

**BILL NO.: 24-13**

**ORDINANCE NO. 2647**

**AN ORDINANCE AMENDING THE FISCAL YEAR 2023-2024 BUDGET OF THE CITY OF RICHMOND, MISSOURI, BY AMENDING ORDINANCE NUMBER 2626 TO REFLECT CHANGES IN REVENUES AND EXPENSES**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHMOND, MISSOURI AS FOLLOWS:**

**SECTION I.**

That Ordinance number 2626 is hereby amended to reflect changes in revenues and expenditures to the operating budget of the City of Richmond, Missouri.

<b>Fund</b>	<b>Amount</b>	<b>Line Item</b>
General Fund (Recreation) – Revenue	(\$150,000.00)	10-21-00-4999 Miscellaneous Revenue
General Fund (Community Development) – Revenue	\$20,000.00	10-00-00-4221 Building Permit Fees
General Fund (Community Development) – Expense	\$2,100.00	10-17-00-6026 Copier expense
General Fund (Community Development) – Expense	\$150.00	10-17-00-6502 Vehicle Maint & Repairs
General Fund (Community Development) – Expense	\$230.00	10-17-00-8001 Property Insurance Expense
General Fund (Community Development) – Expense	\$2,350.00	10-17-00-7090 Computer Software/Hardware

**SECTION II.**

That the Ordinance shall take effect and be in full force with all budget categories changed to reflect the above listed items, upon passage by the City Council and signing into law by the Mayor.

**SECTION III.**

That this ordinance shall become effective upon its passage by the City Council of the City of Richmond and signing into law by the Mayor of the City of Richmond, Missouri.

Read by title only two times and passed by the City Council of the City of Richmond this 23rd day of April, 2024.

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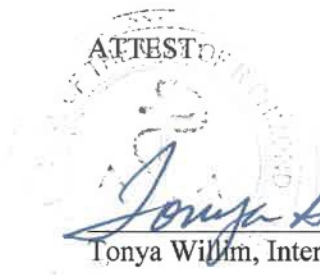
Mike Wright, Mayor



Tonya Wilkin, Interim City Clerk

APPROVED this 23rd day of April, 2024.

Mike Wright, Mayor



Tonya Wilkin, Interim City Clerk

# Memo

To: Mayor and Council  
CC: Tonya Willim, City Administrator  
From: Dawn Jennings, Finance Director  
Date: April 18, 2024  
Subject: Budget Amendments / Transfers

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As part of the mid-year budget review process, several adjustments were identified as necessary to the FY24 Budget. Attached you will find a copy of the Budget Transfer Request Form submitted to the City Administrator for approval, as the transfers were less than \$5,000 each. The transfers were approved and have been made in SimpleCity.

Budget amendments are needed for the following:

1. The miscellaneous revenue of the recreation department (line item 10-21-00-4999) needs to be reduced by the sum of \$150,000 as the revenue was required to be recognized as part of the FY23 fiscal activity.
2. The Building Permit Fee revenue in the community development department (line item 10-00-00-4221) should be increased by the sum of \$20,000 to co-inside with the actual year to date activity, as well as to provide funding for the following additional appropriations required in that department:
  - a) Copier expense (10-17-00-6026) appropriation should be increased by the sum of \$2,100.00;
  - b) Vehicle Maintenance and Repairs should be increased by the sum of \$150.00;
  - c) Property insurance expense (10-17-00-8001) should be increased by the sum of \$230.00; and
  - d) Computer Software and Hardware (10-17-00-7090) should be increased by the sum of \$2,350.00.

There are other line items that are presently over budget that will require subsequent transfers and/or amendments, however staff would like to monitor the revenues before proposing options for funding the additional appropriations for purchases. A list of the items known to be coming back for your subsequent consideration is attached.

**RECOMMENDATION:** Council approve, by ordinance, the budget amendments referenced in paragraphs one (1) and two (2) above.



GL Code	Description	Amount	Purpose	Additional Needed	Transfer	Amendment	Source of Funds
10-08-00-8001	Property Insurance	470.80	Broker estimation a little low	38.50	50.00		10-08-00-7006 Expendable Equipment
10-12-00-6005	Printing	345.75	Code book printing	320.75	350.00		10-12-00-6302 Computer Maintenance & Repair
10-12-00-7097	GIS	315.00	Fire hydrant layer	75.00	75.00		10-12-00-7081 Emergency Response Supplies
10-12-00-8001	Property Insurance	11,078.09	Broker estimation a little low	447.61	450.00		10-12-00-7081 Emergency Response Supplies
10-14-00-8001	Property Insurance	1,335.52	Broker estimation a little low	469.40	470.00		10-14-00-6025 Equipment Maintenance
10-16-00-8001	Property Insurance	470.80	Broker estimation a little low	53.50	55.00		10-16-00-7001 Office Supplies
20-00-00-5011	Worker's Compensation	4,814.74	Additional audit premium for PY	302.74	325.00		20-00-00-6502 Vehicle Maint & Repairs
20-00-00-6001	Postage	32.00	Estimated projection to get through rest of FY24	25.00	25.00		20-00-00-6502 Vehicle Maint & Repairs
20-00-00-7302	Handtools/Hardware	629.54	New director identified tools needed	229.54	230.00		20-00-00-6502 Vehicle Maint & Repairs
20-00-00-8001	Property Insurance	3,032.63	Broker estimation a little low	490.79	500.00		20-00-00-6502 Vehicle Maint & Repairs
27-00-00-8001	Property Insurance	29.10	Broker estimation a little low	43.65	50.00		27-00-00-5023 Contracted Services (Other)
52-52-00-7006	Expendable Equipment	2,587.37	Misc. items not budgeted, pumps came in higher	377.37	400.00		52-53-00-7135 Watertine Replacement
52-52-00-8001	Property Insurance	6,593.48	Broker estimation a little low	836.85	1,000.00		52-53-00-7135 Watertine Replacement
52-53-00-6020	Equipment Repair	4,805.79	Primarily skid steer repairs	2,805.79	3,000.00		52-53-00-7135 Watertine Replacement
52-53-00-6207	Locates	1,899.28	United Fiber	3,126.88	3,200.00		52-53-00-7135 Watertine Replacement
52-53-00-7130	Watertine Repair	104,833.94	11/23 Inserta-valves \$70,100	4,833.94	4,833.94		52-53-00-7135 Watertine Replacement
53-00-00-6207	Locates	1,382.11	United Fiber	1,620.31	1,650.00		55-00-00-9020 Capital Improvement/Savings from Hill Street Wall
55-00-00-7097	GIS	615.00	Added force mains to map	375.00	375.00		55-00-00-9020 Capital Improvement/Savings from Hill Street Wall
55-00-00-7116	Calibration of Lab Equipment	1,456.50	Looks like calibration price went up a bit	56.50	75.00		55-00-00-9020 Capital Improvement/Savings from Hill Street Wall
55-00-00-8001	Property Insurance	18,429.29	Broker estimation a little low	1,475.56	1,500.00		55-00-00-9020 Capital Improvement/Savings from Hill Street Wall
10-12-00-7090	Computer Software and Hardware	(96.02)	Estimated projection to get through rest of FY24	100.00	100.00		10-12-00-6302 Computer Maintenance & Repair
10-21-00-7090	Computer Software and Hardware	(35.58)	Estimated projection to get through rest of FY24	60.00	60.00		10-21-01-6302 Computer Maint & Repair
20-00-00-7090	Computer Software and Hardware	(1,699.26)	New Computers	1,700.00	1,700.00		20-00-00-6502 Vehicle Maint & Repairs
27-00-00-7090	Computer Software and Hardware	(17.47)	Estimated projection to get through rest of FY24	17.47	20.00		27-00-00-5023 Contracted Services (Other)
52-52-00-7090	Computer Software and Hardware	(161.97)	Estimated projection to get through rest of FY24	161.97	165.00		52-52-00-6302 Computer Maintenance & Repair
52-53-00-7090	Computer Software and Hardware	(276.58)	Estimated projection to get through rest of FY24	276.58	300.00		52-53-00-6302 Computer Maintenance & Repair
53-00-00-7090	Computer Software and Hardware	(2,467.61)	New Computers	2,500.00	2,500.00		55-00-00-9020 Capital Improvement/Savings from Hill Street Wall
10-16-00-6302	Computer Maintenance & Repair	(45.61)	Estimated projection to get through rest of FY24	45.61	50.00		10-16-00-7001 Office Supplies
20-00-00-6302	Computer Maintenance & Repair	(322.61)	Estimated projection to get through rest of FY24	325.00	325.00		20-00-00-6502 Vehicle Maint & Repairs

**Need Formal Budget Amendment**

GL Code	Description	Amount	Purpose	Additional Needed	Transfer	Amendment	Source of Funds	
10-17-00-6026	Copier Expense	1,187.29	Copier	2,100.00		2,100.00	10-0-00-4221	Building Permit Fee - increase budget to actual \$38k
10-17-00-6502	Vehicle Maint & Repairs	887.08	water pump, thermostat, seal repairs	150.00		150.00	10-0-00-4221	Building Permit Fee - increase budget to actual \$38k
10-17-00-8001	Property Insurance	1,240.56	Broker estimation a little low	225.70		225.70	10-0-00-4221	Building Permit Fee - increase budget to actual \$38k
10-21-00-4999	Misc Recreation Revenue	150,000.00		(150,000.00)		(150,000.00)		Decrease revenue/recognized in FY23
10-17-00-7090	Computer Software and Hardware	(2,301.49)	New Computers	2,350.00		2,350.00	10-0-00-4221	Building Permit Fee - increase budget to actual \$38k

Address Later in FY

GL Code	Description	Amount	Purpose	Additional Needed	Transfer	Amendment	Source of Funds
10-01-00-5035	Recording Fees	90.00	Recorded old easements	90.00			Address closer to year end to evaluate revenues
10-01-00-6001	Postage	6,227.04	Postage rate increase	-			Address closer to year end to evaluate revenues
10-01-00-6045	Accounting & Auditing	30,790.00	Additional fees not budgeted	6,790.00			Address closer to year end to evaluate revenues
10-01-00-7001	Office Supplies	3,520.09	Budget too low, plus price increase	1,000.00			Address closer to year end to evaluate revenues
10-01-00-8001	Property Insurance	2,918.87	Broker estimation a little low	433.57			Address closer to year end to evaluate revenues
10-01-00-8051	Drug Testing	380.00	Admin fee not budgeted	305.00			Address closer to year end to evaluate revenues
10-11-00-6120	Vehicle Maintenance	3,684.68	Breaks \$555.63/\$509.05 coding error will fix	4,816.00			Address closer to year end to evaluate general revenues
10-11-00-6502	Vehicle Repairs	9,259.64	Transmission \$7,641.82	8,610.00			Address closer to year end to evaluate general revenues
10-11-00-7001	Office Supplies	915.76	Talk to PD	750.00			Address closer to year end to evaluate revenues
10-21-00-5020	Contracted Services (Legal)	600.00		600.00			Address closer to year end to evaluate revenues
10-21-00-7302	Handtools/Hardware	81.23	Director identified additional tools needed	31.23			Address closer to year end to evaluate revenues
10-21-00-8001	Property Insurance	1,210.53	Broker estimation a little low	263.16			Address closer to year end to evaluate revenues
10-21-01-7405	Bldg & Grnd - Maint Repairs	499.00	Pool winterization not previously budgeted	200.00			Address closer to year end to evaluate revenues
10-21-01-8001	Property Insurance	1,916.40	Broker estimation a little low	195.50			Address closer to year end to evaluate revenues
10-21-07-8001	Property Insurance	5,102.93	Broker estimation a little low	578.66			Address closer to year end to evaluate revenues
10-58-00-7010	Markers/Plates/Vases Replace	1,825.00		825.00			Address closer to year end to evaluate revenues
10-58-00-8001	Property Insurance	355.31	Broker estimation a little low	94.14			Address closer to year end to evaluate revenues
51-00-00-7500	Hazardous Waste Collection	6,733.67	New contract came in slightly higher than last yr	133.67			Address closer to year end to evaluate revenues
51-00-00-8001	Property Insurance	240.36	Broker estimation a little low	100.45			Address closer to year end to evaluate revenues
52-52-00-5004	Salaries-Overtime	11,646.19	Training coverage				Address closer to year end to evaluate offset from F/T Salaries
10-58-00-7090	Computer Software and Hardware	(1.15)	New Computers	1.15			Address closer to year end to evaluate revenues
10-58-00-6302	Computer Maintenance & Repair	(25.61)	Available to Office/New Computers	25.61			Address closer to year end to evaluate revenues