#### 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.

Fund	Amount	Line Item
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.

Mike Wright, Mayor



Tonya Willim, Interim City Clerk

APPROVED this 23rd day of April, 2024.

ATTESTO

Tonya Willim, Interim City Clerk

Mike Wright, Mayor

### CITY OF RICHMOND

# Memo

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

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.

Budget Transfer 2024-04



#### **BUDGET TRANSFER REQUEST FORM**

Budget Transfer From	Budget Transfer To	Amount
Multiple - See attached	Multiple - See attached	
Explain Need for Budget Transfer		
Transfers for expenditures previously approved		

Department Director Requesting:	Dawn Jennings	Date	4/18/2024
Finance Director Approval:	1 (how )	Date	4/18/2024
City Administrator Approval:	Hillen	Date	4/18/2024
Council Approval: Only Required If:		Date	N/A < \$5,000

Only Required If: Transfer not in same fund; and/or Purchase ≥ \$5,000

Date 4/18/2024

Entered in Simple City

1,650.00 375.00 1,650.00 1,500.00 1,500.00 1,700.00 1,700.00 1,700.00 1,50.00 2,500.00 2,500.00	100.00 60.00 1,700.00 17.47 161.97 276.58 2,500.00 45.61	(2,467,61) New Computers (45.61) Estimated projection to get through rest of FY24	2 Computer Maintenance & Repair	10-16-00-6302
1,650.00 375.00 1,500.00 1,500.00 60.00 1,700.00 20.00 165.00 2,500.00	100.00 60.00 1,700.00 17.47 161.97 276.58 2,500.00	(2,467.61) New Computers		22-00-00-103
1,650.00 375.00 1,500.00 1,500.00 100.00 1,700.00 1,700.00 1,700.00 1,700.00 1,65.00 165.00	100.00 60.00 1,700.00 17.47 161.97 276.58	in its color production	55-00-00-7090 Computer Software and Hardware	1== nn nn 700
1,650,00 375,00 1,500,00 1,500,00 10,00 10,00 1,700,00 1,700,00 1,700,00 1,700,00 1,65,00	100.00 60.00 1,700.00 17.47 161.97	(276.58) Estimated projection to get through rest of FY24	0 Computer Software and Hardware	52-53-00-7090
1,650,00 375,00 15,00 0,00 1,500,00 1,500,00 1,700,00 1,700,00 20,00	100.00 60.00 1,700.00 17.47	(161.97) Estimated projection to get through rest of FY24	0 Computer Software and Hardware	52-52-00-7090
1,650.00 375.00 15.00 1,500.00 1,500.00 100.00 60.00	100.00 60.00 1,700.00	(17.47) Estimated projection to get through rest of FY24	0 Computer Software and Hardware	27-00-00-7090
1,650.00 375.00 1,500.00 1,500.00 1,500.00 60.00	100.00 60.00	(1,699.26) New Computers	0 Computer Software and Hardware	20-00-00-7090
1,650.00 375.00 75.00 1,500.00 1,500.00	100.00	(55.58) Estimated projection to get through rest of FY24	0 Computer Software and Hardware	10-21-00-7090
1,650.00 375.00 75.00 1,500.00		(96.02) Estimated projection to get through rest of FY24	0 Computer Software and Hardware	10-12-00-7090
1,650.00 375.00 75.00	1,475.36	18,429.29 Broker estimation a little low	55-00-00-8001 Property Insurance	55-00-00-800
1,650.00 375.00	56.50	1,456.50 Looks like calibration price went up a bit	55-00-00-7116 Calabration of Lab Equipment	55-00-00-7110
1,650.00	375.00	615.00 Added force mains to map	7 GIS	55-00-00-7097 GIS
7,000,77	1,620.31	1,382.11 United Fiber	7 Locates	55-00-00-6207 Locates
4 822 04	4,833.94	104,833.94 11/23 Inserta-valves \$70,100	52-53-00-7130 Waterline Repair	52-53-00-713
3,200.00	3,126.88	1,899.28 United Fiber	7 Locates	52-53-00-6207 Locates
3,000.00	2,805.79	4,805.79 Primarily skid steer repairs	0 Equipment Repair	52-53-00-6020
1,000.00	836.85	6,593.48 Broker estimation a little low	52-52-00-8001 Property Insurance	52-52-00-800
400.00	377.37	2,587.37 Misc. items not budgeted, pumps came in higher	52-52-00-7006 Expendable Equipment	52-52-00-700
50.00	43.65	29.10 Broker estimation a little low	27-00-00-8001 Property Insurance	27-00-00-800
500.00	490.79	3,032.63 Broker estimation a little low	20-00-00-8001 Property Insurance	20-00-00-800
230.00	229.54	629.54 New director identified tools needed	20-00-00-7302 Handtools/Hardware	20-00-00-730
25.00	25.00	32.00 Estimated projection to get through rest of FY24	1 Postage	20-00-00-6001 Postage
325.00	302.74	4,814.74 Additional audit premium for PY	1 Worker's Compensation	20-00-00-5011
55.00	53.50	470.80 Broker estimation a little low	10-16-00-8001 Property Insurance	10-16-00-800
470.00	469.40	1,335.52 Broker estimation a little low	10-14-00-8001 Property Insurance	10-14-00-800
450.00	447.61	11,078.09 Broker estimation a little low	1 Property Insurance	10-12-00-800
75.00	75.00	315.00 Fire hydrant layer	7 GIS	10-12-00-7097 GIS
350.00	320.75	345.75 Code book printing	5 Printing	10-12-00-6005 Printing
50.00	38.50	470.80 Broker estimation a little low	10-08-00-8001 Property Insurance	10-08-00-800
	Transfer Amendment Source of Fund.   50.00 10-08-00-7006   350.00 10-12-00-6302   75.00 10-12-00-7081   450.00 10-12-00-7081   450.00 10-12-00-7081   325.00 10-14-00-6025   55.00 10-16-00-7001   325.00 20-00-00-6502   230.00 20-00-00-6502   50.00 20-00-00-6502   50.00 20-00-00-6502   50.00 20-00-00-5023   50.00 22-53-00-7135   3,000.00 52-53-00-7135   3,200.00 52-53-00-7135   4,833.94 52-53-00-7135	Transfer   20,75 350,00   20,75 350,00   25,00 75,00   99,40 450,00   69,40 450,00   10,75 325,00   25,00 55,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   25,00 25,00   26,85 1,000,00   3,204 4,833,94   26,88 3,200,00   26,88 3,200,00   26,88 4,833,94	PurposeAdditional NeededTransfer80Broker estimation a little low $38.50$ $350.00$ 75Code book printing $320.75$ $350.00$ 9Broker estimation a little low $320.75$ $350.00$ 52Broker estimation a little low $447.61$ $47.61$ 52Broker estimation a little low $469.70$ $450.00$ 80Broker estimation a little low $469.70$ $350.00$ 74Additional andit premium for PY $302.74$ $25.00$ 80Broker estimation a little low $469.70$ $25.00$ 80Broker estimation a little low $420.79$ $25.00$ 90Estimated projection to get through rest of FY24 $25.00$ $25.00$ 91Broker estimation a little low $420.79$ $25.00$ 92New director identified tools needed $229.54$ $50.00$ 93Misc, items not budgeted, pumps came in higher $377.37$ $43.65$ 93Primarily skid steer repairs $3,126.88$ $1,000.00$ 94United Fiber $3,26.88$ $3,200.00$ 94United Fiber $3,26.88$ $3,200.00$ 94Livia valves \$70,100 $48.39.44$ $483.94$	tionAmountPurposeAdditional NeededTransfer $V$ Insurance470.80Broker estimation a little low38.5050.00 $V$ Insurance11.078.09Broker estimation a little low320.75350.00 $V$ Insurance11.078.09Broker estimation a little low470.80350.00 $V$ Insurance1.335.52Broker estimation a little low447.61450.00 $V$ Insurance470.80Broker estimation a little low447.61450.40 $V$ Insurance4.814.74Additional audit premium for PY302.74350.00 $s$ Compensation3.02.04Broker estimation a little low450.4055.00 $v$ Insurance3.03.2.63Broker estimation a little low450.4055.00 $v$ Insurance3.03.2.63Broker estimation a little low45.0025.00 $v$ Insurance3.03.2.63Broker estimation a little low43.6525.00 $v$ Insurance3.03.2.63Broker estimation a little low43.6525.00 $v$ Insurance2.9.57.37Misc, items not budgeted, pumps came in higher43.6540.00 $v$ Insurance2.805.79Primarily skid steer repairs3.126.881.000.00 $v$ Insertance1.89.28United Fiber3.126.883.000.00 $v$ Insertance1.89.291.1/23 Inserta-valves \$70.1004.833.944.83.94

# CH Code Description

(150,000,00)	(2 301 49) New Computers	(2,301.	10-17-00-7090 Computer Software and Hardware	10-17-00-7090
	.00	150,000.00	10-21-00-4999 Misc Recreation Revenue	10-21-00-4999
225.70	1,240.56 Broker estimation a little low	1,240.	Property Insurance	10-17-00-8001
	887.08 water pump, thermostat, seal repairs	887.	10-17-00-6502 Vehicle Maint & Repairs	10-17-00-6502
er than history 2,100.00	1,187.29 Copy overage considerably higher than histor	1,187.	10-17-00-6026 Copier Expense	10-17-00-6026
Additional Needed Transfer	Purpose	Amount	Description	GL Code

Amendment Source of Funds 2,100.00 10-0-00-4221 E 150.00 10-0-00-4221 E 225.70 10-0-00-4221 E (150,000.00) I 2,350.00 10-0-00-4221 E

Building Permit Fee - increase budget to actual \$38k Building Permit Fee - increase budget to actual \$38k Building Permit Fee - increase budget to actual \$38k Decrease revenue/recognized in FY23 Building Permit Fee - increase budget to actual \$38k

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