



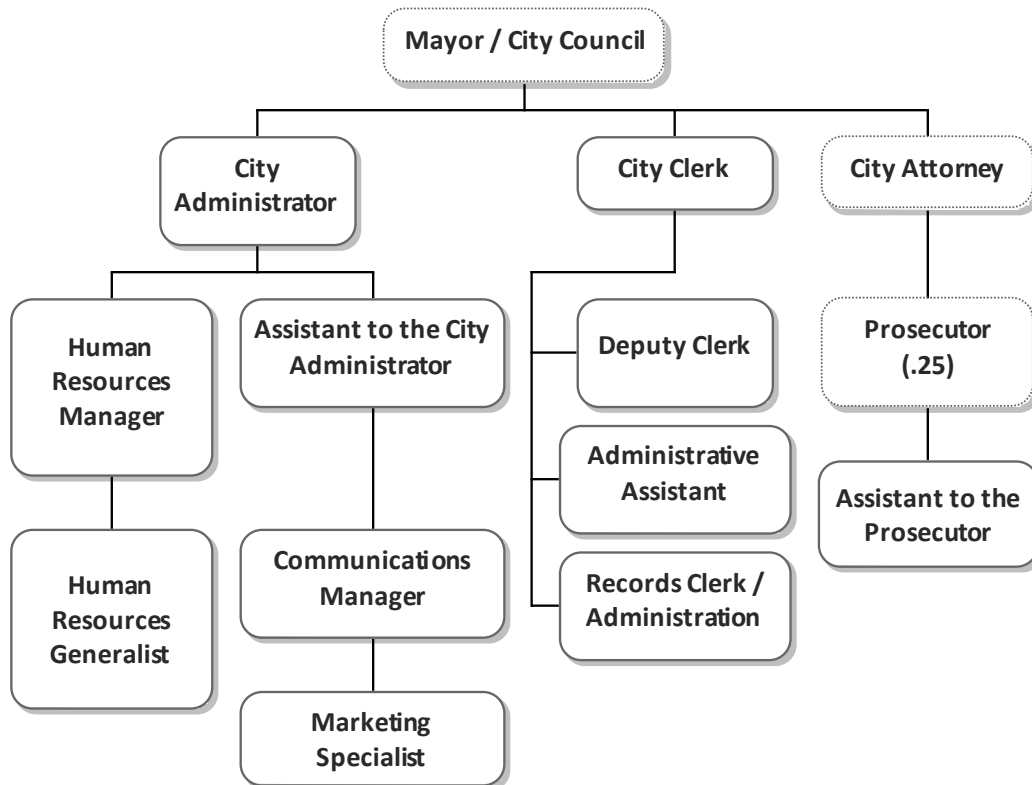
Administration

Administration

Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Total</u>
City Clerk's Office	393,838	393,838
Legal Services	340,539	340,539
City Administrator's Office	367,360	367,360
Human Resources	358,292	358,292
Communications	213,035	213,035
Central Services	91,675	91,675
Risk Management	475,000	475,000
Total	\$2,239,739	\$2,239,739

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.

2021 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.

Complete Records Management Policy for adoption by the City Council.

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.

2020 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	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Billboard licenses issued	23	22	22	22
Business licenses issued (includes home-based)	1,854	1,860	1,875	1,900
Itinerant merchant licenses issued	6	7	3	5
Liquor licenses issued (including picnic and caterer)	152	182	80	180
Requests for public records	130	175	220	300
Solicitor licenses issued	49	21	4	75
Special event licenses issued	63	81	11	50
Telecommunications antenna licenses issued	31	32	31	31
Tourism tax (# of hotels)	22	23	23	23
Vending licenses (# of locations)	1,145	1,141	920	1,000



Annual Budget -2021

General Fund

DEPARTMENT Administration	NUMBER 20	PROGRAM City Clerk's Office	NUMBER 001
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	339,886	357,537	356,653
CONTRACTUAL SERVICES	47,768	48,975	35,810
COMMODITIES	20	2,875	1,375
TOTAL EXPENDITURES	387,674	409,387	393,838
Personnel Schedule			
Position	2019	2020	2021
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 -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	City Clerk's Office			001
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	251,309	263,011	261,280	Supervisory	87,759
					Regular	165,035
					Overtime	1,500
					Longevity pay	6,986
711.00	BENEFITS	88,577	94,526	95,373	FICA	19,986
					Workers' compensation	684
					Health insurance	38,340
					Life & Disability insurance	2,526
					Dental insurance	1,440
					Pension	32,397
	TOTALS	339,886	357,537	356,653		



Annual Budget -2021

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office			NUMBER 001
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	8,135	7,500	6,000	Municipal code supplements (2)	5,000
					Data destruction services	1,000
720.25	DATA PROCESSING	21,957	21,400	17,000	Laserfiche maintenance and support (42 licenses)	8,000
					Archive Social Annual Maintenance	5,000
					Laserfiche Licenses (5)	4,000
720.51	PROFESSIONAL DEVELOPMENT	9,250	5,275	2,010	See professional development request	2,010
720.80	VEHICLE REIMBURSEMENT	109	500	500	Mileage reimbursement	500
720.84	ADVERTISING	358	300	300	Public notices	300
720.85	ELECTION EXPENSE	7,959	14,000	10,000	April election	10,000
	TOTALS	47,768	48,975	35,810		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	City Clerk's Office	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
IIMC		300	Membership dues (2)
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)
MOCCFOA EASTERN DIVISION	Local	425	Monthly Meetings (2)
VIRTUAL TRAINING		1,000	Institute classes that are necessary for certification and maintenance
	TOTAL REQUEST	2,010	



Annual Budget -2021

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office		NUMBER 001
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	20	2,875	1,375	Vending Stickers 500 Business and Liquor license Paper 400 License Window Envelopes 475
	TOTALS	20	2,875	1,375	

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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.

2021 Programmatic Goals

Goals

Provide City Council quarterly litigation updates.

2020 Programmatic Goals - Status

Goals

Status

Comments

Provide City Council quarterly litigation updates.

Ongoing



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Legal Services	002
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	162,312	147,997	168,289
CONTRACTUAL SERVICES	177,408	237,250	171,750
COMMODITIES	664	0	500
TOTAL EXPENDITURES	340,384	385,247	340,539
Personnel Schedule			
Position	2019	2020	2021
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



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Legal Services			002
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	135,448	119,871	139,897	Regular	60,475
					Part-time	75,000
					Overtime	2,000
					Longevity	2,422
711.00	BENEFITS	26,864	28,126	28,392	FICA	10,701
					Workers' compensation	400
					Health insurance	8,280
					Life & Disability insurance	604
					Dental insurance	360
					Pension	8,047
	TOTALS	162,312	147,997	168,289		



Annual Budget -2021

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Legal Services			NUMBER 002
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	31,050	35,000	20,000	Outside counsel, litigation, appraisals, experts, court reporters, transcripts	20,000
720.13	LEGAL SERVICES	142,715	199,000	150,000	City Attorney	150,000
720.51	PROFESSIONAL DEVELOPMENT	3,643	3,250	1,750	See professional development request	1,750
	TOTALS	177,408	237,250	171,750		



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

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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.

2021 Programmatic Goals

Goals

Provide City council with quarterly performance reports.

Review the current Pay and Classification Plan and make recommendations for 2021 Fiscal year by August 2021.

Submit proposed 2022 budget to the City Council by November 5, 2021.

2020 Programmatic Goals - Status

Goals	Status	Comments
Provide the City Council quarterly performance reports.	Ongoing	
Submit proposed 2020 budget to the City Council by November 5, 2020.	In progress	
Provide the City Council with an annual Key Performance Indicators report by September 15, 2020.	Not met	
Provide update of 5-year financial projection to the City Council by August 15, 2020.	Goal met	



DEPARTMENT Administration	NUMBER 20	PROGRAM City Administrator's Office	NUMBER 003
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	364,904	466,452	355,845
CONTRACTUAL SERVICES	12,975	11,955	11,515
TOTAL EXPENDITURES	377,879	478,407	367,360
Personnel Schedule			
Position	2019	2020	2021
CITY ADMINISTRATOR	1.00	1.00	1.00
ASST TO THE CITY ADMINISTRATOR	1.00	1.00	1.00
MANAGEMENT ASSISTANT	1.00	0.00	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	2.00	2.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	City Administrator's Office			003
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	281,993	374,355	267,865	Supervisory	170,653
					Special Consultant	15,000
					Regular	81,064
					Longevity pay	1,148
711.00	BENEFITS	82,911	92,097	87,980	FICA	19,344
					Workers' compensation	678
					Health insurance	33,008
					Life & Disability insurance	2,516
					Dental insurance	1,080
					Pension	31,354
	TOTALS	364,904	466,452	355,845		



Annual Budget -2021

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Administrator's Office			NUMBER 003
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	1,120	8,940	1,200	Smart phones (2)	1,200
720.51	PROFESSIONAL DEVELOPMENT	11,855	2,915	4,315	See professional development request	4,315
720.80	VEHICLE REIMBURSEMENT	0	100	6,000	Admin Car Allowance	6,000
TOTALS		12,975	11,955	11,515		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	City Administrator's Office	003
Professional Development Request			
Organization/Conference	Location	Amount	Detail
ICMA		2,600	Membership dues (2)
MEETINGS & SEMINARS	Local	1,500	Meetings, committees, seminars, etc. (2)
MO CITY MGMT ASSOCIATION		115	Membership dues (2)
SLACMA		100	Membership dues (2)
	TOTAL REQUEST	4,315	

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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.

2021 Programmatic Goals
Goals
Complete comprehensive update of personnel policies and procedures manual.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Complete comprehensive update of personnel policies and procedures manual.	In progress	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Tuition reimbursed courses	31	14	16	15



DEPARTMENT Administration	NUMBER 20	PROGRAM Human Resources	NUMBER 004
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	197,022	204,099	217,390
CONTRACTUAL SERVICES	153,546	139,137	140,702
COMMODITIES	0	200	200
TOTAL EXPENDITURES	350,568	343,436	358,292
Personnel Schedule			
Position	2019	2020	2021
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 -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Human Resources			004
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	149,771	154,502	167,095	Supervisory	92,296
					Regular	58,964
					Overtime	1,000
					Longevity pay	2,835
					Supplemental Salaries	12,000
711.00	BENEFITS	47,251	49,597	50,295	FICA	11,863
					Workers' compensation	410
					Health insurance	16,560
					Life & Disability insurance	1,511
					Dental insurance	720
					Pension	19,231
	TOTALS	197,022	204,099	217,390		



Annual Budget -2021

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Human Resources			NUMBER 004
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	83,595	66,805	66,695	Employee assistance program	8,500
					Employee recognition events	2,000
					Police candidate testing	1,500
					BLR reporting service	1,695
					Employee service awards	2,000
					Police HR Consultant	51,000
720.14	MEDICAL SERVICES	23,671	22,500	17,500	Random drug testing & pre-employment physicals	12,500
					Employee wellness programs	5,000
720.17	UNEMPLOYMENT COMP.	2,562	6,000	20,000	Unemployment comp.	20,000
720.43	EMPLOYEE RECRUITMENT	0	2,000	500	Employment ads, interview expenses	500
720.51	PROFESSIONAL DEVELOPMENT	6,171	6,832	1,007	See professional development request	1,007
720.57	EDUCATION TUITION RMBRSMNT	37,547	35,000	35,000	City-wide program	35,000
	TOTALS	153,546	139,137	140,702		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Human Resources	004
Professional Development Request			
Organization/Conference	Location	Amount	Detail
IPMA-HR		228	Membership dues (2)
IPMA-HR GSL CHAPTER		240	Membership dues (2)
SHRM	St. Louis, MO	320	Membership dues
SHRM		219	Membership dues
	TOTAL REQUEST	1,007	



DEPARTMENT Administration		NUMBER 20	PROGRAM Human Resources			NUMBER 004
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	0	200	200	Manuals, training materials, etc.	200
	TOTALS	0	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, social media and employee communications in order to increase citizen awareness, support, and satisfaction with city services and to position the City as an attractive location to live, work and visit. A wide range of communications programs and services have been established.

2021 Programmatic Goals
Goals
Launch new podcast series by June 2021 to connect with residents digitally aside from social media.
Create a social media instruction class for senior residents by March 2021.
Create and implement a city-wide style guide by December 2021.
Expand recycling education program to include at least one article per quarter in city newsletter.
Continue to educate residents about floodplain management, best practices and available programs through newsletter and website content.
Complete licensing process for at least one drone operator by December 2021.
Complete seventh session of Maryland Heights U-Civic Academy by October 31, 2021.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Complete design and construction of a new city website no later than October 2020.	Goal met	
Present a social media policy for council approval by June 2020.	Goal met	
Design and begin marketing with a new Aquaport logo in time for Aquaport's reopening.	Goal met	
Complete licensing process for at least two drone operators by December 31.	In progress	
Create and implement style guide by December 2020.	In progress	Style guide created and approved by council committee for Parks and Recreation. Incorporation of other departments will continue.
Complete seventh session of Maryland Heights U-Civic Academy by October 31, 2020.	Goal met	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
City newsletters	12	12	12	12
Maryland Heights Night Out block parties	24	21	*0	18
Tweets (All City Accounts)	490	533	220	230
Facebook posts (All City Accounts)	700	1,035	663	730
Website “hits” (front page)	225,100	228,348	228,225	228,300
Electronic newsletters sent	12	24	8	12

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



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Communications	005
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	94,967	135,180	97,470
CONTRACTUAL SERVICES	146,180	150,150	108,815
COMMODITIES	5,609	9,400	6,750
TOTAL EXPENDITURES	246,756	294,730	213,035
Personnel Schedule			
Position	2019	2020	2021
COMMUNICATION MANAGER	1.00	1.00	1.00
MARKETING SPECIALIST	1.00	1.00	0.00
INTERN	0.00	0.00	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.00	2.00	1.25



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Communications			005
Personnel Services		2019	2020	2021	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
710.00	SALARIES	68,974	87,067	71,716	Regular	64,832
					Overtime	300
					Part-time	5,520
					Longevity	1,064
711.00	BENEFITS	25,993	48,113	25,754	FICA	5,063
					Workers' compensation	175
					Health insurance	11,300
					Life & Disability insurance	648
					Dental insurance	360
					Pension	8,208
	TOTALS	94,967	135,180	97,470		



Annual Budget -2021

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Communications			NUMBER 005
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	63,181	77,500	14,750	Boards and Commissions recognition program	5,000
					Website Hosting and Maintenance	5,000
					Podcast Hosting Services	300
					Smart phones (2)	1,200
					Council and staff photos	100
					Staff and City Council shirts	800
					External Advertisement	300
					Marketing Subscriptions (E-Newsletter, Stock Photos & Music, etc.)	2,050
720.23	POSTAGE	43,463	42,800	54,000	City newsletter - mail handling	7,500
					City newsletter - postage	45,000
					Special mailings - postage	1,500
720.26	PRINTING & BINDING	37,995	27,100	35,500	City newsletter	33,000
					Brochures (new and existing fliers, special needs)	2,500
720.51	PROFESSIONAL DEVELOPMENT	1,541	2,000	3,815	See professional development request	3,815
720.80	VEHICLE REIMBURSEMENT	0	750	750	Mileage reimbursement	750
	TOTALS	146,180	150,150	108,815		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Communications	005
Professional Development Request			
Organization/Conference	Location	Amount	Detail
3CMA		950	Membership dues (3)
3CMA CONFERENCE	St. Louis, MO	1,815	Annual conference (3)
DRONE OPERATOR LICENSING & TRAINING	Local	800	Courses (2)
TRAINING/SKILL DEVELOPMENT	TBD	250	Webinars and training materials
	TOTAL REQUEST	3,815	



DEPARTMENT Administration		NUMBER 20	PROGRAM Communications			NUMBER 005
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	5,609	9,400	6,750	Plaques, ceremonial supplies, other	750
					Maryland Heights Night Out	1,400
					Maryland Heights U: Civic Academy	300
					Marketing/promotional supplies	4,000
					Podcasting Equipment	300
	TOTALS	5,609	9,400	6,750		

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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.

2021 Programmatic Goals

Goals

Continue efforts to identify and implement cost-savings measures.

2020 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	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	25,370	28,675	28,675
COMMODITIES	64,618	49,000	63,000
TOTAL EXPENDITURES	89,988	77,675	91,675
Personnel Schedule			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2021

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Central Services			NUMBER 006
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	3	1,675	1,675	AED program - annual physician oversight fee	1,600
					Notary commissions (3)	75
720.23	POSTAGE	13,482	20,000	20,000	Postage meter, courier services	20,000
720.26	PRINTING & BINDING	9,996	5,000	5,000	City-wide needs: budget, business cards, invitations, etc.	5,000
720.84	ADVERTISING	1,889	2,000	2,000	Bid solicitations, etc.	2,000
	TOTALS	25,370	28,675	28,675		



DEPARTMENT Administration		NUMBER 20	PROGRAM Central Services			NUMBER 006
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.11	OFFICE SUPPLIES	64,618	49,000	63,000	City-wide copy paper, office supplies and small equipment	53,000
					Copy machine overages	10,000
	TOTALS	64,618	49,000	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.

2021 Programmatic Goals

Goals

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

2020 Programmatic Goals - Status

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

Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Workers compensation claims (by policy year)	19	27	32	30
General liability claims (by policy year)	0	5	2	5
Auto liability claims (by policy year)	2	5	6	5



DEPARTMENT Administration	NUMBER 20	PROGRAM Risk Management	NUMBER 007
Program Budget			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	441,322	465,000	475,000
TOTAL EXPENDITURES	441,322	465,000	475,000
Personnel Schedule			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2021

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Risk Management			NUMBER 007
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.71	PROPERTY/CASUALTY INS.	441,322	465,000	475,000	Property coverage	215,000
					Auto, police, and general liability (SLAIT)	220,000
					Public officials	35,000
					Bonds	5,000
	TOTALS	441,322	465,000	475,000		

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