

 City of  
Chesterfield

# ANNUAL BUDGET FISCAL YEAR 1996



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December 20, 1995

Honorable Mayor and City Council  
Chesterfield, Missouri

Subject: Fiscal Year 1996 Budget

Submitted herewith is the annual operating budget for the City of Chesterfield, Missouri, adopted by the City Council on December 7, 1995. This budget covers the period from January 1, 1996 to December 31, 1996. It is the cumulative result of a comprehensive effort by Department Heads and Executive Staff in projecting expenditure needs for our eighth 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, 1995. This represented the fifth consecutive award for the City. 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.

This budget includes the General Fund, Parks Construction Fund, Wilson Trust Fund, Capital Projects Fund, Chesterfield Valley TIF Fund, Public Works Facility Construction Fund, Debt Service Fund, Certificate Payment 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 under generally accepted accounting principles and, accordingly, is excluded from this budget.

### **ECONOMIC CONDITION AND OUTLOOK**

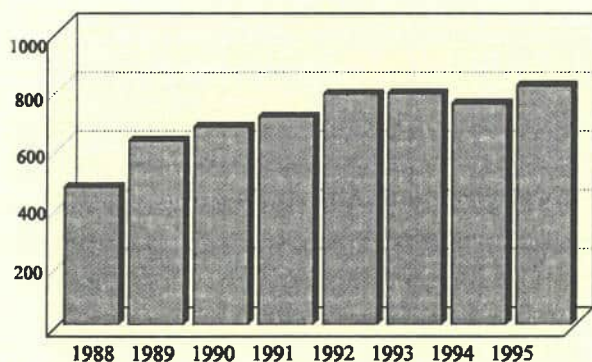
The City of Chesterfield, Missouri is located on the western edge of St. Louis County. The City was incorporated under Missouri law as a third class city on June 1, 1988. According to 1990 census figures, the City has a current population of 42,325 residents.

The City has been considered by many to be one of the fastest growing cities in the Midwest. Chesterfield 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 Chesterfield. In addition, Monsanto has a \$150 million Life Sciences Research Center, occupying approximately 900,000 square feet or 210 acres within our community.

Chesterfield 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 now has over 1.9 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 (J.C. Penney's) is planned for in the next several months, along with additional stores and restaurants. The square footage noted above includes the major expansion of Dillard's and the construction of a new Famous Barr, thus completing the mall's original design.

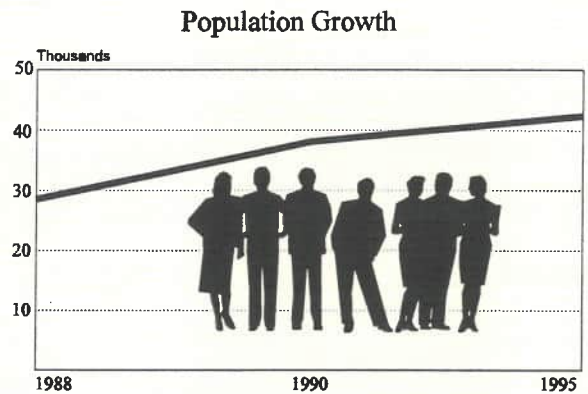
The City's western corridor (referred to as Chesterfield Valley) has expanded dramatically over the last several years with light industrial and office/warehouse facilities. Chesterfield Valley has made a dramatic comeback from the flood of 1993. The Monarch-Chesterfield levee, which protects Chesterfield Valley, has been restored to its original 100-year level of protection. We are working with the Monarch-Chesterfield Levee District to seek approval for the construction of a 500-year levee. The 500-year levee will further protect the Valley from flood waters and allow increased economic growth and development to flourish again. This budget reflects plans to improve the interior drainage within the Valley also. The City Council designated Chesterfield Valley as a tax increment financing district and the 1996 budget reflects a separate fund for this purpose.

Growth in Assessed Valuation  
1988-1995



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 \$811,446,433 as of January 1, 1995, represents an increase of 74.3% from \$465,549,049 as of January 1, 1988, when the City first incorporated. Presently, Chesterfield has the highest assessed valuation in all of St. Louis County.

Population growth directly impacts the City's 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 42,325. This new total represents an increase of 11.4% over the 1990 census. Presently, Chesterfield is the second largest city in St. Louis County, in terms of population, and the third largest (29 square miles), in terms of area.

### 1996 BUDGET INFORMATION

Below is a summary of the total budget compared to the previous year. The reduction of revenues is a direct reflection of the bond proceeds received in 1995. The increase in intergovernmental revenues results from grants in 1996 which are described later in this letter. The growth in budgeted expenditures is direct reflection of increased spending for capital improvement projects, as well as the addition of the Public Works Facility Construction Fund and Parks Construction Funds and the related debt service for those funds. The reduction in Administrative expenditures results from a study of Chesterfield Valley in 1995. The growth in Planning results from the addition of new personnel late in 1995, as well the purchase of a pickup truck in 1996.

	1996 Budget	Percent of total	1995 Projected	Increase (decrease) from prior year	Percent of increase (decrease)
<b>Revenues:</b>					
Property tax	965,925	6.0%	937,791	28,134	3.0%
Utility gross receipts taxes	3,334,000	20.9%	3,237,000	97,000	3.0%
Sales & use tax	5,075,000	31.8%	4,942,000	133,000	2.7%
Intergovernmental	4,341,769	27.2%	2,656,175	1,685,594	63.5%
Licenses & permits	599,000	3.8%	583,000	16,000	2.7%
Charges for services	143,000	0.9%	136,646	6,354	4.6%
Parks & recreation fees	20,300	0.1%	0	20,300	-
Court receipts	543,000	3.4%	533,500	9,500	1.8%
Bond Proceeds	0	0.0%	13,126,131	(13,126,131)	-100.0%
Other Revenues	945,200	5.9%	1,149,168	(203,968)	-17.7%
<b>Totals</b>	<b>15,967,194</b>	<b>100.0%</b>	<b>27,301,411</b>	<b>(11,334,217)</b>	<b>-41.5%</b>



<b>Expenditures:</b>					
Executive & Legislative	71,276	0.3%	71,884	(608)	-0.8%
Administration	1,671,759	6.0%	1,977,985	(306,226)	-15.5%
Police	4,304,515	15.3%	4,006,802	297,713	7.4%
Municipal Court	164,300	0.6%	128,773	35,527	
Planning	424,381	1.5%	373,548	50,833	13.6%
Public Works	8,814,062	31.4%	8,661,740	152,322	1.8%
Parks & Beautification	10,999,374	39.2%	555,845	10,443,529	1878.9%
Contingency	400,000	1.4%	0	-	-
Debt Service	1,194,615	4.3%	346,923	847,692	244.3%
Totals	28,044,282	100.0%	16,123,500	11,520,782	71.5%

The 1996 budget, as submitted, includes total projected General Fund revenues of \$14,361,569, and total expenditures of \$14,878,466. The difference (\$516,897) comes from fund reserves in excess of the City's fund balance goal and will be used for capital improvements. The General Fund is the operating fund of the City.

Budget highlights are described below.

### Sales Tax

The 1993 Missouri Legislature passed a new law for redistribution of sales tax revenues in St. Louis County. 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. Because the new sales tax was tied up in litigation, no revenues related to this new source were included prior to the 1996 budget. This litigation has now been resolved favorably. As such, additional sales tax revenues are included in the 1996 budget.

### Local Use Tax

A "local use tax" which was passed by the Missouri Legislature 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. Since the local use tax is still subject to litigation, only a portion of the local use tax is recognized as revenue, that is, the amount received prior to the sales and use tax redistribution formula. Revenues from the source are anticipated to be \$626,000 for 1996.

### Economic Development

The 1996 budget includes a \$150,000 contribution for the ongoing support of the Chesterfield Community Development Council (CCDC). This is \$60,000 more than the amount included in the 1995 budget per the City Council's recommendation. In addition, the 1996 budget includes \$42,000 for our contract for services of Leon McKinney (consultant) through the CCDC. These services will

further our efforts on levee repairs and upgrades in Chesterfield Valley and are funded through the Chesterfield Valley TIF Fund. 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

Utilizing a street improvement plan prepared by a professional consultant, Havens & Emerson, the City of Chesterfield has made significant strides during the period 1990 to 1995 with regard to capital improvements within our community. The impact of the 1995 and 1996 capital improvements are highlighted below.

In 1995, the City spent approximately \$2,285,414 from the Capital Projects Fund on contractual street improvements. These projects were comprised of the replacement of approximately 4.8 miles of streets throughout the City. In 1995, the City spent approximately \$83,200 from the Capital Projects Fund on contractual sidewalk improvements. These projects were comprised of the replacement of approximately 11,860 square feet of sidewalks throughout the City.

The 1996 General Fund budget includes a transfer to the Capital Projects Fund of \$2,632,819. Of this amount, \$1,992,819 is for contractual capital street improvement projects. With these funds, the City should be able to replace approximately 4.0 miles of streets throughout the City during 1996. A potential bond issue which could deal with the additional needs, which the City faces, is addressed later in this letter.

The 1996 budget also includes a transfer of \$100,000 for cracksealing throughout the City, \$100,000 for asphalt overlays throughout the City, and \$250,000 for storm water projects.

The 1996 budget also includes a transfer of \$125,000 for sidewalk replacement. With these funds we can probably complete approximately 15,150 square feet of sidewalks throughout the City.

The 1996 budget also includes a transfer of \$65,000 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.

The 1996 budget also includes a transfer of \$976,800 (which will come from an I.S.T.E.A. grant) to the Wilson Trust Fund for the funding of the Wilson Road project. The 1996 budget also includes a transfer of \$681,900 (which will come from an E.D.A. grant) to the Levee/Drainage Fund for the funding of drainage pumps in Chesterfield Valley.

With all of the listed fund transfers and grants funds, the City can make significant improvements to its infrastructure with little impact upon the budget. In fact, these major improvements reduce our annual maintenance costs. Most important, these capital improvements do not reduce our General Fund reserves below the City's goal.

Our citizens have complimented the City for its willingness to address our many capital improvement needs on numerous occasions 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 full-time positions included in the 1996 budget are:

- One (1) additional Police Officer - classified at Level 19H with a salary range of \$30,107-<sup>40,644</sup>~~\$30,107~~. The additional Police Officer position will be filled regardless of whether or not the City receives a federal COPS FAST/Universal Hiring Program grant that will cover 75% of the personnel costs for position (includes 75% of salary, holiday pay, social security (FICA), worker's compensation, insurance and pension costs). The effective start date of this position will be based upon the grant application notification.

The personnel costs in the budget will be amended for this position if the grant is received. The department has also included all equipment costs for this position, if it is awarded, in the specific department categories where these expenses are charged.

The additional Police Officer proposed for the 1996 budget year will bring the total number of Police Officers to fifty-three (53). The additional Police Officer personnel will be supervised by the Sergeants heading the Patrol Division.

- Three (3) additional Maintenance Workers with a proposed effective start date of January 1, 1996 and a classification of 13H with a salary range of \$22,466-\$30,329. Until such time as a proposal for a Park Maintenance Division's structure is reviewed in detail, it is proposed that these individuals will assist with park and beautification work while being assigned to the Street Maintenance Division.

Due to additional responsibilities that the department has assumed with beautification projects, for example, Clarkson/40-61, Clarkson/Chesterfield Parkway, 40-61/Chesterfield Airport Road, flower plantings and median work, other assignments have been shifted away from street maintenance responsibilities. Additional responsibilities associated with grounds maintenance for four park sites scheduled to be acquired by April 1996 and two properties currently owned by the City (14 acres for Public Works, and 15.32 donated property) will fully utilize these personnel.

This proposal will increase the number of Maintenance Workers from twenty-one (21) to twenty-four (24) Maintenance Workers. These three (3) positions are proposed to be supervised by the Maintenance Division Supervisors, according to crew assignments.

- One (1) Parks Planning Assistant classified at Level 12H with a salary range of \$21,397-\$28,885. The proposed effective date for this position is February 1, 1996. This position will be supervised by the Superintendent of Parks, Recreation and Arts.

The Parks Planning Assistant position will be responsible for the Parks, Recreation, and Arts Division secretarial needs and act as an administrative coordinator for the City's recreation programs. This employee will assist the Superintendent with grant applications, fee collections, development plan submittals and help address program development goals and implementation needs. Current staff will not be able to handle the increasing needs of this division based upon the work that must be completed before parks and facilities' openings

The proposed part-time positions included in the 1996 budget are:

- One (1) Data Processing Technician with a starting salary of \$10.00 per hour. This position is proposed to work approximately 20 hours per week year round not to exceed 1,000 hours per year with an effective date of January 1, 1996. This position will be supervised by the Data Systems Administrator.

This additional employee will help the Data Systems Administrator with installation and testing of new hardware/software including stringing network cable. The position will help with hardware and software upgrades (see attached list of current hardware). The position will provide troubleshooting capability and do minor repair work in-house on work stations and peripherals. The position will also provide end-user support. This addition of this position will enable the Data Systems Administrator to devote more time to the City's programming needs and bring on-line and manage other scheduled technological improvements (such as the GIS system, document imaging capability, fax and database servers). The addition of this position has been recommended by the MIS Task Force.

### Salary Increases

Under the City's 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. 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 1996, we sought direction from the members of the Finance and Administration Committee. This Committee voted unanimously to recommend that \$222,000 be budgeted for pay reclassifications and pay increases. This equates to approximately 3% per employee. 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. These sources include an Intermodal Surface Transportation Efficiency Act (I.S.T.E.A.), Economic Development Act (E.D.A), and a Community Development Block Grant (C.D.B.G.).

The City of Chesterfield will receive \$976,800 in 1996 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 (\$1,221,000).

The City of Chesterfield will receive a \$681,900 grant in 1996 for E.D.A. 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 the fund balance in the Levee/Drainage Fund.

The City of Chesterfield will also receive Community Development Block Grant (C.D.B.G.) funds from the U. S. Department of Housing and Urban Development. The 1996-1997 entitlement is estimated at \$50,229. 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, 1995, the total assessed valuation for the City of Chesterfield was \$811,446,433. Under Missouri Law, we are authorized to incur debt totaling no more than 10% of our assessed valuation, or \$81,144,643, 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) and issued those bonds in January 1995.

The City of Chesterfield also issued certificates of participation for the construction of a Public Works Facility in 1995. The amount of this bond issue (which does not count against the City's legal debt limit) is \$2,950,000.

The principal and interest payments on the general obligation bond issue and the certificates of participation are included in the City's 1996 budget in the Debt Service and Certificate Payment Fund, respectively. Also, a schedule of long-term debt is included in the Appendix to the budget.

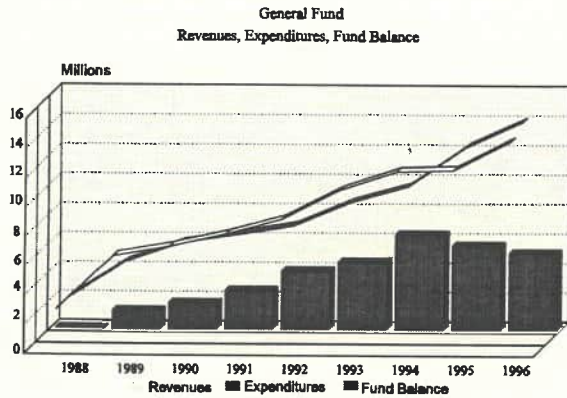
### Contingency

This proposed budget contains an allocation for a Contingency Fund, totaling \$400,000, 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 1995, this account totaled \$315,050. As of this writing, \$234,919 has been transferred by City Council.

The remaining balance in contingency funds (totaling \$80,131 as of this writing) will be transferred via a fund equity transfer to the Wilson Trust Fund per the directions provided by City Council.

### Fund Balance



The City's unreserved fund balance, as of December 31, 1994, totaled \$6,427,372. The fund balance is projected to total \$5.17 million by December 31, 1996. City Council established a goal that the fund balance equal a minimum of 50% of the operations general fund expenditures. This proposed budget contains projected operating expenditures of \$10,339,841. Fifty percent of this total equals \$5.17 million. City Council has chosen to use the excess fund balance to pay for major capital improvements throughout the City.

Fortunately, the City can fund significant capital improvements using current operating revenues and still meet the City's fund reserve goal. This is an extremely healthy situation!

The fund balance goal 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 most of its long-term needs through bond issues. Highlighted below are the actions of the City regarding the City's long-term needs.

As noted above, the voters of the City of Chesterfield passed an \$11 million general obligation bond issue for a citywide park system in November 1994. This includes the acquisition of land and the construction and equipping of City parks and recreational facilities. This debt was issued in January 1995. The City went 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 is working toward accomplishing 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 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 1996 will be minimal. Services and facilities will be added over the next few years and fees will be established to cover most of the cost.

Also, as noted above, the City of Chesterfield issued \$2,950,000 in certificates of participation in 1995 to pay for the construction of a new Public Works Facility. This debt was issued in August 1995. The City is proud to have received an A1 rating. This rating, just one step below the Aa, is very impressive given the type of financing used. This rating is attributable in large part to the City's policy on fund reserves and overall fiscal health.

The impact on the City's operating budget during Fiscal Year 1996 will be limited to utility and maintenance costs for the facility once it is completed. All such expenses have been included in the 1996 budget.

The City has also been planning to address its needs for major street and sidewalk improvements, which is estimated at approximately \$25 million. City Council is considering the possibility of placing a 1/2 cent capital improvement sales tax on the ballot during 1996 that would be used to issue debt to pay for these improvements. This would enable the City to dramatically accelerate its street and sidewalk improvement program. Without a comprehensive plan to address our street and sidewalk improvement needs over the next three to five years, we will fall further behind and spend significantly larger sums of money to correct these problems over the next 15-20 years. I commend the Mayor and City Council for their willingness to address these needs now.

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 sales tax pass and the City issues debt, the budget for Fiscal Year 1996 will have to be amended to reflect these changes.

The Mission Statement adopted by the Mayor and City Council in December 1994 is included in this budget document in the Introduction. The goals established by each of the departments (which have been modeled 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 1995 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.

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 submit its 1996 budget to GFOA to determine its eligibility for another award.

#### Acknowledgements

This budget reflects input that I have received from each of you over the past year. As such, it demonstrates your desire to dramatically increase our efforts at repairing and maintaining our infrastructure while, at the same time, continuing to meet our goal concerning total fund reserves.

We can and should take pride in the fact that we are in excellent financial shape. As a result, we can continue to meet our obligation to provide 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 budget. In addition, I greatly appreciate the tireless efforts of Finance Director Jan Hawn and other Department Heads and Executive Staff. Budget preparation is truly a team effort!

Sincerely,



Michael G. Herring  
City Administrator



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

Mayor

Jack Leonard

City Council

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

Other City Officials:

City Administrator

Michael G. Herring

Finance Director

Janet S. Hawn

City Clerk

Marty DeMay

Police Chief

Ray Johnson

Acting Director of Planning

Laura Griggs-McElhanon

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.



**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.

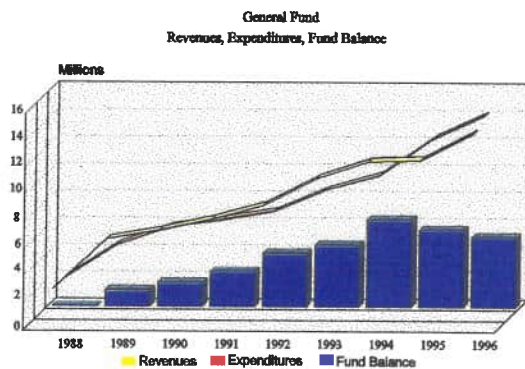


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## MAJOR BUDGET POLICIES

### 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, 1996, of \$5.17 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 1996 budget adheres to this policy with a contingency budget of approximately 3.9% of anticipated operating expenditures, or \$400,000. 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 1996 budget includes a \$220,000 for pay reclassification and a merit pay increase, as recommended by the Finance and Administration Committee of Council. This equates to approximately a 3.0% for merit pay increases.

### 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

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 1995 assessed valuation of \$811,446,433, the City's legal debt margin is \$81,144,643.

The City has \$11 million in general obligation bonds for parks outstanding. In addition, the City has \$2.95 million in certificates of participation for the construction of a Public Works Facility. The certificates of participation, however, do not count against the City's legal debt limit. Therefore, the City has \$70,144,643 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, sidewalks, storm sewers, and highway beautification projects. These projects are not normally considered on-going or regular maintenance.

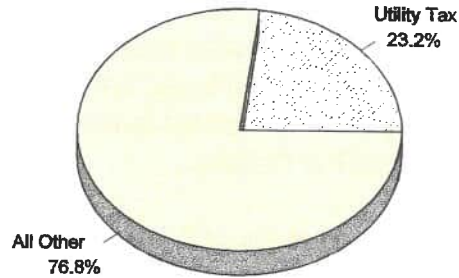
### **Cash and Investment Policy**

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.

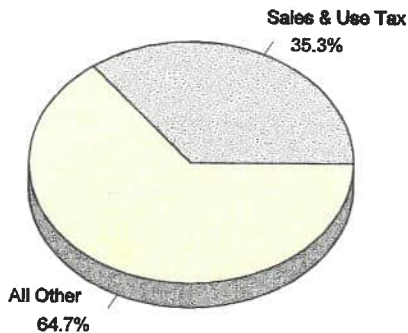


Revenue receipts from the utility gross receipts tax are currently estimated based on the City's experience, as well as information supplied by the utility companies. It should be noted that the estimates for utility taxes are dependent on weather conditions. Revenues for Fiscal Year 1996 from the utility gross receipts tax are estimated at \$3,334,000.

The historical revenue trend for utility tax is shown below:

Year	1991	1992	1993	1994	1995	1996
Amount	2,712,063	2,822,781	3,187,143	3,323,852	3,237,000	3,334,000
% Increase		4.1%	12.9%	4.3%	-2.6%	3.0%

### Sales and Use Tax



There are 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. 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. Under 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.

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.

In addition, under legislation passed in 1994, the "pool" cities receive a share of the sales and use tax generated in "point-of-sale" cities based on a redistribution formula. These funds, previously under litigation, are recognized in the 1996 budget, with the exception of a portion of the local use tax which is still in litigation.

Sales and use taxes are collected by the State of Missouri, distributed to St. Louis County who administers the new sales and use 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 1996 from sales tax are estimated at \$4,449,000, based on estimates of a per capita distribution of about \$105.12.

Revenues for Fiscal Year 1996 local use tax are estimated at \$626,000, based on estimates of a per capita distribution of about \$14.79.

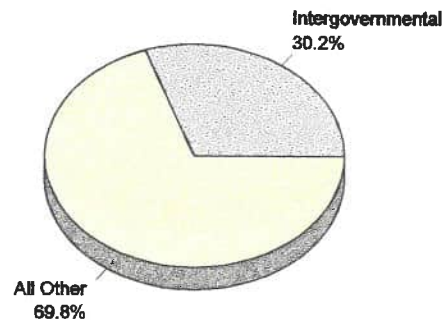
The historical revenue trend for sales and use tax is shown below:

Year	1991	1992	1993	1994	1995	1996
Amount	2,623,970	3,090,961	3,377,964	4,873,347	4,942,000	5,075,000
% Increase		17.8%	9.3%	44.3%	1.4%	4.1%

### 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, an E.D.A. grant, a police academy grant, a COPS grant, and a Branch Out Missouri 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 from January 1996 through March 1996. Motor fuel taxes increase \$.02 per gallon effective April 1, 1996 to \$.17 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 1996 from the motor fuel and motor vehicle sales tax are estimated at \$1,086,000 and \$434,000, 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 1996 from cigarette tax are estimated at \$196,000.

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, 1995 was \$811,446,433. 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%)**
January 1, 1995	\$ 811,446,433	8.1%

\*Figures for 1988 were not available.

\*\*Impacted by flood of 1993.

The revenue estimate for road and bridge tax for Fiscal Year 1995 is \$850,000, based on a projected growth in assessed valuation of 3%, less a 1% collection fee and 3% 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 1996 are estimated at \$976,800.

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 1996 are estimated at \$681,900.

The City also provides the St. Louis Police Academy with a Police Officer who teaches at their facility. The Fiscal Year 1996 budget includes \$47,881 for reimbursements for the officer's salary

and fringe benefits.

The C.O.P.S. (Community Oriented Policing) grant is funded through the Federal government. This grant will fund 75% of the cost of two (2) police officers. Since these officers are on assignment to the Parkway School District for nine months out of the year, Parkway picks up the 25% match. Receipts for Fiscal Year 1996 are estimated at \$55,333 from the Federal government and \$12,379 from the Parkway School District.

The Branch Out Missouri grant is funded through the State of Missouri. Funds from this grant will be used for beautification projects in the City of Chesterfield. Receipts for Fiscal Year 1996 are estimated at \$1,476.

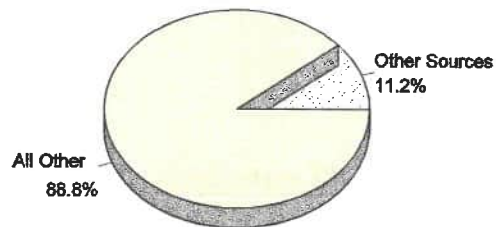
The historical revenue trend for intergovernmental revenues is shown below:

Year	1991	1992	1993	1994	1995	1996
Amount	1,712,868	2,122,090	3,212,468	2,745,463	2,656,175	4,341,769
% Increase		23.9%	51.4%	-14.5%	-3.3%	58.1%

### 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 1996 are \$285,000.

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 1996 are

\$32,000 and \$25,000, respectively.

Cable television franchise fees represent 5% of the gross sales of each cable television company annually. The are remitted to the City within sixty (60) days following the end of each quarter. The revenue estimate for Fiscal Year 1996 from cable television franchise fees is \$244,000.

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 \$5,000 for Fiscal Year 1996.

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 1996 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 \$5,000 of the City's revenues for Fiscal Year 1996.

#### 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 1996 are estimated at \$143,000.

#### Parks and Recreation Fees

Parks and recreation fees will be implemented in Fiscal Year 1996 for the first time as the City begins its recreation programs. Revenues for 1996 are estimated at \$20,300.

#### 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 3.8% of the City's revenue, or \$543,000 in Fiscal Year 1996.

#### 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 2.0% 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 1996 are estimated at \$288,000.

Miscellaneous other sources are a very small part of the City's budget, at less than two-tenths of a percentage point of the City's revenues, estimated at \$2,500 for Fiscal Year 1996. 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:

Year	1991	1992	1993	1994	1995	1996
Amount	978,721	1,118,216	1,241,851	1,342,463	1,562,688	1,610,800
% Increase		14.3%	11.1%	8.1%	16.4%	20.0%

### Deferred Revenues

#### Local Use Tax

As noted above, 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. The local use tax is still under litigation. Because of this litigation, this additional local use tax is held in escrow and categorized as "deferred revenue." Due to this fact, only a portion of this source of revenue is included in the Fiscal Year 1996 budget.

## 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 1996 BUDGET CALENDAR

- July 5, 1995 to  
July 19, 1995

- Finance Department prepares budget instructions.
- July 20, 1995

- Finance Director distributes budget documents and instructions to departments.
- July 20, 1995 to  
August 17, 1995

- Department Heads/Supervisors conduct internal department meetings to analyze and prepare budget requests.

Finance Director prepares estimates of personnel costs, fixed charges and nondepartmental items. Finance Director prepares revenue estimates.
- August 3, 1995

- All departments submit personnel requests to both Personnel Director and Finance Director.
- August 3, 1995 to  
August 10, 1995

- Personnel Director reviews requests for new positions with Department Heads/Executive Staff.
- August 10, 1995 to  
August 17, 1995

- Finance Department prepares estimates of 1995 actual and 1996 estimated payroll costs and submits same to Department Heads/Executive Staff.
- August 21 1995

- Departmental requests for 1996 are returned to the Finance Director.
- August 21, 1995 to  
September 8, 1995

- Finance Director does preliminary review of budgets and obtains additional information from departments, as needed.

Finance Director prepares consolidation of budget requests and finalizes revenue estimates.
- September 11, 1995 to  
September 15, 1995

- City Administrator and Finance Director meet with Department Heads/Executive Staff to discuss departmental requests.
- September 18, 1995 to  
October 2, 1995

- Finance Director prepares supplemental information for budget document in conjunction with application for Government Finance Officer's Associations Distinguished Budget Presentation Award.

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 2, 1995 - Entire proposed budget document is submitted to City Council.
- October 3, 1995 to October 31, 1995 - Council Committees hold individual work sessions on respective budgets.  
Finance Director incorporates Council Committee recommendations into budget.
- November 6, 1995 - City Administrator submits entire budget document, as amended by Council Committees, to entire City Council for final review.
- November 15, 1995 - Finance Director publishes notice of public hearing.
- November 6, 1995 to November 20, 1995 - City Council review final budget as a "Committee of the Whole."
- November 21, 1995 to November 22, 1995 - Finance Director makes final amendments to budget based on City Council's recommendations.
- November 22, 1995 - Entire amended budget document is submitted to City Council.
- December 4, 1995 - Public Hearing on budget held prior to regularly scheduled City Council meeting.
- December 18, 1995 - Budget adopted at regular City Council meeting by resolution.
- December 19, 1995 to December 29, 1995 - Final budget document is sent to printers and returned for binding.
- December 29, 1995 to - Official budget document is distributed.
- January 1, 1996 - Adopted budget is recorded on the books and goes into effect.

## BASIS OF ACCOUNTING & BUDGETING

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 are also 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, 1995.

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, 1995**

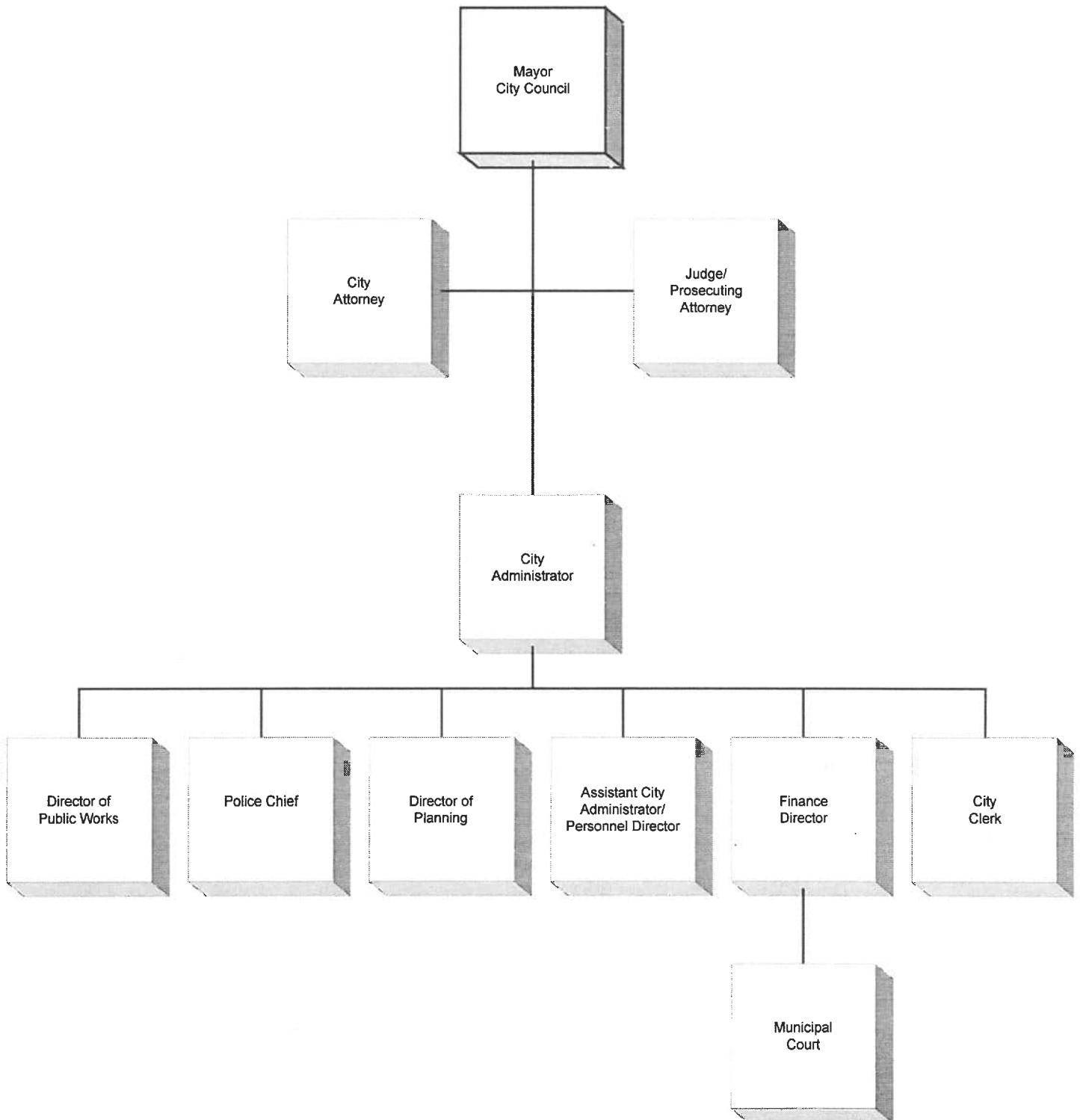
President

Executive Director

# CITY OF CHESTERFIELD

## Organizational Chart

### 1996





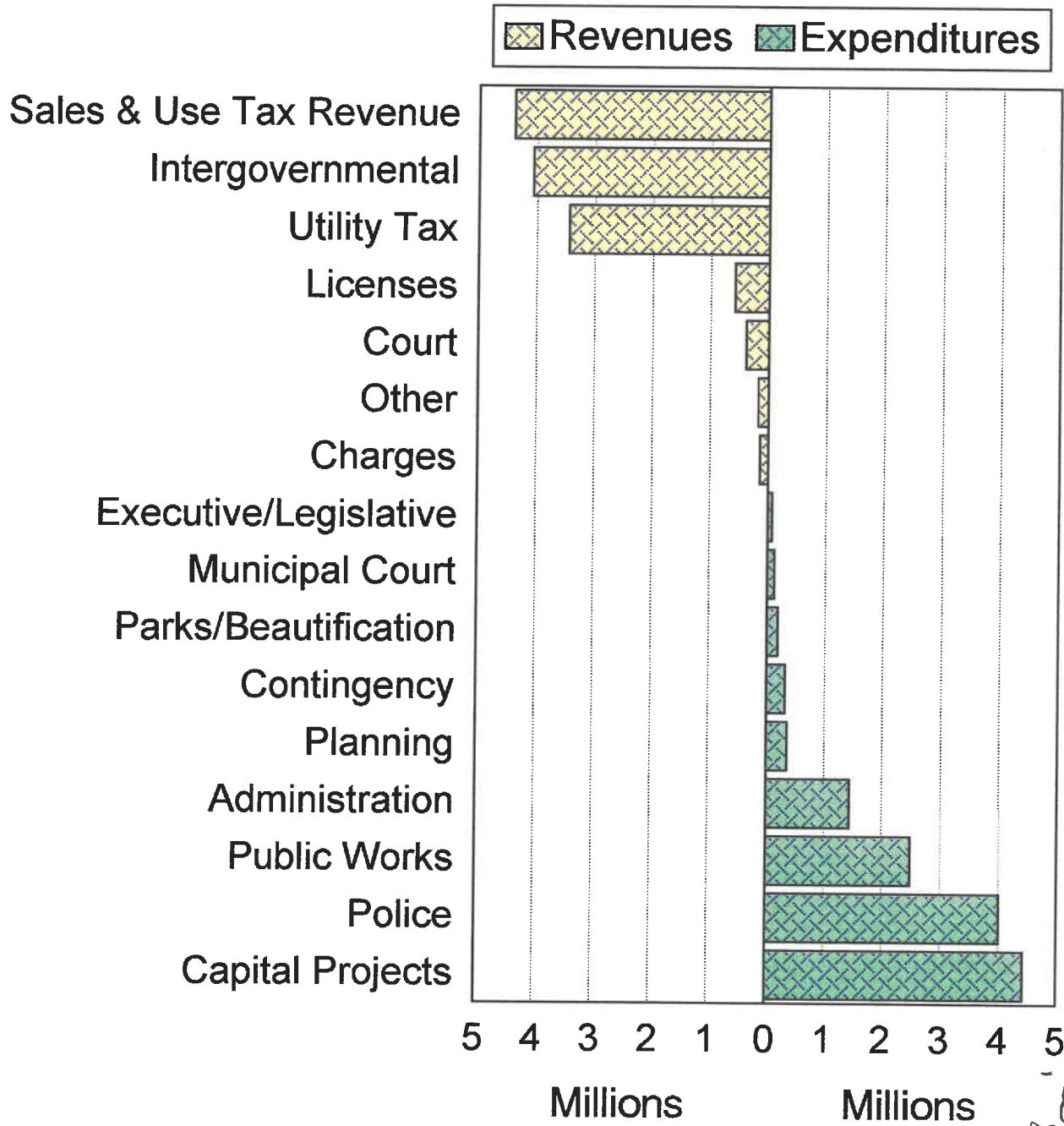
CITY OF CHESTERFIELD  
 COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES  
 ALL FUNDS  
 FISCAL YEAR 1996  
 (\$ in Thousands)

	GEN FUND	PARKS CONSTR FUND	WILSON TRUST FUND	CAP PROJ FUND	CV TIF FUND	PW FAC CONSTR FUND	DEBT SRVC FUND	CERT PYMT FUND	LEEVE/ DRAIN. FUND	TOTAL
<b>REVENUES:</b>										
Property Taxes					292		966			1,258
Utility Taxes	3,334				90					3,424
Sales & Use Tax	5,075				28					5,103
Intergovernmental Revenues	4,342									4,342
Licenses & Permits	599									599
Charges for Services	143									143
Parks & Recreation	20									20
Court Receipts	543									543
Bond Proceeds										0
Other Revenues	306	209				20				535
<b>TOTAL REVENUES</b>	<b>14,362</b>	<b>209</b>	<b>0</b>	<b>0</b>	<b>411</b>	<b>20</b>	<b>966</b>	<b>0</b>	<b>0</b>	<b>15,967</b>
<b>EXPENDITURES:</b>										
Executive/Legislative	71									71
Administration	1,672									1,672
Police	4,305									4,305
Municipal Court	164									164
Planning & Zoning	424									424
Public Works	3,097		1,221	2,633	42	912			909	8,814
Parks/Community Beautification	207	10,793								10,999
Contingency	400									400
Debt Services							948	247		1,195
<b>TOTAL EXPENDITURES</b>	<b>10,340</b>	<b>10,793</b>	<b>1,221</b>	<b>2,633</b>	<b>42</b>	<b>912</b>	<b>948</b>	<b>247</b>	<b>909</b>	<b>28,044</b>
Transfers in (out)	(4,539)		977	2,633				247	682	0
<b>Change in Fund Balance</b>	<b>(517)</b>	<b>(10,584)</b>	<b>(244)</b>	<b>0</b>	<b>369</b>	<b>(892)</b>	<b>18</b>	<b>0</b>	<b>(227)</b>	<b>(12,077)</b>
<b>Fund Balance, 1/1/96</b>	<b>5,687</b>	<b>10,584</b>	<b>244</b>	<b>0</b>	<b>249</b>	<b>892</b>	<b>591</b>	<b>0</b>	<b>250</b>	<b>18,496</b>
<b>Fund Balance, 12/31/96</b>	<b>5,170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>618</b>	<b>0</b>	<b>609</b>	<b>0</b>	<b>23</b>	<b>6,419</b>

# CITY OF CHESTERFIELD

## Budgeted Revenues and Expenditures

### All Funds



*Do not include in 1997 budget*

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**CITY OF CHESTERFIELD  
 COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE  
 ALL FUNDS - 1994 TO 1996  
 FISCAL YEAR 1996**

	1994 ACTUAL	1995 PROJECTED	1996 BUDGET
<b>REVENUES:</b>			
Property Taxes	0	937,791	965,925
Utility Gross Receipts Taxes	3,323,852	3,237,000	3,334,000
Sales Tax	4,873,347	4,942,000	5,075,000
Intergovernmental Revenues	2,745,463	2,656,175	4,341,769
Licenses & Permits	547,770	583,000	599,000
Charges for Services	135,003	136,646	143,000
Parks & Recreation Contributions	0	0	20,300
Court Receipts	377,377	533,500	543,000
Bond Proceeds	0	13,126,131	0
Other Revenues	282,313	1,149,168	945,200
<b>TOTAL REVENUE</b>	<b>12,285,124</b>	<b>27,301,412</b>	<b>15,967,194</b>
<b>EXPENDITURES:</b>			
Executive & Legislative Administration	63,385	71,884	71,276
Police	1,776,170	1,977,985	1,671,759
Municipal Court	3,466,659	4,006,802	4,304,515
Planning & Zoning	114,221	128,773	164,300
Public Works	360,623	373,548	424,381
Parks & Community Beautification	4,788,487	8,661,740	8,814,062
Contingency	23,218	555,845	10,999,374
Debt Services	0	0	400,000
	0	346,923	1,194,615
<b>TOTAL EXPENDITURES</b>	<b>10,592,764</b>	<b>16,123,501</b>	<b>28,044,282</b>
<b>Change in Fund Balance</b>	<b>1,692,361</b>	<b>11,177,910</b>	<b>(12,077,088)</b>
<b>Fund Balance January 1</b>	<b>5,626,162</b>	<b>7,318,523</b>	<b>18,496,433</b>
<b>Fund Balance December 31</b>	<b>7,318,523</b>	<b>18,496,433</b>	<b>6,419,345</b>

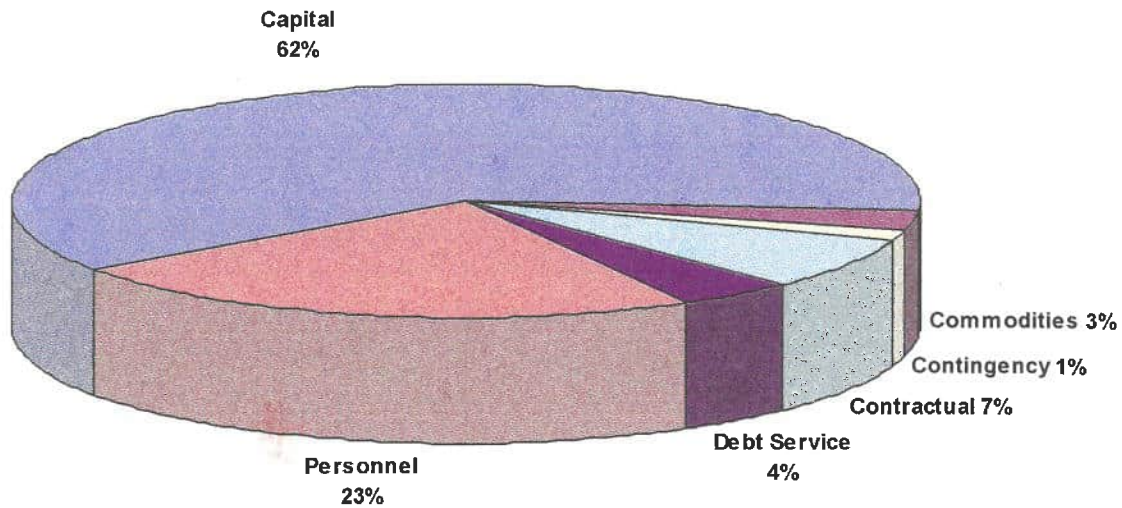
**Budgeted Expenditures By Type - All Funds**

Department/Division	Personnel	Contractual	Commodities	Capital	Contingencies	Totals
<b>Legislative</b>						
Mayor & Council	64,776	5,600	900	0	0	71,276
<b>Administration</b>						
City Clerk	71,238	39,630	525	0	0	111,393
Legal Services	0	114,650	0	0	0	114,650
City Administrator	113,596	4,745	525	0	0	118,866
Finance	147,961	45,074	1,000	3,500	0	197,535
Personnel	100,880	66,305	250	0	0	167,435
Central Services	81,920	750,510	47,950	81,500	0	961,880
	515,595	1,020,914	50,250	85,000	0	1,671,759
<b>Police</b>						
Administration	297,656	6,195	6,770	1,800	0	312,421
Patrol	2,814,650	43,030	116,100	151,800	0	3,125,580
Support Services	191,677	350,870	9,350	7,500	0	559,397
Investigations	287,627	6,140	8,850	4,500	0	307,117
	3,591,610	406,235	141,070	165,600	0	4,304,515
<b>Municipal Court</b>						
Municipal Court	81,405	82,695	200	0	0	164,300
<b>Planning</b>						
Planning & Zoning	375,391	21,905	3,635	23,450	0	424,381
<b>Public Works</b>						
Administration/Eng.	558,415	68,433	19,050	63,250	0	709,148
Street/Sewer Maint.	1,106,352	250,340	459,050	312,300	0	2,128,042
Vehicle Maintenance	167,601	13,675	35,770	41,000	0	258,046
Street Lighting	0	1,500	0	0	0	1,500
Capital Improvements	0	0	0	2,632,819	0	2,632,819
Levee & Drainage	0	0	0	909,200	0	909,200
Public Works Facility	0	0	0	0	0	247,106
P/W Facility Constructio	0	0	0	912,307	0	912,307
Capital Improvements	0	42,000	0	0	0	42,000
Capital Improvements	0	0	0	1,221,000	0	1,221,000
	1,832,368	375,948	513,870	6,091,876	0	9,061,168
<b>Parks/Beautification</b>						
Parks/Beautification	94,294	88,130	17,750	6,700	0	206,874
Parks Construction	0	0	0	10,792,500	0	10,792,500
Debt Service-Parks 199	0	0	0	0	0	947,509
	94,294	88,130	17,750	10,799,200	0	11,946,883
<b>Contingency</b>						
Contingency	0	0	0	0	400,000	400,000

<b>Budgeted Expenditures By Type - All Funds</b>						
<b>Department/Division</b>	<b>Personnel</b>	<b>Contractual</b>	<b>Commodities</b>	<b>Capital</b>	<b>Contingencies</b>	<b>Totals</b>
<b>Total Expenditures</b>	<u>6,555,439</u>	<u>2,001,427</u>	<u>727,675</u>	<u>17,165,126</u>	<u>400,000</u>	<u>28,044,282</u>

**Budgeted Expenditures By Type**

<b>All Funds</b>	<b>1994 Actual</b>	<b>1995 Projected</b>	<b>1996 Budget</b>
Personnel	5,824,480	5,688,996	6,555,439
Contractual	3,220,295	3,571,002	2,001,427
Commodities	810,543	747,813	727,675
Capital	19,118,723	5,768,771	17,165,126
Contingency	164,237	0	400,000
Debt Service	346,720	346,923	1,194,615
	<u>29,484,998</u>	<u>16,123,505</u>	<u>28,044,282</u>



**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
GENERAL FUND  
FISCAL YEAR 1996**

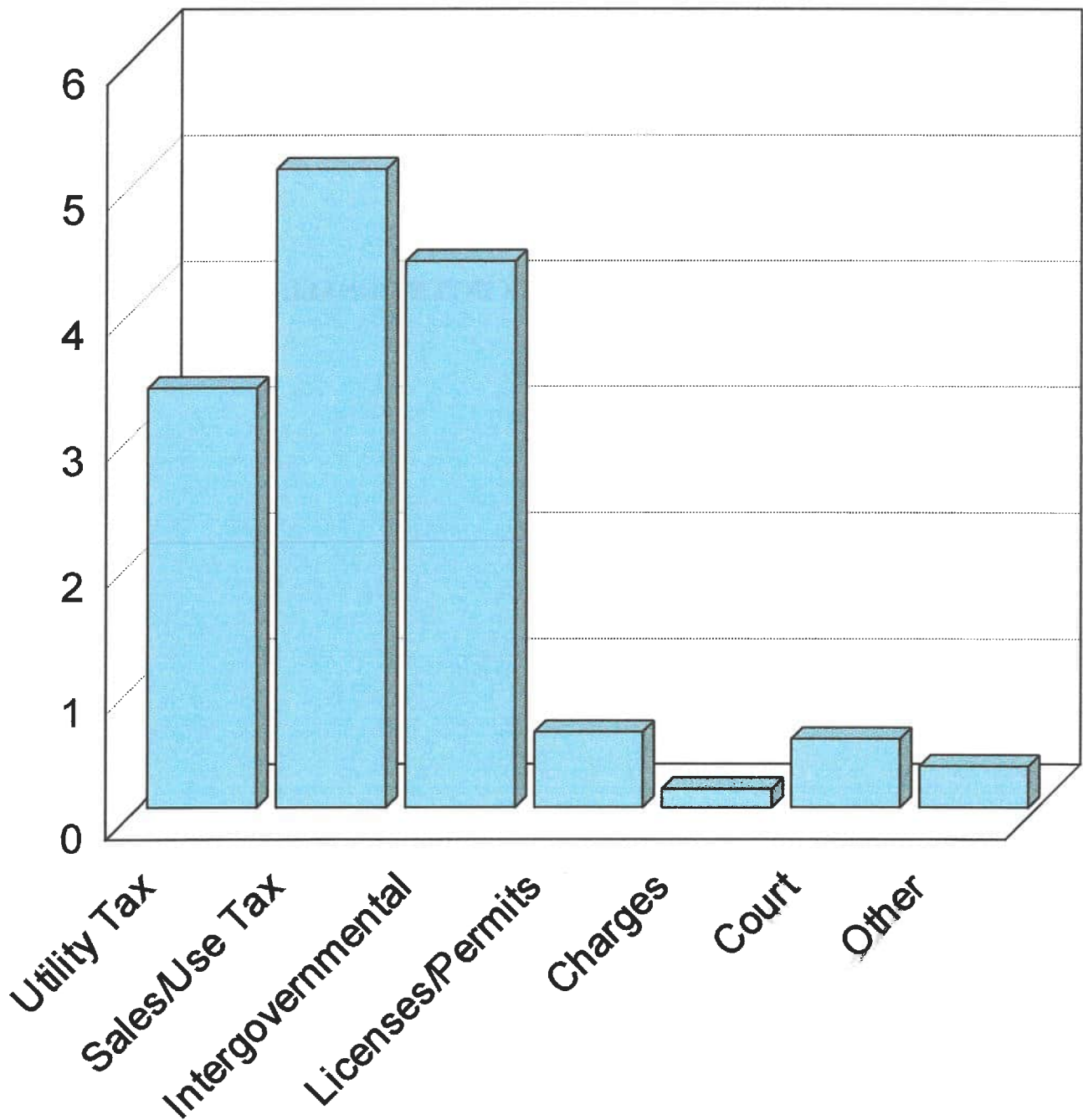
	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
FUND BALANCE, JANUARY 1	4,626,162	6,427,372	5,686,818
<b>REVENUES:</b>			
Utility Gross Receipts Taxes	3,323,852	3,237,000	3,334,000
Sales & Use Tax	4,873,347	4,942,000	5,075,000
Intergovernmental Revenues	2,745,463	2,656,175	4,341,769
Licenses & Permits	547,770	583,000	599,000
Charges for Services	135,003	136,646	143,000
Parks & Recreation Contributions	0	0	20,300
Court Receipts	377,377	533,500	543,000
Other Revenues	282,313	309,542	305,500
<b>TOTAL REVENUES</b>	<u>12,285,124</u>	<u>12,397,864</u>	<u>14,361,569</u>
<b>TOTAL AVAILABLE FUNDS</b>	<u>16,911,286</u>	<u>18,825,235</u>	<u>20,048,387</u>
<b>EXPENDITURES:</b>			
Executive & Legislative Administration	63,385	71,884	71,276
Police	1,776,170	1,977,985	1,671,759 ✓
Municipal Court	3,466,659	4,006,802	4,304,515 ✓
Planning & Zoning	114,221	128,773	164,300
Public Works	360,623	373,548	424,381 ✓
Parks & Community Beautification	2,714,697	2,877,654	3,096,736 ✓
Contingency	23,218	139,345	206,874
	<u>0</u>	<u>0</u>	<u>400,000</u>
<b>TOTAL EXPENDITURES</b>	<u>8,518,973</u>	<u>9,575,992</u>	<u>10,339,841</u>
<b>TRANSFERS TO OTHER FUNDS</b>	<u>(1,964,942)</u>	<u>(3,562,425)</u>	<u>(4,538,625) ✓</u>
<b>FUND BALANCE, DECEMBER 31</b>	<u>6,427,372</u>	<u>5,686,818</u>	<u>5,169,921</u>



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# CITY OF CHESTERFIELD GENERAL FUND - REVENUES BY SOURCE FISCAL YEAR 1996

Millions

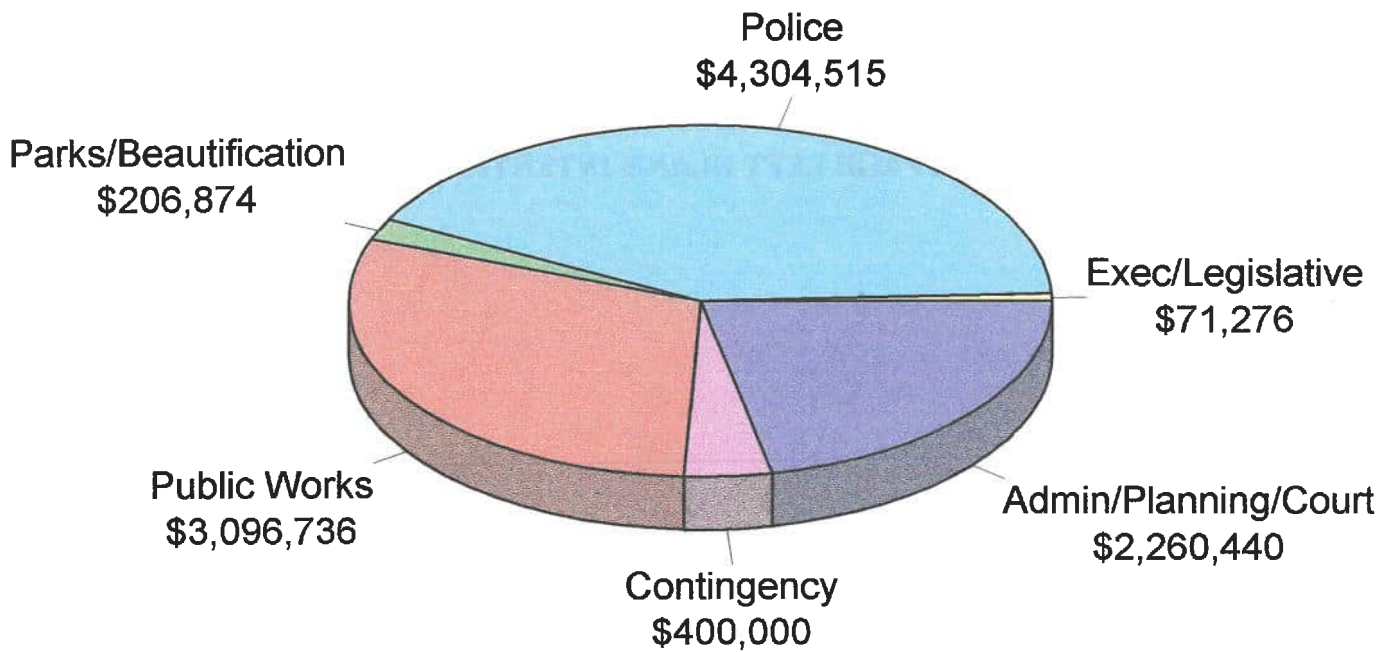


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<b>Revenue Budget - General Fund</b>	<b>1994 ACTUAL TOTAL</b>	<b>1995 PROJECTED TOTAL</b>	<b>1996 PROPOSED BUDGET</b>
<b>Utility Taxes:</b>			
410.100 Utility Taxes - Electric	1,907,526	1,913,000	1,970,000
410.200 Utility Taxes - Gas	531,329	453,000	467,000
410.300 Utility Taxes - Telephone	669,535	641,000	660,000
410.400 Utility Taxes - Water	215,462	230,000	237,000
<b>Total Utility Taxes</b>	<b>3,323,852</b>	<b>3,237,000</b>	<b>3,334,000</b>
<b>Sales Tax:</b>			
420.000 Sales Tax	3,736,487	4,334,000	4,449,000
421.000 Local Use Tax	1,136,860	608,000	626,000
<b>Total Sales Tax</b>	<b>4,873,347</b>	<b>4,942,000</b>	<b>5,075,000</b>
<b>Intergovernmental Taxes:</b>			
430.000 Motor Fuel Tax	952,879	997,000	1,086,000
431.000 Motor Vehicle Sales Tax	418,102	422,000	434,000
432.000 Cigarette Tax	187,795	194,000	196,000
433.000 County Road & Bridge Tax	793,127	825,000	850,000
434.100 FEMA Reimbursements	119,240	55,962	0
434.200 I.S.T.E.A. Grant	87,403	0	976,800
434.300 EDA Grant	0	0	681,900
434.400 State Grant - Alcohol/Drug Abuse	3,580	0	0
434.500 Police Academy Grant	40,857	46,000	47,881
434.700 County-Bonhomme Creek Grant	140,485	0	0
435.100 OCDETF Grant - Overtime	0	3,152	0
435.200 COPS - Federal	0	18,667	55,333
435.300 COPS - Parkway	0	5,894	12,379
435.400 Branch Out Missouri Grant	0	0	1,476
436.000 Police Traffic Services Grant	1,996	3,500	0
439.000 MSD Refunds	0	85,000	0
<b>Total Intergovernmental Taxes</b>	<b>2,745,463</b>	<b>2,656,175</b>	<b>4,341,769</b>
<b>Licenses and Permits:</b>			
440.000 Business Licenses	253,621	277,000	285,000
441.000 Liquor Licenses	33,393	31,000	32,000
442.000 Vending Licenses	21,409	25,000	25,000
443.000 Franchise Fees	219,183	237,000	244,000
445.000 Trash Haulers Licenses	5,650	5,000	5,000
446.000 Alarm Company Licenses	1,250	3,000	3,000
449.000 Miscellaneous Other Licenses	13,265	5,000	5,000

<b>Revenue Budget - General Fund</b>	<b>1994 ACTUAL TOTAL</b>	<b>1995 PROJECTED TOTAL</b>	<b>1996 PROPOSED BUDGET</b>
Total Licenses and Permits	547,770	583,000	599,000
Charges for Services:			
451.000 Engineering Inspection Fees	61,569	54,072	60,000
452.000 Subdivision Processing Fees	9,078	3,558	5,000
453.000 Zoning Applications	15,313	16,293	16,500
454.000 Police Reports	15,201	13,857	14,000
455.000 False Alarm Fees	28,450	36,866	35,000
457.000 Prisoner Holdover Charges	0	2,000	2,500
459.000 Miscellaneous Other Charges	5,392	10,000	10,000
Total Charges for Services	135,003	136,646	143,000
Parks and Recreation:			
461.000 Charges & Fees	0	0	20,000
462.000 Donations & Sponsorships	0	0	300
Total Parks and Recreation	0	0	20,300
Court Receipts:			
480.000 Court Fines & Fees	366,554	523,000	530,000
481.000 Court Fees - Training	10,132	10,000	12,000
482.000 CVC Fees	692	500	1,000
Total Court Receipts	377,377	533,500	543,000
Other Revenues:			
490.100 Interest on Investments	233,697	280,000	288,000
491.000 Historical Committee	3,831	4,000	0
492.000 Insurance Reimbursements	33,092	24,442	15,000
494.000 Sale of Fixed Assets	1,300	100	1,500
495.000 Miscellaneous	10,393	1,000	1,000
496.000 Police Property Forfeitures	0	0	0
Total Other Revenues	282,313	309,542	305,500
<b>Totals</b>	<b>12,285,124</b>	<b>12,397,863</b>	<b>14,361,569</b>

**CITY OF CHESTERFIELD  
TOTAL EXPENDITURES - GENERAL FUND  
FISCAL YEAR 1996**



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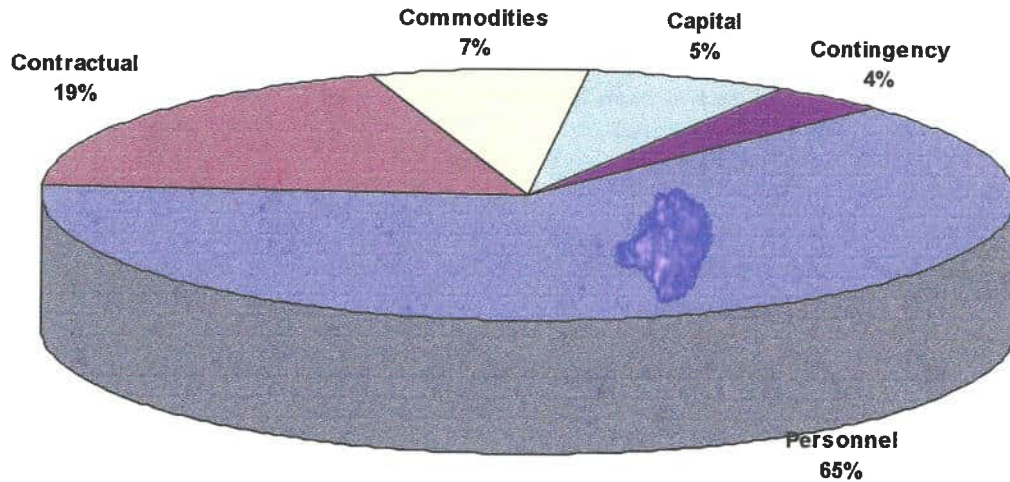
<b>Summary of Expenditures - General Fund</b>	<b>1994 ACTUAL TOTAL</b>	<b>1995 PROJECTED TOTAL</b>	<b>1996 PROPOSED BUDGET</b>
<b>Legislative</b>			
011 Mayor & Council	63,385	71,884	71,276
<b>Administration</b>			
031 City Clerk	92,247	118,415	111,393
032 Legal Services	92,083	137,250	114,650
033 City Administrator	119,640	116,725	118,866
034 Finance	185,228	183,243	197,535
035 Personnel	134,700	146,905	167,435
036 Central Services	1,152,270	1,275,447	961,880
	<u>1,776,169</u>	<u>1,977,985</u>	<u>1,671,759</u>
<b>Police</b>			
041 Administration	296,863	314,051	312,421
042 Patrol	2,348,673	2,885,804	3,125,580
043 Support Services	569,292	517,961	559,397
044 Investigations	251,828	288,988	307,117
	<u>3,466,656</u>	<u>4,006,804</u>	<u>4,304,515</u>
<b>Municipal Court</b>			
051 Municipal Court	114,222	128,774	164,300
<b>Planning</b>			
061 Planning & Zoning	360,623	373,550	424,381
<b>Public Works</b>			
071 Administration/Eng.	790,110	849,825	709,148
072 Street/Sewer Maint.	1,711,276	1,806,164	2,128,042
073 Vehicle Maintenance	211,846	220,965	258,046
075 Street Lighting	1,463	700	1,500
	<u>2,714,695</u>	<u>2,877,654</u>	<u>3,096,736</u>
<b>Parks/Beautification</b>			
081 Parks/Beautification	23,218	139,345	206,874
<b>Contingency</b>			
091 Contingency	0	0	400,000
<b>Totals</b>	<u>8,518,968</u>	<u>9,575,996</u>	<u>10,339,841</u>



**Budgeted Expenditures By Type - General Fund**

Department/Division	Personnel	Contractual	Commodities	Capital	Contingencies	Totals
<b>Legislative</b>						
Mayor & Council	64,776	5,600	900	0	0	71,276
<b>Administration</b>						
City Clerk	71,238	39,630	525	0	0	111,393
Legal Services	0	114,650	0	0	0	114,650
City Administrator	113,596	4,745	525	0	0	118,866
Finance	147,961	45,074	1,000	3,500	0	197,535
Personnel	100,880	66,305	250	0	0	167,435
Central Services	81,920	750,510	47,950	81,500	0	961,880
	515,595	1,020,914	50,250	85,000	0	1,671,759
<b>Police</b>						
Administration	297,656	6,195	6,770	1,800	0	312,421
Patrol	2,814,650	43,030	116,100	151,800	0	3,125,580
Support Services	191,677	350,870	9,350	7,500	0	559,397
Investigations	287,627	6,140	8,850	4,500	0	307,117
	3,591,610	406,235	141,070	165,600	0	4,304,515
<b>Municipal Court</b>						
Municipal Court	81,405	82,695	200	0	0	164,300
<b>Planning</b>						
Planning & Zoning	375,391	21,905	3,635	23,450	0	424,381
<b>Public Works</b>						
Administration/Eng.	558,415	68,433	19,050	63,250	0	709,148
Street/Sewer Maint.	1,106,352	250,340	459,050	312,300	0	2,128,042
Vehicle Maintenance	167,601	13,675	35,770	41,000	0	258,046
Street Lighting	0	1,500	0	0	0	1,500
	1,832,368	333,948	513,870	416,550	0	3,096,736
<b>Parks/Beautification</b>						
Parks/Beautification	94,294	88,130	17,750	6,700	0	206,874
<b>Contingency</b>						
Contingency	0	0	0	0	400,000	400,000
<b>Total Expenditures</b>	<b>6,555,439</b>	<b>1,959,427</b>	<b>727,675</b>	<b>697,300</b>	<b>400,000</b>	<b>10,339,841</b>

<b>Budgeted Expenditures By Type</b>			
<b>General Fund</b>	<b>1994 Actual</b>	<b>1995 Projected</b>	<b>1996 Budget</b>
Personnel	5,824,480	5,688,996	6,555,439
Contractual	2,306,124	2,356,641	1,959,427
Commodities	810,543	747,813	727,675
Capital	740,474	782,546	697,300
Contingency	164,237	0	400,000
	<u>9,845,858</u>	<u>9,575,996</u>	<u>10,339,841</u>



<b>Personnel Schedule Summary</b>		<b>1994</b>	<b>1995</b>	<b>1996</b>
<b>Department/Activity</b>	<b>Position Title</b>	<b>Actual</b>	<b>Actual</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	0.00	0.00
	Senior Accounting Clerk	0.00	0.00	1.00
	Accounting Clerk	2.00	2.00	1.00
Personnel	Clerk/Typist	0.25	0.38	0.38
	Asst. City Administrator/Personnel Director	1.00	1.00	1.00
	Administrative Assistant	0.50	1.00	1.00
Central Services	Clerk Typist	0.38	0.00	0.00
	Data Systems Administrator	1.00	1.00	1.00
	Receptionist	1.00	1.00	1.00
	Data Processing Technician	0.00	0.00	0.50
<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	7.00	7.00	7.00 ✓
	Police Officer	38.00	46.00	47.00 ✓
Support Services	Captain	1.00	1.00	1.00 ✓
	Records Clerks	3.00	3.00	3.00 ✓
	Records Clerks (5 part-time)	1.33	1.66	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 Administrator	1.00	1.00	1.00
	Assistant Court Administrator	0.00	1.00	1.00
	Clerk/Typist	0.25	0.38	0.38
<b>Planning</b>				
Planning & Zoning	Director of Planning	1.00	1.00	1.00
	Assistant Director of Planning	1.00	1.00	1.00
	Planner II	1.00	1.00	1.00

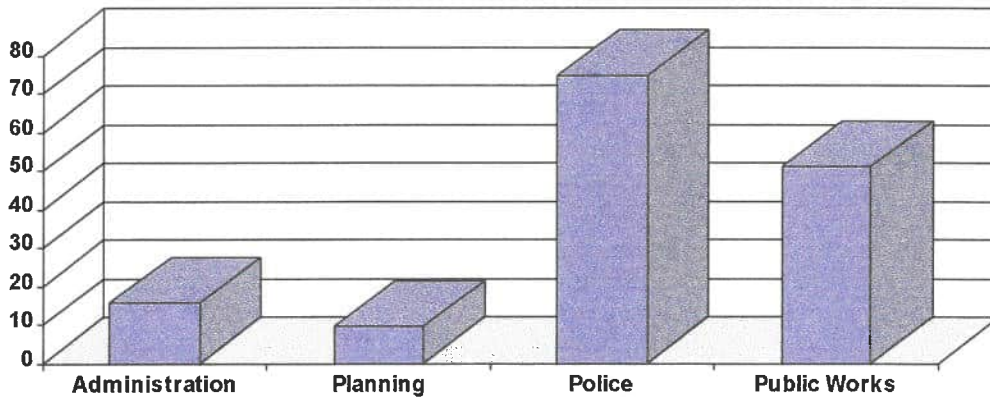
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<b>Personnel Schedule Summary</b>		<b>1994</b>	<b>1995</b>	<b>1996</b>
<b>Department/Activity</b>	<b>Position Title</b>	<b>Actual</b>	<b>Actual</b>	<b>Proposed</b>
Planning & Zoning	Planner I	1.00	1.00	1.00
	Planning Technician	1.00	2.00	2.00
	Zoning 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	0.31	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	3.00	3.00
	Plan Review Engineer	1.00	0.00	0.00
	Engineering Construction Inspector	3.00	3.00	3.00
	Engineering Technician	2.00	2.00	2.00
	Executive Secretary	1.00	1.00	1.00
	Administrative 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	21.00	21.00	24.00
	Secretary	1.00	1.00	1.00
	Temporary Workers (13)	6.35	4.65	4.65
Vehicle Maintenance	Mechanic Supervisor	1.00	1.00	1.00
	Mechanics	3.00	3.00	3.00
<b>Parks/Beautification</b>				
Parks/Beautification	Parks, Recreation & Arts Superintendent	0.00	1.00	1.00
	Parks Planning Assistant	0.00	0.00	1.00
	Maintenance Workers (2 part-time)	0.00	0.31	0.31

142 FT  
 (24 people) 8.48 PT

<b>Personnel Schedule Summary</b>		<b>1994 Actual</b>	<b>1995 Actual</b>	<b>1996 Proposed</b>
<b>Department/Activity</b>	<b>Position Title</b>			
<b>Total Personnel</b>		133.85	144.98	150.48

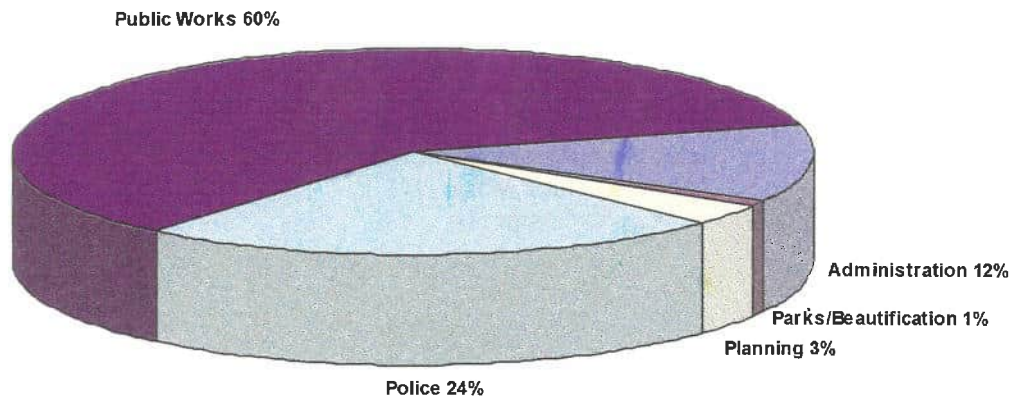


**Detail of Capital Assets to be Purchased**

Department/Activity	Description	Amount	Activity Total
<b>Administration</b>			
Finance	Fixed Asset Software (1)	3,500	
			3,500
Central Services	Four wheel drive S-10 pickup (2)	31,500	
	File Server (1)	6,000	
	Database Server (2)	16,000	
	Notebook Computer (1)	3,000	
	Voice Mail System for System 25 (1)	25,000	
			81,500
<b>Police</b>			
Administration	Computer (1)	1,800	
			1,800
Patrol	Replacement Patrol Vehicles (10)	148,000	
	Computer (1)	1,800	
	Digital Camera/Software (1)	2,000	
			151,800
Support Services	Mass Storage Device (1)	1,700	
	High Speed Laser Printer (1)	2,500	
	Computer (1)	1,800	
	Color Printer (1)	1,500	
			7,500
Investigations	Work Center-Secretary & Detective (1)	4,500	
			4,500
<b>Planning</b>			
Planning & Zoning	GIS/Plan Review Workstation (1)	4,000	
	Pick-Up Truck w/Top (1)	17,250	
	Laser Jet Printer (1)	2,200	
			23,450
<b>Public Works</b>			
Administration/Eng.	Work Station for new Civil Engineer (1)	6,500	
	Engineering Copier (1)	20,000	
	Total Survey Station (1)	17,700	
	Pickup Truck w/ Camper Shell (1)	17,250	
	Computer Workstation (1)	1,800	
			63,250
Street/Sewer Maint.	Excavation Shoring (1)	3,200	
	1 Ton Dump with Plow and Spreader (1)	37,000	

**Detail of Capital Assets to be Purchased**

Department/Activity	Description	Amount	Activity Total
Street/Sewer Maint.	1-Ton Pickup/Snow Plow & Salt Spreader (2)	60,000	
	Trailer (1)	3,900	
	Plate Compactor (1)	2,200	
	Bucket for Backhoe (1)	1,000	
	Front End Loader (1)	80,000	
	2.5 Ton Dump Truck (2)	125,000	
			312,300
Vehicle Maintenance	Governor & Fuel System Adjusting Kit (1)	1,000	
	Computer Diagnostic Machine (1)	37,000	
	Power Washer (1)	3,000	
			41,000
Parks/Beautification	Gill Bucket / Grading Blade (1)	1,000	
	PC Stations Hardware & Software (1)	1,800	
	Trailer - 12,000 lb. load capacity (1)	3,900	
			6,700
<b>Total Capital</b>			<b>697,300</b>



<b>Fund</b> General	<b>Department</b> Legislative	<b>Division</b> Mayor & Council	<b>Account Number</b> 010.011
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***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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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
<b>Division Request</b>					
Type of Expenditure	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Personnel Services	61,412	64,890	37,749	64,776	64,776
Contractual Services	1,894	5,267	2,957	4,725	5,600
Commodities	80	700	319	625	900
Capital Outlay	0	1,758	1,758	1,758	0
<b>TOTAL</b>	<b>63,385</b>	<b>72,615</b>	<b>42,783</b>	<b>71,884</b>	<b>71,276</b>

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
<i>Personnel Services</i>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.114	Salaries - Elected Officials		57,000	60,000	35,000	60,000	60,000
510.120	Social Security		4,322	4,680	2,678	4,590	4,590
510.122	Worker's Compensation		90	210	71	186	186
	<b>Totals</b>		<u>61,412</u>	<u>64,890</u>	<u>37,749</u>	<u>64,776</u>	<u>64,776</u>

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.248	Maintenance & Repair - Vehicles		0	500	539	650	500
520.249	Memberships & Subscriptions		200	225	300	300	300
520.251	Miscellaneous Contractual		0	900	510	675	900
520.261	Professional Services		374	400	400	400	400
520.277	Training & Continuing Education		1,320	3,242	1,209	2,700	3,500
	<b>Totals</b>		<u>1,894</u>	<u>5,267</u>	<u>2,957</u>	<u>4,725</u>	<u>5,600</u>

<b>Fund</b> General	<b>Department</b> Legislative	<b>Division</b> Mayor & Council	<b>Account Number</b> 010.011
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***Memberships and Subscriptions***

<b>Organization</b>	<b>Member</b>	<b>Amount</b>
Mayors of Large Cities	Mayor	250
Missouri Rivers Communities Network	Mayor	50
	<b>Total</b>	<hr/> 300

Fund General	Department Legislative	Division Mayor & Council	Account Number 010.011
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
Missouri Municipal League (MML)		Joplin, 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>	<u>3,500</u>

Fund		Department	Division			Account Number		
General		Legislative	Mayor & Council			010.011		
<b>Commodities</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
530.313	Departmental Supplies			80	300	138	250	300
530.318	Gasoline & Oil			0	400	181	375	600
	<b>Totals</b>			80	700	319	625	900

Fund		Department		Division			Account Number	
General		Legislative		Mayor & Council			010.011	
<b>Capital Expenditures</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
540.410	Computer Equipment			0	1,758	1,758	1,758	0
	<b>Totals</b>			<u>0</u>	<u>1,758</u>	<u>1,758</u>	<u>1,758</u>	<u>0</u>

<b>Fund</b> General	<b>Department</b> Legislative	<b>Division</b> Mayor & Council	<b>Account Number</b> 010.011
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.248	Maintenance & Repair - Vehicles	500	Car Maintenance
520.249	Memberships & Subscriptions	300	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	600	Gasoline



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## 1995 ACCOMPLISHMENTS ADMINISTRATION

- ▶ Sold \$11 million in general obligation debt for parks bond issue; secured Aa bond rating from Moody's.
- ▶ Sold \$2.95 million in certificates of participation for construction of Public Works Facility; secured A1 rating from Moody's.
- ▶ Coordinated February, April and November 1995 election activities.
- ▶ Coordinated Trustee mailing in January and July 1995.
- ▶ Created resident booklet containing pertinent community information.
- ▶ Provided valuable information to citizens through the Automated Call Directory and updated information hotline on a weekly basis.
- ▶ Provided timely information through the Broadcast Fax System during the May 1995 potential flood crisis situation.
- ▶ Created savings on the City's postal costs and improved efficiency of City's handling of postal requirements through the use of the new mailing machine.
- ▶ Increased office productivity on mass mailings through use of automatic folding machine.
- ▶ Received an unqualified audit opinion for 1995 audit of 1994 financial statements.
- ▶ Received Certificate of Achievement for 1994 Comprehensive Annual Financial Report.
- ▶ Received Distinguished Budget Presentation Award for City's 1995 budget.
- ▶ Secured \$50,229 in CDBG funds for the 1995-96 funding year used for the Home Improvement Program and Removal of Architectural Barriers program.
- ▶ Secured EDA Pump Grant in the amount of \$909,200 with a 75/25 cost share for the Chesterfield Valley.
- ▶ Issued 1,249 business licenses, 94 liquor licenses, 23 solicitor licenses, and 840 vending licenses.
- ▶ Developed a Proto-type Memorandum of Understanding in January to assist with hiring process and refined the Recruitment Processing Pre-Offer Checklist to enhance candidate evaluations and timely hires.

- ▶ Completed pamphlet entitled How to Apply For a Job With the City of Chesterfield in June.
- ▶ Reviewed number of job advertisement sources; increased the locations for advertisement by over 100% during April.
- ▶ Finalized outline of the Training Academy (comprehensive program of professional and personal development opportunities for City of Chesterfield employees) in December .
- ▶ Awarded Police and Public Works Departments one 120 No Lost Time recognition.
- ▶ Developed an enhanced program to reward outstanding Safety Suggestions to begin in 1996.
- ▶ Recognized five employee Safety Suggestions.
- ▶ Recognized 65 employees with Safe Worker Awards; 71 employees, Safe Driver Awards.
- ▶ Reduced frequency of accidents from 43 to 36 and the severity from \$55,758 to \$36,257; achieved a 42.15% loss ratio of total incurred losses compared to total premium.
- ▶ Prepared and distributed in April personalized Benefit Plan Statement Packets for 1994.
- ▶ Renewed health insurance plan with Physicians Health Plan (PHP) effective April 1, 1995 for a 12-month period with a 0% increase and no change in plan design.
- ▶ Recognized 15 employees for using No Sick Leave; 4 employees, No Sick Leave for 5 consecutive years.
- ▶ Reviewed and updated City's Salary Administration Rules and Regulations with regard to overtime, incentive based compensation awards, approval of new job descriptions, and position evaluation reviews as they relate to the Pay Plan.
- ▶ Approved City's policy in regard to Drug/Alcohol Testing of employees with Commercial Drivers Licenses in compliance with the federal Department of Transportation requirements.
- ▶ Updated City's Pay Plan regarding job titles and job classifications.

## 1996 GOALS ADMINISTRATION

- ▶ **Goal:** Maintain 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.  
  
**Strategy:** Perform field checks for 50 randomly-selected businesses in August 1996 for business licenses.  
Perform field checks for 20 randomly-selected businesses for vending licenses.
- ▶ **Goal:** Enhance potential for bond rating.  
  
**Strategy:** Submit 1996 Annual Budget to the Government Finance Officers Association of the United States and Canada (GFOA) by January 31, 1996 for Distinguished Budget Presentation Award.  
Obtain unqualified audit opinion by maintaining current level of accuracy and preparing schedules required by city's auditors.  
Submit 1995 Comprehensive Annual Financial Report to the GFOA by June 30, 1996 for Certificate of Achievement for Excellence in Financial Reporting.
- ▶ **Goal:** Improve timeliness of financial reporting.  
  
**Strategy:** 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:** Update city-wide five-year capital equipment replacement plan by June 30, 1996.  
Update five-year financial plan developed for city's financial advisor by June 30, 1996.  
Send out productivity measurements survey by July 15, 1996 and tabulate results by September 15, 1996 for submission to the Finance and Administration Committee at their September 1996 meeting.

- ▶ Goal: Improve communications with the business community when crisis situation occurs.
- Strategy: Maintain a broadcast fax list of members of the business community who desire to be contacted with the latest information when a crisis situation may occur.
- ▶ Goal: Review City of Chesterfield Code of Ordinances for compliance with Missouri State Statutes.
- Strategy: Employ Municipal Code Corporation for compliance review.
- ▶ Goal: Develop 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 resident understanding of City operations.
- Strategy: Update and distribute "Resident Booklet" on an annual basis for new residents by utilizing list provided by Union Electric.
- ▶ Goal: Implement U.S. Department of Transportation Alcohol and Drug Testing Compliance Program.
- Strategy: Randomly test 25% of all safety-sensitive employees that carry commercial drivers' licenses for pre-employment, post-accident, reasonable suspicion, and return to duty/follow up for alcohol and 50% for drugs.  
Meet requirement for mandatory supervisory training and evaluations by a substance abuse professional for any identified employee with an alcohol concentration of .04 or greater or positive test results for controlled substances.
- ▶ Goal: Strengthen the City's training program to respond to the City's organizational need to meet service demands.
- Strategy: Respond to the City's needs by continuing to strengthen the Training Academy programs to prepare employees to provide the most effective and efficient services possible.  
Work with all department in coordinating and tailoring current programs, as well as further researching new programs that will support city-wide initiatives such as Excellence in Customer Service, Individual Development Plans, Organizational Team Development, and Diversity.

- ▶ Goal: Improve format and timeliness of personnel reporting.  
 Strategy: Further refine and add information to Personnel Report. Finalize monthly Personnel Report by the 15th of each month following the end of the preceding month.
- ▶ Goal: Improve Department record keeping system.  
 Strategy: Work with Data Systems Administrator to develop human resource database that will assist all department in reviewing personnel information via the network and to produce additional and useful personnel reports. Implement microfilming program of permanent closed personnel records to maximize space.
- ▶ Goal: Complete Personnel and Risk Management/claim Administration Procedures Manual.  
 Strategy: Schedule completion of remaining chapters and update drafts of other chapters to reflect changes in providers, procedures, and policies.
- ▶ Goal: Introduce "enhanced" Safety Suggestion Honor Roll Program developed by the Safety Committee that recognizes employees that make significant suggestions that will enhance the City's Safety Program, make the work pace safer, and/or save the City money in workers' compensation or property damage claims.  
 Strategy: Recognize employees with either a Tier 1 or Tier 2 award based upon the quality of the suggestion. Award one employee in each facility for their outstanding suggestion annually.

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Fund	Department	Division	Account Number
General	Administration	City Clerk	030.031
<b><i>Division Summary</i></b>			
Activity		Remarks	
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 and solicitors permits.</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	
<i>Division Request</i>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Personnel Services		59,176	62,115	37,745	62,730	71,238
Contractual Services		33,071	33,070	30,882	55,685	39,630
Commodities		0	0	0	0	525
<b>Totals</b>		<b>92,247</b>	<b>95,185</b>	<b>68,627</b>	<b>118,415</b>	<b>111,393</b>
<i>Personnel Schedule</i>			Number of Employees			
Position Title			1994 Actual	1995 Authorized	1996 Requested	
City Clerk			1.00	1.00	1.00	
Deputy City Clerk			1.00	1.00	1.00	
<b>Totals</b>			<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	

Fund		Department	Division			Account Number	
General		Administration	City Clerk			030.031	
<b>Personnel Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		29,780	30,085	18,935	32,165	35,947
510.111	Salaries - Regular/Full-Time		20,894	20,690	13,400	21,253	23,630
510.113	Salaries - Overtime		22	500	0	0	500
510.120	Social Security		3,689	3,999	2,386	4,033	4,596
510.122	Worker's Compensation		134	179	145	163	186
510.124	Insurance - Health		1,523	3,046	1,015	1,523	1,637
510.125	Insurance - Life		175	221	120	188	261
510.127	Insurance - Disability		226	244	154	242	286
510.130	Pension		2,733	3,151	1,590	3,163	4,195
	<b>Totals</b>		<u>59,176</u>	<u>62,115</u>	<u>37,745</u>	<u>62,730</u>	<u>71,238</u>

Fund		Department	Division			Account Number	
General		Administration	City Clerk			030.031	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.210	Advertising		1,324	2,500	879	1,392	1,500
520.223	Election Expense		23,719	18,000	24,622	41,600	25,000
520.249	Memberships & Subscriptions		182	170	180	180	180
520.251	Miscellaneous Contractual		6,023	10,000	3,605	10,000	10,000
520.260	Printing & Binding		1,200	700	19	719	1,000
520.268	Rental - Equipment		0	0	95	95	0
520.277	Training & Continuing Education		623	1,700	1,483	1,699	1,950
	<b>Totals</b>		<u>33,071</u>	<u>33,070</u>	<u>30,882</u>	<u>55,685</u>	<u>39,630</u>

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> City Clerk	<b>Account Number</b> 030.031
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***Memberships and Subscriptions***

<b>Organization</b>	<b>Member</b>	<b>Amount</b>
International Inst. Municipal Clerks (IIMC)	Marty DeMay	90
Mun.l City Clerk Assn. (MCCFOA) - State	Marty DeMay	50
MCCFOA-Local	Marty DeMay	40
	<b>Total</b>	<hr/> 180

Fund	Department	Division	Account Number
General	Administration	City Clerk	030.031
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
International Institute Municipal Clerks		Albuquerque, NM	1,000
Missouri Municipal League		Joplin, MO	400
Municipal City Clerk Education Seminar		Columbia or Jefferson City, MO	300
Mtgs, Chamber of Commerce, Seminars		St. Louis County	250
		<b>Total</b>	1,950

Fund		Department	Division			Account Number	
General		Administration	City Clerk			030.031	
<b>Commodities</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		0	0	0	0	525
	<b>Totals</b>		0	0	0	0	525

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> City Clerk	<b>Account Number</b> 030.031
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.210	Advertising	1,500	Special notices
520.223	Election Expense	25,000	April Election - 8,000 Special Election - 17,000
520.249	Memberships & Subscriptions	180	See attached detail
520.251	Miscellaneous Contractual	10,000	Codification of ordinances and traffic schedule - 7,000 Review of City ordinances for compliance with State Statutes - 3,000
520.260	Printing & Binding	1,000	Liquor - 50 Misc. - 150 Resident Booklet - 800
520.277	Training & Continuing Education	1,950	See attached detail
530.313	Departmental Supplies	525	Software for accessing ordinances/resolutions in Code Book

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Legal Services	<b>Account Number</b> 030.032
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***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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Legal Services

Legal services includes the City Attorney who represents the City in civil suits, provides legal counsel, and drafts ordinances.

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.



Fund	Department	Division			Account Number	
General	Administration	Legal Services			030.032	
<b><i>Division Request</i></b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Contractual Services		92,083	80,641	88,275	137,250	114,650
<b>TOTAL</b>		92,083	80,641	88,275	137,250	114,650

Fund		Department		Division			Account Number	
General		Administration		Legal Services			030.032	
<b>Contractual Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
520.249	Memberships & Subscriptions			0	50	0	50	50
520.251	Miscellaneous Contractual			2,445	2,500	2,493	4,000	4,000
520.261	Professional Services			89,618	77,491	85,757	133,000	110,000
520.277	Training & Continuing Education			20	600	25	200	600
	<b>Totals</b>			<u>92,083</u>	<u>80,641</u>	<u>88,275</u>	<u>137,250</u>	<u>114,650</u>

Fund	Department	Division	Account Number
General	Administration	Legal Services	030.032
<b><i>Memberships and Subscriptions</i></b>			
Organization		Member	Amount
Municipal Attorney's Association		City Attorney	50
		<b>Total</b>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 50

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

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Legal Services	<b>Account Number</b> 030.032
<b><i>Line Item Details</i></b>		<b>1996 Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		

520.249	Memberships & Subscriptions	50	See attached detail
520.251	Miscellaneous Contractual	4,000	Deposition reporting
520.261	Professional Services	110,000	City Attorney's services
520.277	Training & Continuing Education	600	See attached detail

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> City Administrator	<b>Account Number</b> 030.033
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***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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City Administrator

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.

Fund	Department	Division			Account Number
General	Administration	City Administrator			030.033
<b>Division Request</b>					
Type of Expenditure	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Personnel Services	110,662	109,276	69,155	110,635	113,596
Contractual Services	8,632	5,343	3,744	5,535	4,745
Commodities	346	428	332	555	525
<b>Totals</b>	<b>119,640</b>	<b>115,047</b>	<b>73,232</b>	<b>116,725</b>	<b>118,866</b>
<b>Personnel Schedule</b>		<b>Number of Employees</b>			
Position Title	1994 Actual	1995 Authorized	1996 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>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		86,060	85,122	53,613	87,485	87,705
510.120	Social Security		5,084	5,244	4,479	4,983	5,272
510.122	Worker's Compensation		233	300	242	262	272
510.124	Insurance - Health		4,248	4,567	2,705	4,248	4,567
510.125	Insurance - Life		478	576	338	467	589
510.126	Insurance - Dental		347	385	153	229	229
510.127	Insurance - Disability		378	412	259	389	421
510.129	Deferred Compensation		7,500	7,500	4,764	7,500	7,500
510.130	Pension		6,334	5,170	2,602	5,072	7,041
	<b>Totals</b>		<u>110,662</u>	<u>109,276</u>	<u>69,155</u>	<u>110,635</u>	<u>113,596</u>



Fund		Department	Division			Account Number	
General		Administration	City Administrator			030.033	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.248	Maintenance & Repair - Vehicles		387	500	89	200	500
520.249	Memberships & Subscriptions		761	780	740	770	780
520.251	Miscellaneous Contractual		850	872	558	900	900
520.268	Rental - Equipment		3,702	721	715	715	95
520.277	Training & Continuing Education		2,932	2,470	1,642	2,950	2,470
	<b>Totals</b>		<u>8,632</u>	<u>5,343</u>	<u>3,744</u>	<u>5,535</u>	<u>4,745</u>

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> City Administrator	<b>Account Number</b> 030.033
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***Memberships and Subscriptions***

<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>	<hr/> 780

Fund	Department	Division	Account Number
General	Administration	City Administrator	030.033
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
International City Management Assn.		Washington, D.C.	1,200
Local meetings/seminars		Metro Area	970
Missouri City Management Assn.		Springfield, MO	300
		<b>Total</b>	<u>2,470</u>

Fund		Department	Division			Account Number	
General		Administration	City Administrator			030.033	
<b>Commodities</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		0	28	53	55	25
530.318	Gasoline & Oil		346	400	280	500	500
	<b>Totals</b>		<u>346</u>	<u>428</u>	<u>332</u>	<u>555</u>	<u>525</u>

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> City Administrator	<b>Account Number</b> 030.033
<b>Line Item Details</b>		<b>1996 Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		

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	95	Pager
520.277	Training & Continuing Education	2,470	See attached detail
530.313	Departmental Supplies	25	Daytimer
530.318	Gasoline & Oil	500	Direct charges for gasoline and oil

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Administration	Finance	030.034

***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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Finance

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.

The Finance Department is responsible for the licensing of businesses, trash haulers, alarm companies, and vending machines in the City.

The Finance Director also supervises the Data Systems Administrator and the Municipal Court Administrator and Assistant Court Administrator.

Fund	Department	Division			Account Number
General	Administration	Finance			030.034
<b>Division Request</b>					
Type of Expenditure	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Personnel Services	141,695	133,691	80,181	133,398	147,961
Contractual Services	40,340	36,724	23,084	37,345	45,074
Commodities	380	1,000	289	500	1,000
Capital Outlay	2,813	12,000	0	12,000	3,500
<b>Totals</b>	<b>185,228</b>	<b>183,415</b>	<b>103,555</b>	<b>183,243</b>	<b>197,535</b>

<b>Personnel Schedule</b>		<b>Number of Employees</b>		
Position Title	1994 Actual	1995 Authorized	1996 Requested	
Finance Director	1.00	1.00	1.00	
Administrative Assistant	0.50	0.00	0.00	
Senior Accounting Clerk	0.00	0.00	1.00	
Accounting Clerk	2.00	2.00	1.00	
Clerk/Typist	0.25	0.38	0.38	
<b>Totals</b>	<b>3.75</b>	<b>3.38</b>	<b>3.38</b>	

Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
<b>Personnel Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		60,760	58,670	36,968	59,793	61,305
510.111	Salaries - Regular/Full-Time		54,395	46,350	29,164	45,953	51,565
510.112	Salaries - Part-Time		2,501	3,784	2,498	3,992	5,995
510.113	Salaries - Overtime		132	1,000	0	450	1,000
510.120	Social Security		8,444	8,565	4,798	8,391	9,170
510.122	Worker's Compensation		278	384	327	328	372
510.124	Insurance - Health		7,120	7,295	4,863	7,294	7,841
510.125	Insurance - Life		351	451	241	372	482
510.127	Insurance - Disability		459	504	319	484	542
510.130	Pension		7,255	6,688	1,004	6,341	9,689
	<b>Totals</b>		<u>141,695</u>	<u>133,691</u>	<u>80,181</u>	<u>133,398</u>	<u>147,961</u>



Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.210	Advertising		3,275	4,051	3,910	5,800	5,000
520.211	Audit Services		10,000	13,949	13,000	13,000	14,000
520.221	Data Processing		590	1,200	0	750	1,200
520.249	Memberships & Subscriptions		525	470	423	600	489
520.251	Miscellaneous Contractual		455	1,100	424	700	740
520.260	Printing & Binding		3,632	5,054	2,275	6,200	4,550
520.261	Professional Services		19,751	8,500	640	7,500	16,200
520.268	Rental - Equipment		0	0	95	95	95
520.277	Training & Continuing Education		2,112	2,400	2,318	2,700	2,800
	<b>Totals</b>		<u>40,340</u>	<u>36,724</u>	<u>23,084</u>	<u>37,345</u>	<u>45,074</u>

Fund	Department	Division	Account Number
General	Administration	Finance	030.034
<b><i>Memberships and Subscriptions</i></b>			
Organization		Member	Amount
Government Finance Officers Assn.		Finance Director	185
The Wall Street Journal		N/A	164
Misc books & subscriptions		N/A	100
Municipal Finance Officers & Treas. Assn.		Finance Director	40
		<b>Total</b>	489

Fund	Department	Division	Account Number
General	Administration	Finance	030.034
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
Government Finance Officers Assn (GFOA)		Portland, OR	1,500
GFOA-Budget Committee		Washington, D.C.	500
Municipal Fin. Off. & Treas. Assn. (MFOTA)		Joplin, MO	300
MFOTA		Lake of the Ozarks, MO	250
Local meetings		Metro Area	150
MFOTA-Winter Seminar		Columbia, MO	100
		<b>Total</b>	<u>2,800</u>

Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
<b>Commodities</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		380	1,000	289	500	1,000
	<b>Totals</b>		<u>380</u>	<u>1,000</u>	<u>289</u>	<u>500</u>	<u>1,000</u>

Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.410	Computer Equipment		0	12,000	0	12,000	3,500
540.440	Machinery & Equipment		2,813	0	0	0	0
	<b>Totals</b>		<u>2,813</u>	<u>12,000</u>	<u>0</u>	<u>12,000</u>	<u>3,500</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> Fixed Asset Software	<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> To replace fixed asset software which tracks all of the city's capital assets; current version is no longer functional		<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>
Fixed asset pkg.	Fund Balance	7 years	Discard
<b>What source was used for unit cost?</b> Vendor			
<b>Other remarks</b> This package was included in the MIS strategic plan and the 5-year capital equipment plan.			

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Finance	<b>Account Number</b> 030.034
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

520.210	Advertising	5,000	Advertising for request for proposals, publication of financial statements, tax and budget public hearings
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	489	See attached detail
520.251	Miscellaneous Contractual	740	Credit charges/fees - 250 U.E. charge for printout - 150 Copies of MML procurement contracts - 100 St. Louis County charges for sales tax reports - 240
520.260	Printing & Binding	4,550	Purchase orders - 750 Receipt forms - 150 W-2s - 100 Budget - 2,500 Business License Certificates - 400 Return envelopes for business licenses - 100 Vending stickers - 400 Other forms - 150
520.261	Professional Services	16,200	Financial Advisor - 12,500 Arbitrage Rebate Calculation (Bond Counsel) - 2,500

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Finance	<b>Account Number</b> 030.034
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

GFOA award application fees - Budget - 250  
 CAFR - 450  
 Misc. reports from St. Louis Cty - 500

520.268	Rental - Equipment	95	Pager
520.277	Training & Continuing Education	2,800	See attached detail
530.313	Departmental Supplies	1,000	Calculators, accounting supplies, ledgers, computer and adding machines supplies, binders, fixed assets tags, etc.
540.410	Computer Equipment	3,500	See attached detail



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<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Personnel	<b>Account Number</b> 030.035
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***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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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, retirement plan administration, and personnel transactions including hires, promotions, transfers, and terminations.

This activity also includes risk management activities such providing support for the wellness and safety administration programs, including property, liability, and workers compensation administration, processing of accident information, and preparing reports and background information for the insurance claims administration company.

Fund	Department	Division			Account Number	
General	Administration	Personnel			030.035	
<b>Division Request</b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Personnel Services		83,758	100,328	55,865	93,523	100,880
Contractual Services		50,692	46,605	35,650	51,200	66,305
Commodities		250	300	97	250	250
Capital Outlay		0	1,932	0	1,932	0
<b>Totals</b>		<b>134,700</b>	<b>149,165</b>	<b>91,612</b>	<b>146,905</b>	<b>167,435</b>
<b>Personnel Schedule</b>			Number of Employees			
Position Title			1994 Actual	1995 Authorized	1996 Requested	
Asst. City Administrator/Personnel Di			1.00	1.00	1.00	
Administrative Assistant			0.50	1.00	1.00	
Clerk Typist			0.38	0.00	0.00	
<b>Totals</b>			<b>1.88</b>	<b>2.00</b>	<b>2.00</b>	

Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
<b>Personnel Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		56,046	55,078	35,227	56,445	58,016
510.111	Salaries - Regular/Full-Time		13,029	27,614	10,881	19,357	23,899
510.112	Salaries - Part-Time		2,502	0	0	0	0
510.113	Salaries - Overtime		228	500	643	1,377	1,000
510.120	Social Security		4,887	6,562	3,195	5,844	6,343
510.122	Worker's Compensation		229	294	225	237	257
510.124	Insurance - Health		3,647	4,409	3,126	5,050	6,204
510.125	Insurance - Life		292	375	183	284	373
510.127	Insurance - Disability		362	401	219	345	393
510.130	Pension		2,536	5,095	2,166	4,584	4,395
	<b>Totals</b>		<u>83,758</u>	<u>100,328</u>	<u>55,865</u>	<u>93,523</u>	<u>100,880</u>

Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.210	Advertising		13,533	7,000	12,300	13,000	13,000
520.222	Education Reimb/Training Academy		695	3,500	1,482	2,500	19,000
520.224	Employee Recruitment		10,241	4,800	6,924	8,000	8,000
520.225	Employee Relations		4,904	4,000	2,907	4,000	4,500
520.247	Maintenance & Repair - Equipment		1,000	0	0	0	0
520.249	Memberships & Subscriptions		1,283	925	813	930	930
520.260	Printing & Binding		1,177	1,450	692	1,200	2,250
520.261	Professional Services		13,981	18,355	7,498	15,850	12,280
520.268	Rental - Equipment		0	0	95	95	95
520.272	Safety Programs		937	2,250	1,085	2,000	2,200
520.277	Training & Continuing Education		2,040	2,525	832	1,825	2,100
520.289	Wellness Program		901	1,800	1,021	1,800	1,950
	<b>Totals</b>		<u>50,692</u>	<u>46,605</u>	<u>35,650</u>	<u>51,200</u>	<u>66,305</u>

Fund	Department	Division	Account Number
General	Administration	Personnel	030.035
<b>Memberships and Subscriptions</b>			
Organization	Member	Amount	
Int'l City Managers Assoc.	Asst. City Administrator/Pers. Dir.	415	
Miscellaneous Books and Subscriptions	N/A	250	
Intl. Personnel Mgmt. Assoc. (IPMA)	Agency - City	210	
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>	<u>930</u>	

Fund General	Department Administration	Division Personnel	Account Number 030.035
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
IPMA		To be announced	1,200
Local Meetings/Seminars		Metro Area	350
HR Assistant Training		St. Louis	300
MCMA Conference		Springfield	250
		<b>Total</b>	<u>2,100</u>

Fund		Department		Division			Account Number	
General		Administration		Personnel			030.035	
<b>Commodities</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
530.313	Departmental Supplies			250	300	97	250	250
	<b>Totals</b>			<u>250</u>	<u>300</u>	<u>97</u>	<u>250</u>	<u>250</u>



Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.410	Computer Equipment		0	1,932	0	1,932	0
	<b>Totals</b>		0	1,932	0	1,932	0

Fund	Department	Division	Account Number
General	Administration	Personnel	030.035
<b>Line Item Details</b>		1996	
Account Number	Account Title	Request	Details

520.210	Advertising	13,000	Post-Dispatch, Chesterfield Journal, Professional Assoc. Pub., and Pub. for Women/Minorities - 13,000
520.222	Education Reimb/Training Academy	19,000	City-wide Training Academy - 16,500 Tuition Reimbursement Program - 2,500
520.224	Employee Recruitment	8,000	Med Exams - 2,380 Test Rentals - 2,740 Pre-employment Drug Tests - 1,290 Psychological - 1,000 Polygraph - 200 Credit Reports - 40 AVERT Reports - 100 Assessment Ctr. - 250
520.225	Employee Relations	4,500	Award Luncheon - 1,300 Corporate Picnic - 2,200 Outstanding Employee Recognition - 540 5 Year Service Awards - 60 Acknowledgements - 400
520.249	Memberships & Subscriptions	930	See attached detail
520.260	Printing & Binding	2,250	Emp. News - 100 Manual Updates - 400 Forms/Tabs (Applications, PAFs, Leave Requests) - 400 Fringe Benefit Reports - 200 Binders - 600 Canvas Bags with Dividers - 550

Fund	Department	Division	Account Number
General	Administration	Personnel	030.035
<b>Line Item Details</b>		1996	<b>Details</b>
Account Number	Account Title	Request	

520.261	Professional Services	12,280	EAP - 2,790 Unemployment Comp - 300 Retirement Plan (Consulting and Legal) - 1,500 Section 125 Admin. - 2,940 D.O.T. Drug/Alcohol Testing Services - 2,250 Human Resources Consulting Services - 1,500 Microfilming - 1,000
520.268	Rental - Equipment	95	Pager
520.272	Safety Programs	2,200	Payroll Enc./Subs. - 80 Seminars/Training - 300 National Safety Council - 220 Accident Ref. Cards and Covers - 100 Safety Recognitions and Awards - 1,000 Innoculations - 500
520.277	Training & Continuing Education	2,100	See attached detail
520.289	Wellness Program	1,950	Physicals - 300 Corp. Fitness/Joining & Inc. Payments - 730 Health Fair - 700 Wellness Association Dues - 120 Walking Challenge - 50 Educational Materials - 50
530.313	Departmental Supplies	250	Film - 100 Miscellaneous - 150

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
<b><i>Division Summary</i></b>			
Activity	Remarks		
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> <p><b>MAJOR CHANGE:</b> The 1996 budget includes the addition of a part-time Data Processing Technician to assist in the repair and maintenance of computer hardware throughout the city.</p>		

Fund	Department	Division			Account Number	
General	Administration	Central Services			030.036	
<b>Division Request</b>		<b>1994 Actual</b>	<b>1995 Amended Budget</b>	<b>1995 Year to Date</b>	<b>1995 Projected</b>	<b>1996 Request</b>
<b>Type of Expenditure</b>						
Personnel Services		48,366	60,021	36,100	61,974	81,920
Contractual Services		671,038	876,007	572,537	831,384	750,510
Commodities		44,436	45,527	32,930	50,530	47,950
Capital Outlay		388,430	337,059	322,070	331,559	81,500
<b>Totals</b>		<b>1,152,270</b>	<b>1,318,614</b>	<b>963,638</b>	<b>1,275,447</b>	<b>961,880</b>
<b>Personnel Schedule</b>			<b>Number of Employees</b>			
<b>Position Title</b>			<b>1994 Actual</b>	<b>1995 Authorized</b>	<b>1996 Requested</b>	
Data Systems Administrator			1.00	1.00	1.00	
Receptionist			1.00	1.00	1.00	
Data Processing Technician			0.00	0.00	0.50	
<b>Totals</b>			<b>2.00</b>	<b>2.00</b>	<b>2.50</b>	

Fund		Department		Division			Account Number	
General		Administration		Central Services			030.036	
<b>Personnel Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
510.111	Salaries - Regular/Full-Time			40,873	47,529	29,088	48,753	56,001
510.112	Salaries - Part-Time			0	0	0	0	10,229
510.113	Salaries - Overtime			742	2,000	814	1,980	2,000
510.120	Social Security			3,115	3,863	2,288	3,610	5,220
510.122	Worker's Compensation			120	173	148	152	212
510.124	Insurance - Health			3,233	3,046	1,904	4,181	4,739
510.125	Insurance - Life			106	160	82	130	188
510.127	Insurance - Disability			177	228	137	217	269
510.130	Pension			0	3,022	1,639	2,951	3,062
	<b>Totals</b>			<u>48,366</u>	<u>60,021</u>	<u>36,100</u>	<u>61,974</u>	<u>81,920</u>

Fund	Department	Division			Account Number	
General	Administration	Central Services			030.036	
<b>Contractual Services</b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title					
520.210	Advertising	625	2,250	0	2,250	2,250
520.212	Boards & Commissions Program	4,130	0	0	0	5,000
520.214	Contributions	6,000	10,000	6,000	10,000	10,000
520.216	Crime Prevention Partnership	4,057	0	0	0	0
520.220	Economic Development	108,000	132,000	92,000	132,000	150,000
520.221	Data Processing	5,814	5,500	2,536	3,000	15,400
520.230	Historical Committee	2,555	0	385	4,000	0
520.240	Insurance	96,003	115,275	96,163	102,000	148,800
520.247	Maintenance & Repair - Equipment	16,901	13,500	9,191	17,000	19,400
520.248	Maintenance & Repair - Vehicles	1,015	1,500	81	500	500
520.249	Memberships & Subscriptions	8,624	8,574	4,407	9,243	9,493
520.251	Miscellaneous Contractual	29,239	30,384	31,485	36,000	17,400
520.252	Postage	15,572	19,000	13,877	20,000	24,000
520.260	Printing & Binding	10,423	4,500	4,576	5,500	6,000
520.261	Professional Services	100,392	252,307	107,655	199,000	6,500
520.262	Public Relations	21,300	31,795	19,939	31,000	35,000
520.268	Rental - Equipment	8,935	13,350	8,300	13,350	16,350
520.269	Rental - Buildings	204,654	205,872	158,022	215,696	250,417
520.276	Telephone	25,312	28,000	15,613	27,000	30,000
520.277	Training & Continuing Education	510	1,000	647	1,000	1,000
520.285	Utilities - Electric	978	1,200	1,660	2,845	3,000
	<b>Totals</b>	<u>671,038</u>	<u>876,007</u>	<u>572,537</u>	<u>831,384</u>	<u>750,510</u>

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
<b>Memberships and Subscriptions</b>			
Organization	Member	Amount	
Missouri Municipal League	City	4,700	
St. Louis County Municipal League	City	4,000	
Revisor of Statutes	N/A	293	
Chamber of Commerce	City	125	
Developer's Journals	N/A	100	
ICMA Info Tech Series	N/A	100	
St. Louis County - Internet	City	95	
Sam's Wholesale Club	City	55	
St. Louis Netware User's Group	Data Systems Administrator	25	
	<b>Total</b>	<u>9,493</u>	



Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
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>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.318	Gasoline & Oil		1,116	1,000	374	750	1,000
530.325	Miscellaneous Supplies		4,798	9,527	10,895	13,600	6,950
530.330	Office Supplies		38,522	35,000	21,662	36,180	40,000
	<b>Totals</b>		<u>44,436</u>	<u>45,527</u>	<u>32,930</u>	<u>50,530</u>	<u>47,950</u>

Fund		Department	Division			Account Number	
General		Administration	Central Services			030.036	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.410	Computer Equipment		19,052	13,000	4,034	7,500	25,000
540.420	Furniture		0	21,265	17,191	21,265	0
540.440	Machinery & Equipment		4,200	7,900	5,951	7,900	25,000
540.460	Automobiles & Trucks		0	0	0	0	31,500
540.475	Land		365,178	294,894	294,894	294,894	0
	<b>Totals</b>		<u>388,430</u>	<u>337,059</u>	<u>322,070</u>	<u>331,559</u>	<u>81,500</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> Database Server		<b>No# Requested</b> 2	<b>Unit Cost</b> 8,000	<b>Total Cost</b> 16,000								
<b>Explain reason for request (describe use and workload)</b> Current desktop databases are quickly becoming inadequate; need database capable of handling quantity of data demanded by GIS, Finance, Work Orders, 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>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"><u>Item</u></th> <th style="width: 25%;"><u>Make</u></th> <th style="width: 25%;"><u>Age</u></th> <th style="width: 25%;"><u>Recommended Disposition</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </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> One server to be located at City Hall and one at the Police Department												

<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> File Server	<b>No# Requested</b> 1	<b>Unit Cost</b> 6,000	<b>Total Cost</b> 6,000
<b>Explain reason for request (describe use and workload)</b> Replace existing file server at City Hall with more capable machine.		<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>
File Server	486/33 Clone	3	Use as desktop workstation
<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 field personnel access to City data in the field and access to City network from remote locations.			<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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Make</th> <th style="text-align: left;">Age</th> <th style="text-align: left;">Recommended Disposition</th> </tr> </thead> <tbody> <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> 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> 001-030-036-540.440					
<b>Description</b> Voice Mail System for System 25		<b>No# Requested</b> 1	<b>Unit Cost</b> 25,000	<b>Total Cost</b> 25,000	
<b>Explain reason for request (describe use and workload)</b> To add voice mail system to existing telephone system			<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>		
N/A					
<b>What source was used for unit cost?</b> AT&T					
<b>Other remarks</b> Compatible with Merlin System at Police Department					

<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> 001-030-036-540.460			
<b>Description</b> Four wheel drive S-10 pickup	<b>No# Requested</b> 2	<b>Unit Cost</b> 15,750	<b>Total Cost</b> 31,500
<b>Explain reason for request (describe use and workload)</b> To replace pool vehicles CS-1 and CS-2, as scheduled		<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>
Pool car	1990 Dodge Spirit	6	Trade in
Pool car	1990 Dodge Spirit	6	Trade in
<b>What source was used for unit cost?</b>			
<b>Other remarks</b> Price includes \$1,000 trade-in for each vehicle			



<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Central Services	<b>Account Number</b> 030.036
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

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	150,000	City's share of CCDC (L. McKinney - 42,000 to come from Chesterfield Valley TIF Fund)
520.221	Data Processing	15,400	Software updates & upgrades per Strategic Plan for MIS approved by the Computer Committee/MIS Task Force (Win'95, Excel, WP, etc.) - 15,000 Desktop Publishing Software (2 copies) - 400
520.240	Insurance	148,800	PACT-G/L - 22,900 PACT-A/L - 37,500 PACT-P/L - 16,500 SLAIT - 5,200 Pub. Off. Liab - 7,525 Property - 26,000 Difference in Conditions - 9,200 Deductibles - 10,000 Fiduciary Bond - 1,000 Pub. Emp. Blanket Bond-All employees - 400 Bond-Finance Director - 275 Misc. Bonds - 500 Flood insurance (P.D.) - 950 Flood insurance - (P.W.) - 500 Builder's Risk Policy - 350

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Central Services	<b>Account Number</b> 030.036
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

Unemployment Insurance - 10,000

520.247	Maintenance & Repair - Equipment	19,400	Typewriter service agreements - 500 Fax machine - 400 Printers - 2,000 Computer hardware - 15,000 Other office machines & equipment - 1,500
520.248	Maintenance & Repair - Vehicles	500	Car maintenance for 4 pool vehicles
520.249	Memberships & Subscriptions	9,493	See attached detail
520.251	Miscellaneous Contractual	17,400	Temporary help (25 weeks @ \$15/hr.) - 15,000 Delivery charges - 500 CompuServe - 600 NetComm (Internet) - 300 Building expenses - 1,000
520.252	Postage	24,000	Postage for entire city including special mailings
520.260	Printing & Binding	6,000	Annual report - 1,000 No smoking booklets - 500 Business cards - 2,000 Letterhead, envelopes - 2,000 Misc. office materials - 500
520.261	Professional Services	6,500	Strategic Planning Session - 5,000 Office Recycling Program - 1,500

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Central Services	<b>Account Number</b> 030.036
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.262	Public Relations	35,000	Four newsletters - 24,000 Update of one-page information sheet with letter - 1,500 UMSL Citizen Attitude Survey - 5,000 Informational brochure for 1/2 cent capital improvement sales tax - 4,000 Flowers/Cards - 500
520.268	Rental - Equipment	16,350	Primary copier - 7,800 Postage meter - 750 Secondary copier - 7,800
520.269	Rental - Buildings	250,417	City Hall rent @ \$18,260/month (4% increase) + \$5,000 charge back for misc. expenses - 224,123 Additional 1,200 square feet - 26,294
520.276	Telephone	30,000	Southwestern Bell monthly charges; AT&T equipment & maintenance agreement charges; long distance charges - 28,500; Broadcast faxes - 500 AT&T repairs - 500 Misc. expenses - 500
520.277	Training & Continuing Education	1,000	See attached detail
520.285	Utilities - Electric	3,000	HVAC charges - \$250/month average
530.318	Gasoline & Oil	1,000	Direct charges for gasoline & oil for 4 pool vehicles.

<b>Fund</b> General	<b>Department</b> Administration	<b>Division</b> Central Services	<b>Account Number</b> 030.036
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

530.325	Miscellaneous Supplies	6,950	Flags - 500 Kitchen & cleaning supplies, paper products, coffee - 2,500 City of Chesterfield shirts for employees (130 @ \$15 ea.) - 1,950 Misc. meeting supplies - 1,500 Fire extinguishers & safety supplies - 500
530.330	Office Supplies	40,000	Office supplies for all departments
540.410	Computer Equipment	25,000	See attached detail
540.440	Machinery & Equipment	25,000	See attached detail
540.460	Automobiles & Trucks	31,500	See attached detail

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## 1995 ACCOMPLISHMENTS POLICE DEPARTMENT

- ▶ Utilized Federal funds to hire and assign two officers as School Resource Personnel for the Parkway School District.
- ▶ Enhanced traffic enforcement data collection and visibility by the purchase of a Speed Monitoring Awareness Radar Trailer.
- ▶ Implemented L.E.T.N. computer based monthly training for all commissioned personnel.
- ▶ Maintained 1994 emergency and non-emergency response times while total calls for service increased 30%.
- ▶ Implementation of a Six-Sector Plan to insure a timely response to calls for service.
- ▶ Constructed a briefing room and shower facility within the existing police headquarters funded entirely through the Drug Asset Forfeiture Program.
- ▶ Realized an overall increase in custodial arrests (34%) and driving while intoxicated (DWI) arrests (69%).
- ▶ Implementation of computer-based case management system for the Detective Bureau.
- ▶ Further commitment to the community policing concept by establishing permanent sectors and implementation of no cost Ameritech technology.
- ▶ Overall enhancement of evidence procedures by:
  - Utilization of civilian position as Evidence Custodian
  - Creation of an evidence packaging guide book
  - Building an evidence processing work station
- ▶ Successful completion of the Academy sponsored Project 48 in service training program with a compliance rate of 91%.
- ▶ Established the Chesterfield Police Department Citizen Police Academy. Over forty (40) residents participated in this ten week police familiarization course. Two semi-annual sessions were conducted in 1995.
- ▶ Over fifteen hundred students completed one of the school based D.A.R.E. (Drug Abuse Resistance Education) programs which were conducted at area elementary, middle, and senior high schools.

Other data/trends:

	<u>1992</u>	<u>1993</u>	<u>1994</u>
# of police officers/1,000 population	1.32	1.37	1.39
# of police officers per square mile	1.93	2.00	2.03
Response time	5.0 minutes	5.0 minutes	5.0 minutes
Ratio of police budget to population	74.49	79.61	81.91
Ratio of police budget/officer	\$56,283	\$58,076	\$58,757
Cost/call for police services	\$109	\$114	\$104
Calls/officer	515	511	568
Police officer/mile of street	0.43	0.45	0.45
% of non-uniformed to uniformed personnel	11.3%	10.9%	11.1%
Turnover ratio for uniformed officers	7.14%	6.90%	3.39%

## 1996 GOALS POLICE DEPARTMENT

- ▶ **Goal:** Provide a timely response to all calls for service with a direct emphasis on minimizing loss of life and property.  
Continue 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.  
Heighten community awareness of the police presence so as to provide for constant opportunity for observation of police personnel by residents, businesses, and patrons.
- Strategy:** Assure high visibility of police in residential subdivisions through continuation of Home Patrol Program.  
Concentrate police presence in commercial areas by adding an additional police sub-station in a high profile business location.
- ▶ **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.  
Implement a Citizens Police Academy which will be conducted twice a year.
- ▶ **Goal:** Pursue an aggressive overall reduction of the number of vehicle accidents causing serious injury or death.
- Strategy:** 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.
- ▶ **Goal:** Assure enhanced educational strategies as well as aggressive enforcement of all drug/safety-related concerns.
- Strategy:** Development a "Zero Tolerance" policy for all alcohol and drug violations.  
Aggressively enforce the seizure of motor vehicles involved in drug-related offenses.  
Initiate a School Resource Officer Program in area schools to enhance communication between the school district and police officers.  
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 into 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.

Strategy: 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.

Require officer participation in in-service training to comply with the state-mandated Continuing Education Program beginning January 1, 1996.

- ▶ 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: Continue to create and enhance procedure manuals for all Divisions and Bureaus.

Fund	Department	Division	Account Number
General	Police	Administration	040.041
<b><i>Division Summary</i></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>		<b>1994 Actual</b>	<b>1995 Amended Budget</b>	<b>1995 Year to Date</b>	<b>1995 Projected</b>	<b>1996 Request</b>
<b>Type of Expenditure</b>						
Personnel Services		259,199	280,043	175,430	281,309	297,656
Contractual Services		23,725	22,915	20,322	22,915	6,195
Commodities		11,197	7,300	3,273	7,427	6,770
Capital Outlay		2,742	2,280	2,400	2,400	1,800
<b>Totals</b>		<b>296,863</b>	<b>312,538</b>	<b>201,425</b>	<b>314,051</b>	<b>312,421</b>
<b>Personnel Schedule</b>			<b>Number of Employees</b>			
<b>Position Title</b>			<b>1994 Actual</b>	<b>1995 Authorized</b>	<b>1996 Requested</b>	
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	
<b>Totals</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	

Fund		Department	Division			Account Number		
General		Police	Administration			040.041		
<b>Personnel Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
510.110	Salaries - Supervisory			112,787	122,631	78,088	124,259	128,641
510.111	Salaries - Regular/Full-Time			99,806	101,113	63,905	103,560	108,259
510.113	Salaries - Overtime			320	2,500	130	200	500
510.120	Social Security			15,119	17,825	10,585	17,271	18,161
510.122	Worker's Compensation			5,238	8,465	6,887	8,940	8,340
510.124	Insurance - Health			11,702	11,704	7,801	11,702	12,580
510.125	Insurance - Life			621	884	434	793	921
510.127	Insurance - Disability			961	1,085	686	1,038	1,137
510.130	Pension			12,645	13,836	6,914	13,546	19,117
	<b>Totals</b>			<u>259,199</u>	<u>280,043</u>	<u>175,430</u>	<u>281,309</u>	<u>297,656</u>

Fund		Department	Division			Account Number		
General		Police	Administration			040.041		
<b>Contractual Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
520.240	Insurance			15,405	16,000	14,942	16,000	0
520.247	Maintenance & Repair - Equipment			379	0	0	0	0
520.248	Maintenance & Repair - Vehicles			530	500	286	500	500
520.249	Memberships & Subscriptions			619	645	435	645	645
520.251	Miscellaneous Contractual			1,578	1,000	864	1,000	1,000
520.260	Printing & Binding			1,780	1,300	1,032	1,300	600
520.277	Training & Continuing Education			3,434	3,470	2,764	3,470	3,450
	<b>Totals</b>			<u>23,725</u>	<u>22,915</u>	<u>20,322</u>	<u>22,915</u>	<u>6,195</u>

Fund	Department	Division	Account Number
General	Police	Administration	040.041
<b>Memberships and Subscriptions</b>			
Organization	Member	Amount	
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>		645

Fund General	Department Police	Division Administration	Account Number 040.041
<b>Training and Continuing Education</b>			
Seminar		Location	Amount
International Assoc. Chiefs of Police		Phoenix, AZ	1,400
National Drug Abuse Resistance Education		St. Louis, MO	800
Professional Training		Metropolitan Area	350
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>	<u>3,450</u>

Fund		Department	Division			Account Number	
General		Police	Administration			040.041	
<b>Commodities</b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request	
Account Number	Account Title						
530.312	Crime Prevention Supplies	8,861	5,899	2,015	5,899	5,770	
530.313	Departmental Supplies	1,254	401	528	528	0	
530.318	Gasoline & Oil	1,082	1,000	730	1,000	1,000	
	<b>Totals</b>	<u>11,197</u>	<u>7,300</u>	<u>3,273</u>	<u>7,427</u>	<u>6,770</u>	



Fund		Department	Division			Account Number		
General		Police	Administration			040.041		
<b>Capital Expenditures</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
540.410	Computer Equipment			1,620	0	0	0	1,800
540.480	Improvements Other Than Buildings			1,122	2,280	2,400	2,400	0
	<b>Totals</b>			<u>2,742</u>	<u>2,280</u>	<u>2,400</u>	<u>2,400</u>	<u>1,800</u>

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Administration	<b>Account Number</b> 040.041	
<b>Capital Outlay Request</b>				
<b>Account Number</b> 001-040-041-540.410				
<b>Description</b> Computer		<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> Additional computer for Bureau of Community Policing. Currently there is one computer being used by three officers and one volunteer.			<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>				
<b>Other remarks</b>				

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Administration	<b>Account Number</b> 040.041
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

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	600	Victim forms, other special forms, receipt system
520.277	Training & Continuing Education	3,450	See attached detail
530.312	Crime Prevention Supplies	5,770	Coloring books - 400 Badges - 500 Police logo stickers - 250 Neighborhood watch/security manuals - 800 National night out supplies - 300 Special event material - 1,800 Uniform shorts - 60 Miscellaneous D.A.R.E. supplies - 1,260 Citizens Police Academy supplies - 400
530.318	Gasoline & Oil	1,000	Gasoline and oil for Chief's car
540.410	Computer Equipment	1,800	Additional computer for Community Policing .

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Patrol	<b>Account Number</b> 040.042
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***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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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	Civilian volunteers used to supplement patrol services and to assist at special functions, events, and during emergencies.

Fund	Department	Division			Account Number	
General	Police	Patrol			040.042	
<b>Division Request</b>						
		<b>1994 Actual</b>	<b>1995 Amended Budget</b>	<b>1995 Year to Date</b>	<b>1995 Projected</b>	<b>1996 Request</b>
<b>Type of Expenditure</b>						
Personnel Services		2,095,547	2,556,998	1,459,977	2,538,188	2,814,650
Contractual Services		39,312	36,820	41,740	47,720	43,030
Commodities		100,309	121,151	99,728	120,591	116,100
Capital Outlay		113,505	165,522	164,100	179,305	151,800
<b>Totals</b>		<b>2,348,673</b>	<b>2,880,491</b>	<b>1,765,546</b>	<b>2,885,804</b>	<b>3,125,580</b>
<b>Personnel Schedule</b>				<b>Number of Employees</b>		
<b>Position Title</b>		<b>1994 Actual</b>	<b>1995 Authorized</b>	<b>1996 Requested</b>		
Captain		1.00	1.00	1.00		
Lieutenant		3.00	3.00	3.00		
Sergeant		7.00	7.00	7.00		
Police Officer		38.00	46.00	47.00		
<b>Totals</b>		<b>49.00</b>	<b>57.00</b>	<b>58.00</b> <i>49</i>		

Fund		Department		Division			Account Number	
General		Police		Patrol			040.042	
<b>Personnel Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
510.110	Salaries - Supervisory			460,252	502,562	318,296	512,135	531,076
510.111	Salaries - Regular/Full-Time			1,168,960	1,456,677	830,721	1,443,834	1,592,756
510.113	Salaries - Overtime			20,249	21,000	17,614	25,350	25,000
510.115	Police Holiday Pay			45,534	61,250	234	65,310	77,040
510.120	Social Security			124,211	159,575	88,690	155,106	170,279
510.122	Worker's Compensation			62,186	84,288	65,461	76,276	88,145
510.124	Insurance - Health			111,460	131,470	80,947	124,269	143,289
510.125	Insurance - Life			4,494	6,609	3,408	5,346	7,136
510.127	Insurance - Disability			7,492	9,442	5,677	8,910	10,194
510.130	Pension			90,709	124,125	48,929	121,652	169,735
	<b>Totals</b>			<u>2,095,547</u>	<u>2,556,998</u>	<u>1,459,977</u>	<u>2,538,188</u>	<u>2,814,650</u>

Fund		Department	Division			Account Number		
General		Police	Patrol			040.042		
<b>Contractual Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
520.247	Maintenance & Repair - Equipment			3,227	5,000	4,154	5,000	6,200
520.248	Maintenance & Repair - Vehicles			26,677	24,400	32,509	35,000	30,000
520.249	Memberships & Subscriptions			347	520	505	520	530
520.251	Miscellaneous Contractual			1,734	1,200	1,304	1,500	1,200
520.260	Printing & Binding			1,065	1,900	1,884	1,900	1,300
520.261	Professional Services			3,378	1,500	0	1,500	1,500
520.277	Training & Continuing Education			2,884	2,300	1,385	2,300	2,300
	<b>Totals</b>			<u>39,312</u>	<u>36,820</u>	<u>41,740</u>	<u>47,720</u>	<u>43,030</u>

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	
Nat. Assoc. of Accident Reconstructionist	1 Traffic Supervisor	55	
Professional Publications	Department	50	
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>530</b>	



Fund	Department	Division	Account Number
General	Police	Patrol	040.042
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
Missouri Highway Patrol Academy		Jefferson City	2,000
Law Enforcement Traffic Services		Lake of the Ozarks	300
		<b>Total</b>	<u>2,300</u>

Fund		Department	Division			Account Number	
General		Police	Patrol			040.042	
<b>Commodities</b>							
Account Number	Account Title	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request	
530.313	Departmental Supplies	25,646	34,560	32,565	34,000	34,500	
530.318	Gasoline & Oil	42,721	50,000	32,144	50,000	50,000	
530.321	Investigative Supplies	53	500	211	500	900	
530.325	Miscellaneous Supplies	603	700	478	700	700	
530.343	Uniforms	31,286	35,391	34,330	35,391	30,000	
	<b>Totals</b>	<u>100,309</u>	<u>121,151</u>	<u>99,728</u>	<u>120,591</u>	<u>116,100</u>	

Fund		Department	Division			Account Number		
General		Police	Patrol			040.042		
<b>Capital Expenditures</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
540.410	Computer Equipment			1,620	1,760	1,758	1,760	3,800
540.420	Furniture			0	2,000	1,797	2,000	0
540.440	Machinery & Equipment			15,553	0	0	15,000	0
540.460	Automobiles & Trucks			96,332	161,762	160,545	160,545	148,000
	<b>Totals</b>			<u>113,505</u>	<u>165,522</u>	<u>164,100</u>	<u>179,305</u>	<u>151,800</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> Digital Camera/Software		<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 take police mugshots and City identification cards. The information would then be downloaded into the computer system for storage and retrieval.			<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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Make</th> <th style="text-align: left;">Age</th> <th style="text-align: left;">Recommended Disposition</th> </tr> </thead> <tbody> <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> 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> 001-040-042-540.410			
<b>Description</b> Computer	<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> Computer to be place in patrol officer squad room for vehicle accident diagraming, crime scene drawings, and word processing.		<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> This computer is included in the MIS strategic plan.			

<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> 10	<b>Unit Cost</b> 14,800	<b>Total Cost</b> 148,000
<b>Explain reason for request (describe use and workload)</b> To replace 1993 and 1994 patrol vehicle with excessive mileage per five-year capital equipment plan approved by Council.			<b>No# of similar units on hand</b> 20	<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>	
10 Vehicles	Ford/Chevrolet	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 \$20,000				

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Patrol	<b>Account Number</b> 040.042
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.247	Maintenance & Repair - Equipment	6,200	Mobile Radio Repair Contract - 5,000 Radar and other Equipment Repair - 600 Spare parts for service pistols - 600
520.248	Maintenance & Repair - Vehicles	30,000	Maint. of patrol vehicles - 18 veh x 1,250 - 22,500 New vehicle changeover - 6,000 Washes - 1,500
520.249	Memberships & Subscriptions	530	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	34,500	Ammunition - 8,920 ASP Batons - 7,420 Range Supplies - 700 10 Vests - 4,000 Traffic flares - 2,000 20 Pepper Mace - 400 4 Light Bars - 3,400 2 Push Bumpers - 260 5 Cassette Recorders - 500

Fund	Department	Division	Account Number
General	Police	Patrol	040.042
<b>Line Item Details</b>		1996	Details
Account Number	Account Title	Request	

4 Portable Radios @ 850 - 3,400  
 Cellular Radio Charge System - 300  
 20 Portable Radio Batteries @ 60 - 1,200  
 25 Rechargeable Flashlights @ 80 - 2,000

530.318	Gasoline & Oil	50,000	Gasoline & oil for 18 patrol vehicles
530.321	Investigative Supplies	900	Breathalyzer & Traffic Investigation Supplies
530.325	Miscellaneous Supplies	700	Prisoner Food
530.343	Uniforms	30,000	New and replacement uniforms for commissioned officers (including one new officer)
540.410	Computer Equipment	3,800	See attached detail
540.460	Automobiles & Trucks	148,000	See attached detail



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Fund	Department	Division	Account Number
General	Police	Support Services	040.043
<b><i>Division Summary</i></b>			
Activity	Remarks		
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>Division Request</b>		<b>1994 Actual</b>	<b>1995 Amended Budget</b>	<b>1995 Year to Date</b>	<b>1995 Projected</b>	<b>1996 Request</b>
<b>Type of Expenditure</b>						
Personnel Services		153,310	179,730	102,691	169,911	191,677
Contractual Services		313,263	342,050	219,646	342,050	350,870
Commodities		14,506	6,000	3,276	6,000	9,350
Capital Outlay		88,213	0	0	0	7,500
<b>Totals</b>		<b>569,292</b>	<b>527,780</b>	<b>325,613</b>	<b>517,961</b>	<b>559,397</b>
<b>Personnel Schedule</b>			<b>Number of Employees</b>			
<b>Position Title</b>		<b>1994 Actual</b>	<b>1995 Authorized</b>	<b>1996 Requested</b>		
Captain		1.00	1.00	1.00		
Records Clerks		3.00	3.00	3.00		
Records Clerks (5 part-time)		1.33	1.66	1.66		
<b>Totals</b>		<b>5.33</b>	<b>5.66</b>	<b>5.66</b>		

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
<b>Personnel Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		57,004	57,880	36,446	56,810	59,944
510.111	Salaries - Regular/Full-Time		45,654	52,715	32,272	53,661	59,604
510.112	Salaries - Part-Time		22,208	37,357	16,857	29,399	37,692
510.113	Salaries - Overtime		921	1,000	553	1,000	1,000
510.120	Social Security		9,427	11,618	6,485	10,703	12,105
510.122	Worker's Compensation		2,150	2,703	2,231	2,545	2,679
510.124	Insurance - Health		10,727	8,818	4,969	8,416	8,013
510.125	Insurance - Life		191	372	206	302	402
510.127	Insurance - Disability		479	531	343	504	574
510.130	Pension		4,549	6,736	2,329	6,571	9,664
	<b>Totals</b>		<u>153,310</u>	<u>179,730</u>	<u>102,691</u>	<u>169,911</u>	<u>191,677</u>

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.245	Meg Expenses		2,822	0	0	0	0
520.247	Maintenance & Repair - Equipment		2,355	3,000	1,828	3,000	3,000
520.249	Memberships & Subscriptions		234	285	73	285	285
520.251	Miscellaneous Contractual		220,444	240,720	152,283	240,720	251,435
520.260	Printing & Binding		919	1,000	0	1,000	800
520.261	Professional Services		184	0	0	0	0
520.268	Rental - Equipment		10,810	8,800	5,136	8,800	8,800
520.269	Rental - Buildings		36,000	36,000	27,000	36,000	36,000
520.276	Telephone		15,647	18,000	9,679	18,000	18,000
520.277	Training & Continuing Education		11,244	18,845	14,135	18,845	17,250
520.285	Utilities - Electric		11,382	13,500	8,224	13,500	13,500
520.286	Utilities - Gas		246	1,100	741	1,100	1,000
520.287	Utilities - Water		396	400	248	400	400
520.288	Utilities - Sewer		580	400	299	400	400
	<b>Totals</b>		<u>313,263</u>	<u>342,050</u>	<u>219,646</u>	<u>342,050</u>	<u>350,870</u>

Fund General	Department Police	Division Support Services	Account Number 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>	285

Fund General	Department Police	Division Support Services	Account Number 040.043
<b>Training and Continuing Education</b>			
Seminar		Location	Amount
L.E.T.N.		N/A	8,200
County-Municipal Police Academy		Wellston	6,900
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>	17,250

Fund		Department	Division			Account Number		
General		Police	Support Services			040.043		
<b>Commodities</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
530.313	Departmental Supplies			14,506	5,751	3,027	5,751	6,450
530.325	Miscellaneous Supplies			0	249	249	249	0
530.343	Uniforms			0	0	0	0	2,900
	<b>Totals</b>			<u>14,506</u>	<u>6,000</u>	<u>3,276</u>	<u>6,000</u>	<u>9,350</u>



Fund		Department	Division			Account Number		
General		Police	Support Services			040.043		
<b>Capital Expenditures</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
540.410	Computer Equipment			3,248	0	0	0	7,500
540.440	Machinery & Equipment			84,965	0	0	0	0
	<b>Totals</b>			<u>88,213</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,500</u>

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Support Services	<b>Account Number</b> 040.043	
<b>Capital Outlay Request</b>				
<b>Account Number</b> 001-040-043-540.410				
<b>Description</b> High Speed Laser Printer		<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 replace dot matrix printer currently being used to print police reports.			<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>	
1 Dot Matrix Printer		6 years		
<b>What source was used for unit cost?</b> Computer Committee				
<b>Other remarks</b> This purchase is included in the MIS strategic plan.				

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Support Services	<b>Account Number</b> 040.043
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-040-043-540.410			
<b>Description</b> Computer	<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> Additional computer for Record Room use.		<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> Computer Committee			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Support Services	<b>Account Number</b> 040.043
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-040-043-540.410			
<b>Description</b> Mass Storage Device	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,700	<b>Total Cost</b> 1,700
<b>Explain reason for request (describe use and workload)</b> To be used for document imaging and mugshot archiving. Part of overall system to reduce storage problems and file cabinet purchases.		<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> This device would be either a "WORM" (write once read many) drive or an optical storage device. It would use a cartridge system to allow archived files to be saved on an annual basis.			

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Support Services	<b>Account Number</b> 040.043
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-040-043-540.410			
<b>Description</b> Color Printer	<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> Printer capable of producing near photographic quality. Use to be for mugshots, employee ID photos and to produce informational pamphlets.		<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> Police	<b>Division</b> Support Services	<b>Account Number</b> 040.043
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

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	251,435	County Dispatching - 231,315 (10% increase) REJIS - 15,120 Janitorial - 4,000 Mobile Telephone - 1,000
520.260	Printing & Binding	800	Record Room Forms and envelopes - 800
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	17,250	See attached detail
520.285	Utilities - Electric	13,500	Electric bill for Police Department & Dusk to Dawn Lighting

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Support Services	<b>Account Number</b> 040.043
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.286	Utilities - Gas	1,000	Gas usage
520.287	Utilities - Water	400	Water usage
520.288	Utilities - Sewer	400	Sewer Bills
530.313	Departmental Supplies	6,450	Janitorial Supplies - 3,000 Record Room Supplies - 1,000 Building Supplies - 1,200 Plain Paper FAX Machine - 950
530.343	Uniforms	2,900	Uniforms for Desk Personnel.
540.410	Computer Equipment	7,500	Provide One computer for the REcord Room, One high speed laser printer to produce police reports, one color ink-jet or dye sublimation printer for photographic quality for ID and mugshots, and one mass storage device for document storage and mugshot archiving.

Fund	Department	Division	Account Number
General	Police	Investigations	040.044
<b><i>Division Summary</i></b>			
Activity		Remarks	
<p>Detective Division</p>		<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>Division Request</b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
<b>Type of Expenditure</b>						
Personnel Services		235,937	262,597	171,377	273,278	287,627
Contractual Services		5,608	7,110	1,211	7,110	6,140
Commodities		10,283	8,600	4,187	8,600	8,850
Capital Outlay		0	0	0	0	4,500
<b>Totals</b>		<b>251,828</b>	<b>278,307</b>	<b>176,776</b>	<b>288,988</b>	<b>307,117</b>
<b>Personnel Schedule</b>			<b>Number of Employees</b>			
<b>Position Title</b>			1994 Actual	1995 Authorized	1996 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>							
Account Number	Account Title	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request	
510.110	Salaries - Supervisory	43,077	46,086	29,807	46,815	51,026	
510.111	Salaries - Regular/Full-Time	144,061	159,650	102,240	164,120	169,199	
510.113	Salaries - Overtime	3,229	2,500	4,250	7,970	5,000	
510.120	Social Security	13,947	16,242	10,017	16,627	17,230	
510.122	Worker's Compensation	6,621	7,843	6,516	8,176	8,060	
510.124	Insurance - Health	12,470	15,953	10,634	14,989	17,147	
510.125	Insurance - Life	628	691	461	578	740	
510.127	Insurance - Disability	886	988	769	963	1,057	
510.130	Pension	11,018	12,644	6,682	13,040	18,168	
	<b>Totals</b>	<u>235,937</u>	<u>262,597</u>	<u>171,377</u>	<u>273,278</u>	<u>287,627</u>	

Fund		Department		Division			Account Number	
General		Police		Investigations			040.044	
<b>Contractual Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
520.244	Investigative Expenses			0	1,000	0	1,000	1,000
520.247	Maintenance & Repair - Equipment			925	350	84	350	350
520.248	Maintenance & Repair - Vehicles			2,187	1,500	44	1,500	1,500
520.249	Memberships & Subscriptions			270	370	190	370	390
520.251	Miscellaneous Contractual			433	2,000	462	2,000	1,000
520.260	Printing & Binding			133	250	0	250	250
520.268	Rental - Equipment			616	450	0	450	450
520.277	Training & Continuing Education			1,044	1,190	432	1,190	1,200
	<b>Totals</b>			<u>5,608</u>	<u>7,110</u>	<u>1,211</u>	<u>7,110</u>	<u>6,140</u>

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	
FBI National Academy	1 Lieutenant	20	
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>	<u>390</u>	

Fund	Department	Division	Account Number
General	Police	Investigations	040.044
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
International Homicide Investigator		St. Louis, MO	600
Police Executive Development		Jefferson City, MO	250
Management of Evidence & Property		St. Peters, MO	200
Major Case Squad Training		St. Louis, MO	150
		<b>Total</b>	<u>1,200</u>

Fund		Department	Division			Account Number		
General		Police	Investigations			040.044		
<b>Commodities</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
530.313	Departmental Supplies			1,120	294	47	294	0
530.318	Gasoline & Oil			1,554	2,000	1,223	2,000	2,000
530.321	Investigative Supplies			5,189	3,606	2,881	3,606	3,700
530.325	Miscellaneous Supplies			20	150	0	150	150
530.343	Uniforms			2,400	2,550	36	2,550	3,000
	<b>Totals</b>			<u>10,283</u>	<u>8,600</u>	<u>4,187</u>	<u>8,600</u>	<u>8,850</u>

Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
<b>Capital Expenditures</b>							
Account Number	Account Title		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
540.420	Furniture		0	0	0	0	4,500
	<b>Totals</b>		0	0	0	0	4,500

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Investigations	<b>Account Number</b> 040.044											
<b>Capital Outlay Request</b>														
<b>Account Number</b> 001-040-044-540.420														
<b>Description</b> Work Center-Secretary & Detective		<b>No# Requested</b> 1	<b>Unit Cost</b> 4,500	<b>Total Cost</b> 4,500										
<b>Explain reason for request (describe use and workload)</b> Provides a computer work area for secretary and detectives.			<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 colspan="2">Recommended Disposition</th> </tr> </thead> <tbody> <tr> <td colspan="5">Reception Desk, Counter Space for three (3) computers with Printer. Also includes work area/desk for one detective.</td> </tr> </tbody> </table>					Item	Make	Age	Recommended Disposition		Reception Desk, Counter Space for three (3) computers with Printer. Also includes work area/desk for one detective.				
Item	Make	Age	Recommended Disposition											
Reception Desk, Counter Space for three (3) computers with Printer. Also includes work area/desk for one detective.														
<b>What source was used for unit cost?</b> Broadway Office Interiors														
<b>Other remarks</b>														



<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Investigations	<b>Account Number</b> 040.044
<b>Line Item Details</b>		<b>1996 Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		

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	390	See attached detail
520.251	Miscellaneous Contractual	1,000	County Photo Processing - 750 Lab tests - 250
520.260	Printing & Binding	250	Evidence envelopes and tags
520.268	Rental - Equipment	450	Identa-Kit
520.277	Training & Continuing Education	1,200	See attached detail
530.318	Gasoline & Oil	2,000	Gasoline and oil for four detective vehicles
530.321	Investigative Supplies	3,700	Film and video tape - 2,400 Batteries - 100 Crime scene processing supplies - 1,200

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Investigations	<b>Account Number</b> 040.044
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

530.325	Miscellaneous Supplies	150	Criminal informant fund
530.343	Uniforms	3,000	Clothing allowance for 5 detectives @ \$600.00
540.420	Furniture	4,500	Computer Work Center (Furniture & Installation) for Secretary/Evidence Clerk and Detectives.

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Fund	Department	Division	Account Number
General	Municipal Court	Municipal Court	050.051
<b><i>Division Summary</i></b>			
Activity	Remarks		
Municipal Court	<p>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 Court Administrator administers the day-to-day functions of the Court and the Traffic Violations Bureau. A full-time Assistant Court Administrator assists in the operations of the court office with help from a part-time clerk/typist, who assists with the filing and typing and is trained to help with the normal functions of court operations. All Court personnel are under the supervision of the Municipal Judge and the Finance Director. The Court Administrator assists in the supervision of the Assistant Court Administrator.</p>		

Fund	Department	Division			Account Number	
General	Municipal Court	Municipal Court			050.051	
<b>Division Request</b>						
<b>Type of Expenditure</b>		<b>1994 Actual</b>	<b>1995 Amended Budget</b>	<b>1995 Year to Date</b>	<b>1995 Projected</b>	<b>1996 Request</b>
Personnel Services		41,320	56,505	29,785	55,289	81,405
Contractual Services		72,103	73,845	50,684	71,835	82,695
Commodities		799	250	0	200	200
Capital Outlay		0	1,500	1,450	1,450	0
<b>Totals</b>		<b>114,222</b>	<b>132,100</b>	<b>81,918</b>	<b>128,774</b>	<b>164,300</b>
<b>Personnel Schedule</b>						
		<b>Number of Employees</b>				
<b>Position Title</b>		<b>1994 Actual</b>	<b>1995 Authorized</b>	<b>1996 Requested</b>		
Court Administrator		1.00	1.00	1.00		
Assistant Court Administrator		0.00	1.00	1.00		
Clerk/Typist		0.25	0.38	0.38		
<b>Totals</b>		<b>1.25</b>	<b>2.38</b>	<b>2.38</b>		

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<b>Personnel Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		0	14,500	3,966	16,468	35,310
510.111	Salaries - Regular/Full-Time		27,996	24,361	15,542	23,260	21,842
510.112	Salaries - Part-Time		5,004	5,676	3,706	5,919	5,995
510.113	Salaries - Overtime		2,072	2,000	1,705	2,823	2,500
510.120	Social Security		2,630	3,630	1,896	2,445	5,022
510.122	Worker's Compensation		105	163	98	128	204
510.124	Insurance - Health		1,523	2,966	1,256	2,157	4,739
510.125	Insurance - Life		75	130	57	64	192
510.127	Insurance - Disability		126	186	94	107	274
510.130	Pension		1,789	2,893	1,465	1,918	5,327
	<b>Totals</b>		<u>41,320</u>	<u>56,505</u>	<u>29,785</u>	<u>55,289</u>	<u>81,405</u>

Fund		Department	Division			Account Number		
General		Municipal Court	Municipal Court			050.051		
<b>Contractual Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
520.213	Court Docketing			18,616	17,000	11,738	18,000	19,500
520.247	Maintenance & Repair - Equipment			120	150	0	100	100
520.249	Memberships & Subscriptions			160	235	235	235	295
520.251	Miscellaneous Contractual			3,867	4,800	3,600	4,800	5,600
520.260	Printing & Binding			1,495	2,500	1,414	2,000	2,500
520.261	Professional Services			44,725	45,800	31,634	44,000	52,200
520.268	Rental - Equipment			1,958	2,150	1,322	1,750	1,200
520.277	Training & Continuing Education			1,162	1,210	741	950	1,300
	<b>Totals</b>			<u>72,103</u>	<u>73,845</u>	<u>50,684</u>	<u>71,835</u>	<u>82,695</u>

Fund	Department	Division	Account Number
General	Municipal Court	Municipal Court	050.051
<b>Memberships and Subscriptions</b>			
Organization	Member	Amount	
Muni/Assoc. Circ. Judges Assn.	Judge & Prosecuting Attorney	100	
National Assn. Court Management	Court Administrator	75	
Missouri Assn. Court Administration	Court Admin. & Asst. Court Admin.	70	
Met. St. Louis Assn. Court Admin.	Court Admin. & Asst. Court Admin.	50	
	<b>Total</b>	<u>295</u>	



Fund General	Department Municipal Court	Division Municipal Court	Account Number 050.051
<b><i>Training and Continuing Education</i></b>			
<b>Seminar</b>		<b>Location</b>	<b>Amount</b>
Mo. Assn. Court Admin. Conference		Lodge of Four Seasons	595
Muni/Assoc. Circ. Judges Conference		Lodge of Four Seasons	440
Met. St. Louis Assn. Court Admin.		St. Louis Area	150
Mo. Assn. Court Admin. Meetings		Lodge of Four Seasons	100
		<b>Total</b>	<b>1,285</b>

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<b>Commodities</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		799	250	0	200	200
	<b>Totals</b>		<u>799</u>	<u>250</u>	<u>0</u>	<u>200</u>	<u>200</u>

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.410	Computer Equipment		0	1,500	1,450	1,450	0
	<b>Totals</b>		<u>0</u>	<u>1,500</u>	<u>1,450</u>	<u>1,450</u>	<u>0</u>

<b>Fund</b> General	<b>Department</b> Municipal Court	<b>Division</b> Municipal Court	<b>Account Number</b> 050.051
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.213	Court Docketing	19,500	REJIS charges, docket delivery charges
520.247	Maintenance & Repair - Equipment	100	Maintenance on cash register.
520.249	Memberships & Subscriptions	295	See attached detail
520.251	Miscellaneous Contractual	5,600	Court Bailiff
520.260	Printing & Binding	2,500	Court files, receipts and all printed materials
520.261	Professional Services	52,200	Judge - 19,000 P.A. - 29,700 Subs - 3,500
520.268	Rental - Equipment	1,200	REJIS terminal, monitor and printer
520.277	Training & Continuing Education	1,300	See attached detail
530.313	Departmental Supplies	200	Miscellaneous supplies

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## 1995 ACCOMPLISHMENTS PLANNING

- ▶ Published 13 Board of Adjustment Notices of Public Hearing and 25 Planning Commission Notices of Public Hearing, 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 Institutional developments.
- ▶ Prepared, posted and distributed agendas; and prepared and presented staff reports for 23 Planning Commission Meetings, 15 Planning and Zoning Committee Meetings, and 9 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 Ordinance Revision Steering Committee.
- ▶ Prepared bills for 7 zoning ordinance amendments, 6 boundary adjustment plats, 7 ordinance amendments, 23 record plats, 2 vacation of easements, and 23 rezoning special procedures.
- ▶ Issued 708 Occupancy Permits.
- ▶ Reviewed all new business licenses to ensure use permitted under Zoning Regulations.
- ▶ Reviewed and approved Zoning Authorization Requests for Building Permits.
- ▶ Processed 18 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 1996 Meeting Schedule and Amendment of the City's Comprehensive Plan, 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.
- ▶ Participated in public awareness programs at local schools.

## 1996 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.  
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 1996, 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>			
Activity		Remarks	
Comprehensive Planning		Provide long/short-range planning for City. Prepare and submit Plans of Intent for annexations to County Boundary Commission. Develop and maintain data base on City.	
Inspection and Enforcement		Inspect zoning and nuisance violations; pursue abatement and appear in Court, as required.	
General Public Contact		Meet citizens, developers, consultants concerning Zoning and Subdivision Ordinance requirements, and City's Comprehensive Plan.	
Subdivision Ordinance Adm.		Review and present reports on subdivision plats; 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>					
Type of Expenditure	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Personnel Services	301,987	339,307	200,265	333,514	375,391
Contractual Services	51,055	73,990	29,276	34,336	21,905
Commodities	4,201	6,985	4,006	5,700	3,635
Capital Outlay	3,380	0	0	0	23,450
<b>Totals</b>	<b>360,623</b>	<b>420,282</b>	<b>233,548</b>	<b>373,550</b>	<b>424,381</b>
<b>Personnel Schedule</b>					
Position Title	Number of Employees				
	1994 Actual	1995 Authorized	1996 Requested		
Director of Planning	1.00	1.00	1.00		
Assistant Director of Planning	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	2.00	2.00		
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	0.31	0.31		
<b>Totals</b>	<b>8.00</b>	<b>9.31</b>	<b>9.31</b>		

Fund		Department		Division			Account Number	
General		Planning		Planning & Zoning			060.061	
<b>Personnel Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
510.110	Salaries - Supervisory			107,152	111,263	69,569	110,156	113,354
510.111	Salaries - Regular/Full-Time			144,044	164,331	96,073	162,496	189,072
510.112	Salaries - Part-Time			0	4,160	1,805	3,863	4,160
510.113	Salaries - Overtime			208	1,000	128	200	1,000
510.120	Social Security			18,253	21,899	12,586	20,869	23,530
510.122	Worker's Compensation			1,787	1,882	1,540	1,660	1,868
510.124	Insurance - Health			14,146	16,203	9,812	15,743	19,128
510.125	Insurance - Life			723	1,044	502	905	1,136
510.127	Insurance - Disability			1,131	1,322	792	1,254	1,452
510.130	Pension			14,543	16,203	7,459	16,368	20,691
	<b>Totals</b>			<u>301,987</u>	<u>339,307</u>	<u>200,265</u>	<u>333,514</u>	<u>375,391</u>

Fund		Department	Division			Account Number		
General		Planning	Planning & Zoning			060.061		
<b>Contractual Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
520.210	Advertising			3,525	5,500	2,838	4,500	5,000
520.248	Maintenance & Repair - Vehicles			481	400	160	300	350
520.249	Memberships & Subscriptions			1,187	1,295	1,082	1,295	1,300
520.251	Miscellaneous Contractual			3,628	5,400	1,329	3,000	8,400
520.260	Printing & Binding			852	2,000	485	900	2,000
520.261	Professional Services			35,620	57,645	22,364	22,400	960
520.268	Rental - Equipment			3,533	609	798	800	95
520.277	Training & Continuing Education			2,229	1,141	222	1,141	3,800
	<b>Totals</b>			<u>51,055</u>	<u>73,990</u>	<u>29,276</u>	<u>34,336</u>	<u>21,905</u>

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<b>Memberships and Subscriptions</b>			
Organization	Member	Amount	
Planning Advisory Service	N/A	460	
Land Use Law & Digest	N/A	240	
Miscellaneous	N/A	150	
American Plan. Assoc. (Nat'l & State)	Director of Planning	140	
American Plan. Assoc. (Nat'l & State)	Assistant Director of Planning	120	
American Institute of Certified Planners	Assistant Director of Planning	85	
Zoning News	N/A	45	
American Planning Association (Local)	Director of Planning	15	
American Planning Association (Local)	Assistant Director of Planning	15	
American Planning Association (Local)	Planner II	15	
American Planning Association (Local)	Planner I	15	
<b>Total</b>		<b>1,300</b>	

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
Amer. Plan/Assoc. (Nat'l Conf.)		Orlando, FL	1,500
Arc View/Arc CAD Training		Metro Area	1,200
Mtgs/Seminars/Training		Metro Area	500
Amer. Plan. Assoc. (4 State Conf.)		Springfield, MO	300
American Planning Association (Mo. Conf.)		Jefferson City, MO	300
		<b>Total</b>	3,800

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
<i>Commodities</i>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		3,413	5,985	3,497	5,000	2,835
530.318	Gasoline & Oil		788	1,000	510	700	800
	<b>Totals</b>		<u>4,201</u>	<u>6,985</u>	<u>4,006</u>	<u>5,700</u>	<u>3,635</u>



Fund		Department	Division			Account Number		
General		Planning	Planning & Zoning			060.061		
<b>Capital Expenditures</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
540.410	Computer Equipment			3,380	0	0	0	6,200
540.460	Automobiles & Trucks			0	0	0	0	17,250
	<b>Totals</b>			<u>3,380</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,450</u>

<b>Fund</b> General	<b>Department</b> Planning	<b>Division</b> Planning & Zoning	<b>Account Number</b> 060.061	
<b>Capital Outlay Request</b>				
<b>Account Number</b> 001-060-061-540.410				
<b>Description</b> GIS/Plan Review Workstation		<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> Implement GIS System to increase efficiency.			<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>	
N/A				
<b>What source was used for unit cost?</b> Per Computer Committee				
<b>Other remarks</b> Committee approved functioning GIS/Plan Review Capable Workstation per Strategic/Action Plan.				

<b>Fund</b> General	<b>Department</b> Planning	<b>Division</b> Planning & Zoning	<b>Account Number</b> 060.061
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-060-061-540.410			
<b>Description</b> Laser Jet IID Jet Printer	<b>No# Requested</b> 1	<b>Unit Cost</b> 2,200	<b>Total Cost</b> 2,200
<b>Explain reason for request (describe use and workload)</b> Replace present printer.		<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>
1	HP LaserjetII	1990	Move to Pub Works Fac
<b>What source was used for unit cost?</b> Per Computer Committee			
<b>Other remarks</b> Printer located within Planning Department is also utilized by other Departments. Per Strategic/Action Plan.			

<b>Fund</b> General	<b>Department</b> Planning	<b>Division</b> Planning & Zoning	<b>Account Number</b> 060.061
<b>Capital Outlay Request</b>			
<b>Account Number</b> 001-060-061-540.460			
<b>Description</b> Pick-Up Truck w/Top	<b>No# Requested</b> 1	<b>Unit Cost</b> 17,250	<b>Total Cost</b> 17,250
<b>Explain reason for request (describe use and workload)</b> Replacement of Department Aires. To be utilized for Inspections and Posting of Property.		<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>
1	Aries	1989	Sell
<b>What source was used for unit cost?</b> Missouri: State Contract			
<b>Other remarks</b>			

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<i>Line Item Details</i>		1996	Details
Account Number	Account Title	Request	

520.210	Advertising	5,000	Public Hearing Notices - 4,500 Annexation notices - 500
520.248	Maintenance & Repair - Vehicles	350	Maintenance/Repair Vehicles
520.249	Memberships & Subscriptions	1,300	See attached detail
520.251	Miscellaneous Contractual	8,400	Aerial Photographs - 2,700 Map Reproduction - 300 County Computer Access - 350 Microfilm Copies - 1,000 Code Compliance - 405 Film Processing - 500 Director's Car Phone - 900 Portable Car Phone - 750 Property Tool Kit - 1,495
520.260	Printing & Binding	2,000	Revised Zoning Subdivision Ordinance Comprehensive Plan Items Planning Commission Name Plates, etc.
520.261	Professional Services	960	Board of Adjustment Reporter
520.268	Rental - Equipment	95	Pagers
520.277	Training & Continuing Education	3,800	See attached detail

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<b>Line Item Details</b>		1996	Details
Account Number	Account Title	Request	

530.313	Departmental Supplies	2,835	Film - 700 Slides - 500 Drafting Supplies - 200 Urban Core Study - 200 Historic District Study - 200 Misc. Supplies - 750 One Chair - 285
530.318	Gasoline & Oil	800	Direct charges for director's and inspector's vehicle
540.410	Computer Equipment	6,200	See attached detail
540.460	Automobiles & Trucks	17,250	See attached detail

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## 1995 ACCOMPLISHMENTS PUBLIC WORKS

- ▶ Removed and replaced slabs of existing concrete streets with street division personnel:
  - 1995 - 270 slabs
  - 1994 - 516 slabs
  - 1993 - 300 slabs
  
- ▶ Removed and replaced existing concrete streets on a contract basis:
  - 1995 - 25,589 feet
  - 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:
  - 1995 - 56 work orders
  - 1994 - 61 work orders
  - 1993 - 37 work orders ✓
  
- ▶ Cracksealed existing concrete streets:
  - 1995 - 32 miles
  - 1994 - 4 miles
  - 1993 - 10 miles
  
- ▶ Systematically addressed potholes throughout the City:
  - 1995 - 47 tons of trap rock, 519 tons of hot mix, 282 tons of cold mix, 3801 gallons of CRS-II
  - 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:
  - 1995 - 1,728
  - 1994 - 1,200 slabs ✓
  - 1993 - 980 slabs
  
- ▶ Entered into a contract for an additional 150 slabs on Justus Post.
  
- ▶ Swept all City streets two times, once in March and once in November.
  
- ▶ Trimmed 14 centerline miles of street trees to provide safe passage of vehicles and pedestrians.



- ▶ Conducted plan reviews:
  - 1995 - 404 plans
  - 1994 - 412 plans
  - 1993 - 403 plans
  
- ▶ Overlaid and slurry sealed existing streets by private contractor:
  - 1995 - 8,200 linear feet
  - 1995 - 9,612 linear feet
  
- ▶ Conducted construction inspections on development in the City:
  - 1995 - 2,653 hours
  - 1994 - 3,260 hours
  - 1993 - 2,500 hours
  
- ▶ Repaired or reconstructed storm sewers:
  - 1995 - 49 sewer-related work orders
  - 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.
  
- ▶ Replaced 680 linear feet of storm sewer in Westbury Subdivision.
  
- ▶ Constructed 160 linear feet of new storm sewer in White Plains Subdivision.

Other data/trends:

	<u>1992</u>	<u>1993</u>	<u>1994</u>
Street maintenance workers/lane mile	0.09	0.09	0.10
Tons of salt used/lane mile	8.85	7.69	3.08
Ratio of vehicles & rolling stock to mechanics	19.67	19.33	16.50
Ratio of P/W Street Mtn. exp. to lane mile	\$5,105	\$7,989	\$6,582
Capital projects expenditures/capita	\$22.09	\$32.99	\$46.43
Capital projects expenditures/engineer	\$311,558	\$465,259	\$654,981
Capital projects expenditures/lane mile	\$3,595	\$5,368	\$7,557
Ratio of P/W exp to population inc. capital	\$76	\$106	\$125
Ratio of P/W exp to population exc. capital	\$54	\$73	\$78
# of lane miles/truck	14.44	16.25	11.30
Sq. yds. contractual concrete work/engineer	10,646	18,395	20,185

## 1996 GOALS PUBLIC WORKS

- ▶ **Goal:** Complete and begin operation of a new Public Works facility.  
  
**Strategies:** Complete construction of facility by the end of August, 1996.  
Begin occupancy of facility on or before August 1, 1996.  
Be fully operation in the new facility on or before September 30, 1996.  
Phase-in operations to minimize costs associated with obtaining required services from outside agencies.
  
- ▶ **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 1996.  
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:** Continue to meet with area residents prior to initiating area improvements such as slab replacement, sidewalks repairs, and tree trimming. Meetings to occur prior to initiating area slab replacement and sidewalk repairs.  
Distribute crew letters to residents at the completion of area improvements. Letters will advise residents as to what work was done and who completed the work.  
Maintain a tracking and prioritization system for citizen concerns.  
Record and track placement of Public Works barricades.  
Send 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.
  
- ▶ **Goal:** Provide consistent, timely and thorough review of development plans to assure both the City's requirements and developer's needs are served through the plan review process.

- Strategies: Prior to September 30, 1996, In conjunction with the Planning Department, develop a handout that summarizes the required approvals for different types of developments so developers and residents are knowledgeable of the steps involved in the process.  
Prior to November 30, 1996, develop written procedures and checklists for plan review.  
Train additional departmental personnel for portions of plan review. Involve construction inspection personnel and technicians in addition to the engineering personnel.  
Hire an additional Civil engineer to assist with project workload and perform plan review.
- ▶ Goal: Provide continuous and safe sidewalks for pedestrian traffic within the City.
- Strategies: Prior to April 1, 1996, inventory and prioritize all sidewalk related "requests for action" from citizens that are currently on record.  
Investigate new requests as they are received, so they can be scheduled according to their severity.  
Encourage Public Works employees to note and record sidewalk deficiencies and subsequently enter those records into the work order system.  
Sidewalks will be prioritized as to the danger they represent and according to their overall condition. Those which pose tripping hazard will be addressed as a priority repair. Others which may need to be repaired because of condition (cracking or undermining) and or grade (low spots which hold water) will be scheduled according to their severity and our operations in the area.
- ▶ Goal: To repair storm water sewers which present a safety hazard to the citizens or cause flooding.
- Strategies: Inventory and prioritize "requests for action" from citizens related to settlement on or around storm water structures, or storm water threatening homes.  
Repair all structures which represent an immediate threat to the welfare of the citizens in an expeditious manner. Those repairs which are outside of the department's abilities will be brought to the Council's attention for contracting purposes or further direction.  
Prioritize and schedule all other sewer repairs according to severity and our ability to complete them in conjunction with other repairs in the vicinity.
- ▶ Goal: Provide safe clearance for pedestrians and motorists on City maintained right of ways.

- Strategies: Remove trees which are dead or are beyond recovery, such that they don't pose a threat to motorists or pedestrians. Larger trees or difficult removals will be accomplished by outside contractors.  
 Prior to November 1, 1996, develop a multi-year plan\schedule to systematically trim all trees on City rights-of-ways.  
 Trim and condition trees that are over grown.  
 Trees or dead limbs which are manageable for city crews to removed will be addressed on an as needed basis.  
 Tree trimming and conditioning will be addressed in the winter months when concrete and asphalt work are not in progress. Whole subdivisions will be scheduled and trimmed based on past trimming and current need.
- ▶ Goal: Develop resources necessary to implement a comprehensive parks, recreation and arts program to serve the needs of the Chesterfield Community for 1996 and beyond.
- Strategies: Prepare a Parks, Recreation and Arts Action Plan by March 1, 1996.  
 Evaluate staff, equipment, financial and facility needs to implement Action Plan.  
 Establish department as an accepted entity with in the Chesterfield Community through networking and public relations.
- ▶ Goal: Planning and Land Acquisition, Aggressively pursue the Phase I Planning and Acquisition Program as developed by Booker Associates with respect to "getting the land first." Respond to the challenge of acquiring the four identified sites in the Parks System Master Plan totaling 140 acres or comparable lands.
- Strategy: Work closely with the Park Acquisition Team, including Booker Associates to negotiate the acquisition of priority park sites providing timely data and supportive information.  
 Stay abreast of any new land acquisition opportunities that may be compatible with the Parks System Master Plan.  
 Keep land acquisition cost with budget.  
 Develop partnerships with other agencies, organizations or private individuals with a companion interest in education, conservation, parks or outdoor recreation.  
 Insure proper legislative and administrative procedure on all acquisition matters.
- ▶ Goal: Design/Development: Initiate the Design/ Development process on the Chesterfield Parkway Site and the CCA Site.

Strategy: Coordinate the design/development planning on the Chesterfield Parkway and CCA sites with Booker Associates during the Winter and Spring of 1996.

Facilitate community input into the design/development planning on the Chesterfield Parkway and CCA Sites by the Design/Development Committee by scheduling periodic meetings at key points in the process. Schedule preparation of construction documents and schedules for the Chesterfield Parkway and CCA Sites in the Spring of 1996 by Booker Associate. Review all documents.

Obtain all permits, schedule and participate in all public hearings necessary to implement site work and construction

Monitor and administer with consultants, staff or others all construction activity in the second half of 1996.

► Goal: Fund Development: Investigate and pursue all public and private funding sources which may be available to assist in leveraging City funds to acquire and develop the Chesterfield Parks, Recreation and Arts Program.

Strategy: Promote and assist with the development of "The Friends for Chesterfield Parks" as a 501 (C) (3) organization in the Winter of 1996.

Apply for ISTEAFunding in February of 1996 for enhancing trail opportunities.

Apply for LWCF Funding in May of 1996 for acquisition or development.

Explore partnership possibilities with MDC for land acquisition in 1996.

Develop a "Gift Guide" by the Spring of 1996.

Hold at least one major fundraiser in 1996.

► Goal: Recreation Programs and Events: Design and develop a comprehensive community recreation program which is cost effective, maximizes existing community resources and does not duplicate current service offerings within or near the City of Chesterfield.

Strategy: Promote and develop cooperative programs with public and private recreation providers within the city of Chesterfield (i.e. YMCA. JCCA. U.S. Ice Complex, etc.).

Develop Cooperative management agreements for new city facilities in Winter of 1995.

Plan and conduct Community Outreach Programs with Police Department.

Work with Taste of Chesterfield Committee on conducting May, 19, 1996 Event.

Plan and Implement first July 4th Celebration.

Capitalize on other program opportunities as may become available, such as a Halloween holiday window decorating contest with local schools, etc.

Plan and implement a program of volunteers to reduce program cost and utilize community resources.

▶ Goal: Chesterfield Arts Commission, Foster the development of the Chesterfield Arts Commission to enhance and promote public art.

Strategy: Serve as a resource to the Commission in facilitating its activities and finding funding.

▶ Goal: Beautification: Strive to improve the overall urban design of the City of Chesterfield through tree planting and landscaping.

Strategy: Periodically remove nuisance signs that have been placed within City rights-of-way, not allowing unpermitted signs to accumulate or clutter the roadways.

Assist in facilitating the work and goals of the Beautification Committee, provide staff Liaison to this group.

Implement elements of the Chesterfield Beautification Plan.

Administer the Beautification grant program for plantings within the rights-of-ways of major public streets.

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Fund	Department	Division	Account Number
General	Public Works	Administration/Eng.	070.071
<b><i>Division Summary</i></b>			
Activity		Remarks	
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>					
Type of Expenditure	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Personnel Services	415,643	458,462	273,571	456,581	558,415
Contractual Services	316,205	350,007	193,164	347,530	68,433
Commodities	19,091	17,306	9,670	16,800	19,050
Capital Outlay	39,171	29,394	28,915	28,914	63,250
<b>Totals</b>	<b>790,110</b>	<b>855,169</b>	<b>505,319</b>	<b>849,825</b>	<b>709,148</b>
<b>Personnel Schedule</b>					
Position Title	Number of Employees				
	1994 Actual	1995 Authorized	1996 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	3.00	3.00		
Plan Review Engineer	1.00	0.00	0.00		
Engineering Construction Inspector	3.00	3.00	3.00		
Engineering Technician	2.00	2.00	2.00		
Executive Secretary	1.00	1.00	1.00		
Administrative Secretary	1.00	1.00	1.00		
Engineering Intern	0.29	0.29	0.29		
<b>Totals</b>	<b>11.29</b>	<b>12.29</b>	<b>12.29</b>		

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<b>Personnel Services</b>							
Account Number	Account Title	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request	
510.110	Salaries - Supervisory	85,796	107,988	67,861	109,321	112,983	
510.111	Salaries - Regular/Full-Time	247,843	258,574	156,377	259,552	320,147	
510.112	Salaries - Part-Time	2,965	4,480	2,278	4,368	4,480	
510.113	Salaries - Overtime	17,829	5,000	2,790	4,319	5,000	
510.120	Social Security	27,214	29,331	16,852	28,708	33,860	
510.122	Worker's Compensation	6,496	6,583	5,601	6,337	20,485	
510.124	Insurance - Health	17,299	20,842	11,802	18,875	25,504	
510.125	Insurance - Life	936	1,336	685	1,161	1,565	
510.127	Insurance - Disability	1,487	1,759	1,077	1,686	2,079	
510.130	Pension	7,778	22,569	8,247	22,254	32,312	
	<b>Totals</b>	<u>415,643</u>	<u>458,462</u>	<u>273,571</u>	<u>456,581</u>	<u>558,415</u>	

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.210	Advertising		23	0	0	0	0
520.221	Data Processing		912	2,200	2,736	2,736	5,200
520.247	Maintenance & Repair - Equipment		5,956	5,900	1,704	3,000	5,900
520.248	Maintenance & Repair - Vehicles		615	1,300	285	1,000	1,300
520.249	Memberships & Subscriptions		1,543	1,903	1,790	2,161	1,903
520.251	Miscellaneous Contractual		31,530	30,000	15,390	30,650	36,900
520.260	Printing & Binding		1,710	570	1,017	1,800	2,000
520.261	Professional Services		270,749	304,589	167,476	302,000	10,000
520.268	Rental - Equipment		758	0	683	683	750
520.277	Training & Continuing Education		2,409	3,545	2,083	3,500	4,480
	<b>Totals</b>		<u>316,205</u>	<u>350,007</u>	<u>193,164</u>	<u>347,530</u>	<u>68,433</u>

Fund	Department	Division	Account Number
General	Public Works	Administration/Eng.	070.071
<b>Memberships and Subscriptions</b>			
Organization	Member	Amount	
American Public Works Assoc. Nat'l.	City	305	
Magazines and Periodicals	N/A	275	
National Society of Prof. Engineers	Assistant City Engineer	204	
National Society of Prof. Engineers	Director of Public Works	204	
American Society of Civil Engineers	Assistant City Engineer	180	
American Society of Civil Engineers	Director of Public Works	180	
Institute/Transportation Engineers	Director of Public Works	155	
American Concrete Institute	Director of Public Works	150	
American Society of Cert. Eng. Tech.	Engineering Construction Insp.	40	
Nat'l. Institute for Cert. Eng. Tech.	Engineering Construction Insp.	40	
Nat'l. Institute for Cert. Eng. Tech.	Engineering Construction Insp.	40	
Highway Engineers Association	Assistant City Engineer	25	
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	
APWA Local	Plan Review Engineer	15	
APWA Local	Civil Engineer	15	
	<b>Total</b>	<u>1,903</u>	

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	Las Vegas, NV		1,200
Fldpln Analysis: Hydrology/Hydraulics	Lawrence, KS		700
GIS Training	Local		500
CADD System Training (Advanced)	Community College		500
Miscellaneous	Metro Area		500
APWA State Chapter Meetings	Lake/Ozarks, Columbia, MO		500
Annual Concrete Paving Conference	Kansas City		250
Hwy. Engineers Conference	Lake/Ozarks, MO		200
American Concrete Institute Insp.	Local		130
	<b>Total</b>		4,480

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<b>Commodities</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		7,535	12,376	6,892	12,000	13,700
530.318	Gasoline & Oil		9,522	3,000	2,084	3,050	3,250
530.342	Tools		715	500	53	350	350
530.343	Uniforms		1,319	1,430	641	1,400	1,750
	<b>Totals</b>		<u>19,091</u>	<u>17,306</u>	<u>9,670</u>	<u>16,800</u>	<u>19,050</u>

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.410	Computer Equipment		19,530	6,000	5,522	5,522	1,800
540.420	Furniture		0	0	0	0	6,500
540.440	Machinery & Equipment		6,313	8,064	8,064	8,063	37,700
540.460	Automobiles & Trucks		13,328	15,330	15,329	15,329	17,250
	<b>Totals</b>		<u>39,171</u>	<u>29,394</u>	<u>28,915</u>	<u>28,914</u>	<u>63,250</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> 001-070-071-540.410				
<b>Description</b> Computer Workstation	<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> For new Civil Engineer		<b>No# of similar units on hand</b> 9	<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> Strategic/Action Plan for Mang. of Info. Sys.				
<b>Other remarks</b>				



<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> 001-070-071-540.420			
<b>Description</b> Work Station for new Civil Engineer	<b>No# Requested</b> 1	<b>Unit Cost</b> 6,500	<b>Total Cost</b> 6,500
<b>Explain reason for request (describe use and workload)</b> Work station and other associated furniture changes to accommodate addition of work space for additional person		<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> Recent remodeling contract			
<b>Other remarks</b>			

<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> Engineering Copier		<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> Scheduled replacement of machine that is frequently out of service			<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>	
<b>What source was used for unit cost?</b> Vendor quote				
<b>Other remarks</b>				

<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> Total Survey Station	<b>No# Requested</b> 1	<b>Unit Cost</b> 17,700	<b>Total Cost</b> 17,700
<b>Explain reason for request (describe use and workload)</b> To permit more efficient data gathering for plan production and data input for GIS system. Combined scheduled replacement of level and transit.		<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> Seiler Instrument			
<b>Other remarks</b> Expected life equipment is 7 years. Reduces cost of capital improvement projects for 1996 by \$18,000.			

<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> Pickup Truck w/ Camper Shell	<b>No# Requested</b> 1	<b>Unit Cost</b> 17,250	<b>Total Cost</b> 17,250
<b>Explain reason for request (describe use and workload)</b> To transport inspection personnel and equipment to jobsites		<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>
Dodge	1/2 ton pickup	7 years	Street Division to transport crews in summer
<b>What source was used for unit cost?</b> State Purchase Agreement			
<b>Other remarks</b>			

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Administration/Eng.	<b>Account Number</b> 070.071
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.221	Data Processing	5,200	Windows NT - 300 Upgrades - 4,900 (Autocadd, Intergraph, Eagle Point, Arccad/Arcview, Expedition)
520.247	Maintenance & Repair - Equipment	5,900	Traffic counters survey/testing equipment - 500 Plan copier - 2,000 Roll feed - 800 Plotter - 1,100 Repeater - 500 Nuclear gauges - 500 Radio repair - 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	36,900	Const. test - 15,000 Vector control - 7,200 Record plats - 2,000 Blueprints/copies - 2,500 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 Microfilm improvement plans - 1,000

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Administration/Eng.	<b>Account Number</b> 070.071
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

520.260	Printing & Binding	2,000	Microfiche, permits, doorhangers, bid specifications printing
520.261	Professional Services	10,000	Surveys, aerial reprints
520.268	Rental - Equipment	750	Pagers
520.277	Training & Continuing Education	4,480	See attached detail
530.313	Departmental Supplies	13,700	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 Four radios - 3,700 Calculators - 300 RAM and Tape backup for CADD stations - 2,650
530.318	Gasoline & Oil	3,250	3 trucks 1 Directors vehicle

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Administration/Eng.	<b>Account Number</b> 070.071
<b>Line Item Details</b>		<b>1996 Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		

530.342	Tools	350	Levels, squares, hammers, flashlights, tapes, shovels, pry bars, sewer hooks, sickle, rolotape, etc.
530.343	Uniforms	1,750	Uniforms - 475 Insulated coveralls - 200 Hooded sweatshirts - 150 Coats - 200 Boots - 475 T-Shirts - 250
540.410	Computer Equipment	1,800	See attached detail
540.420	Furniture	6,500	See attached detail
540.440	Machinery & Equipment	37,700	See attached detail
540.460	Automobiles & Trucks	17,250	See attached detail

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

***Division Summary***

<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.  MAJOR CHANGE: The 1996 budget includes the addition of three full-time Street Maintenance Workers.



Fund	Department	Division			Account Number	
General	Public Works	Street/Sewer Maint.			070.072	
<i>Division Request</i>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Personnel Services		767,799	960,164	556,857	865,962	1,106,352
Contractual Services		277,090	227,278	200,059	298,111	250,340
Commodities		480,775	558,067	353,695	491,515	459,050
Capital Outlay		185,612	124,833	33,177	150,576	312,300
<b>Totals</b>		<b>1,711,276</b>	<b>1,870,342</b>	<b>1,143,788</b>	<b>1,806,164</b>	<b>2,128,042</b>
<i>Personnel Schedule</i>			Number of Employees			
Position Title		1994 Actual	1995 Authorized	1996 Requested		
Street Superintendent		1.00	1.00	1.00		
Street Supervisor		4.00	4.00	4.00		
Street Maintenance Workers		21.00	21.00	24.00		
Secretary		1.00	1.00	1.00		
Temporary Workers (13)		6.35	4.65	4.65		
<b>Totals</b>		<b>33.35</b>	<b>31.65</b>	<b>34.65</b>		

Fund		Department	Division			Account Number	
General		Public Works	Street/Sewer Maint.			070.072	
<b>Personnel Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		40,691	38,255	20,358	31,760	41,121
510.111	Salaries - Regular/Full-Time		511,088	634,739	360,801	578,962	750,985
510.112	Salaries - Part-Time		29,462	36,400	30,323	37,284	36,400
510.113	Salaries - Overtime		18,186	23,500	13,658	19,243	23,500
510.120	Social Security		43,670	57,166	31,168	51,074	65,178
510.122	Worker's Compensation		40,114	57,856	44,800	45,600	56,670
510.124	Insurance - Health		53,434	64,292	39,308	59,720	81,339
510.125	Insurance - Life		1,530	2,261	1,081	1,687	2,661
510.127	Insurance - Disability		2,460	3,230	1,809	2,811	3,802
510.130	Pension		27,164	42,465	13,550	37,821	44,696
	<b>Totals</b>		<u>767,799</u>	<u>960,164</u>	<u>556,857</u>	<u>865,962</u>	<u>1,106,352</u>

Fund		Department		Division			Account Number	
General		Public Works		Street/Sewer Maint.			070.072	
<b>Contractual Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
520.247	Maintenance & Repair - Equipment			42,936	20,000	19,319	35,500	30,150
520.248	Maintenance & Repair - Vehicles			44,511	30,000	26,747	49,500	40,000
520.249	Memberships & Subscriptions			30	140	15	140	140
520.251	Miscellaneous Contractual			139,199	98,051	64,257	98,051	97,000
520.268	Rental - Equipment			3,886	27,037	55,887	65,000	13,550
520.269	Rental - Buildings			30,000	35,000	26,035	35,520	24,000
520.275	Taxes			0	0	0	0	5,000
520.276	Telephone			4,047	3,750	3,267	5,100	4,200
520.277	Training & Continuing Education			328	300	18	300	300
520.285	Utilities - Electric			6,298	7,000	2,376	4,000	18,000
520.286	Utilities - Gas			5,855	6,000	2,138	5,000	10,000
520.287	Utilities - Water			0	0	0	0	4,000
520.288	Utilities - Sewer			0	0	0	0	4,000
	<b>Totals</b>			<u>277,090</u>	<u>227,278</u>	<u>200,059</u>	<u>298,111</u>	<u>250,340</u>

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

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
APWA State Chapter Meeting (Fall)		Columbia, MO	200
APWA State Chapter Meeting (Spring)		Lake of the Ozarks, MO	200
		<b>Total</b>	<hr style="width: 50%; margin: 0 auto;"/> 400

Fund		Department	Division			Account Number	
General		Public Works	Street/Sewer Maint.			070.072	
<b>Commodities</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		399,215	450,352	321,938	380,000	334,000
530.318	Gasoline & Oil		18,412	32,000	22,796	35,800	35,800
530.340	Salt & Abrasives		45,235	55,000	0	55,000	65,850
530.342	Tools		8,739	8,000	1,905	8,000	6,000
530.343	Uniforms		9,174	12,715	7,056	12,715	17,400
	<b>Totals</b>		<u>480,775</u>	<u>558,067</u>	<u>353,695</u>	<u>491,515</u>	<u>459,050</u>

Fund		Department		Division			Account Number	
General		Public Works		Street/Sewer Maint.			070.072	
<b>Capital Expenditures</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
540.410	Computer Equipment			0	8,500	3,338	8,500	0
540.440	Machinery & Equipment			46,438	34,333	29,839	34,333	90,300
540.460	Automobiles & Trucks			98,859	82,000	0	107,743	222,000
540.490	Street Improvements			40,315	0	0	0	0
	<b>Totals</b>			<u>185,612</u>	<u>124,833</u>	<u>33,177</u>	<u>150,576</u>	<u>312,300</u>

<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> Front End Loader	<b>No# Requested</b> 1	<b>Unit Cost</b> 80,000	<b>Total Cost</b> 80,000
<b>Explain reason for request (describe use and workload)</b> Used to load material into dump trucks. Bulk materials such as salt, dirt, sand & rock.		<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>
Articulating Loader	Case	7 years	Trade In
<b>What source was used for unit cost?</b>			
<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> Trailer	<b>No# Requested</b> 1	<b>Unit Cost</b> 3,900	<b>Total Cost</b> 3,900
<b>Explain reason for request (describe use and workload)</b> To be used to haul skid steers, and other equipment to job site and from one job site to another.		<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>			
<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> Excavation Shoring	<b>No# Requested</b> 1	<b>Unit Cost</b> 3,200	<b>Total Cost</b> 3,200
<b>Explain reason for request (describe use and workload)</b> For employee protection in sewer excavations. To meet OSHA regulations for excavation 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>			
<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> Plate Compactor	<b>No# Requested</b> 1	<b>Unit Cost</b> 2,200	<b>Total Cost</b> 2,200
<b>Explain reason for request (describe use and workload)</b> To be used for compacting soil, rock, in excavations and asphalt in street repairs.		<b>No# of similar units on hand</b> 3	<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>
Plate Compactor	Wacker 5HP	6 years	Scrap
<b>What source was used for unit cost?</b>			
<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> Bucket for Backhoe	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,000	<b>Total Cost</b> 1,000
<b>Explain reason for request (describe use and workload)</b> Larger bucket needed for street slab removal.		<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>
<b>What source was used for unit cost?</b>			
<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> 001-070-072-540.460			
<b>Description</b> 2.5 Ton Dump Truck	<b>No# Requested</b> 2	<b>Unit Cost</b> 62,500	<b>Total Cost</b> 125,000
<b>Explain reason for request (describe use and workload)</b> Used to haul crews and material to job sites and to haul rubble to landfill. Also equipped with snow plow and salt spreader to fight snow storms. To replace old units.		<b>No# of similar units on hand</b> 12	<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>
2 Dump Trucks	GMC	7 years	Trade In
<b>What source was used for unit cost?</b>			
<b>Other remarks</b> Cost is net of \$5,000 trade-in for each truck			

<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> 1-Ton Pickup/Snow Plow & Salt Spreader	<b>No# Requested</b> 2	<b>Unit Cost</b> 30,000	<b>Total Cost</b> 60,000
<b>Explain reason for request (describe use and workload)</b> To be used to haul crews and material to work sites, to pull trailers and small equipment to job sites. Also used to fight snow storms.		<b>No# of similar units on hand</b> 7	<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>
2 Pick Ups	GMC	7 years	Trade In
<b>What source was used for unit cost?</b>			
<b>Other remarks</b> Colst is net of \$2,500 per truck			

<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> 1 Ton Dump with Plow and Spreader		<b>No# Requested</b> 1	<b>Unit Cost</b> 37,000	<b>Total Cost</b> 37,000	
<b>Explain reason for request (describe use and workload)</b> Transport crews and materials to various job sites, used to snow plow, pull equipment trailers etc.			<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>					
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>		
<b>What source was used for unit cost?</b> Truck Centers, Ron Donze					
<b>Other remarks</b> Needed due to addition of three new employees					

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
<b>Line Item Details</b>		1996	Details
Account Number	Account Title	Request	

520.247	Maintenance & Repair - Equipment	30,150	Repair of City equipment. (Snow equipment, salt spreaders, blades, hydro parts & hoses, muddjack quip., air compressor, roller, skid steers, backhoes, etc.) - 26,940 Tires - 3,060 Maintenance agreement on time clock - 150
520.248	Maintenance & Repair - Vehicles	40,000	Tune ups - 4,700 Electric sup. - 770 S-4 License S-4 - 60 Filters - 1,020 Starters - 700 Batteries - 650 Brakes - 2,100 Beds - 900 Belts/seals - 400 Bearings - 500 Tires - 8,500 Dump bed parts - 800 Hydraulic parts - 1,400 Air brake chambers - 1,500 Wiring & wire runs - 500 Air brake hoses - 1,000 Various repairs of vehicles - 14,500
520.249	Memberships & Subscriptions	140	See attached detail
520.251	Miscellaneous Contractual	97,000	Landfill/dumping fees - 2,500 Street striping - 9,500 Contractual Street Sweeping - 27,000 Outside contractual labor - 22,000 3 Bag phones - 2,700 Contractual Hauling - 24,000



<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Line Item Details</b>		<b>1996 Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		

Electrician work - 1,000  
Waste disposal - 2,500  
Tree services - 1,600  
Animal Disposal - 600  
Floor cleaning & waxing - 3,600

520.268	Rental - Equipment	13,550	Rental of special equipment: Emergency Rentals - (Backhoe) - 3,100 (Skid Steer) 4,000 Office copy machine rental + .0225/copy - 110/mo. - 1,320 Portable bathroom - 950 Stump Grinder - 1,050 Sewer Auger-6" - 1,480 Time Clock - 150 Trash Pump - 950 Pagers - 550
520.269	Rental - Buildings	24,000	Rent for Public Works facility (8 months) - 18,000 Storage trailers - 6,000
520.275	Taxes	5,000	Monarch-Chesterfield Levee District assessment on Public Works Facility
520.276	Telephone	4,200	Line charges - 3,450 Long distance - 750
520.277	Training & Continuing Education	300	See attached detail
520.285	Utilities - Electric	18,000	Electric for Public Works facility, estimated for 1/2 year

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
<b>Line Item Details</b>		1996	
Account Number	Account Title	Request	Details

520.286	Utilities - Gas	10,000	Gas for Public Works facility, estimated for 1/2 year
520.287	Utilities - Water	4,000	Water for Public Works facility, estimated for 1/2 year
520.288	Utilities - Sewer	4,000	Sewer for Public Works facility, estimated for 1/2 year
530.313	Departmental Supplies	334,000	Redi-mix concrete - 104,313 Cold-mix P.P.M. - 15,000 1" Minus - 23,000 CRS-2 - 10,000 RS-211 Crackfiller - 10,000 Hot-Mix Asphalt - 10,000 Soil - 10,000 Gatorade - 700 Concrete forms - 3,850 Sign Hardware & Signs - 10,000 Sign Post - 1,000 4 Mobile Radios (985/ea) - 3,900 2" Clean - 6,000 1" Clean - 9,000 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 Bottled water - 400 Drinking cups - 350 Expansion joints - 2,200 Yellow & white striping paint - 2,000 Keyway - 1,700

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

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  
 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 - 1,100  
 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 - 2,500  
 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 - 200  
 Skid tanks - 700

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Line Item Details</b>		<b>1996 Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		

Truck tool box - 400  
 Batteries - 500  
 Flagging tape, snow fence - 1,000  
 Tarp straps - 100  
 Tool 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	35,800	Diesel fuel (45,000/gal @ .70 = 31,500 No lead - (2,000/gal @ .55) = 1,100 Oil - (1,143 gal @ 2.80) = 3,200
530.340	Salt & Abrasives	65,850	Salt 2500T @ 25. - 62,500 Liq. chloride - 5,000 gal. @ .67 - 3,350
530.342	Tools	6,000	Grease Guns - 52 3/8" Electric Drills - 240 Lawn mower - 250 Pole Trimmers - 285 4' Levels - 165 Asphalt Lutes - 124 Chain Saws - 300 Bull Floats - 120 Mags - 152 Edgers - 160 Finishing brooms - 120 Prime brushes - 404 False Jointer - 60 Stiff rakes - 70 Leaf rakes - 108 Claw hammers - 88 2 lb. hammers - 72 Sledge hammers - 110 Picks - 100

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

- Short handle square - 192
- Short handle round - 42
- Sharp shooters - 192
- Short #2 scoop - 128
- Long handle square shovels - 152
- Long handle round shovels - 128
- Snow shovel - 40
- Chute cleaners - 64
- Come-a-longs - 100
- Cordless drills - 140
- Bull float handles - 96
- 3 gal. spray cans - 160
- Post hole diggers - 58
- 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
- Pruning shears - 100
- Bow saws - 90
- Track wash brushes - 36
- Jitter bug - 100
- Cracksealing squeegee - 72
- Ladders - 140
- Pry bars - 41
- Hack saws - 100

530.343 Uniforms

17,400 29 pairs of boots @ 85 - 2,465  
 Gloves/rain gear - Safety Vest, Safety  
 Glasses, Hard Hats, Ear Plugs - 2,287  
 Shirts - 2,610  
 Pants - 3,393  
 Coveralls - 2,535  
 Jackets - 1,014  
 Thermal sweatshirts - 980

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street/Sewer Maint.	<b>Account Number</b> 070.072
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

T-Shirts - 1,248  
 Caps - 468  
 Prescription safety glasses 4 @ 100 - 400

540.440	Machinery & Equipment	90,300	See attached detail
540.460	Automobiles & Trucks	222,000	See attached detail

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<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Public Works	Vehicle Maintenance	070.073

***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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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>1994 Actual</b>	<b>1995 Amended Budget</b>	<b>1995 Year to Date</b>	<b>1995 Projected</b>	<b>1996 Request</b>
<b>Type of Expenditure</b>						
Personnel Services		134,010	156,190	96,575	154,765	167,601
Contractual Services		23,794	18,500	12,367	18,530	13,675
Commodities		46,636	34,079	27,911	35,670	35,770
Capital Outlay		7,407	13,196	7,871	12,000	41,000
<b>Totals</b>		<b>211,846</b>	<b>221,965</b>	<b>144,724</b>	<b>220,965</b>	<b>258,046</b>
<b>Personnel Schedule</b>			<b>Number of Employees</b>			
<b>Position Title</b>		<b>1994 Actual</b>	<b>1995 Authorized</b>	<b>1996 Requested</b>		
Mechanic Supervisor		1.00	1.00	1.00		
Mechanics		3.00	3.00	3.00		
<b>Totals</b>		<b>4.00</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>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		104,470	119,918	72,533	116,806	127,157
510.113	Salaries - Overtime		3,260	3,500	4,987	6,542	3,500
510.120	Social Security		7,862	9,627	5,651	9,312	9,995
510.122	Worker's Compensation		3,677	4,480	3,685	4,114	4,416
510.124	Insurance - Health		9,204	10,181	6,446	9,839	10,943
510.125	Insurance - Life		286	403	209	318	427
510.127	Insurance - Disability		477	576	348	530	610
510.130	Pension		4,774	7,505	2,716	7,304	10,553
	<b>Totals</b>		<u>134,010</u>	<u>156,190</u>	<u>96,575</u>	<u>154,765</u>	<u>167,601</u>

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.247	Maintenance & Repair - Equipment		1,963	2,200	1,204	2,100	2,375
520.248	Maintenance & Repair - Vehicles		369	350	4	300	550
520.249	Memberships & Subscriptions		77	400	297	380	400
520.251	Miscellaneous Contractual		435	650	144	600	800
520.268	Rental - Equipment		8,950	1,200	449	1,000	1,350
520.269	Rental - Buildings		12,000	13,200	10,051	13,900	7,700
520.277	Training & Continuing Education		0	500	218	250	500
	<b>Totals</b>		<u>23,794</u>	<u>18,500</u>	<u>12,367</u>	<u>18,530</u>	<u>13,675</u>

Fund	Department	Division	Account Number
General	Public Works	Vehicle Maintenance	070.073
<b>Memberships and Subscriptions</b>			
Organization		Member	Amount
Chilton Company & Helm Publications		Vehicle Maintenance Supervisor	400
		<b>Total</b>	400

Fund	Department	Division	Account Number
General	Public Works	Vehicle Maintenance	070.073
<b>Training and Continuing Education</b>			
Seminar		Location	Amount
No Code Driveability & New System Update			300
ASE Certification Tests			200
		<b>Total</b>	<u>500</u>

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
<b>Commodities</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		22,302	21,930	12,763	23,000	23,000
530.314	Equipment Parts		20,940	6,350	12,204	7,000	7,000
530.318	Gasoline & Oil		316	770	68	770	770
530.342	Tools		2,398	3,029	2,516	3,000	2,300
530.343	Uniforms		680	2,000	359	1,900	2,700
	<b>Totals</b>		<u>46,636</u>	<u>34,079</u>	<u>27,911</u>	<u>35,670</u>	<u>35,770</u>

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.440	Machinery & Equipment		7,407	13,196	7,871	12,000	41,000
	<b>Totals</b>		<u>7,407</u>	<u>13,196</u>	<u>7,871</u>	<u>12,000</u>	<u>41,000</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> Computer Diagnostic Machine		<b>No# Requested</b> 1	<b>Unit Cost</b> 37,000	<b>Total Cost</b> 37,000
<b>Explain reason for request (describe use and workload)</b> Scheduled for replacement. Use for engine diagnostics.			<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>	
			Trade In	
<b>What source was used for unit cost?</b> Automotive Technology				
<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> Power Washer		<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> Used to clean off equipment, trucks, and tools. Also will be used with a sand blast attachment for stripping paint for paint preparation			<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>	
Pressure Washer	L&A	6 years	Scrap	
<b>What source was used for unit cost?</b>				
<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> Governor & Fuel System Adjusting Kit	<b>No# Requested</b> 1	<b>Unit Cost</b> 1,000	<b>Total Cost</b> 1,000
<b>Explain reason for request (describe use and workload)</b> Used to calibrate, adjust & time ignition systems on dump truck governors & injectors.		<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> Fabick Power Systems			
<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>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.247	Maintenance & Repair - Equipment	2,375	Air Compressor - 50 Wheel Balancer (Calibration) - 150 Alignment Equipment (Calibrate Heads and vehicle updates) - 700 Arc Welder - 50 Drum and Rotor Lathe (Cutting Tips, shields, Silencer Bands) - 50 Chop saw blades - 300 Hyd. Crimper Dies - 300 Sandblaster valve - 275 Repair tire changer piston & seals - 300 Update OTC cartridges - 200
520.248	Maintenance & Repair - Vehicles	550	Service, repairing/service truck ; oil changes, filters, tires, etc. - 550
520.249	Memberships & Subscriptions	400	Chilton manuals - 400
520.251	Miscellaneous Contractual	800	Parts cleaning solution disposal - 100 Waste oil disposal - 250 Towing - 150 Used tires hauled - 300
520.268	Rental - Equipment	1,350	Oxygen & acetylene tanks - 700 Emergency equipment - 500 Pagers - 150
520.269	Rental - Buildings	7,700	Portion/building lease (8 months)
520.277	Training & Continuing Education	500	See attached detail

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

530.313	Departmental Supplies	23,000	<ul style="list-style-type: none"> <li>Steel - 3,700</li> <li>Hand Cleaner - 500</li> <li>Hydraulic Hose - 1,100</li> <li>Degreasers (engine) - 500</li> <li>Penetrat. Oil - 250</li> <li>Welding Supplies - 1,600</li> <li>Nuts &amp; Bolts - 2,000</li> <li>Elec. Sup. - 700</li> <li>Hydraulic Fit. - 1,500</li> <li>Janitor Supplies - 1,700</li> <li>Oxy/acetylene - 800</li> <li>Sand - 650</li> <li>A/C freon - 800</li> <li>Air hoses - 250</li> <li>Drop lights - 150</li> <li>Paint, primer, thinner, sandpaper - 600</li> <li>Chains - 400</li> <li>Drill Bits - 500</li> <li>Plow bolts - 1,700</li> <li>Rust inhibitor (Salt and Auger Chains) - 700</li> <li>Air Brake and Brass Fittings - 700</li> <li>Shop towels - 750</li> <li>Trash cans, lids &amp; dollies - 400</li> <li>Floor squeegees - 100</li> <li>Brooms - 100</li> <li>Truck wash soap - 200</li> <li>Trash can liners - 200</li> <li>Wheel weights - 300</li> <li>Steel book shelving cabinet - 150</li> </ul>
530.314	Equipment Parts	7,000	<ul style="list-style-type: none"> <li>Batteries - 450</li> <li>Filters: oil, air, fuel &amp; transmission - 500</li> <li>Headlight/taillight bulbs - 100</li> <li>Windshield Washer - 500</li> <li>Antifreeze - 1,000</li> <li>Engine Oil - 2,000</li> <li>Lube grease - 900</li> <li>Hydraulic oil - 900</li> </ul>

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

Front end parts - 200  
Brake shoes & pads - 450

530.318 Gasoline & Oil 770 1,030 gallons @ \$.70/gallon - 720  
60 quarts oil - 50

530.342 Tools 2,300 Compact air grinder - 225  
Tear down table - 400  
Diesel compression gauges & adaptor kit - 285  
Digital thermometer for cyl. trans., antifreeze, etc. - 150  
Dial indicators - 150  
Internal pipe wrench - 35  
Screw extractors - 50  
1" impact - 600  
Metric angle wrenches - 325  
Retaining ring pliers - 80

530.343 Uniforms 2,700 Uniforms for four employees, 6 /each - 828  
Jackets; 4 - 156  
Coveralls; 4 - 390  
Work Shoes; 4 pair - 340  
Rain suits - 180  
Winter over shoes - 160  
Winter liners - 50  
T-Shirts - 192  
Sweatshirts - 152  
Caps - 72  
Prescription safety glasses - 100  
Safety glasses - 80

540.440 Machinery & Equipment 41,000 See attached detail

<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street Lighting	<b>Account Number</b> 070.075
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***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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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	
<b><i>Division Request</i></b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Contractual Services		1,463	1,500	392	700	1,500
<b>TOTAL</b>		1,463	1,500	392	700	1,500

Fund		Department		Division			Account Number	
General		Public Works		Street Lighting			070.075	
<b>Contractual Services</b>				1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title							
520.274	Street Lighting			1,463	1,500	392	700	1,500
	<b>Totals</b>			<u>1,463</u>	<u>1,500</u>	<u>392</u>	<u>700</u>	<u>1,500</u>



<b>Fund</b> General	<b>Department</b> Public Works	<b>Division</b> Street Lighting	<b>Account Number</b> 070.075
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

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>			
Activity	Remarks		
Parks & Recreation	<p>This activity is responsible for the planning, acquisition and development of city parks. It also includes the planning and programming of city recreational activities and special events.</p> <p>This activity also includes the planning, implementation and maintenance of the Highway Beautification Program and Subdivision Beautification Program.</p> <p><b>MAJOR CHANGE:</b> This activity is projected to include the development and maintenance management responsibilities for 100+ acres of parkland in 1996.</p> <p>The 1996 budget includes the addition of a full-time Parks Planning Assistant.</p>		

Fund	Department	Division			Account Number	
General	Parks/Beautification	Parks/Beautification			080.081	
<b>Division Request</b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Personnel Services		37	44,163	14,108	33,163	94,294
Contractual Services		22,500	68,452	9,518	42,680	88,130
Commodities		681	2,850	667	2,850	17,750
Capital Outlay		0	51,000	4,555	60,652	6,700
<b>Totals</b>		<b>23,218</b>	<b>166,465</b>	<b>28,848</b>	<b>139,345</b>	<b>206,874</b>
<b>Personnel Schedule</b>			Number of Employees			
Position Title			1994 Actual	1995 Authorized	1996 Requested	
Parks, Recreation & Arts Superinten			0.00	1.00	1.00	
Parks Planning Assistant			0.00	0.00	1.00	
Maintenance Workers (2 part-time)			0.00	0.31	0.31	
<b>Totals</b>			<b>0.00</b>	<b>1.31</b>	<b>2.31</b>	

Fund		Department	Division			Account Number	
General		Parks/Beautification	Parks/Beautification			080.081	
<b>Personnel Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		0	29,946	12,847	30,412	49,347
510.111	Salaries - Regular/Full-Time		0	0	0	0	21,833
510.112	Salaries - Part-Time		0	5,600	0	0	5,600
510.120	Social Security		0	2,772	973	2,326	5,874
510.122	Worker's Compensation		37	1,876	201	201	456
510.124	Insurance - Health		0	1,852	0	0	4,739
510.125	Insurance - Life		0	151	32	84	359
510.127	Insurance - Disability		0	144	54	140	342
510.130	Pension		0	1,822	0	0	5,744
	<b>Totals</b>		<u>37</u>	<u>44,163</u>	<u>14,108</u>	<u>33,163</u>	<u>94,294</u>

Fund		Department	Division			Account Number
General		Parks/Beautification	Parks/Beautification			080.081
<b>Contractual Services</b>						
Account Number	Account Title	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
520.249	Memberships & Subscriptions	0	0	0	0	460
520.251	Miscellaneous Contractual	0	48,122	8,395	37,350	65,200
520.261	Professional Services	22,500	0	0	0	7,000
520.263	Subdivision Beautification Program	0	20,000	500	5,000	10,000
520.268	Rental - Equipment	0	330	154	330	3,820
520.277	Training & Continuing Education	0	0	470	0	1,650
	<b>Totals</b>	<u>22,500</u>	<u>68,452</u>	<u>9,518</u>	<u>42,680</u>	<u>88,130</u>

Fund	Department	Division	Account Number
General	Parks/Beautification	Parks/Beautification	080.081
<b><i>Memberships and Subscriptions</i></b>			
Organization		Member	Amount
Missouri Parks & Recreation Assn. (NPRA)		Parks Superintendent	250
National Recreation & Parks Assn. (NRPA)		Parks Superintendent	160
Landscape Architecture		Parks Superintendent	50
		<b>Total</b>	<hr/> 460

Fund	Department	Division	Account Number
General	Parks/Beautification	Parks/Beautification	080.081
<b><i>Training and Continuing Education</i></b>			
Seminar		Location	Amount
National Recreation & Parks Assn. Conference		Kansas City, MO	750
Missouri Parks & Recreation Assn. Conference		Columbia/Jeff City, MO	500
Chamber and local meetings		Local	200
Workshops, Meetings & CEU's		Local	200
		<b>Total</b>	1,650

Fund		Department	Division			Account Number	
General		Parks/Beautification	Parks/Beautification			080.081	
<b>Commodities</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
530.313	Departmental Supplies		601	2,850	667	2,850	14,000
530.325	Miscellaneous Supplies		80	0	0	0	0
530.342	Tools		0	0	0	0	3,000
530.343	Uniforms		0	0	0	0	750
	<b>Totals</b>		<u>681</u>	<u>2,850</u>	<u>667</u>	<u>2,850</u>	<u>17,750</u>



Fund		Department	Division			Account Number	
General		Parks/Beautification	Parks/Beautification			080.081	
<b>Capital Expenditures</b>							
Account Number	Account Title	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request	
540.410	Computer Equipment	0	1,500	1,238	1,238	1,800	
540.440	Machinery & Equipment	0	3,500	3,275	3,500	4,900	
540.460	Automobiles & Trucks	0	26,000	0	35,914	0	
540.470	Improvements to Grounds	0	20,000	42	20,000	0	
	<b>Totals</b>	0	51,000	4,555	60,652	6,700	

<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> 001-080-081-540.410												
<b>Description</b> PC Stations Hardware & Software		<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> Stations needed to support 1 Recreation Coordinator in 1996.			<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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Make</th> <th style="text-align: left;">Age</th> <th style="text-align: left;">Recommended Disposition</th> </tr> </thead> <tbody> <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> Computer Committee												
<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> 001-080-081-540.440												
<b>Description</b> Trailer - 12,000 lb. load capacity		<b>No# Requested</b> 1	<b>Unit Cost</b> 3,900	<b>Total Cost</b> 3,900								
<b>Explain reason for request (describe use and workload)</b> Moving walk behind and misc. mowing and maintenance equipment to job sites.			<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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Make</th> <th style="text-align: left;">Age</th> <th style="text-align: left;">Recommended Disposition</th> </tr> </thead> <tbody> <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> Gateway Equipment Co.												
<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> 001-080-081-540.440												
<b>Description</b> Gill Bucket / Grading Blade		<b>No# Requested</b> 1	<b>Unit Cost</b> 1,000	<b>Total Cost</b> 1,000								
<b>Explain reason for request (describe use and workload)</b> Finish grading and scarifying.			<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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"><u>Item</u></th> <th style="width: 25%;"><u>Make</u></th> <th style="width: 25%;"><u>Age</u></th> <th style="width: 25%;"><u>Recommended Disposition</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </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> Gateway Equipment Co.												
<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>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

520.249	Memberships & Subscriptions	460	See attached detail
520.251	Miscellaneous Contractual	65,200	Recreation Programs - 12,000 Van & Bus Rental (2) - 800 Neighborhood Outreach (3 events) - 3,000 Fun Run - 1,000 Contemporary Landscape Contract - 6,208 Maintenance Chesterfield Airport Road/Hwy 40 - 7,200 Expanded Contract Maintenance '96 - 6,592 Landscape repairs - 7,500 Herbicide & Fertilizer - 15,000 City Limit Signs-Maintenance & Landscaping - 5,000 Bag phone - 900
520.261	Professional Services	7,000	Printing & Graphic Arts - 5,000 Consultants; Forestry & Horticulture - 2,000
520.263	Subdivision Beautification Program	10,000	Matching grant program
520.268	Rental - Equipment	3,820	Event rentals; recreation, tents, tables, chairs, restrooms, staging - 2,200 Parks & Grounds equipment; loader, auger, tiller, volunteers as needed - 1,500 Pager - 120
520.277	Training & Continuing Education	1,650	See attached detail

Fund	Department	Division	Account Number
General	Parks/Beautification	Parks/Beautification	080.081
<b>Line Item Details</b>		1996	
Account Number	Account Title	Request	Details
530.313	Departmental Supplies	14,000	Seed, straw, fertilizer - 1,000 Rock & sand - 1,000 Concrete & Pre-mix - 1,200 Lumber - 2,500 Signs & Posts - 1,000 Program supplies - 1,000 Stakes - 100 Plant material - 1,500 Paint & stains - 400 Trash receptacles - 500 Volleyball Court materials & supplies - 1,950 Radios (2) - 1,850
530.342	Tools	3,000	20" chain saw - 500 16" chain saw - 350 String trimmers (2) - 600 Push mowers (2) - 750 Circular saw (1) - 130 25' Tape (1) - 25 100' Tape (1) - 60 Level (1) - 50 Wheelbarrows (2) - 300 Pry bar - 100 Post hole digger (1) - 30 Bow saw - (1) - 25 Lopping shears (1) - 50 Pruning shears (1) - 30
530.343	Uniforms	750	Coveralls - 120 Sweatshirts - 60 T-shirts - 100 Safety Glasses - 100 Prescription Glasses - 70 Gloves - 100 Safety Equipment - 200

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Parks/Beautification	Parks/Beautification	080.081
<b><i>Line Item Details</i></b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

540.410 Computer Equipment 1,800 See attached detail

540.440 Machinery & Equipment 4,900 See attached detail

Fund	Department	Division	Account Number
General	Contingency	Contingency	090.091
<b><i>Division Summary</i></b>			
<b>Activity</b>		<b>Remarks</b>	
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>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Transfers		0	164,237	0	0	400,000
TOTAL		0	164,237	0	0	400,000

<b>Fund</b> General	<b>Department</b> Contingency	<b>Division</b> Contingency	<b>Account Number</b> 090.091
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

550.511 Contingency

400,000 Allowance for revenue shortfalls and unforeseen expenditures

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**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
PARKS CONSTRUCTION FUND  
FISCAL YEAR 1996**

	1994 ACTUAL	1995 PROJECTED	1996 BUDGET
FUND BALANCE, JANUARY 1	0	0	10,583,500
<b>SOURCE OF FUNDS:</b>			
Bond Proceeds	0	10,599,326	0
Interest Earnings	0	400,674	209,000
<b>TOTAL SOURCES</b>	0	11,000,000	209,000
<b>EXPENDITURES:</b>			
Professional Services	0	416,500	0
Land	0	0	6,880,000
Improvements Other Than Buildings	0	0	3,912,500
<b>TOTAL EXPENDITURES</b>	0	416,500	10,792,500
FUND BALANCE, DECEMBER 31	0	10,583,500	0

**CITY OF CHESTERFIELD  
BUDGETED EXPENDITURES BY TYPE  
PARKS CONSTRUCTION FUND**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
Personnel	0	0	0
Contractual	0	416,500	0
Commodities	0	0	0
Capital	0	0	10,792,500
Contingency	<u>0</u>	<u>0</u>	<u>0</u>
	0	416,500	10,792,500

Fund	Department	Division	Account Number
Parks Constr.	Parks/Beautification	Parks Construction	080.084
<b><i>Division Summary</i></b>			
Activity		Remarks	
Parks Construction		The Parks Construction Fund is used to account for the acquisition of land and capital improvements related to the Parks General Obligation Bond Issue Series 1995.	

Fund	Department	Division			Account Number	
Parks Constr.	Parks/Beautification	Parks Construction			080.084	
<b><i>Division Request</i></b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Contractual Services		0	416,500	66,715	416,500	0
Capital Outlay		0	10,583,500	0	0	10,792,500
<b>TOTAL</b>		<b>0</b>	<b>11,000,000</b>	<b>66,715</b>	<b>416,500</b>	<b>10,792,500</b>

Fund	Department	Division	Account Number			
Parks Constr.	Parks/Beautification	Parks Construction	080.084			
<b>Contractual Services</b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title					
520.261	Professional Services	0	416,500	66,715	416,500	0
	<b>Totals</b>	0	416,500	66,715	416,500	0



Fund		Department	Division			Account Number
Parks Constr.		Parks/Beautification	Parks Construction			080.084
<b>Capital Expenditures</b>						
Account Number	Account Title	1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
540.475	Land	0	6,880,000	0	0	6,880,000
540.480	Improvements Other Than Buildings	0	3,703,500	0	0	3,912,500
	<b>Totals</b>	0	10,583,500	0	0	10,792,500

**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
WILSON TRUST FUND  
FISCAL YEAR 1996**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
FUND BALANCE, JANUARY 1	0	0	244,200
<b>SOURCE OF FUNDS:</b>			
Transfer in from General Fund	<u>0</u>	<u>244,200</u>	<u>976,800</u>
<b>TOTAL SOURCES</b>	<u>0</u>	<u>244,200</u>	<u>976,800</u>
<b>EXPENDITURES:</b>			
Street Improvements	<u>0</u>	<u>0</u>	<u>1,221,000</u>
<b>TOTAL EXPENDITURES</b>	<u>0</u>	<u>0</u>	<u>1,221,000</u>
FUND BALANCE, DECEMBER 31	0	244,200	0

**CITY OF CHESTERFIELD  
BUDGETED EXPENDITURES BY TYPE  
WILSON TRUST FUND**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	0	0	1,221,000
Contingency	0	0	0
	<u>0</u>	<u>0</u>	<u>1,221,000</u>

<b>Fund</b> Wilson Trust	<b>Department</b> Public Works	<b>Division</b> Capital Improvements	<b>Account Number</b> 070.776
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***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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Wilson Avenue Trust Fund

The Wilson Avenue Trust Fund is used to account for Wilson capital improvement project, funded through an I.S.T.E.A. Grant and the City of Chesterfield.

Fund	Department	Division			Account Number	
Wilson Trust	Public Works	Capital Improvements			070.776	
<b><i>Division Request</i></b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
<b>Type of Expenditure</b>						
Capital Outlay		0	0	0	0	1,221,000
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,221,000</b>

Fund		Department	Division			Account Number	
Wilson Trust		Public Works	Capital Improvements			070.776	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.490	Street Improvements		0	0	0	0	1,221,000
	<b>Totals</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,221,000</u>

<b>Fund</b> Wilson Trust	<b>Department</b> Public Works	<b>Division</b> Capital Improvements	<b>Account Number</b> 070.776
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

540.490 Street Improvements 1,221,000 I.S.T.E.A. Project - Wilson Road

**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
CAPITAL PROJECTS FUND  
FISCAL YEAR 1996**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
FUND BALANCE, JANUARY 1	0	0	0
<b>SOURCE OF FUNDS:</b>			
Transfer from General Fund	<u>1,964,942</u>	<u>3,318,225</u>	<u>2,632,819</u>
TOTAL SOURCES	<u>1,964,942</u>	<u>3,318,225</u>	<u>2,632,819</u>
<b>EXPENDITURES:</b>			
Street Improvement Projects	1,528,307	2,718,925	2,192,819
Stormwater Projects	373,225	406,100	250,000
Sidewalk Projects	58,625	83,200	125,000
Highway Beautification Projects	<u>4,785</u>	<u>110,000</u>	<u>65,000</u>
TOTAL EXPENDITURES	<u>1,964,942</u>	<u>3,318,225</u>	<u>2,632,819</u>
FUND BALANCE, DECEMBER 31	0	0	0



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

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	1,964,942	3,318,225	2,632,819
Contingency	0	0	0
	<u>1,964,942</u>	<u>3,318,225</u>	<u>2,632,819</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
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
<i>Division Request</i>					
Type of Expenditure	Actual	Amended Budget	Year to Date	Projected	Request
Capital Outlay	1,964,942	4,289,052	1,355,535	3,318,225	2,632,819
<b>TOTAL</b>	<b>1,964,942</b>	<b>4,289,052</b>	<b>1,355,535</b>	<b>3,318,225</b>	<b>2,632,819</b>

Fund		Department	Division			Account Number	
Capital Projects		Public Works	Capital Improvements			070.076	
<b>Capital Expenditures</b>		Actual	Amended Budget	Year to Date	Projected	Request	
Account Number	Account Title						
540.490	Street Improvements	1,528,307	3,689,665	1,229,433	2,718,925	2,192,819	
540.495	Storm Sewer Improvements	373,225	406,187	69,724	406,100	250,000	
540.497	Sidewalk Improvements	58,625	83,200	21,383	83,200	125,000	
540.499	Highway Beautification	4,785	110,000	34,994	110,000	65,000	
	<b>Totals</b>	<u>1,964,942</u>	<u>4,289,052</u>	<u>1,355,535</u>	<u>3,318,225</u>	<u>2,632,819</u>	

<b>Fund</b> Capital Projects	<b>Department</b> Public Works	<b>Division</b> Capital Improvements	<b>Account Number</b> 070.076
<b>Line Item Details</b>		<b>Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		

540.490	Street Improvements	2,192,819	Street improvements - 1,992,819 Crack sealing - 100,000 Asphalt Overlays - 100,000
540.495	Storm Sewer Improvements	250,000	Unspecified Storm sewer projects
540.497	Sidewalk Improvements	125,000	Unspecified sidewalk reconstruction projects
540.499	Highway Beautification	65,000	Highway beautification projects

**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
CHESTERFIELD VALLEY TIF FUND  
FISCAL YEAR 1996**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
FUND BALANCE, JANUARY 1	0	0	248,800
<b>SOURCE OF FUNDS:</b>			
Property Tax	0	283,700	292,200
Utility Taxes - Electric	0	48,200	49,600
Utility Taxes - Gas	0	15,900	16,400
Utility Taxes - Telephone	0	17,200	17,700
Utility Taxes - Water	0	6,500	6,700
Sales Tax	0	27,300	28,100
<b>TOTAL SOURCES</b>	<u>0</u>	<u>398,800</u>	<u>410,700</u>
<b>EXPENDITURES:</b>			
Miscellaneous Contractual	0	150,000	0
Professional Services	0	0	42,000
<b>TOTAL EXPENDITURES</b>	<u>0</u>	<u>150,000</u>	<u>42,000</u>
FUND BALANCE, DECEMBER 31	0	248,800	617,500

**CITY OF CHESTERFIELD  
 BUDGETED EXPENDITURES BY TYPE  
 CHESTERFIELD VALLEY TIF FUND**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
Personnel	0	0	0
Contractual	0	150,000	42,000
Commodities	0	0	0
Capital	0	0	0
Contingency	0	0	0
	<u>0</u>	<u>150,000</u>	<u>42,000</u>

Fund	Department	Division	Account Number
CV TIF Fund	Public Works	Capital Improvements	070.176

***Division Summary***

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

Tax Increment Financing

The Chesterfield Valley TIF Fund is used to account for all of the expenditures related to tax increment financing in Chesterfield Valley.



Fund	Department	Division			Account Number	
CV TIF Fund	Public Works	Capital Improvements			070.176	
<i><b>Division Request</b></i>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
Contractual Services		0	0	0	150,000	42,000
<b>TOTAL</b>		0	0	0	150,000	42,000

Fund		Department	Division			Account Number	
CV TIF Fund		Public Works	Capital Improvements			070.176	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.251	Miscellaneous Contractual		0	0	0	150,000	0
520.261	Professional Services		0	0	0	0	42,000
	<b>Totals</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>150,000</u>	<u>42,000</u>

<b>Fund</b> CV TIF Fund	<b>Department</b> Public Works	<b>Division</b> Capital Improvements	<b>Account Number</b> 070.176
<b>Line Item Details</b>		<b>1996 Request</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>		

520.261 Professional Services    42,000 Lee McKinney's services

**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
PUBLIC WORKS FACILITY CONSTRUCTION FUND  
FISCAL YEAR 1996**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
FUND BALANCE, JANUARY 1	0	0	892,307
<b>SOURCE OF FUNDS:</b>			
Bond Proceeds	0	2,526,805	0
Interest Earnings	0	40,152	20,000
TOTAL SOURCES	<u>0</u>	<u>2,566,957</u>	<u>20,000</u>
<b>EXPENDITURES:</b>			
Professional Services	0	6,650	0
Buildings	0	1,668,000	912,307
TOTAL EXPENDITURES	<u>0</u>	<u>1,674,650</u>	<u>912,307</u>
FUND BALANCE, DECEMBER 31	0	892,307	0

**CITY OF CHESTERFIELD  
 BUDGETED EXPENDITURES BY TYPE  
 PUBLIC WORKS FACILITY CONSTRUCTION FUND**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	0	1,674,650	912,307
Contingency	0	0	0
	0	1,674,650	912,307

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
P/W Fac Const	Public Works	P/W Facility Construction	070.079

***Division Summary***

<b>Activity</b>	<b>Remarks</b>
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Public Works Facility  
Construction

The Public Works Facility Construction Fund is used to account for all expenditures related to the construction of a Public Works Facility funded through Certificates of Participation Series 1995.

<b>Fund</b>	<b>Department</b>	<b>Division</b>			<b>Account Number</b>	
P/W Fac Const	Public Works	P/W Facility Construction			070.079	
<b><i>Division Request</i></b>		<b>1994 Actual</b>	<b>1995 Amended Budget</b>	<b>1995 Year to Date</b>	<b>1995 Projected</b>	<b>1996 Request</b>
<b>Type of Expenditure</b>						
Contractual Services		0	6,460	6,650	6,650	0
Capital Outlay		0	2,560,497	0	1,668,000	912,307
<b>TOTAL</b>		<b>0</b>	<b>2,566,957</b>	<b>6,650</b>	<b>1,674,650</b>	<b>912,307</b>

Fund		Department	Division			Account Number	
PW Fac Const		Public Works	PW Facility Construction			070.079	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.261	Professional Services		0	6,460	6,650	6,650	0
	<b>Totals</b>		0	6,460	6,650	6,650	0



Fund		Department	Division			Account Number	
P/W Fac Const		Public Works	P/W Facility Construction			070.079	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.405	Buildings		0	2,560,497	0	1,668,000	912,307
	<b>Totals</b>		0	2,560,497	0	1,668,000	912,307

**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
DEBT SERVICE FUND  
FISCAL YEAR 1996**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
FUND BALANCE, JANUARY 1	0	0	590,868
SOURCE OF FUNDS:			
Property Taxes	<u>0</u>	<u>937,791</u>	<u>965,925</u>
TOTAL SOURCES	<u>0</u>	<u>937,791</u>	<u>965,925</u>
EXPENDITURES:			
Principal - GO Parks Series 1995	0	0	265,000
Interest - GO Parks Series 1995	<u>0</u>	<u>346,923</u>	<u>682,509</u>
TOTAL EXPENDITURES	<u>0</u>	<u>346,923</u>	<u>947,509</u>
FUND BALANCE, DECEMBER 31	0	590,868	609,284

**CITY OF CHESTERFIELD  
BUDGETED EXPENDITURES BY TYPE  
DEBT SERVICE FUND**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	0	0	0
Contingency	0	0	0
Debt Service	<u>0</u>	<u>346,923</u>	<u>947,509</u>
	0	346,923	947,509

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
Debt Service-Pk	Parks/Beautification	Debt Service-Parks 1995	080.085

***Division Summary***

<b>Activity</b>	<b>Remarks</b>
-----------------	----------------

Debt Services - Parks  
Series 1995

The Debt Service Fund is used to account for all principal and interest payments on the Parks Series 1995 General Obligation Bond Issue.

Fund	Department	Division			Account Number	
Debt Service-Pk	Parks/Beautification	Debt Service-Parks 1995			080.085	
<i><b>Division Request</b></i>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Type of Expenditure						
		0	346,720	346,923	346,923	947,509
<b>TOTAL</b>		<b>0</b>	<b>346,720</b>	<b>346,923</b>	<b>346,923</b>	<b>947,509</b>

<b>Fund</b> Debt Service-Pk	<b>Department</b> Parks/Beautification	<b>Division</b> Debt Service-Parks 1995	<b>Account Number</b> 080.085
<b><i>Line Item Details</i></b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

560.100    Principal - GO Park Series 1995                      265,000    Principal payment Series 1995

560.101    Interest - GO Park Series 1995                      682,509    Interest payment Series 1995

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**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
CERTIFICATE PAYMENT FUND  
FISCAL YEAR 1996**

	1994 ACTUAL	1995 PROJECTED	1996 BUDGET
FUND BALANCE, JANUARY 1	0	0	0
SOURCE OF FUNDS:			
Transfer from General Fund	0	0	247,106
TOTAL SOURCES	0	0	247,106
EXPENDITURES:			
Principal - COP Parks Series 1995	0	0	85,000
Interest - COP Parks Series 1995	0	0	162,106
TOTAL EXPENDITURES	0	0	247,106
FUND BALANCE, DECEMBER 31	0	0	0



**CITY OF CHESTERFIELD  
BUDGETED EXPENDITURES BY TYPE  
CERTIFICATE PAYMENT FUND**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	0	0	0
Contingency	0	0	0
Debt Service	0	0	247,106
	<u>0</u>	<u>0</u>	<u>247,106</u>

Fund	Department	Division	Account Number
Certificate Pymt	Public Works	Public Works Facility	070.078
<b><i>Division Summary</i></b>			
Activity		Remarks	
Certificate Payment		The Certificate Payment Fund is used to account for all principal and interest payments for the Certificates of Participation Series 1995 for funds used to construct a Public Works Facility.	

Fund	Department	Division			Account Number	
Certificate Pymt	Public Works	Public Works Facility			070.078	
<b><i>Division Request</i></b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
<b>Type of Expenditure</b>						
		0	0	0	0	247,106
<b>TOTAL</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>247,106</u>

<b>Fund</b> Certificate Pymt	<b>Department</b> Public Works	<b>Division</b> Public Works Facility	<b>Account Number</b> 070.078
<b>Line Item Details</b>		<b>1996</b>	
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	<b>Details</b>

560.102	Principal - COP Series 1995	85,000	Principal on Public Works Facility Certificates of Participation Series 1995
560.103	Interest - COP Series 1995	162,106	Interest on Public Works Facility Certificates of Participation Series 1995

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**CITY OF CHESTERFIELD  
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES  
LEVEE & DRAINAGE FUND  
FISCAL YEAR 1996**

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
FUND BALANCE, JANUARY 1	1,000,000	891,151	249,940
SOURCE OF FUNDS:			
Transfer from General Fund	<u>0</u>	<u>0</u>	<u>681,900</u>
TOTAL SOURCES	<u>0</u>	<u>0</u>	<u>681,900</u>
EXPENDITURES:			
Advertising	1,059	0	0
Miscellaneous Contractual	0	150,000	0
Professional Services	97,789	491,211	0
Equipment-Rental	10,000	0	0
EDA-Special Projects	<u>0</u>	<u>0</u>	<u>909,200</u>
TOTAL EXPENDITURES	<u>108,849</u>	<u>641,211</u>	<u>909,200</u>
FUND BALANCE, DECEMBER 31	891,151	249,940	22,640

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

	<u>1994 ACTUAL</u>	<u>1995 PROJECTED</u>	<u>1996 BUDGET</u>
Personnel	0	0	0
Contractual	108,848	641,211	0
Commodities	0	0	0
Capital	0	0	909,200
Contingency	0	0	0
	<u>108,848</u>	<u>641,211</u>	<u>909,200</u>

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
Levee/Drainage	Public Works	Levee & Drainage	070.077

***Division Summary***

<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	
<b><i>Division Request</i></b>		1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
<b>Type of Expenditure</b>						
Contractual Services		108,849	491,211	71,520	641,211	0
Capital Outlay		0	945,200	0	0	909,200
<b>TOTAL</b>		<b>108,849</b>	<b>1,436,411</b>	<b>71,520</b>	<b>641,211</b>	<b>909,200</b>

Fund		Department	Division			Account Number	
Levee/Drainage		Public Works	Levee & Drainage			070.077	
<b>Contractual Services</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
520.210	Advertising		1,059	0	0	0	0
520.220	Economic Development		12,000	0	0	0	0
520.251	Miscellaneous Contractual		0	0	0	150,000	0
520.261	Professional Services		85,789	491,211	71,520	491,211	0
520.268	Rental - Equipment		10,000	0	0	0	0
	<b>Totals</b>		<u>108,849</u>	<u>491,211</u>	<u>71,520</u>	<u>641,211</u>	<u>0</u>

Fund		Department	Division			Account Number	
Levee/Drainage		Public Works	Levee & Drainage			070.077	
<b>Capital Expenditures</b>			1994 Actual	1995 Amended Budget	1995 Year to Date	1995 Projected	1996 Request
Account Number	Account Title						
540.440	Machinery & Equipment		0	36,000	0	0	0
540.498	Special Projects - EDA		0	909,200	0	0	909,200
	<b>Totals</b>		0	945,200	0	0	909,200

<b>Fund</b> Levee/Drainage	<b>Department</b> Public Works	<b>Division</b> Levee & Drainage	<b>Account Number</b> 070.077
<b>Line Item Details</b>		<b>1996</b>	<b>Details</b>
<b>Account Number</b>	<b>Account Title</b>	<b>Request</b>	

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. . . . .	73
Commissioned officers . . . . .	68
Other full-time employees. . . . .	5
Other part-time employees. . . . .	5
Police Station. . . . .	1
Total employees, full-time. . . . .	142

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	42,325

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>
Western Union Financial Services	Financial Services
Monsanto Company	Research Company
Mark Andy Inc.	Printing Press Manufacturer
Roosevelt Bank	Bank
Mallinckrodt Specialty Chemicals	Administrative Office
McBride & Son Management Co.	Homebuilder/Developer/Contractor
Doubletree Hotel	Hotel
Cooper Automotive	Administrative Offices
The Prudential	Insurance Claim Processing Office
WilTel Network Services	Telecommunications Service

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
1995	655,300,640	141,510,637	14,635,156	811,446,433

Legal Debt Margin:           \$81,144,643

## BONDED DEBT SCHEDULE

The City of Chesterfield, Missouri's general long-term debt includes both general obligation bonds and Certificates of Participation. This overview describes each type of debt, provides a picture of the City's indebtedness, and discusses policies for new debt.

### General Obligation Bonds

**Definition** - General obligation bonds are backed by the full faith and credit of a jurisdiction. General obligation bonds are payable from ad valorem property taxes and other general revenues.

**Debt Limitations** - 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.

**Existing Debt** - The City's outstanding general obligation debt as of December 31, 1995 was \$11,000,000 for parks bonds dated February 15, 1995. The debt service schedule is shown below.

**Debt Burden** - Chesterfield's outstanding general obligation debt is well within statutory limits. Based on the City's 1995 assessed valuation of \$811,446,433, the City's legal debt margin is \$81,144,643. The City reviews each potential issue of debt either in house or through an independent financial advisor on a case-by-case basis.

### CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI

#### General Obligation Bonds, Series 1995

#### DEBT SERVICE SCHEDULE

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
8/15/95			346,720.00	346,720.00	346,720.00
2/15/96	265,000.00	8.250000	346,720.00	611,720.00	
8/15/96			335,788.75	335,788.75	947,508.75
2/15/97	285,000.00	8.250000	335,788.75	620,788.75	
8/15/97			324,032.50	324,032.50	944,821.25
2/15/98	310,000.00	8.000000	324,032.50	634,032.50	
8/15/98			311,632.50	311,632.50	945,665.00
2/15/99	335,000.00	8.000000	311,632.50	646,632.50	
8/15/99			298,232.50	298,232.50	944,865.00
2/15/00	365,000.00	7.450000	298,232.50	663,232.50	



8/15/00			284,636.25	284,636.25	947,868.75
2/15/01	390,000.00	5.450000	284,636.25	674,636.25	
8/15/01			274,008.75	274,008.75	948,645.00
2/15/02	420,000.00	5.500000	274,008.75	694,008.75	
8/15/02			262,458.75	262,458.75	956,467.50
2/15/03	445,000.00	5.550000	262,458.75	707,458.75	
8/15/03			250,110.00	250,110.00	957,568.75
2/15/04	475,000.00	5.600000	250,110.00	725,110.00	
8/15/04			236,810.00	236,810.00	961,920.00
2/15/05	505,000.00	5.700000	236,810.00	741,810.00	
8/15/05			222,417.50	222,417.50	964,227.50
2/15/06	535,000.00	5.800000	222,417.50	757,417.50	
8/15/06			206,902.50	206,902.50	964,320.00
2/15/07	565,000.00	5.900000	206,902.50	771,902.50	
8/15/07			190,235.00	190,235.00	962,137.50
2/15/08	605,000.00	6.000000	190,235.00	795,235.00	
8/15/08			172,085.00	172,085.00	967,320.00
2/15/09	640,000.00	6.100000	172,085.00	812,085.00	
8/15/09			152,565.00	152,565.00	964,650.00
2/15/10	685,000.00	6.200000	152,565.00	837,565.00	
8/15/10			131,330.00	131,330.00	968,895.00
2/15/11	730,000.00	6.250000	131,330.00	861,330.00	
8/15/11			108,517.50	108,517.50	969,847.50
2/15/12	780,000.00	6.300000	108,517.50	888,517.50	
8/15/12			83,947.50	83,947.50	972,465.00
2/15/13	830,000.00	6.300000	83,947.50	913,947.50	
8/15/13			57,802.50	57,802.50	971,750.00
2/15/14	885,000.00	6.300000	57,802.50	942,802.50	
8/15/14			29,925.00	29,925.00	972,727.50
2/15/15	950,000.00	6.300000	29,925.00	979,925.00	
8/15/15					979,925.00
	<u>11,000,000.00</u>		<u>8,560,315.00</u>	<u>19,560,315.00</u>	

### Certificates of Participation

**Definition** - Certificates of Participation are securities which represent a share of an issuer's lease payment. When a municipality finances a public facility through a lease-purchase

transaction, the interest in that government's lease payment often is assigned to a third party that issues Certificates of Participation. The Certificates represent a share of the lease payment received by the investor.

**Debt Limitations** - There are no statutory limits on Certificates of Participation. These obligations are not considered debt under State law and are subject to annual appropriations by the Mayor and City Council.

**Existing Debt** - The City began a Master Lease Program funded through the sale of Certificates of Participation for the construction of a Public Works Facility. On August 1, 1995, the City issued \$2,950,000 in Certificates of Participation. The debt service schedule is shown below.

**Debt Burden** - As noted above, there is no statutory limitations for Certificates of Participation. As is the case with general obligation bonds, the City reviews each potential issue of debt either in house or through an independent financial advisor on a case-by-case basis.

**CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI**  
**Certificates of Participation, Series 1995**  
**DEBT SERVICE SCHEDULE**

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
2/15/96			84,086.88	84,086.88	
8/15/96	85,000.00	4.700000	78,018.75	163,018.75	247,105.63
2/15/97			76,021.25	76,021.25	
8/15/97	90,000.00	4.700000	76,021.25	166,021.25	242,042.50
2/15/98			73,906.25	73,906.25	
8/15/98	95,000.00	4.700000	73,906.25	168,906.25	242,812.50
2/15/99			71,673.75	71,673.75	
8/15/99	105,000.00	4.700000	71,673.75	176,673.75	248,347.50
2/15/00			69,206.25	69,206.25	
8/15/00	105,000.00	4.700000	69,206.25	174,206.25	243,412.50
2/15/01			66,738.75	66,738.75	
8/15/01	115,000.00	4.700000	66,738.75	181,738.75	248,477.50
2/15/02			64,036.25	64,036.25	
8/15/02	120,000.00	4.700000	64,036.25	184,036.25	248,072.50
2/15/03			61,216.25	61,216.25	
8/15/03	125,000.00	4.800000	61,216.25	186,216.25	247,432.50
2/15/04			58,216.25	58,216.25	
8/15/04	130,000.00	4.900000	58,216.25	188,216.25	246,432.50

2/15/05			55,031.25	55,031.25	
8/15/05	135,000.00	5.000000	55,031.25	190,031.25	245,062.50
2/15/06			51,656.25	51,656.25	
8/15/06	145,000.00	5.150000	51,656.25	196,656.25	248,312.50
2/15/07			47,922.50	47,922.50	
8/15/07	150,000.00	5.300000	47,922.50	197,922.50	245,845.00
2/15/08			43,947.50	43,947.50	
8/15/08	160,000.00	5.400000	43,947.50	203,947.50	247,895.00
2/15/09			39,627.50	39,627.50	
8/15/09	165,000.00	5.500000	39,627.50	204,627.50	244,255.00
2/15/10			35,090.00	35,090.00	
8/15/10	175,000.00	5.600000	35,090.00	210,090.00	245,180.00
2/15/11			30,190.00	30,190.00	
8/15/11	185,000.00	5.700000	30,190.00	215,190.00	245,380.00
2/15/12			24,917.50	24,917.50	
8/15/12	195,000.00	5.800000	24,917.50	219,917.50	244,835.00
2/15/13			19,262.50	19,262.50	
8/15/13	205,000.00	5.750000	19,262.50	224,262.50	243,525.00
2/15/14			13,368.75	13,368.75	
8/15/14	220,000.00	5.750000	13,368.75	233,368.75	246,737.50
2/15/15			7,043.75	7,043.75	
8/15/15	245,000.00	5.750000	7,043.75	252,043.75	259,087.50
	<u>2,950,000.00</u>		<u>1,980,250.63</u>	<u>4,930,250.63</u>	
Accrued			(3,034.06)	(3,034.06)	
	<u>2,950,000.00</u>		<u>1,977,216.57</u>	<u>4,927,216.57</u>	

**PRESS RELEASE**  
**FOR IMMEDIATE RELEASE - DECEMBER 7, 1995**  
**BUDGET HIGHLIGHTS**

**INTRODUCTION**

As provided by City ordinances, the City Administrator will submit the proposed budget for fiscal year 1996 to City Council at a public hearing scheduled for 7:00 p.m. on Thursday, December 7, 1995. 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 and held a special budget workshop on November 9, 1995, during which additional changes were made.

**BUDGET SUMMARY**

The proposed budget for fiscal year 1996 projects total General Fund expenditures of \$10,339,841. In addition, the General Fund includes a transfer of \$4,538,625 for capital improvements to infrastructure and the City's 1996 payment on the Certificates of Participation for the construction of the Public Works Facility.

**Revenues**

General Fund revenues total \$14,361,569 for fiscal year 1996. Revenues from utility gross receipts taxes and sales and use tax represent 23.2% and 35.3%, respectively, of the City's total revenue. 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 30.2% of the City's total revenues. The remaining 11.2% is made up of licenses and permits (4.2%), charges for services (1.0%), parks and recreation fees (0.1%), court receipts (3.8%), and other miscellaneous sources (2.1%). Total General Fund revenues are projected to increase 15.8% over 1995.

**Expenditures**

The budget for fiscal year 1996 (exclusive for construction funds, debt service funds, and the Chesterfield Valley TIF Fund) reflects total estimated expenditures of \$15,102,860, 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 \$10,339,841. This represents an increase of 8.0% over 1995. Capital equipment purchases total \$697,300 for the various departments of the City. Capital improvement projects are projected to total \$4,763,019. This figure, which represents 31.5% of the total budget, is 43.5% higher than fiscal year 1995.

The City's two largest areas of operation, police and public works, comprise the majority of all operating expenditures totalling a combined 71.6% of the proposed operating budget. The police budget at \$4,304,515, represents 41.6% of the operating budget and the public works

budget, \$3,096,736, represents 30.0% of the operating budget. In descending order, other expenditures are as follows:

Administration	\$1,671,759	16.2%
Planning	\$ 424,381	4.1%
Contingency	\$ 400,000	3.9%
Parks & Recreation	\$ 206,874	2.0%
Municipal Court	\$ 164,300	1.6%
Executive/Legislative	\$ 71,276	0.7%

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 \$7,859,755. This is more than 50% of the budget of the total budget.

As noted above, proposed capital projects expenditures of \$4,763,019 for fiscal year 1996 are significant. The various projects to be funded by this allocation include street improvement projects City-wide as identified by the Havens & Emerson street improvement plan (\$1,992,819), the Wilson Road I.S.T.E.A.(Intermodal Surface Transportation Efficiency Act) project (\$1,221,000); \$909,200 for the City's share of the E.D.A. Grant for pumps in Chesterfield Valley; \$100,000 for cracksealing; \$100,000 for asphalt overlays; storm sewer projects (\$250,000); sidewalk projects (\$125,000) and highway beautification project (\$65,000).

To summarize the budget by type of expenditure, of the total \$15,102,860 in the General Fund and the various capital project funds, personnel costs represent 43.4%; contractual, 13.0%; commodities, 4.8%; capital equipment purchases, 4.6%; capital improvement projects, 31.5%; and contingency, 2.7%.

### **Fund Balance**

Total General Fund reserves are expected to equal \$5,169,921 by December 31, 1996. This meets the City Council goal of total fund reserves of at least 50% of operating expenditures. Of the total proposed expenditures for fiscal year 1996 ( \$15,102,860), only \$10,339,841 is for operating expenditures. Fifty percent of this amount is \$5,169,921.

### **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.

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**CITY OF CHESTERFIELD  
 COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES  
 GENERAL FUND & CAPITAL PROJECTS FUNDS  
 FISCAL YEAR 1996**

	GENERAL FUND	CAPITAL PROJECTS FUND	WILSON TRUST FUND	LEEVEE/ DRAINAGE FUND	TOTAL
<b>REVENUES:</b>					
Utility Taxes	3,334,000				3,334,000
Sales/Use Tax	5,075,000				5,075,000
Intergovern.	4,341,769				4,341,769
Licenses	599,000				599,000
Charges	143,000				143,000
Parks/Rec.	20,300				20,300
Court	543,000				543,000
Other	305,500				305,500
<b>TOTALS</b>	14,361,569	0	0	0	14,361,569
<b>EXPENDITURES:</b>					
Ex/Legislative	71,276				71,276
Administration	1,671,759				1,671,759
Police	4,304,515				4,304,515
Court	164,300				164,300
Planning	424,381				424,381
Public Works	3,096,736	2,632,819	1,221,000	909,200	7,859,755
Parks/Rec.	206,874				206,874
Contingency	400,000				400,000
<b>TOTALS</b>	10,339,841	2,632,819	1,221,000	909,200	15,102,860



**RECORD OF PROCEEDING**

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**PUBLIC HEARING OF THE CITY COUNCIL  
OF THE CITY OF CHESTERFIELD  
AT 922 ROOSEVELT PARKWAY  
DECEMBER 7, 1995**

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

A roll call was taken with the following results:

**PRESENT**

Mayor Jack Leonard  
Councilmember Barry Flachsbart  
Councilmember Colleen Hilbert  
Councilmember Ed Levinson  
Councilmember Barry Streeter  
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 FY1996 Budget with details given concerning revenue and expenditures. A copy of the Budget in Summary, Revenues and Expenditures is attached.



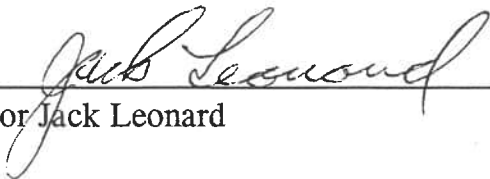
Councilmember Politte next stated that based on the City's Mission Statement Points, #3 and #4, regarding the premise that the City of Chesterfield is committed to excellence by developing and encouraging cultural recreation facilities and activities; and, because nearly 75% of the voters of the City of Chesterfield in November 1994 voted to tax themselves \$11 million for parks; and, because the survey commissioned by the City of Chesterfield and conducted by the University of Missouri - St. Louis showed that parks and recreation to be among the citizens highest priority for City services; and, because there is no existing support services for the Parks and Recreation Superintendent, whereby it is necessary for him to draw help from Public Works and City Clerk Staff, which are already short-handed, to create the services he needs to produce; and, because as opportunities and work load are rapidly increasing, for example, acquisition of parks and development and programs, such as the Gobble Wobble, the Taste of Chesterfield, the Arts Commission, recreation programs and potential events, such as the Fourth of July celebration; and, because the park land will soon be coming a reality; therefore, Councilmember Politte moved that the budgeted position of Assistant to the Parks and Recreation Superintendent begin on February 1 and that the 1996 Budget reflect the addition of \$30,000 for a Fourth of July celebration with funds coming from the Contingency Fund. The motion was seconded by Councilmember Levinson. Discussion ensued. Those Councilmembers who expressed their opposition to the motion were Councilmembers Flachsbart, Streeter and Tilley. Those Councilmembers who expressed their support of the motion were Councilmembers Politte and Levinson. Councilmember Flachsbart made a motion to amend the original motion by deleting the \$30,000 for the Fourth of July celebration. The motion died for lack of a second. Councilmember Levinson called for the question. A roll call vote was taken with the following results: Ayes - Flachsbart, Hilbert, Levinson, Hurt, Politte, Cullen, Tilley. Nays - Streeter. The motion was declared passed and discussion was closed. A roll call vote was taken on Councilmember Politte's motion to amend the FY1996 with the following results: Ayes Hilbert, Levinson, Politte, Cullen. Nays - Flachsbart, Streeter, Hurt, Tilley. The Mayor broke the tie vote by voting "No". Councilmember Flachsbart made a motion to approve adding an additional Staff person to assist the Parks and Recreation Superintendent starting February 1, 1996. Funds for this position are already contained in the proposed FY1996 Budget. The motion was seconded by Councilmember Hilbert. Additional discussion ensued. A motion was made by Councilmember Hilbert, seconded by Councilmember Politte, to call for the question. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. A roll call vote was taken on the motion made by Councilmember Flachsbart, with the following results: Ayes - Flachsbart, Hilbert, Levinson, Politte, Cullen. Nays - Streeter, Hurt, Tilley. The motion was declared passed. A motion was made by Councilmember Politte, seconded by Councilmember Levinson, to approve Resolution #196 which will adopt the FY1996 Budget. A roll call vote was taken with the following results: Ayes - Flachsbart, Hilbert, Streeter, Hilbert, Politte, Tilley Cullen (Councilmember Cullen "Abstained" on the Municipal Court portion of the FY1996 Budget). Nays - Levinson. The motion was declared passed.

COMMUNICATIONS AND PETITIONS

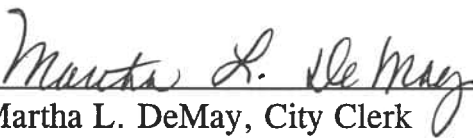
There were no comments, questions or suggestions regarding the proposed budget.

ADJOURNMENT

A motion was made by Councilmember Tilley, seconded by Councilmember Politte, to adjourn the meeting. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. The meeting was adjourned at 7:20 P.M.

  
\_\_\_\_\_  
Mayor Jack Leonard

ATTEST:

  
\_\_\_\_\_  
Martha L. DeMay, City Clerk

RESOLUTION # 196

**A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 1996 AND ENDING DECEMBER 31, 1996.**

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, 1996 and ending December 31, 1996,

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached budget as its budget for the fiscal year beginning January 1, 1996 and ending December 31, 1996.

Passed and adopted this 7th day of December, 1995,

\_\_\_\_\_  
Mayor

*Jack Louso*

ATTEST:

\_\_\_\_\_  
City Clerk

*Marta L. DeMay*

CITY OF CHESTERFIELD  
 COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES  
 ALL FUNDS  
 FISCAL YEAR 1996  
 (\$ in Thousands)

	GEN FUND	PARKS CONSTR FUND	WILSON TRUST FUND	CAP PROJ FUND	CV TIF FUND	PW FAC CONSTR FUND	DEBT SRVC FUND	CERT PYMT FUND	LEEVE/ DRAIN. FUND	TOTAL
<b>REVENUES:</b>										
Property Taxes					292		966			1,258
Utility Taxes	3,334				90					3,424
Sales & Use Tax	5,075				28					5,103
Intergovernmental Revenues	4,342									4,342
Licenses & Permits	599									599
Charges for Services	143									143
Parks & Recreation	20									20
Court Receipts	543									543
Bond Proceeds										0
Other Revenues	306	209				20				535
<b>TOTAL REVENUES</b>	<b>14,362</b>	<b>209</b>	<b>0</b>	<b>0</b>	<b>411</b>	<b>20</b>	<b>966</b>	<b>0</b>	<b>0</b>	<b>15,967</b>
<b>EXPENDITURES:</b>										
Executive/Legislative	71									71
Administration	1,672									1,672
Police	4,305									4,305
Municipal Court	164									164
Planning & Zoning	424									424
Public Works	3,097		1,221	2,633	42	912			909	8,814
Parks/Community Beautification	207	10,793								10,999
Contingency	400									400
Debt Services							948	247		1,195
<b>TOTAL EXPENDITURES</b>	<b>10,340</b>	<b>10,793</b>	<b>1,221</b>	<b>2,633</b>	<b>42</b>	<b>912</b>	<b>948</b>	<b>247</b>	<b>909</b>	<b>28,044</b>
Transfers in (out)	(4,539)		977	2,633				247	682	0
<b>Change in Fund Balance</b>	<b>(517)</b>	<b>(10,584)</b>	<b>(244)</b>	<b>0</b>	<b>369</b>	<b>(892)</b>	<b>18</b>	<b>0</b>	<b>(227)</b>	<b>(12,077)</b>
<b>Fund Balance, 1/1/96</b>	<b>5,687</b>	<b>10,584</b>	<b>244</b>	<b>0</b>	<b>249</b>	<b>892</b>	<b>591</b>	<b>0</b>	<b>250</b>	<b>18,496</b>
<b>Fund Balance, 12/31/96</b>	<b>5,170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>618</b>	<b>0</b>	<b>609</b>	<b>0</b>	<b>23</b>	<b>6,419</b>

## POSITION CLASSIFICATION PLAN

<u>Position</u>	<u>Classification and Pay Level</u>
1000 CLERICAL, SECRETARIAL, FISCAL AND GENERAL ADMINISTRATION	
1xx Clerical Group	
100 Receptionist	8H
103 Clerk Typist	7H
106 Police Communications Clerk	9H
2xx Secretarial Group	
200 Administrative Secretary	10H
201 Detective/Evidence Secretary	10H
203 Executive Secretary	12H
204 Deputy City Clerk	12H
205 Parks Planning Assistant	12H
206 Administrative Assistant	13H
3xx Fiscal Group	
300 Accounting Clerk	12H
301 Senior Accounting Clerk	13H
302 Assistant Court Administrator	10H
303 <u>Municipal Court Administrator</u>	16H
306 Director of Finance	27A
4xx General Administration	
400 City Clerk	19A
401 Data Systems Administrator	21H
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	19H
203 Police Sergeant	22H
206 Police Lieutenant	25A
209 Police Captain	28A
212 Police Chief	31A

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Position Classification Plan (cont'd)  
 Page 2

<u>Position</u>	<u>Classification and Pay Level</u>
2000 PUBLIC SAFETY AND ENFORCEMENT SERVICES (cont'd)	
3xx Planning Group	
300 Planning Technician	12H
301 Zoning Enforcement Inspector	11H
302 Planner I	17H
304 Planner II	20A
305 Assistant Director of Planning	23A
306 Director of Planning	30A
3000 MAINTENANCE, ENGINEERING, AND RECREATION SERVICES	
1xx Maintenance Group	
100 Street Maintenance Worker	13H
103 Equipment Maintenance Mechanic	15H
106 Street Maintenance Supervisor	17H
109 Equipment Maintenance Supervisor	19H
112 Street Superintendent	23A
2xx Engineering Group	
200 Engineering Technician	14H
203 Engineering Construction Inspector	18H
206 Plan Review Engineer	19A
207 Civil Engineer	21A
209 Assistant City Engineer	25A
212 Director of Public Works/City Engineer	30A
3xx Recreation Group	
300 Parks, Recreation & Arts Superintendent	25A

1/1/96

MERIT PAY PLAN

<u>Level</u>	<u>Pay Period</u>	<u>Minimum Pay</u>	<u>Mid-point</u>	<u>Maximum Pay</u>	<u>Range Amount</u>	<u>Range Percent</u>
1	Annual	12,510	14,699	16,889	4,379	35%
	Bi-Weekly	481	565	650		
	Hourly	6.01	7.07	8.12		
2	Annual	13,135	15,434	17,732	4,597	35%
	Bi-Weekly	505	594	682		
	Hourly	6.31	7.42	8.53		
3	Annual	13,793	16,207	18,621	4,828	35%
	Bi-Weekly	531	623	716		
	Hourly	6.63	7.79	8.95		
4	Annual	14,481	17,015	19,549	5,068	35%
	Bi-Weekly	557	654	752		
	Hourly	6.96	8.18	9.40		
5	Annual	15,206	17,867	20,528	5,322	35%
	Bi-Weekly	585	687	790		
	Hourly	7.31	8.59	9.87		
6	Annual	15,966	18,760	21,554	5,588	35%
	Bi-Weekly	614	722	829		
	Hourly	7.68	9.02	10.36		
7	Annual	16,765	19,699	22,633	5,868	35%
	Bi-Weekly	645	758	870		
	Hourly	8.06	9.47	10.88		
8	Annual	17,603	20,684	23,764	6,161	35%
	Bi-Weekly	677	796	914		
	Hourly	8.46	9.94	11.43		
9	Annual	18,483	21,718	24,952	6,469	35%
	Bi-Weekly	711	835	960		
	Hourly	8.89	10.44	12.00		
10	Annual	19,407	22,803	26,199	6,792	35%
	Bi-Weekly	746	877	1,008		
	Hourly	9.33	10.96	12.60		
11	Annual	20,377	23,943	27,509	7,132	35%
	Bi-Weekly	784	921	1,058		
	Hourly	9.80	11.51	13.23		

MERIT PAY PLAN

<u>Level</u>	<u>Pay Period</u>	<u>Minimum Pay</u>	<u>Mid-point</u>	<u>Maximum Pay</u>	<u>Range Amount</u>	<u>Range Percent</u>
12	Annual	21,397	25,141	28,886	7,489	35%
	Bi-Weekly	823	967	1,111		
	Hourly	10.29	12.09	13.89		
13	Annual	22,466	26,398	30,329	7,863	35%
	Bi-Weekly	864	1,015	1,167		
	Hourly	10.80	12.69	14.58		
14	Annual	23,590	27,718	31,847	8,257	35%
	Bi-Weekly	907	1,066	1,225		
	Hourly	11.34	13.33	15.31		
15	Annual	24,768	29,102	33,437	8,669	35%
	Bi-Weekly	953	1,119	1,286		
	Hourly	11.91	13.99	16.08		
16	Annual	26,006	30,557	35,108	9,102	35%
	Bi-Weekly	1,000	1,175	1,350		
	Hourly	12.50	14.69	16.88		
17	Annual	27,309	32,088	36,867	9,558	35%
	Bi-Weekly	1,050	1,234	1,418		
	Hourly	13.13	15.43	17.72		
18	Annual	28,673	33,691	38,709	10,036	35%
	Bi-Weekly	1,103	1,296	1,489		
	Hourly	13.79	16.20	18.61		
19	Annual	30,107	35,376	40,644	10,537	35%
	Bi-Weekly	1,158	1,361	1,563		
	Hourly	14.47	17.01	19.54		
20	Annual	31,611	37,143	42,675	11,064	35%
	Bi-Weekly	1,216	1,429	1,641		
	Hourly	15.20	17.86	20.52		
21	Annual	33,192	39,001	44,809	11,617	35%
	Bi-Weekly	1,277	1,500	1,723		
	Hourly	15.96	18.75	21.54		
22	Annual	34,852	40,951	47,050	12,198	35%
	Bi-Weekly	1,340	1,575	1,810		
	Hourly	16.76	19.69	22.62		



MERIT PAY PLAN

<u>Level</u>	<u>Pay Period</u>	<u>Minimum Pay</u>	<u>Mid-point</u>	<u>Maximum Pay</u>	<u>Range Amount</u>	<u>Range Percent</u>
23	Annual	36,596	43,000	49,405	12,809	35%
	Bi-Weekly	1,408	1,654	1,900		
	Hourly	17.59	20.67	23.75		
24	Annual	38,425	45,149	51,874	13,449	35%
	Bi-Weekly	1,478	1,737	1,995		
	Hourly	18.47	21.71	24.94		
25	Annual	40,346	47,407	54,467	14,121	35%
	Bi-Weekly	1,552	1,823	2,095		
	Hourly	19.40	22.79	26.19		
26	Annual	42,363	49,777	57,190	14,827	35%
	Bi-Weekly	1,629	1,914	2,200		
	Hourly	20.37	23.93	27.50		
27	Annual	44,480	52,264	60,048	15,568	35%
	Bi-Weekly	1,711	2,010	2,310		
	Hourly	21.38	25.13	28.87		
28	Annual	46,704	54,877	63,050	16,346	35%
	Bi-Weekly	1,796	2,111	2,425		
	Hourly	22.45	26.38	30.31		
29	Annual	49,040	57,622	66,204	17,164	35%
	Bi-Weekly	1,886	2,216	2,546		
	Hourly	23.58	27.70	31.83		
30	Annual	51,494	60,505	69,517	18,023	35%
	Bi-Weekly	1,981	2,327	2,674		
	Hourly	24.76	29.09	33.42		
31	Annual	54,066	63,528	72,989	18,923	35%
	Bi-Weekly	2,079	2,443	2,807		
	Hourly	25.99	30.54	35.09		
32	Annual	56,771	66,706	76,641	19,870	35%
	Bi-Weekly	2,184	2,566	2,948		
	Hourly	27.29	32.07	36.85		

Revised 6/2/94

## GLOSSARY OF FREQUENTLY USED TERMS

**Account Number** - A numerical code identifying revenues and expenditures by fund, department, activity, type and object.

**Accounting Period** - See **Fiscal Period**.

**Accrual Basis** - The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

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

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

**Agency Fund** - A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

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

**Annual Budget** - A budget applicable to a single fiscal year. See **Budget** and **Operating Budget**.

**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 Document** - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating government body.

**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 Improvement Program** - See **Capital Program**.

**Capital Program** - A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditures in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

**Capital Projects Fund** - A fund that is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**Certificate Payment Fund** - A fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest payments on the Public Works Facility Certificates of Participation Series 1995.

**Certificates of Participation** - Securities which represent a share of an issuer's lease payment. When a municipality finances a public facility through a lease-purchase transaction, the interest in that government's lease payment often is assigned to a third party that issues Certificates of Participation. The Certificates represent a share of the lease payment received by the investor.

**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.

**Chesterfield Valley Tax Increment Financing Fund (Chesterfield Valley TIF Fund)** - A capital projects fund used to account for all revenues and expenditures related to redevelopment in Chesterfield Valley.

**Debt Limit** - The maximum amount of outstanding gross or net debt legally permitted.

**Debt Service Fund** - A fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest payments on the General Obligation Parks Bond Issue Series 1995.

**Deferred Revenue** - Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue.

**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.

**Expendable Trust Fund** - A trust fund whose resources, including both principle and earnings, may be expended. Expendable trust funds are accounting for in essentially the same manner as governmental funds.

**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 Period** - Any period at the end of which a government determines its financial position and the results of its operations. See **Accounting Period**.

**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** - A fund used to account for all financial resources, except those required to be accounted for in another fund. The operating fund of the City.

**General Obligation Bonds** - Debt backed by the full faith and credit of a jurisdiction. General obligation bonds are payable from ad valorem property taxes and other general revenues.

**Generally Accepted Accounting Principles (GAAP)** - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a stand by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

**Governmental Accounting Standards Board (GASB)** - The authoritative accounting and financial reporting standard-setting body for government entities.

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

**Investments** - Most commonly, securities held for the production of revenues in the form interest. The term does not include fixed assets used in government operations.

**Levy** - The total amount of taxes, special assessments or service charges imposed by a government.

**Levee/Drainage Fund** - A capital projects fund 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.

**Municipal** - In its broadest sense, an adjective denoting the state and all subordinate units of government. In a more restricted sense, an adjective denoting a city or village as opposed to other local governments.

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

**Operating Budget** - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

**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.

**Other Financing Sources** - Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets.

**Parks Construction Fund** - A capital projects fund used to pay for the acquisition of land for parks and capital improvements to parks funded with the Parks General Obligation Bond Issue Series 1995.

**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.

**Public Works Facility Construction Fund** - A capital projects fund used to account for the construction of a Public Works Facility funded with Public Works Facility Certificates of Participation Series 1995.

**Reporting Entity** - The oversight unit and all of its component units, if any, that are combined in the comprehensive annual financial report and general purpose financial statements.

**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.

**Statute** - A written law enacted by a duly organized and constituted legislative body.

**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.

**Trust Fund** - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

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

**Wilson Trust Fund** - An expendable trust fund specifically earmarked for major improvements on Wilson Road.

**Work Order** - A written order authorizing and directing the performance of a certain task and issued to the person who is to direct the work. Among the items of information included on the order are the nature and location of the job, specifications of the work to be performed and a job number, which is referred to in reporting the amount of labor, materials and equipment used.