



**Steve Ehlmann**  
County Executive

**Joann Leykam**  
Director of Administration

**Jennifer George**  
Assistant Director of Administration

**John Greifzu**  
Assistant Director of Administration

## EXHIBIT A

**TO:** The Honorable John White, Council Chair  
The Honorable Joe Cronin  
The Honorable Joe Brazil  
The Honorable Mike Elam  
The Honorable Dave Hammond  
The Honorable Terry Hollander  
The Honorable Mike Klinghammer

**FROM:** Steve Ehlmann  
County Executive

**DATE:** April 3, 2019

**RE:** Certification of Additional Fund Balance – General Revenue Fund  
Municipal Court

### Certification of Revenue – Municipal Court

By this correspondence I hereby certify that pursuant to Section 6.206.1 of the St. Charles County Home Rule Charter, there is available for appropriation, additional fund balance in excess of that estimated in the approved 2019 Budget of the General Revenue Fund in the amount totaling \$36,087 as shown in the attached exhibit for the purpose of a supplemental appropriation and also, the appropriation of additional revenues in excess of those estimated in the adopted 2019 budget of the General Fund Budget in the amount of \$36,087.

The reason for this request is to provide funding to the 2019 Budget of the Municipal Court in the General Fund for one additional Assistant Court Clerk II position to meet the increased caseload from taking over Fines and Collection Center and Patrol traffic tickets and additional duties now required in Municipal Court day-to-day operations.

Should the St. Charles County Council approve this supplemental appropriation, \$36,087 would be added to the individual accounts shown in the attached exhibit.

Accordingly, I am requesting that the St. Charles County Council approve a supplemental appropriation ordinance for \$36,087 in the General Fund, for the purpose described. I appreciate your favorable consideration of this request.

cc: Joann Leykam, Director of Administration  
John Watson, County Counselor  
Bob Schnur, Director of Finance  
Heather Smith, Municipal Court Administrator  
Brenda Hinton, Registrar  
Donna Vogt, Executive Assistant, St. Charles County Council

**APPROVED**

*Joann Leykam*  
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DIRECTOR OF ADMINISTRATION  
*[Signature]*  
\_\_\_\_\_  
COUNTY EXECUTIVE

**EXHIBIT B**

Municipal Court  
Assistant Court Clerk II  
Pay Grade 113

| Account Number | Account Description         | Delete<br>Original Budget<br>Allocation | Insert<br>In Lieu<br>Thereof | Increase<br>of |
|----------------|-----------------------------|---|------------------------------|----------------|
|                | Beginning Fund Balance      | 17,234,242                              | 17,270,329                   | 36,087         |
| 0015800-41210  | Permanent-Full Time         | 251,585                                 | 272,274                      | 20,689         |
| 0015800-42110  | Health Insurance            | 42,265                                  | 53,320                       | 11,055         |
| 0015800-42120  | Dental Insurance            | 2,157                                   | 2,596                        | 439            |
| 0015800-42130  | Life Insurance              | 319                                     | 352                          | 33             |
| 0015800-42140  | Disability                  | 780                                     | 823                          | 43             |
| 0015800-42200  | Social Security             | 22,426                                  | 23,550                       | 1,124          |
| 0015800-42300  | Retirement Contributions    | 25,158                                  | 27,227                       | 2,069          |
| 0015800-42330  | Deferred Compensation       | 8,145                                   | 8,766                        | 621            |
| 0015800-42910  | Employee Assistance Program | 126                                     | 140                          | 14             |
|                |                             | <u>352,961</u>                          | <u>389,048</u>               | <u>36,087</u>  |