

2020 Budget



City of Maryland Heights



2020 BUDGET

2019 *in Review*

Honorable Mayor and Members of the City Council:

In accordance with state statute and City ordinance, I am submitting the proposed balanced budget of all general government funds for the fiscal year beginning January 1, 2020. This proposal reflects the mission, policies and operational priorities established by the City Council, and it is faithful to our core value of “Responsibility” - to manage our financial and human resources prudently and efficiently.

The budget includes projected revenues and expenditures for 13 general government funds: General, Capital Improvement, Parks, Community Center Debt Service, Streetlight, Police Forfeiture, Police Training, Sewer Lateral, Tourism Tax, Dorsett Road TIF, Beautification, Westport Plaza TIF and Reserve.

revenues and expenditures

Total budgeted revenue for 2020 is \$43.6 million, an increase of \$844 thousand (2%) from 2019. Following a 3% drop in 2019, gaming taxes are expected to return to levels seen in previous budget years (2015 to 2018) in 2020. This will result in an increase in revenue of \$300 thousand. Intergovernmental revenues will be up \$431 thousand primarily related to specific grants for infrastructure improvements. Recreation user fees are projected to increase \$140 thousand including \$100 thousand from admissions and concessions of the City’s water park, Aquaport, which will undergo renovations totaling \$3.5 million. Court fines and fees are projected to increase \$100 thousand in 2019 after a steady decline since 2015. Investment income will decline by \$150 thousand (19%) due to a lower Reserve Fund balance, the major source of idle funds. All other revenues are expected to remain near their 2019 levels.

Total expenditures, all funds, in 2020 will be \$49.6 million, a decrease of \$3.9 million (7.3%) from 2019. However, in terms of general government uses of funds, in addition to \$53.5 million of expenditures in 2019 and \$57.8 million in 2018, the City committed \$5.8 million in 2018 and \$3.5 million in 2019 toward the construction of a new Ice Arena as part of a partnership with the St. Louis Legacy Ice Foundation. This investment is reflected in transfers to the Ice Arena Fund, a new Enterprise fund created in 2018. Further, in 2020, pursuant to a financing agreement with Legacy, the budget provides an appropriation (as a transfer from the Reserve Fund) of \$625,000 to backstop the debt service obligations on the facility. Please see the introductory section, “Ice Arena” for details on the structure and this endeavor. The Ice Arena Fund is not included as part of this budget.



2019 was another successful year for the City of Maryland Heights. The City continued to grow—benefiting from a strong economy and a citywide commitment to economic development. The City grew in three important categories: resident quality of life, business development and municipal services. There were some exceptions—matters to watch closely such as lower gaming tax and utility tax revenues and increased pressure on expenditures.

With regard to the aforementioned 2019 city-wide benefits, it is important to note that the foundation of our good fortune include many factors— a central location, access to major transportation, robust business community, strong school districts, solid financial resources, professional staff and a progressive City Council committed to growing Maryland Heights.

In the category of *resident quality of life*, we have a City Council that cares, listens and acts on behalf of all residents. Great emphasis is placed on making Maryland Heights a better place to live, work and play. Examples of recent actions include continued trail expansion and access, expanded park and recreation programming, revitalization of Westport Plaza, acquisition of Maryland Heights Athletic Association Baseball Fields for renovation, approval of Aquaport renovations, and enhanced senior programming.

From the standpoint of *business development*, the City experienced growth in multiple areas of the City. We continued to see private investment flow into the Westport Business Park. World Wide Technology, Safety National

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The decrease in expenditures in 2020 relates primarily to the Westport Plaza Tax Increment Financing Fund. In 2019, the fund reimbursed developers for eligible improvements to the redevelopment area and paid interest and principal on notes totaling \$13.45 million compared to expected debt service and other expenditures of \$6.3 million in 2020, a decrease of \$7.2 million. However, partially offsetting this decrease, the City is investing \$3.7 million in Park capital improvements in 2020 (Aquaport and Fee Fee Baseball Fields) which is \$2.55 million more than 2019. In addition, other capital improvements total \$1 million more in 2020 than 2019.

While 2020 General Fund expenditures are up only 1.4% from 2019, they are up about 11.6% from 2017. This is primarily due to a significant increase in Police Department outlay made possible from a public safety sales tax that became effective in 2018. The \$1.55 million increase in sales tax has enabled the City to increase the number of police officers and, among other capital outlay, equip and implement body and dashboard cameras.

At the end of 2020, the City's Reserve Fund will be over \$25 million, equal to over 100% of annual General Fund expenditures; the City's goal is to maintain a level of 75%. Due to the aforementioned capital improvements, the Park Fund will decrease from \$6 million to \$3 million

and the Capital Improvement Fund will drop from \$5.4 million to \$2 million. All budgetary funds will total \$37.7 million at December 31, 2020, a decrease of \$6.6 million. Of this total, \$4.3 million is restricted for use in tax increment financing efforts.

2020 preview

As in years past, the City will continue to prepare for new and exciting growth opportunities. The 2020 budget is designed to achieve our objectives by providing the necessary funding across all departments.

To achieve our objectives, staff and City Council must be diligent in their actions and mindful of future budgetary commitments that may negatively influence future growth in the City. It is best to remember that decisions made today must be weighed against the potential of the future.

With that said, the 2020 budget was structured to include funding for various programs, projects, and services to enhance the quality of life of our residents and embrace future economic opportunities. Among the highlights for 2020:

- Expansion of recreational programs by the Parks and Recreation department at Community Center and the Centene Community Ice Center.

2020 budget summary

In addition to providing the necessary funds to provide superior services to our residents and businesses, the City will continue to plan capital improvements from accumulated funds in the Capital Improvement Fund and Parks Fund. In 2020, the City will spend approximately \$10.7 million of accumulated fund balances on important capital projects within the City. After completion of these projects, fund balances will amount to \$37.7 million of which \$25.5 million is in reserve.

The following table provides a summary of all funds budgeted for 2020.

Fund	Revenues	Expenditures	Transfers	Change in fund	Begin balance	End balance
General	24,844,221	24,847,092	2,871	0	0	0
Streetlight	507,000	484,200	-	22,800	2,000,000	2,022,800
Tourism	360,000	360,000	-	0	0	0
Capital Improvement	3,560,000	7,012,761	-	(3,452,761)	5,430,000	1,977,239
Police Forfeiture	50,000	224,925	-	(174,925)	300,000	125,075
Parks	7,007,000	8,972,656	(1,085,000)	(3,050,656)	6,000,000	2,949,344
Reserve	0	0	(527,871)	(527,871)	26,000,000	25,472,129
Sewer Lateral	375,000	250,000	-	125,000	750,000	875,000
Police Training	7,950	22,950	-	(15,950)	25,000	9,050
Beautification	11,000	25,600	-	(14,600)	15,000	400
Community Center DSF	0	985,000	985,000	0	20,000	20,000
Westport Plaza TIF	6,700,000	6,255,000	-	445,000	3,800,000	4,245,000
Dorsett TIF	150,000	150,000	-	0	50,000	50,000
	43,571,221	49,590,184	(625,000)	(6,643,963)	44,390,000	37,746,037

- Completion of the Rink# 4 at the Centene Community Ice Center including the outdoor amphitheater which will provide space for up to 4,500 concert-goers for shows offered by the City and Live Nation, a major international promoter.
- Renovations to Aquaport, including major improvements to the entrance way, replacement of pump and filtration system and addition of a new water feature.
- Renovations to the Fee Fee Baseball Fields (formerly the Maryland Heights Athletic Association).
- Infrastructure projects including local and collector street improvements, annual pavement maintenance program, annual sidewalk program, Westglen Estates trail connection, Westport Plaza Bridge fence replacement and storm water improvement projects at Rose Acres tributary, Fee Fee Creek and Jonesdale Court.
- Design and implementation of a new financial software system.
- Upgrades to the Government Center audiovisual system.
- Development of a new and improved City website.
- Additional Police department staffing to increase patrol coverage and improve service.
- Implementation of the Maryland Park Lake District development plans with related Tax Increment Finance District (TIF) and other special taxing districts.
- Ongoing support of development agreements related to an entertainment district and Maryland Park Lake District master planning.
- Development of new residential units within the East Dorsett Road TIF area.

Potential challenges to future revenue growth and sources of funds, the City will continue to monitor the following:

- State legislation that affects existing gaming tax revenue and future approval of video lottery terminal (VLT's), sports betting and on-line wagering.
- Maturation of the local and state gaming market and long-term impact on gaming tax revenue.
- Legislation and energy initiatives that have a long-term impact on utility tax revenue.
- Market resistance to creation of new revenue sources – reliance on existing revenue sources for funding.
- Long-term development costs associated with the Maryland Park Lake District.
- Legislation and local agency approvals on development activity within the Maryland Park Lake District.
- Personnel costs and staffing challenges in a competitive labor market.

Review, continued from page i

Insurance, Hastings + Chivetta, Panera/St. Louis Bread Company and Meridian Medical Technologies all invested significant capital to expand their businesses in Maryland Heights.

Bolstered by the completion of the Centene Community Ice Center, growth continued in the Maryland Park Lake District and Riverport Business Park. Commercial in-fill occurred in other areas within the city including Dollar General, Petro-Mart, Lion Petroleum and new restaurants at Westport Plaza. Residential development occurred through single-family in-fill construction and approval of a new luxury apartment complex, the Flats at Dorsett Ridge.

In the area of *municipal services*, the City continued to invest in our community through our capital improvements program. Key commitments in 2019 include \$1.8 million in road, street and sidewalk maintenance/replacement, purchase and implementation of police officer body-worn and dashboard cameras and an enhanced tree replacement program. In addition, the City continued to provide residential solid waste pickup service (\$1.9 million) and a senior utility tax rebate program (\$225,000).

As mentioned, there were some exceptions to an otherwise solid year. Gaming tax revenue declined 3% (\$300,000) while utility tax revenue declined 10% (\$500,000). Although various factors such as a federal income tax reduction on utilities and milder than normal summer weather, played a role in the 2019 declines, recent trends indicate a need for constant monitoring.

Overall, 2019 was a successful year marked by the City's investments in its future. From the Centene Community Ice Center to maintenance of our infrastructure to enhanced city services and programs, the City, supported by the leadership of their elected officials, continues to grow and prosper.

- Continued long-term impact of Senate Bill 5 and other State efforts to legislate control over Municipal Court operations.
- Demands of services of all departments, particularly Police and Parks and Recreation.
- Long-term maintenance of city owned facilities.
- Long-term commitment to providing a backstop to the debt of the Centene Community Ice Center.

preparation and presentation

The budget is presented in six sections:

The Introduction section contains a summary of the policies and assumptions used to develop the budget. The Revenues section provides an analysis of major revenue sources. The All Funds section contains an overview of anticipated revenues and expenditures for all funds. Five-year projections for each operating fund are included, as well as a table showing all employee positions by program.

The next section is a Guide to the Budget that explains the various elements of the program budgets and a glossary of terms used in the document. The following section contains the nine departmental expenditure budgets organized into 44 programs and 23 capital projects, allowing the reader to get a view of the City's operations for the next year.

The Appendix section contains supplemental information to assist the reader in fully understanding the proposed budget, including the previously adopted five-year Capital Improvement Program (CIP) for 2020-2024, the proposed Classification Plan and Pay Plan and background information about our city.

economic outlook

Although local economic factors can affect business performance, i.e. labor constraints, profitability and growth are factors of the global market. Therefore, the analysis below represents an economic outlook that I believe is an indicator of future growth of our core businesses.

Despite various reports of a slowing economy and possible recession, the U.S. economy continues to surge and remain strong. The US Economic Outlook predicts a 2.0% GDP growth for 2020. This compares to 3.0% GDP in 2018 and projected 2.1% GDP growth for 2019. These percentages represent a growing and solid economy.

With that said, many intangible and tangible factors, can, and will, influence future growth and economic activity. Intangible factors include side effects of the trade war, world tariffs, global unrest, impeachment implications, presidential trade policies and Federal Reserve monetary policy. Tangible factors to note include inflation and unemployment, both nationally and locally, retail sales and interest rates. Some economic data of note include:

- National unemployment rate of 3.6% in 2019 and 3.7% predicted for 2020
- State unemployment rate of 3.1% in 2019 – Forecast at 3.1% for 2020
- U.S and Missouri Inflation (CPI) for 2019 hovers at 1.7% and with estimates for 2020 at 2.0%.
- U.S. Retail Sales were up 4.7% in 2018, up 4.3% in 2019, and forecast to be up 4.5% in 2020
- U.S. interest rates remain low with the 10 year Treasury hovering around 1.8%

Locally in the St Louis region, especially in Maryland Heights, the economy remains solid. That is reflective by continued commercial development in the region, strong interest in future development within the City, strong residential resale market and steady local sales tax revenues. Maryland Heights continues to see growth opportunities in the areas of hospitality, entertainment, recreation, office/warehouse and business in-fill.

Relative to growth within our core business groups, focus will intensify in the Maryland Park Lake District where new incentives will likely spur new growth, especially in the office/warehouse and entertainment markets. Assuming the economy remains strong; we believe the opportunity for new development over the next couple of years remains high, especially within the Lake District and Westport Business Park.

As it relates to city finances, the continued strength of the economy, along with quality business development within the City, will help strengthen and solidify city revenues in the near term, as well as help build a foundation for reliable revenue forecasting in the future. With that said, internal and external influences will have to be carefully monitored as economic and market conditions can affect the City on a short-term basis. Moreover, economic conditions need persistent monitoring as it relates to city expenditures, specifically personnel cost in future years.

acknowledgements

This budget is the result of many hours of effort by many people. I want to thank the Department Directors and program managers for developing the proposed program costs and performance measurements. Specifically I would like to recognize and acknowledge Director of Finance Dave Watson, Assistant Finance Director Cathy Malawy, Information Systems Manager Gail Reader and Assistant to the City Administrator Gabby Macaluso in the preparation of this document. Their professionalism, hard work, and commitment to the city were instrumental in the creation of this budget document. I look forward to working with the Council to finalize a budget that will provide superior municipal services in a safe and appealing setting in order to attract and retain residents committed to our city, thriving businesses and premier hospitality venues during the coming year.

Respectfully submitted,

A handwritten signature in black ink, reading "James S. Krischke". The signature is written in a cursive style with a large, looping initial "J".

James S. Krischke, City Administrator



Introduction

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2020 BUDGET



Mayor

G. Michael Moeller

Councilmembers

Ward 1

Gavin G. Park

C. Susan Taylor

Ward 2

Kimberly L. Baker

Edwin L. Dirck, Jr.

Ward 3

Charles G. Caverly

Nancy E. Medvick

Ward 4

Steven Borgmann

Norman A. Rhea

Administration

James S. Krischke, City Administrator

David V. Watson, Director of Finance

Joann M. Cova, City Clerk

William D. Carson, Chief of Police

Cliff Baber, Director of Public Works

Michael Zeek, Director of Community Development

Tracey Anderson, Director of Parks and Recreation

Howard Paperner, City Attorney

Municipal Court

Kevin R. Kelly, Municipal Judge

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maryland heights at a glance

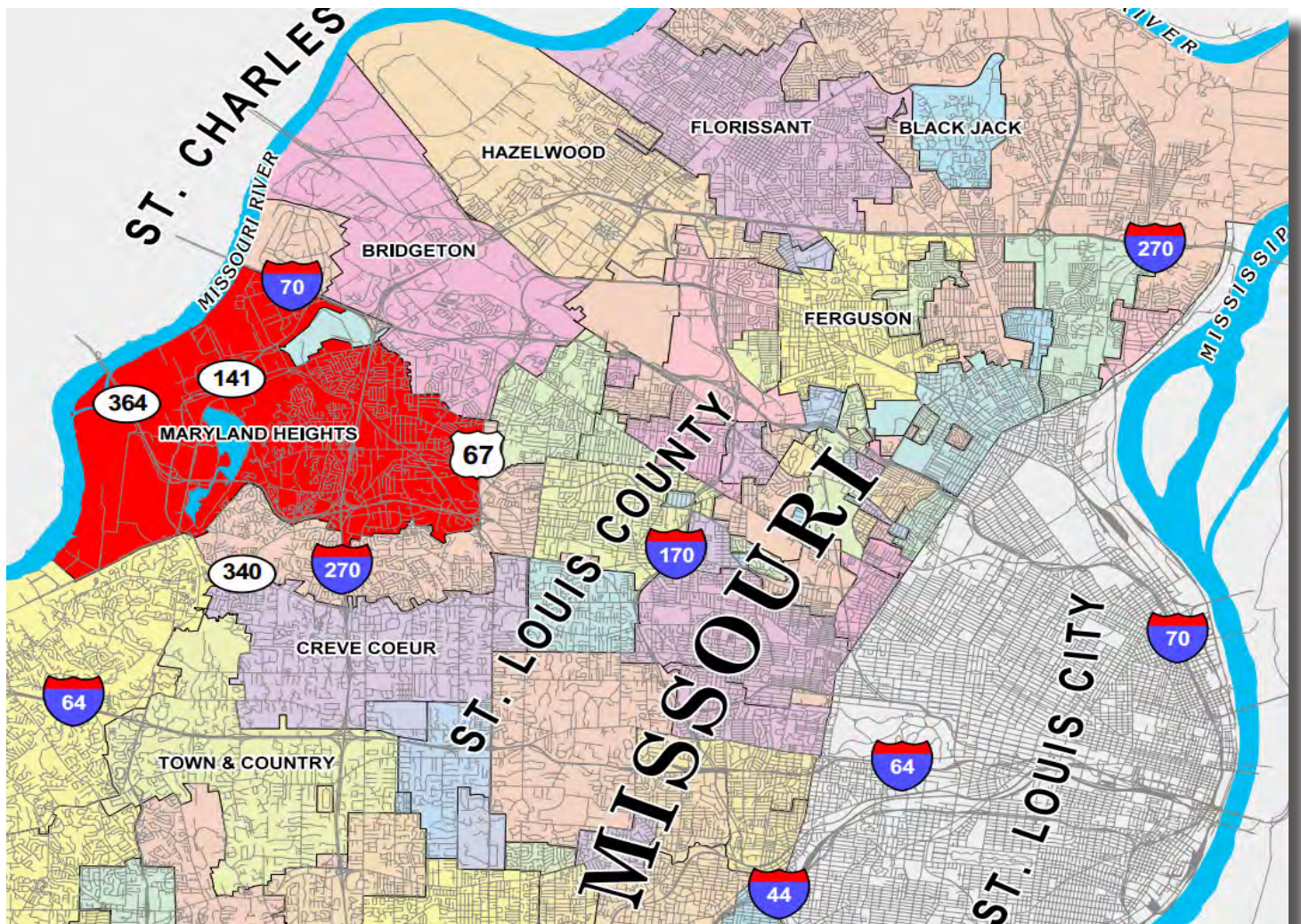
Our City

Maryland Heights, incorporated in 1985, operates under the City Administrator form of Mayor/Council government and is a Third-Class City as defined by Missouri statutes.

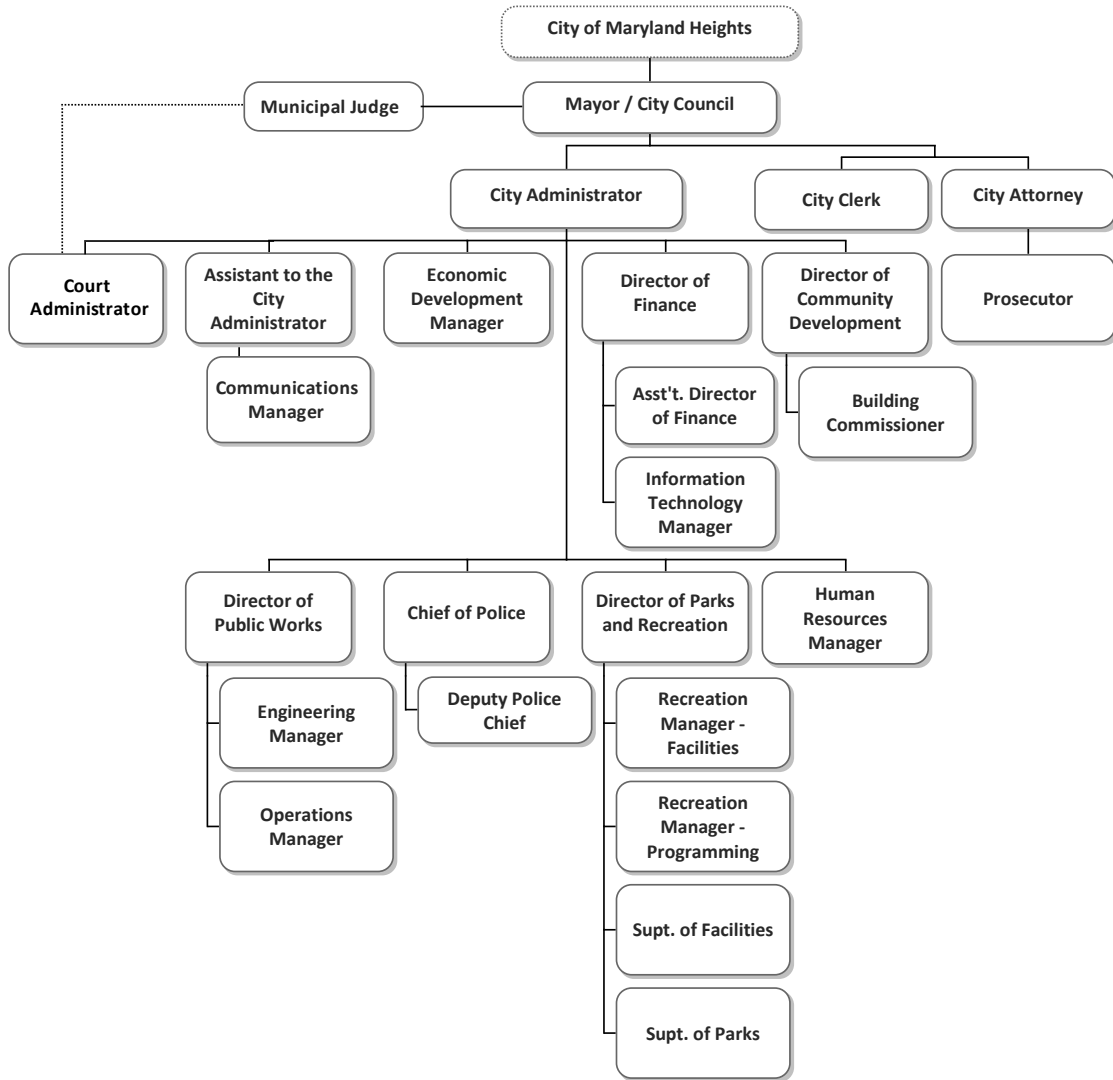
The City occupies 23.42 square miles and is located 21 miles northwest of downtown St. Louis. Maryland Heights is served by two award-winning school districts, Pattonville and Parkway, and four fire protection districts—Maryland Heights, Creve Coeur, Monarch and Pattonville. These school and fire districts are politically independent from the City.

Maryland Heights is both a residential community and an employment center. The city has a population of 27,484 occupying approximately 13,092 housing units and an estimated 55,000 jobs at 1,860 businesses. Services provided by the city include:

- Police patrol and investigations
- Street maintenance and other public works functions
- Recreation and park services
- Planning and zoning
- Licensing, permitting, and inspections
- Municipal court



our organization



Personnel			
	2018	2019	2020
Administration	11.25	12.25	11.25
Finance	8.00	8.50	8.50
Community Development	19.25	19.25	20.25
Public Works	29.75	29.75	29.00
Police	98.90	98.90	100.40
Municipal Court	3.80	4.80	3.80
Parks & Recreation	73.19	88.68	86.01
Total Personnel (FTE)	244.14	262.13	259.21

planning for our future

The City of Maryland Heights adopted a Vision Statement, along with a guiding set of Core Values and Strategic Goals. The Vision Statement represents what Maryland Heights will be, and the Values and Goals specify how Maryland Heights will achieve that Vision. The City is in the process of updating its strategic plan and Resident Satisfaction Survey.

In order to measure progress, each Strategic Goal is accompanied by several Key Performance Indicators. Data for these Indicators is collected throughout the year and is compared to previous years, other agencies, and established benchmarks in order to gauge the City's progress. The following pages provide Key Performance Indicator data, organized by Strategic Goal area.

Maryland Heights' **vision** - what we will be:

Maryland Heights is a great place to call home where residents of all ages come together, where businesses seek to locate, and where the region comes to play.

Maryland Heights' **values** and **goals** - how we will get there:

Value #1: **Responsibility** - We will manage our financial and human resources prudently and efficiently.

Related Strategic Goal: Financial Stability

Value #2: **Planning** - We realize change is inevitable; it is our responsibility to prepare for it.

Related Strategic Goal: City Services

Related Strategic Goal: Economic Development

Related Strategic Goal: Public Safety

Value #3: **Balance** - We believe consideration of the interest of residents, businesses and visitors are important to our future.

Related Strategic Goal: Economic Development

Related Strategic Goal: Quality Housing

Related Strategic Goal: City Services

Value #4: **Communication** - We emphasize clear, timely two-way communication between the city and those we serve.

Related Strategic Goal: Building Community

Value #5: **Equity** - We treat all those receiving city service fairly and equitably.

Related Strategic Goal: City Services

planning for our future

Strategic Goal 1: Quality Housing - “We will be proactive in maintaining and improving our housing stock to stabilize population and home ownership in our city.”

What we do to improve housing:

	2017	2018	2019*
Single Family Housing Re-occupancy Inspections	1,293	1,471	1,366
<i>Occupancy inspections ensure inspected homes are up to code</i>			
Multi Family Housing Re-occupancy Inspections	2,432	2,590	2,448
<i>Occupancy inspections ensure inspected apartments are up to code</i>			
Concrete Sidewalk Repaired or Replaced, in Square Feet	10,108	9,647	10,000
<i>Sidewalks in good condition encourage walking and reinforce positive perceptions of the city</i>			
Sewer Lateral Repairs Completed	55	51	78
<i>Sewer laterals are an essential piece of home infrastructure</i>			
Street Sweeping Miles	369	531	350
<i>Street sweeping keeps city-maintained streets in appealing condition</i>			
Trees Maintained	1,707	1,685	1,500
<i>Maintaining trees enhances the natural beauty of the city and contribute to environmental quality</i>			
Beautification Awards Nominees	ND	32	ND
<i>The Beautification Awards encourage property owners to improve the appearance of their property. (This program is now scheduled to occur biennially.)</i>			
City Newsletter Articles Covering this Topic	11	10	9
<i>Newsletter articles raise awareness of home improvement and maintenance issues</i>			

Outcomes we track:

	2017	2018	2019*
Average Sale Price of Single-Family Homes in Maryland Heights	\$161,163	\$181,097	\$282,227
Average Number of Days on Market for Single-Family Homes Sold in City	32	48	38

* projected

planning for our future

Strategic Goal 2: Building Community - “We will create connections between people and places to enhance the sense of community in our city.”

What we do to build community:

	2017	2018	2019*
Facebook Posts	512	700	915
<i>Social media is one way our residents can directly connect and interact with the city</i>			
Issues of City Newsletter	12	12	12
<i>The city newsletter is another means of directly communicating with our residents</i>			
Total Seniors Served (all senior programs)	4,919	4,963	5,825
<i>The city offers a variety of programs tailored for older residents</i>			
Parks Facilities Reservations	336	336	350
<i>The use of city parks facilities is an indicator of overall use of city parks</i>			
Dogport Memberships	165	170	173
<i>Dogport - the city's dog park - provides another venue for residents to interact</i>			
Maryland Heights Night Out Block Parties	27	24	21
<i>Maryland Heights Night Out is a community-wide civic engagement effort focused around block parties that encourage neighborly communication and interaction with public officials</i>			

Outcomes we track:

	2017	2018	2019*
Total Number of Social Media Accounts Maintained by the City	15	15	15
Total Number of Senior Newsletters Distributed (mail & email)	1,500	1,832	3,438
Total Senior Lunch Attendance	1,189	1,300	1,400
Total Number of New Facebook “Likes” (City Page)	269	270	175
Total Number of New Facebook “Likes” (Parks and Recreation Page)	432	430	600
Total Number of New Facebook “Likes” (Police Page)	5,075	2,780	5,000
Total Number of New Facebook “Likes” (Aquaport Page)	360	412	104
Number of Transportation Services (One-Way Trips) for Seniors and/Disabled	4,038	4,138	5,000

* projected

planning for our future

Strategic Goal 3: City Services - “We will strive to preserve and continually improve the level of service enjoyed by residents and businesses in our city.”

What we do to improve city services:

	2017	2018	2019*
Average Issuance Time for Conditional Use Permits (# of days)	30	47	37
<i>Reducing the amount of time to issue a C.U.P. saves businesses money</i>			
Building & Grounds Maintenance Work Orders Completed	425	425	275
<i>Maintaining city property ensures residents enjoy high quality public spaces</i>			
Park Work Orders Completed	225	225	260
<i>Park work orders ensures residents enjoy high quality, well-maintained parks facilities</i>			
Concrete Pavement Replaced (square yards of concrete)	2,335	1,883	1,800
<i>Pavement replacement keeps city streets in good condition</i>			

Outcomes we track:

	2017	2018	2019*
Traffic Control Signs Installed/Replaced (each)	615	648	400
Mosquitocide Applications (city-wide) (each)	19	19	19
Linear Feet of Creeks Cleaned	2,550	2,650	2,850
Recycling Quantity in Tons Annually Collected from Residences	1,801	1,829	1,784
Total Number of Utility Tax Rebate Applications Processed	1,429	1,572	1,650
Sewer Lateral Investigations	70	61	88

* projected

planning for our future

Strategic Goal 4: Financial Stability - “We will continue to utilize sound fiscal policies and prudent budgeting to ensure long-term stability in our city.”

What we do to maintain financial stability:

	2017	2018	2019*
General Fund/Reserve Fund Year-End Balance	\$25,000,000	\$27,000,000	\$26,000,000
<i>The Reserve Fund serves as a financial safety net for the city</i>			
Reserve Fund Balance as a Percentage of General Fund Expenditures	101%	110%	106%
<i>City policy is to maintain at least 75% of General Fund expenditures in the Reserve</i>			

Outcomes we track:

	2017	2018	2019*
Annual Audit Completed with an Unqualified Opinion from Auditor	Yes	Yes	Yes
Distinguished Budget Presentation Award Received	Yes	Yes	Yes
Achievement for Excellence in Financial Reporting Award Received	Yes	Yes	Yes

* projected

Strategic Goal 5: Public Safety - “We will provide responsive, proactive and effective enforcement of laws and codes in order to maintain a safe environment for residents, businesses and visitors in our city.”

What we do to improve public safety:

	2017	2018	2019*
Percent of Emergency Calls Responded to in 4 Minutes or Less	81%	77%	73%
<i>How quickly the police respond is a key element of public safety</i>			
Percent of Non-Emergency Calls Responded to in 7 Minutes or Less	89%	88%	84%
<i>How quickly the police respond is a key element of public safety</i>			
Detective Bureau Case Clearance Rate	40%	45%	45%
<i>The clearance rate measures the effectiveness of our detective bureau</i>			

Outcomes we track:

	2017	2018	2019*
Uniform Crime Report - Ratio of Part I Crimes Reported per 1,000 Population	28	32	37
Canine Narcotic Responses/Events	590	278	271
Dispatcher Performance Audits	358	402	200
Subdivisions Participating in Neighborhood Watch Program	0	5	3

* projected

planning for our future

Strategic Goal 6: Economic Development - “We will enhance and diversify our economic base in order to maximize our commercial space and developable land, create jobs, maintain financial strength of local governmental jurisdictions serving our residents, and improve the quality and appearance of our city.”

What we do to improve the economy:

	2017	2018	2019*
Commercial re-occupancy inspections	392	370	329
<i>Inspecting properties as they are re-occupied ensures inspected properties are up to code</i>			
Building inspections	4,725	4,045	3,707
<i>Building inspections ensure new construction is up to code</i>			
Right of Way Mowing (each)	13	13	10
<i>Right-of-Way mowing maintains the city as an attractive place to do business</i>			
Street Sweeping (miles)	369	531	350
<i>Street sweeping maintains the city as an attractive place to do business</i>			

Outcomes we track:

	2017	2018	2019*
Annual Total Assessed Value of All Real Property in Maryland Heights	\$1,073,420,572	\$1,054,934,380	\$1,146,483,170
Revenue Generated by one-half cent Sales Tax	\$4,439,567	\$4,782,525	\$4,800,000
Commercial Space Occupancy Rate	83%	87%	88%
Industrial Space Occupancy Rate	92%	93.62%	94.56%
Hotel Revenue per Available Room	\$61.00	\$63.00	\$64.00
Average Hotel Room Rate	\$89.00	\$94.00	\$93
Businesses Licensed as of 12/31 (includes home-based businesses)	1,854	1,860	1,891

* projected

planning for our future

Strategic Goal 7: Creating Identity - “We will enhance our identity and visual appearance in order to strengthen our position as a desirable residential community, as a major business center and as the hospitality hub of the region.”

What we do to create identity:

	2017	2018	2019*
Facebook Posts	512	700	915
<i>Social media is one way our residents can directly connect and interact with the city</i>			
Cultural Arts Events	10	9	11
<i>These events can attract people from throughout the region & promote cultural awareness</i>			
Maryland Heights Night Out Block Parties	27	24	21
<i>These annual block parties strengthen neighborhoods by building relationships</i>			
Trees Maintained	1,707	1,685	1,500
<i>Maintaining the urban canopy improves the environment and appearance in the city</i>			
Concrete Pavement Replaced (square yards of concrete)	2,335	1,883	1,800
<i>Pavement replacement keeps city streets in good condition</i>			

Outcomes we track:

	2017	2018	2019*
Visits to the City Website	272,000	273,335	274,300
Total Senior Lunch Attendance	1,189	1,300	1,400
Aquaport Attendance	45,000	46,756	47,000
Total Number of New Facebook “Likes” (Parks and Recreation Page)	432	430	600

* projected

major budget policies

Annual Budget

The budget is intended to present a complete financial plan for the coming budget year and includes the following information:

1. A budget message describing the important features of the budget and major changes from the preceding year;
2. Estimated revenues to be received from all sources for the budget year with a comparative statement of actual or estimated revenues for the preceding two years, itemized by year, fund and source;
3. Proposed expenditures for each department, office, and other classification for the budget year, together with a comparative statement of actual or estimated expenditures for the preceding two years, itemized by year, fund, activity and object of expenditure;
4. The amount required for the payment of interest, amortization, and redemption charges on any debt of the City;
5. A general budget summary. (RSMO 67.010)

Balanced Budget

The proposed budget and any revised budget must conform to the statutory requirement that the total proposed expenditures from any fund shall not exceed the estimated revenues to be received, including debt issuances, transfers from other funds, and advances from other funds plus any unencumbered balance or less any deficit estimated for the beginning of the budget year. (RSMO 67.010)

Budget Officer

The City Administrator is the designated Budget Officer charged with preparing a proposed budget for submission to the City Council. (RSMO 67.020, Ord. 3759)

Fiscal Year

The City's fiscal year begins January 1 and runs through December 31. (Ord. 3759)

Accounting, Auditing and Reporting

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity with self-balancing accounts that

comprise its assets, liabilities, equity, revenues, and expenditures.

The City's budget consists of 13 distinct funds, all of which are in the governmental fund category. The City's funds fall within four fund types:

General (2)

General and Reserve Funds

Special Revenue (9)

Streetlight, Parks, Tourism, Sewer Lateral, Dorsett TIF, Westport Plaza TIF, Police Training, Police Forfeiture, Beautification Funds

Debt Service (1)

Community Center Debt Service Fund

Capital Projects (1)

Capital Improvement Fund

The City maintains its records and presents fund financial statements on the modified accrual basis of accounting: revenues are recorded when susceptible to accrual, i.e. measurable and available. Available means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the liability is incurred.

The budget for all funds is prepared on the modified accrual basis, except that encumbrances are reflected as expenditures and market value adjustments for investments held in the General Fund are not recorded.

The City accounts for advances between funds as an asset in the fund providing the advance and as a liability in the fund receiving the advance. For budgetary purposes, any advance received is treated as a source of funding and an advance provided to another fund is not considered as available until repaid. Repayments increase the fund balance of the fund that receives repayment.

An independent audit of all funds is performed annually. (Ord. 3759) The City produces annual financial statements in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

major budget policies

Other City Funds

The following city funds are not included in the 2020 budget:

- Trust and agency — a custodial fund to account for court bonds and escrow deposits made for certain development projects. This fund is unavailable to finance city services.
- Retiree Health Plan — an OPEB fund used to fund eligible retirees' health insurance benefits.
- Ice Arena — an enterprise fund established in 2018 pursuant to various agreements with the Legacy Ice Foundation to construct and operate a multi-purpose sports and entertainment facility. The facility opened in 2019. (See “Ice Arena” in this introductory section.)

Level of Control

The City Council exercises control at the program level. Capital improvements are controlled at the project level. (Ord. 3759)

Budget Transfers

Transfers within the budget may be made as follows:

- Heads of departments may transfer within a program with the approval of the City Administrator. (Ord. 3759)
- Heads of departments may make transfers between programs within their departmental budget up to \$12,000 with prior approval from the Finance Director and City Administrator (Ord. 3759)
- Transfers in excess of the above limits, transfers between departments, transfers between funds and transfers from contingency require majority approval of the City Council (Ord. 3759)

Budget Revisions

Budget revisions must be approved by a majority vote of the City Council. (Ord. 3759) Such revisions are subject to the balanced budget requirement. (RSMO 67.030)

Rebudgeting

To accommodate the potential changes in city revenues and demand for services, as well as provide for greater flexibility in the budgetary process, the City Council reviews the budget at mid-year to make any necessary adjustments or corrections.

Capital Expenditures

The City considers the expenditure of \$5,000 or more on an item that has an expected life of over one year to be a capital asset for purposes of classification of expenditure.

Capital Improvement Plan (CIP)

Annually, the City updates its five-year Capital Improvement Plan (CIP) and makes all capital investments costing over \$100,000 in accordance with the plan. The City's CIP includes a funding plan. City funds provide financing of capital improvements (see below).

Capital Improvement Fund

Funds infrastructure and facility projects not designated in another fund.

Streetlight Fund

Funds projects related to lighting city streets including new installations, replacements and upgrading of poles and fixtures.

Parks Fund

Funds major improvements and acquisition of parks facilities including playgrounds, the aquatic park, and related buildings, parking areas, pavilions and restrooms.

Debt

The State of Missouri authorizes cities to incur indebtedness in an amount up to 10% of the assessed value of taxable property by citizen vote to issue general obligation debt. In 2020, this would allow the City to borrow (with voter approval) about \$100 million. No debt is currently issued or authorized under this limitation.

The City has adopted a policy (Resolution 2014-1151) that establishes the parameters of issuing long-term debt.

In 2015, the City issued \$15 million in “certificates of participation” to fund 50% of the construction cost of a new community center (see “Community Center Construction and Financing”). The certificates do not

major budget policies

constitute an indebtedness of the City within the meaning of any constitutional or statutory restriction. A schedule of debt service payments are included in the Appendix.

Gaming Tax Revenues

The City receives 23% of its total revenues from taxes generated by a casino located within the City. The council adopted a policy on the use of gaming taxes based on allocation to the various funds. (Resolution 2014-1156)

1. **General Fund:** Seventy percent (70%) of all gaming taxes received shall go to this fund.
2. **Capital Improvements Fund:** Thirty percent (30%) of all gaming taxes are allocated to this fund.

Reserve Fund

The purpose of the Reserve Fund is to provide resources to other city funds to avoid deficits, maintain sufficient funds for cash flow needs of all city funds in order to minimize external borrowing, and provide for unanticipated expenditures or revenue shortfalls.

1. Any unencumbered budgetary balance existing in the General Fund at year-end shall be transferred to the Reserve Fund. The 2020 budget projects \$97,129 will be transferred.
2. If any city fund has a negative fund balance at the end of the fiscal year, a transfer or advance from the Reserve Fund shall be made to avoid any deficit. If the Council determines that the fund will repay the funds from future years' resources, an advance shall be made. If the Council determines that there will be no repayment, a transfer shall be made.
3. Subject to appropriation, the City has agreed to transfer up to \$625,000 a year to the Ice Center Fund to replenish the Debt Service Reserve Fund of the Series 2018 A bonds issued to finance the facility. (See "Ice Arena" and "Operating Transfers (4)" in this introductory section.)

The City strives to maintain a fund balance in the Reserve Fund equal to seventy-five percent (75%) of annual expenditures of the General Fund. The 2020 budget projects a year-end Reserve Fund balance of \$27 million, which equates to over 100% of 2020 General Fund budgeted expenditures (\$24.8 million). (Resolution 2014-1155; Ordinance 2014-3932)

Operating Transfers

There will be four operating budget transfers in 2020.

1. General Fund revenues and transfer-ins will exceed expenditures in 2020 by \$97,129. Pursuant to city policy (See "Reserve Fund") this amount will be transferred to the Reserve Fund.
2. The Park Fund will transfer \$985,000 to the Community Center Debt Service Fund to provide for financing obligations in 2020 on the long-term debt.
3. The Park Fund will annually transfer funds to General Fund to offset a part of the administrative costs contained in the General Fund related to parks and recreation activities. The General Fund expenditures include centralized costs for property and liability insurance, human resources, legal services, and financial and accounting costs. The allocation to the Park Fund is computed as the fund's pro-rata share of the administrative costs based on the percentage of total city salaries expended in the Park Fund. The transfer shall equal \$100,000 or the amount derived in this formula, whichever is lower.

The 2020 budget estimates total salaries (all funds) of \$16.2 million of which \$2.9 million is in the Park Fund. Therefore, the percent of total city wages in Park Fund is 17.9%. The total cost of administrative services in the General Fund as listed above is \$2.4 million. The Park Fund share as provided in the formula is \$2.4 million times 17.9%, or \$432,000. The amount of the transfer for 2020 is limited to \$100,000.

2020 General Fund Administrative Expenditures (in thousands)

Property & Casualty Insurance	\$455
Legal	100
Finance & Accounting	564
Information Technology	953
Human Resources	343
Total	\$2,415
Park Fund Share (17.9%)	\$432

major budget policies

4. As detailed in “Ice Arena” in this Introductory Section, the City has agreed, subject to annual appropriation, to transfer up to \$625,000 per year to The Ice Arena Fund to replenish any needed use of the Debt Service Reserve on the Series 2018A bonds issued to construct the facility. The 2020 budget provides for a transfer from the Reserve Fund to the Ice Arena Fund. The transfer will occur only if needed under the provisions of the financing agreement.

Contingency

In the event of unanticipated needs as a result of litigation, grant-matching, natural disasters, revenue shortfalls, etc., the City has resources to address the situation. Most of the individual funds have unappropriated fund balances that can be utilized. In the event that unforeseen events result in a fund deficit, the Reserve Fund provides advances or transfers to other funds (see Advances). (Ordinance 3426)

Fund Balances

The City’s budgetary fund balances will total \$37.7 million at the end of 2020, a decrease of \$6.6 million from the end of 2019.

The Capital Improvements Fund will decrease \$3.5 million and the Park Fund will decrease \$3.1 million from the use of accumulated balances for specific capital projects.

Advances

The Reserve Fund provides advances to funds that have temporary deficits that are expected to repay the fund from future years’ resources. Capital projects that are funded from the receipts of gaming taxes may need advances to prevent external borrowing for the financing of improvements.

Advances are treated as transfers of fund balance. Therefore, a fund receiving a transfer can utilize the funds for budgetary purposes. A fund making the advance (Reserve Fund) experiences a reduction in budgetary fund balance until the advancement is repaid. This ensures that advances do not exceed current available resources.

At the beginning of 2020, no advances exist and none are anticipated for the fiscal year.

Investments

The City invests public funds in a manner that provides the highest investment return with maximum security while meeting daily cash flow demands and conforming

to all state and local statutes governing the investment of public funds. (RSMO 30.950, Resolutions 2008-942, 2009-1017, 2013-1113 and 2014-1136)

Unencumbered Funds

Unencumbered appropriations lapse at year-end.

Parks and Recreation Funding

Since 1996, the City has levied a sales tax of one-half cent to fund parks and stormwater activities. Beginning in 2015 the City distributes 100% of the sales tax to the Parks Fund. (Resolution 2014-1156)

In addition to the sales tax, revenues from recreation program fees and grants are received by the Parks Fund. Resources in the Parks Fund are used to pay the costs associated with parks and recreation facilities and programs included in the department’s budget. Further, the Parks Fund annually transfers funds to the Community Center Debt Service Fund equal to the principal and interest obligations due and to the General Fund for administrative support.

The Capital Improvement Plan for 2020 and 2024 utilizes the revenues and fund balance of the Parks Fund to invest in expansion, renovations and improvements to recreation facilities.

In 2020 the City plans to invest \$2.7 million to renovate and expand the features of the City’s water park, Aquaport, which opened in 1998. In addition, the budget provides for renovations to athletic fields on recently acquired land at a cost of \$1 million. These capital improvements will result in a decrease in the Park Fund of over \$3 million in 2020.

major budget policies

Ice Arena

In 2018 the City entered into various agreements to finance, construct and operate a new 277,000 square foot multi-purpose ice complex. Construction began in late summer of 2018; the facility opened in September of 2019. Pursuant to an operating agreement with the City, the St. Louis Legacy Ice Foundation (“Operator”) will manage all aspects of the Ice Arena. An Operating Committee established by the Operator, which the City has the right to appoint a majority of the members, will provide oversight and make specified decisions respect to the facility.

The Ice Arena Fund is an Enterprise Fund of the City and is included in the Comprehensive Annual Financial Report for the City’s fiscal period ending each December 31; however, the “Operating Year” of the facility begins on September 1 and ends the following August 31 to coincide with ice sport activities. On or before July 1 of each year the Operator shall submit to the committee an Annual Plan budget for the succeeding year that includes an Operating Budget.

As explained below in detail, the City’s annual obligation from governmental funds, subject to appropriation each year, consists of two separate commitments:

1. Annual payments that include the City’s use of the facility

Pursuant to a financing agreement between the City, the St. Louis Legacy Ice Foundation and the St. Louis Ice Center Community Improvement District to issue \$55.5 million in revenue bonds, the City will make the following payments as long as the 2018 bonds are outstanding:

Year	Amount
2020	\$150,000
2021 and thereafter	\$175,000

The 2020 budget provides for a payment of \$150,000 from the Park Fund to the Ice Arena Fund to satisfy the commitment that also includes recreational use of the facility by the Parks and Recreation Department for programming time and special events. This expenditure is included in the budget of the Recreation activity of the department.

2. Backstop to the Debt Service

The financing agreement also provides that the City, subject to appropriation by the City Council, in the event of shortfalls, to provide up to \$625,000 in additional annual payments to replenish the debt service reserve of the Series 2018A bonds. **The 2020 budget includes a transfer of \$625,000 from the Reserve Fund to the Ice Arena Fund in the event this “backstop payment” is necessary.**

Public Safety Sales Tax

In 2017, St Louis County voters approved a half-cent sales tax to provide for public safety. The County receives 37.5% of the proceeds. The remaining 62.5% is distributed based on population to the municipalities and the County (based on the population of the County’s unincorporated areas). The City accounts for the sales tax separately from other revenues and expects \$1.55 million from this source in 2020. Among other public safety efforts, the City’s police department has a 2020 General Fund budget of \$12.1 million; in 2017, the last year prior to the passage of the tax, the City expended \$10.6 million on police activities. Personnel costs in the police department are \$1.25 million higher in the 2020 budget than 2017.

Pay Plan

In 2018, the City implemented a market-based pay plan for all City employees. The City has identified 11 peer cities and St. Louis County as public employers that offer similar jobs and have resources to compensate employees among the highest in the region. The City formulates a policy of where they wish to rank among its comparators and, considering resources, will periodically adjust the pay scale according. An increase of 1% to the pay scale is included in the 2020 budget.

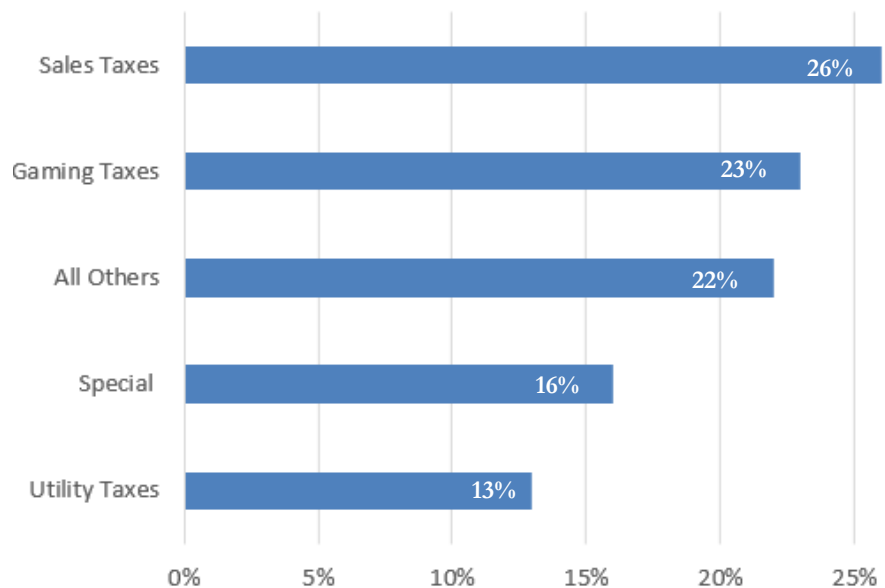
major budget policies

Revenue Projections

Total revenue for 2020 is projected to be \$43.6 million, an increase of \$844 thousand (2%) from 2019. Three sources of revenues provide the bulk of funds for City operations and capital improvements: sales taxes, gaming taxes and utility taxes combine for over 60% of all revenue. Not including special district taxes, which are restricted for use in redevelopment projects, the three revenues comprise 73% of the sources.

In 2020, gaming taxes are expected to return to the level seen in 2015 to 2018 after a 3% drop in 2019; this will result in an increase of \$300 thousand. Intergovernmental revenues will be up \$431 thousand primarily related to specific grants for infrastructure improvements. Recreation user fees are projected to increase \$140 thousand including \$100 thousand from patrons of the city's water park, Aquaport, which will benefit from an investment of \$3.5 million in renovations. Court fines and fees are projected to increase \$100 thousand in 2019 after a steady decline since 2015. Investment income is expected to decline by \$150 thousand (19%) due to declining Reserve Fund balance, the major source of idle funds.

All other revenues are expected to remain near their 2019 levels.



Revenues by Source: All Funds
(in thousands)

	Actual 2016	Actual 2017	Actual 2018	Anticipated 2019	Anticipated 2020
Gaming taxes	10,413	10,388	10,010	9,700	10,000
Utility taxes	5,849	5,893	6,373	5,510	5,577
Sales taxes	8,409	9,273	11,075	11,050	11,150
Cigarette taxes	76	68	60	60	60
Road & Bridge	2,032	2,022	2,184	2,040	2,100
Hotel/motel tax	317	339	372	350	360
Licenses/permits	2,722	2,208	2,041	2,010	2,006
Court	1,408	1,340	1,222	1,000	1,100
Investment income	422	523	920	800	650
Intergovernmental	4,555	5,969	1,887	725	956
Recreation	909	1,509	2,098	2,066	2,207
Sewer lateral	364	364	373	360	375
Incremental taxes	2,984	2,977	5,424	6,850	6,850
Other	1,008	355	1,534	206	180
Total	41,463	43,227	45,573	42,727	43,571

major budget policies

Economic Impact

The St. Louis Regional Consumer Price Index - Urban Areas (CPI-U) calculated by the U.S. Department of Labor increased 1.7% for the year ended September 30, 2019. A projected rate of 2% was used in the development of the 2020 budget.

Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented its award for Distinguished Budget Presentation to the City of Maryland Heights for the annual budget for the fiscal year beginning January 1, 2020.

To receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications medium.

The award is valid for one year only. The City believes its current budget continues to conform to the program requirements and it will be submitted to GFOA for judging of eligibility for another award for fiscal year 2020.

The City has received this award for the last 32 consecutive years.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Maryland Heights

Missouri

For the Fiscal Year Beginning

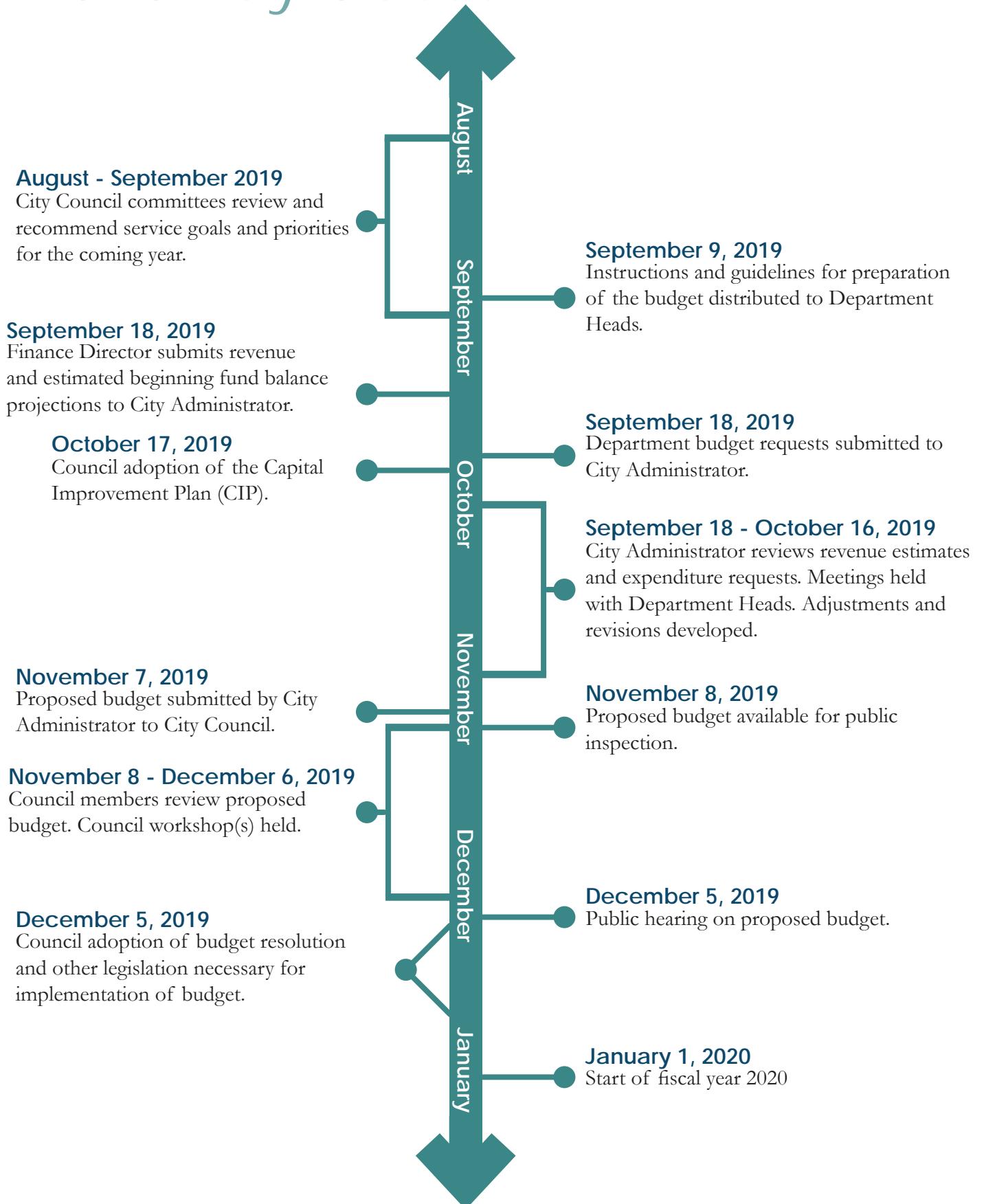
January 1, 2019

Christopher P. Morill

Executive Director

budget process

2020 key dates



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Revenues

This section provides a detailed analysis of each major revenue source. All recurring revenues in excess of \$100,000 are included. In total, over 99% of all taxes, fees, user charges, grants, contracts, licenses, assessments, etc. are covered by this section.

Each revenue source has unique characteristics. The starting point for an overall approach is certain assumptions about inflation, population change, and assessed valuation. These factors are weighed along with historical trends, economic forecasts, legislative dynamics, regulatory decisions, weather and foreseeable development within the city.

Each revenue page is divided into six sections:

Legal Authorization

This is the specific section of the Missouri State Revised Statutes (RSMo) that authorizes the city to levy or receive the revenue and the city ordinance that enacts or levies the tax.

Account Code

This is the specific line(s) to which the revenue source is posted in the city's accounting system.

Description

This is a brief explanation of the source, rate and calculation of the revenue source. Information on collection and distribution of the revenue is also provided.

Comments

This describes what factors were included in the city's analysis of past revenue collection and future forecast.

Fund Distribution/Revenue Information

This section either gives a breakdown of components of the revenue or a fund distribution. The past five years' revenue, the current year's estimate and next year's projection are also provided. The bottom part of this section shows the impact this revenue source has on the fund's and the total city's budget.

Financial Trend

This is a graphical display of the last five years, current year estimate and next year's budget of the revenue source.

gaming tax

Legal Authorization

State Statute: 313.822

City Ordinance: 99-1649

Account Code: 410-00

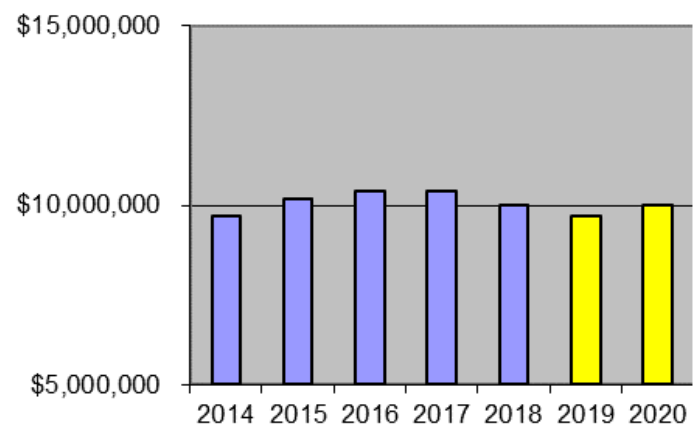
Description

The City receives a tax of \$1 per casino admission and 2.1% of the net gaming receipts of casino operations at Hollywood Casino. The collection of the taxes and disbursement to the City is administered by the State of Missouri. The City distributes the revenue to funds based on a policy established by Council Resolution 2014-1156.

Comments

Revenues declined steadily from 2006 to 2014 due to increased competition from neighboring facilities in St. Charles, the City of St. Louis and the Lemay area of St. Louis County. In 2019, revenues decreased 3%. The 2020 budget assumes a return to the 2018 level.

Financial Trend



Fund Distribution

Year	General Fund	Capital Improvement	Regional Infrastructure	DSF/Parks (2010-14)	Total
2014 Actual	5,240,826	4,076,198	0	388,209	9,705,233
2015 Actual	7,114,086	3,048,894	0	0	10,162,980
2016 Actual	7,289,280	3,123,977	0	0	10,413,257
2017 Actual	7,271,784	3,116,479			10,388,263
2018 Actual	7,007,287	3,003,123			10,010,410
2019 Projected	6,800,000	2,900,000			9,700,000
2020 Projected	7,000,000	3,000,000			10,000,000
Percent of Funds' 2020 Revenues	28.2%	84.3%			23.0%

half-cent sales tax

Legal Authorization

State Statute: 644.032

City Ordinance: 94-855

Account Code: 413-00

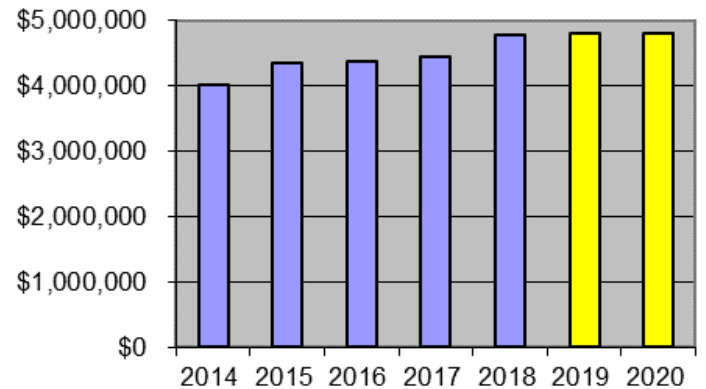
Description

State law allows municipalities to levy up to one half-cent of sales tax for stormwater control and/or park services. The Missouri Department of Revenue collects and administers all sales tax in the state. Businesses remit on a monthly or quarterly basis in the period following the actual transaction. The state disburses the funds one month after they are collected. Beginning in 2015, all of the tax is distributed to the Parks Fund.

Comments

Retail sales in Maryland Heights are comprised in large part of business-to-business transactions rather than end-consumers. This revenue has returned to pre-recession levels.

Financial Trend



Fund Distribution

Year	Stormwater Fund	Parks Fund				Total
2014 Actual	1,606,232	2,409,348				4,015,580
2015 Actual	0	4,343,269				4,343,269
2016 Actual	0	4,385,332				4,385,332
2017 Actual	0	4,439,567				4,439,567
2018 Actual	0	4,782,525				4,782,525
2019 Projected	0	4,800,000				4,800,000
2020 Projected	0	4,800,000				4,800,000
Percent of Funds' 2020 Revenues		68.5%				11.0%

county sales tax

Legal Authorization State Statute: 66.600 - 66.630, 94.857 City Ordinance: n/a **Account Code:** 413-00

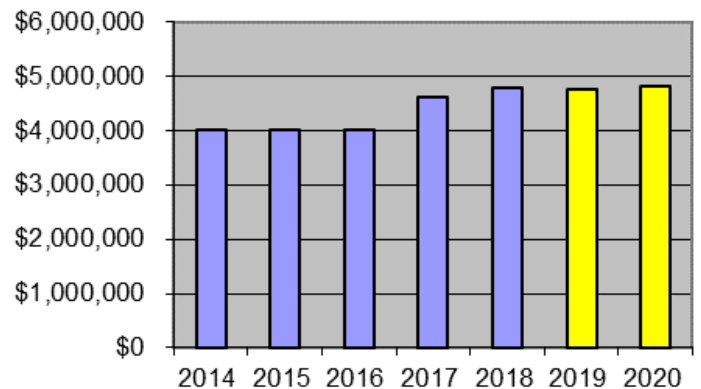
Description

The City of Maryland Heights receives a share of a county-wide one-percent tax on retail sales. The State of Missouri collects and administers all sales tax in the state. Businesses remit on a monthly or quarterly basis in the period following the actual transaction. The state distributes the funds one month after they are collected. The City's revenue is based on its per-capita share of sales tax generated within the pool of certain cities in St. Louis County and the unincorporated areas of the county.

Comments

Beginning in 2017, pursuant to Missouri House Bill 1561, a new distribution formula took affect that provides a minimum distribution equal to 50% of the taxes generated within the City. This is change increased the City's share by 15%.

Financial Trend



Fund Distribution

Year	General Fund				Total
2014 Actual	4,017,147				4,017,147
2015 Actual	4,023,900				4,023,900
2016 Actual	4,024,272				4,024,272
2017 Actual	4,620,670				4,620,670
2018 Actual	4,789,043				4,789,043
2019 Projected	4,750,000				4,750,000
2020 Projected	4,800,000				4,800,000
Percent of Funds' 2020 Revenues	19.3%				11.0%

county sales tax-Prop P

Legal Authorization

State Statute: 67.547

City Ordinance: N/A

Account Code: 413-00

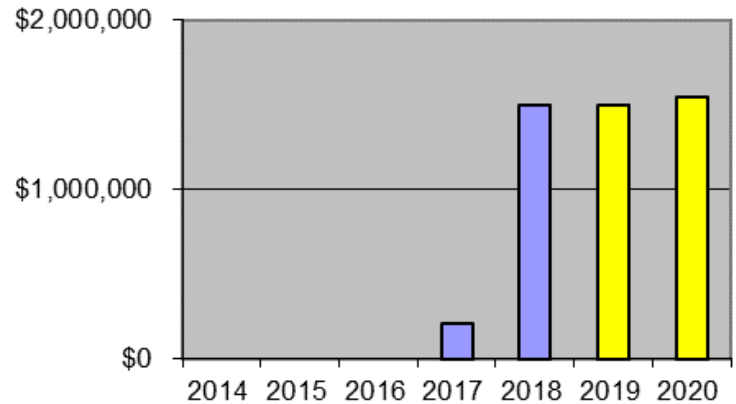
Description

In April 2017, St. Louis County voters approved a new half-cent sales tax to fund public safety for St. Louis County and each of the municipalities within the County. A portion of the tax revenues will be distributed to cities based on population.

Comments

The tax took affect in October 2017.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	0					0
2015 Actual	0					0
2016 Actual	0					0
2017 Actual	211,679					211,679
2018 Actual	1,502,518					1,502,518
2019 Projected	1,500,000					1,500,000
2020 Projected	1,550,000					1,550,000
Percent of Funds' 2020 Revenues	6.2%					3.6%

utility tax - electric

Legal Authorization

State Statute: 94.270

City Ordinance: 87-302

Account Code: 412-10

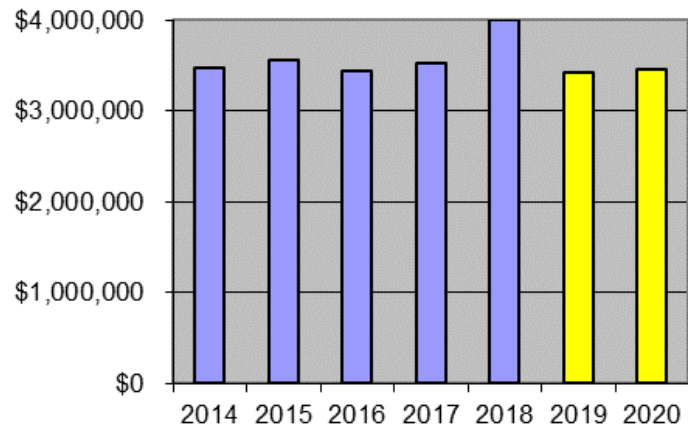
Description

The City levies a 5.5% gross receipts tax on utilities doing business within its boundaries. Ameren Missouri provides electricity to Maryland Heights. This tax is passed on to its customers by the utility company and remitted to the city each subsequent month. The City distributes the tax to the General Fund (5%) and the Streetlight Fund (0.5%).

Comments

Utility taxes are susceptible to business activity, climatic conditions, changes in technology, and regulated rates. In 2018, the City received a settlement from litigation of \$206k regarding the applicability of the tax to certain revenues of Ameren. Rates were reduced 6% in 2018 as a result of lower federal corporate taxes.

Financial Trend



Fund Distribution

Year	General Fund	Streetlight Fund				Total
2014 Actual	3,160,454	316,045				3,476,499
2015 Actual	3,230,105	323,010				3,553,115
2016 Actual	3,123,940	312,394				3,436,334
2017 Actual	3,201,775	320,178				3,521,953
2018 Actual	3,645,913	364,591				4,010,504
2019 Projected	3,100,000	320,000				3,420,000
2020 Projected	3,150,000	315,000				3,465,000
Percent of Funds' 2020 Revenues	12.7%	62.1%				8.0%

interest on investments

Legal Authorization

State Statute: n/a

City Resolution: 2009-1017 as amended

Account Code: 457-00

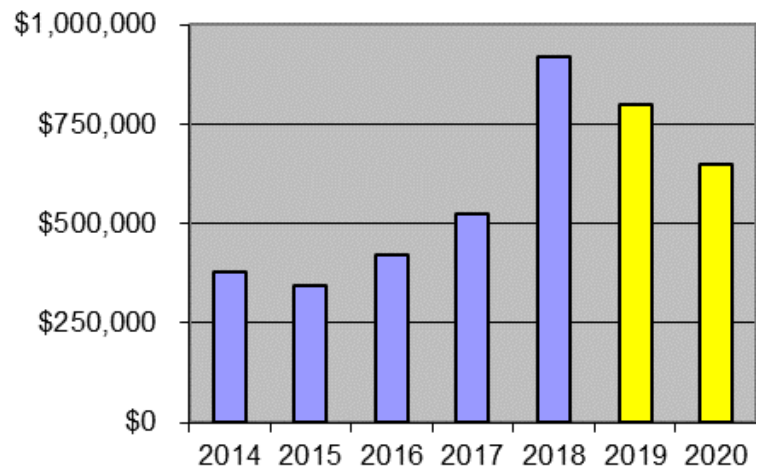
Description

Pursuant to city policy, the City invests in approved instruments to maximize return while ensuring the safety of principal. Council Resolution 2008-942, as revised by Resolutions 2009-1017, 2013-1113 and 2014-1136, provides detail regarding the investment policy of the City. All interest goes to the General Fund except amounts that must go to other funds due to legal restrictions.

Comments

Significant uses of Reserve funds in 2016 (\$15 million) to finance about 50% of the cost of a new community center and in 2018 to the Ice Center project (\$9.3 million) have reduced funds available for investments. General Fund revenue does not reflect market value adjustments of the investments.

Financial Trend



Fund Distribution

Year	General Fund	Forfeiture Fund	South Heights TIF			Total
2014 Actual	374,110	5,062				379,172
2015 Actual	339,434	4,724				344,158
2016 Actual	418,673	3,621				422,294
2017 Actual	508,915	2,514	11,868			523,297
2018 Actual	894,200	9,827	16,505			920,532
2019 Projected	800,000					800,000
2020 Projected	650,000					650,000
Percent of Funds' 2020 Revenues	2.6%					1.5%

court fees and fines

Legal Authorization State Statute: 479.050, 479.260 Municipal Code Chapter 16 **Account Code:** 472-00
472-01
472-02

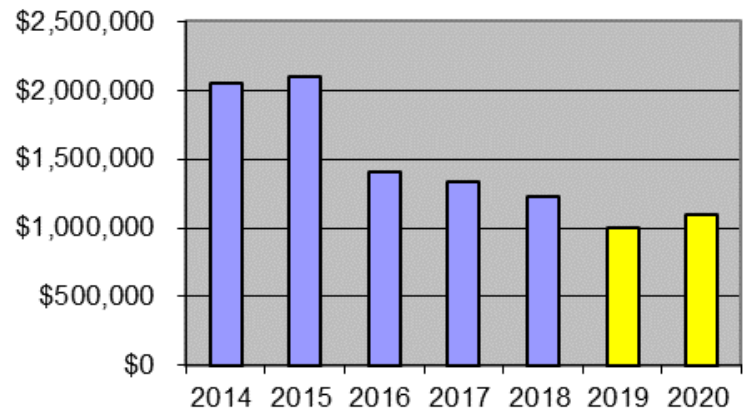
Description

This revenue includes fines levied by the Maryland Heights Municipal Judge in the adjudication of tickets and citations issued by the Maryland Heights Police and Code Enforcement Officers. All collection efforts are made by the Municipal Court of the City of Maryland Heights.

Comments

The State of Missouri enacted legislation in 2015 that has resulted in a reduction in revenues collected through the municipal court.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	2,056,723					2,056,723
2015 Actual	2,094,402					2,094,402
2016 Actual	1,407,828					1,407,828
2017 Actual	1,339,620					1,339,620
2018 Actual	1,221,765					1,221,765
2019 Projected	1,000,000					1,000,000
2020 Projected	1,100,000					1,100,000
Percent of Funds' 2020 Revenues	4.4%					2.5%

building permit revenue

Legal Authorization State Statute: 77.500, 67.280 City Ordinance: 2013-3744 **Account Code:** 460-03

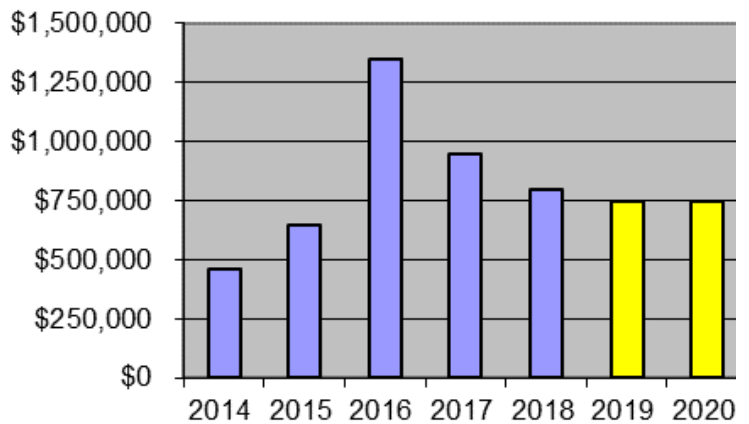
Description

The City issues building permits for construction and remodeling within its boundaries. The fee is calculated on a sliding scale based on the value of construction and is collected by the City at the time of application.

Comments

The revenue is susceptible to construction activity particularly in the commercial area. Several large projects occurred in 2016.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	456,792					456,792
2015 Actual	648,607					648,607
2016 Actual	1,344,975					1,344,975
2017 Actual	944,498					944,498
2018 Actual	793,295					793,295
2019 Projected	750,000					750,000
2020 Projected	750,000					750,000
Percent of Funds' 2020 Revenues	3.0%					1.7%

county road refund

Legal Authorization

State Statute: n/a

City Ordinance: n/a

Account Code: 415-02

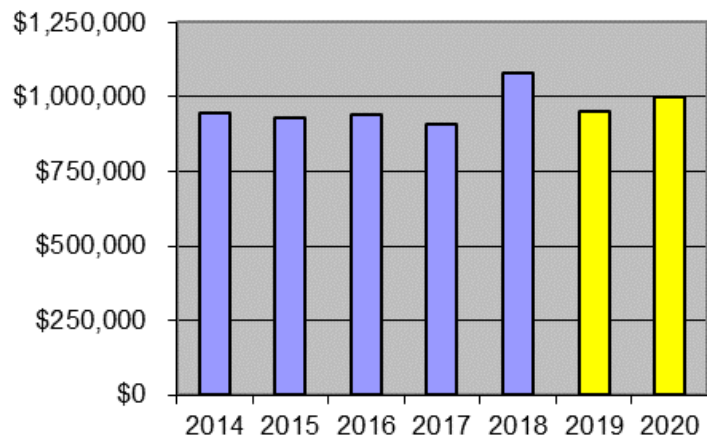
Description

St. Louis County levies a property tax for municipal street maintenance. The county allocates the proceeds to municipalities at \$0.105 per \$100 of assessed valuation. The county road refund must be used for road and bridge maintenance.

Comments

This tax is impacted by the change in assessed valuation of the City and the tax rate levied by St. Louis County.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	944,732					944,732
2015 Actual	930,213					930,213
2016 Actual	941,290					941,290
2017 Actual	911,042					911,042
2018 Actual	1,078,277					1,078,277
2019 Projected	950,000					950,000
2020 Projected	1,000,000					1,000,000
Percent of Funds' 2020 Revenues	4.0%					2.3%

utility tax - gas

Legal Authorization

State Statute: 94.270

City Ordinance: 87-302

Account Code: 412-20

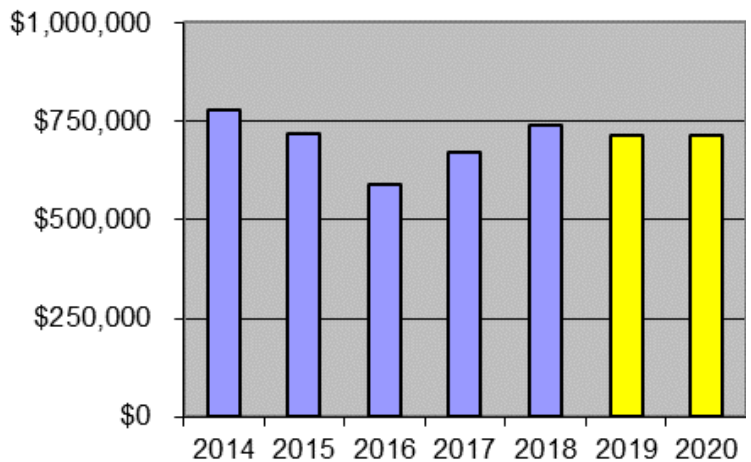
Description

The City levies a 5.5% gross receipts tax on utilities doing business in the City. Spire (formerly Laclede Gas) provides gas utility to Maryland Heights. This tax is passed on to its customers by the utility company and remitted to the City each subsequent month. The City distributes the tax to the General Fund (5%) and the Streetlight Fund (0.5%).

Comments

About 60% to 70% of a customer's natural gas bill reflects the cost of natural gas from wholesale suppliers that is not subject to regulation by the Missouri Public Service Commission. Therefore, climate and the market price of natural gas are the major components of this revenue source.

Financial Trend



Fund Distribution

Year	General Fund	Streetlight Fund				Total
2014 Actual	709,661	70,923				780,584
2015 Actual	652,985	65,298				718,283
2016 Actual	536,772	53,677				590,449
2017 Actual	608,391	60,839				669,230
2018 Actual	670,895	67,090				737,985
2019 Projected	650,000	62,500				712,500
2020 Projected	650,000	65,000				715,000
Percent of Funds' 2020 Revenues	2.6%	12.8%				1.4%

motor fuel tax

Legal Authorization

State Statute: 142.345

City Ordinance: n/a

Account Code: 415-00

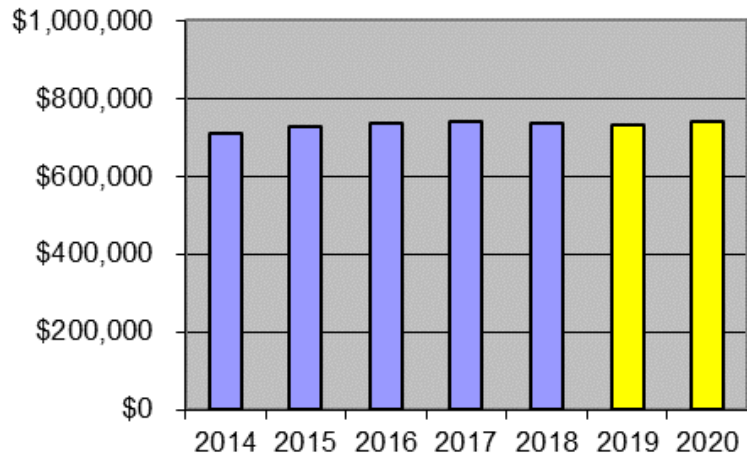
Description

The State of Missouri imposes and collects a \$0.17 per gallon tax on motor fuel. The state distributes the proceeds to municipalities and counties according to the City's ratio of total state population. The state distributes the funds one month after they are collected. Gasoline tax must be used for road and bridge maintenance.

Comments

The tax is per gallon. Therefore, the change in revenue is a function of usage, not fuel price. The other factor is the City's population.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	711,247					711,247
2015 Actual	725,484					725,484
2016 Actual	738,258					738,258
2017 Actual	742,051					742,051
2018 Actual	737,364					737,364
2019 Projected	730,000					730,000
2020 Projected	740,000					740,000
Percent of Funds' 2020 Revenues	3.0%					1.7%

utility tax - telephone

Legal Authorization

State Statute: 94.270

City Ordinance: 87-302

Account Code: 412-30
412-31

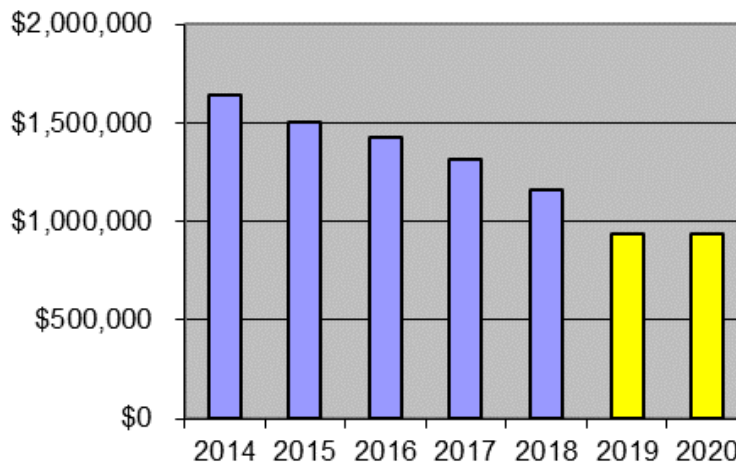
Description

The City levies a 5.5% gross receipts tax on utilities doing business in the City. Multiple telephone companies provide service to Maryland Heights. This tax is passed on to its customers by the utility company and remitted to the City each subsequent month. The City distributes the tax to the General Fund (5%) and the Streetlight Fund (0.5%).

Comments

Continued legislation, changes in technology and consumer behavior continue to cast an uncertain future on this revenue source.

Financial Trend



Fund Distribution

Year	General Fund	Streetlight Fund				Total
2014 Actual	1,491,555	149,214				1,640,769
2015 Actual	1,363,939	136,394				1,500,333
2016 Actual	1,294,905	129,697				1,424,602
2017 Actual	1,193,654	119,365				1,313,019
2018 Actual	1,057,206	105,721				1,162,927
2019 Projected	850,000	90,000				940,000
2020 Projected	850,000	85,000				935,000
Percent of Funds' 2020 Revenues	3.4%	16.8%				2.1%

business license fees

Legal Authorization

State Statute: 94.270

City Ordinance: 2004-2447

Account Code: 451-00

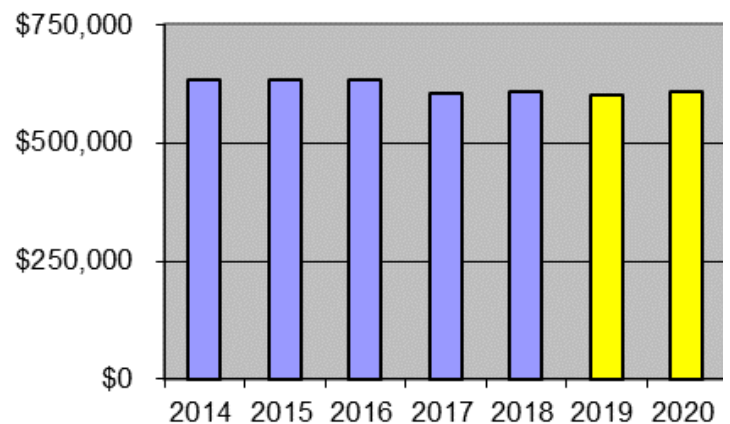
Description

The City charges all businesses located within Maryland Heights a license fee of \$0.02 per square foot of occupied space (minimum \$25). The City also collects a fee for liquor sales, vending machines, cell towers and solicitors. All fees are collected annually.

Comments

Change in this revenue source is based on commercial growth and occupancy rates.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	634,113					634,113
2015 Actual	633,675					633,675
2016 Actual	632,036					632,036
2017 Actual	605,584					605,584
2018 Actual	609,583					609,583
2019 Projected	600,000					600,000
2020 Projected	610,000					610,000
Percent of Funds' 2020 Revenues	2.5%					1.4%

occupancy permits

Legal Authorization State Statute: 77.500, 67.280 City Ordinance: 2013-3697 **Account Code:** 460-00, 460-01, 460-02

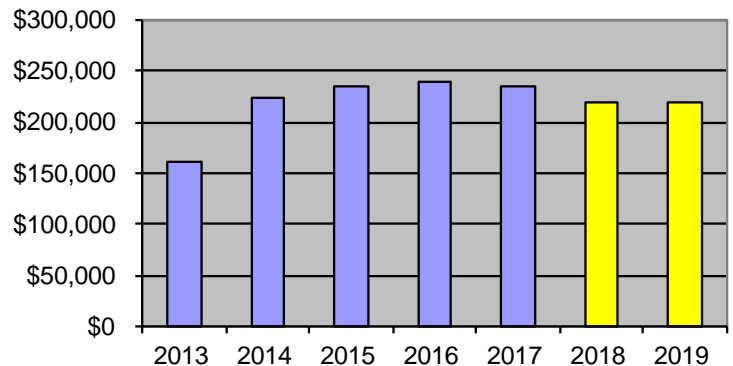
Description

The City issues certificates of occupancy when a change of ownership or representation of ownership, tenancy or upon the completion of construction activity.

Comments

Fees were revised in 2013 which have resulted in higher revenues. Single Family residence: \$75, Multi-Family residence: \$60, Commercial: \$5/1,000 square feet, \$100 minimum.

Financial Trend



Revenue Information

Year	Commercial	Multi-Family	Single Family			Total
2014 Actual	27,891	154,375	42,233			224,499
2015 Actual	45,428	132,699	55,589			233,716
2016 Actual	28,423	153,920	57,461			239,804
2017 Actual	38,158	147,525	48,870			234,553
2018 Actual	36,809	125,275	49,130			211,214
2019 Projected	40,000	130,000	50,000			220,000
2020 Projected	40,000	130,000	50,000			220,000
Percent of Funds' 2020 Revenues						0.5%

motor vehicle sales tax

Legal Authorization

State Statute: 94.560

City Ordinance: n/a

Account Code: 415-01

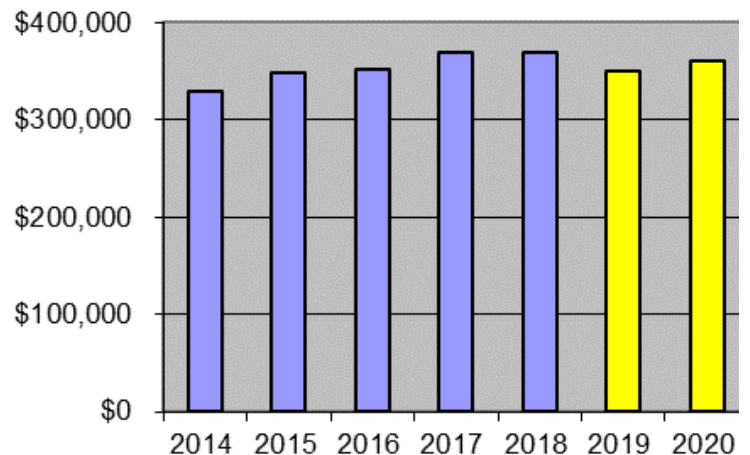
Description

The State of Missouri imposes fees for operator licenses, vehicle plates and sales tax on motor vehicles. The state distributes the proceeds to municipalities and counties according to the ratio of the state sales tax collected in the entity to the total state sales tax collected in the prior year. The state disburses the funds one month after they are collected. Motor vehicle sales tax must be used for road and bridge maintenance.

Comments

Very little change in this revenue source is expected.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	329,348					329,348
2015 Actual	349,174					349,174
2016 Actual	351,969					351,969
2017 Actual	368,894					368,894
2018 Actual	368,779					368,779
2019 Projected	350,000					350,000
2020 Projected	360,000					360,000
Percent of Funds' 2020 Revenues	1.4%					0.8%

utility tax - water

Legal Authorization

State Statute: 94.270

City Ordinance: 87-302

Account Code: 412-40

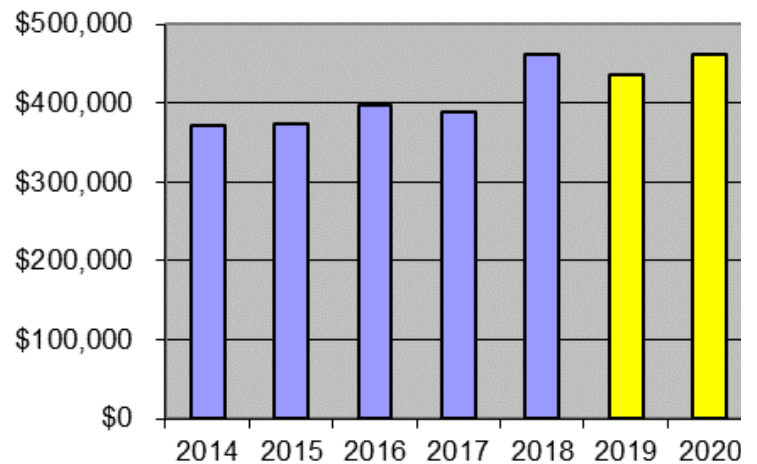
Description

The City levies a 5.5% gross receipts tax on utilities doing business within its boundaries. Missouri-American Water Company provides water to Maryland Heights. This tax is passed on to customers by the utility company and remitted to the city each subsequent month. The City distributes the tax to the General Fund (5%) and the Streetlight Fund (0.5%).

Comments

Summer weather and rates approved by the Missouri Public Service commission are the variables.

Financial Trend



Fund Distribution

Year	General Fund	Streetlight Fund				Total
2014 Actual	338,504	33,850				372,354
2015 Actual	339,098	33,910				373,008
2016 Actual	361,420	36,142				397,562
2017 Actual	352,999	35,300				388,299
2018 Actual	419,183	41,918				461,101
2019 Projected	400,000	37,000				437,000
2020 Projected	420,000	42,000				462,000
Percent of Funds' 2020 Revenues	1.7%	8.3%				1.1%

cable tv franchise fee

Legal Authorization

State Statute: 94.270

City Ordinance: 95-896

Account Code: 473-00

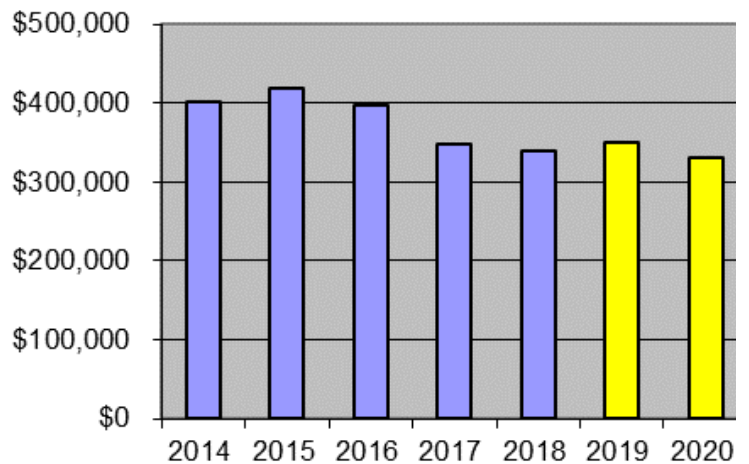
Description

The two cable companies (Charter and Cable America) providing service to the residents of Maryland Heights are required to remit 5% of their gross receipts to the City within 45 days following the end of the quarter for which payment is to be made. Also, AT&T delivers video service through telecommunication lines that are subject to this fee.

Comments

The revenue is dependent on rates and usage of cable television and telecommunication systems that deliver video service. Consumer behavior and the availability of streaming services has caused a reduction in taxable revenue.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	402,200					402,200
2015 Actual	419,403					419,403
2016 Actual	397,243					397,243
2017 Actual	348,185					348,185
2018 Actual	339,269					339,269
2019 Projected	350,000					350,000
2020 Projected	330,000					330,000
Percent of Funds' 2020 Revenues	1.3%					0.8%

sewer lateral fee

Legal Authorization

State Statute: 249-422

City Ordinance: 99-1676

Account Code: 411-05

2014-3868

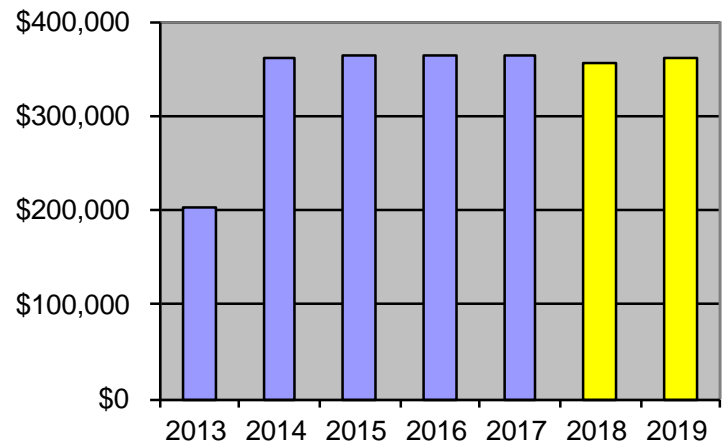
Description

The City of Maryland Heights receives an annual fee of \$50 per single family residential household to fund a sewer lateral repair program. St. Louis County collects the fee from eligible property owners. In 1999, city voters approved an annual fee of \$28 per residential household to fund a sewer lateral repair program. In 2014, the annual fee was increased by voters to \$50.

Comments

This revenue is stable (other than the rate increase in 2014), reflecting the small number of new homes built each year in Maryland Heights.

Financial Trend



Fund Distribution

Year	Sewer Lateral Fund					Total
2014 Actual	359,902					359,902
2015 Actual	363,841					363,841
2016 Actual	364,314					364,314
2017 Actual	363,857					363,857
2018 Actual	372,772					372,772
2019 Projected	360,000					360,000
2020 Projected	375,000					375,000
Percent of Funds' 2020 Revenues	100.0%					0.9%

tourism tax

Legal Authorization

State Statute: 67.1000

City Ordinance: 2006-2817

Account Code: 416-00

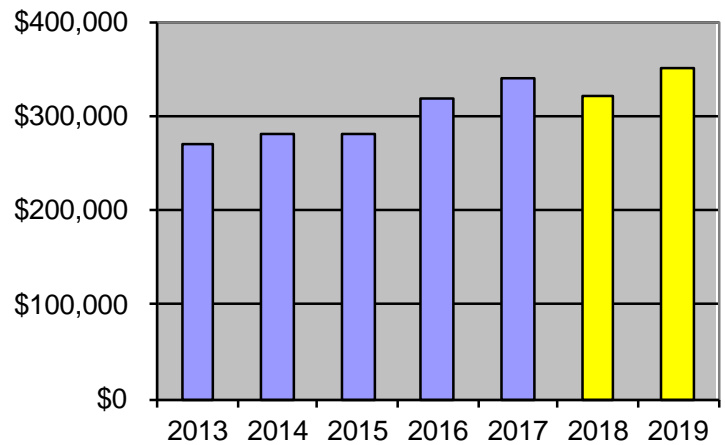
Description

In 2006, city voters approved a 0.50% tax on hotel and motel rooms within the City for the promotion of tourism. The tax took effect in 2007. There are over 3,800 hotel rooms within Maryland Heights. On a quarterly basis, the tax is remitted directly to the City by the hotels. The St. Louis Convention and Visitors Commission levies an additional 3.75% tax on sleeping rooms to fund a regional effort on promotion of tourism. An additional tax on hotel rooms supports sports facilities in the St. Louis area.

Comments

Construction of new hotels and the renovation of existing rooms throughout town has had a significant impact on this revenue source since 2015.

Financial Trend



Fund Distribution

Year	Tourism Tax Fund					Total
2014 Actual	280,805					280,805
2015 Actual	281,017					281,017
2016 Actual	316,938					316,938
2017 Actual	339,475					339,475
2018 Actual	371,799					371,799
2019 Projected	350,000					350,000
2020 Projected	360,000					360,000
Percent of Funds' 2020 Revenues	100.00%					0.8%

cigarette tax

Legal Authorization

State Statute: 66.350

City Ordinance: n/a

Account Code: 414-00

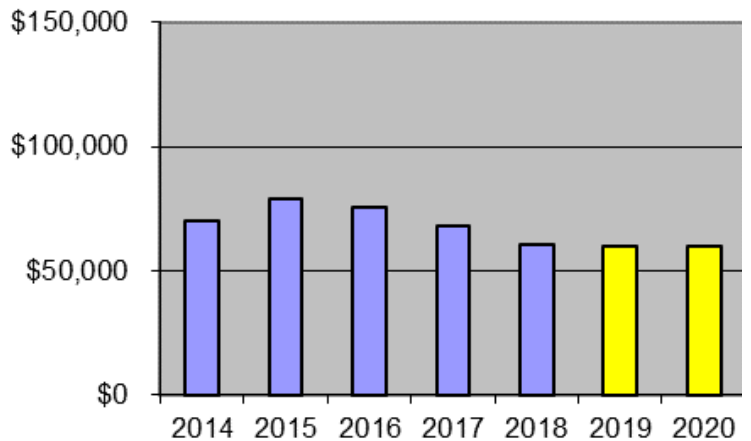
Description

St. Louis County imposes and collects a \$0.05 per pack tax on cigarettes. The state collects and distributes the proceeds to municipalities and the County according to the ratio of the City's population to the total St. Louis County population. The state disburses the funds one month after they are collected.

Comments

Sales of cigarettes in St. Louis County have declined slightly. Very little change is expected in the future.

Financial Trend



Fund Distribution

Year	General Fund					Total
2014 Actual	69,924					69,924
2015 Actual	79,237					79,237
2016 Actual	75,638					75,638
2017 Actual	67,962					67,962
2018 Actual	60,333					60,333
2019 Projected	60,000					60,000
2020 Projected	60,000					60,000
Percent of Funds' 2020 Revenues	0.2%					0.1%

recreation/community center revenue

Legal Authorization State Statute: n/a City Ordinance: 2016-4124 **Account Code:** 441-97;
442-01 through 442-07;
443-01 through 443-17

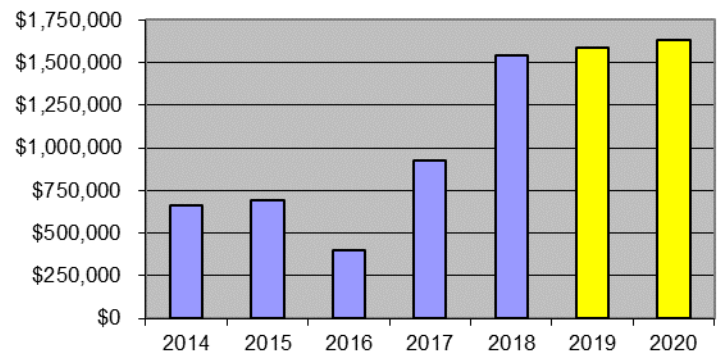
Description

A new 90,000 square foot community center opened in April 2017 replacing the existing 40,000 square foot building. The new facility allows for expanded recreation, fitness and meeting room capacity and provides indoor aquatics.

Comments

Revenues from memberships and user fees increased substantially with the opening of the new Community Center in 2017.

Financial Trend



Revenue Information

Year	Recreation	Facility Use/ Memberships	Room Rentals	Other	Parks Fund Total
2014 Actual	400,994	62,763	201,405		665,162
2015 Actual	471,925	51,359	169,728		693,012
2016 Actual	308,275	22,447	72,857		403,579
2017 Actual	339,744	433,886	151,592	0	925,222
2018 Actual	558,341	760,180	227,412	0	1,545,933
2019 Projected	629,300	700,000	260,000	0	1,589,300
2020 Projected	700,000	680,000	250,000	0	1,630,000
Percent of Funds' 2020 Revenues	10.0%	9.7%	3.6%	0.0%	23.3%

sportport revenue

Legal Authorization

State Statute: n/a

City Ordinance: 2008-3123

Account Code: 441-02,
441-08, 441-09, 441-10,
441-11, 441-13

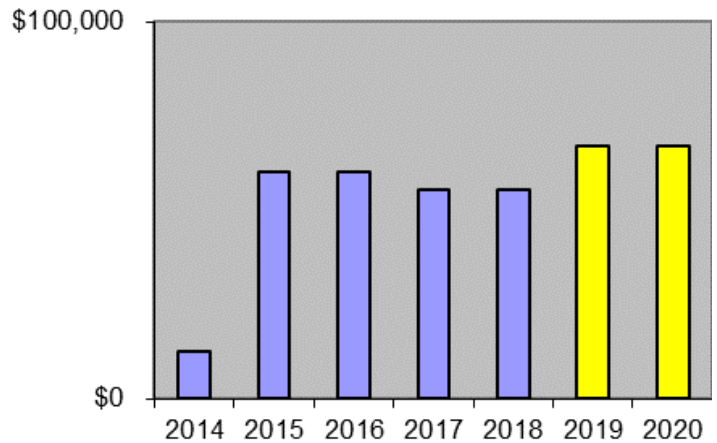
Description

Sportport opened in May of 1999. It is a 64-acre complex featuring 12 soccer fields, concessions, parking and restrooms. Use of the facility was expanded to other outdoor sports activities, such as cricket.

Comments

In October 2010, the City entered into an agreement with a company that will lease the facility and operate soccer programs

Financial Trend



Revenue Information

Year	Concessions	Facility Use				Parks Fund Total
2014 Actual	0	12,660				12,660
2015 Actual	0	60,286				60,286
2016 Actual	0	60,288				60,288
2017 Actual	0	55,278				55,278
2018 Actual	0	55,489				55,489
2019 Projected	0	67,000				67,000
2020 Projected		67,000				67,000
Percent of Funds' 2020 Revenues						1.0%

aquaport revenue

Legal Authorization

State Statute: n/a

City Ordinance: 2008-3123

Account Code: 441-02,
441-11, 441-13, 441-14,
441-15, 441-16

Description

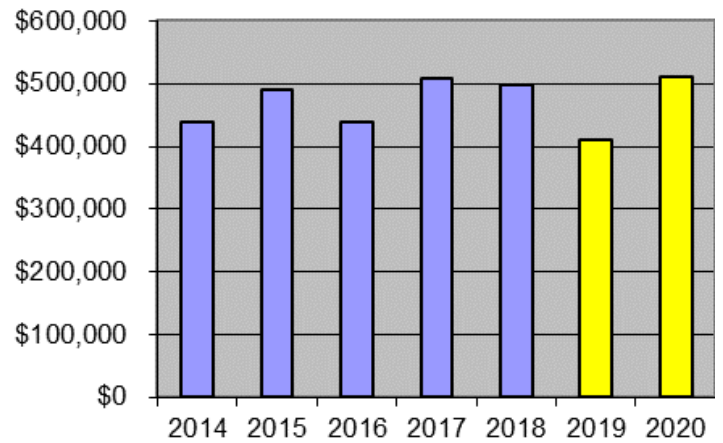
Aquaport opened in June of 1998. It is a 4.5-acre water park with slides, lazy river, pool deck, young children's area and concessions. Aquaport is open Memorial Day through Labor Day. Users can either pay a daily admission fee or purchase a season pass.

Comments

Annual Attendance

2014	58,534
2015	53,857
2016	39,214
2017	43,957
2018	46,756
2019	47,000

Financial Trend



Revenue Information

Year	Concessions	Facility Use				Parks Fund Total
2014 Actual	95,106	342,807				437,913
2015 Actual	111,273	378,738				490,011
2016 Actual	90,111	348,989				439,100
2017 Actual	104,361	403,828				508,189
2018 Actual	108,078	388,883				496,961
2019 Projected	95,000	315,000				410,000
2020 Projected	110,000	400,000				510,000
Percent of Funds' 2020 Revenues						7.3%

incremental taxes

Legal Authorization State Statute: 99.800, 99.805, 99.845, 99.855 City Ordinance: 95-968 (South Heights), 2003-2364 (Dorsett Road) **Account Code:** 412-40

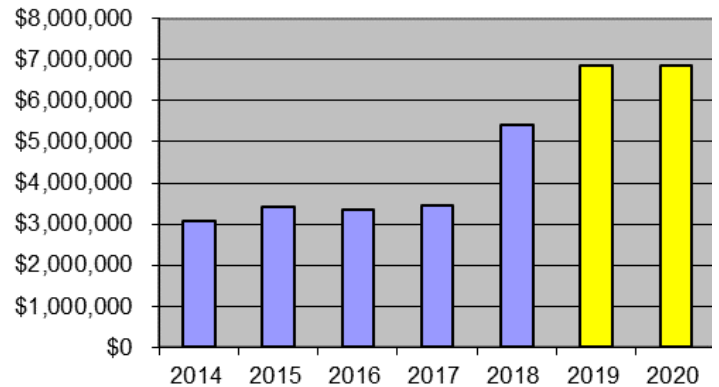
Description

Taxes collected from Tax Increment Financing Districts (TIFs) represent the increased revenues generated in these areas due to higher levels of assessed value and retail sales.

Comments

Use of these revenues is restricted to eligible costs within the districts. Amounts include payments in lieu of taxes (PILOTs) and economic activity taxes (EATs) and special district revenues (community improvement and transportation improvement) that are to be used for debt service. The South Heights TIF was dissolved in 2018. .

Financial Trend



Fund Distribution

Year	South Heights TIF Fund	Dorsett Road TIF Fund	Westport TIF Fund			Total
2014 Actual	2,895,176	163,444				3,058,620
2015 Actual	3,258,267	149,200				3,407,467
2016 Actual	2,804,606	178,871	379,152			3,362,629
2017 Actual	2,772,769	208,412	470,870			3,452,051
2018 Actual	2,185,533	233,932	3,004,469			5,423,934
2019 Projected	0	150,000	6,700,000			6,850,000
2020 Projected	0	150,000	6,700,000			6,850,000
Percent of Funds' 2020 Revenues	0.0%	100.0%	100.0%			15.7%

intergovernmental revenue

The City enters into various service contracts with other governmental agencies and political subdivisions that provide grants and reimbursements of city-incurred costs. These revenues are not considered recurring since they are dependent on programs or projects that may or may not be continued.

INTERGOVERNMENTAL REVENUE

Annual Budget - 2020

The City enters into various service contracts with other governmental agencies and political subdivisions that provide grants and reimbursements of City incurred costs. These revenues are not considered recurring since they are dependent on programs or projects that may or may not be continued.

2020 Intergovernmental Revenues		<u>Amount</u>	<u>Fund Total</u>
<u>Grant</u>	<u>Program</u>		
MO Dept. of Transportation	Speed Enforcement	6,222	
	DWI Enforcement	3,889	
	Seatbelt Enforcement	4,444	
	Underage Drinking Enforcement	6,666	
	Workzone Safety	12,000	
Mo Safety Center	Traffic Safety	2,000	
Dept. of Justice (DEA)	Drug Enforcement	18,000	
		53,221	
<u>Service Contract</u>	<u>Entity</u>		
Police Protection	Village of Champ	32,000	
School Resource Officer	Pattonville High School	92,000	
School Resource Officer	Pattonville Middle School	56,000	
Task Force-Crimes vs Children	St Louis County	106,000	
		286,000	
TOTAL GENERAL FUND			339,221
Police Officer Training Fund	State of Missouri		12,000
Police Forfeiture Fund	Federal Funds		50,000
CAPITAL IMPROVEMENTS FUND			
<u>Source</u>	<u>Project</u>		
MSD Cost Share	Rose Acres	35,000	
Municipal Park Grant	Westglen Estates Trail	525,000	
			560,000
-			
TOTAL INTERGOVERNMENTAL-ALL FUNDS			961,221

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All Funds - Summary

This section provides a summary and combined view of all funds included in the 2020 budget. It provides a broad overview of the year's activities and the resulting fund balances.

all funds

**Combined Statement of Budgeted
Revenues, Expenditures, and
Changes in Fund Balances
(in thousands)**

	FUNDS*							Total
	General	Strlght	Capital Imprv	Parks	Reserve	ComCtr DSF	Other	
<u>REVENUES</u>								
Gaming Tax	7,000	-	3,000	-	-	-	-	10,000
Utility Taxes	5,070	507	-	-	-	-	-	5,577
Sales Tax	4,800	-	-	4,800	-	-	-	9,600
Sales Tax-Public Safety	1,550	-	-	-	-	-	-	1,550
Cigarette Tax	60	-	-	-	-	-	-	60
Road and Bridge Taxes	2,100	-	-	-	-	-	-	2,100
Hotel/Motel Tax	-	-	-	-	-	-	360	360
Licenses, Permits, and Fees	1,995	-	-	-	-	-	11	2,006
Municipal Court	1,100	-	-	-	-	-	-	1,100
Investment income	650	-	-	-	-	-	-	650
Intergovernmental Revenues	339	-	560	-	-	-	57	956
Recreation Program Fees	-	-	-	2,207	-	-	-	2,207
Sewer Lateral Fees	-	-	-	-	-	-	375	375
Incremental/Special District Taxes	-	-	-	-	-	-	6,850	6,850
Other Revenue	180	-	-	-	-	-	-	180
TOTAL REVENUES	24,844	507	3,560	7,007	-	-	7,653	43,571
<u>EXPENDITURES</u>								
Executive/Legislative	195	-	-	-	-	-	-	195
Administrative	2,320	-	-	-	-	-	-	2,320
Finance	1,718	-	-	-	-	-	-	1,718
Community Development	2,063	-	-	-	-	-	765	2,828
Public Works	5,303	484	7,013	-	-	-	250	13,050
Police	12,121	-	-	-	-	-	248	12,368
Municipal Court	368	-	-	-	-	-	-	368
Parks and Recreation	535	-	-	8,973	-	-	26	9,533
Human Services	225	-	-	-	-	-	-	225
Debt Service	-	-	-	-	-	985	6,000	6,985
TOTAL EXPENDITURES	24,847	484	7,013	8,973	-	985	7,288	49,590
Excess(deficiency) of revenues over(under) expenditures	(3)	23	(3,453)	(1,966)	-	(985)	365	(6,019)
Other financing sources(uses):								
Transfer to Community Center DSF				(985)		985		-
Transfer to Ice Center Fund					(625)			(625)
Operating transfers in (out):	3	-	-	(100)	97		-	-
Change in FundBalance -2020	0	23	(3,453)	(3,051)	(528)	-	365	(6,644)
Fund Balance January 1, 2020	-	2,000	5,430	6,000	26,000	20	4,940	44,390
Fund Balance December 31, 2020	0	2,023	1,977	2,949	25,472	20	5,305	37,746

*Fund Names

General=General Fund

Strlght=Streetlight Fund

Capital Imprv=Capital Improvement Fund

Parks=Parks Fund

Reserve=Reserve Fund

Community Center DSF= Community Center Debt Service Fund

Other=Other Funds (see schedule on following page)

all funds

Combined Statement of Budgeted Revenues, Expenditures, and

Changes in Fund Balances

Schedule of Other Funds (in thousands)

OTHER FUNDS*

	Tourism	Pol Forf Fund	Beaut Fund	Sewr Lat Fund	Pol Trg Fund	Dorsett TIF	Westport Plaza TIF	Total
REVENUES:								
Hotel/Motel Tax	360	-	-	-	-	-	-	360
Business License	-	-	11	-	-	-	-	11
Intergovernmental Revenues	-	50	-	-	7	-	-	57
Sewer Lateral Fees	-	-	-	375	-	-	-	375
Incremental taxes/Special District Other	-	-	-	-	-	150	6,700	6,850
TOTAL REVENUES	360	50	11	375	7	150	6,700	7,653
EXPENDITURES								
Community Development	360	-	-	-	-	150	255	765
Public Works	-	-	-	250	-	-	-	250
Police	-	225	-	-	23	-	-	248
Parks and Recreation	-	-	26	-	-	-	-	26
Human Services	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	6,000	6,000
TOTAL EXPENDITURES	360	225	26	250	23	150	6,255	7,288
Excess(deficiency) of revenues over(under) expenditures	-	(175)	(15)	125	(16)	-	445	365
Other financing sources(uses):	-	-	-	-	-	-	-	-
Operating transfers in (out):	-	-	-	-	-	-	-	-
Change in Fund Balance -2020	-	(175)	(15)	125	(16)	-	445	365
Fund Balance January 1, 2020	-	300	15	750	25	50	3,800	4,940
Fund Balance December 31, 2020	-	125	0	875	9	50	4,245	5,305

*Fund Names:

Tourism=Tourism Tax Fund

Pol Forf=Police Forfeiture Fund

Sewr Lat=Sewer Lateral Fund

Beaut=Beautification Fund

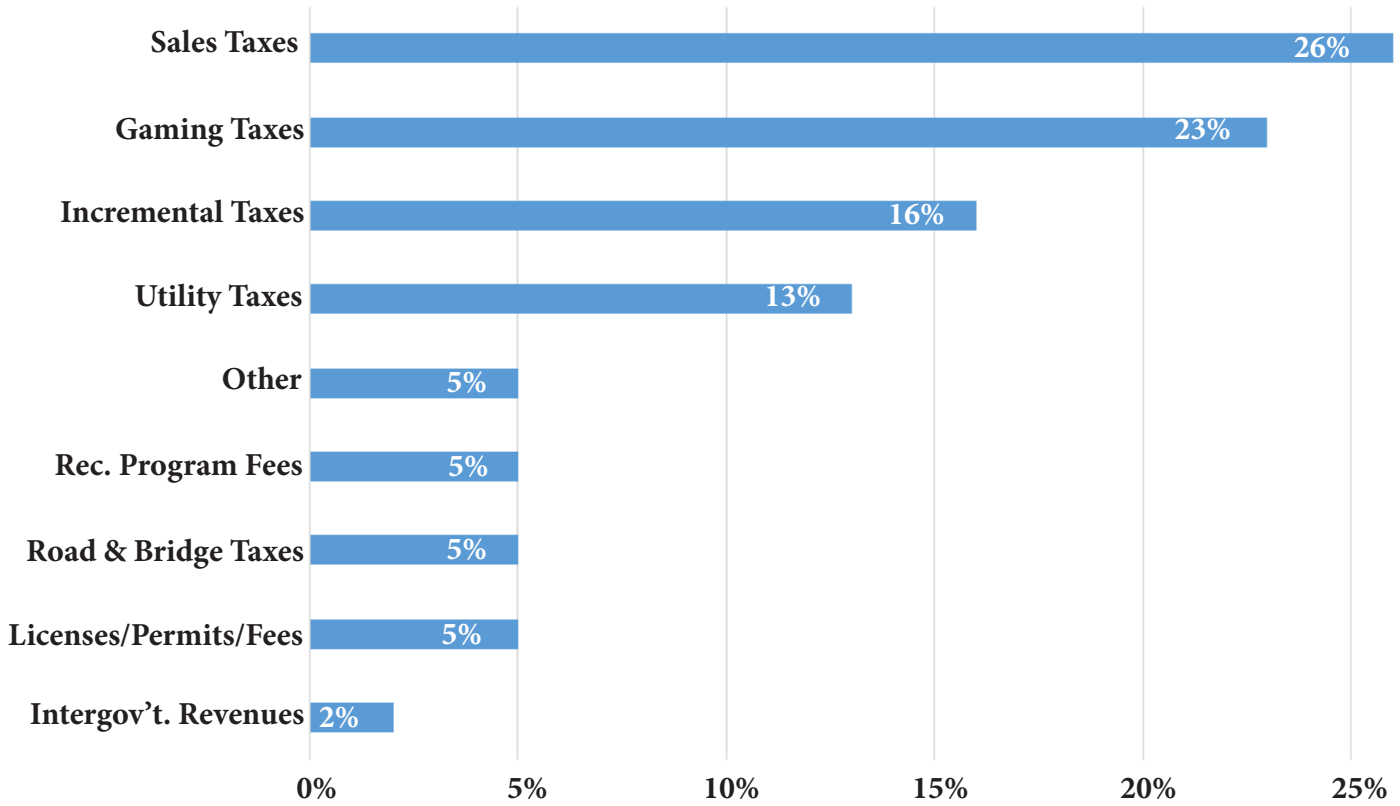
Pol Trg=Police Training Fund

Westport Paza TIF=Westport Plaza Tax Increment Financing Fund

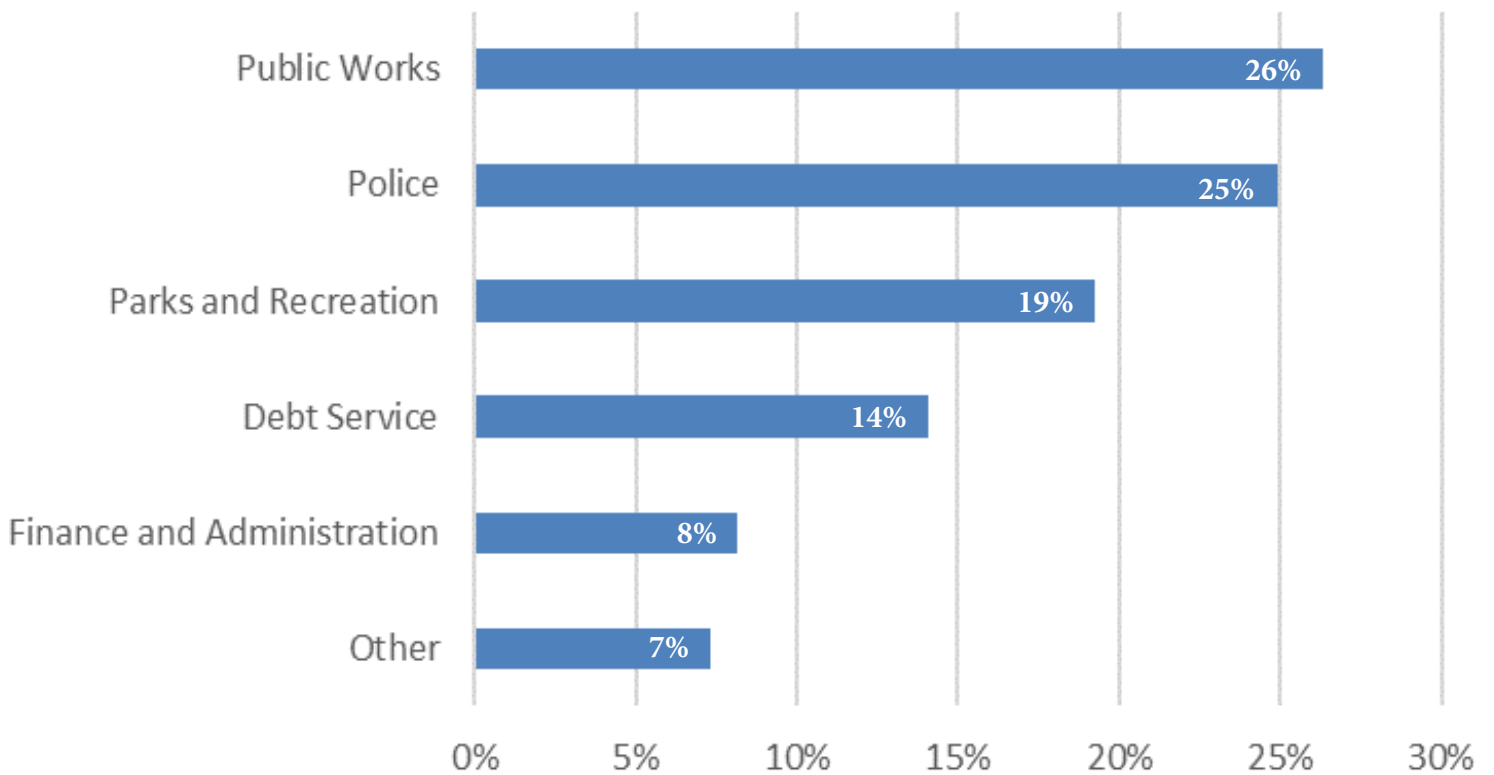
Dorsett TIF=Dorsett Road Tax Increment Financing Fund

all funds

Revenues - Where it comes from... **



Expenditures - Where it goes...



**The Revenues Graph labels have been updated to appropriately label the Sales and Gaming Tax.

all funds

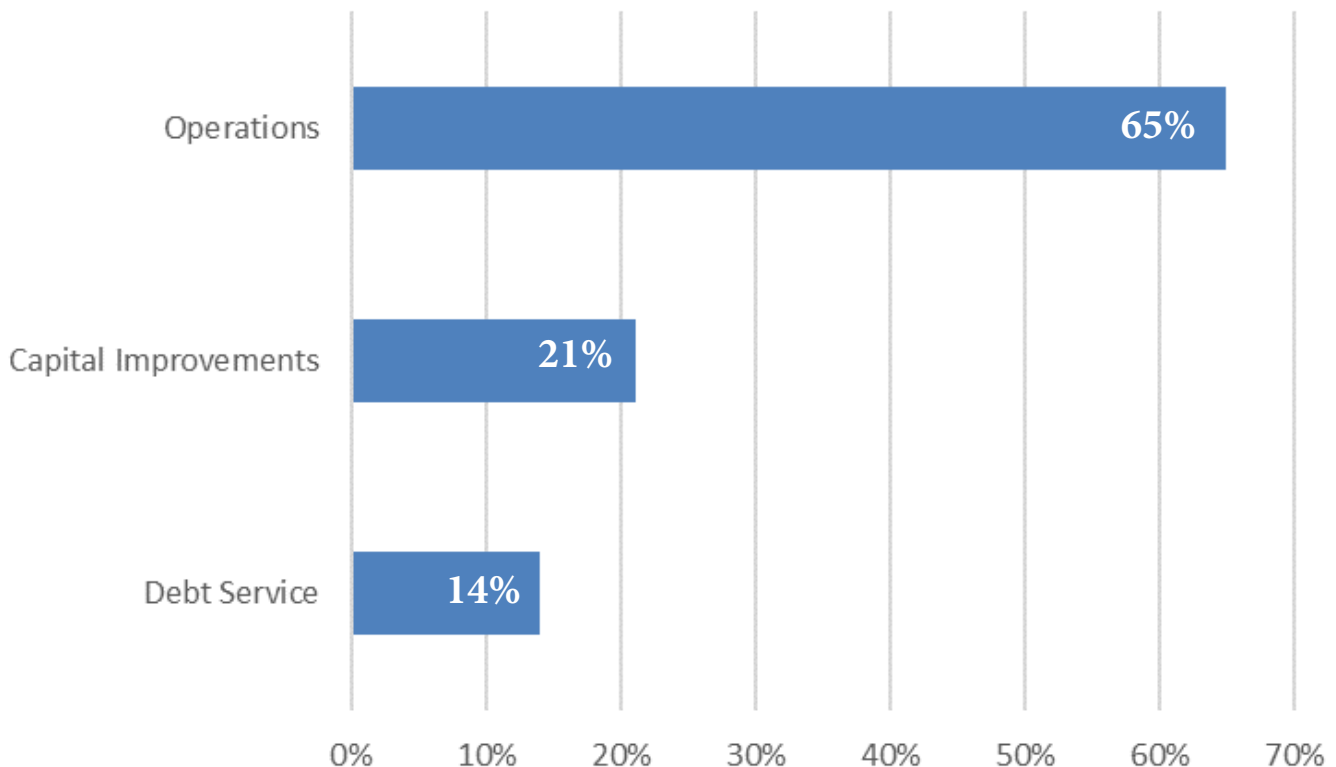
City of Maryland Heights
Schedule of Budgeted Expenditures by Fund: Operations, Debt Service and Capital Improvements
2020

Fund	Operations(2)	Capital		Total
		Improvements	Debt Service	
General	24,847,092			24,847,092
Streetlight	474,200	10,000		484,200
Tourism	360,000			360,000
Capital Improvement	241,761	6,771,000		7,012,761
Police Forfeiture	224,925			224,925
Police Training	22,950			22,950
Parks	5,272,656	3,700,000		8,972,656
Reserve(1)	0			0
Sewer Lateral	250,000			250,000
Beautification	25,600			25,600
Community Center DSF			985,000	985,000
Dorsett Road TIF	150,000			150,000
Westport Plaza TIF	250,000		6,005,000	6,255,000
TOTAL	32,119,184	10,481,000	6,990,000	49,590,184

(1) Reserve Fund provides advances and transfers to other funds (no expenditures).

(2)"Operations" is defined as expenditures needed to provide for the on-going service level of the city's operations.

(3)Includes personnel, contractual, commodities and capital asset expenditures.



personnel schedule - all departments

		2018 Actual	2019 Authorized	2020 Requested
<u>Administration</u>				
City Clerk's Office	City Clerk	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00
	Administrative Assistant - Licensing	1.00	1.00	1.00
	Records Clerk - Administration	1.00	1.00	1.00
		4.00	4.00	4.00
Legal Services	Prosecutor	0.25	0.25	0.25
	Assistant to the Prosecutor	1.00	1.00	1.00
		1.25	1.25	1.25
City Administrator's Office	City Administrator	1.00	1.00	1.00
	Assistant to the City Administrator	1.00	1.00	1.00
	Management Assistant	1.00	1.00	0.00
		3.00	3.00	2.00
Human Resources	Human Resources Manager	1.00	1.00	1.00
	Human Resources Generalist	1.00	1.00	1.00
		2.00	2.00	2.00
Communications	Communications Manager	0.00	1.00	1.00
	Marketing Specialist	1.00	1.00	1.00
		1.00	2.00	2.00
	TOTAL ADMINISTRATION	11.25	12.25	11.25
<u>Finance</u>				
Finance	Finance Director	1.00	1.00	1.00
	Assistant Finance Director	1.00	1.00	1.00
	Senior Accountant	0.00	0.50	0.50
	Accounting Clerk	1.00	1.00	1.00
		3.00	3.50	3.50
Geographic Information Services	GIS Coordinator	1.00	1.00	1.00
		1.00	1.00	1.00
Information Technology	IT Manager	1.00	1.00	1.00
	Data Systems Technician	2.00	2.00	2.00
	Payroll Specialist - IT Tech	1.00	1.00	1.00
		4.00	4.00	4.00
	TOTAL FINANCE	8.00	8.50	8.50

personnel schedule - all departments

		2018 Actual	2019 Authorized	2020 Requested
<u>Community Development</u>				
Planning & Zoning	Director of Community Development	1.00	1.00	1.00
	Planner II	1.00	1.00	1.00
	Planner I	0.00	0.75	1.00
	Planning Assistant	1.00	0.25	0.00
	Intern	0.25	0.25	0.25
		3.25	3.25	3.25
Inspections	Building Commissioner	1.00	1.00	1.00
	Deputy Building Commissioner	1.00	1.00	1.00
	Building Inspector	4.00	4.00	4.00
	Plans Examiner	1.00	1.00	1.00
	Code Enforcement Officer	4.00	4.00	4.00
	Permits Coordinator	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Customer Relations Specialist	2.00	2.00	2.00
		15.00	15.00	15.00
Economic Development	Economic Development Manager	1.00	1.00	1.00
	Management Assistant	0.00	0.00	1.00
		1.00	1.00	2.00
	TOTAL COMMUNITY DEVELOPMENT	19.25	19.25	20.25
<u>Public Works</u>				
Engineering and Administration	Director of Public Works	1.00	1.00	1.00
	Engineering Manager	1.00	1.00	1.00
	Executive Assistant	1.00	1.00	1.00
		3.00	3.00	3.00
Roads and Bridges	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 Maintenance Worker	1.50	1.50	0.75
		14.50	14.50	13.75
Stormwater	Engineer	1.00	1.00	1.00
	Crew Leader	1.00	1.00	1.00
	Engineering Technician	1.00	1.00	1.00
	Maintenance Worker	3.00	3.00	3.00
		6.00	6.00	6.00

personnel schedule - all departments

		2018 Actual	2019 Authorized	2020 Requested
Capital Projects	Engineer	1.00	1.00	1.00
	Construction Inspector	1.00	1.00	1.00
	Intern	0.25	0.25	0.25
		2.25	2.25	2.25
Vehicle and Equipment Maintenance	Crew Leader	1.00	1.00	1.00
	Mechanic	2.00	2.00	2.00
	Mechanic Helper	1.00	1.00	1.00
		4.00	4.00	4.00
	TOTAL PUBLIC WORKS	29.75	29.75	29.00
<u>Police</u>				
Police Administration	Chief of Police	1.00	1.00	1.00
	Police Officer	0.00	1.00	0.00
	Executive Assistant	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
		3.00	4.00	3.00
Patrol Services	Major (Deputy Chief)	1.00	1.00	1.00
	Captain/Lieutenant	3.00	3.00	4.00
	Sergeant	6.00	6.00	5.00
	Corporal	0.00	0.00	4.00
	Police Officer	36.00	39.00	36.00
		46.00	49.00	50.00
Investigations	Captain/Lieutenant	1.00	1.00	1.00
	Sergeant	1.00	1.00	1.00
	Police Officer	10.00	10.00	10.00
	Crime Analyst	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00
		14.00	14.00	14.00
Police Communications	Communications Supervisor	1.00	1.00	1.00
	Dispatcher	10.30	10.30	10.30
	Jailer	0.00	0.00	2.00
		11.30	11.30	13.30
Community Services	Captain/Lieutenant	1.00	1.00	1.00
	Sergeant	1.00	1.00	2.00
	Police Officer	6.00	5.00	6.50
	Jailer	2.00	2.00	0.00
	Bailiff	0.60	0.60	0.60
		10.60	9.60	10.10
Police Records	Police Records Supervisor	1.00	1.00	1.00
	Police Records Clerk	2.00	2.00	2.00
		3.00	3.00	3.00

personnel schedule - all departments

		2018 Actual	2019 Authorized	2020 Requested
Community Response Unit	Captain / Lieutenant	1.00	1.00	0.00
	Sergeant	1.00	1.00	1.00
	Police Officer	9.00	6.00	6.00
		11.00	8.00	7.00
	TOTAL POLICE	98.90	98.90	100.40
<u>Municipal Court</u>				
Municipal Court	Municipal Judge	0.20	0.20	0.20
	Provisional Judge	0.10	0.10	0.10
	Court Administrator	1.00	1.00	1.00
	Court Assistant	2.00	3.00	2.00
	Court Aide	0.50	0.50	0.50
		3.80	4.80	3.80
	TOTAL MUNICIPAL COURT	3.80	4.80	3.80
<u>Parks and Recreation</u>				
Administration	Director of Parks and Recreation	1.00	1.00	1.00
	Accounting Clerk	1.00	0.00	0.00
		2.00	1.00	1.00
Recreation Services	Recreation Manager	2.00	2.00	2.00
	Aquatic Supervisor	0.00	1.00	1.00
	Recreation Program Specialist	5.00	5.00	5.00
	Recreation Assisant	4.00	2.00	2.00
	Marketing Specialist	1.00	1.00	1.00
	Customer Relations Supervisor	1.00	1.00	1.00
	Customer Relations Specialist	3.00	5.00	5.00
	Fitness Attendant	9.67	3.25	3.50
	Camp Staff	2.88	3.50	3.50
	Bus Driver	0.63	0.78	0.78
	Customer Relations Attendant	5.00	5.00	5.00
	Preschool Teacher	4.40	3.70	4.25
	Play Center Attendant	2.20	2.00	2.00
	Personal Trainer	0.58	1.07	0.90
	Fitness Instructor	1.94	2.00	1.60
	Dance Instructor	0.32	0.75	0.30
	Program Instructor	1.07	1.60	1.60
	Park Attendant	0.76	0.24	0.06
	Gym Attendant	0.00	0.90	0.00
	Youth Sports Assistant	0.63	0.63	0.63
	Sports Officials	0.36	0.75	0.06
	Senior Aide	0.00	0.28	0.36
	Head Lifeguard	0.00	0.93	1.08
	Lifeguard	0.00	8.29	8.14
	Market Manager	0.00	0.00	0.17
			46.44	52.67

personnel schedule - all departments

		2018	2019	2020
	Position Title	Actual	Authorized	Requested
Community Center Maintenance	Superintendent of Facilities	0.00	1.00	1.00
	Crew Leader	1.00	1.00	1.00
	Maintenance Worker	1.00	0.00	0.00
	Custodian	2.00	3.00	3.00
	Maintenance Aide	3.25	3.25	3.25
		7.25	8.25	8.25
Government Center Maintenance	Maintenance Worker	1.00	1.00	1.00
	Custodian	3.00	2.00	2.00
	Maintenance Aide	1.00	1.00	1.00
		5.00	4.00	4.00
Aquaport	Aquaport Staff	3.30	3.30	3.30
	Lifeguard Manager	0.00	0.41	0.41
	Head Lifeguard	0.00	0.87	1.83
	Lifeguard	0.00	9.09	7.20
	Aquaport Grounds Crew	0.00	0.32	0.32
	Aquaport Maintenance	0.00	0.57	0.57
		3.30	14.56	13.63
Parks Maintenance	Building and Grounds Manager	1.00	0.00	0.00
	Superintendent of Parks	0.00	1.00	1.00
	Crew Leader	1.00	1.00	1.00
	Maintenance Worker	5.00	4.00	4.00
	Maintenance Aide	2.20	2.20	2.20
		9.20	8.20	8.20
	TOTAL PARKS AND RECREATION	73.19	88.68	86.01
	TOTAL PERSONNEL (FTE)	244.14	262.13	259.21

Numbers reflect full-time equivalent positions calculated at 2,080 hours per year. The elected positions of Mayor and Councilpersons and the appointed position of Treasurer are not included.

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General Fund

The General Fund is the general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in another fund. Beginning in 2010, any unencumbered balance existing at year-end will be transferred to the Reserve Fund while any existing deficit will be covered by a transfer from the Reserve Fund.

General Fund

Revenue Summary

	2017 Actual	2018 Actual	2019 Projected	2020 Budget
Gaming Taxes	7,271,784	7,007,287	6,800,000	7,000,000
Utility Taxes:				
Utility Taxes - Electric	3,201,775	3,645,913	3,100,000	3,150,000
Utility Taxes - Gas	608,391	670,895	650,000	650,000
Utility Taxes - Telecommunications	1,193,654	1,057,206	850,000	850,000
Utility Taxes - Water	352,999	419,183	400,000	420,000
	5,356,819	5,793,197	5,000,000	5,070,000
Sales Tax-1%	4,620,670	4,789,043	4,750,000	4,800,000
Sales Tax-Public Safety	211,679	1,502,516	1,500,000	1,550,000
Cigarette Tax	67,962	60,333	60,000	60,000
Road and Bridge Taxes:				
Motor Fuel Tax	742,051	737,364	730,000	740,000
Motor Vehicle Tax	368,894	368,779	360,000	360,000
County Road Refund	911,042	1,078,277	950,000	1,000,000
	2,021,987	2,184,420	2,040,000	2,100,000
Licenses, Permits, and Fees:				
Business Licenses	605,584	609,583	600,000	610,000
Plan Review Fees	30,437	50,988	50,000	50,000
Police Fees	17,149	16,833	15,000	15,000
Cable TV Franchise Fees	348,185	339,269	350,000	330,000
Reoccupancy Permits	234,552	211,214	220,000	220,000
Reimb. From Developers	12,397	-	8,000	8,000
Reimb of Code Abatement Costs	5,642	9,859	6,000	12,000
Building Permits	944,498	793,295	750,000	750,000
	2,198,444	2,031,041	1,999,000	1,995,000
Municipal Court:				
Court Fines and Fees	1,339,620	1,221,765	1,000,000	1,100,000
Investment Income:				
Interest on Investments	508,915	894,200	800,000	650,000
Intergovernmental Revenues:				
Grants/Reimbursements	438,042	462,941	383,200	339,221
Other:				
Insurance Reimbursement	-	36,105	36,000	-
Police Services-Special Events		18,081	20,000	20,000
Sale of Surplus Property	103,664	46,297	90,000	80,000
SLAIT Dividend	155,508	119,028	40,000	50,000
Miscellaneous	36,634	19,570	20,000	30,000
	295,806	239,081	206,000	180,000
Total Revenue	24,331,728	26,185,824	24,538,200	24,844,221
Transfers from other funds:				
Park Fund	100,000	100,000	100,000	100,000
	100,000	100,000	100,000	100,000

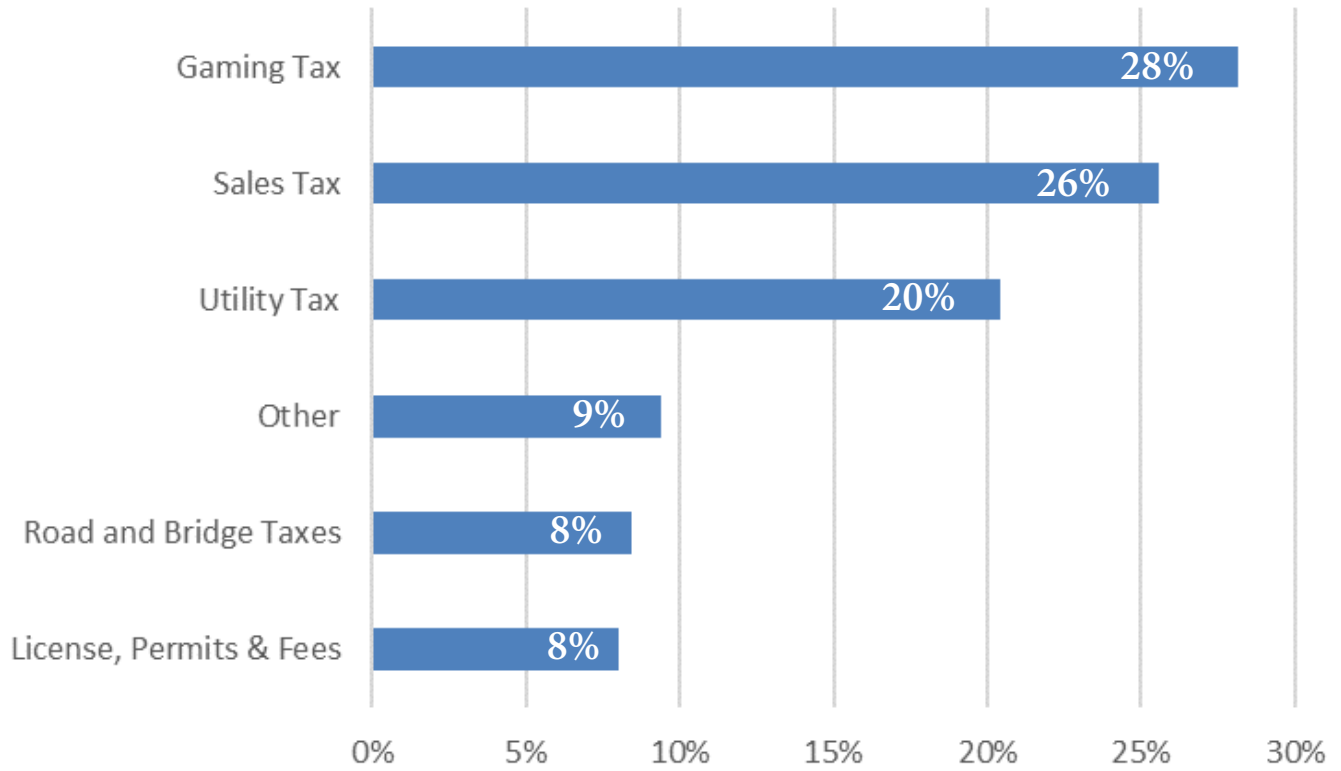
General Fund

Expenditure Budget - by Program

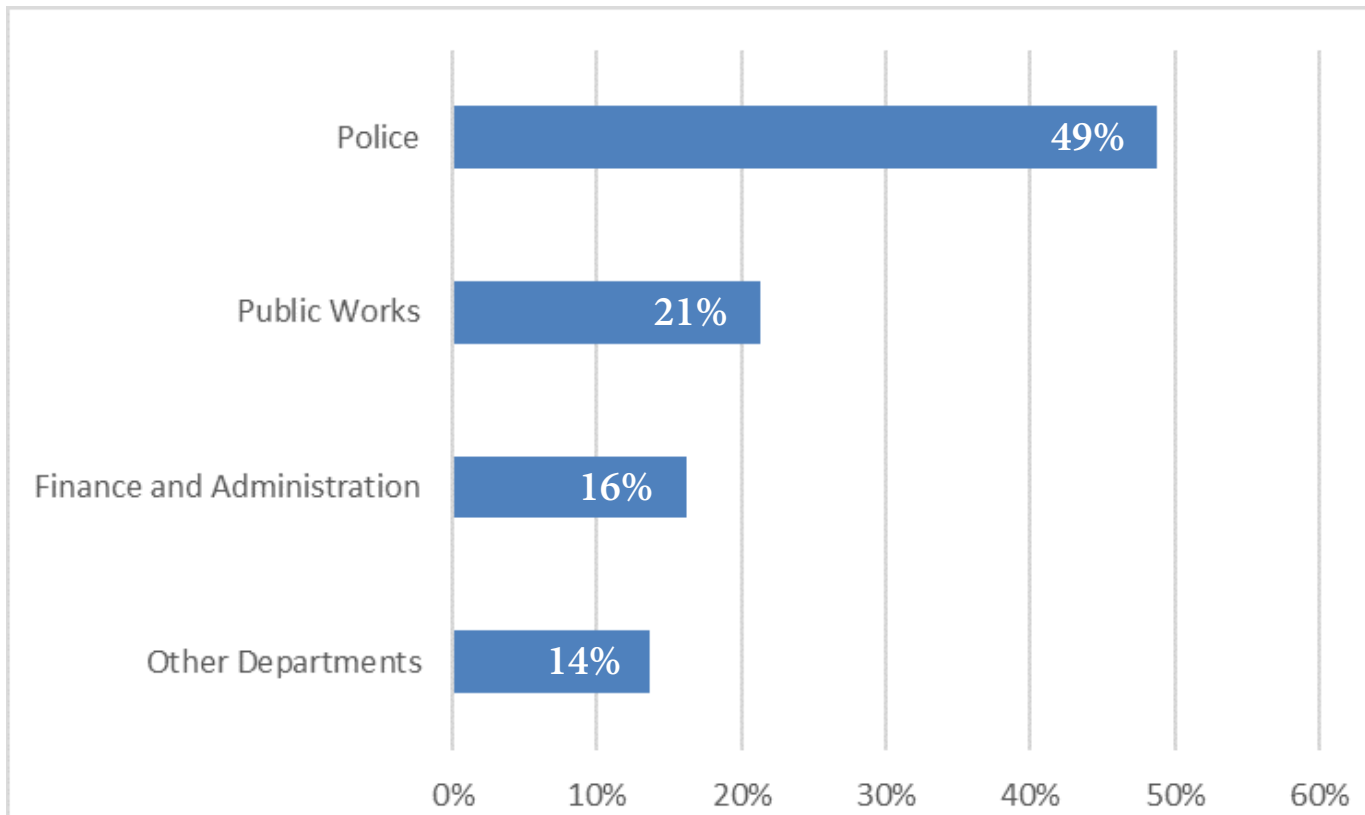
	2018 Actual	2019 Budget	2020 Proposed
Executive/Legislative			
Mayor's Office	26,203	36,235	41,017
City Council	122,216	138,140	153,746
	148,419	174,375	194,763
Administration			
City Clerk's Office	387,067	405,678	422,387
Legal Services	339,972	310,573	315,247
City Administrator's Office	311,450	387,364	348,407
Human Resources	333,732	337,176	343,436
Communications	224,753	284,643	344,030
Central Services	87,156	91,675	91,675
Risk Management	430,673	445,000	455,000
	2,114,803	2,262,109	2,320,182
Finance			
Finance	470,222	495,792	564,153
Geographic Information Service	218,602	175,014	200,349
Information Technology	760,799	868,799	953,325
	1,449,623	1,539,605	1,717,827
Community Development			
Planning & Zoning	331,562	364,785	372,367
Inspections	1,349,767	1,381,134	1,461,859
Economic Development	55,037	137,003	228,444
	1,736,366	1,882,922	2,062,670
Public Works			
Engineering/Administration	354,185	408,908	405,712
Roads and Bridges	1,845,781	1,902,911	2,058,885
Stormwater	575,295	594,592	606,385
Solid Waste	1,948,268	2,047,579	1,703,602
Vehicle & Equipment Maintenance	461,237	522,406	527,993
	5,184,766	5,476,396	5,302,577
Police			
Police Administration	347,051	492,466	409,811
Patrol Services	6,185,208	6,479,873	6,465,423
Investigations	1,569,542	1,657,355	1,701,199
Communications	1,058,178	1,079,436	1,217,410
Community Services	1,080,359	1,014,735	1,170,234
Record Room	168,021	195,102	201,169
Community Response Unit	1,174,026	1,043,188	955,351
Supplemental Pension Contrib	250,000	0	0
	11,832,385	11,962,155	12,120,597
Municipal Court			
Municipal Court	337,195	385,092	368,295
Parks and Recreation			
Government Center Maintenance	618,504	602,257	535,181
Human Services			
	217,161	225,000	225,000
Total Expenditures	23,639,222	24,509,911	24,847,092

General Fund

Revenues - Where it comes from...



Expenditures - Where it goes...



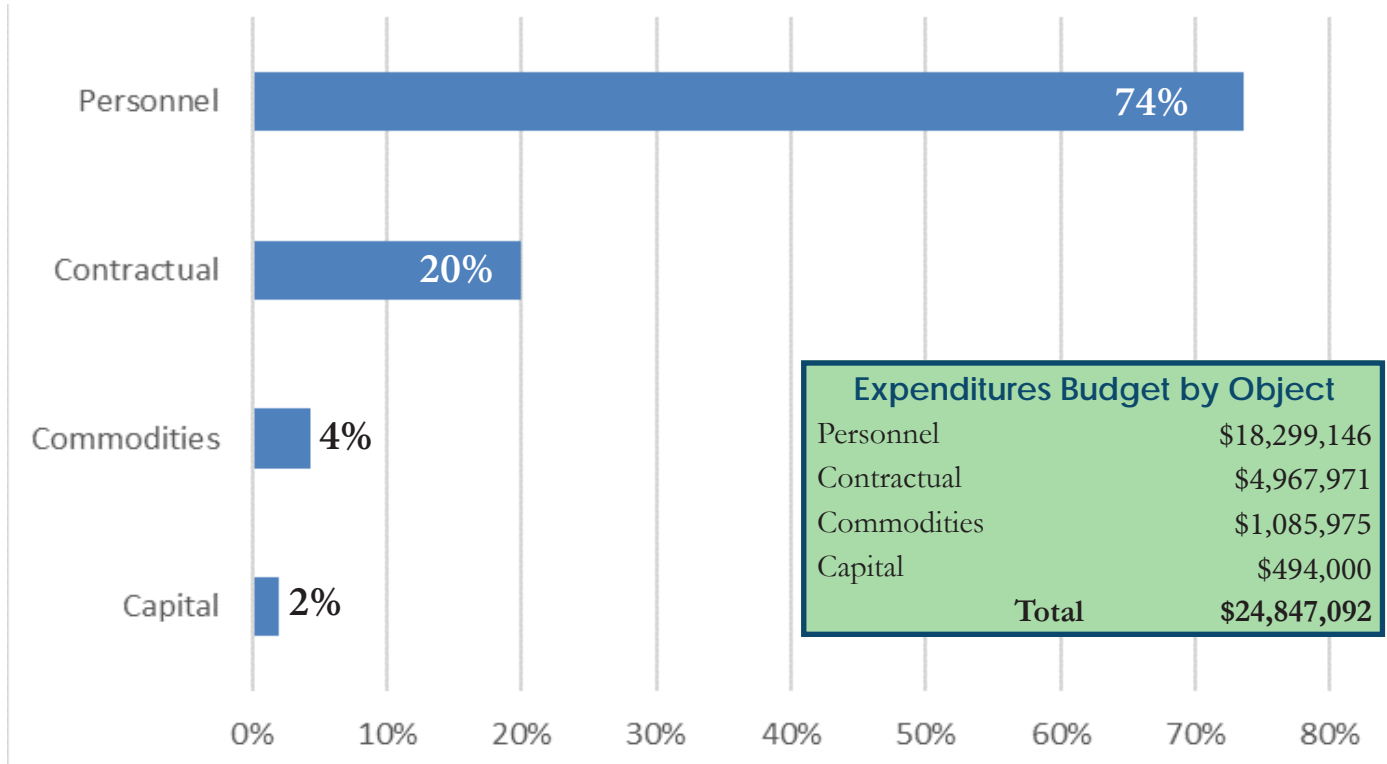
General Fund

Expenditure Budget - by Object of Expenditure

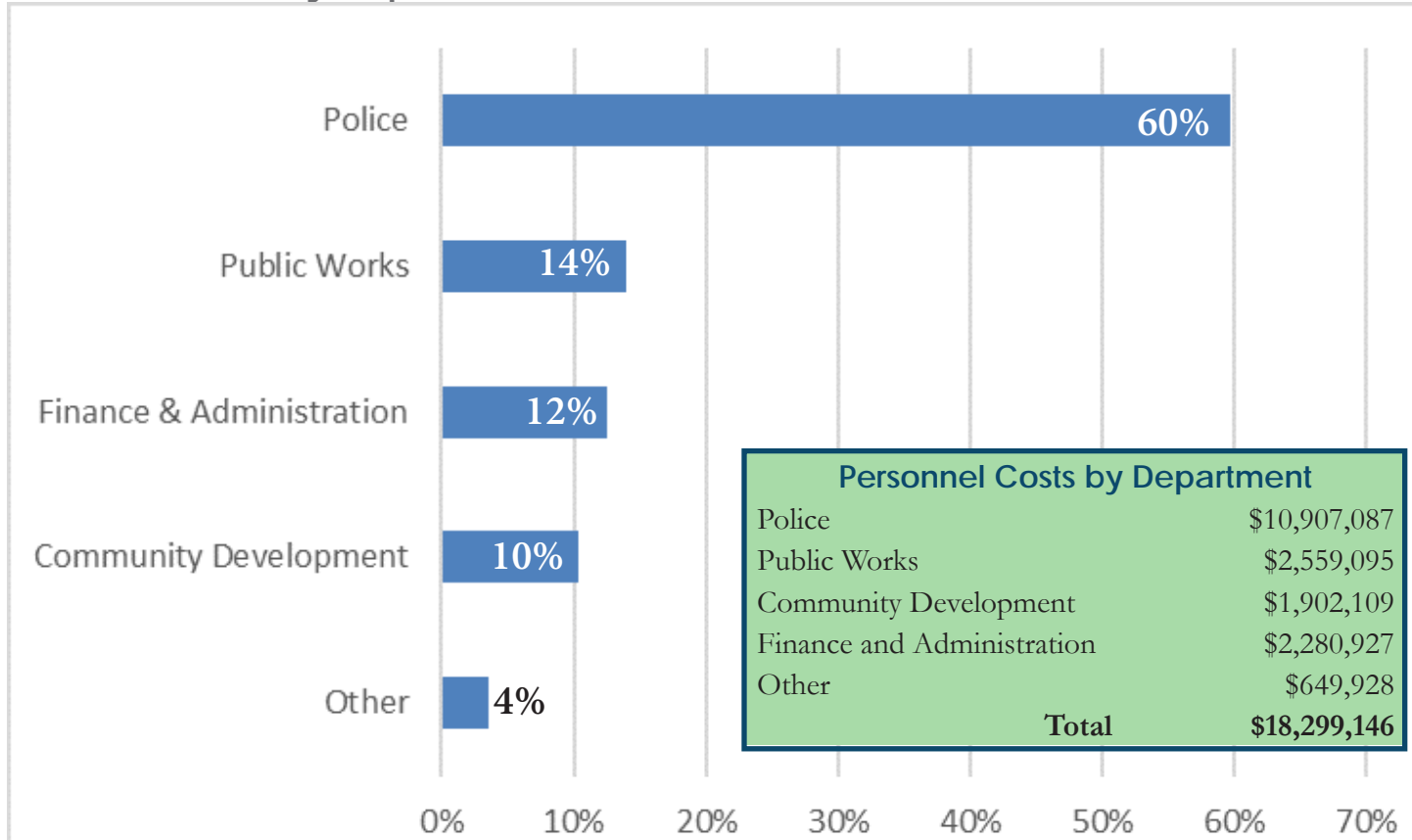
	Personnel	Contractual	Commodities	Capital	Total
Executive/Legislative					
Mayor's Office	15,617	25,400	-	-	41,017
City Council	62,750	90,996	-	-	153,746
	78,367	116,396	-	-	194,763
Administration					
City Clerk's Office	357,537	61,975	2,875	-	422,387
Legal Services	167,997	147,250	-	-	315,247
City Administrator's Office	329,952	18,455	-	-	348,407
Human Resources	204,099	139,137	200	-	343,436
Communications	160,180	174,450	9,400	-	344,030
Central Services	-	28,675	63,000	-	91,675
Risk Management	-	455,000	-	-	455,000
	1,219,765	1,024,942	75,475	-	2,320,182
Finance					
Finance	447,913	116,240	-	-	564,153
Geographic Information Service	143,849	50,500	6,000	-	200,349
Information Technology	469,400	325,925	77,000	81,000	953,325
	1,061,162	492,665	83,000	81,000	1,717,827
Community Development					
Planning & Zoning	340,682	29,945	1,740	-	372,367
Inspections	1,370,934	28,205	14,720	48,000	1,461,859
Economic Development	190,493	37,951	-	-	228,444
	1,902,109	96,101	16,460	48,000	2,062,670
Public Works					
Engineering/Administration	369,042	35,370	1,300	-	405,712
Roads and Bridges	1,242,000	365,905	382,980	68,000	2,058,885
Stormwater	593,290	7,045	6,050	-	606,385
Solid Waste	-	1,703,602	-	-	1,703,602
Vehicle & Equipment Maintenance	354,763	46,970	126,260	-	527,993
	2,559,095	2,158,892	516,590	68,000	5,302,577
Police					
Police Administration	357,316	19,795	2,700	30,000	409,811
Patrol Services	5,622,218	320,055	256,150	267,000	6,465,423
Investigations	1,653,384	33,115	14,700	-	1,701,199
Communications	1,037,755	172,155	7,500	-	1,217,410
Community Services	1,120,074	11,560	38,600	-	1,170,234
Police Records	200,369	-	800	-	201,169
Community Response Unit	915,971	13,180	26,200	-	955,351
Supplemental Pension Contrib	-	-	-	-	-
	10,907,087	569,860	346,650	297,000	12,120,597
Municipal Court					
	324,745	43,550	-	-	368,295
Parks and Recreation					
Government Center Maintenance	246,816	240,565	47,800	-	535,181
Human Services					
	-	225,000	-	-	225,000
Total Expenditures	18,299,146	4,967,971	1,085,975	494,000	24,847,092

General Fund

Expenditures Budget by Object



Personnel Costs by Department



General Fund

General Fund Five Year Projection Revenues and Expenditures 2020 to 2024

	REVENUES AND TRANSFERS					Comments
	2020	2021	2022	2023	2024	
Gaming taxes	7,000,000	7,140,000	7,282,800	7,428,456	7,577,025	2% increase per year
Util taxes	5,070,000	5,171,400	5,274,828	5,380,325	5,487,931	2% Increase per year
Sales tax	4,800,000	4,896,000	4,993,920	5,093,798	5,195,674	2% Increase per year
Sales tax-Prop P	1,550,000	1,581,000	1,612,620	1,644,872	1,677,770	2% Increase per year
Road & Bridge	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	No change
Lic, Permits	1,995,000	1,800,000	1,800,000	1,800,000	1,800,000	Includes bldg permits
Investment income	650,000	663,000	676,260	689,785	703,581	2% increase per year
Intergovtl	339,221	350,000	350,000	350,000	350,000	No change
Cigarette taxes	60,000	60,000	60,000	60,000	60,000	No change
Court	1,100,000	1,300,000	1,300,000	1,300,000	1,300,000	No change
Other	180,000	100,000	100,000	100,000	100,000	
Transfers (net)	100,000	103,000	106,090	109,273	112,551	From Park Fund
	24,944,221	25,264,400	25,656,518	26,056,509	26,464,532	

	EXPENDITURES				
	Personnel	Contractual	Commodities	Capital	Expenditures
2020	18,299,146	4,967,971	1,085,975	494,000	24,847,092
2021	18,665,129	5,067,330	1,107,695	350,000	25,190,154
2022	19,038,431	5,168,677	1,129,848	350,000	25,686,957
2023	19,419,200	5,272,051	1,152,445	350,000	26,193,696
2024	19,807,584	5,377,492	1,175,494	350,000	26,710,570
Annual increase	2%	2%	2%		

	Revenues	Expenditures	Change*
2020	24,944,221	24,847,092	97,129
2021	25,264,400	25,190,154	74,246
2022	25,656,518	25,686,957	(30,439)
2023	26,056,509	26,193,696	(137,187)
2024	26,464,532	26,710,570	(246,038)
			(242,288)

*Negative amounts represent transfers from the Reserve Fund.

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Streetlight Fund



The Streetlight Fund was established in 1987 to account for a 0.50% tax on gross receipts of utility companies. Expenditures are restricted to the cost of maintaining, constructing and installing streetlights in the city.

Streetlight Fund

Revenues

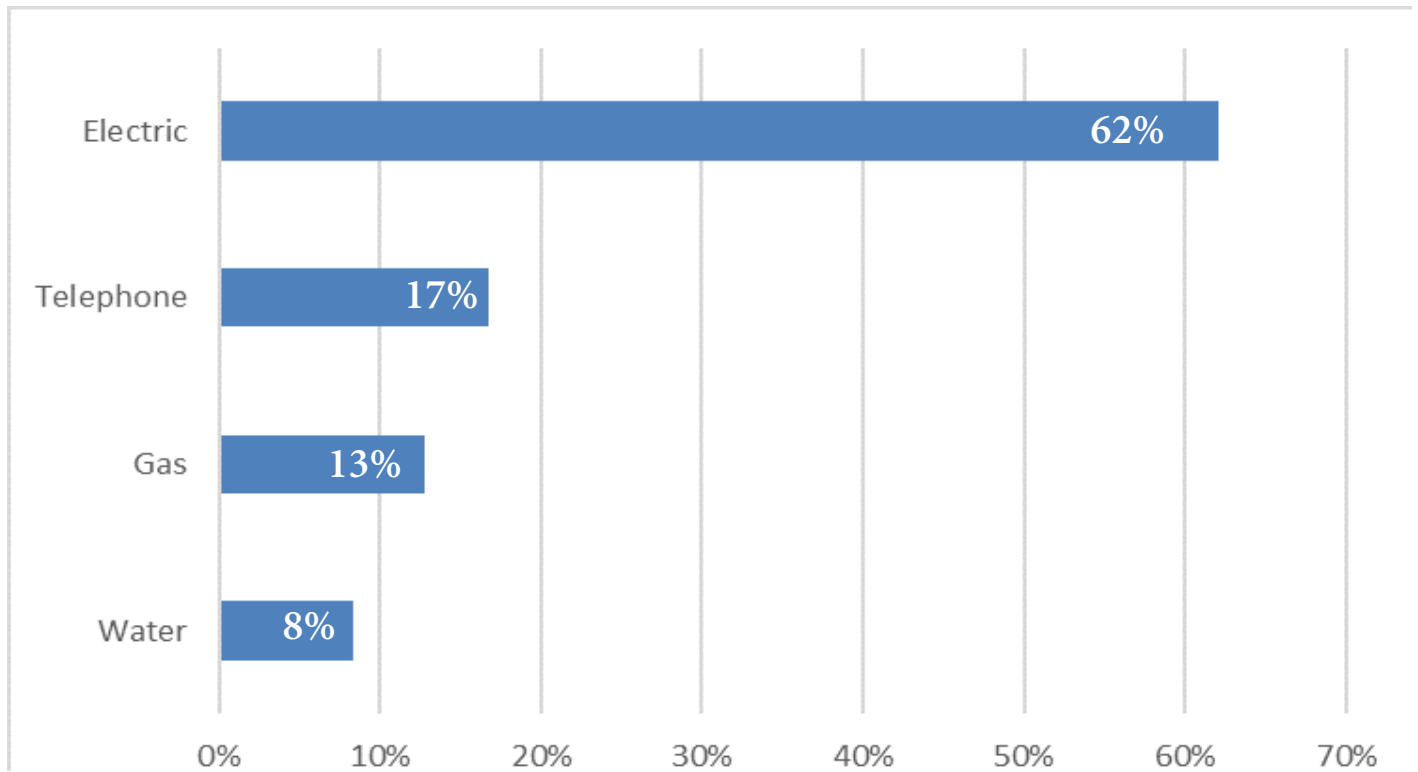
	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Utility Taxes:				
Utility Tax - Electric	320,178	364,591	320,000	315,000
Utility Tax - Gas	60,839	67,090	62,500	65,000
Utility Tax - Telecommunications	119,365	105,721	90,000	85,000
Utility Tax - Water	35,300	41,918	37,000	42,000
Total Revenue	535,682	579,320	509,500	507,000

Expenditures

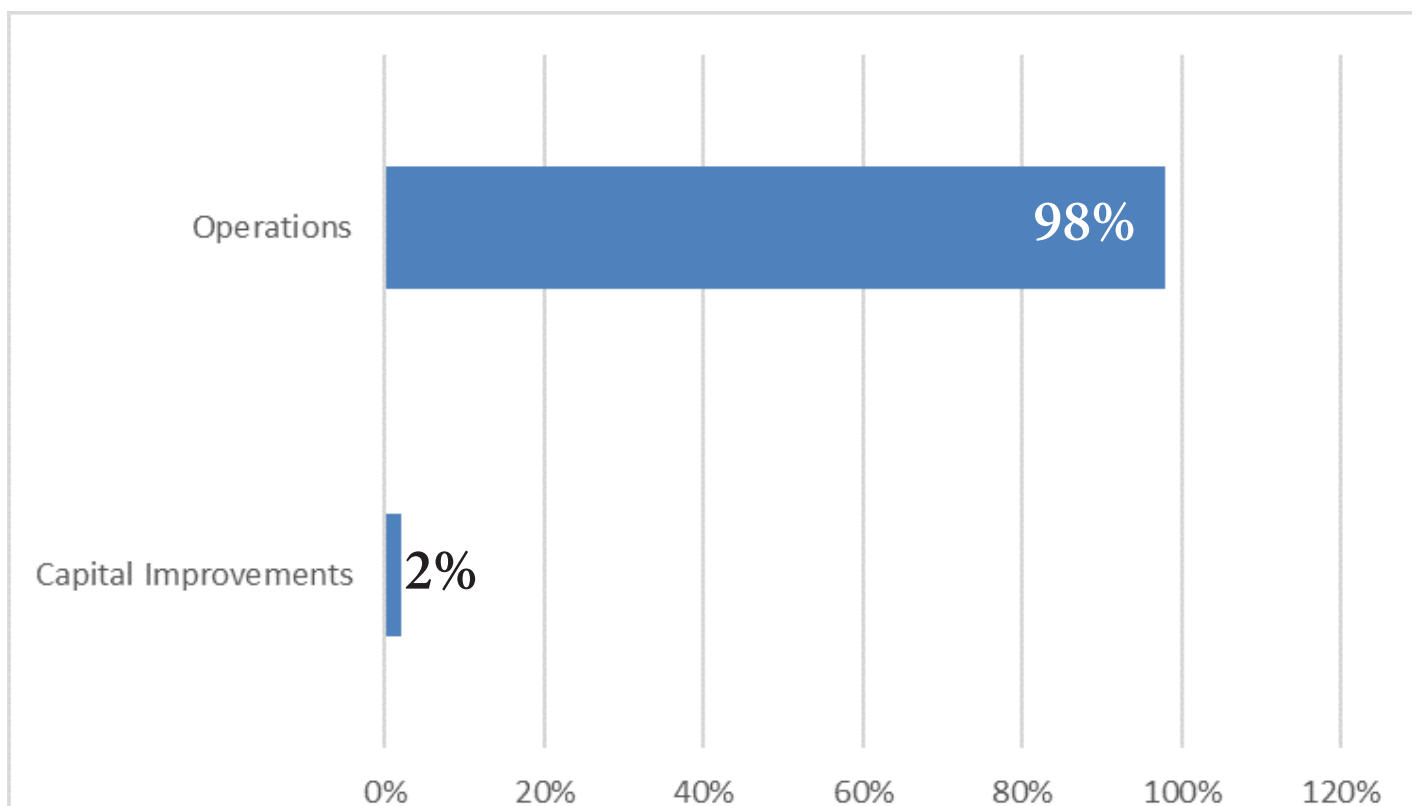
	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Streetlights - Operations	457,173	451,977	488,000	474,200
Capital Improvements	22,529	15,196	46,000	10,000
Total Expenditures	479,702	467,173	534,000	484,200

Streetlight Fund

Revenues - Where it comes from...



Expenditures - Where it goes...



Streetlight Fund

Streetlight Fund Five Year Projection Revenues & Expenditures 2020-2024 (in thousands)

	2020	2021	2022	2023	2024
Revenues	507	517	527	538	549
Expenditures-Operations	(474)	(488)	(503)	(518)	(533)
Expenditures-Capital	(10)	(8)	(8)	(8)	(8)
Change in Fund balance	23	21	17	12	7
Beginning Fund balance	2,000	2,023	2,044	2,061	2,073
Ending Fund balance	2,023	2,044	2,061	2,073	2,080

Assumptions:

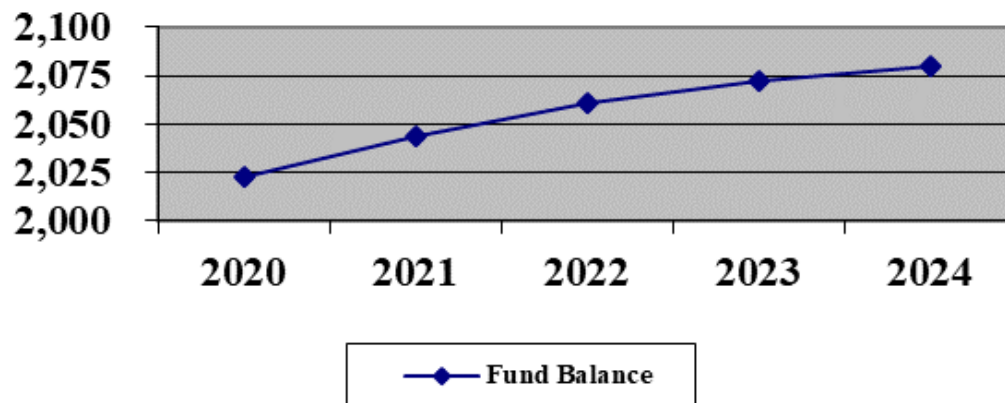
Revenues increase 2% per year.

Operating expenditures increase 3% each year.

Capital expenditures per the 2019-2023 CIP.

Projected Fund Balance

Fund Balance



Tourism Tax Fund

The City levies a 0.50% tax on hotel/motel rooms. The funds are restricted to promoting tourism within the City. Revenues and expenditures will be accounted for in the Tourism Tax Fund, a special revenue fund.

Tourism Tax Fund

Revenues

	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Hotel/Motel Tax	339,475	371,799	350,000	360,000

Expenditures

	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Community Development	316,937	374,474	401,799	360,000

Capital Improvement Fund

This fund receives 30% of gaming tax revenue and any grants related to expenditures within the fund. Expenditures consist of debt service, planning, design, acquisition, management and construction of capital improvements not specifically designated in other city funds. All expenditures are first planned in the five-year Capital Improvement Plan (CIP) annually updated by the Council.

Capital Improvement Fund

Revenues

	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Gaming Tax	3,116,479	3,003,123	2,900,000	3,000,000
<u>Intergovernmental Revenues</u>				
Great Rivers Greenway	4,980,559	896,009	-	-
MSD			35,000	35,000
Municipal Parks Commission	-	-	-	525,000
Federal STP-Creve Coeur Mill	247,825	-	-	-
Federal STP-Adie Road	90,254	-	-	-
	5,318,638	896,009	35,000	560,000
<u>Other</u>				
	-	-	-	-
Unspent encumbrances	140,694	371,858	-	-
Miscellaneous	825	9,075	-	-
	141,519	380,933	-	-
Total Revenue	8,576,636	4,280,065	2,935,000	3,560,000
<u>Transfers from other Funds:</u>				
Transfer from Reserve Fund	5,000,000		-	
Transfer from Community Center Const Fund		837,439		

Expenditures

	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Capital Project Management	270,733	225,790	233,692	241,761
Stomwater capital projects	-	197,325	1,003,000	2,710,000
Public Works projects and equipment	9,700,605	2,322,805	4,656,000	4,061,000
Total Expenditures	9,971,338	2,745,920	5,892,692	7,012,761
Transfer to Ice Center Fund*	-	5,874,640	-	-
	-	-	-	-
Total Transfers	-	5,874,640	-	-

*-A transfer to the Ice Center Fund as the City's contribution to the construction of the facility. In 2019, a transfer from the Reserve Fund was also made as a contribution for the construction.

Capital Improvement Fund

Capital Improvement Fund Five Year Projection

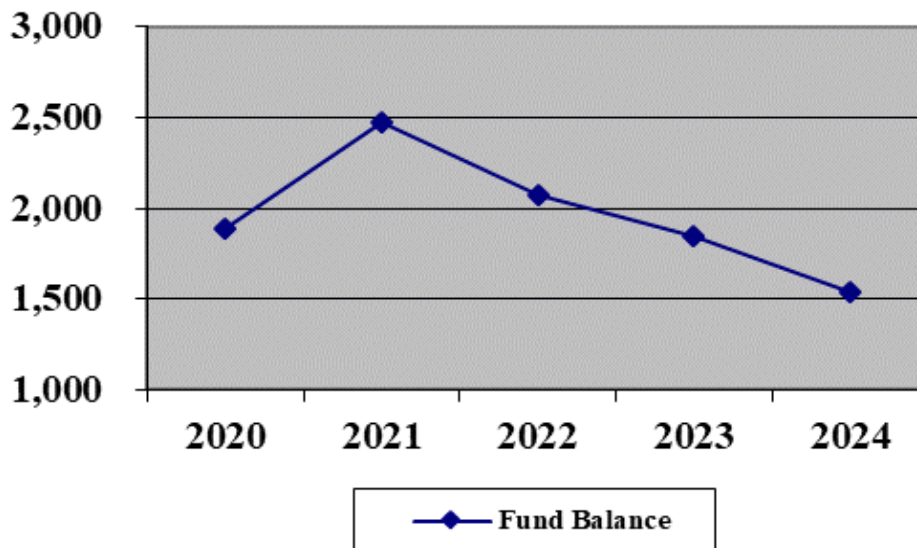
Revenues & Expenditures

2020-2024

(in thousands)

	2020	2021	2022	2023	2024
Revenues-Gaming taxes	3,000	3,060	3,121	3,184	3,247
Grants/contrib	560	0	630	820	0
Capital Proj Mgmt	(242)	(249)	(257)	(264)	(272)
Expenditures-Projects	(6,771)	(2,220)	(3,900)	(3,965)	(3,280)
Change in Fund balance	(3,453)	591	(406)	(226)	(305)
Beginning Fund balance	5,340	1,887	2,478	2,072	1,846
Ending Fund balance	1,887	2,478	2,072	1,846	1,541

Projected Fund Balance



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Forfeiture Fund

This fund accounts for monies received or other assets forfeited to the City as a result of judgements in certain court cases. These resources must be used in connection with law enforcement programs.

Forfeiture Fund

Revenues

	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Interest ⁺	2,514	9,827	0	0
Intergovernmental Revenues	42,642	521,374	50,000	50,000
Total Revenues	45,156	531,201	50,000	50,000

Expenditures

	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Police	184,067	79,121	331,600	224,925
Total Expenditures	184,067	79,121	331,600	224,925

Parks Fund

The Parks Fund was established in 1996 to account for the revenues derived from a one-half cent sales tax approved by city voters in 1995. In previous years, the Parks Fund received 4% of Gaming tax revenues and shared the one-half cent sales tax with the Stormwater Fund. Effective 2015, city policy changed to provide that 100% of the one-half cent sales tax be distributed to the Parks Fund, with no Gaming tax revenues distributed to the Parks Fund. All revenues derived from user fees charged for parks and recreation activities remain within the the Parks Fund.

Parks Fund

Revenues

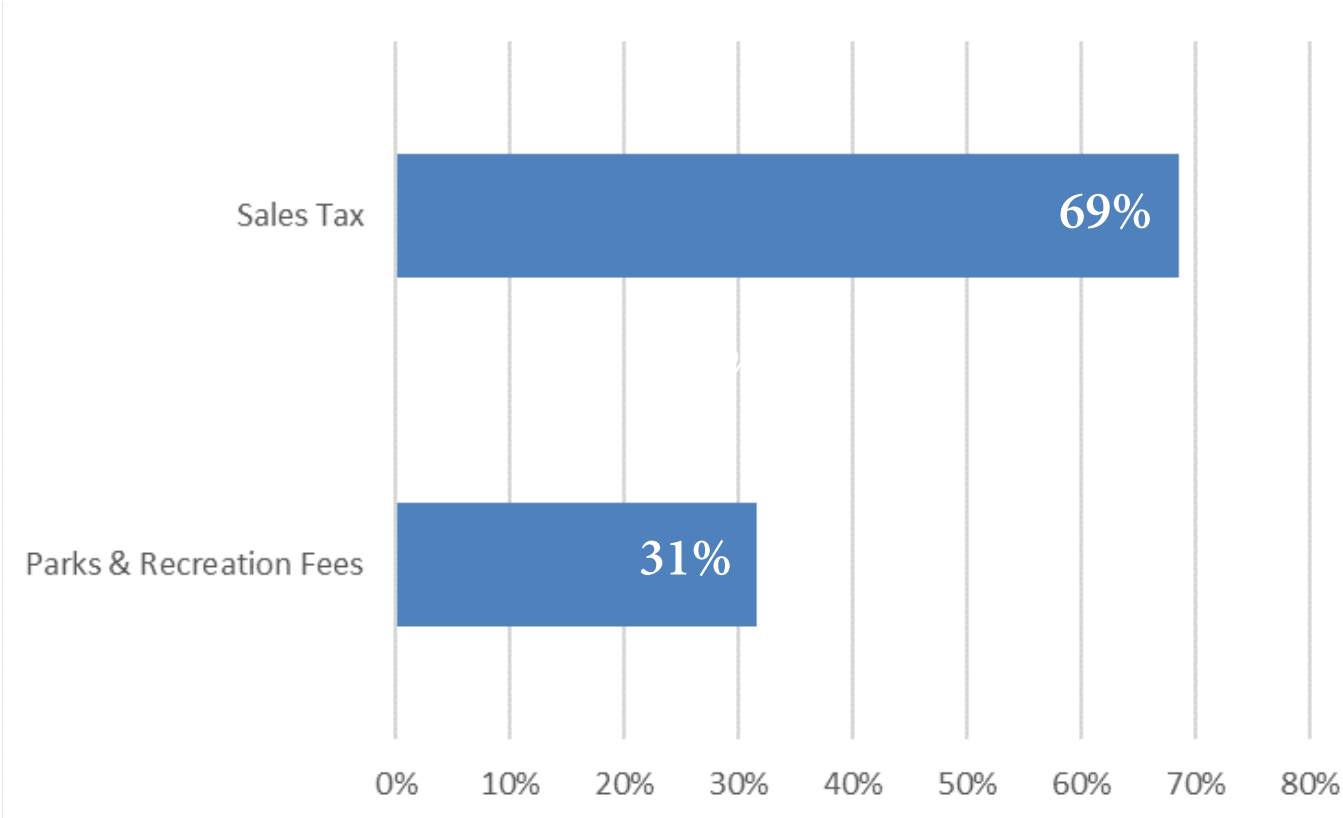
Revenues	2017 Actual	2018 Actual	2019 Projected	2020 Budget
Sales Tax	4,439,567	4,782,525	4,800,000	4,800,000
<u>User Fees</u>				
Aquaport	508,189	496,961	410,000	510,000
Sportport	55,278	55,489	67,000	67,000
Recreation	360,262	579,064	629,300	700,000
Community Center	585,478	966,867	960,000	930,000
Total User Fees	1,509,207	2,098,381	2,066,300	2,207,000
Intergovernmental Revenues	161,834	-	250,000	-
Other Revenues	71,317	4	-	-
Total Park Fund Revenue	6,181,925	6,880,910	7,116,300	7,007,000

Expenditures

Expenditures	2017 Actual	2018 Actual	2019 Projected	2020 Budget
<u>Operations</u>				
Administration	250,119	249,892	206,901	179,040
Recreation Services	1,661,959	2,215,145	2,641,839	2,762,110
Community Center	598,371	752,207	910,591	946,344
Aquaport	523,924	573,588	579,378	556,913
Parks Maintenance	803,610	891,611	846,239	828,249
	3,837,983	4,682,443	5,184,948	5,272,656
Capital Improvements	5,521	255,407	1,150,000	3,700,000
Total Park Fund Expenditures	3,843,504	4,937,850	6,334,948	8,972,656
Transfers to Other Funds:				
Transfer to General Fund	100,000	100,000	100,000	100,000
Transfer to Community Center DSF	985,000	985,000	985,000	985,000
	1,085,000	1,085,000	1,085,000	1,085,000
Total Expenditures and Transfers	4,928,504	6,022,850	7,419,948	10,057,656

Parks Fund

Revenues - Where it comes from...



Parks Fund

Parks Fund Five Year Projection

Revenues & Expenditures

2020-2024

(in thousands)

	2020	2021	2022	2023	2024
Revenues-Sales tax	4,800	4,896	4,994	5,094	5,196
Revenues-Recreation	1,630	1,650	1,675	1,700	1,750
Revenues-Aquaport	510	525	525	525	525
Revenues-Other	67	67	567	67	67
Total revenues	7,007	7,138	7,761	7,386	7,538
Expenditures-Parks & Rec	(5,273)	(5,378)	(5,486)	(5,596)	(5,708)
Capital Improvements	(3,700)	(500)	(1,000)	0	0
Transfer to General Fund	(100)	(100)	(100)	(100)	(100)
Transfer to Comm Ctr DSF	(985)	(985)	(985)	(985)	(985)
Change in Fund balance	(3,051)	175	190	705	745
Beginning Fund balance	6,000	2,949	3,124	3,313	4,018
Ending Fund balance	2,949	3,124	3,313	4,018	4,763

Assumptions:

Half-cent Park/Stormwater sales tax is allocated 100% to Parks

Sales tax increases 2% per year.

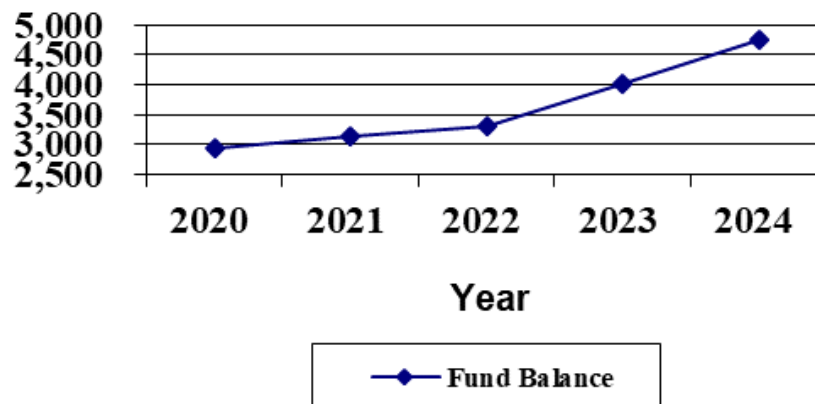
Recreation revenues average \$1.68m from 2020 to 2024..

Expenditures for operations increase 2% each year.

Capital expenditures per Capital Improvement Plan.

Community Center debt service is funded by Parks Fund.

Projected Fund Balance



Reserve Fund



The Reserve Fund was established in 2000 to provide resources to other funds in the event of temporary deficits or unforeseen needs. The fund provides loans (advances) to prevent the need for external borrowing. Transfers to other funds for expenditures and revenue shortfalls also may occur. City ordinance has established a target level of Reserve Fund balance equal to 75% of annual operating expenditures in the General fund. Surplus funds at the end of the year are transferred into the Reserve Fund.

Reserve Fund

Sources

	2017 Actual	2018 Actual	2019 Projected	2020 Budget
Transfer from General Fund	2,187,066	2,675,392	128,289	97,129
Total Transfers In	2,187,066	2,675,392	128,289	97,129

Other Uses

	2017 Actual	2018 Actual	2019 Projected	2020 Budget
Transfer to Capital Improvement Fund	5,000,000	-	-	-
Transfer to Ice Center Fund*	-	-	3,500,000	625,000
Total Transfers Out	5,000,000	-	3,500,000	625,000

*-In 2019 the City agreed to fund certain enhancements to the Ice Center construction of Rink#4.

Beginning in 2020, pursuant to the Financing Agreement, the City, subject to annual appropriation, agrees to backstop the debt service reserve up to \$625,000 of bonds issued for the construction of the Ice Center.

Reserve Fund

Reserve Fund Five Year Projection

2020-2024

(in thousands)

The City has agreed-subject to annual appropriation-to backstop debt payments for the Ice Center debt at an amount not to exceed \$625,000 per year. The Ice Center is an Enterprise Fund.

Assuming no backstop payments are needed, the Reserve Fund projections:

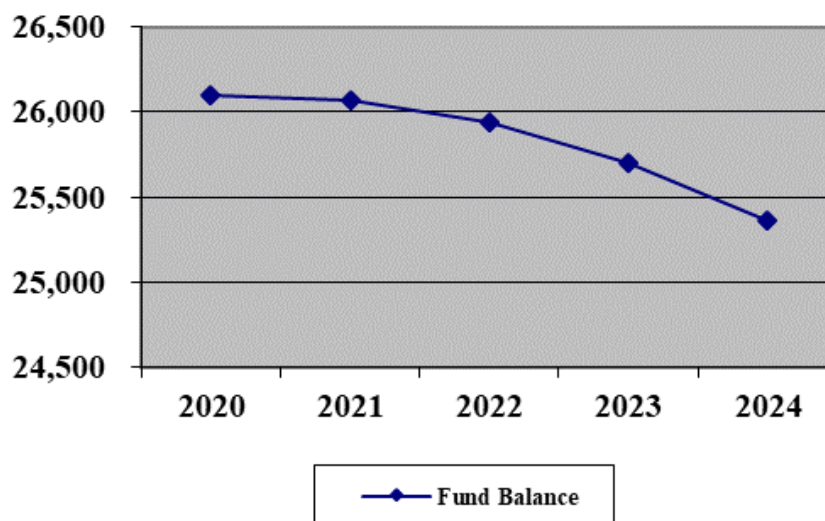
	2020	2021	2022	2023	2024
Contingency needs	0	(100)	(100)	(100)	(100)
Transfer from(to) General Fund*	97	74	(30)	(137)	(246)
Change in Fund balance	97	(26)	(130)	(237)	(346)
Beginning Fund balance	26,000	26,097	26,071	25,941	25,704
Ending Fund balance	26,097	26,071	25,941	25,704	25,358

*Annual surplus/deficit in the General Fund.

Assuming a maximum backstop payment of \$625,000 is required each year:

	2020	2021	2022	2023	2024
Beginning Fund balance (adjusted)	26,000	25,472	24,821	24,066	23,204
Change in Fund balance (above)	97	(26)	(130)	(237)	(346)
Backstop to Ice Center debt	(625)	(625)	(625)	(625)	(625)
Ending Fund balance	25,472	24,821	24,066	23,204	22,233

Projected Fund Balance



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Sewer Lateral Fund

This is a special revenue fund established in 2000 to account for the proceeds and eligible expenditures for the Sewer Lateral Program. The City levies an annual fee of \$50.00 per single family residential household. Expenditures consist of repairs to broken sanitary sewer laterals.

Sewer Lateral Fund

Revenues	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Sewer Lateral Fees	363,857	372,772	360,000	375,000
Total Revenues	363,857	372,772	360,000	375,000

+

Expenditures	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Sewer Lateral	238,003	208,230	250,000	250,000

Police Training Fund



This special revenue fund was created in 2002 to account for money received by the city from the POST Commission Fund of the State of Missouri. The funds must be used for training of police officers and other law enforcement employees.

Police Training Fund

Revenues	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Intergovernmental	6,554	7,151	7,000	7,000

Expenditures	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Police	7,932	8,067	18,350	22,950

Dorsett Road TIF Fund



The Dorsett Road TIF Fund is a special revenue fund established to account for incremental tax revenues generated from the district and for eligible expenditures for improvements to the redevelopment area.

Dorsett Road TIF Fund

Revenues	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Incremental taxes	204,811	233,932	150,000	150,000
Total Revenues	204,811	233,932	150,000	150,000

Expenditures	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Economic Development	172,891	33,235	725,000	150,000
Total Expenditures	172,891	33,235	725,000	150,000

Westport Plaza TIF Fund



The Westport Plaza TIF Fund is a special revenue fund established in 2018 to account for debt proceeds, incremental revenues generated from the redevelopment area and from special district taxes. Eligible expenditures from the area include improvements, debt service payments and service contracts with the fire district.

Westport Plaza TIF Fund

Revenues

	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
<u>Revenues</u>				
Incremental taxes	470,870	3,004,468	3,000,000	3,000,000
Special District Revenues	-	-	3,700,000	3,700,000
Total Revenues	470,870	3,004,468	6,700,000	6,700,000
<u>Other Sources:</u>				
Issuance of Notes		19,200,000	6,662,250	-

Expenditures

	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
<u>Expenditures:</u>				
Economic Development	-	19,200,000	6,700,000	-
Payments to MHFPD			250,000	250,000
Trustee Fees				5,000
Debt Service			6,500,000	6,000,000
Total Expenditures	-	19,200,000	13,450,000	6,255,000

Beautification Fund



The Beautification Fund was established in 2005 to account for revenue derived from a license fee on billboards approved by voters in 2004. Expenditures are restricted to providing for beautification efforts within the city. The City began including the fund in the annual budget in 2011.

Beautification Fund

Revenues

	2017 Actual	2018 Actual	2019 Projected	2020 Budget
Business licenses (billboards)	10,415	10,418	11,000	11,000
Total Revenues	10,415	10,418	11,000	11,000

Expenditures

	2017 Actual	2018 Actual	2019 Projected	2020 Budget
Parks and Recreation				
Beautification	3,948	10,410	30,650	25,600
Transfer to Capital Improvements Fund	53,295	-	-	-

Community Center Debt Service Fund

The Community Center Debt Service Fund was established in 2015 to account for the resources to be used to pay interest and principal on the debt issuance related to the construction of the new community center. Resources will consist of transfers from the Parks Fund.

Community Center Debt Service Fund

Transfers-in	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Transfer from Parks Fund	985,000	985,000	985,000	985,000
Total Transfers	985,000	985,000	985,000	985,000
Expenditures	2017	2018	2019	2020
	Actual	Actual	Projected	Budget
Principal	610,000	625,000	635,000	650,000
Interest	365,033	352,683	340,100	327,300
Trustee Fees	3,078	1,940	9,900	7,700
Total expenditures	978,111	979,623	985,000	985,000



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				250,000	250,000
Capital Projects		10,000	6,330,000		6,340,000
Capital Projects Management					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.

2019 Programmatic Goals - Status

Goals	Status	Comments
Implement year 5 of new management plan by December 2019	Completed	
Inventory and add Citywide Center from management database by December 2019	In Progress	
Inventory and add Division 1,270 from into the management database by December 2019	In Progress	
Inventory and add Government Center into management database by December 2019	In Progress	

Roads and Bridges

Department	No.	Program	No.	Program Manager
Public Works	50	Roads and Bridges	482	Operations Manager

Performance Measures

- Metrics**
 - Concrete pavement replacement (sq. yds)
 - Concrete pavement replacement (sq. yds)
 - Concrete pavement replacement (sq. yds)
 - Concrete from maintenance (cu. yd)
 - Right-of-way mowing (ac)
 - Other mowing (contracted line miles)
 - Traffic control signs installed (upland (sq. ft))
 - Maintenance applications on side
 - Plant new street trees
 - Capital pavement repair (m)

2020 Programmatic Goals

Goals
Implement year 5 of new management plan by December 2020
Inventory and add Citywide Center into the asset management database by December 2020
Inventory and add Division 1,270 into the asset management database by December 2020
Inventory and add Government Center into the asset management database by December 2020

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Program Budgets

Public Works					
Department Summary					
	General	Streetlight	Capital	Sewer	
	Fund	Fund	Improvement	Lateral	
Program	Fund	Fund	Fund	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				250,000	250,000
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	
City Administrator	
Director of Public Works	
Executive Assistant	Engineer
Construction Inspector	Intern (.25)
Engineering Manager	Operations Manager
Engineer	Administrative Assistant
Engineer Tech	Crew Leader (2) Roads & Bridges
	Maintenance Worker (9)
	Seasonal Maintenance Worker (.75)
	Crew Leader - Stormwater
	Maintenance Worker (3)
	Crew Leader - Veh. & Equip. Maint.
	Mechanic (2)
	Mechanic Helper

Departmental programs

Funding sources

Total department budget

Organization of positions within department

Program Budgets

General Fund				
Roads and Bridges				
Department Public Works	No. 50	Program Roads and Bridges	No. 002	Program Manager 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.				
2020 Programmatic Goals				
Goals				
Implement year 5 of tree management plan by December 2020.				
Add Community Center trees into the asset management database by December 2020.				
Develop a Honeysuckle removal plan by December 2020.				

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)

2019 Programmatic Goals - Status		
Goals	Status	Comments
Implement year 5 of tree management plan by December 2019.	Goal met	
Inventory and add Community Center trees into the asset management database by December 2019.	In progress	
Inventory and add Dorsett/1-270 trees into the asset management database by December 2019.	Goal met	
Inventory and add Government Center trees into the asset management database by December 2019.	Goal met	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Concrete pavement replacement (sq. yds.)	2,335	1,883	1,800	1,800
Concrete pavement replacement (each)	111	86	70	70
Concrete sidewalk replacement (sq. ft.)	10,108	9,647	10,000	10,000
Forestry (tree maintenance, each)	1,707	1,685	1,500	1,500
Right-of-way mowing (each)	13	13	10	10
Street sweeping (centerline lane miles)	369	531	350	500
Traffic control signs installed/replaced (each)	615	648	400	400
Mosquitocide applications city-wide	19	19	19	19
Plant new street trees	178	171	200	200
Asphalt pavement repair (tons)	83	41	75	70

Benchmarks, efficiency measures and timetables of the program

Program Budgets



Annual Budget -2020
General Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Roads & Bridges	NUMBER 002
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	1,188,003	1,243,676	1,242,000
CONTRACTUAL SERVICES	278,630	196,895	365,905
COMMODITIES	291,210	355,340	382,980
CAPITAL	87,937	107,000	68,000
TOTAL EXPENDITURES	1,845,780	1,902,911	2,058,885
Personnel Schedule			
Position	2018	2019	2020
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	1.50	0.75
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	14.50	14.50	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 -2020

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		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	170,727	79,580	249,080	Smart phones (4)	2,880
					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
					Pavement Marking	153,000
720.18	LEVEE DISTRICT ASSESSMENT	51,410	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	221	3,500	3,500	Specialized equipment (as needed)	3,500
720.30	UTILITIES SERVICES	51,520	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	4,360	4,315	3,825	See professional development request	3,825
720.79	PROP. RESTORATION	392	500	500	Small claims	500
	TOTALS	278,630	196,895	365,905		

Specific planned expenditures within line item

Line Item
Account Numbers

Program Budgets



Annual Budget -2020

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 (FALL)	TBD	600	Annual conference (1)
APWA SNOW CONFERENCE	Cleveland OH	1,100	Annual conference (1)
MO COMM. FORESTRY COUNCIL CONF	TBD	400	Annual conference (1)
TRAINING/SKILL DEVELOPMENT	Local	1,300	Annual program (13)
	TOTAL REQUEST	3,825	

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 -2020
General Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Roads & Bridges	NUMBER 002		
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
10' SNOW PLOW W/HITCH	2	R	10,000	20,000	
MEDIUM DUTY DUMP TRUCK	1	R	48,000	48,000	
TOTAL REQUEST				68,000	

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

glossary

terms used in this budget

Account Number - A numerical code identifying revenues and expenditures by fund, department, activity, type, and object.

Activity - A specific and distinguishable service or effort of a departmental program.

Advance - A loan between funds for the purpose of providing budgetary resources on a temporary basis with the expectation of repayment.

Appropriation - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the budget.

Assessed Valuation - The value set on real estate or other property as a basis for levying a tax.

Asset - A resource which has monetary value and is owned or held by the city.

Audit - An examination made to determine whether the city's financial statements are presented fairly in accordance with GAAP.

Balanced Budget - A financial plan that appropriates funds no more than the total of all resources that are expected to be available for a specific period of time.

Bond - A contract to pay a specified sum of money (the principal or face value) at a specified future date or dates (maturity) plus interest paid at an agreed percentage of the principal. Maturity is usually longer than one year.

Budget - A comprehensive plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Capital - An expenditure for a good that has an expected life of more than one year and the cost of which is in excess of \$5,000. Capital items include real property, office equipment, furnishings and vehicles.

Capital Improvement Program (CIP) - A five-year fiscal and planning device which provides a tool for monitoring all capital project costs, funding sources, impact on future operating costs, and departmental responsibilities. All capital improvements and major capital asset investments that have a total cost of over \$100,000 are included in the plan.

Carryover - That part of the fund balance which may be utilized as a source of funds in the current budget. (See "Fund Balance")

Cash Reserves - Unreserved, undesignated fund balances representing expendable available financial resources.

Commodities - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment and asphalt.

Contingency - An appropriation of funds to cover unforeseen circumstances that occur during the fiscal year such as flood emergencies, extraordinary snowstorms, etc. Also used to meet revenue shortfalls.

Contractual Services - An expenditure for services performed by private firms or other governmental agencies. Examples include legal services, utilities and insurance.

Debt - An obligation of the city resulting from the borrowing of money, including bonds and notes.

Deficit - The amount a specific fund's expenditures (including outgoing operating transfers) exceed revenues in a given year.

Department - The primary administrative unit in city operations. Each is directed by a department head. Departments are generally composed of divisions and programs that share a common purpose.

Designated Fund Balance - Management's intended use of available expendable financial resources in governmental funds reflecting future plans.

Detail - Explanations and/or calculations used to justify the budget request.

Encumbrance - Budget authority that is set aside when a purchase order or contract is approved.

Expenditure - Current operating expenses requiring the present or future use of current assets or the incurrence of debt.

Full-Time Equivalent (FTE) - An employee position converted to the decimal equivalent of a full-time position based on 2080 hours per year.

Fund - A fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources that are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance - The equity of a fund. Oftentimes incorrectly referred to as "surplus." Each fund begins the fiscal year with a positive or negative fund balance.

GAAP - Generally Accepted Accounting Principles, uniform minimum standards of state and local governmental accounting and financial reporting set by the Governmental Accounting Standards Board (GASB).

Geographic Information System (GIS) - A visualization technology, which provides a way to electronically plot data from a database onto a digital map. A GIS allows users to see a graphical representation of a database query on a map, or overlain on an aerial photo which is easier to interpret than raw data.

Goal Met - A goal status indicating a goal stated in the previous year's budget was accomplished as described.

Grant - A payment of money from one governmental unit to another for a specific service or program.

In Progress - A goal status indicating a goal stated in the previous year's budget has not yet been completed but is expected to be met by the close of the fiscal year.

Incremental Revenues - The increase of revenues from the base year of a specific redevelopment district.

Line Item - The uniform identifications of goods or services purchased; sub-unit of objects of expenditure. For example: salaries, postage, equipment rental.

Not met - A goal status indicating a goal stated in the previous year's budget has not been completed as described.

Note - A written promise to pay a specified amount to a specific person at a specific time, usually less than one year.

Object of Expenditure - Category of items to be purchased. The unit of budgetary accountability and control (personnel services, contractual services, commodities, and capital).

Ongoing - A goal status indicating a goal stated in the previous year's budget requires continued action and has no foreseeable conclusion (i.e. goal of maintaining equivalent of one year's operating expenses in reserve does not receive a "Goal Met" status but rather an "Ongoing" status as it is continued from year to year).

Operating Transfer - A transfer of equity between funds as a means of paying for current year services provided by one fund to another. For example, the city's General Fund provides management services for capital improvements to the Stormwater and Capital Improvement Funds. Those funds transfer assets to the General Fund for their share of the cost.

Personnel Services - All costs associated with employee compensation. For example: salaries, pension, health insurance.

Position - A job title authorized by the city's classification plan and approved for funding by the budget.

Program - A budgetary unit that encompasses specific and distinguishable lines or work performed by an organizational unit. For example: Police Administration, Roads and Bridges, Central Services.

Program Effectiveness Measures - Qualitative and quantitative measures of work performed; used to determine how effective or efficient a program is in achieving its objectives.

Revenue - Sources of income financing the operations of the city. An increase in fund balance caused by an inflow of assets, usually cash.

Skill based pay - A remuneration system in which employees are paid wages on the basis of number of job skills they have acquired.

Surplus - The amount that a specific fund's revenues (and incoming operating transfers) exceeds expenditures in a given year.

TIF - Tax Increment Financing; a statutorily defined program to provide financial incentives to developers of blighted land using the net incremental taxes produced by new development to pay for public improvements in a designated district.

Transfer - A movement of monies from one fund, department, activity, or account to another. This includes budgetary funds and/or movement of assets. (See "Operating Transfer" and "Advances")

Undesignated Fund Balance - Available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e. designations).

Unencumbered Funds - That portion of a budgeted fund which is not expended or encumbered.

User Charge - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Withdrawn - A goal status which indicates the goal was nullified at some point during the previous budget year.

frequently used

abbreviations & acronyms

3CMA

City-County Communications & Marketing Association

APA

American Planning Association

APCO

Association of Public Safety Communications Officials

APWA

American Public Works Association

ASLA

American Society of Landscape Architects

BLR

Business and Legal Resources

BOCA

Building Officials & Code Association

CALEA

Commission on Accreditation of Law Enforcement Agencies

CDBG

Community Development Block Grant

CIP

Capital Improvement Plan

DARE

Drug & Alcohol Resistance Education

FBI

Federal Bureau of Investigation

FBINA

Federal Bureau of Investigation National Academy

FEMA

Federal Emergency Management Association

GASB

Governmental Accounting Standards Board

GFOA

Government Finance Officers Association of the U.S. & Canada

GIS

Geographic Information System

IACP

International Association of Chiefs of Police

IALEFI

International Association of Law Enforcement Firearms Instructors

ICMA

International City/County Management Association

ICSC

International Council of Shopping Centers

IEDC

International Economic Development Council

IFMA

International Facility Management Association

IHIA

International Homicide Investigators Association

IIMC

International Institute of Municipal Clerks

LEIU

Law Enforcement Intelligence Unit

LETSAC

Law Enforcement Traffic Safety Advisory Council

MABOI

Missouri Association of Building Officials & Inspectors

MEDC

Missouri Economic Development Council

MEDFA

Missouri Economic Development Financing Association

MML

Missouri Municipal League

MPCA

Missouri Police Chiefs Association

MPRA

Missouri Parks & Recreation Association

MSHP

Missouri State Highway Patrol

NAEIR

National Association for the Exchange of Industrial Resources

NAC

National Association of Concessionaires

NAPWDA

North American Police Work Dog Association

NENA

National Emergency Number Association

NLC

National League of Cities

NRPA

National Recreation & Park Association

PRIMA

Public Risk Insurance Management Association

PRSA

Public Relations Society of America

REJIS

Regional Justice Information System

RSMo

Revised Statutes of the State of Missouri

SAFE

Selected Areas for Enforcement

SEMA

State Emergency Management Association

SLACMA

St. Louis Area City/County Management Association

SRO

School Resource Officer

TIF

Tax Increment Financing

UCPS

University Center for Public Safety

UMSL

University of Missouri — St. Louis



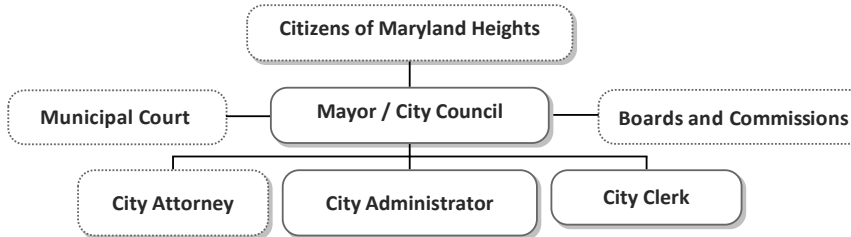
Executive/Legislative

Executive/Legislative

Department Summary

<u>Program</u>	<u>Fund</u>	<u>Total</u>
Mayor's Office	41,017	41,017
City Council	153,746	153,746
Total	\$194,763	\$194,763

Organization Chart



Mayor's Office

Department	No.	Program	No.	Program Manager
Executive/Legislative	10	Mayor's Office	001	Mayor

Program Activities

Mayor's Office

The Mayor is the chief executive officer of the City. He is recognized as the official head of the City for all legal purposes. He presides at council meetings and at ceremonial occasions. The Mayor may only vote on legislation to break a tie.

The Mayor is elected to a four-year term.



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Executive/Legislative	10	Mayor's Office	001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	15,608	15,615	15,617
CONTRACTUAL SERVICES	10,594	20,620	25,400
COMMODITIES	0	0	0
TOTAL EXPENDITURES	26,202	36,235	41,017
Personnel Schedule			
Position	2018	2019	2020
MAYOR*			
* NOT COUNTED IN FTE			
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Executive/Legislative		10	Mayor's Office		001
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	14,400	14,400	14,400	Mayor 14,400
711.00	BENEFITS	1,208	1,215	1,217	FICA 1,101 Workers' compensation 36 Other 80
	TOTALS	15,608	15,615	15,617	



Annual Budget -2020

General Fund

DEPARTMENT Executive/Legislative		NUMBER 10	PROGRAM Mayor's Office			NUMBER 001
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	671	720	720	Smart phone (1)	720
720.51	PROFESSIONAL DEVELOPMENT	2,263	9,050	18,830	See professional development request	18,830
720.54	PUBLIC RELATIONS	7,380	10,000	5,000	Quarterly Chamber of Commerce breakfasts, meetings and awards luncheon	5,000
720.80	VEHICLE REIMBURSEMENT	280	850	850	Mileage reimbursement	850
	TOTALS	10,594	20,620	25,400		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Executive/Legislative		10	Mayor's Office	001
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
HOME DOCK CITIES ASSOC. MEMBERSHIP		10,000		
ICSC CONFERENCE	Las Vegas, NV	2,780	Annual conference (1)	
MEETINGS & SEMINARS	Various	1,100	Municipal League functions, meeting with legislators and officials, etc.	
METRO MAYORS		350	Annual dues (1)	
MISSOURI MUNICIPAL LEAGUE	Kansas City, MO	2,100	Annual conference (1)	
MML LEGISLATIVE CONFERENCE	Jefferson City, MO	500	Meet with state legislators (1)	
NLC CONFERENCE	Tampa, FL	2,000	Annual conference (1)	
	TOTAL REQUEST	18,830		

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City Council

Department	No.	Program	No.	Program Manager
Executive/Legislative	10	City Council	002	President Pro-Tem

Program Activities

City Council

Eight council members comprise the legislative branch of city government and are responsible for the adoption of the budget, the passage of legislation and the establishment of city policy.

Council members are elected on a non-partisan basis to serve two-year overlapping terms; one member from each of the four wards is elected annually.

Each year, the council elects one of its members to serve as President Pro-Tem.

Strategic Goal(s) Activity for 2020

Goal 3: City Services

Objective: Continue aggressive monitoring of city performance.

Activities and Steps

1. Continue to survey residents' satisfaction with city services on a biennial basis.

Goal 4: Financial Stability

Objective: Maintain practice of keeping one year of operating expenses in reserve.

Activities and Steps

1. Continue 5-year financial planning.

2. Continue to monitor government affairs at both the state and federal levels for potential cost/benefit to city operations.

2020 Programmatic Goals

Goals

Block efforts by state legislature to redistribute gaming tax revenue.

Maintain reserves at established target level.

Re-evaluate reserve fund policies and goals.

Update and complete the City's Strategic Plan.

Participate in efforts by the Municipal League of Metro St. Louis to monitor legislation.

Continue to support the Municipal League of Metro St. Louis.

2019 Programmatic Goals Status

Goals	Status	Comments
Block efforts by state legislature to redistribute gaming tax revenue.	Ongoing	
Maintain reserves at established target level	In progress	On target.
Re-evaluate reserve fund policies and goals	Ongoing	
Update and complete as strategic plan for the City.	In progress	
Participate in efforts by the Municipal League of Metro St. Louis to monitor legislation.	Ongoing	



DEPARTMENT Executive/Legislative	NUMBER 10	PROGRAM City Council	NUMBER 002
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	61,084	62,744	62,750
CONTRACTUAL SERVICES	61,131	75,396	90,996
COMMODITIES	0	0	0
TOTAL EXPENDITURES	122,215	138,140	153,746
Personnel Schedule			
Position	2018	2019	2020
CITY COUNCIL MEMBERS (8)* * NOT COUNTED IN FTE			
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Executive/Legislative		10	City Council		002
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	56,100	57,600	57,600	City Council 57,600
711.00	BENEFITS	4,984	5,144	5,150	FICA 4,406 Workers' compensation 144 Other 600
	TOTALS	61,084	62,744	62,750	



Annual Budget -2020

General Fund

DEPARTMENT Executive/Legislative		NUMBER 10	PROGRAM City Council			NUMBER 002
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	41,747	45,000	45,000	Legislative liaison 45,000	
720.51	PROFESSIONAL DEVELOPMENT	19,384	30,396	45,996	See professional development request 45,996	
TOTALS		61,131	75,396	90,996		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Executive/Legislative	10	City Council	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
MARYLAND HGTS CHAMBER OF COMMERCE		8,000	Membership dues and special events
MEETINGS & SEMINARS	Local	2,000	Local training and meetings
METRO MUNICIPAL LEAGUE		7,150	Membership dues
MISSOURI MUNICIPAL LEAGUE (MML)		2,885	Membership dues
MML CONFERENCE	Kansas City, MO	12,600	Annual conference (6)
MML LEGISLATIVE CONFERENCE	Jefferson City, MO	1,500	Meet with State legislators (3)
NATIONAL LEAGUE OF CITIES (NLC)		1,861	Membership dues
NLC CONFERENCE	Tampa, FL	10,000	Annual conference (5)
	TOTAL REQUEST	45,996	



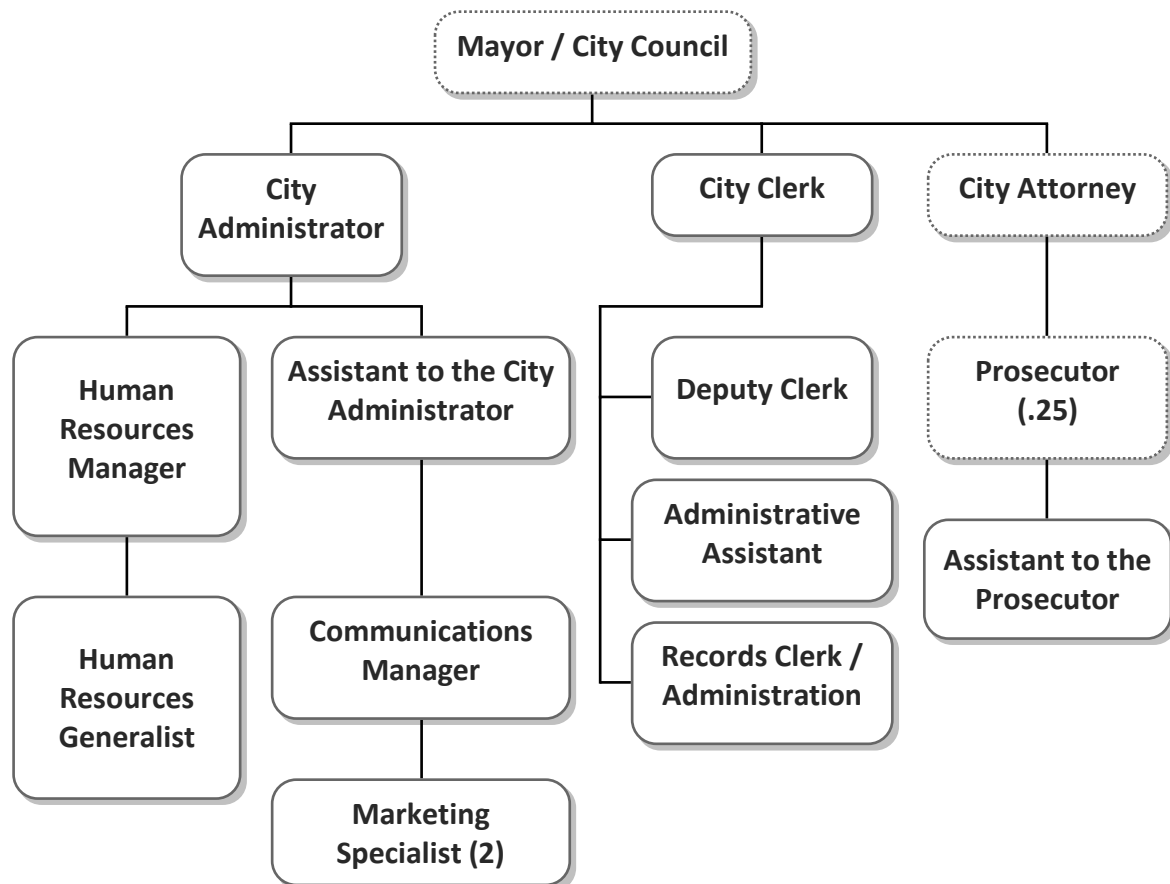
Administration

Administration

Department Summary

<u>Program</u>	General	
	<u>Fund</u>	<u>Total</u>
City Clerk's Office	422,387	422,387
Legal Services	315,247	315,247
City Administrator's Office	348,407	348,407
Human Resources	343,436	343,436
Communications	344,030	344,030
Central Services	91,675	91,675
Risk Management	455,000	455,000
Total	\$2,320,182	\$2,320,182

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.

2020 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 Community Development Department records to digital format.

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.

2019 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.	Goal met	
Proceed with implementation of Laserfiche Records Management Software.	Ongoing	
Convert permanent Community Development Department records to digital format.	In progress	
Maintain database, contracts and special security requests showing the number of hours works and the costs of the Secondary Employment Program	Ongoing	Monthly hours and costs associated are kept as well as security for special events.

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Billboard licenses issued	23	22	22	22
Business licenses issued (includes home-based)	1,854	1,860	1,891	1,900
Itinerant merchant licenses issued	6	7	5	5
Liquor licenses issued (including picnic and caterer)	152	182	177	180
Requests for public records	130	175	220	300
Solicitor licenses issued	49	21	75	75
Special event licenses issued	63	81	70	70
Telecommunications antenna licenses issued	31	32	31	31
Tourism tax (# of hotels)	22	23	23	23
Vending licenses (# of locations)	1,145	1,141	990	1,000



DEPARTMENT Administration	NUMBER 20	PROGRAM City Clerk's Office	NUMBER 001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	332,589	343,228	357,537
CONTRACTUAL SERVICES	53,738	61,075	61,975
COMMODITIES	738	1,375	2,875
TOTAL EXPENDITURES	387,065	405,678	422,387
Personnel Schedule			
Position	2018	2019	2020
CITY CLERK	1.00	1.00	1.00
DEPUTY CITY CLERK	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



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	City Clerk's Office			001
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	244,810	252,375	263,011	Supervisory	87,249
					Regular	167,612
					Overtime	1,500
					Longevity pay	6,650
711.00	BENEFITS	87,779	90,853	94,526	FICA	20,118
					Workers' compensation	639
					Health insurance	37,800
					Life & Disability insurance	2,547
					Dental insurance	1,600
					Pension	31,822
	TOTALS	332,589	343,228	357,537		



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office			NUMBER 001
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	8,891	6,000	7,500	Municipal code supplements (2)	6,500
					Data destruction services	1,000
720.25	DATA PROCESSING	23,156	30,600	31,400	Laserfiche maintenance and support (42 licenses)	8,000
					Scanning of over-sized permanent records	10,000
					Laserfiche Forms and Web Portal	8,100
					Archive Social Annual Maintenance	5,300
720.51	PROFESSIONAL DEVELOPMENT	7,158	8,675	12,275	See professional development request	12,275
720.80	VEHICLE REIMBURSEMENT	0	500	500	Mileage reimbursement	500
720.84	ADVERTISING	140	300	300	Public notices	300
720.85	ELECTION EXPENSE	14,393	15,000	10,000	April election	10,000
	TOTALS	53,738	61,075	61,975		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	City Clerk's Office	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
IIMC	St. Louis, MO	3,500	Annual conference (2)
IIMC		300	Membership dues (2)
LASERFICHE EMPOWER CONFERENCE	Long Beach, CA	1,500	Annual conference (1)
MO CLERKS & FINANCE ASSOCIATION		50	Membership dues (2)
MO CLERKS, EASTERN DIVISION	Local	200	Regional meetings (2)
MO CLERKS, EASTERN DIVISION		35	Membership dues (2)
MO MUNICIPAL LEAGUE	Kansas City, MO	3,500	Annual conference (2)
MOCCFOA	Columbia, MO	165	Summer retreat
MOCCFOA EASTERN DIVISION	Local	425	Monthly Meetings (2)
MOCCFOA SPRING SEMINAR	Columbia, MO	2,600	Annual conference (2)
	TOTAL REQUEST	12,275	



DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office		NUMBER 001
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	738	1,375	2,875	Vending Stickers 500 Business and Liquor license Paper 400 License Window Envelopes 475 Laptops (2) 1,500
	TOTALS	738	1,375	2,875	

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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.

2020 Programmatic Goals

Goals

Provide City Council quarterly litigation updates.

2019 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	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	175,475	163,323	167,997
CONTRACTUAL SERVICES	164,497	147,250	147,250
TOTAL EXPENDITURES	339,972	310,573	315,247
Personnel Schedule			
Position	2018	2019	2020
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		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	147,827	136,306	139,871	Regular 60,533 Part-time 75,000 Overtime 2,000 Longevity 2,338
711.00	BENEFITS	27,648	27,017	28,126	FICA 10,699 Workers' compensation 373 Health insurance 8,200 Life & Disability insurance 605 Dental insurance 400 Pension 7,849
	TOTALS	175,475	163,323	167,997	



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Legal Services			NUMBER 002
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	24,679	20,000	20,000	Outside counsel, litigation, appraisals, experts, court reporters, transcripts	20,000
720.13	LEGAL SERVICES	137,557	124,000	124,000	City Attorney	124,000
720.51	PROFESSIONAL DEVELOPMENT	2,261	3,250	3,250	See professional development request	3,250
TOTALS		164,497	147,250	147,250		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Legal Services	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
ANNUAL COURT CONFERENCE	Lake of the Ozarks, MO	1,500	
MACA BOARD MEETINGS	Lake of the Ozarks, MO	1,200	Quarterly meetings (4)
MACA DUES		75	State Court Administration Association
MACA FALL CONFERENCE	Various	175	Annual conference (1)
MSLACA DUES		50	Annual dues (1)
OTHER LOCAL MEETINGS		250	
		3,250	
	TOTAL REQUEST	3,250	

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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. He 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.

2020 Programmatic Goals

Goals

Provide City council with bi-weekly agenda reports and updates.
Present six month financial update to the Finance and Administration Committee by July 31, 2020.
Provide the City Council with an annual Key Performance Indicators report by September 30, 2020.
Present annual salary classification plan update to Finance and Administration Committee by October 31, 2020.
Submit proposed 2021 budget to the City Council by November 5, 2020.

2019 Programmatic Goals - Status

Goals	Status	Comments
Provide the City Council quarterly performance reports.	Ongoing	
Submit proposed 2019 budget to the City Council by November 2019.	In progress	
Provide the City Council with an annual Key Performance Indicators report by September 15, 2019.	In progress	
Provide update of 5-year financial projection to the City Council by August 15, 2019.	In progress	



DEPARTMENT Administration	NUMBER 20	PROGRAM City Administrator's Office	NUMBER 003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	301,918	369,559	329,952
CONTRACTUAL SERVICES	9,529	17,805	18,455
TOTAL EXPENDITURES	311,447	387,364	348,407
Personnel Schedule			
Position	2018	2019	2020
CITY ADMINISTRATOR	1.00	1.00	1.00
ASST TO THE CITY ADMINISTRATOR	1.00	1.00	1.00
MANAGEMENT ASSISTANT	1.00	1.00	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.00	2.00



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Administrator's Office		NUMBER 003
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	233,557	279,037	254,355	Supervisory 174,220 Regular 79,071 Longevity pay 1,064
711.00	BENEFITS	68,361	90,522	75,597	FICA 19,457 Workers' compensation 632 Health insurance 21,400 Life & Disability insurance 2,532 Dental insurance 800 Pension 30,776
TOTALS		301,918	369,559	329,952	



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Administrator's Office			NUMBER 003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	1,227	6,440	3,440	Strategic Plan	2,000
					Smart phones (2)	1,440
720.51	PROFESSIONAL DEVELOPMENT	8,297	11,265	14,915	See professional development request	14,915
720.80	VEHICLE REIMBURSEMENT	5	100	100	Mileage reimbursement	100
	TOTALS	9,529	17,805	18,455		



DEPARTMENT Administration		NUMBER 20	PROGRAM City Administrator's Office		NUMBER 003
Professional Development Request					
Organization/Conference		Location		Amount	Detail
ICMA				2,600	Membership dues (2)
ICMA CONFERENCE		Toronto, Ontario		5,000	Annual conference (2)
ICSC		Las Vegas, NV		2,500	International Council of Shopping Centers
MCMA CONFERENCE		TBD		1,000	Regional Conference (1)
MEETINGS & SEMINARS		Local		1,500	Meetings, committees, seminars, etc. (2)
MML CONFERENCE		Kansas City, MO		2,100	Annual conference (1)
MO CITY MGMT ASSOCIATION				115	Membership dues (2)
SLACMA				100	Membership dues (2)
		TOTAL REQUEST		14,915	

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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.

2020 Programmatic Goals
Goals
Complete comprehensive update of personnel policies and procedures manual.

2019 Programmatic Goals - Status		
Goals	Status	Comments
Complete comprehensive update of personnel policies and procedures manual.	In progress	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Tuition reimbursed courses	25	31	14	16



DEPARTMENT Administration	NUMBER 20	PROGRAM Human Resources	NUMBER 004
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	191,088	195,744	204,099
CONTRACTUAL SERVICES	142,612	141,232	139,137
COMMODITIES	31	200	200
TOTAL EXPENDITURES	333,731	337,176	343,436
Personnel Schedule			
Position	2018	2019	2020
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



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		20	Human Resources		004
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	144,719	148,257	154,502	Supervisory 91,758 Regular 59,077 Overtime 1,000 Longevity pay 2,667
711.00	BENEFITS	46,369	47,487	49,597	FICA 11,818 Workers' compensation 378 Health insurance 16,400 Life & Disability insurance 1,507 Dental insurance 800 Pension 18,694
TOTALS		191,088	195,744	204,099	



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Human Resources			NUMBER 004
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	75,946	69,700	66,805	Employee assistance program	7,110
					Employee recognition events	5,000
					Police candidate testing	3,000
					BLR reporting service	1,695
					Employee service awards	2,000
					Police HR Consultant	48,000
720.14	MEDICAL SERVICES	22,026	22,500	22,500	Random drug testing & pre-employment physicals	12,500
					Employee wellness programs	10,000
720.17	UNEMPLOYMENT COMP.	1,098	6,000	6,000	Unemployment comp.	6,000
720.43	EMPLOYEE RECRUITMENT	99	2,000	2,000	Employment ads, interview expenses	2,000
720.51	PROFESSIONAL DEVELOPMENT	5,738	6,032	6,832	See professional development request	6,832
720.57	EDUCATION TUITION RMBRSMT	37,705	35,000	35,000	City-wide program	35,000
	TOTALS	142,612	141,232	139,137		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Human Resources	004
Professional Development Request			
Organization/Conference	Location	Amount	Detail
IPMA HR REGIONAL CONFERENCE	Kansas City, MO	800	Annual conference (1)
IPMA-HR		298	Membership dues (2)
IPMA-HR GSL CHAPTER		240	Membership dues (2)
LAGERS	Springfield, MO	1,000	Annual conference (2)
MO STATE CONFERENCE	Lake of the Ozarks, MO	1,000	Annual conference (1)
SHRM	St. Louis, MO	295	Membership dues
SHRM		199	Membership dues
SHRM NATIONAL CONFERENCE	San Diego, CA	3,000	Annual conference (1)
	TOTAL REQUEST	6,832	



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Human Resources			NUMBER 004
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	31	200	200	Manuals, training materials, etc.	200
	TOTALS	31	200	200		

Communications

Department	No.	Program	No.	Program Manager
Administration	20	Communications	005	Assistant to the City Adm.

Program Activities

Communications

This activity is responsible for effectively engaging in public information and community relations, media relations 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.

2020 Programmatic Goals

Goals

Complete design and construction of a new city website no later than October 2020.

Present a social media policy for council approval by June 2020.

Design and begin marketing with new Aquaport logo in time for Aquaport's reopening.

Complete licensing process for at least two drone operators.

Create and implement style guide by December 2020.

Complete ninth session of Maryland Heights U-Civic Academy by October 31, 2020.

2019 Programmatic Goals - Status

Goals

Status

Comments

Complete licensing process for at least two drone operators.

In progress

Complete citywide social media policy by June 2019.

In progress

Conduct social media training for departmental and elected official users by December 2019.

In progress

Develop an emergency communications plan by June 30, 2019.

In progress

Complete eighth session of Maryland Heights U-Civic Academy by October 31, 2019.

Goal met

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
City newsletters	12	12	12	12
Maryland Heights Night Out block parties	28	24	21	18
Tweets (All City Accounts)	200	120	155	126
Facebook posts (All City Accounts)	512	700	915	1,000
Website “hits” (front page)	225,000	225,100	227,200	235,000



DEPARTMENT Administration	NUMBER 20	PROGRAM Communications	NUMBER 005
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	79,548	116,978	160,180
CONTRACTUAL SERVICES	135,707	159,365	174,450
COMMODITIES	9,498	8,300	9,400
TOTAL EXPENDITURES	224,753	284,643	344,030
Personnel Schedule			
Position	2018	2019	2020
COMMUNICATION MANAGER	0.00	1.00	1.00
MARKETING SPECIALIST	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	2.00	2.00



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		20	Communications		005
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	56,826	73,438	112,067	Regular 110,787 Overtime 300 Longevity 980
711.00	BENEFITS	22,722	43,540	48,113	FICA 8,571 Workers' compensation 276 Health insurance 23,800 Life & Disability insurance 1,107 Dental insurance 800 Pension 13,559
	TOTALS	79,548	116,978	160,180	



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Communications			005
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	49,123	69,665	77,500	Boards and Commissions recognition program	5,000
					New website design and build	40,000
					Other projects	3,000
					PR Consultant	24,000
					Home Improvement Event	2,000
					Smart phones (3)	2,100
					Council and staff photos	100
					Staff and City Council shirts	1,300
720.23	POSTAGE	41,478	48,500	53,500	City newsletter - mail handling	7,000
					City newsletter - postage	45,000
					Special mailings - postage	1,500
720.26	PRINTING & BINDING	40,890	36,500	36,500	City newsletter	31,500
					Brochures (new and existing fliers, special needs)	5,000
720.51	PROFESSIONAL DEVELOPMENT	4,072	4,100	6,200	See professional development request	6,200
720.80	VEHICLE REIMBURSEMENT	144	600	750	Mileage reimbursement	750
	TOTALS	135,707	159,365	174,450		



DEPARTMENT Administration	NUMBER 20	PROGRAM Communications	NUMBER 005
Professional Development Request			
Organization/Conference	Location	Amount	Detail
3CMA		800	Membership dues (2)
3CMA CONFERENCE	St. Louis, MO	3,300	Annual conference (4)
DRONE OPERATOR LICENSING & TRAINING	Local	800	Courses (2)
PROFESSIONAL SEMINARS AND MEETINGS	Local	800	
TRAINING/SKILL DEVELOPMENT	TBD	500	Webinars and training materials
	TOTAL REQUEST	6,200	



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Communications			NUMBER 005
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	9,498	8,300	9,400	Plaques, ceremonial supplies, other	1,400
					Maryland Heights Night Out	1,400
					Maryland Heights U: Civic Academy	600
					Marketing/promotional supplies	6,000
	TOTALS	9,498	8,300	9,400		

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Central Services

Department	No.	Program	No.	Program Manager
Administration	20	Central Services	006	Assistant to 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.

2020 Programmatic Goals

Goals

Continue efforts to identify and implement cost-savings measures.

2019 Programmatic Goals - Status

Goals	Status	Comments
Continue efforts to identify and implement cost-savings measures.	Ongoing	
Conduct analysis of one major purchasing area, to be determined.	Ongoing	



DEPARTMENT Administration	NUMBER 20	PROGRAM Central Services	NUMBER 006
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	26,452	28,675	28,675
COMMODITIES	60,704	63,000	63,000
TOTAL EXPENDITURES	87,156	91,675	91,675
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Central Services			NUMBER 006
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	76	1,675	1,675	AED program - annual physician oversight fee	1,600
					Notary commissions (3)	75
720.23	POSTAGE	17,766	20,000	20,000	Postage meter, courier services	20,000
720.26	PRINTING & BINDING	7,220	5,000	5,000	City-wide needs: budget, business cards, invitations, etc.	5,000
720.84	ADVERTISING	1,390	2,000	2,000	Bid solicitations, etc.	2,000
	TOTALS	26,452	28,675	28,675		



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Central Services			NUMBER 006
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.11	OFFICE SUPPLIES	60,704	63,000	63,000	City-wide copy paper, office supplies and small equipment	53,000
					Copy machine overages	10,000
	TOTALS	60,704	63,000	63,000		

Risk Management

Department	No.	Program	No.	Program Manager
Administration	20	Risk Management	007	Assistant to City Administrator

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.

2020 Programmatic Goals

Goals

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

2019 Programmatic Goals - Status

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

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Workers compensation claims (by policy year)	30	19	27	24
General liability claims (by policy year)	4	0	5	4
Auto liability claims (by policy year)	3	2	5	6



DEPARTMENT Administration	NUMBER 20	PROGRAM Risk Management	NUMBER 007
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	430,673	445,000	455,000
TOTAL EXPENDITURES	430,673	445,000	455,000
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Risk Management			NUMBER 007
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.71	PROPERTY/CASUALTY INS.	430,673	445,000	455,000	Property coverage 190,000 Auto, police, and general liability (SLAIT) 215,000 Public officials 35,000 Deductibles 10,000 Bonds 5,000	
	TOTALS	430,673	445,000	455,000		

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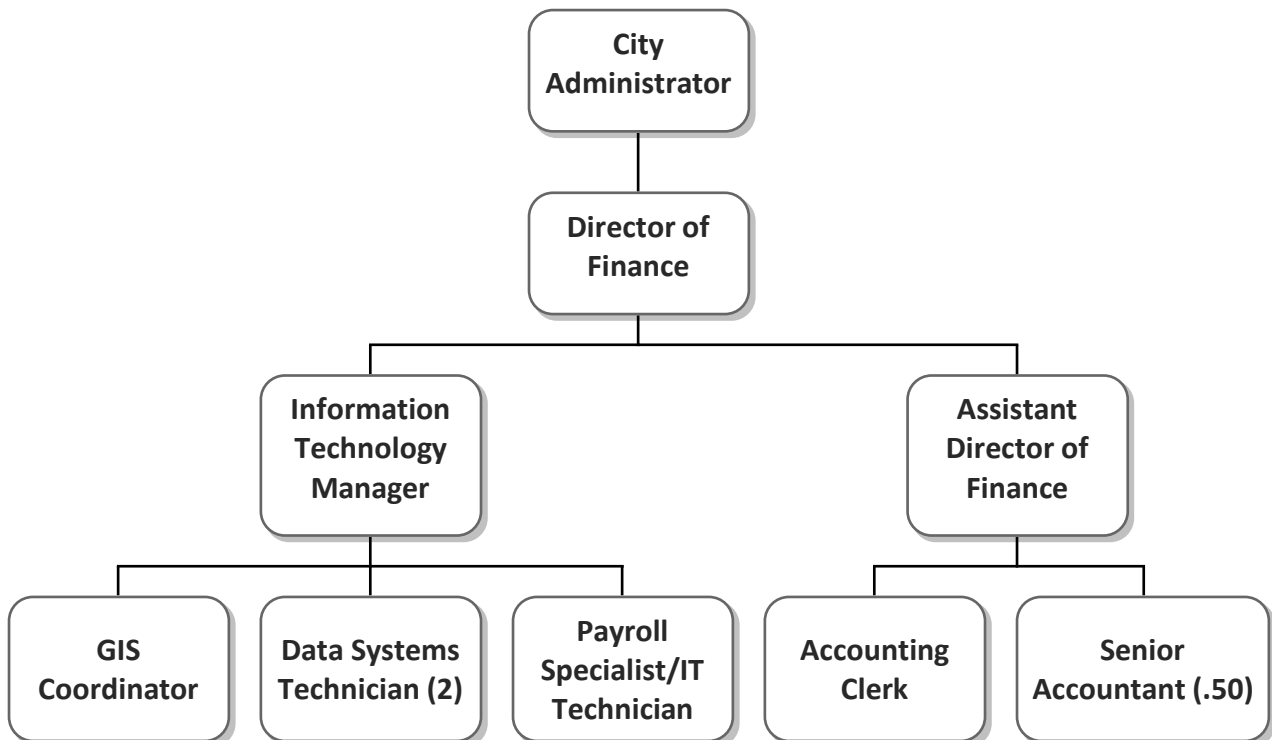
Finance

Finance

Department Summary

<u>Program</u>	Capital		<u>Total</u>
	<u>General Fund</u>	<u>Improvement Fund</u>	
Finance	564,153		564,153
Geographic Information Service	200,349		200,349
Information Technology	953,325		953,325
Capital Projects		441,000	441,000
Total	\$1,717,827	\$441,000	\$2,158,827

Organization Chart



Finance

Department	No.	Program	No.	Program Manager
Finance	30	Finance	001	Finance Director

Program Activities

Department Administration

Activities within the department include finance, geographic information systems, information technology and the traffic violations bureau.

Financial Management

This activity is responsible for all financial and accounting functions of the City. Revenues and expenditures are recorded and monitored, all financial reports are generated, cash management, payroll and cash disbursements are performed. The Finance Director is responsible for adherence to federal and state regulations regarding payroll reporting, budget publication, grant compliance, etc.

Treasury

The Finance Director serves as overseer of treasury operations pursuant to state statute.

Audit

An annual audit of the City's financial reports is performed by an independent auditor selected by the City Council. The Council Finance Committee is the designated audit committee.

Strategic Goal(s) Activity for 2020

Goal 4: Financial Stability

Objective: Maintain practice of keeping one year of operating expenses in reserve.

Activities and Steps

1. Continue 5-year financial planning activities.
2. Continue to monitor government affairs at both the state and federal levels for potential cost/benefit to city operations.

2020 Programmatic Goals

Goals

Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.

Publish 2021 budget calendar by August 28, 2020.

Present audit of fiscal year 2019 to City Council by June 15, 2020.

Conduct needs assessment, procurement and implementation of new financial software by December 31, 2020.

2019 Programmatic Goals - Status

Goals	Status	Comments
Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.	In progress	CAFR and PAFR for 2018 fiscal year submitted to GFOA for review. Budget award obtained.
Publish 2020 budget calendar by August 27, 2019.	Goal met	
Present audit of fiscal year 2018 to City Council by June 15, 2019.	Goal met	
Conduct needs assessment, procurement and implementation of new financial software by December 31, 2019.	In progress	Delayed due to uncertainty of County reorganization.

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Payroll files maintained	400	400	400	400
Accounts payable checks prepared	4,600	4,600	4,600	4,600
Debt issues outstanding	2	2	3	3
Number of accounting funds	16	17	17	17



DEPARTMENT Finance	NUMBER 30	PROGRAM Finance	NUMBER 001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	371,077	389,052	447,913
CONTRACTUAL SERVICES	98,143	106,740	116,240
COMMODITIES	1,002	0	0
TOTAL EXPENDITURES	470,222	495,792	564,153
Personnel Schedule			
Position	2018	2019	2020
FINANCE DIRECTOR	1.00	1.00	1.00
ASSISTANT FINANCE DIRECTOR	1.00	1.00	1.00
SENIOR ACCOUNTANT	0.00	0.50	0.50
ACCOUNTING CLERK	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.50	3.50



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Finance		30	Finance		001
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	284,943	296,501	342,781	Supervisory 142,119 Regular 187,933 Overtime 100 Treasurer 6,000 Longevity pay 6,629
711.00	BENEFITS	86,134	92,551	105,132	FICA 26,221 Workers' compensation 838 Health insurance 31,900 Life & Disability insurance 3,299 Dental insurance 1,400 Pension 41,474
	TOTALS	371,077	389,052	447,913	



Annual Budget -2020

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Finance			NUMBER 001
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	21,272	19,620	27,120	Banking services	12,000
					Section 125 plan admin.	6,000
					Wall Street Journal	450
					Sales tax reports from state	450
					Smart phone (1)	720
					Actuarial study of retiree health plan	7,500
720.16	AUDIT SERVICES	31,835	41,300	41,300	Annual audit	35,800
					Federal grants audit	4,500
					GFOA CAFR, PAFR and budget review	1,000
720.25	DATA PROCESSING	36,596	38,000	38,000	Financial software support	36,000
					Investment portfolio services	2,000
720.51	PROFESSIONAL DEVELOPMENT	8,440	7,720	9,720	See professional development request	9,720
720.80	VEHICLE REIMBURSEMENT	0	100	100	Mileage reimbursement	100
	TOTALS	98,143	106,740	116,240		



DEPARTMENT Finance	NUMBER 30	PROGRAM Finance	NUMBER 001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
AMERICAN PAYROLL ASSOCIATION		220	Membership dues (1)
GFOA MEETINGS	Local	400	Monthly meetings of local chapter
GFOA OF MISSOURI		100	Membership dues (2)
GFOA OF MO SEMINARS	Columbia, MO	400	Two one-day programs
GFOA REGIONAL SEMINARS	TBD	2,000	New employee training
GFOA-MO SPRING CONFERENCE	Osage Beach, MO	800	Annual conference (2)
GOV'T FINANCE OFFICERS ASSN (GFOA)		400	Membership dues (2)
GOV'T FINANCE OFFICERS ASSN (GFOA)	New Orleans, LA	3,000	Annual conference (2)
STAFF DEVELOPMENT	Various	400	Staff training
TYLER TECHNOLOGY CONFERENCE	Orlando, FL	2,000	Annual conference (1)
	TOTAL REQUEST	9,720	

Geographic Information Services

Department	No.	Program	No.	Program Manager
Finance	30	Geographic Information Services	002	GIS Coordinator

Program Activities

Geographic Information System

This activity provides centralized mapping and spatial data analysis for all departments.

2020 Programmatic Goals

Goals

The Geographic Information System (GIS) will remain operational 99% of the time with average down time limited to two hours or less.

Acquire and implement digital aerial photography update.

Update Accela mapping.

2019 Programmatic Goals - Status

Goals

Status

Comments

The Geographic Information System (GIS) will remain operational 99% of the time with average down time limited to two hours or less.

Goal met

Update city web-mapping site.

Goal met

Expand testing of Accela mobile apps.

Goal met

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Oracle database instances supported	3	3	4	4
GIS client based software installed	17	17	17	25
GIS web-mapping services supported	2	2	3	3
AVL services supported	1	1	1	1
GIS dedicated servers supported	1	1	2	2
Large format plotters supported	1	2	2	2



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	30	Geographic Information Svcs	002
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	134,691	139,014	143,849
CONTRACTUAL SERVICES	81,269	28,000	50,500
COMMODITIES	2,642	8,000	6,000
TOTAL EXPENDITURES	218,602	175,014	200,349
Personnel Schedule			
Position	2018	2019	2020
GIS COORDINATOR	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	1.00	1.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Finance		30	Geographic Information Svcs			002
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	102,386	105,541	109,151	Regular	107,380
					Longevity pay	1,771
711.00	BENEFITS	32,305	33,473	34,698	FICA	8,350
					Workers' compensation	268
					Health insurance	11,400
					Life & Disability insurance	1,073
					Dental insurance	400
					Pension	13,207
TOTALS		134,691	139,014	143,849		



Annual Budget -2020

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Geographic Information Srvs		NUMBER 002
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.11	MISC. CONTRACTUAL	55,000	0	20,000	St. Louis Area Imagery Project 20,000
720.25	DATA PROCESSING	26,094	27,500	29,500	GIS software support 28,000 Crime report mapping service 1,500
720.51	PROFESSIONAL DEVELOPMENT	175	500	1,000	See professional development request 1,000
	TOTALS	81,269	28,000	50,500	



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Finance	30	Geographic Information Srvs	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
MIDAMERCIA GIS CONFERENCE	Omaha, Nebraska	1,000	Annual conference (1)
	TOTAL REQUEST	1,000	



Annual Budget -2020

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Geographic Information Srvs		NUMBER 002
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	2,642	8,000	6,000	Plotter supplies 6,000
	TOTALS	2,642	8,000	6,000	

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.

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.

2020 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 2020.

2019 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	
Setup new Police Body/Car camera equipment by April 2019.	Goal met	
Implement new Financial Software by end of year 2019.	Withdrawn	

Performance Measures

	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Desktop computers maintained	162	162	162	162
Laptops maintained	94	94	94	94
Copy machines maintained	12	12	12	12
Printers maintained	95	95	92	92
Servers maintained	30	31	34	34
Cellular phones maintained	73	73	69	69



Annual Budget -2020

General Fund

DEPARTMENT Finance	NUMBER 30	PROGRAM Information Technology	NUMBER 003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	437,702	451,374	469,400
CONTRACTUAL SERVICES	245,254	322,425	325,925
COMMODITIES	49,798	63,000	77,000
CAPITAL	28,047	32,000	81,000
TOTAL EXPENDITURES	760,801	868,799	953,325
Personnel Schedule			
Position	2018	2019	2020
IT MANAGER	1.00	1.00	1.00
DATA SYSTEMS TECHNICIAN	2.00	2.00	2.00
PAYROLL SPECIALIST - IT TECH	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.00	4.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Finance		30	Information Technology			003
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	325,674	334,694	348,248	Regular	333,327
					Overtime	2,500
					On-call pay	4,000
					Longevity pay	8,421
711.00	BENEFITS	112,028	116,680	121,152	FICA	26,639
					Workers' compensation	847
					Health insurance	46,600
					Life & Disability insurance	3,331
					Dental insurance	1,600
					Pension	42,135
	TOTALS	437,702	451,374	469,400		



Annual Budget -2020

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Information Technology			NUMBER 003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	51,194	45,430	45,930	Fiber and cable internet service	23,000
					Verisign digital certificates	1,500
					Smart phones (4)	2,880
					Various internet subscriptions	800
					Offsite tape storage	5,750
					Messages & music on hold	500
					Phone programming changes	1,500
					Additional Accela programming	10,000
720.25	DATA PROCESSING	110,535	166,495	166,295	Permitting/Asset management annual service & support	66,000
					Cisco Maintenance	8,500
					Haines	1,600
					Adobe Licensing	5,000
					Oracle support	15,000
					Email archiving appliance	7,500
					Virus scanner support	8,500
					Programming software support	1,000
					Citrix perpetual licenses	2,500
					Security software support	4,000
					Imaging software	1,000
					Crystal Report server maintenance	6,500
					Threat gateway & web filtering	3,295
					Software/hardware management software	2,100
					Event logging software	11,000
					Evernote Business	2,000
					Inventory Application Software	6,300
					D2D Backup Server Licensing	2,000
					Various software purchases and updates	12,500
720.28	RENTAL - EQUIPMENT	16,846	18,000	18,000	Leased copiers (12)	18,000
720.30	UTILITIES SERVICES	22,694	18,000	23,000	Telephone service	23,000
720.51	PROFESSIONAL DEVELOPMENT	413	5,000	3,000	See professional development request	3,000



Annual Budget -2020

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Information Technology		NUMBER 003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.61	M&R EQUIPMENT	43,572	69,500	69,500	Computer/printer/cell phone/audio visual repairs/security cameras Copy machines (13) 10,000 Server hardware support 11,000 Security system hardware support 5,000 Mitel phone maintenance 20,000 Postage equipment maintenance 2,500 Cisco wireless maintenance 3,000
720.80	VEHICLE REIMBURSEMENT	0	0	200	Mileage reimbursement 200
	TOTALS	245,254	322,425	325,925	



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Finance		30	Information Technology	003
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
TYLER TECHNOLOGY CONFERENCE	Orlando, FL	2,000	Annual conference (1)	
VARIOUS COMPUTER CLASSES/SEMINARS	Local	1,000	Staff training (4)	
	TOTAL REQUEST	3,000		



Annual Budget -2020

General Fund

DEPARTMENT Finance		NUMBER 30	PROGRAM Information Technology			NUMBER 003
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	49,798	63,000	77,000	Books and reference materials	1,000
					Technical training subscription	1,000
					Computer monitors (replacements)	8,000
					Computers (replacements)	30,000
					Network printers (replacements)	6,000
					Various networking tools	500
					APC backups (10)	1,500
					Laptop replacements (5 replacements)	5,000
					Higher end laptop replacement	3,000
					Hard drives	12,000
					Synology NAS Appliance (2)	9,000
	TOTALS	49,798	63,000	77,000		



DEPARTMENT Finance		NUMBER 30	PROGRAM Information Technology		NUMBER 003
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
FILE SERVER REPLACEMENT	2	R	17,000	34,000	Replacement of Servers
PHONE SYSTEM UPGRADE	1	R	47,000	47,000	Upgrade hardware to move to current version of application software.
TOTAL REQUEST				81,000	



Annual Budget -2020

Capital Improvement Fund

DEPARTMENT Finance	NUMBER 30	PROGRAM Capital Projects	NUMBER 009
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CAPITAL IMPROVEMENT PROJECTS	63,042	50,000	441,000
TOTAL EXPENDITURES	63,042	50,000	441,000



DEPARTMENT Finance		NUMBER 30	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 102	Name of Project GOVERNMENT CENTER A/V UPGRADES			
Description This project involves the replacement of the existing screens and projects in the Municipal Courtroom, Council Chambers and the Council Conference Room. In addition a screen and projector system will be installed in the Dorsett Conference Room. The new systems will be compatible with the current computer operating systems improving the ability to make presentation in each room.				
Status of Project				
Impact on Operating Budget Positive				
Performance Measures Enhance the ability to project information in the various rooms in the Government Center. Add projection capability in the Dorsett Conference Room. Update the quipment to reduce time troubleshooting issues.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	191,000	0	191,000	0
Equipment/Other	0	0	0	0
Total Cost	\$191,000	\$0	\$191,000	\$0



Capital Improvement Fund

DEPARTMENT Finance	NUMBER 30	PROGRAM Capital Projects	NUMBER 009	
Capital Improvement Project				
Capital Project Number 087	Name of Project SOFTWARE UPGRADE			
Description The City utilizes major computer software in all operating departments. This includes the financial accounting system, payroll system, police dispatching and records management systems, the Community Development permitting and land records system, the Public Works asset management and work management systems and the Parks and Recreation reservation system.				
Status of Project Professional services are scheduled to begin in third quarter of 2020				
Impact on Operating Budget Positive				
Performance Measures Upgrade Financial software will be completed during 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	0	0	0	0
Equipment/Other	250,000	0	250,000	0
Total Cost	\$250,000	\$0	\$250,000	\$0

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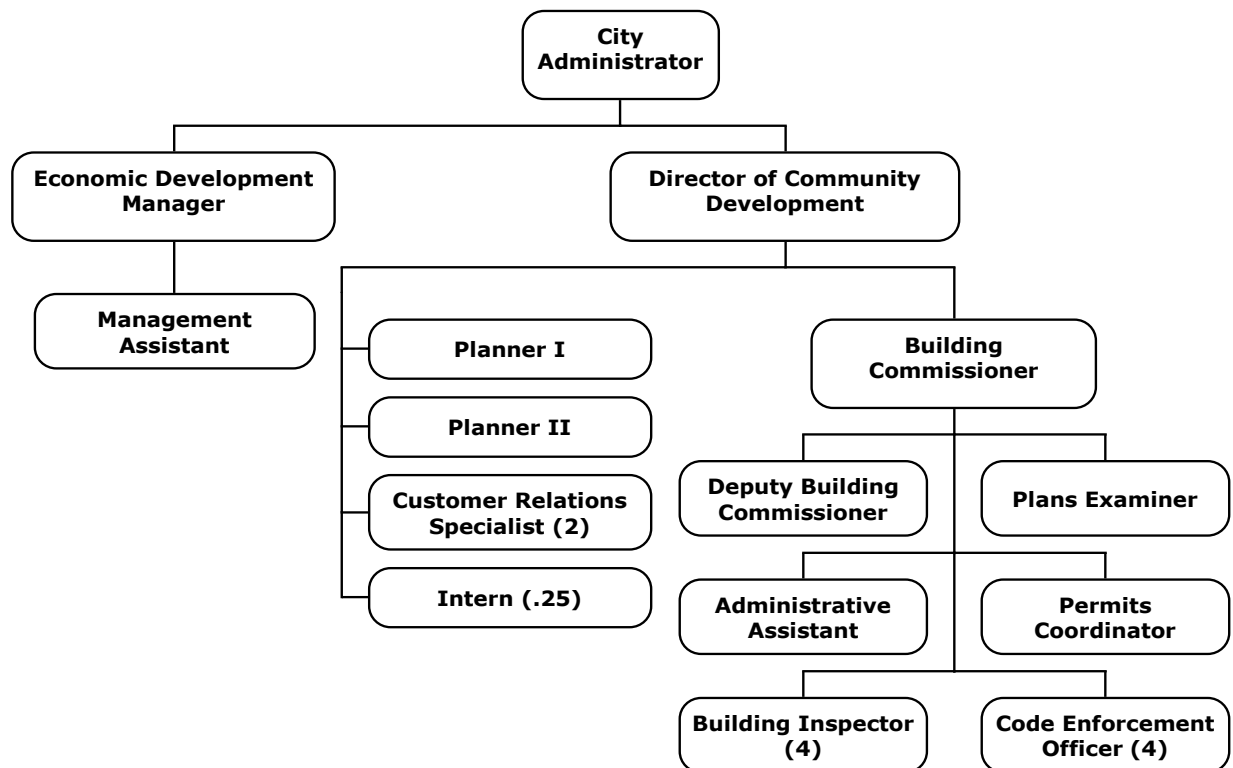
Community Development

Community Development

Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Tourism Tax Fund</u>	<u>Dorsett TIF Fund</u>	<u>Westport Plaza TIF Fund</u>	<u>Total</u>
Planning and Zoning	372,367				372,367
Inspections	1,461,859				1,461,859
Economic Development	228,444		150,000	255,000	633,444
Promotion of Tourism		360,000			360,000
Total	\$2,062,670	\$360,000	\$150,000	\$255,000	\$2,827,670

Organization Chart



Planning and Zoning

Department	No.	Program	No.	Program Manager
Community Development	40	Planning and Zoning	001	Community Development Director

Program Activities

Department Administration

The Director oversees the Inspections and Planning and Zoning programs, and administers internal department programs including budgeting, personnel management, record-keeping, staff development and the tracking and evaluation of performance measures.

Public Information

This activity provides information and assistance on permitting and development review processes to the residential and business communities through the city website, newsletter, brochures, special mailings and public notices.

Long Range Planning

This activity provides for future land development in accordance with community needs and the City's comprehensive planning process. Planning functions include amendments to the Comprehensive Plan and examination of growth trends. Staff support provided to Planning Commission.

Zoning Administration

This activity oversees implementation of the City's land use policies through management of zoning amendment procedures, adoption of zoning and subdivision codes, variance requests and map amendments. Staff support provided to Planning Commission and Board of Adjustment.

Development Review

This activity ensures that development proposals are consistent with zoning, site plan and subdivision codes, meet public safety standards and achieve quality design.

Strategic Goal(s) Activity for 2020
Goal 1: Quality Housing
Objective: Encourage housing options for residents in all stages of life.
Activities and Steps
<i>1. Oversee development of new residential development.</i>
Goal 2: Building Community
Objective: Link residents through multi-modal transportation options.
Activities and Steps
<i>1. Encourage front-end commercial occupancy, landscaping, sidewalk connections and outdoor dining amenities by zoning code.</i>
Goal 6: Economic Development
Objective: Develop programs to ensure a high occupancy rate among commercial buildings.
Activities and Steps
<i>1. Determine how to address functional obsolescence of commercial building stock.</i>

Strategic Goal(s) Activity for 2020 (continued)

Goal 6: Economic Development

Objective: Develop programs to ensure a high occupancy rate among commercial buildings.

Activities and Steps

1. Determine how to address functional obsolescence of commercial building stock.
2. Make zoning code and permitting process more business friendly.

Goal 7: Creating Identity

Objective: Improve signage at significant entry points.

Activities and Steps

1. Develop public art/monuments.

2020 Programmatic Goals

Goals

Adopt a newly updated, reorganized, and amended Comprehensive Plan consistent with the City Council's Strategic Goals.

Prepare draft regulations to govern short-term rentals.

Prepare draft amendments to wireless telecommunications regulations.

Publish City Planner's Report prior to each Planning Commission meeting.

Expedite and simplify zoning and subdivision processes by amending websites.

Accept and process all permit applications within one working day of receipt.

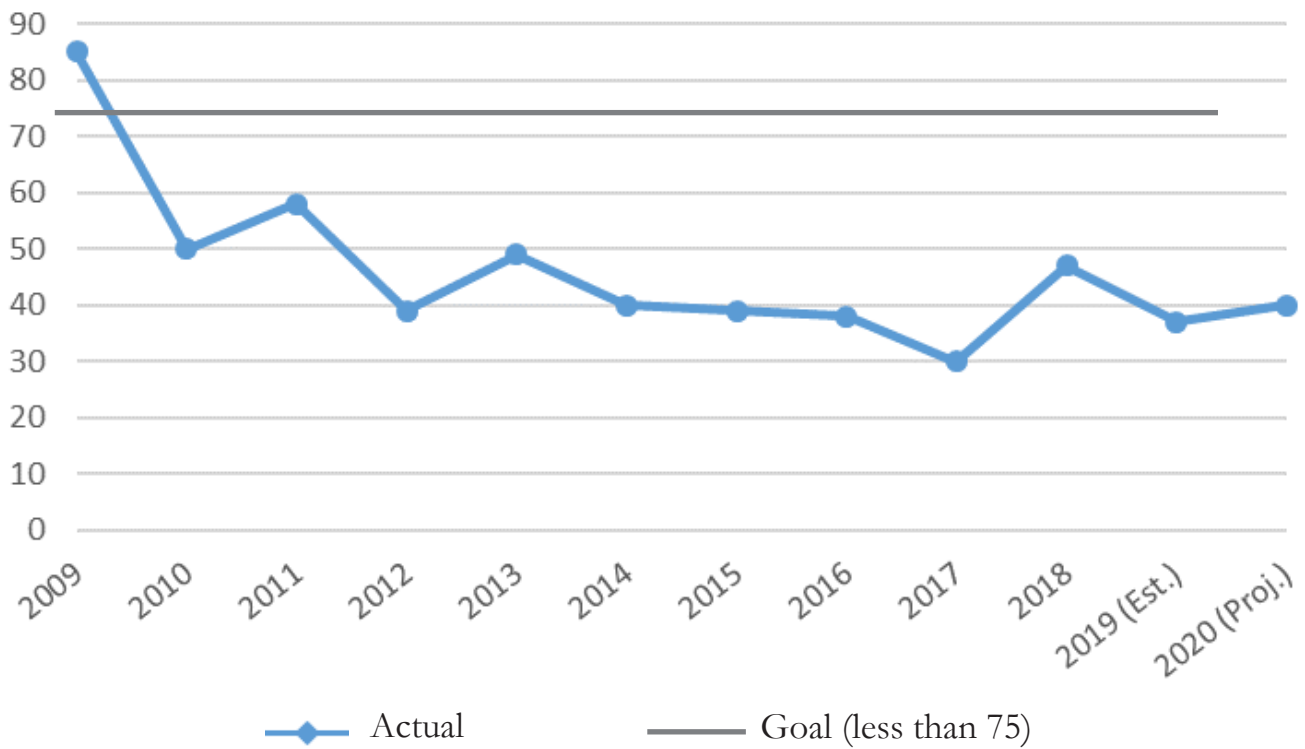
Digitize all files and archives by scanning into Laserfiche.

2019 Programmatic Goals - Status

Goals	Status	Comments
Expedite and simplify zoning and subdivision processes by amending applications, forms, and websites.	Ongoing	Applications amended; fees simplified; minor website updates completed; more substantial website updates planned for 2020.
Digitize all files and archives by scanning into Laserfiche.	Goal met	All closed planning and zoning files are now scanned into Laserfiche. Scanning of newly closed project files is ongoing.
Adopt a newly updated, reorganized, and amended Comprehensive Plan consistent with the City Council's Strategic Goals.	In progress	Adoption of Comprehensive Plan continues to be delayed by adoption of new Maryland Park Lake District section, now anticipated in 2020.
Accept and process all permit applications within one working day of receipt.	Ongoing	Continuing to accept and process applications within one working day.
Publish City Planner's Report prior to each Planning Commission meeting.	Ongoing	Continuing to publish reports before each meeting.

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Average days to process conditional use permits	30	47	37	40
Code amendments prepared	2	12	6	5
Comprehensive Plan amendments	0	0	0	2
Staff reports prepared	144	176	190	175
Variance appeals processed	4	3	3	3
Zoning compliance reviews completed	1,019	900	809	850
Zoning letters issued	70	76	60	60
Zoning permits issued	126	129	125	125
Zoning petitions processed	51	50	45	45

Avg. Days to Process Conditional Use Permits





Annual Budget -2020

General Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Planning and Zoning	001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	312,599	333,100	340,682
CONTRACTUAL SERVICES	16,832	29,945	29,945
COMMODITIES	2,132	1,740	1,740
TOTAL EXPENDITURES	331,563	364,785	372,367
Personnel Schedule			
Position	2018	2019	2020
DIRECTOR OF COMMUNITY DEV	1.00	1.00	1.00
PLANNER II	1.00	1.00	1.00
PLANNER I	0.00	0.75	1.00
PLANNING ASSISTANT	1.00	0.25	0.00
INTERN	0.25	0.25	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.25	3.25	3.25



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Planning and Zoning			001
Personnel Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	233,212	250,317	255,574	Supervisory	114,276
					Regular	133,319
					Overtime	100
					Part-time	5,520
					Longevity pay	2,359
711.00	BENEFITS	79,387	82,783	85,108	FICA	19,549
					Workers' compensation	630
					Health insurance	31,000
					Life & Disability insurance	2,474
					Dental insurance	1,200
					Pension	30,255
	TOTALS	312,599	333,100	340,682		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Planning and Zoning			001
Contractual Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	1,247	1,970	1,970	Court reporters	1,000
					ADA accommodations	250
					Smart phone (1)	720
720.12	PROFESSIONAL SERVICES	0	7,500	7,500	Development review (reimbursed)	7,500
720.51	PROFESSIONAL DEVELOPMENT	7,452	11,050	11,050	See professional development request	11,050
720.80	VEHICLE REIMBURSEMENT	4,750	5,425	5,425	Car allowance	5,425
720.84	ADVERTISING	3,383	4,000	4,000	P&Z public notice and legal ads	4,000
	TOTALS	16,832	29,945	29,945		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Planning and Zoning	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
ADMINISTRATIVE SKILLS DEVELOPMENT	Local	500	Customer Service training programs (2)
APA NATIONAL PLANNING CONFERENCE	Houston, TX	5,000	Annual conference (2)
APA/AICP MEMBERSHIP		1,350	Annual dues (2)
EAST-WEST GATEWAY ANNUAL MEETING	Local	400	Annual meeting (10)
MISSOURI APA PLANNING CONFERENCE	St. Louis, MO	1,600	Annual conference (4)
PLANNING COMMISSIONER TRAINING	Local	1,000	APA memberships, UMSL continuing education; Planning Commissioners' workshops
ST LOUIS APA METRO MEETINGS	Local	600	Training sessions and webinars
ST LOUIS PLANNING CONFERENCE	Local	500	Annual training workshop (4)
ULI PROGRAMS	Local	100	
	TOTAL REQUEST	11,050	



Annual Budget -2020

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Planning and Zoning		NUMBER 001
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	2,132	1,740	1,740	Reference books & subscriptions 1,500 Google Sketchup software (2) 240
	TOTALS	2,132	1,740	1,740	

Inspections

Department	No.	Program	No.	Program Manager
Community Development	40	Inspections	002	Building Commissioner

Program Activities

Building Permits and Inspections

This activity oversees the review of all construction plans, building and occupancy inspections and issues building and occupancy permits. The City contracts with St. Louis County for mechanical, electrical and plumbing permits and inspections.

Code Enforcement

This activity conducts field surveys of residential and commercial property to ensure compliance with the property maintenance, nuisance, occupancy, licensing and zoning codes. Unresolved code violations are prosecuted in the Municipal Court.

Occupancy Inspections

This activity oversees inspection of commercial, single-family and multi-family residential properties at time of reoccupancy to ensure compliance with the municipal code.

Floodplain Management

This activity oversees the administration and enforcement of the City's floodplain management code.

Strategic Goal(s) Activity for 2020
Goal 1: Quality Housing
Objective: Require property maintenance through judicious, proactive code enforcement and other innovative means.
Activities and Steps
1. Educate property owners regarding home maintenance concerns.
2. Provide tools and resources for property owners that will assist in home maintenance.
Goal 6: Economic Development
Objective: Develop programs to ensure a high occupancy rate among commercial buildings.
Activities and Steps
1. Make permitting process business friendly.

2020 Programmatic Goals

Goals

Continued customer service improvement with flood plain information through distribution of mapping information and assistance with requirements for flood insurance.

Assist residents and businesses in code compliance through educational programs such as Maryland Heights University, Home Improvement Expo, newsletter articles, Homeowner's Improvement Guide, website updates.

Improve our training program and increase staff's ICC certification and professional development.

Perform initial inspections for all service requests within one working day of receipt.

Complete initial residential plan reviews and issue comments or permit within five working days.

Continued improvement in commercial plan review process through continued partnering with the applicant and their design & construction team. This will be accomplished by utilizing pre-application meetings, best practices plan review, pre-construction meetings, and timely inspections during construction.

2019 Programmatic Goals - Status

Goals	Status	Comments
Continued customer service improvement with flood plain information through distribution of mapping information and assistance with requirements for flood insurance.	Ongoing	
Assist residents and businesses in code compliance through educational programs such as Maryland Heights University, Home Improvement Expo, newsletter articles, Homeowner's Improvement Guide, website updates.	Ongoing	Participated in Maryland Heights University, Home Improvement Expo, continue to refine materials and content
Improve our training program and increase staff's ICC certification and professional development.	Ongoing	
Perform initial inspections for all service requests within one working day of receipt.	Ongoing	
Complete initial residential plan reviews and issue comments or permit within five working days.	Ongoing	
Continued improvement in commercial plan review process through continued partnering with the applicant and their design & construction team. This will be accomplished by utilizing pre-application meetings, best practices plan review, pre-construction meetings, and timely inspections during construction	Ongoing	

Performance Measures

	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Building inspections	4,725	4,045	3,707	4,000
Residential occupancy inspections	1,293	1,471	1,366	1,275
Commercial occupancy inspections	392	370	329	400
Multifamily occupancy inspections	2,432	2,590	2,448	2,400
Plan reviews completed	2,564	2,181	2,561	2,000
Property maintenance cases	1,211	1,715	1,590	1,500
Building permits issued	1,419	1,281	1,571	1,300



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Inspections	002
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	1,262,902	1,328,169	1,370,934
CONTRACTUAL SERVICES	25,212	38,245	28,205
COMMODITIES	14,525	14,720	14,720
CAPITAL	47,130	0	48,000
TOTAL EXPENDITURES	1,349,769	1,381,134	1,461,859
Personnel Schedule			
Position	2018	2019	2020
BUILDING COMMISSIONER	1.00	1.00	1.00
DEPUTY BUILDING COMMISSIONER	1.00	1.00	1.00
BUILDING INSPECTOR	4.00	4.00	4.00
PLANS EXAMINER	1.00	1.00	1.00
CODE ENFORCEMENT OFFICER	4.00	4.00	4.00
PERMITS COORDINATOR	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
CUSTOMER RELATIONS SPECIALIST	2.00	2.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	15.00	15.00	15.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Inspections			002
Personnel Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	900,497	938,613	972,401	Supervisory	101,973
					Regular	861,143
					Overtime	500
					Longevity pay	8,785
711.00	BENEFITS	362,405	389,556	398,533	FICA	74,379
					Workers' compensation	43,673
					Health insurance	147,200
					Life & Disability insurance	9,626
					Dental insurance	6,000
					Pension	117,655
	TOTALS	1,262,902	1,328,169	1,370,934		



Annual Budget -2020

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Inspections		NUMBER 002
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.11	MISC. CONTRACTUAL	9,809	19,570	16,630	Violation abatement 10,000 Smart phones (9) 6,480 Ameren monthly ledger 150
720.34	CREDIT CARD PROCESSING FEES	4,142	0	0	
720.51	PROFESSIONAL DEVELOPMENT	11,261	18,675	11,575	See professional development request 11,575
TOTALS		25,212	38,245	28,205	



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Inspections	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
ADMINISTRATIVE SEMINARS	Local	300	Seminars for administrative staff (1)
ASFPM/MFSMA		200	Membership dues (1)
ICC CERTIFICATION EXAMS	Local	1,575	Certification testing (7)
ICC CONFERENCE	St. Louis, MO	2,700	Annual conference (9)
ICC MEMBERSHIP		150	Membership dues (1)
MABOI MEMBERSHIP		455	Membership dues (13)
MACE CONFERENCE	Lake of the Ozarks, MO	3,200	Annual conference (4)
MACE MEMBERSHIP		455	Membership dues (13)
METRO FIRE MARSHALS		40	Membership dues (1)
MFSMA CONFERENCE	Lake of the Ozarks, MO	1,000	Annual conference & certification maintenance (1)
PROFESSIONAL SEMINARS	St. Louis, MO	1,500	ICC, MACE, MABOI - Local seminars to provide code and inspection knowledge for inspectors (13)
	TOTAL REQUEST	11,575	



Annual Budget -2020

General Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Inspections			NUMBER 002
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	4,793	5,020	5,020	Inspection equipment and supplies	2,200
					Safety shoe replacement (13)	1,820
					Standards and training manuals for certification (10)	1,000
730.21	MOTOR FUEL & LUBRICANTS	7,357	7,000	7,000	Gas for vehicles (10)	7,000
730.25	UNIFORMS	2,375	2,700	2,700	Uniform shirts (13)/jackets (4)	2,700
	TOTALS	14,525	14,720	14,720		



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Community Development		40	Inspections		002
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
FLEET VEHICLE REPLACEMENT	2	R	24,000	48,000	Replacing 2 of our oldest vehicles due to mileage, physical, and mechanical conditions.
TOTAL REQUEST				48,000	

Economic Development

Department	No.	Program	No.	Program Manager
Community Development	40	Economic Development	003	Economic Development Manager

Program Activities

Economic Development

The Economic Development Manager oversees the City’s economic development program. This activity includes meeting with prospective developers, providing staff support to the City’s Economic Development Commission and representing the City at organizations and events that are focused on business development.

Redevelopment

This activity includes identifying and promoting opportunities for redevelopment within the City in an effort to stimulate further economic growth. It also includes the management of programs that provide financial incentives to encourage redevelopment.

Strategic Goal(s) Activity for 2020
Goal 6: Economic Development
Objective: Develop programs to ensure a high occupancy rate among commercial buildings.
Activities and Steps
<i>1. Expand business retention program.</i>
Objective: Support West Port Plaza as a destination of choice.
<i>1. Encourage new hospitality-oriented businesses to come to Maryland Heights that complement existing venues.</i>

2020 Programmatic Goals
Goals
Complete economic development strategic plan.
Prepare economic development marketing strategy.

2019 Programmatic Goals - Status		
Goals	Status	Comments
Prepare economic development strategic plan.	In progress	



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Economic Development	003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	35,215	108,258	190,493
CONTRACTUAL SERVICES	19,821	28,745	37,951
TOTAL EXPENDITURES	55,036	137,003	228,444
Personnel Schedule			
Position	2018	2019	2020
ECONOMIC DEVELOPMENT MANAGER	1.00	1.00	1.00
MANAGEMENT ASSISTANT	0.00	0.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	1.00	2.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Economic Development			003
Personnel Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	28,000	82,716	137,111	Regular	136,544
					Longevity	567
711.00	BENEFITS	7,215	25,542	53,382	FICA	10,488
					Workers' Compensation	340
					Health Insurance	23,800
					Life & Disability insurance	1,364
					Dental Insurance	800
					Pension	16,590
TOTALS		35,215	108,258	190,493		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Economic Development			003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	560	5,720	5,720	Marketing of city through ads and promotional materials	5,000
					Smart phones (1)	720
720.12	PROFESSIONAL SERVICES	11,964	10,000	10,000	Legal, economic and financial consulting	10,000
720.51	PROFESSIONAL DEVELOPMENT	5,297	7,025	15,731	See professional development request	15,731
720.80	VEHICLE REIMBURSEMENT	2,000	6,000	6,500	Car allowance	6,000
					Mileage reimbursement	500
	TOTALS	19,821	28,745	37,951		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Economic Development	003
Professional Development Request			
Organization/Conference	Location	Amount	Detail
ICSC		100	Membership dues (1)
ICSC CONFERENCE	Las Vegas, NV	2,330	Annual conference (1)
IEDC FED FORUM	Washington DC	2,316	National legislative conference (1)
INTL ECONOMIC DEV COUNCIL		435	Membership dues (1)
MEDFA	St. Louis, MO	500	Annual conference (2)
MEDFA	Kansas City, MO	1,500	Annual conference (1)
MISSOURI ECO DEV COUNCIL	MO - location TBD	1,750	Governor's Conference (1)
MISSOURI ECO DEV COUNCIL		400	Membership dues (2)
MISSOURI ECO DEV COUNCIL	Jeff City/Lake of Ozarks	2,850	Conference occurs twice annually (2)
MO ECON. DEVELOPMENT FINANCE ASSOC.		550	Annual dues
REAL ESTATE LICENSE		550	1 licenses
ULI PROF DEV EVENTS	St. Louis, MO	200	Meetings
UMSL - CHANCELLOR'S CERT PROGRAM	Local	500	Chancellor's Certificate in Fundamentals of Economic Development
URBAN LAND INSTITUTE (ULI)		550	Annual dues
VARIOUS MEETINGS WITH DEVELOPERS	Local	1,200	
	TOTAL REQUEST	15,731	

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Economic Development

Department	No.	Program	No.	Program Manager
Community Development	40	Economic Development	003	City Administrator

Program Activities

Dorsett Corridor Redevelopment

The Dorsett TIF was established in 2005 for the purpose of supporting the redevelopment of the East Dorsett Redevelopment Area. The City was designated as the developer. Proposals for specific projects are reviewed by the City when they are submitted. Distressed residential properties are purchased and demolished as they become available.

2020 Programmatic Goals

Goals

Prepare economic development plan for East Dorsett Road corridor.

Acquire properties in the Apple-Grape-Plum area as they become available.

2019 Programmatic Goals - Status

Goals

Status

Comments

Acquire properties in the Apple-Grape-Plum area as they become available.

Ongoing



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Economic Development	003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	33,234	725,000	150,000
TOTAL EXPENDITURES	33,234	725,000	150,000
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



DEPARTMENT		NUMBER	PROGRAM			NUMBER
Community Development		40	Economic Development			003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	33,234	725,000	150,000	Land acquisition and property demolition	150,000
	TOTALS	33,234	725,000	150,000		

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Economic Development

Department	No.	Program	No.	Program Manager
Community Development	40	Economic Development	003	City Administrator

Program Activities

Westport Plaza Redevelopment and Infrastructure Improvement

The Westport Plaza TIF was established in 2015 for the purpose of supporting the redevelopment of Westport Plaza, a 42-acre commercial and office space development, resort and entertainment center. The developer and owner of Westport Plaza is Lodging Hospitality Management (LHM). Infrastructure investments afforded by the TIF include repairing the public parking lots and existing garage, constructing an additional garage, repairing pavers and water drainage system, and repairing the water detention/lake feature.

2020 Programmatic Goals

Goals

Monitor and oversee the TIF fund revenues and bonds.

2019 Programmatic Goals - Status

Goals

Monitor and oversee the TIF fund revenues and bonds.

Status

Ongoing

Comments



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Westport Plaza TIF

DEPARTMENT Community Development	NUMBER 40	PROGRAM Economic Development	NUMBER 003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	19,200,000	6,909,813	255,000
TOTAL EXPENDITURES	19,200,000	6,909,813	255,000
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

Westport Plaza TIF

DEPARTMENT Community Development		NUMBER 40	PROGRAM Economic Development			NUMBER 003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	19,200,000	6,909,813	255,000	Trustee services	5,000
					Payments to Maryland Hts Fire District	250,000
	TOTALS	19,200,000	6,909,813	255,000		

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Promotion of Tourism

Department	No.	Program	No.	Program Manager
Community Development	40	Promotion of Tourism	004	City Administrator

Program Activities

Hospitality Marketing

To promote patronage of the City’s wide range of hospitality-oriented businesses, the City has entered into a partnership with the Maryland Heights Convention and Visitors Bureau to develop and implement a hospitality marketing program. A local 0.5% tax on hotel and motel rooms funds this program, the proceeds of which are limited by state statute to the promotion of tourism.

2020 Programmatic Goals

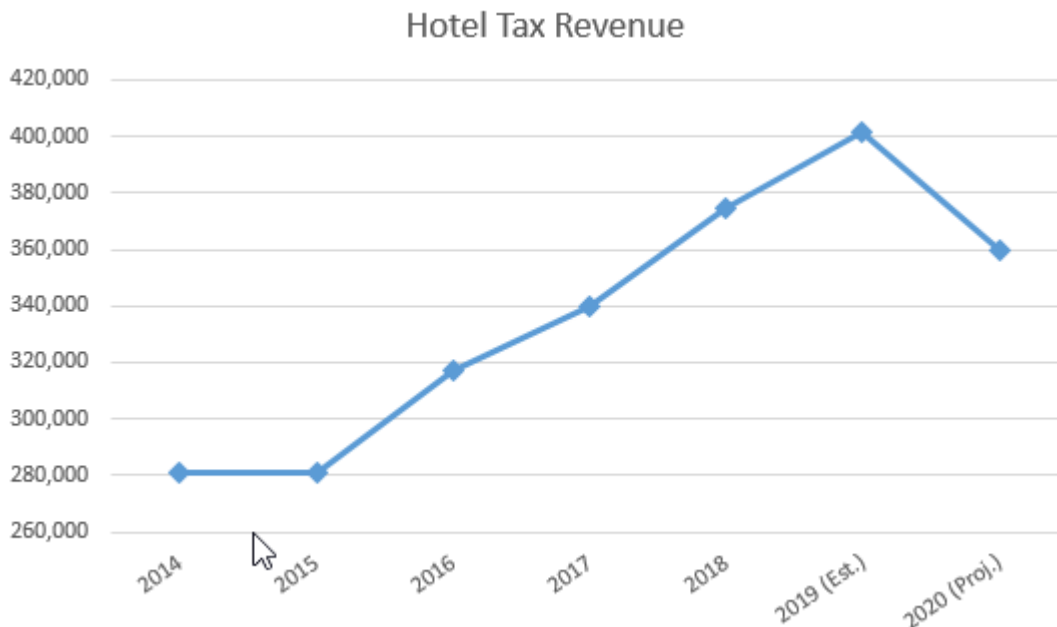
Goals

Provide the City Council annual reports on hospitality marketing program.

2019 Programmatic Goals - Status

Goals	Status	Comments
Provide the City Council annual reports on hospitality marketing program.	In progress	
Increase hotel RevPar by 5%.	In progress	

Performance Measures





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Tourism Tax Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Community Development	40	Promotion of Tourism	004
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	374,474	401,799	360,000
TOTAL EXPENDITURES	374,474	401,799	360,000
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

Tourism Tax Fund

DEPARTMENT Community Development		NUMBER 40	PROGRAM Promotion of Tourism			NUMBER 004
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	374,474	401,799	360,000	Convention & Visitors Bureau contract	360,000
	TOTALS	374,474	401,799	360,000		

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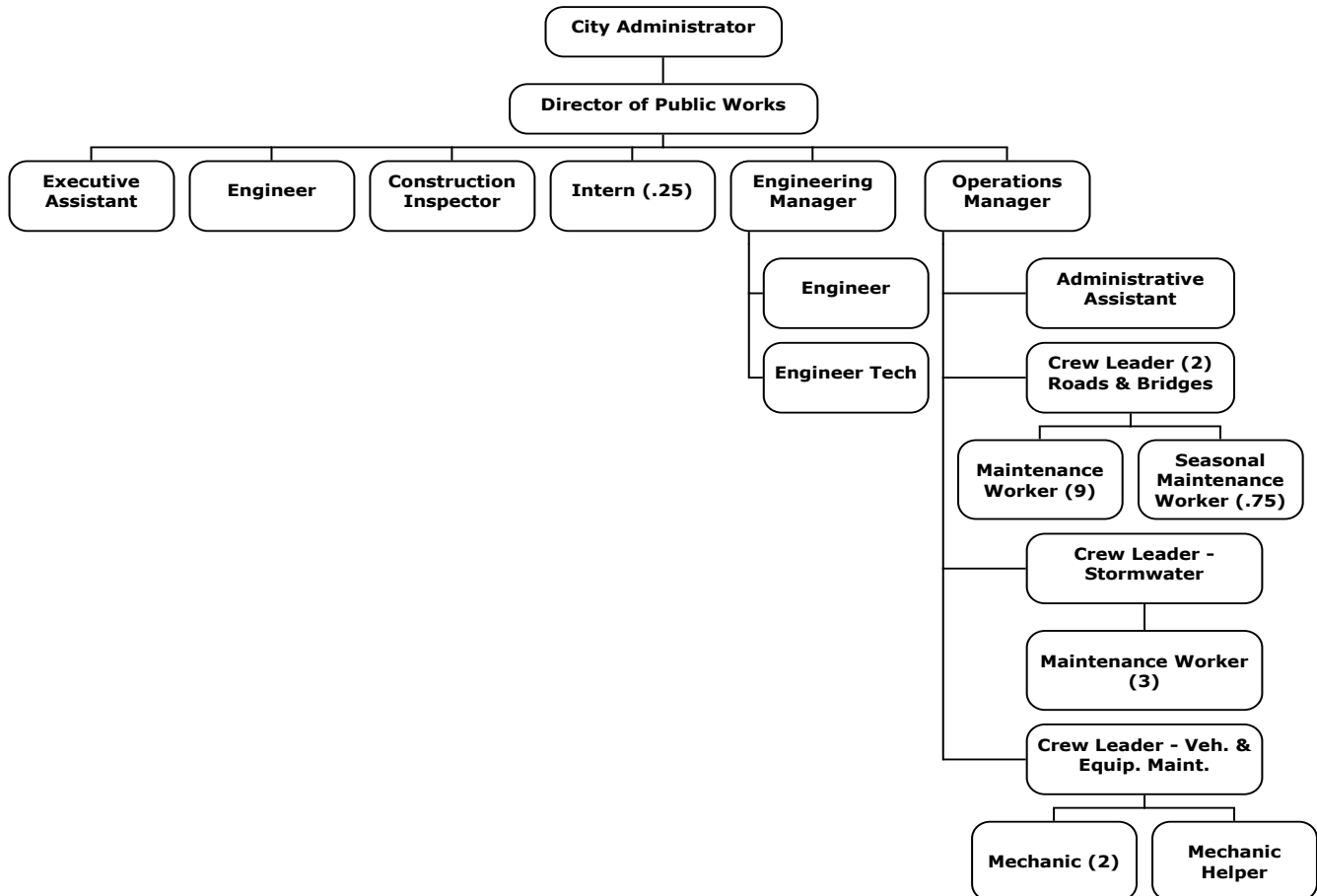
Public Works

Public Works

Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Streetlight Fund</u>	<u>Capital Improvement Fund</u>	<u>Sewer Lateral Fund</u>	<u>Total</u>
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				250,000	250,000
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



Engineering and Administration

Department	No.	Program	No.	Program Manager
Public Works	50	Engineering & Admin.	001	Director of Public Works

Program Activities

Department Administration

The Director of Public Works oversees the Roads and Bridges, Stormwater, Capital Projects, Streetlighting, Solid Waste, Vehicle Maintenance, Sewer Lateral programs, budget preparation and control, public service requests, personnel management, clerical and record-keeping functions, and the planning and evaluation of department programs.

Engineering

This activity involves engineering design and right-of-way acquisition for all city capital improvement projects. This activity is also responsible for plan review of all development proposals for public improvements, processing of special use permits, administration of the sanitary sewer lateral program, records maintenance and planning for future projects.

Strategic Goal(s) Activity for 2020

Goal 7: Creating Identity

Objective: Improve signage at significant entry points.

Activities and Steps

1. *Develop entry signage/ monuments.*
2. *Install way finding signs.*

2020 Programmatic Goals

Goals

- Submit 5-year capital improvement program update by end of September 2020.
- Begin all approved and funded capital improvement program projects by December 2020.
- Process 90% of right-of-way permits within three (3) working days.

2019 Programmatic Goals - Status

Goals	Status	Comments
Submit 5-year capital improvement program update by beginning of September 2019.	Goal met	
Begin all approved and funded capital improvement program projects by December 2019.	Goal met	
Process 90% of right-of-way permits within three (3) working days.	Ongoing	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Right-of-way use permits	122	135	155	165
Right-of-way permits processed within three (3) working days.	100%	100%	100%	100%



Annual Budget -2020

General Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Engineering & Administration	NUMBER 001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	341,675	353,508	369,042
CONTRACTUAL SERVICES	9,708	25,400	35,370
COMMODITIES	2,802	2,000	1,300
CAPITAL	0	28,000	0
TOTAL EXPENDITURES	354,185	408,908	405,712
Personnel Schedule			
Position	2018	2019	2020
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00
ENGINEERING MANAGER	1.00	1.00	1.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.00	3.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Public Works		50	Engineering & Administration			001
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	256,891	267,572	279,193	Supervisory	214,886
					Regular	58,711
					Overtime	500
					Longevity pay	5,096
711.00	BENEFITS	84,784	85,936	89,849	FICA	21,356
					Workers' compensation	1,178
					Health insurance	29,600
					Life & Disability insurance	2,734
					Dental insurance	1,200
					Pension	33,781
	TOTALS	341,675	353,508	369,042		



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Engineering & Administration			NUMBER 001
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	1,282	8,600	20,640	Smart phones (2)	1,440
					Equipment maintenance	500
					APWA Re-accreditation	13,700
					APWA 2021 PWX Local Booster	5,000
720.12	PROFESSIONAL SERVICES	2,150	7,000	7,000	Surveys-minor	3,000
					Traffic studies-minor	4,000
720.26	PRINTING & BINDING	33	500	500	Printing	500
720.51	PROFESSIONAL DEVELOPMENT	6,243	9,300	7,230	See professional development request	7,230
	TOTALS	9,708	25,400	35,370		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Public Works	50	Engineering & Administration	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
AMER TRAFFIC SAFETY SERVICES ASSOC		175	Membership dues (2)
AMERICAN PUBLIC WORKS ASSN		525	Annual membership (3)
AMERICAN SOCIETY OF CIVIL ENGINEERS		140	Membership dues (1)
APWA MISSOURI CHAPTER (FALL)	TBD	600	State conference (1)
APWA MISSOURI CHAPTER (SPRING)	TBD	1,000	State conference (2)
APWA PUBLIC WORKS EXPO (PWX)	New Orleans, LA	1,600	Annual conference (1)
APWA ST LOUIS METRO BRANCH	Local	750	Membership dues & mtgs (3)
ENGINEERS CLUB OF ST. LOUIS	Local	170	Annual membership (1)
INSTITUTE OF TRANSPORTATION ENGRS.		350	Membership dues (1)
MISSOURI TRAFFIC CONFERENCE	Columbia, MO	400	Annual conference (2)
NATIONAL SOCIETY OF PROF ENGRS		220	Membership dues (1)
PROFESSIONAL DEVELOPMENT TRAINING	Local	1,000	Staff development
TRANS ENGR ASSN METRO ST. LOUIS		300	Annual dues and mtgs. (3)
	TOTAL REQUEST	7,230	



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Engineering & Administration			NUMBER 001
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	2,736	1,700	1,000	Publications/supplies	500
					Traffic counter supplies	500
730.25	UNIFORMS	66	300	300	Safety equipment/shirts/jackets	300
	TOTALS	2,802	2,000	1,300		

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Roads and Bridges

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

Program Activities

Roadway and Bridge Maintenance

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.

Traffic Control Devices

This activity installs and maintains all traffic control signs, pavement markings and traffic signals within the public rights-of-way on city-maintained streets.

Snow Removal

This activity is responsible for snow and ice control operations on city streets to maintain traffic flow.

Forestry

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.

Vector Control

This activity is responsible for applying mosquitoicide throughout the City. Larviciding services are provided by St. Louis County under contract.

Facility Operations & Maintenance

This activity is responsible for operation and maintenance of the city garage at Fee Fee and Midland Roads.

2020 Programmatic Goals
Goals
Implement year 5 of tree management plan by December 2020.
Add Community Center trees into the asset management database by December 2020.
Develop a honeysuckle removal plan by December 2020.

2019 Programmatic Goals - Status

Goals	Status	Comments
Implement year 5 of tree management plan by December 2019.	Goal met	
Inventory and add Community Center trees into the asset management database by December 2019.	In progress	
Inventory and add Dorsett/I-270 trees into the asset management database by December 2019.	Goal met	
Inventory and add Government Center trees into the asset management database by December 2019.	Goal met	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Concrete pavement replacement (sq. yds.)	2,335	1,883	1,800	1,800
Concrete pavement replacement (each)	111	86	70	70
Concrete sidewalk replacement (sq. ft.)	10,108	9,647	10,000	10,000
Forestry (tree maintenance, each)	1,707	1,685	1,500	1,500
Right-of-way mowing (each)	13	13	10	10
Street sweeping (centerline lane miles)	369	531	350	500
Traffic control signs installed/replaced (each)	615	648	400	400
Mosquitocide applications city-wide	19	19	19	19
Plant new street trees	178	171	200	200
Asphalt pavement repair (tons)	83	41	75	70



Annual Budget -2020

General Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Roads & Bridges	NUMBER 002
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	1,188,003	1,243,676	1,242,000
CONTRACTUAL SERVICES	278,630	196,895	365,905
COMMODITIES	291,210	355,340	382,980
CAPITAL	87,937	107,000	68,000
TOTAL EXPENDITURES	1,845,780	1,902,911	2,058,885
Personnel Schedule			
Position	2018	2019	2020
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	1.50	0.75
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	14.50	14.50	13.75



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Roads & Bridges			NUMBER 002
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	819,726	844,314	848,859	Supervisory	91,239
					Regular	689,898
					Overtime	31,500
					On-call pay	3,500
					Part-time	15,600
					Longevity pay	17,122
711.00	BENEFITS	368,277	399,362	393,141	FICA	64,930
					Workers' compensation	73,788
					Health insurance	140,600
					Life & Disability insurance	7,806
					Dental insurance	5,200
					Pension	100,817
	TOTALS	1,188,003	1,243,676	1,242,000		



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Roads & Bridges			NUMBER 002
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	170,727	79,580	249,080	Smart phones (4)	2,880
					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
					Pavement Marking	153,000
720.18	LEVEE DISTRICT ASSESSMENT	51,410	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	221	3,500	3,500	Specialized equipment (as needed)	3,500
720.30	UTILITIES SERVICES	51,520	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	4,360	4,315	3,825	See professional development request	3,825
720.79	PROP. RESTORATION	392	500	500	Small claims	500
	TOTALS	278,630	196,895	365,905		



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 (FALL)	TBD	600	Annual conference (1)	
APWA SNOW CONFERENCE	Cleveland OH	1,100	Annual conference (1)	
MO COMM. FORESTRY COUNCIL CONF	TBD	400	Annual conference (1)	
TRAINING/SKILL DEVELOPMENT	Local	1,300	Annual program (13)	
	TOTAL REQUEST	<u>3,825</u>		



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Roads & Bridges			NUMBER 002
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	125,139	125,000	117,500	Asphalt & cold patch, barricades and cones, bridge sealer, concrete & supplies, crosswalk sealer, facility supplies, first aid supplies, flagging tape/stakes, hand tools, ice, lumber, paint/paint supplies, sign materials, sod/seed/straw/ stone/topsoil	100,000
					Trees	2,500
					Dorsett/I-270 maintenance sprinkler, street lighting, fertilizer, weed control, plants, bulbs	12,500
					Network Switch	2,500
730.21	MOTOR FUEL & LUBRICANTS	56,178	55,000	55,000	Diesel fuel, gasoline	55,000
730.22	VECTOR SUPPLIES	9,900	12,000	12,000	Mosquitocide	12,000
730.24	SALT & ABRASIVES	95,126	157,000	192,000	Calcium chloride	12,000
					Salt - 2,500 tons	180,000
730.25	UNIFORMS	4,867	6,340	6,480	Safety shoes (12)	1,680
					Uniform pants, shirts, jackets, t-shirts, coveralls, hats, shorts, rubber boots	4,800
	TOTALS	291,210	355,340	382,980		



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Public Works		50	Roads & Bridges		002
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
10' SNOW PLOW W/HITCH	2	R	10,000	20,000	
MEDIUM DUTY DUMP TRUCK	1	R	48,000	48,000	
TOTAL REQUEST				68,000	

Stormwater

Department	No.	Program	No.	Program Manager
Public Works	50	Stormwater	003	Engineering/Operations Manager

Program Activities

Stormwater System Maintenance

This activity addresses the problems of damaged storm sewers, erosion and flooding throughout the City and includes the maintenance of storm sewers and publicly-maintained open channels.

* Prior to 2015, Stormwater program expenditures were funded by the Stormwater Fund.

2020 Programmatic Goals
Goals
Present 2021 stormwater capital improvements recommendations by September 2020.
Respond to all service requests regarding stormwater within 48 hours.

2019 Programmatic Goals - Status		
Goals	Status	Comments
Present 2020 stormwater capital improvements recommendations by September 2019.	Goal met	
Respond to all service requests regarding stormwater within 48 hours.	Goal met	

Performance Measures	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Linear feet of creeks cleaned	2,550	2,650	2,850	2,850
Inlet structures repaired	41	51	50	50
Inlet structures inspected	989	890	1,000	1,000



Annual Budget -2020

General Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Stormwater	NUMBER 003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	572,841	581,007	593,290
CONTRACTUAL SERVICES	1,570	7,535	7,045
COMMODITIES	884	6,050	6,050
TOTAL EXPENDITURES	575,295	594,592	606,385
Personnel Schedule			
Position	2018	2019	2020
ENGINEER	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00
ENGINEERING TECHNICIAN	1.00	1.00	1.00
MAINTENANCE WORKER	3.00	3.00	3.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	6.00	6.00	6.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Public Works		50	Stormwater			003
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	406,993	411,104	415,538	Regular	400,580
					Overtime	1,000
					Longevity pay	13,958
711.00	BENEFITS	165,848	169,903	177,752	FICA	31,786
					Workers' compensation	24,485
					Health insurance	64,800
					Life & Disability insurance	4,004
					Dental insurance	2,400
					Pension	50,277
	TOTALS	572,841	581,007	593,290		



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Stormwater			NUMBER 003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	875	1,220	720	Smart phone (1)	720
720.12	PROFESSIONAL SERVICES	0	5,000	5,000	Consultant services	5,000
720.51	PROFESSIONAL DEVELOPMENT	695	1,315	1,325	See professional development request	1,325
	TOTALS	1,570	7,535	7,045		



DEPARTMENT Public Works	NUMBER 50	PROGRAM Stormwater	NUMBER 003
Professional Development Request			
Organization/Conference	Location	Amount	Detail
APWA AGENCY MEMBERSHIP		175	Membership dues (1)
APWA METRO BRANCH MEMBERSHIP	Local	250	Membership dues (1)
TECHNICAL TRAINING	Local	500	
TRAINING/SKILL DEVELOPMENT	Local	400	Annual program (4)
	TOTAL REQUEST	1,325	



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Stormwater			NUMBER 003
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	150	4,150	4,150	Brick and mortar	300
					Dye	300
					Hand tools	250
					Inlet lids/sills/risers	1,000
					Pipe	300
					Sod/seed/straw/mats	500
					Stone	500
					Topsoil	1,000
730.25	UNIFORMS	734	1,900	1,900	Uniform pants, shirts, jackets, t-shirts, hats, shorts, rubber boots	1,200
					Safety shoes (5)	700
	TOTALS	884	6,050	6,050		

Capital Projects - Stormwater

Department	No.	Program	No.	Program Manager
Public Works	50	Capital Projects Mgmt.	009	Engineering Manager/Director

Program Activities

Capital Planning

Capital planning involves the investigation, analysis and recommendations for major stormwater and erosion control projects.

Capital Projects

Capital projects are major stormwater & erosion control projects with an estimated cost of more than \$100,000.

Stormwater Capital Improvement Projects - 2020					
Project No.	Project Name	Estimated project cost	Estimated expenditures through 2019	2020 budget (proposed)	Future cost
240	Proj. Mon./Maint. of Mitigation Areas	110,000	0	25,000	85,000
243	Rose Acres Tributary <i>(west of Bennington Pl. to west of Rose Acres Ln.)</i>	1,317,000	217,000	1,100,000	0
247	Fee Fee Creek <i>(Dorsett Creek Confluence to RR)</i>	1,209,000	209,000	1,000,000	0
252	11814 Jonesdale Court <i>(east of street, rear of property)</i>	250,000	65,000	185,000	0
260	12102 Glenpark Drive	65,000	0	65,000	0
262	12059 Autumn Lakes Drive	170,000	0	65,000	105,000
263	2703 Wagner Place	885,000	0	150,000	735,000
264	Essex Avenue <i>(north of street, east of property)</i>	120,000	0	120,000	0
TOTAL 2020				\$2,710,000	



Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects	NUMBER 009	
Capital Improvement Project				
Capital Project Number 240	Name of Project PROJ. MON./MAINT. OF MITIGATION AREAS PER USACE			
<p>Description This activity provides for the monitoring and maintenance of mitigation sites established during prior year projects. The Army Corps of Engineers requires that annual reporting be conducted for selected locations for a period of five (5) years following construction. Corrective measures necessary to insure the viability of the sites shall be instituted during this time. This provision is currently in effect for the Hollybrook Tributary, Galaxy/Meteor/Brierhall/Inverness; Venus Lane channel stabilization projects and Heights Area stormwater improvements.</p>				
<p>Status of Project This is an on-going activity.</p>				
<p>Impact on Operating Budget Negligible</p>				
<p>Performance Measures Each site shall be monitored and a report submitted to the Army Corps of Engineers on the anniversary of the project completion. Maintenance to be performed whenever required.</p>				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	110,000	0	25,000	85,000
Equipment/Other	0	0	0	0
Total Cost	\$110,000	\$0	\$25,000	\$85,000



Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 243	Name of Project ROSE ACRES TRIBUTARY (WEST OF BENNINGTON PLACE TO WEST OF ROSE ACRES LANE)			
Description This project stabilizes the channel and banks along the reach of Rose Acres Tributary, located south of Thomas Patrick Court, east to Bennington Place and west to Rose Acres Lane, using grade control structures and bio stabilization techniques. A gabion wall will be repaired or replaced with a composite revetment or other protective measure, and a storm sewer system may be installed at strategic points along the stream to control over-the-bank drainage. Urban forestry techniques may be used to restore and enhance the riparian corridor.				
Status of Project Engineering design and easement acquisition complete.				
Impact on Operating Budget Positive				
Performance Measures Award construction contract for improvements by September 30, 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$217,000	\$217,000	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	1,100,000	0	1,100,000	0
Equipment/Other	0	0	0	0
Total Cost	\$1,317,000	\$217,000	\$1,100,000	\$0



Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects	NUMBER 009
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Capital Improvement Project

Capital Project Number 247	Name of Project FEE FEE CREEK (DORSETT CREEK CONFLUENCE TO RAILROAD TANGENT)
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Description
This project stabilizes the channel and banks along the reach of Fee Fee Creek, extending from the confluence of Dorsett Creek to a railroad tangent section located south of James Christopher Drive, using grade controls and bio-stabilization techniques. The work will focus on an area adjacent to Weshill Court where erosion is undermining a 40 foot high bank and threatening property between 12016 and 12028 Weshill Court. An abandoned road bridge located upstream of this location that collects logs and other debris and restricts channel flow will be removed. Urban forestry practices may be used to restore and enhance the riparian corridor.

Status of Project
Engineering design and easement acquisition complete.

Impact on Operating Budget
Positive.

Performance Measures
Award construction contract for improvements by September 30, 2020.

Project Budget

	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$209,000	\$209,000	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	1,000,000	0	1,000,000	0
Equipment/Other	0	0	0	0
Total Cost	\$1,209,000	\$209,000	\$1,000,000	\$0



Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects	NUMBER 009
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Capital Improvement Project

Capital Project Number 252	Name of Project 11814 JONESDALE COURT (EAST OF STREET, REAR OF PROPERTY)
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Description

This project provides for the construction of an underground storm sewer along the rear of the residential property in the vicinity of 11814 Jonesdale Court to intercept and convey storm water. The new system shall connect to an existing storm sewer extending through the McKelvey Park Subdivision. The improvement consists of approximately 280 feet of 12 inch reinforced concrete pipe, 150 feet of 15 inch reinforced concrete pipe along with associated appurtenances.

Status of Project

Engineering design and easement acquisition complete.

Impact on Operating Budget

Positive.

Performance Measures

Award construction contract for improvements by March 31, 2020.

Project Budget

	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$65,000	\$65,000	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	185,000	0	185,000	0
Equipment/Other	0	0	0	0
Total Cost	\$250,000	\$65,000	\$185,000	\$0



Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects	NUMBER 009	
Capital Improvement Project				
Capital Project Number 260	Name of Project 12012 GLENPARK DRIVE (WEST OF STREET, REAR OF PROPERTY)			
Description This project provides for the construction of any underground storm sewer within residential property to intercept and convey storm water. The system would consist of approximately 200' of 12" reinforced concrete pipe and appurtenances. The new system would connect to an existing curb inlet located in front of 12068 Glenpark Drive and extend west and thence north across residential property to a wetland area located along the north edge of 12102 Glenpark Drive				
Status of Project Project is new and no work has been initiated.				
Impact on Operating Budget Positive.				
Performance Measures Award construction contract for improvements by June 30, 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	65,000	0	65,000	0
Equipment/Other	0	0	0	0
Total Cost	\$65,000	\$0	\$65,000	\$0



Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects	NUMBER 009
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Capital Improvement Project

Capital Project Number 262	Name of Project 12059 AUTUMN LAKES DRIVE
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Description

This project restores and/or improves stormwater flow between 4' x 4' box culvert extending under I-270 to the west, discharge from the Autumn Lakes lower dam to the north and 4' x 6' box culvert located at the rear of Washington Court to the south that conveys the drainage away. The work includes the removal of vegetation and sediment, the installation of new culvert(s) at the access point to a rear parcel to replace an existing culvert that is totally submerged, and placement of heavy stone revetment or other channel protection measures at vulnerable points along the open drainage system to deter and control surface erosion. Biostabilization techniques may be used to restore and enhance the channel corridor.

Status of Project

Project is new and no work has been initiated.

Impact on Operating Budget

Postiive.

Performance Measures

Complete engineering design by March 31, 2021.

Project Budget

	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$65,000	\$0	\$65,000	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	105,000	0	0	105,000
Equipment/Other	0	0	0	0
Total Cost	\$170,000	\$0	\$65,000	\$105,000



Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 263	Name of Project 2703 WAGNER PLACE			
Description This project provides for the construction of an underground storm sewer system to intercept and convey stormwater. The system would extend along an established street/alley right-of-way that is unimproved and convey drainage to an adequate discharge point. The system would consist of approximately 2,000 linear feet of reinforced concrete pipe or approved alternative and appurtenances.				
Status of Project Project is new and no work has been initiated.				
Impact on Operating Budget Positive.				
Performance Measures Complete engineering design by June 30, 2021.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$150,000	\$0	\$150,000	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	735,000	0	0	735,000
Equipment/Other	0	0	0	0
Total Cost	\$885,000	\$0	\$150,000	\$735,000



Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 264	Name of Project ESSEX AVENUE (NORTH OF STREET, EAST OF PROPERTY)			
Description This project provides for the construction of an underground storm sewer to intercept and convey stormwater. The new system would connect to an existing area inlet located in right-of-way of Haas Avenue and adjacent to the front yard at 11465 Essex Avenue. The improvement would consist of approximately 200' of 12" reinforced concrete pipe and appurtances.				
Status of Project Project is new and no work has been initiated.				
Impact on Operating Budget Positive.				
Performance Measures Complete engineering design by September 30, 2020. Award construction contract for improvements by December 31, 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$50,000	\$0	\$50,000	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	70,000	0	70,000	0
Equipment/Other	0	0	0	0
Total Cost	\$120,000	\$0	\$120,000	\$0

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Streetlighting

Department	No.	Program	No.	Program Manager
Public Works	50	Streetlighting	004	Director of Public Works

Program Activities

Streetlighting Operations

The City funds a streetlighting program to provide for vehicle and pedestrian safety. This activity includes the maintenance and energy charges from Ameren Missouri for the lighting of streets and other public properties. In addition, this program installs new streetlighting in conjunction with capital improvements of streets. These services are provided under contract with Ameren.

2020 Programmatic Goals
Goals
Continue to monitor Ameren Missouri maintenance effectiveness and upgrade lights as appropriate on roadway projects.
Conduct streetlight survey once per year.
Perform a comprehensive audit of streetlights on the City's account and reconcile discrepancies with Ameren Missouri.

2019 Programmatic Goals - Status		
Goals	Status	Comments
Conduct street light survey once per year	Not met	
Continue to monitor Ameren Missouri maintenance effectiveness and upgrade lights as appropriate on roadway projects.	Ongoing	
Perform a comprehensive audit of streetlights on City's account and reconcile discrepancies with Ameren Missouri.	In progress	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Street lights maintained*	1,963	1,961	1,962	1,978
*Includes:				
New street lights installed	8	0	1	1
Existing street lights removed	1	2	0	0
Street lights upgraded	0	7	13	0



Annual Budget -2020

Streetlight Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Streetlighting	NUMBER 004
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	451,977	488,000	474,200
TOTAL EXPENDITURES	451,977	488,000	474,200
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

Streetlight Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Streetlighting		NUMBER 004
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.33	STREETLIGHTING	451,977	488,000	474,200	Ameren contract 460,000 Maintenance (interchange) 10,000 Street lighting electric (interchange) 4,200
	TOTALS	451,977	488,000	474,200	

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Capital Projects - Streetlighting

Department	No.	Program	No.	Program Manager
Public Works	50	Capital Projects	009	Director of Public Works

Program Activities

Streetlighting improvements

This activity is responsible for funding the installation of new and upgraded street lighting.

Capital Improvement Projects - 2020					
Project No.	Project Name	Estimated project cost	Estimated expenditures through 2019	2020 budget (proposed)	Future cost
064	Streetlighting	42,000	0	10,000	32,000
TOTAL 2020				\$10,000	



DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 064	Name of Project STREETLIGHTING			
Description Locations are: Requests from residents for new streetlights. Locations are undetermined and based on citizen reports for new/additional streetlights. Local Streets, Sidewalk Projects - Relocate Street Lights (Glen Aire, Future Projects); Wesco Drive.				
Status of Project				
Impact on Operating Budget Potential increase in cost of contract with Ameren for electricity and maintenance service.				
Performance Measures				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	42,000	0	10,000	32,000
Equipment/Other	0	0	0	0
Total Cost	\$42,000	\$0	\$10,000	\$32,000

Solid Waste

Department	No.	Program	No.	Program Manager
Public Works	50	Solid Waste	005	Director of Public Works

Program Activities

Solid Waste

The City provides weekly trash collection to all single-family households and condominiums.

Recycling

The City provides single-stream recycling collection to all single-family homes and condominiums that have curbside collection. Condominium units with dumpster service are not included.

Yard Waste

The City provides yard waste collection to all single family homes and condominiums that have curbside collection. Condominium units with dumpster service are not included.

The City contracts with Allied Waste for all the above services. The contract will expire at the end of 2019. These services are funded by the City's General Fund.

2020 Programmatic Goals

Goals

Continue to do community education through the newsletter and website to promote single stream recycling and work toward 50% diversion of waste to recycling.

2019 Programmatic Goals - Status

Goals

Continue to do community education through the newsletter and website to promote single stream recycling and work toward 50% diversion of waste to recycling.

Status

Ongoing

Comments

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Number of households served	8,102	8,163	8,165	8,175
Recycling quantity, tons annually	1,801	1,829	1,784	1,785
Municipal solid waste, tons annually	4,413	5,249	5,292	5,293
Yard waste, cubic yards annually	8,500	8,011	8,868	8,868



Annual Budget -2020

General Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Solid Waste	NUMBER 005
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	1,948,268	2,047,579	1,703,602
TOTAL EXPENDITURES	1,948,268	2,047,579	1,703,602
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Solid Waste		NUMBER 005
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.11	MISC. CONTRACTUAL	1,948,268	2,047,579	1,703,602	Republic Services Contract 1,703,602
	TOTALS	1,948,268	2,047,579	1,703,602	

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Vehicle and Equipment Maintenance

Department	No.	Program	No.	Program Manager
Public Works	50	Vehicle & Equip. Maint.	006	Operations Manager

Program Activities

Fleet Management

This activity involves repairing and maintaining vehicles, motorcycles and other city-owned equipment for Public Works, Parks and Recreation, Community Development and Police to ensure they are operable when needed.

2020 Programmatic Goals

Goals

All vehicles will receive preventative maintenance at scheduled intervals.

All snow removal equipment will be inspected and ready to go by November 2020.

Conduct parts inventory on the first working day of each month.

2019 Programmatic Goals - Status

Goals	Status	Comments
All vehicles will receive preventative maintenance at scheduled intervals.	Goal met	
All snow removal equipment inspected and ready to go by November 2019.	Goal met	

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Repair work orders completed	690	771	700	700
Vehicles maintained	116	115	116	116
Equipment maintained	55	55	55	55



Annual Budget -2020

General Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Vehicle & Equip. Maintenance	NUMBER 006
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	337,338	347,176	354,763
CONTRACTUAL SERVICES	26,804	46,970	46,970
COMMODITIES	97,095	128,260	126,260
TOTAL EXPENDITURES	461,237	522,406	527,993
Personnel Schedule			
Position	2018	2019	2020
CREW LEADER	1.00	1.00	1.00
MECHANIC	2.00	2.00	2.00
MECHANIC HELPER	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.00	4.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Public Works		50	Vehicle & Equip. Maintenance			006
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	237,360	243,636	251,020	Regular	244,742
					Overtime	1,000
					Longevity pay	5,278
711.00	BENEFITS	99,978	103,540	103,743	FICA	19,200
					Workers' compensation	9,925
					Health insurance	40,200
					Life & Disability insurance	2,446
					Dental insurance	1,600
					Pension	30,372
	TOTALS	337,338	347,176	354,763		



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Vehicle & Equip. Maintenance			NUMBER 006
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	23,809	42,320	42,320	Smart phones (1)	720
					Diagnostic service & software	1,500
					Grease trap maint.	7,500
					Mechanical inspections	600
					Sandblasting & painting	3,500
					Towing service	500
					Vehicle repair services	28,000
720.25	DATA PROCESSING	2,995	3,500	3,500	Equipment maintenance software license/support	3,500
720.51	PROFESSIONAL DEVELOPMENT	0	1,150	1,150	See professional development request	1,150
	TOTALS	26,804	46,970	46,970		



DEPARTMENT Public Works	NUMBER 50	PROGRAM Vehicle & Equip. Maintenance	NUMBER 006
Professional Development Request			
Organization/Conference	Location	Amount	Detail
TRAINING/SKILL DEVELOPMENT	Local	1,150	Annual program (4)
	TOTAL REQUEST	1,150	



Annual Budget -2020

General Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Vehicle & Equip. Maintenance			NUMBER 006
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.14	TIRES, PARTS & EQUIPMENT	69,104	90,000	95,000	Tires & parts	95,000
730.20	OPERATIONAL SUPPLIES	26,892	29,000	22,000	Diag. computers/ upgrades	1,500
					Misc. shop supplies	17,000
					Tools & equipment	3,500
730.21	MOTOR FUEL & LUBRICANTS	60	7,500	7,500	Oil, grease and anti-freeze	7,500
730.25	UNIFORMS	1,039	1,760	1,760	Safety shoes (4)	560
					Uniform pants, shirts, jackets, t-shirts, coveralls, hats, shorts, rubber boots	1,200
	TOTALS	97,095	128,260	126,260		

Sewer Lateral Repairs

Department	No.	Program	No.	Program Manager
Public Works	50	Sewer Lateral Repairs	008	Engineering Manager/Director

Program Activities

Sewer Lateral Repairs

This program addresses problems with defective sewer laterals serving all residential property located in the City containing six or fewer dwelling units. The program is funded by a \$50 annual tax assessment on single-family structures.

2020 Programmatic Goals

Goals

The contractor will complete 95% of sewer lateral investigations within 5 working days of receiving the notice to proceed from the City.

The contractor will complete 95% of sewer later repairs within 14 working days of receiving the notice to proceed from the City.

2019 Programmatic Goals - Status

Goals

After the notice to proceed is received from the City, the contractor will complete the sewer lateral investigation within 5 calendar days.

Goal met

After the notice to proceed is received from the City, the contractor will complete the sewer lateral repairs within 14 calendar days.

Goal met

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Sewer lateral investigations	70	75	75	75
Sewer lateral repairs	55	65	65	65



Annual Budget -2020

Sewer Lateral Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Sewer Lateral Repairs	NUMBER 008
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	208,229	250,000	250,000
TOTAL EXPENDITURES	208,229	250,000	250,000
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

Sewer Lateral Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Sewer Lateral Repairs			NUMBER 008
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	208,229	250,000	250,000	Investigations & repairs	250,000
	TOTALS	208,229	250,000	250,000		

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Capital Projects Management

Department	No.	Program	No.	Program Manager
Public Works	50	Capital Projects Mgmt.	009	Director of Public Works

Program Activities

Construction Management

This program provides contract administration and inspections for the City’s capital improvement projects.

2020 Programmatic Goals
Goals
Projects will be constructed on time and within budget.
Update Accela asset inventory (signs, trees)

2019 Programmatic Goals - Status		
Goals	Status	Comments
Projects will be constructed on time and under budget.	Goal met	
Update Accela asset inventory (signs, trees).	Ongoing	



Annual Budget -2020

Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects Management	NUMBER 059
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	207,766	222,277	231,336
CONTRACTUAL SERVICES	17,566	10,435	9,445
COMMODITIES	459	980	980
TOTAL EXPENDITURES	225,791	233,692	241,761
Personnel Schedule			
Position	2018	2019	2020
ENGINEER	1.00	1.00	1.00
CONSTRUCTION INSPECTOR	1.00	1.00	1.00
INTERN	0.25	0.25	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.25	2.25	2.25



Annual Budget -2020

Capital Improvement Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Public Works		50	Capital Projects Management			059
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	151,569	160,347	167,108	Regular	152,410
					Part-time	5,520
					Overtime	6,000
					Longevity pay	3,178
711.00	BENEFITS	56,197	61,930	64,228	FICA	12,783
					Workers' compensation	771
					Health insurance	28,800
					Life & Disability insurance	1,523
					Dental insurance	800
					Pension	19,551
	TOTALS	207,766	222,277	231,336		



Annual Budget -2020

Capital Improvement Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Public Works		50	Capital Projects Management			059
Contractual Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	11,401	720	720	Smart phones (1)	720
720.25	DATA PROCESSING	6,000	9,000	8,000	Paver	1,000
					Project management software license	7,000
720.51	PROFESSIONAL DEVELOPMENT	165	715	725	See professional development request	725
	TOTALS	17,566	10,435	9,445		



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Public Works		50	Capital Projects Management		059
Professional Development Request					
Organization/Conference	Location	Amount	Detail		
APWA AGENCY MEMBERSHIP		175	Membership dues (1)		
APWA METRO BRANCH MEMBERSHIP	Local	250	Membership dues & mtgs (1)		
TRAINING CONFERENCE	Local	300	Construction inspection and local seminars		
	TOTAL REQUEST	725			



Annual Budget -2020

Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects Management			NUMBER 059
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	459	400	400	Survey supplies	400
730.25	UNIFORMS	0	580	580	Safety shoes (2)	280
					Shirts, jackets, coveralls	300
	TOTALS	459	980	980		

Capital Projects

Department	No.	Program	No.	Program Manager
Public Works	50	Capital Projects	009	Director of Public Works

Program Activities

Capital Planning

Capital planning involves the investigation, analysis and recommendations for major road, facility and other infrastructure projects.

Capital Projects

Capital projects are major infrastructure and facility construction projects that typically have an estimated cost of more than \$100,000.

Capital Improvement Projects - 2020

Project No.	Project Name	Estimated project cost	Estimated expenditures through 2019	2020 Budget (proposed)	Future Cost
004	Pavement Maintenance	5,700,000	0	1,000,000	4,700,000
079	Equipment Replacement	875,000	0	175,000	700,000
126	Public R/W - Property Enhancements	250,000	0	50,000	200,000
141	Sidewalk Construction	315,000	0	315,000	0
149	McKelvey Road (Ameling to Railroad Bridge)	200,000	0	100,000	100,000
162	Casino Riverport Connector	350,000	0	350,000	0
164	Wesglen Estates Trail Connection	1,250,000	0	1,000,000	250,000
165	Westport Plaza Drive Fence Replacement	250,000	0	250,000	0
168	Fee Fee Greenway Extension (Aquaport to east of I-270)	200,000	0	200,000	0
169	Fee Fee Road Pavement Rehab (Westport Plaza Dr. to Schuetz Rd.)	1,180,000	0	180,000	1,000,000
TOTAL 2020				\$3,620,000	



Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 004	Name of Project PAVEMENT MAINTENANCE: CONCRETE, ASPHALT & MICROSURFACING			
Description This program involves the replacement of deteriorated pavement sections and cracksealing. In addition, this program includes an annual resurfacing of asphaltic pavement and microsurfacing of asphaltic pavement based on pavement conditional analysis.				
Status of Project All pavement types are evaluated using a pavement management program. The proposed pavement maintenance program will be presented in January 2020.				
Impact on Operating Budget Positive.				
Performance Measures Complete 20,000 square yards of concrete pavement by November 2020. Complete 15,000 square yards of asphalt overlay by November 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	5,700,000	0	1,000,000	4,700,000
Equipment/Other	0	0	0	0
Total Cost	\$5,700,000	\$0	\$1,000,000	\$4,700,000



DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 079	Name of Project EQUIPMENT REPLACEMENT			
Description Funding is provided to purchase replacements of tandem and single-axle dump trucks with plows and spreaders, street sweeper and other high value equipment for the Department of Public Works. The 2020 planned purchase is a replacement chipper truck with bucket.				
Status of Project The equipment replacement order will be placed in the first quarter of 2020.				
Impact on Operating Budget Positive				
Performance Measures				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	0	0	0	0
Equipment/Other	875,000	0	175,000	700,000
Total Cost	\$875,000	\$0	\$175,000	\$700,000



Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 126	Name of Project PUBLIC R/W - PROPERTY ENHANCEMENTS (TREES, ENTRY & WAYFINDING SIGNAGE)			
Description This project will implement improvements to the rights-of-way of public streets and public property to enhance their appearance. These projects will include planting of street trees. The City Council has adopted a goal to increase the number of street trees planted annually. Residential streets being reconstructed may be enhanced by the installation of decorative crosswalks, new post-top type streetlighting, and street trees. Funds are also included for installation of new entryway signage at city limits were determined appropriate.				
Status of Project On-going.				
Impact on Operating Budget Minimal annual increase in right-of-way maintenance costs are anticipated.				
Performance Measures				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	250,000	0	50,000	200,000
Equipment/Other	0	0	0	0
Total Cost	\$250,000	\$0	\$50,000	\$200,000



Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects	NUMBER 009
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Capital Improvement Project

Capital Project Number 141	Name of Project SIDEWALK CONSTRUCTION
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Description

This project will provide for connecting gaps in the existing neighborhood sidewalk network, along public streets, in order to increase pedestrian safety, accessibility, and neighborhood walkability.

Status of Project

Construction is scheduled for sidewalks along Glenridge Drive and Glengrove Drive during 2020.

Impact on Operating Budget

Positive.

Performance Measures

Construction services are scheduled to be completed by the third quarter of 2020 for the sidewalks.

Project Budget

	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	315,000	0	315,000	0
Equipment/Other	0	0	0	0
Total Cost	<u>\$315,000</u>	<u>\$0</u>	<u>\$315,000</u>	<u>\$0</u>



Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 149	Name of Project MCKELVEY ROAD (AMELING TO RAILROAD BRIDGE)			
Description This project will consist of providing partial funding to the county for the design and construction of McKelvey Road.				
Status of Project The county is in the process of designing the project.				
Impact on Operating Budget Positive.				
Performance Measures Design is scheduled to be completed in 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	200,000	0	100,000	100,000
Equipment/Other	0	0	0	0
Total Cost	\$200,000	\$0	\$100,000	\$100,000



Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects	NUMBER 009	
Capital Improvement Project				
Capital Project Number 162	Name of Project CASINO RIVERPORT CONNECTOR			
Description This project involves the paving of the existing gravel connecting roadway between the casino and Riverport. The new roadway is proposed to be 27 feet wide asphalt pavement with concrete curb and gutters.				
Status of Project Professional engineering services are scheduled to begin during the fourth quarter of 2019.				
Impact on Operating Budget Positive				
Performance Measures Construction plans will be completed during 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	350,000	0	350,000	0
Equipment/Other	0	0	0	0
Total Cost	\$350,000	\$0	\$350,000	\$0



DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 164	Name of Project WESGLEN ESTATES TRAIL CONNECTION			
Description This project will continue the development of hiking/biking trails in the City. This trail will provide an additional connection point to the recently completed Fee Fee Greenway (McKelvey Woods Trail). This project will require a pedestrian bridge and includes paving of an existing gravel trail.				
Status of Project Professional engineering services are scheduled to be completed during the second quarter of 2020.				
Impact on Operating Budget Positive.				
Performance Measures Construction plans will be completed during 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	1,250,000	0	1,000,000	250,000
Equipment/Other	0	0	0	0
Total Cost	\$1,250,000	\$0	\$1,000,000	\$250,000



Capital Improvement Fund

DEPARTMENT Public Works	NUMBER 50	PROGRAM Capital Projects	NUMBER 009	
Capital Improvement Project				
Capital Project Number 165	Name of Project WESTPORT PLAZA DRIVE FENCE REPLACEMENT			
Description This project entails the removal of the existing chain link fence and replacing it with a decorate fence.				
Status of Project Professional engineering services are scheduled to be completed during the first quarter of 2020.				
Impact on Operating Budget Positive.				
Performance Measures Construction will be completed during 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	250,000	0	250,000	0
Equipment/Other	0	0	0	0
Total Cost	\$250,000	\$0	\$250,000	\$0



Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 168	Name of Project FEE FEE GREENWAY EXTENSION AQUAPORT TO EAST OF I-270			
Description This project would entail a preliminary engineering study to establish a location of the trail from the existing Fee Fee Greenway Trail to a new trailhead on the east side of I-270. This project will provide the residents improved pedestrian access to Aquaport and the Community Center.				
Status of Project Professional services to begin during the first quarter of 2020.				
Impact on Operating Budget Negligible from a planning/engineering design perspective. Moderate if construction of improvements is completed.				
Performance Measures Complete the location study by the fourth quarter of 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$200,000	\$0	\$200,000	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	0	0	0	0
Equipment/Other	0	0	0	0
Total Cost	\$200,000	\$0	\$200,000	\$0



Capital Improvement Fund

DEPARTMENT Public Works		NUMBER 50	PROGRAM Capital Projects	NUMBER 009
Capital Improvement Project				
Capital Project Number 169	Name of Project FEE FEE ROAD PAVEMENT REHAB (WESTPORT PLAZA DRIVE TO SCHUETZ ROAD)			
Description The project will consist of removing and replacing concrete slabs and milling and overlaying the asphalt section of Fee Fee Road. Additionally, the concrete pavement along the total corridor will have diamond grinding to correct surface imperfections. The bridge deck will be replaced as part of this project.				
Status of Project Design services are scheduled to begin during the second quarter of 2020.				
Impact on Operating Budget Positive.				
Performance Measures Design will be completed during 2020.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$180,000	\$0	\$180,000	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	1,000,000	0	0	1,000,000
Equipment/Other	0	0	0	0
Total Cost	\$1,180,000	\$0	\$180,000	\$1,000,000

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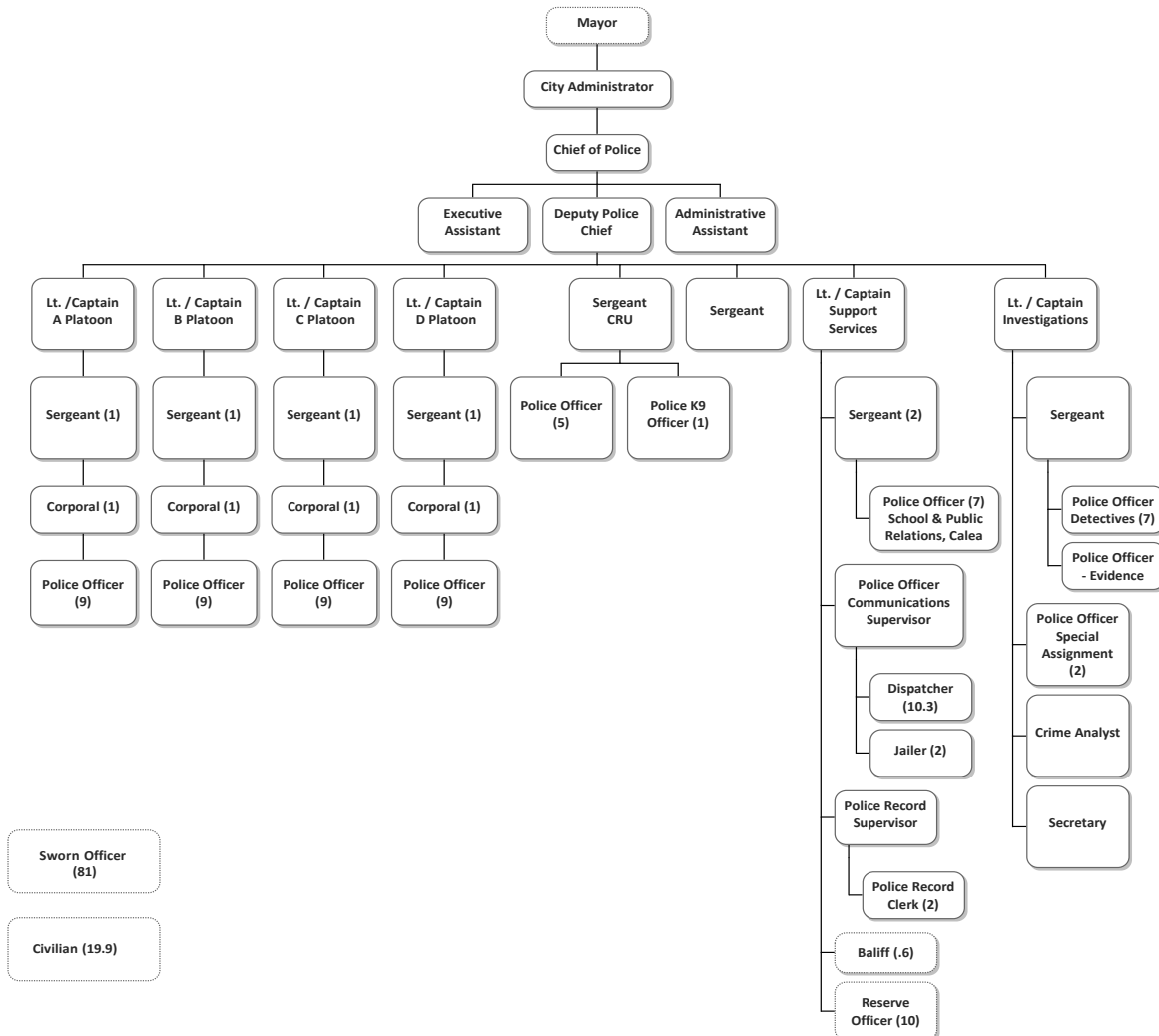
Police

Police

Department Summary

<u>Program</u>	Police			<u>Total</u>
	<u>Fund</u>	<u>Forfeiture</u>	<u>Fund</u>	
Police Administration	409,811	224,925	22,950	657,686
Patrol Services	6,465,423			6,465,423
Investigation	1,701,199			1,701,199
Police Communications	1,217,410			1,217,410
Community Services	1,170,234			1,170,234
Police Records	201,169			201,169
Community Response Unit	955,351			955,351
Total	\$12,120,597	\$224,925	\$22,950	\$12,368,472

Organization Chart



Police Administration

Department	No.	Program	No.	Program Manager
Police	60	Police Administration	001	Chief of Police

Program Activities

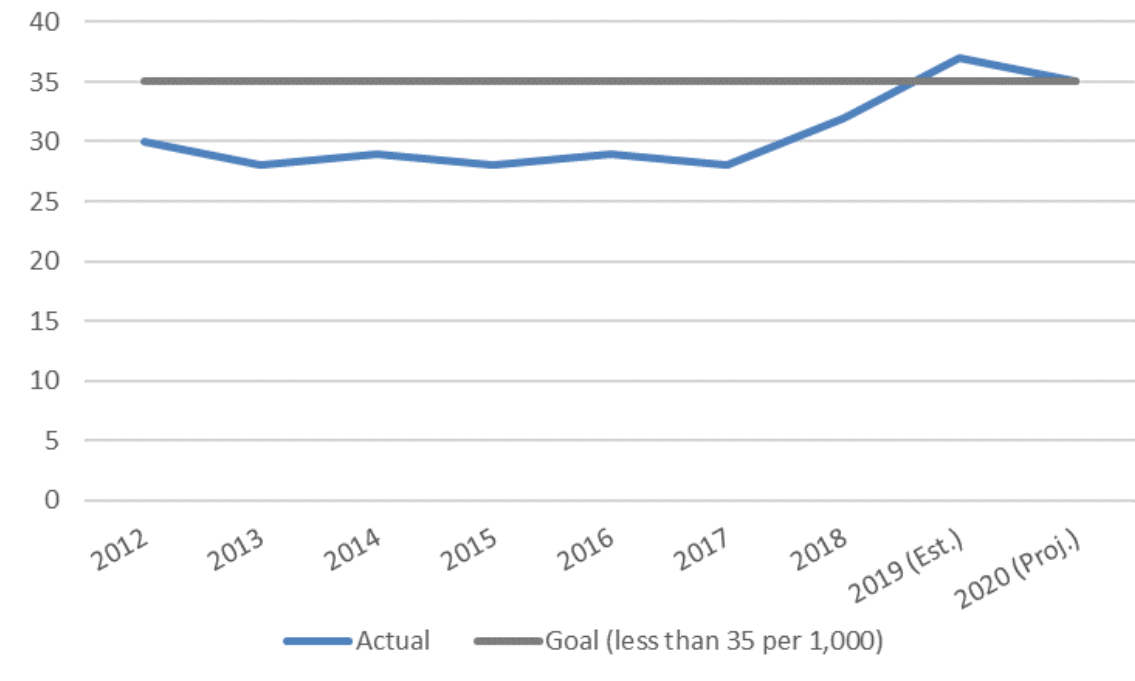
Department Administration

The Police Chief is responsible for the overall supervision of all sworn, civilian and voluntary members of the Police Department.

This activity includes the oversight of Patrol Services, Investigations, Police Communications, Community Services, Police Records, and the Community Response Unit; planning, research, training, budgeting, scheduling, purchasing, inventory control and the coordination of the Police Department.

Performance Measures

UCR Part One Crimes per 1,000 Population





DEPARTMENT	NUMBER	PROGRAM	NUMBER
Police	60	Police Administration	001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	300,881	453,271	357,316
CONTRACTUAL SERVICES	16,850	19,195	19,795
COMMODITIES	2,507	20,000	2,700
CAPITAL	26,813	0	30,000
TOTAL EXPENDITURES	347,051	492,466	409,811
Personnel Schedule			
Position	2018	2019	2020
CHIEF OF POLICE	1.00	1.00	1.00
POLICE OFFICER	0.00	1.00	0.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	4.00	3.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Police Administration			001
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	217,932	327,603	258,018	Supervisory	146,238
					Regular	103,009
					Overtime	4,200
					Longevity pay	4,571
711.00	BENEFITS	82,949	125,668	99,298	FICA	19,736
					Workers' compensation	7,665
					Health insurance	34,600
					Life & Disability insurance	2,491
					Dental insurance	1,200
					Pension	33,606
	TOTALS	300,881	453,271	357,316		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Police Administration			001
Contractual Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	2,611	2,370	3,120	Smart phone (1)	720
					Pre-employment assessments (8)	2,400
720.25	DATA PROCESSING	1,500	1,500	1,500	Crime reports annual subscription	1,500
720.26	PRINTING & BINDING	5,963	8,000	8,000	Traffic and parking tickets, bond forms & envelopes, brochures, misc. forms	8,000
720.51	PROFESSIONAL DEVELOPMENT	6,776	7,325	7,175	See professional development request	7,175
	TOTALS	16,850	19,195	19,795		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Police	60	Police Administration	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
BACKSTOPPERS		150	Membership dues (1)
IACP		150	Membership dues (1)
IACP CONFERENCE	New Orleans, LA	3,000	Annual conference (1)
MEETINGS & SEMINARS	Various	1,500	North County Police Chiefs Assoc., M.I.A.C, staff meetings, seminars, etc. (1)
MO POLICE CHIEFS		200	Membership dues (1)
MO POLICE CHIEFS CONFERENCE	Jefferson City, MO	500	Annual conference (1)
NORTH COUNTY POLICE CHIEFS	St. Louis, MO	175	Membership dues (1)
POLICE MEMORIAL BREAKFAST	St. Louis, MO	200	Annual breakfast (10)
PROFESSIONAL ORGANIZATIONS		350	Nat'l Public Safety membership, SLAPCA, Nat'l Directory of Law Enforcement Administrators, NUCPS & command dues
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	150	Annual training fee (1)
STAFF DEVELOPMENT	St. Louis, MO	800	Staff training (2)
	TOTAL REQUEST	7,175	



Annual Budget -2020

General Fund

DEPARTMENT Police		NUMBER 60	PROGRAM Police Administration			NUMBER 001
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	2,507	20,000	2,700	Awards & administrative supplies 2,000 Subscriptions, books & periodicals 500 Department Photo 200	
	TOTALS	2,507	20,000	2,700		



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Police		60	Police Administration		001
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
6 CYLINDER PASSENGER VEHICLE 4WD SUV	1	R	30,000	30,000	Fleet Rotation
TOTAL REQUEST				30,000	

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Police Administration

Department	No.	Program	No.	Program Manager
Police	60	Police Administration	001	Chief of Police

Program Activities

Support of Law Enforcement

The Police Forfeiture Fund was created to account for the proceeds and eligible expenditures of forfeited assets received from certain court cases. Specialized law enforcement training and equipment are purchased with available funds pursuant to federal regulations.

2020 Programmatic Goals

Goals

Sponsor a heroin prevention presentation for approximately 1,100 Parkway North High School students and staff.

2019 Programmatic Goals - Status

Goals

Status

Comments

Sponsor a heroin prevention presentation for approximately 1,100 Parkway North High School students and staff.

In Progress

Presentation scheduled for 10/23/19



DEPARTMENT Police	NUMBER 60	PROGRAM Police Administration	NUMBER 001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	45,229	68,150	64,375
COMMODITIES	33,891	28,450	92,200
CAPITAL	0	235,000	68,350
TOTAL EXPENDITURES	79,120	331,600	224,925
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

Forfeiture Fund

DEPARTMENT Police		NUMBER 60	PROGRAM Police Administration			NUMBER 001
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	11,571	12,700	4,200	Sponsorship of drug and alcohol-free proms: Parkway North and Pattonville	1,200
720.51	PROFESSIONAL DEVELOPMENT	33,658	55,450	60,175	Crimestoppers support services	3,000
					See professional development request	60,175
	TOTALS	45,229	68,150	64,375		



DEPARTMENT Police	NUMBER 60	PROGRAM Police Administration	NUMBER 001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
AIRBORNE PUBLIC SAFETY ASSOCIATION	Columbus, OH	2,000	Drone Operations Training (2)
AMERICAN POLYGRAPH CONFERENCE	New Orleans, LA	1,625	Annual conference (1)
CALEA CONFERENCE	Orlando, FL	5,500	Annual conference (3)
CELLBRITE CERTIFICATION	Menomonie, WI	4,200	Certification training (1)
COVERT ONLINE OPERATIONS TRAINING	Las Vegas, NV	1,300	Specialized training (1)
CRIMES AGAINST CHILDREN CONFERENCE	Dallas, TX	3,750	Annual conference (3)
FBINAA	New Orleans, LA	2,000	Annual re-training (1)
IACP WOMEN'S LEADERSHIP CONFERENCE	TBD	1,500	Annual conference (1)
IALEFI	Houston, TX	3,200	Annual armorers' training/re-certification (2)
JUVENILE JUSTICE CHILD PROTECTION	Atlanta, GA	2,000	Mid-year committee meeting
MIDSTATES ORG CRIME INFO. CENTER	Midwest Region	1,700	Annual conference (2)
MISSOURI EMERGENCY MANAGEMENT	Branson, MO	2,500	Annual conference (2)
MISSOURI SAFETY CENTER	Warrensburg, MO	1,000	DWI/Breathalyzer training (1)
MSHP BASIC SUPERVISOR COURSE	Jefferson City, MO	4,000	Supervisor training (4)
NAPWDA	Eureka, MO	800	K-9 certifications trials (1)
NATIA TRAINING	Des Moines, IA	1,600	Annual conference (2)
NATIONAL TACTICAL OFFICERS ASSOC	Kansas City, MO	2,500	Tactical Supervision training (1)
NATIONAL TACTICAL OFFICERS ASSOC	Kansas City, MO	3,000	Annual training conference (2)
NORTHWESTERN CPS ALUMNI	Evanston, IL	2,000	Annual re-training (1)
POLICE FLEET EXPO	Richmond, VA	2,000	Annual conference (1)
REGIONAL DARE CONFERENCE	Branson, MO	1,000	Annual conference (1)
SPECIALIZED POLICE OFFICER TRAINING	Various	5,000	Individualized patrol training (4)
SWAT WORKSHOP	Maryland Heights, MO	6,000	Basic Swat training (10)
	TOTAL REQUEST	60,175	



Annual Budget -2020

Forfeiture Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Police Administration			001
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	13,900	6,000	52,300	K-9 dog food/care	2,500
					Vehicle rental	1,000
					Surveillance system maintenance/upgrade	1,500
					40 MM Re-certification kits (2)	500
					37 MM Less lethal re-certification kit & practice ammunition	500
					K-9 Bite suit (R)	1,800
					Drone long distance camera (1)	3,000
					Drone DJI Battery (4)	1,500
					Body camera supplies (4)	40,000
730.25	UNIFORMS	19,991	22,450	39,900	Body armor-reserves (3)	2,400
					Body armor-patrol (15)	12,000
					Tactical rifle armor vests/plates (3) (R)	5,100
					Ballistic helmet (5) (R)	2,400
					Duty Gear Vest Carriers (48)	18,000
	TOTALS	33,891	28,450	92,200		



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Police		60	Police Administration		001
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
6 PASSENGER 4X4 UTILITY VEHICLE	1	R	15,500	15,500	Multi-use utility vehicle/fleet rotation
CELLBRITE UFED PREMIUM SYSTEM	1	R	40,000	40,000	Cell phone unlocking system
POLYGRAPH LX500 INSTRUMENT & LAPTOP	1	R	6,350	6,350	Upgrade current polygraph instrument.
PATROL RIFLE SET-UP FOR SCHOOLS (4)	1	A	6,500	6,500	Rifles, safes, mounts for SRO's/DARE
TOTAL REQUEST				68,350	

Police Administration

Department	No.	Program	No.	Program Manager
Police	60	Police Administration	001	Chief of Police

Program Activities

Expanded Training

The Police Training Fund was created to account for the proceeds of funds remitted to the City by the Post Commission of the State of Missouri for training of police officers and other law enforcement employees.

2020 Programmatic Goals

Goals

Continue compliance with POST commission regulations, CALEA training standards and internal policy requirements.

2019 Programmatic Goals - Status

Goals

Status

Comments

Continue compliance with POST commission regulations, CALEA training standards and internal policy requirements.

Ongoing



DEPARTMENT Police	NUMBER 60	PROGRAM Police Administration	NUMBER 001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	8,067	18,350	22,950
TOTAL EXPENDITURES	8,067	18,350	22,950
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

Police Training Fund

DEPARTMENT Police		NUMBER 60	PROGRAM Police Administration			NUMBER 001
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.51	PROFESSIONAL DEVELOPMENT	8,067	18,350	22,950	See professional development request	22,950
	TOTALS	8,067	18,350	22,950		



Annual Budget -2020

Police Training Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Police	60	Police Administration	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
ADMINISTRATIVE TRAINING	Various	1,800	Executive development (1)
ADVANCED TRAFFIC INVESTIGATION	St. Louis, MO	400	Advanced traffic training (1)
FIRE & FRAUD INVESTIGATION	St. Louis, MO	400	Annual training conference (2)
LESS LETHAL INSTRUCTOR SCHOOL	Eureka, MO	1,800	Instructor re-certification training (2)
LETSAC	Lake of the Ozarks, MO	1,000	Traffic training (1)
MEDICOLEGAL DEATH INVESTIGATOR	St. Louis, MO	1,000	Basic death investigation training (1)
METH LAB RESPONSE TRAINING	Local	800	Re-certification training (5)
MISSOURI CRIME PREVENTION	Lake of the Ozarks, MO	1,000	Annual training conference (1)
MO POLICE CHIEFS CLERK'S CONFERENCE	Lake of the Ozarks, MO	1,000	Annual training conference (1)
REID INTERVIEW SCHOOL	St. Louis, MO	1,200	Interview training (2)
SIMMUNITION INSTRUCTOR SCHOOL	St. Louis, MO	2,000	Instructor re-certification training (2)
SRO CONFERENCE	Jefferson City, MO	1,000	Annual conference (1)
TASER INSTRUCTOR SCHOOL	St. Louis, MO	1,000	Instructor re-certification training (1)
TRAFFIC RECONSTRUCTION	St. Louis, MO	550	Traffic training (1)
VIRTUAL ACADEMY	St. Louis, MO	8,000	Online department-wide training for POST certification
	TOTAL REQUEST	22,950	

Patrol Services

Department	No.	Program	No.	Program Manager
Police	60	Patrol Services	002	Deputy Chief of Police

Program Activities

Basic Patrol

This activity is responsible for continuous, around-the-clock protection of the City providing preventive patrol, response to calls for service, bicycle patrol, investigation, crime scene processing and response to crimes in progress.

Traffic Enforcement

This activity conducts enforcement, citizen education and traffic accident investigations.

Public Relations

Public Relations officer provides a range of crime prevention, citizen education and social media programs.

Strategic Goal(s) Activity for 2020

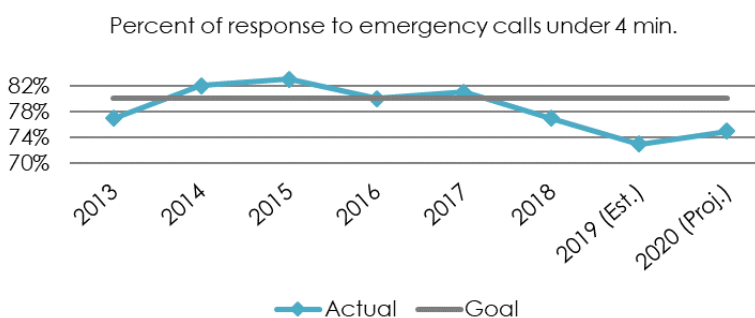
Goal 5: Safety

Objective: Maintain Part-One (UCR) Crime levels less than 35 per 1,000 crimes reported.

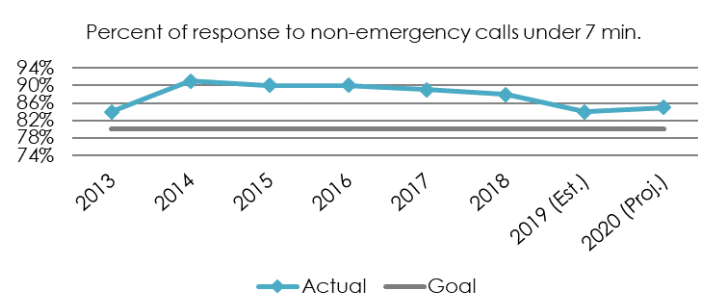
Activities and Steps

1. Increase SAFE (Selected Areas for Enforcement) patrols through all areas of the City.

%of Emergency Calls with Response Time Under 4 Min.



% of Emergency Calls with Response Time Under 7 Min.



Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Auto Accidents Investigated	1,373	1,473	1,560	1,500
Citations and Warnings Issued	22,866	22,738	15,936	16,000
DWI arrests	106	196	132	135
Proactive response incidents	50,435	50,050	42,630	43,000
Reactive response incidents	28,475	28,913	31,662	30,500
Total arrests	4,725	4,388	3,768	3,800
Training hours	4,203	2,600	1,488	3,000



Annual Budget -2020

General Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Police	60	Patrol Services	002
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	5,151,592	5,405,068	5,622,218
CONTRACTUAL SERVICES	176,975	267,455	320,055
COMMODITIES	262,762	251,850	256,150
CAPITAL	593,878	555,500	267,000
TOTAL EXPENDITURES	6,185,207	6,479,873	6,465,423
Personnel Schedule			
Position	2018	2019	2020
MAJOR (DEPUTY CHIEF)	1.00	1.00	1.00
CAPTAIN/LT	3.00	3.00	4.00
SERGEANT	6.00	6.00	5.00
CORPORAL	0.00	0.00	4.00
POLICE OFFICER	36.00	39.00	36.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	46.00	49.00	50.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Patrol Services			002
Personnel Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	3,687,409	3,837,267	3,999,429	Supervisory	1,041,124
					Regular	2,868,589
					Overtime	31,000
					Longevity pay	58,716
711.00	BENEFITS	1,464,183	1,567,801	1,622,789	FICA	305,929
					Workers' compensation	199,381
					Health insurance	512,400
					Life & Disability insurance	38,988
					Dental insurance	20,000
					Pension	546,091
	TOTALS	5,151,592	5,405,068	5,622,218		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Patrol Services			002
Contractual Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	114,829	225,630	282,880	Firearms range fees	6,500
					Fire extinguisher maintenance	1,100
					Intoximeter maintenance (2)	2,500
					Vehicle equip. changeover (9)	100,000
					Car washes	5,000
					Prisoner meals	17,500
					Smart phones (9)	6,480
					CDMA/wireless service (43)	22,700
					US ID manual update services	100
					CIT court fees (St. Louis County)	3,000
					Vehicle location services (23)	8,500
					Equipment emergency repairs	3,000
					Radar unit maintenance (8)	3,200
					Taser 60 program	16,500
					Animal control officer-shared w/Bridgeton (1)	25,000
					Coban In-car & body worn camera maintenance (year 2)	60,000
					Genetec licensing/maintenance fee for LPR	1,200
					Electric service for 364 bridge LPR camera	600
720.14	MEDICAL SERVICES	1,744	3,500	3,500	Toxicology testing	3,500
720.25	DATA PROCESSING	40,207	16,100	11,300	Morphotrak fingerprint maint fee	7,300
					Morphotrak mobile fingerprint fee	200
					Annual RF system analysis	3,000
					Command post surveillance	800
720.51	PROFESSIONAL DEVELOPMENT	7,379	8,725	8,875	See professional development request	8,875
720.64	M&R MOTOR VEHICLE	12,816	13,500	13,500	Electronic vehicle devices, registration renewals	12,000
					Tactical electronic equipment repair & maintenance	1,500



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Police	60	Patrol Services	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
CRISIS INTERVENTION TEAM	Local	300	Annual dinner (8)
IACP		150	Membership dues (1)
NORTHWESTERN UCPS		150	Membership dues (3)
PROFESSIONAL ORGANIZATIONS		775	Int'l Ass'n of Law Enforcement Instructors, FBINAA, Smith & Wesson Armorers membership dues
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	7,500	Annual training fee (50)
	TOTAL REQUEST	8,875	



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Patrol Services			002
Commodities		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
730.20	OPERATIONAL SUPPLIES	106,050	96,850	96,150	Ammunition	18,500
					Flares & traffic supplies	4,000
					Taser supplies/maintenance	11,000
					Vehicle-mounted radar unit (2)(R)	6,000
					Gun parts, targets and cleaning supplies	2,500
					First aid supplies	1,400
					Holdover supplies	2,500
					Defibrillator supplies	3,000
					NARCAN supplies	1,000
					Batteries, bulbs & gloves	2,000
					Riot control supplies/chemical munitions/bean bag rounds	1,000
					Toughbook Additions (4)	18,000
					Portable breathalyzer (3)	2,250
					Stinger flashlights (50)	6,000
					Hand-held Lasers (2)	7,200
					Desktop computer for bodycamera room (1)	2,500
					Firearms simulator supplies	1,000
					Patrol Rifle (1)	1,300
					Service weapon (5)	2,500
					Wireless AP and cabling for Sally Port	2,500
730.21	MOTOR FUEL & LUBRICANTS	122,012	120,000	120,000	Gas & oil	120,000
730.25	UNIFORMS	34,700	35,000	40,000	Patrol uniform items	40,000
	TOTALS	262,762	251,850	256,150		



DEPARTMENT	NUMBER	PROGRAM	NUMBER		
Police	60	Patrol Services	002		
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
8 CYLINDER AWD PASSENGER SEDAN	4	R	27,500	110,000	Fleet rotation
8 CYLINDER AWD PASSENGER VEHICLE SUV	4	R	33,000	132,000	Fleet rotation
LICENSE PLATE READER SYSTEM FOR 364 BRIDGE	1	A	25,000	25,000	Installation charge for camera/set-up.
TOTAL REQUEST				267,000	

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Investigation

Department	No.	Program	No.	Program Manager
Police	60	Investigation	003	Commander - Detective Bureau

Program Activities

Investigations

The Detective Bureau is responsible for investigation and follow-up of all crime reports generated by patrol services. The bureau is also responsible for prisoner transport, warrant service, narcotic and vice enforcement, background investigations and all Major Case Squad work.

Evidence Processing and Technical Support

The bureau is responsible for evidence and stolen property management.

Drug Enforcement

The City is a member of a Federal DEA group and assigns one full-time officer to this specialized unit.

Juvenile Case Management

The bureau works closely with the Family Court, Department of Family Services and area schools to prevent juvenile crime and apprehend juvenile offenders. The bureau also investigates cases of child abuse, runaways and other status offenses.

Strategic Goal(s) Activity for 2020
--

Goal 5: Safety

Objective: Work with surrounding communities to better understand issues outside our jurisdiction that could affect our safety and actively address those issues.
--

Activities and Steps

<i>1. Continue to share criminal intelligence with neighboring jurisdictions</i>
--

Objective: Maintain Part-One (UCR) Crime levels less than 35 per 1,000 crimes reported.
--

<i>1. Investigate reported Part-One Crimes and identify, arrest and seek warrants for violators.</i>
--

2020 Programmatic Goals

Goals

Detectives will make follow-up contact with victims of crimes that are assigned to the Detective Bureau within 5 days of the incident.

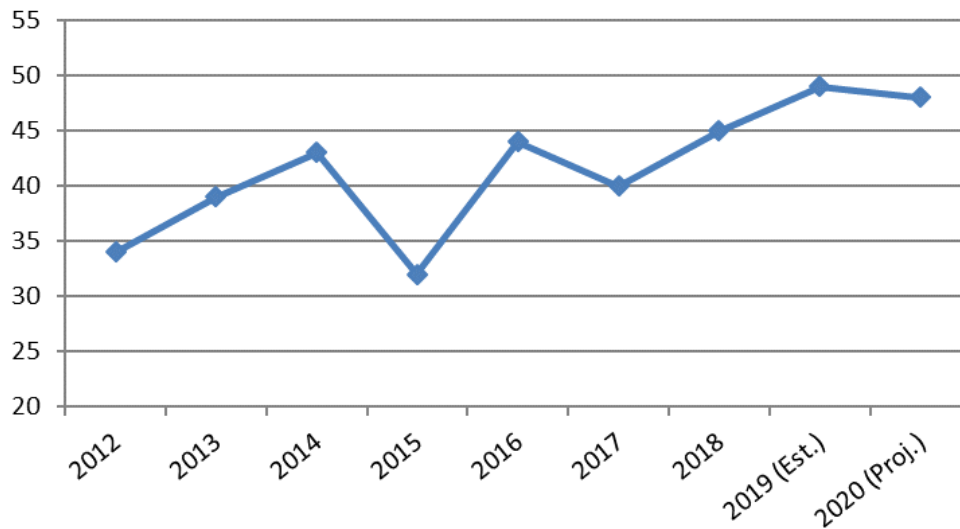
Conduct quarterly warrant sweep operations to locate persons who have outstanding wants or warrants

2019 Programmatic Goals - Status

Goals	Status	Comments
Detectives will make follow-up contact with victims of crimes that are assigned to the Detective Bureau within 5 days of the incident.	Ongoing	
Conduct quarterly warrant sweep operations to locate persons who have outstanding wants or warrants.	In progress	

Performance Measures

Rate of Cases Cleared



Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Cases cleared	281	334	412	400
Arrests made	91	92	112	115
Cases assigned	704	736	843	825



DEPARTMENT Police	NUMBER 60	PROGRAM Investigation	NUMBER 003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	1,533,653	1,584,015	1,653,384
CONTRACTUAL SERVICES	24,329	34,640	33,115
COMMODITIES	11,560	12,700	14,700
CAPITAL	0	26,000	0
TOTAL EXPENDITURES	1,569,542	1,657,355	1,701,199
Personnel Schedule			
Position	2018	2019	2020
CAPTAIN/LT	1.00	1.00	1.00
SERGEANT	1.00	1.00	1.00
POLICE OFFICER	10.00	10.00	10.00
CRIME ANALYST	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	14.00	14.00	14.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Investigation			003
Personnel Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	1,091,461	1,120,203	1,173,923	Supervisory	209,150
					Regular	889,458
					Overtime	32,000
					On-call pay	4,700
					Overtime (Drug Enforcement Agency contract)	18,350
					Longevity pay	20,265
711.00	BENEFITS	442,192	463,812	479,461	FICA	90,805
					Workers' compensation	53,957
					Health insurance	144,000
					Life & Disability insurance	10,978
					Dental insurance	5,600
					Pension	160,921
					Other	13,200
	TOTALS	1,533,653	1,584,015	1,653,384		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Police		60	Investigation		003
Contractual Services		2018	2019	2020	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail
720.11	MISC. CONTRACTUAL	7,186	9,440	9,440	Smart phones (12) 8,640 Confidential informant funds 500 Bio-hazard disposal service 300
720.25	DATA PROCESSING	11,328	16,600	15,150	Lexis Nexis intelligence data base user fees 1,900 Sirchie Ident-A-Kit composite update 700 Leads online service 950 GPS annual subscription 600 Camera/recording system maintenance agreement 2,000 RCCEEG digital forensic services subscription fee (1) 7,500 Federation license for BOI interview room 1,500
720.51	PROFESSIONAL DEVELOPMENT	5,815	8,600	8,525	See professional development request 8,525
	TOTALS	24,329	34,640	33,115	



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Police		60	Investigation	003
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
DETECTIVE TRAINING & SEMINARS	Local	3,000	Training updates	
INVESTIGATIVE TRAVEL	Various	2,000	Investigative travel and prisoner pick-up	
MAJOR CASE SQUAD	St. Louis, MO	775	Annual membership (87)	
MIDSTATES ORG CRIME INFO CENTER	Midwest Region	250	Membership dues	
PROFESSIONAL ORGANIZATIONS	Various	700	MO Chapter IAAI, Int'l Ass'n of Financial Crimes Investigators, NABI, FBINAA, American Polygraph Assoc., MFFI, MAACA & NATIA	
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	1,800	Annual training fee (12)	
	TOTAL REQUEST	8,525		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Investigation			003
Commodities		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
730.20	OPERATIONAL SUPPLIES	11,560	12,700	14,700	Investigative supplies, equipment & batteries	8,000
					Major case expenditures	2,100
					DVDs, CDs, and processing	2,600
					Surveillance System Upgrade	2,000
	TOTALS	11,560	12,700	14,700		

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Police Communications

Department	No.	Program	No.	Program Manager
Police	60	Police Communications	004	Communications Supervisor

Program Activities

Communications

This activity operates the 24-hour Communications and Dispatch center that receives and processes emergency calls and other calls for services.

Strategic Goal(s) Activity for 2020

Goal 5: Safety

Objective: Work with surrounding communities to better understand issues outside our jurisdiction that could affect our safety and actively address those issues.

Activities and Steps

1. Cooperate with regional plans to implement new radio system.

2020 Programmatic Goals

Goals

Continue implementing the final phase of the county wide P25 Trunked Radio System.

2019 Programmatic Goals - Status

Goals	Status	Comments
Prepare for and implement the final phase of the county wide P25 Trunked Radio System.	Ongoing	

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Dispatcher performance audits	358	402	200	120
Number of calls received	28,475	28,913	31,662	32,000



Annual Budget -2020

General Fund

DEPARTMENT Police	NUMBER 60	PROGRAM Police Communications	NUMBER 004
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	918,754	912,281	1,037,755
CONTRACTUAL SERVICES	133,370	161,655	172,155
COMMODITIES	6,053	5,500	7,500
TOTAL EXPENDITURES	1,058,177	1,079,436	1,217,410
Personnel Schedule			
Position	2018	2019	2020
COMMUNICATIONS SUPERVISOR	1.00	1.00	1.00
DISPATCHER	10.30	10.30	10.30
JAILER	0.00	0.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	11.30	11.30	13.30



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Police Communications			004
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	670,279	663,291	737,362	Supervisory	80,357
					Regular	636,124
					Overtime	6,000
					Part-time	8,000
					Longevity pay	6,881
711.00	BENEFITS	248,475	248,990	300,393	FICA	56,403
					Workers' compensation	9,276
					Health insurance	132,800
					Life & Disability insurance	7,160
					Dental insurance	5,200
					Pension	89,554
	TOTALS	918,754	912,281	1,037,755		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Police Communications			004
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	1,187	2,240	2,240	Deaf interpreting (TTY) services	600
					AT&T language line (1)	200
					Smart phones (2)	1,440
720.25	DATA PROCESSING	131,529	153,350	163,850	REJIS fees	65,000
					ITI CAD enterprise subscription	92,000
					Eventide recording maintenance fee	6,000
					MULES VPN tunnel connection	850
720.51	PROFESSIONAL DEVELOPMENT	654	6,065	6,065	See professional development request	6,065
	TOTALS	133,370	161,655	172,155		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Police		60	Police Communications	004
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
APCO		125	Annual dues (1)	
APCO SYMPOSIUM	Statewide	1,750	Annual training conference (2)	
APCO-NENA CONFERENCE	Statewide	1,750	Annual conference (2)	
CJIS CONFERENCE	Lake of the Ozarks, MO	1,500	Annual conference (2)	
DISPATCH CLASSES	St. Louis, MO	800	Academy fees (14)	
NENA/NAT'L EMERGENCY NUMBER ASSN		140	Annual dues (1)	
	TOTAL REQUEST	6,065		



Annual Budget -2020

General Fund

DEPARTMENT Police		NUMBER 60	PROGRAM Police Communications			NUMBER 004
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	4,514	4,000	5,500	Dispatch supplies,CDs,etc.	1,000
					Radio & data accessories	3,500
					Dispatcher chair (R)	1,000
730.25	UNIFORMS	1,539	1,500	2,000	Uniform shirts	2,000
	TOTALS	6,053	5,500	7,500		

Community Services

Department	No.	Program	No.	Program Manager
Police	60	Community Services	005	Commander - Community Services

Program Activities

Community Education/ Crime Prevention

Community Relations Officers provide a range of crime prevention and citizen education programs.

School Resource Officers

School Resource Officers provide school safety within Pattonville High School and Middle School, and teach classes aimed at reducing violence, criminal activity and chemical abuse.

Reserve Officers

This activity supplements Patrol Services and assists at special events. All reserve officers are required to meet state certification requirements. Reserve officers are volunteers who serve without compensation.

Fleet Maintenance

This activity is responsible for ensuring that all police vehicles are safe, operational and efficient. Vehicles are maintained by the Public Works Department.

Emergency Management

This activity is responsible for the planning of response to natural or man-made disasters and civil disturbances. The City has established an Emergency Management Agency coordinated by the Chief of Police.

Training Officer-in-Charge

This activity is responsible for the development of training courses and the organizing, scheduling, coordinating and monitoring of all police training activities.

Professional Standards

The Office of Professional Standards is responsible for conducting internal affairs investigations, updating general orders and assuring all accreditation standards are met.

2020 Programmatic Goals
Goals
Participate in one emergency management tabletop exercise in conjunction with the St. Louis County EOC.
Begin third period of the CALEA accreditation.
Continue a social media based neighborhood watch program integrated with crime prevention components.
Introduce a DARE program at the Middle School level.

2019 Programmatic Goals - Status		
Goals	Status	Comments
Participate in two emergency management training exercises in conjunction with the County EOC or Department of Homeland Security.	In progress	
Continue with second phase of the CALEA accreditation.	In progress	
Initiate a social media based neighborhood watch program integrated with crime prevention components.	In progress	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
D.A.R.E. classes	174	163	167	250
D.A.R.E. visitations	435	477	503	550
SRO classes taught	45	64	61	75
SRO parent, teacher and student conferences	2,221	2,611	3,323	3,750
Subdivisions participating in neighborhood watch program	0	5	3	5



Annual Budget -2020

General Fund

DEPARTMENT Police	NUMBER 60	PROGRAM Community Services	NUMBER 005
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	1,038,987	983,945	1,120,074
CONTRACTUAL SERVICES	9,247	11,190	11,560
COMMODITIES	32,125	19,600	38,600
TOTAL EXPENDITURES	1,080,359	1,014,735	1,170,234
Personnel Schedule			
Position	2018	2019	2020
CAPT/LIEUTENANT	1.00	1.00	1.00
SERGEANT	1.00	1.00	2.00
POLICE OFFICER	6.00	5.00	6.50
JAILER	2.00	2.00	0.00
BAILIFF	0.60	0.60	0.60
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	10.60	9.60	10.10



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Community Services			005
Personnel Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	757,735	711,456	812,206	Supervisory	282,339
					Regular	489,236
					Part-time	12,000
					Overtime	13,000
					Longevity pay	15,631
711.00	BENEFITS	281,252	272,489	307,868	FICA	62,131
					Workers' compensation	40,303
					Health insurance	84,300
					Life & Disability insurance	7,711
					Dental insurance	3,800
					Pension	109,623
	TOTALS	1,038,987	983,945	1,120,074		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Community Services			005
Contractual Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	1,759	3,090	3,810	Reserve officer pre-employment assessments (6)	1,650
					Smart phones (3)	2,160
720.25	DATA PROCESSING	4,595	4,600	4,600	Power DMS-CALEA mgmt. software license (1)	4,600
720.51	PROFESSIONAL DEVELOPMENT	2,893	3,500	3,150	See professional development request	3,150
	TOTALS	9,247	11,190	11,560		



DEPARTMENT Police	NUMBER 60	PROGRAM Community Services	NUMBER 005
Professional Development Request			
Organization/Conference	Location	Amount	Detail
FBINAA		50	Membership dues (1)
MISSOURI DARE ASSOCIATION		50	Membership dues (1)
MOLEAC		50	Membership dues (1)
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	3,000	Annual training fee (20)
	TOTAL REQUEST	3,150	



Annual Budget -2020

General Fund

DEPARTMENT Police		NUMBER 60	PROGRAM Community Services			NUMBER 005
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	26,614	14,600	33,600	D.A.R.E. program	8,500
					Reserve recognition	1,500
					Safety Town equipment/supplies	1,800
					Community Service events	10,000
					Neighborhood Watch program	3,000
					Maryland Heights Night Out	2,000
					Citizen's Academy	1,500
					Halloween promotions	1,000
					Desktop computer & additional monitor (1)	2,300
					Laptop	2,000
730.25	UNIFORMS	5,511	5,000	5,000	Reserve officer uniforms (10)	2,500
					Officers uniforms	2,500
	TOTALS	32,125	19,600	38,600		

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Police Records

Department	No.	Program	No.	Program Manager
Police	60	Police Records	006	Records Supervisor

Program Activities

Police Records Maintenance

The Police Records section maintains police reports, booking sheets and other information and is responsible for fingerprint application processing.

2020 Programmatic Goals

Goals

Continue the process of scanning report attachments to reduce paper usage and increase efficiency.

2019 Programmatic Goals - Status

Goals

Status

Comments

Continue the process of scanning report attachments to reduce paper usage and increase efficiency.

Ongoing

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
DWI reports processed (state)	120	239	156	175
Police reports issued (paid)	1,808	1,477	2,354	2,200
Police reports issued (unpaid)	384	470	587	575
Criminal record checks (paid)	101	107	38	50
Criminal record checks (unpaid)	115	138	183	175
Accident reports processed (state)	1,302	960	1,476	1,400
Summons processed	1,819	1,260	998	1,000
Customer service contacts by telephone	2,594	2,061	2,310	2,200
Customer service contacts in person	1,123	933	1,298	1,200
Fingerprint applications processed	432	408	468	460
Police reports processed (county)	8,438	8,577	8,555	8,500



Annual Budget -2020

General Fund

DEPARTMENT Police	NUMBER 60	PROGRAM Police Records	NUMBER 006
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	167,956	194,302	200,369
COMMODITIES	66	800	800
TOTAL EXPENDITURES	168,022	195,102	201,169
Personnel Schedule			
Position	2018	2019	2020
POLICE RECORDS SUPERVISOR	1.00	1.00	1.00
POLICE RECORDS CLERK	2.00	2.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.00	3.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Police		60	Police Records		006
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	120,641	137,374	142,347	Regular 141,674 Overtime 50 Longevity pay 623
711.00	BENEFITS	47,315	56,928	58,022	FICA 10,887 Workers' compensation 2,697 Health insurance 24,600 Life & Disability insurance 1,415 Dental insurance 1,200 Pension 17,223
	TOTALS	167,956	194,302	200,369	



Annual Budget -2020

General Fund

DEPARTMENT Police		NUMBER 60	PROGRAM Police Records			NUMBER 006
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	66	800	800	Folders, forms, supplies, etc.	800
	TOTALS	66	800	800		

Community Response Unit

Department	No.	Program	No.	Program Manager
Police	60	Community Response Unit	007	CRU Commander

Program Activities

Covert Operations

This activity focuses on identifying threats and problems to residents and businesses through the integration of information, investigation and the use of technical equipment to enhance day-to-day policing activities.

Traffic Enforcement

This activity conducts enforcement, citizen education, traffic accident investigations and DWI enforcement.

K-9 Unit

Two police dogs enhance the department's operations in drug detection and missing persons searches.

Hotel Liaison Program

Frequent contact is made with the staff of the City's 25 hotels to proactively ensure the safety of visitors to Maryland Heights.

Strategic Goal(s) Activity for 2020

Goal 5: Safety

Objective: Maintain Part-One (UCR) Crime levels less than 35 per 1,000 crimes reported.

Activities and Steps

1. Conduct undercover surveillance and sting operations directed at perpetrators of Part-One Crimes.

2020 Programmatic Goals

Goals

Maintain proactive drug and alcohol enforcement program at amphitheater.

2019 Programmatic Goals - Status

Goals	Status	Comments
Maintain proactive Drug and Alcohol Enforcement Program at amphitheater.	Ongoing	
Conduct 4 DWI enforcement details during 2019.	In progress	
Conduct undercover details to address the potential of human trafficking in area hotels.	Not met	

Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Canine narcotic responses/events	590	278	271	275
Citations and warnings issued	5,672	4,751	3,028	3,500
DWI arrests	23	21	12	15
Search warrants executed	7	1	0	2
Total arrests	1,482	793	553	700



DEPARTMENT Police	NUMBER 60	PROGRAM Community Response Unit	NUMBER 007
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	1,107,568	1,006,708	915,971
CONTRACTUAL SERVICES	15,918	13,180	13,180
COMMODITIES	16,334	23,300	26,200
CAPITAL	34,205	0	0
TOTAL EXPENDITURES	1,174,025	1,043,188	955,351
Personnel Schedule			
Position	2018	2019	2020
CAPTAIN/LT	1.00	1.00	0.00
SERGEANT	1.00	1.00	1.00
POLICE OFFICER	9.00	6.00	6.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	11.00	8.00	7.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Community Response Unit			007
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	804,698	716,075	661,982	Supervisory	96,865
					Regular	455,439
					Overtime	28,000
					Overtime (K9 On-call)	4,700
					Overtime (Traffic Safety)	3,000
					Overtime (Seatbelt Enforcement)	5,777
					Overtime (DWI)	5,000
					Overtime (Speed Enforcement)	11,466
					Overtime (Special Events)	20,000
					Overtime (Workzone Safety)	17,050
					Overtime (Underage Enforcement)	8,000
					Longevity pay	6,685
711.00	BENEFITS	302,870	290,633	253,989	FICA	50,635
					Workers' compensation	33,151
					Health insurance	71,200
					Life & Disability insurance	5,519
					Dental insurance	2,800
					Pension	90,684
	TOTALS	1,107,568	1,006,708	915,971		



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Community Response Unit			007
Contractual Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	6,207	6,980	6,980	Smart phones (9)	6,480
					Confidential informant funds	500
720.25	DATA PROCESSING	3,400	0	0		
720.51	PROFESSIONAL DEVELOPMENT	3,817	3,700	3,700	See professional development request	3,700
720.61	M&R EQUIPMENT	2,494	2,500	2,500	Repair/replacement parts for CRU patrol rifles	2,500
	TOTALS	15,918	13,180	13,180		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Police	60	Community Response Unit	007
Professional Development Request			
Organization/Conference	Location	Amount	Detail
CRU TRAINING & SEMINARS	Local	2,000	Training updates
PROFESSIONAL ORGANIZATIONS		500	NAPWDA, NPCA, Northwestern UCPS, St. Louis Regional Traffic Safety Council
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	1,200	Annual training fee (8)
	TOTAL REQUEST	3,700	



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Police		60	Community Response Unit			007
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	13,041	19,300	22,200	Batteries, bulbs, equipment supplies	2,000
					Tactical ammunition	7,000
					Simunition supplies	5,000
					LPR/Toughbook laptop (1)	4,500
					LETS surveillance system (1R)	2,000
					Hand-held prolite lidar (1)	1,700
730.25	UNIFORMS	3,293	4,000	4,000	Patrol, motorcycle & tactical uniform items	4,000
	TOTALS	16,334	23,300	26,200		



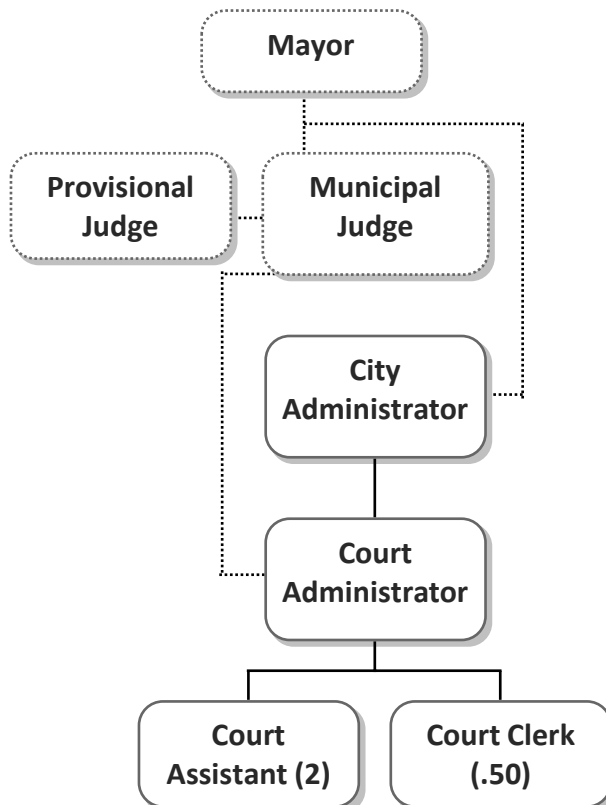
Municipal Court

Municipal Court

Department Summary

	General	
<u>Program</u>	<u>Fund</u>	<u>Total</u>
Municipal Court	368,295	368,295
Total	\$368,295	\$368,295

Organization Chart



Municipal Court

Department	No.	Program	No.	Program Manager
Municipal Court	70	Municipal Court	001	Municipal Judge

Program Activities

Municipal Court

The court is the judicial branch of city government. The Judge is appointed to a four-year term by the Mayor with the consent of the City Council. Traffic violations and other ordinance violations are tried by the court. The Judge serves on a part-time basis.

Violations Bureau

To provide for the efficient collection of fines and costs assessed by the Municipal Court, the court has established the Violations Bureau. The Court Administrator operates this bureau and administers the day-to-day records management functions of the court.

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
New cases opened:	16,295	11,550	8,800	9,500
Traffic tickets	9,462	7,024	5,200	5,700
Complaints - non-traffic	2,340	3,400	1,900	2,000
Code enforcement cases	18	68	16	25
Parking	125	64	135	150
Court settings	70	72	72	72
Cases docketed for court appearance	38,191	40,421	33,000	35,000
Warrants Issued	4,000	4,057	3,000	3,500
DWI cases	95	177	260	275



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Municipal Court	70	Municipal Court	001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	308,679	347,462	324,745
CONTRACTUAL SERVICES	28,516	37,630	43,550
TOTAL EXPENDITURES	337,195	385,092	368,295
Personnel Schedule			
Position	2018	2019	2020
MUNICIPAL JUDGE	0.20	0.20	0.20
PROVISIONAL MUNICIPAL JUDGE	0.10	0.10	0.10
COURT ADMINISTRATOR	1.00	1.00	1.00
COURT ASSISTANT	2.00	3.00	2.00
COURT AIDE	0.50	0.50	0.50
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.80	4.80	3.80



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Municipal Court		70	Municipal Court			001
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	232,140	245,940	242,641	Regular	182,009
					Part-time	53,200
					Overtime	2,000
					Longevity pay	5,432
711.00	BENEFITS	76,539	101,522	82,104	FICA	18,558
					Workers' compensation	606
					Health insurance	37,000
					Life & Disability insurance	1,819
					Dental insurance	1,200
					Pension	22,921
	TOTALS	308,679	347,462	324,745		



Annual Budget -2020

General Fund

DEPARTMENT Municipal Court		NUMBER 70	PROGRAM Municipal Court		NUMBER 001
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.11	MISC. CONTRACTUAL	5,150	1,500	1,500	Prisoner incarceration 1,500
720.12	PROFESSIONAL SERVICES	340	10,300	10,300	Interpreters 300 Attorney for indigent offenders 10,000
720.25	DATA PROCESSING	16,901	15,330	16,500	ITI court program subscription 16,500
720.26	PRINTING & BINDING	670	4,500	4,500	Court backing sheets, court forms 4,500
720.34	CREDIT CARD PROCESSING FEES	2,941	0	4,000	Credit Card Processing Fees 4,000
720.51	PROFESSIONAL DEVELOPMENT	2,514	6,000	6,750	See professional development request 6,750
	TOTALS	28,516	37,630	43,550	



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Municipal Court	70	Municipal Court	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
MEETINGS & SEMINARS	Local	275	Local association training meetings (3)
MO ASSOC FOR COURT ADMIN	Lake of the Ozarks, MO	1,500	Annual conference
MO ASSOC FOR COURT ADMIN		150	Membership dues (3)
MO ASSOC FOR COURT ADMIN		900	MACA Fall Conference
MO JUDGES ASSOCIATION	Lake of the Ozarks, MO	1,150	Annual conference and quarterly board meetings
NATIONAL ASSOC CONFERENCE	New Orleans, LA	2,500	Annual conference (1)
NATIONAL ASSOC FOR COURT ADMIN		125	Membership dues (1)
ST LOUIS ASSOC. OF COURT ADMIN		150	Membership dues (3)
	TOTAL REQUEST	6,750	

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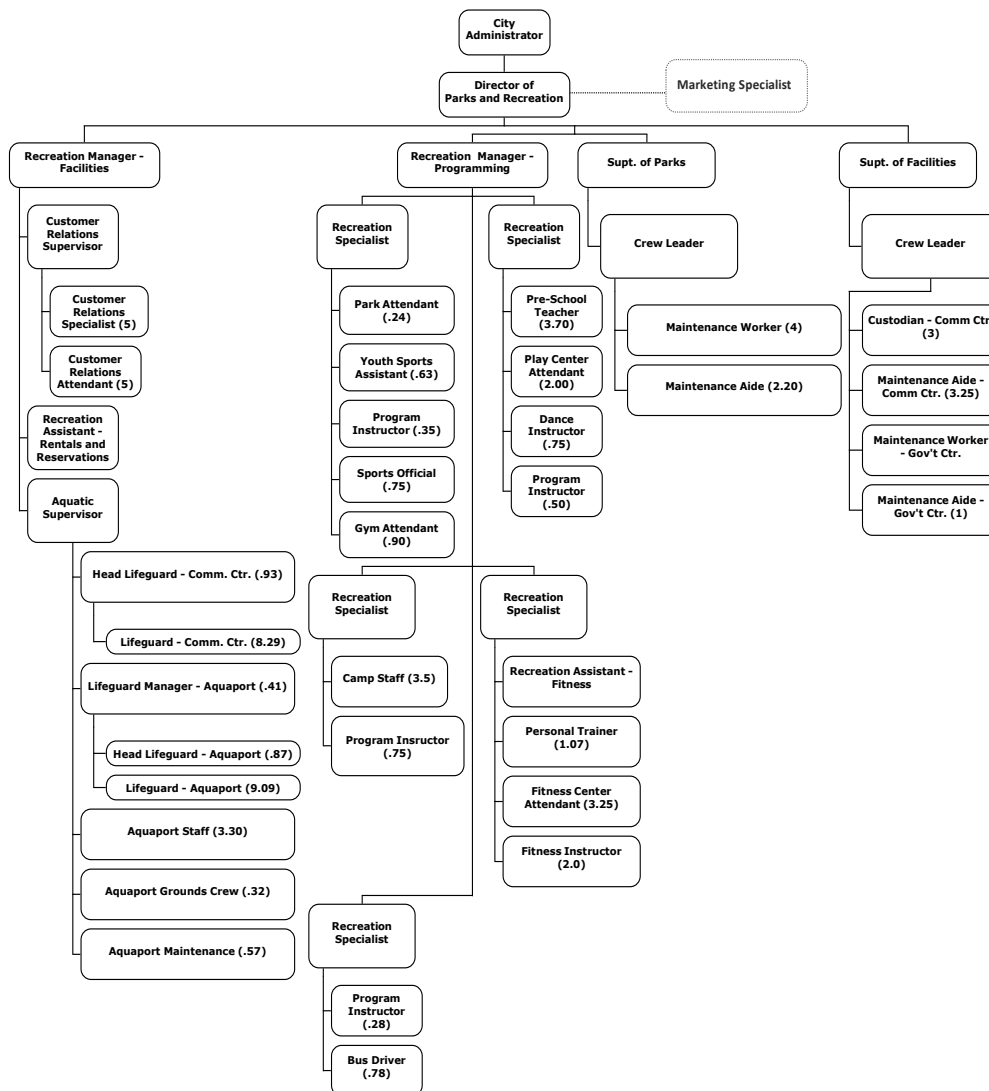
Parks and Recreation

Parks and Recreation

Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Parks Fund</u>	<u>Beautification Fund</u>	<u>Total</u>
Parks & Recreation Admin.		179,040		179,040
Recreation Services		2,762,110		2,762,110
Community Center Maint.		946,344		946,344
Government Center Maint.	535,181			535,181
Aquaport		556,913		556,913
Parks Maintenance	+	828,249		828,249
Capital Improvements		3,700,000		3,700,000
Beautification			25,600	25,600
Total	\$535,181	\$8,972,656	\$25,600	\$9,533,437

Organization Chart



Parks and Recreation Administration

Department	No.	Program	No.	Program Manager
Parks and Recreation	80	Parks & Recreation Admin.	001	Director of Parks and Recreation

Program Activities

Department Administration

The Director oversees the administration of the Parks and Recreation Department, which includes the Recreation Services, Community Center Maintenance, Government Center Maintenance, Aquaport, Parks Maintenance and Human Services programs; budget preparation and control, personnel management, clerical and record-keeping functions and departmental planning and evaluation.

Strategic Goal(s) Activity for 2020

Goal 2: Building Community

Objective: Establish, encourage or support events designed to bring Maryland Heights residents together and attract area visitors.

Activities and Steps

1. Collaborate with non-governmental organizations, Chamber of Commerce, area hospitals, St. Louis County, Great Rivers Greenway, Westport Plaza, Convention and Visitors Bureau, and Hollywood Casino.

Objective: Link residents through multi-modal transportation.

1. Expand trails in Maryland Heights.

2020 Programmatic Goals

Goals

Develop plans for usage of the Fee Fee Baseball Fields in phases, beginning in 2019 and finalizing by 2020.

Complete all renovations to Aquaport by pool season opening of 2020, Memorial Day Weekend.

Open Fee Fee Greenway connection from Wesglen Estates by end of 2020.

Apply for municipal grant for playground equipment at Parkwood and Vago Park.

2019 Programmatic Goals - Status		
Goals	Status	Comments
Policies, procedures & guidelines established for Community Center updated annually.	Ongoing	
Open McKelvey Woods Nature Park by August 2019	Goal Met	
Complete Phase II of McKelvey Woods Trail by June 2019.	Goal Met	
Prepare request for proposal Parks and Recreation Master Plan by May 2019.	Goal Met	
Evaluate financial feasibility of all programs July and December.	In Progress	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Group Exercise Memberships Sold	61	131	50	50
Silver Sneakers Pass Registrations	881	825	825	825
Silver Sneakers Visits	12,541	23,976	20,829	21,000
Community Center Membership Swipes	95,908	150,000	160,000	163,000

**The City's new community center opened for public use in May 2017. The increased capacity and different rental opportunities of this facility, as well as program changes during construction, have created new performance measures, changed how measures are tracked and/or impacted measure totals.*



Annual Budget -2020

Parks Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Parks & Recreation	80	Parks & Recreation Admin.	001
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	228,703	182,261	153,800
CONTRACTUAL SERVICES	20,997	24,140	24,740
COMMODITIES	192	500	500
TOTAL EXPENDITURES	249,892	206,901	179,040
Personnel Schedule			
Position	2018	2019	2020
DIRECTOR OF PARKS & RECREATION	1.00	1.00	1.00
ACCOUNTING CLERK	1.00	0.00	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.00	1.00	1.00



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Parks & Recreation Admin.		NUMBER 001
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	169,438	135,748	113,886	Supervisory 113,886
711.00	BENEFITS	59,265	46,513	39,914	FICA 8,712 Workers' compensation 284 Health insurance 15,600 Life & Disability insurance 1,138 Dental insurance 400 Pension 13,780
TOTALS		228,703	182,261	153,800	



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Parks & Recreation Admin.			NUMBER 001
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	9,552	12,800	12,800	Smart phone (1)	800
					Inclusion agreement	10,000
					Music license	1,600
					Liquor License	400
720.51	PROFESSIONAL DEVELOPMENT	5,398	4,840	5,440	See professional development request	5,440
720.80	VEHICLE REIMBURSEMENT	6,047	6,500	6,500	Mileage reimbursement	500
					Car allowance	6,000
	TOTALS	20,997	24,140	24,740		



DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Parks & Recreation Admin.	NUMBER 001
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
MARYLAND HEIGHTS CHAMBER	Maryland Heights, MO	600		
METRO MEETINGS	Local	40	St. Louis area P&R professionals	
MO PARK & REC ASSOCIATION	Lake of the Ozarks, MO	1,000	Annual conference (1)	
NAT'L REC & PARK ASSOCIATION	Orlando, Florida	2,400	Annual conference (1)	
NAT'L REC & PARK ASSOCIATION		750	Membership dues	
PROFESSIONAL TRAINING	Local	500	Special seminars in customer service and/or computers (2)	
SERVICE ORGANIZATION		150	Membership dues (1)	
	TOTAL REQUEST	5,440		



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Parks & Recreation Admin.			NUMBER 001
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	192	500	500	Misc. expenses	300
					Reference publications and subscriptions	200
	TOTALS	192	500	500		

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Recreation Services

Department	No.	Program	No.	Program Manager
Parks and Recreation	80	Recreation Services	002	Recreation Manager

Program Activities

Recreation Program Services

This activity is responsible for the implementation of leisure activities including instructional classes, wellness programs, sports, drop-in activities, camps, trips and joint programming with other agencies.

Cultural Arts Programs

This activity is responsible for implementation of programs of visual and performing arts and programs that enhance the community's understanding and appreciation of cultural diversity and the arts.

Inclusion Services

The City, in partnership with three other cities, provides services to individuals with disabilities through programs and facilities.

Facility Reservations

This activity is responsible for the rental and reservations of Community Center rooms, picnic pavilions and other park facilities.

Aquatic Program Services

This activity is responsible for the rental and reservations of Community Center rooms, picnic pavilions and other park facilities.

Strategic Goal(s) Activity for 2020

Goal 2: Building Community

Objective: Establish, encourage or support events designed to bring Maryland Heights residents together and attract area visitors.

Activities and Steps

1. Consider healthy lifestyle focus in events and facilities.
2. Provide additional recreation programs for all age groups.

2020 Programmatic Goals

Goals

Establish a Farmers Market at Centene Community Ice Center for 2020 season, May through October.

Increase programming at the Centene Ice Center with 150 participants in the Learn to Skate program.

Investigate the feasibility of a Car Show at Centene Community Ice Center for Fall of 2020.

Determine rental rates for Fee Fee Baseball Fields.

2019 Programmatic Goals - Status

Goals	Status	Comments
Offer three outdoor fitness activities in our parks.	Goal met	
Implement two new sports related special events.	Goal met	
Hold two new cultural events.	Goal met	
Increase dance class registration by 25% and offer two dance recitals.	Goal met	

Performance Measures	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Children with disabilities served	210	25	30	18
Recreation Program Registrations	6,395	4,500	6,000	4,500
Senior Luncheon Attendance	1,189	1,300	1,400	1,400
Recreation Programs offered	305	275	300	350
Transportation provided (one-way trips)	4,038	5,000	5,080	10,000

**The City's new community center opened for public use in May 2017. The increased capacity and different rental opportunities of this facility, as well as program changes during construction, have created new performance measures, changed how measures are tracked and/or impacted measure totals.*



DEPARTMENT Parks & Recreation	NUMBER 80	PROGRAM Recreation Services	NUMBER 002
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	1,620,523	2,170,038	2,195,326
CONTRACTUAL SERVICES	496,468	310,751	360,635
COMMODITIES	98,154	161,050	171,149
CAPITAL	0	0	35,000
TOTAL EXPENDITURES	2,215,145	2,641,839	2,762,110



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Parks & Recreation	80	Recreation Services	002
Personnel Schedule			
Position	2018	2019	2020
RECREATION MANAGER	2.00	2.00	2.00
AQUATIC SUPERVISOR	0.00	1.00	1.00
REC PROGRAM SPECIALIST	5.00	5.00	5.00
RECREATION ASSISTANT	4.00	2.00	2.00
MARKETING SPECIALIST	1.00	1.00	1.00
CUSTOMER RELATIONS SUPERVISOR	1.00	1.00	1.00
CUSTOMER RELATIONS SPECIALIST	3.00	5.00	5.00
FITNESS ATTENDANT	9.67	3.25	3.50
CAMP STAFF	2.88	3.50	3.50
BUS DRIVER	0.63	0.78	0.78
CUSTOMER RELATIONS ATTENDANT	5.00	5.00	5.00
PRESCHOOL TEACHER	4.40	3.70	4.25
PLAY CENTER ATTENDANT	2.20	2.00	2.00
PERSONAL TRAINER	0.58	1.07	0.90
FITNESS INSTRUCTOR	1.94	2.00	1.60
DANCE INSTRUCTOR	0.32	0.75	0.30
PROGRAM INSTRUCTOR	1.07	1.60	1.60
PARK ATTENDANT	0.76	0.24	0.06
YOUTH SPORTS ASSISTANT	0.63	0.63	0.63
SPORTS OFFICIAL	0.36	0.75	0.06
SENIOR AIDE	0.00	0.28	0.36
GYM ATTENDANT	0.00	0.90	0.00
HEAD LIFEGUARD	0.00	0.93	1.08
LIFEGUARD	0.00	8.29	8.14
MARKET MANAGER	0.00	0.00	0.17
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	46.44	52.67	50.93



DEPARTMENT		NUMBER	PROGRAM			NUMBER
Parks & Recreation		80	Recreation Services			002
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	1,281,113	1,732,964	1,744,084	Supervisory	142,282
					Regular	716,641
					Part-time	877,703
					Overtime	4,000
					Longevity pay	3,458
711.00	BENEFITS	339,410	437,074	451,242	FICA	133,405
					Workers' compensation	36,232
					Health insurance	161,400
					Life & Disability insurance	8,583
					Dental insurance	6,800
					Pension	104,822
	TOTALS	1,620,523	2,170,038	2,195,326		



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Recreation Services			NUMBER 002
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	349,748	47,566	38,210	Contractual/program instructors	20,000
					Bus for camp	1,650
					Movie license	1,000
					Monthly speakers-senior program	2,400
					Lunch caterers-senior program	11,000
					Smart phones (3)	2,160
720.15	CULTURAL ACTIVITIES	10,317	20,000	20,000	Various programs	20,000
720.21	FACILITIES RENTAL	0	5,000	5,000	Pattonville Facility Expense	5,000
720.25	DATA PROCESSING	12,539	18,655	18,895		
					RecWebTrac software support	8,200
					E-Newsletter fees	2,000
					REACH digital signage fees	5,755
					Adobe Creative Suite	600
					Mind Body processing	2,340
720.26	PRINTING & BINDING	24,815	47,000	47,000	Brochures printing & mailing	35,000
					Rec-o-grams, camp brochure, musical program	1,500
					Facility/membership brochures	2,500
					Senior newsletter	8,000
720.28	RENTAL - EQUIPMENT	150	0	0		
720.34	CREDIT CARD PROCESSING FEES	32,577	30,000	30,000	Credit card processing fee	30,000
720.35	ICE CENTER	0	100,000	150,000	Various Ice Programs	150,000
720.51	PROFESSIONAL DEVELOPMENT	9,282	18,630	17,630	See professional development request	17,630
720.58	RECREATION TRIPS	57,040	17,000	27,000	Trip costs, bus tours, etc.	27,000
720.64	M&R MOTOR VEHICLE	0	6,400	6,400	Bus	6,400
720.80	VEHICLE REIMBURSEMENT	0	500	500	Mileage reimbursement	500



DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Recreation Services	NUMBER 002
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
AMERICA FOR THE ARTS MEMBERSHIP		150		
IPRA CONFERENCE	Chicago, IL	5,000	Annual conference (4)	
LIFEGUARD CERTIFICATION & TRAINING	Local	1,080	Life guard certification and food handling certifications	
LOCAL WORKSHOPS AND SEMINARS		500		
MISSOURI ARTS COUNCIL MEMBERSHIP		500		
MPRA MEMBERSHIPS		2,000	Missouri Park and Recreation Association dues (10)	
MPRA STATE CONFERENCE	Lake of the Ozarks, MO	4,000	Annual conference (4)	
NRPA	Orlando, Florida	2,400	Annual conference (1)	
PART-TIME STAFF TRAINING		2,000		
	TOTAL REQUEST	17,630		



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Recreation Services		NUMBER 002
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	89,332	145,600	156,149	Program supplies 124,149 Birthday party supplies 5,000 Marketing and promotion supplies 15,000 Indoor pool supplies 1,500 Play Center supplies 3,000 Dogport Play features 3,000 Additional stage pieces 2,500 Surface Tablet 2,000
730.21	MOTOR FUEL & LUBRICANTS	3,639	4,000	4,000	Fuel for bus 4,000
730.25	UNIFORMS	5,183	11,450	11,000	Program staff and participant shirts 11,000
	TOTALS	98,154	161,050	171,149	



DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Recreation Services		NUMBER 002
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
REPLACEMENT OF 7 PIECES OF FITNESS EQUIPMENT DUE TO MILES/HOURS OF USE.	7	R	5,000	35,000	
TOTAL REQUEST				35,000	

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Community Center Maintenance

Department	No.	Program	No.	Program Manager
Parks and Recreation	80	Community Center Maint.	003	Superintendent of Facilities

Program Activities

Maryland Heights Community Center

This activity is responsible for the operations and maintenance of the City's central indoor recreation facility.

2020 Programmatic Goals

Goals

Complete training for work order system for full-time staff by March 2020.

Input performance standards into Computerized Maintenance Management System (CMMS) for preventative maintenance and life cycle management of all mechanical equipment at the Community Center by April 2020.

Conduct monthly safety inspections/record data. Items identified will include lights, alarms, fire extinguishers, etc.

Schedule and conduct an annual facility cleaning day(s) by June 2020.

Enter all work orders into CMMS for monthly reports.

Organize all storage areas for the efficient storage of all supplies and equipment used throughout the Community Center by April 2020.

2019 Programmatic Goals - Status

Goals

Complete training for work order system for full-time staff by March 2019.

Goal met

Input performance standards into Computerized Maintenance Management System (CMMS) for preventative maintenance and life cycle management of all mechanical equipment at the Community Center by April 2019.

Goal met

Conduct monthly safety inspections/record data. Items identified will include lights, alarms, fire extinguishers, etc.

Goal met

Schedule and conduct an annual facility cleaning day(s) by June 2019.

Goal met

Enter all work orders into CMMS for monthly reports.

Goal met

Organize all storage areas for the efficient storage of all supplies and equipment used throughout the Community Center by April 2019.

Goal met



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Parks & Recreation	80	Community Center Maint.	003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	361,391	443,993	472,221
CONTRACTUAL SERVICES	320,709	369,623	366,123
COMMODITIES	64,186	96,975	108,000
CAPITAL	5,920	0	0
TOTAL EXPENDITURES	752,206	910,591	946,344
Personnel Schedule			
Position	2018	2019	2020
SUPERINTENDENT OF FACILITIES	0.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00
MAINTENANCE WORKER	1.00	0.00	0.00
CUSTODIAN	2.00	3.00	3.00
MAINTENANCE AIDE	3.25	3.25	3.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	7.25	8.25	8.25



Annual Budget -2020

Parks Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Parks & Recreation		80	Community Center Maint.			003
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	264,359	324,241	345,698	Regular	261,074
					Part-time	77,740
					Longevity pay	2,884
					Overtime	4,000
711.00	BENEFITS	97,032	119,752	126,523	FICA	26,443
					Workers' compensation	18,852
					Health insurance	44,200
					Life & Disability insurance	2,608
					Dental insurance	2,000
					Pension	32,420
	TOTALS	361,391	443,993	472,221		



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Community Center Maint.			NUMBER 003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	45,912	34,160	69,660	Boiler Service three units	3,000
					Extermination	1,000
					Emergency repairs/inspections	10,000
					Smart phones (3)	2,160
					Window cleaning	10,000
					Carpet cleaning	2,000
					Chiller maintenance contract	15,000
					Various building repairs	9,000
					Generator service agreement	2,500
					Elevators Service 2 units	8,500
					Backflow 4 units	1,500
					building modifications-duc work in pool area, larger water line for pool fills	5,000
720.28	RENTAL - EQUIPMENT	8	5,500	5,500	Community Center rental equipment	5,500
720.30	UTILITIES SERVICES	269,534	319,000	280,000	Gas & electric	240,000
					Water & sewer	40,000
720.51	PROFESSIONAL DEVELOPMENT	894	4,763	4,763	See professional development request	4,763
720.61	M&R EQUIPMENT	4,361	6,200	6,200	Security and fire monitoring equipment	2,000
					Annual maintenance contract fitness equipment	4,200
	TOTALS	320,709	369,623	366,123		



DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Community Center Maint.	NUMBER 003
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
IFMA CONFERENCE	Phoenix, AZ	2,300		
IFMA MEMBERSHIP		463	International Facility Manager's Association	
SKILL DEVELOPMENT/CERTIFICATIONS		2,000	Staff training (5)	
	TOTAL REQUEST	4,763		



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Community Center Maint.		NUMBER 003
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	56,367	88,825	98,000	HVAC air filters 5,500 UV lights 2X's year 6,000 Maintenance/replacement Dogport supplies and tags 500 preschool supplies 3,000 Indoor Pool chemicals based on 2019 usage 20,000 Custodial supplies, small tools, paper products 42,500 ID card supplies 3,000 First aid supplies 3,500 Gym wipes 10,000 Tool cart and misc. small tools 2,000 Misc. shelving and work bench 2,000
730.25	UNIFORMS	7,819	8,150	10,000	Department/facility staff shirts full and part time 10,000
	TOTALS	64,186	96,975	108,000	

Government Center Maintenance

Department	No.	Program	No.	Program Manager
Parks & Recreation	80	Government Center Maint.	004	Superintendent of Facilities

Program Activities

Government Center Maintenance

This activity is responsible for maintenance and repair of the Government Center.

2020 Programmatic Goals

Goals

Develop a standard Facility Inspection form to establish guidelines for identifying, documenting and correcting deficiencies found in the building during the planned periodic inspections of building.

Develop a Standard Operating Procedure for Inspection of Fire extinguishers.

Develop a Standard Operating Procedure for Inspection for Fire Alarm Systems.

2019 Programmatic Goals - Status

Goals	Status	Comments
Complete training for work order system for full-time staff by March 2019.	In progress	
Input performance standards into Computerized Maintenance Management System (CMMS) for preventative maintenance and life cycle management of all mechanical equipment at the Government Center by April 2019.	Not met	
Conduct monthly safety inspections and record data. Items identified will include lights, alarms, fire extinguishers, etc. for needed repairs.	Ongoing	
Enter all work orders into CMMS for monthly reports.	In progress	
Schedule and conduct an annual office cleaning day(s) by June 2019.	In progress	

Performance Measures

	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Maintenance work orders completed	200	200	200	400
Room setups completed	1,000	1,500	1,600	2,000



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Parks & Recreation	80	Government Center Maint.	004
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	284,459	243,067	246,816
CONTRACTUAL SERVICES	272,969	241,390	240,565
COMMODITIES	40,372	57,800	47,800
CAPITAL	20,706	60,000	0
TOTAL EXPENDITURES	618,506	602,257	535,181
Personnel Schedule			
Position	2018	2019	2020
MAINTENANCE WORKER	1.00	1.00	1.00
CUSTODIAN	3.00	2.00	2.00
MAINTENANCE AIDE	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	5.00	4.00	4.00



Annual Budget -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Parks & Recreation		80	Government Center Maint.			004
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	204,426	173,140	177,761	Regular	147,208
					Part-time	23,920
					Overtime	3,000
					Longevity pay	3,633
711.00	BENEFITS	80,033	69,927	69,055	FICA	13,596
					Workers' compensation	9,575
					Health insurance	24,600
					Life & Disability Insurance	1,471
					Dental insurance	1,200
					Pension	18,613
	TOTALS	284,459	243,067	246,816		



Annual Budget -2020

General Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Government Center Maint.		NUMBER 004
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.11	MISC. CONTRACTUAL	94,046	80,390	79,565	Pest control 1,000 Generator service agreement 4,600 Various building repairs 9,950 Fire protection sprinkler maintenance 4,100 HVAC repairs 10,500 Fire extinguisher maintenance 2,550 Smart phones (2) 1,440 Fountain repairs 2,000 Elevator maintenance, includes service contract 7,250 Window cleaning 5,000 Floor mats and carpet cleaning 2,500 Building modifications 10,000 HVAC maintenance contract 10,500 Boiler repairs and main 6,000 Contract for fitness equipment 2,175
720.30	UTILITIES SERVICES	178,754	160,200	160,200	Water & sewer 20,500 Electric 108,100 Gas 31,600
720.51	PROFESSIONAL DEVELOPMENT	19	800	800	See professional development request 800
720.61	M&R EQUIPMENT	150	0	0	
	TOTALS	272,969	241,390	240,565	



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Parks & Recreation		80	Government Center Maint.	004
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
TRAINING/SKILL DEVELOPMENT		800	Staff training (4)	
	TOTAL REQUEST	800		



Annual Budget -2020

General Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Government Center Maint.		NUMBER 004
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	38,659	55,800	45,800	Janitorial supplies and small tools 40,450 HVAC air filters 5,350
730.25	UNIFORMS	1,713	2,000	2,000	Maintenance uniforms full and part-time staff 2,000
	TOTALS	40,372	57,800	47,800	

Aquaport

Department	No.	Program	No.	Program Manager
Parks and Recreation	80	Aquaport	007	Recreation Manager

Program Activities

Aquaport Family Aquatic Center

This Activity is responsible for the operation of the city's outdoor aquatic facility. The city is taking the operation of aquatic programs, lifeguards operations, after hour rentals, and pool operations/maintenance in house as of 2019. The concession stand and cashier services will continue to be operated by the city. Aquaport is open 12 full weeks, Memorial Day in May through mid-August, with an additional three weekends reflecting amended hours from mid-August to Labor Day in September.

2020 Programmatic Goals

Goals

Increase after hours rentals by 10%, utilizing new feature.

Develop, implement, and maintain pool operations for new equipment both in filter room and concessions. Record these protocols in working manual.

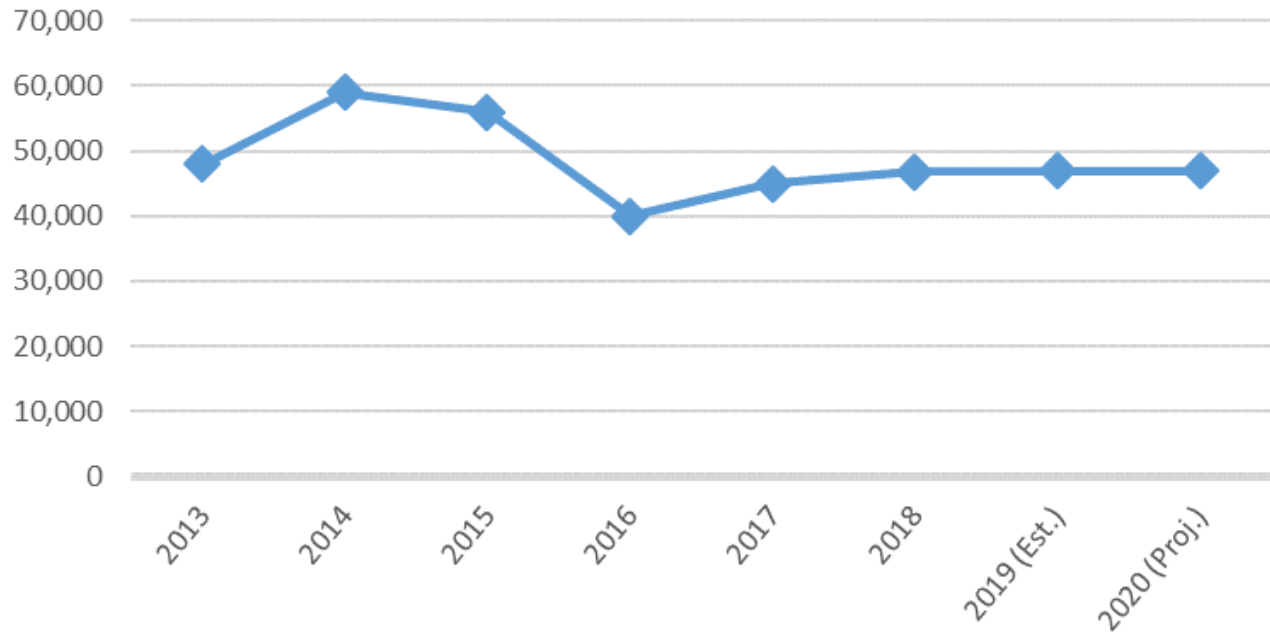
Develop, implement, and maintain pool operation protocols for Aquaport.

2019 Programmatic Goals - Status

Goals	Status	Comments
Maintain season attendants for open swim and special events while taking Aquatics in house.	Goal met	
Offer (3) Special family Programs at Aquaport during 2019 season	Goal met	
Increasing swim lessons participation for Aquaport.	Withdrawn	
Developing, implementing, and maintaining pool operations protocols for Aquaport.	In progress	

Performance Measures

Total Seasonal Attendance at Aquaport



Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Total attendance	45,000	46,756	47,000	47,000
Creve Coeur Usage	525	358	400	400
Bridgeton Usage	350	263	300	300
Goupons redeemed	6,350	5,935	6,200	6,200



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation	NUMBER 80	PROGRAM Aquaport	NUMBER 007
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	68,588	329,203	333,038
CONTRACTUAL SERVICES	404,668	166,750	112,250
COMMODITIES	100,331	119,425	111,625
TOTAL EXPENDITURES	573,587	615,378	556,913
Personnel Schedule			
Position	2018	2019	2020
AQUAPORT STAFF	3.30	3.30	3.30
LIFEGUARD MANAGER	0.00	0.41	0.41
HEAD LIFEGUARD	0.00	0.87	1.83
LIFEGUARD	0.00	9.09	7.20
AQUAPORT GROUNDS CREW	0.00	0.32	0.32
AQUAPORT MAINTENANCE	0.00	0.57	0.57
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.30	14.56	13.63



Annual Budget -2020

Parks Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Parks & Recreation		80	Aquaport		007
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	61,129	292,786	297,183	Part-time 297,183
711.00	BENEFITS	7,459	36,417	35,855	FICA 22,731 Workers' compensation 13,124
	TOTALS	68,588	329,203	333,038	



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Aquaport		NUMBER 007
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.11	MISC. CONTRACTUAL	269,533	53,220	7,220	Emergency repairs - 3,000 HVAC/plumbing Replace in-water caulking 1,000 Replace bulbs on stadium lights 2,000 Clean grate 500 Smart phone (1) 720
720.26	PRINTING & BINDING	686	700	700	Aquaport brochures and free passes 700
720.30	UTILITIES SERVICES	127,665	106,250	96,250	Electric 39,250 Water & sewer 57,000
720.34	CREDIT CARD PROCESSING FEES	6,784	2,500	2,500	Concession stand/admissions 2,500
720.51	PROFESSIONAL DEVELOPMENT	0	3,580	3,580	See professional development request 3,580
720.84	ADVERTISING	0	500	2,000	Advertising 2,000
TOTALS		404,668	166,750	112,250	



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Parks & Recreation		80	Aquaport	007
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
FOOD SAFE TRAINING	Local	580	Concession certification for all managers (3)	
LIFEGUARD CERTIFICATION & TRAINING	Local	3,000		
	TOTAL REQUEST	3,580		



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Aquaport		NUMBER 007
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.13	MISC. SUPPLIES	51,450	45,000	50,000	Concession goods 50,000
730.20	OPERATIONAL SUPPLIES	48,282	71,825	59,025	Janitorial supplies 4,250 Tubes 3,500 Concession and office supplies 1,500 Wrist bands 1,500 Replace signage- in house 500 Funbrella repair parts 1,500 Lounge chairs (100) 15,000 Special event supplies 2,500 County Health permit 75 Small tools and equipment 2,000 Umbrellas (8) 1,200 Picnic tables (8) 7,000 Trashcans 3,000 Chemicals for aquatic center 15,500
730.25	UNIFORMS	599	2,600	2,600	Staff shirts & Lifeguard uniforms 2,600
	TOTALS	100,331	119,425	111,625	

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Parks Maintenance

Department	No.	Program	No.	Program Manager
Parks & Recreation	80	Parks Maintenance	008	Superintendent of Parks

Program Activities

Parks Maintenance

This activity provides grounds maintenance and beautification five public parks (Vago, Eise, Quiet Hollow, Parkwood, and McKelvey Woods), Community Center grounds, Government Center grounds, Aquaport; Dogport, trails, walking paths, and other public facilities.

2020 Programmatic Goals

Goals

Research and develop a plan for removal of honeysuckle within the City parks and facilities in conjunction with the Department of Public Works.

Complete inventory of memorial plaques and benches for the city parks system and enter into GIS system

Develop on-going safety training schedule for staff working in parks and facility maintenance.

2019 Programmatic Goals - Status

Goals	Status	Comments
Complete training for work order system for full-time staff by March 2019.	In progress	
Input performance standards into Computerized Maintenance Management System (CMMS) for preventative maintenance and life cycle management of all Parks equipment by April 2019.	Ongoing	
Enter all weekly playground inspection reports into CMMS program by April 2019.	Ongoing	
Conduct park inspections and enter data from monthly inspections during the months of October through April and weekly inspections during the months of May through September.	Goal met	
Extend the woodland trail at the east end of McKelvey Woods Trail to make a loop around the property. To be completed by fall 2019.	Withdrawn	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Pavilion reservations	336	336	350	350
Work orders completed	225	225	260	275



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation	NUMBER 80	PROGRAM Parks Maintenance	NUMBER 008
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	549,402	553,135	569,034
CONTRACTUAL SERVICES	145,170	140,365	149,390
COMMODITIES	55,287	101,425	83,325
CAPITAL	141,750	51,314	26,500
TOTAL EXPENDITURES	891,609	846,239	828,249
Personnel Schedule			
Position	2018	2019	2020
BUILDING & GROUNDS MANAGER	1.00	0.00	0.00
SUPERINTENDENT OF PARKS	0.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00
MAINTENANCE WORKER	5.00	4.00	4.00
MAINTENANCE AIDE (PART-TIME)	2.20	2.20	2.20
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	9.20	8.20	8.20



Annual Budget -2020

Parks Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Parks & Recreation		80	Parks Maintenance			008
Personnel Services		2018	2019	2020		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	396,497	401,014	406,969	Regular	344,019
					Part-time	52,624
					Overtime	6,000
					Longevity pay	4,326
711.00	BENEFITS	152,905	152,121	162,065	FICA	31,130
					Workers' compensation	22,424
					Health insurance	59,800
					Life & Disability insurance	3,438
					Dental insurance	2,400
					Pension	42,873
	TOTALS	549,402	553,135	569,034		



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Parks Maintenance			NUMBER 008
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	37,240	22,340	30,290	Alarm system monitoring: maintenance building	600
					Inverness Trustee Assoc.	150
					Hazard tree removal - increase hazard trees identified by tree inventory	10,000
					Landfill charges	3,100
					Emergency repairs - plumbing, HVAC, electrical, etc.- includes required annual inspections	5,000
					Smart phones (2)	1,440
					Honeysuckle removal	10,000
720.18	LEVEE DISTRICT ASSESSMENT	56,255	67,000	67,000	Sportport	67,000
720.28	RENTAL - EQUIPMENT	0	5,000	5,000	Rental of misc. yard equipment - for cleaning up lots and maintenance of trail	5,000
720.30	UTILITIES SERVICES	49,981	42,875	42,875	Water & sewer	32,125
					Gas & electric	10,750
720.51	PROFESSIONAL DEVELOPMENT	1,694	3,150	4,225	See professional development request	4,225
TOTALS		145,170	140,365	149,390		



DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Parks Maintenance	NUMBER 008
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
CERTIFICATIONS	St. Louis, MO	2,000	Renewal of chemicals license, playground inspections certification, etc.	
MISSOURI TURF & ORNAMENTAL COUNCIL		200	Membership dues	
MO GREEN IND CONFERENCE	St. Charles, MO	825		
TRAINING/SKILL DEVELOPMENT	Local	1,200	Maintenance training program (6)	
	TOTAL REQUEST	4,225		



Annual Budget -2020

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Parks Maintenance			NUMBER 008
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	44,258	89,150	71,050	Janitorial supplies	14,750
					Fixtures, flags and misc. repair parts	4,600
					Sand, gravel and concrete	8,150
					Flowers, shrubs, seed and fertilizer - includes Aquap.,Gov. Center, Com. Center	10,000
					Small tools	2,500
					Gas powered tools: weed eaters, chainsaws, push mower	4,600
					Tables and benches	2,500
					Paint, stain, and sealer	2,550
					Mulch	3,500
					Dogport sand and supplies	2,800
					New trees	5,100
					Eise washroom doors	3,000
					Paint all splashpad features at EISE and VAGO	2,500
					Bike Rack and additional benches (2) at QH	2,500
					Computer and Cabling	2,000
730.21	MOTOR FUEL & LUBRICANTS	7,256	8,150	8,150	Diesel fuel, gasoline	8,150
730.25	UNIFORMS	3,773	4,125	4,125	Uniforms & clothing for park maintenance	4,125
	TOTALS	55,287	101,425	83,325		



DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Parks Maintenance		NUMBER 008
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
PICK UP TRUCK WITH CAB	1	R	26,500	26,500	Replace 802
TOTAL REQUEST				26,500	

Capital Projects

Department	No.	Program	No.	Program Manager
Parks & Recreation	50	Capital Projects	009	Director of Parks & Recreation

Program Activities

Capital Projects

Capital projects are major infrastructure and facility construction projects that typically have an estimated cost of more than \$100,000.

Capital Improvement Projects - 2020					
Project No.	Project Name	Estimated project cost	Estimated expenditures through 2019	2020 Budget (proposed)	Future Cost
302	Aquaport Renovations	2,700,000	0	2,700,000	0
304	Fee Fee Baseball Fields	1,000,000	0	1,000,000	0
TOTAL 2020				\$3,700,000	



DEPARTMENT Park Capital Imp Projects		NUMBER 85	PROGRAM Capital Projects	NUMBER 001
Capital Improvement Project				
Capital Project Number 302	Name of Project AQUAPORT RENOVATIONS			
Description In 2018, Aquaport celebrated 20 years of operation. The park is still used by both resident and non-residents and is a popular destination of summer camps. During the Master Plan for the Parks Department a renovation was discussed and desired by residents. The facility is dated and needs repairs to continue operation. Completing these renovations will add to the life span of the park and bring the facility up to date with pumps, filters, ADA accessibility. We are also adding a new water feature.				
Status of Project in the Spring of 2019 we began the interview process of hiring a firm to complete the renovations. Hastings and Chivetta were selected as the Architects to complete the renovations. The initial process began in summer of 2019 and is expected to be completed by 2020 opening season.				
Impact on Operating Budget This project would be funded from the Parks and Recreation Fund.				
Performance Measures Update the pump room with new pumps, motors and filters Increase concession area for greater visibility and sales and storage Add new entrance to provide a better guest service experience Add new water feature to add to the guest experience.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	2,700,000	0	2,700,000	0
Equipment/Other	0	0	0	0
Total Cost	\$2,700,000	\$0	\$2,700,000	\$0



DEPARTMENT Park Capital Imp Projects	NUMBER 85	PROGRAM Capital Projects	NUMBER 001	
Capital Improvement Project				
Capital Project Number 304	Name of Project FEE FEE BASEBALL FIELDS			
Description The Fee Fee Baseball Fields The Maryland Heights Athletic Association no longer exists and the City has the opportunity to enhance this location where baseball used to be played. Requests for Qualificaitons were sent out to potential vendors to complete the renvoations in summer of 2019 and Cole was chosen as the Architect firm to work with City staff in a design and plan to renovate these fields. .				
Status of Project Staff are currently working with Cole Architects to determine the best plan for renovations due to the Floodway verses Flood plain restrictions.				
Impact on Operating Budget This project would be funded from the Parks and Recreation Fund.				
Performance Measures Provide residents with a park to play baseball/softball and other field opportunities Increase parking and playing surface for participant safety Access lighting for the park area.				
Project Budget				
	Estimated Total Project Cost	Estimated Expenditures through 2019	2020 Budget	Future Costs
Engineering	\$0	\$0	\$0	\$0
Right-of-Way/Property Acquisition	0	0	0	0
Construction	1,000,000	0	1,000,000	0
Equipment/Other	0	0	0	0
Total Cost	\$1,000,000	\$0	\$1,000,000	\$0

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Beautification

Department	No.	Program	No.	Program Manager
Parks & Recreation	80	Beautification	010	Director of Parks and Recreation

Program Activities

City-wide Beautification

This program is funded by a business license tax on outdoor advertising structures (billboards). The goal of the program is to improve the appearance of publicly-owned rights-of-way and other public properties within the City.

2020 Programmatic Goals

Goals

Establish plantings at median on Dorsett Rd. near Lindbergh Blvd.

Investigate with St. Louis County to desire to paint murals on the retaining walls at Dorsett Rd. and Fee Fee Rd., as well as Dorsett Road just west of I-270.

Continue work with Creative Cities Alliance (CCA) to select another Sculpture location and piece for 2020 install.

Work with the Parks staff to maintain the planters at the Government Center.

2019 Programmatic Goals - Status

Goals

Status

Comments

Implement the Neighborhood Improvement Grant program.

Withdrawn

Conduct a Garden Tour within the City of Maryland Heights.

Goal met

Develop a plan for the next 3-5 years for the Beautification Commission

Goal met

Work with the Parks staff to maintain the Planters at the Government Center.

Goal met



Annual Budget -2020

Beautification Fund

DEPARTMENT Parks & Recreation	NUMBER 80	PROGRAM Beautification	NUMBER 010
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	5,466	24,000	24,000
COMMODITIES	4,944	6,650	1,600
TOTAL EXPENDITURES	10,410	30,650	25,600
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

Beautification Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Beautification		NUMBER 010
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.11	MISC. CONTRACTUAL	5,466	24,000	24,000	Annual Art (CCA) 1,500 Art Location Prep 2,500 Paint murals on retaining walls, Dorsett locations,work woth St. Louis county 10,000 Additional art sculpture or Landscaping on Dorsett near Lindberg 10,000
	TOTALS	5,466	24,000	24,000	



Annual Budget -2020
Beautification Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Beautification		NUMBER 010
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	4,944	6,650	1,600	Marketing and promotion for murals and artisit 1,000 Supplies for special meetings and workshops 600
	TOTALS	4,944	6,650	1,600	



Human Services

Human Services

Department Summary

	General	
<u>Program</u>	<u>Fund</u>	<u>Total</u>
Human Services	225,000	225,000
Total	\$225,000	\$225,000

Human Services

Department	No.	Program	No.	Program Manager
Human Services	90	Human Services	003	Recreation Manager

Program Activities

Utility Tax Rebates

The City refunds payments of utility gross receipts taxes to qualified disabled and/or senior citizens.

2020 Programmatic Goals
Goals
Process 1,100 rebate applications during the first 30 days of the 2020 rebate program.
Provide checks to qualified applicants within 14 days of application, 95% of the time.

2019 Programmatic Goals - Status		
Goals	Status	Comments
Process 1,100 rebate applications during the first 30 days of the 2019 rebate program.	In progress	
Provide checks to qualified applicants within 14 days of application, 95% of the time.	In progress	

Performance Measures				
Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Rebate applications processed	1,429	1,441	1,438	1,445



DEPARTMENT Human Services	NUMBER 90	PROGRAM Human Services	NUMBER 003
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	217,161	225,000	225,000
TOTAL EXPENDITURES	217,161	225,000	225,000



Annual Budget -2020
General Fund

DEPARTMENT Human Services		NUMBER 90	PROGRAM Human Services		NUMBER 003
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.91	UTILITY TAX REBATE PMTS.	217,161	225,000	225,000	Payments to qualified seniors and disabled residents 225,000
	TOTALS	217,161	225,000	225,000	

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Debt Service

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Debt Service

Department	No.	Program	No.	Program Manager
Debt Service	01	Debt Service	000	Finance Director

Program Activities

Debt Service

In 2015, the City issued approximately \$15 million in “certificates of participation” to fund about 50% of the construction cost of a new community center. The certificates represent proportionate ownership interests in the right to receive “basic rent” to be paid by the City. The City’s obligation to pay basic rent and other payment obligations under the lease are subject to and dependent upon annual appropriations being made by the City for this purpose.

This certificates will not constitute an indebtedness of the City within the meaning of any constitutional or statutory restriction.

Community Center Debt Service Schedule

<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2020	650,000	327,233	977,233
2021	665,000	314,082	979,082
2022	675,000	300,683	975,683
2023	690,000	286,860	976,860
2024	705,000	271,856	976,856
2025	720,000	255,465	975,465
2026	740,000	237,755	977,755
2027	760,000	218,625	978,625
2028	780,000	198,020	978,020
2029	800,000	175,795	975,795
2030	825,000	151,920	976,920
2031	850,000	126,795	976,795
2032	875,000	100,701	975,701
2033	905,000	73,330	978,330
2034	930,000	44,771	974,771
2035	960,000	15,120	975,120
TOTAL	\$12,530,000	\$3,399,011	\$15,629,011



Community Center Debt Service Fund

DEPARTMENT Debt Service	NUMBER 01	PROGRAM Debt Service	NUMBER 000
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	1,940	9,900	7,700
DEBT SERVICES	977,683	975,100	977,300
TOTAL EXPENDITURES	979,623	985,000	985,000
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Community Center Debt Service Fund

DEPARTMENT Debt Service		NUMBER 01	PROGRAM Debt Service		NUMBER 000
Contractual Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
720.86	TRUSTEE FEES	1,940	9,900	7,700	Trustee fees, compliance filings 7,700
	TOTALS	1,940	9,900	7,700	



Community Center Debt Service Fund

PROGRAM Debt Service		NUMBER 01	PROGRAM Debt Service			NUMBER 000
Debt Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
760.20	DEBT SERVICE PAYMENTS	352,683	340,100	327,300	Interest	327,300
760.40	PRINCIPAL PAYMENT	625,000	635,000	650,000	Principal payment	650,000
	TOTALS	977,683	975,100	977,300		

Debt Service

Department	No.	Program	No.	Program Manager
Debt Service	01	Debt Service	000	Finance Director

Program Activities

Debt Service

The Westport Plaza TIF was established in 2015 for the purpose of supporting the redevelopment of Westport Plaza, a 42-acre commercial and office space development, resort and entertainment center. The developer and owner of Westport Plaza is Lodging Hospitality Management (LHM). Infrastructure investments afforded by the TIF include repairing the public parking lots and existing garage, constructing an additional garage, repairing pavers and water drainage system, and repairing the water detention/lake feature.

The financing is not considered general obligation debt. The City's responsibility is limited to incremental revenues generated in the district.



Annual Budget -2020

Westport Plaza TIF

DEPARTMENT Debt Service	NUMBER 01	PROGRAM Debt Service	NUMBER 000
Program Budget			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
DEBT SERVICES	0	3,860,731	6,000,000
TOTAL EXPENDITURES	0	3,860,731	6,000,000
Personnel Schedule			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2020

Westport Plaza TIF

PROGRAM Debt Service		NUMBER 01	PROGRAM Debt Service		NUMBER 000
Debt Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
760.20	DEBT SERVICE PAYMENTS	0	681,540	1,500,000	Interest on TIF notes 1,500,000
760.40	PRINCIPAL PAYMENT	0	3,179,191	4,500,000	TIF Notes 4,500,000
	TOTALS	0	3,860,731	6,000,000	



Appendix

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position classification plan

full time employees

Position Classification Key

<i>E- Exempt Employees</i>	<i>PD2 - Police Corporal</i>
<i>NE - Non-Exempt Employees</i>	<i>PD3 - Police Sergeant</i>
<i>PA1 - Police Recruit</i>	<i>T - Temporary/ Seasonal</i>
<i>PD1 - Police Officer/ Detective</i>	

Administration & Finance

Administrative Support Services

1. Records Clerk – Administration	NE 3
2. Administration. Assist. – Licensing	NE 4
3. Deputy City Clerk	NE 6
4. Human Resources Generalist	NE 6
5. Marketing Communication Specialist	NE 6

Financial Support Services

1. Accounting Clerk	NE 5
2. Payroll Specialist/IT Technician**	NE 7
3. Senior Accountant	E 13

Technology Support Services

1. Payroll Specialist/IT Technician**	NE 7
2. Data Systems Technician	NE 9
3. GIS Coordinator	E 15

Management Services

1. Communication Manager	E 11
2. Assistant to the City Administrator	E 14
3. City Clerk	E 14
4. Assistant Director of Finance	E 15
5. Human Resources Manager	E 15
6. IT Manager	E 17
7. Director of Finance	E 19
8. City Administrator	E 21

**Dual Financial and Technology Position

Legal Services

1. Assistant to the Prosecutor	NE 6
2. City Attorney	E
3. Prosecutor	E

Community Development

Administrative Support Services

1. Customer Relations Specialist	NE 3
2. Administrative Assistant	NE 4
3. Management Assistant	NE 5
4. Permits Coordinator	NE 5

Inspector Services

1. Code Enforcement Officer	NE 5
2. Building Inspector	NE 8
3. Plans Examiner	NE 9

Planning Services

1. Planner I	E 11
2. Planner II	E 12
3. City Planner	E 13

Management Services

1. Deputy Building Commissioner	E 13
2. Building Commissioner	E 14
3. Economic Development Manager	E 15
4. Director Community Development	E 17

Municipal Court

Administrative Support Services

1. Court Assistant	NE 3
2. Court Administrator	E 11

Judicial Services

1. Municipal Judge	E
2. Provisional Municipal Judge	E

Parks and Recreation

Administrative Support Services	Grade
1. Customer Relations Specialist	NE 3
2. Recreation Assistant – Facilities	NE 3
3. Customer Relations Supervisor	NE 5
4. Marketing Communications Specialist	NE 6

Maintenance Services

1. Custodian	NE 2
2. Maintenance Worker	NE 5
3. Crew Leader	NE 8
4. Superintendent of Facilities	E 12
5. Superintendent of Parks	E 12

Recreation Services

1. Recreation Assistant	NE 3
2. Recreation Program Specialist	NE 5
3. Aquatics Supervisor	NE 6

Management Services

1. Recreation Manager	E 12
2. Director of Parks and Recreation	E 19

Public Safety

Administrative Support Services

1. Secretary - Detective Bureau	NE 3
2. Administrative Assistant	NE 4
3. Crime Analyst	NE 5
4. Executive Assistant	NE 5

Communications and Records Services

1. Police Records Clerk	NE 3
2. Police Records Supervisor**	NE 5
3. Dispatcher	NE 6
4. Communications Supervisor	P 1

Law Enforcement Services

	Grade
1. Jailer	NE 2
2. Police Recruit	PA 1
3. Police Officer	PD 1
4. Police Corporal	PD 2
5. Police Sergeant	PD 3

Management Services

	Grade
1. Police Lieutenant	E 16
2. Police Captain	E 17
3. Deputy Police Chief	E 18
4. Chief of Police	E 20

Public Works

Administrative Support Services

1. Administrative Assistant	NE 4
2. Executive Assistant	NE 5

Maintenance Services

1. Mechanic Helper	NE 2
2. Maintenance Worker	NE 5
3. Mechanic	NE 6
4. Crew Leader	NE 8

Construction Services

1. Construction Inspector	NE 7
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Engineering Services

1. Engineering Technician	NE 7
2. Engineer	E 13

Management Services

1. Engineering Manager	E 14
2. Operations Manager	E 14
3. Director of Public Works	E 20

***The position of Police Records Supervisor was frozen at the 2019 level for further review per the City Council at the December 5, 2019 City Council Meeting.*

All Departments - Temporary and Seasonal Employees

	Grade		Grade
1. Art Instructor	T	30. Preschool Director	T
2. Bailiff	T	31. Preschool Leader	T
3. Bus Driver	T	32. Preschool Teacher	T
4. Camp Assistant Director	T	33. Program Instructor	T
5. Camp Director	T	34. Senior Aide	T
6. Camp Staff	T	35. Senior Camp Counselor	T
7. Concession Assistant Manager	T	36. Speciality Fitness Instructor	T
8. Concession Crew Leader	T	37. Sports Instructor	T
9. Concession Manager	T	38. Sports Official	T
10. Concession Worker	T	39. Youth Sports Assistant	T
11. Court Aide	T		
12. Custodial Aide	T		
13. Customer Relations Aide	T		
14. Customer Relations Assistant	T		
15. Dance Instructor	T		
16. Drama Instructor	T		
17. Fitness Center Attendant	T		
18. Fitness Instructor	T		
19. Head Lifeguard	T		
20. Inclusion Assistant	T		
21. Intern	T		
22. Lifeguard	T		
23. Lifeguard Manager	T		
24. Maintenance Aide	T		
25. Market Manager	T		
26. Music Instructor	T		
27. Park Attendant	T		
28. Personal Trainer	T		
29. Play Center Attendant	T		

The City Administrator is authorized to establish the specific salary for exempt employees which salaries shall not be less than the minimum set forth for their respective grade nor more than the maximum set forth in this Addendum. The salaries for City Administrator and City Clerk shall be set by the Mayor and Council in accordance with the respective ranges for these positions.

position pay plan

full time employees

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
NE 1	Open	31,002	31,797	32,612	33,448	34,306	35,185
NE 2	Custodian; Jailer; Mechanic Helper	36,258	37,188	38,142	39,119	40,122	41,151
NE 3	Recreation Assistant; Customer Relations Specialist; Secretary; Records Clerk/Administration; Police Records Clerk;	40,354	41,389	42,450	43,538	44,655	45,799
NE 4	Administrative Assistant; Court Court Assistant;	42,437	43,526	44,642	45,786	46,960	48,165
NE 5	Accounting Clerk; Crime Analyst; Code Enforcement Officer; Customer Relations Supervisor; Exec. Assistant; Recreation Program Specialist; Management Assistant; Maintenance Worker; Permits Coordinator; Police Records Supervisor;	45,706	46,878	48,080	49,312	50,577	51,874
NE 6	Deputy City Clerk; Dispatcher; HR Generalist; Mechanic; Assistant to the Prosecutor; Marketing/ Communications Specialist; Aquatics Supervisor;	50,461	51,754	53,082	54,442	55,838	57,270
NE 7	Construction Inspector; Engineering Technician; Payroll/IT Tech;	55,362	56,782	58,238	59,731	61,263	62,834
NE 8	Building Inspector; Communications Supervisor/Police; Crew Leader	60,435	61,985	63,574	65,205	66,876	68,591
NE 9	Data Systems Tech.; Plans Examiner	64,884	66,548	68,255	70,004	71,800	73,640
PA 1	Police Recruit	42,437	43,526	44,642	45,786	46,960	48,165
PD 1	Police Officer/Police Detective	57,679	59,986	62,385	64,880	67,475	70,174
PD 2	Police Corporal	60,679	63,106	65,630	68,255	70,986	73,825
PD 3	Police Sergeant	78,936	81,699	84,610	87,520	90,582	92,394

Step 7	Step 8	Step 9	Step 10
36,087	37,013	37,962	39,519

42,206	43,289	44,399	46,220
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46,974	48,178	49,414	51,441
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49,399	50,666	51,966	54,097
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53,204	54,568	55,967	58,263
--------	--------	--------	--------

58,739	60,244	61,789	64,324
--------	--------	--------	--------

64,445	66,097	67,792	70,574
--------	--------	--------	--------

70,350	72,153	74,004	77,040
--------	--------	--------	--------

75,529	77,465	79,452	82,711
--------	--------	--------	--------

49,399	50,666	51,966	53,298
--------	--------	--------	--------

72,981	75,902	77,799	79,744
--------	--------	--------	--------

76,778	79,849	81,846	83,891
--------	--------	--------	--------

94,241	96,126	98,049	100,009
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E- Exempt Employees

NE - Non-Exempt Employees

PA1 - Police Recruit

PD1 - Police Officer/ Detective

PD2 - Police Corporal

PD3 - Police Sergeant

T - Temporary/ Seasonal

position pay plan

full time employees (continued)

Grade	Position	Minimum	Midpoint	Maximum
E 11	Court Administrator; Planner I; Communications Manager;	54,950	68,778	82,606
E 12	Planner II; Superintendent of Facilities; Superintendent of Parks; Recreation Manager;	56,798	73,594	88,388
E 13	City Planner; Deputy Building Commissioner; Engineer; Senior Accountant	62,912	78,744	94,576
E 14	Assistant to City Administrator; Building Commissioner; City Clerk; Engineering Manager; Operations Manager	67,317	84,256	101,195
E 15	Assistant Director of Finance; Economic Development Manager; GIS Coordinator; HR Manager	72,029	90,155	108,280
E 16	Police Lieutenant	77,071	96,466	115,860
E 17	Director of Community Development; IT Manager; Police Captain	82,466	103,218	123,970
E 18	Deputy Police Chief	88,238	110,958	132,648
E 19	Director of Finance; Director of Parks and Recreation	94,415	118,174	141,933
E 20	Chief of Police; Director of Public Works	101,024	126,446	151,867
E 21	City Administrator	127,720	159,135	190,550

position pay plan

appointed & part-time positions

Position	Compensation
Municipal Judge	36,000/annual
Provisional Municipal Judge	500/session
Prosecutor	548/call docket 671/trial docket 148/hour (<i>prep and special appearance</i>)

Position	Minimum Hourly	Maximum Hourly
Part-Time	7.85	75

background data

Demographic Data

Population

1970:	17,617
1980:	26,413
1990:	25,440
2000:	25,756
2010:	27,472

Number of Households

1970:	6,468
1980:	8,689
1990:	10,667
2000:	11,302
2010:	13,092

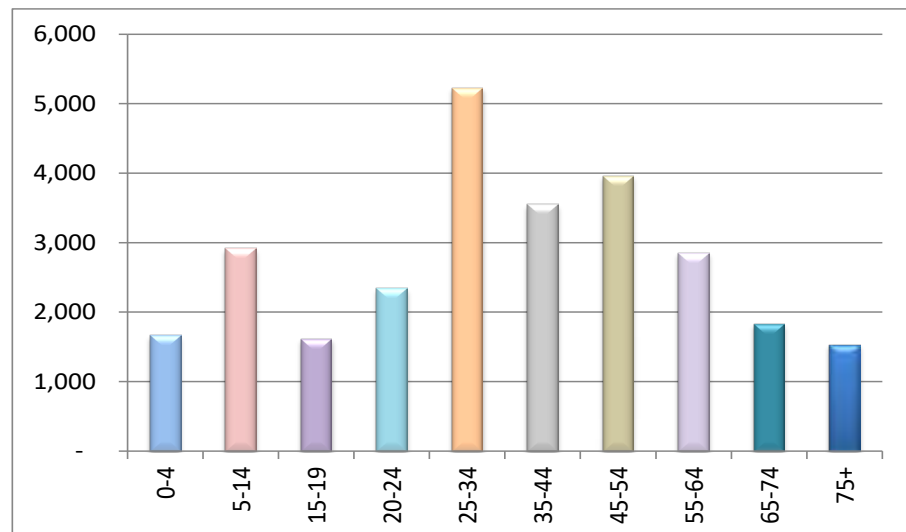
Age Distribution

0-4 years	1,661
5-14	2,917
15-19	1,609
20-24	2,338
25-34	5,225
35-44	3,553
45-54	3,957
55-64	2,855
65-74	1,825
75+	1,532
Total	27,472

Land Use

City land size:	23.42 square miles
Miles of city-maintained streets:	98.1
Percentage of land use	
Agricultural	19.9%
Recreational/Open Space	19.9%
Residential	18.5%
Commercial/Industrial	18.5%
Vacant Land	13.8%
Transportation and Utilities	7%
Institutional	2.4%
Total built commercial space:	24.2 million square feet
Total licensed businesses:	1,645

Population Distribution by Age



People	Maryland Heights	U.S. (2010)
Median age	35	37
Male population	48.7%	49.2%
Female population	51.3%	50.8%

Community Center Debt Service Schedule

<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2020	650,000	327,233	977,233
2021	665,000	314,082	979,082
2022	675,000	300,683	975,683
2023	690,000	286,860	976,860
2024	705,000	271,856	976,856
2025	720,000	255,465	975,465
2026	740,000	237,755	977,755
2027	760,000	218,625	978,625
2028	780,000	198,020	978,020
2029	800,000	175,795	975,795
2030	825,000	151,920	976,920
2031	850,000	126,795	976,795
2032	875,000	100,701	975,701
2033	905,000	73,330	978,330
2034	930,000	44,771	974,771
2035	960,000	15,120	975,120
TOTAL	\$12,530,000	\$3,399,011	\$15,629,011

Major Employers	Employed
Edward Jones	1,833
Charter Communications Entertain.	1,587
World Wide Technology	1,521
Magellan Health Services	1,350
Hollywood Casino	1,256
United Healthcare of the Midwest	900
Elsevier	724
The Boeing Company	641
Schnucks Markets	635
Essence Healthcare	556

Assessed Valuation (in dollars)

2008 - 1,083,189,946	2014 - 1,021,515,809
2009 - 1,030,099,917	2015 - 1,030,260,223
2010 - 1,020,840,625	2016 - 986,639,443
2011 - 987,263,031	2017 - 1,073,420,572
2012 - 1,085,013,461	2018 - 1,054,934,380
2013 - 1,027,402,738	2019 - 1,146,483,170

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Capital Improvement Program

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Capital Improvement Plan

2020-2024



Maryland Heights

The Next Five Years

Splashing into the Future





City of Maryland Heights CAPITAL IMPROVEMENT PROGRAM 2020- 2024

INTRODUCTION

The Capital Improvement Program (CIP) is a plan for the City's capital investments over a five (5) year period. The CIP allows the City to project all capital costs, funding and timing. Each year the CIP is reviewed by the City Council within the context of ongoing City, County and State planning, programs and policies, as well as the City's Comprehensive Plan.

In accordance with state law, the Plan Commission reviews the location, extent and character of all proposed improvements of streets and other public facilities.

Capital investments involve major city assets that normally have long, useful lives. Items included within the CIP are usually found within one of the following six (6) categories:

1. The acquisition of land and/or buildings for a public purpose.
2. The construction of a significant facility, i.e., a building or a road, or the addition to or extension of an existing facility.
3. Rehabilitation or major repair to all or part of a facility, i.e., infrequent repairs that are not considered to be recurring maintenance, provided the total cost is estimated to be not less than \$100,000.
4. Any specific planning, engineering, design work or construction management activity related to the above three (3) categories.
5. The annual street pavement maintenance program, which includes replacement and cracksealing of concrete pavement sections, and resurfacing/microsurfacing of asphalt pavement streets.
6. Any new or replacement capital equipment or software purchase with an estimated cost of not less than \$100,000.

The current CIP includes five (5) years of projected capital expenditures totaling \$28,978,000. Additionally, some projects were started prior to 2020 and/or extend beyond 2024 and would increase the total capital costs to \$36,653,000. The first year of the Program will be incorporated into the capital portion of the FY2020 Budget. The remaining four (4) years will serve as a financial plan for capital investments. The CIP complements the Annual Budget and is updated each budget cycle.

The City is pursuing a program to upgrade all City streets functionally classified as "collector roads". In addition, the City Council has plans to continue to upgrade unimproved residential "local" streets and add sidewalks in residential areas. Storm water improvement projects are recommended by the Storm Water Advisory Commission using their adopted rating system.

ORGANIZATION OF THE CIP

The CIP's organization permits a comprehensive treatment of all pending capital projects. The major portion of the program contains the individual project descriptions, organized by categories set forth in the Strategic Plan and program areas corresponding to the Annual Budget. Each project sheet contains information regarding the description, existing conditions, funding, benefits and impact on operating costs of each project.



FINANCING THE CIP

The following funding sources may be used to finance a project in the CIP:

- Advance from Reserve - The flow of budgetary funds and the timing of capital project expenditures can cause shortfalls in the funds used for capital projects. The City's Reserve Fund is utilized to advance funds (cash) in order to finance these situations on a short-term basis.
- Available Funds - Cash currently available in one of the City's operating funds.
- Grants - Funding provided to the City by other governmental entities.
- Leasehold Revenue Bonds - To finance certain municipal facilities the Maryland Heights Public Facilities Authority may issue bonds to fund projects and lease the facilities to the City in exchange for annual debt service payments.
- Miscellaneous Sources - Funding sources that do not fall within one of the above categories. When a project lists this as a source of funding, a further description of the funding can be found in the narrative section of the project sheet.
- Private Contributions - Payments by private property owners or developers for public capital facilities (such as storm water facilities and streets) that support or enhance their property or project.
- Special Assessment - Long term borrowing for localized projects repaid through user charges or taxes that are generated within the area of the improvements.
- Tax Increment Financing - Funding provided by incremental taxes resulting from new development in a designated Tax Increment Financing (TIF) District.

GAMING TAX REVENUES AS A FINANCING SOURCE

Currently, 30% of gaming taxes are allocated to the Capital Improvement Fund.



RELATIONSHIP BETWEEN THE OPERATING BUDGET AND CIP

Whenever the City commits to a capital project, there is an associated long-range impact on operating funds. Most capital projects affect future operating budgets either positively or negatively by influencing maintenance costs or by providing capacity for new services to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. The amount of impact is categorized as: Positive, Negligible, Slight, Moderate or High.

	Definition
Positive	The project will either generate revenue to offset expenses or will actually reduce overall operating costs.
Negligible	The impact will be very small. It will generate less than \$10,000 per year in increased operating expenditures or savings.
Slight	The impact will be between \$10,000 and \$50,000 per year in increased operating expenditures.
Moderate	The impact will be between \$50,000 and \$100,000 per year in increased operating expenditures.
High	The project will increase operating expenditures by more than \$100,000 annually.

Construction management services are performed by City staff and are budgeted in the General Fund. An operating transfer is budgeted from the funds that contain capital projects to the General Fund. Consequently, the CIP includes the cost of these services.

INFLATIONARY IMPACT ON ESTIMATES

An inflation rate of 3% per year is assumed on the estimated cost of all projects included in the CIP. The main funding source, gaming taxes, has no inflationary growth associated with the projected revenues since a significant component is a flat tax on admissions. The casino operator advises the City of likely annual changes in the market and/or market share. A positive balance is shown at the end of 5 years but it should be noted that the amounts shown for each project are estimates based upon the current scope of the project. The scope or limits of a project are modified and refined during design. Therefore, the projected fund balance may be viewed as a reserve or contingency for project modifications.

NEW DEVELOPMENTS

Foreseen additions to the City's infrastructure that are a result of planned new private developments are included in the CIP. While these projects will be financed and constructed by private developers, they will add to the City's future maintenance and service responsibility and represent an investment in the City's infrastructure. Standards of governmental accounting require that the City include these assets in the City's financial statement when completed and accepted for maintenance by the City Council.



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CAPITAL IMPROVEMENT PROGRAM

Summary: All Funds

Estimated Expenditure (000's)

	Total Cost	Prior To 2020	2020	2021	2022	2023	2024	Beyond 2024
CAPITAL IMPROVEMENT FUND	30,511	1,300	7,031	2,490	4,180	4,255	3,580	7,675
STREETLIGHTING FUND	42	0	10	8	8	8	8	0
PARKS FUND	6,200	800	3,700	1,000	700	0	0	0
TOTAL EXPENDITURES	36,753	2,100	10,741	3,498	4,888	4,263	3,588	7,675

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COLLECTOR STREET PROJECTS

The collector street system provides land access and traffic circulation within residential neighborhoods, commercial and industrial areas. Urban collector systems may penetrate neighborhoods, distributing trips from the arterials through the area to the ultimate destination. Collector streets also collect traffic from local streets in residential neighborhoods and channel it into the arterial street system.

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CAPITAL IMPROVEMENT PROGRAM (DRAFT)
CAPITAL IMPROVEMENT FUND
Estimated Expenditure (000's)

PROJ. #	PROJECT NAME	2020	2021	2022	2023	2024	Total 2020 2024	Prior to 2020	Beyond 2024	Total Cost
COLLECTOR STREET PROJECTS										
157	Adie Road (Dorsett Road to Lindbergh Blvd)		140		1,670		1,810	292		2,102
149	McKelvey Rd. (Ameling to Railroad Bridge)	100					100	8		108
	Fee Fee Road (Westport Plaza Dr to Schuetz Rd) Pavement Rehabilitation	180		1000			1,180			1,180
LOCAL STREET PROJECTS										
	DeRuntz Ave.					270	270		1,700	1,970
141	Sidewalk Construction	315	250	170	295	320	1,350		245	1,595
	Casino/Riverport Connector	350					350	100		450
	Gill/Hedda/Broadview/Daley					400	400		3,125	3,525
PRESERVATION/ENHANCEMENT PROJECTS										
004	Pavement Maintenance Concrete Streets, Sidewalks & Asphalt (Repl./CrkSeal)	1,000	1,200	1,200	1,200	1,100	5,700			5,700
126	Public R/W - Property Enhancements (Trees, Entryway and Wayfinding Signage)	50	50	50	50	50	250			250
	Westport Plaza Bridge Fence Replacement	250					250	53		303
	Fee Fee Greenway Extension (Aquaport to East of I-270)	200					200			200
	Westglen Estates Trail Connection	1,000					1,000	206		1,206
ROADWAY SUBTOTAL EXPENDITURES		3,445	1,640	2,420	3,215	2,140	12,860	659	5,070	18,589
FACILITIES/EQUIPMENT										
079	Equipment Replacement	175	110	180	160	250	875			875
	Government Center A/V Upgrades	191					191			191
082	Software Upgrade	250					250			250
	Government Center Parking Lot Overlay			300			300			300
FACILITIES/EQUIPMENT SUBTOTAL EXPENDITURES		616	110	480	160	250	1,616	0	0	1,316
STORMWATER PROJECTS										
	Administration Drive east of Schuetz Road		135				135	57		192
	12059 Autumn Lakes Drive	65	105				170			170
244	Breezemont Tributary		75		240		315			315
	Dorsett Creek (upstream of detention pond to Fee Fee Creek confluence)					240	240	785		1,025
	Edgeworth Avenue north terminus			95	30	215	340			340
	11465 Essex Avenue	120					120			120
247	Fee Fee Creek (Dorsett Creek Confluence to RR tangent)	1,000					1,000	209		1,209
255	Fee Fee Creek (Dorsett Road to Aban'd Trolley Bridge)				300		300	1,820		2,120
	12102 Glenpark Drive (west of street, rear of property)	65					65	42		107
252	11814 Jonesdale Court (east of street, rear of property)	185					185	65		250
	11968 Meadow Run Court (south of street, rear of property)		130				130	51		181
242	Metro Tributary (w/o Metro Blvd. to w/o Millwell Drive)			150		415	565			565
243	Rose Acres Tributary (w/o Bennington Place to w/o Rose Acres Lane)	1,100					1,100	217		1,317
	2703 Wagner Place	150		735			885			885
240	Project Monitoring/Maint. of Mitigation Areas per USACE	25	25	20	20	20	110			110
STORMWATER SUBTOTAL EXPENDITURES		2,710	470	1,000	590	890	5,660	641	2,605	8,906
	Fund Transfers for Construction Management Services	260	270	280	290	300	1,400			1,400
TOTAL FUND EXPENDITURES		7,031	2,490	4,180	4,255	3,580	21,536	1,300	7,675	30,511
SOURCES OF FUNDING										
	Allocation from Gaming Revenue	3,000	3,000	3,000	3,000	3,000	15,000			
	Federal STP Grant - Adie Road (Dorsett Road to Lindbergh Blvd.)				820		820			
	Federal STP Grant - Fee Fee Road Rehabilitation			630			630			
	Municipal Parks Grant	525					525			
	MSD Cost Share - Rose Acres Tributary (w/o Bennington Place to w/o Rose Acres Lane)	35					35			
	Balance in fund at beginning of year	5,340	1,869	2,379	1,829	1,394	5,340			
TOTAL FUNDING SOURCES		8,900	4,869	6,009	5,649	4,394	22,350			
Balance End of Year		1,869	2,379	1,829	1,394	814				



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS and BRIDGES
 PROJECT
ADIE ROAD

(Dorsett Road to Lindbergh Boulevard)

Description

This project involves the reconstruction of Adie Road from Dorsett Road to Lindbergh Boulevard. The new road will consist of new concrete pavement 27 feet in width with curb and gutters and enclosed storm sewers. A sidewalk will be located on the north side of the road. The existing box culvert will be replaced as part of this project. East-West Gateway Council of Governments has approved funds for this project.

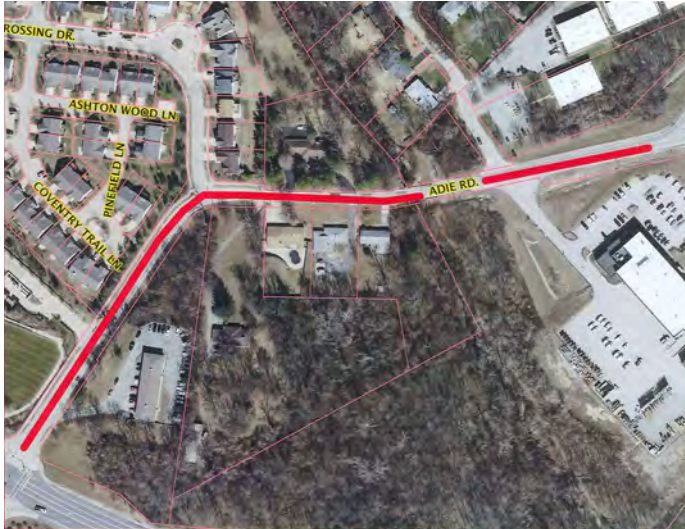
Existing Condition

The existing concrete pavement is 26 feet in width with a single span concrete culvert.

Goals

- Improve traffic flow and access to Ranken Jordan.
- Upgrade aging asphalt pavement and box culvert.
- Provide for improved safety conditions for both motorists and pedestrians with vertical curbs and sidewalks.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023*	2024	Beyond 2024
\$2,102,000	\$292,000		\$140,000		\$1,670,000		

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund and Federal Surface Transportation Program.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS and BRIDGES
 PROJECT
MCKELVEY ROAD
(Ameling Road to Railroad Bridge)

Description

This St. Louis County Department of Transportation roadway project involves the reconstruction of McKelvey Road from Ameling Road to the railroad bridge. St. Louis County Department of Transportation will manage the engineering, right-of-way and construction phases of this project. The City will provide a funding contribution to this St. Louis County Department of Transportation roadway project.

Existing Condition

The existing corridor has both concrete pavement and asphalt pavement which varies in width along with limited sidewalk access for pedestrians.

Goals

- Enhance the appearance of this neighborhood and community center with a new roadway, street lights and trees.
- Provide an enclosed storm water drainage system.
- Provide for improved safety conditions for both motorists and pedestrians with curbs and sidewalks.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$108,000	\$8,000	\$100,000					

*Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund and Federal Surface Transportation Program



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS and BRIDGES
 PROJECT
FEE FEE ROAD
(Westport Plaza Drive to Schuetz Road)
Pavement Rehabilitation

Description

The project will consist of removing and replacing concrete slabs and milling and overlaying the asphalt section of Fee Fee Road. Additionally, the concrete pavement along the total corridor will have diamond grinding to correct surface imperfections. The bridge deck will be replaced as part of this project.

Existing Condition

Portions of the existing concrete pavement needs to be removed and replaced based on condition rating. In addition the asphalt section needs to be milled and overlaid. The bridge deck needs replacement based on MoDOT's 2018 inspection.

Goals

- Improve the ride ability.
- Extend the pavement life.
- Improve bridge inspection rating.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022*	2023	2024	Beyond 2024
\$1,180,000		\$180,000		\$1,000,000			

*Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund and Federal Surface Transportation Program



LOCAL STREET PROJECTS

The local street system comprises all facilities not on one of the higher street systems. Its primary purpose is to provide direct access to abutting land and connect to the collector system.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS & BRIDGES
 PROJECT
DERUNTZ AVENUE

Description

This project will consist of removing the asphalt pavement and replacing with concrete pavement. This project will include new sidewalks on both sides of the existing road. A cul-de-sac will be constructed on the end of the current avenue. Storm drainage improvements will be incorporated as part of the project.

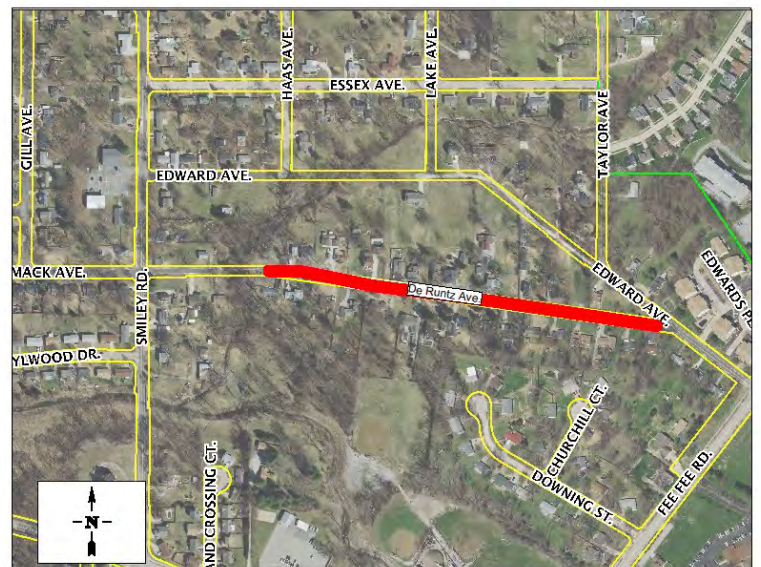
Existing Condition

The roadway is an asphalt pavement that is 26 feet wide without sidewalks on either side of the road.

Goals

- Enhance the appearance of this residential area with a new roadway.
- Provide for improved safety conditions for both motorists and pedestrians with curbs and sidewalks.
- Provide improved corridor to Edward Avenue.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024*
\$1,970,000						\$270,000	\$1,700,000

*Project Completed

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund



DEPARTMENT
PUBLIC WORKS
PROGRAM
ROADS & BRIDGES
PROJECT
SIDEWALK CONSTRUCTION



Description

This project will provide for completing gaps in neighborhood sidewalks on public streets to increase pedestrian safety and accessibility.

Existing Condition

Currently there are many areas where no sidewalks exist or where gaps are present in the existing sidewalk network.

Goals

- Create a sense of community.
- Enhance existing property values.
- Improve pedestrian activity and accessibility.
- Enhance City image.

Impact: Negligible



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024*
\$1,595,000		\$315,000	\$250,000	\$170,000	\$295,000	\$320,000	\$245,000

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS and BRIDGES
 PROJECT
CASINO/RIVERPORT CONNECTOR

Description

This project involves the paving of the existing gravel connecting roadway between the casino and Riverport. The new roadway is proposed to be 27 feet wide asphalt pavement with concrete curb and gutters.

Existing Condition

The existing is composed of rock aggregate.

Goals

- Improve traffic flow and access.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021*	2022	2023	2024	Beyond 2024
\$450,000	\$100,000	\$350,000					

*Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS & BRIDGES
 PROJECT
GILL/HEDDA/BROADVIEW/DALEY

Description

This project will consist of removing the asphalt pavement and replacing with concrete pavement on the roadway projects. This project will include new sidewalks on both sides of the existing road. Storm drainage improvements will be included with these projects.

Existing Condition

The roadway is an asphalt pavement that is 26 feet wide without sidewalks on either side of the road.

Goals

- Enhance the appearance of this residential area with a new roadway.
- Provide for improved safety conditions for both motorists and pedestrians with curbs and sidewalks.
- Provide improved corridor.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024
\$3,525,000						\$400,000	\$3,125,000

*Project Completed

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund

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**PRESERVATION
AND
ENHANCEMENT PROJECTS**

DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS and BRIDGES
 PROJECT
PAVEMENT MAINTENANCE
CONCRETE STREETS, SIDEWALKS
& ASPHALT STREETS
(Resurfacing/Cracksealing)

Description

The program involves the replacement of deteriorated sections of concrete pavement and cracksealing of concrete pavement. In addition, the program includes annual resurfacing of asphaltic pavement and microsurfacing of asphaltic streets based on pavement condition surveys.

Existing Condition

The City has over 120 lane miles of concrete pavement. It is necessary to continue an annual replacement program to maintain a satisfactory condition for these pavements. The City also has approximately 28 miles of asphalt streets with varying conditions. This program will enhance the present condition and longevity of these streets.



Goals

- Enhance pavement condition and riding surface.
- Extend the life of asphalt streets.
- Provide a safe environment for motorists using the City's streets.
- Maintain property values.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024
\$5,700,000		\$1,000,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,100,000	

* Projects will continue indefinitely at some level of funding.

Funding Source: Available Funds

This project will be funded with revenues from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS & BRIDGES
 PROJECT
**PUBLIC RIGHT-OF-WAY
 PROPERTY ENHANCEMENTS
 (Trees, Entryway & Wayfinding
 Signage)**

Description

These projects will implement improvements to the rights-of-way of public streets and public property to enhance their appearance. These projects will include planting of street trees. The City Council has adopted a goal to increase the number of trees planted each year. All residential streets being re-constructed will be enhanced by the installation of decorative crosswalks, new post-top type street lighting, and street trees. Funds are included to continue to install signs at key locations.

Existing Condition

Currently there are many areas in need of additional street trees and major entryways into the City are not adequately identified. Property owners adjacent to Interstate 270 continue to register complaints concerning the need to reduce highway noise levels.

Goals

- Create a sense of community.
- Enhance existing property values.
- Identify areas where highway noise levels exceed established criteria.
- Improve property values.
- Enhance City image.

Impact: Slight



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024
\$250,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS & BRIDGES
 PROJECT
**WESTPORT PLAZA DRIVE
 FENCE REPLACEMENT**

Description

This project entails the removal of the existing chain link fence and replacing it with a decorative fence.

Existing Condition

The existing chain link fence is rusting and unsightly.

Goals

- The new fencing would serve as an improvement to the City and West Port area for traffic exiting Interstate I-270.
- The project will be coordinated with St. Louis Department of Transportation and the West Port Plaza Drive project.
- The project would show how the City is enhancing the infrastructure within the region.



Impact: Positive

Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$303,000	\$53,000	\$250,000					

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS & BRIDGES
 PROJECT

FEE FEE GREENWAY EXTENSION
 (Existing Trail to East of I-270)

Description

This project would entail a preliminary engineering study to establish a location of the trail from the existing Fee Fee Greenway Trail to a new trailhead on the east side of I-270. This project will provide the residents improved pedestrian access to Aquaport and the Community Center.

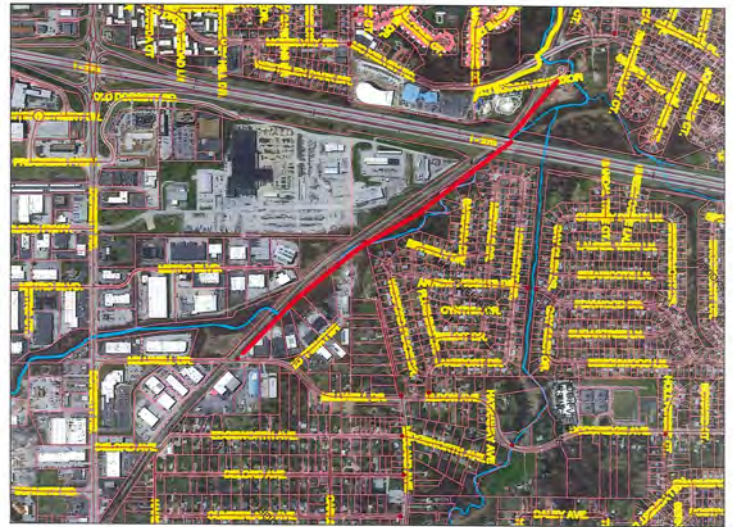
Existing Condition

Presently, a trail access is not available from the west side of the I-270 to the east side of I-270 for residents.

Goals

- Provide walking/biking access to both sides of I-270 with a trail system.
- Increase health and wellness among the residents of Maryland Heights.
- Provide a construction cost for this proposed trail.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$200,000		\$200,000					

*Project Completed

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS and BRIDGES
 PROJECT
**WESTGLEN ESTATES TRAIL CONNEC-
 TION**

Description

This project will continue the development of hiking/ biking trails in the City. This trail will provide an additional connection point to the recently completed Fee Fee Greenway (McKelvey Woods Trail). This project will require a pedestrian bridge and includes paving of an existing gravel trail.

Existing Condition

The Westglen Estates subdivision does not have a direct access to the new trail. The trustees of the subdivision are requesting a connection from the subdivision to the trail.

Goals

- Provide an additional access point to the trail.
- Increase health and wellness among the residents of Maryland Heights.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$1,206,600	\$206,000	\$1,000,000					

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.

FACILITIES/EQUIPMENT



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DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS & BRIDGES
 PROJECT
EQUIPMENT REPLACEMENT



Description

Funding is provided to purchase replacement of tandem and single-axle dump trucks with plows and spreaders, street sweeper and other high value equipment for the Department of Public Works. This equipment is for hauling construction material and roadway deicing operations.

Existing Condition

Existing tandem, single-axle dump trucks or other equipment is reaching their projected useful life and will need to be replaced.

Goals And Impacts

- Provide upgraded equipment to reduce maintenance costs and provide improved reliability.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024
\$875,000		\$175,000	\$110,000	\$180,000	\$160,000	\$250,000	

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvements Fund.

DEPARTMENT
PUBLIC WORKS
 PROGRAM
FACILITIES /EQUIPMENT
 PROJECT
**GOVERNMENT CENTER
 A/V UPGRADES**

Description

This project involves the replacement of the existing screens and projectors in the Municipal Courtroom, Council Chambers and the Council Conference Room. In addition a screen and projector system will be installed in the Dorsett Conference Room. The new systems will be compatible with the current computer operating systems improving the ability to make presentations in each room.



Existing Condition

The existing systems is approximately twelve years old and outdated. There are frequent .times it is difficult to make presentations with the equipment.

Goals

- Enhance the ability to project information in the various rooms in the Government Center.
- Add projection capability in the Dorsett Conference Room .
- Update the equipment to reduce time troubleshooting issues.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020*	2021	2021	2022	2023	Beyond 2024
\$191,000		\$191,000					

*Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



EDEN SYSTEMS

Advanced Software for Government

Tyler Technologies | EDEN Division

DEPARTMENT
FINANCE
PROGRAM

INFORMATION TECHNOLOGY PROJECT SOFTWARE UPGRADE

Description

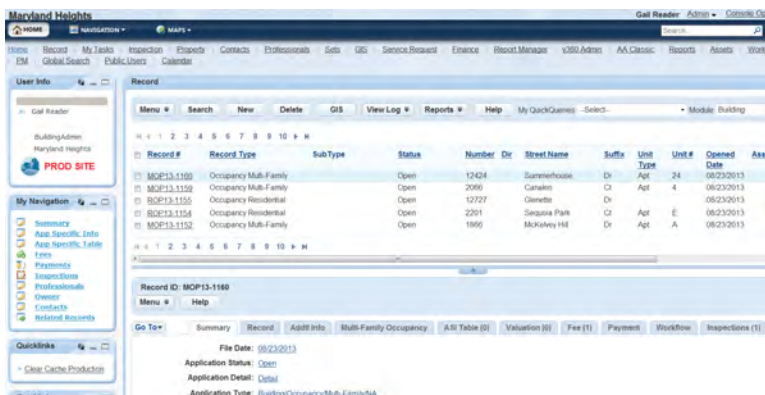
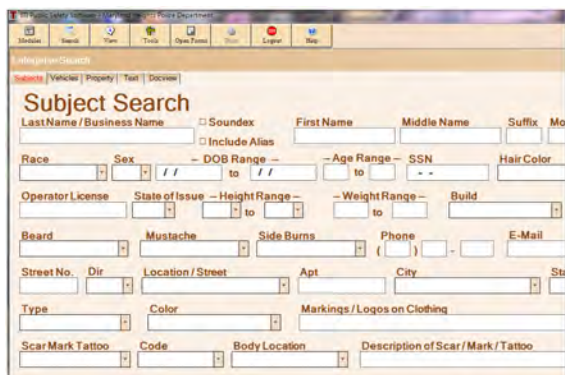
The City utilizes major computer software in all operating departments. This includes the financial accounting system, payroll system, police dispatching and records management systems, the Community Development permitting and land records system, the Public Works asset management and work management systems and the Parks and Recreation reservation system.

Goals

- To upgrade computer software programs when existing software becomes out of date.
- Increase efficiency and effectiveness of municipal operations.

Existing Condition

The City has purchased state of the art software. However, developer changes in hardware and software require that we upgrade systems to maintain their effectiveness. Staff will be evaluating each of these programs over the course of the 5-year CIP.



Integrated Internet Software



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024
\$250,000		\$250,000					

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvements Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
ROADS and BRIDGES
 PROJECT
**GOVERNMENT CENTER
 PARKING LOT OVERLAY**

Description

The project will consist of milling and overlaying the asphalt of the Government Center parking lot.

Existing Condition

The existing asphalt pavement needs to be removed and replaced based on condition rating.

Goals

- Improve the ride ability.
- Extend the pavement life.
- Improve Government Center appearance.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022*	2023	2024	Beyond 2024
\$300,000				\$300,000			

Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvements Fund.

STORM WATER



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DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT

ADMINISTRATION DRIVE
 (east of Schuetz Road)

Description

This project stabilizes the channel and banks along a reach of the East Tributary of Fee Fee Creek, north of Administration Drive and east of Schuetz Road, using composite revetment and/or other bio stabilization techniques. One or more grade control structures may be required within this reach to address headcutting based on an engineering assessment. Urban forestry techniques may be used to restore and enhance the channel corridor.



Existing Condition

This site is located in a commercial area, across from the Humane Society of Missouri facility. Bank erosion in the East Tributary of Fee Fee Creek threatens Administration Drive, a commercial parking lot and public utilities adjacent to the corridor and could cause future instability in the upstream channel if left unaddressed. The total length of the affected channel is about 450 linear feet.

Goals

- Install composite revetment and/or other bio-stabilization measures to protect the channel bank(s) and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021*	2022	2023	2024	Beyond 2024
\$192,000	\$57,000		\$135,000				

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
PROGRAM
STORM WATER
PROJECT

12059 AUTUMN LAKES DRIVE



Existing Condition

A plan for an initial phase of the Autumn Lakes housing development circa 1980 depicts drainage from the I-270 right-of-way crossing an isolated rear southeast corner of the Autumn Lakes property before entering a box culvert located near Washington Court. It appears the flow path has changed due to an overgrowth of vegetation, sediment and debris buildup along the flow path, diverting drainage to the north and close to one or more buildings within the Autumn Lakes development. Water has reportedly entered the basement(s) of one of these structures.

Goals

- Eliminate or reduce erosion and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

Impact: Positive

Funding Schedule

Total	Expended To Date	2020	2021*	2022	2023	2024	Beyond 2024
\$170,000		\$65,000	\$105,000				

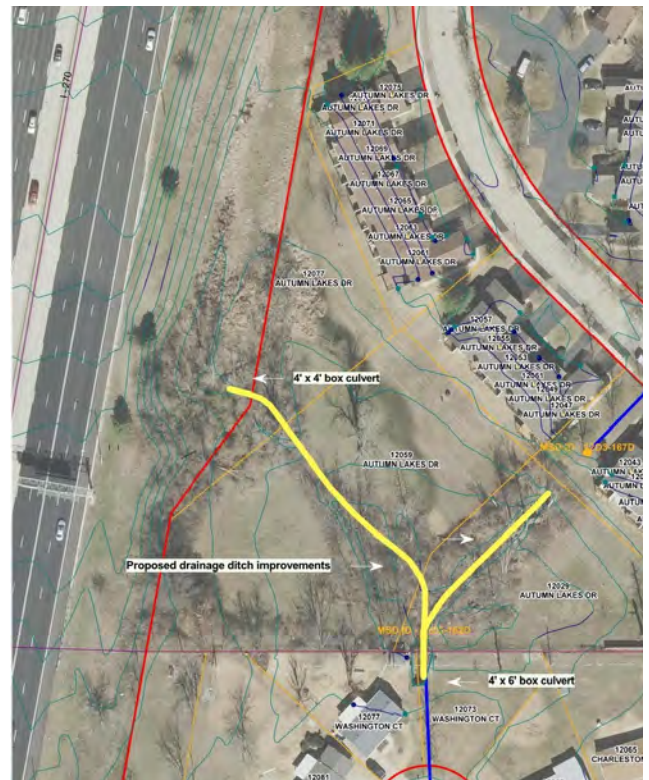
* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.

Description

This project restores and/or improves storm water flow between a 4' x 4' box culvert extending under I-270 to the west, discharge from the Autumn Lakes lower dam to the north and a 4' x 6" box culvert located at the rear of Washington Court to the south that receives the drainage. The work includes the removal of vegetation and sediment, the installation of a new culvert(s) at the access point to a rear parcel to replace a culvert that is buried, and placement of heavy stone revetment or other protection measures along the open conveyance to deter and control surface erosion. Biostabilization techniques may be used to restore and enhance the channel corridor.





DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT
BREEZEMONT TRIBUTARY

Description

This project stabilizes the channel and banks along the reach of Breezemont Tributary, located in Brookside Subdivision common ground between Brookmont Drive on the north and Breezemont Drive/Foxwood Drive on the south, using grade control structures and bio-stabilization techniques. Existing storm sewer infrastructure located within the tributary reach that is failed or in need of attention will be repaired or replaced. Urban forestry practices may be used to restore and enhance the riparian corridor.



Existing Condition

This site is located in a residential neighborhood. The lower reach of Breezemont Tributary exhibits vertical bank instability at various locations and there are signs that the channel bed is actively incising. A bridge that provides pedestrian access between the north and south sections of Brookside Subdivision is threatened and there is moderate erosion risk to some fences and retaining walls along the drainage way. The total length of the affected channel is about 2,200 linear feet.

Goals

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.



Impact: Positive

Funding Schedule

Total	Expended To Date	2020	2021	2022	2023*	2024	Beyond 2024
\$315,000			\$75,000		\$240,000		

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
PROGRAM
STORM WATER
PROJECT

DORSETT CREEK
(upstream of detention pond to
Fee Fee Creek confluence)

Description

This project stabilizes the channel and banks along the reach of Dorsett Creek, extending from a point upstream of a detention pond location near Cedar Lake Drive to the confluence of Fee Fee Creek, using grade control structures and bio-stabilization techniques. Approximately eight grade controls will be required within this reach. A storm sewer system may be installed at strategic points along the stream to control over-the-bank drainage. Urban forestry techniques may be used to restore and enhance the riparian corridor.

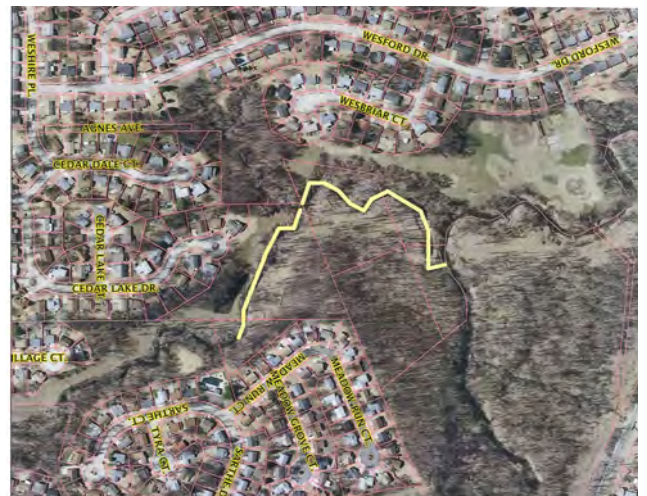
Existing Condition

This site is located in a residential neighborhood, north of Ameling Road and west of Bennington Place. Bank erosion and headcutting in Dorsett Creek threatens property adjacent to the corridor and could cause future instability in the upstream channel if left unaddressed. A detention pond located in common ground near Cedar Lake Drive is supported by a bank of the creek that is failing and could breach if exposed to extended or heavy precipitation. The total length of the affected channel is about 1,480 linear feet.

Goals

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024*
\$1,025,000						\$240,000	\$785,000

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.

DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT

EDGEWORTH AVENUE north terminus

Description

This project provides for the construction of a regulation cul-de-sac at the end of Edgeworth Avenue, complete with curbing and a new storm sewer system, to intercept runoff from the street corridor as appropriate. A retaining wall or other suitable means may be required to stabilize the rear slope abutting the cul-de-sac due to the vertical drop in grade.



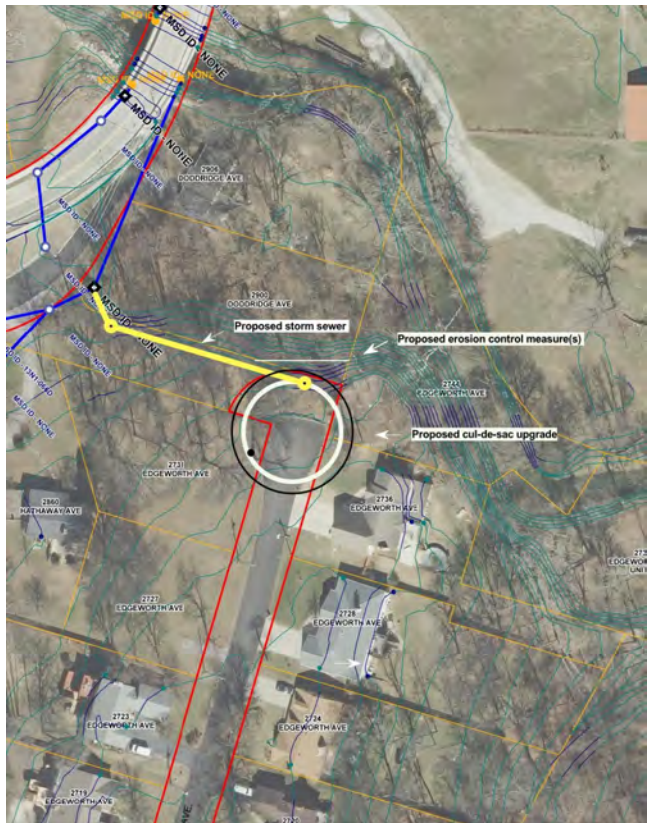
Existing Condition

This site is located in a residential area, north of Midland Avenue and east of Eldon Avenue. Bank erosion along the back edge of the north terminus of Edgeworth Avenue is threatening the Edgeworth Avenue turnaround that is deficient in both design and construction. There is no enclosed drainage along this stretch of roadway to intercept and control runoff.

Goals

- Construct cul-de-sac to intercept drainage and eliminate or reduce potential for erosion, structure and yard flooding in the impacted area(s),
- Maintain/improve property values of neighborhood residents and enhance the safety and driving experience of the motoring public.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024*	Beyond 2024
\$340,000				\$95,000	\$30,000	\$215,000	

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
PROGRAM
STORMWATER
PROJECT

11465 ESSEX AVENUE
(north of street, east of property)

Description

This project provides for the construction of an underground storm sewer to intercept and convey stormwater. The new system would connect to an existing area inlet located in right-of-way of Haas Avenue and adjacent to the front yard at 11465 Essex Avenue. The improvement would consist of approximately 200' of 12" reinforced concrete pipe and appurtenances.



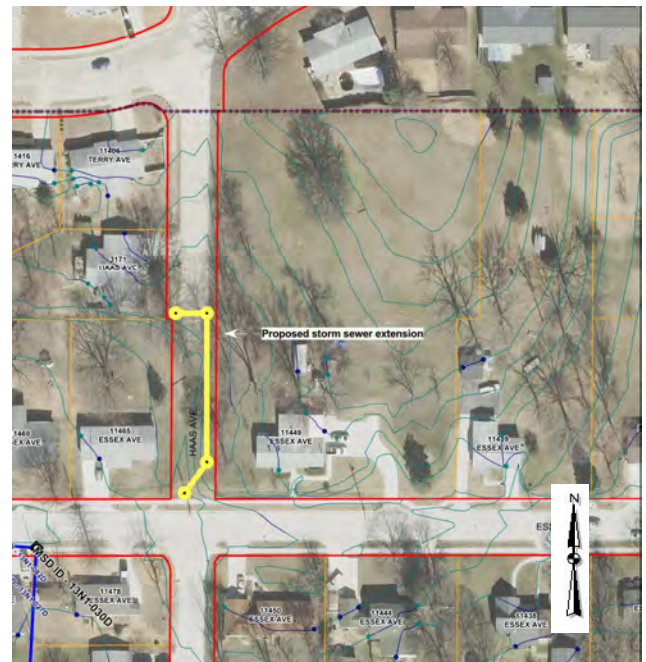
Existing Condition

Drainage from Haas Avenue flows along a shallow swale/berm within an unimproved portion of the roadway to an area inlet located just north of Essex Avenue. The under-seepage has infiltrated the side slope of the berm on more than one occasion and flows to a residential structure at 11465 Essex Avenue. The owner reports that water frequently enters the basement through openings in the foundation.

Goals

- Eliminate or reduce erosion, structure and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified stormwater problems.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$120,000		\$120,000					

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT

FEE FEE CREEK
 (Dorsett Creek confluence to
 Railroad tangent)

Description

This project stabilizes the channel and banks along the reach of Fee Fee Creek, extending from the confluence of Dorsett Creek to a railroad tangent section located south of James Christopher Drive, using grade controls and bio-stabilization techniques. The work will focus on an area adjacent to Weshill Court where erosion is undermining a 40' high bank and threatening property between 12016 and 12028 Weshill Court. An abandoned road bridge located upstream of this location that collects logs and other debris and restricts channel flow will be removed. Urban forestry practices may be used to restore and enhance the riparian corridor.



Existing Condition

This site extends across several large tracts of land in a residential area, situated between the McKelvey Woods Hiking Trail on the east and the Westglen Estates Subdivision multi-use park and recreational facility on the west. Bank erosion and headcutting in Fee Fee Creek threatens property adjacent to the corridor and could cause future instability in the upstream channel if left unaddressed. The total length of the affected channel is about 2,400 linear feet.

Goals

- Install grade control structures to stabilize the channel and prevent further erosion.
- Protect multi-use park and/or recreational facilities from damage caused by instability of channel and banks.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024*
\$1,209,000	\$209,000	\$1,000,000					

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT
FEE FEE CREEK
(Dorsett Road to
abandoned trolley bridge)

Description

This project stabilizes the channel and banks along the reach of Fee Fee Creek, extending from Dorsett Road north to the abandoned trolley bridge, using grade control structures and bio-stabilization techniques. Approximately thirteen (13) grade controls will be required within the reach. A storm sewer system may be installed at strategic points along the stream to control over-the-bank drainage. Urban forestry techniques may be used to restore and enhance the riparian corridor.

Existing Condition

This site extends through several tracts of land in a commercial subdivision, located north of Dorsett Road and east of Metro Boulevard. The abandoned trolley bridge at the extreme lower end of the project is situated near Midland Avenue. Bank erosion and headcutting in Fee Fee Creek threatens property adjacent to the corridor and could cause future instability of the upstream channel if left unaddressed. The total length of the affected channel is about 3,275 linear feet.

Goals

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024*
\$2,120,000					\$300,000		\$1,820,000

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund



DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT
12102 GLENPARK DRIVE
 (west of street, rear of property)

Description

This project provides for the construction of an underground storm sewer within residential property to intercept and convey storm water. The system would consist of approximately 200' of 12" reinforced concrete pipe and appurtenances. The new system would connect to an existing curb inlet located in front of 12068 Glenpark Drive and extend west and thence north across residential property to a wetland area located along the north edge of 12102 Glenpark Drive.

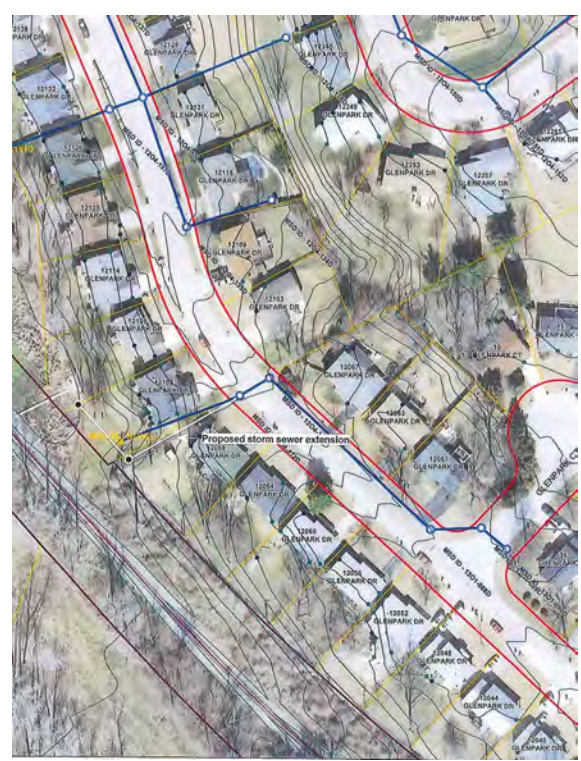
Existing Condition

A 12" storm sewer conveys drainage from Glenpark Drive to a discharge point at the top edge of a terrace located in the rear yard at 12068 Glenpark Drive. It appears the yard was filled at some point in the past and the pipe and perhaps a natural discharge point for the outfall were covered over and altered in the process. The sewer outlet has been located and extended to daylight to restore operation. Sediment and debris from the pipe outflow frequently collect in the yard and the property owner(s) must deal with an ongoing maintenance and health/safety concern.

Goals

- Eliminate or reduce erosion, structure and yard flooding and associated health risks resulting from location of pipe discharge and effluent in the rear yard.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problem.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$107,000	\$42,000	\$65,000					

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
PROGRAM
STORM WATER
PROJECT

11814 JONESDALE COURT
(east of street, rear of property)

Description

This project provides for the construction of an underground storm sewer along the rear of the residential property in the vicinity of 11814 Jonesdale Court to intercept and convey storm water. The new system shall connect to an existing storm sewer extending through the McKelvey Park Subdivision. The improvement consists of approximately 280' of 12" reinforced concrete pipe and 150' of 15" reinforced concrete pipe along with associated appurtenances.

Existing Condition

Runoff from a drainage area that extends north to McKelvey Road is conveyed across the rear of lots located at 11802 through 11818 Jonesdale Court. This runoff is frequently excessive and has resulted in flooding of a basement at 11802 Jonesdale Court, an attached garage at 11806 Jonesdale Court, a gazebo and other lawn amenities at 11810 Jonesdale Court and the rear yard adjacent to the home structure at 11814 Jonesdale Court. Ruts have formed in the yard at 11806 Jonesdale Court and sediment has been deposited in the yard at 11810 Jonesdale Court where a chain link fence is partially covered.



Goals

- Eliminate or reduce erosion, structure and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problem.

Impact: Positive

Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$250,000	\$65,000	\$185,000					

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT

11968 MEADOW RUN COURT
 (south of street, rear of property)

Description

This project provides for the construction of an underground storm sewer along the rear of residential property in the vicinity of 11968 Meadow Run Court to intercept and convey storm water. The new system shall connect to an existing storm sewer located in the Meadowpark Subdivision. The improvement consists of approximately 275' of 12" reinforced concrete pipe or approved alternative and appurtenances.

Existing Condition

Storm water runoff emanating from thirteen (13) parcels is conveyed along the rear of the properties to a single area inlet located at the rear of 2480 Meadow Run Court. This runoff is frequently excessive and has resulted in the flooding of an attached garage at 11968 Meadow Run Court. Grading modifications made by some property owners have disrupted the flow of drainage and exasperated the situation, causing water to pond or back up at some locations. There is minor yard erosion evident along the rear fence at 11971 Meadow Grove Court. Meadow Run Court is located in an area north of Ameling Road and west of Bennington Place.

Goals

- Eliminate or reduce erosion, structure and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021*	2022	2023	2024	Beyond 2024
\$181,000	\$51,000		\$130,000				

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT

METRO TRIBUTARY
 (west of Metro Blvd. to west of Millwell Dr.)

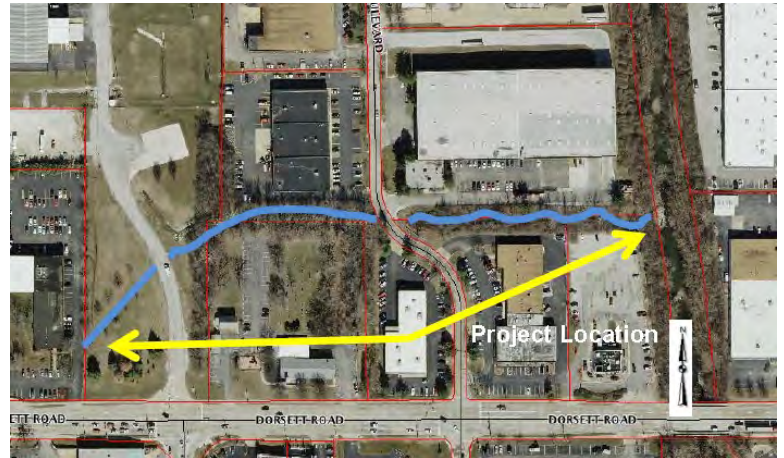
Description

This project stabilizes the channel and banks along the reach of Metro Tributary extending east from the point of origin to the confluence with Fee Fee Creek using grade control structures and bio-stabilization techniques. A storm sewer system may be installed at strategic points along the stream to control over-the-bank drainage. Measures will also be considered to improve water quality, such as the establishment of a mesic prairie where appropriate.



Existing Condition

This site is located within a commercial/industrial district north of Dorsett Road and east of Weldon Parkway. Bank erosion and headcutting in the tributary threatens property adjacent to the corridor and could cause future instability of the upstream channel if left unaddressed. Two sanitary sewer lines located downstream of Metro Blvd. are exposed and warrant protection. The total length of the affected channel is about 1,428 linear feet.



Goals

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor and improve water quality.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

Impact: Positive

Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024*	Beyond 2023
\$565,000				\$150,000		\$415,000	

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT

ROSE ACRES TRIBUTARY
 (west of Bennington Place
 to west of Rose Acres Lane)



Description

This project stabilizes the channel and banks along the reach of Rose Acres Tributary, located south of Thomas Patrick Court, west of Bennington Place and west of Rose Acres Drives, using grade control structures and bio-stabilization techniques. A gabion wall will be repaired or replaced with a composite revetment or other protective measure, and a storm sewer system may be installed at strategic points along the stream to control over-the-bank drainage. Urban forestry techniques may be used to restore and enhance the riparian corridor.

Existing Condition

This site is located in a residential neighborhood. Bank erosion and headcutting in the tributary threatens property adjacent to the corridor and could cause future instability of the upstream channel if left un-addressed. The bottom tier of a gabion wall approximately seventy-five (75) feet in length is corroded and has lost most of the riprap inside the wire cages. The total length of the affected channel is about 1,740 linear feet.

Goals

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.



Impact: Positive

Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$1,317,000	\$217,000	\$1,100,000					

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



DEPARTMENT
PUBLIC WORKS
 PROGRAM
STORM WATER
 PROJECT
1703 WAGNER PLACE



Description

This project provides for the construction of an underground storm sewer system to intercept and convey stormwater. The system would extend along an established street/alley right-of-way that is unimproved and convey drainage to an adequate discharge point. The system would consist of approximately 2,000 linear feet of reinforced concrete pipe or approved alternative and appurtenances.

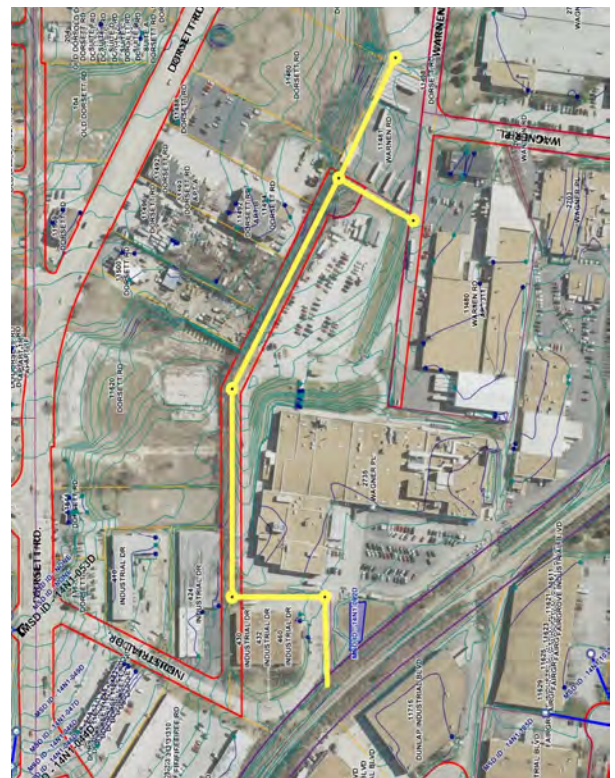
Existing Condition

Stormwater runoff conveyed by a concrete swale located along the west side of Warnen Drive enters the Curium Pharmaceutical property at 2703 Wagner Place and frequently overwhelms the internal storm sewer system, allowing water to enter and flood portions of the facility. This location is part of a commercial/ industrial park in the High Ridge Heights Subdivision that has many large buildings and sites that are mostly impervious. The drainage area that contributes water flow to the Curium Pharmaceutical property extends north and east to Dorsett Road and perhaps some points beyond.

Goals

- Eliminate or reduce erosion, structure and yard flooding and associated risks in the impacted areas.
- Maintain/improve property values and enhance safety, operations and overall productivity of the commercial/industrial users.
- Reduce annual maintenance costs associated with the investigation and repair or identified storm water problems.

Impact: Positive



Funding Schedule

Total	Expended To Date	2020	2021	2022*	2023	2024	Beyond 2024
\$885,000		\$150,000		\$735,000			

* Project Complete

Funding Source: Available Funds

This project would be funded from the Capital Improvement Fund.



STREET LIGHTING



CAPITAL IMPROVEMENT PROGRAM STREETLIGHTING FUND Estimated Expenditures (000s)						
	2020	2021	2022	2023	2024	Total 2020-2024
PROJECTS						
Local Streets	5	5	5	5	5	25
Sidewalk Projects - Relocate Street Lights (Glen Aire)	5	0	0	0	0	5
Sidewalk Projects - Future Locations TBD	0	3	3	3	3	12
TOTAL STREETLIGHTING EXPENDITURES	10	8	8	8	8	42
SOURCES OF FUNDING						
Allocation from 1/2 percent Utility Tax	25	0	0	0	0	
Balance in fund at beginning of year	2,000	2,015	2,007	1,999	1,991	
TOTAL STREETLIGHTING FUNDING SOURCES	2,025	2,015	2,007	1,999	1,991	
Balance End of Year	2,015	2,007	1,999	1,991	1,983	



DEPARTMENT
PUBLIC WORKS
 PROGRAM
STREETLIGHTING
 PROJECT
STREET LIGHTING PROJECTS

Description

Funds from the Street Lighting Fund will be used to install new street lighting or upgrade existing lighting on City, County or State roadway facilities that are reconstructed. Projects will be selected annually by the Council.

Existing Condition

Street lighting along these roadways does not exist or needs to be upgraded to be in conformity with new roadway construction projects.



Goals

- Improve nighttime visibility.
- Provide a safe environment for motorists and pedestrians.
- Improve image of City.

Impact: Negligible

Funding Schedule

Total	Expended To Date	2019	2020	2021	2022	2023*	Beyond 2023
\$42,000		\$10,000	\$8,000	\$8,000	\$8,000	\$8,000	

See prior page for five year expenditures.

Funding Source: Available Funds

These projects would be funded from the Street Lighting Fund.



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PARKS FUND

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**CAPITAL IMPROVEMENT PROGRAM
PARKS**

Estimated Expenditures (000s)

	2020	2021	2022	2023	2024	Total 2020-2024	Prior to 2020	Beyond 2024	Total Cost
PROJ. # PROJECT									
Aquaport Entrance Modifications	2,700					2,700	800	0	3,500
Fee Fee Road Baseball Fields	1,000	500	500			2,000	0	0	2,000
Vago and Parkwood Parks Equipment Replacement		500				500	0	0	500
Pavillion at McKelvey Trail Entrance			200			200	0	0	200
TOTAL PARKS EXPENDITURES	3,700	1,000	700	0	0	5,400	800	0	6,200

SOURCES OF FUNDING						
Transfer from Capital Improvement Fund						
Transfers from Reserve Fund						
Municipal Parks Grant		500				
Park Fund Balance for Capital	3,700	500	700	0		
TOTAL PARKS FUND SOURCES	3,700	1,000	700	0	0	0

Balance End of Year	0	0	0	0	0
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Existing Condition

The entrance is dated and doesn't serve the patrons in a satisfactory manner.

Goals

- Make entrance look new.
- Will offer better customer service and reduce long lines.
- Provide accurate head count of patrons entering and leaving facility.
- Increase park attendance.
- Make entrance look new.
- Decreased operating costs.

Impact: Positive

DEPARTMENT
PARKS AND RECREATION
PROGRAM
FACILITIES DEVELOPMENT
PROJECT
AQUAPORT ENTRANCE MODIFICATIONS

Description

The Aquaport facility celebrated its 20th year of operation in 2018. This project will help identify issues identified by staff and patrons including flow of guests entering and leaving facility and lines for concessions. The project will provide clear direction regarding proposed improvements to Aquaport. The project will also include the installation of a new water feature. The proposed renovations are estimated to save \$48,000 annually in operating costs.



Funding Schedule

Total	Expended To Date	2020*	2021	2022	2023	2024	Beyond 2024
\$3,700,000	\$800,000	\$2,700,000					

*Project Complete

Funding Source: Available Funds

This project would be funded from the Parks and Recreation Fund.



Existing Condition

McKelvey Trail phase one was completed in 2017 and does not have a covered pavilion for residents to rent or use.

Goals

- Add amenity to the west side of 270 increasing outdoor recreation.
- Increase open space park usage.
- Provide trail users the opportunity to remain in the area longer by creating outdoor space that is covered.

Impact: Positive

DEPARTMENT
PARKS AND RECREATION
PROGRAM
FACILITIES DEVELOPMENT
PROJECT
**PAVILION AT
MCKELVEY TRAIL ENTRANCE**

Description

Utilize the property (near the McKelvey Trail entrance off of McKelvey Road) to create an opportunity for trail users, neighborhood residents and possible rentals on the northwest side of the City. The addition of a pavilion will allow the Parks and Recreation Department to provide additional outdoor recreational experiences for all ages.



Funding Schedule

Total	Expended To Date	2020	2021	2022*	2023	2024	Beyond 2024
\$200,000				\$200,000			

Project Complete

Funding Source: Available Funds

This project would be funded from the Parks and Recreation Fund.



Existing Condition

The current baseball fields and support structures have not been properly maintained, are in poor shape and have not been updated.

Goals

- Increase the park amenities available in the City.
- Provide a facility for youth baseball and other outdoor activities.

Impact: Slight

DEPARTMENT
PARKS AND RECREATION
PROGRAM
FACILITIES DEVELOPMENT
PROJECT
FEE FEE ROAD
BASEBALL FIELDS

Description

The roughly 10-acre site will be redesigned to include new updated baseball fields, concession stand and restroom facilities. The new baseball fields will allow for youth baseball and adult softball.



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024
\$2,000,000		\$1,000,000	\$500,000	\$500,000			

Project Complete

Funding Source: Available Funds

This project would be funded from the Parks and Recreation Fund.



Existing Condition

The playground equipment at Vago Park is dated and has safety issues. Parts are difficult to find due to its age. The fitness equipment in Parkwood Park is 17 years old and wearing out. Both items were identified in the 2019 Master Plan as needing replacement.

Goals

- Increase safety for children using the playground equipment.
- Provide modern/updated fitness stations in Parkwood Park.

Impact: Positive



DEPARTMENT
PARKS AND RECREATION
PROGRAM
FACILITIES DEVELOPMENT
PROJECT
**VAGO PARK & PARKWOOD PARK
PLAYGROUND AND FITNESS
EQUIPMENT**

Description

Replace the dated and worn playground equipment at Vago Park near the splash pad and replace the dated fitness equipment in Parkwood Park.



Funding Schedule

Total	Expended To Date	2020	2021	2022	2023	2024	Beyond 2024
\$500,000			\$500,000				

*Project Complete

Funding Source: Available Funds

This project would be funded from the Parks and Recreation Fund. A municipal parks grant will be submitted.