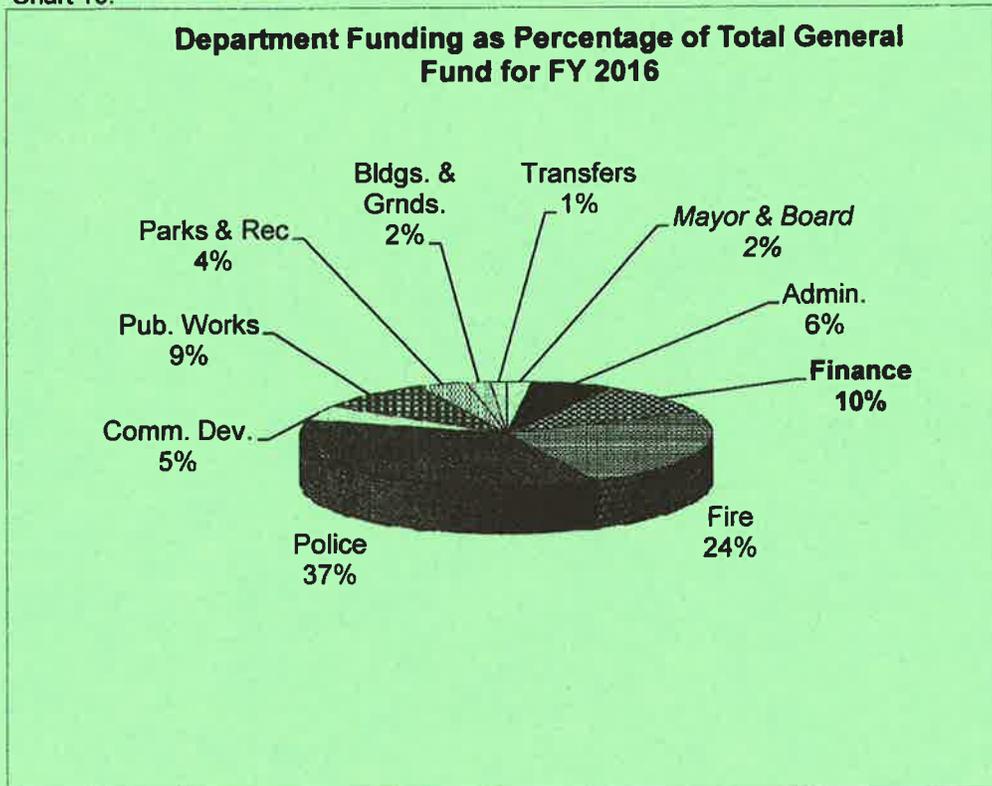


## Finance

Chart 15.



# City of Grandview Fiscal Year 2016 Annual Budget

## Department Summary

**Department:** Finance

**Fund:** General

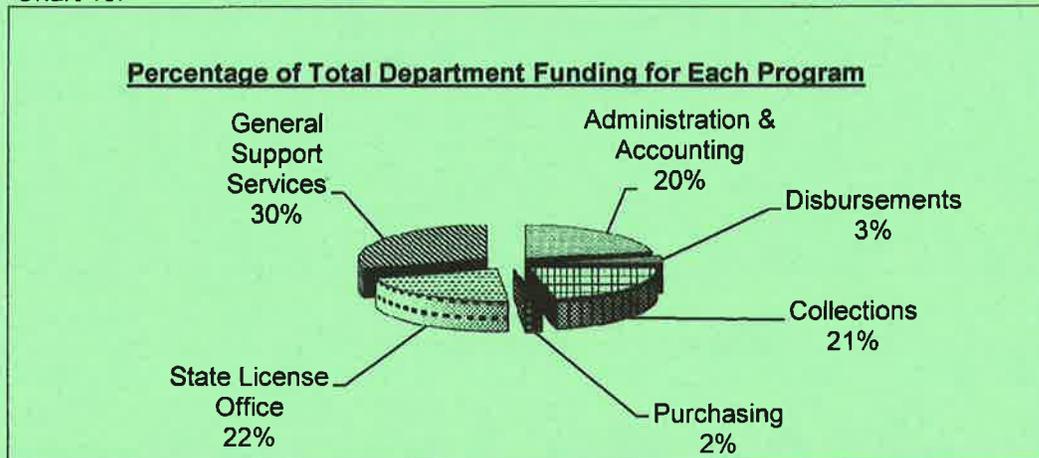
### Department Description

The Finance Department provides the City's financial functions of accounting, collections, purchasing, investments, cash management, payroll, and debt management. Also within this department is the State License Office, which is a fee agent of the Missouri Department of Revenue serving as a point for the issuance and renewal of drivers' and vehicle licenses.

### Department Funding by Program

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Budget
Administration & Accounting	328,397	224,814	297,834	336,585
Disbursements	57,614	49,968	51,603	53,168
Collections	288,974	296,281	325,106	331,977
Purchasing	42,056	46,425	45,463	30,961
State License Office	314,337	340,198	335,908	335,670
General Support Services	529,324	541,218	490,633	459,700
<b>Total</b>	<b>\$ 1,560,702</b>	<b>\$ 1,498,905</b>	<b>\$ 1,546,547</b>	<b>\$ 1,548,061</b>

Chart 16.



### Department Staffing: Full-Time Equivalents (FTEs)

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Budget
Regular - Full-Time	9.5	9.5	10.5	10.5
Regular - Part-Time	6.0	6.0	5.9	5.9
Temporary/Seasonal	0.8	0.8	0.8	0.8
<b>Total FTEs</b>	<b>16.3</b>	<b>16.3</b>	<b>17.2</b>	<b>17.2</b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Summary of Department Expenditures

<b>Department: Finance</b>	<b>Fund: General</b>			
	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Budget
<b><u>PERSONAL SERVICES</u></b>				
<b>Salaries</b>				
Regular	463,409	413,146	474,435	502,098
Part-time	160,263	159,938	165,542	165,598
Temporary	4,905	4,518	4,732	4,211
<b>Total Salaries</b>	<b>628,578</b>	<b>577,602</b>	<b>644,708</b>	<b>671,907</b>
<b>Other Pay</b>				
Overtime	112	193	61	1,100
Longevity	4,046	4,550	5,040	5,040
Special Allowances	8,242	7,440	5,900	7,900
<b>Total Other Pay</b>	<b>12,400</b>	<b>12,183</b>	<b>11,001</b>	<b>14,040</b>
<b>Benefits</b>				
Worker's Compensation	1,559	1,467	2,384	2,344
FICA & Medicare	46,789	42,715	50,162	52,480
LAGERS Retirement	34,707	32,056	34,056	30,810
Health Insurance	57,844	66,930	65,541	66,044
Dental Insurance	3,178	3,232	3,111	3,012
Life Insurance	1,602	1,277	1,439	1,806
Vision Insurance	653	744	660	619
<b>Total Benefits</b>	<b>146,334</b>	<b>148,423</b>	<b>157,354</b>	<b>157,115</b>
<b>Total Personal Services</b>	<b>787,311</b>	<b>738,208</b>	<b>813,063</b>	<b>843,062</b>
<b><u>SUPPLIES</u></b>				
Copier Supplies	6,803	6,839	5,995	4,000
Office Supplies	11,050	12,467	13,050	14,300
Small Office Equipment	802	1,270	1,550	2,050
Wearing Apparel	1,662	1,583	2,050	2,550
<b>Total Supplies</b>	<b>20,317</b>	<b>22,158</b>	<b>22,645</b>	<b>22,900</b>
<b><u>PURCHASED SERVICES</u></b>				
Advertising	-	195	250	250
Computer Services	508	1,478	3,000	4,000
Contract Maintenance	38,480	36,647	38,250	41,250
Equipment Maintenance	2,692	3,418	1,000	1,000
Jackson County Tax Collection Fee	46,513	45,166	47,500	47,500
Jackson County Collection Connection	6,786	7,850	3,000	3,000
Membership/Subscription	1,055	283	1,250	1,250
Mobile Phones	1,164	832	1,200	1,200
Payroll Out-sourcing Services	7,534	-	-	-
Postage	5,781	6,040	6,650	6,850
Publications & Reports	1,860	724	1,150	1,150
Special Services	157,282	125,502	122,407	121,650
Communications	82,915	110,520	80,608	27,600
Telephone/Modem	4,895	4,872	4,800	4,800
Training and Travel	9,177	5,308	8,500	8,500
Miscellaneous IT Services / CSD # 4	68,328	76,478	86,273	79,600
<b>Total Purchased Services</b>	<b>434,969</b>	<b>425,310</b>	<b>405,837</b>	<b>349,600</b>
<b><u>INSURANCE</u></b>	<b>318,108</b>	<b>313,226</b>	<b>305,000</b>	<b>332,500</b>
<b><u>TOTAL DEPARTMENT EXPENDITURES</u></b>	<b><u>1,560,702</u></b>	<b><u>1,498,905</u></b>	<b><u>1,546,547</u></b>	<b><u>1,548,061</u></b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Program Summary

**Department:** Finance

**Fund:** General

**Program:** Administration/Accounting

### Program Description

The Administration/Accounting Division of the Finance Department is made up of the Director of Finance and an Accountant. In addition, the Assistant Finance Director is partially funded for out of this program. This division is charged with maintaining all of the City's financial records, performing the cash management and investment functions of the City, preparing external and internal financial reports, maintaining internal controls and financial management system debt management, and oversight of the Finance Department.

### Program Objectives

1. Develop department policy and procedures manual
2. Complete 2015 Comprehensive Annual Financial Report (CAFR)
3. Train users in both the Financial Management System and Human Resources / Payroll System
4. Manage City's TIFs and PILOTS, in conjunction and coordination with Jackson County
5. Successfully execute refinance of series 2003 bonds
6. Administer the City's sales taxes, to report trends and ensure all businesses are timely submitting

### Program Statistics

	<u>2012-13 Actual</u>	<u>2013-14 Actual</u>	<u>2014-15 Estimate</u>	<u>2015-16 Budget</u>
Average Cash Balance (\$ mil)	20.8	17.6	21.4	20.0
Rate of Return on All Cash (%)	1.2	0.9	0.9	1.0

### Department Staffing: Full-Time Equivalents (FTEs)

	<u>2012-13 Actual</u>	<u>2013-14 Actual</u>	<u>2014-15 Estimate</u>	<u>2015-16 Budget</u>
Regular - Full-Time	2.5	2.5	3.5	3.5
Regular - Part-Time	0.0	0.0	0.0	0.0
Temporary/Seasonal	0.0	0.0	0.0	0.0
<b>Total FTEs</b>	<b>2.5</b>	<b>2.5</b>	<b>3.5</b>	<b>3.5</b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Summary of Program Expenditures

<b>Department:</b> Finance	<b>Fund:</b> General			
<b>Program:</b> Administration/Accounting				
	2012-13 <u>Actual</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimate</u>	2015-16 <u>Budget</u>
<b><u>PERSONAL SERVICES</u></b>				
Salaries				
Regular	184,939	125,037	181,570	210,365
Total Salaries	<u>184,939</u>	<u>125,037</u>	<u>181,570</u>	<u>210,365</u>
Other Pay				
Longevity	1,440	1,008	864	720
Special Allowances	5,423	2,540	5,400	5,400
Deferred Compensation	-	-	-	-
Total Other Pay	<u>6,863</u>	<u>3,548</u>	<u>6,264</u>	<u>6,120</u>
Benefits				
Worker's Compensation	453	392	630	685
FICA & Medicare	14,070	9,434	14,369	16,570
LAGERS Retirement	14,081	8,294	10,909	12,980
Health Insurance	14,824	12,868	10,570	13,083
Dental Insurance	648	596	460	513
Life Insurance	638	411	551	757
Vision Insurance	147	198	110	113
Total Benefits	<u>44,861</u>	<u>32,193</u>	<u>37,600</u>	<u>44,700</u>
<b>Total Personal Services</b>	<b>236,663</b>	<b>160,778</b>	<b>225,434</b>	<b>261,185</b>
<b><u>SUPPLIES</u></b>				
Computer Supplies	-	-	-	-
Office Supplies	5,253	4,207	4,800	4,800
Small Office Equipment	697	734	750	750
Wearing Apparel	352	495	450	450
<b>Total Supplies</b>	<u>6,302</u>	<u>5,436</u>	<u>6,000</u>	<u>6,000</u>
<b><u>PURCHASED SERVICES</u></b>				
Advertising	-	195	250	250
Computer Services	170	950	1,000	1,000
Contract Maintenance	38,480	36,647	38,250	41,250
Membership/Subscription	1,055	283	1,000	1,000
Mobile Phones	1,164	832	1,200	1,200
Postage	213	314	500	500
Publications & Reports	1,246	425	750	750
Special Services	34,048	14,036	14,950	14,950
Training and Travel	9,057	4,918	8,500	8,500
<b>Total Purchased Services</b>	<u>85,433</u>	<u>58,600</u>	<u>66,400</u>	<u>69,400</u>
<b><u>TOTAL PROGRAM EXPENDITURES</u></b>	<b><u>328,397</u></b>	<b><u>224,814</u></b>	<b><u>297,834</u></b>	<b><u>336,585</u></b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Program Summary

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<b>Department:</b> Finance	<b>Fund:</b> General
<b>Program:</b> Disbursements	

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### Program Description

Disbursements is responsible for processing all vendor payments and maintaining all cash payables. This division also processes citywide payroll. Staff produces all W-2's, 1099's and fulfills federal and state requirements for payroll and tax purposes.

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### Program Objectives

1. Complete citywide payroll timely and accurately
  2. Process W2s and 1099s by federally-mandated due date
  3. Process citywide payments timely and accurately
- 

### Program Statistics

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Budget
Payroll Checks Issued	7,764	8,228	8,021	8,000
Vendor Checks Issued	2,244	2,159	2,037	2,100
Manual Checks Issued	1,194	1,401	1,402	1,400

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### Department Staffing: Full-Time Equivalents (FTEs)

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Budget
Regular - Full-Time	1.0	1.0	1.0	1.0
Regular - Part-Time	0.0	0.0	0.0	0.0
Temporary/Seasonal	0.0	0.0	0.0	0.0
<b>Total FTEs</b>	1.0	1.0	1.0	1.0

# City of Grandview Fiscal Year 2016 Annual Budget

## Summary of Program Expenditures

<b>Department:</b> Finance	<b>Fund: General</b>			
<b>Program:</b> Disbursements				
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
	Actual	Actual	Estimate	Budget
<b><u>PERSONAL SERVICES</u></b>				
Salaries				
Regular	36,060	36,070	36,935	38,113
Total Salaries	36,060	36,070	36,935	38,113
Other Pay				
Overtime	-	-	-	100
Longevity	576	576	720	720
Deferred Compensation	-	-	-	-
Total Other Pay	576	576	720	820
Benefits				
Worker's Compensation	89	-	128	124
FICA & Medicare	2,592	2,544	2,881	2,980
LAGERS Retirement	2,702	3,098	2,962	2,340
Health Insurance	5,220	5,445	5,614	5,403
Dental Insurance	200	205	205	205
Life Insurance	124	108	114	137
Vision Insurance	43	45	45	45
Total Benefits	10,969	11,446	11,948	11,235
<b>Total Personal Services</b>	<b>47,605</b>	<b>48,092</b>	<b>49,603</b>	<b>50,168</b>
<b><u>SUPPLIES</u></b>				
Office Supplies	430	-	-	500
Small Office Equipment	-	-	-	500
Wearing Apparel	-	-	-	-
<b>Total Supplies</b>	<b>430</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
<b><u>PURCHASED SERVICES</u></b>				
Computer Services	-	-	-	-
Membership/Subscription	-	-	-	-
Payroll Out-Sourcing Services	7,534	-	-	-
Postage	1,420	1,561	1,600	1,600
Publications and Reports	614	299	400	400
Special Services	13	16	-	-
Training and Travel	-	-	-	-
<b>Total Purchased Services</b>	<b>9,580</b>	<b>1,876</b>	<b>2,000</b>	<b>2,000</b>
<b><u>TOTAL PROGRAM EXPENDITURES</u></b>	<b><u>57,614</u></b>	<b><u>49,968</u></b>	<b><u>51,603</u></b>	<b><u>53,168</u></b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Program Summary

**Department:** Finance  
**Program:** Collections

**Fund:** General

### Program Description

The Collections Division bills, collects, and reconciles all of the City's accounts receivable. The division also conducts all emergency medical billing for the Grandview Fire Department as well as processes all business occupational licenses for the City. The City of Grandview has an agreement with Jackson County whereby property taxes can be collected at Grandview City Hall. The City receives a nominal fee for each transaction on behalf of the County, and likewise the County receives a fee for each tax bill collected and processed for the City. The City also contracts with the Jackson County Wholesale Water District #1 for sanitary sewer billing.

### Program Objectives

1. Closely monitor all cash receipts throughout the fiscal year and post revenues in financial management system timely and accurately
2. Increase city revenues by exploring citywide collections services
3. Work with EMS billing company to maximize collection of ambulance revenues
4. Implement citywide credit card processing for all collection types

### Program Statistics and Performance Measures

	<u>2012-13 Actual</u>	<u>2013-14 Actual</u>	<u>2014-15 Estimate</u>	<u>2015-16 Budget</u>
Cash Receipts Posting (Mil \$)	34.9	38	43.9	38
Occupational Licenses Issued	1,443	1,443	1,549	1,650
Ambulance Billing Total (\$)	1,605,418	1,630,711	1,972,795	2,000,000
Ambulance Fees Collected (\$)	714,825	701,971	890,000	890,000
Collection Rate (%)	44.5%	43.0%	45.1%	44.5%

### Department Staffing: Full-Time Equivalents (FTEs)

	<u>2012-13 Actual</u>	<u>2013-14 Actual</u>	<u>2014-15 Estimate</u>	<u>2015-16 Budget</u>
Regular - Full-Time	2.5	2.5	2.5	2.5
Regular - Part-Time	0.8	0.8	0.7	0.7
Temporary/Seasonal	0.6	0.6	0.6	0.6
<b>Total FTEs</b>	<b>3.9</b>	<b>3.9</b>	<b>3.8</b>	<b>3.8</b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Summary of Program Expenditures

<b>Department:</b> Finance	<b>Fund: General</b>			
<b>Program:</b> Collections				
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
	Actual	Actual	Estimate	Budget
<b><u>PERSONAL SERVICES</u></b>				
Salaries				
Regular	98,703	102,745	104,655	108,704
Part-time	25,638	25,876	28,069	33,273
Temporary	418	343	2,162	-
<b>Total Salaries</b>	<u>124,759</u>	<u>128,964</u>	<u>134,886</u>	<u>141,977</u>
Other Pay				
Overtime	-	-	-	500
Longevity	936	1,008	1,152	1,296
Special Allowances	401	185	-	2,500
Deferred Compensation	-	-	-	-
<b>Total Other Pay</b>	<u>1,337</u>	<u>1,193</u>	<u>1,152</u>	<u>4,296</u>
Benefits				
Worker's Compensation	344	295	484	464
FICA & Medicare	9,117	9,299	10,407	11,190
LAGERS Retirement	7,326	8,425	8,243	6,630
Health Insurance	15,520	16,029	16,312	16,526
Dental Insurance	944	965	969	969
Life Insurance	355	310	316	391
Vision Insurance	128	135	136	135
<b>Total Benefits</b>	<u>33,735</u>	<u>35,458</u>	<u>36,868</u>	<u>36,304</u>
<b>Total Personal Services</b>	<u>159,831</u>	<u>165,615</u>	<u>172,906</u>	<u>182,577</u>
<b><u>SUPPLIES</u></b>				
Computer Supplies	-	-	-	-
Office Supplies	1,366	2,962	3,000	3,000
Small Office Equipment	105	536	600	600
Wearing Apparel	336	203	600	600
<b>Total Supplies</b>	<u>1,807</u>	<u>3,701</u>	<u>4,200</u>	<u>4,200</u>
<b><u>PURCHASED SERVICES</u></b>				
Advertising	-	-	-	-
Contract Maintenance	-	-	-	-
Membership/Subscription	-	-	-	-
Computer Services	338	528	2,000	3,000
Jackson County Frame Relay Connection	6,786	7,850	3,000	3,000
Jackson County Tax Collection	46,513	45,166	47,500	47,500
Printing/Copying	-	-	-	-
Postage	1,913	2,140	2,000	2,200
Special Services	71,781	71,016	93,500	89,500
Training and Travel	7	266	-	-
<b>Total Purchased Services</b>	<u>127,337</u>	<u>126,965</u>	<u>148,000</u>	<u>145,200</u>
<b><u>TOTAL PROGRAM EXPENDITURES</u></b>	<u><u>288,974</u></u>	<u><u>296,281</u></u>	<u><u>325,106</u></u>	<u><u>331,977</u></u>

# City of Grandview Fiscal Year 2016 Annual Budget

## Program Summary

**Department:** Finance  
**Program:** Purchasing

**Fund:** General

### Program Description

The Assistant Finance Director also fulfills the duties of the City's purchasing manager. Because of this, half of his salary is accounted for in this division. As the purchasing manager, the Assistant Finance Director is responsible for processing all purchase orders and request for payments as well as assisting departments with preparation of specifications for the purchase of goods and services.

### Program Objectives

1. Update/review/monitor City's Purchasing Manual
2. Provide assistance to departments on purchasing issues
3. Report purchasing activity to Board of Alderman twice a month
4. Implement new encumbrance policy approved by the Board of Aldermen

### Program Statistics

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Budget
Purchase Orders Processed	376	364	320	350

### Department Staffing: Full-Time Equivalents (FTEs)

	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2015-16 Budget
Regular - Full-Time	0.5	0.5	0.5	0.5
Regular - Part-Time	0.0	0.0	0.0	0.0
Temporary/Seasonal	0.0	0.0	0.0	0.0
<b>Total FTEs</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Summary of Program Expenditures

<b>Department:</b> Finance	<b>Fund: General</b>			
<b>Program:</b> Purchasing				
	<u>2012-13</u> <u>Actual</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Estimate</u>	<u>2015-16</u> <u>Budget</u>
<b><u>PERSONAL SERVICES</u></b>				
Salaries				
Regular	<u>31,805</u>	<u>34,431</u>	<u>32,570</u>	<u>22,500</u>
Total Salaries	31,805	34,431	32,570	22,500
Other Pay				
Longevity	288	288	288	-
Deferred Compensation	-	-	-	-
Total Other Pay	<u>288</u>	<u>288</u>	<u>288</u>	<u>-</u>
Benefits				
Worker's Compensation	78	69	112	73
FICA & Medicare	2,213	2,396	2,514	1,730
LAGERS Retirement	2,358	2,812	2,513	1,350
Health Insurance	4,978	5,263	5,398	2,702
Dental Insurance	248	255	255	103
Life Insurance	110	101	99	81
Vision Insurance	<u>61</u>	<u>65</u>	<u>65</u>	<u>23</u>
Total Benefits	10,047	10,961	10,955	6,061
<b>Total Personal Services</b>	42,140	45,679	43,813	28,561
<b><u>SUPPLIES</u></b>				
Office Supplies	-	-	250	500
Wearing Apparel	-	-	-	500
<b>Total Supplies</b>	<u>-</u>	<u>-</u>	<u>250</u>	<u>1,000</u>
<b><u>PURCHASED SERVICES</u></b>				
Advertising	-	-	-	-
Computer Services	-	-	-	-
Membership/Subscription	-	-	250	250
Postage	-	1	150	150
Special Services	(83)	745	1,000	1,000
Training and Travel	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Purchased Services</b>	(83)	746	1,400	1,400
<b><u>TOTAL PROGRAM EXPENDITURES</u></b>	<u><u>42,056</u></u>	<u><u>46,425</u></u>	<u><u>45,463</u></u>	<u><u>30,961</u></u>

# City of Grandview Fiscal Year 2016 Annual Budget

## Program Summary

**Department:** Finance

**Fund:** General

**Program:** State License Office

### Program Description

The City of Grandview operates a Missouri State License Office under a fee agent contract. This office titles and registers vehicles, boats, motorcycles and trailers. In addition, this office issues State identification cards and drivers licenses.

### Program Objectives

1. Comply with State of Missouri Department of Revenue's fee agent contract
2. Expand drop off system currently utilized by local dealerships to local industrial business.
3. Continue sale of miscellaneous items (bolts, frames, screws etc) to increase revenues

### Program Statistics and Performance Measures

	2012-13 <u>Actual</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimate</u>	2015-16 <u>Budget</u>
<b>Number of Transactions</b>				
Motor Vehicle	83,975	86,033	88,869	89,000
Drivers' Licenses	20,274	20,864	23,271	23,000
<b>Total</b>	<b>104,249</b>	<b>106,897</b>	<b>112,140</b>	<b>112,000</b>
<b>Reimbursed to the City (\$)</b>				
Collection Fees	\$ 354,379	\$ 371,248	\$ 381,201	\$ 390,000
<b>Total</b>	<b>\$ 354,379</b>	<b>\$ 371,248</b>	<b>\$ 381,201</b>	<b>\$ 390,000</b>
<b>Operating Expense</b>	314,337	340,198	335,908	335,670
<b>Capital Expense</b>	-	-	-	-
<b>Total</b>	<b>314,337</b>	<b>340,198</b>	<b>335,908</b>	<b>335,670</b>
<b>Profit / (Subsidy)</b>	40,042	31,050	45,293	54,330
<b>Revenue per Transaction</b>	\$ 3.02	\$ 3.18	\$ 3.00	\$ 3.00
<b>Cost Recovery %</b>	113%	109%	113%	116%

### Department Staffing: Full-Time Equivalents (FTEs)

	2012-13 <u>Actual</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimate</u>	2015-16 <u>Budget</u>
Regular - Full-Time	3.0	3.0	3.0	3.0
Regular - Part-Time	5.2	5.2	5.2	5.2
Temporary/Seasonal	0.2	0.2	0.2	0.2
<b>Total FTEs</b>	<b>8.4</b>	<b>8.4</b>	<b>8.4</b>	<b>8.4</b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Summary of Program Expenditures

<b>Department:</b> Finance	<b>Fund:</b> General			
<b>Program:</b> State License Office				
	<u>2012-13</u> Actual	<u>2013-14</u> Actual	<u>2014-15</u> Estimate	<u>2015-16</u> Budget
<b><u>PERSONAL SERVICES</u></b>				
Salaries				
Regular	111,902	114,863	118,705	122,416
Part-time	134,625	134,062	137,473	132,325
Temporary	4,487	4,175	2,570	4,211
<b>Total Salaries</b>	<u>251,014</u>	<u>253,099</u>	<u>258,748</u>	<u>258,952</u>
Other Pay				
Overtime	112	193	61	500
Longevity	806	1,670	2,016	2,304
Special Allowances	2,418	4,715	500	-
Deferred Compensation	-	-	-	-
<b>Total Other Pay</b>	<u>3,336</u>	<u>6,578</u>	<u>2,577</u>	<u>2,804</u>
Benefits				
Worker's Compensation	593	709	1,028	996
FICA & Medicare	18,797	19,042	19,991	20,010
LAGERS Retirement	8,240	9,427	9,429	7,510
Health Insurance	17,304	27,327	27,649	28,332
Dental Insurance	1,139	1,212	1,223	1,223
Life Insurance	376	348	360	441
Vision Insurance	274	301	304	303
<b>Total Benefits</b>	<u>46,723</u>	<u>58,366</u>	<u>59,984</u>	<u>58,814</u>
<b>Total Personal Services</b>	<b>301,073</b>	<b>318,043</b>	<b>321,308</b>	<b>320,570</b>
<b><u>SUPPLIES</u></b>				
Computer Supplies	-	-	-	-
Copier Supplies	-	-	-	-
Office Supplies	4,001	5,298	5,000	5,500
Small Office Equipment	-	-	200	200
Wearing Apparel	974	885	1,000	1,000
<b>Total Supplies</b>	<u>4,974</u>	<u>6,183</u>	<u>6,200</u>	<u>6,700</u>
<b><u>PURCHASED SERVICES</u></b>				
Computer Services	-	-	-	-
Contract Maintenance	-	-	-	-
Memberships & Subscriptions	-	-	-	-
Postage	2,235	2,024	2,400	2,400
Special Services	1,046	8,951	1,200	1,200
Telephone/Modem	4,895	4,872	4,800	4,800
Training and Travel	113	124	-	-
<b>Total Purchased Services</b>	<u>8,289</u>	<u>15,972</u>	<u>8,400</u>	<u>8,400</u>
<b>TOTAL PROGRAM EXPENDITURES</b>	<b><u>314,337</u></b>	<b><u>340,198</u></b>	<b><u>335,908</u></b>	<b><u>335,670</u></b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Program Summary

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<b>Department:</b> Finance	<b>Fund:</b> General
<b>Program:</b> General Support Services	

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### Program Description

This program accounts for all liability insurance costs, unemployment compensation costs, and other insurance costs incurred by the City. Due to dramatically increasing casualty and liability insurance coverages, the City bid out those services in 2010. Bidding those coverages resulted in significant savings to the City. The three year contract expired in 2013 and the City re-bid those services. After comparing proposals from several vendors, the City maintained the same insurer for a minimal increase -- despite the current double digit increases being experienced in the insurance industry. The costs of a copier and FAX machine, which are used by all City departments, are also funded for through this program as well as the ongoing support associated with the City-wide telephone/computer network.

In order to more accurately reflect the true operations cost of each program, worker's compensation costs were broken out into each program and fund. Property insurance costs were also broken out between the General Fund, Sewer Fund and Community Center Sales Tax Fund based on property values at those locations.

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### Department Staffing: Full-Time Equivalent (FTEs)

	<u>2012-13</u> Actual	<u>2013-14</u> Actual	<u>2014-15</u> Estimate	<u>2015-16</u> Budget
Regular - Full-Time	0.0	0.0	0.0	0.0
Regular - Part-Time	0.0	0.0	0.0	0.0
Temporary/Seasonal	0.0	0.0	0.0	0.0
<b>Total FTEs</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

# City of Grandview Fiscal Year 2016 Annual Budget

## Summary of Program Expenditures

<b>Department:</b> Finance	<b>Fund:</b> General			
<b>Program:</b> General Support Services				
	<u>2012-13</u> Actual	<u>2013-14</u> Actual	<u>2014-15</u> Estimate	<u>2015-16</u> Budget
<b>GENERAL SUPPORT SERVICES</b>				
Insurance				
Casualty Insurance	318,108	313,226	305,000	332,500
Unemployment Compensation	<u>37,234</u>	<u>3,834</u>	<u>6,889</u>	<u>10,000</u>
<b>Total Insurance</b>	<b>355,342</b>	<b>317,060</b>	<b>311,889</b>	<b>342,500</b>
<b>SUPPLIES</b>				
Copier Supplies	<u>6,803</u>	<u>6,839</u>	<u>5,995</u>	<u>4,000</u>
<b>Total Supplies</b>	<b>6,803</b>	<b>6,839</b>	<b>5,995</b>	<b>4,000</b>
<b>PURCHASED SERVICES</b>				
Equipment Maintenance	2,692	3,418	1,000	1,000
Miscellaneous IT Services	55,052	69,830	72,973	66,300
Local Phone Services (T-1)	-	-	-	-
CSD # 4 Phone Service Agreement	13,276	6,648	13,300	13,300
Communication	82,915	110,520	80,608	27,600
Special Services	<u>13,243</u>	<u>26,904</u>	<u>4,868</u>	<u>5,000</u>
<b>Total Purchased Services</b>	<b>167,179</b>	<b>217,319</b>	<b>172,750</b>	<b>113,200</b>
<b>LAND ACQUISITION</b>				
	-	-	-	-
<b>TOTAL PROGRAM EXPENDITURES</b>	<b><u>529,324</u></b>	<b><u>541,218</u></b>	<b><u>490,633</u></b>	<b><u>459,700</u></b>

