

City of Jennings, Missouri

Adopted Operating Budget Fiscal year 2017-2018

**April 1, 2017
To
March 31, 2018**

**Adopted by the City Council
March 27, 2017**

CITY OFFICIALS

Francine Dugger, Mayor Pro Tem

City Council

Allan Stichnote, Ward One

Miranda Jones, Ward One

Yolanda Fortson, Ward Two

Francine Dugger, Ward Two

Phyllis Anderson, Ward Three

Nicole Cook, Ward Three

Rodney Epps, Ward Four

Carol Epps, Ward Four

Finance Director

Rise' Johnson

Interim City Clerk

Deletra Hudson

City Attorney

Carla Allen

CITY OF JENNINGS, MISSOURI

Passed and approved by the Jennings City Council on December 18, 2001
(To take effect with the 2001-2002 fiscal year budget)

PROPOSED ADMINISTRATIVE POLICY ON AMENDING AN ADOPTED OPERATING BUDGET

The purpose of this policy is to outline operating guidelines for the management of operating departmental budgets for the City of Jennings and to provide a specific procedure for amendments to operating budgets made necessary by unanticipated circumstances, unusual occurrences, or unanticipated surpluses or shortfalls in revenues.

Once the annual operating budget is adopted by the City Council, departmental managers are expected to limit line item expenditures, as well as the overall departmental budget, to appropriated levels. However, it is recognized that specific events and unanticipated expenditures can result in expenditures beyond the appropriated amount in a specific line item within a departmental budget. Accordingly, it is necessary that a specific procedure be outlined whereby amendments can be made within a departmental budget to transfer appropriations between line items within that budget so that the total budget appropriation for the department does not increase.

Further, it is necessary to establish procedures to facilitate those rare occasions where appropriations may be transferred between departments or when supplemental appropriations due to revenue surpluses or reduction of appropriations due to revenue shortfalls are expedient.

The specific procedures are as follows:

1) Transfer of Appropriations within a Departmental Budget

- A Department Head with authority to manage an approved departmental budget makes a specific request on prescribed forms to the Finance Director to transfer appropriations between line items within that departmental budget so that the total appropriation level for that departmental budget is not increased.

- Any transfer of appropriations within an adopted departmental budget that will have the effect of amending an adopted budget will require the signatures of the applicable department head, the Finance Director, and the Mayor before said amendment shall become effective.
- Any transfer of appropriations within a departmental budget that will have the effect of increasing salary levels beyond those authorized in the original adopted budget or creating a new position not authorized in the original adopted budget will require specific approval by the City Council by resolution before such amendment shall go into effect.

2) Transfer of Appropriations Between Departments

- Except for significant emergency situations, any transfer of appropriations and spending authority between departmental budgets shall not be initiated until nine (9) months of the current fiscal year have expired
- Upon written request and written concurrence by affected department heads, the City Council may, by resolution, transfer part or all of any unencumbered appropriation balance from one department, office, or agency budget to another. Any such transfer shall require a positive recommendation from the Ways and Means Committee prior to Council consideration.

3) Supplemental Appropriations

- If, during the fiscal year, the Finance Director certifies in writing that there are available for appropriation revenues in excess of those estimated in the adopted budget, the City Council may, by resolution, make supplemental appropriations for the fiscal year beyond those authorized in the initial budget in an amount equal to actual revenue in excess of budgeted revenue, plus unencumbered reserve. City Council shall not proceed with such action until the Ways and Means Committee has forwarded a recommendation.
- If, during the fiscal year, the City Collector certifies in writing that projected revenues based on actual revenue experience will fall

significantly below those estimated in the adopted budget, the City Council may, by resolution, reduce appropriations for the fiscal year to a level below those authorized in the initial budget in an amount determined to be prudent to maintain essential public services and maintain the fiscal integrity of the City. City Council shall not proceed with such action until the Ways and Means Committee has forwarded a recommendation.

4) Budgetary Management Practices

- Budget status reports for the previous month, indicating comparison of actual expenditures by line item to appropriations and remaining appropriation levels for the fiscal year, shall be forwarded to each department head by the 10th of the following month. In addition, operating department heads shall receive a detailed general ledger report for the expenditures in their department for the previous month by the 10th of the succeeding month. Operating department heads shall be responsible for reviewing said reports to verify accuracy and note expenditure patterns.
- The Ways and Means Committee shall review budget comparison reports for each operating department at least quarterly and shall request that operating departments report on any significant variances from approved appropriation levels.
- It shall be the policy of the City of Jennings that operating department heads shall be responsible for the ongoing management of the expenditures of their departments within budgetary limitations.
- It shall be the policy of the City of Jennings that appropriation levels for line item expenditures shall not be exceeded, except in case of emergency. When it becomes apparent that appropriation levels for a particular line item shall be exceeded due to expenditure patterns or actual experience, it shall be the responsibility of the operating department head responsible for that budget to initiate an appropriate adjusting amendment. However, department heads shall not be required to initiate amendments to their operating budgets until appropriation levels have been exceeded by actual expenditures by at least ten (10) percent and eight (8) months of the applicable fiscal year have expired.

GENERAL SERVICES 2017-2018

	C	D	E	F
	START	1 YR	3 YR	5 YR
GS 1	\$ 20,670.00	\$ 21,508.50	\$ 22,444.50	\$ 23,380.50
	\$ 795.00	\$ 827.25	\$ 863.25	\$ 899.25
	\$ 10.60	\$ 11.03	\$ 11.51	\$ 11.99
GS 2	\$ 21,508.50	\$ 22,444.50	\$ 23,380.50	\$ 24,394.50
	\$ 827.25	\$ 863.25	\$ 899.25	\$ 938.25
	\$ 11.03	\$ 11.51	\$ 11.99	\$ 12.51
GS 3	\$ 22,444.50	\$ 23,380.50	\$ 24,394.50	\$ 25,447.50
	\$ 863.25	\$ 899.25	\$ 938.25	\$ 978.75
	\$ 11.51	\$ 11.99	\$ 12.51	\$ 13.05
GS 4	\$ 23,380.50	\$ 24,394.50	\$ 25,447.50	\$ 26,578.50
	\$ 899.25	\$ 938.25	\$ 978.75	\$ 1,022.25
	\$ 11.99	\$ 12.51	\$ 13.05	\$ 13.63
GS 5	\$ 24,394.50	\$ 25,447.50	\$ 26,578.50	\$ 27,709.50
	\$ 938.25	\$ 978.75	\$ 1,022.25	\$ 1,065.75
	\$ 12.51	\$ 13.05	\$ 13.63	\$ 14.21
GS 6	\$ 25,447.50	\$ 26,578.50	\$ 27,709.50	\$ 28,938.00
	\$ 978.75	\$ 1,022.25	\$ 1,065.75	\$ 1,113.00
	\$ 13.05	\$ 13.63	\$ 14.21	\$ 14.84
GS 7	\$ 26,578.50	\$ 27,709.50	\$ 28,938.00	\$ 30,244.50
	\$ 1,022.25	\$ 1,065.75	\$ 1,113.00	\$ 1,163.25
	\$ 13.63	\$ 14.21	\$ 14.84	\$ 15.51
GS 8	\$ 27,709.50	\$ 28,938.00	\$ 30,244.50	\$ 31,590.00
	\$ 1,065.75	\$ 1,113.00	\$ 1,163.25	\$ 1,215.00
	\$ 14.21	\$ 14.84	\$ 15.51	\$ 16.20
GS 9	\$ 28,938.00	\$ 30,244.50	\$ 31,590.00	\$ 32,994.00
	\$ 1,113.00	\$ 1,163.25	\$ 1,215.00	\$ 1,269.00
	\$ 14.84	\$ 15.51	\$ 16.20	\$ 16.92
GS 10	\$ 30,244.50	\$ 31,590.00	\$ 32,994.00	\$ 34,515.00
	\$ 1,163.25	\$ 1,215.00	\$ 1,269.00	\$ 1,327.50
	\$ 15.51	\$ 16.20	\$ 16.92	\$ 17.70
GS 11	\$ 31,590.00	\$ 32,994.00	\$ 34,515.00	\$ 36,036.00
	\$ 1,215.00	\$ 1,269.00	\$ 1,327.50	\$ 1,386.00
	\$ 16.20	\$ 16.92	\$ 17.70	\$ 18.48
GS 12	\$ 32,994.00	\$ 34,515.00	\$ 36,036.00	\$ 37,693.50
	\$ 1,269.00	\$ 1,327.50	\$ 1,386.00	\$ 1,449.75
	\$ 16.92	\$ 17.70	\$ 18.48	\$ 19.33
GS 13	\$ 34,515.00	\$ 36,036.00	\$ 37,693.50	\$ 39,390.00
	\$ 1,327.50	\$ 1,386.00	\$ 1,449.75	\$ 1,515.00
	\$ 17.70	\$ 18.48	\$ 19.33	\$ 20.20

GS 14	\$ 36,036.00	\$ 37,693.50	\$ 39,390.00	\$ 41,223.00
	\$ 1,386.00	\$ 1,449.75	\$ 1,515.00	\$ 1,585.50
	\$ 18.48	\$ 19.33	\$ 20.20	\$ 21.14
GS 15	\$ 37,693.50	\$ 39,390.00	\$ 41,223.00	\$ 43,075.50
	\$ 1,449.75	\$ 1,515.00	\$ 1,585.50	\$ 1,656.75
	\$ 19.33	\$ 20.20	\$ 21.14	\$ 22.09
GS 16	\$ 39,390.00	\$ 41,223.00	\$ 43,075.50	\$ 45,084.00
	\$ 1,515.00	\$ 1,585.50	\$ 1,656.75	\$ 1,734.00
	\$ 20.20	\$ 21.14	\$ 22.09	\$ 23.12
GS 17	\$ 41,223.00	\$ 43,075.50	\$ 45,084.00	\$ 47,170.50
	\$ 1,585.50	\$ 1,656.75	\$ 1,734.00	\$ 1,814.25
	\$ 21.14	\$ 22.09	\$ 23.12	\$ 24.19
GS 18	\$ 43,075.50	\$ 45,084.00	\$ 47,170.50	\$ 49,393.50
	\$ 1,656.75	\$ 1,734.00	\$ 1,814.25	\$ 1,899.75
	\$ 22.09	\$ 23.12	\$ 24.19	\$ 25.33
GS 19	\$ 45,084.00	\$ 47,170.50	\$ 49,393.50	\$ 51,675.00
	\$ 1,734.00	\$ 1,814.25	\$ 1,899.75	\$ 1,987.50
	\$ 23.12	\$ 24.19	\$ 25.33	\$ 26.50
GS 20	\$ 47,170.50	\$ 49,393.50	\$ 51,675.00	\$ 54,268.50
	\$ 1,814.25	\$ 1,899.75	\$ 1,987.50	\$ 2,087.25
	\$ 24.19	\$ 25.33	\$ 26.50	\$ 27.83
GS 21	\$ 49,393.50	\$ 51,675.00	\$ 54,268.50	\$ 56,920.50
	\$ 1,899.75	\$ 1,987.50	\$ 2,087.25	\$ 2,189.25
	\$ 25.33	\$ 26.50	\$ 27.83	\$ 29.19
GS 22	\$ 51,675.00	\$ 54,268.50	\$ 56,920.50	\$ 59,553.00
	\$ 1,987.50	\$ 2,087.25	\$ 2,189.25	\$ 2,290.50
	\$ 26.50	\$ 27.83	\$ 29.19	\$ 30.54

Trade Services 2017-2018

	C	D	E	F
	START	1 YR	3 YR	5 YR
W 1	\$ 24,277.50	\$ 25,330.50	\$ 26,403.00	\$ 27,573.00
	\$ 933.75	\$ 974.25	\$ 1,015.50	\$ 1,060.50
	\$ 12.45	\$ 12.99	\$ 13.54	\$ 14.14
W 2	\$ 25,330.50	\$ 26,403.00	\$ 27,573.00	\$ 28,801.50
	\$ 974.25	\$ 1,015.50	\$ 1,060.50	\$ 1,107.75
	\$ 12.99	\$ 13.54	\$ 14.14	\$ 14.77
W 3	\$ 26,403.00	\$ 27,573.00	\$ 28,801.50	\$ 30,108.00
	\$ 1,015.50	\$ 1,060.50	\$ 1,107.75	\$ 1,158.00
	\$ 13.54	\$ 14.14	\$ 14.77	\$ 15.44
W 4	\$ 27,573.00	\$ 28,801.50	\$ 30,108.00	\$ 31,434.00
	\$ 1,060.50	\$ 1,107.75	\$ 1,158.00	\$ 1,209.00
	\$ 14.14	\$ 14.77	\$ 15.44	\$ 16.12
W 5	\$ 28,801.50	\$ 30,108.00	\$ 31,434.00	\$ 32,818.50
	\$ 1,107.75	\$ 1,158.00	\$ 1,209.00	\$ 1,262.25
	\$ 14.77	\$ 15.44	\$ 16.12	\$ 16.83
W 6	\$ 30,108.00	\$ 31,434.00	\$ 32,818.50	\$ 34,300.50
	\$ 1,158.00	\$ 1,209.00	\$ 1,262.25	\$ 1,319.25
	\$ 15.44	\$ 16.12	\$ 16.83	\$ 17.59
W 7	\$ 31,434.00	\$ 32,818.50	\$ 34,300.50	\$ 35,880.00
	\$ 1,209.00	\$ 1,262.25	\$ 1,319.25	\$ 1,380.00
	\$ 16.12	\$ 16.83	\$ 17.59	\$ 18.40
W 8	\$ 32,818.50	\$ 34,300.50	\$ 35,880.00	\$ 37,498.50
	\$ 1,262.25	\$ 1,319.25	\$ 1,380.00	\$ 1,442.25
	\$ 16.83	\$ 17.59	\$ 18.40	\$ 19.23
W 9	\$ 34,300.50	\$ 35,880.00	\$ 37,498.50	\$ 39,195.00
	\$ 1,319.25	\$ 1,380.00	\$ 1,442.25	\$ 1,507.50
	\$ 17.59	\$ 18.40	\$ 19.23	\$ 20.10
W-10	\$ 35,880.00	\$ 37,498.50	\$ 39,195.00	\$ 40,969.50
	\$ 1,380.00	\$ 1,442.25	\$ 1,507.50	\$ 1,575.75
	\$ 18.40	\$ 19.23	\$ 20.10	\$ 21.01
W-11	\$ 37,498.50	\$ 39,195.00	\$ 40,969.50	\$ 42,802.50
	\$ 1,442.25	\$ 1,507.50	\$ 1,575.75	\$ 1,646.25
	\$ 19.23	\$ 20.10	\$ 21.01	\$ 21.95
W-12	\$ 39,195.00	\$ 40,969.50	\$ 42,802.50	\$ 44,733.00
	\$ 1,507.50	\$ 1,575.75	\$ 1,646.25	\$ 1,720.50
	\$ 20.10	\$ 21.01	\$ 21.95	\$ 22.84
W-13	\$ 40,969.50	\$ 42,802.50	\$ 44,733.00	\$ 46,761.00
	\$ 1,575.75	\$ 1,646.25	\$ 1,720.50	\$ 1,798.50
	\$ 21.01	\$ 21.95	\$ 22.94	\$ 23.98
W-14	\$ 42,802.50	\$ 44,733.00	\$ 46,761.00	\$ 48,828.00
	\$ 1,646.25	\$ 1,720.50	\$ 1,798.50	\$ 1,878.00
	\$ 21.95	\$ 22.94	\$ 23.98	\$ 25.04
W-15	\$ 44,733.00	\$ 46,761.00	\$ 48,828.00	\$ 51,031.50
	\$ 1,720.50	\$ 1,798.50	\$ 1,878.00	\$ 1,962.75
	\$ 22.94	\$ 23.98	\$ 25.04	\$ 26.17

Corrections 2017-2018

84 hrs

	C	D	E	F
	START	1 YR	3 YR	5 YR
C 6	\$ 27,234.48	\$ 28,435.68	\$ 29,680.56	\$ 30,969.12
	\$ 1,047.48	\$ 1,093.68	\$ 1,141.56	\$ 1,191.12
	\$ 12.47	\$ 13.02	\$ 13.59	\$ 14.18
C 7	\$ 28,435.68	\$ 29,680.56	\$ 30,969.12	\$ 32,345.04
	\$ 1,093.68	\$ 1,141.56	\$ 1,191.12	\$ 1,244.04
	\$ 13.02	\$ 13.59	\$ 14.18	\$ 14.81
C 8	\$ 29,680.56	\$ 30,969.12	\$ 32,345.04	\$ 33,830.16
	\$ 1,141.56	\$ 1,191.12	\$ 1,244.04	\$ 1,301.16
	\$ 13.59	\$ 14.18	\$ 14.81	\$ 15.49
C 9	\$ 30,969.12	\$ 32,345.04	\$ 33,830.16	\$ 35,337.12
	\$ 1,191.12	\$ 1,244.04	\$ 1,301.16	\$ 1,359.12
	\$ 14.18	\$ 14.81	\$ 15.49	\$ 16.18
C 10	\$ 32,345.04	\$ 33,830.16	\$ 35,337.12	\$ 36,887.76
	\$ 1,244.04	\$ 1,301.16	\$ 1,359.12	\$ 1,418.76
	\$ 14.81	\$ 15.49	\$ 16.18	\$ 16.89
C 11	\$ 33,830.16	\$ 35,337.12	\$ 36,887.76	\$ 38,591.28
	\$ 1,301.16	\$ 1,359.12	\$ 1,418.76	\$ 1,484.28
	\$ 15.49	\$ 16.18	\$ 16.89	\$ 17.67
C 12	\$ 35,337.12	\$ 36,887.76	\$ 38,591.28	\$ 40,338.48
	\$ 1,359.12	\$ 1,418.76	\$ 1,484.28	\$ 1,551.48
	\$ 16.18	\$ 16.89	\$ 17.67	\$ 18.47
C 13	\$ 36,887.76	\$ 38,591.28	\$ 40,338.48	\$ 42,194.88
	\$ 1,418.76	\$ 1,484.28	\$ 1,551.48	\$ 1,622.88
	\$ 16.89	\$ 17.67	\$ 18.47	\$ 19.32
C 14	\$ 38,591.28	\$ 40,338.48	\$ 42,194.88	\$ 44,094.96
	\$ 1,484.28	\$ 1,551.48	\$ 1,622.88	\$ 1,695.96
	\$ 17.67	\$ 18.47	\$ 19.32	\$ 20.19
C 15	\$ 40,338.48	\$ 42,194.88	\$ 44,094.96	\$ 46,147.92
	\$ 1,551.48	\$ 1,622.88	\$ 1,695.96	\$ 1,774.92
	\$ 18.47	\$ 19.32	\$ 20.19	\$ 21.13
C 16	\$ 42,194.88	\$ 44,094.96	\$ 46,147.92	\$ 48,244.56
	\$ 1,622.88	\$ 1,695.96	\$ 1,774.92	\$ 1,855.56
	\$ 19.32	\$ 20.19	\$ 21.13	\$ 22.09
C 17	\$ 44,094.96	\$ 46,147.92	\$ 48,244.56	\$ 50,494.08
	\$ 1,695.96	\$ 1,774.92	\$ 1,855.56	\$ 1,942.08
	\$ 20.19	\$ 21.13	\$ 22.09	\$ 23.12
C 18	\$ 46,147.92	\$ 48,244.56	\$ 50,494.08	\$ 52,830.96
	\$ 1,774.92	\$ 1,855.56	\$ 1,942.08	\$ 2,031.96
	\$ 21.13	\$ 22.09	\$ 23.12	\$ 24.19

HOLIDAY POLICY

General Employees (City Hall, Recreation, Court, Corrections Lieutenants, and Public Works Employees)

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day
13. Any general or primary Election Day, or any general or special election held by and for the City that affects the entire City, or as may be directed by the Mayor and City Council.

In the event that the Holiday falls on a Saturday, the Holiday shall be observed on Friday; if the Holiday falls on Sunday, the Holiday shall be observed on Monday.

In addition, each full-time City employee shall receive \$25 (included in paycheck) for his or her birthday.

Correctional Officers

All Correctional Officers of the City Correction Department, with the exception of the Lieutenants, shall be paid at the rate of \$170 per day if worked, and \$85 per day if not worked, for all of the 11 Holidays as follows:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Easter
5. Memorial Day
6. Fourth of July
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. Christmas Eve
11. Christmas Day

In the event that an employee shall be asked to work on a Holiday, and shall refuse to work, they *shall not* receive Holiday pay.

All employees of the Correctional Department shall receive \$25 (included in paycheck) for his or her birthday.

VACATION AND PERSONAL DAYS POLICY

Now, therefore, let it be resolved as follows:

The following vacation schedule shall apply to all full-time employees of the City of Jennings. Vacation and Personal time may be taken in increments of fifteen (15) minutes.

<i>After 1 Year of Employment</i> (5 workdays; Corrections: 40 hours)	One Week Vacation
<i>After 2 Years of Employment</i> (10 workdays; Corrections: 80 hours)	Two Weeks Vacation
<i>After 5 Years of Employment</i> (15 workdays; Corrections: 120 hours)	Three Weeks Vacation
<i>After 10 Years of Employment</i> (20 workdays; Corrections: 160 hours)	Four Weeks Vacation
<i>After 15 Years of Employment</i> (25 workdays; Corrections: 200 hours)	Five Weeks Vacation
<i>After 20 Years of Employment</i> (30 workdays; Corrections: 240 hours)	Six Weeks Vacation

Employees are entitled to such vacation after the anniversary date of their employment, and shall have the 12-month period from anniversary date to next anniversary date to take their vacation. All vacation time due to an employee should be used during the year in which they are entitled to it; *however*, a maximum of five vacation days may be carried over into the next vacation year. These days *cannot* be accrued and carried over into a subsequent year.

All employees shall be permitted to take at least five days of their vacation as individual days or in 15 minute increments to be requested throughout the year.

Employees who are hired in as a department head shall be entitled to one week of vacation during their first year of employment and two weeks on their 1st anniversary date.

In addition, each full-time employee when employed by the City for 6 months shall be entitled to 1 Personal Day, which they have to use within 6 months. Each employee when employed by the City for 1 year shall be entitled to 3 additional Personal Days, which they have to use within 1 year from their anniversary date. After the first anniversary date of employment 4 personal days shall be awarded to employees at the beginning of each new Fiscal Year, April 1st. Employees are permitted to take their personal days as individual days or in 15 minute increments. Employees must use these days during the fiscal year, (4/1 – 3/31).

Scheduling of Vacation and Personal Days is subject to the policy of each Department Head, based on the manpower requirements of each department.

By order of the City Council of the City of Jennings, Missouri, this 25th day of October, 2004.

ANTICIPATED REVENUE	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 Budget
Tax Revenue	\$ 6,253,000.00	\$ 6,147,600.00	\$ 6,051,800.00
License Revenue	\$ 178,900.00	\$ 192,300.00	\$ 187,800.00
Restricted Revenue	\$ -	\$ -	\$ -
Permit and Fee Revenue	\$ 188,000.00	\$ 201,200.00	\$ 162,000.00
Police and Court Revenue	\$ 163,400.00	\$ 471,500.00	\$ 825,400.00
Contracts and other Revenue	\$ 1,221,700.00	\$ 1,009,900.00	\$ 957,500.00
TOTAL ANTICIPATED REVENUE	\$ 8,005,000.00	\$ 8,022,500.00	\$ 8,184,500.00

BUDGETED EXPENSES BY DEPT.

Transfers Out	\$ 704,000.00	\$ 704,000.00	\$ 516,100.00
Building	\$ 408,132.74	\$ 517,261.92	\$ 331,335.20
City Clerk	\$ 610,249.34	\$ 681,103.26	\$ 844,549.64
Legal	\$ 129,020.00	\$ 140,020.00	\$ 186,962.65
Finance	\$ 259,346.14	\$ 166,867.28	\$ 111,307.84
Public Safety/Police	\$ 3,305,984.29	\$ 3,218,321.16	\$ 3,148,834.00
Court	\$ 275,405.02	\$ 322,722.76	\$ 342,133.71
Prosecuter	\$ 17,414.09	\$ -	\$ -
Corrections	\$ 1,191,873.73	\$ 1,272,923.96	\$ 1,309,535.51
Public Works	\$ 719,492.57	\$ 665,007.89	\$ 647,112.49
Recreation	\$ 228,419.21	\$ 252,233.49	\$ 200,766.12
Special Services	\$ -	\$ -	\$ 381,039.49
TOTAL BUDGETED EXPENDITURES	\$ 7,849,337.11	\$ 7,940,461.72	\$ 8,019,676.65

Anticipated Revenue	\$ 8,005,000.00	\$ 8,022,500.00	\$ 8,184,500.00
Minus Budgeted Expenses	\$ 7,849,337.11	\$ 7,940,461.72	\$ 8,019,676.65
NET	\$ 155,662.89	\$ 82,038.28	\$ 164,823.35

Anticipated balance 4/1/17, general revenue unrestricted funds \$ 1,500,000.00
Anticipated balance 4/1/17, general revenue restricted funds \$ 1,014,000.00

ACCT #	ACCOUNT NAME	FY 17-18 Budget	FY 16-17 Budget	FY 15-16 Budget
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GENERAL FUND REVENUES

TAX REVENUES				
602-00-01	Real Estate Tax	\$ 800,000.00	\$ 765,000.00	\$ 750,000.00
603-00-01	Trash Collections	\$ -	\$ -	\$ -
604-00-01	Personal Property	\$ 160,000.00	\$ 160,000.00	\$ 155,000.00
606-00-01	Utilities Gross Receipts Tax	\$ 1,650,000.00	\$ 1,650,000.00	\$ 1,690,000.00
608-00-01	Delinquent Penalties	\$ -	\$ -	\$ 200.00
610-00-01	Intangible Tax	\$ 6,000.00	\$ 3,600.00	\$ 3,600.00
612-00-01	County Road Refunds	\$ 80,000.00	\$ 75,000.00	\$ 85,000.00
614-00-01	Gasoline Tax	\$ 400,000.00	\$ 400,000.00	\$ 375,000.00
616-00-01	Cigarette Tax	\$ 38,000.00	\$ 38,000.00	\$ 35,000.00
617-00-01	Sales Tax	\$ 3,050,000.00	\$ 3,000,000.00	\$ 2,900,000.00
618-00-01	Railroad and Utility Tax	\$ 55,000.00	\$ 42,000.00	\$ 45,000.00
619-00-01	W.Florissant Bs. Tax	\$ 14,000.00	\$ 14,000.00	\$ 13,000.00
	SUBTOTAL	\$ 6,253,000.00	\$ 6,147,600.00	\$ 6,051,800.00

LICENSE FEE REVENUE				
622-00-01	Merchant and Manufacturer	\$ 145,000.00	\$ 160,000.00	\$ 155,000.00
624-00-01	Liquor	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00
626-00-01	Coin Vending	\$ 700.00	\$ 700.00	\$ 700.00
628-00-01	Vehicle (Auto, truck, etc)	\$ 23,000.00	\$ 21,000.00	\$ 22,000.00
630-00-01	Dog Tags and Impounding	\$ 1,200.00	\$ 1,200.00	\$ 1,500.00
634-00-01	Miscellaneous Licenses	\$ 4,500.00	\$ 4,900.00	\$ 4,600.00
	SUBTOTAL	\$ 178,900.00	\$ 192,300.00	\$ 187,800.00

PERMIT AND FEE REVENUE

640-00-01	Building Permits	\$	40,000.00	\$	35,000.00	\$	10,000.00
642-00-01	Street Excavating Permit	\$	15,000.00	\$	30,000.00	\$	12,000.00
643-00-01	Plumbing Permits	\$	15,000.00	\$	12,500.00	\$	14,500.00
644-00-01	Occupancy Permits	\$	35,000.00	\$	40,000.00	\$	35,000.00
645-00-01	Housing Inspections	\$	50,000.00	\$	50,000.00	\$	55,000.00
647-00-01	Electrical Permits	\$	7,000.00	\$	6,000.00	\$	6,000.00
646-00-01	Heating and A/C Permits	\$	6,000.00	\$	4,700.00	\$	4,500.00
654-00-01	Other Permits, Licenses & Fees	\$	20,000.00	\$	23,000.00	\$	25,000.00
	SUBTOTAL	\$	188,000.00	\$	201,200.00	\$	162,000.00

POLICE/COURT REVENUE

668-00-01	Judicial Education Fee (*)	\$	3,300.00	\$	3,300.00	\$	5,000.00
670-00-01	D.W.I. Recoupment Fee	\$	100.00	\$	1,700.00	\$	1,200.00
671-00-01	Crime Victims (net)	\$	1,000.00	\$	1,800.00	\$	1,400.00
672-00-01	Costs and Fines	\$	150,000.00	\$	450,000.00	\$	580,000.00
673-00-01	Officers training	\$	2,000.00	\$	7,700.00	\$	7,800.00
674-00-01	Warrant Fees	\$	-	\$	-	\$	-
675-00-01	Public Defender	\$	2,000.00	\$	3,300.00	\$	5,000.00
676-00-01	False Alarm Charges	\$	4,000.00	\$	3,700.00	\$	5,000.00
677-00-01	Security of Municipal Prisoners	\$	-	\$	-	\$	30,000.00
678-00-01	Bond Fees and Forfeitures	\$	1,000.00	\$	-	\$	190,000.00
	SUBTOTAL	\$	163,400.00	\$	471,500.00	\$	825,400.00

CONTRACTS AND OTHER REVENUE

677-00-01	Security of Municipal Prisoners	\$	2,200.00	\$	10,000.00	\$	-
680-00-01	Federal Jail @40 - net	\$	850,000.00	\$	632,000.00	\$	550,000.00
681-00-01	Commissary Receipts	\$	45,000.00	\$	35,000.00	\$	30,000.00

682-00-01	Telephone Commission	\$	8,000.00	\$	1,000.00	\$	2,300.00
687-00-01	Fire Contracts	\$	-	\$	-	\$	15,000.00
688-00-01	Interest on Investments	\$	10,000.00	\$	4,800.00	\$	1,000.00
690-00-01	Miscellaneous Income (net)	\$	40,000.00	\$	40,000.00	\$	55,000.00
692-00-01	Rental Income	\$	20,000.00	\$	-	\$	20,000.00
693-54-01	Concession Stand Income	\$	2,000.00	\$	4,500.00	\$	5,000.00
694-00-01	Sale of Trash Stickers	\$	2,500.00	\$	2,000.00	\$	2,200.00
697-00-01	Cable T.V. Franchise	\$	160,000.00	\$	175,000.00	\$	120,000.00
698-00-01	Weed Cutting	\$	35,000.00	\$	35,000.00	\$	40,000.00
655-54-01	Park User Fee	\$	4,500.00	\$	26,600.00	\$	10,000.00
656-54-01	Civic Center rental	\$	2,500.00	\$	4,000.00	\$	2,000.00
	Transfer in, park sales tax	\$	20,000.00	\$	20,000.00	\$	85,000.00
691-54-01	Community Programs	\$	20,000.00	\$	20,000.00	\$	20,000.00
	SUBTOTAL	\$	1,221,700.00	\$	1,009,900.00	\$	957,500.00
	TOTAL REVENUES	\$	8,005,000.00	\$	8,022,500.00	\$	8,184,500.00

* Balance carries over from year to year in departmental budget (as an expense line item)

ACCT#	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
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Transfers Out

Police & Fire Pension	\$ 190,000.00	\$ 190,000.00	\$ 170,000.00
WF Bus. Dist.	\$ 14,000.00	\$ 14,000.00	\$ 11,500.00
TIF Debt Reduction	\$ 500,000.00	\$ 500,000.00	\$ 334,600.00
Total	\$ 704,000.00	\$ 704,000.00	\$ 516,100.00

ACCT#	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
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Building Department

709-10-01	Salaries	\$ 309,758.37	\$ 345,145.94	\$ 249,430.36
720-10-01	FICA Expense	\$ 23,696.52	\$ 26,660.50	\$ 19,081.42
750-10-01	Dues	\$ 550.00	\$ 550.00	\$ 550.00
782-10-01	Supplies	\$ 4,000.00	\$ 4,200.00	\$ 4,000.00
796-10-01	LAGERS	\$ 12,153.05	\$ 10,860.48	\$ 10,764.42
798-10-01	Health Insurance	\$ 44,674.80	\$ 57,645.00	\$ 36,909.00
799-10-01	Group Life Insurance	\$ 1,200.00	\$ 1,350.00	\$ 900.00
872-10-01	Software Lease, Tablets, Cell Phones	\$ 10,200.00	\$ 14,700.00	\$ 6,600.00
890-10-01	Radio	\$ -	\$ 100.00	\$ 100.00
898-10-01	Mapmaking	\$ 400.00	\$ 400.00	\$ 500.00
950-10-01	Conferences & Schools	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00
896-10-01	Grass Cutting Contract, County Owned Lots	\$ -	\$ 9,000.00	
894-10-01	Grass Cutting Contract, Lien Lots	\$ -	\$ 45,150.00	

Total	\$ 408,132.74	\$ 517,261.92	\$ 331,335.20
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Salaries: Director	\$ 54,268.50
Deputy Bldg. Commissioner	\$ 42,650.50
Inspector	\$ 39,474.06
Inspector	\$ 34,515.00
Inspector	\$ 32,994.00
Inspector - Seasonal	\$ 20,400.00
Admin. Asst. II	\$ 31,590.00
Admin Asst. I	\$ 22,865.70
Admin Asst. I	\$ 31,000.61

Total	\$ 309,758.37
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ACCT#	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
City Clerk's Department				
709-30-01	Salaries	\$ 188,441.61	\$ 245,759.44	\$ 251,507.39
720-30-01	FICA Expenses	\$ 14,415.78	\$ 17,854.42	\$ 18,796.70
721-30-01	Unemployment Compensation	\$ 7,000.00	\$ 7,000.00	\$ 19,240.31
750-30-01	Dues and subscriptions	\$ 11,000.00	\$ 11,000.00	\$ 10,000.00
762-30-01	* Utilities	\$ -	\$ 23,000.00	\$ 23,000.00
766-30-01	Postage	\$ 8,500.00	\$ 10,000.00	\$ 10,000.00
778-30-01	Election Costs	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
782-30-01	Supplies	\$ 11,000.00	\$ 12,000.00	\$ 12,000.00
786-30-01	*Accounting/Data Processing	\$ -	\$ 50,000.00	\$ 50,000.00
788-30-01	WCOMP Loss Fund	\$ -	\$ -	\$ 1,000.00
789-30-01	*Bank Charges	\$ -	\$ 3,500.00	\$ 3,500.00
791-30-01	Personnel Expenses	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
792-30-01	Bonds & Insurance	\$ 275,000.00	\$ 184,000.00	\$ 320,000.00
795-30-01	Hospitality	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
796-30-01	LAGERS	\$ 7,914.55	\$ 9,079.40	\$ 11,172.24
797-30-01	Wellness Program	\$ 1,000.00	\$ 2,500.00	\$ 4,000.00
798-30-01	Health Insurance	\$ 26,177.40	\$ 21,960.00	\$ 30,883.00
799-30-01	Group Life Insurance	\$ 1,800.00	\$ 1,950.00	\$ 1,950.00
850-30-01	*Mileage (all departments)	\$ -	\$ 500.00	\$ 500.00
871-30-01	Jennings News Newsletter	\$ 15,000.00	\$ 10,000.00	\$ 40,000.00
922-30-01	Advertising	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
893-30-01	*Communication/website/software	\$ -	\$ 30,000.00	\$ -
950-30-01	Conferences & Schools	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00
951-30-01	*Ward Funds	\$ -	\$ 4,000.00	
Total		\$ 610,249.34	\$ 681,103.26	\$ 844,549.64

*moved to Finance Dept. fy 17/18

Salaries: City Clerk	\$ 49,393.50
Admin. Asst.	\$ 31,000.61
Receptionist	\$ 25,447.50
Mayor	\$ 25,000.00
Eight Councilmembers	\$ 57,600.00
Total	\$ 188,441.61

Fulltime (3)

Mayor/Council (9)

ACCT#	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
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Legal Department

709-31-01	Salary	\$ 69,000.00	\$ 80,000.00	\$ 33,592.80
720-31-01	FICA Expenses	\$ 6,120.00	\$ 6,120.00	\$ 2,569.85
788-31-01	Legal Costs	\$ 53,000.00	\$ 53,000.00	\$ 150,000.00
798-31-01	Health Insurance	\$ -	\$ -	\$ -
799-31-01	Group Life Insurance	\$ 150.00	\$ 150.00	\$ 300.00
950-31-01	Conferences & Schools	\$ 750.00	\$ 750.00	\$ 500.00
Total		\$ 129,020.00	\$ 140,020.00	\$ 186,962.65

Salaries:	Attorney	\$ 69,000.00
	Total	\$ 69,000.00

ACCT #	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
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Finance Department

709-32-01	Salaries	\$ 123,696.50	\$ 138,212.00	\$ 88,819.00
720-32-01	FICA Expenses	\$ 9,462.78	\$ 10,573.22	\$ 6,794.35
782-32-01	Supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
762-32-01	Utilities	\$ 23,000.00	\$ -	\$ -
796-32-01	LAGERS	\$ 4,985.25	\$ 5,252.06	\$ 3,704.49
798-32-01	Health Insurance	\$ 15,051.60	\$ 8,280.00	\$ 7,765.00
799-32-01	Group Life Insurance	\$ 450.00	\$ 450.00	\$ 300.00
878-32-01	Purchase of Trash Stickers	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00
786-32-01	Accounting/Data Processing	\$ 55,000.00	\$ -	\$ -
789-32-01	Bank Charges	\$ 3,500.00	\$ -	\$ -
850-32-01	Mileage (all departments)	\$ 100.00	\$ -	\$ -
893-32-01	Communication/Website/Software	\$ 15,000.00	\$ -	\$ -
880-32-01	County Clerk	\$ 300.00	\$ 300.00	\$ 300.00
950-32-01	Conference & Schools	\$ 300.00	\$ 300.00	\$ 125.00
951-32-01	Ward Funds	\$ 4,000.00	\$ -	\$ -
Total		\$ 259,346.14	\$ 166,867.28	\$ 111,307.84

Salaries: Finance Director	\$ 51,675.00
Accounting Clerk I	\$ 34,515.00
Finance Clerk	\$ 32,506.50
Part-time	\$ 5,000.00
Total	\$ 123,696.50

Fulltime (3)

ACCT #	ACCOUNT NAME		FY 17-18 BUDGET		FY 16-17 BUDGET		FY 15-16 BUDGET
Department of Public Safety/Police							
709-40-01	Salaries	\$	51,675.00	\$	133,989.38	\$	-
710-40-01	DWI ptc - unused	\$	-	\$	1,700.00	\$	1,200.00
720-40-01	FICA Expense	\$	3,953.14	\$	10,250.18	\$	-
762-40-01	Utilities	\$	31,300.00	\$	31,300.00	\$	40,000.00
782-40-01	Office Supplies	\$	750.00	\$	2,000.00	\$	-
792-40-01	Ins Loss Fund	\$	-	\$	10,000.00	\$	-
796-40-01	LAGERS	\$	2,170.35	\$	5,091.60	\$	-
797-40-01	Safety equip	\$	-	\$	200.00	\$	-
798-40-01	Health Insurance	\$	7,285.80	\$	14,640.00	\$	-
799-40-01	Group Life Insurance	\$	150.00	\$	450.00	\$	-
801-40-01	Police Contract	\$	3,200,000.00	\$	3,000,000.00	\$	3,099,834.00
894-40-01	Officers Training ptc	\$	7,700.00	\$	7,700.00	\$	7,800.00
950-40-01	Conferences/Schools	\$	1,000.00	\$	1,000.00	\$	-
Total		\$	3,305,984.29	\$	3,218,321.16	\$	3,148,834.00
Salaries:	Public Safety Director	\$	51,675.00				
	Maintenance - (moved to cap Imprv other fy 17/18)	\$	-				
	Mechanic - (moved to cap Imprv other fy 17/18)	\$	-				
	Total	\$	51,675.00				

Acct#	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
Court				
709-42-01	Salaries	\$ 159,207.73	\$ 202,718.23	\$ 198,800.73
710-42-01	Court Security	\$ 17,500.00	\$ 18,680.00	\$ 30,000.00
720-42-01	FICA Expenses	\$ 12,179.39	\$ 15,507.94	\$ 15,208.25
762-42-01	Utilities	\$ 20,000.00	\$ 20,000.00	\$ 22,000.00
782-42-01	Supplies	\$ 6,000.00	\$ 6,500.00	\$ 5,500.00
788-42-01	Interim Judge	\$ 1,500.00	\$ 2,000.00	\$ 3,000.00
796-42-01	LAGERS	\$ 6,224.69	\$ 5,626.59	\$ 6,537.73
798-42-01	Health Insurance	\$ 29,143.20	\$ 22,440.00	\$ 22,337.00
799-42-01	Group Life Insurance	\$ 750.00	\$ 750.00	\$ 750.00
803-42-01	REJIS	\$ 15,000.00	\$ 16,000.00	\$ 22,000.00
807-42-01	Public Defender	\$ 1,500.00	\$ 3,300.00	\$ 5,000.00
815-42-01	Prisoner Mental Health	\$ 900.00	\$ 2,000.00	\$ 3,000.00
950-42-01	Conferences/Schools *	\$ 5,500.00	\$ 7,200.00	\$ 8,000.00
	Total	\$ 275,405.02	\$ 322,722.76	\$ 342,133.71

* balance carries over

Salaries:	Judge	\$ 14,700.00
	Court Clerk	\$ 41,223.00
	Court Clerk	\$ 28,938.00
	Court Clerk	\$ 31,590.00
	Court Clerk	\$ 31,756.73
	Part-Time Court Clerks	\$ 10,000.00
	Comp Time	\$ 1,000.00
	Total	\$ 159,207.73
	Fulltime (4)	
	Judge	

ACCT#	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
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PROSECUTOR DEPARTMENT

709-44-01	Salaries	\$ 16,037.24	\$ -	\$ -
720-44-01	FICA Expenses	\$ 1,226.85	\$ -	\$ -
799-44-01	Group Life Insurance	\$ 150.00	\$ -	\$ -
950-44-01	Conferences/Schools *	\$ -	\$ -	\$ -
	Total	\$ 17,414.09	\$ -	\$ -

Salaries: Prosecutor	\$ 11,000.00
Prosecutor Clerk	\$ 5,037.24
Total	\$ 16,037.24

Fulltime (1)

ACCT #	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
Corrections Department				
709-45-01	Salaries	\$ 657,692.74	\$ 735,405.44	\$ 716,845.14
720-45-01	FICA Expenses	\$ 50,313.49	\$ 56,258.52	\$ 54,838.65
762-45-01	Utilities	\$ 45,000.00	\$ 45,000.00	\$ 30,000.00
768-45-01	Uniforms	\$ 5,400.00	\$ 5,100.00	\$ 5,100.00
782-45-01	Supplies	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
793-45-01	Emergency Management	\$ 2,500.00	\$ 2,500.00	\$ -
796-45-01	LAGERS	\$ 27,623.10	\$ 22,770.00	\$ 29,931.72
798-45-01	Health Insurance	\$ 131,144.40	\$ 87,840.00	\$ 109,770.00
799-45-01	Group Life Insurance	\$ 2,700.00	\$ 2,550.00	\$ 2,550.00
804-45-01	Commissary Expenses	\$ 5,000.00	\$ 36,636.00	\$ 30,000.00
805-45-01	Fed Inmate Meals	\$ 160,000.00	\$ 160,000.00	\$ 125,000.00
806-45-01	Municipal Prisoner Expense	\$ 35,000.00	\$ 40,000.00	\$ 125,000.00
807-45-01	Laundry	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
815-45-01	Doctor/Prescription Expense	\$ 55,000.00	\$ 65,000.00	\$ 65,000.00
950-45-01	Conferences & Schools	\$ 2,500.00	\$ 1,864.00	\$ 3,500.00
	Total	\$ 1,191,873.73	\$ 1,272,923.96	\$ 1,309,535.51

Salaries: Lieutenant	\$ 47,392.80
Lieutenant	\$ 44,094.46
Sargent	\$ 39,661.44
Sargent	\$ 36,887.76
Sargent	\$ 35,337.20
Sargent	\$ 32,345.04
Cos (12)	\$ 382,974.04
Holiday	\$ 24,000.00
Over-time/Comptime	\$ 15,000.00
Total	\$ 657,692.74

Fulltime (18)

ACCT #	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
Public Works Department				
709-50-01	Salaries	\$ 456,995.68	453,439.13	\$ 450,700.93
710-50-01	Temporary Employees	\$ 35,000.00	-	\$ -
720-50-01	FICA Expenses	\$ 37,637.67	34,688.08	\$ 34,478.62
759-50-01	Equipment Rental	\$ 2,000.00	2,500.00	\$ 2,500.00
762-50-01	Utilities	\$ 20,000.00	20,000.00	\$ 23,000.00
768-50-01	Uniforms	\$ 37,000.00	37,000.00	\$ 20,000.00
782-50-01	Supplies	\$ 5,000.00	6,500.00	\$ 15,000.00
796-50-01	LAGERS	\$ 19,193.82	17,230.68	\$ 21,182.94
798-50-01	Health Insurance	\$ 94,715.40	73,200.00	\$ 58,800.00
799-50-01	Group Life Insurance	\$ 1,950.00	1,950.00	\$ 1,950.00
814-50-01	Vector control	\$ 3,500.00	2,000.00	\$ 2,000.00
883-50-01	Hauling and Board-Up	\$ 5,000.00	15,000.00	\$ 15,000.00
950-50-01	Conferences & Schools	\$ 1,500.00	1,500.00	\$ 2,500.00
Total		719,492.57	665,007.89	\$ 647,112.49
Salaries:	Director	\$ 52,962.00		
	Foreman	\$ 44,942.63		
	Mechanic	\$ 41,154.75		
	Crew Leader	\$ 34,300.50		
	Laborers (8)	\$ 249,834.30		
	PW Clerk	\$ 28,801.50		
	Comp Time	\$ 5,000.00		
Total		\$ 456,995.68		
	Temp	\$ 17,500.00		
	Seasonal	\$ 17,500.00		
		\$ -		
Total		\$ 35,000.00		

Full Time (13)

CL - (moved to Park Fund fy 17/18)

ACCT #	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
Recreation Department				
709-54-01	Salaries	\$ 148,022.00	\$ 159,603.73	\$ 121,574.23
720-54-01	FICA Expenses	\$ 11,323.68	\$ 12,209.70	\$ 9,300.42
750-54-01	Dues	\$ 450.00	\$ 450.00	\$ 400.00
759-54-01	Equipment Expense	\$ 1,000.00	\$ 1,500.00	
762-54-01	Utilities	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
766-54-01	Postage	\$ -	\$ -	\$ -
771-54-01	Concession Stand Supplies	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00
782-54-01	Supplies	\$ 7,500.00	\$ 7,000.00	\$ 6,000.00
796-54-01	LAGERS	\$ 4,221.92	\$ 4,260.06	\$ 5,126.47
798-54-01	Health Insurance	\$ 15,051.60	\$ 21,960.00	\$ 7,765.00
799-54-01	Group Life Insurance	\$ 450.00	\$ 450.00	\$ 300.00
888-54-01	Community Program Expense/Meals	\$ 20,000.00	\$ 24,000.00	\$ 28,500.00
950-54-01	Conference & Schools	\$ 1,400.00	\$ 1,000.00	\$ 1,000.00
951-54-01	Purchases from Donations	\$ -	\$ 300.00	\$ 300.00
710-54-01	Security	\$ -	\$ -	\$ 1,000.00
	Total	\$ 228,419.21	\$ 252,233.49	\$ 200,766.12

Salaries:	Rec Dir - Earl Green	\$ 41,223.00
	Rec. Specialist	\$ 31,590.00
	Admin Asst - I Hunter	\$ 27,709.00
	Rec . Admin Asst	\$ -
	Bus Drivers	\$ 35,000.00
	Part-time/seasonal	\$ 12,500.00
	Total	\$ 148,022.00
	Fulltime (3)	

ACCT #	ACCOUNT NAME	FY 17-18 BUDGET	FY 16-17 BUDGET	FY 15-16 BUDGET
Special Services Department				
709-90-01	Salaries	\$ -	\$ -	\$ 189,073.91
710-90-01	Temp employee	\$ -	\$ -	\$ 12,000.00
720-90-01	FICA Expense	\$ -	\$ -	\$ 14,464.15
750-90-01	Dues	\$ -	\$ -	\$ 100.00
755-90-01	Licenses and fees	\$ -	\$ -	\$ 500.00
762-90-01	Utilities	\$ -	\$ -	\$ 1,850.00
782-90-01	Supplies	\$ -	\$ -	\$ 1,500.00
792-90-01	Ins Loss Fund Cars & Prop	\$ -	\$ -	\$ 10,000.00
796-90-01	LAGERS	\$ -	\$ -	\$ 7,241.43
797-90-01	Safety Equipment	\$ -	\$ -	\$ 150.00
798-90-01	Health Insurance	\$ -	\$ -	\$ 15,060.00
799-90-01	Group Life Insurance	\$ -	\$ -	\$ 600.00
850-90-01	Emergency Management	\$ -	\$ -	\$ 2,500.00
871-90-01	Publications	\$ -	\$ -	\$ 500.00
950-90-01	Conferences	\$ -	\$ -	\$ 500.00
xxx-xx-xx	Special Projects	\$ -	\$ -	\$ 30,000.00
896-90-01	Grass Cutting (County & Lien Lots)	\$ -	\$ -	\$ 95,000.00
	Total	\$ -	\$ -	\$ 381,039.49

Salaries:

SS Coord (vacant)

SS Admin Asst

Maintenance

Mechanic

Bus Drivers

Total

\$ - \$ -
\$ - \$ -

**CITY OF JENNINGS
POLICY ON USE OF FUNDS FROM CAPITAL IMPROVEMENT TAX**

Revenue received from the capital improvement tax will be used to purchase, operate and maintain capital improvements and assets, in accordance with Missouri law.

All money received from the tax authorized under the provisions of Section 94.577 RSMO shall be deposited in a special trust fund and used solely for capital improvements and assets, including the operation and maintenance of capital improvements and assets, for so long as the tax shall remain in effect.

A “capital asset” is defined as an asset of a long-term character that is intended to continue to be held or used, including but not limited to land, buildings, machinery, furniture and other equipment, including computer hardware and software, and vehicles.

A “capital improvement” is defined as any capital or fixed asset having an estimated economic useful life of at least two years. An improvement is defined as work that adds to the value of an asset, stops deterioration and lengthens the time it can be used, or adapts it to a different use. Examples include building, rebuilding or overlaying a street, parking lot or sidewalk, improvements to city buildings and property. All costs associated with a specific capital improvement project may be paid from capital improvement funds, including the cost of plans and specifications.

A portion of capital improvement money shall be set aside in a reserve account to cover emergency needs. This reserve shall be (increased to and then) maintained at a minimum balance of \$500,000 plus interest. Withdrawals from the reserve require advance approval by the City Council.

The remaining capital improvement funds shall be split between street repairs and other capital improvements or expenditures, as approved in the annual budget. Capital improvement expenditures for normal maintenance and operation of capital items do not require council approval. Major capital improvement projects and all purchases of major assets from capital improvement must be approved in advance by the City Council. The Mayor may approve capital expenditures of an emergency nature, such as the replacement of a furnace or air conditioner.

Revisions to this policy are subject to the approval of the Jennings City Council.

Revised 3/06, 3/10

Examples of expenses acceptable and not acceptable under capital improvement

Relating to buildings

Acceptable: all building repairs and improvements to the building (paint, carpeting, furniture, landscaping material) and costs associated with maintaining the building; purchase and maintenance of office equipment

Not acceptable: office supplies

Relating to land

Acceptable: purchase of a building, demolition of a building on land owned by the city in order to improve the land, adding a new building, structure or parking lot, fencing

Not acceptable: grass cutting, demolition or clean up of property that does not belong to the city

Relating to vehicles, drivable machinery and equipment/tools:

Acceptable: purchase, operation, repairs and maintenance of vehicles, machinery and equipment

Not acceptable: leasing or renting of equipment

Relating to streets:

All costs associated with the maintenance and repair of streets and islands, including the short-term leasing of equipment necessary for the city to perform a street repair using our own laborers.

CAPITAL IMPROVEMENT BUDGET RECAP**2017/2018**

Total anticipated capital improvement revenue for 2017/2018 is \$980,000

The Capital Improvement Fund has two sub-accounts, "Streets" and (all) "Other".

Capital improvement revenue is generally divided evenly between the two sub-accounts.

Anticipated balance, "Street" account 4/1/17	\$	342,713.11
plus half of anticipated Capital Improvement Revenue	\$	490,000.00
less budgeted "street" expenditures	\$	951,252.00
Unrestricted reserve Capital Improvement - Street	\$	<u>508,255.77</u>
Anticipated balance 3/31/18	\$	389,716.88
Anticipated balance, "Other" account 4/1/17	\$	392,477.73
plus half of anticipated Capital Improvement Revenue	\$	490,000.00
less budgeted "other" expenditures	\$	644,934.78
Unrestricted Capital Improvement - Other	\$	<u>111,302.16</u>
Anticipated balance 3/31/18	\$	348,845.11
Total anticipated balance as of 03/31/18	\$	<u>738,561.99</u>

**Does not include Capital Improvement Restricted
emergency reserve of \$506,826 as of 4/1/2017*

CAPITAL IMPROVEMENT STREET EXPENSES		17/18 BUDGET	16/17 BUDGET
Line Item	Description		
703-50-02	<u>Equipment Purchases</u>		
	Small tools	\$ 5,000.00	
	tire Machine	\$ 8,000.00	
	new bed for truck	\$ 17,000.00	
	single axel dump truck	\$ 120,000.00	
	bobcat broom	\$ 5,000.00	
	subtotal	<u>\$ 155,000.00</u>	<u>\$ 97,800.00</u>
704-50-02	<u>Equipment Maintenance</u>		
	all equipment		
	subtotal	<u>\$ 46,520.00</u>	<u>\$ 30,400.00</u>
705-50-02	<u>Routine Street Maintenance</u>		
	signs and paint	\$ 3,000.00	
	routine repairs	\$ 25,000.00	
	tree trimming and removal	\$ 8,000.00	
	road striping, crosswalks	\$ 10,000.00	
	pothole repair	\$ 30,000.00	
	salt, 600 tons	\$ 80,000.00	
	crack filler	\$ 15,000.00	
	street lights	\$ 200,000.00	
	slurry seal	\$ 4,000.00	
	subtotal	<u>\$ 375,000.00</u>	<u>\$ 275,000.00</u>
706-50-02	<u>Major Street Repair</u>		
	Chip & seal: albright, auburn, beulah, blewett, blugrass, gareche	\$ 99,322.00	
	Micro seal: hord	\$ 48,330.00	
	cozens	\$ 37,800.00	
	Overlay mclaren, jendale, judy ct.(mclaran - college) ada	\$ 109,280.00	
	switzer	\$ 80,000.00	
	subtotal	<u>\$ 374,732.00</u>	<u>\$ 413,130.00</u>
	Total	<u><u>\$ 951,252.00</u></u>	<u><u>\$ 816,330.00</u></u>

CAPITAL IMPROVEMENT - OTHER			
Line Item	Description	17/18 BUDGET	16/17 BUDGET
Salaries (Public Safety Maintenance)			
709-40-02	Salaries	\$ 82,309.50	
720-40-02	FICA Expense	\$ 6,296.68	
796-40-02	LAGERS	\$ 3,457.00	
798-40-02	Health Insurance	\$ 14,571.60	
799-40-02	Group Life Insurance	\$ 300.00	
	subtotal	\$ 106,934.78	\$ -
Vehicles (all depts, except PW equipment)			
757-40-02	maintenance, repair & licensing	\$ 50,000.00	\$ 35,000.00
758-40-02	gasoline	\$ 60,000.00	\$ 60,000.00
757-40-02	20% match, bus grant	\$ -	\$ 15,000.00
	subtotal	\$ 110,000.00	\$ 110,000.00
896-10-02	Mowing of city-owned lots	\$ -	\$ 38,500.00
896-50-02	Mowing	\$ 38,500.00	
	subtotal	\$ 38,500.00	\$ 38,500.00
803-40-02	Computers and Office Equipment		
	purchase and maintenance, all departments)	\$ -	\$ -
	System upgrades	\$ 80,000.00	\$ 80,000.00
	subtotal	\$ 80,000.00	\$ 80,000.00
Building Maintenance (all bldgs except/park)			
756-40-02	Police		
	janitorial contract, entire building	\$ 31,000.00	\$ 31,000.00
	supplies	\$ 4,000.00	\$ 4,000.00
	routine repair, maintenance, landscaping	\$ 30,000.00	\$ 30,000.00
	subtotal	\$ 65,000.00	\$ 65,000.00
756-42-02	Court		
	build walls or partitions	\$ -	\$ -
	subtotal	\$ -	\$ -
756-50-02	Public Works		
	janitorial supplies	\$ 1,500.00	\$ 1,500.00
	routine repair & maintenance	\$ 14,500.00	\$ 14,500.00
	replace lockers/re-key public works	\$ 4,000.00	\$ 4,000.00
	replace security cameras	\$ 3,500.00	\$ 13,000.00
	install gates	\$ 17,000.00	\$ 17,000.00
	rebuild city-owned parking lot on W. Florissant	\$ 83,000.00	\$ 83,000.00
	subtotal	\$ 123,500.00	\$ 133,000.00
756-54-02	Recreation/Civic Center		
	janitorial contract	\$ 12,000.00	\$ 12,000.00
	routine repair, maintenance, landscaping	\$ 1,500.00	\$ 1,500.00
	tables & racks		
	new roof		
	subtotal	\$ 13,500.00	\$ 13,500.00
756-35-02	City Hall/other		
	janitorial contract	\$ 13,000.00	\$ 13,000.00
	janitorial supplies (includes Civic Center)	\$ 2,500.00	\$ 2,500.00
	routine repairs, maintenance, landscaping	\$ 25,000.00	\$ 25,000.00
	rebuild city-owned parking lot on W. Florissant	\$ 17,000.00	\$ 17,000.00
	Built in storage collector's office	\$ -	\$ -
	purchase and renovation of Bellm building	\$ 50,000.00	\$ 50,000.00
	subtotal	\$ 107,500.00	\$ 107,500.00
	Total	\$ 644,934.78	\$ 547,500.00

Salaries	
Maintenance	\$ 42,139.50
Mechanic	\$ 40,170.00
	<u>\$ 82,309.50</u>

PARK SALES TAX BUDGET

2017/2018

Anticipated balance in Park Fund 4/1/17	\$	250,000.00
Anticipated balance in Unrestrict Fund 4/1/17	\$	260,000.00
Plus Anticipated Sales Tax Revenue for 2017/2018	\$	360,000.00
Plus Municipal Park Grant Reimbursement	\$	368,755.00
Less Budgeted Expenses	\$	<u>580,108.00</u>
Anticipated Fund Balance 4/1/18	\$	658,647.00

Breakdown of expenses by category:

702-60-07 Routine Maintenance, Supplies and Utilities, all parks	\$	152,600.00
710-60-07 Manpower, Park Maintenance and Security	\$	113,430.00
PWrks Employee \$38,880		
PWrks Part-Time Employee \$27,300		
2 @ \$16.50/hr x 40 hrs/wk x 36 weeks = \$47,250		
888-60-07 Recreation Dept. Community Events (concerts,movies, etc.)	\$	20,000.00
(subtotal of above three line items for regular park operations = \$348,510)		
703-60-07 Major Park Improvements	\$	294,078.00
Municipal Park Grant, Phase II/Lions \$294,078		
Total	\$	580,108.00

SEWER LATERAL BUDGET 2017 - 2018

Anticipated Fund Balance 4/1/17	\$	145,842.42
Anticipated Revenue	\$	90,000.00
Less Anticipated Repairs	\$	100,000.00
Less Administration	\$	3,000.00
Anticipated Fund Balance 3/31/18	\$	<u>132,842.42</u>

ECONOMIC DEVELOPMENT FUND BUDGET 2017-2018

Anticipated Balance 4/1/17	\$ 186,102.94
Less Proposed Expenditures:	
Comprehensive Plan - new	\$ (40,000.00)
4TH Ward Strategic Plan	\$ (25,000.00)
General Consultant Fees	\$ (10,000.00)
	\$ -
	<hr/>
Anticipated Fund Balance 3/31/18	\$ 111,102.94