Administration

Administration
Department Summary

Program	General Fund	Total
City Clerk's Office	468,502	468,502
Legal Services	351,393	351,393
City Administrator's Office	259,629	259,629
Human Resources	389,462	389,462
Communications	320,180	320,180
Central Services	91,750	91,750
Risk Management	530,000	530,000
Information Technology	1,167,368	1,167,368
Total	**$3,578,284**	**$3,578,284**

Organization Chart
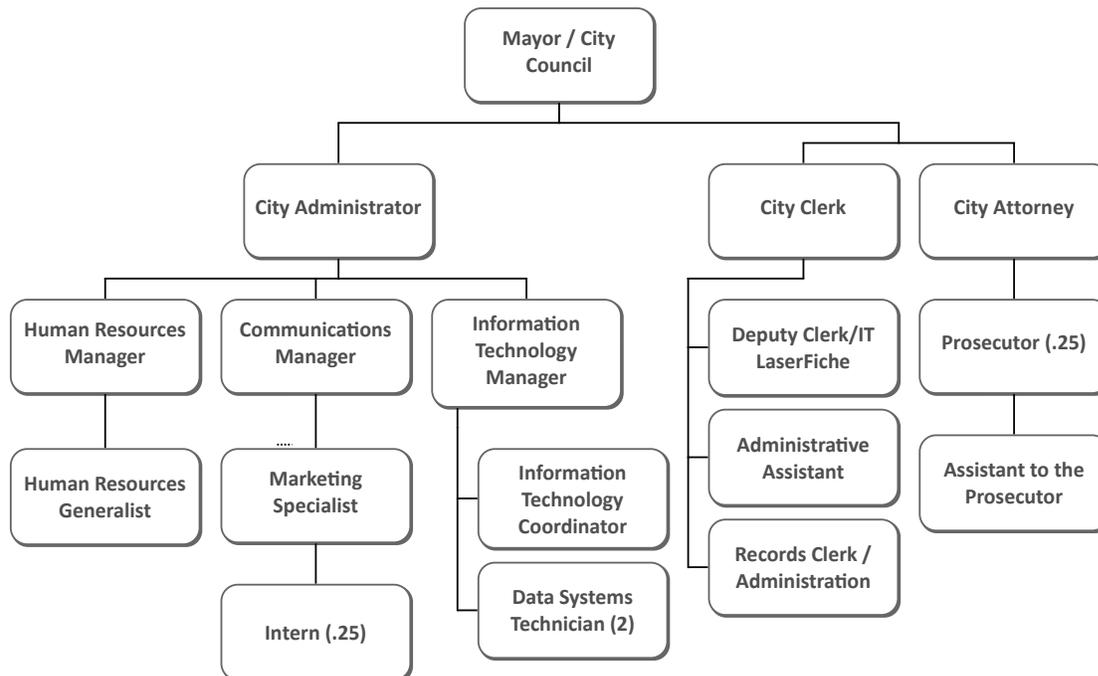
City Clerk's Office

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, itinerant merchant 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.

2023 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. Workflow programs are currently in use by maintenance, streets, finance and parks departments.

Introduce the use of Laserfiche forms to the City's website to enable fillable forms that will be directly sent to staff.

Combine Business License and Vending Machine License Process and eliminate the need for vending stickers.

2022 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	
Continue converting records to digital format. This is an ongoing project.	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	**2020 Actual**	**2021 Actual**	**2022 Estimate**	**2023 Projected**
Billboard licenses issued	22	22	22	22
Business licenses issued (includes home-based)	1,875	2,035	1,681	1,800
Event Security Applications	2	18	35	40
Itinerant merchant licenses issued	3	5	20	22
Liquor licenses issued (including picnic and caterer)	80	180	91	100
Minutes completed	95	120	120	128
Ordinances passed	90	100	90	95
Records archived	24,426	35,000	35,000	35,000
Requests for public records	220	300	330	430
Resolutions passed	16	20	25	25
Solicitor licenses issued	4	75	4	6
Special event licenses issued	11	50	50	50
Telecommunications antenna licenses issued	31	31	31	31
Tourism tax (# of hotels)	23	23	23	23
Vending licenses stickers	920	1,000	747	750

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**City Clerk's Office**	**001**

Program Budget

Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
PERSONNEL SERVICES	355,849	369,548	391,677
CONTRACTUAL SERVICES	33,164	61,145	76,325
COMMODITIES	793	500	500
TOTAL EXPENDITURES	389,806	431,193	468,502

Personnel Schedule

Position	2021	2022	2023
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		NUMBER	PROGRAM			NUMBER
Administration		**20**	**City Clerk's Office**			**001**

Personnel Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	261,711	271,658	291,968	Supervisory	97,349
					Regular	185,461
					Overtime	1,500
					Longevity pay	7,658
711.00	BENEFITS	94,138	97,890	99,709	FICA	22,332
					Workers' compensation	851
					Health insurance	41,709
					Life & Disability insurance	2,826
					Dental insurance	1,336
					Pension	30,655
	TOTALS	355,849	369,548	391,677		

DEPARTMENT			NUMBER	PROGRAM		NUMBER
Administration			20	City Clerk's Office		001

	Contractual Services	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	5,280	6,200	9,300	Municipal code supplements (2)	5,000
					Data destruction services including 2 citywide paper-shredding events	4,300
720.25	DATA PROCESSING	11,572	28,000	40,500	Laserfiche maintenance and support	9,500
					Archive social annual maintenance	5,000
					Laserfiche public portal	10,000
					Oversized document scanning	10,000
					Public Portal Laserfiche Server	6,000
720.51	PROFESSIONAL DEVELOPMENT	2,033	11,145	10,725	See professional development request	10,725
720.80	VEHICLE REIMBURSEMENT	11	500	500	Mileage reimbursement	500
720.84	ADVERTISING	38	300	300	Public notices	300
720.85	ELECTION EXPENSE	14,230	15,000	15,000	April election	15,000
	TOTALS	33,164	61,145	76,325		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**City Clerk's Office**	**001**

<table>
<tr><td colspan="4" align="center">Professional Development Request</td></tr>
<tr><th>Organization/Conference</th><th>Location</th><th>Amount</th><th>Detail</th></tr>
<tr><td>IIMC</td><td></td><td>360</td><td>Membership dues (2)</td></tr>
<tr><td>IIMC CONFERENCE</td><td>Minneapolis, MN</td><td>2,000</td><td>Annual conference</td></tr>
<tr><td>LASERFICHE EMPOWER</td><td>Dallas, TX</td><td>2,000</td><td>Annual conference</td></tr>
<tr><td>MML CONFERENCE</td><td></td><td>3,000</td><td>Annual conference (2)</td></tr>
<tr><td>MOCCFOA EASTERN DIVISION</td><td></td><td>35</td><td>Membership dues (2)</td></tr>
<tr><td>MOCCFOA EASTERN DIVISION</td><td>Local</td><td>480</td><td>Monthly meetings (2)</td></tr>
<tr><td>MOCCFOA SPRING INSTITUTE</td><td>Columbia, MO</td><td>2,600</td><td>Annual conference (2)</td></tr>
<tr><td>MOCCFOA STATE</td><td></td><td>50</td><td>Membership dues (2)</td></tr>
<tr><td>MOCCFOA SUMMER RETREAT</td><td>Columbia, MO</td><td>200</td><td>Planning session</td></tr>
<tr><td></td><td>TOTAL REQUEST</td><td>10,725</td><td></td></tr>
</table>

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		**20**	**City Clerk's Office**		**001**

Commodities		2021	2022	2023	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail
730.20	OPERATIONAL SUPPLIES	793	500	500	Office specific supplies 500
	TOTALS	793	500	500	

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.

2023 Programmatic Goals

Goals
Provide City Council quarterly litigation updates.

2022 Programmatic Goals - Status

Goals	Status	Comments
Provide City Council quarterly litigation updates.	Ongoing	

Performance Measures

Metrics	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
PA Clerk - discovery requests processed	400	400	400	400
PA Clerk - entries processed	2,500	2,500	2,500	2,500
PA Clerk - municipal citations filed	12,000	12,000	12,000	12,000
PA Clerk - police reports filed	2,400	2,400	2,400	2,400
PA Clerk - recommendation letters sent	2,500	2,500	2,500	2,500

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Legal Services**	**002**

Program Budget

Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
PERSONNEL SERVICES	139,648	171,525	178,018
CONTRACTUAL SERVICES	135,769	171,750	172,875
COMMODITIES	0	500	500
TOTAL EXPENDITURES	275,417	343,775	351,393

Personnel Schedule

Position	2021	2022	2023
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		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	113,717	142,531	148,481	Regular	68,891
					Part-time	75,000
					Overtime	2,000
					Longevity pay	2,590
711.00	BENEFITS	25,931	28,994	29,537	FICA	11,358
					Workers' compensation	414
					Health insurance	9,028
					Life & Disability insurance	688
					Dental insurance	334
					Pension	7,715
	TOTALS	139,648	171,525	178,018		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Legal Services**	**002**

Account Number	Account Description	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
	Contractual Services					
720.11	MISC. CONTRACTUAL	18,002	20,000	20,000	Outside counsel, litigation, appraisals, experts, court reporters, transcripts	20,000
720.13	LEGAL SERVICES	116,332	150,000	150,000	City Attorney	150,000
720.51	PROFESSIONAL DEVELOPMENT	1,435	1,750	2,875	See professional development request	2,875
	TOTALS	135,769	171,750	172,875		

DEPARTMENT Administration	NUMBER 20	PROGRAM Legal Services		NUMBER 002

Professional Development Request			
Organization/Conference	**Location**	**Amount**	**Detail**
MACA DUES		75	
MACA FALL CONFERENCE	Various	1,000	Annual conference
MACA SPRING CONFERENCE	Lake Ozark, MO	1,500	
MSLACA DUES		50	Annual dues
OTHER LOCAL MEETINGS		250	
	TOTAL REQUEST	2,875	

DEPARTMENT Administration	NUMBER 20	PROGRAM Legal Services		NUMBER 002

Commodities		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	0	500	500	Office supplies	500
	TOTALS	0	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.

2023 Programmatic Goals

Goals
Provide City Council with Quarterly updates pertaining to goals and financial reports.
Present update of 5-year financial projection to the City Council by August 15, 2023.
Submit proposed 2024 budget to the City Council by November 4, 2023.

2022 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, 2022.	Goal met	
Provide the City Council with an annual Key Performance Indicators report by September 15, 2022.	Not met	
Provide update of 5-year financial projection to the City Council by August 15, 2022.	Goal met	
Review the current Pay and Classification Plan and make recommendations for 2022 Fiscal year by August 2021.	Goal met	

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**City Administrator's Office**	**003**

Program Budget

Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
PERSONNEL SERVICES	271,628	230,576	239,514
CONTRACTUAL SERVICES	7,997	18,615	20,115
TOTAL EXPENDITURES	279,625	249,191	259,629

Personnel Schedule

Position	2021	2022	2023
CITY ADMINISTRATOR	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	1.00	1.00

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		**20**	**City Administrator's Office**		**003**

Personnel Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	212,261	178,990	187,999	Supervisory	187,425
					Longevity pay	574
711.00	BENEFITS	59,367	51,586	51,515	FICA	14,381
					Workers' compensation	562
					Health insurance	14,625
					Life & Disability insurance	1,874
					Dental insurance	334
					Pension	19,739
	TOTALS	271,628	230,576	239,514		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**City Administrator's Office**	**003**

Contractual Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	**Account Description**					
720.11	MISC. CONTRACTUAL	719	600	600	Smart phones (1)	600
720.51	PROFESSIONAL DEVELOPMENT	1,278	7,015	8,515	See professional development request	8,515
720.54	PUBLIC RELATIONS	0	5,000	5,000	Public relations	5,000
720.80	VEHICLE REIMBURSEMENT	6,000	6,000	6,000	Admin Car Allowance	6,000
	TOTALS	7,997	18,615	20,115		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**City Administrator's Office**	**003**

Professional Development Request			
Organization/Conference	**Location**	**Amount**	**Detail**
ICMA		1,300	Membership dues
ICMA CONFERENCE	Columbus, OH	2,000	
MCMA REGIONAL CONFERENCE	TBD	1,000	
MEETINGS & SEMINARS	Local	1,500	Meetings, committees, and seminars(2)
MML CONFERENCE	Lake Ozark, MO	1,000	
MO CITY MGMT ASSOCIATION		115	Membership dues
NLC	Atlanta, Georgia	1,500	
SLACMA		100	Membership dues
	TOTAL REQUEST	8,515	

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.

2023 Programmatic Goals

Goals
Implement Munis Software/HR component.
Investigate adding a Healthy market for employees.
Streamline processes and procedures.
Expand orientation and training curriculum.

2022 Programmatic Goals - Status

Goals	Status	Comments
Review/revise employee evaluation form.	Goal met	
Review/revise employee job descriptions.	In progress	
Quarterly supervisory training.	Ongoing	

Performance Measures

Metrics	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
Number of employees requesting tuition reimbursement	7	7	10	10
Number of courses requested for tuition reimbursement	14	14	18	18

DEPARTMENT **Administration**	NUMBER **20**	PROGRAM **Human Resources**		NUMBER **004**

Program Budget				
Object of Expenditure		**2021** **Budget** **(Actual)**	**2022** **Budget** **(Amended)**	**2023** **Budget** **(Proposed)**
PERSONNEL SERVICES		222,949	210,357	231,260
CONTRACTUAL SERVICES		122,838	155,902	158,002
COMMODITIES		1,095	200	200
TOTAL EXPENDITURES		346,882	366,459	389,462

Personnel Schedule				
Position		**2021**	**2022**	**2023**
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		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	**Account Description**					
710.00	SALARIES	171,585	159,234	180,401	Supervisory	93,949
					Regular	68,891
					Overtime	1,000
					Supplementary salaries	15,000
					Longevity pay	1,561
711.00	BENEFITS	51,364	51,123	50,859	FICA	12,652
					Workers' compensation	490
					Health insurance	18,056
					Life & Disability insurance	1,627
					Dental insurance	668
					Pension	17,366
	TOTALS	222,949	210,357	231,260		

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		**20**	**Human Resources**		**004**

Contractual Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	**Account Description**					
720.11	MISC. CONTRACTUAL	78,353	76,195	82,295	Employee assistance program	8,500
					Employee recognition events	15,000
					Police candidate testing	1,500
					BLR reporting service	1,695
					Employee service awards	2,000
					HR Consultant	50,000
					Supervisory Training/DISC	3,000
					Smart phones (1)	600
720.14	MEDICAL SERVICES	15,426	17,500	18,500	Random drug testing & pre-employment physicals	13,500
					Employee wellness programs	5,000
720.17	UNEMPLOYMENT COMP.	0	20,000	15,000	Unemployment comp.	15,000
720.43	EMPLOYEE RECRUITMENT	524	2,000	2,000	Employment ads, interview expenses	2,000
720.51	PROFESSIONAL DEVELOPMENT	126	5,207	5,207	See professional development request	5,207
720.57	EDUCATION TUITION RMBRSMNT	28,409	35,000	35,000	Citywide program	35,000
	TOTALS	122,838	155,902	158,002		

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	Payroll/HR
SHRM	St. Louis, MO	320	Membership dues
SHRM		219	Membership dues
SHRM ANNUAL CONFERENCE & EXPO	Las Vegas, NV	3,000	
	TOTAL REQUEST	5,207	

DEPARTMENT **Administration**		NUMBER **20**	PROGRAM **Human Resources**		NUMBER **004**
Commodities		2021 **Budget** **(Actual)**	2022 **Budget** **(Amended)**	2023 **Budget** **(Proposed)**	**Detail**
Account **Number**	**Account Description**				
730.20	OPERATIONAL SUPPLIES	1,095	200	200	Manuals, books, etc. 200
	TOTALS	1,095	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.

2023 Programmatic Goals

Goals
Launch new podcast series by June 2023 to connect with residents digitally aside from social media.
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 2023.
Complete eighth session of Maryland Heights U-Civic Academy by October 31, 2023.
Create social media instruction(s) class for senior residents by March 2023.

2022 Programmatic Goals - Status

Goals	Status	Comments
Launch new podcast series by June 2022 to connect with residents digitally aside from social media.	Not met	Staffing changes and COVID, will work to implement in 2023.
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	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
City newsletters	12	12	12	12
Maryland Heights Night Out block parties	*0	26	30	30
Facebook posts (All City Accounts)	633	730	730	730
All City Twitter Account Tweets	220	230	230	230
Website "hits" (front page)	228,225	228,300	228,300	228,300

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

DEPARTMENT **Administration**	NUMBER **20**	PROGRAM **Communications**		NUMBER **005**

Program Budget

Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
PERSONNEL SERVICES	97,217	141,010	180,551
CONTRACTUAL SERVICES	98,271	119,250	131,879
COMMODITIES	3,698	6,750	7,750
TOTAL EXPENDITURES	199,186	267,010	320,180

Personnel Schedule

Position	2021	2022	2023
COMMUNICATION MANAGER	1.00	1.00	1.00
MARKETING SPECIALIST	1.00	1.00	1.00
INTERN	0.25	0.25	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.25	2.25	2.25

DEPARTMENT	NUMBER	PROGRAM		NUMBER
Administration	20	Communications		005

Personnel Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	71,282	100,011	133,045	Regular	125,993
					Overtime	300
					Part-time	5,520
					Longevity pay	1,232
711.00	BENEFITS	25,935	40,999	47,506	FICA	10,176
					Workers' compensation	393
					Health insurance	21,622
					Life & Disability insurance	1,259
					Dental insurance	668
					Pension	13,388
	TOTALS	97,217	141,010	180,551		

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		**20**	**Communications**		**005**

	Contractual Services	2021	2022	2023		
Account Number	**Account Description**	**Budget (Actual)**	**Budget (Amended)**	**Budget (Proposed)**	**Detail**	
720.11	MISC. CONTRACTUAL	11,311	23,100	54,500	Boards and Commissions recognition program	7,000
					Website hosting and maintenance	5,000
					Podcast hosting services	300
					Smart phones (3)	1,800
					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
					Emergency notification system CODE RED	11,500
					Social Media Platform Management	5,000
					Citizens Survey	20,000
720.23	POSTAGE	49,143	54,000	34,000	City newsletter - mail handling	7,500
					City newsletter - postage	25,000
					Special mailings - postage	1,500
720.26	PRINTING & BINDING	35,927	37,000	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	1,890	4,400	5,629	See professional development request	5,629
720.80	VEHICLE REIMBURSEMENT	0	750	750	Mileage reimbursement	750
	TOTALS	98,271	119,250	131,879		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Communications**	**005**

Professional Development Request			
Organization/Conference	**Location**	**Amount**	**Detail**
3CMA		950	Membership dues (4)
3CMA CONFERENCE	Orlando, FL	1,600	Annual conference
CPC	TCU	1,000	Tuition based leardership training
GOV'T SOCIAL MEDIA CONFERENCE	Reno, NV	1,600	
GSM PROFESSIONAL ASSOC		79	Professional membership
TRAINING/SKILL DEVELOPMENT		400	Webinars and training materials
	TOTAL REQUEST	5,629	

DEPARTMENT Administration		NUMBER 20	PROGRAM Communications		NUMBER 005
Commodities		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	3,698	6,750	7,750	Plaques, ceremonial supplies, other 750
					Maryland Heights Night Out 1,400
					Maryland Heights U: Civic Academy 300
					Marketing/promotional supplies 5,000
					Camera 300
	TOTALS	3,698	6,750	7,750	

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.

2023 Programmatic Goals
Goals
Continue efforts to identify and implement cost-savings measures.

2022 Programmatic Goals - Status		
Goals	**Status**	**Comments**
Continue efforts to identify and implement cost-savings measures.	Ongoing	

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Central Services	006

Program Budget

Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
CONTRACTUAL SERVICES	19,311	28,675	28,750
COMMODITIES	57,881	63,000	63,000
TOTAL EXPENDITURES	77,192	91,675	91,750

Personnel Schedule

Position	2021	2022	2023
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00

DEPARTMENT Administration		NUMBER 20		PROGRAM Central Services		NUMBER 006
Contractual Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	321	1,675	1,750	AED program - annual physician oversight fee	1,600
					Notary commissions (3)	150
720.23	POSTAGE	14,008	20,000	20,000	Postage meter, courier services	20,000
720.26	PRINTING & BINDING	3,584	5,000	5,000	Citywide needs: budget, business cards, invitations, etc.	5,000
720.84	ADVERTISING	1,398	2,000	2,000	Bid solicitations	2,000
	TOTALS	19,311	28,675	28,750		

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Central Services**	**006**

Commodities		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
730.11	OFFICE SUPPLIES	57,881	63,000	63,000	Citywide copy paper, office supplies and small equipment	53,000
					Copy machine overages	10,000
	TOTALS	57,881	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.

2023 Programmatic Goals

Goals
Utilize established employee Safety committee to review reports of all departments showing year-to-date accidents and injuries.
Schedule speaker to address topics of safety for all employees.
Present quarterly reports to Administration and Finance regarding current safety accidents and incidents.

2022 Programmatic Goals - Status

Goals	Status	Comments
Provide annual report to all departments showing year-to-date accidents and injuries.	In progress	

Performance Measures

Metrics	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
Workers compensation claims (by policy year)	29	31	17	18
General liability claims (by policy year)	8	1	4	1
Auto liability claims (by policy year)	8	2	3	3
Law enforcement claims (by policy year)	7	1	0	0

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Risk Management**	**007**

Program Budget

Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
CONTRACTUAL SERVICES	628,250	530,000	530,000
TOTAL EXPENDITURES	628,250	530,000	530,000

Personnel Schedule

Position	2021	2022	2023
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00

DEPARTMENT **Administration**	NUMBER **20**		PROGRAM **Risk Management**	NUMBER **007**

Account Number	Contractual Services Account Description	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
720.71	PROPERTY/CASUALTY INS.	628,250	530,000	530,000	Property coverage	265,000
					Auto, police, and general liability (SLAIT)	220,000
					Public officials	40,000
					Bonds	5,000
	TOTALS	628,250	530,000	530,000		

Information Technology

Department	No.	Program	No.	Program Manager
Finance	30	Information Technology	003	IT Manager

Program Activities

Information Technology System
> This activity provides computer hardware and software support for all departments and centrally maintains the city-wide computer network and management information system.

Geographic Information System
> This activity provides centralized mapping and spatial data analysis for all departments.

Communication Technology Support
> This activity provides centralized support of the City's office technology systems including telephone systems, cellular phones, voice mail and copy machines.

Police Support
> This activity provides 24 hour support for all police technology.

2023 Programmatic Goals

Goals
The computer network will remain operational 99% of the time with 90% of down time limited to less than one hour duration.
Implement new Financial Software by end of year 2023.
Implement Microsoft 365 by end of year 2023.

2022 Programmatic Goals - Status

Goals	Status	Comments
The computer network will remain operational 99% of the time with 90% of down time limited to less than one hour duration.	Goal met	
Implement new Financial Software by end of year 2021.	Not met	Rescheduled for end of year 2023.

Performance Measures

Metrics	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
Desktop computers maintained	150	155	160	162
Laptops maintained	106	106	110	112
Copy machines maintained	12	12	12	11
Printers maintained	69	73	73	73
Servers maintained	35	35	35	35
Cellular phones maintained	73	73	76	76

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Information Technology**	**008**

Program Budget			
Object of Expenditure	**2021 Budget (Actual)**	**2022 Budget (Amended)**	**2023 Budget (Proposed)**
PERSONNEL SERVICES	612,744	627,926	553,668
CONTRACTUAL SERVICES	262,173	361,700	505,700
COMMODITIES	41,723	94,500	78,000
CAPITAL	0	111,300	30,000
TOTAL EXPENDITURES	916,640	1,195,426	1,167,368

Personnel Schedule			
Position	**2021**	**2022**	**2023**
IT MANAGER	1.00	1.00	1.00
IT COORDINATOR	1.00	1.00	1.00
DATA SYSTEMS TECHNICIAN	2.00	2.00	2.00
PAYROLL SPECIALIST - IT TECH	1.00	0.50	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	5.00	4.50	4.00

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Information Technology**	**008**

Personnel Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	**Account Description**					
710.00	SALARIES	458,049	471,302	423,376	Regular	407,018
					Overtime	2,500
					On-call pay	5,500
					Longevity pay	8,358
711.00	BENEFITS	154,695	156,624	130,292	FICA	32,385
					Workers' compensation	1,242
					Health insurance	46,810
					Life & Disability insurance	4,068
					Dental insurance	1,336
					Pension	44,451
	TOTALS	612,744	627,926	553,668		

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		20	Information Technology		008

Contractual Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	20,224	50,200	46,200	Fiber and cable internet service	16,000
					Verisign digital certificates	1,500
					Smart phones (4)	2,400
					Various internet subscriptions	800
					Video conferencing service	3,000
					Messages & music on hold	500
					Phone programming changes	1,500
					Cloud Backup Storage	4,000
					Network cabling	5,000
					Additional Design Work for Accela/Eden	10,000
					Recycle media/hardware	1,000
					ArcGIS Online for Accela	500
720.25	DATA PROCESSING	139,833	186,300	325,500	Permitting/asset management annual service & support	104,000
					Microsoft 365	115,000
					Firewall Licensing	7,500
					Adobe Licensing	5,600
					Citrix Xenserver	2,500
					Multi factor authentication software	6,700
					Email archiving appliance	8,500
					Programming software support	1,500
					Backup and Imaging software maintenance	5,000
					Remote desktop software	1,000
					Software/hardware management software	3,100
					Security system software maintenance	15,000
					GIS software support	26,000
					Crime report mapping service	1,500
					Accela to Laserfiche Connector	7,000
					Inventory management software	2,100
					Bluebeam onstruction plan software	1,000
					Various software purchases and updates	12,500
720.28	RENTAL - EQUIPMENT	15,311	18,000	18,000	Leased copiers (12)	18,000

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Information Technology**	**008**

Contractual Services		2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)	Detail	
Account Number	Account Description					
720.30	UTILITIES SERVICES	25,386	24,000	24,500	Telephone service	24,500
720.51	PROFESSIONAL DEVELOPMENT	0	2,000	0		
720.61	M&R EQUIPMENT	61,419	81,000	91,500	Computer/printer/cell phone/audiovisual repairs/printers	25,000
					Copy machines (13)	10,000
					Server hardware support	20,000
					Security system hardware support	10,000
					Mitel Phone Maintenance Contract	16,000
					Postage equipment maintenance	6,000
					Dispatch workstation	4,500
720.80	VEHICLE REIMBURSEMENT	0	200	0		
	TOTALS	262,173	361,700	505,700		

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		**20**	**Information Technology**		**008**

Commodities		2021	2022	2023	
Account Number	**Account Description**	**Budget (Actual)**	**Budget (Amended)**	**Budget (Proposed)**	**Detail**
730.20	OPERATIONAL SUPPLIES	41,723	94,500	78,000	Books and reference materials 1,000 Technical training subscriptions 1,000 Computer monitors (replacements) 5,000 Laptop replacements (4) 10,000 Network printers (replacements) 6,000 Various networking tools 500 APC backups 4,500 Plotter supplies 5,000 Computer replacements (30) 42,000 Ipads, covers, keyboards 3,000
	TOTALS	41,723	94,500	78,000	

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	**20**	**Information Technology**	**008**

Capital Request					

Capital Item	**Number Requested**	**Replace/ Add**	**Unit Cost**	**Total Cost**	**Description**
ELECTRONIC PLAN REVIEW EQUIPMENT	2	A	15,000	30,000	Electronic Plan Review will be implemented in Planning & Zoning/Building and Code.
TOTAL REQUEST				30,000	