

**GENERAL FUND BUDGET DOCUMENT
FISCAL YEAR 2013-2014
ACCOUNT TITLE AND DESCRIPTION**

**FY 13/14
APPROVED
BUDGET**

ACCOUNT TITLE AND DESCRIPTION	BUDGET
**** REVENUE SECTION ****	
3298 ASSIGNED FUND BALANCE	\$0.00
3299 UNASSIGNED BALANCE	\$0.00
301-0000 CURRENT LEVY	\$2,097,480.00
301-3011 SPECIAL LEVY	\$1,272,502.00
Required Expenditures of Special Levy	
a. 50% (\$636,251) to maintain, operate & expand Civic Center	
b. 30% (\$381,750) to resurface existing city streets	
c. 5% (\$63,625) to construct, maintain and repair sidewalks	
d. 10% (\$127,251) to maintain and operate the Library	
e. 5% (\$63,625) to purchase EMS and fire equipment	
301-3015 PRIOR YEARS TAXES	\$75,000.00
301-3016 SUPPLEMENTAL TAXES	\$35,000.00
3302 TAX PENALTIES & INTEREST	\$13,000.00
3303 GAS & OIL SEVERANCE TAX	\$7,500.00
3304 UTILITIES (2%) TAX	\$500,000.00
2% tax billed by telephone, electric, gas, garbage, water and sewer companies on all customers within the city limits	
3305 GROSS SALES TAX	\$5,400,000.00
Est. ongoing B&O tax we anticipate receiving	
To be expended on Capital Projects to be determined FUNDS NOT AVAILABLE UNTIL JUNE 2014	\$396,000.00
One-time projects are determined to be those over \$2,000,000 in construction cost	
Meadowbrook Mall Improvement Project - B&O Tax Incentive	\$75,000.00
50% in FY 12/13; 50% in FY 13/14	
3306 WINE AND LIQUOR TAX	\$150,000.00
Taxes collected by State ABC Commission and remitted to the City for wine and liquor sales	

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3307 ANIMAL CONTROL TAX	\$2,900.00
Taxes on ownership of dogs	
3308 HOTEL-MOTEL TAX	\$950,000.00
50% paid to GBCVC	\$475,000
50% to be used for Bond Payment on the Conference Center and on the Recreation Complex and the balance on park development	\$475,000
3320 COURT COSTS, FEES & CHARGES	\$90,000.00
Police fines and arrests	
320-3471 CRIME VICTIMS REPARATION FUND REVENUES	\$10,000.00
Fees collected in excess of fines to be remitted to the State Treasurer for the Crime Victims Reparation Fund	
320-3472 LAW ENFORCEMENT TRAINING FUND REVENUES	\$3,000.00
Fees collected in excess of fines to be remitted to the State Treasurer for the Law Enforcement Training Fund	
320-3473 REGIONAL JAIL & PRISON AUTHORITY	\$40,000.00
Fees collected in excess of fines to be remitted to the State Treasurer for the Regional Jail and Prison Authority	
320-3474 ADMINISTRATIVE COSTS	\$2,000.00
Fees collected in excess of police fines and retained by City	
320-3475 NATIONAL SAFETY COUNCIL DRIVER SCHOOL	\$0.00
Fees collected in excess of fines to be remitted to the State Treasurer for the National Safety Council	
3320-347 COMMUNITY CORRECTIONS	\$10,000.00
Fees collected in excess of fines to be remitted to the State Treasurer for the Community Correction fund	
320-3477 MUNICIPAL COURT COSTS	\$25,000.00
Fee charged for municipal court costs and retained by the City. This fee will be on all arrests and citations except parking citations and seatbelt citations. - \$30 per citation	
320-3478 DRIVERS LICENSE REINSTATEMENT FEE	\$2,500.00

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320-3479 POLICE TRAINING CLASSES	\$2,000.00
3320-385 POLICE DEPARTMENT DONATIONS Donations received by the Police Department for specific purchases. Separate expenditure account created, only to be used if revenue is received	\$500.00
320-7001 INTERNAL TRAFFIC ENFORCEMENT PROGRAM - OVERTIME Fines received from the aggressive traffic enforcement program that would allow the assignment of officers on an overtime basis to perform traffic enforcement duties. Revenues are to offset the overtime costs	\$20,000.00
3321 PARKING VIOLATIONS Fees collected from parking tickets	\$1,200.00
3325 LICENSE Includes business license and special licenses, such as beer and amusement As a result of home rule this figure includes licenses, vending licenses, and contractor's registrations	\$36,000.00
3326 BUILDING PERMIT FEES Revenue from the issuance of permits for construction	\$300,000.00
3328 FRANCHISE FEES Cable 3% franchise fee	\$77,000.00
3329 RENTAL INSPECTION Revenue from Rental Inspection program - average of \$25 per unit This year only 1/2 of the revenue is reflected since it will be a new program in the Spring of 2014	\$3,500.00
3330 IRP FEES	\$55,000.00
3335 PRIVATE CLUB LIQUOR LICENSE FEE **This fee is not affected by home rule	\$10,000.00

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3340 PARKS & RECREATION DEPARTMENT REVENUES	
CIVIC CENTER INCOME	
340-3121 RENTS	\$22,000.00
Includes \$14,016 for GBCVC Rent - 1.7% increase (\$1,168 per month)	
340-3122 CONCESSIONS	
340-3123 PROGRAMS	\$47,580.00
340-3124 CC TENNIS COURT LIGHTS	\$300.00
340-3125 LAKES TENNIS COURT LIGHTS	\$100.00
340-3126 DONATIONS	\$0.00
340-3127 BASKETBALL COURT LIGHTS	\$200.00
340-3128 DONATION - FRIENDS OF PARKS	\$4,500.00
Clearing - see expense account # 900-40-341-4103	
340-3130 COMPTON PARK BASKETBALL LIGHTS	\$0.00
Mechanism vandalized	
340-3131 PICNIC SHELTER INCOME	\$5,000.00
340-3132 VISITOR'S BUREAU PROFESSIONAL SERVICES	\$750.00
Stage rental - 3 times a year @ \$250	
340-3134 CITY PARK FIELD LIGHTS	\$400.00
340-3135 FRIENDS OF PARKS - REC COMPLEX	\$5,000.00
Clearing - see expense account # 908-40-341-4103	
RECREATION COMPLEX REVENUES	
340-3136 LEAGUE FEES	\$1,800.00
340-3137 TOURNAMENT RATES	\$5,475.00
340-3138 PENNANT SALES	\$0.00
340-3139 NAMING SPONSOR	\$15,000.00
340-3140 CONCESSION STAND	\$0.00
340-3141 LIGHT USAGE	\$2,500.00
340-3142 FIELD MATERIAL	\$0.00
340-3143 FIELD RENTAL	\$300.00
SWIMMING POOL INCOME	
340-3221 RENTS	\$4,000.00
340-3222 CONCESSIONS	\$26,000.00
340-3223 PROGRAMS	\$7,500.00
340-3224 MEMBERSHIP	\$39,000.00
340-3225 ADMISSIONS	\$43,000.00
345-3451 SANITARY BOARD RENT	\$30,775.00
515 W Main Street (Increased by 1.7% CPI)	
345-3452 WATER BOARD RENT	\$30,020.00
515 W Main Street (Increased by 1.7% CPI)	
3352 INSIDE FIRE FEES	\$600,000.00
Inside City Limits	
352-0001 OUTSIDE FIRE FEES	\$200,000.00
Outside City Limits - Estimating 25% delinquency	

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3363 AMBULANCE INCOME	\$400,000.00
Reduced due to decrease in mileage billed due to the location of the new hospital	
 3365 FEDERAL GOVERNMENT GRANTS	 \$307,238.00
PRO Grant from JAG	\$28,000
Drug Task Force Grant	\$28,000
DEA Overtime - Task Force	\$17,000
STOP Grant (Domestic Violence - Overtime)	\$5,500
Federal COPS Hiring Grant - for one officer position over a three year grant period	\$63,738
Target Community Grant - Police Department	\$5,000
Trail Grant (80/20)	\$160,000
 3366 STATE GOVERNMENT GRANTS	 \$12,000.00
Governors Highways Safety Program/DUI	\$12,000
 3368 CONTRIBUTIONS FROM OTHER ENTITIES	 \$93,438.00
State grant for combination Fire Departments	\$40,000
Represents 1% fee charged on property insurance policies collected by the State and distributed to the City	
Funds from Board of Education for School Resource Officer	\$20,000
Donated monies for Cops Night Out	\$3,500
Funds from Harrison County Drug Task force for Administrative Assistants Salary	\$12,938
** If the Task Force doesn't pay for this position, the position will not be available after June 2013	
Contributions from County Commission for providing Fire Protection	\$17,000
 3368-706 CONTRIBUTIONS FROM OTHER ENTITIES - EMS	 \$50,000.00
Harrison County Commission - City share of 911 fees collected on phone bills	
 3369 CONTRIBUTIONS FROM OTHER FUNDS	 \$0.00
 3376 GAMING INCOME	 \$22,500.00
 3380 INTEREST EARNED ON INVESTMENTS	 \$12,000.00
 3381 REIMBURSEMENTS	 \$0.00

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3382 REFUNDS	\$26,000.00
Revenue line item for any refunds received such as a utility refund. Includes refund of gasoline tax	
3383 SALE OF FIXED ASSETS	\$9,000.00
Sale of 3 police cruisers/ Trade of 3 cruisers	
3384 SALE OF MATERIALS	\$6,000.00
Sale of copies and publications	
3386 INSURANCE CLAIMS	\$0.00
Revenue received from insurance company for claims	
3387 FILING FEES	\$0.00
388-3491 LIBRARY FINES	\$6,000.00
388-3492 LIBRARY - SALES	\$0.00
3397 VIDEO LOTTERY	\$43,000.00
3399 MISCELLANEOUS REVENUES	\$8,500.00
Revenue of a nature too insignificant and too infrequent in occurrence to categorize	
399-3991 SALES TAX	<u>\$3,500.00</u>
TOTAL ESTIMATED OPERATING REVENUE	<u>\$13,752,458.00</u>

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**** EXPENDITURE SECTION ****

409 OFFICE OF THE MAYOR

10-101 OFFICIAL'S SALARIES	\$6,500.00
Based upon \$400 per month and a fee of \$100 for each regular or special meeting attended up to a maximum of 48 meetings. - \$7,200 max	

10-104 FICA TAX	\$500.00
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30-211 TELEPHONE EXPENSE	\$0.00
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30-221 TRAINING AND EDUCATION	\$1,500.00
Miscellaneous conferences and training sessions for Mayor	

30-222 DUES AND SUBSCRIPTIONS	\$100.00
Harrison County Mayor's Association	

TOTAL OFFICE OF THE MAYOR	<u>\$8,600.00</u>
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410 MEMBERS OF COUNCIL

10-101 OFFICIALS' SALARIES	\$9,000.00
Base annual salary of \$200 plus \$100 for each regular or special meeting attended up to a maximum of 48 meetings. (\$2,600 maximum)	

10-104 FICA TAX	\$690.00
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30-221 TRAINING AND EDUCATION	\$5,885.00
Miscellaneous conferences and training sessions for Council	

TOTAL MEMBERS OF COUNCIL	<u>\$15,575.00</u>
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411 OFFICE OF RECORDER

10-101 OFFICIALS' SALARIES	\$2,500.00
Base annual salary of \$400 plus \$120 for each regular or special meeting attended up to a maximum of 48 meetings	

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10-104 FICA TAX		\$195.00
30-221 TRAINING AND EDUCATION		\$1,000.00
Miscellaneous conferences and training sessions for Recorder		\$1,000.00
TOTAL OFFICE OF RECORDER		\$3,695.00
 412 OFFICE OF THE CITY MANAGER		
10-103 SALARIES AND WAGES		\$119,178.00
City Manager - 70%	\$78,438	
City Clerk - 80%	\$38,024	
Sick Pay Compensation	\$2,766	
10-103-01 MERIT ADJUSTMENTS		\$40,000.00
Water - \$6,600; Sewer - \$6,600; Cemetery - \$1,320		
10-104 FICA TAX		\$12,228.00
10-105 GROUP INSURANCE		\$12,701.00
10-106 RETIREMENT @ 14.5%		\$23,131.00
30-211 TELEPHONE		\$650.00
30-216 MAINTENANCE AND REPAIR - EQUIPMENT		\$1,000.00
Miscellaneous repair to office machines	\$500	
Copier Maintenance	\$500	
30-221 TRAINING AND EDUCATION		\$6,000.00
State and National Conferences		
City Clerk and City Manager travel and training	\$5,000	
Trade shows / economic development meetings/business attraction activities		
State and regional leadership / public relations meetings		
Also includes mileage for trips over 50 miles for City Mgr.	\$1,000	

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30-222 DUES AND SUBSCRIPTIONS	\$3,745.00
ICMA (City Manager)	\$900
WV City Managers Assoc. (City Manager)	\$50
IIMC (Clerk)	\$130
WV Recorder & Clerk's Assoc. (Clerk)	\$25
WV Recorder & Clerk's Assoc. (Recorder)	\$25
Harrison County Chamber of Commerce	\$400
WV Economic Dev Council Membership	\$100
WV Municipal League	\$1,350
Clarksburg Publishing (newspaper)	\$65
Associated Businesses of Bridgeport	\$80
Performance Based Assessment	\$245
COB Organization Membership in IEDC	\$375
30-223 PROFESSIONAL SERVICES	\$20,500.00
eCivis Grant Finder	\$2,500
BoardDocs	\$3,000
Miscellaneous Services	\$15,000
30-223-2301 PUBLIC RELATIONS	\$26,500.00
Connect Bridgeport	\$15,000
Qualtrics	\$4,000
Miscellaneous	\$5,000
Marketing Brochure	\$2,500
30-226 INSURANCE	\$12,462.00
Workers' Compensation @ .29%	\$462
Long Term Disability Insurance for all employees	\$12,000
30-230 CONTRACTED SERVICES	\$10,400.00
Miscellaneous	
40-341 DEPARTMENTAL SUPPLIES	\$4,500.00
Miscellaneous office supplies	
50-458 CAPITAL OUTLAY - OTHER	\$3,000.00
50-459 CAPITAL OUTLAY - EQUIPMENT	\$2,000.00
Miscellaneous office equipment	
60-566 TRANSFER TO OTHER FUNDS	\$0.00

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60-568 OTHER CONTRIBUTIONS	\$75,000.00
50% of B&O collected in FY 13/14 from Meadowbrook Mall Improvement to be refunded to Cafaro Company	\$37,500
50% of B&O collected in FY 13/14 from Meadowbrook Mall Improvement to be used for Development Authority Grants	\$37,500
TOTAL OFFICE OF CITY MANAGER	<u><u>\$372,995.00</u></u>
414 DIRECTOR OF FINANCE	
10-103 SALARIES AND WAGES	\$205,692.00
70% Salaries for:	
Finance Director	\$50,510
Assistant Finance Director	\$31,694
Administrative Assistant IV - Accounts Payable	\$26,986
100% Salaries for:	
Tax and License Clerk	\$41,224
Collection Manager	\$43,451
20% Salaries for:	
Account Clerk I - Utility Billing Clerk	\$5,856
Sick Pay Compensation	\$5,971
10-103-9 SALARIES AND WAGES - OVERTIME	\$266.00
10-104 FICA TAX	\$15,799.00
10-105 GROUP INSURANCE	\$37,057.00
10-105-105 OPEB RESERVE	\$0.00
10-106 RETIREMENT EXPENSE @ 14.5%	\$29,900.00
30-216 MAINTENANCE & REPAIR - EQUIPMENT	\$13,975.00
Miscellaneous repairs	\$3,000
1/3 of forms folder / inserter maintenance agreement	\$1,000
INCODE annual software maintenance	\$9,975
30-217 MAINTENANCE AND REPAIR - VEHICLE	\$250.00

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30-221 TRAINING & EDUCATION	\$5,000.00
To attend State and National Conferences for GFOA, Tax Department, and miscellaneous seminars for all members of the Finance Department.	
30-222 DUES AND SUBSCRIPTIONS	\$450.00
Dues to state and national GFOA	\$250
Miscellaneous dues	\$200
30-223 PROFESSIONAL SERVICES	\$11,700.00
Miscellaneous program upgrades	\$4,000
\$350 a month bank fee for Payroll Direct Deposit	\$4,200
\$500 yearly trustee fee - Rec Complex Bond	\$500
On-line payments	\$3,000
30-224 AUDIT	\$10,800.00
This year we will be required to have a Single Audit and the audit limit does not apply. Water - \$5,400; Sewer - \$5,400	
30-226 INSURANCE - WORKERS' COMPENSATION	\$1,500.00
Workers' Compensation @ .29%	\$597
Vehicle Insurance - 5% Increase	\$903
30-237 OTHER TAXES AND FEES	\$3,500.00
Clearing account to pay Consumer Sales Tax collected	
30-240 REIMBURSEMENTS/FAÇADE IMPROVEMENTS	\$10,000.00
40-341 DEPARTMENTAL SUPPLIES	\$12,500.00
Funds used to purchase computer forms, paper and letter head, copier paper and miscellaneous supplies	
40-343 GASOLINE	\$1,200.00
50-459 CAPITAL OUTLAY - EQUIPMENT	\$3,500.00
Miscellaneous replacement hardware - 1/3 cost	\$1,000
Replacement PC's - 1/3 cost	\$1,000
Miscellaneous furniture - replacement	\$1,500
50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1,000	\$0.00

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60-566 CONTRIBUTIONS TO OTHER FUNDS	\$1,250.00
Escrow for Finance Department vehicle 1/3 cost (2nd of 6 yr escrow)	\$1,250
 60-566-6601 RAINY DAY FUND	 \$115,750.00
This represents 25% of the estimated construction projects over \$1 million and 25% of the estimated B&O collected on state or federal projects	\$115,750
10% of estimated fund balance	\$0
 60-566-6602 TRANSFER FOR ONE TIME CAPITAL PROJECTS	 \$396,000.00
REVENUES - B&O tax for one time capital projects	
One-time projects are determined to be those over \$2,000,000 in construction cost	\$396,000
EXPENSES	
One time money to be appropriated by City Council after received	\$396,000
 TOTAL DIRECTOR OF FINANCE	 <u><u>\$876,089.00</u></u>
 416 OFFICE OF POLICE JUDGE	
 10-103 SALARIES AND WAGES	 \$55,625.00
Police Judge	\$10,085
Beginning in July 01, 2007, salary to be raised by CPI each year	
Administrative Assistant	\$44,067
Sick Pay Compensation	\$1,473
 10-103-9 SALARIES AND WAGES - OVERTIME	 \$319.00
10 hours of overtime - Administrative Assistant	\$319
 10-104 FICA TAX	 \$4,296.00
 10-105 GROUP INSURANCE	 \$4,588.00
 10-106 RETIREMENT @ 14.5%	 \$6,663.00
 30-216 MAINTENANCE AND REPAIR - EQUIPMENT	 \$2,000.00

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30-221 TRAINING AND EDUCATION	\$1,500.00
Tuition, travel expense, lodging for two people to attend mandatory municipal court training in Charleston, WV	
 30-222 DUES AND SUBSCRIPTIONS	 \$1,800.00
Maintenance agreement for Visions RMS	\$1,800
 30-226 INSURANCE - WORKERS' COMP @ .29%	 \$163.00
 30-35 REMITTANCE OF FEES COLLECTED	
30-235-3501 CRIME VICTIMS REPARATION FUND FEES	\$10,000.00
30-235-3502 LAW ENFORCEMENT TRAINING FUND FEES	\$3,000.00
30-235-3503 REGIONAL JAIL & PRISON AUTHORITY	\$40,000.00
30-235-3505 SAFETY COUNCIL FEES	\$0.00
30-235-3506 COMM CORRECTION FEES	\$10,000.00
 40-341 DEPARTMENTAL SUPPLIES	 \$6,000.00
Includes court forms, stationary, court supplies, receipts, traffic citations, appearance tickets, and parking tickets	
 50-459 CAPITAL OUTLAY - EQUIPMENT	 \$500.00
Desktop copier, fax, scanner	
 50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1,000	 \$2,000.00
Shredder	\$2,000 _____
 TOTAL POLICE JUDGE	 <u><u>\$148,454.00</u></u>
 417 OFFICE OF CITY ATTORNEY	
10-103 SALARIES AND WAGES	\$2,400.00
Annual retainer	
 30-223 PROFESSIONAL SERVICES	 \$64,000.00
City Code update	\$3,500
Normal legal fees	\$60,000
Purchase additional code books	\$500 _____
 TOTAL CITY ATTORNEY	 <u><u>\$66,400.00</u></u>

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420 CITY ENGINEER

10-103 SALARIES & WAGES		\$88,778.00
City Engineer - 50%	\$41,595	
Administrative Assistant IV - 50%	\$22,034	
Engineering Technician - 30%	\$10,255	
Sick Pay Compensation	\$2,609	
Administrative Assistant - Part Time (20 hours per week)	\$12,285	
10-103-9 SALARIES & WAGES - OVERTIME		\$636.00
20 hours of overtime @ \$31.78		
10-104 FICA		\$6,887.00
10-105 GROUP INSURANCE		\$11,322.00
10-106 RETIREMENT @ 14.5%		\$11,227.00
30-211 TELEPHONE		\$1,900.00
Regular telephone and long distance for two telephone lines and monthly cellular		
30-214 TRAVEL		\$3,500.00
Associated costs for travel to appropriate seminars	\$3,500	
City Engineer - \$1,750		
Adm Asst. - \$500		
GIS - \$1,250		
30-216 MAINTENANCE & REPAIR - EQUIPMENT		\$1,020.00
Repairs and routine maintenance for computer plotter and other miscellaneous equipment in the department	\$600	
Copier maintenance	\$420	
30-217 MAINTENANCE & REPAIR - VEHICLES		\$1,000.00
2 vehicles		
30-222 DUES AND SUBSCRIPTIONS		\$640.00
Engineering license, dues for memberships in public associations and miscellaneous publications		

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30-223 PROFESSIONAL SERVICES	\$7,000.00
Estimated amount would include the cost of advertising small projects and the services of an outside engineering, surveying or construction firm	\$3,000
Upgrade GIS software	\$3,000
Upgrade CAD software	\$1,000
 30-226 INSURANCE	 \$1,299.00
Property insurance (reflects a 5% increase)	\$1,043
Workers' Compensation @ .29%	\$256
 40-341 DEPARTMENTAL SUPPLIES	 \$1,400.00
 40-343 GASOLINE	 \$1,500.00
 40-345 UNIFORMS	 \$600.00
2 pairs of steel toe boots	\$100
Hats, Tee Shirts, Misc.	\$250
Water resistant coats for the field (2 coats)	\$250
 50-459 CAPITAL OUTLAY - EQUIPMENT	 \$800.00
Upgrade computers (1/3 cost)	\$400
Filing Cabinets/printer/computer storage (1/3 cost)	\$400
 50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1000	 \$0.00
 60-566 TRANSFER TO OTHER FUNDS	 \$6,500.00
Escrow to replace the handheld GPS unit (2nd yr of 3 yr escrow)	\$2,000
Escrow new vehicle (4th of 5 yr escrow) 1/3 cost	\$2,000
Escrow replacement of plotter (4th of 6 yr escrow)	\$1,500
Escrow replacement copier w/printer/scanner (3rd of 3 yr escrow)	\$1,000
 TOTAL CITY ENGINEER	 <u><u>\$146,009.00</u></u>

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421 COMMUNITY DEVELOPMENT

10-103 SALARIES & WAGES		\$193,500.00
	Building and Development Director - 100%	\$72,489
	Code Enforcement Officer - 100%	\$41,224
	Code Enforcement Officer - 100%	\$38,720
	Administrative Assistant IV - 100%	\$33,480
	Sick Pay Compensation	\$5,302
	Part Time Rental Inspector Salary - 224 hours	\$2,285
10-104 FICA TAX		\$14,850.00
10-105 GROUP INSURANCE		\$34,662.00
10-106 RETIREMENT @ 14.5%		\$27,771.00
30-211 TELEPHONE		\$2,500.00
	3 cellular phones/Smartphone	\$1,100
	Phone equipment such as batteries	\$800
	Monthly Wi-Fi fee for 2 field tablets	\$600
30-216 MAINTENANCE AND REPAIR - EQUIPMENT		\$450.00
	INCODE annual software maintenance	\$450
30-217 MAINTENANCE & REPAIR - VEHICLES		\$2,500.00
	Three department vehicles	\$2,500
30-221 TRAINING AND EDUCATION		\$5,578.00
	Required CEU Seminars	\$2,000
	2 Certification tests for personnel	\$300
	Travel Expenses	\$2,700
	Mileage of \$.55 per mile X 150 miles X 7 weeks - Rental Inspector	\$578
30-222 DUES AND SUBSCRIPTIONS		\$500.00
	ICC membership	\$150
	WVCOA membership	\$120
	WV Planning Association	\$110
	American Planning Association	\$120
30-226 INSURANCE		\$7,595.00
	Workers' Compensation @ 3.16%	\$6,114
	3 Vehicles - reflects a 5% increase	\$1,481

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30-230 CONTRACTED SERVICES	\$1,000.00
Funds to carry out any property maintenance issues that courts order corrected for property that may be vacant or we are unable to locate owner	
 40-341 DEPARTMENTAL SUPPLIES	 \$2,500.00
Normal department supplies and equipment	
 40-343 GASOLINE	 \$4,000.00
3 department vehicles	
 40-345 UNIFORMS	 \$1,080.00
Uniforms and steel toed shoe reimbursement	\$1,000
Uniforms (2 shirts plus monograms) - Rental Inspector	\$80
 50-459 CAPITAL OUTLAY - EQUIPMENT	 \$0.00
 60-566 TRANSFER TO OTHER FUNDS	 \$6,500.00
Escrow for vehicle - (5th yr of 8 yr escrow) - replace 2008 Dodge Nitro	\$2,500
Escrow for vehicle (8th yr of 8 yr escrow) - replace 2005 Hyundai Tucson	\$2,500
Escrow for vehicle (7th yr of 8 yr escrow) - replace 2006 Chevy Colorado	\$1,500
 TOTAL COMMUNITY DEVELOPMENT	 <u><u>\$304,986.00</u></u>
 422 PERSONNEL DEPARTMENT	
 10-103 SALARIES AND WAGES	 \$132,832.00
Asst. City Manager/Director of Personnel - 70% of Salary	\$58,277
Payroll Specialist - 70% of salary	\$29,244
Safety Manager - 70% of Salary	\$31,085
Sick Pay Compensation	\$2,068
Part time help	
Salary (20 hours per week)	\$12,158
 10-104 FICA	 \$10,210.00
 10-105 GROUP INSURANCE	 \$12,746.00

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
10-106 RETIREMENT @ 14.5%	\$17,541.00
 30-211 TELEPHONE	 \$1,100.00
 30-216 MAINTENANCE AND REPAIR - EQUIPMENT	 \$3,550.00
Repair office equipment	\$500
INCODE annual software maintenance	\$1,050
TCM software maintenance	\$2,000
 30-217 MAINTENANCE AND REPAIR - VEHICLE	 \$500.00
 30-221 TRAINING AND EDUCATION	 \$10,000.00
Training seminars, classes - SHRM; WVMHR; IPMA; Steptoe & Johnson Law	\$2,000
Tuition reimbursement program	\$8,000
 30-221-5021 SAFETY TRAINING - OTHER CITY EMPLOYEES	 \$2,500.00
 30-222 DUES AND SUBSCRIPTIONS	 \$2,600.00
FLSA/ Employment law publication/Journals	\$450
Membership dues: IPMA, SHRM, WVMHRA, GFOA	\$700
Payroll information/periodicals/training manuals, etc	\$500
Fred Pryor annual membership (payroll)	\$200
National Safety Council	\$750
 30-223 PROFESSIONAL SERVICES	 \$17,000.00
Employee health fair/blood work/flu shots	\$2,500
Strategic Planning sessions	\$1,500
Health and fitness memberships	\$8,000
Drug testing	\$5,000
 30-226 INSURANCE	 \$1,281.00
Workers' Compensation @ .29%	\$378
Vehicle Insurance	\$903
 40-341 MATERIALS AND SUPPLIES	 \$7,500.00
Department supplies	\$500
Gift certificates 20/25/30 years	\$500
Mall gift certificates	\$4,000
Safety training materials/supplies	\$2,500
 40-343 GASOLINE	 \$500.00

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
50-459 CAPITAL OUTLAY - EQUIPMENT	\$3,000.00
Miscellaneous replacement furniture / equipment	\$1,500
2 drawer legal size filing cabinet (Payroll Specialist)	\$500
Safety - Personal Protective Equipment	\$1,000
 50-459-5906 CAPITAL OUTLAY - EQUIP OVER \$1000	 \$25,000.00
Vehicle tracking equipment	\$25,000 <u> </u>
 TOTAL PERSONNEL DEPARTMENT	 <u><u>\$247,860.00</u></u>
 435 REGIONAL DEVELOPMENT COUNCIL	
 30-222 DUES AND SUBSCRIPTIONS	 \$3,000.00
Region VI	<u> </u>
 TOTAL REGIONAL DEVELOPMENT COUNCIL	 <u><u>\$3,000.00</u></u>
 438 ELECTIONS	
 30-212 PRINTING	 \$3,175.00
Poll kits & fillers	\$850
7 election kits & 1 early voting kit	
Ballots	\$1,900
Miscellaneous Supplies	\$425

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30-223 PROFESSIONAL SERVICES	\$7,580.00
Head Commissioners - 7 @ \$170 (\$140 to work election day) (\$10 to attend training) (\$20 to pick up & return supplies and to be responsible for that particular precinct)	\$1,190
Poll Workers 7 @ \$150 (\$135 to work election day) (\$10 to attend training) (\$5 to return ballots to City Hall with Head Commissioner)	\$1,050
14 @ \$150 (\$100 to work election day) (\$10 to attend training)	\$2,100
Alternate Poll Workers 4 @ \$10 (\$10 to attend training in case needed)	\$40
Mileage	\$150
Custodians - 4 @ \$50	\$200
Ballot Commissioners - 2 @ \$150	\$300
Election worker to assist at City Hall - 1 @ \$50	\$50
2 workers for early voting - 14 days Workers for 14 days	\$2,500
30-226 INSURANCE - WORKERS COMPENSATION @ 3.25%	\$247.00
TOTAL ELECTIONS	\$11,002.00
439 DATA PROCESSING	
10-103 SALARIES AND WAGES IT Professional - 80% of Salary	\$38,031.00
10-104 FICA	\$2,960.00
10-105 GROUP INSURANCE	\$10,399.00
10-106 RETIREMENT @ 14.5%	\$5,564.00
30-211 TELEPHONE	\$1,000.00

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-216 MAINTENANCE AND REPAIR - EQUIPMENT	\$20,050.00
70% of copier maintenance agreement	\$2,500
Maintenance of phone/data system	\$3,500
Update software for firewall	\$500
Maintenance contract - data box	\$600
Monitoring services for all hardware, servers, and computers in the City	\$4,200
Offsite storage for disaster recovery/backup	\$4,800
Trend Micro	\$1,500
Barracuda backup	\$1,750
Barracuda spam filter	\$700
30-221 TRAINING AND EDUCATION	\$2,500.00
INCODE annual training	
30-222 DUES AND SUBSCRIPTIONS	\$4,355.00
Experts Exchange	\$795
Constant Contact	\$600
Codified ordinances online access	\$800
Zendesk	\$720
Work order system (Building Permits and Public Works)	\$1,440
30-223 PROFESSIONAL SERVICES	\$6,500.00
Security/disaster recovery analysis (IT)	\$1,500
Website Revamp	\$5,000
30-226 WORKERS COMPENSATION	\$112.00
30-230 CONTRACTED SERVICES	\$5,000.00
Telecommunications	
40-341 MATERIALS AND SUPPLIES	\$500.00
50-458 CAPITAL OUTLAY - OTHER	\$0.00
50-459 CAPITAL OUTLAY - EQUIPMENT	\$4,000.00
Miscellaneous furniture/hardware	\$500
IT supplies (parts/equipment replacement)	\$2,000
Phone system equipment purchase/replacement	\$1,500
50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1,000	\$0.00

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60-566 TRANSFER TO OTHER FUNDS		\$2,500.00
Server (3rd yr of 5 yr escrow)	\$2,500	
 TOTAL DATA PROCESSING		\$103,471.00
 440 CITY HALL		
 10-103 SALARIES AND WAGES		 \$37,683.00
Custodian	\$29,172	
25% of library custodian	\$6,398	
Sick Pay Compensation	\$1,060	
OT for miscellaneous projects (50 Hours)	\$1,053	
 10-104 FICA TAX		 \$2,930.00
 10-105 GROUP INSURANCE		 \$12,993.00
 10-106 RETIREMENT EXPENSE @ 14.5%		 \$5,507.00
 30-211 TELEPHONE EXPENSE		 \$9,500.00
 30-213 UTILITIES		
30-213-1301 GAS		\$11,000.00
30-213-1302 ELECTRIC		\$33,000.00
30-213-1303 WATER AND SEWAGE		\$5,500.00
 30-215 MAINTENANCE AND REPAIR - BUILDING/GROUNDS		 \$12,000.00
Normal repair to the building, heating, air conditioning, electrical, plumbing, grounds, etc.		
 30-215-7001 MAINTENANCE AND REPAIR - BUILDING - POLICE		 \$1,000.00
Painting offices in the Police Department		
 30-215-7501 MAINTENANCE AND REPAIR BUILDING - PW		 \$1,000.00
 30-216 MAINTENANCE AND REPAIR - EQUIPMENT		 \$1,500.00
Maintenance of miscellaneous equipment	\$500	
Maintenance of City Hall generator	\$1,000	
 30-218 POSTAGE		 \$20,000.00

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-220 LEGAL PUBLICATIONS	\$9,500.00
Newspaper advertisements for elections, bid openings, financial statements, etc. (Finance statement cost \$4,620)	
 30-226 INSURANCE	 \$32,289.00
Fire and liability insurance - reflects a 5% increase	\$31,054
Workers' Compensation @ 3.28%	\$1,235
 30-226-2601 INSURANCE - RESERVE	 \$7,000.00
To establish a reserve to pay for deductibles on insurance claims	
 30-230 CONTRACTED SERVICES	 \$4,000.00
Extermination service for 515 W Main Street	\$1,200
Garbage Service	\$2,800
 40-341 DEPARTMENTAL SUPPLIES	 \$3,000.00
Janitorial supplies for City Hall and Police Department	
 40-341-4108 PUBLIC RELATIONS	 \$3,000.00
City Wide Christmas party	\$1,500
City Wide Summer picnic	\$1,500
 40-345 UNIFORMS	 \$710.00
Uniforms for City Hall Maintenance Workers	\$150
City Hall employees shirts - 16 @ \$35	\$560
 50-457 CAPITAL OUTLAY - BUILDING	 \$0.00
 50-458 CAPITAL OUTLAY - OTHER	 \$0.00
 50-459 CAPITAL OUTLAY - EQUIPMENT	 \$1,000.00
Miscellaneous equipment, vacuum cleaner, tools, etc.	\$1,000
 50-459-5906 CAPITAL OUTLAY - EQUIP OVER \$1000	 \$0.00
 60-566 TRANSFER TO OTHER FUNDS	 \$16,667.00
INCODE upgrade (2nd of 2 yr escrow) - 2/3 of the cost. Total cost \$50,000	\$16,667 _____

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TOTAL CITY HALL	<u><u>\$230,779.00</u></u>
699 CONTINGENCIES	\$149,406.00
Funds set aside to be used in emergencies	
State law limits to 10% of total budget	
TOTAL CONTINGENCIES	<u><u>\$149,406.00</u></u>
700 POLICE DEPARTMENT	
10-103 SALARIES AND WAGES	\$1,301,481.00
1. Chief	\$71,563
2. Deputy Chief (1)	\$56,244
3. Lieutenants (5) Grade 5	\$255,887
4. Sergeants (3) Grade 4	\$130,437
5. Police Officers (16)	\$698,305
6. SRO Officer	\$44,682
7. Sick Pay Compensation	\$27,358
8. Shift differential	\$5,603
9. Crossing Guards - 2 Schools 2 hrs per day 180 days	\$11,402
10-103-4551 ADMINISTRATIVE SALARIES	\$81,404.00
1. Administrative Assistant	\$35,389
2. Administrative Assistant	\$32,843
3. Sick Pay Compensation	\$1,226
4. Adm Assistant I (PT - 1040 Hrs. (DTF) Salary and Benefits paid by Drug Task Force	\$11,946
10-103-4552 POLICE OFFICER'S OVERTIME	\$66,300.00
Increased slightly to compensate for pay increases	
10-103-4553 OVERTIME - DUI/TRAFFIC SAFETY GRANT	\$12,000.00
This is a line item designated to separate overtime worked in various grant projects from regular overtime. Officers participating in the county-wide DUI task force, as well as other programs such as "Click It or Ticket," are compensated at their overtime rate with those expenditures reimbursed to the City.	
Governors Highways Safety - Overtime	\$12,000
10-103-4556 DEA OVERTIME	\$17,000.00
This is overtime reimbursed by the DEA	

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<p>10-103-4558 OVERTIME - DRUG TASK FORCE</p> <p>The inconsistency of the type of work the task force conducts makes it impossible to plan a schedule without overtime. \$5,000 in this line item is a very conservative figure.</p>	\$5,000.00
<p>10-103-4559 OVERTIME - K-9 HANDLER</p> <p>Regulations of the Fair Labor Standards Act require that K-9 handlers be paid for off duty time spent in the care, feeding, training, etc. of police dogs. While payment is required, it doesn't have to be at the same rate of pay as regular police duties. The police department K-9 officer works five regular shifts each work week (40 Hours). In addition, the K-9 officer is compensated for an additional 10 hours per week calculated on the time and one/half rate of the minimum wage for off-duty care, etc. of the dog.</p>	\$5,658.00
<p>10-103-4562 CLICK IT OR TICKET</p>	\$0.00
<p>10-103-4565 OVERTIME - INTERNAL TRAFFIC ENFORCEMENT PROGRAM</p> <p>This overtime is used to pay officers overtime for traffic enforcement. Officers working this detail are required to issue citations for various traffic law violations. The fines for the citation more than reimburse the city for the cost of the officers' overtime. In essence, this account is reimbursed by the officer's productivity. Other benefits are that it adds additional officers on duty to respond to urgent calls or to calls waiting. It also allows an officer who has time in between hearings to continue working so he or she doesn't have to go home and then return a couple hours later for a second hearing.</p>	\$6,000.00
<p>10-103-4566 OVERTIME "ELIMINATE UNDERAGE DRINKING GRANT"</p>	\$0.00
<p>10-103-4567 OVERTIME - STOP GRANT</p> <p>STOP Grant - Domestic Violence Overtime - Reimbursed</p>	\$5,500.00
<p>10-103-4568 SALARIES - COPS HIRING GRANT</p>	\$37,336.00
<p>10-103-9 ADMINISTRATIVE SALARIES - OVERTIME</p> <p>Overtime for Adm Asst - 10 Hrs.</p>	\$257.00
<p>10-104 FICA TAX</p>	\$117,815.00
<p>10-105 GROUP INSURANCE</p>	\$300,607.00

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10-106 RETIREMENT EXPENSE @ 14.5%		\$219,822.00
30-211 TELEPHONE EXPENSE		\$18,250.00
Telephone and Phone Cards	\$18,000	
Pager for Dog Warden	\$250	
30-213-1302 ELECTRIC - FIRING RANGE		\$1,200.00
Electric bill for firing range		
30-213-1303 UTILITIES - WATER & SEWER		\$350.00
Water bill for firing range		
30-214 TRAVEL EXPENSE		\$7,000.00
School Safety Patrol		
30-216 MAINTENANCE AND REPAIR - EQUIPMENT		\$6,500.00
Repairs and maintenance for electronic and mechanical equipment, portable/mobile radios, office machines, computer system components, etc.		
30-217 MAINTENANCE AND REPAIR - VEHICLES		\$21,500.00
Estimated total for maintenance costs of police vehicle fleet		
Slight increase compensates for increased cost of parts and substantial increase in the price of tires		
30-221 TRAINING AND EDUCATION		\$20,000.00
Our professional education this year contains training out of the normal availability but of importance to make our agency self-sufficient. The additional training needs are: Crime Scene Processing, Distraction Device Instructor, Hostage Rescue, Commander Role in Hostage Situations, Drug Interdiction, Completion of Paramedic certification for ilfond. Most of these classes are not available in state. They are offered at OPTA in Ohio and IPTM in Florida		
30-222 DUES AND SUBSCRIPTIONS		\$1,250.00
Annual dues for professional organizations, subscriptions, and membership with the Harrison County Bureau of Emergency Services, Polygraph Association, National Tactical Officers Association, WV Chiefs of Police Association, etc.		
30-225 LAUNDRY AND DRY CLEANING		\$10,800.00
Laundry, dry cleaning and repair of officers' uniforms		

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-226 INSURANCE	\$110,241.00
Property, auto and liability insurance reflects a 5% increase	\$66,879
Workers' Compensation @ 2.82%	\$43,362
 30-233 INVESTIGATION EXPENSE	 \$1,000.00
Funds used to purchase evidence and contraband in covert investigations involving drugs, illegal sale of alcohol, tobacco, etc., in addition to costs incurred in the conduct of investigations	
 30-233-3301 CONTRIBUTION TO HARRISON CO DRUG TASK FORCE	 \$5,000.00
The Bridgeport and Clarksburg Police Departments provide support to the Greater Harrison County Drug and Violent Crimes Task Force operations by providing funding for the investigative purchase of controlled substances and other contraband. The Task Force is expending approximately \$65,000 yearly to support their investigations. This minimal cost helps the Task Force maintain sustainability.	
 40-341 DEPARTMENTAL SUPPLIES	 \$10,000.00
Monies in this item are used to fund routine operations involving expendable goods and services.	
 40-341-4102 MATERIALS AND SUPPLIES - POLICE DOG	 \$2,000.00
 40-341-4103 URBAN DEER HUNT SUPPLIES	 \$1,000.00
All supplies, forms, permits, licenses and signage needs replenished	
 40-341-4106 DARE SUPPLIES	 \$1,000.00
This amount is specifically allocated for materials for the DARE program. While donations to the program may occur, it's unknown whether or not fiscal support will be forthcoming. The DARE program has also expanded to the high school level, requiring additional materials and supplies.	
 40-341-4107 AWARENESS SUPPLIES	 \$0.00
 40-341-4114 COPS NIGHT OUT	 \$13,750.00
National Night Out - City funds	\$8,750
Target Community Grant - Fund only to be spent if the grant is received	\$5,000

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
40-343 AUTOMOBILE SUPPLIES	\$79,500.00
Gasoline for police vehicles. Wildly fluctuating fuel prices have made an accurate estimate for gasoline nearly impossible. With increased patrols and increased gasoline prices, this is a conservative estimate	
 40-345 UNIFORMS	 \$17,500.00
This item reflects costs for the routine maintenance and replacement of uniforms and personal equipment as well as the purchase of shoulder patches, emblems, etc.	\$17,500
 50-457 CAPITAL OUTLAY - BUILDING	 \$0.00
 50-458 CAPITAL OUTLAY - OTHER	 \$0.00
 50-459 CAPITAL OUTLAY - EQUIPMENT	 \$63,132.00
1. Cruiser equipment	
This budget item is for acquisition of various items of equipment (vehicle warning lights, sirens, scanners, consoles, security partitions, wiring, speakers, consoles, 2-tone black and white paint, graphics, etc.	\$24,000
2. Ammunition (includes .45 cal., .223 cal., .308 cal., and .12 ga. Duty ammo., practice/training ammo., and qualifications.	\$12,000
3. Simmunition used during training exercises in our new simmunition weapons. (Used for realistic training with firing exercises)	\$2,500
4. 5 Portable radio batteries / charger (Impress)	\$1,225
5. Taser DPM Batteries (4)	\$140
6. Taser 15 ft. Cartridge (60) for certifying officers	\$1,260
Taser 25 ft. Cartridge (5) for carrying on-duty	\$130
Taser 35 ft. Cartridge (5)	\$175
7. Jotto Desk Console Equipment installation (6)	\$3,800
8. Jotto Desk Computer mounts installation (6)	\$1,500
9. Kwik Clot (used to stop bleeding)	\$500
10. Investigation Supplies/Equipment/Cellebrite License Update	\$5,270
11. Battery replacement for in-car cameras	\$1,350

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12. Motorcycle equipment for rider and in-house training:	
1 pair of Chippewa police motorcycle boots	\$240
1 pair of breeches	\$160
1 3/4 shell SHOEI Police Motorcycle helmet	\$437
1 Communication system for Motorcycle	\$1,560
1 American flag kit for Harley Motorcycle	\$210
We have a certified instructor on staff. We want to train 3 new officers this year. This equipment will allow us to train and equip new officers.	
13. Hoppe's 9 Elite 32oz. Gun Cleaner	\$120
14. Target for range (practice and qualifying)	\$250
15. .45 cal. Glock .45 duty weapons model 21 Gen 4 (2)	\$995
16. .223 UTM AR-15 Simmunition Bolts (10)	\$2,500
17. .223 Simmunition Rounds	\$2,250
18. Battery Impress NiMH FM 200mAh (6)	\$560

50-459-5905 CAPITAL OUTLAY - DONATIONS	\$850.00
Donations by community organizations. Offset by revenue account only to be spent if received	

50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1000	\$203,945.00
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Patrol Vehicle Replacement	\$174,000.00
This expenditure represents on-going vehicle replacement pursuant to the Fleet Management Plan implemented in 1996 with the replacement of six vehicles. 6 Ford Police Interceptors will be purchased this year. These new vehicles are manufactured for police agencies only and not available to the general public.	
Computer Replacement	\$7,800
Replace 6 laptops, docking stations and DC adapters for patrol use.	
Tactical Vest	\$5,000
Requesting to replace 2 vests	
In-Car Radar	\$5,700
(3) in car moving radar systems with camera sync.	
HDVR 16 channel (Replace DVR recorder for Interview Rooms)	\$5,000
Mobile Radios (2)	\$6,445
We used two of our radios for the Emergency Services Vehicle and the VIPs vehicle. This will replace those radios in our cruisers.	

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60-566 TRANSFER TO OTHER FUNDS	\$5,000.00
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In Car Cameras

In-Car cameras are \$5,000.00 each. Some are 7 years old.	\$5,000
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This will escrow (1) camera. Will escrow until cameras must be replaced	\$5,000
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TOTAL POLICE DEPARTMENT

\$2,776,948.00

706 FIRE DEPARTMENT

10-103 SALARIES AND WAGES

\$1,156,967.00

- | | |
|--|-----------|
| 1. Salary of Fire Chief | \$72,771 |
| 2. Administrative Captain | \$52,150 |
| 3. 3 Fire Captains | \$147,816 |
| 4. 3 Fire Lieutenants | \$134,368 |
| 5. 11 Firefighter/Paramedics | \$431,379 |
| 6. 7 Firefighter/EMT | \$254,188 |
| 7. Administrative Assistant IV | \$35,389 |
| 9. Sick pay compensation | \$16,953 |
| 10. 1/3 Salary Adm Assistant IV - Fire Fees | \$11,471 |
| 11. Transfer funds to Ambulance payroll account | -\$58,849 |
| 12. Adm Assistant IV - Fire Fees Outside City Limits | \$32,843 |
| 13. Training hours
48 hours per man X 25 men | \$26,488 |

10-103-363 SALARIES AND WAGES - AMBULANCE

\$58,849.00

Figured based on estimated 1600 hours spent on ambulance runs multiplied by the average hourly rates for a Firefighter/Paramedic and Firefighter/EMT

10-103-5002 OVERTIME - FIRE DEPARTMENT

\$96,266.00

- | | |
|--|----------|
| 1. The difference between 212 and 216 hours is 52 hours of overtime per man per year | \$34,961 |
| 2. Additional hours to cover extra shifts (2,167 hours @ \$28.29.) | \$61,305 |

10-104 FICA TAX

\$100,409.00

10-105 GROUP INSURANCE

\$281,398.00

10-106 RETIREMENT EXPENSE

\$190,273.00

30-211 TELEPHONE EXPENSE

\$15,000.00

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-213 UTILITIES	
30-213-1301 GAS	\$15,000.00
30-213-1302 ELECTRIC	\$25,000.00
30-213-1303 WATER AND SEWAGE	\$6,000.00
30-213-1304 FIRE HYDRANT RENTAL (528 @ \$62)	\$32,736.00
30-215 MAINTENANCE AND REPAIR - BUILDING	\$28,100.00
Normal upkeep	\$8,000
Cleaning supplies for the building.	\$4,000
Refinish vinyl floors strip and reseal	\$5,200
Window cleaning Public Safety Complex - twice a year	\$2,000
Maintenance of garage door motors and lifting equipment	\$2,500
Cleaning of all carpeting in offices	\$4,000
Backflow device parts and installation at Main Station	\$500
Backflow testing Main Station and Substation	\$400
Carpeting for bunkroom at Substation	\$1,500
30-216 MAINTENANCE AND REPAIR - EQUIPMENT	\$21,175.00
Maintenance contract fire reporting software	\$1,200
Maintenance contract ambulance billing software	\$2,475
Maintenance contract for Heart Monitors/AED's	\$2,000
Maintenance contract for copier	\$2,000
SCBA (Flow/Static tests and repairs)	\$2,200
Maintenance contract air compressor	\$1,000
Annual maintenance for generator	\$1,000
Maintenance for software EMS wireless reports	\$1,500
Fuel for backup generator	\$1,500
Required maintenance of generator - substation	\$1,000
Upgrade Heat Monitors for EKG transmittals	\$1,800
Maintenance repair for portable radio's	\$2,000
Annual maintenance for ambulance cots	\$1,500
30-217 MAINTENANCE AND REPAIR - AMBULANCES	\$14,000.00
Warranty expired for Amb 28 & 29	
30-217-1701 MAINTENANCE AND REPAIR - CHIEF'S CAR	\$500.00
30-217-1702 MAINTENANCE TO FIRE APPARATUS	\$26,000.00
Maintenance & repair to Fire Truck	
Annual pump tests for fire apparatus, ladder tests, hose test	
30-218 POSTAGE	\$14,000.00
In City Fire Fee Billing	\$8,000
Outside City Fire Fee Billing	\$6,000

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-221 TRAINING AND EDUCATION	\$14,000.00
Training for Fire Department employees	\$9,000
Additional classes requested by Safety Manager	\$5,000
 30-221-5021 SAFETY TRAINING AND EDUCATION	 \$1,000.00
Community Training	
 30-221-7601 TRAINING - VOLUNTEERS	 \$1,000.00
Training and education for volunteer members (15 members)	
 30-222 DUES AND SUBSCRIPTIONS	 \$2,500.00
 30-223 PROFESSIONAL SERVICES	 \$4,789.00
Aerial Orthophotography used with fire fees	
 30-225 LAUNDRY AND DRY CLEANING	 \$11,000.00
Uniform Cleaning - \$250 per man	\$6,500
Linens	\$4,500
 30-226 INSURANCE	 \$92,483.00
Workers' Compensation @ 5.46%	\$71,629
Auto, liability, property insurance - reflects a 5% increase	\$20,854
 30-226-363 INSURANCE - AMBULANCE	 \$2,907.00
Auto, liability, and property insurance for ambulances and equipment	
 30-226-7061 WORKERS COMPENSATION - VOLUNTEERS	 \$750.00
Workers' Compensation @ 5.46% for 15 volunteers @ 5 hr week	
 30-230 CONTRACTED SERVICES	 \$12,244.00
Paramedic assists from other agencies	\$500
Maintenance of Public Safety Complex	\$8,000
Garbage service for Main Station	\$1,872
Garbage service for Public Safety Complex	\$1,872
 40-341 DEPARTMENTAL SUPPLIES	 \$10,340.00
Office supplies	\$6,000
Miscellaneous Shipping	\$340
Bills, Envelopes, Etc. for Outside City Limits Fire Fee Billing	\$4,000

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40-341-4110 SUPPLIES FIRE APPARATUS	\$5,500.00
Vehicle Cleaning Supplies	\$4,000
Compressed Air Foam	\$1,500
 40-341-5001 MEDICAL SUPPLIES	 \$22,200.00
Medical supplies for ambulance	\$9,000
Oxygen	\$12,000
Biohazard Pickup and Disposal	\$1,200
 40-343 AUTOMOBILE SUPPLIES	 \$22,000.00
 40-343-363 AUTOMOBILE SUPPLIES - AMBULANCE	 \$18,000.00
 40-345 UNIFORMS	 \$12,400.00
\$400 per man uniform allotment for career men	\$10,400
Uniforms, etc to replace worn out gear	\$2,000
 40-345-7601 UNIFORMS - VOLUNTEERS	 \$4,000.00
Uniforms, personal gear, misc items for volunteers	\$4,000
 50-457 CAPITAL OUTLAY - BUILDING	 \$0.00
 50-458 CAPITAL OUTLAY - OTHER	 \$3,000.00
Replacement hose	
 50-459 CAPITAL OUTLAY - EQUIPMENT	 \$6,300.00
3 replacement sets of firefighting gear	\$6,300
 50-459-5902 AMBULANCE EQUIPMENT	 \$10,000.00
Miscellaneous ambulance equipment	\$10,000
 50-459-5905 CAPITAL OUTLAY - DONATIONS	 \$500.00
 50-459-5906 CAPITAL OUTLAY - EQUIP OVER \$1000	 \$25,083.00
Trailer for UTV and plow	\$2,500
Base Radio (IRP -25) for Substation with antenna	\$5,000
Two Tough books, replacements for two in service for three years	\$6,000
Knox Box Key Control for each vehicle	\$6,083
Hurst JL-500 Spreader	\$5,500

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50-459-7601 CAPITAL OUTLAY - EQUIPMENT - VOLUNTEERS		\$2,100.00
1 replacement set of volunteer firefighting gear	\$2,100	
 60-566 TRANSFER TO OTHER FUNDS		 \$243,000.00
Escrow to replace ambulance 518 - 4th of 5 years	\$30,000	
Escrow to replace ambulance 519 - 5th of 5 years	\$30,000	
Escrow to replace engine 21 - 4th of 4 years	\$110,000	
Replacement SCBA's (3rd yr of 3 yr escrow)	\$58,000	
Replacement of SUV 515 vehicle (2nd of 2 yr escrow)	\$15,000	
 70-672 LEASE AGREEMENT PAYMENT		 \$48,495.00
Payment on lease agreement on Engine 22		
Balance as of 02/19/13 - \$103,445.61		
Quarterly payment of \$12,123.54 due Feb. May, Aug and Nov.		
Final Payment May 19, 2015		
Rate: 2.5% Adjusted 05/19/2011 will adjust every 36 months, no floor		
Rate will adjust 2014.		
 TOTAL FIRE DEPARTMENT		 <u><u>\$2,657,264.00</u></u>
 707 DOG WARDEN (POLICE DEPARTMENT)		
 30-223 PROFESSIONAL SERVICES		 \$900.00
This line item includes expenses for animal shelter services, euthanasia, and veterinary care for animals seized by the dog warden.		
 30-230 CONTRACTED SERVICES		 \$21,000.00
Annual contract costs with John Snyder for animal control services.	\$21,000	
Contract to be increased yearly to reflect any COLA increases given regular employees.		
 40-341 MATERIALS AND SUPPLIES		 \$400.00
Funds for miscellaneous small items (pole and cage) used in conjunction with animal control functions		
 TOTAL DOG WARDEN		 <u><u>\$22,300.00</u></u>
 716 EMERGENCY SERVICES		
 10-103 SALARIES AND WAGES		 \$44,416.00
Emergency Services Director		

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10-104 FICA		\$3,418.00
10-105 GROUP INSURANCE		\$4,618.00
10-106 RETIREMENT		\$6,459.00
30-211 TELEPHONE		\$1,100.00
Regular Phone Service	\$600	
Phone service for VIPS Command Staff/Emergency Services volunteers	\$500	
30-216 MAINTENANCE AND REPAIR - EQUIPMENT		\$500.00
Maintenance and repair for ten generators in the Emergency Services stockpile'		
30-217 MAINTENANCE AND REPAIR - VEHICLE		\$1,000.00
Maintenance and repair for Emergency Service Durango, VIPS Durango and Charger		
30-221 TRAINING AND EDUCATION		\$5,000.00
Funds to cover the necessary expenses of the Director and Deputy Director to attend monthly Region 2 EMA meetings held throughout the state. Tuition and travel for staff, printing cost for MYN sessions, cost of neighborhood meetings, CERT and VIPS training, etc.		
30-221-5021 SAFETY TRAINING		\$0.00
30-222 DUES AND SUBSCRIPTIONS		\$3,000.00
Annual cost for NIXLE (Nixle One Source package). This package offers texting, emails, mass voice messaging via land line phone, select target group messaging i.e.. City fire, police, administration, council, public works, parks and rec., or targeted geographic areas.		
30-223 PROFESSIONAL SERVICES		\$9,490.00
COOP (Dept of Homeland Security) to continue maintenance and update CRIPOS system. (List of critical infrastructure, resources, interoperability, communications availability, customization of each jurisdiction and resource directory module)	\$6,000	
Mandatory Region II training HSEEP compliant training exercise to ensure Homeland Security Funding	\$2,500	
Satellite phone yearly service	\$990	

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-226 INSURANCE	\$731.00
Worker's Compensation @ .29%	\$131
Liability Insurance - VIPs	\$600
 30-230 CONTRACTED SERVICES	 \$0.00
 40-341 MATERIALS AND SUPPLIES	 \$10,795.00
Annual expenditures for expendable materials required to complete assigned tasks. Includes funding for supplies for emergency services director and Emergency Services Council	\$4,000
VIPs equipment and supplies including traffic vests, duty belt, badges flashlight holder, rechargeable flashlight, universal radio case, 2014 Citizens Police/VIPs Academy	\$6,795
 40-343 GASOLINE	 \$8,500.00
Fuel for Emergency Services Durango, VIPs Durango, Charger and ten generators	
 40-345 UNIFORMS	 \$12,105.00
VIPs uniforms, 10 new recruits	\$5,760
Existing members to add 1 long sleeve and 1 short sleeve shirt, patches, watch caps and winter gloves	\$6,345
 50-458 CAPITAL OUTLAY - OTHER	 \$0.00
 50-459 CAPITAL OUTLAY - EQUIPMENT	 \$0.00
 50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1000	 \$26,175.00
Equipment to distribute the audio on VHF to all the stations as well as synchronize your existing station to the group	\$12,175
P25/SIRN Mobile units and ACU/gateway to be installed at PK Tower to complete communications link between BPD, BFD, 9-1-1/ headquarters and Meadowbrook Mall vicinity per IRP/Communications Work Group Priority #3	\$8,000
Base radio & antenna system	\$6,000
 60-566 TRANSFER TO OTHER FUNDS	 <u>\$0.00</u>
 TOTAL EMERGENCY SERVICES	 <u><u>\$137,307.00</u></u>
 724 FIRE FEE DISTRIBUTION	
10-103 SALARIES AND WAGES	\$0.00

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10-103-5002 OVERTIME	\$0.00
10-104 FICA	\$0.00
10-105 GROUP INSURANCE	\$0.00
10-106 RETIREMENT	\$0.00
30-211 TELEPHONE	\$0.00
30-213-1301 GAS	\$0.00
30-213-1302 ELECTRIC	\$0.00
30-213-1303 WATER	\$0.00
30-215 MAINTENANCE AND REPAIR - BUILDING	\$0.00
30-218 POSTAGE	\$0.00
30-221 TRAINING AND EDUCATION	\$0.00
30-225 LAUNDRY AND DRY CLEANING	\$0.00
30-226 INSURANCE	\$0.00
40-341 MATERIALS AND SUPPLIES	\$0.00
40-345 UNIFORMS	\$0.00
50-459 CAPITAL OUTLAY - EQUIPMENT	\$0.00
50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1,000	<u>\$0.00</u>
TOTAL FIRE FEE DISTRIBUTION	<u><u>\$0.00</u></u>

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750 STREETS AND HIGHWAYS

10-103 SALARIES AND WAGES		\$470,551.00
1. Superintendent of Public Works - 46%	\$31,787	
2. Current Work Force	\$328,930	
3. Call Pay	\$2,858	
4. Sick Pay compensation	\$8,647	
5. 2 Casual Laborers - 16 weeks @ \$7.50 per hour (50% of salary) - Est. depending on longevity	\$4,800	
6. 3 man concrete crew \$27,768 of Special Levy Funds budgeted in account below	\$55,617	
1 employee for Storm Drains/mapping, etc. (Mnt 3)	\$26,160	
1 employee for Storm Drains/Sanitary maintenance (50% General)	\$11,752	
10-103-5701 LABOR ON SIDEWALKS		\$27,768.00
Special tax levy mandates the appropriation of \$63,625 for the current year sidewalk fund. In FY 13-14. \$27,768 of this money is in Sidewalk labor; \$25,857 in Capital Outlay - Sidewalks and \$10,000 in the Main Street Sidewalk account.		
10-103-9 SALARIES AND WAGES - OVERTIME		\$29,417.00
Overtime for crews		
10-104 FICA TAX		\$40,407.00
10-105 GROUP INSURANCE		\$139,372.00
10-106 RETIREMENT EXPENSE		\$75,947.00
30-211 TELEPHONE EXPENSE		\$4,300.00
4 cell phones for Foremen to keep activity down on radios		
30-213 UTILITIES		
30-213-1305 STREET LIGHTING		\$123,000.00
Existing street lights		
Additional lights:		
A. Briarwood		
B. Crystal Ridge		
C. Rosewood		
D. Forrester		
E. Stone Bridge		
F. Rec Complex		
G. Mall Lights		

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-214 TRAVEL	\$2,000.00
Cost for training, seminars, and related expenses	
30-215 MAINTENANCE AND REPAIR - BUILDING/GROUNDS	\$6,500.00
Replacement of existing signs which have been damaged	\$3,000
Salt Bin Repair	\$2,500
Crane Inspection	\$1,000
30-216-1601 MAINTENANCE AND REPAIR - EQUIPMENT	\$25,000.00
Miscellaneous repairs	\$12,000
Inspection/repair of the spreaders and plows	\$7,000
Tires, sweeper brooms, etc.	\$6,000
30-216-1602 MAINTENANCE AND REPAIR - TRAFFIC LIGHTS	\$11,350.00
Repair Traffic Lights	\$1,350
Replacement Street Lights/Electrical Work	\$10,000
30-216-4301 MAINTENANCE AND REPAIR - PW BLDG EQUIPMENT	\$2,500.00
Maintenance of gas boy system and other misc for PW	\$1,000
Garage	\$1,000
Miscellaneous	\$500
30-217 MAINTENANCE AND REPAIR - VEHICLES	\$16,700.00
Maintenance and Repair	\$10,000
Certify Boom Truck	\$1,200
Truck body repair	\$5,000
Decals	\$500
30-226 INSURANCE	\$37,463.00
Property, auto and liability (Reflects a 5% increase)	\$17,574
Worker's Compensation @ 3.77%	\$19,889
30-230 CONTRACTED SERVICES - STREET REPAIRS	\$531,750.00
30% (\$381,750) of Special Levy is required to be used to repair streets.	\$381,750
Additional for street and curbing repairs	\$150,000
30-230-3001 CONTRACTED SERVICES - SIDEWALK	\$0.00
Special tax levy mandates the appropriation of \$63,625 for the current year sidewalk fund. In FY 13-14, \$27,768 of this money is in Sidewalk labor; \$25,857 in Capital Outlay - Sidewalks and \$10,000 in the Main Street Sidewalk account.	

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30-230-3002 CONTRACTED SERVICES - LANDFILL	\$3,000.00
30-230-3004 MAIN STREET SIDEWALKS	\$10,000.00
Special tax levy mandates the appropriation of \$63,625 for the current year sidewalk fund. In FY 13-14, \$27,768 of this money is in Sidewalk labor; \$25,857 in Capital Outlay - Sidewalks and \$10,000 in the Main Street Sidewalk account.	
40-341 DEPARTMENTAL SUPPLIES	\$32,000.00
Includes funds for supplies and materials routinely required to operate the department. Items include stone, sand, concrete, blacktop, signs, paint, etc.	
Concrete, blacktop, signs, paint, etc.	\$30,000
Chemicals for treatment of the lakes	\$2,000
40-341-4101 SNOW AND ICE CONTROL	\$40,000.00
40-343 AUTO SUPPLIES - GASOLINE	\$30,000.00
40-345 UNIFORMS	\$12,950.00
Boot allotment, \$50 per employee (steel toe)	\$1,250
Uniforms - Increase due to increase in contract and additional employees	\$9,000
Miscellaneous items (tee shirts, hats, etc.)	\$2,000
Prescription Safety Glasses (\$100 each)	\$700
50-458 CAPITAL OUTLAY - SIDEWALKS	\$25,857.00
Special tax levy mandates the appropriation of \$63,625 for the current year sidewalk fund. In FY 13-14, \$27,768 of this money is in Sidewalk labor; \$25,857 in Capital Outlay - Sidewalks and \$10,000 in the Main Street Sidewalk account.	
50-458-5801 CAPITAL OUTLAY - STORM DRAINS	\$235,000.00
Various areas in the City	\$60,000
Stormwater project in accordance with Council's stormwater objectives	
Engineering	\$25,000
Project	\$150,000
50-458-5802 CAPITAL OUTLAY - INFRASTRUCTURE	\$9,000.00
Guardrail and miscellaneous infrastructure	\$2,000
Various signs throughout the City	\$5,000
Street Signs (Reflective)	\$2,000
50-458-5803 CAPITAL OUTLAY - CONCRETE CREW MATERIALS	\$75,000.00
Concrete for 3 man concrete crew - street repair	

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50-459 CAPITAL OUTLAY - EQUIPMENT		\$6,500.00
1. Replacement Radios (1/3 Cost)	\$1,000	
2. Flusher Hose (10%)	\$500	
3. Root Cutter Cables (10%)	\$500	
4. Misc. tools (pumps, saws, etc.) (1/3 cost)	\$3,500	
5. Storm Water Truck Tools	\$1,000	
50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1000		\$35,400.00
2 Flow meters - 20% of cost (Sewer Fund - \$8,000)	\$2,000	
Cutoff saw (gas powered)	\$1,400	
New camera for 4" lines (1/2 Cost)	\$6,500	
New trailer	\$7,000	
2 snow plows for current trucks	\$12,000	
Utility bed for 1 ton	\$6,500	
60-566 TRANSFER TO OTHER FUNDS		\$50,000.00
Storage in garage (3rd yr of 3 yr escrow)	\$20,000	
Sweeper (4th yr of 10 yr escrow)	\$20,000	
4x4 Backhoe (3rd yr of 3 yr escrow)	\$10,000	
TOTAL STREETS AND HIGHWAYS		<u>\$2,108,732.00</u>
754 CENTRAL GARAGE		
10-103 SALARIES AND WAGES		\$49,850.00
Mechanic - 80% General	\$27,905	
Second Mechanic	\$20,929	
Sick Pay Compensation	\$1,016	
10-103-9 SALARIES AND WAGES - OVERTIME		\$2,550.00
10-104 FICA		\$4,055.00
10-105 GROUP INSURANCE		\$10,546.00
10-106 RETIREMENT		\$7,641.00
30-211 TELEPHONE		\$1,200.00

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ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-213 UTILITIES	
30-213-1301 GAS - 415 W Main Street	\$1,000.00
30-213-1302 ELECTRIC - 415 W Main Street	\$2,000.00
30-213-1303 WATER AND SEWAGE - 415 W Main Street	\$700.00
30-214 TRAVEL	\$500.00
Costs for training, seminars and related expenses	
30-216 MAINTENANCE AND REPAIR - EQUIPMENT	\$1,200.00
30-222 DUES AND SUBSCRIPTIONS	\$100.00
Inspection license, etc., CDL License	
30-226 INSURANCE	\$1,780.00
Workers' Compensation @ 3.40%	
30-230 CONTRACTED SERVICES	\$0.00
40-341 DEPARTMENTAL SUPPLIES	\$2,500.00
40-343 AUTOMOBILE SUPPLIES	\$1,000.00
Oil for city vehicles	
40-345 UNIFORMS	\$1,500.00
Uniforms	\$1,050
Steel toe shoe / boot allowance	\$100
Hats / Tee Shirts / Miscellaneous	\$150
Safety Glasses (prescription)	\$200
50-459 CAPITAL OUTLAY - EQUIPMENT	\$3,000.00
Miscellaneous Tools	
50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1000	\$4,000.00
Scan tool	\$4,000
60-566 TRANSFER TO OTHER FUNDS	\$3,000.00
Escrow for lift replacement (4th yr of 5 yr)	\$3,000
TOTAL CENTRAL GARAGE	\$98,122.00

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900 PARKS AND RECREATION

10-103 SALARIES AND WAGES		\$388,040.00
1. Director	\$73,918	
2. Deputy Director of Recreation	\$49,604	
3. Administrative Assistant IV	\$34,116	
4. Foreman	\$41,648	
5. Maintenance Worker II	\$28,176	
6. Maintenance Worker III	\$30,213	
7. Worker for Main St./Park Maintenance	\$29,427	
8. Maintenance Worker II - 1/3 Salary - Balance Rec Complex	\$8,720	
9. Maintenance II	\$26,924	
10. Sick Pay Compensation	\$7,912	
11. Civic Center Receptionists 51 hours per week @ \$10.85	\$28,775	
12. 4 Park Casual Laborers 15 weeks @ \$8.15 Avg. Pay	\$19,560	
13. Maintenance Worker III - 1/3 salary - Balance Rec Complex	\$9,047	
10-103-9 SALARIES AND WAGES - OVERTIME		\$6,339.00
Overtime maintenance - 211 hours		
10-104 FICA TAX		\$30,205.00
10-105 GROUP INSURANCE		\$56,850.00
10-106 RETIREMENT EXPENSE		\$50,398.00
30-211 TELEPHONE EXPENSE		\$8,700.00
Regular service	\$8,700	
30-213 UTILITIES		
30-213-1301 GAS		\$11,000.00
Civic Center Complex and pool bathhouse		
30-213-1302 ELECTRIC		\$23,000.00
Parks & Recreation Facilities		
30-213-1303 WATER AND SEWER		\$10,000.00
Parks & Recreation Facilities		
30-214 TRAVEL		\$5,025.00
1. 2 people to attend 2013 WVRPA Conference	\$950	
2. 2 people to attend 2013 NRPA Conference	\$3,250	
3. Miscellaneous mileage/travel	\$325	
4. Miscellaneous workshops and seminars	\$300	
5. Mid year WVRPA meeting	\$200	

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30-215 MAINTENANCE AND REPAIR - BUILDING/GROUNDS	\$40,765.00
Janitorial supplies/expenses Parks & BCC	\$15,000
Mulch for playgrounds	\$2,000
Fertilizer and seed for athletic fields - City Parks and Lake	\$6,000
2 tractor trailer loads of mulch for maintenance of trails	\$2,000
Repairs to trails - black top	\$7,500
Upgrade electric system at the basketball courts	\$1,750
Test 7 backflow preventers	\$515
Irrigation supplies (City Park)	\$750
Top dressing for City Park athletic fields	\$3,000
6 LED exit lights for the BCC	\$600
Replacement of Sloan valves in restrooms	\$450
Sand for volleyball court	\$1,200
30-215-1503 MAINTENANCE - MAIN STREET	\$5,000.00
46 flower pots for Main Street light poles	\$3,500
Regular maintenance	\$1,500
30-216 MAINTENANCE AND REPAIR - EQUIPMENT	\$5,500.00
1. Copy machine maintenance agreement	\$520
2. Miscellaneous repairs to equipment and tools	\$4,000
3. Tune Pianos	\$150
4. Extra copies	\$285
5. New tires for mowing equipment	\$425
6. Maintenance on defibulator	\$120
30-217 MAINTENANCE AND REPAIR - VEHICLES	\$4,000.00
2001 Maintenance Buggy Club Car	\$500
2005 Chevy Colorado	\$1,000
2006 Dodge Truck	\$1,000
2009 Kawasaki 4X4 UTV	\$400
New tires for vehicles	\$1,100
30-220 ADVERTISING	\$600.00
Miscellaneous ads for programs, grants, publications,	
30-221 TRAINING AND EDUCATION (PROGRAMS)	
30-221-2101 INSTRUCTORS FEES	\$15,200.00
Miscellaneous Activities	\$1,200
Little Explorers	\$2,400
Stamp Camp	\$1,260
Floral Arrangement	\$300
Ball Room Dancing	\$2,000
Karate	\$2,100
Pilates	\$1,020
Tennis	\$900
Strong Moms	\$4,020

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30-221-2102 PROGRAM MATERIALS	\$2,500.00
Program and activity supplies	
30-221-2103 MISCELLANEOUS PROGRAMS	\$31,690.00
Xtreme Science Camps	\$6,000
Fishing Tournament	\$100
Basketball League (HCS)	\$6,000
Children's Basketball League (HCS)	\$3,500
Gym Rental (HCS) \$65 per hr.	\$3,500
New Programs	\$2,250
Soccer Camp	\$2,000
Wrestling League	\$500
Theatre Camp	\$2,000
Speed Camp	\$840
Fall Baseball League	\$1,500
Fall Softball League	\$3,500
30-221-2104 NON-REVENUE PRODUCING PROGRAMS	\$11,000.00
A. Hay Bales and Tall Tales	\$500
B. Easter Egg Hunt in the Park	\$300
C. Christmas Parade, Programs and Activities	\$600
D. Outdoor Movies in the Park (3)	\$1,200
E. Community Outdoor Music in the Park (3)	\$3,000
F. Senior Citizens Club	\$500
G. Miscellaneous games	\$900
H. Light Up Night/ Fire Works	\$4,000
30-221-2105 BENEDUM CELEBRATION	\$5,000.00
Contribution for July 2013	
30-221-2106 ARTS COUNCIL	\$5,000.00
Contribution for July 2013	
30-221-2107 PROGRAMS IN THE PARK	\$0.00
30-222 DUES AND SUBSCRIPTIONS	\$550.00
NRPA dues	\$300
WVRPA	\$250
30-223 PROFESSIONAL SERVICES	\$0.00

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30-226 INSURANCE	\$33,150.00
Property, auto and liability coverage, reflects a 5% increase	\$19,211
Workers' Compensation @ 3.16% (Employees)	\$12,457
Workers' Compensation @ 3.16% (Instructors)	\$1,482
30-230 CONTRACTED SERVICES	\$13,205.00
Exterminating costs - \$25/mo.	\$300
Power Company to hang Christmas decorations	\$2,000
Yearly elevator safety inspection	\$640
Yearly elevator safety test	\$245
Pruntytown Workers (One week per quarter - 4 men)	\$1,280
Yearly test of Fire Suppression system	\$350
HVAC maintenance contract	\$2,000
Garbage service for the Civic Center & City Park	\$3,000
City Park - on call 12 months	
BCC/Pool - 1 time a week Nov - Apr; May - Oct 3 times a week	
New - Criminal background checks (Est. 67 @ \$18.50 each)	\$1,240
Children's & Fast Break Basketball, Wrestling, Soccer Camp, Little Explorers, Science & Theater Camps, Karate, Tennis Programs	
Install 2 lights in the City Park	\$1,750
Port-A-John for Hinkle Lake Fishing (March - June)	\$400
40-341 DEPARTMENTAL SUPPLIES	\$5,595.00
Office supplies	\$1,700
Brochures, flyers, etc.	\$3,000
Health department permits	\$245
WV State certification from the Dept of Labor for the elevator	\$50
3 Hands free phone head sets	\$600
40-341-4103 MATERIALS AND SUPPLIES - FRIENDS	\$4,500.00
Moneys donated for Friends of Parks - based on revenue received during the fiscal year	
40-343 AUTOMOBILE SUPPLIES	\$11,000.00
Gasoline and oil for trucks	
40-345 UNIFORMS	\$3,350.00
Maintenance workers (rental) - uniforms	\$2,050
(7 employees) \$50 each towards steel toe boots	\$350
Office, maintenance and special events shirts	\$800
Chaps for chain saw protection	\$150
40-346 PURCHASES FOR RESALE	\$0.00

**GENERAL FUND BUDGET DOCUMENT
FISCAL YEAR 2013-2014
ACCOUNT TITLE AND DESCRIPTION**

**FY 13/14
APPROVED
BUDGET**

ACCOUNT TITLE AND DESCRIPTION	BUDGET
50-457 CAPITAL OUTLAY - BUILDING	\$3,000.00
Install new drop ceiling & lighting in the GSR of the Civic Center	\$1,500
Replace doors in the BCC	\$1,500
 50-458 CAPITAL OUTLAY - OTHER	 \$17,900.00
6 Flower Pots (new section of Main St)	\$200
70 - 24" Red Bows for Main St. Light Post	\$2,200
Paving of the Compton Park parking lot	\$5,000
Repair City Park Walking trail (CSX)	\$7,000
Fish for the Lakes	\$2,000
Grass Carp & Fish for Deegan Lake and Pond	\$1,500
 50-459 CAPITAL OUTLAY - EQUIPMENT	 \$5,765.00
Miscellaneous tools	\$500
2 - Cell Phones	\$200
New tables for BCC	\$640
2 - Cell Phone enhancer for BCC	\$700
1 - Electric Hoist 2000 lb.	\$350
2 - Stihl Weed Trimmers	\$725
1 - 14" Chop Saw	\$225
1 - Dremel Multi Max	\$110
1 - Orgen 510 A Bench Chain Grinder	\$325
1 - 14" Diamond blade for cut off Saw	\$120
6 - safety gas cans	\$470
Trash can lids (4) - Park facilities	\$450
Two trash cans for City Park Trials	\$950
 50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1000	 \$34,450.00
1 - Additional vehicle of department (police car)	\$0
2 - Portable Generators	\$1,750
11 - Christmas Decorations for Main St. Light Poles	\$10,000
12 - LED Lights Retro fit kits replace 175 MH lights	\$7,200
2 - Replace old water fountains in City Park & Lakes Park	\$8,000
New City Park Sign on Johnson Ave. and City Park Dr. using the same theme as the BRC signage	\$5,000
Signage for City Park before crossing the bridge	\$1,000
Up grade some electric system in the basement of the BCC	\$1,500

**GENERAL FUND BUDGET DOCUMENT
FISCAL YEAR 2013-2014
ACCOUNT TITLE AND DESCRIPTION**

**FY 13/14
APPROVED
BUDGET**

ACCOUNT TITLE AND DESCRIPTION	BUDGET
60-566 TRANSFER TO OTHER FUNDS	\$286,600.00
Bow String Bridge (escrow 5th yr. of 5 yrs.) (Originally escrowed for 5 years - Already escrowed \$80,000)	\$20,000
Replace HVAC BCC (4th yr. of 6 yr. escrow)	\$20,000
New shelter at the Lakes Park (3rd yr. of 3 yr. escrow)	\$5,000
Trail Grant 80/20 \$200,000.	\$160,000
City Match	\$40,000
Vehicle Escrow Replacement	
2005 Chevy Colorado (5th yr. of 5 yr. escrow)	\$5,000
2006 Dodge Truck (5th yr. of 7 yr. escrow)	\$4,200
Equipment Escrow	
2000 John Deere Z Track # 655 (5th year of 4 yr. escrow)	\$2,500
2005 John Deere Z Track # 797 (5th yr. of 5 yr. escrow)	\$2,000
Repair Compton Park wall (3rd yr. of 5 yr. escrow)	\$20,000
2011 Ford 350 Utility Truck (2nd yr. of 7 yr. escrow)	\$3,600
2011 Ford F Dump Truck (2nd yr. of 7 yr. escrow)	\$4,300
 70-672 INTEREST ON BONDS	 <u>\$0.00</u>
 TOTAL PARKS AND RECREATION	 <u><u>\$1,134,877.00</u></u>
 901 VISITORS' BUREAU	
 60-566 TRANSFER TO OTHER FUNDS	 \$72,320.00
Balance of 50% revenue received for FY 13-14 from Hotel/Motel tax. 50% distributed to the GBCVC; 50% is split between bond payment for the conference center and bond payment for the Charles Pointe Recreation Complex	
Balance of this 50% to be transferred to Capital Reserve for park development	
 60-568 CONTRIBUTION TO VISITORS' BUREAU	 \$475,000.00
50% revenue received for FY 13-14 from Hotel/Motel tax will be distributed to the Greater Bridgeport Conference and Visitor's Center, Inc.	
 70-672 INTEREST ON BONDS	 \$402,680.00
Repayment of bond issued to construct the Conference Center	\$131,500
Balance as of March 01, 2013 - \$1,168,058.08. Maturity - 03/15/26	
Interest Rate - 5.94%	
Repayment of bond issued to construct the Charles Pointe Recreation Complex	\$271,180
Balance as of March 01, 2013 - \$862,565.35. Maturity - 08/01/16	
Interest Rate - 3.4% Original Maturity before lump sum payments - 12/01/20 with a rate adjustment 12/01/17	
 TOTAL VISITORS' BUREAU	 <u><u>\$950,000.00</u></u>

**GENERAL FUND BUDGET DOCUMENT
FISCAL YEAR 2013-2014
ACCOUNT TITLE AND DESCRIPTION**

**FY 13/14
APPROVED
BUDGET**

904 SWIMMING POOL

10-103-5421 SALARIES AND WAGES - POOL STAFF		\$46,219.00
1. Pool Manager		
\$10.36 per hour - 828 hours	\$8,579	
2. Life Guard II (1)		
\$9.70 per hour - 763 hours	\$7,402	
3. Life Guard I (9)		
\$9.16 per hour - 3,301 hours	\$30,238	
* 25 first year back and .10 each year thereafter.		
Hourly rates determined by longevity		
**Minimum wage is \$7.25		
10-103-5422 SALARIES AND WAGES - CONCESSION		\$13,810.00
1. Concession Manager	\$5,521	
\$9.08/hour - 608 hours		
2. Concession Worker (3)	\$8,289	
\$8.97/hour - 924 hours		
10-104 FICA TAX		\$4,593.00
30-211 TELEPHONE EXPENSES		\$650.00
30-212 PRINTING		\$800.00
Membership cards - menus and rules	\$100	
Supplies for new photo ID system	\$700	
30-215 MAINTENANCE AND REPAIR - BUILDING/GROUNDS		\$3,500.00
Miscellaneous repairs to concession stand and grounds		
30-216 MAINTENANCE AND REPAIR - EQUIPMENT		\$9,620.00
Miscellaneous repairs to pumps, pool and equipment	\$3,400	
Maintenance to defibulator	\$120	
Replace chemical probes (3)	\$900	
Rebuild Circulation Pump	\$5,200	
30-221 TRAINING AND EDUCATION (PROGRAMS)		
30-221-2101 INSTRUCTORS		\$3,590.00
Water aerobics (2900/1160)		
30-221-2102 PROGRAM MATERIALS		\$500.00
Water aerobics, games and equipment		

**GENERAL FUND BUDGET DOCUMENT
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**FY 13/14
APPROVED
BUDGET**

ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-221-2103 MISCELLANEOUS PROGRAMS	\$1,300.00
Card board boat race	\$100
Children's Triathlon co-sponsorship	\$200
July - National Parks Month Dive in Movie	\$600
National Night Out Band	\$400
30-226 INSURANCE - WORKER'S COMP	\$2,011.00
Employees @ 3.16%	\$1,897
Instructors @ 3.16%	\$114
40-341 DEPARTMENTAL SUPPLIES	\$9,740.00
Chemicals, test kits, first aid supplies, time cards, etc.	\$8,000
HBV shots and testing for lifeguards	\$900
Health Department water test	\$160
Health Department permit	\$100
Lifeguard certification reimbursement - 12 @ \$40	\$480
Slide Permit	\$100
40-345 UNIFORMS	\$1,575.00
Lifeguards and concession workers	
40-346 PURCHASE FOR RESALE	\$21,000.00
Concession stand items	
50-457 CAPITAL OUTLAY - BUILDING	\$6,750.00
Concession Stand - counter tops	\$750
Install new roll up windows in concession stand	\$6,000
50-458 CAPITAL OUTLAY - OTHER	\$0.00
50-459 CAPITAL OUTLAY - EQUIPMENT	\$2,685.00
2 - Drum Spill Containment Pallets	\$975
Internet antenna	\$520
Outdoor Speakers	\$700
24 folding chairs	\$490
50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1000	\$3,000.00
Sprayground Circulation Pump	\$2,000
2 - Steiner Chemical Feed Pumps	\$1,000
60-566 TRANSFER TO OTHER FUNDS	\$30,000.00
Water Slide (2nd yr of 2 yr escrow)	\$30,000

**GENERAL FUND BUDGET DOCUMENT
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**FY 13/14
APPROVED
BUDGET**

TOTAL SWIMMING POOL	<u><u>\$161,343.00</u></u>
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908 RECREATION COMPLEX

10-103 SALARIES AND WAGES	\$66,403.00
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Maintenance Worker II - 2/3 Salary - Balance BCC	\$17,450
Hire 2 Casual Laborers (April - August) (Manpower or Hourly)	\$21,308
Maintenance Worker III - 2/3 Salary - Balance BCC	\$18,465
Hire 2 students to work tournaments May - August	\$9,180

10-103-9 SALARIES - OVERTIME	\$944.00
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Est. 50 hours

10-104 FICA	\$5,200.00
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10-105 HEALTH INSURANCE	\$11,255.00
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10-106 RETIREMENT	\$5,392.00
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30-211 TELEPHONE EXPENSE	\$420.00
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Cell Phone

30-213 UTILITIES

30-213-1302 ELECTRIC	\$15,000.00
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30-213-1303 WATER AND SEWER	\$20,000.00
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30-214 TRAVEL	\$2,400.00
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Miscellaneous workshops and seminars	\$400
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Travel for marketing of Recreation Complex	\$2,000
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30-215 MAINTENANCE AND REPAIR - BUILDING/GROUNDS	\$39,585.00
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Janitorial supplies/expenses	\$1,000
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Turf and Infield materials (Seed, fertilizer, field mix, lime, etc.)	\$25,000
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Irrigation supplies	\$500
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Testing of backflow preventers	\$85
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Field Conditioner (truck load)	\$8,000
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Top Dressing	\$3,000
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Mulch for 8 Frog Ponds	\$2,000
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30-216 MAINTENANCE AND REPAIR - EQUIPMENT	\$750.00
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Miscellaneous repairs to equipment and tools	\$750
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**GENERAL FUND BUDGET DOCUMENT
FISCAL YEAR 2013-2014
ACCOUNT TITLE AND DESCRIPTION**

**FY 13/14
APPROVED
BUDGET**

ACCOUNT TITLE AND DESCRIPTION	BUDGET
30-217 MAINTENANCE AND REPAIR - VEHICLES	\$700.00
2011 Ford F 350 Utility Truck	\$200
New tires for vehicle	\$500
 30-220 ADVERTISING	 \$16,400.00
Miscellaneous ads for programs, grants, publications	\$600
Facilities Naming Rights Signage, etc.	\$15,000
Funds will not be expended until revenue is received	
Highway Advertising (\$600 each additional year)	\$800
 30-222 DUES AND SUBSCRIPTIONS	 \$500.00
Association membership	
 30-226 INSURANCE	 \$2,128.00
Workers Compensation @ 3.16%	
 30-230 CONTRACTED SERVICES	 \$29,432.00
Grass cutting services	\$25,000
Garbage collection 1 - 8 yards (\$208 per month)	\$832
Portajohns (soccer/football field)	\$1,200
\$200 per month for Wi-Fi & Security System	\$2,400
 40-341 MATERIALS AND SUPPLIES	 \$2,125.00
Health department permits	\$125
Marketing supplies & items for Recreation Complex	\$2,000
 40-341-4103 MATERIALS AND SUPPLIES - FRIENDS	 \$5,000.00
Monies donated for Friends of Parks - based on revenue received during the fiscal year	
 40-343 AUTOMOBILE SUPPLIES	 \$1,500.00
Gasoline and Oil	
 40-345 UNIFORMS	 \$1,150.00
2 Maintenance workers (rental) - uniforms	\$550
\$50 each towards steel toe boots	\$100
Tournament Uniforms	\$500
 50-458 CAPITAL OUTLAY - OTHER	 \$0.00

**GENERAL FUND BUDGET DOCUMENT
FISCAL YEAR 2013-2014
ACCOUNT TITLE AND DESCRIPTION**

**FY 13/14
APPROVED
BUDGET**

50-459 CAPITAL OUTLAY - EQUIPMENT		\$3,560.00
Flammable Safety Cabinet (store gasoline cans)	\$825	
Gas Caddy Spill Pallet	\$485	
1- Blower	\$400	
Hollywood Bases	\$400	
1 - Weed eater	\$300	
1-Edger	\$300	
Cordless Drill	\$200	
1 - Generator	\$650	
50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1,000		\$11,935.00
Blower/Rear bagger for Toro Z-Master	\$2,735	
Hose Reel	\$2,000	
On-Deck Pads	\$2,000	
Hitting Mats	\$2,000	
Turf for coaching box's	\$1,200	
Trash Cans	\$2,000	
60-566 TRANSFER TO OTHER FUNDS		\$30,700.00
2011 Toro Z-Master (2nd yr of 5 yr escrow)	\$2,200	
2011 Toro Sand Pro (2nd yr of 7 yr escrow)	\$3,500	
Skate Park 1st year escrow	\$25,000	
TOTAL RECREATION COMPLEX		<u>\$272,479.00</u>
916 LIBRARY		
10-103 SALARIES AND WAGES		\$391,209.00
1. Director	\$71,775	
2. Librarian	\$39,081	
3. Circulation Supervisor	\$39,081	
4. Library Technician	\$25,290	
5. Library Technician	\$25,290	
6. Children's Librarian	\$37,654	
7. Custodian - (75% of salary)	\$19,191	
8. Sick Pay Compensation	\$7,545	
9. Library Aides - (7,087 hrs x \$11.34)	\$80,367	
10. Adm Asst I - (1040 hrs. x \$11.37)	\$11,825	
11. Pages - (3224 hrs x \$10.58)	\$34,110	
10-104 FICA TAX		\$29,967.00
10-105 GROUP INSURANCE		\$63,260.00

**GENERAL FUND BUDGET DOCUMENT
FISCAL YEAR 2013-2014
ACCOUNT TITLE AND DESCRIPTION**

**FY 13/14
APPROVED
BUDGET**

10-106 RETIREMENT EXPENSE	\$38,440.00
30-211 TELEPHONE EXPENSE Fiber and phone lines	\$8,800.00
30-213 UTILITIES	
30-213-1301 GAS	\$7,500.00
30-213-1302 ELECTRIC	\$14,000.00
30-213-1303 WATER AND SEWAGE	\$1,700.00
30-215 MAINTENANCE AND REPAIR - BUILDING This request includes funds for the HVAC maintenance contract and the security monitoring service	\$2,000.00
30-216 MAINTENANCE AND REPAIR - EQUIPMENT Regular maintenance contracts for Checkpoint security system, copier Internet-printing software maintenance, and TLC automation software. The purchase of the Bizhub for copying has required an increase of \$1,500 to cover the copier use agreement.	\$16,100.00
30-218 POSTAGE Required for overdue notices, interlibrary loans, and regular mail. This item was reduced since the new automation systems lets us notify patrons by email of overdue books thus saving postage.	\$500.00
30-221 BOOKS AND PERIODICALS Normal purchases of books, audio-visual materials, online databases as well as online access and purchase of downloadable eBooks and audiobooks known as WVDELI. The WVDELI had an outstanding year in 2012 with the addition of materials onto Amazon's Kindle format and the growth of eBook device ownership to 30 percent. Since some publishers are charging three times the value of a book for the purchase of an eBook or limiting the number of circulations of a purchased eBook to 26 and then requiring libraries to re-purchase it, the same budget is not going as far. The library also dramatically expanded its database services with Mago languages, Universal Class, Eprep and Law Depot as well as making magazines available online with Zinnio. The Library wants to continue to make online services a priority by maintaining our online subscriptions and explore making music available as well to patrons. These online subscriptions are not cheap and now that they are established we need to turn our attention to more aggressively marketing them.	\$90,000.00

**GENERAL FUND BUDGET DOCUMENT
FISCAL YEAR 2013-2014
ACCOUNT TITLE AND DESCRIPTION**

**FY 13/14
APPROVED
BUDGET**

30-226 INSURANCE		\$6,039.00
Workers' Compensation @ .29%	\$1,135	
Property Insurance reflects a 5% increase	\$4,904	
 30-230 CONTRACTED SERVICES		 \$250.00
Landscaping and maintenance costs from spring through fall; this service was taken over by Parks and Recreation, but some shrubs have died and need to be replaced.		
 40-341 DEPARTMENTAL SUPPLIES		 \$6,000.00
Office supplies, book jacket covers, labels, pockets, and security tags, supplies for children's programs		
FY 11/12's budget had a larger than normal amount to enable the bulk purchase of new library key card combos which will last us about 3-4 years, part of that cost was adjusted over to FY 12/13.		
 50-458 CAPITAL OUTLAY - OTHER		 \$6,000.00
Christmas lights for Library	\$6,000	
 50-459 CAPITAL OUTLAY - EQUIPMENT		 \$0.00
 50-459-5906 CAPITAL OUTLAY - EQUIPMENT OVER \$1,000		 \$5,500.00
Purchase software for internet scheduling and printing that can integrate with our multipoint system and our new automation system.	\$5,500	
 60-566 TRANSFER TO OTHER FUNDS		 \$57,500.00
Transfer to Capital Reserve additional funds to help payoff Library Building Bond in 2014 - 3rd year escrow	\$50,000	
Replace computers and servers for public (2nd yr of 3 yr escrow)	\$7,500	
 TOTAL LIBRARY		 <u><u>\$744,765.00</u></u>
 TOTAL GENERAL FUND BUDGET		 <u><u>\$13,752,458.00</u></u>
 REVENUES LESS EXPENDITURES		 \$0.00