

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------------------------|---------------------------|----------------------------|---|-----------------------|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 01 | Planning and Zoning | | | |
| <u>Personnel Costs</u> | | | | | |
| <u>Wages and Salaries</u> | | | | | |
| 100001 | Regular pay | \$39,618.65 | \$39,809.00 | \$40,421.00 | \$41,313.00 |
| 100002 | Overtime pay | \$0.00 | \$805.00 | \$0.00 | \$827.00 |
| <u>Total: Wages and Salaries</u> | | \$39,618.65 | \$40,614.00 | \$40,421.00 | \$42,140.00 |
| <u>Benefits</u> | | | | | |
| 107000 | Workers' compensation ins | \$1,149.65 | \$1,186.00 | \$1,190.00 | \$1,257.00 |
| 108000 | FICA expense | \$2,995.08 | \$3,107.00 | \$3,080.00 | \$3,224.00 |
| 109000 | Health insurance | \$2,274.32 | \$2,179.00 | \$2,242.00 | \$2,361.00 |
| 109005 | HRA funding | \$2,764.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 109010 | HRA fees | \$274.96 | \$286.00 | \$278.00 | \$286.00 |
| 109050 | ACA/PCORI fees | \$0.00 | \$0.00 | \$16.00 | \$926.00 |
| 109500 | Dental insurance | \$145.69 | \$157.00 | \$153.00 | \$158.00 |
| 110001 | LAGERS pension | \$2,837.49 | \$3,335.00 | \$2,747.00 | \$2,318.00 |
| 111000 | Life insurance | \$51.50 | \$55.00 | \$52.00 | \$35.00 |
| <u>Total: Benefits</u> | | \$12,493.47 | \$12,805.00 | \$12,258.00 | \$13,065.00 |
| <u>Total: Personnel Costs</u> | | \$52,112.12 | \$53,419.00 | \$52,679.00 | \$55,205.00 |
| <u>Operating Costs</u> | | | | | |
| <u>Travel & Training</u> | | | | | |
| 201050 | Misc conferences/meetings | \$308.00 | \$1,500.00 | \$3,000.00 | \$1,500.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | 2013 expenditures were higher than what is projected for 2014 because of attendance at the annual national conference. Attendance is not proposed for 2014. | | |
| 201100 | Misc seminars/training | \$807.13 | \$750.00 | \$250.00 | \$700.00 |
| <u>Total: Travel & Training</u> | | \$1,115.13 | \$2,250.00 | \$3,250.00 | \$2,200.00 |
| <u>Insurance</u> | | | | | |
| 206001 | Gen/auto liability | \$632.05 | \$720.00 | \$720.00 | \$750.00 |

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|---|--|----------------------------|----------------------|-----------------------|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 01 | Planning and Zoning | | | |
| 206003 | Property liability | \$544.12 | \$583.00 | \$583.00 | \$600.00 |
| | <u>Total: Insurance</u> | \$1,176.17 | \$1,303.00 | \$1,303.00 | \$1,350.00 |
| | <u>General Supplies</u> | | | | |
| 209009 | Maps | \$384.08 | \$500.00 | \$0.00 | \$500.00 |
| | <u>Total: General Supplies</u> | \$384.08 | \$500.00 | \$0.00 | \$500.00 |
| | <u>Dues & Subscriptions</u> | | | | |
| 210001 | APA/AICP | \$762.47 | \$550.00 | \$500.00 | \$550.00 |
| 210002 | PAS | \$890.00 | \$900.00 | \$890.00 | \$900.00 |
| | <u>Total: Dues & Subscriptions</u> | \$1,652.47 | \$1,450.00 | \$1,390.00 | \$1,450.00 |
| | <u>Total: Operating Costs</u> | \$4,327.85 | \$5,503.00 | \$5,943.00 | \$5,500.00 |
| Program Total: Planning and Zoning | | (\$56,439.97) | (\$58,922.00) | (\$58,622.00) | (\$60,705.00) |
| Program | 02 | Inspections | | | |
| | <u>Personnel Costs</u> | | | | |
| | <u>Wages and Salaries</u> | | | | |
| 100001 | Regular pay | \$272,733.24 | \$279,015.00 | \$281,081.00 | \$289,349.00 |
| 100002 | Overtime pay | \$82.97 | \$0.00 | \$0.00 | \$0.00 |
| | <u>Total: Wages and Salaries</u> | \$272,816.21 | \$279,015.00 | \$281,081.00 | \$289,349.00 |
| | <u>Benefits</u> | | | | |
| 107000 | Workers' compensation ins | \$7,812.84 | \$8,147.00 | \$8,165.00 | \$8,632.00 |
| 108000 | FICA expense | \$20,361.54 | \$21,345.00 | \$21,172.00 | \$22,135.00 |
| 109000 | Health insurance | \$32,963.92 | \$33,834.00 | \$34,848.00 | \$36,675.00 |
| 109005 | HRA funding | \$2,764.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 109010 | HRA fees | \$274.96 | \$286.00 | \$278.00 | \$286.00 |
| 109050 | ACA/PCORI fees | \$0.00 | \$0.00 | \$16.00 | \$926.00 |
| 109500 | Dental insurance | \$1,976.90 | \$2,139.00 | \$2,080.00 | \$2,151.00 |
| 110001 | LAGERS pension | \$19,300.97 | \$23,034.00 | \$19,093.00 | \$15,914.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------------------------|------------------------|-----------------------|---------------------|---|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 02 | Inspections | | | |
| 111000 | Life insurance | \$700.08 | \$748.00 | \$713.00 | \$480.00 |
| 120100 | College tuition | \$558.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 120105 | Tests & certifications | \$0.00 | \$0.00 | \$235.00 | \$300.00 |
| | Comment: Level | | | Comment | |
| | | Department Head | | Recertification for inspectors | |
| <u>Total: Benefits</u> | | \$86,713.99 | \$94,533.00 | \$91,600.00 | \$92,499.00 |
| <u>Total: Personnel Costs</u> | | \$359,530.20 | \$373,548.00 | \$372,681.00 | \$381,848.00 |
| <u>Operating Costs</u> | | | | | |
| <u>Travel & Training</u> | | | | | |
| 201012 | Inspection conferences | \$1,155.26 | \$1,000.00 | \$700.00 | \$3,000.00 |
| | Comment: Level | | | Comment | |
| | | Department Head | | Attendance by clerk at annual New World Systems national conference to learn product and network with fellow users. Attendance at annual state conference by two inspectors. | |
| 201100 | Misc seminars/training | \$1,182.84 | \$1,500.00 | \$700.00 | \$1,000.00 |
| <u>Total: Travel & Training</u> | | \$2,338.10 | \$2,500.00 | \$1,400.00 | \$4,000.00 |
| <u>Communications</u> | | | | | |
| 203100 | Cellular phones | \$49.86 | \$50.00 | \$50.00 | \$50.00 |
| <u>Total: Communications</u> | | \$49.86 | \$50.00 | \$50.00 | \$50.00 |
| <u>Insurance</u> | | | | | |
| 206001 | Gen/auto liability | \$4,043.06 | \$4,607.00 | \$4,500.00 | \$4,606.00 |
| 206003 | Property liability | \$3,484.97 | \$3,734.00 | \$3,660.00 | \$3,579.00 |
| <u>Total: Insurance</u> | | \$7,528.03 | \$8,341.00 | \$8,160.00 | \$8,185.00 |
| <u>General Supplies</u> | | | | | |
| 209010 | Small tools | \$88.66 | \$100.00 | \$85.00 | \$100.00 |
| 209011 | Ref & annex materials | \$360.78 | \$600.00 | \$500.00 | \$500.00 |
| <u>Total: General Supplies</u> | | \$449.44 | \$700.00 | \$585.00 | \$600.00 |

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|--|---------------------------|---|-----------------------|-----------------------|-----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 02 | Inspections | | | |
| <u>Dues & Subscriptions</u> | | | | | |
| 210003 | ICC | \$160.00 | \$120.00 | \$250.00 | \$250.00 |
| 210004 | MABOI | \$350.00 | \$220.00 | \$250.00 | \$250.00 |
| 210005 | MACA | \$125.00 | \$130.00 | \$125.00 | \$130.00 |
| <u>Total: Dues & Subscriptions</u> | | \$635.00 | \$470.00 | \$625.00 | \$630.00 |
| <u>Vehicle Expenses</u> | | | | | |
| 211050 | Misc vehicle maintenance | \$2,802.21 | \$3,500.00 | \$3,000.00 | \$3,500.00 |
| 211100 | Motor fuel | \$6,766.69 | \$5,800.00 | \$6,500.00 | \$6,700.00 |
| <u>Total: Vehicle Expenses</u> | | \$9,568.90 | \$9,300.00 | \$9,500.00 | \$10,200.00 |
| <u>Contractual</u> | | | | | |
| 213002 | Microfilming | \$0.00 | \$2,000.00 | \$0.00 | \$4,000.00 |
| Comment: Level | | Comment | | | |
| | | Department Head Large format documents have not been microfilmed for several years. The amount that needs to be done is becoming significant so the budget amount is up. Microfilm is an obsolete technology, but Missouri has not yet authorized any other media. | | | |
| 213007 | Ameren UE reports | \$150.00 | \$150.00 | \$150.00 | \$150.00 |
| 213011 | Weed cutting | \$0.00 | \$250.00 | \$0.00 | \$10.00 |
| <u>Total: Contractual</u> | | \$150.00 | \$2,400.00 | \$150.00 | \$4,160.00 |
| <u>Total: Operating Costs</u> | | \$20,719.33 | \$23,761.00 | \$20,470.00 | \$27,825.00 |
| Program Total: Inspections | | (\$380,249.53) | (\$397,309.00) | (\$393,151.00) | (\$409,673.00) |
| Program | 03 | Community Services | | | |
| <u>Personnel Costs</u> | | | | | |
| <u>Wages and Salaries</u> | | | | | |
| 100001 | Regular pay | \$90,422.43 | \$92,578.00 | \$91,800.00 | \$93,577.00 |
| <u>Total: Wages and Salaries</u> | | \$90,422.43 | \$92,578.00 | \$91,800.00 | \$93,577.00 |
| <u>Benefits</u> | | | | | |
| 107000 | Workers' compensation ins | \$2,569.81 | \$2,703.00 | \$2,710.00 | \$2,792.00 |
| 108000 | FICA expense | \$6,197.79 | \$7,082.00 | \$6,894.00 | \$7,159.00 |

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|---|--------------------------------|---------------------------|---------------------|---|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 03 | Community Services | | | |
| 109000 | Health insurance | \$8,898.90 | \$9,328.00 | \$9,553.00 | \$10,124.00 |
| 109005 | HRA funding | \$2,764.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 109010 | HRA fees | \$274.96 | \$286.00 | \$278.00 | \$286.00 |
| 109050 | ACA/PCORI fees | \$0.00 | \$0.00 | \$16.00 | \$926.00 |
| 109500 | Dental insurance | \$370.00 | \$401.00 | \$387.00 | \$403.00 |
| 110001 | LAGERS pension | \$6,390.51 | \$7,642.00 | \$6,237.00 | \$5,147.00 |
| 111000 | Life insurance | \$130.93 | \$140.00 | \$133.00 | \$90.00 |
| <u>Total: Benefits</u> | | \$27,597.68 | \$30,082.00 | \$28,708.00 | \$29,427.00 |
| <u>Total: Personnel Costs</u> | | \$118,020.11 | \$122,660.00 | \$120,508.00 | \$123,004.00 |
| <u>Operating Costs</u> | | | | | |
| <u>Public Relations - Internal</u> | | | | | |
| 205103 | Employee appreciation | \$403.73 | \$450.00 | \$450.00 | \$450.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | 1 Employee appreciation picnic. | |
| 205104 | Employee recognition | \$1,426.95 | \$2,850.00 | \$1,500.00 | \$1,500.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Annual recognition of employee service milestone achievement. This is variable from year to year depending upon the number of employees reaching milestone service markers. | |
| 205106 | Employee wellness | \$0.00 | \$0.00 | \$4,000.00 | \$1,000.00 |
| 205150 | Misc internal public relations | \$274.58 | \$4,300.00 | \$300.00 | \$300.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Includes "Wage and Hour" posters and similar items related to internal operational issues. | |
| <u>Total: Public Relations - Internal</u> | | \$2,105.26 | \$7,600.00 | \$6,250.00 | \$3,250.00 |
| <u>Public Relations - External</u> | | | | | |
| 205203 | Community Publications | \$15,200.00 | \$15,200.00 | \$15,200.00 | \$15,200.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Quarterly community publication in local newspaper. | |

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|-------------------|---|---------------------------|------------------------------|---|-----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 03 | Community Services | | | |
| 205250 | Misc external public relations | \$1,133.07 | \$300.00 | \$172.00 | \$250.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | Expenditures for items such as special announcements, invitations, condolences, event attendance fees, etc. that are not regularly occurring expenses. | |
| | <u>Total: Public Relations - External</u> | \$16,333.07 | \$15,500.00 | \$15,372.00 | \$15,450.00 |
| | <u>Insurance</u> | | | | |
| 206001 | Gen/auto liability | \$1,085.28 | \$1,237.00 | \$1,200.00 | \$1,490.00 |
| 206003 | Property liability | \$935.17 | \$1,002.00 | \$990.00 | \$1,158.00 |
| | <u>Total: Insurance</u> | \$2,020.45 | \$2,239.00 | \$2,190.00 | \$2,648.00 |
| | <u>Contractual</u> | | | | |
| 213005 | Streetlight maintenance | \$475,739.49 | \$512,775.00 | \$538,000.00 | \$540,000.00 |
| | <u>Total: Contractual</u> | \$475,739.49 | \$512,775.00 | \$538,000.00 | \$540,000.00 |
| | <u>Other Operating Expenses</u> | | | | |
| 215023 | Missouri One Call | \$183.30 | \$120.00 | \$100.00 | \$120.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | Fees for belonging to the organization that locates underground utilities and notifies us of the need to locate our facilities when a request is filed. | |
| | <u>Total: Other Operating Expenses</u> | \$183.30 | \$120.00 | \$100.00 | \$120.00 |
| | <u>Total: Operating Costs</u> | \$496,381.57 | \$538,234.00 | \$561,912.00 | \$561,468.00 |
| | Program Total: Community Services | (\$614,401.68) | (\$660,894.00) | (\$682,420.00) | (\$684,472.00) |
| | Program | 04 | Legal and Legislative | | |
| | <u>Personnel Costs</u> | | | | |
| | <u>Wages and Salaries</u> | | | | |
| 100001 | Regular pay | \$152,329.90 | \$155,395.00 | \$155,016.00 | \$158,646.00 |
| 100002 | Overtime pay | \$0.00 | \$150.00 | \$0.00 | \$150.00 |
| 100003 | City officials pay | \$42,000.00 | \$42,000.00 | \$41,825.00 | \$42,000.00 |
| 100055 | Auto allowance | \$4,800.00 | \$4,800.00 | \$4,800.00 | \$4,800.00 |
| | <u>Total: Wages and Salaries</u> | \$199,129.90 | \$202,345.00 | \$201,641.00 | \$205,596.00 |

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|-------------------------------------|----------------------------|------------------------------|---------------------|---|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 04 | Legal and Legislative | | | |
| <u>Benefits</u> | | | | | |
| 107000 | Workers' compensation ins | \$5,521.50 | \$5,768.00 | \$5,781.00 | \$5,990.00 |
| 108000 | FICA expense | \$13,440.51 | \$15,112.00 | \$15,188.00 | \$15,361.00 |
| 109000 | Health insurance | \$9,737.99 | \$9,958.00 | \$10,362.00 | \$10,797.00 |
| 109005 | HRA funding | \$2,764.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 109010 | HRA fees | \$274.96 | \$286.00 | \$278.00 | \$286.00 |
| 109050 | ACA/PCORI fees | \$0.00 | \$0.00 | \$16.00 | \$926.00 |
| 109500 | Dental insurance | \$548.03 | \$592.00 | \$581.00 | \$595.00 |
| 110001 | LAGERS pension | \$12,276.87 | \$14,567.00 | \$12,607.00 | \$10,120.00 |
| 111000 | Life insurance | \$194.15 | \$207.00 | \$199.00 | \$133.00 |
| <u>Total: Benefits</u> | | \$44,758.79 | \$48,990.00 | \$47,512.00 | \$46,708.00 |
| <u>Total: Personnel Costs</u> | | \$243,888.69 | \$251,335.00 | \$249,153.00 | \$252,304.00 |
| <u>Operating Costs</u> | | | | | |
| <u>Travel & Training</u> | | | | | |
| 201013 | Legislative conferences | \$0.00 | \$10,000.00 | \$0.00 | \$2,000.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Aldermanic attendance at conferences such as the National League of Cities. | |
| 201050 | Misc conferences/meetings | \$1,755.67 | \$2,500.00 | \$3,200.00 | \$2,000.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Training and meeting expenses for senior staff related to legislation. | |
| <u>Total: Travel & Training</u> | | \$1,755.67 | \$12,500.00 | \$3,200.00 | \$4,000.00 |
| <u>Insurance</u> | | | | | |
| 206001 | Gen/auto liability | \$2,732.59 | \$3,114.00 | \$3,000.00 | \$3,197.00 |
| 206003 | Property liability | \$2,355.67 | \$2,524.00 | \$2,480.00 | \$2,484.00 |
| 206006 | Public officials liability | \$20,304.00 | \$22,500.00 | \$20,350.00 | \$20,609.00 |
| <u>Total: Insurance</u> | | \$25,392.26 | \$28,138.00 | \$25,830.00 | \$26,290.00 |

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|---|---------------------------|------------------------------|-----------------------|-----------------------|-----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 04 | Legal and Legislative | | | |
| <u>Dues & Subscriptions</u> | | | | | |
| 210007 | MML | \$2,876.85 | \$3,000.00 | \$3,163.00 | \$3,300.00 |
| 210009 | StL Co Municipal League | \$6,650.00 | \$6,650.00 | \$6,982.00 | \$7,200.00 |
| 210010 | West County Chamber | \$475.00 | \$475.00 | \$520.00 | \$520.00 |
| <u>Total: Dues & Subscriptions</u> | | \$10,001.85 | \$10,125.00 | \$10,665.00 | \$11,020.00 |
| <u>Vehicle Expenses</u> | | | | | |
| 211004 | Titles & licenses | \$0.00 | \$75.00 | \$75.00 | \$75.00 |
| 211050 | Misc vehicle maintenance | \$341.84 | \$1,250.00 | \$1,250.00 | \$1,250.00 |
| 211100 | Motor fuel | \$2,986.57 | \$3,630.00 | \$3,100.00 | \$3,000.00 |
| <u>Total: Vehicle Expenses</u> | | \$3,328.41 | \$4,955.00 | \$4,425.00 | \$4,325.00 |
| <u>Contractual</u> | | | | | |
| 213004 | Election expense | \$7,459.90 | \$12,000.00 | \$10,000.00 | \$12,000.00 |
| 213008 | Legal services | \$82,709.50 | \$65,000.00 | \$60,000.00 | \$65,000.00 |
| 213009 | Code book update | \$9,334.64 | \$7,200.00 | \$6,500.00 | \$7,200.00 |
| <u>Total: Contractual</u> | | \$99,504.04 | \$84,200.00 | \$76,500.00 | \$84,200.00 |
| <u>Total: Operating Costs</u> | | \$139,982.23 | \$139,918.00 | \$120,620.00 | \$129,835.00 |
| Program Total: Legal and Legislative | | (\$383,870.92) | (\$391,253.00) | (\$369,773.00) | (\$382,139.00) |
| Program | 05 | Support Services | | | |
| <u>Personnel Costs</u> | | | | | |
| <u>Wages and Salaries</u> | | | | | |
| 100001 | Regular pay | \$134,497.06 | \$135,291.00 | \$134,718.00 | \$137,337.00 |
| 100004 | Holiday pay | \$397.00 | \$586.00 | \$629.00 | \$737.00 |
| 100010 | Part time pay | \$13,834.14 | \$21,309.00 | \$16,388.00 | \$22,332.00 |
| <u>Total: Wages and Salaries</u> | | \$148,728.20 | \$157,186.00 | \$151,735.00 | \$160,406.00 |
| <u>Benefits</u> | | | | | |
| 107000 | Workers' compensation ins | \$4,311.19 | \$4,589.00 | \$4,600.00 | \$4,786.00 |
| 108000 | FICA expense | \$10,708.13 | \$12,025.00 | \$12,300.00 | \$12,271.00 |

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|-------------------|-----------------------------|-------------------------|---------------------|--|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 05 | Support Services | | | |
| 109000 | Health insurance | \$17,663.28 | \$18,430.00 | \$18,941.00 | \$20,002.00 |
| 109005 | HRA funding | \$2,764.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 109010 | HRA fees | \$274.96 | \$286.00 | \$278.00 | \$286.00 |
| 109050 | ACA/PCORI fees | \$0.00 | \$0.00 | \$16.00 | \$926.00 |
| 109500 | Dental insurance | \$768.16 | \$832.00 | \$807.00 | \$836.00 |
| 110001 | LAGERS pension | \$9,373.57 | \$11,167.00 | \$9,545.00 | \$7,554.00 |
| 111000 | Life insurance | \$272.10 | \$291.00 | \$276.00 | \$186.00 |
| 120003 | Admin staff shirts | \$82.00 | \$0.00 | \$109.00 | \$100.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | Cost to provide a city shirt to newly elected officials. | |
| 120502 | Physicals & drug testing | \$2,285.00 | \$1,500.00 | \$800.00 | \$1,000.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | Expenses for new hires in Police Dept and for employees who will be operating snow plows. | |
| 120503 | Functional capacity testing | \$1,400.00 | \$1,050.00 | \$900.00 | \$1,050.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | Testing for new employees in physically demanding positions. | |
| 120504 | Psychological testing | \$1,275.00 | \$3,400.00 | \$1,500.00 | \$3,450.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | New hires for the Police Dept. | |
| 120505 | Reference checking | \$290.00 | \$230.00 | \$100.00 | \$200.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | Fees for reference checks for new hires. | |
| 120507 | DOT testing | \$2,964.50 | \$3,152.00 | \$3,000.00 | \$3,005.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | Cost of random drug testing for all police officers and CDL licensed Public Works employees. | |
| 120509 | Hepatitis vaccinations | \$84.00 | \$250.00 | \$126.00 | \$250.00 |
| 121001 | State payroll tax fees | \$4.20 | \$16.00 | \$16.00 | \$16.00 |
| | Total: Benefits | \$54,520.87 | \$59,718.00 | \$55,814.00 | \$58,418.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------------------------|--------------------------|---|---------------------|-----------------------|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 05 | Support Services | | | |
| <u>Total: Personnel Costs</u> | | \$203,249.07 | \$216,904.00 | \$207,549.00 | \$218,824.00 |
| <u>Operating Costs</u> | | | | | |
| <u>Travel & Training</u> | | | | | |
| 201014 | City manager conferences | \$438.36 | \$500.00 | \$2,000.00 | \$750.00 |
| 201061 | SLACMA meetings | \$163.00 | \$150.00 | \$160.00 | \$165.00 |
| | Comment: Level | | | Comment: | |
| | | Department Head | | | |
| | | Nine monthly meetings of the St. Louis Area City Management Association by the City Administrator and the Assistant City Administrator. | | | |
| 201100 | Misc seminars/training | \$0.00 | \$250.00 | \$100.00 | \$200.00 |
| <u>Total: Travel & Training</u> | | \$601.36 | \$900.00 | \$2,260.00 | \$1,115.00 |
| <u>Utilities</u> | | | | | |
| 202010 | Electric | \$7,779.55 | \$9,339.00 | \$10,700.00 | \$10,800.00 |
| 202020 | Gas | \$2,425.96 | \$2,460.00 | \$2,800.00 | \$3,200.00 |
| 202030 | Sewer | \$743.61 | \$840.00 | \$775.00 | \$775.00 |
| 202040 | Water | \$760.40 | \$750.00 | \$760.00 | \$760.00 |
| <u>Total: Utilities</u> | | \$11,709.52 | \$13,389.00 | \$15,035.00 | \$15,535.00 |
| <u>Communications</u> | | | | | |
| 203001 | Telephone | \$1,528.15 | \$2,330.00 | \$1,800.00 | \$2,000.00 |
| 203003 | Postage | \$6,476.45 | \$6,500.00 | \$6,100.00 | \$6,500.00 |
| 203100 | Cellular phones | \$894.23 | \$850.00 | \$1,700.00 | \$1,700.00 |
| | Comment: Level | | | Comment: | |
| | | Department Head | | | |
| | | City Administrator cell phone | | | |
| <u>Total: Communications</u> | | \$8,898.83 | \$9,680.00 | \$9,600.00 | \$10,200.00 |
| <u>Rentals</u> | | | | | |
| 204001 | Postage meter rental | \$1,266.22 | \$1,350.00 | \$1,370.00 | \$1,350.00 |
| | Comment: Level | | | Comment: | |
| | | Department Head | | | |
| | | Annual meter rental plus personal property tax pass through from rental company. | | | |
| <u>Total: Rentals</u> | | \$1,266.22 | \$1,350.00 | \$1,370.00 | \$1,350.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|----------------------------------|--------------------------------|---|---------------------|-----------------------|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 05 | Support Services | | | |
| <u>Insurance</u> | | | | | |
| 206001 | Gen/auto liability | \$1,994.57 | \$2,273.00 | \$2,200.00 | \$2,554.00 |
| 206003 | Property liability | \$1,719.15 | \$1,842.00 | \$1,820.00 | \$1,984.00 |
| 206007 | Bonds | \$4,071.00 | \$4,500.00 | \$4,000.00 | \$4,000.00 |
| | Comment: Level | Comment | | | |
| | Department Head | All bonds for city operations including treasurer, employee fidelity and notary. | | | |
| 206009 | Auto deductibles | \$0.00 | \$2,500.00 | \$0.00 | \$2,500.00 |
| | Comment: Level | Comment | | | |
| | Department Head | Fund to cover one \$2500 auto insurance deductible expense for an administrative fleet vehicle. | | | |
| <u>Total: Insurance</u> | | \$7,784.72 | \$11,115.00 | \$8,020.00 | \$11,038.00 |
| <u>Advertising</u> | | | | | |
| 207001 | Job opening notices | \$25.00 | \$100.00 | \$520.00 | \$500.00 |
| | Comment: Level | Comment | | | |
| | Department Head | Advertising of job openings. Done mostly through professional journals and the web page. These forums are typically more efficient at reaching target audiences and are relatively inexpensive compared to standard newspaper classified ads. | | | |
| 207002 | Public hearings, bids, etc | \$8,653.42 | \$7,000.00 | \$11,250.00 | \$12,000.00 |
| | Comment: Level | Comment | | | |
| | Department Head | Advertising of public hearings, financial notices, bid openings, etc. as required by state law and local ordinance. There is an off-setting revenue for most public hearing notices. | | | |
| <u>Total: Advertising</u> | | \$8,678.42 | \$7,100.00 | \$11,770.00 | \$12,500.00 |
| <u>Repairs & Maintenance</u> | | | | | |
| 208004 | Fire extinguishers maintenance | \$273.00 | \$200.00 | \$200.00 | \$200.00 |
| | Comment: Level | Comment | | | |
| | Department Head | Annual inspection and/or recharge of the fire extinguishers at the Government Center. | | | |
| 208005 | Generators maintenance | \$0.00 | \$350.00 | \$550.00 | \$500.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------|---|-------------------------|---------------------|---|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 05 | Support Services | | | |
| 208050 | Misc equipment maintenance | \$812.88 | \$500.00 | \$200.00 | \$500.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Maintenance of equipment such as office equipment not covered by maintenance agreements, fire alarm systems, boardroom electronic systems, etc. | |
| | <u>Total: Repairs & Maintenance</u> | \$1,085.88 | \$1,050.00 | \$950.00 | \$1,200.00 |
| | <u>General Supplies</u> | | | | |
| 209001 | Coffee supplies | \$676.08 | \$575.00 | \$765.00 | \$775.00 |
| 209002 | Copy paper | \$1,537.20 | \$1,250.00 | \$1,250.00 | \$1,250.00 |
| 209004 | Office supplies | \$9,269.01 | \$9,000.00 | \$7,200.00 | \$9,000.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | This line item is substantially driven by copier and printer toner expenses. | |
| 209005 | Printing | \$2,249.88 | \$3,500.00 | \$3,500.00 | \$3,500.00 |
| 209014 | Govt Center operating supplies | \$993.75 | \$1,250.00 | \$250.00 | \$1,250.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Maintenance and repair items such as light bulbs, balasts, plumbing fixtures/parts, etc. | |
| | <u>Total: General Supplies</u> | \$14,725.92 | \$15,575.00 | \$12,965.00 | \$15,775.00 |
| | <u>Dues & Subscriptions</u> | | | | |
| 210016 | SLACMA | \$140.00 | \$100.00 | \$100.00 | \$100.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Annual membership dues for the City Administrator and Assistant City Administrator to the St. Louis Area City Management Association. | |
| 210017 | ICMA | \$1,216.00 | \$1,225.00 | \$1,241.00 | \$1,250.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Annual membership fee for the City Administrator to the International City/County Management Association. | |
| 210018 | MCMA | \$115.00 | \$115.00 | \$115.00 | \$115.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Annual membership fee to the Missouri City/County Management Associated for City Administrator and Assistant City Administrator. | |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------|--|-------------------------|---------------------|--|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 05 | Support Services | | | |
| 210050 | Misc dues & subscriptions | \$847.51 | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Miscellaneous subscription fees for publications and the annual subscription fee for the Sam's Club City Membership. | |
| | <u>Total: Dues & Subscriptions</u> | \$2,318.51 | \$2,440.00 | \$2,456.00 | \$2,465.00 |
| | <u>Maintenance Materials</u> | | | | |
| 212026 | Building maintenance materials | \$3,093.81 | \$5,000.00 | \$3,000.00 | \$5,000.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Fund for repairs to Government Center that cannot be done by Building Systems staff. Usually HVAC or accessible access facilities. | |
| 212029 | Ornamentals/trees | \$251.46 | \$1,500.00 | \$1,500.00 | \$300.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Maintenance and replacement of landscaping around Government Center. | |
| 212045 | Postage machine maintenance | \$261.76 | \$150.00 | \$0.00 | \$150.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Service or maintenance for the postage machine. | |
| | <u>Total: Maintenance Materials</u> | \$3,607.03 | \$6,650.00 | \$4,500.00 | \$5,450.00 |
| | <u>Contractual</u> | | | | |
| 213010 | Great Streets Project | \$490.00 | \$50,000.00 | \$0.00 | \$25,000.00 |
| 213050 | Misc contractual services | \$316.00 | \$0.00 | \$0.00 | \$0.00 |
| 213051 | Copier maintenance | \$3,312.00 | \$1,950.00 | \$1,962.00 | \$2,000.00 |
| 213082 | Media access | \$0.00 | \$626.00 | \$0.00 | \$0.00 |
| | <u>Total: Contractual</u> | \$4,118.00 | \$52,576.00 | \$1,962.00 | \$27,000.00 |
| | <u>Contingency</u> | | | | |
| 226001 | Contingency | \$17,341.81 | \$25,000.00 | \$10,000.00 | \$25,000.00 |
| | <u>Total: Contingency</u> | \$17,341.81 | \$25,000.00 | \$10,000.00 | \$25,000.00 |
| | <u>Total: Operating Costs</u> | \$82,136.22 | \$146,825.00 | \$80,888.00 | \$128,628.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|---|--------------------------------|--|-----------------------|-----------------------|-----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 05 | Support Services | | | |
| <u>Capital Costs</u> | | | | | |
| <u>Equipment, Furniture & Vehicles</u> | | | | | |
| 219060 | Misc office furniture | \$65.26 | \$1,000.00 | \$500.00 | \$3,000.00 |
| Comment: Level | | Comment | | | |
| Department Head | | Fund to replace or repair office equipment and furniture including an additional fireproof file cabinet for original ordinances and minutes. | | | |
| Total: Equipment, Furniture & Vehicles | | \$65.26 | \$1,000.00 | \$500.00 | \$3,000.00 |
| <u>Land & Facility Improvements</u> | | | | | |
| 223520 | Bldg equipment & fixtures | \$293.00 | \$0.00 | \$0.00 | \$0.00 |
| 224510 | Condemnation Expenses | \$14,118.90 | \$0.00 | \$0.00 | \$0.00 |
| Total: Land & Facility Improvements | | \$14,411.90 | \$0.00 | \$0.00 | \$0.00 |
| <u>Other Capital Expenses</u> | | | | | |
| 250006 | Seven Trails Drive wall | \$8,340.00 | \$0.00 | \$0.00 | \$0.00 |
| Total: Other Capital Expenses | | \$8,340.00 | \$0.00 | \$0.00 | \$0.00 |
| Total: Capital Costs | | \$22,817.16 | \$1,000.00 | \$500.00 | \$3,000.00 |
| <u>TIF Fees & Reimbursements</u> | | | | | |
| 226002 | TIF municipal revenues funding | \$66,895.26 | \$57,528.00 | \$67,222.00 | \$69,000.00 |
| Total: TIF Fees & Reimbursements | | \$66,895.26 | \$57,528.00 | \$67,222.00 | \$69,000.00 |
| Program Total: Support Services | | (\$375,097.71) | (\$422,257.00) | (\$356,159.00) | (\$419,452.00) |
| Program | 06 | Information Services | | | |
| <u>Personnel Costs</u> | | | | | |
| <u>Wages and Salaries</u> | | | | | |
| 100001 | Regular pay | \$118,676.84 | \$121,573.00 | \$121,481.00 | \$124,180.00 |
| Total: Wages and Salaries | | \$118,676.84 | \$121,573.00 | \$121,481.00 | \$124,180.00 |
| <u>Benefits</u> | | | | | |
| 107000 | Workers' compensation ins | \$3,382.32 | \$3,550.00 | \$3,559.00 | \$3,705.00 |
| 108000 | FICA expense | \$8,787.77 | \$9,300.00 | \$9,097.00 | \$9,500.00 |
| 109000 | Health insurance | \$14,843.45 | \$15,594.00 | \$16,063.00 | \$16,922.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------------------------|------------------------|-----------------------------|--|-----------------------|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 06 | Information Services | | | |
| 109005 | HRA funding | \$2,764.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 109010 | HRA fees | \$274.96 | \$286.00 | \$278.00 | \$286.00 |
| 109050 | ACA/PCORI fees | \$0.00 | \$0.00 | \$16.00 | \$926.00 |
| 109500 | Dental insurance | \$692.40 | \$749.00 | \$729.00 | \$753.00 |
| 110001 | LAGERS pension | \$8,383.64 | \$10,037.00 | \$8,251.00 | \$6,830.00 |
| 111000 | Life insurance | \$245.24 | \$262.00 | \$250.00 | \$168.00 |
| <u>Total: Benefits</u> | | \$39,374.56 | \$42,278.00 | \$40,743.00 | \$41,590.00 |
| <u>Total: Personnel Costs</u> | | \$158,051.40 | \$163,851.00 | \$162,224.00 | \$165,770.00 |
| <u>Operating Costs</u> | | | | | |
| <u>Travel & Training</u> | | | | | |
| 201100 | Misc seminars/training | \$0.00 | \$500.00 | \$150.00 | \$2,250.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | IS Supervisor's attendance at annual New World Software Systems national conference to learn product and network with fellow users. | | |
| <u>Total: Travel & Training</u> | | \$0.00 | \$500.00 | \$150.00 | \$2,250.00 |
| <u>Communications</u> | | | | | |
| 203010 | Internet access | \$8,756.83 | \$7,500.00 | \$7,500.00 | \$10,320.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | Continuing Windstream (\$660/mo) and adding Charter (200/mo) as service providers to run simultaneously thus providing additional capacity for high demand periods and an alternate provider if one goes down. | | |
| 203108 | Two way radios | \$729.12 | \$0.00 | \$0.00 | \$0.00 |
| <u>Total: Communications</u> | | \$9,485.95 | \$7,500.00 | \$7,500.00 | \$10,320.00 |
| <u>Insurance</u> | | | | | |
| 206001 | Gen/auto liability | \$1,906.57 | \$2,172.00 | \$2,100.00 | \$1,977.00 |
| 206003 | Property liability | \$1,643.55 | \$1,761.00 | \$1,740.00 | \$1,536.00 |
| <u>Total: Insurance</u> | | \$3,550.12 | \$3,933.00 | \$3,840.00 | \$3,513.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|---|-----------------------------|-----------------------------|---------------------|---|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 06 | Information Services | | | |
| <u>Repairs & Maintenance</u> | | | | | |
| 208002 | Computer maintenance | \$1,327.86 | \$1,500.00 | \$300.00 | \$1,500.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Fund for the repair of computer system equipment that is not covered by a service contract or a warranty. | |
| 208025 | Printer maintenance | \$298.40 | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Service fund for printers not covered by a service contract or a warranty. | |
| 208027 | Security access maintenance | \$321.35 | \$500.00 | \$100.00 | \$500.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Fund in lieu of a service contract for the building security system. | |
| 208050 | Misc equipment maintenance | \$0.00 | \$250.00 | \$50.00 | \$150.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Fund in lieu of a service contract for the maintenance and replacement of uninterrupted power supplies, switches, hubs, wiring and other peripheral equipment not under a warranty. | |
| <u>Total: Repairs & Maintenance</u> | | \$1,947.61 | \$3,250.00 | \$1,450.00 | \$3,150.00 |
| <u>General Supplies</u> | | | | | |
| 209006 | Telephone system | \$43.06 | \$500.00 | \$500.00 | \$39,100.00 |
| | Comment: Level | | | Comment | |
| | Department Head | | | Fund for the upgrade of the current voicemail and the telephone system to VOIP. Updates to the current voicemail software cannot be added without a hardware upgrade, and telephone software upgrades cannot be added until the voicemail software is upgraded. The current telephone handsets are no longer made and are only available as rebuilt stock. System wiring needs to be upgraded to accommodate the ever increasing demand for computer based security and video systems as well as to accommodate VOIP. | |
| 209010 | Small tools | \$129.24 | \$75.00 | \$25.00 | \$75.00 |
| 209050 | Misc operating supplies | \$258.74 | \$250.00 | \$250.00 | \$250.00 |
| <u>Total: General Supplies</u> | | \$431.04 | \$825.00 | \$775.00 | \$39,425.00 |
| <u>Dues & Subscriptions</u> | | | | | |
| 210050 | Misc dues & subscriptions | \$99.95 | \$110.00 | \$100.00 | \$110.00 |
| <u>Total: Dues & Subscriptions</u> | | \$99.95 | \$110.00 | \$100.00 | \$110.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-----------------------------------|------------------------------|-----------------------------|---------------------|---|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 06 | Information Services | | | |
| <u>Vehicle Expenses</u> | | | | | |
| 211050 | Misc vehicle maintenance | \$0.00 | \$250.00 | \$50.00 | \$250.00 |
| 211100 | Motor fuel | \$323.93 | \$360.00 | \$250.00 | \$275.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Information Systems vehicle fuel | |
| <u>Total: Vehicle Expenses</u> | | \$323.93 | \$610.00 | \$300.00 | \$525.00 |
| <u>Contractual</u> | | | | | |
| 213014 | Telephone system maintenance | \$4,485.00 | \$4,000.00 | \$4,344.00 | \$4,500.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Annual maintenance agreement for PBX telephone system. | |
| 213050 | Misc contractual services | \$17,718.74 | \$20,555.00 | \$20,000.00 | \$17,430.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Hardware and software maintenance and support for IS systems. | |
| 213059 | GIS contractual services | \$510.00 | \$1,000.00 | \$0.00 | \$1,000.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | GIS database maintenance and services. | |
| <u>Total: Contractual</u> | | \$22,713.74 | \$25,555.00 | \$24,344.00 | \$22,930.00 |
| <u>Total: Operating Costs</u> | | \$38,552.34 | \$42,283.00 | \$38,459.00 | \$82,223.00 |
| <u>Capital Costs</u> | | | | | |
| <u>Computer Hardware/Software</u> | | | | | |
| 219001 | Computer software/upgrades | \$762.63 | \$1,000.00 | \$250.00 | \$1,000.00 |
| 219002 | Computer hardware/parts | \$1,378.24 | \$1,200.00 | \$1,200.00 | \$1,200.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | Backup tapes, UPS batteries, etc. | |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|--|---------------------------|--|-----------------------|-----------------------|-----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 06 | Information Services | | | |
| 219003 | Printers | \$2,674.05 | \$8,000.00 | \$5,000.00 | \$4,500.00 |
| | Comment: Level | Comment | | | |
| | Department Head | Replacement and servicing of work station based printers. | | | |
| 219004 | Computers/servers | \$35,499.91 | \$105,785.00 | \$105,785.00 | \$31,300.00 |
| | Comment: Level | Comment | | | |
| | Department Head | Yearly replacement of equipment to keep the IS system current including 20 PC's @\$825 and 1 server @\$7500. One time expenditures for an equipment rack (\$1800) in the lab at the Government Center and a second Barracuda internet backup module (\$5500) for installation at the police station. | | | |
| 219040 | Licenses | \$2,053.21 | \$3,400.00 | \$3,400.00 | \$3,400.00 |
| | Comment: Level | Comment | | | |
| | Department Head | Licenses for new server and 50 users. | | | |
| <u>Total: Computer Hardware/Software</u> | | \$42,368.04 | \$119,385.00 | \$115,635.00 | \$41,400.00 |
| <u>Land & Facility Improvements</u> | | | | | |
| 223520 | Bldg equipment & fixtures | \$963.37 | \$52,500.00 | \$52,500.00 | \$14,500.00 |
| | Comment: Level | Comment | | | |
| | Department Head | Upgrade the wiring in each major building from CAT5 to CAT6 to accommodate the dramatically increasing use of the data system. The new wiring is necessary for the data function as outlined in the 3 year data upgrade plan, but it will also support the VOIP telephone system. | | | |
| <u>Total: Land & Facility Improvements</u> | | \$963.37 | \$52,500.00 | \$52,500.00 | \$14,500.00 |
| <u>Total: Capital Costs</u> | | \$43,331.41 | \$171,885.00 | \$168,135.00 | \$55,900.00 |
| Program Total: Information Services | | (\$239,935.15) | (\$378,019.00) | (\$368,818.00) | (\$303,893.00) |
| Program | 07 | Court | | | |
| <u>Personnel Costs</u> | | | | | |
| <u>Wages and Salaries</u> | | | | | |
| 100001 | Regular pay | \$77,758.19 | \$79,701.00 | \$83,083.00 | \$86,043.00 |
| 100002 | Overtime pay | \$0.00 | \$500.00 | \$0.00 | \$0.00 |
| 100005 | Court officials pay | \$13,043.27 | \$14,407.00 | \$12,291.00 | \$14,665.00 |
| <u>Total: Wages and Salaries</u> | | \$90,801.46 | \$94,608.00 | \$95,374.00 | \$100,708.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------------------------|---------------------------|-----------------------|---------------------|------------------------------------|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 07 | Court | | | |
| <u>Benefits</u> | | | | | |
| 107000 | Workers' compensation ins | \$2,657.32 | \$2,763.00 | \$2,770.00 | \$3,019.00 |
| 108000 | FICA expense | \$6,706.98 | \$7,238.00 | \$7,175.00 | \$7,742.00 |
| 109000 | Health insurance | \$7,056.78 | \$7,411.00 | \$7,633.00 | \$8,038.00 |
| 109005 | HRA funding | \$2,764.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 109010 | HRA fees | \$274.96 | \$286.00 | \$278.00 | \$286.00 |
| 109050 | ACA/PCORI fees | \$0.00 | \$0.00 | \$16.00 | \$926.00 |
| 109500 | Dental insurance | \$692.54 | \$749.00 | \$729.00 | \$753.00 |
| 110001 | LAGERS pension | \$5,501.90 | \$6,612.00 | \$5,633.00 | \$4,760.00 |
| 111000 | Life insurance | \$245.24 | \$262.00 | \$250.00 | \$168.00 |
| <u>Total: Benefits</u> | | \$25,900.50 | \$27,821.00 | \$26,984.00 | \$28,192.00 |
| <u>Total: Personnel Costs</u> | | \$116,701.96 | \$122,429.00 | \$122,358.00 | \$128,900.00 |
| <u>Operating Costs</u> | | | | | |
| <u>Travel & Training</u> | | | | | |
| 201037 | Court conferences | \$1,084.13 | \$1,100.00 | \$1,025.00 | \$1,100.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | State conferences for court staff. | |
| 201038 | Judge conferences | \$453.94 | \$500.00 | \$550.00 | \$600.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | State conference for judge. | |
| 201100 | Misc seminars/training | \$320.53 | \$300.00 | \$150.00 | \$300.00 |
| <u>Total: Travel & Training</u> | | \$1,858.60 | \$1,900.00 | \$1,725.00 | \$2,000.00 |
| <u>Insurance</u> | | | | | |
| 206001 | Gen/auto liability | \$1,416.44 | \$1,614.00 | \$1,570.00 | \$1,611.00 |
| 206003 | Property liability | \$1,221.70 | \$1,309.00 | \$1,309.00 | \$1,252.00 |
| <u>Total: Insurance</u> | | \$2,638.14 | \$2,923.00 | \$2,879.00 | \$2,863.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|--|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 07 | Court | | | |
| <u>General Supplies</u> | | | | | |
| 209005 | Printing | \$1,060.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| 209050 | Misc operating supplies | \$352.00 | \$500.00 | \$200.00 | \$500.00 |
| <u>Total: General Supplies</u> | | \$1,412.00 | \$2,000.00 | \$1,700.00 | \$2,000.00 |
| <u>Dues & Subscriptions</u> | | | | | |
| 210049 | StL Assn of Court Administrators | \$40.00 | \$40.00 | \$40.00 | \$40.00 |
| 210051 | MO Assn of Court Administrators | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| 210065 | Judges association | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| <u>Total: Dues & Subscriptions</u> | | \$240.00 | \$240.00 | \$240.00 | \$240.00 |
| <u>Contractual</u> | | | | | |
| 213008 | Legal services | \$41,250.00 | \$40,000.00 | \$40,000.00 | \$40,000.00 |
| 213036 | REJIS | \$10,734.00 | \$10,734.00 | \$10,743.00 | \$13,830.00 |
| 213040 | Prisoner incarceration | \$2,130.00 | \$3,000.00 | \$2,050.00 | \$2,500.00 |
| 213058 | Mental health court | \$300.00 | \$600.00 | \$1,500.00 | \$1,500.00 |
| 213063 | Router contract | \$4,364.40 | \$4,382.00 | \$3,752.00 | \$3,096.00 |
| 213066 | Record retention/destruction | \$125.00 | \$125.00 | \$125.00 | \$125.00 |
| 213084 | Public Defender | \$0.00 | \$0.00 | \$0.00 | \$250.00 |
| 213085 | Interpreter | \$0.00 | \$0.00 | \$0.00 | \$250.00 |
| <u>Total: Contractual</u> | | \$58,903.40 | \$58,841.00 | \$58,170.00 | \$61,551.00 |
| <u>Total: Operating Costs</u> | | \$65,052.14 | \$65,904.00 | \$64,714.00 | \$68,654.00 |
| Program Total: Court | | (\$181,754.10) | (\$188,333.00) | (\$187,072.00) | (\$197,554.00) |
| Program | 08 | Finance | | | |
| <u>Personnel Costs</u> | | | | | |
| <u>Wages and Salaries</u> | | | | | |
| 100001 | Regular pay | \$213,438.03 | \$213,921.00 | \$215,587.00 | \$220,228.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------------------------|---------------------------|-----------------------|---------------------|-----------------------|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 08 | Finance | | | |
| 100010 | Part time pay | \$4,452.76 | \$5,000.00 | \$2,270.00 | \$5,000.00 |
| <u>Total: Wages and Salaries</u> | | \$217,890.79 | \$218,921.00 | \$217,857.00 | \$225,228.00 |
| <u>Benefits</u> | | | | | |
| 107000 | Workers' compensation ins | \$6,159.97 | \$6,393.00 | \$6,407.00 | \$6,719.00 |
| 108000 | FICA expense | \$15,863.07 | \$16,749.00 | \$15,997.00 | \$17,230.00 |
| 109000 | Health insurance | \$33,674.88 | \$41,299.00 | \$42,538.00 | \$44,844.00 |
| 109005 | HRA funding | \$2,764.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| 109010 | HRA fees | \$274.96 | \$286.00 | \$278.00 | \$286.00 |
| 109050 | ACA/PCORI fees | \$0.00 | \$0.00 | \$16.00 | \$926.00 |
| 109500 | Dental insurance | \$1,325.66 | \$1,498.00 | \$1,457.00 | \$1,507.00 |
| 110001 | LAGERS pension | \$12,749.73 | \$17,645.00 | \$12,293.00 | \$12,113.00 |
| 111000 | Life insurance | \$480.04 | \$524.00 | \$499.00 | \$336.00 |
| 120100 | College tuition | \$0.00 | \$2,500.00 | \$0.00 | \$2,000.00 |
| <u>Total: Benefits</u> | | \$73,293.09 | \$89,394.00 | \$81,985.00 | \$88,461.00 |
| <u>Total: Personnel Costs</u> | | \$291,183.88 | \$308,315.00 | \$299,842.00 | \$313,689.00 |
| <u>Operating Costs</u> | | | | | |
| <u>Travel & Training</u> | | | | | |
| 201016 | Finance conferences | \$0.00 | \$2,200.00 | \$1,700.00 | \$0.00 |
| Comment: Level | | Comment | | | |
| | | Department Head | | | |
| 201100 | Misc seminars/training | \$165.00 | \$6,125.00 | \$700.00 | \$1,200.00 |
| <u>Total: Travel & Training</u> | | \$165.00 | \$8,325.00 | \$2,400.00 | \$1,200.00 |
| <u>Insurance</u> | | | | | |
| 206001 | Gen/auto liability | \$2,512.12 | \$2,863.00 | \$2,773.00 | \$3,586.00 |
| 206003 | Property liability | \$2,165.27 | \$2,320.00 | \$2,287.00 | \$2,786.00 |
| <u>Total: Insurance</u> | | \$4,677.39 | \$5,183.00 | \$5,060.00 | \$6,372.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|--|-----------------------------|--|---------------------|-----------------------|----------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 08 | Finance | | | |
| <u>General Supplies</u> | | | | | |
| 209005 | Printing | \$1,691.10 | \$1,350.00 | \$1,350.00 | \$1,500.00 |
| Comment: Level | | Comment | | | |
| Department Head | | Checks, envelopes, W-2 forms etc.related to finance. | | | |
| 209015 | History books | \$78.33 | \$0.00 | \$60.00 | \$60.00 |
| <u>Total: General Supplies</u> | | \$1,769.43 | \$1,350.00 | \$1,410.00 | \$1,560.00 |
| <u>Dues & Subscriptions</u> | | | | | |
| 210014 | GFOA | \$250.00 | \$250.00 | \$0.00 | \$0.00 |
| 210015 | GFOA-MO | \$87.50 | \$50.00 | \$50.00 | \$50.00 |
| <u>Total: Dues & Subscriptions</u> | | \$337.50 | \$300.00 | \$50.00 | \$50.00 |
| <u>Contractual</u> | | | | | |
| 213002 | Microfilming | \$0.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| Comment: Level | | Comment | | | |
| Department Head | | Financial records as required by Missouri Law. | | | |
| 213012 | Finance software support | \$12,898.91 | \$47,520.00 | \$47,520.00 | \$49,250.00 |
| Comment: Level | | Comment | | | |
| Department Head | | New World financial software. | | | |
| 213013 | Payroll software support | \$3,267.82 | \$0.00 | \$0.00 | \$0.00 |
| 213015 | Annual financial audit | \$15,500.00 | \$18,200.00 | \$18,200.00 | \$17,250.00 |
| Comment: Level | | Comment | | | |
| Department Head | | Annual audit services will have to be bid for the 2014 audit. An 8% increase is expected in the cost of the base audit, but there will be no single audit that year so a nominal increase over 2012 is expected. | | | |
| 213016 | Annual bond agent fees | \$2,361.25 | \$2,247.00 | \$2,247.00 | \$0.00 |
| 213017 | Sales tax reports | \$1,080.00 | \$1,080.00 | \$1,080.00 | \$1,080.00 |
| 213018 | Banks service charges | \$6,885.37 | \$8,000.00 | \$7,800.00 | \$8,000.00 |
| 213019 | Credit card service charges | \$56,910.86 | \$55,000.00 | \$56,000.00 | \$57,000.00 |
| 213026 | Internet auction fees | \$1,825.29 | \$1,000.00 | \$1,300.00 | \$1,800.00 |

Expense Budget Worksheet Report

| Account Number | Description | 2012 Actual Amount | 2013 Adopted Budget | 2013 Estimated Amount | 2014 Department Head |
|-------------------|---|-------------------------|-------------------------|--|-------------------------|
| Fund | 01 | General | | | |
| Department | 01 | Administration | | | |
| Program | 08 | Finance | | | |
| 213051 | Copier maintenance | \$222.15 | \$400.00 | \$360.00 | \$245.00 |
| 213057 | Financial advisory services | \$6,980.40 | \$4,500.00 | \$1,750.00 | \$5,900.00 |
| | Comment: Level | | | Comment: | |
| | Department Head | | | Includes cost for biannual OPEB actuarial valuation for audit. | |
| 213072 | FAS GOV software support | \$792.49 | \$0.00 | \$0.00 | \$0.00 |
| 213074 | Paycentrex software support | \$505.52 | \$0.00 | \$0.00 | \$0.00 |
| | <u>Total: Contractual</u> | \$109,230.06 | \$140,447.00 | \$138,757.00 | \$143,025.00 |
| | <u>Total: Operating Costs</u> | \$116,179.38 | \$155,605.00 | \$147,677.00 | \$152,207.00 |
| | <u>Capital Costs</u> | | | | |
| | <u>Computer Hardware/Software</u> | | | | |
| 219001 | Computer software/upgrades | \$27,980.86 | \$6,000.00 | \$4,000.00 | \$3,000.00 |
| 220001 | Software | \$79,800.00 | \$72,600.00 | \$600.00 | \$0.00 |
| | <u>Total: Computer Hardware/Software</u> | \$107,780.86 | \$78,600.00 | \$4,600.00 | \$3,000.00 |
| | <u>Equipment, Furniture & Vehicles</u> | | | | |
| 219099 | Misc equipment <\$7500 | \$884.51 | \$1,800.00 | \$1,090.00 | \$0.00 |
| | <u>Total: Equipment, Furniture & Vehicles</u> | \$884.51 | \$1,800.00 | \$1,090.00 | \$0.00 |
| | <u>Total: Capital Costs</u> | \$108,665.37 | \$80,400.00 | \$5,690.00 | \$3,000.00 |
| | Program Total: Finance | (\$516,028.63) | (\$544,320.00) | (\$453,209.00) | (\$468,896.00) |
| | Department Total: Administration | (\$2,747,777.69) | (\$3,041,307.00) | (\$2,869,224.00) | (\$2,926,784.00) |
| | Fund Total: General | (\$2,747,777.69) | (\$3,041,307.00) | (\$2,869,224.00) | (\$2,926,784.00) |
| | Net Grand Totals: | (\$2,747,777.69) | (\$3,041,307.00) | (\$2,869,224.00) | (\$2,926,784.00) |