

User's Guide

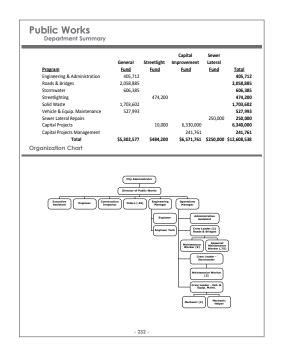
A guide to reading the departmental budgets.

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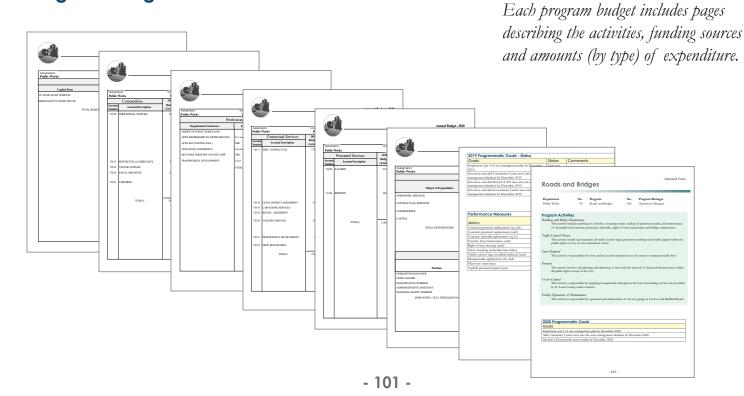
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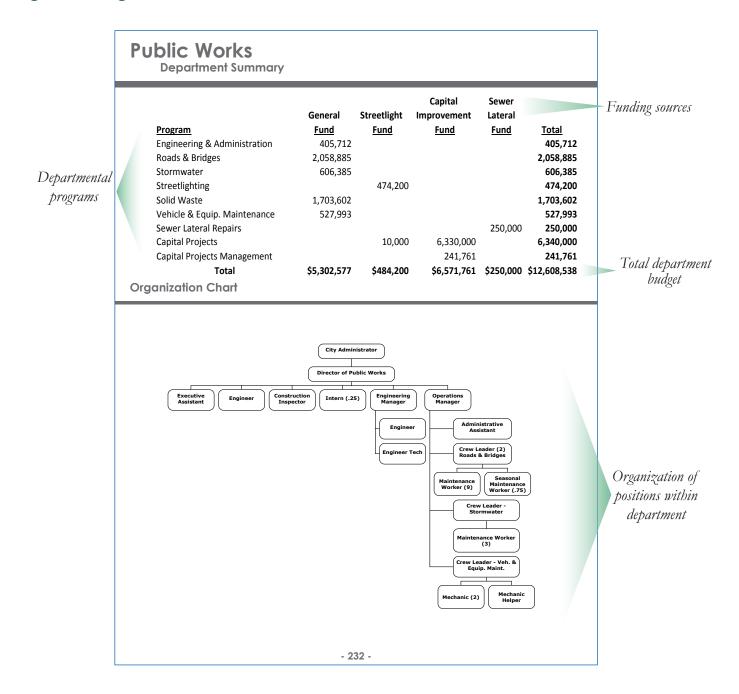
Department Budgets



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

Program Budgets





General Fund

Roads and Bridges

DepartmentNo.ProgramNo.Program ManagerPublic Works50Roads and Bridges002Operations Manager

Position responsible for managing program

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 mosquitocide 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.

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

within the program

Listing and

description of

major activities

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/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				
	2017	2018	2019	2020
Metrics	Actual	Actual	Estimate	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

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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	
	Perso	onnel Schedule		1	

Compares expenditures over three fiscal years

All positions within the program

reisonner 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		
		1	I		

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

Annual Budget -2020

General Fund

Budget source

Specific planned

expenditures

within line item

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

DEPARTMENT NUMBER PROGRAM NUMBER **Public Works** 002 50 Roads & Bridges 2018 Contractual Services 2019 Budget Budget Budget Account Account Description Detail Number (Actual) (Amended) (Proposed) MISC. CONTRACTUAL 170,727 79,580 249,080 Smart phones (4) 2,880 7,500 Facility maintenance Landfill charges 15,000 Vehicle location services (14) 5,100 11,500 Mulch (Dorsett/I-270) 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 18,000 Replacement Pavement Marking 153,000 LEVEE DISTRICT ASSESSMENT 51,410 57,000 57,000 Levee district assessment 57,000 720.19 LARVICIDING SERVICES 3,000 County contract for larviciding 3,000 3,000 720.28 RENTAL - EQUIPMENT 3,500 221 3,500 Specialized equipment (as 3,500 needed) 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 PROFESSIONAL DEVELOPMENT 4,360 4,315 See professional development 3,825 request 720.79 PROP. RESTORATION 392 500 500 Small claims 500 TOTALS 278,630 196,895 365,905

Line Item Account Numbers



Annual Budget -2020

General Fund

NUMBER DEPARTMENT NUMBER PROGRAM **Public Works** Roads & Bridges 002 Professional Development Request Organization/Conference Location Amount Detail AMERICAN PUBLIC WORKS ASSN Annual membership (1) APWA MEMBERSHIP STL METRO BRANCH St. Louis, MO 250 Membership dues & mtgs (1) TBD APWA MO CHAPTER (FALL) Annual conference (1) APWA SNOW CONFERENCE Cleveland OH Annual conference (1) 1,100 Annual conference (1) MO COMM. FORESTRY COUNCIL CONF TBD 400 TRAINING/SKILL DEVELOPMENT Local Annual program (13) 1,300 TOTAL REQUEST 3,825

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

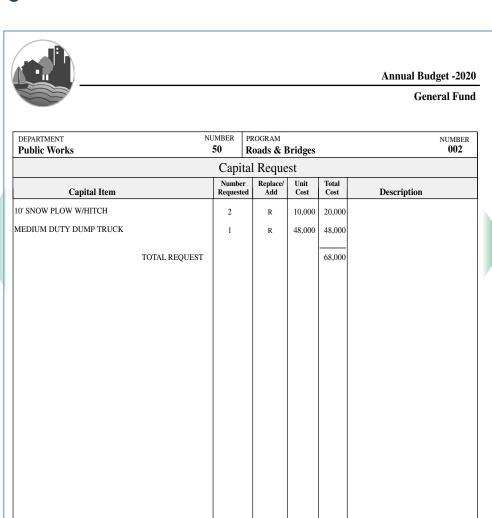
Specific conference, organization or training activity and the location where the activity will be held

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 distringuish 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



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.

Confingency - 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

FRINA

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

IFM A

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

Abbreviations & Acronyms

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 Associaiton 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

RFJIS

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