,151,575
Stormwater	193,169	210,240	220,147	279,077	254,586	269,466	269,466
Building & Grounds	328,098	273,766	305,680	288,925	305,367	305,367	305,367
Municipal Court	141,377	146,627	162,295	155,351	165,321	165,321	165,321
Finance	480,431	493,419	516,943	512,879	542,240	539,840	539,840
Police	3,291,051	3,370,186	3,592,947	3,538,877	3,608,846	3,605,211	3,652,733
Emergency Management	109,972	102,553	118,487	91,094	125,686	123,686	123,686
	7,770,551	7,943,807	8,676,854	8,430,633	8,831,040	8,808,411	8,868,933
Other							
Transfer Out to BERP Fund		1,000,000					
Transfer Out to Park Fund	40,000	50,000	100,000	100,000	100,000	100,000	100,000
Transfer Out to Transportation Fund	335,722	903,113					150,000
Transfer Out to Park Sales Tax Fund		148,700					
Transfer Out to Capital Improvement Fund	200,000						
Transfer Out to Ent. Cap. Maint. Fund							
Transfer Out to Restricted Revenue Fund			1,000,000	1,100,000			783,000
	575,722	2,101,813	1,100,000	1,200,000	100,000	100,000	1,033,000
<b>Total Expenditures</b>	<b>8,346,273</b>	<b>10,045,620</b>	<b>9,776,854</b>	<b>9,630,633</b>	<b>8,931,041</b>	<b>8,908,411</b>	<b>9,901,933</b>
<i>Net Revenue over/under</i>	<i>238,243</i>	<i>(1,370,348)</i>	<i>(1,000,000)</i>	<i>(510,532)</i>	<i>(13,872)</i>	<i>8,758</i>	<i>(984,764)</i>
<b>Fund Balance (Gross)</b>	<b>5,120,176</b>	<b>3,749,828</b>	<b>2,697,518</b>	<b>3,239,296</b>	<b>3,225,424</b>	<b>3,248,054</b>	<b>2,254,531</b>
<i>Less: Restricted Balances</i>							
<i>Less: Reserve Balance 20% of Exp</i>	<i>(1,554,110)</i>	<i>(1,588,761)</i>	<i>(1,735,371)</i>	<i>(1,686,127)</i>	<i>(1,766,208)</i>	<i>(1,761,682)</i>	<i>(1,773,787)</i>
<b>Avail Fund Balance-End of Year</b>	<b>3,566,066</b>	<b>2,161,066</b>	<b>962,147</b>	<b>1,553,169</b>	<b>1,459,216</b>	<b>1,486,372</b>	<b>480,745</b>

# Real Estate Property Tax

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4010-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Charter: Article XI; Section 11.8</b>  <b>State Statute: Chapter 67.110 &amp; 140 RSMo</b>  <b>Missouri State Constitution: Article X</b></p>
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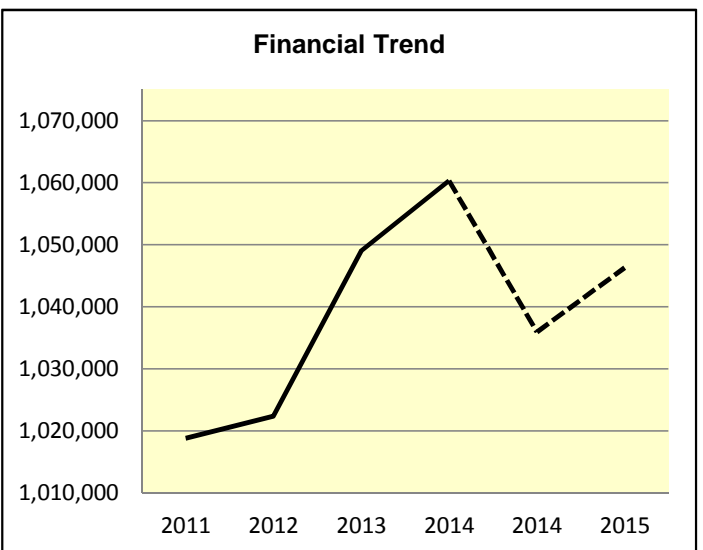
## Revenue Description

**Real Property Tax-** Assessed property values are determined by taking the market value, as determined by the county assessor, and multiplying by the assessment ratio. Assessment ratios are commercial at 32%, residential at 19%, and agricultural at 12%. Tax is paid on each \$100 of assessed value.

Property tax rates are set by local governments within the limits set by the Missouri Constitution and statutes. They are based on the revenues permitted for the prior year with an allowance for growth based on the rate of inflation and new development. Tax amounts are determined using market value of the property, established by the County Assessor, multiplied by the assessment ratio. Cass County collects and distributes the property taxes for the City of Raymore.

The FY15 City General Operating levy is 0.4647; the Debt Service levy is 0.7170 and the Parks levy is 0.1251 with real estate assessed valuation at \$232,730,124 compared to \$227,830,346 last year. The collection rate is estimated at 98%.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	634,921	2.55%
2006 Actual	728,824	14.79%
2007 Actual	799,314	9.67%
2008 Actual	892,692	11.68%
2009 Actual	959,962	7.54%
2010 Actual	985,240	2.63%
2011 Actual	1,018,838	3.41%
2012 Actual	1,022,402	0.35%
2013 Actual	1,049,059	2.97%
2014 Budget	1,060,333	1.07%
2014 Projected	1,035,938	-2.30%
2015 Estimated	1,046,297	1.00%



# Personal Property Tax

<b>General Ledger Codes:</b>  <b>01-00-4020-0000</b>	<u><b>Legal Authority:</b></u>  <b>Municipal Charter: Article XI; Section 11.8</b> <b>State Statute: Chapter 67.110 &amp; 140 RSMo</b> <b>Missouri State Constitution: Article X</b>
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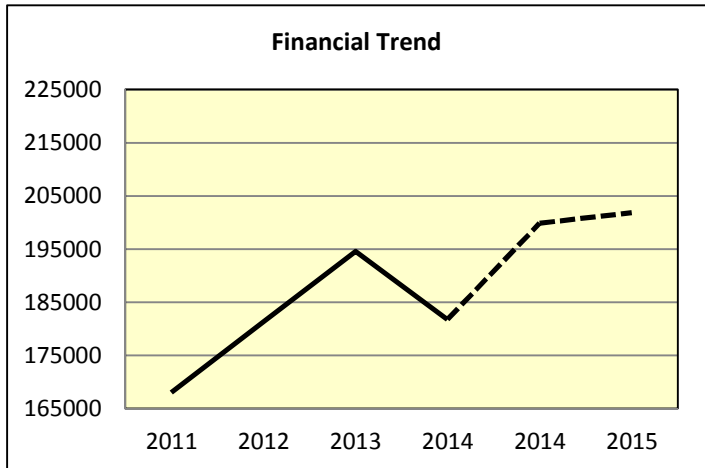
## Revenue Description

**Personal Property Tax** - assessed valuation is equal to 33% of market value set by the State Tax Commission. Tax is paid on each \$100 of assessed value.

Property tax rates are set by local governments within the limits set by the Missouri Constitution and statutes. They are based on the revenues permitted for the prior year with an allowance for growth based on the rate of inflation and new development. Tax amounts are determined using market value of the property, as determined using a formula from the State Tax Commission and applied by the County Assessor, multiplied by the assessment ratio. Cass County collects and distributes the property taxes for the City of Raymore.

The FY15 City General Operating levy is 0.4647; the Debt Service levy is 0.7170 and the Parks levy is 0.1251 with personal property assessed valuation at \$42,188,504 compared to \$41,561,528 last year. The collection rate is estimated at 98%.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	129,276	-4.55%
2006 Actual	145,235	12.34%
2007 Actual	163,915	12.86%
2008 Actual	170,534	4.04%
2009 Actual	180,031	5.57%
2010 Actual	171,219	-4.89%
2011 Actual	168,032	-1.86%
2012 Actual	181,300	7.90%
2013 Actual	194,583	15.80%
2014 Budget	181,750	-6.60%
2014 Projected	199,836	9.95%
2015 Estimated	201,834	1.00%



# Penalties

<b>General Ledger Codes:</b>  <b>01-00-4030-0000</b>	<b><u>Legal Authority:</u></b>  <b>Municipal Charter: Article XI; Section 11.8</b> <b>State Statute: Chapter 67.110 &amp; 140 RSMo</b> <b>Missouri State Constitution: Article X</b>
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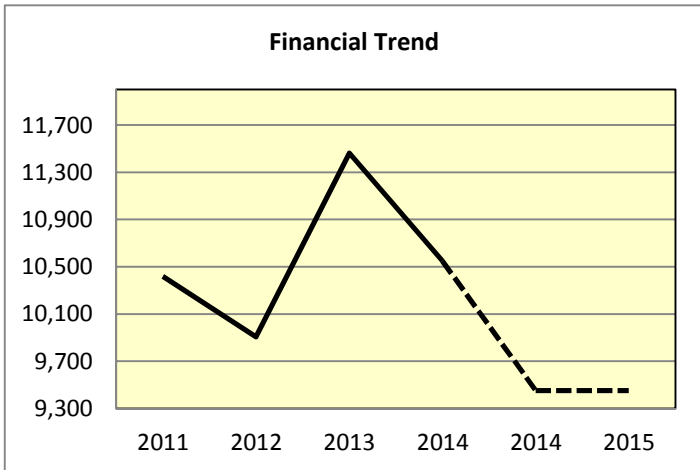
## Revenue Description

**Penalties-** are accrued beginning January 1 following the December 31 due date for yearly property tax billings. The delinquent property tax accrues interest at the rate of 2% per month compounded.

Property tax rates are set by local governments within the limits set by the Missouri Constitution and statutes. They are based on the revenues permitted for the prior year with an allowance for growth based on the rate of inflation and new development. Tax amounts are determined using market value of the property, applied by the County Assessor, multiplied by the assessment ratio. Cass County collects and distributes the property taxes for the City of Raymore.

The FY15 revenue is estimated based on historical data trends.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	7,152	-2.92%
2006 Actual	8,023	12.18%
2007 Actual	10,605	32.17%
2008 Actual	9,301	-12.29%
2009 Actual	11,627	25.00%
2010 Actual	10,732	-7.70%
2011 Actual	10,418	-2.93%
2012 Actual	9,906	-4.91%
2013 Actual	11,463	10.03%
2014 Budget	10,550	-7.97%
2014 Projected	9,453	-10.40%
2015 Estimated	9,453	0.00%



# Motor Vehicle License Tax

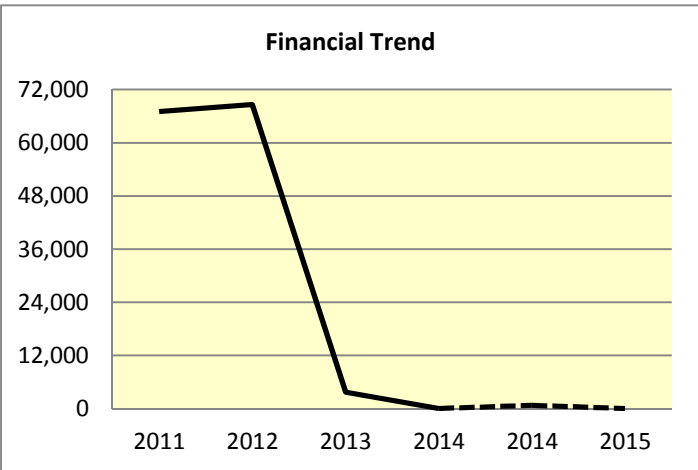
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4045-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Charter: Article XI; Section 11.8</b>  <b>State Statute: Chapter 137 RSMo.</b>  <b>State Statute: Section 301.340 RSMo.</b>  <b>Missouri State Constitution: Article X</b></p>
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## Revenue Description

**Motor Vehicle License Tax** -Upon voter approval a municipality is authorized to impose a motor vehicle license tax. Section 301.310 RSMo. establishes the basis for the license tax as either a flat rate or based on horsepower. Through FY 2012, the City of Raymore assessed a flat \$5.00 per vehicle and billing and collection was done in conjunction with property tax through the County.

On January 23, 2012 the City Council repealed this tax, effective in FY 2013. Revenues for FY15 were therefor budgeted at zero. The amount projected represents collections of delinquent taxes associated with this tax.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	47,632	36.59%
2006 Actual	51,470	8.06%
2007 Actual	55,280	7.40%
2008 Actual	57,232	3.53%
2009 Actual	61,115	6.79%
2010 Actual	63,628	4.11%
2011 Actual	67,050	5.38%
2012 Actual	68,642	2.37%
2013 Actual	3,673	-94.52%
2014 Budget	0	-100.00%
2014 Projected	716	NA
2015 Estimated	0	-100.00%



# Land-Line Telecom Franchise Tax

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4060-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Charter: Article XII</b>  <b>Municipal Code: Section 640.010</b>  <b>Municipal Code: Section 640.030</b>  <b>State Statute: 67.2675-2714</b>  <b>Missouri State Constitution: Article X</b></p>
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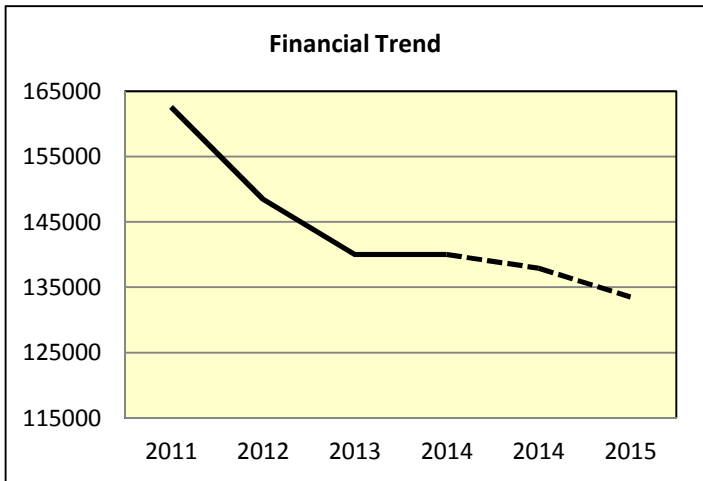
## Revenue Description

Each company or corporation engaged in the business of supplying public, non-municipal telephone services to the citizens pays an annual franchise tax of seven percent (7%) of the gross receipts collected from the sale of public utility services within the city limits.

Land-line and wireless telecommunications are split into separate accounts for budget reporting purposes.

Staff is conservatively projecting FY15 revenue based on current receipts and analysis of the last three years. Staff projects FY15 revenues at a 3.21% decrease of the FY14 projections. The revenue in this line item is expected to decline over the years as customers discontinue land line service.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	131,704	2.95%
2006 Actual	138,273	4.99%
2007 Actual	153,125	10.74%
2008 Actual	151,561	-1.02%
2009 Actual	386,080	154.74%
2010 Actual	162,820	-57.83%
2011 Actual	162,589	-0.14%
2012 Actual	148,509	-8.66%
2013 Actual	140,004	-5.73%
2014 Budget	140,000	0.00%
2014 Projected	137,900	-1.50%
2015 Estimated	133,479	-3.21%



# KCP&L Franchise Tax

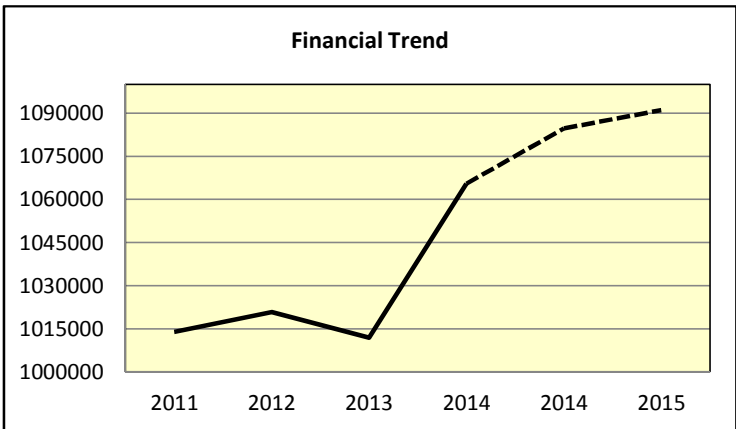
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4065-0000</b></p>	<p><b><u>Legal Authority:</u></b></p> <p><b>Municipal Charter: Article XII</b>  <b>Municipal Code: Section 640.010</b>  <b>State Statute: 393.297</b>  <b>Missouri State Constitution: Article X</b></p>
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## Revenue Description

**KCP&L Electric** - Each company or corporation engaged in the business of supplying public, non-municipal electric services to the citizens pays an annual franchise tax of seven percent (7%) of the gross receipts collected from the sale of public utility services within the city limits. This revenue source is dependent on weather conditions resulting in variances that are sometimes material.

Staff is estimating FY15 revenue based on the addition of 50 new residences.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	526,697	28.05%
2006 Actual	616,016	16.96%
2007 Actual	721,463	17.12%
2008 Actual	790,955	9.63%
2009 Actual	835,871	5.68%
2010 Actual	1,004,062	20.12%
2011 Actual	1,013,947	0.98%
2012 Actual	1,020,805	0.68%
2013 Actual	1,011,888	-0.87%
2014 Budget	1,065,463	5.29%
2014 Projected	1,084,690	1.80%
2015 Estimated	1,091,040	0.59%



# Osage Valley Elec Franchise

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4070-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Charter: Article XII</b>  <b>Municipal Code: Section 640.010</b>  <b>State Statute: 393.297</b>  <b>Missouri State Constitution: Article X</b></p>
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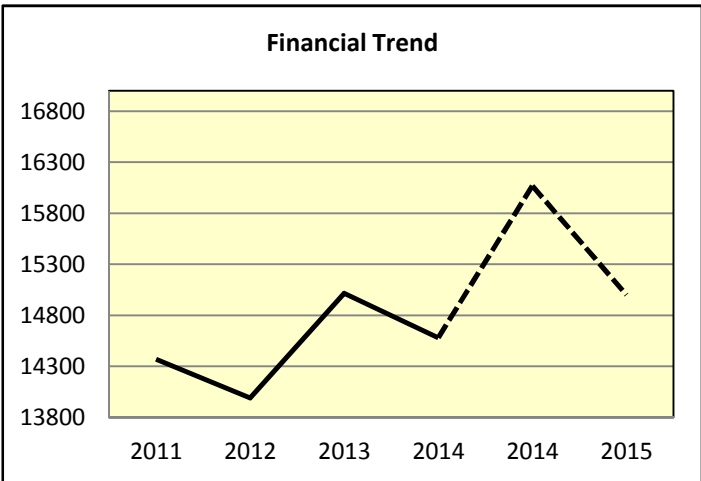
## Revenue Description

**Osage Valley Electric** - Each company or corporation engaged in the business of supplying public, non-municipal electric services to the citizens pays an annual franchise tax of seven percent (7%) of the gross receipts collected from the sale of public utility services within the city limits. This revenue source is dependent on weather conditions resulting in variances that are sometimes material.

Osage Valley Electric serves the southern portions of the city limits bordering the county areas. Any land annexed further south will be served by this utility.

Because Osage Valley Electric revenues will only increase due to rate increases, annexation of additional property, and actual building taking place on same, proposed FY15 revenue is conservatively estimated based on the past three years.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	19,005	90.93%
2006 Actual	11,346	-40.30%
2007 Actual	12,379	9.11%
2008 Actual	13,117	5.96%
2009 Actual	15,154	15.53%
2010 Actual	14,871	-1.87%
2011 Actual	14,368	-3.38%
2012 Actual	13,989	-2.64%
2013 Actual	15,017	7.35%
2014 Budget	14,579	-2.92%
2014 Projected	16,070	10.23%
2015 Estimated	15,000	-6.66%





# Mo Gas Energy Franchise Tax

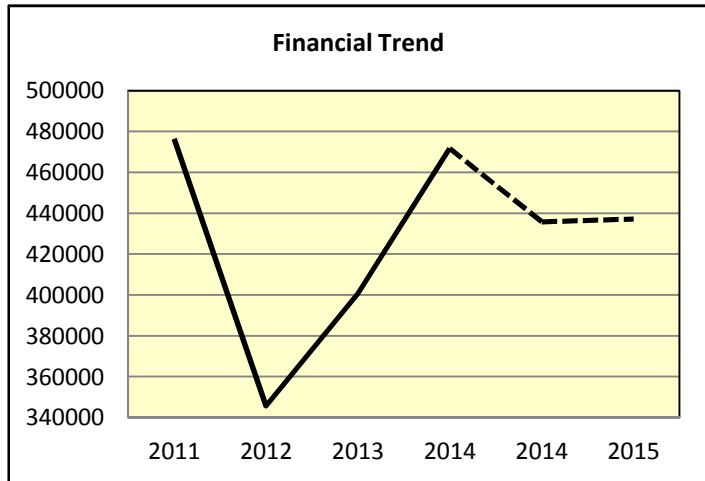
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4075-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Charter: Article XII</b>  <b>Municipal Code: Section 640.010</b>  <b>State Statute: 393.297</b>  <b>Missouri State Constitution: Article X</b></p>
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## Revenue Description

**Missouri Gas Energy** - Each company or corporation engaged in the business of supplying public, non-municipal natural gas services to the citizens pays an annual franchise tax of seven percent (7%) of the gross receipts collected from the sale of public utility services within the city limits. This revenue source is dependent on weather conditions resulting in variances that are sometimes material.

Due to the mild winter temperatures during 2013-2014, staff is projecting the FY14 revenue to come in below budget. Staff is estimating FY15 revenue using the FY14 projected amount and an additional 50 homes.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	349,831	3.66%
2006 Actual	410,329	17.29%
2007 Actual	433,504	5.65%
2008 Actual	494,357	14.04%
2009 Actual	491,509	-0.58%
2010 Actual	428,413	-12.84%
2011 Actual	476,527	11.23%
2012 Actual	345,571	-27.48%
2013 Actual	400,566	15.91%
2014 Budget	471,723	17.76%
2014 Projected	435,677	-7.64%
2015 Estimated	437,177	0.34%



# Internet Cable / Video Franchise Tax

**General Ledger Codes:**

**01-00-4080-0000**

**Legal Authority:**

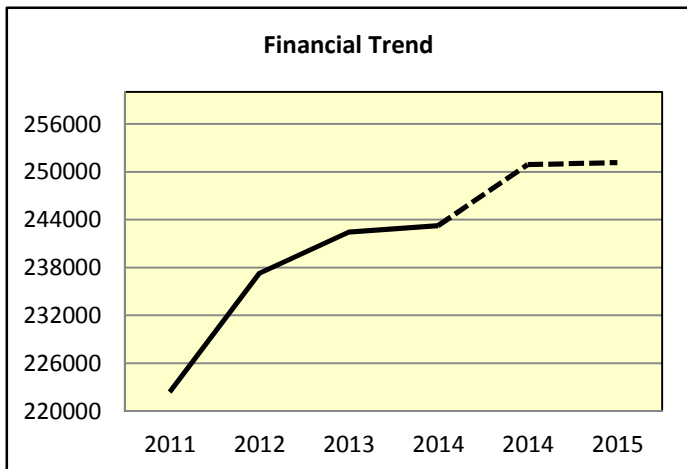
**Municipal Charter: Article XII  
Municipal Code: Section 640.010  
State Statute: 67.2689  
Missouri State Constitution: Article X**

## Revenue Description

**Internet Cable / Video** - Each company or corporation engaged in the business of supplying public, non-municipal cable services to the citizens pays an annual franchise tax of five percent (5%) of the gross receipts collected from the sale of this public utility services within the city limits.

The increase in revenue is a combination of growth and increases in rates charged to customers. FY15 revenues are estimated using current rates and an additional 50 homes.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	127,532	11.99%
2006 Actual	128,789	0.99%
2007 Actual	144,524	12.22%
2008 Actual	170,174	17.75%
2009 Actual	155,615	-8.56%
2010 Actual	208,702	34.11%
2011 Actual	222,379	6.55%
2012 Actual	237,278	6.70%
2013 Actual	242,431	2.17%
2014 Budget	243,226	0.33%
2014 Projected	250,895	3.15%
2015 Estimated	251,145	0.10%



# Wireless Telecom Franchise Tax

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4090-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Charter: Article XII</b>  <b>Municipal Code: Section 640.010</b>  <b>Municipal Code: Section 640.030</b>  <b>State Statute: 67.2675-2714</b>  <b>Missouri State Constitution: Article X</b></p>
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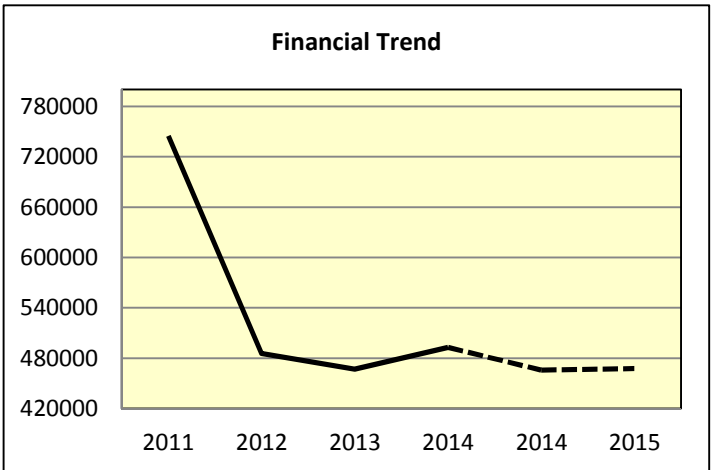
## Revenue Description

**Miscellaneous** - This revenue source reports franchise receipts from cellular telecommunications companies. Companies pay an annual franchise tax of seven percent (7%) of gross receipts collected.

In the recent past the spikes in revenue seen below can be attributed to various one-time settlements with the different wireless carriers. FY11 marked the end of those settlements. FY14 projected is based on actual receipts to date.

FY15 estimated revenues are based on the FY14 average monthly wireless telecom franchise tax receipts and an additional 50 homes.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	41,071	77.79%
2006 Actual	16,070	-60.87%
2007 Actual	24,999	55.56%
2008 Actual	966,056	3764.38%
2009 Actual	375,644	-61.12%
2010 Actual	660,187	75.75%
2011 Actual	744,726	12.81%
2012 Actual	485,648	-34.79%
2013 Actual	466,806	-3.88%
2014 Budget	492,722	5.55%
2014 Projected	465,729	-5.48%
2015 Estimated	467,829	0.45%



# City Sales Tax

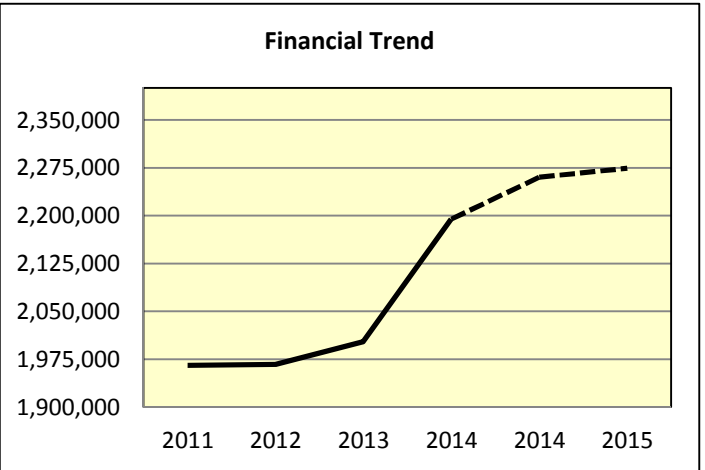
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4100-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: Sections 145.010</b>  <b>State Statute: 94.500-94.550 RSMo</b>  <b>Missouri State Constitution: Article X</b></p>
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## Revenue Description

**City Sales Tax** – All cities except those located in St. Louis County are authorized to collect a general revenue sales tax. City voters approved a general sales tax of one percent on receipts from the sale at retail of tangible personal property or taxable services. The FY 2014 estimate is based on current receipts, historical trending, and the addition of Sam’s Club beginning November 1, 2013 and Golden Corral beginning January 1, 2014.

In 2012 the Missouri Supreme Court invalidated out-of-sales tax collections for any jurisdiction that has not adopted a use tax. Raymore has not. According to the Missouri Department of Revenue, this had the effect of reducing sale tax revenues from out-of-state sales of cars, boats and trailers by \$56,000 in FY 2013. In 2013 a statute was enacted that restored this source, at least temporarily.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	1,527,877	9.45%
2006 Actual	1,478,803	-3.21%
2007 Actual	1,683,321	13.83%
2008 Actual	1,879,529	11.66%
2009 Actual	1,894,740	0.81%
2010 Actual	1,918,665	1.26%
2011 Actual	1,965,337	2.43%
2012 Actual	1,966,631	0.07%
2013 Actual	2,002,242	1.81%
2014 Budget	2,194,482	9.60%
2014 Projected	2,260,030	2.99%
2015 Estimated	2,274,156	0.63%



# Gasoline Tax

**General Ledger Codes:**

**01-00-4135-0000**

**Legal Authority:**

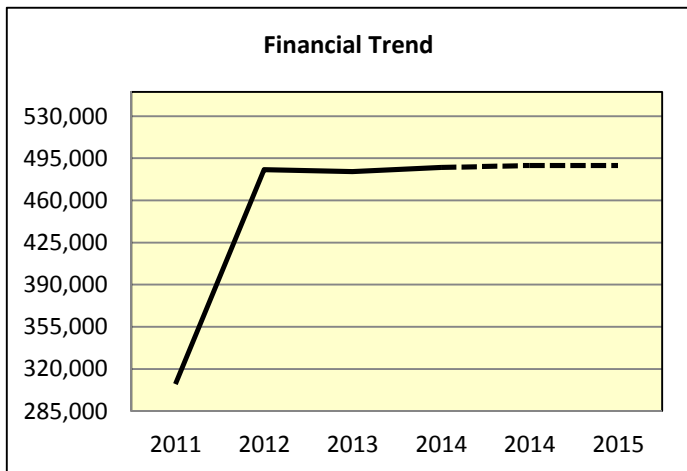
**Missouri State Constitution: Article IV; Section 30b**

## Revenue Description

**Gasoline Tax** - All municipalities over 100 population share in 15 percent of the state highway fund, which includes revenues from the motor fuel tax. The state vehicle fuel tax (gasoline tax) is the local share of the state tax on motor vehicle fuel sold. Distribution is based on the population of the city as of the 2010 census count

Starting January 2012 the City recognized a significant increase in revenues received due to the adjustment associated with the 2010 census count. The FY14 projected revenues as well as the FY15 estimated revenues are based on historical data adjusted to the 2010 census contribution.

<b>Fiscal Year</b>	<b>Collection</b>	<b>Annual Percentage Change</b>
2005 Actual	353,573	19.83%
2006 Actual	315,717	-10.71%
2007 Actual	326,659	3.47%
2008 Actual	313,796	-3.94%
2009 Actual	309,039	-1.52%
2010 Actual	339,644	9.90%
2011 Actual	307,494	-9.47%
2012 Actual	485,613	57.93%
2013 Actual	483,900	-0.35%
2014 Budget	487,344	0.71%
2014 Projected	489,014	0.34%
2015 Estimated	489,014	0.00%



# State Vehicle Sales Tax

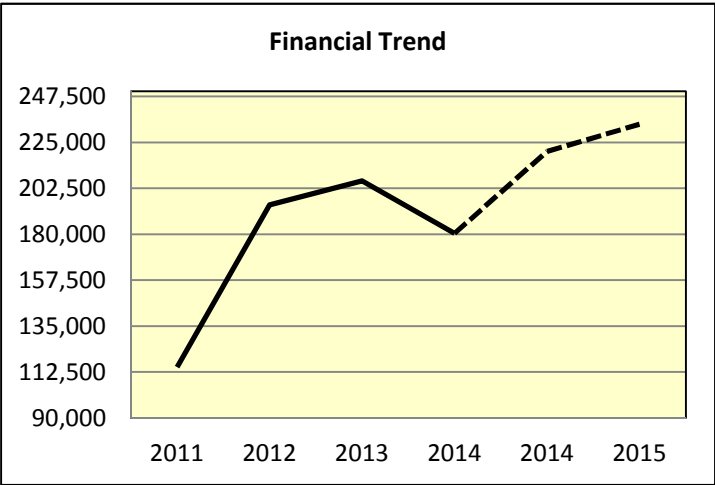
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4140-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Missouri State Constitution: Article IV; Section 30b</b></p>
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## Revenue Description

**State Vehicle Sales Tax** - All municipalities over 100 population share in 15 percent of the state highway fund that includes revenues from motor fuel tax, license and registration fees and one-half of the regular state sales tax on automobiles. The vehicle sales tax is based and allocated to the city in which the vehicle is titled.

Starting January 2012 the City recognized a significant increase in revenues received due to the adjustment associated with the 2010 census count. The FY14 projected revenues as well as the FY15 estimated revenues are based on historical data adjusted to the 2010 census contribution.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	140,151	-8.90%
2006 Actual	149,155	6.43%
2007 Actual	147,738	-0.95%
2008 Actual	119,404	-19.18%
2009 Actual	104,228	-12.71%
2010 Actual	105,101	0.84%
2011 Actual	114,900	9.32%
2012 Actual	194,382	69.18%
2013 Actual	206,143	6.05%
2014 Budget	180,480	-12.45%
2014 Projected	220,628	22.25%
2015 Estimated	233,976	6.05%



# Miscellaneous Permits

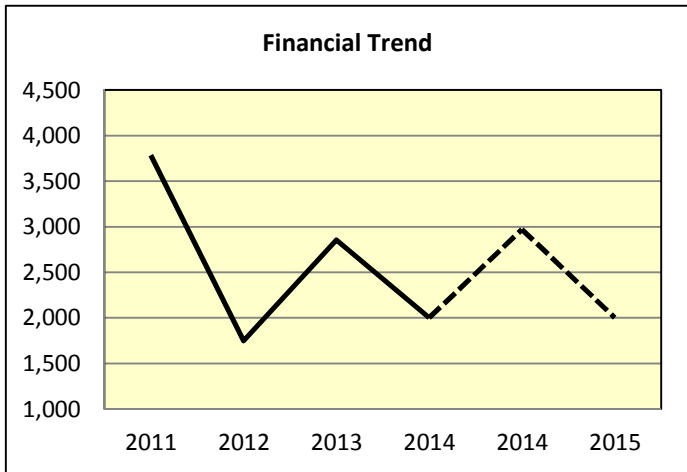
<b>General Ledger Codes:</b>  <b>01-00-4155-0000</b>	<u><b>Legal Authority:</b></u>  <b>Municipal Charter: Section 12.3</b> <b>Municipal Code: Section 500.080</b> <b>State Statute: Chapter 89</b>
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## Revenue Description

**Miscellaneous Permits** - Firework permits, solicitor permits and sign permits are recorded in this revenue account. Projections for future revenues are based on most recent historical activity.

FY14 projected revenues are based on actual permits and FY15 estimated revenues are based on the expected fireworks and solicitor permits.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	7,065	-59.36%
2006 Actual	2,020	-71.41%
2007 Actual	1,250	-38.12%
2008 Actual	1,750	40.00%
2009 Actual	2,250	28.57%
2010 Actual	1,250	-44.44%
2011 Actual	3,785	202.80%
2012 Actual	1,750	-53.76%
2013 Actual	2,855	63.14%
2014 Budget	2,000	-29.95%
2014 Projected	2,970	48.50%
2015 Estimated	2,000	-32.66%



# Residential Building Permits & Plan Reviews

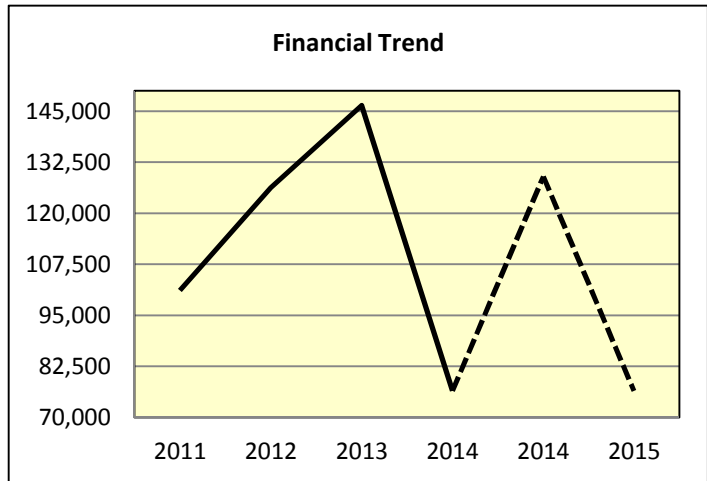
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4160-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 455</b>  <b>Municipal Code: Section 500-545</b>  <b>State Statute: Chapter 89</b></p>
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## Revenue Description

**Building Permits** - A building permit must be obtained from the City before work is initiated on any construction job. Building valuation is calculated based on the Building Valuation Data from the April issue of Building Standards Magazine. Presently the fee is four dollars (\$4.00) per one thousand dollars (\$1,000) of building valuation. The residential building valuation to which the \$4.00 fee is applied is calculated on living area multiplied by the per square foot cost to build the individual structure.

Staff projects FY14 revenues based on current receipts through mid-May as well as projected revenues from upcoming residential development. Revenues for FY15 are estimated based on 50 projected residential starts for the fiscal year with an average permit fee for these homes of \$1530.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	604,458	58.64%
2006 Actual	515,255	-14.76%
2007 Actual	272,337	-47.15%
2008 Actual	166,756	-38.77%
2009 Actual	75,397	-54.79%
2010 Actual	107,322	42.34%
2011 Actual	101,075	-5.82%
2012 Actual	126,249	24.91%
2013 Actual	146,384	15.95%
2014 Budget	76,500	-47.74%
2014 Projected	128,987	68.61%
2015 Estimated	76,500	-40.69%





# Commercial Building Permits & Plan Reviews

<b>General Ledger Codes:</b>  <b>01-00-4161-0000</b>	<u>Legal Authority:</u>  <b>Municipal Code: Section 455</b> <b>Municipal Code: Section 500-545</b> <b>State Statute: Chapter 89</b>
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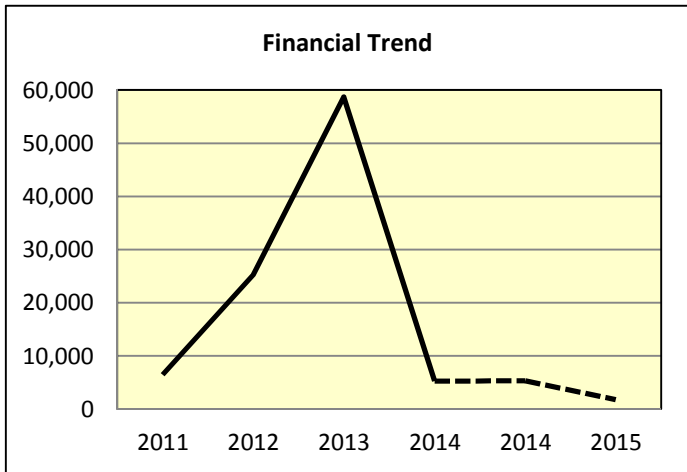
## Revenue Description

**Building Permits** - A building permit must be obtained from the City before work is initiated on any building construction job. Building valuation is calculated based on the Building Valuation Data from the April issue of Building Standards Magazine. Presently the fee is four dollars (\$4.00) per one thousand dollars (\$1,000) of building valuation. Building valuation for all building types, other than residential, is calculated on the gross floor area multiplied by the per square foot cost to build the structure.

The FY13 includes \$44,581 revenue associated with the Sam's Club.

FY15 revenues are estimated based on 5 remodels @ \$350 each.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	35,013	N/A
2008 Actual	95,263	172.08%
2009 Actual	15,028	-84.22%
2010 Actual	15,472	2.95%
2011 Actual	6,468	-58.20%
2012 Actual	25,227	290.05%
2013 Actual	58,682	132.62%
2014 Budget	5,250	-91.05%
2014 Projected	5,298	0.92%
2015 Estimated	1,750	-66.97%



# Engineering Inspection & Plan Reviews

<b>General Ledger Codes:</b>  <p style="text-align: center;"><b>01-00-4165-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 455</b>  <b>Municipal Code: Section 500-545</b>  <b>State Statute: Chapter 89</b></p>
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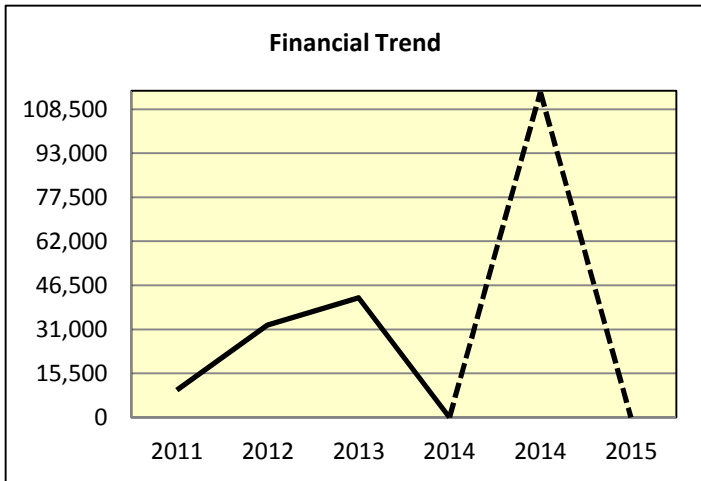
## Revenue Description

**Inspection Fees** - These fees are collected for City-provided inspection of all infrastructure installed on private development projects. The fee is 5% for inspection services and an additional 1% for administrative costs in plan review.

FY14 revenue projection includes fees received from the Edgewater residential development in the Creekmoor subdivision.

No additional subdivisions are expected in the coming year, thus resulting in revenue estimate of zero.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	428,903	-11.18%
2006 Actual	214,684	-49.95%
2007 Actual	59,056	-72.49%
2008 Actual	95,280	61.34%
2009 Actual	295,035	209.65%
2010 Actual	57,650	-80.46%
2011 Actual	9,558	-83.42%
2012 Actual	32,512	240.16%
2013 Actual	42,155	29.66%
2014 Budget	0	-100.00%
2014 Projected	114,498	N/A
2015 Estimated	0	-100.00%



# Land Disturbance Permits

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4170-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: Section 455</b>  <b>Municipal Code: Section 500-545</b>  <b>State Statute: Chapter 89</b></p>
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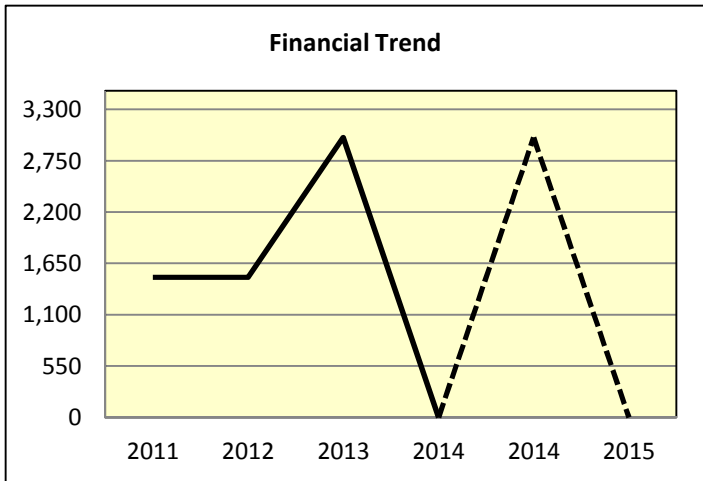
## Revenue Description

**Grading Permit** - The revenues recorded in this account are fees charged to cover Engineering's inspection of initial grading for new projects.

FY14 projected revenue includes fees received from the Edgewater residential development in the Creekmoor subdivision.

Staff is conservatively budgeting no revenue in FY15 based on the surplus of available lots in multiple subdivisions.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	15,500	93.17%
2006 Actual	4,500	-70.97%
2007 Actual	4,000	-11.11%
2008 Actual	1,500	-62.50%
2009 Actual	1,500	0.00%
2010 Actual	0	-100.00%
2011 Actual	1,500	N/A
2012 Actual	1,500	0.00%
2013 Actual	3,000	100.00%
2014 Budget	0	-100.00%
2014 Projected	3,000	N/A
2015 Estimated	0	-100.00%



# Right of Way Fees

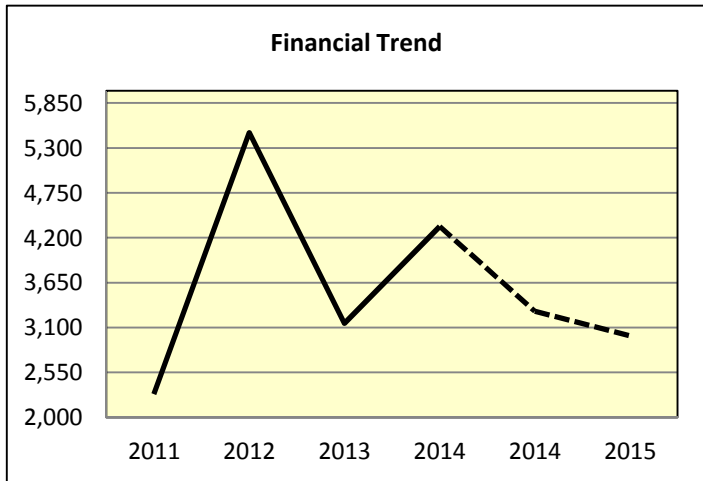
<p><b>General Ledger Codes:</b>  <b>01-00-4175-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 455</b> <b>Municipal Code: Section 500-545</b> <b>State Statute: Chapter 89</b></p>
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## Revenue Description

**Right of Way Fees** are collected as part of the Land Disturbance Ordinance. This ordinance helps the City keep track of what entity is working within our right-of-way. The permit fee covers the administrative costs and degradation fees associated with any disturbed infrastructure. The Right-of-Way fee is recommended by the City Engineer, approved by the City Council, and listed in the Schedule of Fees maintained in the City Clerk's office.

FY15 revenue is based on a three year historical trend.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	13,134	-24.33%
2006 Actual	7,842	-40.29%
2007 Actual	2,941	-62.50%
2008 Actual	2,385	-18.91%
2009 Actual	910	-61.84%
2010 Actual	2,859	214.14%
2011 Actual	2,285	-20.07%
2012 Actual	5,485	140.04%
2013 Actual	3,150	-42.57%
2014 Budget	4,340	37.78%
2014 Projected	3,302	-23.92%
2015 Estimated	3,000	-9.14%



# Zoning Fees

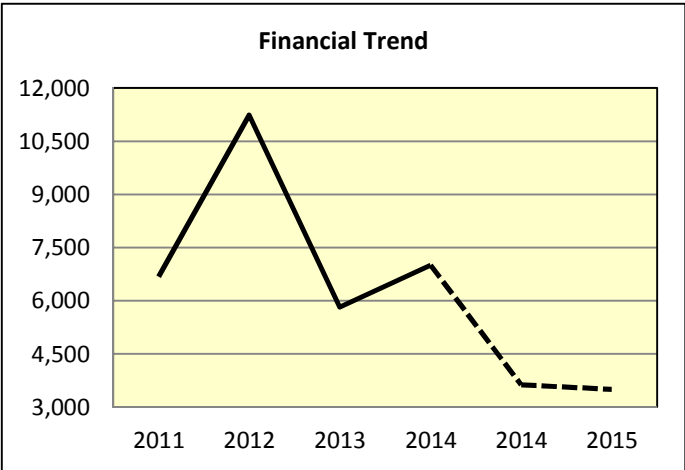
<b>General Ledger Codes:</b>  <b>01-00-4180-0000</b>	<u><b>Legal Authority:</b></u>  <b>Municipal Code: Section 455</b> <b>Municipal Code: Section 500-545</b> <b>State Statute: Chapter 89</b>
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## Revenue Description

**Zoning Fees** - Filing fees are charged for rezoning, variance requests and subdivision and conditional use permit requests. The fees offset advertising and administrative expenses.

Revenue estimates for FY14 and FY15 are based on best information available to date for the number and type of requests being estimated for the fiscal period.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	50,561	-44.76%
2006 Actual	30,025	-40.62%
2007 Actual	14,690	-51.07%
2008 Actual	6,870	-53.23%
2009 Actual	4,990	-27.37%
2010 Actual	6,805	36.37%
2011 Actual	6,675	-1.91%
2012 Actual	11,240	68.39%
2013 Actual	5,815	-48.27%
2014 Budget	7,000	20.38%
2014 Projected	3,625	-48.21%
2015 Estimated	3,500	-3.45%



# Street Lights

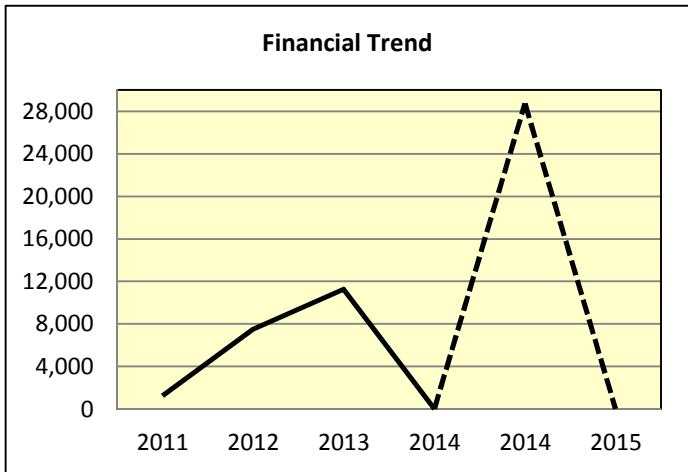
<b>General Ledger Codes:</b>  <b>01-00-4181-0000</b>	<u><b>Legal Authority:</b></u>  <b>Municipal Code: Section 455</b> <b>Municipal Code: Section 500-545</b> <b>State Statute: Chapter 89</b>
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## Revenue Description

**Street Lights** - Based on engineering estimates, five (5) years of estimated operating costs for street lighting in new developments is charged and recorded in this revenue account. After five years, the cost of street lighting in a development is assumed by the City.

FY14 projects revenue reflects development fees received from the Westbrook 10th and Edgewater 4th residential development in the Creekmoor subdivision. Staff anticipates no new developments, therefore no revenue from the source in FY15.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	68,445	-40.56%
2006 Actual	52,390	-23.46%
2007 Actual	12,710	-75.74%
2008 Actual	8,075	-36.47%
2009 Actual	0	-100.00%
2010 Actual	0	N/A
2011 Actual	1,250	N/A
2012 Actual	7,502	499.97%
2013 Actual	11,254	50.01%
2014 Budget	0	-100.00%
2014 Projected	28,753	N/A
2015 Estimated	0	-100.00%



# Plan Review Fees

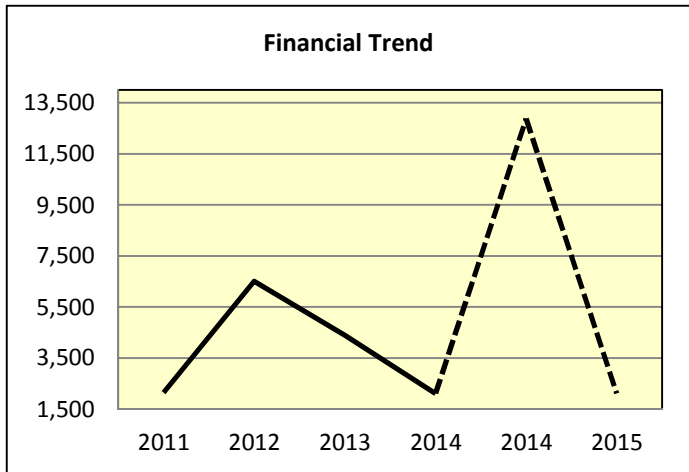
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4182-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 500.080</b>  <b>Municipal Code: Section 500-150</b>  <b>Municipal Code: 515.170</b>  <b>State Statute: Chapter 89</b></p>
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## Revenue Description

**Building Plan Review Fees** - Plan review fees are set at a one-time forty-two dollar (\$42.00) fee for each new residential, duplex, or four-plex building plan submitted. For all other buildings the fee is forty-two dollar (\$42.00) for the first one hundred thousand dollars (\$100,000) of building valuation plus two dollars (\$.2.00) per each additional one thousand dollars (\$1,000) of building valuation thereafter. Valuation is set by International Building Code specifications.

Revenues are based in part on historical trends and in part on estimated number of reviews projected for the fiscal year. FY14 revenue is based on receipts as of April and historical data. FY15 revenues are estimated using 50 new homes.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	73,369	-21.77%
2006 Actual	42,877	-41.56%
2007 Actual	11,811	-72.45%
2008 Actual	17,256	46.10%
2009 Actual	401	-97.68%
2010 Actual	0	-100.00%
2011 Actual	2,140	N/A
2012 Actual	6,502	203.86%
2013 Actual	4,389	-32.49%
2014 Budget	2,100	-52.16%
2014 Projected	12,877	513.20%
2015 Estimated	2,100	-83.69%



# Code Enforcement Reimbursement

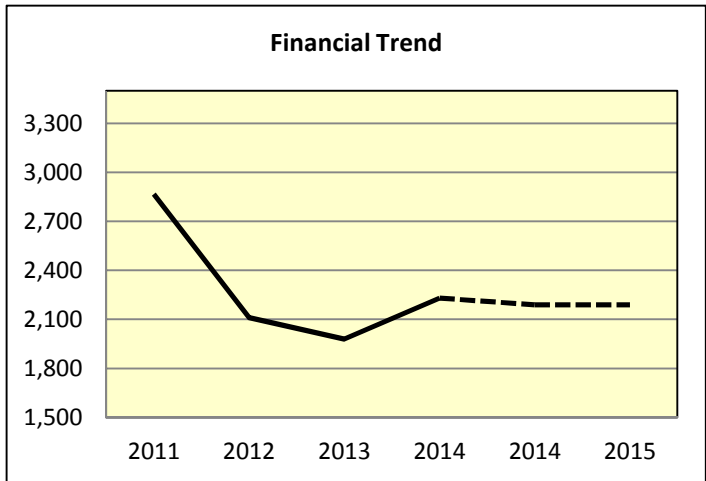
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4184-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p><b>Municipal Code: Section 200</b>  <b>Municipal Code: Section 400</b>  <b>Municipal Code: Section 500</b>  <b>State Statute: Chapter 89</b></p>
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## Revenue Description

**Code Enforcement Reimbursement** - The City is at times required to contract out code enforcement services for nuisance violations. The citizen is billed for actual reimbursement cost plus an administrative fee.

FY10 was the first year of recognition of this revenue stream by the City. Projected revenue is based on historical data. FY15 revenue is estimated based on a three year average.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	0	N/A
2008 Actual	0	N/A
2009 Actual	2,200	N/A
2010 Actual	2,477	12.59%
2011 Actual	2,866	15.70%
2012 Actual	2,110	-26.38%
2013 Actual	1,980	-6.16%
2014 Budget	2,230	12.63%
2014 Projected	2,190	-1.79%
2015 Estimated	2,190	0.00%





# Warning System Fees

<b>General Ledger Codes:</b>  <b>01-00-4185-0000</b>	<u><b>Legal Authority:</b></u>  <b>Municipal Code: Section 455</b> <b>Municipal Code: Section 500-545</b> <b>State Statute: Chapter 89</b> <b>Missouri Constitution: Article VI; Section 19-22</b>
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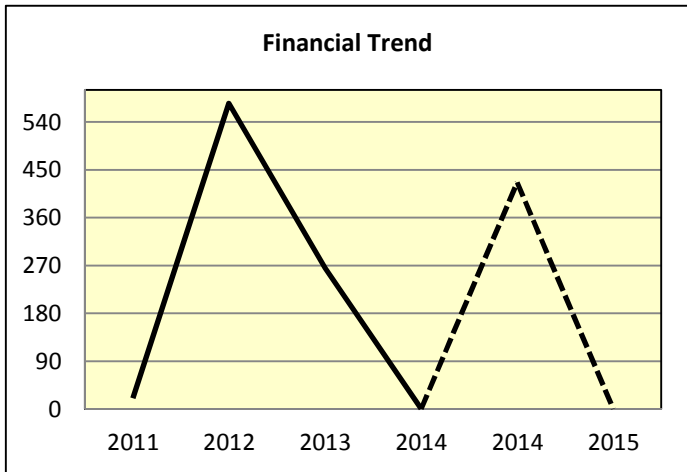
## Revenue Description

**Warning System Fees** - Fees are derived from subdivision developments that require additional weather warning systems installed (tornado siren). \$9.00 per acre is charged.

FY14 projected revenue is based on actual receipts and historical data.

FY15 revenues are estimated at zero due to the fact that no new subdivisions are expected to be built in the coming year.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	3,003	-25.15%
2006 Actual	1,624	-45.91%
2007 Actual	1,066	-34.37%
2008 Actual	443	-58.44%
2009 Actual	0	-100.00%
2010 Actual	0	N/A
2011 Actual	20	N/A
2012 Actual	575	2764.97%
2013 Actual	265	-53.91%
2014 Budget	0	-100.00%
2014 Projected	426	N/A
2015 Estimated	0	-100.00%



# Farmers Market

**General Ledger Codes:**

**01-00-4186-0000**

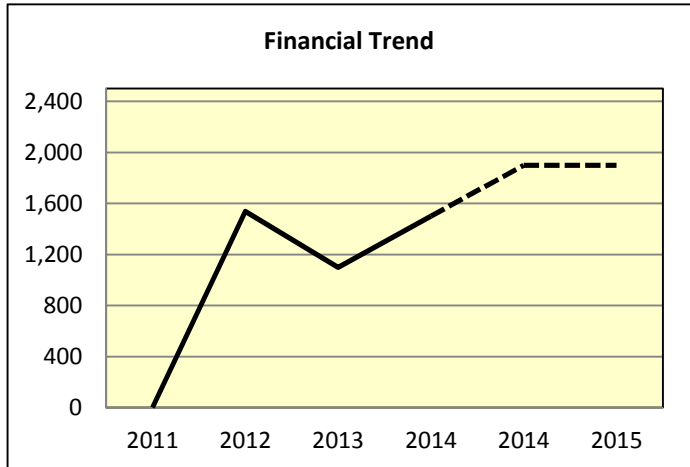
**Legal Authority:**

## Revenue Description

**Farmers Market** - The City started a Farmers Market in 2012. Fees associated with rental of booth spaces are accounted for here.

FY14 projected revenue is based on actual receipts and historical data. FY15 projected revenues are estimated using the FY14 projected .

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	0	N/A
2008 Actual	0	N/A
2009 Actual	0	N/A
2010 Actual	0	N/A
2011 Actual	0	N/A
2012 Actual	1,538	N/A
2013 Actual	1,100	-28.48%
2014 Budget	1,500	36.36%
2014 Projected	1,900	26.67%
2015 Estimated	1,900	0.00%



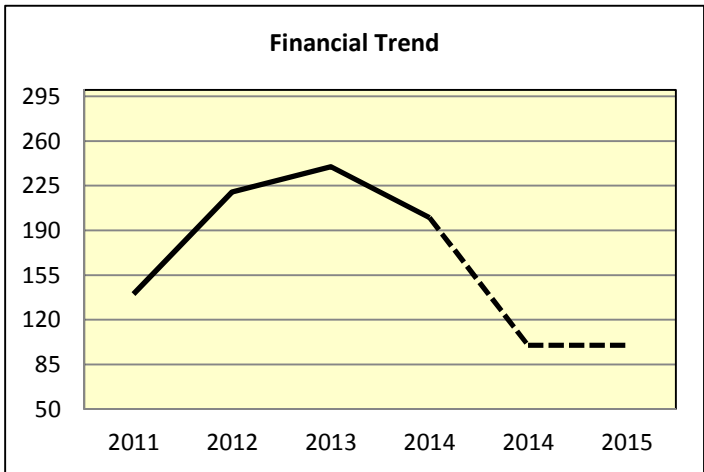
# Filing Fees

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4190-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code Section 105.040</b>  <b>State Statute: Section 115.001-122.650 RSMo.</b></p>
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## Revenue Description

**Filing Fees** - The City of Raymore charges \$20 per person for candidate filings for positions on the City Council.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	160	0.00%
2006 Actual	120	-25.00%
2007 Actual	200	66.67%
2008 Actual	120	-40.00%
2009 Actual	160	33.33%
2010 Actual	260	62.50%
2011 Actual	140	-46.15%
2012 Actual	220	57.14%
2013 Actual	240	9.09%
2014 Budget	200	-16.67%
2014 Projected	100	-50.00%
2015 Estimated	100	0.00%



# Occupational License Tax Fees

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4200-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: Chapters 600-650</b>  <b>State Statute: Section 94.110 &amp; 94.270 RSMo.</b></p>
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## Revenue Description

**Occupational License Tax Fees** - This is a fee instituted for doing business within the City and is due and payable by the business, trade, occupation or avocation at the time of commencing operations with an annual renewal on or before the first day of January of each year. The City of Raymore fee is based on a flat rate of \$100 per business, with the exception of home-based occupations which was lowered to \$25 beginning November 1, 2014. The Hancock Amendment requires that an increase in business license fees must be put before a vote of the people. This revenue has dropped in recent years due to the decrease in contractors licensed to build new homes.

Staff estimates FY 2015 revenue based on the FY 2014 projected amount and historical data.

Fiscal Year	Collection	Annual Percentage Change	
2005 Actual	119,795	10.80%	<p><b>Financial Trend</b></p>
2006 Actual	133,210	11.20%	
2007 Actual	139,210	4.50%	
2008 Actual	119,815	-13.93%	
2009 Actual	109,914	-8.26%	
2010 Actual	105,145	-4.34%	
2011 Actual	110,900	5.47%	
2012 Actual	115,495	4.14%	
2013 Actual	106,555	-7.74%	
2014 Budget	113,835	6.83%	
2014 Projected	103,916	-8.71%	
2015 Estimated	104,000	0.08%	

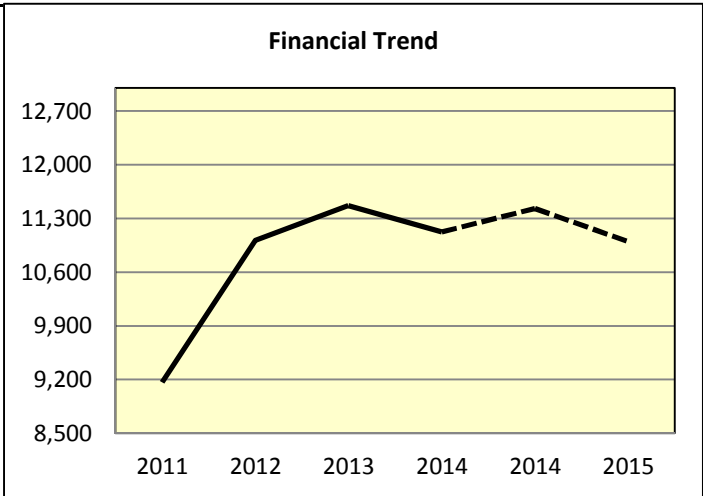
# Liquor Licenses

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4210-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 600</b>  <b>Municipal Code: Section 605.010</b>  <b>State Statute: Section 94.270 RSMo.</b>  <b>State Statute: Chapters 311 &amp; 312 RSMo.</b></p>
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## Revenue Description

**Liquor License** - The City charges one and one-half times the rate charged by the state to licensed liquor providers as allowed by Section 311.220 RSMo. This revenue is fairly constant due to the consistency of the restaurant and retail liquor trade in the community.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	5,213	-14.13%
2006 Actual	6,394	22.66%
2007 Actual	7,931	24.05%
2008 Actual	8,200	3.39%
2009 Actual	8,319	1.45%
2010 Actual	8,768	5.39%
2011 Actual	9,165	4.53%
2012 Actual	11,013	20.16%
2013 Actual	11,466	4.11%
2014 Budget	11,125	-2.97%
2014 Projected	11,428	2.73%
2015 Estimated	11,000	-3.75%



# Dog and Cat Licenses

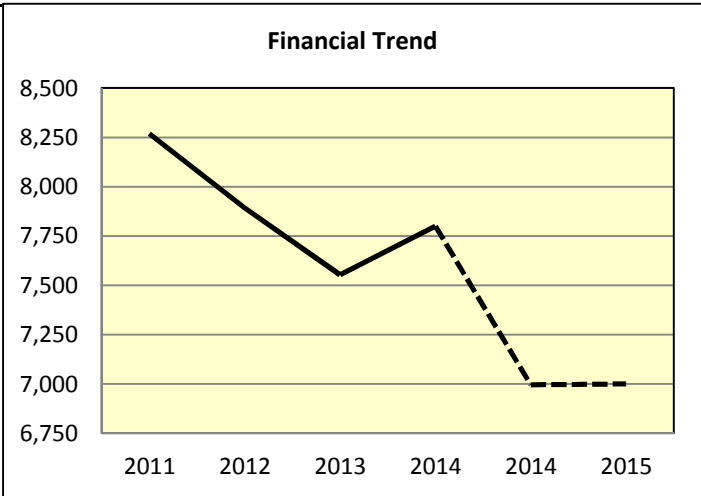
<p><b>General Ledger Codes:</b> 01-00-4220-0000</p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 205</b> <b>State Statute: Section 94.270 RSMo.</b></p>
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## Revenue Description

**Dog License** - All dogs or cats over the age of six months within the city limits must be licensed annually. The license is valid for the calendar year and is renewed each January 1st thereafter at the rate of \$5 for neutered and \$20 for un-neutered animals. Fees are increased to \$7.50 and \$30 if paid after January 31st.

FY15 estimated revenues are based on the FY14 projected.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	5,773	4.12%
2006 Actual	6,011	-1.10%
2007 Actual	5,945	4.50%
2008 Actual	6,212	2.21%
2009 Actual	6,349	38.64%
2010 Actual	8,803	-6.07%
2011 Actual	8,268	-4.54%
2012 Actual	7,893	-4.30%
2013 Actual	7,553	5.62%
2014 Budget	7,800	10.21%
2014 Projected	6,995	-10.32%
2015 Estimated	7,000	0.07%



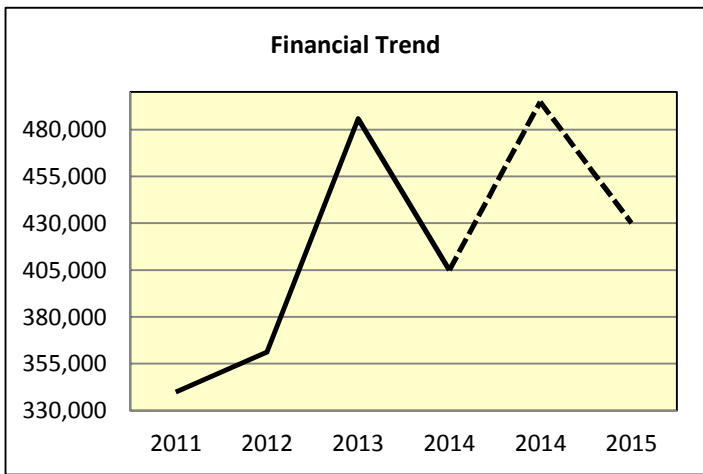
# Municipal Court Fines

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4250-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Chapter 130</b> <b>State Statute: Chapter 479</b></p>
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## Revenue Description

**Municipal Court Fines** - Municipalities derive revenue from the fines and forfeitures collected in municipal court. The FY14 projected revenues are based on past three years historical trending. FY15 is conservatively projected considering the last two years experience.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	188,421	-6.69%
2006 Actual	272,493	44.62%
2007 Actual	298,652	9.60%
2008 Actual	294,474	-1.40%
2009 Actual	367,406	24.77%
2010 Actual	310,140	-15.59%
2011 Actual	339,924	9.60%
2012 Actual	361,149	6.24%
2013 Actual	485,670	34.48%
2014 Budget	405,000	-16.61%
2014 Projected	494,789	22.17%
2015 Estimated	430,000	-13.09%



# DWI-Drug Offense Reimbursement

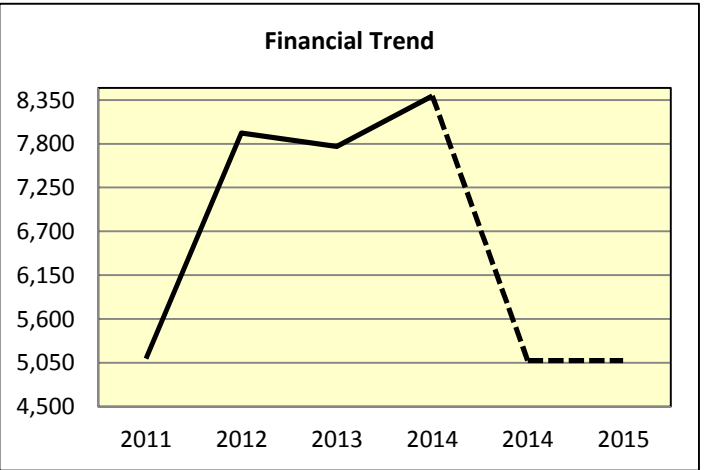
<b>General Ledger Codes:</b>  <p style="text-align: center;"><b>01-00-4252-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: Section 130.290</b>  <b>State Statute: Chapters 479 &amp; 483 &amp; 590</b></p>
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## Revenue Description

**DWI-Drug Offense Reimbursement** - . In addition to fines, municipalities may impose a court fee of \$12-\$15 (488.013 RSMo.) and levy a fee to recoup the additional costs related to traffic violations involving alcohol and drugs.

The inconsistent nature of when this type of offense may occur makes it difficult to project. FY15 revenue is based on FY14 projected revenue.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	0	N/A
2008 Actual	0	N/A
2009 Actual	6,063	N/A
2010 Actual	4,955	-18.27%
2011 Actual	5,101	2.94%
2012 Actual	7,936	55.58%
2013 Actual	7,765	-2.15%
2014 Budget	8400	8.17%
2014 Projected	5,078	-39.55%
2015 Estimated	5,078	0.00%





# Inmate Prisoner Detainee Security Fund

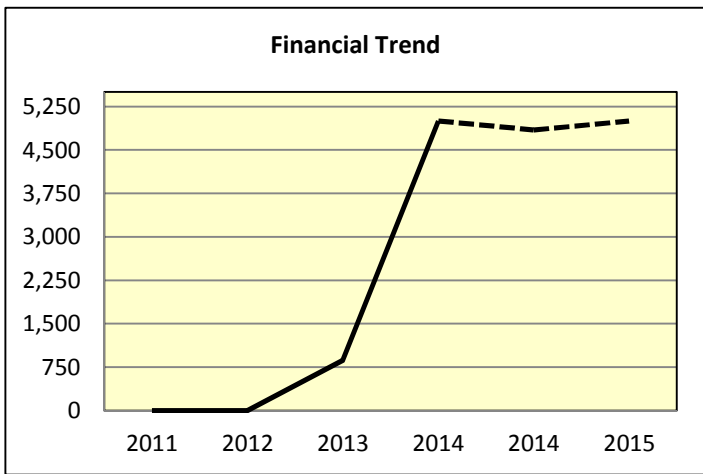
<b>General Ledger Codes:</b>  <b>01-00-4253-0000</b>	<b><u>Legal Authority:</u></b>  <b>Municipal Code: Section 130.290</b> <b>State Statute: Chapters 488</b>
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## Revenue Description

**Police Training Fees** - In addition to any fine that may be imposed by the Municipal Judge there are assessed as costs in all cases an Inmate Prisoner Detainee Security Fund of \$2.00. This assists in providing additional funds for reimbursement of costs associated with inmate incarceration.

This revenue source was enacted by ordinance by the City Council on May 13, 2013. FY15 revenue is based on FY14 budget.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	0	N/A
2008 Actual	0	N/A
2009 Actual	0	N/A
2010 Actual	0	N/A
2011 Actual	0	N/A
2012 Actual	0	N/A
2013 Actual	864	N/A
2014 Budget	5000	478.70%
2014 Projected	4845	-3.10%
2015 Estimated	5000	3.20%



# Animal Shelter Donations

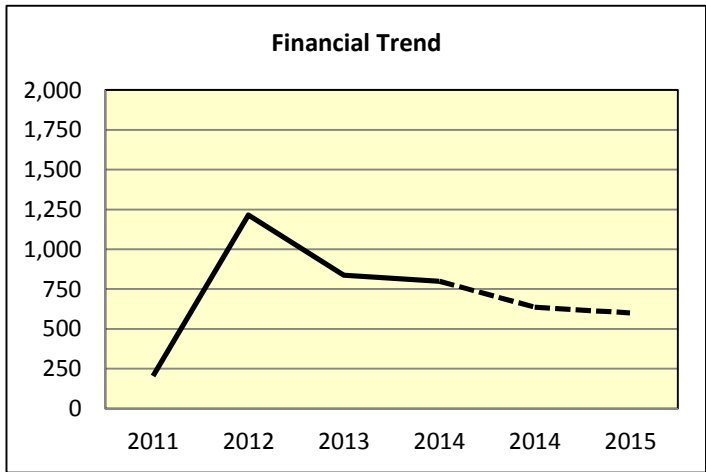
<b>General Ledger Codes:</b> <p style="text-align: center;"><b>01-00-4270-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 205</b>  <b>State Statute: 89</b></p>
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## Revenue Description

**Animal Shelter Donations** - This account is used to account for donations received by citizens and local business to support the City's animal shelter. The inconsistent nature of revenue sources makes it very difficult to project and budget.

The FY14 & FY15 revenues are based solely on the annual "Jog With Your Dog" Event.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	20	300.00%
2006 Actual	180	800.00%
2007 Actual	0	-100.00%
2008 Actual	52	N/A
2009 Actual	1,556	2892.79%
2010 Actual	1,822	17.04%
2011 Actual	205	-88.75%
2012 Actual	1,215	492.83%
2013 Actual	838	-31.03%
2014 Budget	800	-4.56%
2014 Projected	637	-20.38%
2015 Estimated	600	-5.80%



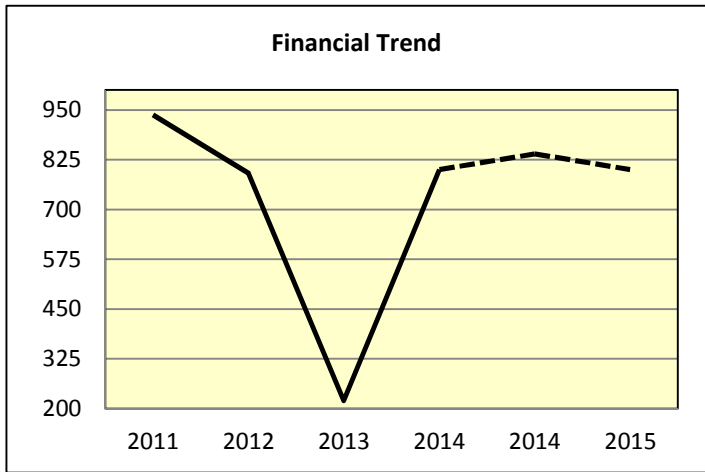
# Animal Control Fine Revenue

<b>General Ledger Codes:</b> <p style="text-align: center;">01-00-4275-0000</p>	<p style="text-align: center;"><u>Legal Authority:</u></p> <p style="text-align: center;"><b>Municipal Code: Chapter 205</b>  <b>State Statute: Chapter 82</b></p>
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## Revenue Description

**Animal Control Fine** - This account collects fines imposed by the Municipal Court for violations of the City's animal control regulations.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	705	-24.60%
2006 Actual	658	-6.67%
2007 Actual	1,055	60.33%
2008 Actual	2,100	99.05%
2009 Actual	1,110	-47.14%
2010 Actual	820	-26.13%
2011 Actual	938	14.39%
2012 Actual	791	-15.67%
2013 Actual	220	-72.19%
2014 Budget	800	263.64%
2014 Projected	840	5.00%
2015 Estimated	800	-4.76%



# Dispatch Fees

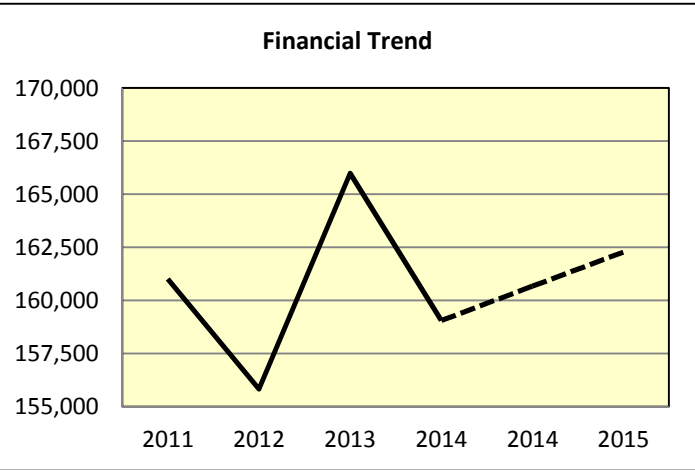
<b>General Ledger Codes:</b>  <b>01-00-4310-0000</b>	<b><u>Legal Authority:</u></b>  <b>Municipal Code: 200</b> <b>State Statute: Chapter 82</b>
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## Revenue Description

**Dispatch Fees** - The City of Raymore Police Department provides dispatch service for the City of Peculiar and South Metro Fire Protection District. The City of Peculiar is assessed a fee based on 5% of that City's assessed property values each year. South Metro Fire Protection District is assessed a fee based on the levy amount imposed by the fire district on all real and personal property within the district boundaries for the purpose of paying for a centralized dispatch center. Currently this levy is \$0.7091 per \$100 of assessed valuation in accordance with RSMO. 3210243(1). The amount is collected by the County and distributed to the City. The South Metro Fire Protection District is allowed to submit communication equipment receipts up to 5% of the annual dispatch fee paid by the South Metro Fire Protection District.

The FY15 estimates to be received by both South Metro Fire Protection District and the City of Peculiar are based on a 1% increase in their total assessed valuation and South Metro submitting a reimbursement request up to the maximum allowed amount.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	120,534	9.14%
2006 Actual	130,602	8.35%
2007 Actual	129,461	-0.87%
2008 Actual	145,032	12.03%
2009 Actual	154,671	6.65%
2010 Actual	151,296	-2.18%
2011 Actual	161,006	6.42%
2012 Actual	155,823	-3.22%
2013 Actual	165,988	6.52%
2014 Budget	159,049	-4.18%
2014 Projected	160,663	1.01%
2015 Estimated	162,270	1.00%



# Police Grants

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4320-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>State Statute: Chapter 82</b></p>
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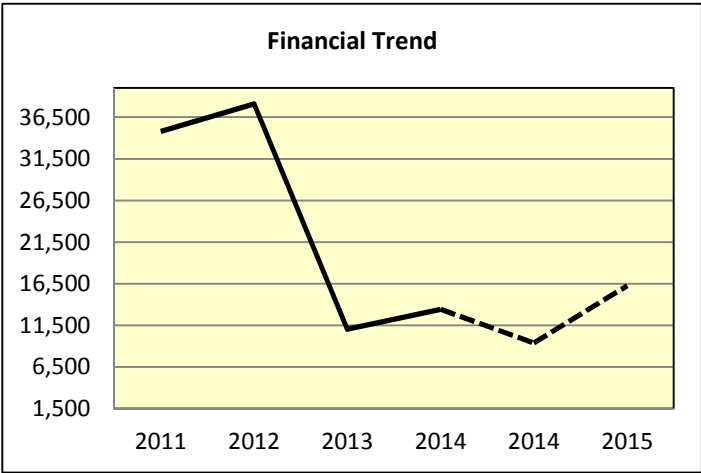
## Revenue Description

**Police Grants** - The Safety Traffic Enforcement Program (S.T.E.P.) Grant provides reimbursement of overtime wages for hazardous moving violation enforcement and DWI checkpoints through the Missouri Division of Highway Safety. The city receives reimbursement for one-half the cost of body armor ballistic vests. Funding is approved through the U.S. Department of Justice-Bulletproof Vest Partnership Program.

FY15 revenues are estimated using the following applications and awards:

S.T.E.P.                 \$ 11,000  
 Bullet Proof Vest   \$ 5,250

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	1,023	-27.48%
2006 Actual	9,299	809.06%
2007 Actual	32,455	249.02%
2008 Actual	7,234	-77.71%
2009 Actual	22,509	211.17%
2010 Actual	17,282	-23.22%
2011 Actual	34,798	101.35%
2012 Actual	38,097	9.48%
2013 Actual	11,012	-71.10%
2014 Budget	13,400	21.69%
2014 Projected	9,366	-30.10%
2015 Estimated	16,250	73.49%



# Emergency Mgmt Grant

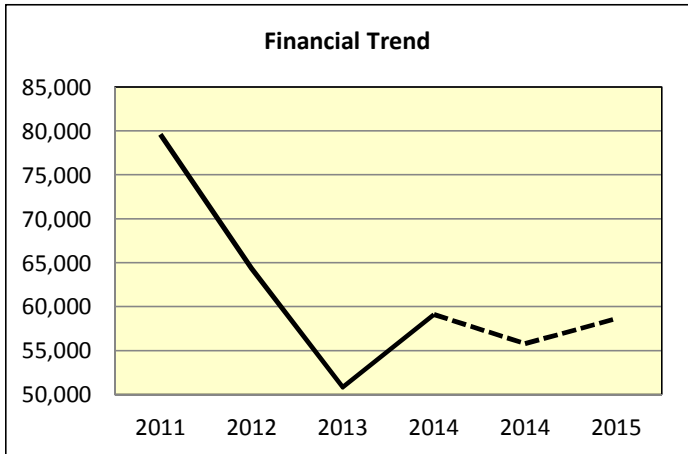
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4325-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>State Statute: Chapter 82</b></p>
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## Revenue Description

**Emergency Management Grant** - Grants received for the current fiscal year (FY14) include \$58,607 from the Federal Government for emergency management related expenditures, primarily salary and benefit costs. Additional funds are distributed to each entity at the end of each grant year if leftover funds are available.

FY14 revenues are projected based on the city's eligible expenses due to staffing turnover. FY15 revenues are based on the 2014 grant funding.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	28,516	-15.83%
2006 Actual	13,735	-51.83%
2007 Actual	20,570	49.76%
2008 Actual	47,532	131.08%
2009 Actual	69,192	45.57%
2010 Actual	66,321	-4.15%
2011 Actual	79,612	20.04%
2012 Actual	64,354	-19.16%
2013 Actual	50,812	-21.04%
2014 Budget	59,111	16.33%
2014 Projected	55,785	-5.63%
2015 Estimated	58,607	5.06%



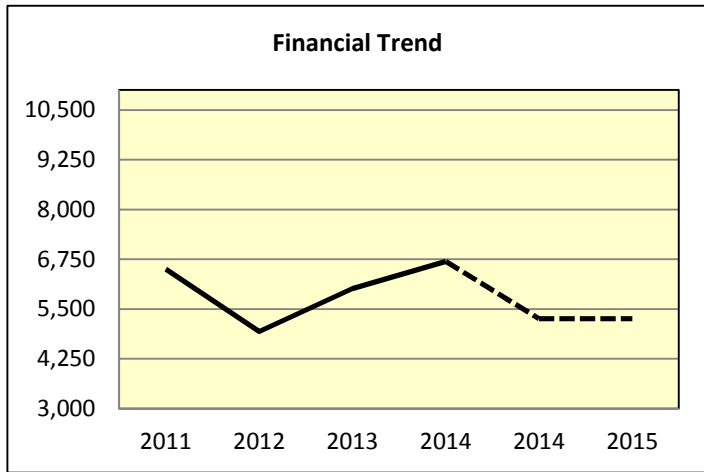
# Copies

<b>General Ledger Codes:</b>  <p style="text-align: center;"><b>01-00-4330-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>State Statute: Chapter 82</b>  <b>"Sunshine Law" on public information</b></p>
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## Revenue Description

**Copies** - Photocopies are provided to the citizens by request. Color map reproduction cost ranges from \$5.00 - \$25.00 depending on the size of the map. Standard black and white copies are \$.10 per copy. This revenue is unpredictable in nature. FY15 revenue is estimated based on the five year average historical trend.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	3,289	-38.12%
2006 Actual	4,485	36.34%
2007 Actual	6,111	36.27%
2008 Actual	11,362	85.93%
2009 Actual	4,998	-56.01%
2010 Actual	10,041	100.88%
2011 Actual	6,503	-35.23%
2012 Actual	4,933	-24.14%
2013 Actual	6,016	21.95%
2014 Budget	6,696	11.31%
2014 Projected	5,260	-21.45%
2015 Estimated	5,260	0.00%



# Refunds & Reimbursements

<b>General Ledger Codes:</b>  <b>01-00-4340-0000</b>	<u><b>Legal Authority:</b></u>  <b>State Statute: Chapter 82</b>
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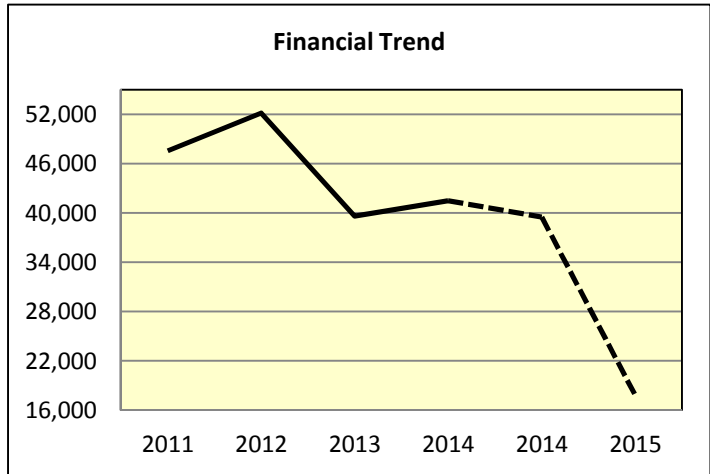
## Revenue Description

**Refunds & Reimbursements** - Reimbursements/refunds to the City are recorded in this account. In the current fiscal year, the majority of the reimbursements are from state tax refunds for gasoline purchases. Historical revenues are not a reliable predictor of this account. Revenues are estimated conservatively and based on the five year historical trend.

Listed below are highlights of a few of the larger revenues received, projected and estimated:

	2012	2013	2014	2015
Insurance refunds	26,849	29,243	2,500	2,200
City gas purchase state tax refund			19,209	9,600
Property tax liens (mowing)	6,421	6,500	4,200	3,800
Rebates	2,194	2,219	2,118	2,200

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	82,105	-45.00%
2006 Actual	34,431	-58.07%
2007 Actual	78,262	127.30%
2008 Actual	23,279	-70.25%
2009 Actual	110,270	373.68%
2010 Actual	34,393	-68.81%
2011 Actual	47,562	38.29%
2012 Actual	52,168	9.69%
2013 Actual	39,607	-24.08%
2014 Budget	41,500	4.78%
2014 Projected	39,512	-4.79%
2015 Estimated	17,800	-54.95%





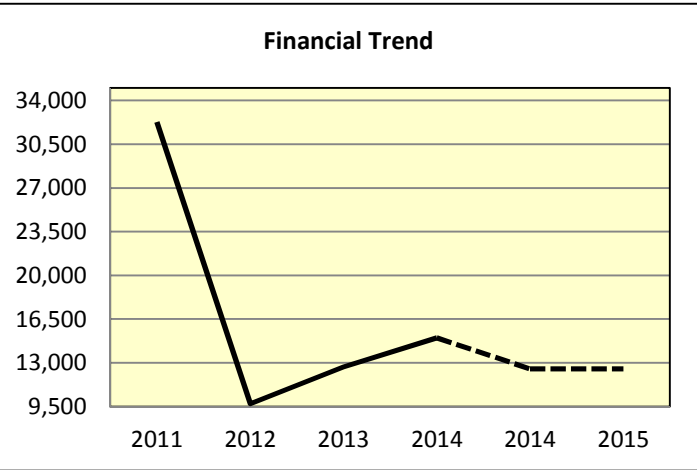
# Interest Revenue

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>01-00-4350-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>State Statute: Chapter 82</b></p>
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## Revenue Description

**Interest Revenue** - This account is used to record revenues associated with the City's return on investments of idle funds. FY15 revenues are estimated based on the assumption of no change in interest rates or carrying balances of the FY14 investments.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	42,340	80.99%
2006 Actual	154,312	264.46%
2007 Actual	173,794	12.63%
2008 Actual	96,813	-44.29%
2009 Actual	40,023	-58.66%
2010 Actual	26,874	-32.85%
2011 Actual	32,280	20.12%
2012 Actual	9,712	-69.91%
2013 Actual	12,674	30.50%
2014 Budget	15,000	18.35%
2014 Projected	12,515	-16.56%
2015 Estimated	12,515	0.00%



# Miscellaneous Revenue

**General Ledger Codes:**

**01-00-4370-0000**

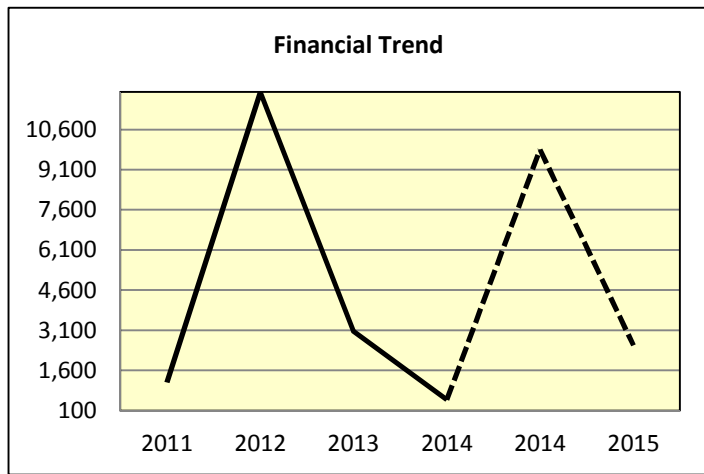
**Legal Authority:**

**State Statute: Chapter 82**

## Revenue Description

**Miscellaneous Revenue** - Sale of real and personal property (auction of surplus property) and municipal court restitution are recorded in this account. This revenue source is unpredictable in nature.

<b>Fiscal Year</b>	<b>Collection</b>	<b>Annual Percentage Change</b>
2005 Actual	25,977	-91.35%
2006 Actual	15,308	-41.07%
2007 Actual	48,943	219.72%
2008 Actual	26,105	-46.66%
2009 Actual	11,749	-54.99%
2010 Actual	6,490	-44.76%
2011 Actual	1,151	-82.26%
2012 Actual	11,991	941.37%
2013 Actual	3,065	-74.44%
2014 Budget	500	-83.69%
2014 Projected	9,853	1870.60%
2015 Estimated	2,535	-74.27%



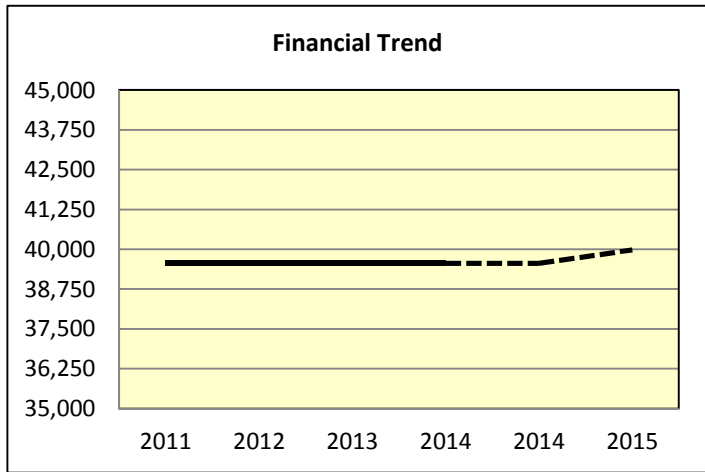
# Cell Tower Revenue

<b>General Ledger Codes:</b>  <p style="text-align: center;"><b>01-00-4410-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Ordinance: 28057 &amp; 26066</b>  <b>State Statute: Chapter 82</b></p>
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## Revenue Description

**Cell Tower Revenue** - The City has lease options with APT of Kansas City and Cricket Communications for the cellular companies to locate communication antennas on City water towers. The current lease is \$21,160 per year for the APT antenna and \$18,400 per year for the Cricket communications antenna.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	34,400	115.00%
2006 Actual	54,201	57.56%
2007 Actual	52,800	-2.58%
2008 Actual	34,400	-34.85%
2009 Actual	16,000	-53.49%
2010 Actual	37,152	132.20%
2011 Actual	39,560	6.48%
2012 Actual	39,560	0.00%
2013 Actual	39,560	0.00%
2014 Budget	39,560	0.00%
2014 Projected	39,560	0.00%
2015 Estimated	39,983	1.07%



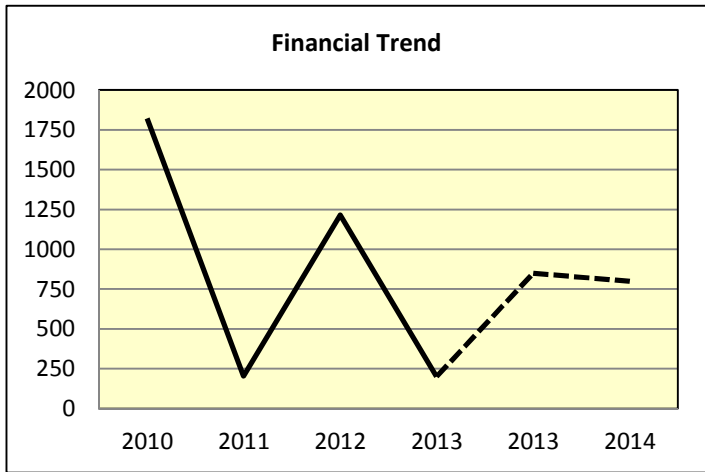
# Transfer in From Transportation Fund

<b>General Ledger Codes:</b> <p style="text-align: center;">01-00-4936-0000</p>	<p style="text-align: center;"><u>Legal Authority:</u></p> <p style="text-align: center;">Municipal Ordinance: n/a State Statute: n/a</p>
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## Revenue Description

**Transfer From the Transportation Fund** - These funds represent a fund balance transfer from the Transportation Fund (36) to the City. The funds are used to offset costs incurred by the Street Department in the General Fund.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	-	N/A
2006 Actual	475,000	N/A
2007 Actual	350,000	-26.32%
2008 Actual	350,000	0.00%
2009 Actual	350,000	0.00%
2010 Actual	340,000	-2.86%
2011 Actual	330,000	-2.94%
2012 Actual	320,000	-3.03%
2013 Actual	320,000	0.00%
2014 Budget	320,000	0.00%
2014 Projected	320,000	0.00%
2015 Estimated	320,000	0.00%



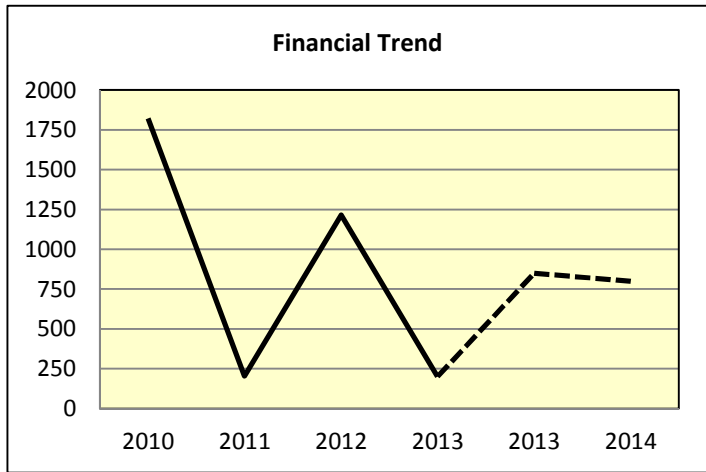
# Transfer in From Stormwater Sales Tax Fund

<b>General Ledger Codes:</b> <p style="text-align: center;">01-00-4946-0000</p>	<p style="text-align: center;"><u>Legal Authority:</u></p> <p style="text-align: center;">Municipal Ordinance: n/a State Statute: n/a</p>
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## Revenue Description

**Transfer from the Stormwater Sales Tax Fund** - These funds represent a transfer from the Stormwater Sales Tax Fund (46) to support the direct costs associated with expenditures related to the personnel costs of the Stormwater Department in the General Fund.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	-	N/A
2006 Actual	23,700	N/A
2007 Actual	-	-100.00%
2008 Actual	141,619	N/A
2009 Actual	183,091	29.28%
2010 Actual	175,511	-4.14%
2011 Actual	182,239	3.83%
2012 Actual	189,262	3.85%
2013 Actual	202,437	6.96%
2014 Budget	195,429	-3.46%
2014 Projected	195,429	0.00%
2015 Estimated	230,425	17.91%



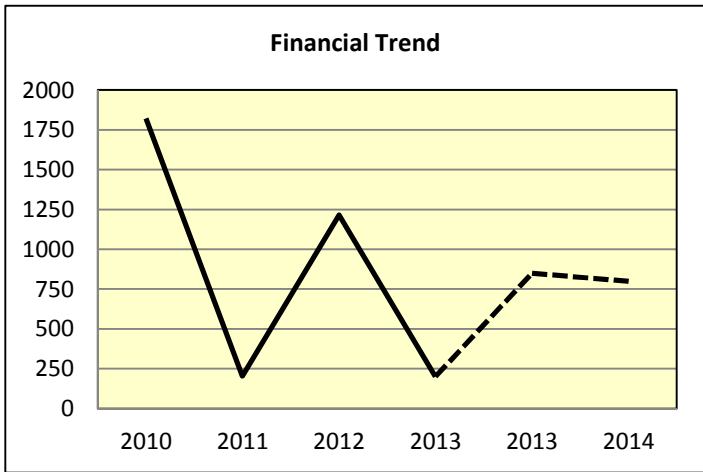
# Transfer in From Enterprise Fund

<b>General Ledger Codes:</b> <p style="text-align: center;">01-00-4950-0000</p>	<p style="text-align: center;"><u>Legal Authority:</u></p> <p style="text-align: center;">Municipal Ordinance: n/a State Statute: n/a</p>
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## Revenue Description

**Transfer from the Enterprise Fund** - These funds represent a payment to the General Fund for costs associated with administrative support of the activities of the Enterprise Fund.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	500,000	0.00%
2006 Actual	557,875	11.58%
2007 Actual	756,370	35.58%
2008 Actual	559,669	-26.01%
2009 Actual	709,380	26.75%
2010 Actual	587,397	-17.20%
2011 Actual	603,760	2.79%
2012 Actual	630,310	4.40%
2013 Actual	658,676	4.50%
2014 Budget	687,527	4.38%
2014 Projected	687,527	0.00%
2015 Estimated	727,606	5.83%



# Transfer in From Capital Projects

<b>General Ledger Codes:</b> <p style="text-align: center;"><b>01-00-4998-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Ordinance: n/a</b>  <b>State Statute: n/a</b></p>
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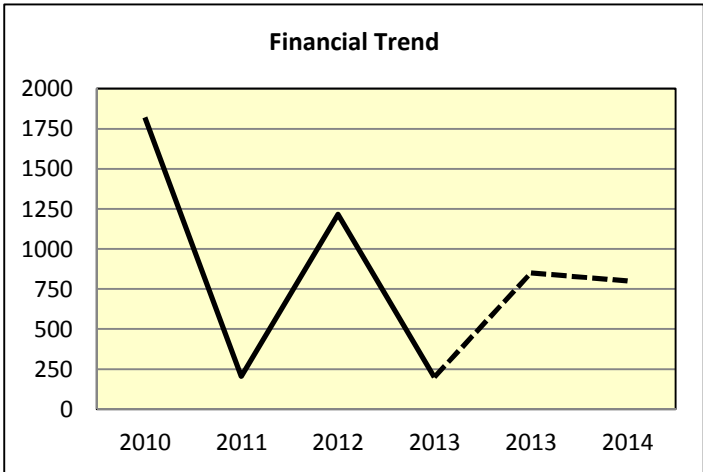
## Revenue Description

**Capital Project A&I** - These funds represent a payment of six percent (6%) against those Capital Funds which have been provided administrative and inspection services by the General Fund. These fees are assessed against projects which are programmed in the CIP.

The FY15 estimated revenue is based on projects listed in the CIP on schedule to be completed during FY15 and shown below:

Annual Sidewalk Program                      \$17,000

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	-	N/A
2006 Actual	-	N/A
2007 Actual	-	N/A
2008 Actual	148,496	N/A
2009 Actual	-	-100.00%
2010 Actual	213,957	N/A
2011 Actual	191,721	-10.39%
2012 Actual	43,034	-77.55%
2013 Actual	22,440	-47.86%
2014 Budget	41,600	85.38%
2014 Projected	41,600	0.00%
2015 Estimated	17,000	-59.13%

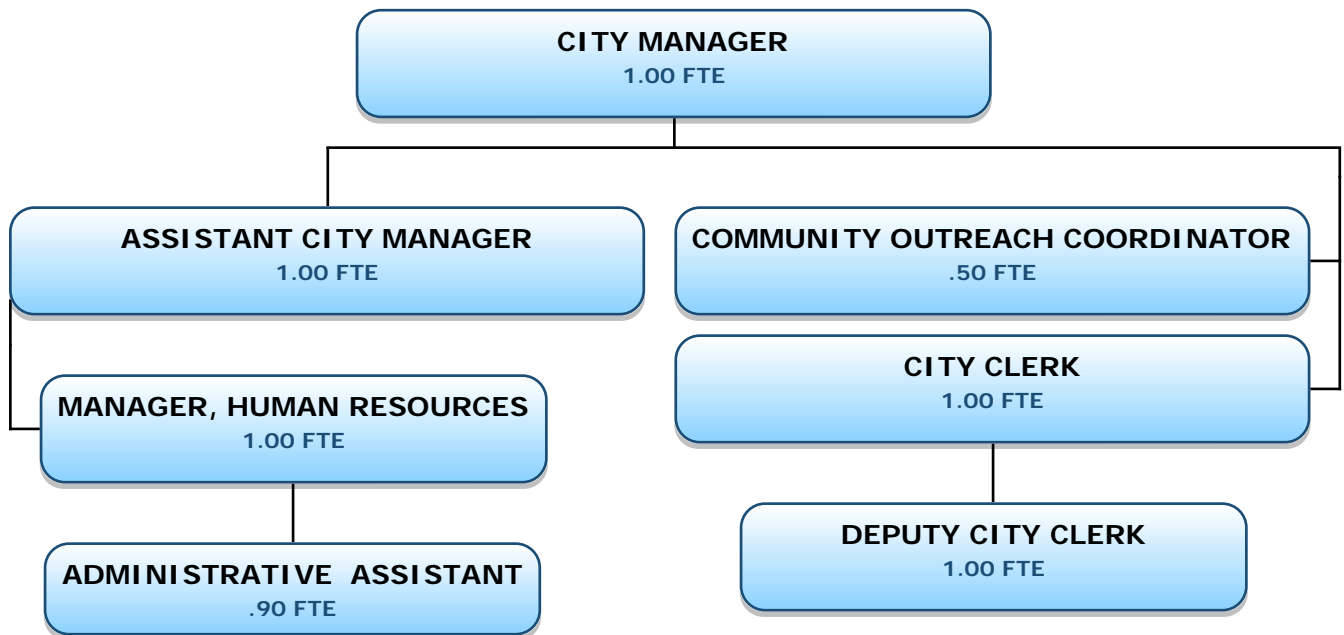




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# ADMINISTRATION



## ADMINISTRATION

### DEPARTMENT ADOPTED 2015 BUDGET

[By Category](#)

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	582,267	593,775	602,579	598,629	648,373	646,834	646,834
Commodities	22,156	18,894	19,221	15,823	19,332	18,932	18,932
Maintenance and Repairs	749	716	725	325	830	830	830
Utilities	0	0	0	0	0	0	0
Contractual	203,363	217,065	330,496	229,551	362,039	318,039	331,039
Capital Outlay	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	8,547	8,975	26,160	26,160	26,160	26,160	26,160
<b>Total</b>	<b>817,082</b>	<b>839,425</b>	<b>979,181</b>	<b>870,488</b>	<b>1,056,734</b>	<b>1,010,795</b>	<b>1,023,795</b>

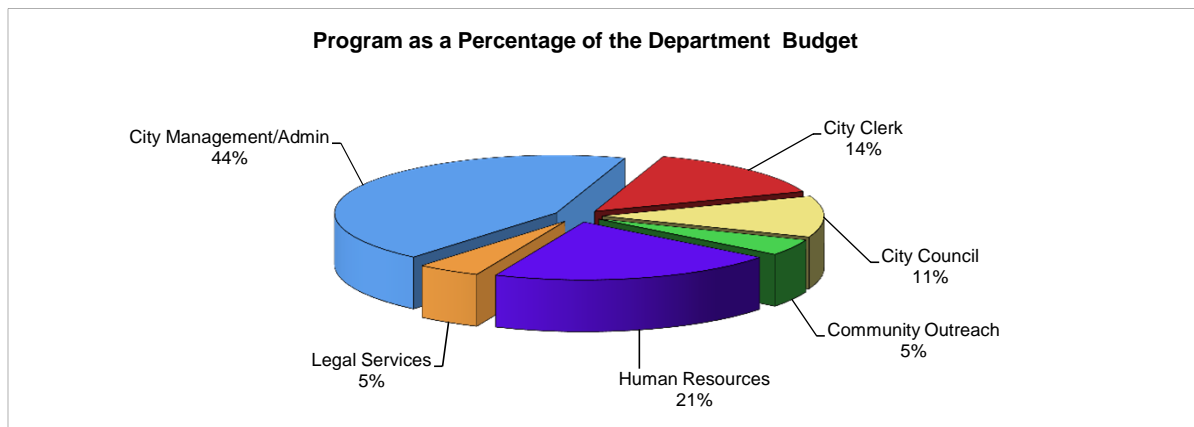
[Department Position Control Roster](#)

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Manager, Human Resources	1.00	1.00	1.00
Administrative Assistant *	0.50	0.50	0.90
Community Outreach Coordinator	0.50	0.50	0.50
<b>Total FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.40</b>

\* reallocating additional staff time from Community Development to Human Resources

[Proposed By Program](#)

City Management/Admin	449,356
City Clerk	147,567
City Council	117,918
Community Outreach	46,545
Human Resources	215,052
Legal Services	47,357
<b>Total</b>	<b>1,023,795</b>



## ADMINISTRATION DEPARTMENT

### *DEPARTMENT DESCRIPTION*

The Administration Department is responsible for supervising and coordinating the operations of all City Departments within the organization, advising the Mayor and Council on policy issues, implementing the policies and directives of the Council, enforcement of all City Codes, implementing the budget and capital program adopted by the Council, administering the personnel system, providing public information, and managing the official records of the City. Organizationally, the Department includes the following areas: City Administration, City Clerk, City Attorney, Human Resources, Community Outreach, Economic Development, Court Administration, and Information Technology Services (ITS). For budgetary purposes, Court Administration, Economic Development, and ITS are detailed separately.

### *PROGRAMS & GOALS*

#### **City Council**

The powers of the City, as provided by state law and the City Charter, are vested in the Mayor and City Council. The Council is composed of 8 members, from four wards, and the Mayor.

#### **City Management/Administration**

The City Manager is the chief administrative officer of the City and is responsible for the management of all personnel, the administration of all departments, provision of support and policy recommendations to the Council, development and implementation of the annual budget and capital program, enforcement of laws, and carrying out all Council policies and directives. This program includes the City Manager and Assistant City Manager.

#### **Human Resources**

The function of Human Resources is to provide leadership and advice on the impact of regulatory actions on the attraction, motivation, development and retention of the people resources of the City. This includes leading compliance efforts with governmental recordkeeping and practice requirements, administering salary and benefits, employing appropriate employee relations practices, creating and implementing policy, facilitating employee educational events, and ensuring accurate pay practices. The program includes the Human Resources Manager and a .50 Administrative Assistant.

### **City Clerk**

This office manages and retains all City records; assists citizens and the media in research of ordinances, contracts and other public information; coordinates the preparation of information required for City Council meetings; provides a permanent record for all Council meetings; coordinates the election process; ensures the City Code is updated and maintained; issues occupational licenses, fireworks permits, and liquor licenses;

### **Legal Services**

The City Attorney serves as the chief legal advisor to the City and represents the City in all legal proceedings.

### **Community Outreach**

The Community Outreach division consists of one employee, the Community Outreach Coordinator, whose costs are divided 50/50 between the General Fund and the Parks Fund. This division is responsible for all aspects of City media, including the City web site and government television channel. The division is responsible for communicating and publicizing all aspects of the City government to the public, using e-mail news updates, press releases, videos, and other appropriate means. The position also coordinates the City's volunteer matching program.

## ***GOALS***

1. Conduct City Council meetings, work sessions and special sessions.
2. Provide oversight of all personnel and City departments.
3. Provide support and policy recommendations to the Council.
4. Develop and implement the annual budget and capital program.
5. Carry out all Council policies and directives. This program includes the City Manager and Assistant City Manager.
6. Provide leadership and advice on the impact of regulatory actions on the attraction, motivation, development and retention of the people resources of the City.
7. Comply with governmental recordkeeping and practice requirements.
8. Administer salary and benefits.
9. Employ appropriate employee relations practices.
10. Manage and retain all City records.
11. Provide a permanent record for all Council meetings

12. Coordinate the municipal election process
13. Ensure the City Code is updated and maintained.
14. Provide appropriate legal advice to the governing body.
15. Communicate and publicize all aspects of the City government to the public, using e-mail news updates, press releases, videos, and other appropriate means.

### ***FY 2014 PERFORMANCE SUMMARY***

1. Completion of the bond issue for The Galleria. \$15,920,000 - 2014A Series and \$3,185,546 - 2014B Series.
2. Completion of the City Hall upper level modifications.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. This budget includes a transfer to the Restricted Revenue Fund to establish a sinking fund for a future Compensation/Classification study. Such a study was last conducted in 2011 and another is not foreseen for several years, but the studies, when conducted, are expensive. \$10,000
2. The City conducts a Citizen Survey every two years, in the odd-numbered year. An amount is budgeted for approximately half of the 2015 survey, with the other half to be funded in the FY 2015 Budget. The amount will be transferred to the Restricted Revenue Fund. \$7,000
3. This budget includes an amount requested of the City to support the International City Management Association conference that will be held in Kansas City in 2016. \$1,700
4. This budget includes a reallocation of additional FTE hours for the Administrative Assistant from the Community Development Department.
5. A contingency amount for the General Fund is budgeted in Administration. The target each year is to budget one percent of General Fund budgeted expenditures. The amount budgeted is 1/2% of General Fund budgeted expenditures. \$44,000

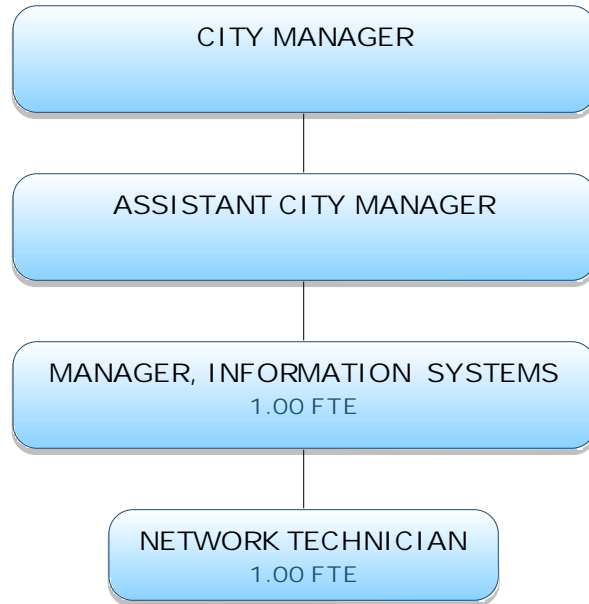
**PERFORMANCE MEASUREMENTS  
ADMINISTRATION**

Performance Measurements	2012-13 Actual	2013-14 Projected	2014-15 Estimated
<i>Efficiency Measures</i>			
# of FTE (All Funds) per 1,000 Population (19,550 2013 / 19,975 2014 / 19,754 2015)	5.17	5.12	5.12
General Fund Operating Expenditures per Capita	\$406	\$479	\$447
Legal Fees as Percent of General Fund	85.00%	92.00%	82.00%
% of Minutes Presented for Approval on the Following City Council Agenda	100.00%	100.00%	100.00%
% Council Packets are Completed by Established Deadline	100.00%	100.00%	100.00%
<i>Output Measures</i>			
Number of External Sunshine Law Requests Responded To	74	65	65
Number of Records Codified	18	10	10
Number of Occupational Licenses/Payments Processed	964	1025	1025
Number of Ordinances/Resolutions Recorded as Legislation	168	175	175
City Code Updates	3	3	3
Years of Permanent Records Microfilmed/Scanned	1	1	1
<i>Service Quality Measures</i>			
Accuracy of City Council Minutes as Presented for Approval/Errors	25/2	24/1	24/0

Citizen Survey Measures	2008 Actual	2010 Actual	2012 Actual
Percentage of citizens satisfied with customer service from City employees	77%	78%	79%
Percentage of citizens who feel that Raymore is an "excellent" or "good" place to live	80%	80%	n/a
Percentage of citizens satisfied with availability of information about programs and services	61%	63%	67%
Percentage of citizens satisfied with the City efforts to keep them informed	57%	61%	65%
Percentage of citizens satisfied with the overall image of the City	75%	71%	75%
Percentage of citizens satisfied with the quality of the City web page	57%	59%	65%

ICMA - Performance Measurements - Human Resources	2010-11 Actual	2011-12 Actual	2012-13 Actual
# FTEs jurisdiction-wide--Calc	109.6	110.3	116
Total salary expenditures jurisdiction-wide	\$4,828,779	\$5,162,306	\$5,350,127
Total benefit expenditures jurisdiction-wide	\$1,594,530	\$1,648,530	\$1,778,325
Total overtime expenditures jurisdiction-wide	\$139,409	\$121,237	\$153,904
Employee benefits as % of employee salaries--Excl overtime--Calc	33.00%	32.00%	32.31%
Employee benefits as % of total comp--Incl salary, benefits, overtime--Calc	24.00%	24.00%	24.42%
FT, regular employee turnover rate--Public safety--Calc	0.10	0.05	0.01
FT, regular employee turnover rate--All others--Calc	0.00	0.08	0.03
FT, regular employee turnover rate--Avg all employees--Calc	0.04	0.07	0.04
Grievances per employees subject to grievances--non-civil service--Calc	0.00	0.00	0.00
Sick leave utilization per 1000 sched work hours--Avg for all employees--Calc	28.92	32.00	30.00

# INFORMATION TECHNOLOGY SERVICES



# INFORMATION TECHNOLOGY

## DEPARTMENT ADOPTED 2015 BUDGET

By Category

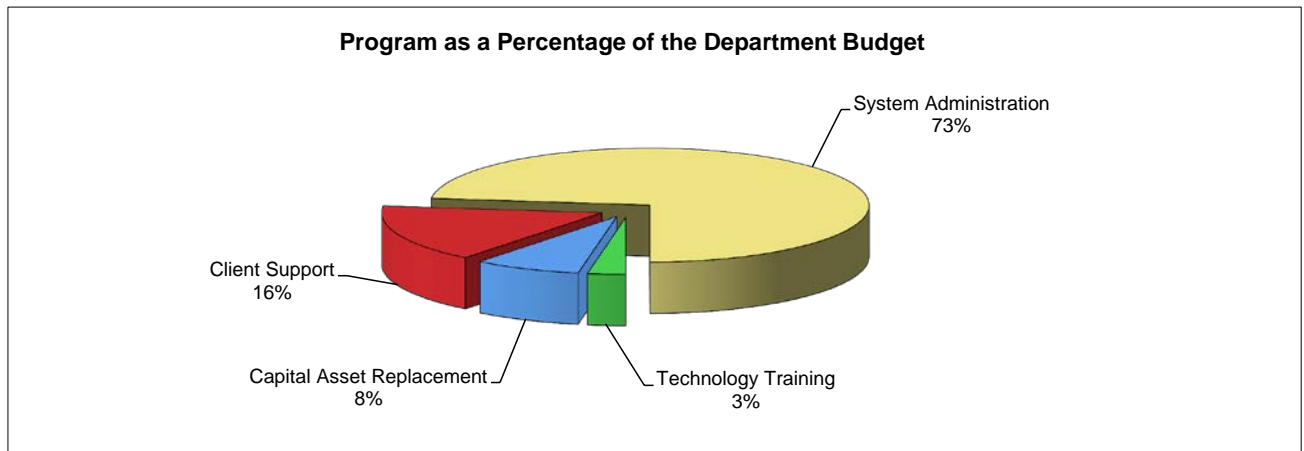
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	140,880	151,745	156,443	156,605	160,395	160,395	160,395
Commodities	42,237	58,570	52,585	52,585	70,637	52,841	52,841
Maintenance and Repairs	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0
Contractual	103,054	140,357	153,617	147,317	169,128	179,653	179,653
Capital Outlay	16,450	8,110	44,900	39,800	0	15,600	15,600
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	0	0	0	0	0	0	0
<b>Total</b>	<b>302,621</b>	<b>358,782</b>	<b>407,545</b>	<b>396,307</b>	<b>400,160</b>	<b>408,489</b>	<b>408,489</b>

Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Manager, Information Systems	1.00	1.00	1.00
Network Technician	1.00	1.00	1.00
<b>Total FTE</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Proposed By Program

Capital Asset Replacement	44,146
Client Support	63,504
System Administration	290,909
Technology Training	9,930
<b>Total</b>	<b>408,489</b>





# INFORMATION TECHNOLOGY DEPARTMENT

## *DEPARTMENT DESCRIPTION*

The Information Technology (I.T.) Department has four programs: Systems Administration, Client Support, Capital Asset Replacement, and Training. The following is a description of each functional area within those programs. This program includes the Manager of Information Systems and the Network Technician, for a total of two FTE's.

## *PROGRAMS*

### **System Administration**

Network Administration – The City of Raymore's local area network is built using the core services of the Windows 2008, and 2012 Server Operation System. These servers provide services used by all PC users such as sharing files, access to network printers, and service to access e-mail and Internet connections. Workstation operating systems used is Windows 7, Windows 8, and Mac OS.

Applications Administration – The department provides administration and end user support for all applications running on the network platforms. The services I.T. provides include the design, installation, configuration, vendor coordination, support, end user training and support, installation of upgrades, development of interfaces as required, and application troubleshooting. Related administrative duties include tracking of software licensing, ensuring that common versions are installed, and managing any related software contracts for maintenance and support.

Technology Planning/Internal Consulting – The department is responsible for coordination with each department to ensure that their needs are met. I.T. works with departments to assess, define and identify needs. It also researches, develops, and implements solutions to meet those demands.

Phone System Administration – The department has the responsibility of supporting the building phones, voice mail, and mobile devices. These responsibilities include coordination of all phone-related moves, additions and changes as well as monitoring and managing phone-related hardware located at City locations.

### **Client Support**

Network Support –The department supports, configures, and maintains all network devices used by the City of Raymore and the Police Department.

Desktop Support – Centralized and coordinated support is delivered via the I.T. department. Any City staff member who needs assistance with hardware, software or a

phone system issue calls the I.T. department. The call is prioritized and handled in a timely manner.

### **Capital Asset Replacement**

Computer Replacement – Replacement of computers is on a four-year cycle that provides each City employee with equipment that is based on current technology. The I.T. department, utilizing input from department supervisors, determines the suitable computer style that best suits the department needs. Monitors and printers are replaced on an as needed basis.

### **Technology Training**

The Information Technology Department provides employee training for network security, cloud applications, telephone equipment, and various software programs.

## ***GOALS***

1. Provide reliable communication and network services to City staff, businesses, and to the citizens of Raymore.
2. Maintain a high level of security and disaster recovery capability.
3. Deliver timely and effective service to customer requirements through communication, teamwork, and a skilled staff.
4. Ensure effective technical and fiscal management of departments resources.
5. Continue user education programs for security training, end user software products and telecom systems. Provide focused training in Google Apps for Government, and network security.
6. Installation of 22 workstations through the computer replacement program.
7. Upgrade capability to record and schedule playback of meetings, public service announcements, and videos.
8. Provide a portal on the city website to allow real-time viewing of snowplow movement and progress.

### ***FY 2014 PERFORMANCE SUMMARY***

1. Replacement of 24 computer workstations.
2. Migration to Google Apps for Government
3. Acoustic Panels in the Council chambers.
4. Installation of additional sound equipment in the Council Chambers.
5. Installation of a new video server system.
6. Installation of a new security camera system for City Hall.
7. GPS management software installed and functional.
8. Pull station devices installed for the City Hall fire alarm system.
9. Through window intercom devices installed in service department windows.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. The software maintenance cost for FY 2015 is \$126,152
2. The FY 2015 budget calls for replacement of computers according to the standard computer schedule in the amount of \$46,200.
3. This budget includes a request for Malware bytes software to enhance our security of the city's network. \$2,500
4. This budget includes a request for website redesign and mobile App. This would provide enhanced user ability, making it more user friendly. \$15,200
5. This budget includes a request for an I-pad for the Court Department. This equipment will be utilized by the Court Administrator for out of office use such as the court arraignments at the Belton or Cass County jails. \$909
6. This budget includes a request for the Cash Collections Import module for the Incode software. This would allow the Finance Department to electronically import the Parks & Recreation deposits from their Rec-trac software eliminating dual entry and possible data entry errors. \$625

7. This budget includes a request for the TOPS (Tyler Output Processor) module of the Incode software. This would allow staff to move forward in offering the E-statements for utility billing as well as implementing electronic paystubs and in-house printing of various forms. \$6,500
8. This budget includes a request for an additional computer at the Park House. This Computer with internet access and Rec Trac Software capabilities would allow the Camp Director to securely take registrations from parents. \$1,395
9. This budget includes a request for a flat screen TV for the Park's Department. Adding a TV to the wall behind the front counter would allow a much needed advertising outlet when customers are coming in to register for programs similar to what is offered in the City Hall Lobby. \$400

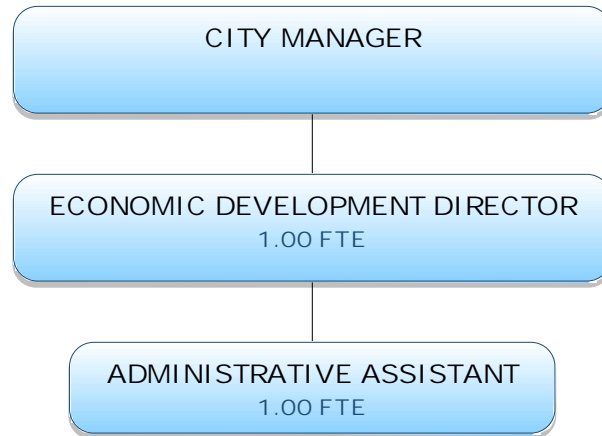
**PERFORMANCE MEASUREMENTS  
INFORMATION TECHNOLOGY**

ICMA - Performance Measurements - Information Technology	2010-11 Actual	2011-12 Actual	2012-13 Actual
Repair calls--telephone	19	11	20
Repair calls--network	30	7	23
The ratio of intelligent work stations to total employees	n/a	n/a	120.00
Total repair calls for application services	495	348	290
Total # of desktop repairs	257	95	90



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# ECONOMIC DEVELOPMENT



## ECONOMIC DEVELOPMENT

### DEPARTMENT ADOPTED 2015 BUDGET

By Category

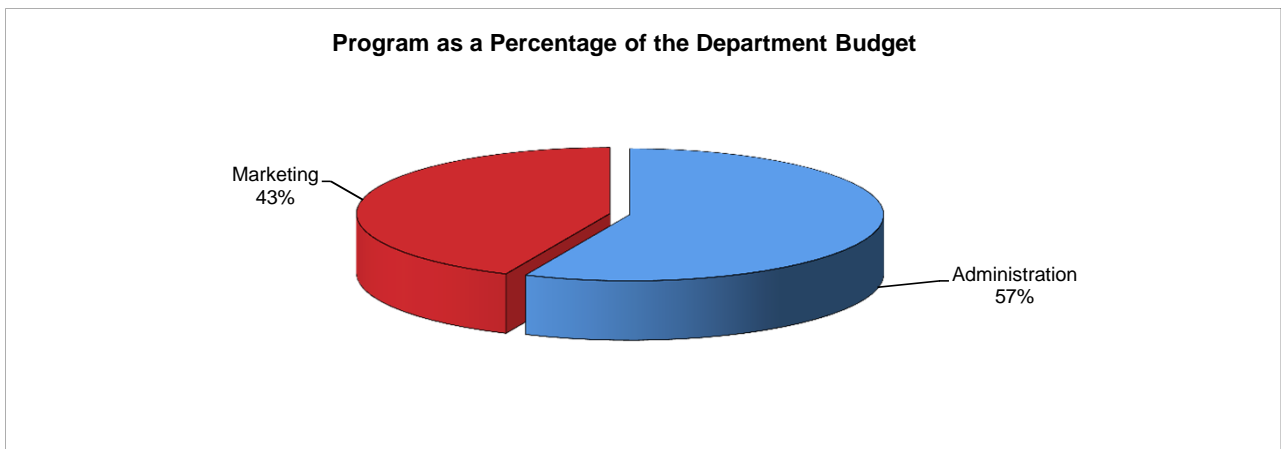
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	170,694	174,926	175,094	180,496	184,940	184,940	184,940
Commodities	510	1,016	1,300	830	1,200	1,200	1,200
Maintenance and Repairs	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0
Contractual	27,408	28,638	49,590	41,294	49,273	49,273	49,273
Capital Outlay	0	0	0	0	0	7,722	7,722
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	0	0	0	0	0	0	0
<b>Total</b>	<b>198,612</b>	<b>204,580</b>	<b>225,984</b>	<b>222,620</b>	<b>235,413</b>	<b>243,135</b>	<b>243,135</b>

Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Economic Development Director	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total FTE</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Proposed By Program

Administration	137,900
Marketing	105,235
<b>Total</b>	<b>243,135</b>





## ECONOMIC DEVELOPMENT DEPARTMENT

### *DEPARTMENT DESCRIPTION*

The primary focus of the Economic Development department is the retention and expansion of existing Raymore businesses and the provision of assistance to new commercial, office, and industrial businesses locating in the City.

The department, consisting of the Director and support staff, provides support to the Mayor, City Council, Economic Development Host Team and the Tax Increment Financing Commission.

The department is charged with creating an environment that will be responsive to the concerns of residents and the development community, and improving the quality of life in the city by maintaining and improving the City's tax base and employment. The department develops and administers plans, programs and economic development projects consistent with economic and community goals.

### *PROGRAMS*

#### **Administration**

Respond in an efficient manner to citizen, staff, developer and commercial business representative inquiries on policy, data, incentives, procedures, demographics and more; coordinate City development efforts as they relate to the business community; and address business needs for local or state assistance.

#### **Marketing**

Maintain cooperative marketing efforts through the Missouri Department of Economic Development, Kansas City Area Development Corporation, the Cass County Corporation for Economic Development, economic development journals, trade publications, trade shows, impact trips, local, regional and national retailers and developers.

Create and update marketing materials; maintain database of information essential for evaluating the Raymore community for the location of commercial, industrial and residential projects; market the community through advertising, trade shows, impact trips, etc.; conduct ceremonial events for new businesses; and work directly with businesses to fill spots in City shopping centers.

## ***GOALS***

1. Work with developers and realtors to fill vacant spaces in City shopping centers.
2. Work with developers and realtors to develop the Raymore Galleria.
3. Review City economic development incentive policies to ensure our policies and practices are competitive with other jurisdictions while adequately protecting taxpayers, and adopt a more full-formed policy to guide use of these incentives.
4. Work with the Good Ranch representatives to develop a business/office park.

## ***FY 2014 PERFORMANCE SUMMARY***

1. Worked with Golden Corral restaurant to bring them to the Raymore Galleria.
2. Provided assistance and information to the Good Ranch representatives to start the development process at the North Cass Parkway, including a traffic study for a full access intersection, possible retail spec buildings, and the extension of Dean Avenue.
3. Conducted 14 groundbreaking & ribbon cutting events for new & expanding businesses in the city of Raymore.
4. Worked with retailers, developers, and commercial realtors in an effort to bring national retailers, junior anchors, high tech office development, and restaurants to the Good Ranch Redevelopment Area, Raymore Galleria, and Raymore Market Center.
5. Continued participation with University of Central Missouri Small Business and Technology Development Center. One start-up business was assisted.
6. Responded to several Requests for Information from the Missouri Partnership and KCADC for large project sites in the Good Ranch business park area.

## ***SIGNIFICANT BUDGETARY ITEMS***

1. This budget includes a request for traffic counters. A substantial number of traffic counters in working condition are needed in order to obtain traffic counts in several directions on major intersections / streets within the City. This information is often requested / required in order to satisfy business client inquiries. \$7,722

**PERFORMANCE MEASUREMENTS  
ECONOMIC DEVELOPMENT**

Performance Measurements - Economic Development	2012-13 Actual	2013-14 Projected	2014-15 Estimated
<i>Output Measures</i>			
Number of new businesses opening	15	14	12
Number of new businesses occupying existing space	13	13	12
Number of new businesses building new	2	1	0
Number of existing businesses relocating within the city	4	1	0
Total number of occupational Licenses	1,056	969	1,025
Total number of occupational licenses non-construction	386	391	375
Total number of occupational licenses construction	670	578	650
Total number of businesses in city limits	319	336	310
Total number of non-construction businesses in city limits	280	290	272
Total number of construction businesses in city limits	39	46	38
Total number of small businesses - local	264	282	282
Total number of regional chain businesses	17	16	16
Total number of national chain businesses	37	38	38
Trade Show & Impact Trips Attended	2	2	3
Number of Ribbon Cuttings/Ground Breakings Conducted	18	14	12
<i>Outcome Measures</i>			
Retail Sales Tax Revenues (all funds)	\$4,819,119	\$5,551,752	\$5,565,878
Retail Sales Tax Per Capita	\$247	\$281	\$282
Sales Tax Generated by New Businesses	\$39,752	\$627,121	\$22,814
Commercial Excise Tax	\$295,820	\$0	\$0
Total Commercial Assessed Valuation	\$20,630,944	\$20,821,980	\$20,821,980

Citizen Survey Measures	2008 Actual	2010 Actual	2012 Actual
Respondents who rated the following development items too slow			
Retail development	66%	69%	66%
Industrial development	61%	60%	60%
Office development	33%	40%	42%
Single family residential development	5%	12%	15%
Multi-family residential development	3%	4%	6%
Support for the use of city incentive to attract and expand retail, manufacturing, science and technology and regional office			
Not supportive	7%	6%	6%
Not sure	17%	13%	12%
Somewhat supportive	32%	32%	34%
Very supportive	44%	48%	49%
% of residents who shop outside of Raymore at least once a week	75%	76%	72%



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# COMMUNITY DEVELOPMENT



## COMMUNITY DEVELOPMENT

### DEPARTMENT ADOPTED 2015 BUDGET

By Category

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	471,966	486,382	498,501	495,413	498,668	498,668	498,668
Commodities	16,763	17,324	16,163	14,167	15,713	15,713	15,713
Maintenance and Repairs	1,634	1,506	1,600	600	1,600	1,600	1,600
Utilities	0	0	0	0	0	0	0
Contractual	65,213	42,669	39,525	36,475	35,675	35,675	35,675
Capital Outlay	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	8,850	17,020	19,994	19,994	19,994	19,994	19,994
<b>Total</b>	<b>564,426</b>	<b>564,901</b>	<b>575,783</b>	<b>566,649</b>	<b>571,650</b>	<b>571,650</b>	<b>571,650</b>

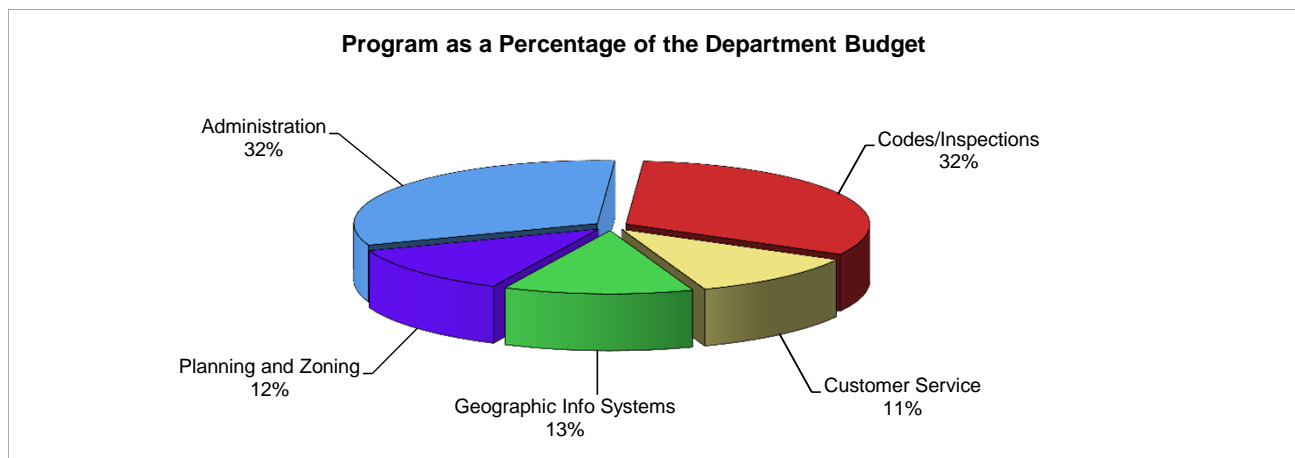
Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Community Development	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
Building Official	1.00	1.00	1.00
Building Inspector, Senior	1.00	1.00	1.00
Administrative Assistant *	0.50	0.50	0.10
Permit Technician	1.00	1.00	1.00
<b>Total FTE</b>	<b>6.50</b>	<b>6.50</b>	<b>6.10</b>

\* reallocating additional staff time from Community Development to Human Resources

Proposed By Program

Administration	181,273
Codes/Inspections	181,774
Customer Service	66,039
Geographic Info Systems	71,854
Planning and Zoning	70,710
<b>Total</b>	<b>571,650</b>



# COMMUNITY DEVELOPMENT DEPARTMENT

## *DEPARTMENT DESCRIPTION*

The Community Development Department is involved in the development and implementation of the Unified Development Code, the Growth Management Plan, overseeing the development and plan review process, and codes compliance. Additional responsibilities include managing the City's GIS program, codes enforcement, and building inspections. The Department serves as primary staff support to the Planning and Zoning Commission, Board of Appeals, and Board of Adjustment. The Community Development Director supervises the day-to-day activities of the department, and reports to the City Manager.

## *PROGRAMS & GOALS*

### **Administration**

The services performed in this program include those administrative and managerial tasks required for the effective operation of the department including staff time spent on citywide policy issues, special projects not directly related to any other program, personnel management and budget administration. Program goals include:

- Enhance teamwork within the department and cooperation with other departments.
- Ensure all interested entities are apprised of development activities.
- Complete electronic files of all materials in the development project case files.

### **Customer Service**

This program involves responding in a timely and quality manner to citizen and staff inquiries. It includes providing informational brochures, statistics, and procedural manuals to residents, businesses, and the development community. Program goals include:

- Enhance response/service guidelines for applications, inquires, and complaints.
- Continue to enhance department website by maintaining up-to-date information about on-going projects
- Encourage increase in use of Request Tracker on-line system for filing and tracking status of code enforcement complaints
- Expand the Declaratory Ruling Book for interpretations of the Unified Development Code
- Expand the excerpt sheets from the Unified Development Code as aids in providing quick reference material for residents and applicants.

## **Geographic Information Systems**

The services in this program include those necessary for the development and maintenance of graphical representations related to development activities within the City, and other mapping requirements. This program will provide support primarily for development activities related to planning, zoning, and engineering as well as police, parks, and other City departments as necessary. Program goals include:

- Complete a GIS Master Plan.
- Provide analysis and map products to assist city departments and other governmental entities in making decisions and presenting information spatially.
- Continue to enhance the internal ArcIMS site to provide increased amounts of information about properties in the city to all city employees.
- Provide support for ArcGIS and ArcExplorer.
- Build inventory of community assets using CAD and GPS.

## **Planning and Zoning**

The services in this program include those associated with comprehensive planning, rezoning, conditional use permit and platting processes, site plan review, and variances. This includes the organization of work sessions and recording of minutes for the Planning and Zoning Commission, as well as public notification and providing staff support to the Planning and Zoning Commission, City Council, Board of Appeals and Board of Adjustment. Program goals include:

- Implementation of the Growth Management Plan.
- Annual review of the Unified Development Code and Growth Management Plan for any minor amendments that may be necessary.
- Continue to implement the development review committee (DRC) to coordinate and improve the application review process.
- Conduct annual training sessions for Planning Commission members.

## **Codes/Inspections**

This program identifies, investigates, and responds to complaints concerning violations of the city code, and related policies. This program is responsible for the investigation and enforcement of complaints concerning nuisances, weeds, property maintenance, signs, and the Unified Development Code. Building inspections includes inspection activities necessary to ensure residential, commercial and industrial structures conform to applicable codes and approved plans. Program goals include:

- Identify necessary code revisions to allow for effective code enforcement at the judicial level.
- Continue a proactive approach to contact all builders and developers in the early spring about mowing and maintenance of their properties.



- Continue to monitor the condition of foreclosed properties that have been registered with the City.
- Expand the use of on-line permitting program.

### ***GOALS***

1. Engage the public in decisions that impact the entire community, such as the Growth Management Plan and community visioning process.
2. Evaluate current zoning and subdivision regulations to ensure that community goals and needs are supported.
3. Commence work on implementation of the 19 Goal Statements included in the newly adopted Growth Management Plan.
4. Continue research and discussion on developing a plan to allow public access to the City's Geographic Information System.

### ***FY 2014 PERFORMANCE SUMMARY***

1. Completed two amendments to the Unified Development Code.
2. Continued to increase mapping and data capabilities of internal ArcIMS site for all employees to access GIS information.
4. Provided in-house review of all building plans for residential and commercial projects.
5. Maintained a development report that is updated monthly to reflect existing housing units, units under construction, and available building lots in the City.
6. Administered a program to register properties that have been foreclosed on and complete weekly inspections to ensure code compliance and ensure structures are secured.
7. Continued implementation of a proactive inspection procedure for property maintenance code violations. Building inspectors completed a drive-by inspection of all properties in the City and commenced enforcement procedures on those properties deemed to have a violation of the property maintenance code.
8. Continued creation of excerpts from the Unified Development Code that provides quick reference material for residents and applicants.
10. Updated the Building Codes Interpretation Manual that includes common plan check corrections and interpretations of various building code provisions.
11. Adopted the 2012 series of codes published by the International Codes Council.

12. Assisted the Planning and Zoning Commission with the preparation and adoption of a new Growth Management Plan.
13. Established an on-line permitting program that allows homeowners and contractors to submit and pay for certain building permits online.
14. Continued a project to create digital files on all building permit records on file with the City.
15. Commenced an annual review of the City Property Maintenance Code.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. This budget includes a reallocation of additional FTE hours for the Administrative Assistant to the Administration Department.
2. This budget includes funding for a consultant to complete a GIS Health Check on the ESRI GIS software and server configurations. Purpose is to ensure setup and operation of the GIS is optimal. \$4,000.
3. The City's Growth Management Plan is updated every 5-10 years. When the update occurs, it is typically expensive. A transfer of \$10,000 per year is made from the General Fund to the Restricted Revenue Fund to save for the cost of a new update in the future. \$10,000

**PERFORMANCE MEASUREMENTS  
COMMUNITY DEVELOPMENT**

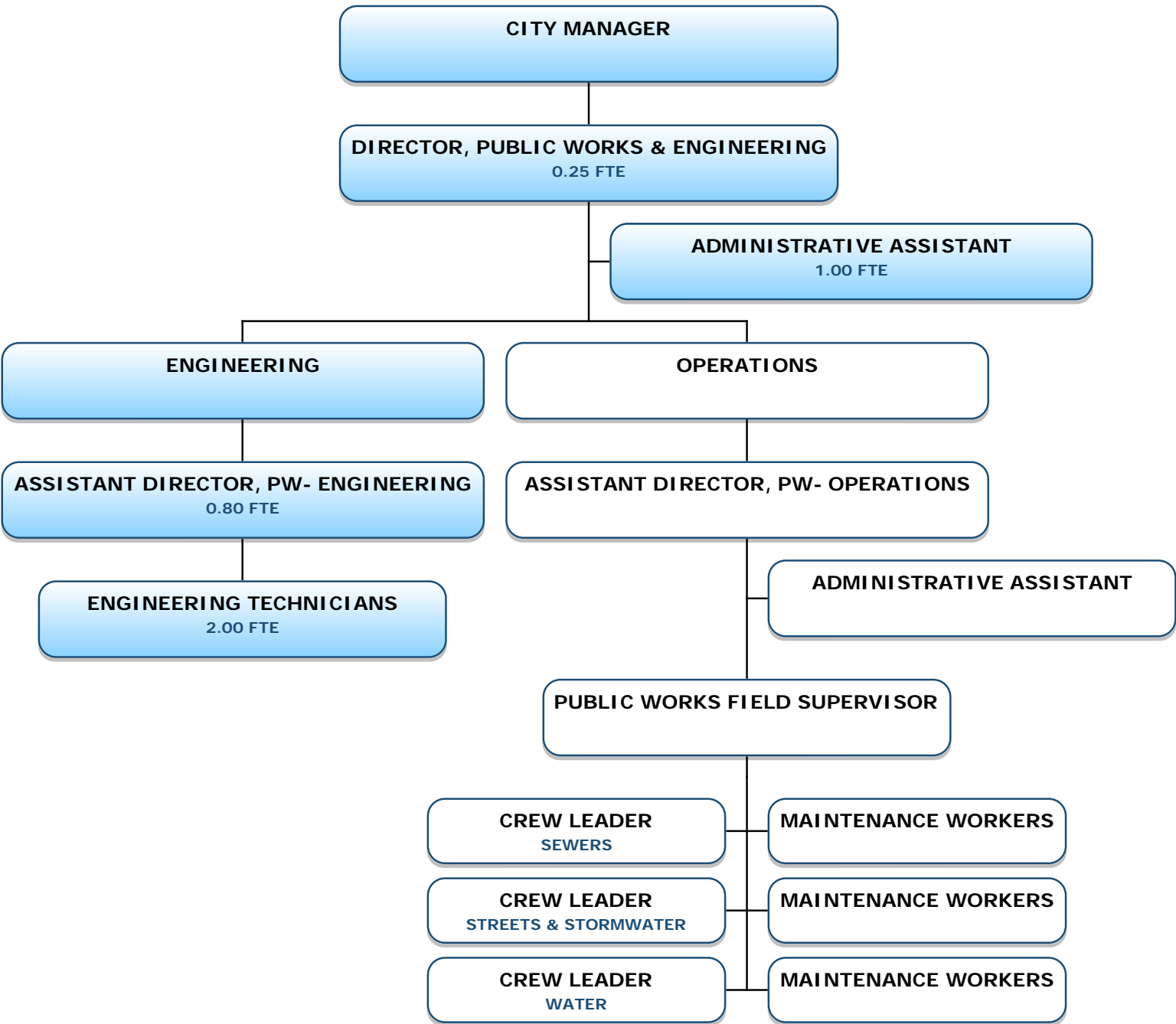
ICMA - Performance Measurements - Com. Dev. & Code Enforcement	2010-11 Actual	2011-12 Actual	2012-13 Actual
Total housing code violation cases--Initiated (complaints & Inspector initiation)	28	10	12
# housing code violation cases resolved through voluntary compliance	20	12	11
# housing code violation cases resolved through forced compliance	8	2	0
Total housing code violation cases carried over	0	8	2
% housing code violation cases resolved through voluntary compliance--Calc	71%	66.67%	78.57%
% housing code violation cases resolved through forced compliance --Calc	29%	11.11%	0.00%
Total zoning code violation cases--Initiated (complaints & Inspector initiation)	9	5	4
# zoning code violation cases resolved through voluntary compliance	9	5	4
# zoning code violation cases resolved through forced compliance	0	0	0
Total zoning code violation cases carried over	0	0	0
% zoning code violation cases resolved through voluntary compliance--Calc	100%	100.00%	100.00%
% zoning code violation cases resolved through forced compliance --Calc	n/a	0.00%	0.00%
Total dangerous bldg code violation cases--Initiated (complaints & Inspector initiation)	3	1	3
# dangerous bldg code violation cases resolved through voluntary compliance	3	3	2
# dangerous bldg code violation cases resolved through forced compliance	0	0	0
Total dangerous bldg code violation cases carried over	0	2	1
% dangerous bldg code violation cases resolved through voluntary compliance--Calc	100%	100.00%	50.00%
% of dangerous bldg code violation cases resolved through forced compliance	n/a	0.00%	0.00%
Total nuisance violation cases--Initiated (complaints & Inspector initiation)	331	264	257
# nuisance violation cases resolved through voluntary compliance	269	184	186
# nuisance violation cases resolved through forced compliance	69	84	71
Total nuisance violation cases carried over	0	13	0
% of nuisance violation cases resolved through voluntary compliance	80%	66.43%	72.37%
% of nuisance violation cases resolved through forced compliance	20%	30.32%	27.63%
Total other violation cases--Initiated (complaints & Inspector initiation)	52	69	25
# other violation cases resolved through voluntary compliance	52	67	22
# other violation cases resolved through forced compliance	0	0	0
Total other violation cases carried over	0	6	3
% of other violation cases resolved through voluntary compliance	100%	89.33%	78.57%
% of other violation cases resolved through forced compliance	n/a	0.00%	0.00%
Total # of bldg permits issued	1,231	1,181	832
% initial code review, construction permits, completed within 14 calendar days	100%	100%	100%
Total # of inspections	3,223	3,304	4,932

Citizen Survey Measures	2008 Actual	2010 Actual	2012 Actual
% of residents satisfied with enforcement of codes designed to protect public safety	57%	60%	65%
% of residents satisfied with enforcement of sign regulations	54%	59%	58%
% of residents satisfied with enforcement of codes and maintenance of business property	54%	61%	57%
% of residents satisfied with enforcement of the maintenance of residential property	40%	49%	47%
% of residents satisfied with enforcement of mowing and trimming of lawns	45%	52%	49%
% of residents satisfied with clean up of litter and debris on private property	47%	50%	50%
% of residents rating overall code violation--			
Not a problem	26%	34%	33%
Only a small problem	39%	41%	33%
Somewhat of a problem	21%	22%	19%
A major problem	2%	3%	2%
Don't know	12%	0%	13%



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# ENGINEERING



## ENGINEERING

### DEPARTMENT ADOPTED 2015 BUDGET

By Category

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	367,381	365,246	393,655	368,112	359,749	359,749	359,749
Commodities	9,684	9,272	13,233	8,450	10,355	10,355	10,355
Maintenance and Repairs	3,058	456	5,000	3,000	4,500	4,500	4,500
Utilities		0	0	0	0	0	0
Contractual	20,738	20,466	26,600	13,925	25,248	27,648	27,648
Capital Outlay		0	0	0	0	0	0
Debt Service		0	0	0	0	0	0
Transfers/Miscellaneous	18,183	10,333	12,629	12,629	12,629	11,624	11,624
<b>Total</b>	<b>419,044</b>	<b>405,773</b>	<b>451,117</b>	<b>406,116</b>	<b>412,481</b>	<b>413,876</b>	<b>413,876</b>

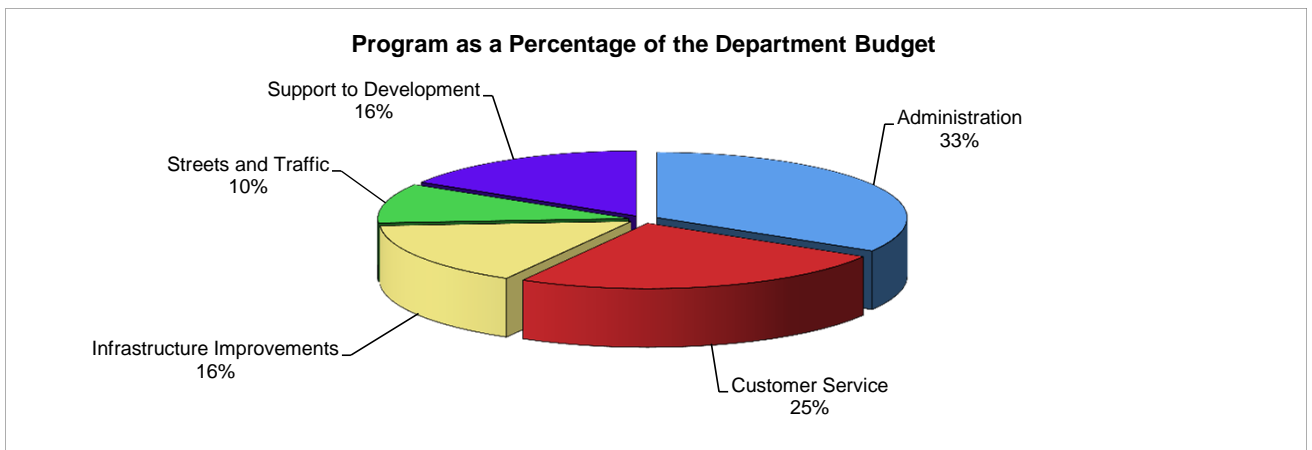
Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Public Works and Engineering	0.25	0.25	0.25
Assistant Director, PW-Engineering	0.80	0.80	0.80
Engineering Technicians	2.40	2.40	2.00
Administrative Assistant	1.00	1.00	1.00
<b>Total FTE</b>	<b>4.45</b>	<b>4.45</b>	<b>4.05</b>

\* reallocation of staffing to Stormwater

Proposed By Program

Administration	138,833
Customer Service	102,151
Infrastructure Improvements	64,994
Streets and Traffic	40,330
Support to Development	67,568
<b>Total</b>	<b>413,876</b>



## ENGINEERING DEPARTMENT

### *DEPARTMENT DESCRIPTION*

The Public Works Department is organized into two functions, Engineering and Operations. Engineering is involved in the management, design, construction, administration, and review of all projects containing infrastructure. This includes the water distribution system, the sewer collection system, the street system, the storm drainage system, and facilities. Engineering is involved in long-term planning of infrastructure for projected growth, constant review of ordinances for updates, plan review of development, coordination of utilities, negotiation of easements, and acting as the City's liaison to all federal agencies, state agencies, and neighboring communities. The Engineering Department consists of the Director of Public Works, the Assistant Director of Public Works – Engineering, three Engineering Technicians, and one Administrative Assistant.

### *PROGRAMS*

#### **Administration**

The services performed in this program include those administrative and managerial tasks required for the effective operation of the department including staff time spent on citywide policy issues, special projects not directly related to any other program, personnel management and budget administration.

#### **Customer Service**

This program involves responding in a timely and quality manner to citizen and staff inquiries. It includes providing information, statistics, and standards manuals to residents, contractors, businesses, and the development community.

#### **Infrastructure Improvements**

The services in this program include those necessary for the design, administration, and inspection of all capital improvements and development.

#### **Support to Development**

The services in this program include those associated with rezoning, conditional use permit and platting processes, site plan review, and variances. This includes the technical review and analysis to assure the proposed infrastructure complies with our ordinances and also complies with all State and/or Federal regulations.

#### **Streets and Traffic**

This program involves determining the need for street improvements based on criteria and maintenance records, assessing and maintaining contracts for signals, and determining the need for access management.

### ***GOALS***

1. Explore opportunities with adjacent communities to jointly bid projects for street overlay, striping, etc.
2. Develop and implement long-range street maintenance/repair/replacement plan and funding strategy based on findings of an update to the City's Pavement Management System.
3. Continue expansion of "in-house" design of CIP Projects

### ***FY 2014 PERFORMANCE SUMMARY***

1. Maintained the appropriate records for the successful fulfillment of the requirements of the NPDES Phase II permit.
2. Developed a Procedure Manual for the Department as part of the APWA Self Assessment and Accreditation Process.
3. Continued implementation of the recommendations of the Pavement Management Program.
4. Participated in the MARC Transportation Priorities Committee which oversees the distribution of transportation funding.
5. Coordinated design and construction of the annual Street Preservation program, annual Curb Replacement program, FY 2014 Sidewalk Installation program, and other CIP Projects.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. This budget includes a reallocation of FTE hours to the Stormwater Department to fully dedicate one of the Engineering Technicians for Stormwater duties.
2. This budget includes a request for additional funding to earn the American Public Works Association, APWA Accreditation. There are currently less than 100 agencies that have achieved this recognition. This would be split amongst all public works departments: Engineering, Street, Stormwater, Water, and Sewer each sharing 20% of the \$12,000 costs. \$2,400



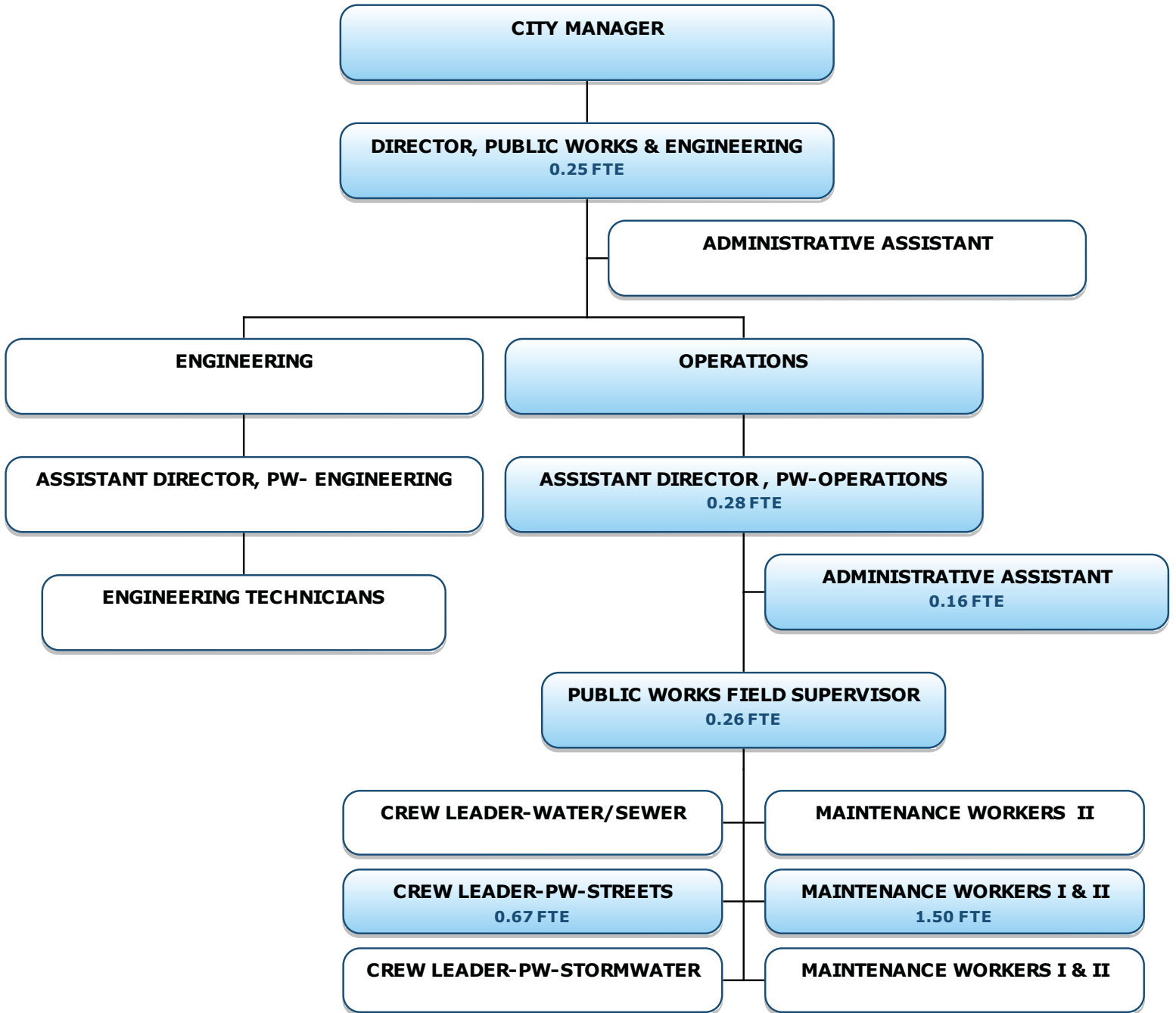
**PERFORMANCE MEASUREMENT  
ENGINEERING**

Performance Measurements - Engineering	2012-13 Actual	2013-14 Projected	2014-15 Estimated
Number of Customer Inquiries	155	115	115
Percent of Customer Inquiries Initially Responded to within 24 Hours	100%	100%	100%
Dollars of Public & Private Infrastructure Improvements Inspected	\$4,181,000	\$1,126,458	\$2,152,014
Percent of Projects designed "in house"	88%	88%	88%
Average percentage increase in contract cost due to change orders	5%	6%	6%
Number of Development Plan Sets Reviewed	2	2	2
Percent of Development Plan Sets Reviewed within 14 Days	100%	100%	100%
Number of Plot plans Reviewed	50	65	50
Percent of Plot plans Reviewed within 3 Days	100%	100%	100%
Percentage of lane Miles of Pavement Condition Index Updatec	30%	0%	33%
Number of As-Built Plan Sets Received	2	3	6



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# STREETS



## STREETS

### DEPARTMENT ADOPTED 2015 BUDGET

By Category

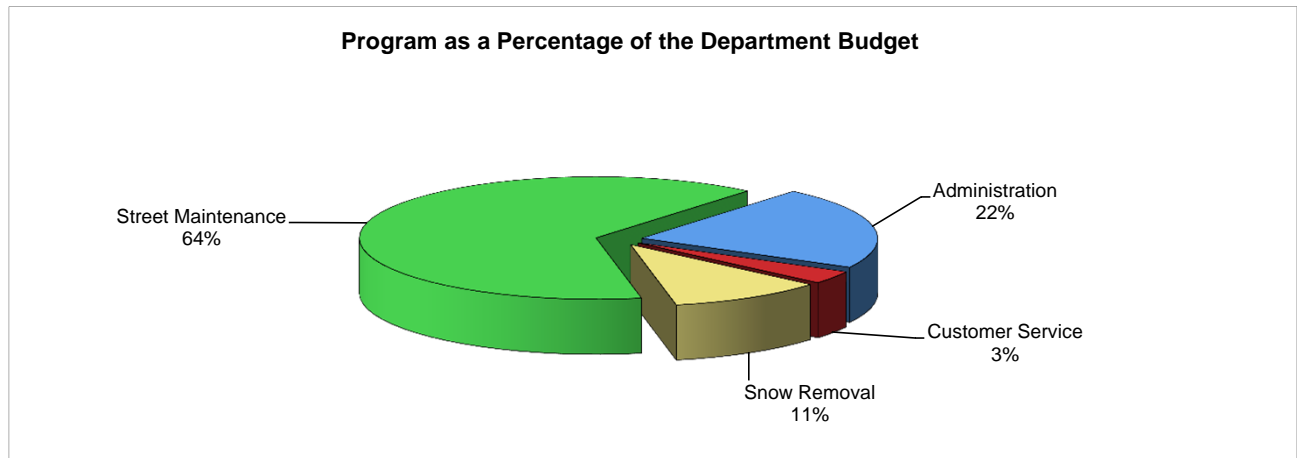
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	276,406	245,513	276,274	255,800	284,211	284,211	284,211
Commodities	87,907	128,421	129,490	132,869	137,040	137,040	137,040
Maintenance and Repairs	50,509	50,237	50,100	50,100	51,600	51,600	51,600
Utilities	2,582	3,101	2,604	3,654	3,930	3,930	3,930
Contractual	428,464	474,258	499,992	497,542	513,491	515,891	515,891
Capital Outlay	12,043	0	0	0	0	64,885	64,885
Debt Service		0	0	0	0	0	0
Transfers/Miscellaneous	66,757	72,025	162,285	162,285	162,285	94,018	94,018
<b>Total</b>	<b>924,668</b>	<b>973,555</b>	<b>1,120,745</b>	<b>1,102,250</b>	<b>1,152,557</b>	<b>1,151,575</b>	<b>1,151,575</b>

Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Public Works & Engineering	0.25	0.25	0.25
Assistant Director, PW-Operations	0.28	0.28	0.28
Public Works Field Supervisor	0.26	0.26	0.26
Crew Leader	0.67	0.67	0.67
Maintenance Workers I & II	1.50	1.50	1.50
Administrative Assistant	0.16	0.16	0.16
<b>Total FTE</b>	<b>3.12</b>	<b>3.12</b>	<b>3.12</b>

Proposed By Program

Administration	250,353
Customer Service	39,203
Snow Removal	122,705
Street Maintenance	739,314
<b>Total</b>	<b>1,151,575</b>



# STREET DEPARTMENT

## *DEPARTMENT DESCRIPTION*

The Operation & Maintenance Division includes four sections: Street, Storm, Water and Sewer. The Assistant Director of Public Works and the Administrative Assistant handle the administration of these sections. The Assistant Director of Public Works handles human resources, work detail, approval of work schedules, priority of work, and customer service. The Assistant Director of Public Works reports directly to the Public Works Director who approves all major decisions made by the Assistant Director of Public Works.

The Street Department is involved in the maintenance of our street network. This includes right of way maintenance, pot hole patching, street sign maintenance and new installation, crack sealing, asphalt paving, snow removal, pavement maintenance, and sidewalk evaluations and repairs. The Street Department is comprised of the Assistant Director of Public Works, Public Works Supervisor, Maintenance Workers, and the Administrative Assistant, all of whom also work in the Water, Storm and Sanitary divisions.

## *PROGRAMS & GOALS*

### **Administration**

The services performed in this program include those administrative and managerial tasks required for the effective operation of the department including staff time spent on citywide policy issues, special projects not directly related to any other program, personnel management and budget administration. Program goals include:

- Continue to implement Career Development/Training Plans for division employees.
- Explore intergovernmental relationships to positively affect our infrastructure.

### **Customer Service**

This program involves responding in a timely and quality manner to citizen and staff inquiries. Providing responses to service requests in a reasonable time frame. Program goals include:

- Assist with the MARC Household Hazardous Waste event.
- Continue and expand the use of the Computerized Maintenance Management System for complaint tracking, work requests, work order generation, inventory control system, maintenance of infrastructure and effective job and activity costing

### **Street Maintenance**

The services in this program include those activities associated with streets, signs, curb, and sidewalks. Program goals include:

- Conduct crack sealing, pothole patching, and other maintenance operations associated with extending the life expectancy of Raymore's streets.
- Regularly inventory, assess, and upgrade the City's current street signs and striping in accordance with MUTCD reflectivity standards.
- Inventory, assess and program sidewalk repairs throughout the City.

## **Snow Removal**

- The services provided in this program include removal of snow from the City's streets.

### ***FY 2014 PERFORMANCE SUMMARY***

1. Snow crews mobilized for twelve snow events.
2. Crews used approximately 200 tons of asphalt and 100 yards of concrete to make street repairs and patch potholes at various locations around the City.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. This budget includes the cost of the City's participation in the annual MARC Household Hazardous Waste program. \$19,754
2. This budget includes a request for a paint striper. This would replace the current small walk behind allowing for complete street striping, city-wide versus contract striping annually. After the initial purchase the cost savings would be \$50,000 annually. \$64,885
3. This budget includes a request for additional funding to earn the American Public Works Association, APWA Accreditation. There are currently less than 100 agencies that have achieved this recognition. This would be split amongst all public works departments: Engineering, Street, Stormwater, Water, and Sewer each sharing 20% of the \$12,000 costs. \$2,400

**PERFORMANCE MEASUREMENT  
STREET**

<b>Performance Measurements - Streets</b>	<b>2012-13 Actual</b>	<b>2013-14 Projected</b>	<b>2014-15 Estimated</b>
Number of Lost Time Accidents	0	1	0
Number of Hours lost per Lost Time Accident	0	232	0
Number of Customer Service Inquires	494	513	500
Customer Service Inquiries Responded to within 24 Hours - request tracker system	100%	100%	100%
Number of Pothole Complaints Received	17	36	25
Percent of Pothole Complaints Responded to within 24 Hours	94%	94%	94%
Employee Hours per Pothole Repair	0.2	0.2	0.2
Lane Miles of Right of Way mowed	110	110	110
Lane Miles of road	345	345	345
Number of snow events	7	12	7
Lane Miles cleared of snow - all snow events	2415	4140	2415

<b>ICMA - Performance Measurements - Streets</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2012-13 Actual</b>
Road rehab expenditures per lane mile	\$1,208.06	\$1,217.32	\$5,336.74
Road rehab expenditures per capita	\$31.13	\$19.04	\$94.18
Snow/ice control expenditures per lane mile	\$29.93	\$24.74	\$600.54
Snow/ice control expenditures per capita	\$6.00	\$6.87	\$10.60

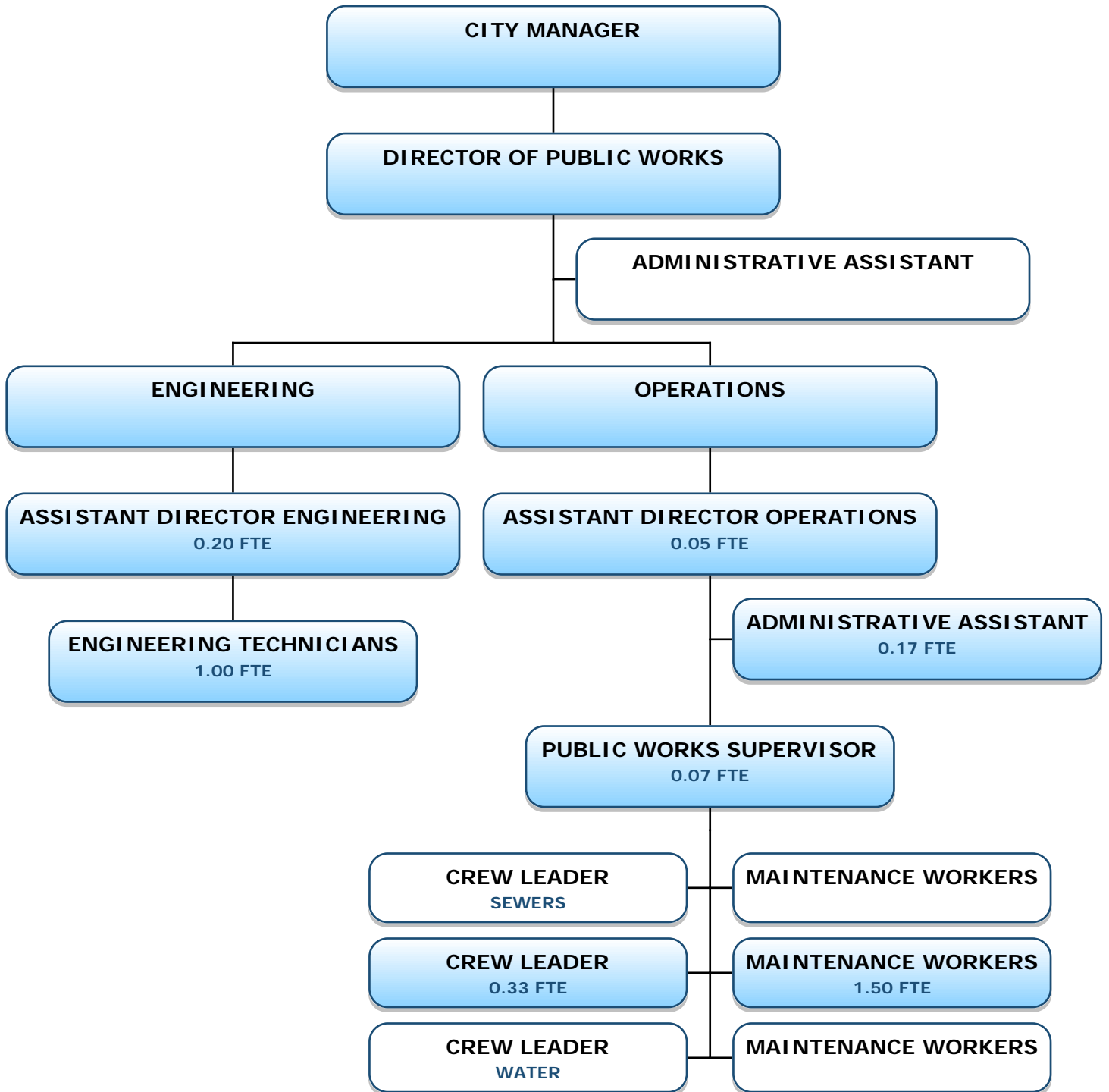
<b>Citizen Survey Measures</b>	<b>2008 Actual</b>	<b>2010 Actual</b>	<b>2012 Actual</b>
% of citizens satisfied with snow removal on major City streets	78%	76%	82%
% of citizens satisfied with the maintenance of streets signs & traffic signals	72%	78%	85%
% of citizens satisfied with the cleanliness of streets	78%	78%	81%
% of citizens satisfied with the maintenance of major City streets	62%	79%	83%
% of citizens satisfied with the adequacy of City street lighting	54%	61%	67%
% of citizens satisfied with the landscaping/appearance along city streets	62%	69%	70%
% of citizens satisfied with the condition of city sidewalks	54%	66%	71%
% of citizens satisfied with snow removal on neighborhood streets	62%	56%	60%
% of citizens satisfied with the maintenance of neighborhood streets	57%	65%	70%
% of citizens satisfied with the availability of city sidewalks	41%	60%	69%
General rating of road conditions in Raymore			
Don't know	3%	1%	2%
Many bad spots	18%	19%	13%
Mostly good condition	64%	61%	65%
Good condition	15%	19%	20%



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# STORMWATER



# STORMWATER

## DEPARTMENT ADOPTED 2015 BUDGET

By Category

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	172,377	193,480	195,521	194,563	229,666	242,146	242,146
Commodities	10,695	1,576	6,126	5,014	5,820	5,820	5,820
Maintenance and Repairs	8,110	8,672	8,500	8,500	8,500	8,500	8,500
Utilities	0	0	0	0	0	0	0
Contractual	1,987	6,512	10,000	71,000	10,600	13,000	13,000
Capital Outlay	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	0	0	0	0	0	0	0
<b>Total</b>	<b>193,169</b>	<b>210,240</b>	<b>220,147</b>	<b>279,077</b>	<b>254,586</b>	<b>269,466</b>	<b>269,466</b>

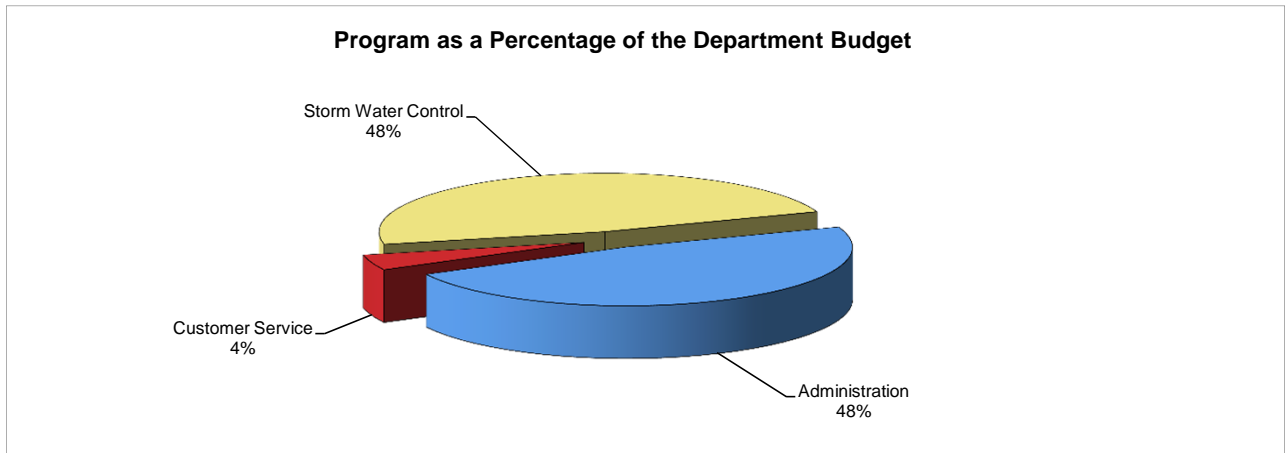
Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Assistant Director, PW - Engineering	0.20	0.20	0.20
Assistant Director, PW - Operations	0.05	0.05	0.05
Administrative Assistant	0.17	0.17	0.17
Public Works Field Supervisor	0.07	0.07	0.07
Crew Leader Public Works	0.33	0.33	0.33
Maintenance Worker I & II	1.50	1.50	1.50
Engineering Technicians *	0.60	0.60	1.00
<b>Total FTE</b>	<b>2.92</b>	<b>2.92</b>	<b>3.32</b>

\* reallocation from Engineering

Proposed By Program

Administration	128,891
Customer Service	11,501
Storm Water Control	129,074
<b>Total</b>	<b>269,466</b>



## STORM WATER DEPARTMENT

### *DEPARTMENT DESCRIPTION*

The Operation & Maintenance Division of the Public Works Department includes four sections: Streets, Storm Water, Water and Sewer. The Assistant Public Works Director of Operations and Maintenance (hereafter referred to as the Assistant Director of Public Works) and the Administrative Assistant handle the administration of these sections. The Assistant Director of Public Works handles human resources, work detail, approval of work schedules, priority of work, and customer service. The Assistant Director of Public Works reports directly to the Public Works Director who approves all major decisions made by the Assistant Director of Public Works.

The Storm Water Department is involved in the inspection and maintenance of our storm water systems including detention ponds, stream buffers and erosion and sediment controls and all other elements of the storm water conveyance system. The Storm Water division Department is comprised of the Assistant Director of Public Works, Public Works Supervisor, Maintenance Workers, Engineering Technician and the Administrative Assistant, all of whom also work in the Water and Sanitary Sewer divisions.

### *PROGRAMS & GOALS*

#### **Administration**

The services performed in this program include those administrative and managerial tasks required for the effective operation of the department including staff time spent on citywide policy issues, special projects not directly related to any other program, personnel management and budget administration.

#### **Customer Service**

This program involves responding in a timely and quality manner to citizen and staff inquiries and service requests.

#### **Storm Water Control**

The services provided by this division include the inspection and maintenance of the stormwater collection system which includes conduits, streams, and ponds, and implementing all tasks outlined in the NPDES Phase II Permit. This includes tasks such as:

- Placing “Drains to Stream” medallions on storm water inlets.
- Hosting a storm water education booth at the Farmers Market.
- Hosting a storm water education booth at the Raymore Festival in the Park.
- Illicit discharge inspections.
- Conducting weekly erosion control inspections of construction sites.

- Responding to storm water related concerns.

### ***FY 2014 PERFORMANCE SUMMARY***

Significant areas of accomplishment in the prior year include:

1. The catch basin inlet cleaning program was continued. All major road culverts were inspected and cleaned as necessary and a storm inlet stenciling program was initiated.
2. The Division had an Engineering Technician devoted full time to storm water issues.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. This budget includes a request for additional funding to earn the American Public Works Association, APWA Accreditation. There are currently less than 100 agencies that have achieved this recognition. This would be split amongst all public works departments: Engineering, Street, Stormwater, Water, and Sewer each sharing 20% of the \$12,000 costs. \$2,400
2. This budget includes a request for a summer engineering intern. The purpose of this position would be to assist with implementation of the measurable goals outlined in the Stormwater Management Plan associated with our Mo/DNR Stormwater discharge permit. \$12,480

**PERFORMANCE MEASUREMENT  
STORMWATER**

Performance Measurements - Stormwater	2012-13 Actual	2013-14 Projected	2014-15 Estimated
Number of Lost Time Accidents	0	0	0
Number of Hours lost per Lost Time Accident	0	0	0
Number of Customer Service Inquiries	42	32	32
Customer Service Inquiries Responded to within 24 hours - request tracker system	100%	100%	100%
Number of Catch Basins Inspected	864	864	864
Number of Catch Basins Cleaned *	864	864	864
Number of Street Sweepings per Year	3	3	3
Number of Drainage Complaints	17	12	12
Percent of Drainage Complaints Requiring Action Addressed within 25 Working Days	100%	100%	100%

Citizen Survey Measures	2008 Actual	2010 Actual	2012 Actual
% of citizens satisfied with drainage of rain water off city streets	58%	63%	72%
% of citizens satisfied with drainage of rain water off properties next door	55%	51%	62%
Citizen rating of street sweeping			
Don't know	19%	21%	15%
Poor	9%	8%	7%
Fair	27%	21%	26%
Good	38%	44%	45%
Excellent	7%	7%	8%

\* 2010-2011 marked the first year of this program. Time allowed for the majority of the catch basins to be cleaned in the initial year with a future schedule of approximately 1/3 or 864 catch basins to be cleaned annually.



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# BUILDING & GROUNDS



## BUILDINGS & GROUNDS

### DEPARTMENT ADOPTED 2015 BUDGET

[By Category](#)

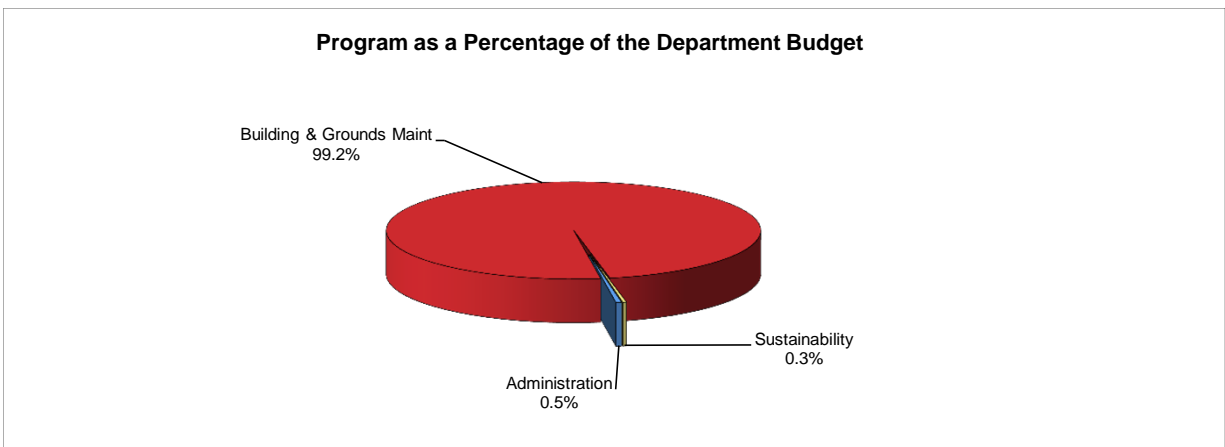
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	83,124	106,859	122,160	121,451	125,082	125,082	125,082
Commodities	1,768	4,411	3,125	2,390	2,945	2,945	2,945
Maintenance and Repairs	55,290	25,151	24,470	18,820	24,420	24,420	24,420
Utilities	113,463	106,037	118,560	110,457	112,940	112,940	112,940
Contractual	74,453	31,308	37,365	34,420	39,980	39,980	39,980
Capital Outlay	0	0	0	1,387	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	0	0	0	0	0	0	0
<b>Total</b>	<b>328,098</b>	<b>273,766</b>	<b>305,680</b>	<b>288,925</b>	<b>305,367</b>	<b>305,367</b>	<b>305,367</b>

[Department Position Control Roster](#)

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Parks & Recreation	0.15	0.15	0.15
Crew Leader, Parks Maintenance	0.25	0.25	0.25
Parks Maintenance Workers I & II	0.50	0.50	0.50
Office Assistant	0.20	0.20	0.20
Building Technician	1.00	1.00	1.00
Superintendent, Parks Operations	0.20	0.20	0.20
<b>Total FTE</b>	<b>2.30</b>	<b>2.30</b>	<b>2.30</b>

[Proposed By Program](#)

Administration	1,470
Building & Grounds Maint	302,897
Sustainability	1,000
<b>Total</b>	<b>305,367</b>





## BUILDING & GROUNDS DEPARTMENT

### *DEPARTMENT DESCRIPTION*

The Building and Grounds Department is responsible for maintaining City buildings and grounds, and is managed by the Director of the Parks and Recreation Department. The Department oversees contracts for professional services for the maintenance and repair to the City's Municipal Complex and mechanical equipment. The department staff care for the facility on a day-to-day basis and consist of a Building Maintenance Technician with assistance from other members of the parks department to complete lawn care, landscaping, maintenance and repairs, and contract management.

### *PROGRAMS & GOALS*

This program area is responsible for the day-to-day maintenance, improvement and care of all existing city facilities and grounds, including City Hall.

Goals for this fiscal year include:

1. Continuation of a routine preventive maintenance plan.
2. Continuation of standard weekly grounds care.
3. Continue to improve the care and maintenance of landscaping beds around the City's facilities.
4. Contract the application of weed control and fertilization of the grounds located at City Hall and Public Works Facility.
5. Continue efforts toward sustainable building operations including the installation of automatic room lighting controls and automatic flush valves in restrooms.
6. Continue leak detection efforts and remediation of all water leaks in and around City Hall.

### *FY 2014 PERFORMANCE SUMMARY*

1. Several Capital Improvement projects were completed in FY 2014. They include:
  - Codes office renovation
  - City Hall carpeting replacement
  - City Hall fire alarm upgrade
  - City Hall security video upgrade
  - City Hall/ Public Works paging system upgrade
  - Council Chambers sound quality improvements

2. Standard weekly grounds care was performed.
3. Landscaping beds were replanted and weeded regularly, with the highest priority given to the City Hall grounds.
4. Floor level insulation of City Hall exterior walls was completed.

***SIGNIFICANT BUDGETARY ISSUES***

1. This budget includes the installation of an icemaker in the City Hall employee breakroom.

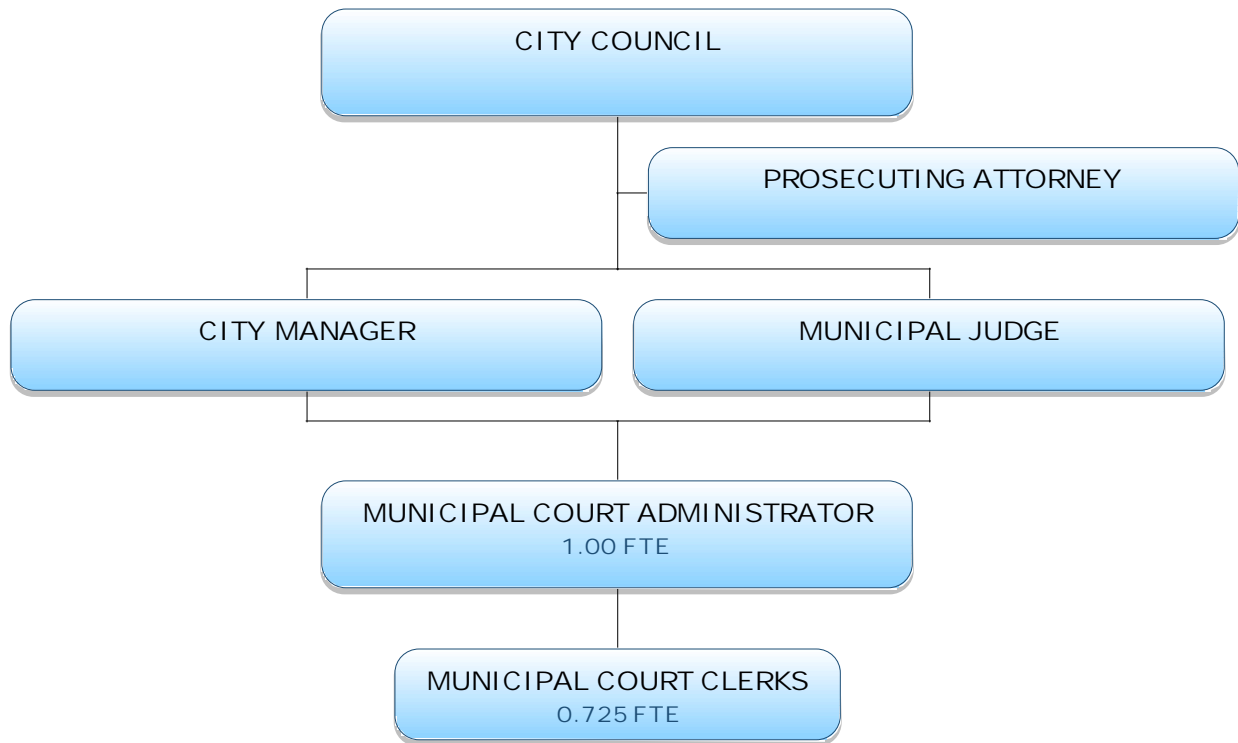
**PERFORMANCE MEASUREMENTS  
BUILDINGS AND GROUNDS**

ICMA - Performance Measurements - Buildings and Grounds	2010-11 Actual	2011-12 Actual	2012-13 Actual
Total hrs paid for O&M of facilities--custodial maintenance & repair	3,818	3,810	4,066
Total hrs paid for O&M of facilities--Facilities management FTE's--Calc	1.84	1.80	n/a
Hours paid for custodial maintenance only for admin/office facilities	1,618	1,618	1,368
Total # of facilities management emp on the last day of the reporting	2	2	2
# of facilities operated/maintained--Admin/office facilities	1	1	1
# of facilities operated/maintained--Warehouse/industrial facilities	2	2	2
# of facilities operated/maintained--Animal care facilities	1	1	1
# of facilities operated/maintained--Total--Calc	4	4	4
Sq ft of facilities operated/maintained--Administrative/office facilities	26,000	26,000	26,000
Sq ft of facilities operated/maintained--Warehouse/industrial facilities	18,732	18,732	18,732
Sq ft of facilities operated/maintained--Animal care facilities	1,280	1,280	1,280
Sq ft of facilities operated/maintained--Total--Calc	46,012	46,012	46,012
Total O&M expenditures for all facilities	\$285,979	\$328,099	\$273,766
Total capital expenditures for maintenance of all existing facilities	\$0	\$0	\$0
Total operating and capital expenditures--Calc	\$285,979	\$328,099	\$273,766
Expenditure Info--Admin/office fac--Cust in-house--Expenditures	\$37,331	\$36,116	\$29,562
Expenditure Info--Admin/office fac--Cust in-house--Expend per sq ft--Calc	\$1.44	\$1.39	\$1.14
Expenditure Info--Admin/office fac--Cust contract--Expenditures	\$14,461	\$34,632	\$30,318
Expenditure Info--Admin/office fac--Cust contract--Expend per sq ft--Calc	\$0.56	\$1.33	\$1.17



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# MUNICIPAL COURT



# MUNICIPAL COURT

## DEPARTMENT ADOPTED 2015 BUDGET

### By Category

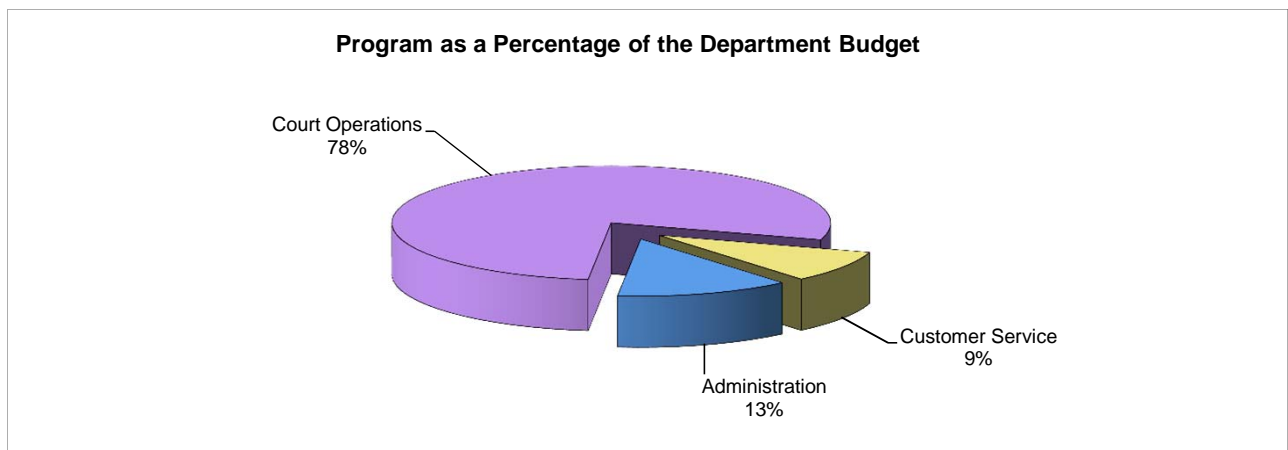
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	118,148	122,747	130,984	128,460	132,687	132,687	132,687
Commodities	1,338	1,764	3,437	2,360	3,003	3,003	3,003
Maintenance and Repairs	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0
Contractual	21,891	22,116	27,874	24,531	29,631	29,631	29,631
Capital Outlay	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	0	0	0	0	0	0	0
<b>Total</b>	<b>141,377</b>	<b>146,627</b>	<b>162,295</b>	<b>155,351</b>	<b>165,321</b>	<b>165,321</b>	<b>165,321</b>

### Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Municipal Court Administrator	1.00	1.00	1.00
Municipal Court Clerks	0.60	0.725	0.725
<b>Total FTE</b>	<b>1.60</b>	<b>1.725</b>	<b>1.725</b>

### Proposed By Program

Administration	21,138
Court Operations	129,211
Customer Service	14,972
<b>Total</b>	<b>165,321</b>



# MUNICIPAL COURT DEPARTMENT

## *DEPARTMENT DESCRIPTION*

The Raymore Municipal Court, as a division of the Cass County Circuit Court, has jurisdiction to hear and rule on all complaints under City Ordinances. The Municipal Court maintains all files and documents necessary to schedule and conduct trials, pleas, pre-trial hearings, sentencing, probation revocation hearings, and post-trial motions related to violations of City ordinances. The mission of the court's staff is the fair and efficient administration of justice, to dispense equal justice to all, to provide courteous and respectful service to the public and to encourage respect for the rule of law. These responsibilities are carried out in three programs, Administration, Court Operations, and Customer Service.

## *PROGRAMS & GOALS*

### **Administration**

Administration provides services necessary to operate the department including probation programs, implementing new legislation, preparing and administering yearly department budget, developing and implementing court policies and procedures, evaluating staffing requirements, supervising court personnel, preparing employee performance appraisal, attending training sessions, ensuring effective communication with Court staff, the Public, Police Department and other City personnel.

Program goals of this area are:

- Continued evaluation, development, and implementation of procedures to improve daily functions of the court.
- Continued utilization and training of InCode Court Software Program and related enhancements to the software.
- Completion of continuing educational units to maintain certification as Judge, Prosecutor, and Court Administrator.
- Implementation of new State Legislation and City Ordinances.
- Continued improvement of communication with City Personnel, Police Department, Circuit Court, and the Public.
- Follow Court Operating Rule 8 for Record Retention and Destruction.
- Continue to work with agencies that provide probation programs.

### **Court Operations**

Court Operations adjudicates all code violations filed by the City Prosecutor, including but not limited to all traffic tickets, domestic violence, common assault, drug possession, general ordinance violations, animal control violations, building/inspection code violations, zoning violations, and any new violations approved by City Council.

Program goals of this area are:

- Continued effective and efficient administration of justice.

- Continued research, review, and utilization of practical alternative sentencing for appropriate defendants.
- Continued intervention through education and self-help materials.
- Accurate, effective and efficient tracking and aging of open cases.
- Accurate assessing, collecting and reporting of all money received and deferred.
- Timely reporting to City, DOR, MSHP, OSCA.
- Timely notification of FTA, Bond Forfeiture Hearings, and Suspensions.
- Assure confidentiality of Closed Records.
- Review status of probations insuring compliance.

### **Customer Service**

Customer Service provides permissible information about court cases to defendants, defense attorneys, other authorized City departments, witnesses, other government agencies and the public. Customer Service also collects fines, filing fees, and bail bonds and provides efficient and effective probation services.

- Continued service to the community with courtesy, efficiency, and professionalism.
- Provide interpreters for those who are language, hearing, or speech impaired.
- Provide court appointed attorneys as necessary.
- Effective and efficient management of staff hours to ensure coverage of office and court hours.
- Maintain list of non-profit organizations willing to accept community service workers.
- Strive to return all phone calls and correspondence within 24 hours.

### ***FY 2014 PERFORMANCE SUMMARY***

Significant areas of accomplishment in the prior year include:

1. Received 100% compliance rating from the Dept. of Revenue on the seven day traffic disposition reporting requirement.
2. Accepting attorney entries via e-mail. This allows for quicker interaction time for both the clerks and attorneys.
3. Continue to receive online payments. Allows for citations to be processed much quicker. Eliminates interruptions at the pay window as well as the manual process of the payment is eliminated.
4. Judge and Court Administrator arraign defendants at the Belton Jail between court dates. This process saves the City jail costs. The Court is able to process the charge in a timely fashion. Eliminates the time and potential danger for the Raymore Police Department from transfers to and from the Raymore Jail.
5. Attorney Docket was added at 3:00 p.m. on the Fourth Thursday of each month. Due to the increase in citations written an additional docket was needed. This docket allows for a more efficient way of handling attorney cases.
6. Collect additional \$2.00 per citation for the Inmate Security Fund. This increase in funds collected helps to offset the cost of fingerprinting and housing inmates.
7. Developed macros for various status codes saving time in data entry.
8. Developed additional Microsoft Word Templates to be utilized in the InCode Court System.
9. Monitoring sequence of e-tickets and informing PD when tickets are missing.



10. Court Administrator attended Excel class.
11. Part-time Court Clerk's hours were increased from 20 to 25 hrs per week.
12. Judge, Prosecutor, Court Administrator and Court Clerk completed continuing education hours to maintain their positions.

***SIGNIFICANT BUDGETARY ISSUES***

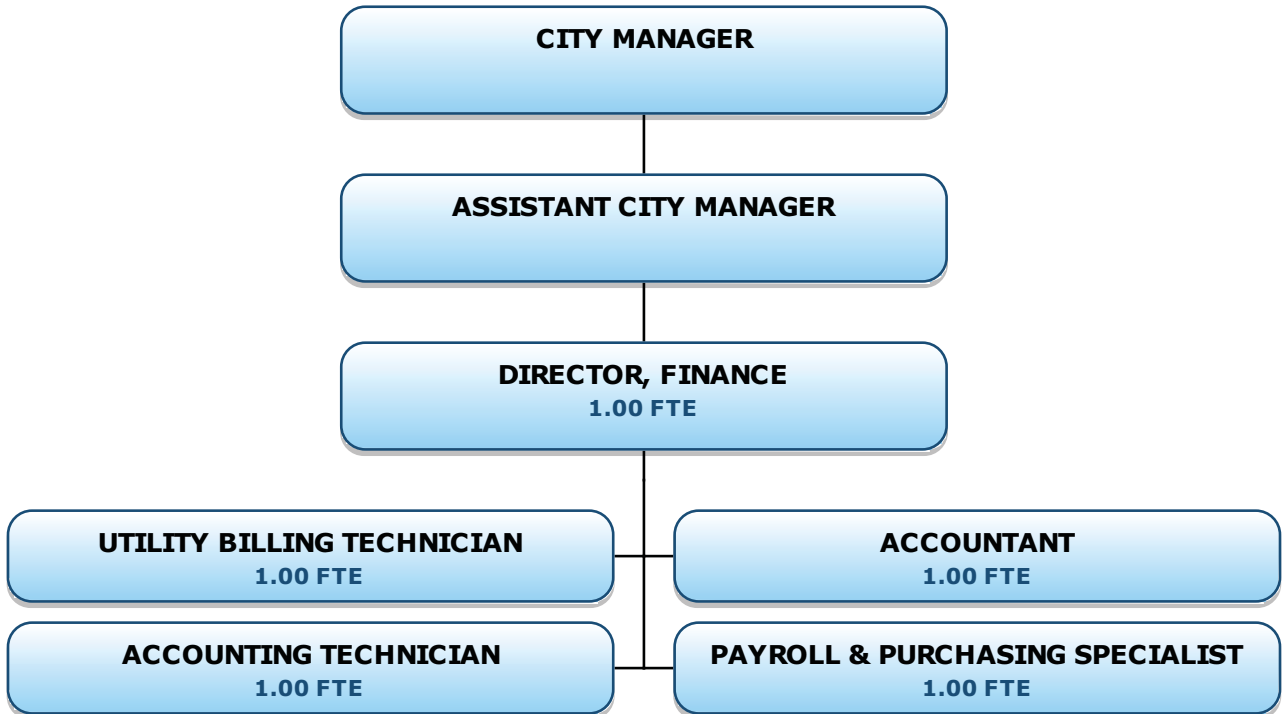
1. The budget includes a request of an I-Pad to be used when away from the office on weekends, conference and would be used when arraigning individuals at the Belton Jail, which has been included in the Information Technology Department that purchases and maintains all computers and electronic devices of the city

**PERFORMANCE MEASUREMENT  
COURT**

Performance Measurements - Court	2012-13 Actual	2013-14 Projected	2014-15 Estimated
Number of Warrants issued	1,552	2,074	1,820
Number of Warrants Cleared	1,313	1,692	1,500
Number of Citations Filed	4,775	4,010	4,400
Number of Cases Completed	4,206	4,540	4,500
Cases Completed / # Cases Filed	88%	114%	103%
Warrants Cleared / Warrants Issued	85%	82%	83%
\$ Collected / Citations Completed	\$126.78	\$126.48	\$127.00
Municipal Court Budget / Citations Filed	\$30.91	\$40.48	\$40.50
Citations Filed / FTE (1.50)	3,183	2,673	2,900

Citizen Survey Measures	2008 Actual	2010 Actual	2012 Actual
Overall satisfaction with the city's municipal court	62%	61%	60%

# FINANCE



## FINANCE

### DEPARTMENT ADOPTED 2015 BUDGET

By Category

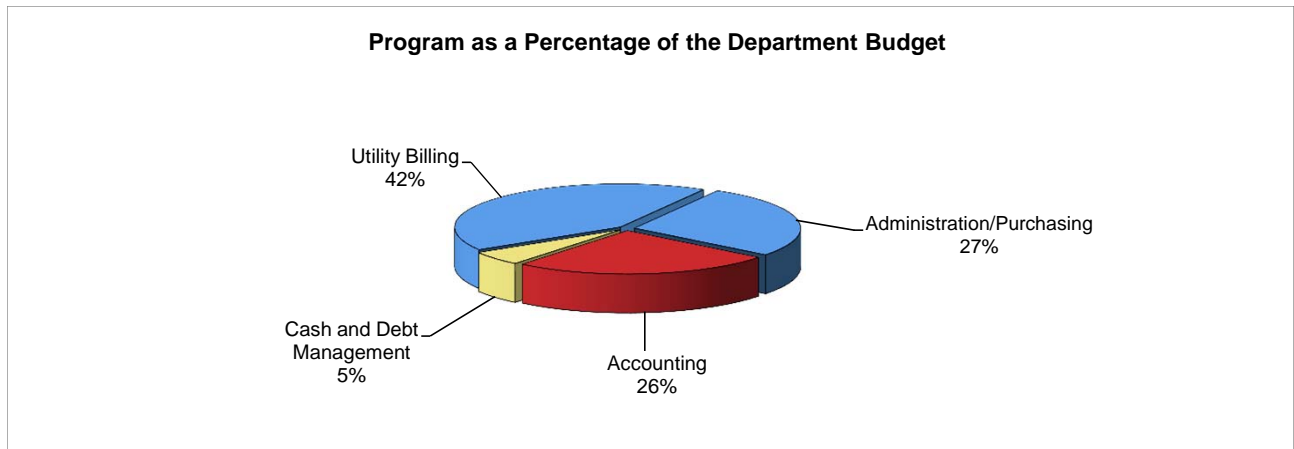
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	350,377	360,238	369,920	368,756	395,502	395,502	395,502
Commodities	8,844	10,258	8,874	8,305	8,982	8,982	8,982
Maintenance and Repairs	1,387	3,714	3,274	3,626	3,650	3,650	3,650
Utilities	0	0	0	0	0	0	0
Contractual	119,823	119,209	122,757	122,373	134,106	131,706	131,706
Capital Outlay	0	0	12,118	9,819	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	0	0	0	0	0	0	0
<b>Total</b>	<b>480,431</b>	<b>493,419</b>	<b>516,943</b>	<b>512,879</b>	<b>542,240</b>	<b>539,840</b>	<b>539,840</b>

Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Finance	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Payroll & Purchasing Specialist	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00
Utility Billing Technician	1.00	1.00	1.00
<b>Total FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

Proposed By Program

Administration/Purchasing	147,104
Accounting	136,682
Cash and Debt Management	28,709
Utility Billing	227,345
<b>Total</b>	<b>539,840</b>



## FINANCE DEPARTMENT

### *DEPARTMENT DESCRIPTION*

The Finance Department provides internal support service, administration and management and external customer service for all areas of the City's finances, cash management, and utility billing. By directing and coordinating financial planning, budgeting, cash and debt management with purchasing, accounting and utility customer services, the Finance staff provides effective and efficient financial reporting and customer billing. The department provides oversight and compliance with federal, state and local statutes, regulations and codes to ensure the City's accountability and prudent use of public funds.

To meet these requirements, the department maintains internal controls and procedures for the safekeeping of assets, investments, effective collection of all City revenues, timely vendor payments, efficient procurement and accurate and timely utility billing services.

The Finance Department is divided in to four specific areas of responsibility: Administration/Purchasing/Payroll; Accounting; Cash and Debt Management and Utility Billing.

### *PROGRAMS & GOALS*

#### **Administration/Purchasing/Payroll**

Department management, audit coordination, budget preparation, procurement, establishment of internal controls and procedures, development and administration of fiscal policy; representation of the City to the public in matters with financial considerations; maintenance and preparation of materials associated with the payroll function, including preparation of payroll checks.

Program goals of this area are:

- Effective communication and accurate reporting of the City's financial information to all users with standardized reporting and easy to read, understandable budgets.
- Continuous review, update and revision of purchasing and procurement policies and internal control policies and procedures; stay abreast of the changing business climate and compliance with federal, state and local statutes, regulations and codes.
- Assure prudent use of public funds through effective procurement.
- Detail the City vendor list to allow for more expanded notification to vendors of potential City projects.

- Analyze and refine investment procedures in order to maximize the return on the City's invested funds.

### **Accounting**

Reporting of the City's financial activity in compliance with federal, state and local requirements and in accordance with Generally Accepted Accounting Principles (GAAP) is the primary function of this area.

Program goals of this area are:

- Timely monthly and annual reporting of the City's financial activity with increased emphasis on "fund reconciliation" reporting.
- Refinement of the reporting and accounting of capital funds.
- Refinement of the reporting and accounting of debt service issues.
- Annual barcoding inventory all of the city's fixed assets.

### **Cash and Debt Management**

Fiduciary and custodial duties for the City's cash and debt management policies, procedures and activities are functions of this area.

Program goals of this area are:

- Continuous updating of cash and debt management policies to stay abreast of the changing business climate and assure compliance with federal, state and local statutes, regulations and codes.
- Maximize investment yields and minimize debt financing interest costs through continued analysis of internal and external economic influences and the establishment of benchmarks for investing.
- Maintain and maximize cash collections and collection procedures.

### **Utility Billing**

Providing accurate utility account management to over 7,000 service addresses and coordinating utility services between the Public Works Department and customers are the primary functions of this area.

Program goals of this area are:

- Continue to transition the current technology into a fully integrated radio read system for meters.
- Expand the use of statement billing for landlords and builders having multiple accounts.
- Minimize the number of billing errors.

### ***FY 2014 PERFORMANCE SUMMARY***

1. Received GFOA Distinguished Budget Presentation Award for the tenth year.
2. Received GFOA Award of Financial Reporting Achievement on the City's Comprehensive Annual Financial Report (CAFR) for the third year.
3. Received an unqualified opinion on the FY 2013 audit.
4. Worked with Administration on the annual development of proposed water and sewer rates for Council's consideration.
5. Received the Agency Certification Award from Universal Public Procurement Certification Council (UPPCC) for the fourth year.
6. Staff working with Administration and the City's Financial Advisor on the review the City's Investment Policy.
7. Staff worked with Administration and the City's Financial Advisor on finalizing the refinancing of two General Obligation Bond Series, realizing a considerable savings for the City.
8. Staff worked with bond legal counsel to ensure the City's compliance with all annual reporting for all outstanding debt.
9. Staff performed an inventory of handheld and machine tools for all departments during the fiscal year.

### ***SIGNIFICANT BUDGETARY ISSUES***

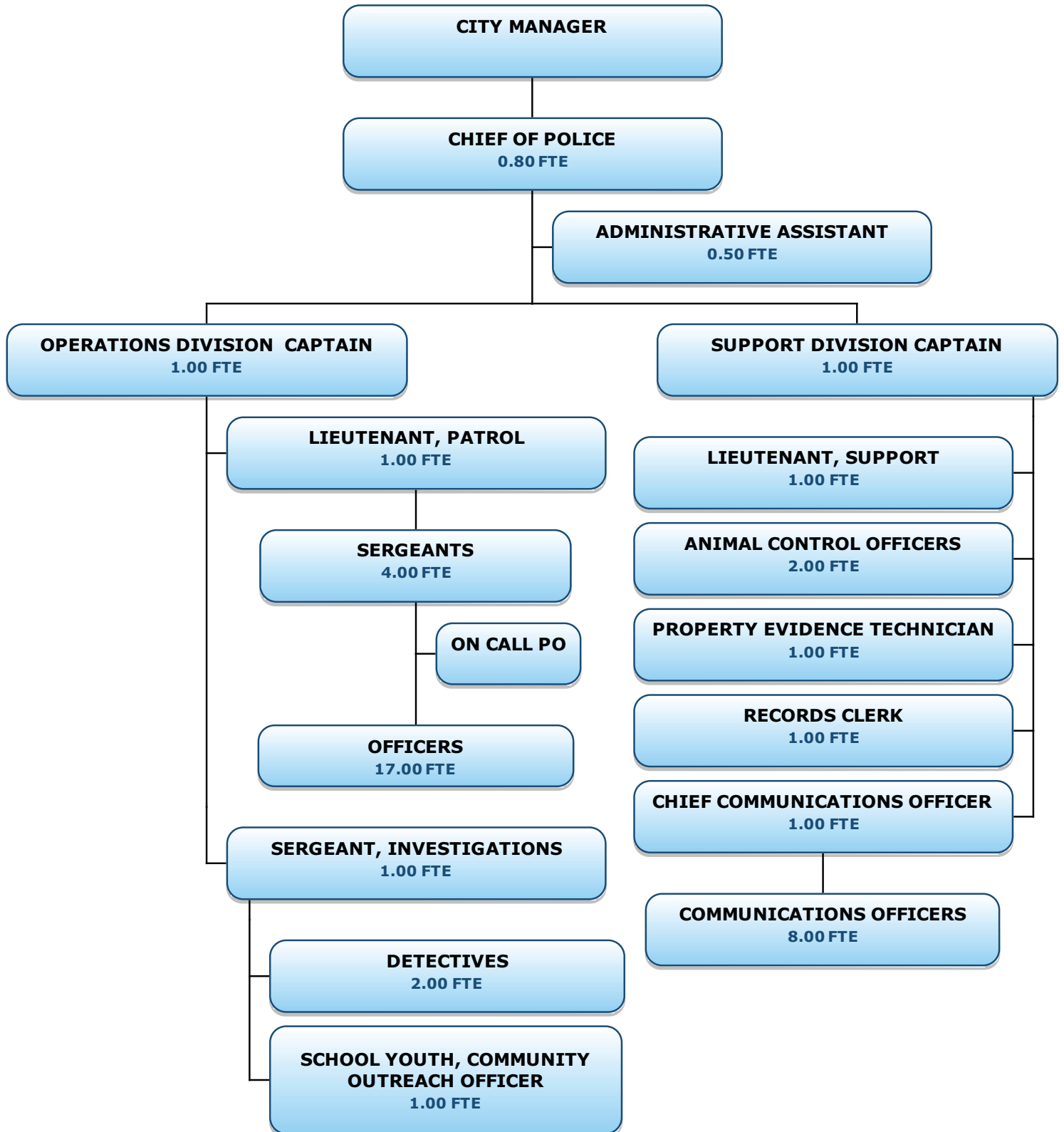
1. This budget includes a request for ongoing software maintenance for the cash collections import the city currently owns but has not used prior to FY14. This has been included in the Information Technology Department that purchases and maintains all software licenses of the City.
2. This budget includes a request for the INCODE Forms Overlay. This would saves printing costs and time by producing professional quality documents in-house. This module would allow for emailing of utility statements, payroll stubs, and W-2s. This would allow for staff to produce reports, bills, statements, license and many other documents using standard paper or plan forms saving in the printing cost of those forms. This has been included in the Information Technology Department that purchases and maintains all software licenses of the City.

**PERFORMANCE MEASUREMENT  
FINANCE**

Performance Measurements - Finance	2012-13 Actual	2013-14 Projected	2014-15 Estimated
<i>Output Measures</i>			
Number of utility payments processed	71,723	71,339	72,323
Number of utility bills issued	84,187	83,803	84,847
Number of utility disconnect notification letters mailed	7,873	7,134	7,232
Number of utility shut offs processed	919	1,088	1,103
Number of returned checks processed for utility	88	90	90
Number of returned checks for utility submitted to the county for collection	1	1	1
Number of returned checks processed for other departments	4	4	4
Number of returned checks other departments submitted to the county for collection	0	0	0
Number of accounts payable checks issued	2,855	2,851	2,855
Number of emergency accounts payable checks issued	2	2	2
Number of payroll checks and EFTs issued	3,486	3,410	3,512
Number of payroll checks corrected for errors	1	1	1
Number of RFP/RFQ's prepared and processed	30	35	35
Number of RFP/RFQ addendums issued to correct an error	0	0	0
<i>Efficiency Measures</i>			
Percentage of utility shut offs processed after notification	11.668%	15.250%	15.250%
Percentage of returned utility checks processed as compared to payments processed	0.123%	0.126%	0.124%
Percentage of returned utility checks processed submitted to county for collections	1.136%	1.111%	1.111%
Percentage of returned other checks processed submitted to county for collections	0.000%	0.000%	0.000%
Time required to process payables (from receipt of invoice to payment date)	10 Days	10 Days	10 Days
Cost to process a single check	\$4.25	\$4.17	\$4.17
Percentage of accounts payable check errors	0.070%	0.070%	0.070%
Percentage of payroll check errors	0.029%	0.029%	0.028%
Percentage of RFP/RFQ's prepared with error	0.000%	0.000%	0.000%
<i>Service Quality Measures</i>			
Number of utility customers using bank drafting option	Avg. 549 Monthly	Avg. 550 Monthly	Avg. 550 Monthly
Number of utility customers using credit card draft	Avg. 81 Monthly	Avg. 90 Monthly	Avg. 90 Monthly
Number of utility customers using online billing transactions	Avg. 765 Monthly	Avg. 800 Monthly	Avg. 800 Monthly
<i>Outcome Measures</i>			
Bond Rating – Moody's	Aa2	Aa2	Aa2



# POLICE DEPARTMENT



**POLICE**

**DEPARTMENT ADOPTED 2015 BUDGET**

By Category

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	2,825,346	2,992,611	3,155,721	3,150,143	3,204,798	3,209,198	3,209,198
Commodities	171,442	156,047	149,013	131,799	146,846	148,346	148,346
Maintenance and Repairs	26,031	21,410	22,000	23,015	23,420	26,852	26,852
Utilities	0	0	0	0	0	0	0
Contractual	90,829	88,296	102,457	77,272	84,434	84,434	84,434
Capital Outlay	39,268	0	14,408	7,300	0	4,000	51,522
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	138,135	111,822	149,348	149,348	149,348	132,381	132,381
<b>Total</b>	<b>3,291,051</b>	<b>3,370,186</b>	<b>3,592,947</b>	<b>3,538,877</b>	<b>3,608,846</b>	<b>3,605,211</b>	<b>3,652,733</b>

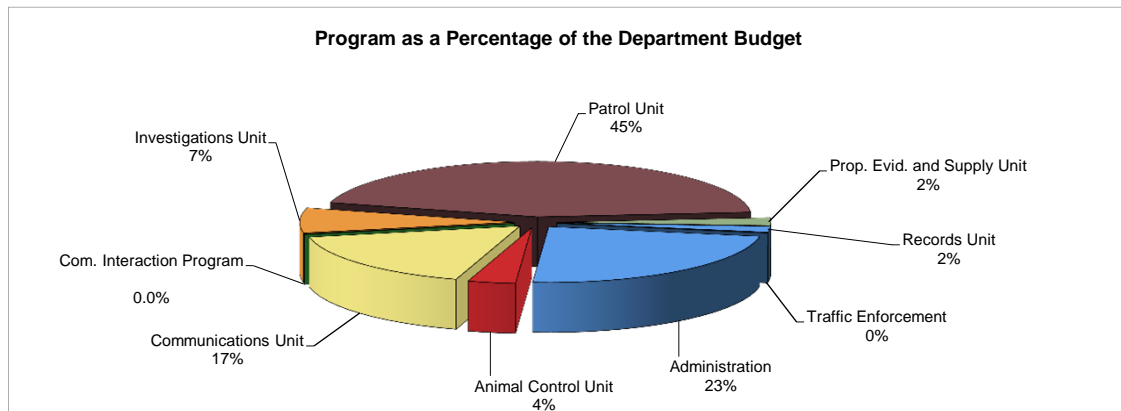
Department Position Control Roster\*\*

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Chief of Police *	1.00	0.80	0.80
Police Captain	2.00	2.00	2.00
Police Lieutenant	1.00	1.00	1.00
Police Lieutenant (Support)	1.00	1.00	1.00
Police Patrol Sergeant	4.00	4.00	4.00
Police Detective Sergeant	1.00	1.00	1.00
Police Detective	2.00	2.00	2.00
Police Officer	18.00	18.00	18.00
Chief Communications Officer	1.00	1.00	1.00
Communications Officer	8.00	8.00	8.00
Animal Control Officer	2.00	2.00	2.00
Administrative Assistant	0.50	0.50	0.50
Property & Evidence Clerk	1.00	1.00	1.00
Police Records Clerk	1.00	1.00	1.00
<b>Total FTE</b>	<b>43.50</b>	<b>43.30</b>	<b>43.30</b>

\* Allocation of 0.20 FTE to Emergency Management

Proposed By Program

Administration	855,374
Animal Control Unit	130,924
Communications Unit	622,113
Com. Interaction Program	3,420
Investigations Unit	264,538
Patrol Unit	1,625,605
Prop. Evid. and Supply Unit	84,415
Records Unit	61,634
Traffic Enforcement	4,710
<b>Total</b>	<b>3,652,733</b>



**POLICE DEPARTMENT**  
***DEPARTMENT DESCRIPTION***

The Raymore Police Department is charged with the responsibility of providing superior police service to the community 24 hours a day, year-round. This includes but is not limited to answering calls for service, conducting community policing activities, crime prevention, enforcement of laws including traffic ordinances, protecting persons and property within the city limits, investigating crimes, and assisting other law enforcement agencies.

**ADMINISTRATION:**

The leadership and administrative oversight of Police Department operations is the duty of the management team. This team is comprised of the Chief of Police, who also serves as the Emergency Management Director, the Operations Division Commander, the Support Services Division Commander, the Support Lieutenant, the Night Operations Lieutenant, and the Emergency Management Coordinator. This management and direction includes, but is not limited to: addressing citizen concerns and complaints, tracking and addressing crime trends, patterns and sprees, ensuring adequate staffing levels, mandating and securing appropriate training for all department members, providing timely direction, training or discipline in personnel issues, strategic planning, budget preparation and control, purchasing, proper maintenance and allocation of resources, and the coordination of all emergency preparedness activities.

The Police Department performs its mission and goals by separating the organization into two (2) divisions, Operations and Support Services, which are further, divided into areas of expertise, and staffed by specially trained personnel. Both Division Commanders and the Emergency Management Coordinator report directly to the Chief of Police.

Goals:

1. Maintain an efficient, properly trained staff to meet community needs.
2. Plan deployment according to identified areas of concern.
3. Respond to citizen concerns/complaints within 24 hours.
4. Provide professional customer service with every contact.
5. Address internal issues swiftly and fairly across the board.

**OPERATIONS DIVISION:**

A Captain commands the Operations Division which is comprised of the **Patrol** and **Investigations Units**. Division members are all sworn law enforcement officers and perform their assigned street patrol or investigative duties in both a uniform or plain clothes capacity. The Division Commander, Night Lieutenant and Sergeants of the units manage these activities by planning, assessing, and staffing to most effectively deliver police services to the community. This Division contains the largest number of staff members within the Police Department and is most often the initial point of contact with the community. As such open, proactive communication within the Division and with outside agencies and elements is critical for the Police Department to be successful.

## **Patrol Unit**

The Patrol Unit has allocated staffing of four Sergeants and eighteen Patrol Officers. This number does not include a current complement of one officer (former full-time member of the department now employed elsewhere) available for call-in during special events and staffing shortages. The Patrol Unit provides a variety of services such as: 24 hour a day uniformed police presence, response to calls for service, completion of offense reports, performance of preliminary criminal investigations, enforcement of traffic laws, investigation of traffic crashes, prevention of criminal behavior through police presence and arrest of offenders for violations of city ordinance, state statutes and federal laws. Service is also provided through the maintenance of community policing and crime prevention programs, including the Citizen's Police Academy, School Community/Youth Outreach Officer, House/Neighborhood Watch, child fingerprinting and bicycle safety seminars, Raymore Fall Festival Crime Prevention Partnership, prescription drug take-backs, presence at city special events, Crisis Intervention, and Chaplain Programs.

Several members of the patrol staff are specially trained to provide a variety of additional police services, including the bicycle patrol, crisis intervention, and tactical team.

### Goals:

1. Enhance citizen satisfaction through community policing activities and focused training in customer service.
2. Provide a safer community for citizens through the use of crime prevention techniques and the apprehension of offenders.
3. Reduce the number of traffic accidents through aggressive enforcement at high crash locations.
4. Attend neighborhood association and community meetings to provide training and/or crime data as requested.
5. Provide appropriate and timely response to all requests for police service.

## **Investigations Unit**

The Investigations Unit is comprised of specially trained and designated investigators who follow up on criminal, special, and juvenile investigations. Personnel also conduct investigations on narcotic, liquor, and vice violations, work with local and federal investigators to assist in criminal investigations within the Kansas City Metro area and are active members with the Metro Squad. They also provide security checks for area businesses and speak at local seminars, business and community groups in an attempt to help detect and prevent crimes. They assist the Patrol Unit with day-to-day activities by obtaining search and arrest warrants and assisting with crime scene processing. Background investigations and maintaining intelligence information are also the responsibility of assigned personnel.

The Investigations Unit is staffed with one Detective Sergeant and two Detectives. These investigators are responsible for the prevention of crime, investigation of criminal and juvenile cases, detection and arrest of criminal offenders, location of missing persons and runaway juveniles, recovery of lost and stolen property, proper conduct of fugitive extradition proceedings, and investigating conditions relating or contributing to criminal activity.

Goals:

1. Meet or exceed the national clearance rate for Part I and Part II Crimes.
2. Lower the average caseload per detective to provide more focused, high-quality investigations.
3. Continue specialization through training to more effectively investigate cases.
4. Enhance interaction with the Cass County Prosecutor and Juvenile Office.

### **SUPPORT SERVICES DIVISION:**

This division includes the office of the Support Services Division Commander and is responsible for maintaining all departmental records of police incidents and motor vehicle accidents. This Division processes permits and licenses for solicitation, ensures public safety by providing quality animal control of domestic and non-domestic animals within the city limits, and coordinates police department information and technology needs with the City's Information Technology Services Department. The Support Services Division also provides continuous police communications and dispatch for the Raymore Police Department, South Metro Fire Protection District and the Peculiar Police Department. This responsibility also includes all records management functions and access to local, state, and national computer databases. This Division is also tasked with purchasing and supply for the police department, as well as the orderly maintenance and chain-of-custody control of evidence and property collected, seized, or otherwise obtained by members of this department for the purpose of safekeeping and/or use as evidence in the prosecution of criminal cases. In addition this Division coordinates all planning and research, policy development, public information, budget and fiscal responsibilities, and grant management.

#### **Animal Control**

Two full time employees are responsible for the coordination of all animal control activities within the City limits of Raymore.

Goals:

1. Provide professional customer service during every citizen contact.
2. Promote community awareness through education and enforcement.
3. Maintain a humane shelter environment for all animals.
4. Provide a 100% rate of compliance with the State-Mandated spay/neuter program.
5. Continue animal adoption initiatives.
6. Reinitiate microchip events for Raymore pets.

#### **Property and Evidence**

One full time Property and Evidence Technician is responsible for all aspects of the control and chain of custody associated with recovered property and evidence seized in criminal investigations.

Goals:

1. Based on the new department policy, proceed with the systematic review process for the timely return, destruction or sale of property and evidence that no longer needs to be held by the Department.

### **Records**

One full time Records Custodian is responsible for maintenance of all police records.

Goals:

1. Based on the new department policy, proceed with the systematic process for the collection, dissemination and retention of all records, to include offense reports, accidents, arrests, and traffic citations.

### **Communications Unit**

The Raymore Police Department Communications Unit has allocated staffing of one civilian Communications Supervisor, 8 civilian Communications Officers, and several on-call positions. The Unit provides 24 hour-a-day dispatching and communications functions for the Raymore Police Department, Peculiar Police Department, and the South Metro Fire Protection District. The Unit is also one of five public safety answering points (PSAPs) in Cass County, serving as a primary 911 answering point for the communities of Raymore, Lake Winnebago, and Peculiar.

In addition, the members of the Communications Unit are responsible for the operation of local, state, and federal computer database systems, which provide information regarding driving records, vehicle registration, warrants, and homeland security communications. The Unit also provides emergency medical dispatching services as needed.

Goals:

1. Maintain excellent customer service through prompt and professional citizen contacts.
2. Ensure accurate and timely dissemination of data.
3. Maintain 100% compliance with Emergency Medical Dispatch certifications.
4. Maintain 100% compliance with State-Mandated training requirements.
5. Provide smooth transition to new radio, computer, and 911 systems.
6. Work with REJIS for mutually acceptable solutions for information management.
7. Maintain 100% compliance with CJIS requirements and certifications.

### ***FY 2014 PERFORMANCE SUMMARY***

1. The department replaced three patrol vehicles during FY 2014.
2. Partnered with the Raymore Fall Festival Committee and conducted a crime prevention event in conjunction with the Fall Festival.
3. Held the 12<sup>th</sup> and 13<sup>th</sup> Citizen's Police Academy class.
4. Applied for and received grant funding from the Missouri Division of Highway Safety for continued S.T.E.P. traffic enforcement activities.
5. Completed the hiring and field training process for two police officer vacancies.
6. Completed the hiring process for one half-time Administrative Assistant.

7. Completed conversion to the new county-wide interoperable radio system with all new dispatch equipment.
8. Complete revision of Police Policy Manual.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. This budget includes funding for A Lieutenant that has been selected to attend the FBI National Academy in Quantico, Virginia beginning in October, 2015. Funding for his attendance must be accounted for in the FY 2015 budget, including but not limited to: uniforms, activity fees, gasoline and hotels during travel status to and from the Academy, per diem for weekends, one (1) department paid trip home and the trip costs for a commander(s) to attend his graduation. The anticipated cost for his attendance is estimated at \$4,000.
2. This budget includes a request for supplemental uniform allowance. By policy, police officers are required to wear certain apparel as part of the uniform that is not considered standard issue. This standardization is critical for a professional uniform look that inspires confidence in the public, as well as provides safety features for the officers themselves. For example, the Uniform Policy requires black shoes or boots that must stand up to the most grueling conditions; such as weather, exposure to contaminants, slogging through all variety of muck, often ruining even the best foot ware. Additionally, officers are required to wear a bullet resistant vest which can be extremely hot and cumbersome even in cooler months. Officers frequently choose specialty undergarments that have the capability of wicking perspiration away from the body, such as Under Armor. It is recommended that a supplemental uniform allowance of \$200 for patrol personnel per year be provided to each member to help defray these ongoing costs. The total cost would be \$4,400.
3. This budget includes a request for additional funding for the operations of the School/Youth/Community Outreach Officer. This would allow the department to achieve additional outreach functions as outlined in the City of Raymore Goal, Objectives and Action Steps – 2014. \$1,500
4. This budget includes a request for additional equipment for the Communications trailer. \$4,000
5. *During City Council deliberation of the City Manager's Proposed 2015 Budget the Council included the purchase of body cameras. \$47,522*

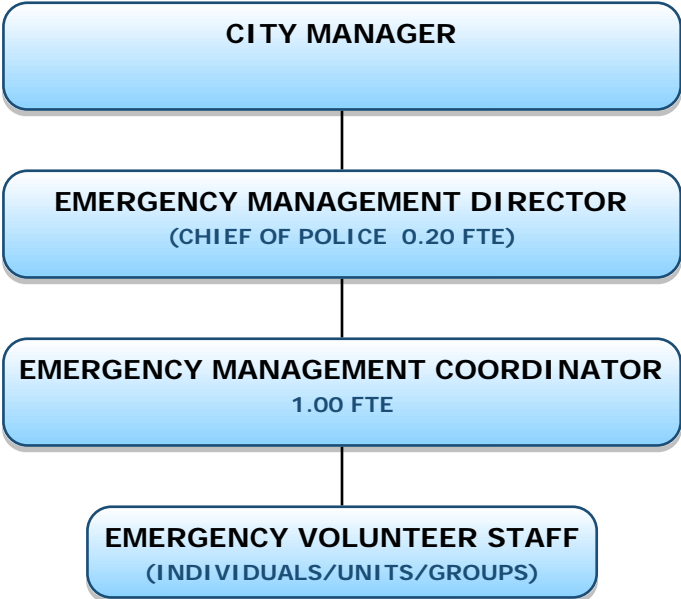
**PERFORMANCE MEASUREMENTS  
POLICE**

ICMA - Performance Measurements - Police	2010-11	2011-12	2012-13
	Actual	Actual	Actual
Number of sworn and civilian FTEs per 1,000 population--Calc	1.41	1.56	1.64
Total sick/fam leave hours taken by all police employees--Calc	2,313	3,625	2,832
Total police personnel salary, benefit, and overtime expenditures--Calc	\$2,557,114	\$2,825,346	\$2,992,611
Number of dispatched police calls that are top priority per 1,000 pop--Calc	46.84	48.14	44.60
Total arrests for UCR Part I crimes per 1,000 population--Calc	4.32	6.09	6.29
Total arrests for UCR Part I crimes per sworn FTE--Calc	3.07	3.90	3.38
Juvenile arrests for UCR Part I crimes as percentage of total arrests for UCR Part I crimes--Calc	34.94%	16.24%	12.80%
Total arrests per 1,000 population--Calc	18.68	21.65	20.2
Percentage of UCR Part I crimes assigned to investigators--Calc	43.39%	30.31%	42.00%
Percentage of UCR Part I crimes cleared--Calc	28.31%	41.90%	41.00%
Total UCR Part I crimes cleared per sworn officer--Calc	3.96	4.76	5.21
Expenditures per Part I crime cleared--Calc	\$27,491.30	\$23,014.34	\$16,439.35
Total arrests for UCR Pt II drug offenses per 1,000 population--Calc	2.65	2.39	4.29
Juvenile arrests for Part II drug abuse offenses as a percentage of total arrests for UCR Part II drug offenses--Calc	29.41%	10.86%	7.14%
DUI arrests per 1,000 population--Calc	3.85	6.14	4.19
Traffic fatalities per 1,000 population--Calc	0.00	0.00	0.00

Citizen Survey Measures	2008	2010	2012
	Actual	Actual	Actual
Overall citizen satisfaction with the quality of local police protection	86%	84%	89%
Citizen satisfaction with police response time to emergencies	79%	78%	80%
Citizen satisfaction with city effort to prevent crime	66%	67%	75%
Citizen satisfaction with enforcement of local traffic laws	72%	73%	76%
Citizen satisfaction with the quality of animal control	69%	66%	67%
Citizen satisfaction with the visibility of police in neighborhoods	66%	74%	80%
Citizen satisfaction with the visibility of police within retail areas	59%	61%	68%
% of citizens who feel safe walking alone in the neighborhoods during the day			
Unsafe	0%	1%	1%
Safe	22%	23%	20%
Very safe	78%	76%	79%
% of citizens who feel safe walking alone in the neighborhoods in general			
Unsafe	2%	3%	2%
Safe	33%	29%	28%
Very safe	65%	68%	70%
% of citizens who feel safe walking alone in a business district during the day			
Unsafe	3%	3%	3%
Safe	33%	32%	29%
Very safe	64%	65%	68%
% of citizens who feel safe walking alone in your neighborhood after dark			
Unsafe	17%	17%	19%
Safe	49%	49%	45%
Very safe	34%	34%	36%
% of citizens who feel safe walking alone in a business district after dark			
Unsafe	26%	23%	22%
Safe	53%	55%	55%
Very safe	21%	22%	23%
% of households where someone was the victim of crime in the past twelve months			
No	95%	91%	94%
Yes	4%	7%	5%
Don't know	1%	2%	1%
Of the yes above % who reported crime to the police			
Yes	89%	89%	93%
No	11%	11%	7%
Of those who did contact the police how was the contact rated			
Poor	5%	4%	5%
Fair	10%	9%	10%
Good	38%	34%	34%
Excellent	47%	53%	51%



# EMERGENCY MANAGEMENT



## EMERGENCY MANAGEMENT

### DEPARTMENT ADOPTED 2015 BUDGET

By Category

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	83,982	82,174	88,041	61,335	95,298	95,298	95,298
Commodities	7,144	2,943	5,787	4,673	6,180	6,180	6,180
Maintenance and Repairs	7,364	8,026	10,316	11,000	9,770	9,770	9,770
Utilities	0	0	27	0	27	27	27
Contractual	8,415	6,236	4,880	4,650	6,475	6,475	6,475
Capital Outlay	0	0	5,500	5,500	4,000	2,000	2,000
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	3,067	3,174	3,936	3,936	3,936	3,936	3,936
<b>Total</b>	<b>109,972</b>	<b>102,553</b>	<b>118,487</b>	<b>91,094</b>	<b>125,686</b>	<b>123,686</b>	<b>123,686</b>

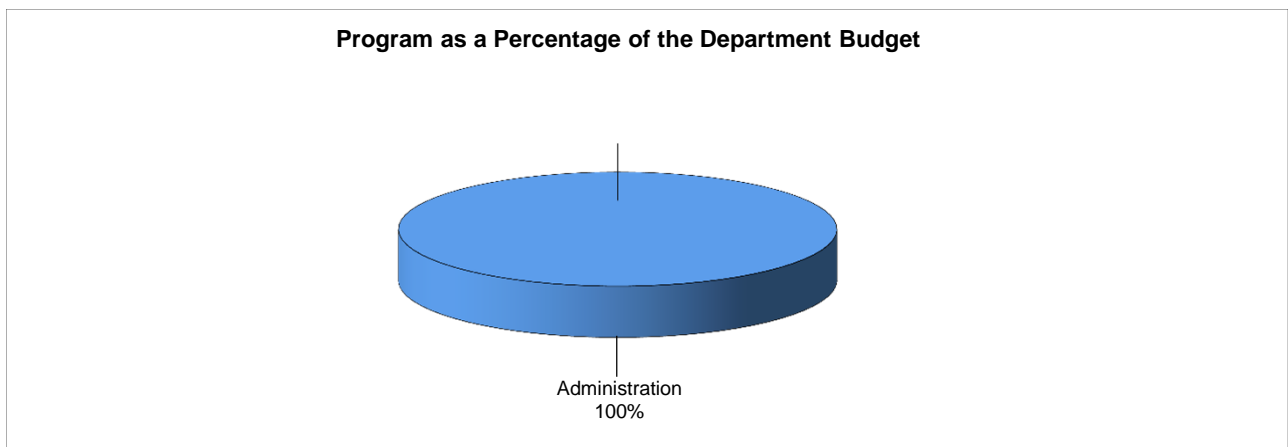
Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Chief of Police *	0.00	0.20	0.20
Emergency Management Coordinator	1.00	1.00	1.00
<b>Total FTE</b>	<b>1.00</b>	<b>1.20</b>	<b>1.20</b>

\* Allocation of 0.20 FTE to Emergency Management

Proposed By Program

Administration	123,686
<b>Total</b>	<b>123,686</b>



# EMERGENCY MANAGEMENT DEPARTMENT

## *DEPARTMENT DESCRIPTION*

Raymore Emergency Management provides essential communication, notably in community outreach, public education, and organization of volunteers (CERT) to the City of Raymore. In addition, the department is responsible for the management of resources during local and regional emergency events that affect the citizens of Raymore. Other responsibilities include but are not limited to the development and update of policies, procedures and plans regarding the execution of all major emergency and disaster operations within the City's jurisdictional boundaries and provision of support and assistance to other agencies in the greater metropolitan area. All actions to mitigate, prepare for, respond to and recover from the effects of an emergency, disaster, or catastrophic event are coordinated through this office. Raymore Emergency Management is constantly promoting citizen preparedness and best practices in dealing with emergencies.

The Chief of Police serves as the Director and has overall authority for the agency. The Coordinator is responsible for the day-to-day administration and operation of the agency. During an emergency or disaster, the agency may call upon various department heads assigned to certain functions or coordinate mutual-aid assistance from other local, state and federal governments to accomplish the critical response and recovery from such events.

## *GOALS*

Department management, procurement of equipment and resources, policy and procedure review and implementation, long and short-range budgeting and planning as well as emergency preparedness are the primary functions of this agency. Coordination of resources and tracking of the availability of these resources in the event a need arises is critical to providing an effective emergency management response. Additional responsibilities include maintaining and operating the emergency operations center and alternate emergency communications operations (Mobile Command and Communications trailer) along with alternate emergency operations and communication centers.

Program goals are:

1. Review, update and implement policies and procedures for emergency preparedness to maintain compliance with state and federal requirements.
2. Monitor local, regional and national homeland security issues or events and localized emergencies for expedient dissemination of information and response to any event.
3. Continue professional development in emergency management, disaster preparedness and recovery, homeland security and other areas pertinent to the City's emergency management program.
4. Continue with the implementation of National Incident Management System (NIMS) and Incident Command System (ICS) training within various departments.

5. Represent the City on the Metropolitan Emergency Managers Committee, Local Emergency Planning Committee and as a member in the Missouri Emergency Management Association (MOEMA).

### ***FY 2014 PERFORMANCE SUMMARY***

1. Completed hiring of the new Emergency Management Coordinator.
2. Responded and opened the emergency management office during several severe weather events.
3. Worked with state and local emergency management agencies in the statewide Capstone emergency exercise.
4. Developed and conducted a tabletop training exercise for CERT volunteers regarding their roles during a major emergency.
5. Participated in several local and regional training exercises throughout the metropolitan area, in conjunction with the state and other local agencies.
6. Upgraded the warning siren system by replacing an outdated control radio with updated Motorola components.
7. Purchased personal protective equipment (PPE) for police officers who were not previously equipped with all of the necessary components.
8. The Emergency Management Coordinator continued professional development training classes in the Incident Command System (ICS) and the National Incident Management System (NIMS).

### ***SIGNIFICANT BUDGETARY ISSUES***

1. The mobile communications trailer has been upgraded with air conditioning and a new interior. The next phase of the project involves outfitting the trailer with the appropriate equipment necessary for it to function as a stand alone emergency communication center. The improvements may need to be made in stages based on funding and/or reimbursements from the EMPG grant. For the fiscal year 2015, the proposed amount will be \$4,000. These improvements are eligible for reimbursement from the EMPG grant and as a result, the city's portion will only be \$2,000.

**PERFORMANCE MEASUREMENT  
EMERGENCY MANAGEMENT**

Performance Measurements - Emergency Management	2012-13 Actual	2013-14 Projected	2014-15 Estimated
Number of people trained in National Incident Management System training (NIMS) - Police Fire-Communications & Emergency Management	95	98	98
Number of people trained in National Incident Management System training (NIMS) - Public Works-Administration-other departments	20	25	25
Installation of additional outdoor warning sirens	0	0	0
Annual exercises or actual events used for exercise	4	4	4
Events attended for Public Outreach	4	4	4
Percentage of City Covered by outdoor warning sirens	95%	95%	95%



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## TRANSFERS FROM GENERAL FUND TO OTHER FUNDS

### **CHAPTER DESCRIPTION**

*This chapter is included to note any transfers from the General Fund that are included in the fiscal year budget.*

### **SIGNIFICANT BUDGETARY ISSUES**

1. Transfers to Park Fund:
  - a. Raymore Festival in the Park: An amount to pay for an in-kind contribution to the Raymore Festival in the Park is budgeted at \$5,000.
  - b. General Transfer: The City has traditionally transferred a small amount from the General Fund to this fund to support Parks & Recreation programs and reimburse it for in-kind services provided to the Raymore Festival in the Park. In FY 2014, the general transfer is budgeted to increase from \$45,000 to \$95,000.
2. *During the course of budget deliberations the Council decided to transfer \$300,000 of General Fund undesignated/unreserved fund balance to the Restricted Revenue Fund for a future civic center.*
3. *During the course of budget deliberations the Council decided to transfer \$150,000 of General Fund undesignated/unreserved fund balance to the Transportation Fund for Pavement Management in 2015*
4. *During the course of budget deliberations the Council decided to transfer \$483,000 of General Fund undesignated/unreserved fund balance to the Restricted Revenue Fund for Pavement Management for FY 2016-2019.*



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**Parks and Recreation (25)**

	2011-12 Actual	2012-13 Actual	2013-14 Council Adopted	2013-14 Projected	2014-15 Department Requested	2014-15 C.M. Proposed	2014-15 Council Adopted
<b>Fund Balance Beginning of Year</b>	<b>493,029</b>	<b>507,838</b>	<b>497,741</b>	<b>522,691</b>	<b>531,670</b>	<b>531,670</b>	<b>531,670</b>
<b>Revenue Parks</b>							
Property Taxes	326,712	337,883	328,107	335,224	338,576	338,576	338,576
Miscellaneous Revenues	2,600	3,337	6,000	8,075	1,500	1,500	1,500
Park Revenues	12,832	19,732	12,000	12,000	12,825	12,825	12,825
Transfer from General Fund	40,000	50,000	100,000	100,000	100,000	100,000	100,000
Transfer from Parks Sales Tax Fund	300,000	307,359	350,570	350,570	350,000	350,000	350,000
<b>Revenue Recreation</b>							
Recreation Programs	314,683	288,383	322,365	291,500	301,935	301,935	301,935
Concession Revenues	52,170	35,506	60,000	50,000	50,000	50,000	50,000
<b>Total Revenue</b>	<b>1,048,997</b>	<b>1,042,200</b>	<b>1,179,042</b>	<b>1,147,369</b>	<b>1,154,836</b>	<b>1,154,836</b>	<b>1,154,836</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>1,542,026</b>	<b>1,550,038</b>	<b>1,676,783</b>	<b>1,670,060</b>	<b>1,686,506</b>	<b>1,686,506</b>	<b>1,686,506</b>
<b>Expenditures Parks</b>							
Personnel	393,437	414,709	403,198	394,380	396,086	396,086	396,086
Commodities	44,550	35,085	42,433	36,447	33,514	33,514	33,514
Maintenance & Repairs	52,352	55,621	52,800	45,578	72,950	72,950	72,950
Utilities	41,683	45,020	44,926	45,250	44,926	44,926	44,926
Contractual	17,217	30,439	29,050	18,052	26,451	26,451	26,451
Capital Outlay	-	6,674	12,500	8,000	6,000	6,000	6,000
Transfers/Miscellaneous	37,928	34,742	49,839	49,839	51,460	51,460	51,460
Debt Service	-	-	-	-	-	-	-
<b>Expenditures Recreation</b>							
Personnel	219,714	230,435	307,120	311,208	315,327	315,327	315,327
Commodities	10,690	9,556	27,913	31,698	20,379	20,379	20,379
Maintenance & Repairs	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-
Contractual	216,617	165,066	209,263	197,938	187,743	187,743	187,743
Capital Outlay	-	-	-	-	-	-	-
Transfers/Miscellaneous	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-
	1,034,188	1,027,347	1,179,042	1,138,390	1,154,836	1,154,836	1,154,836
Project Carryover							
Capital Expenditures							
Admin/Inspection							
Construction							
Design							
Land Acquisition							
Other							
			-	-	-	-	-
<b>Total Expenditures</b>	<b>1,034,188</b>	<b>1,027,347</b>	<b>1,179,042</b>	<b>1,138,390</b>	<b>1,154,836</b>	<b>1,154,836</b>	<b>1,154,836</b>
<b>Net Revenue over Expenditures</b>	<b>14,809</b>	<b>14,853</b>	<b>-</b>	<b>8,979</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>
<b>Fund Balance (Gross)</b>	<b>507,838</b>	<b>522,691</b>	<b>497,741</b>	<b>531,670</b>	<b>531,670</b>	<b>531,670</b>	<b>531,670</b>
<b>Less: Reserve Balance</b>	<b>206,838</b>	<b>205,469</b>	<b>235,808</b>	<b>227,678</b>	<b>230,967</b>	<b>230,967</b>	<b>230,967</b>
<b>Fund Balance - End of Year</b>	<b>301,000</b>	<b>317,222</b>	<b>261,933</b>	<b>303,992</b>	<b>300,703</b>	<b>300,703</b>	<b>300,703</b>

# Real Estate Property Tax

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>25 25-4010-000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Charter: Article XI; Section 11.8</b>  <b>State Statute: Chapter 67.110 &amp; 140 RSMo</b>  <b>Missouri State Constitution: Article X</b></p>
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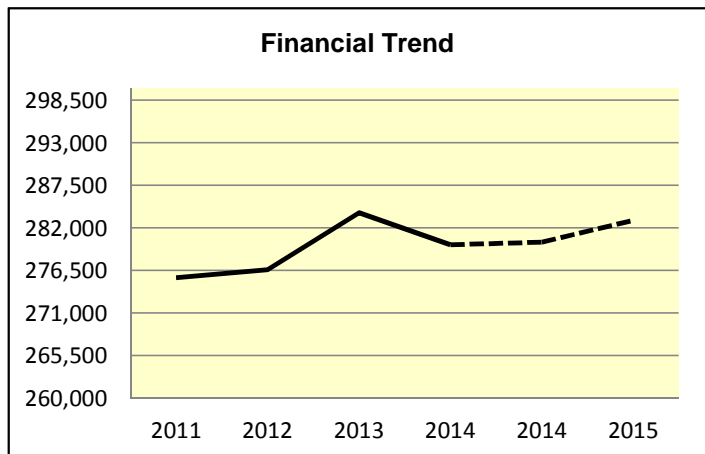
## Revenue Description

**Real Property Tax-** Assessed property values are determined by taking the market value, as determined by the county assessor, and multiplied by the assessment ratio. Assessment ratios are commercial at 32%, residential at 19%, and agricultural at 12%. Tax is paid on each \$100 of assessed value.

Property tax rates are set by local governments within the limits set by the Missouri Constitution and statutes. They are based on the revenues permitted for the prior year with an allowance for growth based on the rate of inflation and new development. Tax amounts are determined using market value of the property, established by the County Assessor, multiplied by the assessment ratio. Cass County collects and distributes the property taxes for the City of Raymore.

The FY15 City General Operating levy is 0.4647; the Debt Service levy is 0.7170 and the Parks levy is 0.1251 with real estate assessed valuation at \$232,730,124 compared to \$227,830,346 last year. The collection rate is estimated at 98%.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	840	N/A
2006 Actual	196,665	23301.33%
2007 Actual	216,156	9.91%
2008 Actual	241,571	11.76%
2009 Actual	259,994	7.63%
2010 Actual	266,826	2.63%
2011 Actual	275,532	3.26%
2012 Actual	276,572	0.38%
2013 Actual	283,957	2.67%
2014 Budget	279,810	-1.46%
2014 Projected	280,154	-1.34%
2015 Requested	282,956	1.00%



# Personal Property Tax

<b>General Ledger Codes:</b>  <b>25 25-4020-000</b>	<u><b>Legal Authority:</b></u>  <b>Municipal Charter: Article XI; Section 11.8</b> <b>State Statute: Chapter 67.110 &amp; 140 RSMo</b> <b>Missouri State Constitution: Article X</b>
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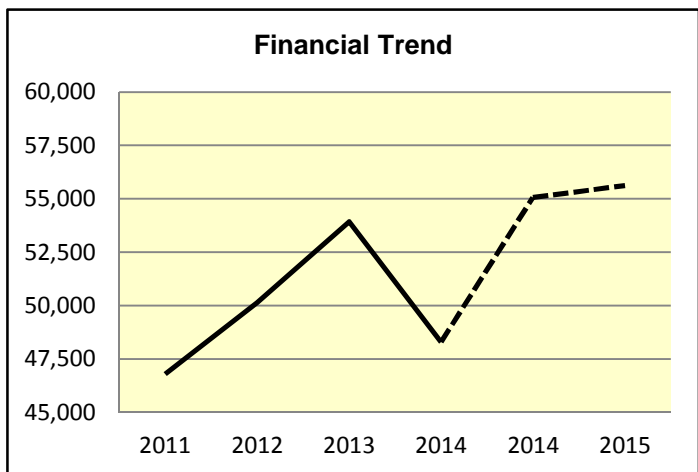
## Revenue Description

**Personal Property Tax** - assessed valuation is equal to 33% of market value set by the State Tax Commission. Tax is paid on each \$100 of assessed value.

Property tax rates are set by local governments within the limits set by the Missouri Constitution and statutes. They are based on the revenues permitted for the prior year with an allowance for growth based on the rate of inflation and new development. Tax amounts are determined using market value of the property, established by the County Assessor, multiplied by the assessment ratio. Cass County collects and distributes the property taxes for the City of Raymore.

The FY15 City General Operating levy is 0.4647; the Debt Service levy is 0.7170 and the Parks levy is 0.1251 with personal property assessed valuation at \$42,188,504 compared to \$41,561,528 last year. The collection rate is estimated at 98%.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	40,800	N/A
2007 Actual	45,688	11.98%
2008 Actual	47,161	3.23%
2009 Actual	50,031	6.08%
2010 Actual	47,388	-5.28%
2011 Actual	46,787	-1.27%
2012 Actual	50,141	7.17%
2013 Actual	53,926	7.55%
2014 Budget	48,297	-10.44%
2014 Projected	55,070	2.12%
2015 Estimated	55,620	1.00%



# Interest Revenue

**General Ledger Codes:**

**25 25-4350-0000**

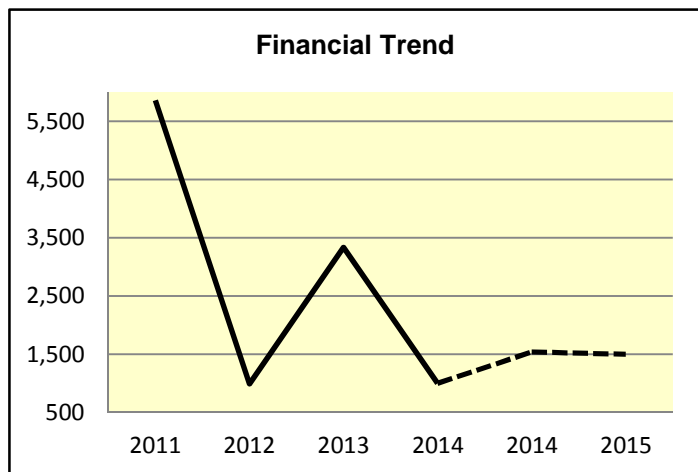
**Legal Authority:**

**State Statute: Chapter 82**

## Revenue Description

**Interest Revenue** - This account is used to record revenues associated with the City's return on investments of idle funds. FY15 revenues are estimated based on the assumption of no change in the interest rates or carrying balances of the FY14 investments.

<b>Fiscal Year</b>	<b>Collection</b>	<b>Annual Percentage Change</b>
2005 Actual	2,701	9.69%
2006 Actual	17,153	534.96%
2007 Actual	25,732	50.02%
2008 Actual	14,616	-43.20%
2009 Actual	9,655	-33.94%
2010 Actual	4,066	-57.89%
2011 Actual	5,856	44.03%
2012 Actual	985	-83.19%
2013 Actual	3,333	238.53%
2014 Budget	1,000	-70.00%
2014 Projected	1,534	-53.97%
2015 Estimated	1,500	-2.22%



# Miscellaneous Revenue

**General Ledger Codes:**

**25 25-4370-0000**

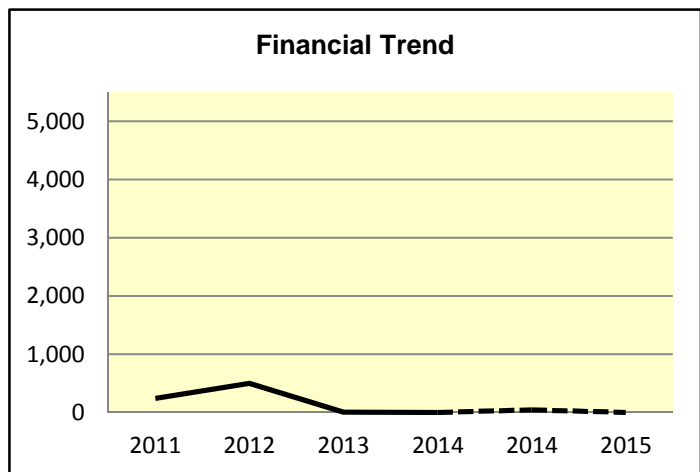
**Legal Authority:**

**State Statute: Chapter 82**

## Revenue Description

**Miscellaneous Revenue** -Various miscellaneous revenues not otherwise categorized. The inconsistent nature of this revenue source make it difficult to predict.

<b>Fiscal Year</b>	<b>Collection</b>	<b>Annual Percentage Change</b>
2005 Actual	1,176	2152.30%
2006 Actual	812	-30.98%
2007 Actual	1,308	61.17%
2008 Actual	430	-67.12%
2009 Actual	1,274	196.37%
2010 Actual	5,055	296.65%
2011 Actual	242	-95.21%
2012 Actual	497	105.28%
2013 Actual	4	-99.15%
2014 Budget	0	-100.00%
2014 Projected	43	916.67%
2015 Estimated	0	-100.00%



# Donations

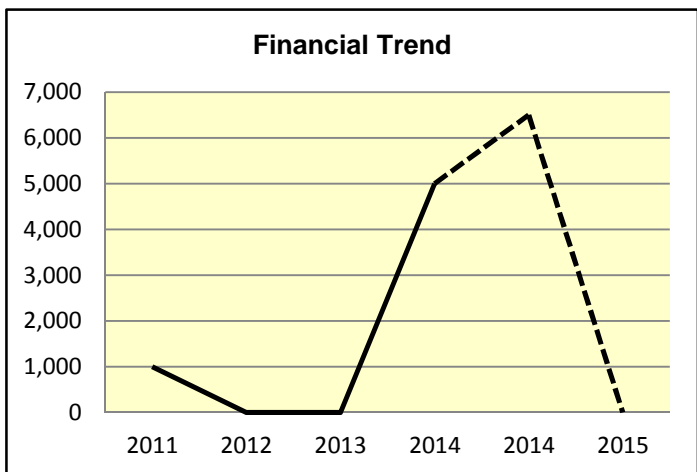
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>25 25-4480-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>State Statute: Chapter 82</b></p>
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## Revenue Description

**Donations** - Donations not attributable to special events or programs.

FY14 Budget    \$5,000                      Scoreboard donation from local businesses  
 FY14 Projected \$6,498                     Park Foundation donation for pitching machines and pitching mounds

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	1,000	-83.33%
2006 Actual	20	-98.00%
2007 Actual	2,000	9900.00%
2008 Actual	1,000	-50.00%
2009 Actual	1,250	25.00%
2010 Actual	2,191	75.26%
2011 Actual	1,000	-54.35%
2012 Actual	0	-100.00%
2013 Actual	0	N/A
2014 Budget	5,000	N/A
2014 Projected	6,498	N/A
2015 Estimated	0	-100.00%



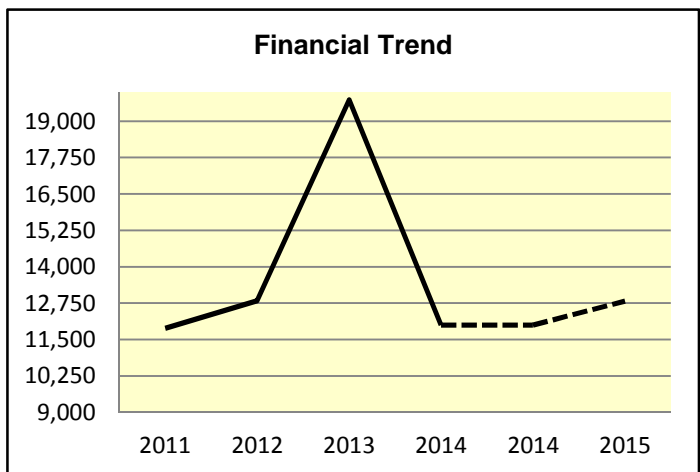
# Park Rental Fees

<b>General Ledger Codes:</b>  <p style="text-align: center;">25 25-4710-0000</p>	<p style="text-align: center;"><u>Legal Authority:</u></p> <p style="text-align: center;">Municipal Code: n/a State Statute: n/a</p>
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## Revenue Description and Projection Rationale

**Park Rental Fees** - Rental fees for the use of park facilities by the general public for non-city sponsored activities.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	6,545	-66.10%
2006 Actual	10,508	60.54%
2007 Actual	12,427	18.27%
2008 Actual	13,019	4.76%
2009 Actual	15,087	15.88%
2010 Actual	17,427	15.51%
2011 Actual	11,888	-31.78%
2012 Actual	12,832	7.94%
2013 Actual	19,732	53.78%
2014 Budget	12,000	-39.18%
2014 Projected	12,000	-64.43%
2015 Estimated	12,825	6.88%



# Transfers from General Fund

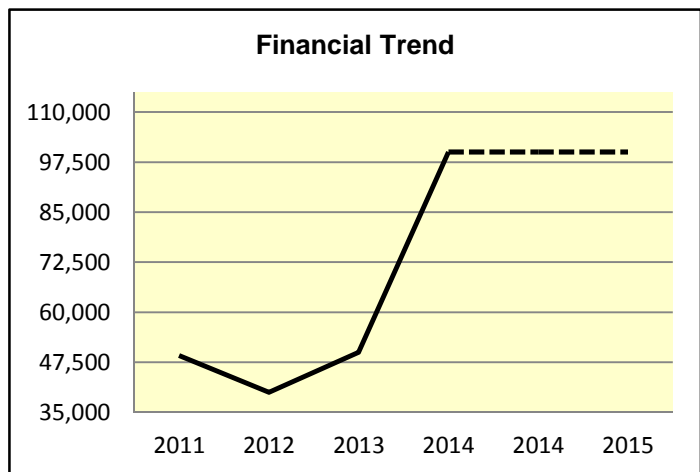
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>25 25-4901-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: n/a</b></p>
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## Revenue Description

**Transfers from General Fund** - These funds represent a fund balance transfer from the General Fund of the City and are used to support the Parks Department and associated programs which benefit the citizens as a whole.

FY14 established a new baseline transfer from the General Fund of \$100,000 per year.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	35,050	-81.16%
2006 Actual	40,000	14.12%
2007 Actual	41,400	3.50%
2008 Actual	41,400	0.00%
2009 Actual	40,000	-3.38%
2010 Actual	47,000	17.50%
2011 Actual	49,167	4.61%
2012 Actual	40,000	-18.64%
2013 Actual	50,000	25.00%
2014 Budget	100,000	100.00%
2014 Projected	100,000	0.00%
2015 Estimated	100,000	0.00%





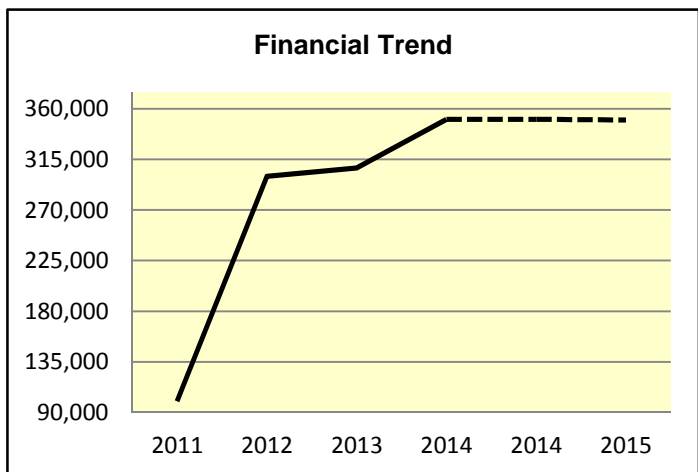
# Transfer from Park Sales Tax Fund

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>25 25-4947-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: n/a</b></p>
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## Revenue Description

**Transfer from Park Sales Tax Fund** - These funds are from a fund balance transfer from the Park Sales Tax Fund to support the Parks and Recreation Department operations.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	250,000	N/A
2006 Actual	250,000	0.00%
2007 Actual	125,000	-50.00%
2008 Actual	425,000	240.00%
2009 Actual	300,000	-29.41%
2010 Actual	300,000	0.00%
2011 Actual	100,000	-66.67%
2012 Actual	300,000	200.00%
2013 Actual	307,359	2.45%
2014 Budget	350,570	14.06%
2014 Projected	350,570	0.00%
2015 Estimated	350,000	-0.16%



# Recreation Programs

**General Ledger Codes:**

**25 26-4715-0000**

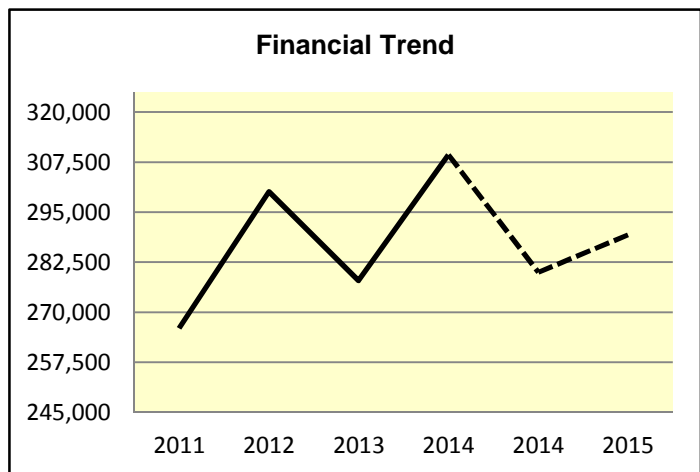
**Legal Authority:**

**Municipal Code: n/a  
State Statute: n/a**

## Revenue Description and Projection Rationale

**Recreation Programs** - Participant fees for recreation programs are recorded in this account.

<b>Fiscal Year</b>	<b>Collection</b>	<b>Annual Percentage Change</b>
2005 Actual	125,110	230.98%
2006 Actual	150,968	20.67%
2007 Actual	135,054	-10.54%
2008 Actual	194,304	43.87%
2009 Actual	196,367	1.06%
2010 Actual	247,110	25.84%
2011 Actual	265,951	7.62%
2012 Actual	300,132	12.85%
2013 Actual	277,902	-7.41%
2014 Budget	309,265	11.29%
2014 Projected	280,000	-9.46%
2015 Estimated	289,335	3.33%



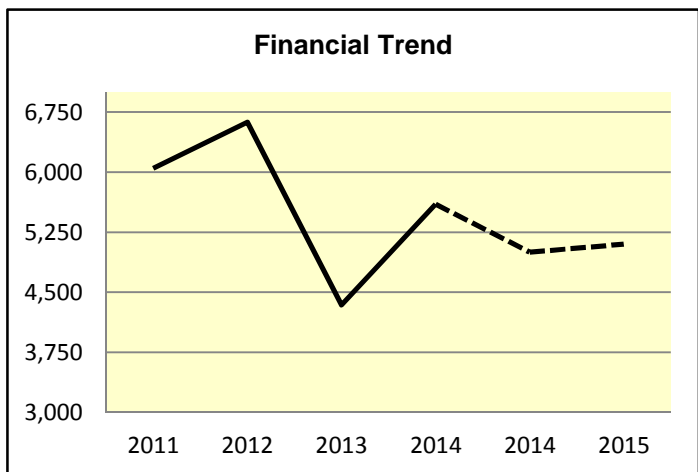
# Special Event Contributions

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>25 26-4720-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: n/a</b> <b>State Statute: n/a</b></p>
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## Revenue Description and Projection Rationale

**Special Event Contributions** - This account is for recording of donations, sponsorships and other contributions for special events including the Easter Festival, July 4th, and Mayor's Christmas Tree Lighting.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	1,425	-90.57%
2006 Actual	4,295	201.40%
2007 Actual	3,823	-10.99%
2008 Actual	3,833	0.27%
2009 Actual	2,988	-22.06%
2010 Actual	34,810	1065.08%
2011 Actual	6,047	-82.63%
2012 Actual	6,622	9.50%
2013 Actual	4,343	-34.41%
2014 Budget	5,600	28.94%
2014 Projected	5,000	-10.71%
2015 Estimated	5,100	2.00%



# Advertising Revenue

**General Ledger Codes:**

**25 26-4725-0000**

**Legal Authority:**

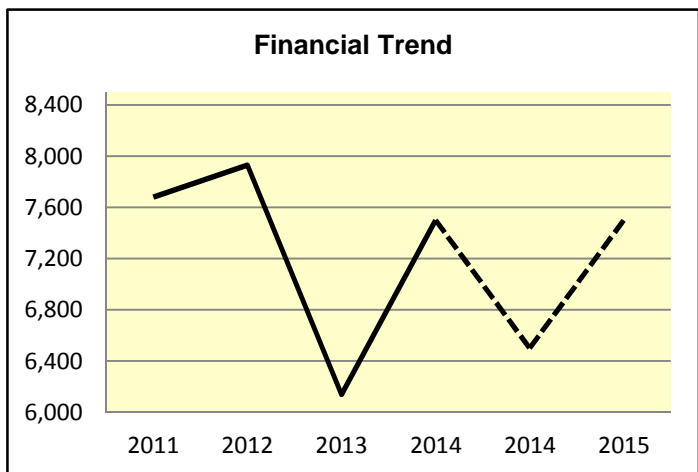
**Municipal Code: n/a**

**State Statute: n/a**

## Revenue Description and Projection Rationale

**Advertising Revenue** - Space in Parks & Recreation publications is sold to local businesses.

<b>Fiscal Year</b>	<b>Collection</b>	<b>Annual Percentage Change</b>
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	1,578	N/A
2008 Actual	349	-77.88%
2009 Actual	896	156.73%
2010 Actual	4,660	420.09%
2011 Actual	7,680	64.81%
2012 Actual	7,929	3.24%
2013 Actual	6,139	-22.58%
2014 Budget	7,500	22.17%
2014 Projected	6,500	-13.33%
2015 Estimated	7,500	15.38%



# Concession Revenues

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>25 26-4700-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: n/a</b> <b>State Statute: n/a</b></p>
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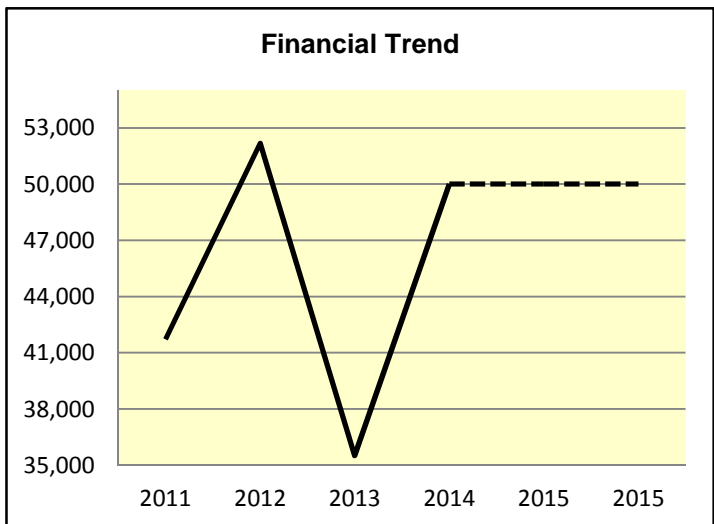
## Revenue Description and Projection Rationale

**Concession Revenue** - Revenues collected from concession proceeds are recorded in this account.

This revenue source was previously allocated to the Park Concession Revenues 25-25-4700-0000, but was reclassified as a Recreation Revenue in FY 2013 since it accounts for revenue collected in the course of recreation programming.

It was budgeted to collect substantially more revenue (+33%) in FY 2014 than FY 2013. Staff projects that FY14 revenues will come in at budget and estimates FY15 revenues the same.

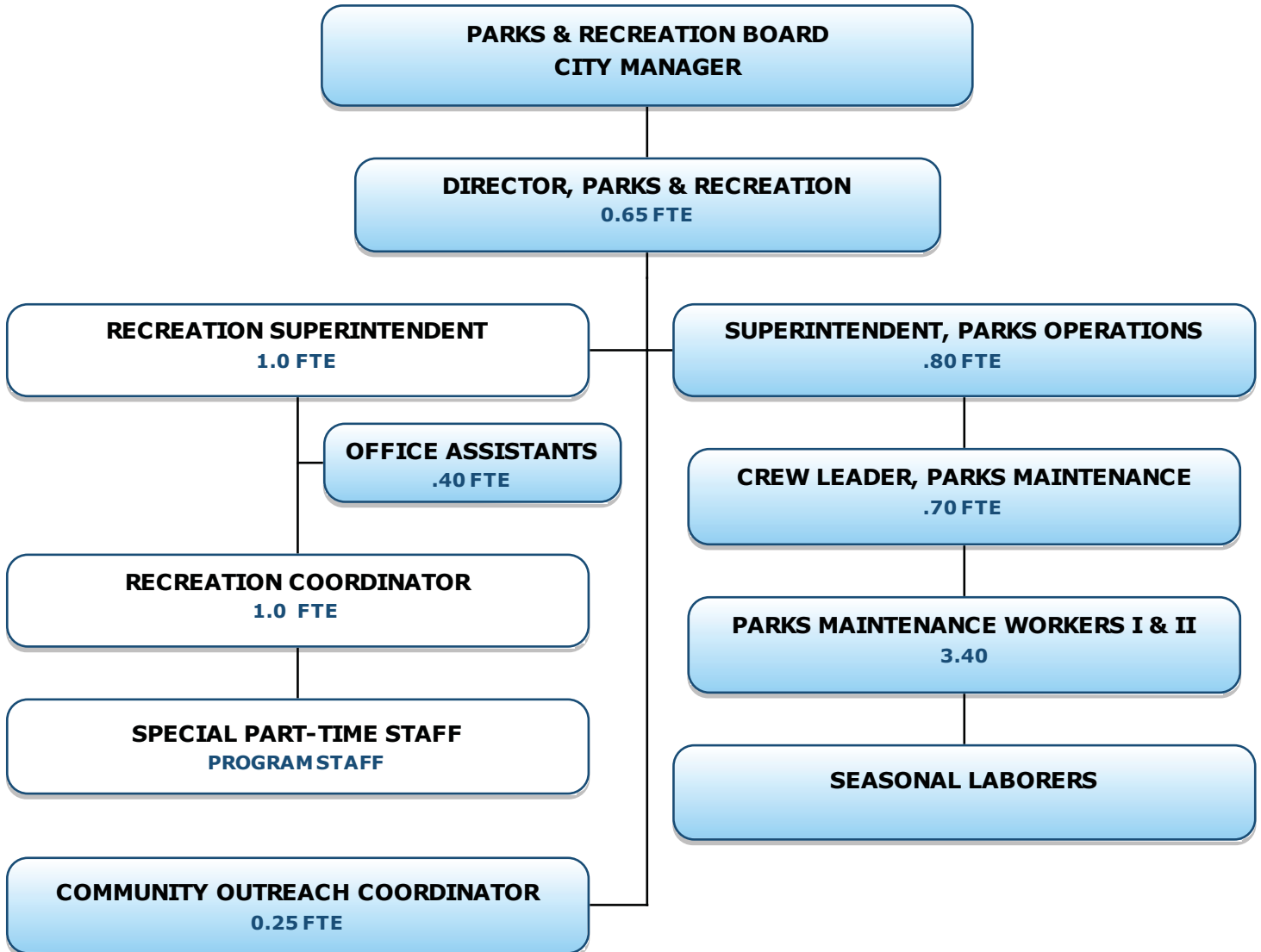
Fiscal Year	Collection	Annual Percentage Change
2005 Actual	47,560	957.64%
2006 Actual	46,774	-1.65%
2007 Actual	48,456	3.60%
2008 Actual	46,095	-4.87%
2009 Actual	48,337	4.87%
2010 Actual	44,895	-7.12%
2011 Actual	41,709	-7.10%
2012 Actual	52,170	25.08%
2013 Actual	35,506	-31.94%
2014 Projected	50,000	-16.67%
2015 Projected	50,000	0.00%
2015 Estimated	50,000	0.00%





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# PARKS



## PARKS DEPARTMENT

### DEPARTMENT ADOPTED 2015 BUDGET

[By Category](#)

	2011-12 Actual	2012-13 Actual	2013-14 Budget *	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	393,437	414,709	403,198	394,380	396,086	396,086	396,086
Commodities	44,550	35,085	42,433	36,447	33,514	33,514	33,514
Maintenance and Repairs	52,352	55,620	52,800	45,578	72,950	72,950	72,950
Utilities	41,683	45,020	44,926	45,250	44,926	44,926	44,926
Contractual	14,380	27,172	29,050	18,052	26,451	26,451	26,451
Capital Outlay	0	6,674	12,500	8,000	6,000	6,000	6,000
Transfers/Miscellaneous	37,928	34,742	49,839	49,839	51,460	51,460	51,460
Debt Service	0	0	0	0	0	0	0
<b>Total</b>	<b>584,330</b>	<b>619,022</b>	<b>634,746</b>	<b>597,546</b>	<b>631,387</b>	<b>631,387</b>	<b>631,387</b>

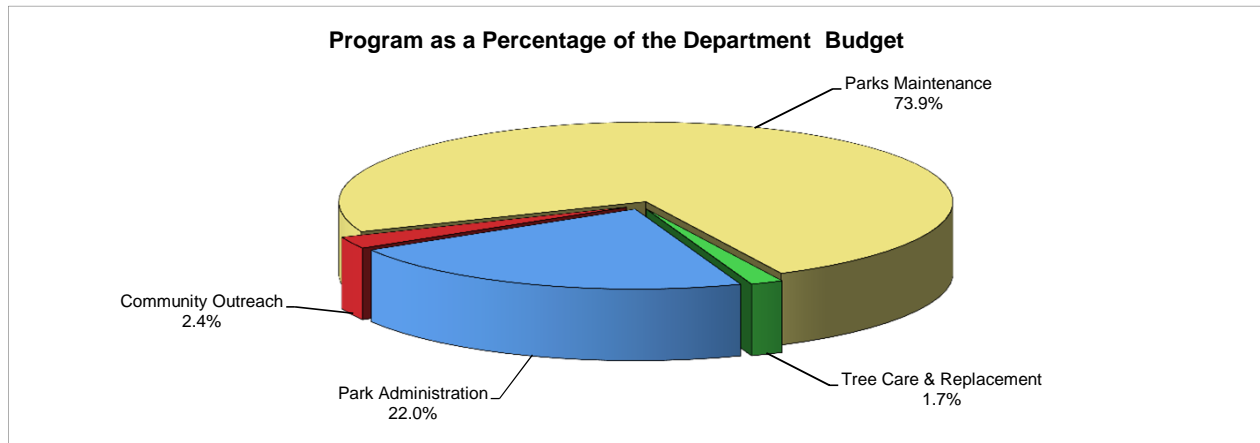
\* includes budget amendment

[Department Position Control Roster](#)

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Parks & Recreation	0.65	0.65	0.65
Superintendent, Parks Operation	0.80	0.80	0.80
Crew Leader, Parks Maintenance	0.70	0.70	0.70
Parks Maintenance Worker	3.40	3.40	3.40
Office Assistant P/T	0.40	0.40	0.40
Community Outreach Coordinator	0.25	0.25	0.25
<b>Total FTE</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>

[Proposed By Program](#)

Park Administration	138,822
Community Outreach	15,306
Parks Maintenance	466,499
Tree Care & Replacement	10,760
<b>Total</b>	<b>631,387</b>





## PARKS DIVISION

### *DEPARTMENT DESCRIPTION*

The Raymore Parks and Recreation Department, in conjunction with the Park Board, oversees the acquisition, development, and maintenance of various parklands within the City limits. The Department is responsible for planning, organizing, offering, and supervising a variety of recreation programs and special events for the benefit of the citizens of the City and surrounding community. Managing the use of park property by private individuals, groups, and athletic organizations, caring for municipal buildings and grounds, and coordinating the activities of the Raymore Parks and Recreation Board are also functions of this department.

For effective and efficient management, the department is organized into four divisions: Park Administration, Park Maintenance, Community Outreach, and Recreation Programs. The department has ten (10) full time employees, consisting of a Director, Recreation Superintendent, Parks Superintendent, Park Crew Leader, Recreation Coordinator, four Park Maintenance Workers, a Community Outreach Coordinator, and two part time Office Assistants. The Parks Division utilizes 6.15 FTE within the full time staff to care for over 285 acres of park land. Seasonal assistance is necessary during the peak park-use months of May through September.

### *PROGRAMS & GOALS*

#### **Park Administration**

The Park Board is responsible for acquisition, development, and maintenance of various parklands within the City limits and delegates the management of park resources to Park Administration. While preparation of fields for summer use, maintenance of park facilities, amenities, and trees are primary management functions, customer service to those who use park facilities and amenities such as shelters and ball fields, is considered foremost in all functions.

Goals for this area include:

- Continued pursuance of neighborhood park property dedications through the development process.
- Continue implementing opportunities toward sustainable practices in the parks and park facilities.
- Implementation phase of the master plan for Hawk Ridge Park.
- Construction of Phase I of the Farmer's Market Area Master Plan
- Completion of a feasibility study of a new civic center.

## **Park Maintenance**

Park maintenance goals are:

- Continue to beautify parks through annual tree planting and landscaping projects. Including the planting of 300 trees in parks and public thoroughfares.
- Continue improvements to the Recreation Park baseball fields.
- Continue improvements to the Recreation Park soccer fields.
- Complete any accessibility projects begun late in FY 2014 and complete 2015 projects.
- Continue to develop a Landscape and Horticulture Division within the department to increase plantings and increase level of care of these areas.

## **Community Outreach**

The Community Outreach division consists of one employee, the Community Outreach Coordinator, whose costs are divided 50/50 between the General Fund and the Parks Fund. Half of the Park Fund's portion of this is shown in Parks and half is shown in Recreation. This division is responsible for all aspects of City media, including the City web site and government television channel. The division is responsible for communicating and publicizing all aspects of the City government to the public, using e-mail news updates, press releases, videos, and other appropriate means. The position also coordinates the City's volunteer matching program.

### ***FY 2014 PERFORMANCE SUMMARY***

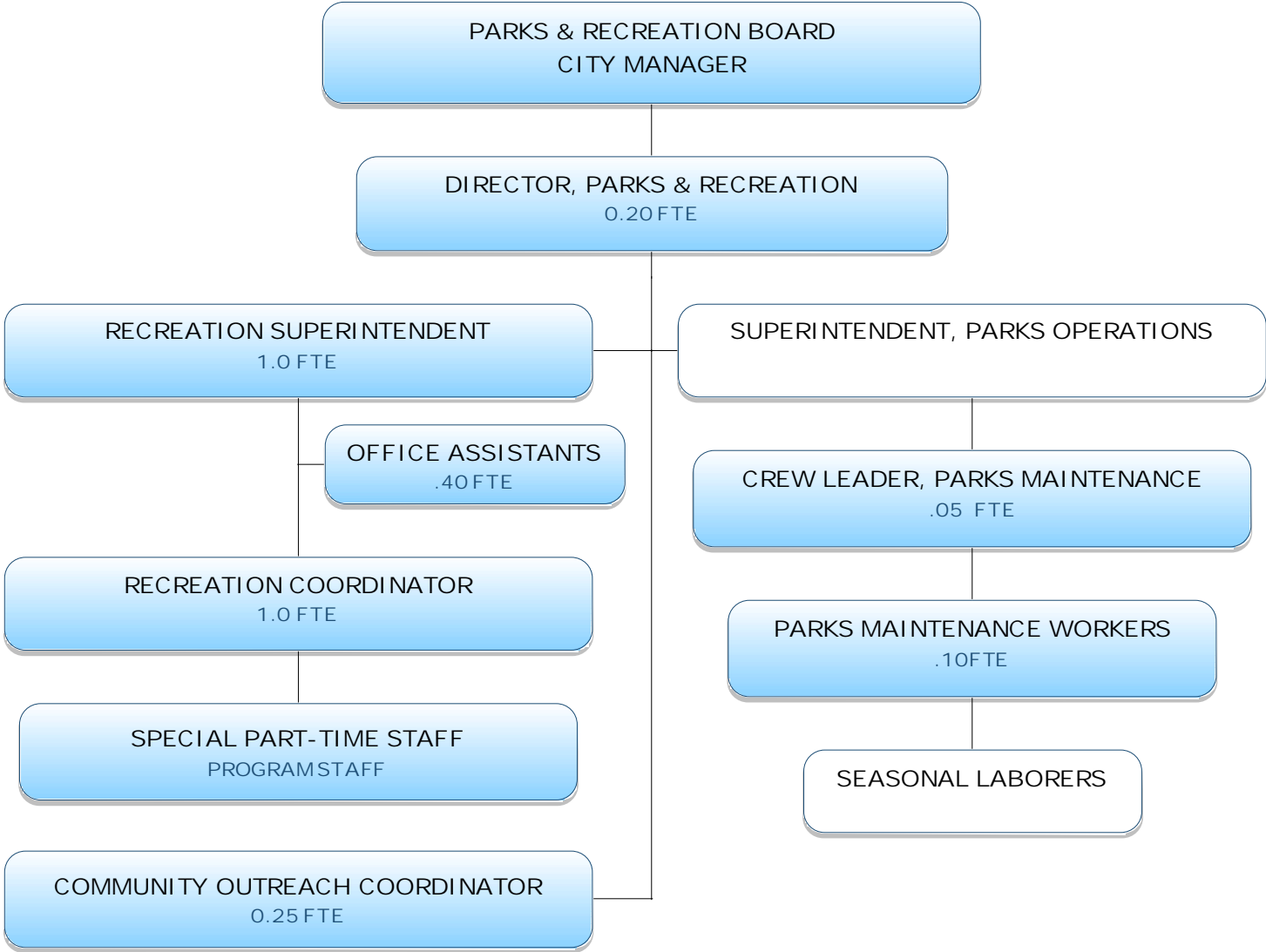
1. Department staff continued implementation of sustainable practices in the parks and park facilities through the use of natural areas and special mowing/management techniques. Reforestation projects were conducted that involved the planting of trees in park greenways. The use of green technologies like motion sensors and green practices including reduced water irrigation systems continued.
2. The Department completed the Master Plan for Hawk Ridge Park. Staff has presented to the Park Board a first phase plan for the park.
3. City staff have completed the Master Plan for the Farmer's Market Park area. It is anticipated that work on the first phase will start in October upon completion of the Farmer's Market season. A proposed MOU between the City and the First Baptist Church of Raymore for the property that is located adjacent to the site has been developed and will be placed on the Park Board agenda for their action.

4. The Department continued the park beautification program through tree planting and landscaping projects.
5. The Park Crew completed significant improvements to the Recreation Park ball fields.
6. The Department continued the regular herbicide spraying program for the purpose of reducing the proliferation of dandelions, clover, and other undesirable vegetation, focusing the efforts on high visibility and turf playing areas.
7. Staff improved the general appearance of linear parks through the continuance of a selective herbicide spraying program that stunts the growth of invasive species in greenways.



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# RECREATION



## RECREATION DEPARTMENT

### DEPARTMENT ADOPTED 2015 BUDGET

[By Category](#)

	2011-12 Actual	2012-13 Actual	2013-14 Budget *	2013-14 Projected	2014-15		
					Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	219,714	230,435	307,120	311,208	315,327	315,327	315,327
Commodities	10,690	9,556	27,913	31,698	20,379	20,379	20,379
Maintenance and Repairs	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0
Contractual	219,454	168,227	212,263	197,938	187,743	187,743	187,743
Capital Outlay	0	0	0	0	0	0	0
Transfers/Miscellaneous	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
<b>Total</b>	<b>449,858</b>	<b>408,218</b>	<b>547,296</b>	<b>540,844</b>	<b>523,449</b>	<b>523,449</b>	<b>523,449</b>

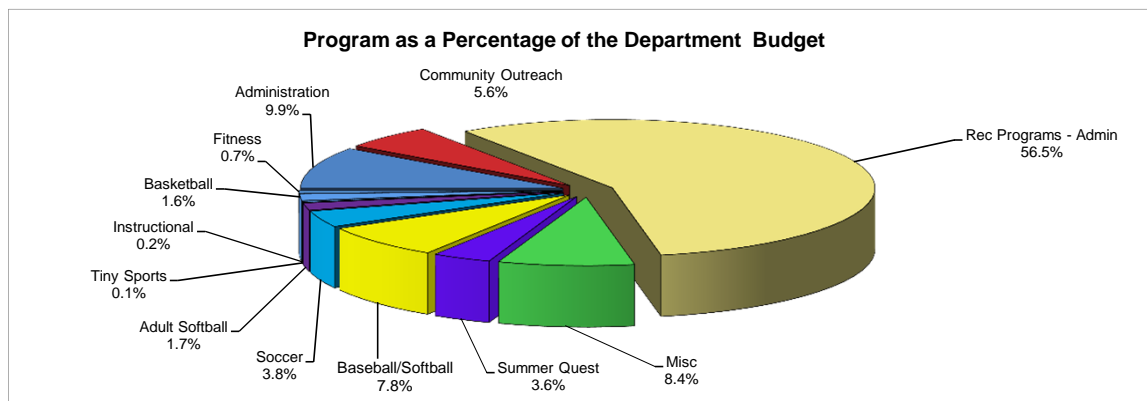
\* includes budget amendment

[Department Position Control Roster](#)

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Parks & Recreation	0.20	0.20	0.20
Recreation Superintendent	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Crew Leader, Parks Maintenance	0.05	0.05	0.05
Parks Maintenance Worker	0.10	0.10	0.10
Office Assistant P/T	0.40	0.40	0.40
Community Outreach Coordinator	0.25	0.25	0.25
<b>Total FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

[Proposed By Program](#)

Administration	51,661
Community Outreach	29,531
Rec Programs - Admin	295,904
Rec Programs - Misc	43,750
Rec Programs - Summer Quest	18,970
Rec Programs - Base/softball	41,000
Rec Programs - Soccer	20,000
Rec Programs - Adult Softball	8,750
Rec Programs - Tiny Sports	750
Rec Programs - Instructional	1,283
Rec Programs - Basketball	8,250
Rec Programs - Fitness	3,600
<b>Total</b>	<b>523,449</b>



## RECREATION DIVISION

### ***DIVISION DESCRIPTION***

The Raymore Parks and Recreation Department, in conjunction with the Park Board, oversees the acquisition, development, and maintenance of various parklands within the City limits. The Department is responsible for planning, organizing, offering, and supervising a variety of recreation programs and special events for the benefit of the citizens of the City and surrounding community. Managing the use of park property by private individuals, groups, and athletic organizations, caring for municipal buildings and grounds, and coordinating the activities of the Raymore Parks and Recreation Board, are also functions of this department.

For effective and efficient management, the department is organized into four divisions: Park Administration, Park Maintenance, Community Outreach, and Recreation Programs. The department has ten (10) full time employees, consisting of a Director, Recreation Superintendent, Parks Superintendent, Park Crew Leader, Recreation Coordinator, four Park Maintenance Workers, a Community Outreach Coordinator, and two part time Office Assistants. The Recreation Division utilizes 2.80 FTE within the full-time staff. Additional special part time employees are hired to supervise and instruct recreation programs and camps.

### ***PROGRAMS & GOALS***

#### **Recreation Programs**

Planning, organizing, and offering a variety of recreation programs and special events for the benefit of the residents of the City is the primary function of this area. Scheduling and coordinating programs and events within the availability of facilities and overseeing the staff to coordinate activities is also a critical responsibility of this area.

Goals for this division are:

- Ensure that cost recovery of recreation programs and special events conforms to the Park Board Revenue Policy.
- Continue to improve participants' recreation program experience by using the information gathered in evaluations of recreation programs. Use an online evaluation survey service for customer convenience.
- Continue to increase public awareness and business support for special events hosted by the department.
- Develop new recreation programs and special events to better serve the residents of Raymore.

## **Community Outreach**

The Community Outreach division consists of one employee, the Community Outreach Coordinator, whose costs are divided 50/50 between the General Fund and the Parks Fund. Half of the Park Fund's portion of this is shown in Parks and half is shown in Recreation. This division is responsible for all aspects of City media, including the City web site and government television channel. The division is responsible for communicating and publicizing all aspects of the City government to the public, using e-mail news updates, press releases, videos, and other appropriate means. The position also coordinates the City's volunteer matching program.

### ***FY 2014 PERFORMANCE SUMMARY***

1. Staff worked to increase business support for special events hosted by the department through the development and distribution of a sponsorship brochure and advertising banner program.
2. A reorganization of the recreation division budget was incorporated into the proposed FY 2015 budget. This will allow for better tracking of revenues and expenditures.
3. A new special event, Touch a Truck was held with over 20 vehicles and over 700 patrons in attendance.
4. An overhaul of concession operations in the areas of inventory, accounting, and customer service and management was completed.
5. Tournament play for youth sports programs continued with more tournaments resulting in additional revenue to the department.
6. A new Art's in the Park special event was held in June at the Farmer's Market Park area.
7. The transfer of the city's general fund contribution was increased by \$50,000 for a total contribution to the park fund of \$100,000.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. The budget includes a request for a Promotional TV for the wall behind the front desk counter will allow a much needed advertising outlet when customers are coming in to register for programs. This item has been included in the Information Technology Department that purchases and maintains all computers and electronic devices of the city.



2. This budget includes a request for an additional computer at the Park House. This Computer with internet access and Rec Trac Software capabilities would allow the Camp Director to securely take registrations from parents. This item has been included in the Information Technology Department that purchases and maintains all computers and electronic devices of the city.

**PERFORMANCE MEASUREMENTS  
PARKS AND RECREATION**

ICMA - Performance Measurements - Parks and Recreation	2010-11 Actual	2011-12 Actual	2012-13 Actual
Park acres per 1000 pop--Total	14.8	14.8	14.8
Expenditures per 1000 pop--Total expenditures--Excl special facilities--Calc	\$46,538.74	\$53,534.94	\$52,549.72
Total earned revenue per capita--Calc	\$16.85	\$19.79	\$17.75
Revenue for operations received from endowments, etc.	\$14,727.00	\$0.00	\$0.00

Citizen Survey Measures	2008 Actual	2010 Actual	2012 Actual
Overall satisfaction with the parks and recreation facilities	69%	n/a	n/a
Overall satisfaction with the maintenance of city parks	77%	83%	86%
Satisfaction with the availability of information about the parks and recreations	68%	63%	66%
Satisfaction with how close neighborhood parks are to homes	64%	67%	70%
Satisfaction with the quality of outdoor athletic fields	67%	73%	73%
Satisfaction with city special events and festivals	64%	63%	68%
Satisfaction with the # of outdoor athletic fields	63%	69%	71%
Satisfaction with the city's youth athletic programs	66%	64%	62%
Satisfaction with the # of walking and biking trails	55%	66%	70%
Satisfaction with the city's adult athletic programs	53%	49%	45%
Safety of parks and recreation facilities			
Poor	2%	3%	1%
Fair	11%	10%	8%
Good	64%	61%	61%
Excellent	23%	26%	30%
The appearance of parks and recreation facilities			
Poor	2%	2%	1%
Fair	15%	11%	8%
Good	61%	62%	58%
Excellent	22%	25%	33%
Satisfaction with parks and recreation in Raymore			
Poor	4%	4%	1%
Fair	17%	17%	13%
Good	59%	58%	59%
Excellent	20%	21%	27%
Range of activities at parks and recreation facilities			
Poor	5%	4%	3%
Fair	21%	22%	21%
Good	56%	57%	55%
Excellent	17%	17%	21%

## Enterprise Fund (50)

	2011-12 Actual	2012-13 Actual	2013-14 Council Adopted	2013-14 Projected	2014-15 Department Requested	2014-15 C.M. Proposed	2014-15 Council Adopted
<b>Fund Balance - CASH</b>							
<b>Beginning of Year</b>	<b>2,091,560</b>	<b>1,799,481</b>	<b>2,044,532</b>	<b>1,531,363</b>	<b>1,124,167</b>	<b>1,124,167</b>	<b>1,124,167</b>
<b>Revenue</b>							
Water Sales	2,607,798	2,652,732	3,323,101	2,866,606	3,448,991	3,448,991	3,448,991
Sewer Use Charge	2,805,607	2,665,729	2,785,769	2,454,950	2,759,152	2,759,152	2,759,152
Water Meter Supply Fee	17,640	28,030	19,928	27,158	20,127	20,127	20,127
Utility Penalties	140,631	140,980	146,312	136,086	137,447	137,447	137,447
Contractual Revenue	8,944	10,132	11,383	11,384	11,383	11,383	11,383
Interest	2,695	5,385	8,629	7,016	7,086	7,086	7,086
Miscellaneous	5,197	27,773	3,329	4,936	4,985	4,985	4,985
SRF/bond-Interest/Credit	128,270	158,341	-	170,752	151,881	151,881	151,881
<b>Total Revenue</b>	<b>5,716,782</b>	<b>5,689,102</b>	<b>6,298,451</b>	<b>5,678,888</b>	<b>6,541,052</b>	<b>6,541,052</b>	<b>6,541,052</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>7,808,342</b>	<b>7,488,583</b>	<b>8,342,983</b>	<b>7,210,251</b>	<b>7,665,219</b>	<b>7,665,219</b>	<b>7,665,220</b>
<b>Expenditures</b>							
Personnel	677,298	762,558	791,698	780,323	824,412	824,412	824,412
Commodities	1,750,926	1,624,697	2,041,835	1,822,310	2,120,129	2,120,129	2,120,129
Maintenance & Supplies	86,765	123,597	155,215	154,715	166,820	166,820	166,820
Utilities	67,615	77,519	77,406	86,188	79,332	79,332	79,332
Contractual	1,416,552	1,532,711	1,598,747	1,641,641	1,895,206	1,900,006	1,900,006
Capital Projects (Operating)			-	-	-	-	-
Transfer to VERP	70,790	80,572	94,260	94,260	94,260	111,916	111,916
Transfer to General Fund	630,310	658,676	687,527	687,527	727,606	727,606	727,606
Miscellaneous	76,563	22,388					
Debt Service	551,775	394,235		131,411	151,881	151,881	151,881
<b>Total Operating Expense</b>	<b>5,328,594</b>	<b>5,276,953</b>	<b>5,446,688</b>	<b>5,398,375</b>	<b>6,059,646</b>	<b>6,082,102</b>	<b>6,082,102</b>
<b>Net Operating Revenue (Expense)</b>	<b>388,188</b>	<b>412,149</b>	<b>851,763</b>	<b>280,513</b>	<b>481,406</b>	<b>458,950</b>	<b>458,950</b>
Project Carryover							
Construction							
Transfer to Ent. Cap Maint Fund	680,267	680,267	687,709	687,709	234,144	234,144	234,144
<b>Total Capital / Other Expenditures</b>	<b>680,267</b>	<b>680,267</b>	<b>687,709</b>	<b>687,709</b>	<b>234,144</b>	<b>234,144</b>	<b>234,144</b>
<b>Total Expenditures</b>	<b>6,008,861</b>	<b>5,957,220</b>	<b>6,134,397</b>	<b>6,086,084</b>	<b>6,293,790</b>	<b>6,316,246</b>	<b>6,316,246</b>
<b>Fund Balance (Gross)</b>	<b>1,799,481</b>	<b>1,531,363</b>	<b>2,208,586</b>	<b>1,124,167</b>	<b>1,371,429</b>	<b>1,348,973</b>	<b>1,348,973</b>
<b>Non-operating Income &amp; Loss</b>							
Depreciation Expense	(2,660,373)	(2,739,546)					
Allowance	2,660,373	2,739,546					
Other							
Transfers In	-	-					
Transfers Out							
	-	-	-	-	-	-	-
<b>Net Fund Balance (Cash)</b>	<b>1,799,481</b>	<b>1,531,363</b>	<b>2,208,586</b>	<b>1,124,167</b>	<b>1,371,429</b>	<b>1,348,973</b>	<b>1,348,973</b>
<b>Less: Reserve Balance 20% of Exp</b>	<b>(1,065,719)</b>	<b>(1,055,391)</b>	<b>(1,089,338)</b>	<b>(1,079,675)</b>	<b>(1,211,929)</b>	<b>(1,216,420)</b>	<b>(1,216,420)</b>
<b>Avail Fund Balance, End of Year</b>	<b>733,762</b>	<b>475,973</b>	<b>1,119,248</b>	<b>44,492</b>	<b>159,500</b>	<b>132,553</b>	<b>132,553</b>
Solid Waste Fees	928,845	945,505	956,487	953,149	941,366	941,366	941,366
Solid Waste Container Fees	9,005		-	-	-	-	-
<b>Total Revenue</b>	<b>937,850</b>	<b>945,505</b>	<b>956,487</b>	<b>953,149</b>	<b>941,366</b>	<b>941,366</b>	<b>941,366</b>
Contractual Services	937,850	945,505	956,487	953,149	941,366	941,366	941,366
<b>Total Expenditures</b>	<b>937,850</b>	<b>945,505</b>	<b>956,487</b>	<b>953,149</b>	<b>941,366</b>	<b>941,366</b>	<b>941,366</b>
<b>Net Solid Waste Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Water Sales

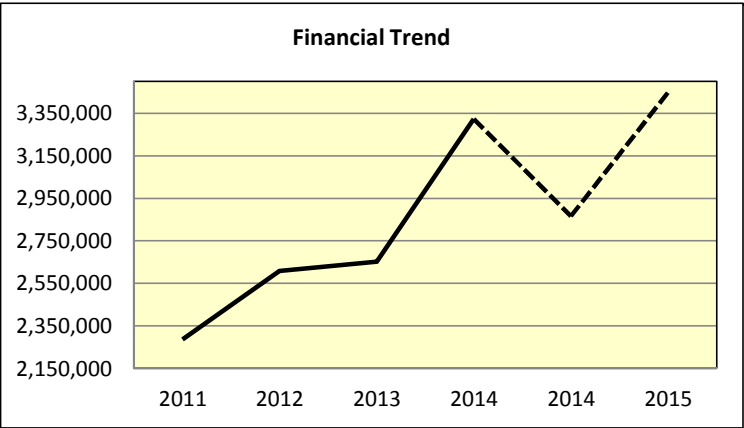
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>50-00-4610-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: Section 700 &amp; 705</b>  <b>State Statute: Chapter 91 RSMo.</b></p>
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## Revenue Description and Projection Rationale

**Water Sales** - City of Raymore FY 2015 water rates are \$6.15 per one thousand (1,000) gallons of water consumed. The FY14 rate was \$5.99. All residents receive a minimum bill for two thousand gallons of water and two thousand gallons sewer usage.

Revenues for FY15 are being based on addition of 50 homes with an average bill of \$32.60 per month.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	1,993,548	17.24%
2006 Actual	2,232,331	11.98%
2007 Actual	2,138,208	-4.22%
2008 Actual	2,119,206	-0.89%
2009 Actual	2,035,150	-3.97%
2010 Actual	2,177,788	7.01%
2011 Actual	2,287,164	5.02%
2012 Actual	2,607,798	14.02%
2013 Actual	2,652,732	1.72%
2014 Budget	3,323,101	25.27%
2014 Projected	2,866,606	8.06%
2015 Estimated	3,448,991	20.32%



# Sewer Use Charge

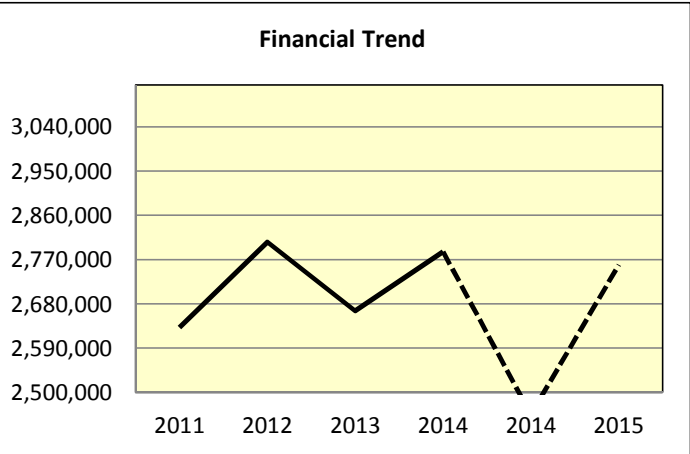
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>50-00-4630-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: Section 700 &amp; 710</b>  <b>State Statute: Chapter 91 RSMo.</b></p>
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## Revenue Description and Projection Rationale

**Sewer Use Charges** - Sewerage use rates are charged by either actual use or winter averaging. In FY 2015, actual use rates are six dollars fifteen cents (\$6.15) per one thousand gallons of actual water consumed. Winter-averaged rates are six dollars sixty cents (\$6.60) per one thousand gallons of the average monthly water usage during the months of December, January, and February. All customers are billed each month for no less than two thousand gallons.

Revenues for FY15 are being based on addition of 50 homes with an average bill of \$32.60 per month.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	2,154,770	4.64%
2006 Actual	2,345,015	8.83%
2007 Actual	2,423,940	3.37%
2008 Actual	2,479,775	2.30%
2009 Actual	2,500,790	0.85%
2010 Actual	2,592,992	3.69%
2011 Actual	2,631,808	1.50%
2012 Actual	2,805,607	6.60%
2013 Actual	2,665,729	-4.99%
2014 Budget	2,785,769	4.50%
2014 Projected	2,454,950	-7.57%
2015 Estimated	2,759,152	12.39%



# Water Meter Supply Fee

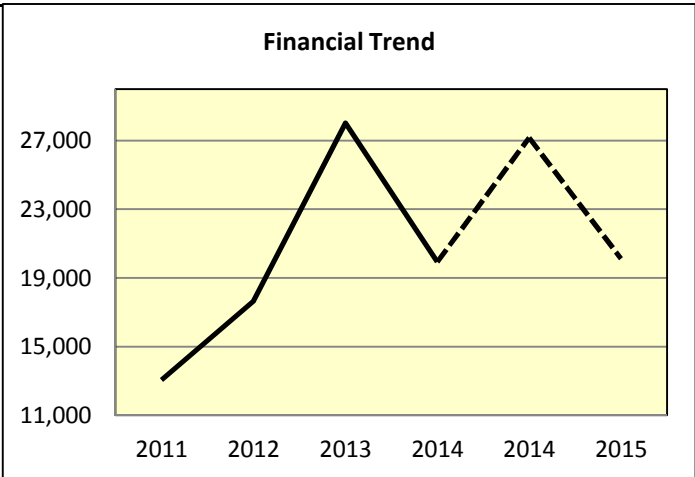
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>50-00-4620-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 700 &amp; 705</b>  <b>State Statute: Chapter 91 RSMo.</b></p>
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## Revenue Description and Projection Rationale

**Water Meter Supply Fee** - These fees are the initial charges associated with the actual cost to the City for meters, installation and maintenance of meters and access to the water main for all new construction. The current charge is \$315 per 3/4 inch meter size and \$455 per 1 inch meter size.

Revenue projections are based on the estimated amount of 50 new residential and commercial sites being constructed.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	78,187	-20.31%
2006 Actual	20,730	-73.49%
2007 Actual	61,202	195.23%
2008 Actual	34,415	-43.77%
2009 Actual	11,760	-65.83%
2010 Actual	17,329	47.36%
2011 Actual	13,055	-24.66%
2012 Actual	17,640	35.12%
2013 Actual	28,030	58.90%
2014 Budget	19,928	-28.90%
2014 Projected	27,158	-4.37%
2015 Estimated	20,127	-25.89%



# Utility Penalties

<b>General Ledger Codes:</b>  <b>50-00-4600-0000</b>	<u><b>Legal Authority:</b></u>  <b>Municipal Code: Section 700, 705 &amp; 710</b> <b>State Statute: Chapter 91 RSMo.</b>
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## Revenue Description and Projection Rationale

**Utility Penalties** - Revenues recorded in this account are late payment fees for water, sewer and trash billings. Staff is estimating FY15 revenue based on projected FY 2014 projected revenues plus a 1% increase.

Fiscal Year	Collection	Annual Percentage Change	
2005 Actual	101,533	49.64%	<div style="text-align: center;"> <b>Financial Trend</b> </div>
2006 Actual	114,115	12.39%	
2007 Actual	126,475	10.83%	
2008 Actual	128,229	1.39%	
2009 Actual	143,703	12.07%	
2010 Actual	132,516	-7.78%	
2011 Actual	141,294	6.62%	
2012 Actual	140,631	-0.47%	
2013 Actual	140,980	0.25%	
2014 Budget	146,312	3.78%	
2014 Projected	136,086	-3.34%	
2015 Estimated	137,447	1.00%	

# Contractual

<b>General Ledger Codes:</b>  <b>50-00-4340-0000</b>	<b><u>Legal Authority:</u></b>  <b>Municipal Code: Section 700</b> <b>State Statute: Chapter 82</b>
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## Revenue Description and Projection Rationale

**Contractual-** This account is used to record the monthly connection fees and annual contract agreement fees between the City and Dikeland Sewer District.

Fiscal Year	Collection	Annual Percentage Change	
2005 Actual	4,582	0.00%	<div style="text-align: center;"> <b>Financial Trend</b> </div>
2006 Actual	4,582	0.00%	
2007 Actual	4,582	0.00%	
2008 Actual	4,582	0.00%	
2009 Actual	4,582	0.00%	
2010 Actual	5,362	17.03%	
2011 Actual	10,826	101.90%	
2012 Actual	9,778	-9.68%	
2013 Actual	11,249	15.05%	
2014 Budget	11,383	1.19%	
2014 Projected	11,384	1.20%	
2015 Estimated	11,383	-0.01%	



# Interest Revenue

<b>General Ledger Codes:</b>  <b>50-00-4350-0000</b>	<u><b>Legal Authority:</b></u>  <b>State Statute: Chapter 82</b>
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## Revenue Description and Projection Rationale

**Interest Revenue** - This account is used to record revenues associated with the City's return on investments of idle funds. FY 2015 revenues are based on the FY 2014 projected amount plus 1%.

Fiscal Year	Collection	Annual Percentage Change	Financial Trend
2005 Actual	255,506	108.40%	
2006 Actual	212,982	-16.64%	
2007 Actual	249,278	17.04%	
2008 Actual	120,955	-51.48%	
2009 Actual	51,734	-57.23%	
2010 Actual	13,964	-73.01%	
2011 Actual	6,309	-54.82%	
2012 Actual	2,695	-57.28%	
2013 Actual	5,385	99.78%	
2014 Budget	8,629	60.25%	
2014 Projected	7,016	30.29%	
2015 Estimated	7,086	1.00%	

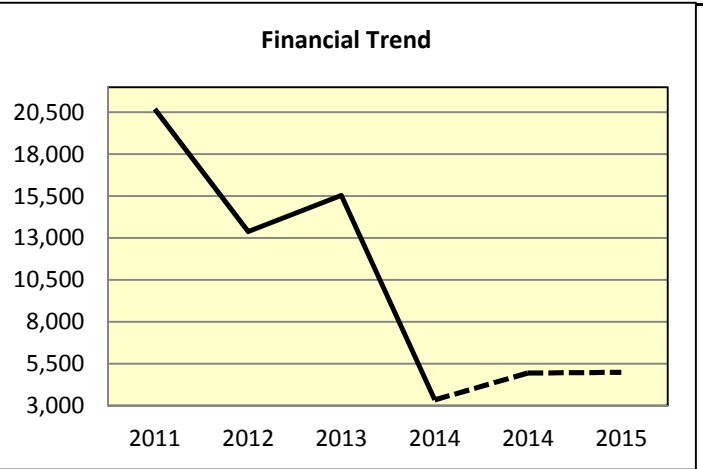
# Miscellaneous

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>50-00-4370-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>State Statute: Chapter 82</b></p>
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## Revenue Description and Projection Rationale

**Miscellaneous** - Revenues from various sources not previously categorized. Historically, this amount is generally less than \$10,000 annually. The inconsistent nature of the revenue source makes it difficult to estimate.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	6,325	-15.27%
2006 Actual	7,270	14.95%
2007 Actual	7,569	4.11%
2008 Actual	12,733	68.23%
2009 Actual	7,032	-44.78%
2010 Actual	9,554	35.87%
2011 Actual	20,685	116.50%
2012 Actual	13,376	-35.34%
2013 Actual	15,543	16.21%
2014 Budget	3,329	-78.58%
2014 Projected	4,936	-68.24%
2015 Estimated	4,985	0.99%



# SRF Interest Credit

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;">50-30-4355-0000 50-96-4355-0000</p>	<p style="text-align: center;"><u>Legal Authority:</u></p> <p style="text-align: center;">EIERA-92A City of Raymore, Missouri 1999B GO Bond (Issued through SFR)</p>
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## Revenue Description and Projection Rationale

**Miscellaneous** - These revenues are generated through the State Revolving Fund. Bi-annually the State calculates the interest credit earned for the 1992 SRF bond payment schedule.

Fiscal Year	Collection	Annual Percentage Change	
2005 Actual	31,990	-60.95%	<div style="text-align: center;"> <p><b>Financial Trend</b></p> </div>
2006 Actual	10,000	-68.74%	
2007 Actual	47,455	374.55%	
2008 Actual	118,676	150.08%	
2009 Actual	91,916	-22.55%	
2010 Actual	83,873	-8.75%	
2011 Actual	88,470	5.48%	
2012 Actual	83,662	-5.43%	
2013 Actual	39,930	-52.27%	
2014 Budget	0	-100.00%	
2014 Projected	170,752	327.63%	
2015 Estimated	151,881	-11.05%	

# Solid Waste Fees

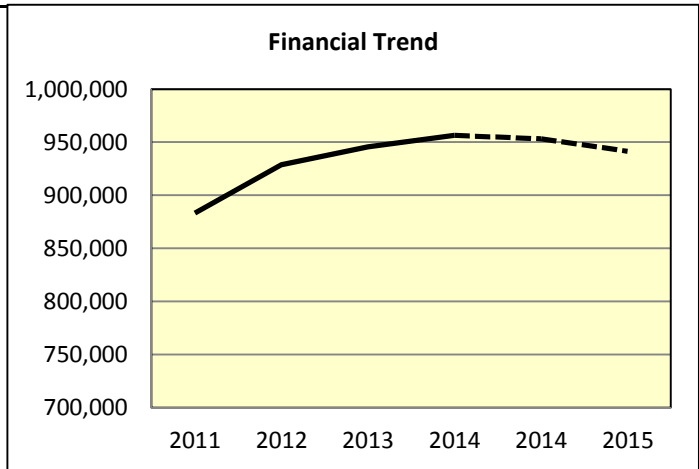
<b>General Ledger Codes:</b>  <b>50-00-4640-0000</b>	<b>Legal Authority:</b>  <b>Municipal Code: Section 235</b> <b>State Statute: Chapter 70 RSMo.</b> <b>State Statute: Chapter 260 RSMo.</b>
--	--

## Revenue Description

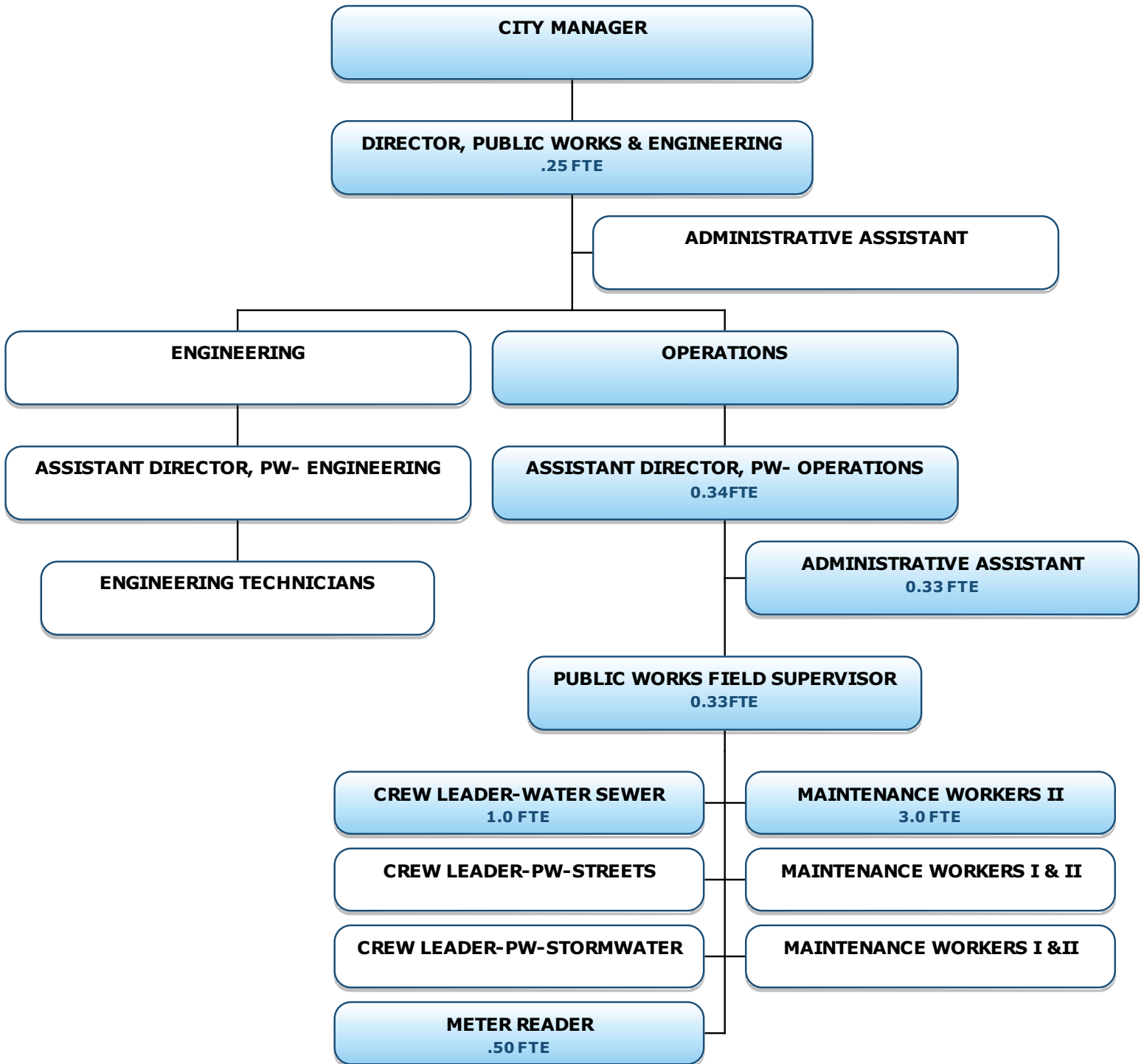
**Solid Waste Fees** - This revenue was added during the FY10 budget to account for the payment for city-wide solid waste pickup. This payment is set to match the invoice per home with no administration fee added.

FY15 revenue is estimated with an additional 50 homes and the contracted cost of \$12.31 per home through 2014, then \$.11.91 per month through 2015.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	0	N/A
2008 Actual	0	N/A
2009 Actual	0	N/A
2010 Actual	708,320	N/A
2011 Actual	883,290	24.70%
2012 Actual	928,845	5.16%
2013 Actual	945,505	1.79%
2014 Budget	956,487	1.16%
2014 Projected	953,149	0.80%
2015 Estimated	941,366	-1.24%



# WATER



# WATER

## DEPARTMENT ADOPTED 2015 BUDGET

### By Category

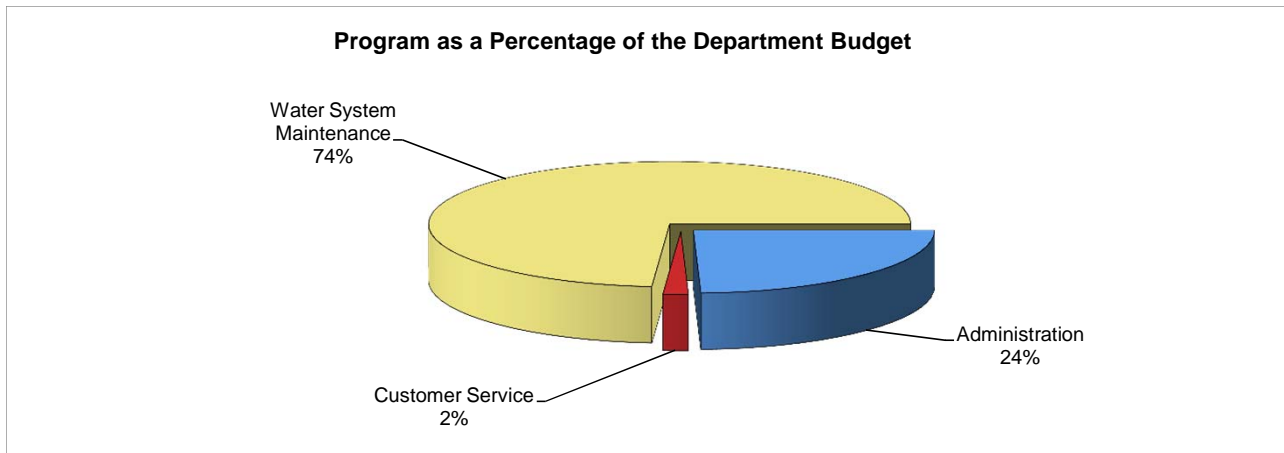
	2011-12 Actual	2011-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	332,035	383,510	410,248	399,160	424,505	424,505	424,505
Commodities	1,717,164	1,606,088	2,011,669	1,800,670	2,097,316	2,097,316	2,097,316
Maintenance and Repairs	33,356	44,878	54,815	54,315	60,180	60,180	60,180
Utilities	20,809	17,735	23,034	21,434	23,418	23,418	23,418
Contractual	57,838	73,113	82,165	81,913	278,445	280,845	280,845
Capital Outlay	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	1,247,244	1,270,111	390,894	390,894	410,933	419,761	419,761
<b>Total</b>	<b>3,408,446</b>	<b>3,395,435</b>	<b>2,972,825</b>	<b>2,748,386</b>	<b>3,294,797</b>	<b>3,306,025</b>	<b>3,306,025</b>

### Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Public Works & Engineering	0.25	0.25	0.25
Assistant Director, PW - Operations	0.33	0.33	0.33
Public Works Field Supervisor	0.34	0.34	0.34
Crew Leader, Water/Sewer	1.00	1.00	1.00
Maintenance Worker	3.00	3.00	3.00
Administrative Assistant	0.33	0.33	0.33
Meter Reader	0.50	0.50	0.50
<b>Total FTE</b>	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>

### Adopted By Program

Administration	809,954
Customer Service	55,668
Water System Maintenance	2,440,403
<b>Total</b>	<b>3,306,025</b>



# WATER UTILITIES DEPARTMENT

## *DEPARTMENT DESCRIPTION*

The Operation & Maintenance Division of the Public Works Department includes four functions: Street, Storm, Water and Sewer. The Assistant Public Works Director of Operations and Maintenance (hereafter referred to as the Assistant Director of Public Works) and the Administrative Assistant handle the administration of these sections. The Assistant Director of Public Works handles human resources, work detail, approval of work schedules, priority of work, and customer service. The Assistant Director of Public Works reports directly to the Public Works Director who approves all major decisions made by the Assistant Director of Public Works.

The Water Utilities Department is involved in the operation and maintenance of the water distribution system serving 7,000 customers. This includes regular inspection and maintenance of the distribution system, Kentucky Pump Station, and three storage facilities; valve location; hydrant inventory and maintenance, and assuring compliance with State and Federal regulations. The Water Utilities Department is comprised of the Assistant Director of Public Works, Public Works Supervisor, Maintenance Workers, and the Administrative Assistant, all of whom work in the Street, Storm and Sewer sections.

## *PROGRAMS & GOALS*

### **Administration**

The services performed in this program include those administrative and managerial tasks required for the effective operation of the department including staff time spent on citywide policy issues, special projects not directly related to any other program, personnel management and budget administration. Program goals include:

- Expand the use of the computerized maintenance management system for complaint tracking, work requests, work order generation, inventory control system, maintenance of infrastructure and effective job and activity costing.
- Establish a plan and develop a system for the identification and maintenance of Raymore's critical infrastructure assets.
- Continue to implement Career Development/Training Plans for division employees.
- Explore intergovernmental relationships to positively affect our infrastructure.

### **Customer Service**

This program involves responding in a timely and quality manner to citizen and staff inquiries. Provide responses to service requests in a reasonable time frame. Program goals include:

- Review the work order system to assure the best possible customer.

## **Water System Maintenance**

- The services provided in this program include the operation and maintenance of the water distribution system. Program goals include: Maintain contact with the Kansas City Water Services Department to assure the City's needs are being fulfilled.
- Continue the program for valve inventory and maintenance.
- Continue the program for hydrant inventory and maintenance.
- Continue to service the City's water distribution system.

### ***FY 2014 PERFORMANCE SUMMARY***

Significant areas of accomplishment in the prior year include:

1. Continued to gather data on hydrant and valve location for input into the Cities GIS system.
2. Tested the operation of and flushed 476 Fire Hydrants
3. Continued the valve exercising program.
4. The City's ongoing conversion of its meters from touch-wand to radio-read continues. There are approximately 2,100 meters (out of a total of 6,875) left to be converted city-wide. Approximately 300 will be converted in FY 2014, at a budgeted amount of \$76,734. Full conversion is expected to be accomplished in 2020.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. The cost of purchase of water from Kansas City Water Services is included in this budget. The City's rate for water is scheduled to rise by 5%, from the FY 2014 budgeted amount of \$1,875,168 to \$1,949,688 in FY 2015.
2. This budget includes a request for additional funding to earn the American Public Works Association, APWA Accreditation. There are currently less than 100 agencies that have achieved this recognition. This would be split amongst all public works departments: Engineering, Street, Stormwater, Water, and Sewer each sharing 20% of the \$12,000 costs. \$2,400



**PERFORMANCE MEASUREMENT  
WATER**

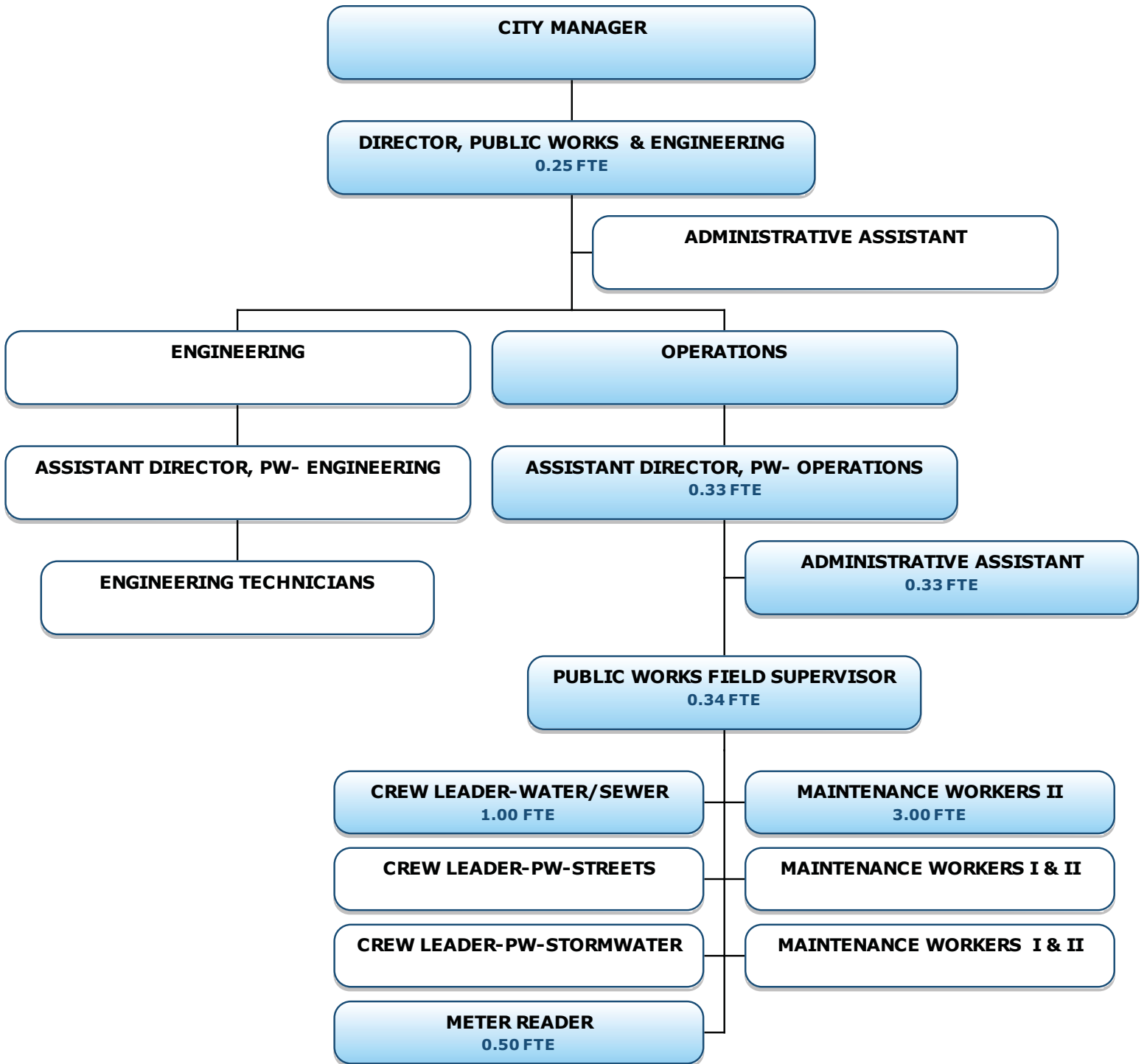
Performance Measurements - Water	2012-13 Actual	2013-14 Projected	2014-15 Estimated
Number of Employees with a Water Distribution Operating License	7	7	7
Number of Customer Service Inquiries	325	305	305
Customer Service Inquiries Responded to within 24 Hours - request tracker system	98%	98%	98%
Number of Water Taps Performed	82	91	55
Percent of Water Taps Performed within 24 Hours	100%	100%	100%
Number of Meter Conversions	294	294	294
Number of Utility Locates	3,020	3,100	3,100

Citizen Survey Measures	2008 Actual	2010 Actual	2012 Actual
Satisfaction with clarity and taste of tap water	76%	76%	83%
Satisfaction with water pressure in homes	75%	80%	79%
Satisfaction with how easy the water bill is to understand	74%	71%	77%
Satisfaction with adequacy of the city's water system	69%	70%	77%
Satisfaction with what you are charged for water and sewer utility	30%	35%	40%



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# SEWER



## SEWER

### DEPARTMENT ADOPTED 2015 BUDGET

By Category

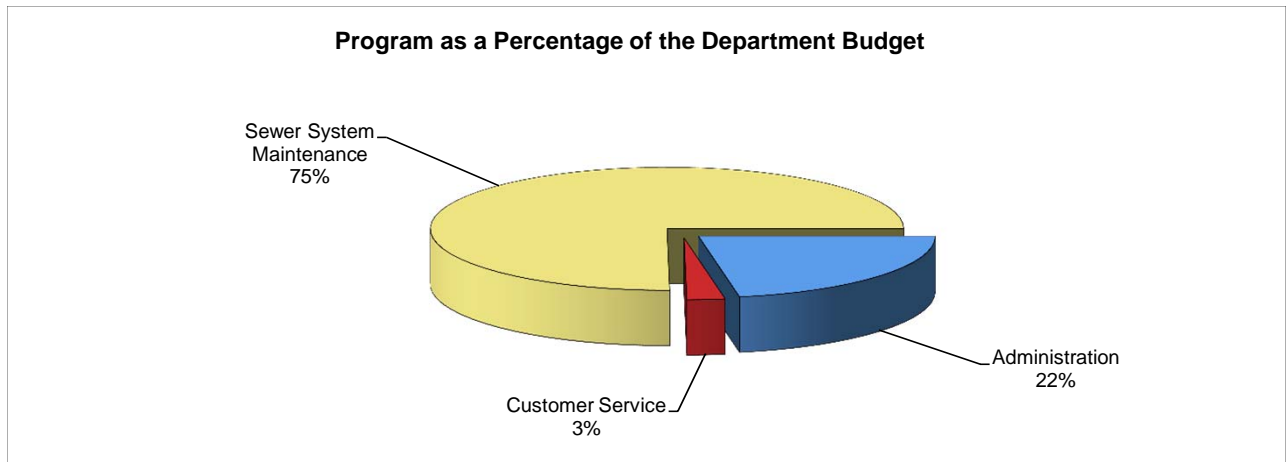
	2011-12 Actual	2011-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Department Requested	2014-15 CM Proposed	2014-15 Council Adopted
Personnel	345,263	379,048	381,450	381,163	399,907	399,907	399,907
Commodities	33,762	18,609	30,166	21,640	22,813	22,813	22,813
Maintenance and Repairs	53,409	78,719	100,400	100,400	106,640	106,640	106,640
Utilities	46,806	59,784	54,372	64,754	55,914	55,914	55,914
Contractual	1,358,826	1,459,597	1,516,581	1,559,728	1,616,761	1,619,161	1,619,161
Capital Outlay	0	0	0	0	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers/Miscellaneous	2,098,321	2,185,023	390,894	390,894	410,933	419,761	419,761
<b>Total</b>	<b>3,936,387</b>	<b>4,180,780</b>	<b>2,473,863</b>	<b>2,518,579</b>	<b>2,612,968</b>	<b>2,624,196</b>	<b>2,624,196</b>

Department Position Control Roster

	2012-13 Actual	2013-14 Actual	2014-15 Adopted
Director, Public Works & Engineering	0.25	0.25	0.25
Assistant Director, PW - Operations	0.33	0.33	0.33
Public Works Field Supervisor	0.34	0.34	0.34
Crew Leader, Water/Sewer	1.00	1.00	1.00
Maintenance Worker	3.00	3.00	3.00
Administrative Assistant	0.33	0.33	0.33
Meter Reader	0.50	0.50	0.50
<b>Total FTE</b>	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>

Adopted By Program

Administration	583,376
Customer Service	67,854
Sewer System Maintenance	1,972,966
<b>Total</b>	<b>2,624,196</b>



## SEWER UTILITIES DEPARTMENT

### *DEPARTMENT DESCRIPTION*

The Operation & Maintenance division of the Public Works Department includes four sections: Street, Storm, Water and Sewer. The Assistant Public Works Director of Operations and Maintenance (hereafter referred to as the Assistant Director of Public Works) and the Administrative Assistant handle the administration of these sections. The Assistant Director of Public Works handles human resources, work detail, approval of work schedules, priority of work, and customer service. The Assistant Director of Public Works reports directly to the Public Works Director who approves all major decisions made by the Assistant Director of Public Works.

The Sewer Department is involved in the operation and maintenance of the sanitary sewer collection system. This includes regular inspection and maintenance of the collection system and four lift stations, regular sewer jetting, and assuring compliance with State and Federal regulations. The Sewer Department is comprised of the Assistant Director of Public Works, Public Works Supervisor, Maintenance Workers, and the Administrative Assistant, all of whom work in the Street/Storm and Water divisions.

### *PROGRAMS & GOALS*

#### **Administration**

The services performed in this program include those administrative and managerial tasks required for the effective operation of the department including staff time spent on citywide policy issues, special projects not directly related to any other program, personnel management, and budget administration Program goals include:

- Expand the use of the Computerized Maintenance Management System for complaint tracking, work requests, work order generation, inventory control system, maintenance of infrastructure and effective job and activity costing.
- Continue to implement Career Development/Training Plans for division employees.
- Explore intergovernmental relationships to positively affect our infrastructure.
- Develop Standard Operating Procedures for the Utilities Division.

### **Customer Service**

This program involves responding in a timely and quality manner to citizen and staff inquiries. Provide responses to service requests in a reasonable time frame. Program goals include:

- Review the work order system to assure the best possible customer service to our stakeholders.
- Integration of the work order system with the City wide request tracker system.

### **Sewer System Maintenance**

The services provided in this program include the operation and maintenance of the sewer collection system. Program goals include:

- Continue to develop a sanitary sewer line maintenance program incorporating closed circuit television inspections and cleaning.
- Continue to service the City's sewer collection system.

### ***FY 2014 PERFORMANCE SUMMARY***

1. Continued the use of the sewer camera to televise the system in order to be able to correct problems before they impact customers. Televised approximately 30,000 linear feet (one-tenth of the total system).
2. Continued the annual sewer jetting program. In FY 2014 approximately 130,000 linear feet was jetted. The goal is to jet the entire system every three years.

### ***SIGNIFICANT BUDGETARY ISSUES***

1. The cost of treatment of sewer by the Little Blue Valley Sewer District is included in this budget. The City's rate will increase by 6% next year, resulting in an increase from the projected FY 2014 expenditure of \$813,548 to an FY 2015 expenditure of \$920,104.
2. The cost of treatment of sewer by the Middle Big Creek Sewer Subdistrict is included in this budget. \$635,700
3. This budget includes a request for additional funding to earn the American Public Works Association, APWA Accreditation. There are currently less than 100 agencies that have achieved this recognition. This would be split amongst all public works departments: Engineering, Street, Stormwater, Water, and Sewer each sharing 20% of the \$12,000 costs. \$2,400

**PERFORMANCE MEASUREMENT  
SEWER**

Performance Measurements - Sewer	2012-13 Actual	2013-14 Projected	2014-15 Estimated
Number of Employees with a Sewer Operating License	4	3	3
Number of Customer Service Inquiries	37	24	30
Customer Service Inquiries responded to within 24 hours - request tracker system	100%	100%	100%
Number of Sewer Pipe Miles	130	130	130
Percent of Sewer Pipe Jetted	33%	33%	33%
Percent of Sewer Pipe Televised	10%	10%	10%
Number of Sewer Back-Ups	4	1	1

Citizen Survey Measures	2008 Actual	2010 Actual	2012 Actual
Satisfaction with the adequacy of the city's sanitary sewer collection system	67%	69%	77%
Satisfaction with how easy your water sewer bill is to understand	74%	71%	77%
Satisfaction with what you are charged for water/sewer utilities	30%	35%	40%



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## SOLID WASTE

### **CHAPTER DESCRIPTION**

*The City provides residential solid waste and recycling collection. Service provision is accomplished by contract from a private solid waste collection company. This chapter is to account for the revenues and expenditures pursuant to provision of this service.*

### **SIGNIFICANT BUDGETARY ISSUES**

In FY 2015, the City monthly charge to residents for trash/recycling and yard waste collection is \$12.31 through 2014 then reduced to \$11.91 for 2015. Revenues from trash/recycling fees are passed on in full to the City contractor. Total projected revenues and expenditures from solid waste fees \$941,366.



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## TRANSFERS FROM ENTERPRISE FUND TO OTHER FUNDS

### ***CHAPTER DESCRIPTION***

*This chapter is included to note any transfers from the Enterprise Fund that are included in the fiscal year budget.*

### ***SIGNIFICANT BUDGETARY ISSUES***

1. The Enterprise Fund makes an annual payment to the General Fund for services provided by the General Fund operations for the benefit of the Utility. The payment is made according to a formula for the calculation of the cost of services provided, as outlined in the following pages. \$727,606
2. The Enterprise Capital Maintenance Fund was established in FY 2010. The Fund accepts a transfer in the amount of \$234,144 to support the ongoing maintenance of the water and sewer infrastructure of the City. \$234,144

## Enterprise Fund Payment to General Fund for Services

---

The Enterprise Fund (50) often benefits from expenditures on its behalf made by the General Fund (01). For example, the Finance Department, whose funding is provided by the General Fund (01), provides purchasing and accounting services to support Enterprise Fund (50) operations. Knowing and accounting for the full cost of the water/sewer utility sets a basis for financial analysis of the program, and for setting rates appropriately. General Fund (01) revenues should not subsidize the utility, which should be self supporting. Best practices from the fields of finance, accounting, and utility operations indicate that these indirect costs be identified and allocated to the Enterprise Fund (50).

Approaches to calculating an appropriate payment to the General Fund for services vary.

- One approach is to track activities individually and itemize expenses as they occur. While very accurate this approach is very time consuming, complicated, and costly, so much so that most municipal organizations reject it because the benefits do not outweigh the costs.
- A more common approach is to determine an appropriate “indirect cost rate”. This involves determining direct and indirect costs for programs, calculating what percent the indirect costs are of the direct, and using that percentage to calculate the appropriate share of indirect costs for each program. The following is an example using FY 2014 Proposed Budget figures:

Indirect Costs	Budget
Administration	\$ 1,010,795
Information Technology Services	\$ 408,489
Finance (less Utility Billing)	<u>\$ 312,495</u>
	<u>\$ 1,731,779</u>

Direct Costs	Budget
General Fund (less indirect costs)	\$ 7,176,632
Park Fund	\$ 1,154,836
Enterprise Fund	<u>\$ 7,257,494</u>
	<u>\$15,588,962</u>

Indirect/Direct Cost Rate                    11.11% ( \$1,31.799 / \$15,588.962)

Enterprise Fund Indirect Calculation \$806,236  
 (\$7.257.494 x 11.11% = \$806,236)

Total Enterprise Fund Payment for Services to General Fund:

Indirect Costs	\$ 806,236
Utility Billings	<u>\$ 227,345</u>
Total	<b>\$1,033,580</b>

Using this method, the Enterprise Fund would pay \$1,033,580 to the General Fund.

Consistent with the full cost of service approach, many cities also charge their franchise fee to their municipal utilities. Assessing our current franchise fee to water/sewer service would result in the following additional charge:

Annual Revenues	\$6,208,143
Fee	<u>7%</u>
Annual Payment	<b>\$ 434,570</b>

Staff is not recommending allocation of this additional fee at this time.

**The City uses a combined method to calculate the appropriate transfer to the General Fund.**

The steps taken are as follows:

1. Calculate Enterprise Fund operating expenditures (not including capital outlay)
2. Multiply the amount immediately above by 10%, a generally accepted percentage for determining overhead, or “indirect,” costs.
3. Add to the resulting number General Fund expenses that are directly for the benefit of the utility.

Using FY 2015 budget numbers, this method results in a transfer from the Enterprise Fund to the General Fund of \$727,488, as follows:

1. Calculate Enterprise Fund operating expenditures (not including capital outlay)

Personnel	\$ 824,412
Commodities	\$2,120,129
Maintenance/Supplies	\$ 166,820
Utilities	\$ 79,332
Contractual <sup>1</sup>	\$1,700,006
VERP	\$ 111,916
Debt Service plus estimated fees (4%)	<u>\$ 0</u>
Total Enterprise Fund Operating Expenses	<b>\$5,002,615</b>

<sup>1</sup> This expense only includes those related to water and sewer. Trash services are not included due to the pass-through expense the City is offering at the present time.

2. Multiply the amount immediately above by 10%, a generally accepted percentage for determining overhead costs.

- $\$5,002,615 \times 10\% = \$500,261$

3. Add to the resulting number General Fund expenses that are directly for the benefit of the utility.

- Direct Expenses

Utility Billing Payroll	\$ 129,609
Late Notices	\$ 4,785
Dataprose	\$ 59,064
Other (1390) Utility Billing Expenses	<u>\$ 33,887</u>
	\$ 227,435

Allocated Enterprise Fund Indirect Expenses \$500,261

Allocated Direct Expenses \$227,435

Total Allocated Direct & Indirect Expense **\$727,606**

## ENTERPRISE FUND DEBT SERVICE

### ***CHAPTER DESCRIPTION***

*This chapter is included to delineate debt service items that are being paid out of the Enterprise Fund.*

### ***SIGNIFICANT BUDGETARY ISSUES***

1. The Series 1999B Water/Sewer Bonds are funded by Debt Service Fund. For accounting purposes these bonds must be paid out of the Enterprise fund. This budget includes a debt service payment in the amount of \$151,881 which is offset by a transfer from the Debt Service Fund.



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# Debt Service

The Debt Service Fund is utilized to report the City's financing activities. It is used to account for the accumulation of resources for and the payment of financed debt. The City issues bond debt and utilizes general revenues or other dedicated revenues like special sales taxes to pay the matured bonds. All general obligation bond debt is included in this fund.

Debt may also be issued through the Enterprise Fund, Park Fund or other funds. All debt service charts are presented in this section.

## **General Obligation Bonds**

General Obligation Bonds commonly called "G.O. Bonds" are bonds secured by the pledge of the City's full faith, credit and taxing power. The taxing power is usually an unlimited ad valorem tax based upon the assessed value of property located within the City. When unlimited ad valorem taxes are pledged, the City is legally required to raise taxes in order to pay the debt service on the bonds. Due to the pledge of a City's unlimited ad valorem taxes, G.O. Bonds carry the lowest interest rates among the various financing options. The voters must approve G.O. Bonds with either a 4/7ths or 2/3rds majority, depending upon when the election is held. The City has a Missouri constitutional debt limit not to exceed 20% of the City's assessed valuation.

Bond issues accounted for in this section include:

- Series 2013 (Refunding of the remaining portion of Series 2007)
- Series 2012 (Refunding of Series 2004 and partial refunding of Series 2007)
- Series 2008 (Refunding of Series 1999A)
- Series 2007 (Refunded in Series 2012 and 2013)
- Series 2004 (Refunding of Series 2000 and Series 1997) (Refunded in Series 2012)
- Series 2000 (Refunded in Series 2004)
- Series 1999B (State Revolving Fund)
- Series 1997 (Refunded in Series 2004)

State law requires the Missouri State Auditor to annually review all taxing jurisdictions throughout Missouri as to their compliance with the tax limitation provisions of Missouri's Hancock Amendment. To accomplish this, the Auditor provides the City a set of worksheets used to calculate the allowable tax rates for each of the General, Park and Debt Service funds. These worksheets contain calculations performed by the Auditor based on information provided by the City. When received, the City verifies or revises these numbers as appropriate. Based on information for 2014 the City could legally levy a debt service rate of up to 0.7518 without voter approval. Statute provides that "a tax rate proposed for annual debt service requirements will be prima facie valid if, after making the payment for which the tax was levied, bonds remain outstanding and the debt fund reserves do not exceed the following year's payments (see attached RSMo 137.073 6(2))." The Auditor may also approve a higher rate, if for instance balloon payments would warrant accumulation of a larger reserve.

## **SIGNIFICANT BUDGETARY ISSUES**

1. In 2010, City staff advised the City Council that the slowdown in housing and retail growth, coupled with the decline in the value of property assessments,

meant that the \$0.7170 levy amount the City has adopted for years would not be sufficient to cover debt service payments after 2012 for several years. In 2012 Council directed that \$550,000 from the 2007 General Obligation Bond issue for street improvements be transferred to the Debt Service Fund in order to correct this problem. That transfer occurred in the FY 2013 Budget.

2. The City's bond rating was upgraded from A1 to Aa2 in FY 2013.
3. Cost of Issuance: In FY 2013 two bond refundings took place and resulted in interest savings over the period of the new issuances in excess of \$2.2 million dollars. The first of these was the Series 2012 done in December of 2012 and it refunded the entire balance of the Series 2004 bond and a portion of the Series 2007 bond. The second refunding was the Series 2013 done in January of 2013 and it refunded the remaining balance of the Series 2007 bond that wasn't refunded with the Series 2012 bond in December. These two refundings had a combined Cost of Issuance of \$136,649. Cost of Issuance items include expenses associated with Bond Counsel and Financial Advisor, Rating Agency Fees (Moody's), Registration of the issues with the Missouri State Auditor, Escrow Trustee and Verification Fees, and the CUSIP Fee.
4. Series 2004 Refunding: As a result of the Series 2004 being refunded, a second interest payment due after the refunding did not need to be made. This resulted in lower total payments against the Series 2004 in FY 2013 in the amount of the second interest payment that was going to be \$68,435. The original budget amount of \$1,032,335 is therefore projected to be expensed only at what had been paid before the refunding at \$963,900.
5. The Series 2012 Refunding was a new refunding issuance in FY 2013. It therefore had nothing budgeted at the beginning of the year. There was a small refunding crossover payment in FY 2013 when it was created of \$19,300. In FY 2014 first year principle and interest payment will be \$543,500. This payment will take the place of the Series 2004 payment and a portion of the Series 2007 payment, both of which do not exist any longer and are budgeted at \$0 for FY 2014. Payments for the Series 2013 will not begin until FY 2015.
6. In 2015 the City will have to make a decision regarding the debt service levy. Options include reducing the debt service levy, defeasing existing bonds and maintaining the debt service levy at its current level, or performing a no-tax-increase general obligation bond issue. Using an assumption of 1% growth in assessed valuation and keeping the debt service levy at its current \$0.7170, it is calculated that the city could accomplish a no-tax-increase bond issue in 2015 in the amount of \$8.75 million.

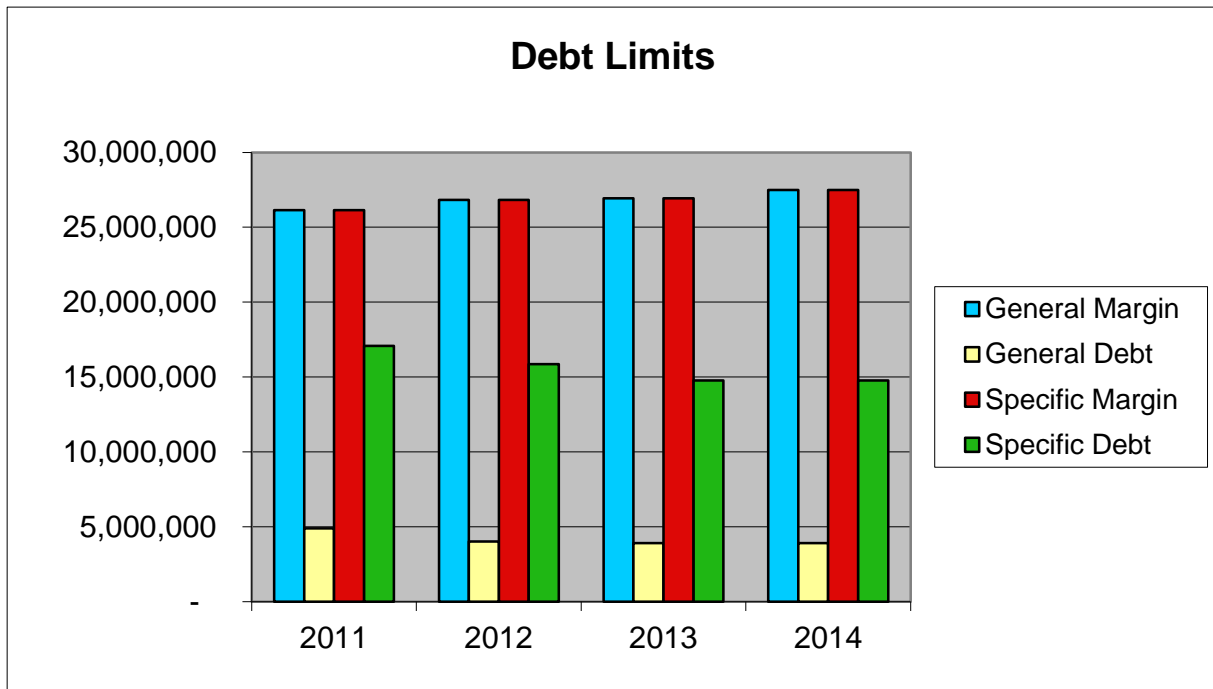
**DEBT SERVICE (40)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Adopted
<b>Fund Balance</b>					
<b>Beginning of Year</b>	<b>514,977</b>	<b>328,116</b>	<b>544,551</b>	<b>724,965</b>	<b>905,885</b>
<b>Revenue</b>					
Property Tax	1,856,690	1,918,886	1,892,909	1,849,372	1,931,743
Interest	2,930	15,367	1,361	1,384	4,529
Penalties	15,291	17,687	17,036	12,293	17,386
Bond Proceeds		2,460,044	-	-	-
Transfers In - GO Bond funds		550,000		-	
<b>Total Revenue</b>	<b>1,874,911</b>	<b>4,961,984</b>	<b>1,911,306</b>	<b>1,863,049</b>	<b>1,953,658</b>
					-
<b>Total Fund Bal &amp; Revenues</b>	<b>2,389,888</b>	<b>5,290,100</b>	<b>2,455,857</b>	<b>2,588,014</b>	<b>2,859,543</b>
<b>Expenditures</b>					
Fees	1,136	6,586	1,200	2,690	3,000
Misc - Cost of Issuance		287,100			
<b>Debt Service</b>					-
Series 1999B Water/Sewer	112,308	114,431	152,821	152,821	151,881
Series 2000 (final pmt due in FY15)	-	-	-	-	685,000
Series 2004 Refunding (refunded 2012)	952,835	963,900	-	-	-
Series 2007 - Parks & Trans (refunded 2012 & 2013)	646,388	646,388	646,388	646,388	323,194
Series 2008 Water/Sewer Refunding	349,105	353,525	336,730	336,730	172,830
Series 2012 Refunding		2,126,449	543,500	543,500	202,275
Series 2013 Refunding		66,756	-	-	65,661
<b>Total Expenditures</b>	<b>2,061,772</b>	<b>4,565,135</b>	<b>1,680,639</b>	<b>1,682,129</b>	<b>1,603,841</b>
<b>Annual Difference</b>	<b>(186,861)</b>	<b>396,849</b>	<b>230,667</b>	<b>180,920</b>	<b>349,817</b>
					-
<b>Fund Balance (Gross)</b>	<b>328,116</b>	<b>724,965</b>	<b>775,218</b>	<b>905,885</b>	<b>1,255,702</b>

<b>Applicable Data:</b>					
Assessed Valuation	\$258,487,008	\$268,321,175	\$269,391,874	\$269,391,874	\$274,918,628
Legal Debt Margin	51,697,402	53,664,235	53,878,375	53,878,375	54,983,726
Collection Rate	0.98	0.98	0.98	0.98	0.98
Debt Service Levy	0.7170	0.7170	0.7170	0.7170	0.7170
Operating Levy	0.5898	0.5898	0.5898	0.5898	0.5898
Total City Property Tax	1.3068	1.3068	1.3068	1.3068	1.3068

## Legal Debt Limit

Year	General Margin	General Debt	Specific Margin	Specific Debt	Total Debt	Assessed Value
2011	26,144,725	4,879,129	26,144,725	17,083,244	21,962,373	261,447,248
2012	26,832,118	4,015,105	26,832,118	15,852,268	19,867,373	268,321,175
2013	26,939,187	3,910,984	26,939,187	14,761,389	18,672,373	269,391,874
2014	27,491,863	3,910,984	27,491,863	14,761,389	18,672,373	274,918,628



Notes: Debt margin is the total general obligation indebtedness allowed by the State Constitution. The maximum amount of debt is 20% of assessed value. General Margin is 10% that can be issued for any City purpose. Specific Margin is 10% that can only be issued for the purpose of acquiring right-of-way, constructing or extending and improving streets, avenues and/or sanitary or storm systems, and purchasing or constructing waterworks or other plants.



# CITY OF RAYMORE, MISSOURI

## AGGREGATE GENERAL OBLIGATION DEBT SERVICE

### General Obligation Bonds

Date	Series 1999B *		Series 2000		Series 2004		Series 2007**		Series 2008	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
3/1/2014	-	21,410.63	-	-	-	-	323,193.75	-	300,000.00	21,365.00
9/1/2014	110,000.00	21,410.63	-	-	-	-	323,193.75	-	-	15,365.00
3/1/2015	-	18,440.63	302,372.70	382,627.30	-	-	323,193.75	-	145,000.00	15,365.00
9/1/2015	115,000.00	18,440.63	-	-	-	-	-	-	-	12,465.00
3/1/2016	-	15,278.13	-	-	-	-	-	-	155,000.00	12,465.00
9/1/2016	125,000.00	15,278.13	-	-	-	-	-	-	-	9,365.00
3/1/2017	-	11,762.50	-	-	-	-	-	-	170,000.00	9,365.00
9/1/2017	130,000.00	11,762.50	-	-	-	-	-	-	-	6,390.00
3/1/2018	-	8,106.25	-	-	-	-	-	-	170,000.00	6,390.00
9/1/2018	140,000.00	8,106.25	-	-	-	-	-	-	-	3,330.00
3/1/2019	-	4,168.75	-	-	-	-	-	-	180,000.00	3,330.00
9/1/2019	145,000.00	4,168.75	-	-	-	-	-	-	-	-
3/1/2020	-	-	-	-	-	-	-	-	-	-
9/1/2020	-	-	-	-	-	-	-	-	-	-
3/1/2021	-	-	-	-	-	-	-	-	-	-
9/1/2021	-	-	-	-	-	-	-	-	-	-
3/1/2022	-	-	-	-	-	-	-	-	-	-
9/1/2022	-	-	-	-	-	-	-	-	-	-
3/1/2023	-	-	-	-	-	-	-	-	-	-
9/1/2023	-	-	-	-	-	-	-	-	-	-
3/1/2024	-	-	-	-	-	-	-	-	-	-
9/1/2024	-	-	-	-	-	-	-	-	-	-
3/1/2025	-	-	-	-	-	-	-	-	-	-
9/1/2025	-	-	-	-	-	-	-	-	-	-
3/1/2026	-	-	-	-	-	-	-	-	-	-
9/1/2026	-	-	-	-	-	-	-	-	-	-
3/1/2027	-	-	-	-	-	-	-	-	-	-
9/1/2027	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>765,000.00</b>	<b>158,333.78</b>	<b>302,372.70</b>	<b>382,627.30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>969,581.25</b>	<b>1,120,000.00</b>	<b>115,195.00</b>

\* Does not include semiannual subsidies from SRF program

\*\*Unrefunded Interest



**CITY OF RAYMORE, MISSOURI**  
**AGGREGATE GENERAL OBLIGATION DEBT SERVICE**

General Obligation Bonds

Date	Principal	Series 2012 Interest	Escrow	Principal	Series 2013 Interest	Escrow	Total Principal	Total Interest	Total Escrow	Total P&I	Fiscal Year Totals
3/1/2014	510,000.00	123,875.00	(104,575.00)		65,661.25	(65,661.25)	810,000.00	555,505.63	(170,236.25)	1,195,269.38	-
9/1/2014	-	118,775.00	(104,575.00)		65,661.25	(65,661.25)	110,000.00	544,405.63	(170,236.25)	484,169.38	1,679,438.76
3/1/2015	70,000.00	118,775.00	(104,575.00)		65,661.25	(65,661.25)	517,372.70	924,062.93	(170,236.25)	1,271,199.38	-
9/1/2015	-	118,075.00			65,661.25		115,000.00	214,641.88	-	329,641.88	1,600,841.26
3/1/2016	420,000.00	118,075.00		295,000.00	65,661.25		870,000.00	211,479.38	-	1,081,479.38	-
9/1/2016	-	113,875.00		-	64,923.75		125,000.00	203,441.88	-	328,441.88	1,409,921.26
3/1/2017	335,000.00	113,875.00		430,000.00	64,923.75		935,000.00	199,926.25	-	1,134,926.25	-
9/1/2017	-	110,525.00		-	63,526.25		130,000.00	192,203.75	-	322,203.75	1,457,130.00
3/1/2018	245,000.00	110,525.00		555,000.00	63,526.25		970,000.00	188,547.50	-	1,158,547.50	-
9/1/2018	-	108,075.00		-	57,698.75		140,000.00	177,210.00	-	317,210.00	1,475,757.50
3/1/2019	185,000.00	108,075.00		650,000.00	57,698.75		1,015,000.00	173,272.50	-	1,188,272.50	-
9/1/2019	-	106,225.00		-	50,873.75		145,000.00	161,267.50	-	306,267.50	1,494,540.00
3/1/2020	290,000.00	106,225.00		925,000.00	50,873.75		1,215,000.00	157,098.75	-	1,372,098.75	-
9/1/2020	-	103,325.00		-	41,161.25		-	144,486.25	-	144,486.25	1,516,585.00
3/1/2021	-	103,325.00		1,040,000.00	41,161.25		1,040,000.00	144,486.25	-	1,184,486.25	-
9/1/2021	-	103,325.00		-	30,761.25		-	134,086.25	-	134,086.25	1,318,572.50
3/1/2022	-	103,325.00		1,225,000.00	30,761.25		1,225,000.00	134,086.25	-	1,359,086.25	-
9/1/2022	-	103,325.00		-	17,592.50		-	120,917.50	-	120,917.50	1,480,003.75
3/1/2023	-	103,325.00		1,355,000.00	17,592.50		1,355,000.00	120,917.50	-	1,475,917.50	-
9/1/2023	-	103,325.00		-	6,075.00		-	109,400.00	-	109,400.00	1,585,317.50
3/1/2024	920,000.00	103,325.00		675,000.00	6,075.00		1,595,000.00	109,400.00	-	1,704,400.00	-
9/1/2024	-	89,525.00		-	-		-	89,525.00	-	89,525.00	1,793,925.00
3/1/2025	1,875,000.00	89,525.00		-	-		1,875,000.00	89,525.00	-	1,964,525.00	-
9/1/2025	-	61,400.00		-	-		-	61,400.00	-	61,400.00	2,025,925.00
3/1/2026	2,135,000.00	61,400.00		-	-		2,135,000.00	61,400.00	-	2,196,400.00	-
9/1/2026	-	29,375.00		-	-		-	29,375.00	-	29,375.00	2,225,775.00
3/1/2027	2,350,000.00	29,375.00		-	-		2,350,000.00	29,375.00	-	2,379,375.00	-
9/1/2027	-	-		-	-		-	-	-	-	2,379,375.00
<b>1,236,626.00</b>	<b>9,335,000.00</b>	<b>2,662,175.00</b>	<b>(313,725.00)</b>	<b>7,150,000.00</b>	<b>993,531.25</b>	<b>(196,983.75)</b>	<b>18,672,372.70</b>	<b>5,281,443.58</b>	<b>(510,708.75)</b>	<b>23,443,107.53</b>	<b>23,443,107.53</b>

# City of Raymore, Missouri

## General Obligation Debt Service

### General Obligation Bonds

Series 1999B \*

Date	Principal	Interest	Total	Fiscal Year Total
3/1/2014	-	21,410.63	21,410.63	
9/1/2014	110,000.00	21,410.63	131,410.63	152,821.26
3/1/2015	-	18,440.63	18,440.63	
9/1/2015	115,000.00	18,440.63	133,440.63	151,881.26
3/1/2016	-	15,278.13	15,278.13	
9/1/2016	125,000.00	15,278.13	140,278.13	155,556.26
3/1/2017	-	11,762.50	11,762.50	
9/1/2017	130,000.00	11,762.50	141,762.50	153,525.00
3/1/2018	-	8,106.25	8,106.25	
9/1/2018	140,000.00	8,106.25	148,106.25	156,212.50
3/1/2019	-	4,168.75	4,168.75	
9/1/2019	145,000.00	4,168.75	149,168.75	153,337.50
3/1/2020				
9/1/2020				
3/1/2021				
9/1/2021				
3/1/2022				
9/1/2022				
3/1/2023				
9/1/2023				
3/1/2024				
9/1/2024				
3/1/2025				
9/1/2025				
3/1/2026				
9/1/2026				
3/1/2027				
9/1/2027				
<b>Totals</b>	<b>765,000.00</b>	<b>158,333.78</b>		

\* Does not include semiannual subsidies from SRF program



# City of Raymore, Missouri

## General Obligation Debt Service

### Series 2000

Date	Principal	Interest	Total	Fiscal Year Total
3/1/2014	-	-	-	-
9/1/2014	-	-	-	-
3/1/2015	302,372.70	382,627.30	685,000.00	-
9/1/2015			-	685,000.00
3/1/2016			-	-
9/1/2016			-	-
3/1/2017			-	-
9/1/2017			-	-
3/1/2018			-	-
9/1/2018			-	-
3/1/2019			-	-
9/1/2019			-	-
3/1/2020			-	-
9/1/2020			-	-
3/1/2021			-	-
9/1/2021			-	-
3/1/2022			-	-
9/1/2022			-	-
3/1/2023			-	-
9/1/2023			-	-
3/1/2024			-	-
9/1/2024			-	-
3/1/2025			-	-
9/1/2025			-	-
3/1/2026			-	-
9/1/2026			-	-
3/1/2027			-	-
9/1/2027			-	-
<b>Totals</b>	<b>302,372.70</b>	<b>382,627.30</b>		

# City of Raymore, Missouri

## General Obligation Debt Service

### Series 2007\*\*

Date	Principal	Interest	Total	Fiscal Year Total
3/1/2014		323,193.75	323,193.75	
9/1/2014		323,193.75	323,193.75	646,387.50
3/1/2015		323,193.75	323,193.75	
9/1/2015			-	323,193.75
3/1/2016			-	
9/1/2016			-	-
3/1/2017			-	
9/1/2017			-	-
3/1/2018			-	
9/1/2018			-	-
3/1/2019			-	
9/1/2019			-	-
3/1/2020				
9/1/2020				
3/1/2021				
9/1/2021				
3/1/2022				
9/1/2022				
3/1/2023				
9/1/2023				
3/1/2024				
9/1/2024				
3/1/2025				
9/1/2025				
3/1/2026				
9/1/2026				
3/1/2027				
9/1/2027				
<b>Totals</b>	-	969,581.25		

\*\*Unrefunded Interest

# City of Raymore, Missouri

## General Obligation Debt Service

### Series 2008

Date	Principal	Interest	Total	Fiscal Year Total
3/1/2014	300,000.00	21,365.00	321,365.00	
9/1/2014	-	15,365.00	15,365.00	336,730.00
3/1/2015	145,000.00	15,365.00	160,365.00	
9/1/2015	-	12,465.00	12,465.00	172,830.00
3/1/2016	155,000.00	12,465.00	167,465.00	
9/1/2016	-	9,365.00	9,365.00	176,830.00
3/1/2017	170,000.00	9,365.00	179,365.00	
9/1/2017	-	6,390.00	6,390.00	185,755.00
3/1/2018	170,000.00	6,390.00	176,390.00	
9/1/2018	-	3,330.00	3,330.00	179,720.00
3/1/2019	180,000.00	3,330.00	183,330.00	
9/1/2019			-	183,330.00
3/1/2020				
9/1/2020				
3/1/2021				
9/1/2021				
3/1/2022				
9/1/2022				
3/1/2023				
9/1/2023				
3/1/2024				
9/1/2024				
3/1/2025				
9/1/2025				
3/1/2026				
9/1/2026				
3/1/2027				
9/1/2027				
<b>Totals</b>	<b>1,120,000.00</b>	<b>115,195.00</b>		

# City of Raymore, Missouri

## General Obligation Debt Service

### Series 2012

Date	Principal	Interest	Escrow	Total	Fiscal Year Total
3/1/2014	510,000.00	123,875.00	(104,575.00)	529,300.00	
9/1/2014	-	118,775.00	(104,575.00)	14,200.00	543,500.00
3/1/2015	70,000.00	118,775.00	(104,575.00)	84,200.00	
9/1/2015	-	118,075.00		118,075.00	202,275.00
3/1/2016	420,000.00	118,075.00		538,075.00	
9/1/2016	-	113,875.00		113,875.00	651,950.00
3/1/2017	335,000.00	113,875.00		448,875.00	
9/1/2017	-	110,525.00		110,525.00	559,400.00
3/1/2018	245,000.00	110,525.00		355,525.00	
9/1/2018	-	108,075.00		108,075.00	463,600.00
3/1/2019	185,000.00	108,075.00		293,075.00	
9/1/2019	-	106,225.00		106,225.00	399,300.00
3/1/2020	290,000.00	106,225.00		396,225.00	
9/1/2020	-	103,325.00		103,325.00	499,550.00
3/1/2021	-	103,325.00		103,325.00	
9/1/2021	-	103,325.00		103,325.00	206,650.00
3/1/2022	-	103,325.00		103,325.00	
9/1/2022	-	103,325.00		103,325.00	206,650.00
3/1/2023	-	103,325.00		103,325.00	
9/1/2023	-	103,325.00		103,325.00	206,650.00
3/1/2024	920,000.00	103,325.00		1,023,325.00	
9/1/2024	-	89,525.00		89,525.00	1,112,850.00
3/1/2025	1,875,000.00	89,525.00		1,964,525.00	
9/1/2025	-	61,400.00		61,400.00	2,025,925.00
3/1/2026	2,135,000.00	61,400.00		2,196,400.00	
9/1/2026	-	29,375.00		29,375.00	2,225,775.00
3/1/2027	2,350,000.00	29,375.00		2,379,375.00	
9/1/2027					2,379,375.00
<b>Totals</b>	<b>9,335,000.00</b>	<b>2,662,175.00</b>	<b>(313,725.00)</b>		

# City of Raymore, Missouri

## General Obligation Debt Service

### Series 2013

Date	Principal	Interest	Escrow	Total	Fiscal Year Total
3/1/2014		65,661.25	(65,661.25)	-	
9/1/2014		65,661.25	(65,661.25)	-	-
3/1/2015		65,661.25	(65,661.25)	-	
9/1/2015		65,661.25		65,661.25	65,661.25
3/1/2016	295,000.00	65,661.25		360,661.25	
9/1/2016	-	64,923.75		64,923.75	425,585.00
3/1/2017	430,000.00	64,923.75		494,923.75	
9/1/2017	-	63,526.25		63,526.25	558,450.00
3/1/2018	555,000.00	63,526.25		618,526.25	
9/1/2018	-	57,698.75		57,698.75	676,225.00
3/1/2019	650,000.00	57,698.75		707,698.75	
9/1/2019	-	50,873.75		50,873.75	758,572.50
3/1/2020	925,000.00	50,873.75		975,873.75	
9/1/2020	-	41,161.25		41,161.25	1,017,035.00
3/1/2021	1,040,000.00	41,161.25		1,081,161.25	
9/1/2021	-	30,761.25		30,761.25	1,111,922.50
3/1/2022	1,225,000.00	30,761.25		1,255,761.25	
9/1/2022	-	17,592.50		17,592.50	1,273,353.75
3/1/2023	1,355,000.00	17,592.50		1,372,592.50	
9/1/2023	-	6,075.00		6,075.00	1,378,667.50
3/1/2024	675,000.00	6,075.00		681,075.00	
9/1/2024	-	-		-	681,075.00
3/1/2025					
9/1/2025					
3/1/2026					
9/1/2026					
3/1/2027					
9/1/2027					
<b>Totals</b>	<b>7,150,000.00</b>	<b>993,531.25</b>	<b>(196,983.75)</b>		

## **Revenue Bonds**

Revenue bonds are payable from a specific source of revenue and do not pledge the full faith and credit of the City. Revenue bonds are payable from identified sources of revenue, and do not permit the bondholders to compel taxation or legislative appropriation of funds not pledged for payment of debt service. For this reason Revenue Bonds often carry a higher interest rate than G.O. Bonds. Pledged revenues may be derived from operation of the financed project, grants, a sales tax, or other non-ad valorem taxes. Revenue Bonds normally take the form of water/sewer revenue bonds, sales tax revenue bonds or some other type of bond with a pledged revenue source. Revenue bonds may be approved by a simple majority of the voters, and do not count against the City's constitutional debt limit. The City must also comply with certain bond covenants.

- Series 1992A (State Revolving Fund)

**Paid Through Enterprise Source Fund (50-30) For Debt Service Expense**

	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Projected	2013-14 Adopted
Debt Service	435,120	394,235	394,235	394,235	-
1992A Water/Sewer Revenue	393,120	394,235	394,235	394,235	-
1998 Water/Sewer Revenue	42,000	-			

The 50-30 Fund is a Sub-Fund of the Enterprise Fund. The summary payment proposed for 2012-13 shown above can be found on the Enterprise Fund summary sheet at the beginning of that section of this budget. This chart shows the payment breakdown between Bonds and Notes payable. GO Bonds are paid using GO funding coded 50-96.

The 1998 Water/Sewer Revenue bond was paid off during 2011.

The 1992A Water/Sewer Revenue bond was paid off during 2013.

**City of Raymore, Missouri**

Revenue Bonds (Water & Sewer System Improvements)

Series 1992A (Issued through SRF)

\$4,350,000

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
1/1/2013	-	-	12,117.50	12,117.50	-
7/1/2013	370,000.00	6.550%	12,117.50	382,117.50	-
10/31/2013	-	-	-	-	394,235.00
<b>Total</b>	<b>\$370,000.00</b>	<b>-</b>	<b>\$24,235.00</b>	<b>\$394,235.00</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$1,085.00
Average Life	1.517 Years
Average Coupon	6.5500000%
Net Interest Cost (NIC)	6.5500000%
True Interest Cost (TIC)	6.5500000%
Bond Yield for Arbitrage Purposes	6.5500000%
All Inclusive Cost (AIC)	6.5500000%

**IRS Form 8038**

Net Interest Cost	6.5500000%
Weighted Average Maturity	1.517 Years

1992 SRF FY2013 | SINGLE PURPOSE |

**Piper Jaffray & Co.**  
Public Finance



## **Special Obligation Capital Improvement Bonds**

Special Obligation debt is similar to General Obligation debt in that it is considered “direct debt” of the city. Unlike General Obligation debt, however, Special Obligation debt is not backed by the full faith and credit of the City of Raymore. Rather, special obligation bond debt is supported and repaid only by a “special” dedicated City revenue source. Normally, these revenue sources take the form of dedicated sales tax proceeds.

- Series 2006 (Refunding of Series 1998)

**Capital Improvement Fund (45)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Adopted
<b>Expenditures</b>					
Debt Service	345,500	347,069	343,276	342,276	348,985
2006 (refunding 1998)Special Obligation Bond	345,500	347,069	343,276	342,276	348,985

Notes: Payment for this bond is made from revenues received into the Capital Improvement Sales Tax Fund. The payment is pledged against future receipt of this sales tax revenue. This fund is presented in total, including a line item reflecting the above payment, in the Capital Funds section of this budget.

**City of Raymore, Missouri****Special Obligation Refunding Bonds**

Series 2006 (Refunding 1998)

\$4,345,000

**Debt Service Schedule**

<b>Date</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Total P+I</b>	<b>Fiscal Total</b>
3/1/2013	210,000.00	4.125%	70,700.00	280,700.00	-
9/1/2013	-	-	66,368.75	66,368.75	-
10/31/2013	-	-	-	-	347,068.75
3/1/2014	215,000.00	4.150%	66,368.75	281,368.75	-
9/1/2014	-	-	61,907.50	61,907.50	-
10/31/2014	-	-	-	-	343,276.25
3/1/2015	230,000.00	4.200%	61,907.50	291,907.50	-
9/1/2015	-	-	57,077.50	57,077.50	-
10/31/2015	-	-	-	-	348,985.00
3/1/2016	235,000.00	4.250%	57,077.50	292,077.50	-
9/1/2016	-	-	52,083.75	52,083.75	-
10/31/2016	-	-	-	-	344,161.25
3/1/2017	245,000.00	4.300%	52,083.75	297,083.75	-
9/1/2017	-	-	46,816.25	46,816.25	-
10/31/2017	-	-	-	-	343,900.00
3/1/2018	260,000.00	4.350%	46,816.25	306,816.25	-
9/1/2018	-	-	41,161.25	41,161.25	-
10/31/2018	-	-	-	-	347,977.50
3/1/2019	270,000.00	4.375%	41,161.25	311,161.25	-
9/1/2019	-	-	35,255.00	35,255.00	-
10/31/2019	-	-	-	-	346,416.25
3/1/2020	285,000.00	4.400%	35,255.00	320,255.00	-
9/1/2020	-	-	28,985.00	28,985.00	-
10/31/2020	1,950,000.00	-	821,025.00	2,771,025.00	349,240.00
3/1/2021	300,000.00	4.450%	28,985.00	328,985.00	-
9/1/2021	-	-	22,310.00	22,310.00	-
10/31/2021	-	-	-	-	351,295.00
3/1/2022	310,000.00	4.450%	22,310.00	332,310.00	-
9/1/2022	-	-	15,412.50	15,412.50	-
10/31/2022	-	-	-	-	347,722.50
3/1/2023	685,000.00	4.500%	15,412.50	700,412.50	-
10/31/2023	-	-	-	-	700,412.50
<b>Total</b>	<b>\$5,195,000.00</b>	<b>-</b>	<b>\$1,746,480.00</b>	<b>\$6,941,480.00</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars	\$24,282.50
Average Life	7.049 Years
Average Coupon	4.4103984%
Net Interest Cost (NIC)	4.4103984%
True Interest Cost (TIC)	4.4047611%
Bond Yield for Arbitrage Purposes	4.4047611%
All Inclusive Cost (AIC)	4.4047611%

**IRS Form 8038**

Net Interest Cost	4.4103984%
Weighted Average Maturity	7.049 Years

2006 refund 1998 Special | Ref 1998 Special Obligati |

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## **Leasehold Revenue Bonds Raymore Municipal Assistance Corporation**

A method of lease financing is through the sale of bonds secured by lease payments (“lease revenue bonds”). This method requires that the property and/or equipment be purchased by a not-for-profit corporation or governmental agency. The not-for-profit corporation or governmental agency issues bonds secured by the lease and serves as lessor of the property.

Just as cities establish industrial revenue bond authorities to serve as a conduit to issue industrial revenue bonds, governmental entities can establish not-for-profit-corporations to serve as a conduit for lease financing. The Corporation would be formed under Chapter 355 of the Missouri Statutes (the General Not-For-Profit Corporation Law of Missouri) and would serve as the financing vehicle for the governmental entity. The governmental entity would be responsible for determining the purposes of the Corporation and the composition of its Board of Directors.

Once established, the not-for-profit corporation can issue bonds for a specific project or serve as an ongoing financing vehicle for the governmental entity (e.g. annual equipment financings). Unlike an industrial revenue bond authority, a not-for-profit corporation has no ongoing decision making power. It can only issue bonds when directed to do so by the governmental entity. Its investment and spending powers are assigned to a Trustee (a Missouri Bank) who performs these functions solely as directed by the governmental entity.

Bond proceeds are used by the Corporation to acquire capital assets as directed by the governmental entity. The capital assets are then leased to the governmental entity through a one year lease with annual renewal terms and a final maturity corresponding to the term of the bonds.

- Series 2009 (Refunding of the Series 1998)
- Series 1998

### **DNR Storm Water Direct Loan**

This method of lease financing is through the Missouri Department of Natural Resources (DNR). Entities may apply to DNR for assistance on a qualified storm water project. The City applied and received assistance during 2002 on the Silver Lake Detention Basin Improvements. The City received a grant in the amount of \$84,954, a loan for \$462,000 and committed a local contribution of \$84,502 for a total project cost of \$631,456. The loan was backed by pledging an allocation of the Storm Water Sales tax.

- Series 2002 Storm Water Direct Loan Program (CasCo-0376-02L)

**Stormwater Sales Tax Fund (46)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Adopted
<b>Expenditures</b>					
Debt Service	207,973	208,408	207,282	207,282	209,598
2002 DNR Stormwater Grant & Loan Program	21,696	22,400	22,096	22,096	21,792
2009 (refunding 1998) Leasehold Rev. Bond	186,277	186,008	185,186	185,186	187,806

Payment for the leasehold bond is made from revenues received into the Stormwater and Park Sales Tax Funds. The actual payment on the bond is made at 80% from the Stormwater fund and 20% from the Parks Sales Tax Fund. The payment is pledged against future receipt of this sales tax revenue. Both funds are presented in total, including a line item reflecting the above payment, in the Capital Funds section of this budget.

**Park Sales Tax Fund (47)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Adopted
<b>Expenditures</b>					
Debt Service	46,569	46,502	46,297	46,297	46,952
2009 (refunding 1998) Leasehold Rev. Bond	46,569	46,502	46,297	46,297	46,952

Payment for the leasehold bond is made from revenues received into the Stormwater and Park Sales Tax Funds. The actual payment on the bond is made at 80% from the Stormwater fund and 20% from the Parks Sales Tax Fund. The payment is pledged against future receipt of this sales tax revenue. Both funds are presented in total, including a line item reflecting the above payment, in the Capital Funds section of this budget.



## Raymore Municipal Assistance Corporation

(City of Raymore, Missouri, Lessee)

Certificates of Participation

Series 2009 (Refunding 1998) - \$1,640,000

### Debt Service Schedule

DATE	PRINCIPAL	COUPON	INTEREST	TOTAL P+I	Fiscal Total
4/1/2013	200,000.00	2.850%	17,680.00	217,680.00	-
10/1/2013	-	-	14,830.00	14,830.00	-
10/31/2013	-	-	-	-	232,510.00
4/1/2014	205,000.00	3.100%	14,830.00	219,830.00	-
10/1/2014	-	-	11,652.50	11,652.50	-
10/31/2014	-	-	-	-	231,482.50
4/1/2015	215,000.00	3.300%	11,652.50	226,652.50	-
10/1/2015	-	-	8,105.00	8,105.00	-
10/31/2015	-	-	-	-	234,757.50
4/1/2016	220,000.00	3.500%	8,105.00	228,105.00	-
10/1/2016	-	-	4,255.00	4,255.00	-
10/31/2016	-	-	-	-	232,360.00
4/1/2017	230,000.00	3.700%	4,255.00	234,255.00	-
10/31/2017	-	-	-	-	234,255.00
<b>Total</b>	<b>\$1,070,000.00</b>	<b>-</b>	<b>\$95,365.00</b>	<b>\$1,165,365.00</b>	<b>-</b>

#### Yield Statistics

Bond Year Dollars					\$3,917.50
Average Life					3.097 Years
Average Coupon	2,140,000.00		190,730.00	2,330,730.00	3.4004148%
Net Interest Cost (NIC)					3.4004148%
True Interest Cost (TIC)					3.3936642%
Bond Yield for Arbitrage Purposes					3.3936642%
All Inclusive Cost (AIC)					3.3936642%

#### IRS Form 8038

Net Interest Cost					3.4004148%
Weighted Average Maturity					3.097 Years

2009 Raymac Ref 1998 FY20 | Refunding 1998 |

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# Internal Service Funds

## VERP Fund:

The Vehicle & Equipment Replacement Program (VERP) Fund (03) is utilized to report the City's capital equipment replacement activities. It is used to account for the accumulation of resources for the purchase of capital replacement equipment such as heavy construction and maintenance equipment and vehicles. Each department and fund that uses and needs this type of capital equipment sets aside amortized funds to be used in the future for the purchase of replacement equipment. The funds are then transferred to the VERP Fund to be held in reserve for future use.

## Restricted Revenue Fund:

The Restricted Revenue Fund (04) was created in the FY 2010 Budget. It is utilized to account for and restrict funds that the City receives, or that the Council allocates, for a specific operating purpose, but which may not be spent in that budget year. The funds are deposited directly into the fund using a dedicated revenue account for each source, and expended from that account.



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# **VEHICLE & EQUIPMENT REPLACEMENT PROGRAM (VERP) FUND**

## ***FUND DESCRIPTION***

The City establishes a schedule for the replacement of vehicles and large equipment in a sinking fund. To better plan for the future and level out significant increases in any one year's budget, a funding mechanism accumulates funds utilizing annual payments to the VERP Fund (03). The program calls for the setting aside of funds, on an amortized basis, to pay for expensive equipment that will require replacement in future years. In this way, budget hardships in any given year due to the need to replace a particular piece of expensive equipment can be avoided.

### **VERP Replacement**

Replacement funding is provided through an annual contribution by each department for the assets used by the department based on the estimated replacement cost and the life cycle. These payments are made to a dedicated fund. It is intended that the City use this method to purchase all of its vehicles, trucks, and heavy equipment replacements.

#### **Basic Funding Assumptions:**

- 1) A fixed amount will be set aside each year for each replacement.
- 2) The balance set aside grows each year until the accumulated fund balance approximates the amount needed in the year for the replacement.
- 3) Budget approval by the Council, as part of annual budget adoption, is required before purchase from the VERP.
- 4) Surplus balances will be used to adjust the VERP contributions in subsequent years.
- 5) The replacement payment is calculated by factoring in the unit price as delivered, expected service life, residual value, and anticipated inflation to replace the original unit.

The fund balance for each VERP account is managed to ensure that the payments remain fairly level each year, with a positive fund balance.

**Basic Guideline for Vehicle Replacement/Lifecycles**

<b>Description of Vehicle</b>	<b>Average Replacement Cycle</b>
Automobile (excluding police cars)	8 years
Automobile (police admin cars)	7 years
Automobile (patrol cars)	4 years
Pickup Trucks	8 years
Snow Plow Trucks & Equipment	5 years
Heavy Equipment	10 years – 15 years
Road Grader	25 years

Note – FY15 proposes to extend future Police vehicles by one year and accelerate the snowplow fleet from 10-12 years to 5 years.

## VERP FUND (03)

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Projected	2014-15 Adopted
<b>Fund Balance</b>					
<b>Beginning of Year</b>					
General	258,865	160,358	204,113	245,511	387,620
Enterprise	133,400	184,250	98,731	55,184	149,444
Parks and Recreation	41,768	53,430	46,369	46,369	77,665
<b>Revenue</b>					
Transfers In					
Administration	8,547	8,975	9,160	9,160	9,160
Community Development	8,850	7,020	9,994	9,994	9,994
Engineering	18,183	10,333	12,629	12,629	11,624
Emergency Management	3,067	3,174	3,936	3,936	3,936
Police	138,135	111,822	149,348	149,348	132,381
Streets	66,757	72,025	162,285	162,285	94,018
Water	35,395	40,286	47,130	47,130	55,958
Sewer	35,395	40,286	47,130	47,130	55,958
Parks	37,928	34,742	49,839	49,839	51,460
<b>Total Revenue - General</b>	<b>243,539</b>	<b>213,349</b>	<b>347,352</b>	<b>347,352</b>	<b>261,113</b>
<b>Total Revenue - Enterprise</b>	<b>70,790</b>	<b>80,572</b>	<b>94,260</b>	<b>94,260</b>	<b>111,916</b>
<b>Total Revenue - Parks and Recreation</b>	<b>37,928</b>	<b>34,742</b>	<b>49,839</b>	<b>49,839</b>	<b>51,460</b>
<b>Total Fund Bal &amp; Revenues - General</b>	<b>502,404</b>	<b>373,707</b>	<b>551,465</b>	<b>592,863</b>	<b>648,733</b>
<b>Total Fund Bal &amp; Revenues - Enterprise</b>	<b>204,190</b>	<b>264,822</b>	<b>192,991</b>	<b>149,444</b>	<b>261,360</b>
<b>Total Fund Bal &amp; Revenues - Parks/Recreation</b>	<b>79,696</b>	<b>88,172</b>	<b>96,208</b>	<b>96,208</b>	<b>129,125</b>
<b>Expenditures</b>					
Vehicle Payment					
Administration	18,846	-	-	-	-
Community Development	16,190	-	-	-	-
Engineering	46,520	31,495	-	-	-
Emergency Management	-	25,490	-	-	-
Police	107,499	71,211	90,933	90,933	268,192
4 ea. Dodge Charger Patrol - admin					
3 ea. Dodge Charger Patrol					
2 ea. Ford SUV - Supervisor					
Streets	152,991		114,310	114,310	14,490
1 ea. Bobcat Utility Vehicle					
Water/Sewer	19,940	209,638	-	-	21,897
1 ea. F-150					
Parks and Recreation	26,266	41,803	18,543	18,543	26,762
1 ea. Kubota RTV					
1 ea. Kubota F3680 Finish Mower					
<b>Total Expenditures - General</b>	<b>342,046</b>	<b>128,196</b>	<b>205,243</b>	<b>205,243</b>	<b>282,682</b>
<b>Total Expenditures - Enterprise</b>	<b>19,940</b>	<b>209,638</b>	<b>-</b>	<b>-</b>	<b>21,897</b>
<b>Total Expenditures - Parks and Recreation</b>	<b>26,266</b>	<b>41,803</b>	<b>18,543</b>	<b>18,543</b>	<b>26,762</b>
<b>Fund Balance - General</b>	<b>160,358</b>	<b>245,511</b>	<b>346,222</b>	<b>387,620</b>	<b>366,051</b>
<b>Fund Balance - Enterprise</b>	<b>184,250</b>	<b>55,184</b>	<b>192,991</b>	<b>149,444</b>	<b>239,463</b>
<b>Fund Balance - Parks and Recreation</b>	<b>53,430</b>	<b>46,369</b>	<b>77,665</b>	<b>77,665</b>	<b>102,363</b>

## **RESTRICTED REVENUE FUND**

### ***FUND DESCRIPTION***

The FY 2010 Budget established a Restricted Revenue Fund to account for and restrict funds that the City receives for a specific purpose but which might not be spent in that budget year. These include County 9-1-1 Distribution funds, Municipal Court Cash Bond Interest, and a transfer from the General Fund to build a Dangerous Buildings fund.

The following revenue accounts have been established:

- Municipal Court Cash Bond Interest,
- Police Training Municipal Court Fee
- 911 Distributions, and
- Transfers from the General Fund.

### **Restricted Expenditures**

- Municipal Court Cash Bond Interest is revenue that comes from cash bonds received from defendants. These funds may be used by the Municipal Court department on items associated with the operation of the court.
- A police training fee is added to fines imposed by the municipal judge. Fees raised may be used only for police training.
- 911 Distribution funds may be used for expenses associated with the upgrade, maintenance and enhancement of the 9-1-1 system. This revenue was eliminated when County voters passed a county-side sales tax for emergency communications in 2012.
- Transfers from the General Fund:
  - Funds amassed for a Dangerous Buildings Fund, to be used by the Community Development department to abate dangerous buildings that cannot be abated by any other means than City action. An amount of \$20,000 is being maintained in this account, with no contributions from the General Fund in FY 2015.
  - The City's Growth Management Plan is updated every 5-10 years. When the update occurs, it is typically expensive. A transfer of \$10,000 per year is made from the General Fund to this fund to save for the cost of new update in the future. Following the approval of this budget the accumulated total will be \$30,000.
  - This budget includes a transfer to the Restricted Revenue Fund to establish a sinking fund for a future Compensation/Classification study. Such a study was last conducted in 2011 and another is not foreseen for several

years, but the studies, when conducted, are expensive. A transfer of \$10,000 per year is made from the General Fund to this fund to save for the cost of new update in the future. Following the approval of this budget the accumulated total will be \$20,000.

- This budget includes a transfer to the Restricted Revenue Fund of half the expected cost of the 2015 Citizen Survey. \$7,000 Following the approval of this budget the accumulated total will be \$14,000.

### ***SIGNIFICANT BUDGETARY ITEMS***

1. It was budgeted in FY 2013 to spend the entirety of the funds collected from the Cass County 911 Tax, which has been discontinued, on replacement of equipment as part of the Police Department renovation that occurred in FY 2013. The renovation project came in under budget, leaving a balance of \$93,840 to start FY 2014. Communication expenses related to 911 will continue to be paid out of this fund until all funds have been exhausted. These expenses will then need to be covered by the General Fund starting in FY 2016. In FY 2015, these expenses total \$43,882.

**RESTRICTED REVENUE FUND (04)**

	2011-12 Actual	2012-13 Actual	2013-14 Adopted	2013-14 Projected	2014-15 Adopted
<b>Fund Balance</b>					
<b>Beginning of Year</b>					
<b>Court Cash Bond Interest</b>	2	21	84	84	139
<b>Police Training</b>			6,396	6,396	12,841
<b>911 Distribution</b>	147,520	174,339	93,840	92,445	46,593
<b>Transfer from Other Funds</b>	213,710	119,044	30,000	30,000	1,157,000
<b>Revenue</b>					
Court Cash Bond Interest	19	63	70	55	55
Police Training	-	6,396	5,862	6,445	6,445
911 Annual Distribution	58,277	14,140	-	-	-
Interest Earnings	922	699	413	533	533
Transfer from Other Funds					
for Future GMP Update	-	10,000	10,000	10,000	10,000
for Future Compensation/Classification Study			10,000	10,000	10,000
for 2015 Citizen Survey			7,000	7,000	7,000
For Future Recreation Center/Civic Center			1,000,000	1,000,000	500,000
for Special District Agreement				100,000	
For Pavement Management 2016-2019					483,000
<b>Total Revenue - Court Cash Bond Interest</b>	19	63	70	55	55
<b>Total Revenue - Police Training</b>	-	6,396	5,862	6,445	6,445
<b>Total Revenue - 911 Distribution</b>	59,199	14,839	413	533	533
<b>Total Revenue - Transfer from Other Funds</b>	-	10,000	1,027,000	1,127,000	1,010,000
<b>Total Fund Bal &amp; Revenues - Court Cash Bond Interest</b>	21	84	154	139	194
<b>Total Fund Bal &amp; Revenues - Police Training</b>	-	6,396	12,258	12,841	19,286
<b>Total Fund Bal &amp; Revenues - 911 Distribution</b>	206,719	189,178	94,253	92,978	47,126
<b>Total Fund Bal &amp; Revenues - Transfer from Other Funds</b>	213,710	129,044	1,057,000	1,157,000	2,167,000
<b>Expenditures</b>					
Court Cash Bond Interest	-	-	-	-	-
Police Training					
7350-1010 Restricted PD Training	-	-	5,862	-	15,400
911 Distribution					
6160-1100 911 Exp/communications	32,380	96,733	43,974	46,385	43,882
personnel - Transfer to General Fund	94,666			-	-
Other - Insurance Reimbursement - Transfer to BERP		99,044	-	-	-
<b>Total Expenditures - Court Cash Bond Interest</b>	-	-	-	-	-
<b>Total Expenditures - Police Training</b>	-	-	5,862	-	15,400
<b>Total Expenditures - 911 Distribution</b>	32,380	96,733	43,974	46,385	43,882
<b>Total Expenditures - Transfer from Other Funds</b>	94,666	99,044	-	-	-
<b>Fund Balance - Court Cash Bond Interest</b>	21	84	154	139	194
<b>Fund Balance - Police Training</b>	-	6,396	6,396	12,841	3,886
<b>Fund Balance - 911 Distribution</b>	174,339	92,445	50,279	46,593	3,244
<b>Fund Balance - Transfer from Other Funds</b>	119,044	30,000	1,057,000	1,157,000	2,167,000

Note: Below is the breakdown of the Transfer from Other Funds that make up the \$2,167,000

<b>Fund Balance - Rolling total per subcategory</b>					
for Dangerous Building Abatement	20,000	20,000	20,000	20,000	20,000
for Future GMP Update	-	10,000	20,000	20,000	30,000
for Future Compensation/Classification Study	-	-	10,000	10,000	20,000
for 2015 Citizen Survey	-	-	7,000	7,000	14,000
For Future Recreation Center/Civic Center	-	-	1,000,000	1,000,000	1,500,000
for personnel study	-	-	-	-	-
Other - insurance reimbursement	99,044	-	-	-	-
for Special District Agreement	-	-	-	100,000	100,000
For Pavement Management 2016-2019	-	-	-	-	483,000
<b>Fund Balance - Transfer from Other Funds</b>	119,044	30,000	1,057,000	1,157,000	2,167,000



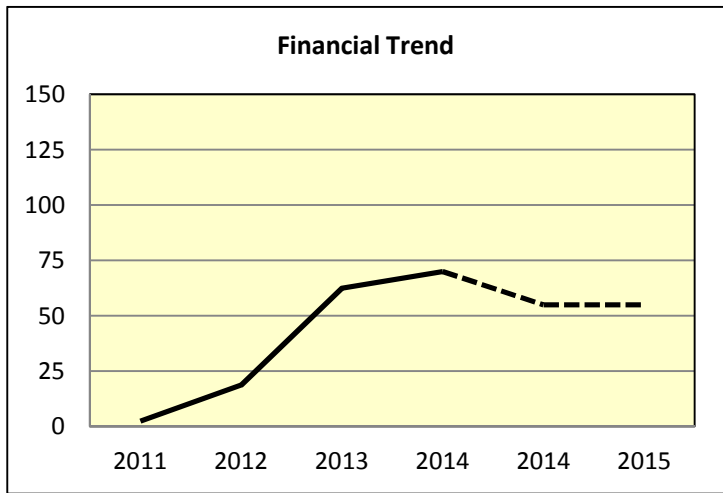
# Municipal Court Cash Bond Interest

<b>General Ledger Codes:</b>  <p style="text-align: center;">04-00-4251-0000</p>	<p style="text-align: center;"><u>Legal Authority:</u></p> <p style="text-align: center;">Municipal code: Section 130.290 State Statute: 479 &amp; 483.312</p>
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## Revenue Description and Projection Rationale

**Municipal Court Cash Bond Interest** - The Court maintains a bank account for cash bonds received from defendants that earns interest monthly. The earnings from this account are available for the Court Clerk's discretionary spending.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	16	N/A
2006 Actual	276	1573.74%
2007 Actual	1,303	372.05%
2008 Actual	519	-60.15%
2009 Actual	9	-98.23%
2010 Actual	11	17.81%
2011 Actual	2	-78.34%
2012 Actual	19	694.47%
2013 Actual	63	234.87%
2014 Budget	70	11.96%
2014 Projected	55	-21.43%
2015 Estimated	55	0.00%



# Police Training

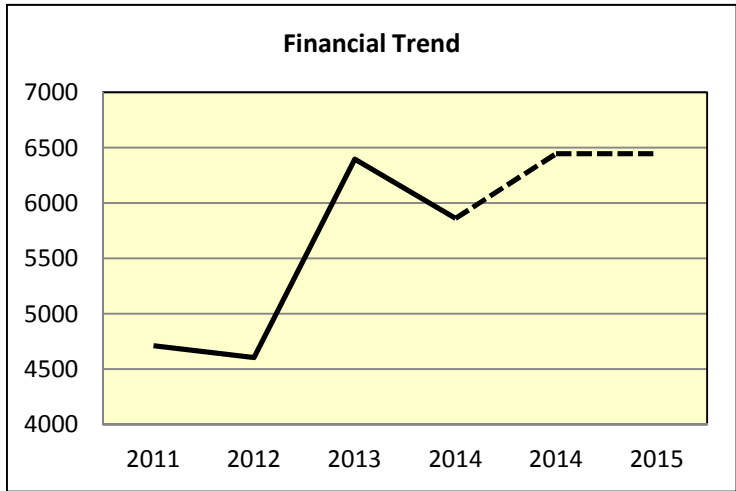
<b>General Ledger Codes:</b>  <p style="text-align: center;"><b>04-00-4255-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 130.290</b>  <b>State Statute: Chapters 479 &amp; 483 &amp; 590</b></p>
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## Revenue Description

**Police Training Fees** - In addition to any fine that may be imposed by the municipal judge there are assessed as costs in all cases a Police Training fee of \$2.00. This assists in providing additional funds for training of police officers.

This revenue source has been allocated to the Restricted Revenue Fund (04) since FY 2012.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	2,921	-39.57%
2006 Actual	4,379	49.92%
2007 Actual	4,408	0.66%
2008 Actual	4,022	-8.76%
2009 Actual	5,338	32.72%
2010 Actual	4,065	-23.84%
2011 Actual	4,713	15.94%
2012 Actual	4,606	-2.28%
2013 Actual	6,396	38.86%
2014 Budget	5,862	-8.35%
2014 Projected	6,445	9.95%
2015 Estimated	6,445	0.00%



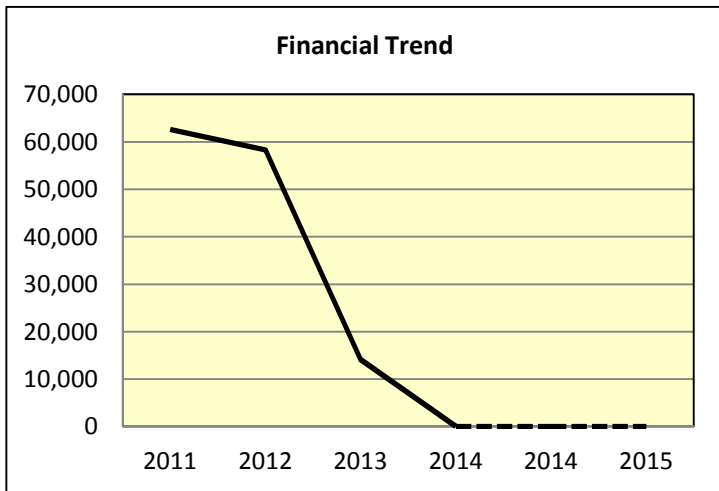
# 911 Distributions

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>04-00-4315-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>State Statute: Chapter 82</b></p>
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## Revenue Description and Projection Rationale

**911 Distributions** - The City of Raymore is one of the five Public Safety Answering Points (PSAPs) in Cass County. Until the end of Cass County Fiscal Year 2012, a tax was assessed on resident telephone bills to fund 9-1-1 service within Cass County. The City's share of the 9-1-1 tax revenue was provided by the Cass County Commission for use in upgrading and enhancing the 9-1-1 system. The last quarterly payment from this source was budgeted in FY 2013.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	16,723	-22.31%
2006 Actual	60,111	259.45%
2007 Actual	56,730	-5.63%
2008 Actual	22,500	-60.34%
2009 Actual	82,500	266.67%
2010 Actual	59,180	-28.27%
2011 Actual	62,619	5.81%
2012 Actual	58,277	-6.93%
2013 Actual	14,140	-75.74%
2014 Budget	0	-100.00%
2014 Projected	0	N/A
2015 Estimated	0	N/A



# Transfers from General Fund

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>04-00-4901-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: n/a</b></p>
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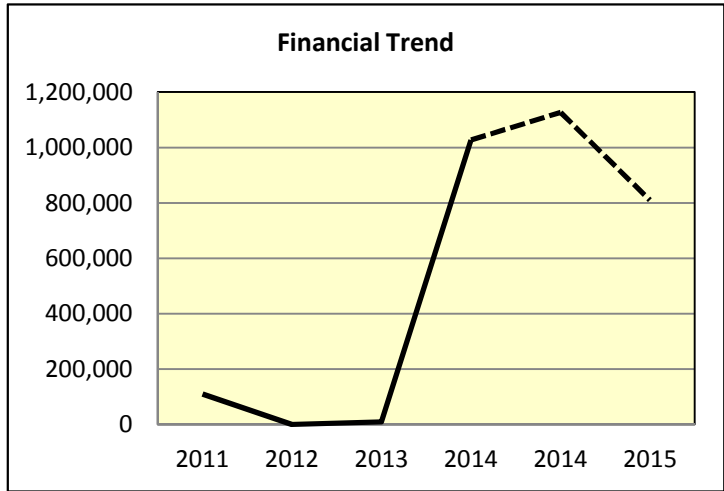
## Revenue Description

**Transfer from General Fund** - This is a transfer from the General Fund of the City to the Restricted Revenue Fund.

Funds are transferred from the General Fund in the following amounts for the following purposes in FY 2015:

* Growth Management Plan Sinking Fund:	\$10,000
* Compensation/Classification Study Sinking Fund:	\$10,000
* 2015 Citizen Survey:	\$ 7,000
* Civic Center:	\$200,000
* Pavement Management FY 2016-2019	<u>\$483,000</u>
	<b>\$ 810,000</b>

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	0	N/A
2008 Actual	0	N/A
2009 Actual	0	N/A
2010 Actual	115,814	N/A
2011 Actual	109,666	-5.31%
2012 Actual	0	-100.00%
2013 Actual	10,000	N/A
2014 Budget	1,027,000	10170.00%
2014 Projected	1,127,000	9.74%
2015 Estimated	810,000	-28.13%



# Transfers from Capital Improvement Sales Tax Fund

<b>General Ledger Codes:</b>  <p style="text-align: center;">04-00-4945-0000</p>	<p style="text-align: center;"><b>Legal Authority:</b></p> <p style="text-align: center;">Municipal Code: n/a</p>
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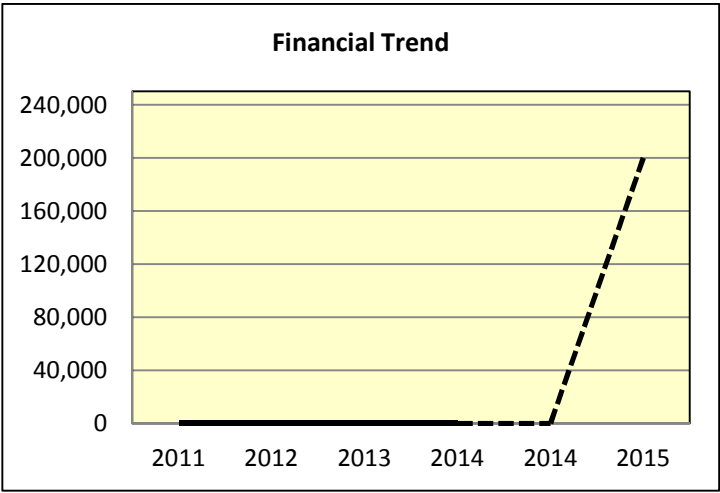
## Revenue Description

**Transfer from CIST Fund** - This is a transfer from the Capital Improvement Sales Tax Fund of the City to the Restricted Revenue Fund.

Funds are transferred from the CIST Fund in the following amounts for the following purposes in FY 2015:

* Future Civic Center:	\$200,000
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Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	N/A
2006 Actual	0	N/A
2007 Actual	0	N/A
2008 Actual	0	N/A
2009 Actual	0	N/A
2010 Actual	0	N/A
2011 Actual	0	N/A
2012 Actual	0	N/A
2013 Actual	0	N/A
2014 Budget	0	N/A
2014 Projected	0	N/A
2015 Estimated	200,000	N/A





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# City of Raymore

100 Municipal Circle  
Raymore, Missouri 64083  
(816) 331-0488 • Fax (816) 331-8724

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August 16, 2014

The Honorable Peter Kerckhoff and  
Members of the Raymore City Council

Dear Mayor Kerckhoff and Members of Council:

The Adopted Capital Budget for Fiscal Year 2015 and the five-year Capital Improvement Program (CIP) FY 2015 - 2019 are hereby transmitted. The Capital Budget and CIP are designed to further the City Council's goals as established in its:

- Ten-year road plan
- Growth management plan
- Strategic plan
- Water System Master Plan
- Wastewater System Master Plan
- Storm Water Master Plan
- Transportation Master Plan
- FY 2015 – 2019 CIP

The Capital Budget is funded through a number of different operating and capital funds. Some projects may be funded from more than one fund. Some funds are fairly restricted as to what they may be used for, and others may be used more broadly.

## **PROPOSED 2015 CAPITAL BUDGET**

Below is a summary of the highlights of the Proposed 2015 Capital Budget:

**Revenues:** Revenues into the capital funds from FY 2014 to FY 2015 are anticipated to remain relatively constant. The increase in revenue realized from the opening of the new SAMS club has now been fully absorbed into the yearly budget. No new commercial is anticipated, and staff has budgeted for 50 new residential starts, which is also the same as previous years.

*“The City of Raymore is dedicated to being a  
quality community in which to live, work and play.”*

**Park/Storm Water Sales Tax Allocation:** The City Council determines each year how to allocate the revenue from the Park/Storm Water Sales Tax. Forty percent of the revenue from the half-cent Park/Stormwater Sales Tax is allocated to the Storm Water Sales Tax Fund; forty percent of the revenue is allocated to the Park Sales Tax Fund; and twenty percent is at the discretion of the Council to allocate. For FY 2015, it is proposed to allocate the discretionary 20% at 10% to the Park Sales Tax Fund, resulting in 50% being allocated to the Park Sales Tax Fund and 10% being allocated to the Storm Water Sales Tax Fund resulting in 50% being allocated to the Storm Water Sales Tax Fund.

### **Buildings & Grounds:**

City Hall Tower Stabilization: This project involves stabilizing the foundation of the tower located at the City Hall entrance. During the summer of 2013 staff observed damage to the top cap of the tower. Initial investigation determined the tower was out of plumb due to settlement. Further investigation determined the tower had been constructed on unstable soils which consolidated and led to the settlement. This project is necessary to stabilize the footing in order to prevent further settlement. *Building/Equipment Repair and Replacement Fund, \$75,000*

Fiber Optic Cable Installation - Park Maintenance Facility: This project involves fiber optic cable installation from the fiber optic hub located on S. Madison across the street from the Park House to the Parks Maintenance Facility. Current configuration is a branch office VPN installation which is limited in speed, software application and network shares. This installation will allow computers and telephone system at the Parks Maintenance Facility to interconnect seamlessly to City Hall location. *Building/Equipment Repair and Replacement Fund, \$18,850*

City Hall South Police Department Sidewalk Replacement: This project involves the removal of existing sidewalk and curb and reconfiguration of the parking lane for the police cars on the south side of City Hall. The existing sidewalk and curb at this location has deteriorated creating a walking hazard and a need for replacement. In addition this will allow for additional stand by parking for police department vehicles. *Building/Equipment Repair and Replacement Fund, \$25,000*

City Hall Voice Mail System Replacement: This project involves the replacement of the current Inter-tel Voice Mail system. The current system is approximately 10 years old. The system is no longer being supported with updates. *Building/Equipment Repair and Replacement Fund, \$23,100*

Park Maintenance Facility - AC Replacement: This project involves the replacement of the current AC unit at the Park Maintenance Facility. The current system is approximately 10 years old. The system has reached the point of constant repairs. *Building/Equipment Repair and Replacement Fund, \$7,000*



## **Parks:**

Recreation Park Basketball Court Restoration: This project involves the reconstruction of the basketball court in Recreation Park. This involves crack-filling, a two-inch asphalt overlay, and color coating of the court's surface. The existing surface is cracking, spalling, and the color coating is fading. *Park Sales Tax, \$45,000*

Farmer's Market Park Development Phase 1b: The Original Town Master Plan envisioned creation of a central gathering place in original Raymore for residents of that area and the entire City population, to include things such as a covered pavilion and pedestrian facilities. The FY 2014 Capital Budget included funding in the amount of \$150,000 to begin this work. Included in the FY 2015 is an additional \$150,000 to complete Phase I of the project. *Capital Improvement Fund, \$150,000*

Recreation Park Baseball Fields Renovation Project: This project involves the replacement of backstops, outfield fencing and installation of shade structures on Fields 6,7,8 & 9. One field per year is programmed for funding to be addressed from FY 2014 to FY 2017. The existing backstops and outfield fencing are in poor condition. Shade structures will provide protection from the sun and foul balls. *Park Sales Tax Fund, \$75,000*

## **Sanitary Sewer:**

Sanitary Sewer Inflow & Infiltration Reduction: This project involves relining of sewer mains, sealing of manholes and other actions to eliminate the infiltration of clean water entering the sanitary sewer system. In FY 2015, efforts will be focused in subdivisions south of Lucy Webb Road and west of Madison Street. Clean water entering the sanitary sewer system results in increased costs due to the need to have larger pump stations and having pumps run more often than necessary, thereby increasing utility costs. In addition, the increased inflow/infiltration increases treatment costs for treatment by the Little Blue Valley Sewer District (LBVSD). The City has committed to LBVSD to make substantial efforts to reduce inflow and infiltration. The 2004 Sanitary Sewer Master Plan identified areas of significant inflow and infiltration throughout the city. This project will continue the City's longstanding annual program to alleviate inflow and infiltration in identified areas. *Enterprise Capital Maintenance Fund, \$124,455*

## **Storm Water:**

Annual Curb Replacement: The City is in the midst of a multi-year program to address curb deterioration. The proposed FY 2015 and future funding from both the Transportation and Storm Water Funds will provide for removal and replacement of approximately 20,000 feet of curb and gutter at various locations each year. The concrete curb and gutter has deteriorated in many areas throughout the City. In 2012, Engineering

staff completed a condition survey of curb and gutter throughout the city. The cost of the replacement program is being borne by both the Storm Water and Transportation Funds in recognition of the fact that curbs serve both as a road support device and as a storm water conveyance measure. *Storm Water , \$100,000*

## **Transportation:**

Annual Curb Replacement Program: Annual Curb Replacement: The City is in the midst of a multi-year program to address curb deterioration. The proposed FY 2015 and future funding from both the Transportation and Storm Water Funds will provide for removal and replacement of approximately 20,000 feet of curb and gutter at various locations each year. The concrete curb and gutter has deteriorated in many areas throughout the City. In 2012, Engineering staff completed a condition survey of curb and gutter throughout the city. The cost of the replacement program is being borne by both the Storm Water and Transportation Funds in recognition of the fact that curbs serve both as a road support device and as a storm water conveyance measure. *Transportation Fund, \$400,000*

Annual Street Preservation Program: Street Preservation involves taking actions to preserve the local street network, which may include milling of streets and overlaying it with several inches of pavement, micropaving, chip/sealing, and crack sealing. This occurs in various locations around the City, approved by the City Council on an annual basis. The City's Comprehensive Pavement Management program outlines a regular maintenance schedule for the street network in order to maintain the network in "good" condition or better. In June of 2014, staff outlined a plan to address streets in the city that were beginning to fall into the "poor" category according to the Pavement Management Program and received Council approval to include the plan in the 2015 capital budget and suspend the normal street preservation program for one year. Since that time and with the removal of the project "Maintenance of Thoroughfare Routes" from the Transportation Fund into the Excise Tax Fund, additional funding can be utilized to address the normal street preservation program up to an amount of \$150,000. *Transportation Fund, \$993,131*

Annual Sidewalk Program: This project involves installation of sidewalk on streets that do not currently have sidewalks on either side of the street. Exact locations for installation are approved each year as part of a long-term program. Many of the older neighborhoods in Raymore lack a sidewalk or pedestrian path. *Transportation Fund, \$117,000*

### Maintenance of Thoroughfare Routes:

This project involves micro-surfacing collector and arterial roads on a regular six-year cycle. In FY 2015 this will entail Lucy Webb Road west of Madison. The City's Comprehensive Pavement Management Program recommends that collector and arterial

streets receive surface treatments on a regular basis to preserve the integrity of the pavement and increase service life. *Excise Tax Fund: \$217,000*

Olive Street Sidewalk: This project involves installation of a sidewalk along Olive Street from Madison Street to Monroe Street. The Farmers Market and planned development of the Farmers Market property create a need for pedestrian infrastructure around the site. *Capital Improvement Fund: \$144,342*

#### **Water:**

Foxwood Water Tower Painting and Repair: This project involves rehabilitation of the existing Foxwood Water Tower. The work will include complete removal of the existing coating, minor structural repairs, modifications to comply with current codes, and repainting of the interior and exterior of the tower. An inspection and analysis of the water tower was performed in 2009. It determined that the existing coating would need replacement in 2015. Minor structural defects needing repair were also identified. *Enterprise Capital Maintenance Fund, \$400,000*

Water Main Replacement - 500 S. Adams Street: This project calls for the replacement of the water main along the 500 block of S. Adams. Over the past several years we have had five water main breaks in the 500 block of S. Adams St. This is an indication that the water main has reached the end of its useful service life and is in need of replacement. *Enterprise Capital Maintenance Fund, \$150,000*

### **PROJECTS BEYOND FY 2015 IN THE FY 2015 – 2019 C.I.P.**

Projects, funded and unfunded, shown in the FY 2015 – 2019 C.I.P. beyond FY 2015 include the following:

#### **FUNDED PROJECTS**

##### **Buildings and Grounds:**

City Council Chambers Meeting Video Quality: This project involves upgrading the current camera and video production system to reflect current technology in the Council Chambers as well as working with cable providers for enhancement of the video output for distribution to viewers. The existing equipment used for video production has outlived its useful life and effectiveness. Current technology will allow for improved video quality to address concerns raised over time and in the current Council goals - F. Communication - 5c *Building/Equipment Repair and Replacement Fund; 2016 - \$60,000*

## **Parks:**

Memorial Park Improvements: This is the final phase of a project to provide a face-lift to Memorial Park, per the 2007 Park Master Plan. Improvements will include the reconstruction of the existing trail, lighting of the sand volleyball courts, and addition of power to the west shelter. The current trail has numerous locations where it is cracked and displaced. The trail has passed the point where normal routine maintenance can address its condition. Lighting of the sand volleyball courts will create a more user-friendly venue. Adding power to the west shelter will allow for security lighting to be added. *Park Sales Tax Fund: 2017 - \$75,000; 2018 - \$75,000*

Memorial Park Tennis Court Maintenance: This project involves crack sealing, seal coating, and re-stripping of two tennis courts in Memorial Park. This is regularly prescribed maintenance for the tennis courts at Memorial Park. Regular maintenance extends the safe and useful life of the tennis courts. *Park Sales Tax Fund, 2016, \$20,000*

Recreation Park Baseball Fields Renovation Project: This project involves the replacement of backstops, outfield fencing and installation of shade structures on Fields 6, 7, 8 & 9. The C.I.P. calls for addressing one field each year from FY 2014 to FY 2017. The existing backstops and outfield fencing are in poor condition. Shade structures will provide protection from the sun and foul balls. *Park Sales Tax Fund: 2016 - \$75,000; 2017 - \$75,000*

Memorial Park Playground Improvements: This project involves the construction of a safer and handicapped-accessible play structure that will replace the existing play feature in this park. The existing equipment is not handicapped-accessible and does not meet Consumer Product Safety Commission guidelines. *Park Sales Tax Fund, 2017, \$48,000*

ADA Access to Memorial Park Ball Fields: This project involves the construction of a concrete walkway and backstop surrounds for the Memorial Park ball fields. The ball fields at Memorial Park do not have a path to them to allow patrons with disabilities to access them. The areas around the backstops are turf and are also not handicap-accessible. *Park Sales Tax Fund, 2016, \$65,000*

Hawk Ridge Park Development: The FY 2013 Capital Budget included the development of a master plan for Hawk Ridge Park. Since its acquisition in 2008, this park has not been developed. This project is to implement recommendations coming out of that master plan. *Park Sales Tax Fund, 2018, \$150,000*

## **Sanitary Sewer:**

Sanitary Sewer Inflow & Infiltration Reduction: This project involves relining of sewer mains, sealing of manholes and other actions to eliminate the infiltration of clean water entering the sanitary sewer system. In FY 2015, efforts will be focused in subdivisions south of Lucy Webb Road, west of Madison Street. Clean water entering the sanitary sewer system results in increased costs due to the need to have larger pump stations and

having pumps run more often than necessary, thereby increasing utility costs. In addition, the increased inflow/infiltration increases treatment costs for treatment by the Little Blue Valley Sewer District (LBVSD). The City has committed to LBVSD to make substantial efforts to reduce inflow and infiltration. The 2004 Sanitary Sewer Master Plan identified areas of significant inflow and infiltration throughout the city. This project will continue the City's longstanding annual program to alleviate inflow and infiltration in identified areas. *Enterprise Capital Maintenance Fund: 2016 - \$127,566; 2017 - \$130,755; 2018 - \$134,024; 2019 - \$137,374*

### **Transportation:**

Maintenance of Thoroughfare Routes: This project involves micro-surfacing collector and arterial roads on a regular six-year cycle. The City's Comprehensive Pavement Management Program recommends that collector and arterial streets receive surface treatments on a regular basis to preserve the integrity of the pavement and increase service life. *Excise Tax Fund: 2016 - \$224,000; 2017 - \$155,000; 2018 - \$125,000*

### **Water:**

Johnston Drive Water Main Replacement: This project calls for the replacement of the water main along Johnston Dr. Over the past several years we have had three water main breaks in the 1100 block of Johnston Drive. This is an indication that the water main has reached the end of its useful service life and is in need of replacement. *Enterprise Capital Maintenance Fund, 2016 - \$270,000*

## UNFUNDED PROJECTS

The following projects are currently unfunded in the C.I.P., but are presented for the Council's information and for future long-term planning.

Farmers Market Property Improvements: A master plan to guide the development of the area that currently houses the Farmer Market is in the FY 2013 Capital Budget. This project is to accomplish the plan adopted based upon the recommendations in the master plan. The Original Town Master Plan envisioned creation of a central gathering place in original Raymore for residents of that area and the entire City population. Envisioned improvements include a covered pavilion and pedestrian facilities. *\$588,890*

Recreation Park Baseball Fields Irrigation: This project involves the underground irrigation of Ball Fields 6, 7, 8 & 9 as well as the common areas inside the complex. The turf areas of the fields have become unsightly and are a safety risk for participants. With the current amount of play and the anticipated increases in the amount of play on these fields, proper watering of these areas is necessary. *\$110,000*

Trail Construction – Hawk Ridge Park: This project involves the planning, design and construction of a trail through Hawk Ridge Park, in accordance with the accepted recommendations coming out of the Hawk Ridge Park Master Plan budgeted in FY 2013. It is anticipated that one of the recommendations coming out of the Hawk Ridge Park Master Plan budgeted in FY 2013 will be for a walking trail in the park. *\$260,000*

Johnston Lake Bank Reinforcement: This project involves the armoring of the perimeter of Johnston Lake in certain areas to reduce erosion. In a 2009 Missouri Department of Conservation evaluation of Johnston Lake (at Hawk Ridge Park), the department found that erosion was occurring on the banks of the lake, and recommended that in order to reduce erosion and siltation that the City armor the banks with rock and allow vegetation to be established in and around the armored areas. *\$200,000*

Recreation Park Soccer Venue Rehabilitation and Irrigation: This project consists of the re-grading and crowning of the soccer fields at Recreation Park, followed by installation of irrigation for those fields. The soccer fields at Recreation Park are not level. Proliferation of drought-resistant weeds and continual use of the fields have hampered growth of turf grasses appropriate for game play. *\$380,000*

Southwest Interceptor #1: This project involves construction of a sanitary sewer interceptor to serve a 700-acre area in the southern part of the city, generally located along Hubach Hill Road from School Road to approximately one-half mile east of J Highway. The 2004 Sanitary Sewer Master Plan identified interceptor sewers, including this one, to provide service to undeveloped areas of Raymore. In addition to providing service to an undeveloped area, this interceptor would allow for the decommissioning of a temporary lift station that serves the Park Place/Hunter's Glenn area, which has occasionally been the source of complaints about odor in the area. *\$1,270,000*

Sunset Lane Extension North of 58 Highway: This project involves the city's financial contribution for the construction the west portion of Sunset Lane adjacent to Hawk Ridge Park. The Transportation Master Plan calls for Sunset Lane to be extended from 58 Hwy to 163rd Street. Timing of this project is subject to development of the surrounding properties. *\$840,000*

North Madison Street Improvement - 163rd to 155th: This project involves reconstruction of North Madison Street from 163rd Street to 155th Street to urban collector street standards. The Transportation Master Plan calls for North Madison Street to be a two lane urban section collector street. *\$3,200,000*

155th Street - Madison to Kentucky: This project involves reconstruction of 155th Street from Madison Street to Kentucky Road to a two lane rural section with five foot bike lanes. This project is dependent upon matching funds from KCMO or other funding sources. The total project cost is estimated at \$1,500,000. The 2014 Council Goals and Objectives identified the need to maintain the pavement of 155th Street at an appropriate level. The condition of the pavement surface has deteriorated beyond the point where it can be maintained by routine maintenance. *\$750,000*

Ward Road Reconstruction: This project involves reconstruction of Ward Road from 58 Hwy to the north Cass County limits (155th street). This project is dependent on execution of a cooperative funding agreement with Cass County. The project cost identified represents the city's share of this project. The 2014 Council Goals and Objectives identified the need to reconstruct Ward Road from 58 Hwy to 155th Street. \$300,000

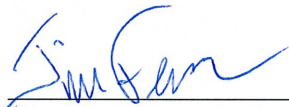
163rd Street from Foxridge Drive to Kentucky Road: This project is to extend 163rd Street between Foxridge Drive and Kentucky Road. It involves construction of a four-lane urban collector road. This road would provide the Creekmoor and Remington subdivisions direct access to Interstate 49, reducing traffic on 58 Highway. \$4,265,626

2.5 MG Water Tower: This project involves construction of a third City water tower. The addition of a third water tower to the City's distribution system will eventually be necessary to accommodate the City's population growth. \$5,705,000

### **ACKNOWLEDGEMENTS**

My sincere thanks go to the department heads and division managers who worked hard to prepare the capital budget. Parks & Recreation Director John Kennedy worked with the Park Board on the submission for Parks & Recreation capital projects. Public Works Director Mike Krass has a major role in putting together data for most of the projects in the capital budget and capital improvement program. Finance Director Cynthia Watson has a major role in producing this document. My sincere thanks and gratitude go to them for their work.

Respectfully Submitted,



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Jim Feuerborn, Acting City Manager



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**City of Raymore**  
100 Municipal Circle  
Raymore, Missouri 64083  
(816) 331-0488 Fax (816) 331-8724

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November 1, 2014

**City Manager - Post Capital Budget Adoption Memorandum**

During City Council deliberation of the City Manager's Proposed 2015 Budget, the following changes to the Proposed Budget were introduced and approved as part of the final Fiscal Year 2015 Capital Budget.

1. A transfer was made from General Fund available fund balance into the Transportation Fund in the amount of \$150,000 to fund additional work in the FY 2015 Pavement Management Program.

This transfer increased the FY 2015 total budgeted expense for the Pavement Management Program from \$993,131 to \$1,143,131.

  
Jim Feuerborn



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## **CAPITAL BUDGET**

The Capital Budget is a product of the Capital Improvement Program (CIP), representing the first year of the five-year CIP.

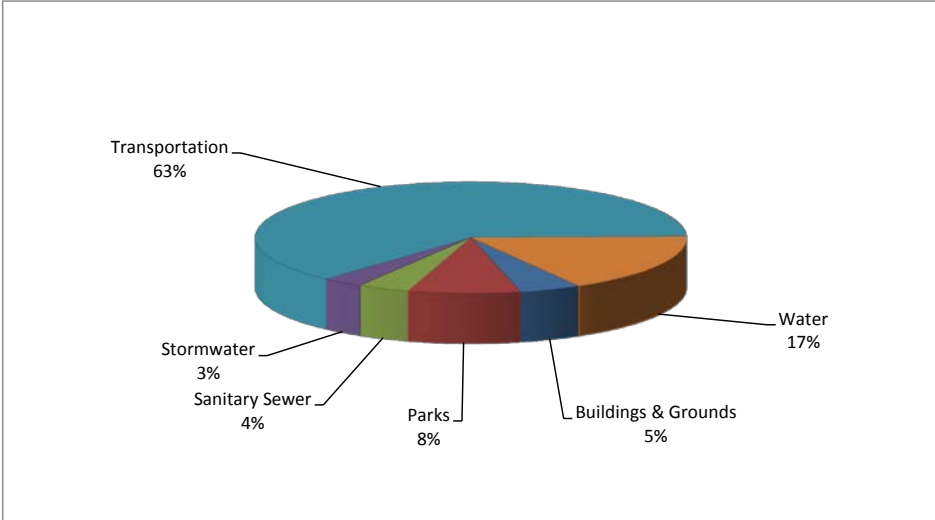
Capital improvement programming is a guide allowing the efficient and effective use of public funds on public projects. The result of this improvement programming process is the Capital Improvement Program (CIP), a document published annually that proposes the development, modernization, or replacement of physical public projects over a five-year period. The CIP shows the arrangement of projects in a sequential order based on the schedule of priorities and assigns an estimated cost and anticipated method of financing for each project. The first year of the CIP shows specific funding and reflects projects funded during the regular budget process as the Capital Budget.

The following section outlines the capital projects and revenue sources for those projects funded as part of the FY 2015 Annual Budget.

# CAPITAL PROJECT SUMMARY

*By Type*

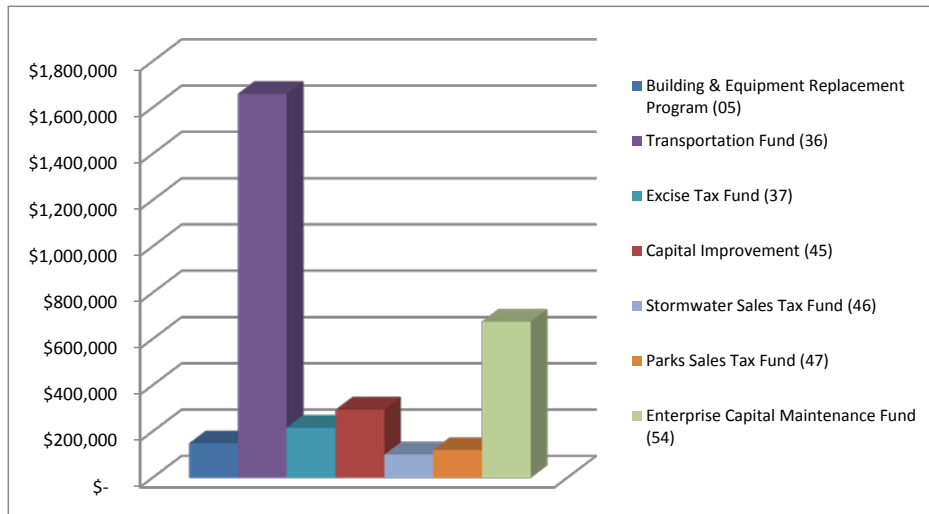
<u>Type</u>	<u>2015 Funding</u>
Buildings & Grounds	\$ 148,950
Parks	\$ 270,000
Sanitary Sewer	\$ 124,455
Stormwater	\$ 100,000
Transportation	\$ 2,021,473
Water	\$ 550,000
<b>Total:</b>	<b>\$ 3,214,878</b>



## CAPITAL PROJECT SUMMARY

*By Funding Source*

<u>Source</u>	<u>2015 Funding</u>	
Building & Equipment Replacement Program (05)	\$ 148,950	5%
Transportation Fund (36)	\$ 1,660,131	52%
Excise Tax Fund (37)	\$ 217,000	7%
Capital Improvement (45)	\$ 294,342	9%
Stormwater Sales Tax Fund (46)	\$ 100,000	3%
Parks Sales Tax Fund (47)	\$ 120,000	4%
Enterprise Capital Maintenance Fund (54)	\$ 674,455	21%
<b>Total:</b>	<b>\$ 3,214,878</b>	<b>100%</b>



## FY 2015 CAPITAL PROJECTS

The following projects are included in the proposed Capital Improvement Program (CIP) with funding requested in FY 2015 in the amounts detailed below. A full description of the project and the proposed expenditure and funding schedule, which may include prior funding and anticipated future funding for each is also included in the CIP. Projects may be funded from multiple sources over a number of years.

### Buildings & Grounds

City Hall Tower Stabilization	\$	75,000
Fiber Optic Cable Installation - PMF	\$	18,850
City Hall South PD Sidewalk Replacement	\$	25,000
City Hall Voice Mail System Replacement	\$	23,100
Park Maintenance Facility - AC Replacement	\$	7,000
	<b>\$</b>	<b>148,950</b>

### Parks

Recreation Park Basketball Court Restoration	\$	45,000
Farmer's Market Park Development Phase Ia & Ib	\$	150,000
Rec Park Baseball Fields Renovation Project	\$	75,000
	<b>\$</b>	<b>270,000</b>

### Sanitary Sewer

Sanitary Sewer Inflow & Infiltration Reduction	\$	124,455
	<b>\$</b>	<b>124,455</b>

### Storm Water

Annual Curb Replacement	\$	100,000
	<b>\$</b>	<b>100,000</b>

### Transportation

Annual Curb Replacement Program	\$	400,000
Street Preservation - Overlay	\$	1,143,131
Sidewalk Program	\$	117,000
Maintenance of Thoroughfare Routes	\$	217,000
Olive Street Sidewalk	\$	144,342
	<b>\$</b>	<b>2,021,473</b>

### Water

Foxwood Water Tower Painting and Repair	\$	400,000
Water Main Replacement - 500 S. Adams Street	\$	150,000
	<b>\$</b>	<b>550,000</b>

**Grand Total: \$ 3,214,878**

## **Impact of Capital Expenditures in the Five-Year Capital Improvement Program on the Operating Budget and Existing Services:**

*Potential estimated impacts of capital projects include:*

1. staffing and related personnel costs
2. expansion of, or opening of a new facility-related operating costs
3. disclosure of assumptions used to estimate impact
4. cost savings produced instead of generating additional costs
5. incremental revenues
6. non-financial aspects-i.e., improved safety, cleaner environment, improved response time, attractiveness, security and safety, reduction of traffic congestion, etc.

Capital Projects may create an immediate effect on the operating budget by increasing measurable expenditures. Conversely, many of the projects below will extend the life of capital assets and decrease operating expenditures, though the impact of such decreases is not readily measurable.

### Building and Equipment Replacement Program (05)

**City Hall Tower Stabilization** - Staff does not anticipate any additional operational costs.

**Fiber Optic Cable Installation – PMF** - Staff does not anticipate any additional operational costs.

**City Hall South PD Sidewalk Replacement** – Staff does not anticipate any additional costs. Concrete sidewalks require very little maintenance.

**City Hall Voice Mail System Replacement** - Staff does not anticipate any additional operational costs.

**Park Maintenance Facility – AC Replacement** - Staff Reduction of annual repair costs. Staff estimates a savings of \$500 per fiscal year.

### Transportation Fund (36)

**Annual Curb Replacement** - A reduction in maintenance cost is expected. At the completion of the program there should be reduced maintenance cost of previously schedule maintenance. The replacement now significantly extends the useful life of the curbs.

**Annual Street Preservation Program**- Reduction in maintenance cost. Staff estimates a savings of \$1,300 per fiscal year.

**Annual Sidewalk Program** – Staff does not anticipate any additional costs. Concrete sidewalks require very little maintenance.

Excise Tax Fund (37)

**Maintenance of Thoroughfare Routes** - Staff does not anticipate any additional costs.

Capital Improvement Sales Tax Fund (45)

**Olive Street Sidewalk** - Staff does not anticipate any additional operating costs. Concrete sidewalks require very little maintenance.

**Farmers Market Park Development Phase I-b** – Staff estimates \$1,000 annual maintenance of this active park area will be necessary in the future.

Stormwater Sales Tax Fund (46)

**Annual Curb Replacement** - A reduction in maintenance cost is expected. At the completion of the program there should be reduced maintenance cost of previously schedule maintenance. The replacement now significantly extends the useful life of the curbs.

Parks Sales Tax Fund (47)

**Recreation Park Basketball Court Reconstruction** - Staff does not anticipate any impact on the operating budget. Regular maintenance extends the useful life of the courts, thereby saving money.

**Rec Park Baseball Field Renovation Project** – Staff does not anticipate any impact on the operating budget.

Enterprise Capital Maintenance Fund (54)

**Inflow and Infiltration** - A reduction in the flow will result in a decrease in the City's payment for treatment. Staff estimates a savings of \$30,000 in FY2015 and each fiscal year following.

**Foxwood Water Tower Painting and Repair**- Staff does not anticipate any future operating costs.

**Water Main Replacement 500 S Adams** - Staff does not anticipate any future operating costs.



**Capital Improvement Program by Funding Source and Project - 5 Year Summary**  
By Fund

	2014-15	2015-16	2016-17	2017-18	2018-19
<b>Building &amp; Equipment Replacement Program (05)</b>					
City Hall Tower Stabilization	\$ 75,000				
Fiber Optic Cable Installation - Parks Maintenance Facility	\$ 18,850				
City Hall South PD Sidewalk Replacement	\$ 25,000				
City Council Chambers Meeting Video Quality		\$ 60,000			
City Hall Voice Mail System	\$ 23,100				
Park Maintenance Facility - AC Replacement	\$ 7,000				
<b>Park Fee-in-Lieu Fund (27)</b> (no projects scheduled)					
<b>Transportation Fund (36)</b>					
Annual Curb Replacement Program	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Annual Street Preservation Program	\$ 1,143,131	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Annual Sidewalk Program	\$ 117,000	\$ 117,000	\$ 117,000	\$ 117,000	
<b>Excise Tax Fund (37)</b>					
Maintenance of Thoroughfare Routes	\$ 217,000	\$ 224,000	\$ 155,000	\$ 125,000	
<b>Capital Improvement Fund (45)</b>					
Farmers Market Park Redevelopment Phase I-b	\$ 150,000				
Olive Street Sidewalk	\$ 144,342				
<b>Stormwater Sales Tax Fund (46)</b>					
Annual Curb Replacement Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Park Sales Tax Fund (47)</b>					
Memorial Park Improvements			\$ 75,000	\$ 75,000	
Recreation Park Basketball Court Restoration	\$ 45,000				
Memorial Park Tennis Court Maintenance		\$ 20,000			
Recreation Park Baseball Fields Renovation Project	\$ 75,000	\$ 75,000	\$ 75,000		
Memorial Park Playground Improvements			\$ 48,000		
ADA Access to Memorial Park Ball Fields		\$ 65,000			
Hawk Ridge Park Development				\$ 150,000	
<b>Water Connection Fee Fund (52)</b> (no projects scheduled)					
<b>Sewer Connection Fund (53)</b> (no projects scheduled)					
<b>Enterprise Cap. Maint Fund (54)</b>					
Sanitary Sewer Inflow and Infiltration Reduction	\$ 124,455	\$ 127,566	\$ 130,755	\$ 134,024	\$ 137,374
Foxwood Water Tower Painting and Repair	\$ 400,000				
Water Main Replacment 500 S. Adams Street	\$ 150,000				
Johnston Dr. Water Main Replacement		\$ 270,000			
<b>Total Projects by Fiscal Year</b>	<b>\$ 3,214,878</b>	<b>\$ 2,258,566</b>	<b>\$ 1,900,755</b>	<b>\$ 1,901,024</b>	<b>\$ 1,437,374</b>

**Fiscal Impact of Capital Expenditures on the Operating Budget and Existing Services**  
By Fund

<b>General Fund</b>	\$ (4,000)	\$ (2,800)	\$ (2,800)	\$ (2,800)	\$ (2,800)
<b>Park Fund</b>	\$ 1,200	\$ 1,200	\$ 1,400	\$ 2,000	\$ 2,000
<b>Enterprise Fund</b>	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)
<b>Total Impact</b>	<b>\$ (32,800)</b>	<b>\$ (31,600)</b>	<b>\$ (31,400)</b>	<b>\$ (30,800)</b>	<b>\$ (30,800)</b>



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## BUILDING & EQUIPMENT REPLACEMENT PROGRAM (BERP) FUND (05)

### FUND DESCRIPTION

The City establishes a schedule for the replacement and repair of building and of large equipment in a sinking fund. To better plan for the future and level out significant increases in any one year's budget, a funding mechanism accumulates funds utilizing annual payments to the BERP Fund (05). The program calls for the setting aside of funds, on an amortized basis, to pay for expensive equipment that will require replacement in future years. In this way, budget hardships in any given year due to the need to replace a particular piece of expensive equipment can be avoided.

### REVENUES

Replacement funding is provided through an annual contribution from the Capital Improvement Fund. It is intended that the City use this method to purchase all of its future building repairs and equipment replacements.

#### Basic Funding Assumptions:

- 1) A fixed amount will be set aside each year for each replacement.
- 2) In general, approval by the Council as part of the budget process is a pre-requisite to a purchase from the BERP Fund. If the City Manager determines that an emergency replacement needs to occur and is properly allocated to the BERP Fund, he may authorize such purchase.
- 3) If the BERP Fund balance is deemed sufficient, contributions to the fund may be reduced.

FY 2013 marked the establishment of this reserve fund. One-time transfers of \$1,000,000 from the General Fund and \$99,044 from the Restricted Revenue Fund were made in FY 2013. (The latter was from the unused portion of funds received from an insurance payment received in FY 2011 for damage from a hailstorm that occurred that year. It will be used for the eventual replacement of the Public Works/Parks Facility roof.) The financial model for this fund calls for an injection of \$300,000 per year as a transfer from the Capital Improvement Fund (45).

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
City Hall Tower Stabilization	\$0	\$0	\$0	\$75,000	\$75,000
Fiber Optic Cable Installation – Parks Maintenance Facility	\$0	\$0	\$0	\$18,850	\$18,850
City Hall South PD Sidewalk Replacement	\$0	\$0	\$0	\$25,000	\$25,000
City Hall Voice Mail System Replacement	\$0	\$0	\$0	\$23,100	\$23,100
Park Maintenance Facility – AC Replacement	\$0	\$0	\$0	\$7,000	\$7,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$148,950</b>	<b>\$148,950</b>

**Building & Equipment Replacement Program (05)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected	2019-20 Projected
<b>Fund Balance</b>										
<b>Beginning of Year</b>	-	-	1,100,294	1,093,064	1,199,730	1,352,580	1,595,961	1,899,951	2,204,701	2,510,213
<b>Revenue</b>										
Transfer In - from Restricted Revenue Fund		99,044								
Transfer In - from General Fund		1,000,000								
Transfer In - from Capital Improvement Fund			300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,001
Interest Revenue		-	1,650	1,687	1,800	3,381	3,990	4,750	5,512	6,276
<b>Total Revenue</b>	-	<b>1,099,044</b>	<b>301,650</b>	<b>301,687</b>	<b>301,800</b>	<b>303,381</b>	<b>303,990</b>	<b>304,750</b>	<b>305,512</b>	<b>306,277</b>
<b>Total Fund Bal &amp; Revenues</b>	-	<b>1,099,044</b>	<b>1,401,944</b>	<b>1,394,751</b>	<b>1,501,530</b>	<b>1,655,961</b>	<b>1,899,951</b>	<b>2,204,701</b>	<b>2,510,213</b>	<b>2,816,489</b>
<b>Expenditures</b>										
Misc		854								
<b>Capital Projects (Budgeted / reconciled)</b>										
Park House - AC repair - complete		5,126								
City Hall Carpeting			76,364	76,364						
City Hall Lobby Flooring Modifications			11,650	11,650						
City Hall and Municipal Circle Light Pole Replacement			60,000	60,000						
City Hall Fire Alarm System Upgrade - complete			10,000	5,286						
City Hall Accousitical Panels - Bill 2978 - amendment			28,211	28,211						
City Hall Tower Stabilization				6,500	75,000					
Fiber Optic Cable Installation - Parks Maintenance Facility					18,850					
City Hall South PD Entrance Modification					25,000					
City Hall Voice Mail System					23,100					
Park Maintenance Facility - AC replacement					7,000					
Park House - Back Door repair - complete				1,725						
City Hall Council Chambers - HVAC noise reduction				5,285						
City Hall Council Chambers Meeting Video Quality						60,000				
<b>Total Expenditures</b>	-	5,980	186,225	195,021	148,950	60,000	-	-	-	-
<b>Fund Balance</b>	-	<b>1,093,064</b>	<b>1,215,719</b>	<b>1,199,730</b>	<b>1,352,580</b>	<b>1,595,961</b>	<b>1,899,951</b>	<b>2,204,701</b>	<b>2,510,213</b>	<b>2,816,489</b>

**Note - FY 2013 marks the establishment of this capital fund.**

## PARK FEE IN LIEU FUND (27)

### FUND DESCRIPTION

The City of Raymore Park Fee In Lieu Fund (27), established in 1999, is used to fund the purchase of future land for city parks. Funds may also be used for infrastructure improvements that would bring park land into the condition in which it would have been dedicated from a subdivision developer.

### REVENUES

Revenues are received from development exactions per the requirements of City Code Section 445.040. Older projects (approved prior to May, 2004) pay fees-in-lieu of land dedication per lot at the time a building permit is issued. Subdivision developments that do not dedicate park land and which were approved after May, 2004, pay fees-in-lieu of land at the time of recording each final plat for all the lots shown on the plat being recorded.

### FUND PROJECT HIGHLIGHTS

There are currently no active projects in this fund.

Project	Prior Budget	Total Expended	Carryover	2015 budget	Total Available
	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

Park Fee In Lieu (27)

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	55,742	66,116	71,493	78,495	89,907	95,470	101,060	107,741	114,857
<b>Revenue</b>									
Fees & Permits									
<i>Park Fee in Lieu</i>	10,235	12,235	5,338	11,227	5,338	5,351	5,418	5,500	5,637
Interest	139	144	179	185	225	239	1,263	1,616	2,871
Transfers In			0		0	0	0	0	0
<b>Total Revenue</b>	<b>10,374</b>	<b>12,379</b>	<b>5,517</b>	<b>11,412</b>	<b>5,563</b>	<b>5,590</b>	<b>6,681</b>	<b>7,116</b>	<b>8,508</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>66,116</b>	<b>78,495</b>	<b>77,010</b>	<b>89,907</b>	<b>95,470</b>	<b>101,060</b>	<b>107,741</b>	<b>114,857</b>	<b>123,366</b>
<b>Expenditures</b>									
Debt Service									
Misc									
Park Sales Tax Fund (47)									
Park Land Purchase					-				
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance (Gross)</b>	<b>66,116</b>	<b>78,495</b>	<b>77,010</b>	<b>89,907</b>	<b>95,470</b>	<b>101,060</b>	<b>107,741</b>	<b>114,857</b>	<b>123,366</b>
<i>Less: Reserve Balance ()</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	<b>66,116</b>	<b>78,495</b>	<b>77,010</b>	<b>89,907</b>	<b>95,470</b>	<b>101,060</b>	<b>107,741</b>	<b>114,857</b>	<b>123,366</b>

# Park Fee in Lieu

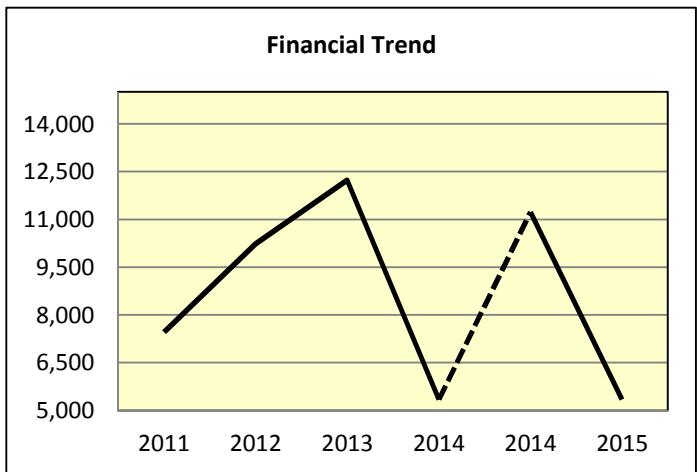
<b>General Ledger Codes:</b>  <b>27-00-4705-0000</b>	<u><b>Legal Authority:</b></u>  <b>Municipal code: Section 445.040</b>
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## Revenue Description and Projection Rationale

**Park Fee in Lieu** - This fund was created to allow developers to donate cash in lieu of parkland. This is applied to the acquisition of land for future parks and may also be used for developing neighborhood parks.

Staff is estimating FY15 revenue the same as FY14.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	71,219	-21.44%
2006 Actual	104,733	47.06%
2007 Actual	56,695	-45.87%
2008 Actual	17,001	-70.01%
2009 Actual	10,278	-39.54%
2010 Actual	7,379	-28.21%
2011 Actual	7,458	1.08%
2012 Actual	10,235	37.23%
2013 Actual	12,235	19.54%
2014 Budget	5,338	-56.37%
2014 Projected	11,227	110.32%
2015 Estimated	5,338	0.00%





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## TRANSPORTATION FUND (36)

### FUND DESCRIPTION

The City of Raymore Transportation Fund (36), established in 2001, is used to fund those capital projects associated with the expansion, enhancement, and major maintenance of the city's transportation system.

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
2015 Annual Curb Replacement Program	\$0	\$0	\$0	\$400,000	\$400,000
2015 Annual Street Preservation Program	\$0	\$0	\$0	\$1,143,131	\$1,143,131
2015 Annual Sidewalk Program	\$0	\$0	\$0	\$117,000	\$117,000
Total	\$0	\$0	\$0	\$1,660,131	\$1,660,131

### OTHER EXPENDITURES

1. General Fund Transfer: A transfer is made annually to the General Fund to offset costs incurred by the Street Department. \$320,000
  
2. Transfer to Excise Tax Fund: When the City excise tax was instituted, it was understood that the City at large should contribute to the cost of projects paid for with excise tax funds. The amount the City should pay should be in rough proportions (25%, 50%, 75%) to the amount of use the pre-existing City will contribute to the new facility as to what new growth will contribute.

The City's next anticipated major excise tax project is to construct 163<sup>rd</sup> Street between Foxridge Drive and Kentucky Road at a projected cost of \$4,265,400. It is budgeted for the Transportation Fund to contribute \$91,035 per year to the Excise Tax Fund accumulating 25% of the projected cost. \$91,035

Transportation (36)

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-2019 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	<b>721,519</b>	<b>677,513</b>	<b>237,016</b>	<b>224,459</b>	<b>836,434</b>	<b>376,295</b>	<b>263,146</b>	<b>169,586</b>	<b>93,397</b>
<b>Revenue</b>									
Taxes									
<i>Transportation Sales Tax</i>	909,432	938,839	1,097,241	1,130,015	1,137,078	1,140,262	1,143,455	1,146,656	1,149,867
<i>Cass R&amp;B Sales Tax</i>	43,000	147,808	176,000	176,832	176,832	177,274	179,490	182,182	186,737
<i>Cass R&amp;B Property Tax</i>	158,414	212,598	144,584	146,045	146,045	146,410	148,240	150,464	154,225
Interest	665	1,178	593	1,072	1,072	941	3,289	2,544	2,335
Miscellaneous revenue									
Grant Funding - ARRA - Original Town Lighting	127,046		0	0	0				
Transfers In	335,722	903,113	0	0	150,000	150,000	150,000	150,000	150,000
<b>Total Revenue</b>	<b>1,574,279</b>	<b>2,203,536</b>	<b>1,418,418</b>	<b>1,453,964</b>	<b>1,611,027</b>	<b>1,614,887</b>	<b>1,624,474</b>	<b>1,631,846</b>	<b>1,643,164</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>2,295,798</b>	<b>2,881,049</b>	<b>1,655,434</b>	<b>1,678,423</b>	<b>2,447,461</b>	<b>1,991,181</b>	<b>1,887,621</b>	<b>1,801,432</b>	<b>1,736,561</b>
<b>Expenditures</b>									
Debt Service									
Misc									
General Fund Transfer	320,000	320,000	320,000	320,000	320,000	320,000	310,000	300,000	290,000
Excise Tax Transfer - 163rd St. future project	91,035	91,035	91,035	91,035	91,035	91,035	91,035	91,035	91,035
Transfer back to General Fund				-					
<b>Capital Projects (Budgeted / reconciled)</b>									
Annual Curb Replacement	169,334	295,352	300,000	322,500	400,000	400,000	400,000	400,000	400,000
Street Preservation	373,340	465,756	500,000	412,562	1,143,131	800,000	800,000	800,000	800,000
Sidewalk Program	304,002	150,255	117,000	80,397	117,000	117,000	117,000	117,000	
Original Town - decorative street lights - complete	237,026								
Lucy Webb Road Resurface - complete	41,299	2,167							
Sunrise Drive Joint Repair - complete	23,740	1,168							
Hubach Hill Road Traffic Signal Modifications - complete	31,675								
S. Madison Turf Restoration - complete	26,766	(3,742)							
S. Madison Curb - complete	70								
Maintenance of Thoroughfare Routes - complete		167,000		(4,568)					
Original Town Lighting - Phase II - complete		37,440							
Pavement Management System Reconstruction Streets - complete		903,113		(343,131)					
Foxridge Dr. Sidewalk - complete		110,240		(29,616)					
Hubach Hill Road Sidewalk - complete		38,000		(8,051)					
Secondary Sidewalk Gaps - complete		78,805		(29,138)					
Wal-Mart Egress Modification			15,000	15,000					
Ward Road Sidewalk – Château Place to Sierra Drive			15,000	15,000					
<b>Total Expenditures</b>	<b>1,618,286</b>	<b>2,656,589</b>	<b>1,358,035</b>	<b>841,990</b>	<b>2,071,166</b>	<b>1,728,035</b>	<b>1,718,035</b>	<b>1,708,035</b>	<b>1,581,035</b>
<b>Fund Balance (Gross)</b>	<b>677,513</b>	<b>224,459</b>	<b>297,399</b>	<b>836,434</b>	<b>376,295</b>	<b>263,146</b>	<b>169,586</b>	<b>93,397</b>	<b>155,526</b>
<i>Less: Reserve Balance ()</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	<b>677,513</b>	<b>224,459</b>	<b>297,399</b>	<b>836,434</b>	<b>376,295</b>	<b>263,146</b>	<b>169,586</b>	<b>93,397</b>	<b>155,526</b>

# Transportation Sales Tax

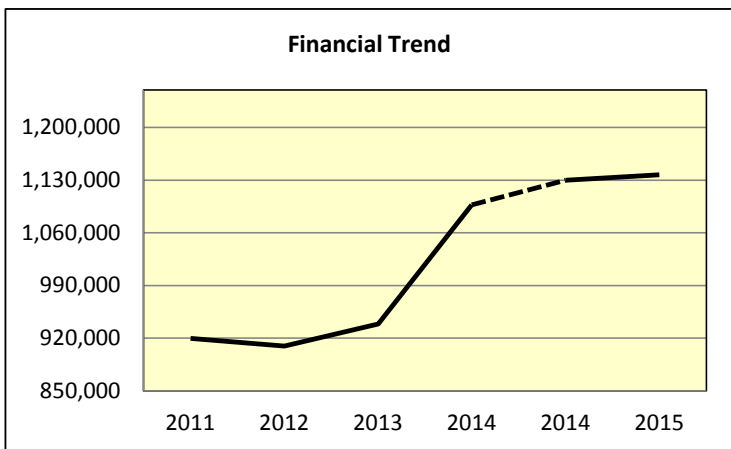
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>36-00-4130-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Sections 145.010; 145.020</b>  <b>State Statute: 94.500-94.550; 94.700</b>  <b>State Statute: 94.700-94.755 RSMo</b>  <b>Article IV of the Constitution of the State of MO Section 30 (b)</b></p>
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## Revenue Description

**Transportation Sales Tax** – A tax of one-half of one percent (0.5%) is collected by the City for transportation-related purposes, which according to statute may include construction, repair and maintenance of streets and bridges, acquisition of land, right-of-way purchases, and related debt retirement.

In 2012 the Missouri Supreme Court invalidated out-of-sales tax collections for any jurisdiction that has not adopted a use tax. Raymore has not. According to the Missouri Department of Revenue, this had the effect of reducing sale tax revenues from out-of-state sales of cars, boats and trailers by \$28,000 in FY 2013. In 2013 a statute was enacted that restored this source, at least temporarily

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	NA
2006 Actual	768,397	NA
2007 Actual	794,522	3.40%
2008 Actual	893,019	12.40%
2009 Actual	890,089	-0.33%
2010 Actual	883,919	-0.69%
2011 Actual	919,712	4.05%
2012 Actual	909,432	-1.12%
2013 Actual	938,839	3.23%
2014 Budget	1,097,241	16.87%
2014 Projected	1,130,015	2.99%
2015 Estimated	1,137,078	0.63%



# Cass County 1/4 Cent R&B Sales Tax

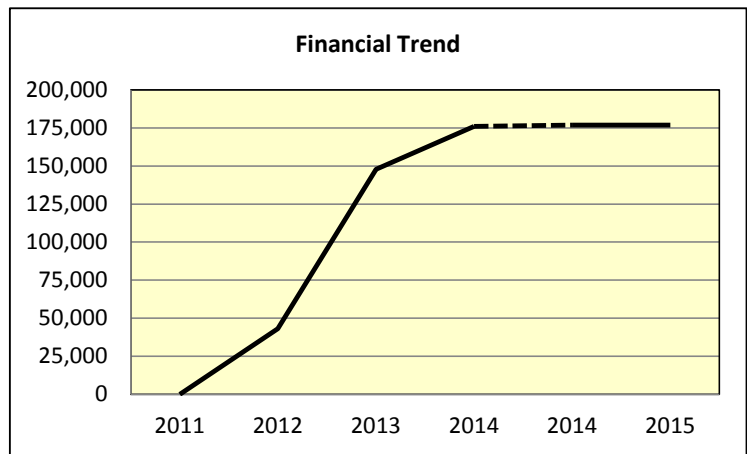
<b>General Ledger Codes:</b>  <p style="text-align: center;"><b>36-00-4475-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: n/a</b> <b>State Statute: n/a</b></p>
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## Revenue Description

Cass County collects a quarter-cent sales tax on sales within the county. One-third of the collections from this tax are distributed to municipalities.

Cass County began distributing the municipal share of the quarter-cent sales tax to its municipalities on a modified per-capita basis in 2013.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	NA
2006 Actual	0	NA
2007 Actual	0	NA
2008 Actual	0	NA
2009 Actual	0	NA
2010 Actual	0	NA
2011 Actual	0	NA
2012 Actual	43,000	NA
2013 Actual	147,808	243.74%
2014 Budget	176,000	19.07%
2014 Projected	176,832	0.47%
2015 Estimated	176,832	0.00%



# Cass County Road and Bridge Property Tax

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>36-00-4145-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: n/a</b> <b>State Statute: 137.556</b></p>
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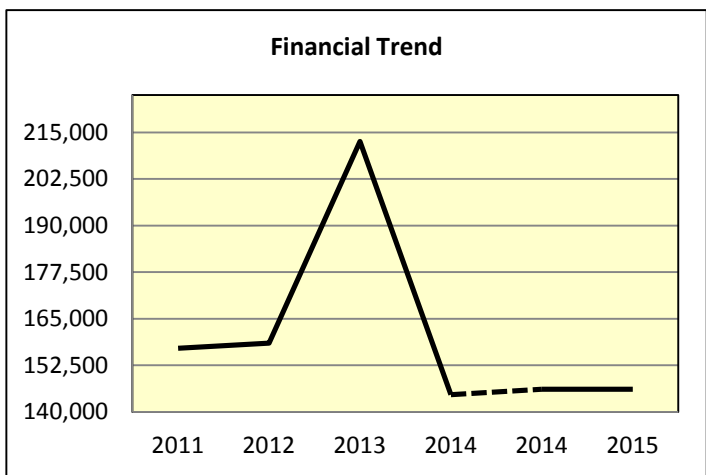
## Revenue Description and Projection Rationale

Section 137.556 RSMo. states that "any county of the first class not having a charter form of government shall expend not less than 25 percent of the money accruing to it from the county's special road and bridge tax levied on property within a city limits for the repair and improvement of roads and bridges within the city from which such moneys accrue."

In August 2012, the Cass County Commission voted to reduce the County's Road & Bridge Property tax levy from 0.2525 to 0.2300.

The FY 2015 estimate is based on the FY 2014 projected amount.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	232,745	186.61%
2006 Actual	86,928	-62.65%
2007 Actual	124,745	43.50%
2008 Actual	139,385	11.74%
2009 Actual	149,742	7.43%
2010 Actual	152,951	2.14%
2011 Actual	157,077	2.70%
2012 Actual	158,414	0.85%
2013 Actual	212,598	34.20%
2014 Budget	144,584	-31.99%
2014 Projected	146,045	1.01%
2015 Estimated	146,045	0.00%



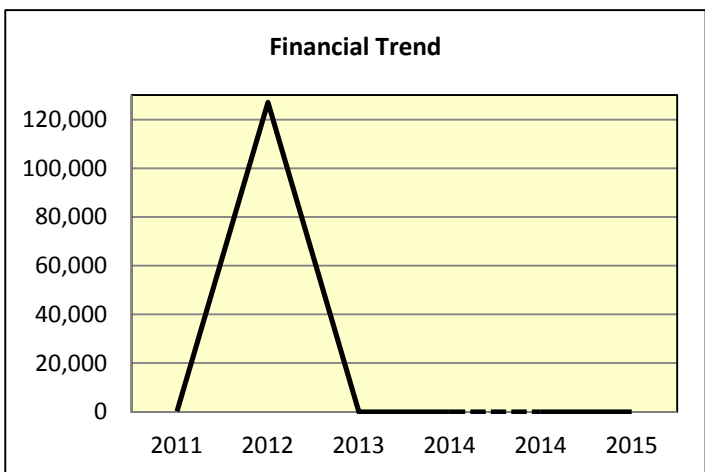
# Federal Grant Proceeds

<b>General Ledger Codes:</b>  <p style="text-align: center;"><b>36-00-4850-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: n/a</b> <b>State Statute: n/a</b></p>
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## Revenue Description and Projection Rationale

This account is for funds received from grant awards. The City received an Energize Missouri Communities grant in the amount of \$131,150 for decorative LED street lights in Original Town in FY12.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	NA
2006 Actual	0	NA
2007 Actual	0	NA
2008 Actual	0	NA
2009 Actual	0	NA
2010 Actual	3,938	NA
2011 Actual	167	NA
2012 Actual	127,046	NA
2013 Actual	0	-100.00%
2014 Budget	0	#DIV/0!
2014 Projected	0	#DIV/0!
2015 Estimated	0	#DIV/0!



# Transfer from General Fund

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>36-00-4901-0000</b></p>	<p><b><u>Legal Authority:</u></b></p> <p><b>Municipal Code: n/a</b> <b>State Statute: n/a</b></p>
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## Revenue Description and Projection Rationale

This account is for transfers from the General Fund balance for use on specific projects;

**FY 2012**

\$ 329,722 Sidewalk program  
 \$ 6,000 Sidewalk Gaps  
 \$335,722

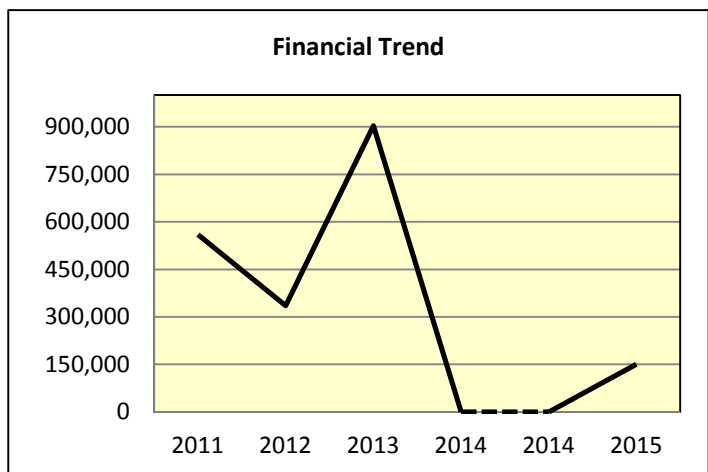
**FY2013**

\$903,113 Pavement Management System Reconstruction Streets

**FY2015**

\$150,000 Pavement Management

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	200,000	NA
2006 Actual	0	-100.00%
2007 Actual	500,000	NA
2008 Actual	0	-100.00%
2009 Actual	218,792	NA
2010 Actual	400,000	82.82%
2011 Actual	560,000	40.00%
2012 Actual	335,722	-40.05%
2013 Actual	903,113	169.01%
2014 Budget	0	-100.00%
2014 Projected	0	NA
2015 Estimated	150,000	NA





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## EXCISE TAX FUND (37)

### FUND DESCRIPTION

The City of Raymore Excise Tax Fund (37), established in 2001, is used to fund those capital projects associated with the expansion, enhancement, and major maintenance of the city's transportation system. The projects within this fund are associated with the increased traffic of new business development within the City.

### REVENUES

1. The Excise Tax Fund has as its primary source of revenue the tax which is imposed on the basis of the additional vehicle trips generated by any eligible development activity during the afternoon time period when traffic volume on the adjacent street is highest. The tax is calculated by multiplying the trip generation rate by the license tax rate.
2. The revenue of \$91,000 projected in FY2015 from single-family housing starts is based upon 50 new single-family homes.
3. Transfer from Transportation Fund: When the City excise tax was instituted, it was understood that the City at large should contribute to the cost of projects paid for with excise tax funds. The amount the City should pay should be in rough proportions (25%, 50%, 75%) to the amount of use the pre-existing City will contribute to the new facility as to what new growth will contribute. The City's Transportation Fund has been contributing \$91,035 each year toward the estimated cost of the project to construct 163<sup>rd</sup> Street between Foxridge Drive and Kentucky Road at a projected cost of \$4,265,400. It is intended that the Transportation Fund contribute 25% of the projected costs.

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
Maintenance of Thoroughfare Routes	\$0	\$0	\$0	\$217,000	\$217,000
Total	\$0	\$0	\$0	\$217,000	\$217,000

**Excise Tax (37)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	351,285	585,752	564,241	601,988	882,800	850,042	790,430	828,483	899,310
<b>Revenue</b>									
Fees & Permits									
Commercial	38,561	295,820	0	0	0	0	0	0	0
Single Family	104,043	141,787	91,000	188,186	91,000	91,228	92,138	92,365	93,275
Multi-Family					0				
Interest	827	1,148	1,411	1,591	2,207	2,125	9,880	12,427	22,483
Transfer In Transportation Fund - 163rd St.	91,035	91,035	91,035	91,035	91,035	91,035	91,035	91,035	91,035
<b>Total Revenue</b>	<b>234,467</b>	<b>529,790</b>	<b>183,446</b>	<b>280,812</b>	<b>184,242</b>	<b>184,388</b>	<b>193,053</b>	<b>195,827</b>	<b>206,793</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>585,752</b>	<b>1,115,542</b>	<b>747,687</b>	<b>882,800</b>	<b>1,067,042</b>	<b>1,034,430</b>	<b>983,483</b>	<b>1,024,310</b>	<b>1,106,103</b>
<b>Expenditures</b>									
Debt Service									
Misc									
General Fund Transfer									
Capital Improvement Transfer									
<b>Capital Projects (Budgeted / reconciled)</b>									
Dean Avenue/Lucy Webb Road Intersection Improvement		513,554							
Maintenance of Thoroughfare Routes					217,000	244,000	155,000	125,000	
<b>Total Expenditures</b>	<b>-</b>	<b>513,554</b>	<b>-</b>	<b>-</b>	<b>217,000</b>	<b>244,000</b>	<b>155,000</b>	<b>125,000</b>	<b>-</b>
<b>Fund Balance (Gross)</b>	<b>585,752</b>	<b>601,988</b>	<b>747,687</b>	<b>882,800</b>	<b>850,042</b>	<b>790,430</b>	<b>828,483</b>	<b>899,310</b>	<b>1,106,103</b>
<i>Less: Reserve Balance ()</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	<b>585,752</b>	<b>601,988</b>	<b>747,687</b>	<b>882,800</b>	<b>850,042</b>	<b>790,430</b>	<b>828,483</b>	<b>899,310</b>	<b>1,106,103</b>

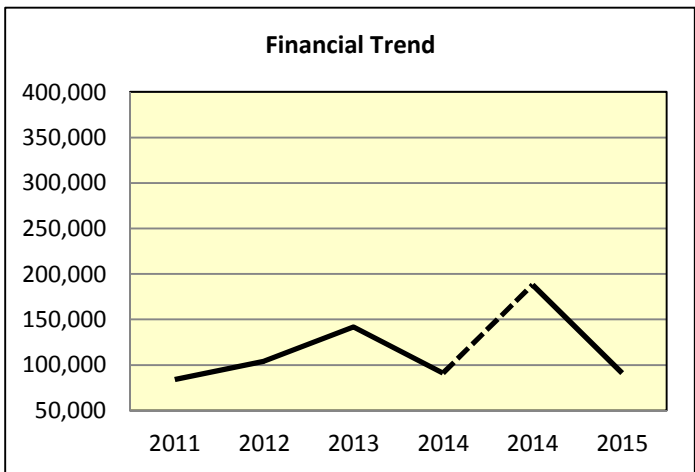
# Excise Tax

<p><b>General Ledger Code:</b></p> <p style="text-align: center;"><b>37-00-4152-0000</b></p>	<p><b><u>Legal Authority:</u></b></p> <p><b>Municipal Code:</b></p> <p><b>State Statute:</b></p>
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## Revenue Description and Projection Rationale

The Excise Tax was established to help pay for the City's costs in dealing with new development that generates new and additional traffic. This revenue is used for improvement of streets and related improvements throughout the City, including but not limited to the design, construction, reconstruction, maintenance, and improvements to streets, roads and bridges and acquisition of all necessary rights-of-way. The tax is imposed on the basis of the additional vehicle trips generated by any development activity during the afternoon time period (P.M. peak hour) when traffic volume on the adjacent street is highest. The license tax is calculated by multiplying the "trip generation rate" by the "license tax rate". Revenues are projected based on the permitting of 50 new homes.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	NA
2006 Actual	0	NA
2007 Actual	271,080	NA
2008 Actual	117,340	-56.71%
2009 Actual	59,979	-48.88%
2010 Actual	100,448	67.47%
2011 Actual	84,026	-16.35%
2012 Actual	104,043	23.82%
2013 Actual	141,787	36.28%
2014 Budget	91,000	-35.82%
2014 Projected	188,186	106.80%
2015 Estimated	91,000	-51.64%



# Transfer in From Transportation Fund

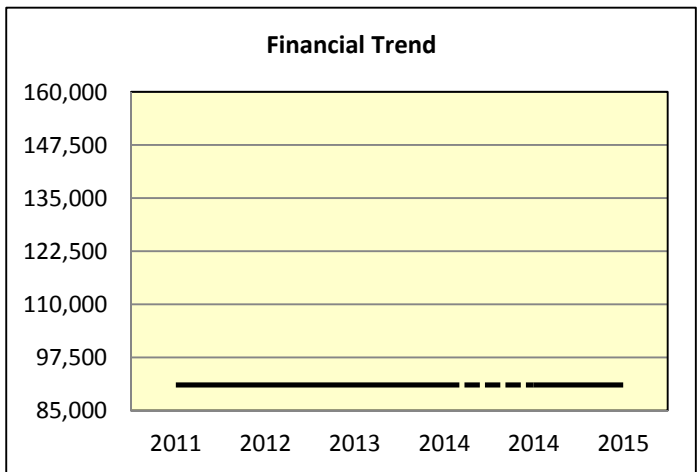
<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>37-00-4936-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Ordinance: n/a</b> <b>State Statute: n/a</b></p>
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## Revenue Description and Projection Rationale

**Transfer from the Transportation Fund** - When the City excise tax was instituted, it was understood that the City at large should contribute to the cost of projects paid for with excise tax funds. The amount the City should pay should be in rough proportions (25%, 50%, 75%) to the amount of use the pre-existing City will contribute to the new facility as to what new growth will contribute.

The City's next major excise tax project, according to the proposed ten-year road plan, is to construct 163rd Street between Foxridge Drive and Kentucky Road at a projected cost of \$4,265,400. It is budgeted for the Transportation Fund to contribute \$91,035 per year accumulating 25% of the projected cost.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	NA
2006 Actual	0	NA
2007 Actual	150,000	NA
2008 Actual	150,000	0.00%
2009 Actual	150,000	0.00%
2010 Actual	156,000	4.00%
2011 Actual	91,035	-41.64%
2012 Actual	91,035	0.00%
2013 Actual	91,035	0.00%
2014 Budget	91,035	0.00%
2014 Projected	91,035	0.00%
2015 Estimated	91,035	0.00%



## CAPITAL IMPROVEMENT FUND (45)

### FUND DESCRIPTION

The City of Raymore Capital Improvement Fund (45), is established for the purpose of funding the construction and maintenance of capital improvements. Statute defines "Capital Improvements" as any capital or fixed asset having an estimated economic useful life of at least two years, and "Capital Asset" or "Fixed Asset" as assets of a long-term character that are intended to continue to be held or used, including but not limited to land, buildings, machinery, furniture, and other equipment, including computer hardware and software.

### REVENUES

The Capital Improvements Sales Tax Fund (45) has as its primary source of revenue a sales tax of one-half percent (.5%). In future budget years the Hubach Hill Road / North Cass Parkway Transportation Development District (TDD) will begin generating revenue that will offset TDD Debt Service that the City is committed to backing.

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
Farmer's Market Park Development					
Phase I-a & I-b	\$150,000	\$0	\$150,000	\$150,000	\$300,000
Olive Street Sidewalk	\$0	\$0	\$0	\$144,342	\$144,342
<b>Total</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$150,000</b>	<b>\$294,342</b>	<b>\$444,342</b>

Fiscal Year 2011 marked the first year that this fund was used to pay for the debt service associated with the 2009 Hubach Hill Road/North Cass Parkway TDD bond issuance for the construction of Hubach Hill Road and North Cass Parkway. These funds will be paid back to the City and this fund by revenues generated in the future from the Hubach Hill / North Cass Parkway TDD and CID.

**Capital Improvement Fund (45)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	<b>979,439</b>	<b>549,545</b>	<b>780,387</b>	<b>808,441</b>	<b>482,740</b>	<b>313,879</b>	<b>436,641</b>	<b>567,103</b>	<b>629,340</b>
<b>Revenue</b>									
Taxes									
1/2 cent Capital Improvement	924,550	939,200	1,097,241	1,130,078	1,137,078	1,140,262	1,143,455	1,146,656	1,149,867
Refunds & Reimbursements									
FVS - Mott & 58 Signal	13,370	24,081	13,500	26,437	25,000	25,000	25,000	25,000	25,000
Resident Contribution- Willow Hills NID	3,121	2,863	2,800	2,800	2,800	2,800	2,800	2,800	2,800
Interest	2,143	2,454	979	3,581	979	785	5,458	8,507	15,734
Bond Proceeds	997								
Transfer from General Fund	200,000								
Transfer from Public Works Building Fund - close out	87,995								
<b>Total Revenue</b>	<b>1,232,175</b>	<b>968,597</b>	<b>1,114,520</b>	<b>1,162,896</b>	<b>1,165,857</b>	<b>1,168,847</b>	<b>1,176,713</b>	<b>1,182,963</b>	<b>1,190,600</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>2,211,614</b>	<b>1,518,142</b>	<b>1,894,907</b>	<b>1,971,337</b>	<b>1,648,597</b>	<b>1,482,726</b>	<b>1,613,354</b>	<b>1,750,065</b>	<b>1,819,941</b>
<b>Expenditures</b>									
D.S. - 1998 Special Ob. Bond	345,500	347,069	343,276	343,276	343,276	348,985	344,151	343,900	347,978
Hubach Hill TDD D.S. (2009)	396,600	396,600	396,600	396,600	396,600	396,600	401,600	476,325	586,925
Misc - Debt service fees	287	720	500	500	500	500	500	500	500
Transfer to Stormwater Fund	34,869								
Transfer to BERP			300,000	300,000	300,000	300,000	300,000	300,000	300,000
Transfer to the Restricted Revenu Fund					200,000				
<b>Capital Projects (Budgeted / reconciled)</b>									
Good Parkway Bypass Channel - completed	(34,869)								
Hubach Hill Sidewalk Connection - completed	(9,477)								
City Hall Security Lighting - completed	6,000								
Facility Modification - completed	400,000	1,144							
Kurzweil / Prairie Lane Improvements - completed	322,159	(194,122)							
Activity Center	200,000				(200,000)				
S. Madison Turf - complete		1,500							
Police Firing Range		100,000							
Maintenance Facility Driveway & Parking Area		50,000							
Public Works Vestibule - completed		7,790							
City Hall West Side Remodeling			60,000	60,000					
City Hall Video Security System Upgrade			30,000	30,000					
City Hall Paging System Upgrade - completed			8,200	8,221					
Farmers Market Park Development Phase I-a & I-b			150,000	150,000	150,000				
Roadside Trail Rehabilitation			200,000	200,000					
Olive Street Sidewalk					144,342				
<b>Total Expenditures</b>	<b>1,662,069</b>	<b>709,701</b>	<b>1,488,576</b>	<b>1,488,597</b>	<b>1,334,718</b>	<b>1,046,085</b>	<b>1,046,251</b>	<b>1,120,725</b>	<b>1,235,403</b>
<b>Fund Balance (Gross)</b>	<b>549,545</b>	<b>808,441</b>	<b>406,331</b>	<b>482,740</b>	<b>313,879</b>	<b>436,641</b>	<b>567,103</b>	<b>629,340</b>	<b>584,538</b>
<i>Less: Reserve Balance ()</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	<b>549,545</b>	<b>808,441</b>	<b>406,331</b>	<b>482,740</b>	<b>313,879</b>	<b>436,641</b>	<b>567,103</b>	<b>629,340</b>	<b>584,538</b>

# Capital Improvements Sales Tax

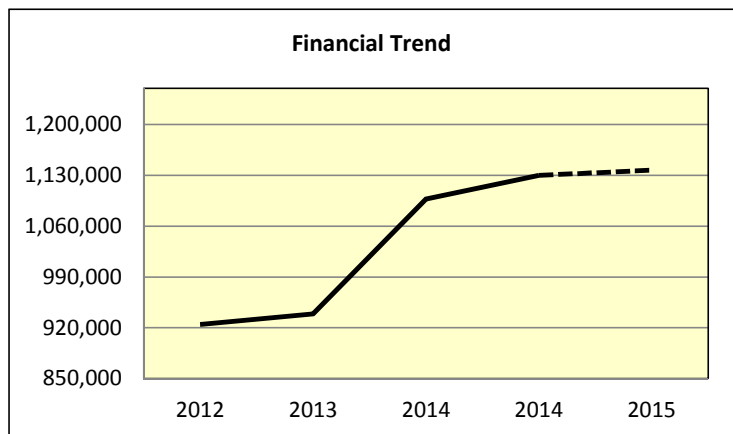
<p><b>General Ledger Code:</b></p> <p style="text-align: center;"><b>45-00-4125-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: Section 145.030</b>  <b>State Statute: 94.575-94.577 RSMo</b></p>
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## Revenue Description and Projection Rationale

**Capital Improvement Sales Tax** – A tax of one-half of one percent (0.5%) is collected by the City for the funding, operation or maintenance of capital improvements and the repayment of bonds to finance capital improvements. Statutes define a capital improvement as any capital or fixed asset having an estimated economic useful life of at least two years.

In 2012 the Missouri Supreme Court invalidated out-of-sales tax collections for any jurisdiction that has not adopted a use tax. Raymore has not. According to the Missouri Department of Revenue, this had the effect of reducing sale tax revenues from out-of-state sales of cars, boats and trailers by \$28,000 in FY 2013. In 2013 a statute was enacted that restored this source, at least temporarily.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	741,254	10.00%
2006 Actual	716,201	-3.38%
2007 Actual	794,530	10.94%
2008 Actual	893,018	12.40%
2009 Actual	890,228	-0.31%
2010 Actual	884,066	-0.69%
2011 Actual	919,712	4.03%
2012 Actual	924,550	0.53%
2013 Actual	939,200	1.58%
2014 Budget	1,097,241	16.83%
2014 Projected	1,130,078	2.99%
2015 Estimated	1,137,078	0.62%



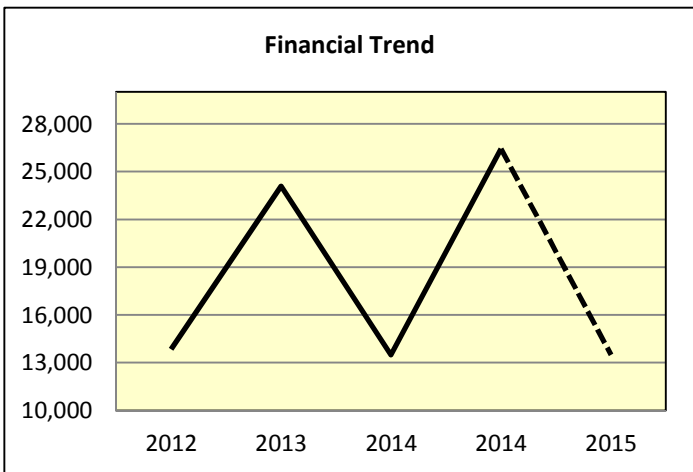
# Refunds & Reimbursements

<b>General Ledger Codes:</b>  <p style="text-align: center;"><b>45-00-4340-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>State Statute: Chapter 82</b></p>
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## Revenue Description

**Refunds & Reimbursements** - Reimbursements/refunds to the City, including insurance reimbursements, are recorded in this account. In 2009 the City funded a traffic signal at the intersection of 58 Hwy and Mott Drive, to be reimbursed by revenues from the Foxwood Village Shops TIF District received on a pay-as-you-go basis. Revenues from this source are projected the same as FY14 budget.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	NA
2006 Actual	55,000	NA
2007 Actual	0	-100.00%
2008 Actual	0	NA
2009 Actual	310,139	NA
2010 Actual	1,636	-99.47%
2011 Actual	13,889	749.15%
2012 Actual	13,833	-0.40%
2013 Actual	24,081	74.08%
2014 Budget	13,500	-43.94%
2014 Projected	26,437	95.83%
2015 Estimated	13,500	-48.94%





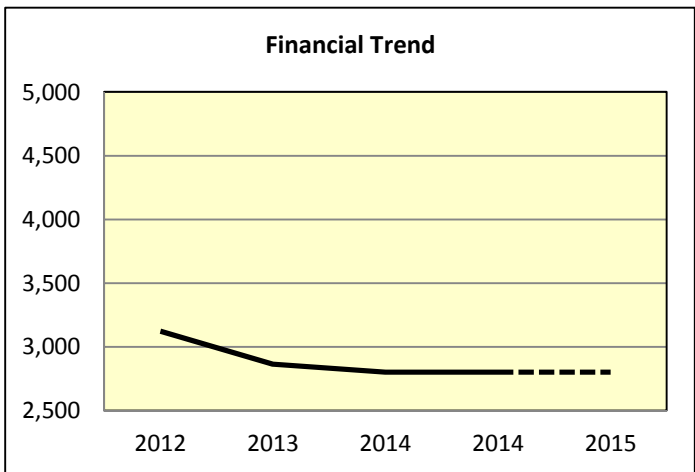
# Resident Contribution - Willow Hills NID

<p><b>General Ledger Codes:</b></p> <p style="text-align: center;"><b>45-00-4800-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Ordinance: n/a</b> <b>State Statute: n/a</b></p>
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## Revenue Description and Projection Rationale

**Residential Contribution - Willow Hills NID** - In 2007, the City worked with Cass County to form a County Neighborhood Improvement District (NID) to improve the roads in the Willow Hills subdivision. Residents, along with Cass County, contributed to the cost of the project. Some residents chose to pay their contribution in one lump sum immediately after the improvement, while others pay an annual assessment to Cass County which is remitted by the County to the City.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	NA
2006 Actual	0	NA
2007 Actual	40,000	NA
2008 Actual	28,609	-28.48%
2009 Actual	2,863	-89.99%
2010 Actual	1,227	-57.15%
2011 Actual	2,658	116.67%
2012 Actual	3,121	17.42%
2013 Actual	2,863	-8.27%
2014 Budget	2,800	-2.20%
2014 Projected	2,800	0.00%
2015 Estimated	2,800	0.00%





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## STORMWATER SALES TAX FUND (46)

### FUND DESCRIPTION

The City of Raymore Stormwater Sales Tax Fund (46), established in 1998, is used to fund capital projects associated with the city's storm sewer system.

### REVENUES

The City imposes a sales tax of one-half percent (0.5%) for the purpose of providing funding for stormwater control and local parks, with an established formula set for the distribution of monies received. The Stormwater Sales Tax Fund and Parks Sales Tax Fund each receive 40% of the monies received from this tax, and the remaining 20% is subject to the annual budgeting process. For FY 2015 it is budgeted to allocate evenly between the funds.

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
2015 Annual Curb Replacement Program	\$0	\$0	\$0	\$100,000	\$100,000
Total	\$0	\$0	\$0	\$100,000	\$100,000

**Stormwater Sales Tax (46)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	<b>22,188</b>	<b>28,302</b>	<b>34,797</b>	<b>18,915</b>	<b>22,356</b>	<b>53,329</b>	<b>51,232</b>	<b>43,566</b>	<b>217,596</b>
<b>Revenue</b>									
Taxes									
<i>Sales Tax (40% of 1/2 cent)</i>	366,940	375,535	438,896	452,006	454,831	456,105	457,382	458,662	459,947
<i>Council Determined</i>	91,735	93,884	0	0	113,708	110,031	110,339	110,648	110,958
Refunds & Reimbursements	278	278				0	0	0	0
Interest	50	317	87	121	121	133	640	653	5,440
Grants									
Loans / Bond Interest Credit	2								
Transfers In	34,869								
<b>Total Revenue</b>	<b>493,874</b>	<b>470,014</b>	<b>438,983</b>	<b>452,127</b>	<b>568,660</b>	<b>541,925</b>	<b>543,950</b>	<b>545,484</b>	<b>551,796</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>516,062</b>	<b>498,316</b>	<b>473,780</b>	<b>471,042</b>	<b>591,016</b>	<b>595,255</b>	<b>595,182</b>	<b>589,050</b>	<b>769,392</b>
<b>Expenditures</b>									
Debt Service	211,629	211,973	207,282	207,282	207,262	207,376	208,580	21,856	21,536
Misc				3,103					
General Fund Transfer	189,262	202,436	204,705	195,429	230,425	236,646	243,036	249,598	256,337
Park Sales Tax									
Capital Improvement Transfer									
<b>Capital Projects (Budgeted / reconciled)</b>									
Canter Ridge Storm Drainage Improvements - complete	52,000	84,193		2,872					
Birchwood Court Drainage Project - complete	4,369								
Ward Park Detention Basin Riser - complete	30,500	(19,200)							
58 Highway Culvert Rehabilitation			40,000	40,000					
Annual Curb Replacement					100,000	100,000	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>487,760</b>	<b>479,402</b>	<b>451,987</b>	<b>448,686</b>	<b>537,687</b>	<b>544,022</b>	<b>551,616</b>	<b>371,454</b>	<b>377,873</b>
<b>Fund Balance (Gross)</b>	<b>28,302</b>	<b>18,915</b>	<b>21,793</b>	<b>22,356</b>	<b>53,329</b>	<b>51,232</b>	<b>43,566</b>	<b>217,596</b>	<b>391,519</b>
<i>Less: Reserve Balance ()</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	<b>28,302</b>	<b>18,915</b>	<b>21,793</b>	<b>22,356</b>	<b>53,329</b>	<b>51,232</b>	<b>43,566</b>	<b>217,596</b>	<b>391,519</b>

# Stormwater Sales Tax

<p><b>General Ledger Code:</b></p> <p style="margin-left: 20px;">46-00-4110-0000 46-00-4115-0000 46-00-4120-0000</p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 145.040</b> <b>State Statute:</b></p>
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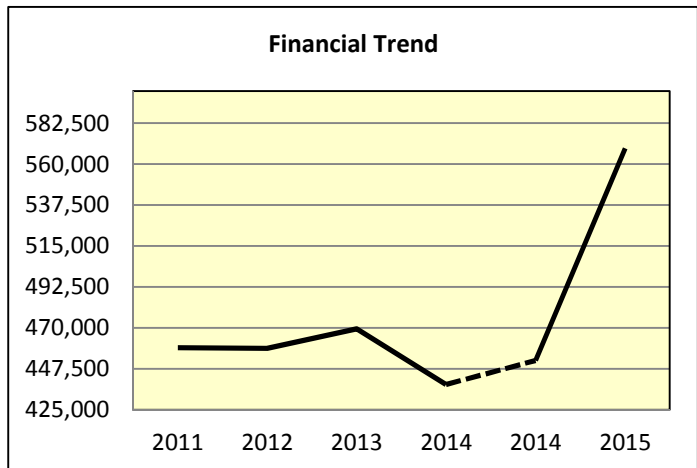
## Revenue Description and Projection Rationale

**Stormwater Sales Tax** – A tax of one-half of one percent (0.5%) is collected by the City for the purpose of providing funding for storm water control and local parks.

In 2012 the Missouri Supreme Court invalidated out-of-sales tax collections for any jurisdiction that has not adopted a use tax. Raymore has not. According to the Missouri Department of Revenue, this had the effect of reducing sale tax revenues from out-of-state sales of cars, boats and trailers by \$28,000 in FY 2013. In 2013 a statute was enacted that restored this source, at least temporarily.

The City Code provides that the Park Sales Tax Fund and the Stormwater Sales Tax Fund shall each receive 40% of the revenue from this tax, and the remaining 20% shall be distributed to each fund at the discretion of the City Council during the annual budgeting process. For FY 2015, the Acting City Manager proposes that each fund receives an equal distribution.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	310,254	NA
2006 Actual	279,695	NA
2007 Actual	317,801	13.62%
2008 Actual	357,252	12.41%
2009 Actual	447,580	25.28%
2010 Actual	456,440	1.98%
2011 Actual	458,973	0.55%
2012 Actual	458,675	-0.06%
2013 Actual	469,419	2.34%
2014 Budget	438,896	-6.50%
2014 Projected	452,006	2.99%
2015 Estimated	568,539	25.78%





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## PARK SALES TAX FUND (47)

### FUND DESCRIPTION

The City of Raymore Park Sales Tax Fund (47), established in 1998, is used to fund those capital projects associated with the purchase of land and expansion and enhancement of the City's park system.

### REVENUES

The City imposes a sales tax of one-half percent (0.5%) for the purpose of providing funding for stormwater control and local parks, with an established formula set for the distribution of monies received. The Stormwater Sales Tax Fund and Parks Sales Tax Fund each receive 40% of the monies received from this tax, and the remaining 20% is subject to the annual budgeting process. For FY 2015 it is budgeted to allocate evenly between the funds.

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
Disc Golf Course	\$25,000	\$0	\$25,000	\$0	\$25,000
Recreation Park Baseball Fields Renovation Project	\$75,000	\$0	\$75,000	\$75,000	\$150,000
Park Maintenance Facility Security Enclosure	\$40,000	\$0	\$40,000	\$0	\$40,000
Recreation Park Basketball Court Restoration	\$0	\$0	\$0	\$45,000	\$45,000
<b>Total</b>	<b>\$282,000</b>	<b>\$0</b>	<b>\$282,000</b>	<b>\$120,000</b>	<b>\$402,000</b>

**Park Sales Tax (47)**

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	204,612	99,780	253,278	317,101	234,079	285,801	299,725	276,900	277,305
<b>Revenue</b>									
Taxes									
Sales Tax (40% of 1/2 cent)	366,569	375,535	438,896	452,006	454,831	456,105	457,382	458,662	459,947
Additional - Council Determined	92,106	93,884	219,448	226,003	113,708	114,026	114,345	114,666	114,987
Interest	331	793	649	760	585	715	749	2,077	2,773
Bond funds closed		5,683							
Transfers from General Fund	0	148,700	0						
<b>Total Revenue</b>	459,006	624,595	658,994	678,769	569,124	570,845	572,477	575,405	577,706
<b>Total Fund Bal &amp; Revenues</b>	663,618	724,375	912,272	995,870	803,203	856,647	872,201	852,305	855,012
<b>Expenditures</b>									
Debt Service	46,569	46,502	46,297	46,297	46,952	46,472	46,851		
Misc.	418	418		424	450	450	450		
Transfer to Park Fund for Operations	300,000	307,359	350,570	350,570	350,000	350,000	350,000	350,000	350,000
Transfer to Park Fee in Lieu Fund									
Capital Improvement Transfer									
<b>Capital Projects (Budgeted / reconciled)</b>									
Memorial Park Improvements - Phase III							75,000	75,000	
Park Maintenance Facility - complete	93,000	(69,490)							
Recreational Park Phase II - complete	(29,486)								
Recreation Park Tennis Court Reconstruction - complete	153,212								
Recreation Park Basketball Court Reconstruction					45,000				
East Shelter Playground - Rec Park - complete	62								
Eagle Glen Playground - complete	62								
Hawk Ridge Park Development Design - complete		47,785							
Memorial Park Tennis Court Maintenance						20,000			
Recreation Center Feasibility Study		-	-	70,000					
Eagle Glen Trail Reconstruction		-	142,000	146,650					
Recreation Park Infield Replacement		40,000		(150)					
Landscaping throughout the City		28,700							
Disc Golf Course			25,000	25,000					
Recreation Park Baseball Fields Renovation Project			75,000	75,000	75,000	75,000	75,000		
Community Trails Master Plan			8,000	8,000					
Park Maintenance Facility Security Enclosure			40,000	40,000					
ADA Access to Memorial Park Ball Fields						65,000			
Memorial Park Playground Improvements							48,000		
Hawk Ridge Park Development								150,000	
Brookside Trail Repair - complete		6,000							
<b>Total Expenditures</b>	563,837	407,274	686,867	761,791	517,402	556,922	595,301	575,000	350,000
<b>Fund Balance (Gross)</b>	99,780	317,101	225,405	234,079	285,801	299,725	276,900	277,305	505,012
<i>Less: Restricted Balance ( )</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	99,780	317,101	225,405	234,079	285,801	299,725	276,900	277,305	505,012



# Park Sales Tax

<p><b>General Ledger Code:</b></p> <p style="margin-left: 20px;">47-00-4110-0000 47-00-4115-0000 47-00-4120-0000</p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 145.040</b> <b>State Statute:</b></p>
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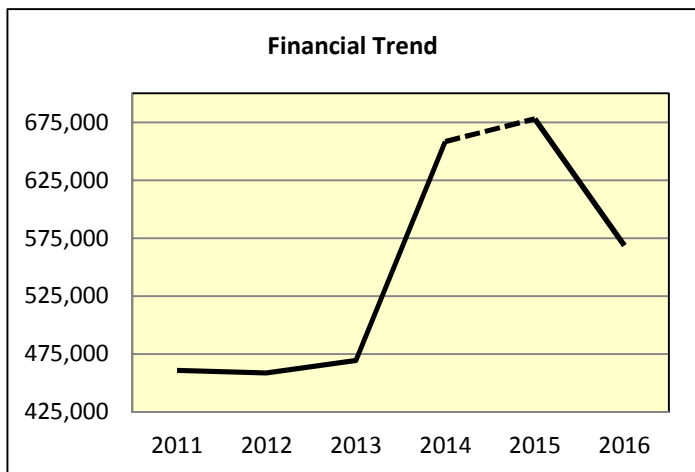
## Revenue Description and Projection Rationale

**Park Sales Tax** – A tax of one-half of one percent (0.5%) is collected by the City for the purpose of providing funding for storm water control and local parks.

In 2012 the Missouri Supreme Court invalidated out-of-sales tax collections for any jurisdiction that has not adopted a use tax. Raymore has not. According to the Missouri Department of Revenue, this had the effect of reducing sale tax revenues from out-of-state sales of cars, boats and trailers by \$28,000 in FY 2013. In 2013 a statute was enacted that restored this source, at least temporarily.

The City Code provides that the Park Sales Tax Fund and the Stormwater Sales Tax Fund shall each receive 40% of the revenue from this tax, and the remaining 20% shall be distributed to each fund at the discretion of the City Council during the annual budgeting process. For FY 2015, the Acting City Manager proposes that each fund receives an equal distribution.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	452,332	38.63%
2006 Actual	462,604	2.27%
2007 Actual	475,716	2.83%
2008 Actual	535,879	12.65%
2009 Actual	442,668	-17.39%
2010 Actual	427,465	-3.43%
2011 Actual	460,738	7.78%
2012 Actual	458,675	-0.45%
2013 Actual	469,419	2.34%
2014 Budget	658,344	40.25%
2015 Projected	678,009	2.99%
2016 Estimated	568,539	-16.15%



# Transfer from General Fund

<b>General Ledger Code:</b>  <b>47-00-4901-0000</b>	<b><u>Legal Authority:</u></b>  <b>Municipal Code: Section 145.040</b> <b>State Statute:</b>
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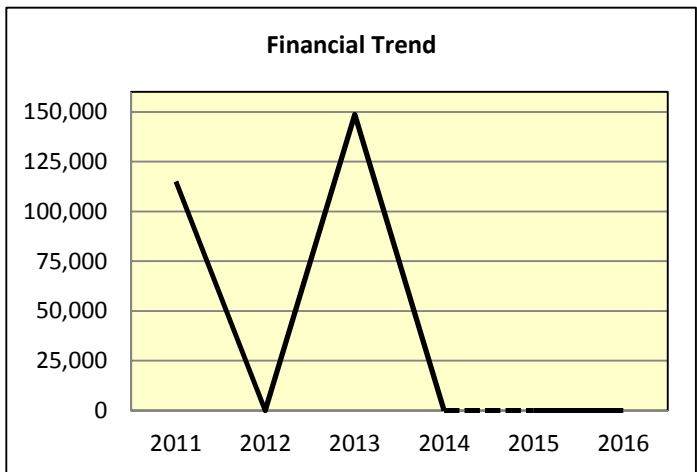
## Revenue Description and Projection Rationale

FY 2013 revenues associated with this funding source were transfers from the General Fund directed by the Council for acceleration of the following specific projects.

\$120,000 Eagle Glen Trail Reconstruction  
 \$ 28,700 Landscaping throughout the City  
 \$148,700

FY14 & FY15 has no transfer associated.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	NA
2006 Actual	0	NA
2007 Actual	0	NA
2008 Actual	250,000	NA
2009 Actual	0	-100.00%
2010 Actual	805	NA
2011 Actual	115,000	14178.80%
2012 Actual	0	-100.00%
2013 Actual	148,700	NA
2014 Budget	0	-100.00%
2015 Projected	0	NA
2016 Estimated	0	NA



## WATER CONNECTION FEE FUND (52)

### FUND DESCRIPTION

The City of Raymore Water Connection Fee Fund (52), established in 2002, is used to fund those capital projects associated with the expansion of the city's water supply system as well as to take on enhancements to the existing system to support new development. To a limited degree, this fund may be used for major maintenance projects associated with the existing system. Projects have been identified in the City's Water Master Plan.

### REVENUES

The Water Connection Fee Fund has as its primary source of revenue those fees which are charged for the connection of new water service for residential and commercial locations. A second source of revenue for this fund includes both revenue and general obligation bonds which may be approved and issued by the City of Raymore.

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
Gore Road Water and Main Meter Station	\$514,600	\$0	\$514,600	\$0	\$514,600
Total	\$514,600	\$0	\$514,600	\$0	\$514,600

Water Connection Fee Fund (52)

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	1,496,762	1,281,297	758,018	788,075	481,021	596,130	711,337	835,366	964,762
<b>Revenue</b>									
Interest	2,186	1,747	1,895	1,959	1,959	1,490	8,892	12,530	24,119
Connection Fees-Residential	126,660	185,566	113,150	205,587	113,150	113,716	115,138	116,865	119,787
Connection Fees-Commercial	22,624	52,218	0	0	0	0	0	0	0
Transfers In from Enterprise Fund									
<b>Total Revenue</b>	151,470	239,531	115,045	207,546	115,109	115,207	124,030	129,395	143,906
<b>Total Fund Bal &amp; Revenues</b>	1,648,232	1,520,828	873,063	995,621	596,130	711,337	835,366	964,762	1,108,667
<b>Expenditures</b>									
Debt Service									
Misc									
Transfer to Enterprise Fund									
<b>Capital Projects (Budgeted / reconciled)</b>									
North Madison Water Main Improvements - complete	33,372								
Gore Road Water and Main Meter Station			514,600	514,600					
N. Madison/Gore Rd Water Main Upgrades - completed	333,563	(11,425)							
Purchase of Additional Capacity from Kansas City Water Services		744,178							
<b>Total Expenditures</b>	366,935	732,753	514,600	514,600	-	-	-	-	-
<b>Fund Balance (Gross)</b>	1,281,297	788,075	358,463	481,021	596,130	711,337	835,366	964,762	1,108,667
<i>Less: Reserve Balance ()</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	1,281,297	788,075	358,463	481,021	596,130	711,337	835,366	964,762	1,108,667

# Water Connection Fees

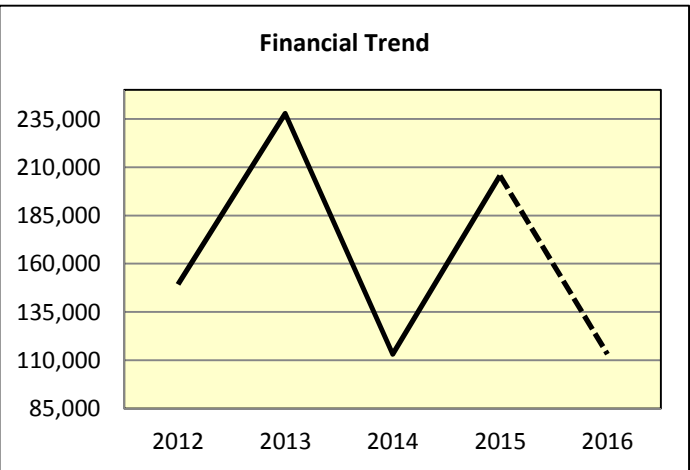
<p><b>General Ledger Code:</b></p> <p style="text-align: center;"><b>52-00-4670-0000</b> <b>52-00-4680-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p style="text-align: center;"><b>Municipal Code: Section 705.030-705.030</b> <b>State Statute: n/a</b></p>
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## Revenue Description and Projection Rationale

The City of Raymore imposes a fee for new connections to the city's water system. This fee is payable prior to approval of a new water service connection. Funds collected are used for the purpose of offsetting actual costs incurred by the City in undertaking water facilities projects (including master planning, engineering, legal, administration, construction inspection, construction of facilities, land acquisition and testing) or for financing directly as a pledge against bonds, revenue certificates and other obligations of indebtedness, the costs of water facilities projects. The calculation of the connection fee is according to the City's Schedule of Fees, with a base of \$2,263 per connection. Total FY2015 revenue is based on 50 new permits.

The Fiscal Year 2014 projected revenue is based on current housing permits and an estimated 90 taps .

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	875,611	35.84%
2006 Actual	644,100	-26.44%
2007 Actual	438,746	-31.88%
2008 Actual	248,114	-43.45%
2009 Actual	87,922	-64.56%
2010 Actual	115,992	31.93%
2011 Actual	91,265	-21.32%
2012 Actual	149,284	63.57%
2013 Actual	237,784	59.28%
2014 Budget	113,150	-52.41%
2015 Projected	205,587	81.69%
2016 Estimated	113,150	-44.96%





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## SEWER CONNECTION FEE FUND (53)

### FUND DESCRIPTION

The City of Raymore Sewer Connection Fee Fund (53), established in 2002, is used to fund those capital projects associated with the expansion of the city's sanitary sewer system as well as to support enhancements to the existing system to support new development. To a limited degree, this fund may be used for major maintenance projects associated with the existing system. Projects have been identified in the City's Sanitary Sewer Master Plan.

### REVENUES

The Sewer Connection Fee Fund has as its primary source of revenue those fees which are charged for the connection of new sewer service for residential and commercial locations. A second source of revenue for this fund includes both revenue and general obligation bonds which may be approved and issued by the City of Raymore.

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

Sewer Connection Fee Fund (53)

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	386,172	290,385	527,111	553,143	696,564	810,814	926,557	1,053,277	1,185,941
<b>Revenue</b>									
Interest	-	-	1,318	1,100	1,100	2,027	11,582	15,799	29,649
Connection Fees-Residential	140,640	197,252	113,150	142,321	113,150	113,716	115,138	116,865	119,787
Connection Fees-Commercial	7,438	18,172	0	0	0	0	0	0	0
Intergovernmental - SRF funds	278,591	-	0	0	0	0	0	0	0
Misc									
Transfers In					-				
<b>Total Revenue</b>	<b>426,669</b>	<b>215,424</b>	<b>114,468</b>	<b>143,421</b>	<b>114,250</b>	<b>115,743</b>	<b>126,720</b>	<b>132,664</b>	<b>149,435</b>
<b>Total Fund Bal &amp; Revenues</b>	<b>812,842</b>	<b>505,809</b>	<b>641,579</b>	<b>696,564</b>	<b>810,814</b>	<b>926,557</b>	<b>1,053,277</b>	<b>1,185,941</b>	<b>1,335,377</b>
<b>Expenditures</b>									
Debt Service									
Misc									
Transfer to General Fund									
<b>Capital Projects (Budgeted / reconciled)</b>									
Alexander Creek Interceptor - complete	522,457	(47,334)							
<b>Total Expenditures</b>	<b>522,457</b>	<b>(47,334)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance (Gross)</b>	<b>290,385</b>	<b>553,143</b>	<b>641,579</b>	<b>696,564</b>	<b>810,814</b>	<b>926,557</b>	<b>1,053,277</b>	<b>1,185,941</b>	<b>1,335,377</b>
<i>Less: Reserve Balance ()</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	<b>290,385</b>	<b>553,143</b>	<b>641,579</b>	<b>696,564</b>	<b>810,814</b>	<b>926,557</b>	<b>1,053,277</b>	<b>1,185,941</b>	<b>1,335,377</b>



# Sewer Connection Fees

<p><b>General Ledger Code:</b></p> <p style="text-align: center;"><b>53-00-4650-0000</b> <b>53-00-4651-0000</b></p>	<p style="text-align: center;"><b><u>Legal Authority:</u></b></p> <p style="text-align: center;"><b>Municipal Code: Section 710.430</b> <b>State Statute: n/a</b></p>
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## Revenue Description and Projection Rationale

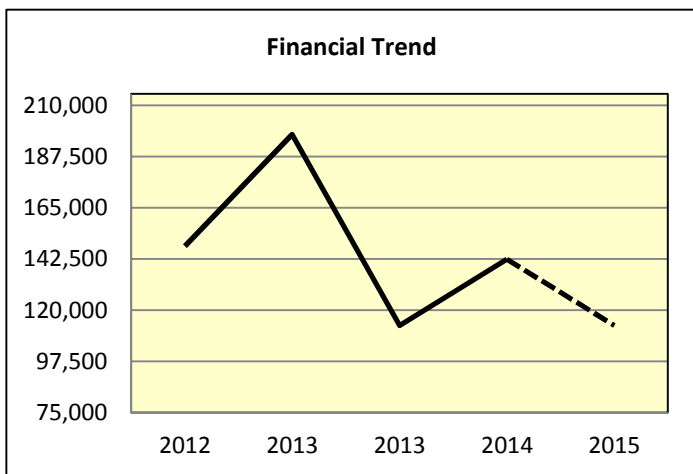
A sewer connection fee is imposed upon new connections to the City's sewer system. The sewer connection fees shall be charged as follows:

Residential (single-family and multiple-family) sewer connection fees are charged a sewer connection fee of \$78.00 for each trap, with a minimum charge of \$2,263.00. Multiple drains served by a single faucet shall be considered (1) trap. FY 2015 revenues are based on construction of 50 homes.

Commercial and industrial sewer connection fees are charged a sewer connection fee of \$59.00 for each trap, with a minimum charge of \$2,263.00.

The Fiscal Year 2014 projected revenue is based on current housing permits and an estimated 63 taps .

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	758,605	210.97%
2006 Actual	666,412	-12.15%
2007 Actual	416,511	-37.50%
2008 Actual	283,224	-32.00%
2009 Actual	90,963	-67.88%
2010 Actual	139,594	53.46%
2011 Actual	122,571	-12.19%
2012 Actual	148,078	20.81%
2013 Actual	197,252	33.21%
2013 Budget	113,150	-42.64%
2014 Projected	142,321	25.78%
2015 Estimated	113,150	-20.50%





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## ENTERPRISE CAPITAL MAINTENANCE FUND (54)

### FUND DESCRIPTION

The City of Raymore Enterprise Capital Maintenance Fund (54), established in Fiscal Year 2010, is used to fund those capital projects associated with major capital maintenance to the City's existing water and sewer infrastructure.

### REVENUES

In Fiscal Year 2011 revenues associated with this fund were the direct result of transfers from the Enterprise Fund (50) for specific projects identified as necessary in the short term. Fiscal Year 2012 began the practice of transferring from the Enterprise Fund (50) in amount equivalent to 1% of the total value of the water and sewer infrastructure of the City.

### FUND PROJECT HIGHLIGHTS

Project	Prior Budget	Total Expended	Carryover	2015 Budget	Total Available
Inflow and Infiltration Reduction	\$0	\$0	\$0	\$124,455	\$124,455
Owen Good Force Main Odor Abatement	\$600,000	\$0	\$600,000	\$0	\$600,000
Foxwood Water Tower Painting and Repair	\$0	\$0	\$0	\$400,000	\$400,000
S. Adams – Water Main Replacement	\$0	\$0	\$0	\$150,000	\$150,000
Total	\$600,000	\$0	\$600,000	\$674,455	\$1,274,455

Enterprise Capital Maintenance Fund (54)

	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Projected	2014-15 Budgeted	2015-16 Projected	2016-17 Projected	2017-18 Projected	2018-19 Projected
<b>Fund Balance</b>									
<b>Beginning of Year</b>	92,735	838,574	1,050,884	1,103,476	1,027,853	590,111	483,715	648,700	814,101
<b>Revenue</b>									
Interest	2,372	680	2,627	2,179	2,570	1,475	6,046	9,731	20,353
Transfers In from Enterprise Fund	680,267	680,267	680,267	680,267	234,144	289,694	289,694	289,694	289,694
Transfers In from General Fund	0	0							
<b>Total Revenue</b>	682,639	680,947	682,894	682,446	236,714	291,169	295,740	299,425	310,047
<b>Total Fund Bal &amp; Revenues</b>	775,374	1,519,521	1,733,778	1,785,922	1,264,566	881,281	779,455	948,125	1,124,147
<b>Expenditures</b>									
Misc									
<b>Capital Projects (Budgeted / reconciled)</b>									
Inflow and Infiltration Reduction - current and future			121,419	121,419	124,455	127,566	130,755	134,024	137,374
Inflow and Infiltration Reduction - prior year's projects	115,568	107,217		-					
Owen Good Force Main Rehabilitation - complete		8,057							
Lampkins Fork Interceptor Sewer Rehabilitation - complete	(266,174)								
Silver Lake Area Sanitary Sewer Reconstruction - complete		(25,916)							
Silver Lake Main Improvements - complete	87,406	88,186		-					
Owen Good Force Main Condition Analysis - complete		40,000							
Owen Good Force Main Odor Abatement		16,800	600,000	600,000					
Sanitary Sewer and Manhole Repair - complete		181,700		(43,067)					
Owen Good Force Main Repair			20,000	35,068					
Foxwood Water Tower Painting and Repair					400,000				
Eagle Glen Trail Reconstruction			40,000	44,650					
S. Adams - Water Main Replacement					150,000				
Johnston Dr. Water Main Replacement						270,000			
<b>Total Expenditures</b>	(63,200)	416,044	781,419	758,070	674,455	397,566	130,755	134,024	137,374
<b>Fund Balance (Gross)</b>	838,574	1,103,476	952,359	1,027,853	590,111	483,715	648,700	814,101	986,773
<i>Less: Reserve Balance ()</i>			-	-	-	-	-	-	-
<b>Available Fund Balance</b>	838,574	1,103,476	952,359	1,027,853	590,111	483,715	648,700	814,101	986,773

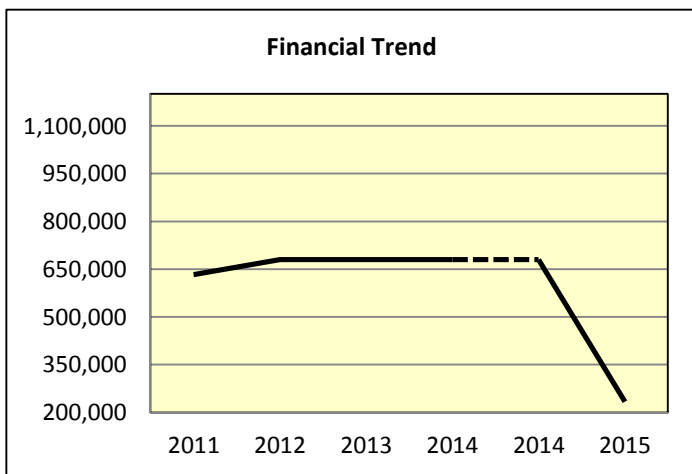
# Transfer from Enterprise Fund

<p><b>General Ledger Code:</b></p> <p style="text-align: center;"><b>54-00-4950-0000</b></p>	<p style="text-align: center;"><u><b>Legal Authority:</b></u></p> <p><b>Municipal Code: n/a</b> <b>State Statute: n/a</b></p>
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## Revenue Description and Projection Rationale

Fiscal Year 2012 began the practice of transferring from the Enterprise Fund (50) an amount equivalent to 1% of the total value of the water and sewer infrastructure of the City. The fund has built up a sizable balance, therefore the transfer has been reduced until larger maintenance items are needed and allowing the funds to remain in the Enterprise Fund to address more immediate needs in that area.

Fiscal Year	Collection	Annual Percentage Change
2005 Actual	0	n/a
2006 Actual	0	n/a
2007 Actual	0	n/a
2008 Actual	0	n/a
2009 Actual	0	n/a
2010 Actual	1,154,055	n/a
2011 Actual	632,750	-45.17%
2012 Actual	680,267	7.51%
2013 Actual	680,267	0.00%
2014 Budget	680,267	0.00%
2014 Projected	680,267	0.00%
2015 Estimated	234,144	-65.58%





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# Appendix

The appendix section contains financial, statistical and socio-economic information about the City of Raymore that provides support for the decisions made in preparation of this year's budget. It is included to assist the reader to understand the philosophy, challenges and goals of management and residents in the day-to-day functions and operations of the City.

A discussion of the budget process, financial and fiscal policies, and fund types and structures provides the foundation for the budget. Summary matrices of revenues and expenditures show an overview of the budget by fund. Charts and graphs of revenues and expenditures of major funds give a closer look at city operations.

Comprehensive graphs and charts of tax levies, property tax valuations, levy distributions, sales tax distributions, city demographic and statistical information are provided to show the socio-economic structure of the city.

City personnel position roster and salary range charts are provided as well as city goals, contact information and a map of the City's incorporated boundaries for further understanding of the city.



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## **CITY OF RAYMORE, MISSOURI DISCUSSION OF BUDGET PROCESS**

RSMo. Chapter 67 requires the City to prepare a balanced budget and provide specific budgetary information within the budget document. The City prepares the overall budget on a modified accrual basis, with departmental budgets prepared on a “zero based”-“maintenance and expansion” basis. This same modified accrual basis is used in preparation and reporting of the City’s audited financial statements. All unexpended budget appropriations expire at the end of the fiscal year. Primary budgetary control is focused at the department level with transfers between programs within a department allowed upon the authorization of the City Manager.

Upon receipt of the departmental budget request, the following events occur:

1. Preliminary Budget Compilation
  - All departmental budget requests for the coming year are submitted to the Finance Department, which consolidates and compares the current year requests to prior year actual and current year budgets.
2. Budget Division Hearings
  - Meetings are held with the department Directors and City Manager prior to submission of the recommended budget to the Mayor and City Council.
3. City Council Work Session(s)
  - The City Council reviews the proposed budget and expansion requests in one or more work sessions prior to the public hearing.
4. Public Hearing
  - A public hearing is held prior to the budgets approval and adoption at the second regular council meeting in October preceding the new fiscal year. The City Council votes on possible changes to the City Manager’s recommended budget and the final budget is proposed for adoption.
5. Budget Adoption
  - The ordinance to adopt the proposed budget is read and acted on at the City Council meeting preceding the start of the fiscal year.

## **BUDGET ADMINISTRATION**

### **Personal Services**

Expenditure control in the area of personal services is provided through position control rosters. No new positions may be created without the approval of the City Manager, Mayor and the City Council. This category consists of all wages, salaries, associated taxes and benefits.

### **Commodities**

The Commodities category consists of non-capitalized and consumable items such as, fuel and lubricants used for motorized equipment and vehicles, communication equipment (mobile phones, pagers) computer equipment, tools and equipment, office supplies and furniture and other non-contractual items.

### **Maintenance & Repairs**

Buildings, grounds, plant and equipment maintenance, and vehicle maintenance are included in this category, which encompasses the maintenance and repair expense incurred in the routine operation of the department.

### **Utilities**

Utilities expenditures are those incurred for gas, electric, phone, water and sewer. These are recorded in the **Building and Grounds** department by building. Individual departmental budgets do not include any utility amounts.

### **Contractual Services**

Contractual Services are professional fees such as legal fees, advertising, auditing, testing, education, training, travel expenses and service and equipment rentals.

### **Capital Outlay**

Capital Outlay are expenditures that exceed \$5,000 incurred through the acquisition or enhancement of fixed assets, to the extent the expenditure exceeds \$5,000 and has useful life or can be expected to extend the life three years or more. These include building improvements, capital lease payments, and vehicles.

### **Debt Service**

Debt Service consists of the principal, interest, and fiscal agent expenditures relating to General Obligation and Revenue bonds.

### **Inter-fund Transfers/Miscellaneous**

Inter-fund Transfers are used to provide resources on a program basis while still maintaining fiscal integrity by fund source and type. Miscellaneous items include bad debt, depreciation expense, amortization and losses incurred on sale of assets or bond refunding.

### **Capital Expenditures**

Capital Expenditures are monies expended for the acquisition, improvement or replacement of capital assets. No capital expenditures shall be made unless:

- The Capital Expenditure was specifically budgeted for in the adopted annual budget, or
- The Finance Director determines that there are funds available within the department's budget, and the City Manager approves the purchase in writing, or
- The City Council may authorize unbudgeted expenditures in excess of \$10,000 when the re-appropriation of funds does not diminish the overall goal and objectives of the departments program for which these funds are taken.

The request for such approval shall be included and highlighted on the Council's Regular Agenda, and supportive material shall be provided that explains the purpose of the change and its impact on budget priorities.

## **CONTROL OF BUDGET AMENDMENTS**

### **Reporting**

The Finance Department provides monthly reports of budget position on a timely basis to each Department Director, the City Manager, Mayor, and City Council.

### **Expenditure Projection and Analysis**

The Finance Department analyzes the expenditures of each department on a monthly basis and informs each Department Director whose expenditures appear to be exceeding the adopted budget. By the end of the seventh month of each budget year, the Finance Department notifies all Department Directors whose budgets are likely to be exceeded and also notifies the City Manager, Mayor, and City Council. Within two weeks of notification, each Department Director will inform the Finance Director and City Manager of the actions that will be taken to avoid exceeding the departmental budget.

### **Transfers**

Departmental transfers not changing fund balances may be made as follows:

- Department Directors may transfer within the department's budget up to \$500 with a written request approved by the Finance Director.

- Department Directors may transfer within the department \$500 to \$10,000 with written approval from the City Manager and the Finance Director.
- Transfers over \$10,000 within or between departments require City Council Approval.

### **Budget Amendments**

If during the budget year, the Finance Department determines that a department's expenditures will exceed the approved departmental budget without exceeding the fund budget, the Finance Director shall with the approval of the City Manager prepare an adjustment to the budget.

If any department or fund's expenditures are expected to exceed the approved fund budget, a Budget Amendment shall be prepared for submission to the Mayor and City Council.

In the event of a public emergency, the City Manager may authorize expenditures by a department or fund, which is exceeding budget.

### **Summary**

The Director of each department is responsible and accountable for the expenditures of his/her department. The Finance Director will, through timely reports and analysis, keep Department Directors and elected officials informed of any potential budgetary issues. A department shall not exceed its approved budget without authorization from the City Manager and/or Mayor and Council.

Amendments, which change the total budgeted appropriations for any fund, must be made through adoption of a budget amendment ordinance.



2015 Budget and CIP Process

Date (s)

		February 3-9	February 10-16	February 17-23	February 24-28	March 1-8	March 9-15	March 16-22	March 23-31	April 1-5	April 6-12	April 13-19	April 20-26	April 27-30	May 1-3	May 4-10	May 11-17	May 18-24	May 25-31	June 1-7	June 8-14	June 15-21	June 22-30	July 1-5	July 6-12	July 13-19	July 20-26	July 27-31	Aug 1-2	Aug 3-9	Aug 10-16	Aug 17-23	Aug 24-31	Sept 1-6	Sept 7-13	Sept 14-20	Sept 21-30	Oct 1-4	Oct 5-11	Oct 12-18	Oct 19-25	Oct 26-31					
		February	March	April	May	June	July	August	September	October																																					
CIP Committee meets to discuss current/future projects status	Feb 12 - Mar 26	—																																													
Management Team meets to discuss Budget and CIP Calendar and training on budget preparation manual if necessary	March 12-19		—																																												
Water and Sewer Rate Analysis and recommendation	March 13-20		—																																												
Water and Sewer Rate presentation to City Council	21-Apr									—																																					
Finalize CIP and Capital Fund models	May 1-30									—																																					
Equipment requests due to the Informational Technology Director	23-May																	—																													
Park Board Meeting and approval of Budget and CIP	27-May																																														
Department Narratives, Org. Charts, and Performance Measures for Budget Due	6-Jun																																														
Department Revenue and Expenditure Requests Due	13-Jun																																														
FY 2014 End of Year Expenditure Projections Due	13-Jun																																														
Department Budget Meetings	June 16-30																																														
Management Team Budget Meeting - Expansion Item Discussion	30-Jul																																														
City Council - Tax Levy <b>Public Hearing</b> and First Reading	11-Aug																																														
City Council - Budget and CIP Worksession	16-Aug																																														
City Council - Tax Levy Second Reading	25-Aug																																														
Planning and Zoning CIP Worksession and <b>Public Hearing</b>	2-Sep																																														
City Council Budget and CIP Worksession (if necessary)	15-Sep																																														
Planning and Zoning Adoption of CIP	7-Oct																																														
City Council - Fiscal Year 2015 Budget and CIP <b>Public Hearing</b> and First Reading of Budget/CIP Resolution	13-Oct																																														
City Council - Fiscal Year 2015 Budget Second Reading	27-Oct																																														



## **CITY OF RAYMORE, MISSOURI FINANCIAL POLICIES**

### **ACCOUNTING AND AUDITING OVERVIEW**

The City of Raymore currently produces financial information that is in conformity with generally accepted accounting principles, inclusive of GASB 34 requirements. The financial information structure of the City is organized on the basis of funds and account groups within each fund, with each fund considered a separate accounting entity. The activities and operations of each fund are accounted for separately, with a set of self-balancing accounts that comprise the funds assets, liabilities, fund equity, revenues and expenditures or expenses as appropriate.

The City's financial information is audited annually by a firm of independent certified public accountants, in accordance with generally accepted governmental auditing standards.

### **OPERATING RESERVES**

#### **Resolution 10-70**

The City of Raymore believes that in order to provide security for any foreseeable contingency, a restriction of 20% of the proposed fund expenditures should be held in reserve for application to next years fund balance.

Resolution 10-70 adopted September 27, 2010 states, "It shall, in the budget annually adopted by the City Council, be the policy of the Council to hold an amount equivalent to twenty percent of the departmental operating expenditures in the General Fund, Park Fund and Enterprise Fund in reserve, in order to be prepared for unforeseen emergencies that may occur."

### **CITY OF RAYMORE INVESTMENT POLICY**

#### **Resolution 11-94**

#### **I. Scope**

This policy applies to the investment of all funds under the control of the City of Raymore.

#### **II. Policy**

It is the policy of the City of Raymore, Missouri, to invest public funds in a manner which will provide a reasonable investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all State and local Statutes governing the investment of public funds.

Except for cash in certain restricted and special funds, the City of Raymore will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

Investment through external programs, facilities and professionals operating in a manner consistent with this policy will constitute compliance with this policy.

### **III. General Objectives**

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

#### **1. Safety**

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

##### **a. Credit Risk**

The City of Raymore will minimize credit risk, i.e. the risk of loss due to the failure of the security issuer or backer, by:

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the City of Raymore will do business.
- Diversifying the portfolio so that potential losses on individual securities will be minimized.

##### **b. Interest Rate Risk**

The City of Raymore will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities.

#### **2. Liquidity**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This shall be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

#### **3. Yield**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments shall be limited to relatively

low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

#### **IV. Standards of Care**

##### **1. Prudence**

The standard of care to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the governing body and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

##### **2. Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Raymore.

##### **3. Delegation of Authority**

Authority to manage the investment program is granted to the Finance Director, hereinafter referred to as “the investment officer,” in compliance with the provisions of Missouri Revised Statutes 110.010 and 110.020. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### **V. Investment Transactions**

##### **1. Authorized Financial Dealers and Institutions**



Financial dealers and institutions will be selected from primary dealers located within the Raymore, Cass County, and Missouri area. A list will be maintained of financial institutions, authorized by the City Council by resolution, to provide investment transactions. In addition, a list also will be maintained of approved security broker/dealers, registered investment advisors selected by creditworthiness as determined by the investment officer and approved by the governing body. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of Financial Industry Regulatory Authority (FINRA) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.
- Certification of having read and understood and agreeing to comply with the City of Raymore’s investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the investment officer.

## **2. Internal Controls**

The investment officer is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the City of Raymore’s independent auditor. The internal control structure shall be designed to ensure that the assets of the City of Raymore are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third party custodian.

## **3. Delivery vs. Payment**

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of the City of Raymore and shall be held by a third-party custodian as evidenced by safekeeping receipts.

# **VI. Suitable and Authorized Investments**

## **1. Investment Types**

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that the City of Raymore will consider and which shall be authorized for the investments of funds by the City of Raymore.

- a. United States Treasury Securities. The City of Raymore may invest in obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- b. United States Agency Securities. The City of Raymore may invest in obligations issued or guaranteed by any agency of the United States Government as described in VI. (2).
- c. Repurchase Agreements. The City of Raymore may invest in contractual agreements between the City of Raymore and commercial banks or primary government securities dealers. The purchaser in a repurchase agreement enters into a contractual agreement to purchase U.S. Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.
- d. Collateralized Public Deposits (Certificates of Deposit). Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as dictated by State statute.

## 2. Security Selection

The following list represents the entire range of United States Agency Securities that the City of Raymore will consider and which shall be authorized for the investment of funds by the City of Raymore. Additionally, the following definitions and guidelines should be used in purchasing the instruments:

- a. U.S. Govt. Agency Coupon and Zero Coupon Securities. Bullet coupon bonds with no embedded options.
- b. U.S. Govt. Agency Discount Notes. Purchased at a discount with maximum maturities of one (1) year.
- c. U.S. Govt. Agency Callable Securities. Restricted to securities callable at par only with final maturities of five (5) years.

## 3. Investment Restrictions and Prohibited Transactions

To provide for the safety and liquidity of the City of Raymore's funds, the investment portfolio will be subject to the following restrictions:

- a. Borrowing for investment purposes ("Leverage") is prohibited.
- b. Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, and equity-linked securities) are not permitted. Investment in any instrument, which is commonly considered a "derivative" instrument (e.g. options, futures, swaps, caps, floors, and collars), is prohibited.
- c. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.

## 4. Collateralization

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. The market value (including accrued interest) of the collateral should be at least 105%.

For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposits plus demand deposits with the depository, less the amount, if

any, which is insured by the Federal Deposit Insurance Corporation, or the National Credit Unions Share Insurance Fund.

All securities which serve as collateral against the deposits of a depository institution must be safekept at a non-affiliated custodial facility. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary custodial receipts within five business days from the settlement date.

The City of Raymore shall have a depository contract and pledge agreement with each safekeeping bank that will comply with the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA). This will ensure that the City of Raymore's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

**5. Repurchase Agreements**

The securities for which repurchase agreements will be transacted will be limited to U.S. Treasury and government agency securities that are eligible to be delivered via the Federal Reserve's Fedwire book entry system. Securities will be delivered to the City of Raymore's designated Custodial Agent. Funds and securities will be transferred on a delivery vs. payment basis.

**VII. Investment Parameters**

**1. Diversification**

Investments shall be diversified to minimize the risk of loss resulting from overconcentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards of the entire investment portfolio by security type and issuer shall be:

- a. U.S. treasuries and securities having principal and/or interest guaranteed by the U.S. government.....up to 100%
- b. Collateralized time and demand deposits.....up to 100%
- c. U.S. Government agencies, and government sponsored enterprises .....no more than 60%
- d. Collateralized repurchase agreements.....no more than 50%
- e. U.S. Government agency callable securities.....no more than 30%

**2. Maximum Maturities**

To the extent possible, the City of Raymore shall attempt to match its investments with anticipated cash flow requirements. Investments in collateralized repurchase agreements shall mature and become payable not more than ninety days (90) from the date of purchase. All other investments shall mature and become payable not more than five (5) years from the date of purchase. The City of Raymore shall adopt weighted average maturity limitations that should not exceed three (3) years and are consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

**VIII. Investment Bidding**

At each investment opportunity and/or maturity the investment officer shall publicly bid out the investment.

## **IX. Reporting**

### **1. Methods**

The investment officer shall prepare and submit to the City of Raymore governing body at monthly intervals an investment report, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the City of Raymore governing body to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration, in accordance with Government Accounting Standards Board (GASB) 31 requirements.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investments by maturity date.
- Percentage of the total portfolio which each type of investment represents.

### **2. Performance Standards**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

## **X. Adoption**

This policy shall be adopted by resolution of the City of Raymore's governing body. The policy shall be reviewed annually by the investment officer and recommended changes will be presented to the governing body for consideration.

## **DEBT POLICY**

The ability of the City to incur debt is limited by Article VI of the Constitution of the State of Missouri. Section 26(a) of the Article provides that a city may not become indebted in an amount exceeding in any year, the income and revenue provided for such year plus any unencumbered balances from previous years, except as set forth in Section 23(a) and Sections 26(b-e). Section 27 of the Article provides that a city may issue revenue bonds for the purpose of paying all or part of the cost of purchasing, constructing, extending or improving municipal utilities.

The City of Raymore is authorized under the aforementioned Articles, to issue General Obligation Bonds, Revenue Bonds, Special Revenue Bonds and Certificates of Participation. When determining the type of bond to issue, the following factors are considered:

- The direct and indirect beneficiaries of the project to be financed. The larger proportion of citizens should benefit from projects financed with General Obligation Bonds.
- The lifetime of the benefits generated by the project.
- The revenues that may be raised by alternative types of user charges.

- The cost-effectiveness of user charges.
- The effect of the proposed bond issue on the City's ability to finance future project of equal or higher priority.
- The true interest and net interest cost of each type of bond.
- The impact on the City's financial condition and credit ratings.

### **General Obligation Bonds**

The City issues General Obligation Bonds payable from ad valorem taxes to finance capital improvements and equipment. The Missouri Constitution, Article 26 permits the city to general obligation indebtedness, not to exceed 10% of the assessed valuation of taxable real and personal property for city purposes and an additional 10% for the purpose of acquiring rights of way for city infrastructure.

General Obligation Bond financing is intended for financing the capital improvements and long-term assets essential to the maintenance, development and growth of the City.

### **Revenue Bonds**

The City issues Revenue Bonds payable from the operations of its utility enterprise. Revenue Bonds are used to finance capital improvements and expansion of the City's water and sanitary infrastructure and facilities. These bonds are not considered when assessing the legal debt margin of the City, but their impact on the fund balance is budgeted.

### **Special Revenue Bonds**

The City issues Special Revenue Bonds payable from the revenues or taxes generated by the asset or project financed, for example the City's parks. These bonds are not considered when assessing the legal debt margin of the City.

### **Certificates of Participation**

Certificates of Participation are instruments of financing used by the City that are, in essence capital leases. The amount is financed over a period of years and is considered when assessing the legal debt margin of the City.

### **Tax Anticipation Notes/Revenue Anticipation Notes**

Tax or Revenue Anticipation Notes are short-term financing provided by financial institutions in anticipation of expected tax revenue receipts for general operating revenues or special projects. Tax revenue receipts streams will fluctuate during the year or over the life of a project and these annually renewable notes are used to even out cash flows. While the City may utilize these notes for day-to-day operations, it intends to only utilize this form of debt for special projects, such as the Municipal Complex and the Public Works Facility.

### **General Policy**

All forms of financing mentioned above are considered when preparing the City's budgetary information.

The City will only issue debt for the beneficial life of the asset or project or a maximum of 20 years.

The City will actively monitor its investment practices to ensure the maximum return on invested bond funds while complying with Federal arbitrage guidelines. The Finance Department will actively monitor outstanding debt issues to verify compliance with debt covenants.

### **Financial Advisor**

The City may retain the services of a Financial Advisor to assist the City in identifying capital financing alternatives and planning its debt program. The financial advisor should have no affiliation with the underwriting of a particular issue of the city.

The financial advisor shall determine which bid for the city's bonds is best by reviewing the pricing of comparable issues, talking to potential investors, identifying other similar issues that are likely to be in the market at the same time, and assessing the level of competition among various underwriting firms when the City utilizes the Negotiated Sale process.

The financial advisor and/or employees of the financial advisor shall not have made political contributions to any candidate for public office in the city for a period of three years preceding their selection as financial advisor.

### **Financial Underwriter**

The financial underwriter and/or employees of the financial underwriter shall not have made political contributions to any candidate for public office in the city for a period of three years preceding their selection as financial underwriter.

### **Method of Bond Sale**

When appropriate, new debt issues and refunding of existing debt issues will be offered utilizing the **competitive bid** process. In a competitive sale, the financial advisor will assist in determining the structure and timing of the issue prepare bond documents and rating agency presentations, evaluate the best bid, and assist in the closing transaction.

### **Refunding of Existing Debt**

The City will consider undertaking a refunding when one or more of the following conditions exist:

- The present value of all refunding costs, including interest, call premium, bond counsel, financial underwriter discounts and any other issuance costs; are less than the present value of the current interest. Desired net present value savings should approximate a minimum of three percent (3%).

- The City wishes to restructure debt service to provide for further financing or to maximize its cash position.
- The city wishes to eliminate old bond covenants that may have become restrictive or incongruous to the city's policies.

### **Federal Arbitrage Compliance**

Arbitrage is the difference between the yield on an issuer's tax-exempt bond and the investment income earned on the proceeds. Arbitrage profits are earned when low-yielding tax-exempt bond proceeds are invested in higher-yielding taxable securities.

Federal arbitrage restrictions imposed by the Federal Government prohibit an issuer from retaining arbitrage profits when investing bond proceeds at a yield that exceeds the yield on the bonds. The City will enlist the services of a reputable profession firm to calculate the potential of any arbitrage liability and rebate, if any such liability to the U.S. Treasury in accordance with federal guidelines.

## **CAPITALIZATION POLICY**

### **Resolution 03-23**

#### **Purpose**

To establish for the City of Raymore a **policy** for **capitalization** for real property, infrastructure, equipment, works of art and historical treasures, intangible assets, donated assets and leased property.

#### **Background**

Historically, City of Raymore has complied with the financial reporting requirements of the Government Accounting Standards Boards (GASB.) City assets for the **Proprietary** Funds have been recorded and depreciated. **Governmental** fund assets will be recorded in the General Fixed Asset Account Group (GFAAG) at original or historical cost and adjusted each year for new assets purchased and assets replaced due to obsolescence, damage, theft or loss.

The GASB issued Statement No. 34, effective June 30, 2003, requires City infrastructure, works of art, historical treasures, intangible assets and depreciation to be recorded for all funds in the government-wide financial statements.

This **policy** addresses the new elements of financial reporting introduced by GASB Statement No. 34 and ensures that capital asset transactions are accounted for consistently and in accordance with generally accepted accounting principles.

## **Policy**

It is the **policy** of the City of Raymore City Council that:

## **Responsibility**

The Finance Department is responsible for the overall management and accuracy of the asset management system.

Elected Officials and Department Directors are responsible for the safeguarding and accounting for property in accordance with City **policy** and City administrative procedures.

## **Capital Assets**

Capital asset transactions addressed in this **policy** include all equipment, land, buildings, infrastructure, works of art and historical treasures, intangible assets and leasing transactions of the City's government-wide activities and proprietary funds.

According to GAAP, fixed assets should be recorded at original cost or historical cost/ estimated historical cost. Cost includes purchase price or cost of construction and any other charges incurred to place the asset in its intended location and condition for use. Examples of other charges include, but are not limited to:

- legal and title fees
- appraisal and negotiation fees
- surveying fees
- other closing costs
- damage payments
- land-preparation costs
- demolition cost
- architect and accounting fees
- insurance premiums during the construction phase
- transportation charges
- interest cost incurred during construction of the asset

Donated assets should be recorded at their fair market value on the date donated. The fair market value is the estimated amount at which the asset would be exchanged between a willing buyer and seller when neither is forced into the exchange. Both parties should have knowledge of all facts and consider it an equitable exchange.

## **Capitalization Threshold**

The **capitalization** threshold for the various assets classifications shall be those with a value of \$5,000 and greater. Those classifications are as detailed below, but not limited to this listing.

- Land



- Land Improvement
- Right-of-Way
- Buildings
- Infrastructure
- Works of Art and Historical Treasures
- Intangible Assets
- Equipment
- Construction in Progress
- Leasehold Assets

### **Renovation/Improvements**

Renovation and improvement costs are incurred to restore or improve buildings or other capitalized assets. These costs involve the substitution of old parts for new ones and increase the economic benefits to be derived from the asset.

In order to capitalize a renovation or improvement cost, certain criteria must be met. First, the cost must equal or exceed the \$5,000 capitalization threshold established for all fixed assets. Second, the renovation or improvement must either: a) significantly extend the useful life of the original asset, or b) increase the future service potential of the asset.

If both of these criteria are met, the expenditure must be capitalized and recorded separately in the Fixed Asset System at total purchase or construction cost. Expenditures not meeting both of these criteria should be classified as a maintenance expense. Care must be taken when distinguishing between maintenance costs and renovation and improvement costs. The City will record assets valued from \$250 to \$4,999.99 in the Fixed Asset System for internal control purposes only.

If parts of an asset are removed during a renovation/improvement project, the original cost (less depreciation if applicable) of the part of the asset being removed should be retired from the Fixed Asset System. Because of the difficulty of measurement or of immateriality, this may not be possible. The removal costs associated with the renovation should be expensed. The remaining cost of adding the renovation would be the cost of the new asset.

### **Additions**

An addition represents a new asset. It increases the physical size or operating capabilities of an asset through expansion or extension. Additions do not involve renovations. A new wing to a building or the addition of an air-conditioning system to a building serves as examples of additions.

Additions are considered separate assets. The addition is capitalized if its cost is \$5,000 or more. Assets valued below \$5,000 are expensed; they are not capitalized nor depreciated for financial reporting purposes. The City will record assets valued from \$250 to \$4,999.99 in the Fixed Asset System for internal control purposes only.

Addition costs are different from maintenance costs. Additions add future benefits. Maintenance costs are incurred to keep the original asset in normal operating condition.

### **Maintenance**

Maintenance expenses are incurred to keep assets in normal operating condition and to help maintain the original use of the asset. Maintenance expenses do not extend the life of the asset beyond the expected useful life at acquisition or increase the future service potential of the asset. Maintenance costs are incurred to keep the asset operational throughout its useful life. Therefore, the replacement of roofs, plumbing/electrical systems and carpet are typically classified as maintenance costs. It does not extend the life of the asset longer than originally intended, so the costs are expensed.

Regardless of the dollar amount, maintenance costs are expensed and not capitalized. The costs are charged to repairs and maintenance expense.

It is recommended that management review the maintenance account at least once a year to consider:

1. Replacing an asset with higher maintenance costs than other similar assets;
2. Reducing maintenance costs by signing a service contract;
3. Comparing the costs of a service contract with a repair-as-needed program;
4. Verify that costs were for maintenance rather than amounts that should be capitalized.

### **Management**

Departments will continue to maintain inventories of equipment costing \$250 to \$4,999. Inventory of items costing less than \$250, particularly those susceptible to theft or requiring risk management coverage, will be inventoried also. Once fixed assets are recorded, any adjustment to the values or useful lives requires management authorization.

### **Classification**

According to the Governmental Accounting Standards Board (GASB), the classification of fixed assets depends upon the funds used to purchase them:

"A clear distinction should be made between fund fixed assets and general fixed assets. Fixed assets related to specific proprietary funds should be accounted for through those funds. All other fixed assets of a governmental unit should be accounted for through the General Fixed Assets Account Group." (GASB Sec 1400)

## **PURCHASING POLICY**

### **City Code Chapter 135**

#### **Section 135.010: General Provisions**

- A. This Chapter provides guidelines to be followed in purchasing goods and services for the City. These policies and procedures supersede all prior purchasing directives, memoranda, and practices. The City Manager shall be responsible for enforcing this policy.
- B. **Lowest Best Quality Competition.** All purchasing will demonstrate a reasonable and good faith effort to obtain goods and services at the lowest possible cost with the optimum quality needed. Competition among suppliers shall be encouraged.
- C. **Preference Area Vendors.** Vendors will be treated in a fair and professional manner with preference given to area vendors, if all other things are equal.
- D. **Conflict Of Interest.** Any officer or employee of the City is expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any purchase order or contract is, or might be awarded, any rebate, gift, money, or anything of value whatsoever, except where given for the use and benefit of the City. No City employee or official shall have a financial interest in any purchase or contract issued by the City. Violation of this provision is basis for dismissal.
- E. **Budget Goal.** The City Council sets goals, priorities, and standards for the City programs and services through adoption of the annual budget. The budget establishes expenditure levels for each department. No further Council action is required to initiate purchases within the budget limits.
- F. **Department Director Authority.** Department Directors are granted full responsibility and broad discretion by the City Manager to make purchases within the scope of their departmental appropriations subject to the rules contained within these regulations. Budget appropriations do not mandate expenditure unless the need continues to exist at the time of purchase. The City Manager may establish spending levels below those budgeted if revenue collections are inadequate to fulfill budgetary needs.
- G. **Sales Tax Exemption.** All City purchases are exempt from the sales taxes of Missouri and its political subdivisions.

#### **Section 135.020: Competitive Quotes and Bids**

- A. **Items Over Five Hundred Dollars.** Any item which exceeds five hundred dollars (\$500.00) purchased individually or in bulk shall require competitive quotations. Quotes will be obtained in writing, by telephone, or from current catalog price lists. Quotes shall be solicited from at least three (3) vendors.
- B. **Purchases Over One Thousand Dollars.** Individual purchases which exceed one thousand dollars (\$1,000.00) need to be signed by the City Manager as well as meet the requirements for items over five hundred dollars (\$500.00).
- C. **Purchases Over Ten Thousand Dollars.** Purchases in excess of ten thousand dollars (\$10,000.00) require legal advertisement, written specifications, sealed bids, and are awarded by the

City Council. Sealed bids shall be submitted to the Purchasing Officer for public opening and evaluation prior to City Council action.

D. Purchases Requiring City Council Approval.

1. Contracts.
2. Agreements.
3. Purchases over ten thousand dollars (\$10,000.00).

E. Exceptions. These guidelines may be modified or waived under any of the conditions listed below. Written justification for such must be submitted with the Purchase Requisition or Payment Voucher.

1. The goods or services are available from only one (1) vendor;
2. Any emergency; (an emergency status must be approved by the Department Director)
3. A concession or maintenance service agreement is being renewed for good workmanship, material, or performance for no more than one (1) year;
4. It is advantageous to purchase through the purchasing contracts of other governmental agencies;
5. The services are not conducive to lowest price bidding such as legal, engineering, audit, or medical services;
6. For purchases that are of an on-going, repetitive nature, i.e., concrete, asphalt, equipment repairs, or any other items approved by the City Manager or the Assistant City Manager. The City Manager or the Assistant City Manager shall have the authority to approve, on an annual basis, a vendor listing of not less than three (3) vendors to be used by the City for each approved product or service. Vendors shall annually submit bids. Purchases may then be made by Department Directors on a price/availability basis, for purchases up to five hundred dollars (\$500.00), without obtaining separate quotes on each purchase; or
7. Professional services for architecture, engineering, or land surveying shall be obtained as further outlined in the Procurement Policy adopted by the City.

F. Single Bids or Proposals: When only one bid or proposal is received in response to a solicitation, City staff may enter into negotiations with the sole responder to the bid/proposal solicitation. If staff believes that the following three conditions have been met, then the negotiated award may be recommended to the City Council.

- 1) The bidder is shown to be responsible through bidder's qualifications, financial background and reference check as completed by the City.
- 2) The bid, in the determination of the Procurement Officer, fully addresses the Scope of Work outlined in the Request for Proposal or Bid, and meets all of the conditions set forth in the General and Specific Requirements of the Request for Proposal or Bid.
- 3) The RFP was properly and effectively advertised, and a diligent effort was made to notify vendors of the RFP.

### **Section 135.030: Requisition Forms**

A. Purchase Orders. For proper financial control, it is imperative that all expenditures be authorized in advance. Normally, this will require approval of a complete purchase requisition and purchase order.

B. Purchase Requisition Functions. An approved purchase requisition assures the employee that the specified goods or services may be obtained. It provides information for the purchase order.

C. Purchase Order Functions. An approved purchase order assures the vendor that the City will pay for goods and services being purchased. It encumbers the budgetary accounts to reserve funds for the purchase. Completion of the receiving copy authorizing the Finance Department to actually pay the vendor.

1. The purchase requisition form must include the following information:
  - a. Requisition number;
  - b. Vendor name, address, and identification number;
  - c. Shipping address if goods are not to be delivered to City Hall or are to be picked up;
  - d. Date of requisition;
  - e. Date delivery is needed;
  - f. Applicable general ledger expenditure account and/or project number;
  - g. Quantity needed;
  - h. Clear and detailed description of the items being requested; and
  - i. Signature of the employee requesting the item, the Department Director, and if the grand total exceeds one thousand dollars (\$1,000.00), the signature of the City Manager.

The requisition will be filled out in duplicate form. The requesting department will retain one (1) copy and send one (1) copy to purchasing along with any quote forms or specifications if required.

2. The purchase order form must include the following information:
  - a. Purchase order number;
  - b. Vendor name, address, and identification number;
  - c. Shipping address if goods are not delivered to City Hall or are to be picked up;
  - d. Date of purchase;
  - e. Date delivery is needed;
  - f. Applicable general ledger expenditure account and/or project number;
  - g. Quantity needed;

- h. Clear and detailed description of the items being ordered;
  - i. Unit price of each item;
  - j. Total price of each item calculated by multiplying the quantity needed by the unit price;
  - k. Grand total of all items including any freight, installation, or other charges; and
  - l. Signature of the Purchasing Officer and the Department Director.
3. The purchase order will be filled out on a five- (5) part form. The first (1st) copy shall be sent to the vendor. The second (2nd) and third (3rd) copies will be sent to the requesting Department Director. The fourth (4th) and fifth (5th) copies will be retained in the Purchasing Department. When the goods or services have been satisfactorily received, the third (3rd) copy will be initialed and returned to the Purchasing Department. Purchasing will match invoices to the receipt copy, verify quantity and price and submit a copy to accounts payable for payment.
4. A total cost variance of up to three percent (3%) from the amount on the original purchase order will be allowed with a written explanation and approval by the appropriate Department Director. Any variance over three percent (3%) must be approved by the City Manager or the Assistant City Manager.

#### **Section 135.040: Payment Vouchers**

- A. In some instances, a payment voucher may be used instead of a purchase order:
1. For items already purchased;
  2. For small dollar amount purchases;
  3. For partial payments on purchase orders; or
  4. To accompany manual checks.
- B. The payment voucher form must include the following information:
1. Payment voucher number;
  2. Vendor identification number, name, and address;
  3. Check number, if used with a manual check;
  4. Date;
  5. Invoice number, if used for an item already purchased;
  6. Purchase order number, if used with a partial payment on a purchase order;
  7. Clear description of the expense;
  8. Applicable general ledger expenditure account and/or project number;
  9. Amounts and total; and

10. Signatures of preparer and Department Director, and, if the amount is over one thousand dollars (\$1,000.00), the City Manager.

**Section 135.050: Recordkeeping**

All purchasing activities will be documented to verify a good faith effort to obtain the lowest possible price at the optimum quality. This documentation will be submitted to the Purchasing Department with the purchase order or payment voucher.

1. Quote form. A record of any quotes or bids will be submitted to purchasing to document vendor competition. This record shall include a list of vendors solicited, persons contacted, dates, prices, quantities, and any other pertinent information. The Department Director may solicit informal telephone bids with the assistance of the Purchasing Officer.
2. Other documentation. The purchasing documentation should also include verification of receipt and actual cost. This may be provided by receiving slips, detailed invoices, and/or receipts.
3. The Purchasing Department shall maintain the documentation submitted with purchase orders and payment vouchers. The Purchasing Officer shall maintain copies of all purchase orders in numerical order and an inventory of fixed assets.

**Section 135.060: Surplus Property**

- A. A detailed list of any surplus, obsolete, worn-out, or confiscated department property shall be submitted to the Purchasing Department with recommendation for disposal. The list will be circulated to all Department Directors. Upon request, items may be transferred to another department subject to approval of the City Manager.
- B. Surplus property may be sold by sealed bid or public auction with authorization of the City Council. Such items shall be stripped of all City identification prior to the sale. Unsold items may be junked and sold for scrap upon approval of the City Manager.

**Section 135.070: Policy for the Selection of Professional, Architectural, Engineering and Land Surveying Services**

- A. Definitions. The following words shall have the meanings as set out herein:

**FIRM:** Any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, or land surveying in the State of Missouri, or to provide professional services as described herein.

**PROFESSIONAL SERVICES:** Those services within the scope of practice of architecture, engineering, or land surveying, as defined by the laws of the State of Missouri, or those performed by any architect, professional engineer, or registered land surveyor in connection with this professional employment or practice.

- B. Roster Of Consultants. The City will maintain a roster, classified by category of professional service of qualified firms interested in performing professional services for the City. Names of firms

shall be placed on the roster upon their request, at the request of the City Manager, or when recommended by City Department Directors.

C. Each firm meeting the following minimum qualifications shall be deemed to be a qualified firm and meeting the qualifications of the City.

1. Duly authorized to conduct business in the State of Missouri in their particular profession;
2. Professional registration by the State of Missouri; and
3. At least one (1) staff professional assigned to each project. Adequacy of personnel will be determined on a contract-by-contract basis against the City's estimate of manpower required to perform the work in the desired time frame.

D. Each firm listed on the roster shall be responsible for maintaining a current resume describing its qualifications and experience to be filed with the City. Firms having a roster on file shall update the information contained therein on an annual basis.

1. Data which should be included is as follows:

- a. Firm name, address, telephone numbers;
- b. Year established and former firm names (if applicable);
- c. Types of services for which it is qualified;
- d. Names of principals of the firm and States in which they are registered;
- e. Names of key personnel, with experience of each and length of time in the organization;
- f. Number of staff available for assignment;
- g. Outside consultants and associates usually retained;
- h. List of completed projects on which the firm was principal consultant in the previous three (3) years; and
- i. Current projects underway and estimate cost of each

### **Section 135.080: General Procedures and Responsibilities**

A. The procurement policy herein described shall be initiated for projects whose expenditure value exceeds ten thousand dollars (\$10,000.00) or in other cases in which the City Manager may deem it advisable.

B. Project Initiation. When a Department Director identifies a project for which professional services will be necessary, the Department will draft a scope of services for the specific project. This scope of services will be submitted to the City Manager for authorization to initiate the project, and a



determination as to which type of selection will be required in accordance with the policies of the purchasing manual. The scope of services should include the following:

1. A description of the work required and its objectives;
2. The nature of specific tasks and services to be accomplished;
3. The type and amount of assistance to be given by the City department involved;
4. Required time frame; and
5. Financial conditions of limitations; grant programs involved.

C. Expressions Of Interest. After authorization, the Department Director will contact those firms on the roster and those firms responding to advertisements, if applicable, for a written expression of interest in the specific project. The request should invite comment as to the special experience with similar projects, and the availability of the firm to provide required service within any time limitations.

D. Screening And Requests For Proposals. The expressions of interest will then be presented to the Department Director for initial screening. Factors to be determined in the initial screening will include:

1. Specialized experience in the type of work required;
2. Record of the firm in accomplishing work on other projects in the required time;
3. Quality of work previously performed by the firm for the City;
4. Recent experience showing accuracy of cost estimates;
5. Community relations including evidence of sensitivity to citizen concerns;
6. Geographic location of the office of the firm which would serve the project;
7. Qualifications and experience of key personnel; and
8. Relations with previous clients.

The Department Director, with the advice and consent of the City Manager, will designate three (3) or four (4) firms who will be requested to present detailed proposals on the project and be interviewed.

E. Detailed Proposals. Firm submitting detailed proposals will be asked to provide the following:

1. A resume of the firm principal who will be responsible for the project;
2. A resume of the proposed project supervisor;
3. Resumes of key project personnel;
4. A statement of the ability of the firm to meet required time schedules;
5. A description of how the project would be conducted;

6. A schedule of hourly rates for various services offered and a proposed project fee range;
7. A list of municipal references for similar types of projects; and
8. Any other pertinent information the firm wishes to present.

F. Interview And Selection. Upon receipt of the detailed proposals, the Department Director will review the proposals, interview the prospective firms, and make the final selections as to the firm for the project. Similar systems for rating shall be used on similar projects and will be standardized where possible. The prime factor to be rated in the final screening are the firm's:

1. Management capabilities;
2. Technical capabilities;
3. Approach to the project;
4. Understanding of city's objectives;
5. Proposed work schedule;
6. Staff to be assigned;
7. Fee and/or schedule of hourly rates;
8. Knowledge of local situation;
9. Ability to communicate;
10. Presentation and attitude; and
11. Confidence factor.

G. Contract Negotiation. The selected firm will then be requested to come in for a final conference with the Department Director to define precisely the scope of services to be provided and to finalize the compensation requirements for the work. A contract will then be prepared and submitted to the City Counselor for review, and then submitted to the City Manager for presentation to the City Council for approval, as required by the purchasing manual.

If, after reasonable effort, a contract cannot be negotiated, the negotiations with the designated firm shall be terminated and negotiations shall be started with the next firm recommended.

H. Exceptions.

1. In view of the fact that special conditions will occasionally arise that make use of this policy impractical, exceptions can be made. Reasons for exceptions may include an emergency situation which precludes a selection time frame of at least two (2) months, or an extremely specialized need in which there is only one (1) feasible source of expertise. If it appears there is a need for an exception to the policy, the City Manager will inform the City Council to allow them the opportunity to deny the exception.

2. If the number of firms willing and available to perform a specified task is small, the step involving initial screening may be skipped and the selection process will go directly to detailed proposals.

3. If two (2) or more projects, during any three (3) year period, are of such similar nature, the Department Director, with the approval of the City Manager, may request a detailed proposal from a previously contacted firm and then, following an interview, enter into contract negotiations with that firm. Should contract terms not be reached with the selected firm, the Department Director must revert to the procedures as outlined previously in this policy.

#### **Section 135.090: Compensation or Fees**

This amount will include all services to be rendered to the City by the firm, with the exception of certain pass-through expenses that will be identified by contract, if applicable, and it will be calculated by one (1) of the following methods, at the preference of the City:

1. Lump sum or fixed fee;
2. Cost per unit; or
3. Hourly basis with total not to exceed a fixed amount.

#### **Section 135.100: Prohibition Against Contingent Fees**

A. Each contract entered into by the City Council for professional services shall contain a prohibition against contingent fees as follows:

"No firm shall retain a person, to solicit or secure a City contract for professional services upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business."

B. For the breach or violation of the foregoing provision, the City Council shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

## **Government Fund Types**

### *General Fund*

The general fund is the chief operating fund of a state or local government. GAAP prescribe that the general fund be used “to account for all financial resources except those required to be accounted for in another fund.” That is, it is presumed that all of a government’s activities are reported in the general fund unless there is a compelling reason to report an activity in some other fund type.

### *Special Revenue Funds*

Special revenue funds most often have certain revenue sources set aside for a specific purpose. GAAP provide that special revenue funds be used “to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.” Parties outside the government as well as the governing body itself can impose these legal restrictions.

### *Debt Service Fund*

Resources set aside to meet current and future debt service requirements on general long-term debt are recorded in a Debt Service Fund. GAAP permit the use of debt service funds “to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.”

### *Capital Project Funds*

Capital Project Funds are used to report major capital acquisition and construction separately from their ongoing operating activities. Separate reporting enhances an understanding of the government’s capital activities, and it helps to avoid the distortions in financial resources trend information that can arise when capital and operating activities are mixed.

## **Proprietary Fund Types**

### *Enterprise Funds*

An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. GAAP also require the use of an enterprise fund for any activity whose principal revenue sources meet any of the following criteria: 1) *debt backed solely by fees and charges*; 2) *legal requirement to recover cost*; or 3) *policy decision to recover cost*.

### *Internal Service Funds*

Governments often wish to centralize certain services and then allocate the cost of those services within the government. Internal service funds are generally used for central garage and motor pools, duplicating and printing services, information systems, purchasing, and central stores. The goal of an internal service fund is to measure the full cost of providing goods and services provided and recouping that cost through fees or charges.

## **Fiduciary Funds**

Fiduciary Funds are used “to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government’s own programs.” Fiduciary funds include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds. The distinction between trust funds and agency funds is that trust funds normally are subject to a trust agreement that affects the degree of management involvement and the length of time that the resources are held.

# Fund Structure

## Basis of Accounting & Budgeting

<i>Modified Accrual Basis</i>				<i>Accrual Basis</i>	
Governmental Fund Types				Fiduciary Fund Type	Proprietary Fund Type
<b>General Fund</b>	<b>Capital Projects</b>	<b>Special Revenue</b>	<b>Debt Service</b>	<b>Trust &amp; Agency Funds</b>	<b>Enterprise Fund</b>
	BERP Fund	Park and Recreation	General Obligation Bonds	Development Projects Fund	Water/Sewer Fund
	Park Fee-in-Lieu			Meter Deposit Fund	
	Transportation Fund			Escrow Fund	<b>Internal Service Fund Type</b>
	Excise Fund				VERP Fund
	Capital Improvement Fund				Restricted Revenues Fund
	Stormwater Sales Tax				
	Park Sales Tax				
	Water Connection				
	Sewer Connection				
	Enterprise Capital Maint.				

**Fund Structure Types**

**Governmental Fund Types**

The general fund is the chief operating fund of a state or local government. GAAP prescribe that the general fund be used to account for all financial resources except those required to be accounted for in another fund. General fund activities are supported by a levy of taxes.

**Proprietary Funds**

The Enterprise Fund is reported as a proprietary fund as a City business activity. An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. In this instance, it is water and sewer services.

**Fiduciary Funds**

GAAP indicate that fiduciary funds should be used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs.

**Internal Service Funds**

The VERP Fund is used as a central source fund for the acquisition of vehicles and equipment. The General, Park and Enterprise Funds budget and transfer to these funds for the future acquisition of capital outlay creating a pooled resource which is invested to generate earnings.

**Accounting & Budgeting Basis**

**Accrual Basis**

Accrual basis of accounting and budgeting recognizes revenues when they are earned and expenditures when the goods and services are received.

**Modified Accrual**

Modified accrual basis of accounting and budgeting recognizes revenues when they become both "measureable" and "available" to finance expenditures in the current period.

**Cash Basis**

Cash basis of accounting and budgeting only recognizes revenues or "cash" when actually received or expended.

**Budget**

All funds are budgeted excluding the Fiduciary Funds

**COMBINED 4 YEAR - STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - CASH BASIS**

BUDGET YEAR	FY 2011-12 Actual	FY 2012-13 Actual	FY 2013-14 Budget	FY 2014-15 Adopted
Property Taxes	3,466,820	3,516,255	3,473,649	3,527,903
Franchise Taxes	2,251,800	2,276,711	2,427,713	2,395,669
Sales Taxes	5,899,371	6,176,929	6,825,183	7,081,257
Intergovernmental	-	14,140	-	-
Fees and Permits	524,312	783,089	198,208	189,278
Licenses	134,705	125,338	132,960	122,100
Municipal Court	373,691	500,757	424,262	446,523
Program / Service Fees	6,896,658	6,091,102	6,749,463	6,819,330
Penalties	155,916	158,667	163,348	154,833
Miscellaneous	430,594	429,488	392,489	384,309
Bond Proceeds & Interest		2,460,044		
Other Sources / Transfers	3,260,254	5,235,272	3,937,109	3,759,380
<b>Revenues</b>	<b>23,394,121</b>	<b>27,767,792</b>	<b>24,724,384</b>	<b>24,880,583</b>
Administration	817,082	839,425	979,181	1,023,795
Information Technology	302,621	358,782	407,545	408,489
Economic Development	198,612	204,580	225,984	243,135
Community Development	564,426	564,901	575,783	571,650
Engineering	419,044	405,773	451,117	413,876
Streets	924,668	973,555	1,120,745	1,151,575
Stormwater	193,169	210,240	220,147	269,466
Buildings and Grounds	328,098	273,766	305,680	305,367
Municipal Court	141,377	146,627	162,295	165,321
Finance	480,431	493,419	516,943	539,840
Police	3,291,051	3,370,186	3,592,947	3,668,133
Emergency Management	109,972	102,553	118,487	123,686
Parks	587,167	615,616	607,246	625,387
Recreation	447,021	405,057	521,796	523,449
Water & Sewer	5,007,796	4,143,470	4,664,901	5,090,699
Miscellaneous	-	10,684	500	950
Debt Service	3,701,409	5,267,661	2,672,894	2,746,813
Fees	1,136	293,686	1,200	3,000
911 Exp/Communications	-	96,733	-	43,882
Capital Outlay	-	386,311	223,786	337,341
Capital Projects	2,857,090	4,040,036	3,179,233	3,014,878
Capital Projects - GO Bond	630,167	-	-	-
Transfers Out	2,786,596	5,091,202	3,835,806	3,598,126
<b>Total Expenditures</b>	<b>23,788,933</b>	<b>28,294,263</b>	<b>24,384,216</b>	<b>24,868,858</b>
TTD Expenditures		396,600		-
<b>Net Changes in Fund Balance</b>	<b>(394,812)</b>	<b>(923,071)</b>	<b>340,168</b>	<b>11,725</b>
Percentage change in PY Revenue	5.08%	18.70%	5.69%	6.35%
Percentage change in PY Expenditures	-16.48%	18.94%	2.50%	4.54%
Percentage change in PY change of Fund Balance	-93.65%	133.80%	186.16%	-102.97%

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - CASH BASIS**

<b>BUDGET YEAR 2014-15</b>	<b>General Fund</b>	<b>Parks Fund</b>	<b>Enterprise Fund</b>	<b>Debt Service Fund</b>	<b>Internal Service Fund</b>	<b>Capital Project Funds</b>	<b>Combined Total Presentation</b>
<b>Fund Balance CASH Beginning of the Year</b>	<b>3,339,296</b>	<b>531,670</b>	<b>1,124,167</b>	<b>905,885</b>	<b>1,731,302</b>	<b>5,953,485</b>	<b>13,585,804</b>
Property Taxes	1,257,584	338,576		1,931,743			3,527,903
Franchise Taxes	2,395,669						2,395,669
Sales Taxes	2,997,146	350,000				3,734,111	7,081,257
Intergovernmental					-		-
Fees and Permits	92,940					96,338	189,278
Licenses	122,100						122,100
Municipal Court	440,078				6,445		446,523
Program / Service Fees		364,760	6,228,270			226,300	6,819,330
Penalties			137,447	17,386			154,833
Miscellaneous	316,620	1,500	23,454	4,529	588	37,617	384,309
Other Sources / Transfers	1,295,031	100,000	151,881	-	1,434,489	777,979	3,759,380
<b>Revenues</b>	<b>8,917,169</b>	<b>1,154,836</b>	<b>6,541,052</b>	<b>1,953,658</b>	<b>1,441,522</b>	<b>4,872,345</b>	<b>24,880,553</b>
Administration	1,023,795						1,023,795
Information Technology	408,489						408,489
Economic Development	243,135						243,135
Community Development	571,650						571,650
Engineering	413,876						413,876
Streets	1,151,575						1,151,575
Stormwater	269,466						269,466
Buildings and Grounds	305,367						305,367
Municipal Court	165,321						165,321
Finance	539,840						539,840
Police	3,652,733				15,400		3,668,133
Emergency Management	123,686						123,686
Parks		625,387					625,387
Recreation		523,449					523,449
Water & Sewer			5,090,699				5,090,699
Miscellaneous						950	950
Debt Service			151,881	1,600,841		994,090	2,746,813
Fees				3,000			3,000
911 Exp/Communications					43,882		43,882
Capital Outlay		6,000			331,341		337,341
Capital Projects	-		-			3,014,878	3,014,878
Transfers Out	1,033,000		1,073,666		-	1,491,460	3,598,126
<b>Total Expenditures</b>	<b>9,901,933</b>	<b>1,154,836</b>	<b>6,316,246</b>	<b>1,603,841</b>	<b>390,623</b>	<b>5,501,378</b>	<b>24,868,858</b>
TTD Expenditures							-
<b>Net Changes in Fund Balance</b>	<b>(984,764)</b>	<b>(0)</b>	<b>224,806</b>	<b>349,817</b>	<b>1,050,899</b>	<b>(629,033)</b>	<b>11,725</b>
<i>Less: Restricted Balances</i>	-	-	-	-	-	-	-
<i>Less: Reserved Balance 20% of Exp</i>	(1,773,787)	(230,967)	(1,216,420)	-	-	-	(3,221,174)
<b>Available Fund Balance - End of Year</b>	<b>580,746</b>	<b>300,703</b>	<b>132,553</b>	<b>1,255,702</b>	<b>2,782,201</b>	<b>5,324,452</b>	<b>10,376,355</b>

Capital Funds Combined Statement of Changes in Fund Balance (cash basis)

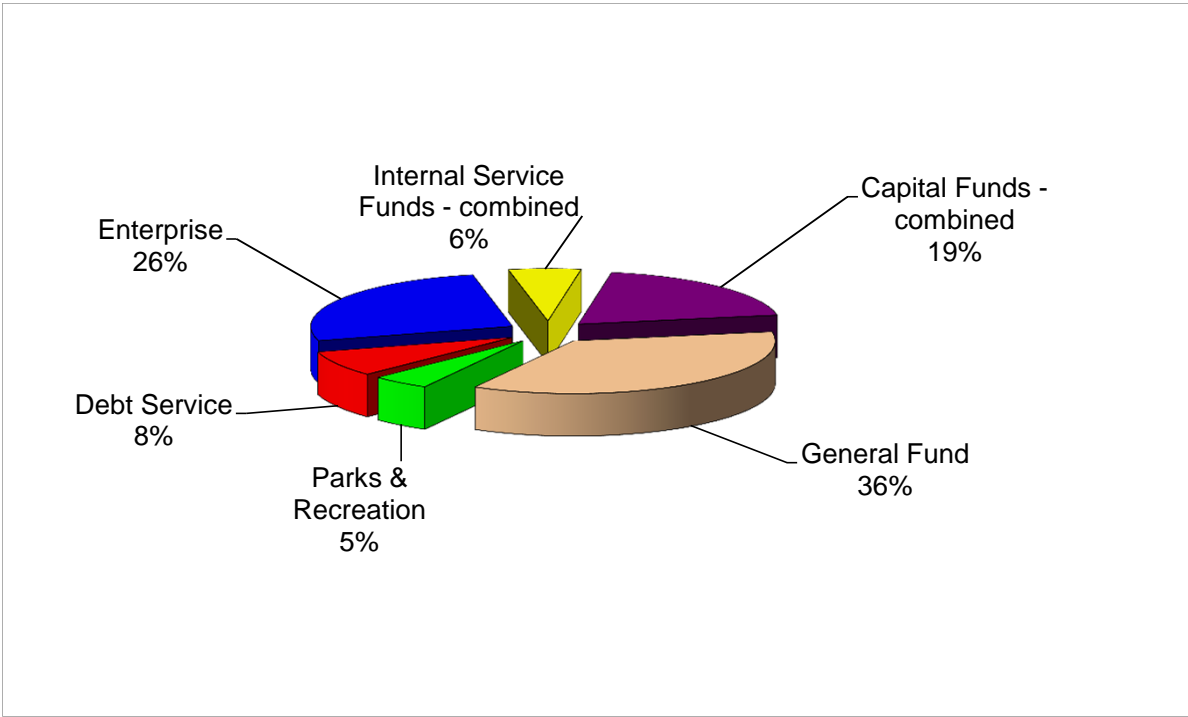
	05 - BERP Fund	27-Park Fee in Lieu	36-Transportation Fund	37-Excise Tax Fund	45-Capital Improvement Fund	46-Stormwater Sales Tax	47-Parks Sales Tax	52-Water Connection Fees	53-Sewer Connection Fees	54-Ent. Capital Maintenance	Total Combined
<b>Fund Balance - Beginning of Year</b>	1,199,730	89,907	836,434	882,800	482,740	22,356	234,079	481,021	696,564	1,027,853	5,953,485
<b>Revenues</b>											
Sales Taxes											-
1/2 cent Capital Improvement					1,137,078						1,137,078
Sales Tax (40% of 1/2 cent) *						454,831	454,831				909,662
Additional - Council Determined						113,708	113,708				227,416
Transportation Sales Tax			1,137,078								1,137,078
Cass R&B Sales Tax				176,832							176,832
Cass R&B Property Tax			146,045								146,045
Fees and Permits											-
Park Fee in Lieu		5,338									5,338
Commercial											-
Single Family				91,000							91,000
Multi-Family											-
Tap Fees -Residential								113,150			113,150
Tap Fees -Commercial											-
Interest	1,800	225	1,072	2,207	979	121	585	1,959	1,100	2,570	12,617
Refunds & Reimbursements					25,000						25,000
Resident Contribution					2,800						2,800
Connection Fees-Residential									113,150		113,150
Connection Fees-Commercial											-
Other Sources / Transfers	300,000		150,000	91,035						234,144	775,179
<b>Total Revenues</b>	<b>301,800</b>	<b>5,563</b>	<b>1,611,027</b>	<b>184,242</b>	<b>1,165,857</b>	<b>568,660</b>	<b>569,124</b>	<b>115,109</b>	<b>114,250</b>	<b>236,714</b>	<b>4,872,345</b>
<b>Expenditures</b>											
Debt Service					739,876	207,262	46,952	-	-		994,090
Misc	-	-			500		450				950
General Fund Transfer			320,000			230,425					550,425
Park Sales Tax Transfer							350,000				350,000
Excise Tax Transfer			91,035								91,035
Capital Improvement Transfer											-
Enterprise Fund (50) Transfer											-
BERP Transfer					300,000						300,000
Restricted Revenue Fund Transfer					200,000						200,000
<b>Capital Projects Budgeted</b>											-
Fiber Optic Cable Installation - Parks Maintenance Facility	75,000										75,000
City Hall South PD Entrance Modification	18,850										18,850
City Hall South PD Entrance Modification	25,000										25,000
City Hall Voice Mail System	23,100										23,100
Park Maintenance Facility - AC replacement	7,000										7,000
Annual Curb Replacement			400,000								400,000
Annual Street Preservation overlay			1,143,131								1,143,131
Annual Sidewalk Program			117,000								117,000
Maintenance of Thoroughfare Routes				217,000							217,000
Civic Center					(200,000)						(200,000)
Farmers Market Park Development Phase I					150,000						150,000
Olive Street Sidewalk					144,342						144,342
Annual Curb Replacement						100,000					100,000
Recreation Park Basketball Court Reconstruction							45,000				45,000
Recreation Park Baseball Fields Renovation Project							75,000				75,000
Inflow and Infiltration Reduction										124,455	124,455
Foxwood Water Tower Painting and Repair										400,000	400,000
500 Block S. Adams - Water Main Replacement										150,000	150,000
<b>Total Expenditures</b>	<b>148,950</b>	<b>-</b>	<b>2,071,166</b>	<b>217,000</b>	<b>1,334,718</b>	<b>537,687</b>	<b>517,402</b>	<b>-</b>	<b>-</b>	<b>674,455</b>	<b>5,501,378</b>
<b>Net Changes in Fund Balance</b>	<b>152,850</b>	<b>5,563</b>	<b>(460,139)</b>	<b>(32,758)</b>	<b>(168,861)</b>	<b>30,973</b>	<b>51,722</b>	<b>115,109</b>	<b>114,250</b>	<b>(437,741)</b>	<b>(629,033)</b>
Less: Restricted Balances											-
Less: Reserved Balance 20% of Exp											-
<b>Fund Balance End of Year</b>	<b>1,352,580</b>	<b>95,470</b>	<b>376,295</b>	<b>850,042</b>	<b>313,879</b>	<b>53,329</b>	<b>285,801</b>	<b>596,130</b>	<b>810,814</b>	<b>590,111</b>	<b>5,324,452</b>



# Combined Revenues by Fund

(Includes interfund transfers and interfund billings)

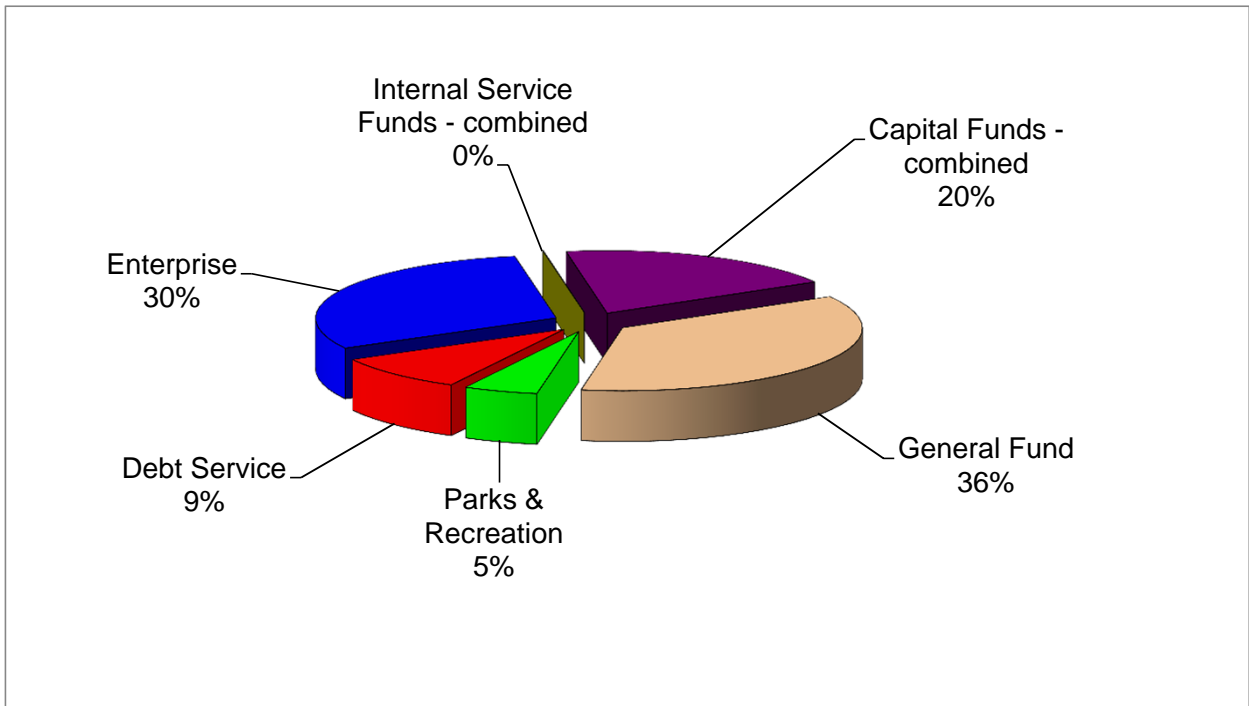
Summary		
	Budget	% of Budget
<b>General Fund</b>	\$ 8,917,169	35.84%
<b>Parks &amp; Recreation</b>	1,154,836	4.64%
<b>Debt Service</b>	1,953,658	7.85%
<b>Enterprise</b>	6,541,052	26.29%
<b>Internal Service Funds - combined</b>	1,441,522	5.79%
<b>Capital Funds - combined</b>	4,872,345	19.58%
<b>Total Combined Revenues</b>	<b>\$ 24,880,583</b>	<b>100.00%</b>



# Combined Revenues by Fund

(Does not include interfund transfers and interfund billings)

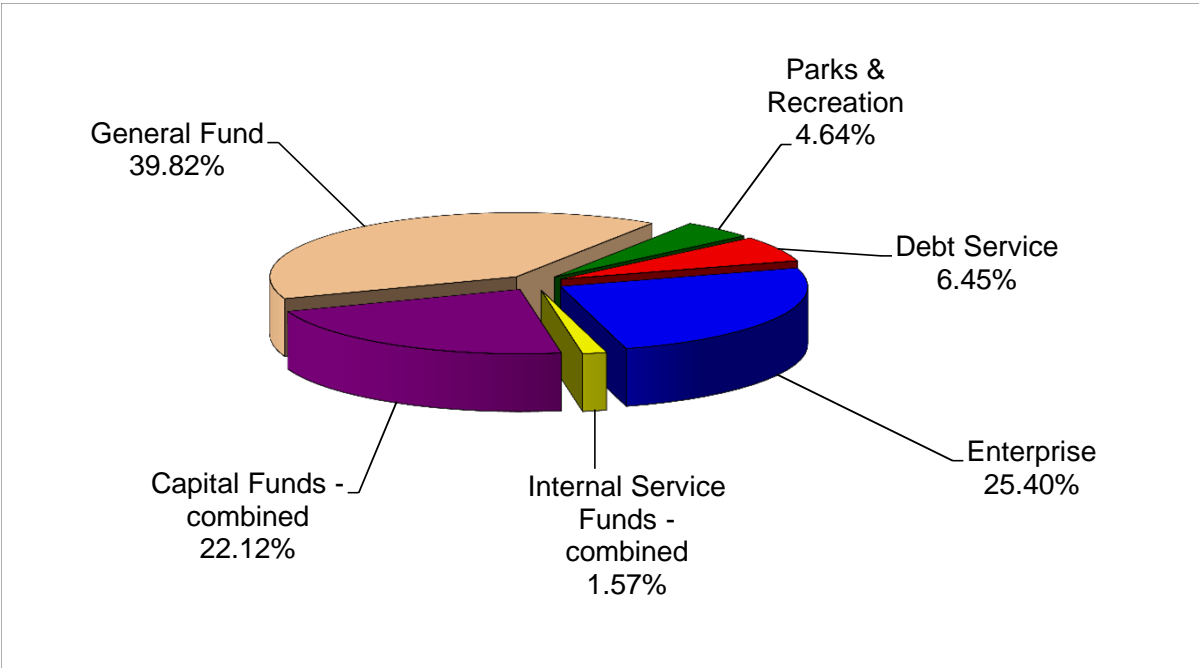
Summary		
	Budget	% of Budget
<b>General Fund</b>	\$ 7,622,138	36.08%
<b>Parks &amp; Recreation</b>	1,054,836	4.99%
<b>Debt Service</b>	1,953,658	9.25%
<b>Enterprise</b>	6,389,171	30.25%
<b>Internal Service Funds - combined</b>	7,033	0.03%
<b>Capital Funds - combined</b>	4,097,166	19.40%
<b>Total Combined Revenues</b>	<b>\$ 21,124,002</b>	<b>100.00%</b>



# Combined Expenditures by Fund

(Includes interfund transfers and interfund billings)

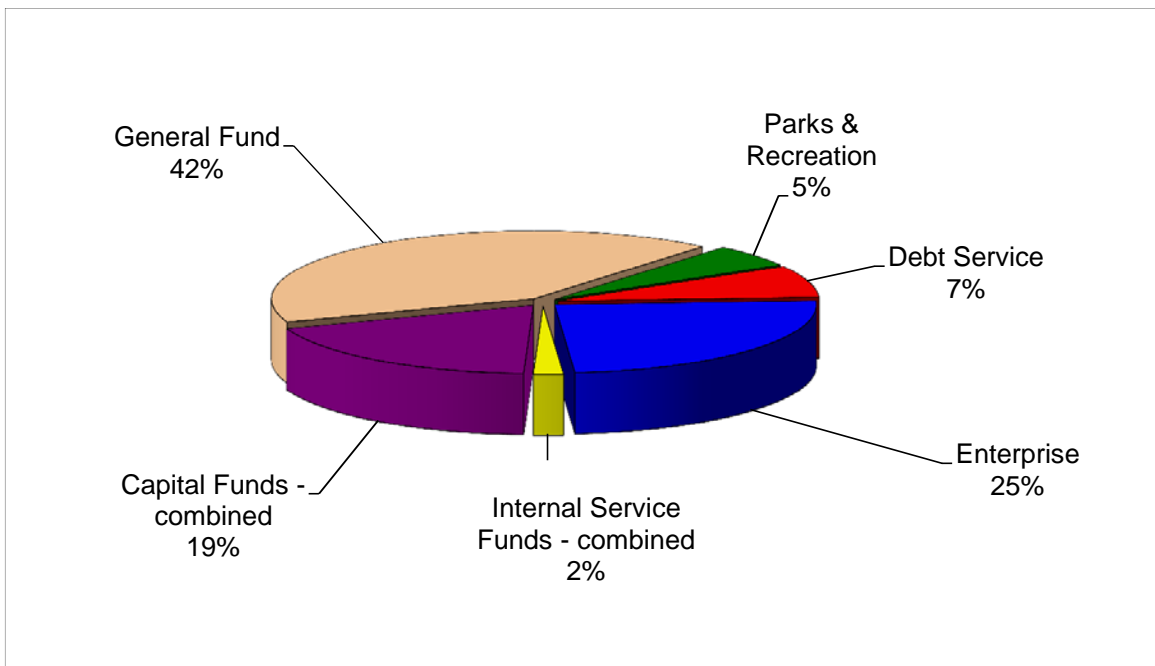
Summary		
	Budget	% of Budget
<b>General Fund</b>	\$ 9,901,933	39.82%
<b>Parks &amp; Recreation</b>	1,154,836	4.64%
<b>Debt Service</b>	1,603,841	6.45%
<b>Enterprise</b>	6,316,246	25.40%
<b>Internal Service Funds - combined</b>	390,623	1.57%
<b>Capital Funds - combined</b>	5,501,378	22.12%
<b>Total Combined Expenditures</b>	<b>\$ 24,868,858</b>	<b>100.00%</b>



# Combined Expenditures by Fund

(Does not include interfund transfers and interfund billings)

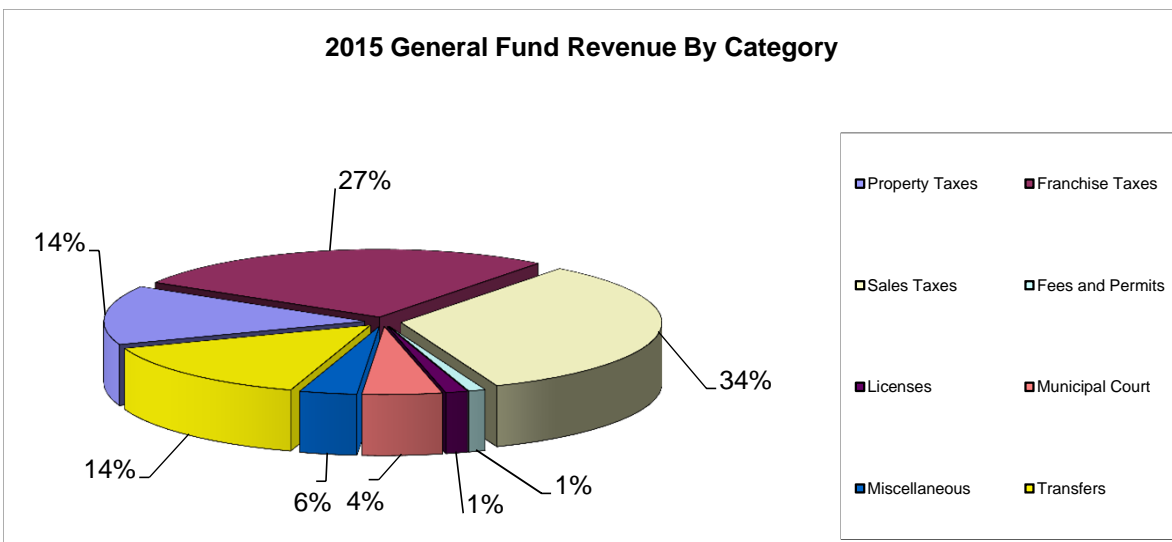
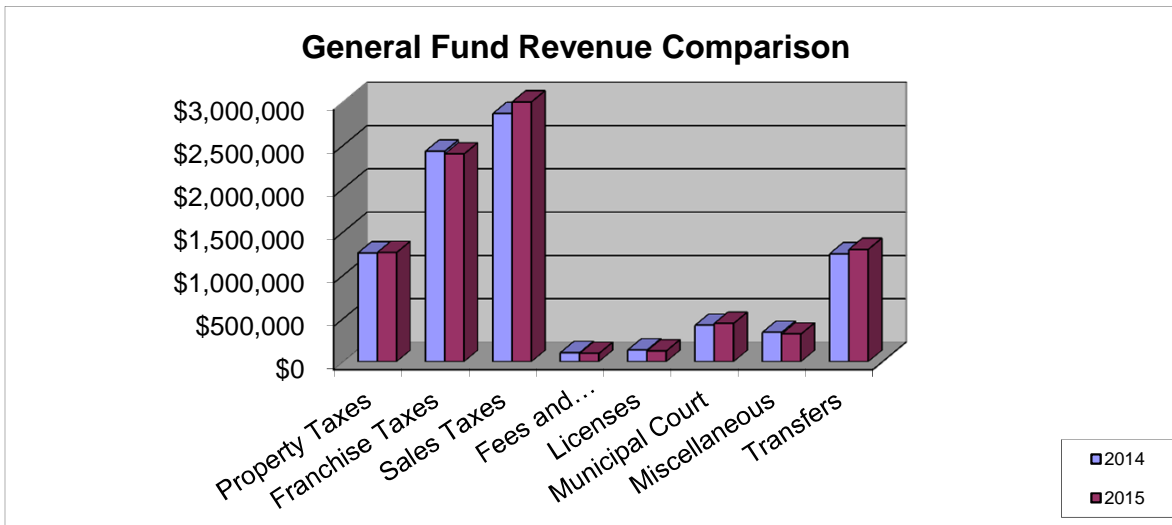
Summary		
	Budget	% of Budget
<b>General Fund</b>	\$ 8,868,933	41.70%
<b>Parks &amp; Recreation</b>	1,154,836	2.75%
<b>Debt Service</b>	1,603,841	7.54%
<b>Enterprise</b>	5,242,580	24.65%
<b>Internal Service Funds - combined</b>	390,623	1.84%
<b>Capital Funds - combined</b>	4,009,918	18.85%
<b>Total Combined Expenditures</b>	<b>\$ 21,270,732</b>	<b>100.00%</b>



# General Fund Revenue

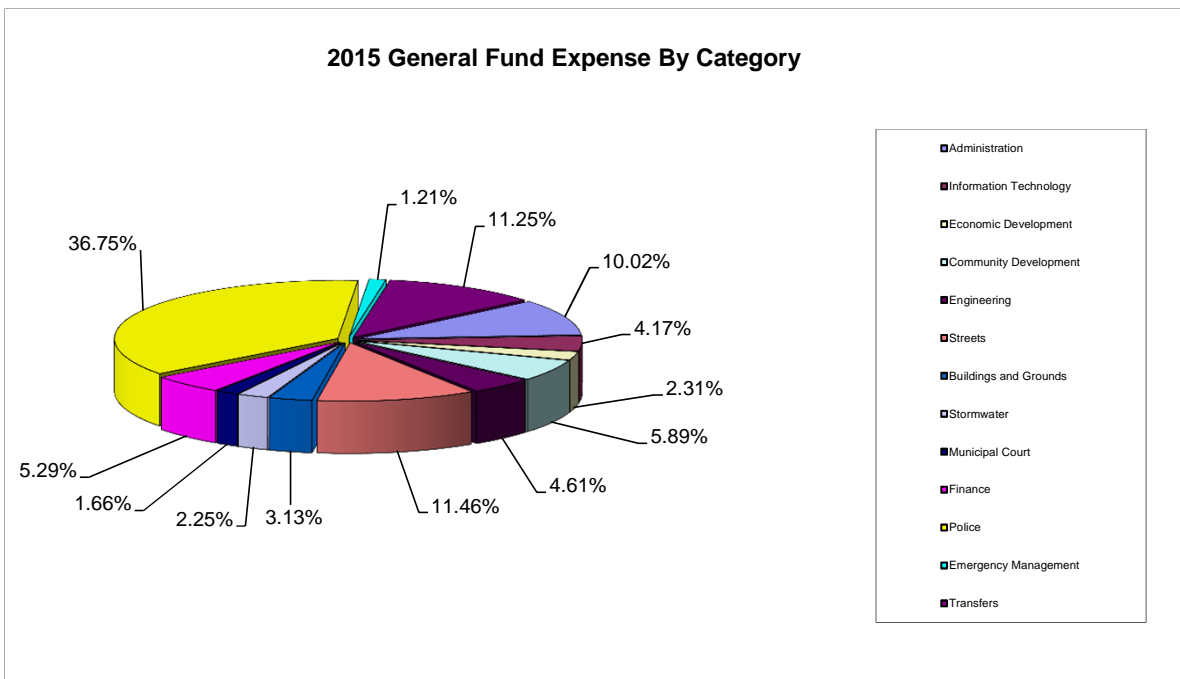
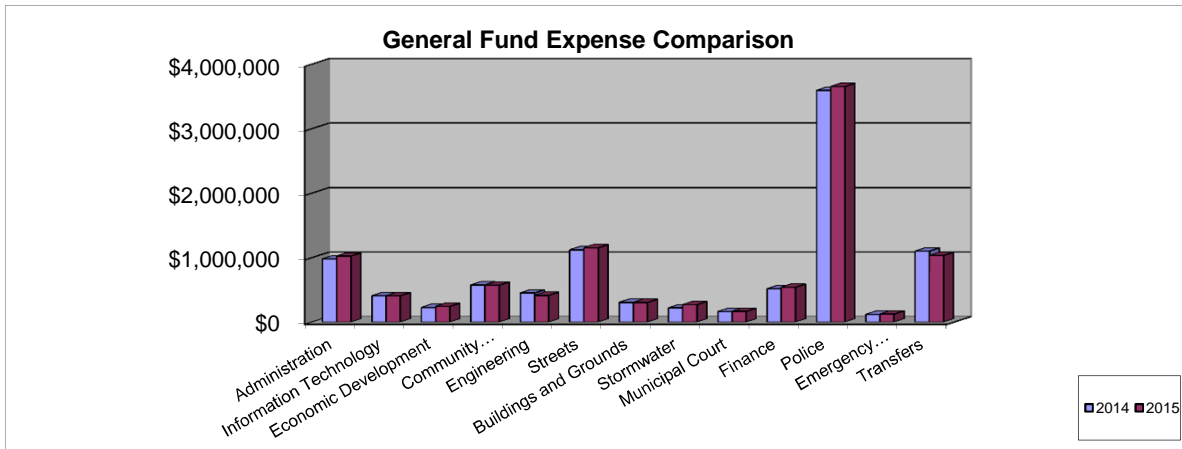
## Budget Comparison Charts

Budget Summary			
	2014	2015	% +/-
Property Taxes	\$1,252,633	1,257,584.21	0%
Franchise Taxes	\$2,427,713	\$2,395,669	-1%
Sales Taxes	\$2,862,306	\$2,997,146	5%
Fees and Permits	\$101,870	\$92,940	-9%
Licenses	\$132,960	\$122,100	-8%
Municipal Court	\$418,400	\$440,078	5%
Miscellaneous	\$336,416	\$316,620	-6%
Transfers	\$1,244,556	\$1,295,031	4%



## General Fund Expense Budget Comparison Charts

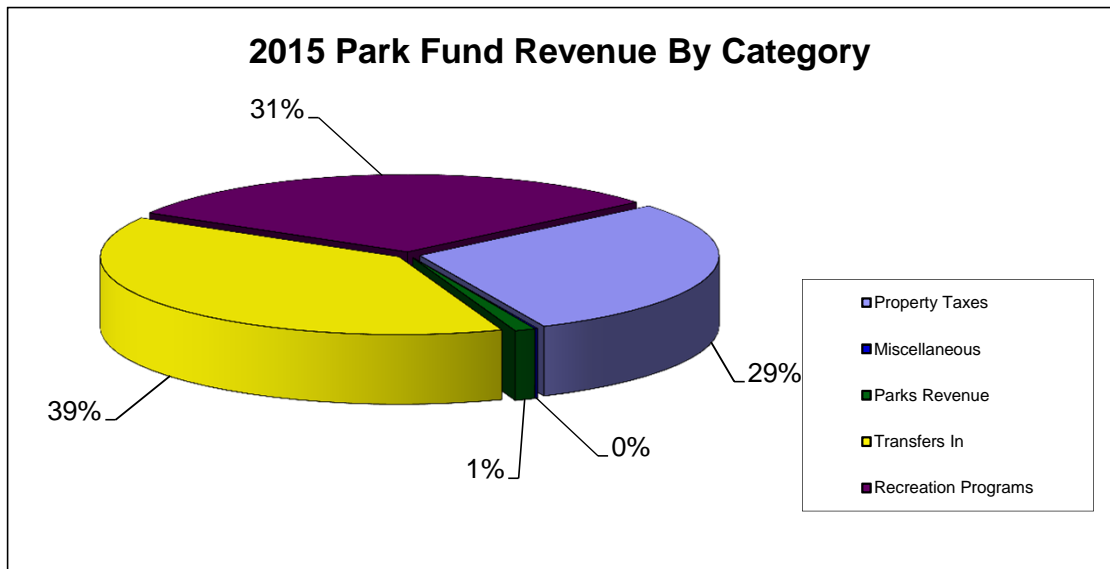
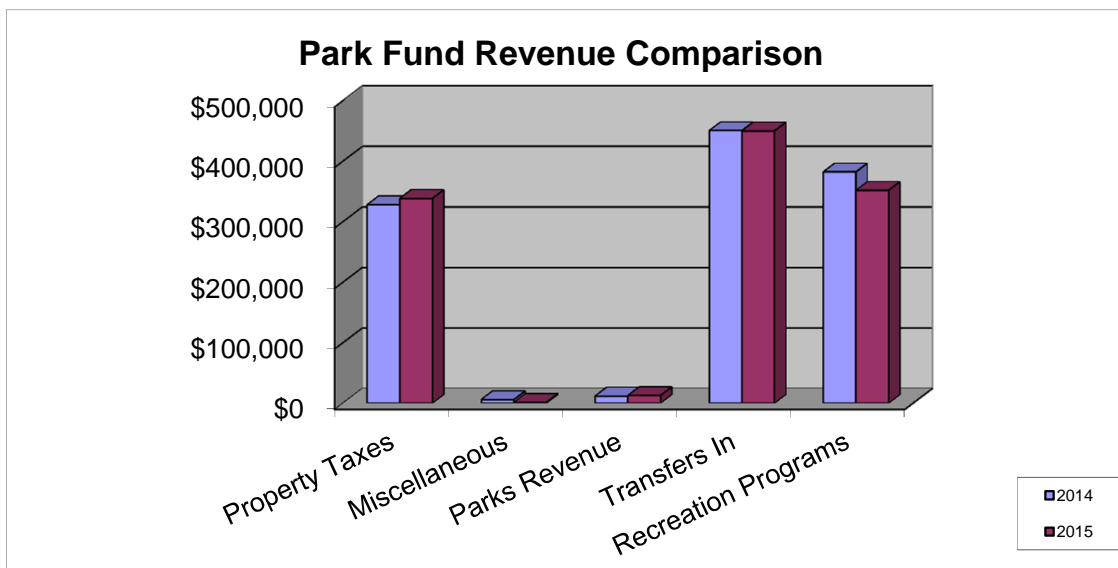
Budget Summary			
	2014	2015	% +/-
Administration	\$979,181	\$1,023,795	5%
Information Technology	\$407,545	\$408,489	0%
Economic Development	\$225,984	\$243,135	8%
Community Development	\$575,783	\$571,650	-1%
Engineering	\$451,117	\$413,876	-8%
Streets	\$1,120,745	\$1,151,575	3%
Buildings and Grounds	\$305,680	\$305,367	0%
Stormwater	\$220,147	\$269,466	22%
Municipal Court	\$162,295	\$165,321	2%
Finance	\$516,943	\$539,840	4%
Police	\$3,592,947	\$3,652,733	2%
Emergency Management	\$118,487	\$123,686	4%
Transfers	\$1,100,000	\$1,033,000	-6%



# Park Fund Revenue

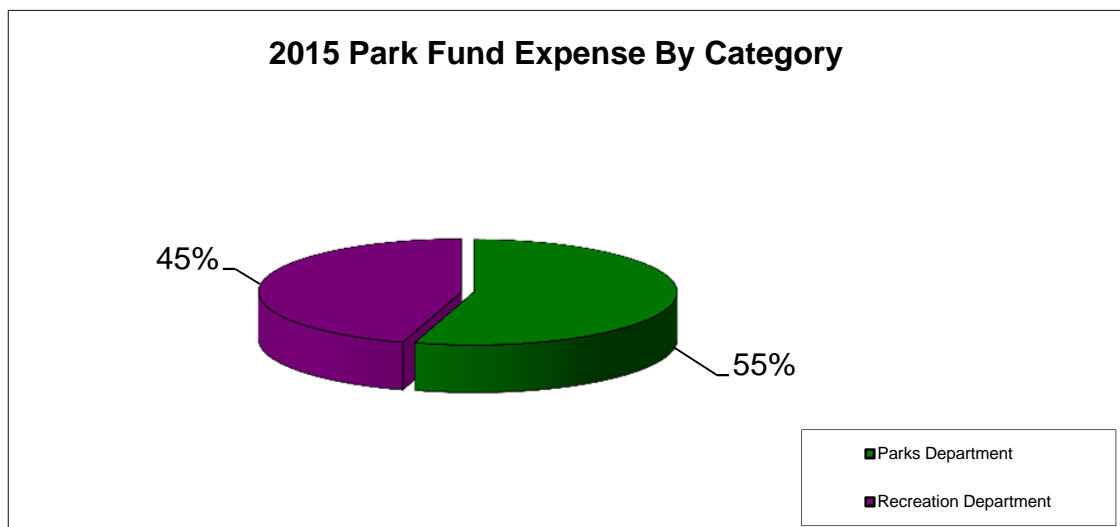
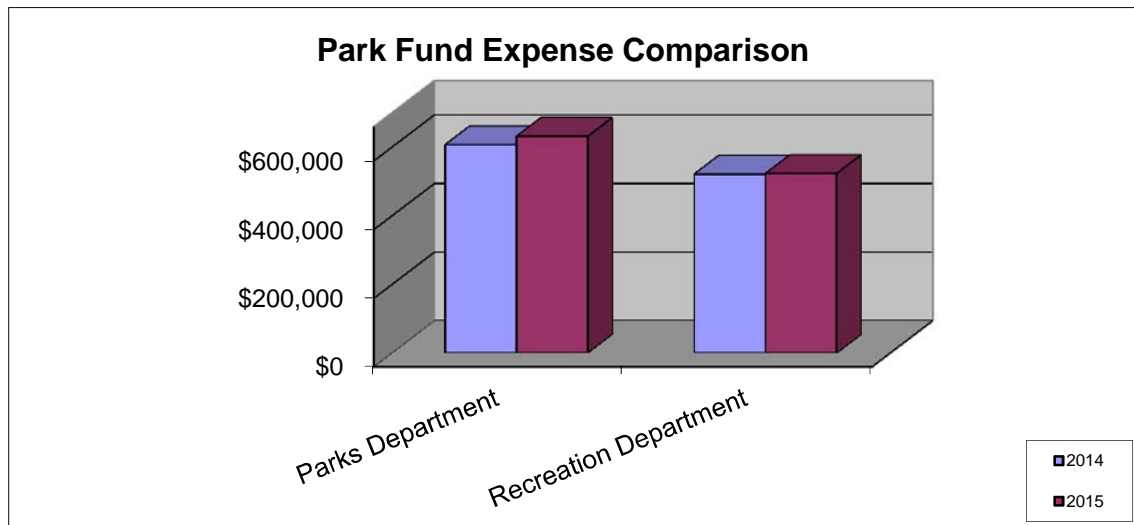
## Budget Comparison Charts

Budget Summary			
	2014	2015	% +/-
Property Taxes	\$328,107	\$338,576	3%
Miscellaneous	\$6,000	\$1,500	-75%
Parks Revenue	\$12,000	\$12,825	7%
Transfers In	\$450,570	\$450,000	0%
Recreation Programs	\$382,365	\$351,935	-8%



## Park Fund Expense Budget Comparison Charts

Budget Summary			
	2014	2015	% +/-
Parks Department	\$607,246	\$631,387	4%
Recreation Department	\$521,796	\$523,449	0%

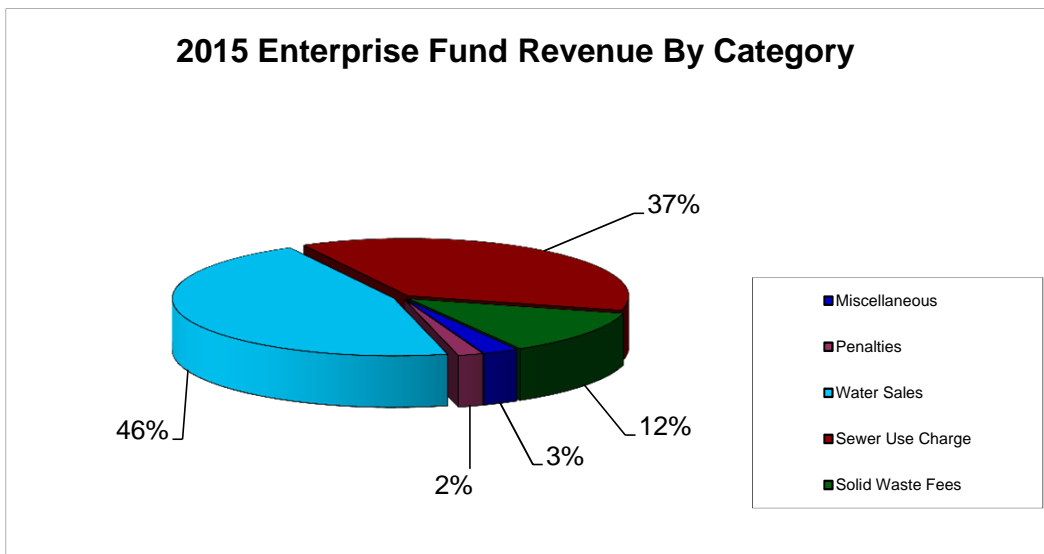
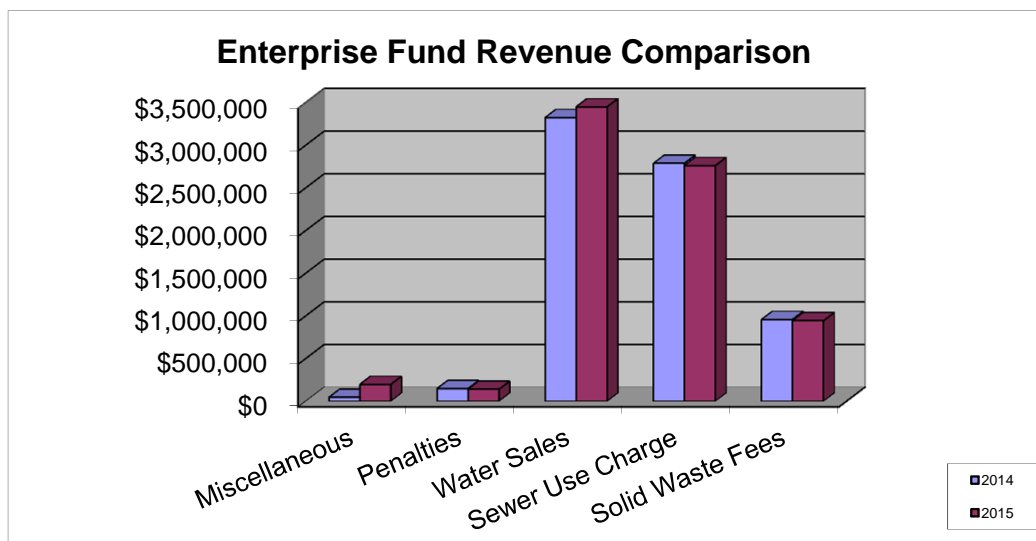




# Enterprise Fund Revenue

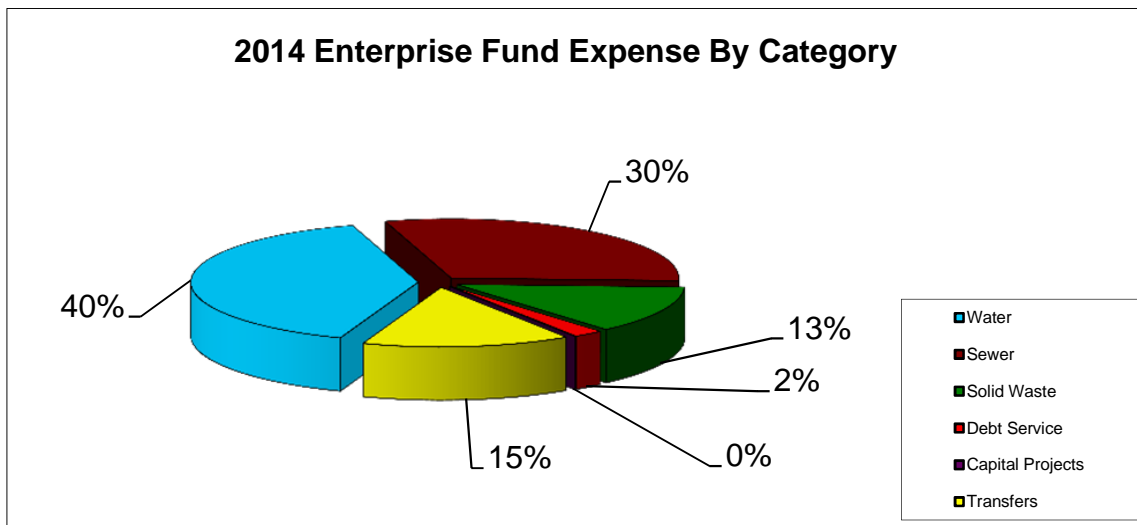
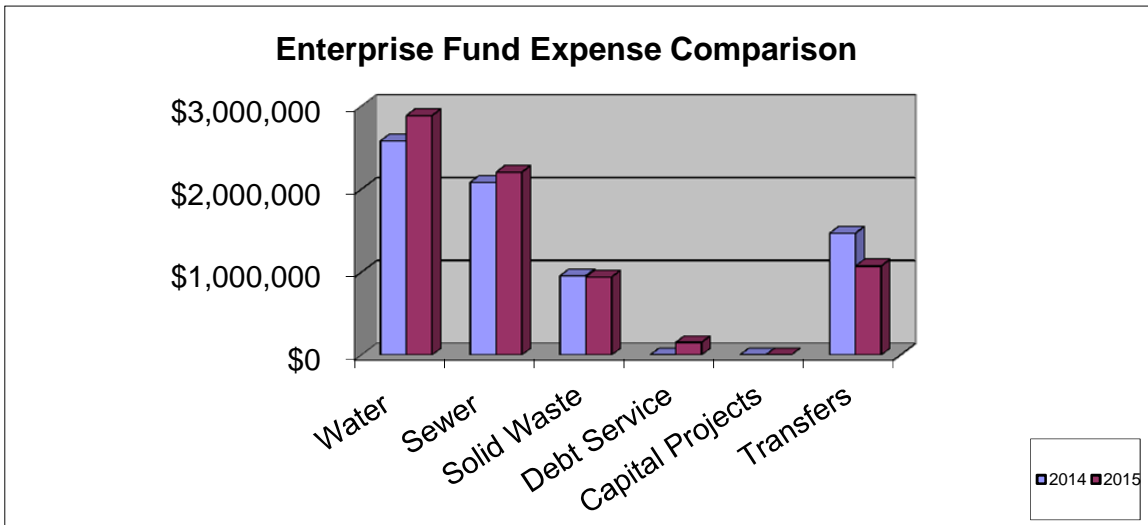
## Budget Comparison Charts

Budget Summary			
	2014	2015	% +/-
Miscellaneous	\$43,269	\$195,462	352%
Penalties	\$146,312	\$137,447	-6%
Water Sales	\$3,323,101	\$3,448,991	4%
Sewer Use Charge	\$2,785,769	\$2,759,152	-1%
Solid Waste Fees	\$956,487	\$941,366	n/a



## Enterprise Fund Expense Budget Comparison Charts

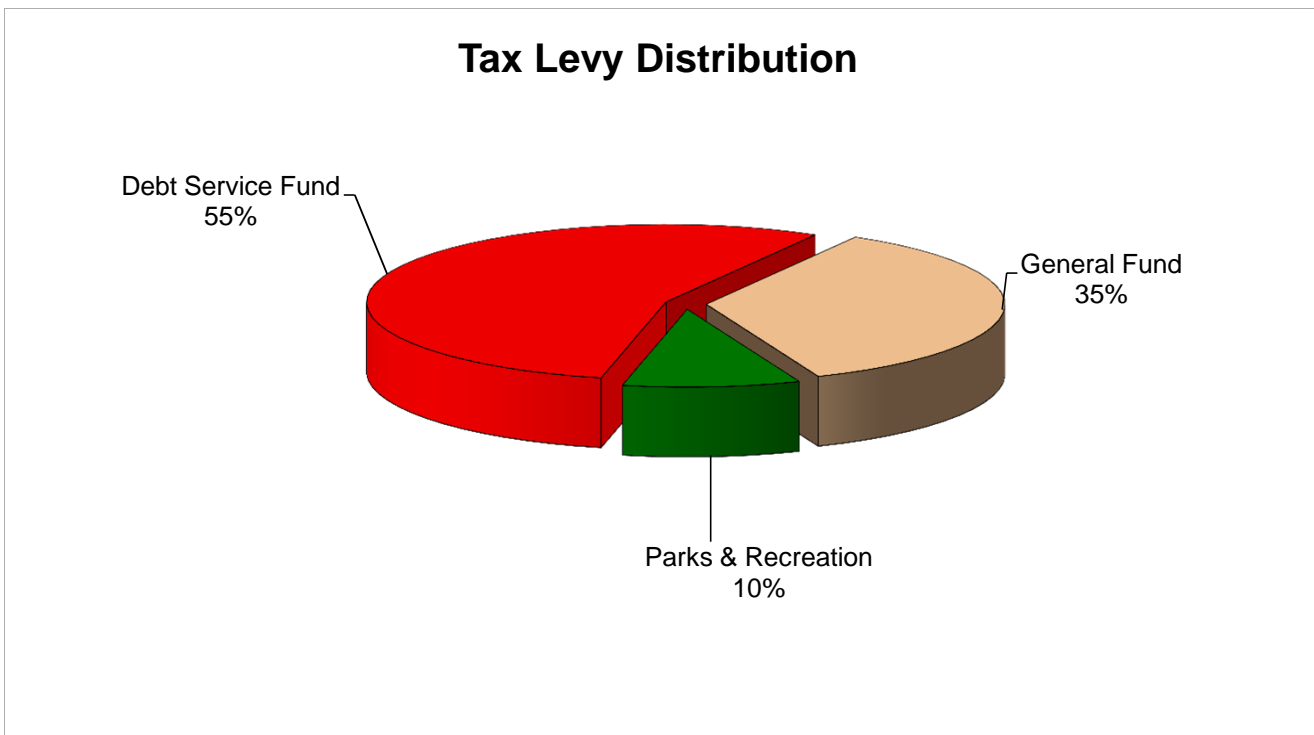
Budget Summary			
	2014	2015	% +/-
Water	\$2,581,931	\$2,886,264	12%
Sewer	\$2,082,970	\$2,204,435	6%
Solid Waste	\$956,487	\$941,366	n/a
Debt Service	\$0	\$151,881	0%
Capital Projects	\$0	\$0	0%
Transfers	\$1,469,496	\$1,073,666	-27%



# City of Raymore

## Property Tax Levy Distribution

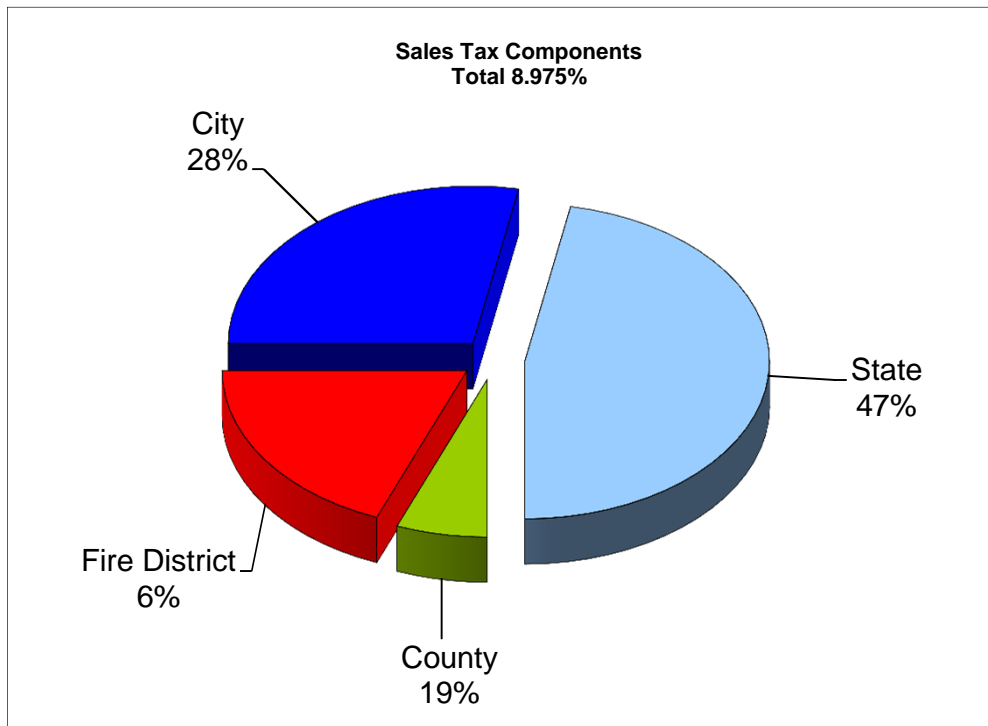
<b>General Fund</b>	\$ 0.4647
<b>Parks &amp; Recreation</b>	\$ 0.1251
<b>Debt Service Fund</b>	<u>\$ 0.7170</u>
<b>Total Tax Levy</b>	<u><b>\$ 1.3068</b></u>



Assessed property values are determined by taking the market value, as determined by the County Assessor, times the assessment ratio. Assessment ratios are: commercial at 32%, residential at 19% and agricultural at 12%. Tax is paid on each \$100 of assessed value. Property values are re-assessed biennially by the County Assessor and the County Collector receives and distributes the taxes to the various taxing authorities.

## Sales Tax Breakdown City of Raymore - 2014-15

<b>Total City of Raymore Sales Tax</b>		<b>8.975%</b>
<b>City</b>	Sales	1.000
	Transportation	0.500
	Capt. Improvement	0.500
	Park/Stormwater	0.500
	<b>Total City</b>	<u><b>2.500</b></u>
<b>State</b>	Sales	3.000
	Conservation	0.125
	Education	1.000
	Parks & Soils	0.100
	<b>Total State</b>	<u><b>4.225</b></u>
<b>County</b>	Sales	0.500
	Road & Bridge	0.250
	Law Enforcement	0.250
	Justice Center	0.250
	911 Tax	0.500
	<b>Total County</b>	<u><b>1.750</b></u>
<b>Fire District</b>	South Metro Fire	0.500
	<b>Total Fire District</b>	<u><b>0.500</b></u>

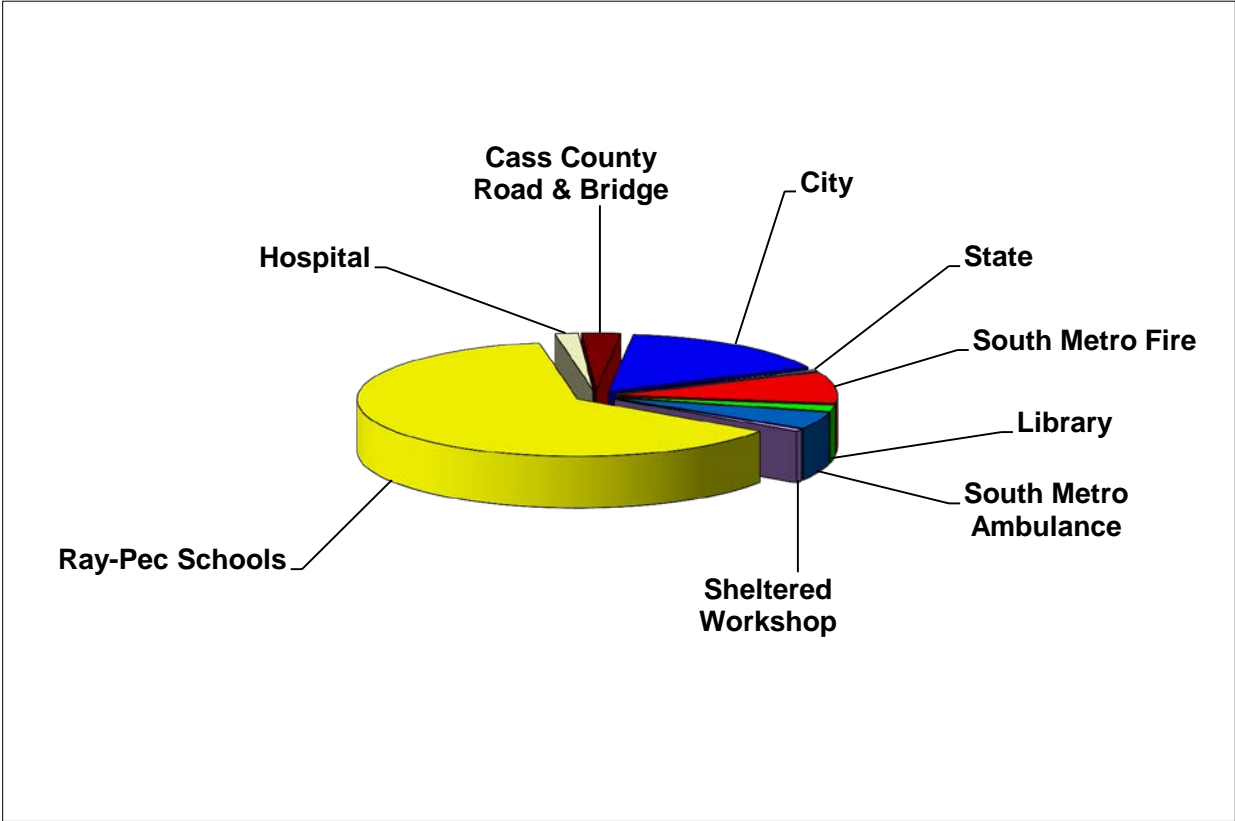


# Property Tax Levy - Raymore

## FY2014-15

Levies	Rate	% of Total
Hospital	0.1360	1.69%
Cass County Road & Bridge	0.2300	2.86%
City	1.3068	16.27%
State	0.0300	0.37%
South Metro Fire	0.7070	8.80%
Library	0.1500	1.87%
South Metro Ambulance	0.3820	4.76%
Sheltered Workshop	0.0500	0.62%
Ray-Pec Schools	5.0397	62.75%
	8.0315	100.00%

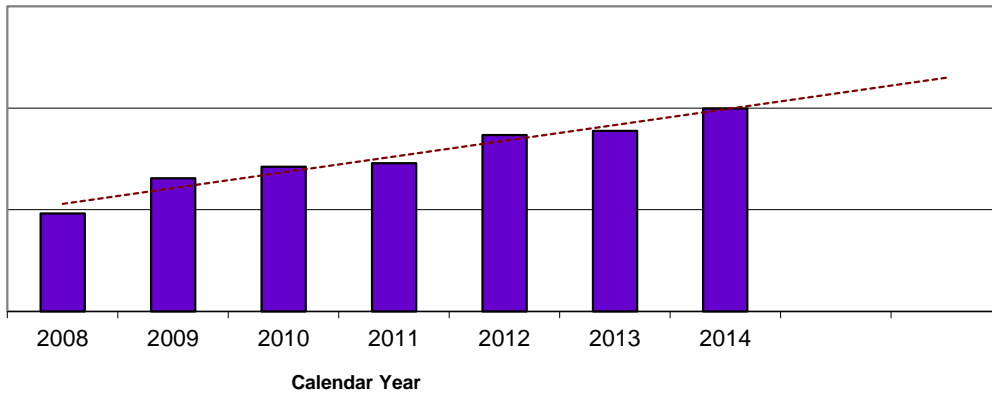
Total Tax Levy for Raymore **8.0315** per \$100 of assessed value



## History of Property Valuation and City Tax Levy

Year	Assessed Valuation	Change from Prior Year
2008	\$249,022,530	7.44%
2009	\$257,750,090	3.50%
2010	\$260,574,141	1.10%
2011	\$261,447,248	0.34%
2012	\$268,321,175	2.63%
2013	\$269,391,874	0.40%
2014	\$274,918,628	2.05%

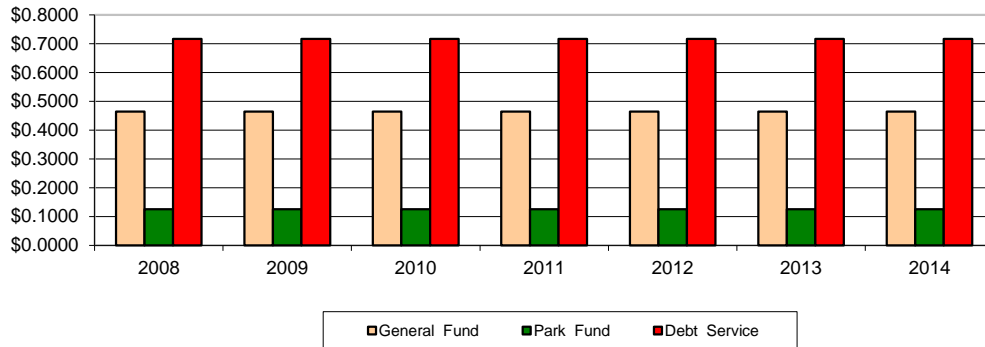
**Assessed Valuation**



Year	General Fund	Park Fund	Debt Service	Total Levy
2008	\$0.4647	\$0.1251	\$0.7170	\$1.3068
2009	\$0.4647	\$0.1251	\$0.7170	\$1.3068
2010	\$0.4647	\$0.1251	\$0.7170	\$1.3068
2011	\$0.4647	\$0.1251	\$0.7170	\$1.3068
2012	\$0.4647	\$0.1251	\$0.7170	\$1.3068
2013	\$0.4647	\$0.1251	\$0.7170	\$1.3068
2014	\$0.4647	\$0.1251	\$0.7170	\$1.3068

Avg % of total Levy                      35.56%                                      9.57%                                      54.87%

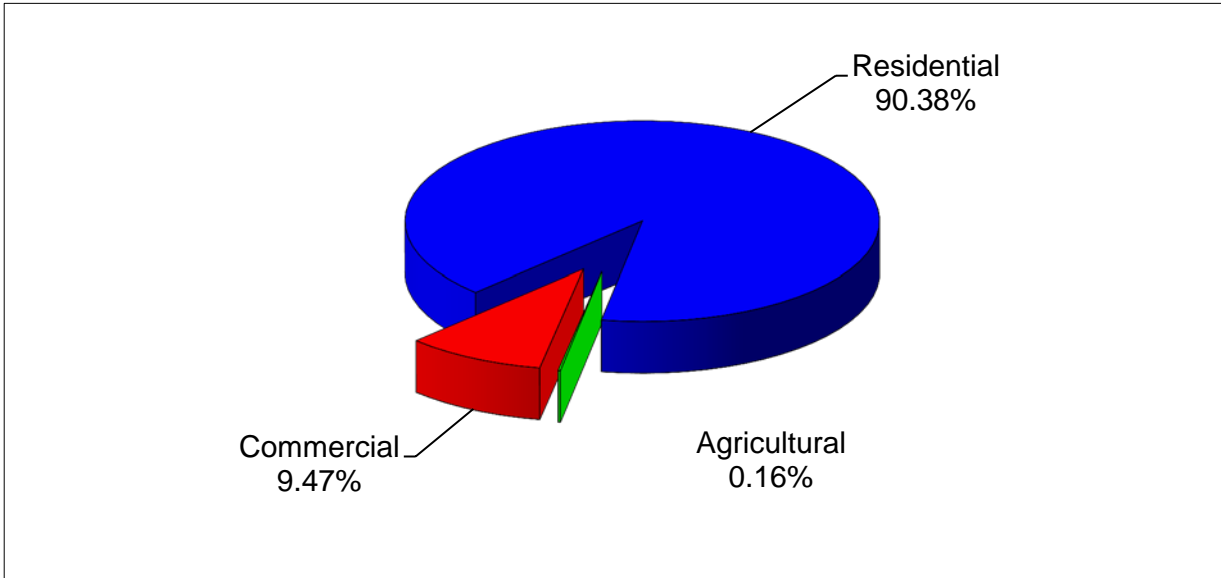
**Tax Levy**



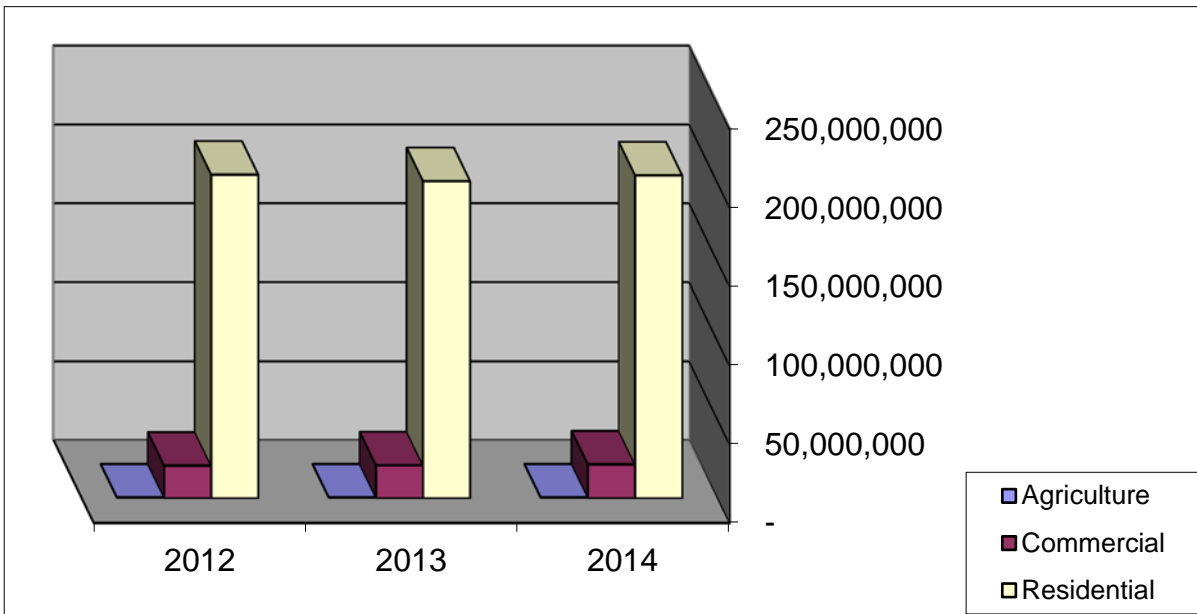
# Property Tax Assessed Valuations By Classification

	2012	2013	2014
Agricultural	367,550	359,135	358,875
Commercial	20,630,944	20,821,980	21,429,900
Residential	205,099,010	200,947,260	204,618,050
	226,097,504	222,128,375	226,406,825

**2014 Assessed Valuations Breakdown**



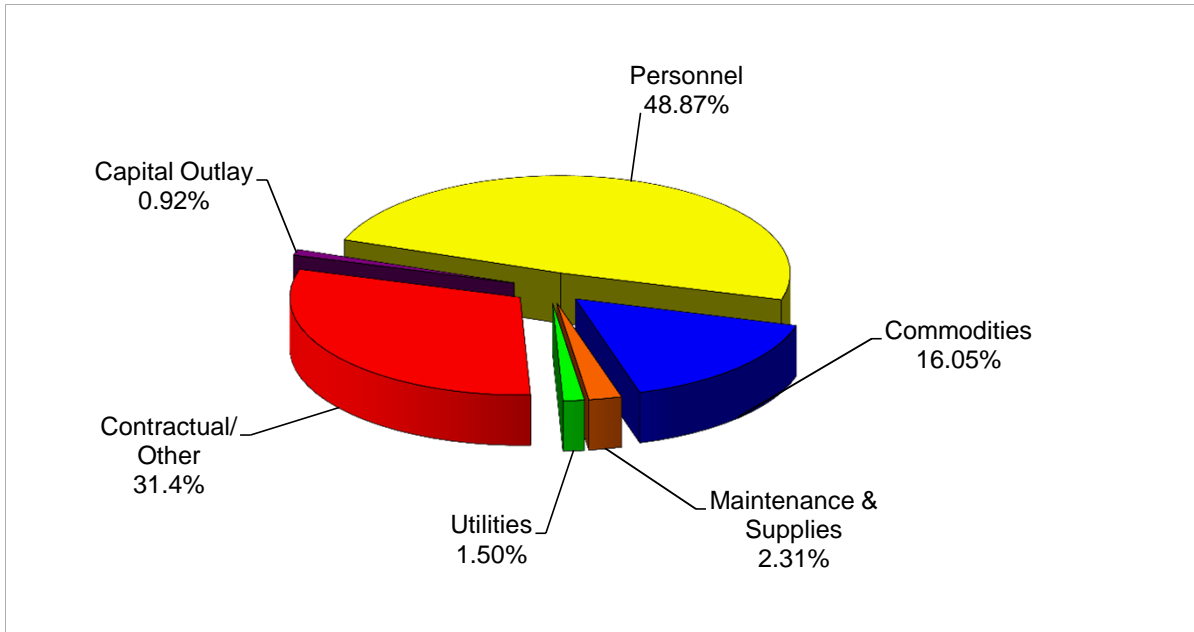
**Three-Year Comparison**



# Combined Expenditures

## Operational Funds by Function

Summary		
	Budget	% of Budget
<b>Personnel</b>	\$ 7,870,535	48.87%
<b>Commodities</b>	2,585,379	16.05%
<b>Maintenance &amp; Supplies</b>	371,492	2.31%
<b>Utilities</b>	241,155	1.50%
<b>Contractual/Other</b>	4,889,581	30.36%
<b>Capital Outlay</b>	147,729	0.92%
<b>Total Combined Expenditures</b>	<b>\$ 16,105,871</b>	<b>100.00%</b>

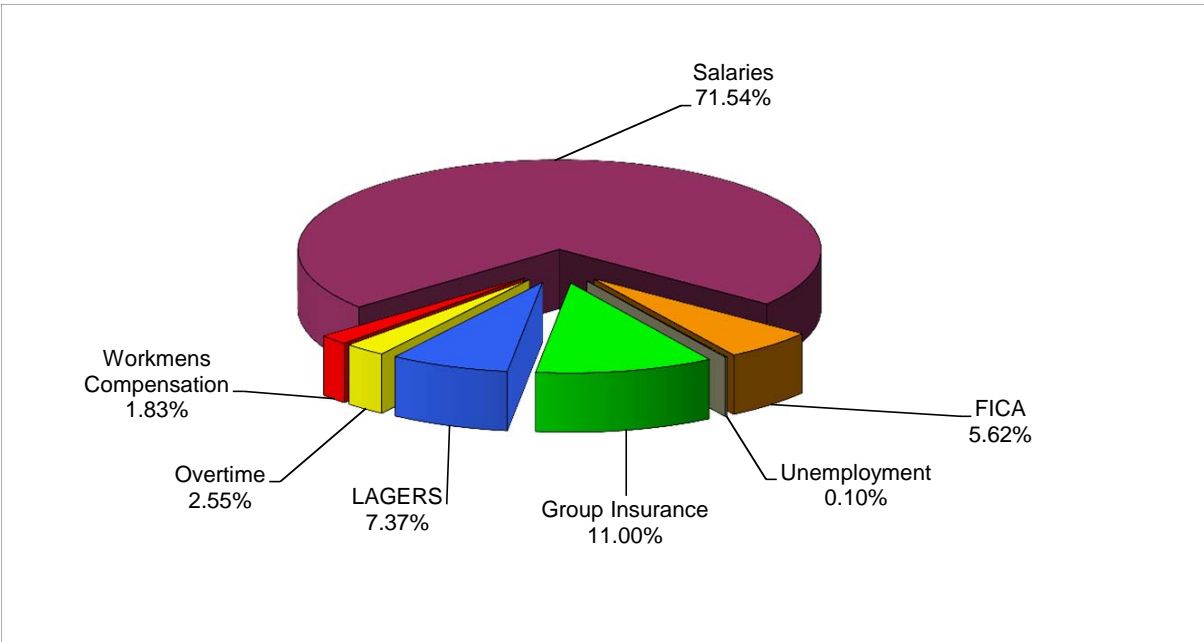




# Personnel Expenditures

## Operational Funds by Type

Summary		
	Budget	% of Budget
<b>Salaries</b>	\$ 5,630,123	71.54%
<b>FICA</b>	442,559	5.62%
<b>Unemployment</b>	7,757	0.10%
<b>Group Insurance</b>	865,922	11.00%
<b>LAGERS</b>	579,849	7.37%
<b>Overtime</b>	200,493	2.55%
<b>Workmens Compensation</b>	143,641	1.83%
<b>Total Combined Expenditures</b>	<b>\$ 7,870,344</b>	<b>100.00%</b>



Position Control Roster  
By Department and Fund

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Administration	2012-13 Actual	2013-14 Actual	2014-15 Adopted
City Manager	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Manager, Human Resources	1.00	1.00	1.00
Administrative Assistant *	0.50	0.50	0.90
Community Outreach Coordinator	0.50	0.50	0.50
<b>Total FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.40</b>

\* reallocation of staffing from Community Development

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Information Technology	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Manager, Information Systems	1.00	1.00	1.00
Network Technician	1.00	1.00	1.00
<b>Total FTE</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

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Economic Development	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Economic Development Director	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
<b>Total FTE</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Position Control Roster  
By Department and Fund

Community Development

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Community Development	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00
Building Official	1.00	1.00	1.00
Building Inspector, Senior	1.00	1.00	1.00
Administrative Assistant *	0.50	0.50	0.10
Permit Technician	1.00	1.00	1.00
<b>Total FTE</b>	<b>6.50</b>	<b>6.50</b>	<b>6.10</b>

\* reallocation of staffing to Administration

Engineering

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Public Works and Engineering	0.25	0.25	0.25
Assistant Director, PW-Engineering	0.80	0.80	0.80
Engineering Technicians	2.40	2.40	2.00
Administrative Assistant	1.00	1.00	1.00
<b>Total FTE</b>	<b>4.45</b>	<b>4.45</b>	<b>4.05</b>

\* reallocation of staffing to Stormwater

Streets

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Public Works & Engineering	0.25	0.25	0.25
Assistant Director, PW-Operations	0.28	0.28	0.28
Public Works Field Supervisor	0.26	0.26	0.26
Crew Leader	0.67	0.67	0.67
Maintenance Workers I & II	1.50	1.50	1.50
Administrative Assistant	0.16	0.16	0.16
<b>Total FTE</b>	<b>3.12</b>	<b>3.12</b>	<b>3.12</b>

Position Control Roster  
By Department and Fund

Stormwater

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Assistant Director, PW - Engineering	0.20	0.20	0.20
Assistant Director, PW - Operations	0.05	0.05	0.05
Administrative Assistant	0.17	0.17	0.17
Public Works Field Supervisor	0.07	0.07	0.07
Crew Leader Public Works	0.33	0.33	0.33
Maintenance Worker I & II	1.50	1.50	1.50
Engineering Technicians *	0.60	0.60	1.00
<b>Total FTE</b>	<b>2.92</b>	<b>2.92</b>	<b>3.32</b>

\* reallocation from Engineering

Buildings and Grounds

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Parks & Recreation	0.15	0.15	0.15
Crew Leader, Parks Maintenance	0.25	0.25	0.25
Parks Maintenance Workers I & II	0.50	0.50	0.50
Office Assistant	0.20	0.20	0.20
Building Technician	1.00	1.00	1.00
Superintendent, Parks Operations	0.20	0.20	0.20
<b>Total FTE</b>	<b>2.30</b>	<b>2.30</b>	<b>2.30</b>

Court

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Municipal Court Administrator	1.00	1.00	1.00
Municipal Court Clerks	0.60	0.725	0.725
<b>Total FTE</b>	<b>1.60</b>	<b>1.73</b>	<b>1.725</b>

Position Control Roster  
By Department and Fund

Finance

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Finance	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Payroll & Purchasing Specialist	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00
Utility Billing Technician	1.00	1.00	1.00
<b>Total FTE</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

Police

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Chief of Police *	1.00	0.80	0.80
Police Captain	2.00	2.00	2.00
Police Lieutenant	1.00	1.00	1.00
Police Lieutenant (Support)	1.00	1.00	1.00
Police Patrol Sergeant	4.00	4.00	4.00
Police Detective Sergeant	1.00	1.00	1.00
Police Detective	2.00	2.00	2.00
Police Officer	18.00	18.00	18.00
Chief Communications Officer	1.00	1.00	1.00
Communications Officer	8.00	8.00	8.00
Animal Control Officer	2.00	2.00	2.00
Administrative Assistant	0.50	0.50	0.50
Property & Evidence Clerk	1.00	1.00	1.00
Police Records Clerk	1.00	1.00	1.00
<b>Total FTE</b>	<b>43.50</b>	<b>43.30</b>	<b>43.30</b>

\* Allocation of 0.20 FTE to Emergency Management

Emergency Management

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Chief of Police *	0.00	0.20	0.20
Emergency Management Coordinator	1.00	1.00	1.00
<b>Total FTE</b>	<b>1.00</b>	<b>1.20</b>	<b>1.20</b>

\* Allocation of 0.20 FTE to Emergency Management

Total All Positions

General Fund	80.39	80.52	80.52
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Position Control Roster  
By Department and Fund

Parks

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Parks & Recreation	0.65	0.65	0.65
Superintendent, Parks Operation	0.80	0.80	0.80
Crew Leader, Parks Maintenance	0.70	0.70	0.70
Parks Maintenance Worker	3.40	3.40	3.40
Office Assistant P/T	0.40	0.40	0.40
Community Outreach Coordinator	0.25	0.25	0.25
<b>Total FTE</b>	<b>6.20</b>	<b>6.20</b>	<b>6.20</b>

Recreation

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Parks & Recreation	0.20	0.20	0.20
Recreation Superintendent	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
Crew Leader, Parks Maintenance	0.05	0.05	0.05
Parks Maintenance Worker	0.10	0.10	0.10
Office Assistant P/T	0.40	0.40	0.40
Community Outreach Coordinator	0.25	0.25	0.25
<b>Total FTE</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Total All Positions  
Park Fund

	9.20	9.20	9.20
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Position Control Roster  
By Department and Fund

Water

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Public Works & Engineering	0.25	0.25	0.25
Assistant Director, PW - Operations	0.33	0.33	0.33
Public Works Field Supervisor	0.34	0.34	0.34
Crew Leader, Water/Sewer	1.00	1.00	1.00
Maintenance Worker	3.00	3.00	3.00
Administrative Assistant	0.33	0.33	0.33
Meter Reader	0.50	0.50	0.50
<b>Total FTE</b>	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>

Sewer

	2012-13 Actual	2013-14 Adopted	2014-15 Adopted
Director, Public Works & Engineering	0.25	0.25	0.25
Assistant Director, PW - Operations	0.33	0.33	0.33
Public Works Field Supervisor	0.34	0.34	0.34
Crew Leader, Water/Sewer	1.00	1.00	1.00
Maintenance Worker	3.00	3.00	3.00
Administrative Assistant	0.33	0.33	0.33
Meter Reader	0.50	0.50	0.50
<b>Total FTE</b>	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>

Total All Positions  
Enterprise Fund

	11.50	11.50	11.50
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**Total All Positions**

	101.09	101.22	101.22
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**City of Raymore  
Adopted Salary Range Chart  
Fiscal Year 2014-15**

City Manager Annual Base Salary per Bill 3000, approved September 8, 2014.     \$108,528.16

GR	MIN	MID	MAX	CODE	TITLE
30	85,754	102,904	132,918	0110	Assistant City Manager
29	79,949	95,939	123,920	1501 0501	Chief of Police Director, Public Works & Engineering
28	74,145	88,973	114,923	0401 1101 2501	Director, Community Development Director, Finance Director, Parks & Recreation
26	63,987	76,783	95,980	0510 1510	Assistant Director, PW - Engineering Police Captain
25	61,084	73,301	91,626	0610 0310 0120 0210	Assistant Director, PW - Operations Economic Development Director Manager, Human Resources Manager, Information Systems
23	55,280	66,335	82,919	1520 2510 2560	Police Lieutenant Superintendent, Parks Operations Recreation Superintendent
22	52,377	62,853	78,566	0410 1525	Building Official Police Lieutenant (Support)
21	23.78 <b>51,939</b>	28.54 <b>62,335</b>	35.68 <b>77,919</b>	1530	Police Sergeant *
19	45,847	55,017	68,770	0130 1555 1010	City Clerk Emergency Management Coordinator Municipal Court Administrator
18	44,396 21.35	53,274 25.61	66,593 31.99	0440 0415	GIS Coordinator Building Inspector, Senior
17	42,945 <b>45,089</b>	51,533 <b>54,111</b>	64,417 <b>67,633</b>	1110 1535 0620 1540	Accountant Police Detective* Public Works Field Supervisor Master Police Officer*
16	19.94 <b>41,485</b>	23.93 <b>49,782</b>	29.92 <b>62,238</b>	0420 0530 0220 2550	Building Inspector Engineering Technician Network Technician Recreation Coordinator



GR	MIN	MID	MAX	CODE	TITLE
15	19.25	23.10	27.91	1560	Chief Communications Officer
	<b>40,049</b>	<b>48,051</b>	<b>58,058</b>	1120	Payroll & Purchasing Specialist
14	18.55	22.27	26.90	0150	Community Outreach Coordinator
	<b>38,593</b>	<b>46,320</b>	<b>55,947</b>	0635	Crew Leader, Water/Sewer
				0140	Deputy City Clerk
	<b>40,522</b>	<b>48,636</b>	<b>58,744</b>	1550	Police Officer*
13	17.85	21.43	25.89	0430	Code Enforcement Officer
	<b>37,136</b>	<b>44,567</b>	<b>53,857</b>	2520	Crew Leader, Parks Maintenance
				0630	Crew Leader, Public Works
12	17.15	20.59	24.88	0010	Administrative Assistant
	<b>35,679</b>	<b>42,836</b>	<b>51,746</b>	1570	Animal Control Officer
	<b>33,895</b>	<b>40,694</b>	<b>49,158</b>	1565	Communications Officer**
				1580	Property & Evidence Technician
11	16.46	19.75	23.86	1130	Utility Billing Technician
	<b>34,244</b>	<b>41,084</b>	<b>49,634</b>		
10	15.76	18.92	22.86	2530	Parks Maintenance Worker II
	<b>32,787</b>	<b>39,353</b>	<b>47,544</b>	0640	Public Works Maintenance Worker II
9	15.06	18.08	21.84	1140	Accounting Technician
	<b>31,330</b>	<b>37,600</b>	<b>45,433</b>	0450	Permit Technician
8	14.36	17.24	20.84	0720	Building Maintenance Technician
	<b>29,873</b>	<b>35,869</b>	<b>43,343</b>	1020	Municipal Court Clerk
				2540	Parks Maintenance Worker I
				1585	Police Records Clerk
				0650	Public Works Maintenance Worker I
7	13.67	16.40	19.82	1150	Meter Reader
	<b>28,438</b>	<b>34,117</b>	<b>41,232</b>		
6	12.97	15.57	18.81	0020	Office Assistant
	<b>26,981</b>	<b>32,386</b>	<b>39,121</b>		
4	11.58	13.90	16.83	0710	Custodian
	<b>24,089</b>	<b>28,902</b>	<b>35,004</b>		

Hourly rates are based on placement in salary chart divided by 2080, unless noted otherwise.

\* Position works 2184 hours per year at straight time.

\*\* Position works 1976 hours per year at straight time.



## **CITY OF RAYMORE, MISSOURI DEMOGRAPHIC STATISTICS**

### **History of Raymore**

The Raymore Township was one of the last areas settled in Cass County due to the scarcity of large creeks and rivers and timbered areas. Prior to the Civil War, the township possessed only three inhabitants and it was not until after the war, that settlement grew rapidly. The extremely rich prairie soil was utilized for farms and ranches, of which some still exist to day.

Raymore was initially platted in 1874, incorporated on March 20, 1877, and became a Fourth Class city on March 5, 1988. The community was named after its founding fathers, George Rea and Henry Moore. Rea and Moore were instrumental building the Kansas City, Clinton and Springfield Railroad and later, in bringing the railroad through Raymore in 1885. For almost 50 years, the Raymore Depot and local hotel hosted daily, eight trains and their passengers and crew in transit from Kansas City to Springfield.

While no Civil War battles were fought in the Raymore area, it was regularly used as camping grounds for both the Kansas Jayhawkers and Quantrell's Raiders. When General Thomas Ewing issued Order No. 11, requiring all non-unionists to leave Bates, Cass, Jackson and Vernon counties, Raymore became part of the area known as the "Burnt District." After the war, the residents returned to the community and the surrounding farms and the area was rebuilt.

Located in northwestern Cass County along Interstate 49, Raymore's recent history is dominated by rapid growth. Raymore is one of the fastest growing communities in the area, consistently placing among the top communities in monthly statistics of new residential construction in the Kansas City Metropolitan area.

### **General**

The City is a constitutional charter city and political subdivision, duly created and existing under the laws of the State of Missouri. Additional information regarding the City, it's history, socio-economic structure, commercial and residential growth may be obtained from Eric Berlin, City Manager, City of Raymore, 100 Municipal Circle, Raymore, Missouri 64083-0440 (816) 331-0488.

The City is almost 20 square miles in area and is located approximately 23 miles south of Downtown Kansas City in the west central part of the state. The present estimated population of the City is 19,754.

### **Government**

A council/manager form of government manages the City of Raymore. The City adopted its Charter in November 1997. The City Council consists of eight-members with two members elected from each of the four wards. The Council members serve two-year, staggered terms. The Mayor is elected at large and serves a three-year term and presides over meetings of the City Council. The City Manager is appointed by the Mayor with the advice and consent of the City Council as the

chief administrative officer of the City. The Council members set the policy for the City and the City Manager is responsible for administering this policy in the day-to-day activities of City operations. Department Heads for municipal operations report to the City Manager.

The City Council establishes utility and tax rates and authorizes all municipal indebtedness and tax rates are established by the City Council to support the budget adopted. As required by state law, the aggregate City budget may not include any expenditure in excess of anticipated revenues. The City's fiscal year ends on October 31.

City staff consists of approximately 100 full and part-time employees. None of the City employees are represented by a collective bargaining unit.

The City participates in the Missouri Local Government Employees Retirement System (LAGERS), which is administered by a seven-member independent board of trustees pursuant to Missouri statutes. The plan is a defined benefit plan that provides for normal, early and disability retirement benefits to participants meeting certain eligibility requirements. The plan covers substantially all full-time employees of the City.

### **Municipal Services and Utilities**

The City owns and operates its own water and sewer systems. Kansas City Power and Light provides a majority of the electrical service and Missouri Gas Energy provides a majority of the natural gas service. The City provides its citizens with typical services such as street maintenance and construction, police protection, code enforcement, engineering and planning, building inspections and parks and recreation programs.

### **Transportation and Communication Facilities**

The City is located along Interstate 49 and Missouri State Highway 58 and is served by commercial bus lines and motor freight carriers.

Television and radio stations and tele-cable systems in the Kansas City metropolitan area serve the City. AT&T(Southwestern Bell), Comcast Phone and Birch are the main providers of land-line telephone services. Sprint, Verizon, T-Mobile and AT&T(Cingular) are the major providers of wireless telephone services. The Kansas City Star, which is published daily, and three weekly news publications provide local newspaper coverage.

### **Community**

#### ***Police Protection***

The City of Raymore Police Department provides public service to the community 24 hours a day, year-round. These functions are performed through two (2) divisions, the Operations Division and the Support Services Division. These are further subdivided into the Patrol Unit, Investigations Unit, Traffic Enforcement Unit, Community Interaction Unit, Animal Control and, Property, Evidence and Supply Unit. There are 30 sworn officers and 13.5 civilian staff for a total of 43.5 full and part-time employees.

***Fire Protection***

The South Metro Fire District provides Fire Suppression and Advanced Life Support Emergency Medical Response for 52 square miles in Cass County Missouri (about 20 miles south of Kansas City MO), including the cities of Raymore and Lake Winnebago, and unincorporated parts of the County.

***Medical and Health Facilities***

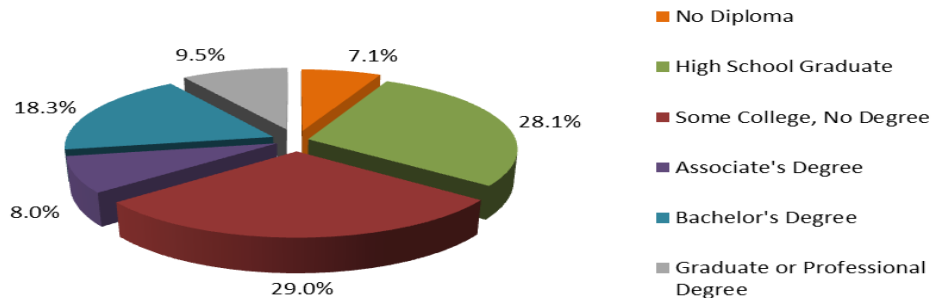
Belton Regional Medical Center, a 71-bed acute care hospital, was completed in 1984 and is located adjacent to the City limits. In 2011-2012, the hospital underwent a \$39.2 million dollar renovation and expansion project to meet the needs of its growing community. The hospital provides 24-hour emergency care, surgery, internal medicine, pediatrics, intensive care, radiology, laboratory, pharmacy, physical therapy and cardio-pulmonary services. Other facilities within 15 miles of the City include Cass Medical Center, Saint Joseph Health Center, Lee's Summit Hospital, St. Luke's East and Two Rivers Psychiatric Hospital. There are a wide variety of doctors, dentists and specialists available in Kansas City and the surrounding area.

**Education**

The public school population for the City of Raymore is adjoined with the City of Peculiar's to create the Raymore-Peculiar School District, which covers approximately 94 square miles of the Cass County area. Raymore is closely located to 15 of the many numerous higher education opportunities that exist in the Kansas City Metropolitan area. The City's residents have access to over 22 colleges and universities, 9 community colleges and numerous bible, technical and business schools.

- 35.8% of Raymore residents over the age of 25 have earned at least one college degree.
- 27.8% of Raymore residents have a Bachelor Degree or higher. The national average is 28.7%.
- 93.1% of Raymore residents over the age of 25 are high school (or equivalency) graduates. The national average is 86.1%.

**Educational Attainment of Raymore Residents  
(Age 25 & Over)**



Source: American FactFinder, 2012 estimate

***Public Schools***

The Raymore Peculiar School District consists of 10 schools, which had an enrollment for the 2013-2014 school year of approximately 5,998 students. The district is accredited with distinction

in performance by the Missouri Dept. of Elementary & Secondary Education and has received consecutive honors as a “Blue Ribbon School” by Expansion Management magazine. The District encompasses six elementary schools, two 5<sup>th</sup> and 6<sup>th</sup> grade intermediate schools, one 7<sup>th</sup> and 8<sup>th</sup> middle school, and a two-building high school campus serving grades 9-12.

- Raymore-Peculiar High School (two buildings serving 9-12)
- Raymore-Peculiar Middle School (7-8)
- Bridle Ridge Intermediate (5-6)
- Eagle Glen Intermediate (5-6)
- Creekmoor Elementary (K-4)
- Peculiar Elementary (K-4)
- Shull Elementary (K-4)
- Stonegate Elementary (K-4)
- Raymore Elementary (K-4)
- Timbercreek Elementary (K-4)

### **Parks & Recreation**

The City of Raymore provides numerous venues for sporting and recreation activities. The City’s incorporated boundary includes seven park areas with various amenities. Year-round activities included an Easter Festival, 4<sup>th</sup> of July Fireworks Extravaganza, Harvest Night, and the Mayors Tree-lighting as well as numerous sporting leagues and instructional programs. The Parks & Recreation Department leads the Mayor’s Family Initiative Team in the planning and promotion of family oriented programs and services.

The Raymore Parks and Recreation Board oversees the parks and various recreation programs. The Board was established under City Code Chapter 120 and Chapter 90 of the Revised Statutes of the State of Missouri as an administrative board.

The mission of the Raymore Parks and Recreation Board is to be fiscally responsible in maintaining and expanding land, facilities, and programs. The Board also strives to provide diverse recreational programs and a range of parks and green space accessible to all citizens of Raymore. The Board, in conjunction with the City Council, oversees the Parks and Recreation Department, which manages the day-to-day operations.

The Board administers seven park areas in excess of 285 acres and future development plans provide over 190 acres of additional green space areas for parks and trails for residents to utilize and enjoy. Currently, ten miles of greenway trail have been constructed.

### ***Memorial Park***

Memorial Park is located off Olive Street behind Raymore Elementary School. The park area encompasses 20+ acres and has a pleasant mix of passive and active space. The park hosts several of Raymore's special events and festivals.

#### **Memorial Park Amenities**

- One Large Shelter House with Stage

- One Small Shelter House
- Two Tennis Courts
- One concession stand with attached rest rooms
- Four ball fields, shared with Raymore Elementary
- Two Sand Volleyball Courts
- One lighted Walking Trail (approximately 7/8 mile)
- One Basketball Court
- Playground Equipment

***Recreation Park***

Located on the southern end of town on 90 acres, Recreation Park is the largest of Raymore's four existing parks. It is also the most active park with approximately 80% of its space dedicated to active programmable use. Playground equipment was added in 2012.

**Recreation Park Amenities**

- Six-field Baseball / Softball Complex
- Soccer Fields
- Football Field
- Two Concession Stands
- Four Lighted Tennis Courts
- One Lighted Basketball Court
- Two Playground Areas
- Two Shelter Houses - Optimists Shelter and East Shelter
- A Fishing Pond
- Park House and Maintenance Buildings
- Skate Park
- Exercise Trail (approx 1.5 miles)

***Good Parkway Linear Park***

Located in a greenway between the Wood Creek and Stonegate Subdivisions, Good Parkway is a functional drainage way. A recreational Trail was added in 2003. Future plans for the park include stream restoration and natural areas that will improve the condition of the stream, reduce pollutants in the water, and enhance aesthetics.

**Good Parkway Amenities**

- Recreational Trail (approximately one mile)

***Eagle Glen Linear Park***

Located in a greenway within the Eagle Glen subdivision, Eagle Glen Linear Park is a functional drainage way. A recreation trail was added in 2004. Playground equipment was added in 2012. Future plans for the park include stream restoration and natural areas that will improve the condition of the stream, reduce pollutants in the water, and enhance aesthetics.

**Eagle Glen Linear Park Amenities**

- Recreational Trail (approximately one mile)
- Playground Equipment

***Ward Park Place Park***

Located on 3.88 acres on the western end of Sierra Drive in Ward Park Place Subdivision, Ward Park Place Park is a newly developed neighborhood park. The park was designed through a public process in FY07. A parking lot was completed in FY10. The playground and trail were added in FY11. A small picnic area was added in FY12.

**Ward Park Place Park Amenities**

- Recreational Trail (approximately one-quarter mile)
- Playground Equipment
- Picnic Area

***Eagle Park***

Located in an easement in the parking lot of a retail shopping area along Highway 58, the park was once the home of the Mayor’s Christmas Tree Lighting. Residents donated funds to purchase and install a 70-foot flagpole, lighting, and memorial.

**Eagle Park Amenities**

- 70-foot Flagpole
- Flagpole Lighting
- Eagle Statue

***Hawk Ridge Park***

The City’s newest community park, Hawk Ridge Park is 79 acres of rolling hills with a fishing lake. Undeveloped at this time, the park’s topography is well suited for future park planning to include a mix of both passive natural areas and active play areas and facilities. Today, open fields are being cultivated by a local farm. A parking lot was constructed in FY10.

**Hawk Ridge Park Amenities**

- Lake

***Washington Street Property***

Located in Original Raymore, the Washington Street Property previously served as the home of several city facilities as well as private businesses. In 2009, a planning process began to determine resident preference in development of the property following the demolition of the failing buildings on the site in 2010. Residents indicated interest in a community gathering space that included a farmer's market. Improvement of the property began in 2010.

**Washington Street Property Amenities**

- Picnic Tables
- Grills

## **ECONOMIC & DEMOGRAPHIC DATA**

### ***Commerce and Industry***

#### Major Employers

	<b><u>Employer</u></b>	<b><u>Product/Service</u></b>	<b><u>Number of Employees</u></b>
1.	Ray-Pec School District*	Education	355
2.	Wal-Mart	Retail	330
3.	Foxwood Springs	Senior Living Care	310
4.	Cosentino's Price Chopper	Grocery Store	173
5.	Sam's Club	Wholesale Club	160
6.	Rehabilitation Center of Raymore	Medical	145
7.	Lowe's	Home Improvement	130
8.	City of Raymore	Government	101
9.	Golden Corral	Restaurant	80
10.	Minsky's	Restaurant	52

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Source: Raymore Department of Finance - Contacted businesses for information

\* Raymore-Peculiar School District - Number of employees for the entire district is 838; the number of employees employed within the City of Raymore is 355 – Contacted Human Resources Department for school district.

### ***General and Demographic Information***

#### **Census Population Data**

	<b><u>1970</u></b>	<b><u>1980</u></b>	<b><u>1990</u></b>	<b><u>2000</u></b>	<b><u>2010</u></b>
City of Raymore	587	3154	5592	11,146	19,206
Cass County	39,448	51,029	63,808	82,092	99,478
State of Missouri	4,677,623	4,916,776	5,117,073	5,595,211	5,988,927

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Source: U.S. Department of Commerce, Economics & Statistics Administration; Bureau of the Census.

Missouri Data Center, Jefferson City, Missouri and City Department of Economic Development



**Population Distribution by Age per 2010 Census**

<u>Age</u>	<u>City of Raymore</u>	<u>Cass County</u>	<u>State of Missouri</u>
Under 5	1407	6,756	390,237
5-19 years	4,521	22,077	1,211,174
20-44 years	6,074	30,501	1,937,372
45-54 years	2,624	15,256	888,572
55-64 years	1,955	11,398	723,278
65 years and older	<u>2,625</u>	<u>13,490</u>	<u>838,294</u>
Total	<u>19,206</u>	<u>99,478</u>	<u>5,988,927</u>
Median Age	36.5	37.9	37.9

Source: U.S. Department of Commerce, Economics & Statistics Administration; Bureau of the Census.  
Missouri Data Center, Jefferson City, Missouri.

**Population Statistics\***

1990.....	5,592
1991.....	6,015
1992.....	6,308
1993.....	6,742
1994.....	7,331
1995.....	7,851
1996.....	8,298
1997.....	8,876
1998.....	9,705
1999.....	10,476
2000.....	11,146
2001.....	11,900
2002.....	12,612
2003.....	13,561
2004.....	14,560
2005.....	15,530
2006.....	16,544
2007.....	17,238
2008.....	17,688
2009.....	18,594
2010.....	19,206
2011.....	19,318
2012.....	19,550
2013.....	19,754
2014.....	19,754

\*1990, 2000 and 2010 are actual per U.S. Bureau of Census, all other years are estimates.

***Unemployment Figures***

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
<u>City of Raymore</u>					
Total Labor Force	6,460	6,634	6,656	6,549	6,455
Unemployed	527	477	383	371	306
Unemployment Rate	8.2%	7.2%	5.7%	5.7%	4.7%
<u>Cass County</u>					
Total Labor Force	49,770	51,945	51,551	50,818	49,592
Unemployed	4,849	4,635	3,535	3,413	2,821
Unemployment Rate	9.70%	8.90%	6.90%	6.70%	5.70%
<u>State of Missouri</u>					
Total Labor Force	2,993,198	3,089,673	3,045,118	3,047,154	3,019,753
Unemployed	280,535	274,977	212,711	216,773	177,834
Unemployment Rate	9.40%	8.90%	7.00%	7.10%	5.90%

Source: Missouri Economic Research & Information Center (MERIC), MO Dept E.D. – Civilian Labor Force Date April 2014

***Income Statistics***

**Income Figures per 2012 US Census Quick Facts**

	<u>Per Capita</u>	<u>Median Family</u>
City of Raymore	\$29,753	\$73,864
Cass County	27,214	60,595
State of Missouri	25,546	47,333

**Median Earnings**

Male (full-time) .....	\$53,267
Female (full-time) .....	\$47,828

**Employment Status**

Population 16 years and over .....	14,468
In labor force.....	9,613
Civilian Labor Force .....	9,601
Employed .....	9,224
Unemployed .....	377

**Occupation**

Management, Professional .....	3,538
Service Occupations.....	1,393
Sales and Office Occupations .....	2,666

Source: US Census Bureau, Quick Facts 2012 American Community Survey 5-Year Estimates

***Housing Structures***

<u>Housing type</u>	<u>Number of Units</u>	<u>Percentage of Units</u>
Single-Family	6,136	80.41%
Duplex	354	4.64%
Multi-Family	1,141	14.95%

**Median Home Value per 2008-2012 American Community Survey 5-Year Estimates**

	<u>Median Value</u>
City	\$174,800
Cass County	155,400
State of Missouri	138,400

---

Source: U.S. Department of Commerce Bureau of the Census American Fact Finder and City Community Development Department.

***Building Construction***

**Total Building Permits and Estimated Cost by Type**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
<i>Residential</i>					
Number of Permits	37	48	68	68	110
Estimated Cost	\$9,217,000	\$10,747,200	\$14,615,500	\$16,411,200	\$28,319,200
<i>Non-Residential</i>					
Number of Permits	16	12	08	07	17
Estimated Cost	\$2,620,200	\$2,378,400	\$1,264,900	\$1,268,100	\$14,601,000

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Source: City Community Development Department.

**Sales Taxes**

<b>Total Sales Tax .....</b>	<b>8.975%</b>
• City Sales Tax .....	1.000%
• City Transportation .....	0.500%
• City Capital Improvement.....	0.500%
• City Parks/Stormwater .....	0.500%
• State Sales Tax .....	3.000%
• State Conservation .....	0.125%
• State Education .....	1.000%
• State Parks & Soils.....	0.100%
• County Sales Tax .....	0.500%
• County 911 Tax.....	0.500%
• County Road & Bridge.....	0.250%
• County Justice Center .....	0.250%
• County Law Enforcement .....	0.250%
• South Metro Fire .....	0.500%
<b>Total City .....</b>	<b>2.500%</b>
<b>Total State.....</b>	<b>4.225%</b>
<b>Total County Tax .....</b>	<b>2.250%</b>

**Property Taxes**

**Major Property Taxpayers**

(Based upon assessed valuation for 2012)

	Name of Taxpayer	Local Assessed Valuation	% of Total of Top 10 Local Assessed Valuation
1	Wal-Mart	\$ 3,312,710	19.78%
2	Launch Properties, LLC (Manor Homes Apts)	\$ 2,991,270	17.86%
3	Raymore Group LLC (Raymore Mkt Ctr)	\$ 2,376,390	14.19%
4	Lowe's	\$ 2,327,680	13.90%
5	Missouri Gas Energy	\$ 1,586,060	9.47%
6	Foxwood Springs	\$ 1,291,330	7.71%
7	MBSR Raymore MO LLC (Walgreens)	\$ 736,010	4.39%
8	Willowwind LLC & Insignia Investment	\$ 717,550	4.28%
9	Ceekmoor Property Owners Assoc. Inc.	\$ 706,290	4.22%
10	East Sunrise Property LLC	\$ 703,800	4.20%

Source: County Assessor. Assessed valuation includes real estate and personal property.

## Tax Collection Record

The following table sets forth tax collection information for the City for fiscal years for which audited financial statements are available.

<b>Year Ended Feb</b>	<b>Total Levy</b>	<b>Taxes Levied</b>	<b>Current &amp; Delinquent Collections</b>
2014	1.3068		
2013	1.3068	\$ 3,520,413	\$ 3,440,452
2012	1.3068	\$ 3,511,224	\$ 3,357,699
2011	1.3068	\$ 3,421,372	\$ 3,197,219
2010	1.3068	\$ 3,405,183	\$ 3,401,951
2009	1.3068	\$ 3,372,582	\$ 3,372,081
2008	1.3068	\$ 3,245,467	\$ 3,244,860
2007	1.3068	\$ 2,995,155	\$ 2,995,155
2006	1.3068	\$ 2,689,931	\$ 2,689,931
2005	1.3068	\$ 2,495,614	\$ 2,495,613
2004	1.3068	\$ 2,150,015	\$ 2,150,015
2003	1.3067	\$ 2,028,657	\$ 2,028,657
2002	1.3338	\$ 1,803,938	\$ 1,810,744



**CITY OF RAYMORE**

**GOAL, OBJECTIVES AND ACTION STEPS**

**JULY, 2014**

## **VISION**

*THE CITY OF RAYMORE IS DEDICATED TO BEING A QUALITY  
COMMUNITY IN WHICH TO LIVE, WORK, AND PLAY*

## **MISSION**

*IN ORDER TO ACHIEVE THIS VISION, THE CITY WILL DEVELOP AND  
DELIVER PROGRAMS, POLICIES, AND SERVICES THAT ENHANCE  
THE LIVES OF OUR CITIZENS, EMPLOYEES, AND VISITORS*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

## A. IMPROVED HOUSING

**Budget**

### 1. Promote neighborhood enhancement and re-enhancement.

- a. Support preparation of neighborhood plans in the spirit of the Original Town Neighborhood Plan performed in 1629. This would likely occur on a request basis by a neighborhood interested in putting together a plan. Comm. Dev. Director P&Z goal pg 88

*No requests for neighborhood plans have been filed in 2014.*

- b. Consider establishment of a matching fund program for homeowner associations and neighborhoods to make public improvements such as street trees, sidewalks, or a general neighborhood clean-up program. Comm. Dev. Director

*Consideration of funding for a pilot program to be given during FY16 budget review.*

- c. Consider establishing a City program to provide assistance to low and fixed income residents to assist with abatement of property maintenance matters. Comm. Dev. Director

*Consideration of funding to be given during the FY16 budget review.*

- d. Create a brochure that publicizes assistance programs available to homeowners that have property maintenance issues. Comm. Dev. Director PS #8 pg 89

*Staff is completing research on programs operated by other organizations. Preparation of a brochure to occur by Dec 2014.*

### 2. Create housing for the complete life cycle.

Comm. Dev. Director

- a. Support development applications that would provide opportunities for life cycle Comm. Dev. Director P&Z goal pg 88



# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

housing.

*No new residential housing development applications have been submitted in 2014 for staff to discuss opportunities for life cycle housing.*

- b. Consider establishing development incentives (increased density; reduced building setbacks; reduced permit fees) for projects that would provide life cycle housing. Comm. Dev. Director P&Z goal pg 88

*Staff will include topic in the 2015 annual review and report of the Unified Development Code. Report will include research findings on incentives offered by other communities.*

- c. Consider establishing zoning districts that allow for a mixture of residential units to create neighborhoods that contain life cycle housing. Comm. Dev. Director P&Z goal pg 88

*Staff will include topic in the 2015 annual review and report of the Unified Development Code.*

### 3. Designate redevelopment areas, both infill and new.

Comm. Dev. Director

- a. Prepare a redevelopment plan for the City that identifies undeveloped and underdeveloped properties. Comm. Dev. Director Goal pg 87

*Staff will work with the Economic Development Department to prepare report by January 2015 that identifies undeveloped and underdeveloped properties. The report can be the basis for completion of a redevelopment plan in 2015.*

- b. Discourage leap-frog development projects that create a need for expansion of the City's infrastructure when the project could be supported through infill development. [GMP Action Step] Comm. Dev. Director GIS goal pg 88

*All developments completed in the last year have created infill development.*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

## 4. Review building codes and standards.

- a. Complete an annual review of all building codes and standards to determine if any additions or modifications are necessary. Comm. Dev. Director Codes goal pg 88

*Annual review process will be established commencing in January of 2015.*

- b. Maintain a schedule to adopt published updates to the International Building Code series every 3 years. Comm. Dev. Director PS #11 pg 81

*2012 code series was adopted in April of 2013. The 2015 code series will be proposed for adoption in spring of 2016.*

## 5. Improve affordability of housing.

- a. Support development projects and initiatives that utilize available funding sources, such as state tax credits, to improve the affordability of housing. Comm. Dev. Director Adm pg 87

*Staff and the Planning and Zoning Commission supported the Ridgeway Villas at The Legends development with approval of the final plat and site plan. MDHC funding was allocated for the development.*

- b. Review the City fee schedule to determine if any development or building permit fees can be reduced. Comm. Dev. Director Rev review pg 306

*Staff completes an annual review of the adopted Schedule of Fees and Charges to determine if any fees can be modified.*

- c. Ensure land areas are planned for and zoned that will allow for construction of new multi-family housing units. Comm. Dev. Director P&Z pg 88

*Approximately 60 acres of undeveloped land is currently zoned for multi-family*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*housing units.*

- d. Ensure that options exist for individuals of a broad range of income levels to be able to afford to purchase a home in Raymore. [GMP Action Step]      Comm. Dev. Director      P&Z goal pg 88

*Single-family, two-family and multiple-family zoning exists on undeveloped land to allow for the construction of a variety of new housing styles. Accessory dwelling units are allowed in certain zoning districts to provide for alternative housing choices.*

- e. Eliminate any barriers that prevent the construction of housing that is affordable. [GMP Action Step]      Comm. Dev. Director      P&Z goal pg 88

*City adoption of UDC amendment to allow accessory dwelling units in certain zoning districts removed barrier that had prevented the construction of this type of dwelling unit.*

- f. Review the City Code to eliminate any unnecessary regulation that would prevent the construction of housing that is affordable. [GMP Action Step]      Comm. Dev. Director      P&Z goal pg 88

*Staff and the Planning and Zoning Commission conducted the annual review of the Growth Management Plan and Unified Development Code in May and June of 2014. No unnecessary regulations were found that would prevent the construction of housing that is affordable.*

## **B. VIGOROUS COMMERCE**

### **1. Promote development around the new North Cass Parkway.**

- a. Assist Good-Otis, LLC to select a developer for retail development.      Econ. Dev. Director      Goal #4 pg 82

*Staff has arranged and attended meetings with four different developers. No decision has been made by the Good Ranch.*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

- b. Assist Good-Otis, LLC in improving access to the site. Econ. Dev. Director PS pg 82
- Staff has worked with the Good Ranch and Shafer, Kline and Warren, Inc. regarding a traffic study to obtain a full access point between I-49 and Dean Ave.*
- c. Assist the developer in working with various agencies to provide utilities (gas, power, water) to the site. Econ. Dev. Director Goal #4 pg 82
- Utilities are all within close proximity to North Cass. Currently working with Good Ranch and KCP&L on providing adequate power to 195<sup>th</sup> Street site.*
- d. Continue to market the site at the ICSC trade shows and with retailers and commercial developers. Econ. Dev. Director Marketing pg 81
- Staff has attended International Council of Shopping Center Shows (ICSC) in Las Vegas and Chicago to promote the North Cass Parkway area.*
- e. Work with Good-Otis, LLC to develop the property as a Missouri Department of Economic Development Certified Site. Econ. Dev. Director Goal #4 pg 82
- Staff has provided the Good Ranch with information on becoming a 'Certified Site'. The Good Ranch has not made a decision on going forward.*

## 2. Maintain an effective infrastructure.

- a. As development occurs, ensure that infrastructure is installed in accordance with approved Master Plans for sewer and water and the Transportation Master Plan. Public Works Director Eng pg 95
- Ongoing*
- b. Consider adoption of water quality standards (Best Management Practices - BMPs) such as filter strips and pervious pavement, for all construction. Public Works Director Eng pg 95  
Stm pg 113

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

CIP pg 245 & 38

~~Staff has drafted a “Storm Water Treatment Ordinance” to be included in the Unified Development Code. The Ordinance is currently being reviewed by the Planning and Zoning Commission.~~

*Council recently adopted the Storm Water Treatment Ordinance. There are several development projects in the “pipeline” including the Farmer’s Market Site Improvements that will be incorporating water quality measures into their storm water design.*

### 3. Create a quality business park to attract quality jobs.

- a. Provide transportation links (roads; sidewalks; trails) to connect business park areas within the community.

Econ. Dev. Director

PS pg 82

*Staff has been working with the Good Ranch on the extension of Dean Avenue to 195<sup>th</sup> Street.*

- b. Encourage development of a business park in the North Cass Parkway/I-49 corridor. [GMP Goal]

Econ. Dev. Director

Goal #4 pg 82

*Staff has had discussions with the Good Ranch on a Business/Industrial Park south of the North Cass Parkway; and a Business/Office Park on Dean Avenue between Lucy Webb and 195<sup>th</sup> Street.*

- c. Continue to work with Good-Otis, LLC to develop a quality business park in the Good Ranch property adjacent to I-49.

Econ. Dev. Director

Goal #4 pg 82

*Staff has had discussions with the Good Ranch on a Business/Office Park on Dean between Lucy Webb and 195<sup>th</sup> Street.*

- d. Continue to market Raymore’s business park in the Good Ranch through KCADC, the Missouri Partnership, and commercial and industrial developers.

Econ. Dev. Director

PS pg 82

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Staff and the Good Ranch have responded to three high-tech businesses through the KCADC and the Missouri Partnership in 2014.*

- e. Work with Good-Otis, LLC to develop the property as a Missouri Department of Economic Development ‘Certified Site’. Econ. Dev. Director Goal #4 pg 82

*Staff has provided the Good Ranch with ‘Certified Site’ information. The Good Ranch has not made a decision on going forward.*

- f. Continue to work with the University of Central Missouri on a possible research facility at the Good Ranch business park. Econ. Dev. Director PS pg 82

*Due to budget reductions at the University of Central Missouri, this project is on hold at the present time.*

- g. Encourage establishment of appropriate permitted used for the business park area in accordance with the Good Ranch Master Plan. Econ. Dev. Director PS pg 82

*Staff has had discussions with the Good Ranch and zoning has been put in place for the Business/Industrial Park on 195<sup>th</sup> Street; and for the Business Park on Dean between Lucy Webb and 195<sup>th</sup> Street.*

- h. Assist Good-Otis, LLC in creating a conceptual plan for the area they control south of 195<sup>th</sup> Street. Econ. Dev. Director Goal #4 pg 82

*A conceptual plan has been completed for the property south of 195<sup>th</sup> Street.*

- i. Assist Good-Otis, LLC in developing a spec building plan for the area they control south of 195<sup>th</sup> St. Econ. Dev. Director Goal #4 pg 82

*No progress as this time.*

- j. Explore with the developer the rezoning of property currently zoned agricultural. Econ. Dev. Director PS pg 82

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*The Good Ranch has moved forward with zoning on 195<sup>th</sup> Street and up Dean Avenue from 195<sup>th</sup> Street.*

## 4. Strategically plan annexation.

*At its March 3, 2014 work session Council was presented with information regarding eight areas surrounding the City for potential annexation. Staff presented information and recommendations regarding each area. Council consensus was that the Mayor to approach his counterparts in neighboring cities to discuss developing annexation agreements with them.*

- |  |                     |                |
|--|---------------------|----------------|
| a. Support annexation of land that would be considered prime land for commercial development. [GMP Action Step]  | Comm. Dev. Director | P&Z goal pg 88 |
| <i>See above comment.</i>  |                     |                |
| b. Identify those areas that the City should focus on for future annexations.  | Comm. Dev. Director | P&Z goal pg 88 |
| <i>See above comment.</i>  |                     |                |
| c. Modify our Resolution-of-Intent annexation intent area based upon the analysis conducted by staff so far and Council work session discussion, scheduled 1/20/14.                                    | Comm. Dev. Director | P&Z goal pg 88 |
| <i>See above comment.</i>  |                     |                |
| d. Develop incentives for parcels determined to be in the City's interest to annex, such as property tax abatement, if they annex now. The incentive might be kept in place until the parcel develops. | Comm. Dev. Director | P&Z goal pg 88 |
| <i>See above comment.</i>  |                     |                |
| e. Review the City's current intent-to-annex area and consider modifying it to   | Comm. Dev. Director | P&Z goal pg 88 |

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

exclude land area that is unlikely to be provided City infrastructure.

*See above comment.*

- f. Establish annexation agreements with neighboring communities.

Comm. Dev. Director

P&Z goal pg 88

*See above comment.*

## 5. Promote and support current businesses for retention.

- a. Continue to respond to concerns from Raymore businesses

Econ. Dev. Director

Adm pg 81

*Staff continues to work with existing Raymore businesses' requests. A present project has involved contacting one company's corporate executives in order to implement a 'Selective Service' program in Raymore.*

- b. Maintain and provide state, regional and local financial information that can assist local businesses.

Econ. Dev. Director

PS pg 82

*Staff continues to update files on existing programs, and work with the University of Central Missouri on providing this information to requesting businesses.*

- c. Maintain building and site inventories to assist expanding businesses.

Econ. Dev. Director

Marketing pg 81

*Staff continues to monitor and update buildings and land sites that are available in the Raymore community. This information is included on the Economic Development web page.*

- d. Use social media to market and assist existing businesses.

Econ. Dev. Director

Marketing pg 81

*Staff is evaluating social media opportunities.*

## 6. Attract new businesses.



# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

- |  |                            |  |
|--|----------------------------|--|
| <p>a. Continue to market the Raymore community to retailers, commercial brokers, and industrial brokers through trade shows and direct provision of demographic information.</p> | <p>Econ. Dev. Director</p> | <p>Marketing &amp; PS<br/>pg 81-82</p> |
|--|----------------------------|--|

*Staff continued to attend two International Council of Shopping Center (ICSC) shows in 2013 and will attend three ICSC shows in 2014. In addition, demographic information is provided monthly to over 275 retailers, regional and local brokers, and community leaders. Staff also does direct mailing to retailers and brokers with demographic information on the Raymore community and those communities we compete against.*

- |  |                            |                 |
|--|----------------------------|-----------------|
| <p>b. Continue to work closely with KCADC and the Missouri Partnership on potential leads.</p> | <p>Econ. Dev. Director</p> | <p>PS pg 82</p> |
|--|----------------------------|-----------------|

*Staff continues to respond to leads from KCADC and the Missouri Partnership, and attends KCADC meetings to develop relationships.*

**7. Attract quality retail.**

- |  |                            |                        |
|--|----------------------------|------------------------|
| <p>a. Continue to provide Raymore demographic information to the quality retailers whose demographic requirements the City meets, or nearly meets.</p> | <p>Econ. Dev. Director</p> | <p>Marketing pg 81</p> |
|--|----------------------------|------------------------|

*Staff continued to attend two International Council of Shopping Center (ICSC) shows in 2013 and will attend three ICSC shows in 2014. In addition, demographic information is provided monthly to over 275 retailers, regional and local brokers, and community leaders. Staff also does direct mailing to retailers and brokers with demographic information on the Raymore community and those communities we compete against.*

- |   |                            |  |
|---|----------------------------|--|
| <p>b. Continue to provide information on available sites.</p> | <p>Econ. Dev. Director</p> | <p>Marketing &amp; Goal<br/>#1 pg 81</p> |
|---|----------------------------|--|

*Staff continues to monitor and update buildings and land sites that are available*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*in the Raymore community. This information is included on the Economic Development web page.*

## C. EDUCATIONAL OPPORTUNITY

### 1. Recruit college and community education.

- a. Continue to work with the University of Central Missouri to establish an outreach research lab/future educational facility.

Econ. Dev. Director

Marketing pg 81

*Due to budget reductions at the University of Central Missouri, this project is on hold at the present time.*

### 2. Ensure a quality school district.

- a. Conduct an educational summit between the City and the School District to discuss areas of possible collaboration.

City Manager

Goal #5 pg 68

*Discuss with the School District.*

*Status: The Acting City Manager will be discussing this topic with the School District in July at the Joint Meeting.*

- b. Enhance communication between Administrative staff of the School District and the City by holding semi-annual meetings.

City Manager

Goal #5 pg 68

*Discuss this idea with Superintendent Monsees.*

*Status: The Acting City Manager will be discussing this topic with the School District in July at the Joint Meeting.*

- c. Assist in creating social connectivity – City and School District work together to establish web site links and work on connectivity and sharing of information.

City Manager  
Community Outreach  
Coordinator

Goal #5 pg 68

*Status: The Acting City Manager will be in touch with Michelle Stidham,*

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Communications Officer for the School District to meet and brainstorm ideas that could be implemented.*

- d. Construct infrastructure improvements near schools.

City Manager

*At present staff is not aware of any improvements near schools that might be necessary, but we are always open to suggestions in this regard. Staff is working in July of 2014 on communication between all impacted parties concerning the closure of school road.*

- e. Annex 58 Highway to Raymore-Peculiar East Middle School.

City Manager

Goal #1 pg 68

*This is suggested as a future work session topic to determine if it should proceed. Reference: Memo by Community Development Director Jim Cadoret dated December 6, 2010.*

- f. Explore with the School District the possibilities for a joint-use recreational facility, possibly including a pool.

City Manager

Goal #5 pg 68

*This should be examined by the Community Center Feasibility Study consultant, if the study gets beyond the market analysis stage.*

- g. Work with School District to place a City police officer (School Resource Officer – SRO) in a school or schools.

Police Chief

SBI #3 pg 135

*The newly created School/Youth/Community Outreach Officer Position was implemented on March 10, 2014 in partnership with the Ray Pec School District. Additional Resources for this officer will be included in the FY2015 Budget.*

*The officer assigned to this position continues to work with the School District in Raymore Schools providing training and safety planning, as well as handling minor offenses that occur on school property working in conjunction with the Peculiar SRO.*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*The presence of the assigned officer continues to improve communication and relations with the schools located in Raymore and the entire district as a whole. Numerous contacts have been made by school personnel lauding the efforts of the officer...the most recent from the Eagle Glen Principle at the Mayor's Christmas Tree Lighting Ceremony.*

- |  |              |             |
|--|--------------|-------------|
| h. Work with the School District on augmenting security in their facilities. | Police Chief | Goal pg 131 |
|--|--------------|-------------|

*The Raymore PD continues to participate in the Ray Pec School Security Task Force and will participate with other jurisdictions in active shooter/intruder training in August, 2014.*

*The School Security Task Force began monthly meetings again with the advent of the new school year. Numerous sworn members participated in ASIRT (Active Shooter) training with School District personnel and will be partnering for recertification in this area in 2015. The Police Department is currently participating in meetings surrounding safety issues associated with construction on School Road.*

*All of the aforementioned initiatives are ongoing. The Emergency Management Coordinator and Police Chief began and are continuing work with District personnel on the MARC 2015 Regional Multi-Hazard Mitigation Plan.*

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| i. Work on facility use agreements that are mutually beneficial. | Parks & Recreation<br>Director | Rec prog Goal pg<br>167 |
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*Staff has met with the Ray-Pec School District Administration to work out a new shared use facility plan. It is anticipated that this plan will go into effect in the spring of 2015.*

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| j. City and School District media operations develop joint programs. | City Manager<br>Community Outreach<br>Coordinator | Goal #5 pg 68 |
|--|---|---------------|

*While preliminary discussions between the City's Community Outreach*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Coordinator and school district personnel occurred, nothing more has occurred on this.*

- k. Presentations by City staff to school classes on worthwhile topics.

City Manager

Goal #15 pg 69

*Several department heads made presentations to assemblies at Bridle Ridge Intermediate and Eagle Glen Intermediate in May, 2014, as part of Local Government Week.*

- l. Develop a teen center.

Parks & Recreation  
Director

CIP pg 278 & 232

*Work continues on the Civic Center Feasibility Study. A consideration for this facility will be addressed in the study.*

### **3. Improve high-speed internet.**

- a. Examine constructing our own City-owned network.

City Manager

*Mayor Kerckhoff asked that staff look into this in 2012. In a memo to him dated October 18, 2012, City Manager Berlin and Economic Director Thompson discussed some very preliminary analysis they did. They indicated their research showed that to construct such a network in the city would cost approximately \$10 million and take about 10 years to pay off before the network would generate positive cash flow.*

## **D. IMPROVED TRANSPORTATION**

### **1. Maintain the quality of existing infrastructure.**

- a. Continue to follow the recommendations of the Pavement Management Plan. Assess the condition of the road network on a regular basis to determine necessary improvements and revise the long-term improvement plan accordingly.

Public Works Director

Eng/St prog pg 95-  
96 & 101

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Staff has completed an update of the condition ratings of the road network. Staff will be preparing an update to the Pavement Management Plan in 2015.*

## 2. Improve East-West street connections.

- a. Connect 163<sup>rd</sup> Street from Foxridge to Kentucky and from its eastern terminus in Creekmoor to Madison Street.

City Manager

CIP pg 8 & 86

*This project is listed as a long-term objective in the City's long-term road plan. Unless funded by a general obligation bond, this project will not be able to be accomplished until sometime in the 2020's.*

- b. Maintain the pavement of 155<sup>th</sup> Street at an appropriate level.

Public Works Director

Eng/St prog pg 95-96 & 101

*Ongoing, Staff performs repairs on an "as needed basis".*

- c. Examine installing access management techniques on 58 Highway.

Public Works Director

Eng/St prog pg 95-96 & 101

- d. Complete Bristol from Brookside to Stonegate.

Comm. Dev. Director

P&Z goal pg 88

*Brookside South developer is planning to extend Bristol from Stonegate subdivision into Brookside subdivision in phases. The first phase of the roadway extension is planned for 2014.*

- e. Connect Johnston Drive from its current western terminus to Dean Avenue.

Comm. Dev. Director

P&Z goal pg 88

*The developer of the Timber Trails subdivision is responsible for construction of this roadway. Construction of the road will occur as phases of the subdivision are developed. 1<sup>st</sup> segment of road will be constructed as part of the Benton House of Raymore facility.*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

- f. Connect Foxridge from its southern terminus to Dean Avenue.

Comm. Dev. Director

P&Z goal pg 88

*Meadowood of The Good Ranch 3<sup>rd</sup> Plat proposes construction of this road segment. The final plat is currently under review by the City was approved by the City. No timeline available as to when construction will commence.*

### 3. Improve existing roads and traffic flow.

- a. Continue to follow the recommendations of the Pavement Management Plan. Assess the condition of the road network on a regular basis to determine necessary improvements and revise the long-term improvement plan accordingly.

Public Works Director

Eng/St prog pg 95-96 & 101

*Staff has completed an update of the condition ratings of the road network. Staff will be preparing an update to the Pavement Management Plan in 2015.*

- b. Adhere to access management guidelines from Transportation Master Plan and develop an Access Management Development Guide. (Include, particularly, guidelines for 58 Highway and also ensure they are adhered to on Dean Avenue as the properties along it develop.)

Public Works Director

Eng/St prog pg 95-96 & 101

*Staff will initiate development of an Access Management Guide in 2015.*

- c. Retain a Traffic Engineer to develop recommendations for improving traffic flow on 58 Highway.

Public Works Director

Eng/St prog pg 95-96 & 101

*Staff will explore funding opportunities for this engagement such as Mo/DOT's Traffic Engineering Assistance Program (TEAP) that is an 80/20 grant program.*

### 4. Improve North-South street connections.

- a. Ensure that a turn lane is constructed by the Creekmoor developer on southbound Foxridge Drive to westbound 58 Highway at such time as it is warranted in the opinion of City.

Comm. Dev. Director

P&Z goal pg 88

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*The Creekmoor Memorandum of Understanding requires the developer to install the turn lane when traffic counts at the intersection necessitate its installation. City Engineering staff complete annual traffic counts to monitor the traffic level.*

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|--|------------------------------|---------------------------------------|
| <p>b. Extend Sunset Lane from its current northern terminus to 163<sup>rd</sup> Street.</p> <p><i>Extension of this road segment will occur as development necessitates its installation. The Raymore Senior Apartment development, Madison Valley Subdivision, and Madison Creek Subdivision all have phases that include the right-of-way for Sunset Lane. Construction will occur as private development adjacent to the road occurs. Hawk Ridge Park is also adjacent to the future extension of Sunset Lane and the City will need to participate in the construction of the roadway.</i></p> | <p>Comm. Dev. Director</p>   | <p>P&amp;Z goal pg 88</p>             |
| <p>c. Extend Dean Avenue to 195<sup>th</sup> Street.</p> <p><i>Staff has had discussions with the Good Ranch. It is anticipated a small portion of Dean Avenue will be extended south for North Cass Parkway.</i></p>  | <p>Econ. Dev. Director</p>   | <p>Goal #2 pg 82</p>                  |
| <p>d. Engage in discussions with Belton about improving Kentucky Road.</p> <p><i>City staff has discussed with Belton their schedule for improving the surface condition of Kentucky Road between 155<sup>th</sup> and 163<sup>rd</sup>.</i></p>   | <p>City Manager</p>          | <p>CIP pg 246 &amp; 84</p>            |
| <p>e. Improve/widen N. Madison Street from 163<sup>rd</sup> Street to 155<sup>th</sup> Street.</p> <p><i>This project has been identified as a candidate for GO bond funding.</i></p>  | <p>Public Works Director</p> | <p>CIP pg 246 &amp; 83</p>            |
| <p>f. Improve Ward Road in unincorporated Cass County (re-engage County regarding a cooperative project.)</p> <p><i>Cass county has indicated they do not have the financial resources at this time to</i></p>   | <p>Public Works Director</p> | <p>Eng/St prog pg 95-96 &amp; 101</p> |



# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*improve Ward Road.*

- g. Complete N. Cass Parkway from Brook Parkway to 195<sup>th</sup> Street, as shown on the Transportation Master Plan. Comm. Dev. Director P&Z goal pg 88

*This road segment is included on the Major Thoroughfare Plan contained in the Growth Management Plan and will need to be included in any private development that occurs on land in the Good Ranch.*

## E. RECREATION

### 1. **Build an activity center.** (See also Items F.1.c / H.1.a / H.2.c / H.4)

- a. Conduct a feasibility study to determine what is desired by the community, what is affordable, and what is sustainable in the long term. City Manager CIP pg 278 & 232

*The first two stages of a feasibility study were approved on 2/24/14 and are in progress.*

- b. Place a general obligation bond issue on the ballot to secure funding for the center determined to be desirable, affordable and sustainable. City Manager DS pg 203

*Council will make decisions on this in the latter half of 2014.*

### 2. **Connect City trails to external trails.**

- a. Undertake a City Trails Master Plan that includes connections to external trails. (Funding in the 2014 CIP budget includes funding in the amount of \$8,000 for such a plan.) Parks & Recreation Director CIP pg 278

*Staff is currently working with Viero to develop a new City Wide Trails Master Plan. The Master Plan is 90% complete. Viero the consultant on the project will be presenting the plan to the Council and Park Board at the November 3<sup>rd</sup> joint*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*work session. The final version will be completed in November.*

### 3. Provide more park activities for adults.

*Staff is currently working on a plan to develop and fund a fitness trail in Memorial Park. Plans are in the works to develop outdoor fitness classes and a “boot camp”*

- a. Follow through on items for adult and senior programming coming out of the Community Center / Outdoor Athletic Complex Feasibility Study.

Parks & Recreation  
Director

CIP pg 278 & 232

*A major component of this study will be consideration of programming areas included in the Civic Center study.*

- b. Construct the disc golf course that is included in the FY 2014 Capital Budget.

Parks & Recreation  
Director

CIP pg 278

*The first nine holes are complete with the second nine scheduled to open spring of 2015.*

- c. Develop special events such as a Hot Air Balloon Event, an Art Fair and a Summer Concert Series.

Parks & Recreation  
Director

Rec Goal pg 167  
CIP pg 241 & 274

*The inaugural “Art’s in the Park” event was held on June 21, 2014. A Concert in the Park series will start with the construction of a stage area in the Farmer’s Market area . This is scheduled to be constructed by late spring 2015.*

### 4. Create more neighborhood parks.

- a. Proceed with development of Hawk Ridge Park, per the adopted master plan recommendations for the park.

Parks & Recreation  
Director

CIP pg 246 & 78

*A phase project outline is being developed by staff to be presented to the Park Board for their review and consideration at the August 2014 Park Board meeting.*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Park Board has given approval of development of Phase I of the project to develop Hawk Ridge Park. This Phase includes construction of a loop trail around Johnston Lake, placement of a temporary portable restroom, park signage, and possible handicapped fishing dock. This work is to be completed during the 2015 calendar year.*

- |  |                                |                 |
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| b. Proceed with development of the Farmers Market area, per an adopted master plan for the area. | Parks & Recreation<br>Director | CIP pg 241 & 38 |
|--|--------------------------------|-----------------|

*Staff has completed a master plan for the Farmers Market area. Formal construction plans are scheduled to be completed in December 2014. The goal is to bid and construct phase I of the project in time for the 2015 Farmer’s Market season.*

- |  |                                |                  |
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| c. Consider accepting early dedication of the Timber Trails property for use before full development of that area. | Parks & Recreation<br>Director | Park Goal pg 161 |
|--|--------------------------------|------------------|

*Hunt Midwest the developer for the adjacent property has announced their intention to complete the final plat for this property. This will trigger the dedication of the Timber Trails Park area to the City.*

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| d. Accept dedication of land by developers rather than a fee-in-lieu of dedication. | Parks & Recreation<br>Director | Park Goal pg 161 |
|---|--------------------------------|------------------|

*Park Board will continue to review property dedication in a strategic manner.*

## F. COMMUNICATION

### 1. Create gathering places.

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|--|--------------------------------|-----------------|
| a. Proceed with development of the Farmers Market area, per an adopted master plan for the area. Construct improvements to the Farmers Market area (e.g. a pavilion, | Parks & Recreation<br>Director | CIP pg 241 & 38 |
|--|--------------------------------|-----------------|

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

a stage) that will further enhance this future park as a gathering area.

*The Master Plan for the Farmer’s Market area is complete. An RFQ is being developed by City staff and published by December 2014. The goal is to have phase 1 completed by June 1 2015.*

- b. Develop Hawk Ridge Park, in line with the master plan being completed at this writing, to include places to gather.

Parks & Recreation  
Director

Park Goal pg 161  
CIP pg 244 & 46

*Parks and Recreation staff is developing a phased construction schedule for Hawk Ridge Park. Included in this plan are facilities that promote places to gather. This will be presented to the Park Board in the August 2014 Park Board meeting. **The Park Board has approved Phase I of this project.***

- c. Construct an indoor recreation center, to include gathering places. (See also Items E.1. / H.1.a / H.2.c / H.4)

City Manager

CIP pg 278 & 232

*The first two stages of a feasibility study were approved on 2/24/14 and are in progress.*

- d. In new developments, accept land dedication for neighborhood parks that can serve as a gather area for the neighborhood, rather than a fee in lieu of dedication.

Parks & Recreation  
Director

Park Goal pg 161

*The Park Board will continue to review all opportunities to develop neighborhood parks in Raymore.*

- e. Work with private commercial developers to place gathering areas in their developments.

Comm. Dev. Director

P&Z goal pg 88

*Developments desiring to utilize the Planned District Overlay zone or the Gateway Commercial Overlay zone would need to provide certain amenities in the development that could include gathering areas.*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

## 2. Utilize citizen surveys more in the planning process.

- a. Look at amending the bi-annual citizen survey to get more detailed information from people regarding those areas they give a score below “Neutral.” City Manager SBI pg 69 & 231

*The Acting City Manager will discuss suggestions for this format with ETC and bring recommendations to the City Council.*

- b. Consider “off-year” surveys that can delve more deeply into issues arising out of the bi-annual survey or into other issues that have developed in the course of the year. City Manager SBI pg 69 & 231

*Calendar Year 2014 is scheduled for the regular bi-annual survey. Depending on results of that survey, an off-year survey could be developed.*

- c. Use City media to address concerns brought to light in surveys. City Manager SBI pg 69 & 231

*Staff will outline summary areas from the 2015 Survey instrument for presentation in all city media.*

- d. Tie budget allocations to issues that come out of the Citizen Survey. City Manager SBI pg 69 & 231

*Staff will note, in the budget, when items relate to matters that came to light in the Citizen Survey.*

## 3. Encourage neighborhoods to have community activities.

- a. Encourage and attend neighborhood block parties. (Also see Item F.7.c) City Manager

1. Examine how the City might make block parties easier.

*No Progress to Date.*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

## 2. Sponsor and publicize block parties.

*No Progress to Date.*

b. Conduct neighborhood “town hall” meetings. *(Also see Item F.7.e)*

City Manager

c. Encourage neighborhoods to set up Neighborhood Watch programs.

Police Chief

Patrol goal pg 132  
#4

*The newly established School/Youth/Community Outreach Officer has already made significant connections with business and neighborhood associations.*

*The officer assigned in this position has updated contact information for neighborhood groups and contacted every business in the city to establish a current business directory. He regularly attends Neighborhood and Business Association meetings. Additionally, he has provided several crime prevention trainings to groups (such as fraud against the elderly) and was in charge of the Community Against Crime Event held in conjunction with the Festival in the Park.*

*The Community Against Crime Event was a tremendous success and is anticipated to be even larger next year thanks in large part to the efforts of the Outreach Officer. He continues to attend neighborhood association meetings and was recently responsible for planning and conducting a secure shred event for Raymore residents.*

## 4. Engage the silent majority.

a. Form a Raymore Arts Council to encourage public art and the display of private art throughout the city.

Parks & Recreation  
Director

Rec goal pg 167

*The first steps to develop a Raymore Arts Council have been taken. A joint meeting was held on April, 7 2014 between the City Council and the Park Board to start this process. The goal is to develop an Arts Council during the 2015*

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*calendar year. Discussion was held at the September 29<sup>th</sup> Council Work Session. Council instructed staff to proceed with the development of an independent Art's Council.*

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| <p>b. Form a Raymore Beautification Committee to explore and champion beautification projects throughout the city.</p> | <p>Parks &amp; Recreation<br/>Director</p> | <p>Park goal pg 161</p> |
|--|--|-------------------------|

*Parks and Recreation intent is to develop a Keep Raymore Beautiful Committee. Staff has reached out to beautification committees in other cities to receive information on their process to develop a beautification committee. The Beautification Committee has been tabled by action of the City Council.*

- |  |                     |                    |
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| <p>c. Create a Police Department community outreach program to include outreach to neighborhood associations and businesses.</p> | <p>Police Chief</p> | <p>Goal pg 134</p> |
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*See F, 3, c The newly established School/Youth/Community Outreach Officer has already made significant connections with business and neighborhood associations.*

*In addition to the extensive outreach performed by the School/Youth/Community Outreach Officer, other members of the department consistently seek opportunities to meet and present in public forums. For example, Chief Zimmerman spoke about Public/Private Partnerships in Making Communities Safe at the Cass County Coalition of Chambers of Commerce.*

*Community outreach by all department members continues to be ongoing through presentations, business contacts following ribbon cuttings, and events such as the secure shred mentioned above.*

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| <p>d. As recommended in the recently adopted Growth Management Plan (GMP), expand the function of the Raymore Review to communicate not only about City government business but also to serve as a clearinghouse to let the community know about all sorts of community events.</p> | <p>Comm. Dev. Director</p> | <p>Goal pg 87</p> |
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## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Community Development staff to work with Community Outreach Coordinator to expand posting of community events in the Raymore Review.*

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| <p>e. Have a City booth at the Raymore Festival in the Park.</p> <p><i>This will be arranged for the 2014 festival.</i></p>   | City Manager                                      | Adm pg 68    |
| <p>f. Have a booth at the Raymore Farmers Market. (Also see Item F.7.b.)</p> <p><i>This will be arranged in 2015.</i></p>   | City Manager                                      | Adm pg 68    |
| <p>g. Conduct a City Hall Open House.</p> <p><i>Staff is working on having open houses at City Hall in conjunction with both the Mayor’s Christmas Tree Lighting and Local Government Week.</i></p>   | City Manager                                      | Adm pg 68    |
| <p>h. Engage the local media (Raymore Journal, N. Cass Star-Herald, Democrat-Missourian) in City matters.</p> <p><i>The City sends numerous press releases to the area newspapers, many of which are published or generate stories by their reporters.</i></p>                                | City Manager                                      | Adm pg 68-67 |
| <p>i. Create a City app.</p> <p><i>A proposal for this item is included in the proposed FY2015 Budget.</i></p>  | City Manager<br>Community Outreach<br>Coordinator | IT SBI - pg  |
| <p>j. Use tools such as Mindmixer to obtain community input on a continuous basis.</p> <p><i>The City used a Mindmixer-like tool, called Community Voice, which was little-used. Other cities have used tools like this more successfully. Staff continues to research possibilities.</i></p> | City Manager                                      | Adm pg 68    |



## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

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| <p>k. From the City’s GMP: Make the City a central gathering point for gathering and disseminating community information by:</p> <ol style="list-style-type: none"> <li>1. Establishing links and work on connectivity and sharing of information available between the City, school district and local churches.</li> <li>2. Continue to expand the methods by which information is distributed by the City about community events.</li> </ol> <p style="color: blue; font-style: italic;">Initial research work was completed by the City’s management intern to identify methods by which information is distributed. Additional links have been added to the City’s website.</p> | <p>Comm. Dev. Director</p> | <p>Customer Service goal pg 87</p> |
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### 5. Upgrade the City access channel.

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| <p>a. Purchase equipment to improve the signal that is pushed out to cable providers.</p> <p style="color: blue; font-style: italic;">Equipment purchases were allocated in the FY 2014 Budget.<br/>New equipment was installed in August 2014 to replace multiple pieces of outdated equipment.</p>   | <p>City Manager</p> | <p>Completed FY14</p> |
| <p>b. Work with Comcast to push out a digital signal. (The current signal is analog.)</p>  | <p>City Manager</p> |                       |
| <p>c. Investigate to determine if new camera and microphone technology is available that would improve both visual and audio quality of the broadcast and determine costs of improvements can be made.</p> <p style="color: blue; font-style: italic;">Council indicated approval of a number of items designed to improve audio quality in the Council chambers in a work session on March 3, 2014. Staff is moving forward on these items. Staff is currently working on a RFP for the Sound System upgrade.</p> | <p>City Manager</p> | <p>Completed FY14</p> |

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

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|---|--------------------------------|------------------|
| <p>d. Conduct a complete review of the existing system and “map” the route that the signal takes to get from the broadcast point to the cable providers to determine if the route can be improved to provide a better broadcast signal.</p> <p><i>The IT Department is working with the cable providers on this item.</i></p>   | City Manager                   | CIP pg 259       |
| <p>e. Explore a different camera set-up in the Council chambers to improve the viewer’s video experience during Council meetings.</p> <p><i>This item is proposed in the FY2015 Budget</i></p>  | City Manager                   | CIP pg 260 & 26  |
| <p>f. Improve acoustics in the Council Room. <i>(See also Item F.8)</i></p> <p><i>Council indicated approval of a number of items designed to improve audio quality in the Council chambers in a work session on March 3, 2014. Staff is moving forward on these items.</i></p> <p><i>Acoustic Panel installation was completed October 2014. Staff is currently working on a RFP for the Sound System upgrade.</i></p> | City Manager                   | Completed FY14   |
| <b>6. Create citizen advisory boards to work with the City.</b>   |                                |                  |
| <p>a. Form a Raymore Arts Council.</p> <p><i>The City Council approved the concept of an Arts Commission at a work session on April 7, 2014.</i></p> <p><i>Staff has been instructed by the City Council to solicit interested patrons in the effort to establish an independent Art’s Council.</i></p>   | Parks & Recreation<br>Director | Rec goal pg 167  |
| <p>b. Form a Raymore Beautification Committee.</p> <p><i>The City Council declined action on this committee at the September 25th Work</i></p>  | Parks & Recreation<br>Director | Park goal pg 161 |

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

## *Session.*

- c. Consider creation of a Citizens Advisory Police Committee.

Police Chief

Adm #3 pg 131

Other communities with similar programs are being surveyed.

*The Office of Community Complaints has been contacted as well as MARC regarding these types of initiatives. We are developing a guide for citizens when interacting with the police.*

*Recent events of civil unrest have prompted a number of local discussions regarding police best practices (Attorney General, MARC, KCPD and others) and members of the Raymore Police Department have participated. Conversations that could impact law enforcement policy and procedure are ongoing.*

## **7. Provide more listening opportunities with the citizens.**

- a. Have periodic ward meetings sponsored by the ward representatives on the City Council from those wards.

City Manager

- b. Have a City booth at the Raymore Festival in the Park.

City Manager

*This will be arranged for the 2014 festival.*

- c. Attend block parties. (Encourage block parties.)

City Manager

- d. Have City staff meet with neighborhood associations to hear their concerns and answer questions. Create a staff liaison for neighborhood associations so they can call us with concerns.

City Manager

- e. Hold Town Hall meetings on specific items.

City Manager

**CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014**

1/12/2015

f. Hold a City Government Open House, perhaps during Missouri Local Government Week. *(Also see Item F.4.g.)* City Manager

**8. Improve acoustics in the Council chamber. *(Also see Item F.5.f)***

a. Determine if measures are available to soundproof the HVAC units on the roof directly above the Council chambers. City Manager Completed FY14

*Council indicated approval of a number of items designed to improve audio quality in the Council chambers in a work session on March 3, 2014. Staff is moving forward on these items.*

b. Determine if HVAC unit fans can be shut down once the set temperature is reached in the Council room. City Manager Completed FY14

*This item has been completed.*

c. Call in an expert to determine if hanging baffles or any other measures might improve the acoustics of the room. City Manager Completed FY14

*Council indicated approval of a number of items designed to improve audio quality in the Council chambers in a work session on March 3, 2014. Staff is moving forward on these items.*

**G. IMAGE**

**1. Maintain the feeling of community safety.**

a. Revise our hiring process to speed up the amount of time it takes to fill a police Police Chief Adm pg 131

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

officer vacancy when one occurs.

*While the Police Department is currently at full staffing among sworn members, a review of the hiring process is being undertaken in preparation for future vacancies.*

*During recent months, the Police Department experienced the resignation of several sworn members for a variety of reasons, such as moving out of state and change in profession. Changes to streamline the hiring process have been implemented and are underway with the processing of current applicants. We continue to work closely with HR to make all PD hiring processes more efficient.*

*Members of the Police Department recently participated in a Minority Recruitment Fair/Symposium and are continuing to work closely with Human Resources to develop improved methods of recruitment. Two recruit officers began employment with the Department on 12/1/14.*

- b. Identify an officer whose duties will be to provide school, community and business outreach.

Police Chief

Com Unit pg 134

*The newly created School/Youth/Community Outreach Officer position was filled following a selection process on March 10, 2014.*

*This goal has been accomplished and the officer is assigned. An outstanding example of this outreach was his teaching “Home Alone” and “Stranger Safety” to autistic children at the Joshua Center Safety Camp.*

*The officer assigned to this position continues to improve in his communication and outreach within the community at all levels.*

- c. Have more reports written on mobile data terminals, in order to maintain officer presence in areas of the city.

Police Chief

Patrol unit pg 132

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Supervisors and officers are periodically reminded of the importance of high visibility and decreased response when they spend more time in the field.*

*This process is ongoing and recent upgrades have been made to increase the speed and functionality of the in-car computers.*

*This process will always be a priority and officers and supervisors are still reminded from time to time to spend the maximum amount of time in the field regardless of the activity.*

- d. Re-energize the Community Emergency Response Team (CERT) by reconnecting with individuals who have previously participated and reaching out to others in our community.

Police Chief

PS #4 pg 140

*The newly selected Emergency Management Coordinator has re-established CERT and participation is increasing. A new CERT class is being developed for possible implementation in the Fall 2014.*

*The Emergency Management Coordinator has provided a variety of training and guest speakers at the regular CERT meetings and has taken the initiative to combine with several other jurisdictions to increase the number of volunteers. The next CERT class is in development with possible implementation in January 2015.*

*Raymore Emergency Management has consolidated the CERT program into a county-wide initiative. The next class is scheduled for January 30 & 31 and February 6 & 7, 2015 in conjunction with Kansas City Emergency Management.*

- e. Increase the use of bicycle patrol.

Police Chief

Patrol unit pg 132

*Additional uniforms were recently purchased with reflective lettering to provide greater safety for bicycle trained officers. This has resulted in a significant increase in bicycle patrol with the advent of warmer spring months.*

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*A citizen called to say “Thank you for being on bike patrol today on Lemor Trail. As a female who bikes alone, she appreciated seeing an officer out there.”*

*A third officer was added to the Bicycle Patrol and there was significant patrol by these individuals during this quarter.*

*It is anticipated that an additional bicycle officer will be added in the Spring of 2015 to allow for one trained officer on each shift.*

- f. Determine and implement a method of better utilization of the Citizen’s Academy graduates, through the creation of an Alumni Association.

Police Chief

Com unit pg 134

*The School Youth Community Outreach Officer has taken over Administration of the Citizen’s Academy and is exploring creation of an Alumni Association.*

*The School Youth Community Outreach Officer has conducted research with other agencies to determine the manner in which alumni are utilized. He is working on the development of a volunteer policy and will be overseeing the Fall Citizen’s Academy.*

*This initiative is ongoing.*

- g. Increase Command or Community Outreach presence at business association meetings.

Police Chief

Com unit pg 134

*The Police Department does an outstanding job at community outreach and this looks to improve exponentially with the placement of the School/Youth/Community Outreach Officer.*

*Command and other department members serve on numerous boards and are frequently asked to speak at meetings such as the Rotary, Optimists, Chamber and Lions.*

*Community outreach will always be a primary objective of the entire Raymore*

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Police Department and these opportunities will continue to be sought.*

- h. Increase presentations and public forums.

Police Chief

Com unit pg 134  
EMG pg 139

*The Police Department does an outstanding job at community outreach and this looks to improve exponentially with the placement of the School/Youth/Community Outreach Officer as well as the Emergency Management Coordinator.*

*Command and other department members serve on numerous boards and are frequently asked to speak at meetings such as the Rotary, Optimists, Chamber and Lions.*

*Community outreach will always be a primary objective of the entire Raymore Police Department and these opportunities will continue to be sought.*

## 2. Promote high-quality places and buildings.

- a. Refine existing design standards and establish new standards to ensure quality developments are built. [GMP Goal]

Comm. Dev. Director

P&Z goal pg 88

*Most recently in ~~2013~~ 2014 the Planning and Zoning Commission reviewed the existing design standards and determined no modifications needed to be made. A periodic review of completed projects will allow the Commission to continually review the design standards to determine if any modifications are necessary.*

- b. Review existing projects that have been constructed under current design standards to determine if there are any modifications that could have been done to enhance the quality of the project. [GMP Action Step]

Comm. Dev. Director

P&Z goal pg 88

*The Planning and Zoning Commission periodically reviews completed development projects to determine if quality developments are being built. The Commission reviews all aspects of the development including building and site design.*



# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

- |  |                     |                |
|--|---------------------|----------------|
| c. Review costs and benefits of establishing a higher overall design standard for new buildings. [GMP Action Step] | Comm. Dev. Director | P&Z goal pg 88 |
|--|---------------------|----------------|

*Topic to be included in the 2015 GMP annual review and report.*

- |   |                     |                |
|---|---------------------|----------------|
| d. Determine the appropriateness of creating a design “theme” for the City. [GMP Action Step] | Comm. Dev. Director | P&Z goal pg 88 |
|---|---------------------|----------------|

*Topic to be included in the 2015 GMP annual review and report.*

- |  |                     |                |
|--|---------------------|----------------|
| e. Review design standards as they pertain to a site, such as access, landscaping, lighting and signage, to determine if any modifications are necessary to ensure quality developments are built. [GMP Action Step] | Comm. Dev. Director | P&Z goal pg 88 |
|--|---------------------|----------------|

*The Planning and Zoning Commission periodically reviews completed development projects to determine if quality developments are being built. The Commission reviews all aspects of the development including building and site design.*

**3. Host external events such as car shows, motorcycle ride-ins, golf tournaments, bicycle clubs, etc.**

- |  |                                |                                     |
|--|--------------------------------|-------------------------------------|
| a. Staff is currently working on the following special events to be presented to the Park Board for their consideration, including a Hot Air Balloon Festival, a Barbeque Contest, and a “Touch a Truck” children’s event. | Parks & Recreation<br>Director | Rec goal pg 167<br>PS #3 & 6 pg 168 |
|--|--------------------------------|-------------------------------------|

*The first “Touch a Truck” special event was held Saturday, March 29<sup>th</sup>. An “Art’s in the Park” special event was held at the Farmer’s Market area on Saturday, June 21. A discussion was held with a firm that helps cities host a hot air balloon rally. It was determined that substantial sponsorship funding would be necessary in order to host this event.*

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

- |   |  |   |
|---|--|---|
| <p>b. Put on more youth and adult tournaments</p> <p style="color: blue; font-style: italic;">Parks and Recreation hosted three youth softball weekend tournaments in 2014. A four day Senior Adult Softball Tournament was hosted at Recreation Park June 26-29. Staff will continue to pursue additional youth and adult tournaments.</p> | <p>Parks &amp; Recreation<br/>Director</p> | <p>Rec goal pg 167<br/>PS #5 pg 212</p> |
| <b>4. Provide a strong community identity.</b>  |  |   |
| <p>a. Explore revising the City logo to better reflect the current character of our community.</p> <p style="color: blue; font-style: italic;">Not yet begun. Future worksession item for the City Council.</p>   | <p>City Manager</p>                        | <p>Goal #1 pg 68</p>                    |
| <p>b. GMP Item: “Establish standards and promote programs that build upon Raymore being the “Garden Spot of the State.”</p> <p style="color: blue; font-style: italic;">Topic to be included in the 2015 GMP annual review and report.</p>  | <p>Comm. Dev. Director</p>                 | <p>P&amp;Z goal pg 88</p>               |
| <p>c. Build on the history of Raymore as a horse-friendly community.</p>  | <p>City Manager</p>                        |   |
| <p>d. GMP Item: “Install Raymore identification signs as gateway entrance markers to the City.”</p> <p style="color: blue; font-style: italic;">Pilot project to install identification sign at intersection of North Cass Parkway and Interstate 49 being proposed as part of the 2016-2020 CIP.</p>                                       | <p>Comm. Dev. Director</p>                 | <p>Future CIP</p>                       |
| <p>e. Erect wayfinding signs.</p> <p style="color: blue; font-style: italic;">Staff to work with other City departments on proposed locations and wording to be utilized.</p>   | <p>Comm. Dev. Director</p>                 | <p>Goal pg 87</p>                       |

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

- f. GMP – “Establish a task force to help identify the unique aspects of Raymore and create a ‘brand’ for the City. Comm. Dev. Director P&Z goal pg 88

*No progress made to date on this item.*

- g. Be a bicycle-friendly community. Comm. Dev. Director P&Z goal pg 88

*Inclusion of bike pathways and bike parking facilities are encouraged as part of new development projects. Identified as a suggested amenity when requesting a rezoning to the “P” Planned Overlay district zoning classification.*

## 5. Create a long-term financial plan.

- a. Perform an annual review of certain revenues/expenditures (e.g. housing starts, commercial start-ups, insurance costs, utility costs) to identify upward or downward trends. Finance Director Pg 309

*Included in the FY2015 budget process for all operating funds as well as the capital funds.*

- b. Create a 10-year projection for each of the operating funds and the Debt Service Fund. Finance Director Pg 17, 145, 171 & capital 260-300

*Included in the FY2015 budget process for all budgeted funds.*

- c. Identify large operational expenses that will occur in future years and plan accordingly. Finance Director Pg 143 & 232

*Included in the FY2015 budget process.*

## H. CULTURE

1. Build a community center. (See also Items E.1 / F.1.c / H.2.c / H.4)

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

- |   |              |                  |
|---|--------------|------------------|
| a. Conduct a feasibility study to determine what is desired by the community, what is affordable, and what is sustainable in the long term. | City Manager | CIP pg 278 & 232 |
|---|--------------|------------------|

*Phases 1 & 2 of the feasibility study are in progress.*

- |   |              |           |
|---|--------------|-----------|
| b. Place a general obligation bond issue on the ballot to secure funding for the center determined to be desirable, affordable and sustainable. | City Manager | DS pg 203 |
|---|--------------|-----------|

*Council will make decisions on this in the latter half of 2014.*

### 2. Create entertainment venues.

- |   |                                |                 |
|---|--------------------------------|-----------------|
| a. Explore creating a stage or other performance area of some sort in the Farmers Market Park area. | Parks & Recreation<br>Director | CIP pg 241 & 38 |
|---|--------------------------------|-----------------|

*A main feature in the Farmer’s Market Master Plan is the development of a performance stage in phase 1 of the plan. A performance stage will be constructed in the park as funds become available.*

- |  |                                |                                    |
|--|--------------------------------|------------------------------------|
| b. Explore creating a stage, amphitheater or other performance area of some sort in Hawk Ridge Park. | Parks & Recreation<br>Director | Park Goal – 161<br>CIP pg 244 & 46 |
|--|--------------------------------|------------------------------------|

*The Hawk Ridge Park Master Plan that was completed in January 2014 included a proposed performance area. A multi-year phased plan is currently being developed by staff for Hawk Ridge Park. Park Board has approved construction of Phase I of the park. This includes a walking trail around the lake, park signage, and handicapped accessible fishing dock. The goal is complete this phase of the project in calendar year 2015.*

- |  |              |  |
|--|--------------|--|
| c. Create a performance area in a future indoor center. (See also Items E.1 / F.1.c / H.1.a / H.4) | City Manager |  |
|--|--------------|--|

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

### 3. Promote and support public art.

- |  |  |                           |
|--|--|---------------------------|
| <p>a. Form a Raymore Arts Council to encourage public art and the display of private art throughout the city.</p> <p style="color: red;"><i>City Council has approved the formation of an independent Art’s Council to be formed. A request for volunteers has been published.</i></p>   | <p>Parks &amp; Recreation<br/>Director</p> | <p>Rec goal pg 167</p>    |
| <p>b. Budget for public art in the City budget.</p> <p style="color: blue;"><i>To follow the formation of the Arts Council.</i></p>  | <p>City Manager</p>                        | <p>Rec goal pg 167</p>    |
| <p>c. Have periodic public art displays at City Hall, Public Works facility, Park House.</p> <p style="color: blue;"><i>To follow appointment of staff person to the Arts Council.</i></p>   | <p>City Manager</p>                        | <p>Rec goal pg 167</p>    |
| <p>d. Require landscaping features for entrances to private developments.</p> <p style="color: blue;"><i>Topic to be included in the 2015 UDC annual review and report.</i></p>  | <p>Comm. Dev. Director</p>                 | <p>P&amp;Z goal pg 88</p> |
| <p>e. Institute a policy requiring private developments to earmark a certain percentage for public art.</p> <p style="color: red;"><i>Memorandum prepared for consideration by the City Manager. Research on the topic was presented to City Council at its September 29, 2014 work session as part of the Arts Commission discussion. The research material can be provided to the Arts Commission.</i></p> | <p>Comm. Dev. Director</p>                 | <p>P&amp;Z goal pg 88</p> |

### 4. Build a civic center. (See also Items E.1 / F.1.c / H.1 / H.2.c )

- |  |                     |                             |
|--|---------------------|-----------------------------|
| <p>a. Conduct a feasibility study to determine what is desired by the community, what is</p> | <p>City Manager</p> | <p>CIP pg 278 &amp; 232</p> |
|--|---------------------|-----------------------------|

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

affordable, and what is sustainable in the long term.

*Phases 1 & 2 of the feasibility study are in progress.*

- b. Place a general obligation bond issue on the ballot to secure funding for the center determined to be desirable, affordable and sustainable.

City Manager

DS pg 203

*Council will make decisions on this in the latter half of 2014.*

## 5. Create unique cultural venues.

- a. Explore creating a stage or other performance area of some sort in the Farmers Market Park area.

Parks & Recreation  
Director

CIP pg 241 & 38

*A performance area will be constructed in the park as funds become available.*

- b. Explore creating a stage, amphitheater or other performance area of some sort in Hawk Ridge Park.

Parks & Recreation  
Director

Park Goal – 161  
CIP pg 244 & 46

*A performance area has been identified as a feature in the Hawk Ridge Park Master Plan. This will be a consideration by the Park Board in future phases of the park build out.*

- c. Create a performance area in a future indoor center.

Parks & Recreation  
Director

CIP pg 278 & 232

*The Civic Center Feasibility Study citizen survey includes questions concerning the inclusion of a performance area. The City Council and Park Board will meet August 18, 2014 to review with the consultant findings from this survey and the site analysis. The City Council has approved steps 3 & 4 of the Feasibility Study for a new Civic Center. A performance feature will be included in the work by the consultant for this proposed facility.*

## I. EMPLOYEE RELATIONS

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

## 1. Provide employees with the resources they need to be productive.

- |  |                     |  |
|--|---------------------|--|
| <p>a. For the Police Department, provide a Records Unit copier, a security wand, and a license plate reader.</p> <p><i>A committee of department employees was formed to consider equipment and uniform options with the purpose of making recommendations in the budget process.</i></p> <p><i>The committee made recommendations for items such as trauma kits, a supplemental uniform allowance, and vehicle spotlight upgrade to LED which were included in the 2015 budget submission.</i></p> <p><i>The committee recommendations that were submitted in the FY 2015 budget were approved and purchases are being made. Members of the committee have recently wear-tested body cameras and made recommendations regarding the future purchase. Changes in the Department uniform policy have also been made as a result of committee recommendations.</i></p> | <p>Police Chief</p> | <p>Copier in FY14<br/>SBI pg 135</p>       |
| <p>b. Offer refresher courses on basic computer programs and encourage employees to be well-trained.</p> <p><i>These are being scheduled for 2015 after the Google implementation.</i></p> <p><i>Boost eLearning will be provided for all employees. This is an online training module for Google Apps for Government.</i></p>   | <p>City Manager</p> | <p>IT training pg 74<br/>Goal #5 pg 74</p> |
| <p>c. Remind employees/supervisors of offerings through Local Gov U.</p> <p><i>Ongoing</i></p>   | <p>City Manager</p> | <p>HR pg 67</p>                            |
| <p>d. Properly train employees for conversion from Microsoft products to Google products.</p>  | <p>City Manager</p> | <p>Completed FY14</p>                      |

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Google online training was provided to all employees as well as mandatory line training. Additional online training will continue to be provided on an ongoing basis.*

*Boost eLearning will be provided for all employees. This is an online training module for Google Apps for Government.*

- e. Fully implement the SCADA system for Public Works. Public Works Director

*The SCADA upgrades are complete which will allow remote access to the system. Staff is working on a policy to address working from a remote location with the Human Resources Department.*

- f. Provide clothing allowances for PD not currently being offered. Police Chief SBI pg 135

*Expansion Request in 2015 budget process.*

*The Supplemental Uniform Allowance is still under consideration in the 2015 budget.*

*The Supplemental Uniform Allowance was approved in the FY 2015 budget.*

- g. Make sure the City offers up-to-date software needed by employees. City Manager SBI #1,3,6-9 pg 75

*Provided as requested.*

- h. Provide personal protective equipment for police officers that currently do not have it. Police Chief Completed FY14

*PPE gear was purchased for all sworn members as an FY 2014 Expansion Request from Emergency Management.*



# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*Emergency Management obtained numerous required items throughout the summer and will be finalizing the purchase of the remaining equipment in October.*

*Final distribution of all PPE gear is being made to sworn members.*

- |   |                  |                |
|---|------------------|----------------|
| i. Purchase Finance Department equipment budgeted in FY 2014. | Finance Director | Completed FY14 |
|---|------------------|----------------|

*The folder/inserter machine and endorsement stamper were both purchased early in FY 2014 and are both fully operational reducing staff time for both functions.*

- |  |                                   |               |
|--|-----------------------------------|---------------|
| j. Perform Incode upgrades as necessary. | Information Technology<br>Manager | App Adm pg 73 |
|--|-----------------------------------|---------------|

*Maintenance upgrades are checked weekly and installed as provided. Version upgrades are being planned for in the upcoming FY2016 & FY2017 budgets.*

- |  |              |          |
|--|--------------|----------|
| k. Use Survey Monkey to ask employees for input on what resources they feel they need to be more productive. | City Manager | HR pg 67 |
|--|--------------|----------|

**2. Maintain a competitive workforce.**

- |   |                            |                |
|---|----------------------------|----------------|
| a. Internally review compensation and classifications to ensure they are competitive with similar entities in the metro area. | Human Resources<br>Manager | Completed FY14 |
|---|----------------------------|----------------|

*MML salary survey, results will be available to review in the next two months. US Census Bureau survey.*

- |   |                            |          |
|---|----------------------------|----------|
| b. Perform an annual review of the MARC salary survey against City positions to ensure compensation levels are competitive with similar entities in the metro area. | Human Resources<br>Manager | HR pg 67 |
|---|----------------------------|----------|

*Staff participated in the MARC study for both salaries and benefits, results should be released in November.*

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

- |  |                            |          |
|--|----------------------------|----------|
| c. Perform an annual review of job descriptions to assure that at least 20% are reviewed with supervisor for accuracy each year. | Human Resources<br>Manager | HR pg 67 |
|--|----------------------------|----------|

*This is performed with the supervisors for all turnovers as well as a complete review of the Finance Department during 2014.*

- |  |                            |          |
|--|----------------------------|----------|
| d. Review the City's Human Resources policy to ensure the City's policies are up to date and comparable to similar entities. | Human Resources<br>Manager | HR pg 67 |
|--|----------------------------|----------|

*This is an ongoing process.*

### **3. Provide diverse benefit options.**

- |   |                            |          |
|---|----------------------------|----------|
| a. Perform an annual review of our benefit package vis-à-vis our comparator cities. | Human Resources<br>Manager | HR pg 67 |
|---|----------------------------|----------|

*The FY 2014 process is underway, which began in March.*

- |  |                            |          |
|--|----------------------------|----------|
| b. Continue to educate our employees on what is offered and their options in our benefit package | Human Resources<br>Manager | HR pg 67 |
|--|----------------------------|----------|

*HR staff has sent out several informational emails as well as held two mandatory insurance meetings in February, with plans for two additional mandatory meetings and annual benefit fair in October.*

- |  |                            |          |
|--|----------------------------|----------|
| c. Explore prepaid legal services as an addition to our benefit package. | Human Resources<br>Manager | HR pg 67 |
|--|----------------------------|----------|

*Staff has met with an outside source as well as researched and surveyed other cities.*

- |   |                            |          |
|---|----------------------------|----------|
| d. Explore additional tax-deferred savings plans, particularly a 401K, in addition to the current ING 403(b) plan, to allow employees to maximize the amount of tax deferred income they receive. | Human Resources<br>Manager | HR pg 67 |
|---|----------------------------|----------|

# CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*ING has been contacted about our interest for future consideration.*

- e. Explore the possibility of providing an employer match to the tax-deferred plan(s) that are offered.

Human Resources  
Manager

HR pg 67

*ING has been contacted about our interest for future consideration.*

## 4. **Improve communications between employees, the City Council, and community boards.**

- a. Continue to conduct quarterly meetings between the City Council and the Park Board.

Parks & Recreation  
Director

Goal #1 pg 68

*Meetings have been held and are anticipated to be held on a quarterly basis.*

- b. Conduct an annual meeting between the City Council and the Planning & Zoning Commission

Comm. Dev. Director

Goal pg 87

~~No meeting date yet established.~~ **Joint meeting is scheduled for the held on October 20, 2014 as part of the Council work session meeting. Topics discussed included accessory dwelling units and the keeping of chickens on residential zoned lots.**

- c. Conduct periodic meetings between the TIF Commission and the City Council.

Econ. Dev. Director

pg 81

*Staff is planning a September meeting with the TIF Commission and the City Council.*

- d. Conduct periodic meetings between the Tree Board and the City Council.

Parks & Recreation  
Director

Park Maint pg 162  
CIP pg 278

*Upon completion of the Landscape Capital Improvement Project it is requested that a joint meeting between the City Council, Park Board and Tree Board be*

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*held to discuss future tree and landscape planning for Raymore. The current capital project is scheduled to be completed by spring 2015.*

- |  |   |                                    |
|--|---|------------------------------------|
| <p>e. Have the Planning &amp; Zoning Commission and the Park Board meet either periodically or as necessary depending on issues before the City.</p> | <p>Comm. Dev. Director,<br/>Parks &amp; Recreation<br/>Director</p> | <p>CD pg 87<br/>P&amp;R pg 161</p> |
|--|---|------------------------------------|

*Meeting to be scheduled when topic(s) for discussion necessitate a meeting.*

### 5. Maintain/improve employee morale.

- |  |                                    |                 |
|--|------------------------------------|-----------------|
| <p>a. Perform a survey to determine morale and ideas for morale improvement.</p> | <p>Human Resources<br/>Manager</p> | <p>HR pg 67</p> |
|--|------------------------------------|-----------------|

*A survey was completed in FY 2013, staff intends to offer every three years.*

- |  |                     |                 |
|--|---------------------|-----------------|
| <p>b. Ask the Employee Relations Committee for its input on morale and ideas for maintaining/improving it.</p> | <p>City Manager</p> | <p>HR pg 67</p> |
|--|---------------------|-----------------|

*Ongoing discussions with the Employee Relations Committee.*

- |   |                     |                 |
|---|---------------------|-----------------|
| <p>c. Continue employee events we currently have – the annual picnic, the annual winter event, and quarterly recognition lunches.</p> | <p>City Manager</p> | <p>HR pg 67</p> |
|---|---------------------|-----------------|

*These events were held in January, March & July. Continued funding is included in the FY 2015 proposed budget.*

- |   |                     |                 |
|---|---------------------|-----------------|
| <p>d. Increase ERCS financial support so that better and more events might be considered.</p> | <p>City Manager</p> | <p>HR pg 67</p> |
|---|---------------------|-----------------|

*Slight increase proposed for the FY2015 Budget.*

- |   |                     |  |
|---|---------------------|--|
| <p>e. Consider allowing departments to close their doors to the public and go to lunch together periodically.</p> | <p>City Manager</p> |  |
|---|---------------------|--|

## CITY OF RAYMORE GOAL, OBJECTIVES AND ACTION STEPS – 2014

1/12/2015

*No progress.*

- f. Consider amending the H.R. policy to allow employees to donate unused sick leave to other employees who are running short dues to a chronic illness or injury. Human Resources Manager

*No progress.*

- g. Continue to look for ways to communicate directly with employees on matters of City interest. City Manager

- h. Re-start the Employee Newsletter. Human Resources Manager

*No progress but may be able to utilize the Google Bulletin Board for same thing.*

- i. Create an internal electronic bulletin board. Information Technology Manager

*With the implementation of Google, this will be available in the near future.*

### **6. Review the LAGERS system.**

- a. Review options for increasing the employee benefit upon retirement, and costs of doing so. City Manager

*No progress.*

- b. Become fully informed on being able to change plans or the contribution for employee subgroups (new hire, police department vs. general, etc.) City Manager

*No progress.*

### **7. Utilize the employee survey in planning and decision making.** City Manager

**“AN ORDINANCE APPROVING THE FISCAL YEAR 2015 BUDGET OF THE CITY OF RAYMORE, MISSOURI.”**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RAYMORE, MISSOURI AS FOLLOWS:**

Section 1. The annual budget of the City of Raymore, Missouri, for the Fiscal Year beginning on November 1, 2014 and ending October 31, 2015, is finally approved, adopted and appropriated by fund and the maximum amounts to be expended are as follows:

General Fund (01)	FY 2014-15 Budget
<i>Administration</i>	\$ 1,023,795
Information Technology	408,489
Economic Development	243,135
Community Development	571,650
Engineering	413,876
Streets	1,151,575
Stormwater	269,466
Building & Grounds	305,367
Municipal Court	165,321
Finance	539,840
<i>Police</i>	3,652,733
Emergency Management	123,686
<i>Total Expenditures</i>	<u>\$ 8,868,933</u>
Transfer to Park Fund	100,000
<i>Transfer to Transportation Fund</i>	150,000
<i>Transfer to Restricted Revenue Fund</i>	783,000
<i>Total Transfers</i>	<u>\$ 1,033,000</u>
<b>Total General Fund</b>	<b>\$ 9,901,933</b>
<b>Park Fund (25)</b>	<b>\$ 1,154,836</b>
<b>General Obligation Debt (40)</b>	<b>\$ 1,603,841</b>

<b>Vehicle Replacement (03)</b>	<b>\$</b>	<b>331,341</b>
<b>Restricted Revenue (04)</b>	<b>\$</b>	<b>59,282</b>
<b>Enterprise Funds (50)</b>		
Water & Sewer Departments	\$	5,090,699
Debt Service		151,881
Total Expenditures		<u>5,242,580</u>
Transfer to General Fund		727,606
Transfer to VERP Fund		111,916
Transfer to Ent. Cap Maint Fund		234,144
Total Transfers		<u>1,073,666</u>
<b>Total Enterprise Fund</b>	<b>\$</b>	<b>6,316,246</b>

Capital Budget

BERP (05)		148,950
Transportation (36)		2,071,166
Excise Tax (37)		217,000
Capital Sales Tax (45)		1,334,718
Stormwater Sales Tax (46)		537,687
Parks Sales Tax (47)		517,402
Water Connection Fee (52)		0
Enterprise Cap Maintenance (54)		674,455
<b>Total Capital Expenditures</b>	<b>\$</b>	<b><u>5,501,378</u></b>

Section 2. The funds necessary for expenditure in the budget of the City of Raymore for the Fiscal Year beginning November 1, 2014, as summarized in Section 1, are hereby appropriated and set aside for the maintenance and operation of the various departments of the government of the City of Raymore, Missouri, together with the various activities and improvements set forth in said budget.

Section 3. The amount apportioned for each department as shown in the budget shall not be increased except by motion of the City Council duly made and adopted, but the objects of the expense comprising the total appropriation for any department may be increased or decreased at the discretion of the City Manager, providing that said adjustment shall not increase the total appropriation for the department.

Section 4. All portions of the final Fiscal Year 2014-15 budget book document prepared and submitted to the Mayor and City Council for consideration, as amended by the City

Council prior to adoption of this ordinance, are hereby adopted by reference, including all organizational charts, salary range charts, policies and procedures, and are made a part of this ordinance.

Section 5. All revenue of the City of Raymore not appropriated by this Ordinance and any amount appropriated by this Ordinance and not disbursed shall be expended or kept as directed by the City Council.

Section 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**DULY READ THE FIRST TIME THIS 13TH DAY OF OCTOBER, 2014.**

**BE IT REMEMBERED THAT THE ABOVE ORDINANCE WAS APPROVED AND ADOPTED THIS 27TH DAY OF OCTOBER, 2014 BY THE FOLLOWING VOTE:**

Councilmember Abdelgawad	Aye
Councilmember Boehner	Absent
Councilmember Holman	Aye
Councilmember Hubach	Aye
Councilmember Kellogg	Aye
Councilmember Moorhead	Aye
Councilmember Stevens	Aye
Councilmember Wescoat	Aye

APPROVE:

  
Jean Woerner, City Clerk

ATTEST:

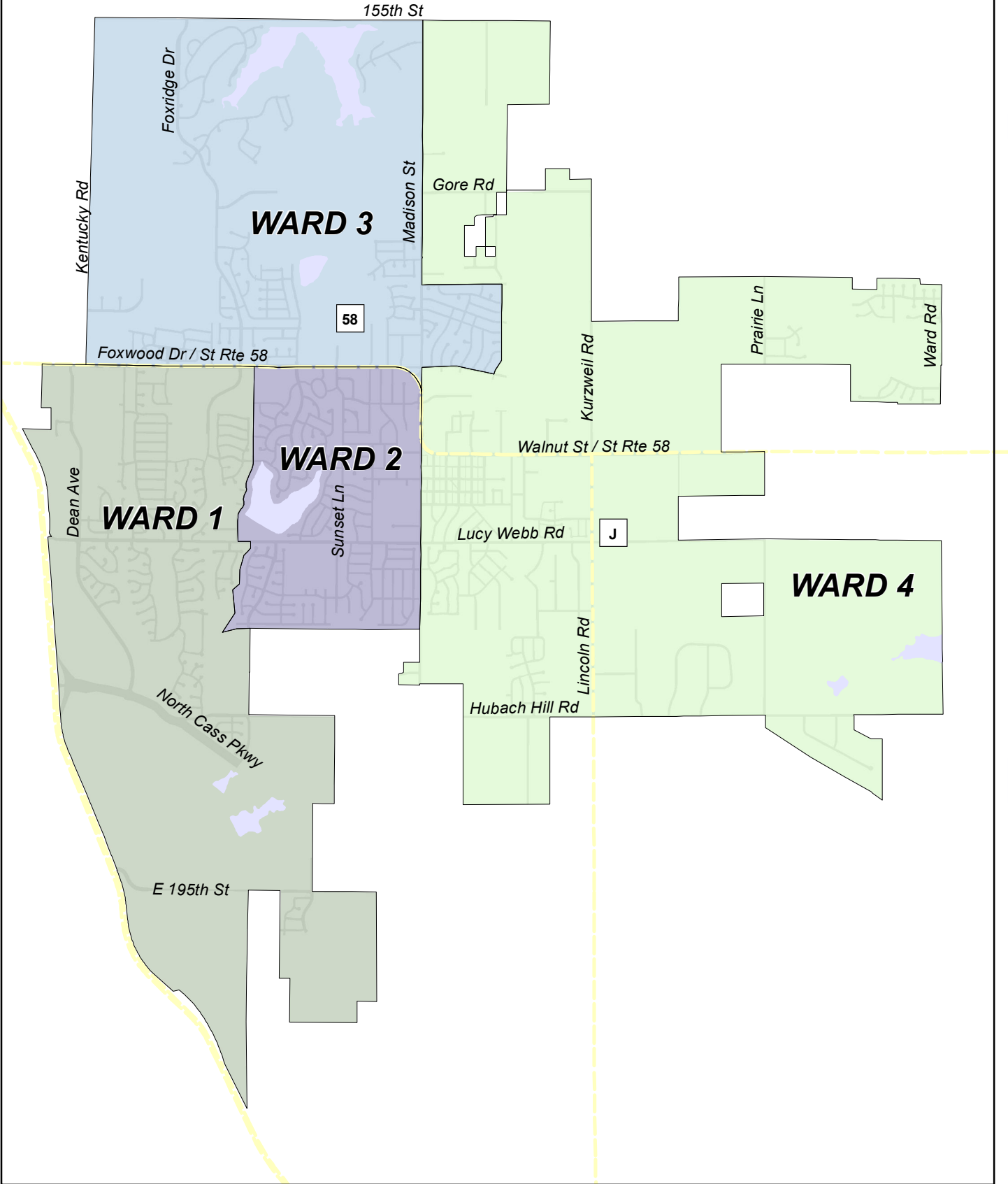
  
Peter Kerckhoff, Mayor

10/28/14  
Date of Signature



# Ward Boundary Map

Approved by Bill 2687  
Effective July 25, 2011





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# **BUDGET GLOSSARY**



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**ACCOUNT NUMBER** - A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used quickly reveals certain required information.

**ACCRUAL BASIS ACCOUNTING** - A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the accounting period in which they are incurred.

**ACTIVITY** - Departmental efforts that contribute to the achievement of a specific set of program objectives; this is the smallest unit of the program budget.

**ADVANCED REFUNDING** - A bond issuance used to pay off another outstanding bond. The new bond will often be issued at a lower rate than the older outstanding bond. A bond issuance in which new bonds are sold at a lower rate than outstanding ones. The proceeds are then invested, and when the older bonds become callable they are paid off with the invested proceeds. Advance refunding is most often used by governments seeking to postpone their debt payments to the future instead of having to pay off a large amount of debt in the present. Municipal bonds are traditionally exempt from federal tax, but if a municipal bond is issued in an advance refunding it is no longer tax exempt. This is because municipal bonds tend to have lower rates, and municipalities could potentially use advance refunding to issue unlimited amounts of debt at low rates and invest in higher rate investments.

**ADVERSE OPINION** – term used when an auditor reports that the financial statements do *not* present fairly the financial position, results of operations, or changes in financial position or are not in conformity with GAAP. The auditor must provide the reasons for the adverse opinion in the audit report.

**AD VALOREM** - Latin term meaning “value of”. Refers to the tax assessed against real property (land and buildings) and personal property (equipment, vehicles, & furniture).

**ALLOT** - To divide an appropriation into specific line item amounts that can be encumbered or expended during a budget period.

**AMORTIZATION OF DEBT** - The annual reduction of principal through the use of serial bonds or term bonds with a sinking fund.

**ANNUALIZE** - Budget technique whereby expenditures for part of a year are projected forward for a full year for the purpose of preparing an annual budget.

**APPRAISED VALUE** - An estimate of the property value for the purposes of taxation. The Cass County Assessor establishes appraised values for all taxable property.

**APPROPRIATION** - An authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources.

**APWA** – The American Public Works Association exists to develop and support the people, agencies, and organizations that plan, build, maintain, and improve our communities. Working together, APWA and its membership contribute to a higher and sustainable quality of life.

**ArcIMS** – Arc Internet Map Server.

**ARRA MONEY** – American Recovery and Reinvestment Act Money – Stimulus funding for economic recovery passed February 13, 2009 and implemented during the Obama Administration.

**ARBITRAGE** - The interest rate differential that exists when proceeds from a municipal bond - which is tax-free and carries a lower yield - are invested in taxable securities with a yield that is higher. The 1986 Tax Reform Act made this practice by municipalities illegal solely as a borrowing tactic, except under certain safe-harbor conditions..

**ASSESSED VALUE** - The value of property for tax levy purposes. The assessed value is set by the Cass County Assessor, who is charged with determining the taxable value of property according to a formula set by the State of Missouri.

**ASSESSMENT RATIO** - The ratio at which the tax rate is applied to the tax base.

**ASSET** - Resources held or owned by a government which have on-going value - that is, they benefit more than one accounting period.

**AUTHORIZED POSITIONS** - The number of employee positions authorized in the budget, some of which may be filled during the course of the budget year.

**AVAILABLE (UNDESIGNATED) FUND BALANCES** - The funds remaining from prior years activity that are available for appropriation in the current budget year.

**BALANCED BUDGET** – A budget in which the expenditures incurred during a give period are matched by revenues. A budget is balanced when current expenditures are equal to receipts. The City of Raymore follows city code Section 11.3 The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the Council may require. In no event shall the total proposed expenditures exceed the estimated revenues to be received plus any unencumbered cash reserves estimated to be on hand at the beginning of the ensuing fiscal year.

**BASE BUDGET** - The cost of continuing the existing level of services in the current budget year.

**BASIS POINT** - A unit that is equal to 1/100th of 1%, and is used to denote the change in a financial instrument. The basis point is commonly used for calculating changes in interest rates, equity indexes and the yield of a fixed-income security The relationship between percentage changes and basis points can be summarized as follows: 1% change = 100 basis points, and 0.01% = 1 basis point.

**BERP** – Building and Equipment Replacement Program. A method by which monies are set aside in the budgetary process for the replacement of capital building and equipment replacement.

**BOND** - A written promise to pay a specified sum of money (the face or principal value of the bond), at a specified date or dates in the future (the maturity date), along with interest at a specified rate.

**BOND COUNSEL** - A lawyer who writes an opinion on the bond or note as to its tax exempt status and the authenticity of its issuance. In theory their opinion is meant to assure the bond investor, but they are paid by the issuer so it is not clear who their real client is.

**BONDED DEBT** - That portion of City debt represented by outstanding bonds.

**BOND DISCOUNT** – The amount below face value at which a bond is issued, generally when the interest rate on the bond is below the prevailing market interest rate, and/or the bond has a long maturity period.

**BOND PREMIUM** – The amount in excess of face value (maturity value) at which a bond is issued, generally when the interest rate on the bond exceeds the market rate or has a short maturity period.

**BOND RATING** – The calculation of the probability that a bond issue will go into default, by measuring risk and therefore impacts the interest rate the bond is issued at.

**BOND REFINANCING** - The payoff of old bonds and the re-issuance of new bonds in order to obtain better interest rates and/or better bond conditions.

**BUDGET** – A financial plan, for a specified period of operations that matches all planned revenues and expenditures with the services to be provided by the City. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

**BUDGET ADJUSTMENT** - Changes to the current budget on a departmental level that will not change the overall fund budget. These changes do not require council approval

**BUDGET ADMENDMENT** - Changes to the current budget on any level that will change the overall fund budget. These changes require council approval.

**BUDGET BASIS** - The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: accrual, cash, or modified accrual.

**BUDGET CALENDAR** - The schedule of key dates that the City follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT** - The written instrument used by City to present a comprehensive financial plan of operations to the City Council.

**BUDGET MESSAGE** - The opening section of the budget presented by the City Administrator, Finance Director or Budget Director, which presents the City Council and the Citizens of Raymore with highlights of the most important aspects of the budget.

**BUDGET ORDINANCE** - The official enactment by the City Council to approve the budget as presented that authorizes staff to obligate and spend revenues.

**BUDGETARY CONTROL** - The control or management of the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**CAD** – Computer Aided Design.

**CAFR** - Comprehensive Annual Financial Report. The official annual report of a government.

**CAPITAL ASSETS** - Assets of significant value and having a useful life of several years. Capital Assets are also called fixed assets.

**CAPITAL BUDGET** - The appropriation of resources for the acquisition and construction of capital assets. It is also a plan of proposed acquisitions and replacements of long-term assets and their financing and is generally developed using one of several techniques such as the payback method, net present value method or the internal rate of return method.

**CAPITAL EXPENDITURE** – An outlay charged to a long-term asset account that either adds a fixed asset unit or increases the value of an existing fixed asset.

**CAPITAL IMPROVEMENTS** - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government’s physical plant; also referred to as infrastructure. *Note: the City of Raymore generally uses this term to include real property, improvements to real property and infrastructure.*

**CAPITAL IMPROVEMENTS PROGRAM** - A plan for capital improvements to be incurred each year over a set number of years to meet long term capital needs of the government.

**CAPITAL OUTLAY** – Expenditures for the acquisition of capital assets which have a value of more than \$5000 and have a useful economic life of more than one year. (see CAPITAL EXPENDITURE) *Note: the City of Raymore generally uses this term to include tangible personal property such as vehicles and equipment.*

**CAPITAL PROJECTS FUND** - A fund created to account for the financial resources to be used for the acquisition or construction of major capital facilities or equipment.

**CASH BASIS ACCOUNTING** – The method of accounting under which revenues are recorded when received and expenditures are recorded when paid.

**CCA** – Certified Court Administrator.

**CERTIFICATE OF DEPOSIT (CD)** – A negotiable or non-negotiable receipt for moneys deposited in a bank or other financial institution for a specified period at a specified rate of interest.

**CERTIFICATE OF PARTICIPATION (COPs)**. A certificate showing participation through ownership of a “share” of lease payments or lease-purchase agreement. Usually made between a municipality and an equipment vendor. While these certificates are similar to bonds, they are secured solely by the lease or rental revenues accruing to the municipality/agency issuing the certificates have maturities and are paid in a manner parallel to the process involved in the execution and administration of bonds.

**CEU** – Continuing Education Unit.

**CFE** – Certified Fraud Examiner.

**CHARGES FOR SERVICES** - Revenue derived by charging a fee only to the specific user of the service.

**CID (Community Improvement District)** - A Community Improvement District may be either a political subdivision or a not-for-profit corporation. CID’s are organized for the purpose of financing a wide range of public-use facilities and establishing and managing policies and public services relative to the needs of the district.



**CITY COUNCIL** – The governing body elected by the citizens of a municipality to provide policy direction for the operations of the city. Currently, for the City of Raymore, this consists of a Mayor who is elected at large and 8 Council Members who are elected from four wards – two Council Members per wards.

**COMMODITIES** - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, and asphalt.

**COMPETITIVE BID** – The used of a sealed bid process where the bid contains the price and terms offered by the vendor for the good or service sought by the purchaser who awards the bid based on the best qualifications, price and terms.

**CONSTANT (OR REAL) DOLLARS** - The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point of time in the past.

**CONSUMER PRICE INDEX (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. This index is used as a measure of the increase in the cost of living (economic inflation).

**CONTINGENCY RESERVE** - A budgetary reserve set-aside for emergencies or unforeseen expenditures not included in the budget.

**CONTRACTURAL SERVICES** – Contractual services are professional fees for legal counsel, advertising, auditing, testing, service and equipment rentals, education, training and travel expenses.

**COVENANT** - A legally binding commitment by the issuer of municipal bonds to the bondholder. An impairment of a covenant can lead to a Technical Default. With respect to municipal bonds, covenants are generally stated in the bond contract.

**CPA** – Certified Public Accountant

**CPE** – Continuing Professional Education.

**CSR** – Code of State Regulations. The regulations derived from state statute used to operated the various departments and offices of state government. The State’s policy and procedures manual.

**CURRENT TAXES** - Taxes levied and due within a one-year period, in relation to real and personal property taxes.

**DARE** – Drug Abuse Resistance Education

**DEBT RATIO** - The ratio of the issuer's general obligation debt to a measure of value, such as real property valuations, personal income, general fund resources, or population.

**DEBT SERVICE** - Required payments for principal and interest.

**DEBT SERVICE FUND** - A fund established to account for the accumulation of resources for, and the payment of long term debt principal and interest.

**DEBT SERVICE RESERVE FUND** - A bank trustee account established by the trust indenture and used as a backup security for an issuer's bonds. It usually amounts to one year's debt service, and can be drawn on by the Trustee in the event of an impairment of the Trust indenture.

**DEDICATED TAX** - Taxes that are levied to support a specific government program or purpose. For example, a 1% sales tax for park maintenance can only be used to cover the expenses to maintain an entity's parks.

**DEFEASANCE**: Termination of the rights and interests of the bondholders and of their lien on the pledged revenues in accordance with the terms of the bond contract for the prior issue of bonds. Defeasance usually occurs in connection with the refunding of an outstanding issue before the final payment, or provision for future payment, of principal and interest on a prior issue.

**DELINQUENT TAXES** - Taxes that remain unpaid after the due date and which have penalty and interest attached. In Missouri, tax statements are mailed in November and are due by December 31.

**DEMAND DEPOSIT** – Accounts with financial institutions or cash management pools where cash may be deposited or withdrawn at any time without prior notice or penalty.

**DEPARTMENT** - A major administrative organization unit of the City that includes management responsibility for one or more operating divisions.

**DEPRECIATION** - The process of recognizing the physical deterioration of assets over a period of time. All assets are assigned an estimated life when purchased and a portion of the purchase price is charged off each year in recognition of wear and tear. Depreciation is recorded only in enterprise funds for the purpose of calculating net income for such funds.

**DEVELOPMENT FEES** - Those fees generated by building, development and growth in a community. Included are building permits, site plan review fees, zoning, planning, and subdivision fees.

**DISCOUNT** - The amount of dollars by which market value of a bond is less than par value or face value.

**DISCOUNT BONDS** - Bonds which sell at a dollar price below par in which case the yield would exceed the coupon rate. The difference between the discount price and the maturity price is subject to federal capital gains tax except in the case of Original Issue Discount Bonds, which are tax exempt.

**DISCOUNT NOTE** - Non-interest-bearing note sold at a discount and maturing at par. A U.S. Treasury Bill is a discount note.

**DISBURSEMENT** - The expenditures of money from an account.

**DIVISION** - An organization unit of the City that indicates management responsibility for a specific activity.

**DOR** – Department of Revenue. The department responsible for the collection, audit and distribution of taxes, titling and registering motor vehicles and licensing drivers.

**DRC** – Development Review Committee.

**EATS** – Economic Activity Taxes. The increase in economic activity taxes or sales taxes generated by the redeveloped within a TIF area. The difference between the original sales tax revenues of the area and the new sales tax revenues after redevelopment is EATS and is proportionately used to pay on the TIF Bonds used for the redevelopment of the area. Generally, in the State of Missouri, 50% of the difference is designated for repayment.

**EMPLOYEE (OR FRINGE) BENEFITS** - Contributions made by a government to meet commitments or obligations for employee benefits. Included is the government’s share of Social Security and various pension, life, and medical plans.

**ENCUMBRANCE** - The commitment of funds to purchase an item or service. To encumber funds means to set aside funds to pay future cash expenditures.

**ENTERPRISE FUND ACCOUNTING** – Accounting used for government operations that are financed and operated in a manner similar to business enterprises and for which preparation of an income statement is desirable.

**ESCROW FUND** - A fund that contains monies that only can be used to pay debt service.

**EXPENDITURES** - A decrease in the net financial resources of the City due to the acquisition of goods or services.

**EXPENSE** - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest and other charges.

**FASB** – Financial Accounting Standards Board. A nongovernmental body with the authority to promulgate Generally Accepted Accounting Principals (GAAP) and reporting practices. These are published in the form of FASB Statements. Practicing CPAs are required to follow the FASB pronouncements in the accounting and financial reporting functions. The FASB is *independent* of other companies and professional organizations.

**FEASIBILITY STUDY** - A report of the financial practicality of a proposed project and financing thereof, which may include estimates of revenues that will be generated and a revenue of the physical operating, economic or engineering aspects of the proposed project.

**FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC)** – publicly chartered agency that buys qualifying residential mortgages from lenders, packages them into new securities backed by those pooled mortgages, provides certain guarantees, and then resells the securities on the open market. The corporation’s stock is owned by savings institutions across the U.S. and is held in trust by the Federal Home Loan Bank System. Nicknamed “Freddie Mac,” it has created an enormous secondary market, which provides more funds for mortgage lending and allows investors to buy high yielding securities backed by federal guarantees.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA)** - publicly owned, government-sponsored corporation chartered in 1938 to purchase mortgages from lenders and resell them to investors. Nicknamed “Fannie Mae,” the corporation mostly packages mortgages backed by the Federal Housing Administration, but also sells some non-governmentally backed mortgages. These blocks are bought and sold by investors.

**FEMA** – Federal Emergency Management Agency

**FIDUCIARY FUNDS** – Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government’s own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purposed trust funds and agency funds. [SGAS 34]

**FINANCIAL ADVISOR** – A professional advisor offering financial counsel. The advisor can either earn commissions on the products they sell or they charge fees for their services and sell no products. Generally a bank, investment-banking company or independent consulting firm that advises the issuer on all financial matters pertaining to a proposed issue and is not part of the underwriting syndicate.

**FINANCIAL ACCOUNTING FOUNDATION (FAF)** – The institution that funds the FASB and appoints its members. Founded in 1972, the FAF is composed of nine trustees chosen by the board of directors of the American Institute of Certified Public Accountants(AICPA).

**FISCAL AGENT** - Also known as the Paying Agent, the bank, designated by the issuer, to pay interest and principal to the bondholder.

**FINES & FORFEITURES** - Revenues generated from fines and penalties levied for commission of statutory offenses and violations of City Ordinances.

**FISCAL POLICY** - A government’s policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investments. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**FISCAL YEAR** - A 12-month period to which the annual operating budget applies. The City of Raymore operates on a fiscal calendar year basis of November 1 through October 31.

**FRANCHISE FEE** - A fee paid by public service utilities for use of public right-of-way to deliver their services. The City currently has franchise agreements in place for Electric, Natural Gas, Telephone, and Cable services.

**FULL FAITH AND CREDIT** - A pledge of a government’s taxing power to repay debt obligations. The pledge of "the full faith and credit and taxing power without limitation as to rate or amount." A phrase used primarily in conjunction with General Obligation bonds to convey the pledge of utilizing all taxing powers and resources, if necessary, to pay the bondholders.

**FULL-TIME EQUIVALENT POSITION (FTE)** - A way to measure an employee’s productivity or involvement in an activity or project. It is generally calculated as how a part-time position in an activity or project is converted to the decimal equivalent of a full-time position based on 2,080 hours of work per year. For example, a part-time clerk working 20 hours per week would be the equivalent to .5 of a full time position.

**FUND** - An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or government functions.

**FUND BALANCES** - The excess of assets over liabilities and reserves.

**GAAP** - Generally accepted accounting principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles. In the audit report, the CPA must indicate that the client has followed GAAP on a consistent basis.

**GAAS** – Generally Accepted Auditing Standards. Rules and guidelines promulgated by the AICPA’s Auditing Standards Board which are followed by CPAs in the preparation and performances of financial statement audits. A CPA who does not conduct an examination in accordance with GAAS can be held in violation of the AICPA’s Code of Professional Ethics and face legal action by affected parties.

**GAO** – General Accounting Office. An agency established to assist Congress in its oversight of the executive branch and to serve as the independent legislative auditor of the federal government.

**GASB** - Government Accounting Standards Board. The organization that formulates accounting standards for governmental units.

**GASB 34** – The comprehensive changes in state and local government financial reporting issued by GASB in June, 1999. It required significant changes in an entity’s reporting of Financial Statements and in Management’s Discussion and Analysis for State and Local Governments. It requires that governmental entities present 1) government wide financial statements that are based on the accrual accounting basis and the flow of all economic resources and 2) governmental funds financial statements continue to be presented based on the modified accrual accounting basis and the flow of current financial resources.

**GENERAL FUND** - The fund used to account for all financial resources of the City except those required to be accounted for in a separate fund.

**GENERAL OBLIGATION BOND** – Municipal bonds backed by the full faith and credit (which includes the taxing and further borrowing power) of a municipality. It is repaid with the general revenue of the municipality, such as property taxes and sales taxes.

**GFOA** - Government Finance Officers Association. Professional organization of governmental financial personnel and associated interested individuals that provide assistance, training and guidance to governments in the areas of accounting, audit, cash management, internal controls, debt management and general finance.

**GIS** – Geographic Information Systems. A technology that is used to view and analyze data from a geographic perspective and is considered a piece of an organization’s overall information system framework. GIS links location to information (such as people to addresses, buildings to parcels, or streets within a network) and layers that information to give you a better understanding of how it all interrelates.

**GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB)** – the organization the formulates accounting standards for governmental units. It is under the auspices of the Financial Accounting Foundation.

**GOVERNMENTAL FUNDS**– Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue fund, debt service fund, capital projects funds, and permanent funds.

**GPS** – The Global Positioning System (GPS) is a satellite-based navigation system made up of a network of 24 satellites placed into orbit by the U.S. Department of Defense.

**GRANT** - A contribution by a government or other organization to support a specific function or operation.

**HVAC** – (Heating, Ventilation, and Air Conditioning) refers to technology of indoor or automotive environmental comfort. HVAC system design is a major subdiscipline of mechanical engineering, based on the principles of thermodynamics, fluid mechanics, and heat transfer.

**INDUSTRIAL DEVELOPMENT BONDS - (IDBs)** also called Industrial Revenue Bonds (IRBs). Used to finance facilities for private enterprises, water and air pollution control, ports, airports, resource-recovery plants, and housing, among others. The bonds are backed by the credit of the private corporation borrower rather than by the credit of the issuer. Also known as Conduit Bonds. Private purpose bonds are limited by federal law to \$50 times the state's population on an annual basis.

**INTERFUND TRANSFERS** - Transfer of resources between two funds of the same governmental unit.

**INTEREST EARNINGS** - Revenue derived from the investment of cash on hand during the year in securities as specified by the City investment policy.

**INTERGOVERNMENTAL REVENUE** - Revenue received from Federal, State or local government bodies. Includes payment from other taxing authorities such as a School District.

**INTERNAL CONTROL** – an integral component of an organization's management that provides reasonable assurance that the following objectives are being achieved: 1) effectiveness and efficiency of operations; 2) reliability of financial reporting and 3) compliance with the applicable laws and regulations.

**ITS** – Information Technology Services..

**LAPSING APPROPRIATION** - An appropriation that expires after a set period of time, generally for the term of the budget year. At the end of the specified period, any unencumbered or unexpended balance lapses.

**LEGAL OPINION** - A written opinion from bond counsel that an issue of bonds was duly authorized and issued. The opinion usually includes the statement, "interest received thereon is exempt from federal taxes and, in certain circumstances, from state and local taxes."

**LETTER OF CREDIT** - A form of supplement or, in some cases, direct security for a municipal bond under which a commercial bank or private corporation guarantees payment on the bond under certain specified conditions.

**LEVEL DEBT SERVICE** - Principal and interest payments that, together, represent more or less equal annual payments over the life of the loan. Principal may be serial maturities or sinking fund installments.

**LEVY** - The imposition or collection of an assessment of a specified amount for the support of government activities. The Levy amount for the City of Raymore is \$0.4685 for the General Fund, \$0.1261 for the Park Fund and \$0.7170 for the Debt Service Fund.

**LICENSES, PERMITS, & FEES** - Revenues collected by the City from individuals or business concerns for rights or privileges granted by the City.

**LINE ITEM BUDGET** - Budget that is prepared on the basis of individual accounts of what is to be spent such as office supplies, paper supplies, or equipment maintenance.

**LONG TERM DEBT** - Debt that is repaid over a period of time longer than one year.

**MAINTENANCE** - All materials or contract expenditures used for repair and upkeep of City buildings, equipment, systems, or land.

**MACA** – Missouri Association of Court Administrators.

**MARC** – Mid-America Regional Council. Serves as the association of city and county governments and the metropolitan planning organization for the bi-state Kansas City region.

**MARCIT** - Mid-America Regional Council Insurance Trust. Provides insurance and loss prevention services to members of MARC.

**MATERIALS & SUPPLIES** - Expendable operating supplies necessary to conduct daily departmental activity.

**MERP- (MIS Equipment Replacement Program)** A planning tool used to set aside funds to maintain and replace machinery and information system equipment.

**MODIFIED ACCRUAL ACCOUNTING** - A basis of accounting in which revenues are recognized in the period in which they become both available and measurable. Expenditures are recognized in the period in which a liability is incurred.

**MUNICIPAL BOND** - Bonds issued by any of the 50 states, the territories and their subdivisions, counties, cities, towns, villages and school districts, agencies, such as authorities and special districts created by the states, and certain federally sponsored agencies such as local housing authorities. Historically, the interest paid on these bonds has been exempt from federal income taxes and is generally exempt from state and local taxes in the state of issuance. There are approximately \$1.3 trillion municipal bonds outstanding and they generate about \$50 billion tax-free interest income each year.

**MUTCD** – The Manual on Uniform Traffic Control Devices, or MUTCD defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public traffic. The MUTCD is published by the Federal Highway Administration (FHWA) under 23 Code of Federal Regulations (CFR), Part 655, Subpart F.

**NACM** – National Association of Court Management.

**N.I.D. (Neighborhood Improvement District)** - A method of financing infrastructure improvements through a process of assessing the property owners in the improvement district for the costs of the improvements.

**NPDES** – National Pollutant Discharge Elimination System. Part of the EPA(Environmental Protection Agency) Act that requires state and federal permitting and oversight of the City’s storm sewer system.

**NET ASSET VALUE (NAV)**- The market value of all the bonds in a mutual fund portfolio divided by all the outstanding shares.

**NET BONDED DEBT** - Gross general obligation debt less self-supporting general obligation debt, housing bonds, water revenue bonds, etc..

**NET INTEREST COST (NIC)** - Generally speaking, issuers award competitive bond sales to the underwriter bidding the lowest NIC. It represents the average coupon rate weighted to reflect the time until repayment of principal and adjusted for the premium or discount.

**NET REVENUE AVAILABLE FOR DEBT SERVICE** - Usually, gross operating revenues of an enterprise less operating and maintenance expenses but exclusive of depreciation and bond principal and interest. Net revenue as thus defined is used to determine coverage on revenue bond issues.

**NID** – Neighborhood Improvement District, A Neighborhood Improvement District (NID) may be created in an area desiring certain public-use improvements that are paid for by special tax assessments to property owners in the area in which the improvements are made. The kinds of projects that can be financed through an NID must be for facilities used by the public, and must confer a benefit on property within the NID.

**OFFICIAL STATEMENT (OS)** - A document (prospectus) circulated for an issuer prior to a bond sale with salient facts regarding the proposed financing. There are two OSs, the first known as the preliminary, or "red herring" - so named not because it smells but because some of the type on its cover is printed in red - and it is supposed to be available to the investor before the sale. The final OS must be sent to the purchaser before delivery of the bonds.

**OPERATING BUDGET** - That portion of the annual budget that provides a financial plan for the daily operations of government. Excluded from the operating budget are capital project expenditures that are accounted for in the Capital Projects Budget portion of the annual budget.

**OPERATING EXPENSES** - The cost for personnel, materials and equipment required for a department to function,

**OPERATING TRANSFER** - A transfer of resources from one fund to another.

**ORDINANCE** - A formal legislative enactment by the governing body of a municipality. An ordinance has full force and effect of law within the boundaries of the municipality. All revenue raising measures such as the imposition of taxes, special assessments, or service charges require an ordinance.

**ORIGINAL ISSUE DISCOUNT** - Some maturities of a new bond issue that have an offering price substantially below par; the appreciation from the original price to par over the life of the bonds is treated as tax-exempt income and is not subject to capital gains tax. See also Zero Coupon Bond.

**PAR VALUE** - The face value or principal amount of a bond, usually \$5,000 due the holder at maturity. It has no relation to the market value. For pricing purposes it is considered 100.

**PARITY BONDS** -. Revenue bonds that have an equal lien on the revenues of the issuer.

**PAYING AGENT** - Also Fiscal Agent. Generally a bank that performs the function of paying interest and principal for the issuing body.

**PREMIUM**- The amount, if any, by which the price exceeds the principal amount (par value) of a bond. Its current yield will be less than its coupon rate.

**PRICE TO CALL** - The yield of a bond priced to the first call date rather than maturity.



**PRIMARY MARKET** - The new issue market. Generally has the best yield rates for the issues available.

**PRINCIPAL** - The face value of a bond, exclusive of interest.

**PROPRIETARY FUNDS** – Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds.

**PUT BOND** - A bond that can be redeemed on a date or dates prior to the stated maturity date by the bondholder. Also known as an option tender bond.

**PAY-AS-YOU-GO BASIS** - A financial policy whereby capital outlays are funded from currently available resources rather than from debt.

**PERSONAL SERVICES** - The costs associated with compensating employees for their labor, including salaries and fringe benefits.

**PERFORMANCE MEASUREMENT** - The quantification of an entity's efficiency or effectiveness in conducting operations for the period in review. Measurement criteria can be qualitative or quantitative in nature.

**PILOTS** – Payments in Lieu of Taxes or the incremental property taxes generated by the redevelopment of an area under a TIF program. The difference between the original property tax of the area and the new property tax after redevelopment is PILOTS and is used to pay on the TIF Bonds used for the redevelopment of the area.

**PRIOR YEAR ENCUMBRANCES** - Obligations from previous fiscal years in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation, and for which a part of the appropriations is reserved. They cease to be encumbrances when the obligations are paid or are otherwise terminated.

**PROGRAM** - An organized set of activities directed toward a common purpose or goal that an entity undertakes or proposes, to carry out its responsibilities. It can be an activity or set of activities that provides a particular service to the Citizens or

**PROGRAM BUDGET** - A method of budgeting that allocates money to the functions or activities of a government rather than to specific line items of cost.

**PROGRAM MEASUREMENTS** - Specific quantitative measures of work performed within a program. Measures quantity the efficiency and effectiveness of a given program.

**PROPERTY TAXES** - Revenues derived from the levying of taxes on real and personal property located within the City limits. Property taxes are levied according to the property's assessed value.

**PROPERTY TAX RATE** - The amount per \$100 of value that will be levied against all property within the City limits. The tax rate must be adopted by the City Council annually and consists of two components: The General Operating Rate and the Parks Fund Rate and the Debt Service Rate. For 2008 the rates are \$.4647 for General Operating and \$.1251 for Parks Fund and .7170 for Debt Service, or a total rate of \$1.3068. The City's maximum tax rate for general operations is \$ 1.15 per hundred dollar of

value. Any rate above this requires a vote of the Citizens of Raymore. This rate was set in 1985 as part of the statewide reassessment program.

**PUBLIC HEARING** - That portion of City Council meetings where the Citizens may present evidence and provide information on both sides of an issue.

**QUALIFIED LEGAL OPINION** - Conditional affirmation of the legal basis for the bond or note issue. The average investor should avoid any but the strongest opinion by the most recognized bond approving attorneys.

**RATINGS** - Various alphabetical and numerical designations used by institutional investors, Wall Street underwriters, and commercial rating companies to give relative indications of bond and note creditworthiness. Standard & Poor's and Fitch Investors Service Inc. use the same system, starting with their highest rating of AAA, AA, A, BBB, BB, B, CCC, CC, C, and D for default. Moody's Investors Services uses Aaa, Aa, A, Baa, Ba, B, Caa, Ca, C, and D . Each of the services use + or - or +1 to indicate half steps in between. The top four grades are considered Investment Grade Ratings

**RAYMAC – (Raymore Municipal Assistance Corporation)** a corporation established to facilitate the purchase of land and facilities by the City.

**REDEVELOPMENT AGENCY (Redev.)** - A legislatively established subdivision of government established to revitalize blighted and economically depressed areas of a community and to promote economic growth. Tax Allocation Bonds are issued to pay the cost of land and building acquisition and their redevelopment and are repaid by the incremental increase in tax revenues produced by the increase assessed value of the area after redevelopment. Redev. Agencies may also sell Housing Mortgage Revenue Bonds to finance housing units within the area, a fixed percentage of which must be for low-cost housing.

**REFUNDING BOND** - The issuance of a new bond for the purpose of retiring an already outstanding bond issue.

**REGISTERED BOND** - A non-negotiable instrument in the name of the holder either registered as to principal or as to principal and interest.

**REPO** - A financial transaction in which one party "purchases" securities (primarily U.S. Government bonds) for cash and simultaneously the other party agrees to "buy" them back at some future time according to specified terms. Municipal bond and note issuers have used repos to manage cash on a short term basis. (Known formally as repurchase agreements.)

**RESERVE** - An account used to indicate that a portion of a fund balance is restricted to a specific purpose.

**RESOLUTION** - Official action of the City Council directing a specific action be taken. Resolutions are less formal than an Ordinance and have less weight of law.

**RESOURCES** - Total amounts available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

**REVENUE** - Funds received by a government as a part of daily operations.

**REVENUE BONDS** - Bonds issued to finance public works projects, such as water and sewage systems that are paid from the revenues of the projects. These bonds do not have the full faith and credit of the municipality. A municipal bond whose debt service is payable solely from the revenues derived from operating the facilities acquired or constructed with the proceeds of the bonds.

**RFB** – Request for Bid.

**RFP** – Request for Proposal.

**RFQ** – Request for Qualifications.

**ROW** – Right of Way. The permitted right to pass over or through land owned by another. Generally, the strip of land in which facilities such as highways, railroads, utilities or other infrastructure are installed and maintained.

**RSMO** – Revised Statutes of the State of Missouri

**SALES TAX** - A tax placed on the value of goods sold within the City limits. The rate is set by a majority of the voters within the City. The tax is collected by the State of Missouri and remitted to the City each month.

**SERIAL BOND** - A bond of an issue that features maturities every year, annually or semiannually over a period of years, as opposed to a Term Bond, which is a large block of bonds maturing in a single year.

**SECONDARY MARKET** - The trading market for outstanding bonds and notes. This is an O.T.C. market, a free form negotiated method of buying and selling, usually conducted by telephone or computer. Traders buy and sell for their own inventory. As many as \$2 billion of issues trade each day.

**SINKING FUND** – money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities.

**SINKING FUND SCHEDULE** - A schedule of payments required under the original revenue bond resolutions to be placed each year into a special fund, called the sinking fund, and to be used for retiring a specified portion of a term bond issue prior to maturity.

**SPECIAL ASSESSMENT BOND** - A bond secured by a compulsory levy of special assessments, as opposed to property taxes, made by a local unit of government on certain properties to defray the cost of local improvements and/or services that represents the specific benefit to the property owner derived from the improvement. In California these are usually 1915 Act or 1911 Act Bonds.

**SOURCE OF REVENUE** - Classification system whereby revenues are recorded according to the source they came from - that is, taxes, permits, interest, or other.

**SRF FUND** - The Missouri SRF leveraged loan program is a revolving fund established pursuant to the federal Clean Water Act of 1987. It was developed by the EIARA and the Missouri Department of Natural Resources in cooperation with the Missouri Clean Water Commission, and provides subsidized low interest rate loans to qualifying applicants to issue General Obligation and/or Revenue Bonds to secure the debt used to acquire, by purchase or construction, the needed infrastructure.

**SUPPLEMENTAL APPROPRIATION** - An appropriation of resources made by the City Council after the budget has been formally adopted.

**SWAP** - The exchange of one bond for another. Generally, the act of selling a bond to establish an income tax loss and replacing the bond with a new item of comparable value.

**TAX ANTICIPATION NOTE (TAN)** - A short-term obligation of a state or municipal government to finance current expenditures pending receipt of expected tax payments. TAN debt evens out the cash flow and is retired once tax revenues are received.

**TAXES** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of all the people.

**TAX BASE** - The total value of all real and personal property within the City limits as of January 1 of each year. The assessed value of assets, investment or income streams that are subject to taxation.

**TAX-EXEMPT BOND** - Bonds exempt from federal income, state income, or state tax and local personal property taxes. This tax exemption results from the theory of reciprocal immunity: States do not tax instruments of the federal government and the federal government does not tax interest of securities of state and local governments.

**T.I.F. (TAX INCREMENT FINANCING)** - An economic tool used to finance real estate development costs within a specific area of the City. Additional property taxes generated by development within the T.I.F. area are used to finance the cost of real estate and infrastructure improvements.

**TELECOMMUNICATIONS FRANCHISE TAX** – A tax levied on telecommunications companies for the privilege of operating within the city limits. This tax is similar to a business license in purpose, but is calculated on the specified gross receipts of the companies activities.

**TERM BOND** - A large block of bonds of long maturity. They may be part of a serial Bond issue; there may be more than one term bond in an issue or a single maturity. Some are subject to a sinking fund redemption.

**TDD (Transportation Development District)** - A Transportation Development District may be created to act as the entity responsible for developing, improving, maintaining, or operating one or more “projects” relative to the transportation needs of the area in which the District is located. A TDD may be created by request petition filed in the circuit court of any county partially or totally within the proposed district. There are specific rules that provide filing procedures and content requirements of TDD creating petitions.

**TRUSTEE** - A bank designated as the custodian of funds and official representative of bondholders. Trustees are appointed to insure compliance with the trust indenture and represents bondholders to enforce their contract with the issuer.

**UNDERLYING DEBT** - The general obligation bonds of smaller units of local government within a given issuer's jurisdiction.

**UNDERWRITER** - An agreement to purchase an issuer's unsold securities at a set price, thereby guaranteeing the issuer proceeds and a fixed borrowing cost.

**UNRESERVED FUND BALANCES** - That portion of a fund's balance that is not restricted to be used for a specific purpose and that is available for appropriation.

**UNQUALIFIED OPINION** – term used when in the auditor’s judgment, that they have no reservation as to the fairness of presentation of financial statements and their conformity with GAAP.

**USER FEES** - The payment of a charge or fee for direct receipt of a service by the party benefiting from the service.

**UTILITIES** - Utilities expenditures are those incurred for gas, electric, phone, water and sewer.

**VARIABLE RATE BOND** - A bond whose yield is not fixed but is adjusted periodically according to a prescribed formula.

**VERP** – Vehicle and Equipment Replacement Program. A method by which monies are set aside in the budgetary process for the replacement of capital equipment.

**YELLOW BOOK** – Publication issued by the United States General Accounting Office (GAO) on governmental auditing standards. It is revised periodically to ensure current GAAP, GASB, GAAS, FASB and SAS pronouncements and standards are included.

**YIELD-TO-MATURITY (YTM)** - Return available taking into account the interest rate, length of time to maturity, and price paid. It is assumed that the coupon reinvestment rate for the life of the bonds will be the same as the yield-to-maturity.

**ZERO-COUPON BONDS** - A deep discount municipal bond on which no current interest is paid. Instead, at bond maturity, the investor receives compounded interest at a specified rate. The difference between the discount price at purchase and the accreted value at maturity is not taxed as a capital gain but is considered tax-exempt interest. Widely used for college savings bonds.



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