

City of Chesterfield

ANNUAL BUDGET FISCAL YEAR 1997

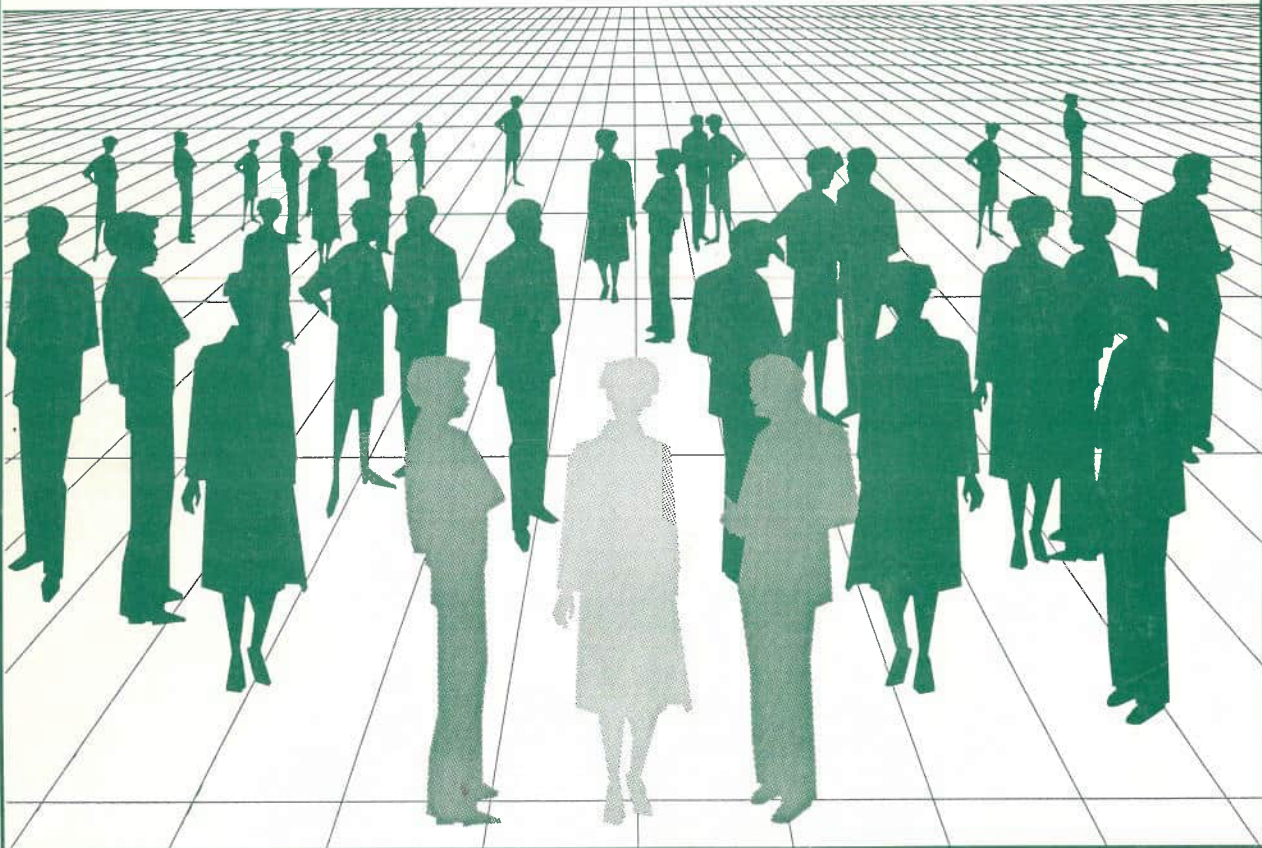


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December 20, 1996

Honorable Mayor and City Council
Chesterfield, Missouri

Subject: Fiscal Year 1997 Budget

Submitted herewith is the annual operating budget for the City of Chesterfield, Missouri, adopted by the City Council on December 2, 1996. This budget covers the period from January 1, 1997 to December 31, 1997. It is the cumulative result of a comprehensive effort by Department Heads and Executive Staff in projecting expenditure needs for our ninth 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, 1996. This represented the sixth 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, Debt Service Fund, and Certificate Payment 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, finance and administration, 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.

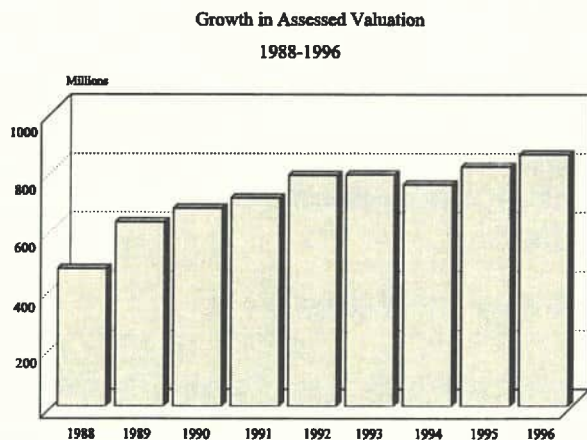
ECONOMIC CONDITION AND OUTLOOK

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 and west. 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 four anchor stores (Dillard's, Famous Barr, Sears, and JCPenney), 30 restaurants, a four-screen cinema, and more than 145 boutiques, shops, stores and services. The square footage noted above includes the major expansion of Dillard's, the construction of a new Famous Barr, and the addition of JCPenney in October of 1996, thus completing the mall's original design.

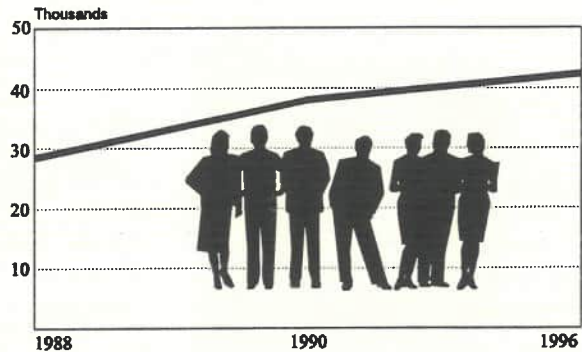
The City's western corridor (referred to as Chesterfield Valley) has expanded dramatically over the last several years with light industrial and office/warehouse facilities. Chesterfield Valley has made a dramatic comeback from the flood of 1993. The Monarch-Chesterfield levee, which protects Chesterfield 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. Using Economic Development Act (E.D.A.) grant funds in 1996, we entered into contracts and are currently installing pumps in Chesterfield Valley to dramatically improve interior drainage. The 1997 budget reflects a separate fund for Chesterfield Valley, designated by the City Council as a tax increment financing district.



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 \$853,477,245 as of January 1, 1996, represents an increase of 83.3% from \$465,549,049 as of January 1, 1988, when the City first incorporated. Presently, Chesterfield has the highest assessed valuation of any city 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.

Population Growth



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 area (32 square miles).

1997 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 1996 and interest earnings on the unspent bond proceeds. The increase in intergovernmental revenues results from grants in 1997 which are described later in this letter.

The decrease in budgeted expenditures is due to the completion of several projects, including the completion of the City's new Public Works facility and the purchase of land designated for Parks in 1996. A reduction in the General Fund funding of capital improvement projects has also contributed to the decrease in expenditures. This reduction became possible due to the successful November 5, 1996 election. Over \$29 million in improvements to streets and sidewalks citywide will be funded due to the passage of Propositions "R" and "S." Proposition R authorizes the City to impose a half cent sales tax for capital improvements that will be used to retire the \$29.355 million bond issue created by Proposition S. Proposition S authorizes the City to issue \$29,355,000 in bonds to fund street and sidewalk repairs over the next three to six years. This budget does not include the expenditures or funding source associated with the street projects and will need to be amended early next year after the sale of the bonds in January 1997.

The increase in debt service is due to the addition of a note payable issued to the Chesterfield-Monarch Levee District. The City of Chesterfield has entered into a contract to install pumps in the Valley, as noted previously.

	1997 Budget	Percent of total	1996 Projected	Increase (decrease) from prior year	Percent of increase (decrease)
Revenues:					
Property tax	1,445,275	9.5%	1,403,179	42,096	3.0%
Utility gross receipts taxes	3,812,042	25.0%	3,666,526	145,516	4.0%
Sales tax	4,441,010	29.2%	4,311,000	130,010	3.0%
Intergovernmental	3,822,569	25.1%	3,442,344	380,225	11.1%
Licenses & permits	631,600	4.1%	605,285	26,315	4.3%
Charges for services	128,500	0.8%	118,500	10,000	8.4%
Parks & recreation fees	32,000	0.2%	302	31,698	105.0%
Court receipts	605,000	4.0%	576,000	29,000	(5.0%)
Bond Proceeds	0	0.0%	2,533,500	(2,533,500)	(100.0%)
Other Revenues	313,100	2.1%	902,500	(589,400)	(65.3%)
Totals	15,231,095	100.0%	17,559,136	(2,328,041)	(13.3%)
Expenditures:					
Executive & Legislative	72,544	0.4%	69,709	2,835	4.1%
Administration	1,843,495	9.9%	1,703,337	140,158	8.2%
Police	4,698,165	25.2%	4,261,342	436,823	10.3%
Municipal Court	185,739	1.0%	171,737	14,002	8.2%
Planning	425,683	2.3%	408,653	17,030	4.2%
Public Works	5,390,041	29.0%	12,772,746	(7,382,705)	(57.8%)
Parks & Beautification	4,426,225	23.8%	7,737,213	(3,310,988)	(42.8%)
Contingency	131,265	.7%	0	131,265	100.0%
Debt Service	1,438,392	7.7%	1,196,142	242,250	20.3%
Totals	18,611,549	100.0%	28,320,879	(9,709,330)	(34.3%)

The 1997 budget, as submitted, includes total projected General Fund revenues of \$13,588,169, and total expenditures of \$11,123,418. The difference (\$2,464,751) will be used for capital improvements (\$1,481,800), the acquisition of park land (\$50,000), and a payment to the Certificate Payment Fund for the debt service on the Public Works Facility (\$243,043), and to replenish fund reserves lost because of a the unsuccessful outcome of litigation and corresponding loss of the local use tax (\$689,908). The General Fund is the operating fund of the City.

Budget highlights are described below.

Five-Year Budget

In an attempt to do more long-range planning, the City Council adopted a five-year budget for the period January 1, 1997 through December 31, 2001 in August of 1996. The 1997 budget

incorporates the same assumptions outlined in the five-year budget to the extent possible. A summary version of the five-year budget is included in the Appendix of the budget document.

The only significant deviations from the five-year plan involve updating revenue projections, including additional expenses for positions funded through grants since the adoption of the five-year budget, and recognizing a reduction in fund balance from prior years due to the unsuccessful outcome of litigation over the local use tax in 1996.

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 has increased our sales tax distribution per capita to approximately \$103. Because of the successful outcome of litigation over the new sales tax, additional sales tax revenue for 1994 and 1995 (previously deferred) was recognized in 1995.

Economic Development

The 1997 budget includes a \$152,063 contribution for the ongoing support of the Chesterfield Community Development Council (CCDC). This is \$2,063 (or 1.4%) more than the amount included in the 1996 budget. In addition, the 1997 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 1996 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 included 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 included the replacement of approximately 11,860 square feet of sidewalks throughout the City.

In 1996, the City spent approximately \$2,368,186 from the Capital Projects Fund on contractual street improvements. These projects included the replacement of approximately 4.3 miles of streets throughout the City. In 1996, the City spent approximately \$514,785 from the Capital Projects Fund on storm sewer improvements. Also, in 1996, the City spent approximately \$149,015 from the

Capital Projects Fund on contractual sidewalk improvements. These projects included the replacement of approximately 366 slabs of sidewalks throughout the City.

The 1997 General Fund budget includes a transfer of \$1,481,800 for capital improvement projects. Of this amount, \$976,800 (which will come from an I.S.T.E.A. grant) will be used for the funding of the Wilson Road project.

The 1997 General Fund budget also includes a transfer of \$100,000 for cracksealing throughout the City, \$100,000 for asphalt overlays throughout the City, and \$200,000 for storm water projects. The 1997 budget also includes a transfer of \$50,000 for sidewalk replacement. With these funds we should be able to complete approximately 6,400 square feet of sidewalks throughout the City.

The 1997 budget also includes a transfer of \$55,000 for highway beautification. With these funds, we will be able to complete additional highway beautification projects which may include tree planting and landscaping along major City roads.

The 1997 General Fund budget also includes a transfer of \$50,000 to the Parks Construction Fund to supplement bond proceeds for the acquisition of land for parks.

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.

Our citizens have complimented the City for its willingness to address our many capital improvement needs on numerous occasions and have certainly shown their willingness to address the City's capital improvement needs through the passage of Propositions R and S. This budget, along with the amendments we will make after the sale of the bonds to reflect revenues and expenditures associated with Propositions R and S, continues to reflect this commitment to upgrade and maintain our extensive infrastructure network.

New Personnel

The new full-time positions included in the 1997 budget are:

- One (1) additional Police Captain - classified at Level 28 with a salary range of \$46,704 - \$63,050. The effective date for this position is January 2, 1997. This position will be supervised by the Police Chief and will be assigned to the Criminal Investigations Division.
- One (1) Customer Service Center Representative - classified at Level 10H with a salary range of \$19,407 - \$26,199. The effective date for this position is January 2, 1997. This position will be supervised by the City Clerk.

- One (1) Data Processing Technician - classified at Level 18H with a salary range of \$28,673 - \$38,709. The effective date for this position is January 2, 1997. This position will be supervised by the Data Systems Administrator.
- One (1) Parks Maintenance Supervisor - classified at Level 17H with a salary range of \$27,309- \$36,867. The effective date for this position is April 1, 1997. This position will be supervised by the Superintendent of Parks, Recreation and Arts.
- One (1) Parks Laborer - classified at Level 13H with a salary range of \$22,466 - \$30,329. The effective date for this position is April 1, 1997. This position will be supervised by the Parks Maintenance Supervisor.

In addition, the 1997 budget includes three full-time positions which replace former part-time positions, as shown below:

- One (1) Executive Secretary - classified as Level 12H with a salary range of \$21,397 - \$28,886. The effective date for this position is January 2, 1997. This full-time position replaces a part-time position and will continue to be assigned to the Finance and Administration Department and supervised by both the Director of Finance and Administration and Court Administrator.
- Two (2) Records Clerks - classified as Level 9H with a salary range of \$18,483 - \$24,952. The effective date for these positions is January 2, 1997. These full-time positions replace three (3) part-time positions in the Police Department and will continue to be assigned to the Support Services Division and supervised by the Support Services Captain.

The new part-time positions included in the 1997 budget are:

- Two (2) additional Engineering Interns
- One (1) additional Planning Intern
- Five (5) additional Parks & Recreation Seasonal Laborers

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 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 1997, we sought direction from the City Council during the preparation of the five-year budget. The 1997 budget includes a 3% increase for salary adjustments. 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.), a Police Academy grant, a Community Oriented Policing (COPS) grant, a Narcotics Control Assistance Program (NCAP) grant, and a Police Traffic Services grant.

The City of Chesterfield will receive \$976,800 in 1997 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 budgeted cost of the project of \$1,365,764.

The City also provides the St. Louis Police Academy with a Police Officer who teaches at their facility. The Fiscal Year 1997 budget includes \$50,551 for reimbursements for the officer's salary and fringe benefits.

The COPS 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. The 1997 budget includes revenues of \$87,962 from the Federal government and \$26,250 from the Parkway School District.

The NCAP grant is funded through the federal government. This grant will fund 75% of the cost of one (1) police officer and incidental expenses related to a community contact bureau at Chesterfield Mall. The 1997 budget includes NCAP revenues of \$44,006.

The Police Traffic Services grant is funded through the Missouri Department of Public Safety. The 1997 budget includes revenues of \$2,000 for the Police Traffic Services grant.

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 1997-1998 entitlement is estimated at \$78,550. 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, 1996, the total assessed valuation for the City of Chesterfield was \$853,477,245. Under Missouri Law, we are authorized to incur debt totaling no more than 10% of our assessed valuation, or \$85,347,724, if approved by the voters of our community. The City of Chesterfield passed a \$29.355 million street improvements bond issue in November 1996 and will issue those bonds in January 1997. The City of Chesterfield also 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 1997 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.

It should be noted, once again, that the budget does not include any revenues or expenditures resulting from the most recently approved bond issue for either debt service or construction. The results of the election were not available for acceptance by City Council until the day of the public hearing on the budget. Therefore, the budget will be amended in early 1997 (after the sale of the bonds) to reflect both construction and debt services revenues and expenditures.

Contingency

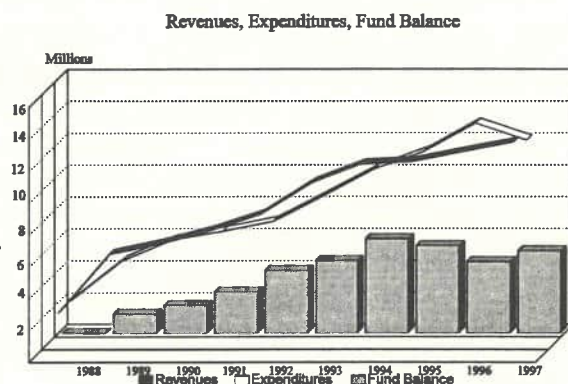
This 1997 budget contains an allocation for a Contingency Fund, totaling \$131,265, which is designed to cover either unanticipated shortfalls in revenues or unbudgeted expenditures. Transfers from this account can only be approved by City Council.

During Fiscal Year 1996, this account totaled \$394,800. As of this writing, \$180,242 has been transferred by City Council.

The remaining balance in contingency funds (totaling \$214,558 as of this writing) will be transferred to fund reserves.

Fund Balance

The City's unreserved fund balance, as of December 31, 1995, totaled \$5,474,742. The fund balance is projected to total \$5.17 million by December 31, 1997. City Council established a goal of fund balance equaling a minimum of 50%



of the operating general fund expenditures. This budget contains projected operating expenditures of \$11,123,418. Fifty percent of this total equals \$5.56 million. The difference results from decisions made by City Council, in recent years, to significantly supplement the capital street improvement budget, in an attempt to address our growing infrastructure repair needs citywide. Those needs have now been met, through the passage of Propositions R and S. It will be the goal of the City to replenish the fund reserves, in keeping with the goal set by City Council.

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 a \$29.355 million general obligation bond issue for citywide street and sidewalk improvements to be completed during the next three to six years. This debt is scheduled to be issued in January 1997. The City will be going through the bond rating process with Moody's and hopes to receive an Aa rating on our second general obligation bond issue.

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 proudly holds a Aa rating on this bond issue.

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 million 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. As of this writing, the City has already secured two park sites, one at Chesterfield Elementary School and one in Chesterfield Valley, which represents the athletic complex pursued in conjunction with the Chesterfield Community Association.

The impact on the City's operating budget during Fiscal Year 1997 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 1997 will be limited to utility and maintenance costs for the facility once it is completed. All such expenses have been included in the 1997 budget.

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 1996 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 1997 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 City Council for its input into the development of this budget. In addition, I greatly appreciate the efforts of Director of Finance and Administration Jan Hawn and other Department Heads and Executive Staff. Budget preparation is truly a team effort!

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael G. Herring".

Michael G. Herring
City Administrator

**CITY OF CHESTEFIELD
Principal Officials**

Mayor

Jack Leonard

City Council

Colleen Hilbert
Barry Flachsbart
Barry Streeter
Larry Grosser
Daniel Hurt
Alan J. Politte
Linda Tilley
Mike Cullen

Other City Officials:

City Administrator

Michael G. Herring

Director of Finance and Administration

Janet S. Hawn

City Clerk

Marty DeMay

Police Chief

Ray Johnson

Director of Planning

Gerald E. Kelley

Director of Public Works/
City Engineer

Michael O. Geisel

MISSION STATEMENT

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:

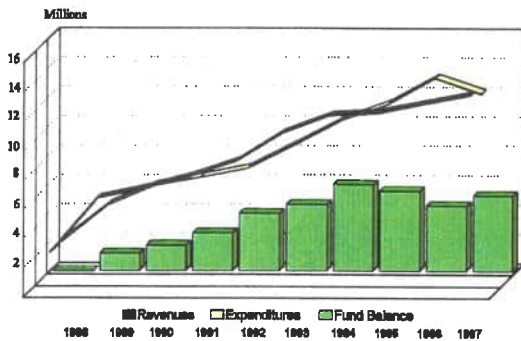
- Highway plan is carried out and public transportation extended to Chesterfield area
- Transportation available to residents through Chesterfield and the region (local bus and trolley)
- Maintain a public/private partnership with other area governments, businesses, etc.

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MAJOR BUDGET POLICIES

Fund Reserve Level

The City attempts to maintain a reserve level of a minimum of 50% of general fund operating expenditures. This is considered a prudent reserve level for meeting unanticipated expenditure requirements, a major revenue shortfall, or an emergency. The budget for fiscal year 1997 closely approaches that goal with a 46.4% or \$5,166,117 unbudgeted fund balance as of December 31, 1997.



Contingency Fund

Besides the reserves, the City appropriates contingency funds. The 1997 budget contains a contingency budget of approximately 1.2% of anticipated operating expenditures, or \$131,265. 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 1997 budget includes 3% for

merit pay increases, as recommended by the City Council during the preparation of the five-year budget.

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 1996 assessed valuation of \$853,477,245, the City's legal debt margin is \$85,347,724.

The City has \$10.735 million in general obligation bonds for parks outstanding. In addition, the City has \$2.685 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 \$74,972,724 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 has historically appropriated 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.

During the preparation of this budget, the City passed \$29,355,000 in general obligation bonds for major street and sidewalk improvements. These bonds will be sold during 1997 and will be in addition to the City's General Fund expenditures for capital improvements.

Cash and Investment Policy

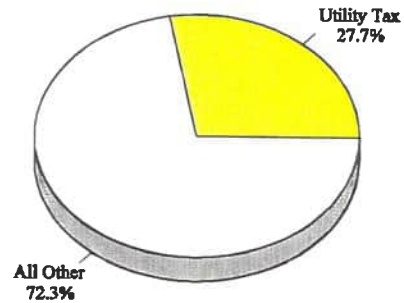
State statutes authorize Missouri local governments to invest in obligations of the United States Treasury and United States agencies, obligations of the State of Missouri, or the City itself, time deposit certificates and repurchase agreements. It is the policy of the City of Chesterfield to invest 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.

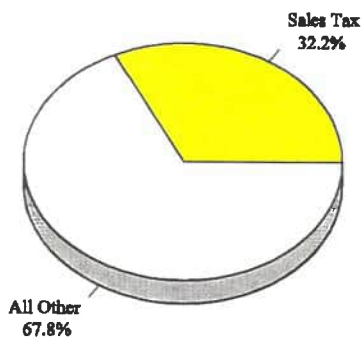
Revenue receipts from the utility gross receipts tax are currently estimated based on the City's experience, as well as information supplied by the utility companies. It should be noted that the estimates for utility taxes are dependent on weather conditions. Revenues for Fiscal Year 1997 from the utility gross receipts tax are estimated at \$3,760,000.



The historical revenue trend for utility tax is shown below:

Year	1991	1992	1993	1994	1995	1996	1997
Amount	2,712,063	2,822,781	3,187,143	3,323,852	3,237,000	3,334,000	3,760,000
% Increase		4.1%	12.9%	4.3%	-2.6%	3.0%	12.8%

Sales 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 the method by 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.

In addition, under legislation passed in 1994, the "pool" cities receive a share of the sales tax generated in "point-of-sale" cities based on a county-wide redistribution formula. These funds, previously under litigation, were upheld in 1995. Because of the successful outcome of this litigation, the City began recognizing new sales tax revenues under the county-wide redistribution formula in 1995 and also recognized \$213,183 in deferred sales tax revenues from prior years in that same year.

Sales tax is collected by the State of Missouri, distributed to St. Louis County who administers the new sales tax redistribution 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 1997 from sales tax are estimated at \$4,372,000 based on estimates of a per capita distribution of about \$103.30.

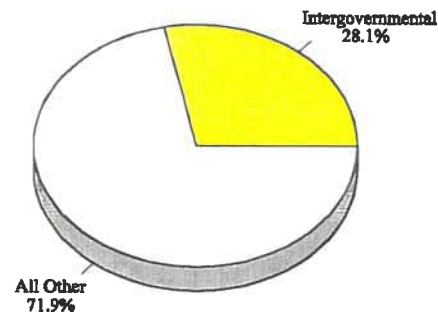
The historical revenue trend for sales and use tax is shown below:

Year	1991	1992	1993	1994	1995	1996	1997
Amount	2,623,970	3,090,961	3,377,964	4,873,347	4,942,000	5,075,000	4,372,000
% Increase		17.8%	9.3%	44.3%	1.4%	4.1%	-11.5%

Intergovernmental Taxes

Intergovernmental taxes include the motor fuel tax, motor vehicle sales tax, cigarette tax, the County road & bridge tax, an I.S.T.E.A. grant, a police academy grant, a COPS grant, an NCAP grant, and a police traffic 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 \$.17 per gallon. Motor fuel tax is distributed based on population. Motor vehicle sales tax is generated from State-imposed fees for licenses, plates, and sales tax, and is also remitted to cities based on population. Revenues for Fiscal Year 1997 from the motor fuel and motor vehicle sales tax are estimated at \$1,083,000 and \$456,000, 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 1997 from cigarette tax are estimated at \$204,000.

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, 1996 was \$853,477,245. 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, 1988	\$ 465,549,049	-
January 1, 1989	\$ 623,472,309	33.9%
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%
January 1, 1996	\$ 853,477,245	5.2%

*Impacted by flood of 1993.

The revenue estimate for road and bridge tax for Fiscal Year 1997 is \$892,000, based on a projected growth in assessed valuation of 4%, 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 1997 are estimated at \$976,800.

The City also provides the St. Louis Police Academy with a Police Officer who teaches at their facility. The Fiscal Year 1997 budget includes \$50,551 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. Revenues for Fiscal Year 1997 are estimated at \$87,962 from the Federal government and \$26,250

from the Parkway School District.

The NCAP (Narcotics Control Assistance Program) grant is funded through the federal government. This grant will fund 75% of the cost of one (1) police officer and incidental expenses related to a community contact bureau at Chesterfield Mall. Revenues for Fiscal Year 1997 are estimated at \$44,006.

The police traffic services grant is funded through the Missouri Department of Public Safety. Revenues for Fiscal Year 1997 are estimated at \$2,000.

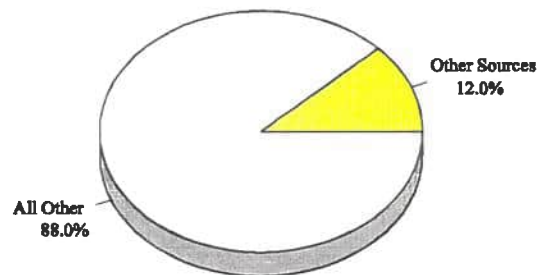
The historical revenue trend for intergovernmental revenues is shown below:

Year	1991	1992	1993	1994	1995	1996	1997
Amount	1,712,868	2,122,090	3,212,468	2,745,463	2,656,175	4,341,769	3,822,569
% Increase		23.9%	51.4%	-14.5%	-3.3%	58.1%	43.9%

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 1997 are \$294,000.

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 1997 are \$37,700 and \$22,200, respectively.

Cable television franchise fees represent 5% of the gross sales of each cable television company annually. They are remitted to the City within sixty (60) days following the end of each quarter. The revenue estimate for Fiscal Year 1997 from cable television franchise fees is \$261,000.

A trash hauling license is issued for the City's exclusive franchise. The trash hauling license fees are estimated at \$200 for Fiscal Year 1997.

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 \$2,000 for Fiscal Year 1997 based on approximately 40 businesses engaged in such activities.

Billboard license fees are based upon 5% of the annual gross receipts for each billboard or \$3,500 per billboard, whichever is greater. Billboard license fees are estimated at \$7,000 for Fiscal Year 1997.

Other licenses and permits are those items which do not fall into any other category. In total, other licenses and permits make up only \$7,500 of the City's revenues for Fiscal Year 1997.

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 1997 are estimated at \$128,500.

Parks and Recreation Fees

Parks and recreation fees will be implemented in Fiscal Year 1997 for the first time as the City begins its recreation programs. Revenues for 1997 are estimated at \$32,000.

Court Receipts

Court fines and fees are also determined by municipal ordinance. Court costs are \$12.00 per ticket plus \$2.25 for training fees and Crime Victims Compensation Fund fees. The fines vary depending on the violation. Court receipts make up 4.5% of the City's revenue, or \$605,000 in Fiscal Year 1997.

Other Revenues

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

Interest earnings make up approximately 1.6% 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 1997 are estimated at \$220,000.

Insurance reimbursements make up a small portion of the City's budget, at less than two-tenths of a percentage of the City's revenues.

Miscellaneous other sources are a very small part of the City's budget, at one-hundredth of a percentage point of the City's revenues, estimated at \$1,500 for Fiscal Year 1997. 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	1997
Amount	978,721	1,118,216	1,241,851	1,342,463	1,562,688	1,610,800	1,633,600
% Increase		14.3%	11.1%	8.1%	16.4%	20.0%	4.5%

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

The Department Heads submit budget requests to the Director of Finance and Administration who reviews them and requests additional information, if necessary. The City Administrator and Director of Finance and Administration 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 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 Department of Finance and Administration 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 Director of Finance and Administration.

Department Heads may make transfers within their department from \$2,500 up to \$5,000 with prior approval of the Director of Finance and Administration 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 1997 BUDGET CALENDAR

- July 31, 1996 to
August 15, 1996

- Director of Finance and Administration prepares budget instructions.
- August 20, 1996

- Director of Finance and Administration distributes budget documents and instructions to departments.
- August 20, 1996 to
September 10, 1996

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

Director of Finance and Administration prepares estimates of personnel costs, fixed charges and nondepartmental items.

Director of Finance and Administration prepares revenue estimates.
- August 20, 1996

- All departments submit computer hardware and software requests to Director of Finance and Administration
- August 27, 1996

- All departments submit personnel requests to Director of Finance and Administration.
- August 22, 1996 to
September 3, 1996

- Director of Finance and Administration prepares estimates of 1996 actual and 1997 estimated payroll costs and submits same to Department Heads.
- September 6, 1996

- All departments submit 1997 budget goals to Director of Finance and Administration.
- September 9, 1996

- Departmental requests for 1997 are returned to the Director of Finance and Administration.
- September 10, 1996 to
September 13, 1996

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

Director of Finance and Administration prepares consolidation of budget requests and finalizes revenue estimates.
- September 16, 1996 to
September 20, 1996

- City Administrator and Director of Finance and Administration meet with Department Heads and City Clerk to discuss budget requests.

- September 23, 1996 to
October 1, 1996

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

City Administrator and Director of Finance and Administration meet to review revenue estimates and budget document prior to submission to City Council.

City Administrator completes budget message.
- October 2, 1996

 - City Administrator submits entire proposed budget document to City Council.
- October 3, 1996 to
October 31, 1996

 - Council Committees hold individual work sessions on respective budgets.

Director of Finance and Administration incorporates Council Committee recommendations into budget.
- November 1, 1996

 - City Administrator submits entire budget document, as amended by Council Committees, to entire City Council for final review.
- November 15, 1996

 - Director of Finance and Administration publishes notice of public hearing.
- November 4, 1996 to
November 18, 1996

 - City Council review final budget as a "Committee of the Whole."
- November 19, 1996 to
November 21, 1996

 - Director of Finance and Administration makes final amendments to budget based on City Council's recommendations.
- November 22, 1996

 - Entire amended budget document is submitted to City Council.
- December 2, 1996

 - Public Hearing on budget held prior to regularly scheduled City Council meeting.

Budget adopted at regular City Council meeting by resolution.
- December 3, 1996 to
December 17, 1996

 - Budget document is finalized for printing

- December 18, 1996 - Final budget document is sent to printers and returned for binding.
- December 31, 1996 - Official budget document is distributed.
- December 31, 1996 to January 1, 1997 - 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, 1996.

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**

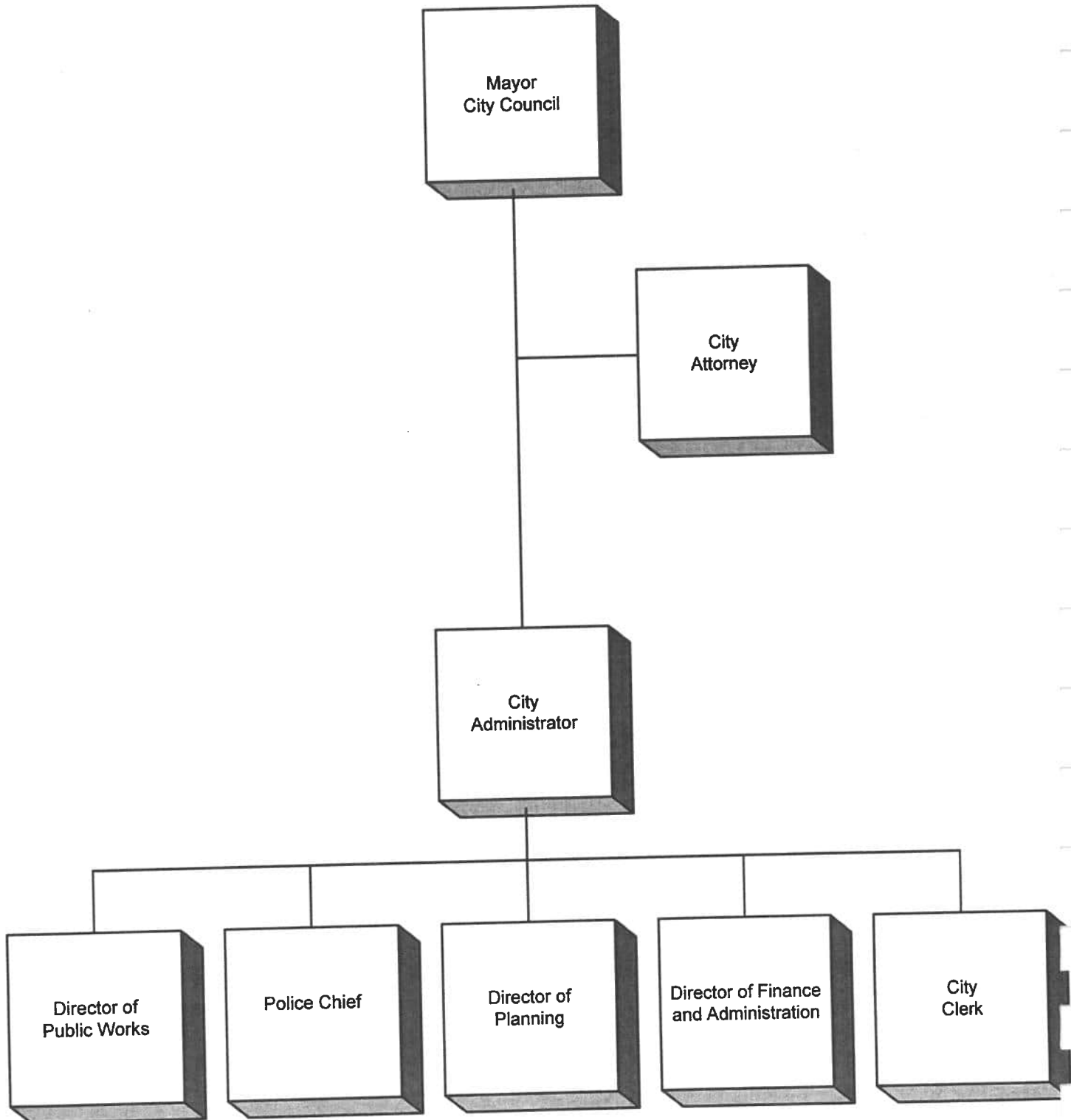
**For the Fiscal Year Beginning
January 1, 1996**

Arthur R. Lynch *Jeffrey L. Esser*
President Executive Director

CITY OF CHESTERFIELD

Organizational Chart

1997



**CITY OF CHESTERFIELD
 COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES
 ALL FUNDS
 FISCAL YEAR 1997
 (\$ 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
REVENUES:										
Property Taxes					351		1,094			1,445
Utility Taxes	3,760				52					3,812
Sales & Use Tax	4,372				69					4,441
Intergovernmental Revenues	3,823									3,823
Licenses & Permits	632									632
Charges for Services	129									129
Parks & Recreation	32									32
Court Receipts	605									605
Bond Proceeds										0
Other Revenues	237	75	2							313
TOTAL REVENUES	13,588	75	2	0	472	0	1,094	0	0	15,231
EXPENDITURES:										
Executive/Legislative	73									73
Administration	1,843									1,843
Police	4,698									4,698
Municipal Court	186									186
Planning & Zoning	426									426
Public Works	3,452		1,366	505	67	0		0		5,390
Parks/Community Beautification	314	4,112								4,426
Contingency	131									131
Debt Services					250		945	243		1,438
TOTAL EXPENDITURES	11,123	4,112	1,366	505	317	0	945	243	0	18,612
Transfers in (out)	(1,775)	50	977	505				243	0	0
Change in Fund Balance	690	(3,987)	(387)	0	155	0	149	0	0	(3,380)
Fund Balance, 1/1/97	4,476	3,987	387	0	425	0	1,112	0	0	10,388
Fund Balance, 12/31/97	5,166	0	0	0	581	0	1,261	0	0	7,008

**CITY OF CHESTERFIELD
 COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES,
 AND CHANGES IN FUND BALANCE
 ALL FUNDS - 1995 TO 1997
 FISCAL YEAR 1997**

	1995 ACTUAL	1996 PROJECTED	1997 BUDGET
REVENUES:			
Property Taxes	1,325,557	1,403,179	1,445,275
Utility Gross Receipts Taxes	3,359,052	3,666,526	3,812,042
Sales Tax	4,629,508	4,311,000	4,441,010
Intergovernmental Revenues	2,686,275	3,442,344	3,822,569
Licenses & Permits	597,177	605,285	631,600
Charges for Services	153,651	118,500	128,500
Parks & Recreation Contributions	3,501	302	32,000
Court Receipts	516,212	576,000	605,000
Bond Proceeds	13,641,419	2,533,500	0
Other Revenues	1,124,000	902,500	313,100
TOTAL REVENUE	28,036,351	17,559,136	15,231,095
EXPENDITURES:			
Executive & Legislative Administration	71,836	69,709	72,544
Police	1,844,587	1,703,337	1,843,495
Municipal Court	3,928,698	4,261,342	4,698,165
Planning & Zoning	132,015	171,737	185,739
Public Works	373,891	408,653	425,683
Parks & Community Beautification	6,236,543	12,772,746	5,390,041
Contingency	208,748	7,737,213	4,426,225
Debt Service	0	0	131,265
	346,923	1,196,142	1,438,392
TOTAL EXPENDITURES	13,143,240	28,320,879	18,611,549
Change in Fund Balance	14,893,111	(10,761,742)	(3,380,454)
Fund Balance January 1	6,256,930	21,150,041	10,388,298
Fund Balance December 31	21,150,041	10,388,298	7,007,845

Budgeted Expenditures By Type - All Funds

Department/Division	Personnel	Contractual	Commodities	Capital	Contingencies	Totals
Legislative						
Mayor & Council	64,794	5,000	750	2,000	0	72,544
Administration						
City Clerk	77,415	40,005	725	2,000	0	120,145
Legal Services	0	110,350	0	0	0	110,350
City Administrator	143,956	37,705	675	2,000	0	184,336
Finance	214,108	92,356	1,750	2,000	0	310,214
Personnel	0	0	0	0	0	0
Central Services	156,161	885,039	47,750	29,500	0	1,118,450
	591,640	1,165,455	50,900	35,500	0	1,843,495
Police						
Administration	304,347	7,195	7,360	6,000	0	324,902
Patrol	3,069,574	51,970	132,760	164,200	0	3,418,504
Support Services	222,685	364,062	7,200	27,700	0	621,647
Investigations	293,581	9,135	9,710	20,686	0	333,112
	3,890,187	432,362	157,030	218,586	0	4,698,165
Municipal Court						
Municipal Court	90,357	85,582	300	9,500	0	185,739
Planning						
Planning & Zoning	366,323	49,160	4,200	6,000	0	425,683
Public Works						
Administration/Eng.	582,110	66,695	20,300	53,210	0	722,315
Street/Sewer Maint.	1,123,386	299,995	479,000	576,628	0	2,479,009
Vehicle Maintenance	177,882	6,850	37,619	22,102	0	244,453
Street Lighting	0	6,500	0	0	0	6,500
Capital Improvements	0	0	0	505,000	0	505,000
Levee & Drainage	0	0	0	0	0	0
Public Works Facility	0	0	0	0	0	243,043
P/W Facility Constructio	0	0	0	0	0	0
Capital Improvements	0	317,000	0	0	0	317,000
Capital Improvements	0	0	0	1,365,764	0	1,365,764
	1,883,378	697,040	536,919	2,522,704	0	5,883,084
Parks/Beautification						
Parks/Beautification	178,275	105,500	15,600	14,875	0	314,250
Parks Construction	0	282,163	0	3,829,812	0	4,111,975
Debt Service-Parks 199	0	0	0	0	0	945,349
	178,275	387,663	15,600	3,844,687	0	5,371,574
Contingency						
Contingency	0	0	0	0	131,265	131,265

Budgeted Expenditures By Type - All Funds						
Department/Division	Personnel	Contractual	Commodities	Capital	Contingencies	Totals
Total Expenditures	<u>7,064,954</u>	<u>2,822,262</u>	<u>765,699</u>	<u>6,638,977</u>	<u>131,265</u>	<u>18,611,549</u>

**CITY OF CHESTERFIELD
STATEMENT OF BUDGETED REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
GENERAL FUND
FISCAL YEAR 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	5,327,171	5,474,742	4,476,209
REVENUES:			
Utility Gross Receipts Taxes	3,309,997	3,616,000	3,760,000
Sales Tax	4,564,460	4,244,000	4,372,000
Intergovernmental Revenues	2,686,275	3,442,344	3,822,569
Licenses & Permits	597,177	605,285	631,600
Charges for Services	153,651	118,500	128,500
Parks & Recreation	3,501	302	32,000
Court Receipts	516,212	576,000	605,000
Other Revenues	506,996	360,000	236,500
TOTAL REVENUES	<u>12,338,269</u>	<u>12,962,431</u>	<u>13,588,169</u>
TOTAL AVAILABLE FUNDS	<u>17,665,440</u>	<u>18,437,173</u>	<u>18,064,378</u>
EXPENDITURES:			
Executive & Legislative Administration	71,836	69,709	72,544
Police	1,844,587	1,703,337	1,843,495
Municipal Court	3,928,698	4,261,342	4,698,165
Planning & Zoning	132,015	171,737	185,739
Public Works	373,891	408,653	425,683
Parks & Community Beautification	2,763,068	3,071,192	3,452,277
Contingency	97,741	176,446	314,250
	<u>0</u>	<u>0</u>	<u>131,265</u>
TOTAL EXPENDITURES	<u>9,211,836</u>	<u>9,862,416</u>	<u>11,123,418</u>
TRANSFERS TO OTHER FUNDS	<u>(2,978,862)</u>	<u>(4,098,548)</u>	<u>(1,774,843)</u>
FUND BALANCE, DECEMBER 31	<u>5,474,742</u>	<u>4,476,209</u>	<u>5,166,117</u>

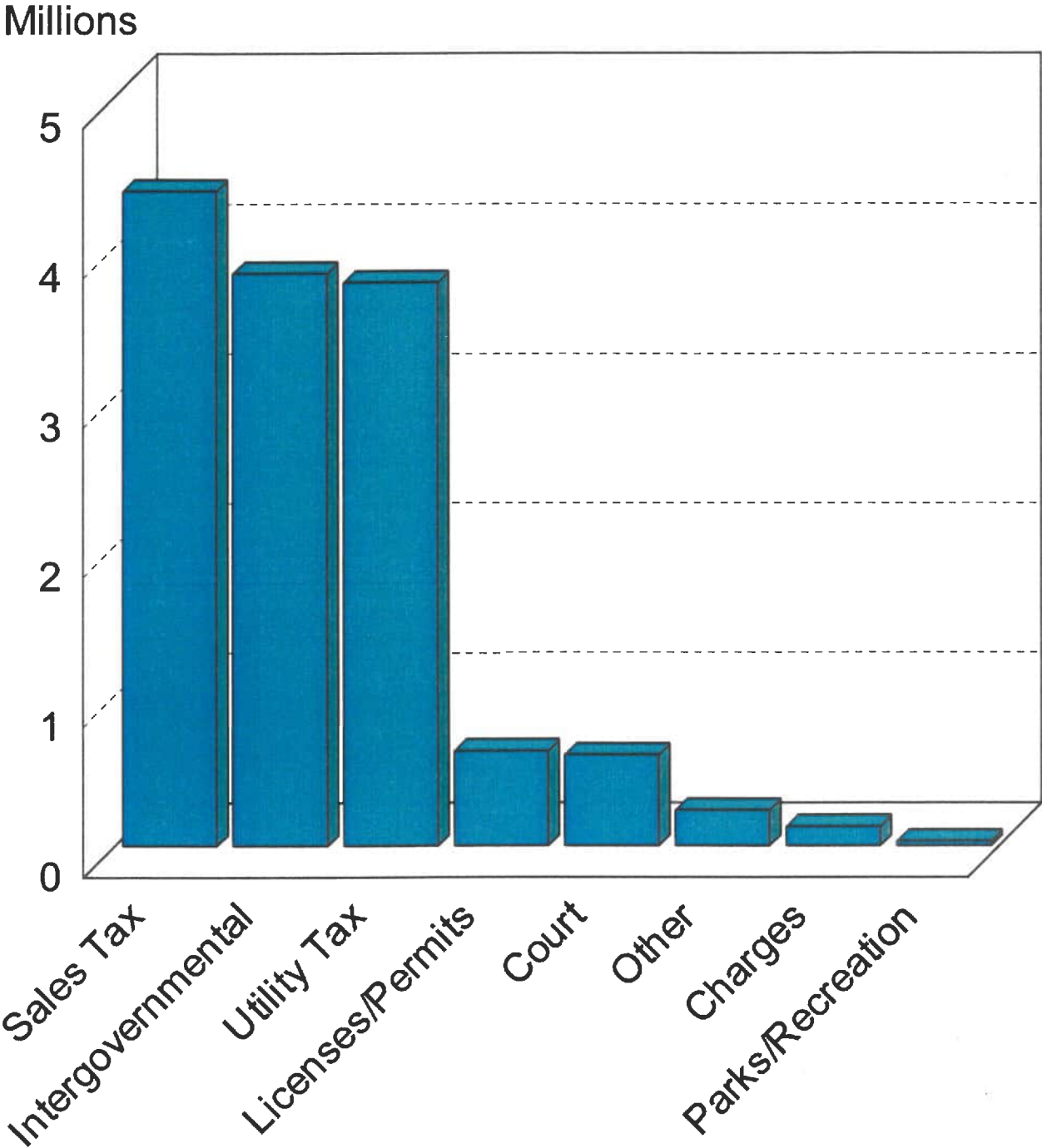
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CITY OF CHESTERFIELD

GENERAL FUND - REVENUES BY SOURCE

FISCAL YEAR 1997

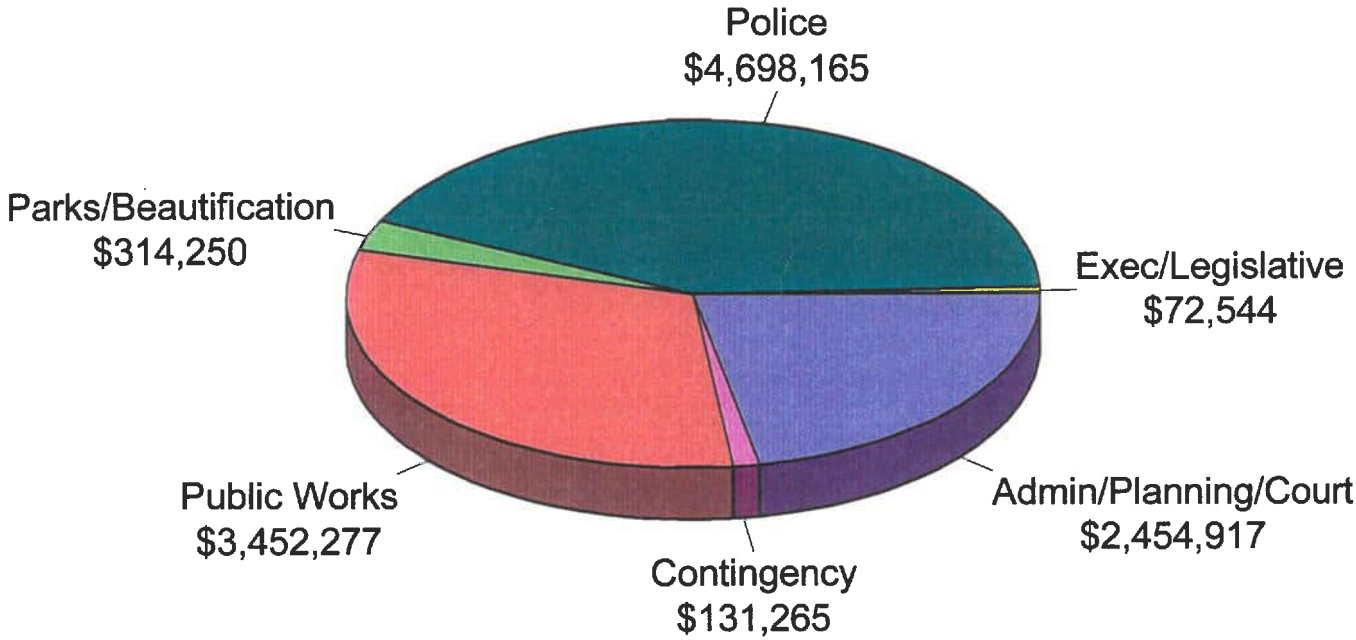


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Revenue Budget - General Fund	1995 ACTUAL TOTAL	1996 PROJECTED TOTAL	1997 PROPOSED BUDGET
Utility Taxes:			
410.100 Utility Taxes - Electric	1,931,392	2,042,000	2,124,000
410.200 Utility Taxes - Gas	492,983	610,000	634,000
410.300 Utility Taxes - Telephone	659,733	726,000	755,000
410.400 Utility Taxes - Water	225,889	238,000	247,000
Total Utility Taxes	3,309,997	3,616,000	3,760,000
Sales Tax:			
420.000 Sales Tax	4,564,460	4,244,000	4,372,000
Total Sales Tax	4,564,460	4,244,000	4,372,000
Intergovernmental Taxes:			
430.000 Motor Fuel Tax	1,004,142	1,041,000	1,083,000
431.000 Motor Vehicle Sales Tax	429,913	438,000	456,000
432.000 Cigarette Tax	196,817	200,000	204,000
433.000 County Road & Bridge Tax	858,907	858,000	892,000
434.100 FEMA Reimbursements	53,403	106	0
434.200 I.S.T.E.A. Grant	14,618	0	976,800
434.300 EDA Grant	0	681,900	0
434.500 Police Academy Grant	45,118	47,881	50,551
434.700 County-Bonhomme Creek Grant	6,038	0	0
435.100 OCDETF Grant - Overtime	3,152	0	0
435.200 COPS - Federal	18,667	70,387	87,962
435.300 COPS - Parkway	4,763	14,790	26,250
435.400 Branch Out Missouri Grant	0	14,038	0
435.500 NCAP Grant	0	14,242	44,006
436.000 Police Traffic Services Grant	3,557	2,000	2,000
439.000 MSD Refunds	47,179	60,000	0
Total Intergovernmental Taxes	2,686,275	3,442,344	3,822,569
Licenses and Permits:			
440.000 Business Licenses	292,331	283,000	294,000
441.000 Liquor Licenses	30,145	36,200	37,700
442.000 Vending Licenses	23,775	21,400	22,200
443.000 Franchise Fees	236,429	251,000	261,000
445.000 Trash Haulers Licenses	4,095	185	200
446.000 Alarm Company Licenses	3,400	750	2,000
448.000 Billboard Business License Fee	0	5,250	7,000
449.000 Miscellaneous Other Licenses	7,002	7,500	7,500

Revenue Budget - General Fund	1995 ACTUAL TOTAL	1996 PROJECTED TOTAL	1997 PROPOSED BUDGET
Total Licenses and Permits	597,177	605,285	631,600
Charges for Services:			
451.000 Engineering Inspection Fees	57,936	45,000	45,000
452.000 Subdivision Processing Fees	6,486	7,500	7,500
453.000 Zoning Applications	18,882	10,000	15,000
454.000 Police Reports	14,985	15,000	15,000
455.000 False Alarm Fees	42,528	30,000	35,000
457.000 Prisoner Holdover Charges	1,950	1,000	1,000
459.000 Miscellaneous Other Charges	10,884	10,000	10,000
Total Charges for Services	153,651	118,500	128,500
Parks and Recreation:			
461.000 Parks Charges & Fees	3,501	0	32,000
462.000 Parks Donations & Sponsorships	0	302	0
Total Parks and Recreation	3,501	302	32,000
Court Receipts:			
480.000 Court Fines & Fees	503,013	560,000	588,000
481.000 Court Fees - Training	12,513	15,000	16,000
482.000 CVC Fees	687	1,000	1,000
Total Court Receipts	516,212	576,000	605,000
Other Revenues:			
490.100 Interest on Investments	472,267	325,000	220,000
491.000 Historical Committee	5,967	4,000	0
492.000 Insurance Reimbursements	24,442	28,000	15,000
494.000 Sale of Fixed Assets	100	1,500	0
495.000 Miscellaneous	4,221	1,500	1,500
Total Other Revenues	506,996	360,000	236,500
Totals	12,338,269	12,962,431	13,588,169

CITY OF CHESTERFIELD TOTAL EXPENDITURES - GENERAL FUND FISCAL YEAR 1997

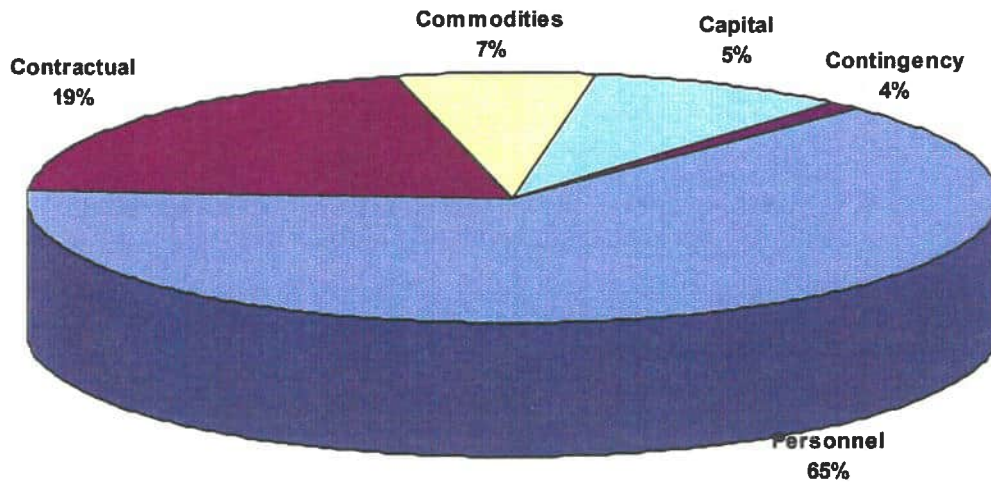


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Summary of Expenditures - General Fund	1995 ACTUAL TOTAL	1996 PROJECTED TOTAL	1997 PROPOSED BUDGET
Legislative			
011 Mayor & Council	71,836	69,709	72,544
Administration			
031 City Clerk	110,838	89,591	120,145
032 Legal Services	126,927	195,150	110,350
033 City Administrator	116,161	112,415	184,336
034 Finance	131,419	248,446	310,214
035 Personnel	158,073	105,095	0
036 Central Services	1,201,168	952,640	1,118,450
	<u>1,844,587</u>	<u>1,703,337</u>	<u>1,843,495</u>
Police			
041 Administration	315,844	311,677	324,902
042 Patrol	2,844,792	3,100,757	3,418,504
043 Support Services	490,111	559,714	621,647
044 Investigations	277,952	289,194	333,112
	<u>3,928,698</u>	<u>4,261,342</u>	<u>4,698,165</u>
Municipal Court			
051 Municipal Court	132,015	171,737	185,739
Planning			
061 Planning & Zoning	373,891	408,653	425,683
Public Works			
071 Administration/Eng.	810,755	764,183	722,315
072 Street/Sewer Maint.	1,733,116	2,035,069	2,479,009
073 Vehicle Maintenance	218,536	266,372	244,453
075 Street Lighting	662	5,568	6,500
	<u>2,763,068</u>	<u>3,071,192</u>	<u>3,452,277</u>
Parks/Beautification			
081 Parks/Beautification	97,741	176,446	314,250
Contingency			
091 Contingency	0	0	131,265
Totals	<u>9,211,836</u>	<u>9,862,416</u>	<u>11,123,418</u>

Budgeted Expenditures By Type - General Fund						
Department/Division	Personnel	Contractual	Commodities	Capital	Contingencies	Totals
Legislative						
Mayor & Council	64,794	5,000	750	2,000	0	72,544
Administration						
City Clerk	77,415	40,005	725	2,000	0	120,145
Legal Services	0	110,350	0	0	0	110,350
City Administrator	143,956	37,705	675	2,000	0	184,336
Finance	214,108	92,356	1,750	2,000	0	310,214
Personnel	0	0	0	0	0	0
Central Services	156,161	885,039	47,750	29,500	0	1,118,450
	591,640	1,165,455	50,900	35,500	0	1,843,495
Police						
Administration	304,347	7,195	7,360	6,000	0	324,902
Patrol	3,069,574	51,970	132,760	164,200	0	3,418,504
Support Services	222,685	364,062	7,200	27,700	0	621,647
Investigations	293,581	9,135	9,710	20,686	0	333,112
	3,890,187	432,362	157,030	218,586	0	4,698,165
Municipal Court						
Municipal Court	90,357	85,582	300	9,500	0	185,739
Planning						
Planning & Zoning	366,323	49,160	4,200	6,000	0	425,683
Public Works						
Administration/Eng.	582,110	66,695	20,300	53,210	0	722,315
Street/Sewer Maint.	1,123,386	299,995	479,000	576,628	0	2,479,009
Vehicle Maintenance	177,882	6,850	37,619	22,102	0	244,453
Street Lighting	0	6,500	0	0	0	6,500
	1,883,378	380,040	536,919	651,940	0	3,452,277
Parks/Beautification						
Parks/Beautification	178,275	105,500	15,600	14,875	0	314,250
Contingency						
Contingency	0	0	0	0	131,265	131,265
Total Expenditures	<u>7,064,954</u>	<u>2,223,099</u>	<u>765,699</u>	<u>938,401</u>	<u>131,265</u>	<u>11,123,418</u>

Budgeted Expenditures By Type			
General Fund	1995 Actual	1996 Projected	1997 Budget
Personnel	6,564,750	6,290,302	7,064,954
Contractual	2,212,643	2,118,311	2,223,099
Commodities	794,992	738,896	765,699
Capital	873,219	714,907	938,401
Contingency	293,559	0	131,265
	<u>10,739,163</u>	<u>9,862,416</u>	<u>11,123,418</u>



Personnel Schedule Summary		1995	1996	1997
Department/Activity	Position Title	Actual	Actual	Proposed
Administration				
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
	Administrative Assistant	0.00	0.00	1.00
Finance	Director of Finance & Administration	1.00	1.00	1.00
	Accountant	0.00	1.00	1.00
	Senior Accounting Clerk	0.00	1.00	1.00
	Accounting Clerk	2.00	1.00	1.00
	Executive Secretary	0.00	0.00	0.50
	Clerk/Typist	0.38	0.38	0.00
Personnel	Asst. City Admin./Personnel Director	1.00	1.00	0.00
	Administrative Assistant	1.00	1.00	0.00
Central Services	Data Systems Administrator	1.00	1.00	1.00
	Data Processing Technician	0.00	0.00	1.00
	Customer Service Representative	0.00	0.00	2.00
	Receptionist	1.00	1.00	0.00
	P/T Data Processing Technician (1)	0.00	0.50	0.50
Police				
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	4.00
	Sergeant	7.00	7.00	7.00
	Police Officer	46.00	49.00	49.00
Support Services	Captain	1.00	1.00	1.00
	Records Clerks	3.00	3.00	5.00
	Part Time Records Clerk (2)	1.66	1.66	0.67
Investigations	Lieutenant	1.00	1.00	0.00
	Captain	0.00	0.00	1.00
	Detectives	4.00	4.00	4.00
	Evidence Property Clerk	1.00	1.00	1.00
Municipal Court				
Municipal Court	Court Administrator	1.00	1.00	1.00
	Assistant Court Administrator	0.00	1.00	1.00
	Executive Secretary	0.00	0.00	0.50
	Clerk/Typist	0.38	0.38	0.00

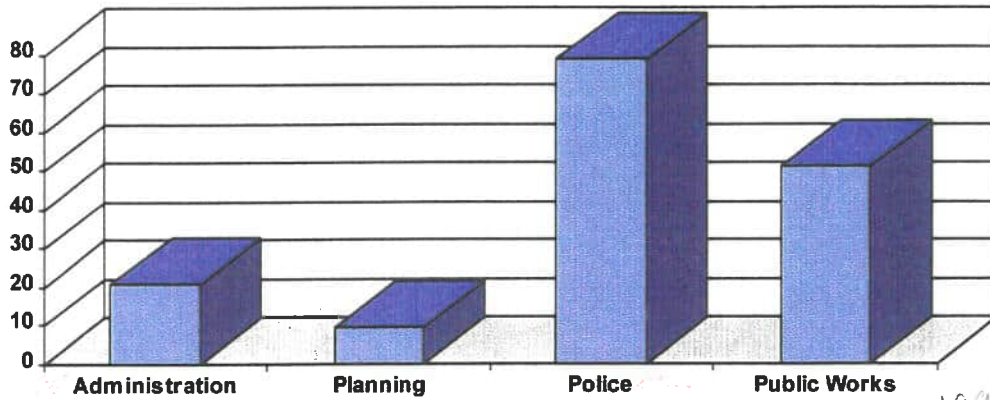
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72

Personnel Schedule Summary		1995	1996	1997
Department/Activity	Position Title	Actual	Actual	Proposed
Planning				
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
	Planner I	1.00	1.00	1.00
	Planning Technician	2.00	2.00	2.00
	Zoning Inspector	1.00	1.00	1.00
	Executive Secretary	1.00	1.00	1.00
	Administrative Secretary	1.00	1.00	1.00
	Planning Intern (2)	0.31	0.31	0.62
Public Works				
Administration/Eng.	Director/Public Works/City Engineer	1.00	1.00	1.00
	Assistant City Engineer	1.00	1.00	1.00
	Civil Engineer	3.00	3.00	3.00
	Plan Review Engineer	0.00	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 (3)	0.29	0.29	0.90
Street/Sewer Maint.	Street Superintendent	1.00	1.00	1.00
	Street Supervisor	4.00	4.00	4.00
	Street Maintenance Workers	21.00	24.00	24.00
	Secretary	1.00	1.00	1.00
	Temporary Workers (13)	4.65	4.65	4.03
Vehicle Maintenance	Mechanic Supervisor	1.00	1.00	1.00
	Mechanics	3.00	3.00	3.00
Parks/Beautification				
Parks/Beautification	Parks, Recreation & Arts Superintendent	1.00	1.00	1.00
	Parks Planning Assistant	0.00	1.00	1.00
	Parks Supervisor	0.00	0.00	0.75
	Parks Laborer	0.00	0.00	0.75
	Park & Recreation (6 seasonal)	0.31	0.31	1.80

Personnel Schedule Summary		1995	1996	1997
Department/Activity	Position Title	Actual	Actual	Proposed
Total Personnel		143.98	153.48	160.02



1996 1997
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Detail of Capital Assets to be Purchased

Department/Activity	Description	Amount	Activity Total
Legislative			
Mayor & Council	Computer (1)	2,000	2,000
Administration			
City Clerk	Computer (1)	2,000	2,000
City Administrator	Computer (1)	2,000	2,000
Finance	Computer (1)	2,000	2,000
Central Services	Computer (1)	2,000	
	Computers (3)	6,000	
	Work stations (3)	6,000	
	Laserjet 5si (1)	4,000	
	T1 DSUs (2)	4,000	
	Civical (1)	5,000	
	Minolta rollfilm carrier (microfilm) (1)	2,500	
			29,500
Police			
Administration	Computers (3)	6,000	6,000
Patrol	Computer (3)	6,000	
	Replacement Patrol Vehicles (10)	150,000	
	Mobile Police Radio (2)	6,200	
	Computer (1)	2,000	
			164,200
Support Services	Computers (2)	4,000	
	Computers (2)	4,000	
	R.E.J.I.S. Hardware and Software (1)	4,700	
	Carpeting (1)	2,000	
	Heat and Air Conditioning (1)	1,000	
	Work Station (1)	2,000	
	Database Server (1)	10,000	
			27,700
Investigations	Computers (2)	4,000	
	Video Camera/VCR and Recording Equipment	2,500	
	Voice Stress Analyzer (1)	8,000	
	Desk, Desk Chair and Task Lamp + Installatio	6,186	

Detail of Capital Assets to be Purchased

Department/Activity	Description	Amount	Activity Total
			20,686
Municipal Court			
Municipal Court	Computer (1)	2,000	
	Computer Software (1)	7,500	
			9,500
Planning			
Planning & Zoning	Computers (3)	6,000	
			6,000
Public Works			
Administration/Eng.	Traffic Counters (4)	5,400	
	Pickup Truck (1)	17,510	
	GIS Software (1)	10,300	
	Computers (7)	14,000	
	CADD Workstation (1)	6,000	
			53,210
Street/Sewer Maint.			
	Asphalt Hot Box (1)	30,900	
	Trailer (1)	3,389	
	Computers (2)	4,000	
	Netware Server (1)	8,000	
	Electric Overhead Doors (1)	5,150	
	Facility Improvements (1)	97,850	
	Gas Multi-Meter (1)	2,575	
	Plate Compactor (2)	4,532	
	1-Ton Roller (1)	7,210	
	Rosco Asphaltite (1)	46,332	
	680 L Backhoe (1)	80,340	
	1840 Skid Steer (1)	14,420	
	1997 2.5 Ton Dump Truck (2)	128,750	
	1997 1-Ton Pick Up (2)	66,950	
	Salt Conveyor (1)	55,620	
	Equipment Building Hoist (1)	20,600	
			576,628
Vehicle Maintenance			
	Mechanics Tool Chests (1)	1,502	
	Overhead Oil & Grease Dispenser (1)	20,600	
			22,102
Parks/Beautification			
Parks/Beautification	36" Tree Auger (1)	4,120	

<i>Detail of Capital Assets to be Purchased</i>			
Department/Activity	Description	Amount	Activity Total
Parks/Beautification	Brushhog (1)	2,060	
	Water tank w/ pump and hose (1)	5,150	
	Auger (1)	1,545	
	Computer (1)	2,000	
			14,875
	Total Capital		938,401

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Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011
<i>Division Summary</i>			
Activity		Remarks	
Mayor		<p>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.</p>	
City Council		<p>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.</p>	

Fund	Department	Division			Account Number	
General	Legislative	Mayor & Council			010.011	
Division Request		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Personnel Services		64,831	64,776	43,237	64,794	64,794
Contractual Services		4,649	5,600	2,288	4,265	5,000
Commodities		598	900	386	650	750
Capital Outlay		1,758	0	0	0	2,000
TOTAL		71,836	71,276	45,912	69,709	72,544

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
<i>Personnel Services</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.114	Salaries - Elected Officials		60,000	60,000	40,000	60,000	60,000
510.120	Social Security		4,590	4,590	3,060	4,590	4,590
510.122	Worker's Compensation		241	186	177	204	204
	Totals		<u>64,831</u>	<u>64,776</u>	<u>43,237</u>	<u>64,794</u>	<u>64,794</u>

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
<i>Contractual Services</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
520.248	Maintenance & Repair - Vehicles		539	500	55	100	250
520.249	Memberships & Subscriptions		250	300	200	250	250
520.251	Miscellaneous Contractual		672	900	249	450	500
520.261	Professional Services		400	400	65	465	500
520.277	Training & Continuing Education		2,787	3,500	1,719	3,000	3,500
	Totals		<u>4,649</u>	<u>5,600</u>	<u>2,288</u>	<u>4,265</u>	<u>5,000</u>

Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011

Memberships and Subscriptions

Organization	Member	Amount
Mayors of Large Cities	Mayor	200
Missouri Rivers Communities Network	Mayor	50
	Total	<hr/> 250

Fund General	Department Legislative	Division Mayor & Council	Account Number 010.011
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Training and Continuing Education

Seminar	Location	Amount
Missouri Municipal League (MML)	Lake of the Ozarks	1,500
Miscellaneous Expense	Metro Area	1,000
MML-Newly Elected Officials	Columbia, MO	500
MML-Legislative Conference	Jefferson City, MO	500
	Total	<u>3,500</u>

Fund		Department	Division			Account Number		
General		Legislative	Mayor & Council			010.011		
<i>Commodities</i>				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
530.313	Departmental Supplies			224	300	78	200	250
530.318	Gasoline & Oil			374	600	308	450	500
	Totals			<u>598</u>	<u>900</u>	<u>386</u>	<u>650</u>	<u>750</u>

Fund		Department		Division			Account Number	
General		Legislative		Mayor & Council			010.011	
<i>Capital Expenditures</i>				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
540.410	Computer Equipment			1,758	0	0	0	2,000
	Totals			<u>1,758</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>

Fund General	Department Legislative	Division Mayor & Council	Account Number 010.011
Capital Outlay Request			
Account Number 001-010-011-540.410			
Description Computer	No# Requested 1	Unit Cost 2,000	Total Cost 2,000
Explain reason for request (describe use and workload) Replace aging computer		No# of similar units on hand 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	3	Use for parts/backup
What source was used for unit cost? MIS Task force			
Other remarks			

Fund General	Department Legislative	Division Mayor & Council	Account Number 010.011
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.248	Maintenance & Repair - Vehicles	250	Car Maintenance
520.249	Memberships & Subscriptions	250	See attached detail
520.251	Miscellaneous Contractual	500	Car Phone
520.261	Professional Services	500	Photographic services
520.277	Training & Continuing Education	3,500	See attached detail
530.313	Departmental Supplies	250	Picture frames, miscellaneous supplies
530.318	Gasoline & Oil	500	Gasoline
540.410	Computer Equipment	2,000	See attached detail

1996 ACCOMPLISHMENTS FINANCE AND ADMINISTRATION

- ▶ Coordinated information to be placed on the April 2 municipal election ballot and the November 5 ballot regarding Propositions "R" and "S".
- ▶ Coordinated the Citizen Appreciation Dinner.
- ▶ Coordinated the preparation of the Customer Service Center Manual to be used as a reference tool for the Customer Service Center, which will be fully operational in first quarter 1997.
- ▶ Coordinated departmental personnel to record updated weekly announcements for the "Information Hotline" for Planning Commission, City Council and other pertinent city information.
- ▶ Produced the "Citizen" Newsletter, the City's official newsletter, on a quarterly basis. Also produced the "Internal Journal", an employee newsletter, on a bi-monthly basis.
- ▶ Prepared and distributed Employee Benefit Statement Packets for 1996.
- ▶ Received an unqualified audit opinion for 1996 on 1995 financial statements.
- ▶ Received Certificate of Achievement for 1995 Comprehensive Annual Financial Report.
- ▶ Received Distinguished Budget Presentation Award for City's 1996 budget.
- ▶ Secured \$64,327 in Community Development Block Grant funds for the 1996-1997 funding year used for the Home Improvement Program and Removal of Architectural Barriers program.
- ▶ Issued 1,389 business licenses, 172 liquor licenses, 36 solicitor licenses and 766 vending licenses.
- ▶ Installed and implemented new financial software package. Updated from DOS to a Windows environment. Increased accountability, internal control and enhanced financial reporting capabilities.
- ▶ Installed and implemented new payroll software. Increased efficiency, accountability, function capability and reporting proficiency.
- ▶ Installed computer network for the new Public Works facility.
- ▶ Installed and implemented a voice mail system at City Hall.

- ▶ Installed new file servers at City Hall to increase network reliability. Also, installed new data wiring system at City Hall to increase reliability of networked computers.
- ▶ Installed remote access services for remote access to computer network.
- ▶ Implemented Emergency Notification software for Police department.
- ▶ Maintained 99.8% availability of computer network at City Hall.
- ▶ Developed an enhanced program to reward employees who qualify for a Safe Worker and/or Safe Driver Award.
- ▶ Recognized 23 employees who qualified for the sick leave incentive program throughout all applicable time periods in 1996.
- ▶ Awarded a total of three 120 days-No Lost Time recognition to the Police Department (2) and Public Works Department (1).
- ▶ Revised and enhanced the program to reward outstanding safety suggestions and awarded two "tier one" and one "tier two" suggestions.
- ▶ Recognized 74 employees with Safe Worker Awards; and 74 employees with Safe Driver Awards.
- ▶ Revised and strengthened the City's policy in regard to pre-employment physical examinations; refined the recruitment process and pre-Offer Checklist to enhance the overall hiring process and promote more timely hires.

1997 GOALS
FINANCE AND ADMINISTRATION

Goal: Increase effectiveness and efficiency of Finance Department licensing operations.

Strategy: Perform field checks for 50 randomly-selected businesses in August 1997 for business licenses; perform field checks for 20 randomly-selected businesses for vending licenses.

Goal: Enhance potential for bond rating of at least Aa or better for general obligation bond issues and A1 or better for certificates of participation.

Strategy: Submit 1997 Annual Budget to the Government Finance Officers Association of the United States and Canada (GFOA) by January 31, 1997 for Distinguished Budget Presentation Award; obtain unqualified audit opinion by maintaining current level of accuracy and preparing schedules required by city's auditors; submit 1996 Comprehensive Annual Financial Report to the GFOA by June 30, 1997 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.

Goal: Strengthen city's financial planning.

Strategy: Update city-wide five-year budget by July 31, 1997; send out productivity measurements survey by July 15, 1997 and tabulate results by September 15, 1997.

Goal: Comply with 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 suspicious, 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.

Strategy: Finalize 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 by April 1, 1997.

Goal: Develop ability to quickly and accurately access City Council minutes and ordinance and resolution titles in response to requests by the Mayor, members of City Council, residents, employees, and other municipalities.

Strategy: Purchase from Municipal Code Corporation's search software. City Clerk to direct and facilitate training for selected employees on system usage by March 1, 1997.

Goal: Improve resident understanding of City operations.

Strategy: Distribute "Resident Guide" to all residents by September 1, 1997 and update and distribute booklets to new residents on a monthly basis.

Goal: Preserve the City's permanent record of ordinances and resolutions adopted by City Council.

Strategy: Microfilm the ordinances and resolutions and purchase a microfilm roll reader to access records on microfilm by September 1, 1997.

Goal: Expedite service to "internal" and "external" customers.

Strategy: Purchase software to route questions, concerns, complaints to the appropriate department for response and, in turn, the answers sent back to CSC for follow-up with individual and implement Customer Service Center (CSC) by February 1, 1997.

Fund	Department	Division	Account Number
General	Administration	City Clerk	030.031

Division Summary

Activity	Remarks
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City Clerk

The City Clerk's Office is responsible for official City records, ordinances and resolutions, certification of official documents, preparation of minutes of City Council proceedings and filing official notices and advertisements.

The City Clerk's Office also issues liquor licenses and solicitors permits.

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.

The City Clerk's Office provides clerical assistance to the Mayor, City Council, and City Administrator.

The City Clerk's Office is responsible for employee relations, including an employee newsletter, the Employee Recognition Award Program, wellness programs and activities, and special events/activities to promote employee spirit.

The City Clerk's Office coordinates the publication of a citizen newsletter, citizen recognition awards and special events.

Fund	Department	Division	Account Number		
General	Administration	City Clerk	030.031		
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	59,480	72,295	50,016	73,911	77,415
Contractual Services	51,358	39,630	14,848	15,680	40,005
Commodities	0	525	519	0	725
Capital Outlay	0	0	0	0	2,000
Totals	110,838	112,450	65,383	89,591	120,145
Personnel Schedule					
Position Title	Number of Employees				
	1995 Actual	1996 Authorized	1997 Requested		
City Clerk	1.00	1.00	1.00		
Deputy City Clerk	1.00	1.00	1.00		
Totals	2.00	2.00	2.00		

Fund		Department	Division			Account Number	
General		Administration	City Clerk			030.031	
<i>Personnel Services</i>							
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
510.110	Salaries - Supervisory	31,464	36,851	25,980	37,194	38,602	
510.111	Salaries - Regular/Full-Time	19,191	23,630	15,847	22,305	23,519	
510.113	Salaries - Overtime	0	500	0	0	0	
510.120	Social Security	3,717	4,665	3,066	4,552	4,752	
510.122	Worker's Compensation	148	189	163	202	211	
510.124	Insurance - Health	1,750	1,637	3,306	4,408	4,739	
510.125	Insurance - Life	179	266	125	216	274	
510.127	Insurance - Disability	228	290	223	274	298	
510.130	Pension	2,805	4,267	1,306	4,760	5,020	
	Totals	<u>59,480</u>	<u>72,295</u>	<u>50,016</u>	<u>73,911</u>	<u>77,415</u>	

Fund		Department	Division			Account Number
General		Administration	City Clerk			030.031
<i>Contractual Services</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
520.210	Advertising	1,472	1,500	88	500	1,500
520.223	Election Expense	39,102	25,000	6,504	10,000	8,000
520.225	Employee Relations	0	0	0	0	4,500
520.249	Memberships & Subscriptions	180	180	165	20	355
520.251	Miscellaneous Contractual	8,872	10,000	5,742	5,000	9,100
520.260	Printing & Binding	42	1,000	1,692	100	12,100
520.268	Rental - Equipment	95	0	0	0	0
520.277	Training & Continuing Education	1,595	1,950	657	60	2,500
520.289	Wellness Program	0	0	0	0	1,950
	Totals	<u>51,358</u>	<u>39,630</u>	<u>14,848</u>	<u>15,680</u>	<u>40,005</u>

Fund General	Department Administration	Division City Clerk	Account Number 030.031
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Memberships and Subscriptions

Organization	Member	Amount
Ideas for Editors (Internal Journal)	Marty DeMay	175
International Inst. Municipal Clerks (IIMC)	Marty DeMay	90
MO City Clerk/Fin. Officers Assoc.	Marty DeMay	50
MCCFOA-Local	Marty DeMay	40
	Total	<hr/> 355

Fund General	Department Administration	Division City Clerk	Account Number 030.031
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Training and Continuing Education

Seminar	Location	Amount
International Institute Municipal Clerks	Buffalo, NY	1,500
Missouri Municipal League	Lake of the Ozarks, MO	400
Municipal City Clerk Education Seminar	Columbia or Jefferson City, MO	350
Mtgs. Chamber of Commerce, Seminars	St. Louis County	250
	Total	2,500

Fund		Department	Division			Account Number	
General		Administration	City Clerk			030.031	
<i>Commodities</i>							
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
530.313	Departmental Supplies	0	525	519	0	725	
	Totals	<u>0</u>	<u>525</u>	<u>519</u>	<u>0</u>	<u>725</u>	

Fund General	Department Administration	Division City Clerk	Account Number 030.031
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Capital Expenditures		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
540.410	Computer Equipment	0	0	0	0	2,000
	Totals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,000</u>

Fund General	Department Administration	Division City Clerk	Account Number 030.031
Capital Outlay Request			
Account Number 001-030-031-540.410			
Description Computer	No# Requested 1	Unit Cost 2,000	Total Cost 2,000
Explain reason for request (describe use and workload) Replace aging computer		No# of similar units on hand 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	4	Use for parts / backup
What source was used for unit cost? MIS Task Force			
Other remarks			

Fund General	Department Administration	Division City Clerk	Account Number 030.031
<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

520.210	Advertising	1,500	Special notices
520.223	Election Expense	8,000	April Election
520.225	Employee Relations	4,500	Award luncheon - 1,300 Corporate picnic - 2,200 Outstanding employee recognition - 540 Five-year service awards - 60 Acknowledgements - 400
520.249	Memberships & Subscriptions	355	See attached detail
520.251	Miscellaneous Contractual	9,100	Codification of ordinances and traffic schedule - 8,000 Microfilming - 1,000 Updated disks for code book and minutes/titles - 100
520.260	Printing & Binding	12,100	Liquor - 100 Misc. - 100 Resident Booklet (18,000 copies) - 10,000 Resident Booklet (replacement copies) - 1,800 Employee newsletter - 100
520.277	Training & Continuing Education	2,500	See attached detail
520.289	Wellness Program	1,950	Physicals - 300 Corporate fitness/joining fees - 730

Fund General	Department Administration	Division City Clerk	Account Number 030.031
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Line Item Details		1997	
Account Number	Account Title	Request	Details

Health fair - 700
Wellness Association dues - 120
Walking challenge - 50
Educational materials - 50

530.313 Departmental Supplies

725 Software for accessing minutes/titles - 525
Film - 100
Miscellaneous - 100

540.410 Computer Equipment

2,000 See attached detail

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Fund General	Department Administration	Division Legal Services	Account Number 030.032
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Division Summary

Activity	Remarks
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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 General	Department Administration	Division Legal Services			Account Number 030.032
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Contractual Services	126,927	114,650	134,227	195,150	110,350
TOTAL	126,927	114,650	134,227	195,150	110,350

Fund		Department	Division			Account Number
General		Administration	Legal Services			030.032
Contractual Services		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
520.249	Memberships & Subscriptions	0	50	0	50	50
520.251	Miscellaneous Contractual	9,418	4,000	5,129	10,000	10,000
520.261	Professional Services	117,483	110,000	129,073	185,000	100,000
520.277	Training & Continuing Education	25	600	25	100	300
	Totals	<u>126,927</u>	<u>114,650</u>	<u>134,227</u>	<u>195,150</u>	<u>110,350</u>

Fund	Department	Division	Account Number
General	Administration	Legal Services	030.032

Memberships and Subscriptions

Organization	Member	Amount
Municipal Attorney's Association	City Attorney	50
	Total	<u>50</u>

Fund	Department	Division	Account Number
General	Administration	Legal Services	030.032

Training and Continuing Education

Seminar	Location	Amount
Missouri Municipal League	Lakes of the Ozarks, MO	300
	Total	<u>300</u>

Fund General	Department Administration	Division Legal Services	Account Number 030.032
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.249	Memberships & Subscriptions	50	See attached detail
520.251	Miscellaneous Contractual	10,000	Deposition reporting
520.261	Professional Services	100,000	City Attorney's services
520.277	Training & Continuing Education	300	See attached detail

Fund	Department	Division	Account Number
General	Administration	City Administrator	030.033

Division Summary

Activity	Remarks
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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	
<i>Division Request</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Personnel Services		109,833	108,096	74,638	106,749	143,956
Contractual Services		5,789	4,745	3,565	4,966	37,705
Commodities		540	775	529	700	675
Capital Outlay		0	0	0	0	2,000
Totals		116,161	113,616	78,732	112,415	184,336
<i>Personnel Schedule</i>			Number of Employees			
Position Title			1995 Actual	1996 Authorized	1997 Requested	
City Administrator			1.00	1.00	1.00	
Administrative Assistant			0.00	0.00	1.00	
Totals			1.00	1.00	2.00	

Fund		Department	Division			Account Number	
General		Administration	City Administrator			030.033	
Personnel Services							
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
510.110	Salaries - Supervisory	86,614	87,705	61,904	86,876	89,955	
510.111	Salaries - Regular/Full-Time	0	0	0	0	25,427	
510.120	Social Security	5,141	5,272	4,682	6,646	9,674	
510.122	Worker's Compensation	244	272	255	295	392	
510.124	Insurance - Health	3,440	4,567	3,667	4,729	7,669	
510.125	Insurance - Life	507	589	289	480	775	
510.126	Insurance - Dental	262	229	262	229	229	
510.127	Insurance - Disability	388	421	333	400	554	
510.129	Deferred Compensation	7,500	2,000	144	144	0	
510.130	Pension	5,737	7,041	3,102	6,950	9,281	
	Totals	<u>109,833</u>	<u>108,096</u>	<u>74,638</u>	<u>106,749</u>	<u>143,956</u>	

Fund		Department	Division			Account Number	
General		Administration	City Administrator			030.033	
Contractual Services			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
520.210	Advertising		0	0	0	0	20,000
520.224	Employee Recruitment		0	0	0	0	8,000
520.248	Maintenance & Repair - Vehicles		419	500	261	300	500
520.249	Memberships & Subscriptions		783	780	757	800	780
520.251	Miscellaneous Contractual		929	900	792	1,200	1,000
520.261	Professional Services		0	0	0	0	2,250
520.268	Rental - Equipment		715	95	166	166	175
520.272	Safety Programs		0	0	0	0	2,200
520.277	Training & Continuing Education		2,942	2,470	1,590	2,500	2,800
	Totals		5,789	4,745	3,565	4,966	37,705

Fund	Department	Division	Account Number
General	Administration	City Administrator	030.033

Memberships and Subscriptions

Organization	Member	Amount
International City Management Assn.	City Administrator	700
Missouri City Management Assn.	City Administrator	50
St. Louis Area City Manager's Assn.	City Administrator	30
	Total	<hr/> 780

Fund	Department	Division	Account Number
General	Administration	City Administrator	030.033

Training and Continuing Education

Seminar	Location	Amount
International City Management Assn.	Vancouver, B.C.	1,500
Local meetings/seminars	Metro Area	1,000
Missouri City Management Assn.	Springfield, MO	300
	Total	<u>2,800</u>

Fund		Department	Division			Account Number		
General		Administration	City Administrator			030.033		
Commodities				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
530.313	Departmental Supplies			53	25	28	50	25
530.318	Gasoline & Oil			487	750	501	650	650
	Totals			<u>540</u>	<u>775</u>	<u>529</u>	<u>700</u>	<u>675</u>

Fund	Department	Division	Account Number			
General	Administration	City Administrator	030.033			
<i>Capital Expenditures</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
540.410	Computer Equipment	0	0	0	0	2,000
	Totals	0	0	0	0	2,000

Fund General	Department Administration	Division City Administrator	Account Number 030.033
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Capital Outlay Request

Account Number

001-030-033-540.410

Description

Computer

**No#
Requested**

1

Unit Cost

2,000

Total Cost

2,000

Explain reason for request (describe use and workload)

Replace aging computer

**No# of similar
units on hand**

0

- Replacement
 Addition

Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	4	Use for parts/backup

What source was used for unit cost?

MIS Task Force

Other remarks

Fund General	Department Administration	Division City Administrator	Account Number 030.033
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.210	Advertising	20,000	Employment Advertisements (Post-Dispatch, Professional Assn. Publications, Publications for Minorities/Women)
520.224	Employee Recruitment	8,000	Medical 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 center - 250
520.248	Maintenance & Repair - Vehicles	500	Car maintenance
520.249	Memberships & Subscriptions	780	See attached detail
520.251	Miscellaneous Contractual	1,000	Car Phone
520.261	Professional Services	2,250	D.O.T. Drug/Alcohol testing services
520.268	Rental - Equipment	175	Pager
520.272	Safety Programs	2,200	Payroll enclosures/subscriptions - 80 Seminars/training - 300 National Safety Council - 220 Accident reference cards and covers - 100 Safety recognitions and awards - 1,000 Innoculations - 500

Fund	Department	Division	Account Number
General	Administration	City Administrator	030.033
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.277	Training & Continuing Education	2,800	See attached detail
530.313	Departmental Supplies	25	Daytimer
530.318	Gasoline & Oil	650	Direct charges for gasoline and oil
540.410	Computer Equipment	2,000	See attached detail.

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Fund General	Department Administration	Division Finance	Account Number 030.034
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Division Summary

Activity	Remarks
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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 benefit administration 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 position classifications, employee development and training, merit pay plan administration, and retirement plan administration.

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 Division and the Municipal Court.

Fund	Department	Division			Account Number
General	Administration	Finance			030.034
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	130,839	174,574	100,955	164,096	214,108
Contractual Services	-22,315	117,953	49,913	79,050	92,356
Commodities	580	2,000	1,108	1,500	1,750
Capital Outlay	22,315	4,000	4,000	3,800	2,000
Totals	131,419	298,527	155,977	248,446	310,214
Personnel Schedule					
Position Title	Number of Employees				
	1995 Actual	1996 Authorized	1997 Requested		
Director of Finance & Administration	1.00	1.00	1.00		
Accountant	0.00	1.00	1.00		
Senior Accounting Clerk	0.00	1.00	1.00		
Accounting Clerk	2.00	1.00	1.00		
Executive Secretary	0.00	0.00	0.50		
Clerk/Typist	0.38	0.38	0.00		
Totals	3.38	4.38	4.50		

Fund		Department	Division			Account Number	
General		Administration	Finance			030.034	
Personnel Services			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		59,759	80,714	47,557	78,169	106,759
510.111	Salaries - Regular/Full-Time		46,660	52,264	33,648	50,359	64,698
510.112	Salaries - Part-Time		3,483	5,995	3,247	4,501	0
510.113	Salaries - Overtime		0	1,000	67	627	1,030
510.120	Social Security		7,630	10,708	6,005	10,225	13,195
510.122	Worker's Compensation		287	434	337	454	586
510.124	Insurance - Health		7,264	10,943	5,343	8,015	12,494
510.125	Insurance - Life		392	554	238	463	652
510.127	Insurance - Disability		483	639	437	591	770
510.130	Pension		4,881	11,323	4,076	10,692	13,924
	Totals		130,839	174,574	100,955	164,096	214,108

Fund		Department	Division			Account Number
General		Administration	Finance			030.034
Contractual Services		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
520.210	Advertising	4,790	6,000	5,625	5,500	5,500
520.211	Audit Services	13,000	16,000	16,000	16,000	16,000
520.221	Data Processing	4,982	7,200	2,804	11,500	10,500
520.222	Education Reimb/Training Academy	0	0	0	0	17,500
520.248	Maintenance & Repair - Vehicles	0	500	0	250	500
520.249	Memberships & Subscriptions	631	739	605	500	1,301
520.251	Miscellaneous Contractual	652	1,490	812	1,500	2,840
520.260	Printing & Binding	4,823	5,606	3,401	6,000	8,950
520.261	Professional Services	-55,232	77,523	18,516	35,000	25,765
520.268	Rental - Equipment	95	95	0	0	0
520.277	Training & Continuing Education	3,944	2,800	2,150	2,800	3,500
	Totals	<u>-22,315</u>	<u>117,953</u>	<u>49,913</u>	<u>79,050</u>	<u>92,356</u>

Fund	Department	Division	Account Number
General	Administration	Finance	030.034
Memberships and Subscriptions			
Organization	Member	Amount	
International Personnel Mgmt. Assn. (IPMA)	City	257	
Government Finance Officers Assn. (GFOA)	Director of Finance & Administratio	200	
Misc. books & subscriptions	N/A	200	
The Wall Street Journal	N/A	164	
American Institute of Certified Public Acct.	Accountant	150	
Missouri Society of Certified Public Acct.	Accountant	150	
MO Assn. Public Employee Ret. Systems	City	100	
GFOA-Missouri	Director of Finance & Adm./Accoun	80	
	Total	1,301	

Fund	Department	Division	Account Number
General	Administration	Finance	030.034

Training and Continuing Education

Seminar	Location	Amount
Government Finance Officers Assn (GFOA)	Fort Lauderdale, FL	1,500
GFOA-Budget Committee	Washington, D.C.	750
GFOA-MO	Lake of the Ozarks, MO	500
GFOA-MO	Lake of the Ozarks, MO	300
Local meetings	Metro Area	250
GFOA-MO - Winter Seminar	Columbia, MO	200
	Total	<u>3,500</u>

Fund		Department	Division			Account Number		
General		Administration	Finance			030.034		
Commodities				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
530.313	Departmental Supplies			580	1,500	1,000	1,000	1,000
530.318	Gasoline & Oil			0	500	108	500	750
	Totals			580	2,000	1,108	1,500	1,750

Fund		Department	Division			Account Number					
General		Administration	Finance			030.034					
Capital Expenditures							1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title										
540.410	Computer Equipment						22,315	4,000	4,000	3,800	2,000
540.440	Machinery & Equipment						0	0	0	0	0
	Totals						<u>22,315</u>	<u>4,000</u>	<u>4,000</u>	<u>3,800</u>	<u>2,000</u>

Fund General	Department Administration	Division Finance	Account Number 030.034
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Capital Outlay Request

Account Number

001-030-034-540.410

Description Computer	No# Requested 1	Unit Cost 2,000	Total Cost 2,000
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Explain reason for request (describe use and workload)

Replace aging computer

No# of similar units on hand

0

- Replacement
 Addition

Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	Comtrade 486/66	3	Use for parts/backup

What source was used for unit cost?

MIS Task force

Other remarks

Fund General	Department Administration	Division Finance	Account Number 030.034
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.210	Advertising	5,500	Advertising for request for proposals, publication of financial statements, tax rate and budget public hearings
520.211	Audit Services	16,000	Annual audit fee - 12,000 Single audit fee - 4,000
520.221	Data Processing	10,500	Software maintenance support agreement; upgrades: Control System - 1,750 General Ledger - 1,875 Accounts Payable - 1,750 Purchase Order - 1,875 Check Reconciliation - 1,750 Fixed Assets - 500 AbraWin for Payroll - 1,000
520.222	Education Reimb/Training Academy	17,500	City-wide training academy - 15,000 Tuition reimbursement program - 2,500
520.249	Memberships & Subscriptions	1,301	See attached detail
520.251	Miscellaneous Contractual	2,840	Credit charges/fees - 250 U.E. charge for printout - 150 Copies of MML procurement contracts - 100 Car Phone - 900 St. Louis County charges for sales tax reports - 240 State of Missouri charges for sales tax reports - 1,200

Fund	Department	Division	Account Number
General	Administration	Finance	030.034
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.260	Printing & Binding	8,950	Purchase orders - 750 A/P checks - 1,200 P/R checks - 750 Receipt forms - 200 W-2s - 100 Budget - 2,500 Five-year budget - 500 Business license certificates - 350 Return envelopes for business licenses - 100 Vending stickers - 400 Other forms - 150 Manual updates - 400 Forms/Tabs (applications, PAFs, leave requests) - 400 Binders - 600 Canvas bags with dividers - 550
520.261	Professional Services	25,765	Financial Advisor - 12,500 Arbitrage Rebate Calculation (Bond Counsel) - 2,500 GFOA award application fees - Budget - 275 CAFR - 450 EAP - 3,800 (151 full-time employees @ \$24.98 each) Unemployment comp - 300 Retirement plan (consulting and legal) - 3,000 Section 125 administration - 2,940
520.277	Training & Continuing Education	3,500	See attached detail
530.313	Departmental Supplies	1,000	Calculators, accounting supplies, ledgers, computer and adding machines supplies,

Fund General	Department Administration	Division Finance	Account Number 030.034
Line Item Details		1997	
Account Number	Account Title	Request	Details

binders, fixed assets tags, NADA Guide, etc.

540.410 Computer Equipment

2,000 See attached detail

Fund General	Department Administration	Division Personnel	Account Number 030.035
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Division Summary

Activity	Remarks
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Personnel

This division was eliminated during 1996 and all of the activities were either decentralized or distributed among various other divisions.

Fund	Department	Division			Account Number	
General	Administration	Personnel			030.035	
Division Request		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Personnel Services		99,605	57,527	37,110	47,045	0
Contractual Services		56,389	72,805	47,312	57,900	0
Commodities		97	250	126	150	0
Capital Outlay		1,982	0	0	0	0
Totals		158,073	130,582	84,547	105,095	0
Personnel Schedule			Number of Employees			
Position Title			1995 Actual	1996 Authorized	1997 Requested	
Asst. City Admin./Personnel Director			1.00	1.00	0.00	
Administrative Assistant			1.00	1.00	0.00	
Totals			2.00	2.00	0.00	

Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
<i>Personnel Services</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
510.110	Salaries - Supervisory	56,167	16,663	11,999	12,119		0
510.111	Salaries - Regular/Full-Time	20,254	23,899	17,556	24,021		0
510.112	Salaries - Part-Time	0	0	0	0		0
510.113	Salaries - Overtime	1,435	1,000	142	114		0
510.120	Social Security	5,256	6,343	2,035	2,773		0
510.122	Worker's Compensation	235	257	246	123		0
510.123	Unemployment Compensation	6,601	0	0	0		0
510.124	Insurance - Health	5,050	6,204	3,992	4,713		0
510.125	Insurance - Life	281	373	84	116		0
510.127	Insurance - Disability	340	393	156	166		0
510.130	Pension	3,986	2,395	900	2,900		0
	Totals	<u>99,605</u>	<u>57,527</u>	<u>37,110</u>	<u>47,045</u>		<u>0</u>

Fund		Department	Division			Account Number
General		Administration	Personnel			030.035
Contractual Services		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
520.210	Advertising	19,984	19,500	20,582	21,000	0
520.222	Education Reimb/Training Academy	1,971	19,000	4,680	7,500	0
520.224	Employee Recruitment	9,150	8,000	5,562	8,000	0
520.225	Employee Relations	5,162	4,500	732	4,000	0
520.249	Memberships & Subscriptions	1,383	930	799	750	0
520.251	Miscellaneous Contractual	50	0	0	0	0
520.260	Printing & Binding	692	2,250	1,199	2,000	0
520.261	Professional Services	11,622	12,280	11,810	12,000	0
520.268	Rental - Equipment	95	95	0	0	0
520.272	Safety Programs	1,637	2,200	1,190	1,800	0
520.277	Training & Continuing Education	2,456	2,100	0	0	0
520.289	Wellness Program	2,187	1,950	758	850	0
	Totals	<u>56,389</u>	<u>72,805</u>	<u>47,312</u>	<u>57,900</u>	<u>0</u>

Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
<i>Commodities</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
530.313	Departmental Supplies		97	250	126	150	0
	Totals		97	250	126	150	0

Fund		Department	Division			Account Number	
General		Administration	Personnel			030.035	
Capital Expenditures			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
540.410	Computer Equipment		1,982	0	0	0	0
	Totals		<u>1,982</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036

Division Summary

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>MAJOR CHANGE: The 1997 budget includes the addition of a full-time Data Processing Technician to assist with hardware, software, and systems planning and development.</p> <p>The 1997 budget also includes the addition of a full-time Customer Service Representative and the conversion of the Receptionist into a Customer Service Representative in conjunction with the implementation of a Customer Service Center.</p>

Fund	Department	Division			Account Number	
General	Administration	Central Services			030.036	
Division Request		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Personnel Services		56,765	81,920	52,459	79,030	156,161
Contractual Services		765,303	806,417	554,197	737,950	885,039
Commodities		47,925	47,950	30,134	47,550	47,750
Capital Outlay		331,176	91,032	64,228	88,110	29,500
Totals		1,201,168	1,027,319	701,018	952,640	1,118,450
Personnel Schedule			Number of Employees			
Position Title		1995 Actual	1996 Authorized	1997 Requested		
Data Systems Administrator		1.00	1.00	1.00		
Data Processing Technician		0.00	0.00	1.00		
Customer Service Representative		0.00	0.00	2.00		
Receptionist		1.00	1.00	0.00		
P/T Data Processing Technician (1)		0.00	0.50	0.50		
Totals		2.00	2.50	4.50		

Fund		Department	Division			Account Number	
General		Administration	Central Services			030.036	
Personnel Services			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		0	0	0	0	37,799
510.111	Salaries - Regular/Full-Time		45,857	56,001	38,667	56,197	77,147
510.112	Salaries - Part-Time		0	10,229	4,943	8,013	11,112
510.113	Salaries - Overtime		1,335	2,000	1,223	1,202	2,060
510.120	Social Security		3,586	5,220	3,422	5,004	9,801
510.122	Worker's Compensation		131	212	170	222	436
510.124	Insurance - Health		2,665	4,739	2,284	3,386	10,943
510.125	Insurance - Life		120	188	81	155	386
510.127	Insurance - Disability		201	269	301	259	552
510.130	Pension		2,870	3,062	1,368	4,592	5,925
	Totals		<u>56,765</u>	<u>81,920</u>	<u>52,459</u>	<u>79,030</u>	<u>156,161</u>

Fund		Department	Division			Account Number
General		Administration	Central Services			030.036
<i>Contractual Services</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
520.210	Advertising	1,295	2,250	400	2,250	3,550
520.212	Boards & Commissions Program	0	5,000	83	5,000	0
520.214	Contributions	7,000	10,000	10,000	10,000	15,000
520.220	Economic Development	132,000	150,000	150,000	150,000	152,063
520.221	Data Processing	2,754	15,400	134	15,000	45,712
520.230	Historical Committee	4,023	0	256	4,000	0
520.240	Insurance	92,692	148,800	127,519	148,800	157,775
520.247	Maintenance & Repair - Equipment	18,360	19,400	7,464	18,000	24,900
520.248	Maintenance & Repair - Vehicles	81	500	440	500	515
520.249	Memberships & Subscriptions	9,572	9,493	4,228	9,000	9,920
520.251	Miscellaneous Contractual	40,435	17,400	8,716	15,000	17,400
520.252	Postage	15,732	24,000	15,134	24,000	25,000
520.260	Printing & Binding	6,796	6,000	6,459	-7,500	7,500
520.261	Professional Services	145,974	59,907	951	1,500	26,500
520.262	Public Relations	37,749	35,000	22,673	29,000	32,200
520.268	Rental - Equipment	12,537	16,350	7,876	10,000	16,500
520.269	Rental - Buildings	211,774	250,417	165,636	250,000	309,004
520.276	Telephone	23,550	30,000	21,146	31,000	33,500
520.277	Training & Continuing Education	770	2,000	1,788	2,000	2,000
520.285	Utilities - Electric	2,208	4,500	3,294	5,400	6,000
	Totals	<u>765,303</u>	<u>806,417</u>	<u>554,197</u>	<u>737,950</u>	<u>885,039</u>

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036

Memberships and Subscriptions

Organization	Member	Amount
Missouri Municipal League	City	4,600
St. Louis County Municipal League	City	4,400
Revisor of Statutes	N/A	300
Chamber of Commerce	City	125
Developer's Journals	N/A	100
ICMA Info Tech Series	N/A	100
Novell Application Notes	N/A	95
St. Louis County - Internet	City	95
Sam's Wholesale Club	City	55
St. Louis Netware User's Group	Data Systems Administrator & Assi	50
	Total	<u>9,920</u>

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
<i>Training and Continuing Education</i>			
Seminar		Location	Amount
Systems Administration Training		Metro Area	2,000
		Total	<u>2,000</u>

Fund		Department	Division			Account Number	
General		Administration	Central Services			030.036	
Commodities		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
530.318	Gasoline & Oil	542	1,000	536	550	750	
530.325	Miscellaneous Supplies	12,904	5,967	4,363	7,000	5,000	
530.330	Office Supplies	34,479	40,000	24,252	40,000	40,000	
530.343	Uniforms	0	983	983	0	2,000	
	Totals	<u>47,925</u>	<u>47,950</u>	<u>30,134</u>	<u>47,550</u>	<u>47,750</u>	

Fund		Department	Division			Account Number	
General		Administration	Central Services			030.036	
<i>Capital Expenditures</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
540.410	Computer Equipment		13,140	26,000	24,196	27,000	13,000
540.420	Furniture		17,191	6,922	6,922	3,000	6,000
540.440	Machinery & Equipment		5,951	25,000	0	25,000	10,500
540.460	Automobiles & Trucks		0	33,110	33,110	33,110	0
540.475	Land		294,894	0	0	0	0
	Totals		<u>331,176</u>	<u>91,032</u>	<u>64,228</u>	<u>88,110</u>	<u>29,500</u>

Fund General	Department Administration	Division Central Services	Account Number 030.036	
Capital Outlay Request				
Account Number 001-030-036-540.410				
Description Computers		No# Requested 3	Unit Cost 2,000	Total Cost 6,000
Explain reason for request (describe use and workload) Workstations for new personnel			No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced				
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>	
What source was used for unit cost? MIS Task force				
Other remarks				

Fund General	Department Administration	Division Central Services	Account Number 030.036
Capital Outlay Request			
Account Number 001-030-036-540.410			
Description Civicall	No# Requested 1	Unit Cost 5,000	Total Cost 5,000
Explain reason for request (describe use and workload) Software for Customer Service Center		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost? Orcutt Group, Inc.			
Other remarks			

Fund General	Department Administration	Division Central Services	Account Number 030.036
Capital Outlay Request			
Account Number 001-030-036-540.410			
Description Computer	No# Requested 1	Unit Cost 2,000	Total Cost 2,000
Explain reason for request (describe use and workload) Replace aging computer		No# of similar units on hand 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/66 Clone	3	Use for parts/backup
What source was used for unit cost? MIS Task force			
Other remarks			

Fund General	Department Administration	Division Central Services	Account Number 030.036
Capital Outlay Request			
Account Number 001-030-036-540.420			
Description Work stations	No# Requested 3	Unit Cost 2,000	Total Cost 6,000
Explain reason for request (describe use and workload) To create work areas for Data Processing and Customer Service Center personnel		No# of similar units on hand 30	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost? Broadway Office Interiors			
Other remarks			

Fund General	Department Administration	Division Central Services	Account Number 030.036
Capital Outlay Request			
Account Number 001-030-036-540.440			
Description Laserjet 5si	No# Requested 1	Unit Cost 4,000	Total Cost 4,000
Explain reason for request (describe use and workload) To upgrade printers at City Hall		No# of similar units on hand 1	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost? Vendor			
Other remarks			

Fund General	Department Administration	Division Central Services	Account Number 030.036
Capital Outlay Request			
Account Number 001-030-036-540.440			
Description T1 DSUs	No# Requested 2	Unit Cost 2,000	Total Cost 4,000
Explain reason for request (describe use and workload) Equipment to allow faster WAN link between City Hall and the Police Station		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost? Vendor			
Other remarks Current ISDN line speeds are inadequate for data access/transfers between facilities.			

Fund General	Department Administration	Division Central Services	Account Number 030.036	
Capital Outlay Request				
Account Number 001-030-036-540.440				
Description Minolta rollfilm carrier (microfilm)		No# Requested 1	Unit Cost 2,500	Total Cost 2,500
Explain reason for request (describe use and workload) Attachment for microfilm reader to easily access microfilmed ordinances			No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced				
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>	
What source was used for unit cost? Microtek				
Other remarks				

Fund General	Department Administration	Division Central Services	Account Number 030.036
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.210	Advertising	3,550	Chamber directory advertisement - 250 Chamber map advertisement - 400 Chamber magazine advertisement - 1,600 Chamber "Out and About" advertisements - 1,300
520.214	Contributions	15,000	Contributions to various organizations for various events - 15,000
520.220	Economic Development	152,063	City's share of CCDC (L. McKinney fee of \$42,000 included Chesterfield Valley TIF Fund)
520.221	Data Processing	45,712	Software updates & upgrades per Strategic Plan for MIS approved by the MIS Advisory Task Force (Win'95, Excel, Microsoft Office Suite)
520.240	Insurance	157,775	PACT-G/L - 26,600 PACT-A/L - 35,000 PACT-P/L - 21,300 Pub. Off. Liab - 7,525 Property - 38,300 Deductibles - 11,000 Fiduciary Bond - 1,100 Pub. Emp. Blanket Bond-All employees - 400 Bond-Finance Director - 300 Misc. Bonds - 500 Flood insurance (P.D.) - 950 Flood insurance - (P.W.) - 4,800 Unemployment Insurance - 10,000

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details
520.247	Maintenance & Repair - Equipment	24,900	Typewriter service agreements - 750 Fax machine - 400 Printers - 2,250 Computer hardware - 20,000 Other office machines & equipment - 1,500
520.248	Maintenance & Repair - Vehicles	515	Car maintenance for 4 pool vehicles
520.249	Memberships & Subscriptions	9,920	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	25,000	Postage for entire city including special mailings
520.260	Printing & Binding	7,500	Annual report - 2,000 (125 copies) No smoking booklets - 500 Business cards - 2,000 Letterhead, envelopes - 2,500 Misc. office materials - 500
520.261	Professional Services	26,500	Strategic Planning Session (Moderator) - 5,000 Office Recycling Program - 1,500 Contractual "help-desk" functions - 20,000

Fund	Department	Division	Account Number
General	Administration	Central Services	030.036
<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details
520.262	Public Relations	32,200	Four newsletters - 24,000 Update of city phone directory - 1,200 Update of one-page information sheet with letter - 1,500 UMSL Citizen Attitude Survey - 5,000 Flowers/Cards - 500
520.268	Rental - Equipment	16,500	City Hall copiers (rental & maintenance for two copiers) - 15,750 Postage meter - 750
520.269	Rental - Buildings	309,004	City Hall rent @ \$23.60/square foot (includes additional 1,500 square feet)
520.276	Telephone	33,500	Southwestern Bell monthly charges; AT&T equipment & maintenance agreement charges; long distance charges - 32,000; Broadcast faxes - 500 AT&T repairs - 500 Misc. expenses - 500
520.277	Training & Continuing Education	2,000	See attached detail
520.285	Utilities - Electric	6,000	HVAC charges - \$250/month average
530.318	Gasoline & Oil	750	Direct charges for gasoline & oil for 4 pool vehicles.
530.325	Miscellaneous Supplies	5,000	Flags - 500 Kitchen & cleaning supplies, paper products, coffee - 2,500 Misc. meeting supplies - 1,500

Fund General	Department Administration	Division Central Services	Account Number 030.036
Line Item Details		1997	
Account Number	Account Title	Request	Details

Fire extinguishers & safety supplies - 500

530.330	Office Supplies	40,000	Office supplies for all departments
530.343	Uniforms	2,000	City of Chesterfield shirts for employees
540.410	Computer Equipment	13,000	See attached detail
540.420	Furniture	6,000	See attached detail
540.440	Machinery & Equipment	10,500	See attached detail

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1996 ACCOMPLISHMENTS POLICE DEPARTMENT

- ▶ Utilized Federal funds in the continued assignment of two officers as School Resource Personnel for the Parkway School District.
- ▶ Utilized the SMART (Speed Monitoring Awareness Radar) trailer to enhance traffic enforcement data collection and visibility.
- ▶ In addition to 40 hours of in house law enforcement training, provided computer based video training to all officers utilizing law enforcement satellite broadcast.
- ▶ Implemented L.E.T.N. computer based training for all non-commissioned personnel
- ▶ Used Federal funds from "Universal Hiring" grant to add one officer to enhance the community oriented policing program.
- ▶ Used NCAP grant funds to establish, staff and operate a Community Contact Bureau inside of Chesterfield Mall.
- ▶ Designated an Alcohol/Tobacco Violations Officer to enforce city ordinances against use of alcohol/tobacco by minors, as well as enforcement of illegal sales of alcohol/tobacco to minors.
- ▶ Utilizing funds from the Drug Asset Forfeiture Program, purchased additional wall lockers which allowed every police officer to have his/her own locker.
- ▶ Replaced side handled police batons with collapsible batons, which allows the officers to carry their batons at all times.
- ▶ Utilized Drug Asset Forfeiture Funds to purchase a training/special operations uniform for every officer.
- ▶ Provided every sector officer with a no cost cellular phone and pager through a business partnership with Ameritech Cellular Service, to further enhance the community policing program.
- ▶ Participated in the first year of a three year, state mandated, police officer certification program.
- ▶ Continued council approved vehicle replacement plan to assure a well maintained, professional fleet of police vehicles.

- ▶ Co-hosted the 1996 National D.A.R.E. Officer's Association Conference, attended by over 2500 D.A.R.E. officers, representing the United States and 7 foreign countries.
- ▶ Sponsored the first Chesterfield Police supervisor to attend the prestigious F.B.I. National Academy at Quantico, Virginia for an 11 week management training school.
- ▶ Adult custodial arrests were up slightly from 1995, however there was an increase in juvenile arrests of 61% and increase of DWI (driving while intoxicated) arrests of 4 %.
- ▶ Continued the Chesterfield Police Department Citizen Police Academy. Two of the ten week police familiarization courses were held, with a total attendance of over forty residents.
- ▶ Based on the success of the pilot bicycle patrol program, 2 additional bicycles were purchased using Drug Asset Forfeiture Funds, additional officers were assigned to the detail, and formal training was provided through the CMPA.
- ▶ 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:

	1992	1993	1994	1995
# police officers/1000 population	1.32	1.37	1.39	1.58
# police officers per square mile	1.93	2.00	2.03	2.23
Response time	5.0 minutes	5.0 minutes	5.0 minutes	4.27 minutes
Ratio of police budget to population	74.49	79.61	81.91	92.82
Ratio of police budget/officer	\$56,283	\$58,076	\$58,757	\$58,637
Cost/call for police services	\$109	\$114	\$104	\$92
Calls/officer	515	511	568	636
Police officer/mile of street	0.43	0.45	0.45	0.52
% non-uniformed to uniformed	11.3%	10.9%	11.1%	9.8%
Turnover ratio-uniformed officers	7.14%	6.90%	3.39%	4.48%

1997 GOALS POLICE

- 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.
Administer a Citizens Police Academy which will be conducted semi-annually.
- Goal:** Assure enhanced educational strategies as well as aggressive enforcement of all tobacco/alcohol/safety related concerns.
- Strategy:** Continue a "Zero Tolerance" policy for all alcohol and drug violations. Aggressively enforce the seizure of motor vehicles involved in drug related offenses.
Maintain a School Resource Officer Program in area schools to enhance communication between the school district and police officers.
Continue to assign department drug enforcement personnel 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.
Seek funding to hire one (1) additional officer whose sole responsibility it shall be to educate all facets of the community in strategies to reduce the possession and use of alcohol & tobacco by minors. In addition this officer shall be authorized to implement enforcement strategies wherever necessary.
- Goal:** Assure that department personnel are provided with proper resources and the most up to date training and intelligence available.
- Strategy:** Maintain 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 computerized educational methodologies.
Document officers having read General Orders and Division Procedures on an annual basis.
Assure participation of all commissioned officers in the state mandated "Continuing Education Program."
- 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-annual crime prevention seminars as a part of the "Business Watch Program."
Create a "Citizen Contact Bureau" to be placed as a store front within the central area of commerce so as to maximize both business and citizen contact/services.

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. Significant data to be obtained through the use of the "Speed Monitoring Awareness Trailer."

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.

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

Strategy: 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.

Goal: Heighten community awareness of the police presence so as to provide for constant opportunity for observation of police personnel by residents, businesses, and patrons.

Strategy: Assure high visibility of police in residential subdivisions through continuation of the "Permanent Sector Assignment Program."
Concentrate police presence in commercial areas by maintaining police sub-stations in high profile business locations.

Fund	Department	Division	Account Number
General	Police	Administration	040.041

Division Summary

Activity	Remarks
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Police Administration

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.

Activities involve planning, organization, directing and controlling the operations of the department to include budgeting, staffing, purchasing, research, training and inventory control.

Crime Prevention/Analysis

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.

Administer and conduct D.A.R.E. training in the schools within the City.

Fund	Department	Division			Account Number
General	Police	Administration			040.041
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	282,597	297,156	207,697	295,923	304,347
Contractual Services	23,534	6,595	6,052	7,145	7,195
Commodities	7,313	6,870	2,442	6,765	7,360
Capital Outlay	2,400	6,800	1,844	1,844	6,000
Totals	315,844	317,421	218,035	311,677	324,902
Personnel Schedule					
		Number of Employees			
Position Title	1995 Actual	1996 Authorized	1997 Requested		
Police Chief	1.00	1.00	1.00		
Lieutenant	1.00	1.00	1.00		
Police Officer	2.00	2.00	2.00		
Executive Secretary	1.00	1.00	1.00		
Totals	5.00	5.00	5.00		

Fund		Department	Division			Account Number		
General		Police	Administration			040.041		
<i>Personnel Services</i>				1995	1996	1996	1996	1997
Account Number	Account Title	Actual	Amended Budget	Year to Date	Projected	Request		
510.110	Salaries - Supervisory	125,336	128,141	91,748	127,754	131,383		
510.111	Salaries - Regular/Full-Time	105,077	108,259	77,748	108,677	111,881		
510.113	Salaries - Overtime	165	500	0	500	515		
510.120	Social Security	16,200	18,161	12,645	18,125	18,649		
510.122	Worker's Compensation	7,083	8,340	7,160	8,293	7,602		
510.124	Insurance - Health	11,702	12,580	8,777	11,702	12,580		
510.125	Insurance - Life	654	921	386	829	942		
510.127	Insurance - Disability	1,035	1,137	802	1,088	1,168		
510.130	Pension	15,345	19,117	8,431	18,955	19,627		
	Totals	<u>282,597</u>	<u>297,156</u>	<u>207,697</u>	<u>295,923</u>	<u>304,347</u>		

Fund	Department	Division	Account Number			
General	Police	Administration	040.041			
<i>Contractual Services</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
520.240	Insurance	14,942	0	0	0	0
520.248	Maintenance & Repair - Vehicles	490	500	1,344	800	1,000
520.249	Memberships & Subscriptions	617	645	308	645	645
520.251	Miscellaneous Contractual	1,389	1,000	717	1,100	1,100
520.260	Printing & Binding	1,168	600	468	600	600
520.277	Training & Continuing Education	4,928	3,850	3,215	4,000	3,850
	Totals	<u>23,534</u>	<u>6,595</u>	<u>6,052</u>	<u>7,145</u>	<u>7,195</u>

Fund	Department	Division	Account Number
General	Police	Administration	040.041
Memberships and Subscriptions			
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 Sergeant; 3 Police Officers	45	
MO D.A.R.E. Officers Association	4 D.A.R.E. Instructors	40	
MO Organization for Victims Assistance	1 Sergeant	40	
Gateway Crime Prevention Council	1 Sergeant; 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 Sergeant	10	
	Total	645	

Fund	Department	Division	Account Number
General	Police	Administration	040.041

Training and Continuing Education

Seminar	Location	Amount
International Assoc. Chiefs of Police	Orlando, FL	1,500
National Drug Abuse Resistance Education	Salt Lake City, Ut	900
Professional Training	Metropolitan Area	450
MO Police Chiefs Association	Lake of the Ozarks, MO	350
Professional Associations	State & Local	350
Law Enforcement Explorer Academy	Local	200
Police Chaplains Association	St. Louis, MO	100
	Total	<u>3,850</u>

Fund		Department	Division			Account Number	
General		Police	Administration			040.041	
Commodities			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
530.312	Crime Prevention Supplies		4,969	5,370	857	5,370	5,260
530.313	Departmental Supplies		1,057	0	205	195	900
530.318	Gasoline & Oil		1,287	1,500	1,380	1,200	1,200
	Totals		<u>7,313</u>	<u>6,870</u>	<u>2,442</u>	<u>6,765</u>	<u>7,360</u>

Fund		Department	Division			Account Number	
General		Police	Administration			040.041	
Capital Expenditures			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
540.410	Computer Equipment		0	6,800	1,844	1,844	6,000
540.480	Improvements Other Than Buildings		2,400	0	0	0	0
	Totals		<u>2,400</u>	<u>6,800</u>	<u>1,844</u>	<u>1,844</u>	<u>6,000</u>

Fund General	Department Police	Division Administration	Account Number 040.041
Capital Outlay Request			
Account Number 001-040-041-540.410			
Description Computers	No# Requested 3	Unit Cost 2,000	Total Cost 6,000
Explain reason for request (describe use and workload) Replace aging computers		No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	4	Use for parts/backup
Computer	486/33 Clone	4	Use for parts/backup
Computer	486/33 Clone	4	Use for parts/backup
What source was used for unit cost? MIS Task force			
Other remarks			

Fund General	Department Police	Division Administration	Account Number 040.041
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.248	Maintenance & Repair - Vehicles	1,000	Tires, Wash, Repair parts - Chief's car & D.A.R.E. van
520.249	Memberships & Subscriptions	645	See attached detail
520.251	Miscellaneous Contractual	1,100	Mobile phone for Chief of Police
520.260	Printing & Binding	600	Victim forms, other special forms, receipt system
520.277	Training & Continuing Education	3,850	See attached detail
530.312	Crime Prevention Supplies	5,260	Coloring books - 400 Badges - 500 Police logo stickers - 250 National night out supplies - 300 Special event material - 1,800 Uniform shorts/shirts - 350 Miscellaneous D.A.R.E. supplies - 1,260 Citizens Police Academy supplies - 400
530.313	Departmental Supplies	900	Waiting Area Furniture Bureau of Community Policing
530.318	Gasoline & Oil	1,200	Gasoline and oil for Chief's car
540.410	Computer Equipment	6,000	See attached detail

Fund	Department	Division	Account Number
General	Police	Patrol	040.042

Division Summary

Activity	Remarks
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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. Provides support and guidance for special events throughout the City.

Police Reserves Civilian volunteers used to supplement patrol services and to assist at special functions, events, and during emergencies.

MAJOR CHANGE: The Patrol Division includes an additional Lieutenant in 1997 due to the addition of a Captain in the Criminal Investigations Division.

Fund	Department	Division	Account Number
General	Police	Patrol	040.042

Division Request	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure					
Personnel Services	2,470,431	2,845,968	1,863,807	2,769,669	3,069,574
Contractual Services	57,553	44,605	42,077	49,330	51,970
Commodities	136,972	140,173	109,856	131,000	132,760
Capital Outlay	179,836	153,800	148,737	150,758	164,200
Totals	2,844,792	3,184,546	2,164,477	3,100,757	3,418,504

Personnel Schedule	Number of Employees		
Position Title	1995 Actual	1996 Authorized	1997 Requested

Captain	1.00	1.00	1.00
Lieutenant	3.00	3.00	4.00
Sergeant	7.00	7.00	7.00
Police Officer	46.00	49.00	49.00
Totals	57.00	60.00	61.00

Fund		Department	Division			Account Number	
General		Police	Patrol			040.042	
<i>Personnel Services</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		512,443	531,076	344,236	534,716	662,452
510.111	Salaries - Regular/Full-Time		1,412,890	1,629,452	1,147,228	1,580,931	1,671,912
510.113	Salaries - Overtime		26,690	25,000	16,077	22,222	25,750
510.115	Police Holiday Pay		54,586	73,040	0	66,213	73,090
510.120	Social Security		147,988	173,086	111,984	170,080	186,140
510.122	Worker's Compensation		68,182	81,598	72,394	73,923	85,162
510.124	Insurance - Health		123,034	142,391	95,714	129,785	152,595
510.125	Insurance - Life		5,181	7,259	3,065	5,892	7,843
510.127	Insurance - Disability		8,629	10,370	7,917	9,820	11,205
510.130	Pension		110,808	172,696	65,192	176,087	193,425
	Totals		<u>2,470,431</u>	<u>2,845,968</u>	<u>1,863,807</u>	<u>2,769,669</u>	<u>3,069,574</u>

Fund		Department	Division			Account Number	
General		Police	Patrol			040.042	
<i>Contractual Services</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
520.247	Maintenance & Repair - Equipment		6,881	6,200	5,596	6,500	7,000
520.248	Maintenance & Repair - Vehicles		40,693	30,000	29,686	35,000	37,500
520.249	Memberships & Subscriptions		605	530	469	530	570
520.251	Miscellaneous Contractual		2,202	2,775	1,554	1,900	1,200
520.260	Printing & Binding		3,003	1,300	1,492	1,600	1,600
520.261	Professional Services		2,184	1,500	652	1,500	1,500
520.277	Training & Continuing Education		1,985	2,300	2,628	2,300	2,600
	Totals		<u>57,553</u>	<u>44,605</u>	<u>42,077</u>	<u>49,330</u>	<u>51,970</u>

Fund	Department	Division	Account Number
General	Police	Patrol	040.042

Memberships and Subscriptions

Organization	Member	Amount
Intern. Assoc. Firearms Instructors	4 Firearms Instructors	200
National Safety Council	1 Traffic Supervisor	65
F.B.I. National Academy	1 Captain 2 Lieutenants	60
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
Law Enforcement News	Department	20
Police Magazine	Department	20
	Total	<hr/> 570

Fund	Department	Division	Account Number
General	Police	Patrol	040.042

Training and Continuing Education

Seminar	Location	Amount
Missouri Highway Patrol Academy	Jefferson City	2,300
Law Enforcement Traffic Services	Lake of the Ozarks	300
	Total	<u>2,600</u>

Fund		Department	Division			Account Number	
General		Police	Patrol			040.042	
Commodities			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
530.313	Departmental Supplies		36,376	54,573	41,454	44,000	37,260
530.318	Gasoline & Oil		53,637	50,000	37,393	50,000	53,900
530.321	Investigative Supplies		359	900	924	1,000	600
530.325	Miscellaneous Supplies		822	700	600	1,000	1,000
530.343	Uniforms		45,777	34,000	29,485	35,000	40,000
	Totals		<u>136,972</u>	<u>140,173</u>	<u>109,856</u>	<u>131,000</u>	<u>132,760</u>

Fund	Department	Division	Account Number
General	Police	Patrol	040.042

Capital Expenditures		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
540.410	Computer Equipment	1,758	3,800	6,829	8,850	8,000
540.420	Furniture	1,797	0	0	0	0
540.440	Machinery & Equipment	16,296	0	0	0	6,200
540.460	Automobiles & Trucks	159,985	150,000	141,908	141,908	150,000
	Totals	<u>179,836</u>	<u>153,800</u>	<u>148,737</u>	<u>150,758</u>	<u>164,200</u>

Fund General	Department Police	Division Patrol	Account Number 040.042
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Capital Outlay Request

Account Number 001-040-042-540.410
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Description Computer	No# Requested 3	Unit Cost 2,000	Total Cost 6,000
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Explain reason for request (describe use and workload) Replace aging computer	No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33	4	Use for parts/backup
Computer	486/33	4	Use for parts/backup
Computer	486/33	4	Use for parts/backup

What source was used for unit cost? MIS Task Force
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Other remarks

Fund General	Department Police	Division Patrol	Account Number 040.042	
Capital Outlay Request				
Account Number 001-040-042-540.410				
Description Computer	No# Requested 1	Unit Cost 2,000	Total Cost 2,000	
Explain reason for request (describe use and workload) Computer for new personnel		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition	
Specify Items to be Replaced				
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>	
What source was used for unit cost? MIS Task Force				
Other remarks				

Fund General	Department Police	Division Patrol	Account Number 040.042
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Capital Outlay Request

Account Number 001-040-042-540.440
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Description Mobile Police Radio	No# Requested 2	Unit Cost 3,100	Total Cost 6,200
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Explain reason for request (describe use and workload) Replacement schedule for police radios in marked police cars. Original radio purchased in 1989. This is the beginning of a replacement schedule as outlined in the 5 year plan.	No# of similar units on hand 25	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Mobile Radio	Motorola	8 years	Possible Trade In

What source was used for unit cost? Vendor
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Other remarks

Fund General	Department Police	Division Patrol	Account Number 040.042
Capital Outlay Request			
Account Number 001-040-042-540.460			
Description Replacement Patrol Vehicles	No# Requested 10	Unit Cost 15,000	Total Cost 150,000
Explain reason for request (describe use and workload) To replace 1994 and 1995 patrol vehicles with excessive mileage.		No# of similar units on hand 20	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
10 Vehicles	Ford/Chevrolet	2-3 years	Trade In
What source was used for unit cost? State Bid			
Other remarks Price is net of trade-in values			

Fund	Department	Division	Account Number
General	Police	Patrol	040.042
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.247	Maintenance & Repair - Equipment	7,000	Mobile Radio Repair Contract - 5,700 Radar and other Equipment Repair - 600 Spare parts for service pistols - 700
520.248	Maintenance & Repair - Vehicles	37,500	Maint. of patrol vehicles - 20 veh x 1,500 - 30,000 New vehicle changeover - 6,000 Washes - 1,500
520.249	Memberships & Subscriptions	570	See attached detail
520.251	Miscellaneous Contractual	1,200	Supervisor's phone
520.260	Printing & Binding	1,600	Missouri Traffic tickets - 1,400 Other Forms - 200
520.261	Professional Services	1,500	Medical checks for prisoners when needed due to illness or other circumstances.
520.277	Training & Continuing Education	2,600	See attached detail
530.313	Departmental Supplies	37,260	Ammunition - 9,500 Range Supplies - 1,400 10 Vests - 4,000 Traffic flares - 2,000 20 Pepper Mace - 400 4 Light Bars - 3,400 2 Push Bumpers - 260 25 Cassette Recorders -2,500 10 Portable Radios @ 850 - 8,500

Fund General	Department Police	Division Patrol	Account Number 040.042
Line Item Details		1997	
Account Number	Account Title	Request	Details

30 Portable Radio Batteries @ 60 - 1,800
 25 Rechargeable Flashlights @ 80 - 2,000
 20 Binoculars @ 75 - 1,500

530.318	Gasoline & Oil	53,900	Gasoline - 51,500 Oil - 2,400
530.321	Investigative Supplies	600	Breathalyzer & Traffic Investigation Supplies
530.325	Miscellaneous Supplies	1,000	Prisoner Food
530.343	Uniforms	40,000	New and replacement uniforms for commissioned officers
540.410	Computer Equipment	8,000	See attached detail
540.440	Machinery & Equipment	6,200	See attached detail
540.460	Automobiles & Trucks	150,000	See attached detail

Fund	Department	Division	Account Number
General	Police	Support Services	040.043
Division Summary			
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		<p>Provides and monitors training for all employees. Assist Board of Police commissioners and City Personnel Department with hiring of personnel.</p> <p>MAJOR CHANGE: The Support Services Division includes two additional full-time Records Clerks in 1997 which replace three part-time Records Clerks.</p>	

Fund	Department	Division			Account Number
General	Police	Support Services			040.043
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	161,595	191,677	121,787	190,312	222,685
Contractual Services	323,989	350,870	258,862	351,939	364,062
Commodities	4,527	9,350	10,791	9,963	7,200
Capital Outlay	0	7,500	1,684	7,500	27,700
Totals	490,111	559,397	393,124	559,714	621,647
Personnel Schedule					
Position Title	Number of Employees				
	1995 Actual	1996 Authorized	1997 Requested		
Captain	1.00	1.00	1.00		
Records Clerks	3.00	3.00	5.00		
Part Time Records Clerk (2)	1.66	1.66	0.67		
Totals	5.66	5.66	6.67		

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
Personnel Services			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		57,823	59,944	38,316	58,504	59,851
510.111	Salaries - Regular/Full-Time		53,665	74,460	50,626	79,640	101,675
510.112	Salaries - Part-Time		24,755	22,836	10,779	14,655	16,768
510.113	Salaries - Overtime		704	1,000	823	1,481	1,030
510.120	Social Security		10,163	12,105	7,606	11,802	13,718
510.122	Worker's Compensation		2,270	2,679	2,299	2,373	2,501
510.124	Insurance - Health		7,454	8,013	6,225	9,671	12,752
510.125	Insurance - Life		308	402	199	381	543
510.127	Insurance - Disability		514	574	491	635	775
510.130	Pension		3,939	9,664	4,423	11,170	13,072
	Totals		<u>161,595</u>	<u>191,677</u>	<u>121,787</u>	<u>190,312</u>	<u>222,685</u>

Fund		Department	Division			Account Number
General		Police	Support Services			040.043
<i>Contractual Services</i>						
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
520.247	Maintenance & Repair - Equipment	3,336	3,000	1,978	3,000	4,000
520.249	Memberships & Subscriptions	73	285	41	285	270
520.251	Miscellaneous Contractual	229,944	251,435	182,377	251,435	254,982
520.260	Printing & Binding	1,015	800	0	800	800
520.261	Professional Services	0	0	244	244	250
520.268	Rental - Equipment	6,843	8,800	5,660	8,800	8,800
520.269	Rental - Buildings	36,000	36,000	30,000	36,000	41,000
520.276	Telephone	14,905	18,000	12,165	18,000	20,000
520.277	Training & Continuing Education	16,163	17,250	14,134	17,250	17,750
520.285	Utilities - Electric	13,809	13,500	10,479	13,500	13,500
520.286	Utilities - Gas	1,015	1,000	941	1,500	1,500
520.287	Utilities - Water	248	400	489	550	550
520.288	Utilities - Sewer	639	400	354	575	660
	Totals	<u>323,989</u>	<u>350,870</u>	<u>258,862</u>	<u>351,939</u>	<u>364,062</u>

Fund	Department	Division	Account Number
General	Police	Support Services	040.043

Memberships and Subscriptions

Organization	Member	Amount
Professional Publications	Department	250
Emergency Operation Council STL	1 Captain	20
	Total	<hr/> 270

Fund	Department	Division	Account Number
General	Police	Support Services	040.043

Training and Continuing Education

Seminar	Location	Amount
L.E.T.N.	N/A	8,200
County-Municipal Police Academy	Wellston	7,000
Range Fees	Metropolitan Area	650
Police Olympics	To be determined	600
Complaint Evaluation Training	MO Highway Patrol Academy	350
Reserve Academy	Wellston	300
Emergency Management	Federal, State, Local	300
Miscellaneous	Metropolitan Area	250
Mo. Traffic Information System	Warrensburg	100
	Total	17,750

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
<i>Commodities</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
530.313	Departmental Supplies	4,109	6,450	10,150	7,000	6,200	
530.318	Gasoline & Oil	169	0	168	0	0	
530.325	Miscellaneous Supplies	249	0	63	63	0	
530.343	Uniforms	0	2,900	410	2,900	1,000	
	Totals	<u>4,527</u>	<u>9,350</u>	<u>10,791</u>	<u>9,963</u>	<u>7,200</u>	

Fund		Department	Division			Account Number	
General		Police	Support Services			040.043	
<i>Capital Expenditures</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
540.410	Computer Equipment	0	7,500	1,684	7,500	22,700	
540.420	Furniture	0	0	0	0	2,000	
540.440	Machinery & Equipment		0			0	
540.480	Improvements Other Than Buildings	0	0	0	0	3,000	
	Totals	<u>0</u>	<u>7,500</u>	<u>1,684</u>	<u>7,500</u>	<u>27,700</u>	

Fund General	Department Police	Division Support Services	Account Number 040.043
Capital Outlay Request			
Account Number 001-040-043-540.410			
Description Database Server	No# Requested 1	Unit Cost 10,000	Total Cost 10,000
Explain reason for request (describe use and workload) To handle increasing data storage/retrieval needs.		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost? Vendor			
Other remarks			

Fund General	Department Police	Division Support Services	Account Number 040.043
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Capital Outlay Request

Account Number 001-040-043-540.410
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Description R.E.J.I.S. Hardware and Software	No# Requested 1	Unit Cost 4,700	Total Cost 4,700
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Explain reason for request (describe use and workload) To replace current software and hardware which is 8 years old and will not allow operators to work in Windows or use their computer for multiple duties.	No# of similar units on hand 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Hardware & Software		8 years	Destroyed

What source was used for unit cost? R.E.J.I.S.
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Other remarks

Fund General	Department Police	Division Support Services	Account Number 040.043
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Capital Outlay Request

Account Number
001-040-043-540.410

Description Computers	No# Requested 2	Unit Cost 2,000	Total Cost 4,000
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Explain reason for request (describe use and workload) Replace aging computers	No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	4	Use for parts/backup
Computer	486/66 Clone	3	Use for parts/backup

What source was used for unit cost?
MIS Task Force

Other remarks

Fund General	Department Police	Division Support Services	Account Number 040.043
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Capital Outlay Request

Account Number 001-040-043-540.410
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Description Computers	No# Requested 2	Unit Cost 2,000	Total Cost 4,000
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Explain reason for request (describe use and workload) Computers for new personnel	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost? MIS Task Force
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Other remarks

Fund General	Department Police	Division Support Services	Account Number 040.043
Capital Outlay Request			
Account Number 001-040-043-540.420			
Description Work Station	No# Requested 1	Unit Cost 2,000	Total Cost 2,000
Explain reason for request (describe use and workload) To create work area for new personnel		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost? Broadway Office Interiors			
Other remarks			

Fund General	Department Police	Division Support Services	Account Number 040.043
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Capital Outlay Request

Account Number
001-040-043-540.480

Description Carpeting	No# Requested 1	Unit Cost 2,000	Total Cost 2,000
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Explain reason for request (describe use and workload) Replacement for carpeting that is worn and torn in some areas.	No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost?

Other remarks

Fund General	Department Police	Division Support Services	Account Number 040.043
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Capital Outlay Request

Account Number 001-040-043-540.480
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Description Heat and Air Conditioning	No# Requested 1	Unit Cost 1,000	Total Cost 1,000
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Explain reason for request (describe use and workload) Funds to provide for heating and air conditioning for Police Officer roll call room	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost?

Other remarks

Fund General	Department Police	Division Support Services	Account Number 040.043
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.247	Maintenance & Repair - Equipment	4,000	Office Equipment - 1,000 Building - 3,000 (includes normal building maintenance - 2,000 and paint & carpet replacement - 1,000)
520.249	Memberships & Subscriptions	270	See attached detail
520.251	Miscellaneous Contractual	254,982	County Dispatching - 233,862 (6% increase). REJIS - 15,120 Janitorial - 5,000 Mobile Telephone - 1,000
520.260	Printing & Binding	800	Record Room Forms and envelopes - 800
520.261	Professional Services	250	AT&T Language Interpretation Services - 250
520.268	Rental - Equipment	8,800	Copier - 7,500 Pagers - 1,300
520.269	Rental - Buildings	41,000	Police Department building lease
520.276	Telephone	20,000	Telephone lines & AT&T equipment, for police department
520.277	Training & Continuing Education	17,750	See attached detail

Fund General	Department Police	Division Support Services	Account Number 040.043
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<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

520.285	Utilities - Electric	13,500	Electric bill for Police Department & Dusk to Dawn Lighting
520.286	Utilities - Gas	1,500	Gas usage
520.287	Utilities - Water	550	Water usage
520.288	Utilities - Sewer	660	Sewer Bills
530.313	Departmental Supplies	6,200	Janitorial Supplies - 4,000 Record Room Supplies - 1,000 Building Supplies - 1,200
530.343	Uniforms	1,000	Uniforms for Desk Personnel.
540.410	Computer Equipment	22,700	See attached detail
540.420	Furniture	2,000	See attached detail
540.480	Improvements Other Than Buildings	3,000	See attached detail

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Fund	Department	Division	Account Number
General	Police	Investigations	040.044

Division Summary

Activity	Remarks
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Detective Division

Responsible for investigation and follow-up on all crimes reported through Patrol Division. Handles crime scene processing, evidence collection and preservation, warrant application, narcotics enforcement, intelligence gathering, and juvenile crimes.

Processes all Police Department employee background checks, liquor license applications and renewals, and solicitor permits.

MAJOR CHANGE: The Criminal Investigations Division includes the addition of a Captain and deletion of a Lieutenant (transferred to the Patrol Division) in 1997.

Fund	Department	Division	Account Number		
General	Police	Investigations	040.044		
<i>Division Request</i>					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	264,788	287,627	185,116	267,690	293,581
Contractual Services	4,325	6,140	3,067	7,190	9,135
Commodities	8,839	8,850	9,482	10,075	9,710
Capital Outlay	0	4,500	4,239	4,239	20,686
Totals	277,952	307,117	201,904	289,194	333,112
<i>Personnel Schedule</i>					
Position Title	Number of Employees				
	1995 Actual	1996 Authorized	1997 Requested		
Captain	0.00	0.00	1.00		
Lieutenant	1.00	1.00	0.00		
Detectives	4.00	4.00	4.00		
Evidence Property Clerk	1.00	1.00	1.00		
Totals	6.00	6.00	6.00		

Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
<i>Personnel Services</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		46,745	51,026	35,816	49,796	59,851
510.111	Salaries - Regular/Full-Time		160,157	169,199	110,472	157,843	165,981
510.113	Salaries - Overtime		4,281	5,000	2,188	3,465	5,150
510.115	Police Holiday Pay		726	0	0	0	0
510.120	Social Security		15,703	17,230	11,227	16,149	17,670
510.122	Worker's Compensation		6,681	8,060	6,744	7,019	7,310
510.124	Insurance - Health		15,950	17,147	10,533	15,002	17,147
510.125	Insurance - Life		729	740	317	573	759
510.127	Insurance - Disability		1,214	1,057	855	955	1,084
510.130	Pension		12,602	18,168	6,964	16,888	18,629
	Totals		<u>264,788</u>	<u>287,627</u>	<u>185,116</u>	<u>267,690</u>	<u>293,581</u>

Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
<i>Contractual Services</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
520.244	Investigative Expenses	0	1,000	0	1,000	1,000	
520.247	Maintenance & Repair - Equipment	179	350	386	400	500	
520.248	Maintenance & Repair - Vehicles	165	1,500	924	1,500	1,500	
520.249	Memberships & Subscriptions	260	390	80	390	390	
520.251	Miscellaneous Contractual	2,446	1,000	622	2,000	2,500	
520.260	Printing & Binding	327	250	308	250	250	
520.268	Rental - Equipment	0	450	0	450	450	
520.277	Training & Continuing Education	948	1,200	747	1,200	2,545	
	Totals	<u>4,325</u>	<u>6,140</u>	<u>3,067</u>	<u>7,190</u>	<u>9,135</u>	

Fund	Department	Division	Account Number
General	Police	Investigations	040.044

Memberships and Subscriptions

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
	Total	390

Fund	Department	Division	Account Number
General	Police	Investigations	040.044

Training and Continuing Education

Seminar	Location	Amount
Voice Stress Analyzer Training	To be decided	1,075
Interview Techniques	St. Louis, MO	520
Medical Legal Death Investigator Training	St. Louis, MO	500
MO Juvenile Officer Training Seminar	St. Louis, MO	300
Major Case Squad Training	St. Louis, MO	150
	Total	<u>2,545</u>

Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
<i>Commodities</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
530.313	Departmental Supplies		240	0	486	484	460
530.318	Gasoline & Oil		2,350	2,000	2,093	2,500	2,200
530.321	Investigative Supplies		3,839	3,700	3,642	3,700	3,700
530.325	Miscellaneous Supplies		133	150	20	150	150
530.343	Uniforms		2,276	3,000	3,241	3,241	3,200
	Totals		<u>8,839</u>	<u>8,850</u>	<u>9,482</u>	<u>10,075</u>	<u>9,710</u>

Fund		Department	Division			Account Number	
General		Police	Investigations			040.044	
Capital Expenditures			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
540.410	Computer Equipment		0	0	0	0	4,000
540.420	Furniture		0	4,500	4,239	4,239	6,186
540.440	Machinery & Equipment		0	0	0	0	10,500
	Totals		<u>0</u>	<u>4,500</u>	<u>4,239</u>	<u>4,239</u>	<u>20,686</u>

Fund General	Department Police	Division Investigations	Account Number 040.044
Capital Outlay Request			
Account Number 001-040-044-540.410			
Description Computers	No# Requested 2	Unit Cost 2,000	Total Cost 4,000
Explain reason for request (describe use and workload) Replace aging computers		No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	4	Use for parts/backup
Computer	486/33 Clone	4	Use for parts/backup
What source was used for unit cost? MIS Task Force			
Other remarks			

Fund General	Department Police	Division Investigations	Account Number 040.044
Capital Outlay Request			
Account Number 001-040-044-540.420			
Description Desk, Desk Chair and Task Lamp + Installation	No# Requested 4	Unit Cost 1,547	Total Cost 6,186
Explain reason for request (describe use and workload) Provide work stations for 4 detectives		No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Replaces used wooden desks which are showing signs of wear with desks of the same type as in use in other department areas.			
What source was used for unit cost? Broadway Office Interiors			
Other remarks Includes installation.			

Fund General	Department Police	Division Investigations	Account Number 040.044	
Capital Outlay Request				
Account Number 001-040-044-540.440				
Description Voice Stress Analyzer		No# Requested 1	Unit Cost 8,000	Total Cost 8,000
Explain reason for request (describe use and workload) To detect deception in investigation criminal cases, may also be used for screening applicants during hiring process.			No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced				
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>	
N/A				
What source was used for unit cost?				
Other remarks				

Fund General	Department Police	Division Investigations	Account Number 040.044
Capital Outlay Request			
Account Number 001-040-044-540.440			
Description Video Camera/VCR and Recording Equipment	No# Requested 1	Unit Cost 2,500	Total Cost 2,500
Explain reason for request (describe use and workload) To obtain video and audio records of suspects/victims/witnesses and their statements.		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
N/A			
What source was used for unit cost?			
Other remarks			

Fund General	Department Police	Division Investigations	Account Number 040.044
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<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

520.244	Investigative Expenses	1,000	Investigative Expenses (e.g. Major Case Activation)
520.247	Maintenance & Repair - Equipment	500	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	2,500	County Photo Processing - 2,000 Lab tests - 500
520.260	Printing & Binding	250	Evidence envelopes and tags
520.268	Rental - Equipment	450	Identa-Kit
520.277	Training & Continuing Education	2,545	See attached detail
530.313	Departmental Supplies	460	4 Body Armor Carriers @ 115
530.318	Gasoline & Oil	2,200	Gasoline and oil for four detective vehicles (based on 225 miles per month @ 1.10 per gallon)

Fund General	Department Police	Division Investigations	Account Number 040.044
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Line Item Details		1997	
Account Number	Account Title	Request	Details

530.321	Investigative Supplies	3,700	Film and video tape - 2,400 Batteries - 100 Crime scene processing supplies - 1,200
530.325	Miscellaneous Supplies	150	Criminal informant fund
530.343	Uniforms	3,200	Clothing allowance for 5 detectives @ \$600.00 3 Protective Jumpsuits @ \$200
540.410	Computer Equipment	4,000	See attached detail
540.420	Furniture	6,186	Work stations for 4 detectives @ 1,546.50
540.440	Machinery & Equipment	10,500	See attached detail

Fund General	Department Municipal Court	Division Municipal Court	Account Number 050.051
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Division Summary

Activity	Remarks
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Municipal Court

Municipal Court is the judicial branch of the city government. The Judge, Prosecuting Attorney and Court Bailiff are appointed by the Mayor with the consent of the City Council. Traffic violations and other city ordinance violations are tried by the Court. The 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 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 Director of Finance and Administration. The Court Administrator assists in the supervision of the Assistant Court Administrator and clerk/typist.

Fund General	Department Municipal Court	Division Municipal Court	Account Number 050.051
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<i>Division Request</i>	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure					
Personnel Services	56,790	81,405	55,875	81,782	90,357
Contractual Services	73,775	82,695	67,318	89,755	85,582
Commodities	0	200	282	200	300
Capital Outlay	1,450	0	0	0	9,500
Totals	132,015	164,300	123,475	171,737	185,739

<i>Personnel Schedule</i>	Number of Employees		
Position Title	1995 Actual	1996 Authorized	1997 Requested
Court Administrator	1.00	1.00	1.00
Assistant Court Administrator	0.00	1.00	1.00
Executive Secretary	0.00	0.00	0.50
Clerk/Typist	0.38	0.38	0.00
Totals	1.38	2.38	2.50

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<i>Personnel Services</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		17,762	35,310	25,259	35,331	35,778
510.111	Salaries - Regular/Full-Time		21,798	21,842	15,353	21,738	33,648
510.112	Salaries - Part-Time		5,185	5,995	4,874	6,758	0
510.113	Salaries - Overtime		2,751	2,500	1,782	2,517	2,575
510.120	Social Security		3,499	5,022	3,502	5,075	5,508
510.122	Worker's Compensation		117	204	143	226	245
510.124	Insurance - Health		2,725	4,739	3,306	4,408	6,290
510.125	Insurance - Life		104	192	120	158	197
510.127	Insurance - Disability		173	274	214	263	281
510.130	Pension		2,677	5,327	1,322	5,308	5,835
	Totals		<u>56,790</u>	<u>81,405</u>	<u>55,875</u>	<u>81,782</u>	<u>90,357</u>

Fund		Department	Division			Account Number	
General		Municipal Court	Municipal Court			050.051	
<i>Contractual Services</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
520.213	Court Docketing	19,730	19,500	18,090	27,000	15,000	
520.247	Maintenance & Repair - Equipment	0	100	0	100	100	
520.249	Memberships & Subscriptions	275	295	371	370	370	
520.251	Miscellaneous Contractual	4,800	5,600	4,775	5,600	5,600	
520.260	Printing & Binding	1,825	2,500	1,806	2,500	2,500	
520.261	Professional Services	44,661	52,200	40,462	52,200	59,200	
520.268	Rental - Equipment	1,624	1,200	529	685	480	
520.277	Training & Continuing Education	860	1,300	1,285	1,300	2,332	
	Totals	<u>73,775</u>	<u>82,695</u>	<u>67,318</u>	<u>89,755</u>	<u>85,582</u>	

Fund	Department	Division	Account Number
General	Municipal Court	Municipal Court	050.051
<i>Memberships and Subscriptions</i>			
Organization		Member	Amount
Muni/Assoc. Circ. Judges Assn.		Judge & Prosecuting Attorney	100
National Assn. Court Management		Court Administrator	75
St. Louis County Judges Association		Judge	75
Missouri Assn. Court Administration		Court Admin. & Asst. Court Admin.	70
Met. St. Louis Assn. Court Admin.		Court Admin. & Asst. Court Admin.	50
		Total	370

Fund	Department	Division	Account Number
General	Municipal Court	Municipal Court	050.051

Training and Continuing Education

Seminar	Location	Amount
Mo. Assn. Court Admin. Conference	Lodge of Four Seasons, Lake Ozark,	957
CLE Training for Judge and P.A.	Various St. Louis locations	700
Muni/Assoc. Circ. Judges Conference	Lodge of Four Seasons	395
Met. St. Louis Assn. Court Admin.	St. Louis Area	180
Mo. Assn. Court Admin. Board Meetings	Lodge of Four Seasons, Tan-Tar-A	100
	Total	<u>2,332</u>

Fund		Department	Division			Account Number		
General		Municipal Court	Municipal Court			050.051		
<i>Commodities</i>				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
530.313	Departmental Supplies			0	200	282	200	300
	Totals			0	200	282	200	300

Fund General	Department Municipal Court	Division Municipal Court	Account Number 050.051
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Capital Expenditures		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					

540.410	Computer Equipment	1,450	0	0	0	9,500
	Totals	<u>1,450</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,500</u>

Fund General	Department Municipal Court	Division Municipal Court	Account Number 050.051
Capital Outlay Request			
Account Number 001-050-051-540.410			
Description Computer Software	No# Requested 1	Unit Cost 7,500	Total Cost 7,500
Explain reason for request (describe use and workload) Purchase new court docketing software from Computerized Court Systems, Inc. to replace docketing system currently being used on the Rejis computer system.		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost?			
Other remarks			

Fund General	Department Municipal Court	Division Municipal Court	Account Number 050.051
Capital Outlay Request			
Account Number 001-050-051-540.410			
Description Computer	No# Requested 1	Unit Cost 2,000	Total Cost 2,000
Explain reason for request (describe use and workload) Replace aging computer		No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	4	Use for parts/backup
What source was used for unit cost? MIS Task Force			
Other remarks			

Fund General	Department Municipal Court	Division Municipal Court	Account Number 050.051
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Line Item Details		1997	
Account Number	Account Title	Request	Details

520.213	Court Docketing	15,000	Rejis charges for DOR print-outs, criminal record checks, warrant entry and checking old cases.
520.247	Maintenance & Repair - Equipment	100	Maintenance on cash register.
520.249	Memberships & Subscriptions	370	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	59,200	Judge - 19,000 P.A. - 29,700 Subs - 4,500 Jail Services - 6,000 (to sentence defendants to Franklin County Jail at \$41 per day)
520.268	Rental - Equipment	480	REJIS terminal, monitor and printer
520.277	Training & Continuing Education	2,332	See attached detail
530.313	Departmental Supplies	300	Miscellaneous supplies

Fund	Department	Division	Account Number
General	Municipal Court	Municipal Court	050.051
<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details
540.410	Computer Equipment	9,500	See attached detail

1996 ACCOMPLISHMENTS PLANNING

- ▶ Published 10 Board of Adjustment Notices of Public hearing and 34 Planning Commission Notices of Public Hearing in the St. Louis Countian and Chesterfield Journal.
- ▶ Prepared recommendations to Planning Commission for 19 plats, 11 architectural elevations/landscape plans and 29 site plans.
- ▶ Prepared, posted and distributed agendas; prepared and presented staff reports for 21 Planning Commission meetings, 15 Planning and Zoning Committee meetings, and 8 Board of Adjustment meetings.
- ▶ Reviewed and approved over 1,100 zoning authorization requests for building permits, (new construction, interior finish, signs, retaining walls, room additions, decks, porches, and pools).
- ▶ Reviewed all new business licenses to ensure use permitted under zoning regulations.
- ▶ Approved 694 occupancy permits.
- ▶ Responded to all complaints with regard to zoning and nuisance violations, and if necessary, prosecuted violators of zoning and nuisances ordinances.

1997 GOALS PLANNING

- Goal:** Provide communications tools which will improve knowledge about the planning process of the City.
- Strategy:** Prepare an information brochure about the process and role of the Planning Commission and Board of Adjustment.
Maintain and provide information on the physical, social and economic characteristics of the City.
- Goal:** Improve efficiency of departmental operations.
- Strategies:** Respond by phone contact to all alleged zoning violations and nuisances within one workday.
Conduct inspections in response to alleged complaints on zoning violations and nuisances within two workdays.
Change the department procedure for accepting rezoning petitions to a specific day of the month.
- Goal:** Accelerate the rezoning process within the City.
- Strategy:** Eliminate at least two weeks from the rezoning process by reducing one of three current meetings by the Planning Commission for a rezoning petition.

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<i>Division Summary</i>			
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 and consultants concerning Zoning and Subdivision Ordinance requirements and the 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	
Division Request						
		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Personnel Services		329,785	375,067	226,349	357,683	366,323
Contractual Services		37,888	53,333	11,461	22,618	49,160
Commodities		6,218	3,920	1,698	4,200	4,200
Capital Outlay		0	23,450	24,152	24,152	6,000
Totals		373,891	455,770	263,660	408,653	425,683
Personnel Schedule						
		Number of Employees				
Position Title		1995 Actual	1996 Authorized	1997 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		2.00	2.00	2.00		
Zoning Inspector		1.00	1.00	1.00		
Executive Secretary		1.00	1.00	1.00		
Administrative Secretary		1.00	1.00	1.00		
Planning Intern (2)		0.31	0.31	0.62		
Totals		9.31	9.31	9.62		

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
<i>Personnel Services</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		104,550	111,559	65,304	95,033	103,728
510.111	Salaries - Regular/Full-Time		165,793	190,535	121,474	188,650	182,151
510.112	Salaries - Part-Time		4,107	4,160	6,678	7,837	9,709
510.113	Salaries - Overtime		128	1,000	0	500	1,030
510.120	Social Security		20,168	23,530	14,341	22,340	22,691
510.122	Worker's Compensation		1,805	1,868	1,633	2,920	1,808
510.124	Insurance - Health		15,035	19,128	9,798	15,449	20,593
510.125	Insurance - Life		771	1,136	414	914	1,060
510.127	Insurance - Disability		1,216	1,452	905	1,305	1,372
510.130	Pension		16,211	20,699	5,802	22,735	22,181
	Totals		<u>329,785</u>	<u>375,067</u>	<u>226,349</u>	<u>357,683</u>	<u>366,323</u>

Fund General	Department Planning	Division Planning & Zoning	Account Number 060.061
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<i>Contractual Services</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
520.210	Advertising	3,970	5,000	3,250	5,000	7,500
520.248	Maintenance & Repair - Vehicles	402	353	583	600	500
520.249	Memberships & Subscriptions	1,342	1,347	1,301	1,447	1,379
520.251	Miscellaneous Contractual	3,105	8,200	2,151	8,200	33,795
520.260	Printing & Binding	1,203	2,000	0	1,500	2,000
520.261	Professional Services	26,299	32,444	1,549	1,869	960
520.268	Rental - Equipment	798	189	189	202	226
520.277	Training & Continuing Education	768	3,800	2,438	3,800	2,800
	Totals	<u>37,888</u>	<u>53,333</u>	<u>11,461</u>	<u>22,618</u>	<u>49,160</u>

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<i>Memberships and Subscriptions</i>			
Organization	Member	Amount	
Planning Advisory Service	N/A	460	
Land Use Law & Digest	N/A	250	
Miscellaneous	N/A	200	
American Plan. Assoc. (Nat'l & State)	Director of Planning	146	
American Plan. Assoc. (Nat'l & State)	Assistant Director of Planning	128	
American Institute of Certified Planners	Assistant Director of Planning	85	
Zoning News	N/A	50	
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	
	Total	1,379	

Fund General	Department Planning	Division Planning & Zoning	Account Number 060.061
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Training and Continuing Education

Seminar	Location	Amount
Amer. Plan/Assoc. (Nat'l Conf.)	San Diego, CA	1,500
Amer. Plan. Assoc. (4 State Conf.)	Kansas City, KS	500
Mtgs/Seminars/Training	Metro Area	500
American Planning Association (Mo. Conf.)	Jefferson City, MO	300
	Total	2,800

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
<i>Commodities</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
530.313	Departmental Supplies		5,234	2,835	538	2,800	2,800
530.318	Gasoline & Oil		899	800	1,160	1,000	1,000
530.343	Uniforms		85	285	0	400	400
	Totals		<u>6,218</u>	<u>3,920</u>	<u>1,698</u>	<u>4,200</u>	<u>4,200</u>

Fund		Department		Division			Account Number	
General		Planning		Planning & Zoning			060.061	
Capital Expenditures				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
540.410	Computer Equipment			0	6,200	6,630	6,630	6,000
540.460	Automobiles & Trucks			0	17,250	17,522	17,522	0
	Totals			<u>0</u>	<u>23,450</u>	<u>24,152</u>	<u>24,152</u>	<u>6,000</u>

Fund General	Department Planning	Division Planning & Zoning	Account Number 060.061
Capital Outlay Request			
Account Number 001-060-061-540.410			
Description Computers	No# Requested 3	Unit Cost 2,000	Total Cost 6,000
Explain reason for request (describe use and workload) Replace aging computers		No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	3	Use for parts/backup
Computer	486/66 Clone	2	Use for parts/backup
Computer	486/25 Clone	4	Use for parts/backup
What source was used for unit cost? MIS Task Force			
Other remarks			

Fund General	Department Planning	Division Planning & Zoning	Account Number 060.061
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.210	Advertising	7,500	Public Hearing Notices - 5,000 West Area Rezoning Notices - 2,500
520.248	Maintenance & Repair - Vehicles	500	Maintenance/Repair Vehicles - Ford Ranger (4 tires, 4 brakes)
520.249	Memberships & Subscriptions	1,379	See attached detail
520.251	Miscellaneous Contractual	33,795	Map Reproduction - 300 County Computer Access - 350 Microfilm Copies - 1,000 Code Compliance - 1,000 Valley Compliance - 15,000 Film Processing - 500 Director's Car Phone - 900 Portable Car Phone - 750 Property Tool Kit (County Real Estate Update) - 1,495 County Plan Review - 12,500
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	226	Pagers
520.277	Training & Continuing Education	2,800	See attached detail

Fund General	Department Planning	Division Planning & Zoning	Account Number 060.061
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<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

530.313	Departmental Supplies	2,800	Film - 900 Slides - 700 Drafting Supplies - 200 Urban Core Study - 200 Misc. Supplies - 800
530.318	Gasoline & Oil	1,000	Direct charges for director's and inspector's vehicle
530.343	Uniforms	400	Boots and city shirts for Inspector
540.410	Computer Equipment	6,000	See attached detail

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1996 ACCOMPLISHMENTS PUBLIC WORKS

- ▶ Designed, bid, inspected, and administered contract for construction of 59,455 square yards of concrete slab replacement at a total cost of \$1,521,708.
- ▶ Designed, bid, inspected and administered contract for construction of 23,680 square yards of asphalt overlay and 12,880 square yards of slurry seal at a total cost of \$160,000.
- ▶ Obtained easements and MSD approval, inspected, and administered contract for construction of stormwater improvement projects at 218 River Bend, Courtleigh Lane, and for Phase I in Westbury Subdivision at a total cost of \$113,724.
- ▶ Designed, bid, obtained MSD approval and secured grant funding for Phase II stormwater improvements in Westbury Subdivision. Designed and bid a stormwater improvement project on Fox Hunt Drive.
- ▶ Inspected and administered contract for construction of River Bend sidewalk project at a total cost of \$55,925.
- ▶ Designed, bid, and initiated property acquisition negotiations for sidewalk projects on Deerhorn Drive and River Valley Drive.
- ▶ Secured funding, coordinated design services, and bid highway beautification projects on Clarkson Road at Chesterfield Parkway and on Chesterfield Airport Road at Highway 40.
- ▶ Administered design contract and secured MHTD funding for Wilson Road Project.
- ▶ Completed construction of the new Public Works facility to house the Street Maintenance and Equipment Maintenance Divisions.
- ▶ Created new color coded maps and booklet for snow routes.
- ▶ Completed 196 work orders expending 185 manhours.
- ▶ Processed 135 Special Use Permits and 28 Grading Permits.
- ▶ Performed 1,814 construction inspections on projects within the City, expending 3,262 manhours. 1,666 manhours were spent on new developments and 1,596 hours were spent on City initiated projects.
- ▶ Completed 412 engineering plan reviews.
- ▶ Administered engineering services contracts and coordinated work with levee district for FEMA 100 year certification of Chesterfield Monarch Levee, reconnaissance study for

construction of a 500 year levee, interior storm water modelling, interior ponding study, wetlands identification and mitigation, and cultural resource survey in the Valley. Secured grant funding for pump facilities and wetlands delineation.

- ▶ Removed and replaced existing concrete sidewalk slabs throughout the city, completing 88 work orders with street division personnel:
 - 1996 - 366 slabs
 - 1995 - 1,728 slabs
 - 1994 - 1,200 slabs

- ▶ Inspected and mudjacked city streets, completing undermine-related work orders:
 - 1996 - 57 work orders
 - 1995 - 56 work orders
 - 1994 - 61 work orders

- ▶ Provided emergency snow removal for all City maintained streets; provided curb-to-curb bare pavement within 48 hours or less from the end of a snowfall.

- ▶ Systematically addressed potholes throughout the city, completing 295 work orders:
 - 1996 - 2,199 tons of trap rock, 1,179 tons of hot mix asphalt, 163 tons of cold mix asphalt and 6,761 gallons of CRS-II.
 - 1995 - 47 tons of trap rock, 519 tons of hot mix asphalt, 282 tons of cold mix asphalt and 3,801 gallons of CRS-II.
 - 1994 - 150 tons of trap rock, 765 tons of hotmix patching materials, 152 tons Polyperm and 4,239 gallons of CRS-II.

- ▶ Swept all of the city streets two times, once in March and once in December. Also, swept streets after street repair, street construction projects and as needed elsewhere.

- ▶ Completed phase one of a 5-year program to trim all trees within and overhanging the right-of-way, trimmed trees in two large designated areas and completed 393 tree related work orders. Also trimmed trees on all streets that received major repair/overlays in 1996.

- ▶ Repaired or reconstructed storm sewers:
 - 1996 - 66 sewer-related work orders
 - 1995 - 49 sewer-related work orders
 - 1994 - 287 sewer-related work orders

- ▶ Provided cost-effective maintenance on all City vehicles. The fleet maintenance division continues to maintain and repair 27 Police Department vehicles, 15 Government Center vehicles, and 25 Public Works vehicles. Also maintained and repaired all equipment such as backhoes, loaders, rollers, air compressors, etc.

Other data/trends:

	1992	1993	1994	1995
Street mtn workers/lane mile	0.09	0.09	0.10	0.12
Tons of salt used/lane mile	8.85	7.69	3.08	15.00
Ratio of vehicles & rolling stock to mechanics	19.67	19.33	16.50	17.00
Ratio of P/W Street Mtn. exp. to lane mile	\$5,105	\$7,989	\$6,582	\$6,666
Capital projects exp./capita	\$22.09	\$32.99	\$46.43	\$66.18
Capital projects exp./engineer	\$311,558	\$465,259	\$654,981	\$560,193
Capital projects exp. /lane mile	\$3,595	\$5,368	\$7,557	\$10,773
Ratio of P/W exp. to population including capital	\$70	\$99	\$111	\$131
Ratio of P/W exp. to population excluding capital	\$48	\$66	\$64	\$65
# of lane miles/truck	14.44	16.25	11.30	11.30
Sq. yds. contractual concrete work/engineer	10,646	18,395	20,185	14,017

**1997 GOALS
PUBLIC WORKS**

- Goal:** Improve the overall quality of City-maintained streets through a combination of contractual and in-house efforts.
- Strategy:** Design, bid and construct by contract, approximately \$4,000,000 of concrete pavement slabs funded by bond issue and sales tax.
Identify, design, bid, and construct asphalt overlays to supplement our pavement reconstruction activities.
Bid and contract to route and crackseal approximately 25 miles of streets at a budgeted cost of \$100,000. Have bid documents prepared for bid by March 1, 1996.
Stabilize undermined pavement through slurry and mudjack operations.
- Goal:** Improve organization efficiency by cross-training Street Maintenance personnel.
- Strategy:** Develop a systematic program to assign and rotate all Street Division personnel between maintenance supervisors and operations.
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.
- Strategy:** 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.
Respond to citizen concerns within two weeks. Maintain a tracking system for these concerns.
Record and track placement of Public Works barricades.
Send out 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.

Strategy: Prior to November 30, 1997, Develop written procedures and checklists for plan review.

Goal: Provide continuous and safe sidewalks for pedestrian traffic within the City.

Strategy: Continue to inventory and prioritize all sidewalk related "requests for action" from citizens that are currently on record.
Initiate a comprehensive sidewalk survey, City-wide to ascertain the location and condition of the publicly maintained sidewalks.
Investigate new request as they are rechecked, as so they can be address as 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 stormwater sewers which present a safety hazard to the citizens or cause flooding.

Strategy: Continue to Inventory and prioritize "requests for action" from citizens related to settlement on or around stormwater 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 Departments 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.

Strategy: 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.
Trim and condition trees that are located within the area designated as the second year program of the five year tree trimming programming.
Trees or dead limbs which are manageable for city crews to remove 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.

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Fund General	Department Public Works	Division Administration/Eng.	Account Number 070.071
<i>Division Summary</i>			
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
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	438,668	558,415	359,764	537,319	582,110
Contractual Services	329,994	147,760	116,186	144,160	66,695
Commodities	13,179	14,635	38,348	20,400	20,300
Capital Outlay	28,915	63,250	24,604	62,304	53,210
Totals	810,755	784,060	538,901	764,183	722,315
Personnel Schedule					
Position Title	Number of Employees				
	1995 Actual	1996 Authorized	1997 Requested		
Director/Public Works/City Engineer	1.00	1.00	1.00		
Assistant City Engineer	1.00	1.00	1.00		
Civil Engineer	3.00	3.00	3.00		
Plan Review Engineer	0.00	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 (3)	0.29	0.29	0.90		
Totals	12.29	12.29	12.90		

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
Personnel Services							
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
510.110	Salaries - Supervisory	110,406	112,983	80,647	115,779	120,252	
510.111	Salaries - Regular/Full-Time	254,741	320,147	213,703	307,286	329,024	
510.112	Salaries - Part-Time	2,798	4,480	2,576	2,900	14,094	
510.113	Salaries - Overtime	5,062	5,000	3,147	6,189	7,000	
510.120	Social Security	27,304	33,860	22,523	33,060	35,983	
510.122	Worker's Compensation	7,148	20,485	5,712	13,633	6,739	
510.124	Insurance - Health	17,873	25,504	16,271	20,859	28,434	
510.125	Insurance - Life	1,036	1,565	678	1,327	1,625	
510.127	Insurance - Disability	1,628	2,079	1,590	1,946	2,157	
510.130	Pension	10,671	32,312	12,917	34,340	36,802	
	Totals	<u>438,668</u>	<u>558,415</u>	<u>359,764</u>	<u>537,319</u>	<u>582,110</u>	

Fund		Department	Division			Account Number		
General		Public Works	Administration/Eng.			070.071		
Contractual Services				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
520.210	Advertising			0	25	24	0	0
520.221	Data Processing			2,736	5,200	1,266	2,700	4,900
520.247	Maintenance & Repair - Equipment			4,842	5,900	3,081	4,600	3,100
520.248	Maintenance & Repair - Vehicles			950	1,300	798	1,500	1,500
520.249	Memberships & Subscriptions			3,012	1,903	1,501	1,903	2,015
520.251	Miscellaneous Contractual			32,736	42,900	28,119	42,900	36,000
520.260	Printing & Binding			1,556	1,975	1,107	2,000	2,500
520.261	Professional Services			279,701	83,327	54,418	83,327	10,000
520.268	Rental - Equipment			683	750	677	750	750
520.277	Training & Continuing Education			3,777	4,480	2,884	4,480	5,930
520.290	Waste Reduction Grant Services			0	0	22,311	0	0
	Totals			<u>329,994</u>	<u>147,760</u>	<u>116,186</u>	<u>144,160</u>	<u>66,695</u>

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

Organization	Member	Amount
X American Public Works Assoc. Nat'l.	City	450
X Magazines and Periodicals	N/A	275
X National Society of Prof. Engineers	Assistant City Engineer	205
X National Society of Prof. Engineers	Director of Public Works	205
X American Society of Civil Engineers	Assistant City Engineer	160
X American Society of Civil Engineers	Director of Public Works	160
X Institute/Transportation Engineers	Director of Public Works	160
X American Concrete Institute	Director of Public Works	155
X American Public Works Assoc. Local	Civil Engineers -3	45
X American Society of Cert. Eng. Tech.	Engineering Construction Insp.	40
X Nat'l. Institute for Cert. Eng. Tech.	Engineering Construction Insp.	30
X Nat'l. Institute for Cert. Eng. Tech.	Engineering Construction Insp.	30
X Highway Engineers Association	Assistant City Engineer	25
Missouri Mapping Association	Engineering Technician	25
X American Public Works Assoc. Local	Director of Public Works	15
X American Public Works Assoc. Local	Assistant City Engineer	15
X American Concrete Institute-Local	Director of Public Works	10
X American Concrete Institute-Local	Asst. City Engineer	10
	Total	2,015

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

Training and Continuing Education

Seminar	Location	Amount
APWA Congress/Equipment Show	Minneapolis	1,500
Radiation Safety Officer Training	To be determined	1,100
Miscellaneous Local Meetings	Metro Area	800
GIS Training	Local	700
CADD System Training (Advanced)	Community College	500
Fldpln Analysis/Hydrology/Hydraulics	Kansas City, MO	500
APWA State Chapter Meetings	Lake/Ozarks, Columbia, MO	500
Hwy. Engineers Conference	Lake/Ozarks, MO	200
American Concrete Institute Insp. Certification	Local	130
	Total	5,930

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<i>Commodities</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
530.313	Departmental Supplies	9,032	8,785	7,063	13,700	14,200	
530.318	Gasoline & Oil	3,230	3,250	3,197	4,100	4,000	
530.342	Tools	58	350	0	350	350	
530.343	Uniforms	858	2,250	1,358	2,250	1,750	
530.344	Waste Reduction Grant Supplies	0	0	26,730	0	0	
	Totals	<u>13,179</u>	<u>14,635</u>	<u>38,348</u>	<u>20,400</u>	<u>20,300</u>	

Fund		Department	Division			Account Number	
General		Public Works	Administration/Eng.			070.071	
<i>Capital Expenditures</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
540.410	Computer Equipment	5,522	1,800	1,906	1,906	30,300	
540.420	Furniture	0	6,500	5,176	5,176	0	
540.440	Machinery & Equipment	8,064	37,700	0	37,700	5,400	
540.460	Automobiles & Trucks	15,329	17,250	17,522	17,522	17,510	
	Totals	<u>28,915</u>	<u>63,250</u>	<u>24,604</u>	<u>62,304</u>	<u>53,210</u>	

Fund General	Department Public Works	Division Administration/Eng.	Account Number 070.071
Capital Outlay Request			
Account Number 001-070-071-540.410			
Description Computers	No# Requested 7	Unit Cost 2,000	Total Cost 14,000
Explain reason for request (describe use and workload) Replace aging computers		No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/66 Clone	4	Use for parts/backup
Computer	486/66 Clone	4	Use for parts/backup
Computer	486/33 Clone	4	Use for parts/backup
Computer	486/25 Clone	5	Use for parts/backup
Computer	486/33 Clone	4	Use for parts/backup
Computer	386/40 Clone	5	Use for parts/backup
Computer	486/33 Clone	4	Use for parts/backup
What source was used for unit cost? MIS Task Force			
Other remarks			

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

Account Number 001-070-071-540.410
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Description GIS Software	No# Requested 1	Unit Cost 10,300	Total Cost 10,300
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Explain reason for request (describe use and workload) Software to supplement the current GIS software being used to input data into the GIS system.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost?

Other remarks

Fund General	Department Public Works	Division Administration/Eng.	Account Number 070.071
Capital Outlay Request			
Account Number 001-070-071-540.410			
Description CADD Workstation	No# Requested 1	Unit Cost 6,000	Total Cost 6,000
Explain reason for request (describe use and workload) Replace aging CADD station		No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	Insight P90	3	Use as low-end desktop PC
What source was used for unit cost? MIS Task Force			
Other remarks			

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

Account Number 001-070-071-540.440
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Description Traffic Counters	No# Requested 4	Unit Cost 1,350	Total Cost 5,400
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Explain reason for request (describe use and workload) To obtain data regarding traffic volumes on local roads.	No# of similar units on hand 4	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Traffic Counter	GK Instruments	6 years	Surplus

What source was used for unit cost? Vendor
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Other remarks

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

Account Number
001-070-071-540.460

Description Pickup Truck	No# Requested 1	Unit Cost 17,510	Total Cost 17,510
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Explain reason for request (describe use and workload) To transport inspection personnel and equipment to jobsites.	No# of similar units on hand 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Dodge	1/2 ton pickup	8 years	Surplus

What source was used for unit cost?
State Purchase Agreement

Other remarks

Fund General	Department Public Works	Division Administration/Eng.	Account Number 070.071
Line Item Details		1997 Request	Details
Account Number	Account Title		

520.221	Data Processing	4,900	Upgrades (Autocadd, Intergraph, Eagle Point, Arccad/Arcview, Expedition)
520.247	Maintenance & Repair - Equipment	3,100	Traffic counters survey/testing equipment - 500 Plotter - 1100 Repeater - 500 Nuclear gauges - 500 Radio repair - 500
520.248	Maintenance & Repair - Vehicles	1,500	Director's vehicle; 3 trucks
520.249	Memberships & Subscriptions	2,015	See attached detail
520.251	Miscellaneous Contractual	36,000	Const. test - 15,000 Vector control - 7,500 Record plats - 2,000 Blueprints/copies - 2,500 NRC License - 1,800 Doubletree Lease - 600 County file reprod. - 500 Film develop. - 500 County programming - 500 NRC Film Badges - 300 Couriers - 100 Freight - 100 Directors car phone - 1,200 Portable car phone - 900 Microfilm improvement plans - 1,000 St. Louis County Data Upgrades - 1,000 MSD Aerial Upgrades - 500

Fund	Department	Division	Account Number
General	Public Works	Administration/Eng.	070.071
<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details
520.260	Printing & Binding	2,500	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	5,930	See attached detail
530.313	Departmental Supplies	14,200	Blackline Paper - 1,500 Mylar - 500 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 Truck Bed Cover - 600 Misc. Hardware - 250 Rail for Core Drill - 500 Core Drill Bits - 1,000 Access Viewer - 1,500 Meeting supplies - 800
530.318	Gasoline & Oil	4,000	3 trucks 1 Directors vehicle

Fund General	Department Public Works	Division Administration/Eng.	Account Number 070.071
Line Item Details		1997	
Account Number	Account Title	Request	Details

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	30,300	See attached detail
540.440	Machinery & Equipment	5,400	See attached detail
540.460	Automobiles & Trucks	17,510	See attached detail

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

Fund	Department	Division			Account Number
General	Public Works	Street/Sewer Maint.			070.072
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	834,168	1,106,352	678,072	996,236	1,123,386
Contractual Services	328,902	250,340	132,269	254,840	299,995
Commodities	529,582	505,074	261,430	457,693	479,000
Capital Outlay	40,465	434,938	314,539	326,300	576,628
Totals	1,733,116	2,296,704	1,386,310	2,035,069	2,479,009
Personnel Schedule					
Position Title	Number of Employees				
	1995 Actual	1996 Authorized	1997 Requested		
Street Superintendent	1.00	1.00	1.00		
Street Supervisor	4.00	4.00	4.00		
Street Maintenance Workers	21.00	24.00	24.00		
Secretary	1.00	1.00	1.00		
Temporary Workers (13)	4.65	4.65	4.03		
Totals	31.65	34.65	34.03		

Fund		Department		Division			Account Number	
General		Public Works		Street/Sewer Maint.			070.072	
<i>Personnel Services</i>				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
510.110	Salaries - Supervisory			31,878	41,121	29,085	41,321	43,522
510.111	Salaries - Regular/Full-Time			583,488	750,985	446,454	660,040	738,501
510.112	Salaries - Part-Time			30,813	36,400	37,735	36,400	62,720
510.113	Salaries - Overtime			22,082	23,500	16,510	22,483	23,500
510.120	Social Security			49,165	65,178	39,332	58,159	66,421
510.122	Worker's Compensation			41,312	56,670	46,335	48,960	54,412
510.124	Insurance - Health			60,381	81,339	42,841	65,804	76,944
510.125	Insurance - Life			1,675	2,661	920	1,936	2,628
510.127	Insurance - Disability			2,799	3,802	2,550	3,226	3,754
510.130	Pension			10,575	44,696	16,310	57,907	50,984
	Totals			<u>834,168</u>	<u>1,106,352</u>	<u>678,072</u>	<u>996,236</u>	<u>1,123,386</u>

Fund		Department	Division			Account Number
General		Public Works	Street/Sewer Maint.			070.072
Contractual Services						
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
520.221	Data Processing	0	0	0	0	500
520.247	Maintenance & Repair - Equipment	35,770	30,150	18,692	30,150	30,325
520.248	Maintenance & Repair - Vehicles	57,991	40,000	31,662	47,000	42,000
520.249	Memberships & Subscriptions	15	140	0	140	140
520.251	Miscellaneous Contractual	124,925	97,000	34,227	97,000	120,700
520.268	Rental - Equipment	65,421	13,550	10,398	13,550	13,880
520.269	Rental - Buildings	32,755	24,000	24,292	24,000	0
520.275	Taxes	0	5,000	2,684	0	15,000
520.276	Telephone	4,781	4,200	3,128	5,000	4,200
520.277	Training & Continuing Education	638	300	1,619	2,000	1,250
520.285	Utilities - Electric	3,730	18,000	3,660	18,000	36,000
520.286	Utilities - Gas	2,876	10,000	1,907	10,000	20,000
520.287	Utilities - Water	0	4,000	0	4,000	8,000
520.288	Utilities - Sewer	0	4,000	0	4,000	8,000
	Totals	<u>328,902</u>	<u>250,340</u>	<u>132,269</u>	<u>254,840</u>	<u>299,995</u>

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

Memberships and Subscriptions

Organization	Member	Amount
American Public Works Association	Street Maint. Supervisor	70
American Public Works Association	Street Superintendent	70
	Total	<hr/> 140

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

Training and Continuing Education

Seminar	Location	Amount
Confined Spaces Training	St. Louis	1,000
APWA State Chapter Meeting (Fall)	Columbia, MO	125
APWA State Chapter Meeting (Spring)	Lake of the Ozarks, MO	125
	Total	1,250

Fund		Department	Division			Account Number	
General		Public Works	Street/Sewer Maint.			070.072	
Commodities			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
530.313	Departmental Supplies		440,388	329,236	134,209	275,000	334,000
530.318	Gasoline & Oil		33,041	35,800	40,491	40,000	43,250
530.340	Salt & Abrasives		34,750	116,638	69,293	119,293	78,350
530.342	Tools		6,768	6,000	5,863	6,000	6,000
530.343	Uniforms		14,636	17,400	11,574	17,400	17,400
	Totals		<u>529,582</u>	<u>505,074</u>	<u>261,430</u>	<u>457,693</u>	<u>479,000</u>

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

Capital Expenditures		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
540.410	Computer Equipment	6,849	13,891	13,128	12,000	12,000
540.440	Machinery & Equipment	33,616	90,300	74,016	90,300	265,928
540.460	Automobiles & Trucks	0	330,747	227,395	224,000	195,700
540.470	Improvements to Grounds	0	0	0	0	103,000
	Totals	<u>40,465</u>	<u>434,938</u>	<u>314,539</u>	<u>326,300</u>	<u>576,628</u>

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

Account Number 001-070-072-540.410
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Description Netware Server	No# Requested 1	Unit Cost 8,000	Total Cost 8,000
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Explain reason for request (describe use and workload) Replace current PC filer server with a true fault-tolerant file server.	No# of similar units on hand 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
File server	486/66 Clone	3	Use as low-end desktop PC

What source was used for unit cost? Vendor
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Other remarks

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Capital Outlay Request			
Account Number 001-070-072-540.410			
Description Computers	No# Requested 2	Unit Cost 2,000	Total Cost 4,000
Explain reason for request (describe use and workload) Replace aging computers		No# of similar units on hand 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	386/25 Clone	5	Use for parts/backup
Computer	486/66 Clone	3	Use for parts/backup
What source was used for unit cost? MIS Task force			
Other remarks			

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Capital Outlay Request			
Account Number 001-070-072-540.440			
Description 680 L Backhoe	No# Requested 1	Unit Cost 80,340	Total Cost 80,340
Explain reason for request (describe use and workload) Replace backhoe in use 7 years.		No# of similar units on hand 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
680 L Backhoe		7 years	
What source was used for unit cost?			
Other remarks			

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

Account Number 001-070-072-540.440
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Description Salt Conveyor	No# Requested 1	Unit Cost 55,620	Total Cost 55,620
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Explain reason for request (describe use and workload) To load salt into the salt dome, to maximize storage capacity.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost? current cost
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Other remarks

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

Account Number 001-070-072-540.440
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Description Rosco Asphaltite	No# Requested 1	Unit Cost 46,332	Total Cost 46,332
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Explain reason for request (describe use and workload) To replace Rosco in use 7 years.	No# of similar units on hand 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Rosco Asphaltite		7 years	

What source was used for unit cost?
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Other remarks

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

Account Number 001-070-072-540.440
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Description Asphalt Hot Box	No# Requested 1	Unit Cost 30,900	Total Cost 30,900
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Explain reason for request (describe use and workload) To maintain hot asphalt mix temperature and minimize waste.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost? current cost
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Other remarks

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Capital Outlay Request			
Account Number 001-070-072-540.440			
Description Equipment Building Hoist	No# Requested 1	Unit Cost 20,600	Total Cost 20,600
Explain reason for request (describe use and workload) Will add later.		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost? current cost			
Other remarks			

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

Account Number 001-070-072-540.440
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Description 1840 Skid Steer	No# Requested 1	Unit Cost 14,420	Total Cost 14,420
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Explain reason for request (describe use and workload) Replace current skid steer in use 7 years.	No# of similar units on hand 2	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
1840 Skid Steer	Case	7 years	

What source was used for unit cost?

Other remarks

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Capital Outlay Request			
Account Number 001-070-072-540.440			
Description 1-Ton Roller	No# Requested 1	Unit Cost 7,210	Total Cost 7,210
Explain reason for request (describe use and workload) Machine needed for		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost?			
Other remarks			

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Capital Outlay Request			
Account Number 001-070-072-540.440			
Description Plate Compactor	No# Requested 2	Unit Cost 2,266	Total Cost 4,532
Explain reason for request (describe use and workload) To replace existing compactors in use 7 years.		No# of similar units on hand 3	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Plate Compactor		7 years	
What source was used for unit cost? current cost			
Other remarks			

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

Account Number 001-070-072-540.440
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Description	No# Requested	Unit Cost	Total Cost
Trailer	1	3,399	3,399

Explain reason for request (describe use and workload) To be used to haul skid steers, and other equipment to job site and from one job site to another.	No# of similar units on hand 3	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

Item	Make	Age	Recommended Disposition

What source was used for unit cost?

Other remarks

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

Account Number 001-070-072-540.440
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Description Gas Multi-Meter	No# Requested 1	Unit Cost 2,575	Total Cost 2,575
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Explain reason for request (describe use and workload) Gas detection and air quality meter for confined spaces such as sewers.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost? current cost
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Other remarks

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

Account Number 001-070-072-540.460
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Description 1997 2.5 Ton Dump Truck	No# Requested 2	Unit Cost 64,375	Total Cost 128,750
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Explain reason for request (describe use and workload) 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.	No# of similar units on hand 12	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
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Specify Items to be Replaced

Item	Make	Age	Recommended Disposition
2 Dump Trucks	GMC	7 years	Trade-In (S-102 & S-103)

What source was used for unit cost? 5% over current cost
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Other remarks

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Capital Outlay Request			
Account Number 001-070-072-540.460			
Description 1997 1-Ton Pick Up	No# Requested 2	Unit Cost 33,475	Total Cost 66,950
Explain reason for request (describe use and workload) 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.		No# of similar units on hand 7	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
2 pick ups	GMC	7 years	Trade In (S-3,S-4)
What source was used for unit cost? 5% over current cost			
Other remarks			

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

Account Number 001-070-072-540.470
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Description Facility Improvements	No# Requested 1	Unit Cost 97,850	Total Cost 97,850
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Explain reason for request (describe use and workload) Phased improvements to the Public Works Facility per the original design and concept as approved by Council, not included in construction contracts or construction funding.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost? current costs

Other remarks

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

Account Number 001-070-072-540.470
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Description Electric Overhead Doors	No# Requested 1	Unit Cost 5,150	Total Cost 5,150
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Explain reason for request (describe use and workload) To open garage doors.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost?

Other remarks

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.221	Data Processing	500	Upgrade for sign maker - software.
520.247	Maintenance & Repair - Equipment	30,325	Repair of City equipment. (Snow equipment, salt spreaders, blades, hydro parts & hoses, mudjack equip., air compressor, roller, skid steers, backhoes, etc.) - 26,940 Tires - 3,060 Maintenance agreement on time clock - 150 Fax Machine Maintenance Agreement - 175
520.248	Maintenance & Repair - Vehicles	42,000	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 - 16,500
520.249	Memberships & Subscriptions	140	See attached detail

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

<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

520.251	Miscellaneous Contractual	120,700	Landfill/dumping fees - 2,500 Street striping - 9,500 Contractual Street Sweeping - 27,000 Outside contractual labor - 22,000 4 Bag phones - 6,400 Contractual Hauling - 24,000 Electrician work - 1,000 Waste disposal - 2,500 Tree services - 1,600 Animal Disposal - 600 Floor cleaning & waxing - 3,600 Snow Plowing - 20,000
520.268	Rental - Equipment	13,880	Office copy machine rental - 150/mo - 1,800/year Portable bathroom - 950 Pagers - 550 Rental of special equipment: Emergency rentals - (Backhoe) - 3,100 (Skid Steer) - 4,000 Stump Grinder - 1,050 Sewer Auger - 1,480 Trash Pump - 950
520.275	Taxes	15,000	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	1,250	See attached detail

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

Line Item Details		1997	
Account Number	Account Title	Request	Details

520.285	Utilities - Electric	36,000	Electric for Public Works facility
520.286	Utilities - Gas	20,000	Gas for Public Works facility
520.287	Utilities - Water	8,000	Water for Public Works facility
520.288	Utilities - Sewer	8,000	Sewer for Public Works facility
530.313	Departmental Supplies	334,000	Redi-mix concrete -102,000 Cold-mix P.P.M. - 15,000 1" Minus - 23,000 CRS-2 - 10,000 RS-211 Crackfiller - 10,000 Hot-Mix Asphalt - 12,000 Soil - 10,000 Gatorade - 700 Concrete forms - 3,373 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 Drinking cups - 350 Expansion joints - 2,200 Yellow & white striping paint - 2,000 Keyway - 1,700 Marking paint - 500

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
Line Item Details		1997	
Account Number	Account Title	Request	Details

- 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
- Truck tool box - 400

Fund	Department	Division	Account Number
General	Public Works	Street/Sewer Maint.	070.072
<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

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 2,100
 Laserjet Printer - 990

530.318	Gasoline & Oil	43,250	Diesel fuel (45,000/gal @ .85 = 38,250 No lead - (2,000/gal @ .90) = 1,800 Oil - (1,143 gal @ 2.80) = 3,200
530.340	Salt & Abrasives	78,350	Salt 3,000T @ 25. - 75,000 (Includes hauling charges) 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

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Line Item Details		1997	
Account Number	Account Title	Request	Details

- Picks - 100
- 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 squeege - 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

Fund General	Department Public Works	Division Street/Sewer Maint.	Account Number 070.072
Line Item Details		1997	
Account Number	Account Title	Request	Details

Thermal sweatshirts - 980
T-Shirts - 1,248
Caps - 468
Prescription safety glasses 4 @ 100 - 400

540.410	Computer Equipment	12,000	See attached detail
540.440	Machinery & Equipment	265,928	See attached detail
540.460	Automobiles & Trucks	195,700	See attached detail
540.470	Improvements to Grounds	103,000	See attached detail.

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Fund	Department	Division	Account Number
General	Public Works	Vehicle Maintenance	070.073

Division Summary

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

Fund	Department	Division	Account Number		
General	Public Works	Vehicle Maintenance	070.073		
<i>Division Request</i>					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	149,511	167,601	120,346	175,297	177,882
Contractual Services	16,506	13,675	10,945	13,675	6,850
Commodities	42,354	35,770	32,316	36,400	37,619
Capital Outlay	10,165	41,000	3,371	41,000	22,102
Totals	218,536	258,046	166,978	266,372	244,453
<i>Personnel Schedule</i>					
Position Title	Number of Employees				
	1995 Actual	1996 Authorized	1997 Requested		
Mechanic Supervisor	1.00	1.00	1.00		
Mechanics	3.00	3.00	3.00		
Totals	4.00	4.00	4.00		

Fund		Department	Division			Account Number		
General		Public Works	Vehicle Maintenance			070.073		
<i>Personnel Services</i>				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
510.111	Salaries - Regular/Full-Time			113,040	127,157	89,924	127,730	133,081
510.113	Salaries - Overtime			10,186	3,500	6,976	9,516	5,000
510.120	Social Security			8,981	9,995	6,351	10,499	10,563
510.122	Worker's Compensation			3,528	4,416	3,881	4,570	4,598
510.124	Insurance - Health			9,712	10,943	8,176	11,061	12,408
510.125	Insurance - Life			310	427	121	353	447
510.127	Insurance - Disability			517	610	481	588	639
510.130	Pension			3,236	10,553	4,436	10,980	11,146
	Totals			<u>149,511</u>	<u>167,601</u>	<u>120,346</u>	<u>175,297</u>	<u>177,882</u>

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
Contractual Services			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
520.221	Data Processing		0	0	0	0	300
520.247	Maintenance & Repair - Equipment		1,204	2,375	364	2,375	2,300
520.248	Maintenance & Repair - Vehicles		22	550	592	550	550
520.249	Memberships & Subscriptions		336	400	6	400	400
520.251	Miscellaneous Contractual		990	800	976	800	1,150
520.268	Rental - Equipment		805	1,350	980	1,350	1,350
520.269	Rental - Buildings		12,931	7,700	7,680	7,700	0
520.277	Training & Continuing Education		218	500	347	500	800
	Totals		<u>16,506</u>	<u>13,675</u>	<u>10,945</u>	<u>13,675</u>	<u>6,850</u>

Fund General	Department Public Works	Division Vehicle Maintenance	Account Number 070.073
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Memberships and Subscriptions

Organization	Member	Amount
Chilton Company & Helm Publications	Vehicle Maintenance Supervisor	400
	Total	400

Fund General	Department Public Works	Division Vehicle Maintenance	Account Number 070.073
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Training and Continuing Education

Seminar	Location	Amount
Antilock Brake & Diagnostic Seminar	St. Louis	300
No Code Driveability & New System Update	St. Louis	300
ASE Certification Tests	St. Louis	200
	Total	800

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
<i>Commodities</i>			1995	1996	1996	1996	1997
Account Number	Account Title		Actual	Amended Budget	Year to Date	Projected	Request
530.313	Departmental Supplies		30,391	23,000	18,874	23,000	23,050
530.314	Equipment Parts		5,923	7,000	8,170	7,000	7,000
530.318	Gasoline & Oil		1,255	770	1,252	1,000	770
530.342	Tools		3,947	2,300	2,217	2,700	3,975
530.343	Uniforms		840	2,700	1,803	2,700	2,824
	Totals		<u>42,354</u>	<u>35,770</u>	<u>32,316</u>	<u>36,400</u>	<u>37,619</u>

Fund		Department	Division			Account Number	
General		Public Works	Vehicle Maintenance			070.073	
<i>Capital Expenditures</i>			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
540.440	Machinery & Equipment		10,165	41,000	3,371	41,000	1,502
540.470	Improvements to Grounds		0	0	0	0	20,600
	Totals		<u>10,165</u>	<u>41,000</u>	<u>3,371</u>	<u>41,000</u>	<u>22,102</u>

Fund General	Department Public Works	Division Vehicle Maintenance	Account Number 070.073
Capital Outlay Request			
Account Number 001-070-073-540.440			
Description Mechanics Tool Chests	No# Requested 1	Unit Cost 1,502	Total Cost 1,502
Explain reason for request (describe use and workload) Replacement.		No# of similar units on hand 4	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
Specify Items to be Replaced			
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
What source was used for unit cost?			
Other remarks			

Fund General	Department Public Works	Division Vehicle Maintenance	Account Number 070.073	
Capital Outlay Request				
Account Number 001-070-073-540.470				
Description Overhead Oil & Grease Dispensor		No# Requested 1	Unit Cost 20,600	Total Cost 20,600
Explain reason for request (describe use and workload) To dispense supplies in a clean & safe manner.			No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
Specify Items to be Replaced				
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>	
What source was used for unit cost?				
Other remarks				

Fund General	Department Public Works	Division Vehicle Maintenance	Account Number 070.073
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.221	Data Processing	300	Upgrade vehicle maintenance program
520.247	Maintenance & Repair - Equipment	2,300	Air Compressor - 50 Wheel Balancer (Calibration) - 200 Alignment Equipment (Calibrate Heads and vehicle updates) - 700 Repair tire changer piston & seals - 300 Update OTC cartridges - 350 Replace arm on 4 post lift - 700
520.248	Maintenance & Repair - Vehicles	550	Service, repairing/service truck ; oil changes, filters, tires, etc. - 550
520.249	Memberships & Subscriptions	400	Chilton & new equipment repair manuals - 400
520.251	Miscellaneous Contractual	1,150	Parts cleaning solution disposal - 150 Waste oil disposal - 250 Towing - 250 Used tires hauled - 500
520.268	Rental - Equipment	1,350	Oxygen & acetylene tanks - 700 Emergency equipment - 500 Pagers - 150
520.277	Training & Continuing Education	800	See attached detail
530.313	Departmental Supplies	23,050	Steel - 3,700 Hand Cleaner - 500 Hydraulic Hose - 1,100

Fund General	Department Public Works	Division Vehicle Maintenance	Account Number 070.073
Line Item Details		1997	
Account Number	Account Title	Request	Details

- Degreasers (engine) - 500
- Penetrat. Oil - 250
- Welding Supplies - 1,600
- Nuts & Bolts - 2,000
- Elec. Sup. - 700
- Hydraulic Fit. - 1,500
- Janitor Supplies - 1,700
- Oxy/acetylene - 800
- Sand - 650
- A/C freon - 800
- Air hoses - 250
- Drop lights - 150
- Paint, primer, thinner, sandpaper - 600
- Chains - 400
- Drill Bits - 500
- Plow bolts - 1,700
- Rust inhibitor (Salt and Auger Chains) - 700
- Air Brake and Brass Fittings - 700
- Shop towels - 750
- Trash cans, lids & dollies - 400
- Floor squeegees - 100
- Brooms - 100
- Truck wash soap - 200
- Trash can liners - 200
- Wheel weights - 300
- Alignment Shims - 200

530.314 Equipment Parts

- 7,000 Batteries - 450
- Filters: oil, air, fuel & transmission - 500
- Headlight/taillight bulbs - 100
- Windshield Washer - 300
- Antifreeze - 1,000
- Engine Oil - 1,800
- Lube grease - 800
- Hydraulic oil - 900
- Front end parts - 200
- Brake shoes & pads - 450
- Belts & hoses - 500

Fund	Department	Division	Account Number
General	Public Works	Vehicle Maintenance	070.073
Line Item Details		1997	
Account Number	Account Title	Request	Details

530.318 Gasoline & Oil

770 847 gallons @ \$.85/gallon - 720
60 quarts oil - 50

530.342 Tools

3,975 U-Joint service set - 550
Bearing Cup Installer - 300
Slack Adjustor Puller - 500
25-Ton Press Adaptor Set - 650
Jack Stands - 300
Anglehead Drill - 350
Smartach Diesel - 275
Cutting torch set - 350
Tow adjustment bar - 200
Rechargeable impacts - 300
Underhoist axle stands - 200

530.343 Uniforms

2,824 Uniforms for four employees, 6 /each - 900
Jackets; 4 - 170
Coveralls; 4 - 400
Work Shoes; 4 pair - 340
Rain suits - 180
Winter over shoes - 160
Winter liners - 50
T-Shirts - 192
Sweatshirts - 160
Caps - 72
Prescription safety glasses - 100
Safety glasses - 100

540.440 Machinery & Equipment

1,502 See attached detail

540.470 Improvements to Grounds

20,600 See attached detail.

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

Fund	Department	Division			Account Number	
General	Public Works	Street Lighting			070.075	
<i>Division Request</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Contractual Services		662	6,700	473	5,568	6,500
TOTAL		662	6,700	473	5,568	6,500

Fund		Department		Division			Account Number	
General		Public Works		Street Lighting			070.075	
Contractual Services								
Account Number	Account Title			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
520.274	Street Lighting			662	6,700	473	5,568	6,500
	Totals			<u>662</u>	<u>6,700</u>	<u>473</u>	<u>5,568</u>	<u>6,500</u>

Fund General	Department Public Works	Division Street Lighting	Account Number 070.075
Line Item Details		1997	
Account Number	Account Title	Request	Details

520.274	Street Lighting	6,500	Monthly charges for street lights - 1,500 New installations - 5,000
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1996 ACCOMPLISHMENTS
PARKS/COMMUNITY BEAUTIFICATION

- ▶ Coordinated the acquisition and development of 4 priority park sites to be acquired and developed with funds from the \$11 million parks bond issue passed by Chesterfield Residents in 1994.
- ▶ Coordinated the purchase of 142 acres of the 190 acres of park land targeted for acquisition; acquired 2 of the 4 planned park locations in the City. It is anticipated that the balance of the land required to start development at all 4 priority park sites will be acquired in the first quarter of 1997.
- ▶ Created a master development plan for 3 of the 4 park sites. The design/development plan has been completed on the aquatic center to be located in the Central City park, and construction is currently underway on the Chesterfield Elementary School Park located on Wildhorse Creek Road. Construction of the athletic complex may begin during the summer of 1997.
- ▶ Developed partnerships with nearly 50 agencies, organizations and businesses to conduct a diversity of recreation programs and special events enjoyed by over 8,000 participants. The success of these programs and events provides a strong indication that Chesterfield Residents value and support our recreational efforts.
 - Over 5,000 people attended the "First Annual Best of Chesterfield" held at Faust Park in May
 - Numerous families enjoyed the "First Annual Boo-Fest" held at Rombach's Pumpkin Farm on Halloween Night
 - Gobble-Wobble '96 attracted 515 Thanksgiving Day walkers and runners, 115 more participants than the prior year.
- ▶ Planted approximately 500 new and replacement street trees as a part of the City Beautification Plan. A \$12,000 grant from the Missouri Department of Conservation was obtained by the Parks Division for the planting of 159 new trees along Clarkson Road.
- ▶ Coordinated the "**Dig-it**" program, a volunteer effort, that resulted in the planting of 10,000 daffodils at the Clarkson Road and I-64/40 Interchange.

- ▶ The nine member Chesterfield Arts Commission, with the assistance of the Parks Division, successfully filed for 501 (c) (3) not-for-profit tax exempt status in 1996.

- ▶ In conjunction with the Chesterfield Arts Commission, developed an "Action Plan" to guide the future activities of the organization.

1997 GOALS
PARKS/COMMUNITY BEAUTIFICATION

- Goal:** Department Organization; develop resources necessary to implement a comprehensive parks, recreation and arts program to serve the needs of the Chesterfield Community for 1997 and beyond.
- Strategy:** Prepare and maintain a Parks, Recreation and Arts Action Plan.
Evaluate staff, equipment, financial and facility need to implement Action Plan.
Establish Department as an accepted entity within 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 a minimum of approximately 140 acres.
- Strategy:** Work closely with the Parks Land 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.
Develop partnerships with other agencies, organizations or private individuals with a companion interest in education, conservation, parks or outdoor recreation.
Assure proper legislative and administrative procedure on all acquisition matters.
- Goal:** Design/Development: Initiate the Design/Development process on the Chesterfield Parkway Site and the Valley Sports Complex Site.
- Strategy:** Coordinate the design/development planning on the Chesterfield Parkway and Valley Sports Complex sites with Booker Associates.
Facilitate community input into the design/development planning on the Chesterfield Elementary School, Chesterfield Parkway and the Valley Sports Complex Sites with the Design/Development Committee by scheduling periodic meetings at key points in the process.
Schedule preparation of construction documents and schedules for the Chesterfield Elementary School Park, Chesterfield Parkway and the Valley Sports Complex Sites in 1997 by Booker Associates. Review all documents.
Obtain all permits, and 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 during 1997.
- 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 during 1997.
Apply for LWCF funding for acquisition or development.
Explore partnership possibilities with MDC for land acquisition in 1997.
Develop a "Gift Guide" for park land and recreation needs in 1997.
Hold at least one major fund raiser in 1997 with FFCP's.

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 during 1997.
Plan and conduct Community Outreach Programs with the Police Department/Drug Task Force.
Work with The Best of Chesterfield Committee on conducting a May, 1997 event.
Capitalize on other program opportunities as they may become available.
Plan and implement a program of *volunteerism* 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.
Provide staff coordination to assist Commission in becoming an independent 401 (c) (3) partner.

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 the City's right-of-ways, 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 Highway Beautification Plan.
Apply to MDC and others for tree planting grants.
Administer the Beautification grant program for plantings within the right-of-ways of major public streets.
Develop an on-going beautification maintenance plan.

Fund	Department	Division	Account Number
General	Parks/Beautification	Parks/Beautification	080.081

Division Summary

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>This activity coordinates programs of the Chesterfield Arts Commission in the promotion of public art.</p> <p>MAJOR CHANGE: This activity is projected to include the development and maintenance management responsibilities for 184+ acres of parkland in 1997.</p> <p>The 1997 budget includes the addition of a full-time Parks Supervisor and Parks Laborer to start on April 1, 1997.</p>

Fund	Department	Division			Account Number
General	Parks/Beautification	Parks/Beautification			080.081
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Personnel Services	34,737	94,294	50,393	82,766	178,275
Contractual Services	25,705	88,130	24,965	77,130	105,500
Commodities	1,612	17,750	6,877	11,650	15,600
Capital Outlay	35,688	42,949	42,709	4,900	14,875
Totals	97,741	243,123	124,944	176,446	314,250
Personnel Schedule					
Position Title	Number of Employees				
	1995 Actual	1996 Authorized	1997 Requested		
Parks, Recreation & Arts Superinten	1.00	1.00	1.00		
Parks Planning Assistant	0.00	1.00	1.00		
Parks Supervisor	0.00	0.00	0.75		
Parks Laborer	0.00	0.00	0.75		
Park & Recreation (6 seasonal)	0.31	0.31	1.80		
Totals	1.31	2.31	5.30		

Fund		Department	Division			Account Number	
General		Parks/Beautification	Parks/Beautification			080.081	
Personnel Services			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		30,284	49,347	35,148	48,974	51,053
510.111	Salaries - Regular/Full-Time		0	21,833	9,037	15,065	64,229
510.112	Salaries - Part-Time		1,818	5,600	0	5,600	26,880
510.113	Salaries - Overtime		0	0	0	0	1,000
510.120	Social Security		2,294	5,874	3,814	5,327	10,952
510.122	Worker's Compensation		140	456	1,458	1,190	4,226
510.124	Insurance - Health		0	4,739	635	1,015	9,478
510.125	Insurance - Life		76	359	77	177	581
510.127	Insurance - Disability		126	342	216	295	553
510.130	Pension		0	5,744	8	5,123	9,323
	Totals		<u>34,737</u>	<u>94,294</u>	<u>50,393</u>	<u>82,766</u>	<u>178,275</u>

Fund		Department	Division			Account Number
General		Parks/Beautification	Parks/Beautification			080.081
Contractual Services		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					
520.248	Maintenance & Repair - Vehicles	0	0	23	0	0
520.249	Memberships & Subscriptions	44	460	453	460	550
520.251	Miscellaneous Contractual	17,234	65,200	20,939	60,200	86,250
520.260	Printing & Binding	488	0	203	0	0
520.261	Professional Services	1,552	7,000	433	7,000	7,500
520.263	Subdivision Beautification Program	4,756	10,000	1,492	4,000	5,000
520.268	Rental - Equipment	333	3,820	575	3,820	3,750
520.277	Training & Continuing Education	1,298	1,650	847	1,650	2,450
	Totals	<u>25,705</u>	<u>88,130</u>	<u>24,965</u>	<u>77,130</u>	<u>105,500</u>

Fund	Department	Division	Account Number
General	Parks/Beautification	Parks/Beautification	080.081

Memberships and Subscriptions

Organization	Member	Amount
Missouri Parks & Recreation Assn. (MPRA)	Parks Department	250
National Recreation & Parks Assn. (NRPA)	Parks Department	250
Landscape Architecture	Parks Superintendent	50
	Total	<hr/> 550

Fund	Department	Division	Account Number
General	Parks/Beautification	Parks/Beautification	080.081

Training and Continuing Education

Seminar	Location	Amount
National Recreation & Parks Assn. Conference	Salt Lake City, Utah	1,500
Missouri Parks & Recreation Assn. Conference	St. Louis, MO	400
Chamber and local meetings	Local	200
Workshops, Meetings & CEU's	Local	200
Jeff Ellis & Associates (Lifeguard Cert.)	St. Louis, MO	150
	Total	<u>2,450</u>

Fund		Department	Division			Account Number
General		Parks/Beautification	Parks/Beautification			080.081
Commodities						
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
530.313	Departmental Supplies	1,607	14,000	6,539	7,900	13,200
530.318	Gasoline & Oil	5	0	36	0	0
530.342	Tools	0	3,000	302	3,000	1,450
530.343	Uniforms	0	750	0	750	950
	Totals	<u>1,612</u>	<u>17,750</u>	<u>6,877</u>	<u>11,650</u>	<u>15,600</u>

Fund		Department	Division			Account Number
General		Parks/Beautification	Parks/Beautification			080.081
Capital Expenditures						
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
540.410	Computer Equipment	1,238	1,800	1,810	0	2,000
540.440	Machinery & Equipment	3,275	4,900	0	4,900	12,875
540.460	Automobiles & Trucks	0	36,249	35,799	0	0
540.470	Improvements to Grounds	31,175	0	0	0	0
540.480	Improvements Other Than Buildings	0	0	5,100	0	0
	Totals	<u>35,688</u>	<u>42,949</u>	<u>42,709</u>	<u>4,900</u>	<u>14,875</u>

Fund General	Department Parks/Beautification	Division Parks/Beautification	Account Number 080.081
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Capital Outlay Request

Account Number 001-080-081-540.410
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Description Computer	No# Requested 1	Unit Cost 2,000	Total Cost 2,000
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Explain reason for request (describe use and workload) Replace aging computer	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
---	--	--

Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Computer	486/33 Clone	3	Use for parts/backup

What source was used for unit cost? MIS Task force
--

Other remarks

Fund General	Department Parks/Beautification	Division Parks/Beautification	Account Number 080.081	
Capital Outlay Request				
Account Number 001-080-081-540.440				
Description Water tank w/ pump and hose	No# Requested 1	Unit Cost 5,150	Total Cost 5,150	
Explain reason for request (describe use and workload) Watering of plant material, highway beautification and parks		No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition	
Specify Items to be Replaced				
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>	
What source was used for unit cost? Outdoor Equipment Co.				
Other remarks				

Fund General	Department Parks/Beautification	Division Parks/Beautification	Account Number 080.081
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Capital Outlay Request

Account Number
001-080-081-540.440

Description 36" Tree Auger	No# Requested 1	Unit Cost 4,120	Total Cost 4,120
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Explain reason for request (describe use and workload) Planting of new park & beautification trees.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost?
Erb Equipment Company

Other remarks

Fund General	Department Parks/Beautification	Division Parks/Beautification	Account Number 080.081
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Capital Outlay Request

Account Number
001-080-081-540.440

Description	No# Requested	Unit Cost	Total Cost
Brushhog	1	2,060	2,060

Explain reason for request (describe use and workload) Equipment required for mowing new and rough park areas.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
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Specify Items to be Replaced

Item	Make	Age	Recommended Disposition

What source was used for unit cost?
Gateway Equipment Co.

Other remarks

Fund General	Department Parks/Beautification	Division Parks/Beautification	Account Number 080.081
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Capital Outlay Request

Account Number
001-080-081-540.440

Description Auger	No# Requested 1	Unit Cost 1,545	Total Cost 1,545
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Explain reason for request (describe use and workload) Post holes & piers.	No# of similar units on hand 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition
--	--	--

Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>

What source was used for unit cost?
Gateway Equipment Co.

Other remarks

Fund	Department	Division	Account Number
General	Parks/Beautification	Parks/Beautification	080.081
<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

520.249	Memberships & Subscriptions	550	See attached detail
520.251	Miscellaneous Contractual	86,250	Recreation Programs & Events - 39,650 Recreation & Event Services - 6,000 Van & Bus Rentals - 5,000 Neighborhood Outreach (2 events) - 2,000 Landscape Contract Maintenance - 13,400 Expanded Contract Maintenance '97 - 6,800 Landscape repairs - 5,000 Herbicide & Fertilizer - 5,000 City Limit Signs-Maintenance & Landscaping - 2,500 Mobile Phone Service - 900
520.261	Professional Services	7,500	Printing & Graphic Arts - 5,000 Consultants; Forestry & Horticulture - 2,500
520.263	Subdivision Beautification Program	5,000	Matching grant program
520.268	Rental - Equipment	3,750	Event rentals; recreation, tents, tables, chairs, restrooms, staging - 2,000 Parks & Grounds equipment; loader, auger, tillers, spray equipment as needed - 1,500 Pager - 250 (2)
520.277	Training & Continuing Education	2,450	See attached detail
530.313	Departmental Supplies	13,200	Seed, straw, fertilizer - 1,000 Rock & sand - 1,000

Fund General	Department Parks/Beautification	Division Parks/Beautification	Account Number 080.081
Line Item Details		1997	
Account Number	Account Title	Request	Details

Concrete & Pre-mix - 1,200
 Lumber - 2,500
 Signs & Posts - 1,000
 Park supplies - 1,000
 Stakes - 100
 Plant material - 2,000
 Paint & stains - 600
 Trash receptacles - 500
 Volleyball Court materials & supplies - 2,000
 Plan Holder - 300

530.342 Tools

1,450 String trimmers (2) - 600
 Push mowers (1) - 375
 25' Tape (1) - 25
 100' Tape (1) - 60
 Level (1) - 50
 Wheelbarrows (1) - 150
 Post hole digger (1) - 30
 Bow saw - (1) - 25
 Lopping shears (1) - 100
 Pruning shears (1) - 35

530.343 Uniforms

950 Coveralls - 120
 Sweatshirts - 60
 T-shirts & Collar Shirts - 300
 Safety Glasses - 100
 Prescription Glasses - 70
 Gloves - 100
 Safety Equipment - 200

540.410 Computer Equipment

2,000 See attached detail

540.440 Machinery & Equipment

12,875 See attached detail

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Fund	Department	Division	Account Number
General	Contingency	Contingency	090.091

Division Summary

Activity	Remarks
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Contingencies

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

Fund	Department	Division			Account Number	
General	Contingency	Contingency			090.091	
<i>Division Request</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Transfers		0	293,559	0	0	131,265
TOTAL		0	293,559	0	0	131,265

Fund General	Department Contingency	Division Contingency	Account Number 090.091
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<i>Line Item Details</i>		1997	Details
Account Number	Account Title	Request	

550.511	Contingency	131,265	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 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	0	11,097,742	3,986,975
SOURCE OF FUNDS:			
Transfer in from General Fund	0	0	50,000
Bond Proceeds	10,660,000	0	0
Interest Earnings	548,749	450,000	75,000
TOTAL SOURCES	<u>11,208,749</u>	<u>450,000</u>	<u>125,000</u>
EXPENDITURES:			
Professional Services	52,932	160,837	282,163
Cost of Issuance	58,075	0	0
Land	0	7,220,000	100,000
Improvements Other Than Buildings	0	179,930	3,729,812
TOTAL EXPENDITURES	<u>111,007</u>	<u>7,560,767</u>	<u>4,111,975</u>
FUND BALANCE, DECEMBER 31	11,097,742	3,986,975	0

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

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
Personnel	0	0	0
Contractual	52,932	160,837	282,163
Commodities	0	0	0
Capital	0	7,399,930	3,829,812
Contingency	0	0	0
	<u>52,932</u>	<u>7,560,767</u>	<u>4,111,975</u>

Fund	Department	Division	Account Number
Parks Constr.	Parks/Beautification	Parks Construction	080.084

Division Summary

Activity	Remarks
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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
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Contractual Services	52,932	354,900	97,238	160,837	282,163
Capital Outlay	0	10,792,500	1,212,868	7,399,930	3,829,812
TOTAL	52,932	11,147,400	1,310,106	7,560,767	4,111,975

Fund		Department	Division			Account Number	
Parks Constr.		Parks/Beautification	Parks Construction			080.084	
Contractual Services			1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title						
520.261	Professional Services		52,932	354,900	97,238	160,837	282,163
	Totals		<u>52,932</u>	<u>354,900</u>	<u>97,238</u>	<u>160,837</u>	<u>282,163</u>

Fund Parks Constr.	Department Parks/Beautification	Division Parks Construction	Account Number 080.084
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Capital Expenditures		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					

540.475	Land		6,880,000	1,201,938	7,220,000	100,000
540.480	Improvements Other Than Buildings	0	3,912,500	10,930	179,930	3,729,812
	Totals	0	10,792,500	1,212,868	7,399,930	3,829,812

**CITY OF CHESTERFIELD
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
WILSON TRUST FUND
FISCAL YEAR 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	38,608	385,864	387,364
SOURCE OF FUNDS:			
Transfer in from General Fund	346,331	0	976,800
Interest Earnings	926	1,500	1,600
TOTAL SOURCES	<u>347,257</u>	<u>1,500</u>	<u>978,400</u>
EXPENDITURES:			
Street Improvements	<u>0</u>	<u>0</u>	<u>1,365,764</u>
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>1,365,764</u>
FUND BALANCE, DECEMBER 31	385,864	387,364	0

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

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	0	0	1,365,764
Contingency	0	0	0
	<u>0</u>	<u>0</u>	<u>1,365,764</u>

Fund	Department	Division	Account Number
Wilson Trust	Public Works	Capital Improvements	070.776

Division Summary

Activity	Remarks
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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	
<i>Division Request</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Capital Outlay		0	1,221,000	0	0	1,365,764
TOTAL		0	1,221,000	0	0	1,365,764

Fund		Department		Division			Account Number	
Wilson Trust		Public Works		Capital Improvements			070.776	
<i>Capital Expenditures</i>				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
540.490	Street Improvements			0	1,221,000	0	0	1,365,764
	Totals			0	1,221,000	0	0	1,365,764

Fund Wilson Trust	Department Public Works	Division Capital Improvements	Account Number 070.776
Line Item Details		1997	
Account Number	Account Title	Request	Details

540.490 Street Improvements 1,365,764 I.S.T.E.A. Project - Wilson Road

**CITY OF CHESTERFIELD
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
CAPITAL PROJECTS FUND
FISCAL YEAR 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	0	(168,436)	0
SOURCE OF FUNDS:			
Transfer from General Fund	<u>2,632,531</u>	<u>3,265,422</u>	<u>505,000</u>
TOTAL SOURCES	<u>2,632,531</u>	<u>3,265,422</u>	<u>505,000</u>
EXPENDITURES:			
Street Improvement Projects	2,522,255	2,368,186	200,000
Stormwater Projects	119,326	514,785	200,000
Sidewalk Projects	66,985	149,015	50,000
Highway Beautification Projects	<u>92,402</u>	<u>65,000</u>	<u>55,000</u>
TOTAL EXPENDITURES	<u>2,800,967</u>	<u>3,096,986</u>	<u>505,000</u>
FUND BALANCE, DECEMBER 31	(168,436)	0	0

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

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	2,800,967	3,096,986	505,000
Contingency	0	0	0
	<u>2,800,967</u>	<u>3,096,986</u>	<u>505,000</u>

Fund	Department	Division	Account Number
Capital Projects	Public Works	Capital Improvements	070.076

Division Summary

Activity	Remarks
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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>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Capital Outlay		2,800,967	3,183,986	1,695,522	3,096,986	505,000
TOTAL		2,800,967	3,183,986	1,695,522	3,096,986	505,000

Fund		Department	Division			Account Number	
Capital Projects		Public Works	Capital Improvements			070.076	
Capital Expenditures							
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
540.490	Street Improvements	2,522,255	2,455,186	1,467,149	2,368,186	200,000	
540.495	Storm Sewer Improvements	119,326	514,785	196,517	514,785	200,000	
540.497	Sidewalk Improvements	66,985	149,015	16,054	149,015	50,000	
540.499	Highway Beautification	92,402	65,000	15,802	65,000	55,000	
	Totals	<u>2,800,967</u>	<u>3,183,986</u>	<u>1,695,522</u>	<u>3,096,986</u>	<u>505,000</u>	

Fund	Department	Division	Account Number
Capital Projects	Public Works	Capital Improvements	070.076
<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

540.490	Street Improvements	200,000	Crack sealing - 100,000 Asphalt Overlays - 100,000
540.495	Storm Sewer Improvements	200,000	Unspecified Storm sewer projects
540.497	Sidewalk Improvements	50,000	Unspecified sidewalk reconstruction projects
540.499	Highway Beautification	55,000	Highway beautification projects

**CITY OF CHESTERFIELD
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
CHESTERFIELD VALLEY TIF FUND
FISCAL YEAR 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	0	445,335	425,296
SOURCE OF FUNDS:			
Property Tax	331,232	341,169	351,404
Utility Taxes - Electric	41,131	42,365	43,636
Utility Taxes - Gas	183	188	194
Utility Taxes - Telephone	4,595	4,733	4,875
Utility Taxes - Water	3,145	3,239	3,336
Sales Tax	65,048	67,000	69,010
Proceeds from Notes Payable	0	2,533,500	0
TOTAL SOURCES	<u>445,335</u>	<u>2,992,195</u>	<u>472,456</u>
EXPENDITURES:			
Interest & Principal on Note to Levee District	0	0	250,000
Miscellaneous Contractual	0	150,000	0
Professional Services	0	78,734	67,000
Transfer to Levee/Drainage Fund	0	2,783,500	0
TOTAL EXPENDITURES	<u>0</u>	<u>3,012,234</u>	<u>317,000</u>
FUND BALANCE, DECEMBER 31	445,335	425,296	580,752

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

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
Personnel	0	0	0
Contractual	0	228,734	317,000
Commodities	0	0	0
Capital	0	0	0
Contingency	0	0	0
	<u>0</u>	<u>228,734</u>	<u>317,000</u>

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

Division Summary

Activity	Remarks
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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
Division Request					
Type of Expenditure	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Contractual Services	0	228,734	63,520	228,734	67,000
Debt Services	0	0	0	0	250,000
TOTAL	0	228,734	63,520	228,734	317,000

Fund		Department	Division			Account Number
CV TIF Fund		Public Works	Capital Improvements			070.176
Contractual Services						
Account Number	Account Title	1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
520.251	Miscellaneous Contractual	0	150,000	0	150,000	0
520.261	Professional Services	0	78,734	63,520	78,734	67,000
	Totals	<u>0</u>	<u>228,734</u>	<u>63,520</u>	<u>228,734</u>	<u>67,000</u>

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

Line Item Details		1997	
Account Number	Account Title	Request	Details

520.261	Professional Services	67,000	Lee McKinney's services - 42,000 CCDC - 25,000
560.100	Principal Payment	126,682	Principal on note to Monarch/Chesterfield Levee District
560.101	Interest Payment	123,318	Interest payment on note to Monarch/Chesterfield Levee District

**CITY OF CHESTERFIELD
 STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
 PUBLIC WORKS FACILITY CONSTRUCTION FUND
 FISCAL YEAR 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	0	2,233,925	0
SOURCE OF FUNDS:			
Bond Proceeds	2,566,750	0	0
Interest Earnings	55,040	70,000	0
TOTAL SOURCES	<u>2,621,790</u>	<u>70,000</u>	<u>0</u>
EXPENDITURES:			
Cost of Issuance	46,595	0	0
Buildings	341,271	2,303,925	0
TOTAL EXPENDITURES	<u>387,865</u>	<u>2,303,925</u>	<u>0</u>
FUND BALANCE, DECEMBER 31	2,233,925	0	0

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

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
Personnel	0	0	0
Contractual	0	0	0
Commodities	0	0	0
Capital	387,865	2,303,925	0
Contingency	<u>0</u>	<u>0</u>	<u>0</u>
	387,865	2,303,925	0

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

Division Summary

Activity	Remarks
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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.

Fund	Department	Division			Account Number	
PW Fac Const	Public Works	P/W Facility Construction			070.079	
<i>Division Request</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Contractual Services		0	0	0	0	0
Capital Outlay		387,865	2,337,895	1,827,954	2,303,925	0
TOTAL		387,865	2,337,895	1,827,954	2,303,925	0

Fund P/W Fac Const	Department Public Works	Division P/W Facility Construction	Account Number 070.079
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Contractual Services		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					

520.261	Professional Services	0	0	0	0	0
	Totals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund		Department		Division			Account Number	
PW Fac Const		Public Works		P/W Facility Construction			070.079	
<i>Capital Expenditures</i>				1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title							
540.405	Buildings			387,865	2,337,895	1,827,954	2,303,925	0
	Totals			<u>387,865</u>	<u>2,337,895</u>	<u>1,827,954</u>	<u>2,303,925</u>	<u>0</u>

**CITY OF CHESTERFIELD
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
DEBT SERVICE FUND
FISCAL YEAR 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	0	998,144	1,112,118
SOURCE OF FUNDS:			
Property Taxes	994,325	1,062,010	1,093,870
Bond Proceeds	340,000	0	0
Interest Earnings	10,742	0	0
TOTAL SOURCES	<u>1,345,066</u>	<u>1,062,010</u>	<u>1,093,870</u>
EXPENDITURES:			
Principal - GO Parks Series 1995	0	265,000	285,000
Interest - GO Parks Series 1995	346,923	683,036	660,349
TOTAL EXPENDITURES	<u>346,923</u>	<u>948,036</u>	<u>945,349</u>
FUND BALANCE, DECEMBER 31	998,144	1,112,118	1,260,639

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

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 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>346,923</u>	<u>948,036</u>	<u>945,349</u>
	346,923	948,036	945,349

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

Division Summary

Activity	Remarks
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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	
Division Request		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
		346,923	947,509	948,036	948,036	945,349
TOTAL		346,923	947,509	948,036	948,036	945,349

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

<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

560.100	Principal - GO Park Series 1995	285,000	Principal payment Series 1995
560.101	Interest - GO Park Series 1995	660,349	Interest payment Series 1995

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**CITY OF CHESTERFIELD
STATEMENT OF BUDGETED REVENUES AND EXPENDITURES
CERTIFICATE PAYMENT FUND
FISCAL YEAR 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	0	76,216	336
SOURCE OF FUNDS:			
Interest Earnings	1,547	21,000	0
Bond Proceeds	74,669	0	0
Transfer from General Fund	0	151,226	243,043
TOTAL SOURCES	<u>76,216</u>	<u>172,226</u>	<u>243,043</u>
EXPENDITURES:			
Principal - COP Parks Series 1995	0	85,000	90,000
Interest - COP Parks Series 1995	0	163,106	153,043
TOTAL EXPENDITURES	<u>0</u>	<u>248,106</u>	<u>243,043</u>
FUND BALANCE, DECEMBER 31	76,216	336	336

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

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 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>248,106</u>	<u>243,043</u>
	0	248,106	243,043

Fund	Department	Division	Account Number
Certificate Pymt	Public Works	Public Works Facility	070.078

Division Summary

Activity	Remarks
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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	
<i>Division Request</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
		0	247,106	248,106	248,106	243,043
TOTAL		0	247,106	248,106	248,106	243,043

Fund Certificate Pymt	Department Public Works	Division Public Works Facility	Account Number 070.078
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<i>Line Item Details</i>		1997	
Account Number	Account Title	Request	Details

560.102	Principal - COP Series 1995	90,000	Principal on Public Works Facility Certificates of Participation Series 1995
560.103	Interest - COP Series 1995	153,043	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 1997**

	<u>1995 ACTUAL</u>	<u>1996 PROJECTED</u>	<u>1997 BUDGET</u>
FUND BALANCE, JANUARY 1	891,151	606,509	0
SOURCE OF FUNDS:			
Transfer from General Fund	0	681,900	0
Transfer from Chesterfield Valley TIF Fund	<u>0</u>	<u>2,783,500</u>	<u>0</u>
TOTAL SOURCES	<u>0</u>	<u>3,465,400</u>	<u>0</u>
EXPENDITURES:			
Advertising	0	200	0
Miscellaneous Contractual	4,472	167,968	0
Professional Services	280,170	211,041	0
Equipment-Rental	0	0	0
EDA-Special Projects	<u>0</u>	<u>3,692,700</u>	<u>0</u>
TOTAL EXPENDITURES	<u>284,642</u>	<u>4,071,909</u>	<u>0</u>
FUND BALANCE, DECEMBER 31	606,509	0	0

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

	1995 ACTUAL	1996 PROJECTED	1997 BUDGET
Personnel	0	0	0
Contractual	284,642	379,209	0
Commodities	0	0	0
Capital	0	3,692,700	0
Contingency	0	0	0
	<hr/>	<hr/>	<hr/>
	284,642	4,071,909	0

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

Division Summary

Activity	Remarks
Stormwater Improvements	This activity involves storm water improvements in Chesterfield Valley.

Fund	Department	Division			Account Number	
Levee/Drainage	Public Works	Levee & Drainage			070.077	
<i>Division Request</i>		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Type of Expenditure						
Contractual Services		284,642	379,092	101,786	379,209	0
Capital Outlay		0	906,677	864	3,692,700	0
TOTAL		284,642	1,285,769	102,650	4,071,909	0

Fund		Department	Division			Account Number	
Levee/Drainage		Public Works	Levee & Drainage			070.077	
Contractual Services		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request	
Account Number	Account Title						
520.210	Advertising	0	0	200	200	0	
520.251	Miscellaneous Contractual	4,472	168,051	17,673	167,968	0	
520.261	Professional Services	280,170	211,041	83,913	211,041	0	
	Totals	<u>284,642</u>	<u>379,092</u>	<u>101,786</u>	<u>379,209</u>	<u>0</u>	

Fund Levee/Drainage	Department Public Works	Division Levee & Drainage	Account Number 070.077
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Capital Expenditures		1995 Actual	1996 Amended Budget	1996 Year to Date	1996 Projected	1997 Request
Account Number	Account Title					

540.498	Special Projects - EDA	0	906,677	864	3,692,700	0
	Totals	<u>0</u>	<u>906,677</u>	<u>864</u>	<u>3,692,700</u>	<u>0</u>

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 32 square miles

Miles of streets maintained by City 149.50
130

Miles of sidewalks maintained by City 100

Police protection:

Number of full-time employees. 78
 Commissioned officers 71
 Other full-time employees. 7
 Other part-time employees. 2

 Police Station. 1

Total employees, full-time. 152

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
Roosevelt Bank	Bank
Monsanto Company	Research Company
Mark Andy Inc.	Printing Press Manufacturer
Mallinckrodt Specialty Chemicals	Administrative Office
Power Engineers, Inc.	Engineering and Design Services
McBride & Son Management Co.	Homebuilder/Developer/Contractor
Cooper Automotive	Administrative Offices
Doubletree Hotel	Hotel
The Prudential	Insurance Claim Processing Office

Hotel, but moved

Listed emp. for all banks (1300) not just local (336)

only 15 employees locally

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
1996	676,795,720	160,550,273	16,131,252	853,477,245

Legal Debt Margin: \$85,347,724

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, 1996 was \$10,735,000 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 1996 assessed valuation of \$853,477,245, the City's legal debt margin is \$85,347,724. 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			<u>(3,034.06)</u>	<u>(3,034.06)</u>	
	<u>2,950,000.00</u>		<u>1,977,216.57</u>	<u>4,927,216.57</u>	

PRESS RELEASE
FOR IMMEDIATE RELEASE - DECEMBER 2, 1996
BUDGET HIGHLIGHTS

INTRODUCTION

As provided by City ordinances, the City Administrator will submit the proposed budget for fiscal year 1997 to City Council at a public hearing scheduled for 7:00 p.m. on Monday, December 2, 1996. This proposed budget reflects extensive input from department heads and executive staff. It also reflects the direct input of City Council during a special planning session which ultimately resulted in the adoption of the city's first five year budget. Finally, City Council reviewed this budget at a special budget workshop on November 19, 1996.

BUDGET SUMMARY

The proposed budget for fiscal year 1997 projects total General Fund expenditures of \$11,323,418. In addition, the budget includes \$1,870,764 for capital improvements to the City's infrastructure.

Revenues

General Fund revenues total \$13,588,169 for fiscal year 1997. Revenues from sales tax and utility gross receipts taxes represent 32.2% and 27.7%, 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 28.1% of the City's total revenues. The remaining 12.0% is made up of licenses and permits (4.7%), court receipts (4.5%), other miscellaneous sources (1.7%), charges for services (0.9%) and parks and recreation fees (0.2%). Total General Fund revenues are projected to increase 4.8% over 1996.

Expenditures

The budget for fiscal year 1997 (exclusive of construction funds, debt service funds, and the Chesterfield Valley TIF Fund) reflects total estimated expenditures of \$13,194,182, 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 \$11,323,418. Capital equipment purchases total \$938,401 for the various departments of the City. Capital improvement projects are projected to total \$1,870,764. This figure represents 14.2% of the total budget.

The City's two largest areas of operation, police and public works, comprise the majority of all operating expenditures totalling a combined 72.0% of the proposed operating budget. The police budget at \$4,698,165, represents 41.5% of the operating budget and the public works

budget, \$3,452,277, represents 30.5% of the operating budget. In descending order, other expenditures are as follows:

Administration	\$1,843,495	16.3%
Planning	\$ 425,683	3.7%
Contingency	\$ 331,265	3.0%
Parks & Recreation	\$ 314,250	2.8%
Municipal Court	\$ 185,739	1.6%
Executive/Legislative	\$ 72,544	0.6%

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 \$5,323,041. This is approximately 40% of the total budget.

As noted above, proposed capital projects expenditures of \$1,870,764 for fiscal year 1997 are significant. The various projects to be funded by this allocation include the Wilson Road I.S.T.E.A.(Intermodal Surface Transportation Efficiency Act) project (\$1,365,764); \$200,000 for storm sewer projects; \$100,000 for cracksealing; \$100,000 for asphalt overlays; \$55,000 for highway beautification project and \$50,000 for sidewalk projects.

The proposed budget does not include over \$29 million in improvements to streets and sidewalks citywide, which will be funded due to the passage of propositions R & S. Both propositions were approved by the voters of Chesterfield on November 5, 1996. The fiscal year 1997 budget will need to be amended when the sale of the bonds are final.

To summarize the budget by type of expenditure, of the total \$13,194,182 in the General Fund and the various capital project funds, personnel costs represent 53.5%; contractual, 16.9%; capital improvement projects, 14.2%; capital equipment purchases, 7.1%; commodities, 5.8%; and contingency, 2.5%.

Fund Balance

Total General Fund reserves are expected to equal \$4,966,117 by December 31, 1997. This represents approximately 45% of our operating budget. Our goal for fund reserves states that 50% of the annual operating budget of the city will be held in fund reserves. This differential is due to decisions made by City Council, in recent years, to significantly supplement the capital street improvement budget, in an attempt to address our growing infrastructure repair needs citywide. Those needs have now been met, through the passage of Propositions R and S.

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 and the extra effort undertaken this past summer to adopt the city's first five-year budget.

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 Acting Finance Director Julie Wilson at 537-4700.

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RECORD OF PROCEEDING

**PROPOSED F.Y. 1997 BUDGET
PUBLIC HEARING OF THE CITY COUNCIL
OF THE CITY OF CHESTERFIELD
AT 922 ROOSEVELT PARKWAY
DECEMBER 2, 1996**

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 Larry Grosser
Councilmember Barry Streeter
Councilmember Dan Hurt
Councilmember Alan Politte
Councilmember Mike Cullen
Councilmember Linda Tilley

ABSENT

None

COMMUNICATIONS AND PETITIONS

There were no communications or petitions presented.

REPORT OF THE CITY ADMINISTRATOR

City Administrator Mike Herring stated that, as provided by Ordinance No. 10, the City Administrator is required to compile a budget for the City Council to consider for adoption prior to January 1, 1997. 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 No. 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 No. 10.

Mr. Herring next presented an overview of the proposed FY1997 Budget with details given concerning revenue and expenditures. A copy of the Budget in Summary, Revenues and Expenditures is attached.

Councilmember Dan Hurt stated that it has been the policy of City Council in past years to allocate 50 percent of the City's operating budget to be placed in Fund Reserves. He expressed his concern that in 1997 only 45 percent of the operating budget has been allocated to Fund Reserve. Discussion ensued. Mr. Herring pointed out that the City has nearly \$5 million in Fund Reserves and that the financial advisors and bond market analysts look at Fund Reserves as just one factor in determining a bond rating. He further stated that the Contingency Fund proposed for FY1997 contains \$325,000. Councilmember Hurt suggested that \$200,000 of this amount be placed in Fund Reserves immediately. Councilmember Flachsbart suggested that the Finance and Administration Committee conduct a survey of other cities to see how much Fund Reserves other cities maintain. Additional discussion ensued. A motion was made by Councilmember Hurt, seconded by Councilmember Streeter, to transfer \$200,000 from the proposed Contingency Fund to Fund Reserves. This would leave a balance of \$125,000 in the Contingency Fund. A roll call vote was taken with the following results: Ayes - Grosser, Streeter, Hurt, Politte, Cullen. Nays - Flachsbart, Hilbert, Tilley. The motion was declared passed.

A motion was made by Councilmember Hurt, seconded by Councilmember Hilbert, to direct City Administrator Mike Herring to rebuild Fund Reserves to at least 50 percent of the operating budget be placed into Fund Reserves by the end of 1997. An amendment was made to the motion by Councilmember Streeter, seconded by Councilmember Flachsbart, to keep Fund Reserves at 46.5% of the operating budget. It was noted that, with the \$200,000 transferred from Contingency, Fund Reserves currently equal

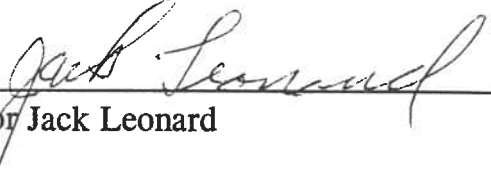
approximately 46.5% of the operating budget. A roll call vote was taken with the following results: Ayes - Flachsbart, Streeter, Tilley. Nays - Hilbert, Grosser, Hurt, Politte, Cullen. The motion was declared defeated.

After some additional discussion, Councilmember Cullen expressed his desire to refer the matter to the Finance and Administration Committee to conduct a survey to obtain information as to how other cities maintain their Fund Reserves and at what percentage and made a motion to that effect. It was seconded by Councilmember Flachsbart. A roll call vote was taken with the following results: Ayes - Flachsbart, Hilbert, Grosser, Streeter, Politte, Cullen, Tilley. Nays - Hurt. The motion was declared passed.

A motion was then made by Councilmember Streeter, seconded by Councilmember Grosser, to adopt Resolution No. 211 which pertains to the proposed FY1997 Budget, as amended by the transfer of \$200,000 from Contingency Fund to Fund Reserves. A roll call vote was taken with the following results: Ayes- Flachsbart, Hilbert, Grosser, Streeter, Hurt, Politte, Cullen, Tilley. The motion was declared passed and Resolution No. 211 was adopted.

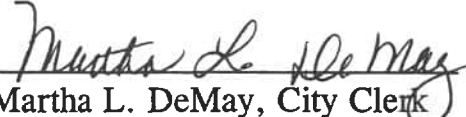
ADJOURNMENT

Mayor Leonard entertained a motion to adjourn the Public Hearing. A motion was made by Councilmember Tilley, seconded by Councilmember Grosser, to adjourn. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. The Public Hearing was adjourned at 7:25 p.m.



Mayor Jack Leonard

ATTEST:



Martha L. DeMay, City Clerk

RESOLUTION # 211

A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 1997 AND ENDING ON DECEMBER 31, 1997.

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, 1997 and ending December 31, 1997,

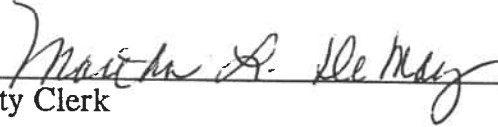
NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached budget as its budget for the fiscal year beginning January 1, 1997 and ending December 31, 1997.

Passed and adopted this 2nd day of December, 1996.



Mayor

ATTEST:



City Clerk

CITY OF CHESTERFIELD
 COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES
 ALL FUNDS
 FISCAL YEAR 1997
 (\$ 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	LEVEE/ DRAIN. FUND	TOTAL
REVENUES:										
Property Taxes					351		1,094			1,445
Utility Taxes	3,760				52					3,812
Sales & Use Tax	4,372				69					4,441
Intergovernmental Revenues	3,823									3,823
Licenses & Permits	632									632
Charges for Services	129									129
Parks & Recreation	32									32
Court Receipts	605									605
Bond Proceeds										0
Other Revenues	237	75	2							313
TOTAL REVENUES	13,588	75	2	0	472	0	1,094	0	0	15,231
EXPENDITURES:										
Executive/Legislative	73									73
Administration	1,843									1,843
Police	4,698									4,698
Municipal Court	186									186
Planning & Zoning	426									426
Public Works	3,452		1,366	505	67	0			0	5,390
Parks/Community Beautification	314	4,112								4,426
Contingency	131									131
Debt Services					250		945	243		1,438
TOTAL EXPENDITURES	11,123	4,112	1,366	505	317	0	945	243	0	18,612
Transfers in (out)	(1,775)	50	977	505				243	0	0
Change in Fund Balance	690	(3,987)	(387)	0	155	0	149	0	0	(3,380)
Fund Balance, 1/1/97	4,476	3,987	387	0	425	0	1,112	0	0	10,388
Fund Balance, 12/31/97	5,166	0	0	0	581	0	1,261	0	0	7,008

RESOLUTION # 206

A RESOLUTION ADOPTING A FIVE-YEAR BUDGET PLAN FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 1997 AND ENDING ON DECEMBER 31, 2001.

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 has elected to adopt a five-year budget plan for the period 1997 through 2001; and

WHEREAS, the City has held a public meeting to review the five-year budget for the period 1997 through 2001;

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached five-year budget for the period beginning January 1, 1997 and ending December 31, 2001.

Passed and adopted this 19th day of August 1996.

Mayor *Jack Leonard*

ATTEST:

City Clerk *Michelle L. Lee May*



FIVE-YEAR BUDGET

1997 - 2001

CITY OF CHESTERFIELD
Five Year Budget, 1997 - 2001
Assumptions

General:

- ▶ Public Works Facility is completed August 1996
- ▶ No additional revenues or expenditures for annexations are included (each proposal will be considered separately)
- ▶ 1/2 cent capital improvement sales tax passes in November 1996; revenues and expenditures accounted for in separate debt service and capital projects funds
- ▶ Population reaches 45,000 by the year 2000

Revenues:

- ▶ Utility taxes grow at 4%
- ▶ Sales tax grows by 3%
- ▶ No local use tax included in 1996 or beyond because of court decision and August 6, 1996 election
- ▶ Population change does not impact revenues until middle of the year 2002
- ▶ Motor fuel tax, motor vehicle sales tax, and County road and bridge tax grow at 4%
- ▶ Cigarette tax grows at 2%
- ▶ Police Academy grant grows by 3%
- ▶ COPS grant approved in 1996 runs out in mid-1998
- ▶ COPS Federal grant decreases and COPS Parkway increases (School Resource Officer Program) to replace federal share to reach 75/25 split between Parkway and City
- ▶ Does not include NCAP grant for two additional police officers which has yet to be approved by City Council
- ▶ No special grants of which city is not currently aware
- ▶ Licenses & permit and charges for services increase by 4%
- ▶ Parks charges and fees are net of contractual expenditures (revenues = expenditures; any excess would be earmarked for recreation facilities)
- ▶ Court revenues grow by 5%
- ▶ Interest earnings are based on 4% of fund balance
- ▶ Historical Committee is assumed to be self-sufficient, so revenues and expenditures are shown at zero
- ▶ Other miscellaneous revenues grow at 4%

Expenditures:

- ▶ Pay for elected officials remains the same during the five-year period
- ▶ Total labor dollars increase by 3% annually
- ▶ Projected salaries for proposed new personnel include a 3% annual adjustment
- ▶ Average 3% increase in fringe benefit costs
- ▶ Pension continues at 8%
- ▶ Social Security remains at 7.65%
- ▶ Maturing work force (e.g., increasing vacation days)
- ▶ Miscellaneous contractual and commodities increase by 3%, except as otherwise known to increase or decrease to a greater extent based upon information provided by individual departments
- ▶ Historical Committee is assumed to be self-sufficient, so revenues and expenditures are shown at zero
- ▶ Contributions increase by \$5,000 annually and cap out at \$30,000
- ▶ Liability insurance increases by 5% annually
- ▶ MIS Advisory Task Force recommendations from 5/7/96 are incorporated in 1997
- ▶ Computers and furniture for new personnel included at \$4,000 each
- ▶ No additional land purchases or city hall
- ▶ Growing need for additional office space, meeting rooms, storage space at city hall (1,500 square feet in both 1997 and 1998; 2,000 square feet in 1999) inflated at \$2/square foot annually

- ▶ Customer Action Center begins in 1997 and grows in utilization in proceeding years
- ▶ CCDC contribution based upon their most recent 3-5 year plan through 2000 and grows by 3% thereafter
- ▶ Police Holiday Pay is based on 9.5 holidays and increases with the number of police officers
- ▶ Full cost of salaries for officers in COPS grant programs included in budget each year
- ▶ Commissioned officers targeted to equal 1.7 per 1,000 population by the year 2001
- ▶ County dispatching contract increases by 6% annually
- ▶ Increase in need for police vehicles by one in 2001 due to additional officers
- ▶ Police vehicles projected net of trade-in values
- ▶ Workload for Planning Department increases in 1998 and 1999
- ▶ Additional 3 miles of streets each year based on past experience
- ▶ Continued need to add manpower/equipment to meet current Public Works service demands; continued inability to effectively contract for ongoing maintenance responsibilities currently performed by Street and Sewer Division
- ▶ Additional need for contractual snow removal to supplement in-house work (\$35,000 per year inflated at 3% annually)
- ▶ GIS to be implemented during 1997-1998; growing demand for maps
- ▶ Public Works equipment purchases inflated at 3%; trade-in value not included
- ▶ Additional expenses shown for utilities for new Public Works Facility for first full year of operation; grown at 3%
- ▶ Levee taxes for the Chesterfield Valley Sports Complex site and the Public Works Facility are based on \$30,000
- ▶ Assumes establishment of Parks Department with associated needs for manpower and equipment
- ▶ Parks and recreation expenditures based upon contractual arrangements
- ▶ Pool on line in summer of 1997
- ▶ Chesterfield Valley Sports complex on line in summer of 1997
- ▶ Each year includes annual Contingency of 3% of operating budget, or a minimum of \$300,000
- ▶ Transfers out of General Fund annually to pay for Public Works Facility Certificate Payment Fund interest and principal
- ▶ Annual payment of \$1.1 million for street improvements eliminated based on assumption that 1/2 cent sales tax passes
- ▶ No reduction in manpower or equipment needs while capital improvement projects funded by bond issue are under construction
- ▶ Contract administration, construction supervision, and engineering needs for street and sidewalk projects to be met by bond proceeds
- ▶ Annual transfer of \$200,000 toward repayment of general obligation bond issue for streets transferred out of General Fund and into Debt Service Fund
- ▶ Annual payment of \$100,000 for cracksealing
- ▶ Annual payment of \$100,000 for asphalt overlay
- ▶ Annual payment of \$200,000 for unspecified stormwater projects (MSD will not assume responsibility for stormwater projects)
- ▶ Annual payment of \$50,000 for unspecified sidewalk reconstruction projects
- ▶ Annual payment of \$55,000 for highway beautification projects

Account Name	ACTUAL 1991	ACTUAL 1992	ACTUAL 1993	ACTUAL 1994	ACTUAL 1995	ADOPTED BUDGET 1996	PROJECTED BUDGET 1997	PROJECTED BUDGET 1998	PROJECTED BUDGET 1999	PROJECTED BUDGET 2000	PROJECTED BUDGET 2001
SUMMARY OF REVENUES & EXPENDITURES & IMPACT ON FUND BALANCE											
Beginning Fund Balance	1,752,820	2,592,708	3,938,174	5,545,821	6,327,171	6,474,742	5,323,207	5,668,839	5,893,589	5,791,196	5,691,036
Revenues											
Utility Taxes	2,712,063	2,822,781	3,187,143	3,323,852	3,309,997	3,334,000	3,467,360	3,606,054	3,750,297	3,900,308	4,056,321
Sales Tax	2,623,970	3,090,961	3,377,964	3,736,487	4,564,460	4,449,000	4,582,470	4,719,944	4,861,542	5,007,389	5,157,610
Intergovernmental Taxes	1,712,869	2,122,091	3,212,468	2,745,463	2,686,275	4,371,065	2,872,256	2,939,063	3,032,348	3,147,898	3,267,939
Licenses & Permits	454,006	496,853	544,796	547,770	597,177	599,000	622,960	647,878	673,794	700,745	728,775
Charges for Services	78,849	122,455	95,338	135,003	153,651	143,000	148,720	154,669	160,856	167,290	173,981
Parks Charges & Fees	0	4,162	1,474	0	3,501	20,300	15,000	25,000	35,000	50,000	50,000
Court Fines & Fees	345,210	372,818	287,591	377,377	516,212	543,000	570,150	598,658	628,590	660,020	693,021
Interest on Investments	90,211	86,701	134,562	233,697	472,267	288,000	212,928	226,754	235,744	231,648	227,641
Miscellaneous	10,444	35,226	178,089	48,615	34,729	17,500	18,200	18,928	19,685	20,473	21,291
Totals	8,027,622	9,154,048	11,019,425	11,148,265	12,338,269	13,784,865	12,510,045	12,936,948	13,397,855	13,885,770	14,376,580
Expenditures											
Executive/Legislative	67,010	64,785	71,863	63,385	71,836	71,276	73,477	71,683	71,896	74,115	72,341
Administration	1,124,526	1,233,751	1,358,728	1,776,170	1,844,587	1,672,759	1,815,429	1,935,016	2,088,664	2,201,366	2,271,778
City Clerk	87,466	72,322	80,997	92,248	110,838	111,393	116,180	117,606	123,134	126,768	128,511
Legal	99,941	74,455	69,819	92,083	128,927	114,650	118,090	121,632	125,281	129,040	132,911
City Administrator	109,803	111,755	113,723	119,640	116,161	118,866	149,857	152,293	158,862	163,567	166,414
Finance	146,479	148,536	161,802	185,228	131,419	198,535	262,474	276,288	289,115	297,729	312,601
Personnel	99,369	113,800	111,525	134,700	151,472	167,435	67,805	69,839	71,934	74,092	76,315
Central Services	581,467	712,883	818,861	1,152,271	1,207,770	961,880	1,101,023	1,197,359	1,320,338	1,410,191	1,455,026
Police	3,016,985	3,151,820	3,368,427	3,466,659	3,928,698	4,341,449	4,704,494	4,893,214	5,126,653	5,395,802	5,653,781
Administration	230,724	246,792	293,974	296,865	315,844	312,421	329,921	335,639	345,648	359,957	366,576
Patrol Services	2,112,600	2,200,211	2,358,330	2,348,674	2,844,792	3,162,514	3,372,500	3,546,951	3,736,384	3,939,621	4,159,693
Support Services	414,771	444,595	445,888	569,291	490,111	559,397	627,771	629,214	651,768	667,586	710,734
Criminal Investigations	258,890	260,222	270,235	251,829	277,952	307,117	374,302	381,411	392,853	408,638	416,778
Municipal Court	93,393	95,996	97,390	114,221	132,015	164,300	184,345	214,690	213,406	221,808	230,403
Planning	243,465	272,069	289,688	360,623	373,891	424,381	435,113	488,227	548,195	536,721	553,840
Public Works	2,642,356	2,973,411	2,788,068	2,714,697	2,763,068	3,098,736	3,549,765	3,480,953	3,688,690	3,853,854	4,018,411
Admin. & Engineering	588,058	529,090	481,994	790,109	810,755	709,148	732,153	783,513	785,852	837,000	870,440
Street & Sewer Mtn.	1,864,149	2,261,862	2,081,695	1,711,277	1,733,116	2,128,042	2,575,467	2,418,133	2,622,468	2,733,283	2,847,591
Vehicle Mtn.	190,150	176,593	221,981	211,848	218,536	258,046	240,801	277,715	278,731	281,883	298,642
Street Lights	0	5,866	2,398	1,463	662	1,500	1,545	1,591	1,639	1,688	1,739
Parks & Recreation	0	16,750	48,336	23,218	97,741	206,874	324,294	534,279	640,344	570,555	494,559
Contingency	0	0	0	0	102,131	400,000	346,323	346,323	369,051	383,275	396,432
Operating Transfers Out	0	0	1,391,280	1,847,942	2,876,731	4,538,625	747,043	747,813	753,348	748,413	753,478
Totals	7,187,734	7,808,582	9,411,778	10,366,915	12,190,698	14,916,400	12,164,412	12,712,199	13,500,248	13,985,930	14,445,022
Ending Fund Balance	2,592,708	3,938,174	5,545,821	6,327,171	6,474,742	5,323,207	5,668,839	5,893,589	5,791,196	5,691,036	5,622,594
Fund Balance Goal	3,593,867	3,904,291	4,010,249	4,259,486	4,605,918	4,988,887	5,543,458	5,809,032	6,188,925	6,427,121	6,647,556
Fund Balance as a %	36%	50%	69%	74%	70%	53%	51%	51%	47%	44%	42%

POSITION CLASSIFICATION PLAN

<u>Position</u>	<u>Classification and Pay Level</u>
1000 CLERICAL, SECRETARIAL, FISCAL AND GENERAL ADMINISTRATION	
1xx Clerical Group	
100 Receptionist	10H
103 Clerk Typist	7H
104 Customer Service Representative	10H
106 Records 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 Municipal Court Administrator	16H
304 Accountant	22H
306 Director of Finance and Administration	30A
4xx General Administration	
400 City Clerk	19A
401 Data Systems Administrator	21H
403 Data Processing Technician	18H
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

Position Classification Plan (cont'd)

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<u>Position</u>	<u>Classification and Pay Level</u>
2000 PUBLIC SAFETY AND ENFORCEMENT SERVICES (cont'd)	
209 Police Captain	28A
212 Police Chief	31A
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 Parks/Recreation Group	
300 Parks, Recreation & Arts Superintendent	25A
303 Parks Maintenance Worker	13H
306 Parks Maintenance Supervisor	17H

1/1/97

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		

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GLOSSARY OF FREQUENTLY USED TERMS

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

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 of 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 adapted 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.