



**Economic Development and Finance**  
**Committee**  
**Standing Committee Meeting Agenda**  
**Monday, April 30, 2012**  
**5:15 PM**

**Location:**

Municipal Office Building  
701 N 7th Street  
Kansas City, Kansas 66101  
6th Floor Training Room

<u>Name</u>	<u>Absent</u>
<input type="text" value="Commissioner Mark Holland, Chair"/>	<input type="checkbox"/>
<input type="text" value="Commissioner Nathan Barnes"/>	<input type="checkbox"/>
<input type="text" value="Commissioner Brian McKiernan"/>	<input type="checkbox"/>
<input type="text" value="Commissioner Tarence Maddox"/>	<input type="checkbox"/>
<input type="text" value="Commissioner Mike Kane"/>	<input type="checkbox"/>
<input type="text" value="David Alvey - BPU"/>	<input type="checkbox"/>

**I.**        **Call to Order/Roll Call**

**II.**        **Committee Agenda**

**Item No. 1 - INVESTMENT REPORT AND BUDGET REVISIONS**

**Synopsis:**

Quarter Investment Report, March 2012 and Budget Revisions \$10,000 or greater - 1st quarter 2012, submitted by Lew Levin, Chief Financial Officer.

*No action required*

**Tracking #: 970146**

**Item No. 2 - RESOLUTION**

**Synopsis:**

The Government Accounting Standards Statement requires governments to disclose specifics about their fund balance classification policies and procedures in the notes to the financial statements, beginning with the 2011 Annual Financial Statement, submitted by Lew Levin, Chief Financial Officer. The policy complies with this audit requirement. In addition, this policy formalizes minimum fund balance for certain governmental funds, including the General Fund.

*It is requested that this item be fast tracked to the May 3, 2012, full commission agenda.*

**Tracking #: 120090**

**Item No. 3 - GRANT**

**Synopsis:**

The Fire Department has been selected to receive a 50% grant for needed new fire apparatus, however the required match exceeds the amount currently allocated to the departments CMIP budget to purchase such equipment, submitted by Reginald Lindsey, Budget. Addition to the 2012 CMIP authorizing the purchase of Fire Department Apparatus: Air & Lights/MCI/Rehab Unit that cost \$424,000 with 50% grant funding. Approval of budget revision in the amount of \$106,000 for local match requirement.

*It is requested that this item be fast tracked to the May 3, 2012, full commission agenda*

**Tracking #: 120101**

**III. Adjourn**



# Unified Government Finance Office

Lew Levin  
Chief Financial Officer

701 North 7<sup>th</sup> Street, Suite 330  
Kansas City, Kansas 66101-3065

Phone: (913) 573-5186  
Fax: (913) 573-5003

TO: Economic Development and Finance Standing Committee  
FROM: Lew Levin, Chief Financial Officer  
SUBJECT: Quarterly Investment Report, March 2012  
DATE: April 24, 2012

Attached you will find three schedules entitled "Investment By Type, Interest Revenue Earned, and Cash By Fund Type".

The first schedule contains details of the Unified Government cash currently invested indicating investment type, date invested, maturity date, as well as interest rate.

The second schedule is a chart comparing the total interest earned, and the average invested for years 2009, 2010, 2011, and 2012 through March 31, 2012

The third schedule indicates the total cash held by fund type.

These reports are presented for inclusion in the information packet to the Standing Committee members and no action is required.

cc: Cash Management Committee

**INVESTMENT BY TYPE  
UNIFIED GOVERNMENT OF  
WYANDOTTE COUNTY /  
KANSAS CITY, KANSAS  
March 31, 2012**

	Amount	Rate	Invest. Date	Mat. Date	Days to Mat.
UMB, NBA, Wyandotte - Oper.	\$4,337,000	0.080%	03/30/12	04/02/12	3
UMB, NBA, Wyandotte - Health	1,870,000	0.010%	03/30/12	04/02/12	3
Bayerische Landsbank	7,643,283	0.515%	12/27/10	12/27/12	271
Deutsche Bank	10,000,000	0.650%	03/07/12	03/01/13	335
<b>TOTAL REPURCHASE AGREEMENTS</b>	<b>\$23,850,283</b>	<b>0.453%</b>	<b>Average Rate of Interest</b>		

UMB	5,000,000	0.200%	04/27/11	04/29/12	29
Liberty Bank Local Emphasis	96,254	0.500%	05/12/11	05/12/12	42
First State Local Emphasis	96,156	0.800%	05/12/11	05/12/12	42
Commerce	10,000,000	0.650%	12/22/11	06/05/12	66
Capital Federal	5,000,000	0.520%	04/27/11	10/29/12	212
Capital Federal Health	3,000,000	0.940%	02/07/11	02/07/13	313
First State	500,000	0.250%	01/20/12	07/31/13	487
Commerce	5,000,000	0.570%	12/09/11	08/08/14	860
Capital Federal	10,000,000	0.480%	12/09/11	08/08/14	860
Liberty Bank	1,000,000	1.280%	06/28/11	12/30/14	1,004
Capital Federal	5,000,000	0.810%	01/20/12	11/03/15	1,312
Liberty Bank	1,000,000	1.110%	01/20/12	11/03/15	1,312
Commerce	4,000,000	0.700%	01/20/12	11/03/15	1,312
<b>TOTAL CERTIFICATES OF DEPOSIT</b>	<b>\$49,692,410</b>	<b>0.605%</b>	<b>Average Rate of Interest</b>		

UMB/FHLMC	12,172,383	0.230%	06/27/11	07/27/12	118
UMB/ FHLMC	5,060,287	0.250%	06/27/11	08/28/12	150
UMB/ FHLB	7,500,000	1.100%	02/03/12	07/30/13	486
UMB/FNMA	7,041,281	0.080%	05/06/11	09/23/13	541
UMB/ FHLMC	7,048,878	1.120%	05/06/11	04/29/14	759
UMB/FHLB	13,000,000	1.100%	06/29/11	12/29/14	1,003
UMB/ FFCB	5,000,361	1.710%	04/28/11	03/24/15	1,088
UMB/ FHLB	\$850,000	2.000%	04/29/11	04/30/15	1,125
<b>TOTAL U.S. TREASURY</b>	<b>\$57,673,170</b>	<b>0.786%</b>	<b>Average Rate of Interest</b>		

Note 2010- III	\$55,000	0.390%	10/29/2010	8/1/2012	123
<b>TAXABLE TEMPORARY NOTES UG</b>	<b>\$55,000</b>	<b>0.390%</b>	<b>Average Rate of Interest</b>		

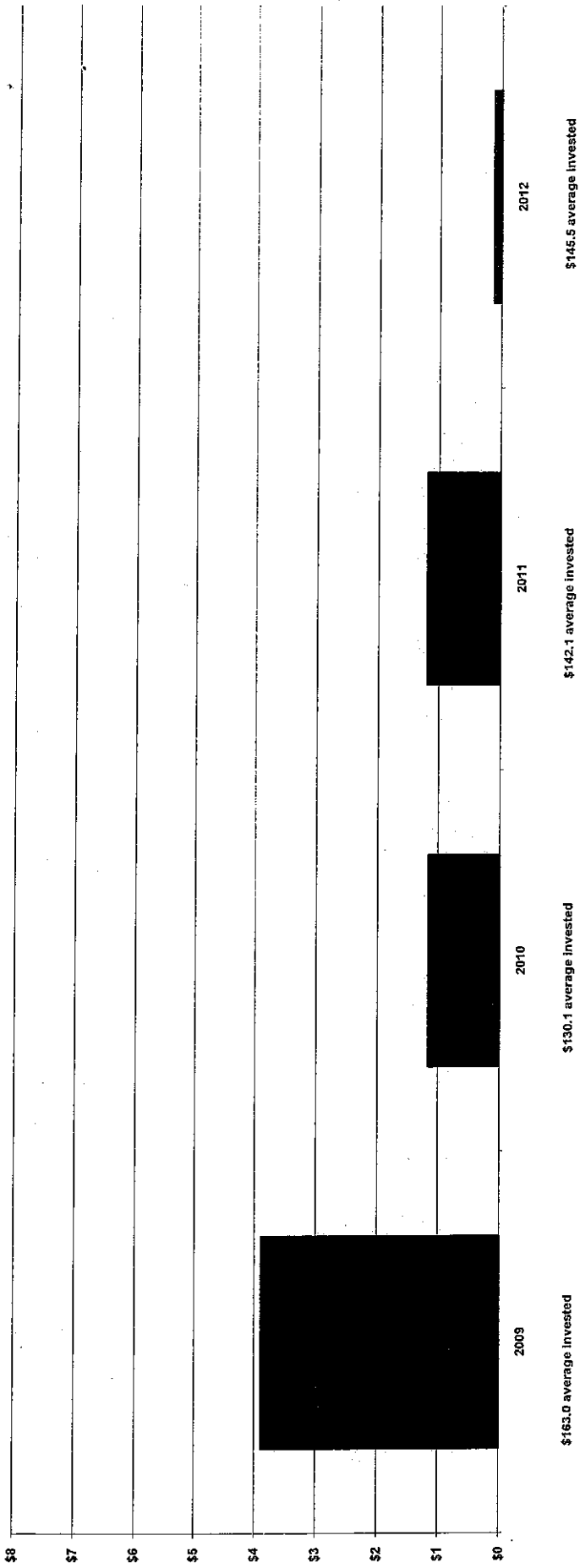
STATISTICS			
Total Investments	\$131,270,863		Avg. Days 533
Overall Average Rate of Interest	0.66%		
Average Investment	\$145,485,918		
Weighted Average Yield	0.59%		
91-day T-Bill Rate (Benchmark)	0.08%		
Average Weighted Maturity	480.88		
Interest Posted Through March 31, 2012	\$127,982 *		

\*\*ALL ABOVE INVESTMENTS ARE FULLY COLLATERALIZED IN COMPLIANCE WITH THE UNIFIED GOVERNMENT'S INVESTMENT POLICIES AND K.S.A. 9-1402

\* INTEREST POSTED IS CALCULATED ON A GAAP BASIS.

Interest Revenue Earned  
2009-2012

Millions



**CASH BY FUND TYPE**  
**March 31, 2012**

GENERAL FUND TYPE	25,551,546
SPECIAL REVENUE FUND TYPE	13,863,669
DEBT SERVICE FUND TYPE	7,728,656
CAPITAL PROJECT FUND TYPE	60,014,114
ENTERPRISE FUND TYPE	14,534,835
INTERNAL SERVICE FUND TYPE	492,386
TRUST AND AGENCY FUND TYPE	4,768,085
 TOTAL CASH	 <u>126,953,291</u>

The difference between the Cash by Fund Type and the Investment by Type report is the investment of reconciling items, such as outstanding warrants.

**BUDGET REVISIONS \$10,000 OR GREATER - 1ST QUARTER 2012 (For information only)**

ENTRY	FUND	DEPARTMENT	C/MIP/OPERATING	DESCRIPTION	AMOUNT	DATE
1	County General	Legal	Operating-Judgments	Legal- Judgments	\$160,000	February 8, 2012
2	County General	Public Works- Buildings	Operating-Temporary Employment	Courthouse Temporary Employment	\$16,000	March 9, 2012
3	City General	Public Works- Buildings	CMIP-Memorial Hall	Memorial Hall- Chiller Repair	\$95,000	March 13, 2012
<b>Total</b>					<b>\$271,000</b>	



# Staff Request for Commission Action

Tracking No. 120090

Revised

On Going

Type: Standard

Committee: Economic Development and Finance Committee

Date of Standing Committee Action: 4/30/2012

(If none, please explain):

Proposed for the following Full Commission Meeting Date:

Confirmed Date: 5/3/2012

5/3/2012

Changes Recommended By Standing Committee (New Action Form required with signatures)

Date:	Contact Name:	Contact Phone:	Contact Email:	Ref:	Department / Division:
4/11/2012	Lew Levin	5186	mschrick@wycokck.org		Finance

Item Description:

- The Government Accounting Standards Board Statement requires governments to disclose specifics about their fund balance classifications policies and procedures in the notes to the financial statements, beginning with the 2011 Annual Financial Statement.
- This attached policy complies with this audit requirement.
- In addition, this policy formalizes minimum fund balance for certain governmental funds, including the General fund.

Action Requested:

Adopt Fund Balance Policies

Please fast track to the 5/3/12 Board of Commission meeting.

Publication Required

Budget Impact: (if applicable)

Amount: \$

Source:

Included In Budget

Other (explain) This action formalizes fund balance policy.

	<input type="checkbox"/> File Attachment	<input type="checkbox"/> File Attachment	<input type="checkbox"/> File Attachment



# Finance Department

"FUND BALANCE POLICIES"



# Finance Department "FUND BALANCE POLICIES"

## Purpose:

To set forth the general public policy objectives of the Unified Government as relates to fund balance policy. The overlying goal of this policy is to ensure that there will be adequate liquid resources to serve as a financial cushion against the potential shock of unanticipated circumstances and events.

## A. Authority

The Board of Commissioners is the authoritative Governing Body of the Unified Government. The Governing Body may approve the use of budgeted reserves in the case of emergency events, or conditions that result in unanticipated expenditure requirements or revenue fluctuations within a fiscal year, or to take advantage of an extraordinary opportunity.

## B. Minimum Fund Balance

It shall be the goal of the Unified Government to maintain a minimum fund balance in the general fund of 10% of expenditures.

In addition, it shall be the goal of the Unified Government to maintain fund balances of certain other fund balances in a given range as follows:

- Special Revenue Funds
  - Court Trustee 8-12% of expenditures
  - Elections 10-15% of expenditures
  - Health Department 10-15% of expenditures
  - Jail Commissary 8-12% of expenditures
  - Library 10-15% of expenditures
  - Mental Health 10-15% of expenditures
  - Mental Retardation 10-15% of expenditures
  - Register of Deeds Technology 5-10% of expenditures
  - Special Sales Tax 2010 5-10% of expenditures
  - Special Programs for Elderly 10-15% of expenditures
  - Special 911 Tax 5-10% of expenditures
  - Special Alcohol 5-10% of expenditure
  - Special Parks and Rec 3-5% of expenditures
  - Special Street and Highway 3-5% of expenditures
  - Tourism and Convention 3-5% of expenditures
  - Solid Waste 10-15% of expenditures
  
- Debt Service Fund 5-10% of expenditures

# Finance Department

## “FUND BALANCE POLICIES”

### C. Fund Balance Classification

The Unified Government desires to establish a fund balance classification policy consistent with the needs of the Unified Government, and in a manner consistent with governmental accounting standards. The following classifications serve to enhance the usefulness of fund balance information:

#### **Non-spendable Balance**

Assets legally or contractually required to be maintained, or are not in spendable form. Such constraint is binding until the legal requirement is repealed or the amounts become spendable.

#### **Restricted Balance**

Assets with externally imposed constraints, such as those mandated by creditors, grantors and contributors, or laws and regulations. Such constraint is binding unless modified or rescinded by the applicable external body, laws, or regulations.

#### **Unrestricted Fund Balance**

##### **Committed**

Assets with a purpose formally imposed by resolution by the Governing Body of the Unified Government, binding unless modified or rescinded by the Governing Body.

##### **Assigned**

Assets constrained by the government's intent as expressed by the Governing Body, County Administrator or designee. Encumbrances shall be considered as assigned, unless they specifically meet the requirements to be committed or restricted.

##### **Unassigned**

All amounts not included in other fund balance classifications. The general fund shall be the only fund to report positive unassigned fund balance. All other governmental funds may report negative unassigned fund balance.

It shall be the policy to reduce restricted fund balance first, followed by unrestricted fund balance. For unrestricted fund balance, committed amounts should be reduced first, followed by assigned amounts, followed by unassigned amounts.

Compliance with this section will be reviewed in conjunction with the annual budget process.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION** adopting a Fund Balance Policy for the Unified Government.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS:**

That the Board of Commissioners hereby adopts the attached Fund Balance Policy.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS,  
THIS 3<sup>RD</sup> DAY OF MAY 2012.**

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**Unified Government Clerk**



# Staff Request for Commission Action

Tracking No. 120101

Revised  
 On Going

**Type:** Standard

**Committee:** Economic Development and Finance Committee

Date of Standing Committee Action: 4/30/2012

(If none, please explain):

**Proposed for the following Full Commission Meeting Date:**

**Confirmed Date:** 5/3/2012

5/3/2012

**Changes Recommended By Standing Committee (New Action Form required with signatures)**

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Ref:</u>	<u>Department / Division:</u>
4/24/2012	Reginald Lindsey	913.573.5292	rlindsey@wycokck.org		Finance/Budget

**Item Description:**

The Fire Department has been selected to receive a 50% grant for needed new fire apparatus, however the required match exceeds the amount currently allocated to the departments CMIP budget to purchase such equipment.

- Addition to the 2012 CMIP authorizing the purchase of Fire Department Apparatus: Air & Lights/MCI/Rehab Unit that cost \$424,000 with 50% grant funding.
- Approval of budget revision in the amount of \$106,000 for local match requirement.

**Action Requested:**

Approval from governing body or direction on how to proceed.

Publication Required

**Budget Impact: (if applicable)**

Amount: \$ 106,000

Source:

Included In Budget Currently \$106,000 for local match in budget. Additional \$106,000 required.

Other (explain)

		<input type="checkbox"/> File Attachment	<input type="checkbox"/> File Attachment
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John Paul Jones  
Fire Chief

## KANSAS CITY, KANSAS FIRE DEPARTMENT

DIVISION OF ADMINISTRATION  
Fire Headquarters Building  
815 North 6<sup>th</sup> Street  
Kansas City, Kansas 66101



Phone: 573-5550  
Fax: 342-9610

### □ MEMORANDUM □

**TO:** Lew Levin, CFO  
**FROM:** John Paul Jones, Fire Chief  
**DATE:** April 16, 2012  
**SUBJECT:** Grant Funded Apparatus Purchase

### **GRANT AWARD PROPOSAL DOCUMENT (2012)**

The Kansas City Kansas Fire Department has been given the opportunity to take advantage of a significant Grant distribution through the Department of Homeland Security as allocated through the Wyandotte County Department of Emergency Management. This funding mechanism would allow the Fire Department to purchase a much needed piece of Fire Department apparatus. This piece of apparatus known as an **Air and Lights/MCI/Rehab Unit** will have the capability of providing for:

- 1) The needs of a Mass Casualty Incident where a prescribed cache of equipment and supplies can be brought to bear at an incident scene.
- 2) The filling of Self Contained Breathing Apparatus (SCBA) bottles either from the cascade system and/or the capability of generating air from the ambient environment while on the scene of a fire, Hazardous materials incident, mass casualty incident, etc.
- 3) Have the capability of providing for powerful mobile and versatile scene lighting for the vast array of possible incidents that would require a mobile light source that will allow for better scene management in a safer environment in incidents that do not have the advantage of sunlight as a primary light source.
- 4) The increased ability to conduct rehabilitation measures for Fire Department personnel as prescribed through NFPA guidelines and recommendations.

This unit will replace the existing outdated Mobile Air Cascade Unit that is currently in service and scheduled for replacement.

The outdated unit that is currently in service at station #10, does not have adequate mobile lighting, MCI response capability or REHAB response capability needed to better achieve compliance with NFPA guidelines. This unit would go into service immediately and would remain a vital piece of equipment and give the Fire Department increased capability in achieving the most efficient use of equipment and personnel for day to day operations.

It is difficult to predict when grant funding may be made available. The Fire Department has throughout the last several budget processes, discussed with the budget office the need to be able to use funding from the previous year and put it toward grant funded purchases in the following year to coincide with the grant funding when it was actually made available.

The Fire Department is requesting the ability to use the budgeted amounts for grant funding in the following manner:

Use of Homeland Security funding as programmed, approximately...	<b>\$200,000</b>
Budgeted amount to be used toward grant funding opportunity, 2011...	<b>\$106,000</b>
<u>Budgeted amount to be used toward grant funding opportunity, 2012...</u>	<u><b>\$106,000</b></u>
Total amount needed to purchase multi-purpose apparatus unit...	<b>\$412,000</b>

*Note: The window of opportunity for this project is very narrow and therefore the timeline for the completion of this proposed apparatus purchase is approximately 30 days from the date of this document. Your prompt consideration and attention to this matter would be greatly appreciated.*

**Unified Government of Wyandotte County/Kansas City, Kansas  
Budget Revision – Approval Form  
For Revisions \$10,000 or Greater**

Today's Date:	4/18/12	Dept Contact:	Chief John Paul Jones
Department/Division:	Fire	Phone #:	573-5550
Description/Title:		Budget Analyst:	Judi Her
CMIP # (if assigned):	None	Phone #:	573-5278
Account Distribution:	110-31-0001-5411	Amount Needed:	106,000
		Date Needed by:	

Revision Request Type: **New CMIP** [I.e. Emergency Repair, Non-Personnel Expense, Change to existing CMIP, New CMIP]  
(Circle One)

Department Funds Available:	Notes:
Amount <u>\$106,000</u> ACD _____	
Amount _____ ACD _____	
Amount _____ ACD _____	
Amount _____ ACD _____	
Other Funding needed: Yes No Amount: \$	

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Detail Description:**  
The Fire Department has been given the opportunity to take advantage of a significant grant distribution through the Department of Homeland Security as allocated through the Wyandotte County Department of Emergency Management. This funding would allow the Fire Department to purchase a much needed piece of Fire apparatus known as an Air and Lights/MCI/Rehab Unit to replace the existing outdated Mobile Air Cascade Unit. The total amount needed is \$412,000 and the grant distribution is approximately \$200,000. The Fire Department is requesting the ability to use the Fire Equipment Grant Match budget of \$106,000 from 2011 that was not used as well as the \$106,000 from 2012 to put toward this purchase.

- Below are three scenarios for funding this request:**
- Budget can be taken from the City General Fund Contingency which has a balance of \$124K.
  - Budget can be taken from the Dedicated Sales Tax Fund which has an estimated unaudited 2011 fund balance of \$735K. Budget can initially be moved from a line item that does need use funds until 4<sup>th</sup> quarter of 2012 and then balance can be restored during the 2012 Amended Budget process from the estimated \$735K fund balance.
  - Budget can be taken from a combination of the above two scenarios.

**STAFF RECOMMENDS OPTION 2**

*For Budget Use Only:*

Funding Source:	Notes:
Debt _____ Operating _____	
Lease Finance _____ Other _____	

Budget Signature:	Date:
Completed by Analyst: Judi Her	Date: 4/18/12
Approved By: _____ County Administration	Date:
Denied By: _____ County Administration	Date: