

# ANNUAL BUDGET

## FISCAL YEAR 1995



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December 27, 1994

Honorable Mayor and City Council  
Chesterfield, Missouri

Subject: Fiscal Year 1995 Budget

Submitted herewith is the proposed annual operating budget for the City of Chesterfield, Missouri. This budget covers the period from January 1, 1995 to December 31, 1995. It is the cumulative result of a comprehensive effort by Department Heads and Executive Staff in projecting expenditure needs for our sixth 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, 1994, the fourth consecutive award for the City. 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.

This budget includes a General Fund, Capital Projects Fund, and Levee/Drainage Fund for the City. These funds are the City's only budgeted funds.

The City of Chesterfield, Missouri, provides a full range of municipal services. These services include legislative, administrative, police services, judicial, planning, and public works. The Chesterfield Fire Protection District, as a separate political subdivision, has not met the established criteria for inclusion in the reporting entity and, accordingly, is excluded from this budget.

### **ECONOMIC CONDITION AND OUTLOOK**

The City of Chesterfield, Missouri is located on the western edge of St. Louis County. The City was incorporated under Missouri law as a third class city on June 1, 1988. According to 1990 census figures, the City has a current population of 42,314 residents.

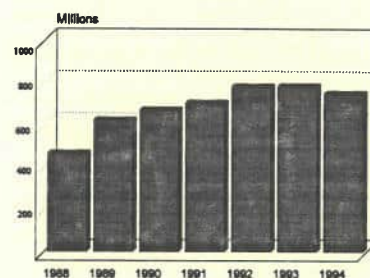
The City has been considered by many to be one of the fastest growing cities in the Midwest. The City already has a thriving business community convenient to both the City of St. Louis to the east and St. Charles County to the north. Continuing improvements of I-64/Highway 40 assure the City greater opportunity for growth, enhancing its accessibility to downtown St. Louis. The national and international headquarters and regional offices of corporations such as McDonald's Corporation, Merrill Lynch, Mallinckrodt Specialties Chemical Company, Wagner Brake, and Shell Oil Company are located in the City of Chesterfield, Missouri. In addition, Monsanto has a \$150 million Life Sciences Research Center which occupies approximately 900,000 square feet or 210 acres within the City.

The City also has a strong retail base with Chesterfield Mall, which is one of the largest suburban shopping centers in the metropolitan St. Louis area, and a diversity of shops and restaurants in neighboring shopping centers. Chesterfield Mall has 1.5 million square feet of enclosed suburban shopping space, including three anchor stores (Dillard's, Famous Barr, and Sears), 30 restaurants, a four-screen cinema, and more than 145 boutiques, shops, stores and services. An additional anchor store is planned for the near future, along with additional stores, restaurants and the expansion of Dillard's. This expansion will complete the mall's original design by adding approximately 424,000 square feet of retail space.

The City's western corridor, referred to as Chesterfield Valley, expanded dramatically over the last several years, with light industrial and office/warehouse facilities. Chesterfield Valley is, however, returning strong after the flood of 1993. With funds budgeted for communications efforts in both Washington, D.C. and the State of Missouri, the levee which protects Chesterfield Valley has been restored to its original 100 year status. We are also working to obtain sufficient funds to build a 500 year levee, further protecting the Valley from flood waters and allowing increased economic growth and development to flourish once again.

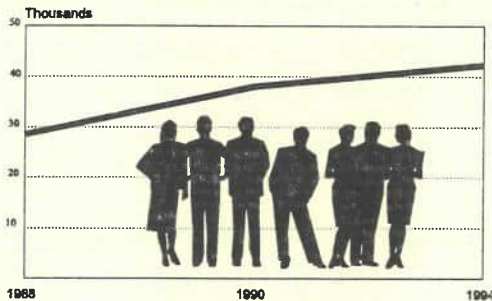
Based on current projections, continued development within Chesterfield is inevitable. The growth in assessed valuation of the City bears out this fact. The City's assessed valuation of \$750,871,327 as of January 1, 1994, represents an increase of 61.3% from \$465,549,049 as of January 1, 1988, when the City first incorporated.

Growth in Assessed Valuation  
1988-1994





## Population Growth



Population growth directly impacts the City's bottom line in terms of total revenues. The 1990 census determined that 37,991 people resided within the City of Chesterfield. This reflected a 33.6% increase over the 1980 census, which indicated the City's population to be 28,436. Since a significant amount of the City's revenue is based on population (for example, sales tax, motor fuel tax, motor vehicle sales tax and cigarette tax), this 33.6% increase had a sizeable impact on the City's revenues.

The eastern annexation, which was officially completed in May 1992 further increased the City's total population to 42,314. This new total represents an increase of 11.4% over the 1990 census. Presently, Chesterfield is the second largest City in St. Louis County.

## 1995 BUDGET INFORMATION

The 1995 budget, as submitted, includes total projected revenues of \$13,168,400, and total expenditures of \$13,395,700. The difference (\$227,300) is for the City's share of the EDA Grant and will come out of the fund reserve designated for the levee. The budget highlights are described below.

### Sales Tax

The Missouri Legislature passed a new law with regard to the distribution of sales tax revenues in St. Louis County in 1993. This law went into effect January 1, 1994. The new sales tax is ultimately expected to yield approximately \$20 per capita after a three-year phase-in period.

Due to the fact that this legislation is currently tied up in litigation, no revenues related to this new source have been included in the 1995 budget. A conservative approach of not budgeting additional revenues is recommended until the litigation is resolved. The amount held in escrow as of this writing is \$162,566.53.

### Local Use Tax

A "local use tax" which was passed by the Missouri Legislature two sessions ago includes a statewide tax of 1.5% on all sales by out-of-state vendors, including catalog and direct market sales. It became effective on July 1, 1992, and will yield approximately \$13.61 per capita in 1995. Since the litigation over the local use tax has been resolved, the City expects to recognize \$1.1 million in revenue from receipts during 1991 through 1994. Revenues from the source are anticipated to be \$576,000 for 1995.

The new sale and use tax redistribution legislation adopted in 1993 increases the City's share of the local use tax. However, this portion of the use tax is also being litigated. Therefore, the additional local use tax received is being held in escrow and not counted as revenue. That amount presently totals \$554,396.81 as of this writing. If the court decides in our favor it will be necessary for us to amend the budget to reflect this additional revenue.

### Economic Development

The 1995 budget includes a \$90,000 contribution for the on-going support of the Chesterfield Community Development Council (CCDC), which is \$15,000 more than the amount which was included in the 1994 budget, per the City Council's recommendation. In addition, the 1995 budget includes \$42,000 for our contract for services of Leon McKinney (consultant) through the CCDC furthering our efforts on levee repairs and upgrades in Chesterfield Valley. It should be noted that, although the City provides a material subsidy to the CCDC to finance the operations of the organization, it cannot "impose its will" on CCDC.

### Capital Improvements - Impact on the Budget

During 1990 through 1994, the City of Chesterfield made significant strides with regard to improving street maintenance within our community.

In 1994, the City spent approximately \$1,737,772 from the Capital Projects Fund on contractual street improvement projects. These projects were comprised of the replacement of approximately 3.8 miles of streets throughout the City.

The 1995 General Fund budget includes a transfer to the Capital Projects Fund of \$3,513,192. Of this amount, \$1,348,194 is for contractual capital street improvement projects per the recommendations of Havens and Emerson, the City's consultant in the preparation of the comprehensive street improvement plans. With these funds, the City should be able to replace approximately 2.8 miles of streets throughout the City during 1995 or 3.9 miles of streets if the City is able to use these dollars to fund a bond issue for street improvements which the City Council is considering. The potential bond issue is addressed later in this letter.

The 1995 budget also includes a transfer of \$1,500,000 (of which \$882,000 will come from an I.S.T.E.A. grant) to the Capital Projects Fund for the funding of the Wilson Avenue project.

The 1995 budget also includes a transfer of \$200,000 for cracksealing throughout the City, \$160,000 for asphalt overlays throughout the City, \$100,000 (of which a \$33,000 match will come from St. Louis Metropolitan Sewer District) for the Westbury Manor Phase III storm water projects and \$100,000 for other storm water projects.

The 1995 budget also includes a transfer of \$50,000 for sidewalk replacement. With these funds we will be able to complete approximately 15,000 square feet of sidewalks throughout the City.



The 1995 budget also includes a transfer of \$55,000 for highway beautification. With these funds, we will be able to complete additional highway beautification projects which may include tree planting and landscaping along major City roads.

With all of the above-listed fund transfers and grants funds, the City should be able to make significant improvements to its infrastructure with little impact upon the budget. In fact, these major improvements reduce our annual maintenance costs. These capital improvements do not reduce our General Fund reserves.

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

The proposed new positions are:

1. Six (6) additional Police Officers - currently classified at Level 17H with a salary range of \$27,309 to \$36,866 and scheduled to be reclassified at Level 18H with a salary range of \$28,673 to \$38,708 effective 1-1-95. The additional positions will enable the Police Department to increase its number of officers per 1,000 population from 1.4 to 1.5 per 1,000 population. Two (2) officers will be assigned to each shift; this will allow for one car to be assigned north of Highway 40 and one car to be assigned south of Highway 40 when both officers are on duty or will allow for one extra X-car or business patrol car when only one officer can be on duty (due to vacations, etc.) The addition of these officers will enable the department to address some J-Zero time patterns which have developed. J-Zero status is when no duty police cars are available for police response and it is necessary to request assistance from neighboring communities. During a recent 60 day study period, it was found that this status occurred 77.5% of the days, ranging from time periods of 1.5 minutes to as long as 46.5 minutes. One of the additional officers will also help cover for additional vacation hours which are now being earned in the Department due to longevity.

This proposal would increase the Police Officer personnel from forty-four (44) positions to fifty (50) positions effective 1-1-95. The additional Police Officer personnel will be supervised by the Sergeants heading the Patrol Division.

2. One (1) Parks, Recreation and Arts Manager tentatively classified at Level 27 with a salary range of \$44,480 to \$60,050 with an effective date of April 1, 1995. This position will be responsible for developing a comprehensive Parks and Recreation program and for carrying out the acquisition, facility programming, design and construction of park land and facilities approved as a result of the City's successful \$11 million bond issue. This position will also begin to program the proposed facilities, refine operating revenue and expenditure budgets and plan for the upkeep of facilities. This position will work under the direction of the Director of Public Works/City Engineer.



3. Given the City Council's consideration of a Street Bond Issue in 1995, three (3) additional Street Maintenance Workers classified at Level 10H with a salary range of \$19,407 to \$26,199 have been omitted from the current proposed 1995 budget.

If there is no Street Bond Issue, the department has proposed to add two (2) additional Street Maintenance Workers to be added to the Division to assist with the growing backlog of slab replacement and pothole problems. The additional personnel would be added to the concrete slab crews. Two (2) crews currently address concrete slab repair; however, one is a short crew of 4 persons instead of 6.

One (1) additional Street Maintenance Worker would be proposed to be added to the Division to assist with beautification efforts. Thus far during 1994, 720 hours have been devoted to work at Highway 40/340 and will continue through the fall. With the additional locations being considered for Clarkson/Olive medians, Clarkson Parkway interchanges and medians, and Chesterfield Airport interchange, manpower would need to be made available to properly maintain these areas. The additional Street Maintenance Worker would also help cover the additional vacation hours which are now being earned in the Department due to longevity.

This proposal would increase the Street Maintenance Worker personnel from twenty-one (21) to twenty-four (24) positions with an effective date to be determined. Again, these personnel are currently not proposed because assuming a Street Bond Issue in 1995, current personnel in the Street Department will be reassigned from the second concrete slab crew to the needs described above.

4. One (1) part-time Police Records Clerk with starting pay at \$6.50/hour to work up to 1,000 hours per year. This additional employee is proposed to work at the Police Department front desk during the peak hours of 10:00 AM to 2:00 PM, Monday - Friday. The City already has one (1) Part-time Records Clerk which works from 2:00 PM to 6:00 PM, Monday - Friday. This addition will enable the Department to handle the increase in citizen contacts in a prompt and courteous manner consistent with public expectations.

This position would increase the number of part-time Police Records Clerks from four (4) to five (5). This position will be supervised by the Police Captain assigned to Administrative Services.

5. Five (5) Seasonal Street Maintenance Workers with starting pay at \$6.50/hour to work up to 1,000 hours per year. These additional Seasonal Street Maintenance Workers will enable the Department to maximize productivity during the construction season with additional manpower. Two (2) of these additional personnel will be assigned to beautification work. They will assist with mowing and maintenance of the interchange and median areas.

These positions would increase the number of Seasonal Street Maintenance Workers from ten (10) to fifteen (15). The 1993 amended budget allowed for an additional twelve (12) Seasonal Street Maintenance Workers; however, the Public Works Department has indicated that this many slots

could not be properly utilized and assigned (in fact, not all of the slots were filled). These positions will be supervised by the Street Maintenance Supervisors.

6. One (1) Part-time Clerk Typist with starting pay at \$6.50/hour to work either 25 hours per week (Finance/Municipal Court Departments) or 20 hours per week (Personnel Department) as determined by the decision of the current Part-time Clerk Typist shared by all three departments to work for either the Finance/Municipal Court Departments or Personnel Department. The overall impact of this change is an addition of twenty (20) hours per week - fifteen (15) hours in the Finance/Municipal Court Departments and five (5) hours in the Personnel Department. The Administrative Assistant currently shared by the Finance and Personnel Departments will also be reassigned entirely to the Personnel Department (this will have no budget impact except to show the dollars for this position entirely within the Personnel budget rather than split between the two departments). These proposed changes are part of an overall reorganization in order to maximize personnel, improve supervisory ability, and efficiency for all three departments.

This would increase the number of Part-time Clerk Typists in the City from one (1) to two (2) positions. The position will be supervised by either the Finance Director or Personnel Director depending upon where the current Part-time Clerk Typist determines she will work.

7. One (1) Planning Intern with starting pay at \$6.50/hour to work approximately 16 weeks a year (summer season and holidays). The Planning Intern will assist the department with drafting work, preliminary research, graphic production, and field work necessary for preparation of land use maps. This position will increase the efficiency of the Department by assuming less complex tasks.

This would increase the number of interns in the City from one (1) to two (2). The City currently utilizes an Engineering Intern in the Public Works Department. This position will be supervised by the Senior Planner.

### 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 1995, we sought direction from the members of the Finance and Administration Committee. This Committee voted unanimously to recommend that three percent (3.0%) be budgeted for this purpose, or the amount



equal to the June, 1994 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 the total budgeted amount (3.0%) in allocating these performance-based salary adjustments for employees under their supervision.

#### Grants - Federal/State/County

The City of Chesterfield will receive grant funding from several different sources, including an Intermodal Surface Transportation Efficiency Act (I.S.T.E.A.), a Community Development Block Grant, a St. Louis Metropolitan Sewer funding match and a Metropolitan Enforcement Grant (M.E.G.).

The City of Chesterfield will receive \$882,000 in 1995 from I.S.T.E.A. for Wilson Avenue improvements. Included among these street improvements is the widening of the road, replacement of substandard curbs, and the replacement and widening of the one lane bridge. This grant comprises a significant portion of the total cost of the project (\$1,500,000).

The City of Chesterfield will receive a \$681,900 grant in 1995 for EDA for the purchase and installation of pumps in Chesterfield Valley. This grant comprises 75% of the total cost of the project (\$909,200). The City's share or "matching funds" will come from a \$227,300 transfer from the fund balance designated for the levee, which is now included in a separate fund known as the Levee/Drainage Fund.

The City of Chesterfield will also receive Community Development Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development. The 1995-1996 entitlement is estimated at \$78,992. 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.

#### Bonded Indebtedness

As stated earlier, as of January 1, 1994, the total assessed valuation for the City of Chesterfield was \$750,871,327. Under Missouri Law, we are authorized to incur debt totalling no more than ten percent (10%) of our assessed valuation, or \$75,087,133, if approved by the voters of our community. The City of Chesterfield passed an \$11 million parks bond issue in November, 1994 (which is addressed below), but will not issue those bonds until January of 1995.

#### Contingency

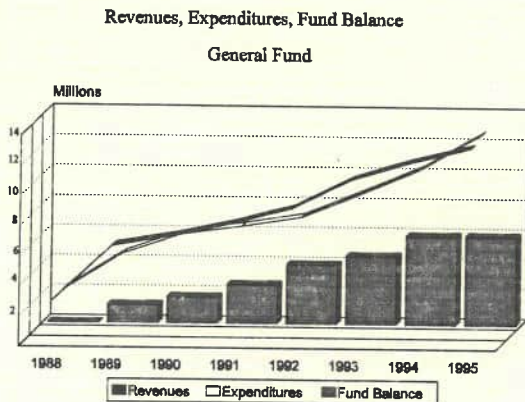
This proposed budget contains an allocation for a Contingency Fund, totalling \$315,050, which is designed to cover either unanticipated shortfalls in revenues or unbudgeted expenditures. Transfers from this account can only be approved by City Council.

During Fiscal Year 1994, this account totalled \$300,000. As of this writing, \$289,885 has been transferred by City Council. These funds have been used to cover unbudgeted expenditures for the cost of:

1/21/94	Audit services	\$ 1,500
2/16/94	Financial advisor	12,500
3/07/94	Hazardous waste	2,500
3/21/94	Bailiff position	4,000
3/21/94	Valley clean up	10,000
4/18/94	Zoning ordinance revisions	92,000
5/16/94	Asphalt overlay	160,000
7/18/94	Legal Fees - Highway 141	500
11/16/94	Legal Fees - Sales Tax Redistribution	2,445
11/16/94	Drug/Alcohol Coordinator	1,440
11/29/94	Economic Development Brochure	3,000

Assuming that these contingency funds (totalling \$10,115) remain unallocated as of December 31, 1994, we are showing them as part of the fund balance, which is discussed below in detail.

#### Fund Balance



As you will recall, our unreserved fund balance, as of December 31, 1993, totalled \$5,509,796. The fund balance is projected to total \$5.9 million by December 31, 1995. City Council established a goal that the fund balance equal a minimum of fifty percent (50%) of the operations general fund expenditures. This proposed budget contains projected operating expenditures of \$8,973,308. Fifty percent (50%) of this total equals \$4.49 million. Therefore, the City has more than reached this goal.

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.

#### Long-Term Capital Needs

The City of Chesterfield has attempted to deal with its long-term needs through bond issues. Highlighted below are the actions of the City with regard to parks, as well as a comprehensive plan



to address the need for major street improvements, a Police Station/City Hall, a Street Department Maintenance Facility, and a Community Center.

The voters of the City of Chesterfield passed an \$11 million general obligation bond issue for a city-wide park system, including the acquisition of land and the construction and equipping of City parks and recreational facilities in November 1994. This debt will not be incurred until January 1995, when the bonds are sold. The City has recently gone through the bond rating process with Moody's and is proud to have received an Aa rating on our first bond issue as a new City.

With the passage of this bond issue, the City should be able to accomplish many of the goals outlined in a comprehensive study conducted by Booker Associates, Inc. The \$11 millions will allow the City to acquire four different parcels of land, constructing a wide variety of facilities, including a 50-meter community swimming pool with bathhouse, baby pool and diving tank, concessions and parking. Another major feature of the parks program will be the development of an athletic complex for baseball, softball, soccer and other field sports, in conjunction with the Chesterfield Community Association Development, in Chesterfield Valley. Support facilities of the athletic complex would be picnic areas, concessions, a playground and parking. Other facilities in the parks system scheduled for development include court games, picnic shelters, tables and grills, nature trails and walking trails, landscaping, parking and other infrastructure improvements. The plan also sets aside open space for the preservation of green areas and buffer zones throughout the proposed system.

The impact on the City's operating budget during Fiscal Year 1995 will be minimal, as these services and facilities will be added over the next several years and fees will be established to cover most of the cost.

An amendment to the budget will be submitted to the City Council to add a Parks Construction Fund and Debt Service Fund as soon as the interest rate and cost of land acquisition and the construction of the facilities are determined.

The City has also been planning to address its needs for major street improvements, a Street Department Maintenance Facility, a Police Station/City Hall, and a Community Center. City Council voted to place a 1/4 cent sales tax and a 1/2 cent capital improvement sales tax on the February 7, 1995 ballot to address these needs.

It should be noted that the \$1,348,192 budgeted for capital improvement projects is not enough to cover the current estimated cost of \$1.8 million for those projects scheduled for 1995. Assuming a very positive outcome on the ballot in February, the City will be able to greatly accelerate the timing of street reconstruction. Without a comprehensive plan to address our street improvement needs over the next 3-5 years, we will fall farther behind and spend significantly larger sums of money to correct these problems over the next 12-15 years. I commend the Mayor and City Council for their willingness to address these needs now. This program would actually allow the City to complete \$3.5 million in street improvements during fiscal year 1995 alone!

Assuming these issues pass in February and that current litigation involving both the 1/4 cent and 1/2 cent capital improvements sales tax is upheld by the courts, the City will issue approximately

\$34 million in bonds under a master lease agreement to fund all of these major capital improvements, as well as funding additional services for our residents, such as paying for street lights citywide and snow-plowing private streets.

The impact of this bond issue should be well within our means as demonstrated by the comprehensive study conducted by the City's financial advisor, A.G. Edwards. Should the bond issue pass, the budget for Fiscal Year 1995 will have to be amended to reflect these changes also.

The mission statement and 1995 strategic goals and actions adopted by the Mayor and City Council in December 1994 are included in this budget document in the Introduction. The goals established by each of the departments which have been modelled after the mission statement and the City's strategic plan and approved by the Mayor and City Council are included in each individual department's budget. The overall strategic plan adopted by the Mayor and City Council in 1993 is included in the Appendix.

## **OTHER INFORMATION**

### **Awards**

The Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Distinguished Budget Presentation Award to the City of Chesterfield for its 1994 Annual Operating Budget. The Distinguished Budget Presentation Award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by the elected officials and administrative staff of the City of Chesterfield.

In order to receive this award, the City had to submit its budget document for review by a panel of independent budget experts. Using extensive criteria, the reviewers evaluate the effectiveness of the City's budget as a policy document, an operations guide, a financial plan and a communications device. Award-winning documents must be rated "proficient" in all four categories.

The award is valid for one year only. The City of Chesterfield plans to prepare its 1995 budget in conformance with program requirements and to submit it to GFOA to determine its eligibility for another award.

### **Acknowledgements**

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 increase 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.

We can and should take pride in the fact that we are in excellent financial shape and, as a result, are able 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,

A handwritten signature in black ink, appearing to read "Michael G. Herring". The signature is fluid and cursive, with a large, stylized initial "M".

Michael G. Herring  
City Administrator

**CITY OF CHESTEFIELD**  
**Principal Officials**

Mayor

Jack Leonard

City Council

Colleen Hilbert  
Barry Flachsbart  
Ed Levinson  
Bill Devers  
Daniel Hurt  
Alan J. Politte  
Linda Tilley  
Mike Cullen

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

Jerry Duepner

Director of Public Works/  
City Engineer

Michael O. Geisel

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## MISSION STATEMENT

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The City of Chesterfield is committed to excellence:

- By creating the City of choice in the St. Louis Region within which to live, work, play and visit;
- By forging a partnership with residents, businesses, civic organizations and governments;
- By developing and expanding comprehensive services;
- By providing and encouraging cultural and recreational facilities and activities;
- By enhancing property values;
- By ensuring a secure environment.

The City of Chesterfield is a strong, vibrant community that encourages interaction among residents, businesses and civic organizations which is accomplished through innovative approaches to community and neighborhood planning.



## **1995 STRATEGIC GOALS AND ACTIONS**

(Adopted by City Council 12/94)

### Strategic Goal #1:

Develop and evaluate standards of excellence for current and new programs in order to: (a) improve overall performance of all departments; (b) improve communication with residents/businesses/developers. (By September 1, 1995)

#### Actions:

1. Finalize analysis re: productivity measurements.
2. Complete survey of residents and evaluate results,
3. Develop quality standards for entire operation.
4. Develop measurement tools for evaluating quality standards.
5. Develop quality standards for responding to citizen complaints and overall citizen interaction.

### Strategic Goal #2:

Develop and implement a process for an annual review of the Strategic Plan and establish goals for the coming year; link budget preparation with strategic goals for the coming year. (On-going)

#### Actions:

1. First strategic planning meeting to be held in July, prior to budgeting process. This is a review meeting and idea development for the next year's goals. Budget objective to be discussed; consensus achieved and communicated to staff.
2. Budget review and approval held in November.
3. Final strategic planning to be held in January to finalize goals and actions for that year, after budget adopted.
4. Strategic plan status report to be provided by staff every other month.

### Strategic Goal #3:

Coordinate process to transfer responsibility for all stormwater problems, concerns, and maintenance to MSD. (By year end 1996)

Actions:

1. Staff to explore possibility of establishing Chesterfield as a stormwater special benefit district.
2. Mayor and Administrator to work with other cities west of Highway 270 to persuade MSD to take responsibilities for storm sewers. Offer support for new/alternative funding mechanisms.
3. Continue to submit plans for new construction to MSD and continue joint approval process.

Strategic Goal #4:

Establish a Parks and Recreation system.

Actions:

1. Include budget for land acquisition and facilities construction as addendum to Fiscal Year 1995 budget by April 1, 1995.
2. Hire a Parks and Recreation Director by April 30, 1995.
3. Establish recreation programs by June 1, 1995.
4. Begin process to acquire four sites by July 1, 1995.
5. Establish development plan with consultant by July 1, 1995.
6. Pursue additional sites by donations and begin actual construction by August 1, 1995.

Strategic Goal #5:

Conclude and evaluation analysis to determine a rationale for the execution and timing of new services to be provided. (On-going)

Actions:

1. After meeting on December 8, 1994 with financial advisor to resolve the 1/4 and 1/2 cent sales tax, decision will need to be made concerning services and facilities to be offered to the citizens.

The following priorities were determined at the 1995 planning and review session:

•#1 priorities were to pursue development of combined police/administration/recreational center complex, as well as repair streets and build new street maintenance facility.

•#2 priority was to offer the following services (listed in priority order): assume payment for existing street lights and begin a program for adding lights, as needed; snowplowing for private streets (priorities to be established re: which "private streets" to be included); investigate cost of paying private collection firm for leaf collection.

#### Strategic Goal #6:

Develop five-year capital equipment and capital improvement plan. (By July 1995)

#### Action:

1. Staff to update annually and recommend changes/additions. Current year needs to be included in budget requests by each department.
2. Submit proposals to appropriate Council Committees for review/approval.

#### Strategic Goal #7:

Improve the efficiency and management of Council meetings and Council Committee meetings.

#### Action:

1. Review all meetings and begin reducing the number of meetings. Meet when necessary.
2. Consider back-to-back meetings (that is, committees meet on same nights).
3. Utilize formal rules of order to facilitate meetings. (President of Council to act as sergeant of arms to support process and reduce agendas)
4. Keep staff work and solutions off the agenda; should include Council work only. Further empower staff, if necessary, to support process and reduce agenda.
5. Stick with the agenda and identify decisions to be made at the meeting on the agenda.
6. Council liaisons to citizen committees no longer require to attend meetings; should attend if requested.

#### Strategic Goal #8:

Develop a human resources/staff development plan to increase the knowledge and skills of staff to meet the needs of the City of Chesterfield and their job responsibilities. (September 1995)

#### Actions:

1. Department heads and executive staff to identify core competencies of each job.
2. Department heads and executive staff to identify the needs of each division and establish human resources development plan.
3. Department heads and executive staff to identify where the staff developmental needs are by division and recommend ways to improve or develop people to meet the needs.
4. From #3, develop a budget and identify other resources needed to accomplish #1-#3 and include professional associations and continuing education and training for management and staff.
5. Develop career development plans for staff and include: training and development resources/development and purchase of in-house programs when possible.



Strategic Goal #9:

Complete major planning efforts currently underway within time-frames shown below.  
(December 31, 1995)

Actions:

1. Complete process to revise zoning/subdivision ordinances (within 12-15 months).
2. Complete decision re: location of police/administrative/recreation center and Public Works facility and determine how to fund the design and construction (within six months).
3. Conclude effort to prepare Master Development Plan for Valley (within next 12 months).
4. Finalize design of public works maintenance facility (within six months).

Strategic Goal #10:

Conduct feasibility study that includes reviewing the boundaries of the historical district along Chesterfield Airport Road (Wildhorse Creek Road to railroad tracks). (December 31, 1995)

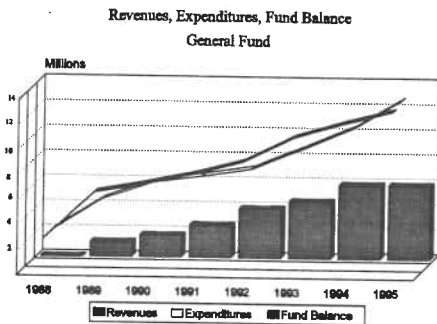
Actions:

1. Involve consultant re: zoning and subdivision ordinances.
2. Seek input from Historical Commission.
3. Forward to Planning and Zoning Committee for input and review.

## MAJOR BUDGET POLICIES

### Fund Reserve Level

The City established a goal in 1993 to maintain a reserve level of a minimum of 50% of general fund operating expenditures. The budget adheres to this policy with an unbudgeted fund balance as of December 31, 1995, of \$5.9 million. 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% of General Fund operating expenditures in contingency. The 1995 budget adheres to this policy with a contingency budget of approximately 3.5% of anticipated operating expenditures, or \$315,050. 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 1995 budget includes a 3.0% increase (based on the June 1994 Consumer Price Index), as recommended by the Finance and Administration Committee of Council.

### Capital Asset Expenditure

Expenditures of \$1,000 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

As of December 31, 1994, the City has no outstanding bonds. The voters approved an \$11,000,000 general obligation bond issue in November 1994 which will be sold January 10, 1995.

Bonded indebtedness is limited by Sections 95.115 and 95.120 of the Missouri Revised Statutes (1986) to 10% of the assessed value of taxable tangible property. Based on the City's 1994 assessed valuation of \$750,871,327, the City's legal debt margin is \$75,087,133. After the issuance of the parks bonds, the City will have \$64,087,132 remaining debt capacity. The City reviews

each potential issue of debt either in house or through an independent financial advisor on a case-by-case basis.

The maintenance of a high fund balance in the General Fund provides the necessary cash to avoid the need for short-term borrowing.

### **Capital Improvement Projects**

The City appropriates funds from the General Fund for the planning, acquisition, and construction of major capital facilities. This includes reconstructing streets and storm sewers. These projects are not normally considered on-going or regular maintenance.

### **Cash and Investment Policy**

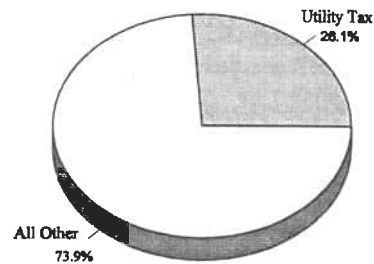
State statutes authorize Missouri local governments to invest in obligations of the United States Treasury and United States agencies, obligations of the State of Missouri, or the City itself, time deposit certificates and repurchase agreements. It is the policy of the City of Chesterfield to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.

## 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.

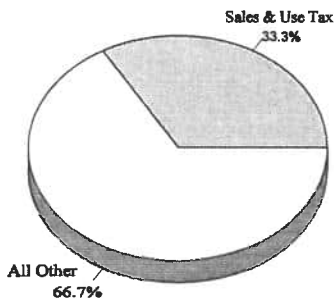
Revenue receipts from the utility gross receipts tax are currently estimated based on the City's experience, as well as information supplied by the utility companies. It should be noted that the estimates for utility taxes are dependent on weather conditions. Revenues for Fiscal Year 1995 from the utility gross receipts tax are estimated at \$3,437,000.



The historical revenue trend for utility tax is shown below:

	1991	1992	1993	1994	1995
Utility Tax	2,712,063	2,822,781	3,187,143	3,336,000	3,437,000
		4.1%	12.9%	4.7%	3.0%

### Sales and Use 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.

It should also be noted that a new sales tax distribution formula was enacted by the State Legislature in 1993. This new legislation requires point-of-sale cities to share revenues with "pool" cities. However, due to the fact that this legislation is currently tied up in litigation, no additional revenues have ben recognized or budgeted for in Fiscal Year 1995.

Sales tax is collected by the State of Missouri, distributed to St. Louis County who administers the new sales tax distribution formula, 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. Revenues for Fiscal Year 1995 from sales tax are estimated at \$3,812,000, based on estimates of a per capita distribution of about \$90.09.

A 1.5% use tax on out-of-state business was authorized by the Missouri Legislature effective July 1, 1992. Due to the fact that these funds were being litigated, no revenue was budgeted or recognized previously. The litigation was resolved in 1994 and a balance of \$1.1 million which has been in escrow is recognized in 1994.

Revenues for Fiscal Year 1995 local use tax are estimated at \$576,000.

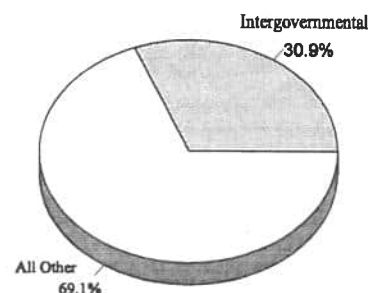
The historical revenue trend for sales and use tax is shown below:

	1991	1992	1993	1994	1995
Sales & Use Tax	2,623,970	3,090,961	3,377,964	4,803,000	4,388,000
		17.8%	9.3%	42.2%	-8.6%

### Intergovernmental Taxes

Intergovernmental taxes include the motor fuel tax, motor vehicle sales tax, cigarette tax, the County road & bridge tax, an I.S.T.E.A. grant, a police academy grant, an E.D.A. grant and a Metropolitan Sewer District 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 \$.15 per gallon. Motor fuel tax 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 1995 from the motor fuel and motor vehicle sales tax are estimated at \$1,020,000 and \$426,000, 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 1995 from cigarette tax are estimated at \$190,000.

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, 1994 was \$750,871,327. Billings for the tax year 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 (mandated State reassessment takes place in even-numbered years), 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	\$ 705,217,404	5.1%
January 1, 1992	\$ 782,785,825	11.0%
January 1, 1993	\$ 784,754,085	0.3%
January 1, 1994	\$ 750,871,327	(4.3%)

\*Figures for 1988 were not available.

The revenue estimate for Fiscal Year 1994 is \$788,000, based on a projected growth in assessed valuation of 3%, less a 1% collection fee and 2% allowance for uncollectible taxes.

The I.S.T.E.A. (Intermodal Surface Transportation Efficiency Act) grant is funded through the Federal government. This grant will fund 80% of the cost of major improvements to Wilson Road. Receipts for Fiscal Year 1995 are estimated at \$882,000.

The City also provides the St. Louis Police Academy with a Police Officer who teaches at their facility. The Fiscal Year 1995 budget includes \$46,000 for reimbursements for the officer's salary and fringe benefits.



The E.D.A. (Economic Development Administration) grant is funded through the Federal government. This grant will fund 75% of the cost of pumps in Chesterfield Valley. Receipts for Fiscal Year 1995 are estimated at \$681,900.

The Metropolitan Sewer District (MSD) shares in one-third (1/3) of the cost for storm water projects. The 1994 budget includes \$33,000 in reimbursements from MSD.

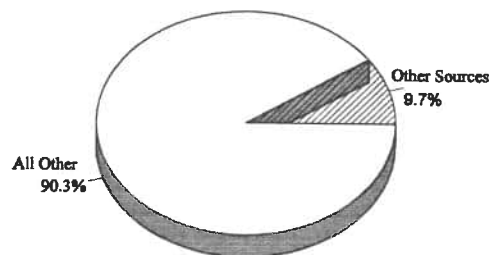
The historical revenue trend for intergovernmental revenues is shown below:

	1991	1992	1993	1994	1995
Intergovernmental	1,712,868	2,122,090	3,212,468	2,801,860	4,066,900
		23.9%	51.4%	-12.8%	45.2%

### Other Sources

#### Licenses and Permits.

The City of Chesterfield collects revenues from the licensing of businesses, liquor sales, vending machines, cable television franchises, trash haulers licenses, alarm company licenses, 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 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 1995 are \$270,000.

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 1995 are \$34,000 and \$23,000, respectively.

Cable television franchise fees represent 5% of the gross sales of each cable television company annually. They are remitted to the City within sixty (60) days following the end of

each quarter. The revenue estimate for Fiscal Year 1995 from cable television franchise fees is \$231,000.

Trash haulers license fee ranges vary depending on the number of vehicles or dumpsters they have in the City. Trash hauling licenses are estimated at \$7,000 for Fiscal Year 1995.

Alarm company license fees are \$50 for each company engaged in the business of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving or installing alarm systems. Alarm licenses are estimated at \$3,000 for Fiscal Year 1995 based on approximately 50 businesses engaged in such activities.

Other licenses and permits are those items which do not fall into any other category. In total, other licenses and permits make up only \$10,000 of the City's revenues for Fiscal Year 1995.

#### Charges for Services

Charges for services include engineering inspection fees, subdivision processing fees, zoning application fees, police report fees, false alarm fees, police holdover 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 1995 are estimated at \$138,500.

#### 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. Court receipts make up 2.9% of the City's revenue, or \$387,000 in Fiscal Year 1995.

#### Other Revenues

Other revenues include interest on investments, insurance reimbursements, contributions and fund-raising, police property forfeitures and miscellaneous sources not included elsewhere.

Interest earnings make up approximately 1.2% 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 1995 are estimated at \$155,000.

Miscellaneous other sources are a very small part of the City's budget, at about two-tenths of a percentage point of the City's revenues, estimated at \$2,500 for Fiscal Year 1995. This category is used only for items which do not properly belong in any other category.

The historical trend for other sources of revenue is as shown below:

	1991	1992	1993	1994	1995
Other Sources	978,721	1,118,216	1,241,851	1,261,000	1,276,500
		14.3%	11.1%	1.5%	1.2%

### Deferred Revenues

#### Local Use Tax

The City of Chesterfield receives an additional share of the "local use tax" from other cities in St. Louis County under a new sales and use tax redistribution formula passed by the Missouri Legislature in 1994. This new law is currently under litigation. Because of this litigation, this additional local use tax is held in escrow and categorized as "deferred revenue." Due to this fact, it is not included as a budgeted source of revenue in the Fiscal Year 1995 budget. As of the publication of this document, the local use tax held in escrow amounted to \$554,396.81.

#### Sales Tax

The City of Chesterfield also receives an additional share of the county-wide sales tax from other cities in St. Louis County under the new sales and use tax redistribution formula passed by the Missouri Legislature in 1994. Also because of the litigation, this sales tax is held in escrow and categorized as "deferred revenues." Due to this fact, it is not included as a budgeted source of revenue in the Fiscal Year 1995 budget. As of the publication of this document, the sales tax held in escrow amounted to \$162,566.53.

## **BUDGET PROCESS**

The annual budget process is designed to meet the requirements of the ordinances of the City of Chesterfield and the statutes of the State of Missouri.

During the beginning of July of each year, the Finance Director prepares a budget calendar, a copy of which is included in this document. This calendar outlines the process through budget adoption and implementation.

The budget documents and instruction are distributed by the Finance Director to all of the departments. Each of the departments prepare their individual budgets while the Finance Director prepares revenue estimates for the upcoming year.

The Department Heads submit budget requests to the Finance Director who reviews them and requests additional information, if necessary. The City Administrator and Finance Director meet with each Department Head to review the budget requests. Based on these meetings, the City Administrator submits a proposed budget to the Mayor and City Council.

The individual committees of the City Council hold budget meetings to review specific departmental budgets. The Mayor and City Council hold a budget work session as a "Committee of the Whole" to review the entire proposed budget. In addition, the City Council holds a public hearing to formally present the budget. 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. A copy of the budget document is available for public inspection in the Finance Department for at least 10 days prior to the passage of the budget by City Council.

Following the work session and a public hearing, the City Council adopts the budget by resolution, which goes into effect on the first day of January.

After the budget is adopted, it can be amended as shown below:

The annual budget may be revised by voice motion by a majority vote of the City Council. No revision of the budget is allowed to increase the budget in the event that funds are not available.

Department Heads may make transfers within their department budget up to \$2,500 with prior approval of the Finance Director.

Department Heads may make transfers within their department from \$2,500 up to \$5,000 with prior approval of the Finance Director and the City Administrator.

Transfers within department budgets over \$5,000 may be made only with prior approval of a majority of the City Council by voice motion.

Budget transfers between departments must be approved by a majority of the members of the City Council by voice motion.

Budget transfers from contingency accounts must be approved prior thereto by a majority of the members of the City Council by voice motion.

## FISCAL YEAR 1995 BUDGET CALENDAR

- |                                       |   |  |
|---------------------------------------|---|--|
| July 1, 1994 to<br>July 14, 1994      | - | Finance Department prepares budget forms and instructions.   |
| July 15, 1994                         | - | Finance Director distributes budget documents and instructions to departments.   |
| July 15, 1994 to<br>August 15, 1994   | - | Department Heads/Supervisors conduct internal department meetings to analyze and prepare budget requests.<br><br>Finance Director prepares estimates of personnel costs, fixed charges and nondepartmental items. Finance Director prepares revenue estimates. |
| July 29, 1994                         | - | All departments submit personnel worksheet form to <u>both</u> Personnel Director and Finance Director.  |
| July 29, 1994 to<br>August 4, 1994    | - | Personnel Director reviews requests for new positions with Department Heads/Executive Staff.   |
| August 5, 1994                        | - | Personnel Director returns signed personnel worksheet forms to Finance Director and Department Heads/Executive Staff.  |
| August 5, 1994 to<br>August 10, 1994  | - | Finance Department prepares estimates of 1994 actual and 1995 August 12, 1994 estimated payroll costs and submits same to Department Heads/Executive Staff.  |
| August 12, 1994                       | - | All departments submit 1994 estimated expenditures to Finance Director.  |
| August 15, 1994                       | - | Departmental requests for 1995 are returned to the Finance Director.   |
| August 16, 1994 to<br>August 19, 1994 | - | Finance Director does preliminary review of budgets.   |
| August 19, 1994                       | - | Finance Director requests additional information from departments, as needed.  |
| October 14, 1994                      | - | Department Heads/Executive Staff return responses for request for additional information into Finance Director.  |

- |   |   |   |
|---|---|---|
| October 14, 1994 to<br>October 21, 1994   | - | Finance Director prepares consolidation of budget requests and finalizes revenue estimates.   |
| October 21, 1994 to<br>October 26, 1994   | - | City Administrator and Finance Director meet with Department Heads/Executive Staff to discuss departmental requests.  |
| October 26, 1994 to<br>October 27, 1994   | - | Finance Director prepares supplemental information for budget document in conjunction with application for Government Finance Officer's Associations Distinguished Budget Presentation Award. |
| October 27, 1994 to<br>October 28, 1994   | - | City Administrator and Finance Director meet to review revenue estimates and budget document prior to submission to City Council.   |
|   |   | City Administrator completes budget message.  |
| October 31, 1994                          | - | Entire proposed budget document is submitted to City Council.   |
| November 1, 1994 to<br>November 18, 1994  | - | Council Committees hold individual work sessions on respective budgets.   |
| November 18, 1994 to<br>November 21, 1994 | - | Finance Director incorporates Council Committee recommendations into budget.  |
| November 21, 1994                         | - | City Administrator submits entire budget document, as amended by Council Committees, to entire City Council for final review.   |
|   |   | Finance Director publishes notice of public hearing.  |
| November 21, 1994 to<br>November 28, 1994 | - | City Council review final budget as a "Committee of the Whole."   |
| November 29, 1994 to<br>November 30, 1994 | - | Finance Director makes final amendments to budget based on City Council's recommendations.  |
| December 1, 1994                          | - | Entire amended budget document is submitted to City Council.  |
| December 5, 1994                          | - | Public Hearing on budget held prior to regularly scheduled City Council meeting.  |

- December 19, 1994 - Budget adopted at regular City Council meeting by resolution.
- December 20, 1994 to December 27, 1994 - Final budget document is sent to printers and returned for binding.
- December 28, 1994 to December 30, 1994 - Official budget document is distributed.
- January 1, 1995 - Adopted budget is recorded on the books and goes into effect.



## **BASIS OF ACCOUNTING**

The City of Chesterfield's accounts are organized on the basis of fund and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liability, fund equity, revenues and expenditures or expenses.

In Governmental Funds (General Fund, Special Revenue, Debt Service and Capital Projects Funds), the modified accrual basis of accounting is used. Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the liabilities are incurred. Currently, the City of Chesterfield has a General Fund and two Capital Projects Funds (the Capital Projects Fund which is used to account for general capital improvement projects in the City and the Levee/Drainage Fund which is used to account for special projects related to storm water control in Chesterfield Valley ). The budgets for these funds is prepared on a modified accrual basis.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed in the governmental fund types. Since appropriations lapse at year end, outstanding encumbrances are reappropriated in the subsequent fiscal year's budget to provide for the liquidation of the prior commitments.

In Proprietary Funds (Enterprise Funds and Internal Service Funds), the accrual basis of accounting is used. Revenues are recognized in the accounting period in which they are earned. Expenses are recognized in the accounting period in which they are incurred. The City of Chesterfield does not currently have any Proprietary Funds.

## 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, 1994.

In order 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 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.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

# *Distinguished Budget Presentation Award*

**PRESENTED TO  
City of Chesterfield,  
Missouri**

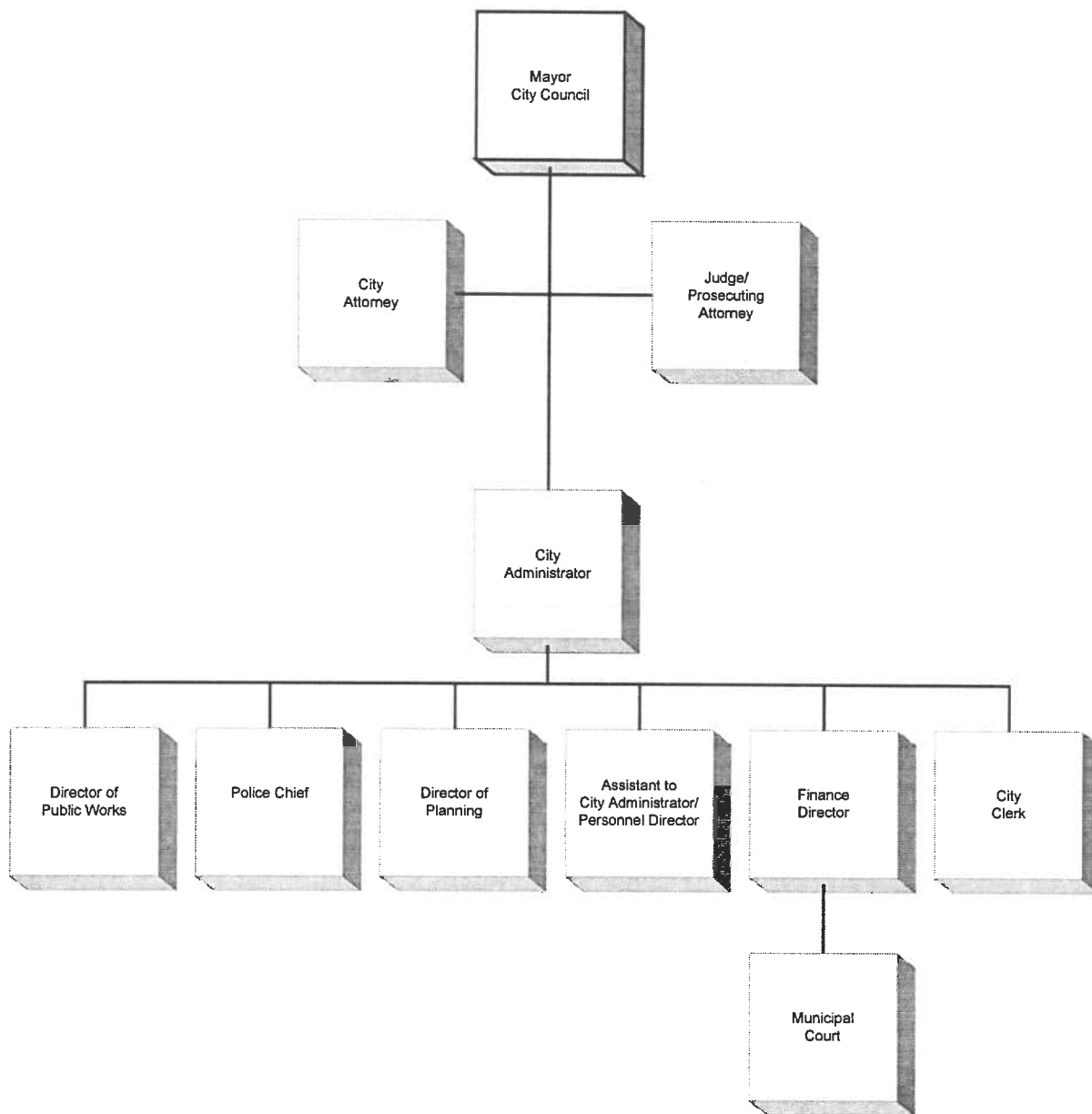
**For the Fiscal Year Beginning  
January 1, 1994**

President

Executive Director

# CITY OF CHESTERFIELD

## Organizational Chart 1995

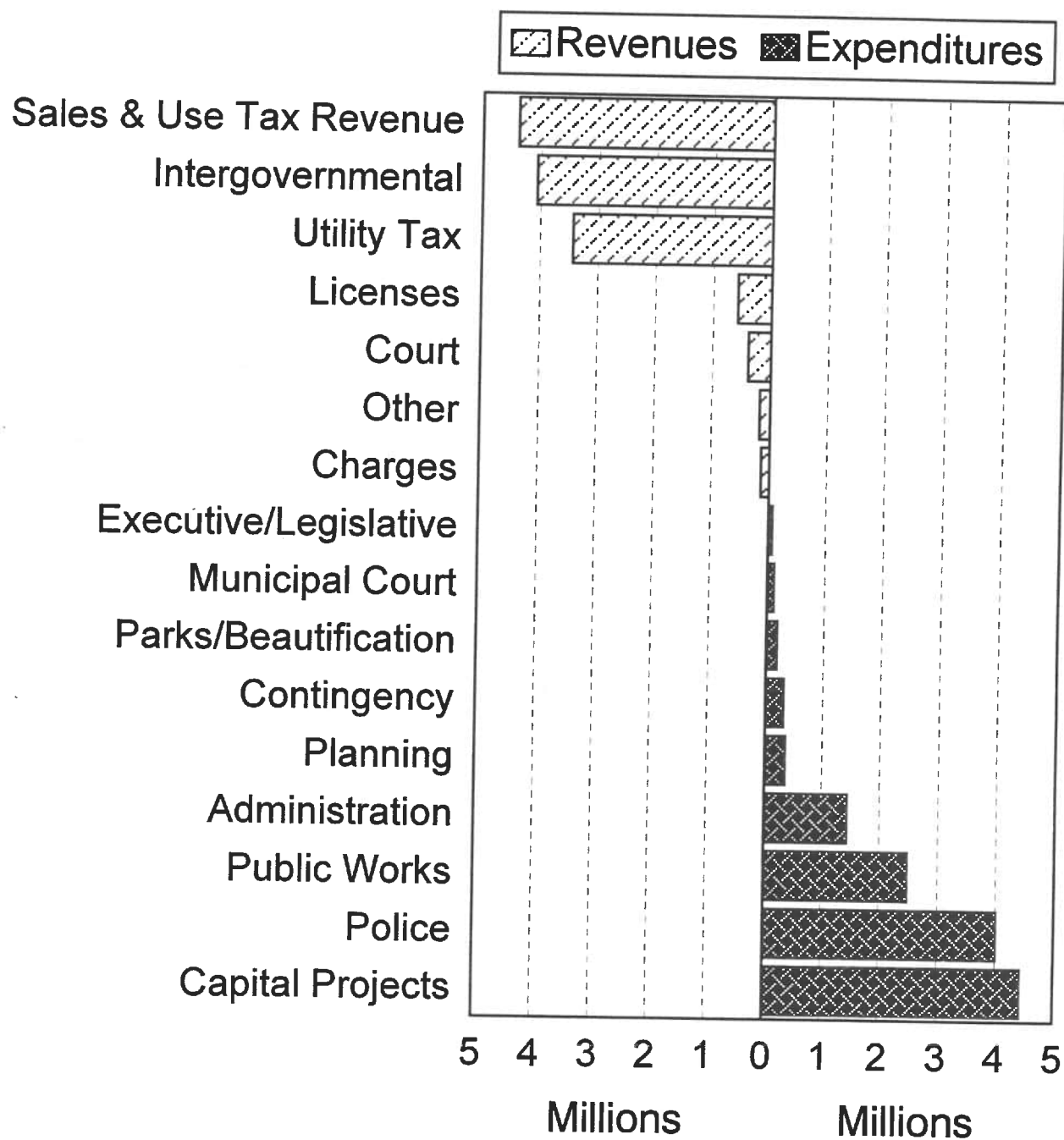


**CITY OF CHESTERFIELD**  
**COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES**  
**ALL FUNDS**  
**FISCAL YEAR 1995**

	<b>GENERAL FUND</b>	<b>CAPITAL PROJECTS FUND</b>	<b>LEVEE/ DRAINAGE FUND</b>	<b>TOTAL</b>
<b>REVENUES:</b>				
Utility Taxes	3,437,000			3,437,000
Sales & Use Tax	4,388,000			4,388,000
Intergovernmental Revenues	4,066,900			4,066,900
Licenses & Permits	578,000			578,000
Charges for Services	138,500			138,500
Court Receipts	387,000			387,000
Other Revenues	173,000			173,000
<b>TOTAL REVENUES</b>	<b>13,168,400</b>	<b>0</b>	<b>0</b>	<b>13,168,400</b>
<b>EXPENDITURES:</b>				
Executive/Legislative	72,615			72,615
Administration	1,436,366			1,436,366
Police	4,005,468			4,005,468
Municipal Court	118,665			118,665
Planning & Zoning	352,245			352,245
Public Works	2,484,260	3,513,192	909,200	6,906,652
Parks & Community Beautification	187,517			187,517
Contingency	316,172			316,172
<b>TOTAL EXPENDITURES</b>	<b>8,973,308</b>	<b>3,513,192</b>	<b>909,200</b>	<b>13,395,700</b>
Transfers in (out)	(4,195,092)	3,513,192	681,900	0
<b>Change in Fund Balance</b>	<b>0</b>	<b>0</b>	<b>(227,300)</b>	<b>(227,300)</b>
<b>Fund Balance, 1/1/95</b>	<b>5,905,462</b>	<b>0</b>	<b>723,000</b>	<b>6,628,462</b>
<b>Fund Balance, 12/31/95</b>	<b>5,905,462</b>	<b>0</b>	<b>495,700</b>	<b>6,401,162</b>

# CITY OF CHESTERFIELD

## Budgeted Revenues and Expenditures All Funds



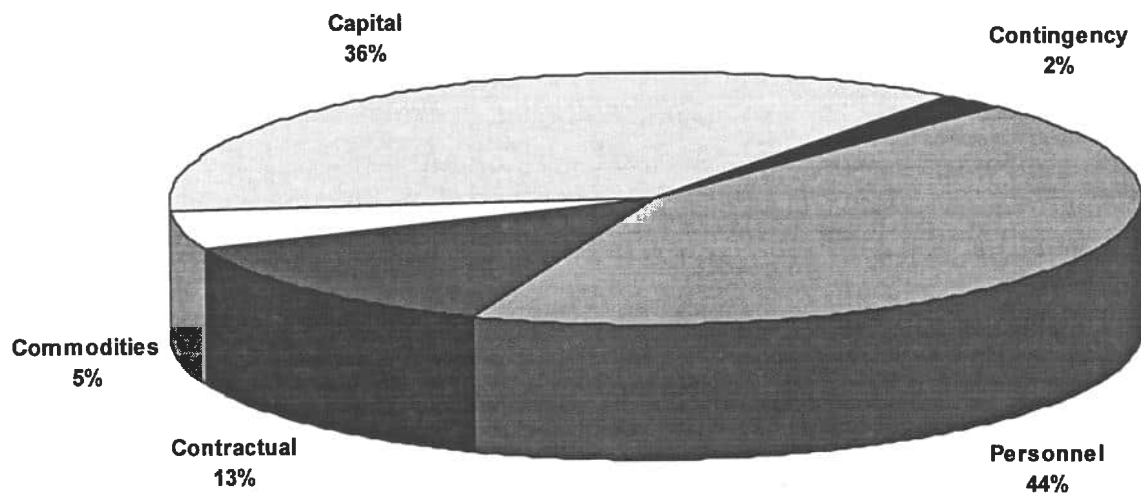
**CITY OF CHESTERFIELD**  
**COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
**ALL FUNDS - 1993 TO 1995**  
**FISCAL YEAR 1995**

	1993 ACTUAL	1994 PROJECTED	1995 BUDGET
<b>REVENUES:</b>			
Utility Gross Receipts Taxes	3,187,143	3,336,000	3,437,000
Sales Tax	3,377,964	4,803,000	4,388,000
Intergovernmental Revenues	3,212,468	2,801,860	4,066,900
Licenses & Permits	544,796	560,000	578,000
Charges for Services	95,338	125,000	138,500
Parks & Recreation Contributions	1,474	0	0
Court Receipts	287,591	376,000	387,000
Other Revenues	312,651	200,000	173,000
<b>TOTAL REVENUE</b>	<b>11,019,425</b>	<b>12,201,860</b>	<b>13,168,400</b>
<b>EXPENDITURES:</b>			
Executive & Legislative	71,863	65,125	72,615
Administration	1,356,726	1,593,992	1,436,366
Police	3,368,427	3,534,417	4,005,468
Municipal Court	97,390	114,285	118,665
Planning & Zoning	289,688	364,785	352,245
Public Works	4,179,348	5,385,840	6,906,652
Parks & Community Beautification	48,336	24,750	187,517
Contingency	0	0	316,172
<b>TOTAL EXPENDITURES</b>	<b>9,411,778</b>	<b>11,083,194</b>	<b>13,395,700</b>
<b>Change in Fund Balance</b>	<b>1,607,647</b>	<b>1,118,666</b>	<b>(227,300)</b>
<b>Fund Balance January 1</b>	<b>3,902,149</b>	<b>5,509,796</b>	<b>6,628,462</b>
<b>Fund Balance December 31</b>	<b>5,509,796</b>	<b>6,628,462</b>	<b>6,401,162</b>

**Budgeted Expenditures By Type - All Funds**

Department/Division	Personnel	Contractual	Commodities	Capital	Contingencies	Totals
<b>Legislative</b>						
Mayor & Council	64,890	5,525	700	1,500	0	72,615
<b>Administration</b>						
City Clerk	62,343	33,070	0	0	0	95,413
Legal Services	0	75,650	0	0	0	75,650
City Administrator	109,897	4,750	400	0	0	115,047
Finance	134,237	34,920	1,000	12,000	0	182,157
Personnel	106,590	47,205	300	0	0	154,095
Central Services	60,249	681,705	40,385	31,665	0	814,004
	473,316	877,300	42,085	43,665	0	1,436,366
<b>Police</b>						
Administration	283,199	22,915	7,300	0	0	313,414
Patrol	2,571,188	33,820	113,300	170,922	0	2,889,230
Support Services	180,390	338,055	6,000	0	0	524,445
Investigations	263,791	7,110	8,600	0	0	279,501
	3,298,568	401,900	135,200	170,922	0	4,006,590
<b>Municipal Court</b>						
Municipal Court	43,070	73,845	250	1,500	0	118,665
<b>Planning</b>						
Planning & Zoning	328,375	16,885	6,985	0	0	352,245
<b>Public Works</b>						
Administration/Eng.	460,022	58,848	14,830	30,900	0	564,600
Street/Sewer Maint.	964,976	181,190	429,132	121,065	0	1,696,363
Vehicle Maintenance	156,952	18,500	32,195	14,150	0	221,797
Street Lighting	0	1,500	0	0	0	1,500
Capital Improvements	0	0	0	3,513,192	0	3,513,192
Levee & Drainage	0	0	0	909,200	0	909,200
	1,581,950	260,038	476,157	4,588,507	0	6,906,652
<b>Parks/Beautification</b>						
Parks/Beautification	68,687	69,330	0	49,500	0	187,517
<b>Contingency</b>						
Contingency	0	0	0	0	315,050	315,050
<b>Total Expenditures</b>	<u>5,858,856</u>	<u>1,704,823</u>	<u>661,377</u>	<u>4,855,594</u>	<u>315,050</u>	<u>13,395,700</u>

<b>Budgeted Expenditures By Type</b>			
<b>All Funds</b>	<b>1993 Actual</b>	<b>1994 Projected</b>	<b>1995 Budget</b>
Personnel	5,369,470	5,004,548	5,858,856
Contractual	2,757,763	2,750,641	1,704,823
Commodities	665,460	678,438	661,377
Capital	4,453,313	2,926,265	4,855,594
Contingency	17,000	0	315,050
	<u>13,263,006</u>	<u>11,359,892</u>	<u>13,395,700</u>





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**CITY OF CHESTERFIELD**  
**STATEMENT OF BUDGETED REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
**GENERAL FUND**  
**FISCAL YEAR 1995**

	<u>1993 ACTUAL</u>	<u>1994 PROJECTED</u>	<u>1995 BUDGET</u>
FUND BALANCE, JANUARY 1	3,902,149	4,509,796	5,905,462
REVENUES:			
Utility Gross Receipts Taxes	3,187,143	3,336,000	3,437,000
Sales & Use Tax	3,377,964	4,803,000	4,388,000
Intergovernmental Revenues	3,212,468	2,801,860	4,066,900
Licenses & Permits	544,796	560,000	578,000
Charges for Services	95,338	125,000	138,500
Parks & Recreation Contributions	1,474	0	0
Court Receipts	287,591	376,000	387,000
Other Revenues	312,651	200,000	173,000
<b>TOTAL REVENUES</b>	<b>11,019,425</b>	<b>12,201,860</b>	<b>13,168,400</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>14,921,574</b>	<b>16,711,656</b>	<b>19,073,862</b>
EXPENDITURES:			
Executive & Legislative	71,863	65,125	72,615
Administration	1,356,726	1,576,992	1,436,366
Police	3,368,427	3,534,417	4,005,468
Municipal Court	97,390	114,285	118,665
Planning & Zoning	289,688	364,785	352,245
Public Works	2,788,068	2,667,662	2,484,260
Parks & Community Beautification	48,336	24,750	187,517
Contingency	0	0	316,172
<b>TOTAL EXPENDITURES</b>	<b>8,020,498</b>	<b>8,348,016</b>	<b>8,973,308</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>(2,391,280)</b>	<b>(2,458,178)</b>	<b>(4,195,092)</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>4,509,796</b>	<b>5,905,462</b>	<b>5,905,462</b>

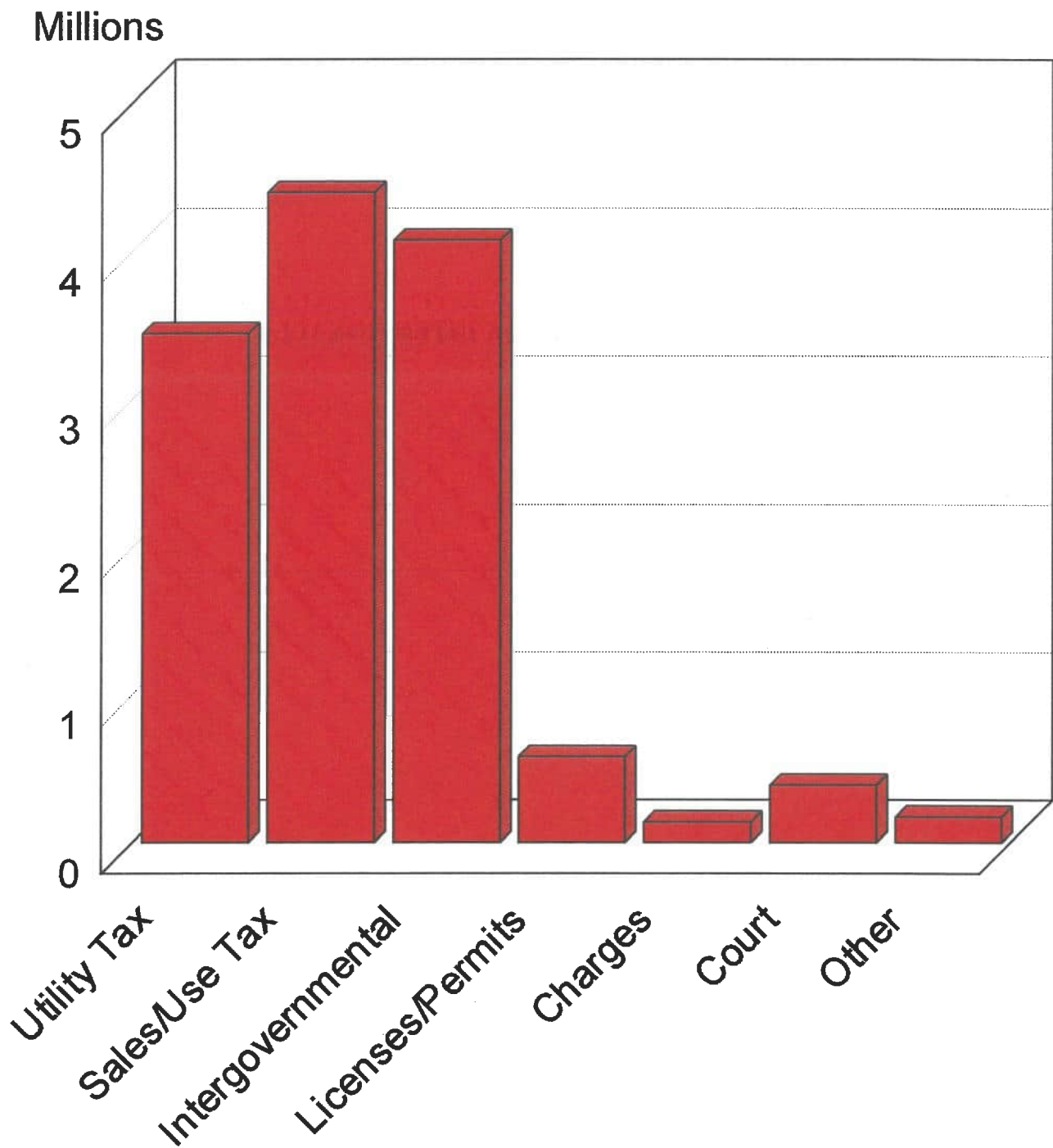
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# CITY OF CHESTERFIELD

## GENERAL FUND

### REVENUES BY SOURCE

FISCAL YEAR 1995



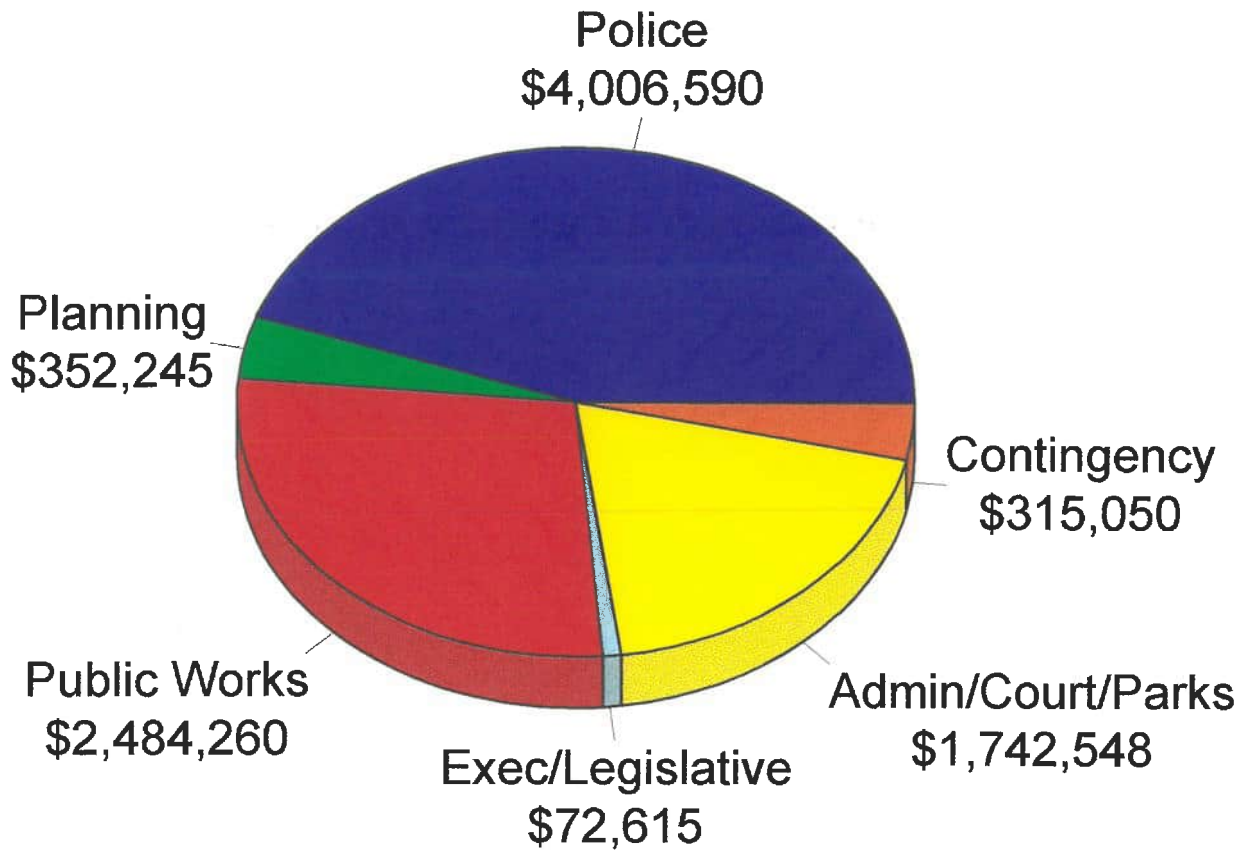
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<b>Revenue Budget - General Fund</b>	<b>1993 ACTUAL TOTAL</b>	<b>1994 PROJECTED TOTAL</b>	<b>1995 PROPOSED BUDGET</b>
Utility Taxes:			
410.100 Utility Taxes - Electric	1,889,605	1,890,000	1,947,000
410.200 Utility Taxes - Gas	537,982	578,000	595,000
410.300 Utility Taxes - Telephone	594,766	676,000	697,000
410.400 Utility Taxes - Water	164,791	192,000	198,000
Total Utility Taxes	3,187,144	3,336,000	3,437,000
Sales Tax:			
420.000 Sales Tax	3,377,964	3,701,000	3,812,000
421.000 Local Use Tax	0	1,102,000	576,000
Total Sales Tax	3,377,964	4,803,000	4,388,000
Intergovernmental Taxes:			
430.000 Motor Fuel Tax	826,395	965,000	1,020,000
431.000 Motor Vehicle Sales Tax	375,450	406,000	426,000
432.000 Cigarette Tax	189,967	187,000	190,000
433.000 County Road & Bridge Tax	797,475	765,000	788,000
434.100 FEMA Reimbursements	935,287	69,000	0
434.200 I.S.T.E.A. Grant	0	94,000	882,000
434.500 Police Academy Grant	21,370	42,500	46,000
434.600 Hazardous Waste Grant	4,637	50	0
434.700 County-Bonhomme Creek Grant	46,845	154,310	0
434.800 State CDBG Levee Grant	0	117,000	0
434.900 EDA Grant	0	0	681,900
436.000 Police Traffic Services Grant	15,041	2,000	0
439.000 MSD Refunds	0	0	33,000
Total Intergovernmental Taxes	3,212,467	2,801,860	4,066,900
Licenses and Permits:			
440.000 Business Licenses	270,312	261,000	270,000
441.000 Liquor Licenses	29,277	33,000	34,000
442.000 Vending Licenses	14,643	22,000	23,000
443.000 Cable Franchise Fees	212,939	224,000	231,000
445.000 Trash Haulers Licenses	7,345	7,000	7,000
446.000 Alarm Company Licenses	3,100	3,000	3,000
449.000 Miscellaneous Other Licenses	7,180	10,000	10,000
Total Licenses and Permits	544,796	560,000	578,000

<b>Revenue Budget - General Fund</b>	<b>1993 ACTUAL TOTAL</b>	<b>1994 PROJECTED TOTAL</b>	<b>1995 PROPOSED BUDGET</b>
Charges for Services:			
451.000 Engineering Inspection Fees	34,951	60,000	70,000
452.000 Subdivision Processing Fees	11,495	10,000	10,000
453.000 Zoning Applications	13,399	16,000	16,000
454.000 Police Reports	14,358	14,000	15,000
455.000 False Alarm Fees	16,925	20,000	22,000
457.000 Prisoner Holdover Charges	1,050	0	500
459.000 Miscellaneous Other Charges	3,160	5,000	5,000
Total Charges for Services	95,338	125,000	138,500
Parks and Recreation:			
465.000 Parks Contributions	1,474	0	0
Total Parks and Recreation	1,474	0	0
Court Receipts:			
480.000 Court Fines & Fees	280,173	365,500	376,500
481.000 Court Fees - Training	6,950	10,000	10,000
482.000 CVC Fees	468	500	500
Total Court Receipts	287,591	376,000	387,000
Other Revenues:			
490.100 Interest on Investments	134,562	150,000	155,000
491.000 Historical Committee	4,297	4,500	0
492.000 Insurance Reimbursements	171,304	35,000	15,000
494.000 Sale of Fixed Assets	250	500	0
495.000 Miscellaneous	2,038	10,000	2,500
496.000 Police Property Forfeitures	200	0	500
Total Other Revenues	312,651	200,000	173,000
<b>Totals</b>	<b>11,019,425</b>	<b>12,201,860</b>	<b>13,168,400</b>

**CITY OF CHESTERFIELD**  
**GENERAL FUND**  
**EXPENDITURES BY DEPARTMENT**  
**FISCAL YEAR 1995**



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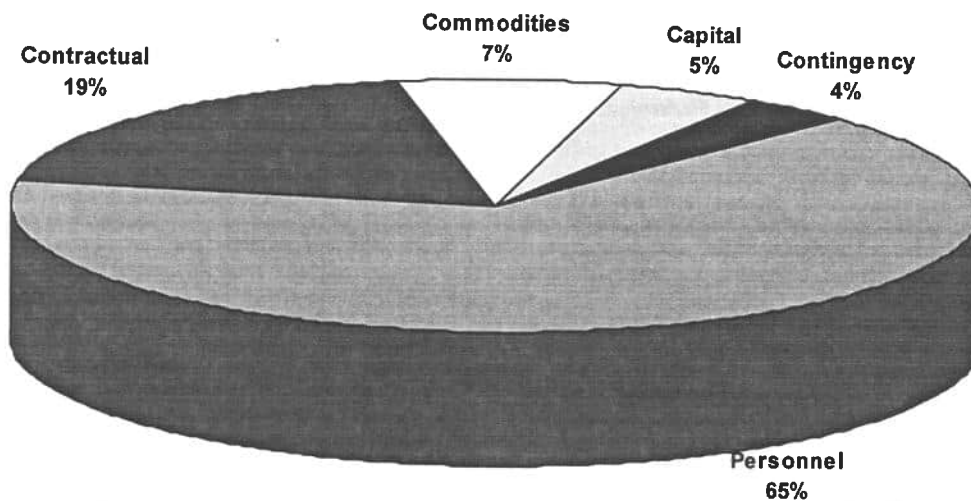
<b>Summary of Expenditures - General Fund</b>	<b>1993 ACTUAL TOTAL</b>	<b>1994 PROJECTED TOTAL</b>	<b>1995 PROPOSED BUDGET</b>
<b>Legislative</b>			
011 Mayor & Council	71,863	65,125	72,615
<b>Administration</b>			
031 City Clerk	80,999	84,556	95,413
032 Legal Services	69,819	77,600	75,650
033 City Administrator	113,722	115,832	115,047
034 Finance	161,802	179,969	182,157
035 Personnel	115,576	128,112	154,095
036 Central Services	814,810	1,007,621	814,004
	1,356,728	1,593,690	1,436,366
<b>Police</b>			
041 Administration	292,120	306,758	313,414
042 Patrol	2,358,329	2,364,439	2,889,230
043 Support Services	447,738	606,437	524,445
044 Investigations	270,235	256,782	279,501
	3,368,422	3,534,416	4,006,590
<b>Municipal Court</b>			
051 Municipal Court	97,387	114,285	118,665
<b>Planning</b>			
061 Planning & Zoning	289,687	364,785	352,245
<b>Public Works</b>			
071 Administration/Eng.	481,994	1,036,508	564,600
072 Street/Sewer Maint.	2,081,693	1,682,529	1,696,363
073 Vehicle Maintenance	221,980	207,726	221,797
075 Street Lighting	2,398	900	1,500
	2,788,065	2,927,663	2,484,260
<b>Parks/Beautification</b>			
081 Parks/Beautification	48,335	24,750	187,517
<b>Contingency</b>			
091 Contingency	0	0	315,050
<b>Totals</b>	<b>8,020,487</b>	<b>8,624,714</b>	<b>8,973,308</b>



**Budgeted Expenditures By Type - General Fund**

Department/Division	Personnel	Contractual	Commodities	Capital	Contingencies	Totals
<b>Legislative</b>						
Mayor & Council	64,890	5,525	700	1,500	0	72,615
<b>Administration</b>						
City Clerk	62,343	33,070	0	0	0	95,413
Legal Services	0	75,650	0	0	0	75,650
City Administrator	109,897	4,750	400	0	0	115,047
Finance	134,237	34,920	1,000	12,000	0	182,157
Personnel	106,590	47,205	300	0	0	154,095
Central Services	60,249	681,705	40,385	31,665	0	814,004
	473,316	877,300	42,085	43,665	0	1,436,366
<b>Police</b>						
Administration	283,199	22,915	7,300	0	0	313,414
Patrol	2,571,188	33,820	113,300	170,922	0	2,889,230
Support Services	180,390	338,055	6,000	0	0	524,445
Investigations	263,791	7,110	8,600	0	0	279,501
	3,298,568	401,900	135,200	170,922	0	4,006,590
<b>Municipal Court</b>						
Municipal Court	43,070	73,845	250	1,500	0	118,665
<b>Planning</b>						
Planning & Zoning	328,375	16,885	6,985	0	0	352,245
<b>Public Works</b>						
Administration/Eng.	460,022	58,848	14,830	30,900	0	564,600
Street/Sewer Maint.	964,976	181,190	429,132	121,065	0	1,696,363
Vehicle Maintenance	156,952	18,500	32,195	14,150	0	221,797
Street Lighting	0	1,500	0	0	0	1,500
	1,581,950	260,038	476,157	166,115	0	2,484,260
<b>Parks/Beautification</b>						
Parks/Beautification	68,687	69,330	0	49,500	0	187,517
<b>Contingency</b>						
Contingency	0	0	0	0	315,050	315,050
<b>Total Expenditures</b>	<u>5,858,856</u>	<u>1,704,823</u>	<u>661,377</u>	<u>433,202</u>	<u>315,050</u>	<u>8,973,308</u>

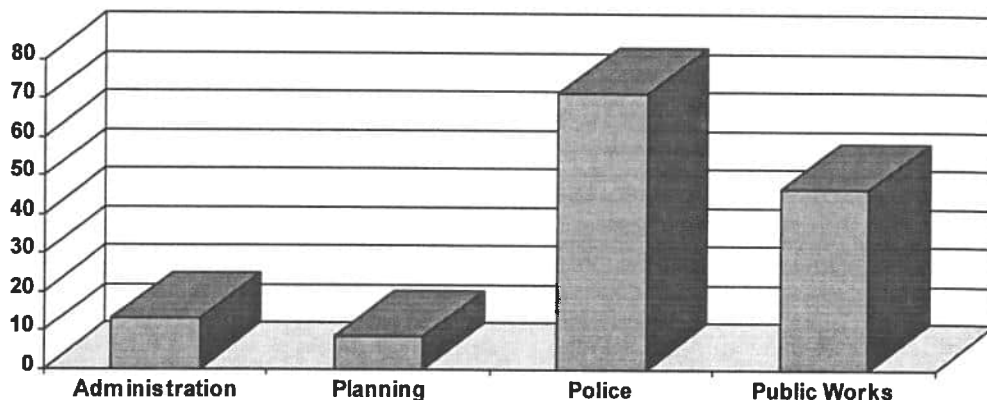
<b>Budgeted Expenditures By Type</b>			
<b>General Fund</b>	<b>1993 Actual</b>	<b>1994 Projected</b>	<b>1995 Budget</b>
Personnel	5,369,470	5,004,548	5,858,856
Contractual	2,480,763	2,473,641	1,704,823
Commodities	665,460	678,438	661,377
Capital	499,404	468,087	433,202
Contingency	17,000	0	315,050
	<u>9,032,097</u>	<u>8,624,714</u>	<u>8,973,308</u>



<b>Personnel Schedule Summary</b>		<b>1993</b>	<b>1994</b>	<b>1995</b>
<b>Department/Activity</b>	<b>Position Title</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Proposed</b>
<b>Administration</b>				
City Clerk	City Clerk	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00
City Administrator	City Administrator	1.00	1.00	1.00
Finance	Finance Director	1.00	1.00	1.00
	Administrative Assistant	0.50	0.50	0.00
	Accounting Clerk	2.00	2.00	2.00
	Clerk/Typist	0.13	0.13	0.25
Personnel	Asst. City Administrator/Personnel Director	1.00	1.00	1.00
	Administrative Assistant	0.50	0.50	1.00
	Clerk Typist	0.38	0.38	0.00
Central Services	Data Systems Administrator	0.00	1.00	1.00
	Receptionist	1.00	1.00	1.00
<b>Police</b>				
Administration	Police Chief	1.00	1.00	1.00
	Lieutenant	1.00	1.00	1.00
	Police Officer	2.00	2.00	2.00
	Executive Secretary	1.00	1.00	1.00
Patrol	Captain	1.00	1.00	1.00
	Lieutenant	3.00	3.00	3.00
	Sergeant	6.00	7.00	7.00
	Police Officer	38.00	38.00	44.00
Support Services	Captain	1.00	1.00	1.00
	Records Clerks	3.00	3.00	3.00
	Records Clerks (5 part-time)	1.33	1.33	1.66
Investigations	Lieutenant	1.00	1.00	1.00
	Detectives	4.00	4.00	4.00
	Evidence Property Clerk	1.00	1.00	1.00
<b>Municipal Court</b>				
Municipal Court	Court Clerk	1.00	1.00	1.00
	Clerk/Typist	0.25	0.25	0.38
<b>Planning</b>				
Planning & Zoning	Director of Planning	1.00	1.00	1.00
	Senior Planner	1.00	1.00	1.00
	Planner II	1.00	1.00	1.00
	Planner I	1.00	1.00	1.00
	Planning Technician	1.00	1.00	1.00
	Zoning Inspector	1.00	1.00	1.00

CAPT  
 LT  
 SGT  
 OFF  
 DET

<b>Personnel Schedule Summary</b>		<b>1993</b>	<b>1994</b>	<b>1995</b>
<b>Department/Activity</b>	<b>Position Title</b>	<b>Authorized</b>	<b>Authorized</b>	<b>Proposed</b>
Planning & Zoning	Executive Secretary	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00
	Planning Intern	0.00	0.00	0.31
<b>Public Works</b>				
Administration/Eng.	Director/Public Works/City Engineer	1.00	1.00	1.00
	Assistant City Engineer	1.00	1.00	1.00
	Civil Engineer	1.00	1.00	1.00
	Engineering Plan Reviewer	1.00	1.00	1.00
	Engineering Construction Inspector	2.00	3.00	3.00
	Engineering Technician	2.00	2.00	2.00
	Executive Secretary	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00
	Engineering Intern	0.29	0.29	0.29
Street/Sewer Maint.	Street Superintendent	1.00	1.00	1.00
	Street Supervisor	4.00	4.00	4.00
	Street Maintenance Workers	19.00	21.00	21.00
	Secretary	0.00	1.00	1.00
	Temporary Workers (13)	2.88	6.35	4.65
Vehicle Maintenance	Mechanic Supervisor	1.00	1.00	1.00
	Mechanics	2.00	3.00	3.00
<b>Parks/Beautification</b>				
Parks/Beautification	Parks & Recreation Director	0.00	0.00	1.00
	Maintenance Workers (2 part-time)	0.00	0.00	0.31
<b>Total Personnel</b>		<b>123.26</b>	<b>133.73</b>	<b>139.85</b>

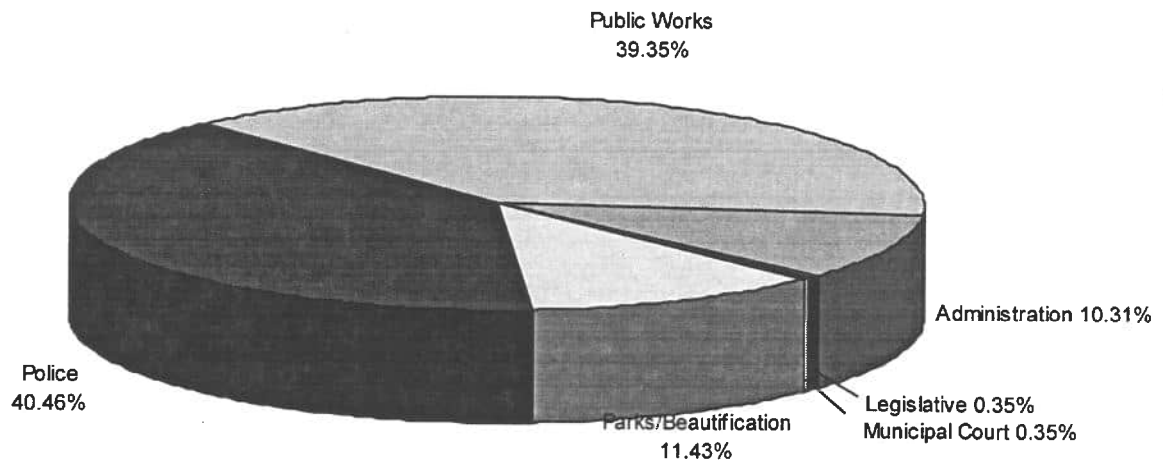


**Detail of Capital Assets to be Purchased**

Department/Activity	Description	Amount	Activity Total
<b>Legislative</b>			
Mayor & Council	Computer Work Station (1)	1,500	1,500
<b>Administration</b>			
Finance	Finance Management Software (1)	12,000	12,000
Central Services	Color Deskjet printer - Deskjet 1200C (1)	3,000	
	Fax Servers - City Hall & Police (2)	3,000	
	Postage Machine and Electronic Scale (1)	5,400	
	Folding Machine (1)	2,500	
	Notebook Computer (1)	3,000	
	Furniture for City Hall (1)	14,765	
			31,665
<b>Police</b>			
Patrol	Desk with overhead bin and pin board (1)	2,000	
	Patrol Vehicles (2)	29,800	
	Four wheel drive vehicle (1)	19,515	
	Computer Terminal (1)	1,500	
	Replacement Patrol Vehicles (9)	118,107	
			170,922
<b>Municipal Court</b>			
Municipal Court	Computer Work Station (1)	1,500	1,500
<b>Public Works</b>			
Administration/Eng.	Autocadd, Second Seat (1)	2,600	
	Director's Vehicle (1)	14,900	
	Inkjet Plotter (1)	10,000	
	Microstation Second Seat (1)	3,400	
			30,900
Street/Sewer Maint.	One ton 4X4 Dump Truck with plow and sprea	56,000	
	18 Horsepower Concrete Saw (1)	4,340	
	Extendable brush hog for John Deer 2355 (1)	4,425	
	Plate Compactor (1)	2,000	
	Sign Maker (1)	8,500	
	One Ton Truck 4X4 Dump Body (1)	26,000	
	Walk Behind Breaker (1)	18,000	
	5000 watt generator (1)	1,800	

**Detail of Capital Assets to be Purchased**

Department/Activity	Description	Amount	Activity Total
			121,065
Vehicle Maintenance	Transmission Jack (1)	1,800	
	A/C Recovery Station--(134A) (1)	4,000	
	Dual Wheel Dolly (1)	1,200	
	Specialty equipment tool box (1)	1,200	
	Hydraulic Press (1)	3,100	
	Hydraulic Axle Jack (1)	1,250	
	OTC Monitor (1)	1,600	
			14,150
<b>Parks/Beautification</b>			
Parks/Beautification	52" Commercial Walk Behind Mower (1)	3,500	
	One ton truck 4x4 Dump Body with Plow (1)	26,000	
	City Limits Signs (1)	20,000	
			49,500
<b>Total Capital</b>			<b>433,202</b>



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Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011

### ***Division Summary***

Activity	Remarks
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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 at large for 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.

Fund	Department	Division			Account Number	
General	Legislative	Mayor & Council			010.011	
<i>Division Request</i>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Personnel Services		67,973	64,882	39,886	62,100	64,890
Contractual Services		3,536	3,873	2,461	2,825	5,525
Commodities		354	300	39	200	700
Capital Outlay		0	0	0	0	1,500
TOTAL		71,863	69,055	42,385	65,125	72,615

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.114	Salaries - Elected Officials		63,000	60,000	37,000	57,500	60,000
510.120	Social Security		4,819	4,680	2,792	4,399	4,680
510.122	Worker's Compensation		154	202	94	201	210
	<b>Totals</b>		<u>67,973</u>	<u>64,882</u>	<u>39,886</u>	<u>62,100</u>	<u>64,890</u>

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.248	Maintenance & Repair - Vehicles		0	0	0	0	500
520.249	Memberships & Subscriptions		200	225	200	225	225
520.251	Miscellaneous Contractual		0	0	0	0	900
520.261	Professional Services		412	350	1,266	1,200	400
520.277	Training & Continuing Education		2,924	3,298	995	1,400	3,500
	<b>Totals</b>		<u>3,536</u>	<u>3,873</u>	<u>2,461</u>	<u>2,825</u>	<u>5,525</u>

Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011
<b>Memberships and Subscriptions</b>			
Organization	Member	Amount	
Mayors of Large Cities	Mayor		225
	<b>Total</b>		<u>225</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Legislative	Mayor & Council	010.011
<b><i>Training and Continuing Education</i></b>			
<b>Seminar</b>	<b>Location</b>	<b>Amount</b>	
Missouri Municipal League (MML)	Kansas City, MO	1,500	
Miscellaneous Expense	Metro Area	1,000	
MML-Newly Elected Officials	Columbia, MO	500	
MML-Legislative Conference	Jefferson City, MO	500	
	<b>Total</b>	<b>3,500</b>	

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		354	300	39	200	300
530.318	Gasoline & Oil		0	0	0	0	400
	<b>Totals</b>		<u>354</u>	<u>300</u>	<u>39</u>	<u>200</u>	<u>700</u>



Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		0	0	0	0	1,500
	<b>Totals</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>

<b>Fund</b> General	<b>Department</b> Legislative	<b>Division</b> Mayor & Council	<b>Account Number</b> 010.011								
<b>Capital Outlay Request</b>											
<b>Account Number</b> 001-010-011-540.410											
<b>Description</b> Computer Work Station	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,500	<b>Total Cost</b> 1,500								
<b>Explain reason for request (describe use and workload)</b> To provide a computer for the Mayor		<b>No# of similar units on hand</b> 27	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition								
<b>Specify Items to be Replaced</b>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;"><u>Item</u></td> <td style="width: 25%; border-bottom: 1px solid black;"><u>Make</u></td> <td style="width: 25%; border-bottom: 1px solid black;"><u>Age</u></td> <td style="width: 25%; border-bottom: 1px solid black;"><u>Recommended Disposition</u></td> </tr> <tr> <td style="height: 150px;"></td> <td></td> <td></td> <td></td> </tr> </table>				<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>				
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>								
<b>What source was used for unit cost?</b> Computer Committee											
<b>Other remarks</b>											

Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011
Line Item Details		1995	Details
Account Number	Account Title	Request	
520.248	Maintenance & Repair - Vehicles	500	Car Maintenance
520.249	Memberships & Subscriptions	225	See attached detail
520.251	Miscellaneous Contractual	900	Car Phone
520.261	Professional Services	400	Photographic services
520.277	Training & Continuing Education	3,500	See attached detail
530.313	Departmental Supplies	300	Picture frames, miscellaneous supplies
530.318	Gasoline & Oil	400	Gasoline
540.410	Computer Equipment	1,500	See attached detail

## 1994 ACCOMPLISHMENTS ADMINISTRATION

- ▶ Established Tax Increment Financing District in Chesterfield Valley.
- ▶ Approved comprehensive plan of finance of major street improvements, Police Station/City Hall, Public Works Maintenance Facility, and possible addition of services and Community Center through 1/2 and 1/4 cent sales tax (if approved by voters in February 1995).
- ▶ Worked with financial advisor on implementation of financing for park sites and successfully passed bond issue in November 1994.
- ▶ Secured Aa bond rating from Moody's for parks bond issue.
- ▶ Coordinated April, August, and November 1994 election activities.
- ▶ Published three (3) Chesterfield Citizen newsletters.
- ▶ Received an unqualified audit opinion for 1994 audit of 1993 financial statements.
- ▶ Received Certificate of Achievement for 1993 Comprehensive Annual Financial Report.
- ▶ Received Distinguished Budget Presentation Award for City's 1994 budget.
- ▶ Provided valuable information to citizens through the Automated Call Directory and updated information hotline on a weekly basis.
- ▶ Sponsored other civic events through contributions to Parkway Central P.T.O. for their Project Graduation, the Chesterfield Rotary Club of for Safety Town, the Optimist Club of Chesterfield for D.A.R.E. Culminations, the Kammergild Chamber Orchestra for concerts, and Parkway West Parents Organization for their Project Graduation.
- ▶ Coordinated Trustee mailing in January and July 1994.
- ▶ Secured \$76,927 in CDBG funds for the 1994-95 funding year used for the Home Improvement Program and Removal of Architectural Barriers program.
- ▶ Conducted a survey of citizen satisfaction with the Chesterfield Citizen newsletter.
- ▶ Conducted a citizen survey regarding satisfaction with city services and customer needs through the UMSL Public Policy Research Centers.

- ▶ Administered \$535,000 grant from the State of Missouri CDBG program for levee repairs, recertification of the levee and easement/property acquisitions.
- ▶ Disseminated to Chesterfield citizens the City's Mission Statement noting the City's commitment to excellence.
- ▶ Secured EDA Planning Grant in the amount of \$56,000 to cover costs associated with the wetland delineation and a portion of the storm water modeling in the Chesterfield Valley.
- ▶ Secured EDA Pump Grant in the amount of \$909,200 with a 75/25 cost share for the Chesterfield Valley.
- ▶ Secured grant from Prevention Partnership in the amount of \$7,491.88 to hire a part time coordinator of Alcohol and Drug Abuse Prevention and to organize several alcohol and drug prevention programs.
- ▶ Filled 37 job vacancies on a timely basis due to addition of new positions, seasonal needs, transfers, promotions or separations.
- ▶ Awarded three Outstanding Employee Awards for 1994 and recognized 13 employees for using no sick leave for a one-year period, 47 employees for five years of service, and 58 employees with Safe Worker Award, and 64 employees with Safe Driver Awards.
- ▶ Recognized the Public Works Department for 120 days of "No Lost Time" between January and May of 1994 and the Police Department for 120 days of "No Lost Time" between March and July of 1994.
- ▶ Recognized seven employees for Safety Suggestions.
- ▶ Sent three employees through the Supervisory Certificate Training Program at the University of Missouri-St. Louis.
- ▶ Sent five employees to "How To Supervise People Training" seminar and six employees to an "Exceptional Assistant Training" seminar.
- ▶ Aggressively bid out numerous supplies and services during 1994 and aggressively used State and governmental cooperative purchasing contracts.
- ▶ Coordinated quarterly updates through Municipal Code Corporation.
- ▶ Issued 1,249 business licenses, 75 liquor licenses, 35 solicitor licenses, 840 vending licenses, 36 taxi cab licenses, and 45 cab driver's licenses.

## **1995 GOALS ADMINISTRATION**

- ▶ **Goal:** Maintain an adequate financial capacity to respond to unanticipated opportunities and problems.  
**Strategy:** Maintain a fund reserve level of at least 50% of General Fund operating expenditures.
  
- ▶ **Goal:** Increase effectiveness and efficiency of Finance Department licensing operations,  
**Strategies:** Initiate licensing process (business, vending, trash hauling) earlier in 1995 by sending out applications by May 15, 1995.  
Perform field checks for 50 randomly-selected businesses in August 1995.
  
- ▶ **Goal:** Enhance potential for bond rating.  
**Strategies:** Submit 1995 Annual Budget to the Government Finance Officers Association of the United States and Canada (GFOA) by January 31, 1995 for Distinguished Budget Presentation Award.  
Obtain unqualified audit opinion by maintaining current level of accuracy and preparing schedules required by city's auditors.  
Submit 1994 Comprehensive Annual Financial Report to the GFOA by June 30, 1995 for Certificate of Achievement for Excellence in Financial Reporting.
  
- ▶ **Goal:** Improve timeliness of financial reporting.  
**Strategy:** Send out request for proposals for new financial management software package by June 30, 1995.  
Publish monthly financial report memos by fifteenth of each month for preceding month after implementation of new financial management software.
  
- ▶ **Goal:** Strengthen city's financial planning.  
**Strategy:** Prepare a city-wide five-year capital equipment replacement plan by June 30, 1995.  
Update five-year financial plan developed for city's financial advisor by June 30, 1995.  
Send out productivity measurements survey by July 15, 1995 and tabulate results by September 15, 1995 for submission to the Finance and Administration Citizens Advisory Committee in September 1995.
  
- ▶ **Goal:** Improve resident understanding of City operations.  
**Strategy:** Create and distribute "New Resident" booklet by March 31, 1995 for new

residents, utilizing list provided by Union Electric, which indicates individuals who move into the City each month.

- ▶ Goal: Improve access to State statutes for residents and City personnel.  
Strategy: Train departmental employees by March 31, 1995 regarding usage of CD-ROM version of Missouri State Statutes in order to locate accurate information quickly when requested by internal and external customers.
- ▶ Goal: Create savings on City's postal costs and improve efficiency of City's handling of postal requirements.  
Strategy: City to purchase electronic automatic mail machine and electronic scale by December 31, 1995 which should provide 15-20% annual postage savings by accurately weighing all mail items and reducing employee time involved with mail handling.
- ▶ Goal: Increase office productivity involved with mass mailings.  
Strategy: Purchase high-speed automatic folding machine which will free up receptionist and other employees for higher priorities and eliminate need for services of outside vendors.
- ▶ Goal: Review City of Chesterfield Code of Ordinances for compliance with Missouri State Statutes.  
Strategy: Employ Municipal Code Corporation for compliance review.
- ▶ Goal: Development ability to quickly and accurately access ordinances and resolutions in response to request by residents, employees, and other municipalities.  
Strategy: City to purchase Municipal Code disk and necessary search software. City Clerk to direct and facilitate training for select employees on system usage.
- ▶ Goal: Improve and streamline process to provide timely recruitments and thorough candidate evaluations for all open job positions to eliminate work force shortages that impact productivity and ability to more efficiently deliver services.  
Strategy: Work with departments so that recommendations for hire are received at least 90% of the time for an opening within 6 weeks or less for most positions (other than supervisory) and 12 weeks or less for Police positions, if there is no current eligibility list.
- ▶ Goal: Further expand efforts to attract a highly qualified and diverse work force by improving the City's receipt of applications from protected groups by at least 5%.  
Strategies: Produce a pamphlet for the public describing employment opportunities with the City of Chesterfield, emphasizing commitment to diversity representation in the work force.



Review job advertisement sources and select additional sources to advertise job openings in various media which will attract the attention of more diverse applicants.

- ▶ Goal: Encourage and promote the retention of highly qualified personnel by managing the City's investment in people for competitive advantage that will favorably compare to personnel in the public and private work force.  
Strategies: Develop a Training Academy which will have core courses benefiting supervisory and line and/or all personnel utilizing some training programs already implemented by the City but also addressing additional training needs packaged in a more comprehensive way. Supervisory courses will emphasize such topics as orientation to supervision, how to conduct interviews, team-building skills, time-management skills, conflict resolution, and presentation skills. Courses for line and/or all personnel will emphasize such topics as how to deal with the public, how to enhance telephone skills, CPR, First Aid, prevention of sexual harassment in the workplace, and world of difference diversity training.  
Enhance the City's Safety Recognition Program to maximize the City's dollars as an investment in the operations of the City and ensure a safe working environment, further improving the City's safety record, reducing costs to the City for lost time, medical payments, and other potential liability costs.
- ▶ Goal: Provide a more effective communication tool that will explain the value of the City's benefit package to employees, its purpose in making the City a competitive employer in the marketplace, and that demonstrates that the benefit package is cost-effective and provides basic protection to employees.  
Strategy: Develop, produce, and distribute a personalized Benefit Plan statement for every employee of the City, summarizing the benefit and the cost of each benefit.
- ▶ Goal: Review the City's health insurance costs to ensure that cost-containment opportunities are utilized by the City, as appropriate.  
Strategies: Carefully evaluate any potential new national health care initiatives and any impact such initiatives would have upon the City's health insurance costs.  
Evaluate health insurance experience and make recommendation regarding any adjustments in plan design, as appropriate.  
Manage the City's health care costs by promoting and securing commitments to fund initiatives in the City's preventive and maintenance health care programs (the City's Health Insurance Program, Wellness Program and Safety Program) where cost-effectiveness is demonstrated.

- ▶ Goal: Ensure that the City's Personnel Rules and Regulations provide comprehensive information to employees concerning the personnel administration which affects them and ensure effective policies that meet the current and future needs of the City.
  - Strategies: Further refine the City's Personnel Policies and Procedures to comply with new federal guidelines such as the new rules governing alcohol and drug testing for safety-sensitive positions.  
Ensure completion of annual Personnel policy development process and submit new policies or updated policies, as needed, to maintain a well-informed and productive work force.
- ▶ Goal: Attract and retain quality employees, reward top performers, and ensure the City's personnel dollars are most effectively used.
  - Strategy: Develop a new pay plan for City employees, as requested by the Finance and Administration Committee of City Council.

Fund	Department	Division	Account Number
General	Administration	City Clerk	030.031
<b>Division Summary</b>			
<b>Activity</b>		<b>Remarks</b>	
City Clerk		<p>The City Clerk's Office is responsible for recording and filing official City records, preparation and distribution of City Council ordinances and resolutions, certifying and issuing official documents, attending City Council meetings, preparing and maintaining the minutes of City Council proceedings and filing official notices and advertisements. This office also issues liquor licenses, solicitors permits, and taxicab licenses.</p> <p>The City Clerk's Office performs voter registration activities, notary public services, accepts filing for candidacy in City elections and officially swears in public officials and certain public employees for public office and duty.</p> <p>The City Clerk's Office provides clerical assistance to the Mayor, City Council, and City Administrator as needed.</p>	

Fund	Department	Division			Account Number
General	Administration	City Clerk			030.031
<b><i>Division Request</i></b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	54,089	60,309	41,479	58,986	62,343
Contractual Services	26,910	15,870	21,127	25,570	33,070
Totals	80,999	76,179	62,606	84,556	95,413
<b><i>Personnel Schedule</i></b>		Number of Employees			
Position Title	1993 Actual	1994 Authorized	1995 Requested		
City Clerk	1.00	1.00	1.00		
Deputy City Clerk	1.00	1.00	1.00		
Totals	2.00	2.00	2.00		

Fund		Department	Division			Account Number	
General		Administration	City Clerk			030.031	
Personnel Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		28,079	28,927	20,522	29,072	30,085
510.111	Salaries - Regular/Full-Time		18,595	20,233	14,880	20,976	20,690
510.113	Salaries - Overtime		0	500	0	0	500
510.120	Social Security		3,423	3,873	2,605	3,829	3,999
510.122	Worker's Compensation		118	199	143	175	179
510.124	Insurance - Health		2,293	3,147	1,142	1,523	3,274
510.125	Insurance - Life		132	214	131	178	221
510.127	Insurance - Disability		191	236	168	230	244
510.130	Pension		1,258	2,980	1,887	3,003	3,151
	Totals		54,089	60,309	41,479	58,986	62,343

Fund		Department	Division			Account Number	
General		Administration	City Clerk			030.031	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.210	Advertising		2,448	500	1,369	2,500	2,500
520.223	Election Expense		17,418	8,500	12,953	16,500	18,000
520.249	Memberships & Subscriptions		160	170	183	170	170
520.251	Miscellaneous Contractual		5,417	5,500	5,490	5,000	10,000
520.260	Printing & Binding		819	500	584	700	700
520.277	Training & Continuing Education		648	700	547	700	1,700
	<b>Totals</b>		<u>26,910</u>	<u>15,870</u>	<u>21,127</u>	<u>25,570</u>	<u>33,070</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Administration	City Clerk	030.031

***Memberships and Subscriptions***

<b>Organization</b>	<b>Member</b>	<b>Amount</b>
International Inst. Municipal Clerks (IIMC)	Marty DeMay	85
Municipal City Clerk Assn. (MCCFOA)-State	Marty DeMay	45
MCCFOA-Local	Marty DeMay	40
	<b>Total</b>	<hr/> 170



Fund	Department	Division	Account Number
General	Administration	City Clerk	030.031
<b>Training and Continuing Education</b>			
Seminar	Location		Amount
International Institute Municipal Clerks	Louisville, KY		1,000
Municipal City Clerk Education Seminar	Columbia or Jefferson City, MO		300
Mtgs, Chamber of Commerce, Seminars	St. Louis County		250
Missouri Municipal League	Kansas City, MO		150
	<b>Total</b>		<b>1,700</b>

Fund		Department	Division	Account Number
General		Administration	City Clerk	030.031
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.210	Advertising	2,500	Public Hearings & Special Meetings	
520.223	Election Expense	18,000	Two (2) elections - February & April	
520.249	Memberships & Subscriptions	170	See attached detail	
520.251	Miscellaneous Contractual	10,000	Codification of ordinances	
520.260	Printing & Binding	700	Liquor - 50 Taxicab - 500 Misc. - 150	
520.277	Training & Continuing Education	1,700	See attached detail	

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Fund	Department	Division	Account Number
General	Administration	Legal Services	030.032
<b><i>Division Summary</i></b>			
<b>Activity</b>		<b>Remarks</b>	
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>	

Fund	Department	Division			Account Number	
General	Administration	Legal Services			030.032	
<b><i>Division Request</i></b>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Contractual Services		69,819	76,150	66,715	77,600	75,650
TOTAL		69,819	76,150	66,715	77,600	75,650

Fund		Department	Division			Account Number	
General		Administration	Legal Services			030.032	
Contractual Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.249	Memberships & Subscriptions		0	50	0	50	50
520.251	Miscellaneous Contractual		0	500	0	500	0
520.261	Professional Services		69,403	75,000	66,695	77,000	75,000
520.277	Training & Continuing Education		416	600	20	50	600
	Totals		69,819	76,150	66,715	77,600	75,650



### 1995 Annual Budget

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Legal Services	<b>Account Number</b> 030.032
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>	<b>Member</b>		<b>Amount</b>
Municipal Attorney's Association	City Attorney		50
	<b>Total</b>		<u>50</u>

Fund	Department	Division	Account Number
General	Administration	Legal Services	030.032
<b><i>Training and Continuing Education</i></b>			
<b>Seminar</b>		<b>Location</b>	<b>Amount</b>
Missouri Municipal League		Kansas City, MO	300
Missouri Municipal Attorney's Association		Lake of the Ozarks, MO	300
		<b>Total</b>	<u>600</u>



Fund		Department	Division	Account Number
General		Administration	Legal Services	030.032
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.249	Memberships & Subscriptions	50	See attached detail	
520.261	Professional Services	75,000	City Attorney's services	
520.277	Training & Continuing Education	600	See attached detail	

Fund	Department	Division	Account Number
General	Administration	City Administrator	030.033
<b><i>Division Summary</i></b>			
<b>Activity</b>		<b>Remarks</b>	
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>	

Fund	Department	Division	Account Number
General	Administration	City Administrator	030.033

<b>Division Request</b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	106,763	105,841	79,166	106,407	109,897
Contractual Services	6,563	8,500	7,487	8,950	4,750
Commodities	396	600	229	475	400
<b>Totals</b>	<b>113,722</b>	<b>114,941</b>	<b>86,882</b>	<b>115,832</b>	<b>115,047</b>

<b>Personnel Schedule</b>	Number of Employees		
Position Title	1993 Actual	1994 Authorized	1995 Requested
City Administrator	1.00	1.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

Fund		Department	Division			Account Number	
General		Administration	City Administrator			030.033	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		83,656	83,246	59,209	83,222	85,743
510.120	Social Security		4,889	4,524	4,590	4,964	5,244
510.122	Worker's Compensation		201	333	229	291	300
510.124	Insurance - Health		4,483	4,390	3,894	4,248	4,567
510.125	Insurance - Life		445	559	353	459	576
510.126	Insurance - Dental		318	385	289	347	385
510.127	Insurance - Disability		341	363	283	383	412
510.129	Deferred Compensation		7,528	7,500	5,342	7,500	7,500
510.130	Pension		4,902	4,541	4,977	4,993	5,170
	<b>Totals</b>		<u>106,763</u>	<u>105,841</u>	<u>79,166</u>	<u>106,407</u>	<u>109,897</u>

Fund		Department	Division			Account Number	
General		Administration	City Administrator			030.033	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.248	Maintenance & Repair - Vehicles		135	250	347	700	500
520.249	Memberships & Subscriptions		813	880	761	850	780
520.251	Miscellaneous Contractual		964	900	632	850	900
520.268	Rental - Equipment		3,473	3,500	3,702	3,650	100
520.277	Training & Continuing Education		1,178	2,970	2,045	2,900	2,470
	<b>Totals</b>		<u>6,563</u>	<u>8,500</u>	<u>7,487</u>	<u>8,950</u>	<u>4,750</u>

Fund	Department	Division	Account Number
General	Administration	City Administrator	030.033
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>		<b>Member</b>	<b>Amount</b>
International City Management Assn.		City Administrator	700
Missouri City Management Assn.		City Administrator	50
St. Louis Area City Manager's Assn.		City Administrator	30
		<b>Total</b>	<b>780</b>

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Fund		Department	Division			Account Number	
General		Administration	City Administrator			030.033	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		0	100	0	0	0
530.318	Gasoline & Oil		396	500	229	475	400
	<b>Totals</b>		<u>396</u>	<u>600</u>	<u>229</u>	<u>475</u>	<u>400</u>



Fund		Department	Division	Account Number
General		Administration	City Administrator	030.033
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.248	Maintenance & Repair - Vehicles	500	Car maintenance	
520.249	Memberships & Subscriptions	780	See attached detail	
520.251	Miscellaneous Contractual	900	Car Phone	
520.268	Rental - Equipment	100	Pager	
520.277	Training & Continuing Education	2,470	See attached detail	
530.318	Gasoline & Oil	400	Direct charges for gasoline and oil	

Fund	Department	Division	Account Number
General	Administration	Finance	030.034
<b>Division Summary</b>			
<b>Activity</b>		<b>Remarks</b>	
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, trash haulers, alarm companies, and vending machines in the City.</p> <p>The Finance Director also supervises the Data Systems Administrator and the Municipal Court Clerk.</p>	

Fund	Department	Division			Account Number	
General	Administration	Finance			030.034	
<i>Division Request</i>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Personnel Services		137,035	142,942	96,859	140,249	134,237
Contractual Services		23,740	37,292	31,529	36,400	34,920
Commodities		1,027	1,000	249	500	1,000
Capital Outlay		0	2,800	2,813	2,820	12,000
Totals		161,802	184,034	131,450	179,969	182,157

<i>Personnel Schedule</i>		Number of Employees		
Position Title		1993 Actual	1994 Authorized	1995 Requested
Finance Director		1.00	1.00	1.00
Administrative Assistant		0.50	0.50	0.00
Accounting Clerk		2.00	2.00	2.00
Clerk/Typist		0.13	0.13	0.25
Totals		3.63	3.63	3.25

Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		55,664	56,418	40,025	56,699	58,670
510.111	Salaries - Regular/Full-Time		57,552	58,191	38,831	55,931	46,350
510.112	Salaries - Part-Time		1,576	1,867	1,731	2,601	3,784
510.113	Salaries - Overtime		492	500	132	732	1,000
510.120	Social Security		8,407	9,124	6,020	8,871	8,565
510.122	Worker's Compensation		251	468	323	406	384
510.124	Insurance - Health		7,874	8,325	5,106	7,300	7,841
510.125	Insurance - Life		366	480	261	389	451
510.127	Insurance - Disability		467	550	340	518	504
510.130	Pension		4,386	7,019	4,088	6,802	6,688
	<b>Totals</b>		<u>137,035</u>	<u>142,942</u>	<u>96,859</u>	<u>140,249</u>	<u>134,237</u>

Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
Contractual Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.210	Advertising	3,348	3,000	2,379	3,000	3,000	
520.211	Audit Services	9,200	11,000	10,000	11,000	14,000	
520.221	Data Processing	375	1,600	590	1,400	1,200	
520.249	Memberships & Subscriptions	261	300	485	500	270	
520.251	Miscellaneous Contractual	1,505	500	218	250	1,100	
520.260	Printing & Binding	4,074	4,792	2,269	4,500	4,450	
520.261	Professional Services	1,376	13,500	13,495	13,500	8,500	
520.268	Rental - Equipment	125	150	0	150	0	
520.277	Training & Continuing Education	3,476	2,450	2,094	2,100	2,400	
	Totals	23,740	37,292	31,529	36,400	34,920	

Fund	Department	Division	Account Number
General	Administration	Finance	030.034
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>		<b>Member</b>	<b>Amount</b>
Government Finance Officers Assn.		Finance Director	180
Misc books & subscriptions		N/A	50
Municipal Finance Officers & Treas. Assn.		Finance Director	40
		<b>Total</b>	<hr/> 270

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Administration	Finance	030.034
<b>Training and Continuing Education</b>			
<b>Seminar</b>	<b>Location</b>	<b>Amount</b>	
Government Finance Officers Assn (GFOA)	Baltimore, MD	1,200	
GFOA-Budget Committee	Washington, D.C.	500	
MFOTA	Kansas City, MO	250	
Municipal Fin. Off. & Treas. Assn. (MFOTA)	Lake of the Ozarks, MO	200	
Local meetings	Metro Area	150	
MFOTA-Winter Seminar	Columbia, MO	100	
	<b>Total</b>	<b>2,400</b>	

Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		1,027	1,000	249	500	1,000
	<b>Totals</b>		<u>1,027</u>	<u>1,000</u>	<u>249</u>	<u>500</u>	<u>1,000</u>



Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		0	0	0	0	12,000
540.440	Machinery & Equipment		0	2,800	2,813	2,820	0
	<b>Totals</b>		<u>0</u>	<u>2,800</u>	<u>2,813</u>	<u>2,820</u>	<u>12,000</u>

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Finance	<b>Account Number</b> 030.034
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-030-034-540.410			
<b>Description</b> Finance Management Software	<b>No# Requested</b> 1	<b>Unit Cost</b> 12,000	<b>Total Cost</b> 12,000
<b>Explain reason for request (describe use and workload)</b> To replace financial management software per recommendation of city's auditors		<b>No# of similar units on hand</b> 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Software	Fund Balance	5 years	Discard
<b>What source was used for unit cost?</b> Vendors			
<b>Other remarks</b> Included as part of MIS Strategic Plan			

Fund	Department	Division	Account Number
General	Administration	Finance	030.034
Line Item Details		1995	Details
Account Number	Account Title	Request	
520.210	Advertising	3,000	Advertising for request for proposals, publication of financial statements.
520.211	Audit Services	14,000	Annual audit fee - 12,500 Single audit fee - 1,500
520.221	Data Processing	1,200	Software maintenance support agreement; upgrades
520.249	Memberships & Subscriptions	270	See attached detail
520.251	Miscellaneous Contractual	1,100	Bank charges - 250 U.E. charge for printout - 150 Copies of MML procurement contracts - 100 St. Louis County charges for sales tax reports - 600
520.260	Printing & Binding	4,450	Purchase orders - 1,000 Checks/receipts - 500 W-2s - 250 Budget - 1,850 Business Licenses - 250 Vending stickers - 450 Other forms - 150
520.261	Professional Services	8,500	Financial Advisor - 7,500 GFOA award application fees - Budget - 150 CAFR - 350 Misc. reports from St. Louis Cty - 500

Fund		Department	Division		Account Number
General		Administration	Finance		030.034
<b>Line Item Details</b>			1995	Details	
Account Number	Account Title		Request		
520.277	Training & Continuing Education		2,400	See attached detail	
530.313	Departmental Supplies		1,000	Accounting supplies, ledgers, computer and adding machines supplies. binders, fixed assets tags, signature plates for check-signing machine	
540.410	Computer Equipment		12,000	See attached detail	

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Fund	Department	Division	Account Number
General	Administration	Personnel	030.035

### ***Division Summary***

Activity	Remarks
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#### **Personnel**

This activity involves recruiting, selection, testing, salary and benefits administration, job evaluation, position classification, employee development and training, recognition programs, merit system administration, maintenance of records of benefit coverage, the retirement plan, and personnel transactions such as hires, promotions, transfers, and terminations.

This activity also includes safety administration program and wellness program for employees, including workers compensation administration, review of accidents and preparing reports for insurance claims company.

Fund	Department	Division	Account Number
General	Administration	Personnel	030.035

<b>Division Request</b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	85,726	93,751	61,881	89,047	106,590
Contractual Services	29,726	38,135	32,185	38,765	47,205
Commodities	124	300	100	300	300
<b>Totals</b>	<b>115,576</b>	<b>132,186</b>	<b>94,166</b>	<b>128,112</b>	<b>154,095</b>

<b>Personnel Schedule</b>	Number of Employees		
Position Title	1993 Actual	1994 Authorized	1995 Requested
Asst. City Administrator/Personnel Di	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	1.00
Clerk Typist	0.38	0.38	0.00
<b>Totals</b>	<b>1.88</b>	<b>1.88</b>	<b>2.00</b>

Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		52,515	53,863	38,212	54,130	56,010
510.111	Salaries - Regular/Full-Time		13,424	13,534	9,622	13,546	27,614
510.112	Salaries - Part-Time		1,721	5,457	1,731	2,601	0
510.113	Salaries - Overtime		1,026	1,000	125	800	500
510.120	Social Security		4,700	5,761	3,427	5,437	6,562
510.122	Worker's Compensation		206	295	205	249	294
510.123	Unemployment Compensation		4,051	5,000	2,393	3,800	5,000
510.124	Insurance - Health		3,565	3,769	2,735	3,647	4,739
510.125	Insurance - Life		245	317	216	261	375
510.127	Insurance - Disability		275	324	267	311	401
510.130	Pension		3,998	4,431	2,948	4,265	5,095
	<b>Totals</b>		<u>85,726</u>	<u>93,751</u>	<u>61,881</u>	<u>89,047</u>	<u>106,590</u>



Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.210	Advertising		5,867	5,000	9,106	9,000	7,000
520.222	Education/Tuition Reimbursement		2,318	5,000	9	2,000	3,500
520.224	Employee Recruitment		3,409	5,000	5,329	4,800	4,800
520.225	Employee Relations		1,893	4,500	2,963	4,500	4,000
520.247	Maintenance & Repair - Equipment		1,000	1,000	1,000	1,000	1,000
520.249	Memberships & Subscriptions		1,235	1,015	894	1,015	925
520.260	Printing & Binding		579	1,000	596	900	1,450
520.261	Professional Services		11,183	10,700	9,844	11,000	18,355
520.272	Safety Programs		1,071	1,700	573	1,500	1,850
520.277	Training & Continuing Education		591	2,050	1,275	2,050	2,525
520.289	Wellness Program		580	1,170	596	1,000	1,800
	<b>Totals</b>		<b>29,726</b>	<b>38,135</b>	<b>32,185</b>	<b>38,765</b>	<b>47,205</b>

Fund	Department	Division	Account Number
General	Administration	Personnel	030.035
<b><i>Memberships and Subscriptions</i></b>			
Organization	Member	Amount	
Intl. City Managers Assoc. (ICMA)	Asst. City Administrator/Pers. Dir.	400	
Misc. Books and Subscriptions	N/A	250	
Intl. Personnel Mgmt. Assoc. (IPMA)	Agency - City	220	
STL. Area City Managers Assoc. (SLACMA)	Asst. City Administrator/Pers. Dir.	30	
MO City Managers Assoc. (MCMA)	Asst. City Administrator/Pers. Dir.	25	
	<b>Total</b>	<b>925</b>	

Fund	Department	Division	Account Number
General	Administration	Personnel	030.035
<b><i>Training and Continuing Education</i></b>			
Seminar	Location		Amount
IPMA	Baltimore, MD		1,200
HRIC User Conference	Indianapolis, IN		800
Local Meetings/Seminars	Metro Area		350
IPMA Central Region Conference	St. Louis, MO		175
	<b>Total</b>		<b>2,525</b>

Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		124	300	100	300	300
	<b>Totals</b>		<u>124</u>	<u>300</u>	<u>100</u>	<u>300</u>	<u>300</u>

Fund		Department	Division	Account Number
General		Administration	Personnel	030.035
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.210	Advertising	7,000	Post-Dispatch, Chesterfield Journal, Professional Assoc. Pub., and Pub. for Women/Minorities	
520.222	Education/Tuition Reimbursement	3,500	Reimbursement for college classes	
520.224	Employee Recruitment	4,800	Med Exams - 1,170 Test Rentals - 1,370 Pre-employment Drug Tests - 650 Psychological - 1,000 Polygraph - 200 Credit Reports - 20 AVERT Reports - 140 Assessment Ctr. - 250	
520.225	Employee Relations	4,000	Award Luncheon - 1,250 Corporate Picnic - 1,900 Outstanding Employee Recognition - 210 5 Year Service Awards - 240 Acknowledgements - 400	
520.247	Maintenance & Repair - Equipment	1,000	Maintenance Agreement HRIC Software	
520.249	Memberships & Subscriptions	925	See attached detail	
520.260	Printing & Binding	1,450	Emp. News - 100 Manual Updates - 400 Forms (Applications, PAFs, Leave Requests) - 400 Fringe Benefit Reports - 200 Retirement Plan Booklets - 350	

Fund		Department	Division	Account Number
General		Administration	Personnel	030.035
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.261	Professional Services	18,355	EAP - 2,790 Unemployment Comp - 300 Retirement Plan (Consulting and Leagal) - 1,250 Section 125 Admin. - 2,940 Training Academy - 6,500 Supervisory/Management Training - 1,725 Post Accident Alcohol & Drug Testing - 1,350 Pay Plan and Comp. (Consulting) - 1,500	
520.272	Safety Programs	1,850	Payroll Enc./Subs. - 80 Seminars/Training - 300 National Safety Council - 220 Accident Ref. Cards and Covers - 100 Safety Recognitions and Awards - 650 Innoculations - 500	
520.277	Training & Continuing Education	2,525	See attached detail	
520.289	Wellness Program	1,800	Physicals - 300 Corp. Fitness/Joining & Inc. Payments - 730 Health Fair - 350 Wellness Association Dues - 120 YMCA Corporate Challenge - 250 Educational Materials - 50	

Fund		Department	Division	Account Number
General		Administration	Personnel	030.035
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
530.313	Departmental Supplies	300	Film - 150 Miscellaneous - 150	

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
<b>Division Summary</b>			
<b>Activity</b>		<b>Remarks</b>	
Central Services		<p>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.</p> <p>This activity also involves rental, maintenance and utilities for City Hall.</p>	



Fund	Department	Division	Account Number
General	Administration	Central Services	030.036

<b>Division Request</b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	19,955	66,288	32,948	51,848	60,249
Contractual Services	741,191	924,320	557,234	894,743	681,705
Commodities	37,380	36,909	32,485	47,330	40,385
Capital Outlay	16,284	23,500	25,414	13,700	31,665
<b>Totals</b>	<b>814,810</b>	<b>1,051,017</b>	<b>648,080</b>	<b>1,007,621</b>	<b>814,004</b>

<b>Personnel Schedule</b>	<b>Number of Employees</b>		
Position Title	1993 Actual	1994 Authorized	1995 Requested
Data Systems Administrator	0.00	1.00	1.00
Receptionist	1.00	1.00	1.00
<b>Totals</b>	<b>1.00</b>	<b>2.00</b>	<b>2.00</b>

Fund		Department	Division			Account Number	
General		Administration	Central Services			030.036	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		16,107	51,817	27,337	40,708	47,529
510.113	Salaries - Overtime		238	500	742	1,795	2,000
510.120	Social Security		1,095	4,131	2,105	3,114	3,863
510.122	Worker's Compensation		42	212	95	149	173
510.124	Insurance - Health		2,356	5,964	2,471	3,233	3,274
510.125	Insurance - Life		40	234	75	112	160
510.127	Insurance - Disability		59	252	124	187	228
510.130	Pension		18	3,178	0	2,550	3,022
	<b>Totals</b>		<u>19,955</u>	<u>66,288</u>	<u>32,948</u>	<u>51,848</u>	<u>60,249</u>

Fund		Department	Division			Account Number	
General		Administration	Central Services			030.036	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.210	Advertising		1,767	7,725	1,434	3,385	2,250
520.212	Boards & Commissions Dinner		0	4,000	0	4,000	0
520.214	Contributions		8,000	10,000	5,000	10,000	10,000
520.220	Economic Development		75,000	110,000	103,000	110,000	132,000
520.221	Data Processing		2,002	4,750	3,028	4,750	8,000
520.230	Historical Committee		3,894	0	286	0	0
520.240	Insurance		93,917	108,153	93,003	97,000	116,275
520.247	Maintenance & Repair - Equipment		15,186	14,500	8,733	12,000	15,000
520.248	Maintenance & Repair - Vehicles		238	1,000	836	1,000	1,500
520.249	Memberships & Subscriptions		8,158	8,550	4,269	8,900	8,574
520.251	Miscellaneous Contractual		143,823	30,406	22,193	30,500	28,684
520.252	Postage		14,097	19,000	18,579	19,000	19,000
520.260	Printing & Binding		7,657	4,000	3,670	4,000	4,500
520.261	Professional Services		100,647	324,692	83,674	324,692	60,500
520.262	Public Relations		27,077	26,000	13,227	15,000	26,000
520.268	Rental - Equipment		5,163	13,250	6,127	13,000	13,350
520.269	Rental - Buildings		201,722	202,354	168,401	202,262	205,872
520.276	Telephone		28,174	33,440	20,467	33,000	28,000
520.277	Training & Continuing Education		1,979	1,000	510	1,000	1,000
520.285	Utilities - Electric		2,690	1,500	797	1,254	1,200
<b>Totals</b>			<b>741,191</b>	<b>924,320</b>	<b>557,234</b>	<b>894,743</b>	<b>681,705</b>

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
<b><i>Memberships and Subscriptions</i></b>			
Organization	Member	Amount	
Missouri Municipal League	City	4,650	
St. Louis County Municipal League	City	3,600	
Revisor of Statutes	N/A	125	
Chamber of Commerce	City	115	
Sam's Wholesale Club	City	60	
St. Louis Netware User's Group	Data Systems Administrator	24	
	<b>Total</b>	<b>8,574</b>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Administration	Central Services	030.036
<b><i>Training and Continuing Education</i></b>			
<b>Seminar</b>	<b>Location</b>		<b>Amount</b>
Systems Administration Training	Metro Area		1,000
	<b>Total</b>		<u>1,000</u>

Fund		Department	Division			Account Number	
General		Administration	Central Services			030.036	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.318	Gasoline & Oil		1,030	1,000	774	950	1,000
530.325	Miscellaneous Supplies		2,932	5,000	2,812	5,000	4,385
530.330	Office Supplies		33,418	30,909	28,898	41,380	35,000
	<b>Totals</b>		<u>37,380</u>	<u>36,909</u>	<u>32,485</u>	<u>47,330</u>	<u>40,385</u>

Fund		Department	Division			Account Number	
General		Administration	Central Services			030.036	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		2,450	19,500	21,214	9,500	9,000
540.420	Furniture		0	0	0	0	14,765
540.440	Machinery & Equipment		13,834	4,000	4,200	4,200	7,900
	<b>Totals</b>		<u>16,284</u>	<u>23,500</u>	<u>25,414</u>	<u>13,700</u>	<u>31,665</u>

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Central Services	<b>Account Number</b> 030.036
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-030-036-540.410			
<b>Description</b> Fax Servers - City Hall & Police	<b>No# Requested</b> 2	<b>Unit Cost</b> 1,500	<b>Total Cost</b> 3,000
<b>Explain reason for request (describe use and workload)</b> To allow fax transmittal/receipt to/from any workstation on the network. Will cut down paper waste and time spent waiting for fax machine		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Computer Committee			
<b>Other remarks</b>			





<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Central Services	<b>Account Number</b> 030.036
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-030-036-540.410			
<b>Description</b> Notebook Computer	<b>No# Requested</b> 1	<b>Unit Cost</b> 3,000	<b>Total Cost</b> 3,000
<b>Explain reason for request (describe use and workload)</b> To allow dept. heads, exec. staff, Data Systems Admin., and authorized employees access to computer system from remote locations.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Computer Committee			
<b>Other remarks</b> Approved in original MIS strategic plan			

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Central Services	<b>Account Number</b> 030.036																																												
<b>Capital Outlay Request</b>																																															
<b>Account Number</b> 001-030-036-540.440																																															
<b>Description</b> Folding Machine	<b>No# Requested</b> 1	<b>Unit Cost</b> 2,500	<b>Total Cost</b> 2,500																																												
<b>Explain reason for request (describe use and workload)</b> To provide a more efficient and productive way to produce large mailings. All departments have a use for this machine.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition																																												
<b>Specify Items to be Replaced</b>																																															
<table border="1"> <thead> <tr> <th>Item</th> <th>Make</th> <th>Age</th> <th>Recommended Disposition</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Item	Make	Age	Recommended Disposition																																								
Item	Make	Age	Recommended Disposition																																												
<b>What source was used for unit cost?</b> Vendor																																															
<b>Other remarks</b> Currently inserts for mailings are hand folded. This machine will save time.																																															

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Central Services	<b>Account Number</b> 030.036																																												
<b>Capital Outlay Request</b>																																															
<b>Account Number</b> 001-030-036-540.440																																															
<b>Description</b> Postage Machine and Electronic Scale	<b>No# Requested</b> 1	<b>Unit Cost</b> 5,400	<b>Total Cost</b> 5,400																																												
<b>Explain reason for request (describe use and workload)</b> To upgrade current postage machine to handle increased volume of mail and to more accurately post postage amount on outgoing mail.		<b>No# of similar units on hand</b> 1	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition																																												
<b>Specify Items to be Replaced</b>																																															
<table border="1"> <thead> <tr> <th>Item</th> <th>Make</th> <th>Age</th> <th>Recommended Disposition</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Item	Make	Age	Recommended Disposition																																								
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<b>What source was used for unit cost?</b> Vendor																																															
<b>Other remarks</b> The postage machine will save time and the scale will save postage.																																															

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Fund		Department	Division	Account Number
General		Administration	Central Services	030.036
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.210	Advertising	2,250	Chamber directory advertisement - 250 Chamber map advertisement - 400 Chamber magazine advertisement - 1,600	
520.214	Contributions	10,000	Contributions to various organizations for various events	
520.220	Economic Development	132,000	City's share of CCDC - 90,000 Chesterfield Valley 2000 (L. McKinney - 12 months) - 42,000	
520.221	Data Processing	8,000	Software updates & upgrades per Strategic Plan for MIS approved by the Computer Committee - 5,500 Network Operating System upgrade - 2,500	
520.240	Insurance	116,275	PACT-G/L - 22,000 PACT-A/L - 36,000 SLAIT - 4,000 Pub. Off. Liab - 7,600 Property - 34,000 Deductibles - 10,000 Pub. Emp. Blanket Bond-All employees - 400 Bond-Finance Director - 275 Misc. Bonds - 500 Flood insurance (P.D.) - 750 Flood insurance - (P.W.) - 750	
520.247	Maintenance & Repair - Equipment	15,000	Typewriter service agreements - 500 Fax machine - 400 Printers - 1,600 Electronic Mailing Microfilm reader/printer -	

Fund		Department	Division	Account Number
General		Administration	Central Services	030.036
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
			1,500 Computer hardware - 10,000 Other office machines & equipment - 1,000	
520.248	Maintenance & Repair - Vehicles	1,500	Car maintenance for 4 pool vehicles	
520.249	Memberships & Subscriptions	8,574	See attached detail	
520.251	Miscellaneous Contractual	28,684	Temporary help (25 weeks @ \$15/hr.) - 15,000 Delivery charges - 500 CompuServe - 250 Building expenses - 1,000 Office Remodelling - 7,752 Furniture installation - 4,182	
520.252	Postage	19,000	Postage for entire city including special mailings	
520.260	Printing & Binding	4,500	Annual report; no smoking booklets; business cards; letterhead; envelopes; Misc. office materials.	
520.261	Professional Services	60,500	Communications Specialist - 54,000 Strategic Planning Session - 5,000 Office Recycling Program - 1,500	

Fund		Department	Division	Account Number
General		Administration	Central Services	030.036
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.262	Public Relations	26,000	Four newsletters - 24,000 Update of one-page information sheet with letter - 1,500 Flowers/Cards - 500	
520.268	Rental - Equipment	13,350	Primary copier - 7,800 Postage meter - 750 Secondary copier - 4,800	
520.269	Rental - Buildings	205,872	City Hall rent	
520.276	Telephone	28,000	Southwestern Bell monthly charges; AT&T equipment & maintenance agreement charges; long distance charges - 26,500; Broadcast faxes - 500 AT&T repairs - 500 Misc. expenses - 500	
520.277	Training & Continuing Education	1,000	See attached detail	
520.285	Utilities - Electric	1,200	HVAC charges - \$130/month average	
530.318	Gasoline & Oil	1,000	Direct charges for gasoline & oil for 4 pool vehicles.	



Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
Line Item Details		1995	Details
Account Number	Account Title	Request	
530.325	Miscellaneous Supplies	4,385	Flags - 250 Kitchen & cleaning supplies, paper products, coffee - 2,500 Misc. meeting supplies - 750 Drafting table - 385 Fire extinguishers & safety supplies - 500
530.330	Office Supplies	35,000	Office supplies for all departments
540.410	Computer Equipment	9,000	See attached detail
540.420	Furniture	14,765	See attached detail
540.440	Machinery & Equipment	7,900	See attached detail

## **1994 ACCOMPLISHMENTS POLICE**

- ▶ Utilized Federal funds to pay for directed traffic enforcement activities of Driving While Intoxicated and Seat Belt Violations.
- ▶ Established a prioritized traffic enforcement system by identifying and targeting primary residential streets for radar enforcement.
- ▶ Implemented computer based monthly legal "issues training" for all commissioned personnel.
- ▶ Maintained 1993 emergency and non-emergency response times, while total calls for service increased 12.6%.
- ▶ Initiated review, update, and revision of Written Directive System which is an ongoing project that will extend into 1995.
- ▶ Implemented a Total Quality Management training program to enhance innovative thinking and problem solving among all members of the Police Department.
- ▶ Established a school liaison program utilizing department juvenile officer to enhance communications and cooperation between school administrators and Police Department.
- ▶ Implemented a "Person Of Interest" intelligence file to identify known felony suspects such as sex offenders, burglary suspects, and potential violent offenders.
- ▶ Completed a total evidence inventory project to account for all seized or recovered items when the return move was made from the Emergency Operations Center on Olive to headquarters facility in Chesterfield Valley. The audit was successfully completed by an independent police agency.
- ▶ Created Burglary Apprehension Team to combat burglaries in residential neighborhoods. Techniques included in this program were the utilization of directed patrol activities, road blocks, surveillances, and intelligence gathering to successfully identify and apprehend known burglars.
- ▶ Expanded the D.A.R.E. Program into the Middle School level at Ascension School.
- ▶ Conducted twelve neighborhood meetings resulting in the addition of four new Neighborhood Watch organizations.

Other data/trends:

	<u>1992</u>	<u>1993</u>
# of Uniformed police officers per 1,000 population	1.32	1.37
Number of police officers per square mile	1.93	2.00
Response time	5.0 minutes	5.0 minutes
Ratio of police budget to population	74.49	79.61
Ratio of police budget per officer	\$56,283	\$58,076
Cost per call for police services	\$109	\$114
Calls per officer	515	511
Police officer per mile of street	0.43	0.45
Percent of non-uniformed to uniformed personnel	11.3%	10.9%
Turnover ratio for uniformed officers	7.14%	6.90%

## **1995 GOALS POLICE**

- ▶ **Goal:** Provide a timely response to all calls with a direct emphasis on minimizing loss of life and property.  
**Strategy:** Create a staffing pattern to allow for a minimum of seven marked sector units (including street supervisor) on duty throughout peak demand times for service calls through the addition of six (6) police officers to the Division of Field Operations.
  
- ▶ **Goal:** Heighten community awareness of the police presence so as to provide for constant opportunity for observation of police personnel by residents, businesses, and patrons.  
**Strategies:** Assure high visibility of the police in residential subdivisions through implementation of the Home Patrol Program.  
Concentrate police presence in commercial areas by maintaining three (3) police sub-stations in high profile business locations.
  
- ▶ **Goal:** Provide an avenue for adult, citizen participation with the police department, which additionally supports the mission of the department.  
**Strategy:** Maintain a Police Reserve unit of fifteen (15) officers to augment regular police activities and provide additional manpower for unusual occurrences.
  
- ▶ **Goal:** Enhance the opportunity for adolescent, citizen involvement with the police department, which additionally supports the mission of the department.  
**Strategy:** Expand the Police Explorer Program by the addition of four to six participants to provide additional resources for public functions and special events.
  
- ▶ **Goal:** Pursue an aggressive overall reduction of the number of vehicle accidents causing serious injury or death.  
**Strategies:** Utilize Federal Highway funds to supply specific traffic enforcement programs as identified.  
Maintain statistical data to identify high accident locations and direct enforcement at those locations and to assign other traffic enforcement accordingly.  
Reduce Driving While Intoxicated motorists through a 10% increase in DWI arrests.
  
- ▶ **Goal:** Assure enhanced educational strategies as well as aggressive enforcement of all drug/safety related concerns.  
**Strategy:** Expand the D.A.R.E. Program to include a special program, "D.A.R.E.

Middle School" which reaffirms the D.A.R.E. core program to grades 6,7, and 8.

Combine department drug enforcement personnel and activities with an area wide, County Task Force to enhance the war on drugs.

Incorporate an additional five (5) neighborhoods in to the Neighborhood Watch Program.

Provide "Safety Town" training to 200 pre-schoolers.

- ▶ Goal: Assure that department personnel are provided with proper resources and the most up to date training and intelligence available.  
Strategies: Implement a program to train all members of the department in "Total Quality Policing."  
Administer an ongoing, documented training program consisting of in-service, intra-agency training as well as subscription to the Law Enforcement Television Network.
- ▶ Goal: Develop an ongoing program of continued contact with the business community to assure conformity with city ordinances as well as the proper exchange of mutual concerns.  
Strategy: Perform regular unannounced inspections of city commercial locations to assure proper business, vending and liquor licensing.  
Conduct bi-monthly crime prevention seminars as a part of the "Business Watch Program."
- ▶ Goal: Administer an extensive effort to coordinate the consistent application of police department procedures.  
Strategy: Create procedure manuals for all Divisions and Bureaus.

Fund	Department	Division	Account Number
General	Police	Administration	040.041
<b>Division Summary</b>			
<b>Activity</b>		<b>Remarks</b>	
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> <p>Administer and conduct D.A.R.E. training in the schools within the City.</p>	

Fund	Department	Division			Account Number	
General	Police	Administration			040.041	
<b>Division Request</b>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Personnel Services		263,451	266,474	184,952	260,799	283,199
Contractual Services		22,817	27,145	22,610	28,445	22,915
Commodities		5,852	15,894	9,502	15,894	7,300
Capital Outlay		0	1,500	1,620	1,620	0
Totals		292,120	311,013	218,684	306,758	313,414
<b>Personnel Schedule</b>			Number of Employees			
Position Title			1993 Actual	1994 Authorized	1995 Requested	
Police Chief			1.00	1.00	1.00	
Lieutenant			1.00	1.00	1.00	
Police Officer			2.00	2.00	2.00	
Executive Secretary			1.00	1.00	1.00	
Totals			5.00	5.00	5.00	

Fund		Department	Division			Account Number	
General		Police	Administration			040.041	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		111,354	113,363	80,191	113,383	122,631
510.111	Salaries - Regular/Full-Time		97,323	96,050	67,860	96,280	103,393
510.113	Salaries - Overtime		7,412	2,500	320	406	2,500
510.115	Police Holiday Pay		138	0	0	0	0
510.120	Social Security		15,108	16,529	11,020	16,070	17,825
510.122	Worker's Compensation		6,583	9,990	6,465	8,655	8,465
510.124	Insurance - Health		11,311	13,502	8,777	11,702	12,580
510.125	Insurance - Life		583	820	463	735	884
510.127	Insurance - Disability		891	1,005	716	964	1,085
510.130	Pension		12,748	12,715	9,140	12,604	13,836
	<b>Totals</b>		<b>263,451</b>	<b>266,474</b>	<b>184,952</b>	<b>260,799</b>	<b>283,199</b>



Fund		Department	Division			Account Number	
General		Police	Administration			040.041	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.240	Insurance		18,261	20,500	15,406	20,500	16,000
520.247	Maintenance & Repair - Equipment		0	0	364	0	0
520.248	Maintenance & Repair - Vehicles		21	500	451	500	500
520.249	Memberships & Subscriptions		606	665	607	665	645
520.251	Miscellaneous Contractual		25	900	1,334	0	1,000
520.260	Printing & Binding		1,301	1,000	1,510	1,600	1,300
520.268	Rental - Equipment		992	0	0	1,600	0
520.277	Training & Continuing Education		1,611	3,580	2,938	3,580	3,470
	<b>Totals</b>		<u>22,817</u>	<u>27,145</u>	<u>22,610</u>	<u>28,445</u>	<u>22,915</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Police	Administration	040.041

***Memberships and Subscriptions***

<b>Organization</b>	<b>Member</b>	<b>Amount</b>
MO Police Chiefs Association	Chief of Police	125
International Assoc. Chiefs of Police	Chief of Police	100
Law Enforcement Scouting	Department Explorer Post	100
SUBSCRIPTIONS	N/A	100
MO Crime Prevention Association	1 Lieutenant; 3 Police Officers	45
MO D.A.R.E. Officers Association	4 D.A.R.E. Instructors	40
MO Organization for Victims Assistance	1 Lieutenant	40
Gateway Crime Prevention Council	1 Lieutenant; 3 Police Officers	30
MO Peace Officers Association	Chief of Police	25
F.B.I. National Academy	Chief of Police	20
Law Enforcement Officials	Chief of Police	10
National Crime Prevention Digest	1 Lieutenant	10
	<b>Total</b>	<b>645</b>

Fund	Department	Division	Account Number
General	Police	Administration	040.041
<b>Training and Continuing Education</b>			
Seminar	Location		Amount
International Assoc. Chiefs of Police	Miami, Florida		1,400
National Drug Abuse Resistance Education	Orlando, FL		500
Professional Training	Metropolitan Area		350
MO D.A.R.E. Officers Association	To be determined		320
MO Police Chiefs Association	Lake of the Ozarks, MO		300
Professional Associations	State & Local		300
Law Enforcement Explorer Academy	Local		200
Police Chaplains Association	St. Louis, MO		100
	<b>Total</b>		<b>3,470</b>

Fund		Department	Division			Account Number	
General		Police	Administration			040.041	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.312	Crime Prevention Supplies		4,343	14,544	8,071	14,544	6,100
530.313	Departmental Supplies		497	350	614	350	200
530.318	Gasoline & Oil		1,012	1,000	817	1,000	1,000
	<b>Totals</b>		<u>5,852</u>	<u>15,894</u>	<u>9,502</u>	<u>15,894</u>	<u>7,300</u>

Fund		Department	Division			Account Number	
General		Police	Administration			040.041	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		0	1,500	1,620	1,620	0
	<b>Totals</b>		<u>0</u>	<u>1,500</u>	<u>1,620</u>	<u>1,620</u>	<u>0</u>

Fund		Department	Division	Account Number
General		Police	Administration	040.041
Line Item Details			1995	Details
Account Number	Account Title	Request		
520.240	Insurance	16,000	Police Liability	
520.248	Maintenance & Repair - Vehicles	500	Tires, Wash, Repair parts - Chief's car & D.A.R.E. van	
520.249	Memberships & Subscriptions	645	See attached detail	
520.251	Miscellaneous Contractual	1,000	Mobile phone for Chief of Police	
520.260	Printing & Binding	1,300	Employee business cards, victim forms, other special forms, receipt system	
520.277	Training & Continuing Education	3,470	See attached detail	
530.312	Crime Prevention Supplies	6,100	Coloring books - 430 Badges - 500 Police logo stickers - 250 Neighborhood watch/security manuals - 800 National night out supplies - 300 Literature display - 160 Special event material - 2,260 Uniform shorts - 60 Miscellaneous D.A.R.E. supplies - 1,260 Slide Sorters (2) - 80	
530.313	Departmental Supplies	200	Miscellaneous Department Supplies - 200	

Fund		Department	Division	Account Number
General		Police	Administration	040.041
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
530.318	Gasoline & Oil	1,000	Gasoline and oil for Chief's car	
540.410	Computer Equipment	0	See attached detail	

Fund	Department	Division	Account Number
General	Police	Patrol	040.042
<b>Division Summary</b>			
Activity		Remarks	
Patrol		Provides 24 hours 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		<p>Civilian volunteers used to supplement patrol services and to assist at special functions, events, and during emergencies.</p> <p>MAJOR CHANGE: This division proposes to hire six officers to augment patrol. Five of these officers would allow the police officer per 1,000 citizen ratio to be increased from 1.4 to 1.5. The sixth officer would be to supplement the third week of vacation most officers now earn.</p>	



Fund	Department	Division			Account Number	
General	Police	Patrol			040.042	
<b>Division Request</b>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Personnel Services		2,125,575	2,199,932	1,449,851	2,096,314	2,571,188
Contractual Services		38,432	33,715	19,198	35,915	33,820
Commodities		106,250	100,154	68,365	105,300	113,300
Capital Outlay		88,072	120,830	113,505	126,910	170,922
Totals		2,358,329	2,454,631	1,650,919	2,364,439	2,889,230
<b>Personnel Schedule</b>			Number of Employees			
Position Title			1993 Actual	1994 Authorized	1995 Requested	
Captain			1.00	1.00	1.00	
Lieutenant			3.00	3.00	3.00	
Sergeant			6.00	7.00	7.00	
Police Officer			38.00	38.00	44.00	
Totals			48.00	49.00	55.00	

Fund		Department	Division			Account Number	
General		Police	Patrol			040.042	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		416,244	461,472	319,897	439,035	502,562
510.111	Salaries - Regular/Full-Time		1,161,089	1,197,287	810,977	1,157,797	1,464,527
510.113	Salaries - Overtime		116,170	20,000	16,499	19,462	21,000
510.115	Police Holiday Pay		46,180	55,000	311	55,311	57,750
510.120	Social Security		128,422	135,233	84,793	127,878	159,575
510.122	Worker's Compensation		56,219	91,196	59,227	68,870	84,288
510.124	Insurance - Health		110,134	122,183	83,598	115,913	141,310
510.125	Insurance - Life		4,328	5,573	3,343	4,407	6,609
510.127	Insurance - Disability		6,585	7,962	5,572	7,345	9,442
510.130	Pension		80,204	104,026	65,635	100,296	124,125
	<b>Totals</b>		<b>2,125,575</b>	<b>2,199,932</b>	<b>1,449,851</b>	<b>2,096,314</b>	<b>2,571,188</b>

Fund		Department	Division			Account Number	
General		Police	Patrol			040.042	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.247	Maintenance & Repair - Equipment		3,446	5,200	2,596	5,200	5,000
520.248	Maintenance & Repair - Vehicles		29,844	20,400	11,354	20,400	22,000
520.249	Memberships & Subscriptions		240	540	334	540	520
520.251	Miscellaneous Contractual		1,685	1,200	1,260	2,000	1,200
520.260	Printing & Binding		1,381	2,100	1,004	3,500	1,300
520.261	Professional Services		513	1,500	0	1,500	1,500
520.277	Training & Continuing Education		1,323	2,775	2,650	2,775	2,300
	<b>Totals</b>		<b>38,432</b>	<b>33,715</b>	<b>19,198</b>	<b>35,915</b>	<b>33,820</b>

Fund	Department	Division	Account Number
General	Police	Patrol	040.042
<b>Memberships and Subscriptions</b>			
Organization		Member	Amount
Intern. Assoc. Firearms Instructors		4 Firearms Instructors	200
National Safety Council		1 Traffic Supervisor	65
Law Officers Bulletin		Department	60
Professional Publications		Department	50
American Society Law Enf. Trainers		1 Training Officer	45
Mo. Association Traffic Enforcement		1 Traffic Supervisor	40
F.B.I. National Academy		1 Captain	20
Law Enforcement News		Department	20
Police Magazine		Department	20
		<b>Total</b>	<b>520</b>



Fund		Department	Division			Account Number	
General		Police	Patrol			040.042	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		23,768	22,036	19,668	25,000	27,100
530.318	Gasoline & Oil		44,813	50,000	28,478	50,000	50,000
530.321	Investigative Supplies		121	700	53	700	500
530.325	Miscellaneous Supplies		600	750	464	600	700
530.343	Uniforms		36,948	26,668	19,701	29,000	35,000
	<b>Totals</b>		<b>106,250</b>	<b>100,154</b>	<b>68,365</b>	<b>105,300</b>	<b>113,300</b>

Fund		Department	Division			Account Number	
General		Police	Patrol			040.042	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		1,985	1,500	1,620	1,620	1,500
540.420	Furniture		0	0	0	0	2,000
540.440	Machinery & Equipment		4,495	15,830	15,553	15,830	0
540.460	Automobile & Trucks		81,592	103,500	96,332	109,460	167,422
	<b>Totals</b>		<u>88,072</u>	<u>120,830</u>	<u>113,505</u>	<u>126,910</u>	<u>170,922</u>

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Patrol	<b>Account Number</b> 040.042
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-040-042-540.410			
<b>Description</b> Computer Terminal	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,500	<b>Total Cost</b> 1,500
<b>Explain reason for request (describe use and workload)</b> To allow Sergeants access to computer services.		<b>No# of similar units on hand</b> 3	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Not Applicable			
<b>What source was used for unit cost?</b> Computer Committee			
<b>Other remarks</b>			



<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Patrol	<b>Account Number</b> 040.042								
<b>Capital Outlay Request</b>											
<b>Account Number</b> 001-040-042-540.420											
<b>Description</b> Desk with overhead bin and pin board	<b>No# Requested</b> 1	<b>Unit Cost</b> 2,000	<b>Total Cost</b> 2,000								
<b>Explain reason for request (describe use and workload)</b> To allow a work station for the traffic supervisor who, is now using a credenza from another office work station.	<b>No# of similar units on hand</b> 4	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition									
<b>Specify Items to be Replaced</b>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;"><u>Item</u></td> <td style="width: 25%; border-bottom: 1px solid black;"><u>Make</u></td> <td style="width: 25%; border-bottom: 1px solid black;"><u>Age</u></td> <td style="width: 25%; border-bottom: 1px solid black;"><u>Recommended Disposition</u></td> </tr> <tr> <td colspan="4" style="height: 100px;"></td> </tr> </table>				<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>				
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>								
<b>What source was used for unit cost?</b> Vendor supplies											
<b>Other remarks</b>											

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Patrol	<b>Account Number</b> 040.042
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-040-042-540.460			
<b>Description</b> Replacement Patrol Vehicles	<b>No# Requested</b> 9	<b>Unit Cost</b> 13,123	<b>Total Cost</b> 118,107
<b>Explain reason for request (describe use and workload)</b> To replace 1992, and 1993 patrol vehicles with excessive mileage. As per vehicle plan approved by Council.		<b>No# of similar units on hand</b> 19	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
8 Vehicles	Ford	2-3 Years	Trade-in
<b>What source was used for unit cost?</b> State Bid			
<b>Other remarks</b> Cost of unit is based on expected trade in value of \$18,000.			

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Patrol	<b>Account Number</b> 040.042
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-040-042-540.460			
<b>Description</b> Patrol Vehicles	<b>No# Requested</b> 2	<b>Unit Cost</b> 14,900	<b>Total Cost</b> 29,800
<b>Explain reason for request (describe use and workload)</b> Three additional new vehicles added to fleet. Three used vehicles will be rotated into Administration for use as staff vehicles.		<b>No# of similar units on hand</b> 19	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> State Bid			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Patrol	<b>Account Number</b> 040.042
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-040-042-540.460			
<b>Description</b> Four wheel drive vehicle	<b>No# Requested</b> 1	<b>Unit Cost</b> 19,515	<b>Total Cost</b> 19,515
<b>Explain reason for request (describe use and workload)</b> To supplement patrol vehicles		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> State Bid			
<b>Other remarks</b>			

Fund		Department	Division	Account Number
General		Police	Patrol	040.042
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.247	Maintenance & Repair - Equipment	5,000	Mobile Radio Repair Contract - 4,000 Radar and other Equipment Repair - 500 Spare parts for service pistols - 500	
520.248	Maintenance & Repair - Vehicles	22,000	Maint. of patrol vehicles - 18 veh x 765. - 13,800 New vehicle changeover - 6,700 Washes - 1,500	
520.249	Memberships & Subscriptions	520	See attached detail	
520.251	Miscellaneous Contractual	1,200	Supervisor's phone	
520.260	Printing & Binding	1,300	Missouri Traffic tickets - 1,200 Other Forms - 100	
520.261	Professional Services	1,500	Medical checks for prisoners when needed due to illness or other circumstances.	
520.277	Training & Continuing Education	2,300	See attached detail	
530.313	Departmental Supplies	27,100	Ammunition - 7,800 Range Supplies - 500 6 Firearms - 2,400 6 Portable Radios - 3,600 Kevlar Gloves - 250 30 Walkie Talkie Batteries - 1,200 10 Vests - 4,000 Traffic flares - 1,500 5 Walkie-Talkie Microphones - 400	

Fund	Department	Division	Account Number
General	Police	Patrol	040.042
Line Item Details		1995	Details
Account Number	Account Title	Request	
			10 Pepper Mace - 150 4 Light Bars - 3,200 2 Push Bumpers - 200 9 Electrical Cables - 900 10 Cassette Recorders - 1,000
530.318	Gasoline & Oil	50,000	Gasoline & oil for 18 patrol vehicles
530.321	Investigative Supplies	500	Breathalyzer & Traffic Investigation Supplies
530.325	Miscellaneous Supplies	700	Prisoner Food
530.343	Uniforms	35,000	New and replacement uniforms for commissioned officers (including six new officers)
540.410	Computer Equipment	1,500	See attached detail
540.420	Furniture	2,000	See attached detail



### 1995 Annual Budget

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Patrol	<b>Account Number</b> 040.042
<b>Line Item Details</b>		<b>1995 Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		
540.460	Automobile & Trucks	167,422	See attached detail

Fund	Department	Division	Account Number
General	Police	Support Services	040.043
<b><i>Division Summary</i></b>			
<b>Activity</b>		<b>Remarks</b>	
Records		Provides central location for all police records and reports. 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> <p>Assist and supports patrol and criminal investigation with information and messages received.</p>	
Internal Affairs		Conducts and/or assigns all internal department investigations into officer improprieties or departmental matters. Reports recommendations directly to Chief of Police.	
Training/Personnel		Provides and monitors training for all employees. Assist Board of Police commissioners and City Personnel Department with hiring of personnel.	



Fund	Department	Division			Account Number
General	Police	Support Services			040.043
<b><i>Division Request</i></b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	157,724	172,960	107,761	160,837	180,390
Contractual Services	270,750	332,235	221,034	340,135	338,055
Commodities	12,231	12,659	14,086	15,000	6,000
Capital Outlay	7,033	90,465	89,335	90,465	0
Totals	447,738	608,319	432,215	606,437	524,445
<b><i>Personnel Schedule</i></b>		Number of Employees			
Position Title	1993 Actual	1994 Authorized	1995 Requested		
Captain	1.00	1.00	1.00		
Records Clerks	3.00	3.00	3.00		
Records Clerks (5 part-time)	1.33	1.33	1.66		
Totals	5.33	5.33	5.66		

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
Personnel Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		54,012	55,383	39,528	56,214	57,880
510.111	Salaries - Regular/Full-Time		53,876	55,105	31,618	46,513	52,715
510.112	Salaries - Part-Time		22,286	30,441	15,998	25,704	37,357
510.113	Salaries - Overtime		1,233	1,000	484	832	1,000
510.120	Social Security		9,635	11,070	6,517	9,889	11,618
510.122	Worker's Compensation		2,099	3,259	2,154	2,572	2,703
510.124	Insurance - Health		8,618	9,112	7,675	10,600	9,478
510.125	Insurance - Life		293	371	141	284	372
510.127	Insurance - Disability		449	530	354	473	531
510.130	Pension		5,223	6,689	3,293	7,756	6,736
	Totals		157,724	172,960	107,761	160,837	180,390

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.245	Meg Expenses		3,599	5,000	2,699	3,500	0
520.247	Maintenance & Repair - Equipment		5,518	4,400	1,376	4,400	3,000
520.249	Memberships & Subscriptions		53	285	217	285	285
520.251	Miscellaneous Contractual		184,858	230,000	144,942	237,500	240,720
520.260	Printing & Binding		152	1,600	810	1,600	1,000
520.261	Professional Services		295	0	184	0	0
520.268	Rental - Equipment		3,486	7,800	9,538	13,000	8,800
520.269	Rental - Buildings		36,000	36,000	30,000	36,000	36,000
520.276	Telephone		20,185	18,000	12,198	18,000	18,000
520.277	Training & Continuing Education		10,311	13,900	10,965	13,900	14,850
520.285	Utilities - Electric		5,625	14,000	7,488	11,000	14,000
520.286	Utilities - Gas		336	450	188	450	600
520.287	Utilities - Water		197	400	138	200	400
520.288	Utilities - Sewer		135	400	290	300	400
	<b>Totals</b>		<u>270,750</u>	<u>332,235</u>	<u>221,034</u>	<u>340,135</u>	<u>338,055</u>

Fund	Department	Division	Account Number
General	Police	Support Services	040.043
<b>Memberships and Subscriptions</b>			
Organization		Member	Amount
Professional Publications		Department	250
F.B.I. National Academy		1 Captain	20
Emergency Operation Council STL		1 Captain	15
		<b>Total</b>	<b>285</b>

Fund	Department	Division	Account Number
General	Police	Support Services	040.043
<b>Training and Continuing Education</b>			
Seminar	Location		Amount
County-Municipal Police Academy	Wellston		6,900
Computerized Legal Studies	N/A		5,800
Police Olympics	To be determined		600
Range Fees	Metropolitan Area		550
Complaint Evaluation Training	MO Highway Patrol Academy		350
Emergency Management	Federal, State, Local		300
Miscellaneous	Metropolitan Area		250
Mo. Traffic Information System	Warrensburg		100
	<b>Total</b>		<b>14,850</b>

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		12,231	12,659	14,086	15,000	6,000
	<b>Totals</b>		<u>12,231</u>	<u>12,659</u>	<u>14,086</u>	<u>15,000</u>	<u>6,000</u>

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		3,430	3,500	3,248	3,500	0
540.440	Machinery & Equipment		1,753	84,965	84,965	84,965	0
540.480	Improvements to Buildings		1,850	2,000	1,122	2,000	0
	<b>Totals</b>		<u>7,033</u>	<u>90,465</u>	<u>89,335</u>	<u>90,465</u>	<u>0</u>

Fund		Department	Division		Account Number
General		Police	Support Services		040.043
Line Item Details			1995	Details	
Account Number	Account Title	Request			
520.247	Maintenance & Repair - Equipment	3,000	Office Equipment - 1,000 Building - 2,000		
520.249	Memberships & Subscriptions	285	See attached detail		
520.251	Miscellaneous Contractual	240,720	County Dispatching - 220,600 (5% increase) REJIS - 15,120 Janitorial - 4,000 Mobile Telephone - 1,000		
520.260	Printing & Binding	1,000	Record Room Forms and envelopes - 800 Missouri Statute Books - 200		
520.268	Rental - Equipment	8,800	Copier - 7,500 Pagers - 1,300		
520.269	Rental - Buildings	36,000	Police Department building lease		
520.276	Telephone	18,000	Telephone lines & AT&T equipment, for police department		
520.277	Training & Continuing Education	14,850	See attached detail		
520.285	Utilities - Electric	14,000	Electric bill for Police Department & Dusk to Dawn Lighting		



Fund		Department	Division	Account Number
General		Police	Support Services	040.043
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.286	Utilities - Gas	600	Gas usage	
520.287	Utilities - Water	400	Water usage	
520.288	Utilities - Sewer	400	Sewer Bills	
530.313	Departmental Supplies	6,000	Janitorial Supplies - 3,000 Record Room Supplies - 1,000 Building Supplies - 1,200 Office Accessories - 500 Head Set - 300	

Fund	Department	Division	Account Number
General	Police	Investigations	040.044

### ***Division Summary***

Activity	Remarks
Detective Division	<p>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.</p> <p>Processes all Police Department employee background checks, liquor license applications and renewals, and solicitor permits.</p>

Fund	Department	Division	Account Number
General	Police	Investigations	040.044

<b><i>Division Request</i></b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	254,779	253,252	167,501	236,388	263,791
Contractual Services	5,236	7,645	4,108	7,645	7,110
Commodities	9,270	12,069	5,362	12,069	8,600
Capital Outlay	950	681	680	680	0
<b>Totals</b>	<b>270,235</b>	<b>273,647</b>	<b>177,651</b>	<b>256,782</b>	<b>279,501</b>

<b><i>Personnel Schedule</i></b>	Number of Employees		
Position Title	1993 Actual	1994 Authorized	1995 Requested
Lieutenant	1.00	1.00	1.00
Detectives	4.00	4.00	4.00
Evidence Property Clerk	1.00	1.00	1.00
<b>Totals</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		43,403	43,285	30,525	42,999	46,086
510.111	Salaries - Regular/Full-Time		144,360	154,092	99,581	143,057	159,650
510.113	Salaries - Overtime		22,517	2,500	3,050	3,933	2,500
510.115	Police Holiday Pay		343	0	0	0	0
510.120	Social Security		15,651	15,590	9,781	14,534	16,242
510.122	Worker's Compensation		6,002	10,514	6,526	7,828	7,843
510.124	Insurance - Health		12,191	13,668	9,204	11,268	17,147
510.125	Insurance - Life		470	663	439	514	691
510.127	Insurance - Disability		720	947	612	856	988
510.130	Pension		9,122	11,993	7,783	11,399	12,644
	<b>Totals</b>		<u>254,779</u>	<u>253,252</u>	<u>167,501</u>	<u>236,388</u>	<u>263,791</u>

Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
Contractual Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.244	Investigative Expenses		132	1,000	0	1,000	1,000
520.247	Maintenance & Repair - Equipment		347	350	141	350	350
520.248	Maintenance & Repair - Vehicles		670	1,500	1,940	1,500	1,500
520.249	Memberships & Subscriptions		372	370	270	370	370
520.251	Miscellaneous Contractual		1,725	2,000	41	2,000	2,000
520.260	Printing & Binding		0	400	56	400	250
520.268	Rental - Equipment		615	725	616	725	450
520.277	Training & Continuing Education		1,375	1,300	1,044	1,300	1,190
	Totals		5,236	7,645	4,108	7,645	7,110

Fund	Department	Division	Account Number
General	Police	Investigations	040.044
<b>Memberships and Subscriptions</b>			
Organization		Member	Amount
Mid States Organ. Crime Information Center		Department	250
Criminal Information Exchange		Department	25
Professional Publications		Department	25
Professional Investigator's Council		1 Detective	20
International Juvenile Officers Association		1 Detective	15
MO Police Juvenile Officers Association		1 Detective	15
Credit Card & Check Investigators		Department	10
Missouri Association Identification		1 Detective	10
		<b>Total</b>	<b>370</b>

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Police	Investigations	040.044
<b><i>Training and Continuing Education</i></b>			
<b>Seminar</b>	<b>Location</b>		<b>Amount</b>
Medicological Death Investigator	St. Louis University		370
Reid Method-Criminal Investigation	St. Louis, MO		360
Missouri Police Juvenile Conference	Jefferson City, MO		300
Major Case Squad Training	St. Louis, MO		160
	<b>Total</b>		<u>1,190</u>

Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		1,140	1,664	343	1,664	0
530.318	Gasoline & Oil		2,279	2,500	1,000	2,500	2,000
530.321	Investigative Supplies		4,044	5,305	4,000	5,305	3,900
530.325	Miscellaneous Supplies		0	200	20	200	150
530.343	Uniforms		1,807	2,400	0	2,400	2,550
	<b>Totals</b>		<u>9,270</u>	<u>12,069</u>	<u>5,362</u>	<u>12,069</u>	<u>8,600</u>



Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		950	681	680	680	0
	<b>Totals</b>		<u>950</u>	<u>681</u>	<u>680</u>	<u>680</u>	<u>0</u>

Fund		Department	Division	Account Number
General		Police	Investigations	040.044
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.244	Investigative Expenses	1,000	Investigative Expenses (e.g. Major Case Activation)	
520.247	Maintenance & Repair - Equipment	350	Photographic and Video Equipment Repair	
520.248	Maintenance & Repair - Vehicles	1,500	Maintenance of four vehicles	
520.249	Memberships & Subscriptions	370	See attached detail	
520.251	Miscellaneous Contractual	2,000	County Photo Processing - 1,500 Lab tests - 500	
520.260	Printing & Binding	250	Evidence envelopes and tags	
520.268	Rental - Equipment	450	Identa-Kit	
520.277	Training & Continuing Education	1,190	See attached detail	
530.318	Gasoline & Oil	2,000	Gasoline and oil for four detective vehicles	
530.321	Investigative Supplies	3,900	Film and video tape - 2,400 Batteries - 100 Crime scene processing supplies - 1,200 Crime Scene Rolatapes (2) - 200	

Fund		Department	Division	Account Number
General		Police	Investigations	040.044
Line Item Details			1995	Details
Account Number	Account Title		Request	
530.325	Miscellaneous Supplies		150	Criminal informant fund
530.343	Uniforms		2,550	Clothing allowance for 5 detectives @ \$480.00 each - 2,400 Protective Jumpsuits (3) - 150

Fund	Department	Division	Account Number
General	Municipal Court	Municipal Court	050.051

### ***Division Summary***

Activity	Remarks
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Municipal Court

Municipal Court is the judicial branch of the city government. The Judge, Prosecuting Attorney and Court Bailiff 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 the Court Clerk and Clerk/Typist are under the supervision of the Finance Director and the Municipal Judge.

Fund	Department	Division	Account Number
General	Municipal Court	Municipal Court	050.051

<b>Division Request</b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	38,128	39,383	28,958	41,419	43,070
Contractual Services	59,259	71,080	53,685	71,866	73,845
Commodities	0	1,250	799	1,000	250
Capital Outlay	0	0	0	0	1,500
<b>Totals</b>	<b>97,387</b>	<b>111,713</b>	<b>83,442</b>	<b>114,285</b>	<b>118,665</b>

<b>Personnel Schedule</b>	<b>Number of Employees</b>		
Position Title	1993 Actual	1994 Authorized	1995 Requested
Court Clerk	1.00	1.00	1.00
Clerk/Typist	0.25	0.25	0.38
<b>Totals</b>	<b>1.25</b>	<b>1.25</b>	<b>1.38</b>

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		27,023	27,322	19,456	27,474	28,353
510.112	Salaries - Part-Time		3,477	3,590	3,463	5,151	5,676
510.113	Salaries - Overtime		1,713	2,000	1,508	2,194	2,000
510.120	Social Security		2,426	2,567	1,856	2,664	2,810
510.122	Worker's Compensation		91	132	91	122	126
510.124	Insurance - Health		1,488	1,574	1,142	1,523	1,637
510.125	Insurance - Life		73	92	56	76	95
510.127	Insurance - Disability		112	131	94	126	136
510.130	Pension		1,725	1,975	1,292	2,089	2,237
	<b>Totals</b>		<b>38,128</b>	<b>39,383</b>	<b>28,958</b>	<b>41,419</b>	<b>43,070</b>

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.213	Court Docketing		16,231	17,000	12,193	17,000	17,000
520.247	Maintenance & Repair - Equipment		0	100	120	100	150
520.249	Memberships & Subscriptions		135	235	160	235	235
520.251	Miscellaneous Contractual		0	4,000	3,067	3,900	4,800
520.260	Printing & Binding		2,532	2,800	405	2,000	2,500
520.261	Professional Services		36,917	43,300	35,228	45,300	45,800
520.268	Rental - Equipment		2,314	2,150	1,424	2,136	2,150
520.277	Training & Continuing Education		1,130	1,495	1,088	1,195	1,210
<b>Totals</b>			<b>59,259</b>	<b>71,080</b>	<b>53,685</b>	<b>71,866</b>	<b>73,845</b>

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Municipal Court	Municipal Court	050.051
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>	<b>Member</b>	<b>Amount</b>	
National Assn. Court Management	Nancy Morr	75	
Muni/Assoc. Circ. Judges Assn.	Susan Clarke	50	
Muni/Assoc. Circ. Judges Assn.	Rick Brunk	50	
Missouri Assn. Court Administration	Nancy Morr	35	
Met. St. Louis Assn. Court Admin.	Nancy Morr	25	
	<b>Total</b>	<hr/> 235	



Fund	Department	Division	Account Number
General	Municipal Court	Municipal Court	050.051
<b>Training and Continuing Education</b>			
Seminar	Location		Amount
Muni/Assoc. Circ. Judges Conference	Lodge of Four Seasons		530
Mo. Assn. Court Admin. Conference	Lodge of Four Seasons		480
Met. St. Louis Assn. Court Admin.	St. Louis Area		100
Mo. Assn. Court Admin. Meetings	Lodge of Four Seasons		100
	<b>Total</b>		<b>1,210</b>

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		0	1,250	799	1,000	250
	<b>Totals</b>		<u>0</u>	<u>1,250</u>	<u>799</u>	<u>1,000</u>	<u>250</u>

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		0	0	0	0	1,500
	<b>Totals</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,500</u>

<b>Fund</b> General	<b>Department</b> Municipal Court	<b>Division</b> Municipal Court	<b>Account Number</b> 050.051
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-050-051-540.410			
<b>Description</b> Computer Work Station	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,500	<b>Total Cost</b> 1,500
<b>Explain reason for request (describe use and workload)</b> To provide a work station for part-time clerk who works 25 hours per week for Municipal Court and Finance Departments		<b>No# of similar units on hand</b> 3	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Mail order catalog			
<b>Other remarks</b>			

Fund		Department	Division	Account Number
General		Municipal Court	Municipal Court	050.051
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.213	Court Docketing	17,000	REJIS charges, docket delivery charges	
520.247	Maintenance & Repair - Equipment	150	Maintenance on cash register and typewriter	
520.249	Memberships & Subscriptions	235	See attached detail	
520.251	Miscellaneous Contractual	4,800	Court Bailiff	
520.260	Printing & Binding	2,500	Court files, receipts and all printed materials	
520.261	Professional Services	45,800	Judge - 16,500 P.A. - 25,800 Subs - 3,500	
520.268	Rental - Equipment	2,150	REJIS terminal, monitor and printer	
520.277	Training & Continuing Education	1,210	See attached detail	
530.313	Departmental Supplies	250	Miscellaneous supplies	
540.410	Computer Equipment	1,500	See attached detail.	

## **1994 ACCOMPLISHMENTS PLANNING**

- ▶ Published thirteen (13) Board of Adjustment Notices of Public Hearing, twenty-five (25) Planning Commission Notices of Public Hearing, Annexation Meetings, etc. as required, in the St. Louis Countian.
- ▶ Published notices of all Planning Commission and Board of Adjustment meetings in the Chesterfield Journal, although not legally required, to keep public informed.
- ▶ In conjunction with the Planning Commission, staff developed Landscape Guidelines for Chesterfield Valley.
- ▶ In conjunction with the Planning Commission, staff developed Design Guidelines for the City of Chesterfield.
- ▶ Prepared, posted and distributed agendas; and prepared and presented staff reports for twenty-two (22) Planning Commission Meetings, nineteen (19) Planning and Zoning Committee Meetings, and seventeen (17) Board of Adjustment Meetings.
- ▶ Coordinated meetings of various committees of the Planning Commission (i.e., Architectural Review Committee, Comprehensive Plan Committee, Ordinance Review Committee, Procedures and Planning Committee, and Site Plan/Landscape Committee); posted and distributed notices; and provided staff support/input/attendance for all meetings.
- ▶ Coordinated and provided staff assistance for all meetings of the West Area Study Committee, West Area Sub-Committee, Ordinance Selection Committee, Ordinance Review Steering Committee.
- ▶ Attended meetings regarding Westland Acres and provided written and verbal input to the Mayor, City Council, Planning Commission, City Administrator, and the St. Louis County Department of Planning
- ▶ Updated Plan of Intent for Western Annexation.
- ▶ Completed Plan of Intent for Southern Annexation.
- ▶ In conjunction with the Department of Public Works, secured a \$681,900 Economic Development Administration Grant to assist in funding installation of stormwater pumps in Chesterfield Valley.

- ▶ Department prepared bills for: 2 - Zoning Ordinance Amendments; 5 - Boundary Adjustment Plats; 10 -Ordinance Amendments; 20 - Record Plats; and 4 - Vacation of Easements.
- ▶ Issued 1,007 Occupancy Permits.
- ▶ Reviewed all new business licenses to ensure use permitted under Zoning Regulations.
- ▶ Reviewed and approved Zoning Authorization Requests for Building Permits.
- ▶ Processed thirty-one (31) Demolition Permit authorization letters to St. Louis County Department of Public Works.
- ▶ Set-up, coordinated, provided input (written and verbal), and staff assistance for meetings with consultant Lane Kendig regarding Update of the City's Zoning and Subdivision Regulations.
- ▶ Prepared and mailed annual Planning Commission informational letter (including 1995 Meeting Schedule, Amendment of the City's Comprehensive Plan, Landscape Guidelines for Chesterfield Valley, and Design Guidelines) to companies/consultants, various organizations, City Council Members, Planning Commission Members, Department Heads and Executive Staff.
- ▶ Mailed Escrow Release informational letter to all residents of various subdivisions, upon notification by the Department of Public Works.
- ▶ Responded to all complaints with regard to zoning and nuisance violations.
- ▶ Prosecuted violators of zoning and nuisance ordinance.
- ▶ Assisted in preparation of Tax Increment Financing District Plan and establishment of District for Chesterfield Valley.
- ▶ Department staff participated in public awareness programs at local schools.
- ▶ Accumulated information from the 1990 Census.

## **1995 GOALS PLANNING**

- ▶ **Goal:** Provide effective communication tool which will enhance knowledge and awareness of the City and its functions.  
**Strategies:** Prepare a minimum of two (2) informative articles for the Chesterfield Citizen regarding the activities/role of the Planning Commission, Board of Adjustment, and Planning Department.  
Develop, maintain, and disseminate information on the physical, social, and economic characteristics of the City.
- ▶ **Goal:** Improve efficiency of departmental operations.  
**Strategies:** Increase the use of the available computer network by implementing work order and tracking programs.  
Conduct inspections in response to complaints on violations and nuisances within 36 hours.
- ▶ **Goal:** Seek to improve the quality of life within the City.  
**Strategy:** Complete a unified development code in 1995, in conjunction with the consultant retained by the City.
- ▶ **Goal:** Facilitate the development process within the City.  
**Strategy:** Complete a preliminary review of site plan and subdivision plat submittals within 14 calendar days of receipt.



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Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<b><i>Division Summary</i></b>			
<b>Activity</b>		<b>Remarks</b>	
Comprehensive Planning		Provide long/short-range planning for City. Prepare and submit Plans of Intent for annexations to County Boundary Commission.	
Inspection and Enforcement		Inspect zoning and nuisance violations; appear in Court, as required.	
General Public Contact		Meet citizens, developers, consultants concerning Zoning and Subdivision Ordinances.	
Subdivision Ordinance Adm.		Review of subdivision plats; monitor escrow accounts; and review subdivision variance requests.	
Board of Adjustment		Assist public with Board variance requests and serve as technical advisor to Board.	
Zoning Ordinance Admin.		Analysis, review, preparation and presentation of reports to Planning Commission; review site plans; maintain official zoning map of City of Chesterfield.	

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061

<b>Division Request</b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	274,196	317,744	208,788	299,258	328,375
Contractual Services	13,506	108,576	12,896	55,647	16,885
Commodities	1,985	4,000	2,835	4,000	6,985
Capital Outlay	0	5,984	3,380	5,880	0
<b>Totals</b>	<b>289,687</b>	<b>436,304</b>	<b>227,899</b>	<b>364,785</b>	<b>352,245</b>

<b>Personnel Schedule</b>	Number of Employees		
Position Title	1993 Actual	1994 Authorized	1995 Requested
Director of Planning	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Planner II	1.00	1.00	1.00
Planner I	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
Planning Intern	0.00	0.00	0.31
<b>Totals</b>	<b>8.00</b>	<b>8.00</b>	<b>8.31</b>

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
Personnel Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory	107,597	108,438	76,662	108,852	111,263	
510.111	Salaries - Regular/Full-Time	123,157	152,390	95,995	138,638	154,461	
510.112	Salaries - Part-Time	0	0	0	0	4,160	
510.113	Salaries - Overtime	2,069	1,000	104	179	1,000	
510.120	Social Security	16,103	20,423	12,907	18,947	21,129	
510.122	Worker's Compensation	1,521	2,129	1,393	1,665	1,847	
510.124	Insurance - Health	13,083	15,409	10,419	14,146	16,026	
510.125	Insurance - Life	637	993	536	833	1,011	
510.127	Insurance - Disability	940	1,252	837	1,138	1,275	
510.130	Pension	9,089	15,710	9,937	14,860	16,203	
	Totals	274,196	317,744	208,788	299,258	328,375	

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.210	Advertising		2,825	4,000	2,635	4,000	5,500
520.248	Maintenance & Repair - Vehicles		264	500	383	500	400
520.249	Memberships & Subscriptions		1,170	1,250	1,187	1,187	1,295
520.251	Miscellaneous Contractual		1,957	3,316	1,472	3,300	5,400
520.260	Printing & Binding		425	1,250	811	1,000	2,000
520.261	Professional Services		762	92,500	775	39,900	540
520.268	Rental - Equipment		4,850	3,410	3,533	3,410	0
520.277	Training & Continuing Education		1,253	2,350	2,100	2,350	1,750
	<b>Totals</b>		<b>13,506</b>	<b>108,576</b>	<b>12,896</b>	<b>55,647</b>	<b>16,885</b>

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<b>Memberships and Subscriptions</b>			
Organization		Member	Amount
Planning Advisory Service		N/A	395
Land Use Law & Digest		N/A	220
American Planning Association		Director of Planning	180
Miscellaneous		N/A	150
American Planning Association		Senior Planner	125
Urban Land Institute		N/A	120
Zoning News		N/A	45
American Planning Association		Planner I	15
American Planning Association		Planner II	15
American Planning Association		Senior Planner	15
American Planning Association		Director of Planning	15
		<b>Total</b>	<b>1,295</b>

<b>Fund</b> General	<b>Department</b> Planning	<b>Division</b> Planning & Zoning	<b>Account Number</b> 060.061
<b><i>Training and Continuing Education</i></b>			
<b>Seminar</b>	<b>Location</b>		<b>Amount</b>
Mtgs/Seminars/Training	Metro Area		1,150
Amer. Plan. Assoc. (4 State Conf.)	Kansas City, MO		300
American Planning Association	Jefferson City, MO		300
	<b>Total</b>		<u>1,750</u>

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		1,233	3,000	2,260	3,000	5,985
530.318	Gasoline & Oil		752	1,000	574	1,000	1,000
	<b>Totals</b>		<u>1,985</u>	<u>4,000</u>	<u>2,835</u>	<u>4,000</u>	<u>6,985</u>



Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		0	3,484	3,380	3,380	0
540.420	Furniture		0	2,500	0	2,500	0
	<b>Totals</b>		<u>0</u>	<u>5,984</u>	<u>3,380</u>	<u>5,880</u>	<u>0</u>

Fund		Department	Division	Account Number
General		Planning	Planning & Zoning	060.061
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.210	Advertising	5,500	Public Hearing Notices - 4,500 Annexation notices - 1,000	
520.248	Maintenance & Repair - Vehicles	400	Vehicle Repairs	
520.249	Memberships & Subscriptions	1,295	See attached detail	
520.251	Miscellaneous Contractual	5,400	Map Reproduction - 600 County Computer Access - 500 Microfilm Copies - 1,500 Code Compliance - 500 Film Processing - 500 Director's Car Phone - 900 Portable Car Phone - 900	
520.260	Printing & Binding	2,000	Revised Zoning Subdivision Ordinance Comprehensive Plan Items Planning Commission Name Plates, etc.	
520.261	Professional Services	540	Board of Adjustment Reporter	
520.277	Training & Continuing Education	1,750	See attached detail	
530.313	Departmental Supplies	5,985	Film - 700 Slides - 500 Drafting Supplies - 200 Hot Files - 70 West Area Study - 125 Misc. Supplies - 750	

Fund General		Department Planning		Division Planning & Zoning		Account Number 060.061	
<b>Line Item Details</b>				1995	Details		
Account Number	Account Title			Request			
530.318	Gasoline & Oil			1,000	One two-drawer file cabinet - 480 Two five-drawer file cabinets - 1,760 One storage cabinet - 800 One book case - 600  Direct charges for director's car and Aries		

## 1994 ACCOMPLISHMENTS

### PUBLIC WORKS

- ▶ Removed and replaced slabs of existing concrete streets with street division personnel:  
1994 - 516 slabs  
1993 - 300 slabs
- ▶ Removed and replaced existing concrete streets on a contract basis:  
1994 - 20,585 feet  
1993 - 19,102 feet
- ▶ Provided emergency snow removal for all City-maintained streets, providing curb-to-curb bare pavement within 48 hours or less from the end of a snowfall.
- ▶ Inspected and mudjacked streets, completing undermine-related work orders:  
1994 - 61 work orders  
1993 - 37 work orders
- ▶ Cracksealed existing concrete streets:  
1994 - 4 miles  
1993 - 10 miles
- ▶ Systematically addressed potholes throughout the City:  
1994 - 765 tons of hotmix patching materials, 152 tons Polyperm, 150 tons of trap rock, and 4,239 gallons of CRS-II  
1993 - 800 tons patching material
- ▶ Removed and replaced existing concrete sidewalk throughout the City:  
1994 - 1,200 slabs  
1993 - 980 slabs
- ▶ Entered into a contract for an additional 103 slabs on River Valley Drive and 97 slabs on Deerhorn Drive.
- ▶ Swept all City streets two times, one in May and once in December.
- ▶ Trimmed 15 centerline miles of street trees to provide safe passage of vehicles and pedestrians.
- ▶ Conducted plan reviews:  
1994 - 412 plans  
1993 - 403 plans

- ▶ Conducted construction inspections on development in the City:
  - 1994 - 3,260 hours
  - 1993 - 2,500 hours
- ▶ Repaired or reconstructed storm sewers:
  - 1994 - 287 sewer-related work orders
  - 1993 - 50 sewer-related work orders
- ▶ Provided cost-effective maintenance on all City vehicles, contract for fleet maintenance programming services to assist in this effort.

Other data/trends:

	<u>1992</u>	<u>1993</u>
Street maintenance workers per lane mile	0.09	0.09
Tons of salt used per lane mile	8.85	7.69
Ratio of vehicles and rolling stock to mechanics	19.67	19.33
Ratio of P/W Street Maintenance budget to lane mile	\$5,105	\$8,007
Capital projects expenditures per capita	\$22.09	\$32.88
Capital projects expenditures per engineer	\$311,558	\$463,760
Capital projects expenditures per lane mile	\$3,595	\$5,351
Ratio of Public Works budget to population incl. capital	\$76	\$106
Ratio of Public Works budget to population excl. capital	\$54	\$73
Number of lane miles per truck	14.44	16.25
Square yards of contractual concrete work per engineer	10,646	18,395

## **1995 GOALS PUBLIC WORKS**

- ▶ **Goal:** Improve the overall quality of City-maintained streets through a combination of contractual and in-house efforts.  
**Strategies:** Design, bid and construct by contract, approximately \$3,500,000 of concrete pavement slabs, if 1/2 and 1/4 cent sales tax are approved. Identify, design, bid, and construct asphalt overlays to supplement our pavement reconstruction activities.  
Bid and contract to route and crackseal approximately 25 miles of streets at a budgeted cost of \$200,000. Have bid documents prepared for bid by January 23, 1995.  
Crackseal 10 miles of City-maintained streets with in-house personnel. Systematically address potholes throughout the City and respond to complaints within 10 days of notification.  
Stabilize undermined pavement through slurry and mudjack operations.
- ▶ **Goal:** Secure a City owned public works facility.  
**Strategies:** Acquire land for the proposed facility by the end of January 1995.  
Enter into contractual agreements for design and construction management services for a proposed facility by the end of January 1995.  
Begin construction of a new facility by the end of April of 1995.  
Move into a new facility by August 31, 1995.
- ▶ **Goal:** Improve organization efficiency by cross-training Street Maintenance personnel.  
**Strategies:** Develop a systematic program to assign and rotate all street division personnel between maintenance supervisors and operations. Program to be developed and implemented prior to cessation of winter operations in April of 1995.  
Establish crew assignments to facilitate maximum flexibility and productivity to allow regular personnel transfer during seasonal operations. Crew assignments will be completed in conjunction with establishment of training program.  
Develop a program whereby Equipment Maintenance personnel train equipment operators in the required periodic maintenance and inspection of rolling stock such as backhoes and loaders.
- ▶ **Goal:** Improve public awareness of Departmental operations and strive to improve contractor relations with area residents.  
**Strategies:** Develop procedures to meet with area residents prior to initiating area improvements such as slab replacement, sidewalk repairs, and tree trimming. First meetings to occur by April of 1995 prior to initiating area slab replacement and sidewalk repairs.

Develop crew letters to residents that are to be distributed at the completion of area improvements. Letters will advise residents as to what work was done and who completed the work. Initiate distribution of letters with concrete slab replacement and sidewalk repair operations in April of 1995.

Respond to citizen concerns within two weeks. Maintain a tracking system for these concerns.

Send out regular letters to residents where barricades have been located to advise them of work status. Letters are to be sent out twice each year--once in May, and once in November.

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



Fund	Department	Division	Account Number
General	Public Works	Administration/Eng.	070.071

<b>Division Request</b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	394,120	456,654	293,701	423,468	460,022
Contractual Services	64,092	572,105	265,194	562,050	58,848
Commodities	14,722	17,000	8,094	12,500	14,830
Capital Outlay	9,060	38,090	18,259	38,490	30,900
<b>Totals</b>	<b>481,994</b>	<b>1,083,849</b>	<b>585,248</b>	<b>1,036,508</b>	<b>564,600</b>

<b>Personnel Schedule</b>	Number of Employees		
Position Title	1993 Actual	1994 Authorized	1995 Requested
Director/Public Works/City Engineer	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00
Engineering Plan Reviewer	1.00	1.00	1.00
Engineering Construction Inspector	2.00	3.00	3.00
Engineering Technician	2.00	2.00	2.00
Executive Secretary	1.00	1.00	1.00
Secretary	1.00	1.00	1.00
Engineering Intern	0.29	0.29	0.29
<b>Totals</b>	<b>10.29</b>	<b>11.29</b>	<b>11.29</b>

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		115,171	102,138	58,325	86,133	107,988
510.111	Salaries - Regular/Full-Time		196,607	254,079	169,778	242,872	258,574
510.112	Salaries - Part-Time		2,835	3,840	2,965	4,206	4,480
510.113	Salaries - Overtime		14,050	8,900	12,881	15,644	5,000
510.120	Social Security		23,817	29,662	19,459	26,687	29,331
510.122	Worker's Compensation		4,464	7,939	4,573	6,105	6,583
510.124	Insurance - Health		19,012	24,355	12,470	18,602	22,402
510.125	Insurance - Life		889	1,366	672	1,027	1,336
510.127	Insurance - Disability		1,331	1,788	1,073	1,513	1,759
510.130	Pension		15,944	22,587	11,505	20,679	22,569
	<b>Totals</b>		<b>394,120</b>	<b>456,654</b>	<b>293,701</b>	<b>423,468</b>	<b>460,022</b>

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.210	Advertising		0	0	23	0	0
520.221	Data Processing		1,329	750	607	600	2,200
520.247	Maintenance & Repair - Equipment		5,586	6,400	2,450	4,400	5,900
520.248	Maintenance & Repair - Vehicles		1,248	1,300	163	1,000	1,300
520.249	Memberships & Subscriptions		1,763	2,078	1,496	2,100	1,903
520.251	Miscellaneous Contractual		40,473	30,000	18,842	28,500	30,000
520.260	Printing & Binding		510	1,000	719	750	1,000
520.261	Professional Services		8,875	526,242	239,063	522,000	13,000
520.268	Rental - Equipment		3,680	600	554	600	0
520.277	Training & Continuing Education		628	3,735	1,277	2,100	3,545
	<b>Totals</b>		<b>64,092</b>	<b>572,105</b>	<b>265,194</b>	<b>562,050</b>	<b>58,848</b>

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Public Works	Administration/Eng.	070.071
<b>Memberships and Subscriptions</b>			
<b>Organization</b>	<b>Member</b>	<b>Amount</b>	
American Public Works Assoc. Nat'l.	City	305	
National Society of Prof. Engineers	Director of Public Works	204	
National Society of Prof. Engineers	Assistant City Engineer	204	
APWA Infolink	City	200	
American Society of Civil Engineers	Director of Public Works	180	
American Society of Civil Engineers	Assistant City Engineer	180	
American Concrete Institute	Director of Public Works	135	
Institute/Transportation Engineers	Director of Public Works	125	
Magazines and Periodicals	N/A	100	
Int. Erosion Control Federation	Civil Engineer	75	
Nat'l. Institute for Cert. Eng. Tech.	Engineering Construction Inspector	40	
Nat'l. Institute for Cert. Eng. Tech.	Engineering Construction Inspector	40	
Nat'l. Institute for Cert. Eng. Tech.	Engineering Construction Inspector	40	
American Concrete Institute-Local	Director of Public Works	15	
American Concrete Institute-Local	Asst. City Engineer	15	
American Public Works Assoc. Local	Director of Public Works	15	
American Public Works Assoc. Local	Assistant City Engineer	15	
American Public Works Assoc. Local	Civil Engineer	15	
	<b>Total</b>	<b>1,903</b>	

Fund	Department	Division	Account Number
General	Public Works	Administration/Eng.	070.071
<b>Training and Continuing Education</b>			
Seminar	Location		Amount
APWA Congress/Equipment Show	Houston, TX		1,200
Fldpln Analysis: Hydrology/Hydraulics	Lawrence, KS		665
Miscellaneous	Metro Area		500
APWA State Chapter Meetings	Lake/Ozarks, Columbia, MO		400
CADD System Training (Advanced)	Community College		300
Annual Concrete Paving Conference	Kansas City		200
CADD System Training (Beginning)	Community College		150
American Concrete Institute Insp.	Local		130
	<b>Total</b>		<b>3,545</b>

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		9,908	11,200	5,260	8,500	9,900
530.318	Gasoline & Oil		2,941	3,500	1,661	2,100	3,000
530.342	Tools		807	1,200	34	1,100	500
530.343	Uniforms		1,066	1,100	1,139	800	1,430
	<b>Totals</b>		<u>14,722</u>	<u>17,000</u>	<u>8,094</u>	<u>12,500</u>	<u>14,830</u>

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.410	Computer Equipment		6,014	19,395	0	19,395	6,000
540.440	Machinery & Equipment		3,046	6,695	4,931	5,695	10,000
540.460	Automobile & Trucks		0	12,000	13,328	13,400	14,900
	<b>Totals</b>		<u>9,060</u>	<u>38,090</u>	<u>18,259</u>	<u>38,490</u>	<u>30,900</u>

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Administration/Eng.	<b>Account Number</b> 070.071
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-071-540.460			
<b>Description</b> Director's Vehicle	<b>No# Requested</b> 1	<b>Unit Cost</b> 14,900	<b>Total Cost</b> 14,900
<b>Explain reason for request (describe use and workload)</b> To transport inspection personnel & equipment to jobsite locations. To be used by additional inspector & to cover pool car usage.		<b>No# of similar units on hand</b> 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Pontiac	Crown Victoria		Transfer to city fleet
<b>What source was used for unit cost?</b> State Purchase Agreement			
<b>Other remarks</b>			





### 1995 Annual Budget

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Administration/Eng.	<b>Account Number</b> 070.071
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-071-540.410			
<b>Description</b> Autocadd, Second Seat	<b>No# Requested</b> 1	<b>Unit Cost</b> 2,600	<b>Total Cost</b> 2,600
<b>Explain reason for request (describe use and workload)</b> To comply with software licensing requirements.		<b>No# of similar units on hand</b> 1	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Cadlab			
<b>Other remarks</b>			

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<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Administration/Eng.	<b>Account Number</b> 070.071
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-071-540.440			
<b>Description</b> Inkjet Plotter	<b>No# Requested</b> 1	<b>Unit Cost</b> 10,000	<b>Total Cost</b> 10,000
<b>Explain reason for request (describe use and workload)</b> Replace pen plotter. Existing plotter is no longer capable of supporting city's drafting needs.		<b>No# of similar units on hand</b> 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
			Salvage
<b>What source was used for unit cost?</b> Cadlab - Mike Keautis			
<b>Other remarks</b>			

Fund		Department	Division	Account Number
General		Public Works	Administration/Eng.	070.071
Line Item Details			1995	Details
Account Number	Account Title	Request		
520.221	Data Processing	2,200	CADD Spell Check - 200 PCS Views - 500 Upgrades (Autocadd, Intergraph) - 1,500	
520.247	Maintenance & Repair - Equipment	5,900	Traffic counters survey/testing equipment - 500 Plan copier - 1,800 Photo copier drum - 1,000 Roll feed - 600 Plotter - 1,000 Repeater - 500 Nuclear gauges - 500	
520.248	Maintenance & Repair - Vehicles	1,300	Director's vehicle; 3 trucks	
520.249	Memberships & Subscriptions	1,903	See attached detail	
520.251	Miscellaneous Contractual	30,000	Const. test - 11,500 Vector control - 7,200 Record plats - 1,000 Blueprints/copies - 500 NRC License - 2,500 Doubletree Lease - 600 County file reprod. - 500 Film develop. - 500 County programming - 500 NRC Film Badges - 300 Couriers - 100 Freight - 100 Surdex - 2,000 Directors car phone - 1,200 Portable car phone - 900 Pagers - 600	

Fund		Department	Division	Account Number
General		Public Works	Administration/Eng.	070.071
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.260	Printing & Binding	1,000	Microfiche, permits, doorhangers, bid specifications printing	
520.261	Professional Services	13,000	Surveys, aerial reprints - 8,000 Artist's renderings (Levee) - 5,000	
520.277	Training & Continuing Education	3,545	See attached detail	
530.313	Departmental Supplies	9,900	Blackline Paper - 2,500 Mylar - 1,000 Plotter supplies - 1,000 Drafting Equipment - 500 Survey Material - 750 Toner - 250 Developer - 200 Photo supplies, marking paint, lumber crayons, probe rods, ear protection, safety rope - 750 Publications: ASTM, BPR Design Charts, ITE Manuals, Hwy Design, County/State/MSD Specs., other design manuals - 100 Core Drill Bits - 1,000 Two radios - 1,850	
530.318	Gasoline & Oil	3,000	3 pool vehicles 1 Directors vehicle	
530.342	Tools	500	Levels, squares, hammers, flashlights, tapes, shovels, pry bars, sewer hooks, sickle, rolotape, etc.	

Fund		Department	Division	Account Number
General		Public Works	Administration/Eng.	070.071
Line Item Details			1995	Details
Account Number	Account Title	Request		
530.343	Uniforms	1,430	Uniforms - 300 Insulated coveralls - 200 Hooded sweatshirts - 150 Coats - 120 Boots - 510 T-Shirts - 150	
540.410	Computer Equipment	6,000	See attached detail	
540.440	Machinery & Equipment	10,000	See attached detail	
540.460	Automobile & Trucks	14,900	See attached detail	

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Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
<b>Division Summary</b>			
<b>Activity</b>		<b>Remarks</b>	
Street Maintenance & Repair		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. Also includes the backfill program--filling voids behind curbs and catch basins.	
Storm Sewer Maintenance & Repair		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.	
Snow & Ice Control		This activity involves salting and plowing of City maintained streets and roads to provide adequate mobility to the motoring public.	
Mowing & Tree Trimming		This activity involves mowing of grass shoulders along certain City right-of-ways. Includes the trimming of trees along all City streets.	



Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072

<b>Division Request</b>	1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure					
Personnel Services	839,499	935,956	555,671	832,383	964,976
Contractual Services	628,350	171,147	220,307	238,460	181,190
Commodities	524,183	431,375	291,149	431,570	429,132
Capital Outlay	89,661	206,994	125,512	180,116	121,065
<b>Totals</b>	<b>2,081,693</b>	<b>1,745,472</b>	<b>1,192,639</b>	<b>1,682,529</b>	<b>1,696,363</b>

<b>Personnel Schedule</b>	<b>Number of Employees</b>		
Position Title	1993 Actual	1994 Authorized	1995 Requested
Street Superintendent	1.00	1.00	1.00
Street Supervisor	4.00	4.00	4.00
Street Maintenance Workers	19.00	21.00	21.00
Secretary	0.00	1.00	1.00
Temporary Workers (13)	2.88	6.35	4.65
<b>Totals</b>	<b>26.88</b>	<b>33.35</b>	<b>31.65</b>

Fund		Department	Division			Account Number	
General		Public Works	Street/Sewer Maint.			070.072	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		44,821	45,924	27,020	37,892	38,255
510.111	Salaries - Regular/Full-Time		516,006	576,740	355,678	518,826	634,739
510.112	Salaries - Part-Time		21,653	68,680	24,474	57,730	36,400
510.113	Salaries - Overtime		86,135	22,000	14,911	24,907	23,500
510.120	Social Security		49,109	55,584	30,741	48,911	57,166
510.122	Worker's Compensation		33,098	64,039	40,495	51,788	57,856
510.124	Insurance - Health		51,454	59,228	38,707	53,334	69,104
510.125	Insurance - Life		1,547	2,092	1,111	1,537	2,261
510.127	Insurance - Disability		2,366	2,989	1,826	2,561	3,230
510.130	Pension		33,310	38,680	20,707	34,897	42,465
	<b>Totals</b>		<u>839,499</u>	<u>935,956</u>	<u>555,671</u>	<u>832,383</u>	<u>964,976</u>

Fund		Department	Division			Account Number	
General		Public Works	Street/Sewer Maint.			070.072	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.247	Maintenance & Repair - Equipment		15,402	14,500	18,579	32,000	20,000
520.248	Maintenance & Repair - Vehicles		28,643	21,000	33,667	36,400	30,000
520.249	Memberships & Subscriptions		75	200	30	30	140
520.251	Miscellaneous Contractual		436,199	75,865	119,586	113,000	68,000
520.268	Rental - Equipment		97,699	12,532	12,524	11,000	11,000
520.269	Rental - Buildings		30,000	30,000	25,000	30,000	35,000
520.276	Telephone		2,844	3,750	2,773	3,800	3,750
520.277	Training & Continuing Education		136	300	80	230	300
520.285	Utilities - Electric		7,932	7,000	4,846	7,000	7,000
520.286	Utilities - Gas		9,420	6,000	3,222	5,000	6,000
	<b>Totals</b>		<b>628,350</b>	<b>171,147</b>	<b>220,307</b>	<b>238,460</b>	<b>181,190</b>

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>		<b>Member</b>	<b>Amount</b>
American Public Works Association		Street Superintendent	125
American Public Works Association		Street Maint. Supervisor	15
		<b>Total</b>	<hr/> 140

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Fund General		Department Public Works	Division Street/Sewer Maint.			Account Number 070.072	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		407,268	333,805	262,175	340,000	321,417
530.318	Gasoline & Oil		42,610	32,500	10,663	24,000	32,000
530.340	Salt & Abrasives		57,287	48,150	1,160	48,150	55,000
530.342	Tools		5,333	5,000	8,738	10,000	8,000
530.343	Uniforms		11,685	11,920	8,413	9,420	12,715
	<b>Totals</b>		<u>524,183</u>	<u>431,375</u>	<u>291,149</u>	<u>431,570</u>	<u>429,132</u>

Fund General		Department Public Works	Division Street/Sewer Maint.			Account Number 070.072	
Capital Expenditures			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.440	Machinery & Equipment		34,651	65,179	40,942	40,942	39,065
540.460	Automobile & Trucks		50,512	101,500	44,256	98,859	82,000
540.490	Street Improvements		0	40,315	40,315	40,315	0
540.495	Storm Sewer Improvements		4,498	0	0	0	0
	Totals		89,661	206,994	125,512	180,116	121,065

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-072-540.460			
<b>Description</b> One Ton Truck 4X4 Dump Body	<b>No# Requested</b> 1	<b>Unit Cost</b> 26,000	<b>Total Cost</b> 26,000
<b>Explain reason for request (describe use and workload)</b> Used for transportation of supervisor and crew, to haul trailers and small equipment to the job site.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Verbal Quote - Ron Donze Truck Center			
<b>Other remarks</b>   			





## 1995 Annual Budget

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-072-540.460			
<b>Description</b> One ton 4X4 Dump Truck with plow and spreader	<b>No# Requested</b> 2	<b>Unit Cost</b> 28,000	<b>Total Cost</b> 56,000
<b>Explain reason for request (describe use and workload)</b> To add to our present fleet of work trucks, used for hauling material, snow plowing, & towing misc. equipment to job sites, such as air compressor, etc.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Verbal quote Ron Donze Truck Centers			
<b>Other remarks</b> Quote from Ron Donze of Truck Centers			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-072-540.440			
<b>Description</b> Extendable brush hog for John Deer 2355	<b>No# Requested</b> 1	<b>Unit Cost</b> 4,425	<b>Total Cost</b> 4,425
<b>Explain reason for request (describe use and workload)</b> Used for mowing roadsides and trimming back tree limbs along Hog Hollow, West Dr, River Valley Wilson Rd, Old Clarkson, Old Olive.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Verbal Quote from Tim Smith Erb			
<b>Other remarks</b>   			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-072-540.410			
<b>Description</b> Sign Maker	<b>No# Requested</b> 1	<b>Unit Cost</b> 8,500	<b>Total Cost</b> 8,500
<b>Explain reason for request (describe use and workload)</b> Used to make lettering and logos for all city signs, will be used for making public notice signs and can be used for Planning Dept. signs.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Written Quote per Gerber Sign			
<b>Other remarks</b> Saves \$7 per sign. Eliminates lead time for ordering.			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-072-540.440			
<b>Description</b> Walk Behind Breaker	<b>No# Requested</b> 1	<b>Unit Cost</b> 18,000	<b>Total Cost</b> 18,000
<b>Explain reason for request (describe use and workload)</b> Used for breaking up concrete and asphalt street slabs, sidewalks and drive approaches.		<b>No# of similar units on hand</b> 1	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Verbal Quote Doug Williams CM&W			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-072-540.440			
<b>Description</b> 5000 watt generator	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,800	<b>Total Cost</b> 1,800
<b>Explain reason for request (describe use and workload)</b> Used to operate power tools out on the job, such as drills, saws, lights, etc.		<b>No# of similar units on hand</b> 2	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
5000 watt generator		4	Lost in 1993
<b>What source was used for unit cost?</b> Verbal Qote Less Dills CM&W			
<b>Other remarks</b> Quote from Less Dills of Commings McGowing and West			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-072-540.440			
<b>Description</b> Plate Compactor	<b>No# Requested</b> 1	<b>Unit Cost</b> 2,000	<b>Total Cost</b> 2,000
<b>Explain reason for request (describe use and workload)</b> Used to compact grade for slabs, sidewalks, and drive aprons. Also used to compact asphalt on skin patches, drive aprons, etc.		<b>No# of similar units on hand</b> 2	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Verbal Quote Neil Hickman			
<b>Other remarks</b> Quote from Neil Hickman of Dinzler equipment			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-072-540.440			
<b>Description</b> 18 Horsepower Concrete Saw	<b>No# Requested</b> 1	<b>Unit Cost</b> 4,340	<b>Total Cost</b> 4,340
<b>Explain reason for request (describe use and workload)</b> Used to cut joints in green concrete, and to diamond cut old slabs for replacement and utility cuts for repair, Cuts around blow ups.		<b>No# of similar units on hand</b> 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
18 HP Concrete Saw	Edco	5 years	Trade-in
<b>What source was used for unit cost?</b> Verbal Quote from Less Dills			
<b>Other remarks</b> Qyote from Less Dills of Cummings McGowin and West			

Fund		Department	Division	Account Number
General		Public Works	Street/Sewer Maint.	070.072
Line Item Details			1995	Details
Account Number	Account Title	Request		
520.247	Maintenance & Repair - Equipment	20,000	Repair of City equipment. (Snow equipment, salt spreaders, blades, hydro parts & hoses, muddjack quip., air compressor, roller, skid steers, backhoes, etc.) - 17,500 Maint. agreement on time clock - 150 Tires - 2,350	
520.248	Maintenance & Repair - Vehicles	30,000	Tune ups - 4,000 Electric sup. - 700 S-4 License S-4 - 50 Filters - 900 Starters - 700 Batteries - 600 Brakes - 2,000 Beds - 700 Belts/seals - 300 Bearings - 300 Tires - 7,900 Various repairs of vehicles - 11,850	
520.249	Memberships & Subscriptions	140	See attached detail	
520.251	Miscellaneous Contractual	68,000	Beeper service - 500 Landfill/dumping fees - 1,000 Street striping - 5,000 Contractual Street Sweeping - 20,000 Outside contractual labor - 20,000 3 Bag phones - 2,700 Contractual Hauling - 15,000 Electrician work - 1,000 Waste disposal - 2,000 Tree services - 800	



Fund		Department	Division	Account Number
General		Public Works	Street/Sewer Maint.	070.072
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.268	Rental - Equipment	11,000	Rental of special equipment: Emergency Rentals - (Backhoe) 2,600 (Skid Steer) 3,000 Office copy machine rental + .0225/copy - 86./mo. - 1,100 Portable bathroom - 800 Stump Grinder - 900 Sewer Auger-6" - 1,500 Time Clock - 150 Trash Pump - 950	
520.269	Rental - Buildings	35,000	Rent for Public Works facility @ 2,916.67/mo	
520.276	Telephone	3,750	Line charges - 3,000 Long distance - 750	
520.277	Training & Continuing Education	300	See attached detail	
520.285	Utilities - Electric	7,000	Electric for Public Works facility	
520.286	Utilities - Gas	6,000	Propane gas for Public Works facility	
530.313	Departmental Supplies	321,417	Redi-mix concrete - 94,830 Cold-mix P.P.M. - 20,000 1" Minus - 20,000 CRS-2 - 10,000 RS-211 Crackfiller - 10,000 Hot-Mix Asphalt - 10,000 Soil - 10,000	

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
Line Item Details		1995	Details
Account Number	Account Title	Request	
			Sign Hardware & Signs - 10,000 Sign Post - 1,000 4 Mobile Radios (985/ea) - 3,900 2" Clean - 3,000 1" Clean - 7,000 3/8" Trapp Rock - 5,000 Fill Sand - 2,200 Portland/Bagged Cement - 2,000 Asphalt Primer - 1,000 Irrigation Parts - 1,245 Mail boxes & Mail Box Post - 1,600 Water Coolers - 450 Drinking cups - 350 Expansion joints - 2,200 Yellow & white striping paint - 1,500 Keyway - 1,700 Marking paint - 500 Cedar board - 2,750 markers orange plow - 1,000 Form material - 7,000 Curing compound - 1,500 Saw blade concrete - 3,850 Diamond tip blades - 5,000 Points/Bits - 500 Clear plastic - 1,000 Guard rail - 2,000 Tarps - 5,000 Electric supplies - 300 Warning lights/spot/worklights - 1,200 Trash Bags - 350

Fund		Department	Division	Account Number
General		Public Works	Street/Sewer Maint.	070.072
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
			Form stakes - 1,500 Cleaning aids - 2,000 Sod - 2,000 Grass seed/straw/ fertilizer - 3,000 Sewer pipe - 3,850 Inlets - 8,000 Gabion stone - 1,150 Gabion wire baskets - 1,500 Cast curb box - 1,000 Glass beads - 1,000 A.D.S. pipe - 9,000 Steel - 2,000 First Aid Supplies - 1,500 Fire extinguishers - 1,000 Flashing barricades - 6,000 Paint & hardware for facility - 617 Orange cones - 1,000 Filter/fabric cloth - 6,000 Rebar - 500 Sewer dye - 1,000 Safety barrels - 3,500 Channel stakes - 900 Geo block - 600 Receiver hitch for new 1 Ton - 100 Office furniture - 800 Fax machine - 1,000 Computer printer - 900 12 H.P. gasoline engine for Mauldin Roller - 900	

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
Line Item Details		1995	Details
Account Number	Account Title	Request	
			8 H.P. gasoline engine for wacker - 900 Skid tanks - 700 Truck tool box - 200 New bucket for backhoe - 1,000 Cage for JD 2355 - 400 Batteries - 500 Flagging tape, snow fence - 1,000 475 Gal. Water Tank - 300 Gas engine for Honda Plate compactor - 400 Tarp straps - 100 Tools boxes - 150 30' tapes - 120 6' engineers rule - 15 50' tape 90 Spare handles - 400 Hand held 2 way radios 1,900
530.318	Gasoline & Oil	32,000	Diesel fuel (35,366/gal @ .82) No lead - 1,000 Oil - 2,500
530.340	Salt & Abrasives	55,000	Salt 2000 T @ 26. - 52,000 Liq. chloride - 4,500 gal. @ .67 - 3,000
530.342	Tools	8,000	Grease Guns - 52 3/8" Electric Drills - 240

Fund		Department	Division	Account Number
General		Public Works	Street/Sewer Maint.	070.072
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
			Pole Trimmers - 385 4' Levels - 165 Asphalt Lutes - 224 Chain Saws - 500 Bull Floats - 120 Mags - 252 Edgers - 210 Finishing brooms - 120 Prime brushes - 504 False Jointer - 60 Stiff rakes - 120 Leaf rakes - 108 Claw hammers - 88 2 lb. hammers - 72 Sledge hammers - 210 Picks - 300 Short handle square - 192 Short handle round - 192 Sharp shooters - 192 Short #2 scoop - 128 Long handle square shovels - 152 Long handle round shovels - 228 Snow shovel - 40 Chute cleaners - 64 Come-a-longs - 300 Cordless drills - 240 Bull float handles - 96	

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
Line Item Details		1995	Details
Account Number	Account Title	Request	
530.343	Uniforms	12,715	3 gal. spray cans - 360 Wrenches/screwdrivers - 200 Post hole diggers - 108 Sewer spoons - 144 Hand tampers - 132 Hand saws - 144 Electric hand saws - 120 Chisels - 90 Trowels - 30 Sewer hooks - 45 Pitch forks - 40 Stake pullers - 104 Prunning shears - 150 Bow saws - 90 Track wash brushes - 36 Jitter bug - 200 Cracksealing squeegee - 72 Ladders - 240 Pry bars - 41 Hack saws - 100  35 pairs of boots at 85. - 2,975 Gloves/rain gear - Safety Vest, Safety Glasses, Hard Hats, Ear Plugs - 3,145 Shirts - 820 Pants - 1,250

Fund		Department	Division	Account Number
General		Public Works	Street/Sewer Maint.	070.072
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
			Coveralls - 350 Jackets - 460 Thermal sweatshirts - 905 T-Shirts - 1,500 Caps - 495 Prescription safety glasses 11 @ 100 - 1,100	
540.440	Machinery & Equipment	39,065	See attached detail	
540.460	Automobile & Trucks	82,000	See attached detail	

Fund	Department	Division	Account Number
General	Public Works	Vehicle Maintenance	070.073
<b>Division Summary</b>			
Activity	Remarks		
Vehicle & Equipment Maint.	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 Maint. 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.		



Fund	Department	Division			Account Number	
General	Public Works	Vehicle Maintenance			070.073	
<b>Division Request</b>		<b>1993 Actual</b>	<b>1994 Amended Budget</b>	<b>1994 Year to Date</b>	<b>1994 Projected</b>	<b>1995 Request</b>
<b>Type of Expenditure</b>						
Personnel Services		126,530	154,030	99,095	145,045	156,952
Contractual Services		32,069	24,575	19,841	23,725	18,500
Commodities		59,788	31,950	34,507	31,550	32,195
Capital Outlay		3,593	8,560	7,407	7,406	14,150
<b>Totals</b>		<b>221,980</b>	<b>219,115</b>	<b>160,850</b>	<b>207,726</b>	<b>221,797</b>
<b>Personnel Schedule</b>			<b>Number of Employees</b>			
<b>Position Title</b>			<b>1993 Actual</b>	<b>1994 Authorized</b>	<b>1995 Requested</b>	
Mechanic Supervisor			1.00	1.00	1.00	
Mechanics			2.00	3.00	3.00	
<b>Totals</b>			<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
<b>Personnel Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		89,630	116,804	76,065	110,079	119,918
510.113	Salaries - Overtime		11,858	2,500	2,685	4,549	3,500
510.120	Social Security		7,215	9,306	5,687	8,769	9,627
510.122	Worker's Compensation		2,661	5,381	3,128	4,161	4,480
510.124	Insurance - Health		8,461	11,928	7,254	9,799	10,943
510.125	Insurance - Life		243	392	220	304	403
510.127	Insurance - Disability		371	561	366	506	576
510.130	Pension		6,091	7,158	3,691	6,878	7,505
	<b>Totals</b>		<u>126,530</u>	<u>154,030</u>	<u>99,095</u>	<u>145,045</u>	<u>156,952</u>

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
Contractual Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.247	Maintenance & Repair - Equipment		1,440	2,000	1,061	1,800	2,200
520.248	Maintenance & Repair - Vehicles		191	350	105	325	350
520.249	Memberships & Subscriptions		197	300	0	300	400
520.251	Miscellaneous Contractual		2,525	425	150	300	650
520.268	Rental - Equipment		15,506	9,000	8,526	8,500	1,200
520.269	Rental - Buildings		12,000	12,000	10,000	12,000	13,200
520.277	Training & Continuing Education		210	500	0	500	500
	Totals		32,069	24,575	19,841	23,725	18,500

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Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		26,225	19,000	17,860	19,000	21,000
530.314	Equipment Parts		29,876	7,500	13,883	7,400	6,350
530.318	Gasoline & Oil		128	650	0	650	770
530.342	Tools		2,347	2,000	2,345	2,000	2,075
530.343	Uniforms		1,212	2,800	419	2,500	2,000
	<b>Totals</b>		<u>59,788</u>	<u>31,950</u>	<u>34,507</u>	<u>31,550</u>	<u>32,195</u>

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.440	Machinery & Equipment		3,593	8,560	7,407	7,406	14,150
	<b>Totals</b>		<u>3,593</u>	<u>8,560</u>	<u>7,407</u>	<u>7,406</u>	<u>14,150</u>

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-073-540.440			
<b>Description</b> A/C Recovery Station--(134A)	<b>No# Requested</b> 1	<b>Unit Cost</b> 4,000	<b>Total Cost</b> 4,000
<b>Explain reason for request (describe use and workload)</b> Due to government and EPA standards, involved in reclaiming, and the change to new freon, this item is necessary for us to continue to do A/C work.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Written Quote (NAPA Automotive)			
<b>Other remarks</b> Without this item, we would be unable to continue to do A/C work.			



<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-073-540.440			
<b>Description</b> Dual Wheel Dolly	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,200	<b>Total Cost</b> 1,200
<b>Explain reason for request (describe use and workload)</b> To aid in the removal and installation of equipment, and truck tires. This is an injury saving device along with a time saver.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Written Quote			
<b>Other remarks</b> Tires are currently removed and installed by hand, causing potential injury.			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-073-540.440			
<b>Description</b> Specialty equipment tool box	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,200	<b>Total Cost</b> 1,200
<b>Explain reason for request (describe use and workload)</b> To organize and make accessible, many of the specialty tools, such as king pin press, 1" impact port-a-power, spray guns, etc.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Verbal Quote - W.W. Grainger			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-073-540.440			
<b>Description</b> OTC Monitor	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,600	<b>Total Cost</b> 1,600
<b>Explain reason for request (describe use and workload)</b> To aid in diagnostics of any vehicle in the city fleet. This would allow us to make quick repairs on the road, along with diagnosis under road conditions.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Verbal Quote - Woods Mill Auto Parts			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-073-540.440			
<b>Description</b> Hydraulic Press	<b>No# Requested</b> 1	<b>Unit Cost</b> 3,100	<b>Total Cost</b> 3,100
<b>Explain reason for request (describe use and workload)</b> To aid in repairs to such things as axle bearings, salt auger bearings and gears, compressing the trip springs on snow plows, etc.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Written Quote - Woods Mill Auto Parts			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-073-540.440			
<b>Description</b> Transmission Jack	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,800	<b>Total Cost</b> 1,800
<b>Explain reason for request (describe use and workload)</b> On many occasions the transmissions from both Police cars and dump trucks have had to be removed. Removing it without this unit is a safety hazard.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Written Quote (NAPA Automotive)			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-070-073-540.440			
<b>Description</b> Hydraulic Axle Jack	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,250	<b>Total Cost</b> 1,250
<b>Explain reason for request (describe use and workload)</b> With road calls increasing, the current unit is used regularly.		<b>No# of similar units on hand</b> 1	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Written Quote (Woods Mill Auto Parts)			
<b>Other remarks</b>			

Fund		Department	Division	Account Number
General		Public Works	Vehicle Maintenance	070.073
Line Item Details			1995	Details
Account Number	Account Title	Request		
520.247	Maintenance & Repair - Equipment	2,200	Air Compressor - 50 Diag. Equipment (New vehicle updates) - 250 Overhead door roller and Track repair - 500 Wheel Balancer (Calibration) - 150 Alignment Equipment (Calibrate Heads and vehicle updates) - 650 Arc Welder - 50 Drum and Rotor Lathe (Cutting Tips, shields, Silencer Bands) - 50 Chop saw blades - 300 2 ton floor jack and bumper jack casters - 200	
520.248	Maintenance & Repair - Vehicles	350	Service, repairing/service truck - 350	
520.249	Memberships & Subscriptions	400	Chilton manuals	
520.251	Miscellaneous Contractual	650	Parts cleaning solution disposal - 100 Waste oil disposal - 250 Towing - 150 Beeper service - 150	
520.268	Rental - Equipment	1,200	Oxygen & acetylene tanks - 700 Emergency equipment - 500	
520.269	Rental - Buildings	13,200	Portion/building lease @ 1,100/mo. x 12 months	
520.277	Training & Continuing Education	500	See attached detail	

Fund		Department	Division	Account Number
General		Public Works	Vehicle Maintenance	070.073
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
530.313	Departmental Supplies	21,000	Steel - 3,000 Hand Cleaner - 525 Hydraulic Hose - 1,000 Degreasers (engine) - 500 Penetrat. Oil - 300 Welding Supplies - 1,500 Nuts & Bolts - 2,000 Elec. Sup. - 700 Safety Glasses - 80 Hydraulic Fit. - 1,300 Janitor Supplies - 1,500 Oxy/acetylene - 500 Sand - 650 A/C freon - 800 Air hoses - 250 Drop lights - 60 Paint, primer, thinner, sandpaper - 600 Chains - 300 Drill Bits - 600 Air Hose Rel - 200 Plow bolts - 1,500 Rust inhibitor (Salt and Auger Chains) - 600 Air Brake and Brass Fittings - 800 Shop towels - 800 C-Clamp assortment - 285 Jack stands - 250 Torpedo heater - 400	
530.314	Equipment Parts	6,350	Batteries - 150 Filters: oil, air, fuel & transmission - 500 Headlight/taillight bulbs - 100 Windshield Washer - 500 Antifreeze - 1,000 Engine Oil - 2,000 Lube grease - 800 Hydraulic oil - 900 Front end parts - 200	



Fund		Department	Division	Account Number
General		Public Works	Vehicle Maintenance	070.073
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
530.318	Gasoline & Oil	770	Brake shoes & pads - 200  Est. 14,000 miles @ 16, MPG diesel fuel @ .82/gallon - 720 60 quarts oil - 50	
530.342	Tools	2,075	Tap and Die set - 400 1/2 inch impact wrenches - 200 Open end and box end Wrenches 1" to 2" - 200 Impact knuckle sockets (metric and standard) 1/2" to 1" - 250 Impact torx set - 75 Cordless drills - 120 Air grease gun - 830	
530.343	Uniforms	2,000	Uniforms for four employees, 8 /each - 535 Jackets; 4 - 100 Coveralls; 4 - 175 Work Shoes; 4 pair - 340 Rain suits - 180 Winter over shoes - 160 Winter liners - 50 T-Shirts - 180 Sweatshirts - 140 Caps - 40	

Fund General		Department Public Works	Division Vehicle Maintenance		Account Number 070.073
<b>Line Item Details</b>			1995	Details	
Account Number	Account Title		Request		
540.440	Machinery & Equipment		14,150	Prescription safety glasses - 100  See attached detail	

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Fund	Department	Division	Account Number
General	Public Works	Street Lighting	070.075
<b><i>Division Summary</i></b>			
Activity		Remarks	
Street Lighting		Charges for street lights which were installed at specific locations for safety purposes.	

Fund	Department	Division			Account Number	
General	Public Works	Street Lighting			070.075	
<i>Division Request</i>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Contractual Services		2,398	900	1,239	900	1,500
TOTAL		2,398	900	1,239	900	1,500

Fund		Department	Division			Account Number	
General		Public Works	Street Lighting			070.075	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.274	Street Lighting		2,398	900	1,239	900	1,500
	<b>Totals</b>		<u>2,398</u>	<u>900</u>	<u>1,239</u>	<u>900</u>	<u>1,500</u>

Fund		Department	Division	Account Number
General		Public Works	Street Lighting	070.075
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.274	Street Lighting	1,500	Monthly charges for street lights	

Fund	Department	Division	Account Number
General	Parks/Beautification	Parks/Beautification	080.081
<b><i>Division Summary</i></b>			
<b>Activity</b>		<b>Remarks</b>	
Parks & Recreation		<p>This activity is responsible for planning, organizing, directing, and coordinating parks and recreation activities for the City.</p> <p>This activity also includes the maintenance of areas of the Highway Beautification Program.</p> <p>MAJOR CHANGE: This activity includes the administration of a subdivision beautification program which involves a matching grant program for subdivisions within the City. This activity also includes the addition of two part-time maintenance workers for the maintenance of Highway Beautification areas.</p>	



Fund	Department	Division			Account Number
General	Parks/Beautification	Parks/Beautification			080.081
<b><i>Division Request</i></b>	<b>1993 Actual</b>	<b>1994 Amended Budget</b>	<b>1994 Year to Date</b>	<b>1994 Projected</b>	<b>1995 Request</b>
<b>Type of Expenditure</b>					
Personnel Services	0	39,072	37	0	68,687
Contractual Services	45,587	27,500	26,168	24,000	69,330
Commodities	2,748	0	681	750	0
Capital Outlay	0	0	0	0	49,500
Totals	48,335	66,572	26,886	24,750	187,517

<b><i>Personnel Schedule</i></b>		<b>Number of Employees</b>		
<b>Position Title</b>	<b>1993 Actual</b>	<b>1994 Authorized</b>	<b>1995 Requested</b>	
Parks & Recreation Director	0.00	0.00	1.00	
Maintenance Workers (2 part-time)	0.00	0.00	0.31	
Totals	0.00	0.00	1.31	

Fund		Department	Division			Account Number	
General		Parks/Beautification	Parks/Beautification			080.081	
Personnel Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		0	30,296	0	0	49,417
510.112	Salaries - Part-Time		0	0	0	0	5,600
510.120	Social Security		0	2,363	0	0	4,291
510.122	Worker's Compensation		0	1,366	37	0	2,801
510.124	Insurance - Health		0	2,982	0	0	3,102
510.125	Insurance - Life		0	102	0	0	249
510.127	Insurance - Disability		0	145	0	0	237
510.130	Pension		0	1,818	0	0	2,990
	Totals		0	39,072	37	0	68,687

Fund		Department	Division			Account Number	
General		Parks/Beautification	Parks/Beautification			080.081	
Contractual Services			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.251	Miscellaneous Contractual	18,087	5,000	0	0	49,000	
520.261	Professional Services	27,500	22,500	26,168	24,000	0	
520.263	Subdivision Beautification Program	0	0	0	0	20,000	
520.268	Rental - Equipment	0	0	0	0	330	
Totals		45,587	27,500	26,168	24,000	69,330	

Fund		Department	Division			Account Number	
General		Parks/Beautification	Parks/Beautification			080.081	
<b>Commodities</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
530.313	Departmental Supplies		2,676	0	601	750	0
530.325	Miscellaneous Supplies		72	0	80	0	0
	<b>Totals</b>		<u>2,748</u>	<u>0</u>	<u>681</u>	<u>750</u>	<u>0</u>

Fund		Department	Division			Account Number	
General		Parks/Beautification	Parks/Beautification			080.081	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.440	Machinery & Equipment		0	0	0	0	3,500
540.460	Automobile & Trucks		0	0	0	0	26,000
540.470	Improvements to Grounds		0	0	0	0	20,000
	<b>Totals</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,500</u>

<b>Fund</b> General	<b>Department</b> Parks/Beautification	<b>Division</b> Parks/Beautification	<b>Account Number</b> 080.081
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-080-081-540.440			
<b>Description</b> 52" Commercial Walk Behind Mower	<b>No# Requested</b> 1	<b>Unit Cost</b> 3,500	<b>Total Cost</b> 3,500
<b>Explain reason for request (describe use and workload)</b> Used for mowing of Right of Ways, volley ball ct. 40 and Olive, Islands on Parkway, and Old Woods Mill		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b> Verbal Quote - Ozzie SOS rentals			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Parks/Beautification	<b>Division</b> Parks/Beautification	<b>Account Number</b> 080.081
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-080-081-540.460			
<b>Description</b> One ton truck 4x4 Dump Body with Plow	<b>No# Requested</b> 1	<b>Unit Cost</b> 26,000	<b>Total Cost</b> 26,000
<b>Explain reason for request (describe use and workload)</b> Used for various landscaping and ground maintenance at Highway 40 and Olive Volleyball court and island on Chesterfield Parkway and Woods Mill.		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Pick-up S-3	1989 Chevy	7 years	Trade-in
<b>What source was used for unit cost?</b> Verbal Quote - Ron Donze Truck Center			
<b>Other remarks</b> Verbal quote from Ron Donze of Truck Center			

<b>Fund</b> General	<b>Department</b> Parks/Beautification	<b>Division</b> Parks/Beautification	<b>Account Number</b> 080.081
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-080-081-540.470			
<b>Description</b> City Limits Signs	<b>No# Requested</b> 1	<b>Unit Cost</b> 20,000	<b>Total Cost</b> 20,000
<b>Explain reason for request (describe use and workload)</b> City limits signs		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
<b>Specify Items to be Replaced</b>			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
<b>What source was used for unit cost?</b>			
<b>Other remarks</b> The total cost will be 20,000.			



Fund		Department	Division	Account Number
General		Parks/Beautification	Parks/Beautification	080.081
<b>Line Item Details</b>			1995	
Account Number	Account Title	Request	Details	
520.251	Miscellaneous Contractual	49,000	Funding for various recreational activities - 10,000 Maintenance of medians - 11,500 Landscaping repairs/maintenance - 7,500 Herbicide - 10,000 Watering - 10,000	
520.263	Subdivision Beautification Program	20,000	Matching grant program	
520.268	Rental - Equipment	330	Portable bathroom for sand volleyball court - 330	
540.440	Machinery & Equipment	3,500	See attached detail	
540.460	Automobile & Trucks	26,000	See attached detail	
540.470	Improvements to Grounds	20,000	See attached detail	

Fund	Department	Division	Account Number
General	Contingency	Contingency	090.091

***Division Summary***

Activity	Remarks
----------	---------

Contingencies

The Contingency Account provides for unanticipated expenditure needs and revenue shortfalls.

Fund	Department	Division			Account Number	
General	Contingency	Contingency			090.091	
<b><i>Division Request</i></b>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Transfers		0	17,000	0	0	315,050
TOTAL		0	17,000	0	0	315,050

Fund	Department	Division			Account Number	
General	Contingency	Contingency			090.091	
<i>Division Request</i>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Transfers		0	17,000	0	0	315,050
TOTAL		0	17,000	0	0	315,050

Fund		Department	Division		Account Number
General		Contingency	Contingency		090.091
<b>Line Item Details</b>			1995		
Account Number	Account Title	Request		Details	
550.511	Contingency	315,050		Allowance for revenue shortfalls and unforeseen expenditures	

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**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
CAPITAL PROJECTS FUND  
FISCAL YEAR 1995**

	<u>1993 ACTUAL</u>	<u>1994 PROJECTED</u>	<u>1995 BUDGET</u>
FUND BALANCE, JANUARY 1	0	0	0
SOURCE OF FUNDS:			
Transfer from General Fund	<u>1,391,280</u>	<u>2,458,178</u>	<u>3,513,192</u>
TOTAL SOURCES	<u>1,391,280</u>	<u>2,458,178</u>	<u>3,513,192</u>
EXPENDITURES:			
Street Improvement Projects	1,256,422	1,737,772	3,208,192
Stormwater Projects	101,345	547,000	200,000
Sidewalk Projects	0	114,737	50,000
Highway Beautification Projects	<u>33,513</u>	<u>58,669</u>	<u>55,000</u>
TOTAL EXPENDITURES	<u>1,391,280</u>	<u>2,458,178</u>	<u>3,513,192</u>
FUND BALANCE, DECEMBER 31	0	0	0

**CITY OF CHESTERFIELD  
BUDGETED EXPENDITURES BY TYPE  
CAPITAL PROJECTS FUND**

	<u>1993 ACTUAL</u>	<u>1994 PROJECTED</u>	<u>1995 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	1,391,280	2,458,178	3,513,192
Contingency	<u>0</u>	<u>0</u>	<u>0</u>
	1,391,280	2,458,178	3,513,192



Fund	Department	Division	Account Number
Capital Projects	Public Works	Capital Improvements	070.076
<b><i>Division Summary</i></b>			
<b>Activity</b>		<b>Remarks</b>	
Capital Projects		The Capital Projects Fund is the capital improvements projects fund of the City. It is used to account for all major capital improvements to the City's infrastructure.	

Fund	Department	Division			Account Number	
Capital Projects	Public Works	Capital Improvements			070.076	
<b><i>Division Request</i></b>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Capital Outlay		1,391,280	3,953,909	1,357,426	2,458,178	3,513,192
TOTAL		1,391,280	3,953,909	1,357,426	2,458,178	3,513,192

Fund		Department	Division			Account Number	
Capital Projects		Public Works	Capital Improvements			070.076	
Capital Expenditures			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.490	Street Improvements		1,256,422	3,232,872	979,835	1,737,772	3,208,192
540.495	Storm Sewer Improvements		101,345	547,151	318,967	547,000	200,000
540.497	Sidewalk Improvements		0	114,737	58,625	114,737	50,000
540.499	Highway Beautification		33,513	59,149	0	58,669	55,000
	Totals		1,391,280	3,953,909	1,357,426	2,458,178	3,513,192

Fund		Department	Division		Account Number
Capital Projects		Public Works	Capital Improvements		070.076
<b>Line Item Details</b>			1995		
Account Number	Account Title		Request	Details	
540.490	Street Improvements		3,208,192	I.S.T.E.A. Project (City's share \$524,000) - 1,500,000 Street improvements - 1,348,194 Crack sealing - 200,000 Asphalt Overlays - 160,000	
540.495	Storm Sewer Improvements		200,000	Westbury Manor Phase III - MSD project - 100,000 Unspecified Storm sewer projects - 100,000	
540.497	Sidewalk Improvements		50,000	Unspecified sidewalk reconstruction projects	
540.499	Highway Beautification		55,000	Highway beautification projects - Highway 40 and Chesterfield Airport Road intersection.	

**CITY OF CHESTERFIELD**  
**STATEMENT OF BUDGETED REVENUES AND EXPENDITURES**  
**LEVEE & DRAINAGE FUND**  
**FISCAL YEAR 1995**

	<u>1993 ACTUAL</u>	<u>1994 PROJECTED</u>	<u>1995 BUDGET</u>
FUND BALANCE, JANUARY 1	0	1,000,000	723,000
SOURCE OF FUNDS:			
Transfer from General Fund	<u>1,000,000</u>	<u>0</u>	<u>681,900</u>
TOTAL SOURCES	<u>1,000,000</u>	<u>0</u>	<u>681,900</u>
EXPENDITURES:			
Administration:			
Advertising	0	5,000	0
Professional Services	0	12,000	0
Public Works:			
Professional Services	0	250,000	0
Equipment-Rental	0	10,000	0
EDA-Special Projects	<u>0</u>	<u>0</u>	<u>909,200</u>
TOTAL EXPENDITURES	<u>0</u>	<u>277,000</u>	<u>909,200</u>
FUND BALANCE, DECEMBER 31	1,000,000	723,000	495,700

**CITY OF CHESTERFIELD  
BUDGETED EXPENDITURES BY TYPE  
LEVEE/DRAINAGE FUND**

	<u>1993 ACTUAL</u>	<u>1994 PROJECTED</u>	<u>1995 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	0	277,000	909,200
Contingency	<u>0</u>	<u>0</u>	<u>0</u>
	0	277,000	909,200

Fund	Department	Division	Account Number
Levee/Drainage	Public Works	Levee & Drainage	070.077
<b><i>Division Summary</i></b>			
<b>Activity</b>		<b>Remarks</b>	
Stormwater Improvements		This activity involves storm water improvements in Chesterfield Valley.	

Fund	Department	Division			Account Number	
Levee/Drainage	Public Works	Levee & Drainage			070.077	
<i>Division Request</i>		1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Type of Expenditure						
Contractual Services		0	277,000	0	277,000	0
Capital Outlay		0	0	0	0	909,200
TOTAL		0	277,000	0	277,000	909,200



Fund		Department	Division			Account Number	
Levee/Drainage		Public Works	Levee & Drainage			070.077	
<b>Contractual Services</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
520.210	Advertising		0	5,000	0	5,000	
520.261	Professional Services		0	262,000	0	262,000	0
520.268	Rental - Equipment		0	10,000	0	10,000	0
	<b>Totals</b>		<u>0</u>	<u>277,000</u>	<u>0</u>	<u>277,000</u>	<u>0</u>

Fund		Department	Division			Account Number	
Levee/Drainage		Public Works	Levee & Drainage			070.077	
<b>Capital Expenditures</b>			1993 Actual	1994 Amended Budget	1994 Year to Date	1994 Projected	1995 Request
Account Number	Account Title						
540.498	Special Projects - EDA		0	0	0	0	909,200
	<b>Totals</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>909,200</u>

Fund		Department	Division		Account Number
Levee/Drainage		Public Works	Levee & Drainage		070.077
<b>Line Item Details</b>			1995		
Account Number	Account Title	Request		Details	
540.498	Special Projects - EDA	909,200		City's share of E.D.A. Grant for pumps in Chesterfield Valley	

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## MISCELLANEOUS STATISTICAL AND DEMOGRAPHIC DATA

December 31, 1994

Date of Incorporation as a third class city. . . . . June 1, 1988

Form of government . . . . . Mayor/Council/City Administrator

Area. . . . . 29 square miles

Miles of streets maintained by City. . . . . 130

Miles of sidewalks maintained by City . . . . . 100

### Police protection:

Number of full-time employees. . . . . 70

    Commissioned officers . . . . . 65

    Other full-time employees. . . . . 5

    Other part-time employees. . . . . 5

    Police Station. . . . . 1

Total employees, full-time. . . . . 131

### Fire protection:

    The City's coverage is provided by two districts:

        Metro West Fire Protection District

        Chesterfield Fire Protection District

The City is served by the Parkway and Rockwood School Districts.

The City's electricity is supplied by Union Electric Company; natural gas is supplied by Laclede Gas Company; water is provided by St. Louis County Water Company; sewer service is provided by Metropolitan St. Louis Sewer District. All four of the aforementioned companies are publicly held utilities.

The libraries serving the City of Chesterfield are the Daniel Boone and the Thornhill branches of the St. Louis county Library System.

### Population:

    1988           28,436

    1990           37,990

    1994           42,314

Income:

Median family income	1986. . . . .	\$ 61,800
Per Capita family income	1979. . . . .	\$ 12,686
	1987. . . . .	\$ 21,912

The principal taxpayers (4):

Union Electric Company  
 Laclede Gas Company  
 Southwestern Bell Telephone Company  
 St. Louis County Water Company

Major employers within the City of Chesterfield:

<u>Company</u>	<u>Type of Business</u>
Monsanto Company	Research Company
Roosevelt Bank	Bank
Mark Andy Inc.	Printing Press Manufacturer
Doubletree Hotel	Hotel
McBride & Son Management Co.	Homebuilder/Developer/Contractor
Famous Barr	Department Store
The Prudential	Insurance Claim Processing Office
Mallinckrodt Specialty Chemicals	Administrative Office
Dillards	Department Store
Sears Roebuck & Co.	Department Store

Assessed Valuation of Taxable Property:

	<u>Real Property</u>	<u>Personal Property</u>	<u>Railroad and Utilities</u>	<u>Total Assessed Value</u>
1988	\$ 404,550,560	\$ 60,998,489	\$ ---	\$ 465,549,049
1989	494,909,830	113,252,888	15,309,591	623,472,309
1990	518,041,910	137,789,071	14,906,377	670,737,358
1991	546,048,970	144,354,921	14,813,513	705,217,404
1992	611,766,200	156,066,333	14,953,292	782,785,825
1993	623,355,670	146,917,716	14,480,699	784,754,085
1994	614,067,940	121,996,684	14,806,703	750,871,327

Legal Debt Margin: \$75,087,133



## STRATEGIC PLAN

1993-2003

(Adopted by Mayor and City Council in 1993)

### PRESENT STATE

#### Who the City serves:

- #1 People in wards
- #2 All residents
- #3 Businesses
- #4 Visitors

#### What the City offers:

- Good municipal services (but limited); fiscally conservative policies and management
- Image and perception of a place to live with pride
- Good property values
- Government provides forum for leadership to build, accomplish and shape community consensus
- City with direction both internally (operations) and within the region
- Cost control of city operations
- Quality
- Professionally managed city

#### Quality standards and actions of the City:

- Quality systems and processes to deliver services
- Always maintaining and improving services
- Looking to expand services based on needs and availability of funding sources
- Interaction with neighborhoods and community groups

## **FUTURE STATE** (10 years)

### Who the City serves:

- #1 All residents
- #2 Residents by ward by representative councilmember
- #3 Businesses
- #4 Visitors

### What the City offers:

- Provide improved and expanded municipal services to residents and businesses
- Enhance and preserve property values:
  - Continue to encourage reinvestment in commercial real estate and housing
  - Support and maintain rehabilitation for housing
- Focus resources for community development
  - Innovative in approach to neighborhood design
  - Provide recreational and cultural facilities and programs
- Continue to develop and maintain the spirit and image of a "community"
- Maintain and improve external infrastructure
- Work in partnership with business
  - Provide incentives and support for businesses
- Provide a friendly environment for diverse educational institutions and partnering with public schools
- Provide recreational and cultural facilities and programs
- Provide leadership in community consensus building
- Professionally managed city

### Quality standards and actions of the City:

- Looking for new and innovative ways to improve services
- Quality systems and processes for all services delivered
- Interaction with neighborhood, community and business groups

### "Images" people have of Chesterfield:

- Save and secure community
- Place of first choice to live, work and play; family-oriented community with excellent schools
- Regional leader
- Quality homes, office buildings, commercial/retail development; roadway systems
- Recreation and entertainment facilities and businesses
- Open space
- Corporate offices and professional environment



Economic development policy:

- Mix of business types, sizes; broad and expanded revenue base and employment
- More focus on small business and independently-owned businesses, with opportunities for corporate development; in office parks
- Little dependence on large businesses

Leadership style of the City:

- Building community consensus
- Moving in an agreed direction
- Leader within the St. Louis metropolitan region

## VISION STATEMENT (50 years)

The City of Chesterfield is the community of choice for families, businesses and organizations in the St. Louis Region. The City is composed of diverse neighborhoods, residents and businesses where enhanced real estate values are maintained. The City offers quality parks and recreation along with cultural and entertainment activities that attract both the City's residents and people from the region. The City is a recognized leader in managing its resources in the following areas:

### 1. Economic State:

- Businesses physically located and accessible to residential housing
- Intra Chesterfield has unique public transportation system linking businesses with mall and residential areas
- The parkway is an urban center with residential housing located within walking distances
- Expanded recreational and entertainment choices
- Office parks with fountains and public art
- Commercial nodes along Clarkson and Olive

### 2. Recreation:

- Connection of all facilities via pathway systems including Chesterfield Parkway
- Diversity of parks through the City
- Public swimming pools and public golf courses
- Cultural assets and public arts programs

### 3. Education:

- Diverse educational types and choices:
  - public and parochial
  - pre-school through high school
  - higher education
  - trade and other "training" schools and programs
- Close relationship between government and schools
- Quality schools that services the needs of the residents and increase the attractiveness of Chesterfield to future residents
- Research entities developed (public and private)

4. Housing:

- Diverse:
  - economically
  - architecturally
  - in age and use (elderly and multi-family)
- Attracts diverse population
- Overall quality of housing

5. Regional partner:

- Highway plan is carried out and public transportation extended to Chesterfield area
- Transportation available to residents through Chesterfield and the region (local bus and trolley)
- Maintain a public/private partnership with other area governments, businesses, etc.

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**PRESS RELEASE**  
**FOR IMMEDIATE RELEASE - DECEMBER 16, 1994**  
**BUDGET HIGHLIGHTS**

**INTRODUCTION**

As provided by City ordinances, the City Administrator will submit the proposed budget for Fiscal Year 1995 to City Council at a public hearing scheduled for 6:30 p.m. on Monday, December 19, 1994. This proposed budget reflects extensive input from department heads and executive staff. The Mayor and City Council have reviewed this budget extensively at committee meetings, during which additional changes were made, and held a special workshop on December 3.

**BUDGET SUMMARY**

The proposed budget for Fiscal Year 1995 projects total expenditures of \$13,395,700. This includes \$4,422,392 in capital improvements to infrastructure.

**Revenues**

Revenues from sales and use tax and utility gross receipts taxes represents 33.3% and 26.1%, respectively, of the City's total revenues. Intergovernmental revenues, including motor fuel taxes, motor vehicle sales taxes, cigarette taxes, road and bridge taxes, and other grant sources (for example, the I.S.T.E.A. project) represent 30.9% of the City's total revenues. The remaining 9.4% is made up of licenses and permits (4.4%), charges for services (1.1%), court receipts (2.9%), and other miscellaneous sources (1.3%).

**Expenditures**

As previously noted, the Fiscal Year 1995 budget reflects total estimated expenditures of \$13,395,700, which are comprised of operating expenses and capital equipment purchases for the various departments of the City, as well as capital improvement projects. Total operating expenses equal \$8,973,308. This represents an increase of 12.7% over 1994. Capital equipment purchases total \$432,080 for the various departments of the City. Capital improvement projects are projected to total \$4,422,392. This figure, which represents 33.0% of the total budget, is 49.7% higher than fiscal year 1994.

The City's two largest areas of operation, police and public works, comprise the majority of all expenditure allocations, totalling a combined 72.3% of the proposed operating budget. The police budget, at \$4,005,468, represents 44.6% of the operating budget and the public works budget, \$2,484,260, represents 27.7% of the operating budget. In descending order, other expenditures are as follows:

Administration	16.0%	\$1,436,366
Planning	3.9%	\$352,245

Contingency	3.5%	\$316,172
Parks & Recreation	2.1%	\$187,517
Municipal Court	1.3%	\$118,665
Executive/Legislative	0.8%	\$72,615

The true reflection of City Council's commitment to the City's infrastructure can only be obtained by adding capital projects expenditures to the Public Works departmental total, which results in a combined total of \$6,906,652. This is more than 50% of the budget of the total budget.

As noted above, the proposed capital projects expenditures of \$4,422,392 for Fiscal Year 1995 are significant, representing 33.0% of the City's total budget. The various projects to be funded by this allocation include street improvement projects City-wide as identified by the Havens & Emerson street improvement plan (\$1,348,192), the Wilson Road I.S.T.E.A. (Intermodal Surface Transportation Efficiency Act) project (\$1,500,000); \$909,200 for the City's share of the E.D.A. Grant for pumps in Chesterfield Valley; \$200,000 for cracksealing; \$160,000 for asphalt overlays; a major Metropolitan Sewer District (MSD) storm sewer upgrade project in Ward I (\$100,000); other storm sewer projects (\$100,000); sidewalk projects (\$50,000) and highway beautification projects (\$55,000).

It should be noted that the \$1,348,192 budgeted for capital improvement projects is not enough to cover the current estimated cost of \$1.8 million for those projects scheduled for 1995. Due to rapid increases in street construction costs and a desire to greatly accelerate the timing of street reconstruction, City Council has placed both the 1/4 and 1/2 cent sales tax issues on the February 7 ballot as Propositions 1 and 2. The 1/4 and 1/2 cent would be used to fund bonds which would allow the City to dramatically accelerate its street improvement program. Without a comprehensive plan to address our street improvement needs over the next 3-5 years, we will fall farther behind and spend significantly larger sums of money to correct these problems over the next 12-15 years. I commend the Mayor and City Council for their willingness to address these needs now. This program would actually allow the City to complete \$3.5 million in street improvements during fiscal year 1995 alone!

To summarize the budget by type of expenditure, of the total \$13,395,700 in expenditures contained in the proposed budget, personnel costs represent 43.7%; contractual, 12.7%; commodities, 5.0%; capital equipment purchases, 3.2%; and capital improvement projects, 33.0%; and contingency, 2.4%.

### **Fund Balance**

Total fund reserves are expected to equal \$5.9 million by December 31, 1995. This does not include the funds set aside for the 500-year levee and valley drainage improvement projects. City Council established a goal of total fund reserves of at least 50% of operating expenditures. The total proposed expenditures for fiscal year 1995 equal \$13,395,700. Of this amount, however, only \$8,973,308 are for operating expenditures. Fifty percent of this amount is \$4.5 million. Therefore, the City anticipates exceeding this goal by year end.

### Summary

The City of Chesterfield is in excellent financial shape. This is directly attributable to the fiscally conservative leadership provided by the City's Mayor and City Council. It is also a reflection of the responsibility shown by the City's staff in preparing their initial budget requests. Finally, it also reflects the benefits that will continue to accrue to Chesterfield due to planned growth, development and expansion.

The City's work is not over, however. If the City Council approves this budget as submitted, it becomes the City's collective responsibility to live within its means. The City's staff will monitor the performance of the budget and will submit updates to the Mayor and City Council throughout the coming year. The City's staff will continue to seek the highest quality products and services for the lowest and best price.

The citizens of Chesterfield have come to expect fiscal accountability and professionalism in the operation of their government, along with a high level of quality in overall service provision. This proposed budget reflects these commitments.

Michael G. Herring  
City Administrator

For more information, contact Finance Director Jan Hawn at 537-4000.

**CITY OF CHESTERFIELD**  
**COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES**  
**ALL FUNDS**  
**FISCAL YEAR 1995**

	<b>GENERAL FUND</b>	<b>CAPITAL PROJECTS FUND</b>	<b>LEVEE/ DRAINAGE FUND</b>	<b>TOTAL</b>
<b>REVENUES:</b>				
Utility Taxes	3,437,000			3,437,000
Sales & Use Tax	4,388,000			4,388,000
Intergovernmental Revenues	4,066,900			4,066,900
Licenses & Permits	578,000			578,000
Charges for Services	138,500			138,500
Court Receipts	387,000			387,000
Other Revenues	173,000			173,000
<b>TOTAL REVENUES</b>	<b>13,168,400</b>	<b>0</b>	<b>0</b>	<b>13,168,400</b>
<b>EXPENDITURES:</b>				
Executive/Legislative	72,615			72,615
Administration	1,436,366			1,436,366
Police	4,005,468			4,005,468
Municipal Court	118,665			118,665
Planning & Zoning	352,245			352,245
Public Works	2,484,260	3,513,192	909,200	6,906,652
Parks & Community Beautification	187,517			187,517
Contingency	316,172			316,172
<b>TOTAL EXPENDITURES</b>	<b>8,973,308</b>	<b>3,513,192</b>	<b>909,200</b>	<b>13,395,700</b>
Transfers in (out)	(4,195,092)	3,513,192	681,900	0
<b>Change in Fund Balance</b>	<b>0</b>	<b>0</b>	<b>(227,300)</b>	<b>(227,300)</b>
<b>Fund Balance, 1/1/95</b>	<b>5,905,462</b>	<b>0</b>	<b>723,000</b>	<b>6,628,462</b>
<b>Fund Balance, 12/31/95</b>	<b>5,905,462</b>	<b>0</b>	<b>495,700</b>	<b>6,401,162</b>





## RECORD OF PROCEEDING

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PUBLIC HEARING OF THE CITY COUNCIL  
OF THE CITY OF CHESTERFIELD  
AT 922 ROOSEVELT PARKWAY  
DECEMBER 19, 1994

---

The meeting was called to order at 6:30 P.M.

A roll call was taken with the following results:

PRESENT

Mayor Jack Leonard  
Councilmember Barry Flachsbart  
Councilmember Colleen Hilbert  
Councilmember Bill Devers  
Councilmember Ed Levinson  
Councilmember Dan Hurt  
Councilmember Alan Politte  
Councilmember Mike Cullen  
Councilmember Linda Tilley

ABSENT

None

City Administrator Mike Herring stated that, as provided by Ordinance #10, the City Administrator is required to compile a budget for the City council to consider for adoption prior to January 1, 1995. According to Mr. Herring, the budget, as submitted, is a product of extensive input from Department Heads and Executive Staff. The entire budget document has also been submitted to the Council as a whole for review and input, prior to this meeting.

Ordinance #10 also requires that a Public Hearing be held, concerning the proposed budget, by the City Council prior to adoption. Mr. Herring stated that his presentation would meet all requirements of Ordinance #10.

Mr. Herring next presented an overview of the proposed FY1994 Budget with details given concerning revenue and expenditures.

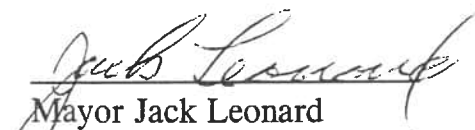
A copy of the Budget in Summary, Revenues and Expenditures is attached.

### COMMUNICATIONS AND PETITIONS

There were no comments, questions or suggestions regarding the proposed budget.

### ADJOURNMENT

A motion was made by Councilmember Tilley, seconded by Councilmember Flachsbart, 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 6:40 P.M.

  
Mayor Jack Leonard

### ATTEST:

  
Martha L. DeMay, City Clerk

RESOLUTION # 175

**A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 1995 AND ENDING ON DECEMBER 31, 1995.**

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 prepare a proposed budget; and

WHEREAS, the City has held a public hearing with regard to the adoption of the budget for the year beginning January 1, 1995 and ending December 31, 1995,

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached budget as its budget for the fiscal year beginning January 1, 1995 and ending December 31, 1995.

Passed and adopted this 19th day of December, 1994.

Mayor

ATTEST:

City Clerk

**CITY OF CHESTERFIELD  
COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES  
ALL FUNDS  
FISCAL YEAR 1995**

	GENERAL FUND	CAPITAL PROJECTS FUND	LEVEE/ DRAINAGE FUND	TOTAL
<b>REVENUES:</b>				
Utility Taxes	3,437,000			3,437,000
Sales & Use Tax	4,388,000			4,388,000
Intergovernmental Revenues	4,066,900			4,066,900
Licenses & Permits	578,000			578,000
Charges for Services	138,500			138,500
Court Receipts	387,000			387,000
Other Revenues	173,000			173,000
Other Financing Sources*			227,300	227,300
<b>TOTALS</b>	<b>13,168,400</b>	<b>0</b>	<b>227,300</b>	<b>13,395,700</b>
<b>EXPENDITURES:</b>				
Executive/Legislative	72,615			72,615
Administration	1,436,366			1,436,366
Police	4,005,468			4,005,468
Municipal Court	118,665			118,665
Planning & Zoning	352,245			352,245
Public Works	2,484,260	3,513,192	909,200	6,906,652
Parks & Community Beautification	187,517			187,517
Contingency	316,172			316,172
<b>TOTALS</b>	<b>8,973,308</b>	<b>3,513,192</b>	<b>909,200</b>	<b>13,395,700</b>

\*Fund Balance Designated for the Levee/Drainage.

## 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
401 Data Systems Administrator	18H
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	18H
203 Police Sergeant	22H
206 Police Lieutenant	24A
209 Police Captain	28A
212 Police Chief	31A

Position Classification Plan (cont.)

Page 2

<u>Position</u>	<u>Classification and Pay Level</u>
2000 PUBLIC SAFETY AND ENFORCEMENT SERVICES (cont.)	
3xx Planning Group	
300 Planning Technician	12H
301 Zoning Inspector	11H
302 Planner I	17H
304 Planner II	20A
305 Senior Planner	23A
306 Director of Planning	30A
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	14H
203 Engineering Construction Inspector	18H
206 Engineering Plan Reviewer	18H
207 Civil Engineer	21A
209 Assistant City Engineer	25A
212 Director of Public Works/ City Engineer	30A

11/18/94

MERIT PAY PLAN

	Level	Minimum Pay	Mid-point	Maximum Pay	Range Amount	Range Pct
1	Annual	12,510	14,699	16,889	4,379	35%
	Bi-Monthly	521	612	704		
	Hourly	6.01	7.07	8.12		
2	Annual	13,135	15,435	17,733	4,598	35%
	Bi-Monthly	547	643	739		
	Hourly	6.31	7.42	8.53		
3	Annual	13,793	16,207	18,620	4,827	35%
	Bi-Monthly	575	675	776		
	Hourly	6.63	7.79	8.95		
4	Annual	14,481	17,014	19,549	5,068	35%
	Bi-Monthly	603	709	815		
	Hourly	6.96	8.18	9.40		
5	Annual	15,206	17,867	20,528	5,323	35%
	Bi-Monthly	634	744	855		
	Hourly	7.31	8.59	9.87		
6	Annual	15,966	18,760	21,554	5,588	35%
	Bi-Monthly	665	782	898		
	Hourly	7.68	9.02	10.36		
7	Annual	16,765	19,699	22,631	5,867	35%
	Bi-Monthly	699	821	943		
	Hourly	8.06	9.47	10.88		
8	Annual	17,603	20,683	23,764	6,161	35%
	Bi-Monthly	733	862	990		
	Hourly	8.46	9.94	11.43		
9	Annual	18,483	21,717	24,952	6,469	35%
	Bi-Monthly	770	905	1,040		
	Hourly	8.89	10.44	12.00		
10	Annual	19,407	22,803	26,199	6,792	35%
	Bi-Monthly	809	950	1,092		
	Hourly	9.33	10.96	12.60		
11	Annual	20,377	23,944	27,510	7,132	35%
	Bi-Monthly	849	998	1,146		
	Hourly	9.80	11.51	13.23		

MERIT PAY PLAN

	Level	Minimum Pay	Mid-point	Maximum Pay	Range Amount	Range Pct
12	Annual	21,397	25,141	28,885	7,488	35%
	Bi-Monthly	892	1,048	1,204		
	Hourly	10.29	12.09	13.89		
13	Annual	22,466	26,397	30,329	7,863	35%
	Bi-Monthly	936	1,100	1,264		
	Hourly	10.80	12.69	14.58		
14	Annual	23,590	27,719	31,846	8,256	35%
	Bi-Monthly	983	1,155	1,327		
	Hourly	11.34	13.33	15.31		
15	Annual	24,768	29,104	33,438	8,670	35%
	Bi-Monthly	1,032	1,213	1,393		
	Hourly	11.91	13.99	16.08		
16	Annual	26,006	30,560	35,110	9,104	35%
	Bi-Monthly	1,084	1,273	1,463		
	Hourly	12.50	14.69	16.88		
17	Annual	27,309	32,087	36,866	9,557	35%
	Bi-Monthly	1,138	1,337	1,536		
	Hourly	13.13	15.43	17.72		
18	Annual	28,673	33,690	38,708	10,035	35%
	Bi-Monthly	1,195	1,404	1,613		
	Hourly	13.78	16.20	18.61		
19	Annual	30,107	35,375	40,645	10,538	35%
	Bi-Monthly	1,254	1,474	1,694		
	Hourly	14.47	17.01	19.54		
20	Annual	31,611	37,143	42,675	11,064	35%
	Bi-Monthly	1,317	1,548	1,778		
	Hourly	15.20	17.86	20.52		
21	Annual	33,192	39,001	44,809	11,618	35%
	Bi-Monthly	1,383	1,625	1,867		
	Hourly	15.96	18.75	21.54		
22	Annual	34,852	40,951	47,049	12,197	35%
	Bi-Monthly	1,452	1,706	1,960		
	Hourly	16.76	19.69	22.62		



MERIT PAY PLAN

	Level	Minimum Pay	Mid-point	Maximum Pay	Range Amount	Range Pct
23	Annual	36,596	42,999	49,403	12,807	35%
	Bi-Monthly	1,525	1,792	2,058		
	Hourly	17.59	20.67	23.75		
24	Annual	38,425	45,148	51,872	13,447	35%
	Bi-Monthly	1,601	1,881	2,161		
	Hourly	18.47	21.71	24.94		
25	Annual	40,346	47,406	54,466	14,120	35%
	Bi-Monthly	1,681	1,975	2,269		
	Hourly	19.40	22.79	26.19		
26	Annual	42,363	49,776	57,189	14,826	35%
	Bi-Monthly	1,765	2,074	2,383		
	Hourly	20.37	23.93	27.49		
27	Annual	44,480	52,265	60,050	15,570	35%
	Bi-Monthly	1,853	2,178	2,502		
	Hourly	21.38	25.13	28.87		
28	Annual	46,704	54,878	63,051	16,347	35%
	Bi-Monthly	1,946	2,287	2,627		
	Hourly	22.45	26.38	30.31		
29	Annual	49,040	57,622	66,205	17,166	35%
	Bi-Monthly	2,043	2,401	2,759		
	Hourly	23.58	27.70	31.83		
30	Annual	51,494	60,502	69,514	18,020	35%
	Bi-Monthly	2,146	2,521	2,896		
	Hourly	24.76	29.09	33.42		
31	Annual	54,066	63,528	72,991	18,925	35%
	Bi-Monthly	2,253	2,647	3,041		
	Hourly	25.99	30.54	35.09		
32	Annual	56,771	66,704	76,640	19,869	35%
	Bi-Monthly	2,365	2,779	3,193		
	Hourly	27.29	32.07	36.85		

Revised 06/02/94

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## 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.

**Ad Valorem Tax** - A tax based on value.

**Amended Budget** - Refers to the budget approved by the City Council, as most recently amended.

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

**Assessed Valuation** - A value set on real estate or other property as a basis for levying taxes. The assessed valuation is set by the County Assessor, who is charged with determining the taxable value of property according to a formula set by the State of Missouri.

**Asset** - A comprehensive plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Basis of Accounting** - A term used to refer to when revenues, expenditures, expenses, and transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements.

**Beginning fund balance** - Fund balance available in a fund from the end of the prior year, for use in the following year.

**Bond** - A written promise to pay a specified sum of money at a specified date in the future together with periodic interest at a specified rate.

**Bonded debt** - The portion of indebtedness represented by outstanding bonds.

**Budget** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Budget calendar** - The schedule for completion of the various phases in the preparation of the budget, the calendar begins with the preparation of the budget forms and ends with the implementation of the budget.

**Budget message** - The opening section of the budget which provides City Council and the public with a general summary of the most important aspects of the budget, changes from previous years and the recommendation of the City Administrator.

**Budgetary control** - The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and revenues.

**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 \$1,000. Capital items include real property, office equipment, furnishings and vehicles.

**Capital Projects Fund** - A special fund that is used to account for financial resources to be used for capital improvements which are approved by the City Council.

**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 unit in city operations. Each is managed by a Department Head. Departments are generally composed of divisions and programs which share a common purpose or which perform similar duties.

**Encumbrance** - Commitments related to unperformed contracts for goods or services.

**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.

**Franchise** - A special privilege granted by a government permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**Fringe benefits** - Fringe benefits include the City's contribution to Social Security, Medicare, workers compensation, health insurance, life insurance, disability insurance, and the City's pension plan.

**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.

**Intergovernmental revenues** - Revenues from other governments, primarily Federal, State and County grants, but also includes payments from other taxing jurisdictions.

**Levee/Drainage Fund** - A special fund that is used to account for financial resources to be used for storm water capital improvements in Chesterfield Valley which are approved by the City Council

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

**Modified accrual basis** - The basis of accounting adopted to the governmental fund type. This basis measures resources available to the City.

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

**Operating Expenses/Expenditures** - The annual budget which provides a financial plan for the operation of government and the provision of services for the year. Excluded from the operating expenses are capital equipment and capital projects which are determined by a separate but interrelated process.

**Ordinance** - A formal legislative enactment by the governing board of a municipality.

**Per Capita** - By or for each person.

**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.

**Proposed budget** - The recommended City budget submitted by the City Administrator to the City Council.

**Resolution** - An informal establishment of policy by the governing board of a municipality.

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

**Taxes** - Compulsory charges levied by a government to finance services performed for the common benefit.

**Third Class City** - All cities and towns in the State of Missouri containing three thousand or more inhabitants, not having adopted its own charter form of government.

**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.