



User's Guide

A guide to reading the departmental budgets.

user's guide

Department Budgets

Public Works
Department Summary

Program	General Fund	Specialty Fund	Capital Improvement Fund	State/Lateral Fund	Total
Engineering & Administration	389,811				389,811
Roads & Bridges	2,249,818				2,249,818
Stormwater	623,863				623,863
Streetlighting		483,708			483,708
Traffic Signs	1,817,382				1,817,382
Utility & Energy Substations	714,218				714,218
Service/Lateral Project				276,989	276,989
Capital Projects		3,809	4,571,306		4,575,115
Capital Projects Management			223,911		223,911
Total	58,425,134	5,484,509	5,439,915	527,000	59,936,558

Organization Chart

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    graph TD
      CA[City Administrator] --> DPW[Director of Public Works]
      DPW --> EA[Executive Assistant]
      DPW --> P1[Engineer (2)]
      DPW --> CI[Construction Inspector]
      DPW --> ET[Engineer Trainee]
      DPW --> I1[Inspector (2)]
      DPW --> PM[Project Manager]
      DPW --> OM[Operations Manager]
      OM --> AA[Administrative Assistant]
      OM --> CL1[ Crew Leader (2)   
 Paved & Bituminous ]
      OM --> MW1[Maintenance Worker (2)]
      OM --> MW2[Maintenance Worker (2)]
      OM --> CL2[ Crew Leader -   
 Stormwater ]
      OM --> MW3[Maintenance Worker (2)]
      OM --> CL3[ Crew Leader - Veh. &   
 Electric Motor ]
      OM --> M1[Mechanic (2)]
      OM --> M2[Mechanic Helper]
  
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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.

2020 Programmatic Goals - Status

Goals	Status	Comments
Implement year 5 of new management plan by December 2020	Completed	
Add Community Center fees into the asset management database by December 2020	In Progress	
Develop a long-range asset management plan by December 2020	In Progress	

Roads and Bridges

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

Program Activities

- Roadway and Bridge Maintenance**
This activity includes patching of potholes, resurfacing, sealing of pavement cracks, and maintenance of all asphalt and concrete pavements, sidewalks, right-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 right-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.
- Fleet Management**
This activity involves the planning and receiving of fleet and the removal of dead and damaged fleet within all public right-of-way in the City.
- Street Closures**
This activity is responsible for applying retroreflective throughout the City. Luminous services are provided by St. Louis County under contract.
- Fleet Operator 4th Maintenance**
This activity is responsible for operation and maintenance of the city garage at the Fox and McDaniel Roads.

2021 Programmatic Goals

Goals
Complete long-range asset management within City right-of-way.
Add Community Center fees into the asset management database by December 2021
Implement asset management plan with all public works.
Begin in construction of Sustainability Center features.

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Program Budgets

Public Works Department Summary

Program	General Fund	Streetlight Fund	Capital Improvement Fund	Sewer Lateral Fund	Total
Engineering & Administration	389,615				389,615
Roads & Bridges	2,040,816				2,040,816
Stormwater	623,003				623,003
Streetlighting		463,500			463,500
Solid Waste	1,817,162				1,817,162
Vehicle & Equip. Maintenance	554,558				554,558
Sewer Lateral Repairs				270,000	270,000
Capital Projects		1,000	4,373,000		4,576,000
Capital Projects Management			233,913		233,913
Total	\$5,425,154	\$464,500	\$4,808,913	\$270,000	\$10,968,567

Organization Chart

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graph TD
    CA[City Administrator] --> DPW[Director of Public Works]
    DPW --> EA[Executive Assistant]
    DPW --> E2[Engineer (2)]
    DPW --> CI[Construction Inspector]
    DPW --> ET[Engineer Tech]
    DPW --> I25[Intern (.25)]
    DPW --> PM[Project Manager]
    DPW --> OM[Operations Manager]
    OM --> AA[Administrative Assistant]
    OM --> CL2[Crew Leader (2)  
Roads & Bridges]
    OM --> CLS[Crew Leader - Stormwater]
    OM --> CLVEM[Crew Leader - Veh. & Equip. Maint.]
    CL2 --> MW9[Maintenance Worker (9)]
    CL2 --> SMW75[Seasonal Maintenance Worker (.75)]
    CLS --> MW3[Maintenance Worker (3)]
    CLVEM --> M2[Mechanic (2)]
    CLVEM --> MH[Mechanic Helper]
    
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Departmental programs

Funding sources

Total department budget

Organization of positions within department

Program Budgets

General Fund				
Roads and Bridges				
Department	No.	Program	No.	Program Manager
Public Works	50	Roads and Bridges	002	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.				
2022 Programmatic Goals				
Goals				
Continue honeysuckle removal within City right-of-way.				
Add Community Center trees into the asset management database by December 2022.				
Assist Parks maintenance crews with ballfield rehab.				
Re-inventory street trees.				
Sidewalk repair and replacement utilizing transition plan.				

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)

2021 Programmatic Goals - Status		
Goals	Status	Comments
Assist Parks maintenance crews with ballfield rehabilitation..	In progress	
Add Community Center trees into the asset management database by December 2021.	In progress	Re-inventory via trim-grant
Continue honeysuckle removal within City right-of-way.	In progress	

Performance Measures				
Metrics	2019 Actual	2020 Actual	2021 Estimate	2022 Projected
Concrete pavement replacement (sq. yds.)	840	763	1,000	900
Concrete pavement replacement (each)	39	36	45	40
Concrete sidewalk replacement (sq. ft.)	7,803	9,691	10,000	13,000
Forestry (tree maintenance, each)	1,274	1,147	1,300	1,500
Right-of-way mowing (each)	12	10	10	10
Street sweeping (centerline lane miles)	321	371	350	350
Traffic control signs installed/replaced (each)	172	145	350	350
Mosquitocide applications city-wide	19	18	19	19
Plant new street trees	195	100	200	200
Asphalt pavement repair (tons)	85	149	70	75

Benchmarks, efficiency measures and timetables of the program

Program Budgets

		Annual Budget -2022	
		General Fund	
DEPARTMENT Public Works	NUMBER 50	PROGRAM Roads & Bridges	NUMBER 002
Program Budget			
Object of Expenditure	2020 Budget (Actual)	2021 Budget (Amended)	2022 Budget (Proposed)
PERSONNEL SERVICES	1,189,860	1,231,870	1,262,180
CONTRACTUAL SERVICES	276,210	211,280	374,556
COMMODITIES	250,000	352,980	404,080
CAPITAL	49,665	0	0
TOTAL EXPENDITURES	1,765,735	1,796,130	2,040,816
Personnel Schedule			
Position	2020	2021	2022
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	0.75	0.75	0.75
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	13.75	13.75	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 -2022

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		2020	2021	2022	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
720.11	MISC. CONTRACTUAL	138,114	95,780	226,580	Smart phones (4) with hotspots	2,580
					Facility maintenance	7,500
					Landfill charges	20,000
					Vehicle location services (14)	5,100
					Mulch	11,500
					Pest control	1,500
					Radio maintenance/mounting	500
					Security monitoring	500
					Traffic signal maintenance	15,000
					Tree removal	30,000
					Weather forecast service	3,600
					Trim Grant to reinventory street trees, MDC reimburses 75%	18,800
					Pavement Striping	110,000
720.18	LEVEE DISTRICT ASSESSMENT	88,576	57,000	88,576	Levee district assessment	88,576
720.19	LARVICIDING SERVICES	0	3,000	3,000	County contract for larviciding	3,000
720.28	RENTAL - EQUIPMENT	2,855	3,500	3,500	Specialized equipment (as needed)	3,500
720.30	UTILITIES SERVICES	45,669	49,000	50,000	Electric - traffic signals	5,500
					Gas & electric	22,000
					Water (Dorsett/I-270)	4,500
					Water & sewer	18,000
720.51	PROFESSIONAL DEVELOPMENT	823	2,500	2,400	See professional development request	2,400
720.79	PROP. RESTORATION	173	500	500	Small claims	500
	TOTALS	276,210	211,280	374,556		

Specific planned expenditures within line item

Line Item
Account Numbers

Program Budgets



Annual Budget -2022

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 SPRING CONFERENCE	TBD (MO)	500	Annual conference (1)
INTL SOCIETY OF ARBORCULTURE		175	Membership Dues
TRAINING/SKILL DEVELOPMENT	Local	1,300	Annual program (13)
	TOTAL REQUEST	2,400	

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 -2022

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Finance		30	Information Technology		003
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
NETWORK SWITCH REPLACEMENT	1	R	90,000	90,000	Replace all Network switches in City Hall and Garage which are over 10 years old.
POWERSHAULT MD1400	1	A	11,300	11,300	Additional storage space. This would add 12 Terabytes of space.
POWERSHAULT LTO-8 TAPE DRIVE	1	R	10,000	10,000	Ultium 8 tapes offer up to 30TB compressed data storage. This includes the tape drive, Host Adaptor and 20 tapes.
TOTAL REQUEST				111,300	

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

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