



City of
Chesterfield

ANNUAL BUDGET
FISCAL YEAR 1998





TABLE OF CONTENTS

	<u>Page</u>
Transmittal Letter from City Administrator.....	1
 I. INTRODUCTORY SECTION	
Principal Officials.....	13
Mission Statement.....	14
Strategic Plan:.....	15
Present State.....	15
Future State (10 years).....	16
Vision Statement (50 years).....	18
Major Budget Policies.....	21
Revenue Assumptions.....	23
Budget Process.....	29
Budget Calendar.....	31
Basis of Accounting and Budgeting.....	34
Budget Presentation Award.....	35
Organizational Chart.....	36
Combined Statement of Budgeted Revenues, Expenditures and Changes in Fund Balance - All Funds.....	37
Combined Statement of Budgeted Revenues, Expenditures, and Changes in Fund Balance - All Funds - 1996-1998.....	38
Budgeted Expenditures by Type - All Funds.....	39
Budgeted Expenditures by Type - All Funds - 1996-1998.....	41
 II. GENERAL FUND	
Combined Statement of Budgeted Revenues, Expenditures, and Changes in Fund Balance.....	43
Graph - Revenue By Source.....	44
Revenue Budget.....	45
Graph - Expenditures by Department.....	47
Summary of Expenditures.....	48
Budgeted Expenditures by Type.....	49
Budgeted Expenditures by Type - 1996-1998.....	50
Personnel Schedule Summary.....	51
Detail of Capital Assets to be Purchased.....	53

Table of Contents (cont.)

	<u>Page</u>
<u>Line Item Budgets</u>	
Executive/Legislative:	
Mayor and City Council.....	55
City Clerk	
1997 Accomplishments.....	63
1998 Goals.....	64
City Clerk.....	65
Finance and Administration	
1997 Accomplishments	73
1998 Goals.....	76
Legal Services.....	79
Finance.....	83
Central Services.....	93
Information Systems.....	105
Municipal Court.....	115
Police	
1997 Accomplishments.....	121
1998 Goals.....	123
Police.....	125
City Administrator	
1997 Accomplishments.....	141
1998 Goals.....	143
City Administrator.....	145
Planning	
1997 Accomplishments.....	153
1998 Goals.....	154
Planning.....	155
Public Works	
1997 Accomplishments.....	163
1998 Goals.....	167
Public Works Administration and Engineering	171
Public Works Street and Sewer Maintenance	183
Public Works Vehicle Maintenance.....	203
Parks and Recreation.....	213
Public Works Street Lighting.....	231

Table of Contents (cont.)

	<u>Page</u>
Contingency	
Contingency.....	235
III. PARKS CONSTRUCTION FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	239
Revenue Budget.....	240
Line Item Budget.....	241
IV. WILSON TRUST FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	245
Revenue Budget.....	246
Line Item Budget.....	247
V. CAPITAL PROJECTS FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	251
Line Item Budget.....	252
VI. CHESTERFIELD VALLEY TIF FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	255
Revenue Budget.....	256
Line Item Budget.....	257
VII. PUBLIC WORKS FACILITY CONSTRUCTION FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	261
Revenue Budget.....	262
Line Item Budget.....	263
VIII. R&S CONSTRUCTION FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	265
Revenue Budget.....	266
Line Item Budget.....	267
IX. CAPITAL IMPROVEMENT SALES TAX TRUST FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	273
Revenue Budget.....	274
Line Item Budget.....	275

Table of Contents (cont.)

	<u>Page</u>
X. DEBT SERVICE FUND – PARKS CONSTRUCTION	
Combined Statement of Budgeted Revenues and Expenditures.....	277
Revenue Budget.....	278
Line Item Budget.....	279
XI. CERTIFICATE PAYMENT FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	281
Revenue Budget.....	282
Line Item Budget.....	283
XII. DEBT SERVICE FUND – R&S CONSTRUCTION	
Combined Statement of Budgeted Revenues and Expenditures.....	285
Revenue Budget.....	286
Line Item Budget.....	287
XIII. LEVEE/DRAINAGE FUND	
Combined Statement of Budgeted Revenues and Expenditures.....	289
Revenue Budget.....	290
Line Item Budget.....	291
XIV. APPENDIX	
Miscellaneous Statistical and Demographic Data.....	295
Bonded Debt Schedule.....	297
Press Release.....	303
Minutes of Public Hearing-Record of Proceeding.....	306
Budget Resolution, Fiscal Year 1998.....	308
Budget Resolution, Five-Year Budget (1998-2002).....	310
Five-Year Budget (1998-2002).....	311
Position Classification Plan.....	315
Merit Pay Plan.....	318
Glossary.....	321



December 19, 1997

Honorable Mayor and City Council
Chesterfield, Missouri

Subject: Fiscal Year 1998 Budget

Submitted herewith is the annual operating budget for the City of Chesterfield, Missouri, adopted by the City Council on December 1, 1997. This budget covers the period from January 1, 1998 to December 31, 1998. It is the cumulative result of a comprehensive effort by Department Heads in projecting expenditure needs for our tenth 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, 1997. This represented the seventh 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 the 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, R&S (street and sidewalk) Construction Fund, Capital Improvements Sales Tax Trust Fund, Debt Service Fund for parks construction, Certificate Payment Fund for the Public Works Facility and Debt Service for the R&S projects. 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.

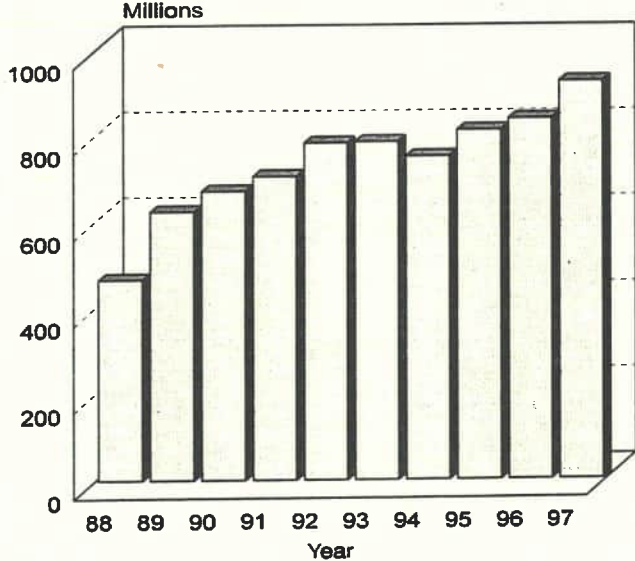
ECONOMIC CONDITION AND OUTLOOK

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.

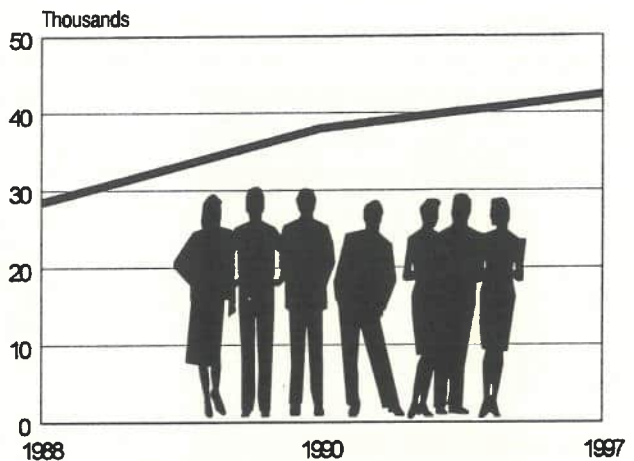
Chesterfield also has a strong retail base with Chesterfield Mall, which is one of the largest suburban shopping centers in the metropolitan St. Louis area, and a diversity of shops and restaurants in neighboring shopping centers. Chesterfield Mall now has over 1.9 million square feet of enclosed suburban 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 floodwaters and allow increased economic growth and development to flourish again. Using Economic Development Act (E.D.A.) grant funds, we entered into contracts in 1996 and are completing the installation of pumps in Chesterfield Valley to dramatically improve interior drainage. The 1998 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 \$923,964,304 represents an increase of 98.5% 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.



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).

1998 BUDGET INFORMATION

Below is a summary of the total budget compared to the previous year. The reduction in total revenues is a direct reflection of the grants, as well as bond proceeds, received in 1997. In addition, "other revenues" are less in 1998 than in 1997 due to interest earnings on unspent bond proceeds in 1997. Revenues for 1998 for parks fees increase due to fees generated upon the completion of the City's swimming pool and athletic complex in the summer of 1998 and also due to the fact that we anticipate sizeable contributions for the City's tenth anniversary celebration, known as "Celebrate Chesterfield."

	1998 Budget	Percent of total	1997 Projected	Increase (decrease) from prior year	Percent of increase (decrease)
Revenues:					
Property tax	1,745,000	9.7%	1,687,000	58,000	3.4%
Utility gross receipts taxes	3,853,100	21.4%	3,743,000	110,100	2.9%
Sales & use tax	7,144,500	39.7%	6,564,000	580,500	8.8%
Intergovernmental	3,074,573	17.1%	3,245,836	(171,263)	-5.3%
Licenses & permits	639,000	3.5%	628,915	10,085	1.6%
Charges for services	169,500	0.9%	186,000	(16,500)	-8.9%
Parks & recreation fees	141,800	0.8%	7,800	134,000	1717.9%
Court receipts	424,000	2.3%	412,000	12,000	2.9%
Bond Proceeds	-	0.0%	14,230,000	(14,230,000)	-
Other Revenues	820,850	4.6%	1,306,367	(485,517)	-37.2%
Totals	18,012,323	100.0%	32,010,918	(13,998,595)	-43.7%

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 and construction of parks and recreation facilities completed in 1996 and 1997.

	1998 Budget	Percent of total	1997 Projected	Increase (decrease) from prior year	Percent of increase (decrease)
Expenditures:					
Executive & Legislative	71,126	0.3%	72,494	(1,368)	-1.9%
City Clerk/Customer Service	170,383	0.8%	170,842	(459)	-0.3%
Finance and Administration	1,912,229	8.7%	1,872,663	39,566	2.1%
Police	4,961,275	22.6%	4,594,157	367,118	8.0%
City Administrator	173,992	0.8%	154,019	19,973	13.0%
Planning & Zoning	507,140	2.3%	450,383	56,757	12.6%
Public Works/Parks	13,799,498	62.8%	28,179,417	(14,379,919)	-51.0%
Contingency	379,460	1.7%	-	379,460	-
Totals	21,975,103	100.0%	35,493,975	(13,518,872)	-38.1%

The 1998 budget, as submitted, includes total projected General Fund revenues of \$13,654,523 and total expenditures of \$12,450,321. The difference (\$1,204,202) will be used for capital improvements (\$625,150) and a payment to the Certificate Payment Fund for the debt service on the Public Works Facility (\$243,813). The balance (\$335,239) will go back into fund reserves. The General Fund is the operating fund of the City.

Budget highlights are described below.

Five-Year Budget

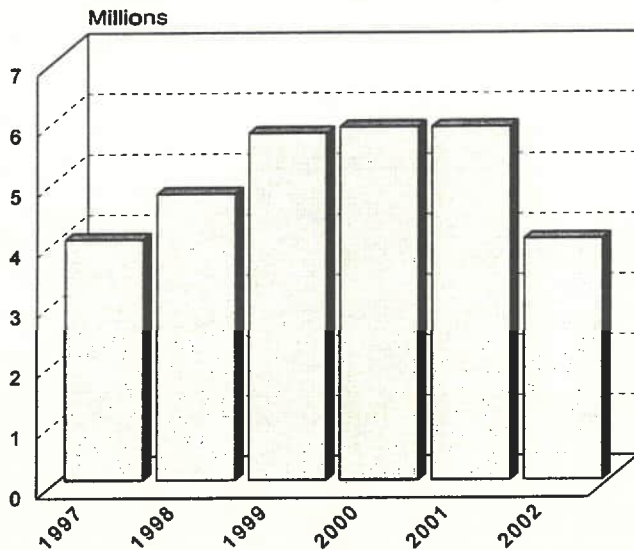
In an attempt to do more long-range planning, the City Council adopted its second five-year budget during 1997. This budget covers the period January 1, 1998 through December 31, 2002. The 1998 budget incorporates the same assumptions outlined in the five-year budget to the extent possible. A summary 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 and including additional expenditures for personnel funded through grants since the adoption of the five-year budget.

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 \$115.

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 1997 with regard to capital improvements within our community. Given the successful outcome of Propositions R&S for street and sidewalk improvements, we will spend approximately \$29 million over the next 3-6 years on improvements. The impact of the 1996 and 1997 capital improvements are highlighted below.

In 1996, the City spent \$2,317,502 from the Capital Projects Fund on contractual street improvements. These projects included the replacement of approximately 4 miles of streets throughout the City. In 1996, the City spent \$88,123 from the Capital Projects Fund on contractual sidewalk improvements. These projects included the replacement of approximately 14,687 square feet of sidewalks throughout the City. The City also spent \$253,268 on stormwater improvements in 1996.

In 1997, the City spent approximately \$337,685 from the Capital Projects Fund and \$6,856,021 from the R&S Construction Fund on contractual street improvements. These projects included the replacement of approximately 12 miles of streets throughout the City. In 1997, the City spent approximately \$459,473 from the Capital Projects Fund on stormwater improvements. Also, in 1997, the City spent approximately \$110,892 from the Capital Projects Fund on contractual sidewalk improvements. These projects included the replacement of approximately 21,400 square feet of sidewalks throughout the City.

The 1998 General Fund budget includes a transfer of \$625,150 for capital improvement projects. In addition, the R&S Construction Fund budget includes \$4,748,000 in capital improvement projections. With these funds, the City should be able to complete approximately 9.5 miles of street improvements and 27,000 square feet of sidewalk throughout the City.

With all of the listed fund transfers and funds made available because of bond proceeds from Propositions R&S, 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 reflects this commitment to upgrade and maintain our extensive infrastructure network.

New Personnel

The new full-time positions included in the 1998 budget are:

- Two (2) Police Officers - classified at Level 19H with a salary range of \$30,107 - \$40,644. The effective date for this position is January 5, 1998. These positions will be supervised by sergeants.
- One (1) Planner II - classified at Level 20A with a salary range of \$31,611 - \$42,675. The effective date for this position is January 5, 1998. This position will be supervised by the Director of Planning.
- One (1) Division Engineer - classified at Level 25A with a salary range of \$40,346 - \$54,467. The effective date for this position is January 5, 1998. This position will be supervised by the Deputy Director of Public Works/Assistant City Engineer.
- One (1) Street Maintenance Worker – classified at Level 13H with a salary range of \$22,466 - \$30,329. The effective date for this position is January 5, 1998. This position will be supervised by a Street Maintenance Supervisor.
- One (1) Equipment Maintenance Mechanic – classified at Level 15H with a salary range of \$24,768 - \$33,437. The effective date for this position is January 5, 1998. This position will be supervised by the Equipment Maintenance Supervisor.
- One (1) Parks Recreation Coordinator – classified at Level 17H with a salary range of \$27,309 - \$36,867. The effective date for this position is February 1, 1998. This position will be supervised by the Superintendent of Parks, Recreation and Arts.
- One (1) Park Maintenance Worker – classified at Level 13H with a salary range of \$22,466 - \$30,329. The effective date for this position is January 5, 1998. This position will be supervised by the Parks Maintenance Supervisor.

- One Parks Administrative Secretary – classified at 10H with a salary range of \$19,407 - \$26,199. The effective date for this position is April 1, 1998. This position will be supervised by the Superintendent of Parks, Recreation and Arts.

In addition, the 1998 budget includes three full-time positions which replace former part-time positions, as shown below:

- 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 5, 1998. This position will be supervised by the Data Systems Administrator.
- One (1) Records Clerk - classified at Level 9H with a salary range of \$18,483 - \$24,952. The effective date for this position is January 5, 1998. This position replaces two part-time positions and will be supervised by the Support Services Captain.

The 1998 budget also includes the promotion of a Sergeant to the position of Lieutenant, the promotion of the Assistant City Engineer to Deputy Director of Public Works/Assistant City Engineer, and the promotion of the Accountant to the Assistant Director of Finance and Administration. No additional employees result from these changes.

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 1998, we sought direction from the City Council during the preparation of the five-year budget. The 1998 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/Count

The City of Chesterfield will receive grant funding from several different sources. These sources include a Police Academy grant, Community Oriented Policing (COPS) grants, a Narcotics Control Assistance Program (NCAP) grant, and a Waste Reduction Recycling grant.

The City also provides the St. Louis Police Academy with a Police Officer who teaches at their facility. The Fiscal Year 1998 budget includes \$50,000 for reimbursements for the officer's salary and fringe benefits.

The COPS grants are funded through the Federal government. One of the grants covers 75% of the cost of two police officers. The balance of the cost for these two positions is picked up by the City. The 1998 budget includes revenues of \$49,583 for this program. The other grant (now in the third year of a descending grant) funds 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 1998 budget includes revenues of \$26,667 from the Federal government and \$37,574 from the Parkway School District for this program.

The waste reduction or recycling grant is funded through St. Louis County and will cover the cost of a business recycling program, recycling research, and multi-family recycling projects. The 1998 budget includes recycling grants of \$24,750.

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 1998 budget includes NCAP revenues of \$40,000.

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 1998-1999 entitlement is estimated at \$52,991. 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, who 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, 1997, the total assessed valuation for the City of Chesterfield was \$923,964,304. Under Missouri Law, we are authorized to incur debt totaling no more than 10% of our assessed valuation, or \$92,396,430, if approved by the voters of our community.

The City of Chesterfield passed a \$29.355 million street improvements general obligation bond issue in November 1996 and issued the first phase, or \$14.23 million, of those bonds in February 1997. The City of Chesterfield also passed an \$11 million parks general obligation bond issue in November 1994 (which is addressed below) and issued those bonds in January 1995. Both of these bond issues are applicable to the City's bonded debt limit.

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 1998 budget in the Debt Service Funds and Certificate Payment Fund. Also, a schedule of long-term debt is included in the Appendix to the budget.

Contingency

This 1998 budget contains an allocation for a Contingency account, totaling \$379,460, which is designed to cover either unanticipated shortfalls in revenues or unbudgeted expenditures. This figure is \$100,000 more than the original proposed budget submitted to City Council due to the fact that the City Council added funds to Contingency to cover anticipated costs resulting from the recommendations of a pay consultant. Transfers from this account can only be approved by City Council.

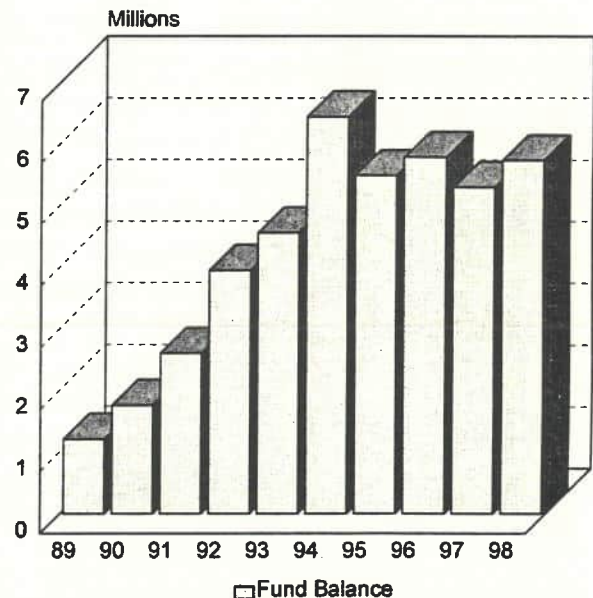
During Fiscal Year 1997, this account totaled \$131,265. As of this writing, \$102,060 has been transferred by City Council from the Contingency account.

The remaining balance in contingency funds (totaling \$29,205 as of this writing) will be transferred to fund reserves.

Fund Balance

The City's unreserved fund balance, as of December 31, 1996, totaled \$5,772,251. The fund balance is projected to total \$5.62 million by December 31, 1998. City Council established a goal of fund balance equaling a minimum of 40% of the operating general fund expenditures. This budget contains projected operating expenditures of \$11,178,400. Forty percent of this total equals \$4.471 million.

The fund balance goal gives us the ability to deal with the unexpected, such as a natural disaster or a severe economic downturn, both of which could significantly affect the flow of revenues to the City. We must be able to guarantee that our municipal services will continue to be provided to our citizens, especially during times of natural disaster.



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 previously, 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 five years. A portion (\$14.23 million) of this authorized debt was issued in February 1997. The balance will be issued in 2000. The City received a bond rating of Aa1 from Moody's for this bond issue. At the time of the bond-rating process, Moody's upgraded the City's bond rating on the Certificates of Participation from A1 to Aa3. With the passage of this bond issue, the City is working toward accomplishing many of the goals outlined in a comprehensive street improvement study conducted by Havens and Emerson. It is anticipated, as indicated earlier, that approximately \$6.8 million will be spent in 1997.

The impact on the 1998 budget will actually be to reduce the overall cost to the City for ongoing maintenance of streets and sidewalks. The debt service payments are funded through a one-half cent capital improvement sales tax. A debt service schedule is included in the Appendix of this document.

As noted previously, 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 Aa1 rating on this bond issue also. 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 has provided the City with the opportunity 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 is 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 will be picnic areas, concessions, a playground and parking. Other facilities in the parks system scheduled for development include court games, picnic shelters, tables and grills, nature trails and walking trails, landscaping, parking and other infrastructure improvements. The plan also sets aside open space for the preservation of green areas and buffer zones throughout the proposed system.

The impact on the City's operating budget during Fiscal Year 1998 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. The ongoing debt service is financed with the proceeds of property taxes. A debt service schedule is included in the Appendix of this document.

Also, as noted previously, 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 been upgraded earlier this year to a Aa3 rating. This rating is very impressive given the type of financing used, and is attributable in large part to the City's policy on fund reserves and overall strong fiscal health.

The impact on the City's operating budget during Fiscal Year 1998 will be limited to utility and maintenance costs and ongoing debt service payments for the facility. All such maintenance and utility expenditures have been included in the 1998 operating budget. The debt service payment for 1998 (\$243, 813) is also included in the General Fund budget as an operating transfer out. The debt service schedule is included in the Appendix to this document.

Capital equipment needs are funded through normal operating revenues. The City has been able to handle capital equipment replacement needs through deliberate planning, supported by our five-year budget planning process. As such, the impact of the purchase of these items on our 1998 budget is insignificant.

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) are included in each individual department's budget and the overall budget is based upon the City's Mission Statement and Strategic Plan. The Strategic Plan adopted by the Mayor and City Council in 1993 is also included in the Introduction.

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 1997 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 1998 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. Budget preparation is truly a team effort!

Sincerely,

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

Michael G. Herring
City Administrator



Principal Officials

Mayor

Nancy Greenwood

City Council

Barry Flachsbart
Allan Sheppard
Barry Streeter
Larry Grosser
Daniel Hurt
Alan J. Politte
Linda Tilley
Mary Brown

Other City Officials:

City Administrator

Michael G. Herring

Director of Finance and Administration

Janet S. Hawn

Police Chief

Ray Johnson

Director of Planning

Teresa Price

Director of Public Works/
City Engineer

Michael O. Geisel

City Clerk

Marty DeMay

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

Image people have of Chesterfield:

- Safe 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.



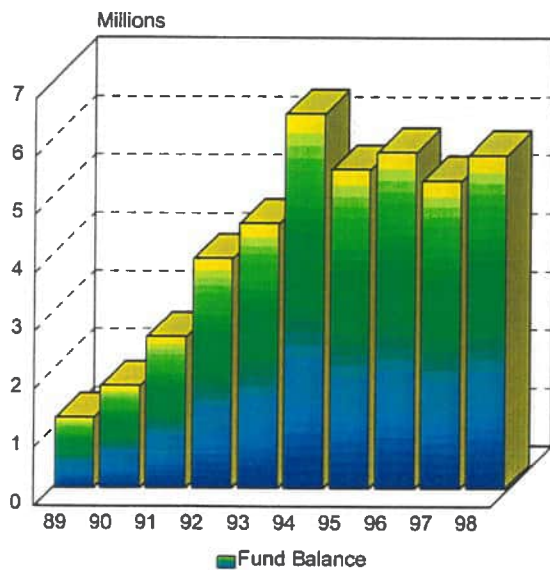
THIS PAGE LEFT BLANK INTENTIONALLY



MAJOR BUDGET POLICIES

Fund Reserve Level

The City attempts to maintain a reserve level of a minimum of 40% 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 1998 meets that goal with a 50.34% or \$5,620,963 unbudgeted fund balance as of December 31, 1998.



Contingency Fund

Besides the reserves, the City appropriates contingency funds. The 1998 budget contains a contingency budget of approximately 3.4% of anticipated operating expenditures, or \$379,460. 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 1998 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 \$2,500 or more on items having an expected life of over a 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 1997 assessed valuation of \$923,964,304, the City's legal debt limit is \$92,396,430.

The City has \$10.450 million in general obligation bonds for parks and \$14.230 million in general obligation bonds for street and sidewalk improvements outstanding. In addition, the City has \$2.775 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 a legal debt margin of \$67,716,430. 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.

In addition, the City has issued general obligation bonded debt and certificates of participation 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 either.

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.

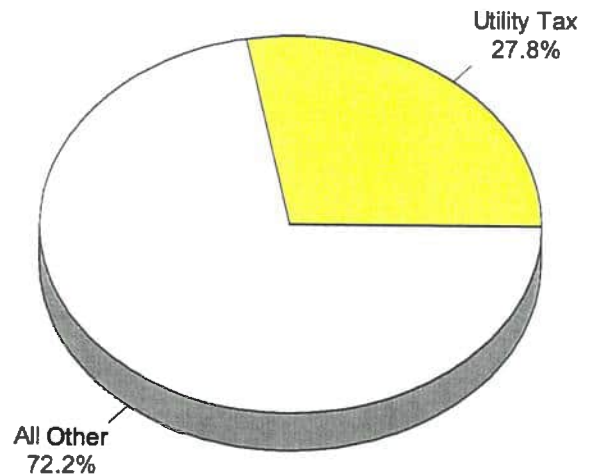
The City has a formal cash and investment policy on file that stipulates the objectives, delegation of authority, ethics and conflicts of interest, authorized financial dealers and institutions, authorized and suitable investments, collateralization, safekeeping and custody, diversification, maximum maturities, internal controls, performance standards, and reporting requirements.

REVENUE ASSUMPTIONS

Utility Gross Receipts Tax

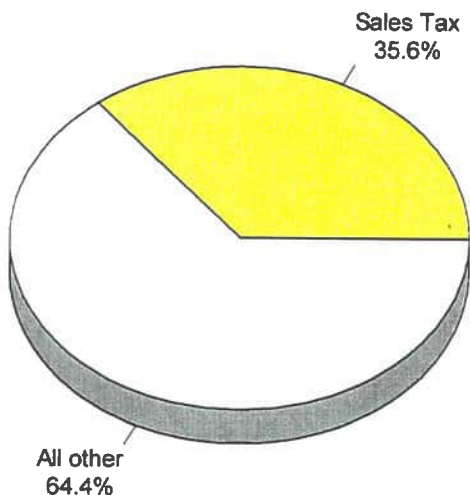
The City of Chesterfield levies a 5% gross receipts tax on electric, gas, telephone, and water companies within the City. The utility tax is collected by the utility company at the time of their monthly billing and is remitted to the City within twenty (20) days following the last day of each month.

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 1998 from the utility gross receipts tax are estimated at \$3,798,000.



The historical revenue trend for utility tax is shown below. Utility tax revenues are greatly impacted by weather, as reflected in the drop in 1995. Overall, growth in utility taxes has been fairly consistent.

Year	1991	1992	1993	1994	1995	1996	1997	1998
Amount	2,712,063	2,822,781	3,187,143	3,323,852	3,309,997	3,616,330	3,689,000	3,798,000
% Increase		4.1%	12.9%	4.3%	-0.4%	9.3%	2.0%	3.0%



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 1998 from sales tax are estimated at \$4,857,000 based on estimates of a per capita contribution of about \$114.75.

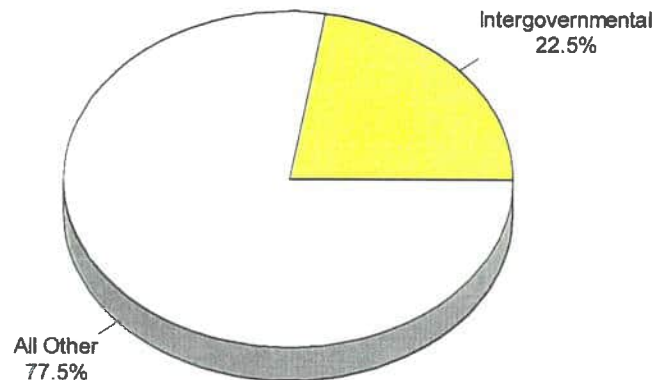
The historical revenue trend for sales tax is shown below. Sales tax grew dramatically during the period 1994 to 1996 upon the adoption of the new State legislation discussed previously. Overall growth has been steady.

Year	1991	1992	1993	1994	1995	1996	1997	1998
Amount	2,623,970	3,090,961	3,377,964	3,736,487	4,629,507	4,613,354	4,716,000	4,857,000
% Increase		17.8%	9.3%	10.6%	23.9%	23.5%	1.9%	5.3%

Intergovernmental Taxes

Intergovernmental taxes include the motor fuel tax, motor vehicle sales tax, cigarette tax, the County road & bridge tax, a police academy grant, a recycling grant, a COPS grant, and an NCAP 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 1998 from the motor fuel and motor vehicle sales tax are estimated at \$1,197,000 and \$468,000, 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 1998 from cigarette tax are estimated at \$198,000.

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, 1997 was \$923,964,304. 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%
January 1, 1997	\$ 923,964,304	8.3%

*Impacted by flood of 1993.

The revenue estimate for road and bridge tax for Fiscal Year 1998 is \$983,000, based on a projected growth in assessed valuation of 4%, less a 1% collection fee and 2% allowance for uncollectible taxes.

The City also provides the St. Louis Police Academy with a Police Officer who teaches at their facility. The Fiscal Year 1998 budget includes \$50,000 for reimbursements for the officer's salary and fringe benefits.

Two C.O.P.S. (Community Oriented Policing) grant are funded through the Federal government. One 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. This grant is in the third year of a descending reimbursement amount. Eventually, Parkway School District and the City of Chesterfield will eventually share a 75%/25% split of the cost. A second C.O.P.S. grant funds the cost of two police officers. Revenues for Fiscal Year 1998 are estimated at \$76,249 from the Federal government and \$37,574 from the Parkway School District.

The waste reduction or recycling grant is funded through St. Louis County and will cover the cost a business recycling program, recycling research, and multi-family recycling projects. Revenues for Fiscal Year 1998 are estimated at \$24,750.

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 1998 are estimated at \$40,000.

The historical revenue trend for intergovernmental revenues is shown below. Intergovernmental revenues have fluctuated greatly over the years, depending on the amount of grants received. In certain years, for example, grants were significantly higher due to Federal Emergency Management Administration (F.E.M.A.) refunds following the flood in Chesterfield Valley in 1993 and an Economic Development Administration (E.D.A.) grant to install pumps in 1996.

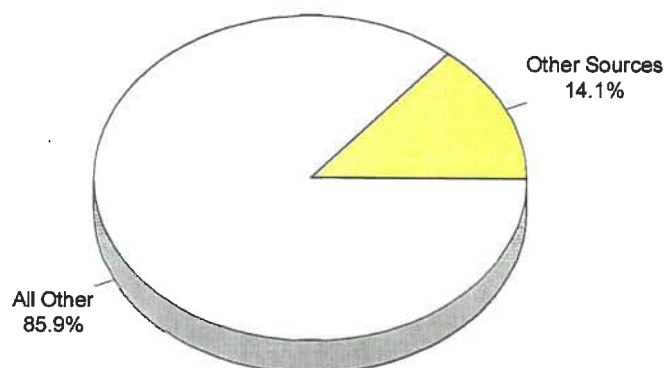
Year	1991	1992	1993	1994	1995	1996	1997	1998
Amount	1,712,868	2,122,090	3,212,468	2,997,512	2,962,059	3,403,209	3,245,836	3,074,573
% Increase		23.9%	51.4%	-6.7%	-1.2%	13.5%	9.6%	-9.7%

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 for Fiscal Year 1998 is estimated at \$309,000.



Liquor license fees range from \$22.50 to \$450.00 annually, depending on the type of liquor license issued. Vending machine licenses are \$25.00 per vending machine. Similar to business licenses, both the liquor licenses and the vending machine licenses are issued for the period July 1 through June 30 of each year. Thus, the majority of these revenues are received during the summer as well. Revenue estimates for these two sources for Fiscal Year 1998 are \$36,000 and \$20,000, respectively.

Cable television franchise fees represent 5% of the annual gross sales of each cable television company. They are remitted to the City within sixty (60) days following the end of each quarter. The revenue estimate for Fiscal Year 1998 from cable television franchise fees is \$265,000.

A trash hauling license is issued for the City's exclusive franchise. The trash hauling license fees are estimated at \$250 for Fiscal Year 1998.

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 within the City. Alarm licenses are estimated at \$750 for Fiscal Year 1998.

Billboard license fees are \$100 per billboard. Billboard license fees are estimated at \$500 for Fiscal Year 1998.

Other licenses and permits are those items that 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 1998.

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 1998 are estimated at \$169,500.

Parks and Recreation Fees

New parks and recreation fees will be implemented in Fiscal Year 1998 due to the addition of an outdoor aquatics center and an athletic complex. Revenues for 1998 for recreational activities are estimated at \$61,800. Donations, amounting to \$80,000, are anticipated for the City's tenth anniversary celebration, known as "Celebrate Chesterfield."

Court Receipts

Court fines and fees are also determined by municipal ordinance. Court costs are \$12.00 per ticket plus \$2.25 for training fees and Crime Victims Compensation Fund fees. The fines vary depending on the violation. Court receipts make up 3.1% of the City's revenue, or \$424,000 in Fiscal Year 1998.

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 3.7% 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 1998 are estimated at \$500,000.

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 and are estimated at \$2,500 for Fiscal Year 1998. This category is used only for items that do not properly belong in any other category.

The historical trend for other sources of revenue is as shown below. Overall, there has been significant growth in these other sources of revenue, due in large part to the growth in fund balance and deferred revenues which have created additional interest earnings. Revenues fluctuate due to miscellaneous refunds, such as insurance refunds.

Year	1991	1992	1993	1994	1995	1996	1997	1998
Amount	978,721	1,118,216	1,241,851	1,342,463	1,562,688	1,917,984	1,796,657	1,924,950
% Increase		14.3%	11.1%	8.1%	16.4%	42.9%	15.0%	0.4%



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 1998 BUDGET CALENDAR

- July 31, 1997 to
August 15, 1997

- Director of Finance and Administration prepares budget instructions.
- August 20, 1997

- Director of Finance and Administration distributes budget documents and instructions to departments.
- August 20, 1997 to
September 15, 1997

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

Department of Finance and Administration prepares estimates of personnel costs, fixed charges and non-departmental items.

Director of Finance and Administration prepares revenue estimates.
- September 3, 1997

- All departments submit personnel requests to Director of Finance and Administration.
- September 3, 1997 to
September 10, 1997

- Director of Finance and Administration prepares estimates of 1997 actual and 1998 estimated payroll costs and submits same to Department Heads.
- September 15, 1997

- Departmental requests for 1998 are returned to the Director of Finance and Administration.

All departments submit 1998 budget goals to Director of Finance and Administration.
- September 15, 1997 to
September 19, 1997

- 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 23, 1997 to
September 26, 1997

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

- September 26, 1997 to
October 15, 1997

- 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 15, 1997

- City Administrator submits entire proposed budget document to City Council.

- October 15, 1997 to
November 15, 1997

- City Council review final budget as a "Committee of the Whole."

- November 15, 1997

- Director of Finance and Administration publishes notice of public hearing.

- November 19, 1997 to
November 21, 1997

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

- November 22, 1997

- Entire amended budget document is submitted to City Council.

- December 1, 1997

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

Budget adopted at regular City Council meeting by resolution.

- December 3, 1997

- Department Heads submit 1997 accomplishments to Director of Finance and Administration.

- December 3, 1997 to
December 17, 1997

- Budget document is finalized for printing.

- December 18, 1997 - Final budget document is sent to printers.
December 31, 1997
- December 31, 1997 - Official budget document is distributed.
- January 1, 1998 - 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, a Special Revenue Fund, Debt Service Funds (Parks, Public Works Facility and Street/Sidewalk Improvement) and several Capital Projects Funds. The Capital Projects Fund is used to account for general capital improvement projects in the City. The Levee/Drainage Fund is used to account for special projects related to storm water control in Chesterfield Valley. The three additional Capital Project Funds are used to account for parks acquisition and construction, Public Works Facility construction and Street/Sidewalk Improvements, respectively. 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, 1997.

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**

"An Outstanding Operations Guide"

For the Fiscal Year Beginning

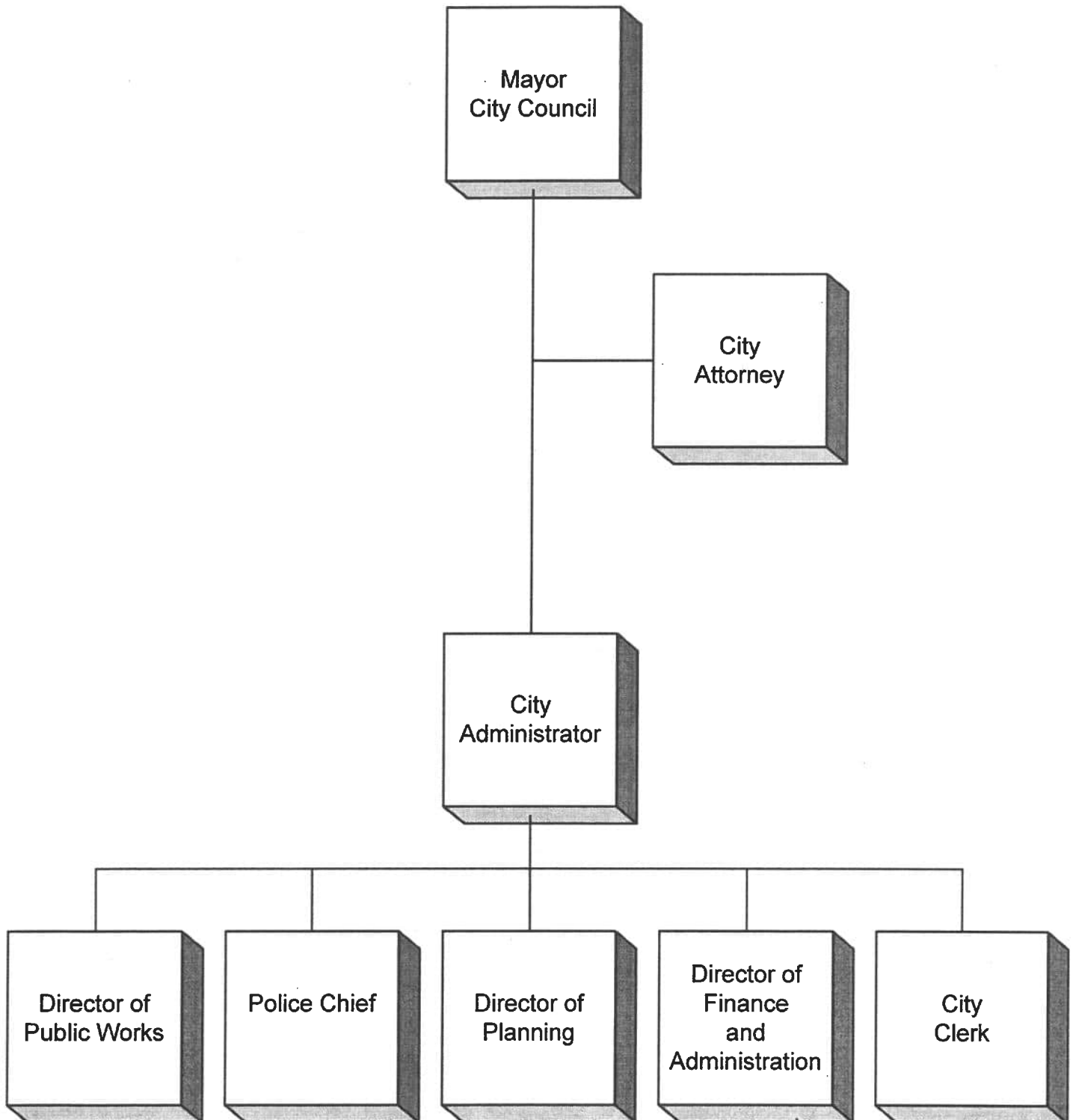
January 1, 1997

Linda K. Savitky
President

Jeffrey L. Essler
Executive Director

CITY OF CHESTERFIELD

Organizational Chart 1997



Combined Statement of Budgeted Revenues and Expenditures - All Funds

(\$ in Thousands)

	GEN FUND	PARKS CONSTR FUND	WILSON TRUST FUND	CAP PROJ FUND	CV TIF FUND	R&S CONSTR FUND	CAP IMP SALES TAX FUND	D/S (PARKS) FUND	CERT PYMT FUND	D/S (R&S) FUND	TOTAL
REVENUES:											
Property Taxes					585			1,160			1,745
Utility Taxes	3,798				55						3,853
Sales & Use Tax	4,857				263		2,025				7,145
Intergov. Revenues	3,075										3,075
Licenses & Permits	639										639
Charges for Services	170										170
Parks & Recreation	142										142
Court Receipts	424										424
Bond Proceeds											0
Other Revenues	551	6	1		21	242					821
TOTAL REVENUES	13,655	6	1	0	924	242	2,025	1,160	0	0	18,012
EXPENDITURES:											
Executive/Legislative	71										71
City Clerk/CSC	170										170
Finance & Administration	1,912										1,912
Police	4,961										4,961
City Administrator	174										174
Planning & Zoning	507										507
Public Works/Parks	4,275	250	222	625	449	4,748		947	244	2,040	13,799
Contingency	379										379
TOTAL EXPENDITURES	12,450	250	222	625	449	4,748	0	947	244	2,040	21,975
Transfers in (out)	(869)			625			(1,941)		244	1,941	0
Change in Fund Balance	335	(244)	(221)	0	475	(4,506)	84	213	0	(99)	(3,963)
Fund Balance, 1/1/98	5,286	244	221	0	604	7,240	1,598	1,316	11	99	16,619
Fund Balance, 12/31/98	5,621	(0)	0	0	1,079	2,734	1,682	1,529	11	0	12,656

Combined Statement of Budgeted Revenues, Expenditures, and Changes in Fund Balance - All Funds	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
REVENUES			
Property Taxes	1,560,636	1,687,000	1,745,000
Utility Taxes	3,667,368	3,743,000	3,853,100
Sales Tax	4,766,618	6,564,000	7,144,500
Intergovernmental Taxes	3,403,209	3,245,836	3,074,573
Licenses and Permits	611,892	628,915	639,000
Charges for Services	134,060	186,000	169,500
Parks and Recreation	8,447	7,800	141,800
Court Receipts	521,039	412,000	424,000
Other Revenues	3,953,143	15,536,367	820,850
TOTAL REVENUE	18,626,412	32,010,918	18,012,323
EXPENDITURES			
Legislative	68,826	72,494	71,126
City Clerk/CSC	110,507	170,842	170,383
Finance/Administration	1,607,051	1,872,663	1,912,229
Police	4,288,348	4,594,157	4,961,275
City Administrator	150,854	154,019	173,992
Planning	352,056	450,383	507,140
Public Works/Parks	12,944,295	28,179,417	13,799,498
Contingency	0	0	379,460
TOTAL EXPENDITURES	19,521,937	35,493,975	21,975,103
Change in Fund Balance	-895,525	-3,483,057	-3,962,780
Fund Balance January 1	21,150,040	20,254,515	16,771,458
Fund Balance December 31	20,254,515	16,771,458	12,808,678

Budgeted Expenditures by Type - All Funds

Department/Division	Personnel	Contractual	Commodities	Capital	Contingency	Debt Service	Totals
Legislative							
Mayor & Council	64,776	5,400	950	0	0	0	71,126
City Clerk/CSC							
City Clerk	135,758	34,125	500	0	0	0	170,383
Finance/Administration							
Legal Services	0	160,325	0	0	0	0	160,325
Finance	226,246	109,695	3,700	4,000	0	0	343,641
Central Services	0	898,221	54,000	5,500	0	0	957,721
Information Systems	125,949	133,090	3,600	14,000	0	0	276,639
Municipal Court	93,785	77,918	2,200	0	0	0	173,903
	445,980	1,379,249	63,500	23,500	0	0	1,912,229
Police							
Police	4,100,834	467,751	168,290	224,400	0	0	4,961,275
City Administrator							
City Administrator	147,102	6,340	550	20,000	0	0	173,992
Planning							
Planning & Zoning	414,480	76,355	16,305	0	0	0	507,140



1998 Annual Budget

Budgeted Expenditures by Type - All Funds (continued)

Department/Division	Personnel	Contractual	Commodities	Capital	Contingency	Debt Service	Totals
Public Works/Parks							
Administration/Eng.	660,715	105,815	32,500	30,800	0	0	829,830
Street/Sewer Maintenance	1,341,598	624,040	526,397	5,501,980	0	2,665,772	10,659,787
Vehicle Maintenance	218,093	6,750	42,840	38,110	0	0	305,793
Parks & Recreation	298,478	206,310	93,930	203,841	0	0	802,559
Parks/Beautification	0	0	0	249,864	0	946,665	1,196,529
Street Lighting	0	5,000	0	0	0	0	5,000
	<u>2,518,884</u>	<u>947,915</u>	<u>695,667</u>	<u>6,024,595</u>	<u>0</u>	<u>3,612,437</u>	<u>13,799,498</u>
Contingency							
Contingency	0	0	0	0	379,460	0	379,460
Total Expenditures	<u>7,827,814</u>	<u>2,917,135</u>	<u>945,762</u>	<u>6,292,495</u>	<u>379,460</u>	<u>3,612,437</u>	<u>21,975,103</u>

Budgeted Expenditures By Type

All Funds	1996 Actual	1997 Projected	1998 Budget
Personnel	7,187,228	6,813,268	7,827,814
Contractual	3,654,080	3,866,665	2,917,135
Commodities	877,677	801,872	945,762
Capital	18,754,540	22,136,796	6,292,495
Contingency	68,240	0	379,460
Debt Service	1,501,837	1,875,373	3,612,437
Totals	32,043,602	35,493,975	21,975,103



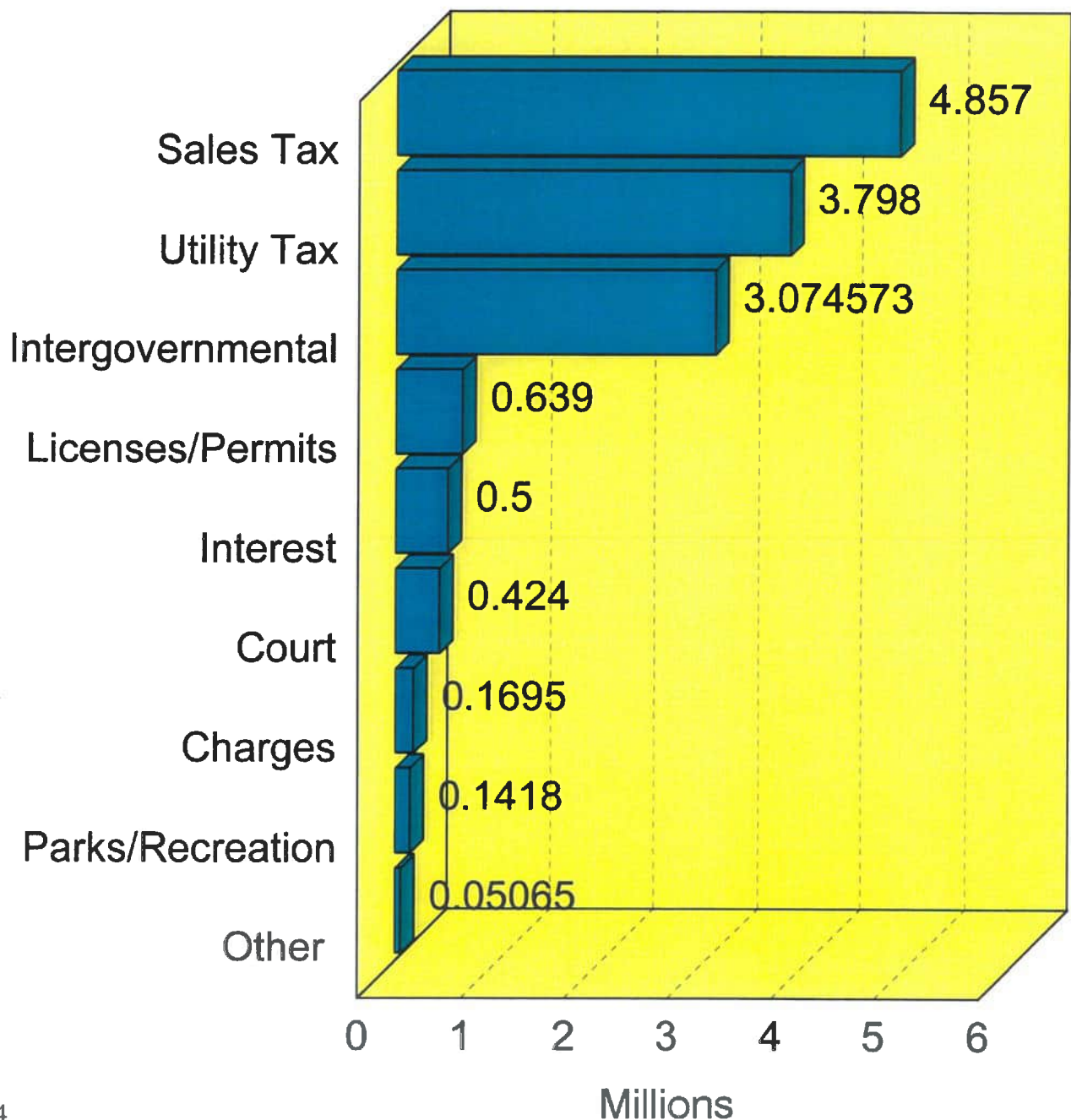
THIS PAGE LEFT BLANK INTENTIONALLY

Combined Statement of Budgeted Revenues and Expenditures - General Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	5,474,741	5,772,251	5,285,724
REVENUES			
Utility Taxes	3,616,330	3,689,000	3,798,000
Sales Tax	4,613,354	4,716,000	4,857,000
Intergovernmental Taxes	3,403,209	3,245,836	3,074,573
Licenses and Permits	611,892	628,915	639,000
Charges for Services	134,060	186,000	169,500
Parks and Recreation	8,447	7,800	141,800
Court Receipts	521,039	412,000	424,000
Other Revenues	642,546	561,942	550,650
TOTAL REVENUE	13,550,876	13,447,493	13,654,523
TOTAL AVAILABLE FUNDS	19,025,617	19,219,744	18,940,247
EXPENDITURES			
Legislative	68,826	72,494	71,126
City Clerk/CSC	110,507	170,842	170,383
Finance/Administration	1,607,051	1,872,663	1,912,229
Police	4,288,348	4,594,157	4,961,275
City Administrator	150,854	154,019	173,992
Planning	352,056	450,383	507,140
Public Works/Parks	3,160,996	3,667,787	4,274,716
Contingency	0	0	379,460
TOTAL EXPENDITURES	9,738,638	10,982,345	12,450,321
TRANSFERS TO / FROM OTHER FUNDS	-3,514,728	-2,951,676	-868,963
FUND BALANCE, DECEMBER 31	5,772,251	5,285,724	5,620,963

CITY OF CHESTERFIELD

GENERAL FUND - REVENUES BY SOURCE

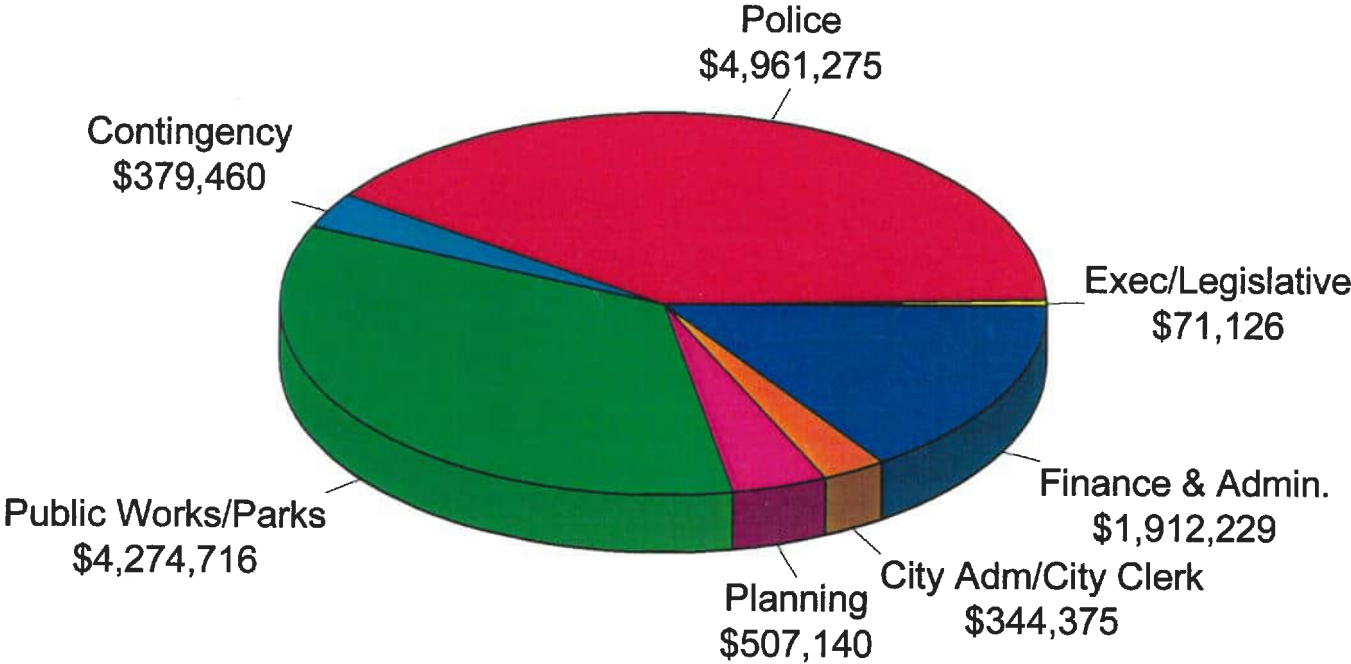
FISCAL YEAR 1998



Revenue Budget - General Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Utility Taxes:			
410.100 Utility Taxes - Electric	1,986,346	1,962,000	2,020,000
410.200 Utility Taxes - Gas	636,157	657,000	677,000
410.300 Utility Taxes - Telephone	754,510	821,000	845,000
410.400 Utility Taxes - Water	239,317	249,000	256,000
Total Utility Taxes	3,616,330	3,689,000	3,798,000
Sales Tax:			
420.000 Sales Tax	4,613,354	4,716,000	4,857,000
Total Sales Tax	4,613,354	4,716,000	4,857,000
Intergovernmental Taxes:			
430.000 Motor Fuel Tax	1,107,221	1,162,000	1,197,000
431.000 Motor Vehicle Sales Tax	442,558	455,000	468,000
432.000 Cigarette Tax	198,837	192,000	198,000
433.000 County Road & Bridge Tax	879,913	954,000	983,000
434.100 FEMA Reimbursements	106	0	0
434.200 I.S.T.E.A. Grant	-14,618	0	0
434.300 EDA Grant	495,028	186,872	0
434.500 Police Academy Grant	47,697	50,551	50,000
434.600 Waste Reduction Grant	66,055	64,692	24,750
434.700 County-Bonhomme Creek Grant	0	8,503	0
435.200 COPS - Federal	72,668	87,962	76,249
435.300 COPS - Parkway	28,555	26,250	37,574
435.400 Branch Out Missouri Grant	1,476	12,000	0
435.500 NCAP Grant	14,381	44,006	40,000
436.000 Police Traffic Services Grant	1,771	2,000	0
439.000 MSD Refunds	61,562	0	0
Total Intergovernmental Taxes	3,403,209	3,245,836	3,074,573
Licenses and Permits:			
440.000 Business Licenses	288,446	300,000	309,000
441.000 Liquor Licenses	36,592	36,000	36,000
442.000 Vending Licenses	19,488	18,000	20,000
443.000 Franchise Fees	251,427	263,000	265,000
445.000 Trash Haulers Licenses	185	215	250
446.000 Alarm Company Licenses	1,700	700	750

Revenue Budget - General Fund (continued)	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
448.000 Billboard Business License Fee	5,250	3,500	500
449.000 Miscellaneous Other Licenses	8,804	7,500	7,500
Total Licenses and Permits	611,892	628,915	639,000
Charges for Services:			
451.000 Engineering Inspection Fees	57,452	101,000	80,000
452.000 Subdivision Processing Fees	6,651	8,500	8,500
453.000 Zoning Applications	12,874	10,000	15,000
454.000 Police Reports	15,685	16,500	17,000
455.000 False Alarm Fees	33,444	35,000	35,000
457.000 Prisoner Holdover Charges	1,100	2,500	1,500
459.000 Miscellaneous Other Charges	6,855	12,500	12,500
Total Charges for Services	134,060	186,000	169,500
Parks and Recreation:			
461.000 Parks Charges & Fees	8,145	7,500	61,800
462.000 Parks Donations & Sponsorships	302	300	0
467.000 Tenth Anniversary-Sales/Contribu	0	0	80,000
Total Parks and Recreation	8,447	7,800	141,800
Court Receipts:			
480.000 Court Fines & Fees	509,302	406,000	418,000
481.000 Court Fees - Training	11,068	4,500	4,500
482.000 CVC Fees	669	1,500	1,500
Total Court Receipts	521,039	412,000	424,000
Other Revenues:			
490.100 Interest on Investments	578,004	518,000	500,000
491.000 Historical Committee	4,120	3,000	0
492.000 Insurance Reimbursements	38,325	38,442	15,000
494.000 Sale of Fixed Assets	20,888	0	33,150
495.000 Miscellaneous	1,209	2,500	2,500
Total Other Revenues	642,546	561,942	550,650
Totals	13,550,876	13,447,493	13,654,523

CITY OF CHESTERFIELD TOTAL EXPENDITURES - GENERAL FUND FISCAL YEAR 1998



Summary of Expenditures - General Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Legislative			
011 Mayor & Council	68,826	72,494	71,126
City Clerk/CSC			
021 City Clerk	110,507	170,842	170,383
Finance/Administration			
032 Legal Services	195,468	190,125	160,325
034 Finance	278,968	308,004	343,641
036 Central Services	966,273	1,000,878	957,721
037 Information Systems	0	194,552	276,639
038 Municipal Court	166,342	179,104	173,903
	<u>1,607,051</u>	<u>1,872,663</u>	<u>1,912,229</u>
Police			
041 Police	4,288,348	4,594,157	4,961,275
City Administrator			
051 City Administrator	150,854	154,019	173,992
Planning			
061 Planning & Zoning	352,056	450,383	507,140
Public Works/Parks			
071 Administration/Eng.	798,725	804,826	829,830
072 Street/Sewer Maintenan	1,907,428	2,325,537	2,331,534
073 Vehicle Maintenance	267,775	244,398	305,793
074 Parks & Recreation	180,459	286,526	802,559
075 Street Lighting	6,608	6,500	5,000
	<u>3,160,996</u>	<u>3,667,787</u>	<u>4,274,716</u>
Contingency			
091 Contingency	0	0	379,460
Totals	<u>9,738,638</u>	<u>10,982,345</u>	<u>12,450,321</u>

Budgeted Expenditures By Type - General Fund

Department/Division	Personnel	Contractual	Commodities	Capital	Contingency	Totals
Legislative						
Mayor & Council	64,776	5,400	950	0	0	71,126
City Clerk/CSC						
City Clerk	135,758	34,125	500	0	0	170,383
Finance/Administration						
Legal Services	0	160,325	0	0	0	160,325
Finance	226,246	109,695	3,700	4,000	0	343,641
Central Services	0	898,221	54,000	5,500	0	957,721
Information Systems	125,949	133,090	3,600	14,000	0	276,639
Municipal Court	93,785	77,918	2,200	0	0	173,903
	445,980	1,379,249	63,500	23,500	0	1,912,229
Police						
Police	4,100,834	467,751	168,290	224,400	0	4,961,275
City Administrator						
City Administrator	147,102	6,340	550	20,000	0	173,992
Planning						
Planning & Zoning	414,480	76,355	16,305	0	0	507,140
Public Works/Parks						
Administration/Eng.	660,715	105,815	32,500	30,800	0	829,830
Street/Sewer Maintenance	1,168,187	291,140	520,397	351,810	0	2,331,534
Vehicle Maintenance	218,093	6,750	42,840	38,110	0	305,793
Parks & Recreation	298,478	206,310	93,930	203,841	0	802,559
Street Lighting	0	5,000	0	0	0	5,000
	2,345,473	615,015	689,667	624,561	0	4,274,716
Contingency						
Contingency	0	0	0	0	379,460	379,460
Total Expenditures	<u>7,654,403</u>	<u>2,584,235</u>	<u>939,762</u>	<u>892,461</u>	<u>379,460</u>	<u>12,450,321</u>



Budgeted Expenditures By Type

General Fund	1996 Actual	1997 Projected	1998 Budget
Personnel	7,102,053	6,727,189	7,654,403
Contractual	2,441,762	2,540,113	2,584,235
Commodities	871,177	795,372	939,762
Capital	907,012	919,670	892,461
Contingency	68,240	0	379,460
Totals	11,390,244	10,982,345	12,450,321

Personnel Schedule Summary - General Fund		1996	1997	1998
Department/Activity	Position Title	Actual	Actual	Proposed
City Clerk/CSC				
City Clerk	City Clerk	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00
	Customer Service Representative	0.00	2.00	2.00
		<u>2.00</u>	<u>4.00</u>	<u>4.00</u>
Finance/Administration				
Finance	Director of Finance & Administration	1.00	1.00	1.00
	Assistant Director of Finance and Administration	0.00	0.00	1.00
	Accountant	1.00	1.00	0.00
	Senior Accounting Clerk	1.00	1.00	1.00
	Accounting Clerk	1.00	1.00	1.00
	Executive Secretary	0.00	0.50	0.50
	Clerk/Typist	0.38	0.00	0.00
Central Services	Data Systems Administrator	1.00	0.00	0.00
	Receptionist	1.00	0.00	0.00
	P/T Data Processing Technician (1)	0.50	0.00	0.00
Information Systems	Data Systems Administrator	0.00	1.00	1.00
	Data Processing Technician	0.00	1.00	2.00
	P/T Data Processing Technician	0.00	0.50	0.00
Municipal Court	Court Administrator	1.00	1.00	1.00
	Assistant Court Administrator	1.00	1.00	1.00
	Executive Secretary	0.00	0.50	0.50
	Clerk/Typist	0.38	0.00	0.00
		<u>9.26</u>	<u>9.50</u>	<u>10.00</u>
Police				
Police	Police Chief	1.00	1.00	1.00
	Captain	2.00	3.00	3.00
	Lieutenant	5.00	5.00	6.00
	Sergeant	7.00	7.00	6.00
	Police Officer	51.00	52.00	52.00
	Detectives	4.00	4.00	6.00
	Executive Secretary	1.00	1.00	1.00
	Detective Secretary	1.00	1.00	1.00
	Records Clerks	3.00	5.00	6.00
	Part Time Records Clerk (2)	1.66	0.67	0.00
		<u>76.66</u>	<u>79.67</u>	<u>82.00</u>
City Administrator				
City Administrator	City Administrator	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Planning				
Planning & Zoning	Director of Planning	1.00	1.00	1.00
	Assistant Director of Planning	1.00	1.00	1.00

Personnel Schedule Summary - General Fund (continued)		1996	1997	1998
Department/Activity	Position Title	Actual	Actual	Proposed
Planning & Zoning	Planner II	1.00	1.00	2.00
	Planner I	1.00	1.00	1.00
	Planning Technician	2.00	2.00	3.00
	Zoning Inspector	1.00	1.00	0.00
	Executive Secretary	1.00	1.00	1.00
	Administrative Secretary	1.00	1.00	1.00
	Planning Intern (2)	0.31	0.62	0.62
		<u>9.31</u>	<u>9.62</u>	<u>10.62</u>
Public Works/Parks				
Administration/Eng.	Director/City Engineer	1.00	1.00	1.00
	Deputy Director/Asst. City Engineer	0.00	0.00	1.00
	Assistant City Engineer	1.00	1.00	0.00
	Division Engineer	0.00	0.00	1.00
	Civil Engineer	3.00	3.00	3.00
	Engineering Technicians/Inspectors	2.00	2.00	2.00
	Engineering Construction Inspector	3.00	3.00	3.00
	Executive Secretary	1.00	1.00	1.00
	Administrative Secretary	1.00	1.00	1.00
Engineering Intern (3)	0.30	0.90	0.90	
Street/Sewer Maintenance	Street Superintendent	1.00	1.00	1.00
	Street Supervisor	4.00	4.00	4.00
	Street Maintenance Workers	24.00	24.00	25.00
	Secretary	1.00	1.00	1.00
	Temporary Workers (13)	4.65	4.03	4.03
Vehicle Maintenance	Mechanic Supervisor	1.00	1.00	1.00
	Mechanics	3.00	3.00	4.00
Parks & Recreation	Parks, Rec & Arts Superintendent	1.00	1.00	1.00
	Parks Maint. Supervisor	0.00	0.75	1.00
	Parks Recreation Coordinator	0.00	0.00	1.00
	Parks Planning Assistant	1.00	1.00	1.00
	Parks Maintenance Worker	0.00	0.75	2.00
	Parks Administrative Secretary	0.00	0.00	1.00
	Park & Recreation (6 seasonal)	0.31	1.80	1.80
		<u>53.26</u>	<u>56.23</u>	<u>62.73</u>
	Total Personnel	<u>152.49</u>	<u>161.02</u>	<u>171.35</u>

Detail of Capital Assets to be Purchased

Department/Activity	Description	Amount	Activity Total
Finance/Administration			
Finance	Laserjet Printer (1)	4,000	
			4,000
Central Services	Fax Machine (1)	2,500	
	Laptop Computer (1)	3,000	
			5,500
Information Systems	Ethernet switch (1)	2,500	
	Network Cable Analyzer (1)	4,000	
	LCD Projector (1)	7,500	
			14,000
Police			
Police	Radar Unit (1)	3,000	
	Ethernet switch, 100 MB hub (1)	2,700	
	C.A.R.E. Printer (1)	2,500	
	Police Vehicle Radio (2)	6,200	
	Radar Unit (2)	6,000	
	Replacement Patrol Vehicles (10)	195,000	
	Vehicle Cam Corders (3)	9,000	
			224,400
City Administrator			
City Administrator	Automobile (1)	20,000	
			20,000
Public Works/Parks			
Administration/Eng.	Director's Vehicle (1)	20,000	
	Archival Record Storage (1)	5,500	
	Nuclear Densitometer (1)	5,300	
			30,800
Street/Sewer Maintenance	Planer/Grinder Attachment (1)	6,000	
	1998 Pick Up/Snow Plow & Salt Spreader (1)	38,110	
	1998 2.5 T Dump Truck/Snow Plows & Salt Sp	132,600	
	Tandem Dump Truck (1)	84,400	
	Track Loader (1)	84,870	
	Bumper Crane (1)	2,650	
	Generator (1)	3,180	
			351,810
Vehicle Maintenance	Garage Service Truck (1)	38,110	
			38,110
Parks & Recreation	Furniture (1)	4,000	
	Pool Equipment (1)	50,000	
	Sports Complex Equipment (1)	25,000	
	Tractor (1)	35,700	
	Utility Cart (1)	21,218	

Detail of Capital Assets to be Purchased (continued)

Department/Activity	Description	Amount	Activity Total
Parks & Recreation	Front End Mower (1)	31,827	
	Pickup (1)	19,096	
	Photo I.D. System (1)	17,000	
			<u>203,841</u>
		Total Capital	<u><u>892,461</u></u>

Fund General	Department Legislative	Division Mayor & Council	Account Number 010.011
------------------------	----------------------------------	------------------------------------	----------------------------------

Division Summary

Activity	Remarks
Mayor	The Mayor is the Chief Executive Officer of the City. She presides at City Council meetings and may vote on legislation to break a tie. The Mayor is elected at large for a four year term.
City Council	The eight Councilmembers are the legislative branch of the City Government responsible for the adoption of the budget, the passage of local ordinances, and the establishment of policy. Councilmembers are elected to serve two-year overlapping terms; one Councilmember from each of four wards is elected each year.

Fund	Department	Division			Account Number	
General	Legislative	Mayor & Council			010.011	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		64,306	64,794	32,398	64,762	64,776
Contractual Services		3,911	5,000	3,073	4,700	5,400
Commodities		609	750	576	900	950
Capital Outlay		0	2,000	2,132	2,132	0
TOTAL		68,826	72,544	38,179	72,494	71,126

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
Personnel Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
510.114	Salaries - Elected Officials		59,539	60,000	30,000	60,000	60,000
510.120	Social Security		4,590	4,590	2,295	4,590	4,590
510.122	Worker's Compensation		177	204	103	172	186
	Totals		<u>64,306</u>	<u>64,794</u>	<u>32,398</u>	<u>64,762</u>	<u>64,776</u>

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.248	Maintenance & Repair - Vehicles		55	250	101	200	250
520.249	Memberships & Subscriptions		200	250	250	300	300
520.251	Miscellaneous Contractual		297	500	159	400	600
520.261	Professional Services		1,015	500	725	800	750
520.277	Training & Continuing Education		2,344	3,500	1,838	3,000	3,500
	Totals		<u>3,911</u>	<u>5,000</u>	<u>3,073</u>	<u>4,700</u>	<u>5,400</u>

Fund		Department	Division			Account Number
General		Legislative	Mayor & Council			010.011
<i>Commodities</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
530.313	Departmental Supplies	78	250	442	500	550
530.318	Gasoline & Oil	531	500	134	400	400
	Totals	<u>609</u>	<u>750</u>	<u>576</u>	<u>900</u>	<u>950</u>

Fund		Department		Division			Account Number	
General		Legislative		Mayor & Council			010.011	
Capital Expenditures				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
540.410	Computer Equipment			0	2,000	2,132	2,132	0
	Totals			0	2,000	2,132	2,132	0

Fund General	Department Legislative	Division Mayor & Council	Account Number 010.011
Line Item Details		1998 Request	Details
Account Number	Account Title		
520.248	Maintenance & Repair - Vehicles	250	Car maintenance
520.249	Memberships & Subscriptions	300	Various memberships and subscriptions
520.251	Miscellaneous Contractual	600	Car phone for the Mayor
520.261	Professional Services	750	Photographic services for the three facilities
520.277	Training & Continuing Education	3,500	Various seminars and meetings
530.313	Departmental Supplies	550	Picture frames, misc. supplies - 300 Installation reception supplies - 250



THIS PAGE LEFT BLANK INTENTIONALLY



1997 ACCOMPLISHMENTS CITY CLERK

- Coordinated information to be placed on the April 1 municipal election ballot.
- Monitored Customer Service Center, which was fully operational first quarter 1997.
- Coordinated employee events and recognitions.
- Recorded updated announcements for the "Information Hotline" for 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 ordinances, resolutions, council minutes, and public hearing minutes for microfilming.
- Produced "No Smoking" brochure.
- Updated Resident Guide.
- Issued 128 liquor licenses, and 26 solicitor licenses.
- Presented Employee Recognition Awards semi-annually.
- Coordinated Citizen of the Year Award Presentation.



1998 GOALS CITY CLERK

- Goal:** Improve City-wide fax communication services.
- Strategy:** Purchase a new fax machine to better utilize employees' time and reduce downtime on current equipment.
- Goal:** Develop department's ability to quickly and accurately access City Council minutes in response to requests by residents, employees and other municipalities.
- Strategy:** Purchase Municipal Code disk and appropriate "search" software. Provide training for select employees on system usage. Successful implementation will greatly improve efficiency of access to this information.
- Goal:** Improve resident understanding of City operations.
- Strategy:** Update and distribute the "Resident Guide" for new residents, on an annual basis, by utilizing information provided by Union Electric.

Fund	Department	Division	Account Number
General	City Clerk/CSC	City Clerk	020.021

Division Summary

Activity	Remarks
City Clerk	<p>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.</p> <p>The City Clerk's Office also issues liquor licenses and solicitors permits.</p> <p>The City Clerk's Office performs voter registration activities, notary public services, accepts filing for candidacy in City elections and officially swears in public officials and certain public employees for public office and duty.</p> <p>The City Clerk's Office provides clerical assistance to the Mayor, City Council, and City Administrator.</p> <p>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.</p> <p>The City Clerk's Office coordinates the publication of a citizen newsletter, citizen recognition awards and special events.</p> <p>The City Clerk is also responsible for the supervision of the Customer Service Center.</p> <p>MAJOR CHANGE: In an effort to more accurately reflect the City's organizational structure, the City Clerk's 1998 budget includes the Customer Service Center personnel expenditures previously included in the Central Services division budget. The 1997 Amended Budget, 1997 Year to Date and 1997 Projected totals have also been restated, for comparison purposes, to reflect this change.</p>

Fund	Department	Division			Account Number	
General	City Clerk/CSC	City Clerk			020.021	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		74,570	131,023	65,058	123,823	135,758
Contractual Services		35,418	55,381	27,715	44,921	34,125
Commodities		519	725	15	100	500
Capital Outlay		0	2,000	1,998	1,998	0
Totals		110,507	189,129	94,787	170,842	170,383
<i>Personnel Schedule</i>			Number of Employees			
Position Title		1996 Actual	1997 Authorized	1998 Requested		
City Clerk		1.00	1.00	1.00		
Deputy City Clerk		1.00	1.00	1.00		
Customer Service Representative		0.00	2.00	2.00		
Totals		2.00	4.00	4.00		

Fund		Department	Division			Account Number	
General		City Clerk/CSC	City Clerk			020.021	
Personnel Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		38,255	38,602	20,926	39,280	40,339
510.111	Salaries - Regular/Full-Time		23,940	67,085	33,436	63,151	66,189
510.120	Social Security		4,444	8,085	4,045	7,836	8,149
510.122	Worker's Compensation		172	360	138	259	330
510.124	Insurance - Health		4,408	10,943	3,675	7,551	11,381
510.125	Insurance - Life		152	421	119	244	258
510.127	Insurance - Disability		293	507	224	462	490
510.130	Pension		2,906	5,020	2,496	5,040	8,622
	Totals		<u>74,570</u>	<u>131,023</u>	<u>65,058</u>	<u>123,823</u>	<u>135,758</u>

Fund		Department	Division			Account Number
General		City Clerk/CSC	City Clerk			020.021
Contractual Services		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
520.210	Advertising	214	1,500	228	500	500
520.223	Election Expense	22,345	8,000	12,746	12,746	13,000
520.225	Employee Relations	3,179	14,500	9,716	14,500	4,700
520.249	Memberships & Subscriptions	340	355	165	355	375
520.251	Miscellaneous Contractual	5,742	14,476	2,815	6,000	9,300
520.260	Printing & Binding	1,753	12,100	303	10,000	1,800
520.277	Training & Continuing Education	779	2,500	669	570	2,500
520.289	Wellness Program	1,066	1,950	1,074	250	1,950
	Totals	<u>35,418</u>	<u>55,381</u>	<u>27,715</u>	<u>44,921</u>	<u>34,125</u>

Fund		Department	Division			Account Number	
General		City Clerk/CSC	City Clerk			020.021	
Commodities			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
530.313	Departmental Supplies		519	725	15	100	500
	Totals		<u>519</u>	<u>725</u>	<u>15</u>	<u>100</u>	<u>500</u>



Fund		Department		Division			Account Number	
General		City Clerk/CSC		City Clerk			020.021	
Capital Expenditures				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
540.410	Computer Equipment			0	2,000	1,998	1,998	0
	Totals			<u>0</u>	<u>2,000</u>	<u>1,998</u>	<u>1,998</u>	<u>0</u>

Fund	Department	Division	Account Number
General	City Clerk/CSC	City Clerk	020.021
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.210	Advertising	500	Special notices
520.223	Election Expense	13,000	April election
520.225	Employee Relations	4,700	Award luncheon - 1,500 Employee picnic - 2,200 Outstanding employee recognition - 540 Five-year service awards - 60 Acknowledgements - 400
520.249	Memberships & Subscriptions	375	Various memberships and subscriptions
520.251	Miscellaneous Contractual	9,300	Codification of ordinances and traffic schedule - 9,100 Updated disks for code book and minutes/titles - 200
520.260	Printing & Binding	1,800	Liquor - 100 Misc. - 100 Resident Booklet (replacement copies) - 1,500 Employee newsletter - 100
520.277	Training & Continuing Education	2,500	Various seminars and meetings
520.289	Wellness Program	1,950	Physicals - 300 Corporate fitness/joining fees - 430 Health fair - 1,000 Wellness Association dues - 120 Walking challenge - 50 Educational materials - 50
530.313	Departmental Supplies	500	Film - 100 Miscellaneous - 400

THIS PAGE LEFT BLANK INTENTIONALLY



1997 ACCOMPLISHMENTS FINANCE AND ADMINISTRATION

- Received an unqualified audit opinion on 1996 financial statements.
- Received Certificate of Achievement for 1996 Comprehensive Annual Financial Report.
- Received Distinguished Budget Presentation Award for the City's 1997 budget.
- Updated the City's FiveYear Budget to include the year 2002.
- Coordinated the preparation and printing of the Fiscal Year 1998 budget document.
- Negotiated a 2-year extension with our current external auditing firm, thereby resulting in a potential cost savings to the City by continuing to use a firm familiar with City operations and minimizing the time required of City staff to train new audit personnel.
- Secured \$78,550 in Community Development Block Grant funds for the 1997-1998 funding year used for the Removal of Architectural Barriers Program.
- Issued 1,429 business licenses and 762 vending licenses.
- Sold \$11.23 million in general obligation debt for Street/Sidewalk reconstruction; secured an Aa1 bond rating from Moody's on this issue.
- Coordinated tax increment financing (TIF) process with City's consultants, including special TIF counsel, financial advisor, and bond counsel for both the Chesterfield Commons and Chesterfield Grove projects, resulting in the issuance of two TIF notes amounting to \$1,626,000 and \$25,500,000, respectively.
- Served as a representative of St. Louis' local government with the World Affairs Council of St. Louis, Inc. International Visitor Program and interacted with foreign finance professionals from Turkey, Malta, Yugoslavia, Indonesia and other developing countries.
- Coordinated a comprehensive pay plan review conducted by external consultants with recommendations to be implemented in 1998.
- Coordinated programming and initial planning stage for new City Hall with architects and department heads.

- Coordinated a Social Security Luncheon to educate City employees about Social Security benefits. A representative from the Social Security Administration gave a video presentation and conducted a question/answer session regarding the program.
- Prepared and distributed Employee Benefit Statement Packets for 1997.
- Processed 5,810 payroll checks and direct deposits to checking and savings accounts for 209 employees.
- Issued 3,631 General Fund checks to over 745 vendors.
- Created and monitored three additional funds (Construction Fund, Special Revenue Fund and Debt Service Fund) to account for the Capital Improvement Sales Tax Bond Issue approved by voters in November 1996 and issued in February 1997.
- Recognized 25 employees who qualified for the sick leave incentive program throughout all applicable time periods in 1997.
- Attended training seminar on Family Medical and Leave Act. As a result, developed and implemented new procedures.
- Attended local chapter meetings for various organizations including the Government Finance Officers Association and the Missouri Society of Certified Public Accountants to maintain up-to-date training.
- Served as a budget reviewer for the Government Finance Officers Association.
- Monitored over \$15,000,000 in fixed assets and implemented a quarterly review of each department's fixed assets by Department Heads.
- Streamlined the accounts payable process to allow for more efficient handling of purchase orders, invoices and monthly billing statements.
- Installed and implemented a new windows version of a purchase order module which interfaces with the City's existing accounts payable and general ledger system. Conducted staff training on the system in-house (or onsite) without external consultants.
- Installed new file server at the Public Works facility to increase reliability of network.
- Installed new Financial Management server at City Hall to increase processing speed and reliability.
- Upgraded City Hall to Police Department Facility WAN link to T1 and installed new routers to handle increased traffic.

- Installed Internet access for all three networks, enabling both Electronic mail and Web browsing capability from any authorized workstation. Installed firewall and access control software to secure the link.
- Upgraded all office automation software to current versions.
- Modified Work Order System into the Customer Service Center System to accommodate information for all City departments.
- Implemented a Palm Pilot Personal Digital Assistant for all Department Heads which enables their calendars to be synchronized with the GroupWise messaging system, thereby increasing productivity and eliminating redundancy.
- Maintained 99.9% availability of all three computer networks.
- Researched, purchased and implemented new court software which is projected to save the city \$20,000 to \$25,000 annually.
- Trained with new software personnel to develop several customized formats for the Police Department, including statistical reports and dispositional reports for updating arrest records.
- Assisted with establishing a new Alternate Community Service program for weekends that is being administered by the Police Reserves.
- Adopted and implemented new procedures for tracking parking tickets through a series of non-appearance letters to obtain final results in a more timely fashion.
- Obtained an Order of Destruction from the Presiding Judge of St. Louis County and destroyed all eligible records from 1993 to help alleviate storage problems.
- Continued to track all warrant cases and periodically purged warrants through a dismissal docket to ensure that records are kept updated.
- Implemented all new legislation that governs collections in municipal courts including the change affecting collecting law enforcement training fees on all non-moving violations.

1998 GOALS

FINANCE AND ADMINISTRATION

- Goal:** Increase employee awareness of City personnel policies and procedures through enhanced communication of City personnel rules and regulations. Ensure compliance with Federal and State laws and regulations as they relate to Personnel issues.
- Strategy:** Update City's Personnel Manual. Re-establish and maintain procedures for Family Medical Leave. Conduct regular meetings with supervisors to interpret issues and discuss suggestions and concerns. Attend outside professional educational seminars.
- Goal:** Increase effectiveness and efficiency of the Finance Division's licensing operations.
- Strategy:** Perform field checks for 50 randomly-selected businesses in August 1998 for business licenses; perform field checks for 20 randomly-selected businesses for vending licenses. Simplify Vending License Applications.
- Goal:** Increase efficiency and accountability of employee attendance.
- Strategy:** Install and implement new attendance software.
- Goal:** Coordinate financial management among the various City operations/departments.
- Strategy:** Update City's Accounting Manual.
- Goal:** Strengthen City's financial planning.
- Strategy:** Distribute monthly financial reports by the fifteenth of each month for the preceding month. Update the City's five-year budget by July 31, 1998; update productivity measurements survey by September 15, 1998.
- Goal:** Strengthen the City's training program.
- Strategy:** Enhance Training Academy programs to prepare employees to provide the most effective and efficient services possible; work with all departments 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, 1998.

- 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 1998 Annual Budget to the Government Finance Officers Association of the United States and Canada (GFOA) by January 31, 1998 for Distinguished Budget Presentation Award; obtain unqualified audit opinion by maintaining current level of accuracy and preparing schedules required by City's auditors; submit 1997 Comprehensive Annual Financial Report to the GFOA by June 30, 1998 for Certificate of Achievement for Excellence in Financial Reporting.
- Goal:** Increase network uptime during business hours to 100%.
- Strategy:** Perform critical upgrades and maintenance after business hours; utilize management software to proactively monitor network traffic and hardware before failures occur.
- Goal:** Develop a Disaster Recovery Plan for Information Systems.
- Strategy:** Purchase "Disaster Recovery Option" software module for current backup system which significantly shortens time required to restore a failed server; prepare backups and "crash" a test server, then attempt to restore data to verify effectiveness of backup operations.
- Goal:** Enhance end-user understanding of all software applications, particularly advanced features and shortcuts not found in manuals or online help.
- Strategy:** Provide more frequent in-house training sessions to demonstrate advanced features; provide "tip-of-the-week" type e-mails to quickly get information to end users. Provide a troubleshooting "FAQ" (Frequently Asked Questions) discussion/memo that covers the most common problems found with our systems and software.
- Goal:** Provide simplified access to internal information such as FAQs, employee manuals, newsletters, contests, etc. in a dynamic, non-static medium.
- Strategy:** Install and maintain an "Intranet" Web server that all computer users can access with a standard web browser. This server would only be accessible from within the City's internal computer networks.
- Goal:** Enhance services to the public by maintaining effective management of Municipal Court records and providing more comprehensive reports and statistics to the Police Department.
- Strategy:** Coordinate with the Municipal Court software representative to develop an efficient system which will track court cases by police report number and print

warrant cards for the Police Department.

Goal: Ensure that customer service will remain a priority for Court personnel and obtain certification for all Court personnel.

Strategy: Continue educational classes for Court Administrator and Assistant Court Administrator sponsored by the State Court Administrators Office and the Missouri Association for Court Administration/University of Missouri Certification Conference. Attend any additional outside seminars that would prove beneficial in enhancing public service.

Goal: Maintain existing legislation and implement all future legislation that involves municipal courts and the laws that govern them.

Strategy: Continue to attend and participate in all local and state meetings, including the Court Conference. Participate on the board of directors for the state association and volunteer for committees of local, state or national court associations.

Goal: Eliminate the dual entry of ticket information by both Municipal Court and the Police Department.

Strategy: Evaluate the possibility of a computer link between Court and the Police Department to share information/resources. Coordinate the program development with the Court software representative, MOTIS and the City's Information Systems Division.

Fund	Department	Division	Account Number
General	Finance/Administration	Legal Services	030.032

Division Summary

Activity	Remarks
Legal Services	<p>Legal services includes the City Attorney (who represents the City in civil suits, provides legal counsel, and drafts ordinances) and any other related professional services.</p> <p>The City Attorney is an appointed official of the City pursuant to state statutes and City ordinances. He serves as the principal legal advisor to the City.</p>

Fund	Department	Division				Account Number
General	Finance/Administration	Legal Services				030.032
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Contractual Services		195,468	110,350	77,910	190,125	160,325
TOTAL		195,468	110,350	77,910	190,125	160,325

Fund		Department	Division			Account Number	
General		Finance/Administration	Legal Services			030.032	
Contractual Services							
Account Number	Account Title	1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
520.249	Memberships & Subscriptions	0	50	0	25	25	
520.251	Miscellaneous Contractual	7,833	10,000	8,172	15,000	10,000	
520.261	Professional Services	187,610	100,000	69,714	175,000	150,000	
520.277	Training & Continuing Education	25	300	25	100	300	
	Totals	<u>195,468</u>	<u>110,350</u>	<u>77,910</u>	<u>190,125</u>	<u>160,325</u>	

Fund	Department	Division	Account Number
General	Finance/Administration	Legal Services	030.032
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.249	Memberships & Subscriptions	25	Various memberships and subscriptions
520.251	Miscellaneous Contractual	10,000	Deposition reporting
520.261	Professional Services	150,000	City Attorney's services and other legal counsel as needed
520.277	Training & Continuing Education	300	Various seminars and meetings

Fund	Department	Division	Account Number
General	Finance/Administration	Finance	030.034
Division Summary			
Activity		Remarks	
Finance		<p>The Finance Division is responsible for all financial and accounting functions of the city, as well as for budget preparation and monitoring. The Finance Division is responsible for cash management and investment, payroll and benefit administration and cash disbursements. All activities are conducted in compliance with Federal and State regulations regarding payroll reporting, purchasing, budget preparation, grant compliance, etc. In addition, the Finance Division is responsible for maintaining internal accounting controls.</p> <p>The Finance Division is responsible for personnel position classifications, employee development and training, merit pay plan administration and retirement plan administration.</p> <p>The Finance Division is also responsible for the licensing of businesses, trash haulers, alarm companies, and vending machines in the City.</p>	

Fund	Department	Division			Account Number	
General	Finance/Administration	Finance			030.034	
Division Request		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		159,699	214,108	108,906	213,455	226,246
Contractual Services		110,252	96,391	-18,070	90,851	109,695
Commodities		9,016	3,750	3,123	3,698	3,700
Capital Outlay		0	0	0	0	4,000
Totals		278,968	314,249	93,959	308,004	343,641
Personnel Schedule			Number of Employees			
Position Title			1996 Actual	1997 Authorized	1998 Requested	
Director of Finance & Administration			1.00	1.00	1.00	
Assistant Director of Finance and Ad			0.00	0.00	1.00	
Accountant			1.00	1.00	0.00	
Senior Accounting Clerk			1.00	1.00	1.00	
Accounting Clerk			1.00	1.00	1.00	
Executive Secretary			0.00	0.50	0.50	
Clerk/Typist			0.38	0.00	0.00	
Totals			4.38	4.50	4.50	

Fund		Department	Division			Account Number	
General		Finance/Administration	Finance			030.034	
<i>Personnel Services</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
Account Number	Account Title						
510.110	Salaries - Supervisory	78,461	106,759	58,035	108,405	114,559	
510.111	Salaries - Regular/Full-Time	50,686	64,698	34,537	67,019	68,445	
510.112	Salaries - Part-Time	4,433	0	0	0	0	
510.113	Salaries - Overtime	774	1,030	72	452	1,030	
510.120	Social Security	9,677	13,195	6,679	13,455	14,079	
510.122	Worker's Compensation	340	586	206	454	571	
510.124	Insurance - Health	7,548	12,494	4,851	9,436	11,470	
510.125	Insurance - Life	302	652	190	371	402	
510.127	Insurance - Disability	617	770	362	741	842	
510.130	Pension	6,861	13,924	3,975	13,122	14,848	
	Totals	<u>159,699</u>	<u>214,108</u>	<u>108,906</u>	<u>213,455</u>	<u>226,246</u>	

Fund		Department		Division		Account Number		
General		Finance/Administration		Finance		030.034		
Contractual Services				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
520.210	Advertising			9,106	5,500	4,376	10,000	10,000
520.211	Audit Services			16,000	16,000	15,000	15,000	17,000
520.221	Data Processing			3,599	10,500	7,839	8,500	17,900
520.222	Education Reimb/Training Academy			5,220	17,500	5,416	12,500	15,000
520.248	Maintenance & Repair - Vehicles			6	500	274	500	500
520.249	Memberships & Subscriptions			655	1,301	737	1,301	1,370
520.251	Miscellaneous Contractual			1,397	2,840	1,389	2,500	2,840
520.260	Printing & Binding			4,714	12,985	4,839	12,000	9,550
520.261	Professional Services			67,152	25,765	-61,034	25,000	31,450
520.268	Rental - Equipment			0	0	0	50	140
520.277	Training & Continuing Education			2,403	3,500	3,096	3,500	3,945
	Totals			<u>110,252</u>	<u>96,391</u>	<u>-18,070</u>	<u>90,851</u>	<u>109,695</u>

Fund		Department	Division			Account Number	
General		Finance/Administration	Finance			030.034	
<i>Commodities</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
Account Number	Account Title						
530.313	Departmental Supplies	1,000	1,000	748	1,000	1,000	
530.318	Gasoline & Oil	416	750	377	700	700	
530.350	Computer Equipment	7,600	2,000	1,998	1,998	2,000	
	Totals	<u>9,016</u>	<u>3,750</u>	<u>3,123</u>	<u>3,698</u>	<u>3,700</u>	

Fund		Department	Division			Account Number
General		Finance/Administration	Finance			030.034
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.440	Machinery & Equipment	0	0	0	0	4,000
	Totals	0	0	0	0	4,000

Fund General	Department Finance/Administration	Division Finance	Account Number 030.034
Capital Outlay Request			
Full Account Number 001-030-034-540.440			
Description Laserjet Printer	No# Requested 1	Unit Cost \$4,000	Total Cost \$4,000
Explain reason for request (describe use and workload) to upgrade printer used to issue payroll and accounts payable checks		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>
Printer	HP Laserjet IID	3	Use for parts/backup
What source was used for unit cost? Vendor			
Other remarks			

Fund	Department	Division	Account Number
General	Finance/Administration	Finance	030.034
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.210	Advertising	10,000	Advertising for request for proposals and sealed bids, publication of financial statements, tax rate and budget public hearings
520.221	Data Processing	17,900	Software maintenance support agreement; upgrades: Control System - 1,850 General Ledger - 1,850 Accounts Payable - 1,850 Purchase Order - 1,850 Check Reconciliation - 1,000 Fixed Assets - 500 AbraWin for Payroll - 1,000 AbraWin for BenMgt/Att - 950 Abra Interface to G/L - 200 New software: Attendance/Benefit Mgt software - 4,350 Laser check printing software - 2,500
520.222	Education Reimb/Training Academy	15,000	City-wide training academy - 12,500 Tuition reimbursement program - 2,500
520.248	Maintenance & Repair - Vehicles	500	Repair and maintenance charges for the Director's car
520.249	Memberships & Subscriptions	1,370	Various memberships and subscriptions
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
520.260	Printing & Binding	9,550	A/P checks - 1,500 P/R checks - 750 Receipt forms - 200 W-2s - 150

Fund	Department	Division	Account Number
General	Finance/Administration	Finance	030.034
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
520.261	Professional Services	31,450	Budget - 3,250 Five-year budget - 750 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 Financial Advisor - 12,500 Pay Consulting - 2,500 (Annual update/benchmarking) Arbitrage Rebate Calculation (Bond Counsel) - 3,600 GFOA award application fees - Budget - 275 CAFR - 450 EAP - 4,125 (165 full-time employees @ \$25 each) Retirement plan (consulting and legal) - 5,000 Section 125 administration - 3,000
520.268	Rental - Equipment	140	Pager for the Director
520.277	Training & Continuing Education	3,945	Various seminars and meetings
530.313	Departmental Supplies	1,000	Calculators, accounting supplies, ledgers, computer and adding machines supplies, binders, fixed assets tags, NADA Guide, etc.
530.318	Gasoline & Oil	700	Direct charges for gas & oil for Director's car

THIS PAGE LEFT BLANK INTENTIONALLY

Fund	Department	Division	Account Number
General	Finance/Administration	Central Services	030.036

Division Summary

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

Central Services

Central Services provides services to all departments that are more efficiently provided in a centralized manner, such as employee recruitment, temporary assistance, copier, telephone, office supplies, postage, insurance, safety programs, etc.

This activity also involves rental, maintenance and utilities for City Hall.

MAJOR CHANGE: The 1998 Central Services budget excludes personnel which were moved to other divisions to more accurately reflect the organizational structure of the City. The City Clerk supervises the Customer Service Center Representatives, so their personnel budget is included in the City Clerk's 1998 budget (Division 021).

In addition, Information Systems has been segregated out of Central Services into its own division under the Finance and Administration Department. The Director of Finance and Administration supervises the Information Systems Division. Personnel and related information systems expenditures have been moved to Information Systems (Division 037).

The Amended 1997 Budget, 1997 Year to Date and 1997 Projected totals have also been restated, for comparison purposes, to reflect the reassignment of these personnel and related operating expenditures to their appropriate divisions.

Fund	Department	Division			Account Number
General	Finance/Administration	Central Services			030.036
Division Request					
Type of Expenditure	1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Personnel Services	78,082	0	0	0	0
Contractual Services	743,220	960,259	543,447	940,774	898,221
Commodities	46,009	47,750	31,036	49,750	54,000
Capital Outlay	98,961	10,500	4,354	10,354	5,500
Totals	966,273	1,018,509	578,837	1,000,878	957,721
Personnel Schedule					
Position Title	Number of Employees				
	1996 Actual	1997 Authorized	1998 Requested		
Data Systems Administrator	1.00	0.00	0.00		
Receptionist	1.00	0.00	0.00		
P/T Data Processing Technician (1)	0.50	0.00	0.00		
Totals	2.50	0.00	0.00		

Fund		Department	Division			Account Number
General		Finance/Administration	Central Services			030.036
Personnel Services		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
510.111	Salaries - Regular/Full-Time	56,114	0	0	0	0
510.112	Salaries - Part-Time	8,332	0	0	0	0
510.113	Salaries - Overtime	2,025	0	0	0	0
510.120	Social Security	4,998	0	0	0	0
510.122	Worker's Compensation	181	0	0	0	0
510.124	Insurance - Health	3,046	0	0	0	0
510.125	Insurance - Life	101	0	0	0	0
510.127	Insurance - Disability	277	0	0	0	0
510.130	Pension	3,009	0	0	0	0
	Totals	<u>78,082</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund		Department		Division			Account Number	
General		Finance/Administration		Central Services			030.036	
Contractual Services				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
520.210	Advertising			25,965	23,550	17,372	28,550	28,550
520.212	Boards & Commissions Program			5,248	0	0	0	5,600
520.214	Contributions			10,000	17,000	10,500	17,000	15,000
520.220	Economic Development			150,000	152,063	114,047	152,063	145,600
520.221	Data Processing			10,693	5,000	0	0	0
520.224	Employee Recruitment			9,932	8,000	8,156	12,000	12,000
520.230	Historical Committee			2,631	0	148	3,000	0
520.240	Insurance			130,813	157,775	121,117	155,000	162,525
520.247	Maintenance & Repair - Equipment			13,601	2,650	993	2,650	2,650
520.248	Maintenance & Repair - Vehicles			648	515	-121	515	0
520.249	Memberships & Subscriptions			9,064	9,480	4,491	9,446	9,505
520.251	Miscellaneous Contractual			18,857	16,500	815	5,000	17,750
520.252	Postage			12,979	25,000	16,895	25,000	25,000
520.260	Printing & Binding			10,398	7,500	5,060	7,500	7,750
520.261	Professional Services			24,552	135,822	43,601	134,000	3,000
520.262	Public Relations			37,028	32,200	9,085	30,000	27,200
520.268	Rental - Equipment			11,927	16,500	8,877	16,500	17,750
520.269	Rental - Buildings			221,132	309,004	161,413	300,000	373,591
520.272	Safety Programs			2,255	2,200	250	1,550	1,750
520.276	Telephone			29,138	33,500	19,458	35,000	37,000
520.277	Training & Continuing Education			1,864	0	0	0	0
520.285	Utilities - Electric			4,494	6,000	1,290	6,000	6,000
	Totals			743,220	960,259	543,447	940,774	898,221

Fund		Department	Division			Account Number
General		Finance/Administration	Central Services			030.036
Commodities		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
530.318	Gasoline & Oil	873	750	134	750	0
530.325	Miscellaneous Supplies	6,063	5,000	3,366	5,000	6,000
530.330	Office Supplies	36,603	40,000	26,211	42,000	44,000
530.343	Uniforms	2,470	2,000	1,326	2,000	2,000
530.350	Computer Equipment	0	0	0	0	2,000
	Totals	<u>46,009</u>	<u>47,750</u>	<u>31,036</u>	<u>49,750</u>	<u>54,000</u>

Fund		Department	Division			Account Number
General		Finance/Administration	Central Services			030.036
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.410	Computer Equipment	35,639	2,000	1,959	1,959	3,000
540.420	Furniture	7,468	6,000	0	6,000	0
540.440	Machinery & Equipment	22,745	2,500	2,395	2,395	2,500
540.460	Automobiles & Trucks	33,110	0	0	0	0
	Totals	<u>98,961</u>	<u>10,500</u>	<u>4,354</u>	<u>10,354</u>	<u>5,500</u>

Fund General	Department Finance/Administration	Division Central Services	Account Number 030.036
Capital Outlay Request			
Full Account Number 001-030-036-540.410			
Description Laptop Computer	No# Requested 1	Unit Cost \$3,000	Total Cost \$3,000
Explain reason for request (describe use and workload) Additional laptop for use in Municipal Court, as well as other departments/divisions as needed		No# of similar units on hand 2	<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 Finance/Administration	Division Central Services	Account Number 030.036
Capital Outlay Request			
Full Account Number 001-030-036-540.440			
Description Fax Machine	No# Requested 1	Unit Cost \$2,500	Total Cost \$2,500
Explain reason for request (describe use and workload) To replace aging fax machine		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>
Fax Machine	Xerox	7	trade-in
What source was used for unit cost? Vendor quote			
Other remarks			

Fund	Department	Division	Account Number
General	Finance/Administration	Central Services	030.036
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.210	Advertising	28,550	Chamber directory advertisement - 250 Chamber map advertisement - 400 Chamber magazine advertisement - 1,600 Chamber "Out and About" advertisements - 1,300 Employment Advertisements (Post-Dispatch, Professional Assn. Publications, Publications for Minorities/Women) - 25,000
520.212	Boards & Commissions Program	5,600	Bi-annual awards program
520.214	Contributions	15,000	Contributions to various organizations for various events
520.220	Economic Development	145,600	City's share of CCDC
520.224	Employee Recruitment	12,000	Medical Exams - 2,500 Test rentals - 3,000 Pre-employment drug tests - 2,000 Psychological - 3,500 Polygraph - 300 Credit reports - 150 AVERT reports - 200 Assessment Center - 350
520.240	Insurance	162,525	PACT-G/L and A/L - 40,000 PACT-P/L - 35,000 Pub. Off. Liab - 6,000 Property - 48,000 Deductibles - 15,000 Fiduciary Bond - 1,175 Pub. Emp. Blanket Bond-All employees - 400 Bond-Finance Director - 250 Misc. Bonds - 500 Flood insurance (P.D. and P.W.) - 6,000 Unemployment Insurance - 10,000 Underground Storage Tank - 200
520.247	Maintenance & Repair - Equipment	2,650	Typewriter service agreements - 750 Fax machine - 400 Other office machines & equipment - 1,500

Fund	Department	Division	Account Number
General	Finance/Administration	Central Services	030.036
Line Item Details (continued)			
Account Number	Account Title	1998 Request	Details
520.249	Memberships & Subscriptions	9,505	Various memberships and subscriptions
520.251	Miscellaneous Contractual	17,750	Temporary help (25 weeks @ \$15/hr.) - 15,000 Delivery charges - 500 Building expenses - 1,000 ADT Security services - 400 Destruction of records - 850
520.252	Postage	25,000	Postage for entire city including special mailings
520.260	Printing & Binding	7,750	Annual report - 2,250 (125 copies) Letterhead, envelopes - 3,000 Business cards - 2,000 Misc. office materials - 500
520.261	Professional Services	3,000	Office Recycling Program - 1,500 D.O.T. Drug/Alcohol testing services - 1,500
520.262	Public Relations	27,200	Four newsletters - 24,000 Update of city phone directory - 1,200 Update of one-page information sheet with letter - 1,500 Flowers/Cards - 500
520.268	Rental - Equipment	17,750	City Hall copiers (rental & maintenance for two copiers) - 15,500 Copier overage - 1,500 Postage meter - 750
520.269	Rental - Buildings	373,591	City Hall rent @ \$23.60/square foot (includes additional 1,500 square feet)
520.272	Safety Programs	1,750	Safety recognition awards - 1,000 Seminars/training - 300 National Safety Council - 250 Payroll enclosures/subscriptions - 100 Accident reference cards and covers - 100
520.276	Telephone	37,000	Southwestern Bell monthly charges; AT&T equipment & maintenance agreement

Fund General	Department Finance/Administration	Division Central Services	Account Number 030.036
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
			charges; long distance charges - 35,000; Broadcast faxes - 750 AT&T repairs - 500 Misc. expenses - 750
520.285	Utilities - Electric	6,000	HVAC charges - \$500/month average
530.325	Miscellaneous Supplies	6,000	Flags - 500 Kitchen & cleaning supplies, paper products, coffee - 3,000 Misc. meeting supplies - 2,000 Fire extinguishers & safety supplies - 500
530.330	Office Supplies	44,000	Office supplies for all departments
530.343	Uniforms	2,000	City of Chesterfield shirts for employees
530.350	Computer Equipment	2,000	Computer (1 @ 2,000) - 2,000

THIS PAGE LEFT BLANK INTENTIONALLY

Fund	Department	Division	Account Number
General	Finance/Administration	Information Systems	030.037

Division Summary

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

Information Systems

The Information Systems Division is responsible for the management and operation of the City's computer systems. The Division supervises and maintains three separate computer networks, six servers and approximately 75 user workstations. The Division is responsible for installing and maintaining all computer-related hardware, including PCs and peripherals, servers, printers and the physical network infrastructure. The Division is also responsible for installing and upgrading all software executed on these systems, including word processing, financial, electronic mail, CAD, DBMS and desktop publishing applications.

The Division is also responsible for developing and programming City-specific applications for various departments. These applications include budget, business licenses, case and evidence management, Customer Service Center record system, work orders and emergency notification databases.

The Division provides leadership and direction in the development of short- and long-range data systems plans, actively working with all departments to determine future computer systems needs and exploring new technologies.

MAJOR CHANGE: The Information Systems Division is a new division in the 1998 budget. Information Systems personnel and operating expenditures that had previously been budgeted in the Central Services division have been moved to its own division within the Finance and Administration Department to more accurately reflect the City's organizational structure. The 1997 Amended Budget, 1997 Year to Date and 1997 Projected totals have also been restated for comparison purposes, to reflect this change.

Fund	Department	Division			Account Number	
General	Finance/Administration	Information Systems			030.037	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		0	102,554	43,354	89,152	125,949
Contractual Services		0	95,872	14,834	92,409	133,090
Commodities		0	0	0	0	3,600
Capital Outlay		0	12,991	11,699	12,991	14,000
Totals		0	211,417	69,887	194,552	276,639
<i>Personnel Schedule</i>			Number of Employees			
Position Title			1996 Actual	1997 Authorized	1998 Requested	
Data Systems Administrator			0.00	1.00	1.00	
Data Processing Technician			0.00	1.00	2.00	
P/T Data Processing Technician			0.00	0.50	0.00	
Totals			0.00	2.50	3.00	

Fund		Department	Division			Account Number
General		Finance/Administration	Information Systems			030.037
Personnel Services		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
510.110	Salaries - Supervisory	0	37,799	21,519	39,756	40,067
510.111	Salaries - Regular/Full-Time	0	33,581	13,477	26,663	60,130
510.112	Salaries - Part-Time	0	11,112	1,036	5,756	0
510.113	Salaries - Overtime	0	2,060	1,069	2,049	2,060
510.120	Social Security	0	6,468	2,823	5,678	7,823
510.122	Worker's Compensation	0	287	83	190	317
510.124	Insurance - Health	0	4,739	1,553	3,137	6,631
510.125	Insurance - Life	0	240	67	137	204
510.127	Insurance - Disability	0	342	151	309	461
510.130	Pension	0	5,926	1,576	5,477	8,256
	Totals	0	102,554	43,354	89,152	125,949

Fund		Department	Division			Account Number
General		Finance/Administration	Information Systems			030.037
Contractual Services		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
520.221	Data Processing	0	49,273	4,853	45,000	32,000
520.247	Maintenance & Repair - Equipment	0	23,259	6,692	23,259	22,250
520.249	Memberships & Subscriptions	0	440	216	440	500
520.251	Miscellaneous Contractual	0	900	264	900	1,200
520.261	Professional Services	0	20,000	0	20,000	73,000
520.268	Rental - Equipment	0	0	0	0	140
520.277	Training & Continuing Education	0	2,000	2,810	2,810	4,000
	Totals	0	95,872	14,834	92,409	133,090

Fund		Department	Division			Account Number
General		Finance/Administration	Information Systems			030.037
Commodities		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
530.313	Departmental Supplies	0	0	0	0	500
530.350	Computer Equipment	0	0	0	0	3,100
	Totals	0	0	0	0	3,600



Fund		Department		Division			Account Number	
General		Finance/Administration		Information Systems			030.037	
Capital Expenditures				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
540.410	Computer Equipment			0	8,991	8,646	8,991	14,000
540.440	Machinery & Equipment			0	4,000	3,053	4,000	0
	Totals			0	12,991	11,699	12,991	14,000

Fund General	Department Finance/Administration	Division Information Systems	Account Number 030.037
------------------------	---	--	----------------------------------

Capital Outlay Request

Full Account Number

001-030-037-540.410

Description LCD Projector	No# Requested 1	Unit Cost \$7,500	Total Cost \$7,500
-------------------------------------	---------------------------	-----------------------------	------------------------------

Explain reason for request (describe use and workload)

To provide training and presentations via 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>

What source was used for unit cost?

MIS Citizens Advisory Committee

Other remarks

Fund General	Department Finance/Administration	Division Information Systems	Account Number 030.037
------------------------	---	--	----------------------------------

Capital Outlay Request

Full Account Number

001-030-037-540.410

Description Network Cable Analyzer	No# Requested 1	Unit Cost \$4,000	Total Cost \$4,000
--	---------------------------	-----------------------------	------------------------------

Explain reason for request (describe use and workload)

With the installation of high-speed networking technologies, it is critical to the operation of the network to be able to test the cable infrastructure for its ability to handle high speeds and meet industry standards.

No# of similar units on hand

0

- Replacement
 Addition

Specify Items to be Replaced

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

What source was used for unit cost?

Vendor

Other remarks

Fund General	Department Finance/Administration	Division Information Systems	Account Number 030.037
------------------------	---	--	----------------------------------

Capital Outlay Request

Full Account Number

001-030-037-540.410

Description	No# Requested	Unit Cost	Total Cost
Ethernet switch	1	\$2,500	\$2,500

Explain reason for request (describe use and workload)

To increase available bandwidth on network

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>

What source was used for unit cost?

Vendor quote

Other remarks

Fund	Department	Division	Account Number
General	Finance/Administration	Information Systems	030.037
<i>Line Item Details</i>		1998	
Account Number	Account Title	Request	Details
520.221	Data Processing	32,000	Software updates & upgrades: Network software - 6,000 Desktop operating system maintenance & upgrades - 8,000 MS Office Suite - 12,000 Cyber Patrol - 2,000 Misc. upgrades (CallWare, GroupWise, FaxServe, etc.) - 4,000
520.247	Maintenance & Repair - Equipment	22,250	Computer hardware - 20,000 Printers - 2,250
520.249	Memberships & Subscriptions	500	Various memberships and subscriptions
520.251	Miscellaneous Contractual	1,200	CompuServe - 300 Miscellaneous service providers - 900
520.261	Professional Services	73,000	Contractual "help-desk" functions - 15,000 Contractual programming - 8,000 Internet home page services - 50,000
520.268	Rental - Equipment	140	Pager for Data Systems Administrator
520.277	Training & Continuing Education	4,000	Various seminars and meetings
530.313	Departmental Supplies	500	Adaptors, misc. supplies
530.350	Computer Equipment	3,100	Computer - 2,000 100 MB Hub - 1,100

Fund	Department	Division	Account Number
General	Finance/Administration	Municipal Court	030.038

Division Summary

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

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 an Executive Secretary, 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 Executive Secretary.

Fund	Department	Division			Account Number
General	Finance/Administration	Municipal Court			030.038
Division Request					
Type of Expenditure	1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Personnel Services	80,618	90,357	51,398	90,910	93,785
Contractual Services	85,509	93,274	51,166	86,095	77,918
Commodities	215	2,108	1,999	2,099	2,200
Totals	166,342	185,739	104,564	179,104	173,903
Personnel Schedule		Number of Employees			
Position Title	1996 Actual	1997 Authorized	1998 Requested		
Court Administrator	1.00	1.00	1.00		
Assistant Court Administrator	1.00	1.00	1.00		
Executive Secretary	0.00	0.50	0.50		
Clerk/Typist	0.38	0.00	0.00		
Totals	2.38	2.50	2.50		

Fund		Department	Division			Account Number	
General		Finance/Administration	Municipal Court			030.038	
Personnel Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		35,259	35,778	20,695	36,995	35,778
510.111	Salaries - Regular/Full-Time		22,994	33,648	20,348	35,082	36,404
510.112	Salaries - Part-Time		6,659	0	0	0	0
510.113	Salaries - Overtime		2,745	2,575	1,160	2,785	2,575
510.120	Social Security		5,064	5,508	3,128	5,727	5,719
510.122	Worker's Compensation		227	245	112	200	232
510.124	Insurance - Health		4,408	6,290	2,248	4,541	6,542
510.125	Insurance - Life		139	197	82	166	147
510.127	Insurance - Disability		280	281	186	375	332
510.130	Pension		2,841	5,835	3,439	5,039	6,056
	Totals		<u>80,618</u>	<u>90,357</u>	<u>51,398</u>	<u>90,910</u>	<u>93,785</u>

Fund		Department		Division			Account Number	
General		Finance/Administration		Municipal Court			030.038	
Contractual Services				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
520.213	Court Docketing			26,707	15,000	10,348	15,000	0
520.221	Data Processing			0	7,692	3,942	7,692	0
520.247	Maintenance & Repair - Equipment			0	100	0	100	100
520.249	Memberships & Subscriptions			371	370	305	380	380
520.251	Miscellaneous Contractual			5,708	5,600	3,733	5,600	13,100
520.260	Printing & Binding			2,596	2,500	298	2,300	2,500
520.261	Professional Services			48,161	59,200	30,649	52,500	58,700
520.268	Rental - Equipment			642	480	305	523	260
520.277	Training & Continuing Education			1,324	2,332	1,586	2,000	2,878
	Totals			<u>85,509</u>	<u>93,274</u>	<u>51,166</u>	<u>86,095</u>	<u>77,918</u>

Fund		Department	Division			Account Number	
General		Finance/Administration	Municipal Court			030.038	
Commodities		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
Account Number	Account Title						
530.313	Departmental Supplies	215	108	0	100	200	
530.350	Computer Equipment	0	2,000	1,999	1,999	2,000	
	Totals	<u>215</u>	<u>2,108</u>	<u>1,999</u>	<u>2,099</u>	<u>2,200</u>	

Fund	Department	Division	Account Number
General	Finance/Administration	Municipal Court	030.038
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.247	Maintenance & Repair - Equipment	100	Maintenance on cash register
520.249	Memberships & Subscriptions	380	Various memberships and subscriptions
520.251	Miscellaneous Contractual	13,100	DOR print-outs, criminal record checks, warrant entry and checking old cases - 7,500 Court Bailiff - 5,600
520.260	Printing & Binding	2,500	Court files, receipts and all printed materials
520.261	Professional Services	58,700	Judge - 19,000 P.A. - 29,700 Subs - 4,000 Jail Services - 5,000 Interpreter Services - 1,000
520.268	Rental - Equipment	260	REJIS terminal, monitor and printer
520.277	Training & Continuing Education	2,878	Various seminars and meetings
530.313	Departmental Supplies	200	Miscellaneous court supplies
530.350	Computer Equipment	2,000	Computer (1 @ \$2,000) - 2,000



1997 ACCOMPLISHMENTS POLICE DEPARTMENT

- With the addition of 1 Police Captain, the department was reorganized to include 3 major Divisions. These include Field Operations, Administration; and Criminal Investigations. Additionally, the Bureau of Professional Standards was created.
- Initiated a program to reward drivers for courteous driving as well undertaking a program to combat "Road Rage" through aggressive enforcement.
- Utilized the SMART (Speed Monitoring Awareness Radar) trailer to enhance traffic enforcement data collection and visibility.
- Acquired cold weather bike officer uniforms and obtained additional training for department bike officers through drug asset forfeitures.
- In addition to 40 hours of in house law enforcement training, provided computer based video training to all officers utilizing law enforcement satellite broadcast.
- Provided L.E.T.N. computer based training for all non-commissioned personnel.
- Utilized Federal Highway Funding to Acquire a laser radar unit as well as 6 Personal Breath Testing Devices.
- Used Federal funds from "Universal Hiring" grant to add one officer to enhance the community oriented policing program within the Bureau of Patrol.
- Used NCAP grant funds to 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.
- Conducted the Nationally Recognized Safety Town Program for over 200 area pre-school children.
- Expanded a no cost cellular phone and pager program through a business partnership with Ameritech Cellular Service, to further enhance the community policing program.

- Participated in the second 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.
- Adult custodial arrests were up 4.5% from 1996, however there was a decrease in juvenile arrests of 30%.
- Continued the Chesterfield Police Department Citizen Police Academy. This ten week police familiarization course had, a total attendance of twenty residents.
- Over fifteen hundred students completed one of the school based D.A.R.E. (Drug Abuse Resistance Education) programs conducted at area elementary, and middle schools.
- Continued the five year protective vest replacement program to assure officer safety.
- Maintained a Police Reserve Unit of 15 Reserve Officers.
- Continued the Permanent Sector Assignment Program to assure rapid response and continuity of service.
- Maintained a daily minimum staff of seven on duty units. (including supervisor).
- Utilized Federal funds in the continued assignment of two officers as School Resource Personnel for the Parkway School District.

Other data/trends:

	1992	1993	1994	1995	1996
# police officers/1000 population	1.32	1.37	1.39	1.58	1.65
# police officers per square mile	1.75	1.81	1.84	2.09	2.19
Response time	5.0 minutes	5.0 minutes	5.0 minutes	4.27 minutes	4.6 minutes
Ratio of police budget to population	74.49	79.61	81.91	92.82	101.32
Ratio of police budget/officer	\$56,283	\$58,076	\$58,757	\$58,637	\$61,262
Cost/call for police services	\$109	\$114	\$104	\$92	\$115
Calls/officer	515	511	568	636	534
Police officer/mile of street	0.43	0.45	0.45	0.52	0.54
% non-uniformed to uniformed	11.3%	10.9%	11.1%	9.8%	9.5%
Turnover ratio-uniformed officers	7.14%	6.90%	3.39%	4.48%	7.14%

1998 GOALS POLICE DEPARTMENT

- Goal:** Provide a sense of security and protection to the citizens of Chesterfield and all of those that work or travel within its borders.
- Strategy:** Increase the authorized strength of the Police Department to meet the county wide average of 1.7 officers per thousand people. This will be accomplished over the next several years.
- Goal:** Provide timely responses to all calls with a direct emphasis on minimizing loss of life and property.
- Strategy:** Continue the current staffing pattern of requiring a minimum of seven marked police units on the street during peak demand times.
- Goal:** Seek trained adult volunteers to help with special events and emergency needs for manpower.
- Strategy:** Maintain a Police Reserve Unit of trained and equipped volunteers that assist with normal police activities, especially during special events or emergency conditions. Conduct two Citizen Police Academies with the intent of introducing citizens to the mission and role of the Police Department and the need for civilian volunteer help.
- Goal:** Provide a centrally located citizens' contact point for enhanced public access to police services.
- Strategy:** Utilize a combination of Federal Grant and City funds; staff and operate a citizen contact office inside Chesterfield Mall.
- Goal:** Provide additional safety and security to traffic and sector officers during routine police stops.
- Strategy:** Purchase three "car cam" video recording units to mount in three patrol cars to record all traffic stops.
- Goal:** Provide a safe and secure learning environment for students within the City.
- Strategy:** Continue to utilize Federal Grant funds to provide two officers to the Parkway School District as School Resource Officers.

Goal: Maintain State certification for all commissioned officers.

Strategy: Provide training, both in-house and academy based, to comply with the P.O.S.T. requirements for continued certification as a Peace Officer.

Goal: Reduce the number of vehicle accidents that cause death or serious injury.

Strategy: Pursue an aggressive program utilizing Federal Highway funds for the specific purpose of reducing or eliminating specified problems. Identify specific problems by analyzing statistical data captured through the M.O.T.I.S. Computer System.

Specific roads and intersections will be identified and enforcement will be tailored to the problem.

In addition, specific programs such as "ReWARD" and "ERAD" will be implemented to identify and reduce traffic incidents.

Goal: Assure enhanced educational strategies as well as the 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.

Assign one officer whose sole responsibility shall be to educate all facets of the community in strategies to reduce the possession and use of alcohol and tobacco by minors. In addition, this officer shall be authorized to implement enforcement strategies wherever necessary.

Fund	Department	Division	Account Number
General	Police	Police	040.041

Division Summary

Activity	Remarks
Police	<p>Provide 24-hour patrol of the City's residential and commercial area, as well as provide 24-hour coverage at the police station for citizen complaints/calls.</p> <p>Respond to all calls for service and criminal activities.</p> <p>Investigate and follow-up on all reported crimes.</p> <p>Apprehend, arrest and process criminals.</p> <p>Handle crime scene processing, evidence collection, preservation and storage.</p> <p>Investigate motor vehicle accidents, provide motorist assistance, and enforce traffic laws and ordinances. Direct and control traffic as needed and identify problem areas for selected enforcement.</p> <p>Prepare and maintain police reports, criminal histories and crime statistics. Process background checks, liquor license applications and other special permits.</p> <p>Create and maintain community programs to foster crime prevention, awareness and citizen involvement.</p> <p>Provide D.A.R.E. programs to all schools within the City.</p> <p>Provide, schedule, and monitor training for all employees.</p> <p>Assist Police Personnel Board with hiring of officers.</p>

Fund	Department	Division			Account Number	
General	Police	Police			040.041	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		3,535,137	3,927,285	1,930,168	3,792,394	4,100,834
Contractual Services		416,290	436,112	245,873	432,978	467,751
Commodities		186,865	157,727	70,316	154,874	168,290
Capital Outlay		150,057	215,968	177,568	213,911	224,400
Totals		4,288,348	4,737,092	2,423,924	4,594,157	4,961,275
<i>Personnel Schedule</i>			Number of Employees			
Position Title			1996 Actual	1997 Authorized	1998 Requested	
Police Chief			1.00	1.00	1.00	
Captain			2.00	3.00	3.00	
Lieutenant			5.00	5.00	6.00	
Sergeant			7.00	7.00	6.00	
Police Officer			51.00	52.00	52.00	
Detectives			4.00	4.00	6.00	
Executive Secretary			1.00	1.00	1.00	
Detective Secretary			1.00	1.00	1.00	
Records Clerks			3.00	5.00	6.00	
Part Time Records Clerk (2)			1.66	0.67	0.00	
Totals			76.66	79.67	82.00	

Fund		Department		Division		Account Number	
General		Police		Police		040.041	
Personnel Services		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
Account Number	Account Title						
510.110	Salaries - Supervisory	773,349	913,537	444,578	836,241	863,537	
510.111	Salaries - Regular/Full-Time	1,975,450	2,083,097	1,097,501	2,077,351	2,261,694	
510.112	Salaries - Part-Time	16,693	16,768	6,711	6,763	0	
510.113	Salaries - Overtime	32,316	32,445	16,663	40,269	38,538	
510.115	Police Holiday Pay	63,024	73,090	0	67,472	83,739	
510.120	Social Security	212,020	238,598	116,746	231,649	248,434	
510.122	Worker's Compensation	91,067	103,879	47,848	90,700	106,485	
510.124	Insurance - Health	163,642	196,597	87,010	180,754	215,783	
510.125	Insurance - Life	4,923	10,150	2,836	5,782	6,397	
510.127	Insurance - Disability	13,369	14,371	6,371	12,987	14,376	
510.130	Pension	189,284	244,753	103,903	242,426	261,851	
	Totals	<u>3,535,137</u>	<u>3,927,285</u>	<u>1,930,168</u>	<u>3,792,394</u>	<u>4,100,834</u>	

Fund		Department		Division			Account Number	
General		Police		Police			040.041	
Contractual Services				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
520.221	Data Processing			0	0	165	165	200
520.244	Investigative Expenses			2,600	1,000	178	1,000	1,000
520.247	Maintenance & Repair - Equipment			9,086	13,500	7,564	13,500	14,300
520.248	Maintenance & Repair - Vehicles			45,105	41,750	21,133	41,850	44,900
520.249	Memberships & Subscriptions			930	1,875	1,359	1,990	2,025
520.251	Miscellaneous Contractual			248,176	259,782	144,695	259,852	279,793
520.260	Printing & Binding			3,014	3,250	2,437	3,450	4,500
520.261	Professional Services			1,345	1,750	1,379	1,750	1,500
520.268	Rental - Equipment			8,217	9,250	5,105	9,250	10,000
520.269	Rental - Buildings			38,409	41,000	26,667	41,000	44,550
520.276	Telephone			15,401	20,000	6,351	14,000	15,000
520.277	Training & Continuing Education			26,436	26,745	19,265	26,745	29,750
520.285	Utilities - Electric			14,294	13,500	7,640	13,500	13,500
520.286	Utilities - Gas			1,450	1,500	512	1,500	1,500
520.287	Utilities - Water			754	550	265	550	550
520.288	Utilities - Sewer			617	660	178	600	620
520.291	NCAP Services			455	0	981	2,276	4,063
	Totals			<u>416,290</u>	<u>436,112</u>	<u>245,873</u>	<u>432,978</u>	<u>467,751</u>

Fund		Department	Division			Account Number
General		Police	Police			040.041
Commodities		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
530.312	Crime Prevention Supplies	4,010	5,260	1,240	5,260	5,500
530.313	Departmental Supplies	60,721	45,438	19,214	45,942	52,240
530.318	Gasoline & Oil	63,670	57,300	21,161	45,700	47,900
530.321	Investigative Supplies	5,418	4,300	1,796	4,300	4,700
530.325	Miscellaneous Supplies	1,089	1,150	635	1,350	1,350
530.343	Uniforms	45,015	44,279	25,952	48,700	48,600
530.345	NCAP Supplies	6,942	0	318	3,622	0
530.350	Computer Equipment	0	0	0	0	8,000
	Totals	<u>186,865</u>	<u>157,727</u>	<u>70,316</u>	<u>154,874</u>	<u>168,290</u>

Fund		Department		Division		Account Number		
General		Police		Police		040.041		
Capital Expenditures				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
540.410	Computer Equipment			11,957	40,700	18,645	40,700	2,700
540.420	Furniture			4,239	8,186	0	8,186	0
540.440	Machinery & Equipment			0	16,082	10,980	16,082	26,700
540.460	Automobiles & Trucks			133,861	150,000	147,943	147,943	195,000
540.480	Improvements Other Than Buildings			0	1,000	0	1,000	0
	Totals			<u>150,057</u>	<u>215,968</u>	<u>177,568</u>	<u>213,911</u>	<u>224,400</u>

Fund General	Department Police	Division Police	Account Number 040.041	
Capital Outlay Request				
Full Account Number 001-040-041-540.410				
Description Ethernet switch, 100 MB hub	No# Requested 1	Unit Cost \$2,700	Total Cost \$2,700	
Explain reason for request (describe use and workload) To increase available bandwidth on network		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 quote				
Other remarks				

Fund General	Department Police	Division Police	Account Number 040.041
------------------------	-----------------------------	---------------------------	----------------------------------

Capital Outlay Request

Full Account Number
001-040-041-540.440

Description Vehicle Cam Corders	No# Requested 3	Unit Cost \$3,000	Total Cost \$9,000
---	---------------------------	-----------------------------	------------------------------

Explain reason for request (describe use and workload) Vehicle mounted video recording units to provide increased officer security and documentation of vehicle stops.	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?

State Bid

Other remarks

Fund General	Department Police	Division Police	Account Number 040.041
------------------------	-----------------------------	---------------------------	----------------------------------

Capital Outlay Request

Full Account Number

001-040-041-540.440

Description Police Vehicle Radio	No# Requested 2	Unit Cost \$3,100	Total Cost \$6,200
--	---------------------------	-----------------------------	------------------------------

Explain reason for request (describe use and workload)

Planned Replacement Schedule for Radios that are 9 years old

No# of similar units on hand
26

-
- Replacement
-
-
- Addition

Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
Police Radio	Motorola	9 yrs.	Use for parts.

What source was used for unit cost?

Vendor

Other remarks

Fund General	Department Police	Division Police	Account Number 040.041	
Capital Outlay Request				
Full Account Number 001-040-041-540.440				
Description Radar Unit		No# Requested 2	Unit Cost \$3,000	Total Cost \$6,000
Explain reason for request (describe use and workload) To replace two units that are no longer reliable			No# of similar units on hand 6	<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>	
Radar Gun	DeKater	9 years	Destroyed	
What source was used for unit cost? State Bid				
Other remarks				

Fund General	Department Police	Division Police	Account Number 040.041
Capital Outlay Request			
Full Account Number 001-040-041-540.440			
Description Radar Unit	No# Requested 1	Unit Cost \$3,000	Total Cost \$3,000
Explain reason for request (describe use and workload) For additional use in reducing traffic accidents		No# of similar units on hand 4	<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? State Bid			
Other remarks			

Fund General	Department Police	Division Police	Account Number 040.041
------------------------	-----------------------------	---------------------------	----------------------------------

Capital Outlay Request

Full Account Number

001-040-041-540.440

Description C.A.R.E. Printer	No# Requested 1	Unit Cost \$2,500	Total Cost \$2,500
--	---------------------------	-----------------------------	------------------------------

Explain reason for request (describe use and workload)
Replacement for Police Report Printer in Record Room

No# of similar units on hand
1

- Replacement
 Addition

Specify Items to be Replaced

<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>
C.A.R.E. Printer	HP	7 yrs.	Spare

What source was used for unit cost?

Vendor

Other remarks

Fund General	Department Police	Division Police	Account Number 040.041
Capital Outlay Request			
Full Account Number 001-040-041-540.460			
Description Replacement Patrol Vehicles	No# Requested 10	Unit Cost \$19,500	Total Cost \$195,000
Explain reason for request (describe use and workload) To replace 1995 and 1996 patrol vehicles		No# of similar units on hand 28	<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	Various	2-8 years	Sell at Auction
What source was used for unit cost? State Bid			
Other remarks			

Fund	Department	Division	Account Number
General	Police	Police	040.041
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.221	Data Processing	200	Specialized police software and updates
520.244	Investigative Expenses	1,000	Investigative Expenses (e.g. Major Case Activation)
520.247	Maintenance & Repair - Equipment	14,300	Mobile Radio Repair Contract - 5,700 Building - 5,000 (normal building maintenance - 2,000 and paint/carpet replacement - 3,000) Spare parts for service pistols - 1,500 Office equipment - 1,000 Radar and other Equipment Repair - 600 Photographic/Video Equipment repair - 500
520.248	Maintenance & Repair - Vehicles	44,900	Maintenance of department vehicles - 36,900 Vehicle changeover - 7,000 Maintenance of DARE Van - 1,000
520.249	Memberships & Subscriptions	2,025	Various memberships and subscriptions
520.251	Miscellaneous Contractual	279,793	County dispatching - 247,893 REJIS - 19,200 Janitorial - 6,600 Mobile phones - 3,300 County photo processing - 2,000 Lab tests - 500 Notary Public for 3 clerks - 300
520.260	Printing & Binding	4,500	Missouri traffic tickets - 1,400 Police Officers' MO Law Update Books - 1,000 Victim forms, other special forms, receipts - 1,000 Record Room forms and envelopes - 800 Envelope evidence/tags - 300
520.261	Professional Services	1,500	Medical checks for prisoners when needed due to illness or other circumstances.
520.268	Rental - Equipment	10,000	Copier - 7,500 Pagers - 1,500

Fund		Department	Division	Account Number
General		Police	Police	040.041
Line Item Details (continued)			1998	
Account Number	Account Title		Request	Details
520.269	Rental - Buildings		44,550	Identa-Kit - 1,000 Police Department building lease
520.276	Telephone		15,000	Telephone lines & AT&T equipment
520.277	Training & Continuing Education		29,750	Various seminars and meetings
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		620	Sewer Bills
520.291	NCAP Services		4,063	Electric, Telephone, and Copier Rental for Mall Office
530.312	Crime Prevention Supplies		5,500	Special Event Material - 2000 Miscellaneous D.A.R.E. Supplies - 1,400 Badges - 500 Police Logo stickers - 500 Citizen Police Academy - 400 Coloring books - 400 National Night Out supplies - 300
530.313	Departmental Supplies		52,240	Ammunition - 9,500 Portable radios (10 @ 850) - 8,500 Janitorial/Building supplies - 6,500 Remington 870 Shotguns (20 @ 245) - 4,900 Vests (10 @ 400) - 4,000 Light bars (4 @ 850) - 3,400 Cassette recorders (25 @ 100) - 2,500 Furniture - 4,000 Traffic flares - 2,000 Portable radio batteries (30 @ 60) - 1,800 Record Room supplies - 1,000 Video printer - 950 Training handcuffs (10 @ 60) - 600

Fund	Department	Division	Account Number
General	Police	Police	040.041
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
530.321	Investigative Supplies	4,700	Push bumpers (3 @ 180) - 540 Range supplies - 450 Pepper mace (20) - 400 Rechargeable flashlights (5 @ 80) - 400 Miscellaneous equipment/supplies - 800 Film and video tape - 2,400 Crime scene processing supplies - 1,200 Breathalyzer, drug testing & traffic investigation supplies - 1,000 Batteries - 100
530.325	Miscellaneous Supplies	1,350	Prisoner Food - 1,200 Criminal informant fund - 150
530.343	Uniforms	48,600	New and replacement uniforms for commissioned officers - 44,000 Clothing allowance for 6 detectives - 3,600 Uniforms for desk personnel - 800 Protective clothing - 200
530.350	Computer Equipment	8,000	Computers (4 @ 2,000) - 8,000



1997 ACCOMPLISHMENTS CITY ADMINISTRATOR

- Represented City throughout the year at meetings of the Chesterfield Chamber of Commerce, Chesterfield-Ballwin Area Organization, St. Louis County Municipal League, East-West Gateway Coordinating Council, local service organizations and Metropolitan Enforcement Group.
- Represented City in interactions involving Missouri Department of Transportation and St. Louis County Department of Highways and Traffic.
- Assisted with transition/orientation involving election of new Mayor and two new City Councilmembers.
- Coordinated preparation of agendas/packets for all meetings of City Council and City Council Committees.
- Coordinated process by which Chesterfield Industrial Development Authority (CCDC) refinanced and issued new debt for new construction/expansion of Brooking Park Nursing Home.
- Coordinated/participated in discussions throughout the year regarding the possibility of Minor League Baseball in Chesterfield; negotiated proposed lease agreement and interacted with potential developers/contributors.
- Negotiated long-term lease extension for Police Department facility in Chesterfield Valley.
- Coordinated process and participated in negotiations regarding the acquisition of approximately 40 acres of land for Central City Park site.
- Recommended selection of consultant to conduct comprehensive pay plan analysis for all City full-time personnel positions.
- Served as Acting-Director of Planning and ultimately coordinated the process and selection of the new Director.
- Coordinated activities of seven (7) Moratorium panels.
- Authorized selection of consulting firms to assist moratorium panels.
- Negotiated Tax Increment Financing (TIF) funding approval for infrastructure development costs associated with the Valley Recreation Complex.

- Recommended approval of a consulting team to review and evaluate two major TIF proposals in Chesterfield Valley, and participated in negotiations involving TIF and zoning changes. Executed redevelopment agreements for the Chesterfield Grove and Chesterfield Commons developments, as authorized by City Council.
- Participated in negotiations involving approval of Intergovernmental Agreement with the Monarch-Chesterfield Levee District for the creation of a wetlands mitigation "bank".
- Coordinated boundary adjustment with City of Town and Country.
- Submitted the Fiscal Year 1998 Budget to City Council for approval; conducted formal budget presentation, leading to its subsequent adoption, on 12/1/97.
- Participated in discussions resulting in major development at Timberlake Parkway and Highway 40.
- Served on committees of St. Louis County Municipal League and participated actively in St. Louis Area City Management Association.



1998 GOALS CITY ADMINISTRATOR

Goal: Acquire land and finalize plans for a new City Government Center by 12/31/98.

Strategy: Coordinate interaction among the elected officials and staff. Investigate and evaluate potential sites. Make recommendations to City Council.

Goal: Revise the City's pay plan structure to ensure equitable distribution of benefits and to help attract and retain quality employees.

Strategy: Review and implement recommendations developed by the independent pay plan consultant by April 1, 1998.

Goal: Improve organizational efficiency by enhancing the flow of informational resources among departments and elected officials)

Strategies: Facilitate direct communication among departments and between elected officials and Department Heads through discussion at staff meetings. Encourage open communication, direct contact and the sharing of resources.

Continue to publish quarterly citizen newsletter and provide relevant, current information to City residents.

Ensure citizen concerns are addressed within ten business days through the Customer Service Center Record System.

Promote interaction among City staff, business organizations and citizens by encouraging attendance at events sponsored by various groups on monthly basis.

Encourage City Council Committee referrals to Citizen Advisory Committees on monthly basis to help increase citizen awareness and involvement in City operations.

Goal: Promote the City of Chesterfield as the City of choice in the St. Louis region within which to live, work, play and visit.

Strategy: Continue to actively participate in national, regional and local organizations. Attend seminars and presentations. Coordinate staff participation in community groups and events.

THIS PAGE LEFT BLANK INTENTIONALLY

Fund General	Department City Administrator	Division City Administrator	Account Number 050.051
------------------------	---	---------------------------------------	----------------------------------

Division Summary

Activity	Remarks
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	City Administrator	City Administrator			050.051	
Division Request		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		143,454	143,956	75,658	143,828	147,102
Contractual Services		6,485	5,255	3,601	7,668	6,340
Commodities		915	675	225	525	550
Capital Outlay		0	2,000	1,998	1,998	20,000
Totals		150,854	151,886	81,483	154,019	173,992
Personnel Schedule			Number of Employees			
Position Title			1996 Actual	1997 Authorized	1998 Requested	
City Administrator			1.00	1.00	1.00	
Administrative Assistant			1.00	1.00	1.00	
Totals			2.00	2.00	2.00	

Fund		Department	Division			Account Number	
General		City Administrator	City Administrator			050.051	
Personnel Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		97,116	89,955	49,476	91,365	93,057
510.111	Salaries - Regular/Full-Time		22,842	25,427	13,737	25,756	26,958
510.113	Salaries - Overtime		142	0	0	0	0
510.120	Social Security		7,742	9,674	4,877	8,960	9,181
510.122	Worker's Compensation		434	392	292	424	372
510.124	Insurance - Health		8,714	7,669	2,910	6,779	6,452
510.125	Insurance - Life		437	775	209	418	435
510.126	Insurance - Dental		359	229	202	404	444
510.127	Insurance - Disability		607	554	264	373	552
510.129	Deferred Compensation		144	0	0	0	0
510.130	Pension		4,916	9,281	3,692	9,349	9,651
	Totals		<u>143,454</u>	<u>143,956</u>	<u>75,658</u>	<u>143,828</u>	<u>147,102</u>

Fund		Department	Division			Account Number	
General		City Administrator	City Administrator			050.051	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.248	Maintenance & Repair - Vehicles		448	500	284	500	500
520.249	Memberships & Subscriptions		1,832	780	1,131	2,136	1,100
520.251	Miscellaneous Contractual		1,129	1,000	806	1,600	1,000
520.268	Rental - Equipment		166	175	132	132	140
520.277	Training & Continuing Education		2,911	2,800	1,248	3,300	3,600
	Totals		<u>6,485</u>	<u>5,255</u>	<u>3,601</u>	<u>7,668</u>	<u>6,340</u>

Fund		Department	Division			Account Number
General		City Administrator	City Administrator			050.051
Commodities		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
530.313	Departmental Supplies	167	25	0	25	50
530.318	Gasoline & Oil	748	650	225	500	500
	Totals	<u>915</u>	<u>675</u>	<u>225</u>	<u>525</u>	<u>550</u>

Fund		Department	Division			Account Number
General		City Administrator	City Administrator			050.051
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.410	Computer Equipment	0	2,000	1,998	1,998	0
540.460	Automobiles & Trucks	0	0	0	0	20,000
	Totals	<u>0</u>	<u>2,000</u>	<u>1,998</u>	<u>1,998</u>	<u>20,000</u>

Fund General	Department City Administrator	Division City Administrator	Account Number 050.051
Capital Outlay Request			
Full Account Number 001-050-051-540.460			
Description Automobile	No# Requested 1	Unit Cost \$20,000	Total Cost \$20,000
Explain reason for request (describe use and workload) To replace City Administrator's car		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>
Automobile	Ford Crown Victoria	2	Use in City fleet
What source was used for unit cost? State bid			
Other remarks			

Fund	Department	Division	Account Number
General	City Administrator	City Administrator	050.051
<i>Line Item Details</i>		1998	
Account Number	Account Title	Request	Details
520.248	Maintenance & Repair - Vehicles	500	Car maintenance
520.249	Memberships & Subscriptions	1,100	Various memberships and subscriptions
520.251	Miscellaneous Contractual	1,000	Car phone for City Administrator
520.268	Rental - Equipment	140	Pager
520.277	Training & Continuing Education	3,600	Various seminars and meetings
530.313	Departmental Supplies	50	Daytimer and miscellaneous supplies
530.318	Gasoline & Oil	500	Direct charges for gasoline and oil



1997 ACCOMPLISHMENTS PLANNING

- Published 5 Board of Adjustment Notices of Public Hearing, 1 Planning and Zoning Committee Notice of Public Hearing, and 31 Planning Commission Notices of Public Hearing in the St. Louis Countian and Chesterfield Journal.
- Prepared recommendations to Planning Commission for 19 ordinance amendments, 22 plats, 31 architectural elevations/landscape plans, 39 site plans and 7 signs.
- Updated the Zoning Ordinance and Subdivision Ordinance; Developed new ordinances governing Tree Preservation, Noise and Land Use Impact based on recommendations from several committee panels.
- Prepared recommendations to the Planning Commission on the Update of the City of Chesterfield Comprehensive Plan Update – Land Use Map.
- Prepared, posted and distributed agendas; prepared and presented staff reports for 23 Planning Commission meetings, 18 Planning and Zoning Committee meetings and 4 Board of Adjustment meetings.
- Reviewed and approved over 1,000 zoning authorization requests for building permits (new construction, interior finish, signs, retaining walls, room additions, decks, porches and pools).
- Reviewed all new business license applications to ensure proposed business use complies with zoning regulations.
- Approved 654 occupancy permits.
- Responded to all complaints with regard to zoning and nuisance violations and, if necessary, prosecuted violators of zoning and nuisance ordinances.

**1998 GOALS
PLANNING**

Goal: Create a procedures manual that will improve efficiency in the planning process.

Strategy: Review and document procedures for all planning related activities.

Develop standardized procedures/forms for use in the planning process.

Goal: Increase efficiency of operations.

Strategy: Establish and adhere to deadlines for turnaround in review of all submittals.

Establish routine process for microfilming documents to reduce demand for file space.

Goal: Implement recommended changes resulting from moratorium on residential development during 1998.

Strategy: Require compliance by developers on all projects submitted during 1998.

Fund General	Department Planning	Division Planning & Zoning	Account Number 060.061
------------------------	-------------------------------	--------------------------------------	----------------------------------

Division Summary

Activity	Remarks
Comprehensive Planning	Provide long- and short-range planning for the City. Prepare and submit Plans of Intent for annexations to County Boundary Commission. Develop and maintain data base on the 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; review subdivision variance requests.
Board of Adjustment	Assist public with Board of Adjustment variance requests and serve as technical advisor to the Board.
Zoning Ordinance Admin.	Analyze, review, prepare and present reports to the Planning Commission; review site plans; maintain official zoning map of the City.

Fund	Department	Division			Account Number	
General	Planning	Planning & Zoning			060.061	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		304,311	366,323	171,463	348,815	414,480
Contractual Services		19,101	56,160	12,272	91,770	76,355
Commodities		11,122	10,200	7,007	9,798	16,305
Capital Outlay		17,522	0	0	0	0
Totals		352,056	432,683	190,742	450,383	507,140
<i>Personnel Schedule</i>			Number of Employees			
Position Title			1996 Actual	1997 Authorized	1998 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	2.00	
Planner I			1.00	1.00	1.00	
Planning Technician			2.00	2.00	3.00	
Zoning Inspector			1.00	1.00	0.00	
Executive Secretary			1.00	1.00	1.00	
Administrative Secretary			1.00	1.00	1.00	
Planning Intern (2)			0.31	0.62	0.62	
Totals			9.31	9.62	10.62	

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
Personnel Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		90,558	103,728	53,359	101,356	102,714
510.111	Salaries - Regular/Full-Time		166,035	182,151	87,741	169,860	217,003
510.112	Salaries - Part-Time		6,678	9,709	2,265	9,681	9,709
510.113	Salaries - Overtime		93	1,030	1,564	2,561	2,000
510.120	Social Security		20,352	22,691	10,660	21,685	25,354
510.122	Worker's Compensation		1,747	1,808	924	1,600	3,366
510.124	Insurance - Health		13,826	20,593	9,193	18,363	26,166
510.125	Insurance - Life		510	1,060	301	594	710
510.127	Insurance - Disability		1,199	1,372	614	1,213	1,471
510.130	Pension		3,313	22,181	4,841	21,902	25,987
	Totals		<u>304,311</u>	<u>366,323</u>	<u>171,463</u>	<u>348,815</u>	<u>414,480</u>

Fund		Department		Division			Account Number	
General		Planning		Planning & Zoning			060.061	
Contractual Services				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
520.210	Advertising			4,841	7,500	1,895	7,500	7,500
520.221	Data Processing			0	0	0	0	5,000
520.248	Maintenance & Repair - Vehicles			940	500	587	750	750
520.249	Memberships & Subscriptions			1,361	1,379	685	1,379	1,505
520.251	Miscellaneous Contractual			4,774	33,795	5,751	33,795	19,800
520.260	Printing & Binding			1,597	2,000	9	2,000	2,750
520.261	Professional Services			1,749	7,960	749	43,320	35,960
520.268	Rental - Equipment			189	226	159	226	140
520.277	Training & Continuing Education			3,650	2,800	2,435	2,800	2,950
	Totals			<u>19,101</u>	<u>56,160</u>	<u>12,272</u>	<u>91,770</u>	<u>76,355</u>

Fund		Department		Division			Account Number	
General		Planning		Planning & Zoning			060.061	
Commodities				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
530.313	Departmental Supplies			2,794	2,800	707	2,800	7,050
530.318	Gasoline & Oil			1,609	1,000	302	1,000	1,000
530.343	Uniforms			89	400	0	0	255
530.350	Computer Equipment			6,630	6,000	5,998	5,998	8,000
	Totals			<u>11,122</u>	<u>10,200</u>	<u>7,007</u>	<u>9,798</u>	<u>16,305</u>

Fund		Department	Division			Account Number
General		Planning	Planning & Zoning			060.061
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.460	Automobiles & Trucks	17,522	0	0	0	0
	Totals	<u>17,522</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.210	Advertising	7,500	Public Hearing Notices - 5,000 West Area Rezoning Notices - 2,500
520.221	Data Processing	5,000	Property Tool Kit software - 3,000 Arc View 3.0 - 2,000
520.248	Maintenance & Repair - Vehicles	750	Direct charges for the Director's and Department Vehicles
520.249	Memberships & Subscriptions	1,505	Various memberships and subscriptions
520.251	Miscellaneous Contractual	19,800	Map Reproduction - 300 County Computer Access - 350 Microfilm Copies - 1,000 Code Compliance - 1,000 Demolition - 15,000 Film Processing - 500 Director's Car Phone - 900 Portable Car Phone - 750
520.260	Printing & Binding	2,750	Revised Zoning Subdivision Ordinance Comprehensive Plan Items Tree Manual
520.261	Professional Services	35,960	Board of Adjustment Reporter - 960 Cell Towers consultant - 2,500 County Plan Review - 12,500 Tree Consultant - 10,000 Traffic Consultant - 10,000
520.268	Rental - Equipment	140	Director's pager
520.277	Training & Continuing Education	2,950	Various seminars and meetings
530.313	Departmental Supplies	7,050	Furniture - 2,000 Film - 900 Slides - 700 Drafting Supplies - 200 Urban Core Study - 200 Public Hearing Signs - 2,000 Planning Commission nameplates - 250 Miscellaneous Supplies - 800

Fund General	Department Planning	Division Planning & Zoning	Account Number 060.061
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
530.318	Gasoline & Oil	1,000	Direct charges for Director's and department vehicle
530.343	Uniforms	255	Boots for Technicians (3 @ 85) - 255
530.350	Computer Equipment	8,000	Computers (4 @ 2,000) - 8,000

1997 ACCOMPLISHMENTS PUBLIC WORKS/PARKS

- Designed, bid and constructed by contract, approximately \$5,910,000 (168,800 square yards) of concrete pavement slabs funded by the bond issue and sales tax.
- Designed, bid and constructed by contract, approximately \$202,103 of asphalt overlays and slurry seals.
- Designed, bid, inspected and administered contract for completion of 19 miles of cracksealing at a cost of \$100,000.
- Issued 134 Special Use Permits for work on City right of way.
- Completed a city-wide windshield survey of pavement conditions to assist with development of priorities for bond issue scheduling.
- Developed a 5-year plan for bond issue pavement reconstruction.
- Developed a computer program linking the City's pavement database with computer generated engineering drawings to facilitate design of 5 year pavement plan.
- Developed written checklists for improvement plan, grading permit and record plat reviews.
- Conducted review of 691 plans.
- Reviewed 338 plot plans for new home construction.
- Expended 2,700 manhours inspecting residential and commercial developments throughout the City.
- Issued 44 grading permits.
- Developed Escrow Agreement Tracking computer program to facilitate renewal and release of escrows.
- Worked with the Public Works Citizen Advisory Committee to develop a revised comprehensive ordinance dealing with erosion and siltation control.
- Designed, bid, inspected and administered contracts for removal and replacement of 5,350 feet of existing concrete sidewalk on a contract basis at a total cost of \$93,850.

- Designed, bid, inspected and administered contracts for construction of handicap ramps at 42 different locations throughout the City, funded by Community Development Block Grants.
- Completed a comprehensive inventory of sidewalk deficiencies and handicap ramp locations throughout City.
- Continued to inventory and prioritize all sidewalk related "requests for action" from citizens that are currently on record. A total of 78 sidewalk related "request for action" were called in during the 1997 year, 49 of those were repaired. A total of 231 sidewalk work orders were completed in 1997, expending 1,885 man hours utilizing Public Works employees and completing a total of 5,100 sidewalk slabs.
- Inspected and administered contracts for replacement of 207 liner feet of storm sewer on Southdown and Sunbridge.
- Administered contract for design and bid of storm sewer replacement on Ridge Meadow Drive.
- Completed an inventory of trench grate locations throughout City.
- Provided staff support to Citizens' Committee for the Environment and attended functions as needed.
- Administered \$102,000 in grants related to waste reduction recycling.
- Assisted with administration of City-wide solid waste hauling contract.
- Administered the bidding, design, inspection and construction of a contract to install 3 stormwater pumping stations in Chesterfield Valley at a cost of \$3.6 million, and secured partial grant reimbursement for the project.
- Obtained 404 permit for development of the first regional wetlands mitigation bank in the Midwest.
- Worked with the Levee District to successfully obtain re-certification of the Monarch Chesterfield Levee.
- Modified grading ordinance to stress erosion control measures and to include "clearing" as an activity requiring a permit.
- Completed 101 work orders expending 145 employee manhours.
- Developed a master recreation events calendar and master arts plan.

- Acquired the remaining land identified in the Parks System Master Plan. 36.9 acres was acquired for the Central City Park site, bringing the total park acreage now controlled by the City to 177 acres.
- Worked closely with the Missouri Department of Conservation to ensure their acceptance of the August G. Beckemeir Conservation Area donation, a 54 acre site located on Olive Blvd.
- Developed bid documents and specifications for the Central City Park and the Chesterfield Athletic Complex. Awarded contracts totaling \$4,520,641 and conducted groundbreaking ceremonies at both sites.
- Completed construction of the 3.2 acre Chesterfield Elementary School Park and held a dedication ceremony at the park in October. The park was completed at less than the \$238,740 budgeted for construction.
- Sponsored or co-sponsored 27 significant recreation programs and events, with an estimated attendance of 24,146. These cooperative ventures were held with over 30 community organizations and agencies.
- Co-sponsored a number of projects with the Friends for Chesterfield Parks and Chesterfield Arts, Inc., which resulted in several thousand dollars of donations earmarked for the projects.
- Developed bid documents and contract specifications for operation of the new Central City Park Pool Complex.
- Initiated the planning of "Celebrate Chesterfield", a city-wide event to be held in 1998, in honor of the 10th Anniversary of the incorporation of the City of Chesterfield.
- Chesterfield Arts, Inc. received its first donation of a piece of public art. The "Bather" was installed for public enjoyment in the Spring of 1997.
- Held two public forums to promote the value of public art in the community which were well attended. A first time fundraiser was also held and over 125 participants registered for the event.
- Planted over 500 new and replacement trees and shrubs in the right-of-ways as a result of the City Beautification program.
- Over \$44,000.00 in grants and donations were received for additional plantings in connection with the City Highway Beautification plan.
- Created a new planting scheme to enhance all of the quadrants at Clarkson Road and I-40/64.
- Restored all of the city limit signs to their original beauty and landscaped eight sign locations.

- Prepared and submitted an application for "Tree City USA" to the Missouri Department of Conservation. Also prepared and submitted a "Communitree Award" application.
- Planted 10,000 daffodil bulbs and mulched hundreds of trees on two Volunteer Beautification Days. Approximately 60 volunteers turned out and assisted in the planting.
- Approved 6 requests for Subdivision Grants throughout the City.
- Continued to meet with area residents prior to initiating area improvements such as slab replacement, sidewalks repairs, and tree trimming.
- Distributed crew letters to residents at the completion of area improvements. Letters advised residents as to what work was done and who completed the work.
- Responded to citizen concerns in a timely manner. Maintained a tracking system for these concerns.
- Recorded and tracked placement of Public Works barricades in order to ensure that work progressed in a timely fashion.
- Removed all identified trees which died or were determined to be beyond recovery, thereby minimizing threats to motorists or pedestrians. Larger trees or difficult removals were accomplished by outside contractors.
- The Department received and completed a total of 223 tree trimming related "request for action".
- Completed the second phase of the City's five-year plan to trim the trees on all the streets.

Other data/trends:

	1992	1993	1994	1995	1996
Street mtn workers/lane mile	0.09	0.09	0.10	0.12	0.13
Tons of salt used/lane mile	8.85	7.69	3.08	15.00	13.49
Ratio of vehicles & rolling stock to mechanics	19.67	19.33	16.50	17.00	19.50
Ratio of P/W Street Mtn. exp. to lane mile	\$5,105	\$7,989	\$6,582	\$6,666	\$7,336
Capital projects exp./capita	\$22.09	\$32.99	\$46.43	\$66.18	\$63.79
Capital projects exp./engineer	\$311,558	\$465,259	\$654,981	\$560,193	\$540,008
Capital projects exp. /lane mile	\$3,595	\$5,368	\$7,557	\$10,773	\$10,385
Ratio of P/W exp. to population including capital	\$70	\$99	\$111	\$131	\$134
Ratio of P/W exp. to population excluding capital	\$48	\$66	\$64	\$65	\$70
# of lane miles/truck	14.44	16.25	11.30	11.30	8.97
Sq. yds. contractual concrete work/engineer	10,646	18,395	20,185	14,017	13,031

**1998 GOALS
PUBLIC WORKS**

Goal: Improve organizational efficiency within the Administrative/Engineering areas.

Strategy: Employ Deputy Director of Public Works by February 15, 1998.

Complete the re-assignment of responsibilities by March 15, 1998.

Arrange for supplemental review and inspection services by April 1, 1998.

Identify and procure relevant training for personnel to ensure optimum productivity and efficiency.

Develop a comprehensive Department work strategy by March 1, 1998.

Goal: Enforce revised stormwater, clearing and grading regulations, as adopted by City Council.

Strategy: Inform engineers and inspectors of new policies and practices immediately upon adoption.

Develop procedures related to the new standards within two (2) months of adoption.

Update current plan review checklists to facilitate compliance, within two (2) months of any changes.

Goal: Improve the efficiency and organization of the department through administrative actions, implementation of procedures and usage of new technologies.

Strategy: Facilitate planning functions by continuing to collect and organize data.

Continue development of database of sidewalk and handicap ramp locations and deficiencies by utilizing seasonal interns.

Implement an archival record storage system for protection of documents.

Continue development of the GIS to allow limited use by October 31, 1998.

Simplify compliance with Nuclear Regulatory Commission regulations. Develop more detailed written procedures for handling Nuclear Density gauges by November 15, 1998.

Goal: Provide safe, pothole-free surfaces for all City streets throughout the year.

Strategy: Aggressively maintain a vigilant year round awareness of the integrity and “drive” ability of the City streets. Maintain available crews designated to monitor the condition of the streets throughout the year, especially in the winter and spring seasons. Address potholes as quickly as possible to assure the safety of the driving public.

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. Initiate a comprehensive City-wide sidewalk survey to ascertain the location and condition of the public maintained sidewalks. Review new requests to ensure that they are investigated and ranked according to severity. Encourage Public Works employees to note and record sidewalk deficiencies in the work order system. Sidewalks will be prioritized according to the danger they represent and in relation to their overall condition. Those that pose a tripping hazard will be addressed as priority repairs. Others which may need to be repaired because of condition (cracking or undermining) and grade (low spots which hold water) will be scheduled according to their severity and available resources.

Goal: Perform inventory, systematic inspections and repair on all storm water inlets and manholes.

Strategy: Conduct a systematic inventory and inspection of all storm water inlets and manholes for all City subdivisions. Minor repairs will be made during inspection. Major repairs will be appropriately prioritized and scheduled. Any repairs that are outside of the Department’s abilities will be forwarded to Council for further direction. This ongoing project will take several years to complete, but the initial process beginning this year will help provide a better understanding of the problems that currently exist. In addition, the inventory and inspection will ensure that problems are identified and repaired before they become more serious.

Goal: Provide safe clearance for pedestrians and motorist on City maintained right-of-ways.

Strategy: Continue to respond to citizen concerns regarding dead trees, or trees that are beyond recovery, to reduce or eliminate the potential threat to motorists and/or pedestrians. Larger trees or difficult removals will be accomplished by outside contractors.

Trim trees located within the area designated in the third year of the five-year tree trimming program. Trees or dead limbs that are manageable for city crews will be addressed as needed. Tree trimming and conditioning will be addressed in the winter months when concrete and asphalt projects are not in progress. Entire subdivisions will be scheduled and trimmed based on current need and date of last service.

Goal: Continue to develop the resources necessary to implement a comprehensive community parks, recreation and arts program to serve the Chesterfield Community.

Strategy: Update the parks and recreation master plan. Develop an action plan with input from staff and the Parks, Recreation and Arts Citizens Advisory.

Evaluate current resources and project any additional financial, personnel, equipment or facility resources necessary to implement the action plan.

Goal: Complete the construction of both the Central City Park Pool Complex and Chesterfield Valley Athletic Complex by summer 1998.

Strategy: Manage the construction of both of the above major contracts on a timely basis with the cooperation of consultants, contractors and sub-contractors as per budget, plans and specifications.

Goal: Provide high quality park and recreation services to Chesterfield residents and the visiting public.

Strategy: Develop and implement an Operations Plan for the Central City Park and Pool, the Chesterfield Valley Athletic Complex and the Chesterfield Elementary School Park. Manage key contractual relationships to ensure a high standard of Park maintenance and operations.

Goal: Plan and implement a cost effective comprehensive community recreation program that maximizes existing community resources and does not duplicate current service offerings within or near the City of Chesterfield.

Strategy: Market and promote cooperative programs with both public and private recreation providers (i.e. YMCA, JCCA, U.S. Ice Complex, Doubletree, etc.).

Develop cooperative management agreements for new recreation facilities and initiate partnerships (i.e. Chamber, School Districts, Drug Task Force, etc.).

Work with Friends for the Parks, The 10th Anniversary Committee and The Best of Chesterfield Committee in 1998.

Plan and implement a volunteer program to reduce cost and utilize community resources. Capitalize on other program opportunities as they become available during the year.

Goal: Improve the current funding level for park acquisition, development, programs and events.

Strategy: Investigate and pursue all public and private funding sources which may be available to assist in leveraging city funds to acquire and develop programs and facilities. Submit grant applications when eligible.

Complete and distribute the Friends for the Parks "Gift Guide". Co-sponsor fundraising events with other groups (i.e. The Arts Commission, Friends for the Parks, etc.).

Goal: Develop and promote public art throughout in the community.

Strategy: Serve as a resource to the Arts Commission in obtaining funding for development and promotion of arts programs. Co-sponsor events such as "Arts Alive", the Progressive Art Dinner and Best of Chesterfield. Provide staff assistance when mutually beneficial.

Goal: Enhance the overall urban design of the City through tree planting and landscaping.

Strategy: Assist in facilitating the work of the Chesterfield Beautification Committee by providing staff assistance to the group. Pursue all available sources of matching funds for beautification projects.

Award and manage a new 3-5 year highway maintenance contract in 1998 for selected sections of highway right-of-way. Promote a higher maintenance standard by cooperating with county and state agencies.

Sponsor two volunteer highway beautification projects in 1998. Investigate the use of community service workers in the care of public right-of-ways.

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

Division Summary

Activity	Remarks
Development & Plan Review	This activity involves ensuring proper compliance with development standards and other applicable standards and codes, and administration of escrows held to guarantee construction of public improvements.
Project Engineering	This activity involves planning capital improvements, design of plans and specifications, and contract administration.
Drafting & Mapping	This activity involves the preparation of plans for capital improvements, development of a City-wide GIS and preparations of various sketches, drawings and maps for City use.
Construction Inspection	This activity involves inspection of capital improvement projects and various developments and improvements to ensure proper code and contract compliance.
Record Maintenance	This activity involves development and maintenance of records to be used as tools for planning in addition to archival record maintenance of public facilities.
Department Administration	This activity involves budget preparation and control, personnel management, clerical and record keeping functions, and planning and evaluation of department programs.
Public Service	This activity involves the handling of public service requests and public contact.
Facility Maintenance	This activity involves coordination of services required for the Government Center and fleet car maintenance.
Traffic Surveys	This activity involves taking traffic counts for evaluation of current conditions for future planning, and performance of minor traffic studies.
Citizens Committee for the Environment	This activity involves providing staff support and administering grants related to the activities of this Committee.

Fund	Department	Division			Account Number	
General	Public Works/Parks	Administration/Eng.			070.071	
Division Request		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		528,633	582,110	302,032	580,443	660,715
Contractual Services		154,997	100,895	39,090	155,733	105,815
Commodities		56,437	45,923	32,931	45,754	32,500
Capital Outlay		58,658	22,910	22,896	22,896	30,800
Totals		798,725	751,838	396,949	804,826	829,830
Personnel Schedule			Number of Employees			
Position Title		1996 Actual	1997 Authorized	1998 Requested		
Director/City Engineer		1.00	1.00	1.00		
Deputy Director/Asst. City Engineer		0.00	0.00	1.00		
Assistant City Engineer		1.00	1.00	0.00		
Division Engineer		0.00	0.00	1.00		
Civil Engineer		3.00	3.00	3.00		
Engineering Technicians/Inspectors		2.00	2.00	2.00		
Engineering Construction Inspector		3.00	3.00	3.00		
Executive Secretary		1.00	1.00	1.00		
Administrative Secretary		1.00	1.00	1.00		
Engineering Intern (3)		0.30	0.90	0.90		
Totals		12.30	12.90	13.90		

Fund		Department	Division			Account Number	
General		Public Works/Parks	Administration/Eng.			070.071	
Personnel Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		117,694	120,252	65,850	123,087	128,246
510.111	Salaries - Regular/Full-Time		312,546	329,024	175,568	331,892	382,092
510.112	Salaries - Part-Time		3,125	14,094	6,256	14,398	14,094
510.113	Salaries - Overtime		5,874	7,000	3,229	7,000	12,000
510.120	Social Security		32,712	35,983	18,816	36,443	41,037
510.122	Worker's Compensation		6,791	6,739	3,119	5,300	6,442
510.124	Insurance - Health		21,821	28,434	10,823	22,368	31,274
510.125	Insurance - Life		839	1,625	467	952	1,070
510.127	Insurance - Disability		2,096	2,157	989	2,045	2,348
510.130	Pension		25,136	36,802	16,916	36,958	42,112
	Totals		528,633	582,110	302,032	580,443	660,715

Fund		Department	Division			Account Number	
General		Public Works/Parks	Administration/Eng.			070.071	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.210	Advertising		285	340	337	750	750
520.221	Data Processing		2,660	15,200	1,000	13,300	8,100
520.247	Maintenance & Repair - Equipment		3,081	3,100	1,053	3,100	3,100
520.248	Maintenance & Repair - Vehicles		1,525	1,500	783	1,500	2,250
520.249	Memberships & Subscriptions		2,305	2,015	559	2,015	3,175
520.251	Miscellaneous Contractual		51,603	35,660	4,783	36,000	41,000
520.260	Printing & Binding		1,796	2,500	434	1,500	1,500
520.261	Professional Services		54,960	33,900	6,714	33,900	20,000
520.268	Rental - Equipment		677	750	695	700	810
520.277	Training & Continuing Education		4,619	5,930	1,054	5,930	7,630
520.290	Waste Reduction Grant Services		31,488	0	21,677	57,038	17,500
	Totals		<u>154,997</u>	<u>100,895</u>	<u>39,090</u>	<u>155,733</u>	<u>105,815</u>

Fund		Department	Division			Account Number
General		Public Works/Parks	Administration/Eng.			070.071
Commodities		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
530.313	Departmental Supplies	9,656	14,200	3,895	12,000	14,300
530.318	Gasoline & Oil	4,688	4,000	1,213	4,000	4,750
530.342	Tools	698	350	0	350	350
530.343	Uniforms	2,351	1,750	1,335	1,750	1,850
530.344	Waste Reduction Grant Supplies	30,087	5,623	7,044	7,654	7,250
530.350	Computer Equipment	8,958	20,000	19,444	20,000	4,000
	Totals	<u>56,437</u>	<u>45,923</u>	<u>32,931</u>	<u>45,754</u>	<u>32,500</u>

Fund		Department	Division			Account Number
General		Public Works/Parks	Administration/Eng.			070.071
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.420	Furniture	5,176	0	0	0	5,500
540.440	Machinery & Equipment	35,960	3,285	3,274	3,274	5,300
540.460	Automobiles & Trucks	17,522	19,625	19,622	19,622	20,000
	Totals	<u>58,658</u>	<u>22,910</u>	<u>22,896</u>	<u>22,896</u>	<u>30,800</u>

Fund General	Department Public Works/Parks	Division Administration/Eng.	Account Number 070.071
Capital Outlay Request			
Full Account Number 001-070-071-540.420			
Description Archival Record Storage	No# Requested 1	Unit Cost \$5,500	Total Cost \$5,500
Explain reason for request (describe use and workload) Storage system required to protect the archival record of public improvements in the City.		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? Catalogs			
Other remarks			

Fund General	Department Public Works/Parks	Division Administration/Eng.	Account Number 070.071
Capital Outlay Request			
Full Account Number 001-070-071-540.440			
Description Nuclear Densimeter	No# Requested 1	Unit Cost \$5,300	Total Cost \$5,300
Explain reason for request (describe use and workload) Scheduled Replacement		No# of similar units on hand 2	<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>
Nuclear Dens.	CPM	9	Sell
What source was used for unit cost? Vendor quote			
Other remarks Little resale value, however, if it cannot be sold decommissioning involves significant cost.			

Fund General	Department Public Works/Parks	Division Administration/Eng.	Account Number 070.071
Capital Outlay Request			
Full Account Number 001-070-071-540.460			
Description Director's Vehicle	No# Requested 1	Unit Cost \$20,000	Total Cost \$20,000
Explain reason for request (describe use and workload) Scheduled Replacement		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>
1995 Crown Vic	Ford	3	Retire to Fleet
What source was used for unit cost? State Contract			
Other remarks			

Fund	Department	Division	Account Number
General	Public Works/Parks	Administration/Eng.	070.071
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.210	Advertising	750	Public Hearing and Public Works Board of Variance Notices
520.221	Data Processing	8,100	Upgrades (Autocadd, Intergraph, Eagle Point, Arccad/Arcview, Expedition) - 4,900 GIS Software - 3,200
520.247	Maintenance & Repair - Equipment	3,100	Traffic counters survey/testing equipment - 500 Plotter - 1,100 Repeater - 500 Nuclear gauges - 500 Radio repair - 500
520.248	Maintenance & Repair - Vehicles	2,250	Director's vehicle, 3 trucks, 3 pool vehicles
520.249	Memberships & Subscriptions	3,175	Various memberships and subscriptions
520.251	Miscellaneous Contractual	41,000	Construction Testing/Inspection- 20,000 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
520.260	Printing & Binding	1,500	Microfiche, permits, doorhangers, bid specifications printing
520.261	Professional Services	20,000	Surveys, aerial reprints, supplemental plan review

Fund	Department	Division	Account Number
General	Public Works/Parks	Administration/Eng.	070.071
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
520.268	Rental - Equipment	810	Pagers
520.277	Training & Continuing Education	7,630	Various seminars and meetings
530.313	Departmental Supplies	14,300	Furniture - 2,000 Mylar - 2,000 Blackline paper - 1,500 Access viewer - 1,500 Core drill bits - 1,000 Plotter supplies - 1,000 Meeting supplies - 800 Survey material - 750 Photo supplies, marking paint, lumber, crayons, probe rods, ear protections, safety rope - 750 Drafting equipment - 500 Rail for core drill - 500 County/State/MSD Specs, other design manuals - 500 Miscellaneous - 500 Calculators - 300 Miscellaneous hardware - 250 Toner - 250 Developer - 200
530.318	Gasoline & Oil	4,750	Director's vehicle, 3 trucks, 3 pool vehicles
530.342	Tools	350	Levels, squares, hammers, flashlights, tapes, shovels, pry bars, sewer hooks, sickle, rolotape, etc.
530.343	Uniforms	1,850	Uniforms - 500 Insulated coveralls - 200 Hooded sweatshirts - 150 Coats - 200 Boots - 550 T-Shirts - 250
530.350	Computer Equipment	4,000	Computers (2 @ 2,000) - 4,000



THIS PAGE LEFT BLANK INTENTIONALLY

Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072

Division Summary

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

Fund	Department	Division			Account Number	
General	Public Works/Parks	Street/Sewer Maintenance			070.072	
Division Request		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		908,341	1,123,386	512,590	982,813	1,168,187
Contractual Services		195,369	310,963	127,729	285,135	291,140
Commodities		440,063	541,972	247,295	473,473	520,397
Capital Outlay		363,655	605,044	52,663	584,116	351,810
Totals		1,907,428	2,581,365	940,277	2,325,537	2,331,534
Personnel Schedule			Number of Employees			
Position Title		1996 Actual	1997 Authorized	1998 Requested		
Street Superintendent		1.00	1.00	1.00		
Street Supervisor		4.00	4.00	4.00		
Street Maintenance Workers		24.00	24.00	25.00		
Secretary		1.00	1.00	1.00		
Temporary Workers (13)		4.65	4.03	4.03		
Totals		34.65	34.03	35.03		

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street/Sewer Maintenance			070.072	
Personnel Services							
Account Number	Account Title	1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
510.110	Salaries - Supervisory	43,752	43,522	23,604	44,398	45,698	
510.111	Salaries - Regular/Full-Time	622,962	738,501	331,719	634,079	768,183	
510.112	Salaries - Part-Time	40,433	62,720	40,190	60,827	58,240	
510.113	Salaries - Overtime	24,163	23,500	15,392	23,500	24,200	
510.120	Social Security	54,616	66,421	30,585	58,355	68,569	
510.122	Worker's Compensation	44,109	54,412	26,959	45,000	49,870	
510.124	Insurance - Health	55,572	76,944	25,971	56,098	80,202	
510.125	Insurance - Life	1,131	2,628	665	1,360	1,660	
510.127	Insurance - Disability	3,263	3,754	1,445	3,038	3,744	
510.130	Pension	18,340	50,984	16,060	56,158	67,821	
	Totals	<u>908,341</u>	<u>1,123,386</u>	<u>512,590</u>	<u>982,813</u>	<u>1,168,187</u>	

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street/Sewer Maintenance			070.072	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.221	Data Processing		0	500	0	500	500
520.247	Maintenance & Repair - Equipment		29,843	30,325	16,869	30,325	30,400
520.248	Maintenance & Repair - Vehicles		46,755	42,000	20,144	42,000	42,000
520.249	Memberships & Subscriptions		0	140	15	40	70
520.251	Miscellaneous Contractual		50,183	131,668	59,956	127,000	133,500
520.261	Professional Services		1,300	0	0	0	0
520.268	Rental - Equipment		15,339	13,880	15,468	32,500	30,900
520.269	Rental - Buildings		24,292	0	0	0	0
520.275	Taxes		6,799	15,000	0	15,000	15,000
520.276	Telephone		4,585	4,200	2,228	4,500	4,500
520.277	Training & Continuing Education		2,326	1,250	2,322	3,070	2,270
520.285	Utilities - Electric		8,225	36,000	7,489	20,000	20,000
520.286	Utilities - Gas		5,120	20,000	2,840	5,200	6,000
520.287	Utilities - Water		603	8,000	397	1,000	2,000
520.288	Utilities - Sewer		0	8,000	0	4,000	4,000
	Totals		<u>195,369</u>	<u>310,963</u>	<u>127,729</u>	<u>285,135</u>	<u>291,140</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street/Sewer Maintenance			070.072	
Commodities			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
530.313	Departmental Supplies		220,625	338,249	111,405	250,000	317,117
530.318	Gasoline & Oil		54,886	43,250	40,276	60,000	44,480
530.340	Salt & Abrasives		116,220	123,994	80,685	123,994	125,000
530.342	Tools		9,508	6,000	6,864	9,000	7,500
530.343	Uniforms		21,980	18,479	8,065	18,479	17,900
530.350	Computer Equipment		16,845	12,000	0	12,000	8,400
	Totals		<u>440,063</u>	<u>541,972</u>	<u>247,295</u>	<u>473,473</u>	<u>520,397</u>

Fund		Department	Division			Account Number
General		Public Works/Parks	Street/Sewer Maintenance			070.072
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.440	Machinery & Equipment	74,016	265,928	4,795	245,000	96,700
540.460	Automobiles & Trucks	289,639	232,395	36,695	232,395	255,110
540.480	Improvements Other Than Buildings	0	106,721	11,173	106,721	0
	Totals	<u>363,655</u>	<u>605,044</u>	<u>52,663</u>	<u>584,116</u>	<u>351,810</u>

Fund General	Department Public Works/Parks	Division Street/Sewer Maintenance	Account Number 070.072
------------------------	---	---	----------------------------------

Capital Outlay Request

Full Account Number

001-070-072-540.440

Description	No# Requested	Unit Cost	Total Cost
Track Loader	1	\$84,870	\$84,870

Explain reason for request (describe use and workload)
To be used to clear channels and in landfill operations.

No# of similar units on hand
0

- Replacement
 Addition

Specify Items to be Replaced

Item	Make	Age	Recommended Disposition
Track Loader	Case 855		Trade in

What source was used for unit cost?

Other remarks

Fund General	Department Public Works/Parks	Division Street/Sewer Maintenance	Account Number 070.072
------------------------	---	---	----------------------------------

Capital Outlay Request

Full Account Number

001-070-072-540.440

Description Planer/Grinder Attachment	No# Requested 1	Unit Cost \$6,000	Total Cost \$6,000
---	---------------------------	-----------------------------	------------------------------

Explain reason for request (describe use and workload)

To be used to make uniform preparation for street repair.

No# of similar units on hand

1

- Replacement
 Addition

Specify Items to be Replaced

Item	Make	Age	Recommended Disposition

What source was used for unit cost?

Other remarks

Fund General	Department Public Works/Parks	Division Street/Sewer Maintenance	Account Number 070.072
Capital Outlay Request			
Full Account Number 001-070-072-540.440			
Description Generator	No# Requested 1	Unit Cost \$3,180	Total Cost \$3,180
Explain reason for request (describe use and workload) To replace an existing one that is 7 years old.		No# of similar units on hand 2	<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>
Generator		7 Yrs.	Trade-In
What source was used for unit cost?			
Other remarks			

Fund General	Department Public Works/Parks	Division Street/Sewer Maintenance	Account Number 070.072
Capital Outlay Request			
Full Account Number 001-070-072-540.440			
Description Bumper Crane	No# Requested 1	Unit Cost \$2,650	Total Cost \$2,650
Explain reason for request (describe use and workload) For lifting bulky and extremely heavy items into the back of trucks.		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>
Bumper Crane		7 Yrs.	To be sold with truck as is
What source was used for unit cost?			
Other remarks			

Fund General	Department Public Works/Parks	Division Street/Sewer Maintenance	Account Number 070.072		
Capital Outlay Request					
Full Account Number 001-070-072-540.460					
Description 1998 2.5 T Dump Truck/Snow Plows & Salt Spreaders		No# Requested 2	Unit Cost \$66,300	Total Cost \$132,600	
Explain reason for request (describe use and workload) Used to haul crews and materials to jobsites and to haul rubble from jobsites. Also equipped with snowplows and salt spreaders to fight snow storms.			No# of similar units on hand 10	<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) Dump Trucks	GMC&Chevy	1990&1991	To be sold.		
What source was used for unit cost?					
Other remarks					

Fund General	Department Public Works/Parks	Division Street/Sewer Maintenance	Account Number 070.072
------------------------	---	---	----------------------------------

Capital Outlay Request

Full Account Number

001-070-072-540.460

Description	No# Requested	Unit Cost	Total Cost
Tandem Dump Truck	1	\$84,400	\$84,400

Explain reason for request (describe use and workload)

To be used for hauling larger loads of bulk materials such as salt and rubble to the landfill.

No# of similar units on hand
0

-
- Replacement
-
-
- Addition

Specify Items to be Replaced

Item	Make	Age	Recommended Disposition

What source was used for unit cost?

Dealers

Other remarks

Fund General	Department Public Works/Parks	Division Street/Sewer Maintenance	Account Number 070.072
Capital Outlay Request			
Full Account Number 001-070-072-540.460			
Description 1998 Pick Up/Snow Plow & Salt Spreader	No# Requested 1	Unit Cost \$38,110	Total Cost \$38,110
Explain reason for request (describe use and workload) To be used to transport crews and equipment to jobsites. To be used for snow plowing and salting.		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>
Pick-Up	GMC	6 Yrs.	To be sold.
What source was used for unit cost? Recent similar purchases.			
Other remarks			

Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.221	Data Processing	500	Software upgrade for sign maker
520.247	Maintenance & Repair - Equipment	30,400	Repair of City equipment - 26,940 Tires - 3,060 Maintenance agreement on time clock - 150 Fax Machine Maintenance Agreement - 175 Gasboy Maintenance Agreement - 75
520.248	Maintenance & Repair - Vehicles	42,000	Tune ups - 4,700 Electric sup. - 770 Superintendents Vehicle License - 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	70	Various memberships and subscriptions
520.251	Miscellaneous Contractual	133,500	Landfill/dumping fees - 2,500 Street striping - 9,500 Contractual Street Sweeping - 27,000 Outside contractual labor - 25,000 4 mobile phones - 6,000 Contractual Hauling - 20,000 Electrician work - 1,000 Waste disposal - 2,300 Tree services - 7,000 Animal Disposal - 600 Snow Plowing - 20,000

Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
520.268	Rental - Equipment	30,900	Janitorial Services - 5,000 Exterminator - 600 Back Flow Check - 200 Entry mats - 3,200 Floor clean & waxing - 3,600 Office copy machine rental - 3,500. Portable bathroom - 950 Pagers - 1,900 Rental of special equipment: Backhoe - 3,100 Skid Steer - 6,000 Stump Grinder - 1,050 Sewer Auger - 1,450 Trash Pump - 950 Chipper - 12,000
520.275	Taxes	15,000	Monarch-Chesterfield Levee District assessment on Public Works Facility
520.276	Telephone	4,500	Line charges - 3,750 Long distance - 750
520.277	Training & Continuing Education	2,270	Various seminars and meetings
520.285	Utilities - Electric	20,000	Electric for Public Works facility
520.286	Utilities - Gas	6,000	Gas for Public Works facility
520.287	Utilities - Water	2,000	Water for Public Works facility
520.288	Utilities - Sewer	4,000	Sewer for Public Works facility
530.313	Departmental Supplies	317,117	Redi-mix concrete - 98,000 Cold-mix P.P.M. - 10,000 1" Minus - 20,000 CRS-2 - 10,000 RS-211 Crackfiller - 10,000 Hot-Mix Asphalt - 18,000 Soil - 8,000 Gatorade - 700 Concrete forms - 2,400

Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
			Sign Hardware & Signs - 10,000 Plate Compactor - 2,330 Ice Maker - 1,500 Sign Post - 1,000 Sheet vinyl for signs - 2,000 4 Mobile Radios (985/ea) - 3,900 2" Clean - 6,000 1" Clean - 6,000 Fill Sand - 2,000 Portland/Bagged Cement - 2,000 Asphalt Primer - 500 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 - 1,500 Marking paint - 500 Cedar board - 2,500 markers orange plow - 1,000 Form material - 5,000 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 - 4,000 Electric supplies - 300 Warning lights/spot/worklights - 1,200 Trash Bags - 350 Form stakes - 1,500 Cleaning aids - 5,000 Sod - 2,000 Grass seed/straw/ fertilizer - 3,000 Sewer pipe - 3,850 Inlets - 6,000 Gabion stone - 1,100 Gabion wire baskets - 1,500

Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details (continued)			
Account Number	Account Title	1998 Request	Details
			Cast curb box - 1,000 Glass beads - 1,000 A.D.S. pipe - 7,000 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 Batteries - 500 Flagging tape, snow fence - 1,000 Tarp straps - 400 Tool boxes - 150 30' tapes - 120 6' engineers rule - 15 50' tape - 90 Spare handles - 400 Hand held 2-way radios - 2,200
530.318	Gasoline & Oil	44,480	Diesel fuel (45,000/gal @ .87) - 39,150 No lead (2,000/gal @ .84) - 1,680 Oil (1,250 gal @ 2.92) - 3,650
530.340	Salt & Abrasives	125,000	Salt 4,720 T @ 25. - 118,000 (Includes hauling charges) Liq. chloride - 10,000 gal. @ .70 - 7,000
530.342	Tools	7,500	Grease Guns - 50 3/8" Electric Drills - 200 Power pruner - 600 Pole Trimmers - 200 4' Levels - 100 Asphalt Lutes - 200

Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
			Chain Saws - 300 Bull Floats - 200 Mags - 200 Edgers - 150 Finishing brooms - 200 Prime brushes - 400 False Jointer - 50 Stiff rakes - 50 Leaf rakes - 100 Claw hammers - 50 2 lb. hammers - 50 Sledge hammers - 100 Picks - 100 Short handle square - 400 Short handle round - 40 Sharp shooters - 50 Short #2 scoop - 200 Long handle square shovels - 100 Long handle round shovels - 100 Snow shovel - 50 Chute cleaners - 50 Come-a-longs - 200 Cordless drills - 100 Bull float handles - 200 3 gal. spray cans - 500 Post hole diggers - 50 Sewer spoons - 100 Hand tampers - 100 Hand saws - 100 Electric hand saws - 100 Chisels - 50 Trowels - 30 Sewer hooks - 50 Pitch forks - 40 Stake pullers - 100 Pruning shears - 100 Bow saws - 50 Truck wash brushes - 100 Jitter bug - 100 Cracksealing squeegee - 150 Ladder - 400

Fund General	Department Public Works/Parks	Division Street/Sewer Maintenance	Account Number 070.072
Line Item Details (continued)		1998 Request	Details
Account Number	Account Title		
530.343	Uniforms	17,900	Pry bars - 40 Hack saws - 50 Street brooms - 500 Boots (30 @ 85) - 2,550 Gloves/rain gear, Safety Vest, Safety Glasses, Hard Hats, Ear Plugs - 2,600 Shirts - 2,110 Pants - 3,500 Coveralls - 2,200 Jackets - 2,100 Thermal sweatshirts - 800 T-Shirts - 1,100 Caps - 440 Prescription safety glasses (5 @ 100) - 500
530.350	Computer Equipment	8,400	Computers (3 @ 2,000) - 6,000 T1 TSU's - 2,400

THIS PAGE LEFT BLANK INTENTIONALLY

Fund	Department	Division	Account Number
General	Public Works/Parks	Vehicle Maintenance	070.073
<i>Division Summary</i>			
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	<p>This activity involves maintaining adequate spare parts in order to facilitate repairs.</p> <p>MAJOR CHANGE: The 1998 budget includes the addition of a Mechanic.</p>		

Fund	Department	Division			Account Number
General	Public Works/Parks	Vehicle Maintenance			070.073
Division Request					
Type of Expenditure	1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Personnel Services	181,435	177,882	99,227	181,778	218,093
Contractual Services	12,822	6,850	3,968	8,100	6,750
Commodities	34,293	38,997	22,686	33,920	42,840
Capital Outlay	39,225	20,724	0	20,600	38,110
Totals	267,775	244,453	125,880	244,398	305,793
Personnel Schedule			Number of Employees		
Position Title	1996 Actual	1997 Authorized	1998 Requested		
Mechanic Supervisor	1.00	1.00	1.00		
Mechanics	3.00	3.00	4.00		
Totals	4.00	4.00	5.00		

Fund		Department	Division			Account Number		
General		Public Works/Parks	Vehicle Maintenance			070.073		
Personnel Services				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
510.111	Salaries - Regular/Full-Time			130,890	133,081	72,698	134,682	163,811
510.113	Salaries - Overtime			14,353	5,000	6,564	8,000	5,000
510.120	Social Security			9,746	10,563	5,595	10,915	12,914
510.122	Worker's Compensation			3,898	4,598	2,195	4,000	5,520
510.124	Insurance - Health			11,061	12,408	5,886	11,888	16,130
510.125	Insurance - Life			166	447	133	270	334
510.127	Insurance - Disability			631	639	300	608	754
510.130	Pension			10,690	11,146	5,854	11,415	13,630
	Totals			<u>181,435</u>	<u>177,882</u>	<u>99,227</u>	<u>181,778</u>	<u>218,093</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Vehicle Maintenance			070.073	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.221	Data Processing		500	300	0	300	300
520.247	Maintenance & Repair - Equipment		1,236	2,300	0	2,300	2,050
520.248	Maintenance & Repair - Vehicles		592	550	2,247	2,500	550
520.249	Memberships & Subscriptions		6	400	13	400	400
520.251	Miscellaneous Contractual		1,086	1,150	656	1,000	1,000
520.268	Rental - Equipment		1,375	1,350	645	1,000	1,450
520.269	Rental - Buildings		7,680	0	0	0	0
520.277	Training & Continuing Education		347	800	407	600	1,000
	Totals		<u>12,822</u>	<u>6,850</u>	<u>3,968</u>	<u>8,100</u>	<u>6,750</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Vehicle Maintenance			070.073	
Commodities		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
Account Number	Account Title						
530.313	Departmental Supplies	26,271	24,428	5,335	20,000	24,290	
530.314	Equipment Parts	1,082	7,000	14,524	7,000	7,000	
530.318	Gasoline & Oil	1,185	770	120	770	550	
530.342	Tools	3,487	3,975	2,210	3,900	4,100	
530.343	Uniforms	2,269	2,824	497	2,250	2,900	
530.350	Computer Equipment	0	0	0	0	4,000	
	Totals	<u>34,293</u>	<u>38,997</u>	<u>22,686</u>	<u>33,920</u>	<u>42,840</u>	



Fund		Department	Division			Account Number
General		Public Works/Parks	Vehicle Maintenance			070.073
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.440	Machinery & Equipment	39,225	124	0	0	0
540.460	Automobiles & Trucks	0	0	0	0	38,110
540.480	Improvements Other Than Buildings	0	20,600	0	20,600	0
	Totals	<u>39,225</u>	<u>20,724</u>	<u>0</u>	<u>20,600</u>	<u>38,110</u>

Fund General	Department Public Works/Parks	Division Vehicle Maintenance	Account Number 070.073
------------------------	---	--	----------------------------------

Capital Outlay Request

Full Account Number

001-070-073-540.460

Description	No# Requested	Unit Cost	Total Cost
Garage Service Truck	1	\$38,110	\$38,110

Explain reason for request (describe use and workload)

Used to service equipment and vehicles on road calls.

**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>
Service Truck	Chevy	7 Yrs.	To be sold.

What source was used for unit cost?

Other remarks

Fund	Department	Division	Account Number
General	Public Works/Parks	Vehicle Maintenance	070.073
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.221	Data Processing	300	Upgrade vehicle maintenance program
520.247	Maintenance & Repair - Equipment	2,050	Air Compressor service - 100 Wheel Balancer - 200 Alignment Equipment - 800 Update OTC cartridges - 400 Lathe adaptors & bits - 250 Diagnostic Machine updates - 300
520.248	Maintenance & Repair - Vehicles	550	Service, repairing/service truck ; oil changes, filters, tires, etc.
520.249	Memberships & Subscriptions	400	Various memberships and subscriptions
520.251	Miscellaneous Contractual	1,000	Parts cleaning solution disposal - 100 Towing - 400 Used tires hauled - 500
520.268	Rental - Equipment	1,450	Oxygen & acetylene tanks - 800 Emergency equipment - 500 Pagers - 150
520.277	Training & Continuing Education	1,000	Various seminars and meetings
530.313	Departmental Supplies	24,290	Steel - 2,200 Air compressor for service truck - 1,700 Tommy Liftgate for service truck - 1,590 Hand Cleaner - 500 Hydraulic Hose - 1,000 Degreasers (engine) - 500 Penetrat. Oil - 300 Welding Supplies - 900 Nuts & Bolts - 2,000 Elec. Sup. - 600 Janitor Supplies - 900 Oxy/acetylene - 800 A/C freon - 600 Air hoses - 300 Drop lights - 200 Paint, primer, thinner, sandpaper - 600 Chains - 400 Plow bolts - 2,000

Fund	Department	Division	Account Number
General	Public Works/Parks	Vehicle Maintenance	070.073
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
530.314	Equipment Parts	7,000	Rust inhibitor (Salt and Auger Chains) - 800 Brass Fittings - 300 Shop towels - 1,000 Trash can liners - 200 Floor squeegees - 150 Wheel weights - 250 Alignment Shims - 250 Mops - 100 Buckets - 100 Air brake fittings - 500 Electrical supplies - 500 Degreasers - 500 Sand (for sandblasting) - 500 Chop saw blades - 300 Grinding wheels & wire brushes - 250 Trash cans, lids, dollies - 400 Oil Dry - 200 Broom - 100 Disposable seat covers - 400 Disposable floor mats - 400 Batteries - 400 Brake shoes & pads - 500 Engine oil - 1,800 Hydraulic oil - 1,000 Lube grease - 800 Transmission fluid - 800 Windshield washer - 300 Oil, air, fuel & transmission filters - 500 Bulbs - 150 Belts & hoses - 500 Exhaust parts - 250
530.318	Gasoline & Oil	550	Gas (578 gallons @ \$.87) - 500 Oil (60 quarts) - 50
530.342	Tools	4,100	Pallet truck - 550 Rolling grease gun - 900 Floor jacks - 200 Strut compressor & accessories - 400 Torque multiplier - 600 Rear axle bearing pullers - 125

Fund	Department	Division	Account Number
General	Public Works/Parks	Vehicle Maintenance	070.073
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
530.343	Uniforms	2,900	Porta power attachments - 200 Bench grinder - 200 Rolling stairway (tire access) - 675 Hand ratchet come-a-longs - 100 Straight line sander - 150 Uniforms - 1,025 Jackets - 200 Coveralls - 400 Work Shoes - 425 Rain suits - 225 Winter liners - 100 T-Shirts - 200 Sweatshirts - 125 Gloves - 100 Prescription safety glasses - 100
530.350	Computer Equipment	4,000	Computers (2 @ \$2,000) - 4,000

Fund	Department	Division	Account Number
General	Public Works/Parks	Parks & Recreation	070.074

Division Summary

Activity	Remarks
Parks & Recreation	<p>This division is responsible for the planning, acquisition, development and operation of City parks facilities. It also includes the planning and programming of City recreational activities and special events.</p> <p>This division also includes the planning, implementation and maintenance of the Highway Beautification Program and Subdivision Beautification Program.</p> <p>This division coordinates programs of the Chesterfield Arts Commission in the promotion of public art.</p> <p>MAJOR CHANGE: This division is projected to include the development and maintenance management responsibilities for 177+ acres of park land and the operation of a pool complex and athletic complex in 1998.</p> <p>The 1998 budget includes the addition of a full-time Recreation Supervisor, Administrative Secretary and Parks Maintenance Worker.</p>

Fund	Department	Division	Account Number			
General	Public Works/Parks	Parks & Recreation	070.074			
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Personnel Services		84,195	178,275	56,853	115,016	298,478
Contractual Services		37,119	102,500	36,596	102,354	206,310
Commodities		18,779	20,600	10,554	20,482	93,930
Capital Outlay		40,366	12,875	6,750	48,674	203,841
Totals		180,459	314,250	110,754	286,526	802,559
<i>Personnel Schedule</i>			Number of Employees			
Position Title			1996 Actual	1997 Authorized	1998 Requested	
Parks, Rec & Arts Superintendent			1.00	1.00	1.00	
Parks Maint. Supervisor			0.00	0.75	1.00	
Parks Recreation Coordinator			0.00	0.00	1.00	
Parks Planning Assistant			1.00	1.00	1.00	
Parks Maintenance Worker			0.00	0.75	2.00	
Parks, Secretary			0.00	0.00	1.00	
Park & Recreation (6 seasonal)			0.31	1.80	1.80	
Totals			2.31	5.30	8.80	

Fund		Department		Division			Account Number	
General		Public Works/Parks		Parks & Recreation			070.074	
Personnel Services				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
510.110	Salaries - Supervisory			51,503	51,053	28,045	52,061	53,095
510.111	Salaries - Regular/Full-Time			16,136	64,229	13,321	27,669	148,010
510.112	Salaries - Part-Time			5,600	26,880	6,080	12,490	26,880
510.113	Salaries - Overtime			0	1,000	1,197	2,220	3,500
510.120	Social Security			5,930	10,952	3,709	7,225	17,709
510.122	Worker's Compensation			1,493	4,226	1,704	4,200	10,347
510.124	Insurance - Health			1,015	9,478	523	1,315	21,059
510.125	Insurance - Life			102	581	66	141	410
510.127	Insurance - Disability			299	553	148	317	925
510.130	Pension			2,117	9,323	2,061	7,378	16,543
	Totals			84,195	178,275	56,853	115,016	298,478

Fund		Department	Division			Account Number
General		Public Works/Parks	Parks & Recreation			070.074
Contractual Services		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
520.210	Advertising	818	120	1,304	1,304	2,000
520.247	Maintenance & Repair - Equipment	0	0	0	0	250
520.248	Maintenance & Repair - Vehicles	36	0	158	300	500
520.249	Memberships & Subscriptions	497	550	325	550	585
520.251	Miscellaneous Contractual	26,794	82,080	28,899	80,000	59,200
520.260	Printing & Binding	2,396	1,050	1,070	1,500	9,000
520.261	Professional Services	1,553	7,500	564	7,500	10,600
520.263	Subdivision Beautification Program	2,992	5,000	1,000	5,000	5,000
520.268	Rental - Equipment	800	3,750	2,765	3,750	5,175
520.276	Telephone	0	0	0	0	2,000
520.277	Training & Continuing Education	1,232	2,450	510	2,450	3,000
520.285	Utilities - Electric	0	0	0	0	45,000
520.287	Utilities - Water	0	0	0	0	3,000
520.288	Utilities - Sewer	0	0	0	0	1,000
520.292	Tenth Anniversary-Services	0	0	0	0	60,000
	Totals	<u>37,119</u>	<u>102,500</u>	<u>36,596</u>	<u>102,354</u>	<u>206,310</u>

Fund		Department	Division			Account Number
General		Public Works/Parks	Parks & Recreation			070.074
Commodities						
Account Number	Account Title	1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
530.313	Departmental Supplies	7,695	13,200	4,210	13,200	14,500
530.318	Gasoline & Oil	27	0	83	150	300
530.325	Miscellaneous Supplies	6,958	3,000	2,664	3,000	10,600
530.342	Tools	2,141	1,450	1,438	1,450	1,560
530.343	Uniforms	149	950	27	550	970
530.346	Tenth Anniversary-Supplies	0	0	0	0	60,000
530.350	Computer Equipment	1,810	2,000	2,132	2,132	6,000
	Totals	<u>18,779</u>	<u>20,600</u>	<u>10,554</u>	<u>20,482</u>	<u>93,930</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Parks & Recreation			070.074	
Capital Expenditures			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
540.420	Furniture		0	0	0	0	4,000
540.440	Machinery & Equipment		4,567	12,875	6,750	12,875	180,745
540.460	Automobiles & Trucks		35,799	0	0	35,799	19,096
	Totals		<u>40,366</u>	<u>12,875</u>	<u>6,750</u>	<u>48,674</u>	<u>203,841</u>

Fund General	Department Public Works/Parks	Division Parks & Recreation	Account Number 070.074
------------------------	---	---------------------------------------	----------------------------------

Capital Outlay Request

Full Account Number
001-070-074-540.420

Description Furniture	No# Requested 1	Unit Cost \$4,000	Total Cost \$4,000
---------------------------------	---------------------------	-----------------------------	------------------------------

Explain reason for request (describe use and workload)
For office and pool complex use.

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>
-------------	-------------	------------	--------------------------------

What source was used for unit cost?

Furniture Catalog

Other remarks

Fund General	Department Public Works/Parks	Division Parks & Recreation	Account Number 070.074
Capital Outlay Request			
Full Account Number 001-070-074-540.440			
Description Pool Equipment	No# Requested 1	Unit Cost \$50,000	Total Cost \$50,000
Explain reason for request (describe use and workload) Pool furniture, concession equipment, fax machine, office items and equipment for the pool complex.		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 quotes			
Other remarks			

Fund General	Department Public Works/Parks	Division Parks & Recreation	Account Number 070.074
------------------------	---	---------------------------------------	----------------------------------

Capital Outlay Request

Full Account Number
001-070-074-540.440

Description Tractor	No# Requested 1	Unit Cost \$35,700	Total Cost \$35,700
-------------------------------	---------------------------	------------------------------	-------------------------------

Explain reason for request (describe use and workload) Park Maintenance	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>
-------------	-------------	------------	--------------------------------

What source was used for unit cost?

Vendor quotes

Other remarks

Fund General	Department Public Works/Parks	Division Parks & Recreation	Account Number 070.074
------------------------	---	---------------------------------------	----------------------------------

Capital Outlay Request

Full Account Number
001-070-074-540.440

Description Front End Mower	No# Requested 1	Unit Cost \$31,827	Total Cost \$31,827
---------------------------------------	---------------------------	------------------------------	-------------------------------

Explain reason for request (describe use and workload) Park maintenance	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 Dealer

Other remarks

Fund General	Department Public Works/Parks	Division Parks & Recreation	Account Number 070.074
------------------------	---	---------------------------------------	----------------------------------

Capital Outlay Request

Full Account Number

001-070-074-540.440

Description	No# Requested	Unit Cost	Total Cost
Sports Complex Equipment	1	\$25,000	\$25,000

Explain reason for request (describe use and workload)

Concession equipment and athletic equipment for the new complex.

No# of similar units on hand
0

- Replacement
 Addition

Specify Items to be Replaced

Item	Make	Age	Recommended Disposition

What source was used for unit cost?

Vendor quotes

Other remarks

Fund General	Department Public Works/Parks	Division Parks & Recreation	Account Number 070.074	
Capital Outlay Request				
Full Account Number 001-070-074-540.440				
Description Utility Cart		No# Requested 1	Unit Cost \$21,218	Total Cost \$21,218
Explain reason for request (describe use and workload) Parks maintenance			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 Dealer				
Other remarks				

Fund General	Department Public Works/Parks	Division Parks & Recreation	Account Number 070.074
------------------------	---	---------------------------------------	----------------------------------

Capital Outlay Request

Full Account Number

001-070-074-540.440

Description	No# Requested	Unit Cost	Total Cost
Photo I.D. System	1	\$17,000	\$17,000

Explain reason for request (describe use and workload)

I.D. for new sports complexes, city residents and employees

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>

What source was used for unit cost?

Vendor quotes

Other remarks

Fund General	Department Public Works/Parks	Division Parks & Recreation	Account Number 070.074	
Capital Outlay Request				
Full Account Number 001-070-074-540.460				
Description Pickup		No# Requested 1	Unit Cost \$19,096	Total Cost \$19,096
Explain reason for request (describe use and workload) Operation and maintenance activity			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? Automotive Dealer				
Other remarks				

Fund	Department	Division	Account Number
General	Public Works/Parks	Parks & Recreation	070.074
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.210	Advertising	2,000	Pool, Parks, Recreation, Arts & Special Events advertisements
520.249	Memberships & Subscriptions	585	Various memberships and subscriptions
520.251	Miscellaneous Contractual	59,200	Recreation Programs & Events: Entertainment (clowns, mimes, face painters, guest speakers, music, sound system, lighting) - 14,700 Transportation (buses, escorts) - 3,000 Catering - 1,000 Misc. permits to host events - 1,000 Landscape Contract Maintenance - 23,000 Landscape repairs - 5,000 Herbicide, Fertilizer & Water - 5,000 Technical Services - 3,000 City Limit Signs-Maintenance & Landscaping - 2,500 Mobile Phone Service (2)- 1,000
520.260	Printing & Binding	9,000	Brochures - 1,000 Reports - 1,000 I.D. System - 2,500 Graphic Arts - 1,000 Pool Complex - 1,000 Athletic Complex - 1,000 Programs & Events - Invitations, programs, posters, banners - 1,500
520.261	Professional Services	10,600	Consultants- Forestry, Landscape, Architects, Horticulture - 3,100 Recreation - 5,000 Program Instructors - 2,500
520.263	Subdivision Beautification Program	5,000	Matching grant program
520.268	Rental - Equipment	5,175	Event rentals (recreation, tents, tables, chairs, restrooms, staging) - 2,300 Parks, Grounds & Construction Rentals (loader, tillers, spray equipment as needed) - 2,500 Pager (3) - 375

Fund	Department	Division	Account Number
General	Public Works/Parks	Parks & Recreation	070.074
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
520.276	Telephone	2,000	Telephone for the Central Park site - 1,000 Telephone for the Athletic Complex - 1,000
520.277	Training & Continuing Education	3,000	Various seminars and meetings
520.285	Utilities - Electric	45,000	Electric for the Central Park site - 20,000 Electric for the Athletic Complex - 25,000
520.287	Utilities - Water	3,000	Water for the Central Park site
520.288	Utilities - Sewer	1,000	Sewer for the Central Park site
520.292	Tenth Anniversary-Services	60,000	Rentals, entertainment, fireworks, printing, and other expenses related to the City's 10th anniversary celebration
530.313	Departmental Supplies	14,500	Seed, straw, fertilizer - 1,000 Rock & sand - 1,000 Concrete & Pre-mix - 1,200 Lumber - 2,000 Signs & Posts - 1,500 Park & Pool supplies - 1,500 Stakes - 100 Plant material - 1,500 Paint & stains - 600 Trash receptacles - 500 Volleyball Court materials & supplies - 2,000 Radios (2) - 1,600
530.325	Miscellaneous Supplies	10,600	Recreation & Special Events Supplies: Program incentives (Shirts, prizes, balloons) - 4,950 Refreshments - 1,800 Event tickets (Cardinals, Sting) - 1,600 Sports equipment, fish, props - 900 Banners, paper supplies - 900 Program supplies (Tickets, name tags, decorations, plants) - 450
530.342	Tools	1,560	Push mowers (1) - 375 Wheelbarrows (1) - 150

Fund	Department	Division	Account Number
General	Public Works/Parks	Parks & Recreation	070.074
Line Item Details (continued)		1998	
Account Number	Account Title	Request	Details
530.343	Uniforms	970	Lopping shears (1) - 100 Pruning shears (1) - 35 Hand Tool Replacement - 300 Power Pruner - 600 Coveralls - 150 Sweatshirts - 50 T-shirts & Collar Shirts - 300 Safety Glasses - 100 Prescription Glasses - 70 Gloves - 100 Safety Equipment - 200
530.346	Tenth Anniversary-Supplies	60,000	Materials and supplies related to the City's 10th anniversary celebration
530.350	Computer Equipment	6,000	Computers (3 @ 2,000) - 6,000

THIS PAGE LEFT BLANK INTENTIONALLY

Fund	Department	Division	Account Number
General	Public Works/Parks	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/Parks	Street Lighting			070.075	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Contractual Services		6,608	6,500	463	6,500	5,000
TOTAL		6,608	6,500	463	6,500	5,000

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street Lighting			070.075	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.274	Street Lighting		6,608	6,500	463	6,500	5,000
	Totals		<u>6,608</u>	<u>6,500</u>	<u>463</u>	<u>6,500</u>	<u>5,000</u>

Fund	Department	Division	Account Number
General	Public Works/Parks	Street Lighting	070.075
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.274	Street Lighting	5,000	Monthly charges for street lights - 1,500 New installations - 3,500

Fund	Department	Division	Account Number
General	Contingency	Contingency	090.091

Division Summary

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

Contingency

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>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Transfers		0	68,240	0	0	379,460
TOTAL		0	68,240	0	0	379,460

Fund General	Department Contingency	Division Contingency	Account Number 090.091
Line Item Details		1998	
Account Number	Account Title	Request	Details
550.511	Contingency	379,460	Allowance for revenue shortfalls and unforeseen expenditures



THIS PAGE LEFT BLANK INTENTIONALLY

<i>Combined Statement of Budgeted Revenues and Expenditures - Parks Construction Fund</i>	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	11,097,742	8,872,145	243,864
REVENUES			
Other Revenues	584,677	302,000	6,000
EXPENDITURES			
Public Works/Parks	2,810,274	10,500,000	249,864
TRANSFERS TO / FROM OTHER FUNDS	0	1,569,719	0
FUND BALANCE, DECEMBER 31	8,872,145	243,864	0

Revenue Budget - Parks Construction Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Other Revenues:			
490.100 Interest on Investments	<u>584,677</u>	<u>302,000</u>	<u>6,000</u>
Total Other Revenues	584,677	302,000	6,000
Totals	<u><u>584,677</u></u>	<u><u>302,000</u></u>	<u><u>6,000</u></u>

Fund	Department	Division			Account Number	
Parks Construction	Public Works/Parks	Parks/Beautification			070.074	
Division Request		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Contractual Services		223,321	507,901	246,369	507,901	0
Capital Outlay		2,586,952	5,523,968	5,858,548	9,992,099	249,864
TOTAL		2,810,274	6,031,869	6,104,916	10,500,000	249,864

Fund		Department	Division			Account Number	
Parks Construction		Public Works/Parks	Parks/Beautification			070.074	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.261	Professional Services		223,321	507,901	246,369	507,901	0
	Totals		<u>223,321</u>	<u>507,901</u>	<u>246,369</u>	<u>507,901</u>	<u>0</u>

Fund		Department	Division			Account Number	
Parks Construction		Public Works/Parks	Parks/Beautification			070.074	
<i>Capital Expenditures</i>			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
540.475	Land		2,525,219	100,000	5,761,908	100,000	0
540.480	Improvements Other Than Buildings		61,733	5,423,968	96,640	9,892,099	249,864
	Totals		<u>2,586,952</u>	<u>5,523,968</u>	<u>5,858,548</u>	<u>9,992,099</u>	<u>249,864</u>

Fund	Department	Division	Account Number
Parks Construction	Public Works/Parks	Parks/Beautification	070.074
<i>Line Item Details</i>		1998	
Account Number	Account Title	Request	Details
540.480	Improvements Other Than Buildings	249,864	Valley Athletic Complex, Phase II

Combined Statement of Budgeted Revenues and Expenditures - Wilson Trust Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	385,864	387,109	221,131
REVENUES			
Other Revenues	1,245	1,425	1,200
EXPENDITURES			
Public Works/Parks	0	167,403	222,331
TRANSFERS TO / FROM OTHER FUNDS	0	0	0
FUND BALANCE, DECEMBER 31	387,109	221,131	0



Revenue Budget - Wilson Trust Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Other Revenues:			
490.100 Interest on Investments	1,245	1,425	1,200
Total Other Revenues	1,245	1,425	1,200
Totals	<u>1,245</u>	<u>1,425</u>	<u>1,200</u>

Fund	Department	Division			Account Number	
Wilson Trust	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Contractual Services		0	87,403	0	87,403	0
Capital Outlay		0	1,278,361	0	80,000	222,331
TOTAL		0	1,365,764	0	167,403	222,331

Fund	Department	Division	Account Number			
Wilson Trust	Public Works/Parks	Street/Sewer Maintenance	070.072			
Contractual Services		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
520.299	Refund of Grant Proceeds	0	87,403	0	87,403	0
	Totals	0	87,403	0	87,403	0

Fund		Department		Division		Account Number	
Wilson Trust		Public Works/Parks		Street/Sewer Maintenance		070.072	
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
Account Number	Account Title						
540.490	Street Improvements	0	1,278,361	0	80,000	222,331	
	Totals	0	1,278,361	0	80,000	222,331	

Fund	Department	Division	Account Number
Wilson Trust	Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details		1998	
Account Number	Account Title	Request	Details
540.490	Street Improvements	222,331	Wilson Road improvements

Combined Statement of Budgeted Revenues and Expenditures - Capital Projects Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	-168,436	0	0
EXPENDITURES			
Public Works/Parks	2,700,039	963,050	625,150
TRANSFERS TO / FROM OTHER FUNDS	2,868,475	963,050	625,150
FUND BALANCE, DECEMBER 31	0	0	0

Fund	Department	Division			Account Number	
Capital Projects	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Capital Outlay		2,700,039	963,050	455,816	963,050	625,150
TOTAL		2,700,039	963,050	455,816	963,050	625,150

Fund		Department	Division			Account Number
Capital Projects		Public Works/Parks	Street/Sewer Maintenance			070.072
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.490	Street Improvements	2,317,502	337,685	180,543	337,685	206,000
540.495	Storm Sewer Improvements	253,268	459,473	273,323	459,473	206,000
540.497	Sidewalk Improvements	88,123	110,892	0	110,892	101,500
540.499	Highway Beautification	41,147	55,000	1,950	55,000	111,650
	Totals	2,700,039	963,050	455,816	963,050	625,150

Fund	Department	Division	Account Number
Capital Projects	Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details		1998	
Account Number	Account Title	Request	Details
540.490	Street Improvements	206,000	Crack sealing - 103,000 Asphalt Overlays - 103,000
540.495	Storm Sewer Improvements	206,000	Unspecified Storm sewer projects
540.497	Sidewalk Improvements	101,500	Unspecified sidewalk reconstruction projects - 51,500 Clarkson Woods South sidewalk - 50,000
540.499	Highway Beautification	111,650	Highway beautification projects - 55,000 Parks beautification - 56,650



Combined Statement of Budgeted Revenues and Expenditures - CV TIF Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	445,335	798,032	604,235
REVENUES			
Property Taxes	475,848	560,000	585,000
Utility Taxes	51,039	54,000	55,100
Sales Tax	153,264	250,000	262,500
Other Revenues	2,611,650	20,000	21,000
TOTAL REVENUE	3,291,801	884,000	923,600
TOTAL AVAILABLE FUNDS	3,737,136	1,682,032	1,527,835
EXPENDITURES			
Public Works/Parks	155,604	1,077,797	448,927
TRANSFERS TO / FROM OTHER FUNDS	-2,783,500	0	0
FUND BALANCE, DECEMBER 31	798,032	604,235	1,078,908

Revenue Budget - CV TIF Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Property Taxes:			
405.000 Property Taxes	475,848	560,000	585,000
Total Other Revenues	475,848	560,000	585,000
Utility Taxes:			
410.100 Utility Taxes - Electric	43,566	46,000	47,000
410.200 Utility Taxes - Gas	4,264	4,500	4,600
410.300 Utility Taxes - Telephone	1,438	1,500	1,500
410.400 Utility Taxes - Water	1,770	2,000	2,000
Total Utility Taxes	51,039	54,000	55,100
Sales Tax:			
420.000 Sales Tax	153,264	250,000	262,500
Total Sales Tax	153,264	250,000	262,500
Other Revenues:			
490.100 Interest on Investments	11,650	20,000	21,000
498.000 Bond Proceeds	2,600,000	0	0
Total Other Revenues	2,611,650	20,000	21,000
Totals	3,291,801	884,000	923,600

Fund	Department	Division			Account Number	
CV TIF	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Contractual Services		89,104	217,000	27,926	217,000	67,000
Capital Outlay		0	612,626	0	612,626	0
Debt Service		66,500	250,000	174,837	248,171	381,927
TOTAL		155,604	1,079,626	202,763	1,077,797	448,927

Fund		Department	Division			Account Number	
CV TIF		Public Works/Parks	Street/Sewer Maintenance			070.072	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.251	Miscellaneous Contractual		0	150,000	0	150,000	0
520.261	Professional Services		89,104	67,000	27,926	67,000	67,000
	Totals		<u>89,104</u>	<u>217,000</u>	<u>27,926</u>	<u>217,000</u>	<u>67,000</u>

Fund	Department	Division	Account Number			
CV TIF	Public Works/Parks	Street/Sewer Maintenance	070.072			
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
540.495	Storm Sewer Improvements	0	612,626	0	612,626	0
	Totals	0	612,626	0	612,626	0



Fund	Department	Division	Account Number
CV TIF	Public Works/Parks	Street/Sewer Maintenance	070.072
<i>Line Item Details</i>		1998	
Account Number	Account Title	Request	Details
560.100	Principal Payment	100,000	Principal on notes to Monarch/Chesterfield Levee District: \$2.6 million note - 70,000 \$1.0 million note - 30,000
560.101	Interest Expense	281,927	Interest payment on notes to Monarch/Chesterfield Levee District: \$2.6 million note - 17,334 \$1.0 million note - 144,593 Accrued interest on Chesterfield Grove note - 120,000

Combined Statement of Budgeted Revenues and Expenditures - Public Works Facility Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	2,233,925	126,405	0
REVENUES			
Other Revenues	68,209	4,300	0
EXPENDITURES			
Public Works/Parks	2,175,729	130,705	0
TRANSFERS TO / FROM OTHER FUNDS	0	0	0
FUND BALANCE, DECEMBER 31	126,405	0	0

Revenue Budget - Public Works Facility Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Other Revenues:			
490.100 Interest on Investments	68,196	4,300	0
495.000 Miscellaneous	13	0	0
Total Other Revenues	68,209	4,300	0
Totals	68,209	4,300	0

Fund	Department	Division			Account Number	
Public Works Facility	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Capital Outlay		2,175,729	80,108	82,693	130,705	0
TOTAL		2,175,729	80,108	82,693	130,705	0

Fund		Department		Division		Account Number		
Public Works Facility		Public Works/Parks		Street/Sewer Maintenance		070.072		
Capital Expenditures				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
540.405	Buildings			2,175,729	80,108	82,693	130,705	0
	Totals			2,175,729	80,108	82,693	130,705	0

Combined Statement of Budgeted Revenues and Expenditures - R&S Construction Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	0	0	7,240,081
REVENUES			
Other Revenues	0	14,096,102	242,000
EXPENDITURES			
Public Works/Parks	0	6,856,021	4,748,000
TRANSFERS TO / FROM OTHER FUNDS	0	0	0
FUND BALANCE, DECEMBER 31	0	7,240,081	2,734,081

Revenue Budget - R&S Construction Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Other Revenues:			
490.100 Interest on Investments	0	340,000	242,000
498.000 Bond Proceeds	0	13,756,102	0
Total Other Revenues	0	14,096,102	242,000
Totals	<u>0</u>	<u>14,096,102</u>	<u>242,000</u>

Fund	Department	Division			Account Number
R&S Construction	Public Works/Parks	Street/Sewer Maintenance			070.072
Division Request					
Type of Expenditure	1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Personnel Services	0	85,175	15,443	86,079	173,411
Contractual Services	0	250,000	14,328	250,000	265,900
Commodities	0	6,500	5,702	6,500	6,000
Capital Outlay	0	6,450,000	48,638	6,450,000	4,302,689
Capital Outlay	0	63,445	63,642	63,442	0
Totals	0	6,855,120	147,754	6,856,021	4,748,000
Personnel Schedule					
Position Title	Number of Employees				
	1996 Actual	1997 Authorized	1998 Requested		
Project Manager	0.00	1.00	1.00		
Contract Manager	0.00	2.00	2.00		
Totals	0.00	3.00	3.00		

Fund		Department	Division			Account Number	
R&S Construction		Public Works/Parks	Street/Sewer Maintenance			070.072	
Personnel Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
510.110	Salaries - Supervisory		0	31,000	8,654	31,807	52,222
510.111	Salaries - Regular/Full-Time		0	42,000	5,558	42,892	85,403
510.120	Social Security		0	5,600	1,066	5,714	10,528
510.122	Worker's Compensation		0	3,650	0	2,734	5,037
510.124	Insurance - Health		0	2,400	132	2,424	8,155
510.125	Insurance - Life		0	200	14	185	348
510.127	Insurance - Disability		0	325	19	323	633
510.130	Pension		0	0	0	0	11,085
	Totals		<u>0</u>	<u>85,175</u>	<u>15,443</u>	<u>86,079</u>	<u>173,411</u>

Fund		Department	Division			Account Number	
R&S Construction		Public Works/Parks	Street/Sewer Maintenance			070.072	
Contractual Services			1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title						
520.210	Advertising		0	300	0	300	1,000
520.247	Maintenance & Repair - Equipment		0	100	79	100	100
520.251	Miscellaneous Contractual		0	16,000	2,596	16,000	10,000
520.260	Printing & Binding		0	2,000	1,014	2,000	2,000
520.261	Professional Services		0	230,000	9,967	230,000	250,000
520.276	Telephone		0	1,500	662	1,500	2,500
520.277	Training & Continuing Education		0	100	10	100	300
	Totals		0	250,000	14,328	250,000	265,900

Fund		Department	Division			Account Number
R&S Construction		Public Works/Parks	Street/Sewer Maintenance			070.072
Commodities		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
530.313	Departmental Supplies	0	6,000	5,592	6,000	5,000
530.343	Uniforms	0	500	110	500	1,000
	Totals	<u>0</u>	<u>6,500</u>	<u>5,702</u>	<u>6,500</u>	<u>6,000</u>

Fund		Department		Division		Account Number	
R&S Construction		Public Works/Parks		Street/Sewer Maintenance		070.072	
Capital Expenditures		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request	
Account Number	Account Title						
540.490	Street Improvements	0	6,350,000	48,638	6,350,000	4,202,689	
540.497	Sidewalk Improvements	0	100,000	0	100,000	100,000	
	Totals	0	6,450,000	48,638	6,450,000	4,302,689	

Fund	Department	Division	Account Number
R&S Construction	Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details		1998	
Account Number	Account Title	Request	Details
520.210	Advertising	1,000	Required advertising in legal publications for bidding purposes
520.247	Maintenance & Repair - Equipment	100	repair of office and testing equipment
520.251	Miscellaneous Contractual	10,000	Cellular phones Contractual labor Film developing
520.260	Printing & Binding	2,000	Printing of bid packages and blueprints
520.261	Professional Services	250,000	Engineering and design services for street and sidewalk projects. Professional testing services
520.276	Telephone	2,500	Telephone services for R&S personnel
520.277	Training & Continuing Education	300	Miscellaneous area training and publications
530.313	Departmental Supplies	5,000	Drafting equipment Survey materials Photo supplies Office supplies: calculators radios meeting supplies
530.343	Uniforms	1,000	Shirts, Winter gear, Gloves, Safety equipment, Rain Gear, and Boots.

<i>Combined Statement of Budgeted Revenues and Expenditures - Cap Imp Sales Tax Fund</i>	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	0	0	1,598,000
REVENUES			
Sales Tax	0	1,598,000	2,025,000
TRANSFERS TO / FROM OTHER FUNDS	0	0	-1,940,851
FUND BALANCE, DECEMBER 31	0	1,598,000	1,682,149

Revenue Budget - Cap Imp Sales Tax Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Sales Tax:			
420.000 Sales Tax	0	1,598,000	2,025,000
Total Sales Tax	0	1,598,000	2,025,000
Totals	0	1,598,000	2,025,000

Fund	Department	Division	Account Number
Cap Imp Sales Tax	Contingency	Operating Transfers Out	090.099
Line Item Details		1998 Request	Details
Account Number	Account Title		
599.000	Operating Transfers Out	1,940,851	Transfer to Debt Service for R&S 1997



THIS PAGE LEFT BLANK INTENTIONALLY

Combined Statement of Budgeted Revenues and Expenditures - Debt Service-Parks Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	998,144	1,134,896	1,315,896
REVENUES			
Property Taxes	1,084,788	1,127,000	1,160,000
EXPENDITURES			
Public Works/Parks	948,036	946,000	946,665
TRANSFERS TO / FROM OTHER FUNDS	0	0	0
FUND BALANCE, DECEMBER 31	1,134,896	1,315,896	1,529,231

<i>Revenue Budget - Debt Service-Parks Fund</i>	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Property Taxes:			
405.000 Property Taxes	<u>1,084,788</u>	<u>1,127,000</u>	<u>1,160,000</u>
totals	1,084,788	1,127,000	1,160,000
Totals	<u><u>1,084,788</u></u>	<u><u>1,127,000</u></u>	<u><u>1,160,000</u></u>

Fund	Department	Division			Account Number
Debt Service-Parks	Public Works/Parks	Parks/Beautification			070.074
<i>Division Request</i>					
Type of Expenditure	1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Debt Service	948,036	945,349	621,103	946,000	946,665
TOTAL	948,036	945,349	621,103	946,000	946,665

Fund	Department	Division	Account Number
Debt Service-Parks	Public Works/Parks	Parks/Beautification	070.074
Line Item Details		1998	
Account Number	Account Title	Request	Details
560.100	Principal Payment	310,000	Principal payment Series 1995
560.101	Interest Expense	636,665	Interest payment Series 1995 - 635,665 Paying Agent Fees - 1,000

Combined Statement of Budgeted Revenues and Expenditures - Certificate Payment Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	76,216	20,467	52,859
REVENUES			
Other Revenues	20,906	21,700	0
EXPENDITURES			
Public Works/Parks	248,106	243,043	243,813
TRANSFERS TO / FROM OTHER FUNDS	171,450	253,735	243,813
FUND BALANCE, DECEMBER 31	20,467	52,859	52,859

Revenue Budget - Certificate Payment Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Other Revenues:			
490.100 Interest on Investments	20,906	21,700	0
Total Other Revenues	20,906	21,700	0
Totals	<u>20,906</u>	<u>21,700</u>	<u>0</u>

Fund	Department	Division			Account Number	
Certificate Payment	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Debt Service		248,106	243,043	76,021	243,043	243,813
TOTAL		248,106	243,043	76,021	243,043	243,813

Fund	Department	Division	Account Number
Certificate Payment	Public Works/Parks	Street/Sewer Maintenance	070.072
<i>Line Item Details</i>		1998	
Account Number	Account Title	Request	Details
560.102	Principal - COP Series 1995	95,000	Principal on Public Works Facility Certificates of Participation Series 1995
560.103	Interest - COP Series 1995	148,813	Interest on Public Works Facility Certificates of Participation Series 1995 - 147,813 Trustee Fees - 1,000

Combined Statement of Budgeted Revenues and Expenditures - Debt Service - R&S Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	0	0	99,181
REVENUES			
Other Revenues	0	473,898	0
EXPENDITURES			
Public Works/Parks	0	374,717	2,040,032
TRANSFERS TO / FROM OTHER FUNDS	0	0	1,940,851
FUND BALANCE, DECEMBER 31	0	99,181	0

Revenue Budget - Debt Service - R&S Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Other Revenues:			
498.000 Bond Proceeds	0	473,898	0
Total Other Revenues	0	473,898	0
Totals	0	473,898	0

Fund	Department	Division			Account Number	
Debt Service - R&S	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Debt Service		0	0	0	374,717	2,040,032
TOTAL		0	0	0	374,717	2,040,032



Fund	Department	Division	Account Number
Debt Service - R&S	Public Works/Parks	Street/Sewer Maintenance	070.072
<i>Line Item Details</i>		1998	
Account Number	Account Title	Request	Details
560.100	Principal Payment	1,320,000	Principal payment Series 1997
560.101	Interest Expense	720,032	Interest payment Series 1997 - 719,032 Paying Agent Fees - 1,000

Combined Statement of Budgeted Revenues and Expenditures - Levee/Drainage Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
FUND BALANCE, JANUARY 1	606,509	3,163,435	152,413
REVENUES			
Other Revenues	23,910	55,000	0
EXPENDITURES			
Public Works/Parks	745,511	3,252,894	0
TRANSFERS TO / FROM OTHER FUNDS	3,278,528	186,872	0
FUND BALANCE, DECEMBER 31	3,163,435	152,413	152,413

Revenue Budget - Levee/Drainage Fund	1996 ACTUAL	1997 PROJECTED	1998 BUDGET
Other Revenues:			
490.100 Interest on Investments	23,910	55,000	0
Total Other Revenues	23,910	55,000	0
Totals	<u>23,910</u>	<u>55,000</u>	<u>0</u>

Fund	Department	Division			Account Number	
Levee/Drainage	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Type of Expenditure						
Contractual Services		114,680	150,014	50,000	264,248	0
Capital Outlay		630,832	2,939,415	2,132,201	2,988,646	0
TOTAL		745,511	3,089,429	2,182,201	3,252,894	0

Fund	Department	Division	Account Number			
Levee/Drainage	Public Works/Parks	Street/Sewer Maintenance	070.072			
Contractual Services		1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title					
520.210	Advertising	200	0	0	0	0
520.251	Miscellaneous Contractual	17,673	150,014	50,000	150,014	0
520.261	Professional Services	96,807	0	0	114,234	0
	Totals	<u>114,680</u>	<u>150,014</u>	<u>50,000</u>	<u>264,248</u>	<u>0</u>

Fund		Department		Division		Account Number		
Levee/Drainage		Public Works/Parks		Street/Sewer Maintenance		070.072		
Capital Expenditures				1996 Actual	1997 Amended Budget	1997 Year to Date	1997 Projected	1998 Request
Account Number	Account Title							
540.498	Special Projects - EDA			630,832	2,939,415	2,132,201	2,988,646	0
	Totals			<u>630,832</u>	<u>2,939,415</u>	<u>2,132,201</u>	<u>2,988,646</u>	<u>0</u>



THIS PAGE LEFT BLANK INTENTIONALLY



MISCELLANEOUS STATISTICAL AND DEMOGRAPHIC DATA

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.....	150
Miles of sidewalks maintained by City.....	100
Police protection:	
Number of full-time employees.....	82
Commissioned officers.....	74
Other full-time employees.....	8
Police Station.....	1
Total employees, full-time.....	164

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 :

- Monsanto Company
- St. Louis West JT Venture
- Union Electric Company
- St. Luke's Episcopal Presbyterian Hospital
- May Department Stores
- Caplaco Inc.
- Dillard Department Stores
- Wild Horse JT Venture
- Corporate Plaza Management
- Scott Joe H. Sr. Trt.

Major employers within the City of Chesterfield:

<u>Company</u>	<u>Type of Business</u>
Monsanto Company	Research Company
WorldCom Network Services, Inc.	Private Line Telecommunications Service
Mark Andy Inc.	Printing Press Manufacturer
Mallinckrodt Specialty Chemicals	Administrative Office
McBride & Son Management Co.	Homebuilder/Developer/Contractor
Cooper Automotive	Administrative Offices
Roosevelt Bank	Bank
CMS Communications	Remarketer of Telecommunications Service
Doubletree Hotel	Hotel
Famous Barr	Department Store

Assessed Valuation of Taxable Property:

	<u>Real Property</u>	<u>Personal Property</u>	<u>Railroad and Utilities</u>	<u>Total Assessed Value</u>
1988	\$ 404,550,560	\$ 60,998,489	\$ ---	\$ 465,549,049
1989	494,909,830	113,252,888	15,309,591	623,472,309
1990	518,041,910	137,789,071	14,906,377	670,737,358
1991	546,048,970	144,354,921	14,813,513	705,217,404
1992	611,766,200	156,066,333	14,953,292	782,785,825
1993	623,355,670	146,917,716	14,480,699	784,754,085
1994	614,067,940	121,996,684	14,806,703	750,871,327
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
1997	737,719,530	171,773,003	14,471,771	923,964,304

Legal Debt Margin: \$923,964,304



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, 1997 was \$10,450,000 for parks bonds dated February 15, 1995 and \$14,230,000 for street and sidewalk improvement bonds dated February 15, 1997, for a total of \$24,680,000. The debt service schedules are shown below.

Debt Burden - Chesterfield's outstanding general obligation debt is well within statutory limits. Based on the City's 1997 assessed valuation of \$938,369,426 the City's legal debt margin is \$93,836,943. 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>	

CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI
General Obligation Bonds, Series 1997
DEBT SERVICE SCHEDULE

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
8/13/97			383,028.13	383,028.13	383,028.13
2/15/98	1,320,000.00	7.125000	383,028.13	1,703,028.13	
8/15/98			336,003.13	336,003.13	2,039,031.25
2/15/99	1,405,000.00	7.125000	336,003.13	1,741,003.13	
8/15/99			285,950.00	285,950.00	2,026,953.13
2/15/00	395,000.00	4.150000	285,950.00	680,950.00	
8/15/00			277,753.75	277,753.75	958,703.75
2/15/01	420,000.00	4.250000	277,753.75	697,753.75	
8/15/01			268,828.75	268,828.75	966,582.50
2/15/02	450,000.00	4.350000	268,828.75	718,828.75	
8/15/02			259,041.25	259,041.25	977,870.00
2/15/03	475,000.00	4.400000	259,041.25	734,041.25	
8/15/03			248,591.25	248,591.25	982,632.50
2/15/04	500,000.00	4.500000	248,591.25	748,591.25	
8/15/04			237,341.25	237,341.25	985,932.50
2/15/05	520,000.00	4.600000	237,341.25	757,341.25	
8/15/05			225,381.25	225,381.25	982,722.50
2/15/06	545,000.00	4.700000	225,381.25	770,381.25	
8/15/06			212,573.75	212,573.75	982,955.00
2/15/07	575,000.00	4.800000	212,573.75	787,573.75	
8/15/07			198,773.75	198,773.75	986,347.50
2/15/08	600,000.00	4.850000	198,773.75	798,773.75	
8/15/08			184,223.75	184,223.75	982,997.50
2/15/09	630,000.00	5.000000	184,223.75	814,223.75	
8/15/09			168,473.75	168,473.75	982,697.50
2/15/10	665,000.00	5.100000	168,473.75	833,473.75	
8/15/10			151,516.25	151,516.25	984,990.00
2/15/11	695,000.00	5.100000	151,516.25	846,516.25	
8/15/11			133,793.75	133,793.75	980,310.00
2/15/12	735,000.00	5.200000	133,793.75	868,793.75	
8/15/12			114,683.75	114,683.75	983,477.50

2/15/13	775,000.00	5.250000	114,683.75	889,683.75	
8/15/13			94,340.00	94,340.00	984,023.75
2/15/14	815,000.00	5.300000	94,340.00	909,340.00	
8/15/14			72,742.50	72,742.50	982,082.50
2/15/15	855,000.00	5.300000	72,742.50	927,742.50	
8/15/15			50,085.00	50,085.00	977,827.50
2/15/16	905,000.00	5.400000	50,085.00	955,085.00	
8/15/16			25,650.00	25,650.00	980,735.00
2/15/17	950,000.00	5.400000	25,650.00	975,650.00	
8/15/17					975,650.00
	<u>14,230,000.00</u>		<u>7,857,550.00</u>	<u>22,087,550.00</u>	
Accrued			8,511.74	8,511.74	
	<u>14,230,000.00</u>		<u>7,849,038.26</u>	<u>22,079,038.26</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 City's outstanding debt as of December 31, 1997 was \$2,775,000 for Certificates of Participation dated August 1, 1995. The debt service schedule is shown below.

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

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

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
2/15/96			84,086.88	84,086.88	
8/15/96	85,000.00	4.700000	78,018.75	163,018.75	247,105.63
2/15/97			76,021.25	76,021.25	
8/15/97	90,000.00	4.700000	76,021.25	166,021.25	242,042.50
2/15/98			73,906.25	73,906.25	
8/15/98	95,000.00	4.700000	73,906.25	168,906.25	242,812.50
2/15/99			71,673.75	71,673.75	
8/15/99	105,000.00	4.700000	71,673.75	176,673.75	248,347.50
2/15/00			69,206.25	69,206.25	
8/15/00	105,000.00	4.700000	69,206.25	174,206.25	243,412.50
2/15/01			66,738.75	66,738.75	
8/15/01	115,000.00	4.700000	66,738.75	181,738.75	248,477.50
2/15/02			64,036.25	64,036.25	
8/15/02	120,000.00	4.700000	64,036.25	184,036.25	248,072.50
2/15/03			61,216.25	61,216.25	
8/15/03	125,000.00	4.800000	61,216.25	186,216.25	247,432.50
2/15/04			58,216.25	58,216.25	
8/15/04	130,000.00	4.900000	58,216.25	188,216.25	246,432.50
2/15/05			55,031.25	55,031.25	
8/15/05	135,000.00	5.000000	55,031.25	190,031.25	245,062.50
2/15/06			51,656.25	51,656.25	
8/15/06	145,000.00	5.150000	51,656.25	196,656.25	248,312.50
2/15/07			47,922.50	47,922.50	
8/15/07	150,000.00	5.300000	47,922.50	197,922.50	245,845.00
2/15/08			43,947.50	43,947.50	
8/15/08	160,000.00	5.400000	43,947.50	203,947.50	247,895.00
2/15/09			39,627.50	39,627.50	
8/15/09	165,000.00	5.500000	39,627.50	204,627.50	244,255.00
2/15/10			35,090.00	35,090.00	
8/15/10	175,000.00	5.600000	35,090.00	210,090.00	245,180.00
2/15/11			30,190.00	30,190.00	

8/15/11	185,000.00	5.700000	30,190.00	215,190.00	245,380.00
2/15/12			24,917.50	24,917.50	
8/15/12	195,000.00	5.800000	24,917.50	219,917.50	244,835.00
2/15/13			19,262.50	19,262.50	
8/15/13	205,000.00	5.750000	19,262.50	224,262.50	243,525.00
2/15/14			13,368.75	13,368.75	
8/15/14	220,000.00	5.750000	13,368.75	233,368.75	246,737.50
2/15/15			7,043.75	7,043.75	
8/15/15	245,000.00	5.750000	7,043.75	252,043.75	259,087.50
	<u>2,950,000.00</u>		<u>1,980,250.63</u>	<u>4,930,250.63</u>	
Accrued			(3,034.06)	(3,034.06)	
	<u>2,950,000.00</u>		<u>1,977,216.57</u>	<u>4,927,216.57</u>	

**PRESS RELEASE
FOR IMMEDIATE RELEASE - DECEMBER 1, 1997
BUDGET HIGHLIGHTS**

INTRODUCTION

As provided by City ordinances, the City Administrator will submit the proposed budget for fiscal year 1998 to City Council at a public hearing scheduled for 6:45 p.m. on Monday, December 1, 1997. This proposed budget reflects extensive input from the City's staff. The Mayor and City Council have reviewed this budget extensively at a special budget workshop on November 10, 1997, during which additional changes were made.

BUDGET SUMMARY

General Fund revenues for 1998 are \$13,654,523; expenditures are \$12,350,321. Of the \$1,304,202 difference, \$625,150 is transferred to the Capital Projects Fund and \$243,813 is transferred to the Debt Service Fund for the payment of principal and interest to retire the Certificates of Participation issued to finance the construction of the Public Works Facility. The balance remaining goes into fund reserves.

Revenues

General Fund revenues total \$13,654,523 for fiscal year 1998. Revenues from sales tax and utility gross receipts taxes represent 35.6% and 27.8%, 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 represent 22.5% of the City's total revenues. The remaining 14.1% is made up of licenses and permits (4.7%), charges for services (1.2%), parks and recreation fees (1.0%), court receipts (3.1%), interest earnings (3.7%) and other miscellaneous sources (0.4%).

Expenditures

The General Fund budget for fiscal year 1998 reflects total estimated expenditures of \$12,350,321. This number is comprised of operating expenses, capital equipment purchases for the various departments of the City and contingency. Including operating transfers out of \$868,963, expenditures total \$13,219,284.

Total General Fund operating expenses equal \$11,178,400. Capital equipment purchases total \$892,461 for the various departments of the City. Contingency totals \$279,460 or 2.5% of operating expenditures.

The City's two largest areas of operation, Police and Public Works/Parks, comprise the majority of all operating expenditures totaling a combined 74.8% of the proposed budget (excluding transfers out). The Police budget at \$4,961,275, represents 40.2% of the budget and

the Public Works/Parks budget, \$4,274,716, represents 34.6% of the budget. In descending order, other expenditures are as follows:

Finance & Administration	\$1,912,229	15.5%
Planning	\$507,140	4.1%
City Clerk/City Administrator	\$344,375	2.8%
Contingency	\$279,460	2.2%
Executive/legislative	\$71,126	0.6%

The true reflection of City Council's commitment to the City's infrastructure can only be obtained by adding capital projects expenditures for all funds to the General Fund Public Works departmental total, which results in a combined total of \$10,120,061. This is almost 50% of the total budget.

Proposed capital improvement expenditures of \$5,845,345 for fiscal year 1998 are significant. The various projects to be funded by this allocation include the following:

Chesterfield Athletic Complex	\$ 249,864
Wilson Road	\$ 222,331
Street and sidewalk improvements (R&S)	\$ 4,748,000
Stormsewer projects	\$ 206,000
Cracksealing	\$ 103,000
Asphalt overlays	\$ 103,000
Highway beautification projects	\$ 111,650
Sidewalk projects	\$ 101,500

To summarize the total budget for all funds, personnel costs represent 35.8%; contractual, 13.3%; commodities, 4.3%; capital equipment purchases, 4.1%; capital improvement projects, 24.7%; debt service, 16.5%; and contingency, 1.3%.

Fund Balance

Total General Fund reserves are expected to equal \$5,720,963 by December 31, 1998. This more than meets the City Council goal of total fund reserves of at least 40% of operating expenditures. Of the total proposed General Fund expenditures for fiscal year 1998 (\$13,219,284), only \$11,178,400 is for operating expenditures. Forty percent of operating expenditures equates to a target fund balance of \$4,471,360.

Summary

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

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

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

Michael G. Herring
City Administrator

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



RECORD OF PROCEEDING

**PUBLIC HEARING OF THE CITY COUNCIL
OF THE CITY OF CHESTERFIELD
AT 922 ROOSEVELT PARKWAY
DECEMBER 1, 1997**

The meeting was called to order at 6:45 P.M.

A roll call was taken with the following results:

PRESENT

Mayor Nancy Greenwood
Councilmember Barry Flachsbart
Councilmember Allan Sheppard
Councilmember Barry Streeter
Councilmember Larry Grosser
Councilmember Dan Hurt
Councilmember Alan Politte
Councilmember Linda Tilley
Councilmember Mary Brown

ABSENT

None

City Administrator Mike Herring stated that, as provided by Ordinance #10, the City Administrator is required to compile a budget for the City council to consider for adoption prior to January 1, 1998. According to Mr. Herring, the budget, as submitted, is a product of extensive input from the Department Heads and City Clerk. The entire budget document has also been submitted to the Council as a whole for review and input, prior to this meeting.

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

Mr. Herring next presented an overview of the proposed FY1998 Budget with details given concerning revenue and expenditures.

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

COMMUNICATIONS AND PETITIONS

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

ADJOURNMENT

A motion was made by Councilmember Tilley, seconded by Councilmember Flachsart, that the meeting be adjourned. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. The meeting was adjourned at 6:54 P.M.

Mayor Nancy Greenwood

ATTEST:

Martha L. DeMay, City Clerk

RESOLUTION # 232

A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 1998 AND ENDING ON DECEMBER 31, 1998.


WHEREAS, the City of Chesterfield has adopted an ordinance providing for a fiscal year which begins on January 1 of each year and ends 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, 1998 and ending December 31, 1998,

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached budget as its budget for the fiscal year beginning January 1, 1998 and ending December 31, 1998.

Passed and adopted this 1st day of December, 1997.


Mayor

ATTEST:


City Clerk

**CITY OF CHESTERFIELD
 COMBINED STATEMENT OF BUDGETED REVENUES & EXPENDITURES
 ALL FUNDS
 FISCAL YEAR 1998**

(\$ in Thousands)

	GEN FUND	PARKS CONSTR FUND	WILSON TRUST FUND	CAP PROJ FUND	CV TIF FUND	R&S CONSTR FUND	CAP IMP SALES TAX FUND	D/S (PARKS) FUND	CERT PYMT FUND	D/S (R&S) FUND	TOTAL
REVENUES:											
Property Taxes					585			1,160			1,745
Utility Taxes	3,798				55						3,853
Sales & Use Tax	4,857				263		2,025				7,145
Intergov. Revenues	3,075										3,075
Licenses & Permits	639										639
Charges for Services	170										170
Parks & Recreation	142										142
Court Receipts	424										424
Bond Proceeds											0
Other Revenues	551	6	1		21	242					821
TOTAL REVENUES	13,655	6	1	0	924	242	2,025	1,160	0	0	18,012
EXPENDITURES:											
Executive/Legislative	71										71
City Clerk/CSC	170										170
Finance & Administratio	1,912										1,912
Police	4,961										4,961
City Administration	174										174
Planning & Zoning	507										507
Public Works/Parks	4,275	250	222	625	449	4,748		947	244	2,040	13,799
Contingency	379										379
TOTAL EXPENDITURES	12,450	250	222	625	449	4,748	0	947	244	2,040	21,975
Transfers in (out)	(869)			625			(1,941)		244	1,941	0
Change in Fund Balance	335	(244)	(221)	0	475	(4,506)	84	213	0	(99)	(3,963)
Fund Balance, 1/1/98	5,286	244	221	0	604	7,240	1,598	1,316	11	99	16,619
Fund Balance, 12/31/98	5,621	(0)	0	0	1,079	2,734	1,682	1,529	11	0	12,656

RESOLUTION # 225

A RESOLUTION ADOPTING A FIVE-YEAR BUDGET PLAN FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 1998 AND ENDING ON DECEMBER 31, 2002.

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 1998 through 2002; and


WHEREAS, the City has held a public meeting to review the five-year budget for the period 1998 through 2002;

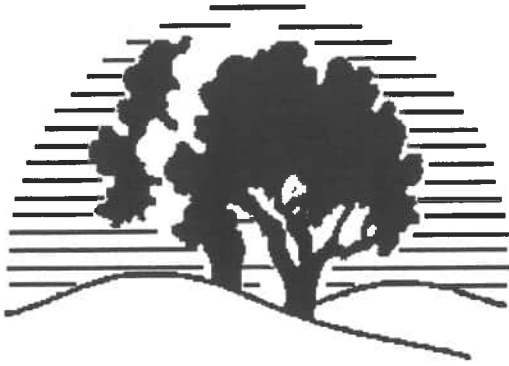
NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached five-year budget for the period beginning January 1, 1998 and ending December 31, 2002.

Passed and adopted this 15th day of September, 1997.


Mayor

ATTEST:


City Clerk



City of Chesterfield

**Five-Year Budget
1998-2002**

CITY OF CHESTERFIELD
Five Year Budget, 1998 - 2002
Assumptions

General:

- ▶ No additional revenues or expenditures for annexations are included (each proposal will be considered separately)
- ▶ Revenues and expenditures from 1/2 cent capital improvement sales tax, road and sidewalk improvements, and principal and interest payments are accounted for in separate capital projects fund and debt service fund, respectively
- ▶ Population reaches 55,000 by the year 2000

Revenues:

- ▶ Revenues for 1997 equal the amount budgeted in 1997
- ▶ Utility taxes grow at 4%
- ▶ Sales tax grows by 3% annually, based upon 1996 actual receipts
- ▶ Population change due to Census impacts revenues in the 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
- ▶ Waste Reduction Grant revenues equal expenditures each year, so both are assumed to be zero
- ▶ NCAP Grant reimbursement covers portion of salaries until some time in 2000
- ▶ No special grants of which city is not currently aware
- ▶ Licenses & permit and charges for services increase by 4%
- ▶ Parks charges and fees are \$25,000 per year
- ▶ Court revenues grow by 3% over 1996 actual receipts
- ▶ Interest earnings are based on 4% of balances available
- ▶ Historical Committee is assumed to be self-sufficient, so revenues and expenditures are shown at zero
- ▶ Other miscellaneous revenues grow at 4%
- ▶ Local use tax is reimbursed to State beginning in 1998

Expenditures:

- ▶ Expenditures for 1997 equal the amount budgeted in 1997
- ▶ Pay for elected officials remains the same during the five-year period
- ▶ Salaries are based on existing pay scale, not proposal from pay consultant (not available)
- ▶ Total labor dollars increase by 3% annually
- ▶ Projected salaries for proposed new personnel include a 3% annual adjustment
- ▶ Fringe benefits tied to salaries based on current rates (e.g., Social Security at 7.65%, pension at 8%)
- ▶ 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 remain constant at \$15,000 annually
- ▶ Liability insurance increases by 5% annually
- ▶ MIS Advisory Task Force recommendations included
- ▶ Growing need for additional office space, meeting rooms, storage space at city hall (1,500 square feet in 1998 and 2,000 square feet in 1999) inflated at \$2/square foot
- ▶ City Hall is completed by January 1, 2000; rent payments cease; payments on debt begin

- ▶ Computers for new personnel included at \$2,000 each; laptops, \$3,000; CAD stations, \$6,000; fileservers, \$10,000
- ▶ Furniture for new personnel included at \$2,000 each
- ▶ Recently-implemented Customer Action Center grows in utilization in proceeding years
- ▶ CCDC contribution based upon their most recent 3-5 Year Business Plan and Budget through 2001 and grows by 3% thereafter
- ▶ Continuance of 9.5 holidays
- ▶ Commissioned officers targeted to equal 1.7 per 1,000 population eventually
- ▶ County dispatching contract increases by 6% annually
- ▶ Unreimbursed portion of NCAP Grant services and supplies immaterial are each year, so both are assumed to be zero
- ▶ Increase in need for police vehicles by one in 2000 due to additional officers
- ▶ Police vehicles projected net of trade-in values
- ▶ 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
- ▶ GIS to be implemented during 1998-2002; growing demand for maps
- ▶ Waste Reduction Grant revenues equal expenditures each year, so both are assumed to be zero
- ▶ Public Works equipment purchases inflated at 3%; trade-in value not included
- ▶ Building maintenance expenses (City Hall) per estimates of Director of Public Works in 2000; inflated at 3% thereafter
- ▶ Assumes continued growth of Parks Division with associated needs for manpower and equipment
- ▶ Parks and recreation expenditures based upon contractual arrangements
- ▶ Pool on line in summer of 1998
- ▶ Chesterfield Valley Sports complex on line in summer of 1998
- ▶ Each year includes annual Contingency of 2.5% of operating expenditures
- ▶ Transfers out of General Fund annually to pay for principal and interest on Public Works Facility
- ▶ Transfers out of General Fund annually to pay for City Hall principal and interest beginning in 1999
- ▶ No reduction in manpower or equipment needs while capital improvement projects funded by R&S bond issue are under construction
- ▶ Contract administration, construction supervision, and engineering needs for R&S projects to be met by bond proceeds
- ▶ General Fund expenditures for street maintenance do not resume until completion of R&S projects or 2003
- ▶ Annual payments for cracksealing, asphalt overlay, stormwater projects (MSD will not assume responsibility for stormwater projects), sidewalk reconstruction projects, and highway beautification projects are inflated 3% each year over 1997 budget
- ▶ Additional payment of \$50,000 included for sidewalks in Clarkson Woods South per recommendation of Public Works/Parks Committee
- ▶ Snow removal reimbursement for private subdivisions not included since it is "netted out" of transfers out, if paid
- ▶ Open purchase orders as of December 31, 1996 are shown as expenditures in 1996 (rather than when reappropriated in 1997) so that the calculations are not overinflated

CITY OF CHESTERFIELD

Five-Year Budget - 1998 through 2002

Account Name	ACTUAL 1992	ACTUAL 1993	ACTUAL 1994	ACTUAL 1995	ACTUAL 1996	ADOPTED BUDGET 1997	PROJECTED BUDGET 1998	PROJECTED BUDGET 1999	PROJECTED BUDGET 2000	PROJECTED BUDGET 2001	PROJECTED BUDGET 2002
SUMMARY OF REVENUES & EXPENDITURES & IMPACT ON FUND BALANCE											
Beginning Fund Balance	2,592,707	3,938,173	5,545,821	5,327,171	5,474,741	5,082,862	4,260,552	4,782,584	4,612,335	4,456,427	4,316,033
Revenues											
Utility Taxes	2,822,781	3,187,143	3,323,852	3,309,997	3,616,330	3,760,000	3,910,400	4,066,816	4,229,489	4,398,668	4,574,615
Sales Tax	3,090,961	3,377,964	3,736,487	4,564,460	4,613,354	4,372,000	4,894,308	5,041,137	5,192,371	5,348,142	6,333,410
Intergovernmental Taxes	2,122,091	3,212,468	2,862,463	2,686,275	3,403,209	3,822,569	2,942,211	3,028,944	3,102,232	3,186,834	3,622,762
Licenses & Permits	496,853	544,796	547,770	597,177	611,892	631,800	656,864	683,139	710,464	738,883	768,438
Charges for Services	122,455	95,338	135,003	153,651	134,060	128,500	133,640	138,986	144,545	150,327	156,340
Parks Charges & Fees	4,162	1,474	0	3,501	8,447	32,000	25,000	25,000	25,000	25,000	25,000
Court Fines & Fees	372,818	287,591	377,377	516,212	521,039	605,000	552,770	569,353	586,433	604,026	622,147
Interest on Investments	86,701	134,562	233,697	472,267	578,004	220,000	336,154	293,473	304,272	287,077	270,145
Miscellaneous	35,226	178,089	48,615	34,729	72,742	16,500	17,160	17,846	18,560	19,303	20,075
Totals	9,154,048	11,019,425	11,265,265	12,338,269	13,559,076	13,588,169	13,468,506	13,864,693	14,313,367	14,758,260	16,392,932
Expenditures											
Executive/Legislative	64,785	71,863	63,385	71,836	68,826	72,544	72,717	70,894	71,077	73,266	71,460
City Clerk	72,322	80,997	92,248	110,838	116,262	120,145	121,638	131,287	139,045	132,917	140,904
City Administrator	111,755	113,723	119,640	116,161	114,960	184,336	186,794	196,398	198,170	204,115	214,238
Personnel	113,800	111,525	134,700	151,472	97,217	0	0	0	0	0	0
Finance & Administration	1,031,869	1,147,873	1,543,803	1,598,130	1,645,265	1,724,753	1,904,205	2,088,914	1,682,042	1,728,205	1,780,747
Police	3,151,820	3,368,427	3,466,659	3,928,698	4,290,717	4,698,165	4,979,960	5,205,959	5,485,612	5,720,526	5,990,121
Planning	272,069	289,688	360,623	373,891	352,056	425,683	486,558	509,644	506,154	545,098	534,491
Public Works/Parks	2,990,161	2,836,403	2,737,915	2,860,809	3,292,875	3,766,527	4,109,172	4,352,572	4,678,696	4,752,156	5,008,038
Contingency	0	0	0	0	0	131,265	272,468	288,308	296,781	309,750	323,525
Operating Transfers Out	0	1,391,280	2,964,942	2,978,862	3,972,778	3,287,062	812,963	1,190,966	1,411,697	1,432,622	1,447,874
Totals	7,808,582	9,411,778	11,483,915	12,190,698	13,950,955	14,410,480	12,946,474	14,034,942	14,469,275	14,898,654	15,511,399
Ending Fund Balance	3,938,173	5,545,821	5,327,171	5,474,741	5,082,862	4,260,552	4,782,584	4,612,335	4,456,427	4,316,033	5,197,566
Fund Balance Goal	3,294,201	3,902,922	3,843,850	4,277,843	4,563,737	5,026,876	5,449,369	5,766,159	5,935,629	6,195,010	6,470,503



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
305 Assistant Director of Finance and Administration	26H
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

Position Classification Plan (cont'd)

Page 2

<u>Position</u>	<u>Classification and Pay Level</u>
2000 PUBLIC SAFETY AND ENFORCEMENT SERVICES (cont'd)	
2xx Law Enforcement Group	
200 Police Officer	19H
203 Police Sergeant	22H
206 Police Lieutenant	25A
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 Deputy Director of Public Works/Assistant City Engineer	28A
212 Director of Public Works/City Engineer	30A

Position Classification Plan (cont'd)

Page 3

Position

Classification
and Pay Level

3000 MAINTENANCE, ENGINEERING, AND RECREATION SERVICES (cont'd)

3xx Parks/Recreation Group

300	Parks, Recreation & Arts Superintendent	25A
301	Recreation Coordinator	17H
303	Parks Maintenance Worker	13H
306	Parks Maintenance Supervisor	17H
302	Parks Planning Assistant	12H

Effective as of 1/1/98



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		



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 Improvement Sales Tax Trust Fund - A special revenue fund used to account for the accumulation of resources from the one-half cent capital improvement sales tax , which is used to pay for principal and interest payments on the general obligation bonds (Series 1997) issued for street and sidewalk improvements.

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 unit 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.

Propositions R&S - Propositions placed on the November 1996 ballot for the passage of a one-half capital improvement sales tax and the passage of \$29,350,000 general obligation bonds for street (road) and sidewalk improvements. See R&S

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.

R&S - Propositions placed on the November 1996 ballot for the passage of a one-half capital improvement sales tax and the passage of \$29,350,000 general obligation bonds for street (road) and sidewalk improvements. See Propositions R&S.

R&S Construction Fund - A capital projects fund used to account for the capital improvements to streets and sidewalks funded under Propositions R&S.

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.



THIS PAGE LEFT BLANK INTENTIONALLY