



User's Guide

A guide to reading the departmental budgets.

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user's guide

Department Budgets

Public Works
Department Summary

Program	General Fund	Streetlight Fund	Capital Improvement Fund	Sewer Lateral Fund	Total
Engineering & Administration	405,712				405,712
Roads & Bridges	2,058,885				2,058,885
Stormwater	606,385				606,385
Streetlighting		474,200			474,200
Solid Waste	1,703,602				1,703,602
Vehicle & Equip. Maintenance	527,993				527,993
Sewer Lateral Repairs			6,330,000	250,000	6,580,000
Capital Projects		10,000	6,330,000		6,340,000
Capital Projects Management			241,761		241,761
Total	\$5,302,577	\$484,200	\$6,571,761	\$250,000	\$12,608,538

Organization Chart

- 232 -

Each department budget includes a summary page that shows the programs within the department, funding sources and an organizational chart.

Program Budgets

Each program budget includes pages describing the activities, funding sources and amounts (by type) of expenditure.

2020 Programmatic Goals - Status

Goals	Status	Comments
Implement year 5 of new management plan by December 2020	Complete	
Add Community Center fees into the asset management database by December 2020	In Progress	
Develop a long-range asset management plan by December 2020	Not Started	

Roads and Bridges

Department	No.	Program	No.	Program Manager
Public Works	50	Roads and Bridges	002	Operations Manager

Performance Measures

- Miletics**
 - Concrete pavement replacement (sq. yds)
 - Concrete pavement replacement (sq. yds)
 - Concrete sidewalk replacement (sq. yds)
 - Concrete curb maintenance (sq. yds)
 - Right-of-way mowing (acres)
 - Street sweeping (curbside line miles)
 - Traffic control signs installed (upland (acres))
 - Maintenance applications on roads
 - Plant new street trees
 - Capital pavement repair (miles)

2021 Programmatic Goals

Goals
Complete long-range asset management plan by December 2021
Add Community Center fees into the asset management database by December 2021
Implement pavement repair program with National Grid
Begin construction of Sustainability Center features.

- 246 -

Program Budgets

Public Works Department Summary

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Organization Chart

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graph TD
    CA[City Administrator] --> DPW[Director of Public Works]
    DPW --> EA[Executive Assistant]
    DPW --> Eng[Engineer]
    DPW --> CI[Construction Inspector]
    DPW --> Int[Intern (.25)]
    DPW --> EM[Engineering Manager]
    DPW --> OM[Operations Manager]
    EM --> Eng2[Engineer]
    EM --> ET[Engineer Tech]
    OM --> AA[Administrative Assistant]
    OM --> CLRB[Crew Leader (2) Roads & Bridges]
    OM --> MW9[Maintenance Worker (9)]
    OM --> SMW[Seasonal Maintenance Worker (.75)]
    OM --> CLS[Crew Leader - Stormwater]
    OM --> MW3[Maintenance Worker (3)]
    OM --> CLVEM[Crew Leader - Veh. & Equip. Maint.]
    CLVEM --> M2[Mechanic (2)]
    CLVEM --> MH[Mechanic Helper]
    
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Departmental programs

Funding sources

Total department budget

Organization of positions within department

Program Budgets

General Fund				
Roads and Bridges				
Department	No.	Program	No.	Program Manager
Public Works	50	Roads and Bridges	002	Operations Manager
Program Activities				
<i>Roadway and Bridge Maintenance</i> This activity includes patching of potholes, sweeping streets, sealing of pavement cracks, and maintenance of all asphalt and concrete pavements, sidewalks, rights-of-way maintenance and bridge maintenance.				
<i>Traffic Control Devices</i> This activity installs and maintains all traffic control signs, pavement markings and traffic signals within the public rights-of-way on city-maintained streets.				
<i>Snow Removal</i> This activity is responsible for snow and ice control operations on city streets to maintain traffic flow.				
<i>Forestry</i> This activity involves the planting and trimming of trees and the removal of dead and diseased trees within all public rights-of-way in the City.				
<i>Vector Control</i> This activity is responsible for applying mosquitocide throughout the City. Larviciding services are provided by St. Louis County under contract.				
<i>Facility Operations & Maintenance</i> This activity is responsible for operation and maintenance of the city garage at Fee Fee and Midland Roads.				
2021 Programmatic Goals				
Goals				
Continue honeysuckle removal within City right-of-way.				
Add Community Center trees into the asset management database by December 2021.				
Assist Parks maintenance crews with ballfield rehab.				
Assist in construction of Sustainability Center features.				

Listing and description of major activities within the program

Position responsible for managing program

Strategic goals and objectives relevant to the program, as well as programmatic goals for the budget year.

Program Budgets


Program goals, status, and comments (see glossary for status definitions)

2020 Programmatic Goals - Status		
Goals	Status	Comments
Implement year 5 of tree management plan by December 2020.	Goal met	
Add Community Center trees into the asset management database by December 2020.	In progress	
Develop a honeysuckle removal plan by December 2020.	In progress	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Concrete pavement replacement (sq. yds.)	1,883	840	850	1,000
Concrete pavement replacement (each)	86	39	40	45
Concrete sidewalk replacement (sq. ft.)	9,647	7,803	10,000	13,000
Forestry (tree maintenance, each)	1,685	1,274	1,200	1,500
Right-of-way mowing (each)	13	12	10	10
Street sweeping (centerline lane miles)	531	321	300	350
Traffic control signs installed/replaced (each)	648	172	300	400
Mosquitocide applications city-wide	19	19	19	19
Plant new street trees	171	195	200	200
Asphalt pavement repair (tons)	41	85	100	70

Benchmarks, efficiency measures and timetables of the program

Program Budgets



Annual Budget -2021
General Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Public Works	50	Roads & Bridges	002
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	1,197,756	1,242,000	1,231,870
CONTRACTUAL SERVICES	190,392	365,905	211,280
COMMODITIES	321,168	382,980	352,980
CAPITAL	102,660	68,000	0
TOTAL EXPENDITURES	1,811,976	2,058,885	1,796,130
Personnel Schedule			
Position	2019	2020	2021
OPERATIONS MANAGER	1.00	1.00	1.00
CREW LEADER	2.00	2.00	2.00
MAINTENANCE WORKER	9.00	9.00	9.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
SEASONAL MAINT. WORKER	1.50	0.75	0.75
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	14.50	13.75	13.75

Compares expenditures over three fiscal years

All positions within the program

Number of employees (full-time equivalents) per position across three years

Program Budgets



Annual Budget -2021

General Fund

Budget source

Object of expenditure:
Personnel Services,
Contractual,
Commodities, or
Capital

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Public Works		50	Roads & Bridges			002
Contractual Services		2019	2020	2021		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	81,781	249,080	95,780	Smart phones (4) with hotspots	2,580
					Facility maintenance	7,500
					Landfill charges	15,000
					Vehicle location services (14)	5,100
					Mulch (Dorsett/I-270)	11,500
					Pest control	1,500
					Radio maintenance/mounting	500
					Security monitoring	500
					Traffic signal maintenance	15,000
					Tree removal	15,000
					Weather forecast service	3,600
					Dorsett 270 Lighting Replacement	18,000
720.18	LEVEE DISTRICT ASSESSMENT	54,194	57,000	57,000	Levee district assessment	57,000
720.19	LARVICIDING SERVICES	0	3,000	3,000	County contract for larviciding	3,000
720.28	RENTAL - EQUIPMENT	1,464	3,500	3,500	Specialized equipment (as needed)	3,500
720.30	UTILITIES SERVICES	47,278	49,000	49,000	Electric - traffic signals	5,500
					Gas & electric - bldg.	24,000
					Water (Dorsett/I-270)	4,500
					Water & sewer	15,000
720.51	PROFESSIONAL DEVELOPMENT	4,270	3,825	2,500	See professional development request	2,500
720.79	PROP. RESTORATION	1,405	500	500	Small claims	500
	TOTALS	190,392	365,905	211,280		

Specific planned expenditures within line item

Line Item
Account Numbers

Program Budgets



Annual Budget -2021

General Fund


DEPARTMENT	NUMBER	PROGRAM	NUMBER
Public Works	50	Roads & Bridges	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
AMERICAN PUBLIC WORKS ASSN		175	Annual membership (1)
APWA MEMBERSHIP STL METRO BRANCH	St. Louis, MO	250	Membership dues & mtgs (1)
APWA MO CHAPTER PWX	STL	600	Annual conference (1)
INTL SOCIETY OF ARBORCULTURE		175	Membership Dues
TRAINING/SKILL DEVELOPMENT	Local	1,300	Annual program (13)
	TOTAL REQUEST	2,500	

Specific conference, organization or training activity and the location where the activity will be held

Description of course, organization or seminar and estimated total cost

This total will match line item 720.51 on the page immediately preceding this page of each program

Program Budgets



Annual Budget -2021
General Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER		
Parks & Recreation	80	Government Center Maint.	004		
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
REBUILD CHILLER AT GOVERNMENT CENTER	1	R	50,655	50,655	
REPAIR OF BOILER EXHAUST AT THE GOVERNMENT CENTER	1	A	67,000	67,000	
TOTAL REQUEST				117,655	

*Listing of
Capital Asset
Items to be
purchased*

*Quantity,
replacement or
addition, unit
cost, total cost
and description*

strategic plan

In program budgets

Within each goal of the strategic plan, the City Council has identified objectives and the activities required to accomplish those objectives. When an objective and activity applies to a specific program, the first page of that program will include that information. To distinguish between each of the seven strategic goals, a color-coding system is used, as shown below.

Goal 1: Quality Housing
Goal 2: Building Community
Goal 3: City Services
Goal 4: Financial Stability
Goal 5: Safety
Goal 6: Economic Development
Goal 7: Creating Identity

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