



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

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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 Management 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 7,270 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

- Miletics**
 - Concrete pavement replacement (sq. yds)
 - Concrete pavement replacement (sq. yds)
 - Concrete sidewalk replacement (sq. ft)
 - Concrete curb maintenance (sq. ft)
 - Right-of-way mowing (ac)
 - Street sweeping (contracted line miles)
 - Traffic control signs installed (upland (sq. ft))
 - Maintenance applications on route
 - 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 from the asset management database by December 2020
Inventory and add Division 7,270 from 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 Improvement	Sewer Lateral	
<u>Program</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Total</u>
Engineering & Administration	405,712				405,712
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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
<ul style="list-style-type: none"> Engineer Engineer Tech 	<ul style="list-style-type: none"> Administrative Assistant Crew Leader (2) Roads & Bridges <ul style="list-style-type: none"> Maintenance Worker (9) Seasonal Maintenance Worker (.75) Crew Leader - Stormwater <ul style="list-style-type: none"> Maintenance Worker (3) Crew Leader - Veh. & Equip. Maint. <ul style="list-style-type: none"> Mechanic (2) Mechanic Helper

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.				
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	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
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 Public Works	NUMBER 50	PROGRAM Roads & Bridges	NUMBER 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