

## RESOLUTION 12-05

### A RESOLUTION OF THE CITY COUNCIL ADOPTING THE BUDGET FOR THE CITY OF NORMANDY FOR THE FISCAL YEAR OF OCTOBER 1, 2012 THROUGH SEPTEMBER 30, 2013

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:

#### Section One.

The City Council hereby adopts the attached Exhibit A as the official Operating Budget for the City of Normandy for the Fiscal Year beginning October 1, 2012 and ending September 30, 2013. Said Exhibit A is incorporated as a part of this Resolution as if fully set out herein.

#### Section Two.

The following amounts are hereby appropriated in summary form as appropriations in the General Fund for the operating departments of the City of Normandy for the Fiscal Year of October 1, 2012 through September 30, 2013.

|                       |                    |
|-----------------------|--------------------|
| Administration        | \$ 247,737         |
| City Hall             | \$ 151,202         |
| Protective Inspection | \$ 156,658         |
| Legal                 | \$ 144,513         |
| Police                | \$1,787,096        |
| Streets               | \$ 408,046         |
| Parks                 | \$ 52,560          |
| <b>TOTAL</b>          | <b>\$2,947,812</b> |

#### Section Three.

The following amounts are hereby appropriated in summary form as appropriations in the Capital Improvement Fund of the City of Normandy for the Fiscal Year of October 1, 2012 through September 30, 2013.

|                        |                  |
|------------------------|------------------|
| Capital- Police        | \$109,000        |
| Capital-Streets        | \$ 21,406        |
| Capital-Administration | \$ 52,500        |
| Capital-City Hall      | \$ 15,000        |
| Capital-Park           | \$ 98,000        |
| <b>TOTAL</b>           | <b>\$295,906</b> |

Section Four.

The following amounts are hereby appropriated in summary form as appropriations in the Sewer Lateral Fund of the City of Normandy for the Fiscal Year of October 1, 2012 through September 30, 2013.

|               |                 |
|---------------|-----------------|
| Sewer Lateral | \$25,000        |
| <b>TOTAL</b>  | <b>\$25,000</b> |

Section Five.

The following amounts are hereby appropriated in summary form as appropriations in the Sanitation Fund of the City of Normandy for the Fiscal Year of October 1, 2012 through September 30, 2013.

|                      |                  |
|----------------------|------------------|
| Sanitation Operating | \$261,433        |
| <b>TOTAL</b>         | <b>\$261,433</b> |

Section Six.

The following amounts are hereby appropriated in summary form as appropriations in the Parks and Stormwater Fund of the City of Normandy for the Fiscal Year of October 1, 2012 through September 30, 2013.

|                                |                 |
|--------------------------------|-----------------|
| Parks and Stormwater Operating | \$52,560        |
| <b>TOTAL</b>                   | <b>\$52,560</b> |

Section Seven.

The following amounts are hereby appropriated in summary form as appropriations in the Economic Development Sales Tax Fund of the City of Normandy for the Fiscal Year of October 1, 2012 through September 30, 2013.

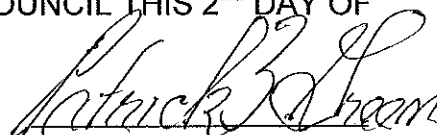
|  |                 |
|--|-----------------|
| Economic Development Sales Tax Operating | \$74,000        |
| <b>TOTAL</b>                             | <b>\$74,000</b> |

Section Eight.

The following amounts are hereby appropriated in summary form as appropriations in the Tax Increment Financing Fund of the City of Normandy for the Fiscal Year of October 1, 2012 through September 30, 2013.

|                                   |                 |
|-----------------------------------|-----------------|
| Tax Increment Financing Operating | \$85,000        |
| <b>TOTAL</b>                      | <b>\$85,000</b> |

PASSED AND APPROVED BY THE CITY COUNCIL THIS 2<sup>nd</sup> DAY OF OCTOBER 2012.

  
Patrick Green-Mayor

Attest:

  
Pam Rogers, MMCMPCC

Official Seal

# BUDGET SUMMARY FY 2012-13

| ACCOUNT:                               | GENERAL FUND       | SANITATION COLLECTION FUND | CAPITAL IMPROVEMENT FUND | SEWER LATERAL FUND | PARKS & STORM WATER FUND | ECON. DEVELOPMENT SALES TAX | TIF FUND        | TOTAL                                |
|--|--------------------|----------------------------|--------------------------|--------------------|--------------------------|-----------------------------|-----------------|--------------------------------------|
| REVENUES                               |                    |                            |                          |                    |                          |                             |                 |                                      |
| Taxes/Fees                             | \$1,070,085        | \$220,000                  | \$65,000                 | \$33,000           | \$73,000                 | \$74,000                    | \$85,000        |                                      |
| Licenses & Permits                     | \$90,000           |                            |                          |                    |                          |                             |                 |                                      |
| Utility Taxes                          | \$865,000          |                            |                          |                    |                          |                             |                 |                                      |
| Municipal Court                        | \$900,000          |                            |                          |                    |                          |                             |                 |                                      |
| Contracts, Cell Tower                  |                    |                            |                          |                    |                          |                             |                 |                                      |
| Rents, Tow Releases,                   | \$215,000          | \$2,500                    | \$500                    | \$1,000            | \$500                    | \$300                       | \$500           |                                      |
| Misc.                                  |                    |                            |                          |                    |                          |                             |                 |                                      |
| <b>TOTAL</b>                           | <b>\$3,140,085</b> | <b>\$222,500</b>           | <b>\$65,500</b>          | <b>\$34,000</b>    | <b>\$73,500</b>          | <b>\$74,300</b>             | <b>\$85,500</b> | <b>\$3,695,385</b>                   |
| <b>EXPENDITURES</b>                    |                    |                            |                          |                    |                          |                             |                 |                                      |
| Administration                         | \$247,737          |                            |                          |                    |                          |                             |                 |                                      |
| City Hall                              | \$151,202          |                            | \$7,500                  |                    |                          |                             |                 |                                      |
| Protective Inspection                  | \$156,658          |                            | \$15,000                 |                    |                          |                             |                 |                                      |
| Police -- 4%                           | \$1,787,096        |                            | \$109,000                |                    |                          |                             |                 |                                      |
| Legal                                  | \$144,513          |                            |                          |                    |                          |                             |                 |                                      |
| Streets                                | \$408,046          |                            | \$21,406                 |                    |                          |                             |                 |                                      |
| Parks                                  | \$52,560           |                            |                          |                    | \$98,000                 |                             |                 |                                      |
| <b>TOTAL</b>                           | <b>\$2,947,812</b> | <b>\$261,433</b>           | <b>\$152,906</b>         | <b>\$25,000</b>    | <b>\$98,000</b>          | <b>\$74,000</b>             | <b>\$85,000</b> | <b>\$3,644,151</b>                   |
| <b>NET INCOME/(LOSS)</b>               | <b>\$192,273</b>   | <b>-\$38,933</b>           | <b>(\$87,406)</b>        | <b>\$9,000</b>     | <b>(\$24,500)</b>        | <b>\$300</b>                | <b>\$500</b>    | <b>\$51,234</b>                      |
| <b>PROJECTED FUND BALANCE 9/30/12:</b> |                    |                            |                          |                    |                          |                             |                 |                                      |
| General Fund                           | \$650,000          |                            |                          |                    |                          |                             |                 | \$1,000,000                          |
| Cap. Imp. Fund                         | \$200,000          |                            |                          |                    |                          |                             |                 | \$200,000                            |
| Sew Lateral Fund                       | \$20,000           |                            |                          |                    |                          |                             |                 | \$25,000                             |
| Sanitation Collection Fund             | \$168,231          |                            |                          |                    |                          |                             |                 | \$170,000                            |
| Parks & Storm Water Fund               | \$134,991          |                            |                          |                    |                          |                             |                 | \$150,000                            |
| Economic Development Fund              | \$177,133          |                            |                          |                    |                          |                             |                 | \$300,000                            |
| TIF Fund                               | \$200,000          |                            |                          |                    |                          |                             |                 | \$250,000                            |
| <b>PROJECTED FUND BALANCE 9/30/13</b>  |                    |                            |                          |                    |                          |                             |                 |                                      |
| General Fund                           |                    |                            |                          |                    |                          |                             |                 | \$1,000,000                          |
| Cap. Imp. Fund                         |                    |                            |                          |                    |                          |                             |                 | \$200,000                            |
| Sew Lateral Fund                       |                    |                            |                          |                    |                          |                             |                 | \$25,000                             |
| Sanitation Collection Fund             |                    |                            |                          |                    |                          |                             |                 | \$170,000                            |
| Parks & Storm Water Fund               |                    |                            |                          |                    |                          |                             |                 | \$150,000                            |
| Economic Development Fund              |                    |                            |                          |                    |                          |                             |                 | \$300,000                            |
| TIF Fund                               |                    |                            |                          |                    |                          |                             |                 | \$250,000                            |
|  |                    |                            |                          |                    |                          |                             |                 | **\$87,000 restricted funds required |

**DEPARTMENT: Administration**

**FUND: General**

**ACCOUNT: 100-100**

**PROGRAM DESCRIPTION:**

The head of the Administration department is the City Administrator, who is the Chief Administrative Officer of the City and is appointed by and serves at the pleasure of the Mayor and City Council. The City Administrator is the Chief Budget Officer, Personnel Coordinator, and Administrator of Council policy. The City Administrator is responsible for providing the Mayor and City Council with information; for directing City departments, programs, and projects; and for providing effective leadership and direction for coordinating the City's operations.

**OBJECTIVES:**

1. To coordinate and supervise all financial functions of the City.
2. To prepare and submit for Council approval the annual budget and annual audit.
3. To keep the Mayor and City Council informed of municipal matters.
4. To recruit personnel, process appointments, and propose updates and changes to the City's personnel code.
5. To oversee the City's unemployment, worker's compensation, retirement and insurance programs.
6. To coordinate and supervise all functions of the administrative staff of the City of Normandy.

**EXPENDITURES**

|                           | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>BUDGETED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| PERSONNEL                 | 198,578                   | 221,153                   | 154,690                   | \$228,444                   | \$179,912                   |
| SUPPLIES, SERVICES, MISC. | 21,061                    | 18,629                    | 15,315                    | \$15,200                    | \$15,325                    |
| CAPITAL                   | 0                         | 14,163                    | 3,000                     | \$52,500                    | \$52,500                    |
| <b>GRAND TOTAL</b>        | <b>\$219,639</b>          | <b>\$253,945</b>          | <b>\$173,005</b>          | <b>\$296,144</b>            | <b>\$247,737</b>            |
| MAYOR                     | 1                         | 1                         | 1                         | 1                           | 1                           |
| CITY COUNCIL              | 8                         | 8                         | 8                         | 8                           | 8                           |
| CITY ADMINISTRATOR/CLERK  | 1                         | 1                         | 1                         | 0.5                         | 1                           |
| CITY CLERK                | 1                         | 1                         | 1                         | 0.5                         | 0                           |
| DEPUTY CLERK              | 1/2                       | 1/2                       | 1/2                       | 0.5                         | 0                           |
| TREASURER                 | 1                         | 1                         | 1                         | 1                           | 1                           |
| ACCOUNTING CLERK          | 0                         | 0                         | 0                         | 0.5                         | 1                           |
| TOTAL DEPT. STAFF         | 12.5                      | 12.5                      | 12.5                      | 12                          | 12                          |

**DEPARTMENT: ADMINISTRATION**

**GENERAL FUND ACCOUNT #: 100100-**

| ACCOUNT#                  | ACCOUNT-TITLE                 | ACTUAL<br>2008-09 | ACTUAL<br>2009-10 | ACTUAL<br>2010-11 | BUDGETED         | PROPOSED         |
|---------------------------|-------------------------------|-------------------|-------------------|-------------------|------------------|------------------|
|                           |                               |                   |                   |                   | 2011-12          | 2012-13          |
| 501                       | Wages                         | 164,583           | 180,843           | 128,582           | 196,299          | 156,934          |
| 502                       | FICA Expense                  | 12,436            | 12,920            | 9,646             | 12,352           | 11,815           |
|                           | Section 125                   |                   | 0                 | 0                 | -3,019           | -2,543           |
| 503                       | Health                        | 15,000            | 23,063            | 9,324             | 14,364           | 9,576            |
|                           | Life Ins                      |                   |                   |                   |                  | 134              |
| 504                       | Pension Contribution          | 5,959             | 3,810             | 3,358             | 4,668            | 3,542            |
| 505                       | Worker's Compensation         | 600               | 517               | 3,780             | 3,780            | 455              |
| 506                       | Unemployment Insurance Claims |                   | 0                 | 0                 | 0                | 0                |
| <b>PERSONNEL SUBTOTAL</b> |                               | <b>\$198,578</b>  | <b>\$221,153</b>  | <b>\$154,690</b>  | <b>\$228,444</b> | <b>\$179,912</b> |

|  |                             |                 |                 |                 |                 |                 |
|--|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 510  | Dues & Subscriptions        | 4,681           | 4,461           | 4,380           | 4440            | 4440            |
| 511  | Training                    | 1,511           | 2,109           | 160             | 160             | 160             |
| 515  | Travel & Expense Allowances | 13,225          | 11,236          | 10,325          | 10000           | 9725            |
| 51   | Supplies & Equip            |                 | 6               |                 |                 |                 |
| 559  | Public Relations            |                 | 505             |                 |                 |                 |
| 560  | Miscellaneous Expense       | 1,643           | 312             | 450             | 600             | 1000            |
| <b>SUPPLIES, SERVICES, MISC., SUBTOTAL</b> |                             | <b>\$21,061</b> | <b>\$18,629</b> | <b>\$15,315</b> | <b>\$15,200</b> | <b>\$15,325</b> |

|                         |                   |            |                 |                |                  |                  |
|-------------------------|-------------------|------------|-----------------|----------------|------------------|------------------|
| 590                     | Capital Equipment | 0          | 14,163          | \$3,000        | 7500             | 7500             |
|                         | Capital Purchase  |            |                 |                | 45000            | 45000            |
| <b>CAPITAL SUBTOTAL</b> |                   | <b>\$0</b> | <b>\$14,163</b> | <b>\$3,000</b> | <b>\$ 52,500</b> | <b>\$ 52,500</b> |

**DEPARTMENT TOTAL                    \$219,639            \$253,945            \$173,005            \$296,144            \$247,737**

**BUDGET FC II - PERSONNEL SERVICES**  
**FISCAL YEAR: 2012-13**  
**DEPARTMENT: ADMINISTRATION**  
**FUND: GENERAL**  
**ACCT. GROUP: 10010050-**

| Employee                              | Title                     | Total Salary     | Salary with Merit Increase | Section 125 | Sec.125 Elective | Social Security | Health Insurance | Life STD&LTD | LAGERS Pension | Workers Comp. | Total            |
|---------------------------------------|---------------------------|------------------|----------------------------|-------------|------------------|-----------------|------------------|--------------|----------------|---------------|------------------|
| Green, Patrick                        | Mayor                     | 10,800           | 10,800                     | 0           | 0                | 826             | 0                | 0            | 0              | 31            | \$11,657         |
| Blakely, Kimberly                     | Councilperson             | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Evans, Tony                           | Councilperson             | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Futrell, Delrita                      | Councilperson             | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Wallace, Vincent                      | Councilperson             | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Beckmann, Mark                        | Councilperson             | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Ratliff, Erma                         | Councilperson             | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Reid, Bob                             | Councilperson             | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Moss, Walter                          | Councilperson             | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Frank, Ann                            | Treasurer                 | 3,000            | 3,000                      | 0           | 0                | 230             | 0                | 0            | 0              | 9             | \$3,239          |
| Booker, Latisha                       | Housing/Asst. Court Clerk | 27,040           | 28,122                     | 0           | 0                | 2,151           | 4,788            | 67           | 1,040          | 82            | \$36,249         |
| Rogers, Pam                           | City Admin/Clerk          | 67,612           | 67,612                     | 0           | -2,543           | 4,978           | 4,788            | 67           | 2,502          | 196           | \$82,511         |
| Vacant -- PT (no more than 30 hrs wk) | Finance Clerk             | 23,400           | 23,400                     | 0           | 0                | 1,790           | 0                | 0            | 0              | 68            | \$25,887         |
| <b>TOTALS BY COLUMN:</b>              |                           | <b>\$155,852</b> | <b>\$156,934</b>           | <b>\$0</b>  | <b>(\$2,543)</b> | <b>\$11,815</b> | <b>\$9,576</b>   | <b>\$134</b> | <b>\$3,542</b> | <b>\$455</b>  | <b>\$179,912</b> |

| <b>BUDGET WORK PAPER</b> |   |                 |
|--------------------------|---|-----------------|
| <b>DEPARTMENT:</b>       | <b>ADMINISTRATIVE</b>   |                 |
| <b>FUND:</b>             | <b>GENERAL</b>  |                 |
| <b>LINE ITEM</b>         |   | <b>ESTIM.</b>   |
| <b>REFERENCE #</b>       | <b>JUSTIFICATION FOR LINE ITEM</b>  | <b>COST</b>     |
| <b>510</b>               | <b>Dues &amp; Subsriptions-Funding for professional organizations &amp; periodicals</b> |                 |
|                          | <b>Kiwani's</b>   | \$100           |
|                          | <b>SLACMA-St. Louis Area City Manager's Association</b>                                 | \$50            |
|                          | <b>IIMC-International Institute for Municipal Clerk's</b>                               | \$150           |
|                          | <b>MOCCFOA-MO City Clerk's &amp; Finance Officer's Association</b>                      | \$40            |
|                          | <b>MOCCFOA-MO City Clerk's &amp; Fin. Officer's Assoc. (Eastern Division)</b>           | \$25            |
|                          | <b>GFOA-Government Finance Officer's Association</b>                                    | \$50            |
|                          | <b>MSC-Mayor's of Small Cities</b>  | \$100           |
|                          | <b>MML-Missouri Municipal League</b>  | \$750           |
|                          | <b>SLCML-St. Louis County Municipal League</b>  | \$2,500         |
|                          | <b>NCI-North County Incorporated</b>  | \$400           |
|                          | <b>North County Chamber of Commerce</b>   | \$275           |
|                          | <b>SUBTOTAL</b>   | <b>\$4,440</b>  |
| <b>511</b>               | <b>Training-Funding for local seminars &amp; training sessions</b>                      | \$160           |
|                          | <b>Pam -- CCFOA Lunches \$16 x 10</b>   |                 |
|                          | <b>SUBTOTAL</b>   | <b>\$160</b>    |
| <b>515</b>               | <b>Travel &amp; Expense Allowance-Expenses incurred for Professional</b>                | \$0             |
|                          | <b>Conferences and Monthly Travel Allowance for City Administrator</b>                  |                 |
|                          | <b>(\$400 per month)</b>  |                 |
|                          | <b>IIMC Annual Conference -- City Clerk</b>   | \$0             |
|                          | <b>MO Muni. League Conf.-Elected Officials, City Adm</b>                                | \$8,000         |
|                          | <b>Missouri City Manager's Winter Workshop-Columbia</b>                                 | \$0             |
|                          | <b>MO Muni. League Legislative Conf.-Elected Officials &amp;City Adm.</b>               | \$400           |
|                          | <b>Missouri City Clerk's Association Spring Conference-Columbia</b>                     | \$1,000         |
|                          | <b>Missouri City Manager's Spring Conference-Lake Ozark</b>                             | \$0             |
|                          | <b>MO Muni. League Newly Elected Officials Conf.-Jeff. City</b>                         | \$0             |
|                          | <b>Regional Clerks Conference--Kirkwood (Pam)</b>                                       | \$200           |
|                          | <b>ICMA Conference</b>  | \$0             |
|                          | <b>MOCCFOA Master Academy--Pam</b>  | \$125           |
|                          | <b>SUBTOTAL</b>   | <b>\$9,725</b>  |
|                          | <b>TOTAL</b>  | <b>\$14,325</b> |



| <b>BUDGET WORK PAPER</b> |   |                 |
|--------------------------|---|-----------------|
| <b>DEPARTMENT:</b>       | <b>ADMINISTRATIVE</b>   |                 |
| <b>FUND:</b>             | <b>GENERAL</b>  |                 |
| <b>LINE ITEM</b>         |   | <b>ESTIM.</b>   |
| <b>REFERENCE #</b>       | <b>JUSTIFICATION FOR LINE ITEM</b>  | <b>COST</b>     |
|                          |   |                 |
| <b>560</b>               | <b>Miscellaneous Expense</b> -Unforeseen expenses and employee relations<br>X-Mas bonus (\$100 per employee, 4 employees).<br>Unforeseen expenses that occur throughout the year. | \$1,000         |
|                          |   |                 |
| <b>590</b>               | Capital Equipment   | \$7,500         |
|                          |   |                 |
|                          | Purchase Sinclair building (Bermuda)  | \$45,000        |
|                          |   |                 |
|                          | <b>TOTAL</b>  | <b>\$53,500</b> |

| <b>BUDGET WORK PAPER</b> |  |                 |
|--------------------------|--|-----------------|
| <b>DEPARTMENT:</b>       | <b>ADMINISTRATIVE</b>  |                 |
| <b>FUND:</b>             | <b>GENERAL</b>   |                 |
| <b>LINE ITEM</b>         |  | <b>ESTIM.</b>   |
| <b>REFERENCE #</b>       | <b>JUSTIFICATION FOR LINE ITEM</b>   | <b>COST</b>     |
| <b>510</b>               | <b>Dues &amp; Subsriptions-Funding for professional organizations &amp; periodicals</b>  |                 |
|                          | <b>Kiwani's</b>  | \$100           |
|                          | <b>SLACMA-St. Louis Area City Manager's Association</b>  | \$50            |
|                          | <b>IIMC-International Institute for Municipal Clerk's</b>  | \$150           |
|                          | <b>MOCCFOA-MO City Clerk's &amp; Finance Officer's Association</b>   | \$40            |
|                          | <b>MOCCFOA-MO City Clerk's &amp; Fin. Officer's Assoc. (Eastern Division)</b>  | \$25            |
|                          | <b>GFOA-Government Finance Officer's Association</b>   | \$50            |
|                          | <b>MSC-Mayor's of Small Cities</b>   | \$100           |
|                          | <b>MML-Missouri Municipal League</b>   | \$750           |
|                          | <b>SLCML-St. Louis County Municipal League</b>   | \$2,500         |
|                          | <b>NCI-North County Incorporated</b>   | \$400           |
|                          | <b>North County Chamber of Commerce</b>  | \$275           |
|                          | <b>SUBTOTAL</b>  | <b>\$4,440</b>  |
| <b>511</b>               | <b>Training-Funding for local seminars &amp; training sessions</b>   | \$160           |
|                          | <b>Pam -- CCFOA Lunches \$16 x 10</b>  |                 |
|                          | <b>SUBTOTAL</b>  | <b>\$160</b>    |
| <b>515</b>               | <b>Travel &amp; Expense Allowance-Expenses incurred for Professional Conferences and Monthly Travel Allowance for City Administrator (\$400 per month)</b> | \$0             |
|                          | <b>IIMC Annual Conference -- City Clerk</b>  | \$0             |
|                          | <b>MO Muni. League Conf.-Elected Officials, City Adm</b>   | \$8,000         |
|                          | <b>Missouri City Manager's Winter Workshop-Columbia</b>  | \$0             |
|                          | <b>MO Muni. League Legislative Conf.-Elected Officials &amp; City Adm.</b>   | \$400           |
|                          | <b>Missouri City Clerk's Association Spring Conference-Columbia</b>  | \$1,000         |
|                          | <b>Missouri City Manager's Spring Conference-Lake Ozark</b>  | \$0             |
|                          | <b>MO Muni. League Newly Elected Officials Conf.-Jeff. City</b>  | \$0             |
|                          | <b>Regional Clerks Conference--Kirkwood (Pam)</b>  | \$200           |
|                          | <b>ICMA Conference</b>   | \$0             |
|                          | <b>MOCCFOA Master Academy--Pam</b>   | \$125           |
|                          | <b>SUBTOTAL</b>  | <b>\$9,725</b>  |
|                          | <b>TOTAL</b>   | <b>\$14,325</b> |

| <b>BUDGET WORK PAPER</b> |   |                 |
|--------------------------|---|-----------------|
| <b>DEPARTMENT:</b>       | <b>ADMINISTRATIVE</b>   |                 |
| <b>FUND:</b>             | <b>GENERAL</b>  |                 |
| <b>LINE ITEM</b>         |   | <b>ESTIM.</b>   |
| <b>REFERENCE #</b>       | <b>JUSTIFICATION FOR LINE ITEM</b>  | <b>COST</b>     |
| <b>560</b>               | <b>Miscellaneous Expense</b> -Unforeseen expenses and employee relations<br>X-Mas bonus (\$100 per employee, 4 employees).<br>Unforeseen expenses that occur throughout the year. | \$1,000         |
| <b>590</b>               | Capital Equipment   | \$7,500         |
|                          | Purchase Sinclair building (Bermuda)  | \$45,000        |
|                          | <b>TOTAL</b>  | <b>\$53,500</b> |

**DEPARTMENT: City Hall**

**FUND: General**

**ACCOUNT: 100-200**

**PROGRAM DESCRIPTION:**

The Nonallocated-City Hall department includes expenditures that are primarily for the day to day operation of City Hall. All of the costs associated with having professional services such as accounting, the annual audit, engineering, and computer information services are expended from this department.

Other expenses associated with this department include costs in maintaining the building, liability insurance, equipment rental and maintenance, postage, printing, duplicating, election expenses, public relations, and Cable T.V. regulation

**OBJECTIVES:**

1. Provide professional services to the city on a contractual basis to assure it is being run properly.
2. Operate City Hall in a safe and efficient manner to benefit citizens and employees alike.
3. To conduct the duties associated with keeping residents informed and granting them the right to vote.

**EXPENDITURES**

|                           | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>BUDGETED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| PERSONNEL                 | \$0                       | \$0                       | \$0                       | \$0                         | \$0                         |
| SUPPLIES, SERVICES, MISC. | \$149,050                 | \$190,566                 | \$162,363                 | \$114,840                   | \$136,202                   |
| CAPITAL                   |                           | \$0                       | \$0                       | \$17,000                    | \$15,000                    |
| <b>GRAND TOTAL</b>        | <b>\$149,050</b>          | <b>\$190,566</b>          | <b>\$162,363</b>          | <b>\$131,840</b>            | <b>\$151,202</b>            |
| PART-TIME CLERK           | 0                         | 0                         |                           |                             |                             |
| PART-TIME MAINTENANCE     | 0                         | 0                         |                           |                             |                             |
| <b>TOTAL DEPT. STAFF</b>  | <b>0</b>                  | <b>0</b>                  |                           |                             |                             |

| <b>DEPARTMENT: CITY HALL</b>               |                            |                           |                           |                             |                             |                             |
|--|----------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>GENERAL FUND ACCOUNT #:</b>             |                            |                           |                           |                             |                             |                             |
| <b>ACCOUNT #</b>                           | <b>ACCOUNT-TITLE</b>       | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>BUDGETED<br/>2010-11</b> | <b>BUDGETED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
| 1101                                       | Wages                      | \$0                       | -\$196                    | \$0                         | \$0                         | \$0                         |
| 1102                                       | FICA Expense               | \$0                       | \$0                       | \$0                         | \$0                         | \$0                         |
| 1103                                       | Health Ins                 |                           | -\$356                    |                             |                             |                             |
| 1105                                       | Worker's Compensation      | \$0                       | -\$496                    | \$0                         | \$0                         | \$0                         |
| 1106                                       | Unemployment Comp          | \$0                       | \$0                       | \$0                         | \$0                         | \$0                         |
| <b>PERSONNEL SUBTOTAL</b>                  |                            | <b>\$0</b>                | <b>-\$1,048</b>           | <b>\$0</b>                  | <b>\$0</b>                  | <b>\$0</b>                  |
| 1113                                       | Professional Services      | \$40,941                  | \$48,550                  | \$29,962                    | \$30,300                    | \$47,662                    |
| 1114                                       | Legal & Acctg Fees         |                           | \$4,022                   |                             |                             |                             |
| 1120                                       | Uniforms                   | \$353                     | \$98                      | \$500                       | \$500                       | \$0                         |
| 1135                                       | Telephone & Utilities      | \$22,458                  | \$28,321                  | \$25,040                    | \$25,040                    | \$25,040                    |
| 1140                                       | Legal Advertising Expenses | \$371                     | \$447                     | \$1,500                     | \$1,500                     | \$1,500                     |
| 1141                                       | Office Supplies            | \$5,846                   | \$9,778                   | \$6,000                     | \$7,500                     | \$10,000                    |
| 1142                                       | Printing & Duplicating     | \$1,339                   | \$3,554                   | \$3,000                     | \$3,000                     | \$6,000                     |
| 1144                                       | Postage                    | \$1,157                   | \$3,690                   | \$4,000                     | \$4,000                     | \$4,500                     |
| 1145                                       | Election Expense           | \$1,933                   | \$1,219                   | \$1,500                     | \$1,500                     | \$1,500                     |
| 1147                                       | Housekeeping Supplies      | \$637                     | \$1,067                   | \$900                       | \$1,500                     | \$2,000                     |
| 1149                                       | Liability Insurance        | \$55,002                  | \$26,518                  | \$66,000                    | \$7,000                     | \$7,000                     |
| 1159                                       | Public Relations           | \$84                      | \$1,076                   | \$2,250                     | \$7,500                     | \$8,000                     |
| 1160                                       | Miscellaneous Expense      | \$2,785                   | \$17,185                  | \$1,300                     | \$3,000                     | \$3,000                     |
| 1180                                       | Equipment Maintenance      | \$399                     | \$99                      | \$1,180                     | \$2,000                     | \$2,000                     |
| 1182                                       | Equipment & Land Rental    | \$6,886                   | \$10,171                  | \$10,231                    | \$9,500                     | \$9,500                     |
| 1183                                       | Building & Grounds Maint.  | \$8,857                   | \$21,525                  | \$9,000                     | \$11,000                    | \$8,500                     |
| 1190                                       | Equipment                  |                           | \$4,391                   |                             |                             |                             |
| <b>SUPPLIES, SERVICES, MISC., SUBTOTAL</b> |                            | <b>\$149,050</b>          | <b>\$181,711</b>          | <b>\$162,363</b>            | <b>\$114,840</b>            | <b>\$136,202</b>            |
| 1190                                       | <b>Capital Equipment</b>   | <b>\$0</b>                | <b>\$0</b>                | <b>0</b>                    | <b>\$12,000</b>             | <b>\$0</b>                  |
|  | Capital Purchase           |                           |                           |                             | \$5,000                     | \$15,000                    |
| <b>DEPARTMENT TOTAL</b>                    |                            | <b>\$149,050</b>          | <b>\$181,711</b>          | <b>\$162,363</b>            | <b>\$131,840</b>            | <b>\$151,202</b>            |

| <b>BUDGET WORK PAPER</b> |   |          |                  |
|--------------------------|---|----------|------------------|
| <b>DEPARTMENT:</b>       | <b>CITY HALL</b>  |          |                  |
| <b>FUND:</b>             | <b>GENERAL</b>  |          |                  |
| <b>LINE ITEM</b>         |   |          | <b>ESTIM.</b>    |
| <b>REFERENCE #</b>       | <b>JUSTIFICATION FOR LINE ITEM</b>  |          | <b>COST</b>      |
| <b>1113</b>              | <b>Professional Services</b> -Services that require specific technical expertise.<br>Annual Audit conducted by Hochschild, Bloom & Company  | 12,000   |                  |
|                          | Financial advice and technical assistance provided by Hochschild, Bloom.  | inc      |                  |
|                          | Payroll & HR Services (\$100 avg. per month)  | 4,800    |                  |
|                          | REJIS-Information Technology Support Service, Works Mgmt., and support  | 21,000   |                  |
|                          | Basic Internet Access for employee's  | 1,500    |                  |
|                          | Electronic mailboxes for approximately 26 employees   | 180      |                  |
|                          | MTE (fees for accepting credit & debit cards)   | 2,800    |                  |
|                          | Beneflex -- Annual administration fee \$4.50 per employee(33) per month (12)  | 1,782    |                  |
|                          | Garda   | 3,600    |                  |
|                          | <b>SUBTOTAL</b>   |          | <b>\$47,662</b>  |
| <b>1121</b>              | <b>Uniforms</b> -- Lori, & Tish (\$250-\$300 each for Polos and Pants)  |          | <b>\$0</b>       |
| <b>1135</b>              | <b>Telephone &amp; Utilities</b> -Telephone, Electric, Water, Gas and Sewer for operational purposes<br>Nuvox City Hall, Public Works \$566 mthly.avg.  | 7,200    |                  |
|                          | AmerenUE: for City Hall, PW, Hoelzel Park, Kirkland light on Flag; monthly avg. \$920   | 11,000   |                  |
|                          | Missouri American Water: for City Hall, Public Works,   | 3,300    |                  |
|                          | Laclede Gas: for Public Works Building,   | 600      |                  |
|                          | Metropolitan Sewer District: for City Hall and Hoelzel Park, PW on Septic,  | 840      |                  |
|                          | Ideacom: Annual telephone system maintenance contract \$2,100   | 2,100    |                  |
|                          | <b>SUBTOTAL</b>   |          | <b>\$25,040</b>  |
| <b>1140</b>              | <b>Legal Advertising Expenses</b> -Advertising in local newspapers for Public Hearings, Requests for Bids, Job Openings, ALL DEPARTMENTS  |          | <b>\$1,500</b>   |
| <b>1141</b>              | <b>Office Supplies</b> -Provide Office supplies for ALL DEPARTMENTS such as pens, pencils, paper, business cards, envelopes, file folders, paperclips, notepads, disks, etc.  |          | <b>\$10,000</b>  |
| <b>1142</b>              | <b>Printing &amp; Duplicating</b> -Covers the cost of codification, printing of budget, printing of business cards and various other city documents, newsletters,etc...   |          | <b>\$6,000</b>   |
| <b>1144</b>              | <b>Postage</b> -Provides postage for all City mailings such as meter replenishment, bulk mailing fee, sanitation billing, package mailing, newsletter.  |          | <b>\$4,500</b>   |
| <b>1145</b>              | <b>Election Expense</b> -Covers expense for elections to be held in April, June, August, and November (approximately \$1,200 per election).   |          | <b>\$1,500</b>   |
| <b>1147</b>              | <b>Housekeeping Supplies</b> -Provides supplies for the cleaning of City Hall such toilet paper, paper towels, floor wax, hand soap, window cleaner, mop heads, brooms, trash bags, (average of \$75.00 per month) etc...   |          | <b>\$2,000</b>   |
| <b>1149</b>              | <b>Liability Insurance</b> -Insurance coverage for all city operations including Public Official Liability, General Liability, Police Liability, Auto Insurance, Property Coverage, Notary and Surety Bonds, Property Coverage City Hall Commercial Crime Coverage. |          | <b>\$7,000</b>   |
| <b>1159</b>              | <b>Public Relations</b> -Funding for newsletter (\$1000 qtr.)& special events. City Picnic, Natl. Night Out, City Hall Open House, Flowers for Funerals, Plaques, Pictures, Council Shirts, X-Mas Bonus.  |          | <b>\$8,000</b>   |
| <b>1160</b>              | <b>Miscellaneous Expense</b> -Coffee, Newspaper, & other unforeseen expenses  |          | <b>\$3,000</b>   |
| <b>1180</b>              | <b>Equipment Maintenance</b> -Covers miscl. office equipment repairs (ie.typewriter).   |          | <b>\$2,000</b>   |
| <b>1182</b>              | <b>Equipment &amp; Land Rental</b> -Covers rental and maintenance fees for the Hasler Postage meter , and IKON Copier, POS Equipment  |          | <b>\$9,500</b>   |
| <b>1183</b>              | <b>Building &amp; Grounds Maintenance</b> -Covers expense for Janitorial service to clean City Hall Monday-Friday (\$400 per month).<br>Heating & Air Conditioning Maintenance.<br>Blue Chip services (\$42 per month) (\$150 for exterior per year)                |          | <b>\$8,500</b>   |
| <b>1190</b>              | <b>Equipment City Hall</b> -- covers expense for new equipment purchases  | 15,000   |                  |
|                          | Purchase City Hall -- new desks   | \$10,000 |                  |
|                          | Purchase City Hall -- new computers   | \$5,000  |                  |
|                          | <b>TOTAL</b>  |          | <b>\$151,202</b> |

**DEPARTMENT: Protective Inspection**

**FUND: GENERAL**

**ACCOUNT: 100-300**

**PROGRAM DESCRIPTION:**

The Protective Inspection Department is responsible for building code compliance for all new construction, renovation, property inspections and property maintenance code inspections for all properties.

**OBJECTIVES:**

1. To ensure all building construction and renovation is done in compliance with City codes.
2. To ensure the retention of property values through effective and fair code enforcement.

**EXPENDITURES**

|                              | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>BUDGETED<br/>2010-11</b> | <b>PROPOSED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
|------------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------|
| PERSONNEL                    | \$14,399                  | \$7,888                   | \$27,838                    | \$64,214                    | \$68,958                    |
| SUPPLIES, SERVICES           | \$681                     | \$28,727                  | \$21,350                    | \$60,100                    | \$87,700                    |
| CAPITAL                      | \$0                       |                           |                             |                             |                             |
| <b>GRAND TOTAL</b>           | <b>\$15,080</b>           | <b>\$36,615</b>           | <b>\$49,188</b>             | <b>\$122,216</b>            | <b>\$156,658</b>            |
| PART TIME INSPECTION         | 0                         | 0                         | 0.5                         | 2                           | 2                           |
| CODE ENFORCEMENT OFFICER     |                           |                           |                             | 0.5                         | 1                           |
| <b>TOTAL DEPT. PERSONNEL</b> | <b>0</b>                  | <b>0</b>                  | <b>0.5</b>                  | <b>2.5</b>                  | <b>3</b>                    |

**DEPARTMENT: Protective Inspection**

**GENERAL FUND , 100300-**

| ACCOUNT                | COUNT-TIT        | ACTUAL<br>2008-09 | ACTUAL<br>2009-10 | ACTUAL<br>2010-11 | BUDGETED<br>2011-12 | PROPOSED<br>2012-13 |
|------------------------|------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| 1001                   | Wages            | \$14,171          | 7,138             | \$24,646          | \$50,771            | \$55,000            |
| 1002                   | FICA Expe        | \$0               | 535               | \$1,885           | \$3,884             | \$4,208             |
| 1005                   | Worker's C       | \$228             | 215               | \$765             | \$2,031             | \$2,577             |
|                        | Health Insurance |                   |                   |                   | \$3,805             | \$4,796             |
|                        | Life Ins         |                   |                   |                   |                     | \$67                |
| 1004                   | Pension          |                   | 0                 | \$542             | \$1,625             | \$2,310             |
| <b>PERSONNEL SUBTC</b> |                  | <b>\$14,399</b>   | <b>\$7,888</b>    | <b>\$27,838</b>   | <b>\$62,116</b>     | <b>\$68,958</b>     |

|                          |            |                 |                 |                 |                  |                  |
|--------------------------|------------|-----------------|-----------------|-----------------|------------------|------------------|
| 1010                     | Dues & Su  | 0               | 0               | 0               | 0                | \$100            |
| 1011                     | Training   | 0               | 34              | 0               | 0                | \$1,000          |
| 1013                     | Profession | 0               | 31,066          | 20000           | 25000            | \$50,000         |
| 1035                     | Telephone  | \$0             | 69              | 0               | 0                | \$0              |
| 1041                     | Supplies & | \$657           | 225             | 500             | 0                | \$1,500          |
| 1059                     | Nuisance A | \$24            | (2,667)         | 750             | 35000            | \$35,000         |
| 1060                     | Miscellane | \$0             | 0               | 100             | 100              | \$100            |
| <b>SUPPLIES, SERVICE</b> |            | <b>\$681</b>    | <b>\$28,727</b> | <b>21350</b>    | <b>60100</b>     | <b>\$87,700</b>  |
| 1090                     | Capital Eq | 0               | 0               | 0               | 0                | 0                |
| <b>DEPARTMENT</b>        |            | <b>\$15,080</b> | <b>\$36,615</b> | <b>\$49,188</b> | <b>\$122,216</b> | <b>\$156,658</b> |



| <b>BUDGET WORK PAPER</b> |   |                 |
|--------------------------|---|-----------------|
| <b>DEPARTMENT:</b>       | <b>PROTECTIVE INSPECTION</b>  |                 |
| <b>FUND:</b>             | <b>GENERAL</b>  |                 |
| <b>LINE ITEM</b>         |   | <b>ESTIM.</b>   |
| <b>REFERENCE #</b>       | <b>JUSTIFICATION FOR LINE ITEM</b>  | <b>COST</b>     |
| 1010                     | <b>Dues &amp; Subscriptions</b>   | \$100           |
| 1011                     | <b>Training</b>   | \$1,000         |
| 1013                     | <b>Contracts - Inspectors</b>   | \$50,000        |
| 1035                     | <b>Telephone &amp; Utilities</b>  | \$0             |
| 1041                     | <b>Supplies</b> -digital camera, laser tape measure, ground test, misc. to laptop, printer, phone                                 | \$1,500         |
| 1059                     | <b>Nuisance Abatement</b> - Costs associated with boarding up properties, having Public Nuisance Hearings, filing of liens, etc.. | \$35,000        |
| 1060                     | <b>Miscellaneous Expense</b> - Any other unforeseen expense not accounted for at the present time.                                | \$100           |
|                          | <b>TOTAL</b>  | <b>\$87,700</b> |

**BUDGET FORM II - PERSONNEL SERVICES**  
**FISCAL YEAR 2012-13**  
**DEPARTMENT PROTECTIVE INSPECTION**  
**FUND: GENERAL**  
**ACC'T. GROUF 10020050-**

| <b>Employee</b>  | <b>Title</b>         | <b>Salary</b>   | <b>Salary with increase</b> | <b>Social Security</b> | <b>Health Insurance</b> | <b>Life Insurance</b> | <b>LAGERS Pension</b> | <b>Workers Comp</b> | <b>Total</b>    |
|------------------|----------------------|-----------------|-----------------------------|------------------------|-------------------------|-----------------------|-----------------------|---------------------|-----------------|
| V. Brinkmann     | Code Enforcement Sgt | \$50,771        | \$55,000                    | \$4,208                | \$4,796                 | \$67                  | \$2,310               | \$2,577             | \$68,958        |
|                  |                      |                 |                             |                        |                         |                       |                       |                     |                 |
|                  |                      |                 |                             |                        |                         |                       |                       |                     |                 |
| <b>TOTALS BY</b> |                      | <b>\$50,771</b> | <b>\$55,000</b>             | <b>\$4,208</b>         | <b>\$4,796</b>          | <b>\$67</b>           | <b>\$2,310</b>        | <b>\$2,577</b>      | <b>\$68,958</b> |

DEPARTMENT: POLICE  
 FUND: GENERAL  
 ACCOUNT:  
 PROGRAM DESCRIPTION:

The Police Department is responsible for all law enforcement and crime prevention activities within the City of Normandy. In addition to daily patrol activities, the Police Department conducts crime investigations and assists with residential and business crime prevention programs.

**OBJECTIVES:**

1. To respond to all emergency and non-emergency calls for service.
2. To provide the orderly and safe flow of traffic throughout the City.
3. To reduce and suppress crime through public awareness and prevention.
4. To provide for the detention and care of prisoners.
5. To support projects involving drug and alcohol awareness and child abuse prevention.
6. To improve professional public safety skills.
7. To enforce city ordinances.

**EXPENDITURES**

|                           | ACTUAL<br>2008-09  | ACTUAL<br>2009-10  | ACTUAL<br>2010-11  | PROPOSED<br>2011-12 | PROPOSED<br>2012-13 |
|---------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| PERSONNEL SERVICES        | \$1,244,201        | 1,194,597          | \$1,278,029        | \$1,304,564         | \$1,574,866         |
| SUPPLIES, SERVICES, MISC. | \$179,913          | 169,533            | \$186,858          | \$199,860           | \$212,230           |
| <b>GRAND TOTAL</b>        | <b>\$1,424,114</b> | <b>\$1,364,130</b> | <b>\$1,464,887</b> | <b>\$1,504,424</b>  | <b>\$1,787,096</b>  |
| CHIEF OF POLICE           | 1                  | 1                  | 1                  | 1                   | 1                   |
| COMMANDER/MAJOR           | 0                  | 1                  | 1                  | 1                   | 1                   |
| LIEUTENANT                | 1                  | 1                  | 2                  | 2                   | 2                   |
| SERGEANTS                 | 5                  | 4                  | 1                  | 2                   | 2                   |
| POLICE OFFICERS           | 14                 | 14                 | 14                 | 14                  | 14                  |
| POLICE CLERK              | 0.5                | 0.5                | 1.5                | 1.5                 | 2.5                 |
| CROSSING GUARDS           | 2                  | 2                  | 2                  | 2                   | 2                   |
| CANINE                    | 2                  | 2                  | 2                  | 2                   | 2                   |
| <b>TOTAL DEPT. STAFF</b>  | <b>25.5</b>        | <b>25.5</b>        | <b>24.5</b>        | <b>25.5</b>         | <b>26.5</b>         |

DEPARTMENT: **POLICE**

GENERAL FUND ACCOUNT #: **100400-**

| ACCOUNT #                 | ACCOUNT-TITLE         | ACTUAL<br>2008-09  | ACTUAL<br>2009-10  | ACTUAL<br>2010-11  | PROPOSED<br>2011-12 | PROPOSED<br>2012-13 |
|---------------------------|-----------------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| 601                       | Wages                 | \$963,737          | \$915,855          | \$968,032          | \$997,005           | \$1,189,175         |
| 602                       | FICA Expense          | \$71,911           | \$72,672           | \$72,568           | \$75,187            | \$87,440            |
| 603                       | Health Insurance      | \$145,072          | \$148,795          | \$151,274          | \$144,708           | \$193,133           |
|                           | Section 125           |                    | \$0                | -\$33,598          | -\$16,662           | -\$33,598           |
| 603A                      | Life, STD, & LTD      |                    |                    | \$4,609            | \$1,541             | \$1,809             |
| 604                       | Pension Contribution  | \$3,820            | \$10,783           | \$21,827           | \$31,732            | \$50,832            |
| 605                       | Worker's Compensation | \$35,916           | \$25,928           | \$30,423           | \$35,916            | \$30,423            |
| 606                       | Unemployment          | \$0                | \$0                | \$0                | \$0                 | \$0                 |
| 607                       | Overtime              | \$1,000            | (\$3,593)          | \$49,104           | \$42,000            | \$22,000            |
| 608                       | Holiday Pay           | \$22,745           | \$24,157           | \$27,266           | \$26,833            | \$33,651            |
| <b>PERSONNEL SUBTOTAL</b> |                       | <b>\$1,244,201</b> | <b>\$1,194,597</b> | <b>\$1,291,505</b> | <b>\$1,304,564</b>  | <b>\$1,574,866</b>  |

|                                      |                       |                    |                    |                    |                    |                    |
|--------------------------------------|-----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 610                                  | Dues & Subscriptions  | \$616              | \$840              | \$866              | \$1,160            | \$1,160            |
| 611                                  | Training              | \$7,879            | \$7,500            | \$3,516            | \$7,500            | \$7,650            |
| 613                                  | Professional Services | \$657              | \$1,000            | \$989              | \$3,220            | \$3,300            |
| 615                                  | Travel & Expense      | \$611              | \$1,500            | \$850              | \$2,000            | \$1,500            |
| 616                                  | Contracted Services   | \$70,670           | \$65,875           | \$57,006           | \$73,900           | \$78,864           |
| 617                                  | Uniform Equipment     | \$7,563            | \$12,500           | \$12,635           | \$11,300           | \$11,900           |
| 625                                  | Vehicle Expense       | \$94,578           | \$60,000           | \$76,990           | \$78,300           | \$84,250           |
| 635                                  | Telephone & Utilities | \$7,463            | \$6,000            | \$5,901            | \$6,000            | \$6,000            |
| 641                                  | Supplies & Equipment  | \$5,550            | \$5,000            | \$4,955            | \$7,630            | \$8,556            |
| 642                                  | Food for canines (2)  | \$0                | \$0                | \$0                | \$2,400            | \$2,400            |
| 659                                  | Public Relations      | \$2,713            | \$3,800            | \$2,476            | \$4,350            | \$4,550            |
| 660                                  | Miscellaneous Expense | \$630              | \$2,000            | \$2,441            | \$1,100            | \$1,100            |
| 680                                  | Equipment Maintenance | \$1,148            | \$1,000            | \$908              | \$1,000            | \$1,000            |
| 695                                  | Capital Equip. Major  | \$0                | \$12,898           |                    | \$88,500           | \$88,500           |
| <b>SUPP., SERV., MISC., SUBTOTAL</b> |                       | <b>\$200,077</b>   | <b>\$179,913</b>   | <b>\$169,533</b>   | <b>\$199,860</b>   | <b>\$212,230</b>   |
| <b>GRAND TOTALS</b>                  |                       | <b>\$1,444,278</b> | <b>\$1,374,510</b> | <b>\$1,461,038</b> | <b>\$1,504,424</b> | <b>\$1,787,096</b> |

**BUDGET FORM II - PERSONNEL SERVICES**

**FISCAL YEAR 2012-13**

**DEPARTMENT: POLICE**

**FUND: GENERAL**

**ACC'T. GROUP: 100400**

| <i>Employee:</i>    | Title:          | Account             | 601                     | Section<br>125 | Elective<br>Sec.125 | 602<br>FICA | 603<br>Health<br>Insurance | 603A<br>Life Ins.<br>STD&LTD | 604<br>Lagers<br>Pension | 605<br>Workers<br>Comp | 607<br>Overtime | 608<br>Holiday | Total    |
|---------------------|-----------------|---------------------|-------------------------|----------------|---------------------|-------------|----------------------------|------------------------------|--------------------------|------------------------|-----------------|----------------|----------|
|                     |                 | Salary              | Salary<br>with increase |                |                     |             |                            |                              |                          |                        |                 |                |          |
| Frank Mininni       | Chief of Police | \$67,612            | \$70,316                | -2,338         | \$0                 | 5,200       | 7,014                      | 67                           | 2,953                    | 3,294                  |                 | 0              | \$86,507 |
| A. Madigan          | Major           | \$62,400            | \$64,896                | -3,657         | \$0                 | 4,685       | 10,970                     | 67                           | 2,726                    | 3,041                  |                 | 0              | \$82,727 |
| Jeff Ballard        | Lt.             | \$56,474            | \$58,733                | -2,338         | -\$52               | 4,310       | 7,014                      | 67                           | 2,467                    | 2,752                  |                 | 2,259          | \$75,212 |
| J. House            | Lt.             | \$56,474            | \$58,733                | 0              | \$0                 | 4,493       | 4,796                      | 67                           | 2,467                    | 2,752                  |                 | 2,259          | \$75,567 |
| G. Chambers(capped) | Sergeant        | \$56,474            | \$56,474                | -2,614         | \$0                 | 4,120       | 7,842                      | 67                           | 2,372                    | 2,646                  |                 | 2,172          | \$73,079 |
| E. Cochran          | Patrol Officer  | \$43,238            | \$45,038                | -2,338         | \$0                 | 3,267       | 7,014                      | 67                           | 1,892                    | 2,110                  |                 | 1,732          | \$58,782 |
| C. Mathis           | K-9             | \$39,368            | \$41,168                | 0              | \$0                 | 3,149       | 4,796                      | 67                           | 1,729                    | 1,929                  |                 | 1,630          | \$46,024 |
| B. Bowling          | Patrol Officer  | \$37,801            | \$39,601                | 0              | \$0                 | 3,029       | 4,796                      | 67                           | 1,663                    | 1,855                  |                 | 1,523          | \$52,535 |
| V. Brinkman         | Code Enforce    | see Protect Inspect |                         | 0              | \$0                 | 0           |                            |                              | 0                        | 0                      |                 | 0              |          |
| S. Stuber           | Detective       | \$44,937            | \$46,737                | 0              | \$0                 | 3,575       | 4,796                      | 67                           | 1,963                    | 2,190                  |                 | 1,798          | \$61,126 |
| L. Porzelt          | Detective       | \$44,937            | \$46,737                | -2,338         | \$0                 | 3,397       | 7,014                      | 67                           | 1,963                    | 2,190                  |                 | 0              | \$59,029 |
| K. George           | Sergeant        | \$46,876            | \$48,751                | -3657          | Sec.125             | 3,450       | 10,970                     | 67                           | 2,048                    | 2,284                  |                 | 1,875          | \$65,788 |
| T. Conner           | K-9             | \$41,192            | \$42,992                | 0              |                     | 3,289       | 4,796                      | 67                           | 1,806                    | 2,014                  |                 | 1,654          | \$56,618 |
| J. Adkisson         | Patrol Officer  | \$37,000            | \$39,000                | -3,657         | \$0                 | 2,704       | 10,970                     | 67                           | 1,638                    | 1,827                  |                 | 1,500          | \$54,049 |
| T. Sanders          | Patrol Officer  | \$37,801            | \$39,601                | -2,338         | \$0                 | 2,851       | 7,014                      | 67                           | 1,663                    | 1,855                  |                 | 1,523          | \$52,236 |
| S. Adams            | Patrol Officer  | \$41,192            | \$42,992                | 0              | \$0                 | 3,289       | 4,796                      | 67                           | 1,806                    | 2,014                  |                 | 1,654          | \$56,618 |
| S. Whitworth        | Patrol Officer  | \$42,001            | \$43,801                | -3,657         | \$0                 | 3,071       | 10,970                     | 67                           | 1,840                    | 2,052                  |                 | 0              | \$58,144 |
| J. Tuhill           | Patrol Officer  | \$42,001            | \$43,801                | 0              | \$0                 | 3,351       | 4,796                      | 67                           | 1,840                    | 2,052                  |                 | 1,685          | \$57,592 |
| M. Smith            | Patrol Officer  | \$42,001            | \$43,801                | -2,338         | \$0                 | 3,172       | 7,014                      | 67                           | 1,840                    | 2,052                  |                 | 1,685          | \$57,293 |
| C. Scanga           | Patrol Officer  | \$37,000            | \$39,000                | 0              | \$0                 | 2,984       | 8,954                      | 67                           | 1,638                    | 1,827                  |                 | 1,500          | \$55,970 |
| D. Pracht           | Patrol Officer  | \$37,492            | \$39,292                | 0              | 0                   | 3,006       | 4,796                      | 67                           | 1,650                    | 1,841                  |                 | 1,511          | \$52,163 |
| B. Schindler        | Patrol Officer  | \$37,000            | \$39,000                | 0              | 0                   | 2,743       | 8,954                      | 67                           | 1,638                    | 1,827                  |                 | 1,423          | \$52,197 |
| O. Hamzehzadeh      | Patrol Officer  | \$37,000            | \$39,000                | 0              | 0                   | 2,743       | 8,954                      | 67                           | 1,638                    | 1,827                  |                 | 1,423          | \$52,197 |
| Vacant              | Patrol Officer  | \$37,000            | \$39,000                | 0              | 0                   | 2,743       | 8,954                      | 67                           | 1,638                    | 1,827                  |                 | 1,423          | \$52,197 |
| Vacant              | Patrol Officer  | \$37,000            | \$39,000                | 0              | 0                   | 2,743       | 8,954                      | 67                           | 1,638                    | 1,827                  |                 | 1,423          | \$52,197 |
| L. Hartman          | Court Clerk     | \$36,050            | \$19,467                | -1232          | -\$1,044            | 1,315       | 6,595                      | 67                           | 1,110                    | 60                     |                 | 0              | \$26,338 |
| Vacant              | Court Clerk     | \$28,122            | \$28,122                |                |                     | 2,151       | 4,796                      | 67                           | 1,603                    | 86                     |                 |                | \$36,826 |
| A. Wheeler          | Court Clerk     | \$27,040            | \$28,122                | 0              | 0                   | 2,151       | 4,796                      | 67                           | 1,603                    | 86                     |                 | 0              | \$36,826 |

|               |           |                    |                    |                |                 |               |                |              |               |               |               |               |
|---------------|-----------|--------------------|--------------------|----------------|-----------------|---------------|----------------|--------------|---------------|---------------|---------------|---------------|
| Cross Guard   | Part Time | \$3,000            | \$3,000            | 0              | \$              | 230           | 0              | 0            | 0             | 141           | \$3,370       |               |
| Cross Guard   | Part Time | \$3,000            | \$3,000            | 0              | \$0             | 230           | 0              | 0            | 0             | 141           | \$3,370       |               |
| <b>TOTALS</b> |           | <b>\$1,159,483</b> | <b>\$1,189,175</b> | <b>-32,502</b> | <b>-\$1,096</b> | <b>87,440</b> | <b>193,133</b> | <b>1,809</b> | <b>50,832</b> | <b>30,423</b> | <b>22,000</b> | <b>33,651</b> |

**1,574,866**

**45,004**

**Total**

|                    |  |                     |
|--------------------|--|---------------------|
| <b>DEPARTMENT:</b> | <b>POLICE</b>  |                     |
| <b>FUND:</b>       | <b>GENERAL</b>   |                     |
| <b>LINE ITEM</b>   |  | <b>TOTAL ESTIM.</b> |
| <b>ACCOUNT #</b>   | <b>JUSTIFICATION FOR LINE ITEM</b>   | <b>COST</b>         |
| <b>610</b>         | <b>Dues &amp; Subscriptions</b>  |                     |
|                    | NCMPCA Dues-Chief  | \$150               |
|                    | Missouri Police Chief Dues-Chief   | \$200               |
|                    | Backstopper Dues   | \$150               |
|                    | Major Case Squad Dues (2 officers)   | \$150               |
|                    | St. Louis Area Police Chiefs Assoc. Dues   | \$50                |
|                    | FBINAA Dues-Chief & Major  | \$240               |
|                    | Law Enforcement Officials Dues--(3 officers)   | \$30                |
|                    | Sam's Club   | \$30                |
|                    | Prayer Breakfast   | \$160               |
|                    | <b>SUBTOTAL</b>  | <b>\$1,160</b>      |
| <b>611</b>         | <b>Training</b>  |                     |
|                    | Miscellaneous in-service training, to include<br>Major Case Squad Training, D.A.R.E., CVSA, and community<br>policing seminars, and St. Louis County Police Academy<br>23 Officers @ \$125 per Officer. (Increase of 2 officers - \$150) | \$7,650             |
|                    | <b>SUBTOTAL</b>  | <b>\$7,650</b>      |
| <b>613</b>         | <b>Professional Services</b>   |                     |
|                    | Pre-hire & incumbent drug, psychological, and physical<br>exams for new hires and periodic incumbents.   | \$600               |
|                    | Vehicle tracking - GPS (10 @ \$19.99 per month)<br>increase of 4 units - \$80  | \$2,000             |
|                    | Computer Support (Excluding REJIS)   | \$700               |
|                    | <b>SUBTOTAL</b>  | <b>\$3,300</b>      |
| <b>615</b>         | <b>Travel &amp; Expense</b>  |                     |
|                    | Miscellaneous expenses to include professional functions,<br>monies to pay informants, special evidence storage,<br>meals and expenses for Major Case Squad<br>decrease \$500 FBINA  | \$1,500             |
|                    | <b>SUBTOTAL</b>  | <b>\$1,500</b>      |

|                    |   |                     |
|--------------------|---|---------------------|
| <b>DEPARTMENT:</b> | <b>POLICE</b>   |                     |
| <b>FUND:</b>       | <b>GENERAL</b>  |                     |
| <b>LINE ITEM</b>   |   | <b>TOTAL ESTIM.</b> |
| <b>ACCOUNT #</b>   | <b>JUSTIFICATION FOR LINE ITEM</b>  | <b>COST</b>         |
| <b>616</b>         | <b>Contracted Services</b>  |                     |
|                    | REJIS-Monthly Support for Criminal Justice Network as well as Internet Support and In-Vehicle Laptop Computers  | \$17,036            |
|                    | <b>4% annual increase</b>   |                     |
|                    | C.A.R.E./Communications-Computer assisted report system and police support services, along with dispatching services. Amount is based on reports written. | \$57,200            |
|                    | <b>4% annual increase</b>   |                     |
|                    | Accurint - Lexus-Nexus (investigations)   | \$2,500             |
|                    | Leads on Line Computer Subscription - new subscription  | \$2,128             |
|                    | <b>SUBTOTAL</b>   | <b>\$78,864</b>     |
| <b>620</b>         | <b>Uniform Equipment</b>  |                     |
|                    | Uniforms/Equipment for two new hires @ \$2,500/officer  | \$5,000             |
|                    | Uniform/Equipment Maintenance for 23 officers @ \$300 per officer (increase 2 officers - \$600)   | \$6,900             |
|                    | <b>SUBTOTAL</b>   | <b>\$11,900</b>     |
| <b>625</b>         | <b>Vehicle Expense</b>  |                     |
|                    | License plate renewals, state inspections for 3 unmarked vehicles   | \$300               |
|                    | Ongoing scheduled and unscheduled mechanical repairs to fleet of 12 vehicles  | \$10,000            |
|                    | Fuel for 12 vehicles (21,500 gallons @ \$3.30)  | \$70,950            |
|                    | Body Damage-figure represents \$500 deductible for two auto accidents   | \$1,000             |
|                    | Vehicle exterior maintenance (Wash / Clean)   | \$2,000             |
|                    | <b>SUBTOTAL</b>   | <b>\$84,250</b>     |
| <b>635</b>         | <b>Telephone/Mobile Phones</b>  |                     |
|                    | 7 Cell Phones (monthly subscriptions)   | \$6,000             |
|                    | <b>SUBTOTAL</b>   | <b>\$6,000</b>      |



|                    |   |                     |
|--------------------|---|---------------------|
| <b>DEPARTMENT:</b> | <b>POLICE</b>   |                     |
| <b>FUND:</b>       | <b>GENERAL</b>  |                     |
| <b>LINE ITEM</b>   |   | <b>TOTAL ESTIM.</b> |
| <b>ACCOUNT #</b>   | <b>JUSTIFICATION FOR LINE ITEM</b>  | <b>COST</b>         |
| <b>641</b>         | <b>Supplies &amp; Equipment</b>   |                     |
|                    | Cassette tapes, roller, tape, digital disks for digital cameras, memory sticks, software updates, printer paper | \$300               |
|                    | MRT Supplies (NEW)  | \$500               |
|                    | Fingerprint equipment: brushes, powder, tapes, backing cards, containers, markers, dust masks, superglue, etc.  | \$300               |
|                    | Vinyl gloves for evidence collection, officer safety  | \$100               |
|                    | Evidence collection bags and containers   | \$100               |
|                    | Ink remover and towels for cleaning fingerprints, hands at crime scenes   | \$100               |
|                    | Portable Radio battery replacements (23 batteries @ \$42.00) (2 additional - \$84)                              | \$966               |
|                    | Batteries: flashlight, recorders, cameras, video units,   | \$250               |
|                    | Firearms equipment: gun cleaning kits, targets, earmuffs, eyewear protection, ammunition, OC spray              | \$3,000             |
|                    | Flares  | \$300               |
|                    | TASER cartridges (new)  | \$850               |
|                    | TASER (batteries, certification cartridges)   | \$1,250             |
|                    | Mobile Ticketing Printer Paper (increase of 4 cases)  | \$540               |
|                    | <b>SUBTOTAL</b>   | <b>\$8,556</b>      |
| <b>642</b>         | <b>K9 Expenses</b>  |                     |
|                    | Food  | \$2,400             |
| <b>659</b>         | <b>Public Relations</b>   |                     |
|                    | D.A.R.E. expenses   | \$1,000             |
|                    | Miscellaneous leaflets, Halloween supplies, etc.-\$500  | \$500               |
|                    | National Night Out Against Crime Expenses   | \$750               |
|                    | Christmas Bonus \$100 x 23 employees-\$2,300  | \$2,300             |
|                    | <b>SUBTOTAL</b>   | <b>\$4,550</b>      |

|                    |  |                     |
|--------------------|--|---------------------|
| <b>DEPARTMENT:</b> | <b>POLICE</b>  |                     |
| <b>FUND:</b>       | <b>GENERAL</b>   |                     |
| <b>LINE ITEM</b>   |  | <b>TOTAL ESTIM.</b> |
| <b>ACCOUNT #</b>   | <b>JUSTIFICATION FOR LINE ITEM</b>   | <b>COST</b>         |
| 660                | <b>Miscellaneous Expenses</b>  | \$1,100             |
|                    | This account covers miscellaneous expenses and incidentals incurred during the year, such as food, awards, greeting cards, flowers, etc. |                     |
|                    | <b>SUBTOTAL</b>  | <b>\$1,100</b>      |
| 680                | <b>Equipment Maintenance</b>   |                     |
|                    | Miscellaneous repairs to equipment (vcr, radios, etc.)   | \$1,000             |
|                    | <b>SUBTOTAL</b>  | <b>\$1,000</b>      |
|                    | <b>TOTAL</b>   | <b>\$212,230</b>    |
|                    |  |                     |
|                    |  |                     |

**DEPARTMENT: Legal**  
**FUND: General**  
**ACCOUNT: 1006A0050**

**PROGRAM DESCRIPTION:**

The Legal Department consists of the Municipal Judge, Prosecuting Attorney, Court Clerk and City Attorney. The Municipal Court processes all traffic violations, code violations, collects fines, and assigns penalties. The City Attorney provides legal counsel to Mayor & City Council, City Administrator and all appointed officials of the City on legal matters of municipal concern. The City Attorney's role is to ensure that all city activities are conducted in accordance with the law and to properly represent the City in litigation.

**OBJECTIVES:**

**Municipal Court:**

1. To efficiently handle and collect fines.
2. To hear and deliberate all cases docketed.
3. To increase the City's collection rate on fines issued.

**City Attorney:**

1. To represent the City and its officials on matters of legal concern.
2. To review municipal ordinances, resolutions, contracts, and other documents for compliance.

**EXPENDITURES**

|                           | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>BUDGETED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| PERSONNEL                 | \$22,114                  | 24,557                    | \$24,976                  | \$25,543                    | \$26,338                    |
| SUPPLIES, SERVICES, MISC. | \$61,335                  | 106,263                   | \$94,979                  | \$114,800                   | \$118,175                   |
| CAPITAL                   | \$0                       | 0                         | \$0                       | \$0                         | \$0                         |
| <b>GRAND TOTAL</b>        | <b>\$83,449</b>           | <b>\$130,820</b>          | <b>\$119,955</b>          | <b>\$140,343</b>            | <b>\$144,513</b>            |
| <br>                      |                           |                           |                           |                             |                             |
| MUNICIPAL JUDGE           |                           | 1                         | 1                         | 1                           | 1                           |
| PROSECUTING ATTORNEY      |                           | 1                         | 1                         | 1                           | 1                           |
| CITY ATTORNEY             |                           | 1                         | 1                         | 1                           | 1                           |
| COURT CLERK               |                           | 0.5                       | 1                         | 1                           | 1                           |
| COURT CLERK               |                           |                           |                           | 0.5                         | 1                           |
| COURT CLERK               |                           |                           | 0.5                       | 0.5                         | 0.5                         |
| <b>TOTAL DEPT. STAFF</b>  |                           | <b>3.5</b>                | <b>4</b>                  | <b>5</b>                    | <b>5.5</b>                  |

DEPARTMENT:

LEGAL

GENERAL FUND ACCOUNT #: 6A

| ACCOUNT #                           | ACCOUNT-TITLE         | ACTUAL<br>2008-09 | ACTUAL<br>2009-10 | ACTUAL<br>2010-11 | BUDGETED<br>2011-12 | PROPOSED<br>2012-13 |
|-------------------------------------|-----------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| 601A                                | Wages                 | 15,693            | 16,757            | \$16,682          | \$17,500            | \$19,467            |
| 602A                                | FICA Expense          | 1,105             | 1,156             | \$1,114           | -\$1,044            | \$1,315             |
| 603A                                | Health Insurance      | 4,030             | 5,521             | \$6,073           | \$7,910             | \$6,595             |
|                                     | Section 125           |                   | 0                 |                   |                     |                     |
| 604A                                | Pension Contribution  | 1,058             | 908               | \$450             | \$67                | \$1,110             |
| 605A                                | Worker's Compensation | 228               | 215               | \$657             | \$1,110             | \$60                |
| <b>PERSONNEL SUBTOTAL</b>           |                       | <b>\$22,114</b>   | <b>\$24,557</b>   | <b>\$24,976</b>   | <b>\$25,543</b>     | <b>\$26,338</b>     |
| 610A                                | Dues & Subscriptions  | 50                | 50                | \$125             | \$0                 | \$125               |
| 611A                                | Training              | 198               | 230               | \$250             | \$0                 | \$250               |
| 613A                                | Professional Services | 59,009            | 105,667           | \$91,604          | \$114,800           | \$114,800           |
| 615A                                | Travel and Expense    | 904               | 0                 | \$1,500           | \$0                 | \$1,500             |
| 641A                                | Office Supplies       | 1,174             | 316               | \$1,500           | \$0                 | \$1,500             |
| <b>SUPPLIES, SERVICES, SUBTOTAL</b> |                       | <b>\$61,335</b>   | <b>\$106,263</b>  | <b>\$94,979</b>   | <b>\$114,800</b>    | <b>\$118,175</b>    |
| 1190                                | Capital Equipment     |                   |                   |                   |                     |                     |
| <b>DEPARTMENT TOTAL</b>             |                       | <b>\$83,449</b>   | <b>\$130,820</b>  | <b>\$119,955</b>  | <b>\$140,343</b>    | <b>\$144,513</b>    |

# BUDGET WORK PAPER

| DEPARTMENT:           | LEGAL  |                            |
|-----------------------|--|----------------------------|
| FUND:                 | GENERAL  |                            |
| LINE ITEM REFERENCE # | JUSTIFICATION FOR LINE ITEM  | ESTIM. COST                |
| 610A                  | <b>Dues and Subscriptions</b> -Missouri Association of Court Administrators Dues.<br><i>Missouri Association of Court Administrators Dues.</i>   | 125                        |
| 611A                  | <b>Training</b> -Court Training  | 250                        |
| 613A                  | <b>Professional Services</b> -Covers fees for the <b>City Attorney</b> (monthly retainer \$350).<br><b>Prosecuting Attorney</b> (\$1500 monthly retainer plus certified cases).<br><b>Municipal Judge</b> (\$2000 monthly retainer).   | 45,000<br>20,000<br>24,000 |
|                       | <b>Miscellaneous legal fees</b> when legal counsel must recuse themselves for fear of conflict of interest and legal research for various ordinances and legal counsel for other issues that require assistance (avg.5-6 hours per month at \$180 an hour).  | 10,000                     |
| 631A                  | <b>Prisoner Detention</b> -fee associated with incarcerating those individual repeat offenders who will be transported to the St. Louis County Jail/St. Ann Jail and held for a few days in order to decrease the recidivism rate (Holding Charge: \$31-\$35 per day)  | 24,000                     |
|                       | <b>REJIS</b> -Client Server Court system (IMDS)based and linked to the regional system, for municipalities that provides complete court functionality including interfaces to the regional arrest system, Dept. of Revenue, etc... Court system will eliminate redundant data entry, in turn reducing errors and manpower requirements.<br>Monthly maintenance and usage fee (\$668) | 8,025<br><u>107,025</u>    |
|                       | <b>SUBTOTAL</b>  | <b>131,025</b>             |
| 615A                  | <b>Travel and Expense</b> -Missouri Association of Court Administrators Conference<br>Fall Seminar for Court Clerks<br>Registration fee for Municipal Judges Spring Conference   | 600<br>300<br>600          |
|                       | <b>SUBTOTAL</b>  | <b>1,500</b>               |
| 620A                  | <b>Uniforms - Front office clerks</b>  | 1,200                      |
| 641A                  | <b>Office Supplies</b> -Court Case receipt books, Court Case envelopes, Missouri Uniform Court Summons Forms.  | 1,500                      |
|                       | <b>TOTAL</b>   | <b>\$134,400</b>           |

**BUDGET FORM II - PERSONNEL SERVICES**

FISCAL YEAR: 2012-13

DEPARTMENT: LEGAL

FUND: GENERAL

ACC'T. GROUP: 1006A0050-

| Employee      | Title       | Salary   | Section 125       |          | Social Security | Health Insurance | Life STD&LTD | LAGERS  |       | Workers Comp | Total    |
|---------------|-------------|----------|-------------------|----------|-----------------|------------------|--------------|---------|-------|--------------|----------|
|               |             |          | Salary with Merit | Elective |                 |                  |              | Pension | Comp  |              |          |
| Hartman, Lori | Court Clerk | \$17,500 | \$19,467          | (1,232)  | (1,044)         | 1,315            | 6,595        | 67      | 1,110 | 60           | \$26,338 |
| <b>TOTALS</b> |             | 17,500   | 19,467            | (1,232)  | (1,044)         | 1,315            | 6,595        | 67      | 1,110 | 60           | \$26,338 |

|                    |                            |
|--------------------|----------------------------|
| <b>DEPARTMENT:</b> | <b>PUBLIC WORKS-STREET</b> |
| <b>FUND:</b>       | <b>GENERAL</b>             |
| <b>ACCOUNT:</b>    | <b>100 700</b>             |

**PROGRAM DESCRIPTION:**

The Public Works Department is organized into two divisions in the General Fund with the Street Department and Parks Department. The Street Division is responsible for maintenance of city streets, sidewalks, bridges, parking lots, downtown street lighting, traffic signals, City Hall and the Public Works Garage. The Parks Division primarily maintains the facilities at Hoelzel Park. The Sanitation Department has its own fund and is responsible for trash pickup.

**OBJECTIVES:**

1. To maintain safe, clean, smooth streets for motorists.
2. To maintain safe sidewalks and other municipal facilities for the public.
3. To ensure all refuse services are provided in a timely manner.
4. To ensure city park property is maintained properly for residents to use at their leisure.

**EXPENDITURES**

|                           | <b>ACTUAL<br/>2008-2009</b> | <b>ACTUAL<br/>2009-2010</b> | <b>ACTUAL<br/>2010-2011</b> | <b>BUDGETED<br/>2011-2012</b> | <b>PROPOSED<br/>2012-2013</b> |
|---------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| PERSONNEL SERVICES        | 264,740                     | 264,099                     | 251,869                     | 261,592                       | 266,582                       |
| SUPPLIES, SERVICES, MISC. | 107,075                     | 102,285                     | 102,845                     | 112,737                       | 120,058                       |
| CAPITAL                   | 750                         | 73,308                      | 12,284                      | 96,200                        | 21,406                        |
| <b>GRAND TOTAL</b>        | <b>\$372,565</b>            | <b>\$439,692</b>            | <b>\$366,998</b>            | <b>\$470,529</b>              | <b>\$408,046</b>              |

**STAFFING**

|                          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|
| PUBLIC WORKS DIRECTOR    | 1        | 1        | 1        | 1        | 1        |
| ADMINISTRATIVE ASSISTANT | 0        | 0        | 0        | 0        | 0        |
| MECHANIC/LABORER         | 1        | 1        | 1        | 1        | 1        |
| STREET WORKER            | 3        | 3        | 3        | 3        | 3        |
| <b>TOTAL DEPT. STAFF</b> | <b>5</b> | <b>5</b> | <b>5</b> | <b>5</b> | <b>5</b> |

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DEPARTMENT:

**STREETS**

GENERAL FUND ACCOUNT #:

100-700

| ACCOUNT #                                 | ACCOUNT-TITLE                  | ACTUAL<br>2008-2009 | ACTUAL<br>2009-2010 | ACTUAL<br>2010-2011 | BUDGET<br>2011-2012 | PROPOSED<br>2012-2013 |
|---|--------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| 701                                       | Wages                          | 196,156             | 199,156             | 189,670             | 191,772             | 193,885               |
| 701-A                                     | Section 125                    |                     | 0                   | -3,147              | -4,129              | -250                  |
| 701-B                                     | Section 125 Elective           |                     |                     |                     | 0                   | 1,426                 |
| 702                                       | FICA Expense                   | 14,795              | 14,919              | 14,269              | 14,007              | 14,511                |
| 703                                       | Health Insurance               | 32,366              | 36,679              | 37,740              | 38,973              | 30,034                |
| 704                                       | Pension Contribution           | 8,923               | 5,505               | 7,081               | 8,799               | 9,936                 |
| 705                                       | Worker's Compensation          | 12,500              | 7,840               | 6,256               | 12,170              | 17,041                |
| <b>PERSONNEL SUBTOTAL</b>                 |                                | <b>264,740</b>      | <b>264,099</b>      | <b>251,869</b>      | <b>261,592</b>      | <b>266,582</b>        |
| 713                                       | Professional Services          | 500                 | 500                 | 500                 | 500                 | 550                   |
| 716                                       | Contracted Services            | 4,730               | 5,030               | 6,630               | 6,630               | 6,630                 |
| 720                                       | Uniform & Safety Equipment     | 1,970               | 1,970               | 1,970               | 2,070               | 2,150                 |
| 725                                       | Vehicle Expense                | 22,940              | 18,100              | 20,490              | 22,930              | 33,230                |
| 726                                       | Office Supplies                | 0                   | 0                   | 0                   | 0                   | 0                     |
| 730                                       | Traffic Control                | 1,200               | 1,200               | 1,200               | 1,200               | 1,200                 |
| 733                                       | Weed & Pest Control            | 450                 | 450                 | 1,625               | 2,125               | 3,125                 |
| 734                                       | Snow Removal                   | 11,000              | 11,885              | 5,685               | 13,003              | 5,577                 |
| 735                                       | Telephone & Utilities          | 3,000               | 1,940               | 2,160               | 2,160               | 3,451                 |
| 736                                       | Street Lighting                | 46,000              | 46,000              | 46,000              | 46,000              | 46,000                |
| 740                                       | Legal Advertising/Recruitment  | 0                   | 0                   | 0                   | 0                   | 0                     |
| 747                                       | Housekeeping Supplies          | 1,500               | 1,100               | 1,100               | 1,100               | 1,100                 |
| 759                                       | Public Relations               | 350                 | 350                 | 225                 | 325                 | 475                   |
| 760                                       | Miscellaneous Expense          | 995                 | 1,320               | 1,320               | 755                 | 630                   |
| 770                                       | Hardware and Handtools         | 300                 | 300                 | 300                 | 300                 | 300                   |
| 780                                       | Equipment Maintenance          | 4,000               | 4,000               | 4,000               | 4,000               | 5,800                 |
| 782                                       | Equipment & Land Rental        | 540                 | 540                 | 540                 | 540                 | 240                   |
| 783                                       | Building & Grounds Maintenance | 3,100               | 3,100               | 4,100               | 4,100               | 4,600                 |
| 784                                       | Street & Drainage Repair       | 4,500               | 4,500               | 5,000               | 5,000               | 5,000                 |
| <b>SUPPLIES, SERVICES, MISC. SUBTOTAL</b> |                                | <b>107,075</b>      | <b>102,285</b>      | <b>102,845</b>      | <b>112,738</b>      | <b>120,058</b>        |
| 790                                       | Capital Equipment              | 750                 | 73,308              | 12,284              | 700                 | 9,831                 |
| 795                                       | Capital Construction           | 0                   | 0                   | 0                   | 95,500              | 11,575                |
| <b>CAPITAL SUBTOTAL</b>                   |                                | <b>750</b>          | <b>73,308</b>       | <b>12,284</b>       | <b>96,200</b>       | <b>21,406</b>         |
| <b>DEPARTMENT TOTAL</b>                   |                                | <b>372,565</b>      | <b>439,692</b>      | <b>366,998</b>      | <b>470,530</b>      | <b>408,046</b>        |



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| BUDGET WORK PAPER                |  |                           | (85-100000, 000)     |
|----------------------------------|--|---------------------------|----------------------|
| DEPARTMENT:                      | 700 - PUBLIC WORKS   |                           | TOTAL ESTIMATED COST |
| FUND:                            | PERSONNEL SERVICES   |                           |                      |
| LINE ITEM REFERENCE #            | JUSTIFICATION FOR LINE ITEM  |                           |                      |
| 701                              | Wages  | { 2080 man hour } { 3.0%} | \$190,096.85         |
| 30.0040                          | <input type="checkbox"/> director-Jarrett  | \$62,408.32               | \$64,280.57          |
| 25.4303                          | <input type="checkbox"/> mechanic/laborer-Martin   | \$52,895.02               | \$54,481.87          |
| 12.3062                          | <input type="checkbox"/> laborer-Chandler  | \$25,596.90               | \$26,364.80          |
| 10.8100                          | <input type="checkbox"/> laborer A-vacant position   | \$22,484.80               | \$22,484.80          |
| 10.8100                          | <input type="checkbox"/> laborer B-vacant position   | \$22,484.80               | \$22,484.80          |
| 89 3005                          |  | \$185,864.04              | \$190,096.85         |
| 701-A                            | Section 125  |                           | -\$250.00            |
| 701-B                            | Section 125 Elective   |                           | \$1,426.20           |
| 702                              | F.I.C.A. Expense:<br>{ .0765 % of total wages }  |                           | \$14,510.99          |
| 703                              | Insurance for five (5) employee crew:<br>{ formulated by individual, individual with child, spouse, or family status. }                        |                           | \$30,033.56          |
|                                  | <input type="checkbox"/> Health Insurance:   |                           |                      |
|                                  | <input type="checkbox"/> Dental Insurance:   |                           |                      |
|                                  | <input type="checkbox"/> Life Insurance: uniform \$20,000 policy per employee @ \$5.20 monthly   |                           |                      |
|                                  | <input type="checkbox"/> Short Term Disability Insurance: per employee \$10.30 monthly   |                           |                      |
|                                  | <input type="checkbox"/> Long Term Disability Insurance: per employee \$14.39 monthly  |                           |                      |
| 704                              | Pension Contribution: { salary times 3.0 % }   |                           | \$9,935.62           |
| 705                              | Workers Compensation:<br>{ \$ 10.33 rate per 100 dollars of salary; minus 02 %; minus 25 % }   |                           | \$17,041.30          |
| 706                              | <input type="checkbox"/> overtime {estimated }<br>* Actual employee overtime labor hourly rate x 60 hours each for and snow detail overtime... |                           | \$5,375.31           |
| <b>PERSONNEL TOTAL &gt; &gt;</b> |  |                           | <b>\$268,170</b>     |

# BUDGET WORK PAPER

(Page 2 of 5)

| DEPARTMENT:<br>FUND:     | 700 - PUBLIC WORKS<br>PERSONNEL SERVICES  | TOTAL<br>ESTIMATED<br>COST |
|--------------------------|---|----------------------------|
| LINE ITEM<br>REFERENCE # | JUSTIFICATION FOR LINE ITEM   |                            |
| 713                      | Professional Services<br>[] Drug testing of new employee and random testing of existing employees.<br>{ "Rapid Testing" is \$55.00 each occurrence x ten (10) }   | \$550.00                   |
| 716                      | Contracted Services<br>[] Mosquito contract with St. Louis County Vector. \$2,500.00<br>[] Street sweeping service {increase to 3-sweepings} \$3,300.00<br>[] Annual Phase II Storm Water permit application fee \$150.00<br>[] St. Louis County Testing Labs { concrete cylinders } \$500.00<br>[] Blue print and/or plan reproduction { County Blue } \$100.00<br>[] Sam's Club annual membership fee (2 @ \$40.00) \$80.00 | \$6,630.00                 |
| 720                      | Uniform & Safety Equipment  | \$2,150.00                 |
| 720-A                    | [] uniforms 4 men @ \$275.00  | \$1,000.00                 |
| 400                      | [] safety shoes 4 men @ \$ 100.00   | \$400.00                   |
| 720-C                    | [] rain wear 4 men @ \$ 40.00   | \$160.00                   |
| 720-D                    | [] work gloves 4 dozen leather cuff   | \$90.00                    |
| 720-E                    | [] first - aid station re-stock { done quarterly }<br>{ includes safety goggles, mask, ear plugs, sweat bands, etc. }   | \$500.00                   |
| 725                      | Vehicle Expense   | \$8,000.00                 |
| 725-A                    | [] petroleum, no lead gas - 2,500 gals @ \$ 3.60  | \$9,000.00                 |
| 725-B                    | [] petroleum, diesel - 4,000 gals @ \$ 3.60   | \$14,400.00                |
| 725-C                    | [] oil, anti-freeze, hydraulic oil, atf, filters \$1,500.00<br>[] bio degradable degreaser { 10 gallons } \$330.00  |                            |
| 1126 *                   | Office Supplies: paper, ink, folders, disc, cables, binders, etc.   | \$600.00                   |
| 730                      | Traffic Control<br>[] traffic signs, post, hardware   | \$1,200.00                 |
| 733                      | Weed & Pest Control<br>[] 5 gallon container mosquito/fly/larvicide @ \$25.00 gallon 125.00<br>[] 150 gallon container weed sterilant @ \$20.00 gallon 3,000.00   | \$3,125.00                 |
| 734                      | Snow Removal (\$2,446.00)<br>[] Bulk de-icing salt 100 tons @ \$48.92 (41.89) \$4,892.00<br>[] Melt-man ice control for City Hall. 20 bags @ 13.00 \$260.00<br>[] Calcium Chloride 500 gallons @ \$ 0.80 \$425.00   | \$5,577.00                 |
| 1135 *                   | Telephone & Utilities: existing telephone, water, gas, electric.  | \$6,500.00                 |
| 735                      | Telephone & Utilities: Celular<br>[] 12 month service for 314-267-3695 Nex-Tel-RCJ. \$996.48<br>[] 12 month service for 314-486-2116 Nex-Tel-BJM. \$996.48<br>* average is \$83.04 each line per month by 12 months...<br>[] Internet service for Public Works Dept. 1,458.00<br>\$105.00 monthly plus \$198.00 installation  | \$1,992.96                 |
| 736                      | Street Lighting   | \$46,000.00                |

# BUDGET WORK PAPER

05-10-2012

| DEPARTMENT:<br>FUND:                            | 700 - PUBLIC WORKS<br>PERSONNEL SERVICES  | TOTAL<br>ESTIMATED<br>COST             |
|---|---|--|
| LINE ITEM<br>REFERENCE #                        | JUSTIFICATION FOR LINE ITEM   |  |
| 1140 *  | Legal advertising / recruitment<br>[] advertising for street projects, CDGB projects and used vehicle sale.   | \$1,000.00<br>\$0.00                   |
| 747   | Housekeeping Supplies (for Public Works & Parks and Recreation)...<br>[] toilet tissue, paper towels, cleaners, plastic liners, bowl cleaner, etc.  | \$1,100.00                             |
| 759   | Public Relations  | \$475.00                               |
| 759-A   | [] Christmas gift certificates { \$50.00 X 5 }  | \$250.00                               |
| 759-B   | [] National Night Out Event   | \$225.00                               |
| 760   | Miscellaneous   | \$300.00                               |
| 760-A   | [] shop towels/enviromental wipes   | \$250.00                               |
| 760-B   | [] Plastic Ice bags @ 8-lbs, 1000 count box w/ wire ties  | \$80.00                                |
| 770   | Hardware & Hand tools<br>[] Street brooms, rakes, shovels, asphalt lutes, etc.  | \$300.00                               |
| 780   | Equipment Maintenance<br>{ includes lawn equipment, snow plows & salt spreaders & front loader tractor }<br>[] Replacement clutch for limb chipper / parts & labor...<br>* Installation provided by Key Equipment, Inc.   | 4,000<br>1800<br>\$5,800.00            |
| 782   | Equipment & Land Rental<br>[] Equipment rental on acetylene & oxygen tanks...   | \$240.00<br>\$240.00                   |
| 783   | Building & Grounds Maintenance<br>[] Maintenance to building, furnace, air conditioners, compressor, hoist, landscape, painting, etc.<br>[] Septic tank clean out and material disposal.<br>{ the Public Works Facility is on a septic tank / drain field system. } | \$3,500.00<br>\$1,100.00<br>\$4,600.00 |
| 784   | Street & Drainage Repair  | \$5,000.00                             |
| 784-A   | [] Crackfilling material { ASTM-3405 } 72 blocks @ 27.00 each<br>{ 72 blocks @ \$27.00 each }   | \$2,000.00                             |
| 784-B   | [] re-filling of 100 lb propane bottle for crack filling operation.<br>{ \$50.00 each occurance by 10 times }   | \$500.00                               |
| 784-C   | [] asphalt & curb mix, concrete saw blades,<br>ss-1, concrete mix, expansion joints, street marking paint, etc.   | \$2,500.00                             |
| <b>SUPPLIES, SERVICES, MISC TOTAL &gt; &gt;</b> |   | <b>\$120,057.96</b>                    |

# BUDGET WORK PAPER

{55 lines on page 1}

| DEPARTMENT:<br>FUND:                         | 700 - PUBLIC WORKS<br>PERSONNEL SERVICES  | TOTAL<br>ESTIMATED<br>COST |
|--|---|----------------------------|
| LINE ITEM<br>REFERENCE #                     | JUSTIFICATION FOR LINE ITEM   |                            |
|  | Capital Equipment - 790   |                            |
| 790-A  | <input type="checkbox"/> three (3) 2-cycle gasoline powered weed trimmer purchase...<br>{ commercial - Red-Max model: BCZ-265 0S or equal } price each... \$ 299.00 | \$897.00                   |
|  | <input type="checkbox"/> one (1) 2-cycle gasoline powered back-pack style blower<br>{ Stihl brand, model: BR600, Magnum } price each... \$ 399.00                   | \$399.00                   |
|  | <input type="checkbox"/> one (1) 2-cycle gasoline powered Stihl Brand cut off saw<br>{ Stihl brand, model: TS-800 } Price each... \$ 1,299.00                       | \$1,299.00                 |
|  | <input type="checkbox"/> Power broom for Snow detail at City Hall sidewalks   | \$4,050.00                 |
|  | <input type="checkbox"/> Toro brand 36-inch fixed deck,pistol, gear drive 14.5 hp Kawasaki  | \$2,895.00                 |
|  | <input type="checkbox"/> Traffic cones, 28-inch tall heavy bottom, non-reflective (32 each X \$9.09)  | \$290.88                   |
| Must Have List indicated by shaded areas >>> |   | <b>\$9,830.88</b>          |
| CAPITAL EQUIPMENT TOTAL > >                  |   | <b>\$9,830.88</b>          |
|  | Capital Construction - 795  |                            |
| 795-A  | <input type="checkbox"/> one (1) 8-ft by 8-ft by 40-ft long steel cargo trailer for City Hall storage<br>* \$3500.00 for container plus \$175.00 each delivery...   | \$3,675.00                 |
|  | <input type="checkbox"/> Hand railing for City Hall steps at court room side of building...   | \$2,100.00                 |
|  | <input type="checkbox"/> Panic door closures, magnetic locks and remote trigger for court room  | \$5,800.00                 |
| Must Have List indicated by shaded areas >>> |   | <b>\$3,675.00</b>          |
| CAPITAL CONSTRUCTION TOTAL > >               |   | <b>\$11,575.00</b>         |
| <b>GRAND TOTAL</b>                           |   | <b>\$409,633.67</b>        |

# BUDGET WORK PAPER

{55 lines on page 1}

| DEPARTMENT:<br>FUND:     | 700 - PUBLIC WORKS<br>PERSONNEL SERVICES  | TOTAL<br>ESTIMATED<br>COST |
|--------------------------|---|----------------------------|
| LINE ITEM<br>REFERENCE # | JUSTIFICATION FOR LINE ITEM   |                            |
|                          | Capital Contracted Services:  |                            |
| 1220.1                   | <input type="checkbox"/> Professional Engineering Services<br>{ Frontenace Engineering or CH2M Hill } | \$0.00                     |

**Capital Improvements:**

|        |  |           |             |
|--------|--|-----------|-------------|
| 1221.1 | [] Project(s) to be funded by CDBG Funds for 2012-2013).<br>CDBG Funds expenditure.. | 66,000.00 | \$66,000.00 |
| 1222.1 |  |           |             |
| 1223.1 |  |           |             |
| 1224.1 | [] Street construction dedicated "Trust Fund"  | 65,000.00 | 65,000.00   |
| 1225.1 |  |           |             |
| 1226.1 |  |           |             |
| 1227.1 |  |           |             |

\$66,000.00

|   |                       |
|---|-----------------------|
| <b>Capital Improvement Sub-Total &gt;&gt;</b>     | <b>\$ 131,000.00</b>  |
| <b>Remove total from G.D.B.G.Funding &gt;&gt;</b> | <b>\$ (66,000.00)</b> |
| <b>CAPITAL IMPROVEMENT TOTAL &gt;&gt;</b>         | <b>\$65,000.00</b>    |



|                    |                           |
|--------------------|---------------------------|
| <b>DEPARTMENT:</b> | <b>PUBLIC WORKS-PARKS</b> |
| <b>FUND:</b>       | <b>GENERAL</b>            |
| <b>ACCOUNT:</b>    | <b>100 900</b>            |

**PROGRAM DESCRIPTION:**

The Public Works Department is organized into two divisions in the General Fund with the Street Department and Parks Department. The Street Division is responsible for maintenance of city streets, sidewalks, bridges, parking lots, downtown street lighting, traffic signals, City Hall and the Public Works Garage. The Parks Division maintains primarily the facilities at Hoelzel Park. A half cent sales tax was passed on the November 2004 ballot to further support the Parks Department.

**OBJECTIVES:**

1. To provide a variety of park and recreational facilities
2. To upgrade existing parks and recreational facilities.
4. To ensure city park property is maintained properly for residents to use at their leisure.

**EXPENDITURES**

|                           | <b>ACTUAL<br/>2008-2009</b> | <b>ACTUAL<br/>2009-2010</b> | <b>ACTUAL<br/>2010-2011</b> | <b>BUDGETED<br/>2011-2012</b> | <b>PROPOSED<br/>2012-2013</b> |
|---------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| PERSONNEL SERVICES        | 7,941                       | 10,790                      |                             | 19,473                        | 21,545                        |
| SUPPLIES, SERVICES, MISC. | 2,590                       | 3,189                       |                             | 28,985                        | 26,895                        |
| CAPITAL                   | 0                           | 0                           | 0                           | 0                             | 4,120                         |
| <b>GRAND TOTAL</b>        | <b>\$10,531</b>             | <b>\$13,979</b>             | <b>\$0</b>                  | <b>\$48,458</b>               | <b>\$52,560</b>               |

**STAFFING**

|                          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|
| Summer Laborer           | 3        | 3        | 3        | 4        | 4        |
| <b>TOTAL DEPT. STAFF</b> | <b>3</b> | <b>3</b> | <b>3</b> | <b>4</b> | <b>4</b> |





# BUDGET WORK PAPER

{51 lines per page }

| DEPARTMENT:  |   | 900 - PARKS & RECREATION                            |             | TOTAL<br>ESTIMATED<br>COST |
|--|---|---|-------------|----------------------------|
| FUND:  |   | PERSONNEL SERVICES                                  |             |                            |
| LINE ITEM<br>REFERENCE #   | JUSTIFICATION FOR LINE ITEM   |   |             |                            |
| 901  | Wages   | {600 work hours each employee @ \$ 8.0000 per hour} |             | \$19,200.00                |
| \$8.0000   | <input type="checkbox"/> laborer # 1  | \$4,800.00  | \$4,800.00  |                            |
| \$8.0000   | <input type="checkbox"/> laborer # 2  | \$4,800.00  | \$4,800.00  |                            |
| \$8.0000   | <input type="checkbox"/> laborer # 3  | \$4,800.00  | \$4,800.00  |                            |
| \$8.0000   | <input type="checkbox"/> laborer # 4  | \$4,800.00  | \$4,800.00  |                            |
| <i>New hires receive \$7.25 hourly; re-hires receive \$8.00-hourly.</i>                  |   |   |             |                            |
|  |   | \$19,200.00   | \$19,200.00 |                            |
| 902  | F.I.C.A. Expense:   | (\$318.00 times 4-employees)                        |             | \$1,468.00                 |
|  | { .0765 % of total wages }  |   |             |                            |
| 904  | Pension Contribution:   | { does not apply to summer help }                   |             | \$0.00                     |
|  | { salary times 2.10 % }   |   |             |                            |
| 905  | Workers Compensation:   | (\$250.00 times 4-employees)                        |             | \$877.17                   |
|  | { \$ 6.02 rate per 100 dollars of salary }                                      |   |             |                            |
| 906  | <input type="checkbox"/> overtime: to be included in the above 600-hour base... |   | \$0.00      |                            |
| Department of Labor - "wage and hour division" (314) 539-2706                            |   |   |             |                            |
| <input type="checkbox"/> Minimum wage will be \$ 7.25 per hour {as of Oct 21st, 2011}    |   |   |             |                            |
| <a href="http://www.labor.mo.gov/DSL/minimumwage/">www.labor.mo.gov/DSL/minimumwage/</a> |   |   |             |                            |
| <i>New hires receive \$7.25 hourly; re-hires receive \$8.00-hourly.</i>                  |   |   |             |                            |
| <b>TOTAL</b>   |   | <b>PERSONNEL TOTAL &gt; &gt;</b>                    |             | <b>\$21,545.17</b>         |

# BUDGET WORK PAPER

| DEPARTMENT:<br>FUND:     | 900 - PARKS & RECREATION<br>SUPPLIES, SERVICES, MISC. SUBTOTAL   |   | TOTAL<br>ESTIMATED<br>COST |
|--------------------------|--|---|----------------------------|
| LINE ITEM<br>REFERENCE # | JUSTIFICATION FOR LINE ITEM  |   |                            |
| 913                      | Professional Services<br><input type="checkbox"/> Drug testing of (4) new employee and (2) random testing of existing employees.<br>{ "Rapid Testing" is \$65.00 each occurrence x six (6) }   |   | \$390.00                   |
| 916                      | Contracted Services<br><input type="checkbox"/> Yearly inspection, back-flow pressure valve to irrigation system... \$125.00<br><input type="checkbox"/> ADT Security Services annual service fee... \$675.00<br><input type="checkbox"/> Contracted services for planters; contractor providing maintenance at park locations... \$7,000.00<br><input type="checkbox"/> Service contract with Munie for ball field, see capital...  |   | \$7,800.00                 |
| 920                      | Uniform & Safety Equipment<br><input type="checkbox"/> uniforms 4 men @ \$60.00 240.00<br><input type="checkbox"/> rain wear 4 men @ \$ 25.00 100.00<br><input type="checkbox"/> work gloves 2 dozen leather cuff 40.00  |   | \$380.00                   |
| 935                      | Utilities<br><input type="checkbox"/> Ameren UE 2,400.00<br><input type="checkbox"/> Missouri American Water Company 4,400.00<br><input type="checkbox"/> Metropolitan St. Louis Sewer District 4,800.00   |   | \$11,600.00                |
| 960                      | Miscellaneous<br><input type="checkbox"/> Park Board Committee meeting supplies (notebooks and such)...  |   | \$150.00                   |
| 970                      | Hardware & Handtools   |   | \$0.00                     |
| 980                      | Equipment Maintenance  |   | \$1,000.00                 |
| 982                      | Equipment & Land Rental  |   | \$0.00                     |
| 983                      | Building & Grounds Maintenance<br><input type="checkbox"/> Maintenance to comfort station & park grounds. \$3,000.00<br><input type="checkbox"/> Sealer for pressure treated wood timbers, wood benches & wood picnic tables at park facility to treat for arsenic. \$300.00<br><input type="checkbox"/> Purchase of plants, wood mulch, chemicals for all planting areas at R.H.M.P., the "Wedge", Belwood park, Tear Drop Park \$2,000.00<br><input type="checkbox"/> Restock of baseball foul line marking chalk in 50-pound bags. \$220.00<br><input type="checkbox"/> Restock of orange marking paint for ball field... (one 12-can case) \$55.00 |   | \$5,575.00                 |
| <b>TOTAL</b>             |  | <b>SUPPLIES, SERVICES, MISC TOTAL &gt; &gt;</b> | <b>\$26,895.00</b>         |

# BUDGET WORK PAPER

| DEPARTMENT:<br>FUND:                    | 900 - PARKS & RECREATION<br>CAPITAL EQUIPMENT & CONSTRUCTION           |  | TOTAL<br>ESTIMATED<br>COST |
|---|--|--|----------------------------|
| LINE ITEM<br>REFERENCE #                | JUSTIFICATION FOR LINE ITEM  |  |                            |
| <b>Capital Equipment - 990</b>          |  |  |                            |
| 990-A                                   | [] Backstop for ball field # 1....                                     |  | \$3,000.00                 |
| <b>CAPITAL EQUIPMENT TOTAL &gt;&gt;</b> |  |  | <b>\$3,000.00</b>          |
|   |  |  |                            |
| <b>Capital Construction - 995</b>       |  |  |                            |
| 995-A                                   | [] Hand railing for Concession stand at hazard area east of front door |  | \$1,120.00                 |
| <b>TOTAL</b>                            |  |  | <b>\$1,120.00</b>          |
| <b>GRAND TOTAL</b>                      |  |  | <b>\$52,560.17</b>         |

# BUDGET WORK PAPER

| DEPARTMENT:<br>FUND:                          | 900 - PARKS & RECREATION<br>CAPITAL IMPROVEMENTS   | TOTAL<br>ESTIMATED<br>COST |
|---|--|----------------------------|
| LINE ITEM<br>REFERENCE #                      | JUSTIFICATION FOR LINE ITEM  |                            |
| 1240.1  | Capital Contracted Services:<br>[] Architect / engineering consulting for park system.<br>none at current time...  | \$0.00                     |
| 1241.1  | Capital Improvements:<br>[] Funds from 1/2 cent sales tax to finance operational expenses<br>of park system. (i.e. summer help employees)<br>**Budgeted for in Parks and Stormwater Sales Tax Fund (\$54,440.17) | \$52,560.17                |
| 1242.1  | [] Purchase of "Rubberific" mulch for playground area at R.H.M.P.<br>**Budgeted for in Parks and Stormwater Sales Tax Fund (\$1,000.)  | \$1,000.00                 |
| 1243.1  | [] Ball Field maintainenance contracted to Munie Outdoor Services (50/50 basis)<br>**Budgeted for in Parks and Stormwater Sales Tax Fund (\$5,000.)  | \$5,000.00                 |
| 1244.1  | [] Diamond Pro / 6-tons total in bulk or 50 lb bags \$420.00 per ton..<br>**Budgeted for in Parks and Stormwater Sales Tax Fund (\$2,500.)   | \$2,500.00                 |
| 1246.1  | [] Retaining wall for 7400-7500 block of Natural Bridge Road. Approximately<br>350-linear feet at bottom of Oakmount   | \$60,000.00                |
| 1247.1  | [] Brick retaining wall for various locations split 50/50 with Dept 700 capital<br>Belwood Parkway, San Diego, etc...  | \$17,500.00                |
| 1248.1  | [] Irrigation system project for Belwood Parkway...<br>* irrigation system PVC, electric controller, back flow meter, water meter, water tap to main...  | 12,000.00                  |
| < pending approval >                          | [] Irrigation system project for the front of R.H.M.P.   | 8,000.00                   |
| <b>Capital Improvement Sub-Total &gt;&gt;</b> |  | <b>\$150,560.17</b>        |
| <b>CAPITAL IMPROVEMENT TOTAL &gt;&gt;</b>     |  | <b>\$150,560.17</b>        |

**BUDGET FORM II - PERSONNEL SERVICES**  
**FISCAL YEAR: 2012-2013**  
**DEPARTMENT: PARKS & REC**  
**FUND: GENERAL**  
**ACC'T. GROUP: 100 900**

Account 901-A 901 902 903 904 905

{ alphabetical order }

| Employee:   | Title  | Rate   | Salary          | Merit         | Total              | Social Security | Health Insurance | Pension    | Workers Compensation | Total           |
|---|--------|--------|-----------------|---------------|--------------------|-----------------|------------------|------------|----------------------|-----------------|
| Summer  | help 1 | 8.0000 | 4,800.00        | 0.00          | 4,800.00           | 367             | 0.00             | 0.00       | 219.29               | \$5,386         |
| Summer  | help 2 | 8.0000 | 4,800.00        | 0.00          | 4,800.00           | 367             | 0.00             | 0.00       | 219.29               | \$5,386         |
| Summer  | help 3 | 8.0000 | 4,800.00        | 0.00          | 4,800.00           | 367             | 0.00             | 0.00       | 219.29               | \$5,386         |
| Summer  | help 4 | 8.0000 | 4,800.00        | 0.00          | 4,800.00           | 367             | 0.00             | 0.00       | 219.29               | \$5,386         |
| { F.Y.I.: 600 work hours @ \$8.00 for returning employees and \$7.25 for first time employees } |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      | \$0             |
|   |        |        |                 |               |                    |                 |                  |            |                      | \$0             |
|   |        |        |                 |               |                    |                 |                  |            |                      | \$0             |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
|   |        |        |                 |               |                    |                 |                  |            |                      |                 |
| Account   | 906    |        | \$0             | \$0           | \$0                | \$0             | \$0              | \$0.00     | \$0.00               | \$0             |
|   |        |        |                 |               | \$0                | \$0             | \$0              | \$0        |                      |                 |
| <b>TOTALS BY COLUMN:</b>  |        |        | <b>\$19,200</b> | <b>\$0.00</b> | <b>\$19,200.00</b> | <b>\$1,468</b>  | <b>\$0</b>       | <b>\$0</b> | <b>\$877</b>         | <b>\$21,545</b> |

658

376

|                    |                   |
|--------------------|-------------------|
| <b>DEPARTMENT:</b> | <b>SANITATION</b> |
| <b>FUND:</b>       | <b>GENERAL</b>    |
| <b>ACCOUNT:</b>    | <b>100 800</b>    |

**PROGRAM DESCRIPTION:**

The Public Works Department is organized into two divisions in the General Fund with the Street Department and Parks Department. The Street Division is responsible for maintenance of city streets, sidewalks, bridges, parking lots, downtown street lighting, traffic signals, City Hall and the Public Works Garage. The Parks Division primarily maintains the facilities at Hoelzel Park. The Sanitation Department has its own fund and is responsible for trash pickup.

**OBJECTIVES:**

1. To ensure all refuse services are provided in a timely and financially prudent manner.

**EXPENDITURES**

|                           | <b>ACTUAL<br/>2008-2009</b> | <b>ACTUAL<br/>2009-2010</b> | <b>ACTUAL<br/>2010-2011</b> | <b>BUDGETED<br/>2011-2012</b> | <b>PROPOSED<br/>2012-2013</b> |
|---------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------------|-------------------------------|
| PERSONNEL SERVICES        | 120,976                     | 116,490                     | 116,490                     | 136,873                       | 164,763                       |
| SUPPLIES, SERVICES, MISC. | 76,601                      | 72,036                      | 72,036                      | 72,036                        | 78,786                        |
| CAPITAL - MINOR           | 6,500                       | 1,150                       | 1,150                       | 1,150                         | 6,389                         |
| CAPITAL - MAJOR           | 0                           | 88,100                      | 88,100                      | 6,100                         | 11,495                        |
| DEPRECIATION              |                             |                             |                             |                               |                               |
| <b>GRAND TOTAL</b>        | <b>\$204,077</b>            | <b>\$277,776</b>            | <b>\$277,776</b>            | <b>\$216,159</b>              | <b>\$261,433</b>              |

**STAFFING**

|                          |            |            |            |            |            |
|--------------------------|------------|------------|------------|------------|------------|
| DRIVER/LABORER           | 3          | 3          | 3          | 3          | 3          |
| ACCOUNTING/BILLING CLERK | 0.5        | 0.5        | 0.5        | 0.5        | 0.5        |
| <b>TOTAL DEPT. STAFF</b> | <b>3.5</b> | <b>3.5</b> | <b>3.5</b> | <b>3.5</b> | <b>3.5</b> |

370

DEPARTMENT:

# SANITATION

GENERAL FUND ACCOUNT #:

100-800

| ACCOUNT #                                 | ACCOUNT-TITLE                 | ACTUAL<br>2008-2009 | ACTUAL<br>2009-2010 | ACTUAL<br>2010-2011 | BUDGET<br>2011-2012 | PROPOSED<br>2012-2013 |
|---|-------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| 801                                       | Wages                         | 88,892              | 84,321              | 84,321              | 98,142              | 101,129               |
| 801-A                                     | Section 125                   | 0                   | -2,465              | -2,465              | -3,786              | 0                     |
| 801-B                                     | Section 125 Elective          |                     |                     |                     | 0                   | -2,464                |
| 802                                       | FICA Expense                  | 6,794               | 6,265               | 6,265               | 7,218               | 7,548                 |
| 803                                       | Health Insurance              | 14,236              | 21,423              | 21,423              | 18,008              | 41,159                |
| 804                                       | Pension Contribution          | 4,197               | 3,139               | 3,139               | 4,101               | 5,731                 |
| 805                                       | Worker's Compensation         | 6,857               | 2,880               | 2,880               | 13,190              | 11,661                |
| 806                                       | Unemployment Insurance Claims |                     |                     |                     |                     |                       |
|   | Overtime                      | 0                   | 927                 | 927                 | 0                   | 4,721                 |
| <b>PERSONNEL SUBTOTAL</b>                 |                               | <b>120,976</b>      | <b>116,490</b>      | <b>116,490</b>      | <b>136,873</b>      | <b>164,763</b>        |
| 813                                       | Professional Services         | 1500                | 300                 | 300                 | 300                 | 300                   |
| 816                                       | Contracted Services           | 0                   | 0                   | 0                   | 0                   | 0                     |
| 820                                       | Uniform & Safety Equipment    | 800                 | 800                 | 800                 | 800                 | 1,332                 |
| 825                                       | Vehicle Expense               | 28,300              | 22,250              | 22,250              | 22,250              | 25,910                |
| 835                                       | Telephone & Utilities         | 300                 | 1,440               | 1,440               | 1,440               | 996                   |
| 840                                       | Dumping Fees                  | 43,516              | 45,036              | 45,036              | 45,036              | 48,927                |
| 859                                       | Public Relations              | 1,635               | 1,760               | 1,760               | 1,760               | 870                   |
| 860                                       | Miscellaneous Expense         | 150                 | 50                  | 50                  | 50                  | 50                    |
| 870                                       | Hardware and Handtools        | 100                 | 100                 | 100                 | 100                 | 100                   |
| 882                                       | Equipment & Land Rental       | 0                   | 0                   | 0                   | 0                   | 0                     |
| 899                                       | Banking fees                  | 300                 | 300                 | 300                 | 300                 | 300                   |
| <b>SUPPLIES, SERVICES, MISC. SUBTOTAL</b> |                               | <b>76,601</b>       | <b>72,036</b>       | <b>72,036</b>       | <b>72,036</b>       | <b>78,786</b>         |
| 890                                       | Capital - Minor Equipment     | 6,500               | 1,150               | 1,150               | 1,150               | 6,389                 |
| 891                                       | Capital - Major Equipment     | 0                   | 88,100              | 88,100              | 6,100               | 11,495                |
|   | Depreciation                  |                     |                     |                     |                     |                       |
| <b>CAPITAL SUBTOTAL</b>                   |                               | <b>6,500</b>        | <b>89,250</b>       | <b>89,250</b>       | <b>7,250</b>        | <b>17,884</b>         |
| <b>DEPARTMENT TOTAL</b>                   |                               | <b>204,077</b>      | <b>277,776</b>      | <b>277,776</b>      | <b>216,159</b>      | <b>261,433</b>        |





# BUDGET WORK PAPER

(50 lines per page)

| DEPARTMENT:<br>FUND:            | 800 - SANITATION DEPARTMENT<br>PERSONNEL SERVICES   |                                    | TOTAL<br>ESTIMATED<br>COST |
|---------------------------------|---|------------------------------------|----------------------------|
| LINE ITEM<br>REFERENCE #        | JUSTIFICATION FOR LINE ITEM   |                                    |                            |
| 801                             | Wages   | { 2080 work hours } { merit @ 3% } | \$96,934.72                |
| 22.4041                         | <input type="checkbox"/> driver/laborer - Brown, M.   | \$46,600.53 \$46,600.53            |                            |
| 12.3600                         | <input type="checkbox"/> driver/laborer - Jones, E.   | \$25,708.80 \$26,480.06            |                            |
| 11.1343                         | <input type="checkbox"/> driver/laborer - Murray, C.  | \$23,159.34 \$23,854.12            |                            |
|                                 |   | \$95,469.67 \$96,934.72            |                            |
| 801-A                           | Section 125   |                                    | \$0.00                     |
| 801-B                           | Section 125 Elective  |                                    | -\$2,464.00                |
| 802                             | F.I.C.A. Expense:<br>{ .0765 % of total wages }   |                                    | \$7,227.01                 |
| 803                             | Insurance for three (3) employee crew:<br>{ formulated by individual, individual with child, spouse, or family status. }                    |                                    | \$41,158.56                |
|                                 | <input type="checkbox"/> Health Insurance:  |                                    |                            |
|                                 | <input type="checkbox"/> Dental Insurance:  |                                    |                            |
|                                 | <input type="checkbox"/> Life Insurance: uniform \$20,000 policy per employee @ \$5.20 monthly  |                                    |                            |
|                                 | <input type="checkbox"/> Short Term Disability Insurance: per employee \$10.30 monthly  |                                    |                            |
|                                 | <input type="checkbox"/> Long Term Disability Insurance: per employee \$14.39 monthly   |                                    |                            |
| 804                             | Pension Contribution:<br>{ salary times 3.0 % }   |                                    | \$5,525.28                 |
| 805                             | Workers Compensation:<br>{ \$ 12.03 rate per 100 dollars of salary; minus 02 %; minus 25 % }  |                                    | \$11,661.25                |
| 806                             | <input type="checkbox"/> overtime {estimated}<br>{ individual employee labor/hour average x 60 hours for sanitation and snow detail hours } |                                    | \$4,720.67                 |
|                                 | <input type="checkbox"/> driver/laborer - Brown, M.   | 36.6061 2,196.37                   |                            |
|                                 | <input type="checkbox"/> driver/laborer - Jones, E.   | 19.0950 1,145.70                   |                            |
|                                 | <input type="checkbox"/> driver/laborer - Murray, C.  | 17.2050 1,032.30                   |                            |
| <b>PERSONNEL TOTAL &gt;&gt;</b> |   |                                    | <b>\$164,763.48</b>        |

# BUDGET WORK PAPER

| DEPARTMENT:<br>FUND:                            | 800 - SANITATION DEPARTMENT<br>SUPPLIES, SERVICES, MISC.  | TOTAL<br>ESTIMATED<br>COST |
|---|---|----------------------------|
| LINE ITEM<br>REFERENCE #                        | JUSTIFICATION FOR LINE ITEM   |                            |
| 813   | Professional Services<br>[] Drug testing of new employee and random testing of existing employees.<br>{ "Rapid Testing" is \$55.00 each occurrence x five (5) } | \$300.00                   |
| 816   | Contracted services   | \$0.00                     |
| 820   | Uniform & Safety Equipment  | \$1,332.00                 |
| 820-A   | [] uniforms 3 men @ \$ 275.00 ea.   | \$825.00                   |
| 820-B   | [] safety shoes 3 men @ \$ 100.00 ea.   | \$300.00                   |
| 820-C   | [] rain wear 3 men @ \$ 30.00 ea.   | \$90.00                    |
| 820-D   | [] work gloves, rubber nine (9) pair @ \$13.00  | \$117.00                   |
| 825   | Vehicle Expense - for 2 vehicles.   | \$2,000.00                 |
| 825-A   | [] DEF additive for 2011 engine (\$250.00 per 55-gallon drum)   | \$500.00                   |
| 825-B   | [] petroleum, diesel 4000 gallons @ \$3.60  | \$14,400.00                |
|   | [] tires  |                            |
|   | front tires: four (4) @ 350..   | \$1,400.00                 |
|   | rear tires: sixteen (16) @ \$ 260.00  | \$4,160.00                 |
|   | [] 15 gallons - Orange Solvent @ \$ 30.00 ea.<br>to degrease rear hopper of sanitation truck  | \$450.00                   |
|   | [] oil, anti-freeze, hydraulic, filters & parts   | \$3,000.00                 |
| 835   | Telephone & Utilities   | \$996.48                   |
|   | [] 12 month service for (314) 486-2182 Nex-Tel-sanitator  | \$996.48                   |
| 840   | Dumping fees { landfill contract with IESI-MO, Inc. }   |                            |
|   | [] household - 3 months @ 325 tons @ \$ 31.70 per ton...  | \$10,303.50                |
|   | [] household - 9 months @ 975 tons @ \$ 32.65 per ton...  | \$31,833.75                |
|   | [] yard waste - tipping fee = 200 tons @ \$31.70 per ton..  | \$6,340.00                 |
|   | [] recycling tipping fee  | \$250.00                   |
|   | [] tire disposal average \$5.00 per tire  | \$200.00                   |
| 859   | Public Relations  | \$870.00                   |
|   | [] Christmas gift certificates {\$50.00 x 3 }<br>* Employees Brown, Jones & Murray...   | \$150.00                   |
|   | [] Sanitation, yard waste & recycling educational { grant requirement }<br>1600 @ .45 newsletter.   | \$720.00                   |
|   | 1600 @ \$ 0.85 educational flier with billing.  | \$1,360.00                 |
| 860   | Miscellaneous   | \$50.00                    |
|   | [] Waste haulers permit x two (2)   | \$50.00                    |
| 870   | Hardware & Hand tools   | \$100.00                   |
| 899   | Banking Fees  | \$300.00                   |
| <b>SUPPLIES, SERVICES, MISC, TOTAL &gt;&gt;</b> |   | <b>\$67,498.50</b>         |

# BUDGET WORK PAPER

| DEPARTMENT:              | 800 - SANITATION DEPARTMENT  | TOTAL               |
|--------------------------|--|---------------------|
| FUND:                    | CAPITAL EQUIPMENT & CONSTRUCTION   | ESTIMATED           |
| LINE ITEM<br>REFERENCE # | JUSTIFICATION FOR LINE ITEM  | COST                |
|                          | Capital Equipment - 890  |                     |
| 890-A                    | <ul style="list-style-type: none"> <li>▣ Purchase of three (3) 2-cubic yard rear-loader dumpsters to replace existing older worn &amp; defective units.<br/>Model: RL-200 (<i>Armor Equipment</i>) \ price each. \$463.00</li> </ul> | \$1,389.00          |
|                          | <ul style="list-style-type: none"> <li>▣ blast and paint 1994 International trash truck<br/>* includes cab, body and wheels @ Abrasive Blasting...</li> </ul>  | \$5,000.00          |
|                          | <b>CAPITAL EQUIPMENT TOTAL &gt;&gt;</b>  | <b>\$6,389.00</b>   |
|                          | Capital Construction -895  |                     |
|                          | <b>CAPITAL CONSTRUCTION TOTAL &gt;&gt;</b>   | <b>\$0.00</b>       |
|                          | <b>GRAND TOTAL</b>   | <b>\$174,138.00</b> |

# BUDGET WORK PAPER

| DEPARTMENT:<br>FUND:                      | 800 - SANITATION DEPARTMENT<br>CAPITAL IMPROVEMENTS   | TOTAL<br>ESTIMATED<br>COST                               |
|---|---|--|
| LINE ITEM<br>REFERENCE #                  | JUSTIFICATION FOR LINE ITEM   |  |
| 891                                       | Capital Contracted Services:<br>[] Consulting Services { Genesis Group, Inc, }  | \$0.00   |
| 1231.1                                    | Capital Improvements:<br>[] Purchase of 200 replacement complete 96 -allon roll-out trash carts.<br>purchase is designed to facilitate replacement of defective carts<br>*96 gallon cart (complete) @ \$51.00 each (200 x\$51.00) \$10,200.00<br>*Hot stamping 200 carts; Normandy logo & serial numbers,. \$195.00<br>*Freight on all of above (200) FOB Kentucky to Normandy.. \$1,100.00 | \$11,495.00<br><br>Included in Capt.<br>Imp. Fund Budget |
| 1231.2                                    |   |  |
| <b>CAPITAL IMPROVEMENT TOTAL &gt;&gt;</b> |   | <b>\$11,495.00</b>                                       |

**DEPARTMENT: Capital Improvement**

**FUND: Capital Improvement**

**ACCOUNT:**

**PROGRAM DESCRIPTION:**

The 1/2 cent Capital Improvement Fund was created in April of 1996 by voter approval to levy a 1/2 sales tax for the purpose of funding City wide Capital Improvements. Capital Improvements are defined as any expenditure over \$1,000 that are for items such as vehicles, street improvements, park equipment, other public infrastructure, and expenses such as professional consulting fees associated with these expenditures, i.e., architectural, engineering, financial, etc...

**OBJECTIVES:**

1. To maintain safe, clean, smooth streets for motorists.
2. To maintain a safe and efficient environment at all municipal facilities for the use by the public.
3. To ensure that the proper equipment is provided in order to allow for necessary City services to be provided.

**EXPENDITURES**

|                       | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>PROPOSED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
|-----------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Streets               | 86,500                    | 15,000                    | \$69,700                  | <b>\$163,700</b>            | \$21,406                    |
| Street Recon. Fund    | 30,000                    | 3,000                     | \$30,000                  | <b>\$45,000</b>             | \$65,000                    |
| Trucks                |                           | 0                         | \$0                       | <b>\$104,000</b>            | \$95,525                    |
| Sanitation            |                           | 0                         | \$0                       | <b>\$0</b>                  | \$0                         |
| Police                | 25,200                    | 123,500                   | \$123,500                 | <b>\$123,500</b>            | \$109,000                   |
| Administration        | 20,000                    |                           | \$3,000                   | <b>\$27,500</b>             | \$22,500                    |
| Legal                 |                           | 0                         | \$0                       | <b>\$0</b>                  | \$0                         |
| Protective Inspection |                           | 0                         | \$0                       | <b>\$30,000</b>             | \$0                         |
| Bank Fees             |                           | 0                         | \$0                       | <b>\$0</b>                  | \$0                         |
| <b>GRAND TOTAL</b>    | <b>\$161,700</b>          | <b>\$141,500</b>          | <b>\$226,200</b>          | <b>\$493,700</b>            | \$313,431                   |

**STAFFING  
(NONE)**

**CAPITAL IMPROVEMENT FUND DETAIL**

**BUDGET SUMMARY FY 2012-13**

|                                  |   |                  |
|----------------------------------|---|------------------|
| 1200.1                           | CAPITAL -- Admin  | \$7,500          |
|                                  | Computers for City Hall   |                  |
|                                  | <b>CAPITAL EQUIPMENT -- Admin Subtotal</b>  | <b>\$7,500</b>   |
| 1200.1                           | CAPITAL -- City Hall  | \$15,000         |
|                                  | New desks for City Hall   |                  |
|                                  | <b>CAPITAL EQUIPMENT -- City Hall Subtotal</b>  | <b>\$15,000</b>  |
| 1210.1                           | CAPITAL---Police  |                  |
|                                  | Vehicles for Patrol Officers; 3 new vehicles and equip. (2-Dodge Chargers, 1 )  | \$109,000        |
|                                  | <b>CAPITAL EQUIPMENT---Police Subtotal</b>  | <b>\$109,000</b> |
| 1221.1                           | CAPITAL---Streets   |                  |
|                                  | [ ] three (3) 2-cycle gasoline powered weed trimmer purchase...<br>{ commercial - Red-Max model: BCZ-265-OS or equal } 299 each | 897              |
|                                  | one (1) 2-cycle gas powered Sthil Brand cut off saw (Model TS-800)  | \$1,299          |
|                                  | one (1) 2-cycle gas powered back pack blower (Sthil Model BR600 Magnum)   | \$399            |
|                                  | Power broom for snow detail at City Hall sidewalks  | \$4,050          |
|                                  | Toro brand 36-inch fixed deck, pistol gear drive 14.5 hp Kawasaki   | \$2,895          |
|                                  | <b>CAPITAL EQUIPMENT -- Streets Subtotal</b>  | <b>\$9,831</b>   |
|                                  | one (1) 8' by 8' by 40' long steel cargo trailer for City Hall storage  | \$3,675          |
|                                  | Hand railing for City Hall steps at court room side of building   | \$2,100          |
|                                  | Panic door closures, magnetic locks and remote trigger for court room   | \$5,800          |
|                                  | <b>Street construction -- dedicated fund</b>  | <b>\$65,000</b>  |
|                                  | <b>CAPITAL CONSTRUCTION---Streets Subtotal</b>  | <b>\$76,575</b>  |
|                                  | CAPITAL -- Parks  |                  |
|                                  | Retaining walls, parkway, concrete planters   | \$95,525         |
|                                  | <b>CAPITAL---Parks Subtotal</b>   | <b>\$95,525</b>  |
| <b>TOTAL CAPITAL IMPROVEMENT</b> |   | <b>\$313,431</b> |

**DEPARTMENT:** SEWER LATERAL  
**FUND:** SEWER LATERAL  
**ACCOUNT:** 101300

**PROGRAM DESCRIPTION:**

The Sewer Lateral Fund was created in April of 1999 by voter approval to levy a \$28 annual fee for the purpose of funding the repair of broken sewer lateral for residential structures that have less than six dwelling units per building.

**OBJECTIVES:**

1. To maintain a safe, clean, residential environment.
2. To repair broken Sewer Laterals for those residents who qualify for the program

**EXPENDITURES**

|                                    | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>BUDGETED<br/>2011-12</b> | <b>BUDGETED<br/>2012-13</b> |
|------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Payment to Contractor              | 78,000                    | \$21,200                  | \$21,200                  | \$21,200                    | \$21,200                    |
| Reimbursement to Homeowner         | 1,800                     | \$2,000                   | \$2,000                   | \$2,000                     | \$2,000                     |
| Admin. Reimbursement to General Fu | 0                         | \$10,000                  | \$10,000                  | \$10,000                    | \$10,000                    |
| Other                              | 136                       |                           |                           |                             |                             |
| <b>GRAND TOTAL</b>                 | <b>\$79,936</b>           | <b>\$33,200</b>           | <b>\$33,200</b>           | <b>\$33,200</b>             | <b>\$33,200</b>             |

**STAFFING  
(NONE)**

**SEWER LATERAL FUND****BUDGET SUMMARY FY 2012-13**

| <b>ACCOUNT #</b>                            |  | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>BUDGETED<br/>2010-11</b> | <b>PROPOSED<br/>2012-13</b> |
|---|--|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| <b>PROJECTED SEWER LATERAL REVENUES</b>     |  |                           |                           |                           |                             |                             |
| 405.2                                       | Sewer Lateral Property Tax                 | 33,000                    | 33,000                    | 35,000                    | 35,000                      | 35,000                      |
| 450.2                                       | Interest Income                            | 100                       | 1,000                     | 0                         | 0                           | 0                           |
|   | <b>TOTAL REVENUES</b>                      | <b>\$33,100</b>           | <b>\$34,000</b>           | <b>\$35,000</b>           | <b>\$35,000</b>             | <b>\$35,000</b>             |
| <b>PROJECTED SEWER LATERAL EXPENDITURES</b> |  |                           |                           |                           |                             |                             |
| 1300  | Payment to Contractor                      | 21,200                    | 32,670                    | 21,200                    | 21,200                      | 21,200                      |
| 1310  | Reimbursement to Homeowner                 | 2,000                     | 1,033                     | 2,000                     | 2,000                       | 2,000                       |
| 1320  | Admin. Reimbursement to General I<br>Other | 10,000<br>0               | 0                         | 10,000                    | 10,000                      | 10,000                      |
|   | <b>TOTAL EXPENDITURES</b>                  | <b>\$33,200</b>           | <b>\$33,703</b>           | <b>\$33,200</b>           | <b>\$33,200</b>             | <b>\$33,200</b>             |
|   | <b>NET INCOME/(LOSS)</b>                   | <b>-\$100</b>             | <b>\$297</b>              | <b>\$1,800</b>            | <b>\$1,800</b>              | <b>\$1,800</b>              |

**ACTUAL FUND BALANCE 9/30/11**

\$23,758

**PROJECTED FUND BALANCE 9/30/12**

\$20,000

**PROJECTED FUND BALANCE 9/30/13**

\$25,000



**DEPARTMENT: Capital Improvement**

**FUND: Capital Improvement**

**ACCOUNT:**

**PROGRAM DESCRIPTION:**

The 1/2 cent Capital Improvement Fund was created in April of 1996 by voter approval to levy a 1/2 sales tax for the purpose of funding City wide Capital Improvements. Capital Improvements are defined as any expenditure over \$1,000 that are for items such as vehicles, street improvements, park equipment, other public infrastructure, and expenses such as professional consulting fees associated with these expenditures, i.e., architectural, engineering, financial, etc...

**OBJECTIVES:**

1. To maintain safe, clean, smooth streets for motorists.
2. To maintain a safe and efficient environment at all municipal facilities for the use by the public.
3. To ensure that the proper equipment is provided in order to allow for necessary City services to be provided.

**EXPENDITURES**

|                       | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>PROPOSED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
|-----------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Streets               | 86,500                    | 15,000                    | \$69,700                  | <b>\$163,700</b>            | \$21,406                    |
| Street Recon. Fund    | 30,000                    | 3,000                     | \$30,000                  | <b>\$45,000</b>             | \$65,000                    |
| ks                    |                           | 0                         | \$0                       | <b>\$104,000</b>            | \$95,525                    |
| Sanitation            |                           | 0                         | \$0                       | <b>\$0</b>                  | \$0                         |
| Police                | 25,200                    | 123,500                   | \$123,500                 | <b>\$123,500</b>            | \$109,000                   |
| Administration        | 20,000                    |                           | \$3,000                   | <b>\$27,500</b>             | \$22,500                    |
| Legal                 |                           | 0                         | \$0                       | <b>\$0</b>                  | \$0                         |
| Protective Inspection |                           | 0                         | \$0                       | <b>\$30,000</b>             | \$0                         |
| Bank Fees             |                           | 0                         | \$0                       | <b>\$0</b>                  | \$0                         |
| <b>GRAND TOTAL</b>    | <b>\$161,700</b>          | <b>\$141,500</b>          | <b>\$226,200</b>          | <b>\$493,700</b>            | <b>\$313,431</b>            |

**STAFFING  
(NONE)**

**CAPITAL IMPROVEMENT FUND DETAIL**

**BUDGET SUMMARY FY 2012-13**

|        |   |   |                  |
|--------|---|---|------------------|
| 1200.1 | CAPITAL -- Admin  |   | \$7,500          |
|        | Computers for City Hall   |   |                  |
|        |   | CAPITAL EQUIPMENT -- Admin Subtotal     | \$7,500          |
| 1200.1 | CAPITAL -- City Hall  |   | \$15,000         |
|        | New desks for City Hall   |   |                  |
|        |   | CAPITAL EQUIPMENT -- City Hall Subtotal | \$15,000         |
| 1210.1 | CAPITAL---Police  |   |                  |
|        | Vehicles for Patrol Officers; 3 new vehicles and equip. (2-Dodge Chargers, 1 )  |   | \$109,000        |
|        |   | CAPITAL EQUIPMENT---Police Subtotal     | \$109,000        |
| 1221.1 | CAPITAL---Streets   |   |                  |
|        | [ ] three (3) 2-cycle gasoline powered weed trimmer purchase...<br>{ commercial - Red-Max model: BCZ-265-OS or equal } 299 each | 897                                     |                  |
|        | one (1) 2-cycle gas powered Sthil Brand cut off saw (Model TS-800)  | \$1,299                                 |                  |
|        | one (1) 2-cycle gas powered back pack blower (Sthil Model BR600 Magnum)   | \$399                                   |                  |
|        | Power broom for snow detail at City Hall sidewalks  | \$4,050                                 |                  |
|        | Toro brand 36-inch fixed deck, pistol gear drive 14.5 hp Kawasaki   | \$2,895                                 |                  |
|        |   | CAPITAL EQUIPMENT -- Streets Subtotal   | \$9,831          |
|        | one (1) 8' by 8' by 40' long steel cargo trailer for City Hall storage  | \$3,675                                 |                  |
|        | Hand railing for City Hall steps at court room side of building   | \$2,100                                 |                  |
|        | Panic door closures, magnetic locks and remote trigger for court room   | \$5,800                                 |                  |
|        | Street construction -- dedicated fund   | \$65,000                                |                  |
|        |   | CAPITAL CONSTRUCTION--Streets Subtotal  | \$76,575         |
|        | CAPITAL -- Parks  |   |                  |
|        | Retaining walls, parkway, concrete planters   | \$95,525                                |                  |
|        |   | CAPITAL---Parks Subtotal                | \$95,525         |
|        |   | <b>TOTAL CAPITAL IMPROVEMENT</b>        | <b>\$313,431</b> |

**DEPARTMENT:** SEWER LATERAL  
**FUND:** SEWER LATERAL  
**ACCOUNT:** 101300

**PROGRAM DESCRIPTION:**

The Sewer Lateral Fund was created in April of 1999 by voter approval to levy a \$28 annual fee for the purpose of funding the repair of broken sewer lateral for residential structures that have less than six dwelling units per building.

**OBJECTIVES:**

1. To maintain a safe, clean, residential environment.
2. To repair broken Sewer Laterals for those residents who qualify for the program

**EXPENDITURES**

|                                    | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>BUDGETED<br/>2011-12</b> | <b>BUDGETED<br/>2012-13</b> |
|------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Payment to Contractor              | 78,000                    | \$21,200                  | \$21,200                  | \$21,200                    | \$21,200                    |
| Reimbursement to Homeowner         | 1,800                     | \$2,000                   | \$2,000                   | \$2,000                     | \$2,000                     |
| Admin. Reimbursement to General Fu | 0                         | \$10,000                  | \$10,000                  | \$10,000                    | \$10,000                    |
| Other                              | 136                       |                           |                           |                             |                             |
| <b>GRAND TOTAL</b>                 | <b>\$79,936</b>           | <b>\$33,200</b>           | <b>\$33,200</b>           | <b>\$33,200</b>             | <b>\$33,200</b>             |

**STAFFING  
(NONE)**

**SEWER LATERAL FUND**  
**BUDGET SUMMARY FY 2012-13**

| <b>ACCOUNT #</b>                                | <b>ACTUAL<br/>2008-09</b> | <b>ACTUAL<br/>2009-10</b> | <b>ACTUAL<br/>2010-11</b> | <b>BUDGETED<br/>2010-11</b> | <b>PROPOSED<br/>2012-13</b> |
|---|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| <b>PROJECTED SEWER LATERAL REVENUES</b>         |                           |                           |                           |                             |                             |
| 405.2 Sewer Lateral Property Tax                | 33,000                    | 33,000                    | 35,000                    | 35,000                      | 35,000                      |
| 450.2 Interest Income                           | 100                       | 1,000                     | 0                         | 0                           | 0                           |
| <b>TOTAL REVENUES</b>                           | <b>\$33,100</b>           | <b>\$34,000</b>           | <b>\$35,000</b>           | <b>\$35,000</b>             | <b>\$35,000</b>             |
| <b>PROJECTED SEWER LATERAL EXPENDITURES</b>     |                           |                           |                           |                             |                             |
| 1300 Payment to Contractor                      | 21,200                    | 32,670                    | 21,200                    | 21,200                      | 21,200                      |
| 1310 Reimbursement to Homeowner                 | 2,000                     | 1,033                     | 2,000                     | 2,000                       | 2,000                       |
| 1320 Admin. Reimbursement to General I<br>Other | 10,000<br>0               | 0                         | 10,000                    | 10,000                      | 10,000                      |
| <b>TOTAL EXPENDITURES</b>                       | <b>\$33,200</b>           | <b>\$33,703</b>           | <b>\$33,200</b>           | <b>\$33,200</b>             | <b>\$33,200</b>             |
| <b>NET INCOME/(LOSS)</b>                        | <b>-\$100</b>             | <b>\$297</b>              | <b>\$1,800</b>            | <b>\$1,800</b>              | <b>\$1,800</b>              |

**ACTUAL FUND BALANCE 9/30/11** \$23,758  
**PROJECTED FUND BALANCE 9/30/12** \$20,000  
**PROJECTED FUND BALANCE 9/30/13** \$25,000

|                    |                                       |
|--------------------|---------------------------------------|
| <b>DEPARTMENT:</b> | <b>ECONOMIC DEVELOPMENT SALES TAX</b> |
| <b>FUND:</b>       | <b>ECONOMIC DEVELOPMENT SALES TAX</b> |
| <b>ACCOUNT:</b>    |                                       |

**PROGRAM DESCRIPTION:**

The Economic Development Sales Tax Fund was created in April 2007 by voter approval to levy a 1/2 cent sales tax for the purpose of funding Economic Development Projects for the City of Normandy particaly for the Natural Bridge Corridor

**OBJECTIVES:**

**EXPENDITURES**

|   | <b>PROJECTED<br/>2009-10</b> | <b>BUDGETED<br/>2010-11</b> | <b>PROPOSED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
|---|------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Economic Development<br>Projects/Expenses | \$74,000                     | \$74,300                    | \$74,300                    | \$74,300                    |
| <b>GRAND TOTAL</b>                        | <b>\$74,000</b>              | <b>\$74,300</b>             | <b>\$74,300</b>             | <b>\$74,300</b>             |
|   | <b>STAFFING<br/>(NONE)</b>   |                             |                             |                             |

**ECONOMIC DEVELOPMENT SALES TAX FUND****BUDGET SUMMARY FY 2012-13**

| <b>ACCOUNT #</b> |  | <b>BUDGETED<br/>2010-11</b> | <b>BUDGETED<br/>2011-12</b> | <b>BUDGETED<br/>2012-13</b> |
|------------------|--|-----------------------------|-----------------------------|-----------------------------|
|                  | <b>PROJECTED ECONOMIC DEVELOPMENT SALES TAX REVENUES</b> |                             |                             |                             |
| 405.7            | Economic Development Sales Tax                           | 74000                       | 74000                       | 74000                       |
|                  | Interest Income  | 300                         | 300                         | 300                         |
|                  | <b>TOTAL REVENUES</b>                                    | <b>74300</b>                | <b>74300</b>                | <b>74300</b>                |
|                  | <b>PROJECTED ECONOMIC DEVELOPMENT EXPENDITURES</b>       | <b>BUDGETED<br/>2010-11</b> | <b>BUDGETED<br/>2011-12</b> | <b>BUDGETED<br/>2012-13</b> |
|                  | Economic Development Projects/Expenses                   | 74000                       | 74000                       | 74000                       |
|                  | <b>TOTAL EXPENDITURES</b>                                | <b>74000</b>                | <b>74000</b>                | <b>74000</b>                |
|                  | <b>NET INCOME/(LOSS)</b>                                 | <b>300</b>                  | <b>300</b>                  | <b>300</b>                  |

**ACTUAL FUND BALANCE 9/30/11** \$255,111

**PROJECTED FUND BALANCE 9/30/12** \$300,000

**PROJECTED FUND BALANCE 9/30/13** \$356,000

**DEPARTMENT:** TAX INCREMENT FINANCE FUND  
**FUND:** TAX INCREMENT FINANCE FUND  
**ACCOUNT:**

**PROGRAM DESCRIPTION:**

**OBJECTIVES:**

|   | <b>EXPENDITURES</b>          |                             |                             |                             |
|---|------------------------------|-----------------------------|-----------------------------|-----------------------------|
|   | <b>PROJECTED<br/>2009-10</b> | <b>BUDGETED<br/>2010-11</b> | <b>PROPOSED<br/>2011-12</b> | <b>PROPOSED<br/>2012-13</b> |
| Economic Development<br>Projects/Expenses | 53,000                       | 85,000                      | 85,000                      | 85,000                      |
| <b>GRAND TOTAL</b>                        | <b>\$53,000</b>              | <b>\$85,000</b>             | <b>\$85,000</b>             | <b>\$85,000</b>             |
|   | <b>STAFFING<br/>(NONE)</b>   |                             |                             |                             |

**TAX INCREMENT FINANCE FUND**

**BUDGET SUMMARY FY 2012-13**

| ACCOUNT #  |  | ACTUAL         | ACTUAL          | BUDGETED        | BUDGETED        |
|--|--|----------------|-----------------|-----------------|-----------------|
|  |  | 2009-10        | 2010-11         | 2011-12         | 2012-13         |
| <b>PROJECTED TIF TAX REVENUES</b>                  |  |                |                 |                 |                 |
| 405.7  | TIF Taxes                              | 53,000         | 53,000          | 85,000          | 85,000          |
|  | Interest Income                        | 500            | 500             | 500             | 500             |
|  | <b>TOTAL REVENUES</b>                  | 53,500         | 53,500          | 85,500          | 85,500          |
| <b>PROJECTED ECONOMIC DEVELOPMENT EXPENDITURES</b> |  | <b>ACTUAL</b>  | <b>BUDGETED</b> | <b>BUDGETED</b> | <b>BUDGETED</b> |
|  |  | <b>2009-10</b> | <b>2010-11</b>  | <b>2011-12</b>  | <b>2012-13</b>  |
|  | Economic Development Projects/Expenses | 0              | 0               | 85,000          | 85,000          |
|  | <b>TOTAL EXPENDITURES</b>              | 0              | 0               | 85,000          | 85,000          |
|  | <b>NET INCOME/(LOSS)</b>               | 53,500         | 53,500          | 500             | 500             |

**ACTUAL FUND BALANCE 9/30/11** \$197,318

**PROJECTED FUND BALANCE 9/30/12** \$230,000

**PROJECTED FUND BALANCE 9/30/13** \$270,000