

CITY OF NORMANDY, MISSOURI
AN ORDINANCE

1st READING 11/14/2023
2nd READING 12/12/2023

BILL NO. 23-29
ORDINANCE NO. 799

AN ORDINANCE OF THE CITY OF NORMANDY, MISSOURI AMENDING THE ADOPTED FISCAL YEAR 2024 BUDGET OF THE CITY OF NORMANDY.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMANDY, MISSOURI, AS FOLLOWS:

Section 1

The City of Normandy hereby amends the Fiscal Year 2024 Budget as shown in Exhibit A attached hereto and incorporated by reference herein as the budget for the City of Normandy for the fiscal year beginning October 1, 2023, and ending September 30, 2024.

Section 2

The City Council hereby adopts the job description and establishes the pay grade for the position of Administrative Assistant as outlined in Exhibit B pursuant to Section 5 of the City of Normandy and the Pay Plan adopted September 28th, 2023.

Section 3 – Effective Date

This Ordinance shall be in full force and effect from and after the date of its passage and approval.

PASSED by the Council of the City of Normandy and **APPROVED** by the Mayor this **12th** day of **December**, 2023.



Honorable Mark Beckmann, Mayor

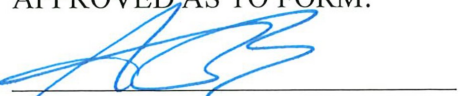
(SEAL)

Attest:



Khianna C. DeGarmo, City Clerk

APPROVED AS TO FORM:



Andrew R. Bramman - City Attorney
City of Normandy, Missouri

EXHIBIT A

General Fund
FY Ending September 30th, 2024

Account Number	Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
REVENUES					
Property Taxes					
10-400 Real estate	78,504	77,431	\$ 84,668	\$ -	\$ 84,668
10-401 Personal property	17,721	20,128	\$ 27,475	\$ -	\$ 27,475
10-402 Road & Bridge Tax				\$ -	
10-414 Railroad and Utility		5,678			
Total Property Taxes	96,225	103,237	\$ 112,142	\$ -	\$ 112,142
Utility Taxes					
10-415 Electric	343,810	343,107	\$ 360,000	\$ -	\$ 360,000
10-416 Telephone	52,853	49,975	\$ 62,348	\$ -	\$ 62,348
10-417 Gas	141,282	166,479	\$ 205,000	\$ -	\$ 205,000
10-418 Cable	26,431	27,029	\$ 34,000	\$ -	\$ 34,000
10-419 Water	98,275	99,512	\$ 115,000	\$ -	\$ 115,000
Total Utility Taxes	662,652	686,102	\$ 776,348	\$ -	\$ 776,348
10-405 Sales Taxes	689,266	745,761	\$ 785,000	\$ -	\$ 785,000
10-405.1 Prop P Sales Tax	305,646	289,018	\$ 314,967	\$ -	\$ 314,967
10-425 Local Use Tax	51,683	70,384	\$ 64,260	\$ -	\$ 64,260
Licenses					
10-406 Merchants and manufacturers	18,852	23,152	\$ 23,000	\$ -	\$ 23,000
10-407 Liquor	8,850	2,850	\$ 2,850	\$ -	\$ 2,850
10-408 Other	(92)	6	\$ 20	\$ -	\$ 20
Total Licenses	27,610	26,008	\$ 25,870	\$ -	\$ 25,870
Permits					
10-409 Building	15,436	77,342	\$ 72,553	\$ 77,447	\$ 150,000
10-410 Occupancy	11,512	9,490	\$ 10,000	\$ -	\$ 10,000
10-410A Inspections	26,317	31,645	\$ 27,000	\$ -	\$ 27,000
10-411 Park	1,900	2,315	\$ 1,500	\$ -	\$ 1,500
10-412 Other	1,011	300	\$ 750	\$ -	\$ 750
Total Permits	56,176	121,092	\$ 111,803	\$ 77,447	\$ 189,250
Fines and Court Costs					
10-421 Fines, forfeitures, and penalties	184,302	91,720	\$ 350,000	\$ -	\$ 350,000
10-423 Police training	-	799	\$ 4,900	\$ -	\$ 4,900
Total Fines And Court C	184,302	92,518	\$ 354,900	\$ -	\$ 354,900

General Fund
FY Ending September 30th, 2024

REVENUES CONT...

Account Number		Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
10-403	Cigarette tax	\$ 38,197	\$ 38,197	\$ 38,500	\$ -	\$ 38,500
10-404	Motor vehicle sales tax	\$ 225,034	\$ 227,498	\$ 245,279	\$ -	\$ 245,279
10-420	Grant - police capital	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
10-420D	Drug Asset Forfeitures	\$ -	\$ -	\$ 141,638	\$ -	\$ 141,638
10-420E	DEA Reimbursement			\$ 19,000	\$ -	\$ 19,000
10-420	Grant Funds	\$ 1,073		\$ 14,500	\$ 25,000	\$ 39,500
	ARPA	\$ 493,825	\$ 491,821	\$ 23,780	\$ (23,780)	\$ -
	Total Intergovernmental	<u>\$ 758,130</u>	<u>\$ 757,516</u>	<u>\$ 482,697</u>	<u>\$ 26,220</u>	<u>\$ 508,917</u>
Contract Revenue						
40-435	Police Services Contract Revenue			\$ 1,260,483	\$ -	\$ 1,260,483
40-435a	Court Services Contract Revenue			\$ 131,395	\$ (15,354)	\$ 116,041
	Total Contract Revenue	<u>\$ 1,336,728</u>	<u>\$ 1,288,322</u>	<u>\$ 1,391,878</u>	<u>\$ (15,354)</u>	<u>\$ 1,376,524</u>
Other						
10-413	Nuisance abatement	\$ 9,381	\$ 959	\$ 5,000	\$ -	\$ 5,000
10-450	Investment Income	\$ 579	\$ 533	\$ 500	\$ -	\$ 500
10-443	Miscellaneous income - police	\$ 16,812	\$ 8,847	\$ 8,000	\$ -	\$ 8,000
10-444	Miscellaneous income - office	\$ 4,564	\$ 351,901	\$ 2,500	\$ -	\$ 2,500
10-446	Miscellaneous income - court	\$ 308	\$ 300	\$ -	\$ -	\$ -
10-445	Miscellaneous income - PW		\$ 2,044			
10-469	Transfer in - parks	\$ 50,929	\$ 76,863	\$ 72,183	\$ 14,802	\$ 86,985
	Transfer in - Economic Development	\$ -	\$ 20,000	\$ 21,750	\$ 68,250	\$ 90,000
	Insurance proceeds	\$ 77,135	\$ 3,487	\$ -	\$ -	\$ -
10-471	Transfer in - capital improvement	\$ 67,000	\$ -	\$ -	\$ -	\$ -
	Transfer out - Street Improvement	\$ -	\$ (20,000)	\$ -	\$ -	\$ -
	Principle and interest payments	\$ (62,326)	\$ -	\$ -	\$ -	\$ -
	Transfer out sanitation	\$ (135,063)	\$ -	\$ -	\$ -	\$ -
	Sale of Assets	\$ 63,441	\$ 170,629	\$ 35,000	\$ -	\$ 35,000
	Total Other	<u>\$ 92,759</u>	<u>\$ 615,564</u>	<u>\$ 144,933</u>	<u>\$ 83,052</u>	<u>\$ 227,985</u>
	Total Revenues	<u>\$ 4,261,175</u>	<u>\$ 4,795,524</u>	<u>\$ 4,564,799</u>	<u>\$ 171,365</u>	<u>\$ 4,736,164</u>

REVENUE SOURCE SUMMARY

Grant Revenue	493,825	491,821	\$ 23,780	\$ (23,780)	-
Transfer In	117,929	96,863	\$ 93,933	\$ 83,052	176,985
Transfer Out	-	(20,000)	\$ -	\$ -	-
One-Time Revenues		-		\$ -	
Operational Revenue	3,649,421	4,226,839	\$ 4,447,085	\$ 112,093	4,559,178
Total	<u>\$ 4,261,175</u>	<u>\$ 4,795,524</u>	<u>\$ 4,564,799</u>	<u>\$ 171,365</u>	<u>\$ 4,736,164</u>

General Fund
FY Ending September 30th, 2024

Account Number	Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
Administration					
10-501 Salaries	\$ 151,967	\$ 141,106	\$ 145,262	\$ 27,664	\$ 172,926
10-502 Payroll taxes	\$ 17,741	\$ 9,902	\$ 11,113	\$ 2,116	\$ 13,229
10-501a * Elected Official Salaries	\$ 37,857	\$ 36,300	\$ 37,800	\$ -	\$ 37,800
10-502a * Elected Official Payroll Taxes	\$ 15,211	\$ 2,777	\$ 2,892	\$ -	\$ 2,892
10-503 Health insurance	\$ 16,741	\$ 15,206	\$ 17,856	\$ -	\$ 17,856
10-504 Pension	\$ 5,285	\$ -	\$ 436	\$ -	\$ 436
10-505 Worker's compensation	\$ 1,863	\$ 1,904	\$ 133	\$ -	\$ 133
10-509 Suppl insurance	\$ 2,854	\$ 1,553	\$ 2,596	\$ -	\$ 2,596
10-506 Unemployment insurance	\$ -		\$ -	\$ 5,000	\$ 5,000
10-510 * Dues and subscriptions	\$ 7,370	\$ 5,960	\$ 5,337	\$ -	\$ 5,337
10-511 Training	\$ 1,189	\$ 2,923	\$ 2,500	\$ 1,000	\$ 3,500
10-512 Elected officials	\$ 175		\$ -	\$ -	\$ -
10-513 * Professional fees	\$ 13,976	\$ 42,233	\$ 47,500	\$ -	\$ 47,500
10-514 * Legal Fees	\$ 112,449	\$ 101,527	\$ 84,000	\$ -	\$ 84,000
10-514a * Accounting Fees	\$ 83,275	\$ 59,875	\$ 61,000	\$ -	\$ 61,000
10-515 * Travel	\$ 2,667	\$ 1,655	\$ 2,700	\$ -	\$ 2,700
10-521 * Uniforms	\$ 365	\$ 80	\$ 200	\$ -	\$ 200
10-516 Contractual Services	\$ 69,457	\$ 11,866	\$ -	\$ -	\$ -
10-535 * Utilities	\$ 17,212	\$ 61,746	\$ 17,000	\$ -	\$ 17,000
10-540 * Recruitment	\$ 1,905	\$ 2,902	\$ 1,000	\$ -	\$ 1,000
10-541 * Supplies & Equipment	\$ 20,718	\$ 9,275	\$ 9,050	\$ -	\$ 9,050
10-542 * Printing	\$ 1,605	\$ 13,536	\$ 11,850	\$ -	\$ 11,850
10-544 * Postage	\$ 588	\$ 1,443	\$ 500	\$ -	\$ 500
10-545 * Election Fees	\$ 1,501	\$ 6,492	\$ 1,850	\$ -	\$ 1,850
10-549 * Insurance	\$ 117,811	\$ 169,513	\$ 72,091	\$ -	\$ 72,091
10-559 * Public relations	\$ 1,441	\$ -	\$ -	\$ -	\$ -
10-560 * Miscellaneous	\$ 4,188	\$ 4,279	\$ 5,000	\$ -	\$ 5,000
10-561 Credit card and banking fees	\$ 21,944	\$ 8,840	\$ 5,000	\$ -	\$ 5,000
10-565 Over & short	\$ -	\$ -	\$ -	\$ -	\$ -
10-580 * Equipment maintenance	\$ 4,136	\$ -	\$ 5,000	\$ -	\$ 5,000
10-581 * Computer Software/support	\$ 49,383	\$ 43,881	\$ 31,980	\$ -	\$ 31,980
10-582 * Rental Equipment	\$ 3,721	\$ 851	\$ 4,500	\$ -	\$ 4,500
10-583 * Building maintenance	\$ 3,898	\$ 13,463	\$ 5,000	\$ -	\$ 5,000
10-590 Equipment	\$ 22,165	\$ 792	\$ -	\$ -	\$ -
10-595 Capital Outlay Admin	\$ -	\$ 7,605			
Total Administration	\$ 812,659	\$ 779,482	\$ 591,144	\$ 35,780	\$ 626,924
ADMINISTRATION EXPENDITURE SUMMARY					
Personnel Expense	\$ 249,519	\$ 208,747	\$ 218,087	\$ 34,780	252,867
Operating Expense	\$ 533,356	\$ 548,025	\$ 368,057	\$ 1,000	369,057
Capital Expense	\$ 29,784	\$ 22,710	\$ 5,000	\$ -	5,000
Total	\$ 812,659	\$ 779,482	\$ 591,144	\$ 35,780	626,924

General Fund
FY Ending September 30th, 2024

Account Number	Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
Public Safety					
10-601 * Wages	\$ 1,471,476	\$ 1,445,380	\$ 1,511,256	\$ 10,000	\$ 1,521,256
10-607 * Overtime	\$ 80,902	\$ 115,338	\$ 35,000	\$ 30,000	\$ 65,000
10-608 * Holiday pay	\$ 27,431	\$ 41,458	\$ 29,793	\$ -	\$ 29,793
10-602 * Payroll taxes	\$ 109,742	\$ 116,345	\$ 107,612	\$ 1,418	\$ 109,030
10-603 * Health insurance	\$ 290,693	\$ 290,985	\$ 278,636	\$ -	\$ 278,636
10-604 * Pension	\$ 107,096	\$ 66,844	\$ 85,205	\$ 540	\$ 85,745
10-605 * Worker's compensation	\$ 92,607	\$ 102,838	\$ 180,611	\$ (7,995)	\$ 172,616
10-609 * Suppl insurance	\$ 16,533	\$ 18,818	\$ 25,273	\$ -	\$ 25,273
10-610 Dues and subscriptions	\$ 13,876	\$ 6,510	\$ 7,378	\$ -	\$ 7,378
10-611 Training	\$ 9,822	\$ 12,956	\$ 5,192	\$ -	\$ 5,192
10-613 Professional services	\$ 10,643	\$ 8,584	\$ 14,600	\$ -	\$ 14,600
10-615 Travel	\$ 160	\$ 3,569	\$ 2,500	\$ -	\$ 2,500
10-616 * Contractual services	\$ 122,688	\$ 137,016	\$ 124,341	\$ -	\$ 124,341
10-620 Uniforms	\$ 29,717	\$ 36,827	\$ 20,500	\$ -	\$ 20,500
10-623 Drug Asset Forfeiture	\$ -	\$ -	\$ 164,985	\$ -	\$ 164,985
10-625 Vehicle	\$ 60,040	\$ 50,995	\$ 70,000	\$ 5,000	\$ 75,000
10-627 Fuel	\$ 82,503	\$ 70,070	\$ 94,500	\$ -	\$ 94,500
10-628 Detective Bureau	\$ -	\$ 76	\$ -	\$ -	\$ -
10-635 Utilities	\$ 17,394	\$ 21,443	\$ 13,750	\$ -	\$ 13,750
10-640 Recruitment	\$ -	\$ 598	\$ 3,000	\$ -	\$ 3,000
10-641 * Supplies	\$ 4,995	\$ 10,224	\$ 10,000	\$ -	\$ 10,000
10-649 Insurance	\$ -	\$ -	\$ 411,510	\$ -	\$ 411,510
10-659 Public relations	\$ -	\$ 7,087	\$ 2,000	\$ -	\$ 2,000
10-660 Miscellaneous	\$ 5,729	\$ 3,299	\$ 3,000	\$ -	\$ 3,000
10-680 Equip Maintenance	\$ 3,524	\$ 1,941	\$ 3,000	\$ -	\$ 3,000
10-690 Equipment	\$ 21,776	\$ 8,541	\$ -	\$ -	\$ -
10-695 Capital outlay - police capital	\$ 357,943	\$ 141,894	\$ -	\$ 25,000	\$ 25,000
Total Public Safety	<u>\$ 2,937,289</u>	<u>\$ 2,719,636</u>	<u>\$ 3,203,643</u>	<u>\$ 63,962</u>	<u>\$ 3,267,605</u>
POLICE EXPENDITURE SUMMARY					
Personnel Expense	\$ 2,196,479	\$ 2,198,006	\$ 2,253,386	\$ 33,962	\$ 2,287,348
Operating Expense	\$ 361,091	\$ 371,195	\$ 950,257	\$ 5,000	\$ 955,257
Capital Expense	\$ 379,719	\$ 150,435	\$ -	\$ 25,000	\$ 25,000
Total	<u>\$ 2,937,289</u>	<u>\$ 2,719,636</u>	<u>\$ 3,203,643</u>	<u>\$ 63,962</u>	<u>\$ 3,267,605</u>

General Fund
FY Ending September 30th, 2024

Account Number		Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
Courts						
10-601A	Salaries	\$ 89,313	\$ 128,185	\$ 119,600	\$ 5,554	\$ 125,154
10-602A	Payroll taxes	\$ 11,705	\$ 8,996	\$ 9,149	\$ 425	\$ 9,574
10-603A	Health insurance	\$ 33,189	\$ 28,854	\$ 30,100	\$ -	\$ 30,100
10-604A	Pension	\$ 2,421	\$ 11,227	\$ 359	\$ 17	\$ 375
10-605A	Worker's compensation	\$ 6,038	\$ 4,153	\$ 1,631	\$ -	\$ 1,631
10-609A	Suppl insurance	\$ 3,563	\$ 1,471	\$ 3,269	\$ -	\$ 3,269
10-610A	Dues and subscriptions	\$ 300	\$ 560	\$ 800	\$ -	\$ 800
10-611A	Training	\$ 525	\$ 275	\$ 500	\$ -	\$ 500
10-613A	Legal/Professional fees	\$ 44,292	\$ 38,897	\$ 22,500	\$ -	\$ 22,500
10-615A	Travel & expense	\$ 417		\$ 500	\$ -	\$ 500
10-616A	Contractual services	\$ 18,690	\$ 6,975	\$ 1,750	\$ -	\$ 1,750
10-620A	Uniforms	\$ -	\$ 106	\$ 200	\$ -	\$ 200
10-641A	Supplies	\$ -	\$ 2,258	\$ 3,000	\$ -	\$ 3,000
10-644A	Postage	\$ -		\$ 250	\$ -	\$ 250
10-699A	Miscellaneous	\$ -		\$ 400	\$ -	\$ 400
10-695A	Capital Outlay	\$ 12,949	\$ -	\$ -	\$ -	\$ -
	Total Judicial (Legal)	\$ 223,402	\$ 231,957	\$ 194,009	\$ 5,995	\$ 200,004

COURT EXPENDITURE SUMMARY

Personnel Expense	\$ 146,230	\$ 182,887	\$ 164,109	\$ 5,995	170,104
Operating Expense	\$ 64,223	\$ 49,071	\$ 29,900	\$ -	29,900
Capital Expense	\$ 12,949	\$ -	\$ -	\$ -	0
Total	\$ 223,402	\$ 231,957	\$ 194,009	\$ 5,995	200,004

Account Number		Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
Prosecuting Attorney						
10-601D	Salaries	\$ -	\$ -	\$ 13,728	\$ -	\$ 13,728
10-602D	Payroll taxes	\$ -	\$ -	\$ 1,050	\$ -	\$ 1,050
10-611D	Training	\$ -	\$ -	\$ 250	\$ -	\$ 250
10-613D	Legal Fees	\$ -	\$ -	\$ 21,600	\$ -	\$ 21,600
10-616D	Software and Subscriptions	\$ -	\$ -	\$ 4,750	\$ -	\$ 4,750
10-641D	Supplies	\$ -	\$ -	\$ 200	\$ -	\$ 200
	Total Judicial (Legal)	\$ -	\$ -	\$ 41,578	\$ -	\$ 41,578

PROSECUTING ATTORNEY SUMMARY

Personnel Expense	\$ -	\$ -	\$ 14,778	\$ -	\$ 14,778.19
Operating Expense	\$ -	\$ -	\$ 26,800	\$ -	\$ 26,800.00
Capital Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ 41,578	\$ -	\$ 41,578.19

General Fund
FY Ending September 30th, 2024

Account Number	Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
Public Works					
10-701 * Salaries	\$ 136,328	\$ 171,061	\$ 196,660	\$ (13,750)	\$ 182,910
10-702 * Payroll taxes	\$ 9,971	\$ 10,982	\$ 15,044	\$ (1,052)	\$ 13,993
10-703 * Health insurance	\$ 30,963	\$ 48,061	\$ 75,508	\$ -	\$ 75,508
10-704 * Pension	\$ 10,523	\$ 3,659	\$ 699	\$ -	\$ 699
10-705 * Worker's compensation	\$ 15,226	\$ 14,657	\$ 34,724	\$ (10,095)	\$ 24,629
10-706 * Overtime	\$ 1,190	\$ 390	\$ 3,600	\$ -	\$ 3,600
10-707 * Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -
10-709 * Suppl insurance	\$ 1,087	\$ 1,917	\$ 3,269	\$ -	\$ 3,269
10-710 Dues and subscriptions	\$ 250	\$ 250	\$ 500	\$ -	\$ 500
10-711 Training	\$ -	\$ 198	\$ 1,500	\$ -	\$ 1,500
10-713 * Professional fees	\$ 25,579	\$ 7,122	\$ 15,500	\$ -	\$ 15,500
10-715 Travel	\$ -	\$ -	\$ -	\$ -	\$ -
10-716 * Contractual services	\$ 17,507	\$ 7,100	\$ 11,300	\$ -	\$ 11,300
10-720 Uniforms	\$ 767	\$ 1,235	\$ 2,500	\$ -	\$ 2,500
10-725 Vehicle	\$ 28,465	\$ 16,398	\$ 12,000	\$ -	\$ 12,000
10-727 Fuel	\$ 11,277	\$ 13,865	\$ 16,000	\$ -	\$ 16,000
10-733 Weed and pest control	\$ -	\$ -	\$ -	\$ -	\$ -
10-734 Snow removal	\$ 4,817	\$ 10,475	\$ 6,000	\$ -	\$ 6,000
10-735 Utilities	\$ 12,728	\$ 10,179	\$ 9,000	\$ -	\$ 9,000
10-736 Street lighting	\$ -	\$ -	\$ 36,000	\$ -	\$ 36,000
10-741 * Supplies	\$ 6,566	\$ 6,747	\$ 3,000	\$ -	\$ 3,000
10-747 Cleaning supplies	\$ -	\$ 412	\$ -	\$ -	\$ -
10-749 Insurance	\$ -	\$ -	\$ 29,160	\$ -	\$ 29,160
10-758 * Nuisance Abatement	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
10-759 Public relations	\$ -	\$ -	\$ -	\$ -	\$ -
10-760 Miscellaneous	\$ -	\$ 6,102	\$ 500	\$ -	\$ 500
10-770 Small tools	\$ 1,410	\$ 1,074	\$ -	\$ -	\$ -
10-780 Equipment maintenance	\$ 12,919	\$ 5,596	\$ 7,000	\$ -	\$ 7,000
10-782 Rental equipment	\$ -	\$ 1,066	\$ -	\$ -	\$ -
10-783 Building maintenance	\$ 6,106	\$ 3,881	\$ 5,500	\$ -	\$ 5,500
10-784 Street repairs - street	\$ 1,800	\$ 2,344	\$ 5,000	\$ -	\$ 5,000
10-790 Tools and Equipment	\$ -	\$ 1,733	\$ 3,000	\$ -	\$ 3,000
10-795 Capital outlay	\$ 54,239	\$ 194,954	\$ -	\$ -	\$ -
10-792 Hazardous Tree	\$ 16,500	\$ 6,275	\$ 15,000	\$ 25,000	\$ 40,000
Total Public Works	<u>\$ 406,217</u>	<u>\$ 547,733</u>	<u>\$ 512,964</u>	<u>\$ 103</u>	<u>\$ 513,067</u>

PUBLIC WORKS EXPENDITURE SUMMARY

Personnel Expense	\$ 205,287	\$ 250,727	\$ 329,504	\$ (24,897)	304,607
Operating Expense	\$ 125,866	\$ 87,431	\$ 175,460	\$ 25,000	200,460
Capital Expense	\$ 75,064	\$ 209,574	\$ 8,000	\$ -	8,000
Total	<u>\$ 406,217</u>	<u>\$ 547,733</u>	<u>\$ 512,964</u>	<u>\$ 103</u>	<u>\$ 513,067</u>

General Fund
FY Ending September 30th, 2024

Account Number	Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
Public Works - Parks					
10-901 Salaries	\$ 21,832	\$ 42,726	\$ 32,660	\$ 13,750	\$ 46,410
10-902 Payroll taxes	\$ 1,629	\$ 2,746	\$ 2,498	\$ 1,052	\$ 3,550
10-903 Health Insurance	\$ 5,590	\$ 12,015	\$ -	\$ -	\$ -
10-904 Pension	\$ -	\$ 915			\$ -
10-905 Worker's compensation	\$ 2,695	\$ 3,664	\$ -	\$ -	\$ -
10-906 Parks overtime	\$ -	\$ 98	\$ -	\$ -	\$ -
10-909 Supplemental Insurance - Parks	\$ 351	\$ 479	\$ -	\$ -	\$ -
10-916 Contracted services	\$ 8,399	\$ 4,025	\$ -	\$ -	\$ -
10-935 Utilities	\$ 2,901	\$ 2,964	\$ 6,000	\$ -	\$ 6,000
10-949 Insurance	\$ -	\$ -	\$ 1,725	\$ -	\$ 1,725
10-960 Miscellaneous	\$ -		\$ 200	\$ -	\$ 200
10-980 Equipment Maintenance	\$ 3,903	\$ 3,716	\$ 6,100	\$ -	\$ 6,100
10-983 Facility Maintenance	\$ 3,730	\$ 3,516	\$ 3,000	\$ -	\$ 3,000
10-995 Capital Equipment	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
Total PW - Parks	<u>\$ 51,030</u>	<u>\$ 76,863</u>	<u>\$ 72,183</u>	<u>\$ 14,802</u>	<u>\$ 86,985</u>

PARKS EXPENDITURE SUMMARY

Personnel Expense	\$ 32,097	\$ 62,642	\$ 35,158	\$ 14,802	49,960
Operating Expense	\$ 18,933	\$ 14,221	\$ 17,025	\$ -	17,025
Capital Expense	\$ -	\$ -	\$ 20,000	\$ -	20,000
Total	<u>\$ 51,030</u>	<u>\$ 76,863</u>	<u>\$ 72,183</u>	<u>\$ 14,802</u>	<u>86,985</u>

General Fund
FY Ending September 30th, 2024

Account Number	Actual September 30 2022	Projected September 30 2023	Passed Budget 2024	Change	Proposed Budget Amend 2024
REVENUES SUMMARY					
Property Taxes	\$ 96,225	103,237	\$ 112,142	\$ -	112,142
Utility Taxes	\$ 662,652	686,102	\$ 776,348	\$ -	776,348
Sales Tax (1% Pool)	\$ 689,266	745,761	\$ 785,000	\$ -	785,000
Prop P Sales Tax	\$ 305,646	289,018	\$ 314,967	\$ -	314,967
Local Use Tax	\$ 51,683	70,384	\$ 64,260	\$ -	64,260
Licenses	\$ 27,610	26,008	\$ 25,870	\$ -	25,870
Permits	\$ 56,176	121,092	\$ 111,803	\$ 77,447	189,250
Fines and Court Cost	\$ 184,302	92,518	\$ 354,900	\$ -	354,900
Intergovernmental	\$ 758,130	757,516	\$ 482,697	\$ 26,220	508,917
Contract Revenue	\$ 1,336,728	1,288,322	\$ 1,391,878	\$ (15,354)	1,376,524
Other	\$ 92,759	615,564	\$ 144,933	\$ 83,052	227,985
Total Revenues	<u>\$ 4,261,175</u>	<u>4,795,524</u>	<u>\$ 4,564,799</u>	<u>\$ 171,365</u>	<u>4,736,164</u>
EXPENDITURES SUMMARY					
Administration	\$ 812,659	779,482	\$ 591,144	\$ 35,780	626,924
Police	\$ 2,937,289	2,719,636	\$ 3,203,643	\$ 63,962	3,267,605
Courts	\$ 223,402	231,957	\$ 194,009	\$ 5,995	200,004
Prosecuting Attorney	\$ -	\$ -	\$ 41,578	\$ -	41,578
Public Works	\$ 406,217	547,733	\$ 512,964	\$ 103	513,067
Parks	\$ 51,030	76,863	\$ 72,183	\$ 14,802	86,985
Total Expenditures	<u>\$ 4,430,598</u>	<u>4,355,672</u>	<u>\$ 4,615,521</u>	<u>\$ 120,642</u>	<u>4,736,163</u>
NET CHANGE IN FUND BALANCE	<u>\$ (169,415)</u>	<u>439,851</u>	<u>\$ (50,722)</u>	<u>\$ 50,722</u>	<u>\$ 0</u>
FUND BALANCE, OCT 1	<u>\$ 1,331,066</u>	<u>1,161,651</u>	<u>\$ 1,617,854</u>	<u>\$ -</u>	<u>1,601,502</u>
FUND BALANCE, SEP 30	<u>\$ 1,161,651</u>	<u>1,601,502</u>	<u>\$ 1,567,132</u>	<u>\$ 34,370</u>	<u>1,601,502</u>
TOTAL SUMMARY					
Personnel Expense	\$ 2,829,613	2,903,010	\$ 3,015,022	\$ 64,642	3,079,665
Operating Expense	\$ 1,103,470	1,069,943	\$ 1,567,499	\$ 31,000	1,598,499
Capital Expense	\$ 497,516	382,719	\$ 33,000	\$ 25,000	58,000
Total	<u>\$ 4,430,598</u>	<u>\$ 4,355,672</u>	<u>\$ 4,615,521</u>	<u>\$ 120,642</u>	<u>4,736,163</u>

Capital Improvement Fund
FY Ending Septmeber 30th, 2024

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Proposed 2024 Budget	Change	Proposed Budget Amend 2024
REVENUES					
20-405 Sales tax	67,527	70,250	87,000	-	87,000
20-450 Investment income	-	-		-	-
20-460 Capital Improvement - Misc Income	-	-		41,729	41,729
Total Revenues	<u>67,527</u>	<u>70,250</u>	<u>87,000</u>	<u>41,729</u>	<u>128,729</u>
EXPENDITURES					
Capital outlay					
20-1200 Admin		-	15,000	(4,000)	11,000
20-1201 Admin-Capital Construction		-		-	
20-1210 Police	-	-	60,000.00	-	60,000.00
20-1220 Public Works		-	10,000.00	10,000	20,000.00
20-1225 Parks & Recreation	-	-	-	-	-
20-1231 Sanitation	-	-	-	-	-
20-1299 Banking Fees		-	-	-	-
Transfer to General Fund				-	
Total Expenditures	<u>-</u>	<u>-</u>	<u>85,000</u>	<u>6,000</u>	<u>91,000</u>
REV. OVER (UNDER) EXPEND.	67,527	70,250	2,000	35,729	37,729
OTHER FINANCING SOURCES (USES)					
Transfer in		-	-	-	-
Transfer out	(67,000)			-	
Principal payments		(33,472)	(9,349)	-	(9,349)
Interest expense		(34,520)	(7,649)	-	(7,649)
Debt issue costs		-		-	
Sale of Capital Assets				-	
Total Other Financing Sources (Uses)	<u>(67,000)</u>	<u>(67,991)</u>	<u>(16,998)</u>	<u>-</u>	<u>(16,998)</u>
NET CHANGE IN FUND BALANCE	527	2,259	(14,998)	35,729	20,731
FUND BALANCE, OCTOBER 1	<u>29,811</u>	<u>30,338</u>	<u>-</u>	<u>32,597</u>	<u>32,597</u>
FUND BALANCE, SEPTEMBER 30	<u><u>30,338</u></u>	<u><u>32,597</u></u>	<u><u>(14,998)</u></u>	<u><u>68,325</u></u>	<u><u>53,327</u></u>

Parks and Stormwater Fund
FY Ending September 30th, 2024

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Adopted 2024 Budget	Change	Proposed Budget Amend 2024
REVENUES					
40-405 Sales Tax	45,465	50,909	87,000	-	87,000
40-420 Grant income	-	-	350,000	-	350,000
40-450 Investment income		-		-	-
40-460 Parks and Stormwater - Misc Income				449,634	449,634
40-460 Event Sponsor/Contributions				2,000	2,000
Total Revenues	<u>45,465</u>	<u>50,909</u>	<u>437,000</u>	<u>451,634</u>	<u>888,634</u>
EXPENDITURES					
40-1501 Parks expenses	11,574	13,084	10,000	-	10,000
40-1502 Park Event/Activity	-	-	-	8,000	8,000
40-1503 Park - Forestry Management	-	-	-	7,000	7,000
40-1595 Parks capital construction	-	-	369,050	-	369,050
Parks Capital Equipment	-	-		5,300	5,300
40-1599 Bank fees	-	-		-	-
Total Expenditures	<u>11,574</u>	<u>13,084</u>	<u>379,050</u>	<u>20,300</u>	<u>399,350</u>
NET CHANGE IN FUND BALANCE	33,891	37,825	57,950	431,334	489,284
OTHER FINANCING USES					
10-471 Transfer out to general fund	<u>(50,929)</u>	<u>(76,863)</u>	<u>(72,183)</u>	<u>(14,802)</u>	<u>(86,985)</u>
NET CHANGE IN FUND BALANCE	(17,038)	(39,038)	(14,233)	416,533	402,299
FUND BALANCE, OCTOBER 1	<u>91,722</u>	<u>74,684</u>	<u>65,066</u>	<u>(29,420)</u>	<u>35,646</u>
FUND BALANCE, SEPTEMBER 30	<u><u>74,684</u></u>	<u><u>35,646</u></u>	<u><u>50,833</u></u>	<u><u>387,113</u></u>	<u><u>437,945</u></u>

Economic Development Fund
FY Ending September 30th, 2024

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Passed 2024 Budget	Change	Proposed Budget Amend 2024
REVENUES					
50-405 Economic development tax	45,465	50,909	87,000	-	87,000
50-450 Investment income		-	20	-	20
50-460 Econoic Develop-Misc Income				449,635	449,635
Grant Income		16,352		-	
Total Revenues	<u>45,465</u>	<u>67,261</u>	<u>87,020</u>	<u>449,635</u>	<u>536,655</u>
EXPENDITURES					
Great Streets					
50-716A Contracted services	9,600	23,759	15,000	-	15,000
50-733A Weed & pest control		-	-	-	-
50-735A Utilities	2,159	43,035	25,000	-	25,000
50-736A Street lighting	324	2,550	5,000	-	5,000
50-760A Miscellaneous		-	-	-	-
50-791A Special events		-	-	-	-
50-790A Capital outlay	4,135	5,528	5,000	-	5,000
Total Great Streets	<u>16,217</u>	<u>74,872</u>	<u>50,000</u>	<u>-</u>	<u>50,000</u>
50-1601 Economic Development Expense		1,010	1,500	-	1,500
Transfer to General Fund for Admin Salary	-	20,000	21,750	68,250	90,000
Legal and Accounting Expense	-	7,001	7,000	3,000	10,000
Total Expenditures	<u>16,217</u>	<u>102,882</u>	<u>73,250</u>	<u>78,250</u>	<u>151,500</u>
NET CHANGE IN FUND BALANCE	29,248	(35,621)	13,770	371,385	385,155
FUND BALANCE, OCTOBER 1	<u>80,615</u>	<u>109,863</u>	<u>74,242</u>	<u>-</u>	<u>74,242</u>
FUND BALANCE, SEPTEMBER 30	<u><u>109,863</u></u>	<u><u>74,242</u></u>	<u><u>88,012</u></u>	<u><u>-</u></u>	<u><u>459,397</u></u>

Street Improvement Fund
FY Ending September 30th, 2024

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Passed 2024 Budget	Change	Budget Amend 2024
REVENUES					
80-405 Road and bridge tax	28,172	31,025	30,000	-	30,000
CDBG income	-	-	132,000	-	132,000
80-450 Investment income	17	25	50	-	50
Transfer in General Fund		20,000		-	
Total Revenues	<u>28,189</u>	<u>51,051</u>	<u>162,050</u>	-	<u>162,050</u>
EXPENDITURES					
80-1501 Street expenditures	\$ -	\$ -		-	
80-1502 Construction-street	\$ -	\$ -	\$ 400,000	-	\$ 400,000
80-1599 Bank fees	\$ -	\$ -	\$ -	-	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	-	<u>\$ 400,000</u>
NET CHANGE IN FUND BALANCE	\$ 28,189	\$ 51,051	\$ (237,950)	-	\$ (237,950)
FUND BALANCE, OCTOBER 1	<u>\$ 173,776</u>	<u>\$ 201,965</u>	<u>\$ 253,016</u>	-	<u>\$ 253,016</u>
FUND BALANCE, SEPTEMBER 30	<u><u>\$ 201,965</u></u>	<u><u>\$ 253,016</u></u>	<u><u>\$ 15,066</u></u>	-	<u><u>\$ 15,066</u></u>

Sewer Lateral Fund
FY Ending September 30th, 2024

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Passed 2024 Budget	Change	Proposed Budget Amend 2024
REVENUES					
30-405 Sewer lateral fees	31,174	30,979	30,000	-	30,000
30-450 Investment income	-	-	-	-	-
Total Revenues	<u>31,174</u>	<u>30,979</u>	<u>30,000</u>	<u>-</u>	<u>30,000</u>
EXPENDITURES					
30-130C Payment to contractor	33,147	21,615	45,000	-	45,000
30-1310 Reimbursement to homeowner	-	-	-	-	-
30-1330 Bank fees	\$ -	-	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ 33,147</u>	<u>\$ 21,615</u>	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ 45,000</u>
NET CHANGE IN FUND BALANCE	\$ (1,973)	\$ 9,364	\$ (15,000)	\$ -	\$ (15,000)
FUND BALANCE, OCTOBER 1	<u>\$ 60,804</u>	<u>\$ 58,831</u>	<u>\$ 68,195</u>	<u>\$ -</u>	<u>\$ 68,195</u>
FUND BALANCE, SEPTEMBER 30	<u><u>\$ 58,831</u></u>	<u><u>\$ 68,195</u></u>	<u><u>\$ 53,195</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 53,195</u></u>

Judicial Education Fund
FY Ending September 30th, 2024

Account Number	September 30 2022 Actual	September 30 2023 Estimated	Passed 2024 Budget	Change	Proposed Budget Amend 2024
REVENUES					
90-401 Judicial training income	1,271	666	3,000	-	3,000
90-450 Investment Income	-	-	-	-	-
Total Revenues	<u>1,271</u>	<u>666</u>	<u>3,000</u>	<u>-</u>	<u>3,000</u>
EXPENDITURES					
90-913 Bank charges	-	-	-	-	-
90-923 Training expenditures	-	7,632	5,000	-	5,000
90-941 Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ 7,632</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 5,000</u>
NET CHANGE IN FUND BALANCE	\$ 1,271	\$ (6,966)	\$ (2,000)	\$ -	\$ (2,000)
FUND BALANCE, OCTOBER 1	<u>\$ 7,847</u>	<u>\$ 9,118</u>	<u>\$ 2,152</u>	<u>\$ -</u>	<u>\$ 2,152</u>
FUND BALANCE, SEPTEMBER 30	<u><u>\$ 9,118</u></u>	<u><u>\$ 2,152</u></u>	<u><u>\$ 152</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 152</u></u>

EXHIBIT B

City of Normandy, Missouri



Job Description

Title: Administrative Assistant

Department: Administration

Status: Part Time / Hourly / Non-exempt

Reports to: City Clerk

Appointment: Appointed by the City Administrator

Pay Range/Grade: G1 \$17.00/hour to \$19.88/hour

Number of Positions: 1

JOB SUMMARY:

Under the general direction of the City Clerk, the Administrative Assistant is a customer-facing position responsible for helping Normandy residents with a wide variety of services. The Administrative Assistant is also responsible for assisting the City Clerk and staff in a wide variety of clerical functions.

This position pays \$17.00 and \$19.88 hourly. The City of Normandy also offers great benefits including health, vision, dental, short- and long-term disability, group life, and AD&D insurance. In addition, the City of Normandy is a part of the Missouri LAGERS deferred benefit plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Administrative Duties

- a. Answers and routes telephone inquiries to appropriate personnel, as well as greets and assists walk-in contacts at the customer service window.
- b. Sorts and delivers mail/faxes/phone messages to respective personnel throughout the day.
- c. Receive applications and administer park permit reservations for the City's parks.
- d. Processes cash, checks, and credit card transactions for City Hall.
- e. Receive resident complaints and ensure that they reach the proper party.
- f. Assist in keeping inventory and ordering office supplies.
- g. Notarize forms as needed.
- h. Provides administrative assistance as needed.

C. City Clerk's Office Assistance

- a. Assists with other records such as, but not limited to, occupancy permits, inspection requests, and permit applications.
- b. Coordinates record retention and destruction with the City Clerk.

B. Housing Clerk

- a. Receive and process applications for occupancy permits and certificate of compliance inspections and schedule inspections as needed.
- b. Assist the Code Enforcement Officer in mailing notices of violations as directed.
- c. Assist the Code Enforcement Officer in preparing other administrative forms including, but not limited to, administrative search warrants, notices of violations, building permit cards, and invoices.

C. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED is required.
2. Must submit to a criminal background check and be able to work in an area where criminal justice information is present, pursuant to Missouri State Highway Patrol standards.
3. Must be a notary public or become a notary public within six (6) months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to maintain appropriate confidentiality of information and documents.
2. Knowledge of English grammar, spelling, and arithmetic.
4. Working knowledge of Microsoft Office.
1. Knowledge of Missouri Sunshine Law, state law, local law, statutes, and regulations.
2. Ability to perform and organize work independently.
5. Ability to operate a point-of-sale system and proper cash handling.
1. Ability to perform basic cash handling duties regularly.
2. Ability to prepare and maintain accurate, and concise records and reports.
3. Ability to reliably work the allocated hours of the position.
4. Ability to develop, interpret, and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Ability to operate the City telephone system.
6. Ability to maintain effective working relationships with other employees and the public, and to deal with public relations problems with courtesy and professionalism.
7. Must be able to adapt to an alternating, fast-paced environment while maintaining quality services and professionalism.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and sit for long periods. The employee is frequently required to bend, stoop, crouch, carry, and lift up to 25 lbs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

Updated 12-8-2023.