



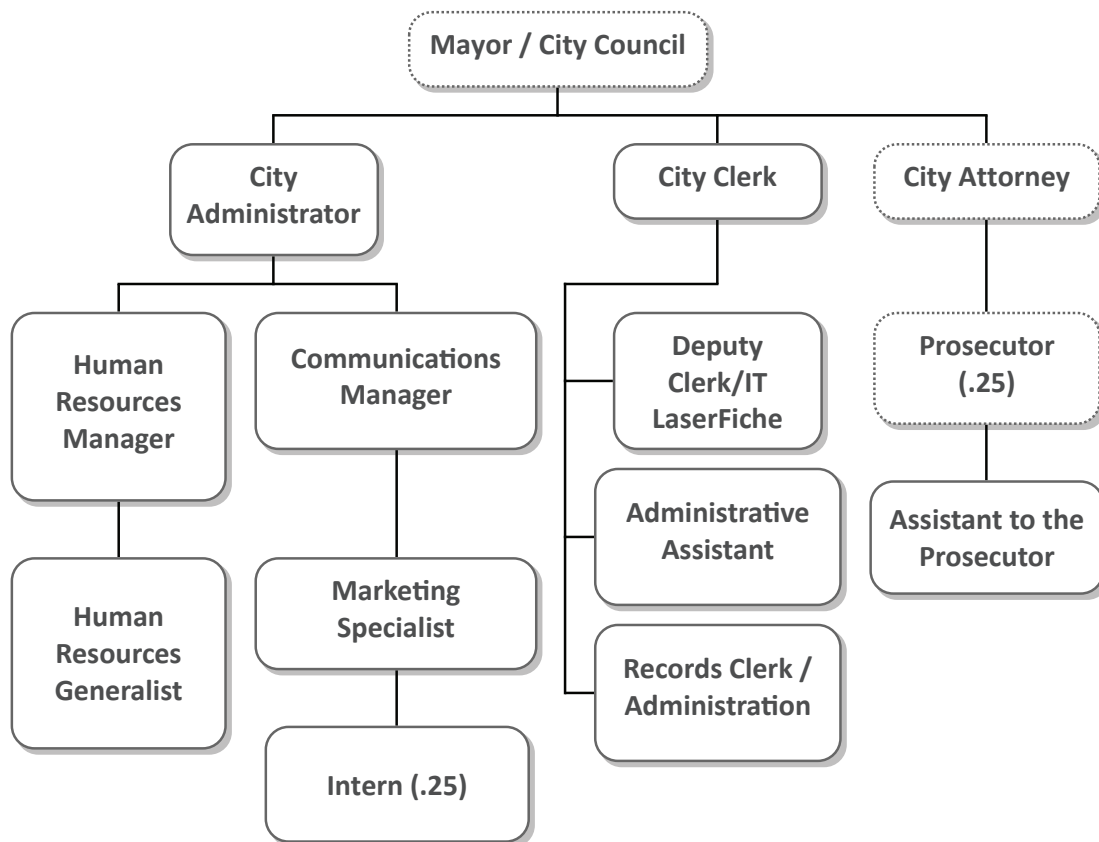
Administration

Administration

Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Total</u>
City Clerk's Office	431,193	431,193
Legal Services	343,775	343,775
City Administrator's Office	249,191	249,191
Human Resources	366,459	366,459
Communications	267,010	267,010
Central Services	91,675	91,675
Risk Management	530,000	530,000
Total	\$2,279,303	\$2,279,303

Organization Chart



City Clerk’s Office

Department	No.	Program	No.	Program Manager
Administration	20	City Clerk’s Office	001	City Clerk

Program Activities

Documents and Records

The Clerk is custodian of all city records and keeps the official city seal. The Clerk prepares and maintains all minutes of City Council meetings and keeps records of council committee and boards and commissions meetings. The Clerk is also responsible for responding to requests for records under the Missouri Sunshine law. The City Clerk’s Office is the administrator of the records management software, Laserfiche.

Licensing

The Clerk’s office processes, issues and maintains business, liquor, vendor, solicitors, billboard and telecommunication antennae licenses. The office is also responsible for issuing special event permits.

Elections

The City Clerk is the authorized official responsible for accepting declarations of candidacy, submitting certifications and other information related to municipal elections to the St. Louis County Board of Election Commissioners, and for providing voter registration services.

Mayor and Council Staff Support

The City Clerk prepares and assembles council meeting information packets and provides administrative support to the Mayor and City Council.

2022 Programmatic Goals

Goals

Submit all legislation amending the municipal code to the codifier following the last meeting in June and the last meeting in December for biannual codification.
Proceed with implementation of Laserfiche Records Management software.
Continue converting permanent records to digital format. This is ongoing project.
Create procedures manual for general operations.
Create newly elected officials manual.
Maintain database, contracts and special security requests showing the number of hours worked and the costs of the Secondary Employment Program.
Create additional workflow programs within Laserfiche to assist departments with quality control, expedient service and the processing of invoices.
Introduce the use of Laserfiche forms to the City’s website to enable fillable forms that will be directly sent to staff.

2021 Programmatic Goals - Status

Goals	Status	Comments
Submit all legislation amending the municipal code to the codifier following the last meeting in June and the last meeting in December for bi-annual codification.	Ongoing	
Proceed with implementation of Laserfiche Records Management Software.	Ongoing	
Convert permanent Community Development Department records to digital format.	Ongoing	
Maintain database, contracts and special security requests showing the number of hours works and the costs of the Secondary Employment Program	Ongoing	
Complete Records Management Policy for adoption by the City Council. This policy has been submitted to the City Administrator for approval. We will take the policy to the Finance and Administration Committee before council approval	Goal met	
Investigate the use of Laserfiche fillable forms on the City's website.	Ongoing	
Create additional workflow programs. Workflow programs are currently in use by maintenance staff, finance and parks staff.	Ongoing	

Performance Measures				
Metrics	2019 Actual	2020 Actual	2021 Estimate	2022 Projected
Billboard licenses issued	22	22	22	22
Business licenses issued (includes home-based)	1,860	1,875	2,035	2,045
Event Security Applications	40	2	18	20
Itinerant merchant licenses issued	7	3	5	5
Liquor licenses issued (including picnic and caterer)	182	80	180	180
Minutes completed	120	95	120	90
Ordinances passed	100	90	100	75
Records archived	28,887	24,426	35,000	35,000
Requests for public records	175	220	300	300
Solicitor licenses issued	20	4	75	75
Special event licenses issued	81	11	50	50
Telecommunications antenna licenses issued	32	31	31	31
Tourism tax (# of hotels)	23	23	23	23
Vending licenses (# of locations)	1,141	920	1,000	1,000



DEPARTMENT Administration	NUMBER 20	PROGRAM City Clerk's Office	NUMBER 001
Program Budget			
Object of Expenditure	2020 Budget	2021 Budget	2022 Budget
PERSONNEL SERVICES	352,947	356,653	369,548
CONTRACTUAL SERVICES	32,222	35,810	61,145
COMMODITIES	522	1,375	500
TOTAL EXPENDITURES	385,691	393,838	431,193
Personnel Schedule			
Position	2020	2021	2022
CITY CLERK	1.00	1.00	1.00
DEPUTY CTY CLERK/IT LASERFICHE	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
RECORDS CLERK/ADMINISTRATION	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.00	4.00



DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office		NUMBER 001
Personnel Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	260,635	261,280	271,658	Supervisory 91,794 Regular 171,042 Overtime 1,500 Longevity pay 7,322
711.00	BENEFITS	92,312	95,373	97,890	FICA 20,779 Workers' compensation 816 Health insurance 40,176 Life & Disability insurance 2,626 Dental insurance 1,440 Pension 32,053
	TOTALS	352,947	356,653	369,548	



Annual Budget -2022

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office			NUMBER 001
Contractual Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	6,082	6,000	6,200	Municipal code supplements (2)	5,000
					Data destruction services	1,200
720.25	DATA PROCESSING	11,590	17,000	28,000	Laserfiche maintenance and support (42 licenses)	8,000
					Archive social annual maintenance	5,000
					Laserfiche licenses (5)	5,000
					Oversized document scanning	10,000
720.51	PROFESSIONAL DEVELOPMENT	3,267	2,010	11,145	See professional development request	11,145
720.80	VEHICLE REIMBURSEMENT	0	500	500	Mileage reimbursement	500
720.84	ADVERTISING	161	300	300	Public notices	300
720.85	ELECTION EXPENSE	11,122	10,000	15,000	April election	15,000
	TOTALS	32,222	35,810	61,145		



DEPARTMENT Administration	NUMBER 20	PROGRAM City Clerk's Office	NUMBER 001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
IIMC		360	Membership dues (2)
IIMC CONFERENCE	Little Rock, AR	3,500	Annual Conference (2)
LASERFICHE EMPOWER	Long Beach, CA	1,500	Annual Conference (1)
MML CONFERENCE	Lake Ozark, MO	2,500	Annual Conference (2)
MOCCFOA EASTERN DIVISION		35	Membership dues (2)
MOCCFOA EASTERN DIVISION	Local	400	Monthly Meetings (2)
MOCCFOA SPRING INSTITUTE	Columbia, MO	2,600	Annual Conference (2)
MOCCFOA STATE		50	Membership dues (2)
MOCCFOA SUMMER RETREAT	Columbia, MO	200	Planning Session (1)
	TOTAL REQUEST	11,145	



DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office		NUMBER 001
Commodities		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	522	1,375	500	Vending stickers 500
	TOTALS	522	1,375	500	

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Legal Services

Department	No.	Program	No.	Program Manager
Administration	20	Legal Services	002	City Attorney

Program Activities

Legal Representation

The City Attorney represents the City in civil and criminal suits, provides legal counsel, and drafts ordinances or administrative regulations. Outside legal counsel may also be retained by the City to assist the City Attorney in legal areas requiring special expertise.

City Prosecutor

The city prosecutors prosecute all violations of the traffic code, property maintenance code, and other municipal codes and ordinances.

2022 Programmatic Goals

Goals

Provide City Council quarterly litigation updates.

2021 Programmatic Goals - Status

Goals

Provide City Council quarterly litigation updates.

Status

Ongoing

Comments



DEPARTMENT Administration	NUMBER 20	PROGRAM Legal Services	NUMBER 002
Program Budget			
Object of Expenditure	2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)
PERSONNEL SERVICES	129,035	168,289	171,525
CONTRACTUAL SERVICES	236,099	171,750	171,750
COMMODITIES	327	500	500
TOTAL EXPENDITURES	365,461	340,539	343,775
Personnel Schedule			
Position	2020	2021	2022
PROSECUTOR	0.25	0.25	0.25
ASSISTANT TO THE PROSECUTOR	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.25	1.25	1.25



DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Legal Services			002
Personnel Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	104,247	139,897	142,531	Regular	63,025
					Part-time	75,000
					Overtime	2,000
					Longevity pay	2,506
711.00	BENEFITS	24,788	28,392	28,994	FICA	10,903
					Workers' compensation	433
					Health insurance	8,700
					Life & Disability insurance	630
					Dental insurance	360
					Pension	7,968
	TOTALS	129,035	168,289	171,525		



Annual Budget -2022

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Legal Services			NUMBER 002
Contractual Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	44,056	20,000	20,000	Outside counsel, litigation, appraisals, experts, court reporters, transcripts	20,000
720.13	LEGAL SERVICES	191,871	150,000	150,000	City Attorney	150,000
720.51	PROFESSIONAL DEVELOPMENT	172	1,750	1,750	See professional development request	1,750
TOTALS		236,099	171,750	171,750		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Legal Services	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
MACA BOARD MEETINGS	Lake Ozarks, MO	1,200	Quarterly meetings (4)-possibly virtual
MACA DUES		75	
MACA FALL CONFERENCE	Various	175	Annual conference (1)
MSLACA DUES		50	Annual dues (1)
OTHER LOCAL MEETINGS		250	
	TOTAL REQUEST	1,750	



Annual Budget -2022

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Legal Services		NUMBER 002
Commodities		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	327	500	500	Supplies for meetings, etc. 500
	TOTALS	327	500	500	

City Administrator's Office

Department	No.	Program	No.	Program Manager
Administration	20	City Administrator's Office	003	City Administrator

Program Activities

City Administration

The City Administrator is responsible for the oversight of day-to-day operations of the City. She supervises all departments, sees that all ordinances are enforced and all contracts are performed, and makes recommendations to the City Council regarding the budget, city operations and city policy.

2022 Programmatic Goals

Goals

Provide City Council with quarterly updates pertaining to goals and financial reports.
Continue to review the current Pay and Classification Plan and make recommendations for 2023 Fiscal year by August 2022.
Provide the City Council with an annual Key Performance Indicators report by September 15, 2022.
Present update of 5-year financial projection to the City Council by August 15, 2022.
Submit proposed 2023 budget to the City Council by November 4, 2022.

2021 Programmatic Goals - Status

Goals	Status	Comments
Provide the City Council quarterly performance reports.	Ongoing	
Submit proposed 2022 budget to the City Council by November 5, 2021.	In progress	
Provide the City Council with an annual Key Performance Indicators report by September 15, 2021.	Not met	
Provide update of 5-year financial projection to the City Council by August 15, 2021.	Goal met	
Review the current Pay and Classification Plan and make recommendations for 2022 Fiscal year by August 2021.	Goal met	



DEPARTMENT Administration	NUMBER 20	PROGRAM City Administrator's Office	NUMBER 003
Program Budget			
Object of Expenditure	2020 Budget	2021 Budget	2022 Budget
PERSONNEL SERVICES	469,702	305,845	230,576
CONTRACTUAL SERVICES	12,076	11,515	18,615
TOTAL EXPENDITURES	481,778	317,360	249,191
Personnel Schedule			
Position	2020	2021	2022
CITY ADMINISTRATOR	1.00	1.00	1.00
ASST TO THE CITY ADMINISTRATOR	1.00	0.30	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.00	1.30	1.00



DEPARTMENT Administration		NUMBER 20	PROGRAM City Administrator's Office		NUMBER 003
Personnel Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	376,742	217,865	178,990	Supervisory 178,500 Longevity pay 490
711.00	BENEFITS	92,960	87,980	51,586	FICA 13,692 Workers' compensation 553 Health insurance 14,076 Life & Disability insurance 1,785 Dental insurance 360 Pension 21,120
TOTALS		469,702	305,845	230,576	



DEPARTMENT Administration		NUMBER 20	PROGRAM City Administrator's Office			NUMBER 003
Contractual Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	8,198	1,200	600	Smart phones (1)	600
720.51	PROFESSIONAL DEVELOPMENT	2,378	4,315	7,015	See professional development request	7,015
720.54	PUBLIC RELATIONS	0	0	5,000	Public Relations	5,000
720.80	VEHICLE REIMBURSEMENT	1,500	6,000	6,000	Admin Car Allowance	6,000
TOTALS		12,076	11,515	18,615		



DEPARTMENT Administration		NUMBER 20	PROGRAM City Administrator's Office	NUMBER 003
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
ICMA		1,300	Membership dues (1)	
ICMA CONFERENCE	Columbus, OH	2,000		
MCMA REGIONAL CONFERENCE	TBD	1,000		
MEETINGS & SEMINARS	Local	1,500	Meetings, committees, seminars, etc. (2)	
MML CONFERENCE	Ozarks	1,000		
MO CITY MGMT ASSOCIATION		115	Membership dues (1)	
SLACMA		100	Membership dues (1)	
	TOTAL REQUEST	7,015		

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Human Resources

Department	No.	Program	No.	Program Manager
Administration	20	Human Resources	004	Human Resources Manager

Program Activities

Personnel Management - General

This activity involves administering the personnel policies established by the City Council. The Human Resources Manager oversees the recruitment, training, classification and disciplining of non-sworn personnel.

Personnel Management - Police

The City has established a police personnel system for the recruitment, testing, hiring, promotion and disciplining of sworn police officers that is overseen by the Human Resources Manager and Police Chief.

Benefits Administration

This activity oversees workers' compensation, unemployment compensation, the employee assistance program and other benefits programs.

2022 Programmatic Goals

Goals

Review/revise employee evaluation form.

Review/revise employee job descriptions.

Quarterly supervisory training.

2021 Programmatic Goals - Status

Goals

Status

Comments

Complete comprehensive update of personnel policies and procedures manual.

In progress

Performance Measures

Metrics

2019
Actual

2020
Actual

2021
Estimate

2022
Projected

Number of employees requesting tuition reimbursement

10

7

6

10

Number of courses requested for tuition reimbursement

21

14

8

18



DEPARTMENT Administration	NUMBER 20	PROGRAM Human Resources	NUMBER 004
Program Budget			
Object of Expenditure	2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)
PERSONNEL SERVICES	203,952	217,390	210,357
CONTRACTUAL SERVICES	152,651	140,702	155,902
COMMODITIES	0	200	200
TOTAL EXPENDITURES	356,603	358,292	366,459
Personnel Schedule			
Position	2020	2021	2022
HUMAN RESOURCES MANAGER	1.00	1.00	1.00
HUMAN RESOURCES GENERALIST	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.00	2.00	2.00



DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Human Resources			004
Personnel Services		2020	2021	2022	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
710.00	SALARIES	154,799	167,095	159,234	Supervisory	93,782
					Regular	61,449
					Overtime	1,000
					Longevity pay	3,003
711.00	BENEFITS	49,153	50,295	51,123	FICA	12,180
					Workers' compensation	483
					Health insurance	17,400
					Life & Disability insurance	1,551
					Dental insurance	720
					Pension	18,789
	TOTALS	203,952	217,390	210,357		



Annual Budget -2022

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Human Resources			NUMBER 004
Contractual Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	75,373	66,695	76,195	Employee assistance program	8,500
					Employee recognition events	10,000
					Police candidate testing	1,500
					BLR reporting service	1,695
					Employee service awards	2,000
					Police HR Consultant	51,000
					Supervisor training	1,500
720.14	MEDICAL SERVICES	7,897	17,500	17,500	Random drug testing & pre-employment physicals	12,500
					Employee wellness programs	5,000
720.17	UNEMPLOYMENT COMP.	37,469	20,000	20,000	Unemployment comp.	20,000
720.43	EMPLOYEE RECRUITMENT	0	500	2,000	Employment ads, interview expenses	2,000
720.51	PROFESSIONAL DEVELOPMENT	2,485	1,007	5,207	See professional development request	5,207
720.57	EDUCATION TUITION RMBRSMNT	29,427	35,000	35,000	Citywide program	35,000
	TOTALS	152,651	140,702	155,902		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Human Resources	004
Professional Development Request			
Organization/Conference	Location	Amount	Detail
IPMA-HR		228	Membership dues (2)
IPMA-HR GSL CHAPTER		240	Membership dues (2)
MO SHRM ANNUAL CONFERENCE	Osage Beach, MO	1,200	
SHRM	St. Louis, MO	320	Membership dues
SHRM		219	Membership dues
SHRM ANNUAL CONFERENCE & EXPO	New Orleans, LA	3,000	
	TOTAL REQUEST	5,207	



DEPARTMENT Administration		NUMBER 20	PROGRAM Human Resources			NUMBER 004
Commodities		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	0	200	200	Manuals, books, etc.	200
	TOTALS	0	200	200		

Communications

Department	No.	Program	No.	Program Manager
Administration	20	Communications	005	Communications Manager

Program Activities

Communications

This activity is responsible for effectively engaging in public information and community relations, media relations, social media and employee communications in order to increase citizen awareness, support, and satisfaction with city services and to position the City as an attractive location to live, work and visit. A wide range of communications programs and services have been established.

2022 Programmatic Goals
Goals
Launch new podcast series by June 2022 to connect with residents digitally aside from social media.
Implement mass notification communication system by June 2022.
Create and implement a city-wide style guide by December 2022.
Continue recycling education program to include at least one article per quarter in city newsletter.
Continue to educate residents about floodplain management, best practices and available programs through newsletter and website content.
Complete licensing process for at least one drone operator by December 2022.
Complete eighth session of Maryland Heights U-Civic Academy by October 31, 2022.

2021 Programmatic Goals - Status		
Goals	Status	Comments
Launch new podcast series by June 2021 to connect with residents digitally aside from social media.	Not met	
Create a social media instruction class for senior residents by March 2021.	Goal met	
Create and implement a city-wide style guide by December 2021.	In progress	
Expand recycling education program to include at least one article per quarter in city newsletter.	Goal met	
Continue to educate residents about floodplain management, best practices and available programs through newsletter and website content.	Ongoing	
Complete licensing process for at least one drone operator by December 2021.	Not met	
Complete seventh session of Maryland Heights U-Civic Academy by October 31, 2021.	Goal met	

Performance Measures				
Metrics	2019 Actual	2020 Actual	2021 Estimate	2022 Projected
City newsletters	12	12	12	12
Maryland Heights Night Out block parties	21	*0	24	20
Facebook posts (All City Accounts)	1,057	958	900	950
All City Twitter Account Tweets	302	210	250	300
Website “sessions” (front page)	228,348	228,225	220,000	250,000

**Due to COVID-19 and the associated social distancing and gathering size restrictions, Maryland Heights Night Out was altered to not include block parties.*



Annual Budget -2022

General Fund

DEPARTMENT Administration	NUMBER 20	PROGRAM Communications	NUMBER 005
Program Budget			
Object of Expenditure	2020 Budget	2021 Budget	2022 Budget
PERSONNEL SERVICES	117,348	97,470	141,010
CONTRACTUAL SERVICES	101,921	108,815	119,250
COMMODITIES	3,993	6,750	6,750
TOTAL EXPENDITURES	223,262	213,035	267,010
Personnel Schedule			
Position	2020	2021	2022
COMMUNICATION MANAGER	1.00	1.00	1.00
INTERN	0.00	0.25	0.25
MARKETING SPECIALIST	1.00	0.00	0.50
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.00	1.25	1.75



Annual Budget -2022

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Communications			005
Personnel Services		2020	2021	2022		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	86,729	71,716	100,011	Regular	93,043
					Overtime	300
					Part-time	5,520
					Longevity pay	1,148
711.00	BENEFITS	30,619	25,754	40,999	FICA	7,649
					Workers' compensation	305
					Health insurance	20,426
					Life & Disability insurance	930
					Dental insurance	540
					Pension	11,149
TOTALS		117,348	97,470	141,010		



Annual Budget -2022

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Communications			NUMBER 005
Contractual Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	27,901	14,750	23,100	Boards and Commissions recognition program	5,000
					Website hosting and maintenance	5,000
					Podcast Hosting Services	300
					Smart phones (2)	1,200
					Council and staff photos	100
					Staff and city council shirts	1,000
					External advertisement (Facebook)	300
					Marketing Subscriptions (E-Newsletter, Stock Photos & Music, etc.)	2,500
					Mass notification system	7,700
720.23	POSTAGE	44,723	54,000	54,000	City newsletter - mail handling	7,500
					City newsletter - postage	45,000
					Special mailings - postage	1,500
720.26	PRINTING & BINDING	28,400	35,500	37,000	City newsletter	33,000
					Brochures (new and existing fliers, special needs)	2,500
					Home improvement guide / split with Community Dev	1,500
720.51	PROFESSIONAL DEVELOPMENT	897	3,815	4,400	See professional development request	4,400
720.80	VEHICLE REIMBURSEMENT	0	750	750	Mileage reimbursement	750
	TOTALS	101,921	108,815	119,250		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Communications	005
Professional Development Request			
Organization/Conference	Location	Amount	Detail
3CMA		950	Membership dues (3)
3CMA CONFERENCE	Portland, OR	1,600	Annual conference (1)
GOV'T SOCIAL MEDIA CONFERENCE	Dallas, TX	1,600	
TRAINING/SKILL DEVELOPMENT	TBD	250	Webinars and training materials
	TOTAL REQUEST	4,400	



DEPARTMENT Administration		NUMBER 20	PROGRAM Communications		NUMBER 005
Commodities		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	3,993	6,750	6,750	Plaques, ceremonial supplies, other 750
					Maryland Heights Night Out 1,400
					Maryland Heights U: Civic Academy 300
					Marketing/promotional supplies 4,000
					Podcasting Equipment 300
	TOTALS	3,993	6,750	6,750	

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Central Services

Department	No.	Program	No.	Program Manager
Administration	20	Central Services	006	City Administrator

Program Activities

Centralized Services

This activity provides services for all city departments in a centralized manner to increase efficiency in providing office supplies, postage, and mail distribution.

Purchasing

The City operates a decentralized purchasing system coordinated by the City Administrator who is the designated purchasing agent. The Administrator’s office is responsible for the coordination of the formal competitive bid process for all departments.

2022 Programmatic Goals

Goals

Continue efforts to identify and implement cost-savings measures.

2021 Programmatic Goals - Status

Goals

Continue efforts to identify and implement cost-savings measures.

Status

Ongoing

Comments



DEPARTMENT Administration	NUMBER 20	PROGRAM Central Services	NUMBER 006
Program Budget			
Object of Expenditure	2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)
CONTRACTUAL SERVICES	21,714	28,675	28,675
COMMODITIES	51,050	63,000	63,000
TOTAL EXPENDITURES	72,764	91,675	91,675
Personnel Schedule			
Position	2020	2021	2022
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



DEPARTMENT Administration		NUMBER 20	PROGRAM Central Services			NUMBER 006
Contractual Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	293	1,675	1,675	AED program - annual physician oversight fee	1,600
					Notary commissions (3)	75
720.23	POSTAGE	16,578	20,000	20,000	Postage meter, courier services	20,000
720.26	PRINTING & BINDING	3,964	5,000	5,000	Citywide needs: budget, business cards, invitations, etc.	5,000
720.84	ADVERTISING	879	2,000	2,000	Bid solicitations, etc.	2,000
	TOTALS	21,714	28,675	28,675		



DEPARTMENT Administration		NUMBER 20	PROGRAM Central Services			NUMBER 006
Commodities		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
730.11	OFFICE SUPPLIES	50,050	63,000	63,000	Citywide copy paper, office supplies and small equipment	53,000
					Copy machine overages	10,000
730.20	OPERATIONAL SUPPLIES	1,000	0	0		
	TOTALS	51,050	63,000	63,000		

Risk Management

Department	No.	Program	No.	Program Manager
Administration	20	Risk Management	007	Human Resources Manager

Program Activities

Risk Management

This activity is responsible for protecting the City against the financial consequences of unforeseen losses through risk identification, mitigation and insurance. The City participates in the St. Louis Area Insurance Trust (SLAIT), a multi-city self-insurance pool that covers workers' compensation, general liability, and health insurance.

Workers Compensation Insurance

This activity is designed to protect the City and its employees from financial loss resulting from on-duty injury or illness through an insurance program covering such losses. The cost of this coverage is budgeted in the personnel services of each program.

Employee Safety Programs

This activity includes the administration of city-wide programs to promote on-the-job safety and to monitor trends in employee accidents and injuries. An employee safety committee coordinates these efforts.

2022 Programmatic Goals

Goals

Provide annual reports to all departments showing year-to-date accidents and injuries.

2021 Programmatic Goals - Status

Goals

Provide annual report to all departments showing year-to-date accidents and injuries.

Status

Ongoing

Comments

Performance Measures

	2019	2020	2021	2022
Metrics	Actual	Actual	Estimate	Projected
Workers compensation claims (by policy year)	15	29	31	20
General liability claims (by policy year)	1	8	1	2
Auto liability claims (by policy year)	4	8	2	4
Law enforcement claims (by policy year)	0	7	1	0



DEPARTMENT Administration	NUMBER 20	PROGRAM Risk Management	NUMBER 007
Program Budget			
Object of Expenditure	2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)
CONTRACTUAL SERVICES	464,908	525,000	530,000
TOTAL EXPENDITURES	464,908	525,000	530,000
Personnel Schedule			
Position	2020	2021	2022
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2022

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Risk Management			NUMBER 007
Contractual Services		2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)	Detail	
Account Number	Account Description					
720.71	PROPERTY/CASUALTY INS.	464,908	525,000	530,000	Property coverage	265,000
					Auto, police, and general liability (SLAIT)	220,000
					Public officials	40,000
					Bonds	5,000
	TOTALS	464,908	525,000	530,000		

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