
Administration Budget Overview

The 2014 operating budget for the Department of Administration is expected to be approximately \$114,523 less than the approved 2013 budget. There are a variety of line items throughout the budget that have increased and decreased between 2013 and 2014. Significant among these is the overall increase in salary funding in each program necessary to maintain the 70th percentile pay plan. Fortunately, a reduction in the LAGERS contribution for 2014 helps to offset some of the salary increases. The operating budget decrease is primarily due to significant nonrecurring software expenses in Finance (\$72,000) and significantly reduced expenditures for equipment upgrades/replacements and facility improvements in Information Services (\$74,000) that will not recur in 2014.

The scopes of the Planning and Zoning and Inspections programs are unchanged from 2013 to 2014. Travel expenses are down in Planning and Zoning because there will be no attendance at an annual national conference in 2014, but travel costs are up in Inspections due to the need to send a representative to the annual New World conference to facilitate training in the use of the program and to network with a peer learning group for the Community Development module. There is also an increase in microfilming costs. This is an area that will have to be investigated in the coming years as microfilm is becoming an obsolete technology yet the state has not authorized any alternative format for permanent document storage.

Community Services is similarly unchanged in scope, but there is an approximately \$24,000 increase in the budget. This is predominately the result of the 14% increase in electricity rates granted to Ameren Missouri last year which pushes this line item about \$27,000 above the 2013 budget level. Wellness has been reduced from \$4000 to \$1,000, but there is an expectation that SLAIT will provide Ballwin a \$4,000 grant for such activities.

No changes to the Legal/Legislation program are proposed for 2014. The approximately \$9,000 decrease from 2013 is due to primarily to reductions in the travel budget due to non-use in recent years

The 2013 Support Services program shows an approximately \$2800 reduction from the 2013 funding level. Although there are a variety of line items that have changed, the reduction of Great Streets funding to \$25,000 offsets the cost increases in advertising, utilities, personnel, etc.

The Information Systems program shows an approximately \$74,000 decrease from 2013 to 2014. This is a return to a pre-2013 funding level. The reduction is due to one-time expenditures in 2013 for data switches, a new firewall, a time clock system for

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Parks and Recreation and tablets for department heads. These expenses will not recur, but there are still some expenditures of this nature in the 2014 budget. Aside from the recurrent annual replacement of computer system components, it is proposed that Ballwin initiate the conversion of the current telephone equipment to the VOIP format. Equipment compatible with Ballwin's PBX system with its two pair copper wire based configuration is no longer manufactured. Furthermore, the hardware supporting the voicemail system is obsolete and incapable of accommodating any additional updates to the voicemail software. Additionally, the PBX based software that runs the telephone system cannot be updated until the voicemail software is updated. It is, however, capable of supporting a VOIP format. In order to accommodate the VOIP format and the ever-increasing demands for data capacity, it is necessary for Ballwin to upgrade the data system wiring as well. It is proposed that these upgrades be accomplished over a two year period with a cost of approximately \$53,500 in 2014 and \$46,200 in 2015. Travel expenditures are up in 2014 to allow an IS Program representative to attend the national New World software conference. This will provide an opportunity to better understand how this complicated software works and to network with other users for problem solving and user efficiency. Additionally the establishment of a second internet provider (Charter) has pushed the expenditure for internet access up approximately \$3,000 for 2014. Utilization of the internet is growing rapidly and pushing the capacity and the historic provider. A second provider increases capacity and provides a backup if one provider loses service.

The Court program is not changing for 2014. The approximately \$9,000 increase in the budget for this program is primarily related to personal costs and a \$3,000 increase by Rejis in the annual maintenance of its software which was upgraded in 2013.

The scope of the Finance program is also essentially unchanged from 2013 to 2014, but the budget is substantially lower (approximately \$75,000). Training and software acquisition costs amounting to about \$80,000 are not repeated in the 2014 budget. Additionally the elimination of the debt has eliminated about \$2,200 worth of bond agent fees. Unfortunately, credit card service fees continue to increase as more city transactions are done with such cards. Many of these cards have special plans that result in higher service fees than were common with traditional cards.



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