



City of  
Chesterfield

**ANNUAL BUDGET**  
**FISCAL YEAR 2004**

*Chesterfield, Missouri*





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December 16, 2003

Honorable Mayor and City Council  
Chesterfield, Missouri

Subject: Fiscal Year 2004 Budget

Submitted herewith is the annual operating budget for the City of Chesterfield, Missouri, adopted by the City Council on December 1, 2003. This budget covers the period from January 1, 2004 to December 31, 2004. It is the cumulative result of a comprehensive effort by Department Heads in projecting expenditure needs for our sixteenth full year of operation.

The budget for 2004 includes the General Fund, a capital projects fund, six debt service funds (the Debt Service Fund-Parks, the Certificate Payment Fund-Public Works Facility, the Debt Service Funds for the R&S Phase I and Phase II projects, the Certificate Payment Fund-City Hall and the Debt Service Fund-Tax Increment Financing Refunding and Improvement Revenue Bond), and two special revenue funds (the Chesterfield Valley TIF Fund and the Capital Improvements Sales Tax Trust Fund). 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 2000 census figures, the City had a population of 46,802 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, and Shell Oil Company are located in Chesterfield. In addition, Pfizer has a \$150 million Life Sciences Research Center, occupying approximately 900,000 square feet, or 210 acres, within our community.

Chesterfield Mall

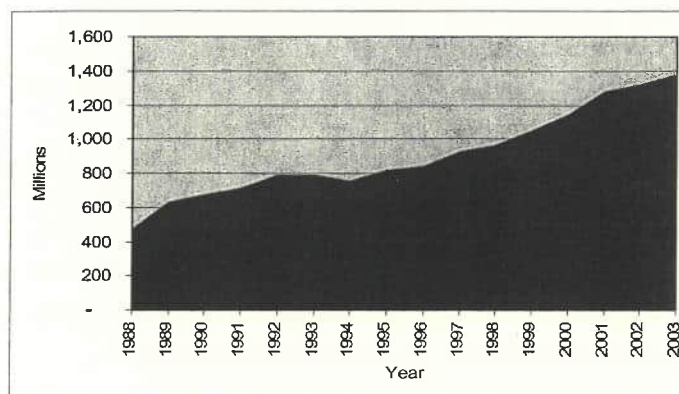


Chesterfield also has a strong retail base with Chesterfield Mall, one of the largest suburban shopping centers in the metropolitan St. Louis area, and a diversity of shops and restaurants in neighboring shopping centers. Chesterfield Mall now has over 1.5 million square feet of enclosed suburban shopping space, including four anchor stores (Dillard's, Famous Barr, Sears, and JCPenney) plus over 140 other specialty stores and a food court with more than 10 different dining options.

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. In addition to restoring the Monarch-Chesterfield Levee to its original 100-year level of protection, the Levee District and the City are working together to complete construction of 11 miles of the Monarch-Chesterfield Levee to a 500-year elevation level in order to further protect the Redevelopment Area. To date, approximately 80% of the earthen levee has been improved to the 500-year elevation. The City and the Levee District anticipate that construction to raise the remaining portion of the earthen levee to the 500-year elevation should be complete by December 2004. Additional improvements to the strength of the earthen levee will be made over the next 3 to 5 years, as well as closure gates and floodwalls. These additional future improvements are part of the 500-year levee system design. The budget for 2004 reflects a separate fund for Chesterfield Valley, designated by the City Council as a tax increment financing (TIF) district.

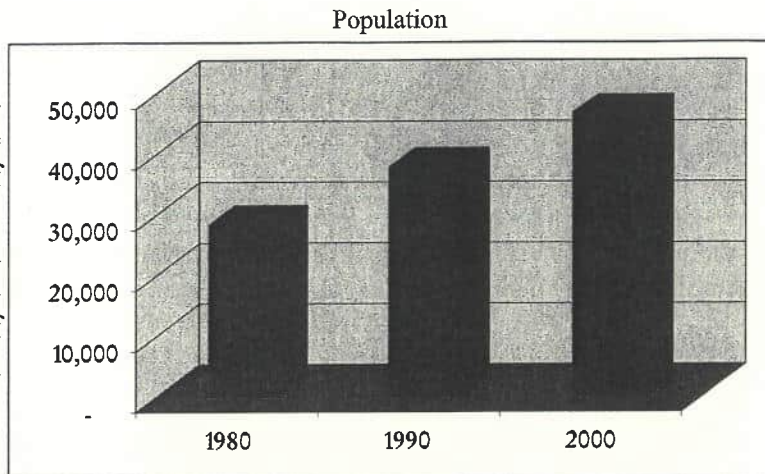
As the end of 2003 approaches, nearly one million square feet of new commercial, industrial or institutional development is currently either under construction or pending local approvals in the City of Chesterfield.

Assessed Valuation



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 \$1,369,933,175 represents an increase of 194% 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 1993, further increased the City's total population to 42,325. This new total represents an increase of 11.4% over the 1990 census. The Census 2000 figures reflect a population of 46,802, or 10.6%. Presently, Chesterfield is the second largest city in St. Louis County in terms of population and area (32 square miles). The census figures for 2000 had a direct impact on revenues starting in 2002 when the State of Missouri incorporated the new figures into their formula for revenue distribution. The State only adjusts revenue distributions based on population once every ten years, so there will be no additional revenues based on growth in population until after the Census in 2010.

## 2004 BUDGET INFORMATION

Below is a summary of the total budget compared to the previous year.

Property and sales tax increase as a result of a growth in the Chesterfield Valley TIF District. Intergovernmental revenues increase as a result of two U.S. Department of Transportation grants that fund a significant portion of the "Pathway around the Parkway" and the Highway 340 improvements. Interest earnings included in "other revenue" also decline as a result of drawing down on fund reserves from previous bond issues, as well as lower market rates of return.

	2004 Budget	Percent of total	2003 Projected	Increase (decrease) from prior year	Percent of increase (decrease)
<b>Revenues:</b>					
Property tax	7,643,862	22.4%	7,247,912	395,950	5.46%
Utility taxes	4,612,750	13.5%	4,654,000	(41,250)	(0.9)%
Sales & use tax	13,303,096	39.0%	12,871,938	431,158	3.4%
Intergovernmental	5,386,348	15.8%	6,153,471	(767,123)	(12.5)%
Licenses & permits	1,143,884	3.4%	1,100,204	43,680	4.0%
Charges for services	154,500	0.5%	150,000	4,500	3.0%
Parks & recreation fees	395,190	1.2%	368,000	27,190	7.4%
Court receipts	839,750	2.5%	773,000	66,750	8.6%
Other Revenues	611,900	1.7%	626,495	(12,595)	-2.0%
Totals	34,091,280	100.0%	33,945,020	146,260	0.4%

Expenditures decreased by 3.3% in 2004, reflecting the reduction in capital projects in the public works and parks department.

	<u>2004 Budget</u>	<u>Percent of total</u>	<u>2003 Projected</u>	<u>Increase (decrease) from prior year</u>	<u>Percent of increase (decrease)</u>
<b>Expenditures:</b>					
Executive & Legislative	68,919	0.2%	68,919	0	0.0%
City Clerk	238,218	0.5%	202,687	35,531	17.5%
Finance/Administration	3,381,981	8.7%	3,346,764	35,217	1.0%
Police	6,908,346	16.7%	6,637,652	270,694	4.1%
City Administrator	204,144	0.5%	190,500	13,644	7.2%
Planning	647,451	1.7%	612,132	35,319	5.8%
Public Works/Parks	<u>20,281,043</u>	<u>71.7%</u>	<u>21,745,323</u>	<u>(1,464,280)</u>	<u>(6.7)%</u>
Totals	31,730,102	100.0%	32,803,977	(1,073,875)	(3.3)%

The 2004 budget, as submitted, includes total projected General Fund revenues of \$16,897,772 and total General Fund expenditures of \$17,995,074, including operating transfers out. The difference (\$1,097,302) will come out of fund reserves. The General Fund is the operating fund of the City.

#### Five-Year Budget

In an attempt to do more long-range planning, the City Council adopted its eighth five-year budget during 2003. This budget covers the period January 1, 2004 through December 31, 2008. The 2004 budget incorporates the same assumptions outlined in the five-year budget to the extent possible. A copy of the City of Chesterfield's five-year budget is included in the Appendix of the budget document. The revenues projected for Fiscal Year 2004 are below those shown in the Five-Year Budget. The economy has impacted sales tax significantly and the Missouri Public Service Commission (PSC) has issued rulings which have forced rate reductions for electric and gas companies locally, thus impacting Chesterfield's gross receipts tax on utilities. Corresponding changes to expenditures have been made as a result of these revenue shortfalls.

#### New Personnel

There are no new full-time positions included in the 2004 budget. In order to deal with weak revenues, the City has minimized the impact on fund balance as much as possible by imposing a hiring freeze on seven currently vacant positions, including a Street Maintenance Supervisor, four Street Maintenance Workers, and two Police Officers for 2004. The City believes that there will be no impact on services as a result of this reduction in staff.

#### 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.

Given the current economy and its impact on revenues, the 2004 budget only includes a 3% increase for salary adjustments based on the midpoints for each position. Not all employees receive this amount since amounts actually granted for raises must directly correlate to performance evaluation scores. Department Heads cannot exceed the total budgeted amount (3.0%) in allocating these performance-based salary adjustments for employees under their supervision.

#### Grants - Federal/State/County

The City of Chesterfield will receive grant funding from a few sources. These sources include a Police Academy grant and a Parkway School District grant.

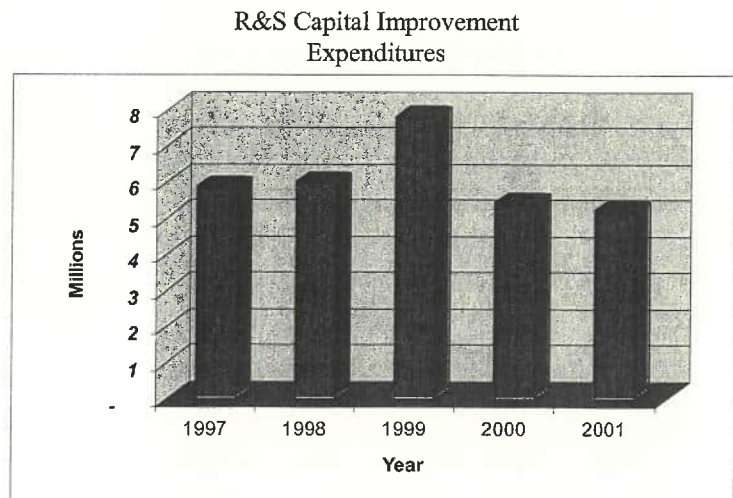
The City provides the St. Louis Police Academy with a Police Officer who teaches at their facility. The 2004 budget includes \$63,625 for reimbursements for the officer's salary and fringe benefits.

The City of Chesterfield has received several COPS grants, funded through the federal government, during recent years. One COPS grant, which reached the ending of its funding cycle in 1998, involves two School Resource Officers. Since this program has continued and these officers are still on assignment to the Parkway School District for nine months out of the year, Parkway pays 75% of the program and the City pays the balance. The 2004 budget includes revenues of \$168,968 from Parkway School District for the School Resource Officer Program.

In addition, the City of Chesterfield anticipates a significant grant that is included in the budget for 2004. This grant is the "Pathway around the Parkway". The grant is included in the City's Capital Improvement Sales Tax Trust Fund. The "Pathway around the Parkway" is a one-time federal grant provided under the Transportation Efficiency Act to assist in the construction phase of a pathway to be constructed around Chesterfield Parkway. The 2004 budget includes a matching grant of \$1,100,000.

#### Capital Improvements - Impact on the Budget

Utilizing a street improvement plan prepared by a professional consultant, Havens & Emerson, and the passage of Propositions R&S, the City of Chesterfield has made significant strides with regard to capital improvements within our community. Because of the successful outcome of Propositions R&S for street and sidewalk improvements in 1996, the City spent over \$30 million on improvements during the period 1997-2001.



The impact of these capital improvements using proceeds from Propositions R&S, as well as Capital Projects Fund expenditures (funded through the ½ cent capital improvement sales tax), is highlighted below in the following chart reflecting the amount expended for streets, sidewalks and storm water improvements, as well as the amount of work completed with those dollars.

<u>Year</u>	<u>Amount Spent on Streets</u>	<u>Miles of Streets</u>	<u>Amount Spent on Sidewalks</u>	<u>Square Feet of Sidewalks</u>	<u>Storm Water Improvements</u>
1996	\$ 2,317,502	4	\$ 88,123	14,687	\$ 253,268
1997	\$ 5,878,955	12	\$ 146,329	21,400	\$ 357,447
1998	\$ 5,591,520	10	\$ 108,165	22,460	\$ 129,965
1999	\$ 7,416,732	16.5	\$ 273,613	63,500	\$ 244,940
2000	\$ 4,973,594	10	\$ 235,515	74,200	\$ 182,370
2001	\$ 6,575,643	12	\$ 340,993	56,700	\$ 149,095
2002	\$ 2,748,795	4	\$ 169,640	22,000	\$ 409,495
2003	\$ 5,442,000	5.5	\$ 1,650,000	130,000	\$ 201,000

As noted above, using bond proceeds from Propositions R&S and the City's Capital Projects Fund, as well as federal grants for the Pathway on the Parkway and Highway 340 Enhancement Program, the City has made significant improvements to its infrastructure with little impact upon the operating budget of the City.

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.

#### Bonded Indebtedness

As stated earlier, as of January 1, 2003, the total assessed valuation for the City of Chesterfield was \$1,369,933,175. Under Missouri Law, we are authorized to incur debt totaling no more than 10% of our assessed valuation, or \$136,993,318, if approved by the voters of our community.

The City of Chesterfield passed an \$11 million general obligation bond issue for parks in November 1995 and issued those bonds in January 1996. The City of Chesterfield also passed a \$29.355 million street and sidewalk improvements general obligation bond issue in November 1996 and issued the first phase (\$14.23 million) of those bonds in February 1997. The second phase (\$15.125 million) was issued in May of 1999. The City did an advance refunding on the 1995 parks bond issue in 1998 to take advantage of the low interest rates, thus saving nearly \$800,000 over the life of the original debt. Both of these general obligation bond issues are applicable to the City's bonded debt limit. The amount of outstanding debt as of December 31, 2003 is \$31,365,000.

The City of Chesterfield issued certificates of participation for the construction of a Public Works Facility in 1995 (which does not count against the City's legal debt limit) in the amount of \$2,950,000. The City did a current refunding on this debt during 2002, thus realizing over \$240,000

in savings. The amount outstanding as of December 31, 2003 is \$2.155 million. The City of Chesterfield also issued certificates of participation for the acquisition of land and the construction of City Hall in April of 2000. The amount of this bond issue (which also does not count against the City's legal debt limit) was \$17,565,000. The amount outstanding as of December 31, 2003 is \$16.90 million.

The City has issued a series of notes to the Monarch-Chesterfield Levee District for levee and storm water improvements in Chesterfield Valley, most of which were refunded with a Tax Increment Financing Refunding and Improvement Revenue Bonds issued in April of 2003. The amount of this debt is \$50.945 million. The outstanding as of December 31, 2003 is \$45,020,000. One note, in the amount of \$1,100,000 to the Monarch-Chesterfield Levee District, remains outstanding as of December 31, 2003. Neither the TIF bonds nor the TIF notes apply to the City's legal debt limit. The principal and interest payments on the general obligation bond issues, the certificates of participation and the TIF notes are included in the City's 2004 budget in the debt service funds and special revenue (TIF) funds. The annual principal and interest requirements to maturity of the general obligation bonds, certificates of participation, and tax increment financing notes issued as of January 1, 2004 are as follows:

<u>Date</u>	<u>General Obligation Bonds</u>		<u>Certificates of Participation</u>		<u>TIF Bonds &amp; Notes</u>		<u>Totals</u>
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2004	1,525,000	1,470,648	555,000	979,113	2,795,000	2,020,559	9,345,320
2005	1,590,000	1,402,263	605,000	977,400	2,814,549	1,923,215	9,312,427
2006	1,660,000	1,329,700	665,000	953,788	2,909,549	1,829,106	9,347,143
2007	1,735,000	1,252,610	690,000	927,215	2,999,549	1,735,485	9,339,859
2008	1,815,000	1,171,420	755,000	865,998	3,104,549	1,631,891	9,343,858
2009 and thereafter	<u>23,040,000</u>	<u>6,230,328</u>	<u>15,780,000</u>	<u>6,312,140</u>	<u>31,496,804</u>	<u>8,179,484</u>	<u>91,038,756</u>
	31,365,000	12,856,969	19,050,000	11,015,654	46,120,000	17,319,740	137,727,363

An individual schedule of each long-term debt issue is also included in the Debt Service Funds section of the budget.

### Long-Term Capital Needs

The City of Chesterfield confines long-term borrowing to capital improvements or projects that cannot be financed from current revenues, and where the issuance of long-term debt is required, it pays back the bonds within a period not to exceed the expected useful life of the project. 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 in 1996 for citywide street and sidewalk improvements over a three- to five-year period. A portion (\$14.23 million) of this authorized debt was issued in February 1997. The balance of \$15.125 million was issued during 1999. These bonds were funded by a concurrent ballot issue, authorizing a ½ cent sales tax. 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 Aa2. With the passage of this bond issue, the City accomplished many of the goals outlined in a comprehensive street improvement study conducted by Havens and Emerson and continues to fund ongoing street and sidewalk improvement needs using

the one-half cent sales tax. The passage of the one-half capital improvement sales tax will provide the City with the ability to continue major street and sidewalk improvements well into the future.

The impact on the 2004 budget will actually be to reduce the overall cost to the City on its operating budget for ongoing maintenance of streets and sidewalks. As indicated above, the debt service payments are funded through a one-half cent capital improvement sales tax. A debt service schedule is included in the Debt Service Funds section 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 1995. As noted above, these bonds were advanced refunded in May of 1998 in order to take advantage of nearly \$800,000 in savings due to lower interest rates. These funds were used for the acquisition of land and the construction and equipping of City parks and recreational facilities. The \$11 million has provided the City with the opportunity to acquire four different parcels of land and to construct 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 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.

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. This debt was refunded during 2002 because of lower interest rates, thus saving over \$240,000 over the life of the bond issue. The City is proud to have been upgraded to a Aa2 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.

The impact on the City's operating budget during Fiscal Year 2004 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 operating budget for 2004. The debt service payment for 2004 (\$225,797) is also included in the General Fund budget as an operating transfer out. The debt service schedule is included in the Debt Service Funds section of this document.

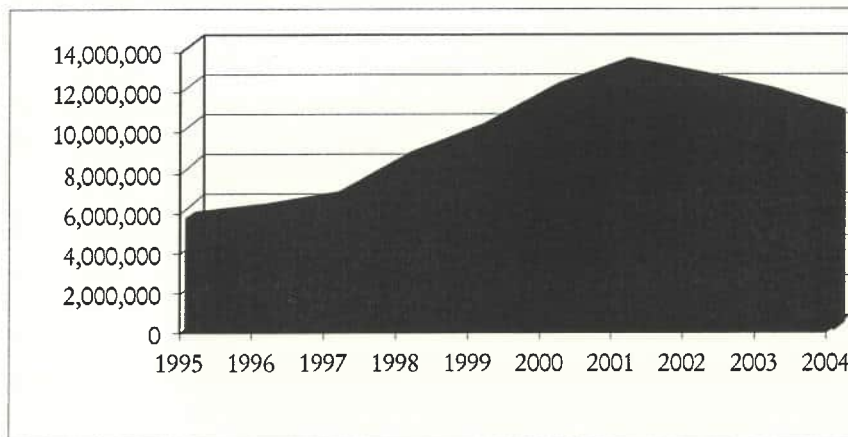
Also, as noted above, the City of Chesterfield issued \$17,565,000 in certificates of participation in 2000 to pay for the acquisition of land and the construction of City Hall. Since incorporation in 1988, the City has rented facilities. This debt was issued in April of 2000.

The impact on the City's operating budget during Fiscal Year 2004 will include staffing, utility and maintenance costs. All such maintenance and utility expenditures were included in the operating budget for 2003. The debt service payment for 2004 (\$1,394,303) is funded through an operating transfer out of the General Fund. The debt service schedule is included in the Debt Service Funds section of this document.

Capital equipment needs are funded through normal operating revenues. The City has been able to handle capital equipment replacement needs and the associated operating costs through deliberate planning, supported by our five-year budget planning process. As such, the impact of the purchase of these items on our 2004 budget is insignificant.

The Mission Statement adopted by the Mayor and City Council in July 1999 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 this year is also included in the Introduction.

### Fund Balance



The General Fund balance is projected to total \$10,505,400 by December 31, 2004. City Council established a goal of fund balance equaling a minimum of 40% of the total general fund expenditures. This budget contains projected total expenditures (including operating transfers out) of \$17,995,074. Forty percent of this total equals \$7.198

million. Our projected December 31, 2004 fund balance is 58.4% of our total expenditures.

Fund reserves, while higher than normal at the present, are needed to ensure that we continue to meet our commitment to provide quality services to the residents of our community. This fund balance goal gives us the ability to deal with the unexpected, such as a natural disaster or during an economic downturn, a time at which we currently find ourselves. Fortunately, because we have a healthy fund balance, we are able to meet our commitment to fund services at existing levels, as was the goal of the Mayor and City Council throughout the entire budget process.

### **OTHER INFORMATION**

#### Awards

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, 2003. This represented the twelfth 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. Award-winning documents must be rated "proficient" in all four categories. The award is valid for a period of one year only. The attainment of this award represents a significant achievement by the elected officials and administrative staff of the City of Chesterfield. 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.

#### 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 the financial condition of the City of Chesterfield is strong. 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 Jeremy Craig and other Department Heads. Budget preparation is truly a team effort!

Sincerely,

A handwritten signature in black ink, appearing to read "Michael G. Herring", written in a cursive style.

Michael G. Herring  
City Administrator



## Principal Officials

Mayor

John Nations

City Council

Barry Flachsbart  
Jane Durrell  
Barry Streeter  
Bruce Geiger  
Daniel Hurt  
Mike Casey  
Mary Brown  
Connie Fults

### Other City Officials:

City Administrator

Michael G. Herring

Director of Finance and Administration

Jeremy Craig

Police Chief

Ray Johnson

Director of Planning

Teresa Price

Director of Public Works/  
City Engineer

Michael O. Geisel

City Clerk

Marty DeMay



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## **CITY OF CHESTERFIELD MISSION STATEMENT**

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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.

The City of Chesterfield is committed to excellence in service and overall quality of life:

- By being the City of choice in the St. Louis Region within which to live, work, play and visit;
- By partnering with residents, businesses, civic organizations and governments to forge a sense of community;
- By providing and seeking quality in each area of service;
- By providing and encouraging cultural and recreational facilities and activities;
- By enhancing property values;
- By ensuring a secure and responsible environment.

Mission Statement  
Adopted by City Council  
July 31, 1999  
Amended by City Council  
October 6, 2001



**STRATEGIC PLAN**  
**1999-2009**  
(Adopted by Mayor and City Council in 1999)

**PRESENT STATE**

Who the City serves:

- #1 Residents
- #2 Businesses
- #3 Visitors

What the City offers:

- ✓ Good municipal services (but limited)
- ✓ Fiscally responsible policies and management
- ✓ 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
- ✓ Encouragement for a variety of housing and economic development opportunities

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 Residents
- #2 Businesses
- #3 Visitors

### What the City offers:

- ✓ Provide quality municipal services
- ✓ Enhance and preserve property values:
  - Emphasize quality residential areas and diversity of businesses
  - 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 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

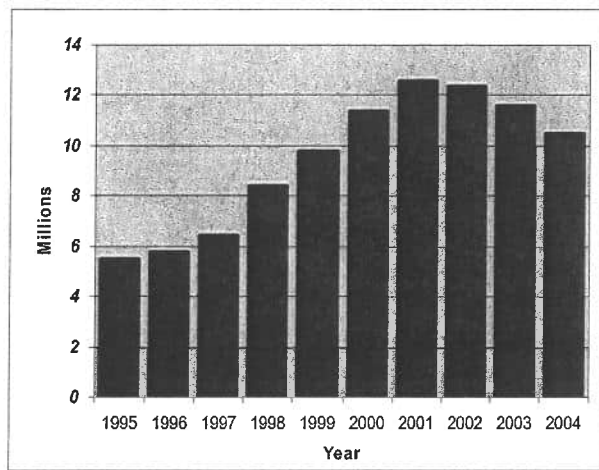
Leadership style of the City:

- ✓ Building community consensus
- ✓ Moving in an agreed direction
- ✓ Leader within the St. Louis Region

## MAJOR BUDGET POLICIES

### Fund Reserve Level

The City attempts to maintain a reserve level of a minimum of 40% of general fund 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 2004 meets that goal with a 58% or \$10,505,400 unbudgeted fund balance as of December 31, 2004.



### Pay Structure

The City has adopted a policy of paying in the top five for all cities by position in the region. A market study is completed and pay grades are updated periodically. The City adjusts pay scales each January 1 based on the prior June Consumer Price Index (CPI). The June 2003 CPI was 0.8%.

### Annual Salary Adjustments

One of the perennial issues for City governments during the budget process concerns annual pay increases for City

employees. The 2004 budget includes 3% for merit pay increases, as recommended by the City Council during the preparation of the budget.

### Capital Asset Expenditure

Expenditures of \$5,000 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.

### Revenue Policy

The City attempts to maintain a diversified revenue system to shelter it from short-run fluctuations in any one revenue source. The City considers market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges. The City attempts to establish user charges and fees at a level related to the cost of providing the service.

### Debt Management

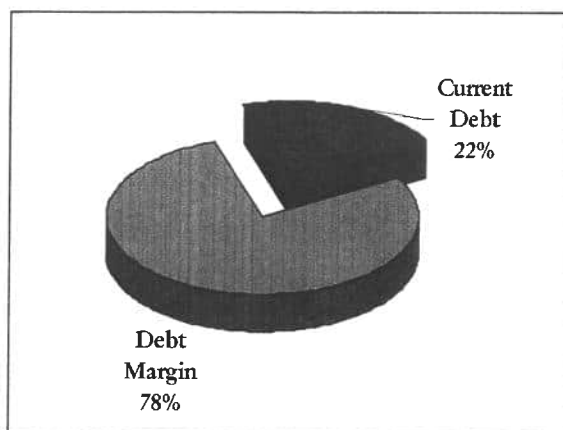
Bonded indebtedness is limited by Sections 95.115 and 95.120 of the Missouri Revised Statutes (1986) to 10% of the assessed value of taxable tangible property. Based on the 2003 assessed valuation of \$1,369,933,175, the City's legal debt limit is \$136,993,318.

The City has \$8.03 million in general obligation bonds for parks and \$23.34 million in general obligation bonds for street and sidewalk improvements outstanding. In

addition, the City has \$2.155 million in certificates of participation for the construction of a Public Works Facility. The City also has \$16.9 million in certificates of participation for the construction of a City Hall. The certificates of participation, however, do not count against the City's legal debt limit.

The City has \$48.25 million in tax increment financing (TIF) refunding and revenue improvement bond outstanding. The TIF bonds are repaid strictly from the incremental revenues generated in the Chesterfield Valley TIF District and do not count against the City's legal debt limit.

The City has a legal debt margin of \$107,198,498.



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.

The City confines long-term borrowing to capital improvements or projects that cannot be financed from current revenues, and where the issuance of long-term debt is required, it pays back the bonds within a period not to exceed the expected useful life of the project.

The City attempts to keep the average maturity of general obligation bonds at or below 20 years.

When practical, the City uses special assessments, revenues, tax increment or other self-supporting bonds.

The City does not incur long-term debt to support current operations.

The City maintains a sound relationship with all bond-rating agencies and keeps them informed about current capital projects.

### Capital Improvement Projects

The City appropriates funds from the General Fund for the planning, acquisition, and construction of major capital facilities. In addition, the City uses its ½ cent Capital Improvement Sales Tax Trust Fund for streets and sidewalks. 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 buildings, storm sewers, and highway beautification projects. These projects are not normally considered on-going or regular maintenance either.

The financial integrity of the City's operating debt service and capital improvement budgets are maintained in order to provide services, construct and maintain public facilities, streets and utilities.

The City updates its five-year budget on an annual basis to plan for the acquisition of

capital equipment and resources to pay for those acquisitions. The City coordinates decision making for the capital improvement budget with the operating budget to make effective use of the City's limited resources for operating and maintaining existing services and facilities.

The City attempts to maintain all of its assets at a level adequate to protect the City's capital investments and to minimize future maintenance and replacement costs.

### **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.



## **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 prepares 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 2004 BUDGET CALENDAR

- |   |   |  |
|---|---|--|
| July 29, 2003 to<br>August 18, 2003         | - | Director of Finance and Administration prepares budget instructions.   |
| August 18, 2003                             | - | Director of Finance and Administration distributes budget documents and instructions to departments.   |
| August 18, 2003 to<br>September 15, 2003    | - | 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 8, 2003                           | - | All departments submit personnel requests to Director of Finance and Administration.   |
| September 8, 2003 to<br>September 15, 2003  | - | Director of Finance and Administration prepares estimates of 2003 actual and 2004 estimated payroll costs and posts figures in budget program. |
| September 15, 2003                          | - | Departmental requests for 2004 are returned to the Director of Finance and Administration.   |
|   |   | All departments submit 2004 budget goals to Director of Finance and Administration.  |
| September 15, 2003 to<br>September 30, 2003 | - | Department 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.                              |

- October 6, 2003 to  
October 10, 2003

- City Administrator and Director of Finance and Administration meet with Department Heads and City Clerk to discuss budget requests.
  
- October 9, 2003 to  
October 10, 2003

- 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 13, 2003

- City Administrator submits entire proposed budget document to City Council.
  
- October 15, 2003 to  
November 15, 2003

- City Administrator and Department Heads meet with Council as a "Committee of the Whole" at a budget workshop.
  
- November 18, 2003

- Director of Finance and Administration publishes notice of public hearing.
  
- November 18, 2003 to  
November 22, 2003

- Director of Finance and Administration makes final amendments to budget based on City Council's recommendations.
  
- November 25, 2003

- Entire amended budget document is submitted to City Council.
  
- December 1, 2003

- City Administrator presents proposed budget at a Public Hearing prior to regularly scheduled City Council meeting.

Budget adopted at regular City Council meeting by resolution.
  
- December 9, 2003

- Department Heads submit 2003 accomplishments to Director of Finance and Administration.
  
- December 10, 2003 to  
December 23, 2003

- Budget document is finalized for printing.
  
- December 24, 2003  
December 31, 2003

- Final budget document is sent to printers.



## **BASIS OF 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.

The budgets of governmental funds (for example, the General Fund, special revenue funds, debt service funds and capital project funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the City (for example, outstanding purchase orders) are budgeted as expenditures, but revenues are recognized only when they are available and measurable.

The City of Chesterfield's proposed budget for 2004 has a General Fund, two special revenue funds (Chesterfield Valley TIF Fund and the Capital Improvement Sales Tax Trust Fund), six debt service funds (Parks, Public Works Facility, R&S I, R&S II, City Hall and TIF) and two capital projects funds (Capital Projects Fund and TIF Projects Fund). The Capital Projects Fund is used to account for general capital improvement projects in the City which are not specifically required to be accounted for separately because of long-term financing. 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.

The Comprehensive Annual Financial Report (Comprehensive Annual Financial Report) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). In most cases this conforms to the way the City prepares its budget. The only exception is compensated absences that are expected to be liquidated with expendable available financial resources which are accrued as earned by employees (GAAP), as opposed to being expended when paid (Budget). In addition, gains or losses on investments, depreciation and amortization are not considered budgetary accounts, and are excluded from the budgeting system.



## 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, 2003.

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 the GFOA to determine its eligibility for another award.

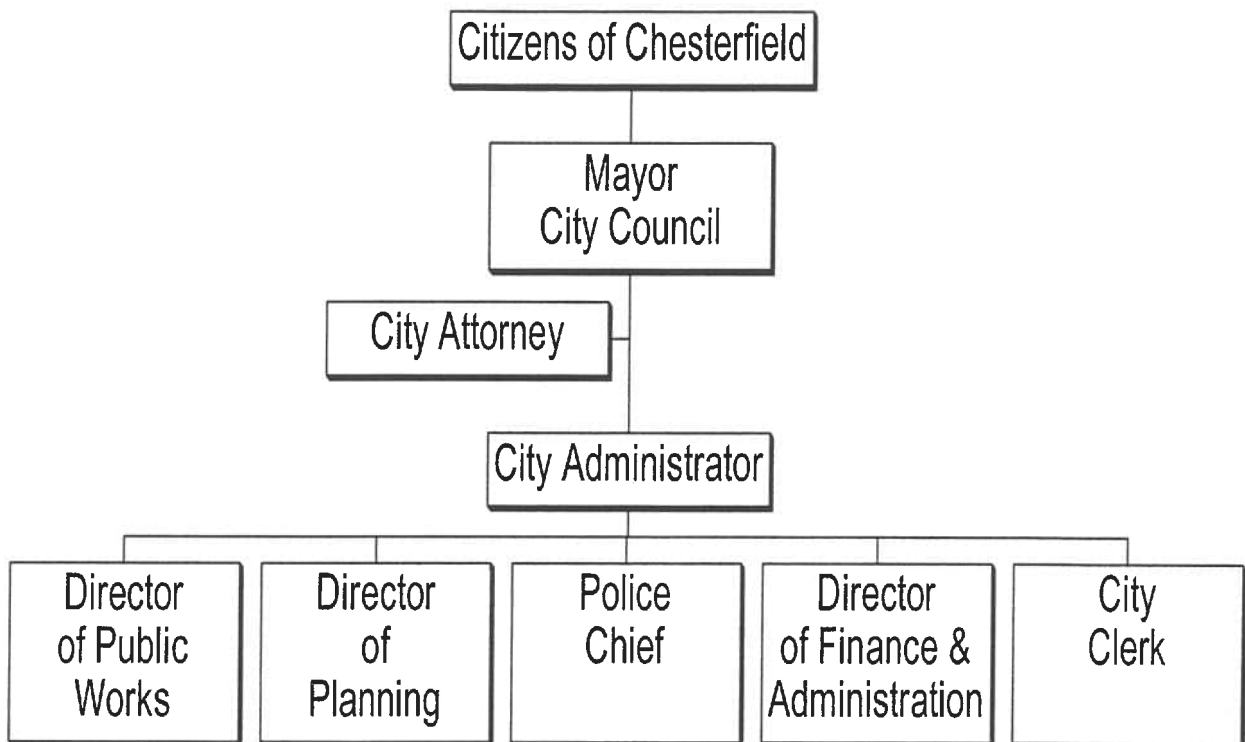


# CITY OF CHESTERFIELD

## MISSOURI

### Organization Chart

### 2004



**Combined Statement of Budgeted Revenues and Expenditures - All Funds**

(\$ in Thousands)

	GENERAL FUND	CAPITAL PROJECTS FUNDS	DEBT SERVICE FUNDS	SPECIAL REVENUE FUNDS	TOTAL
<b>REVENUES:</b>					
Property Taxes	0	0	744	6,900	7,644
Utility Taxes	4,378	0	0	235	4,613
Sales & Use Tax	5,763	0	0	7,540	13,303
Intergov. Revenues	3,786	0	0	1,600	5,386
Licenses & Permits	1,144	0	0	0	1,144
Charges for Services	155	0	0	0	155
Parks & Recreation	395	0	0	0	395
Court Receipts	840	0	0	0	840
Other Revenues	437	45	19	110	611
<b>TOTAL REVENUES</b>	<b>16,898</b>	<b>45</b>	<b>763</b>	<b>16,385</b>	<b>34,091</b>
<b>EXPENDITURES:</b>					
Executive/Legislative	69	0	0	0	69
City Clerk/CSC	238	0	0	0	238
Finance & Administration	2,074	0	1,308	0	3,382
Police	6,909	0	0	0	6,909
City Administrator	204	0	0	0	204
Planning & Zoning	648	0	0	0	648
Public Works/Parks	6,144	4,850	8,154	1,134	20,282
<b>TOTAL EXPENDITURES</b>	<b>16,286</b>	<b>4,850</b>	<b>9,462</b>	<b>1,134</b>	<b>31,732</b>
Transfers in (out)	(1,710)	4,850	8,500	(11,640)	0
<b>Change in Fund Balance</b>	<b>(1,098)</b>	<b>45</b>	<b>(199)</b>	<b>7,036</b>	<b>5,785</b>
<b>Fund Balance, 1/1/2004</b>	<b>11,603</b>	<b>4,628</b>	<b>7,626</b>	<b>9,405</b>	<b>33,262</b>
<b>Fund Balance, 12/31/2004</b>	<b>10,505</b>	<b>4,673</b>	<b>7,427</b>	<b>16,441</b>	<b>39,047</b>

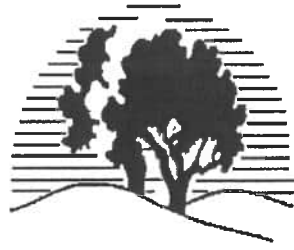
<b>Combined Statement of Budgeted Revenues, Expenditures, and Changes in Fund Balance - All Funds</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>REVENUES</b>			
Property Taxes	6,553,172	7,247,912	7,643,862
Utility Taxes	4,233,487	4,654,000	4,612,750
Sales Tax	12,621,361	12,871,938	13,303,096
Intergovernmental Taxes	3,693,950	6,153,471	5,386,348
Licenses and Permits	1,052,996	1,100,204	1,143,884
Charges for Services	169,562	150,000	154,500
Parks and Recreation	420,417	368,000	395,190
Court Receipts	836,305	773,000	839,750
Other Revenues	6,266,696	626,495	611,900
<b>TOTAL REVENUE</b>	<b>35,847,946</b>	<b>33,945,020</b>	<b>34,091,280</b>
<b>EXPENDITURES</b>			
Legislative	90,361	68,919	68,919
City Clerk/CSC	210,164	202,687	238,218
Finance/Administration	3,443,893	3,346,764	3,381,981
Police	6,678,061	6,637,652	6,908,346
City Administrator	189,837	190,500	204,144
Planning	616,432	612,132	647,451
Public Works/Parks	17,298,516	21,745,323	20,280,043
<b>TOTAL EXPENDITURES</b>	<b>28,527,264</b>	<b>32,803,977</b>	<b>31,729,102</b>
<b>Change in Fund Balance</b>	<b>7,320,682</b>	<b>1,141,043</b>	<b>2,362,178</b>
<b>Fund Balance January 1</b>	<b>28,223,549</b>	<b>35,544,231</b>	<b>36,685,274</b>
<b>Fund Balance December 31</b>	<b>35,544,231</b>	<b>36,685,274</b>	<b>39,047,452</b>

**Budgeted Expenditures by Type - All Funds**

Department/Division	Personnel	Contractual	Commodities	Capital	Debt Service	Totals
<b>Legislative</b>						
Mayor & Council	64,754	3,165	1,000	0	0	68,919
<b>City Clerk/CSC</b>						
City Clerk	204,593	32,925	700	0	0	238,218
<b>Finance/Administration</b>						
Legal Services	0	200,000	0	0	0	200,000
Finance	372,527	113,919	5,000	0	0	491,446
Administration	0	0	0	0	1,307,785	1,307,785
Central Services	0	762,190	67,000	0	0	829,190
Information Systems	264,773	48,050	34,600	19,000	0	366,423
Municipal Court	143,897	41,540	1,700	0	0	187,137
	781,197	1,165,699	108,300	19,000	1,307,785	3,381,981
<b>Police</b>						
Police	6,185,933	334,288	160,625	227,500	0	6,908,346
<b>City Administrator</b>						
City Administrator	198,094	6,050	0	0	0	204,144
<b>Planning</b>						
Planning & Zoning	571,190	50,142	2,594	23,525	0	647,451
<b>Public Works/Parks</b>						
Engineering	1,054,736	153,041	23,600	74,500	0	1,305,877
Street/Sewer Maintenance	1,222,474	1,833,277	412,135	4,529,982	7,270,514	15,268,382
Vehicle Maintenance	290,023	183,865	174,490	0	0	648,378
Parks & Recreation	807,265	490,605	145,515	163,792	0	1,607,177
Parks/Beautification	0	0	0	0	882,810	882,810
Street Lighting	0	12,500	2,500	0	0	15,000
Building/Grounds Maintenance	263,419	227,500	45,500	16,000	0	552,419
	3,637,917	2,900,788	803,740	4,784,274	8,153,324	20,280,043
<b>Total Expenditures</b>	<u>11,643,678</u>	<u>4,493,057</u>	<u>1,076,959</u>	<u>5,054,299</u>	<u>9,461,109</u>	<u>31,729,102</u>

***Budgeted Expenditures By Type***

<b><i>All Funds</i></b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Personnel	10,870,808	11,062,892	11,643,678
Contractual	4,646,566	4,416,092	4,493,057
Commodities	935,855	1,019,321	1,076,959
Capital	5,362,146	6,284,047	5,054,299
Debt Service	6,711,889	10,021,626	9,461,109
<b>Totals</b>	<b>28,527,264</b>	<b>32,803,977</b>	<b>31,729,102</b>

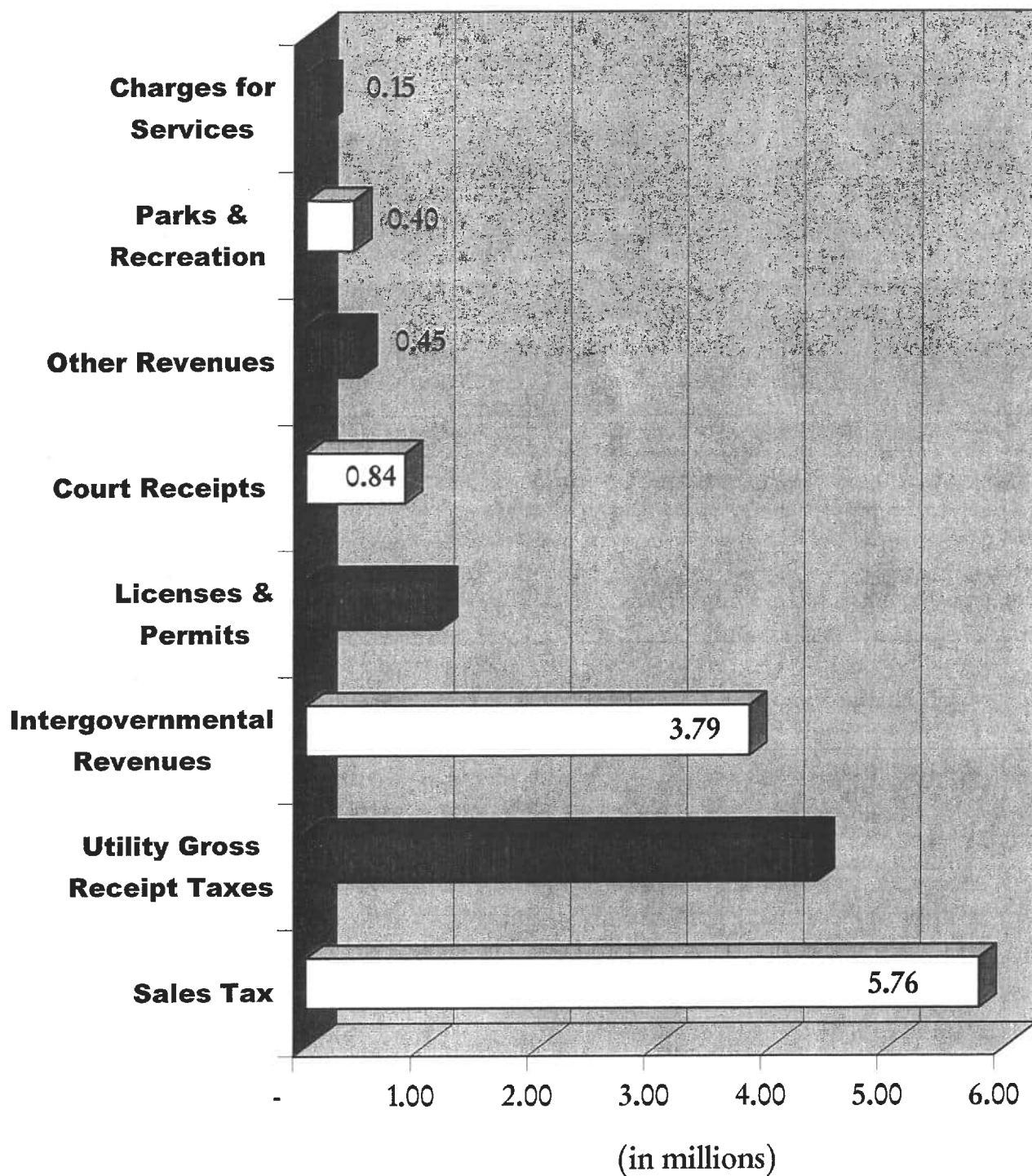


City of  
Chesterfield

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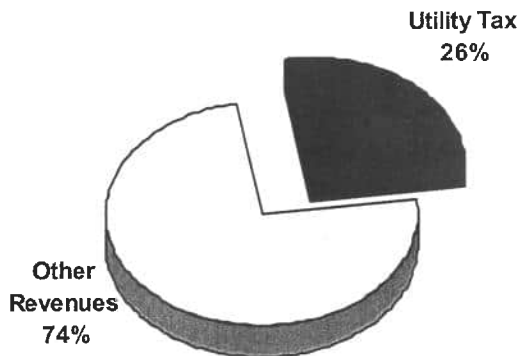
<b>Combined Statement of Budgeted Revenues and Expenditures - General Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	13,063,190	12,350,534	11,602,702
<b>REVENUES</b>			
Utility Taxes	4,028,656	4,429,000	4,377,750
Sales Tax	5,692,537	5,595,000	5,762,850
Intergovernmental Taxes	3,671,602	3,897,315	3,786,348
Licenses and Permits	1,052,996	1,100,204	1,143,884
Charges for Services	169,562	150,000	154,500
Parks and Recreation	420,417	368,000	395,190
Court Receipts	836,305	773,000	839,750
Other Revenues	903,307	439,195	437,500
<b>TOTAL REVENUE</b>	16,775,381	16,751,714	16,897,772
<b>TOTAL AVAILABLE FUNDS</b>	29,838,571	29,102,248	28,500,474
<b>EXPENDITURES</b>			
Legislative	90,361	68,919	68,919
City Clerk/CSC	210,164	202,687	238,218
Finance/Administration	2,187,731	2,065,948	2,074,196
Police	6,678,061	6,637,652	6,908,346
City Administrator	189,837	190,500	204,144
Planning	616,432	612,132	647,451
Public Works/Parks	5,777,874	6,047,094	6,143,482
<b>TOTAL EXPENDITURES</b>	15,750,460	15,824,932	16,284,756
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	-1,737,576	-1,674,614	-1,710,318
<b>FUND BALANCE, DECEMBER 31</b>	12,350,534	11,602,702	10,505,400

**CITY OF CHESTERFIELD  
GENERAL FUND - REVENUES BY SOURCE  
FISCAL YEAR 2004**



## GENERAL FUND 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.

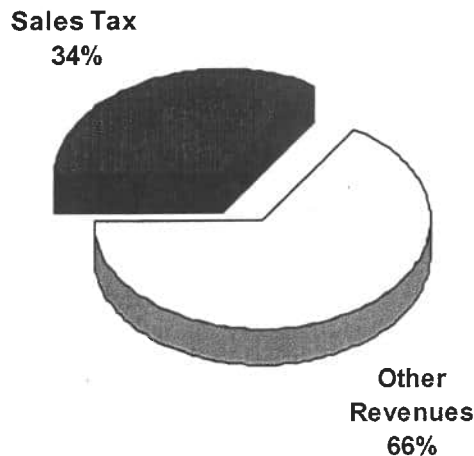
Revenue receipts from the utility gross receipts tax are currently estimated based on the City's experience, as well as information supplied by the utility companies. It should be noted that the estimates for utility taxes are dependent on

weather conditions. Utility tax revenues are greatly impacted by weather. Utility taxes are also greatly impacted by rulings by the Missouri Public Service Commission (PSC). During 2003, the natural gas company passed along higher natural gas prices by maintaining a higher consumer rate throughout the year, providing a large increase in utility taxes. We anticipate natural gas rates to return to normal in 2004, causing a small decrease in total utility gross receipt tax revenues.

The historical revenue trend for utility tax is shown below. Overall, growth in utility taxes has been fairly consistent, with the exception of 2001 and 2003 when rate increases for natural gas provided an unusual amount of revenues.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	3,309,997	3,616,330	3,729,038	3,787,097	3,907,153	4,137,611	4,392,233	4,028,656	4,429,000	4,377,750
% Increase	-0.4%	9.3%	3.1%	1.6%	3.2%	5.9%	6.2%	-8.3%	9.9%	-1.2%

### 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. Sales tax distributions were adjusted based on the new census figures for 2000 as of January of 2002.

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, but 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 2004 from sales tax are estimated at \$5,762,850 based on estimates of a per capita distribution of about \$123.13.

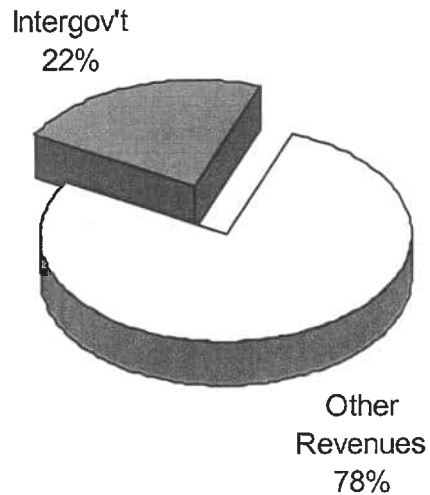
The historical revenue trend for sales tax is shown below. Sales tax grew dramatically during the period 1994 to 1995 upon the adoption of the new State legislation discussed previously. A sharp increase in 1998 results from recognizing local use tax revenues previously deferred because of litigation. As a result of litigation being finalized and the statute of limitation running out, the City of Chesterfield recognized significant deferred revenues in 1998 (\$1,426,410), although the local use tax itself was not upheld in court. Revenues were higher in 2002 because of the decennial adjustment to the distributions. Overall growth has been steady over a ten-year period.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	4,564,460	4,613,354	4,732,548	6,330,952	4,982,333	5,339,335	5,422,348	5,692,537	5,595,000	5,762,850
% Increase	22.2%	1.1%	2.6%	33.8%	-21.3%	7.2%	1.6%	5.0%	-1.7%	3.0%

### Intergovernmental Taxes

Intergovernmental taxes include the motor fuel tax, motor vehicle sales tax, cigarette tax, the County road & bridge tax, a Police Academy grant, and a Parkway School District grant.

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



Motor fuel tax revenue is generated based on a charge of \$.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 2004 from the motor fuel and motor vehicle sales tax are estimated at \$1,353,420 and \$599,975, 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 2004 from cigarette tax are estimated at \$187,000.

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, 2003 was \$1,369,933,175. 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, 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%
January 1, 1998	\$ 957,731,212	3.7%
January 1, 1999	\$1,047,070,392	9.3%
January 1, 2000	\$1,137,971,730	8.7%
January 1, 2001	\$1,275,903,642	12.1%
January 1, 2002	\$1,308,820,798	2.6%
January 1, 2003	\$1,369,933,175	4.7%

\*Impacted by flood of 1993.

The revenue estimate for road and bridge tax for Fiscal Year 2004 is \$1,413,360, based on a projected growth in assessed valuation of 3%, less a 1% collection fee and 2% allowance for uncollectible taxes. (Note: A portion of the road and bridge tax is captured by the Chesterfield Valley TIF Fund.)

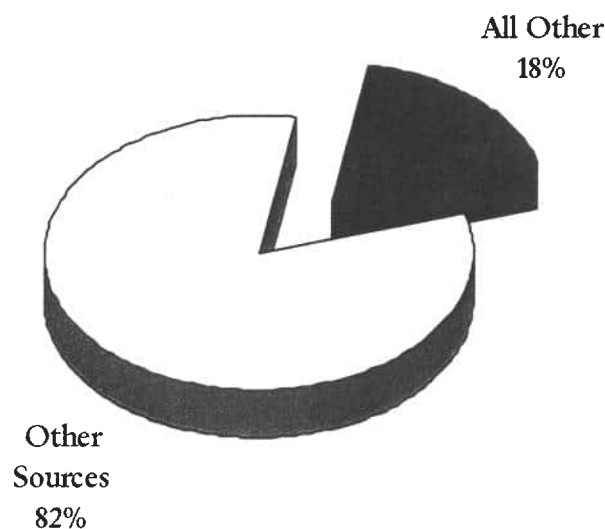
The City of Chesterfield provides the St. Louis Police Academy with a Police Officer who teaches at their facility. The Fiscal Year 2004 budget includes \$63,625 for reimbursements for the officer's salary and fringe benefits.

Two officers originally hired under a COPS Fast grant that has since expired are on assignment to the Parkway School District for nine months out of the year. Parkway School District and the City of Chesterfield share a 75%/25% split, respectively, of the cost of these two officers. Revenues for Fiscal Year 2004 are estimated at \$168,968 from the Parkway School District.

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 during the flood in Chesterfield Valley in 1993 and an Economic Development Administration (E.D.A.) grant to install pumps in 1996. Revenues have slowed down in 2004 due to the expiration of two COPS grants.

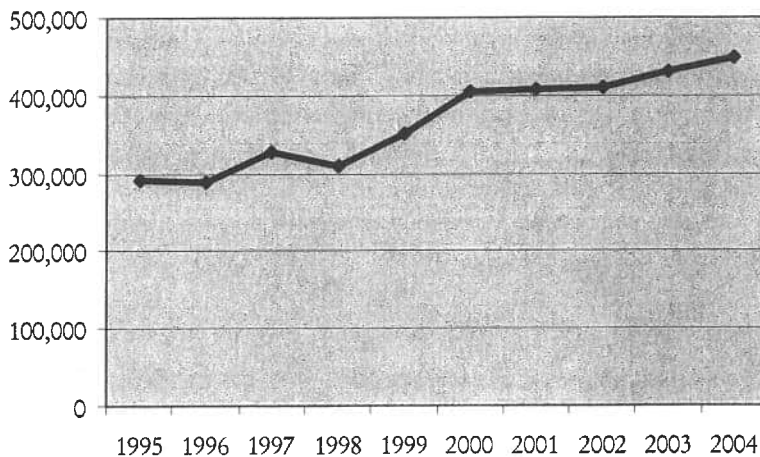
Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	2,686,275	3,403,209	3,280,634	3,157,552	3,377,135	3,541,731	3,724,716	3,691,602	3,897,315	3,786,348
% Increase	-6.2%	26.7%	-3.6%	-3.8%	7.0%	4.9%	5.2%	-0.9%	5.57%	-2.85%

### 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, cigarette sales licenses, billboard 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 foot; services and offices, \$.04 per square foot; and manufacturers and warehouses, \$.02 per square foot. The new 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 2004 is estimated at \$448,200.

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 2004 are \$52,000 and \$27,040, respectively.

Franchise fees represent 5% of the annual gross sales of each cable company. They are remitted to the City within sixty (60) days following the end of each quarter. The revenue estimate for Fiscal Year 2004 from franchise fees is \$606,320.

A trash hauling license is issued for the City's exclusive franchise. The trash hauling license fees are estimated at \$312 for Fiscal Year 2004.

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 \$1,872 for Fiscal Year 2004.

A tobacco products license is issued for each business who sells cigarettes. Fees are \$150 per location. The cigarette licenses are estimated at \$3,900 for Fiscal Year 2004.

Billboard license fees are \$100 per billboard. Billboard license fees are estimated at \$200 for Fiscal Year 2004.

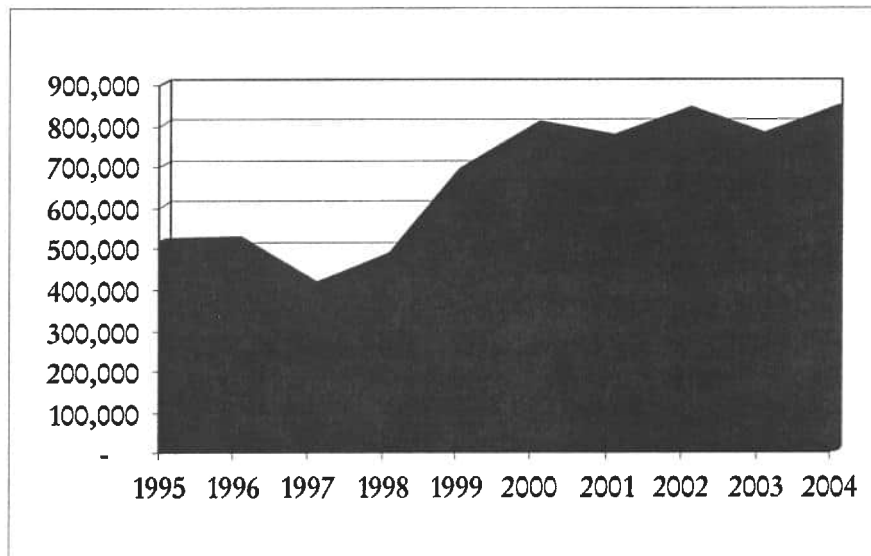
Other licenses and permits are those items that do not fall into any other category. In total, other licenses and permits make up only \$4,000 of the City's revenues for Fiscal Year 2004.

### 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 2004 are estimated at \$154,500.

### Parks and Recreation Fees

New parks and recreation have been implemented over the last few years due to the addition of an outdoor aquatics center and an athletic complex. Revenues for 2004 for recreational activities are estimated at \$395,190. This downturn from 2002 highs is due to the introduction of new facilities in nearby cities that were using the City's facilities.



### Court Receipts

Court fines and fees are also determined by municipal ordinance. Court costs are \$12.00 per ticket plus \$2.25 for training fees and Crime Victims Compensation Fund fees. The fines vary depending on the violation. Court receipts make up 4.97% of the City's revenue, or \$839,750 in Fiscal Year 2004.

### Other Revenues

Other revenues include interest on investments, insurance reimbursements, contributions and fund-raising, police property forfeitures and miscellaneous sources not included elsewhere. Interest earnings make up approximately 1.48% of the City's revenue. This source has been severely reduced in recent years due to historically low interest rates and the reduction in idle funds available to invest. Interest earnings projected for Fiscal Year 2004 are estimated at \$250,000.

Insurance reimbursements make up a small portion of the City's budget, at approximately three-tenths of a percentage of the City's revenues, or \$60,000.

The sale of fixed assets makes up \$110,000 of the Fiscal Year 2004 revenues. This account is used for the sale of the City's used equipment and vehicles.

Miscellaneous other sources are a very small part of the City's budget and are estimated at \$2,500 for Fiscal Year 2004. 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. Revenues fluctuate due to miscellaneous refunds, such as insurance refunds or one-time payments (such as the sale of an easement for \$448,000 in Fiscal Year 2000). The recent downturn in revenues is due to slowed economic activity and the reduction of funds available to invest.

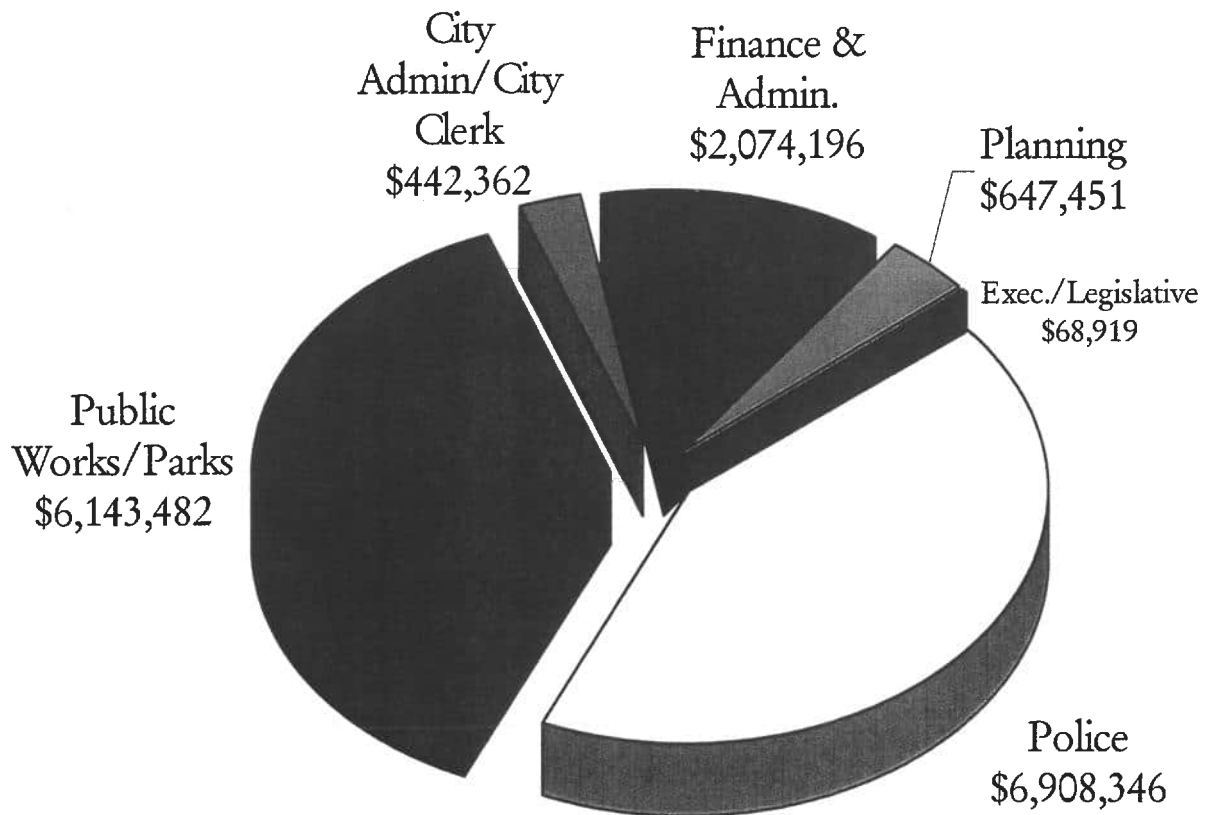
Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	1,777,538	1,926,182	1,903,288	2,260,002	2,479,719	3,596,553	3,225,492	3,382,587	2,830,399	2,970,824
% Increase	32.4%	8.4%	-1.2%	18.7%	9.7%	45.0%	-10.3%	4.87%	-16.3%	4.9%

<b>Revenue Budget - General Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Utility Taxes:			
410.100 Utility Taxes - Electric	2,106,390	2,286,000	2,354,580
410.200 Utility Taxes - Gas	778,602	1,004,000	850,000
410.300 Utility Taxes - Telephone	815,774	794,000	817,820
410.400 Utility Taxes - Water	327,890	345,000	355,350
Total Utility Taxes	4,028,656	4,429,000	4,377,750
Sales Tax:			
420.000 Sales Tax	5,622,696	5,595,000	5,762,850
421.000 Local Use Tax	69,841	0	0
Total Sales Tax	5,692,537	5,595,000	5,762,850
Intergovernmental Taxes:			
430.000 Motor Fuel Tax	1,280,119	1,314,000	1,353,420
431.000 Motor Vehicle Sales Tax	577,317	582,500	599,975
432.000 Cigarette Tax	177,541	183,500	187,000
433.000 County Road & Bridge Tax	1,286,086	1,359,000	1,413,360
434.000 Police LLEBG Grant	9,379	0	0
434.050 Bullet Proof Vest Grant	2,634	0	0
434.500 Police Academy Grant	59,580	61,772	63,625
434.600 Waste Reduction Grant	0	0	0
434.610 Recycling Grant	2,295	0	0
435.100 Overtime Grant	606	0	0
435.200 COPS - Federal	35,834	10,196	0
435.300 COPS - Parkway	78,701	164,047	168,968
435.400 Branch Out Missouri Grant	0	0	0
435.500 NCAP Grant	0	189,300	0
435.550 Mall Grant	5,000	0	0
435.310 COPS-In School	161,665	0	0
436.000 Police Traffic Services Grant	22,405	0	0
437.000 Funds From Seized Assets	0	0	0
439.000 MSD Refunds	-27,562	33,000	0
Total Intergovernmental Taxes	3,671,602	3,897,315	3,786,348
Licenses and Permits:			
440.000 Business Licenses	410,358	431,000	448,240
441.000 Liquor Licenses	47,606	50,000	52,000

<b>Revenue Budget - General Fund (continued)</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
442.000 Vending Licenses	25,188	26,000	27,040
443.000 Franchise Fees	556,212	583,000	606,320
445.000 Trash Haulers Licenses	1,030	300	312
446.000 Alarm Company Licenses	1,600	1,800	1,872
447.000 Cigarette Licenses	3,500	3,900	3,900
448.000 Billboard Business License Fee	300	200	200
449.000 Miscellaneous Other Licenses	7,202	4,004	4,000
<b>Total Licenses and Permits</b>	<b>1,052,996</b>	<b>1,100,204</b>	<b>1,143,884</b>
<b>Charges for Services:</b>			
451.000 Engineering Inspection Fees	69,414	65,000	66,950
452.000 Subdivision Processing Fees	12,554	10,000	10,300
453.000 Zoning Applications	13,575	10,000	10,300
454.000 Police Reports	19,010	20,000	20,600
455.000 False Alarm Fees	46,200	40,000	41,200
459.000 Miscellaneous Other Charges	8,808	5,000	5,150
<b>Total Charges for Services</b>	<b>169,562</b>	<b>150,000</b>	<b>154,500</b>
<b>Parks and Recreation:</b>			
461.000 Parks Charges & Fees	40,362	30,000	30,900
462.000 Pool Programs	35,007	35,000	36,050
463.000 Pool Concessions	8,092	8,000	8,240
464.000 Pool Revenue	200,928	145,000	170,000
465.000 Parks Contributions	500	0	0
468.000 CCA Rentals & Concessions	135,529	150,000	150,000
<b>Total Parks and Recreation</b>	<b>420,417</b>	<b>368,000</b>	<b>395,190</b>
<b>Court Receipts:</b>			
480.000 Court Fines & Fees	819,841	760,000	825,000
481.000 Court Fees - Training	13,894	11,500	13,000
482.000 CVC Fees	2,570	1,500	1,750
<b>Total Court Receipts</b>	<b>836,305</b>	<b>773,000</b>	<b>839,750</b>
<b>Other Revenues:</b>			
490.100 Interest on Investments	440,259	250,000	250,000
491.000 Historical Committee	6,345	3,550	0
492.000 Insurance Reimbursements	81,225	65,000	60,000

<b>Revenue Budget - General Fund (continued)</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
493.000 Contributions	33,333	10,000	15,000
494.000 Sale of Fixed Assets	177,094	108,145	110,000
495.000 Miscellaneous	165,050	2,500	2,500
Total Other Revenues	903,307	439,195	437,500
<b>Totals</b>	<u>16,775,381</u>	<u>16,751,714</u>	<u>16,897,772</u>

**CITY OF CHESTERFIELD  
TOTAL EXPENDITURES - GENERAL FUND  
FISCAL YEAR 2004**



<b>Summary of Expenditures - General Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Legislative			
011 Mayor & Council	90,361	68,919	68,919
City Clerk/CSC			
021 City Clerk	210,164	202,687	238,218
Finance/Administration			
032 Legal Services	306,642	227,400	200,000
034 Finance	511,633	478,875	491,446
036 Central Services	795,020	834,090	829,190
037 Information Systems	400,572	348,964	366,423
038 Municipal Court	173,865	176,619	187,137
	2,187,731	2,065,948	2,074,196
Police			
041 Police	6,678,061	6,637,652	6,908,346
City Administrator			
051 City Administrator	189,837	190,500	204,144
Planning			
061 Planning & Zoning	616,432	612,132	647,451
Public Works/Parks			
071 Engineering	1,181,975	1,067,504	1,305,877
072 Street/Sewer Maintenance	1,883,323	2,039,259	2,014,631
073 Vehicle Maintenance	604,339	611,349	648,378
074 Parks & Recreation	1,365,468	1,758,960	1,607,177
075 Street Lighting	2,168	4,500	15,000
076 Building/Grounds Maintenance	740,600	565,522	552,419
	5,777,874	6,047,094	6,143,482
<b>Totals</b>	<b>15,750,460</b>	<b>15,824,932</b>	<b>16,284,756</b>

**Budgeted Expenditures By Type - General Fund**

Department/Division	Personnel	Contractual	Commodities	Capital	Totals
<b>Legislative</b>					
Mayor & Council	64,754	3,165	1,000	0	68,919
<b>City Clerk/CSC</b>					
City Clerk	204,593	32,925	700	0	238,218
<b>Finance/Administration</b>					
Legal Services	0	200,000	0	0	200,000
Finance	372,527	113,919	5,000	0	491,446
Central Services	0	762,190	67,000	0	829,190
Information Systems	264,773	48,050	34,600	19,000	366,423
Municipal Court	143,897	41,540	1,700	0	187,137
	781,197	1,165,699	108,300	19,000	2,074,196
<b>Police</b>					
Police	6,185,933	334,288	160,625	227,500	6,908,346
<b>City Administrator</b>					
City Administrator	198,094	6,050	0	0	204,144
<b>Planning</b>					
Planning & Zoning	571,190	50,142	2,594	23,525	647,451
<b>Public Works/Parks</b>					
Engineering	1,054,736	153,041	23,600	74,500	1,305,877
Street/Sewer Maintenance	1,133,871	419,643	412,135	48,982	2,014,631
Vehicle Maintenance	290,023	183,865	174,490	0	648,378
Parks & Recreation	807,265	490,605	145,515	163,792	1,607,177
Street Lighting	0	12,500	2,500	0	15,000
Building/Grounds Mainten	263,419	227,500	45,500	16,000	552,419
	3,549,314	1,487,154	803,740	303,274	6,143,482
<b>Total Expenditures</b>	<u>11,555,075</u>	<u>3,079,423</u>	<u>1,076,959</u>	<u>573,299</u>	<u>16,284,756</u>

<b>Budgeted Expenditures By Type</b>			
<b>General Fund</b>	<b>2002 Actual</b>	<b>2003 Projected</b>	<b>2004 Budget</b>
Personnel	10,818,841	10,981,606	11,555,075
Contractual	3,056,838	3,067,165	3,079,423
Commodities	935,776	1,018,721	1,076,959
Capital	939,005	757,441	573,299
<b>Totals</b>	<b>15,750,460</b>	<b>15,824,932</b>	<b>16,284,756</b>

<b>Personnel Schedule Summary - General Fund</b>		<b>2002</b>	<b>2003</b>	<b>2004</b>
<b>Department/Activity</b>	<b>Position Title</b>	<b>Actual</b>	<b>Actual</b>	<b>Proposed</b>
<b>City Clerk/CSC</b>				
City Clerk	City Clerk	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00
	Customer Service Rep	2.00	2.00	2.00
	Customer Service Rep (1 part time)	0.50	0.50	0.50
		<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
<b>Finance/Administration</b>				
Finance	Executive Secretary	1.00	1.00	1.00
	Accountant	1.00	1.00	1.00
	Assistant Director	1.00	1.00	1.00
	Accounting Clerk	1.00	1.00	1.00
	Director of Finance & Administration	1.00	1.00	1.00
	Payroll/Benefits Administrator	1.00	1.00	1.00
Information Systems	Information Systems Manager	1.00	1.00	1.00
	Assistant IS Manager	1.00	1.00	1.00
	Webmaster	1.00	1.00	1.00
	Information Systems Technician	1.00	1.00	1.00
Municipal Court	Court Administrator	1.00	1.00	1.00
	Assistant Court Administrator	1.00	1.00	1.00
	Court Assistant	1.00	1.00	1.00
		<u>13.00</u>	<u>13.00</u>	<u>13.00</u>
<b>Police</b>				
Police	Police Chief	1.00	1.00	1.00
	Captain	3.00	3.00	3.00
	Lieutenant	5.00	5.00	5.00
	Sergeant	11.00	11.00	11.00
	Police Officer	65.00	63.00	63.00
	Executive Secretary	1.00	1.00	1.00
	Crime Analyst	1.00	1.00	1.00
	Administrative Secretary	1.00	1.00	1.00
	Records Clerks	7.00	7.00	7.00
		<u>95.00</u>	<u>93.00</u>	<u>93.00</u>
<b>City Administrator</b>				
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>
<b>Planning</b>				
Planning & Zoning	Executive Secretary	1.00	1.00	1.00
	Director of Planning	1.00	1.00	1.00
	Assistant Director Planner	1.00	1.00	1.00
	Project Planner	5.00	5.00	5.00
	Administrative Secretary	1.00	1.00	1.00
	Intern	0.62	0.62	0.62

<b>Personnel Schedule Summary - General Fund (continued)</b>		<b>2002</b>	<b>2003</b>	<b>2004</b>
<b>Department/Activity</b>	<b>Position Title</b>	<b>Actual</b>	<b>Actual</b>	<b>Proposed</b>
Planning & Zoning	Planning Assistant	1.00	1.00	1.00
	Planning Technician	1.00	1.00	1.00
		11.62	11.62	11.62
<b>Public Works/Parks</b>				
Engineering	Director/City Engineer	1.00	1.00	1.00
	Deputy Director/Asst. City Engineer	1.00	1.00	1.00
	Superintendent of Engineering	1.00	1.00	1.00
	Senior Civil Engineer	1.00	1.00	1.00
	Civil Engineer	3.00	3.00	3.00
	Sr. Engineering Construction Inspector	3.00	3.00	3.00
	Sr. Engineering Technician	2.00	2.00	2.00
	GIS Specialist	1.00	1.00	1.00
	Executive Secretary	2.00	2.00	2.00
	Administrative Secretary	1.00	1.00	1.00
	Engineering Intern (2)	0.90	0.90	0.90
Street/Sewer Maintenance	Maintenance Supervisor	4.00	3.00	3.00
	Secretary	1.00	1.00	1.00
	Superintendent-Mtn Operations	1.00	1.00	1.00
	Maintenance Workers	26.00	22.00	22.00
	Seasonal Maintenance Workers	4.03	4.03	4.03
Vehicle Maintenance	Equip Maint Supervisor	1.00	1.00	1.00
	Equip Mtn Mechanics	4.00	4.00	4.00
Parks & Recreation	Seasonal Part-time (7)	2.80	2.80	2.80
	Facilities Supervisor	1.00	1.00	1.00
	Parks and Recreation Specialist	1.00	1.00	1.00
	Interns (2)	0.60	0.60	0.60
	Administrative Secretary	1.00	1.00	1.00
	Resource Specialist	1.00	1.00	1.00
	Maint. Supervisor	1.00	1.00	2.00
	Recreation Programmer	1.00	1.00	1.00
	Superintendent of Parks, Recreation and Arts	1.00	1.00	1.00
	Maintenance Workers	5.00	5.00	10.00
Building/Grounds Maintenance	Building Attendant	5.00	5.00	5.00
	Building Maintenance Supervisor	1.00	1.00	1.00
		79.33	74.33	80.33
<b>Total Personnel</b>		<b>205.45</b>	<b>198.45</b>	<b>204.45</b>

**Detail of Capital Assets to be Purchased - General Fund**

Department/Activity	Description	Amount	Activity Total
<b>Finance/Administration</b>			
Information Systems	Gigabit copper card (1)	8,000	
	File Server (ENGR) (1)	6,000	
	File Server (GIS) (1)	5,000	
			19,000
<b>Police</b>			
Police	Automobiles & Trucks (13)	227,500	
			227,500
<b>Planning</b>			
Planning & Zoning	Automobiles & Trucks (1)	23,525	
			23,525
<b>Public Works/Parks</b>			
Engineering	Utility Vehicle (2)	49,500	
	GIS Software - ARCIMS (1)	25,000	
			74,500
Street/Sewer Maintenance	Printer Vinyl Cutter (1)	8,240	
	Skid Steer (1)	18,854	
	Concrete Breaker, with trailer (1)	21,888	
			48,982
<b>Parks &amp; Recreation</b>			
	Competition Pool Painting (1)	13,114	
	Utility Cart (2)	24,000	
	Zero Turn Mower (1)	10,605	
	Skid Steer (1)	27,590	
	Trailer (1)	5,000	
	3/4 Ton Pickup (1)	28,970	
	City Limit Signs (6)	23,178	
	Central Park Parking Lot (1)	15,000	
	CVAC Painting (1)	7,000	
	Field Groomer (1)	9,335	
			163,792
<b>Building/Grounds Maintenance</b>			
	Seal & Re-stripe City Hall Parking Lot (1)	10,500	
	Auto Burnisher (1)	5,500	
			16,000
<b>Total Capital</b>			<b>573,299</b>

**Impact of Capital Equipment and Projects on Budget  
General Fund**

Division	Description	Total Cost	Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
							2005	2006	2007
Information Systems									
	Gigabit copper card	8,000		0	0	0	0	0	0
	File Server (ENGR)	6,000		0	0	0	0	0	0
	File Server (GIS)	5,000		0	0	0	0	0	0
Police									
	Automobiles & Trucks	227,500		0	0	0	0	0	0
Planning & Zoning									
	Automobiles & Trucks	23,525		0	0	0	0	0	0
Engineering									
	Utility Vehicle	49,500	General	3,000	3,000	3,000	3,000	3,000	3,000
	GIS Software - ARCIMS	25,000	General	0	0	2,000	2,000	2,000	2,000
Street/Sewer Maintenance									
	Concrete Breaker, with trailer	21,888		0	0	0	0	0	0
	Skid Steer	18,854		0	0	0	0	0	0
	Printer Vinyl Cutter	8,240		0	0	0	0	0	0
Parks & Recreation									
	3/4 Ton Pickup	28,970	General Fund	0	0	0	0	0	0
	Skid Steer	27,590	General Fund	0	0	0	0	0	0
	Utility Cart	24,000	General Fund	0	0	0	0	0	0
	City Limit Signs	23,178	General Fund	0	0	0	0	0	0
	Central Park Parking Lot	15,000	General Fund	0	0	0	0	0	0
	Competition Pool Painting	13,114	General Fund	0	0	0	0	0	0
	Zero Turn Mower	10,605	General Fund	0	0	0	0	0	0
	Field Groomer	9,335	General Fund	0	0	0	0	0	0
	CVAC Painting	7,000	General Fund	0	0	0	0	0	0
	Trailer	5,000	General Fund	0	0	0	0	0	0
Building/Grounds Maintenance									
	Seal & Re-stripe City Hall Parking Lot	10,500	General Fund	0	0	0	0	0	0
	Auto Burnisher	5,500	General Fund	0	0	0	0	0	0
Total General Fund		573,299		3,000	3,000	5,000	5,000	5,000	5,000

Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011
Division Summary			
Activity		Remarks	
Mayor		The Mayor is the Chief Executive Officer of the City. He presides at City Council meetings and may vote on legislation to break a tie. The Mayor is elected 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>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel Services		64,712	64,754	32,434	64,754	64,754
Contractual Services		22,994	4,865	1,122	3,465	3,165
Commodities		2,655	1,400	171	700	1,000
TOTAL		90,361	71,019	33,728	68,919	68,919

Fund		Department		Division			Account Number	
General		Legislative		Mayor & Council			010.011	
Personnel Services				2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title							
510.114	Salaries - Elected Officials			60,000	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			122	164	139	164	164
	Totals			64,712	64,754	32,434	64,754	64,754

Fund		Department	Division			Account Number	
General		Legislative	Mayor & Council			010.011	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.249	Memberships & Subscriptions		250	265	0	265	265
520.251	Miscellaneous Contractual		919	1,200	525	1,000	700
520.261	Professional Services		20,874	2,500	0	1,500	1,500
520.268	Rental - Equipment		144	150	22	0	0
520.277	Training & Continuing Education		807	750	575	700	700
	Totals		22,994	4,865	1,122	3,465	3,165

Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011
<b>Memberships and Subscriptions</b>			
Organization		Member	Amount
Mayors of Large Cities		Mayor	250
Governing		Mayor	15
		<b>Total</b>	<u>265</u>

Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011
<i>Training and Continuing Education</i>			
Seminar	Location		Amount
Miscellaneous Expense	Metro Area		700
	Total		<u>700</u>

Fund General		Department Legislative		Division Mayor & Council			Account Number 010.011	
Commodities				2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title							
530.313	Departmental Supplies			2,655	1,400	171	700	1,000
	Totals			2,655	1,400	171	700	1,000

Fund	Department	Division	Account Number
General	Legislative	Mayor & Council	010.011
<i>Line Item Details</i>		2004	
Account Number	Account Title	Request	Details
520.249	Memberships & Subscriptions	265	Various memberships and subscriptions
520.251	Miscellaneous Contractual	700	Cell phone for the Mayor
520.261	Professional Services	1,500	Photographic services - 1,500
520.277	Training & Continuing Education	700	Various seminars and meetings
530.313	Departmental Supplies	1,000	Picture frames, misc. supplies - 250 Installation reception supplies - 250 "Keys to City" - 500

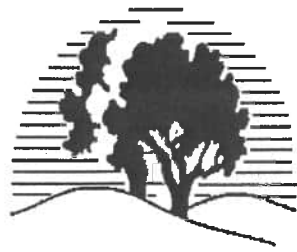


## **2003 ACCOMPLISHMENTS CITY CLERK/CUSTOMER SERVICE CENTER**

- Handled administrative requests for ordinances and resolutions adopted by the City Council.
- Prepared, distributed and maintained the minutes of all City Council meetings and public hearings.
- Administered oaths of office to members of Boards and Commissions, as well as employees for public office and duty.
- Processed over 40,000 pieces of mail and prepared and shipped packages for all departments.
- Maintained an inventory of office supplies, stationery, printer, copier and fax supplies.
- Ordered Mayor/Council and employee business cards.
- Responsible for accounting of receipts for liquor and solicitor licenses, charges for copies of public documents, bids, calendar sales and historic book sales and maintaining a cash box.
- Accepted and processed all candidate filings for the municipal election.
- Coordinated information to be placed on the April 1, 2003 municipal election ballot.
- Handled voter registration.
- Performed notary public services for departments and individuals.
- Scheduled public meetings and posted them on the meeting calendar and web site calendar and posted meeting signs.
- Updated all Committee member lists and sent out meeting notices and minutes.
- Updated subdivision trustee lists and information, as provided. Prepared and mailed copies of ordinances adopted on a semi-annual basis to subdivision trustees, as well as notices of trustee meetings, as scheduled by Councilmembers.
- Scheduled repair and maintenance calls for office equipment and machines.

- Updated the lateral filing system.
- Routed faxes to City employees.
- Issued solicitor permits.
- Issued liquor licenses.
- Handled the distribution of ordinances to Municipal Code Corporation for codification of the City's Code Book and distribution of supplements to all Code Book holders.
- Distributed and received all bid packages for various projects.
- Distributed Policy Manual revisions and releases.
- Posted work orders for street/sidewalk repairs, tree trimming/removal, nuisance violations and engineering problems.
- Resolved trash pickup concerns.
- Provided services to Mayor and City Council to facilitate special presentations and recognition.
- Provided public tours of City Hall to school children and scouts.
- Greeted visitors, answered questions, and directed individuals to proper destination when necessary.
- Answered and routed all incoming calls and provided callers with general information.
- Created and distributed informational pamphlets regarding City services and processes.
- Produced Internal Journal (employee newsletter) on a bi-monthly basis.
- Coordinated the Employee Recognition Award Program on a semi-annual basis.
- Promoted wellness programs and activities for employees.
- Organized special events/activities to promote employee spirit.
- Coordinated citizen recognition awards and special events.
- Coordinated the publication of the Chesterfield Citizen newsletter on a quarterly basis.
- Processed pool pass registrations, resident ID cards and pavilion and pool rentals.

- Registered individuals for Parks Department programs.
- Coordinated rental of all conference rooms, chambers, multi-purpose room to residents and citizen committees.
- Replenished brochures in literature rack.
- Accepted deliveries and placed calls for courier pickups for all City Hall departments.



City of  
Chesterfield

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## **2004 GOALS CITY CLERK**

- Goal:** To implement the acknowledgement phase of the Work Order System.
- Strategy:** Work with Computer Administration and Public Works to implement an acknowledgement system in coordination with the Work Order system now in place to provide better communication to residents after their requests are received. In addition, a weekly report will be produced for employees to identify work orders received and work orders that have been acted upon.
- Goal:** To increase productivity in printing large copying projects by printing directly from a computer to the copy machine.
- Strategy:** Work with Computer Administration to hook up the copy machine to the computers of those employees' who can benefit from this feature.
- Goal:** To improve communication between the City and external customers in a more efficient manner through the use of sending faxes.
- Strategy:** Purchase a more efficient fax machine to be used by all City employees.



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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 the resident guide, quarterly 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>		

Fund	Department	Division			Account Number	
General	City Clerk/CSC	City Clerk			020.021	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		187,498	187,957	104,725	182,935	204,593
Contractual		20,887	26,382	17,726	19,552	32,925
Commodities		1,778	700	23	200	700
Totals		210,164	215,039	122,474	202,687	238,218

<i>Personnel Schedule</i>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
City Clerk		1.00	1.00	1.00
Deputy City Clerk		1.00	1.00	1.00
Customer Service Rep		2.00	2.00	2.00
Customer Service Rep (1 part time)		0.50	0.50	0.50
<b>Totals</b>		<b>4.50</b>	<b>4.50</b>	<b>4.50</b>



Fund		Department	Division			Account Number	
General		City Clerk/CSC	City Clerk			020.021	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		142,780	138,704	75,681	138,704	146,619
510.112	Salaries - Part-Time		10,071	10,000	6,379	10,000	10,000
510.113	Salaries - Overtime		74	0	0	0	0
510.120	Social Security		11,061	11,376	5,933	11,811	12,134
510.122	Worker's Compensation		299	406	351	351	500
510.124	Insurance - Health		13,883	15,253	10,238	10,238	21,122
510.125	Insurance - Life		400	399	237	399	423
510.126	Insurance - Dental		577	717	383	717	1,047
510.127	Insurance - Disability		713	707	426	715	758
510.130	Pension		7,641	10,395	5,096	10,000	11,990
	Totals		187,498	187,957	104,725	182,935	204,593

Fund		Department	Division			Account Number	
General		City Clerk/CSC	City Clerk			020.021	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.210	Advertising		1,137	750	38	300	750
520.223	Election Expense		10,914	11,000	14,972	14,972	20,000
520.249	Memberships & Subscriptions		230	490	270	480	500
520.251	Miscellaneous Contractual		6,649	13,442	2,254	3,500	9,300
520.260	Printing & Binding		109	200	0	100	200
520.268	Rental - Equipment		106	0	0		
520.277	Training & Continuing Education		1,743	500	192	200	2,175
	Totals		20,887	26,382	17,726	19,552	32,925

Fund	Department	Division	Account Number
General	City Clerk/CSC	City Clerk	020.021
<b><i>Memberships and Subscriptions</i></b>			
Organization		Member	Amount
Ideas for Editors		Marty DeMay	250
IIMC		Marty DeMay	160
MO City Clerks/Fin. Officers Assoc.		Marty DeMay	50
MCCFOA		Marty DeMay	40
		<b>Total</b>	<hr/> 500

Fund	Department	Division	Account Number
General	City Clerk/CSC	City Clerk	020.021
<i>Training and Continuing Education</i>			
Seminar	Location		Amount
IIMC	Canada		1,500
MCCFOA Spring Institute	Columbia, MO		500
Chamber of Commerce	Chesterfield		175
	<b>Total</b>		<u>2,175</u>

Fund		Department	Division			Account Number	
General		City Clerk/CSC	City Clerk			020.021	
Commodities			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		1,778	700	23	200	700
	Totals		1,778	700	23	200	700

Fund	Department	Division	Account Number
General	City Clerk/CSC	City Clerk	020.021
Line Item Details		2004	Details
Account Number	Account Title	Request	
520.210	Advertising	750	Special notices
520.223	Election Expense	20,000	April election November election
520.249	Memberships & Subscriptions	500	Various memberships and subscriptions
520.251	Miscellaneous Contractual	9,300	Codification of ordinances - 8,000 Microfilm minutes/ordinances/resolutions 2002 - 300 Semi-annual updated disks for municipal code and work session and Council minutes - 700 Code on website - 300
520.260	Printing & Binding	200	Licenses - 100 Misc. - 100
520.277	Training & Continuing Education	2,175	Various meetings and seminars
530.313	Departmental Supplies	700	Film - 100 Miscellaneous - 600



## 2003 ACCOMPLISHMENTS FINANCE AND ADMINISTRATION

- Work statistics:

	Actual									Projected	
	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
G/F Checks	3,320	3,336	3,905	3,838	4,278	4,102	4,351	4,961	5,495	4,750	4,900
Payroll Checks	1,569	1,666	2,366	2,656	2,824	1,601	1,703	1,258	961	961	1,000
Direct Deposits	1,898	2,015	2,863	3,213	3,417	4,694	4,833	5,531	5,885	5,885	5,900
Employees processed	177	187	203	209	221	231	237	243	234	234	250
Vendors paid	777	1,355	927	798	1,180	997	1,073	1,258	1,115	1,062	1,100
Business Licenses	1,249	1,393	1,389	1,444	1,425	1,508	1,503	1,608	1,479	1,500	1,600
Vending Licenses	870	840	766	817	864	814	879	943	931	950	950
Investments (\$ in 000's)	8,072	21,793	21,821	25,867	18,838	28,309	44,093	29,863	38,791	34,300	35,000
Revenues (\$ in 000's)	11,400	14,674	16,037	18,718	21,675	21,401	41,051	38,387	33,570	28,000	25,000
Funds maintained	10	17	18	20	20	22	24	24	26	25	22
Unqualified audit opinion	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Certificate Achievement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Budget Award	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Five-year budget	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- Participated in early implementation of GASB 34, issued 2002 Comprehensive Annual Financial Report using the new model for Fund and Government-wide Financial Statements.
- Secured \$46,665 in Community Development Block Grant funds for 2004 funding year. This fund has been targeted for installation of Handicapped Accessible Ramps along the Appalachian Trails.
- Secured Aa1 rating for general obligation bonds and Aa2 rating for certificates of participation from Moody's Investors Services, Inc.
- Secured Aaa rating from Moody's Investors Services, Inc. for Tax Increment Refunding and Improvement Revenue Bonds.
- Coordinated and completed City's eighth Five-Year Budget (2004-2008).
- Prepared and distributed Employee Benefit Statement Packets for 2002.
- Recognized 14 employees who qualified for the sick leave incentive program throughout all applicable time periods in 2003.
- Completed 2003 productivity measurements survey.

- Installed Kronos time clocks at Public Work facility and Chesterfield Valley Athletic Complex; assigned a group of employees from each facility to participate in testing the software.
- Worked closely with Kronos technical support in implementing and interfacing Kronos software with Abra, existing payroll software.
- Performed training of how to enter time sheet to the primary users in all departments.
- Coordinated with Customer Service Department in bringing a purchasing on line from Boise Cascade to simplify the process of purchasing office supplies. As a result, purchase on line has proved to be very efficient, saving time and manpower for all departments. This process is scheduled to be used in 2004.
- Attended national, state and local GFOA meetings for various topics.
- Served on Chesterfield Chamber Understanding City Operations (CUCO) Committee.
- Monitored over \$43.8 million in fixed assets.
- Attended the Pension Listening Session and made a recommendation to have the City conduct a pension study by an independent fiduciary agent, a comparison between the current plan and alternative plan, emphasize the plan provider's performance and investment choices assuming the same level of funding as the current plan.
- Coordinated annual benefits enrollment meetings for Deferred compensation plan, Section 125 plan and Dental plan.
- Worked with J.W. Terrill in introducing the Flex Convenience Card for flexible spending accounts (FSA). The card system automates the process of paying for eligible pre-tax account expenses. It enables employees to use the card at eligible FSA locations. Approved expenses are automatically deducted from the employees' accounts. Additionally, employees can check their available account balance via internet access.
- Maintained 99.5% uptime of all networks.
- Changed local phone and internet service providers, increased number of lines and doubled the Internet bandwidth for less money.
- Upgraded City email system from GroupWise 6 to 6.5.
- Implemented GroupWise Messenger for instant message sending throughout the city network.
- Implemented GPS system in snow trucks, using custom software to interface raw modem data to Tracking Analyst, the City's mapping software.

- Implemented Chain proxy cache for access control to the City's web site.
- Began desktop migration to Windows XP. Began server migration to NetWare 6.5.
- Upgraded City web site infrastructure to use the newest version of Apache/Tomcat, and upgraded search engine to allow query tracking and analysis.
- Implemented firewall between St. Louis County networks (Rejis) and the City's network. This prevents unwanted traffic from hitting the City's network and insulates them from virus outbreaks on those networks.
- Prepared and maintained court dockets and all related records for 32 court sessions, including arraignments, trials, payments, compliance, probation revocations, bond forfeitures and school counseling dockets.
- Collected and remitted approximately \$750,000 in fines, fees and costs to the City.
- Collected and forwarded \$13,700 to "Backstoppers" as part of plea agreements between the Prosecuting Attorney and defendants.
- Collected and remitted \$40,800 and \$10,400 to the State of Missouri's Crime Victims and to St. Louis County Domestic Violence respectively, as required by law.
- Assigned and tracked 95 defendants through the Alternate Community Service Program. These defendants would be working for the City or the Chesterfield YMCA.
- Prepared for and was granted an Order of Destruction from the St. Louis County Circuit Court Presiding Judge in order to destroy all eligible 1999 court files.
- Was appointed to and served on the sub-committee for education and training for municipal courts by the Missouri Supreme Court.
- Set and prepared for 227 trials for defendants who plead not guilty. These required subpoenas for police officers and independent witnesses.
- Certified 27 cases for jury trials to the St. Louis County Circuit Court.





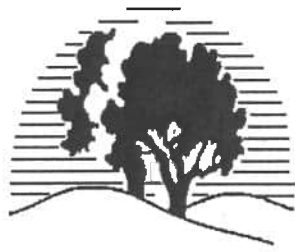
## **2004 GOALS FINANCE AND ADMINISTRATION**

- Goal:** Fully utilize the upgraded USL financial software to automate certain functions within Finance Division, which are labor-intensive, and non-value added activities, such as the encumbrance report, cash receipt and check reconciliation.
- Strategy:** Work closely with the USL Technical Support to assure the comfort level of understanding the complexity of the software. Perform several testing to determine the accuracy and consistency of the results.
- Goal:** Start running payroll using a Kronos Workforce Central System focusing on Attendance Features primarily and continue to develop and test on Accrual Features to assure accuracy, consistency and timely.
- Strategy:** Utilize the new and upgraded software to offer a broader selection of reports. Generate and provide applicable reports as a tool to monitor and track the labor cost for a specific project to all departments, indicate the importance of the reports in associated with specific regulations such as Family and Medical Leave Act (FMLA), how the City holds accountable for the leave time employees earn and use.
- Goal:** Assist all other department in using the Upgraded USL, KRONOS Workforce Central systems efficiently.
- Strategy:** Provide group training periodically and serve as supporting group as needed.
- Goal:** Monitor policy and procedures for general fixed assets, infrastructure and historical treasures in compliance with GASB 34. These procedures had been applied first time in 2003.
- Strategy:** Integrated all information obtained from early implementation in 2002 and recommendations from the City's independent auditors. Make necessary changes to the existing policies. Establish the practical and reasonable methodology to be applied as the basis of operation.
- Goal:** Complete the second year implementation of GASB 34 as required.
- Strategy:** Emphasize on the recommendations from the independent auditors, GFOA Forum and prior years practices. Enhance the process of preparation using some criticism from GFOA Reviewing committee to shorten time consuming and increasing the efficiency of the process and accuracy of the report.

- Goal:** Introduce online-payment using credit cards and personal checks for payment of all licenses, court fees and park and recreation charges.
- Strategy:** Searching the financial provider with the recommended software through the bidding process. The City's Webmaster will design and customize the process to fit within the City of Chesterfield's operations. Develop and train staff in the Finance and Administration Department for readiness of handling credit cards.
- Goal:** Increase ability to provide all financial data, benefits information to other departments, City employees, City Council members, and citizens in more timely manner and accurately.
- Strategy:** Utilize the new payroll and finance software to provide extensive reports to support the City's activities and operational needs. Provide same day response for all requests for financial data and benefit information.
- 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:** Complete updating City's Personnel Manual. Maintain consistent handling for all policies and procedures, emphasize in fairness for all City employees. Provide professional assistance to supervisors for any specific issues and discuss suggestions and concerns. Attend outside professional educational seminars to keep up with all Regulatory and Compliance with Federal and State. Able to apply and offer that same benefit to the City's employees.
- Goal:** Increase effectiveness and efficiency of the Finance Division's licensing operations.
- Strategy:** Perform field checks for 50 randomly-selected businesses by the second quarter of 2004 for business licenses; perform field checks for 20 randomly-selected businesses for vending licenses. Simplify Vending License Applications.
- Goal:** Recommend to the City Administration and City Council in changing the basis of determination Business License Fees.
- Strategy:** Work on the existing database for all businesses in the City. Integrated information provided by other municipalities. Set up assumptions for numbers of scenarios. Provide the results, solutions and recommendations.
- Goal:** Coordinate financial management among the various City operations/departments.

- Strategy:** Update City's Accounting Manual.
- Goal:** Strengthen the City's training program.
- Strategy:** Enhance Training Academy programs to prepare employees for providing 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.
- Goal:** Enhance potential for maintaining bond rating of at least Aa1 or better for general obligation bond issues and Aa2 or better for certificates of participation.
- Strategy:** Submit Fiscal Year 2004 Annual Budget to the Government Finance Officers Association of the United States and Canada (GFOA) by January 31, 2004 for Distinguished Budget Presentation Award. Obtain unqualified audit opinion by maintaining current level of accuracy and preparing schedules required by City's auditors. Submit 2003 Comprehensive Annual Financial Report to the GFOA by June 30, 2004 for Certificate of Achievement for Excellence in Financial Reporting.
- Goal:** Maintain 100% network uptime during business hours.
- Strategy:** Maintain UPS devices on all computing equipment; increase use of management software to proactively monitor network; use Protocol Analyzer and related software to monitor the network "health" at the packet level and create a baseline for network activity to measure from.
- Goal:** Make public web site to be more useful and more attractive.
- Strategy:** Add "Knowledgebase" driven by search engine to consolidate questions/answers routinely handled by City staff.
- Goal:** Maintain up-to-date operating systems and phase out legacy ones.
- Strategy:** Complete migration to Windows XP and NetWare 6.5.
- Goal:** Decrease expenditures in exorbitant licensing fees.
- Strategy:** Search for alternatives to Microsoft Office, for instance, OpenOffice and StarOffice. Begin the process by selecting individuals to ascertain compatibility of alternatives with Microsoft Office.
- Goal:** Upgrade the City's network by December 31, 2004.

- Strategy:** Install NetWare 6 on all applicable servers. This will leverage the city's hardware to its fullest.
- Goal:** Implement new procedures for retention and destruction of court records in conjunction with revised Supreme Court Rule 8.
- Strategy:** Review new guidelines with court staff, Municipal Judge and Prosecuting Attorney. Establish written rules for record retention. Research archive storage area to determine future needs.
- Goal:** Review and update Violations Bureau Schedule to reflect current local and state law.
- Strategy:** Integrated all variety of violation bureau schedules obtained from other municipalities and the combined effort between court staff and Municipal Judge; review all new and pending legislation. Make necessary changes to establish new schedule in accommodate to the purchase of new traffic tickets.
- Goal:** Establish the procedures or guidelines in compliance with legislation for police officers for the tasks related to court operations.
- Strategy:** Provide written materials to Police Department, and assist in training for this specific function so that the officers would properly present their cases in court.



City of  
Chesterfield

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Fund	Department	Division	Account Number
General	Finance/Administration	Legal Services	030.032
<b>Division Summary</b>			
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. The City Attorney is an appointed official of the City pursuant to state statutes and City ordinances. He serves as the principal legal advisor to the City.</p> <p>Legal services also includes the Prosecuting Attorney. The Prosecuting Attorney is appointed by the Mayor with consent of the City Council.</p>		

Fund	Department		Division			Account Number
General	Finance/Administration		Legal Services			030.032
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Contractual Services		306,642	318,425	189,557	227,400	200,000
TOTAL		306,642	318,425	189,557	227,400	200,000

Fund		Department	Division			Account Number	
General		Finance/Administration	Legal Services			030.032	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.249	Memberships & Subscriptions		0	25	0	0	0
520.251	Miscellaneous Contractual		10,220	5,000	2,250	3,000	5,000
520.259	Prosecuting Attorney		38,385	38,400	21,150	34,400	38,400
520.261	Professional Services		258,023	275,000	166,157	190,000	156,600
520.277	Training & Continuing Education		13	0	0	0	0
	Totals		306,642	318,425	189,557	227,400	200,000

Fund	Department	Division	Account Number
General	Finance/Administration	Legal Services	030.032
<i>Line Item Details</i>		2004	
Account Number	Account Title	Request	Details
520.251	Miscellaneous Contractual	5,000	Deposition reporting and other miscellaneous services
520.259	Prosecuting Attorney	38,400	P.A. (\$32,400 annually + \$6,000 for appeals)
520.261	Professional Services	156,600	City Attorney's services

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, debt administration, grant administration, and cash disbursements. All activities are conducted in compliance with generally accepted accounting principles and 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, cigarette sellers, bill board and vending machines in the City.</p>		

Fund	Department	Division			Account Number
General	Finance/Administration	Finance			030.034
<b>Division Request</b>	2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure					
Personnel	360,822	378,908	185,935	353,075	372,527
Contractual	85,216	113,405	61,752	121,800	113,919
Commodities	19,266	5,000	3,591	4,000	5,000
Capital	46,329	0	0	0	0
<b>Totals</b>	<b>511,633</b>	<b>497,313</b>	<b>251,277</b>	<b>478,875</b>	<b>491,446</b>

<b>Personnel Schedule</b>	Number of Employees		
Position Title	2002 Actual	2003 Authorized	2004 Requested
Payroll/Benefits Administrator	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00
Assistant Director	1.00	1.00	1.00
Accounting Clerk	1.00	1.00	1.00
Director of Finance & Administration	1.00	1.00	1.00
<b>Totals</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

Fund		Department	Division			Account Number	
General		Finance/Administration	Finance			030.034	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		296,670	306,010	152,514	287,100	295,090
510.113	Salaries - Overtime		124	500	0	0	500
510.120	Social Security		21,038	23,448	11,199	23,448	22,613
510.122	Worker's Compensation		594	837	706	837	931
510.124	Insurance - Health		14,561	19,462	8,687	19,462	27,442
510.125	Insurance - Life		783	811	387	750	755
510.126	Insurance - Dental		1,325	1,608	502	1,200	1,395
510.127	Insurance - Disability		1,505	1,561	797	1,350	1,505
510.130	Pension		24,223	24,671	11,142	18,928	22,296
	Totals		360,822	378,908	185,935	353,075	372,527

Fund		Department	Division			Account Number	
General		Finance/Administration	Finance			030.034	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.210	Advertising		11,822	11,500	7,317	11,000	12,000
520.211	Audit Services		26,875	37,400	29,050	60,000	40,000
520.221	Data Processing		14,376	20,500	11,783	17,000	19,900
520.249	Memberships & Subscriptions		858	2,170	1,142	1,500	1,900
520.251	Miscellaneous Contractual		1,438	2,620	1,473	2,500	2,500
520.260	Printing & Binding		6,764	9,000	2,065	6,000	7,500
520.261	Professional Services		18,588	27,800	8,115	22,500	27,000
520.268	Rental - Equipment		106	0	0	0	0
520.277	Training & Continuing Education		4,389	2,415	807	1,300	3,119
	Totals		85,216	113,405	61,752	121,800	113,919

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Finance/Administration	Finance	030.034
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>	<b>Member</b>	<b>Amount</b>	
International Personnel Mgmt. Assn. (IPMA)	City	360	
Misc. books & subscriptions	N/A	330	
Government Finance Officers Assn. (GFOA)	Director of F & A/Asst. Director	300	
MSCPA(Missouri Certified Public Accountant)	Dir. Of Finance	200	
Payroll Manager's Letter	Asst. Director	200	
ICMA-RC	City	100	
MAPERS	City	100	
St. Louis Business Journal	N/A	90	
GFOA-Missouri	Director of F & A/Asst. Director	80	
St. Louis/Illinois Chapter IPMA	Asst. Director/Pay/Benefits Admin.	60	
AGA ( Association of Government Accountant)	Asst. Director	50	
DJ Wall Street Journal/Internet	Director of Finance	30	
	<b>Total</b>	<b>1,900</b>	

Fund	Department	Division	Account Number
General	Finance/Administration	Finance	030.034
<b>Training and Continuing Education</b>			
Seminar	Location		Amount
GFOA National Conference	Wisconsin		1,000
Local training seminars	Metro Area		600
Government Finance Officers Assn (GFOA)	Various training program registration fees		550
IPMA Certification	St. Louis, MO		350
MSCPA	Columbia, MO		200
CPE DIRECT			119
GFOA Spring Seminar/Annual Meeting	Lake Ozark, MO		100
GFOA-MO - Winter Seminar	Columbia, MO		100
GFOA-MO/State Treasurer	Jefferson City, MO		100
	<b>Total</b>		<b>3,119</b>

Fund		Department	Division			Account Number	
General		Finance/Administration	Finance			030.034	
<b>Commodities</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		19,266	5,000	995	4,000	5,000
530.350	Non-capital Computer Equipment		0	0	2,596	0	0
	<b>Totals</b>		<u>19,266</u>	<u>5,000</u>	<u>3,591</u>	<u>4,000</u>	<u>5,000</u>

Fund		Department	Division			Account Number	
General		Finance/Administration	Finance			030.034	
<b>Capital Expenditures</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.410	Capital Computer Equipment		46,329	0	0	0	0
	<b>Totals</b>		46,329	0	0	0	0

Fund	Department	Division	Account Number
General	Finance/Administration	Finance	030.034
<b>Line Item Details</b>		2004	
Account Number	Account Title	Request	Details
520.210	Advertising	12,000	Advertising for request for proposals and sealed bids, publication of financial statements, tax rate and budget public hearings.
520.211	Audit Services	40,000	Annual audit - 30,000 Single audit - 4,000 GASB 34 Implementation - 6,000
520.221	Data Processing	19,900	Software maintenance support agreement; upgrades: Control System - 2,300 General Ledger - 2,800 Accounts Payable - 2,800 Purchase Order - 2,300 Fixed Assets - 600 AbraWin for Payroll - 2,800 Kronos Workforce Central - 4,800 Kronos Workforce Accruals - 400 Piracle - 600 Misc. - 500
520.249	Memberships & Subscriptions	1,900	Various memberships and subscriptions
520.251	Miscellaneous Contractual	2,500	Credit charges/fees - 100 U.E. charge for printout - 200 Car Phone -540 St. Louis County charges for sales tax reports - 240 State of Missouri charges for sales tax reports - 420 Signatures replacement - 500 Miscellaneous - 500
520.260	Printing & Binding	7,500	A/P checks - 1,000 P/R checks - 500, Direct Deposit - 600 Cash Receipt forms - 500 G/F Deposit Ticket -200 Laser Check Stock - 500 W-2s , 1099 - 200 Budget - 2,000 Five-year budget - 500 Business - 500 Vending - 500 Binders - 500
520.261	Professional Services	27,000	Financial Advisor - 2,500 Arbitrage Rebate Calculation (Bond Counsel) -

Fund		Department	Division	Account Number
General		Finance/Administration	Finance	030.034
Line Item Details (continued)			2004	
Account Number	Account Title	Request	Details	
520.277	Training & Continuing Education	3,119	7,000 GFOA Award application fees - Budget - 300 GFOA Award application fees - CAFR - 450 EAP Services (Enrollment fees \$6/employee + Monthly fee of \$5/employee) - 5,500 Retirement plan (consulting and legal) - 5,000 Section 125 administration - 5,000 ABRA's and KRONOs - 1250	
530.313	Departmental Supplies	5,000	Various seminars and meetings  Laser printer - 3,000 Calculators, accounting supplies, ledgers, computer and adding machines supplies, binders, fixed assets tags - 2,000	

Fund	Department	Division	Account Number
General	Finance/Administration	Central Services	030.036
<b>Division Summary</b>			
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, copiers, telephone, office supplies, postage, insurance, public relations, safety programs, etc.		



Fund	Department	Division			Account Number
General	Finance/Administration	Central Services			030.036
<i><b>Division Request</b></i>	2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure					
Contractual Services	725,475	803,030	476,685	774,090	762,190
Commodities	69,545	71,900	27,164	60,000	67,000
Capital Outlay	0	0	0	0	0
<b>TOTAL</b>	<b>795,020</b>	<b>874,930</b>	<b>503,849</b>	<b>834,090</b>	<b>829,190</b>

Fund		Department	Division			Account Number	
General		Finance/Administration	Central Services			030.036	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.210	Advertising	13,739	17,370	12,433	17,000	14,500	
520.212	Boards & Commissions Program	6,010	0	0	0	7,500	
520.214	Contributions	12,000	10,000	3,000	10,000	10,000	
520.220	Economic Development	177,757	179,090	134,317	179,090	139,090	
520.222	Education Reimb/Training Academy	9,836	15,000	4,208	10,000	10,000	
520.224	Employee Recruitment	5,541	15,000	2,816	9,000	10,000	
520.225	Employee Relations	3,830	3,000	78	2,000	4,000	
520.230	Historical Committee	4,629	0	71	4,000	0	
520.240	Insurance	276,436	321,720	211,126	320,000	325,000	
520.247	Maintenance & Repair - Equipment	4,374	7,500	1,348	6,500	7,500	
520.249	Memberships & Subscriptions	10,100	11,650	5,814	11,000	11,100	
520.251	Miscellaneous Contractual	1,971	7,100	1,979	8,000	7,500	
520.252	Postage	29,056	35,000	14,986	30,000	35,000	
520.260	Printing & Binding	9,998	14,000	2,270	7,000	10,000	
520.261	Professional Services	3,561	4,200	1,654	3,500	5,500	
520.262	Public Relations	46,279	37,000	14,970	35,000	30,000	
520.268	Rental - Equipment	35,871	53,000	29,459	50,000	54,000	
520.269	Rental - Buildings	0	0	0	0	0	
520.272	Safety Programs	290	500	35	500	500	
520.276	Telephone	70,230	69,000	35,792	70,000	77,000	
520.285	Utilities - Electric	0	0	0	0	0	
520.289	Wellness Program	3,965	2,900	329	1,500	4,000	
520.297	Charter Commission Expenses						
Totals		725,475	803,030	476,685	774,090	762,190	

Fund	Department	Division	Account Number
General	Finance/Administration	Central Services	030.036
<b><i>Memberships and Subscriptions</i></b>			
Organization	Member	Amount	
St. Louis County Municipal League	City	5,500	
Missouri Municipal League	City	5,200	
Chamber of Commerce	City	200	
Sam's Wholesale Club	City	200	
	<b>Total</b>	<b>11,100</b>	

Fund		Department	Division			Account Number	
General		Finance/Administration	Central Services			030.036	
Commodities			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		3,795	0	0	0	0
530.325	Miscellaneous Supplies		11,155	11,900	5,051	10,000	12,000
530.330	Office Supplies		54,580	60,000	22,113	50,000	55,000
530.343	Uniforms		15	0	0	0	0
	Totals		69,545	71,900	27,164	60,000	67,000

Fund		Department	Division			Account Number	
General		Finance/Administration	Central Services			030.036	
<b>Capital Expenditures</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.440	Machinery & Equipment		0	0	0	0	0
	Totals		0	0	0	0	0

Fund		Department	Division	Account Number
General		Finance/Administration	Central Services	030.036
Line Item Details			2004	
Account Number	Account Title	Request	Details	
520.210	Advertising	14,500	Chamber directory advertisement - 400 Chamber map advertisement - 600 Chamber "Out and About" advertisements - 1,500 Employment Advertisements (Post-Dispatch, Professional Assn. Publications, Publications for Minorities/Women) - 12,000	
520.212	Boards & Commissions Program	7,500	Bi-annual awards dinner for Boards & Commissions members	
520.214	Contributions	10,000	Contributions to various organizations for various events	
520.220	Economic Development	139,090	City's contribution to CCDC	
520.222	Education Reimb/Training Academy	10,000	Tuition reimbursement program & City-wide training academy (DOT, computer, etc.)	
520.224	Employee Recruitment	10,000	Medical Exams, CDL medicals, test rentals, pre-employment drug tests, psychologicals, polygraph, credit reports, AVERT reports	
520.225	Employee Relations	4,000	One-year @ 15.00 Five-year @ 25.00 Ten-year @ 50.00 Fifteen-year @ 75.00 service awards	
520.240	Insurance	325,000	SLAIT-G/L, A/L, P/L - 125,000 DIC Excess Earthquake - 13,000 Pub. Off. Liab - 41,000 Property - 100,000 Deductibles - 30,000 Fiduciary Bond - 2,000 Pub. Emp. Blanket Bond-All employees - 400 Bond-Finance Director - 200 Misc. notary bonds - 300 Flood insurance policy for Public Works Facility & Athletic Complex Buildings - 6,500 Unemployment Insurance - 6,400 Underground Storage Tank - 200	
520.247	Maintenance & Repair - Equipment	7,500	Tech Electronics telephone maintenance agreement - 4,500 Microfilm reader/printer - 500 Typewriter service agreements - 500 Fax machine - 500 Other office machines & equipment - 1,000 Postage machine - 500	

Fund		Department	Division	Account Number
General		Finance/Administration	Central Services	030.036
<b>Line Item Details (continued)</b>		2004		
Account Number	Account Title	Request	Details	
520.249	Memberships & Subscriptions	11,100	Various memberships and subscriptions	
520.251	Miscellaneous Contractual	7,500	Temporary help (10 weeks @ \$12.50/hr.) - 5,000 Delivery charges - 500 Destruction of records - 1,000 Replace of flags - 1,000	
520.252	Postage	35,000	Postage for entire city including special mailings	
520.260	Printing & Binding	10,000	Annual report (125 copies) - 1,000 Letterhead, envelopes - 5,000 Business cards - 3,000 Misc. office materials - 1,000	
520.261	Professional Services	5,500	Office Recycling Program - 1,500 D.O.T. Drug/Alcohol testing services - 1,500 Cafeteria Plan Administration - 1,500 The Work Center - 1,000	
520.262	Public Relations	30,000	Four newsletters - 36,000 (including printing and mailing @ \$9,000 per quarter) Update of one-page information sheet with letter - 2,000 Miscellaneous - 1,000 Flowers/Cards - 1,000 Sharing cost from Public Works - 10,000	
520.268	Rental - Equipment	54,000	CSC & Public Works copier rentals (879.47/month) - 10,600 Finance & City Administrator's copier rentals (551.62/month) - 6,620 CSC & Public Works copier maintenance (433.80/month + overage) - 16,400 Finance copier maintenance (185/month) - 2,200 City Administrator's copier maintenance (90/month) - 1,080 Police 2 copiers (355 and 605 /month) 11,500 Postage meter - 5,600	
520.272	Safety Programs	500	Safety recognition awards	
520.276	Telephone	77,000	Southwestern Bell monthly charges; SBC equipment & maintenance agreement charges; long distance (MCI) charges; repairs	

Fund		Department	Division	Account Number
General		Finance/Administration	Central Services	030.036
<b>Line Item Details (continued)</b>		2004		
Account Number	Account Title	Request	Details	
520.289	Wellness Program	4,000	Hepatitis vaccines - 600 Physicals - 300 Corporate fitness/joining fees - 600 Flu Shots - 1,000 Health Fair - 1,500	
530.325	Miscellaneous Supplies	12,000	Flags (2@ \$2,000) - 3,600 Kitchen & cleaning supplies, paper products, coffee - 5,400 Misc. meeting supplies - 2,400 Fire extinguishers & safety supplies - 600	
530.330	Office Supplies	55,000	Office supplies for all departments including toners for printers.	

Fund	Department	Division	Account Number
General	Finance/Administration	Information Systems	030.037
Division Summary			
Activity		Remarks	
Information Systems		<p>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, eight servers and approximately 85 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 office automation, financial, electronic mail, CAD, DBMS and desktop publishing applications.</p> <p>The Division is also responsible for developing and programming City-specific applications for various departments. These applications include budget, business, vending and liquor licenses, case and evidence management, Customer Service Center record system, emergency notification and fuel pump delivery.</p> <p>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.</p>	

Fund	Department	Division			Account Number	
General	Finance/Administration	Information Systems			030.037	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		247,450	253,072	133,124	252,264	264,773
Contractual		83,721	52,650	25,332	50,800	48,050
Commodities		48,608	45,900	36,672	45,900	34,600
Capital		20,793	0	0	0	19,000
Totals		400,572	351,622	195,128	348,964	366,423

<b>Personnel Schedule</b>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
Information Systems Manager		1.00	1.00	1.00
Assistant IS Manager		1.00	1.00	1.00
Webmaster		1.00	1.00	1.00
Information Systems Technician		1.00	1.00	1.00
<b>Totals</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

Fund		Department	Division			Account Number
General		Finance/Administration	Information Systems			030.037
Personnel Services		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title					
510.111	Salaries - Regular/Full-Time	204,618	203,913	108,707	203,913	211,434
510.113	Salaries - Overtime	3,021	4,000	556	3,444	4,000
510.120	Social Security	15,450	15,905	8,448	15,905	16,481
510.122	Worker's Compensation	407	568	479	479	679
510.124	Insurance - Health	7,899	9,834	4,981	9,834	12,639
510.125	Insurance - Life	405	416	242	416	431
510.126	Insurance - Dental	452	663	237	500	696
510.127	Insurance - Disability	1,013	1,040	605	1,040	1,078
510.130	Pension	14,186	16,733	8,868	16,733	17,335
	Totals	247,450	253,072	133,124	252,264	264,773

Fund		Department	Division			Account Number	
General		Finance/Administration	Information Systems			030.037	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.221	Data Processing		55,368	28,000	16,393	28,000	30,000
520.247	Maintenance & Repair - Equipment		12,773	15,000	5,389	15,000	15,000
520.249	Memberships & Subscriptions		30	150	0	0	50
520.251	Miscellaneous Contractual		5,873	7,000	3,550	7,000	1,000
520.261	Professional Services		5,277	0	0	0	0
520.268	Rental - Equipment		106	0	0	0	0
520.277	Training & Continuing Education		4,294	2,500	0	800	2,000
	Totals		83,721	52,650	25,332	50,800	48,050



## 2004 Annual Budget

<b>Fund</b> General	<b>Department</b> Finance/Administration	<b>Division</b> Information Systems	<b>Account Number</b> 030.037
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>	<b>Member</b>		<b>Amount</b>
St. Louis Netware User's Group	Data Systems Administrator		50
	<b>Total</b>		<hr/> 50

Fund	Department	Division	Account Number
General	Finance/Administration	Information Systems	030.037
<b>Training and Continuing Education</b>			
Seminar	Location		Amount
Specialized IS Mgr Training	Metro Area		1,000
Misc training	Metro Area		1,000
	<b>Total</b>		<u>2,000</u>

Fund		Department	Division			Account Number	
General		Finance/Administration	Information Systems			030.037	
<b>Commodities</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		7,390	3,000	122	3,000	3,000
530.350	Non-capital Computer Equipment		41,218	42,900	36,550	42,900	31,600
	<b>Totals</b>		<u>48,608</u>	<u>45,900</u>	<u>36,672</u>	<u>45,900</u>	<u>34,600</u>

Fund		Department	Division			Account Number	
General		Finance/Administration	Information Systems			030.037	
<b>Capital Expenditures</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.410	Capital Computer Equipment		20,793	0	0	0	19,000
	<b>Totals</b>		<u>20,793</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>19,000</u>

<b>Fund</b> General	<b>Department</b> Finance/Administration	<b>Division</b> Information Systems	<b>Account Number</b> 030.037			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-030-037-540.410						
<b>Description</b> Gigabit copper card	<b>No# Requested</b> 1	<b>Unit Cost</b> \$8,000	<b>Total Cost</b> \$8,000			
<b>Explain reason for request (describe use and workload)</b> To add capacity to the HP core routing switch for eight more high speed copper connections. Necessary for the efficient moving of large CAD files, and tape backup appliance.		<b>No# of similar units on hand</b> 1	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b> State contract						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Finance/Administration	<b>Division</b> Information Systems	<b>Account Number</b> 030.037
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### **Capital Outlay Request**

**Full Account Number**

001-030-037-540.410

<b>Description</b> File Server (ENGR)	<b>No# Requested</b> 1	<b>Unit Cost</b> \$6,000	<b>Total Cost</b> \$6,000
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**Explain reason for request (describe use and workload)**

Replace aging server with new hardware and drive space to handle large CAD drawings and aerial photos.

**No# of similar units on hand**

1

- ☒ Replacement  
☐ Addition

#### Estimated Annual Operating Costs (Including Debt Repayment)

Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
	0	0	0	0	0	0

**Specify Items to be Replaced**

Item	Make	Age	Recommended Disposition
PII 800	Compaq	4	Use as backup/test hardware

**What source was used for unit cost?**

Vendor

**Other remarks**

<b>Fund</b> General	<b>Department</b> Finance/Administration	<b>Division</b> Information Systems	<b>Account Number</b> 030.037			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-030-037-540.410						
<b>Description</b> File Server (GIS)		<b>No# Requested</b> 1	<b>Unit Cost</b> \$5,000		<b>Total Cost</b> \$5,000	
<b>Explain reason for request (describe use and workload)</b> Add server to handle GIS database tasks.			<b>No# of similar units on hand</b> 0		<input type="radio"/> Replacement <input checked="" type="radio"/> Addition	
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>			
<b>What source was used for unit cost?</b> Vendor						
<b>Other remarks</b>						

Fund		Department	Division	Account Number
General		Finance/Administration	Information Systems	030.037
<b>Line Item Details</b>		2004 Request	Details	
Account Number	Account Title			
520.221	Data Processing	30,000	Software updates & upgrades: Novell licenses - 15,000 Windows licenses - 5,000 Cyfin Reporter - 1,300 Web Tools - 500 E-School - 3,325 Misc. upgrades (NovaNet, Faxcom, AntiVirus, etc.) - 4,875	
520.247	Maintenance & Repair - Equipment	15,000	Computer hardware & peripherals - 14,500 Printers - \$500	
520.249	Memberships & Subscriptions	50	Various memberships and subscriptions	
520.251	Miscellaneous Contractual	1,000	Miscellaneous service providers - 1,000 T1 Internet Connection charges part of phone for 2004 removed from this line item	
520.277	Training & Continuing Education	2,000	Various seminars and meetings	
530.313	Departmental Supplies	3,000	Adaptors, cables, backup tapes, misc. supplies	
530.350	Non-capital Computer Equipment	31,600	Computers (16 @ 1,300) - 20,800 Laptop replacement - \$1,800 Web Server - \$4500 Border Server - \$4500	
540.410	Capital Computer Equipment	19,000	See attached detail	

Fund	Department	Division	Account Number
General	Finance/Administration	Municipal Court	030.038
Division Summary			
Activity	Remarks		
Municipal Court	<p>Municipal Court is the judicial branch of the City government. The Judge and Prosecuting Attorney are appointed by the Mayor with the consent of the City Council. Traffic violations and other City ordinance violations are tried by the Court. The Court Administrator administers the day-to-day functions of the Court and the Violations Bureau. A full-time Assistant Court Administrator and Court Assistant assist in the operations of the court. 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 Court Assistant.</p>		

Fund	Department	Division			Account Number	
General	Finance/Administration	Municipal Court			030.038	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		136,444	140,326	72,995	139,959	143,897
Contractual		37,421	45,156	21,467	36,160	41,540
Commodities		0	2,200	450	500	1,700
Totals		173,865	187,682	94,912	176,619	187,137

<b>Personnel Schedule</b>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
Court Administrator		1.00	1.00	1.00
Assistant Court Administrator		1.00	1.00	1.00
Court Assistant		1.00	1.00	1.00
<b>Totals</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Fund		Department	Division			Account Number	
General		Finance/Administration	Municipal Court			030.038	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		104,332	106,182	56,439	106,182	108,740
510.113	Salaries - Overtime		3,793	3,500	340	3,160	3,500
510.120	Social Security		7,901	8,391	4,210	8,391	8,586
510.122	Worker's Compensation		208	299	249	299	354
510.124	Insurance - Health		10,255	11,793	6,466	11,793	12,307
510.125	Insurance - Life		210	217	125	217	222
510.126	Insurance - Dental		502	552	263	525	579
510.127	Insurance - Disability		526	542	314	542	555
510.130	Pension		8,717	8,850	4,588	8,850	9,054
	Totals		136,444	140,326	72,995	139,959	143,897

Fund		Department	Division			Account Number
General		Finance/Administration	Municipal Court			030.038
Contractual Services		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title					
520.249	Memberships & Subscriptions	315	315	270	270	315
520.251	Miscellaneous Contractual	6,521	7,250	4,072	7,250	7,250
520.260	Printing & Binding	2,211	3,500	1,771	2,100	2,500
520.261	Professional Services	25,118	33,250	14,841	25,700	29,950
520.277	Training & Continuing Education	3,256	841	513	840	1,525
	Totals	37,421	45,156	21,467	36,160	41,540

Fund	Department	Division	Account Number
General	Finance/Administration	Municipal Court	030.038
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>		<b>Member</b>	<b>Amount</b>
Mo. Association for Court Administration		Court Staff	105
Met. St. Louis Assn. Court Admin.		Court Staff	90
National Assn. Court Management		Court Administrator	75
St. Louis County Judges Association		Judge	45
		<b>Total</b>	<b>315</b>

Fund	Department	Division	Account Number
General	Finance/Administration	Municipal Court	030.038
<b><i>Training and Continuing Education</i></b>			
Seminar	Location		Amount
MACA Conference	Lake Ozark		1,025
Met. St. Louis Assn. Court Admin.	St. Louis Area		350
MSLACA Annual Mtng/Banquet	St. Louis Area		150
	<b>Total</b>		<u>1,525</u>

Fund		Department	Division			Account Number	
General		Finance/Administration	Municipal Court			030.038	
<b>Commodities</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		0	2,200	450	500	1,700
	<b>Totals</b>		<u>0</u>	<u>2,200</u>	<u>450</u>	<u>500</u>	<u>1,700</u>

Fund		Department	Division	Account Number
General		Finance/Administration	Municipal Court	030.038
<b>Line Item Details</b>			2004 Request	Details
Account Number	Account Title			
520.249	Memberships & Subscriptions		315	Various memberships and subscriptions
520.251	Miscellaneous Contractual		7,250	REJIS - 6,500 Court software maintenance contract - 750
520.260	Printing & Binding		2,500	Court files, receipts and all other printed materials
520.261	Professional Services		29,950	Judge - 22,000 Subs - 4,000 Jail Services - 2,500 Interpreter Services - 1,200 Data Destruction - 250
520.277	Training & Continuing Education		1,525	Various seminars and meetings
530.313	Departmental Supplies		1,700	Cash register - 1,500 Misc. office supplies - 200



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## **2003 ACCOMPLISHMENTS POLICE DEPARTMENT**

- The Chesterfield Police Department was awarded full International Accreditation through the Commission on Accreditation of Law Enforcement Agencies. Accreditation comes following a two year self assessment phase, a mock assessment and a four day on-site assessment conducted by officials from the Commission.
- Continued the Permanent Sector Assignment Program for patrol officers and detectives to assure rapid response and continuity of service.
- Maintained a daily minimum staff of eight on-duty units (including supervisor).
- Targeted high accident locations for specific violations identified as contributing factors.
- Provided a minimum of forty hours of in-house law enforcement training to each commissioned police officer.
- All new employees received cultural diversity training through the Holocaust Museum.
- Supported Special Olympics Plane Pull to raise funds for St. Louis Special Athletes.
- Coordinated the Chesterfield Police Department Citizen Police Academy, a ten-week police familiarization course with a total attendance of nineteen residents.
- Coordinated one Chesterfield Police Department Teen Police Academies, a seven week familiarization course designed for adolescents. A total of 17 adolescents participated in the session.
- Facilitated a partnership with the Parkway School District to continue the assignment of four officers as School Resource Personnel.
- Continued the assignment of four officers as members of the "St. Louis County Weapons of Mass Destruction/Domestic Terrorism Response Unit".
- Coordinated a program rewarding drivers for courteous driving and seat belt compliance as well as undertaking a program to combat "Road Rage" through aggressive enforcement.
- Provided computer based training to all officers specifically targeted to criminal and Missouri law.

- Utilized Federal Highway Funding to continue staffing the position of Community Safety Officer. Provided safety workshops to over 500 business people and provided additional safety related training to over 1,500 individuals.
- Utilized 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.
- With the assistance of thirty-three youth volunteers from area high schools, conducted the nationally recognized Safety Town Program for 194 area pre-school children.
- Participated in a state mandated police officer re-certification program through the Missouri POST Commission.
- Provided Council-approved vehicle replacement plan to assure a well-maintained professional fleet of police vehicles.
- Effected 1268 adult arrests and 378 juvenile referrals.
- Effected 202 DWI arrests.
- Facilitated school based D.A.R.E. (Drug Abuse Resistance Education) programs conducted at area elementary, and middle schools, serving over 1,240 students.
- Continued a five-year protective vest replacement program to assure officer safety.
- Maintained a Police Reserve Unit of 11 Reserve Officers.
- Conducted "Buckle Up Your Children" inspection with rewards for compliance and provided information and demonstration on the proper use of child restraint devices.
- Facilitated the Police Chief's Adolescent Police Advisory Board with the Parkway School District.
- Provided a Detective to serve as a team leader on the County's Regional Computer Crimes Education & Enforcement Group (RCCEEG).
- Provided equipment and training to officers to allow for "less than lethal" alternatives to certain dangerous situations.
- Established a program expanding the role of Police Department citizen volunteers by the implementation of Community Emergency Response Training (CERT) and Volunteers In Policing (VIP). These groups of fifty-five volunteers stand ready to assist the Police Department during a time of disaster as well as routine services.

- Other data/trends:

	1999	2000	2001	2002	2003	Projected 2004
Number of police officers/1000 population	1.94	1.82	1.82	1.82	1.77	1.70
Number of police officers per square mile	2.50	2.59	2.59	2.59	2.51	2.51
Response time	5.1 minutes	6.4 minutes	4.6 minutes	5.1 minutes	5.0 minutes	4.9 minutes
Ratio of police budget to population	128.52	126.57	133.64	130.36	144.70	147.60
Ratio of police budget/officer	\$66,335	\$69,689	\$73,584	\$71,779	\$81,593	\$83,233
Cost/call for police services	\$129	\$125	\$129	\$121	\$119	\$133
Calls/officer	515	559	569	537	623	638
Police officer/mile of street	0.55	0.57	0.53	0.57	0.57	0.57
Percent non-uniformed to uniformed	11.0%	10.6%	10.6%	16.7%	17.0%	17.0%
Turnover ratio-uniformed officers	7.32%	5.88%	7.06%	5.00%	7.22%	5.00%



## **2004 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. 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:** Retain professional accreditation award from the Commission on Accreditation for Law Enforcement Agencies (CALEA).
- Strategy:** Continue to review and amend as necessary, all departmental orders, training manuals, and bulletins to comply with and meet the professional standards set for all departments worldwide. Assure continuous compliance by all operational elements of the Department.
- Goal:** To maintain competent staff in order to ensure the delivery of quality service to the community.
- Strategy:** Recruit and train quality employees with an emphasis on developing leadership skills and encourage all employees to seek higher education goals. Evaluate employees based on a defined standard.
- 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 additional safety and security to traffic and sector officers during routine police stops.
- Strategy:** Continue to equip, and require, the use of in-car video recording units in patrol cars so that all traffic stops will be recorded.
- Goal:** Provide for the redeployment of the equivalent time of 2.6 officers to Community Policing projects.

**Strategy:** Utilize in-car computers furnished under a U.S. Department of Justice Grant, to save officer time in preparing reports, running record checks, and accessing mugshots and use the saved time to assign community based programs to the officers.

**Goal:** Provide a safe and secure learning environment for students within the City.

**Strategy:** Maintain current cooperative salary agreement to provide four officers to the Parkway School District as School Resource Officers.

**Goal:** Insure that all commissioned officers maintain State certification by completing required training.

**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:** Pursue an aggressive program of reducing the number of vehicle accidents that cause death or serious injury.

**Strategy:** Utilize City of Chesterfield, Missouri State and Federal Highway Funds for the specific purpose of reducing or eliminating a specific problem as identified through the use of statistical data captured through the L.E.T.S. Computer System.

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

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

Utilizing funding from the Missouri Division of Highway Safety, continue expanded efforts of the "workplace traffic safety initiative". This project is aimed at reducing the frequency and severity of motor vehicle accidents involving employees of various target employers throughout the City.

Utilize three radar enforcement trailers to educate motorists as to their speed versus the posted speed limit.

**Goal:** Assure enhanced educational strategies as well as aggressive enforcement of all tobacco/alcohol/safety-related concerns.

**Strategy:** Continue a "Zero Tolerance" policy for all alcohol and drug violations. Aggressively enforce the seizure of motor vehicles involved in drug related offenses.

Continue to assign department drug enforcement personnel with an area-wide, County Task Force to enhance the war on drugs.

Incorporate an additional three (3) neighborhoods into the Neighborhood Watch Program.

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

Continue the assignment of one detective whose 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
<b>Division Summary</b>			
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>Continue a partnership with the Parkway School District to provide four (4) School Resource Officers to the District.</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>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		5,856,328	6,106,801	3,191,757	5,985,102	6,185,933
Contractual		363,763	326,435	181,669	328,670	334,288
Commodities		153,243	145,550	51,053	146,522	160,625
Capital		304,727	193,500	177,358	177,358	227,500
Totals		6,678,061	6,772,286	3,601,836	6,637,652	6,908,346

<b>Personnel Schedule</b>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
Police Chief		1.00	1.00	1.00
Captain		3.00	3.00	3.00
Lieutenant		5.00	5.00	5.00
Sergeant		11.00	11.00	11.00
Police Officer		65.00	63.00	63.00
Executive Secretary		1.00	1.00	1.00
Crime Analyst		1.00	1.00	1.00
Administrative Secretary		1.00	1.00	1.00
Records Clerks		7.00	7.00	7.00
<b>Totals</b>		<b>95.00</b>	<b>93.00</b>	<b>93.00</b>

Fund		Department	Division			Account Number	
General		Police	Police			040.041	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		4,510,308	4,573,771	2,419,015	4,525,000	4,603,875
510.113	Salaries - Overtime		54,168	60,000	23,025	34,000	60,000
510.115	Police Holiday Pay		105,699	123,977	515	123,462	120,672
510.120	Social Security		342,836	363,968	181,582	350,000	366,018
510.122	Worker's Compensation		114,792	155,560	128,551	128,551	172,356
510.124	Insurance - Health		333,003	392,566	213,155	390,000	423,275
510.125	Insurance - Life		9,358	9,527	5,503	9,527	9,592
510.126	Insurance - Dental		17,845	20,870	9,341	18,000	21,626
510.127	Insurance - Disability		22,924	23,326	13,474	23,326	23,480
510.130	Pension		345,395	383,236	197,596	383,236	385,039
	Totals		5,856,328	6,106,801	3,191,757	5,985,102	6,185,933

Fund		Department	Division			Account Number	
General		Police	Police			040.041	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.221	Data Processing		2,802	4,600	1,911	4,600	4,775
520.244	Investigative Expenses		84	1,000	158	1,000	1,000
520.246	Maintenance & Repair-Building		52	0	0	0	2,000
520.247	Maintenance & Repair - Equipment		10,633	6,000	5,963	7,000	8,100
520.249	Memberships & Subscriptions		2,175	2,515	2,917	3,000	2,715
520.251	Miscellaneous Contractual		276,832	253,970	138,249	253,970	257,523
520.260	Printing & Binding		4,274	5,500	2,172	5,500	5,500
520.261	Professional Services		12,360	15,000	11,225	15,000	10,000
520.268	Rental - Equipment		14,401	2,500	2,549	3,250	2,300
520.269	Rental - Buildings		8,400	0	0	0	0
520.277	Training & Continuing Education		29,991	35,350	16,526	35,350	40,375
520.295	Mall Office Expenses		1,759	0	0	0	
	Totals		363,763	326,435	181,669	328,670	334,288

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Police	Police	040.041
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>	<b>Member</b>	<b>Amount</b>	
Professional Publications	Department	420	
F.B.I. National Academy	Chief, 3 Captains, 2 Lieutenants	300	
Mid States Organ. Crime Information Center	Department	300	
Law Officers Bulletin	Department	170	
Backstoppers	Chief	150	
International Assoc. Firearms Instructors	3 Firearms Instructors	150	
MO Police Chiefs Association	Chief of Police	125	
Chesterfield Chamber of Commerce	Chief	110	
Law Enforcement Scouting	Department Explorer Post	100	
Notary	Department	100	
Law Enforcement Officials	Chief, 3 Captains, 5 Lieutenants	90	
US Identification Manual	Department	85	
Missouri Crime Prevention Association	1 Lieutenant; 4 Police Officers	60	
St. Louis Regional Traffic Safety Council	Department	50	
Gateway Crime Prevention Council	1 Lieutenant; 4 Police Officers	40	
Int'l Assoc. of Property & Evidence	1 PO	40	
MO Organization For Victim Assistance	1 Lieutenant	40	
Mo. Association Traffic Enforcement	1 Traffic Supervisor	40	
MO. D.A.R.E. Officers Association	4 D.A.R.E. Instructors	40	
National Assn. of Accident Reconstructionist	1 Traffic Supervisor	40	
Law Enforcement News	Department	30	
Criminal Information Exchange	Department	25	
MOLEAC	Department	25	
National Internal Affairs Investigation	1 Captain	25	
Credit Card & Check Investigators	Department	20	
Critical Incident Stress Management	1 Capt, 1 PO	20	
MCPF Midamerica Contingency Plan Forum	1 Captain	20	
Missouri Association Identification	1 Detective	20	

Fund	Department	Division	Account Number
General	Police	Police	040.041
<i>Memberships and Subscriptions (continued)</i>			
Organization	Member	Amount	
Police Magazine	Department	20	
Missouri Emergency Prep. Assoc.	1 Captain	15	
MO Peace Officers Association	Chief of Police	15	
International Juvenile Officers Association	1 Detective	10	
MO Police Juvenile Officers Association	1 Detective	10	
National Crime Prevention Digest	1 Lieutenant	10	
	<b>Total</b>	<b>2,715</b>	

Fund	Department	Division	Account Number
General	Police	Police	040.041
<b>Training and Continuing Education</b>			
Seminar	Location		Amount
County-Municipal Police Academy	Wellston		12,700
Computer-Based Training for P.O.S.T.	In-House		12,000
C.A.L.E.A.	To Be Determined		2,500
Accreditation Training	Various		2,500
Missouri Highway Patrol Academy	Jefferson City		2,000
Voice Stress Training	Unk.		2,000
International Assoc. Chiefs of Police	To be determined		1,500
Police Olympics	To be determined		1,000
Range Fees	Metropolitan Area		1,000
Major Case Squad Training	St. Louis, MO		575
Professional Training	Metropolitan Area		400
SEMA/MEPA Conference	Lake of The Ozarks		350
MO Juvenile Officer Training Seminar	Lake of the Ozarks		350
MO. D.A.R.E. Officers Conference	Springfield, MO		350
Law Enforcement Traffic Services	Lake of the Ozarks		350
MO Police Chiefs Association	Lake of the Ozarks, MO		350
Professional Associations	State & Local		350
Police Chaplains Association	St. Louis, MO		100
	<b>Total</b>		<b>40,375</b>

Fund		Department	Division			Account Number	
General		Police	Police			040.041	
Commodities			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.312	Crime Prevention Supplies		4,904	5,870	993	5,870	7,365
530.313	Departmental Supplies		95,284	74,130	23,719	74,130	76,910
530.315	Safety Town Supplies		142	0	505	505	0
530.321	Investigative Supplies		6,826	6,300	1,299	6,300	6,300
530.325	Miscellaneous Supplies		1,361	1,250	684	1,250	1,250
530.343	Uniforms		40,531	56,200	17,185	50,000	56,200
530.350	Non-capital Computer Equipment		4,194	1,800	6,667	8,467	12,600
	Totals		153,243	145,550	51,053	146,522	160,625

Fund		Department	Division			Account Number	
General		Police	Police			040.041	
Capital Expenditures			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.405	Buildings		5,999	0	0	0	0
540.410	Capital Computer Equipment		64,287	0	0		0
540.440	Machinery & Equipment		0	0	0		0
540.460	Automobiles & Trucks		234,442	193,500	177,358	177,358	227,500
	Totals		304,727	193,500	177,358	177,358	227,500

<b>Fund</b> General	<b>Department</b> Police	<b>Division</b> Police	<b>Account Number</b> 040.041			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-040-041-540.460						
<b>Description</b> Automobiles & Trucks	<b>No# Requested</b> 13	<b>Unit Cost</b> \$17,500	<b>Total Cost</b> \$227,500			
<b>Explain reason for request (describe use and workload)</b> To replace high mileage, high maintenance patrol vehicles		<b>No# of similar units on hand</b> 32	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
13 Vehicles, Chevrolet and Ford Up to 6 years Sell at auction						
<b>What source was used for unit cost?</b> State Bid						
<b>Other remarks</b>						

Fund		Department	Division	Account Number
General		Police	Police	040.041
Line Item Details			2004	
Account Number	Account Title	Request	Details	
520.221	Data Processing	4,775	Specialized police software and updates - 1,000 InCar Computer Updates - 1,500 REJIS Software Updates - 1,500 Leads On Line - 600 Auto Search - 175	
520.244	Investigative Expenses	1,000	Investigative Expenses (e.g. Major Case Activation)	
520.246	Maintenance & Repair-Building	2,000	Construction of wall in Record Room	
520.247	Maintenance & Repair - Equipment	8,100	Mobile Radio Repair Contract - 4,000 Spare parts for service pistols - 600 Other Equipment Repair - 1,500 Security Repair - 2,000	
520.249	Memberships & Subscriptions	2,715	Various memberships and subscriptions	
520.251	Miscellaneous Contractual	257,523	County dispatching - 200,554 REJIS - 40,269 Vehicle Changeover - 12,200 Mobile phones - 3,000 County photo processing - 1,000 Lab tests - 500	
520.260	Printing & Binding	5,500	Missouri traffic tickets - 2,200 Police Officers' MO Law Update Books - 1,200 Racial Profiling Forms - 500 Victim forms, other special forms, receipts - 500 Record Room forms and envelopes - 800 Envelope evidence/tags - 300	
520.261	Professional Services	10,000	C.A.L.E.A. Payment - 5,000 Medical checks for prisoners when needed due to illness or other circumstances - 5,000	
520.268	Rental - Equipment	2,300	Pagers - 1,600 Identa-Kit - 700	
520.277	Training & Continuing Education	40,375	Various seminars and meetings	
530.312	Crime Prevention Supplies	7,365	Special Event Material - 1,7300 Miscellaneous D.A.R.E. Supplies -3,900 Crime Prevention Supplies - 1,495 Citizen/Teen Police Academy - 240	
530.313	Departmental Supplies	76,910	Ammunition - 12,800 Mobile Radios (6 @ 2,000) - 12,000	

Fund	Department	Division	Account Number
General	Police	Police	040.041
Line Item Details (continued)		2004	
Account Number	Account Title	Request	Details
530.321	Investigative Supplies	6,300	Vehicle Radar Unit (2 @ 2,000) - 4,000 Portable radios (10 @ 850) - 8,500 Vests (20 @ 400) - 8,000 Light bars (3 @ 1,400) - 4,200 InCar Video Camera System (2 @ 3,450) - 6,900 Cassette recorders (15 @ 100) - 1,500 Traffic flares - 2,000 Portable radio batteries (30 @ 60) - 1,800 Record Room supplies - 1,000 Range supplies - 1,200 Pepper mace (20) - 400 Rechargeable flashlights (5 @ 80) - 400 Prisoner cages (2 @ 1,400) - 2,800 Light bar lenses (10) - 1,110 Miscellaneous equipment/supplies - 900 Code 3 control boxes (3) - 900 Sage "Less then Lethal" Supplies - 1,800 Police Bicycle -800 TASER Supplies - 3,900
530.325	Miscellaneous Supplies	1,250	Film and video tape - 2,800 Crime scene processing supplies - 1,500 Breathalyzer, drug testing & traffic investigation supplies - 1,500 Batteries - 500
530.343	Uniforms	56,200	Prisoner Food - 1,100 Confidential Investigative Fund - 150 New and replacement uniforms for commissioned officers - 49,000 Clothing allowance for 10 detectives - 7,200
530.350	Non-capital Computer Equipment	12,600	Modems for Laptop Computers (required replacement) 14 @ 900-12,600
540.460	Automobiles & Trucks	227,500	See attached detail

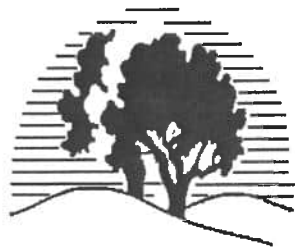


## **2003 ACCOMPLISHMENTS CITY ADMINISTRATOR**

- Conducted ultimate review of all City "Newsletters", for accuracy and content; wrote multiple articles for "Newsletters", during the year.
- Coordinated submission of application for grant funds from Metropolitan Parks Commission.
- Served on St. Louis Area Insurance Trust, self-insurance pool, representing Chesterfield as member of Board of Directors.
- Served as a member of the Board of Directors of the Missouri Municipal League.
- Completed 26 years of service as a member of the International City Management Association, with 15 of those years as City Administrator in Chesterfield.
- Interacted directly with Midwest Waste and its customers, to insure delivery of solid waste collection services; answered questions and provided information regarding rates and services; coordinated process by which Midwest Waste surveyed its customers and provided results to City Council; served as area-wide coordinator of Midwest Waste Consortium, representing cities served by Midwest Waste.
- Interacted, on a regular basis, with both the Missouri Department of Transportation and the St. Louis County Department of Highways and Traffic regarding traffic issues/concerns in Chesterfield, involving both State and County roads.
- Served as a member of the "Chamber Understanding City Operations" committee and attended monthly meetings, answering questions and providing information regarding City operational issues.
- Worked to prepare and submit Five-Year Budget Forecast to City Council, for 2004-2008; adopted by City Council.
- Coordinated process of adjusting FY2003 Budget, to address revenue shortfalls and reduce expenditures, accordingly.
- Coordinated multiple meetings involving preparation of FY2004 Budget and interacted with Mayor and Chairperson of Finance and Administration Committee, discussing how best to address overall reductions in expenditures; attended City Council Work Sessions, regarding the proposed budget and implemented all decisions made; conducted public hearing, regarding proposed FY2004 Budget.

- Attended meetings of City Council and City Council Committees, and worked to prepare agendas and packets of information for each meeting.
- Recommended extension of current contract with CCDC for professional services associated with the Chesterfield Valley redevelopment, flood control and levee design.
- Represented the City of Chesterfield, at a variety of meetings, throughout the year, involving neighboring cities, the Lafayette Area Mayor's Organization, Lafayette Administrators and Managers Organization, the West Olive-141 Managers Group, the St. Louis Area City Management Association, the Chesterfield Chamber of Commerce, Chesterfield-Ballwin Area Organization, Missouri City Management Association, St. Louis County Municipal League, Missouri Municipal League, East-West Gateway Coordinating Council.
- Coordinated and participated in Mayor/Council/Staff special workshops regarding parks/recreation.
- Assisted Mayor/Council in communicating positions on a variety of issues throughout the year.
- Initiated process by which monthly financial reports/updates are forwarded to City Council and discussed/reviewed by the Finance and Administration Committee of City Council.
- Worked to obtain funding from East-West Gateway Coordinating Council for "Pathway on the Parkway" construction project.
- Initiated contact with Metropolitan Park and Recreation District and began pursuit of possible funding of multi-purpose trail system on Monarch-Chesterfield Levee.
- Coordinated the generation of numerous reports and specific analyses of various issues involving a possible Parks/Recreation ballot issue.
- Approved/reviewed submission of grant application, ultimately approved by the Municipal Parks Commission grant, for improvements to City Family Aquatic Center.
- Assisted Mayor Nations with discussions involving the eventual extension of METROLINK to the Chesterfield Valley. Helped to secure regional commitment for initial METROLINK extension to Westport Area in Maryland Heights.
- Coordinated process resulting in a detailed evaluation of a potential Transportation Development District in the Chesterfield Valley.
- Achieved full "Credentialed Manager" status from the International City Management Association.

- Assisted Mayor Nations in discussions involving the improvement of Highway 141.
- Coordinated process by which contracts were awarded and construction was eventually completed on \$2.0 million "Highway 340 Enhancement Project" (Clarkson/Olive). A total of \$1.7 million of this total cost was obtained through grants and/or direct funding support by MoDOT.
- Coordinated discussion resulting in ultimate adoption of Property Maintenance Code.
- Authorized development of proposals, ultimately approved by City Council, for on-line registration services for parks/recreation programs.
- Initiated and coordinated discussions regarding the City retirement benefit and forwarded recommendations, ultimately approved by City Council, for the selection of a consultant to undertake a comprehensive evaluation of this benefit.
- Authorized process resulting in selection of new City auditing firm.
- Selected by International City Management Association to review articles for possible publication in "Professional Management" magazine.
- Served as member of Conference Planning Committee for International City Management Association—elected to represent Missouri City Management Association, in this capacity.
- Interviewed and hired new Director of Finance and Administration.



City of  
Chesterfield

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## **2004 GOALS CITY ADMINISTRATOR**

- 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.
- Goal:** Stress the continued need to provide accurate and complete information, in a responsive manner, to residents and businesses.
- Strategy:** Work with all Departments of the City to insure that accurate and complete information is provided, via the City's website, on the phone and in person. Implement changes to insure accuracy and coordination of the posting of information on the City's website and seek ways to expand the availability of information and the ability to conduct business, using those resources. Work to insure that our entire organization continues to understand the importance of responding to all inquiries and to providing assistance as "problem solvers", in a timely manner.

Fund	Department	Division	Account Number
General	City Administrator	City Administrator	050.051
<b>Division Summary</b>			
Activity		Remarks	
City Administrator		<p>The City Administrator is the Chief Appointed Officer of the City, responsible to the Mayor and City Council for the administration of all affairs of the City coming under his jurisdiction. He supervises all departments, sees that all laws and ordinances are enforced and all contracts are kept and performed and makes recommendations to the City Council regarding City operations and policy.</p>	

Fund	Department	Division			Account Number	
General	City Administrator	City Administrator			050.051	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		182,427	190,058	104,628	186,500	198,094
Contractual		7,410	4,130	2,988	4,000	6,050
Totals		189,837	194,188	107,616	190,500	204,144

<b>Personnel Schedule</b>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
City Administrator		1.00	1.00	1.00
Administrative Assistant		1.00	1.00	1.00
<b>Totals</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Fund		Department	Division			Account Number	
General		City Administrator	City Administrator			050.051	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		138,824	142,673	76,462	140,000	148,262
510.113	Salaries - Overtime		190	0	35	50	0
510.120	Social Security		9,227	10,914	6,350	10,800	11,342
510.122	Worker's Compensation		290	390	329	329	467
510.124	Insurance - Health		9,071	11,760	6,782	11,000	11,975
510.125	Insurance - Life		548	518	326	518	534
510.126	Insurance - Dental		543	611	213	611	642
510.127	Insurance - Disability		765	728	456	728	756
510.129	Deferred Compensation		10,673	11,000	6,888	11,000	11,000
510.130	Pension		12,296	11,464	6,787	11,464	13,116
	Totals		182,427	190,058	104,628	186,500	198,094

Fund		Department	Division			Account Number	
General		City Administrator	City Administrator			050.051	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.249	Memberships & Subscriptions		1,342	1,630	1,331	1,500	1,650
520.251	Miscellaneous Contractual		926	1,000	749	1,100	700
520.268	Rental - Equipment		165	0	0	0	0
520.277	Training & Continuing Education		4,977	1,500	907	1,400	3,700
	Totals		7,410	4,130	2,988	4,000	6,050

Fund	Department	Division	Account Number
General	City Administrator	City Administrator	050.051
<b>Memberships and Subscriptions</b>			
Organization	Member	Amount	
International City Management Assn.	City Administrator	1,030	
St. Louis Post-Dispatch	City Administrator	270	
Miscellaneous Publications	City Administrator/Adm Assistant	250	
Missouri City Management Assn.	City Administrator	50	
St. Louis Area City Manager's Assn.	City Administrator	50	
	<b>Total</b>	<b>1,650</b>	

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	City Administrator	City Administrator	050.051
<b><i>Training and Continuing Education</i></b>			
<b>Seminar</b>	<b>Location</b>		<b>Amount</b>
Miscellaneous meetings/seminars	Metro Area		1,500
International City Management Assn.	San Diego, California		1,500
Missouri City Management Assn.	Lake of the Ozarks, MO		400
Missouri Municipal League			300
	<b>Total</b>		<b>3,700</b>



Fund	Department	Division	Account Number
General	City Administrator	City Administrator	050.051
<i>Line Item Details</i>		2004	
Account Number	Account Title	Request	Details
520.249	Memberships & Subscriptions	1,650	Various memberships and subscriptions
520.251	Miscellaneous Contractual	700	Car phone for City Administrator
520.277	Training & Continuing Education	3,700	Various seminars and meetings



## 2003 ACCOMPLISHMENTS PLANNING

### Citizen Boards and Commissions

- Architectural Review Board
  - ✓ Coordinated agendas and packets for 12 meetings.
  - ✓ Prepared Staff Reports and worked with the petitioners in the presentation of 40 items for review before the ARB for review.
- Board of Adjustment
  - ✓ Coordinated agendas and packets for 8 meetings.
  - ✓ Prepared Staff Reports and worked with the petitioners in the presentation of 4 variances.
- Planning Commission
  - ✓ Coordinated agendas and packets for 21 regular meetings.
  - ✓ Prepared Staff Reports and worked with the petitioners in the presentation of the following different types of projects:
    - 13 rezoning petitions
    - 51 site development plans
    - 1 site plan
    - 13 plats
    - 16 ordinance amendments
    - 4 Commercial Service Procedures
    - 1 Conditional Use Permit
  - ✓ Facilitated educational workshop for Planning Commission on Planning Process.
  - ✓ Planning Commissioners and Staff attended workshop sponsored by the St. Louis American Planning Association for Planner Commissioners.
  - ✓ Coordinated agendas and packets for special meetings for the following Planning Commission Committees.
    - 6 Landscape meetings
    - 8 Ordinance Review meetings
    - 4 Architectural Review meetings
    - 7 Comprehensive Plan meetings
    - 1 Committee Meeting Of The Whole
- Landmark Preservation Commission
  - ✓ Coordinated agendas and packets for 8 meetings.
  - ✓ Prepared Staff Reports and worked with the LPC in the presentation of 3 properties for nomination for "H" Historic District.

- Planning and Zoning Committee
  - ✓ Coordinated agendas and packets for 8 meetings.
  - ✓ Prepared Staff Reports and worked with the petitioners in the presentation of 102 items for review.
- City Council
  - ✓ In addition to preparing staff reports and legislation on items reviewed by other Commissions and Boards that have final review by City Council, staff worked with petitioners and prepared reports on the following items:
    - 1 Vacation of Right of Way
    - 10 Vacation of Easement
    - 11 Boundary Adjustments

### **Citizen Outreach**

- Handled 3,442 requests for information through the “Planner of the Day” program.
- Coordinated a format with Computer Administration where all public hearing notices are placed on the website.
- Coordinated with Computer Administration in posting Architecture Review Board and Board of Adjustment meeting agendas and minutes on the website.
- Continued the on-line project tracking application enabling the community to keep informed about projects under review by the Department of Planning.

### **Current Planning**

- Created a new sign that is easier to handle and more attractive while maintaining its usefulness.
- Development of Procedure Manual with forms/applications flowcharts for each step of the planning process.
- Standardized all forms/applications in a format to be placed on the City’s website.
- Coordinated plan review with the Police Department to add their expertise to the planning process using Crime Prevention Through Environmental Design (CPTED) as a basis for comments regarding 15 projects.
- Worked with Planning Commission to revise landscape guidelines.

### **Long Range Planning**

- Worked with the Citizen Advisory Committee and the Planning Commission to successfully adopt a new Chesterfield Comprehensive Plan.

- Actively participated in the Technical Advisory Committee for the FAR 150 Airport Noise Compatibility Study for Spirit of St. Louis.

### **Professional Development**

- Attended the local chapter of the American Planning Association and St. Louis Area Code Enforcement Officers meetings.
- Attended seminars on: Greenways and Trails Development; Issues in Subdivision and Zoning Law, Neighborhood Planning, Historic Preservation Tax Credits, Demographics, Creating Livable Cities, Transit Oriented Development, Urban Sprawl, Managing Public Response, Board of Adjustments, and Zoning issues.
- All Planners, Planning Technician, and the Director of Planning completed ArcGIS I training.
- Participated in the Missouri Digital Conference.

### **Zoning Enforcement/Permitting**

- Completed work on the Property Maintenance Code, established code compliance process, began implementing the new code.
- Investigated 281 work orders from the Customer Service Center.
- Mailed 109 written zoning citation letters.
- Worked with the Prosecuting Attorney and issued 22 summonses for nuisance and zoning violations.
- Reviewed and issued 1609 Zoning Approvals for construction.
- Reviewed 11 Tree Studies for proposed developments.
- Issued 26 Landscape Bonds.
- Issued 14 Temporary Structure Bonds.

**2004 GOALS  
PLANNING**

**Goal:** Provide effective and efficient staff assistance to the City Council, Planning Commission, Board of Adjustment, Architectural Review Board, Landmark Preservation Commission and the Development Community.

**Strategy:** Maintain current level of service while achieving optimum efficiency.

**Goal:** Work with Planning Commission/Board of Adjustment/Architectural Review Board/and Landmark Preservation Commission in clarifying their role in the "Planning Process."

**Strategy:** Develop Procedure Manuals for each Board/Commission detailing their organizational duties in the planning process and hold workshop(s) explaining this information.

**Goal:** Complete Unified Development Code through adoption.

**Strategy:** Provide staff support for the creation of Unified Development Code.

**Goal:** Continue to create ways to utilize the technological systems available to Department.

**Strategy:** Research ways for putting the new Unified Development Code website.

**Goal:** Develop a cross reference filing system for Department.

**Strategy:** Reorganize Department files with detailed spreadsheets of all file locations on a shared computer database.

**Goal:** Update the Project Database.

**Strategy:** Reformat the database to be easier for citizen.

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	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>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		550,248	581,467	261,741	537,540	571,190
Contractual		63,503	90,907	39,608	70,748	50,142
Commodities		2,681	4,844	1,927	3,844	2,594
Capital		0	0	0	0	23,525
Totals		616,432	677,218	303,277	612,132	647,451

<b>Personnel Schedule</b>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
Planning Assistant		1.00	1.00	1.00
Intern		0.62	0.62	0.62
Administrative Secretary		1.00	1.00	1.00
Executive Secretary		1.00	1.00	1.00
Planning Technician		1.00	1.00	1.00
Project Planner		5.00	5.00	5.00
Assistant Director Planner		1.00	1.00	1.00
Director of Planning		1.00	1.00	1.00
<b>Totals</b>		<b>11.62</b>	<b>11.62</b>	<b>11.62</b>

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		445,154	460,925	204,042	433,190	443,070
510.112	Salaries - Part-Time		4,700	7,500	4,535	6,000	8,000
510.113	Salaries - Overtime		1,842	2,000	1,496	2,000	3,500
510.120	Social Security		33,758	35,988	15,924	33,000	34,775
510.122	Worker's Compensation		1,610	2,351	1,687	1,750	1,432
510.124	Insurance - Health		27,955	34,170	16,253	29,000	40,414
510.125	Insurance - Life		1,063	1,108	654	1,000	1,339
510.126	Insurance - Dental		1,507	2,017	581	1,400	2,118
510.127	Insurance - Disability		2,254	2,351	1,125	2,200	2,260
510.130	Pension		30,404	33,057	15,445	28,000	34,282
	Totals		550,248	581,467	261,741	537,540	571,190

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.210	Advertising		3,773	6,600	2,209	5,000	6,000
520.221	Data Processing		1,790	1,800	0	1,800	1,800
520.249	Memberships & Subscriptions		1,324	2,167	1,648	2,167	2,512
520.251	Miscellaneous Contractual		1,995	5,500	695	3,864	4,200
520.260	Printing & Binding		4,243	7,500	48	4,777	5,000
520.261	Professional Services		48,592	59,200	34,144	45,000	24,200
520.268	Rental - Equipment		94	0	0	0	0
520.277	Training & Continuing Education		1,693	8,140	864	8,140	6,430
	Totals		63,503	90,907	39,608	70,748	50,142

<b>Fund</b>	<b>Department</b>	<b>Division</b>	<b>Account Number</b>
General	Planning	Planning & Zoning	060.061
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>	<b>Member</b>	<b>Amount</b>	
Planning Advisory Service	N/A	645	
Land Use Law Digest	N/A	315	
American Plan. Assoc.( Nat'l &State)	Director of Planning	240	
Magazines and Periodicals	N/A	200	
Research Materials	N/A	200	
American Plan. Assoc. (Nat'l & State)	Assistant Director of Planning	177	
American Planning Association (Local)	Project Planners (5)	125	
National Trust for Historic Pres Forum	N/A	115	
Misc Memberships	N/A	100	
American Institute of Certified Planners	Assistant Director of Planning	85	
American Planning Association (Local)	Planning Commission	75	
Zoning News	N/A	65	
Missouri Alliance for Historic Preservation	N/A	60	
National Alliance for Preservation	N/A	50	
American Planning Association (Local)	Director of Planning	20	
American Planning Association (Local)	Assistant Director of Planning	20	
City Planning and Management		20	
	<b>Total</b>	<b>2,512</b>	

Fund	Department	Division	Account Number
General	Planning	Planning & Zoning	060.061
<i>Training and Continuing Education</i>			
Seminar:	Location		Amount
National APA Conference	Washington DC		1,800
Landmark Preservation Comm. Training			900
Planning Commissioner Training	St. Louis		900
APA Luncheons	Metro Area		750
Land Use Law Seminar	Metro Area		500
American Planning Association (Mo. Conf.)	To be announced		500
Mtgs/Seminars/Training	Metro Area		500
Building Inspection Seminars	Metro		250
SLACE Luncheons	Metro Area		180
PC Workshop	Metro Area		150
	<b>Total</b>		<u>6,430</u>

Fund		Department		Division			Account Number	
General		Planning		Planning & Zoning			060.061	
Commodities				2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title							
530.313	Departmental Supplies			2,602	4,594	1,927	3,594	2,344
530.343	Uniforms			79	250	0	250	250
530.350	Non-capital Computer Equipment			0	0	0		
	Totals			2,681	4,844	1,927	3,844	2,594

Fund		Department	Division			Account Number	
General		Planning	Planning & Zoning			060.061	
<b>Capital Expenditures</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.460	Automobiles & Trucks		0	0	0	0	23,525
	<b>Totals</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23,525</u>

<b>Fund</b> General	<b>Department</b> Planning	<b>Division</b> Planning & Zoning	<b>Account Number</b> 060.061
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### **Capital Outlay Request**

**Full Account Number**

001-060-061-540.460

<b>Description</b> Automobiles & Trucks	<b>No# Requested</b> 1	<b>Unit Cost</b> \$23,525	<b>Total Cost</b> \$23,525
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**Explain reason for request (describe use and workload)**

Replacement of 1994 Jeep staff vehicle

**No# of similar  
units on hand**

1

- ☒ Replacement  
☐ Addition

**Estimated Annual Operating Costs (Including Debt Repayment)**

Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
	0	0	0	0	0	0

**Specify Items to be Replaced**

Item	Make	Age	Recommended Disposition
4dr	Jeep	1994	Sale

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

Regular replacement due to age and increasing maintenance costs.

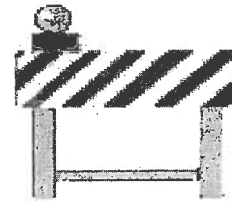
Fund		Department	Division	Account Number
General		Planning	Planning & Zoning	060.061
<b>Line Item Details</b>			2004	
Account Number	Account Title	Request	Details	
520.210	Advertising	6,000	Public Hearing Notices Planning Commission - 4,800 Board of Adjustment - 600 Landmark Preservation Commission -600	
520.221	Data Processing	1,800	Metroscan Membership	
520.249	Memberships & Subscriptions	2,512	Various memberships and subscriptions	
520.251	Miscellaneous Contractual	4,200	Microfilm Copies - 500 Code Compliance/Demolition - 2,500 Director's and Department Car Phones - 1200	
520.260	Printing & Binding	5,000	Departmental Printing (color maps, development guidelines and procedures) - 2,500 New Unified Development Ordinance - 2,500	
520.261	Professional Services	24,200	T-Model training and traffic consultant - 15,000 Tree Consultant - 8,000 Board of Adjustment Recorder - 1,200	
520.277	Training & Continuing Education	6,430	Various seminars and meetings	
530.313	Departmental Supplies	2,344	Drafting Supplies - 200 Public Hearing Signs - 500 Plaques / Nameplates - 300 Miscellaneous Supplies - 844 Plaques for Historic Homes - 500	
530.343	Uniforms	250	Boot/shirt replacement	
540.460	Automobiles & Trucks	23,525		



## **2003 ACCOMPLISHMENTS PUBLIC WORKS/PARKS**

- Conducted review of 782 plans for development.
- Reviewed 669 plot plans for new home, retaining wall and/or swimming pool construction.
- Expended 2,404 man-hours inspecting developments throughout the City.
- Managed escrow agreements guaranteeing the construction of public improvements in subdivisions. 7 new agreements were approved by Council in 2003.
- Inspected and administered contract for construction of required public improvements in Ladue Royal subdivision.
- Issued 12 grading permits.
- Issued 111 Special Use Permits for work on City rights-of-way.
- Issued 13 permits for work in the regulated flood plain.
- Issued 13 permits for installation of sprinkler systems and collected 73 hold harmless agreements for sprinkler systems that were placed on right of way.
- Re-evaluated condition of approximately 1/2 of City streets to update and maintain the Department's multi-year pavement maintenance and reconstruction plan and comply with the requirements of GASB 34.
- Tracked the value of all City streets, sidewalks, right of way, bridges, and street lights that were added, deleted or replaced to meet the requirements of GASB 34.
- Completed 80 work orders requiring engineering analysis, expending 94 man-hours.
- Obtained Traffic Engineering Assistance Program (TEAP) grant and completed traffic sign inventory using City GPS equipment. Developed database application for management of system.
- Completed development of menu driven Geographic Information System (GIS) and installed a public access workstation in lobby of City Hall.

- Installed GPS units in snow plow vehicles and computers in supervisors' vehicles to enhance safety and management decisions.
- Administered contract for inspection and construction of a transportation enhancement project along Highway 340, consisting of the construction of 7200 square feet of sidewalks, 2900 feet of landscaped medians, and modifications to the existing traffic signals at a cost of \$1,931,000. The project was partially funded by a federal transportation enhancement grant.
- Designed, bid, inspected and administered construction contract for sealing parking garage at City Hall and the Wildhorse Parkway bridge at a cost of \$53,000.
- Designed, bid, inspected and administered construction contract for sealing cracks and joints on 24.25 miles of City streets at a cost of \$117,000.
- Designed, bid and administered contracts for inspection and construction handicap access ramps at 16 intersections along Stablestone Drive/Green Trails Drive in advance of an asphalt overlay. The cost of the project was \$98,000.
- Designed, bid, inspected and administered contract for construction of handicap access ramps on Appalachian Trail at a cost of \$40,000. This project was funded by a Community Development Block Grant.
- Designed, bid and administered contracts for inspection and construction of an ultra-thin bonded asphaltic wearing course overlay. Chesterfield was the lead agency of this joint project among 4 cities: Ballwin; Chesterfield; Ellisville and Manchester. A total of 86,658 of overlay was installed, 43,756 of which was in Chesterfield on Stablestone Drive/Greentrails Drive. The cost of the Chesterfield portion of the project was \$230,000.
- Designed, bid and administered contracts for inspection and construction of 23,112 square yards of concrete street replacement at a cost of \$1,034,000.
- Administered contract for design, procured easements, bid, and administered contracts for inspection and construction of the second phase of reconstruction of River Valley Drive, from Ridge Trail Drive to north of River Bend Drive. The project included stamped colored concrete crosswalks and a roundabout at the intersection of River Bend Drive. Approximately 4,657 square yards of pavement were constructed at a cost of \$668,000.
- Administered contract for design, procured easements, bid, and administered contracts for inspection and construction of the River Valley Drive Restoration project. Construction is nearing completion and that total cost of the project is approximately \$88,000.



- Administered contract for design, procured easements, bid, and administered contracts for inspection and construction of the first phase of reconstruction of Old Baxter Road, from Baxter Road to Oak Post Lane. Approximately 3967 square yards of pavement were constructed at a cost of \$445,000.
- Administered contract for design, held public informational meeting, and began procuring easements for the third and final phase of reconstruction of River Valley Drive from River Bend Drive to the Bath House of the River Bend subdivisions.
- Administered contract for design of the second and final phase of reconstruction of Old Baxter Road from the cul-de-sac at Brandywine Subdivision to Oak Post Lane.
- Proposed changes to grading ordinance and developed model best management practices to facilitate compliance with City and federal requirements regarding land disturbance. The BMPs are going to be used to develop County-wide standards.
- Developed and distributed standards for construction of handicap access ramps, including truncated dome tactile warning systems required by the ADA. All ramps constructed after March 1, 2003 are required to meet those standards.
- Developed database application for maintaining the street list to eliminate duplicate information and utilize data in other applications.
- Administered and inspected the Residential Sanitary Sewer Lateral Repair Program, involving repairs to 84 laterals. Proposed changes to the program that were recommended by the Public Works Citizens Advisory Committee and adopted by Council.
- Obtained Traffic Engineering Assistance Program (TEAP) grant and completed traffic sign inventory for the entire City, utilizing City GPS equipment.
- Administered contract for the design of the Meadowbrook Farm Stormwater Channel Project, which will utilize state of the practice bio-engineering techniques.
- In a cooperative effort with the Trustees of the Shenandoah Subdivision, administered contract for the development of a stormwater basin plan for certain drainage channels located within the subdivision.
- Administered contract for the construction of a transportation enhancement project along Highway 340, consisting of the construction of sidewalks, landscaped medians, and modifications to the existing traffic signals.
- Administered contracts for the maintenance of the HVAC system, and the maintenance of the grounds at City Hall.
- Hosted 22 functions/events held at City Hall on the weekends, expending 67 man-hours.

- Expended over 9000 man-hours on various maintenance and janitorial tasks at City Hall.
- Expended over 1000 man-hours on various maintenance and janitorial tasks at the Public Works Facility.
- Served on the St. Louis Municipalities Phase II Storm Water Planning Committee which developed a storm water management plan for the entire MSD service area. The plan met all of the EPA's Phase II stormwater requirements, and was used successfully to obtain a Phase II permit from the State of Missouri.
- Performed a comprehensive review of the grading ordinance regarding the requirements of the EPA's Phase II stormwater regulations. Worked closely with the development community during this review. Recommended revisions to the ordinance which were approved by the City Council. The ordinance now complies with the phase II requirements.
- Distributed notices to area residents prior to initiating area wide improvements such as slab replacement, sidewalk repairs, and tree trimming.
- Distributed crew letters to residents after completion of area improvements, advising residents as to what work was done and who completed the work. These notices included the names of workers involved in the project and encouraged residents to contact specific personnel regarding any concerns.
- Bid and administered contracts for sidewalk replacement throughout the City of Chesterfield. Replacing over 1,500 slabs of sidewalk in 2003.
- Used sidewalk grinding to eliminate trip hazards on sidewalks that were less than two inches in height. Eliminating over one hundred trip hazards that would not been repaired otherwise.
- Replaced concrete street slabs on a total of eleven different streets with Maintenance Division crews.
- Identified streets that needed joint repair that could be completed with the Partial Depth Concrete patching method as opposed to patching with asphalt. Twelve streets were addressed this way, maintaining the total concrete look.
- Made repairs as needed throughout the city with the milling and asphalt patching method to maintain the integrity of the street, and to keep streets safe and smooth driving by eliminating potholes.
- Inventoried and prioritized work order requests. The following table shows the status of work orders completed by the Maintenance Division in 2003:

Problem Identification	Reported in 2003	Completed of Reported in 2003	Total of Completed in 2003	Total Man-hours	Total Open
Property restoration	71	71	73	250	0
Curbs	18	15	17	512	4
Sidewalks	469	467	471	1,105	3
Signs	373	366	369	737	8
Storm Sewers	66	62	64	422	5
Street Repair	74	69	79	7,067	9
Tree Trimming	611	577	584	3,758	36
Undermines	23	23	26	87	1
Slab Replacement	10	10	12	3,904	2
Partial Depth Repairs	17	15	17	1,662	4
Totals	1,732	1,675	1,712	19,504	72

- Removed all identified dead or unrecoverable trees, minimizing threats to motorists or pedestrians.
- Continued systematically trimming trees in the R.O.W. by starting the first cycle of the four-year tree-trimming plan.
- Participated in cooperative ventures with area organizations and agencies including the West County Family YMCA, Chamber of Commerce, St. Louis County Parks & Recreation, Missouri Department of Natural Resources, Hershey Track and Field, NFL Gatorade Punt, Pass & Kick, Friends of Chesterfield Parks, Arts Commission, Drug Abuse Task Force, and the Beautification Commission; Pepsi Pitch, Hit & Run; Pepsi Dribble, Pass & Score; National Alliance for Youth Sports (Start Smart & National Youth Sports Coaches Association); St. Louis Audubon Society; Office of Wildlife Learning; St. Louis Master Gardener Speakers Bureau; St. Louis Zoo; Lafayette Older Adult Program; Faust Cultural Heritage Foundation.
- Utilized hundreds of hours of volunteer time and in-kind contributions from schools, businesses, committees, and the general public.
- Awarded three requests for Subdivision Beautification Grants.
- Submitted a grant application to Wal-Mart for the purchase of native perennials to be distributed at Tree Day and to be planted at Central Park.
- Designed, bid, inspected and administered contracts for the addition of shrubs and grasses at the CVAC.
- Bid, inspected and administered phase II of the Timberlake Manor landscaping, which included daffodil bulbs and ribbon grasses.
- Bid, inspected and administered the Tree Replacements throughout the City.

- Researched, designed and planned CVAC landscaping project that would provide more shade and beautification through the Municipal Parks Grant.
- Received grant from the Ameren SmartLights program for the installation of lights on a soccer field at the Chesterfield Valley Athletic Complex.
- Held the City's 3<sup>rd</sup> Annual Turkey Trot Thanksgiving Day Run, which over 1,600 individuals participated.
- Installation and lighting of the CVAC soccer field B, baseball fields 3 and 4.
- Worked with the Parkway School District in the design and administration of creating School-Parks at Green Trails and Shenandoah Elementary Schools.
- Added ten new tournaments, leagues and major uses at CVAC.
- Hosted the American Amateur Youth Baseball World Series at the CVAC.
- Hosted the World Maccabi Games at the CVAC.
- The CVAC fields were used a total of 220 days equaling over 9,909 hours of usage.
- Bid, inspected and administered contract for the re-grading and sprigging of Quickstand bermuda grass on soccer field D and sprigging of soccer fields E-F at the CVAC.
- Recertified as "Tree City USA".

#### Family Aquatic Park Daily Admissions

<u>Category</u>	<u>Participants</u>
Resident Child	4,445
Resident Adult	3,070
Resident Senior	393
General Child	5,575
General Adult	4,000
General Senior	102
Resident Family Pass Holders	11,336
General Family Pass Holders	206
Adult Pass Holders	43
Child Pass Holders	5
Employee Pass Holders	25
Rain Checks	68
Group Child	7
Group Adult	0
TOTAL	29,275

Family Aquatic Park Season Passes/Resident I.D.'s

<u>Category</u>	<u>Number of Passes Issued</u>
Child Individual Passes	7
Adult Individual Passes	14
Employee Individual Passes	0
Employee Family Passes	25
Resident Family Passes	1,615
General Family Passes	92
Resident I.D. Cards	<u>4,456</u>
TOTAL	6,209

- Expended over 3,500 man-hours on various athletic field maintenance tasks at the CVAC.
- Expended over 816 man-hours on various restroom maintenance tasks at the Parks.
- Expended over 645 man-hours on various playground inspections and maintenance tasks at the Parks.
- Expended over 1,216 man-hours on picking up and emptying trash in the parks.
- Expended over 149 man-hours on cleaning pavilions in the parks.
- Expended over 176 man-hours on maintaining landscape beds in the parks.
- Expended over 802 man-hours on building maintenance in the parks.
- Expended over 125 man-hours on tree and shrub maintenance in the parks.
- Expended over 194 man-hours on irrigation maintenance in the parks.
- Expended over 1,374 man-hours on mowing and trimming in the parks.
- Expended over 420 man-hours on turf maintenance in the parks.
- Expended over 1,482 man-hours on special projects in the parks.



## **2004 GOALS PUBLIC WORKS/PARKS**

**Goal:** Provide facility management and maintenance services to City Hall and the Public Works Facility so that buildings and grounds are safe, attractive and functional for the general public, public officials and staff.

**Strategy:** Develop and implement work standards and schedules. Develop preventive maintenance programs and manage preventive maintenance contracts for all building equipment. Provide training to Building Attendants so that they can efficiently and effectively perform their duties.

**Goal:** Assure safe and smooth riding streets that serve residents and visitors to the City of Chesterfield.

**Strategy:** Every street in the City of Chesterfield is to be viewed by a Public Works employee not less than once each month. Potholes will be temporarily repaired until a more permanent repair can be completed. Maintain streets to assure a smooth driving surface and to protect the integrity of the street structure.

**Goal:** Improve organizational efficiency of Public Works personnel.

**Strategy:** Provide training and opportunity for advancement by allowing maintenance employees to become certified by professional organizations for their expertise in specific trades and operations.

Establish assignments to facilitate maximum flexibility, productivity, and employee development. Provide for regular personnel transfers between operations throughout the year, to cross-train employees and to allow for thorough training and experience.

**Goal:** Improve public awareness of Department operations and strive to improve contractor relations with area residents.

**Strategy:** Continue to meet with residents prior to initiating area improvements such as slab replacement, sidewalks repairs, and tree trimming. Meetings will occur prior to initiating slab replacement and sidewalk repairs.

Distribute letters to residents at the completion of area improvements. Letters will advise residents as to what work was done and who completed the work.

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

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

**Strategies:** Continue to inventory and prioritize all sidewalk related "requests for action" from citizens that are currently on record.

Initiate a comprehensive sidewalk survey, City-wide to inventory the location and condition of publicly maintained sidewalks.

Investigate new requests for service as they are received so they can be scheduled and prioritized.

Encourage Public Works employees to note and record deficiencies and subsequently enter those records into the work order system.

Sidewalks will be prioritized as to the danger they represent and according to their overall condition. Those which pose tripping hazards in excess of 2" will be addressed as a priority repair. Others which may need to be repaired because of condition {cracking, spalling, or undermining} and or grade {low spots which hold water} will be scheduled according to their severity, budget, and concurrent operations in the area.

**Goal:** To repair storm water sewers which present a safety hazard to the citizens or cause flooding.

**Strategy:** Continue to inventory and prioritize "requests for action" from citizens related to settlement on or around storm water structures or storm water threatening homes.

Repair structures which represent an immediate threat in an expeditious manner. Those repairs which are beyond the Department's abilities will be brought to the Council's attention for contracting purposes or further direction.

Prioritize and schedule other sewer repairs according to severity and our ability to complete them in conjunction with other repairs in the vicinity. Continue to systematically view and inventory each storm sewer structure in the City, repairing and conducting maintenance on those requiring immediate action. Schedule future repairs to structures which require more attention and/or repairs through contractual means.

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

**Strategies:** Remove trees which are dead or are beyond recovery such that they don't pose a

threat to motorists or pedestrians. Larger trees or difficult removals will be accomplished by outside contractors.

Trees or dead limbs which can be managed by City crews, will be addressed on a daily and/or an as-needed basis.

Maintenance crews will continue systematically trimming trees in accord with the "Four-Year Tree Trimming Plan" to assure that each public street is trimmed at least once every four years. This program provides clearance along sidewalks to a height of 10 feet, and clearance along streets to 12 feet. This program is performed annually from November until April, when asphalt and concrete projects are not as intense.

**Goal:** Facilitate planning functions by continuing to organize data and facilitate access to information

**Strategy:** Propose policy regarding distribution of GIS data to the public and other agencies by May 1, 2004.

Secure training for GIS Specialist to facilitate development of system.

Develop long range plan for development of GIS by May 1, 2004.

Make GIS information available on the internet by August 1, 2004.

Train key personnel on use of GIS by November 15, 2004.

**Goal:** Plan and develop infrastructure to support orderly development in the City.

**Strategy:** Prioritize required infrastructure improvements in Chesterfield Valley and implement those improvements necessary to facilitate regional service concept.

Develop 5 year pavement maintenance program by October 1, 2004.

Develop streamlined enforcement process to maximize effectiveness of resources directed toward this effort.

Increase efficiency of attaching subdivision escrows in developments that are not progressing in a timely manner.

**Goal:** Assure compliance with state and federal regulations.

**Strategy:** Identify methods and resources to effect compliance with Phase II NPDES stormwater quality permit obtained from Missouri Department of Natural Resources.

Assure all personnel receive annual training in radiation safety as required by the City's license from the Nuclear Regulatory Commission. Perform audit of radiation safety procedures by November 1, 2004.

Propose updates to flood control ordinance, and effective means of routinely obtaining elevation certificates for structures constructed in the regulated flood plain.

Recommend changes to subdivision escrow procedures required by changes to State law regarding requirements for releasing fund.

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

**Strategy:** Assist in facilitating the work and goals of the Beautification Committee, provide staff liaison to this group.

Implement elements of the Chesterfield Highway Beautification Plan by maintaining current projects.

Apply to Missouri Department of Conservation for the Branch Out Missouri, Treescape, Communitree, and TRIM grants.

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

Develop an on-going beautification maintenance plan, which includes weeding, watering, and spraying of flower and tree beds.

**Goal:** Develop and implement a Parks Maintenance Operations Plan.

**Strategy:** Establish and continue to implement maintenance operation plan for the Parks System that enables the division to institute a high standard of maintenance and operation in the delivery of parks, recreation and arts services to Chesterfield residents and the visiting public.

**Goal:** Closely monitor the Pool and Concessions Management and Operations Contracts.

**Strategy:** Continue to supervise these contracts closely and establish better communications with these groups.

**Goal:** Continue to plan and implement a comprehensive community recreation program which is cost effective and maximizes existing community resources.

- Strategy:** Provide better marketing and promotion efforts and promote cooperative programs and events with other providers.
- Goal:** Hold and Sponsor at least two major championship tournaments for baseball at the Chesterfield Valley Athletic Complex.
- Strategy:** By working with other organizations (CCA, USSSA, AAYBA, NSA, Super Series etc) the City can go after tournament bids.
- Goal:** Provide more athletic league opportunities at the CVAC by maximizing usage.
- Strategy:** By working with outside organizations (American Legion, SLABA, AAYBA, YMCA, JCC etc), we will strive to fill any open times in the schedule.
- Hold and sponsor in-house leagues and tournaments to fill open times not utilized by outside groups.
- Goal:** Provide access and more recreational opportunities to the Railroad Park.
- Strategy:** Work with other entities and apply for grants to establish a pedestrian bridge to gain access into Railroad Park.
- Goal:** Develop a trail system.
- Strategy:** Work with other entities and apply for grants to establish a trail system throughout the City.

Fund	Department	Division	Account Number
General	Public Works/Parks	Engineering	070.071
<b>Division Summary</b>			
<b>Activity</b>		<b>Remarks</b>	
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 preparation 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.	
Floodplain Administration		This activity involves review of plans and issuance of permits for work in the floodway/floodplain designated by FEMA, pursuit of violations, and maintenance of records per FEMA requirements.	
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.	
Traffic Surveys		This activity involves taking traffic counts for evaluation of current conditions for future planning, and performance of minor traffic studies.	

Fund	Department	Division			Account Number	
General	Public Works/Parks	Engineering			070.071	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		925,377	976,063	519,367	951,987	1,054,736
Contractual		128,248	117,245	25,474	96,917	153,041
Commodities		35,925	33,500	10,546	18,600	23,600
Capital		92,425	0	0	0	74,500
Totals		1,181,975	1,126,808	555,387	1,067,504	1,305,877

<i>Personnel Schedule</i>	Number of Employees		
Position Title	2002 Actual	2003 Authorized	2004 Requested
Director/City Engineer	1.00	1.00	1.00
Deputy Director/Asst. City Engineer	1.00	1.00	1.00
Superintendent of Engineering	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00
Civil Engineer	3.00	3.00	3.00
Sr. Engineering Construction Inspector	3.00	3.00	3.00
GIS Specialist	1.00	1.00	1.00
Sr. Engineering Technician	2.00	2.00	2.00
Executive Secretary	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00
Engineering Intern (2)	0.90	0.90	0.90
Totals	16.90	16.90	16.90

Fund		Department	Division			Account Number	
General		Public Works/Parks	Engineering			070.071	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		716,168	744,569	396,813	740,000	813,763
510.112	Salaries - Part-Time		27,350	22,000	12,632	20,161	22,000
510.113	Salaries - Overtime		3,172	7,950	2,820	4,350	4,500
510.120	Social Security		54,831	59,251	30,871	58,500	62,253
510.122	Worker's Compensation		6,393	8,729	5,966	5,966	9,411
510.124	Insurance - Health		54,713	64,817	35,664	61,000	70,019
510.125	Insurance - Life		1,653	1,713	1,003	1,713	1,804
510.126	Insurance - Dental		2,531	3,239	1,385	2,500	3,255
510.127	Insurance - Disability		3,666	3,797	2,227	3,797	4,015
510.130	Pension		54,900	59,998	29,985	54,000	63,716
	Totals		925,377	976,063	519,367	951,987	1,054,736

Fund		Department	Division			Account Number	
General		Public Works/Parks	Engineering			070.071	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.210	Advertising	0	250	487	487	500	
520.221	Data Processing	54,321	19,700	4,380	19,700	22,290	
520.247	Maintenance & Repair - Equipment	2,078	3,265	3,248	3,450	3,645	
520.249	Memberships & Subscriptions	2,838	3,530	2,678	3,100	4,106	
520.251	Miscellaneous Contractual	48,023	46,000	5,363	39,000	75,000	
520.260	Printing & Binding	672	700	0	100	250	
520.261	Professional Services	8,135	15,000	0	9,000	15,000	
520.268	Rental - Equipment	1,108	22,800	8,289	16,580	19,900	
520.277	Training & Continuing Education	11,072	6,000	1,030	5,500	12,350	
	Totals	128,248	117,245	25,474	96,917	153,041	

Fund	Department	Division	Account Number
General	Public Works/Parks	Engineering	070.071
<b><i>Memberships and Subscriptions</i></b>			
Organization	Member	Amount	
Professional Society	Salaried Civil Engineers(4) - 1 each	800	
American Public Works Association - National	City	600	
American Society of Civil Engineers	Director, Deputy, Superintendent	600	
Magazines and Periodicals	N/A	600	
National Society of Professional Engineers	Director, Superintendent	464	
American Concrete Institute	Director, Sr. Civil	400	
Institute of Transportation Engineers	Director, Superintendent	207	
American Concrete Institute - Local	Director, Superintendent, Sr. Civil	90	
American Public Works Association - Local	Director, Deputy, Superintendent	80	
American Society of Cert. Eng. Tech.	Construction Inspectors	80	
Traffic Engineering Association of Metro St.	All Engineers	75	
National Institute for Cert. Eng. Tech.	Construction Inspectors - 3	60	
Missouri Association of Floodplain Managers	Director, Superintendent	50	
	<b>Total</b>	<b>4,106</b>	

Fund	Department	Division	Account Number
General	Public Works/Parks	Engineering	070.071
<i>Training and Continuing Education</i>			
Seminar	Location		Amount
Radiation Safety Training	To be determined		1,800
APWA Congress/Equipment Show	Atlanta, Georgia		1,500
APWA State Chapter Meeting - Fall and Spring	Lake of the Ozarks/Columbia, MO		1,400
Erosion Prevention/Siltation Control Conference	Kansas City, MO		1,200
ARCINFO Training	Local		1,200
MSDIS GIS Conference	Columbia, MO		1,000
Miscellaneous Local Meetings	Metro Area		1,000
Fldpln Analysis/Hydrology/Hydraulics	Kansas City, MO		750
Concrete Conference	Rolla, MO		500
Traffic Engineering	To be determined		500
Survey Training	Local		500
APWA Training Seminars	To be determined		500
American Concrete Institute Insp. Certification	Local		500
	<b>Total</b>		<u>12,350</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Engineering			070.071	
Commodities			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		32,552	30,000	8,509	15,000	20,000
530.343	Uniforms		3,373	3,500	2,037	3,600	3,600
	<b>Totals</b>		<u>35,925</u>	<u>33,500</u>	<u>10,546</u>	<u>18,600</u>	<u>23,600</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Engineering			070.071	
Capital Expenditures			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.410	Capital Computer Equipment		31,640	0	0	0	25,000
540.460	Automobiles & Trucks		60,785	0	0	0	49,500
	Totals		92,425	0	0	0	74,500

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Engineering	<b>Account Number</b> 070.071																																															
<b>Capital Outlay Request</b>																																																		
<b>Full Account Number</b> 001-070-071-540.410																																																		
<b>Description</b> GIS Software - ARCIMS		<b>No# Requested</b> 1	<b>Unit Cost</b> \$25,000	<b>Total Cost</b> \$25,000																																														
<b>Explain reason for request (describe use and workload)</b> Expand use of GIS City-wide and to Internet			<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition																																														
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>																																																		
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years																																														
				2005	2006	2007																																												
General	0	0	2000	2000	2000	2000																																												
<b>Specify Items to be Replaced</b> <table border="1" style="width: 100%;"> <thead> <tr> <th>Item</th> <th>Make</th> <th>Age</th> <th>Recommended Disposition</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							Item	Make	Age	Recommended Disposition																																								
Item	Make	Age	Recommended Disposition																																															
<b>What source was used for unit cost?</b> Vendor																																																		
<b>Other remarks</b>           																																																		

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Engineering	<b>Account Number</b> 070.071
<b>Capital Outlay Request</b>			
<b>Full Account Number</b> 001-070-071-540.460			
<b>Description</b> Utility Vehicle	<b>No# Requested</b> 2	<b>Unit Cost</b> \$24,750	<b>Total Cost</b> \$49,500
<b>Explain reason for request (describe use and workload)</b> Scheduled Replacement		<b>No# of similar units on hand</b> 8	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>			
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004
General	3000	3000	3000
<b>Future Years</b>			
	2005	2006	2007
	3000	3000	3000
<b>Specify Items to be Replaced</b>			
Item	Make	Age	Recommended Disposition
Fleet Vehicle - specific units to be determined			Sell at Auction
<b>What source was used for unit cost?</b> State Contract			
<b>Other remarks</b>			

Fund		Department	Division	Account Number
General		Public Works/Parks	Engineering	070.071
<b>Line Item Details</b>		2004		
Account Number	Account Title	Request	Details	
520.210	Advertising	500	Public Hearing and Public Works Board of Variance Notices	
520.221	Data Processing	22,290	Upgrades/Support Agreements - (Autocadd, Microstation, ArcInfo, Arcview, CorelDraw, PondPack, Project, ICPR, TraxPro, Terrasync, Trimble) ARCIMS	
520.247	Maintenance & Repair - Equipment	3,645	Traffic counters, radios, survey/testing equipment, plotter, repeater, engineering copier	
520.249	Memberships & Subscriptions	4,106	Various memberships and subscriptions	
520.251	Miscellaneous Contractual	75,000	Construction testing/inspection, vector control, blueprints/copies, NRC license, Doubletree lease, film development, NRC film, badges/leak tests, mobile phones, microfilm services, St. Louis County data upgrades, recording fees	
520.260	Printing & Binding	250	Necessary printing and binding by outside vendors.	
520.261	Professional Services	15,000	Surveys, aerial reprints, supplemental plan review, siltation control design services	
520.268	Rental - Equipment	19,900	Microfilm machine and engineering copier contracts	
520.277	Training & Continuing Education	12,350	Various seminars and meetings	
530.313	Departmental Supplies	20,000	Archival record supplies, engineering copier supplies, plotter supplies, radios, meeting supplies, inspection supplies, drafting equipment, traffic counter supplies, County/State/MSD spec's, other design manuals, miscellaneous hardware, non-capital equipment	
530.343	Uniforms	3,600	Insulated coveralls, hooded sweatshirts, coats, boots, shirts, pants	
540.410	Capital Computer Equipment	25,000	ARCIMS - See attached detail	
540.460	Automobiles & Trucks	49,500	2 Utility Vehicles. See attached detail	



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Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072
<b>Division Summary</b>			
<b>Activity</b>		<b>Remarks</b>	
Sidewalk Maintenance		This activity involves the repair and replacement of damaged sections of sidewalk to provide safe walkways for pedestrians	
Street Maintenance & Repair		This activity involves repairing potholes, crack sealing of pavement and replacement of asphalt and concrete. Also includes the removal and replacement of broken and displaced sections of sidewalks. This activity also involves cleaning of City maintained streets which reduces storm sewer blockages.	
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 chemical application of de-icing & anti-icing materials and plowing of City maintained streets to provide safe routes for the motoring public.	
Mowing & Tree Trimming		This activity involves mowing of grass shoulders along certain City rights-of-ways. Includes the trimming of trees along all City maintained streets.	

Fund	Department	Division			Account Number	
General	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		1,253,673	1,241,804	680,041	1,215,861	1,133,871
Contractual		297,650	310,070	58,911	352,785	419,643
Commodities		273,609	434,000	210,972	393,850	412,135
Capital		58,391	111,808	76,763	76,763	48,982
Totals		1,883,323	2,097,682	1,026,687	2,039,259	2,014,631

<b>Personnel Schedule</b>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
Secretary		1.00	1.00	1.00
Seasonal Maintenance Workers		4.03	4.03	4.03
Maintenance Workers		26.00	22.00	22.00
Maintenance Supervisor		4.00	3.00	3.00
Superintendent-Mtn Operations		1.00	1.00	1.00
<b>Totals</b>		<b>36.03</b>	<b>31.03</b>	<b>31.03</b>

Fund		Department	Division			Account Number
General		Public Works/Parks	Street/Sewer Maintenance			070.072
Personnel Services		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title					
510.111	Salaries - Regular/Full-Time	919,392	878,227	449,065	867,511	793,998
510.112	Salaries - Part-Time	9,996	4,500	17,163	20,000	10,000
510.113	Salaries - Overtime	28,607	27,000	21,265	27,000	27,000
510.120	Social Security	68,520	69,594	36,468	68,000	63,151
510.122	Worker's Compensation	57,865	63,373	54,148	54,158	60,906
510.124	Insurance - Health	102,134	114,268	59,823	103,000	101,286
510.125	Insurance - Life	1,679	1,792	1,024	1,792	1,620
510.126	Insurance - Dental	5,053	6,122	2,463	5,000	5,556
510.127	Insurance - Disability	4,598	4,479	2,559	4,400	4,049
510.130	Pension	55,829	72,449	36,062	65,000	66,305
Totals		1,253,673	1,241,804	680,041	1,215,861	1,133,871

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street/Sewer Maintenance			070.072	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.221	Data Processing		0	3,090	0	2,530	3,000
520.241	Landscaping		2,103	1,605	0	0	2,500
520.246	Maintenance & Repair-Building		2,959	4,000	498	1,000	0
520.249	Memberships & Subscriptions		178	310	20	200	320
520.251	Miscellaneous Contractual		133,649	135,675	22,577	125,000	248,000
520.254	Snow Removal Reimbursement		83,607	85,000	0	138,163	85,000
520.268	Rental - Equipment		26,854	21,235	12,935	34,524	21,875
520.275	Taxes		8,690	9,220	0	8,709	9,000
520.276	Telephone		4,276	4,880	2,723	4,000	4,500
520.277	Training & Continuing Education		2,976	5,085	3,774	5,000	5,238
520.285	Utilities - Electric		19,398	23,000	7,759	16,449	23,000
520.286	Utilities - Gas		10,291	14,000	6,884	14,000	14,000
520.287	Utilities - Water		1,750	1,870	1,136	2,000	2,000
520.288	Utilities - Sewer		919	1,100	605	1,210	1,210
	Totals		297,650	310,070	58,911	352,785	419,643

Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072
<i><b>Memberships and Subscriptions</b></i>			
Organization		Member	Amount
International Society of Arboriculture		Superintedent	195
Concrete Association		Superintendent	105
American Public Works Association		Superintendent of Maintenance Op erations	20
		<b>Total</b>	<u>320</u>

Fund	Department	Division	Account Number
General	Public Works/Parks	Street/Sewer Maintenance	070.072
<i>Training and Continuing Education</i>			
Seminar	Location		Amount
Concrete Certifications Test & Study Materials	Public Works Facility		1,300
Confined Spaces Training	Public Works Facility		1,300
Supervisors Training	St. Louis		500
Snow Rodeo	Public Works Facility		500
Asphalt Training	Public Works Facility		500
Various employee and Super seminars	St. Louis		313
APWA Meetings	St. Louis		250
APWA State Chapter Meeting (Fall)	Lake of the Ozarks, MO		200
APWA State Chapter Meeting (Spring)	Lake of the Ozarks, MO		200
Traffic Control and Flagging Seminar	Public Works Facility		175
	<b>Total</b>		<u>5,238</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street/Sewer Maintenance			070.072	
<b>Commodities</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		223,227	305,000	73,536	195,000	280,000
530.340	Salt & Abrasives		35,891	104,500	126,805	176,850	107,635
530.342	Tools		3,186	7,000	1,740	5,500	7,000
530.343	Uniforms		11,305	17,500	8,891	16,500	17,500
530.350	Non-capital Computer Equipment		0	0	0		
	<b>Totals</b>		<u>273,609</u>	<u>434,000</u>	<u>210,972</u>	<u>393,850</u>	<u>412,135</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street/Sewer Maintenance			070.072	
Capital Expenditures			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.440	Machinery & Equipment		29,551	111,808	76,763	76,763	48,982
540.460	Automobiles & Trucks		0	0	0		0
540.470	Improvements to Buildings & Ground		28,840	0	0		0
	Totals		58,391	111,808	76,763	76,763	48,982

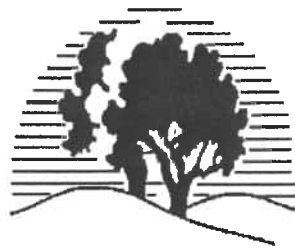
<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-072-540.440						
<b>Description</b> Concrete Breaker, with trailer		<b>No# Requested</b> 1	<b>Unit Cost</b> \$21,888	<b>Total Cost</b> \$21,888		
<b>Explain reason for request (describe use and workload)</b>			<b>No# of similar units on hand</b> 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b>						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-072-540.440						
<b>Description</b> Skid Steer	<b>No# Requested</b> 1	<b>Unit Cost</b> \$18,854	<b>Total Cost</b> \$18,854			
<b>Explain reason for request (describe use and workload)</b>		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b>						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-072-540.440						
<b>Description</b> Printer Vinyl Cutter	<b>No# Requested</b> 1	<b>Unit Cost</b> \$8,240	<b>Total Cost</b> \$8,240			
<b>Explain reason for request (describe use and workload)</b> currnet unit is outdated and worn out.		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b>						
<b>Other remarks</b>						

Fund		Department	Division	Account Number
General		Public Works/Parks	Street/Sewer Maintenance	070.072
<b>Line Item Details</b>		2004		
Account Number	Account Title	Request	Details	
520.221	Data Processing	3,000	Software upgrades, sign shop	
520.241	Landscaping	2,500	Landscaping for Public Works Facility	
520.249	Memberships & Subscriptions	320	Various memberships and subscriptions	
520.251	Miscellaneous Contractual	248,000	Landfill/dumping fees, Street striping, Contractual Street Sweeping, Outside contractual labor, Mobile phones, Contractual Hauling, "Special Waste" disposal, Tree Trimming/Removal, Stump Grinding, Animal Disposal, GPS Services, Weather service, Sewer cleaning, Joint Sealing Contract - 125,000	
520.254	Snow Removal Reimbursement	85,000	Reimbursements to private subdivisions for snow removal	
520.268	Rental - Equipment	21,875	Office copy machine rental, Portable bathrooms, Pagers, Rental of special equipment such as : Backhoe, Skid Steer, and Chipper Animal Freezer rental	
520.275	Taxes	9,000	Monarch-Chesterfield Levee District assessment on Public Works Facility	
520.276	Telephone	4,500	Line charges - 3,950 Long distance - 550	
520.277	Training & Continuing Education	5,238	Various seminars and meetings	
520.285	Utilities - Electric	23,000	Electric for Public Works facility	
520.286	Utilities - Gas	14,000	Gas for Public Works facility	
520.287	Utilities - Water	2,000	Water for Public Works facility	
520.288	Utilities - Sewer	1,210	Sewer for Public Works facility	
530.313	Departmental Supplies	280,000	Redi-mix concrete, rock, cold-mix P.P.M., CRS-2, RS-211m crackfiller, hot-mix asphalt, soil, Gatorade, concrete forms, sign, hardware & signs, sign post, sheet vinyl for signs, mobile radios, fill sand, Portland/bagged cement, asphalt primer, irrigation parts, mailboxes &	

Fund		Department	Division	Account Number
General		Public Works/Parks	Street/Sewer Maintenance	070.072
<b>Line Item Details (continued)</b>			2004	
Account Number	Account Title	Request	Details	
			mailbox posts, water coolers, drinking cups, expansion joints, striping paint, keyway, marking paint, lumber, form oil, curing compound, diamond tip blades, points/Bits, clear plastic, guard rail, electric supplies, warning lights/spot/worklights, trash bags, form stakes, cleaning aids, sod, grass seed/straw/fertilizer, weed killer, mulch, sewer pipe, inlets, cast curb box, A.D.S. pipe, 55 gal. Drums, steel, furnace filters, camera film, first aid supplies, fire extinguishers, barricades, orange cones, filter/fabric cloth, rebar, sewer dye, safety barrels, channel stakes, geo block, chainsaw bars and chains, bar oil, skid tanks, truck tool box, batteries, flagging tape, safety fence, tarp straps, tool boxes, tape measures, hand held 2-way radios, electrical generator, trash pump, trailer for skid steer, leaf blowers, 5,000 PSI power washer	
530.340	Salt & Abrasives	107,635	Salt - 98,500 (Includes hauling charges) Liquid de-icer - 9,000	
530.342	Tools	7,000	Grease Guns ,3/8" Electric Drills, Power pruner, Pole Trimmers, Levels, Asphalt Lutes, Chain Saws, Bull Floats, Mags, Edgers, Finishing brooms, Prime brushes, False Jointer, Stiff rakes, Leaf rakes, Claw hammers, 2 lb. hammers, Sledge hammers, Picks, Short handle square, Short handle round, Sharp shooters, Short #2 scoop, Long handle square shovels, Long handle round shovels, Snow shovel, Chute cleaners, Come-a-longs, Cordless drills, Bull float handles, 3 gal. spray cans, Post hole diggers, Sewer spoons, Hand tampers, Hand saws, Electric hand saws, Chisels, Trowels, Sewer hooks, Pitch forks, Stake pullers, Pruning shears, Bow saws, Truck wash brushes, Jitter bug, Cracksealing squeegee, Ladder, Pry bars, Hack saws	
530.343	Uniforms	17,500	Boots, Gloves/rain gear, Safety Vest, Safety Glasses, Hard Hats, Ear Plugs, Shirts, Pants, Coveralls, Jackets, Thermal sweatshirts, T-Shirts, Caps, Prescription safety glasses	
540.440	Machinery & Equipment	48,982	See attached detail	



City of  
Chesterfield

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Fund	Department	Division	Account Number
General	Public Works/Parks	Vehicle Maintenance	070.073
Division Summary			
Activity		Remarks	
Vehicle & Equipment Maint.		This activity involves the timely and efficient repair of City owned vehicles and equipment to insure they are safe and operable. This activity involves preparation and application of preventive maintenance. Activities are to be coordinated with other City Departments to insure vehicles and equipment are serviced on a regular basis.	
Equipment Maint. Records		This activity involves documenting maintenance repair activities on each vehicle and piece of equipment.	
Parts Inventory		This activity involves maintaining adequate spare parts in order to facilitate repairs.	

Fund	Department	Division			Account Number	
General	Public Works/Parks	Vehicle Maintenance			070.073	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		255,550	283,844	154,625	280,674	290,023
Contractual		168,735	184,790	67,074	161,650	183,865
Commodities		156,819	170,535	96,922	169,025	174,490
Capital		23,235	16,530	3,229		0
Totals		604,339	655,699	321,850	611,349	648,378

<b>Personnel Schedule</b>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
Equip Mtn Mechanics		4.00	4.00	4.00
Equip Maint Supervisor		1.00	1.00	1.00
<b>Totals</b>		<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Vehicle Maintenance			070.073	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		185,079	206,352	108,907	206,352	210,577
510.113	Salaries - Overtime		11,425	10,500	6,999	9,500	10,500
510.120	Social Security		15,190	16,589	8,421	16,000	16,912
510.122	Worker's Compensation		5,218	7,081	5,493	5,500	7,126
510.124	Insurance - Health		19,298	23,268	12,758	23,268	24,282
510.125	Insurance - Life		409	421	244	421	430
510.126	Insurance - Dental		706	1,108	596	1,108	1,311
510.127	Insurance - Disability		1,024	1,052	609	1,052	1,074
510.130	Pension		17,201	17,473	10,598	17,473	17,811
	Totals		255,550	283,844	154,625	280,674	290,023

Fund		Department	Division			Account Number	
General		Public Works/Parks	Vehicle Maintenance			070.073	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.247	Maintenance & Repair - Equipment		56,849	61,995	32,177	62,000	62,000
520.248	Maintenance & Repair - Vehicles		103,086	116,000	33,120	95,000	115,000
520.249	Memberships & Subscriptions		572	990	0	500	1,020
520.251	Miscellaneous Contractual		2,072	1,235	483	1,050	1,200
520.268	Rental - Equipment		2,046	2,100	1,005	2,100	2,100
520.277	Training & Continuing Education		4,110	2,470	289	1,000	2,545
	Totals		168,735	184,790	67,074	161,650	183,865



<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Vehicle Maintenance	<b>Account Number</b> 070.073
<b><i>Memberships and Subscriptions</i></b>			
<b>Organization</b>	<b>Member</b>	<b>Amount</b>	
National Assoc. Fleet Administrators	Superintendent and Supervisor	830	
Repair Manuals	Vehicle Maintenance Supervisor	190	
	<b>Total</b>	<u>1,020</u>	

Fund	Department	Division	Account Number
General	Public Works/Parks	Vehicle Maintenance	070.073
<i>Training and Continuing Education</i>			
Seminar	Location		Amount
Fleet Program Training	Varies		1,000
Diagnostic Training	Metro area		700
ASE Certification Tests	Metro area		645
R134A A/C Certifications	Metro area		200
	<b>Total</b>		<u>2,545</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Vehicle Maintenance			070.073	
Commodities			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		22,091	21,690	12,484	21,000	21,500
530.318	Gasoline & Oil		132,807	142,225	82,871	142,225	146,490
530.342	Tools		1,260	4,120	729	3,500	4,000
530.343	Uniforms		661	2,500	838	2,300	2,500
530.350	Non-capital Computer Equipment		0	0	0		
	Totals		156,819	170,535	96,922	169,025	174,490

Fund		Department	Division			Account Number	
General		Public Works/Parks	Vehicle Maintenance			070.073	
<b>Capital Expenditures</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.440	Machinery & Equipment		23,235	16,530	3,229		0
	<b>Totals</b>		<u>23,235</u>	<u>16,530</u>	<u>3,229</u>		<u>0</u>

Fund		Department	Division	Account Number
General		Public Works/Parks	Vehicle Maintenance	070.073
<b>Line Item Details</b>		2004		
Account Number	Account Title	Request	Details	
520.247	Maintenance & Repair - Equipment	62,000	Repair of equipment, tires, time clock maintenance agreement, Gasboy maintenance agreement, air compressor service, wheel balancer, update OTC cartridges, Tech 2 updates, alignment machine updates	
520.248	Maintenance & Repair - Vehicles	115,000	Service, parts and repair of all city vehicles	
520.249	Memberships & Subscriptions	1,020	Various memberships, subscriptions and equipment manuals	
520.251	Miscellaneous Contractual	1,200	Towing, used tire disposal	
520.268	Rental - Equipment	2,100	Oxygen & acetylene tanks, pagers	
520.277	Training & Continuing Education	2,545	Various seminars and meetings	
530.313	Departmental Supplies	21,500	Fabrication steel, pipe, brass, & hydraulic fittings, hydraulic hose, solvents (brake clean, penetrating oil, chain lube), welding supplies, nuts & bolts, electrical supplies, oxy/acetylene, paint, primer, thinner, sandpaper, chains, links, hooks, rust inhibitor (salt and auger chains), shop towels, floor squeegees, parts, cleaning solvent, sand (for sandblasting), bandsaw blades, grinding wheels & wire brushes, oil dry, brooms, mops, buckets, disposable seat covers & floor mats, vehicle condition report forms, mirror tag forms, air hose reels, air hoses, ladder, extension cord, wheel weights, bookshelves, floor creepers, gas cylinder cabinets, flammable storage cabinet, respirators for paint masks, floor scrubber soap, lube grease, droplights and bulbs, air brake fittings	
530.318	Gasoline & Oil	146,490	Gas and oil for all city vehicles	
530.342	Tools	4,000	Allen wrenches, snap ring pliers, pipe wrenches, 1/2" and 3/8" impacts, 1-1/8" to 2 1/2" inch wrench set, 1/4" impact guns, 3/8" and 1/2" drive sockets, 1/2" impacts, 3/8" air ratchets, cutoff saw, 90 degree air grinder, paint buffer, floor scrubber, starter/charger testing unit	

Fund		Department	Division	Account Number
General		Public Works/Parks	Vehicle Maintenance	070.073
<b>Line Item Details (continued)</b>			2004	
Account Number	Account Title	Request	Details	
530.343	Uniforms	2,500	Uniforms, jackets, coveralls, work boots, rain gear, t-shirts, sweatshirts, gloves, prescription safety glasses	

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. Which includes the day to day operations of the Chesterfield Valley Athletic Complex and the Chesterfield Family Aquatic Park. It also includes the planning and programming of City recreational and environmental 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>		

Fund	Department	Division				Account Number
General	Public Works/Parks	Parks & Recreation				070.074
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		580,006	626,031	333,096	602,812	807,265
Contractual		529,637	613,597	318,712	577,749	490,605
Commodities		125,363	125,163	52,950	132,080	145,515
Capital		130,463	396,283	181,794	446,320	163,792
Totals		1,365,468	1,761,074	886,551	1,758,960	1,607,177

<i>Personnel Schedule</i>	Number of Employees		
Position Title	2002 Actual	2003 Authorized	2004 Requested
Facilities Supervisor	1.00	1.00	1.00
Parks and Recreation Specialist	1.00	1.00	1.00
Interns (2)	0.60	0.60	0.60
Administrative Secretary	1.00	1.00	1.00
Resource Specialist	1.00	1.00	1.00
Maintenance Workers	5.00	5.00	10.00
Maint. Supervisor	1.00	1.00	2.00
Seasonal Part-time (7)	2.80	2.80	2.80
Recreation Programmer	1.00	1.00	1.00
Superintendent of Parks, Recreation and Arts	1.00	1.00	1.00
<b>Totals</b>	<b>15.40</b>	<b>15.40</b>	<b>21.40</b>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Parks & Recreation			070.074	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		414,079	421,868	221,528	420,000	568,056
510.112	Salaries - Part-Time		34,028	50,000	26,184	47,000	50,000
510.113	Salaries - Overtime		7,382	4,500	5,585	7,500	10,000
510.120	Social Security		33,887	36,442	18,960	36,000	46,394
510.122	Worker's Compensation		16,872	22,830	17,752	17,752	28,876
510.124	Insurance - Health		39,825	49,883	23,515	40,000	62,201
510.125	Insurance - Life		849	861	495	860	1,159
510.126	Insurance - Dental		1,886	2,487	941	1,700	3,366
510.127	Insurance - Disability		2,123	2,152	1,236	2,000	2,897
510.130	Pension		29,074	35,008	16,901	30,000	34,316
	Totals		580,006	626,031	333,096	602,812	807,265

Fund		Department	Division			Account Number	
General		Public Works/Parks	Parks & Recreation			070.074	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.210	Advertising	30	0	0	0	0	
520.221	Data Processing	4,526	3,629	3,629	3,629	5,000	
520.247	Maintenance & Repair - Equipment	30,434	39,006	21,753	49,006	48,000	
520.249	Memberships & Subscriptions	754	900	744	900	900	
520.251	Miscellaneous Contractual	189,547	267,499	102,606	234,000	123,135	
520.260	Printing & Binding	22,857	25,000	6,618	15,000	15,000	
520.261	Professional Services	192,712	170,760	141,438	170,760	188,000	
520.263	Subdivision Beautification Program	830	5,000	0	2,000	5,000	
520.268	Rental - Equipment	2,743	3,728	1,090	6,000	3,835	
520.275	Taxes	6,790	7,000	0	7,000	7,000	
520.276	Telephone	3,170	3,250	1,872	3,250	3,250	
520.277	Training & Continuing Education	3,071	2,125	520	2,125	3,220	
520.285	Utilities - Electric	42,439	55,000	27,839	55,000	56,650	
520.286	Utilities - Gas	321	325	145	325	325	
520.287	Utilities - Water	19,031	22,650	7,612	21,029	23,330	
520.288	Utilities - Sewer	8,811	7,725	2,847	7,725	7,960	
520.290	Waste Reduction Grant Services	1,570	0	0	0	0	
Totals		529,637	613,597	318,712	577,749	490,605	

Fund	Department	Division	Account Number
General	Public Works/Parks	Parks & Recreation	070.074
Memberships and Subscriptions			
Organization	Member	Amount	
Missouri Parks & Recreation Assn. (MPRA)	Parks Division Staff	362	
National Recreation & Parks Assn. (NRPA)	Parks Division Staff	300	
Sports Turf Management	Parks Division Staff	138	
Landscape Architecture	Parks Resource Specialist	50	
Pesticide Memberships	Parks Maintenance Staff	50	
	Total	900	

Fund	Department	Division	Account Number
General	Public Works/Parks	Parks & Recreation	070.074
<i><b>Training and Continuing Education</b></i>			
Seminar	Location		Amount
National Recreation and Park Association	Lake Tahoe, CA		1,236
National Playground Safety Inspectors			1,030
Workshops, Meetings & CEU's	Local and State		644
Chamber and local meetings	Local		310
	<b>Total</b>		<u>3,220</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Parks & Recreation			070.074	
Commodities			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		105,975	101,083	48,393	108,000	118,365
530.325	Miscellaneous Supplies		15,113	19,500	2,453	19,500	20,820
530.342	Tools		2,036	1,580	436	1,580	2,330
530.343	Uniforms		2,240	3,000	1,669	3,000	4,000
530.350	Non-capital Computer Equipment		0	0	0	0	0
	Totals		125,363	125,163	52,950	132,080	145,515

Fund		Department	Division			Account Number	
General		Public Works/Parks	Parks & Recreation			070.074	
Capital Expenditures			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.440	Machinery & Equipment		32,075	61,983	61,983	61,983	76,530
540.460	Automobiles & Trucks		0	0	0	0	28,970
540.480	Improvements Other Than Buildings		98,388	334,300	119,811	384,337	58,292
	Totals		130,463	396,283	181,794	446,320	163,792

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074-540.440						
<b>Description</b> Skid Steer		<b>No# Requested</b> 1	<b>Unit Cost</b> \$27,590		<b>Total Cost</b> \$27,590	
<b>Explain reason for request (describe use and workload)</b> Used for excavating and grading on park projects, and to unload materials.			<b>No# of similar units on hand</b> 0		<input checked="" type="radio"/> Replacement <input type="radio"/> Addition	
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>			
Skid Steer	Bobcat	5	Trade			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074- 540.440						
<b>Description</b> Utility Cart	<b>No# Requested</b> 2	<b>Unit Cost</b> \$12,000	<b>Total Cost</b> \$24,000			
<b>Explain reason for request (describe use and workload)</b> Replacement of two of the 1998 Utility Carts that were to be replaced in 2003.		<b>No# of similar units on hand</b> 5	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>			
Utility Cart	John Deere Gator	6	Auction			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074-540.440						
<b>Description</b> Zero Turn Mower		<b>No# Requested</b> 1	<b>Unit Cost</b> \$10,605	<b>Total Cost</b> \$10,605		
<b>Explain reason for request (describe use and workload)</b> Bringing City Hall and ROW Maintenance in house			<b>No# of similar units on hand</b> 3	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074- 540.440						
<b>Description</b> Field Groomer	<b>No# Requested</b> 1	<b>Unit Cost</b> \$9,335	<b>Total Cost</b> \$9,335			
<b>Explain reason for request (describe use and workload)</b> Replacing a Utility Cart. Used on a daily basis to maintain infields.		<b>No# of similar units on hand</b> 1	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>			
Utility Cart	John Deere Gator	6	Auction			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074-540.440						
<b>Description</b> Trailer		<b>No# Requested</b> 1	<b>Unit Cost</b> \$5,000	<b>Total Cost</b> \$5,000		
<b>Explain reason for request (describe use and workload)</b> Replacement of current trailer that is used to transport mowers and utility carts from jobsites.			<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
Trailer	Concrete	8	Salvage			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074- 540.460						
<b>Description</b> 3/4 Ton Pickup	<b>No# Requested</b> 1	<b>Unit Cost</b> \$28,970	<b>Total Cost</b> \$28,970			
<b>Explain reason for request (describe use and workload)</b> Replacement		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
Pickup	Chevy	6	Auction			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>     						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074
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### **Capital Outlay Request**

**Full Account Number**

001-070-074-540.480

<b>Description</b> City Limit Signs	<b>No# Requested</b> 6	<b>Unit Cost</b> \$3,863	<b>Total Cost</b> \$23,178
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**Explain reason for request (describe use and workload)**

Replacement of City Limit Signs

**No# of similar  
units on hand**  
6

- ☒ Replacement  
☐ Addition

#### **Estimated Annual Operating Costs (Including Debt Repayment)**

<b>Funding Source</b>	<b>Actual Cost Prior Year 2002</b>	<b>Estimated Current Year 2003</b>	<b>Budget Year 2004</b>	<b>Future Years</b>		
				<b>2005</b>	<b>2006</b>	<b>2007</b>
General Fund	0	0	0	0	0	0

**Specify Items to be Replaced**

Item	Make	Age	Recommended Disposition
City Limit Signs		6	Salvage

**What source was used for unit cost?**

Dealer

**Other remarks**

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074- 540.480						
<b>Description</b> Central Park Parking Lot	<b>No# Requested</b> 1	<b>Unit Cost</b> \$15,000	<b>Total Cost</b> \$15,000			
<b>Explain reason for request (describe use and workload)</b> Seal and Stripe Parking Lot at Central Park	<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition				
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074-540.480						
<b>Description</b> Competition Pool Painting		<b>No# Requested</b> 1	<b>Unit Cost</b> \$13,114	<b>Total Cost</b> \$13,114		
<b>Explain reason for request (describe use and workload)</b> Paint Competition Pool			<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition		
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Parks & Recreation	<b>Account Number</b> 070.074			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-074- 540.480						
<b>Description</b> CVAC Painting	<b>No# Requested</b> 1	<b>Unit Cost</b> \$7,000	<b>Total Cost</b> \$7,000			
<b>Explain reason for request (describe use and workload)</b> chip, strip and repaint pavilion.		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b> Dealer						
<b>Other remarks</b>						

Fund		Department	Division	Account Number
General		Public Works/Parks	Parks & Recreation	070.074
Line Item Details			2004	
Account Number	Account Title	Request	Details	
520.221	Data Processing	5,000	Registration Software Contract and Service Agreement	
520.247	Maintenance & Repair - Equipment	48,000	Maintenance and repair of site based utilities (plumbing, electric, HVAC); pool and lights	
520.249	Memberships & Subscriptions	900	Various memberships and subscriptions	
520.251	Miscellaneous Contractual	123,135	Recreation Programs & Events: Recreation Programs & Events - 21,098 Landscaping (Parks) - 5,305 Fireworks (Chamber) - 12,000 Mobile Phones - 1,700 Banner Placement - 7,960 Backflow Insp. - 5,090 Tub Grinding - 5,000 Irrigation - 4,955 Playground Surfacing - 10,923 Fire Ext. Testing - 340 MDR Permit - 150 Mulching (Parks) - 15,577 Mulching (CH/ROW) 22,535 Chesterfield Arts - 5,000 Replacement Trees - 5,500	
520.260	Printing & Binding	15,000	Spring Brochure - 8,500 Fall Brochure - 6,000 Flyers, Posters - 500	
520.261	Professional Services	188,000	Pool Management - 149,175 Lessons, Programs - 38,825	
520.263	Subdivision Beautification Program	5,000	Matching Grant Program	
520.268	Rental - Equipment	3,835	Programs - 500 Maintenance - 2,938 Pagers - 397	
520.275	Taxes	7,000	Levee District Tax	
520.276	Telephone	3,250	Cental City Park Chesterfield Valley Athletic Complex	
520.277	Training & Continuing Education	3,220	Various seminars and meetings	
520.285	Utilities - Electric	56,650	Electric for the Central City Park Electric for the Athletic Complex	

Fund		Department	Division	Account Number
General		Public Works/Parks	Parks & Recreation	070.074
<b>Line Item Details (continued)</b>		2004		
Account Number	Account Title	Request	Details	
520.286	Utilities - Gas	325	Central City Park	
520.287	Utilities - Water	23,330	Central City Park - 10,300 Athletic Complex - 5,000 Beautification Irrigation - 8,030	
520.288	Utilities - Sewer	7,960	Sewer for Central City Park - 6,026 Sewer for Athletic Complex - 1,934	
530.313	Departmental Supplies	118,365	Banner Parts, Seed, Fertilizer/Chemicals , Hardware, Janitorial Irrigation, Top Soil, Paint, Plant Material (Parks), Signs, Lumber, Rock/Sand/Concrete, Field Soil Conditioner, Field Marking Chalk, Field Paint, Park Amenities, Pool Amenities, CVAC Amenities Non-Capital Equipment.	
530.325	Miscellaneous Supplies	20,820	Boo Fest, Diamond Skills, Dribble, Pass, Score, Employee Sports, Hershey T&F, NYSCA, Punt, Pass, Kick, Sports Tickets, Sports Leagues, Start Smart, Story Telling, Swim/Dive Team, Teen Takeovers, Turkey Trot, Volunteer Beautification, Winter Festival,	
530.342	Tools	2,330	Shovels, Rakes, Brooms, Hoses, Hand Tools,	
530.343	Uniforms	4,000	Boots, T-Shirts, Staff Shirts, Jackets	
540.440	Machinery & Equipment	76,530	See attached detail	
540.460	Automobiles & Trucks	28,970		
540.480	Improvements Other Than Buildings	58,292	See attached detail	

Fund	Department	Division	Account Number
General	Public Works/Parks	Street Lighting	070.075
Division Summary			
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>	2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure					
Contractual Services	2,168	15,821	1,041	4,500	12,500
Commodities	0	2,500	0	0	2,500
<b>TOTAL</b>	<b>2,168</b>	<b>18,321</b>	<b>1,041</b>	<b>4,500</b>	<b>15,000</b>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street Lighting			070.075	
<b>Contractual Services</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.251	Miscellaneous Contractual		0	5,821	0	2,000	5,000
520.274	Street Lighting		2,168	10,000	1,041	2,500	7,500
	<b>Totals</b>		<u>2,168</u>	<u>15,821</u>	<u>1,041</u>	<u>4,500</u>	<u>12,500</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Street Lighting			070.075	
<b>Commodities</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		0	2,500	0	0	2,500
	<b>Totals</b>		<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>2,500</u>

Fund		Department	Division	Account Number
General		Public Works/Parks	Street Lighting	070.075
Line Item Details			2004	
Account Number	Account Title	Request	Details	
520.251	Miscellaneous Contractual	5,000	Repair/replacement of damaged lights and poles.	
520.274	Street Lighting	7,500	Monthly charges for street lights	
530.313	Departmental Supplies	2,500	Stock fixtures, poles, lamps, etc.	



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Fund	Department	Division	Account Number
General	Public Works/Parks	Building/Grounds Maintenance	070.076
<b>Division Summary</b>			
Activity		Remarks	
Buildings and Grounds		<p>This activity involves maintenance of the Chesterfield City Hall. Making repairs as necessary so that the building and grounds are safe, attractive and functional; meeting the needs of the public, public officials and staff.</p>	

Fund	Department	Division			Account Number	
General	Public Works/Parks	Building/Grounds Maintenance			070.076	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Personnel		218,307	236,221	128,229	228,143	263,419
Contractual		213,367	237,900	123,836	236,879	227,500
Commodities		46,284	45,000	15,532	43,500	45,500
Capital		262,642	65,000	82,291	57,000	16,000
Totals		740,600	584,121	349,888	565,522	552,419

<i>Personnel Schedule</i>		Number of Employees		
Position Title		2002 Actual	2003 Authorized	2004 Requested
Building Attendent		5.00	5.00	5.00
Building Maintenance Supervisor		1.00	1.00	1.00
<b>Totals</b>		<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Building/Grounds Maintenance			070.076	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		181,118	179,904	98,612	176,000	195,957
510.113	Salaries - Overtime		4,543	3,000	2,397	5,000	3,500
510.120	Social Security		13,622	13,992	7,624	13,992	15,369
510.122	Worker's Compensation		2,481	5,458	4,181	4,181	7,911
510.124	Insurance - Health		12,494	16,321	8,127	15,000	21,787
510.125	Insurance - Life		362	367	223	370	400
510.126	Insurance - Dental		905	1,189	488	900	1,248
510.127	Insurance - Disability		904	918	558	950	999
510.130	Pension		1,879	15,072	6,019	11,750	16,248
	Totals		218,307	236,221	128,229	228,143	263,419

Fund		Department	Division			Account Number	
General		Public Works/Parks	Building/Grounds Maintenance			070.076	
<b>Contractual Services</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.246	Maintenance & Repair-Building		23,087	15,000	10,903	15,000	19,000
520.247	Maintenance & Repair - Equipment		4,948	5,000	2,464	5,000	5,000
520.249	Memberships & Subscriptions		129	500	50	179	500
520.251	Miscellaneous Contractual		49,221	67,700	32,397	63,000	45,300
520.268	Rental - Equipment		479	200	105	200	200
520.277	Training & Continuing Education		593	500	59	500	500
520.285	Utilities - Electric		101,133	95,000	55,027	105,000	105,000
520.286	Utilities - Gas		26,638	40,000	19,104	38,000	40,000
520.287	Utilities - Water		7,139	12,000	3,002	8,000	10,000
520.288	Utilities - Sewer		0	2,000	725	2,000	2,000
	<b>Totals</b>		<u>213,367</u>	<u>237,900</u>	<u>123,836</u>	<u>236,879</u>	<u>227,500</u>

Fund	Department	Division	Account Number
General	Public Works/Parks	Building/Grounds Maintenance	070.076
Memberships and Subscriptions			
Organization	Member		Amount
Misc. Facilities Maintenance	Building Maintenance Supervisor		500
	Total		<hr/> 500

Fund	Department	Division	Account Number
General	Public Works/Parks	Building/Grounds Maintenance	070.076
<i>Training and Continuing Education</i>			
Seminar	Location		Amount
Various Bldg. Equipt. Maint. Seminars	To be determined		500
	<b>Total</b>		<u>500</u>

Fund		Department	Division			Account Number	
General		Public Works/Parks	Building/Grounds Maintenance			070.076	
Commodities			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		37,970	40,000	14,446	39,000	41,000
530.325	Miscellaneous Supplies		1,449	0	0	0	0
530.340	Salt & Abrasives		1,801	1,000	0	1,000	1,000
530.342	Tools		2,464	1,500	380	1,000	1,000
530.343	Uniforms		2,599	2,500	706	2,500	2,500
	Totals		46,284	45,000	15,532	43,500	45,500

Fund		Department	Division			Account Number	
General		Public Works/Parks	Building/Grounds Maintenance			070.076	
<b>Capital Expenditures</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.405	Buildings		0	0	0	0	0
540.440	Machinery & Equipment		0	0	0	0	5,500
540.460	Automobiles & Trucks		18,675	0	0	0	0
540.470	Improvements to Buildings & Ground		243,967	65,000	82,291	57,000	10,500
540.480	Improvements Other Than Buildings		0	0	0	0	0
	<b>Totals</b>		<u>262,642</u>	<u>65,000</u>	<u>82,291</u>	<u>57,000</u>	<u>16,000</u>

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Building/Grounds Maintenance	<b>Account Number</b> 070.076			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-076-540.440						
<b>Description</b> Auto Burnisher	<b>No# Requested</b> 1	<b>Unit Cost</b> \$5,500	<b>Total Cost</b> \$5,500			
<b>Explain reason for request (describe use and workload)</b> Replaces existing Auto Burnisher as part of regular rotation and equipment rotation. Equipment used continuously.		<b>No# of similar units on hand</b> 1	<input checked="checked" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
<u>Item</u>	<u>Make</u>	<u>Age</u>	<u>Recommended Disposition</u>			
<b>What source was used for unit cost?</b> Vendor						
<b>Other remarks</b>						

<b>Fund</b> General	<b>Department</b> Public Works/Parks	<b>Division</b> Building/Grounds Maintenance	<b>Account Number</b> 070.076			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 001-070-076-540.470						
<b>Description</b> Seal & Re-stripe City Hall Parking Lot		<b>No# Requested</b> 1	<b>Unit Cost</b> \$10,500	<b>Total Cost</b> \$10,500		
<b>Explain reason for request (describe use and workload)</b> Extend and maintain the life of the City Hall parking lot.			<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition		
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b> Vendor						
<b>Other remarks</b>						

Fund		Department	Division	Account Number
General		Public Works/Parks	Building/Grounds Maintenance	070.076
<b>Line Item Details</b>			2004 Request	Details
Account Number	Account Title			
520.246	Maintenance & Repair-Building	19,000		Minor building repairs, Responsibility for the public works facility expenses has been added to this year's expenditures, from the 072 division where it was previously budgeted. All M/R expenses for PW facilities are budgeted in this division.
520.247	Maintenance & Repair - Equipment	5,000		Repair and maintenance of building support systems
520.249	Memberships & Subscriptions	500		Various memberships and subscriptions
520.251	Miscellaneous Contractual	45,300		Pest control, fire extinguishers, recharge and maintenance, building system maintenance contracts, backflow preventer, testing and certification, mat service, floor care, irrigation start-up and maintenance, generator service, HVAC repairs, electrical repairs, window cleaning service, landscape maintenance, mowing. Expenses related to contractual care of the Public Works Facility have been transferred from the 072 division budget to this division to unify cost centers.
520.268	Rental - Equipment	200		Pager rental for Building Maintenance Supervisor
520.277	Training & Continuing Education	500		Various Bldg. Equip. Maint. Seminars
520.285	Utilities - Electric	105,000		Electric utility charges
520.286	Utilities - Gas	40,000		Natural gas utility charges
520.287	Utilities - Water	10,000		Potable water utility charges
520.288	Utilities - Sewer	2,000		Sanitary sewer district charges
530.313	Departmental Supplies	41,000		Chemicals, janitorial supplies, soaps and cleansers, cleaning supplies, paper products, lighting supplies, floor machine, vacuum, filters
530.340	Salt & Abrasives	1,000		De-icing products for walks and related areas
530.342	Tools	1,000		Small tools, ladders, hoses

Fund		Department	Division	Account Number
General		Public Works/Parks	Building/Grounds Maintenance	070.076
<b>Line Item Details (continued)</b>			2004	
Account Number	Account Title	Request	Details	
530.343	Uniforms	2,500	Hats, shirts, pants, boots, coats, coveralls, sweatshirts, T-shirts, gloves	
540.440	Machinery & Equipment	5,500	Machinery & Equipment added new for 2004.	
540.470	Improvements to Buildings & Grounds	10,500		

## CAPITAL EQUIPMENT AND IMPROVEMENT PROJECTS SUMMARY

The following is a listing of major capital projects for the City of Chesterfield. The projects are listed out in detail on the following pages. Also shown, is the impact that the project will have on operating funds once the project is completed. The amount of the impact is referred to in the following terms: Positive, Negligible, Slight, Moderate and High. Examples of what might have an impact on the operating budget due to a capital project are new staff needed, maintenance, and daily operations (utilities, supplies). Depreciation expense is not considered in the impact. This is consistent with the City's budgeting procedures.

Positive –	The project will either generate some revenue to offset expenses or will actually reduce overall operating costs.
Negligible –	The impact will be very small. It will generate less than \$10,000 per year in increased operating expenditures.
Slight –	The impact will be between \$10,001 and \$50,000 in increase operating expenditures.
Moderate –	The impact will be between \$50,001 and \$100,000 in increased operating expenditures.
High –	The project will increase operating expenditures by \$100,001 or more annually.

Some projects are difficult to define in terms of the impact on the operating budget. The numbers in the chart that follows are based on the best estimates available.

### Capital Projects Fund

The Capital Projects Fund 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). The Capital Projects Fund budget for Fiscal Year 2004 includes the following projects:

Old Baxter Road Reconstruction, Phase II  
Total project cost – \$450,000  
Impact on FY2004 budget – None

Stormwater improvements  
Total project cost – \$201,000  
Impact on FY2004 budget – None

Pathway on the Parkway  
Total project cost – \$2,000,000  
Impact on FY2004 budget – Negligible

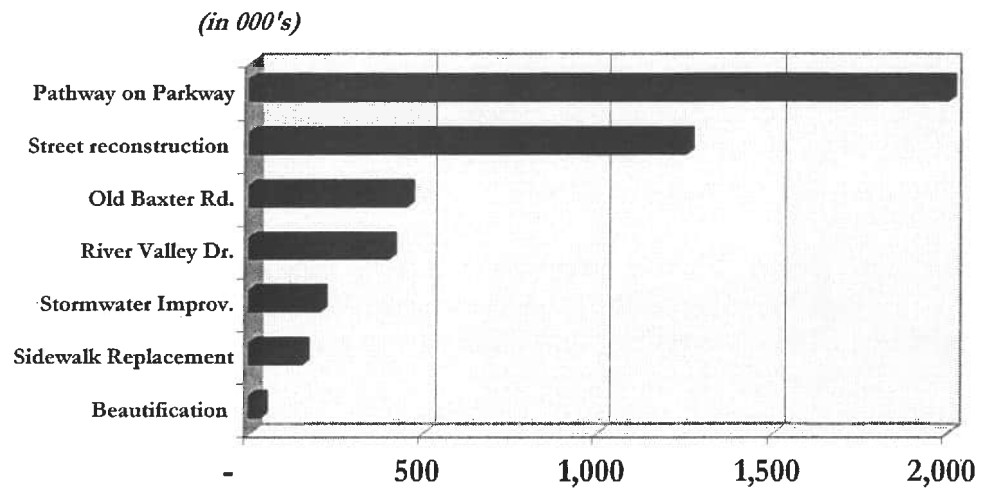
River Valley Drive Reconstruction  
Total project cost – \$400,000  
Impact on FY2004 budget – None

Street Reconstruction  
Total project cost – \$1,250,000  
Impact on FY2004 budget – None

Asphalt overlays  
Total project cost – \$328,000  
Impact on FY2004 budget – None

Beautification project  
Total project cost – \$30,000  
Impact on FY2004 budget – Negligible

Sidewalk improvements  
Total project cost – \$150,000  
Impact on FY2004 budget – None



**Impact of Capital Equipment and Projects on Budget**  
**Capital Projects Fund**

Division	Description	Total Cost	Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
							2005	2006	2007
Street/Sewer Maintenance									
	Pathway on the Parkway	2,000,000	1/2% sales tax	0	0	3,000	5,500	6,000	6,500
	Concrete Street Reconstruction	1,250,000	1/2% sales tax	0	0	0	0	0	0
	Old Baxter Road, Phase 2	450,000	1/2% sales tax	0	0	0	0	0	0
	River Valley Drive, Phase 3	400,000	1/2% sales tax	0	0	0	0	0	0
	Stormwater Improvements	201,000	General Fund	0	0	0	0	0	0
	Sidewalk Replacement/Construction	150,000	1/2% sales tax	0	0	0	0	0	0
	Beautification Program	30,000	General Fund	5,000	5,000	5,000	5,000	5,000	5,000
Total Capital Projects Fund		4,481,000		5,000	5,000	8,000	10,500	11,000	11,500



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<b>Combined Statement of Budgeted Revenues and Expenditures - Capital Projects Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	0	645	0
<b>EXPENDITURES</b>			
Public Works/Parks	3,686,436	5,952,062	4,849,603
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	3,687,081	5,951,417	4,761,000
<b>FUND BALANCE, DECEMBER 31</b>	645	0	-88,603

Fund	Department	Division			Account Number
Capital Projects	Public Works/Parks	Street/Sewer Maintenance			070.072
<i>Division Request</i>	2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure					
Personnel Services	51,968	86,414	40,401	81,286	88,603
Contractual Services	222,828	417,855	114,410	343,570	280,000
Commodities	78	1,000	0	600	0
Capital Outlay	3,411,562	7,612,526	1,675,025	5,526,606	4,481,000
TOTAL	3,686,436	8,117,795	1,829,836	5,952,062	4,849,603

Fund		Department	Division			Account Number	
Capital Projects		Public Works/Parks	Street/Sewer Maintenance			070.072	
Personnel Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
510.111	Salaries - Regular/Full-Time		45,462	60,910	32,582	60,910	62,249
510.112	Salaries - Part-Time		0	11,000	2,772	7,000	11,000
510.120	Social Security		3,479	5,501	2,710	5,501	5,604
510.122	Worker's Compensation		827	476	346	346	967
510.124	Insurance - Health		1,814	3,028	1,660	3,028	3,160
510.125	Insurance - Life		82	124	72	124	127
510.126	Insurance - Dental		100	166	79	166	174
510.127	Insurance - Disability		204	311	180	311	317
510.130	Pension		0	4,898	0	3,900	5,005
	Totals		51,968	86,414	40,401	81,286	88,603

Fund		Department	Division			Account Number	
Capital Projects		Public Works/Parks	Street/Sewer Maintenance			070.072	
Contractual Services			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.249	Memberships & Subscriptions		140	855	220	220	0
520.251	Miscellaneous Contractual		7,510	30,000	2,304	6,050	10,000
520.261	Professional Services		213,460	383,500	111,509	336,500	270,000
520.277	Training & Continuing Education		1,718	3,500	377	800	0
	Totals		222,828	417,855	114,410	343,570	280,000

Fund		Department	Division			Account Number	
Capital Projects		Public Works/Parks	Street/Sewer Maintenance			070.072	
<b>Commodities</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
530.313	Departmental Supplies		0	0	0	600	0
530.343	Uniforms		78	1,000	0	0	0
	<b>Totals</b>		<u>78</u>	<u>1,000</u>	<u>0</u>	<u>600</u>	<u>0</u>

Fund		Department	Division			Account Number	
Capital Projects		Public Works/Parks	Street/Sewer Maintenance			070.072	
Capital Expenditures			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.440	Machinery & Equipment		21,751	37,146	54,234	71,425	0
540.460	Automobiles & Trucks		190,564	252,380	66,352	255,088	0
540.490	Street Improvements		2,724,548	5,442,000	1,422,757	4,629,183	2,100,000
540.495	Storm Sewer Improvements		314,233	201,000	27,014	217,890	201,000
540.497	Sidewalk Improvements		118,017	1,650,000	32,130	250,482	2,150,000
540.499	Highway Beautification		42,450	30,000	72,538	102,538	30,000
	Totals		3,411,562	7,612,526	1,675,025	5,526,606	4,481,000

<b>Fund</b> Capital Projects	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 009-070-072-540.490						
<b>Description</b> Concrete Street Reconstruction	<b>No# Requested</b> 1	<b>Unit Cost</b> \$1,250,000	<b>Total Cost</b> \$1,250,000			
<b>Explain reason for request (describe use and workload)</b> Annual concrete street reconstruction program		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
1/2% sales tax	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b>						
<b>Other remarks</b>						

<b>Fund</b> Capital Projects	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 009-070-072-540.490						
<b>Description</b> Old Baxter Road, Phase 2	<b>No# Requested</b> 1	<b>Unit Cost</b> \$450,000	<b>Total Cost</b> \$450,000			
<b>Explain reason for request (describe use and workload)</b> Provide consistent width driving lanes, improve sight distance, improve drainage, and replace deteriorated driving surface.		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
1/2% sales tax	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b> Engineer's Probable Opinion of Cost						
<b>Other remarks</b>          						

<b>Fund</b> Capital Projects	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072																																															
<b>Capital Outlay Request</b>																																																		
<b>Full Account Number</b> 009-070-072-540.490																																																		
<b>Description</b> River Valley Drive, Phase 3		<b>No# Requested</b> 1	<b>Unit Cost</b> \$400,000		<b>Total Cost</b> \$400,000																																													
<b>Explain reason for request (describe use and workload)</b> Provide consistent width driving lanes, improve sight distance, improve drainage, and replace deteriorated driving surface.			<b>No# of similar units on hand</b> 0		<input checked="" type="radio"/> Replacement <input type="radio"/> Addition																																													
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>																																																		
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years																																														
				2005	2006	2007																																												
1/2% sales tax	0	0	0	0	0	0																																												
<b>Specify Items to be Replaced</b> <table border="1" style="width: 100%;"> <thead> <tr> <th>Item</th> <th>Make</th> <th>Age</th> <th>Recommended Disposition</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							Item	Make	Age	Recommended Disposition																																								
Item	Make	Age	Recommended Disposition																																															
<b>What source was used for unit cost?</b> Engineer's Probable Opinion of Cost																																																		
<b>Other remarks</b>           																																																		

<b>Fund</b> Capital Projects	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 009-070-072- 540.495						
<b>Description</b> Stormwater Improvements	<b>No# Requested</b> 1	<b>Unit Cost</b> \$201,000	<b>Total Cost</b> \$201,000			
<b>Explain reason for request (describe use and workload)</b> Unspecified Stormwater Projects for maintenance and minor capital improvements		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
General Fund	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b>						
<b>Other remarks</b>						

<b>Fund</b> Capital Projects	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 009-070-072-540.497						
<b>Description</b> Pathway on the Parkway	<b>No# Requested</b> 1	<b>Unit Cost</b> \$2,000,000	<b>Total Cost</b> \$2,000,000			
<b>Explain reason for request (describe use and workload)</b> Total cost of project along Chesterfield Parkway West, both sides including sidewalk, pavers, and streetlights.		<b>No# of similar units on hand</b> 0	<input type="radio"/> Replacement <input checked="" type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
1/2% sales tax	0	0	3000	5500	6000	6500
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b>						
<b>Other remarks</b> anticipate reimbursements in the following amounts: Private: \$160,000 County \$80,000 EW Gateway \$1,284,983						

<b>Fund</b> Capital Projects	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072			
<b>Capital Outlay Request</b>						
<b>Full Account Number</b> 009-070-072-540.497						
<b>Description</b> Sidewalk Replacement/Construction	<b>No# Requested</b> 1	<b>Unit Cost</b> \$150,000	<b>Total Cost</b> \$150,000			
<b>Explain reason for request (describe use and workload)</b> Annual Program to reconstruct deteriorated and dislocated sidewalks at various locations throughout the City.		<b>No# of similar units on hand</b> 0	<input checked="" type="radio"/> Replacement <input type="radio"/> Addition			
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>						
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years		
				2005	2006	2007
1/2% sales tax	0	0	0	0	0	0
<b>Specify Items to be Replaced</b>						
Item	Make	Age	Recommended Disposition			
<b>What source was used for unit cost?</b>						
<b>Other remarks</b>						

<b>Fund</b> Capital Projects	<b>Department</b> Public Works/Parks	<b>Division</b> Street/Sewer Maintenance	<b>Account Number</b> 070.072																																															
<b>Capital Outlay Request</b>																																																		
<b>Full Account Number</b> 009-070-072-540.499																																																		
<b>Description</b> Beautification Program		<b>No# Requested</b> 1	<b>Unit Cost</b> \$30,000		<b>Total Cost</b> \$30,000																																													
<b>Explain reason for request (describe use and workload)</b> Annual program to landscape and add amenities to public spaces.			<b>No# of similar units on hand</b> 0		<input type="radio"/> Replacement <input checked="" type="radio"/> Addition																																													
<b>Estimated Annual Operating Costs (Including Debt Repayment)</b>																																																		
Funding Source	Actual Cost Prior Year 2002	Estimated Current Year 2003	Budget Year 2004	Future Years																																														
				2005	2006	2007																																												
General Fund	5000	5000	5000	5000	5000	5000																																												
<b>Specify Items to be Replaced</b> <table border="1" style="width: 100%;"> <thead> <tr> <th>Item</th> <th>Make</th> <th>Age</th> <th>Recommended Disposition</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							Item	Make	Age	Recommended Disposition																																								
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Fund		Department	Division	Account Number
Capital Projects		Public Works/Parks	Street/Sewer Maintenance	070.072
<b>Line Item Details</b>			2004	
Account Number	Account Title	Request	Details	
520.251	Miscellaneous Contractual	10,000	Material Testing	
520.261	Professional Services	270,000	Construction Inspection, Design/Surveying Services	
540.490	Street Improvements	2,100,000		
540.495	Storm Sewer Improvements	201,000	See attached detail	
540.497	Sidewalk Improvements	2,150,000	See attached detail	
540.499	Highway Beautification	30,000	See attached detail	

<b>Combined Statement of Budgeted Revenues and Expenditures - TIF Projects Fund Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	0	4,572,143	4,628,143
<b>REVENUES</b>			
Other Revenues	5,095,445	56,000	45,000
<b>EXPENDITURES</b>			
Public Works/Parks	523,301	0	0
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	0	0	0
<b>FUND BALANCE, DECEMBER 31</b>	4,572,143	4,628,143	4,673,143

<b>Revenue Budget - TIF Projects Fund Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Other Revenues:			
490.100 Interest on Investments	95,445	56,000	45,000
498.000 Bond Proceeds	5,000,000	0	0
Total Other Revenues	5,095,445	56,000	45,000
<b>Totals</b>	<u>5,095,445</u>	<u>56,000</u>	<u>45,000</u>



## BONDED DEBT SCHEDULE

The City of Chesterfield, Missouri's general long-term debt includes general obligation bonds, Certificates of Participation, and Notes Payable. This overview describes each type of debt, provides a picture of the City's indebtedness, and discusses policies for new debt. The total debt to maturity outstanding as of December 31, 2003 is as shown below:

<u>Year</u>	<u>General Obligation Bonds</u>		<u>Certificates of Participation</u>		<u>TIF Notes</u>		<u>Totals</u>
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2004	1,525,000	1,470,648	555,000	977,400	2,814,549	1,923,215	9,265,812
2005	1,590,000	1,402,263	605,000	953,788	2,909,549	1,829,106	9,289,706
2006	1,660,000	1,329,700	665,000	927,215	2,999,549	1,735,485	9,316,949
2007	1,735,000	1,252,610	690,000	897,895	3,104,549	1,631,891	9,311,946
2008	1,815,000	1,171,420	755,000	865,998	3,214,549	1,517,615	9,339,582
2009	1,905,000	1,085,861	815,000	830,395	3,339,549	1,393,002	9,368,808
2010	1,995,000	994,503	880,000	791,033	3,474,549	1,258,396	9,393,480
2011	2,095,000	896,975	945,000	747,763	3,614,549	1,113,968	9,413,255
2012	2,195,000	793,054	1,025,000	700,050	3,774,549	954,153	9,441,806
2013	2,300,000	682,446	1,100,000	647,210	3,949,549	780,059	9,459,265
2014	2,420,000	565,305	1,190,000	588,900	4,129,549	597,978	9,491,733
2015	2,545,000	441,465	1,265,000	525,075	4,319,549	407,573	9,503,662
2016	1,760,000	333,046	1,150,000	455,145	6,854,549	155,854	10,708,595
2017	1,850,000	241,055	1,250,000	386,745	19,549	886	3,748,235
2018	1,940,000	146,760	1,355,000	312,503	-	-	3,754,263
2019	2,035,000	49,858	1,465,000	232,133	-	-	3,781,990
2020	-	-	3,340,000	95,190	-	-	3,435,190

### 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, 2003 was \$8,030,000 for parks bonds dated May 19, 1998, \$9,765,000 for street and sidewalk improvement bonds dated February 15, 1997 and \$13,570,000 for street and sidewalk improvement bonds dated May 1, 1999, for a total of \$31,365,000. 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 2003 assessed valuation of \$1,369,933,175 the City's legal debt

margin is \$136,993,317. The City reviews each potential issue of debt either in house or through an independent financial advisor on a case-by-case basis.

**Bond Rating** – Chesterfield’s general obligation bonds have an Aa1 rating from Moody’s Investors Services.

**CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI**  
**General Obligation Bonds, Series 1998 (Parks)**  
**DEBT SERVICE SCHEDULE**

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
8/15/1998			123,474.50	123,474.50	123,474.50
2/15/1999	440,000.00	7.300000	258,435.00	698,435.00	
8/15/1999			242,375.00	242,375.00	940,810.00
2/15/2000	400,000.00	7.300000	242,375.00	642,375.00	
8/15/2000			227,775.00	227,775.00	870,150.00
2/15/2001	420,000.00	7.300000	227,775.00	647,775.00	
8/15/2001			212,445.00	212,445.00	860,220.00
2/15/2002	450,000.00	5.125000	212,445.00	662,445.00	
8/15/2002			200,913.75	200,913.75	863,358.75
2/15/2003	475,000.00	4.300000	200,913.75	675,913.75	
8/15/2003			190,701.25	190,701.25	866,615.00
2/15/2004	510,000.00	4.350000	190,701.25	700,701.25	
8/15/2004			179,608.75	179,608.75	880,310.00
2/15/2005	530,000.00	4.450000	179,608.75	709,608.75	
8/15/2005			167,816.25	167,816.25	877,425.00
2/15/2006	555,000.00	4.500000	167,816.25	722,816.25	
8/15/2006			155,328.75	155,328.75	878,145.00
2/15/2007	580,000.00	4.550000	155,328.75	735,328.75	
8/15/2007			142,133.75	142,133.75	877,462.50
2/15/2008	610,000.00	4.550000	142,133.75	752,133.75	
8/15/2008			128,256.25	128,256.25	880,390.00
2/15/2009	640,000.00	4.650000	128,256.25	768,256.25	
8/15/2009			113,376.25	113,376.25	881,632.50
2/15/2010	675,000.00	4.750000	113,376.25	788,376.25	
8/15/2010			97,345.00	97,345.00	885,721.25
2/15/2011	710,000.00	4.850000	97,345.00	807,345.00	
8/15/2011			80,127.50	80,127.50	887,472.50
2/15/2012	745,000.00	4.900000	80,127.50	825,127.50	
8/15/2012			61,875.00	61,875.00	887,002.50
2/15/2013	780,000.00	5.000000	61,875.00	841,875.00	
8/15/2013			42,375.00	42,375.00	884,250.00
2/15/2014	825,000.00	5.000000	42,375.00	867,375.00	
8/15/2014			21,750.00	21,750.00	889,125.00
2/15/2015	870,000.00	5.000000	21,750.00	891,750.00	
8/15/2015					891,750.00
	10,215,000.00		4,910,314.50	15,125,314.50	

**CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI**  
**General Obligation Bonds, Series 1997 (R&S I)**  
**DEBT SERVICE SCHEDULE**

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
8/13/1997			383,028.13	383,028.13	383,028.13
2/15/1998	1,320,000.00	7.125000	383,028.13	1,703,028.13	
8/15/1998			336,003.13	336,003.13	2,039,031.25
2/15/1999	1,405,000.00	7.125000	336,003.13	1,741,003.13	
8/15/1999			285,950.00	285,950.00	2,026,953.13
2/15/2000	395,000.00	4.150000	285,950.00	680,950.00	
8/15/2000			277,753.75	277,753.75	958,703.75
2/15/2001	420,000.00	4.250000	277,753.75	697,753.75	
8/15/2001			268,828.75	268,828.75	966,582.50
2/15/2002	450,000.00	4.350000	268,828.75	718,828.75	
8/15/2002			259,041.25	259,041.25	977,870.00
2/15/2003	475,000.00	4.400000	259,041.25	734,041.25	
8/15/2003			248,591.25	248,591.25	982,632.50
2/15/2004	500,000.00	4.500000	248,591.25	748,591.25	
8/15/2004			237,341.25	237,341.25	985,932.50
2/15/2005	520,000.00	4.600000	237,341.25	757,341.25	
8/15/2005			225,381.25	225,381.25	982,722.50
2/15/2006	545,000.00	4.700000	225,381.25	770,381.25	
8/15/2006			212,573.75	212,573.75	982,955.00
2/15/2007	575,000.00	4.800000	212,573.75	787,573.75	
8/15/2007			198,773.75	198,773.75	986,347.50
2/15/2008	600,000.00	4.850000	198,773.75	798,773.75	
8/15/2008			184,223.75	184,223.75	982,997.50
2/15/2009	630,000.00	5.000000	184,223.75	814,223.75	
8/15/2009			168,473.75	168,473.75	982,697.50
2/15/2010	665,000.00	5.100000	168,473.75	833,473.75	
8/15/2010			151,516.25	151,516.25	984,990.00
2/15/2011	695,000.00	5.100000	151,516.25	846,516.25	
8/15/2011			133,793.75	133,793.75	980,310.00
2/15/2012	735,000.00	5.200000	133,793.75	868,793.75	
8/15/2012			114,683.75	114,683.75	983,477.50
2/15/2013	775,000.00	5.250000	114,683.75	889,683.75	
8/15/2013			94,340.00	94,340.00	984,023.75
2/15/2014	815,000.00	5.300000	94,340.00	909,340.00	
8/15/2014			72,742.50	72,742.50	982,082.50
2/15/2015	855,000.00	5.300000	72,742.50	927,742.50	
8/15/2015			50,085.00	50,085.00	977,827.50
2/15/2016	905,000.00	5.400000	50,085.00	955,085.00	
8/15/2016			25,650.00	25,650.00	980,735.00
2/15/2017	950,000.00	5.400000	25,650.00	975,650.00	
8/15/2017					975,650.00
	14,230,000.00		7,857,550.00	22,087,550.00	

**CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI**  
**General Obligation Bonds, Series 1999 (R&S II)**  
**DEBT SERVICE SCHEDULE**

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
5/4/1999					
2/15/2000	140,000.00	6.000%	564,513.11	704,513.11	
8/15/2000			353,590.00	353,590.00	1,058,103.11
2/15/2001	455,000.00	6.000%	353,590.00	808,590.00	
8/15/2001			339,940.00	339,940.00	1,148,530.00
2/15/2002	470,000.00	6.000%	339,940.00	809,940.00	
8/15/2002			325,840.00	325,840.00	1,135,780.00
2/15/2003	490,000.00	5.400%	325,840.00	815,840.00	
8/15/2003			312,610.00	312,610.00	1,128,450.00
2/15/2004	515,000.00	4.200%	312,610.00	827,610.00	
8/15/2004			301,795.00	301,795.00	1,129,405.00
2/15/2005	540,000.00	4.250%	301,795.00	841,795.00	
8/15/2005			290,320.00	290,320.00	1,132,115.00
2/15/2006	560,000.00	4.300%	290,320.00	850,320.00	
8/15/2006			278,280.00	278,280.00	1,128,600.00
2/15/2007	580,000.00	4.400%	278,280.00	858,280.00	
8/15/2007			265,520.00	265,520.00	1,123,800.00
2/15/2008	605,000.00	4.300%	265,520.00	870,520.00	
8/15/2008			252,512.50	252,512.50	1,123,032.50
2/15/2009	635,000.00	4.250%	252,512.50	887,512.50	
8/15/2009			239,018.75	239,018.75	1,126,531.25
2/15/2010	655,000.00	4.350%	239,018.75	894,018.75	
8/15/2010			224,772.50	224,772.50	1,118,791.25
2/15/2011	690,000.00	4.450%	224,772.50	914,772.50	
8/15/2011			209,420.00	209,420.00	1,124,192.50
2/15/2012	715,000.00	4.550%	209,420.00	924,420.00	
8/15/2012			193,153.75	193,153.75	1,117,573.75
2/15/2013	745,000.00	4.600%	193,153.75	938,153.75	
8/15/2013			176,018.75	176,018.75	1,114,172.50
2/15/2014	780,000.00	4.600%	176,018.75	956,018.75	
8/15/2014			158,078.75	158,078.75	1,114,097.50
2/15/2015	820,000.00	4.700%	158,078.75	978,078.75	
8/15/2015			138,808.75	138,808.75	1,116,887.50
2/15/2016	855,000.00	4.750%	138,808.75	993,808.75	
8/15/2016			118,502.50	118,502.50	1,112,311.25
2/15/2017	900,000.00	4.800%	118,502.50	1,018,502.50	
8/15/2017			96,902.50	96,902.50	1,115,405.00
2/15/2018	1,940,000.00	4.850%	96,902.50	2,036,902.50	
8/15/2018			49,857.50	49,857.50	2,086,760.00
2/15/2019	2,035,000.00	4.900%	49,857.50	2,084,857.50	
					2,084,857.50
	15,125,000.00		9,214,395.61	24,339,395.61	

**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 did a current refunding of this debt on November 19, 2002 in order to take advantage of the low interest rate environment. The City's outstanding debt as of December 31, 2003 was \$2,155,000 for Certificates of Participation dated November 19, 2002. The City issued \$17,565,000 in Certificates of Participation to fund the acquisition of land and the construction of the City's City Hall on April 15, 2000. The City's outstanding debt as of December 31, 2002 was \$16,895,000. 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.

**Bond Rating** - Chesterfield's certificates of participation have an Aa2 rating from Moody's Investors Services.

**CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI**  
**Certificates of Participation, Series 2002 (PW Facility)**  
**DEBT SERVICE SCHEDULE**

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
11/19/2002					
2/15/2003			18,039.69	18,039.69	
8/15/2003	170,000.00	2.000%	37,757.50	207,757.50	225,797.19
2/15/2004			36,057.50	36,057.50	
8/15/2004	155,000.00	2.000%	36,057.50	191,057.50	227,115.00
2/15/2005			34,507.50	34,507.50	
8/15/2005	155,000.00	2.200%	34,507.50	189,507.50	224,015.00
2/15/2006			32,802.50	32,802.50	
8/15/2006	165,000.00	2.550%	32,802.50	197,802.50	230,605.00
2/15/2007			30,698.75	30,698.75	
8/15/2007	165,000.00	2.850%	30,698.75	195,698.75	226,397.50
2/15/2008			28,347.50	28,347.50	
8/15/2008	170,000.00	3.100%	28,347.50	198,347.50	226,695.00
2/15/2009			25,712.50	25,712.50	
8/15/2009	175,000.00	3.350%	25,712.50	200,712.50	226,425.00
2/15/2010			22,781.25	22,781.25	
8/15/2010	180,000.00	3.550%	22,781.25	202,781.25	225,562.50
2/15/2011			19,586.25	19,586.25	
8/15/2011	185,000.00	3.650%	19,586.25	204,586.25	224,172.50

2/15/2012			16,210.00	16,210.00	
8/15/2012	195,000.00	3.800%	16,210.00	211,210.00	227,420.00
2/15/2013			12,505.00	12,505.00	
8/15/2013	200,000.00	4.000%	12,505.00	212,505.00	225,010.00
2/15/2014			8,505.00	8,505.00	
8/15/2014	210,000.00	4.100%	8,505.00	218,505.00	227,010.00
2/15/2015			4,200.00	4,200.00	
8/15/2015	200,000.00	4.200%	4,200.00	204,200.00	208,400.00
	<u>2,325,000.00</u>		<u>599,624.69</u>	<u>2,924,624.69</u>	

**CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI**  
**Certificates of Participation, Series 2000 (City Hall)**  
**DEBT SERVICE SCHEDULE**

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
4/27/2000					
8/15/2000			315,465.00	315,465.00	315,465.00
2/15/2001			473,197.50	473,197.50	
8/15/2001			473,197.50	473,197.50	946,395.00
2/15/2002	315,000.00	4.650%	473,197.50	788,197.50	
8/15/2002			465,873.75	465,873.75	1,254,071.25
2/15/2003	355,000.00	4.750%	465,873.75	820,873.75	
8/15/2003			457,442.50	457,442.50	1,278,316.25
2/15/2004	400,000.00	4.800%	457,442.50	857,442.50	
8/15/2004			447,842.50	447,842.50	1,305,285.00
2/15/2005	450,000.00	4.850%	447,842.50	897,842.50	
8/15/2005			436,930.00	436,930.00	1,334,772.50
2/15/2006	500,000.00	4.900%	436,930.00	936,930.00	
8/15/2006			424,680.00	424,680.00	1,361,610.00
2/15/2007	525,000.00	4.900%	424,680.00	949,680.00	
8/15/2007			411,817.50	411,817.50	1,361,497.50
2/15/2008	585,000.00	4.900%	411,817.50	996,817.50	
8/15/2008			397,485.00	397,485.00	1,394,302.50
2/15/2009	640,000.00	5.000%	397,485.00	1,037,485.00	
8/15/2009			381,485.00	381,485.00	1,418,970.00
2/15/2010	700,000.00	5.000%	381,485.00	1,081,485.00	
8/15/2010			363,985.00	363,985.00	1,445,470.00
2/15/2011	760,000.00	5.100%	363,985.00	1,123,985.00	
8/15/2011			344,605.00	344,605.00	1,468,590.00
2/15/2012	830,000.00	5.200%	344,605.00	1,174,605.00	
8/15/2012			323,025.00	323,025.00	1,497,630.00
2/15/2013	900,000.00	5.300%	323,025.00	1,223,025.00	
8/15/2013			299,175.00	299,175.00	1,522,200.00
2/15/2014	980,000.00	5.400%	299,175.00	1,279,175.00	
8/15/2014			272,715.00	272,715.00	1,551,890.00
2/15/2015	1,065,000.00	5.400%	272,715.00	1,337,715.00	
8/15/2015			243,960.00	243,960.00	1,581,675.00
2/15/2016	1,150,000.00	5.700%	243,960.00	1,393,960.00	

8/15/2016			211,185.00	211,185.00	1,605,145.00
2/15/2017	1,250,000.00	5.700%	211,185.00	1,461,185.00	
8/15/2017			175,560.00	175,560.00	1,636,745.00
2/15/2018	1,355,000.00	5.700%	175,560.00	1,530,560.00	
8/15/2018			136,942.50	136,942.50	1,667,502.50
2/15/2019	1,465,000.00	5.700%	136,942.50	1,601,942.50	
8/15/2019			95,190.00	95,190.00	1,697,132.50
2/15/2020	3,340,000.00	5.700%	95,190.00	3,435,190.00	
8/15/2020					3,435,190.00
<hr/>			<hr/>		<hr/>
17,565,000.00			13,514,855.00	31,079,855.00	31,079,855.00

## **TIF Refunding and Revenue Improvement Bonds/TIF Notes Payable**

### **Definitions:**

**Revenue Bond** – Revenue bonds are used to finance facilities that have a definable user or revenue base. Revenue bonds are secured by a specific source of funds, either from the operations of the project being financed or from a dedicated revenue street, rather than the general taxing powers of a jurisdiction.

**Note** – In general, an unconditional written promise signed by the maker to pay a certain sum of money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.

**Debt Limitations** - There are no statutory limits on revenue bonds or notes payable. The bonds do not constitute a general obligation of the City and do not constitute an indebtedness of the City or the State of Missouri or any political subdivision thereof within the meaning of any constitutional or statutory provision or limitation.

**Existing Debt** - The City issued \$50,945,000 in Tax Increment Financing (TIF) Refunding and Revenue Improvement Bonds in April 2002 which represents the balance outstanding as of December 31, 2002. These bonds refunded all prior outstanding TIF notes. However, the City issued another note payable to the Monarch-Chesterfield Levee District in the amount of \$303,016 for levee improvements on August 15, 2002. The amount outstanding on this note as of December 31, 2002 was \$293,241. The debt service schedules for all of these notes are shown below.

**Bond Rating** – Standard & Poor's Ratings Services (S&P) has assigned a rating of AAA to the TIF Refunding and Revenue Improvement Bonds Series 2002 Bonds maturing on April 15, 2005 and the Series 2002 Bonds maturing on April 15 in the years 2006 through 2011, because of a Bond Insurance Policy issued by AMBAC. In addition, S&P assigned its municipal bond rating of A- to the Series 2002 Bonds other than the Insured Bonds. There is no rating process involved in the City's outstanding notes.

**Debt Burden** - As noted above, there is no statutory limitations for either revenue bonds or notes payable. As is the case with general obligation bonds or certificates of participation,

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

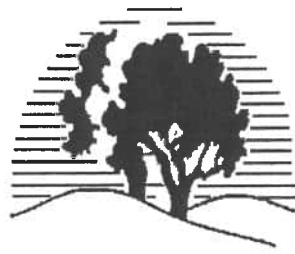
**CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI**  
**Tax Increment Refunding & Improvement Revenue Bonds**  
**Series 2002 (Chesterfield Valley Projects)**  
**DEBT SERVICE SCHEDULE**

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
4/30/2002					
10/15/2002			939,762.08	939,762.08	939,762.08
4/15/2003	2,700,000.00	3.500%	1,025,195.00	3,725,195.00	
10/15/2003			977,945.00	977,945.00	4,703,140.00
4/15/2004	2,795,000.00	3.500%	977,945.00	3,772,945.00	
10/15/2004			929,032.50	929,032.50	4,701,977.50
4/15/2005	2,890,000.00	**	929,032.50	3,819,032.50	
10/15/2005			885,016.88	885,016.88	4,704,049.38
4/15/2006	2,980,000.00	3.250%	885,016.88	3,865,016.88	
10/15/2006			836,591.88	836,591.88	4,701,608.76
4/15/2007	3,085,000.00	3.500%	836,591.88	3,921,591.88	
10/15/2007			782,604.38	782,604.38	4,704,196.26
4/15/2008	3,195,000.00	3.700%	782,604.38	3,977,604.38	
10/15/2008			723,496.88	723,496.88	4,701,101.26
4/15/2009	3,320,000.00	3.875%	723,496.88	4,043,496.88	
10/15/2009			659,171.88	659,171.88	4,702,668.76
4/15/2010	3,455,000.00	4.000%	659,171.88	4,114,171.88	
10/15/2010			590,071.88	590,071.88	4,704,243.76
4/15/2011	3,595,000.00	4.125%	590,071.88	4,185,071.88	
10/15/2011			515,925.00	515,925.00	4,700,996.88
4/15/2012	3,755,000.00	4.500%	515,925.00	4,270,925.00	
10/15/2012			431,437.50	431,437.50	4,702,362.50
4/15/2013	3,930,000.00	4.500%	431,437.50	4,361,437.50	
10/15/2013			343,012.50	343,012.50	4,704,450.00
4/15/2014	4,110,000.00	4.500%	343,012.50	4,453,012.50	
10/15/2014			250,537.50	250,537.50	4,703,550.00
4/15/2015	4,300,000.00	4.500%	250,537.50	4,550,537.50	
10/15/2015			153,787.50	153,787.50	4,704,325.00
4/15/2016	6,835,000.00	4.500%	153,787.50	6,988,787.50	
					6,988,787.50
	50,945,000.00		18,122,219.64	69,067,219.64	69,067,219.64

**CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI**  
**Monarch-Chesterfield Valley TIF District**  
**Series 2002 August 15, 2002**  
**DEBT SERVICE SCHEDULE**

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>	<u>Period Total</u>	<u>Fiscal Total</u>
8/15/2002	9,774.73		2,796.49	12,571.22	12,571.22
2/15/2003	9,774.73	6.041%	8,856.92	18,631.65	
8/15/2003	9,774.73	6.041%	8,561.69	18,336.42	36,968.07
2/15/2004	9,774.73	6.041%	8,266.46	18,041.19	
8/15/2004	9,774.73	6.041%	7,971.23	17,745.96	35,787.15
2/15/2005	9,774.72	6.041%	7,676.00	17,450.72	
8/15/2005	9,774.72	6.041%	7,380.77	17,155.49	34,606.21

2/15/2006	9,774.72	6.041%	7,085.54	16,860.26	
8/15/2006	9,774.72	6.041%	6,790.31	16,565.03	33,425.29
2/15/2007	9,774.72	6.041%	6,495.08	16,269.80	
8/15/2007	9,774.72	6.041%	6,199.85	15,974.57	32,244.37
2/15/2008	9,774.72	6.041%	5,904.62	15,679.34	
8/15/2008	9,774.72	6.041%	5,609.38	15,384.10	31,063.44
2/15/2009	9,774.72	6.041%	5,314.15	15,088.87	
8/15/2009	9,774.72	6.041%	5,018.92	14,793.64	29,882.51
2/15/2010	9,774.72	6.041%	4,723.69	14,498.41	
8/15/2010	9,774.72	6.041%	4,428.46	14,203.18	28,701.59
2/15/2011	9,774.72	6.041%	4,133.23	13,907.95	
8/15/2011	9,774.72	6.041%	3,838.00	13,612.72	27,520.67
2/15/2012	9,774.72	6.041%	3,542.77	13,317.49	
8/15/2012	9,774.72	6.041%	3,247.54	13,022.26	26,339.75
2/15/2013	9,774.72	6.041%	2,952.31	12,727.03	
8/15/2013	9,774.72	6.041%	2,657.08	12,431.80	25,158.83
2/15/2014	9,774.72	6.041%	2,361.85	12,136.57	
8/15/2014	9,774.72	6.041%	2,066.62	11,841.34	23,977.91
2/15/2015	9,774.72	6.041%	1,771.38	11,546.10	
8/15/2015	9,774.72	6.041%	1,476.15	11,250.87	22,796.97
2/15/2016	9,774.72	6.041%	1,180.92	10,955.64	
8/15/2016	9,774.72	6.041%	885.69	10,660.41	21,616.05
2/15/2017	9,774.72	6.041%	590.46	10,365.18	
8/15/2017	9,774.72	6.041%	295.23	10,069.95	20,435.13
	303,016.37		140,078.79	443,095.16	443,095.16



City of  
Chesterfield

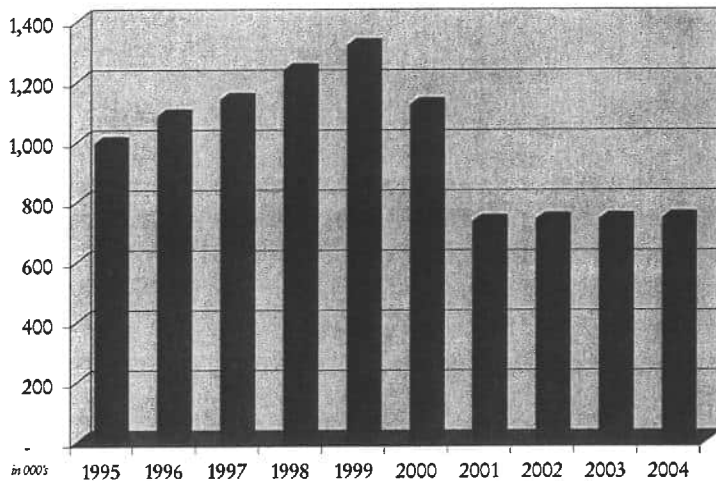
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<b>Combined Statement of Budgeted Revenues and Expenditures - Debt Service-Parks Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	1,766,375	1,656,134	1,542,019
<b>REVENUES</b>			
Property Taxes	739,206	740,000	743,862
Other Revenues	14,689	15,000	15,000
<b>TOTAL REVENUE</b>	753,896	755,000	758,862
<b>TOTAL AVAILABLE FUNDS</b>	2,520,271	2,411,134	2,300,881
<b>EXPENDITURES</b>			
Public Works/Parks	864,137	869,115	882,810
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	0	0	0
<b>FUND BALANCE, DECEMBER 31</b>	1,656,134	1,542,019	1,418,071



## DEBT SERVICE (PARKS) REVENUE ASSUMPTIONS

### Property Tax



The City of Chesterfield levies a \$.06 property tax on all real and personal properties in the City of Chesterfield. Voters approved a property tax in 1994 to pay debt service for \$11 million of general obligation bonds for parks. Property tax revenues for Fiscal Year 2004 are anticipated to be \$743,862.

There has been significant growth in property taxes, resulting from a growing assessed valuation, with the exception of planned reductions in the property tax rate. Assessed valuations have grown as shown below:

<u>Year</u>	<u>Assessed Valuation*</u>
1994	\$ 751,150,187
1995	\$ 811,446,433
1996	\$ 853,477,245
1997	\$ 923,964,304
1998	\$ 957,731,212
1999	\$ 1,047,070,392
2000	\$ 1,137,971,730
2001	\$ 1,275,903,642
2002	\$ 1,308,820,798
2003	\$ 1,369,933,175

\*Actual property tax receipts are adjusted by the amount of incremental revenues captured by the Chesterfield Valley TIF District.

Property tax rates, since the original approval of the bonds in 1994, have been set as shown below:

<u>Year</u>	<u>Property Tax Rate</u>
1995	\$ 0.13
1996	\$ 0.13
1997	\$ 0.13
1998	\$ 0.13
1999	\$ 0.13
2000	\$ 0.10
2001	\$ 0.06
2002	\$ 0.06
2003	\$ 0.06

The historical trend for property tax is as shown below.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	994,325	1,084,788	1,138,710	1,235,903	1,318,334	1,121,366	732,743	739,206	740,000	743,862
% Increase		9.1%	5.0%	8.5%	6.7%	-14.9%	-34.7%	0.9%	0.11%	0.52%

### Other Revenue

The City of Chesterfield anticipates receipt of interest earnings on the property tax receipts. Interest earnings is projected at \$15,000 for Fiscal Year 2004 based on the available balance after the payment of debt service on the general obligation bonds for parks.

The historical trend for interest earnings is as shown below. Interest earnings have decreased due to the refinancing of the 1995 bonds in 1998 and the use of fund reserves to refinance the bonds, as well as a lower interest rate environment.

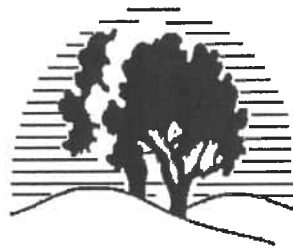
Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	10,742	-	48,336	19,060	18,310	49,132	42,742	14,689	15,000	15,000
% Increase		n/a	n/a	60.6%	-3.9%	168.3%	-13.0%	-65.6%	2.2%	0.0%

<b>Revenue Budget - Debt Service-Parks Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Property Taxes:			
405.000 Property Taxes	739,206	740,000	743,862
Totals	739,206	740,000	743,862
Other Revenues:			
490.100 Interest on Investments	14,689	15,000	15,000
Total Other Revenues	14,689	15,000	15,000
<b>Totals</b>	<b>753,896</b>	<b>755,000</b>	<b>758,862</b>

Fund	Department	Division			Account Number	
Debt Service-Parks	Public Works/Parks	Parks/Beautification			070.074	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Debt Service		864,137	869,115	676,071	869,115	882,810
TOTAL		864,137	869,115	676,071	869,115	882,810

Fund		Department	Division			Account Number	
Debt Service-Parks		Public Works/Parks	Parks/Beautification			070.074	
<b>Debt Service</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
560.100	Principal Payment		450,000	475,000	475,000	475,000	510,000
560.101	Interest Expense		414,137	394,115	201,071	394,115	372,810
	<b>Totals</b>		<u>864,137</u>	<u>869,115</u>	<u>676,071</u>	<u>869,115</u>	<u>882,810</u>

Fund		Department	Division	Account Number
Debt Service-Parks		Public Works/Parks	Parks/Beautification	070.074
<b>Line Item Details</b>		2004 Request	Details	
Account Number	Account Title			
560.100	Principal Payment	510,000	Principal payment Series 1998	
560.101	Interest Expense	372,810	Interest payment Series 1998 - 370,310 Paying Agent Fees - 2,500	



City of  
Chesterfield

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<b>Combined Statement of Budgeted Revenues and Expenditures - Cert Payment-PWF Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	267,708	464,063	460,534
<b>REVENUES</b>			
Other Revenues	108	100	100
<b>EXPENDITURES</b>			
Public Works/Parks	301,834	225,797	229,615
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	498,081	222,168	248,433
<b>FUND BALANCE, DECEMBER 31</b>	464,063	460,534	479,452

**CERTIFICATE PAYMENT FUND (PUBLIC WORKS FACILITY)  
REVENUE ASSUMPTIONS**

Other Revenues

The City of Chesterfield's Public Works Facility was funded with Certificates of Participation that were issued in August 1995. Those bonds were currently refunded in 2002 in order to take advantage of lower interest rates. The Certificate Payment Fund has been used for the repayment of that debt.

The only source of revenue for the Certificate Payment Fund has been interest earnings on the capitalized interest from the original bond issue and the reserve balance remaining in that fund. The historical earnings, which have been affected by interest rates, are shown below.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	6,021	20,061	21,742	16,244	11,534	17,492	16,546	7,373	100	100
% Increase		233.2%	8.4%	-25.3%	-29.0%	51.7%	-5.4%	-55%	-99%	0%

<b>Revenue Budget - Cert Payment-PWF Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Other Revenues:			
490.100 Interest on Investments	108	100	100
Total Other Revenues	108	100	100
<b>Totals</b>	<b>108</b>	<b>100</b>	<b>100</b>

Fund	Department		Division			Account Number
Cert Payment-PWF	Public Works/Parks		Street/Sewer Maintenance			070.072
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Debt Service		301,834	229,368	1,004	225,797	229,615
TOTAL		301,834	229,368	1,004	225,797	229,615

Fund		Department	Division			Account Number	
Cert Payment-PWF		Public Works/Parks	Street/Sewer Maintenance			070.072	
<b>Debt Service</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
560.100	Principal Payment		120,000	175,000	0	170,000	155,000
560.101	Interest Expense		181,834	54,368	1,004	55,797	74,615
	<b>Totals</b>		<u>301,834</u>	<u>229,368</u>	<u>1,004</u>	<u>225,797</u>	<u>229,615</u>



Fund	Department	Division	Account Number
Cert Payment-PWF	Public Works/Parks	Street/Sewer Maintenance	070.072
<i>Line Item Details</i>		2004	
Account Number	Account Title	Request	Details
560.100	Principal Payment	155,000	Principal on Certificates of Participation Series 2002
560.101	Interest Expense	74,615	Interest on Certificates of Participation Series 2002 - 72,115 Fees - 2,500

<b>Combined Statement of Budgeted Revenues and Expenditures - Debt Service-R&amp;S I Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	0	0	0
<b>EXPENDITURES</b>			
Public Works/Parks	978,092	985,133	988,433
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	978,092	985,133	988,433
<b>FUND BALANCE, DECEMBER 31</b>	0	0	0

Fund	Department	Division			Account Number	
Debt Service-R&S I	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Debt Service		978,092	985,133	734,250	985,133	988,433
TOTAL		978,092	985,133	734,250	985,133	988,433

Fund		Department	Division			Account Number	
Debt Service-R&S I		Public Works/Parks	Street/Sewer Maintenance			070.072	
<b>Debt Service</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
560.100	Principal Payment		450,000	475,000	475,000	475,000	500,000
560.101	Interest Expense		528,092	510,133	259,250	510,133	488,433
	<b>Totals</b>		<u>978,092</u>	<u>985,133</u>	<u>734,250</u>	<u>985,133</u>	<u>988,433</u>

Fund		Department	Division	Account Number
Debt Service-R&S I		Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details			2004	
Account Number	Account Title	Request	Details	
560.100	Principal Payment	500,000	Principal payment on Series 1997	
560.101	Interest Expense	488,433	Interest payment on Series 1997 - 485,933 Paying Agent fees - 2,500	

<b>Combined Statement of Budgeted Revenues and Expenditures - Debt Service-R&amp;S II Fund</b>			
	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	0	3	0
<b>EXPENDITURES</b>			
Public Works/Parks	1,136,002	1,130,950	1,131,905
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	1,136,005	1,130,947	1,131,905
<b>FUND BALANCE, DECEMBER 31</b>	3	0	0

Fund	Department		Division			Account Number
Debt Service-R&S II	Public Works/Parks		Street/Sewer Maintenance			070.072
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Debt Service		1,136,002	1,130,950	816,049	1,130,950	1,131,905
TOTAL		1,136,002	1,130,950	816,049	1,130,950	1,131,905

Fund		Department		Division		Account Number		
Debt Service-R&S II		Public Works/Parks		Street/Sewer Maintenance		070.072		
<b>Debt Service</b>				2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title							
560.100	Principal Payment			470,000	490,000	490,000	490,000	515,000
560.101	Interest Expense			666,002	640,950	326,049	640,950	616,905
	Totals			1,136,002	1,130,950	816,049	1,130,950	1,131,905

Fund		Department	Division	Account Number
Debt Service-R&S II		Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details			2004 Request	Details
Account Number	Account Title			
560.100	Principal Payment		515,000	Principal payment on Series 1999
560.101	Interest Expense		616,905	Interest payment on Series 1999 - 614,405 Paying agent fees - 2,500

<b>Combined Statement of Budgeted Revenues and Expenditures - Debt Service-CH Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	1,837,909	1,868,691	1,809,671
<b>REVENUES</b>			
Other Revenues	952	350	300
<b>EXPENDITURES</b>			
Finance/Administration	1,256,161	1,280,816	1,307,785
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	1,285,991	1,221,446	1,307,785
<b>FUND BALANCE, DECEMBER 31</b>	1,868,691	1,809,671	1,809,971



## **CERTIFICATE PAYMENT FUND (CITY HALL) REVENUE ASSUMPTIONS**

### Other Revenues

The City of Chesterfield's City Hall was funded with Certificates of Participation which were issued in April 2000. The Certificate Payment Fund has been used for the repayment of that debt.

The only source of revenue for the Certificate Payment Fund has been interest earnings on the capitalized interest from the original bond issue and the reserve balance remaining in that fund. As such, this source of revenue has been fairly low. The historical earnings, which have been affected by interest rates, are shown below.

Year	2000	2001	2002	2003	2004
Amount	81,580	136,272	952	350	300
% Increase		67.0%	-99.3%	-63.3%	-14%



<b>Revenue Budget - Debt Service-CH Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Other Revenues:			
490.100 Interest on Investments	<u>952</u>	<u>350</u>	<u>300</u>
Total Other Revenues	952	350	300
<b>Totals</b>	<u><u>952</u></u>	<u><u>350</u></u>	<u><u>300</u></u>

Fund	Department	Division			Account Number	
Debt Service-CH	Finance/Administration	Administration			030.036	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Debt Service		1,256,161	1,280,816	822,807	1,280,816	1,307,785
TOTAL		1,256,161	1,280,816	822,807	1,280,816	1,307,785

Fund		Department	Division			Account Number	
Debt Service-CH		Finance/Administration	Administration			030.036	
<b>Debt Service</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
560.100	Principal Payment		315,000	355,000	355,000	355,000	400,000
560.101	Interest Expense		941,161	925,816	467,807	925,816	907,785
	<b>Totals</b>		<u>1,256,161</u>	<u>1,280,816</u>	<u>822,807</u>	<u>1,280,816</u>	<u>1,307,785</u>

Fund		Department	Division	Account Number
Debt Service-CH		Finance/Administration	Administration	030.036
Line Item Details			2004	
Account Number	Account Title	Request	Details	
560.100	Principal Payment	400,000	Principal payment on Series 2000	
560.101	Interest Expense	907,785	Interest payment on Series 2000 - 905,285 Trustee's fee - 2,500	

<b>Combined Statement of Budgeted Revenues and Expenditures - Debt Service-TIF Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	0	912,108	3,812,930
<b>REVENUES</b>			
Other Revenues	4,390	4,250	4,000
<b>EXPENDITURES</b>			
Public Works/Parks	939,762	5,511,140	4,921,561
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	1,847,480	8,407,712	4,921,561
<b>FUND BALANCE, DECEMBER 31</b>	912,108	3,812,930	3,816,930

Fund	Department	Division			Account Number	
Debt Service-TIF	Public Works/Parks	Street/Sewer Maintenance			070.072	
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Debt Service		939,762	5,756,140	3,725,195	5,511,140	4,921,561
TOTAL		939,762	5,756,140	3,725,195	5,511,140	4,921,561

Fund		Department	Division			Account Number	
Debt Service-TIF		Public Works/Parks	Street/Sewer Maintenance			070.072	
Debt Service		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request	
Account Number	Account Title						
560.100	Principal Payment	0	3,245,000	2,700,000	3,000,000	2,913,586	
560.101	Interest Expense	939,762	2,511,140	1,025,195	2,511,140	2,007,975	
560.104	Cost of Issuance	0	0	0			
	Totals	939,762	5,756,140	3,725,195	5,511,140	4,921,561	

Fund		Department	Division	Account Number
Debt Service-TIF		Public Works/Parks	Street/Sewer Maintenance	070.072
<b>Line Item Details</b>		2004		
Account Number	Account Title	Request	Details	
560.100	Principal Payment	2,913,586	Principal payment on Series 2002 TIF Bonds - 2,795,000 Principal payment on various Levee District TIF Notes - 118,586	
560.101	Interest Expense	2,007,975	Interest payment on Series 2002 TIF Bonds - 1,906,978 Trustees' fees - 2,500 Levee District notes - 98,497	

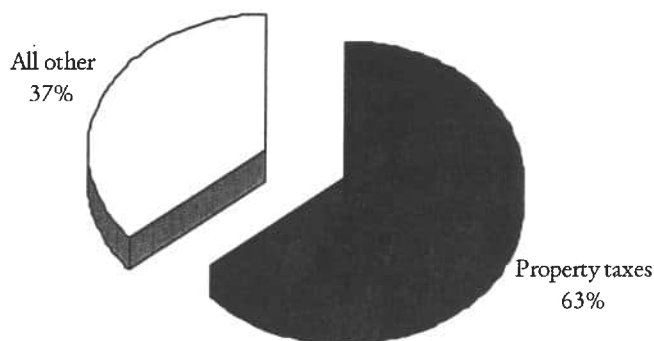
<b>Combined Statement of Budgeted Revenues and Expenditures - CV TIF Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	5,628,886	8,299,291	7,177,059
<b>REVENUES</b>			
Property Taxes	5,813,966	6,507,912	6,900,000
Utility Taxes	204,831	225,000	235,000
Sales Tax	3,068,751	3,500,000	3,650,000
Other Revenues	175,546	76,600	85,000
<b>TOTAL REVENUE</b>	9,263,094	10,309,512	10,870,000
<b>TOTAL AVAILABLE FUNDS</b>	14,891,980	18,608,803	18,047,059
<b>EXPENDITURES</b>			
Public Works/Parks	3,091,077	1,024,032	1,133,634
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	-3,501,612	-10,407,712	0
<b>FUND BALANCE, DECEMBER 31</b>	8,299,291	7,177,059	16,913,425



## CHESTERFIELD VALLEY TIF FUND REVENUE ASSUMPTIONS

A redevelopment area, known as the Chesterfield Valley Tax Increment Financing (TIF) District, was established in 1994 and began receiving revenues based on the growth in incremental revenues in 1995.

### Property Tax

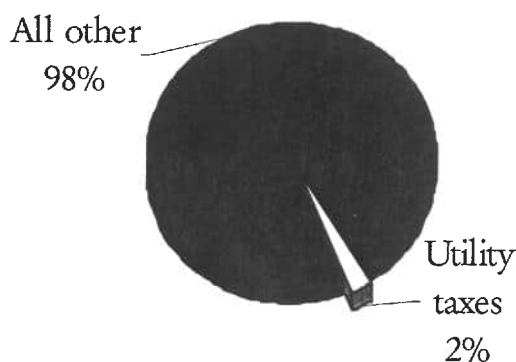


The City of Chesterfield levies a \$.06 property tax per \$100 of assessed valuation on all real and personal property within the City. This property tax, plus the growth in property taxes from other taxing jurisdictions, is captured by the Chesterfield Valley TIF Fund. Revenues from property taxes for Fiscal Year 2004 are projected to be \$6,900,000.

The historical revenue trend for property tax is shown below. Property taxes have grown dramatically, along with the assessed valuation of the TIF District. The initial assessed valuation for the Chesterfield Valley TIF District was \$18,487,580. The 2003 assessed valuation is \$88,798,260, reflecting a 380.3% growth in assessed valuation due to major infrastructure improvements in Chesterfield Valley.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	331,232	475,848	709,794	842,252	1,631,496	4,183,909	3,938,223	5,813,966	6,507,912	6,900,000
% Increase		43.7%	49.2%	18.7%	93.7%	156.4%	-5.9%	46.5%	11.9%	5.06%

### Utility Gross Receipts Tax

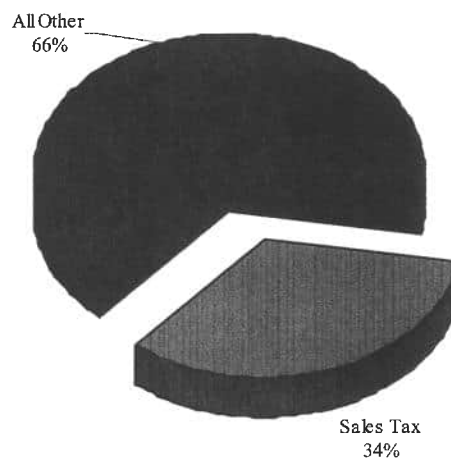


The City of Chesterfield levies a 5% gross receipts tax on electric, gas, telephone, and water companies within the City. One-half of the utility taxes generated in the redevelopment area is captured by the Chesterfield Valley TIF Fund. Revenues from utility taxes for Fiscal Year 2004 are projected to be \$235,000.

The historical revenue trend for utility tax is shown below. Utility tax revenues are greatly impacted by weather. Utility taxes have grown significantly due to the growth of businesses since the inception of the TIF District as well.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	49,054	51,039	70,130	81,797	92,718	169,351	166,364	204,831	225,000	235,000
% Increase		4.0%	37.4%	16.6%	13.4%	82.7%	-1.8%	23.1%	9.9%	4.4%

## Sales Tax



One-half of the sales taxes generated in the redevelopment area are captured by the Chesterfield Valley TIF Fund. Sales tax grew dramatically during the period 1996 to 1998 because of favorable court rulings regarding the various types of sales tax (for example, the county-wide ½ cent sales tax for transportation) that can be captured by TIF districts. The success of the Chesterfield Valley TIF District has also contributed to dramatically improved sales tax receipts. Revenues

from sales taxes for Fiscal Year 2004 are projected to be \$3,650,000.

The historical revenue trend for sales tax is shown below.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount	65,048	153,264	426,643	864,904	619,815	1,597,217	510,130	3,068,751	3,500,000	3,650,000
% Increase		135.6%	178.4%	102.7%	-28.3%	157.7%	-68.1%	501.6%	14.0%	4.3%

## Other Sources

Other revenues include interest on investments. Revenue from this source has increased over the years as the Chesterfield TIF Fund's fund balance has increased. Interest earnings projected for Fiscal Year 2004 are estimated at \$65,000, a slight reduction to due decreasing fund reserves as various notes are refunded, as well as lower interest rates.

The historical trend for interest earnings is as shown below.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount		11,650	22,542	71,266	74,574	259,157	404,038	175,546	76,600	85,000
% Increase			93.5%	216.2%	0	247.5%	55.9%	-56.6%	-29.2%	11.0%



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<b>Revenue Budget - CV TIF Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Property Taxes:			
405.000 Property Taxes	5,813,966	6,507,912	6,900,000
Total Other Revenues	5,813,966	6,507,912	6,900,000
Utility Taxes:			
410.100 Utility Taxes - Electric	154,701	158,000	162,000
410.200 Utility Taxes - Gas	18,571	29,000	31,000
410.300 Utility Taxes - Telephone	9,769	21,000	23,000
410.400 Utility Taxes - Water	21,790	17,000	19,000
Total Utility Taxes	204,831	225,000	235,000
Sales Tax:			
420.000 Sales Tax	3,068,751	3,500,000	3,650,000
Total Sales Tax	3,068,751	3,500,000	3,650,000
Other Revenues:			
490.100 Interest on Investments	63,525	55,000	65,000
495.000 Miscellaneous	112,021	21,600	20,000
Total Other Revenues	175,546	76,600	85,000
<b>Totals</b>	<b>9,263,094</b>	<b>10,309,512</b>	<b>10,870,000</b>

Fund	Department	Division			Account Number
CV TIF	Public Works/Parks	Street/Sewer Maintenance			070.072
<i>Division Request</i>	2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure					
Contractual Services	843,598	930,357	131,233	1,005,357	1,133,634
Capital Outlay	1,011,578	0	0	0	0
Debt Service	1,235,901	0	18,632	18,675	0
TOTAL	3,091,077	930,357	149,865	1,024,032	1,133,634

Fund		Department	Division			Account Number	
CV TIF		Public Works/Parks	Street/Sewer Maintenance			070.072	
<b>Contractual Services</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
520.255	Pass-Through Payments		691,036	780,357	0	780,357	883,634
520.261	Professional Services		152,562	150,000	131,233	225,000	250,000
	<b>Totals</b>		<u>843,598</u>	<u>930,357</u>	<u>131,233</u>	<u>1,005,357</u>	<u>1,133,634</u>

Fund		Department	Division			Account Number	
CV TIF		Public Works/Parks	Street/Sewer Maintenance			070.072	
<b>Capital Expenditures</b>			2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title						
540.475	Land		3,000	0	0	0	0
540.490	Street Improvements		0	0	0	0	0
540.495	Storm Sewer Improvements		1,008,578	0	0	0	0
	<b>Totals</b>		1,011,578	0	0	0	0

Fund		Department	Division			Account Number
CV TIF		Public Works/Parks	Street/Sewer Maintenance			070.072
Debt Service		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Account Number	Account Title					
560.100	Principal Payment	975,020	0	9,775	9,775	0
560.101	Interest Expense	260,881	0	8,857	8,900	0
560.104	Cost of Issuance	0	0	0	0	0
	Totals	1,235,901	0	18,632	18,675	0

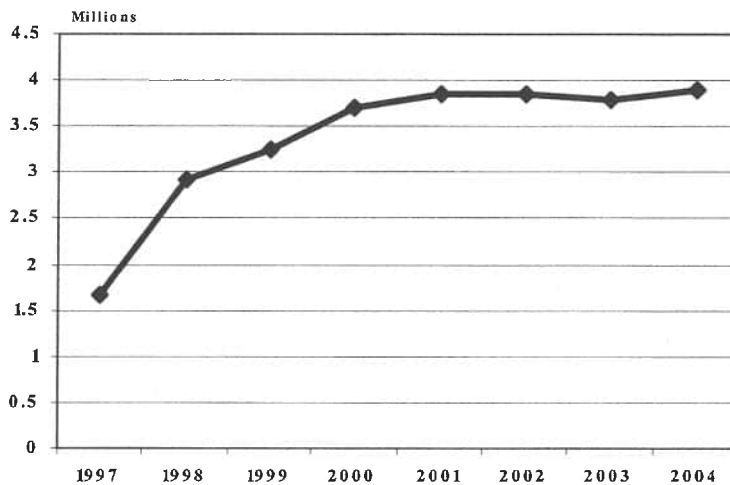
Fund		Department	Division	Account Number
CV TIF		Public Works/Parks	Street/Sewer Maintenance	070.072
Line Item Details			2004	
Account Number	Account Title	Request	Details	
520.255	Pass-Through Payments	883,634	Payments of excess revenues to various taxing jurisdictions	
520.261	Professional Services	250,000	Lee McKinney - 42,000 Legal - 208,000	

<b>Combined Statement of Budgeted Revenues and Expenditures - Cap Imp Sales Tax Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	5,659,480	4,153,431	2,121,525
<b>REVENUES</b>			
Sales Tax	3,860,073	3,776,938	3,890,246
Intergovernmental Taxes	22,348	2,256,156	1,600,000
Other Revenues	72,259	35,000	25,000
<b>TOTAL REVENUE</b>	3,954,680	6,068,094	5,515,246
<b>TOTAL AVAILABLE FUNDS</b>	9,614,160	10,221,525	7,636,771
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	-5,460,730	-8,100,000	-6,366,083
<b>FUND BALANCE, DECEMBER 31</b>	4,153,431	2,121,525	1,270,688



## CAPITAL IMPROVEMENT SALES TAX TRUST FUND REVENUE ASSUMPTIONS

### Sales Tax



The City of Chesterfield levies a ½ cent sales tax for capital improvements. Voters approved this ½ cent sales tax, along with a \$29,355,000 general obligation bond issue for street and sidewalk improvements in November 1996 (Propositions R&S). In April 1997, the City of Chesterfield began receiving sales tax revenues.

Revenues for Fiscal Year 2004 from sales tax are estimated at \$4,030,000.

The historical trend for sales tax is as shown below.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount			1,665,240	2,931,797	3,235,730	3,690,037	3,855,101	3,860,073	3,776,938	3,890,246
% Increase				76.1%	10.4%	14.0%	4.5%	0.1%	-2.2%	3.0%

### Intergovernmental Revenue

The “Pathway around the Parkway” is a one-time federal grant provided under the Transportation Efficiency Act to assist in the construction phase of a pathway to be constructed around Chesterfield Parkway. Revenues for Fiscal Year 2004 are estimated at \$1,600,000.

The historical trend for intergovernmental revenues is as shown below.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount						21,391	142,478	22,348	2,256,156	1,600,000
% Increase							566.1%	-84.3%	99.96%	-29.1%

### Other Revenue

The City of Chesterfield anticipates receipt of interest earnings on the sales tax receipts. Interest earnings are projected at \$25,000 for Fiscal Year 2004.

The historical trend for interest earnings is as shown below.

Year	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Amount			21,453	82,648	122,520	263,856	239,039	72,259	35,000	25,000
% Increase				285.3%	48.2%	115.4%	-9.4%	-69.8%	-51.6%	-28.6%

<b>Revenue Budget - Cap Imp Sales Tax Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
Sales Tax:			
420.000 Sales Tax	3,860,073	3,776,938	3,890,246
Total Sales Tax	3,860,073	3,776,938	3,890,246
Intergovernmental Taxes:			
435.600 Pathway on the Parkway Grant	0	0	1,600,000
435.700 Highway 340 Enhancement Grant	22,348	2,256,156	0
Total Intergovernmental Taxes	22,348	2,256,156	1,600,000
Other Revenues:			
490.100 Interest on Investments	72,259	35,000	25,000
Total Other Revenues	72,259	35,000	25,000
<b>Totals</b>	<u>3,954,680</u>	<u>6,068,094</u>	<u>5,515,246</u>

Fund	Department		Division			Account Number
Cap Imp Sales Tax	Contingency/Transfers		Operating Transfers Out			090.099
<i>Division Request</i>		2002 Actual	2003 Amended Budget	2003 Year to Date	2003 Projected	2004 Request
Type of Expenditure						
Other		5,460,730	10,004,378	1,670,476	8,100,000	6,718,000
TOTAL		5,460,730	10,004,378	1,670,476	8,100,000	6,718,000

Fund		Department	Division	Account Number
Cap Imp Sales Tax		Contingency/Transfers	Operating Transfers Out	090.099
Line Item Details			2004	
Account Number	Account Title	Request	Details	
599.000	Operating Transfers Out	6,718,000	Transfer to Debt Service Fund (R&S I & II) - 2,116,083 Phase I: Principal - 475,000 Interest - 507,633 Paying agent fees - 2,500 Phase II: Principal - 490,000 Interest - 638,450 Paying agent fees - 2,500 Transfers to Capital Projects Fund - 4,250,000 Sidewalk repair and construction - 150,000 Pathway on the Parkway - 2,000,000 River Valley Drive Phase 3 - 400,000 Old Baxter Road Phase 2 - 450,000 Concrete Street Reconstruction - 1,250,000	



## 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.....93

Commissioned officers.....83

Other full-time employees.....10

Police Station.....1

Total employees, full-time.....188

### Fire protection:

The City's coverage is provided by two districts:

Metro West Fire Protection District

Monarch Fire Protection District

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

The City's electricity is supplied by Ameren UE Company; natural gas is supplied by Laclede Gas Company; water is provided by Missouri-American 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, Samuel C. Sachs and the Thornhill branches of the St. Louis County Library System.

### Population:

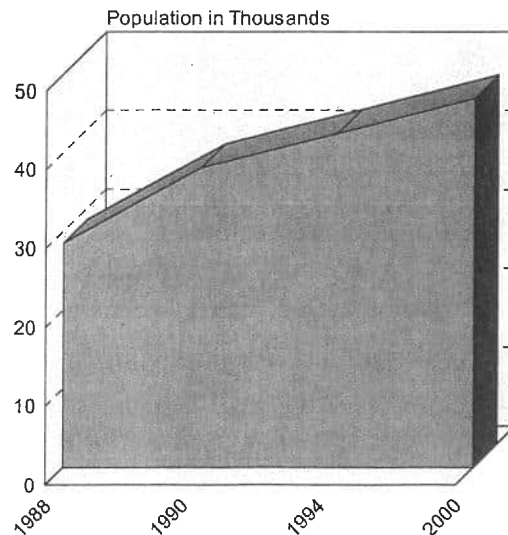
1988	28,436
1990	37,990
1994	42,325
2000	46,802

### Median family income:

1986	\$ 61,800
2000	\$102,987

### Per capita income:

1979	\$ 12,686
1987	\$ 21,912
2000	\$ 43,288



The principal taxpayers :

Pfizer, Inc.  
 THF Chesterfield  
 JG St. Louis West LLC  
 FSP Timberlake Corp.  
 Ameren UE  
 Realty Associates  
 St. Luke's Episcopal Presbyterian Hospital  
 Wildhorse JT Venture  
 Missouri American Water Company  
 Chesterfield Ridge Center

Major employers within the City of Chesterfield:

Company

St. Luke's Hospital  
 Pfizer, Inc.  
 McBride & Son Management Co.  
 Parkway School District\*  
 Taylor Morley, Inc.  
 Mark Andy Inc.  
 Rose International  
 Rockwood School District\*  
 Technology Partners, Inc.  
 Pohlman, Inc.

Type of Business

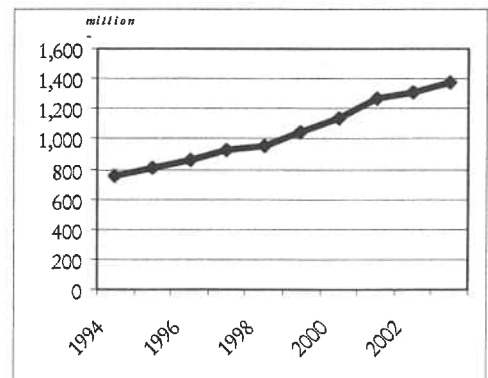
Non-Profit Healthcare Provider  
 Research Development/Pharmaceuticals  
 Homebuilder/Developer/Contractor  
 School District  
 Home Builder  
 Printing Press Manufacturer  
 Research and Software Development  
 School District  
 Computer Consulting Firm  
 Contract Manufacturer

\*Chesterfield locations only

Assessed Valuation of Taxable Property:

	<u>Real Property</u>	<u>Personal Property</u>	<u>Railroad and Utilities</u>	<u>Assessed Value</u>
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
1998	761,919,280	181,319,540	14,492,392	957,731,212
1999	839,087,390	193,552,326	14,430,676	1,047,070,392
2000	896,862,030	225,781,266	15,328,434	1,137,971,730
2001	1,023,478,270	240,449,653	17,702,083	1,275,903,642
2002	1,047,229,350	242,742,813	18,848,635	1,308,820,798
2003	1,119,906,300	234,858,190	15,168,685	1,369,933,175

Legal Debt Margin: \$136,993,317



**PRESS RELEASE**  
**FOR IMMEDIATE RELEASE – DECEMBER 1, 2003**  
**PROPOSED FISCAL YEAR 2004 BUDGET HIGHLIGHTS**

**INTRODUCTION**

As provided by City ordinances, the City Administrator will submit the proposed budget for Fiscal Year 2004 to City Council at a public hearing scheduled for 6:30 p.m. on Monday, December 1, 2003. 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 held on November 19th which was called specifically to discuss and finalize the proposed budget.

**Revenues**

General Fund revenues are estimated to total \$16,897,772 for Fiscal Year 2004. Revenues from sales tax and utility gross receipts taxes represent 34% and 26%, 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% of the City's total revenues. The remaining 18% is made up of licenses and permits (7%), court receipts (5%), and other miscellaneous sources (6%).

Revenue projections for next year reflect only a 1% increase over the current year. While 34.8% of the City's revenues are derived from retail sales taxes, it is important to point out that Chesterfield is not a "point-of-sale" city and, therefore, does not realize a direct sales tax benefit from the tremendous growth in retail development in Chesterfield. Instead, the sales tax from Chesterfield retail establishments is "pooled" with other cities and unincorporated areas of St. Louis County into a county-wide sales tax pool, and then divided among those areas on the basis of population. Although Chesterfield has experienced tremendous growth in retail sales within its borders, the overall sales tax "pool" is actually down approximately 2% from the previous year and the per capita amount that Chesterfield receives is down from \$125/capita to \$118/capita.

If Chesterfield were a "point-of-sale" city, rather than a "pool" city, its revenues would currently be approximately \$4.3 million dollars more than is reflected in the proposed budget.

A portion of the City's revenues is based on its assessed valuation. Chesterfield has experienced dramatic growth in assessed valuation over its fourteen years of existence. For the fourth year, the City's assessed valuation is over one billion dollars, at \$1,369,933,175. This assessed valuation is the highest of all cities in St. Louis County. The City of Chesterfield has more than doubled its assessed valuation since the City was founded in 1988.

It is surprising to many people to realize that this assessed valuation, while clearly reflecting all of the growth in the value of property in Chesterfield really contributes very little to the City's General Fund revenue. In 1994, with the passage of the City's bond issue for parks and recreation, a property tax of \$.13/\$100 of assessed valuation was approved by the voters. Due to the overall growth in total assessed valuation, that tax has been reduced by the Mayor and City Council to its

current level of \$.06/\$100 of assessed valuation. Funds generated by that property tax can only be used for debt service on that original bond issue. None of that revenue can be used to cover the costs of operation and maintenance of the City's many recreation facilities, which have increased dramatically over the years and which are funded entirely by general fund revenues.

Further, Chesterfield, unlike other cities, is not financed by a general revenue property tax. The only portion of the tax levied on property within the City of Chesterfield and paid by its residents, which goes directly to the City of Chesterfield, is the \$.06/\$100, which is used exclusively to pay the parks and recreation bond issue debt.

## **Expenditures**

The general fund budget for fiscal year 2004, excluding operating transfers out, reflects total estimated expenditures of \$16,284,756. This number is comprised of operating expenses, capital equipment purchases for the various departments of the City and contingency. Including operating transfers out of \$1,710,318, expenditures total \$17,995,074.

Capital equipment purchases in the General Fund total \$573,299 for the various departments of the City.

The City's two largest areas of operation, Police and Public Works/Parks, comprise the majority of all operating expenditures totaling a combined 80% of the proposed budget (excluding transfers out). The Police budget at \$6,908,346 represents 42% of the budget and the Public Works/Parks budget, \$6,143,482, represents 38% of the budget. In descending order, other expenditures are as follows:

Finance & Administration	\$ 2,074,196	13%
Planning	\$ 647,451	4%
City Administrator/City Clerk	\$ 442,362	2.7%
Executive/Legislative	\$ 68,919	0.4%

Since current expenditures exceed current revenues, the budget provides for a transfer from fund reserves of \$1,097,302.

In order to reduce the demand on fund reserves as much as possible, the proposed budget continues a hiring freeze for seven positions, including four Public Works Maintenance Workers, one Public Works Maintenance Supervisor, and two Police Officers. The budget includes the normal replacement of one-half of the Police Department's patrol vehicles and administrative vehicles. In all instances, the goal by City Council was to maintain all current service levels and this proposed budget meets that goal.

Proposed capital improvement expenditures of \$4,502,180 for Fiscal Year 2004 are significant. The various projects to be funded by this allocation include the following:

**General Fund**

Storm Water Improvements	\$ 212,180
Highway Beautification	\$ 40,000

**Capital Projects Fund**

Pathway on the Parkway	\$ 2,000,000
Various street construction projects	\$ 1,250,000
Old Baxter, Phase II	\$ 450,000
River Valley Drive, Phase III	\$ 400,000
Sidewalk improvements	\$ 150,000

In conjunction with the \$30 million bond issue, approved by the voters of Chesterfield in 1996 for improvements to public rights of way, voters also approved a ½ cent sales tax for capital improvements. The tremendous growth in retail sales in Chesterfield Valley and at Chesterfield Mall directly impacts upon this particular sales tax, which is not pooled. These funds, however, cannot, be used for any other purpose and cannot supplement the City's General Fund.

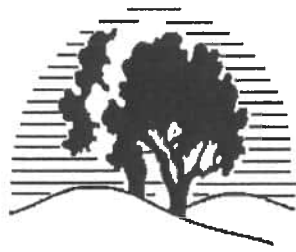
**Fund Balance**

Total General Fund reserves are expected to equal \$10,505,400 by December 31, 2004. This more than meets the City Council goal of total fund reserves of at least 40% of total expenditures, at 65%. Fund reserves, while higher than normal at the present, are needed during challenging economic times such as these to ensure that the City can continue to meet its commitment to provide quality services to residents.

**Summary**

The financial condition of City of Chesterfield is strong. 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.

For additional information, contact Jeremy Craig, Director of Finance and Administration, at 636-537-4714.



City of  
Chesterfield

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## RECORD OF PROCEEDING

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### PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF CHESTERFIELD 690 CHESTERFIELD PARKWAY WEST

DECEMBER 1, 2003

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

A roll call was taken with the following results:

PRESENT

Mayor John Nations  
Councilmember Barry Flachsbart  
Councilmember Jane Durrell  
Councilmember Barry Streeter  
Councilmember Bruce Geiger  
Councilmember Dan Hurt  
Councilmember Mike Casey  
Councilmember Mary Brown  
Councilmember Connie Fults

ABSENT

None

Mayor Nations recognized City Administrator Mike Herring who began his presentation by pointing out that Section 3 of Ordinance No. 10 requires the City Administrator to prepare and submit a budget for City Council to consider/adopt, prior to January 1 of each year. Section 4 of Ordinance No. 10 requires that a Public Hearing be held, prior to the adoption of the budget. Mr. Herring noted that his presentation would satisfy all requirements of Ordinance No. 10. He also stated that the FY2004 Budget reflected all decisions/changes made by the Mayor/City Council during the November 19<sup>th</sup> Budget Workshop.

Mr. Herring first noted that current projections, for 12/31/03, indicate a total revenue shortfall of \$747,832. He next presented an overview of the proposed FY2004 Budget,

with specific details concerning projected revenues and expenditures. Mr. Herring highlighted \$305,376 in additional "cuts/deferrals" that he was recommending for City Council consideration, before the proposed budget is adopted. If the proposed budget is approved by City Council, with these additional "cuts/deferrals" included, the total revenue shortfall will equal \$1,109,531. Mr. Herring noted that the proposed budget contains additional "new" spending of only \$361,699, or an increase of just 2%. The \$1,109,531 shortfall will need to come from Fund Reserves, reducing the balance in Fund Reserves to \$10,493,171, or 64.4% of the General Fund Operating Budget. Mr. Herring noted that Council policy called for Fund Reserves to equal 40% of the General Fund Operating Budget. A copy of the Press Release regarding the proposed FY 2004 Budget is attached.

Mayor Nations and members of City Council commended Mr. Herring and Staff for their efforts during the entire budget preparation process.

Councilmember Streeter noted the negative impact of cell phone use and internet purchases on the City's Budget. Councilmember Brown noted that transferring \$87,150, from the General Fund, to the ½ Cent Sales Tax Fund, could reduce the amount of funds available, through that fund, for street/sidewalk repairs.

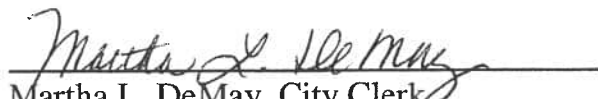
There were no additional comments, questions or suggestions regarding the proposed budget from those in attendance.

#### ADJOURNMENT

Mayor Nations adjourned the meeting at 6:55 p.m.

  
Mayor John Nations

#### ATTEST:

  
Martha L. DeMay, City Clerk

RESOLUTION # 296

**A RESOLUTION ADOPTING THE BUDGET FOR THE CITY OF CHESTERFIELD  
FOR THE YEAR BEGINNING ON JANUARY 1, 2004 AND ENDING ON  
DECEMBER 31, 2004.**

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, 2004 and ending December 31, 2004,

NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached budget as its budget for the fiscal year beginning January 1, 2004 and ending December 31, 2004.

Passed and adopted this 1<sup>st</sup> day of December 2003.

  
Mayor

ATTEST:

  
Deputy City Clerk

<b>Combined Statement of Budgeted Revenues and Expenditures - General Fund</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>FUND BALANCE, JANUARY 1</b>	13,063,190	12,350,534	11,602,702
<b>REVENUES</b>			
Utility Taxes	4,028,656	4,429,000	4,377,750
Sales Tax	5,692,537	5,595,000	5,762,850
Intergovernmental Taxes	3,671,602	3,897,315	3,786,348
Licenses and Permits	1,052,996	1,100,204	1,143,884
Charges for Services	169,562	150,000	154,500
Parks and Recreation	420,417	368,000	395,190
Court Receipts	836,305	773,000	839,750
Other Revenues	903,307	439,195	437,500
<b>TOTAL REVENUE</b>	16,775,381	16,751,714	16,897,772
<b>TOTAL AVAILABLE FUNDS</b>	29,838,571	29,102,248	28,500,474
<b>EXPENDITURES</b>			
Legislative	90,361	68,919	68,919
City Clerk/CSC	210,164	202,687	238,218
Finance/Administration	2,187,731	2,065,948	2,074,196
Police	6,678,061	6,637,652	6,908,346
City Administrator	189,837	190,500	204,144
Planning	616,432	612,132	647,451
Public Works/Parks	5,777,874	6,047,094	6,143,482
<b>TOTAL EXPENDITURES</b>	15,750,460	15,824,932	16,284,756
<b>TRANSFERS TO / FROM OTHER FUNDS</b>	-1,737,576	-1,674,614	-1,710,318
<b>FUND BALANCE, DECEMBER 31</b>	12,350,534	11,602,702	10,505,400

**Budgeted Expenditures By Type - General Fund**

Department/Division	Personnel	Contractual	Commodities	Capital	Totals
<b>Legislative</b>					
Mayor & Council	64,754	3,165	1,000	0	68,919
<b>City Clerk/CSC</b>					
City Clerk	204,593	32,925	700	0	238,218
<b>Finance/Administration</b>					
Legal Services	0	200,000	0	0	200,000
Finance	372,527	113,919	5,000	0	491,446
Central Services	0	762,190	67,000	0	829,190
Information Systems	264,773	48,050	34,600	19,000	366,423
Municipal Court	143,897	41,540	1,700	0	187,137
	781,197	1,165,699	108,300	19,000	2,074,196
<b>Police</b>					
Police	6,185,933	334,288	160,625	227,500	6,908,346
<b>City Administrator</b>					
City Administrator	198,094	6,050	0	0	204,144
<b>Planning</b>					
Planning & Zoning	571,190	50,142	2,594	23,525	647,451
<b>Public Works/Parks</b>					
Engineering	1,054,736	153,041	23,600	74,500	1,305,877
Street/Sewer Maintenance	1,133,871	419,643	412,135	48,982	2,014,631
Vehicle Maintenance	290,023	183,865	174,490	0	648,378
Parks & Recreation	807,265	490,605	145,515	163,792	1,607,177
Street Lighting	0	12,500	2,500	0	15,000
Building/Grounds Mainten	263,419	227,500	45,500	16,000	552,419
	3,549,314	1,487,154	803,740	303,274	6,143,482
<b>Total Expenditures</b>	<b>11,555,075</b>	<b>3,079,423</b>	<b>1,076,959</b>	<b>573,299</b>	<b>16,284,756</b>

<b>Combined Statement of Budgeted Revenues, Expenditures, and Changes in Fund Balance - All Funds</b>	<b>2002 ACTUAL</b>	<b>2003 PROJECTED</b>	<b>2004 BUDGET</b>
<b>REVENUES</b>			
Property Taxes	6,553,172	7,247,912	7,643,862
Utility Taxes	4,233,487	4,654,000	4,612,750
Sales Tax	12,621,361	12,871,938	13,303,096
Intergovernmental Taxes	3,693,950	6,153,471	5,386,348
Licenses and Permits	1,052,996	1,100,204	1,143,884
Charges for Services	169,562	150,000	154,500
Parks and Recreation	420,417	368,000	395,190
Court Receipts	836,305	773,000	839,750
Other Revenues	6,266,696	626,495	611,900
<b>TOTAL REVENUE</b>	<b>35,847,946</b>	<b>33,945,020</b>	<b>34,091,280</b>
<b>EXPENDITURES</b>			
Legislative	90,361	68,919	68,919
City Clerk/CSC	210,164	202,687	238,218
Finance/Administration	3,443,893	3,346,764	3,381,981
Police	6,678,061	6,637,652	6,908,346
City Administrator	189,837	190,500	204,144
Planning	616,432	612,132	647,451
Public Works/Parks	17,298,516	21,745,323	20,280,043
<b>TOTAL EXPENDITURES</b>	<b>28,527,264</b>	<b>32,803,977</b>	<b>31,729,102</b>
<b>Change in Fund Balance</b>	<b>7,320,682</b>	<b>1,141,043</b>	<b>2,362,178</b>
<b>Fund Balance January 1</b>	<b>28,223,549</b>	<b>35,544,231</b>	<b>36,685,274</b>
<b>Fund Balance December 31</b>	<b>35,544,231</b>	<b>36,685,274</b>	<b>39,047,452</b>

RESOLUTION # 294

**A RESOLUTION ADOPTING A FIVE-YEAR FORECAST FOR THE CITY OF CHESTERFIELD FOR THE YEAR BEGINNING ON JANUARY 1, 2004 AND ENDING ON DECEMBER 31, 2008.**

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 operating forecast for the period 2004 through 2008;

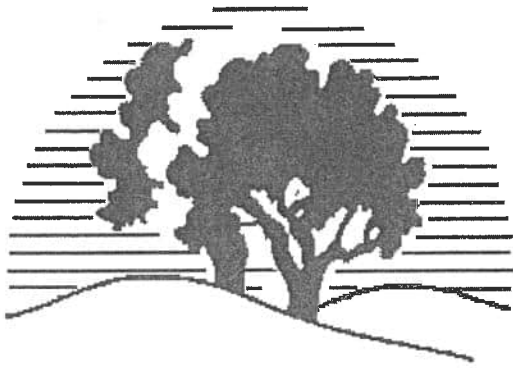
NOW, THEREFORE BE IT RESOLVED THAT THE CITY OF CHESTERFIELD adopts the attached Five-Year Operating Forecast for the period beginning January 1, 2004 and ending December 31, 2008.

Passed and adopted this 8<sup>th</sup> day of OCTOBER, 2003.

  
Mayor

ATTEST:

  
City Clerk



City of Chesterfield

Five-Year Budget  
2004-2008

**CITY OF CHESTERFIELD**  
**Five-Year Budget, 2004 - 2008**  
**Assumptions**

**General:**

1. No additional revenues or expenditures for annexations are included (each proposal will be considered separately).
2. Revenues and expenditures for capital projects, special revenue and debt service funds are accounted for separately and are, therefore, not included in the City of Chesterfield's five-year budget.
3. Population base is 46,802 per Census 2000.

**Revenues:**

1. Revenues for 2003 equal projection at 6/20/03.
2. Utility taxes on electric, telephone and water grow at 3% each year.
3. Sales tax for 2003 is based on estimated per capita distribution provided by St. Louis County grown at 3% and the new Census 2000 figure of 46,802 and growth at 3% thereafter. A recovery "bump" to 5% growth is assumed in year 2005, and then a return to 3% is anticipated.
4. Motor fuel & motor vehicle sales tax grow by 3% annually, adjusted for population change.
5. Cigarette taxes grow by 2% annually, adjusted for population change.
6. Road & Bridge tax grows by 8% in reassessment years (odd) and 4% otherwise.
7. Grants are based on actual projections.
8. Licenses & permits increase by 4%. Charges increase by 3%. Court revenues grow by 4%.
9. Interest earnings are based on 3% of balances available. Other miscellaneous revenues grow at 4%.

**Expenditures:**

1. Expenditures for 2003 equal the budget to date, plus an adjustment for outstanding purchase orders from 2002.
2. Pay for elected officials' remains the same during the five-year period.
3. Total labor dollars and fringe benefits increase by 3% annually, with the exception of health insurance which increases by 8%.
4. Salary adjustments that went into effect January 1, 2003 are factored into the salary and fringe benefit accounts in 2004.
5. The number of holidays continues to be 10.5.
6. Miscellaneous contractual, commodities and equipment increase by 3%, except as otherwise noted in the exceptions listed below, based on information provided by individual departments.
7. Contingency is removed.
8. Exceptions:
  - a. Personnel:
    - (1) Five positions in public works and two positions in police remain frozen in this five-year plan. Both departments submitted for the positions to be filled in 2004.
  - b. Finance and Administration:
    - (1) Fees of \$15,000 are added in 2004 under professional services for credit card and Internet collection fees.
  - c. Public Works:
    - (1) Engineering - Data Processing increased by \$2,000 for GIS software maintenance.
    - (2) Engineering - Printing & Binding decreased due to ability to perform services in-house.
    - (3) Parks - Equipment Repairs increased to reflect increasing normal maintenance costs at pool due to its age.
    - (4) Parks - Misc. Contractual is increasing to reflect increased costs of external grounds maintenance contract.
    - (5) Parks - Professional Services is being increased to reflect the expiration of the pool services contract. It is anticipated the new bids for services will increase substantially.
    - (6) Parks - Misc. Supplies has been increased to reflect the growth in softball and soccer programs.

## CITY OF CHESTERFIELD

## Five-Year Budget - 2004 through 2008

Account Name	Account Number	ACTUAL 1999	ACTUAL 2000	ACTUAL 2001	ACTUAL 2002	ACTUAL BUDGET 2003	PROJECTED BUDGET 2004	PROJECTED BUDGET 2005	PROJECTED BUDGET 2006	PROJECTED BUDGET 2007	PROJECTED BUDGET 2008
<b>SUMMARY OF REVENUES &amp; EXPENDITURES &amp; IMPACT ON FUND BALANCE</b>											
Beginning Fund Balance		8,422,755	9,769,557	11,759,431	13,063,190	12,350,535	11,512,055	10,186,919	8,732,448	7,177,588	5,751,637
<b>Revenues</b>											
Utility Taxes		3,907,153	4,137,611	4,392,233	4,019,000	4,544,000	4,680,320	4,820,730	4,965,351	5,114,312	5,267,741
Sales Tax		4,982,333	5,339,335	5,422,348	5,692,537	5,600,000	5,768,000	6,056,400	6,238,092	6,425,235	6,617,992
Intergovernmental Taxes		3,377,135	3,541,732	3,724,713	3,671,602	3,755,009	3,788,614	3,971,104	4,103,629	4,304,202	4,448,524
Licenses & Permits		769,219	914,452	1,021,734	1,052,885	1,098,400	1,142,336	1,183,547	1,226,272	1,270,568	1,316,492
Charges for Services		210,454	148,777	151,391	178,827	150,000	154,500	159,135	163,909	168,826	173,891
Parks Charges & Fees		178,681	338,939	348,566	420,417	393,000	404,790	416,934	429,442	442,325	455,595
Court Fines & Fees		690,546	799,468	765,774	836,305	883,000	848,120	882,045	917,327	954,020	992,180
Interest on Investments		455,654	766,653	740,135	440,259	330,000	411,766	386,612	346,858	303,223	256,578
Miscellaneous		175,165	631,037	215,736	463,548	185,833	191,933	164,944	171,542	178,403	185,540
Totals		14,746,340	16,618,004	16,782,629	16,775,381	16,939,242	17,390,379	18,041,450	18,562,421	19,161,114	19,714,533
						0.98%	2.66%	3.74%	2.89%	3.23%	2.89%
<b>Expenditures</b>											
Executive/Legislative		69,447	67,681	70,100	90,361	71,019	71,212	71,411	71,615	71,826	72,044
City Clerk		152,021	191,005	204,478	209,691	215,039	222,253	229,744	237,526	245,612	254,018
City Administrator		166,531	180,970	160,494	189,681	194,188	200,602	207,255	214,158	221,324	228,763
Finance & Administration		1,885,009	2,202,934	2,292,625	2,189,216	2,229,972	2,393,509	2,513,875	2,619,767	2,676,227	2,792,732
Police		5,350,989	5,926,323	6,258,434	6,371,325	6,772,286	7,074,778	7,308,350	7,530,370	7,793,727	8,036,333
Planning		529,881	479,815	604,573	684,484	677,218	722,768	722,066	745,720	770,244	795,676
Public Works/Parks		4,571,892	5,503,790	5,777,576	6,015,703	5,943,386	6,320,075	6,698,421	6,916,680	7,026,988	7,134,202
Contingency		0	0	0	0	0	0	0	0	0	0
Operating Transfers Out		673,766	454,988	508,226	1,737,576	1,674,614	1,710,317	1,744,800	1,781,444	1,781,117	1,822,927
Totals		13,399,538	15,007,507	15,876,505	17,488,037	17,777,722	18,715,514	19,495,921	20,117,280	20,587,065	21,136,697
							5.28%	4.17%	3.19%	2.34%	2.67%
Change-accounting principle		-	379,377	-	-	-	-	-	-	-	-
Ending Fund Balance		9,769,557	11,759,431	12,665,556	12,350,535	11,512,055	10,186,919	8,732,448	7,177,588	5,751,637	4,329,473
Fund Balance Goal		5,359,815	6,003,003	6,350,602	6,995,215	7,111,089	7,486,206	7,798,368	8,046,912	8,234,826	8,454,679
% - total expenditures		72.9%	78.4%	79.8%	70.6%	64.8%	54.4%	44.8%	35.7%	27.9%	20.5%

Note: All references to fund balance refer to unreserved fund balance.

## CITY OF CHESTERFIELD

## Five-Year Budget - 2004 through 2008

Personnel Schedule Summary		2003	2004	2005	2006	2007	2008
Department/Activity	Position Title	Budget	Request	Request	Request	Request	Request
City Clerk	City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
	CAC Clerk	2.50	2.50	2.50	2.50	2.50	2.50
	Sub-Totals	4.50	4.50	4.50	4.50	4.50	4.50
City Administrator	City Administrator	1.00	1.00	1.00	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
	Sub-Totals	2.00	2.00	2.00	2.00	2.00	2.00
<b>Finance and Administration:</b>							
Finance	Director of Finance & Adm.	1.00	1.00	1.00	1.00	1.00	1.00
	Asst. Director of Fin. & Adm.	1.00	1.00	1.00	1.00	1.00	1.00
	Accountant	1.00	1.00	1.00	1.00	1.00	1.00
	Payroll/Benefit Administrator	1.00	1.00	1.00	1.00	1.00	1.00
	Accounting Clerk	1.00	1.00	1.00	1.00	1.00	1.00
	Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
	Accounting Intern	-	-	-	-	-	-
Information Systems	Information Systems Mgr	1.00	1.00	1.00	1.00	1.00	1.00
	Assistant IS Manager	1.00	1.00	1.00	1.00	1.00	1.00
	IS Tech	1.00	1.00	1.00	1.00	1.00	1.00
	Webmaster	1.00	1.00	1.00	1.00	1.00	1.00
Municipal Court	Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00
	Asst. Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00
	Court Assistant	1.00	1.00	1.00	1.00	1.00	1.00
	Sub-Totals	13.00	13.00	13.00	13.00	13.00	13.00
<b>Police</b>							
Police	Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
	Captain	3.00	3.00	3.00	3.00	3.00	3.00
	Lieutenant	5.00	5.00	5.00	5.00	5.00	5.00
	Sergeant	11.00	11.00	11.00	11.00	11.00	11.00
	Police Officer	55.00	55.00	55.00	55.00	55.00	55.00
	Detective	8.00	8.00	8.00	8.00	8.00	8.00
	Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
	Crime Analyst	1.00	1.00	1.00	1.00	1.00	1.00
	Records Clerk	7.00	7.00	7.00	7.00	7.00	7.00
	Records Clerk (part-time)	-	-	-	-	-	-
	Detective Secretary	1.00	1.00	1.00	1.00	1.00	1.00
	Sub-Totals	93.00	93.00	93.00	93.00	93.00	93.00
<b>Planning</b>							
Planning	Director of Planning	1.00	1.00	1.00	1.00	1.00	1.00
	Asst. Director of Planning	1.00	1.00	1.00	1.00	1.00	1.00
	Project Planner	5.00	5.00	5.00	5.00	5.00	5.00
	Senior Planner	-	-	-	-	-	-
	Planner II	-	-	-	-	-	-
	Planner I	-	-	-	-	-	-
	Planning Technician	1.00	1.00	1.00	1.00	1.00	1.00
	Zoning Enforcement Officer	-	-	-	-	-	-
	Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00
	Exec Sec/Planning Asst.	1.00	1.00	1.00	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00	1.00	1.00	1.00
	Planning Intern	0.62	0.62	0.62	0.62	0.62	0.62
	Sub-Totals	11.62	11.62	11.62	11.62	11.62	11.62
<b>Public Works/Parks</b>							
Administration	Dir. of Public Works	1.00	1.00	1.00	1.00	1.00	1.00
	Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00

## CITY OF CHESTERFIELD

## Five-Year Budget - 2004 through 2008

Personnel Schedule Summary		2003	2004	2005	2006	2007	2008
Department/Activity	Position Title	Budget	Request	Request	Request	Request	Request
	Superintendent-Eng. Serv.	1.00	1.00	1.00	1.00	1.00	1.00
	Civil Engineer	3.00	3.00	3.00	3.00	3.00	3.00
	Sr. Eng. Construction Insp.	3.00	3.00	3.00	3.00	3.00	3.00
	GIS Specialist	1.00	1.00	1.00	1.00	1.00	1.00
	GIS Analyst	-	-	-	-	-	-
	Sr. Engineering Technician	2.00	2.00	2.00	2.00	2.00	2.00
	Executive Secretary	2.00	2.00	2.00	2.00	2.00	2.00
	Administrative Secretary	-	-	-	-	-	-
	Engineering Intern	0.90	0.90	0.90	0.90	0.90	0.90
Street/Sewer Maint.	Street Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
	Street Supervisor	3.00	3.00	3.00	3.00	3.00	3.00
	Street Maint. Workers	22.00	22.00	22.00	22.00	22.00	22.00
	Administrative Secretary	2.00	2.00	2.00	2.00	2.00	2.00
	Temporary Workers	4.03	4.03	4.03	4.03	4.03	4.03
Equipment Maintenance	Mechanic Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Mechanic	4.00	4.00	4.00	4.00	4.00	4.00
Parks/Beautification	Parks, Rec. & Arts Sup.	1.00	1.00	1.00	1.00	1.00	1.00
	Recreation Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
	Recreation Programmer	1.00	1.00	1.00	1.00	1.00	1.00
	Urban Forester/Arborist	-	-	-	-	-	-
	Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Parks Maint. Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Maintenance Workers	5.00	5.00	5.00	5.00	5.00	5.00
	Seasonal Part-time	2.80	2.80	2.80	2.80	2.80	2.80
	Secretary	1.00	1.00	1.00	1.00	1.00	1.00
	Recreational Aides	1.00	1.00	1.00	1.00	1.00	1.00
	Intern	0.60	0.60	0.60	0.60	0.60	0.60
Building Maintenance	Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
	Maintenance Workers	5.00	5.00	5.00	5.00	5.00	5.00
	Sub-Totals	73.33	73.33	73.33	73.33	73.33	73.33
GRAND TOTALS		197.45	197.45	197.45	197.45	197.45	197.45

# CITY OF CHESTERFIELD Five-Year Budget - 2004 through 2008

Detail of Capital Assets		2004	2005	2006	2007	2008
Dept/Activity	Description	Request	Request	Request	Request	Request
Exec/Legis.	Computer Equipment	0	0	0	0	0
	Sub-Totals	0	0	0	0	0
City Clerk	Furniture	0	0	0	0	0
	Sub-Totals	0	0	0	0	0
City Admin.	Computer Equipment	0	0	0	0	0
	Sub-Totals	0	0	0	0	0
<b>Finance &amp; Administration:</b>						
Finance	Computer Equipment	0	0	0	0	0
	Furniture	0	0	0	0	0
	Machinery/Equipment	0	0	0	0	0
Central Svcs.	Computer Equipment	0	0	0	0	0
	Furniture	0	0	0	0	0
	Machinery/Equipment	0	10,000	0	0	0
	Automobiles & Trucks	0	0	0	0	0
	Land	0	0	0	0	0
Information Systems	Computer Equipment	43,800	71,100	93,300	44,800	65,100
	Furniture	0	0	0	0	0
	Machinery/Equipment	0	0	0	0	0
Mun. Court	Computer Equipment	0	0	0	0	0
	Furniture	0	0	0	0	0
	Machinery/Equipment	0	0	0	0	0
	Sub-Totals	43,800	81,100	93,300	44,800	65,100
Police	Computer Equipment	0	0	0	0	0
	Furniture	0	0	0	0	0
	Machinery/Equipment	15,000	17,500	0	15,000	0
	Automobiles & Trucks	<u>264,000</u>	<u>270,000</u>	<u>276,000</u>	<u>282,000</u>	<u>288,000</u>
	Sub-Totals	279,000	287,500	276,000	297,000	288,000
Planning	Computer Equipment	0	0	0	0	0
	Machinery/Equipment	0	0	0	0	0
	Automobiles & Trucks	<u>23,525</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Sub-Totals	23,525	0	0	0	0
<b>Public Works/Parks:</b>						
Adm. & Eng.	Computer Equipment	25,000	24,000	0	90,000	57,000
	Furniture	0	0	0	0	0
	Machinery/Equipment	0	0	0	0	0
	Automobiles & Trucks	46,500	73,050	102,000	80,750	28,500
Street Mtn.	Computer Equipment	0	0	0	0	0
	Machinery/Equipment	57,932	178,786	205,948	98,284	202,700
	Automobiles & Trucks	0	82,400	181,056	43,700	0
	Improvements	0	0	0	0	0
Vehicle Mtn.	Machinery/Equipment	0	10,080	0	13,331	0
	Automobiles & Trucks	43,650	0	0	0	0
	Improvements	0	0	0	0	0
Parks/Rec.	Computer Equipment	18,220	0	0	19,909	0
	Furniture	15,000	0	15,000	0	0
	Machinery/Equipment	80,019	126,388	63,606	33,840	46,393

**CITY OF CHESTERFIELD Five-Year Budget - 2004 through 2008**

Detail of Capital Assets		2004	2005	2006	2007	2008
Dept/Activity	Description	Request	Request	Request	Request	Request
	Automobiles & Trucks	28,967	46,309	0	57,026	0
	Land	0	0	0	0	0
	Improvements	78,115	43,000	39,335	44,100	40,208
Building Mtn.	Machinery & equipment	5,500	0	0	0	6,200
	Buildings	0	0	0	0	30,000
	Automobiles & Trucks	<u>10,500</u>	<u>0</u>	<u>0</u>	<u>31,650</u>	<u>0</u>
	Sub-Totals	<u>409,403</u>	<u>584,013</u>	<u>606,945</u>	<u>512,590</u>	<u>411,001</u>
<b>Grand Totals</b>		755,728	952,613	976,245	854,390	764,101



## POSITION CLASSIFICATION PLAN

<u>Position</u>	<u>Classification and Pay Level</u>
1000 CLERICAL, SECRETARIAL, FISCAL AND GENERAL ADMINISTRATION	
1xx Clerical Group	
104 Customer Service Representative	C
106 Records Clerk	C
2xx Secretarial Group	
200 Administrative Secretary	C
201 Detective/Evidence Secretary	C
203 Executive Secretary	D
204 Deputy City Clerk	E
206 Administrative Assistant	E
3xx Fiscal Group	
300 Accounting Clerk	F4
301 Senior Accounting Clerk	G4
302 Assistant Court Administrator	D2
303 Court Administrator	H2
304 Accountant	H2
305 Assistant Director of Finance and Administration	L4
306 Director of Finance and Administration	P
307 Court Assistant	C2
308 Pay & Benefits Administrator	H2
4xx General Administration	
400 City Clerk	L
401 Information Systems Manager	M2
402 Webmaster	I2
403 Information Systems Technician	H2
404 Assistant Information Systems Manager	I2
2000 PUBLIC SAFETY AND ENFORCEMENT SERVICES	
1xx Emergency Communications Group	
2xx Law Enforcement Group	
200 Police Officer	I
201 Police Officer Trainee	F

Position Classification Plan (cont'd)

Page 2

<u>Position</u>	<u>Classification and Pay Level</u>
2000 PUBLIC SAFETY AND ENFORCEMENT SERVICES (cont'd)	
203 Police Sergeant	K6
206 Police Lieutenant	M4
207 Crime Analyst	C
209 Police Captain	N6
212 Police Chief	Q
3xx Planning Group	
300 Planning Technician	D4
302 Project Planner	H4
304 Senior Planner	J4
305 Assistant Director of Planning	L4
306 Director of Planning	P
307 Planning Assistant	E
3000 MAINTENANCE, ENGINEERING, AND RECREATION SERVICES	
1xx Maintenance Group	
100 Maintenance Worker	D4
101 Senior Maintenance Worker	E4
103 Equipment Maintenance Mechanic	F6
104 Maintenance Worker in Training	A4
105 Building Attendant	D
106 Maintenance Supervisor	H2
109 Equipment Maintenance Supervisor	H6
110 Building Maintenance Supervisor	H6
112 Superintendent of Maintenance Operations	M4
2xx Engineering Group	
200 Engineering Technician	D
202 Senior Engineering Technician	H
203 Engineering Construction Inspector	E
204 Senior Engineering Construction Inspector	H2
205 GIS Specialist	I
206 Senior Civil Engineer	L
207 Civil Engineer	J
208 Superintendent of Engineering Operations	M4
209 Deputy Director of Public Works/Assistant City Engineer	N4
212 Director of Public Works/City Engineer	Q

Position Classification Plan (cont'd)

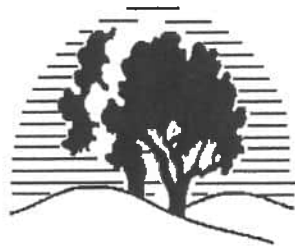
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<u>Position</u>	<u>Classification and Pay Level</u>
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3000 MAINTENANCE, ENGINEERING, AND RECREATION SERVICES (cont'd)

3xx	Parks/Recreation Group	
300	Superintendent of Parks, Recreation & Arts	M4
301	Resource Specialist	G
302	Parks & Recreation Specialist	G
305	Maintenance Worker	D4
306	Maintenance Supervisor	H2
308	Facilities Supervisor II	G4
310	Facilities Supervisor I	I4
311	Sr. Maintenance Worker	E4

Effective as of 1/26/2004



City of  
Chesterfield

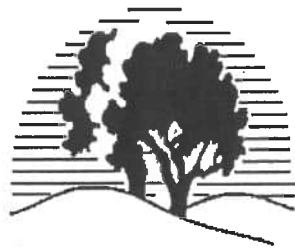
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# **MERIT PAY PLAN**

<u>Level</u>	<u>Minimum Pay</u>	<u>Mid-point</u>	<u>Maximum Pay</u>	<u>Range Amount</u>	<u>Range Percent</u>
A	21,688	26,026	30,364	8,675	40%
A2	22,122	26,547	30,971	8,849	40%
A4	22,556	27,067	31,578	9,022	40%
A6	22,990	27,588	32,186	9,196	40%
B	23,423	28,108	32,793	9,369	40%
B2	23,892	28,670	33,449	9,557	40%
B4	24,360	29,233	34,105	9,744	40%
B6	24,829	29,795	34,760	9,932	40%
C	25,297	30,357	35,416	10,119	40%
C2	25,803	30,964	36,125	10,321	40%
C4	26,309	31,571	36,833	10,524	40%
C6	26,815	32,178	37,541	10,726	40%
D	27,321	32,785	38,250	10,928	40%
D2	27,868	33,441	39,015	11,147	40%
D4	28,414	34,097	39,780	11,366	40%
D6	28,960	34,753	40,545	11,584	40%
E	29,507	35,408	41,310	11,803	40%
E2	30,097	36,116	42,136	12,039	40%
E4	30,687	36,825	42,962	12,275	40%
E6	31,277	37,533	43,788	12,511	40%
F	31,867	38,241	44,614	12,747	40%
F2	32,505	39,006	45,507	13,002	40%
F4	33,142	39,770	46,399	13,257	40%
F6	33,779	40,535	47,291	13,512	40%
G	34,417	41,300	48,183	13,767	40%
G2	35,105	42,126	49,147	14,042	40%

G4	35,793	42,952	50,111	14,317	40%
G6	36,482	43,778	51,074	14,593	40%
H	37,170	44,604	52,038	14,868	40%
H2	37,914	45,496	53,079	15,165	40%
H4	38,657	46,388	54,120	15,463	40%
H6	39,400	47,280	55,160	15,760	40%
I	40,144	48,172	56,201	16,057	40%
I2	40,947	49,136	57,325	16,379	40%
I4	41,749	50,099	58,449	16,700	40%
I6	42,552	51,063	59,573	17,021	40%
J	43,355	52,026	60,697	17,342	40%
J2	44,222	53,067	61,911	17,689	40%
J4	45,089	54,107	63,125	18,036	40%
J6	45,957	55,148	64,339	18,383	40%
K	46,824	56,188	65,553	18,729	40%
K2	47,760	57,312	66,864	19,104	40%
K4	48,697	58,436	68,175	19,479	40%
K6	49,633	59,560	69,486	19,853	40%
L	50,570	60,683	70,797	20,228	40%
L2	51,581	61,897	72,213	20,632	40%
L4	52,592	63,111	73,629	21,037	40%
L6	53,604	64,324	75,045	21,441	40%
M	54,615	65,538	76,461	21,846	40%
M2	55,707	66,849	77,990	22,283	40%
M4	56,800	68,160	79,520	22,720	40%
M6	57,892	69,470	81,049	23,157	40%
N	58,984	70,781	82,578	23,594	40%
N2	60,164	72,197	84,230	24,066	40%
N4	61,344	73,612	85,881	24,537	40%
N6	62,523	75,028	87,533	25,009	40%

O	63,703	76,444	89,184	25,481	40%
O2	64,977	77,973	90,968	25,991	40%
O4	66,251	79,501	92,752	26,500	40%
O6	67,525	81,030	94,535	27,010	40%
P	68,799	82,559	96,319	27,520	40%
P2	70,175	84,210	98,245	28,070	40%
P4	71,551	85,862	100,172	28,621	40%
P6	72,927	87,513	102,098	29,171	40%
Q	74,303	89,164	104,025	29,721	40%
Q2	75,789	90,947	106,105	30,316	40%
Q4	77,275	92,730	108,186	30,910	40%
Q6	78,761	94,514	110,266	31,505	40%
R	80,248	96,297	112,347	32,099	40%
R2	81,852	98,223	114,593	32,741	40%
R4	83,457	100,149	116,840	33,383	40%
R6	85,062	102,075	119,087	34,025	40%
S	86,667	104,001	121,334	34,667	40%
S2	88,401	106,081	123,761	35,360	40%
S4	90,134	108,161	126,188	36,054	40%
S6	91,867	110,241	128,614	36,747	40%
T	93,601	112,321	131,041	37,440	40%
T2	95,473	114,567	133,662	38,189	40%
T4	97,345	116,814	136,283	38,938	40%
T6	99,217	119,060	138,903	39,687	40%
U	101,089	121,306	141,524	40,435	40%
U2	101,594	121,913	142,232	40,638	40%
U4	102,100	122,520	142,939	40,840	40%
U6	102,605	123,126	143,647	41,042	40%



City of  
Chesterfield

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## GLOSSARY OF FREQUENTLY USED TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Capital** - An expenditure for a good that has an expected life of more than one (1) year and the cost of which is in excess of \$2,500. 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).

**CDBG** – Community Development Block Grant.

**CCDC** – Chesterfield Community Development Corporation; the City of Chesterfield's industrial development authority.

**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.

**COPS** – Certificates of Participation.

**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.

**FEMA** – Federal Emergency Management Administration.

**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.

**GAAP** – See Generally Accepted Accounting Principles.

**GASB** - Governmental Accounting Standards Board.

**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.

**GFOA** – Government Finance Officers Association of the United States and Canada.

**GO Bonds** – General obligation bonds.

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

**Governmental Fund Type** – Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds.

**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.

**M.O.T.I.S.** – Missouri Traffic Information System.

**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.

**Notes Payable** – In general, an unconditional written promise signed by the maker to pay a certain sum of money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.

**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.

**P.O.S.T.** - Police Officer Standards and Training.

**PRACAC** - Parks, Recreation & Arts Citizens Advisory Committee.

**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 percent 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 cent 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.

**Special Revenue Fund** – A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specific purposes. GAAP only require the use of special revenue funds when legally mandated.

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

**Tax Increment Financing** – Financing secured by the anticipated incremental increase in tax revenues, resulting from the redevelopment of an area.

**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.

**TIF** – Tax increment financing.

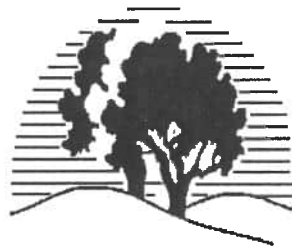
**Transfer** - A transfer is a movement of monies from one fund, activity, department, or account to another. This includes budgetary funds and/or movement of assets.

**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.



City of  
Chesterfield

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