



FINANCE COMMITTEE MEETING – Monday September 26, 2016 – Agenda

1. Approval of the minutes of August 1, 2016
2. Review of 2009 Certificates of Participation
3. Draft Budget Review
4. Article XIV Purchasing
5. Annual Finance Committee work calendar-review
6. Other Matters
7. Adjournment

**MINUTES OF THE REGULAR MEETING
OF FINANCE COMMITTEE
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON MONDAY, AUGUST 1, 2016**

Meeting convened at 5:33 p.m.

Place of meeting: Public Works Conference room at Sunset Hills City Hall.

The Finance Committee of the City of Sunset Hills, Missouri met in open session. Chairman Alderman Rich Gau, Member City Collector Michael Sawicki, Member Joe Stewart, Member Mike Fitzgerald, and Member Jeff Cammilleri, Alderman Thomas Musich along with Accounting Manager Bill Lehmann and City Administrator Eric Sterman, were personally in attendance. Resident Frank Hardy was present.

Approval of Minutes

The minutes of the June 27, 2016 Finance Committee meeting were distributed for review. A motion was made by Member Sawicki to adopt the minutes as written. Alderman Musich seconded the motion, and it was passed unanimously.

1) Review of 2009 Certificates of Participation

- Reagan Holliday and Chris Collier of Hilltop Securities both attended via conference call on a phone in the meeting room.
- Handouts provided by them were distributed to the committee members.
- The handouts and associated presentation focused on the potential benefit of refunding the 2009 Certificates of Participation by issuing new bonds at current lower rates, and using the proceeds to pay the original bonds off early.
- The handouts indicated that the City's current Average Interest Rate is 4.470% versus a new potential Average Interest Rate of 2.096%. This could produce an initial estimated Cashflow Savings to the City of \$1,087,719 with a Net Present Value of \$970,368 over the remaining life of the bonds (after fees are subtracted). Hilltop Securities fees are estimated at \$56,000. There would also be additional fees paid to other involved parties such as bond counsel, ratings agency, etc. The total fees are estimated to be slightly over \$100,000. All fees would be paid from the bond proceeds.
- If, for some reason, the bond refunding process was not completed, the City would not have to pay any fees other than approximately \$12,000 to Standard & Poor's in the event they were to issue a new rating.
- Motion was made by member Stewart and seconded by member Cammilleri to obtain an Engagement Letter from Hilltop Securities, to proceed with the initial steps in the refunding process, and to recommend such action to the Board of Alderman at their next meeting. Motion was unanimously approved.

2) Investment Policy Discussion/Review

Mr. Lehmann gave an updated on the meaning of the word “portfolio” in the investment policy. There are two possible scenarios; the total monies in our general fund whether that money is invested or not or just sitting in the checking account used for general funds. The second potential definition would be money that is actually in investments plus the money market funds. He also stated that the city probably has excess cash in the checking account. Mr. Lehmann suggested moving the excess cash into the money market account which would then be in fair play for investments. A suggestion was made to amend the ordinance to give a better definition of “portfolio” in the city’s investment policy. A discussion was held to change the policy and amend the ordinance to include money markets and investments. Motion was made by Member Sawicki to amend the ordinance and seconded by Alderman Musich and motion unanimously passed. Chairman Gau questioned the policy and Mr. Lehmann answered that the policy is impeded into the ordinance. This will carry over to the next Board of Aldermen meeting in September.

3) Income/Expense Variance Review

A review was included in the packets distributed to all finance members. Mr. Lehmann reminded the committee going forward until the end of the year this will be done quarterly with the September version used in drafting a 2017 budget. Question was raised regarding what is Zobrio. Mr. Lehmann answered it’s our computer support for fundware related issues. Chairman Gau asked Mr. Lehmann to display the totals regarding revenue on the next variance review handout.

4) Annual Finance Committee work calendar -review

July-August meeting items were reviewed- no comments.

5) Other Matters

Mr. Lehmann recapped the Capital Improvement plan which is ready to be presented to the Capital Improvement committee. That committee has 4 members made up of aldermen and it needs 10. The remaining six are made up of one from each ward and two from at large. Three appointment requests are on the agenda for the Board of Aldermen meeting on August 9.

City Health Plan Benefits –Coventry was bought out from Aetna and the comparison of plans between Coventry and Aetna resulted in not much of a change. JW Terrill is soliciting bids from other competitors.

Chairman Gau asked how involved is the Personnel Committee regarding the city’s health plan. Mr. Sterman stated the personnel committee has not met in a while and that they did have any future date planned. Mr. Sterman will review the ordinance regarding how often the Personnel Committee meets.

Chairman Gau asked Mr. Lehmann to review JW Terrill fee agreement regarding medical plan options.

6) **Adjournment**

Member Sawicki made a motion to adjourn the meeting. Alderman Musich seconded the motion and it passed unanimously. Meeting adjourned at 6:42p.m.

Recording Secretary – Dede Hendricks

DRAFT

2017 SUNSET HILLS
FIRST DRAFT
9/23/16

REVENUE

REVENUE

2017 BUDGET

TAXES

	2015 BUDGET	2015 AMENDMENTS	2015 ACTUAL	2016 BUDGET	2016 Actual	2016 Projected	2017 Budget	2016 Budget vs 2017 Budget	2016 Proj v 2017 Budget Request	EXPLANATION
4010 REAL ESTATE TAXES	160,000	0	160,533	160,000	63,951	160,000	163,200	3,200	3,200	Property tax rate, assessed valuation 2% inc
4012 PERSONAL PROPERTY TAXES	25,000	0	26,168	25,000	12,054	18,051	18,443	(6,557)	362	Property tax rate, assessed valuation 2% inc
4013 COUNTY UTILITY DISTRIBUTION TAX	3,200	0	2,998	3,200	2,700	4,050	4,000	800	(50)	
4014 FINANCIAL INSTITUTION TAX	0	0	84	0	254	254		0	(254)	
4030 SALES TAXES 1%	2,273,391	0	2,138,677	2,273,391	1,536,396	2,304,594	2,327,640	54,249	23,046	1% growth
4031 SALES TAXES 1.6%	556,630	0	534,518	556,630	361,764	542,646	548,072	(8,558)	5,426	1% growth
4035 DOR SALES TAX INTEREST	0	0	329	0	141	212	0	0	(212)	
4040 VEHICLE SALES TAXES	65,000	0	70,447	65,000	42,132	63,198	65,000	0	1,802	
4041 VEHICLE FEES	40,000	0	37,729	40,000	31,597	47,396	40,000	0	(7,396)	
4050 GASOLINE TAXES	261,225	0	224,836	261,225	147,449	221,174	225,000	(38,225)	3,827	
4070 CIGARETTE TAXES	22,000	0	24,505	22,000	15,908	23,862	23,000	1,000	(862)	
4091 ELECTRIC UTILITY RECEIPTS	940,000	0	1,017,867	940,000	612,985	919,478	925,000	(15,000)	5,523	
4092 GAS UTILITY RECEIPTS	322,000	0	277,082	322,000	154,920	232,380	235,000	(87,000)	2,620	
4093 TELEPHONE UTILITY RECEIPTS	465,500	0	445,554	465,500	289,833	434,750	435,000	(30,500)	251	
4094 WATER UTILITY RECEIPTS	130,000	0	141,373	130,000	92,255	138,383	135,000	5,000	(3,383)	
LICENSES & PERMITS										
4201 PERMITS & FEES	33,500	0	30,467	33,500	19,914	29,871	30,000	(3,500)	129	2014 One time fee - Friendship Village Expansion
4220 BUSINESS LICENSE - GROSS RECEIPTS	485,000	0	479,484	485,000	342,232	613,348	500,000	15,000	(13,348)	
4221 BUSINESS LICENSE - SQUARE FEET	325,000	0	241,229	325,000	273,505	410,258	400,000	75,000	(10,258)	
4222 BUSINESS LICENSE - MISCELLANEOUS	32,000	0	41,785	32,000	52,127	52,127	45,000	13,000	(7,127)	
4223 ANTENNA LICENSE	102,000	0	102,000	102,000	57,000	57,000	57,000	(45,000)	0	Created separate GL acct for antenna licenses
4240 LIQUOR LICENSE	13,000	0	13,450	13,000	15,838	15,838	14,000	1,000	(1,838)	
4260 VIDEO LICENSE	1,000	0	1,000	1,000	450	450	500	(500)	50	
4860 CABLE TELEVISION	147,000	0	141,182	147,000	81,310	121,965	120,000	(27,000)	(1,965)	
SERVICES										
4420 POLICE REIMBURSEMENTS	0	0	0	0	0	0	0	0	0	
4600 COURT FINES & COSTS	400,000	0	391,054	400,000	244,537	366,806	375,000	(25,000)	8,195	
4610 POLICE INCOME	0	0	3,718	0	3,996	5,000	3,750	3,750	(1,250)	
4620 PARK INCOME	24,000	0	24,613	24,000	22,692	24,000	24,000	0	0	Dog Park
4625 KITTUN PARK (DOG PARK)	12,000	0	18,165	12,000	11,359	12,000	12,000	0	0	
4630 PUBLIC WORKS INCOME	2,500	0	6,157	2,500	12,804	13,000	0	(2,500)	(13,000)	
4640 POOL INCOME	180,500	0	199,122	180,500	174,966	186,000	185,500	5,000	(500)	Varies due to weather, price increase
4645 CONCESSION STAND INCOME	43,000	0	53,092	43,000	51,943	54,000	53,000	10,000	(1,000)	Varies due to weather
4646 BALLFIELD CONCESSION INCOME	2,500	0	0	2,500	0	0	2,500	0	2,500	
4650 DAY CAMP INCOME	63,000	0	64,629	63,000	64,899	65,000	63,000	0	(2,000)	Additional participants
4655 DIVE TEAM INCOME	20,000	0	18,706	20,000	21,241	21,000	20,000	0	(1,000)	More participants/registration enhancements
4665 SPECIAL PROGRAMS INCOME	15,000	0	15,174	15,000	3,335	10,000	13,000	(2,000)	3,000	New programs
4670 ATHLETIC FIELDS INCOME	72,500	0	43,426	72,500	35,025	51,000	65,000	(7,500)	14,000	
4690 COMMUNITY CENTER INCOME	285,000	0	312,000	285,000	206,555	290,000	285,000	0	(5,000)	Advertising
4800 INTEREST ON INVESTMENTS	50,000	0	89,170	50,000	78,795	118,193	50,000	0	(68,193)	
4815 LIEN - NUISANCE ABATEMENT	3,500	0	4,700	3,500	6,664	9,996	5,000	1,500	(4,996)	
4819 VISA CASH REWARDS	5,000	0	3,400	5,000	0	0	5,000	0	5,000	Implemented AP VISA payments in June 2014
4820 MISCELLANEOUS INCOME	3,000	0	6,455	3,000	43,360	45,000	7,500	4,500	(37,500)	
4822 GRANT - GEMPP PARK	0	0	0	0	0	0	0	0	0	
4823 GRANT - POLICE	0	0	0	0	0	0	0	0	0	
4824 GRANT - MINNIE HA HA PARK	0	0	0	0	0	0	0	0	0	
4825 GRANT - WATSON TRAIL	0	0	0	0	0	0	0	0	0	
4826 FEDERAL GRANT - OLD GRAVOIS ROAD	0	0	0	0	0	0	0	0	0	
4827 FEDERAL GRANT - TRIBUTARY B PHASE II	0	0	0	0	0	0	0	0	0	

40 ADMINISTRATION

ADMINISTRATION DEPARTMENT

**2017 BUDGET
GENERAL FUND**

	2015 GENERAL ACTUAL	2016 GENERAL BUDGET	2016 BUDGET AMEND	2016 GENERAL PROJ	2017 REQUEST BUDGET	2016 PROJECTED VS2017	EXPLANATION
5001	45,600	45,600		44,640	45,600	960	
5003	202,286	219,703		154,702	281,536	126,834	estimated 3% increase current staff
5008	500	515		2,319	1,000	(1,319)	
5016	6,000	6,000		3,773	6,000	2,227	
5020	32,100	38,098		39,000	42,900	3,900	10% insurance increase
5030	7,000	7,000		5,437	7,000	1,563	
5031	7,455	7,455		5,157	7,500	2,343	
5033	6,200	6,200		8,529	8,500	(29)	
5040	35,000	35,000		58,358	59,358	0	
5042	7,800	7,800		5,850	8,000	2,150	
5043	0	0		6,479	7,000	521	
5044	0	30,000		42,892	40,000	(2,892)	
5046	0	0		171,261	0	(171,261)	
5050	4,500	4,500		3,538	4,500	962	
5052	27,000	27,000		32,973	35,000	2,027	
5054	2,900	2,900		2,987	3,000	13	
5056	3,600	3,600		3,600	4,000	400	Christmas reception
5060	13,500	13,500		17,509	18,500	991	Municipal League Dues, Laumeier Art Fair Sponsorship
5062	4,000	4,000		7,080	7,080	0	
5063	1,000	1,000		0	1,000	1,000	New business packets
5064	1,000	2,000		1,493	8,000	6,507	professional staff training and certification
5065	250	500		266	500	234	
5068	7,000	7,000		7,738	7,500	(238)	
5098	1,000	1,000		0	1,000	1,000	
5099	3,000	3,000		1,523	3,000	1,477	
5103	5,200	5,200		1,182	25,638	24,456	
	\$453,871	\$478,571	\$0	\$628,286	\$632,112	\$3,826	

CAPITAL IMPROVEMENT FUND

	2015 CAPITAL ACTUAL	2016 CAPITAL BUDGET	2016 CAPITAL AMEND	2016 CAPITAL PROJ	2017 CAPITAL BUDGET Request	2016 PROJECTED VS2017	EXPLANATION
5043	8,114	8,114		8,114	54,404		
5103	74,000	27,000	54,872	27,000	54,404	27,404	Financial software(GL, AP, Payroll, Cash Receipts), Copier, Printers, Chairs
	\$82,114	\$35,114	\$54,872	\$35,114	\$54,404	\$27,404	

ADMINISTRATION SALARIES		2016 BUDGET		2017 BUDGET		2017 BUDGET		2017 BUDGET		2017 BUDGET		2017 BUDGET		2017 BUDGET		2017 BUDGET		2017 BUDGET	
ES - City Administrator (\$3,750.00 - 2016)		90,000.00	92,700.00	92,700.00	2,700.00	750.00	7,091.55	7,737.00	H-SA - SELF	5,139.75	266.98	656.32							
BI - Director of Finance (\$2,708.34 - 2016)		64,997.76	66,947.69	66,947.69	1,949.93	500.00	5,121.50	8,281.00	3,881.00	3,709.62	192.81	473.99							
DB - Finance Clerk - Accounts Payable (\$18.33 - 2016)		38,128.40	39,270.19	39,270.19	1,143.79		3,004.17	8,231.00	3,881.00	2,122.92	113.10	278.03							
DH - Recording Secretary (\$14.70 - 2016)		30,576.00	31,493.28	31,493.28	917.28		2,409.24	7,737.00	4,228.00	1,732.13	90.70	222.97							
LS - Deputy City Clerk/Business License Finance Clerk (\$23.28 - 2016)		48,422.40	49,875.07	49,875.07	1,452.67		3,815.44	8,231.00	0.00	2,743.13	143.64	353.12							
TOTAL SALARIES		273,372.56	281,536.24	281,536.24	9,413.65	1,250.00	21,790.19	40,167.00	10,990.00	15,708.46	807.22	1,984.43							
SALARIES W/EDUCATION		273,372.56	281,536.24	281,536.24	9,413.65														
Incentive Pay (1% of Salary)		0.00	1,875.86	1,875.86		500.00	181.75			130.67									
Incentive Pay Dept Head (1% of Salary)		0.00	927.00	927.00		750.00	128.29			92.24									
TOTAL SALARIES, W/ Education and Incentive Pay		273,372.56	284,339.10	284,339.10	9,413.65	2,500.00	21,790.19	40,167.00	10,990.00	15,708.46	807.22	1,984.43							
OVERTIME		500.00	500.00	500.00			38.25			38.00									
TOTAL ADMINISTRATIVE BENEFITS							21,790.19	40,167.00	10,990.00	15,708.46	807.22	1,984.43							
MAYOR		6,000.00	6,000.00	6,000.00			459.00												
BOARD OF ALDERMEN		38,400.00	38,400.00	38,400.00			2,997.60												
COLLECTOR		1,200.00	1,200.00	1,200.00			91.80												
TOTAL ELECTED OFFICIALS		45,600.00	45,600.00	45,600.00			3,488.40												
TOTAL ADMIN/ELECTED OFF SALARIES / OT / BENEFITS		319,472.56	327,636.24	327,636.24	8,163.68	1,250.00	26,316.84	40,167.00	10,990.00	15,708.46	807.22	1,984.43							

All full-time employees shall receive a benefit, paid quarterly, for having acquired education as follows: For a two (2) year Associate Degree - \$250.00 per year. For a four (4) year degree - \$500.00 per year. For a Master's Degree - \$750.00 per year.

****9.7 EDUCATION BENEFIT**

ADMINISTRATION BENEFITS

2017 BUDGET

	2015 BUDGET	2016 BUDGET	2017 BUDGET	2016 VS 2017	EXPLANATION
5210 EMPLOYER FICA/FICAMED TAXES 7.65% OF GROSS SALARIES	19,154	20,372	25,317	4,945	Based on salary increases
5220 UHC INSURANCE HSA \$7,169 HRA \$7,389 ANNUAL DELTA DENTAL INSURANCE \$420 ANNUAL	30,998	38,098	40,167	2,069	Based on current rates; employer portion; rate includes employee and dependents
DEPENDENT HEALTH INSURANCE PLUS FAMILY HSA \$7,262 HRA \$7,486 PLUS SPOUSE HSA \$4,150 HRA \$4,277 PLUS CHILD HSA \$3,112 HRA \$3,208	0 0 3,294	0 0 3,294	0 0 10,990	0 0 7,696	
5230 PENSION EXPENSES 7.6% OF GENERAL GROSS SALARY	15,422	14,589	15,708	1,119	Based on LAGERS
5240 LIFE & DISABILITY INSURANCE LIFE-ANNUAL SAL X .00022 12 LTD-ANNUAL SAL / 12 X .0042 X 12	1,380	1,503	807 1,984	807 481	Based on salary increases
TOTAL	\$70,248	\$77,856	\$94,974	\$17,118	

ADMINISTRATION DEPARTMENT PROPOSED EQUIPMENT

2016 Budget				
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>	<u>GENERAL FUND</u>	<u>CAP IMP SALES TAX FUND</u>
40-00-5043	Website maint., support & hosting	4,114.00	0.00	4,114.00
40-00-5043	Website modules	4,000.00	0.00	4,000.00
Total		8,114.00	0.00	8,114.00
40-00-5103	Financial software	27,000.00	0.00	27,000.00
40-00-5103	Server	0.00	0.00	0.00
40-00-5103	Replacement printers	0.00	0.00	0.00
40-00-5103	Copier	0.00	0.00	0.00
40-00-5103	7 Desk Chairs	0.00	0.00	0.00
Total		27,000.00	0.00	27,000.00
TOTAL AS SUBMITTED		35,114.00	0.00	35,114.00
Amend 373 - 1/12/16 BOA - unexpended funds budgeted in 2015 for Tyler software		54,872.00	0.00	54,872.00
TOTAL WITH AMENDMENT		89,986.00	0.00	89,986.00

2017 Budget				
<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>TOTAL COST</u>	<u>GENERAL FUND</u>	<u>CAP IMP SALES TAX FUND</u>
40-00-5043	Website maint., support & hosting	4,525.40	0.00	4,525.40
40-00-5043	Website modules	0.00	0.00	0.00
Total		4,525.40	0.00	4,525.40
40-00-5103	Financial software	66,517.58	25,638.00	40,879.00
40-00-5103	Copier	9,000.00	0.00	9,000.00
40-00-5103		0.00	0.00	0.00
40-00-5103		0.00	0.00	0.00
40-00-5103		0.00	0.00	0.00
Total		75,517.58	25,638.00	49,879.00
TOTAL		80,042.98	25,638.00	54,404.40

(10% increase over prior year)

50 PUBLIC WORKS

PUBLIC WORKS DEPARTMENT - 2017 BUDGET

GENERAL FUND

2015	2016	2016	2016	2017	2016 PROJECTED	EXPLANATION
01-90-00	502	502	502	502	502	PUBLIC WORKS SALARIES
01-90-00	503	503	503	503	503	PART-TIME PUBLIC WORKS SALARIES
01-90-00	504	504	504	504	504	OVER-TIME SALARIES
01-90-00	505	505	505	505	505	INSURANCE
01-90-00	506	506	506	506	506	OFFICE SUPPLIES
01-90-00	507	507	507	507	507	EQUIPMENT REPAIR/MAINTENANCE
01-90-00	508	508	508	508	508	EQUIPMENT RENTALS
01-90-00	509	509	509	509	509	GAS/OIL
01-90-00	510	510	510	510	510	VEHICLE MAINTENANCE
01-90-00	511	511	511	511	511	WORK TOOLS
01-90-00	512	512	512	512	512	LITERATURE
01-90-00	513	513	513	513	513	UNIFORMS
01-90-00	514	514	514	514	514	MEMBERSHIP/SUBSCRIPTIONS
01-90-00	515	515	515	515	515	MAPS
01-90-00	516	516	516	516	516	ENGINEERING/SURVEYING
01-90-00	517	517	517	517	517	SEMIANNUAL TRAINING
01-90-00	518	518	518	518	518	MILEAGE REIMBURSEMENT
01-90-00	519	519	519	519	519	LITULITES
01-90-00	520	520	520	520	520	MISCELLANEOUS
01-90-00	521	521	521	521	521	TRAFFIC ASSESSMENT EXPENSE
01-90-00	522	522	522	522	522	ADDITIONAL ROAD MAINTENANCE
01-90-00	523	523	523	523	523	ADDITIONAL ROAD CONSTRUCTION
01-90-00	524	524	524	524	524	SNOW REMOVAL
01-90-00	525	525	525	525	525	STORM DEBRIS REMOVAL (TOWARD)
01-90-00	526	526	526	526	526	STREET LIGHTING
01-90-00	527	527	527	527	527	STREET LIGHTING
01-90-00	528	528	528	528	528	ROAD SIGN MAINTENANCE/REPLACEMENT
01-90-00	529	529	529	529	529	STORM SEWER MAINTENANCE
01-90-00	530	530	530	530	530	STORM SEWER CONSTRUCTION
01-90-00	531	531	531	531	531	ROAD SWEETENING/PAVING
01-90-00	532	532	532	532	532	WASTE CONTROL
01-90-00	533	533	533	533	533	MUNICIPAL TAX BILLS - VEG/FRESTRICT.
01-90-00	534	534	534	534	534	INSURANCE
01-90-00	535	535	535	535	535	GENERAL PLANNING
01-90-00	536	536	536	536	536	EQUIPMENT - VEHICLES
01-90-00	537	537	537	537	537	EQUIPMENT - VEHICLES
01-90-00	538	538	538	538	538	EQUIPMENT - OFFICE
01-90-00	539	539	539	539	539	TOTAL PUBLIC WORKS

2015	2016	2016	2016	2017	2016 PROJECTED	EXPLANATION
01-90	10,930	12,000	12,000	14,000	12,000	PW BLDG - SUPPLIES
01-90	11,555	12,000	12,000	14,000	12,000	PW BLDG - REPAIR/MAINTENANCE
01-90	11,555	12,000	12,000	14,000	12,000	PW BLDG - GROUND MAINTENANCE
01-90	11,555	12,000	12,000	14,000	12,000	PW BLDG - GAS
01-90	11,555	12,000	12,000	14,000	12,000	PW BLDG - TELEPHONE
01-90	11,555	12,000	12,000	14,000	12,000	PW BLDG - WATERSEWER
01-90	11,555	12,000	12,000	14,000	12,000	PW BLDG - ELECTRIC
01-90	11,555	12,000	12,000	14,000	12,000	PW BLDG - IMPROVEMENTS
01-90	11,555	12,000	12,000	14,000	12,000	TOTAL PW BLDG

2015	2016	2016	2016	2017	2016 PROJECTED	EXPLANATION
01-90	10,930	12,000	12,000	14,000	12,000	CITY HALL - SUPPLIES
01-90	10,930	12,000	12,000	14,000	12,000	CITY HALL - REPAIR/MAINTENANCE
01-90	10,930	12,000	12,000	14,000	12,000	CITY HALL - GROUND MAINTENANCE
01-90	10,930	12,000	12,000	14,000	12,000	CITY HALL - TELEPHONE
01-90	10,930	12,000	12,000	14,000	12,000	CITY HALL - WATERSEWER
01-90	10,930	12,000	12,000	14,000	12,000	CITY HALL - ELECTRIC
01-90	10,930	12,000	12,000	14,000	12,000	CITY HALL - IMPROVEMENTS
01-90	10,930	12,000	12,000	14,000	12,000	TOTAL CITY HALL

2015	2016	2016	2016	2017	2016 PROJECTED	EXPLANATION
GENERAL BUDGET ACTUAL	GENERAL BUDGET AMEND	GENERAL BUDGET PROJ.	GENERAL BUDGET	VS 2016		
1,842,000	2,483,380	0	2,096,535	2,892,211	440,826	GROSS TOTAL
541,507	469,209	0	469,209	469,209	0	Federal Reimbursement
1,291,493	1,574,271	0	1,574,271	1,574,271	0	2015 without reimbursement

PUBLIC WORKS DEPARTMENT - 2017 BUDGET

COUNTY ROAD FUND

	2015	2016	2016	2016	2017	2016 PROJ vs 2017	EXPLANATION
	CRF ACTUAL	CRF BUDGET	BUDGET AMEND	CRF PROJ.	CRF BUDGET		
5070 ROAD/BRIDGE MAINTENANCE	154,830	230,150		230,000	61,360	(168,640)	Crack Sealer, Nova Chip , In-House Concrete
5071 ROAD CONSTRUCTION		250,000		25,000	250,000	225,000	Headwall Replacements
TOTAL COUNTY ROAD FUND	154,830	480,150	0	255,000	311,360	56,360	

CERTIFICATES OF PARTICIPATION (COP FUND)

	2015	2016	2016	2016	2017	2016 PROJ vs 2017	EXPLANATION
	COP ACTUAL	COP BUDGET	BUDGET AMEND	COP PROJ.	COP BUDGET		
5020 STORM SEWER CONSTRUCTION	0	0	0	0	0	0	Fund has been closed
TOTAL COP FUND	0	0	0	0	0	0	

STORM WATER/LOCAL PARKS FUND

	2015	2016	2016	2016	2017	2016 PROJ vs 2017	EXPLANATION
	S/P ACTUAL	S/P BUDGET	BUDGET AMEND	S/P PROJ.	S/P BUDGET		
5079 STORM SEWER CONSTRUCTION	0	0	0	0	0	0	None scheduled for 2017
TOTAL STORM/PARKS FUND	0	0	0	0	0	0	

PUBLIC WORKS - SALARIES

2017 BUDGET

FULL TIME EMPLOYEE	2016		2016		2016	2017	VS 2017	2017	EDUCATION	FICA	GOVERNMENT	ADDITIONAL	LAGERS	LIFE	DISABIL-
	BUDGET	ACTUAL	ACTUAL	ACTUAL											
BARKER, BRYSON, start date 1/28/13	\$95,014.56	\$3,958.94	\$95,014.56	\$3,958.94	10-9.5	\$97,865.00	\$2,850.44	10-10.5	750	7,544	7,737	3,172	5,424	284	577
BARTHEL, ERIC W, start date 12/21/05	\$41,837.70	\$30.11	\$41,837.70	\$30.11	2-8.5	\$43,092.83	\$1,255.13	2-9.5		3,297	7,786	3,381	2,370	124	254
CAPE, SARINA, start date 3/8/16	\$39,325.41	\$16.07	\$39,325.41	\$16.07	1-5	\$34,428.37	\$1,002.77	1-6		2,634	7,292	0	1,894	99	203
ELME, JERRY, start date 7/25/11, 14	\$61,087.54	\$22.18	\$46,134.40	\$47,518.43	5-4.5	\$47,518.43	\$1,384.03	5-5.5		3,635	7,786	0	2,614	137	280
FANNON, PAUL L, start date 1/2/96	\$52,215.52	\$25.10	\$52,215.52	\$25.10	2-16	\$53,781.99	\$1,566.47	2-17		4,114	7,786	0	2,968	155	317
FRITZSCHE, KEVIN, start date	\$34,520.61	\$16.11	\$33,508.80	\$33,508.80	2-1	\$34,514.06	\$1,005.26	2-2		2,640	0	0	1,898	99	204
LORENZ, KYLE, start date	\$40,801.48	\$16.11	\$33,508.80	\$33,508.80	2-1	\$34,514.06	\$1,005.26	2-2		2,640	0	0	1,898	99	204
LORENZ, RAY, start date 12/22/14	\$37,890.94	\$18.22	\$37,897.60	\$37,897.60	3-2	\$39,034.53	\$1,136.93	3-3		2,886	7,292	0	2,147	112	230
MILLER, JASON, start date 5/27/14, pro 4/29/15	\$53,485.07	\$20.60	\$42,848.00	\$42,848.00	5-2	\$44,133.44	\$1,285.44	5-3		3,376	7,292	0	2,427	127	280
MOORE, PATRICIA D, start date 9/2/97	\$53,787.03	\$25.06	\$53,788.00	\$53,788.00	4-12	\$55,402.46	\$1,613.66	4-13		4,238	7,292	0	3,047	160	327
REED, SCOTT, start date 11/2/02	\$53,485.07	\$25.71	\$53,476.80	\$53,476.80	5-9.5	\$55,081.10	\$1,594.30	5-10.5		4,233	7,292	0	3,043	159	325
RICHARDS, BEN, start date 12/16/14	\$34,520.61	\$16.60	\$34,528.00	\$34,528.00	2-2	\$35,563.84	\$1,035.84	2-3		2,721	7,786	0	1,956	102	210
RODBENBERG, JEFFREY, s4 4/22/09, pro 6/4/12, pro 11/3/14	\$75,195.29	\$31.55	\$65,832.00	\$65,832.00	8-9.5	\$67,805.96	\$1,974.96	8-10.5		5,187	7,786	7,889	4,225	221	450
SEARCY, WESLEY E, start date 2/16/88	\$74,101.21	\$35.63	\$74,101.21	\$35.63	8-13.5	\$76,324.25	\$2,223.04	8-14.5		5,877	7,292	0	4,225	221	450
SPRICK, LYNN, start date 8/18/14	\$61,087.54	\$29.37	\$61,089.60	\$61,089.60	5-14	\$62,922.29	\$1,834.69	5-15		4,852	7,786	0	3,483	163	371
WINKLE, EDWARD, start date 4/2/14	\$34,520.61	\$16.60	\$34,528.00	\$34,528.00	2-2	\$35,563.84	\$1,035.84	2-3		2,721	7,786	4,508	1,956	102	210
WINKLE, GEORGE, start date 3/30/15	\$34,520.61	\$16.60	\$34,528.00	\$34,528.00	2-2	\$35,563.84	\$1,035.84	2-3		2,721	7,786	0	1,956	102	210
INCENTIVE PAY POOL - PW EMPLOYEES	\$7,591.10		\$7,591.10			\$7,592.46	(\$38.64)			578			415		
INCENTIVE PAY POOL - DEPARTMENT HEAD	\$950.15		\$950.15			\$978.65	\$28.50			75			54		
Part-time Employee															
SUMMER INTERNS	\$7,200.00	\$15.00	\$0.00	\$0.00	\$15/hour	\$7,200.00	\$7,200.00	\$15/hour							
TOTAL 2016	\$893,139.05		\$836,804.64	\$868,842.40		\$853,111.29	\$32,037.77		2,000						
PROPOSED 2017 BUDGET (full time)				\$683,111.29		\$7,200.00	\$7,200.00								
PROPOSED 2017 BUDGET (Part-time)															
TOTAL W/ EDUCATION 2016	\$893,139.05		\$836,804.64	\$862,311.29											
PROPOSED 2017 BUDGET				\$862,311.29											
OVERTIME 2016	\$10,000.00		\$10,000.00	\$10,000.00		\$10,000.00				765		550			
PROPOSED 2017 BUDGET				\$10,000.00											
TOTAL SALARIES 2016	\$905,139.05		\$846,804.64	\$872,311.29						66,334	121,059	16,950	48,050	2,453	5,033
PROPOSED 2017 BUDGET				\$872,311.29											

PUBLIC WORKS - BENEFITS

2017 BUDGET

	2016 BUDGET	2017 BUDGET	2016 VS 2017	EXPLANATION
5210 EMPLOYERS FICA/FICAMED TAXES 7.65% OF GROSS SALARIES	64,913	66,834	1,921	Minor increase in salaries
5220 COVENTRY INSURANCE \$7584 OR \$7047 ANNUAL DELTA INSURANCE \$434 ANNUAL	125,106	121,069	(4,037)	Full staff, minimal increase for health insurance No increase for dental insurance
FAMILY HEALTH INSURANCE				
ADD SPOUSE	19,588	18,950	(638)	Minimal increase
ADD CHILD/CHILDREN				
ADD FAMILY				
5230 PENSION EXPENSES 5.4% OF GENERAL GROSS SALARY	46,041	48,050	2,009	Rates same as 2016; 5.4%
5240 LIFE & DISABILITY INSURANCE LI-ANNUAL SAL X .00022 X 12 DI-ANNUAL SAL / 12 X .0042 X 12	5,670	7,496	1,826	Minimal increase
TOTAL	261,318	262,399	1,081	

2017 SALARY WORKSHEET

FULL TIME

EMPLOYEE	2016 Step & Grade	2016 Hourly	2016 Bi-Weekly	2016	2017
BAKER, BRYSON	10-10.5		\$8,155.42	95,014.56	\$97,865.00
BARTHEL, ERIC W.	2-9.5	\$20.11		41,837.70	\$43,092.83
CAPE, SARINA	1-6	\$16.07		33,425.60	\$34,428.37
EIME, JERRY	5-5.5	\$22.18		46,134.40	\$47,518.43
FANNON, PAUL L.	2-17	\$25.10		52,215.52	\$53,781.99
FRITZSCHE, KEVIN	2-2	\$16.11		33,508.80	\$34,514.06
LORENZ, KYLE	2-2	\$16.11		33,508.80	\$34,514.06
LORENZ, RAY	2-2	\$18.22		37,897.60	\$39,034.53
MILLER, JASON	5-3	\$20.60		42,848.00	\$44,133.44
MOORE, PATRICIA D.	4-13	\$25.86		53,788.80	\$55,402.46
REED, SCOTT R.	5-10.5	\$25.71		53,476.80	\$55,081.10
RICHARDS, BEN	2-2	\$16.60		34,528.00	\$35,563.84
RODDENBERG, JEFFREY	8-10.5	\$31.65		65,832.00	\$67,806.96
SEARCY, WESLEY E.	8-14.5	\$35.63		74,101.21	\$76,324.25
SPRICK, LYNN	5-14	\$29.37		61,089.60	\$62,922.29
WINKLE, EDWARD	2-3	\$16.60		34,528.00	\$35,563.84
WINKLE, GEORGE	2-3	\$16.60		34,528.00	\$35,563.84
PART TIME					
INTERN	500.00	\$15.00		\$7,500.00	\$7,500.00
TOTAL				\$835,763	\$860,611

60 PUBLIC SAFETY

Sunset Hills Public Safety Budget

2017 BUDGET
GENERAL FUND

Account	Account Description	2015 ACTUAL	2016 BUDGET	BUDGET AMEND	2016 PROJECTED	2017 BUDGET	2016 PROJECTED VS 2017	EXPLANATION
01-60-00-5002	Commissioned Salaries	1,616,371	1,628,200		1,628,200	1,643,421	17,221	3% raise and 1% incentive pool
01-60-00-5003	Non-Commissioned Salaries	352,469	359,955		359,955	381,018	11,033	3% raise and 1% incentive pool
01-60-00-5007	Holiday Salaries	28,116	36,460		36,460	39,111	2,651	
01-60-00-5008	Overtime Salaries	46,801	58,458		58,458	62,707	4,249	
01-60-00-5017	Police Chief Expenses	170	400		400	400	0	
01-60-00-5018	Recruitment	103	1,400		1,400	1,400	0	
01-60-00-5019	Community Relations	401	1,000		1,000	1,000	0	
01-60-00-5020	Insurance	107,805	108,000		107,466	108,000	514	Based on 2016 figure
01-60-00-5021	Identifi-kit rental	0	0		0	0	0	
01-60-00-5030	Office Supplies	6,726	7,000		7,000	7,500	500	addition of Community Relations Officer
01-60-00-5031	Postage	905	1,850		1,850	1,850	0	
01-60-00-5032	Printing/Copier	2,849	2,500		2,500	2,500	0	
01-60-00-5034	CARE software	0	500		500	500	0	
01-60-00-5035	Computer	54,808	66,320		66,320	65,720	(600)	Watchguard software is up to date
01-60-00-5036	Communications Expense	7,546	5,000		5,000	5,000	0	
01-60-00-5037	Gasoline / Oil	38,376	63,000		40,000	62,500	12,500	market fluctuations
01-60-00-5038	Vehicle Maintenance	12,073	11,000		10,000	10,000	0	
01-60-00-5044	Litigation	4,611	3,200		3,100	3,200	100	
01-60-00-5051	Vehicle Change-over	0	6,000		6,000	9,000	3,000	purchase of 1 unmarked vehicle
01-60-00-5057	Uniforms	10,861	17,900		15,500	26,700	11,200	purchase of 14 BRV/effective life has expired)
01-60-00-5058	Police Supplies	4,484	7,100		5,000	7,100	2,100	annual laser recertification cartridges/annual increases
01-60-00-5060	Membership / Subscriptions	3,122	5,600		4,100	7,500	3,400	addtl memberships for the Comm. Rel Off NIXLE ENGAGE
01-60-00-5061	Jail Expense	1,972	5,000		5,000	5,000	0	
01-60-00-5064	Seminars / Training	7,577	8,640		7,845	7,000	(845)	CVSA certifications up to date
01-60-00-5065	Mileage Reimbursement	887	1,200		1,200	1,500	300	officers appearing in state court more frequently
01-60-00-5068	Miscellaneous	5,633	5,000		5,000	5,000	0	
01-60-10-5035	Maintenance / Repair	32,068	33,540		30,000	31,150	1,150	based on aging equipment, repairs, generator maint.
01-60-10-5038	Groundskeeping	8,356	10,000		9,000	10,000	1,000	
01-60-10-5064	Gas	9,552	12,360		12,000	10,000	(2,000)	based on 2015 costs
01-60-10-5065	Telephone	20,384	15,000		25,000	20,000	(5,000)	reduced atx bills(landlines & radio repeater circuits)
01-60-10-5066	Water / Sewer	8,272	7,600		7,800	8,500	1,200	based on 2015 costs
01-60-10-5067	Electric	44,431	27,000		26,000	45,000	19,000	based on 2015 costs
SUB TOTAL Operating / Salaries		2,457,529	2,526,213	0	2,498,604	2,579,277	80,673	
01-60-00-5101	Police Vehicles	0	0		0	0	0	
01-60-00-5102	Patrol Equipment	3,500	1,800		1,800	0	(1,800)	
01-60-00-5103	Office Equipment	691	3,000		3,000	4,150	1,150	replacement of CPUs
SUB TOTAL Major Expenses		4,101	4,800	0	4,800	4,150	(650)	
01-60-00-5089	Special Expenses *	200	200		200	200	0	funds only utilized for specialized investigations
01-60-00-5085	Grant Account *	0	0		0	0	0	
01-60-00-5086	Mississippi Lime Donation *	1000	1000		0	1,000	1,000	
01-60-10-5090	Drug Forfeiture Fund *	575	2367		575	2,367	1,792	
01-60-10-5091	Special PD Training Fund *	6,325	9206		9,100	11,190	2,090	Increased range membership fees
01-60-10-5092	Inmate Security Fund *	4,751	4000		4,000	4,000	0	generated and dedicated from ct fees
SUB TOTAL		12,891	16,767	0	13,875	18,757	4,882	
TOTAL		2,454,521	2,547,780	0	2,517,279	2,602,184	84,905	

Sunset Hills Public Safety Budget

2017 BUDGET

CAPITAL IMPROVEMENT FUND

Account	Account Description	2015 ACTUAL	2016 BUDGET	BUDGET AMEND	2016 PROJECTED	2017 BUDGET	2016 PROJECTED VS 2017	EXPLANATION
05-60-00-5101	Police Vehicles	0	75,246		75,246	100,800	25,554	1 unmarked veh
05-60-00-5102	Patrol Equipment	4,045	18,000		36,000	7,700	(28,300)	Zell AED Plus for PD, radar unit/fresh vests
05-60-00-5103	Office Equipment	0	2,800		1,300	16,000	14,700	replace 10 yr old copier, replace a 6 yr old server
05-60-10-5104	Capital Improvements	99,189	4,000		4,000	109,800	102,800	replace carpet in 2 mstr/replace 19 yr old AC/cool mitgath
SUB TOTAL Capital Improvements		103,214	100,046		118,546	231,300		
PUBLIC SAFETY GRAND TOTAL		2,557,735	2,647,826	0	2,633,825	2,833,484		

* Corresponding Revenues are accounted for in the income budget

2017

Public Safety Salaries

EMPLOYEE	2016 ANNUAL SALARY		2017 Projected ANNUAL SALARY		2017 GRADE & STEP	2017 HOLIDAY	2017 OVERTIME	3.7% INCENTIVE	EDUCATION INCENTIVE	FICA 6.2%	FICAMED 1.45%	PENSION 3.5%	HEALTH AND DELTA 9456	FAMILY INS BEN	LIFE INS	DISABL INS	TOTAL SALARY & BENEFITS
	2016 ANNUAL SALARY	2017 Projected ANNUAL SALARY	2017 GRADE & STEP	2017 HOLIDAY													
Blattel	47,298	48,717	6-4	1,124	1,803	250	3,970	1,816	8,242	0	140	263	66,325				
Courson	57,324	59,044	6-10.5	1,363	2,185	250	4,807	2,199	8,242	0	170	319	78,979				
Gibbons	50,931	52,459	6-6.5	1,211	1,941	250	4,273	1,955	7,748	7,396	151	283	77,667				
Guenther	45,921	47,298	6-3	1,091	1,750	500	3,874	1,772	7,748	3,172	136	255	67,597				
Hagen	77,452	79,776	8-16	1,841	2,952	500	6,508	2,977	8,242	0	230	431	108,456				
Johnson	49,448	50,931	6-5.5	1,175	1,884	0	4,130	1,890	8,242	7,889	147	275	76,563				
LaGrand	120,338	123,948	11-16.5	0	0	750	9,539	4,364	8,242	7,889	357	669	155,759				
Luigs	45,921	47,298	6-3	1,091	1,750	500	3,874	1,772	7,748	4,228	136	255	68,653				
Lucas	63,920	65,838	8-0.5	1,519	2,436	500	5,377	2,460	8,242	0	190	356	86,918				
Medlock	57,324	59,044	6-10.5	1,363	2,185	0	4,788	2,191	8,242	7,889	170	319	86,190				
New Hire	17,486	52,459	6-6.5	1,211	1,941	250	4,273	1,955	8,242	0	151	283	62,523				
Meier	50,931	52,459	6-6.5	1,211	1,941	0	4,254	1,946	456	0	151	283	62,702				
Morris	67,813	69,847	8-11.5	1,612	2,584	500	5,703	2,609	8,242	3,381	201	377	95,056				
Peisiker	58,788	62,059	8-7.5	1,432	2,296	500	5,071	2,320	7,748	0	179	335	81,940				
Pugh	46,809	48,008	6-3.5	1,108	1,776	0	3,893	1,781	8,242	0	138	259	65,206				
Raney	65,170	70,744	9-6	1,633	2,618	500	5,775	2,642	7,748	7,396	204	382	99,641				
Reece	57,324	59,044	6-10.5	1,363	2,185	250	4,807	2,199	8,242	0	170	319	78,579				
Schaelemeyer	76,324	78,614	8-15.5	1,814	2,909	0	6,375	2,917	8,242	0	226	425	101,522				
Schweiz	54,033	55,654	6-8.5	1,284	2,059	250	4,532	2,074	8,242	7,889	160	301	82,445				
Schnitzer	55,654	57,324	6-9.5	1,323	2,121	250	4,668	2,136	456	0	165	310	68,752				
Senior	49,607	52,741	8-2	1,217	1,951	500	4,315	1,974	8,242	0	152	285	71,378				
Swofford	39,614	0	0	0	0	0	4,401	2,014	7,548	0	0	0	71,939				
Thomson	52,459	54,033	6-7.5	1,247	1,999	250	4,401	2,014	8,242	0	156	292	71,939				
Weber	60,815	62,639	6-12.5	1,446	2,318	500	5,118	2,342	8,242	7,889	180	338	91,011				
Webster	45,921	47,298	6-3	1,091	1,750	250	3,855	1,784	8,242	4,508	136	255	69,150				
Westrich	55,654	57,324	6-9.5	1,323	2,121	250	4,668	2,136	456	0	165	310	69,752				
Zweller	92,305	95,074	9-16	0	0	500	7,311	3,345	8,242	0	274	513	115,260				
Corporal Assignment	6,400	6,400		0	0	0	490	301	0	141	0	0	3,371				
Detective Clothing Allowance	3,000	3,000		0	0	0	1,137	698	0	0	0	0	16,692				
Incentive Pay	13,662	14,857		0	0	0	1,137	698	0	0	0	0	1,393				
Incentive Pay Dept Head	1,145	1,239		0	0	0	95	58	0	0	0	0	1,393				
SUB-TOTAL	1,586,591	1,635,171		32,092	51,454	8,250	132,113	60,750	179,528	69,526	4,636	8,692	2,182,212				
TOTAL W/ EDUCATION	1,594,841	1,643,421															
Cotton	55,644	57,313	3-16	1,323	2,121	0	4,648	3,342	8,242	3,381	165	309	80,843				
Ebelier	51,686	53,237	3-13.5	1,229	1,970	500	4,356	3,131	456	0	153	287	65,319				
Ellis	45,922	47,300	3-9.5	1,092	1,750	250	3,855	2,772	8,242	7,889	156	255	73,541				
Glaser	52,450	54,023	3-14	1,247	1,999	500	4,419	3,177	8,242	4,508	156	292	78,562				
Knight	68,815	70,880	8-12	0	0	500	5,461	3,926	8,242	0	204	383	89,595				
Palasty	51,686	53,237	3-13.5	1,229	1,970	0	4,317	3,104	8,242	0	153	287	72,599				
Schrage	37,891	39,028	3-3	901	1,444	500	3,203	2,063	8,242	0	112	211	55,944				
Incentive Pay	3,641	3,750		0	0	0	287	206	0	0	0	0	4,243				
SUB-TOTAL	367,735	378,798		7,019	11,253	2,250	30,546	21,961	49,908	15,778	1,080	2,025	520,568				
TOTAL W/ EDUCATION	369,985	381,018															
GRAND TOTAL	1,964,826	2,024,439		39,111	62,707	10,500	162,659	82,711	229,436	85,304	5,716	10,717	2,702,799				
											16,433		576,543				

Public Safety Personnel Benefits
2017

Account	Account Description	2016 vs 2017			EXPLANATION
		2016	2017	2016 vs 2017	
5210	EMPLOYERS FICA/FICAMED TAXES 7.65% OF GROSS SALARIES	158,365	159,969	1,614	Based on salary
5220	County: \$7,292 and \$7,786 DELTA INSURANCE \$456 Annual	287,222	239,310	2,088	Normal increase for health ins Nominal increase for dental
	DEPENDENT HEALTH INSURANCE				
	HSA HRA	85,304	83,228	(2,076)	Nominal decrease for health ins
+ SPOUSE	\$4,228 \$4,508				
+ CHILD	\$3,172 \$3,381				
+ FAMILY	\$7,396 \$7,889				
5230	PENSION EXPENSES				
	3.5% OF COMMISSIONED GROSS	80,699	100,996	20,297	1.2% decrease for commissioned
	5.5% OF NON-COMMISSIONED GROSS				0.1% increase for non-commissioned
5240	LIFE & DISABILITY INSURANCE	16,966	15,999	(967)	Based on salary
	L1-ANNUAL SAL X .00024 X 12				
	D1-ANNUAL SAL / 12 X .0054 X 12				
5250	UNEMPLOYMENT	2,500	2,500	0	
TOTAL		581,046	602,002	20,956	

PUBLIC SAFETY
2017 PROPOSED EQUIPMENT/PROJECTS

<u>ACCOUNT NUMBER</u>	<u>ITEM</u>	<u>CAPITAL ITEM*</u>	<u>PRIORITY</u>	<u>TOTAL EXPENSE</u>	<u>GENERAL FUND</u>	<u>CAPITAL IMP FUND</u>
01-60-00-5102	None					
01-60-00-5103	7 - desktop computers		1	\$4,150	\$4,150	
05-60-00-5101	3-marked police vehs., 1 unmarked veh(Chief)	yes	1	\$100,800		\$100,800
05-60-00-5102	Zoll AED Plus for Police Building, AED Trainers/Medical Oversight Stalker Dual DSR 2x radar unit	yes yes		\$3,200 \$4,500		\$3,200 \$4,500
05-60-00-5103	Replace Xerox copier(10yrs old)frequent prrs Replace 7 yr old server	yes yes	1	\$11,000 \$5,000		\$11,000 \$5,000
05-60-10-5104	Replace carpeting in Records & Squad Rooms Roof mold mitigation Replace 19 yr old AC unit	yes yes yes	1 1 1	\$4,000 \$2,800 \$100,000		\$4,000 \$2,800 \$100,000
TOTAL				\$235,450	\$4,150	\$231,300

*Capital Item - Unit cost of \$1,000 or more and has a life of more than one year

70 COURT

**COURT - 2017 BUDGET
GENERAL FUND**

	2015 ACTUAL	2016 BUDGET	2016 PROJECTED	2017 BUDGET	2017 Request	2016 PROJECTED VS 2017	EXPLANATION
5003 COURT SALARIES	102,427	101,707	103,915	105,775	105,775	1,860	anticipated 3% increase
5008 OVERTIME	15,856	12,360	8,870	500	500	(8,370)	
5020 INSURANCE	245	17,049	323	15,474	15,474	15,151	
5030 OFFICE SUPPLIES	811	750	1,439	1,500	1,500	61	
5032 REPRODUCTION & PRINTING	480	2,500	0	1,500	1,500	1,500	Printing for bond forms
5036 COMMUNICATION EXPENSE	12,136	15,000	9,217	12,500	12,500	3,283	
5042 JUDGE/PROSECUTING ATTY RETAINERS	30,700	30,400	25,200	30,400	30,400	5,200	
5043 TEMPORARY JUDICIAL PERSONNEL	0	0	0	0	0	0	
5044 LITIGATION	16,919	23,000	10,698	15,000	15,000	4,302	
5046 INDIGENT DEFENDANT COUNSEL	2,438	5,000	1,463	2,500	2,500	1,037	Ordinance No 1953
5060 MEMBERSHIPS	170	350	173	350	350	177	
5061 JAIL EXPENSE	270	2,500	315	2,500	2,500	2,185	
5063 MENTAL HEALTH/JAIL DIVERSION PROGRAM	0	900	0	900	900	900	
5064 SEMINARS	2,205	2,000	1,788	2,000	2,000	232	Staff training
5065 MILEAGE	752	600	390	600	600	210	
5103 EQUIPMENT - OFFICE	488	0	0	1,000	1,000	1,000	

COURT TOTALS

\$185,897 \$214,116 \$163,771 \$192,499 \$192,499 \$28,728

		2017 BUDGET										
COURT SALARIES												
EMPLOYEE	2016 BUDGET	2017 BUDGET	2017 Request	2016 VS 2017	EDUCA-TION	PTCA 6.2%	PTCA 1.45%	LHC \$7292 HSA \$7786 HIRA DELTA \$445	DEPENDENT FAM SPOUSE CHILD	PENSION 5.50%	LIFE INS. 0.24	DISABILITY INSURANCE 0.59
CAROL LAY 06/27/94	61,087.54	62,920.17	62,920.17	1,832.63	0.00	4,813.39	7,737.00	HSA - SELF	3,480.61	181.21	448.47	
COURT ADMINISTRATOR/DEPUTY CITY CLERK												
LINDA YOUNGLOVE 10/09/06	40,619.14	41,837.71	41,837.71	1,218.57	0.00	3,200.59	7,737.00		4,228.00	2,301.07	120.49	296.21
COURT CLERK												
Subtotal Salaries	101,706.68	104,757.88	104,757.88	3,051.20								
Incentive Pay	0.00	1,017.07	1,017.07	1,017.07		77.81				55.94		
TOTAL COURT SALARIES	101,706.68	105,774.95	105,774.95	4,068.27								
OVERTIME	360.00	500.00	500.00	0.00		38.25				27.50		
JUDGE SALARY	14,400.00	14,400.00	14,400.00	0.00								
PROVISIONAL JUDGE SALARY	1,600.00	1,600.00	1,600.00	0.00								
PROSECUTOR RETAINER	14,400.00	14,400.00	14,400.00	0.00								
TOTAL SALARY/RETAINERS	30,400.00	30,400.00	30,400.00	0.00								
TOTAL COURT BENEFITS				0.00	8,130.03	15,474.00	4,228.00	5,845.12	301.70	741.89	1,043.39	34,720.54

COURT BENEFITS

2017 BUDGET

	2015 BUDGET	2016 BUDGET	2017 BUDGET	2016 VS 2017	EXPLANATION
5210 EMPLOYER FICA/FICAMED TAXES 7.65% OF GROSS SALARIES	8,547	8,726	8,130	(596)	Based on salary increases
5220 UHC INSURANCE HSA \$3,945 HRA \$5,030 ANNUAL DELTA DENTAL INSURANCE \$420 ANNUAL	26,243	17,049	15,474	(1,575)	Based on current prices
5220 UHC INSURANCE DEPENDENT	10,744	11,818	4,228	(7,590)	Based on current prices
5230 PENSION EXPENSES 7.6% OF GENERAL GROSS SALARY	8,492	8,033	5,845	(2,188)	Based on salary
5240 LIFE & DISABILITY INSURANCE LIFE-ANNUAL SAL. X .00022 X 12 LTD-ANNUAL SAL. / 12 X .0042 X 12	675	696	1,043	347	
TOTAL	\$54,701	\$46,322	\$34,721	(\$11,601)	

COURT DEPARTMENT

2017 BUDGET

PROPOSED EQUIPMENT

<u>ITEM</u>	<u>ACCOUNT</u>	<u>TOTAL AMOUNT</u>
	01-70-00-5103	\$0.00
Total		\$0.00

80 PARKS

	2015	2016	Amen	2016	2017	Variance	Explanation
	Actual	Budget		Projected	Proposed		
4620 PARK INCOME	24,800	24,000	0	24,000	24,000	0	
Kitun Park	8,000	12,000	0	12,000	12,000	0	
4640 POOL INCOME	200,430	180,500	0	186,000	185,500	-500	
4645 CONCESSION STAND INCOME	55,000	43,000	0	54,000	53,000	-1,000	Varies on weather/less daily admission
4646 BALLFIELD CONCESSION INCOME	2,000	2,500	0	0	2,500	2,500	
4650 DAY CAMP INCOME	53,000	63,000	0	65,000	63,000	-2,000	
4655 DIVE TEAM INCOME	18,000	20,000	0	21,000	20,000	-1,000	
4660 SPECIAL PROGRAMS INCOME	14,000	15,000	0	10,000	13,000	3,000	Funds allocated to facility instead of over all in 2016
4670 ATHLETIC FIELDS INCOME	56,000	72,500	0	51,000	65,000	14,000	Volleyball and soccer
4690 COMMUNITY CENTER INCOME	285,500	285,000	0	290,000	285,000	-5,000	Varies
Total	716,730	717,500	0	713,000	723,000	10,000	

**PARKS & RECREATION
TOTAL SALARIES**

2017 Budget

	2016		2017		2016 vs		Grade	EDUCATION	FICA 6.2%	FICAMED 1.45%	Coventry \$7,596 DELTA \$445	FAMILY INS. BEN.	PENSION 5.50%	LIFE INS.	DISABIL. ITY INS.
	Budget	Projected	Proposed	2017	2016	2017									
ERIC BLOMKER 01/02/02	43,093	43,093	44,386	1,293	2,90	0.00	0.00	3,395.51	8,231.00	4,508.00	2,441.22	127.83	261.88		
GERALD BROWN 07/01/03	98,826	98,826	101,791	2,965	9.30	500.00	7,825.24	8,231.00	7,889.00	5,625.99	293.16	600.57			
ASSISTANT DIRECTOR	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
NATE WATTS	38,000	33,509	34,514	1,005	2.30	500.00	2,678.59	8,231.00	0.00	1,925.78	99.40	203.63			
JASON HANNEKEN 09/17/01	50,427	50,427	51,940	1,513	5.70	0.00	3,973.40	8,231.00	7,889.00	2,856.69	149.59	306.44			
JONATHAN FOWLER 06/22/98	40,619	40,619	41,838	1,219	2.80	0.00	3,200.57	7,737.00	3,172.00	2,301.07	120.49	246.84			
HERB PYNE 06/01/80	54,595	54,595	56,233	1,638	4.13	0.00	4,301.81	8,231.00	7,889.00	3,092.81	161.95	331.77			
EVELYN WESTERHOLD 03/14/91	40,000	5,000	0	(5,000)	1.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
TERESA JOHNSON	0	26,000	35,194	9,194	2.10	500.00	2,730.59	7,737.00	0.00	1,963.17	101.36	207.64			
JOE MARTIN	35,039	35,039	36,090	1,051	2.30	0.00	2,760.90	7,737.00	0.00	1,984.96	103.94	212.93			
BRAD SAYLER 1/05/08	44,162	44,162	45,487	1,325	4.50	0.00	3,479.74	8,231.00	0.00	2,501.78	131.00	268.37			
CODY MILLER 4/13/15	34,521	34,521	35,557	1,036	2.20	0.00	2,720.08	7,737.00	0.00	1,955.61	102.40	209.78			
BECKY MILLER 2/05/08	39,444	39,444	40,627	1,183	2.65	500.00	3,146.24	7,737.00	3,172.00	2,262.00	117.01	239.70			
RYAN TAYLOR 8/1/10	45,453	48,175	49,620	1,445	5.20	500.00	3,834.20	7,737.00	4,228.00	2,756.61	142.91	292.76			
BEN LOGEL	34,521	33,509	34,514	1,005	2.20	500.00	2,678.59	8,231.00	0.00	1,925.78	99.40	203.63			
DOUG MCCLOSKEY	33,516	22,000	34,514	12,514	2.10	0.00	2,640.32	7,737.00	0.00	1,898.27	99.40	203.63			
TOTAL SALARIES	632,216	608,919	642,305	33,386		3,000.00	49,365.80	111,776.00	38,747.00	33,593.48	1,750.44	3,585.96			
Incentive Increase 1%	5,464	5,464	6,423	959											
FULL TIME SALARIES WITH EDUCATION AND INCENTIVE	637,680	614,383	651,728	37,345	0	3,000.00	49,365.80	111,776.00	38,747.00	33,593.48	1,750.44	3,585.96			
Part time weekend & part time laborers	52,000.00	52,000.00	52,000.00	0			3,978.00								
OVERTIME	9,000.00	9,000.00	9,000.00	0			688.50			684.00					
DAY CAMP	29,000.00	40,000.00	31,700.00	(8,300)	0		2,425.05								
PARK TOTALS	727,680.00	715,383.00	744,427.62	29,045	0		56,457.35	111,776.00	38,747.00	34,277.48	1,750.44	3,585.96			
POOL PART TIME SALARIES	120,000.00	135,000.00	133,000.00	(2,000)			10,174.50								
CONCESSION PART TIME SALARIES	0.00	0.00	0.00	0			0.00								
ATHLETIC FIELDS (part time)	7,500.00	4,500.00	5,000.00	500			382.50								
TOTAL BENEFITS	855,180.00	854,883.00	882,427.62	27,545		3,000.00	67,014.35	111,776.00	38,747.00	34,277.48	1,750.44	3,585.96			
													257,151.23		
													5,336.40		

PARKS & RECREATION BENEFITS

	2016 Budget	2017 Budget	2016 VS 2017	EXPLANATION
EMPLOYERS FICA/FICAMED TAXES				
7.65% OF GROSS SALARIES	67,000	67,014	14	
COVENTRY INSURANCE ANNUAL				
DELTA INSURANCE ANNUAL	101,549	111,776	10,227	
FAMILY HEALTH INSURANCE				
FAMILY				
PLUS SPOUSE	35,000	38,747	3,747	
PLUS CHILD				
PENSION EXPENSES				
9% OF GENERAL GROSS SALARY	33,000	34,277	1,277	
LIFE & DISABILITY INSURANCE				
LI-ANNUAL SAL X .00022 X 12				
DI-ANNUAL SAL / 12 X .0042 X 12	4,900	5,336	436	
TOTAL	241,449	257,151	15,702	

PARKS AND RECREATION DEPARTMENT

2017 BUDGET

GENERAL FUND

Account #	Description	2015	2016	2016	2016	2017	2016	2017	2016	EXPLANATION
		ACTUAL	BUDGET	AMEND	PROJECTED	BUDGET	PROJECTED	BUDGET	VS 2017	
01-80-00-51	PARK SALARIES	480,379	524,562		504,562	532,099	504,562	532,099	27,537	
01-80-00-51	DAY CAMP SALARIES	24,000	29,000		40,000	31,700	40,000	31,700	(8,300)	
01-80-00-51	PART TIME SALARIES	52,000	52,000		60,000	52,000	60,000	52,000	(8,000)	
01-80-00-51	OVERTIME SALARIES	3,000	4,000		6,000	6,000	6,000	6,000	0	
01-80-00-51	SPECIAL PROGRAM EXPENSES	21,000	21,300		21,300	26,300	21,300	26,300	5,000	More programming opportunities
01-80-00-51	INSURANCE	42,800	45,795		42,300	45,000	42,300	45,000	2,700	Based on projections
01-80-00-51	OFFICE SUPPLIES	7,000	8,500		8,500	8,500	8,500	8,500	0	
01-80-00-51	EQUIPMENT MAINTENANCE	10,300	13,800		13,800	12,500	13,800	12,500	(1,300)	
01-80-00-51	EQUIPMENT LEASE	10,300	11,000		11,000	11,000	11,000	11,000	0	
01-80-00-51	BUILDING MAINTENANCE	13,100	13,600		13,600	10,600	13,600	10,600	(3,000)	
01-80-00-51	EQUIPMENT RENTAL	4,500	6,500		6,500	7,500	6,500	7,500	1,000	
01-80-00-51	GAS/OIL	16,000	16,000		14,500	15,000	14,500	15,000	500	
01-80-00-51	VEHICLE MAINTENANCE	9,300	9,900		9,900	10,200	9,900	10,200	300	
01-80-00-51	MINOR TOOLS	4,550	6,850		6,850	8,550	6,850	8,550	1,700	
01-80-00-51	PROFESSIONAL FEES	10,800	17,500		15,500	15,700	15,500	15,700	200	
01-80-00-51	LITIGATION	0	0		0	0	0	0	0	
01-80-00-51	MAINTENANCE SUPPLIES	4,500	5,600		5,600	5,600	5,600	5,600	0	
01-80-00-51	MINNIE HA HA IMPROVEMENTS	39,850	25,500		20,000	24,500	20,000	24,500	4,500	
01-80-00-51	GEMPP PROPERTY EXPENSES	8,400	11,150		11,150	18,200	11,150	18,200	7,050	
01-80-00-51	PROMOTIONS/MARKETING	16,500	23,500		23,500	23,400	23,500	23,400	(100)	Additional marketing needed
01-80-00-51	RECREATION SUPPLIES	2,300	6,700		6,700	5,400	6,700	5,400	(1,300)	
01-80-00-51	DAY CAMP EXPENSES	12,500	15,000		13,000	14,000	13,000	14,000	1,000	More participants planned for 2017
01-80-00-51	UNIFORMS	10,200	13,000		13,000	15,700	13,000	15,700	2,700	
01-80-00-51	MEMBERSHIPS	2,300	2,300		2,300	2,300	2,300	2,300	0	
01-80-00-51	ENGINEERING/SURVEYING	0	0		0	0	0	0	0	
01-80-00-51	SEMINARS/TRAINING	11,300	12,900		12,900	13,900	12,900	13,900	1,000	
01-80-00-51	MILEAGE REIMBURSEMENT	1,000	1,000		1,000	1,000	1,000	1,000	0	
01-80-00-51	UTILITIES	17,000	17,000		25,000	17,000	25,000	17,000	(8,000)	
01-80-00-51	MISCELLANEOUS	3,700	3,700		3,700	3,700	3,700	3,700	0	
01-80-00-51	GROUND MAINTENANCE	57,700	60,600		56,700	59,500	56,700	59,500	2,800	
01-80-00-51	KITJUN PARK	4,300	5,700		5,700	9,700	5,700	9,700	4,000	Umbrellas
01-80-00-51	EQUIPMENT - VEHICLES	0	0		0	0	0	0	0	
01-80-00-51	EQUIPMENT - OFFICE	0	0		0	8,000	0	8,000	8,000	Computers
01-80-00-51	CAPITAL IMPROVEMENTS	0	0		0	8,700	0	8,700	(100)	Trash cans & Electric
	TOTALS	\$900,279	\$983,958	\$0	\$983,362	\$1,023,249	\$983,362	\$1,023,249	39,887	
	TOTAL WITH AMENDMENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	
	Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0	

**PARKS AND RECREATION DEPARTMENT
2017 BUDGET**

CAPITAL IMPROVEMENT FUND

Account #	Description	2015	2016	2016	2017	2016	EXPLANATION
		ACTUAL	BUDGET	PROJECTED	BUDGET	PROJECTED	
05-80-00-50	Equipment Maintenance	3,400	0	0	0	0	
05-80-00-50	Building Maintenance	0	7,600	7,600	0	(7,600)	
05-80-00-50	Vehicle Maintenance	1,500	1,500	1,500	0	(1,500)	
05-80-00-50	Minor Tools	7,000	0	0	0	0	Generator
05-80-00-50	Minnie Ha Ha Park	15,000	7,500	7,500	5,000	(2,500)	
05-80,00-50	Engineering	0	0	0	0	0	
05-80-00-51	Equipment - Vehicles	70,400	49,900	49,900	164,000	114,100	Skid Loader/Truck
05-80-00-51	Equipment - Office	7,000	18,400	19,400	0	(19,400)	
05-80-00-51	Capital Improvements	134,200	105,000	105,000	170,000	65,000	Restroom & grant
Total		238,500	190,900	190,900	339,000	148,100	

STORM WATER/LOCAL PARKS FUND

Account #	Description	2015	2016	2016	2017	2016	EXPLANATION
		ACTUAL	BUDGET	PROJECTED	BUDGET	PROJECTED	
2-80-00-504	Minnie Ha Ha - Rock Alva	36000	0	0	0	0	
12-80-00-50	Gempp Property	7,100	2,600	2,600	2,600	0	Signage
12-80-00-50	Recreation Supplies	2,500	3,400	3,400	3,400	0	Soccer Goals
12-80-00-50	Engineering	20,000	20,000	20,000	20,000	0	Engineering/survey for new park
12-80-00-50	Grounds Maintenance	0	0	0	0	0	
12-80-00-51	Capital Improvements	35,000	120,000	120,000	0	(120,000)	Playground
Total		100,600	146,000	146,000	26,000	(120,000)	

PARKS & RECREATION
PARK SALARIES
 2017 Budget

2016

EMPLOYEE	2015	2016	2017	2016 vs	EXPLANATION
	General	Projected	Proposed	2017	
ERIC BLOMKER 01/02/02	42,114	42,114	43,825	1,711	
GERALD BROWN 07/01/03	96,500	98,825	101,790	2,965	
ASSISTANT DIRECTOR	0	0	0	0	
JASON HANNEKEN 09/17/01	47,206	47,206	48,719	1,513	
JONATHAN FOWLER 06/22/98	40,096	38,928	41,315	2,387	
HERB PYNE 08/01/80	33,115	33,115	39,753	6,638	
EVELYN WESTERHOLD 03/14/91	38,000	5,000	0	(5,000)	
TERESA JOHNSON	0	22,000	20,194	(1,806)	
DOUG MCCLOSKEY	16,758	16,756	17,763	1,005	Use of facility and additional property to maintain
JOE MARTIN	35,039	35,039	36,090	1,051	
BRAD SAYLER 1/05/08	38,419	38,419	39,744	1,325	
CODY MILLER	34,521	34,521	35,557	1,036	
BECKY MILLER 2/05/08	19,503	19,503	20,686	1,183	
JORDAN NICHOLS	10,000	10,000	0	(10,000)	
BEN LOGEL	0	25,000	14,999	(10,001)	
NATE WATTS	26,817	16,800	24,515	7,715	
RYAN TAYLOR 8/23/10	37,714	37,714	41,881	4,167	
TOTAL SALARIES	515,802	520,942	526,831	5,889	
Merit Increase (1% of Total)	5,158	5,209	5,268	59	
FULL TIME SALARIES WITH EDUCATION	520,960	526,151	532,099	5,948	
Part time receptionist & part time laborers	52,000.00	52,000.00	52,000.00	0	
OVERTIME	6,000.00	6,000.00	6,000.00	0	
DAY CAMP	29,000.00	29,000.00	31,700.00	2,700	
PARK TOTALS	607,960.02	613,151.42	621,799.23	8,647.81	

Office Supplies			General Fund	Capital Fund	Storm/Parks Fund	Items cut
Account Number	Item	Priority	Amount	Amount		
01-80-00-5030	Paper, pens, staples, envelopes, etc	1	\$8,500			
	Total		\$8,500			
Equipment Maintenance						
Account Number	Item	Priority	Amount	Amount		
01-80-00-5033	Equipment Maintenance	1	\$5,500			
	Word Pro - computers	2	\$4,500			
	Includes maintenance and playground equipment	3	\$2,500			
	Total		\$12,500	\$0		
Equipment Lease						
Account Number	Item	Priority	Amount	Amount		
01-80-00-5034	Cellular Phones	1	\$4,000			
01-80-00-5034	Active net Software	2	\$3,500			
01-80-00-5034	Copier	3	\$3,500			
	Total		\$11,000	\$0		
Building Maintenance						
Account Number	Item	Priority	Amount	Amount		
01-80-00-5035	Regular maintenance	1	\$10,600	\$0		
01-80-00-5035	Total	2	\$10,600	\$0		
Rental Equipment						
Account Number	Item	Priority	Amount	Amount		
01-80-00-5036	Asphalt Paver, post hole diggers, roller, etc	1	\$7,500			
	Total		\$7,500			

Recreation Supplies				General Fund	Capital Fund	Storm/Park Fund	Items cut
Account Number	Item	Priority	Amount	Amount			
01-80-00-5053	Volleyball/tennis nets	1	\$3,900				
01-80-00-5053	Misc for programs, etc.	2	\$1,500				
01-80-00-5053	Soccer Goals	3				\$3,400	
	Total		\$5,400			\$3,400	
Day Camp Expenses							
Account Number	Item	Priority	Amount	Amount			
01-80-00-5055	Field Trips	1	\$3,500				
01-80-00-5055	Bus Transportation	2	\$5,000				
01-80-00-5055	Art & Crafts	3	\$2,000				
01-80-00-5055	Shirts	4	\$3,500				
	Total		\$14,000				
Uniforms							
Account Number	Item	Priority	Amount	Amount			
01-80-00-5057	Uniforms from Cintai's for Park Guys	1	\$8,000				
01-80-00-5057	Staff Shirts & T-shirts for staff	2	\$4,800				
01-80-00-5057	Boots/Gloves/Cover-alls	3	\$2,900				
	Total		\$15,700				
Engineering							
Account Number	Item	Priority	Amount	Amount			
01-80-00-5063	General Engineering/Property W. Watson					\$20,000	
	Total		\$0	\$0		\$20,000	

Account Number	Item	Priority	General Fund Amount	Capital Fund Amount	Storm/Park Fund	Items cut
01-80-00-5064	National Conference	1	\$5,100			
01-80-00-5064	Rotary Club/Kiwanis	2	\$1,400			
01-80-00-5064	Missouri Conference/Certification	3	\$7,400			
	Total		\$13,900			
Grounds Maintenance						
Account Number	Item	Priority	Amount	Amount		
01 & 05-80-00-5078	Mulch/dirt/etc	1	\$13,000	\$0		
01 & 05-80-00-5078	General	2	\$10,000			
01 & 05-80-00-5078	Landscaping	3	\$6,500			
01 & 05-80-00-5078	Fert./Seed	4	\$11,000			
01 & 05-80-00-5078	Sod	5	\$3,500			
01 & 05-80-00-5078	Rip Rap	6	\$3,000			
01 & 05-80-00-5078	Sand	7	\$3,500			
01 & 05-80-00-5078	Asphalt/concrete	8	\$4,500			
01 & 05-80-00-5078	Replace 25% of picnic table boards with recycled	9	\$4,500			
	Total		\$59,500	\$0	\$0	
KITUN PARK						
01-80-00-5079	Utilities	1	\$2,100			
01-80-00-5079	Grounds maintenance	2	\$2,200			
01-80-00-5079	umbrellas	3	\$2,400			
01-80-00-5079	Gate - sanner	4	\$1,000			
01-80-00-5079	Retaining Wall	5	\$2,000			
	Total		\$9,700			
Equipment - vehicles						
Account Number	Item	Priority	Amount	Amount		
05-80-00-5101	Replace 2005 Cevy Silveradpick up truck	1		\$30,000		
05.80.00.5101	Skid Loader	2		\$82,000		
05.80.00.5101	Tool Cat attachment	3		\$52,000		
	Total		\$0	\$164,000		

85 POOL

Special Events			General Fund	Capital Fund	COP Funds	Items cut
Account Number	Item	Priority	Amount	Amount		
01-85-00-5056	General (parties, events, etc)	1	\$6,000			
01-85-00-5056	Movies & Concerts	2	\$5,000			
	Total		\$11,000	\$0		
Litigation						
Account Number	Item	Priority	Amount	Amount		
01-85-00-5044	Litigation	1	\$0	\$0		
Misc						
Account Number	Item	Priority	Amount	Amount		
01-85-00-5068	Swim suits	1	\$5,800			
01-85-00-5068	Landscaping	2	\$5,000			
01-85-00-5068	Drug Testing	3	\$3,500			
01-85-00-5068	Recertifications	4	\$2,000			
01-85-00-5068	First aid supplies	5	\$1,000			
	Total		\$17,300	\$0		
Equipment - Furnishings						
Account Number	Item	Priority	Amount	Amount		
01-85-00-5102	Chairs, tables	1			10,000	
01-85-00-5102	Crispy Oven	2	\$1,800			

PARKS AND RECREATION DEPARTMENT

2017 POOL BUDGET

GENERAL FUND

Account #	Description	2015		2016		2016		2016		2017		2016 PROJECTED VS 2017	EXPLANATION
		ACTUAL	BUDGET	BUDGET	AMENDED	PROJECTED	BUDGET	BUDGET	BUDGET				
01-85-00-5003	PERSONNEL SALARIES	19,387	19,387			14,387		21,165		6,778			
01-85-00-5005	POOL SALARIES	113,000	120,000			135,000		133,000		(2,000)			
01-85-00-5006	CONC. STAND SALARIES	16,000	0			0		0		0			
01-85-00-5007	SWIM/DIVE COACHES	11,000	11,000		2,000	13,100		13,000		(100)			Utilize funds transferred from Swim and Dive Club
01-85-00-5008	OVERTIME	2,000	2,000			1,500		2,000		500			
01-85-00-5010	CONC. STAND EXPENSE	32,000	32,000			40,000		35,000		(5,000)			
01-85-00-5030	SUPPLIES	3,500	3,500			1,200		3,500		2,300			
01-85-00-5033	EQUIPMENT MAINTENANCE	3,500	3,800			2,800		2,900		100			
01-85-00-5035	BUILDING/POOL MAINTENANCE	23,000	21,000			17,000		17,000		0			
01-85-00-5038	SWIM/DIVE TEAM EXPENSE	7,500	7,500		3,000	10,500		7,500		(3,000)			Utilize funds transferred from Swim and Dive Club
01-85-00-5040	CONTRACTUAL SERVICES	0	10,000			10,500		10,500		0			
01-85-00-5044	LITIGATION	0	0			0		0		0			
01-85-00-5052	PROMOTIONS	3,000	3,000			2,000		3,000		1,000			
01-85-00-5056	SPECIAL EVENTS	8,000	11,000			7,500		11,000		3,500			
01-85-00-5067	UTILITIES	21,000	21,000			18,700		19,000		300			
01-85-00-5068	MISCELLANEOUS	9,000	14,300			10,500		17,300		6,800			
01-85-00-5102	EQUIPMENT - FURNISHING	2,675	4,000			2,600		16,600		14,000			
01-85-00-5104	CAPITAL IMPROVEMENTS	925	0			0		9,100		9,100			
Total		275,487	283,487		5,000	287,287		321,585		34,278			

CAPITAL IMPROVEMENT FUND

Account #	Description	2015		2016		2016		2017		2016		EXPLANATION
		ACTUAL	BUDGET	BUDGET	PROJECTED	BUDGET	PROJECTED	BUDGET	PROJECTED			
05-85-00-5033	EQUIPMENT MAINTENANCE	2500	0		0		0		0			
05-85-00-5035	BUILDING MAINTENANCE	30000	5000		5000					(5,000)		
05-85-00-5102	EQUIPMENT FURNISHINGS	20600	15000		15000		0			(15,000)		
05-85-00-5104	CAPITAL IMPROVEMENTS	4700	18000		18000		0			(18,000)		
Total		57,800	38,000		38,000		0		0	(38,000)		

STORM WATER/LOCAL PARKS FUND

Account #	Description	2015		2016		2016		2017		2016		EXPLANATION
		ACTUAL	BUDGET	BUDGET	PROJECTED	BUDGET	PROJECTED	BUDGET	PROJECTED			
12-85-00-5035	BUILDING MAINTENANCE	28750	18900		18900		15000		-3,900			Painting of leisure pool
12-85-00-5102	EQUIPMENT FURNISHINGS	0	12500		12500		29000		16,500			Chairs, sensors
12-85-00-5104	CAPITAL IMPROVEMENTS	34000	28000		28000		46,000		18,000			umbrellas, overhang of front entrance
Total		62,750	59,400		59,400		90,000		30,600			

PARKS & RECREATION
Pool Salaries

EMPLOYEE	2015	2016	2017	2016 vs	EXPLANATION
	General	Protected	Proposed	2017	
HERB PYNE 06/01/80	10,000	10,000	10,150	150	
JASON HANNIKEN 09/17/01	1,000	1,000	1,015	15	New employee
NATE WATTS	0	10,000	10,000	0	
RYAN HARRISON	8,100	3,000	0	(3,000)	
				0	
TOTAL SALARIES	19,100	24,000	21,165	(2,835)	
POOL PART TIME SALARIES	120,000	135,000	133,000	(2,000)	
CONCESSION PART TIME SALARIES	0	0	0	0	
TOTAL SALARIES	139,100	159,000	154,165	(4,835)	

86 ATHLETIC FIELDS

Utilities				General Fund	Capital Fund	COP Funds	Items cut
Account Number	Item	Priority	Amount	Amount			
01-86-00-5067	Lights	1	5,500				
		2	0				
	Total		5,500				
Grounds Maintenance							
Account Number	Item	Priority	Amount	Amount			
01-86-00-5078	Dirt		\$1,200				
	Seed & Dry mix		\$6,500				
	Chalk		\$500				
	Concrete		\$800				
	Field Conditioner		\$250				
	Dura Edge		\$1,800				
	Field Sponge		\$1,000				
	Total		\$12,050				
Capital Improvements							
Account Number	Item	Priority	Amount	Amount			
05-86-00-5104	Lighting	1		\$96,450			
05-86-00-5104	Volleyball lighting	2		35,000			
01-86-00-5104	Fencing	3	\$4,000				
01-86-00-5104	Outdoor Volleyball supplies	4	\$4,000				
01-86-00-5104	Water Tank storage system	5	\$2,500				
12-86-00-5104	Scoreboards	6				10,000	
	Total		\$10,500	\$131,450	\$	10,000.00	

**Parks & Recreation
2017 BUDGET**

Athletic Fields

GENERAL FUND

Account #	Description	2015		2016		2016		2016		2017		EXPLANATION
		ACTUAL	BUDGET	AMEND	PROJECTED	BUDGET	PROJECTED	BUDGET	PROJECTED			
01-86-00-5003	FULL TIME SALARIES	13,787	17,026		17,026		17,026	18,412	1,386			
01-86-00-5005	PART TIME SALARIES	5,800	7,500		4,500		4,500	5,000	500			
01-86-00-5008	OVERTIME SALARIES	0	0		1,000		1,000	0	(1,000)			
01-86-00-5010	CONCESSIONS	1,500	2,100		1,000		1,000	2,000	1,000			
01-86-00-5033	EQUIPMENT MAINTENANCE	500	500		500		500	500	0			
01-86-00-5035	BUILDING/FIELD MAINTENANCE	7,100	7,100		7,100		7,100	9,000	1,900			Electrical
01-86-00-5037	GAS & OIL	500	500		500		500	500	0			
01-86-00-5040	UMPIRES	15,500	15,500		12,500		12,500	14,000	1,500			Increase
01-86-00-5047	SUPPLIES	1,000	2,000		2,000		2,000	3,000	1,000			
01-86-00-5053	RECREATION SUPPLIES	2,500	3,500		3,500		3,500	3,500	0			
01-86-00-5067	UTILITIES	6,100	7,300		7,300		7,300	5,500	(1,800)			
01-86-00-5078	GROUNDS MAINTENANCE	8,500	8,500		8,500		8,500	12,050	3,550			Weed and feed
01-86-00-5104	CAPITAL IMPROVEMENTS	1,950	6,100		6,100		6,100	10,500	4,400			Fencing, Storage tank
Total		64,737	77,626		71,526		71,526	83,952	12,436			

STORM WATER/LOCAL PARKS FUND

Account #	Description	2015		2016		2016		2017		EXPLANATION
		ACTUAL	BUDGET	AMENDMENTS	PROJECTED	BUDGET	PROJECTED			
12-86-00-5104	CAPITAL IMPROVEMENTS	0	85,000		85,000		85,000	10,000	(75,000)	Lighting of soccer fields in 2016
Total		0	85,000		85,000		85,000	10,000	(75,000)	

CAPITAL IMPROVEMENT FUND

Account #	Description	2015		2016		2016		2017		EXPLANATION
		ACTUAL	BUDGET	AMENDMENTS	PROJECTED	BUDGET	PROJECTED			
05-86-00-5104	CAPITAL IMPROVEMENTS	28800	25,500		28,800		28,800	131,450	102,650	Lighting of fields & volleyball
Total		28800	25,500		28,800		28,800	131,450	102,650	

PARKS & RECREATION
Athletic Fields Salaries

EMPLOYEE	2015	2016	2017	2015 vs	EXPLANATION
	General	Projected	Proposed	2016	
ERIC BLOMKER 01/02/02 ASSISTANT DIRECTOR	849	849	561	-288	
JASON HANNKEN 09/17/01	1,076	1,076	1,092	16	
JONATHAN FOWLER 06/22/98	530	500	523	23	
BEN LOGEL	5,000	5,000	12,727	7,727	
BRAD SAYLER 1/05/08	530	530	538	0	
RYAN TAYLOR8/23/10	8,010	8,010	1,894	-6,116	
HERB PYNE 6/1/80	1,061	1,061	1,077	16	
TOTAL SALARIES	17,056	17,026	18,412	1,386	
ATHLETIC FIELDS (Part Time)	7,500.00	5,000.00	5,000.00	0	
TOTAL SALARIES	\$24,556.00	\$22,026.00	\$23,412.01	\$1,386.01	

87 COMMUNITY CENTER

**Community Center
2017**

Overtime Salaries				General Fund	Capital Fund	COP Funds	Items cut
Account Number	Item	Priority	Amount				
01-87-00-5008	Overtime - special events, etc		\$1,000				
Concessions							
Account Number	Item	Priority	Amount				
01-87-00-5010	Concessions	1	\$3,000				
	Total		\$3,000				
Office Supplies							
Account Number	Item	Priority	Amount				
01-87-00-5030	Office Supplies	1	\$3,500				
	Total		\$3,500				
Equipment Maintenance							
Account Number	Item	Priority	Amount				
01-87-00-5033	Misc. Equipment	1	\$2,000				
01-87-00-5033	Chairs/Tables	2	\$1,750				
01-87-00-5033	Fitness (PM)	3	\$2,000		\$0		
	Total		\$3,750		\$0		
Building Maintenance							
Account Number	Item	Priority	Amount				
01-87-00-5035	Materials - repairs	1	\$17,000				
01-80-00-5035	Air ducts cleaning	2	\$7,800				
01-87-00-5035	Landscaping	3	\$2,700				
	Total		\$27,500				

Contractual Services				General Fund	Capital Fund	COP Funds	items cut
Account Number	Item	Priority	Amount				
01-87-00-5040	Instructors	1	\$99,800				
01-87-00-5040	Misc - electrical, etc	2	\$2,800				
	Total		\$102,600				
Maintenance Supplies							
Account Number	Item	Priority	Amount				
01-87-00-5047	Maintenance Supplies	1	\$10,500				
	Total		\$10,500				
Promotions/Marketing							
Account Number	Item	Priority	Amount				
01-87-00-5052	Advertising/Promotional items/ flyers	1	\$8,500				
01-87-00-5052	mailings/stamps/agendas, et c	2	\$3,800				
	Total		\$12,300				
Recreation Supplies							
Account Number	Item	Priority	Amount				
01-87-00-5053	Nets, balls, etc	1	\$1,500				
	Total		\$1,500				
Gas							
Account Number	Item	Priority	Amount				
01-87-10-5064	Gas	1	\$2,800				
	Total		\$2,800				
Phone							
Account Number	Item	Priority	Amount				
01-87-10-5065	Phone	1	\$4,600				
	Total		\$4,600				

Water/Sewer				General Fund	Capital Fund	COP Funds	Items cut
Account Number	Item	Priority	Amount				
01-87-10-5066	Water/Sewer	1	\$5,000				
	Total		\$5,000				
Electric							
Account Number	Item	Priority	Amount				
01-87-10-5067	Electric	1	\$45,000				
	Total		\$45,000				
Misc							
Account #	item	Priority					
01.87.00.5068	Drug testing	1	\$1,500				
01.87.00.5068	Misc	2	\$2,300				
	Total		\$3,800				
Office Equipment							
Account Number	Item	Priority	Amount				
01-87-00-5103	Computers, etc	1	\$1,800				
	Total		\$1,800	\$0			
Capital Improvements							
Account Number	Item	Priority	Amount	Amount			
01-87-00-5104	Improvements	1	\$2,000				
12-87-00-5104	Sorround sound system	2			10,000		
01-87-00-5104	Water Fountain	3	\$1,700				
12-87-00-5104	Fitness Equipment	4			40000		
01-87-00-5104	Heart Rate tracking - Spinning	5	\$4,000				
01-87-00-5104	Dimmer Switches in GX room	6	\$3,900				

12-87-00-5104	Outdoor gym shade	7				20,000	
12-87-00-5104	New TV's	8				5,000	
12-87-00-5104	Mounted projectors in meeting rooms	9				6,400	
01.87.00.5104	Water Softner	10	\$2,200				
	Total		\$13,800	\$0		81400	

**Parks & Recreation
Community Center
2017 BUDGET
GENERAL FUND**

Account #	Description	2015		2016		2016		2016		2017		2016		EXPLANATION
		ACTUAL	BUDGET	AMENDMENTS	PROJECTED	BUDGET	PROJECTED	BUDGET	PROJECTED	PROJECTED	VS 2017			
01-87-00-5003	FULL TIME SALARIES	62,052	70,905		75,905		75,905		105,000		75,905		(0)	
01-87-00-5005	PART TIME SALARIES	92,000	95,000		105,000		105,000		1,000		1,000		0	
01-87-00-5008	OVERTIME	1,000	1,000		1,000		1,000		1,000		1,000		0	
01-87-00-5010	CONCESSIONS	1,000	3,000		3,000		3,000		3,000		3,000		0	
01-87-00-5020	INSURANCE	5,029	5,381		4,500		5,400		5,400		5,400		900	
01-87-00-5030	OFFICE SUPPLIES	2,500	3,500		1,500		3,500		3,750		3,500		2,000	Varies
01-87-00-5033	EQUIPMENT MAINTENANCE	6,750	3,750		2,750		2,750		27,500		27,500		2,500	
01-87-00-5035	BUILDING MAINTENANCE	24,200	36,500		25,000		27,500		27,500		27,500		2,500	
01-87-00-5040	CONTRACTUAL SERVICES	84,000	98,800		98,800		102,600		102,600		102,600		3,800	More classes
01-87-00-5047	SUPPLIES	10,500	10,500		7,500		10,500		12,300		10,500		3,000	
01-87-00-5052	MARKETING	8,000	12,300		12,300		12,300		1,500		1,500		0	Varies
01-87-00-5053	RECREATION SUPPLIES	1,500	1,500		1,500		1,500		1,500		1,500		0	
01-87-10-5064	GAS	2,800	3,200		1,500		2,800		2,800		2,800		1,300	
01-87-10-5065	PHONE	3,800	4,600		3,000		4,600		4,600		4,600		1,600	
01-87-10-5066	WATERSEWER	4,000	5,000		5,000		5,000		5,000		5,000		0	
01-87-10-5067	ELECTRIC	35,000	35,000		42,000		45,000		45,000		45,000		3,000	Increase in rates
01-87-00-5068	MISCELLANEOUS	2,800	3,800		3,000		3,800		3,800		3,800		800	
01-87-00-5103	OFFICE EQUIPMENT	500	2,100		2,100		1,800		1,800		1,800		(300)	Computers
01-87-00-5104	CAPITAL IMPROVEMENTS	500	500		700		13,800		13,800		13,800		13,100	
Total		\$347,951	\$396,396	\$0	\$396,055		\$428,755						32,700	

CAPITAL IMPROVEMENT FUND

Account #	Description	2015		2016		2016		2017		2016		EXPLANATION
		Actual	Budget	AMENDMENTS	PROJECTED	BUDGET	PROJECTED	PROJECTED	VS 2017			
05-87-00-5033	EQUIPMENT MAINTENANCE	3200	3200	0	3200		0		0		-3,200	
05-87-00-5103	OFFICE EQUIPMENT	0	3,000	0	3,000		0		0		-3,000	
05-87-00-5104	CAPITAL IMPROVEMENTS	35,000	57,400	0	57,400		0		0		-57,400	
Total		0	63,600	0	63,600		0		0		-63,600	

STORM WATER/LOCAL PARKS FUND

Account #	Description	2015		2016		2016		2017		2016		EXPLANATION
		Actual	Budget	AMENDMENTS	PROJECTED	BUDGET	PROJECTED	PROJECTED	VS 2017			
12-87-00-5035	BUILDING MAINTENANCE	0	0	0	0		0		0		0	
12-87-00-5104	CAPITAL IMPROVEMENTS	2000	72,800	0	72,800		72,800		81,400		8,600	Fitness equipment, sound and canopy
Total		2000	72,800	0	72,800		72,800		81,400		8,600	

PARKS & RECREATION
Community Center Salaries

EMPLOYEE	2015 Budget	2016 Projected	2017 Proposed	2016 vs 2017	EXPLANATION
BECKY MILLER	19,941	19,550	19,941	391	
BEN LOGEL	11,789	9,171	6,789	(2,382)	
JASON HANNKEN	1,114	1,000	1,114	114	
HERB PYNE	10,253	5,150	5,253	103	
RYAN TAYLOR	5,845	5,730	5,845	115	
Teresa Johnson	0	20,000	15,000		
BRAD SAYLER	5,205	3,142	5,205	2,063	
DOUG MCCLOSKEY	0	16,758	16,758	0	
TOTAL SALARIES	54,147	80,501	75,905	(4,596)	
CC Front Desk Salaries	46,000	49,000	51,000	2,000	
Weight room Staff	49,000	54,000	54,000	0	
Total Salaries	149,147	183,501	180,905	(2,596)	

90 BENEFITS

CONSOLIDATED BENEFITS		2017 BUDGET					
		<u>2015</u> <u>ACTUAL</u>	<u>2016</u> <u>BUDGET</u>	<u>2016</u> <u>AMENDMENTS</u>	<u>2016</u> <u>PROJECTED</u>	<u>2017</u> <u>BUDGET</u>	<u>2017</u> <u>REQUEST</u>
5210	EMPLOYERS FICA/FICAMED TAXES						
	7.65% OF GROSS SALARIES	305,486	316,230		306,562	327,264	337,082
5220	UHC INSURANCE HSA \$7,292 HRA \$7,786						
	DELTA DENTAL INSURANCE \$445	654,047	562,315		654,980	527,796	580,576
	DEPENDENT HEALTH INSURANCE						
	PLUS FAMILY HSA \$7,396 HRA \$7,889		168,562			156,143	171,757
	PLUS SPOUSE HSA \$4,228 HRA \$4,508						
	PLUS CHILD HSA \$3,172 HRA \$3,381						
	HSA AND HRA FUNDING	13,214	41,000		30,000	35,000	41,000
5230	PENSION EXPENSES						
	5.4% OF GENERAL GROSS SALARY						
	4.7% OF POLICE DEPT GROSS SALARY	248,703	242,705		179,085	204,877	194,634
5240	LIFE & DISABILITY INSURANCE						
	LI-ANNUAL SAL X .00022 X 12						
	DI-ANNUAL SAL / 12 X .0042 X 12	24,999	24,941		27,056	32,667	33,320
5250	UNEMPLOYMENT						
		890	2,500		9,937	7,500	2,500
5270	INCENTIVE PAY						
						34,871	0
	TOTAL	1,247,339	1,358,253	0	1,207,620	1,326,118	1,360,868

Article XIV Purchasing

Section 2-363 Scope and Purpose

All purchases made on behalf of the City of Sunset Hills shall be in compliance with the Purchasing Policy. The Policy ensures standardized procedures that provide fiscal control and allow the City to obtain quality goods and services at the lowest possible costs.

Section 2-364 Purchasing Policy

The following procedures shall apply when procuring supplies, equipment or services that have been adopted within the City budget by the Board of Aldermen and the purchase of the supplies, equipment or services is less than the budgeted amount.

- A. Purchases less than one thousand dollars (\$1,000.00) may be authorized by a department head. Department heads shall always strive to maximize value and to minimize costs when making these purchases.
- B. For purchases from one thousand dollars (\$1,000.00) to five thousand dollars (\$5,000.00), at least three (3) written non-sealed bids shall be solicited for the item or items. The execution of the bid requirement shall be documented by the department and attached to the purchase order.

The department head may then award the purchase or contract for services to the lowest responsible bidder who submits the bid which is most advantageous to the City.

- C. For purchases from five thousand dollars (\$5,000.00) to fifteen thousand dollars (\$15,000.00), at least three (3) written non-sealed bids shall be solicited for the item or items. The execution of the bid requirement shall be documented by the department and attached to the purchase order.

The department head may then award the purchase or contract for services to the lowest responsible bidder who submits the bid which is most advantageous to the City. The City Administrator's approval is required.

- D. Whenever any contemplated purchase or contract for services is reasonably anticipated to cost more than fifteen thousand dollars (\$15,000.00), the department head shall cause to be published in one (1) issue of a newspaper of general circulation in the St. Louis metropolitan area a notice inviting sealed bids; said notice shall be published at least ten (10) days prior to the date set for receipt of bids. The notice herein required shall include a general description of the articles to be purchased or the services to be performed, and the time and place for opening of sealed bids. In addition, the notice shall be sent via mail or email to prospective suppliers of the item to be purchased or services to be performed, including all suppliers of such items with whom the City has done business within the preceding two (2) years. Notice of the invitation to bid shall be posted in the lobby of City Hall and on the City's web site.

Section 2-365 Bid Approval Process

Sealed bids shall be received by the appropriate department head and shall be identified as bids on the envelope. The bids shall be opened in public at the time and place stated in the invitation to bid and in any public notice before at least one (1) City witness; and after the opening, the department head shall tabulate all bids received and shall file a written report of the bids with the City Administrator together with his/her written recommendations as to whom the City should award the contract.

Section 2-366 Bids Accepted

The Board of Aldermen shall award the contract to the lowest responsible bidder but shall have the right to reject any and all bids. When the award is not given to the lowest bidder, a statement of the reasons for placing the order elsewhere shall be entered upon the minutes of the Board. Local suppliers shall be considered whenever possible.

Section 2-367 Lowest Responsible Bidder

Contracts shall be awarded to the lowest responsible bidder. Bids shall not be accepted from, nor contracts awarded to, a contractor who is in default on the payment of taxes, licenses or other monies due the City. In determining "lowest responsible bidder", in addition to price, the following shall be considered.

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
7. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
9. The number and scope of conditions attached to the bid;
10. The Board of Aldermen reserves the right to reject any and all bids and waive any technicality or informality.

Section 2-368 Exceptions To The Purchasing Policy

A. Single-Source Purchases. In the event there is only one (1) acceptable vendor capable of furnishing a particular service or commodity, the department head may be authorized to procure such service or commodity without bidding. The department head shall document the particular facts which make the item a single-source purchase, and the purchase shall be approved by the City Administrator.

B. Emergency Purchases. Where an emergency situation requires immediate purchase of supplies or services and time is of the essence, the department head is authorized to procure the supplies or services needed without following the bidding procedures. The department head shall maintain a written record of the circumstances surrounding emergency purchases, and the purchases shall be approved by the City Administrator.

C. Situations Calling For Competitive Negotiations. Where it can be demonstrated that the City receives the best value on a purchase through informal discussion and bargaining rather than through the conventional bidding process, the department head need not follow the conventional bidding process exclusively. Such purchases shall be documented by the department head and given prior approval by the City Administrator. Examples would include, but not be limited to, circumstances where time is a crucial factor, when the procurement involves high technology items, or when there is obvious inherent economy in purchasing from a particular vendor.

D. Cooperative Purchasing. The purchasing procedures established shall not apply to purchases made by, through, or with the Division of Procurement of the State of Missouri, the Purchasing Department of St. Louis County, or any other governmental agency or unit with whom the City is permitted to engage in cooperative purchasing. A department supervisor has the authority to join with any other governmental unit in cooperative purchasing when the best interests of the City shall be served by such cooperative purchasing.

E. Confidential Expenditures. Confidential expenditures such as payments to informants, purchase of materials as evidence (such as narcotics), or other uses as may be required by law enforcement personnel working in an undercover capacity cannot be subject to normal purchasing procedures. All such disbursements made shall be approved by the Chief of Police and the City Administrator and shall be documented by written vouchers showing date, amount, nature of expenditure, signature of requesting officer or agent, and approval of the Chief of Police.

F. Professional Services And Real Estate. Specifically excluded from the provisions of the City's purchasing policy are the procurement of real estate and professional services.

G. Used Equipment. Because of the difficulty in soliciting bids for used equipment through a formal process, the formal contract procedure requirements for used equipment purchases over one thousand dollars (\$1,000.00) may be waived with the permission of the City Administrator provided that the purchase of the item was approved by the Board of Aldermen and included in the budget.

Section 2-369 State and Federal Laws

Except in cases where they are not as restrictive as the City's purchasing regulations, applicable State and Federal laws shall supersede any regulations of the City of Sunset Hills concerning purchasing.

Section 2-370 Subdivision of Contracts

No contract or purchase shall be subdivided to avoid the requirements of the City's purchasing policy.

Section 2-371 Conflict of Interest

No officer or employee of the City shall transact any business in his/her official capacity with any business entity of which he/she is an officer, agent or member or in which he/she owns a substantial interest; nor shall he/she make any personal investments in any enterprise which will create a substantial conflict between his/her private interest and the public agent or member, or the owner of substantial interest, sell any goods or services to any business entity which is licensed by or regulated in any manner by the agency in which the officer or employee serves. All City officers and employees are bound by the conflict of interest requirements in Section 105.454, RSMo.

