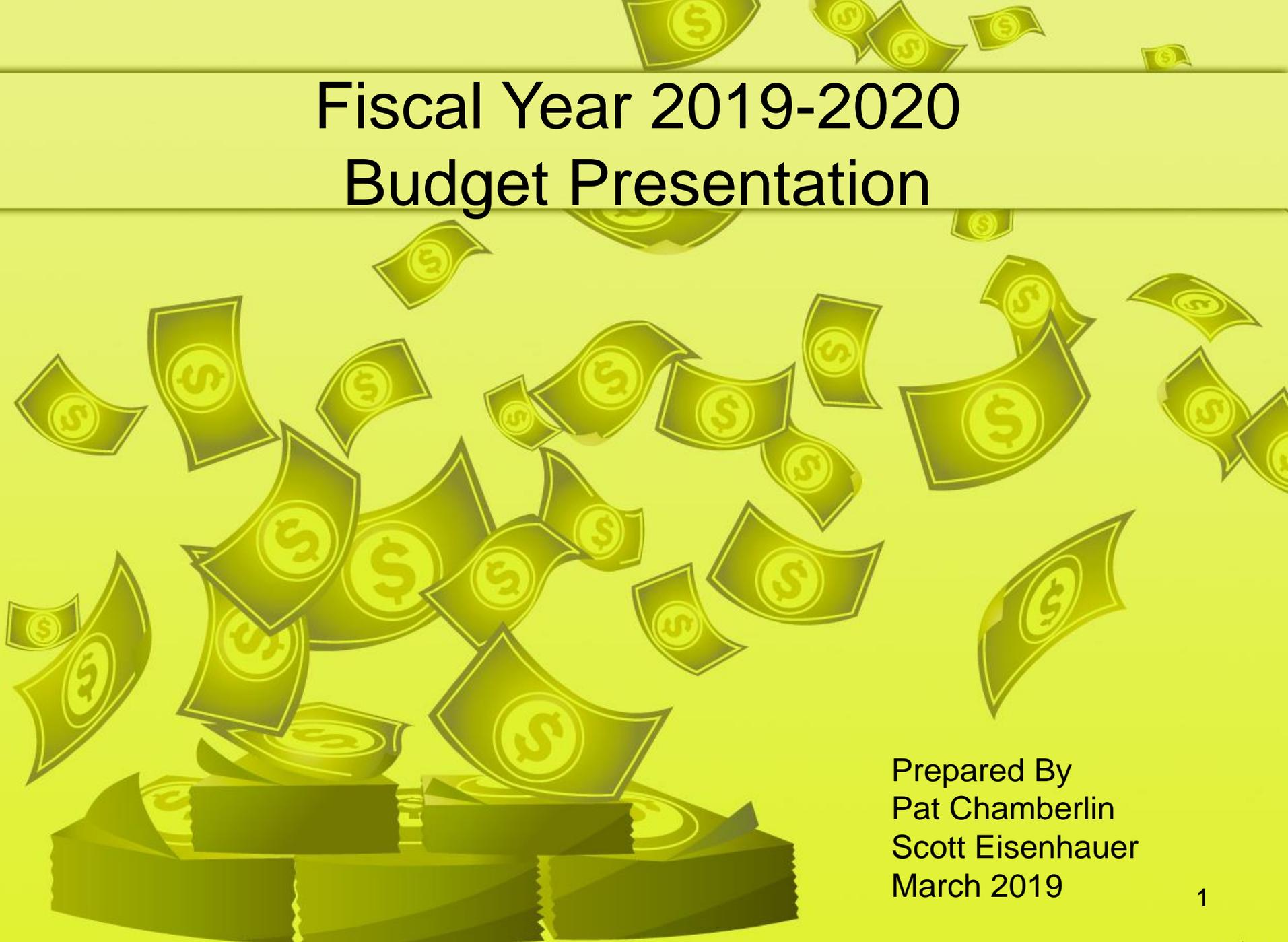


# Fiscal Year 2019-2020 Budget Presentation



Prepared By  
Pat Chamberlin  
Scott Eisenhauer  
March 2019

# Introduction

- Process
- Priorities Of The Budget
- Revenues
- Expenditures
- Challenges
- Timeline

# Process

- Department Heads began entering their budgets into the system in December
- Comptroller and Administrator met with Department Heads in January to review their entries
- Comptroller and Administrator reviewed the bottom line after meetings with Department Heads
- Comptroller and Administrator met again with Department Heads to make final adjustments
- Present Budget to Mayor and Trustees after final input from Department Heads

# Process

A giant THANK YOU to Pat Chamberlin and ALL Department Heads for their incredible work on the budget



# Priorities

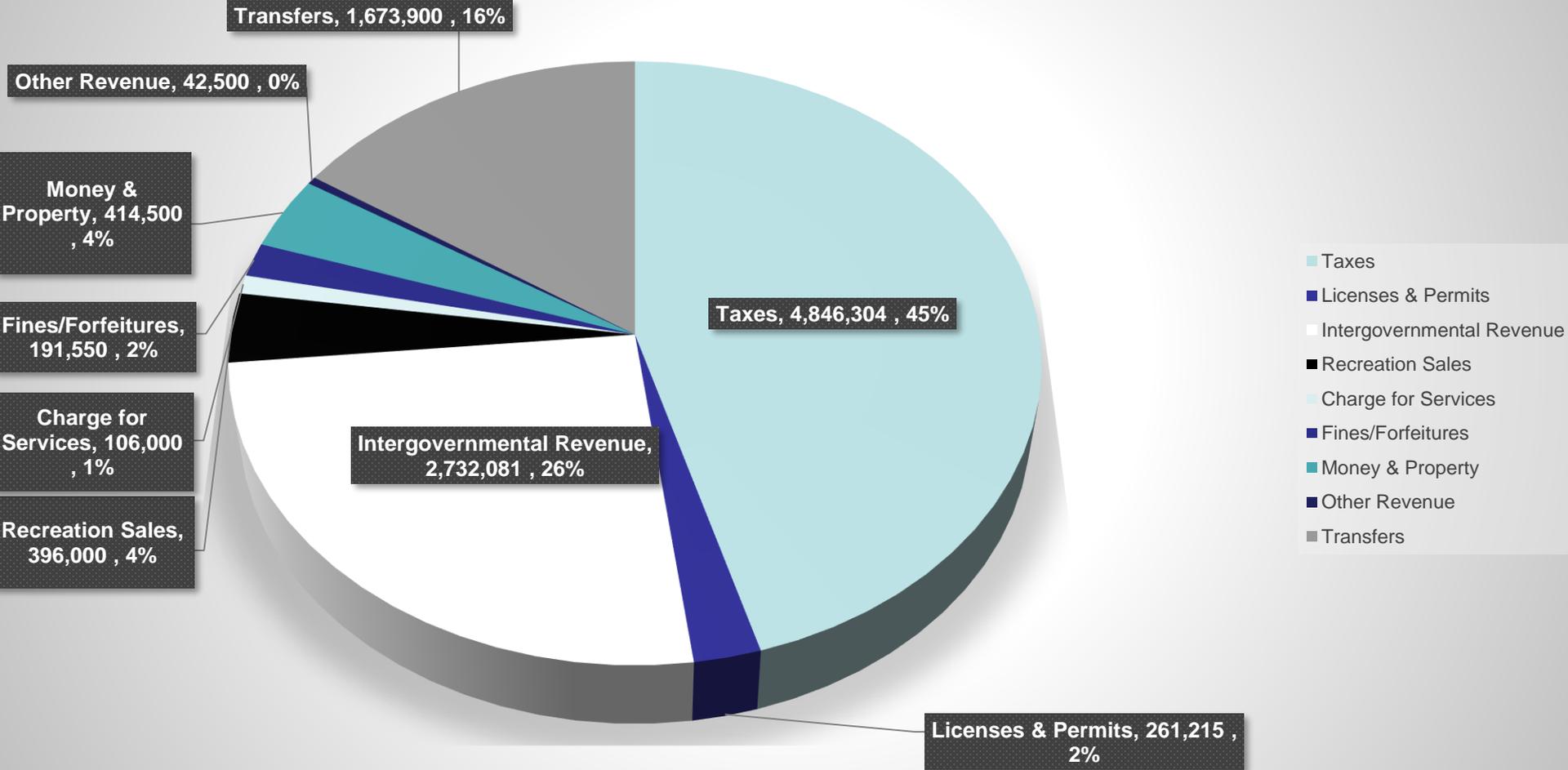
- Balance the budget, and it is!!
- Could no longer use Public Works Reserve to fund Central Maintenance (\$640,000)
- Fund Recreation Grants within the budget (\$140,000)
- Restructure Planning, Community Development, Building Safety
- Department Head review of Operations looking for efficiencies

# Revenues

- General Fund Revenues are **UP 18%**
  - total of \$10,664,050 this year over last year's \$9,041,574 (increase of \$1,622,476)
  - includes revenue from two recreation grants totalling \$1,110,000
  - General (State) Sales Tax **up 7.3%**
  - Home Rule Sales Tax **up 6.8%**
  - two of the larger revenue declines are Telecommunications and Franchise Fee

# Revenues

## Corporate Revenues by Category



# Revenues

MFT REVENUE



\* budget

# Revenues



\* budget

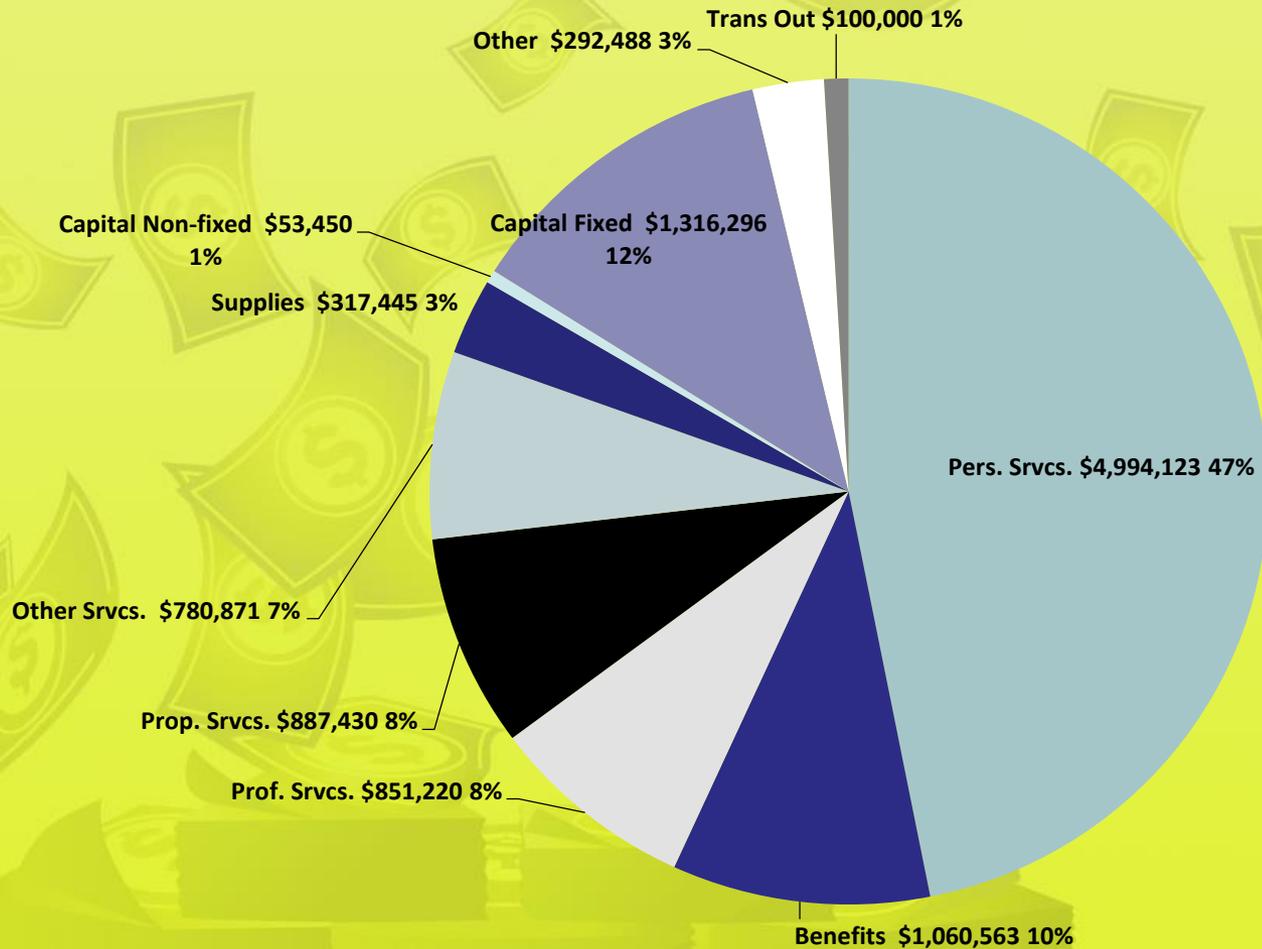
# Expenditures

- General Fund expenditures are **UP 17.5%**
  - total amount of expenditures is \$10,653,886 over last year's total of \$9,067,908 (totalling \$1,585,978)
  - Recreation Grants of \$1,250,000 included in expenditures
  - Budgets now include money for Central Maintenance
  - many departments saw decreases to their Budget

# Expenditures

		FY 18	FY 19	FY 20	
10	Personnel Services	4,990,097	4,959,817	4,994,123	0.69%
20	Employee Benefits	1,138,501	1,067,563	1,060,563	-0.66%
30	Purch Professional Service	840,383	843,167	851,220	0.96%
40	Purchase Prop Serv	824,765	772,316	887,430	14.91%
50	Other Purchased Services	420,331	527,544	780,871	48.02%
60	Supplies	274,997	318,308	317,445	-0.27%
70	Property & Equip-Non Fixed	71,292	66,320	53,450	-19.41%
75	Vehicles and Other Capital Equipment	129,542	56,295	1,316,296	2238.21%
80	Other	213,806	208,190	292,488	40.49%
	Transfer	254,951	248,388	100,000	-59.74%
		9,158,665	9,067,908	10,653,886	17.49%

# Expenditures



# Let's Look At The General Fund



# Government Administration

- Administrative expenses **down \$42,795**
  - difference in salary for Administrator
- Elected Officials expenses **down \$6,465**
  - dues and publications
- Comptroller expenses **up \$266,141**
  - Police Pension contribution paid from here
- Human Resources **up \$2,696**
  - increase in legal expenses

# Government Administration

- General Government expenses **down \$121,599**
  - reduction in transfers out

# Recreation

- Change in staffing is recommended
  - currently one permanent part-time assistant plus a part-time assistant
    - part-time assistant rotates too often, can't always find people for position, don't stay long; therefore, not able to use to fullest potential
    - need consistency in the office to cover when Office Supervisor is not available, cover added duties
    - want position to assist in grant writing and data management; also assist with documentation for Central Maintenance

# Recreation

- Change in staffing is recommended
  - recommend to make the permanent part-time assistant full-time and eliminate the part-time assistant
    - provides consistency to the role
    - able to assign more tasks
    - assist with grant-writing, data management
    - plan for future of Central Maintenance
  - With this change, Recreation Admin budget is **up**  
**\$3,201**

# Recreation

- Next consideration for change is how long to leave pool open
  - currently runs Memorial Day to Labor Day
  - once school starts in August, pool attendance drops dramatically, while the costs do not
    - in 2017, daily average attendance before school starts is 208.93, after school starts 25.93
    - in 2018, daily average attendance before school starts is 185.71, after school starts 42.47
    - cost with lifeguards (pool layout doesn't allow for downsizing), chemicals, utilities=\$12,000 for 15 days

# Recreation

- Recommendation would be to close the pool at the end of business on the Sunday before school starts Monday and be open only on the weekends for the final two weeks of the Summer through Labor Day
  - save expenses
  - lifeguards go back to school, tough to fill spots
  - prepare for minimum wage increase impact on pool
  - With savings we could make capital investment of \$25,000 for filter media and still only surpass last year's budget by **\$1,487**

# Recreation

- Forum Grant is in the budget
  - state would provide \$750,000
  - local match would be \$100,000
  - originally stated match would come from reserves but instead will be paying through budget in effort to build reserves
  - Actual Budget shows Forum expenditures **up \$827,140** but if you reduce the amount of grant expenses are **down \$22,860**

# Recreation

- Youth Center expenses **down \$14,812**
- Campground expenses are **up \$5,216**
  - repair water pipes and sewer
- Programs expenses are **up \$4,460**
  - now purchasing excursions (baseball games, car show, casino trips, theatre performances, etc) from this division

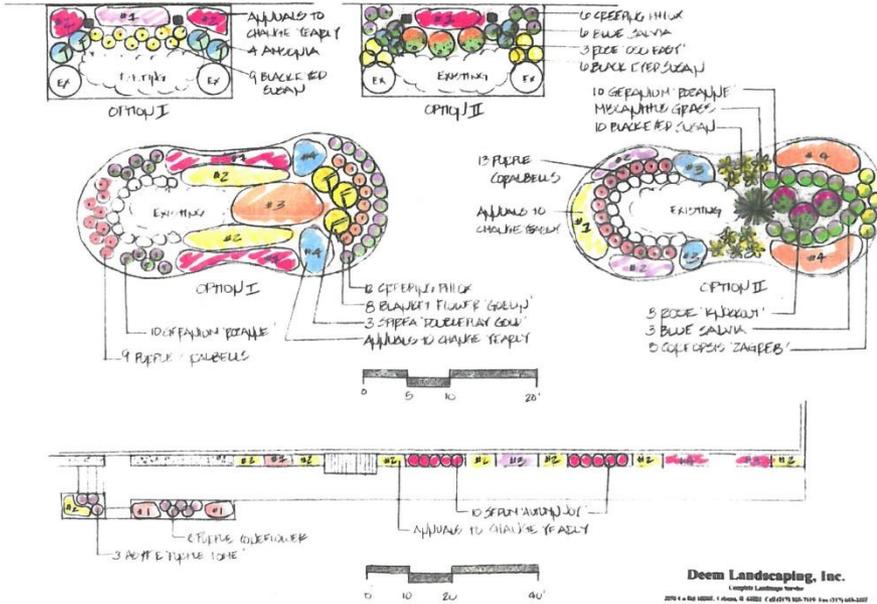
# Recreation

- Parks Maintenance expenses up due to the Rudzinski Park Grant, beautification
  - Rudzinski Park Grant
    - grant awarded by IDNR
    - state grant amount is \$360,000
    - local match is \$40,000
  - Beautification Efforts
    - to provide landscaping across the community with professional design, purchase of materials, planting, and maintenance for enhanced appearance
    - budgeted \$37,000

# Recreation

Village Municipal Building

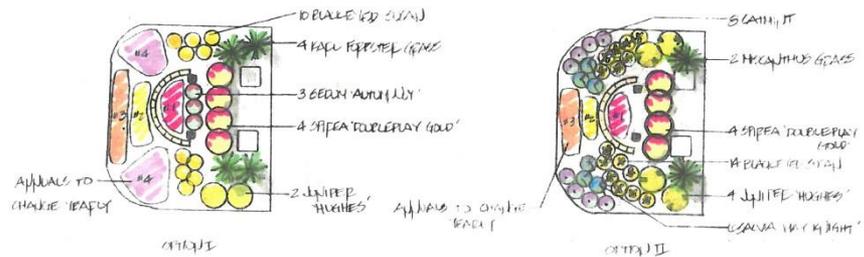
## VILLAGE OF RAYTOWN #4



Deem Landscaping, Inc.  
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 2018 P.O. Box 20000, Columbus, OH 43220 T: 614.279.1200 FAX: 614.279.1201

## VILLAGE OF RAYTOWN #11

Route 45  
 South Entrance



Deem Landscaping, Inc.  
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# Community Planning and Zoning

- Proposing a restructure of the Community Planning and Zoning Department
  - currently budgeted is a Planning and Zoning Manager which is unfilled
  - using outside consultants, which are extremely qualified and capable but do not see implementation through
  - also combine tasks of Neighborhood Services Coordinator without filling current vacancy

# Community Planning and Zoning

- Proposing a restructure of the Community Planning and Zoning Department
  - create a cohesive Department with Building Safety Division, Urban Planning, and Community Development all working together to ensure consistency, teamwork approach
  - utilize the team approach to Economic Development so that all are working towards same goals, consistent approach

# Community Planning and Zoning

**Community Development Team**

Scott Eisenhauer	Pat Chamberlin
Scott Morgan	Greg Hazel
Vacant	Jake McCoy
Ken Turner	Eric Vences
Mike Roysce	Brenda Runyon
Luke Humphrey	

**Village Administrator**



Scott Eisenhauer

- Micro-Loans and EDA Loans
- Assist with Neighborhood Association Development

**Building Safety Division**



Scott Morgan

**Urban Planning**



Vacant

**Community Development**



Ken Turner

- Building Inspection
- Plumbing Inspection
- Electrical Inspection
- Rental Inspection
- Property Maintenance Inspectors
- Vacant Structure

- Comprehensive Planning
- Community Planning
- Zoning
- Land Use
- Economic Development Incentives
- Brownfield Redevelopment

- Community Development Block Grant (CDBG)
- HUD Liaison
- Neighborhood Services Coordinator
- Land Bank Coordinator
- Grants Writing and Management

# Community Planning and Zoning

- With reorganization of department including filling Urban Planning Manager and moving Neighborhood Services, total expenses went down **\$72,255**

# Police

- Will be negotiating with Police Patrol Union beginning in the coming weeks
- Working towards replacement of tasers, body cameras, radios
- Total Department budget went **up \$221,498**
  - less than 5%
  - salaries and benefits, cost of services

# Fire

- Increase in budget for communications and software needs, went **up \$2,029**

# General Assumptions

- 2% increases for all non-union personnel
  - exceptions only for job description changes
- Employees electing single health insurance coverage will see increase in contribution to 7% of the plan (currently 3%)
  - Based on five-year plan discussed last year
- New Pay Plan developed for approval by the board

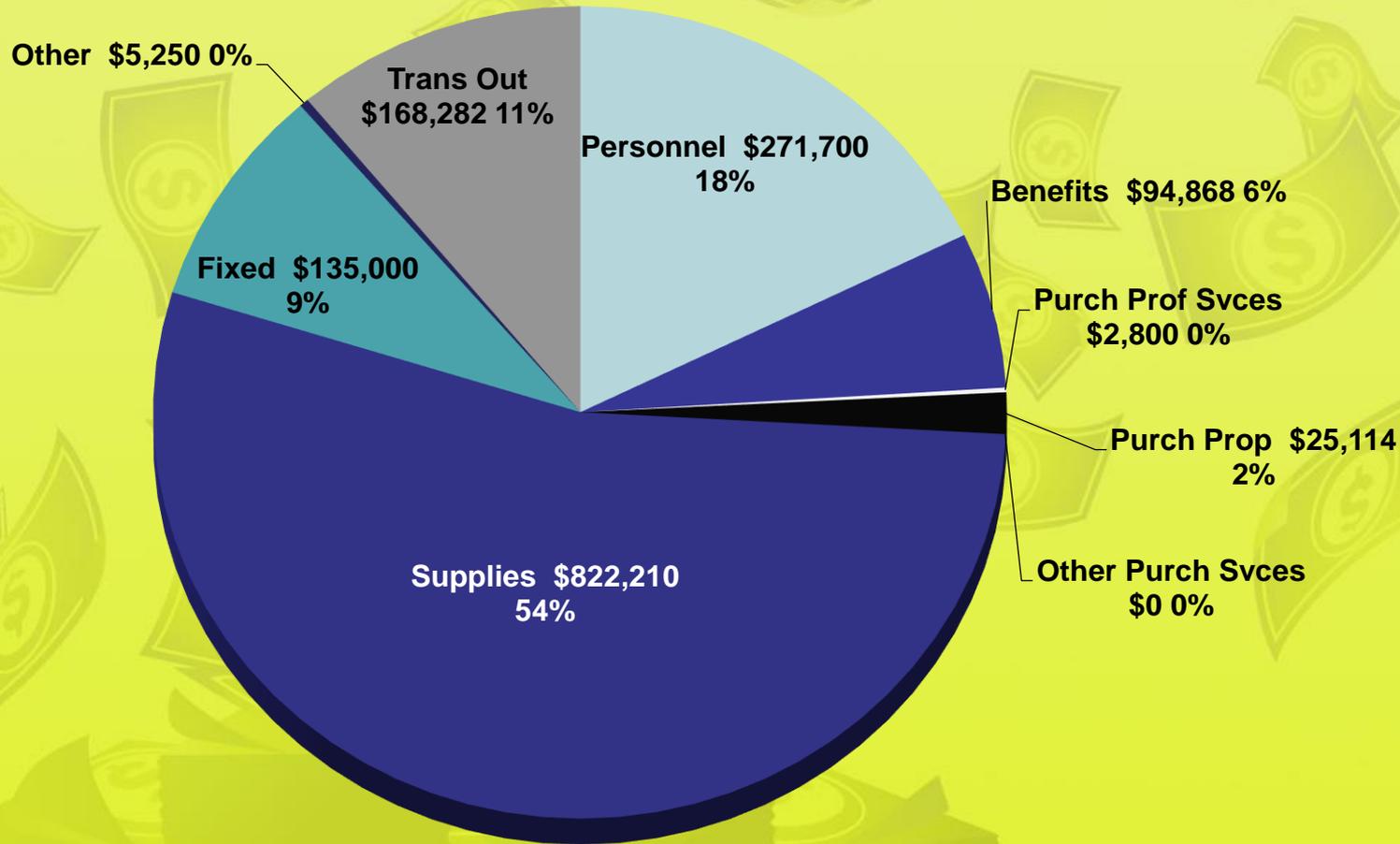
# Expenditures

After expenditures, the General Fund has a **SURPLUS** of **\$10,164**

# Let's Look At Enterprise Funds and Proprietary Funds

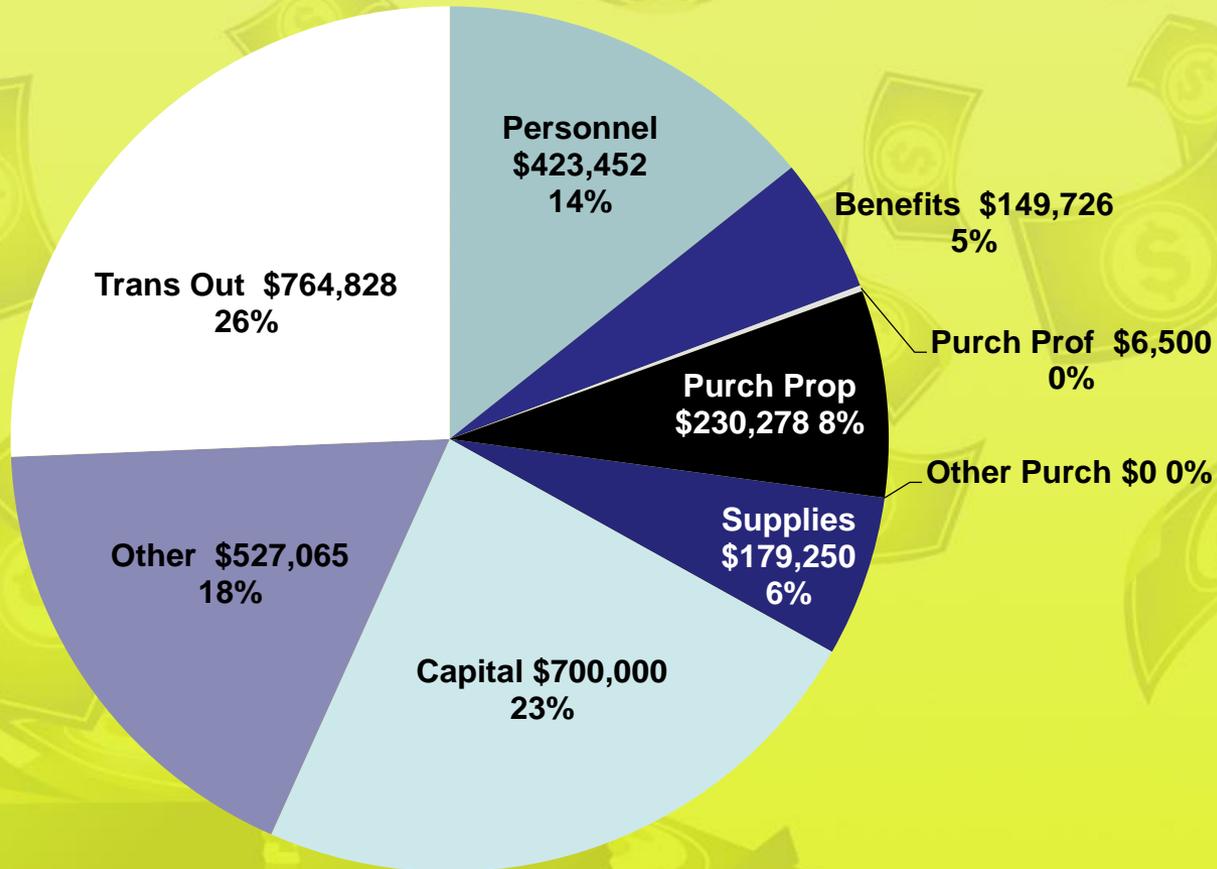


# Enterprise Funds-Gas



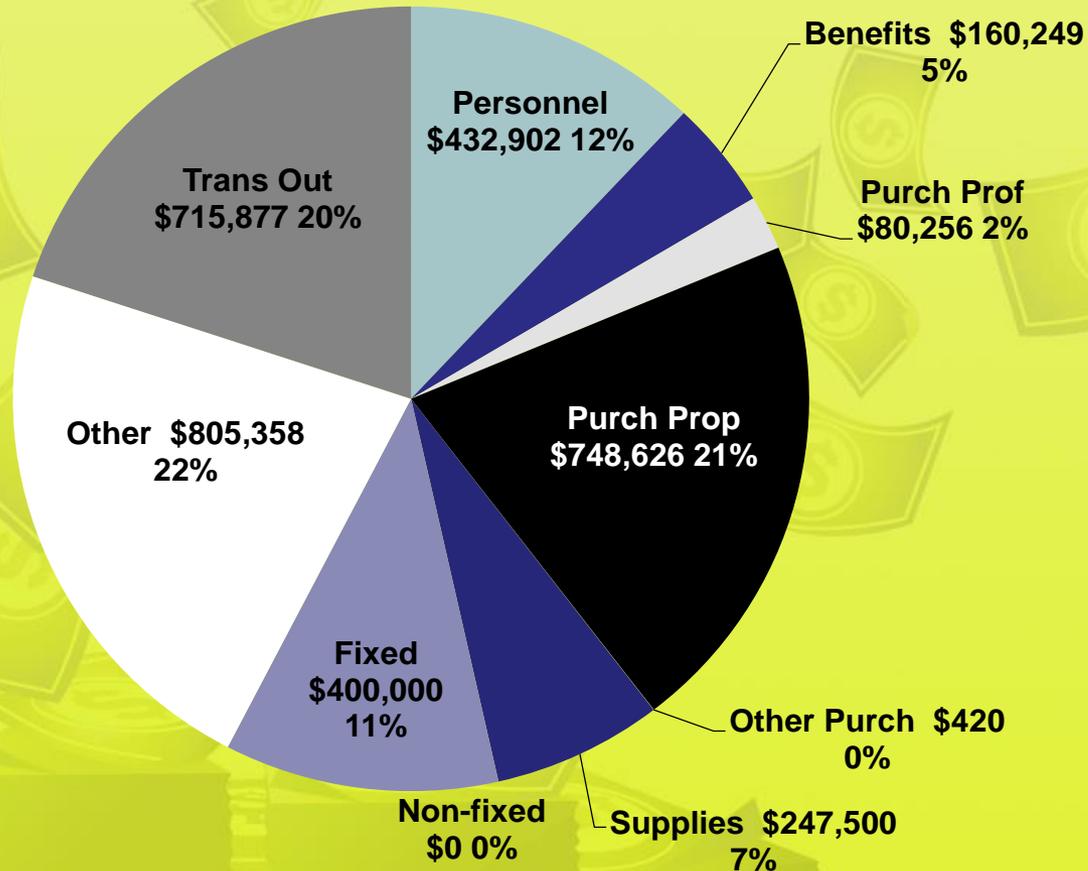
Budget Total - \$1,525,224

# Enterprise Funds-Water



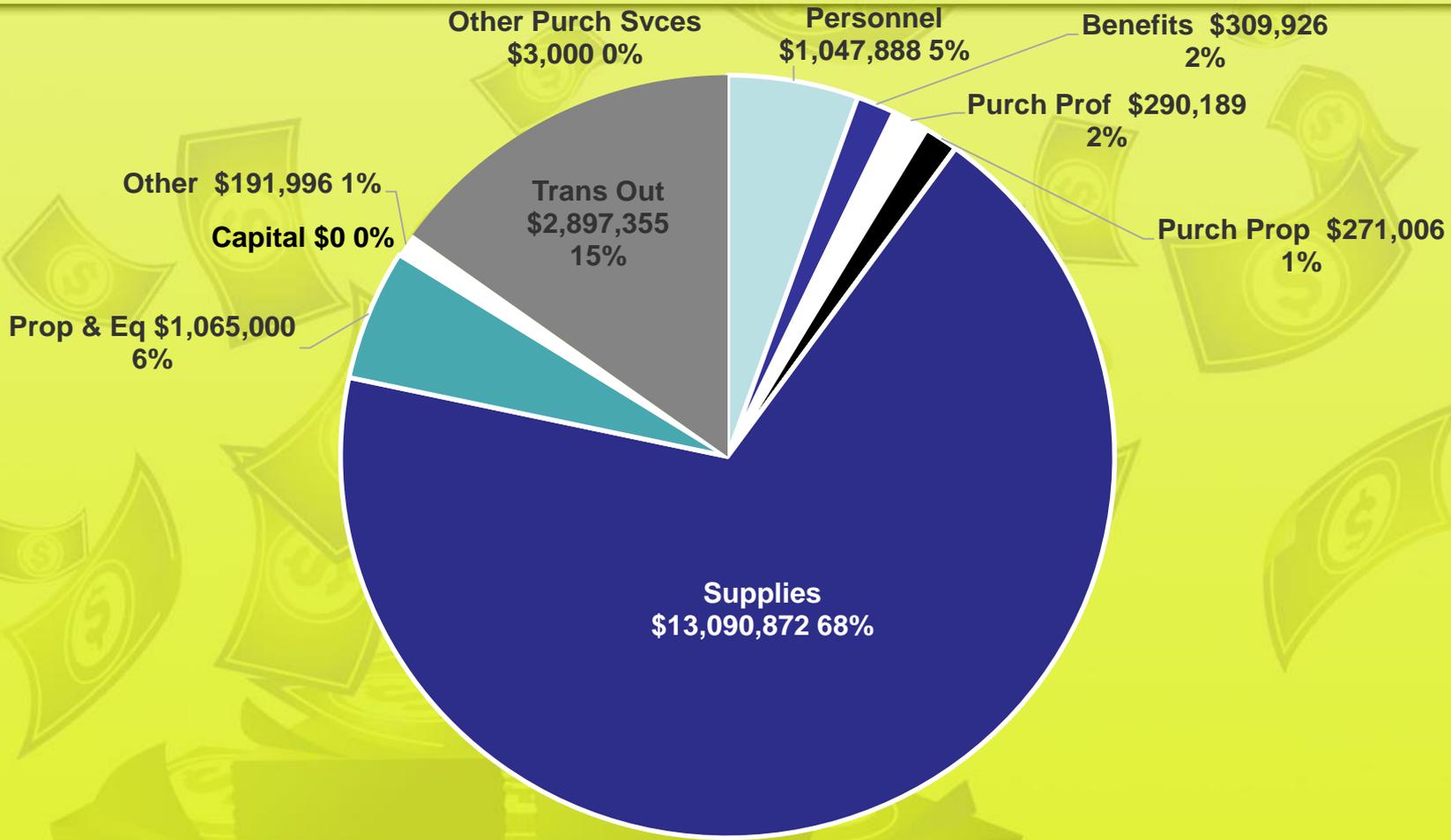
**Budget Total - \$2,981,099**

# Enterprise Funds-Waste Water



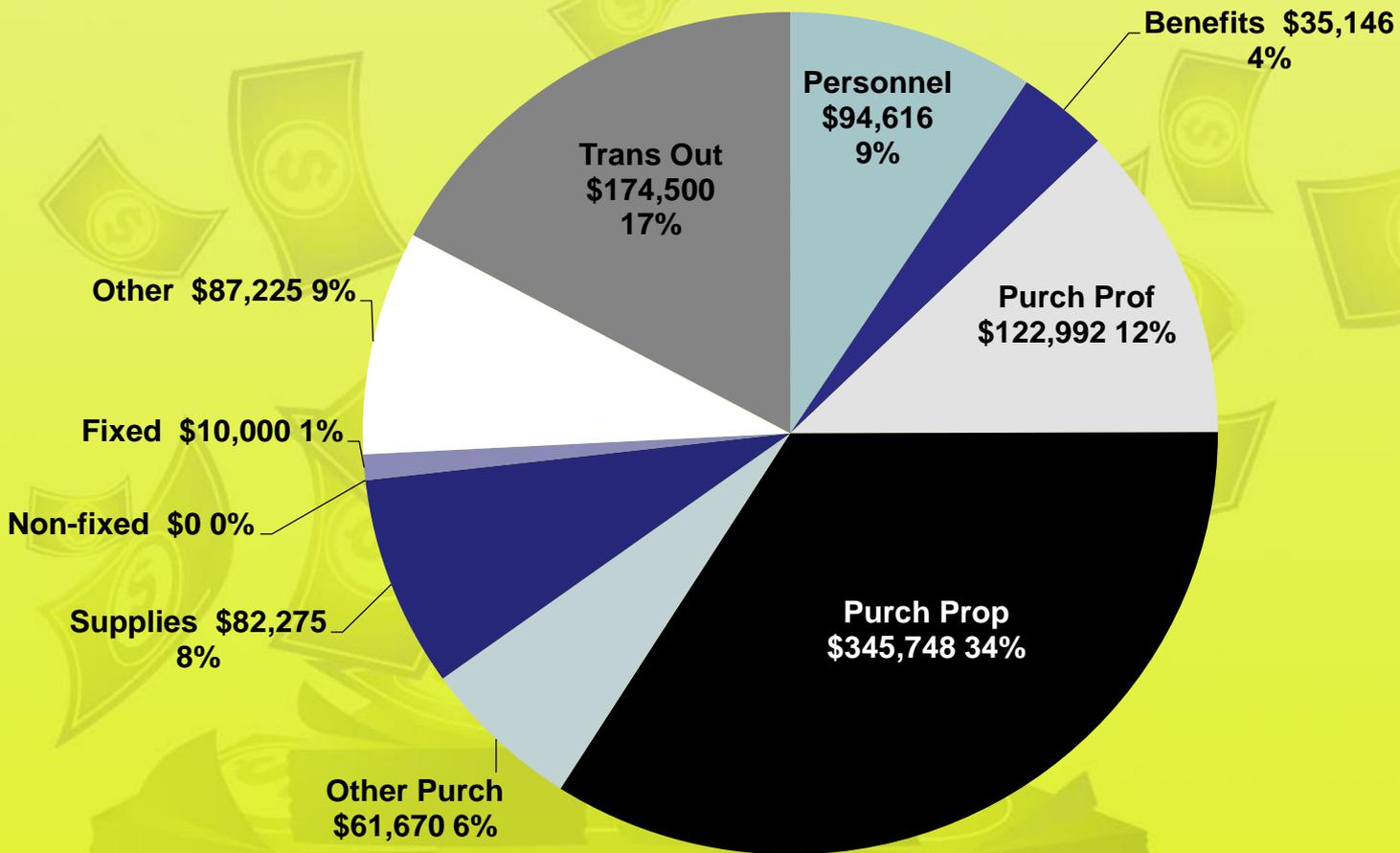
Budget Total - \$3,591,188

# Enterprise Funds-Electric



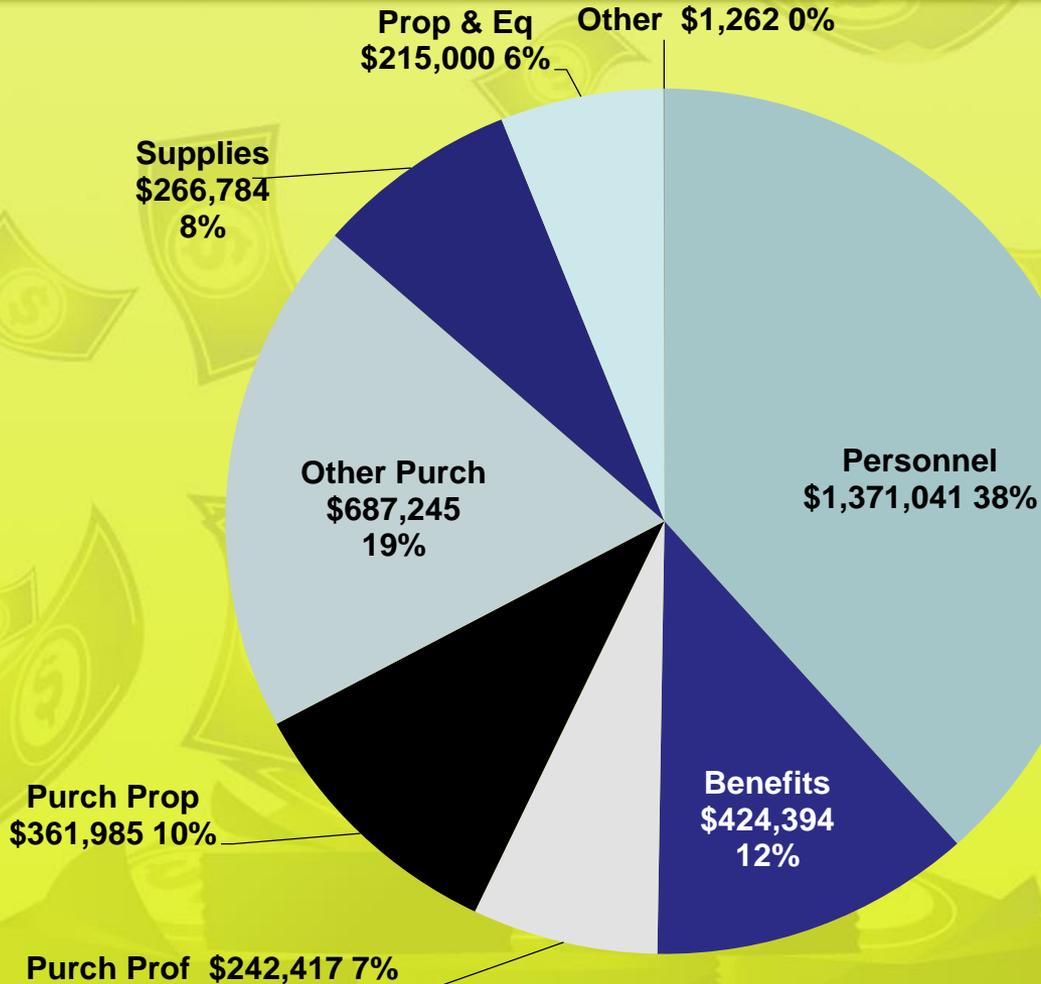
**Budget Total - \$19,167,232**

# Enterprise Funds-Airport



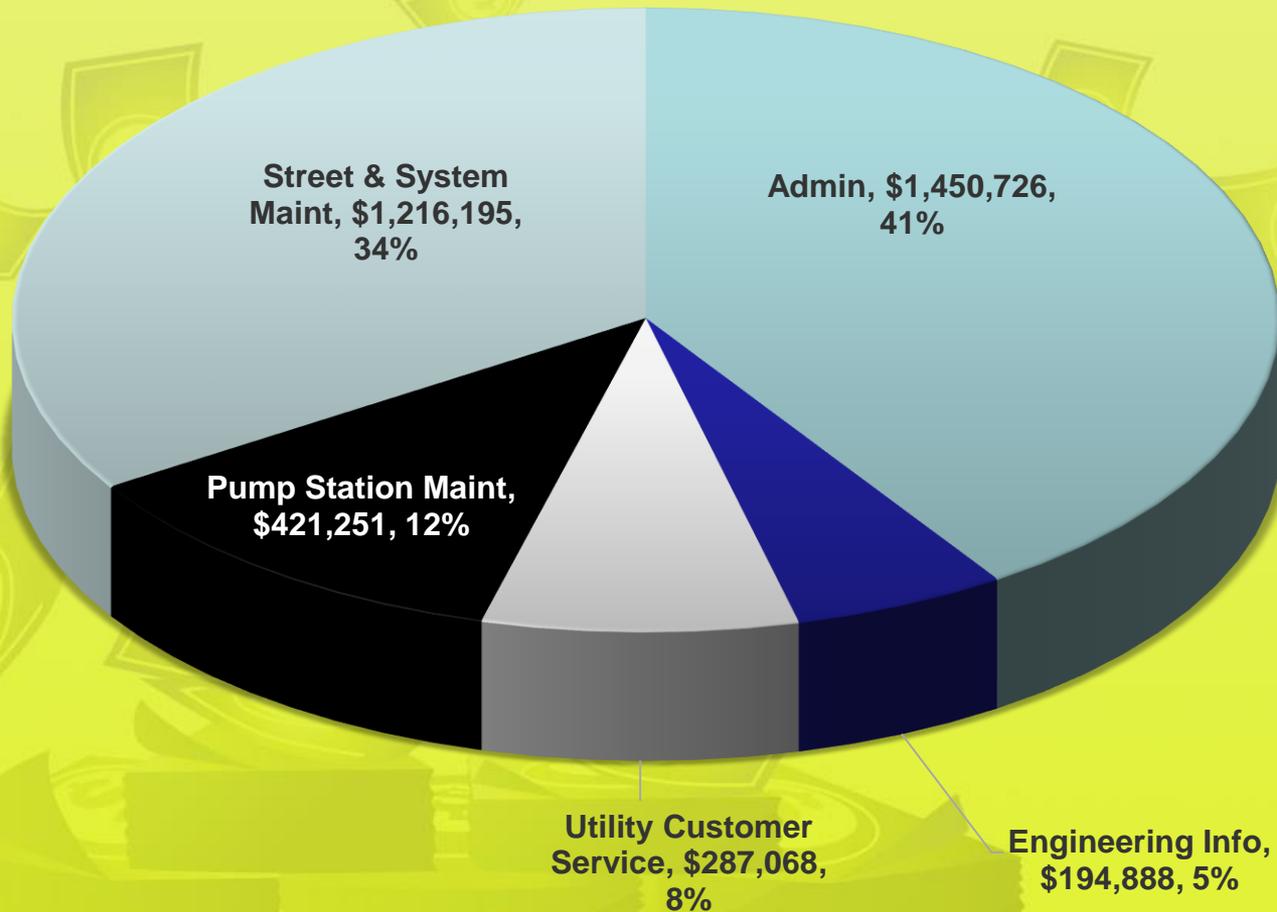
Budget Total - \$1,014,172

# Internal Service Funds-PW Admin

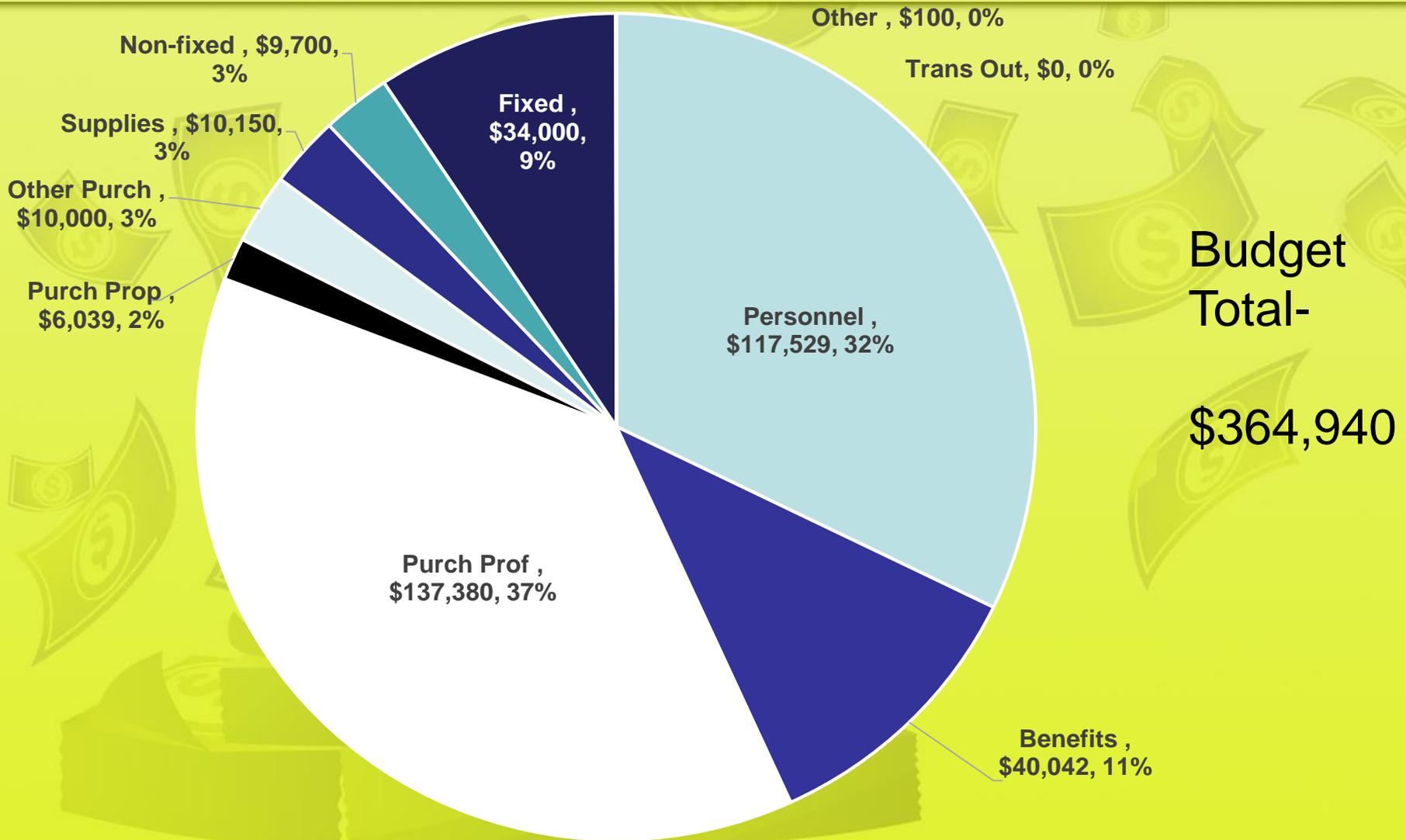


**Budget Total - \$3,570,128**

# Internal Service Funds-PW Admin



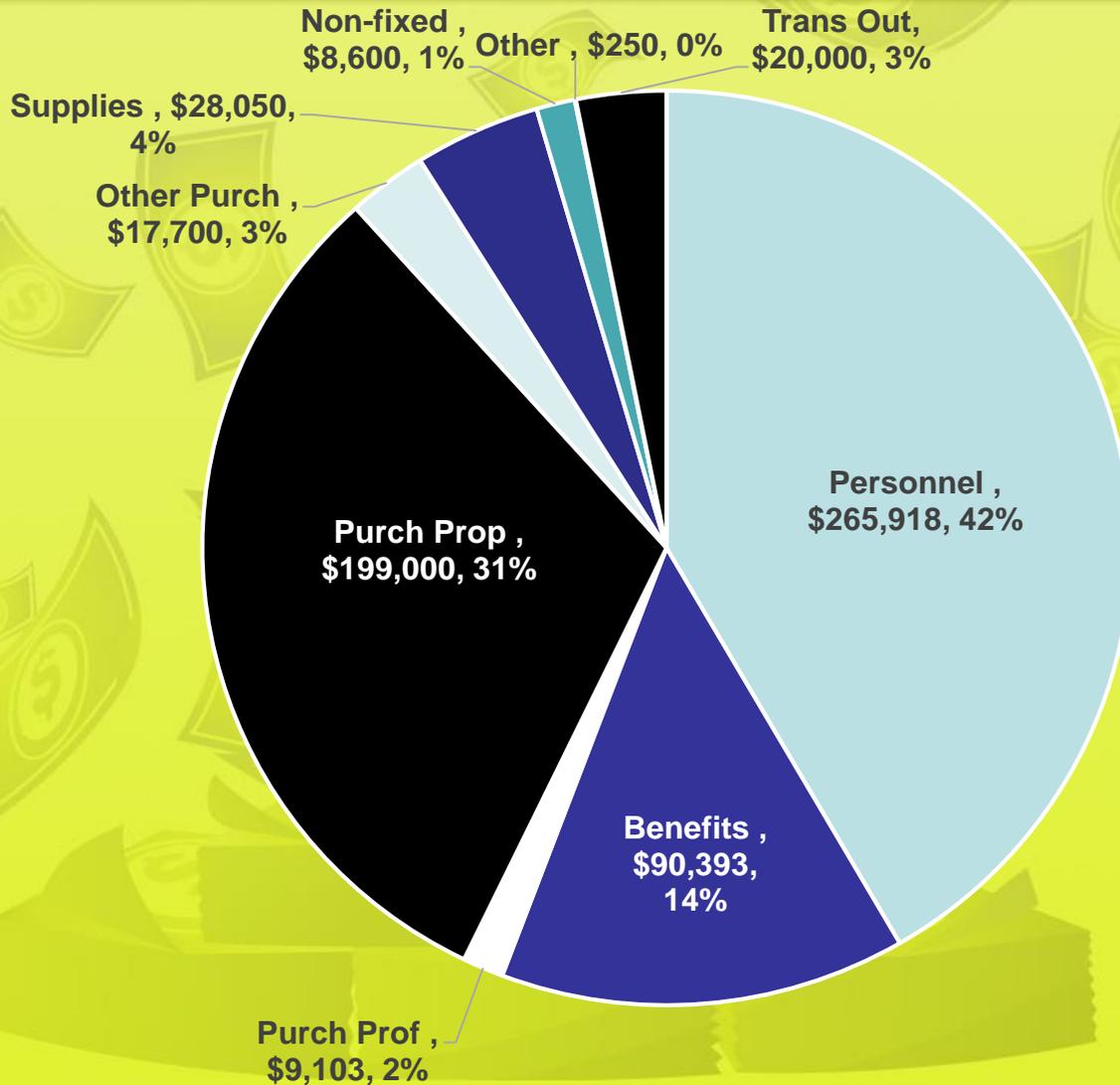
# Information Management



# Central Maintenance

- Reinstated Division 619 under supervision of Recreation Director
- Remain at current staffing level
- Look at ways to increase revenue and fill capacity
- Data Management and Work Order Tracking handled by Recreation Office Supervisor and new full-time assistant
- This year's budget for each department based on parts expenditures this year

# Central Maintenance



Budget  
Total-

\$639,014

# Garbage Collection Fund

Garbage Collection Fund			
Revenue			\$ 597,985.00
-Interest income			120.00
			\$ 598,105.00
Expenditures			
-Contracted garbage pickup			\$ 547,860.00
-Transfer to General Fund			25,000.00
-Landfill monitoring			10,000.00
-Miscellaneous expenditures			10,100.00
TOTAL EXPENDITURES			\$ 592,960.00

A rate increase will occur on May 1, 2019 to \$15.30 per month.

Rate increases as follows, passed in June 2018:

8/1/2018	\$14.75 per month
5/1/2019	\$15.30 per month
5/1/2020	\$15.80 per month

# Storm Drainage Fund

Storm Drainage Fund	
Major revenue sources	
-Storm water tax revenue (up 5%)	\$ 822,465.00
-Interest and fees	53,000.00
-Transfer in from electric	16,979.00
	\$ 892,444.00
Major expenditures	
-Northview/Illinois Circle Design Drainage Phase	\$ 50,000.00
-Infrastructure projects including Illinois Drive, North Murray Road, Malsbury Outfall, and Industrial Park Ditch Cleaning	\$ 350,000.00
-Miscellaneous expenditure	\$ 9,500.00
-Principal and interest	\$ 447,211.00
-Transfer out to General Fund	\$ 15,000.00
-Transfer out to Public Works Admin (Storm Sewer Maintenance)	\$ 275,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,146,711.00</b>

# Challenges

- Increase in Minimum-Wage Act could have significant impact on seasonal and auxiliary workforce, Recreation, grounds maintenance, Aquatic Center
- State still reducing LGDF by 5%, Sales Tax by 1 ½%.....hope they don't take more
- Economists fear a national recession although First Quarter numbers remain good
- Property Tax Freeze always a discussion

# Challenges

- Capital !!!!!!!!!!!!!!!!
  - this is a huge challenge with many needs and few resources
  - creating a five-year capital planning program
  - need to identify a dedicated revenue source to fund capital program

# Time Line

## 2019 MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
3	4	5 Public Presentation of Budget	6	7	8	9
10	11	12 Public Hearing of Budget	13	14	15	16
17	18	19	20	21	22	23
24	25	26 Vote By Trustees on Budget	27	28	29	30
31	1	2	3	4	5	6

# Questions or Comments

