

Hawn



City of Chesterfield

Annual Budget

Fiscal Year 1992

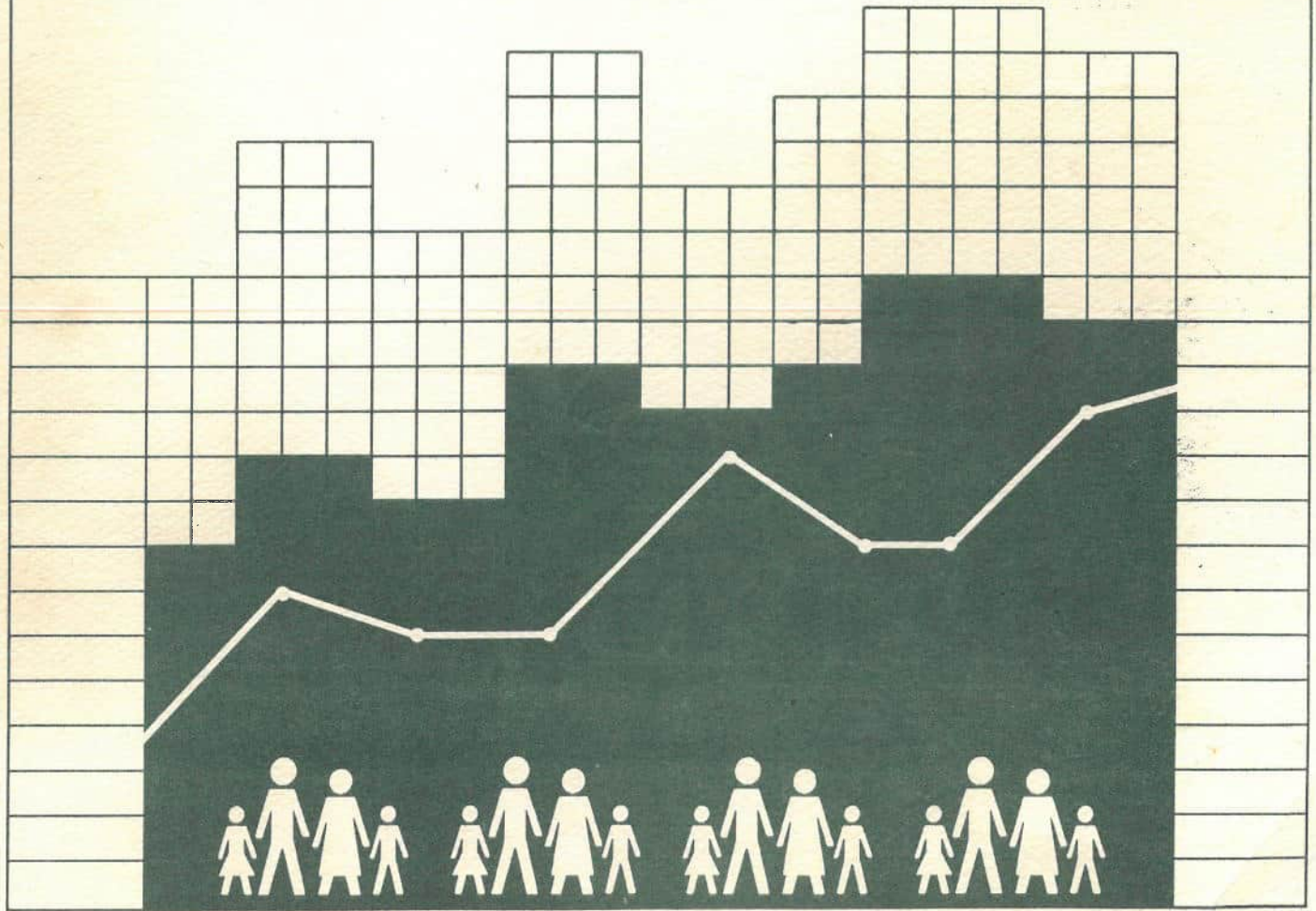


TABLE OF CONTENTS

	<u>Page</u>
Transmittal Letter from City Administrator	1
I. INTRODUCTORY SECTION	
Principal Officials	11
Major Budget Policies	13
Revenue Assumptions	15
Budget Process	21
Accounting System	23
Budget Presentation Award	25
Council Goals for 1992	27
Organizational Chart	33
II. GENERAL FUND	
Statement of Budgeted Revenues and Expenditures	35
Impact of Budget on Fund Balance	37
Graph - Revenue Budget	39
Revenue Budget	41
Graph - Summary of Expenditures by Department	43
Summary of Expenditures by Activity and Department	45
Graph - Summary of Expenditures by Type	47
Summary of Expenditures by Type	49
Personnel Schedule Summary	51
Detail of Capital Assets	53
Line Item Budgets:	
Mayor and City Council	55
City Clerk's Office	63
Legal Services	71
City Administrator	77
Finance	85
Personnel	95
Central Services	107
Police Administration	123
Police Patrol Services	139
Police Support Services	155

Table of Contents (cont.)

Line Item Budgets (cont.):

Police Criminal Investigations	167
Municipal Court.....	179
Planning & Economic Development.....	187
Public Works Administration and Engineering.....	197
Public Works Street and Sewer Maintenance.....	219
Public Works Vehicle Maintenance.....	247
Public Works Buildings and Grounds.....	265
Contingency.....	271

III. APPENDIX

Budget Calendar	275
Affidavit of Publication of Public Hearing Notice - St. Louis Countain.....	279
Advertisement of Publication of Public Hearing Notice - Suburban Journals ..	280
Press Release	281
Budget Highlights for Public Hearing.....	287
Minutes of Public Hearing	297
Budget Resolution	303
Position Classification Plan.....	305
Merit Pay Plan.....	307
Glossary.....	311



November 27, 1991

Honorable Mayor and City Council
Chesterfield, Missouri

Subject: Fiscal Year 1992 Budget

Submitted herewith is the proposed annual operating budget for the City of Chesterfield, Missouri. This budget covers the period from January 1, 1992, to December 31, 1992. It is the result of a comprehensive effort by Department Heads and Executive Staff in projecting expenditure needs for our fourth full year of operation. The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Award to the City of Chesterfield, Missouri, for its annual budget for the fiscal year beginning January 1, 1991. In order to receive this award, a governmental unit must publish a budget document which meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

The 1992 budget, as submitted, includes total projected revenues of \$8,247,000.00, an increase of 4.5% over Fiscal Year 1991, and total expenditures of \$7,972,245.00, a decrease of 1.6% over Fiscal Year 1991. The budget is based on a few assumptions, which are highlighted below:

Impact of 1990 Census On Fiscal Year 1991 Budget

The count provided by the Bureau of the Census for 1990 reflects a population of 37,991 people living in the City of Chesterfield. This represents a significant increase (33.6%) over the previous 1980 count of 28,436 people and will have a direct positive impact upon the revenues which the city receives from several sources. These include sales tax, motor fuel tax, motor vehicle sales tax, and cigarette tax, all of which are distributed by the State of Missouri based on population.

The budget for Fiscal Year 1991 will be impacted by the census by approximately \$428,000.00, as shown below:

Sales Tax	\$ 286,500.00
Motor Fuel Tax	72,000.00
Motor Vehicle Sales Tax	41,500.00
Cigarette Tax	<u>28,000.00</u>
Total	\$ 428,000.00

Revenues for 1991 were adjusted to reflect the new census figures for approximately six (6) months of the year. The census will also impact our Fiscal Year 1992 budget, when the receipts will be based upon our new population figures for the entire twelve (12) months. As a result, we anticipate another population-based increase of \$354,000.00 for 1992, as shown below:

Sales Tax	\$ 219,000.00
Motor Fuel Tax	84,000.00
Motor Vehicle Sales Tax	34,000.00
Cigarette Tax	<u>17,000.00</u>
Total	\$ 354,000.00

The total estimated annual impact (1991 and 1992) of our new population will, therefore, be approximately \$782,000.00. This figure is worth noting, due to the fact that City Council established a goal last year that this "new" money not be utilized to fund on-going operational expenses; rather, this money should, if possible, be spent only on one-time expenses, like capital improvement projects. I am pleased to report that this proposed budget contains \$650,000 for capital improvements projects, \$300,000 in a contingency account and approximately \$275,000 in unappropriated funds, which will be added to the fund balance, as noted later in this letter. (Total: \$1,225,000)

As you will recall, we originally estimated that the City of Chesterfield would receive approximately \$928,000.00 in additional revenues, due to the impact of the census. Several things have occurred which have reduced this estimate. First of all, the actual 1990 population figure is lower than the preliminary Bureau of the Census count of 38,539 people. Second, we had estimated that the new census figures would be implemented by the State of Missouri for distribution purposes in June, 1991. Sales tax distributions were not actually adjusted until August, 1991. Finally, the sales tax pool has taken a severe "hit" with both the state of the economy and the withdrawal of the City of Ferguson from the sales tax pool. At one time, the distribution of sales tax was almost \$79.00 per capita. The

current distribution, according to numbers provided by St. Louis County, is approximately \$70.56 per capita.

Annexation

We are certainly pleased with the fact that our annexation proposal was approved overwhelmingly by voters within the current City limits, as well as the area to be annexed, as a part of the general election held November 5, 1991. The effective date of this annexation is anticipated to be May 15, 1992.

Revenues and expenditures related to the annexation are completely excluded from this document, due to the very recent nature of this annexation. Over the next several months, a budget revision will be submitted to you for your approval, prior to the annexation's effective date, as shown above, as soon as the final population figures have been provided to us by the Bureau of the Census.

The original documents submitted to the St. Louis Boundary Commission regarding our proposed annexation showed projected annual revenues and expenditures, as shown below:

Revenues:

Sales Tax	\$ 406,000.00
Utility Gross Receipts Tax	245,000.00
Motor Fuel Tax	85,000.00
Motor Vehicle Sales Tax	40,000.00
Cigarette Tax	24,000.00
Road & Bridge Tax	64,000.00
Cable Television Franchise Fees	15,000.00
Miscellaneous Licenses	<u>4,000.00</u>
Total Revenues	\$ 883,000.00

Expenditures:

Public Works-Street & Sewer Maintenance:	
Personnel Services	\$ 25,000.00
Contractual Services	15,000.00
Commodities	7,100.00
Capital Improvements	<u>225,000.00</u>
Total Expenditures	\$ 272,100.00

These figures will obviously need to be amended, based on information which was not available at the time this preliminary budget was prepared (which was late 1990). For example, as shown above, the per capita distribution for sales tax has dropped off severely. To demonstrate the impact, the per capita distribution (based on the census figure for the area to be annexed) will be approximately \$288,000.00, as opposed to the \$406,000 originally projected. The same negative impact will occur with the other population-based sources of revenue, including motor fuel tax, motor vehicle sales tax, and cigarette tax. Also, the 1990 census population figures were not available at the time this information was prepared, which is a concern given the fact that several of these sources of revenue are population-based. Thus, as you can see, these numbers will be seriously impacted and will need to be revised prior to service delivery to the annexed area which is scheduled to occur within the next six (6) months.

Local Use Tax

A "local use tax" was passed by the Missouri Legislature this session which will include a statewide tax of 1.5% on all sales by out-of-state vendors, including catalog and direct market sales. It will become effective on July 1, 1992, and it has been conservatively estimated that this source would provide approximately \$7.00 per capita, or \$266,000.00 on an annual basis, of additional revenue for the City of Chesterfield.

However, as recommended by the Finance and Administration Committee of Council, no revenues related to this new source have been included in the 1992 budget. The general feeling is that potential litigation warrants a conservative approach on the City's part.

If, in fact, the State does begin to collect these revenues in 1992 and distributes them to local governments, it will be necessary for us to amend the budget to reflect this new source of revenue.

Community Development

The 1992 budget includes a \$75,000.00 contribution for establishing/funding a Community Development Council, which is the same amount which was originally included in the 1991 budget.

Street Improvement Plans/Goals for 1992

During 1990 and 1991, the City of Chesterfield made significant strides with regard to improving street maintenance within our community.

In recognition of City Council's continued desire to meet its infrastructure needs, this proposed budget also contains \$290,000 for the "street maintenance supplies" account. This account funds efforts undertaken directly by our employees in the areas of pothole repair, minor slab replacement, sidewalk repair and replacement, crack sealing, mudjacking and storm sewer maintenance and repair, and is a reflection of the added work that we anticipate being able to complete, due to the addition of three (3) street laborers, as proposed.

As you will recall, last year the City of Chesterfield appropriated \$585,000 for contractual capital street improvements. It is anticipated that we will actually spend \$560,000.00. We propose, as part of the Fiscal Year 1992 budget, to add an additional engineer in the Public Works Administration and Engineering Division, which should allow for additional capital street improvement projects to be undertaken during 1992. However, it is my assessment that the additional engineering position was needed this year, at the \$560,000.00 level of total work. Having discussed this with our Director of Public Works/City Engineer, a total of \$650,000.00 has been allocated for capital street improvement projects, similar to those completed over the last two years, for which the City contracts with independent street construction contractors.

The City has received numerous calls, complimenting the City for its willingness to address our many capital improvement needs, during our first few years of existence. This proposed budget continues to reflect this commitment to upgrade and maintain our extensive infrastructure network.

New Personnel

Included in the 1991 budget are proposals to add four (4) additional full-time positions. The proposed new positions are:

1. Three (3) additional Street Maintenance Workers - classified at Level 10 with a salary range of \$18,605 - \$25,117. See the attached memo from Director of Public Works/City Engineer Bill Hawn concerning how these three (3) positions would be allocated in the department to assume the growing demands of sidewalk maintenance, mudjacking and storm sewer maintenance. This proposal would increase the Street Maintenance Worker personnel from fifteen (15) to eighteen (18) workers. The division will continue to be supervised by four (4) Street Maintenance Supervisors and one (1) Street Superintendent, with no proposal to add additional supervisors.
2. One (1) Civil Engineer (new job classification) - classified at Level 20 with a salary range of \$30,305 - \$40,912. See the attached memo from Director of

Public Works/City Engineer Bill Hawn concerning how this position will be used to assist the department in engineering plan review, project management and general design work. This proposal would increase the number of positions on staff requiring an engineering degree from two (2) to three (3). Currently, the positions of Public Works Director/City Engineer and Assistant City Engineer require an engineering degree and a P.E. registration with the State of Missouri. This position would be supervised by the Assistant City Engineer.

St. Louis County classifies a Civil Engineer position at Level 35 (\$28,650 - \$38,386); it requires no experience. The county has a Senior Civil Engineer position at Level 41 (\$33,157 - \$44,435) which requires approximately 2-3 years of experience. We have targeted our position in-between these two positions, which is 10% above the Engineering Plan Reviewer and 25% below the Assistant City Engineer salary. This is one step (5%) below the Police Sergeant classification.

With these new employees, I anticipate that the city will be even better equipped to handle the ongoing operations of the city.

Salary Increases

As established with the adoption of our Comprehensive Performance Evaluation Pay Plan, employees are only eligible for annual salary adjustments to the extent that their actual on-the-job performance warrants such adjustments, a plan which is unlike most other local governments. Employees for the City of Chesterfield are not eligible for and do not receive annual cost-of-living increases. Performance evaluations are completed for all employees by their immediate supervisors and Department Heads, in a process monitored by the Assistant City Administrator/Personnel Director and City Administrator. Salary adjustments recommended must correspond to the performance rating score received, such that only top performers receive the better increases.

In deciding how much to budget for salary adjustments for Fiscal Year 1992, we sought direction from the members of the Finance and Administration Committee. On August 5, 1991, this Committee voted unanimously to recommend that 4.5 per cent be budgeted for this purpose, or the amount equal to the June, 1991, Consumer Price Index. Please keep in mind that not all employees receive this amount, since amounts actually granted for raises must directly correlate to performance evaluation scores. Department Heads cannot exceed total budgeted amounts in allocating these performance-based salary adjustments for employees under their supervision.

Grants - Federal/State/County

The City of Chesterfield receives grant funding from several different sources, including a Police Traffic Services Grant, a Community Development Block Grant, and a Metropolitan Enforcement Grant.

The Police Traffic Services Grant is funded through the Missouri Department of Public Safety. The 1992 budget continues to reflect the addition of two (2) employees which were approved during Fiscal Year 1990 through this grant, a portion of whose wages will be reimbursed by the State of Missouri. Anticipated receipts for Fiscal Year 1992 amount to approximately \$36,000.00.

The City of Chesterfield also receives a Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development. The 1992-1993 entitlement is estimated at \$74,700.00. The City has used these funds in the past to fund items such as handicapped access ramps and a home improvement program. Because this program is operated through St. Louis County, which makes all payments on behalf of the City of Chesterfield, this grant is not included in the City of Chesterfield's annual operating budget.

Finally, the City of Chesterfield (acting as administrator on behalf of a four-city consortium) receives a Metropolitan Enforcement Grant (MEG) through the Missouri Department of Public Safety. Estimated receipts for Fiscal Year 1992 are approximately \$60,000.00. Because this grant program is operated independently from the City and because these cities are directly responsible for the budget which they submit to the State of Missouri, MEG funds are not included in the City's annual operating budget either.

Needs Assessment/Long-term Community Improvements

At a retreat held at the end of September, 1990, City Council decided to undertake a variety of studies to define our community's needs. With input from citizen advisory committees, the City has, as of this writing, committed to the funding of a comprehensive street condition survey, as well as Phase I of a Parks and Recreation study, Phase I of a study concerning a government center/central city park, and Phase I of a study involving the Chesterfield Valley.

The proposed budget for Fiscal Year 1992 includes no specific funds for the continuation/completion of these studies. It seemed improper or presumptuous, as we put this budget together, to suggest total funding for the balance of these studies, until the Phase I feasibility for each has been determined. City Council, based upon recommendations from the appropriate Council committees and citizen advisory committees, will ultimately review and consider each of these issues during Fiscal Year 1992.

Should you decide to proceed, funds for the completion of these various studies are available within our projected fund balance (see "Fund Balance"). Please recall that the Finance and Administration Committee, as a prelude to endorsing the initiation of each of these studies, asked that an analysis be performed as to the impact fiscally on the City, if all of these studies were to be authorized and funded by City Council. That study concluded that the City could fully fund each of these studies from fund reserves and reach our goal for fund balance by the end of Fiscal Year 1994 (see "Fund Balance"). Based upon that fact, City Council approved proceeding with the Phase I feasibility aspects of each study.

Bonded Indebtedness

As of January 1, 1991, the total assessed valuation for the City of Chesterfield was \$707,477,447.00. Under Missouri Law, we are authorized to incur debt totalling no more than ten percent (10%) of our assessed valuation, or \$70,747,745.00, if approved by the voters of our community. At the present time, the City of Chesterfield has incurred no long-term debt.

Contingency

This proposed budget contains an allocation for a Contingency Fund, totalling \$300,000.00, which is designed to cover either unanticipated shortfalls in revenues or unbudgeted expenditures. Transfers from this account can only be approved by City Council.

During Fiscal Year 1991, this account totalled \$311,979.00. As of this writing, only \$31,847.00 has been transferred by City Council. These funds have been used to cover unbudgeted expenditures for the cost of dismantling the paging tower at Wild Horse Creed Road (\$3,468.00), to cover the increased pay for the Judge and Prosecuting Attorney (\$4,800.00), to cover the cost of printing and postage of the Parks/Recreation questionnaire (\$6,857.00), to cover the cost of printing the "no smoking" brochure (\$1,500.00), to cover the cost of the photographic service contract with St. Louis County (\$500.00), to cover the cost of recreation consulting services (\$2,000.00) to cover the cost of a mailing to the newly annexed area (\$2,200.00) and to cover the cost of the Wilson Road engineering study (\$10,522.00). Assuming that these contingency funds (totaling \$280,132) remain unallocated as of December 31, 1991, we are showing them as part of the fund balance, which is discussed below in detail.

Fund Balance

As you will recall, our fund balance, as of December 31, 1990, totalled \$1,750,732.92, with outstanding encumbrances totalling \$30,477.00, which resulted in an actual year end unreserved balance of \$1,720,255.92.

As noted elsewhere, it is projected that the fund balance, as of December 31, 1992, will total \$2.4 million. City Council recently established a goal that the fund balance equal a minimum of thirty (30%) percent of the total projected for current general fund expenditures. This proposed budget contains projected expenditures of \$7,972,245. Thirty (30%) percent of this total equals \$2,391,673.50. As a result, if this proposed budget performs as expected, we will have met our goal for our fund balance by the end of the coming fiscal year.

This fund balance gives us the ability to deal with the unexpected, whether it be a natural disaster or a severe economic downturn, both of which could significantly affect the flow of revenues to the City. Especially during times of natural disaster, we must be able to guarantee that our municipal services, such as police and public works, will continue to be provided to our citizens.

Conclusion

This proposed budget is a direct result of input that I have received from each of you over the past year. As such, it reflects your desire to dramatically expand our efforts at repairing and maintaining our infrastructure, while, at the same time, making significant progress toward the attainment of our goal concerning total fund reserves.

By moving toward the completion of the various studies mentioned herein, we will be positioned to begin discussions as to how we should best address our long-term needs. In the meantime, we can and should take pride in the fact that we are in excellent financial shape to continue to meet our short-term obligations of providing quality, municipal services to the citizens of our community.

I would like to take this opportunity to thank the members of each of the Standing Committees of City Council for their input into the development of this proposed budget. In addition, I greatly appreciate the tireless efforts of Finance Director, Jan Hawn, and other Department Heads and Executive Staff. Budget preparation is truly a team effort!

Sincerely,



Michael G. Herring
City Administrator

THIS PAGE LEFT BLANK INTENTIONALLY

**CITY OF CHESTERFIELD
Principal Officials**

Mayor

Jack Leonard

City Council

Nancy Greenwood
Betty Hathaway
Jade Gardner Bute
Susan Clarke
Daniel Hurt
Alan J. Politte
Richard Hrabko
Linda Tilley

Other City Officials:

City Administrator

Michael G. Herring

Assistant City Administrator /
Personnel Director

Brenda Love Collins

Finance Director

Janet S. Hawn

City Clerk

Marty DeMay

Police Chief

Ray Johnson

Director of Planning and
Economic Development

Jerry Duepner

Director of Public Works /
City Engineer

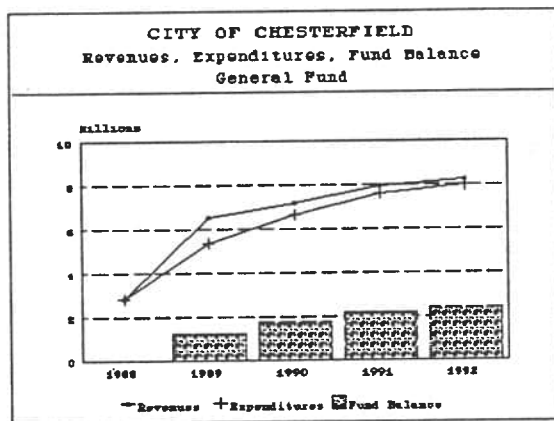
William C. Hawn

THIS PAGE LEFT BLANK INTENTIONALLY

MAJOR BUDGET POLICIES

Fund Reserve Level

The City has established a goal in 1992 to maintain a reserve level of a minimum of 30% of general fund expenditures. The budget adheres to this policy with an unbudgeted fund balance as of December 31, 1992, of \$2,414,690. This is considered a prudent reserve level for meeting unanticipated expenditure requirements, a major revenue shortfall, or an emergency.



Contingency Fund

Besides the reserves, the City appropriates contingency funds. The Council has set a goal of at least 3% in contingency. The 1992 budget adheres to this policy with a contingency budget of approximately 3.75% of anticipated expenditures, or \$300,000.00. These funds, at the Council's discretion, may be used for unanticipated expenses, such as litigation, grant

matching, or the coverage of expenditure overages or revenue shortfalls.

Annual Salary Adjustments

One of the perennial issues for City governments during the budget process concerns annual pay increases for City employees. The 1992 budget includes a 4.5% increase (equal to the June, 1991 Consumer Price Index), as recommended by the Finance and Administration Committee of Council.

Capital Asset Expenditure

Expenditures of \$500 or more on items having an expected life of over one year are considered to be capital assets for the purpose of classification of expenditures. The City budget appropriates general fund monies for those capital assets used to provide services within the normal operation.

Debt Management

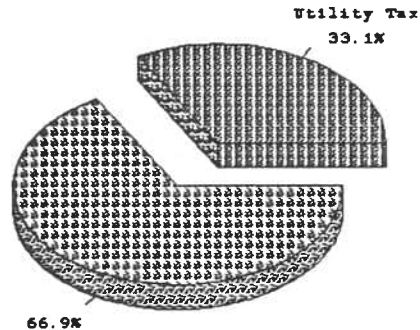
The City has no outstanding bonds or any unissued authorized bonds. The maintenance of a high fund balance in the General Fund provides the necessary cash to avoid the need for short-term borrowing.

THIS PAGE LEFT BLANK INTENTIONALLY

REVENUE ASSUMPTIONS

Utility Gross Receipts Tax

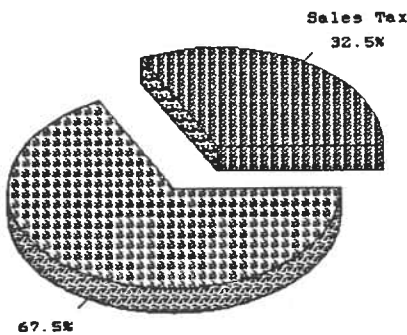
The City of Chesterfield levies a 5% gross receipts tax on electric, gas, telephone, and water companies within the City. The utility tax is collected by the utility company at the time of their monthly billing and is remitted to the City within twenty (20) days following the last day of each month.



Revenue receipts from the utility gross receipts tax are currently estimated based on the City's experience, as well as information supplied by the utility companies. It should be noted that the estimates for utility taxes are dependent on weather conditions. Revenues for Fiscal Year 1992 from the utility gross receipts tax are estimated at \$2,727,000, as shown below:

Utility Taxes - Electric	\$ 1,702,000
Utility Taxes - Gas	409,000
Utility Taxes - Telephone	454,000
Utility Taxes - Water	<u>162,000</u>
Total	\$ 2,727,000

Sales Tax



There are basically two ways in which cities in St. Louis County receive sales tax distributions. One means is through a "point-of-sale" method; the other is through a county-wide sales tax "pool." Cities under the "point-of-sale" method receive actual taxes collected within their city. Cities in the "pool" receive a share based upon its population as a percentage of the "pool" population. These population figures are adjusted decennially, based upon the latest census figures. Interim changes, aside from annexations, are not made.

The City of Chesterfield receives a share of the county-wide 1% tax on retail sales through a pool comprised of unincorporated St. Louis County and many of the cities throughout St. Louis County. According to Missouri statutes, the City of Chesterfield does not have the option to choose which the method through which it receives sales tax. Cities incorporated

after March 19, 1984, or areas annexed after March 19, 1984, are automatically included in the sales tax pool under state law, with no option of withdrawing. Although the City has taken legal action to attempt to challenge this law, to date, it has been unsuccessful. It should be noted that the exact difference to the City of Chesterfield is not really known. State Statutes do not allow the State to provide municipalities in the "pool" with information regarding direct sales within their municipality.

Sales tax is collected by the State of Missouri and wire transferred to the City on the 10th of each month. The amount collected varies due to the fact that some businesses make quarterly contributions.

It should be noted that receipts from this source have been affected by at least two different factors. First of all, the state of the economy has had a severe impact on sales tax receipts. Second, the City of Ferguson, Missouri, has exercised its decennial option and has withdrawn from the sales tax pool, an estimated loss to the City of Chesterfield of approximately \$40,000.

It should be noted that the \$181,398.50 held in the deferred revenue account from 1988 will be recognized as 1991 revenues, as St. Louis County has decided not to pursue the disputed June, 1988 (date of incorporation) distribution from the State of Missouri.

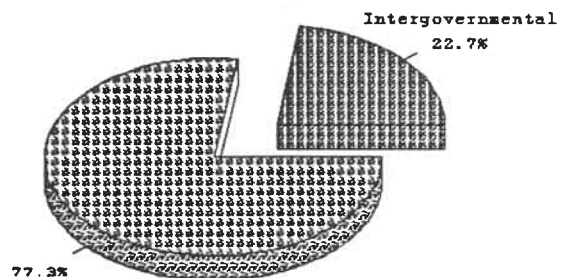
Revenues for Fiscal Year 1992 from sales tax are estimated at \$2,681,000, based on St. Louis County estimates of \$46,900,000 in the "pool," being distributed to unincorporated St. Louis County and "pool" cities having a total population of 664,686. Thus, the current per capita distribution is running at about \$70.56.

Intergovernmental Taxes

Intergovernmental taxes include the motor fuel tax, motor vehicle sales tax, cigarette tax, the County road & bridge tax, and a police traffic services grant.

Motor fuel and motor vehicle sales taxes are collected by the State of Missouri and remitted to the City for the purpose of maintaining roads and bridges. Receipts are distributed on a monthly basis.

Motor fuel tax revenue is generated based on a charge of \$.11 per gallon and is distributed based on population. Motor vehicle sales tax is general from State-imposed fees for licenses, plates, and sales tax, and is also remitted to cities based on population. Revenues for Fiscal Year 1992 from the motor fuel and motor vehicle sales tax are estimated at \$619,000 and \$301,000, respectively.



Cigarette taxes are also collected by the State of Missouri and distributed to cities based on population. These receipts are wired monthly to the City. In St. Louis County, all municipalities share in a five-cent County cigarette tax levy. Revenues for Fiscal Year 1992 from cigarette tax are estimated at \$183,000.

The County's road and bridge tax of \$.105 per \$100 of assessed valuation and is distributed to the City based on the City's assessed valuation. It is billed, along with other property tax assessments in the fall of each year and is due December 31. It is distributed to the cities (net of a 1% collection fee) as received and is intended for, as it name states, roads and bridges. The assessed valuation for the City of Chesterfield as of January 1, 1991, was \$707,477,447. Billings for the tax year 1991 are based on the assessed value of property as of January 1 of each year. Assessed valuation within the City of Chesterfield has grown steadily over the last several years, partially due to growth in the community and partially due to reassessment, as shown below:

<u>Date</u>	<u>Assessed Valuation</u>	<u>Percent Increase</u>
January 1, 1989	\$ 623,472,309	*
January 1, 1990	\$ 670,737,358	7.1%
January 1, 1991	\$ 707,477,447	5.5%

*Figures for 1988 were not available.

The revenue estimate for Fiscal Year 1992 is \$732,000, based on a projected growth in assessed valuation of 3%, less a 1% collection fee and 3% allowance for uncollectible taxes.

The police traffic services grant is funded through the Missouri Department of Public Safety. The first year of the grant funded 100% of two police officers' salaries and two patrol cars. The second year will fund 70% of their salaries. Revenue estimates for Fiscal Year 1992 from the police traffic services grant are \$36,000.

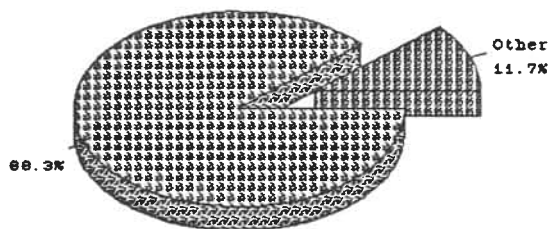
Other Sources

Licenses and Permits.

The City of Chesterfield collects revenues from the licensing of businesses, liquor sales, vending machines, cable television franchises and a few miscellaneous sources, such as excavation permits, grading permits, and solicitors' permits.

The annual business license fees are based on square footage, as well as the type of business operated. Retail businesses pay \$.08 per square footage; services and offices, \$.04 per square foot; and manufacturers and warehouses, \$.02 per square foot. This business license fee structure was implemented in July of 1990 (following voter approval). The business license year runs from July 1 through June 30 of each year and the majority of the receipts are collected early during the licensing period. Revenue estimates for Fiscal Year 1992 are \$244,000.

Liquor license fees range from \$22.50 to \$450.00 annually, depending on the type of liquor license issued. Vending machine licenses are \$5.00 per vending machine. Both the liquor licenses and the vending machine licenses are issued for the period July 1 through June 30 of each year, like business licenses. Thus, the majority of these revenues are received during the summer as well. Revenue estimates for these two sources for Fiscal Year 1992 are \$19,000 and \$9,000, respectively.



Cable television franchise fees represent 5% of the gross sales of each cable television company annually. The are remitted to the City within sixty (60) days following the end of each quarter. The revenue estimate for Fiscal Year 1992 from cable television franchise fees is \$161,000.

Other licenses and permits are, as stated above, those items which do not fall into any other category. In total, licenses and permits make up only 5.4% of the City's revenues, as estimated at \$7,500 for Fiscal Year 1992.

Charges for Services

Charges for services include engineering inspection fees, subdivision processing fees, zoning application fees, police report fees, false alarm fees, permit fees, and miscellaneous other charges. The charges generated from these sources are defined by the City's ordinances. Revenues from charges for services for Fiscal Year 1992 are estimated at \$85,000.

Court Receipts

Court fines and fees are also determined by municipal ordinance. Court costs are \$12.00 per ticket plus \$2.25 for training fees and Crime Victims Compensation Fund fees. The fines vary depending on the violation. Receipts increased significantly when the City formed its own Police Department in June, 1989. Court receipts make up 4.4% of the City's revenue, or \$355,000 in Fiscal Year 1992.

Other Revenues

Other revenues include interest on investments, contributions and fund-raising, and miscellaneous sources not included elsewhere.

Interest earnings make up approximately 1.1% of the City's revenue. The City's revenue from this source has increased over the years as the City's fund balance has increased. Interest earnings projected for Fiscal Year 1992 are estimated at \$85,000.

Miscellaneous other sources are a very small part of the City's budget, at less than a one-tenth of a percentage point of the City's revenues, estimated at \$2,500 for Fiscal Year 1992. This category is used only for items which do not properly belong in any other category.

THIS PAGE LEFT BLANK INTENTIONALLY

BUDGET PROCESS

Prior to January 1, 1992, the City Administrator compiles a budget containing estimated revenues and expenditures for the city and submits the budget to City Council. Notice of this hearing is given by publication in a newspaper of general circulation in the city at least one week prior to the time of the hearing.

The annual budget may be revised by a vote of three-fourths (3/4) of the City Council. No revision of the budget is allowed to increase the budget in the event that funds are not available.

Budget transfers within the annual budget are made as follows:

- A. Department Heads may make transfers within their department budget up to \$2,500 with prior approval of the Finance Director.
- B. Department Heads may make transfers within their department from \$2,500 up to \$5,000 with prior approval of the Finance Director and City Administrator.
- C. Transfers within department budgets over \$5,000 may be made only with prior approval of three-fourths (3/4) of the City Council.

Budget transfers between departments must be approved by three-fourths (3/4) of the members of the City Council.

Budget transfers from contingency accounts must be approved prior thereto by three-fourths (3/4) of the members of the City Council.

THIS PAGE LEFT BLANK INTENTIONALLY

ACCOUNTING SYSTEM

The City of Chesterfield maintains its accounting records on a basis consistent with generally accepted accounting principles and presents the financial statements on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available, i.e., collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized in the accounting period in which the liability is incurred.

The budget is prepared on the modified accrual basis.

THIS PAGE LEFT BLANK INTENTIONALLY

BUDGET PRESENTATION AWARD

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the City of Chesterfield for its annual budget for the fiscal year beginning January 1, 1991.

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 a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to decide its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO
City of Chesterfield,
Missouri
For the Fiscal Year Beginning
January 1, 1991

President

Executive Director

THIS PAGE LEFT BLANK INTENTIONALLY

COUNCIL GOALS FOR 1992

The City Council has adopted, by resolution, the following goals and objectives for the 1992 fiscal year, and the budget has included resources necessary to achieve these goals and objectives.

FINANCE AND ADMINISTRATION

Increase citizen and corporate awareness, support of, and satisfaction with City services:

- ▶ Continue to provide valuable information through the Information Hotline and the Chesterfield Citizen newsletter.
- ▶ Continue to work on community projects and events through the Chesterfield Community Events Corporation.

Maintain adequate financial capacity to respond to unanticipated opportunities and problems:

- ▶ Submit a successful grant application to continue receiving federal Community Development Block Grant funds for the City.
- ▶ Increase cash surplus to at least 30% of General Fund expenditures.
- ▶ Continue to seek cost effective/efficient means of delivering quality municipal services.

Increase effectiveness and efficiency of City operation:

- ▶ Continue to improve efficiency by providing centralized services to other departments within the City on mailings and special projects.
- ▶ Establish an office supplies inventory and organize the supply room.
- ▶ Refine and improve data gathering, processing, storing, and reporting.

Improve personnel functions of the City:

- ▶ Minimize any exposure to discrimination claims by the disabled by fully implementing all necessary programs to comply with the Americans with Disabilities Act and to ensure equal opportunity for the disabled in City employment and City programs and activities.
- ▶ Update the employee retirement plan to maximize the potential earnings of contributions to the plan by adding more investment options.

- ▶ Continue to heavily promote the City's Safety Program so as to reduce the number of on-the-job accidents, injuries and potential liability situations, thereby increasing the City's opportunity to benefit from the self-insured Workers Compensations Trust Fund and Property and Casualty Trust Fund through surplus distributions.
- ▶ Attract and retain a qualified and productive staff.

POLICE

Provide a timely response to all calls with a direct emphasis on minimizing loss of life and property:

- ▶ Maintain a response time of two minutes or less for all **police emergency** calls.
- ▶ Maintain a response time of five minutes or less for all police service calls.
- ▶ Maintain a high visibility and presence of police in residential subdivisions.
- ▶ Provide a staffing pattern to allow for a minimum of six marked patrol units (including street supervisor) on duty at all times.
- ▶ Maintain a Police Reserve Unit of fifteen officers to augment regular police activities and provide additional manpower for unusual occurrences.

Reduce the number of vehicle accidents causing serious injury or death:

- ▶ Utilize Federal Highway funds to supplement salaries of officers assigned to traffic enforcement, allowing for more enforcement.
- ▶ Maintain statistical data to identify accident locations and direct enforcement at those locations.
- ▶ Reduce DWI motorists through increased enforcement activities.

Continue the "War on Drugs":

- ▶ Expand the D.A.R.E. Program to include a special program for high school students.
- ▶ Utilize Federal Funds to continue multi-jurisdictional narcotics unit to track and combat drug use.

Maintain community awareness and support:

- ▶ Add five neighborhoods to the Neighborhood Watch Program.
- ▶ Provide "safety town" training to 256 pre-schoolers.

PLANNING

Increase citizen awareness of City activities:

- ▶ Meet legal requirements for publication of notices in the St. Louis Countian.
- ▶ Publish notices of the Planning Commission and Board of Adjustment meetings in the Chesterfield Journal.
- ▶ Prepare informational brochures regarding the zoning and subdivision processes.

Improve the quality of life in the City:

- ▶ Monitor development within the City and enforce the provisions of the Zoning Ordinance.
- ▶ Revise standards for public improvements where necessary to maintain and upgrade the overall quality of development within the City.
- ▶ Revise development requirements by revisions to the Zoning and Subdivision Ordinances.

PUBLIC WORKS

Bring all City-maintained streets and sidewalks up to minimum standards:

- ▶ Remove and replace 1,300 slabs of existing concrete streets.
- ▶ Replace 3,000 feet of existing sidewalks.
- ▶ Inspect and mudjack streets using 500 cubic yards of grout.

Improve the quality of life within the City:

- ▶ Continue to trim street trees to provide safe passage of vehicles and pedestrians.
- ▶ Conduct Plan Review and Construction Inspections on development in the City.

Work to resolve storm water and erosion control problems:

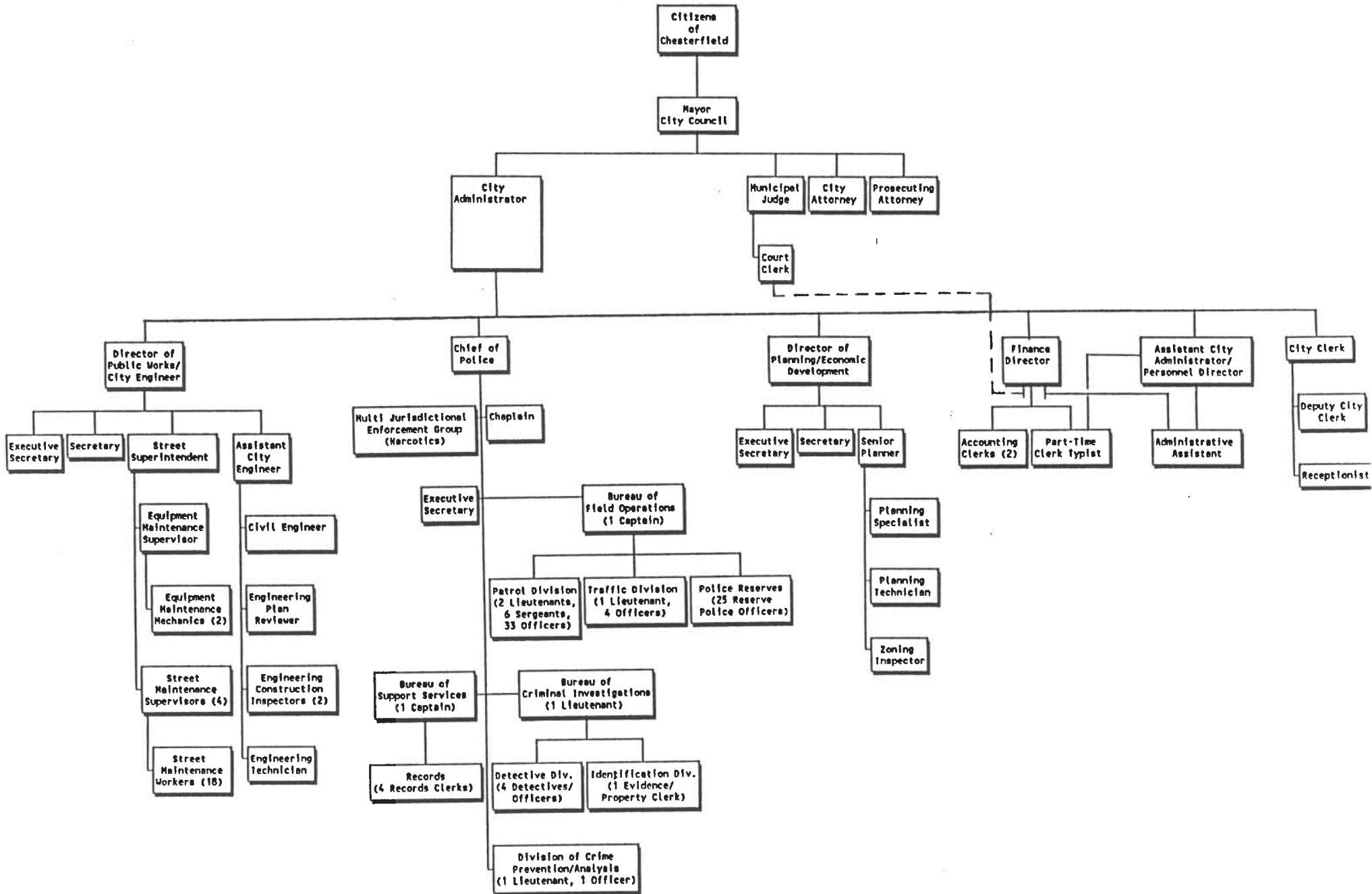
- ▶ Repair or reconstruct storm sewers addressing 60 problem locations.

Provide adequate and safe vehicles and equipment for all City operations:

- ▶ Provide cost effective maintenance on all City vehicles.

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD



THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
FISCAL YEAR 1992

	<u>General Fund</u>
FUND BALANCE, JANUARY 1, 1992	<u>2,139,935</u>
REVENUES:	
Utility Gross Receipts Taxes	2,727,000
Sales Tax	2,681,000
Intergovernmental Revenues	1,871,000
Licenses & Permits	440,500
Charges for Services	85,000
Court Receipts	355,000
Other Revenues	<u>87,500</u>
TOTAL REVENUES	<u>8,247,000</u>
TOTAL AVAILABLE FUNDS	<u>10,386,935</u>
EXPENDITURES:	
Executive & Legislative	191,657
Administration	869,186
Police	3,291,708
Municipal Court	95,433
Planning & Zoning	284,949
Public Works	2,939,312
Reserves & Contingencies	<u>300,000</u>
TOTAL EXPENDITURES	<u>7,972,245</u>
FUND BALANCE, DECEMBER 31, 1992	<u>2,414,690</u>

THIS PAGE LEFT BLANK INTENTIONALLY

**CITY OF CHESTERFIELD
IMPACT OF BUDGET ON FUND BALANCE
FISCAL YEAR 1992**

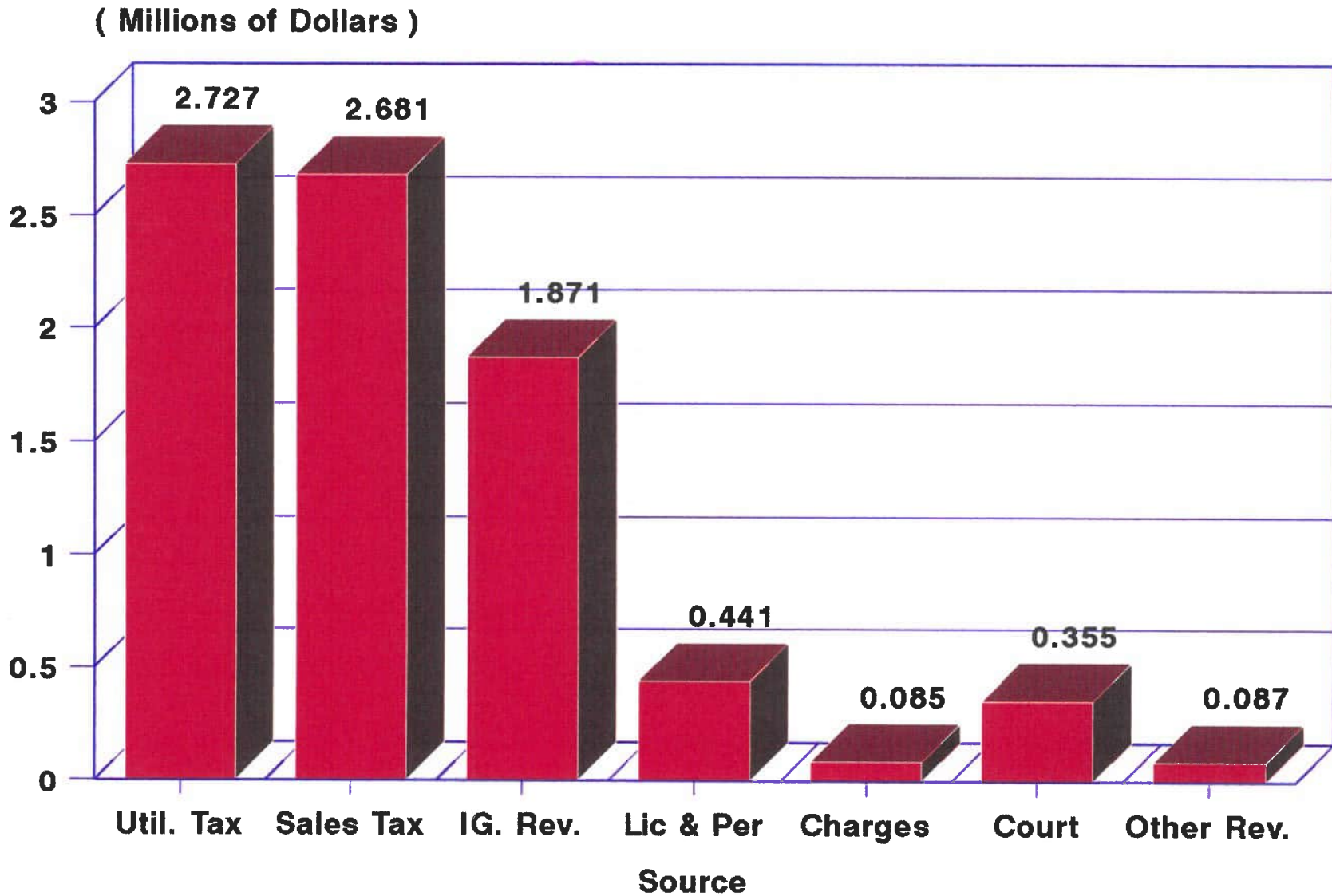
Fund Balance, January 1, 1992	2,139,935
Revenues - 1992	<u>8,247,000</u>
Total Available Funds	10,386,935
Expenditures - 1992	<u>7,972,245</u>
Fund Balance, December 31, 1992	<u>2,414,690</u>

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD

REVENUES BY SOURCE

FISCAL YEAR 1992



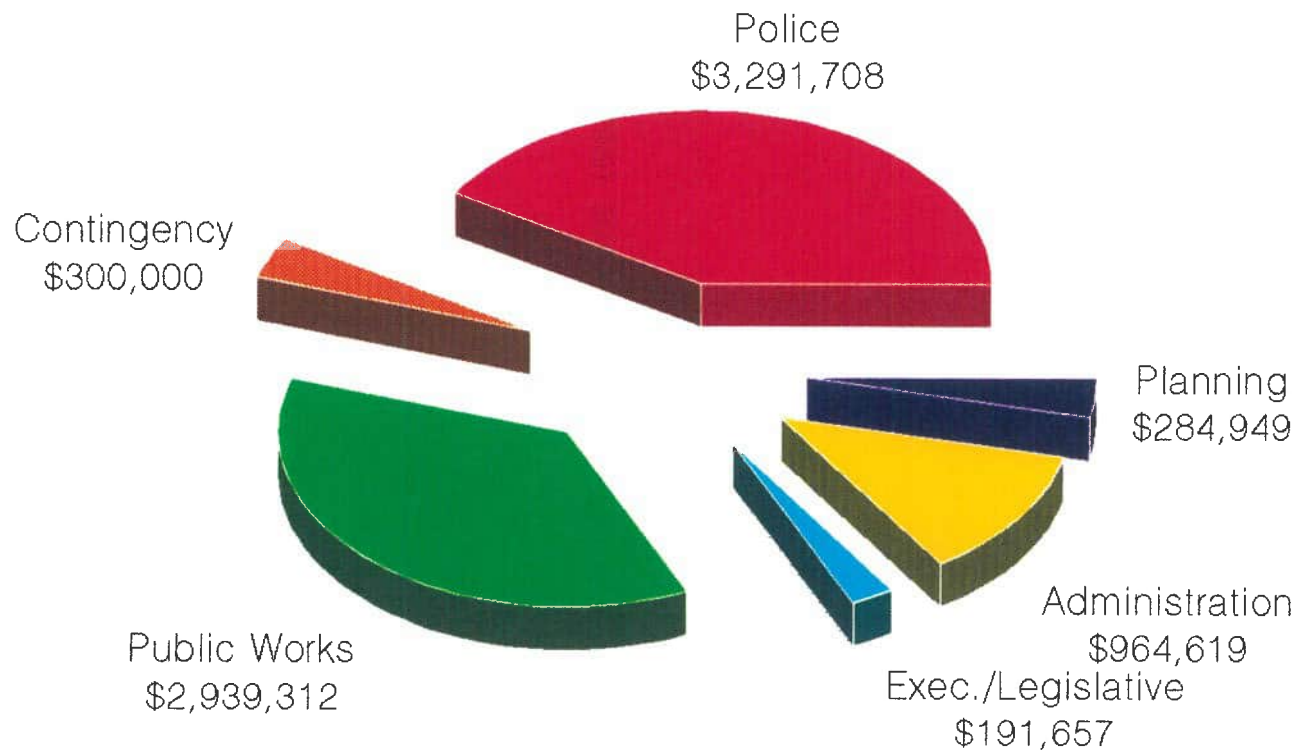
THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD
REVENUE BUDGET - GENERAL FUND
FISCAL YEAR 1992

DESCRIPTION	1990 ACTUAL	1991 PROJECTED	1992 BUDGET
Utility Taxes:			
410.100 Utility Taxes - Electric	1,582,509	1,653,000	1,702,000
410.200 Utility Taxes - Gas	374,827	397,000	409,000
410.300 Utility Taxes - Telephone	428,538	441,000	454,000
410.400 Utility Taxes - Water	139,165	157,000	162,000
Total Utility Taxes	2,525,039	2,648,000	2,727,000
Sales Tax:			
420.000 Sales Tax	2,175,160	2,619,000	2,681,000
Intergovernmental Taxes:			
430.000 Motor Fuel Tax	462,678	535,000	619,000
431.000 Motor Vehicle Sales Tax	225,452	267,000	301,000
432.000 Cigarette Tax	138,355	166,000	183,000
433.000 County Road & Bridge Tax	688,545	711,000	732,000
436.000 Police Traffic Services Grant	70,063	49,500	36,000
438.000 DARE Grant	1,215	0	0
Total Intergovernmental Taxes	1,586,308	1,728,500	1,871,000
Licenses & Permits:			
440.000 Business Licenses	210,793	237,000	244,000
441.000 Liquor Licenses	14,528	19,000	19,000
442.000 Vending Licenses	9,350	9,000	9,000
443.000 Cable Television Franchise	134,206	156,000	161,000
449.000 Misc. Licenses & Permits	8,387	9,500	7,500
Total Licenses & Permits	377,264	430,500	440,500
Charges for Services:			
451.000 Engineering Inspection Fees	29,410	35,000	33,000
452.000 Subdivision Processing Fees	4,423	6,000	7,500
453.000 Zoning Applications	10,645	8,000	10,000
454.000 Police Reports	12,306	12,000	12,000
455.000 False Alarms	28,994	20,000	20,000
459.000 Misc. Other Charges	1,916	2,000	2,500
Total Charges for Services	87,694	83,000	85,000

DESCRIPTION	1990 ACTUAL	1991 PROJECTED	1992 BUDGET
Court Receipts:			
480.000 Court Fines & Fees	311,205	343,000	344,000
481.000 Court Fees - Training	9,050	10,000	10,000
482.000 Court Fees - CVC Fees	651	1,000	1,000
Total Court Receipts	320,906	354,000	355,000
Other Revenues:			
490.100 Interest on Investments	87,256	90,000	85,000
491.000 Historical Committee	5,633	0	0
494.000 Sale of Fixed Assets	2,025	0	0
495.000 Miscellaneous	11,745	6,000	2,500
Total Other Revenues	106,659	96,000	87,500
TOTAL REVENUE	7,179,030	7,959,000	8,247,000

CITY OF CHESTERFIELD EXPENDITURES BY DEPARTMENT FISCAL YEAR 1992



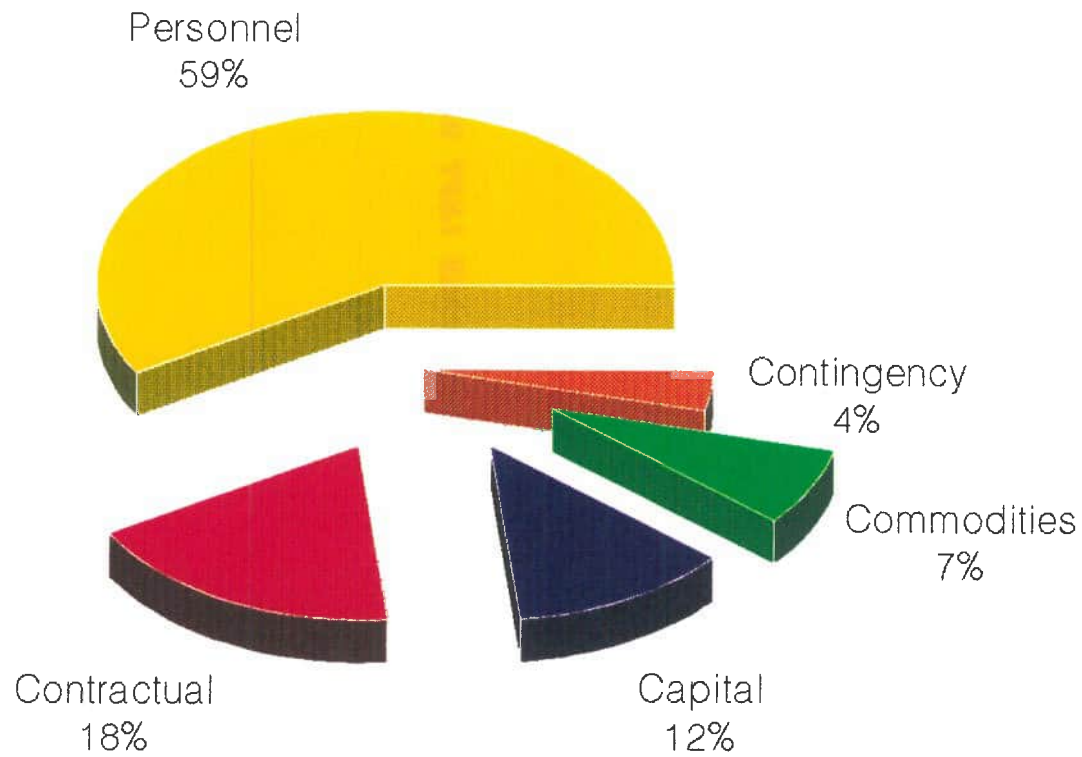
THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD
SUMMARY OF EXPENDITURES - GENERAL FUND
FISCAL YEAR 1992

	1990 ACTUAL TOTALS	1991 PROJECTED TOTALS	1992 PROPOSED BUDGET
Executive & Legislative:			
011 Mayor & City Council	90,887	107,860	191,657
Administration:			
031 City Clerk	86,365	90,165	84,443
032 Legal Services	94,695	105,625	98,150
033 City Administrator	104,830	157,925	111,112
034 Finance	139,262	150,420	164,389
035 Personnel	108,396	114,375	124,049
036 Central Services	341,734	283,605	287,043
	875,282	902,115	869,186
Police:			
041 Administration	310,176	316,494	327,995
042 Patrol Services	1,941,841	2,139,680	2,304,465
043 Support Services	285,421	356,574	381,728
044 Criminal Investigations	227,252	266,587	277,520
	2,764,690	3,079,335	3,291,708
Municipal Court:			
051 Municipal Court	77,397	90,216	95,433
Planning:			
061 Planning & Zoning	235,381	338,352	284,949
Public Works:			
071 Administration & Engineering	368,124	608,955	473,057
072 Street & Sewer Maintenance	1,757,259	1,987,280	2,025,810
073 Vehicle Maintenance	202,825	199,041	189,590
074 Buildings & Grounds	259,607	256,644	250,855
	2,587,815	3,051,920	2,939,312
Contingencies:			
091 Contingency	0	0	300,000
Totals	6,631,452	7,569,798	7,972,245

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD EXPENDITURES BY TYPE FISCAL YEAR 1992



THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD
BUDGETED EXPENDITURES BY TYPE
FISCAL YEAR 1992

	<u>Personnel</u>	<u>Contractual</u>	<u>Commodities</u>	<u>Capital</u>	<u>Contingencies</u>	<u>Totals</u>
Executive & Legislative:						
011 Mayor & City Council	<u>64,782</u>	<u>126,375</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>191,657</u>
Administration:						
031 City Clerk	62,483	21,960	0	0	0	84,443
032 Legal Services	0	98,150	0	0	0	98,150
033 City Administrator	101,507	8,905	700	0	0	111,112
034 Finance	138,139	25,250	1,000	0	0	164,389
035 Personnel	88,914	34,835	300	0	0	124,049
036 Central Services	<u>22,738</u>	<u>216,305</u>	<u>32,500</u>	<u>15,500</u>	<u>0</u>	<u>287,043</u>
	<u>413,781</u>	<u>405,405</u>	<u>34,500</u>	<u>15,500</u>	<u>0</u>	<u>869,186</u>
Police:						
041 Administration	211,885	109,085	5,500	1,525	0	327,995
042 Patrol Services	2,036,175	28,590	90,000	149,700	0	2,304,465
043 Support Services	147,428	225,050	4,450	4,800	0	381,728
044 Criminal Investigations	<u>254,645</u>	<u>7,145</u>	<u>10,280</u>	<u>5,450</u>	<u>0</u>	<u>277,520</u>
	<u>2,650,133</u>	<u>369,870</u>	<u>110,230</u>	<u>161,475</u>	<u>0</u>	<u>3,291,708</u>
Municipal Court:						
051 Municipal Court	<u>36,673</u>	<u>58,510</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>95,433</u>
Planning:						
061 Planning & Zoning	<u>263,221</u>	<u>19,178</u>	<u>2,550</u>	<u>0</u>	<u>0</u>	<u>284,949</u>
Public Works:						
071 Administration & Engineering	378,310	41,394	12,915	40,438	0	473,057
072 Street & Sewer Maintenance	742,963	144,367	394,810	743,670	0	2,025,810
073 Vehicle Maintenance	115,290	31,850	29,600	12,850	0	189,590
074 Buildings & Grounds	<u>0</u>	<u>250,355</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>250,855</u>
	<u>1,236,563</u>	<u>467,966</u>	<u>437,825</u>	<u>796,958</u>	<u>0</u>	<u>2,939,312</u>
Contingencies:						
091 Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300,000</u>	<u>300,000</u>
Totals	<u>4,665,153</u>	<u>1,447,304</u>	<u>585,855</u>	<u>973,933</u>	<u>300,000</u>	<u>7,972,245</u>

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD
PERSONNEL SCHEDULE SUMMARY
FISCAL YEAR 1992

<u>Department/Activity</u>	<u>Position Title</u>	<u>1990 Actual</u>	<u>1991 Authorized</u>	<u>1992 Proposed</u>
Administration:				
031 City Clerk	City Clerk	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00
033 City Administrator	City Administrator	1.00	1.00	1.00
034 Finance	Finance Director	1.00	1.00	1.00
	Administrative Assistant	0.50	0.50	0.50
	Accounting Clerk	2.00	2.00	2.00
	Clerk Typist	0.00	0.13	0.13
035 Personnel	Assistant City Administrator/ Personnel Director	1.00	1.00	1.00
	Administrative Assistant	0.50	0.50	0.50
	Clerk Typist	0.00	0.13	0.13
036 Central Services	Receptionist	1.00	1.00	1.00
Police:				
041 Administration	Police Chief	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00
	Police Officer	1.00	1.00	1.00
	Executive Secretary	1.00	1.00	1.00
042 Patrol Services	Captain	1.00	1.00	1.00
	Lieutenant	3.00	3.00	3.00
	Sergeant	5.00	6.00	6.00
	Police Officer	36.00	37.00	37.00
043 Support Services	Captain	1.00	1.00	1.00
	Records Clerk	3.00	3.00	3.00
	Part-time Records Clerk (3)	0.00	1.00	1.00
044 Criminal Investigations	Lieutenant	1.00	1.00	1.00
	Detective	4.00	4.00	4.00
	Evidence/Property Clerk	1.00	1.00	1.00
Municipal Court:				
051 Municipal Court	Court Clerk	1.00	1.00	1.00
	Clerk Typist	0.00	0.25	0.25
Planning:				
061 Planning & Zoning	Director of Planning	1.00	1.00	1.00
	Senior Planner	0.00	1.00	1.00
	Planning Specialist	1.00	1.00	1.00
	Planning Technician	1.00	1.00	1.00
	Zoning Inspector	1.00	1.00	1.00
	Executive Secretary	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00

CITY OF CHESTERFIELD
PERSONNEL SCHEDULE SUMMARY
FISCAL YEAR 1992

<u>Department/Activity</u>	<u>Position Title</u>	<u>1990 Actual</u>	<u>1991 Authorized</u>	<u>1992 Proposed</u>
Public Works:				
071 Administration & Engineering	Director of Public Works	1.00	1.00	1.00
	Assistant City Engineer	1.00	1.00	1.00
	Civil Engineer	0.00	0.00	1.00
	Engineering Plan Reviewer	1.00	1.00	1.00
	Engineering Construction Insp.	2.00	2.00	2.00
	Engineering Technician	1.00	1.00	1.00
	Executive Secretary	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00
	Engineering Intern	0.00	0.29	0.29
072 Street & Sewer Maintenance	Street Superintendent	1.00	1	1
	Street Supervisor	4.00	4.00	4.00
	Street Maintenance Worker	15.00	15.00	18.00
	Temporary Street Mtn. Worker (10)	0.00	2.88	2.88
073 Vehicle Maintenance	Mechanic Supervisor	1.00	1.00	1.00
	Mechanic	2.00	2.00	2.00
	Total	106.00	113.68	117.68

CITY OF CHESTERFIELD
 DETAIL OF CAPITAL ASSETS
 FISCAL YEAR 1992

<u>Department/Activity</u>	<u>Description</u>	<u>Amount</u>	<u>Activity Total</u>
Administration:			
036 Central Services	Duplicate Hard Driver for Fileserver (1)	1,200	
	2 MB Memory Board for 386 (1)	800	
	Plain Paper Facsimile Machine (1)	2,000	
	Pool Car (1)	<u>11,500</u>	15,500
Police:			
041 Administration	Water Fountain (1)	1,000	
	Two Door Storage Cabinet (1)	<u>525</u>	1,525
042 Patrol Services	Personal Computer w/ Network Card (1)	2,200	
	Intoximeter 5000 (1)	5,000	
	MPH Radar Unit (1)	1,500	
	Wall Lockers (10)	1,000	
	Patrol Vehicles (10)	<u>140,000</u>	149,700
043 Support Services	REJIS Network Card (1)	800	
	Portable Hand Held Radio (5)	3,000	
	Video Editor (1)	<u>1,000</u>	4,800
044 Criminal Investigations	Personal Computer w/ Network Card (1)	2,200	
	VARDA Portable Alarm System (1)	2,500	
	Mug Shot File Cabinet (1)	<u>750</u>	5,450
Public Works:			
071 Administration & Engineering	Personal Computer w/ Network Card (1)	2,400	
	Hydrology/Hydraulic Software (1)	1,000	
	75 Watt Digital Repeater (1)	14,963 ✓	
	Portable Radio (4)	5,140 ✓	
	Magnetic Locator (1)	750	
	Air Entrainment Pressure Meter (1)	685	
	Ford Taurus (1)	<u>15,500</u>	40,438
072 Street & Sewer Maintenance	Brush Chipper (1)	16,500	
	Skid Steer Loader (1)	13,500	
	Mobile Radio (35 Watt-2 Way) (8)	11,920 ✓	
	Heavy Duty Transport Trailer (1)	10,000	
	35 HP Concrete Saw	8,500	
	1 Ton Class Vibratory Roller (1)	7,500	
	Medium Size Utility Trailer (1)	3,500	
	12" Sod Cutter (1)	2,500	
	5,000 Watt Generator (1)	1,750	
	3/4 Ton 4WD Pickup Truck w/ plow (1)	18,000	
	Street Improvement Projects	<u>650,000</u>	743,670

CITY OF CHESTERFIELD
 DETAIL OF CAPITAL ASSETS
 FISCAL YEAR 1992

<u>Department/Activity</u>	<u>Description</u>	<u>Amount</u>	<u>Activity Total</u>
073 Vehicle Maintenance	Fleet Maintenance Software (1)	7,000	
	Personal Computer (1)	2,000	
	Electric Hoist (1)	2,000	
	A/C Recovery System (1)	1,850	
		12,850	12,850
Total Capital			973,933

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	EXECUTIVE/LEGISLATIVE	MAYOR & COUNCIL	010.011
Activity		Remarks	
Mayor		The Mayor is the Chief Executive Officer of the City. He presides at City Council meetings and may vote on legislation to break a tie. The Mayor is elected to a four year term.	
City Council		The eight councilmembers are the legislative branch of the City Government responsible for the adoption of the budget, the passage of local ordinances, and the establishment of policy. Councilmembers are elected to serve two-year overlapping terms; one Councilmember from each of four wards is elected each year.	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	EXECUTIVE/LEGISLATIVE	MAYOR & COUNCIL		010.011
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	45,330	60,980	64,782	
Contractual Services	45,557	139,207	126,375	
Commodities	0	225	500	
Capital Outlay	0	0	0	
Transfers	0	0	0	
TOTAL	90,887	200,412	191,657	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund General	Department EXECUTIVE/LEGISLATIVE	Program MAYOR & COUNCIL		Account Number 010.011
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.114	SALARIES-ELECTED OFFICIAL	42,000	56,500	60,000
510.120	SOCIAL SECURITY	3,213	4,322	4,590
510.122	WORKERS COMPENSATION	117	158	192
	TOTAL	<u>45,330</u>	<u>60,980</u>	<u>64,782</u>

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	EXECUTIVE/LEGISLATIVE	MAYOR & COUNCIL			010.011
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.210	ADVERTISING	0	3,000	✓ 2,500	Promotional advertisements
520.212	BOARDS/COMMISSIONS DINNER	3,957	0	5,000	Bi-annual banquet for boards and commissions
520.214	CONTRIBUTIONS	2,140	10,000	✓ 10,000	Contributions to various organizations or events
520.220	ECONOMIC DEVT. COUNCIL	0	75,000	✓ 75,000	City's share of the EDC
520.230	HISTORICAL COMMITTEE	3,546	500	✓ 0	(Self-funded)
520.249	MEMBERSHIPS/SUBSCRIPTIONS	7,070	6,675	6,875	See attached detail
520.253	OTHER COMMITTEES	92	500	✓ 500	Special events for Recycling Committees or others
520.260	PRINTING & BINDING	2,778	1,600	2,000	Update of one-page information sheet with letter
520.261	PROFESSIONAL SERVICES	2,986	800	500	Council pictures (Mayor; collective picture of City

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	EXECUTIVE/LEGISLATIVE	MAYOR & COUNCIL			010.011
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.262	PUBLIC RELATIONS	15,977	38,506	20,500	Council) Four newsletters - 20,000 Placques/Flowers/Cards - 500
520.277	TRAVEL & TRAINING	7,011	2,626	3,500	See attached detail
TOTAL		45,557	139,207	126,375	

*+ \$900 to hand stuff phone directory
(each 8 pages?)*

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund General	Department EXECUTIVE/LEGISLATIVE	Program MAYOR & COUNCIL	Account Number 010.011-520.249
Organization	Member	Amount	Remarks
Mayors of Large Cities	Mayor	225	Local organization membership dues
Missouri Municipal League	City ✓	3,000	Statewide membership dues
St. Louis County Municipal League	City ✓	3,600	Local membership dues
Chamber of Commerce	City ✓	50	Local membership dues
TOTAL		6,875	2880 in 92-93
3980 in 92-93			

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number	
General	EXECUTIVE/LEGISLATIVE	MAYOR & COUNCIL	010.011-520.277	
Seminar or Conference		Location	Amount	Remarks
Missouri Municipal League		Columbia, MO	1,500	Annual conference
MO Mun. League Legis. Conference		Jefferson City, MO	500	Two-day session with legislators
MO Mun. League Newly Elected Off.		Columbia, MO	500	One-day educational session
Miscellaneous Expenses		Metro Area	1,000	Miscellaneous seminars and meetings
		TOTAL	3,500	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	EXECUTIVE/LEGISLATIVE	MAYOR & COUNCIL			010.011
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	0	225	500	Picture frames, misc. supplies
	TOTAL	0	225	500	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	ADMINISTRATION	CITY CLERK	030.031
Activity		Remarks	
Admin. assistance to City Admin.		This activity involves clerical assistance to the City Administrator as needed.	
Maintain legal documents		This activity includes recording and filing of legal and official city records, issuance of various documents, preparation and distribution of Council ordinances and resolutions, certifying and issuing official documents and preparing and maintaining the newsletter and the records of Council proceedings.	
Assist County Bd. of Election Comm.		This activity involves the registration of citizens to vote, acceptance of candidates filing petitions, swearing in of Planning Commission members, Board of Adjustment members and Board of Police Commissioners.	
Admin. assistance to Mayor/Council		This activity involves clerical assistance to the Mayor and City Council as needed.	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM REQUEST

Fund	Department	Program		Account Number
General	ADMINISTRATION	CITY CLERK		030.031
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	57,709	58,254	62,483	
Contractual Services	29,600	24,475	21,960	
Commodities	56	300	0	
Capital Outlay	0	0	0	
Transfers	0	0	0	
TOTAL	<u>87,365</u>	<u>83,029</u>	<u>84,443</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program		Account Number
General	ADMINISTRATION	CITY CLERK		030.031
Position Title		Number of Employees		
		1990 Actual	1991 Authorized	1992 Requested
City Clerk		1.00	1.00	1.00
Deputy City Clerk		1.00	1.00	1.00
TOTALS		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	ADMINISTRATION	CITY CLERK		030.031
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	24,390	25,818	27,030
510.111	SALARIES - FULL-TIME	23,389	21,430	23,579
510.120	SOCIAL SECURITY	3,399	3,614	3,872
510.122	WORKERS COMPENSATION	89	132	162
510.124	HEALTH INSURANCE	3,415	4,000	4,400
510.125	LIFE INSURANCE	112	142	170
510.127	DISABILITY INSURANCE	209	283	233
510.130	PENSION	2,706	2,835	3,037
	TOTAL	57,709	58,254	62,483

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	ADMINISTRATION	CITY CLERK			030.031
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.210	ADVERTISING	1,319	1,475	750	Public Hearings & Special Meetings
520.223	ELECTION EXPENSE	13,748	8,304	8,000	One (1) election - April
520.247	MAINT. & REPAIR-EQUIPMENT	86	0	0	
520.249	MEMBERSHIPS/SUBSCRIPTIONS	125	150	160	See attached detail
520.251	MISCELLANEOUS CONTRACTUAL	10,616	10,696	11,500	Codification of ordinances
520.260	PRINTING & BINDING	2,577	3,300	1,000	Vending - 250 Liquor - 50 Taxicab - 500 Misc. - 200
520.268	RENTAL - EQUIPMENT	281	0	0	
520.277	TRAVEL & TRAINING	848	550	550	See attached detail
TOTAL		<u>29,600</u>	<u>24,475</u>	<u>21,960</u>	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	ADMINISTRATION	CITY CLERK	030.031-520.249
Organization	Member	Amount	Remarks
Municipal City Clerk Assoc.(MCCFOA)	Marty DeMay	40	Local Organization
Municipal City Clerk Assoc.(MCCFOA)	Marty DeMay	40	State organization
Internat'l Inst. Mun. Clerks (IIMC)	Marty DeMay	80	International organization
TOTAL		160	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number	
General	ADMINISTRATION	CITY CLERK	030.031-520.277	
Seminar or Conference		Location	Amount	Remarks
Mun.City Clerk Education Seminar		Columbia, MO	300	Spring seminar
Mtgs, Chamber of Comm, seminars		St. Louis County	250	
		TOTAL	550	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department ADMINISTRATION	Program CITY CLERK			Account Number 030.031
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	56	300	0	
	TOTAL	56	300	0	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	ADMINISTRATION	LEGAL SERVICES	030.032
Activity		Remarks	
Legal Services		<p>Legal services includes the City Attorney who represents the City in civil suits, provides legal counsel, and drafts ordinances.</p> <p>The City Attorney is an appointed official of the City, pursuant to state statutes and City ordinances. He serves as the principal legal advisor to the City.</p> <p>Also included in this activity is the cost of outside legal counsel retained by the City Council to assist in activities requiring specific expertise.</p>	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	ADMINISTRATION	LEGAL SERVICES		030.032
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	0	0	0	
Contractual Services	94,695	98,150	98,150	
Commodities	0	0	0	
Capital Outlay	0	0	0	
Transfers	0	0	0	
TOTAL	94,695	98,150	98,150	

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund General	Department ADMINISTRATION	Program LEGAL SERVICES			Account Number 030.032
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.249	MEMBERSHIPS/SUBSCRIPTIONS	22	50	50	See attached detail
520.251	MISCELLANEOUS CONTRACTUAL	0	5,000	2,500	Outside counsel <i>Court Reporting</i> City Attorney's services
520.261	PROFESSIONAL SERVICES	94,049	92,500	95,000	
520.277	TRAVEL & TRAINING	624	600	600	See attached detail
TOTAL		<u>94,695</u>	<u>98,150</u>	<u>98,150</u>	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	ADMINISTRATION	LEGAL SERVICES	030.032-520.249
Organization	Member	Amount	Remarks
Municipal Attorney's Association	City Attorney	50	Statewide membership dues
	TOTAL	50	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number	
General	ADMINISTRATION	LEGAL SERVICES	030.032-520.277	
Seminar or Conference		Location	Amount	Remarks
Missouri Municipal Attorney's Assn.		Lake of the Ozarks, MO	300	Annual conference
Missouri Municipal League		Springfield, MO	300	Annual conference
		TOTAL	600	

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	ADMINISTRATION	CITY ADMINISTRATOR	030.033
Activity		Remarks	
City Administrator		<p>The City Administrator is the Chief Appointed Officer of the City, responsible to the Mayor and City Council for the administration of all affairs of the City coming under his jurisdiction. He supervises all departments, sees that all laws and ordinances are enforced and all contracts are kept and performed, and makes recommendations to the City Council regarding City operations and policy.</p>	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM REQUEST

Fund	Department	Program	Account Number
General	ADMINISTRATION	CITY ADMINISTRATOR	030.033
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request
Personnel Services	92,259	96,736	101,507
Contractual Services	11,820	11,780	8,905
Commodities	750	1,250	700
Capital Outlay	0	0	0
Transfers	0	0	0
TOTAL	<u>104,829</u>	<u>109,766</u>	<u>111,112</u>

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund General	Department ADMINISTRATION	Program CITY ADMINISTRATOR	Account Number 030.033		
Position Title		Number of Employees			
		1990 Actual	1991 Authorized	1992 Requested	
City Administrator		1.00	1.00	1.00	1.00
TOTALS		1.00	1.00	1.00	1.00

CITY OF CHESTERFIELD 1992 BUDGET
PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	ADMINISTRATION	CITY ADMINISTRATOR		030.033
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	79,352	75,364	78,467
510.120	SOCIAL SECURITY	3,888	3,978	4,967
510.122	WORKERS COMPENSATION	180	232	275
510.124	HEALTH INSURANCE	3,347	3,850	4,375
510.125	LIFE INSURANCE	392	452	525
510.126	DENTAL INSURANCE	255	350	350
510.127	DISABILITY INSURANCE	246	452	359
510.129	DEFERRED COMPENSATION	304	7,536	7,500
510.130	PENSION	4,295	4,522	4,689
	TOTAL	92,259	96,736	101,507

CITY OF CHESTERFIELD 1992 BUDGET
CONTRACTUAL SERVICES

Fund		Department	Program			Account Number
General		ADMINISTRATION	CITY ADMINISTRATOR			030.033
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks	
520.248	MAINT. & REPAIR-VEHICLES	571	500	350	Car maintenance	
520.249	MEMBERSHIPS/SUBSCRIPTIONS	115	880	805	See attached detail	
520.260	PRINTING & BINDING	0	1,000	0		
520.268	RENTAL - EQUIPMENT	6,263	6,600	5,000	Car - 3,500 Car phone - 1,500	
520.277	TRAVEL & TRAINING	4,871	2,800	2,750	See attached detail	
	TOTAL	11,820	11,780	8,905		

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	ADMINISTRATION	CITY ADMINISTRATOR	030.033-520.249
Organization	Member	Amount	Remarks
International City Management Assn.	City Administrator	625	National professional organization due
Missouri City Management Assn.	City Administrator	50	Statewide professional organization dues
St. Louis Area City Management Assn	City Administrator	30	Local professional organization dues
Miscellaneous books & subscriptions	N/A	100	
	TOTAL	<u>805</u>	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	ADMINISTRATION	CITY ADMINISTRATOR	030.033-520.277
Seminar or Conference	Location	Amount	Remarks
International City Management Assn.		1,200	Annual conference
Missouri City Management Assn.	Springfield, MO	300	Annual conference
Missouri City Management Assn.	Black River Lodge, MO	200	Summer conference
Missouri Municipal League	Columbia, MO	300	Annual conference
Local meetings/seminars	Metro Area	750	Chamber of Commerce, SLACMA meetings, various other local meetings
	TOTAL	2,750	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department ADMINISTRATION	Program CITY ADMINISTRATOR			Account Number 030.033
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	40	250	100	Revised statutes; reference books, etc.
530.318	GASOLINE & OIL	710	1,000	600	Direct charges for gasoline & oil
TOTAL		<u>750</u>	<u>1,250</u>	<u>700</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	ADMINISTRATION	FINANCE	030.034
Activity		Remarks	
Finance		<p>The Finance Department is responsible for all financial and accounting functions of the city, as well as for budget preparation and monitoring. The Finance Department is also responsible for cash management and investment, payroll and cash disbursements in compliance with Federal and State regulations regarding payroll reporting, purchasing, budget preparation, grant compliance, etc. The Finance Department is also responsible for internal accounting controls.</p> <p>The Finance Department is responsible for the licensing of businesses in the City.</p> <p>The Finance Director also supervises the management information services for the City, as well as the Municipal Court Clerk.</p>	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM REQUEST

Fund General	Department ADMINISTRATION	Program FINANCE		Account Number 030.034
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	119,271	129,738	138,139	
Contractual Services	18,314	73,900	25,250	
Commodities	327	1,500	1,000	
Capital Outlay	1,350	0	0	
Transfers	0	0	0	
TOTAL	<u>139,262</u>	<u>205,138</u>	<u>164,389</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program			Account Number
General	ADMINISTRATION	FINANCE			030.034
Position Title		Number of Employees			
		1990 Actual	1991 Authorized	1992 Requested	
Finance Director		1.00	1.00	1.00	
Administrative Assistant		0.50	0.50	0.50	
Accounting Clerk		2.00	2.00	2.00	
Clerk/Typist		0.00	0.13	0.13	
TOTALS		<u>3.50</u>	<u>3.63</u>	<u>3.63</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	ADMINISTRATION	FINANCE		030.034
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	45,895	49,774	52,366
510.111	SALARIES - FULL-TIME	51,993	54,205	56,933
510.112	SALARIES - PART-TIME	7	1,690	1,931
510.113	SALARIES - OVERTIME	712	1,000	1,000
510.120	SOCIAL SECURITY	7,424	8,160	8,586
510.122	WORKERS COMPENSATION	223	299	359
510.124	HEALTH INSURANCE	6,228	7,300	9,388
510.125	LIFE INSURANCE	335	387	455
510.127	DISABILITY INSURANCE	466	624	503
510.130	PENSION	5,988	6,299	6,618
	TOTAL	119,271	129,738	138,139

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund		Department		Program		Account Number
General		ADMINISTRATION		FINANCE		030.034
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks	
520.210	ADVERTISING	1,692	3,000	2,500	Advertising for request for proposals, publication of financial statements	
520.211	AUDITING SERVICES	7,500	8,500	12,000	Annual audit fee	
520.221	DATA PROCESSING	2,535	3,500	3,250	Software maintenance support agreement - 2,500 Miscellaneous software programs & upgrades - 750	
520.247	MAINT. & REPAIR-EQUIPMENT	58	0	0		
520.249	MEMBERSHIPS/SUBSCRIPTIONS	254	700	350	See attached detail	
520.251	MISCELLANEOUS CONTRACTUAL	31	500	0		
520.260	PRINTING & BINDING	3,731	3,000	3,000	Purchase orders, checks, receipts, W-2s, budgets, comprehensive annual financial reports	
520.261	PROFESSIONAL SERVICES	364	52,000	1,450	Special assistance	

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	ADMINISTRATION	FINANCE			030.034
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.268	RENTAL - EQUIPMENT	378	0	0	from auditors - 500 GFOA award application fees - 450 Misc. reports from St. Louis Cty - 500
520.277	TRAVEL & TRAINING	1,771	2,700	2,700	See attached detail
TOTAL		18,314	73,900	25,250	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund General	Department ADMINISTRATION	Program FINANCE	Account Number 030.034-520.249
Organization	Member	Amount	Remarks
Government Finance Officers Assn.	Finance Director	150 170 1/2 / 1992	National professional organization dues
Municipal Fin. Off. & Treas. Assn.	Finance Director	50	State and local professional organization dues
Misc. books & subscriptions	N/A	150	Miscellaneous financial management and management information systems books and subscriptions
		TOTAL	350

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund General	Department ADMINISTRATION	Program FINANCE	Account Number 030.034-520.277
Seminar or Conference	Location	Amount	Remarks
Government Finance Officers Assn.	Orlando, FL	1,200	Annual conference
Gov. Fin. Off. Assn. National Comm.	Washington, D.C.	500	National Committee on Budgeting and Management annual meeting
MO Mun. League/Mun. Fin. Officers	Columbia, MO	300	Annual conference
Municipal Fin. Off. & Treas. Assn.	Columbia, MO	150	One-day training session
Municipal Fin. Off. & Treas. Assn.	Lake of the Ozarks, MO	300	Spring seminar
Local meetings	Metro Area	250	MFOTA local meetings, Chamber of Commerce meetings, misc. local meetings
	TOTAL	<u>2,700</u>	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department ADMINISTRATION	Program FINANCE			Account Number 030.034
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	327	1,500	1,000	Accounting supplies, ledgers, computer and adding machine supplies, binders, adding machines
	TOTAL	<hr/> 327	<hr/> 1,500	<hr/> 1,000	

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL EXPENDITURES

Fund General	Department ADMINISTRATION	Program FINANCE			Account Number 030.034
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.440	MACHINERY & EQUIPMENT	1,350	0	0	
	TOTAL	<u>1,350</u>	<u>0</u>	<u>0</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	ADMINISTRATION	PERSONNEL	030.035
Activity		Remarks	
Personnel		<p>This activity involves recruiting, compensation planning and administration, benefit planning and administration, employee records and relations, safety administration, and wellness programs for employees.</p> <p>MAJOR CHANGES: The Professional Services activity includes services to assist the city in conducting a job capacity analysis for each job classification in the city. This will enable the city to meet the compliance requirements of the Americans with Disabilities Act by July 1992.</p> <p>Funds have also been allocated for updating the Employee Retirement Plan, as scheduled. The addition of investment options has been planned since the inception of the plan.</p>	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	ADMINISTRATION	PERSONNEL		030.035
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	73,603	83,720	88,914	
Contractual Services	30,680	40,000	34,835	
Commodities	93	840	300	
Capital Outlay	4,020	800	0	
Transfers	0	0	0	
TOTAL	108,396	125,360	124,049	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program			Account Number
General	ADMINISTRATION	PERSONNEL			030.035
Position Title		Number of Employees			
		1990 Actual	1991 Authorized	1992 Requested	
Asst. City Administrator/Personnel Dir.		1.00	1.00	1.00	
Administrative Assistant		0.50	0.50	0.50	
Clerk Typist		0.00	0.13	0.13	
TOTALS		<u>1.50</u>	<u>1.63</u>	<u>1.63</u>	

CITY OF CHESTERFIELD 1992 BUDGET
PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	ADMINISTRATION	PERSONNEL		030.035
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	46,553	47,483	49,880
510.111	SALARIES - FULL-TIME	11,340	12,245	12,883
510.112	SALARIES - PART-TIME	7	1,690	1,873
510.113	SALARIES - OVERTIME	1,308	1,000	1,000
510.120	SOCIAL SECURITY	4,418	4,775	5,021
510.122	WORKERS COMPENSATION	134	175	210
510.123	UNEMPLOYMENT COMPENSATION	4,165	10,000	10,000
510.124	HEALTH INSURANCE	1,804	2,100	3,637
510.125	LIFE INSURANCE	215	250	295
510.127	DISABILITY INSURANCE	218	358	289
510.130	PENSION	3,441	3,644	3,826
	TOTAL	73,603	83,720	88,914

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund		Department		Program			Account Number
General		ADMINISTRATION		PERSONNEL			030.035
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks		
520.210	ADVERTISING	1,738	3,000	3,500	Post-Dispatch - 1,700 Journal - 1,300 Other - 500		
520.222	EDUC./TUITION REIMB.	3,915	7,500	5,000	Reimbursement for college classes		
520.224	EMPLOYEE RECRUITMENT	7,387	6,900	5,750	Med Exams - 1,200 Test Rentals - 1,000 Drug Tests - 1,000 Psychological - 1,750 Polygraph - 100 Credit Reports - 50 Avert Reports - 100 Assessment Ctr. - 250 Commercial Driving Tests - 300		
520.225	EMPLOYEE RELATIONS	3,056	3,450	3,300	Award Lunch - 1,100 Corp. Picnic - 1,550 Exemplary Perf. - 250 Special Recognitions - 400		
520.247	MAINT. & REPAIR-EQUIPMENT	0	0	1,000	Maintenance Agreement HRIC Software - 700 Phone Support Line Charges - 300		

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	ADMINISTRATION	PERSONNEL			030.035
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.249	MEMBERSHIPS/SUBSCRIPTIONS	1,155	975	1,010	See attached detail
520.260	PRINTING & BINDING	1,470	1,250	1,000	Emp. News - 100 Manual Updates - 300 Forms/Applic. - 600
520.261	PROFESSIONAL SERVICES	3,066	12,000	9,000	EAP - 2,700 Unemp. Comp - 300 All Dept. Ed/Trng. (Inst. Materials, etc.) - 1,000 Retirement Plan Updates (Consulting & Legal) - 2,500 Sec. 125 Admin. - 250 Job Capacity Analysis - 2,250
520.272	SAFETY PROGRAM	1,514	1,475	1,625	Posters/Payroll Enc./Subs. - 250 Seminars/Trng. - 600 Nat'l Safety Council - 200 Accident Ref. Cards & Covers - 75 Safety Recognitions & Awards - 500
520.277	TRAVEL & TRAINING	2,702	1,850	2,050	See attached detail

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	ADMINISTRATION	PERSONNEL			030.035
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.289	WELLNESS PROGRAM	4,677	1,600	1,600	Physicals - 600 Corporate Fitness/ Joining Fees - 250 Health Fair - 250 St. Louis Wellness Assoc. - 250 YMCA Corp. Challenge Olympics - 250
	TOTAL	<u>30,680</u>	<u>40,000</u>	<u>34,835</u>	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund General	Department ADMINISTRATION	Program PERSONNEL	Account Number 030.035-520.249
Organization	Member	Amount	Remarks
Intl. Personnel Mgmt. Assoc. (IPMA)	Agency - City	220	To take advantage of testing services at reduced cost; to receive information journals and newsletters, and conference/seminar information. Includes membership in local chapter.
Intl. City Managers Assoc. (ICMA)	Collins	360	To maintain current full member status.
Mo. City Managers Assoc. (MCMA)	Collins	50	To maintain current full member status.
STL. Area City Mgrs. Assoc.(SLACMA)	Collins	30	To maintain current full member status.
MAPERS	Agency - City	100	To take advantage of information regarding various public retirement systems in Missouri; stay abreast of federal and state law developments (legal issues, etc.)
Misc. Books and Subscriptions	Agency - City	250	To purchase resource information regarding current developments in emp. benefits, personnel law, policies (ex. Spencers, Int'l Foundation on Employee Benefit Plans, etc.)

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund General	Department ADMINISTRATION	Program PERSONNEL	Account Number 030.035-520.249	
Organization	Member	Amount	Remarks	
	TOTAL	1,010		

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund General	Department ADMINISTRATION	Program PERSONNEL	Account Number 030.035-520.277
Seminar or Conference	Location	Amount	Remarks
IPMA	Annaheim, CA	1,200	Annual Conference - Collins
MCMA	Springfield, MO	300	Annual Conference - Collins
Test Administration Workshop - IPMA	If held in St. Louis, MO	200	Designed for non-personnel specialists - Administrative Assistant
Local Meetings/Seminars	Metro Area	350	Attendance at meetings of Coffee Currents, SLACMA, IPMA sponsored events, Chamber luncheons, Greater St. Louis Safety Council events, etc.
	TOTAL	<u>2,050</u>	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	ADMINISTRATION	PERSONNEL			030.035
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	93	840	300	Film - 200 Misc. - 100
	TOTAL	<u>93</u>	<u>840</u>	<u>300</u>	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL EXPENDITURES**

Fund	Department	Program			Account Number
General	ADMINISTRATION	PERSONNEL			030.035
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	4,020	800	0	
	TOTAL	4,020	800	0	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	ADMINISTRATION	CENTRAL SERVICES	030.036
Activity		Remarks	
Central Services		Central Services provides services to all departments that are more efficiently provided in a centralized manner, such as clerical assistance, copier, telephone, office supplies, postage, insurance, management information services, etc.	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	ADMINISTRATION	CENTRAL SERVICES		030.036
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	24,129	28,235	22,738	
Contractual Services	213,140	264,710	216,305	
Commodities	45,376	40,800	32,500	
Capital Outlay	59,089	6,100	15,500	
Transfers	0	0	0	
TOTAL	341,734	339,845	287,043	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund General	Department ADMINISTRATION	Program CENTRAL SERVICES		Account Number 030.036
Position Title		Number of Employees		
		1990 Actual	1991 Authorized	1992 Requested
Receptionist		1.00	1.00	1.00
TOTALS		<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	ADMINISTRATION	CENTRAL SERVICES		030.036
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.111	SALARIES - FULL-TIME	13,781	15,928	17,491
510.113	SALARIES - OVERTIME	7,087	7,500	1,000
510.120	SOCIAL SECURITY	1,665	1,792	1,415
510.122	WORKERS COMPENSATION	76	66	59
510.124	HEALTH INSURANCE	1,299	1,400	1,525
510.125	LIFE INSURANCE	80	48	59
510.127	DISABILITY INSURANCE	136	96	80
510.130	PENSION	5	1,405	1,109
	TOTAL	24,129	28,235	22,738

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund General	Department ADMINISTRATION	Program CENTRAL SERVICES			Account Number 030.036
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.221	DATA PROCESSING	2,706	4,000	2,000	Software updates & upgrades
520.240	INSURANCE	90,137	121,000	113,450	PACT-G/L - 31,500 PACT-A/L - 30,000 SLAIT - 4,200 Pub. Off. Liab. - 6,400 Property - 30,000 Deductibles - 10,000 Pub. Emp. Blanket Bond - 350 Misc. Bonds - 1,000
520.242	INTEREST EXPENSE	670	0	0	
520.247	MAINT. & REPAIR-EQUIPMENT	13,337	21,760	20,610	Computer hardware - 7,000 Copier Service agreement - 5,110 Typewriter service agreements - 350 Fax machine - 400 Mailing machine - 150 Elect. Binding Machine - 100 Netware Assurance -

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	ADMINISTRATION	CENTRAL SERVICES			030.036
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
					5,000 Microfilm reader/ printer - 1,500 Other office machines - 1,000
520.248	MAINT. & REPAIR-VEHICLES	0	750	1,000	Car maintenance for four pool vehicles
520.249	MEMBERSHIPS/SUBSCRIPTIONS	704	375	295	See attached detail
520.251	MISCELLANEOUS CONTRACTUAL	48,557	50,750	21,400	Temporary help (10 weeks @\$12/hr.) - 4,800 Delivery charges - 500 Forms (set-up) - 500 Misc. contractual - Data Systems Supervisor - 15,600
520.252	POSTAGE	11,856	14,000	14,000	Postage for entire city including special mailings
520.260	PRINTING & BINDING	4,048	6,500	5,000	Misc. forms; business cards, etc.
520.261	PROFESSIONAL SERVICES	8,091	5,750	500	Office Recycling

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund General	Department ADMINISTRATION	Program CENTRAL SERVICES			Account Number 030.036
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.268	RENTAL - EQUIPMENT	645	2,600	2,550	Program Postage meter - 150 Secondary copier - 2,400
520.276	TELEPHONE	29,531	32,475	32,500	Southwestern Bell monthly charges; AT&T equipment & maintenance agreement charges; long distance charges - 30,000 Misc. expenses - 2,500
520.277	TRAVEL & TRAINING	2,858	4,750	3,000	See attached detail
TOTAL		213,140	264,710	216,305	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	ADMINISTRATION	CENTRAL SERVICES	030.036-520.249
Organization	Member	Amount	Remarks
Sam's Wholesale Club	City	45	Wholesale club providing better pricing for various supplies for the city
Revisor of Statutes	N/A	100	Revised copies of statutes (5 copies)
Subscriptions	N/A	150	WordPerfect & User Support Group - \$50 LAN Technology - \$25 P.C. Computing - \$25 DataBase Buyer's Guide and Directory - \$25 PC Sources - \$25
TOTAL		295	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund General	Department ADMINISTRATION	Program CENTRAL SERVICES		Account Number 030.036-520.277
Seminar or Conference		Location	Amount	Remarks
Systems Administration Training	Metro Area	1,500	Novell; Upgrade and repair for PC's; Installation, maintenance & troubleshooting network & peripherals.	
Miscellaneous	Metro area	250	Various training for clerical staff	
Learn PC-Excel	In-House	1,250	Video training program	
		TOTAL	3,000	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund		Department	Program			Account Number
General		ADMINISTRATION	CENTRAL SERVICES			030.036
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks	
530.318	GASOLINE & OIL	247	1,500	1,000	Direct charges for gasoline & oil for 4 pool vehicles	
530.325	MISCELLANEOUS SUPPLIES	4,258	4,300	4,500	Flags - 500 Kitchen and cleaning supplies, paper products - 500 Replacement computer outlets and cables - 500 Replacement microphones - 800 2 Wyse 286 processor boards - 800 3 Network interface cards - 900 1 Multi-connect network interface card - 400 Misc. other supplies - 100	
530.330	OFFICE SUPPLIES	40,871	35,000	27,000	Office supplies for ALL departments	
TOTAL		45,376	40,800	32,500		

CITY OF CHESTERFIELD 1992 BUDGET

CAPITAL EXPENDITURES

Fund	Department	Program			Account Number
General	ADMINISTRATION	CENTRAL SERVICES			030.036
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	5,751	5,500	2,000	See attached detail
540.440	MACHINERY & EQUIPMENT	32,732	600	2,000	See attached detail
540.460	AUTOMOBILES & TRUCKS	20,606	0	11,500	See attached detail
TOTAL		<u>59,089</u>	<u>6,100</u>	<u>15,500</u>	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department ADMINISTRATION	Program CENTRAL SERVICES		Account Number 036-540.410	
Description Duplicate Fileserver/Hard Drive		No# Requested 1		Unit Cost 1,200	Total Cost 1,200
Explain reason for request (describe use and workload) To create systems backup function in case primary system fails.			# of similar units on hand 1	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Vendor

Other remarks.

Added per recommendation of Finance and Administration Committee.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department ADMINISTRATION	Program CENTRAL SERVICES	Account Number 036-540.410
------------------------	-------------------------------------	------------------------------------	--------------------------------------

Description 2 MB Memory Board for 386	No# Requested 1	Unit Cost 800	Total Cost 800
---	---------------------------	-------------------------	--------------------------

Explain reason for request (describe use and workload) To expand memory board for fileserver at the Police Department	# of similar units on hand 1	Replacement/Addition Addition
---	--	---

Specify items to be replaced

Item	Make	Age	Recommended Disposition
-------------	-------------	------------	--------------------------------

What source was used for unit cost?
Businessland

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department ADMINISTRATION	Program CENTRAL SERVICES		Account Number 036-540.440
Description Plain paper facsimile machine		No# Requested 1		Unit Cost 2,000
				Total Cost 2,000
Explain reason for request (describe use and workload) To replace existing machine which fails to meet the City's operational needs			# of similar units on hand 20	Replacement/Addition Replacement
Specify items to be replaced				
Item	Make	Age	Recommended Disposition	
FAX	?	3 years	Transferred to Public Works Facility	
What source was used for unit cost?				
Possible vendor				
Other remarks.				
Current machine is on rental, 65% of which applies toward the purchase price				

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department ADMINISTRATION		Program CENTRAL SERVICES		Account Number 036-540.460
Description Pool Car	No# Requested 1			Unit Cost 11,500	Total Cost 11,500
Explain reason for request (describe use and workload) To provide additional vehicle for all department staff			# of similar units on hand 2	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

State contract

Other remarks.

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	POLICE	POLICE ADMINISTRATION	040.041
Activity		Remarks	
Police Administration		<p>Responsible for the overall supervision of all sworn, civilian and voluntary members of the police department. Set policy, assure procedures of department are carried out. Provide overall leadership and direction for department activities.</p> <p>Activities involve planning, organization, directing and controlling the operations of the department to include budgeting, staffing, purchasing, research, training and inventory control.</p>	
Crime Prevention/Analysis		<p>Responsible for establishment and administration of community based crime prevention programs. Also the compiling of statistical data, review of crime trends and patterns and the dissemination of information to patrol and investigative units.</p>	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	POLICE	POLICE ADMINISTRATION		040.041
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	182,268	197,402	211,885	
Contractual Services	118,194	114,254	109,085	
Commodities	7,431	3,750	5,500	
Capital Outlay	2,284	7,000	1,525	
Transfers	0	0	0	
TOTAL	310,177	322,406	327,995	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program	Account Number
General	POLICE	POLICE ADMINISTRATION	040.041
Position Title		Number of Employees	
		1990 Actual	1991 Authorized
		1992 Requested	
Police Chief		1.00	1.00
Lieutenant		1.00	1.00
Police Officer		1.00	1.00
Executive Secretary		1.00	1.00
TOTALS		<u>4.00</u>	<u>4.00</u>
			<u>4.00</u>

CITY OF CHESTERFIELD 1992 BUDGET
PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	POLICE	POLICE ADMINISTRATION		040.041
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	100,451	103,122	108,505
510.111	SALARIES - FULL-TIME	51,600	52,835	56,138
510.113	SALARIES - OVERTIME	34	3,700	3,700
510.115	POLICE HOLIDAY PAY	605	1,400	1,400
510.120	SOCIAL SECURITY	10,920	11,337	12,985
510.122	WORKERS COMPENSATION	4,632	5,844	7,397
510.124	HEALTH INSURANCE	6,089	8,000	10,150
510.125	LIFE INSURANCE	465	565	668
510.127	DISABILITY INSURANCE	533	936	757
510.130	PENSION	6,939	9,663	10,185
	TOTAL	182,268	197,402	211,885

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund		Department	Program			Account Number
General		POLICE	POLICE ADMINISTRATION			040.041
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks	
520.240	INSURANCE	19,015	25,000	20,000	Police Liability - 19,000 Flood Insurance - 1,000	
520.248	MAINT. & REPAIR-VEHICLES	215	1,500	350	Tires, Wash, Repair parts.	
520.249	MEMBERSHIPS/SUBSCRIPTIONS	368	633	634	See attached detail	
520.250	MILEAGE REIMBURSEMENT	0	200	0		
520.251	MISCELLANEOUS CONTRACTUAL	8,008	0	0		
520.260	PRINTING & BINDING	1,347	1,000	1,500	Employee business cards, victim forms, other special forms or printing	
520.261	PROFESSIONAL SERVICES	2,222	0	0		
520.268	RENTAL - EQUIPMENT	5,051	6,600	4,909	One year lease for Chief's vehicle - 3,409 Mobile telephone - 1,500	
520.269	RENTAL - BUILDING	41,280	41,280	41,280	Police Department building lease	

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund		Department		Program			Account Number
General		POLICE		POLICE ADMINISTRATION			040.041
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks		
520.276	TELEPHONE	18,460	23,821	24,000	6 Telephone lines AT&T Equipment		
520.277	TRAVEL & TRAINING	9,690	2,880	3,437	See attached detail		
520.285	UTILITIES-ELECTRIC	11,527	10,000	12,000	Electric bill for Police Department & Dusk to Dawn Lighting		
520.286	UTILITIES-GAS	402	615	450	Gas usage		
520.287	UTILITIES-WATER	322	400	225	Water usage		
520.288	UTILITIES-SEWER	287	325	300	Sewer bills		
	TOTAL	<u>118,194</u>	<u>114,254</u>	<u>109,085</u>			

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund General	Department POLICE	Program POLICE ADMINISTRATION	Account Number 040.041-520.249
Organization	Member	Amount	Remarks
Intern. Assoc. Chiefs of Police	Chief of Police	100	International Association of Chiefs of Police - National Professional Organization
Mo. Police Chiefs Association	Chief of Police	125	Missouri Police Chiefs Association - State professional organization
Law Enforcement Officials	Chief of Police	10	Law Enforcement Officials - Professional organization for St. Louis area.
Mo. Peace Officers Association	Chief of Police	25	Missouri Peace Officers Association - Statewide organization
F.B.I. National Academy	Chief of Police	✓ 15	FBI National Academy Association - Training organization for Academy graduates
Mo. Crime Prevention Association	1 Lieut. 2 Pol. Officers	✓ 70	Missouri Crime Prevention Association - Statewide crime prevention organization
Gateway Crive Prevention Council	1 Lieut. 2 Pol. Officers	✓ 24	Regional crime prevention organization
Mo. Org. for Victims Assistance	1 Lieutenant	✓ 35	Missouri Organization for Victims Assistance - Statewide victims advocacy organization

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	POLICE	POLICE ADMINISTRATION	040.041-520.249
Organization	Member	Amount	Remarks
Mo. DARE Officers Association	5 D.A.R.E. Instructors	50	Missouri Dare Officers Association - statewide professional organization for D.A.R.E. Police Officers
National Crime Prevention Digest	1 Lieut. 3 Pol. Officers	30	National Crime Prevention Institute Alumni Association
Law Enforcement Scouting	Department Explorer Post	100	Fee to renew Department post charter
SUBSCRIPTIONS		50	Community Crime Prevention Digest
	TOTAL	634	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund General	Department POLICE	Program POLICE ADMINISTRATION	Account Number 040.041-520.277	
Seminar or Conference		Location	Amount	Remarks
Intern. Assoc. Chiefs of Police		Detroit, MI	1,200	Annual Conference, International Association of Chiefs of Police
Mo. Police Chiefs Association		Columbia, MO	300	Annual Conference, Missouri Police Officers Association
Mo. Crime Prevention Association		Columbia, MO	240	Missouri Crime Prevention Association Training Session
Nat. Drug Abuse Resistance Educa.		Louisville, KY	500	National D.A.R.E. officers training session
Mo. DARE Officers Association		unknown	75	Missouri D.A.R.E. officers training sessions
Gateway Crime Prevention		St. Louis, MO	72	Workshops and training
Police Chaplains Association		St. Louis, MO	100	Conference for area Law Enforcement Chaplains
Law Enforcement Explorer Academy		Local	200	Required training for Department Explorers
Professional Training		Metropolitan Area	500	Various professional training seminars and school. MEG & Media lunches
Misc. meetings		Metro Area	250	Chief's attendance at Law Enforcement Officers' lunches, Chamber of Commerce

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	POLICE	POLICE ADMINISTRATION	040.041-520.277
Seminar or Conference	Location	Amount	Remarks
			lunches, etc.
		TOTAL	
		3,437	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	POLICE	POLICE ADMINISTRATION			040.041
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.312	CRIME PREVENTION SUPPLIES	4,986	2,550	4,400	McGruff-coloring books - 350 Badges - 500 Police logo stickers - 230 Neighborhood watch/security manuals - 300 Graphics for display - 400 National night out supplies - 250 Table skirt & topper - 140 Police logo shirts - 160 Special event material - 900 Bumper stickers - 250 Bears - 60 Stickers - 50 Graduation certificates - 175 Graduation cards - 250 Wrist Bands - 225 Incentive prizes for teachers, speakers, and outstanding

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	POLICE	POLICE ADMINISTRATION			040.041
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
					students - 160
530.313	DEPARTMENT SUPPLIES	948	0	100	Misc. dept. supplies
530.318	GASOLINE & OIL	1,141	1,200	1,000	Gasoline & oil for Chief's car
530.325	MISCELLANEOUS SUPPLIES	356	0	0	
	TOTAL	<u>7,431</u>	<u>3,750</u>	<u>5,500</u>	

CITY OF CHESTERFIELD 1992 BUDGET

CAPITAL EXPENDITURES

Fund General	Department POLICE	Program POLICE ADMINISTRATION			Account Number 040.041
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	2,284	0	0	
540.440	MACHINERY & EQUIPMENT	0	3,000	525	See attached detail
540.480	IMPROVEMENTS TO BUILDINGS	0	4,000	1,000	See attached detail
TOTAL		<u>2,284</u>	<u>7,000</u>	<u>1,525</u>	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program POLICE ADMINISTRATION		Account Number 041-540.440	
Description Two door storage cabinet		No# Requested 1		Unit Cost 525	Total Cost 525
Explain reason for request (describe use and workload) To provide storage for police community relations D.A.R.E. supplies. NOTE; this was in original office equipment request but was cut.			# of similar units on hand 2	Replacement/Addition Additional	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		
Not Applicable					
What source was used for unit cost?					
Broadway Interiors					
Other remarks.					

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund	Department	Program	Account Number
General	POLICE	POLICE ADMINISTRATION	041-540.480

Description	No# Requested	Unit Cost	Total Cost
Install Water Fountain	1	1,000	1,000

Explain reason for request (describe use and workload)	# of similar units on hand	Replacement/Addition
There is no drinking fountain at the Police.	0	Additional

Specify items to be replaced			
Item	Make	Age	Recommended Disposition

Not Applicable

What source was used for unit cost?

Vendor

Other remarks.

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund General	Department POLICE	Program PATROL SERVICES	Account Number 040.042
Activity		Remarks	
Patrol		Provides 24 hour conspicuous patrol of city's residential and commercial areas, maintaining an awareness of unusual conditions or incidents. Responds to all calls for service or criminal complaints.	
Traffic Enforcement		Responsible for accident reduction and for the safety of motoring public through the enforcement of traffic code, laws and ordinances. Investigates MVA's and provides assistance to those involved motorists. Provide traffic direction and control as necessary to assure the smooth safe flow of motor vehicles through the City.	
Police Reserves		Civilian volunteers used to supplement patrol services and to assist at special public functions and events.	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	POLICE	PATROL SERVICES		040.042
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	1,686,968	1,932,657	2,036,175	
Contractual Services	120,749	67,065	28,590	
Commodities	90,176	103,551	90,000	
Capital Outlay	43,951	99,100	149,700	
Transfers	0	0	0	
TOTAL	<u>1,941,844</u>	<u>2,202,373</u>	<u>2,304,465</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program		Account Number
General	POLICE	PATROL SERVICES		040.042
Position Title		Number of Employees		
		1990 Actual	1991 Authorized	1992 Requested
Captain		1.00	1.00	1.00
Lieutenant		3.00	3.00	3.00
Sergeant		5.00	6.00	6.00
Police Officer		36.00	37.00	37.00
TOTALS		<u>45.00</u>	<u>47.00</u>	<u>47.00</u>

CITY OF CHESTERFIELD 1992 BUDGET
PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	POLICE	PATROL SERVICES		040.042
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	329,617	378,664	397,322
510.111	SALARIES - FULL-TIME	1,021,766	1,077,096	1,124,451
510.113	SALARIES - OVERTIME	18,642	34,000	34,000
510.115	POLICE HOLIDAY PAY	42,411	55,000	55,000
510.120	SOCIAL SECURITY	101,853	118,174	123,224
510.122	WORKERS COMPENSATION	45,300	63,335	79,894
510.124	HEALTH INSURANCE	79,700	100,600	113,525
510.125	LIFE INSURANCE	3,591	4,367	5,113
510.127	DISABILITY INSURANCE	5,779	8,735	7,000
510.130	PENSION	38,309	92,686	96,646
	TOTAL	1,686,968	1,932,657	2,036,175

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	POLICE	PATROL SERVICES			040.042
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.247	MAINT. & REPAIR-EQUIPMENT	700	6,976	4,000	Mobile Radio Repair Contract - 2,800 Breathalyzer Repair - 600 Spare parts for service pistols - 600
520.248	MAINT. & REPAIR-VEHICLES	21,393	20,000	18,000	Maint. of patrol vehicles - 13,000 New vehicle changeover - 5,000
520.249	MEMBERSHIPS/SUBSCRIPTIONS	503	489	540	See attached detail
520.260	PRINTING & BINDING	1,028	0	1,000	Missouri Traffic Tickets as required by new law
520.261	PROFESSIONAL SERVICES	0	3,000	1,500	Medical checks for prisoners when needed due to illness or other circumstances
520.268	RENTAL - EQUIPMENT	91,889	30,000	1,200	Mobile telephone for on duty patrol supervisor
520.277	TRAVEL & TRAINING	5,236	6,600	2,350	See attached detail

CITY OF CHESTERFIELD 1992 BUDGET
CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	POLICE	PATROL SERVICES			040.042
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
	TOTAL	120,749	67,065	28,590	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund General	Department POLICE	Program PATROL SERVICES	Account Number 040.042-520.249
Organization	Member	Amount	Remarks
Intern. Assoc. Firearms Instructors	Firearms Instructors	250	International Association of Law Enforcement Firearms Instructors, Five Instructors at \$50 each
F.B.I. National Academy	1 Capt. 1 Lieut.	30	FBI National Academy Association - Training organization for Academy graduates
National Safety Council	1 Lieut.	65	National organization promoting traffic safety
Mo. Association Traffic Enforcement	1 Lieut.	40	State organization for traffic enforcement
SUBSCRIPTIONS		0	
Law Enforcement News	Department	20	Subscription
Police Magazine	Department	25	Subscription
Law Officers Bulletin	Department	60	Subscription
Professional Publications	Department	50	Books and magazines relating to law updates and changes
		TOTAL	
		540	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	POLICE	PATROL SERVICES	040.042-520.277
Seminar or Conference	Location	Amount	Remarks
Law Enforcement Traffic Services	Lake of the Ozarks	300	Law Enforcement Traffic Services Advisory Council Annual Conference
Missouri Highway Patrol Academy	Jefferson City	1,800	Breathalyzer \$500 Instructor Development \$500 PR-24 Instructor \$380 Firearm Instructor \$310 Radar Operator \$110
Central Missouri State University	Warrensburg	250	Standardized Field Sobriety Testing (1 Officer)
TOTAL		2,350	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department POLICE	Program PATROL SERVICES			Account Number 040.042
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.312	CRIME PREVENTION SUPPLIES	53	0	0	
530.313	DEPARTMENT SUPPLIES	14,629	13,501	16,300	Ammunition - 8,060 Range Supplies - 1,100 26 Riot Helmets - 2,000 4 Riot Shields - 200 30 WT Batteries - 1,500 Radar Gun Battery - 60 25 Traffic Wands - 125 PR-24 Trng. Suit - 425 Traffic flares - 1,500 30 CPR "Bags" - 450 8 Traffic Vests - 200 10 WT Microphones - 680
530.318	GASOLINE & OIL	56,985	63,800	52,000	Gasoline & oil for 18 patrol vehicles

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	POLICE	PATROL SERVICES			040.042
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.321	INVESTIGATIVE SUPPLIES	531	700	700	Gasoline & Oil for 18 patrol vehicles Breathalyzer supplies - 400 Traffic Investigation - 300
530.325	MISCELLANEOUS SUPPLIES	740	800	1,000	Prisoner Food
530.343	UNIFORMS	17,238	24,750	20,000	Replacement uniforms
TOTAL		90,176	103,551	90,000	

CITY OF CHESTERFIELD 1992 BUDGET

CAPITAL EXPENDITURES

Fund	Department	Program			Account Number
General	POLICE	PATROL SERVICES			040.042
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	0	0	2,200	See attached detail
540.440	MACHINERY & EQUIPMENT	17,313	1,500	7,500	See attached detail
540.460	AUTOMOBILES & TRUCKS	26,638	97,600	140,000	See attached detail
	TOTAL	<u>43,951</u>	<u>99,100</u>	<u>149,700</u>	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program PATROL SERVICES		Account Number 042-540.410	
Description Computer Terminal Network Card		No# Requested 1		Unit Cost 2,200	Total Cost 2,200
Explain reason for request (describe use and workload) To allow Captain and Lieutenants access to computer services.			# of similar units on hand 0	Replacement/Addition Additional	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		
Not applicable.					
What source was used for unit cost?					
Vendor Information					
Other remarks.					

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program PATROL SERVICES	Account Number 042-540.440
------------------------	-----------------------------	-----------------------------------	--------------------------------------

Description Intoximeter 5000	No# Requested 1	Unit Cost 5,000	Total Cost 5,000
--	---------------------------	---------------------------	----------------------------

Explain reason for request (describe use and workload) To replace obsolete intoximeter which was given to department by State pending our purchase of a current model.	# of similar units on hand 0	Replacement/Addition Replacement
--	--	--

Specify items to be replaced			Recommended Disposition
Item	Make	Age	
ALCO ANALYZER	MODEL 2000	8 YEARS	RETURN TO STATE

What source was used for unit cost?
Vendor Information

Other remarks.
Repair and parts for current equipment is no longer available.

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST

Fund General	Department POLICE	Program PATROL SERVICES		Account Number 042-540.440	
Description MPH Radar Unit		No# Requested 1		Unit Cost 1,500	Total Cost 1,500
Explain reason for request (describe use and workload) To equip assigned traffic car with moving radar.			# of similar units on hand 2	Replacement/Addition Additional	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		
Not applicable.					
What source was used for unit cost?					
Vendor Information					
Other remarks.					

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program PATROL SERVICES	Account Number 042-540.440
------------------------	-----------------------------	-----------------------------------	--------------------------------------

Description Wall Lockers	No# Requested 10	Unit Cost 100	Total Cost 1,000
------------------------------------	----------------------------	-------------------------	----------------------------

Explain reason for request (describe use and workload) To allow all officers access to individual locker for storage of police issued equipment.	# of similar units on hand 50	Replacement/Addition Additional
--	---	---

Specify items to be replaced			
Item	Make	Age	Recommended Disposition

Not applicable.

What source was used for unit cost? Vendor Information
--

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program PATROL SERVICES	Account Number 042-540.460
------------------------	-----------------------------	-----------------------------------	--------------------------------------

Description Replacement Patrol Vehicles	No# Requested 10	Unit Cost 14,000	Total Cost 140,000
---	----------------------------	----------------------------	------------------------------

Explain reason for request (describe use and workload) To replace 1989 and 1990 patrol vehicles with excessive mileage.	# of similar units on hand 18	Replacement/Addition Replacement
---	---	--

Specify items to be replaced

Item	Make	Age	Recommended Disposition
Vehicles	Chevrolet	2-3 Years	Trade In

What source was used for unit cost?

Possible State Bid

Other remarks.

Cost of unit is based on expected trade in value of \$10,000.

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	POLICE	SUPPORT SERVICES	040.043
Activity		Remarks	
Records		Provides central location for all police records and reports, and sells reports as authorized by law. Compiles statistical data for monthly, quarterly, and annual reports. Provides criminal history data and other information as needed by line function.	
Communications		<p>Receives all incoming calls and directs the call to the proper unit. Utilizes Computer Aided Dispatch to route calls through St. Louis County Police Department. Provides 24 hour coverage at the station for citizen calls/complaints at the station.</p> <p>Monitors persons incarcerated at the station and immediately notifies on duty supervisor of any irregularities.</p>	
Internal Affairs		Assist and supports patrol and criminal investigation with information and messages received.	
		Conducts and/or assigns all internal department investigations into officer improprieties or departmental matters. Reports recommendations directly to Chief of Police.	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	POLICE	SUPPORT SERVICES		040.043
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	105,508	141,467	147,428	
Contractual Services	171,838	213,239	225,050	
Commodities	4,569	3,500	4,450	
Capital Outlay	3,445	750	4,800	
Transfers	0	0	0	
TOTAL	285,360	358,956	381,728	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund General	Department POLICE	Program SUPPORT SERVICES		Account Number 040.043
Position Title		Number of Employees		
		1990 Actual	1991 Authorized	1992 Requested
Captain		1.00	1.00	1.00
Records Clerks		3.00	3.00	3.00
Records Clerks (3 part-time)		0.00	1.00	1.00
TOTALS		<u>4.00</u>	<u>5.00</u>	<u>5.00</u>

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	POLICE	SUPPORT SERVICES		040.043
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	46,648	47,847	50,887
510.111	SALARIES - FULL-TIME	43,268	47,642	52,841
510.112	SALARIES - PART-TIME	0	16,224	14,895
510.113	SALARIES - OVERTIME	5	1,000	1,000
510.120	SOCIAL SECURITY	6,480	8,624	9,151
510.122	WORKERS COMPENSATION	720	2,143	2,744
510.124	HEALTH INSURANCE	5,561	11,205	8,800
510.125	LIFE INSURANCE	245	331	349
510.127	DISABILITY INSURANCE	472	662	477
510.130	PENSION	2,109	5,789	6,284
	TOTAL	<u>105,508</u>	<u>141,467</u>	<u>147,428</u>

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund		Department	Program			Account Number
General		POLICE	SUPPORT SERVICES			040.043
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks	
520.221	DATA PROCESSING	92	0	0		
520.245	MEG EXPENSES	2,924	5,425	5,000	Chesterfield's share of matching funds for M.E.G. Unit	
520.247	MAINT. & REPAIR-EQUIPMENT	831	3,600	2,800	Copier - 1,800 Building - 1,000	
520.249	MEMBERSHIPS/SUBSCRIPTIONS	76	340	80	See attached detail	
520.251	MISCELLANEOUS CONTRACTUAL	160,567	189,550	201,717	CARE & CAD - 182,417 REJIS - 15,000 Janitorial - 4,000 Data Destruction - 300	
520.260	PRINTING & BINDING	0	1,000	250	Record Room forms and envelopes	
520.268	RENTAL - EQUIPMENT	7,224	4,934	1,863	Modems - 1,143 Pagers - 720	
520.277	TRAVEL & TRAINING	124	8,390	13,340	See attached detail	
	TOTAL	171,838	213,239	225,050		

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	POLICE	SUPPORT SERVICES	040.043-520.249
Organization	Member	Amount	Remarks
F.B.I. National Academy	1 Capt.	15	FBI National Academy Association - Training organization for Academy graduates
Emergency Operations Council STL	1 Capt.	15	Local organization for emergency management
Professional Publications	Department	50	Books and pamphlets for training and updates of police practices and laws
	TOTAL	80	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	POLICE	SUPPORT SERVICES	040.043-520.277
Seminar or Conference	Location	Amount	Remarks
Mo. Traffic Information System	Warrensburg	100	Missouri Traffic Information System - Training for State Traffic Computer System
Emergency Management	Federal, State, Local	500	Various training sessions conducted by F.E.M.A. and S.E.M.A. and HAZMAT (hazardous materials) training as required by federal law.
Miscellaneous	Metropolitan Area	250	Local and department sponsored training
Law Enforcement Television Network	N/A	5,840	Law Enforcement Television Network: Training for all officers - FIXED COST
County-Municipal Police Academy	Wellston	5,900	Police Academy training and in-service training for Officers and Reserves - FIXED COST
Range Fees	Metropolitan Area	150	Fees for use of firearm ranges to re-qualify officers
Police Olympics	To be determined	600	Registration fees
TOTAL		13,340	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	POLICE	SUPPORT SERVICES			040.043
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	4,569	3,500	4,450	Janitorial Supplies - 3,000 Record Room Supplies - 600 LETN VCR - 400 Library bookcase - 450
	TOTAL	<u>4,569</u>	<u>3,500</u>	<u>4,450</u>	

CITY OF CHESTERFIELD 1992 BUDGET

CAPITAL EXPENDITURES

Fund	Department	Program			Account Number
General	POLICE	SUPPORT SERVICES			040.043
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	3,445	750	800	See attached detail
540.440	MACHINERY & EQUIPMENT	0	0	4,000	See attached detail
TOTAL		<u>3,445</u>	<u>750</u>	<u>4,800</u>	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program SUPPORT SERVICES		Account Number 043-540.410	
Description REJIS Network Card		No# Requested 1		Unit Cost 800	Total Cost 800
Explain reason for request (describe use and workload) To make all of the Police Department's computers capable of accessing the files of the Regional Justice Information Service.			# of similar units on hand 0	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

REJIS

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program SUPPORT SERVICES	Account Number 043-540.440
------------------------	-----------------------------	------------------------------------	--------------------------------------

Description Portable Hand Held Radio	No# Requested 5 ✓	Unit Cost 613 600	Total Cost 3065,000
--	-----------------------------	-----------------------------	-------------------------------

Explain reason for request (describe use and workload) Police radio for emergency and special event use	# of similar units on hand 60	Replacement/Addition Additional
---	---	---

Specify items to be replaced			
Item	Make	Age	Recommended Disposition

Not applicable.

What source was used for unit cost? Vendor Information
--

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program SUPPORT SERVICES		Account Number 043-540.440	
Description Video Editor		No# Requested 1		Unit Cost 1,000	Total Cost 1,000
Explain reason for request (describe use and workload) To edit and combine department training tapes and video programs.			# of similar units on hand 0	Replacement/Addition Additional	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		
Not applicable.					
What source was used for unit cost?					
Telephone					
Other remarks.					

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	POLICE	CRIMINAL INVESTIGATIONS	040.044
Activity		Remarks	
Detective Division		Responsible for investigation and follow-up on all crimes reported through Patrol Division. Handles crime scene processing, evidence collection and preservation, warrant application, narcotics enforcement, intelligence gathering, and juvenile crimes.	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	POLICE	CRIMINAL INVESTIGATIONS		040.044
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	196,438	239,559	254,645	
Contractual Services	22,150	14,202	7,145	
Commodities	6,474	10,115	10,280	
Capital Outlay	2,190	1,400	5,450	
Transfers	0	0	0	
TOTAL	227,252	265,276	277,520	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program	Account Number		
General	POLICE	CRIMINAL INVESTIGATIONS	040.044		
Position Title		Number of Employees			
		1990 Actual	1991 Authorized	1992 Requested	
Lieutenant Detectives Evidence Property Clerk		1.00	1.00	1.00	
		4.00	4.00	4.00	
		1.00	1.00	1.00	
TOTALS		<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	POLICE	CRIMINAL INVESTIGATIONS		040.044
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	38,122	38,941	40,813
510.111	SALARIES - FULL-TIME	121,871	148,014	155,576
510.113	SALARIES - OVERTIME	2,095	5,400	5,400
510.115	POLICE HOLIDAY PAY	995	0	0
510.120	SOCIAL SECURITY	11,950	14,715	15,437
510.122	WORKERS COMPENSATION	4,849	7,265	9,199
510.124	HEALTH INSURANCE	9,811	12,000	14,550
510.125	LIFE INSURANCE	400	561	660
510.127	DISABILITY INSURANCE	626	1,122	903
510.130	PENSION	5,719	11,541	12,107
	TOTAL	<u>196,438</u>	<u>239,559</u>	<u>254,645</u>

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	POLICE	CRIMINAL INVESTIGATIONS			040.044
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.247	MAINT. & REPAIR-EQUIPMENT	55	500	350	Photographic and Video Equipment Repair
520.248	MAINT. & REPAIR-VEHICLES	137	2,500	1,500	Tires, Wash, Repair parts for four vehicles
520.249	MEMBERSHIPS/SUBSCRIPTIONS	209	410	420	See attached detail
520.251	MISCELLANEOUS CONTRACTUAL	724	1,500	2,700	Photo Processing by St. Louis County - 1,400 Lab tests - 720 4 Pagers - 580
520.260	PRINTING & BINDING	338	400	0	
520.268	RENTAL - EQUIPMENT	20,668	8,892	725	Identa-Kit - 450 Haines Directory - 275
520.277	TRAVEL & TRAINING	19	0	1,450	See attached detail
	TOTAL	<u>22,150</u>	<u>14,202</u>	<u>7,145</u>	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	POLICE	CRIMINAL INVESTIGATIONS	040.044-520.249
Organization	Member	Amount	Remarks
Mid States Organ. Crime Info. Ctr.	Department	250	Mid States Organized Crime Information Center - 8 State organization for support and exchange of criminal information
Credit Card & Check Investigators	Department	10	Organization for exchanging information and tracking fraud investigation
Major Case Squad	Department	80	Membership in the area-wide unit to investigate major crimes
Intern. Juvenile Officers Assoc.	1 Detective	15	International Juvenile Officers Association membership
Mo. Police Juvenile Officers Assoc.	1 Detective	15	Missouri Police Juvenile Officers Association membership
Criminal Information Exchange	Department	25	Monthly meeting of detectives to exchange information
Professional Publications	Department	25	Books and pamphlets
TOTAL		420	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	POLICE	CRIMINAL INVESTIGATIONS	040.044-520.277
Seminar or Conference	Location	Amount	Remarks
Scientific Content Analysis	Unknown	1,125	Registration, travel, lodging, and food for one detective to attend specialized interrogation training
Medicological Death Investigator	St. Louis University	325	Five day course conducted by Medical Examiner's Office in Death Investigation
		TOTAL	
		<u>1,450</u>	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund		Department	Program			Account Number
General		POLICE	CRIMINAL INVESTIGATIONS			040.044
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks	
530.313	DEPARTMENT SUPPLIES	111	1,840	530	Printer - 400 Microphone/amplifier - 130	
530.318	GASOLINE & OIL	2,083	3,300	3,000	Gasoline & oil for four detective vehicles	
530.321	INVESTIGATIVE SUPPLIES	2,290	2,575	3,500	Film and video tape - 2,400 Batteries - 100 Crime scene processing supplies - 1,000	
530.325	MISCELLANEOUS SUPPLIES	0	0	200	Criminal informant fund	
530.343	UNIFORMS	1,990	2,400	3,050	Clothing allowance for 5 detectives @ \$480.00 each - 2,400 Coveralls & boots - 300 Holsters - 200 Raid jackets & caps - 150	
	TOTAL	6,474	10,115	10,280		

CITY OF CHESTERFIELD 1992 BUDGET

CAPITAL EXPENDITURES

Fund	Department	Program			Account Number
General	POLICE	CRIMINAL INVESTIGATIONS			040.044
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	0	0	2,200	See attached detail
540.440	MACHINERY & EQUIPMENT	2,190	1,400	3,250	See attached detail
	TOTAL	<u>2,190</u>	<u>1,400</u>	<u>5,450</u>	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program CRIMINAL INVESTIGATIONS		Account Number 044-540.410	
Description Computer Terminal Network Card		No# Requested 1		Unit Cost 2,200	Total Cost 2,200
Explain reason for request (describe use and workload) To allow Detective Lieutenant access to computer services and detective case management.			# of similar units on hand 1	Replacement/Addition Additional	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		
Not applicable.					
What source was used for unit cost?					
Vendor Information					
Other remarks.					

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE	Program CRIMINAL INVESTIGATIONS	Account Number 044-540.440
------------------------	-----------------------------	---	--------------------------------------

Description VARDA Portable Alarm System	No# Requested 1	Unit Cost 2,500	Total Cost 2,500
---	---------------------------	---------------------------	----------------------------

Explain reason for request (describe use and workload) To be used during stakeouts and for high risk robbery or burglary locations.	# of similar units on hand 0	Replacement/Addition Additional
---	--	---

Specify items to be replaced			
Item	Make	Age	Recommended Disposition

Not applicable.

What source was used for unit cost? Vendor information.

Other remarks.
Unit allows officers to monitor any area during robbery/burglary attempts.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department POLICE		Program CRIMINAL INVESTIGATIONS		Account Number 044-540.440
Description Mug Shot File Cabinet			No# Requested 1	Unit Cost 750	Total Cost 750
Explain reason for request (describe use and workload) Special cabinet designed to hold police mug shots which are currently stored in several different cabinets.				# of similar units on hand 0	Replacement/Addition Additional
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		
Not applicable.					

What source was used for unit cost?

Vendor Information

Other remarks.

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	MUNICIPAL COURT	MUNICIPAL COURT	050.051
Activity		Remarks	
Municipal Court		<p>Municipal Court is the judicial branch of the city government. The Judge and Prosecuting Attorney are appointed by the Mayor with the consent of the City Council. Traffic violations and other city ordinance violations are tried by the Court. The Clerk of the Court operates the Traffic Violations Bureau and administers the day-to-day functions of the Court. A part-time clerk/typist assists the Court Clerk with filing and typing and is trained to help with the normal functions of court operations. Both Court Clerk and Clerk/Typist are under the supervision of the Finance Director and the Municipal Judge.</p>	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	MUNICIPAL COURT	MUNICIPAL COURT		050.051
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	28,911	34,556	36,673	
Contractual Services	48,486	57,740	58,510	
Commodities	0	500	250	
Capital Outlay	0	0	0	
Transfers	0	0	0	
TOTAL	77,397	92,796	95,433	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program		Account Number
General	MUNICIPAL COURT	MUNICIPAL COURT		050.051
Position Title		Number of Employees		
		1990 Actual	1991 Authorized	1992 Requested
Court Clerk		1.00	1.00	1.00
Clerk/Typist		0.00	0.25	0.25
TOTALS		<u>1.00</u>	<u>1.25</u>	<u>1.25</u>

CITY OF CHESTERFIELD 1992 BUDGET
PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	MUNICIPAL COURT	MUNICIPAL COURT		050.051
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.111	SALARIES - FULL-TIME	22,979	24,705	26,001
510.112	SALARIES - PART-TIME	65	3,380	3,860
510.113	SALARIES - OVERTIME	1,090	1,000	1,000
510.120	SOCIAL SECURITY	1,869	2,226	2,361
510.122	WORKERS COMPENSATION	57	81	99
510.124	HEALTH INSURANCE	1,202	1,400	1,525
510.125	LIFE INSURANCE	64	74	87
510.127	DISABILITY INSURANCE	116	148	120
510.130	PENSION	1,469	1,542	1,620
	TOTAL	28,911	34,556	36,673

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	MUNICIPAL COURT	MUNICIPAL COURT			050.051
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.213	COURT DOCKETING	12,689	16,000	16,000	REJIS charges, docket delivery charges
520.247	MAINT. & REPAIR-EQUIPMENT	43	100	100	Typewriter maintenance agreement
520.249	MEMBERSHIPS/SUBSCRIPTIONS	60	140	225	See attached detail
520.260	PRINTING & BINDING	1,681	2,000	2,500	Court files, receipts and all printed materials
520.261	PROFESSIONAL SERVICES	31,164	36,300	36,300	Judge - 15,000 P.A. - 19,800 Subs - 1,500
520.268	RENTAL - EQUIPMENT	2,136	2,150	2,150	REJIS terminal, monitor and printer
520.277	TRAVEL & TRAINING	713	1,050	1,235	See attached detail
	TOTAL	<u>48,486</u>	<u>57,740</u>	<u>58,510</u>	

CITY OF CHESTERFIELD 1992 BUDGET
MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	MUNICIPAL COURT	MUNICIPAL COURT	050.051-520.249
Organization	Member	Amount	Remarks
Met St. Louis Assoc. Court Admin.	Nancy Morr	25	Local Court Association, Court Clerk holds position of Director.
Mo. Assoc. Court Administration	Nancy Morr	50	State Court Association, Court Clerk holds position of Secretary.
Muni/Assoc. Circuit Judges Assoc.	Michael Doster	50	State Court Association, Judge holds position of Director at Large.
Muni/Assoc. Circuit Judges Assoc.	Rick Brunk	50	State Court Association for P.A.
National Assoc. Court Admin.	Nancy Morr	50	National Court Association. Court Clerk must belong to be involved in State Certification Program.
	TOTAL	225	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	MUNICIPAL COURT	MUNICIPAL COURT	050.051-520.277
Seminar or Conference	Location	Amount	Remarks
Annual Court Conference (MACA)	Lodge of Four Seasons	385	Annual Court Conference for Court Clerk to attend. Four nights lodging and registration fees.
Annual Court Conference (MACJA)	Lodge of Four Seasons	450	Annual Court Conference for Judge and P.A. to attend. Two nights lodgings and registration fees.
MACA Board Meetings	Lodge of Four Seasons	100	Two board meetings a year for Court Clerk who holds position of Secretary.
MACJA Board Meetings	Lodge of Four Seasons	200	Board meetings for Judge who holds position of Director at Large.
Local MSLACA Meetings	St. Louis Area	100	Monthly meetings held locally for Court Clerk who holds the position of Director.
TOTAL		1,235	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	MUNICIPAL COURT	MUNICIPAL COURT			050.051
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	0	500	250	Computer supplies, Court documents and supplies
	TOTAL	0	500	250	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	PLANNING	PLANNING & ZONING	060.061
Activity		Remarks	
Zoning Ordinance Administration		Analysis, review, preparation and presentation of reports to Planning Commission; review site plans; maintain official zoning map of City of Chesterfield.	
Board of Adjustment		Assist public with Board variance requests and serve as technical advisor to Board.	
Economic Development		Provide information on location of business/development within City; maintain contact with economic development agencies; develop data base.	
Subdivision Ordinance Admin.		Review of subdivision plats; monitor escrow accounts; and review subdivision variance requests.	
General Public Contact		Meet citizens, developers, consultants concerning Zoning and Subdivision Ordinance.	
Inspection and Enforcement		Inspect zoning and nuisance violations; appear in Court, as required.	
Comprehensive Planning		Provide long/short-range planning for City.	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	PLANNING	PLANNING & ZONING		060.061
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	188,664	241,932	263,221	
Contractual Services	32,583	36,426	19,178	
Commodities	2,979	4,797	2,550	
Capital Outlay	11,155	3,600	0	
Transfers	0	0	0	
TOTAL	235,381	286,755	284,949	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program			Account Number
General	PLANNING	PLANNING & ZONING			060.061
Position Title		Number of Employees			
		1990 Actual	1991 Authorized	1992 Requested	
Director of Planning		1.00	1.00	1.00	1.00
Senior Planner		0.00	1.00	1.00	1.00
Planning Specialist		1.00	1.00	1.00	1.00
Planning Technician		1.00	1.00	1.00	1.00
Zoning Inspector		1.00	1.00	1.00	1.00
Executive Secretary		1.00	1.00	1.00	1.00
Secretary		1.00	1.00	1.00	1.00
TOTALS		<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>

CITY OF CHESTERFIELD 1992 BUDGET
PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	PLANNING	PLANNING & ZONING		060.061
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	88,358	93,011	103,472
510.111	SALARIES - FULL-TIME	69,385	105,904	111,784
510.113	SALARIES - OVERTIME	1,484	1,500	1,500
510.120	SOCIAL SECURITY	11,283	14,452	16,582
510.122	WORKERS COMPENSATION	1,111	1,388	1,677
510.124	HEALTH INSURANCE	8,200	11,767	13,375
510.125	LIFE INSURANCE	471	692	836
510.127	DISABILITY INSURANCE	735	1,193	990
510.130	PENSION	7,637	12,025	13,005
	TOTAL	188,664	241,932	263,221

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	PLANNING	PLANNING & ZONING			060.061
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.210	ADVERTISING	6,131	5,000	4,000	Public Hearing Notices
520.247	MAINT. & REPAIR-EQUIPMENT	58	2,190	0	
520.248	MAINT. & REPAIR-VEHICLES	397	1,000	400	Misc. repairs to vehicles
520.249	MEMBERSHIPS/SUBSCRIPTIONS	1,057	1,121	1,144	See attached detail
520.251	MISCELLANEOUS CONTRACTUAL	1,012	6,000	3,300	Map Reproduction - 500 SLC Computer Access - 500 SLC Microfilm Copies - 1,000 Code Compliance - 500 Film processing - 800
520.260	PRINTING & BINDING	1,091	3,000	1,250	Information pamphlets
520.261	PROFESSIONAL SERVICES	10,995	3,330	425	Board of Adjustment Reporter
520.268	RENTAL - EQUIPMENT	9,060	11,750	6,109	Director's Car - 3,409 Director's Car Phone - 1,500 Portable Car Phone -

CITY OF CHESTERFIELD 1992 BUDGET
CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	PLANNING	PLANNING & ZONING			060.061
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.277	TRAVEL & TRAINING	2,782	3,035	2,550	1,200 See attached detail
	TOTAL	<u>32,583</u>	<u>36,426</u>	<u>19,178</u>	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund General	Department PLANNING	Program PLANNING & ZONING	Account Number 060.061-520.249	
Organization		Member	Amount	Remarks
American Planning Association		Director of Planning	165	Membership Fee for Nat'l & State Assoc.
American Planning Association		Senior Planner	105	Membership Fee for Nat'l & State Assoc.
American Planning Association		Director of Planning	6	Membership Fee for St. Louis Chapter
American Planning Association		Senior Planner	6	Membership Fee for St. Louis Chapter
American Planning Association		Planning Specialist	12	Membership Fee for St. Louis Chapter
Planning Advisory Service		Director of Planning	350	Subscription
Zoning News		Director of Planning	35	Subscription
Land Use Law & Digest		Director of Planning	195	Subscription
Urban Land Institute		Director of Planning	120	Subscription
Miscellaneous		Director of Planning	150	Subscriptions for Dept. Use
		TOTAL	1,144	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund General	Department PLANNING	Program PLANNING & ZONING		Account Number 060.061-520.277
Seminar or Conference		Location	Amount	Remarks
Mtgs/Seminars/Training		Metro Area	250	Staff's attendance at APA meetings, seminars and classes for professional improvement
American Planning Association		Washington,DC	1,200	National Conference for Director
American Planning Association		Kansas City	300	State Conference for Planning Specialist
Amer.Plan. Assoc.(4 State Conf)		Wichita, Kansas	300	Conference for Senior Planner
Mtgs/Seminars/Training		Metro Area	250	Director's attendance at Mtgs., Chamber of Commerce, & Seminars of APA
Mtgs/Seminars/Training		Metro Area	250	Planning Commission's attendance at seminars
		TOTAL	2,550	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department PLANNING	Program PLANNING & ZONING			Account Number 060.061
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	899	2,597	1,550	Film - 500 Slides - 350 Software - 500 Drafting Supplies - 200
530.318	GASOLINE & OIL	2,080	2,200	1,000	Direct charges for director's car and Aries
TOTAL		<u>2,979</u>	<u>4,797</u>	<u>2,550</u>	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL EXPENDITURES**

Fund	Department	Program			Account Number
General	PLANNING	PLANNING & ZONING			060.061
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	11,155	3,600	0	
	TOTAL	11,155	3,600	0	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING	070.071
Activity		Remarks	
Department Administration		This activity involves budget preparation & control, personnel management, clerical & record keeping functions, & planning & evaluation of department programs.	
Public Service		This activity involves the handling of public service requests & public contact.	
Project Engineering		This activity involves preparing & updating, annually, a street maintenance plan, as well as, projecting new construction and reconstruction.	
Construction Inspection		This activity involves inspection of various developments & improvements to insure proper code & contract compliance.	
Development & Plan Review		This activity involves insuring proper enforcement of development standards & other applicable standards and codes.	
Traffic Surveys		This activity involves taking traffic counts necessary for future planning.	
Drafting & Mapping		This activity involves the preparation of various sketches, drawings & maps for City use.	
		<p>MAJOR CHANGE: The Public Works Administration and Engineering Division proposes to add a Civil Engineer position in 1992.</p>	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM REQUEST

Fund	Department	Program		Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING		070.071
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	298,381	317,486	378,310	
Contractual Services	41,106	260,739	41,394	
Commodities	14,814	13,113	12,915	
Capital Outlay	13,823	30,748	40,438	
Transfers	0	0	0	
TOTAL	<u>368,124</u>	<u>622,086</u>	<u>473,057</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program		Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING		070.071
Position Title		Number of Employees		
		1990 Actual	1991 Authorized	1992 Requested
Director/Public Works/City Engineer		1.00	1.00	1.00
Assistant City Engineer		1.00	1.00	1.00
Civil Engineer		0.00	0.00	1.00
Engineering Plan Reviewer		1.00	1.00	1.00
Engineering Construction Inspector		2.00	2.00	2.00
Engineering Technician		1.00	1.00	1.00
Executive Secretary		1.00	1.00	1.00
Secretary		1.00	1.00	1.00
Engineering Intern		0.00	0.29	0.29
TOTALS		<u>8.00</u>	<u>8.29</u>	<u>9.29</u>

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING		070.071
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	102,768	106,719	112,235
510.111	SALARIES - FULL-TIME	141,589	146,889	191,127
510.112	SALARIES - PART-TIME	0	3,300	3,300
510.113	SALARIES - OVERTIME	6,032	4,000	4,000
510.120	SOCIAL SECURITY	17,974	19,217	23,766
510.122	WORKERS COMPENSATION	2,798	3,530	4,552
510.124	HEALTH INSURANCE	13,563	16,000	20,475
510.125	LIFE INSURANCE	696	853	1,128
510.127	DISABILITY INSURANCE	1,044	1,522	1,395
510.130	PENSION	11,917	15,456	16,332
	TOTAL	<u>298,381</u>	<u>317,486</u>	<u>378,310</u>

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund		Department		Program		Account Number
General		PUBLIC WORKS		ADMINISTRATION & ENGINEERING		070.071
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks	
520.210	ADVERTISING	50	0	0		
520.221	DATA PROCESSING	1,975	2,000	1,000	Software upgrades - 250 Mctrans software - 255 CADD drawing enhancements - 495	
520.247	MAINT. & REPAIR-EQUIPMENT	328	2,500	4,500	Traffic counters/ survey/testing equipment - 500 Plan copier - 1,500 Photo copier drum - 2,000. Roll feed - 500	
520.248	MAINT. & REPAIR-VEHICLES	1,189	1,500	1,500	1 staff vehicle; 2 pool vehicles	
520.249	MEMBERSHIPS/SUBSCRIPTIONS	1,088	1,805	1,804	See attached detail	
520.251	MISCELLANEOUS CONTRACTUAL	17,765	42,115	20,170	Const. test - 6,000 Vector control - 3,600 Record plats - 1,500 Blueprints/copies - 500 NRC License - 1,500	

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING			070.071
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.260	PRINTING & BINDING	2,011	2,000	500	Radio Fee - 310 County file reprod. - 500 Film develop. - 500 County programming - 500 NRC Film Badges - 200 Couriers - 100 Freight - 100 Surdex - 2,500 Install repeater - 1,200 FCC License - 400 Temp. signal - 760
520.261	PROFESSIONAL SERVICES	0	195,000	6,000	Surveys, aerial reprints
520.268	RENTAL - EQUIPMENT	14,780	10,604	2,700	Directors car phone - 1,500 Portable car phone - 1,200
520.277	TRAVEL & TRAINING	1,920	3,215	3,220	See attached detail

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING			070.071
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
	TOTAL	41,106	260,739	41,394	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING	070.071-520.249
Organization	Member	Amount	Remarks
American Public Works Assoc.Nat'l	City	✓ 295	National membership for City. Provides membership in 6 affiliate organizations.
✓ American Public Works Assoc.Local	Engineering Plan Reviewer	✓ 15	Local membership to keep abreast of local concerns & interests.
✓ American Public Works Assoc.Local	Assistant City Engineer	✓ 15	
✓ American Public Works Assoc.Local Magazines and periodicals	Bill Hawn N/A	✓ 15 ✓ 150	Provide technical updates, product information, discussion of project and unit costs for municipal projects.
✓ Nat'l. Institute for Cert.Eng.Tech.	Engineering Constr. Insp.	✓ 75	Certification as an inspector in the construction industry.
Nat'l institute for Cert.Eng.Tech.	Engineering Technician	✓ 75	Certification for proficiency as an engineering technician.
Nat'l. Institute for Cert.Eng.Tech.	Engineering Constr. Insp.	✓ 60	Recertification as an Engineering technician and inspector. Demonstrates an acceptable level of proficiency.
Highway Engineers Association	Assistant City Engineer	✓ 55	Missouri membership, State

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund General	Department PUBLIC WORKS	Program ADMINISTRATION & ENGINEERING	Account Number 070.071-520.249
Organization	Member	Amount	Remarks
✓ Institute/ ^{Transportation} Traffic Engineers	Assistant City Engineer	✓ 120	Highway officials venue for communication.
✓ Int. Erosion Control Federation	Engineering Plan Reviewer	✓ 75	Maintain proficiency as it relates to traffic concerns.
✓ American Concrete Institute	Assistant City Engineer	✓ 120	Provide information on erosion control & site runoff control.
✓ National Society of Prof. Engineers	Assistant City Engineer	✓ 187	Provide the most current information on concrete materials, practices, and design developments.
✓ National Society of Prof. Engineers	Director of Public Works	✓ 187	Professional society for Engineers. Membership is further divided into professional discipline.
			i.e. Professional Engineer in Gov't. Peg.
American Society of Civil Engineers	Director of Public Works	✓ 180	Membership in technical & professional societies for the purpose of gathering and disseminating information.
			Other benefits include journal subscriptions, technical data base, computer libraries, and reduced

**CITY OF CHESTERFIELD 1992 BUDGET
MEMBERSHIPS AND SUBSCRIPTIONS**

Fund	Department	Program	Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING	070.071-520.249
Organization	Member	Amount	Remarks
✓ American Society of Civil Engineers	Assistant City Engineer	6180	publication pricing.
	TOTAL	1,804	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund General	Department PUBLIC WORKS	Program ADMINISTRATION & ENGINEERING	Account Number 070.071-520.277	
Seminar or Conference		Location	Amount	Remarks
American Concrete Institute Insp.		Local	45	To re-certify Scott Sharp on proper fresh testing methods for concrete.
Annual Concrete Paving Conference		Kansas City	200	To obtain recent information on paving material applications, proper maintenance, repair techniques & strategies.
✓ APWA State Chapter Meetings	Lake/Ozarks, Columbia MO		400	To gain knowledge through local technology transfer sessions & participate in various technical division activities & election of officers.
APWA Congress/Equipment Show		Boston	1,200	To gain information on the latest innovations & new equipment as well as gaining knowledge through technology transfer sessions.
Fldpln Anlysis:Hydrology/Hydraulics		Lawrence, Kansas	665	To educate the City's flood HEC1 & HEC2 models & applications.
Miscellaneous		Metro Area	500	Local Meetings of APWA (432), TEAM(60), ACI(50), & Chamber of Commerce.

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING	070.071-520.277
Seminar or Conference	Location	Amount	Remarks
CADD System Training(advanced)	Community College	150	To educate engineerin technician in use of microstation for mapping and GIS utilities.
Annual Traffic Conference	Columbia, MO	60	Provide additional knowledge and skills in traffic analysis\prediction. (MO Highway Engineers, mog)
TOTAL		<u>3,220</u>	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department PUBLIC WORKS	Program ADMINISTRATION & ENGINEERING			Account Number 070.071
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	10,548	8,750	6,900	Blackline Paper - 2,500 Mylar - 1,000 Plotter supplies - 1,000 Drafting Eqpt. - 500 Survey Mat'l. - 500 Toner - 400 Developer - 200 Photo supplies, marking paint, lumber crayons, probe rods, ear protection, safety rope - 300 Publications: ASTM, BPR Design Charts, ITE Manuals, Hwy Design County/State/MSD Specs., other design manuals - 200 Network card - 300
530.318	GASOLINE & OIL	3,275	2,500	4,000	2 pool vehicles 1 Directors vehicle
530.342	TOOLS	441	668	500	Levels, squares, hammers, flashlights, tapes, shovels, pry

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING			070.071
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.343	UNIFORMS	550	1,195	1,515	bars, sewer hooks, sickle, rolotape, etc. Uniforms - 450 Insulated coveralls - 300 Hooded Sweatshirts - 225 Coats - 180 Boots - 180 T-Shirts - 150 Caps - 30
	TOTAL	14,814	13,113	12,915	

CITY OF CHESTERFIELD 1992 BUDGET

CAPITAL EXPENDITURES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING			070.071
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	8,070	1,800	3,400	See attached detail
540.440	MACHINERY & EQUIPMENT	5,753	21,550	21,538	See attached detail
540.460	AUTOMOBILES & TRUCKS	0	7,398	15,500	See attached detail
	TOTAL	<u>13,823</u>	<u>30,748</u>	<u>40,438</u>	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS	Program ADMINISTRATION & ENGINEERING		Account Number 071-540.410	
Description 386 CPU with VGA, Math Coprocessor & AT Style keyboard, mouse, 3.5 & 5.25 DV		No# Requested 1		Unit Cost 2,400	Total Cost 2,400
Explain reason for request (describe use and workload) Computer for Civil Engineer			# of similar units on hand 3	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Ultra Comp quote (P&Z)

Other remarks.

40 MEG Hard Drive, minimum 1 Meg memory.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS		Program ADMINISTRATION & ENGINEERING		Account Number 071-540.410	
Description Hydrology/Hydraulic Software			No# Requested 1		Unit Cost 1,000	Total Cost 1,000
Explain reason for request (describe use and workload) Provide software for review & design of storm sewers & detention basing.				# of similar units on hand 0	Replacement/Addition Addition	
Specify items to be replaced						
Item	Make	Age	Recommended Disposition			

What source was used for unit cost?

Haested Methods (Pond Pack)

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund	Department	Program		Account Number	
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING		071-540.440	
Description		No# Requested		Unit Cost	Total Cost
75 Watt Digital Repeater, Duplexar, Antenna, Transmission Line, Installation & Conversion		1		14,963	14,963
Explain reason for request (describe use and workload)			# of similar units on hand	Replacement/Addition	
Existing system provides poor coverage; In the event of emergency, all communication could be lost; Long term cost savings by eliminating user			0	Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

-

Other remarks.

Currently use shared access trunking system, will have improved coverage.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS	Program ADMINISTRATION & ENGINEERING	Account Number 071-540.440
------------------------	-----------------------------------	--	--------------------------------------

Description Portable Radios	No# Requested 4	Unit Cost 1,285	Total Cost 5,140
---------------------------------------	---------------------------	---------------------------	----------------------------

Explain reason for request (describe use and workload) Switch from trunked system to conventional.	# of similar units on hand 5	Replacement/Addition Replacement
--	--	--

Specify items to be replaced			
Item	Make	Age	Recommended Disposition
4	Motorola	2-3 years	Trade-in/salvage

What source was used for unit cost?
Dealer

Other remarks.
Represents one additional radio, three units not convertible, attempt to sel

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund	Department	Program		Account Number	
General	PUBLIC WORKS	ADMINISTRATION & ENGINEERING		071-540.440	
Description		No# Requested		Unit Cost	Total Cost
Magnetic Locator		1		750	750
Explain reason for request (describe use and workload)			# of similar units on hand	Replacement/Addition	
For use in locating survey markers, covered manholes, water lines, etc.			0	Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Dealer quote heliflux G52B Schonste

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS	Program ADMINISTRATION & ENGINEERING	Account Number 071-540.440
------------------------	-----------------------------------	--	--------------------------------------

Description Air Entrainment Pressure Meter	No# Requested 1	Unit Cost 685	Total Cost 685
--	---------------------------	-------------------------	--------------------------

Explain reason for request (describe use and workload) To test fresh concrete for air entrainment prior to placement.	# of similar units on hand 1	Replacement/Addition Addition
---	--	---

Specify items to be replaced			
Item	Make	Age	Recommended Disposition

What source was used for unit cost?
GEO-Store 928-6000

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS	Program ADMINISTRATION & ENGINEERING		Account Number 071-540.460	
Description Ford Taurus		No# Requested 1		Unit Cost 15,500	Total Cost 15,500
Explain reason for request (describe use and workload) Replace current vehicle for Director of Public Works/City Engineer.			# of similar units on hand 1	Replacement/Addition Replacement	
Specify items to be replaced				Recommended Disposition	
Item	Make	Age			

What source was used for unit cost?

Lou Fusz Ford 532-9955

Other remarks.

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE	070.072
Activity		Remarks	
Street Maintenance & Repair		<p>This activity involves repairing potholes, crack sealing of pavement and replacement of asphalt and concrete as well as major overlays. Also includes the removal and replacement of broken and displaced sections of sidewalks. Includes mudjacking of streets and sidewalks to fill voids and to level slabs. This activity also involves cleaning of City maintained streets which in turn reduces storm sewer blockages.</p>	
Snow & Ice Control		<p>This activity involves salting and plowing of City maintained streets and roads to provide adequate mobility to the motoring public.</p>	
Mowing & Tree Trimming		<p>This activity involves mowing of grass shoulders along certain City right-of-ways. Also includes the trimming of trees along all City streets.</p>	
Storm Sewer Maintenance & Repair		<p>This activity involves the systematic cleaning of catch basins, storm sewers and culverts to insure proper drainage and minimize flooding problems. Includes the reconstruction of deteriorating basins, inlets, storm sewers, and pipes.</p>	
		<p>MAJOR CHANGE: The Public Works Street and Sewer Maintenance Division proposes to add three additional Street Maintenance Workers in 1992.</p>	

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM REQUEST

Fund	Department	Program		Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE		070.072
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	536,032	617,334	742,963	
Contractual Services	215,730	232,534	144,367	
Commodities	368,664	416,591	394,810	
Capital Outlay	636,832	769,533	743,670	
Transfers	0	0	0	
TOTAL	<u>1,757,258</u>	<u>2,035,992</u>	<u>2,025,810</u>	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program		Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE		070.072
Position Title		Number of Employees		
		1990 Actual	1991 Authorized	1992 Requested
Street Superintendent		1.00	1.00	1.00
Street Supervisor		4.00	4.00	4.00
Street Maintenance Workers		15.00	15.00	18.00
Temporary Workers (10 part-time-Summer)		0.00	2.88	2.88
TOTALS		<u>20.00</u>	<u>22.88</u>	<u>25.88</u>

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE		070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.110	SALARIES - SUPERVISORY	38,557	40,461	42,828
510.111	SALARIES - FULL-TIME	354,395	393,309	490,653
510.112	SALARIES - PART-TIME	22,874	28,000	25,000
510.113	SALARIES - OVERTIME	22,946	22,000	22,000
510.120	SOCIAL SECURITY	32,290	37,391	44,409
510.122	WORKERS COMPENSATION	18,036	25,123	32,971
510.124	HEALTH INSURANCE	30,790	39,800	51,275
510.125	LIFE INSURANCE	1,073	1,301	1,792
510.127	DISABILITY INSURANCE	1,810	2,603	2,454
510.130	PENSION	13,261	27,346	29,581
	TOTAL	<u>536,032</u>	<u>617,334</u>	<u>742,963</u>

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE			Account Number 070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.247	MAINT. & REPAIR-EQUIPMENT	10,524	10,500	9,000	Repair of City equipment. (Snow equipment, salt spreaders, blades, hydro parts & hoses, muddjack equip., air compressor, roller, etc.)
520.248	MAINT. & REPAIR-VEHICLES	18,236	12,000	13,000	Various repairs of City vehicles - 5,625 Tune-ups - 3,000 Electric sup. - 450 License Renewal S-4) - 50 Filters - 650 Starters - 375 Batteries - 450 Brakes - 1,500 Beds - 500 Belts/seals - 200 Bearings - 200
520.249	MEMBERSHIPS/SUBSCRIPTIONS	671	250	250	See attached detail
520.251	MISCELLANEOUS CONTRACTUAL	31,942	34,954	29,590	Beeper service 5 @ 19./ea - 1,140 Landfill/empty dumpster - 385

CITY OF CHESTERFIELD 1992 BUDGET
CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE			070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.261	PROFESSIONAL SERVICES	12,186	5,000	0	Monthly service charge for mobiles 19 units x \$11./4 mo - 1,000 Emergency maint. - 3,000 Contractual Street Sweeping - 15,000 Outside contractual labor - 9,065
520.268	RENTAL - EQUIPMENT	96,981	122,700	47,607	Rental of special equipment: Concrete drop hammer - 10,000 Emergency rentals - 6,000 Airless Sprayer - 500 Lease payments (5 months): 680L Backhoe - 1,670/mo. - 8,350 Voeller H-200 - 943/mo. - 4,715 3/4 P/U - 479/mo. - 2,395 2.5 Dump - 1,323/mo. - 6,615

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE			Account Number 070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
					J.D. Tractor - 600/mo. - 3,000 Office copy machine rental + .0225/copy - 86./mo. - 1,032 Portable bathroom (8 months rental) - 500 Stump Grinder - 600 Sewer Auger-6" - 2,700 Portable Car Phone S-4 - 1,200
520.269	RENTAL - BUILDING	30,152	30,000	30,000	Rent for Public Works facility @ 2,500/mo.
520.276	TELEPHONE	1,919	3,790	3,000	Line charges - 2,350 Long Distance - 650
520.277	TRAVEL & TRAINING	699	740	420	See attached detail
520.285	UTILITIES-ELECTRIC	8,038	8,600	7,500	Electric for Public Works facility & Centaur Rd.
520.286	UTILITIES-GAS	4,382	4,000	4,000	Propane gas for Public Works facility & Centaur Rd.

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE			Account Number 070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
	TOTAL	215,730	232,534	144,367	

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number	
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE	070.072-520.249	
Organization		Member	Amount	Remarks
American Public Works Association		Dan Henthorn	125	National organization dues
✓ American Public Works Association	Mark Wilson		25	Local chapter dues
✓ American Public Works Association	Wayman Massey		25	Local organization dues
✓ American Public Works Association	Herman Morgan		25	Local organization dues
✓ American Public Works Association	Wayne McFarland		25	Local organization dues
✓ American Public Works Association	Dan Henthorn		25	Local organization dues
		TOTAL	<u>250</u>	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE	070.072-520.277
Seminar or Conference	Location	Amount	Remarks
APWA State Chapter Meeting	Lake of the Ozarks, MO	150	To gain knowledge through local technology transfer sessions and participate in various technical divisions activities and election of officers. Dan Henthorn attending at Columbia, MO or Lake of the Ozarks.
Public Works Construction Course	Metro area	120	Send 2 Street Supervisors to expand construction knowledge & information.
APWA State Chapter Meeting	Columbia, MO	150	To gain knowledge through local technology transfer sessions and participate in various technical divisions activities and election of officers
TOTAL		420	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE			Account Number 070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	260,488	308,915	290,000	PAF-2 crack filler - 15,000 Hot mix - 10,000 Cold mix/UPM - 35,000 1" down - 17,000 2" clean - 2,500 1" clean - 4,500 3/8 trap rock - 3,500 Fill sand - 2,000 Other rock - 2,000 Soil - 9,000 Portland - 4,000 Ready mix - 72,000 Asphalt primer - 1,000 CRS-2 - 15,000 Irrigation parts - 1,400 Mailboxes - 1,600 Expansion - 2,000 Key way - 1,500 Cedar board - 2,500 Form mat'l - 6,500 Curing compound - 2,000 Saw blades - 3,500 Diamond tip - 5,000 Clear plastic - 2,000 Propane gas - 2,500

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE			070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
					Guard rail - 2,000 Tarps - 1,300 Warning lights/spots - 1,200 Form stakes - 1,500 Nails - 500 Sod - 1,500 Sewer pipe - 3,500 Inlets - 3,000 Gabian stone, 4" & 6" 150% @ 7.50 - 1,125 Gabian Wire Basket - 2,500 Casted Curb Boxes, 100 ea. 10 - 1,000 12" PVC, 8.40/ft. 168./ea. 30 pieces - 5,040 Welding supplies - 4,500 First-aid kits - 2,000 Fire extinguishers - 1,000 Flashing barricades - 1,500 Flagging tape - 1,000 Orange cones - 3,000 Signs, Hdw. - 10,000

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE			070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.318	GASOLINE & OIL	31,963	34,552	31,352	Fabric cloth - 1,500 Fabric filter cloth - 2,500 30 pounds dye - 600 Safety barrels - 2,000 Office cleaners, etc. 2,000 Batteries - 500 Water coolers - 435 Drinking cups - 350 Walkway Yellow & White striping paint- 1,000 Marking paint - 500 Orange flags/plow - 1,000 Points/bits - 2,000 Elec. supplies - 300 Trash bags - 350 Cleaning aids/ vehicles & equip., wax, wash - 2,000 Grass, seed, straw - 2,500 Car Phone S-4 - 300 Diesel fuel/reg. gas 15 vehicle Diesel @

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE			070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.340	SALT & ABRASIVES	56,030	48,150	48,150	25,315 gal. @ .80 - 20,252 Equip. fuel 9,500 @ .80 - 7,600 Oil - 3,500 Salt 1800 T @ 25. - 45,000 Liq. chloride - 4,500 gal. @ .70 - 3,150
530.342	TOOLS	9,528	11,250	8,850	Misc. hand tools, wrenches, screw drivers, etc. - 2,000 Shovels - 700 Street brooms - 650 Rakes - 200 Claw & sledge hammers - 200 Picks - 150 Spare handles - 400 Prime brushes - 200 Concrete tools - 900 Float - 150. Finishing brushes - 200 Flashlights &

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE			Account Number 070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.343	UNIFORMS	10,655	13,724	16,458	batteries - 250 Tool boxes - 350 Chainsaws (18", 24") - 900 Hydraulic Pole Saw - 1,200 Tapes/rulers - 200 Line levels, chalk line chisels, axe, etc. - 200 Uniforms (23): + 3 replacement sets: - Shirts - 156/10.50 - 1,638 - Pants - 156 @ 11.20 - 1,747 - Coveralls - 1 ea. @ 39.50 - 1,027 - Jackets - 1 ea. @ 23. - 598 - Work shoes 1 ea. @ 65. - 1,625 - Thermal sweatshirts, 1 ea./33.50 - 972 (Uniform prices reflect 5% increases) - Summer T-shirts, 6 pair ea. + 5 pair/

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE			070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
					temporaries 235 @ 5.90 - 1,387 Caps 5.50/ea. - 412 Leather work gloves golden fuzzies, rubber gloves, winter liners, over shoes, rain gear, safety glasses, safety vests, hard hats, ear plugs, etc. - 7,052
	TOTAL	368,664	416,591	394,810	

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL EXPENDITURES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE			070.072
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	0	0	0	
540.440	MACHINERY & EQUIPMENT	49,867	93,010	75,670	See attached detail
540.460	AUTOMOBILES & TRUCKS	196,186	95,000	18,000	See attached detail
540.490	STREET RECONSTRUCTION	376,080	577,784	650,000	Project to be determined
540.495	STORM SEWER RECONSTRUCT.	14,699	3,739	0	
	TOTAL	636,832	769,533	743,670	

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE		Account Number 072-540.440	
Description Brush Chipper		No# Requested 1		Unit Cost 16,500	Total Cost 16,500
Explain reason for request (describe use and workload) To chip brush & tree limbs for tree trimming crews.			# of similar units on hand 1	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Written quote (Vermeer, Craig Cool)

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE		Account Number 072-540.440	
Description Skid Steer Loader		No# Requested 1		Unit Cost 13,500	Total Cost 13,500
Explain reason for request (describe use and workload) To assist in street & sidewalk slab replacement, moving aggregate, & excavate sidewalk slabs & drive approaches.			# of similar units on hand 1	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Verbal quote (Case Power, Brinker)

Other remarks.

Gerry Grimmer at Case Power & Duane Willingham at Brinker Tractor.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS		Program STREET & SEWER MAINTENANCE		Account Number 072-540.440
Description Mobile Radios (35 Watt-2 Way)			No# Requested 8	Unit Cost 1,490	Total Cost 11,920
Explain reason for request (describe use and workload) To maintain adequate communication for members of street division, particularly during snow removal. To change existing radios to conventional system.				# of similar units on hand 16	Replacement/Addition Both
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		
7	Motorola	2-3 years	Trade-in/salvage		

What source was used for unit cost?

Verbal Quote (Motorola, AllenTheirl

Other remarks.

The one additional radio will be for the new pickup truck.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS		Program STREET & SEWER MAINTENANCE		Account Number 072-540.440	
Description Heavy Duty Transport Trailer 24,000 lbs. - 12 ton			No# Requested 1		Unit Cost 10,000	Total Cost 10,000
Explain reason for request (describe use and workload) To transport back/hoes & wheel loader to & from the job site.				# of similar units on hand 0	Replacement/Addition Addition	
Specify items to be replaced						
Item	Make	Age	Recommended Disposition			

What source was used for unit cost?

Written quote (Erb Eqpt. & Gateway)

Other remarks.

Other vendor; Gateway Bobcat.

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE		Account Number 072-540.440	
Description 35 HP Concrete Saw		No# Requested 1		Unit Cost 8,500	Total Cost 8,500
Explain reason for request (describe use and workload) To be used for cutting old & new concrete slabs, also sidewalk slabs.			# of similar units on hand 1	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Written Quote (Cummings, McGowan, Wes)

Other remarks.

Quote from Ron Boyer at Cummings, McGowan & West.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund	Department	Program		Account Number	
General	PUBLIC WORKS	STREET & SEWER MAINTENANCE		072-540.440	
Description 1 T. Class Vibratory Roller		No# Requested 1		Unit Cost 7,500	Total Cost 7,500
Explain reason for request (describe use and workload) Used for compacting & tamping aggregate, asphalt, & topsoil by concrete, sidewalk & sewer crews to compact subgrade & backfills.			# of similar units on hand 1	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Written quote (Cummings, McGowan, Wes

Other remarks.

Quote from Ron Boyer at Cummings, McGowan & West.

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE		Account Number 072-540.440	
Description Medium Size Utility Trailer (7500 lbs.) 1000		No# Requested 1		Unit Cost 3,500	Total Cost 3,500
Explain reason for request (describe use and workload) For hauling skid steer, roller, compactor & smaller equipment to & from job site.			# of similar units on hand 1	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Written Quote (Erb Equipment)

Other remarks.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE	Account Number 072-540.440
------------------------	-----------------------------------	--	--------------------------------------

Description 12" Sod Cutter	No# Requested 1	Unit Cost 2,500	Total Cost 2,500
--------------------------------------	---------------------------	---------------------------	----------------------------

Explain reason for request (describe use and workload) To strip back sod when excavating street & sidewalk slabs. Also used when restoring lawns damaged by sewer crew & snow plows.	# of similar units on hand 1	Replacement/Addition Addition
--	--	---

Specify items to be replaced			
Item	Make	Age	Recommended Disposition

What source was used for unit cost?
Written Quote (Outdoor Equipment)

Other remarks.
Quote from Jeff Hall at Outdoor Equipment.

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE	<i>Goedecke</i> Account Number 072-540.440
Description 5000 Watt Generator	No# Requested 1		Unit Cost 1,750
			Total Cost 1,750
Explain reason for request (describe use and workload) Backup power supply to be used during emergency situations & as power supply for concrete, sidewalk & sewer crews to cut forms, etc.		# of similar units on hand 2	Replacement/Addition Addition
Specify items to be replaced			
Item	Make	Age	Recommended Disposition

What source was used for unit cost?

Verbal quote (Allied Eqpt. & CMW)

Other remarks.

Second verbal quote from Cummings, McGowan & West.

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST

Fund General	Department PUBLIC WORKS	Program STREET & SEWER MAINTENANCE		Account Number 072-540.460	
Description 3/4 T. 4WD P.U. Truck include 8' plow assembly		No# Requested 1		Unit Cost 18,000	Total Cost 18,000
Explain reason for request (describe use and workload) For use during snow plowing, & shuttling equipment such as, air compressor, skid steer loader, etc.			# of similar units on hand 3	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Verbal quote (Johnny Londoff Chev)

Other remarks.

Quote from Willie Lohman at Johnny Londoff.

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	PUBLIC WORKS	VEHICLE MAINTENANCE	070.073
Activity		Remarks	
Vehicle & Equipment Maintenance		This activity involves repairing department vehicles and equipment to insure they are operable when needed. This activity involves preparing preventive maintenance schedules and coordinating with other City departments to insure vehicles and equipment are serviced on a regular basis.	
Equipment Maintenance Records		This activity involves documenting maintenance repair activities on each vehicle and piece of equipment.	
Parts Inventory		This activity involves maintaining adequate spare parts in order to facilitate repairs.	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	PUBLIC WORKS	VEHICLE MAINTENANCE		070.073
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	102,962	108,689	115,290	
Contractual Services	31,335	36,550	31,850	
Commodities	53,380	33,300	29,600	
Capital Outlay	15,149	25,100	12,850	
Transfers	0	0	0	
TOTAL	202,826	203,639	189,590	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SCHEDULE

Fund	Department	Program	Account Number		
General	PUBLIC WORKS	VEHICLE MAINTENANCE	070.073		
Position Title		Number of Employees			
		1990 Actual	1991 Authorized	1992 Requested	
Mechanic Supervisor		1.00	1.00	1.00	
Mechanics		2.00	2.00	2.00	
TOTALS		3.00	3.00	3.00	

CITY OF CHESTERFIELD 1992 BUDGET

PERSONNEL SERVICES

Fund	Department	Program		Account Number
General	PUBLIC WORKS	VEHICLE MAINTENANCE		070.073
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request
510.111	SALARIES - FULL-TIME	78,572	80,815	85,270
510.113	SALARIES - OVERTIME	6,294	5,000	5,000
510.120	SOCIAL SECURITY	6,094	6,565	6,906
510.122	WORKERS COMPENSATION	2,294	2,909	3,394
510.124	HEALTH INSURANCE	6,637	7,800	8,625
510.125	LIFE INSURANCE	214	242	287
510.127	DISABILITY INSURANCE	296	209	392
510.130	PENSION	2,561	5,149	5,416
	TOTAL	<u>102,962</u>	<u>108,689</u>	<u>115,290</u>

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	VEHICLE MAINTENANCE			070.073
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.247	MAINT. & REPAIR-EQUIPMENT	2,576	4,000	2,000	Lift Jacks, (New Casters - 300 Air Compressor (Service) - 50 Diag. Equipment (New Vehicle Updates)- 250 Tire Changer (Repack Cylinder Seals) - 150 Wheel Balancer (Calibration) - 150 Alignment Equipment (Calibrate Heads) - 450 Arc Welder (Service) - 50 3 Ton Crane (Replace Casters) - 50 A/C Charger and Recycler (Recycle Reclaim Freon) - 300 Drum and Rotor Lathe (Cutting Tips, Shield, Silencer Bands) - 250
520.248	MAINT. & REPAIR-VEHICLES	40	600	350	Service, repairing/setting up service truck

CITY OF CHESTERFIELD 1992 BUDGET
CONTRACTUAL SERVICES

Fund		Department	Program			Account Number
General		PUBLIC WORKS	VEHICLE MAINTENANCE			070.073
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks	
520.249	MEMBERSHIPS/SUBSCRIPTIONS	342	200	200	See attached detail	
520.251	MISCELLANEOUS CONTRACTUAL	1,250	2,000	500	Parts washer disposal, towing, waste oil disposal - 250 Beeper rental - 250	
520.268	RENTAL - EQUIPMENT	15,000	16,500	16,000	Oxygen & acetylene tanks - 500 Shop equip. payment - 15,000 Emergency equip. - 500	
520.269	RENTAL - BUILDING	12,000	12,000	12,000	Portion/building lease @ 1,000/mo.	
520.277	TRAVEL & TRAINING	127	1,250	800	See attached detail	
	TOTAL	31,335	36,550	31,850		

CITY OF CHESTERFIELD 1992 BUDGET

MEMBERSHIPS AND SUBSCRIPTIONS

Fund	Department	Program	Account Number
General	PUBLIC WORKS	VEHICLE MAINTENANCE	070.073-520.249
Organization	Member	Amount	Remarks
Chilton Company	Ed Bax	200	Parts and service manuals to aid in repairs of engines, differentials, brakes, electrical systems, air conditioners, transmissions, & any other equipment we obtain.
		TOTAL	
		200	

CITY OF CHESTERFIELD 1992 BUDGET

TRAINING / TRAVEL

Fund	Department	Program	Account Number
General	PUBLIC WORKS	VEHICLE MAINTENANCE	070.073-520.277
Seminar or Conference	Location	Amount	Remarks
Welding and/or Computer Training	Seminar Location	800	Continuing education in these fields, will allow the vehicle maintenance division to be more efficient and less dependent on outside services. Ed Bax, Bruce Mayfield, Roger Welter to attend welding through Cee Kay Supply & vehicle computer courses through Sun Corp. for instruction on use of diagnostic computer. Anti-lock brake & A/C recovery system courses through NAPA Automotive.
		TOTAL	
		800	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department PUBLIC WORKS	Program VEHICLE MAINTENANCE			Account Number 070.073
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	21,948	17,000	16,000	Steel - 4000 Hand Cleaner - 500 Hydraulic Hose -1,000 Degreasers - 500 Penetrat. Oil - 300 WeldingSupplies - 1,000 Nuts & Bolts - 2,500 Elec. Sup. - 600 Gloves - 150 Safety Glasses - 100 Hydraulic Fit. - 1,000 Janitor Sup. - 1,500 Oxy/acetylene - 500 Sand - 250 A/C freon - 800 Air hoses - 500 Drop lights - 200 Paint, primer, thinner, sandpaper - 600
530.314	EQUIPMENT PARTS	17,677	7,000	7,000	Batteries - 500 Filters: oil, air, fuel & transmission - 2,000 Headlight/taillight bulbs - 200

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	VEHICLE MAINTENANCE			070.073
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.318	GASOLINE & OIL	38	400	400	Windshield Washer - 500 Antifreeze - 800 Engine oil - 2,000 Lube grease - 500 Hydraulic oil - 500 Est. 7,000 miles @ 16 MPG diesel fuel @ .80/gallon - 350 60 quarts oil @ .74/gallon - 50
530.342	TOOLS	11,803	6,900	4,000	Hydraulic pressure & cylinder tools - 800 Crowfoot wrenches - 50 Rotary files - 200 Power brake bleeder - 150 Snapping pliers - 100 Torx screwdrivers - 50 Diesel injector tools - 650 Rechargable drill - 150

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department PUBLIC WORKS	Program VEHICLE MAINTENANCE			Account Number 070.073
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.343	UNIFORMS	1,914	2,000	2,200	Spanner wrenches - 200 Double flare kit - 250 Jack stands - 150 Air hammer & chisels - 300 Pipe wrenches - 200 Chop saw - 500 1/4" air rachets & sockets - 250 Uniforms for three employees, 8/ea. - 540 Jackets; 3 - 70 Coveralls; 3 - 120 Work Shoes; 3pr. - 200 Shop towels - 685 Rain suits - 100 Winter over shoes - 150 Winter liners - 100 T-shirts - 120 Sweatshirts - 65 Caps - 50 (Uniform prices reflect a 5% increase)

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department PUBLIC WORKS	Program VEHICLE MAINTENANCE			Account Number 070.073
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
	TOTAL	53,380	33,300	29,600	

CITY OF CHESTERFIELD 1992 BUDGET

CAPITAL EXPENDITURES

Fund General	Department PUBLIC WORKS	Program VEHICLE MAINTENANCE			Account Number 070.073
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.410	COMPUTER EQUIPMENT	0	0	9,000	See attached detail
540.440	MACHINERY & EQUIPMENT	15,149	10,100	3,850	See attached detail
540.460	AUTOMOBILES & TRUCKS	0	15,000	0	
TOTAL		<u>15,149</u>	<u>25,100</u>	<u>12,850</u>	

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST

Fund	Department	Program		Account Number	
General	PUBLIC WORKS	VEHICLE MAINTENANCE		073-540.410	
Description		No# Requested		Unit Cost	Total Cost
Fleet Maintenance Software		1		7,000	7,000
Explain reason for request (describe use and workload)			# of similar units on hand	Replacement/Addition	
To aid in preparing preventive maintenance schedules & documenting maintenance & repair activities on vehicles & equipment.			0	Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

Verbal quote (Businessland)

Other remarks.

Also to be used for updated parts inventory. Quote from Sandy Broeschulte.

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST

Fund General	Department PUBLIC WORKS	Program VEHICLE MAINTENANCE		Account Number 073-540.410	
Description 386 COMPUTER		No# Requested 1		Unit Cost 2,000	Total Cost 2,000
Explain reason for request (describe use and workload) For Fleet Maintenance Software			# of similar units on hand 0	Replacement/Addition Addition	
Specify items to be replaced					
Item	Make	Age	Recommended Disposition		

What source was used for unit cost?

-

Other remarks.

CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST

Fund	Department	Program	Account Number	
General	PUBLIC WORKS	VEHICLE MAINTENANCE	073-540.440	
Description		No# Requested	Unit Cost	Total Cost
Electric Hoist		1	2,000	2,000
Explain reason for request (describe use and workload)			# of similar units on hand	Replacement/Addition
For use on service truck when answering road calls. When raising plow blades, changing tires, etc.			0	Addition
Specify items to be replaced				
Item	Make	Age	Recommended Disposition	

What source was used for unit cost?

Verbal quote (Kranz Automotive)

Other remarks.

Quote from Bernie Toenjens at Kranz.

**CITY OF CHESTERFIELD 1992 BUDGET
CAPITAL OUTLAY REQUEST**

Fund General	Department PUBLIC WORKS		Program VEHICLE MAINTENANCE		Account Number 073-540.440	
Description A/C Recovery System			No# Requested 1		Unit Cost 1,850	Total Cost 1,850
Explain reason for request (describe use and workload) The law requires that any freon evacuated from an A/C system must be captured to eliminate hazards.				# of similar units on hand 0	Replacement/Addition Addition	
Specify items to be replaced						
Item	Make	Age	Recommended Disposition			

What source was used for unit cost?

Verbal Quote (Equipment & Tool Ware)

Other remarks.

Quote from Bruce Striler at Equipment & Tool Warehouse.

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	PUBLIC WORKS	BUILDINGS AND GROUNDS	070.074
Activity		Remarks	
Building Rental		This activity involves rental of City Government Center.	
Utilities		This activity involves utility services for the City Government Center.	

**CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST**

Fund	Department	Program		Account Number
General	PUBLIC WORKS	BUILDINGS AND GROUNDS		070.074
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	0	0	0	
Contractual Services	248,500	255,644	250,355	
Commodities	200	1,000	500	
Capital Outlay	10,907	0	0	
Transfers	0	0	0	
TOTAL	259,607	256,644	250,855	

CITY OF CHESTERFIELD 1992 BUDGET

CONTRACTUAL SERVICES

Fund	Department	Program			Account Number
General	PUBLIC WORKS	BUILDINGS AND GROUNDS			070.074
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
520.251	MISCELLANEOUS CONTRACTUAL	48,264	54,180	53,180	Office modification - 1,000 Furniture lease - 52,180
520.261	PROFESSIONAL SERVICES	2,590	0	0	
520.269	RENTAL - BUILDING	196,232	199,664	195,375	Government Center Rental Assume 3% increase Sept.
520.285	UTILITIES-ELECTRIC	1,414	1,800	1,800	Average 150./month.
TOTAL		<u>248,500</u>	<u>255,644</u>	<u>250,355</u>	

CITY OF CHESTERFIELD 1992 BUDGET

COMMODITIES

Fund General	Department PUBLIC WORKS	Program BUILDINGS AND GROUNDS			Account Number 070.074
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
530.313	DEPARTMENT SUPPLIES	200	1,000	500	Misc. supplies, e.g. fire extinguishers, safety kit.
	TOTAL	200	1,000	500	

CITY OF CHESTERFIELD 1992 BUDGET

CAPITAL EXPENDITURES

Fund General	Department PUBLIC WORKS	Program BUILDINGS AND GROUNDS			Account Number 070.074
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
540.420	FURNITURE	10,907	0	0	
	TOTAL	<hr/> 10,907	<hr/> 0	<hr/> 0	

THIS PAGE LEFT BLANK INTENTIONALLY

CITY OF CHESTERFIELD 1992 BUDGET

PROGRAM/ACTIVITY

Fund	Department	Program	Account Number
General	RESERVES, TRANSFRS, CONTGN.	CONTINGENCIES	090.091
Activity		Remarks	
Contingencies		The Contingency Account provides for unanticipated expenditure needs and revenue shortfalls.	

CITY OF CHESTERFIELD 1992 BUDGET
PROGRAM REQUEST

Fund	Department	Program		Account Number
General	RESERVES, TRANSFRS, CONTGN.	CONTINGENCIES		090.091
Type of Expenditure	1990 Actual	1991 Amended Budget	1992 Request	
Personnel Services	0	0	0	
Contractual Services	0	0	0	
Commodities	0	0	0	
Capital Outlay	0	0	0	
Transfers	0	294,854	300,000	
TOTAL	<u>0</u>	<u>294,854</u>	<u>300,000</u>	

CITY OF CHESTERFIELD 1992 BUDGET

TRANSFERS

Fund	Department RESERVES, TRANSFRS, CONTGN.	Program CONTINGENCIES			Account Number 090.091
Account Number	Account Title	1990 Actual	1991 Amended Budget	1992 Request	Remarks
550.511	CONTINGENCY	0	294,854	300,000	Allowance for revenue shortfalls, emergency expenditures
	TOTAL	0	294,854	300,000	

THIS PAGE LEFT BLANK INTENTIONALLY

FISCAL YEAR 1992 BUDGET CALENDAR

- July 1, 1991 to
July 12, 1991 - Finance Director prepares budget forms and instructions.
- July 15, 1991 - Finance Director distributes budget documents and instructions to departments. City Administrator requests individual committees to submit budget requirements, if any.
- July 15, 1991 to
August 12, 1991 - Department Heads/Supervisors conduct internal department meetings to analyze and prepare budget requests.
- Finance Director prepares estimates of personnel costs, fixed charges and nondepartmental items. Finance Director prepares revenue estimates.
- July 29, 1991 - All departments submit personnel worksheet form to both the Personnel Director and Finance Director.
- July 29, 1991 to
August 5, 1991 - Personnel Director reviews requests for new positions with Department Heads/Executive Staff.
- August 6, 1991 - Personnel Director returns signed personnel worksheet forms to Finance Director.
- August 6, 1991 to
August 12, 1991 - Finance Director prepared estimates of 1991 actual and 1992 estimated payroll costs and submits same to Department Heads/Executive Staff.
- August 14, 1991 - All departments submit 1991 estimated expenditure reports to Finance Director.
- August 16, 1991 - Departmental requests are returned to the Finance Director. Committee requests are submitted to Finance Director.
- August 16, 1991 to
August 23, 1991 - City Administrator and Finance Director do preliminary review of budgets.
- August 24, 1991 - Finance Director requests additional information from departments as needed.

1992 Budget Calendar
Page 2

- August 26, 1991 to
August 30, 1991 - Finance Director prepares consolidation of budget requests for City Administrator. Finance Director finalizes revenue estimates for City Administrator.
- September 3, 1991 to
September 6, 1991 - City Administrator and Finance Director meet with Department Heads to discuss departmental requests.
- September 9, 1991 - City Administrator completes budget message.
- September 9, 1991 to
September 13, 1991 - Finance Director prepares supplemental information for budget documentation in conjunction with application for Government Finance Officers Association's Distinguished Budget Presentation Award.
- September 16, 1991 to
September 20, 1991 - City Administrator and Finance Director meet to review revenue estimates and budget document prior to submission to City Council.
- September 23, 1991 - Proposed budget document is distributed in its entirety to City Council.
- September 30, 1991 to
October 15, 1991 - Council Committees hold individual work sessions on respective budgets.
- October 16, 1991 to
October 23, 1991 - Finance Director incorporates Committee recommendations into budget.
- October 25, 1991 - City Administrator submits entire budget document, as amended by Council Committees, to the entire City Council for final review.
- October 28, 1991 to
November 8, 1991 - Council reviews final budget as a "Committee of the Whole".
- November 12, 1991 to
November 13, 1991 - Finance Director makes final amendments to budget based on City Council's recommendations.
- November 15, 1991 - Entire amended budget document is submitted to City Council.

1992 Budget Calendar
Page 3

- | | |
|---|--|
| November 20, 1991 to
November 24, 1991 | - Notice of public hearing published. |
| December 2, 1991 | - Public Hearing on budget held prior to regularly scheduled City Council meeting. |
| December 16, 1991 | - Budget adopted at regular City Council meeting by resolution. |
| December 17, 1991 to
December 24, 1991 | - Final budget document is sent to printers and returned for binding. |
| December 27, 1991 to
December 31, 1991 | - Official budget document is distributed to appropriate individuals. |
| January 2, 1992 | - Adopted budget is recorded on the books. |

THIS PAGE LEFT BLANK INTENTIONALLY

AFFIDAVIT OF PUBLICATION

STATE OF MISSOURI, }
COUNTY OF ST. LOUIS } ss.

Before the undersigned, a Notary Public in and for the County of St. Louis Missouri, personally appeared Sue I. Voorhees, one of the publishers of THE ST. LOUIS COUNTIAN, a daily newspaper published in the County of St. Louis, Missouri; who, being duly sworn on her oath, say that THE ST. LOUIS COUNTIAN has complied with all of the provisions of the laws of this state regulating newspapers and the publication of legal notices, and in particular with the provisions of section 493.050, R.S. Mo. 1986, and is qualified to publish the annexed notice or advertisement; and that it was published in THE ST. LOUIS COUNTIAN for one issues, the first publication being on the 20th day of November, 1991, and the last publication being on the 20th day of November, 1991, to-wit:

1st time November 20th

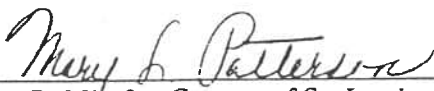
PUBLIC HEARING
CITY OF CHESTERFIELD
The City of Chesterfield will hold a public hearing on the proposed budget for Fiscal Year 1992 at 7:00 p.m. December 2, 1991, in the Council Chambers, 922 Roosevelt Parkway, Chesterfield, Missouri 63017. A copy of the proposed budget is available for public inspection in the City Clerk's office during the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday. St. Louis County, Mo., November 20, 1991.



Sue I. Voorhees

Subscribed and sworn to before me this 20th day of November, 1991

My term expires
MARY L. PATTERSON, NOTARY PUBLIC
STATE OF MISSOURI, COUNTY OF ST. LOUIS
MY COMMISSION EXPIRES MAY 17, 1992


Notary Public for County of St. Louis, Missouri

ternal grandmother of St. Clair, Mo. **IL and STACY HOGAN**, a boy, Samuel Alan Jones, Oct. 18, 1991, 5. John's Mercy Medical children: Benjamin, William, 3. Mothers are Alan and M of Little Rock, Ark. Parents are Bill and Syl Memphis, Tenn. and **NANCY JACKSON**, a girl, Carolyn Elizabeth Jones, Oct. 20, 1991, 6. Mary's Health Center Christopher, 1. Mothers are Jim and Me of Overland. Paterns are Farris and Sus Kingsport, Tenn.

S
RE

Begins

North Woods.
aroma and tradition of the holidays! We have daily. Free baling with

30 ft. **White** **Tradit** way to

id. at St. Charles Rock Rd. n
to Venture's. (314) 351-4011
(4) 827-8866. SHREWSBUR
y. (618) 397-1251 OVERL

280
y 9 to 6. CLOSED T

**PUBLIC HEARING
CITY OF CHESTERFIELD**

The City of Chesterfield will hold a public hearing on the proposed budget for Fiscal Year 1992 at 7:00 p.m. December 2, 1991, in the Council Chambers, 922 Roosevelt Parkway, Chesterfield, Missouri 63017. A copy of the proposed budget is available for public inspection in the City Clerk's office during the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday.

ASK THE VET

Q: My veterinarian sends me a reminder each year for my cat and dog. It states that yearly vaccines are necessary to keep my pets healthy. Is all that really necessary?



Dr. James R. Irwin
DVM

A: It is necessary and important to keep vaccines up to date. For the most part, the diseases being vaccinated for are usually difficult, if not impossible, to treat. The logical solution is to prevent them by annual vaccination.

BUT EQUALLY IMPORTANT is the fact that this vaccination visit is an excellent opportunity for the veterinarian to examine your pet. Your vet should provide a thorough physical exam — checking eyes, ears, teeth, skin and hair coat, palpating the abdomen, listening to the heart and lungs and basically looking for things that you may not see. Due to their short life span (compared to humans) animals seem to have problems that develop very quickly.

This annual check-up is crucial in that many problems in pets go unnoticed by their owners. AND, if these problems are detected early, they may be treatable. So be thankful that your veterinarian goes to the expense and bother to send out these reminders and better yet, follow through and get those vaccines and check-up for your pet.

For more information call:
Sulphur Springs Vet. Clinic.....394-3227
Manchester Veterinary Clinic.....527-7585
Chesterfield Vet Center.....469-1700

C I T Y

- World famous steaks and barbeque.
- Historical sites and museums

So call or write today for FREE Kansas City information!

The Convention & Visitors Bureau
1100 Main, Suite 2550,
Kansas City, Missouri 64105.

1-800-767-7700

KANSAS CITY
Nice and easy

WORLD OF FUN

9*

ast

view of
nd stores
doors.
n carriage

LUDES

room
morning
ol,
h club
covered

6727
availability.
992.

WORLD OF FUN

**DISCOUNTED
RATES AT
OVER 50
HOTELS
AND
MOTELS
IN
KANSAS CITY**

**1-800
877-4FUN**

In K.C., call 453-7280

**Sprint. Kansas City
Hotel Reservation Service**

**THE WESTIN
CROWN CENTER**

**MORE
KANSAS CITY FOR
LESS.**

**Low Winter Rate—
Just \$72!**

- Winter rate, good every day of the week.
- Crown Center shops conveniently connected to the hotel.
- Kids 12 and under eat free in The Brasserie.

Call for reservations:
1-800-228-3000

Rate good Nov. 22, 1991 - Jan. 12, 1992. Based on space availability. Not good with any other offer or discount.

PRESS RELEASE

FOR IMMEDIATE RELEASE - NOVEMBER 20, 1991

BUDGET HIGHLIGHTS

INTRODUCTION

As provided by Ordinance No. 10, the City Administrator of the City of Chesterfield has compiled a budget for the City Council. This budget, as submitted, is a product of extensive input from Department Heads and Executive Staff. In addition, all of the various sections of the budget have been submitted to the respective Committees of City Council for their review and input. All Committees mentioned have recommended approval of this proposed budget, as submitted. Finally, this proposed budget has been reviewed at a Budget Work Session and authorization was given, at said work session, to put this proposed budget in final form.

Ordinance No. 10 also requires that a public hearing be held by the City Council, concerning the proposed budget. This public hearing has been scheduled for Monday, December 2, 1991.

THE BUDGET IN SUMMARY

This proposed budget, submitted to the City Council for approval, will allow the City government to continue to provide quality services to the citizens of Chesterfield, within the resources currently available.

Revenues for 1992 are projected to be \$8,247,000. Expenditures are projected to be \$7,972,245. Our fund reserves, as of January 1, 1992, are projected to total \$2,140,000, leaving us with an estimated fund balance of approximately \$2.4 million as of December 31, 1992.

REVENUES

Of the \$8,247,000 in projected revenues, utility gross receipts taxes and sales taxes are the largest sources of revenue at \$2,727,000 or 33.1% and \$2,681,000, or 32.5% of revenues, respectively. The third largest source of revenues is intergovernmental revenues with \$1,871,000 or 22.7% of our revenue sources. The remaining 11.7% (\$968,000) is made up of licenses and permits, charges for services, court receipts and miscellaneous other sources.

The 1990 census has significantly affected the City's revenue, in both Fiscal Year 1991 and projected for Fiscal Year 1992. The count provided by the Bureau of the Census reflects a 1990 population of 37,991 people living in the City of Chesterfield. This is certainly a significant increase (33.6%) over the previous 1980 population of 28,436 people. This population increase will have a direct, positive impact upon the revenues which the City receives from several sources, including: sales tax; motor fuel tax; motor vehicle sales tax; and, cigarette tax. All of these revenues are collected and distributed to local governments on the basis of population.

Our current projections indicate that, during Fiscal Year 1991, the amount of new revenue, related to the change in our population, will total approximately \$428,000. This total is due to increased receipts from four (4) main revenue sources, as shown below:

Sales Tax	\$ 286,500
Motor Fuel Tax	72,000
Motor Vehicle Sales Tax	41,500
Cigarette Tax	<u>28,000</u>
Total	\$ 428,000

There will also be an impact upon our Fiscal Year 1992 budget, when the receipts will be based upon our new population figures for the entire twelve (12) months. As a result, the City anticipates another population-based increase of \$354,000 for 1992, as shown below:

Sales Tax	\$ 219,000
Motor Fuel Tax	84,000
Motor Vehicle Sales Tax	34,000
Cigarette Tax	<u>17,000</u>
Total	\$ 354,000

The total estimated annual impact of our new population will, therefore, be approximately \$782,000. This figure is worth noting, due to the fact that City Council established a goal last year that this "new" money not be utilized to fund on-going operational expenses; rather, this money should, if possible, be spent only on one-time expenses, like capital improvement projects. The City Administrator is pleased to report that this proposed budget contains \$650,000 for capital improvement projects, \$300,000 in a contingency account and approximately \$275,000 in unappropriated funds, which will be added to the fund balance.

As noted elsewhere, it is projected that the fund balance, as of December 31, 1992, will total \$2.4 million. City Council recently established a goal that the fund balance equal a minimum of thirty (30%) percent of the total projected for current general fund expenditures. This proposed budget contains projected expenditures of \$7,972,245. Thirty (30%) percent of this total equals \$2,391,673.50. As a result, if this proposed budget performs as expected, the City has met its goal for its fund balance as of the end of the coming fiscal year.

EXPENDITURES

The budget, as proposed, allows the City of Chesterfield to follow through on its commitment to provide quality services to residents, including public safety, maintenance of streets, snow removal, and planning and zoning administration. It also allows the City to maintain its own local control over those services.

The two major activities, in actual dollar terms, are Police and Public Works. The Police budget is \$3,291,708 and the Public Works budget is \$2,939,312, for a total of 78.2% of the City's budget.

In both 1990 and 1991, the City has made significant strides with regard to its efforts to improve street maintenance programs in Chesterfield. The budget for 1992 continues this effort.

The budget, as proposed, contains \$650,000 for unspecified capital improvement projects, similar to those completed over the last two years, for which the City contracts with independent street construction contractors. The amount of work projected for Fiscal Year 1992 has been increased, partially due to the proposed addition of one (1) civil engineer, who will assist in the preparation of plans and specifications for these projects, as well as the high level of on-going inspection that the City is committed to providing to these construction projects. This proposed budget also contains \$290,000 for the "street maintenance supplies" account. This account funds efforts undertaken directly by City employees in the areas of pothole repair, minor slab replacement, sidewalk repair and replacement, crack sealing, mudjacking and storm sewer maintenance and repair, and is a reflection of the added work that the City anticipates being able to complete, due to the addition of three (3) additional street laborers, as proposed. The City takes pride in the numerous calls, complimenting the City for its willingness to address these capital improvement needs, even though our Public Works Department has been in existence just slightly more than three (3) years.

The budget includes \$4,665,153 in personnel costs, \$1,447,304 in contractual expenses, \$585,855 in commodities, \$973,935 in capital equipment purchases and capital

improvements, and \$300,000 in a contingency account to cover shortfalls in revenue and unanticipated expenses.

Personnel costs, as shown above, represent only 58.5% of the total budget, which reflects upon the City's overall level of efficiency, given the fact that, like all local governments, Chesterfield is a labor-intensive, service-based organization. As proposed, this budget will authorize a total of 113 full-time employees, an increase of only four (4) full-time employees over last year.

ANNEXATION

The City of Chesterfield is pleased with the fact that its annexation proposal, contained within the ballot for the November 5 general election, was approved overwhelmingly by voters within the current City limits, as well as the area to be annexed. The effective date of this annexation is anticipated to be May 1, 1992. However, this proposed budget does not contain the budgeted amounts for revenues or expenditures submitted to and approved by the St. Louis County Boundary Commission necessary to provide the extension of full municipal services to the annexed area. A budget amendment will be prepared and submitted to City Council, as soon as the most current, final population figures have been provided to us by county and state agencies.

SUMMARY

In conclusion, the proposed Fiscal Year 1992 Budget insures the continued provision of quality, municipal services by the City of Chesterfield. The City takes pride in its accomplishments.

The City has conservatively projected revenues and expenditures and feels confident in its ability to meet these projections. The City's staff submits budget reports to the Mayor and City Council throughout the year, monitoring operations, and submitting updates as necessary.

For further information, please contact the Finance Department at 537-4000.

CITY OF CHESTERFIELD
 STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
 FISCAL YEAR 1992

	General Fund
FUND BALANCE, JANUARY 1, 1992	2,139,935
REVENUES:	
Utility Gross Receipts Taxes	2,727,000
Sales Tax	2,681,000
Intergovernmental Revenues	1,871,000
Licenses & Permits	440,500
Charges for Services	85,000
Court Receipts	355,000
Other Revenues	87,500
TOTAL REVENUES	8,247,000
TOTAL AVAILABLE FUNDS	10,386,935
EXPENDITURES:	
Executive & Legislative	191,657
Administration	869,186
Police	3,291,708
Municipal Court	95,433
Planning & Zoning	284,949
Public Works	2,939,312
Reserves & Contingencies	300,000
TOTAL EXPENDITURES	7,972,245
FUND BALANCE, DECEMBER 31, 1992	2,414,690

THIS PAGE LEFT BLANK INTENTIONALLY

BUDGET HIGHLIGHTS
(To be presented at Public Hearing, 12/02/91)

INTRODUCTION

As provided by Ordinance No. 10, as City Administrator, I am required to compile a budget for the City Council to adopt prior to January 1 of each year. This budget, as submitted, is a product of extensive input from Department Heads and Executive Staff. In addition, all of the various sections of the budget have been submitted to the respective Committees of City Council for their review and input. All Committees mentioned have recommended approval of this proposed budget, as submitted. The budget document was also submitted to City Council as a "committee of the whole", and authorization was given to put this proposed budget in final form.

Ordinance No. 10 also requires that a public hearing be held by the City Council, concerning the proposed budget. This presentation satisfies that requirement.

THE BUDGET IN SUMMARY

I am pleased to report to the Mayor and City Council that this budget, submitted to you for approval, allows us to continue to provide quality services to the citizens of Chesterfield, within the resources currently available.

Revenues for 1992 are projected to be \$8,247,000. Expenditures are projected to be \$7,972,245. Our fund reserves, as of January 1, 1992, are projected to total \$2,140,000, leaving us with an estimated fund balance of approximately \$2.4 million as of December 31, 1992.

REVENUES

Of the \$8,247,000 in projected revenues, utility gross receipts taxes and sales taxes are the largest sources of revenue at \$2,727,000 or 33.1% and \$2,681,000, or 32.5% of revenues, respectively. The third largest source of revenues is intergovernmental revenues with \$1,871,000 or 22.7% of our revenue sources. The remaining 11.7% (\$968,000) is made up of licenses and permits, charges for services, court receipts and miscellaneous other sources.

The 1990 census has significantly affected the City's revenue in both actual Fiscal Year 1991 and projected Fiscal Year 1992. The count provided by the Bureau of the Census reflects a 1990 population of 37,991 people living in the City of Chesterfield. This

is certainly a significant increase (33.6%) over the previous 1980 population of 28,436 people. This population increase will have a direct, positive impact upon the revenues which the City receives from several sources including sales tax, motor fuel tax, motor vehicle sales tax, and cigarette tax. All of these revenues are collected and distributed to local governments on the basis of population.

Our current projections indicate that, during Fiscal Year 1991, the amount of new revenue related to the change in our population, will total approximately \$428,000. This total is due to increased receipts from four (4) main revenue sources:

Sales Tax	\$ 286,500
Motor Fuel Tax	72,000
Motor Vehicle Sales Tax	41,500
Cigarette Tax	<u>28,000</u>
Total	\$ 428,000

There will also be an impact upon our Fiscal Year 1992 budget, when the receipts will be based upon our new population figures for the entire twelve (12) months. As a result, the City anticipates another population-based increase of \$354,000 for 1992:

Sales Tax	\$ 219,000
Motor Fuel Tax	84,000
Motor Vehicle Sales Tax	34,000
Cigarette Tax	<u>17,000</u>
Total	\$ 354,000

The total estimated annual impact of our new population will, therefore, be approximately \$782,000. This figure is worth noting, due to the fact that City Council established a goal last year that this "new" money not be utilized to fund on-going operational expenses; rather, this money should, if possible, be spent only on one-time expenses, like capital improvement projects. I am pleased to report that this proposed budget contains \$650,000 for capital improvement projects, \$300,000 in a contingency account and approximately \$275,000 in unappropriated funds, which will be added to the fund balance.

As noted elsewhere, it is projected that the fund balance, as of December 31, 1992, will total \$2.4 million. City Council recently established a goal that the fund balance equal a minimum of thirty (30%) percent of the total projected for current general fund expenditures. This proposed budget contains projected expenditures of \$7.97 million dollars.

Thirty (30%) percent of this total equals \$2.39 million dollars. As a result, if this proposed budget performs as expected, we will have met our fund balance goal by the end of the coming fiscal year.

EXPENDITURES

The budget, as proposed, allows us to follow through on our commitment to provide quality services to our residents, including public safety, maintenance of streets, snow removal, and planning and zoning administration. It also allows us to maintain local control over these services.

The two major activities, in actual dollar terms, are Police and Public Works. The Police budget is \$3,291,708 and the Public Works budget is \$2,939,312, for a total of 78.2% of the City's budget.

In both 1990 and 1991, we made significant strides with regard to our efforts to improve street maintenance programs in Chesterfield. The budget for 1992 continues this effort.

In recognition of the City Council's continued desire to meet our infrastructure needs, we are proposing \$650,000 for unspecified capital improvement projects, similar to those completed over the last two years, for which the City contracts with independent street construction contractors. The amount of work projected for Fiscal Year 1992 has been increased, partially due to the proposed addition of one (1) civil engineer, who will assist in the preparation of plans and specifications for these projects, as well as the high level of on-going inspection that the City is committed to providing to these construction projects. This proposed budget also contains \$290,000 for the "street maintenance supplies" account. This account funds efforts undertaken directly by our employees in the areas of pothole repair, minor slab replacement, sidewalk repair and replacement, crack sealing, mudjacking and storm sewer maintenance and repair, and is a reflection of the added work that we anticipate being able to complete, due to the addition of three (3) street laborers, as proposed. We have received numerous calls, complimenting the City for its willingness to address these capital improvement needs, even though our Public Works Department has been in existence just slightly more than three (3) years.

The budget includes \$4.6 million in personnel costs, \$1.4 million in contractual expenses, \$586,000 in commodities, \$974,000 in capital equipment purchases and capital improvements, and \$300,000 in a contingency account to cover shortfalls in revenue and/or unanticipated expenses.

Personnel costs, as shown above, represent only 58.5% of the total budget, which reflects upon our overall level of efficiency, given the fact that like all local governments, ours is a labor-intensive, service-based organization. As proposed, this budget will authorize a total of 113 full-time employees, an increase of only four (4) full-time employees over last year.

ANNEXATION

The City of Chesterfield is pleased with the fact that its recent annexation proposal was approved overwhelmingly by voters within the current City limits, as well as the area to be annexed. The effective date of this annexation is anticipated to be May 15, 1992. However, this proposed budget does not contain the budgeted amounts for revenues or expenditures submitted to and approved by the St. Louis County Boundary Commission necessary to provide the extension of full municipal services to the annexed area. A budget amendment will be prepared and submitted to City Council, as soon as the most current, final population figures have been provided to us by county and state agencies.

SUMMARY

In conclusion, the proposed Fiscal Year 1992 Budget insures the continued provision of quality, municipal services by the City of Chesterfield. We can take pride in our accomplishments.

We have conservatively projected revenues and expenditures and feel confident in our ability to meet these projections. The City's staff submits budget reports to the Mayor and City Council throughout the year, monitoring operations, and submitting updates as necessary.

I would like to take this opportunity to thank the members of each of the standing committees of City Council for their input into the development of this proposed budget. In addition, I greatly appreciate the tireless efforts of Finance Director, Jan Hawn, and other Department Heads and Executive Staff. Budget preparation is truly a team effort!

If you have any questions, I will be happy to answer them.



Michael G. Herring
City Administrator

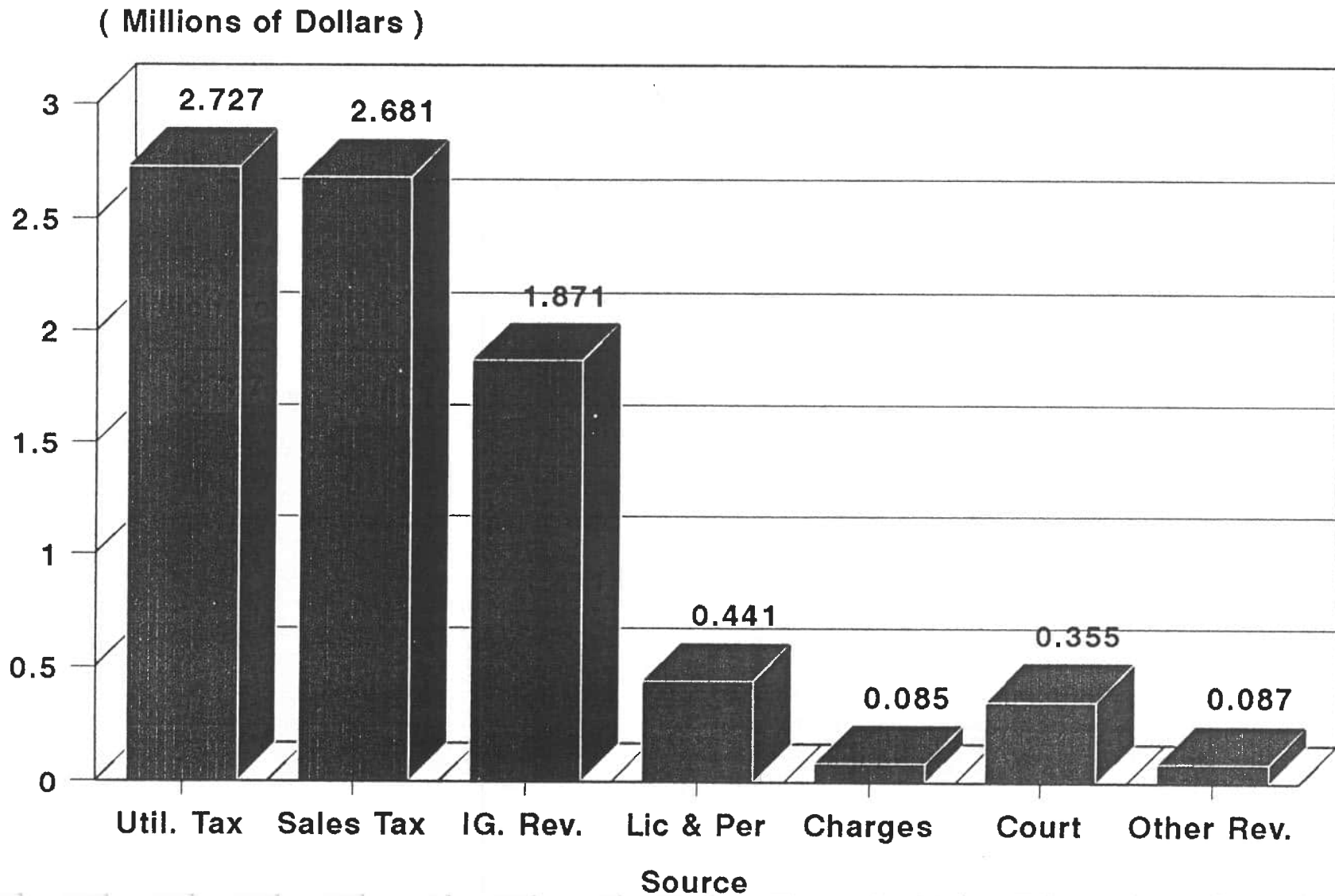
CITY OF CHESTERFIELD
 STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
 FISCAL YEAR 1992

FUND BALANCE, JANUARY 1, 1992	\$ 2,139,935
<hr/>	
REVENUES:	
Utility Gross Receipts Taxes	\$ 2,727,000
Sales Tax	2,681,000
Intergovernmental Revenues	1,871,000
Licenses & Permits	440,500
Charges for Services	85,000
Court Receipts	355,000
Other Revenues	87,500
	<hr/>
TOTAL REVENUES	\$ 8,247,000
	<hr/>
TOTAL AVAILABLE FUNDS	\$10,386,935
EXPENDITURES:	
Executive & Legislative	\$ 191,657
Administration	869,186
Police	3,291,708
Municipal Court	95,433
Planning & Zoning	284,949
Public Works	2,939,312
Reserves & Contingencies	300,000
	<hr/>
TOTAL EXPENDITURES	\$ 7,972,245
	<hr/>
FUND BALANCE, DECEMBER 31, 1992	\$ 2,414,690

CITY OF CHESTERFIELD

REVENUES BY SOURCE

FISCAL YEAR 1992



CITY OF CHESTERFIELD

IMPACT OF CENSUS ON REVENUES

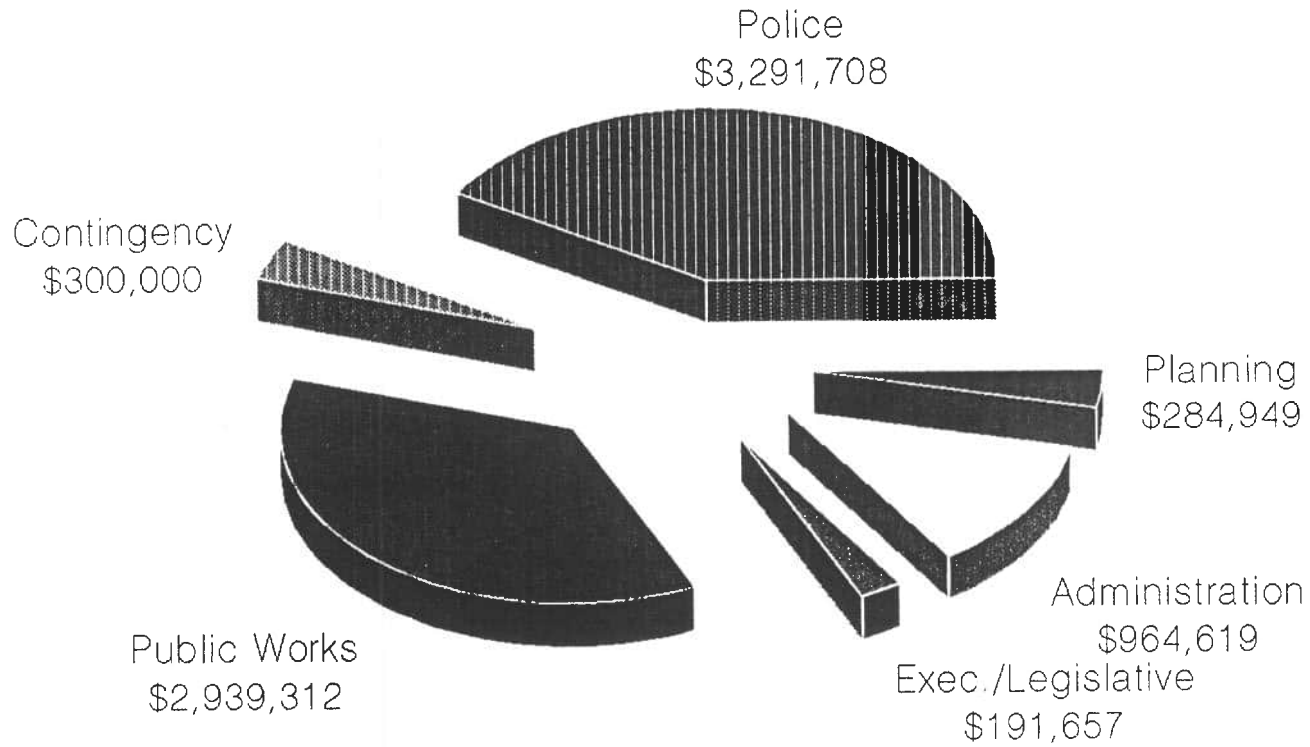
1991

Sales Tax	\$	286,500
Motor Fuel Tax		72,000
Motor Vehicle Sales Tax		41,500
Cigarette Tax		28,000
SUB-TOTAL	\$	428,000

1992

Sales Tax	\$	219,000
Motor Fuel Tax		84,000
Motor Vehicles Sales Tax		34,000
Cigarette Tax		17,000
SUB-TOTAL	\$	354,000
GRAND TOTAL	\$	782,000

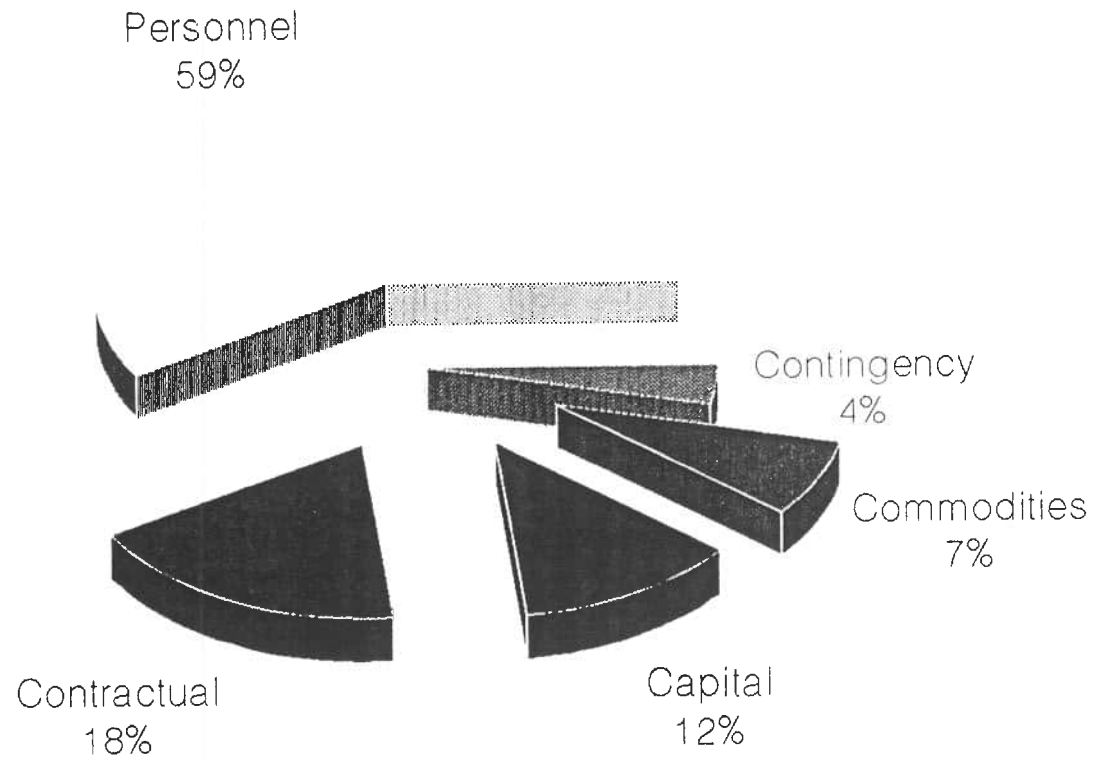
CITY OF CHESTERFIELD EXPENDITURES BY DEPARTMENT FISCAL YEAR 1992



CITY OF CHESTERFIELD

EXPENDITURES BY TYPE

FISCAL YEAR 1992



THIS PAGE LEFT BLANK INTENTIONALLY

RECORD OF PROCEEDING

MEETING OF THE CITY COUNCIL OF THE CITY OF CHESTERFIELD AT 922 ROOSEVELT PARKWAY, DECEMBER 2, 1991

The meeting was called to order at 7:00 P.M.

A roll call was taken with the following results:

PRESENT

Mayor Jack Leonard
Councilmember Betty Hathaway
Councilmember Nancy Greenwood
Councilmember Susan Clarke
Councilmember Dan Hurt
Councilmember Alan Politte
Councilmember Dick Hrabko
Councilmember Linda Tilley

ABSENT

Councilmember Jade Gardner Bute

The Pledge of Allegiance was led by Boy Scout Troop #848 from Highcroft School: Luke Smyka, Andy Behrendt, Brian Coblitz, Mike McCarthy, Michael Schwartz, Chad Gray, Michael Satz, Kareem Jamjoom, Andy Lang, Jonathan Galownia, Jared DeJackome, John Olejarzyk, Scott Peck, Perrin Cheung, Jon Henning, David Winters, Matt Nimmons, Ryan McGuire and Mike Ziemann. Also in attendance was Troop Leader Tom Smyka.

Reverend Carlton Norton from St. John's United Church of Christ led the City Council in prayer.

The minutes of the November 18, 1991, meeting were submitted for approval. A motion was made by Councilmember Tilley, seconded by Councilmember Clarke, to approve the minutes. A voice vote was taken, with a unanimous affirmative result, and the motion was declared passed.

COMMUNICATIONS AND PETITIONS

There were no communications or petitions.

PUBLIC HEARING

Mayor Leonard next recognized City Administrator Michael G. Herring, who, along with Finance Director Jan Hawn, presented a detailed overview of the proposed FY1992 Budget. A copy of Mr. Herring's remarks, along with total numbers regarding estimated revenues and proposed expenditures, is attached to these minutes.

There were no comments regarding the proposed budget, by those in attendance.

Councilmember Dick Hrabko complimented Mr. Herring, Ms. Hawn and the entire Staff for the excellent work involved in putting together this FY1992 Budget.

Mayor Jack Leonard complimented Mr. Herring and the entire City Staff on their efficiency and the superb manor in which City business is conducted.

INTRODUCTORY REMARKS - MAYOR JACK LEONARD

Mayor Jack Leonard announced that the municipal election has been scheduled for Tuesday, April 2, 1992. Those individuals interested in filing for the office for Councilmember in their Ward are advised that candidate filing opens January 7, 1992, at 8:00 A.M. and closes February 4, 1992, at 5:00 P.M.

Mayor Leonard next announced that there is a vacancy on the Finance and Administration Citizens Advisory Committee and urged Councilmembers and individuals to submit their resumes for his consideration. In addition, Mayor Leonard reported that applications for the Chesterfield Community Development Corporation are still being accepted.

COUNCIL COMMITTEE REPORTS

Planning/Economic Development

Councilmember Betty Hathaway, Chairperson of the Planning/Economic Development Committee, reported that Bill #642, P.Z. 19 & 20, Sycamore Development Corporation has been placed on the agenda for consideration for adoption. A motion was made by Councilmember Hrabko, seconded by Councilmember Tilley, to table Bill #642 for further review. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

Councilmember Hathaway next reported that Bill #'s 643 and 644 will be considered for adoption under the Legislation portion of the agenda.

Councilmember Hathaway announced that the next meeting of this Committee has been scheduled for December 4, 1991, at 5:30 P.M.

Public Works/Parks

City Administrator Mike Herring, in the absence of Councilmember Jade Gardner Bute, Chairperson of the Public Works/Parks Committee, announced that the next meeting of this Committee has been scheduled for December 5, 1991, at 7:30 A.M.

Public Health and Safety

Councilmember Alan Politte, Chairperson of the Public Health and Safety Committee, introduced Resolution #108 with regard to the Police Reserve Unit Manual. A motion was made by Councilmember Politte, seconded by Councilmember Hrabko, to accept Resolution #108 which provides for the adoption of the Police Reserve Unit Manual. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

Councilmember Politte announced that the next meeting of this Committee has been scheduled for December 9, 1991, at 12:00 Noon.

Finance and Administration

Councilmember Linda Tilley, Chairperson of the Finance and Administration Committee, announced that the next meeting of this Committee has been scheduled for December 10, 1991, at 7:30 A.M.

REPORT OF THE CITY ADMINISTRATOR

City Administrator Mike Herring announced that adoption of the FY1992 Budget has been scheduled for the next meeting of City Council, which is December 16, 1991, at 7:00 P.M.

NEW BUSINESS

Councilmember Hrabko announced that a public meeting has been scheduled for December 12, 1991, at 7:00 P.M., in the terminal building of the Spirit of St. Louis Airport, with regard to a presentation of the updated Airport Master Plan.

LEGISLATION - PLANNING COMMISSION

BILL #643 APPROVES A BOUNDARY ADJUSTMENT PLAT FOR A "N-U" NON-URBAN DISTRICT, LOCATED ON THE EAST SIDE OF WINTER WHEAT DRIVE, SOUTH OF WILD HORSE CREEK ROAD, KNOWN AS THE HENCKEN AND HANNASCH TRACTS

A motion was made by Councilmember Hathaway, seconded by Councilmember Greenwood, for the first reading of Bill #643. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill #643 was read for the first time.

A motion was made by Councilmember Hathaway, seconded by Councilmember Hrabko, for a second reading of Bill #643. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill #643 was read for the second time. A roll call vote was taken for passage and approval of Bill #643, with the following results: Ayes - Hathaway, Greenwood, Clarke, Hurt, Politte, Hrabko and Tilley. Nays - None. Whereupon Mayor Leonard declared Bill #643 approved, passed it and it became ORDINANCE #634.

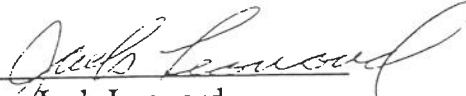
BILL #644 APPROVES THE RECORD PLAT, ESCROW AGREEMENT, WARRANTY DEED AND TRUST INDENTURE FOR THE LADUE GLEN SUBDIVISION

A motion was made by Councilmember Hathaway, seconded by Councilmember Tilley, for the first reading of Bill #644. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill #644 was read for the first time.

A motion was made by Councilmember Hathaway, seconded by Councilmember Hrabko, for a second reading of Bill #644. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill #644 was read for the second time. A roll call vote was taken for passage and approval of Bill #644, with the following results: Ayes - Hathaway, Greenwood, Clarke, Hurt, Politte, Hrabko and Tilley. Nays - None. Whereupon Mayor Leonard declared Bill #644 approved, passed it and it became ORDINANCE #635.

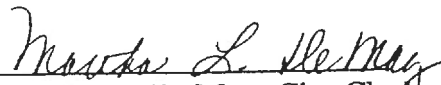
ADJOURNMENT

A motion was made by Councilmember Greenwood, seconded by Councilmember Hrabko, that the meeting be adjourned. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. The meeting was adjourned at 7:20 P.M.



Mayor Jack Leonard

ATTEST:



Martha L. DeMay, City Clerk

THIS PAGE LEFT BLANK INTENTIONALLY

RESOLUTION # 111

A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 1992, AND ENDING ON DECEMBER 31, 1992.

WHEREAS, the City of Chesterfield has adopted an ordinance providing for a fiscal year which begins on January 1 of each year and ending on December 31 of each year; and

WHEREAS, the City of Chesterfield, by ordinance, has directed the City Administrator to act as the budget officer and submit a draft proposal of the budget; and

WHEREAS, the City has held a public hearing with regard to the adoption of the budget for the year beginning January 1, 1992, and ending December 31, 1992;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached budget as its operating budget for the fiscal year beginning January 1, 1992, and ending December 31, 1992.

Passed and adopted this 16th day of December, 1991.

Jack L. Lousch
MAYOR

ATTEST:

Maria S. DeMay
City Clerk

CITY OF CHESTERFIELD
 STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
 FISCAL YEAR 1992

	<u>General Fund</u>
FUND BALANCE, JANUARY 1, 1992	<u>2,139,935</u>
REVENUES:	
Utility Gross Receipts Taxes	2,727,000
Sales Tax	2,681,000
Intergovernmental Revenues	1,871,000
Licenses & Permits	440,500
Charges for Services	85,000
Court Receipts	355,000
Other Revenues	<u>87,500</u>
TOTAL REVENUES	<u>8,247,000</u>
TOTAL AVAILABLE FUNDS	<u>10,386,935</u>
EXPENDITURES:	
Executive & Legislative	191,657
Administration	869,186
Police	3,291,708
Municipal Court	95,433
Planning & Zoning	284,949
Public Works	2,939,312
Reserves & Contingencies	<u>300,000</u>
TOTAL EXPENDITURES	<u>7,972,245</u>
FUND BALANCE, DECEMBER 31, 1992	<u>2,414,690</u>

POSITION CLASSIFICATION PLAN

<u>Position</u>	<u>Classification and Pay Level</u>
1000 CLERICAL, SECRETARIAL, FISCAL AND GENERAL ADMINISTRATION	
1xx Clerical Group	
100 Receptionist	7H
103 Clerk Typist	7H
106 Records Clerk	7H
109 Evidence/Property Clerk	7H
2xx Secretarial Group	
200 Secretary	7H
203 Executive Secretary	10H
204 Deputy City Clerk	10H
206 Administrative Assistant	12H
3xx Fiscal Group	
300 Accounting Clerk	11H
303 Court Clerk	12H
306 Director of Finance	27A
4xx General Administration	
400 City Clerk	16A
402 Assistant City Administrator/ Director of Personnel	27A
2000 PUBLIC SAFETY AND ENFORCEMENT SERVICES	
1xx Emergency Communications Group	
100 Police Dispatcher	11H
2xx Law Enforcement Group	
200 Police Officer	17H
203 Police Sergeant	21H
206 Police Lieutenant	23A
209 Police Captain	27A
212 Police Chief	30A
3xx Planning and Development Group	
300 Planning Technician	12H
301 Zoning Inspector	11H
303 Planning Specialist	18H
305 Senior Planner	23A
306 Director of Planning/ Economic Development	30A

Position Classification Plan (cont.)

<u>Position</u>	<u>Classification and Pay Level</u>
3000 MAINTENANCE AND ENGINEERING SERVICES	
1xx Maintenance Group	
100 Street Maintenance Worker	10H
103 Equipment Maintenance Mechanic	14H
106 Street Maintenance Supervisor	16H
109 Equipment Maintenance Supervisor	17H
112 Street Superintendent	23A
2xx Engineering Group	
200 Engineering Technician	12H
203 Engineering Construction Inspector	18H
206 Engineering Plan Reviewer	18H
207 Civil Engineer	20H
209 Assistant City Engineer	25A
212 Director of Public Works/ City Engineer	30A

MERIT PAY PLAN

Level	Minimum Pay	Mid-point	Maximum Pay	Range Amount	Range Pct
1 Annual	11,993	14,092	16,191	4,197	35%
Bi-Monthly	500	587	675		
Hourly	5.77	6.78	7.78		
-----	-----	-----	-----	-----	-----
2 Annual	12,592	14,797	17,001	4,408	35%
Bi-Monthly	525	617	708		
Hourly	6.05	7.11	8.17		
-----	-----	-----	-----	-----	-----
3 Annual	13,223	15,537	17,850	4,627	35%
Bi-Monthly	551	647	744		
Hourly	6.36	7.47	8.58		
-----	-----	-----	-----	-----	-----
4 Annual	13,883	16,312	18,742	4,859	35%
Bi-Monthly	578	680	781		
Hourly	6.67	7.84	9.01		
-----	-----	-----	-----	-----	-----
5 Annual	14,577	17,129	19,680	5,103	35%
Bi-Monthly	607	714	820		
Hourly	7.01	8.23	9.46		
-----	-----	-----	-----	-----	-----
6 Annual	15,306	17,985	20,663	5,357	35%
Bi-Monthly	638	749	861		
Hourly	7.36	8.65	9.93		
-----	-----	-----	-----	-----	-----
7 Annual	16,072	18,885	21,697	5,626	35%
Bi-Monthly	670	787	904		
Hourly	7.73	9.08	10.43		
-----	-----	-----	-----	-----	-----
8 Annual	16,876	19,829	22,782	5,906	35%
Bi-Monthly	703	826	949		
Hourly	8.11	9.53	10.95		
-----	-----	-----	-----	-----	-----
9 Annual	17,720	20,820	23,921	6,201	35%
Bi-Monthly	738	868	997		
Hourly	8.52	10.01	11.50		
-----	-----	-----	-----	-----	-----
10 Annual	18,605	21,861	25,117	6,511	35%
Bi-Monthly	775	911	1,047		
Hourly	8.94	10.51	12.08		
-----	-----	-----	-----	-----	-----
11 Annual	19,536	22,954	26,373	6,837	35%
Bi-Monthly	814	956	1,099		
Hourly	9.39	11.04	12.68		
-----	-----	-----	-----	-----	-----
12 Annual	20,513	24,102	27,692	7,179	35%
Bi-Monthly	855	1,004	1,154		
Hourly	9.86	11.59	13.31		
-----	-----	-----	-----	-----	-----

13	Annual	21,538	25,307	29,076	7,538	35%
	Bi-Monthly	897	1,054	1,211		
	Hourly	10.35	12.17	13.98		
14	Annual	22,615	26,573	30,530	7,915	35%
	Bi-Monthly	942	1,107	1,272		
	Hourly	10.87	12.78	14.68		
15	Annual	23,745	27,902	32,056	8,311	35%
	Bi-Monthly	989	1,163	1,336		
	Hourly	11.42	13.41	15.41		
16	Annual	24,932	29,297	33,659	8,726	35%
	Bi-Monthly	1,039	1,221	1,402		
	Hourly	11.99	14.08	16.18		
17	Annual	26,180	30,761	35,343	9,164	35%
	Bi-Monthly	1,091	1,282	1,473		
	Hourly	12.59	14.79	16.99		
18	Annual	27,488	32,298	37,109	9,621	35%
	Bi-Monthly	1,145	1,346	1,546		
	Hourly	13.22	15.53	17.84		
19	Annual	28,863	33,914	38,965	10,102	35%
	Bi-Monthly	1,203	1,413	1,624		
	Hourly	13.88	16.30	18.73		
20	Annual	30,305	35,609	40,912	10,607	35%
	Bi-Monthly	1,263	1,484	1,705		
	Hourly	14.57	17.12	19.67		
21	Annual	31,821	37,390	42,958	11,137	35%
	Bi-Monthly	1,326	1,558	1,790		
	Hourly	15.30	17.98	20.65		
22	Annual	33,412	39,259	45,106	11,694	35%
	Bi-Monthly	1,392	1,636	1,879		
	Hourly	16.06	18.87	21.69		
23	Annual	35,084	41,223	47,362	12,278	35%
	Bi-Monthly	1,462	1,718	1,973		
	Hourly	16.87	19.82	22.77		
24	Annual	36,838	43,283	49,729	12,892	35%
	Bi-Monthly	1,535	1,803	2,072		
	Hourly	17.71	20.81	23.91		

25	Annual	38,679	45,448	52,216	13,537	35%
	Bi-Monthly	1,612	1,894	2,176		
	Hourly	18.60	21.85	25.10		
26	Annual	40,613	47,720	54,827	14,214	35%
	Bi-Monthly	1,692	1,988	2,284		
	Hourly	19.53	22.94	26.36		
27	Annual	42,643	50,106	57,569	14,926	35%
	Bi-Monthly	1,777	2,088	2,399		
	Hourly	20.50	24.09	27.68		
28	Annual	44,775	52,611	60,447	15,672	35%
	Bi-Monthly	1,866	2,192	2,519		
	Hourly	21.53	25.29	29.06		
29	Annual	47,014	55,242	63,470	16,456	35%
	Bi-Monthly	1,959	2,302	2,645		
	Hourly	22.60	26.56	30.51		
30	Annual	49,366	58,003	66,643	17,278	35%
	Bi-Monthly	2,057	2,417	2,777		
	Hourly	23.73	27.89	32.04		
31	Annual	51,833	60,904	69,975	18,142	35%
	Bi-Monthly	2,160	2,538	2,916		
	Hourly	24.92	29.28	33.64		
32	Annual	54,426	63,949	73,473	19,047	35%
	Bi-Monthly	2,268	2,665	3,061		
	Hourly	26.17	30.74	35.32		

THIS PAGE LEFT BLANK INTENTIONALLY

GLOSSARY OF FREQUENTLY USED TERMS

Account Number - A numerical code identifying Revenues and Expenditures by Fund, Department, Activity, Type and Object.

Activity - One of the tasks, goals, etc., of a departmental program.

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

Asset - 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 (1) year and the cost of which is in excess of \$500. Capital items include real property, office equipment, furnishings and vehicles.

Contingency - An appropriation of funds to cover unforeseen events that occur during the Fiscal Year, such as flood emergencies, extraordinary snowstorms, etc. Also used to meet revenue shortfalls. Funds are transferred to other budgetary accounts as authorized by the City Council.

Contractual Service - An expenditure for services performed by a non-employee. For Example: Legal services, Utilities, insurance.

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

Expenditure - An expenditure is a decrease in net financial resources. This includes current operating expenses requiring the present or future use of current assets.

Fiscal Year - The twelve month period on which the city operates its financial affairs. The City of Chesterfield's fiscal year is January 1 through December 31.

Fund - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources which 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 each year with a positive or negative fund balance.

General Fund - All funds supported by taxes and fees that have unrestricted use. It is the city's only budgeted fund.

Line Item - An individual expenditure category listing in the budget (salary, supplies, etc.).

Object - The smallest unit of budgetary accountability and control. For example: Regular Salaries, Postage, Equipment Rental.

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

Program - A budgetary unit which encompasses specific and distinguishable lines of work performed by an organizational entity. For example: Police Administration, Street and Sewer Maintenance, Central Services.

Revenue - An increase in fund balance caused by an inflow of assets, usually cash.

Transfer - A transfer is a movement of monies from one fund, activity, department, or account to another. This includes budgetary funds and/or movement of assets.

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