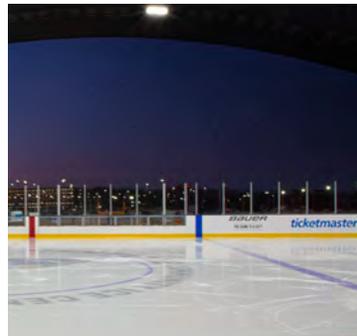
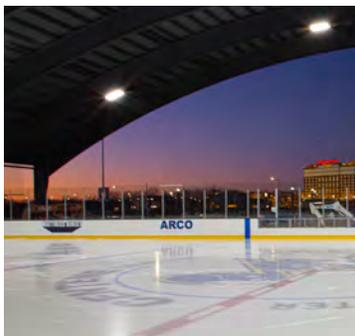




City of  
Maryland Heights

# 2021 Proposed Budget



# Maryland Heights, Missouri

# 2021 BUDGET

## 2020 *in Review*

### Honorable Mayor and Members of the City Council:

In accordance with state statute and City ordinance, I am submitting the proposed balanced budget of all general government funds for the fiscal year beginning January 1, 2021. This proposal reflects the mission, policies and operational priorities established by the City Council, and it is realistic to our core value of “Responsibility” - to manage our financial and human resources prudently and efficiently.

The budget includes projected revenues and expenditures for 13 general government funds: General, Capital Improvement, Parks, Community Center Debt Service, Streetlight, Police Forfeiture, Police Training, Sewer Lateral, Tourism Tax, Dorsett Road TIF, Beautification, Westport Plaza TIF and Reserve.

### revenues and expenditures

Total 2021 budgeted revenues for all governmental funds is \$35.3 million, an increase of \$1.7 million (5.2%) from the estimate for 2020. This level of increase would normally be met with satisfaction, but we are not in “normal” times. Much of the City’s tax revenues depend on activity in office buildings, hotels, restaurants, youth and adult sports, concert venues and the casino. The uncertainty on the return to work and leisure lessens our confidence in forecasting. However, the healthy fund balances allow the City to continue a high level of service with minimal disruption.

Gaming taxes are projected to be up \$2.05 million to \$8 million in 2021, but considering the casino located in Maryland Heights (Hollywood Casino and Hotel) was closed for three months in 2020 due to the global pandemic, this projection equates to about 80% of pre-COVID-19 levels. Utility taxes and sales taxes are projected at 90% of the 2019 actual received as the economy slowly recovers. Recreation user fees are budgeted at \$1.86 million in 2021, up from \$630 thousand in 2020 as demand for recreation programs and the reopening of the City’s newly renovated water park, Aquaport, are expected to generate fees. Intergovernmental revenues will be down due to the one-time receipt (\$1.9 million) in 2020 of federal assistance for COVID-19.

Total expenditures, all funds, in 2021 will be \$39.2 million, a decrease of \$3.9 million from 2020. However, in terms of uses of general government funds, in addition to \$43.1 million of expenditures, the City contributed \$6.2 million in 2020 toward the construction of the Centene Community Ice Center, which is accounted for as an Enterprise Fund.

The decrease in 2021 expenditures primarily relates to a decrease of \$3.5 million in the Park Fund.

Globally, 2020 is a year that will be studied and discussed for some time as the effects of the COVID-19 pandemic are assessed. Locally, 2020 was especially challenging for the City as it faced the impact of the pandemic beginning in March, but also experienced the trauma of losing an employee in a tragic incident of workplace violence at the Community Center in February. The incident necessitated the closure of the Community Center for two weeks and facilitated changes to city operations, policies and security practices. After providing the resources to help employees and the community cope with this tragedy, staff and City Council faced the challenges presented by the pandemic.

COVID-19 has significantly impacted the City’s numerous entertainment destinations and hospitality venues including Hollywood Casino and Amphitheatre, Centene Community Ice Center, hotels and restaurants that bring thousands of visitors and tax dollars to Maryland Heights each year. These facilities are experiencing far fewer guests and in some cases, are unable to operate. These factors, as well as the decision by many of the largest employers based in Maryland Heights to have their employees work remotely from home, has greatly reduced the City’s revenues.

Additionally, the City had pre-COVID financial commitments to pay \$6.2 million toward the completion of the Centene Community Ice Center and \$5.1 million in renovations to Aquaport. These combined forces have reduced fund balances; however, a healthy Reserve Fund will enable the

*See Review, page iii*



In 2020, the City invested \$5.1 million in renovations to Aquaport, the City's water park. Other expenditures for Parks and Recreation are elevated due to the return of services in 2021 that were impacted by the pandemic in 2020. Capital Improvement Fund expenditures are up \$1 million in 2021 as the City deferred certain projects in 2020.

General Fund expenditures are down \$785 thousand (3%) in 2021 in reaction to the expected economic impacts of COVID-19. Few employee travel-related training activities are provided and capital outlay has been reduced to \$118 thousand from \$509 thousand in 2020. Pay for employees will be frozen at 2020 levels with no movement on the pay scale in 2021.

At the end of 2021, the City's Reserve Fund will be over \$23 million, equal to 95% of 2021 General Fund expenditures; the City's goal is to maintain a level of 75%. The Capital Improvement Fund will decrease \$2.5 million. The fund will receive a transfer of \$1 million from the Streetlight Fund but no gaming taxes are expected in 2021 due to the continued impact of COVID-19. All gaming taxes will be distributed to the General Fund in 2021. All budgetary funds will total \$31.2 million at the end of the year of which \$3.1 million is restricted to tax increment financing activities.

## 2021 preview

As in years past, the City will continue to prepare for new and exciting growth opportunities. Balancing revenues and expenditures during the unprecedented Pandemic (COVID-19) of 2020 continues to challenge the financial resources of the City. Staff will continue to monitor and forecast not only the 2021 budget, but future revenue flow. Decisions will benefit the City and facilitate achievement of our objectives by providing the necessary funding allocations across all departments.

To accomplish our objectives, staff and City Council must be diligent in our actions and mindful of future budgetary commitments that may negatively influence future growth. This is especially important during the COVID-19 pandemic as we are faced with providing our residents and staff a safe and healthy environment while following the changing CDC guidelines and recommendations of the St. Louis County Executive's office. Staff and City Council are committed to controlling what they can and working within the limits placed on us by the county, state and federal governments. We understand that decisions made today must be weighed against the potential impact to the future.

The 2021 budget is structured to include funding for various programs, projects and services to improve

# 2021 budget summary

At the end of 2021, fund balances will amount to \$31.2 million of which \$23.2 million is in reserve. The following table provides a summary of all funds budgeted for 2021.

CITY OF MARYLAND HEIGHTS  
Summary of budget-by fund  
Year ended, December 31, 2021

Fund	Revenues	Expenditures	Transfers/Advances	Change in fund	Begin balance	End balance
General	23,786,820	24,041,428	254,608	0	0	0
Streetlight	458,000	486,200	(1,000,000)	(1,028,200)	2,000,000	971,800
Tourism	320,000	140,000		180,000	(180,000)	0
Capital Improvement	975,000	4,493,369	1,000,000	(2,518,369)	3,500,000	981,631
Police Forfeiture	40,000	187,025		(147,025)	180,000	32,975
Parks	6,360,000	5,559,057	(1,260,000)	(459,057)	2,200,000	1,740,943
Reserve	0	0	220,392	220,392	23,000,000	23,220,392
Sewer Lateral	375,000	250,000	-	125,000	940,000	1,065,000
Police Training	7,000	16,950		(9,950)	18,000	8,050
Beautification	11,000	16,100	-	(5,100)	18,000	12,900
Community Center DSF	0	985,000	985,000	0	30,000	30,000
Westport Plaza TIF	2,860,000	2,860,000		0	3,000,000	3,000,000
Dorsett TIF	150,000	150,000		0	150,000	150,000
	35,342,820	39,185,129	200,000	(3,642,309)	34,856,000	31,213,691

the quality of life of our residents and embrace future economic development opportunities. Among the highlights for 2021:

- Renovations to the Fee Fee Baseball Fields (formerly the Maryland Heights Athletic Association) will provide a place for children and adults to play field-based sports.
- The Sustainability Center will feature many amenities including greenhouses, a community garden and space to conduct educational programs on sustainable energy and practices. The Center will facilitate field trips to showcase sustainable energy solutions practiced at the nearby landfill operated by Waste Connections and offer community programs for youth and adults.
- Sidewalk construction will continue to enhance connectivity and accessibility for pedestrians throughout the community.
- Infrastructure projects including local and collector street improvements, annual pavement maintenance and replacement program and stormwater improvement projects.
- Design and implementation of a new financial software system to enhance efficiencies in payroll, accounts receivable/payable, purchase orders, etc.
- Ongoing support of development agreements related to an entertainment district and Maryland Park Lake District, the approximately 1,800 acres along Route 141 between I-70 and Route 364.
- The Comprehensive Master Plan will guide development decisions and policies throughout the City so we are working within a cohesive vision.

The City will continue to monitor the following potential challenges to future revenue growth and sources of funds:

- Lingering effects of the COVID-19 pandemic on entertainment and hospitality venues within the City.
- State legislation that affects existing gaming tax revenue and future approval of video lottery terminal (VLT's), sports betting and on-line wagering.
- Maturation of the local and state gaming market and long-term impact on gaming tax revenue.
- Legislation and energy initiatives that have a long-term impact on utility tax revenue.
- Market resistance to creation of new revenue sources – reliance on existing revenue sources for funding.
- Long-term development costs associated with the Maryland Park Lake District.
- Legislation and local agency approvals on development activity within the Maryland Park Lake District.

*Review, continued from page i*

City to maintain the high level of services that residents and businesses have come to know.

During these unprecedented times, the City continues to address three important categories: resident quality of life, municipal services, and residential and commercial development. These demands of city resources tested our leadership as the safety of our residents and staff emerged as a pressing priority amidst the threat of COVID-19. City facilities were closed to the public from March 17- June 1, 2020. Many businesses were also forced to close their doors, yet others remained open and tried to salvage what they could to continue operating.

In the category of resident quality of life, the City has undertaken numerous projects and ongoing efforts including continued trail expansion and improved access from neighborhoods, expanded and enhanced parks and recreation programming, partnered with public and private partners in the construction and operation of the Centene Community Ice Center, acquired the Maryland Heights Athletic Association Baseball Fields (Fee Fee Baseball Fields) for renovation and renovated Aquaport. These projects reflect the City Council's dedication to listening to residents' feedback through surveys and outreach efforts, as well as making Maryland Heights a better place to live, work and play.

In 2020, we have experienced some setbacks; however, we continue to move forward and have many things in the works for the future. The City was recently awarded a grant for \$850,000 for the Greenhouse, Garden and Sustainability Center project. More information about this project is included on page 3 of the Transmittal Letter and in the Capital Improvement Program.

From the standpoint of residential and commercial development, the City experienced growth in multiple areas of  
*See Review, page iv*

- Personnel costs and staffing challenges in a competitive labor market.
- Continued long-term impact of Senate Bill 5 and other state efforts to legislate control over Municipal Court operations.
- Demands of services on all departments, particularly Parks and Recreation, Public Works and Police.
- Long-term maintenance of city owned facilities.
- Long-term commitment to providing a backstop to the debt of the Centene Community Ice Center.

## preparation and presentation

The budget is presented in six sections:

The Introduction section contains a summary of the policies and assumptions used to develop the budget. The Revenues section provides an analysis of major revenue sources. The All Funds section contains an overview of anticipated revenues and expenditures for all funds. Five-year projections for each operating fund are included, as well as a table showing all employee positions by program.

The next section is a Guide to the Budget that explains the various elements of the program budgets. The following section contains the nine departmental expenditure budgets organized into 44 programs and 15 capital projects, allowing the reader to get a view of the City's operations for the next year.

The Appendix section contains supplemental information to assist the reader in fully understanding the proposed budget, including a glossary of terms and abbreviations used throughout the budget, the adopted five-year Capital Improvement Program (CIP) for 2021-2025, the proposed Classification Plan and Pay Plan and background information about our city. The Pay and classification study will be researched and reviewed in 2021. Currently, staff salaries will be held at 2020 levels; no pay increases will be provided in 2021 due to the financial pressures caused by the pandemic.

### *Review, continued from page iii*

the City. In accordance with our vision, core values and goals, we seek out and capitalize on these opportunities. These guiding elements have enabled leadership to face adversity with different resources to achieve the same goals. The City engaged with several business during the 2020 Pandemic as they continued with the previously approved development plans. These include:

- The issuance of taxable industrial revenue bonds for the CJC Millpark, LLC project in an amount not to exceed \$15,000,000. This project entails construction of an office-warehouse complex on a nine-acre site within the Maryland Park Lake District and fosters job creation and expansion of logistic and technology uses.
  - The Flats at Dorsett Ridge, a 218-unit luxury multi-family residential complex, is under construction. The project removed a vacant, blighted private gym facility and will bring more residents to the City.
  - Day Springs Arts and Education is expanding through construction of additional classrooms, a rehearsal Hall and expanded theater.
  - Safety National, Aquaport and the Maryland Heights Fire Protection District all have projects that began construction in 2020 and are nearing completion.
  - Tristar Property Acquisitions, LLC is currently in the zoning process to create a 1.3 million square foot logistics park within the Maryland Park Lake District.
  - The Capital Improvement Plan for the five years beginning January 1, 2021 and ending December 31, 2025 will guide capital projects and manage available funds for the near future to help accommodate future residential and commercial development. (In the Appendix, you will find a copy of the projects planned for the next five years.)
  - Residential development continues throughout the City where open land is available and zoning regulations allow. The latest project is the Rose Meadow Subdivision, a ten-lot single-family residential subdivision that will bring new residents to the City.
- The City of Maryland Heights provides residents with an array of services from solid waste/trash services and recreation opportunities to sidewalks and street

*See Review, page v*

## economic outlook

Although local economic factors can affect business performance, labor constraints, profitability and growth are factors of the global market that also have an influence. The negative impact of COVID-19 will be felt for many years. City Leaders are tasked with limited funding sources and analyzing future opportunities to achieve the financial outlook desired.

Maryland Heights, which is a hub for business and commercial development in the St. Louis Metropolitan Area, has been challenged by the recent events, but is still receiving strong interest in future development along with a solid residential resale market. This continued interest in Maryland Heights is encouraging; the City is hopeful that economic activity will return to pre-COVID levels once this pandemic recedes. Additionally, current unemployment rates within the City are lower than the national rate at 2.4% versus 3.7%. However, concerns remain that there will be limited job growth in the St. Louis region with a predicted rate of 26.5% compared to the national rate of 33.5%. Despite the challenges, staff remain optimistic in the economic forecast for our community.

Internal and external impacts will have to be carefully monitored as economic and market conditions continue to affect the City on both a short-term and long-term basis. Furthermore, economic conditions need ongoing monitoring relative to all city expenditures, specifically personnel cost in future years.

## acknowledgements

This budget is the result of many hours of effort by many people. I want to thank the Assistant to the City Administrator, Gabby Macaluso, in the preparation of this budget document. She along with Department Directors and program managers developed the proposed program costs and performance measurements. I would also like to recognize and acknowledge the Director of Finance, Dave Watson; Assistant Finance Director, Cathy Malawy; and the Information Systems Manager, Gail Reader, for their dedication and preparation of this document. Their hard work, and commitment to the City were instrumental in the creation of this budget document. We look forward to working with the Council to finalize a budget that will provide superior municipal services in a safe and appealing setting in order to attract and retain residents committed to our city, thriving businesses and premier hospitality venues during the coming year.

Respectfully submitted,



Tracey A. Anderson, City Administrator

November 5, 2020

*Review, continued from page iv*

construction and maintenance. While some of these amenities serve residents and others serve the larger Maryland Heights community, ensuring accessibility to quality municipal services for the entire population—residents, visitors, business owners and other guests—is critical.

The City continues to invest in capital improvement projects although due to the financial impact of COVID-19, some projects planned for 2020 were postponed. The decision to postpone projects was a difficult one that was based on careful planning and discussion of funding sources. Residents expect a high level of service including capital projects. Our plan is to be able to address the needs and prioritize projects that fit our budget during the next five years.

Overall, 2020 was a year of many obstacles. City leaders relied on one another to navigate the uncertainty and fall out from the pandemic. Each department contributed their thoughts in an effort to move the City forward despite the setbacks. From the Centene Community Ice Center to maintenance of our infrastructure to enhanced city services and programs, the City, supported by the leadership of their elected officials, continues to grow and prosper.



# Introduction

This page left intentionally blank.



# 2021 BUDGET



## Mayor

G. Michael Moeller

## Councilmembers

### Ward 1

Julia K. Bietsch

C. Susan Taylor

### Ward 2

Kimberly L. Baker

Edwin L. Dirck, Jr.

### Ward 3

Charles G. Caverly

Nancy E. Medvick

### Ward 4

Steven A. Borgmann

Norman A. Rhea

## Administration

Tracey A. Anderson, City Administrator

David V. Watson, Director of Finance

Joann M. Cova, City Clerk

William D. Carson, Chief of Police

Cliff S. Baber, Director of Public Works

Michael L. Zeek, Director of Community Development

Adam M. Peper, Interim Director of Parks and Recreation

Howard Paperner, City Attorney

## Municipal Court

Kevin R. Kelly, Municipal Judge

This page left intentionally blank.



# table of contents

<b>Introduction</b>	<b>Page No.</b>	<b>Program Budgets continued</b>	<b>Page No.</b>
Letter of Transmittal	i	<b>Executive/Legislative</b>	109-122
Principal Officials of the City	-	Mayor, City Council	
Organization Chart	2	<b>Administration</b>	123-166
Vision, Values and Strategic Goals	3	City Clerk, Legal Services, City Administrator, Human Resources, Communications, Central Services, Risk Management	
Strategic Goal Performance Measures	4-9	<b>Finance</b>	167-188
Major Budget Policies	10	Finance, Geographic Information Services, Information Technology	
Revenue Projections	16	<b>Community Development</b>	189-224
Budget Presentation Award	17	Planning and Zoning, Inspections, Economic Development, Promotion of Tourism	
Additional Budget Education Resources	17	<b>Public Works</b>	225-288
Budget Process	18	Engineering and Administration, Roads and Bridges, Stormwater, Streetlighting, Solid Waste, Vehicle and Equipment Maintenance, Sewer Lateral, Capital Projects Management	
	19	<b>Police</b>	289-344
<b>Revenues</b>		Police Administration, Patrol Services, Investigation, Police Communications, Community Services, Police Records, Community Response Unit, Supplemental Pension Contribution	
<b>All Funds</b>		<b>Municipal Court</b>	345-352
Revenues & Expenditures by Fund - 5 Years	46	Municipal Court	
Statement of Budgeted Revenues & Expenditures & Changes in Fund Balance	47	<b>Parks and Recreation</b>	353-406
Revenue & Expenditure Graphs	49	Parks and Recreation Administration, Recreation Services, Community Center Maintenance, Government Center Maintenance, Aquaport, Parks Maintenance, Beautification	
Schedule of Budgeted Expenditures by Fund	50	<b>Human Services</b>	407-412
Personnel Schedule	51	Human Services	
<b>Revenue &amp; Expenditure Schedule by Fund</b>		<b>Debt Service</b>	413-422
General Fund	57	Debt Service	
Streetlight Fund	65	Community Center Debt Service Fund	
Tourism Tax Fund	69	<b>Appendix</b>	
Capital Improvement Fund	71	Position Classification Plan	425
Forfeiture Fund	75	Position Pay Plan	428
Parks Fund	77	Demographic Data	432
Reserve Fund	81	Debt Service and Bonds Schedule	434
Sewer Lateral Fund	85	Glossary of Frequently Used Terms	435
Police Training Fund	87	Frequently Used Abbreviations and Acronyms	438
Dorsett Road TIF Fund	89		
Westport Plaza TIF Fund	91		
Beautification Fund	93		
Community Center Debt Service Fund	95		
<b>Program Budgets</b>			
User's Guide	97		



This page left intentionally blank.



# maryland heights at a glance

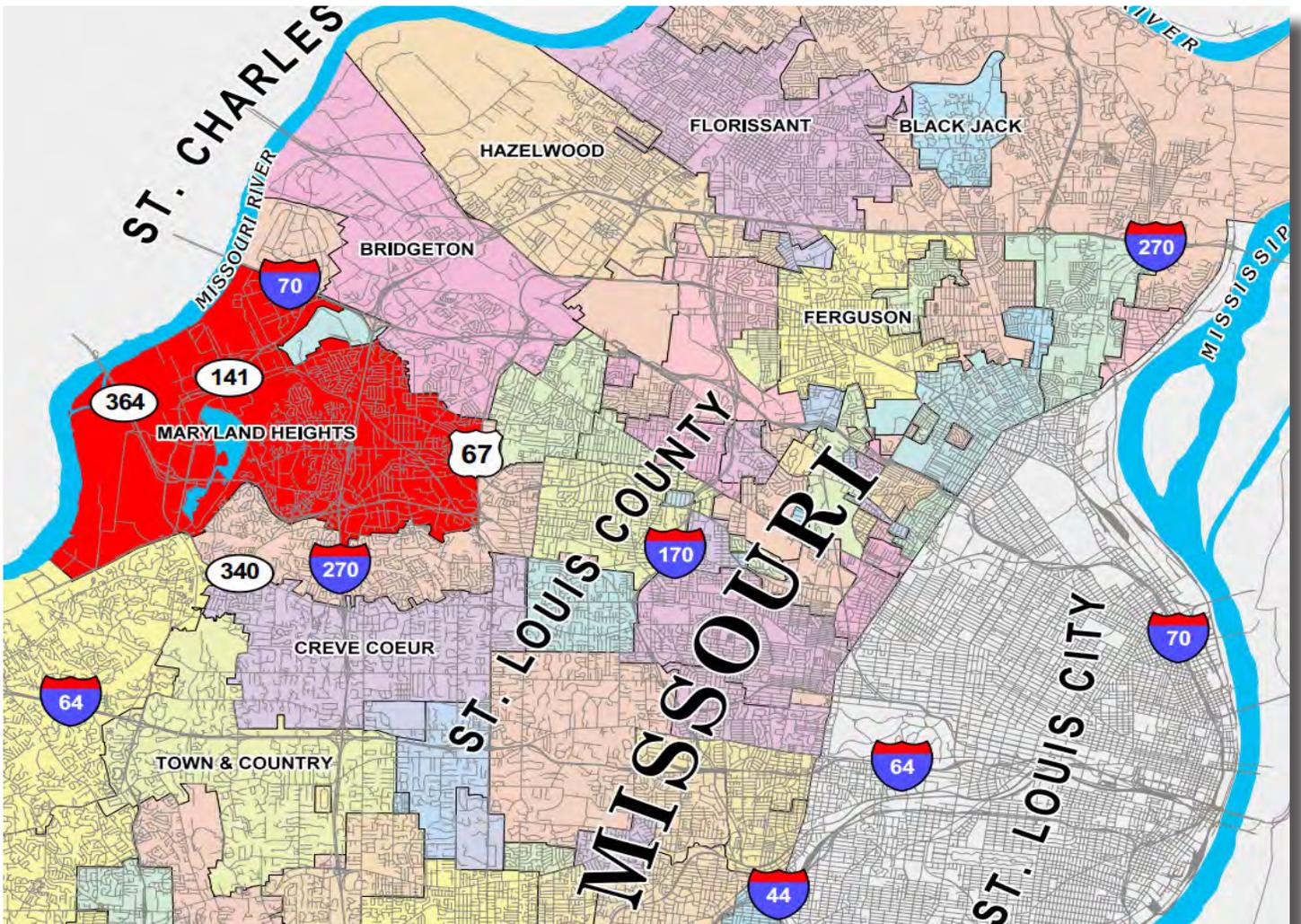
## Our City

Maryland Heights, incorporated in 1985, operates under the City Administrator form of Mayor/Council government and is a Third-Class City as defined by Missouri statutes.

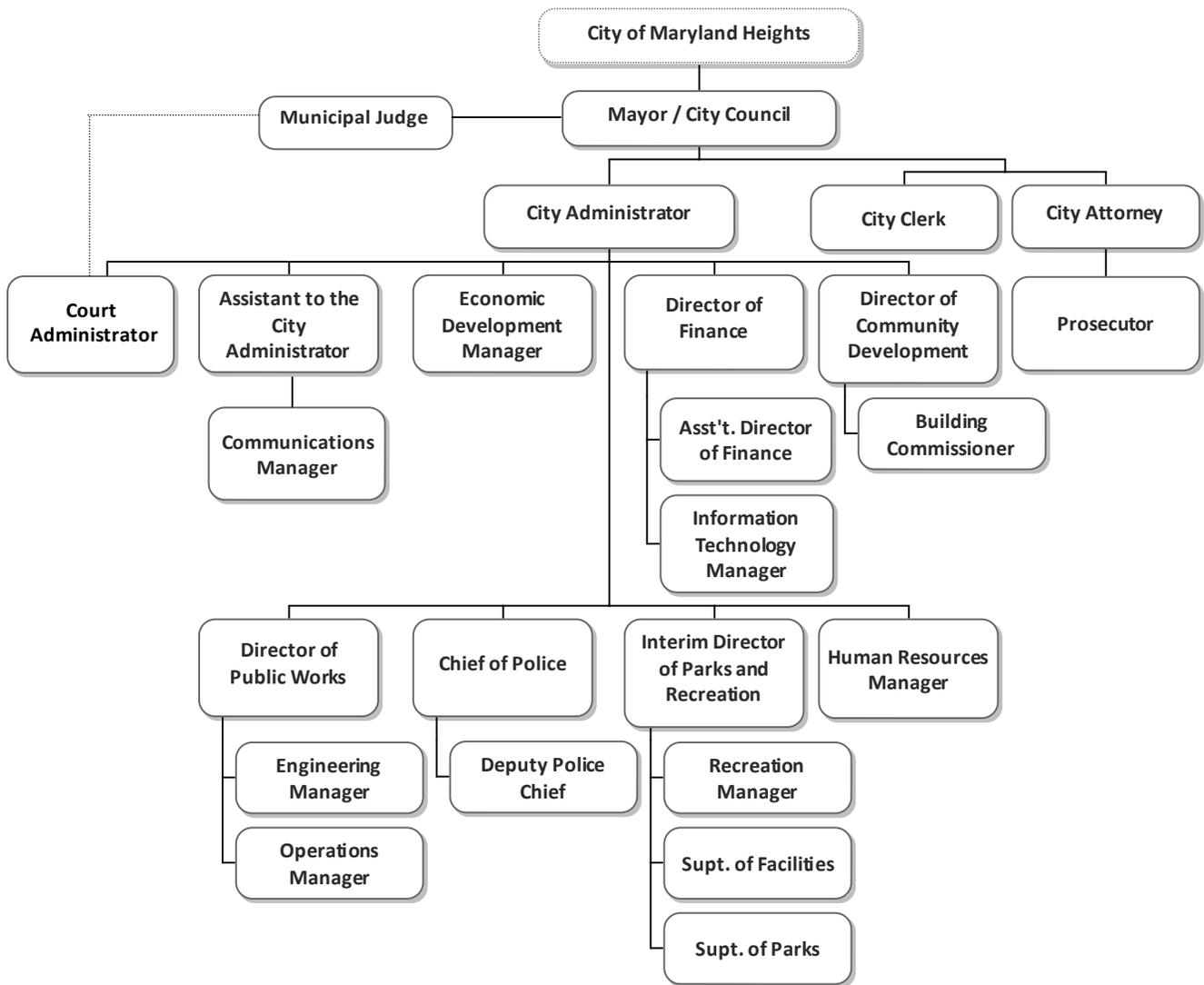
The City occupies 23.42 square miles and is located 21 miles northwest of downtown St. Louis. Maryland Heights is served by two award-winning school districts, Pattonville and Parkway, and four fire protection districts—Maryland Heights, Creve Coeur, Monarch and Pattonville. These school and fire districts are politically independent from the City.

Maryland Heights is both a residential community and an employment center. The city has a population of 27,472 occupying approximately 13,092 housing units and an estimated 45,000 jobs at 1,811 businesses. Services provided by the city include:

- Police patrol and investigations
- Street maintenance and other public works functions
- Recreation and park services
- Planning and zoning
- Licensing, permitting, and inspections
- Municipal court



# our organization



<b>Personnel</b>			
	<b>2019</b>	<b>2020</b>	<b>2021</b>
Administration	12.25	11.25	10.50
Finance	8.00	8.00	9.00
Community Development	19.25	20.25	20.25
Public Works	29.75	29.00	29.00
Police	98.90	100.40	100.90
Municipal Court	4.80	3.80	3.80
Parks & Recreation	88.68	86.01	82.60
<b>Total Personnel (FTE)</b>	<b>261.63</b>	<b>258.71</b>	<b>256.05</b>

# planning for our future

The City of Maryland Heights adopted a Vision Statement, along with a guiding set of Core Values and Strategic Goals. The Vision Statement represents what Maryland Heights will be, and the Values and Goals specify how Maryland Heights will achieve that Vision. The City is in the process of updating its strategic plan and Resident Satisfaction Survey.

In order to measure progress, each Strategic Goal is accompanied by several Key Performance Indicators. Data for these Indicators is collected throughout the year and is compared to previous years, other agencies, and established benchmarks in order to gauge the City's progress. The following pages provide Key Performance Indicator data, organized by Strategic Goal area.

## Maryland Heights' **vision** - what we will be:

Maryland Heights is a great place to call home where residents of all ages come together, where businesses seek to locate, and where the region comes to play.

## Maryland Heights' **values** and **goals** - how we will get there:

Value #1: **Responsibility** - We will manage our financial and human resources prudently and efficiently.

Related Strategic Goal: Financial Stability

Value #2: **Planning** - We realize change is inevitable; it is our responsibility to prepare for it.

Related Strategic Goal: City Services

Related Strategic Goal: Economic Development

Related Strategic Goal: Public Safety

Value #3: **Balance** - We believe consideration of the interest of residents, businesses and visitors are important to our future.

Related Strategic Goal: Economic Development

Related Strategic Goal: Quality Housing

Related Strategic Goal: City Services

Value #4: **Communication** - We emphasize clear, timely two-way communication between the city and those we serve.

Related Strategic Goal: Building Community

Value #5: **Equity** - We treat all those receiving city service fairly and equitably.

Related Strategic Goal: City Services

# planning for our future

**Strategic Goal 1: Quality Housing** - “We will be proactive in maintaining and improving our housing stock to stabilize population and home ownership in our city.”

## What we do to improve housing:

	2018	2019	2020*
Single Family Housing Re-occupancy Inspections	1,471	1,193	1,313
<i>Occupancy inspections ensure inspected homes are up to code</i>			
Multi Family Housing Re-occupancy Inspections	2,590	2,239	2,187
<i>Occupancy inspections ensure inspected apartments are up to code</i>			
Concrete Sidewalk Repaired or Replaced, in Square Feet	9,647	7,803	10,000
<i>Sidewalks in good condition encourage walking and reinforce positive perceptions of the city</i>			
Sewer Lateral Repairs Completed	65	70	65
<i>Sewer laterals are an essential piece of home infrastructure</i>			
Street Sweeping Miles	531	321	300
<i>Street sweeping keeps city-maintained streets in appealing condition</i>			
Trees Maintained	1,685	1,274	1,200
<i>Maintaining trees enhances the natural beauty of the city and contribute to environmental quality</i>			
Beautification Awards Nominees	32	ND	ND
<i>The Beautification Awards encourage property owners to improve the appearance of their property. (This program has been discontinued and replaced by other programs.)</i>			
City Newsletter Articles Covering this Topic	10	9	13
<i>Newsletter articles raise awareness of home improvement and maintenance issues</i>			

## Outcomes we track:

	2018	2019	2020*
Average Sale Price of Single-Family Homes in Maryland Heights	\$178,450	\$177,350	\$199,900
Average Number of Days on Market for Single-Family Homes Sold in City	11	21	8

\* projected

# planning for our future

**Strategic Goal 2: Building Community** - “We will create connections between people and places to enhance the sense of community in our city.”

## What we do to build community:

	2018	2019	2020*
Facebook Posts	700	1,035	663
<i>Social media is one way our residents can directly connect and interact with the city</i>			
Issues of City Newsletter	12	12	12
<i>The city newsletter is another means of directly communicating with our residents</i>			
Total Senior Program Attendance (all senior programs)	8,879	8,843	2,054
<i>The city offers a variety of programs tailored for older residents</i>			
Parks Facilities Reservations	336	334	59
<i>The use of city parks facilities is an indicator of overall use of city parks</i>			
Dogport Memberships	173	185	106
<i>Dogport - the city's dog park - provides another venue for residents to interact</i>			
Maryland Heights Night Out Block Parties	24	21	0
<i>Maryland Heights Night Out is a community-wide civic engagement effort focused around block parties that encourage neighborly communication and interaction with public officials. This event was modified in 2020 to not include block parties due to COVID-19.</i>			

## Outcomes we track:

	2018	2019	2020*
Total Number of Senior Newsletters Distributed (mail & email)	1,832	3,438	640
<i>The Communications Division overhauled the mailing list to remove seniors who no longer participated in programs and/or no longer wished to receive the newsletter in the mail.</i>			
Total Number of Social Media Accounts Maintained by the City	15	15	15
Total Senior Lunch Attendance	1,189	1,041	205
Total Number of New Facebook “Likes” (City Page)	270	209	464
Total Number of New Facebook “Likes” (Parks and Recreation Page)	430	657	540
Total Number of New Facebook “Likes” (Police Page)	2,780	4,963	717
Total Number of New Facebook “Likes” (Aquaport Page)	412	83	(61)
Number of Transportation Services (One-Way Trips) for Seniors and/Disabled	4,038	9,704	4,500

\* projected

# planning for our future

**Strategic Goal 3: City Services** - “We will strive to preserve and continually improve the level of service enjoyed by residents and businesses in our city.”

## What we do to improve city services:

	2018	2019	2020*
Average Issuance Time for Conditional Use Permits (# of days)	47	39	32
<i>Reducing the amount of time to issue a C.U.P. saves businesses money</i>			
Building & Grounds Maintenance Work Orders Completed	425	1,301	630
<i>Maintaining city property ensures residents enjoy high quality public spaces</i>			
Park Work Orders Completed	225	192	113
<i>Park work orders ensures residents enjoy high quality, well-maintained parks facilities</i>			
Concrete Pavement Replaced (square yards of concrete)	1,883	840	850
<i>Pavement replacement keeps city streets in good condition</i>			

## Outcomes we track:

	2018	2019	2020*
Traffic Control Signs Installed/Replaced (each)	648	172	300
Mosquitocide Applications (city-wide) (each)	19	19	19
Linear Feet of Creeks Cleaned	2,650	2,550	2,500
Recycling Quantity in Tons Annually Collected from Residences	1,829	1,603	1,819
Total Number of Utility Tax Rebate Applications Processed	1,572	1,339	1,300
Sewer Lateral Investigations	75	83	75

\* projected

# planning for our future

**Strategic Goal 4: Financial Stability** - “We will continue to utilize sound fiscal policies and prudent budgeting to ensure long-term stability in our city.”

**What we do to maintain financial stability:**

	2018	2019	2020*
General Fund/Reserve Fund Year-End Balance	\$29,600,000	\$31,200,000	\$23,000,000
<i>The Reserve Fund serves as a financial safety net for the city</i>			
Reserve Fund Balance as a Percentage of General Fund Expenditures	125%	133%	93%
<i>City policy is to maintain at least 75% of General Fund expenditures in the Reserve</i>			

**Outcomes we track:**

	2018	2019	2020*
Annual Audit Completed with an Unqualified Opinion from Auditor	Yes	Yes	Yes
Distinguished Budget Presentation Award Received	Yes	Yes	Yes
Achievement for Excellence in Financial Reporting Award Received	Yes	Yes	Yes

\* projected

**Strategic Goal 5: Public Safety** - “We will provide responsive, proactive and effective enforcement of laws and codes in order to maintain a safe environment for residents, businesses and visitors in our city.”

**What we do to improve public safety:**

	2018	2019	2020*
Percent of Emergency Calls Responded to in 4 Minutes or Less	77%	77%	74%
<i>How quickly the police respond is a key element of public safety</i>			
Percent of Non-Emergency Calls Responded to in 7 Minutes or Less	88%	85%	87%
<i>How quickly the police respond is a key element of public safety</i>			
Detective Bureau Case Clearance Rate	45%	47%	44%
<i>The clearance rate measures the effectiveness of our detective bureau</i>			

**Outcomes we track:**

	2018	2019	2020*
Uniform Crime Report - Ratio of Part I Crimes Reported per 1,000 Population	32	37	35
Canine Narcotic Responses/Events	278	288	148
Dispatcher Performance Audits	402	400	150

\* projected

# planning for our future

**Strategic Goal 6: Economic Development** - “We will enhance and diversify our economic base in order to maximize our commercial space and developable land, create jobs, maintain financial strength of local governmental jurisdictions serving our residents, and improve the quality and appearance of our city.”

## What we do to improve the economy:

	2018	2019	2020*
Commercial re-occupancy inspections	370	310	323
<i>Inspecting properties as they are re-occupied ensures inspected properties are up to code</i>			
Building inspections	4,046	3,461	3,117
<i>Building inspections ensure new construction is up to code</i>			
Right of Way Mowing (each)	13	12	10
<i>Right-of-Way mowing maintains the city as an attractive place to do business</i>			
Street Sweeping (miles)	531	321	300
<i>Street sweeping maintains the city as an attractive place to do business</i>			

## Outcomes we track:

	2018	2019	2020*
Annual Total Assessed Value of All Real Property in Maryland Heights	\$1,054,934,380	\$1,146,483,170	\$1,181,666,200
Revenue Generated by one-half cent Sales Tax	\$4,782,525	\$5,000,792	\$4,400,000
Commercial Space Occupancy Rate	94.59%	91.47%	92.95%
Industrial Space Occupancy Rate	94.80%	96.52%	96.35%
Hotel Revenue per Available Room	\$63.00	\$62.00	\$30
<i>The hospitality industry has been significantly impacted by COVID-19 and the related travel and gathering-size limitations put in place.</i>			
Average Hotel Room Rate	\$94.00	\$92	\$72
<i>The hospitality industry has been significantly impacted by COVID-19 and the related travel and gathering-size limitations put in place.</i>			
Businesses Licensed as of 12/31 (includes home-based businesses)	1,854	1,860	1,875

\* projected

# planning for our future

**Strategic Goal 7: Creating Identity** - “We will enhance our identity and visual appearance in order to strengthen our position as a desirable residential community, as a major business center and as the hospitality hub of the region.”

## What we do to create identity:

	2018	2019	2020*
Facebook Posts	700	949	1,053
<i>Social media is one way our residents can directly connect and interact with the city</i>			
Cultural Arts Events	9	11	7
<i>These events can attract people from throughout the region &amp; promote cultural awareness</i>			
Maryland Heights Night Out Block Parties	24	21	0
<i>Maryland Heights Night Out is a community-wide civic engagement effort focused around block parties that encourage neighborly communication and interaction with public officials. This event was modified in 2020 to not include block parties due to COVID-19.</i>			
Trees Maintained	1,685	1,274	1,200
<i>Maintaining the urban canopy improves the environment and appearance in the City.</i>			
Concrete Pavement Replaced (square yards of concrete)	1,883	840	850
<i>Pavement replacement keeps city streets in good condition</i>			

## Outcomes we track:

	2018	2019	2020
Visits to the City Website	225,100	228,348	228,225
Total Senior Lunch Attendance	1,189	1,041	205
<i>Senior luncheons were suspended due to COVID-19 and associated social distancing protocols and gathering size restrictions.</i>			
Aquaport Attendance	45,000	46,756	0
<i>Aquaport did not open for the 2020 season due to remodeling construction.</i>			
Total Number of New Facebook “Likes” (Parks and Recreation Page)	430	657	528

\* projected

# major budget policies

## Annual Budget

The budget is intended to present a complete financial plan for the coming budget year and includes the following information:

1. A budget message describing the important features of the budget and major changes from the preceding year;
2. Estimated revenues to be received from all sources for the budget year with a comparative statement of actual or estimated revenues for the preceding two years, itemized by year, fund and source;
3. Proposed expenditures for each department, office, and other classification for the budget year, together with a comparative statement of actual or estimated expenditures for the preceding two years, itemized by year, fund, activity and object of expenditure;
4. The amount required for the payment of interest, amortization, and redemption charges on any debt of the City;
5. A general budget summary. (RSMO 67.010)

## Balanced Budget

The proposed budget and any revised budget must conform to the statutory requirement that the total proposed expenditures from any fund shall not exceed the estimated revenues to be received, including debt issuances, transfers from other funds, and advances from other funds plus any unencumbered balance or less any deficit estimated for the beginning of the budget year. (RSMO 67.010)

## Budget Officer

The City Administrator is the designated Budget Officer charged with preparing a proposed budget for submission to the City Council. (RSMO 67.020, Ord. 3759)

## Fiscal Year

The City's fiscal year begins January 1 and runs through December 31. (Ord. 3759)

## Accounting, Auditing and Reporting

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity with self-balancing accounts that

comprise its assets, liabilities, equity, revenues, and expenditures.

The City's budget consists of 13 distinct funds, all of which are in the governmental fund category. The City's funds fall within four fund types:

### *General (2)*

General and Reserve Funds

### *Special Revenue (9)*

Streetlight, Parks, Tourism, Sewer Lateral, Dorsett TIF, Westport Plaza TIF, Police Training, Police Forfeiture, Beautification Funds

### *Debt Service (1)*

Community Center Debt Service Fund

### *Capital Projects (1)*

Capital Improvement Fund

The City maintains its records and presents fund financial statements on the modified accrual basis of accounting: revenues are recorded when susceptible to accrual, i.e. measurable and available. Available means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the liability is incurred.

The budget for all funds is prepared on the modified accrual basis, except that encumbrances are reflected as expenditures and market value adjustments for investments held in the General Fund are not recorded.

The City accounts for advances between funds as an asset in the fund providing the advance and as a liability in the fund receiving the advance. For budgetary purposes, any advance received is treated as a source of funding and an advance provided to another fund is not considered as available until repaid. Repayments increase the fund balance of the fund that receives repayment.

An independent audit of all funds is performed annually. (Ord. 3759) The City produces annual financial statements in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

# major budget policies

## Other City Funds

The following city funds are not included in the 2021 budget:

- Trust and agency — a custodial fund to account for court bonds and escrow deposits made for certain development projects. This fund is unavailable to finance city services.
- Retiree Health Plan — an OPEB fund used to fund eligible retirees' health insurance benefits.
- Ice Arena — an enterprise fund established in 2018 pursuant to various agreements with the Legacy Ice Foundation to construct and operate a multi-purpose sports and entertainment facility. The facility opened in 2019. (See “Ice Arena” in this introductory section.)

## Level of Control

The City Council exercises control at the program level. Capital improvements are controlled at the project level. (Ord. 3759)

## Budget Transfers

Transfers within the budget may be made as follows:

- Heads of departments may transfer within a program with the approval of the City Administrator. (Ord. 3759)
- Heads of departments may make transfers between programs within their departmental budget up to \$12,000 with prior approval from the Finance Director and City Administrator (Ord. 3759)
- Transfers in excess of the above limits, transfers between departments, transfers between funds and transfers from contingency require majority approval of the City Council (Ord. 3759)

## Budget Revisions

Budget revisions must be approved by a majority vote of the City Council. (Ord. 3759) Such revisions are subject to the balanced budget requirement. (RSMO 67.030)

## Rebudgeting

To accommodate the potential changes in city revenues and demand for services, as well as provide for greater flexibility in the budgetary process, the City Council reviews the budget at mid-year to make any necessary adjustments or corrections.

## Capital Expenditures

The City considers the expenditure of \$5,000 or more on an item that has an expected life of over one year to be a capital asset for purposes of classification of expenditure.

## Capital Improvement Plan (CIP)

Annually, the City updates its five-year Capital Improvement Plan (CIP) and makes all capital investments costing over \$100,000 in accordance with the plan. The City's CIP includes a funding plan. City funds provide financing of capital improvements (see below).

### *Capital Improvement Fund*

Funds infrastructure and facility projects not designated in another fund.

### *Streetlight Fund*

Funds projects related to lighting city streets including new installations, replacements and upgrading of poles and fixtures.

### *Parks Fund*

Funds major improvements and acquisition of parks facilities including playgrounds, the aquatic park, and related buildings, parking areas, pavilions and restrooms.

## Debt

The State of Missouri authorizes cities to incur indebtedness in an amount up to 10% of the assessed value of taxable property by citizen vote to issue general obligation debt. In 2021, this would allow the City to borrow (with voter approval) about \$100 million. No debt is currently issued or authorized under this limitation.

The City has adopted a policy (Resolution 2014-1151) that establishes the parameters of issuing long-term debt.

In 2015, the City issued \$15 million in “certificates of participation” to fund 50% of the construction cost of a new community center (see “Community Center Construction and Financing”). The certificates do not

# major budget policies

constitute an indebtedness of the City within the meaning of any constitutional or statutory restriction.

In 2020, the City issued \$20,640,000 of Tax Increment Financing (TIF) and Special District Revenue Bonds to finance eligible redevelopment costs in the Westport Plaza Redevelopment Area. The Series 2020 Bonds were issued pursuant to the TIF Act for the purpose of refunding notes previously issued, funding a debt service reserve and paying issuance costs. The debt service is payable from proceeds of the bonds and certain revenues generated within the district. These bonds do not constitute an indebtedness within the meaning of any constitutional or statutory limitation.

See “Ice Arena” in this section for information on the governmental obligations of the debt issuance for the Centene Community Ice Center. See Appendix for debt service schedule.

## Gaming Tax Revenues

The City receives 23% of its total revenues from taxes generated by a casino located within the City. From 2015 to 2019, the City has used 70% of gaming taxes to fund general services and 30% to finance certain capital improvements (Resolution 2014-1156). In 2020, in response to impacts from COVID-19, the Council adopted Resolution 2020-1310 that provides all gaming taxes received in 2020 and 2021 will be distributed to the General Fund.

## Reserve Fund

The purpose of the Reserve Fund is to provide resources to other city funds to avoid deficits, maintain sufficient funds for cash flow needs of all city funds in order to minimize external borrowing, and provide for unanticipated expenditures or revenue shortfalls.

1. Any unencumbered budgetary balance existing in the General Fund at the end of a fiscal year shall be transferred to the Reserve Fund. Likewise, if a deficit balance exists in the General Fund at yearend, a transfer from the Reserve Fund shall be made to offset the negative fund balance. The 2021 budget projects a General Fund deficit of \$154,608.
2. If any city fund other than the General Fund has a negative fund balance at the end of the fiscal year, a transfer or advance from the Reserve Fund shall be

made to avoid any deficit. If the Council determines that the fund will repay the funds from future years’ resources, an advance shall be made. If the Council determines that there will be no repayment, a transfer shall be made.

3. Subject to appropriation, the City has agreed to transfer up to \$625,000 a year to the Ice Center Fund to replenish the Debt Service Reserve Fund of the Series 2018 A bonds issued to finance the facility. (See “Ice Arena” and “Operating Transfers (4)” in this introductory section.)
4. At the end of 2020, the Ice Center Fund (enterprise fund) owes the Reserve Fund \$1 million from an advance during 2020. This advance will be repaid in 2021 and is treated the same way as an incoming transfer.

The City strives to maintain a fund balance in the Reserve Fund equal to seventy-five percent (75%) of annual expenditures of the General Fund. The 2021 budget projects a year-end Reserve Fund balance of \$23 million, which equates to over 95% of 2021 General Fund budgeted expenditures (\$24 million). (Resolution 2014-1155; Ordinance 2014-3932)

## Operating Transfers

There will be six operating budget transfers in 2021.

1. General Fund budgeted expenditures for 2021 exceeds revenues and other transfers in by \$154,608. This amount will be transferred from the Reserve Fund.
2. The Park Fund will transfer \$985,000 to the Community Center Debt Service Fund to provide for financing obligations in 2021 on the long-term debt.
3. The Park Fund will annually transfer funds to General Fund to offset a part of the administrative costs contained in the General Fund related to parks and recreation activities. The General Fund expenditures include centralized costs for property and liability insurance, human resources, legal services, and financial and accounting costs. The allocation to the Park Fund is computed as the fund’s pro-rata share of the administrative costs based on the percentage of total city salaries expended in the Park Fund. The transfer shall equal \$100,000 or the amount derived in this formula, whichever is lower.

# major budget policies

The 2021 budget estimates total salaries (all funds) of \$16 million of which \$2.7 million is in the Park Fund. Therefore, the percent of total city wages in Park Fund is 17%. The total cost of administrative services in the General Fund as listed above is \$2.4 million. The Park Fund share as provided in the formula is \$2.4 million times 17%, or \$410,000. The amount of the transfer for 2021 is limited to \$100,000.

## 2021 General Fund Administrative Expenditures (in thousands)

Property & Casualty Insurance	\$475
Legal	100
Finance & Accounting	617
Information Technology	860
Human Resources	358
Total	<u>\$2,410</u>
Park Fund Share (17%)	<u><u>\$410</u></u>

- As detailed in “Ice Arena” in this Introductory Section, the City has agreed, subject to annual appropriation, to transfer up to \$625,000 per year to The Ice Arena Fund to replenish any needed use of the Debt Service Reserve on the Series 2018A bonds issued to construct the facility. The 2021 budget provides for a transfer from the Reserve Fund to the Ice Arena Fund. The transfer will occur only if needed under the provisions of the financing agreement.
- Pursuant to a financing agreement, the City will transfer \$175,000 in 2021 to the Ice Center Fund. (See Ice Center Fund in these policies.)
- Due to the impact of COVID-19 on City resources, the City will transfer \$1 million from the Streetlight Fund to the Capital Improvements Fund to lessen the impact of lower funds from gaming taxes. (See gaming taxes in this section.) The Streetlight Fund primarily is used to provide for costs related to street lighting. Any surplus funds can be used for capital improvements.

## Contingency

In the event of unanticipated needs as a result of litigation, grant-matching, natural disasters, revenue shortfalls, etc., the City has resources to address the situation. Most of the individual funds have unappropriated fund balances that can be utilized. In the event that unforeseen events result in a fund deficit, the Reserve Fund provides advances or transfers to other funds (see Advances). (Ordinance 3426)

## Fund Balances

The City’s budgetary fund balances will total \$31.2 million at the end of 2021, a decrease of \$3.6 million from the end of 2020.

The Capital Improvements Fund will decrease \$2.5 million and the Streetlight Fund will decrease \$1.0 million from the use of accumulated balances for specific capital projects.

## Advances

The Reserve Fund provides advances to funds that have temporary deficits that are expected to repay the fund from future years’ resources. Capital projects that are funded from the receipts of gaming taxes may need advances to prevent external borrowing for the financing of improvements.

Advances are treated as transfers of fund balance. Therefore, a fund receiving a transfer can utilize the funds for budgetary purposes. A fund making the advance (Reserve Fund) experiences a reduction in budgetary fund balance until the advancement is repaid. This ensures that advances do not exceed current available resources.

An advance of \$1.0 million is outstanding in the Reserve Fund from the Ice Center Fund. It will be repaid in 2021.

## Investments

The City invests public funds in a manner that provides the highest investment return with maximum security while meeting daily cash flow demands and conforming to all state and local statutes governing the investment of public funds. (RSMO 30.950, Resolutions 2008-942, 2009-1017, 2013-1113 and 2014-1136)

# major budget policies

## Unencumbered Funds

Unencumbered appropriations lapse at year-end.

## Parks and Recreation Funding

Since 1996, the City has levied a sales tax of one-half cent to fund parks and stormwater activities. Beginning in 2015, the City distributes 100% of the sales tax to the Parks Fund. (Resolution 2014-1156)

In addition to the sales tax, revenues from recreation program fees and grants are received by the Parks Fund. Resources in the Parks Fund are used to pay the costs associated with parks and recreation facilities and programs included in the department's budget. Further, the Parks Fund annually transfers funds to the Community Center Debt Service Fund equal to the principal and interest obligations due and the General Fund for administrative support. (See "Operating Transfer" in this section.)

The Capital Improvement Plan for 2021 through 2025 utilizes the revenues and fund balance of the Parks Fund to invest in expansion, renovations and improvements to recreation facilities.

In 2021, the City plans to invest \$500 thousand in recently acquired ballfields located on Fee Fee Road. This will result in a decrease of \$459 thousand in the Park Fund.

## Ice Arena

In 2018, the City entered into various agreements to finance, construct and operate a new 277,000 square foot multi-purpose ice complex. Construction began in late summer of 2018; the facility opened in September of 2019. Pursuant to an operating agreement with the City, the St. Louis Legacy Ice Foundation ("Operator") will manage all aspects of the Ice Arena. An Operating Committee established by the Operator, which the City has the right to appoint a majority of the members, will provide oversight and make specified decisions respect to the facility.

The Ice Arena Fund is an Enterprise Fund of the City and is included in the Comprehensive Annual Financial Report for the City's fiscal period ending each December 31; however, the "Operating Year" of the facility begins on September 1 and ends the following August 31 to coincide with ice sport activities. On or before July 1 of

each year the Operator shall submit to the committee an Annual Plan budget for the succeeding year that includes an Operating Budget.

As explained below in detail, the City's annual obligation from governmental funds, subject to appropriation each year, consists of two separate commitments:

### 1. Annual payments that include the City's use of the facility

Pursuant to a financing agreement between the City, the St. Louis Legacy Ice Foundation and the St. Louis Ice Center Community Improvement District to issue \$55.5 million in revenue bonds, the City will make annual payments.

The 2021 budget provides for a transfer of \$175,000 from the Park Fund to the Ice Arena Fund to satisfy the commitment that also includes recreational use of the facility by the Parks and Recreation Department for programming time and special events.

### 2. Backstop to the Debt Service

The financing agreement also provides that the City, subject to appropriation by the City Council, in the event of shortfalls, to provide up to \$625,000 in additional annual payments to replenish the debt service reserve of the Series 2018A bonds. **The 2021 budget includes a transfer of \$625,000 from the Reserve Fund to the Ice Arena Fund in the event this "backstop payment" is necessary.**

## Public Safety Sales Tax

In 2017, St Louis County voters approved a half-cent sales tax to provide for public safety. The County receives 37.5% of the proceeds. The remaining 62.5% is distributed based on population to the municipalities and the County (based on the population of the County's unincorporated areas). The City accounts for the sales tax separately from other revenues and expects \$1.365 million from this source in 2021. Among other public safety efforts, the City's police department has a 2021 General Fund budget of \$11.7 million; in 2017, the last year prior to the passage of the tax, the City expended \$10.6 million on police activities. Personnel costs in the police department are \$960 thousand higher in the 2021 budget than 2017.

# major budget policies

## Pay Plan

In 2018, the City implemented a market-based pay plan for all City employees. The City has identified 11 peer cities and St. Louis County as public employers that offer similar jobs and have resources to compensate employees among the highest in the region. The City formulates a policy of where they wish to rank among its comparators and, considering resources, will periodically adjust the pay scale according. No adjustments to the pay plan are provided in the 2021 budget. Employees will not be eligible for step increases in 2021.

## Impact of COVID-19 and Economic Outlook

The 2021 budget was prepared with the recognition that the global pandemic's (COVID-19) impact on the international economy and the City's revenue sources will be felt for a significant time. The City relies heavily on the hospitality industry including business and leisure travel to generate tax revenues and other fees. The City estimates that COVID-19 resulted in a revenue loss of over \$6.5 million in 2020.

Specifically, gaming taxes, which has averaged \$10 million annually the last several years, will total less than \$6 million in 2020 due to the closure of the casino for three months. Upon reopening, tax revenues are down 35% compared to the same period in 2019.

Other major revenue sources have experienced major declines. The City's half-cent sales tax to fund Parks and Recreation declined over 25% due to COVID-19. User fees, memberships, facility rentals and recreation programs have declined due to health restrictions and lower demand. The City's water park, Aquaport, was closed in 2020 due to renovations but otherwise would have had limited capacity and presumably lower demand.

The City's share of a county-wide sales tax has dropped 19% since March from the same period in 2019. The City's gross receipts tax on electric utilities, a major indicator of commercial activity in the City, is down 8%.

The 2020 fiscal impact was softened by the receipt of \$1.9 million in federal assistance. This represents less than one-third of the decline in revenues. The City also

deferred or cancelled about \$3 million in planned capital improvements. A decrease in part-time salaries in the Parks and Recreation Department offset a portion of the revenue loss in the Park Fund.

The 2021 revenue budget presumes that sales tax and utility taxes return to 90% of 2019 levels. A more conservative approach is taken with gaming taxes. The budget forecast is for \$8 million which is 80% of the pre-COVID-19 level. Further, all of the gaming taxes will fund General Fund operations; previously 30% of gaming taxes were distributed to the Capital Improvement Plan.

The 2021 expenditure budget reflects cuts in travel-related training and contains no employee compensation increases including no step increases.

The St. Louis Regional Consumer Price Index - Urban Areas (CPI-U) calculated by the U.S. Department of Labor increased .8% for the year ended Sept. 30, 2020. A projected rate of 1% was used in the development of the 2021 budget.



*Officer Mancusi distributes frozen treats to participants of the City's outdoor movie night. The Departments of Police and Parks and Recreation partnered to provide socially-distanced and free movie nights with treats throughout the summer.*

# major budget policies

## Revenue Projections

For operations the City relies heavily on three sources of revenues: sales taxes, gaming taxes and utility gross receipts taxes. These sources combine for over 65% of all revenues. Projecting revenues for 2021 in an economy dealing with an historic pandemic is challenging.

Forecasts about the timing and speed of a recovery are difficult. In addition, the safety concerns for gatherings, sports and athletic participation, and other recreational events are still uncertain. (See “COVID-19 Impacts” in this section).

Total revenue for 2021 is projected to be \$35.3 million, an increase of \$1.7 million (5.2%) from 2020. The 2021 budget for sales taxes and utility taxes are based on 90% of 2019 actual revenues. Gaming taxes are estimated at 80% of 2019 receipts.

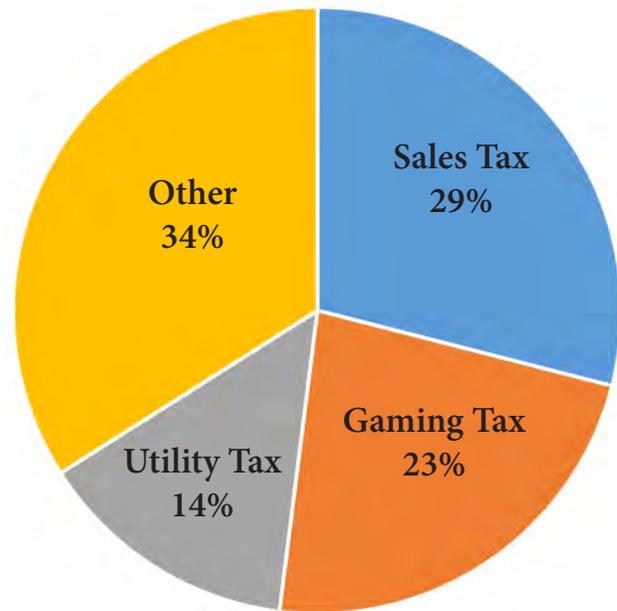
Gaming taxes are projected to be \$8 million in 2021, an increase of \$2.15 million from 2020 when the casino located in Maryland Heights was closed for three months due to the pandemic.

An increase of \$265 thousand (2.7%) in sales taxes offsets an expected 3.6% decline in utility taxes.

A decrease of \$1.6 million in intergovernmental revenues reflects a one-time receipt of \$1.9 million in 2020 related to federal assistance for COVID-19 relief.

Recreation revenues are expected to be significantly higher in 2021 than 2020 with higher demand and availability of the City’s recreational programs and facilities including the newly renovated water park (Aquaport).

Projected Revenues by Source



Revenues by Source: All Funds  
(in thousands)

	Actual 2017	Actual 2018	Actual 2019	Estimated 2020	Budget 2021
Gaming taxes	10,388	10,010	9,983	5,950	8,000
Utility taxes	5,893	6,373	5,537	5,225	5,038
Sales taxes	9,273	11,075	11,245	9,850	10,115
Cigarette taxes	68	60	57	50	50
Road & Bridge	2,022	2,184	2,171	2,010	2,110
Hotel taxes	339	372	368	180	320
Licenses/permits	2,208	2,041	1,861	2,096	1,858
Court	1,340	1,222	989	600	800
Investment income	523	920	1,165	650	250
Intergovernmental	5,969	1,887	488	2,951	1,377
Recreation User Fees	1,509	2,098	2,177	630	1,860
Sewer Lateral tax	364	373	375	375	375
Incremental/special districts	2,977	5,424	5,626	2,750	3,010
Other	355	1,534	345	289	180
<b>Total</b>	<b>43,228</b>	<b>45,573</b>	<b>42,387</b>	<b>33,606</b>	<b>35,343</b>

# major budget policies

## Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented its award for Distinguished Budget Presentation to the City of Maryland Heights for the annual budget for the fiscal year beginning January 1, 2020.

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 medium.

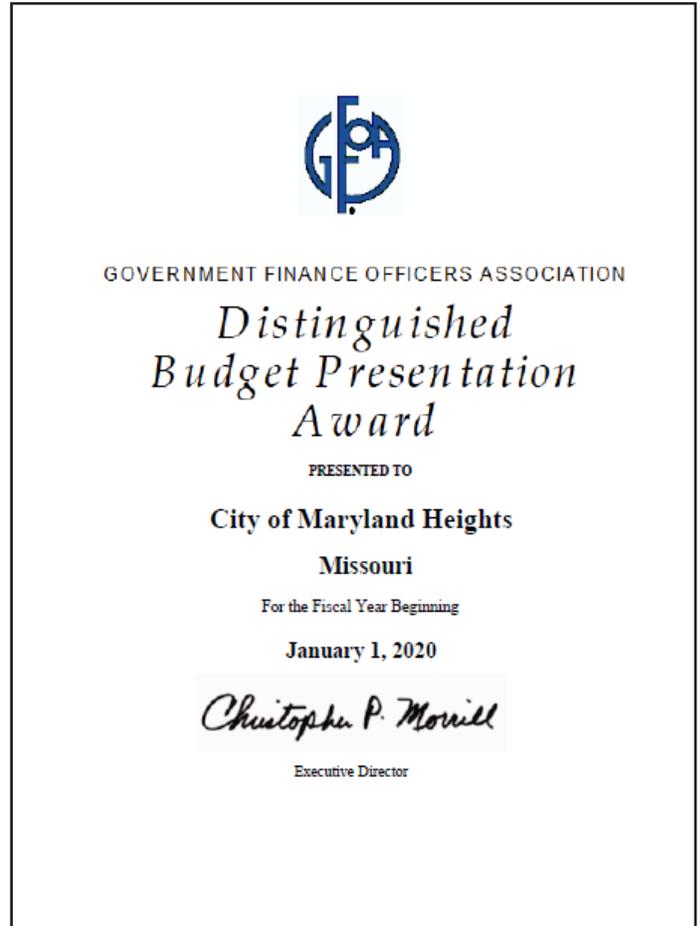
The award is valid for one year only. The City believes its current budget continues to conform to the program requirements and it will be submitted to GFOA for judging of eligibility for another award for fiscal year 2021.

The City has received this award for the last 34 consecutive years.

## Additional Budget Education Resources

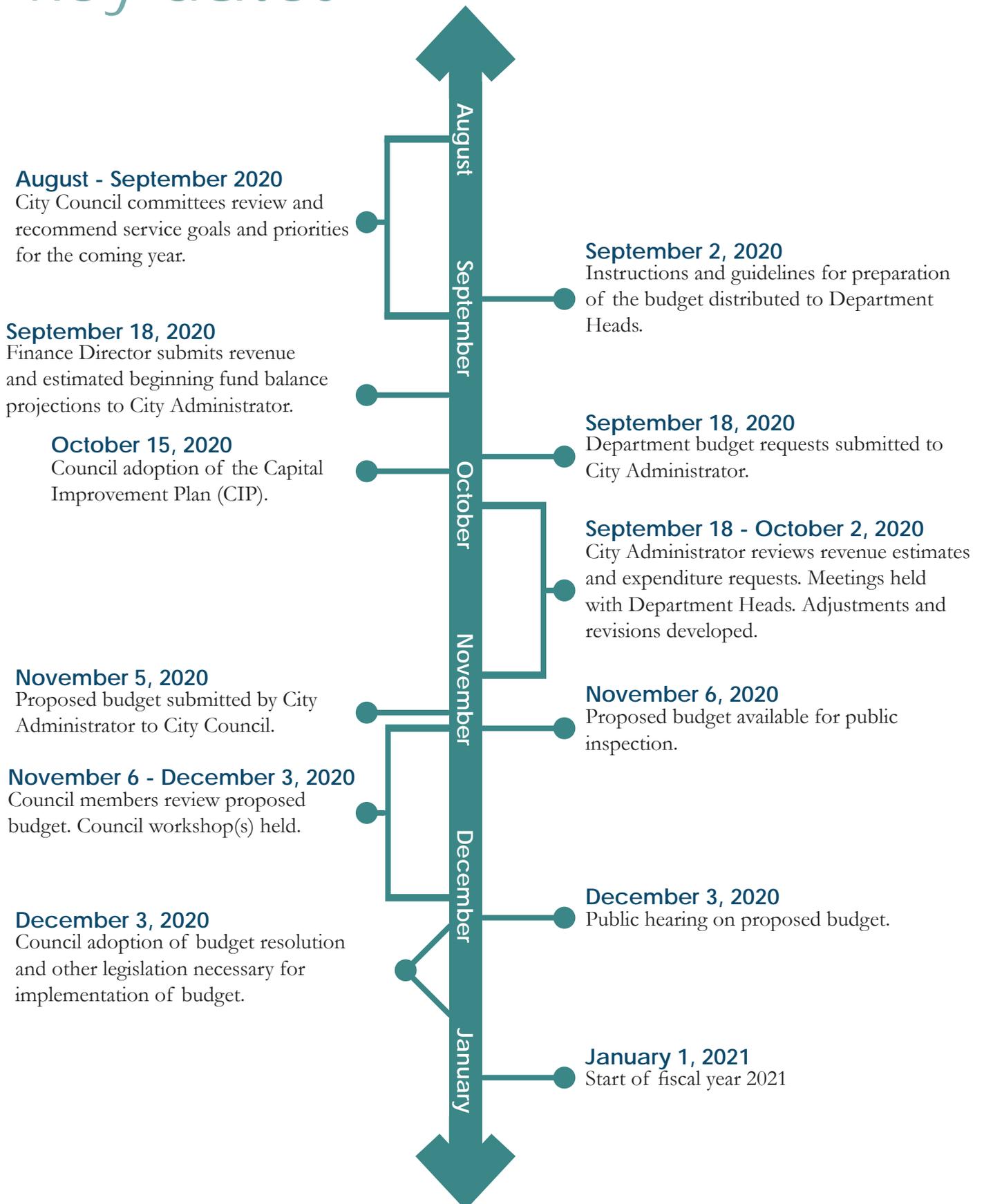
The City of Maryland Heights produces and makes available to the public several documents that provide more financial information. The City's **Comprehensive Annual Financial Report (CAFR)** provides very detailed information about the City's finances in a given year. The City's **Popular Annual Financial Report (PAFR)** provides a summary of the CAFR for a given year and is created to communicate the City's financial position to tax payers in more generalized, easier to consume terms. Additionally, the City produces a **Budget in Brief**, which is a summary of the City's annual budget document and presents information in a layout and language choice that is easier to consume. The current version of all three documents are available at these links:

- [www.marylandheights.com/CAFR](http://www.marylandheights.com/CAFR)
- [www.marylandheights.com/PAFR](http://www.marylandheights.com/PAFR)
- [www.marylandheights.com/BudgetBrief](http://www.marylandheights.com/BudgetBrief)



# 2021 budget process

## key dates





Revenues

This section provides a detailed analysis of each major revenue source. All recurring revenues in excess of \$100,000 are included. In total, over 99% of all taxes, fees, user charges, grants, contracts, licenses, assessments, etc. are covered by this section.

Each revenue source has unique characteristics. The starting point for an overall approach is certain assumptions about inflation, population change, and assessed valuation. These factors are weighed along with historical trends, economic forecasts, legislative dynamics, regulatory decisions, weather and foreseeable development within the city.

***Each revenue page is divided into six sections:***

### **Legal Authorization**

This is the specific section of the Missouri State Revised Statutes (RSMo) that authorizes the city to levy or receive the revenue and the city ordinance that enacts or levies the tax.

### **Account Code**

This is the specific line(s) to which the revenue source is posted in the city's accounting system.

### **Description**

This is a brief explanation of the source, rate and calculation of the revenue source. Information on collection and distribution of the revenue is also provided.

### **Comments**

This describes what factors were included in the city's analysis of past revenue collection and future forecast.

### **Fund Distribution/Revenue Information**

This section either gives a breakdown of components of the revenue or a fund distribution. The past five years' revenue, the current year's estimate and next year's projection are also provided. The bottom part of this section shows the impact this revenue source has on the fund's and the total city's budget.

### **Financial Trend**

This is a graphical display of the last five years, current year estimate and next year's budget of the revenue source.

# gaming tax

**Legal Authorization**

State Statute: 313.822

City Ordinance: 99-1649

**Account Code:** 410-00

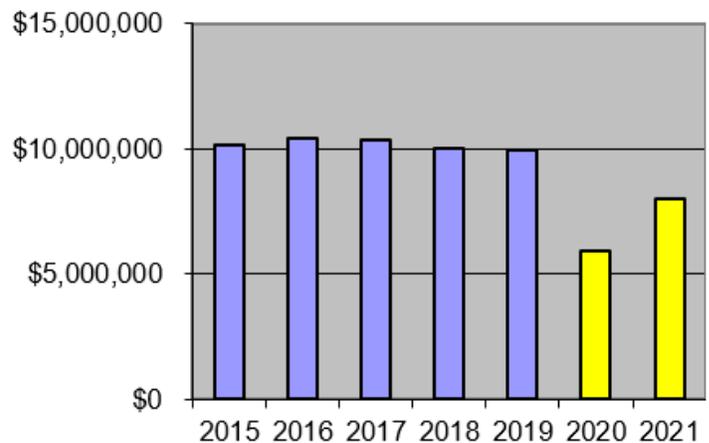
## Description

The City receives a tax of \$1 per casino admission and 2.1% of the net gaming receipts of casino operations at Hollywood Casino. The collection of the taxes and disbursement to the City is administered by the State of Missouri.

### Comments

The casino closed in mid-March of 2020 through mid-June due to COVID-19 health concerns. This created a severe impact on revenues, even upon re-opening. The 2021 revenue forecast is based on 80% of 2019 revenue. All gaming tax revenue will be distributed to the General Fund in 2020 and 2021 in order to fund operations.

### Financial Trend



### Fund Distribution

Year	General Fund	Capital Improvement			Total
2015 Actual	7,114,086	3,048,894			10,162,980
2016 Actual	7,289,280	3,123,977			10,413,257
2017 Actual	7,271,784	3,116,479			10,388,263
2018 Actual	7,007,287	3,003,123			10,010,410
2019 Actual	6,987,848	2,994,792			9,982,640
2020 Projected	5,950,000	0			5,950,000
2021 Projected	8,000,000	0			8,000,000
Percent of Funds' 2021 Revenues	33.6%	0.0%			22.6%

# half-cent sales tax

**Legal Authorization**

State Statute: 644.032

City Ordinance: 94-855

**Account Code:** 413-00

## Description

State law allows municipalities to levy up to one half-cent of sales tax for stormwater control and/or park services. The Missouri Department of Revenue collects and administers all sales tax in the state. Businesses remit on a monthly or quarterly basis in the period following the actual transaction. The state disburses the funds one month after they are collected. Beginning in 2015, all of the tax is distributed to the Parks Fund.

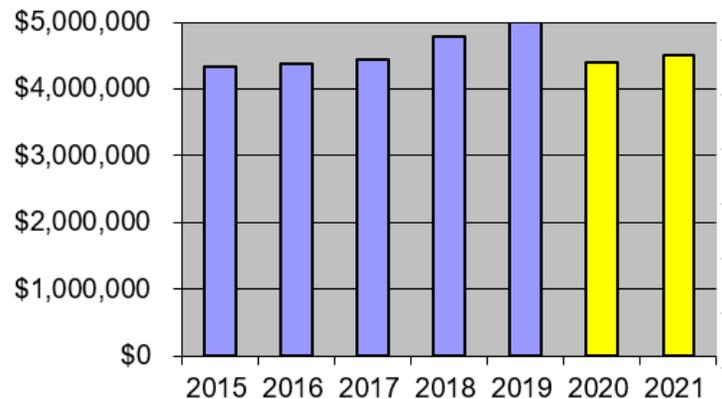
### Comments

The retail sales in Maryland Heights is comprised in large part to business-to-business transactions rather than end consumers. The decline in 2020 is related to the economic impact of the COVID-19 pandemic.

The 2021 budget is based on 90% of the 2019 receipts, a moderate recovery.

### Financial Trend

#### Financial Trend



### Fund Distribution

Year	Stormwater Fund	Parks Fund				Total
2015 Actual	0	4,343,269				4,343,269
2016 Actual	0	4,385,332				4,385,332
2017 Actual	0	4,439,567				4,439,567
2018 Actual	0	4,782,525				4,782,525
2019 Actual	0	5,000,792				5,000,792
2020 Projected	0	4,400,000				4,400,000
2021 Projected	0	4,500,000				4,500,000
Percent of Funds' 2021 Revenues		70.8%				12.7%

# county sales tax

**Legal Authorization** State Statute: 66.600 - 66.630, 94.857 City Ordinance: n/a **Account Code:** 413-00

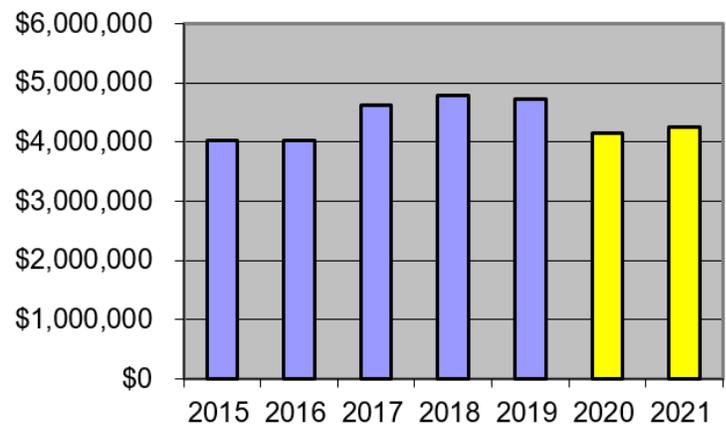
## Description

The City of Maryland Heights receives a share of a county-wide one-percent tax on retail sales. The State of Missouri collects and administers all sales tax in the state. Businesses remit on a monthly or quarterly basis in the period following the actual transaction. The state distributes the funds one month after they are collected. The City's revenue is based on its per-capita share of sales tax generated within the pool of certain cities in St. Louis County and the unincorporated areas of the county.

### Comments

Beginning in 2017, pursuant to Missouri House Bill 1561, a new distribution formula took affect that provides a minimum distribution equal to 50% of the taxes generated within the City. This change increased the City's share by 15%. In 2020 the revenue was impacted by economic factors related to the COVID-19 pandemic. The 2021 budget is based 90% of 2019 revenues as a moderate recovery from 2020.

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	4,023,900					4,023,900
2016 Actual	4,024,272					4,024,272
2017 Actual	4,620,670					4,620,670
2018 Actual	4,789,043					4,789,043
2019 Actual	4,728,488					4,728,488
2020 Projected	4,150,000					4,150,000
2021 Projected	4,250,000					4,250,000
Percent of Funds' 2021 Revenues	17.9%					12.0%

# county sales tax-Prop P

**Legal Authorization**

State Statute: 67.547

City Ordinance: N/A

**Account Code:** 413-00

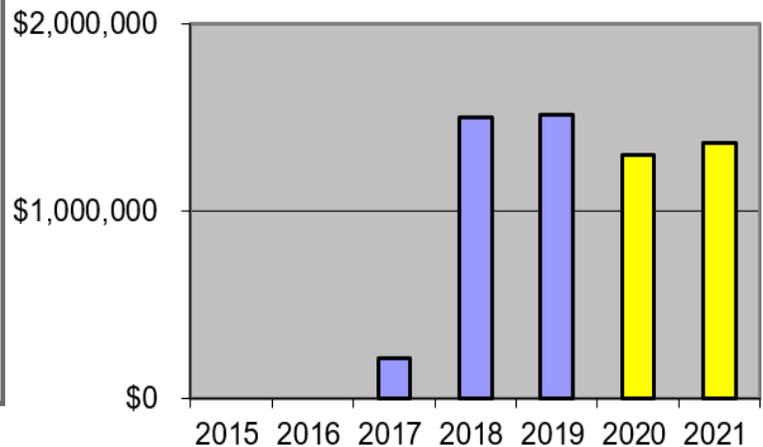
## Description

In April 2017, St. Louis County voters approved a new half-cent sales tax to fund public safety for St. Louis County and each of the municipalities within the County. A portion of the tax revenues will be distributed to cities based on population.

### Comments

The tax took affect in October, 2017. The 2020 revenue reflects the economic impact of the COVID-19 on this revenue. The 2021 budget reflects 90% of 2019 receipts, a moderate recovery.

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	0					0
2016 Actual	0					0
2017 Actual	211,679					211,679
2018 Actual	1,502,518					1,502,518
2019 Actual	1,516,401					1,516,401
2020 Projected	1,300,000					1,300,000
2021 Projected	1,365,000					1,365,000
Percent of Funds' 2021 Revenues	5.7%					3.9%

# utility tax - electric

**Legal Authorization**

State Statute: 94.270

City Ordinance: 87-302

**Account Code:** 412-10

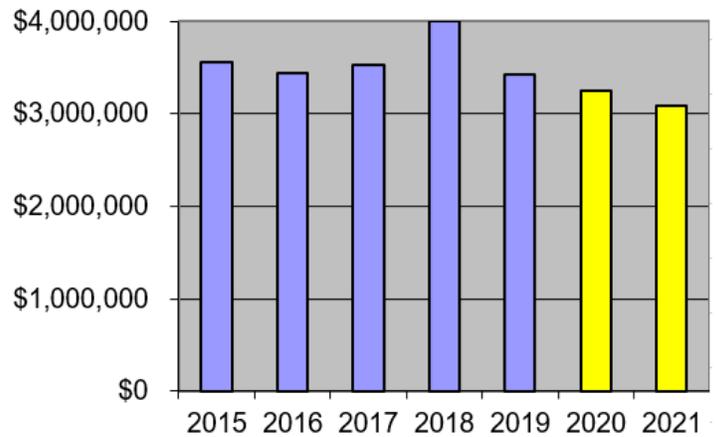
## Description

The City levies a 5.5% gross receipts tax on utilities doing business in the City. Ameren Missouri provides electricity to Maryland Heights. This tax is passed on to its customers by the utility company and remitted to the City each subsequent month. The City distributes the tax to the General Fund (5%) and the Streetlight Fund (0.5%).

### Comments

Utility taxes are susceptible to business activity, climatic conditions, changes in technology, and regulated rates. In 2018 the City received a settlement from litigation of \$206k regarding the applicability of the tax to certain revenues of Ameren. Rates were reduced 6% in 2018 as a result of lower federal corporate taxes. The 2020 and 2021 revenues reflect the impact of the COVID-19 pandemic on the economy.

### Financial Trend



### Fund Distribution

Year	General Fund	Streetlight Fund				Total
2015 Actual	3,230,105	323,010				3,553,115
2016 Actual	3,123,940	312,394				3,436,334
2017 Actual	3,201,775	320,178				3,521,953
2018 Actual	3,645,913	364,591				4,010,504
2019 Actual	3,112,602	311,260				3,423,862
2020 Projected	2,950,000	295,000				3,245,000
2021 Projected	2,800,000	280,000				3,080,000
Percent of Funds' 2021 Revenues	11.8%	61.1%				8.7%

# interest on investments

**Legal Authorization**

State Statute: n/a

City Resolution: 2009-1017 as amended

**Account Code:** 457-00

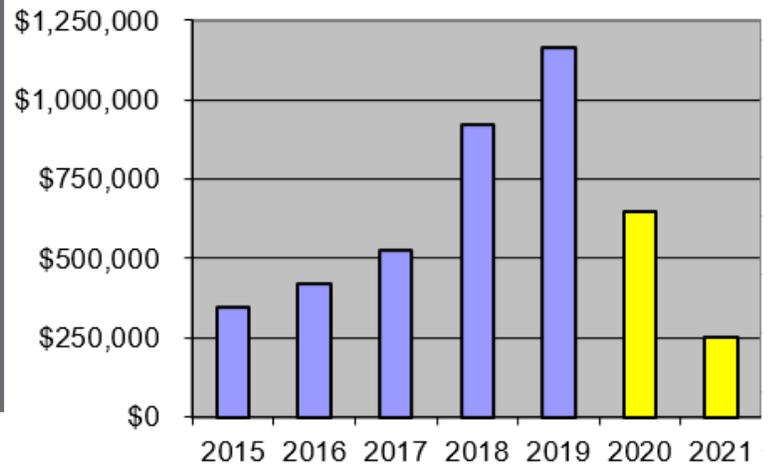
## Description

Pursuant to city policy, the City invests in approved instruments to maximize return while ensuring the safety of principal. Council Resolution 2008-942, as revised by Resolutions 2009-1017, 2013-1113 and 2014-1136, provides detail regarding the investment policy of the City. All interest goes to the General Fund except amounts that must go to other funds due to legal restrictions.

### Comments

Significant uses of Reserve funds in 2016 (\$15 million) to finance about 50% of the cost of a new community center and in 2018-2020 to the Ice Center project (\$12 million) have reduced funds available for investments. Interest rates on eligible investments plunged in 2020 and are not expected to increase in the foreseeable future.

### Financial Trend



### Fund Distribution

Year	General Fund	Forfeiture Fund	South Heights TIF	Westport Plaza TIF	Total
2015 Actual	339,434	4,724			344,158
2016 Actual	418,673	3,621			422,294
2017 Actual	508,915	2,514	11,868		523,297
2018 Actual	894,200	9,827	16,505		920,532
2019 Actual	1,088,586	9,792		67,196	1,165,574
2020 Projected	650,000				650,000
2021 Projected	250,000				250,000
Percent of Funds' 2021 Revenues	1.1%				0.7%

# court fees and fines

**Legal Authorization** State Statute: 479.050, 479.260 Municipal Code Chapter 16 **Account Code:** 472-00  
472-01  
472-02

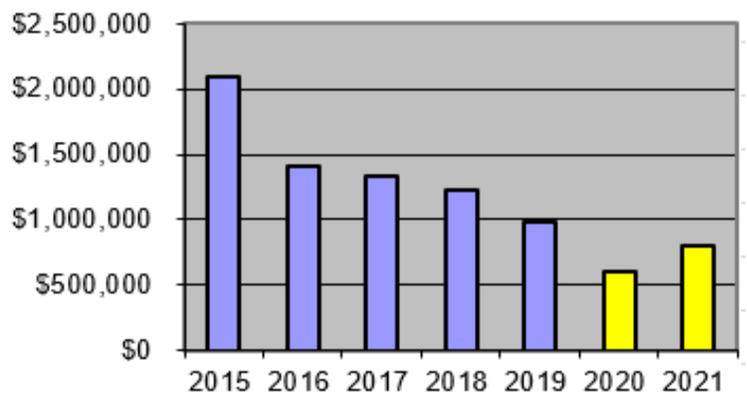
## Description

This revenue includes fines levied by the Maryland Heights Municipal Judge in the adjudication of tickets and citations issued by the Maryland Heights Police and Code Enforcement Officers. All collection efforts are made by the Municipal Court of the City of Maryland Heights.

### Comments

The State of Missouri enacted legislation in 2015 that has resulted in a reduction in revenues collected through the municipal court. The COVID-19 virus impacted traffic violations and Court revenues in 2020.

### Financial Trend



### Fund Distribution

Year	General Fund				Total
2015 Actual	2,094,402				2,094,402
2016 Actual	1,407,828				1,407,828
2017 Actual	1,339,620				1,339,620
2018 Actual	1,221,765				1,221,765
2019 Actual	988,627				988,627
2020 Projected	600,000				600,000
2021 Projected	800,000				800,000
Percent of Funds' 2021 Revenues	3.4%				2.3%

# building permit revenue

**Legal Authorization**      State Statute: 77.500, 67.280    City Ordinance: 2013-3744    **Account Code:** 460-03

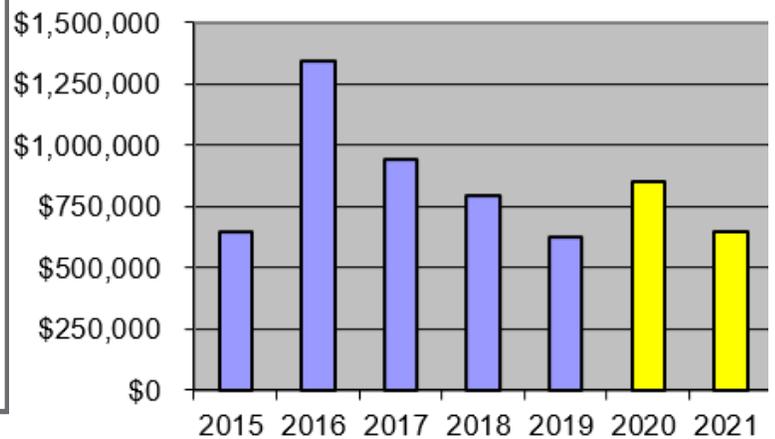
## Description

The City issues building permits for construction and remodeling within its boundaries. The fee is calculated on a sliding scale based on the value of construction and is collected by the City at the time of application.

### Comments

The revenue is susceptible to construction activity particularly in the commercial area. Several large projects occurred in 2016. The 2021 estimate is based on a return to a more “normal” activity level.

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	648,607					648,607
2016 Actual	1,344,975					1,344,975
2017 Actual	944,498					944,498
2018 Actual	793,295					793,295
2019 Actual	627,599					627,599
2020 Projected	850,000					850,000
2021 Projected	650,000					650,000
Percent of Funds' 2021 Revenues	2.7%					1.8%

# county road refund

**Legal Authorization**

State Statute: n/a

City Ordinance: n/a

**Account Code:** 415-02

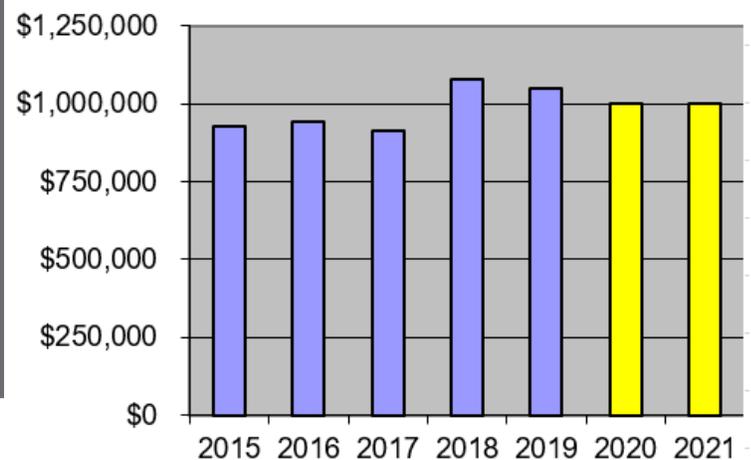
## Description

St. Louis County levies a property tax for municipal street maintenance. The County allocates the proceeds to municipalities at \$0.105 per \$100 of assessed valuation. The county road refund must be used for road and bridge maintenance.

### Comments

This tax is impacted by the change in assessed valuation of the City and the tax rate levied by St. Louis County.

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	930,213					930,213
2016 Actual	941,290					941,290
2017 Actual	911,042					911,042
2018 Actual	1,078,277					1,078,277
2019 Actual	1,049,932					1,049,932
2020 Projected	1,000,000					1,000,000
2021 Projected	1,000,000					1,000,000
Percent of Funds' 2021 Revenues	4.2%					2.8%

# utility tax - gas

**Legal Authorization**

State Statute: 94.270

City Ordinance: 87-302

**Account Code:** 412-20

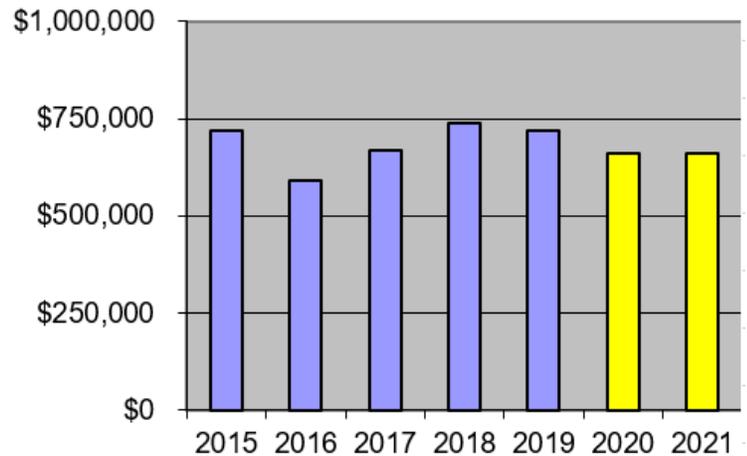
## Description

The City levies a 5.5% gross receipts tax on utilities doing business in the City. Spire (formerly Laclede Gas) provides gas utility to Maryland Heights. This tax is passed on to its customers by the utility company and remitted to the City each subsequent month. The City distributes the tax to the General Fund (5%) and the Streetlight Fund (0.5%).

### Comments

About 60% to 70% of a customer's natural gas bill reflects the cost of natural gas from wholesale suppliers that is not subject to regulation by the Missouri Public Service Commission. Therefore, climate and the market price of natural gas are the major components of this revenue source.

### Financial Trend



### Fund Distribution

Year	General Fund	Streetlight Fund				Total
2015 Actual	652,985	65,298				718,283
2016 Actual	536,772	53,677				590,449
2017 Actual	608,391	60,839				669,230
2018 Actual	670,895	67,090				737,985
2019 Actual	653,034	65,303				718,337
2020 Projected	600,000	60,000				660,000
2021 Projected	600,000	60,000				660,000
Percent of Funds' 2021 Revenues	2.5%	13.1%				1.9%

# motor fuel tax

**Legal Authorization**

State Statute: 142.345

City Ordinance: n/a

**Account Code:** 415-00

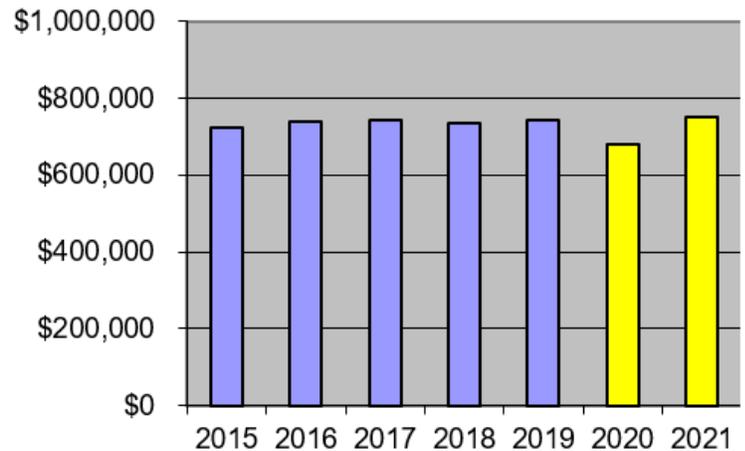
## Description

The State of Missouri imposes and collects a \$0.17 per gallon tax on motor fuel. The state distributes the proceeds to municipalities and counties according to the City's ratio of total state population. The state distributes the funds one month after they are collected. Gasoline tax must be used for road and bridge maintenance.

### Comments

The tax is per gallon. Therefore, the change in revenue is a function of usage, not fuel price. The other factor is the City's population. The impact on sale of motor fuel was felt in 2020

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	725,484					725,484
2016 Actual	738,258					738,258
2017 Actual	742,051					742,051
2018 Actual	737,364					737,364
2019 Actual	743,758					743,758
2020 Projected	680,000					680,000
2021 Projected	750,000					750,000
Percent of Funds' 2021 Revenues	3.2%					2.1%

# utility tax - telephone

**Legal Authorization**

State Statute: 94.270

City Ordinance: 87-302

**Account Code:** 412-30  
412-31

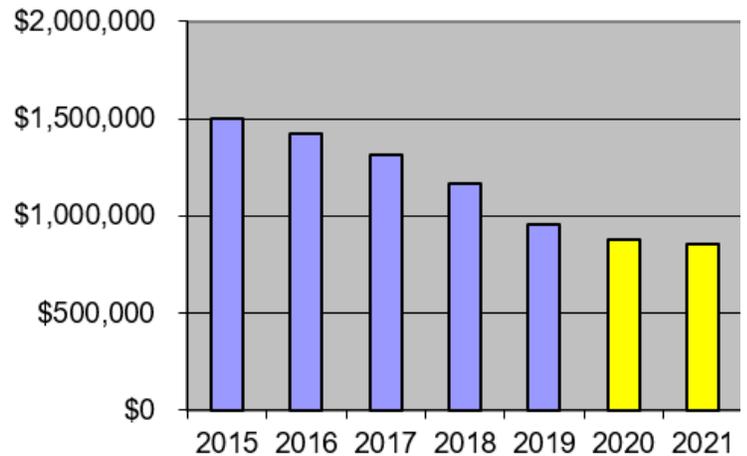
## Description

The City levies a 5.5% gross receipts tax on utilities doing business in the City. Multiple telephone companies provide service to Maryland Heights. This tax is passed on to its customers by the utility company and remitted to the City each subsequent month. The City distributes the tax to the General Fund (5%) and the Streetlight Fund (0.5%).

### Comments

Continued legislation, litigation, change in technology and consumer behavior continue to cast an uncertain future on this revenue source. Revenues have been adversely impacted by the 2020 global pandemic.

### Financial Trend



### Fund Distribution

Year	General Fund	Streetlight Fund				Total
2015 Actual	1,363,939	136,394				1,500,333
2016 Actual	1,294,905	129,697				1,424,602
2017 Actual	1,193,654	119,365				1,313,019
2018 Actual	1,057,206	105,721				1,162,927
2019 Actual	868,197	86,820				955,017
2020 Projected	800,000	80,000				880,000
2021 Projected	780,000	78,000				858,000
Percent of Funds' 2021 Revenues	3.3%	17.0%				2.4%

# business license fees

**Legal Authorization**

State Statute: 94.270

City Ordinance: 2004-2447

**Account Code:** 451-00

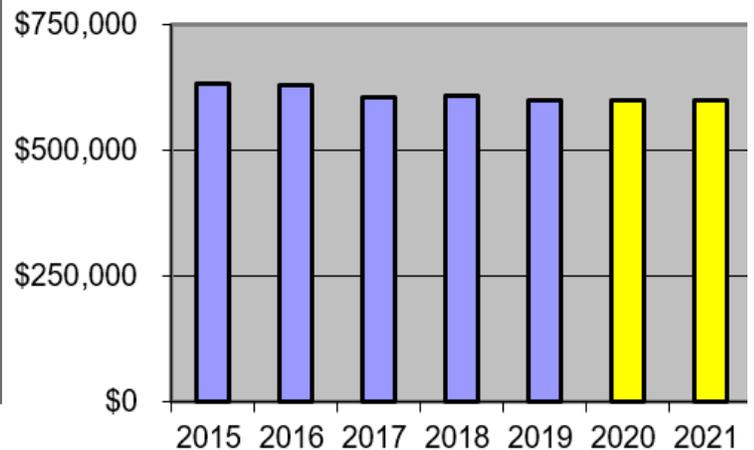
## Description

The City charges all businesses located within Maryland Heights a license fee of \$0.02 per square foot of occupied space (minimum \$25). The City also collects a fee for liquor sales, vending machines, cell towers and solicitors. All fees are collected annually.

### Comments

Change in this revenue source is based on commercial growth and occupancy rates.

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	633,675					633,675
2016 Actual	632,036					632,036
2017 Actual	605,584					605,584
2018 Actual	609,583					609,583
2019 Actual	601,060					601,060
2020 Projected	600,000					600,000
2021 Projected	600,000					600,000
Percent of Funds' 2021 Revenues	2.5%					1.7%

# occupancy permits

**Legal Authorization** State Statute: 77.500, 67.280 City Ordinance: 2013-3697 **Account Code:** 460-00, 460-01, 460-02

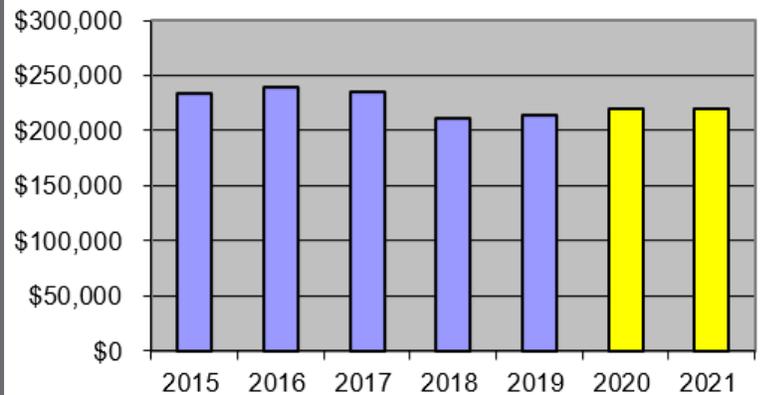
## Description

The City issues certificates of occupancy when a change of ownership or representation of ownership, tenancy or upon the completion of construction activity.

### Comments

Fees were revised in 2013 which have resulted in higher revenues. Single Family residence: \$75, Multi-Family residence: \$60, Commercial: \$5/1,000 square feet, \$100 minimum.

### Financial Trend



### Revenue Information

Year	Commercial	Multi-Family	Single Family			Total
2015 Actual	45,428	132,699	55,589			233,716
2016 Actual	28,423	153,920	57,461			239,804
2017 Actual	38,158	147,525	48,870			234,553
2018 Actual	36,809	125,275	49,130			211,214
2019 Actual	29,679	140,840	43,390			213,909
2020 Projected	40,000	130,000	50,000			220,000
2021 Projected	40,000	130,000	50,000			220,000
Percent of Funds' 2021 Revenues						0.6%

# motor vehicle sales tax

**Legal Authorization**

State Statute: 94.560

City Ordinance: n/a

**Account Code:** 415-01

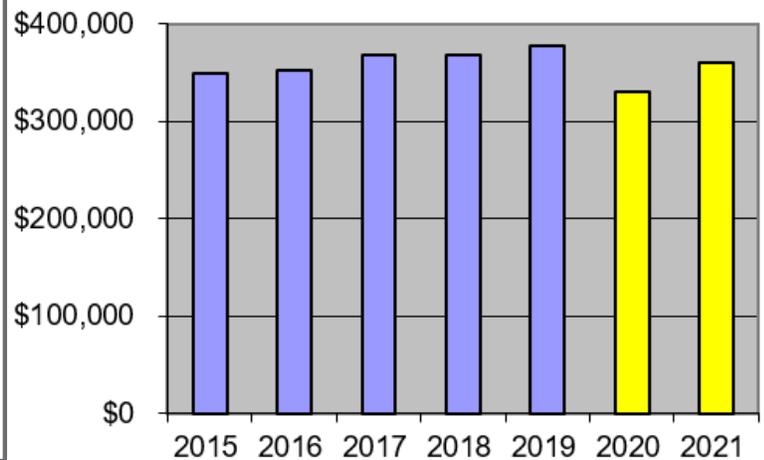
## Description

The State of Missouri imposes fees for operator licenses, vehicle plates and sales tax on motor vehicles. The state distributes the proceeds to municipalities and counties according to the ratio of the state sales tax collected in the entity to the total state sales tax collected in the prior year. The state disburses the funds one month after they are collected. Motor vehicle sales tax must be used for road and bridge maintenance.

### Comments

Very little change in this revenue source is expected.

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	349,174					349,174
2016 Actual	351,969					351,969
2017 Actual	368,894					368,894
2018 Actual	368,779					368,779
2019 Actual	377,400					377,400
2020 Projected	330,000					330,000
2021 Projected	360,000					360,000
Percent of Funds' 2021 Revenues	1.5%					1.0%

# utility tax - water

**Legal Authorization**

State Statute: 94.270

City Ordinance: 87-302

**Account Code:** 412-40

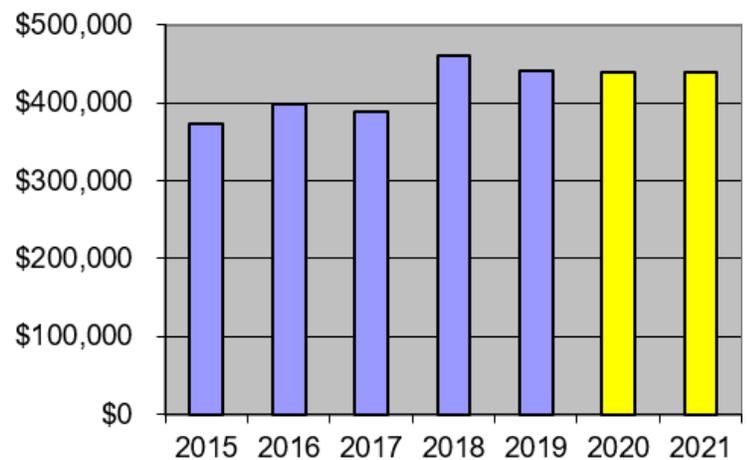
## Description

The City levies a 5.5% gross receipts tax on utilities doing business within its boundaries. Missouri-American Water Company provides water to Maryland Heights. This tax is passed on to customers by the utility company and remitted to the city each subsequent month. The City distributes the tax to the General Fund (5%) and the Streetlight Fund (0.5%).

### Comments

Summer weather and rates approved by the Missouri Public Service Commission are the variables.

### Financial Trend



### Fund Distribution

Year	General Fund	Streetlight Fund				Total
2015 Actual	339,098	33,910				373,008
2016 Actual	361,420	36,142				397,562
2017 Actual	352,999	35,300				388,299
2018 Actual	419,183	41,918				461,101
2019 Actual	400,579	40,058				440,637
2020 Projected	400,000	40,000				440,000
2021 Projected	400,000	40,000				440,000
Percent of Funds' 2021 Revenues	1.7%	8.7%				1.2%

# cable tv franchise fee

**Legal Authorization**

State Statute: 94.270

City Ordinance: 95-896

**Account Code:** 473-00

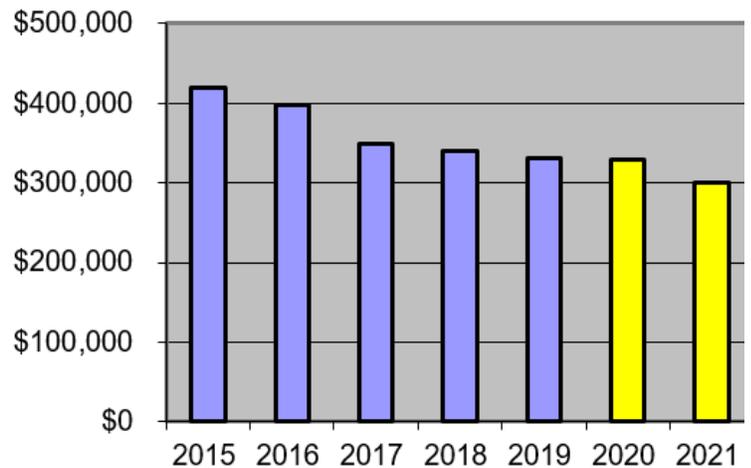
## Description

The two cable companies (Spectrum and Cable America) providing service to the residents of Maryland Heights are required to remit 5% of their gross receipts to the City within 45 days following the end of the quarter for which payment is to be made. Also, AT&T delivers video service through telecommunication lines that are subject to this fee.

### Comments

The revenue is dependent on rates and usage of cable television and telecommunication systems that deliver video service. Consumer behavior and the availability of streaming services has caused a reduction in taxable revenue.

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	419,403					419,403
2016 Actual	397,243					397,243
2017 Actual	348,185					348,185
2018 Actual	339,269					339,269
2019 Actual	330,934					330,934
2020 Projected	330,000					330,000
2021 Projected	300,000					300,000
Percent of Funds' 2021 Revenues	1.3%					0.8%

# sewer lateral fee

**Legal Authorization**

State Statute: 249-422

City Ordinance: 99-1676

**Account Code:** 411-05

2014-3868

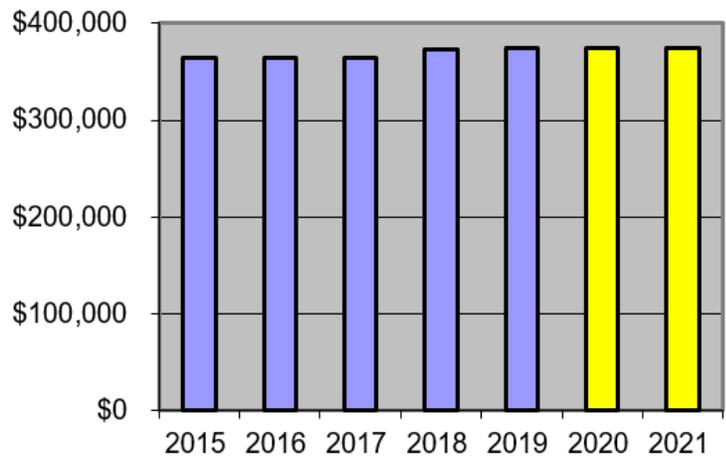
## Description

The City of Maryland Heights receives an annual fee of \$50 per single family residential household to fund a sewer lateral repair program. St. Louis County collects the fee from eligible property owners. In 1999, city voters approved an annual fee of \$28 per residential household to fund a sewer lateral repair program. In 2014, the annual fee was increased by voters to \$50.

## Comments

This revenue is stable (other than the rate increase in 2014), reflecting the small number of new homes built each year in Maryland Heights.

## Financial Trend



## Fund Distribution

Year	Sewer Lateral Fund					Total
2015 Actual	363,841					363,841
2016 Actual	364,314					364,314
2017 Actual	363,857					363,857
2018 Actual	372,772					372,772
2019 Actual	374,853					374,853
2020 Projected	375,000					375,000
2021 Projected	375,000					375,000
Percent of Funds' 2021 Revenues	100.0%					1.1%

# tourism tax

**Legal Authorization**

State Statute: 67.1000

City Ordinance: 2006-2817

**Account Code:** 416-00

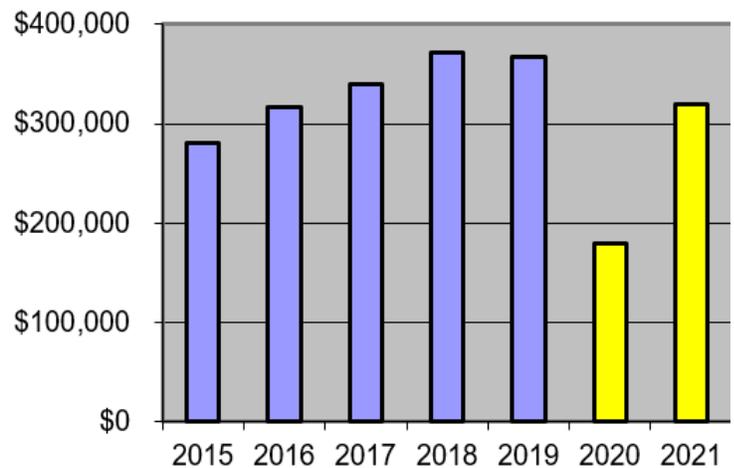
## Description

In 2006, city voters approved a 0.50% tax on hotel and motel rooms within the City for the promotion of tourism. The tax took affect in 2007. There are over 3,800 hotel rooms within Maryland Heights. On a quarterly basis, the tax is remitted directly to the City by the hotels. The St. Louis Convention and Visitors Commission levies an additional 3.75% tax on sleeping rooms to fund a regional effort on promotion of tourism. An additional tax on hotel rooms supports sports facilities in the St. Louis area.

### Comments

Construction of new hotels and the renovation of existing rooms throughout town has had a significant impact on this revenue source since 2015. The COVID-19 pandemic in 2020 has sharply reduced travel and the resulting demand for hotel rooms.

### Financial Trend



### Fund Distribution

Year	Tourism Tax Fund					Total
2015 Actual	281,017					281,017
2016 Actual	316,938					316,938
2017 Actual	339,475					339,475
2018 Actual	371,799					371,799
2019 Actual	367,717					367,717
2020 Projected	180,000					180,000
2021 Projected	320,000					320,000
Percent of Funds' 2021 Revenues	100.00%					0.9%

# cigarette tax

**Legal Authorization**

State Statute: 66.350

City Ordinance: n/a

**Account Code:** 414-00

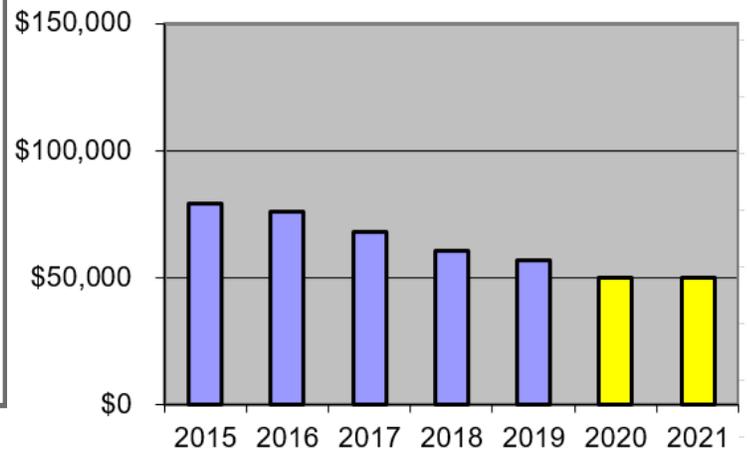
## Description

St. Louis County imposes and collects a \$0.05 per pack tax on cigarettes. The state collects and distributes the proceeds to municipalities and the County according to the ratio of the City's population to the total St. Louis County population. The state disburses the funds one month after they are collected.

### Comments

Sales of cigarettes in St. Louis County have declined slightly. Very little change is expected in the future.

### Financial Trend



### Fund Distribution

Year	General Fund					Total
2015 Actual	79,237					79,237
2016 Actual	75,638					75,638
2017 Actual	67,962					67,962
2018 Actual	60,333					60,333
2019 Actual	56,668					56,668
2020 Projected	50,000					50,000
2021 Projected	50,000					50,000
Percent of Funds' 2021 Revenues	0.2%					0.1%

# recreation/community center revenue

**Legal Authorization**      State Statute: n/a      City Ordinance: 2016-4124      **Account Code:** 441-97;  
442-01 through 442-07;  
443-01 through 443-17

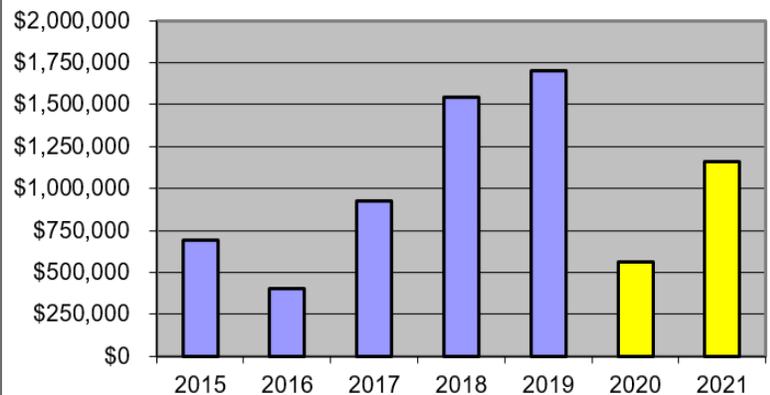
## Description

A new 90,000 square foot community center opened in April 2017 replacing the existing 40,000 square foot building. The new facility allows for expanded recreation, fitness and meeting room capacity and provides indoor aquatics.

### Comments

Revenues from memberships and user fees increased substantially with the opening of the new Community Center in 2017. The facility has been adversely impacted by the COVID-19 pandemic resulting in closure and restrictions on activities. Demand and use of the facility and programs are expected to gradually return to pre-pandemic levels.

### Financial Trend



### Revenue Information

Year	Recreation	Facility Use/ Memberships	Room Rentals	Other	Parks Fund Total
2015 Actual	471,925	51,359	169,728		693,012
2016 Actual	308,275	22,447	72,857		403,579
2017 Actual	339,744	433,886	151,592	0	925,222
2018 Actual	558,341	760,180	227,412	0	1,545,933
2019 Actual	641,138	818,543	239,241	0	1,698,922
2020 Projected	298,000	215,000	50,000	0	563,000
2021 Projected	473,000	520,000	170,000	0	1,163,000
Percent of Funds' 2021 Revenues	7.4%	8.2%	2.7%	0.0%	18.3%

# aquaport revenue

## Legal Authorization

State Statute: n/a

City Ordinance: 2008-3123

**Account Code:** 441-02,  
441-11, 441-13, 441-14,  
441-15, 441-16

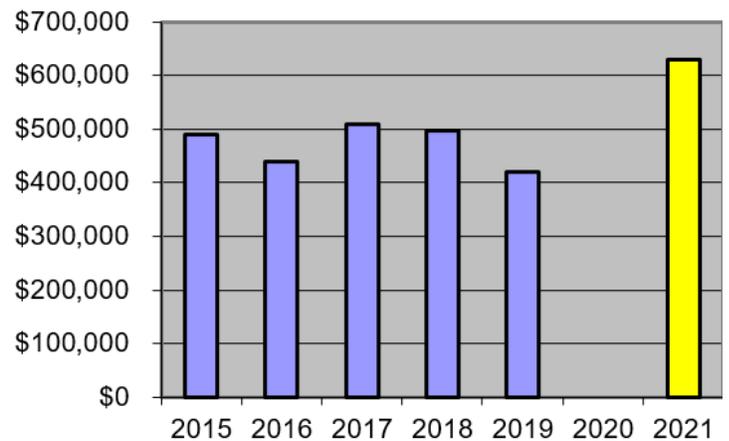
## Description

Aquaport opened in June of 1998. It is a 4.5-acre water park with slides, lazy river, pool deck, young children's area and concessions. Aquaport is open Memorial Day through Labor Day. Users can either pay a daily admission fee or purchase a season pass.

### Comments

The facility was closed in 2020 due to the COVID-19 pandemic and construction and renovations of the facility. The renovations and added water feature (flow rider) are expected to increase revenues and reduce operating costs beginning in 2021.

### Financial Trend



### Revenue Information

Year	Concessions	Facility Use				Parks Fund Total
2015 Actual	111,273	378,738				490,011
2016 Actual	90,111	348,989				439,100
2017 Actual	104,361	403,828				508,189
2018 Actual	108,078	388,883				496,961
2019 Actual	92,648	327,568				420,216
2020 Projected	0	0				0
2021 Projected	130,000	500,000				630,000
Percent of Funds' 2021 Revenues						9.9%

# incremental taxes

**Legal Authorization** State Statute: 99.800, 99.805, 99.845, 99.855 City Ordinance: 95-968 (South Heights), 2003-2364 (Dorsett Road) **Account Code:** 412-40

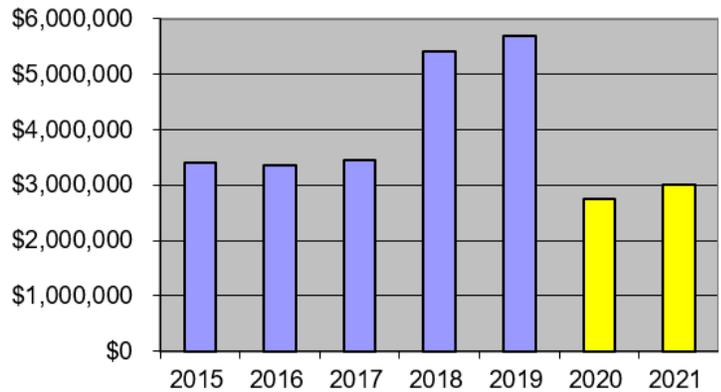
## Description

Taxes collected from Tax Increment Financing Districts (TIFs) represent the increased revenues generated in these areas due to higher levels of assessed value and retail sales. Special district taxes represent levies within specific areas.

### Comments

Use of these revenues is restricted to eligible costs within the districts. Amounts include payments in lieu of taxes (PILOTs) and economic activity taxes (EATs) and special district revenues (community improvement and transportation improvement) that are to be used for debt service. The South Heights TIF was dissolved in 2018. .

### Financial Trend



### Fund Distribution

Year	South Heights TIF Fund	Dorsett Road TIF Fund	Westport TIF Fund			Total
2015 Actual	3,258,267	149,200				3,407,467
2016 Actual	2,804,606	178,871	379,152			3,362,629
2017 Actual	2,772,769	208,412	470,870			3,452,051
2018 Actual	2,185,533	233,932	3,004,469			5,423,934
2019 Actual	0	261,761	5,431,181			5,692,942
2020 Projected	0	150,000	2,600,000			2,750,000
2021 Projected		150,000	2,860,000			3,010,000
Percent of Funds' 2021 Revenues	0.0%	100.0%	100.0%			8.5%

# intergovernmental revenue

The City enters into various service contracts with other governmental agencies and political subdivisions that provide grants and reimbursements of city-incurred costs. These revenues are not considered recurring since they are dependent on programs or projects that may or may not be continued.

## INTERGOVERNMENTAL REVENUE

**Annual Budget - 2021**

2021 Intergovernmental Revenues		<u>Amount</u>	<u>Fund Total</u>
<u>Grant</u>	<u>Program</u>		
MO Dept. of Transportation	Speed Enforcement	5,750	
	DWI Enforcement	3,738	
	Seatbelt Enforcement	4,312	
	Underage Drinking Enforcement	6,900	
	Workzone Safety	16,940	
Mo Safety Center	Traffic Safety	2,000	
Dept. of Justice (DEA)	Drug Enforcement	19,180	
	Edward Byrne JAG Grant	10,000	
		68,820	
<u>Service Contract</u>	<u>Entity</u>		
Police Protection	Village of Champ	32,000	
School Resource Officer	Pattonville High School	92,000	
School Resource Officer	Pattonville Middle School	56,000	
Task Force-Crimes vs Children	St Louis County	106,000	
		286,000	
<b>TOTAL GENERAL FUND</b>			<b>354,820</b>
<b>Police Officer Training Fund</b>	<b>State of Missouri</b>		<b>7,000</b>
<b>Police Forfeiture Fund</b>	<b>Federal Funds</b>		<b>40,000</b>
<b>CAPITAL IMPROVEMENTS FUND</b>			
<u>Source</u>	<u>Project</u>		
St Louis Community Foundation	Sustainability Center	450,000	
Municipal Park Grant	Westglen Estates Trail	525,000	
			<b>975,000</b>
<b>TOTAL INTERGOVERNMENTAL-ALL FUNDS</b>			<b>1,376,820</b>



# All Funds - Summary

This section provides a summary and combined view of all funds included in the 2021 budget. It provides a broad overview of the year's activities and the resulting fund balances.

# All Funds

## City of Maryland Heights

### Revenues and Expenditures

By Fund 2017 to 2021	2017	2018	2019	2020	2021
	Actual	Actual	Actual	Estimated	Proposed
<b>REVENUES:</b>					
General***	24,331,728	26,185,824	25,063,420	24,009,221	23,786,820
Streetlight	535,682	579,320	503,441	475,000	458,000
Tourism	339,475	371,799	367,717	180,000	320,000
Capital Improvement	8,435,942	3,908,207	3,050,410	435,000	975,000
Police Forfeiture	45,156	531,201	101,729	50,000	40,000
Parks	6,169,282	6,880,910	7,214,940	5,314,000	6,360,000
Reserve	-	-	-	-	-
Sewer Lateral	363,857	372,772	374,853	375,000	375,000
Police Training	6,554	7,151	5,565	7,000	7,000
Beautification	10,415	10,418	11,176	11,000	11,000
Community Center DSF		348	852	-	-
Dorsett Road TIF	204,811	233,932	261,762	150,000	150,000
Westport Paza TIF	470,870	3,004,468	5,431,182	2,600,000	2,860,000
South Heights TIF	2,784,637	3,486,825	-	-	-
<b>TOTAL</b>	<b>43,698,409</b>	<b>45,573,175</b>	<b>42,387,047</b>	<b>33,606,221</b>	<b>35,342,820</b>

	2017	2018	2019	2020	2021
	Actual	Actual	Actual	Estimated	Proposed
<b>EXPENDITURES:</b>					
General	22,266,006	23,639,222	23,495,970	24,826,162	24,041,428
Streetlight	479,701	467,173	467,173	484,200	486,200
Tourism	316,937	374,474	401,799	377,718	140,000
Capital Improvement	9,971,338	2,745,920	4,739,462	3,484,761	4,493,369
Police Forfeiture	184,067	79,121	326,052	224,925	187,025
Parks	3,843,504	4,937,850	5,209,521	9,025,518	5,559,057
Reserve	-	-	-	-	-
Sewer Lateral	238,002	208,230	233,924	250,000	250,000
Police Training	7,932	8,067	7,182	22,950	16,950
Beautification	3,948	10,410	14,744	25,600	16,100
Community Center Construction*	389,647	30,103	-	-	-
Community Center Debt Service	978,111	979,623	978,161	985,000	985,000
Westport Paza TIF	-	19,200,000	11,763,465	3,255,000	2,860,000
Dorsett Road TIF	172,891	33,235	729,361	150,000	150,000
South Heights TIF**	4,531,655	4,595,857	-	-	-
<b>TOTAL</b>	<b>43,383,739</b>	<b>57,309,285</b>	<b>48,366,814</b>	<b>43,111,834</b>	<b>39,185,129</b>

Interfund transactions not included. Proceeds from debt issuances are not included in revenues.  
Revenues do not include unspent prior year encumbrances.

\*This fund was closed in 2018 upon completion of the Community Center.

\*\*This fund was closed in 2018 upon termination of the redevelopment district.

\*\*\* General Fund 2020 Estimated revenues assumes \$1.9 million in federal assistance related to COVID-19.

# all funds

**Combined Statement of Budgeted  
Revenues, Expenditures, and  
Changes in Fund Balances  
(in thousands)**

	FUNDS*							Total
	General	Strlght	Capital Imprv	Parks	Reserve	ComCtr DSF	Other	
<u>REVENUES</u>								
Gaming Tax	8,000	-	-	-	-	-	-	8,000
Utility Taxes	4,580	458	-	-	-	-	-	5,038
Sales Tax	4,250	-	-	4,500	-	-	-	8,750
Sales Tax-Prop P	1,365	-	-	-	-	-	-	1,365
Cigarette Tax	50	-	-	-	-	-	-	50
Road and Bridge Taxes	2,110	-	-	-	-	-	-	2,110
Hotel/Motel Tax	-	-	-	-	-	-	320	320
Licenses, Permits, and Fees	1,847	-	-	-	-	-	11	1,858
Municipal Court	800	-	-	-	-	-	-	800
Investment income	250	-	-	-	-	-	-	250
Intergovernmental Revenues	355	-	975	-	-	-	47	1,377
Recreation Program Fees	-	-	-	1,860	-	-	-	1,860
Sewer Lateral Fees	-	-	-	-	-	-	375	375
Incremental Taxes	-	-	-	-	-	-	3,010	3,010
Other Revenue	180	-	-	-	-	-	-	180
<b>TOTAL REVENUES</b>	<b>23,787</b>	<b>458</b>	<b>975</b>	<b>6,360</b>	<b>-</b>	<b>-</b>	<b>3,763</b>	<b>35,343</b>
<u>EXPENDITURES</u>								
Executive/Legislative	165	-	-	-	-	-	-	165
Administrative	2,240	-	-	-	-	-	-	2,240
Finance	1,651	-	-	-	-	-	-	1,651
Community Development	2,007	-	-	-	-	-	345	2,352
Public Works	5,061	486	4,493	-	-	-	250	10,291
Police	11,666	-	-	-	-	-	204	11,870
Municipal Court	358	-	-	-	-	-	-	358
Parks and Recreation	669	-	-	5,559	-	-	16	6,244
Human Services	225	-	-	-	-	-	-	225
Debt Service	-	-	-	-	-	985	2,805	3,790
<b>TOTAL EXPENDITURES</b>	<b>24,041</b>	<b>486</b>	<b>4,493</b>	<b>5,559</b>	<b>-</b>	<b>985</b>	<b>3,620</b>	<b>39,185</b>
Excess(deficiency) of revenues over(under) expenditures	(255)	(28)	(3,518)	801	-	(985)	143	(3,842)
Other financing sources(uses):								
Transfer to Community Center DSF				(985)		985		-
Advance repayment from Ice Center					1,000			1,000
Operating transfers in (out):	155				(780)			(625)
Operating transfers in (out):	100	(1,000)	1,000	(275)				(175)
Change in Fund Balance -2021	0	(1,028)	(2,518)	(459)	220	-	143	(3,642)
Fund Balance January 1, 2021	-	2,000	3,500	2,200	23,000	30	4,126	34,856
<b>Fund Balance December 31, 2021</b>	<b>0</b>	<b>972</b>	<b>982</b>	<b>1,741</b>	<b>23,220</b>	<b>30</b>	<b>4,269</b>	<b>31,214</b>

\*Fund Names

General=General Fund

Strlght=Streetlight Fund

Capital Imprv=Capital Improvement Fund

Parks=Parks Fund

Reserve=Reserve Fund

Community Center DSF= Community Center Debt Service Fund

Other=Other Funds (see schedule on following page)

# all funds

## Combined Statement of Budgeted Revenues, Expenditures, and

### Changes in Fund Balances

#### Schedule of Other Funds (in thousands)

	OTHER FUNDS*							Total
	Tourism	Pol Forf Fund	Beaut Fund	Sewr Lat Fund	Pol Trg Fund	Dorsett TIF	Westport Plaza TIF	
REVENUES:								
Hotel/Motel Tax	320	-	-	-	-	-	-	320
Business License	-	-	11	-	-	-	-	11
Intergovernmental Revenues	-	40	-	-	7	-	-	47
Sewer Lateral Fees	-	-	-	375	-	-	-	375
Incremental /Special District Taxes	-	-	-	-	-	150	2,860	3,010
Other	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>320</b>	<b>40</b>	<b>11</b>	<b>375</b>	<b>7</b>	<b>150</b>	<b>2,860</b>	<b>3,763</b>
EXPENDITURES								
Community Development	140	-	-	-	-	150	55	345
Public Works	-	-	-	250	-	-	-	250
Police	-	187	-	-	17	-	-	204
Parks and Recreation	-	-	16	-	-	-	-	16
Human Services	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	2,805	2,805
<b>TOTAL EXPENDITURES</b>	<b>140</b>	<b>187</b>	<b>16</b>	<b>250</b>	<b>17</b>	<b>150</b>	<b>2,860</b>	<b>3,620</b>
Excess(deficiency) of revenues over(under) expenditures	180	(147)	(5)	125	(10)	-	-	143
Other financing sources(uses):	-	-	-	-	-	-	-	-
Operating transfers in (out):	-	-	-	-	-	-	-	-
Change in Fund Balance -2021	180	(147)	(5)	125	(10)	-	-	143
Fund Balance January 1, 2021	(180)	180	18	940	18	150	3,000	4,126
Fund Balance December 31, 2021	-	33	13	1,065	8	150	3,000	4,269

\*Fund Names:

Tourism=Tourism Tax Fund

Pol Forf=Police Forfeiture Fund

Sewr Lat=Sewer Lateral Fund

Beaut=Beautification Fund

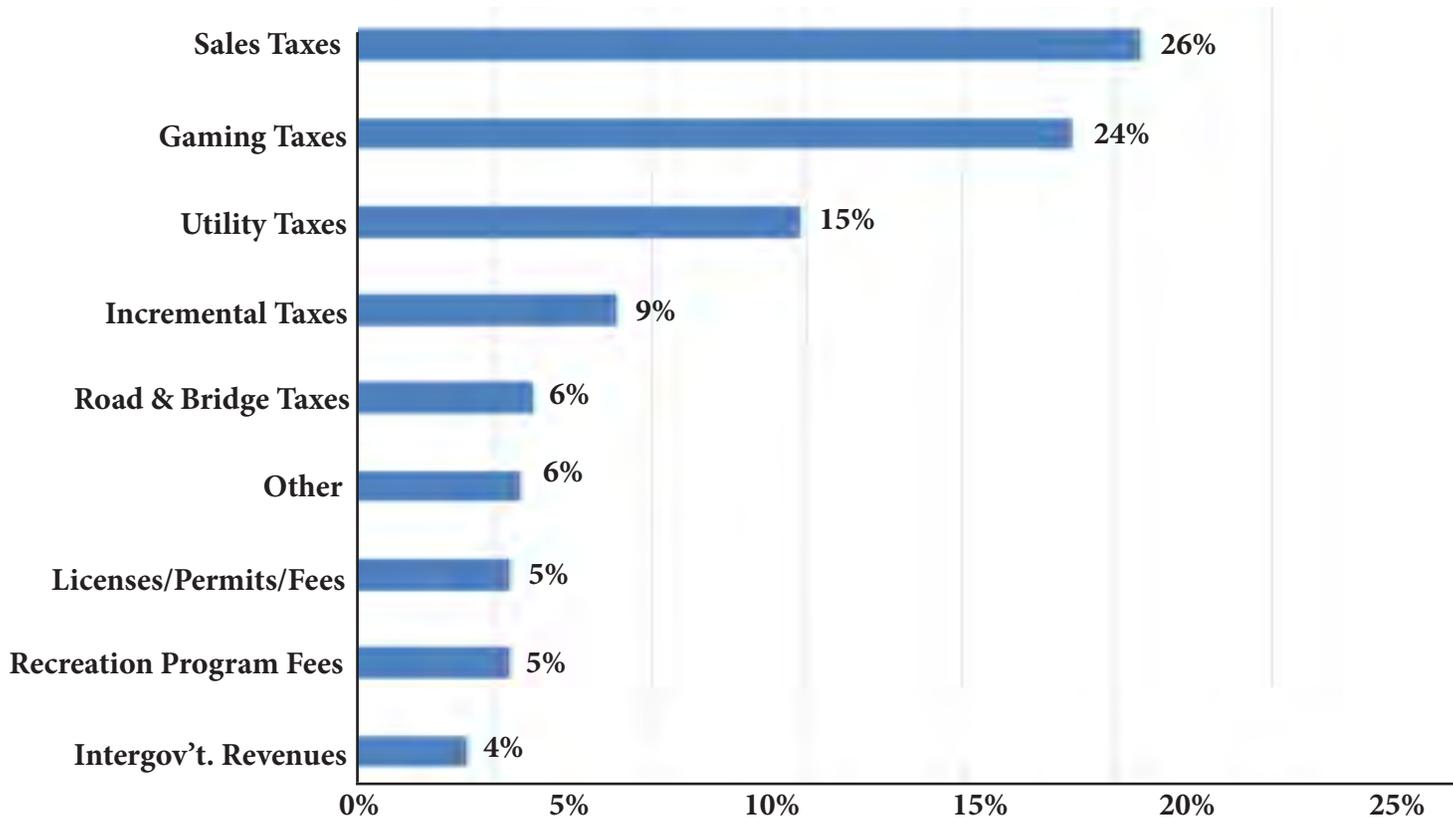
Pol Trg=Police Training Fund

Westport Plaza TIF=Westport Plaza Tax Increment Financing Fund

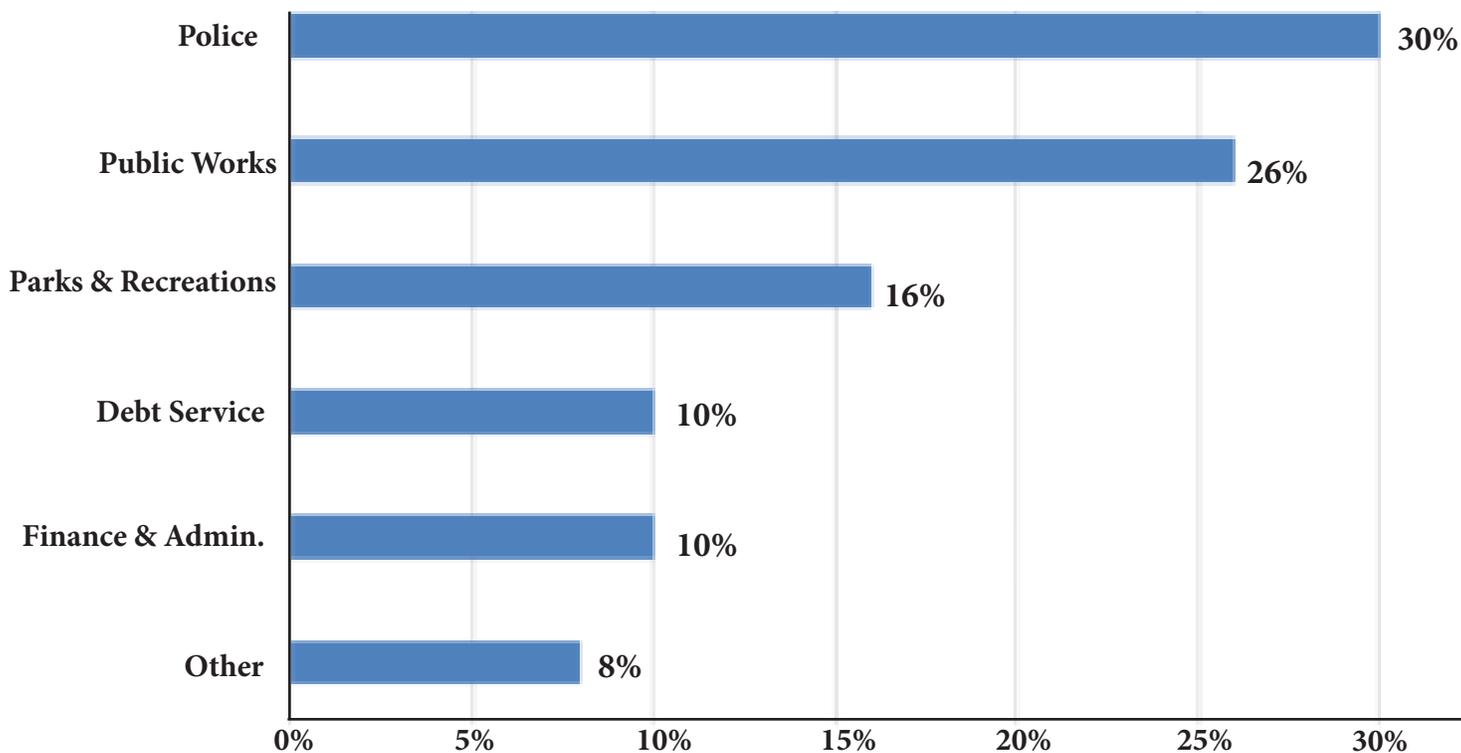
Dorsett TIF=Dorsett Road Tax Increment Financing Fund

# all funds

## Revenues - Where it comes from...



## Expenditures - Where it goes...



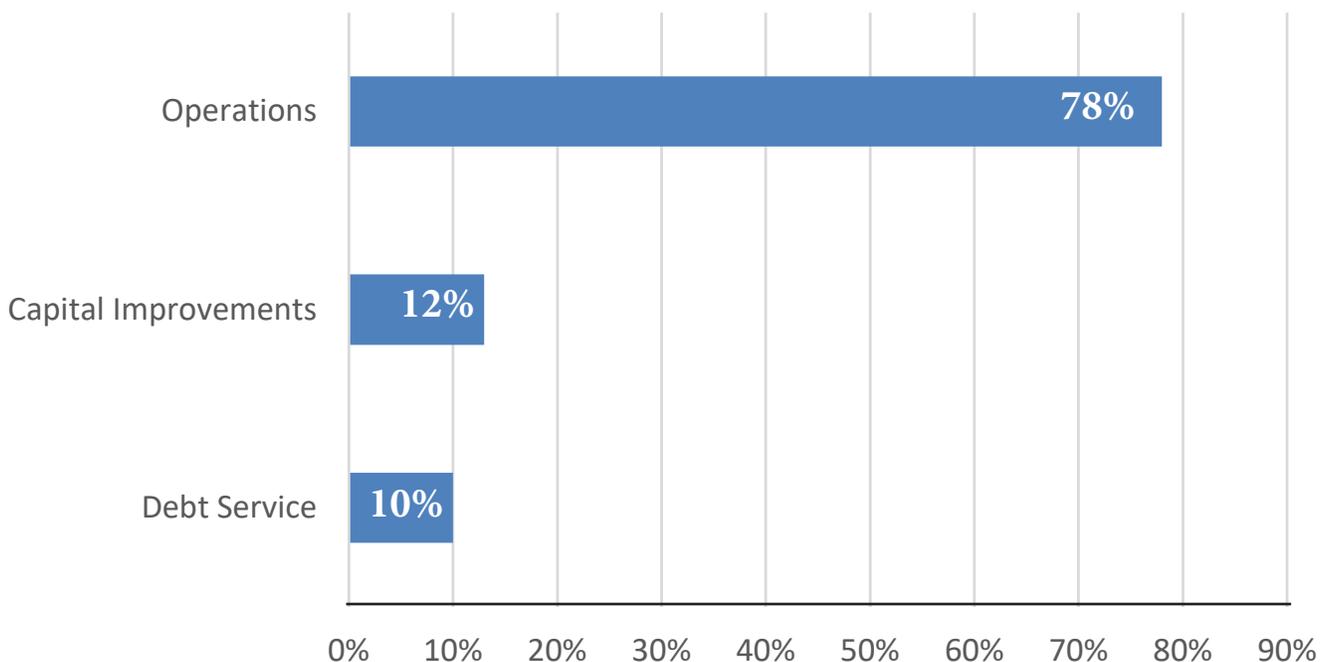
# all funds

**City of Maryland Heights**  
**Schedule of Budgeted Expenditures by Fund: Operations, Debt Service and Capital Improvements**  
**2021**

Fund	Operations(2)	Capital		Total
		Improvements	Debt Service	
General	24,041,428			24,041,428
Streetlight	474,200	12,000		486,200
Tourism	140,000			140,000
Capital Improvement	243,369	4,250,000		4,493,369
Police Forfeiture	187,025			187,025
Police Training	16,950			16,950
Parks	5,059,057	500,000		5,559,057
Reserve(1)	0			0
Sewer Lateral	250,000			250,000
Beautification	16,100			16,100
Community Center DSF			985,000	985,000
Dorsett Road TIF	150,000			150,000
Westport Plaza TIF	60,000		2,800,000	2,860,000
<b>TOTAL</b>	<b>30,638,129</b>	<b>4,762,000</b>	<b>3,785,000</b>	<b>39,185,129</b>

- (1) Reserve Fund provides advances and transfers to other funds (no expenditures).
- (2) "Operations" is defined as expenditures needed to provide for the on-going service level of the City's operations.
- (3) Includes personnel, contractual, commodities and capital asset expenditures.

## Expenditures by Object



# personnel schedule - all departments

		2019 Actual	2020 Authorized	2021 Requested
<b><u>Administration</u></b>				
City Clerk's Office	City Clerk	1.00	1.00	1.00
	Deputy City Clerk	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Records Clerk/Administration	1.00	1.00	1.00
		4.00	4.00	4.00
Legal Services	Prosecutor	0.25	0.25	0.25
	Assistant to the Prosecutor	1.00	1.00	1.00
		1.25	1.25	1.25
City Administrator's Office	City Administrator	1.00	1.00	1.00
	Assistant to the City Administrator	1.00	1.00	1.00
	Management Assistant	1.00	0.00	0.00
		3.00	2.00	2.00
Human Resources	Human Resources Manager	1.00	1.00	1.00
	Human Resources Generalist	1.00	1.00	1.00
		2.00	2.00	2.00
Communications	Communications Manager	1.00	1.00	1.00
	Marketing Specialist	1.00	1.00	0.00
	Intern	0.00	0.00	0.25
		2.00	2.00	1.25
<b>TOTAL ADMINISTRATION</b>		12.25	11.25	10.50
<b><u>Finance</u></b>				
Finance	Finance Director	1.00	1.00	1.00
	Assistant Finance Director	1.00	1.00	1.00
	Senior Accountant	0.00	0.00	1.00
	Accounting Clerk	1.00	1.00	1.00
		3.00	3.00	4.00
Geographic Information Services	GIS Coordinator	1.00	1.00	1.00
		1.00	1.00	1.00
Information Technology	IT Manager	1.00	1.00	1.00
	Data Systems Technician	2.00	2.00	2.00
	Payroll Specialist - IT Tech	1.00	1.00	1.00
		4.00	4.00	4.00
<b>TOTAL FINANCE</b>		8.00	8.00	9.00

# personnel schedule - all departments

		2019	2020	2021
	Position Title	Actual	Authorized	Requested
<b><u>Community Development</u></b>				
Planning & Zoning	Director of Community Development	1.00	1.00	1.00
	Planner II	1.00	1.00	1.00
	Planner I	0.75	1.00	1.00
	Planning Assistant	0.25	0.00	0.00
	Intern	0.25	0.25	0.25
		3.25	3.25	3.25
Inspections	Building Commissioner	1.00	1.00	1.00
	Deputy Building Commissioner	1.00	1.00	1.00
	Building Inspector	4.00	4.00	4.00
	Plans Examiner	1.00	1.00	1.00
	Code Enforcement Officer	4.00	4.00	4.00
	Permits Coordinator	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Customer Relations Specialist	2.00	2.00	2.00
		15.00	15.00	15.00
Economic Development	Economic Development Manager	1.00	1.00	1.00
	Management Assistant	0.00	1.00	1.00
		1.00	2.00	2.00
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	19.25	20.25	20.25
<b><u>Public Works</u></b>				
Engineering and Administration	Director of Public Works	1.00	1.00	1.00
	Engineering Manager	1.00	1.00	1.00
	Executive Assistant	1.00	1.00	1.00
		3.00	3.00	3.00
Roads and Bridges	Operations Manager	1.00	1.00	1.00
	Crew Leader	2.00	2.00	2.00
	Maintenance Worker	9.00	9.00	9.00
	Administrative Assistant	1.00	1.00	1.00
	Seasonal Maintenance Worker	1.50	0.75	0.75
		14.50	13.75	13.75
Stormwater	Engineer	1.00	1.00	1.00
	Crew Leader	1.00	1.00	1.00
	Engineering Technician	1.00	1.00	1.00
	Maintenance Worker	3.00	3.00	3.00
		6.00	6.00	6.00

# personnel schedule - all departments

		2019	2020	2021
	Position Title	Actual	Authorized	Requested
Capital Projects	Engineer	1.00	1.00	1.00
	Construction Inspector	1.00	1.00	1.00
	Intern	0.25	0.25	0.25
		2.25	2.25	2.25
Vehicle and Equipment Maintenance	Crew Leader	1.00	1.00	1.00
	Mechanic	2.00	2.00	2.00
	Mechanic Helper	1.00	1.00	1.00
		4.00	4.00	4.00
<b>TOTAL PUBLIC WORKS</b>		29.75	29.00	29.00
<b><u>Police</u></b>				
Police Administration	Police Chief	1.00	1.00	1.00
	Police Officer	1.00	0.00	0.00
	Executive Assistant	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	4.00	3.00	3.00	
Patrol Services	Major (Deputy Chief)	1.00	1.00	1.00
	Captain/Lieutenant	3.00	4.00	4.00
	Sergeant	6.00	5.00	5.00
	Corporal	0.00	4.00	4.00
	Police Officer	39.00	36.00	36.00
	49.00	50.00	50.00	
Investigations	Captain/Lieutenant	1.00	1.00	1.00
	Sergeant	1.00	1.00	1.00
	Police Officer	10.00	10.00	10.00
	Crime Analyst	1.00	1.00	1.00
	Secretary	1.00	1.00	1.00
	14.00	14.00	14.00	
Police Communications	Communications Supervisor	1.00	1.00	1.00
	Dispatcher	10.30	10.30	10.30
	Jailer	0.00	2.00	2.00
	11.30	13.30	13.30	
Community Services	Captain/Lieutenant	1.00	1.00	1.00
	Sergeant	1.00	2.00	2.00
	Police Officer	5.00	6.50	7.00
	Jailer	2.00	0.00	0.00
	Bailiff	0.60	0.60	0.60
	9.60	10.10	10.60	
Police Records	Police Records Supervisor	1.00	1.00	1.00
	Police Records Clerk	2.00	2.00	2.00
		3.00	3.00	3.00

# personnel schedule - all departments

		2019	2020	2021
	Position Title	Actual	Authorized	Requested
Community Response Unit	Captain / Lieutenant	1.00	0.00	0.00
	Sergeant	1.00	1.00	1.00
	Police Officer	6.00	6.00	6.00
		8.00	7.00	7.00
	<b>TOTAL POLICE</b>	<b>98.90</b>	<b>100.40</b>	<b>100.90</b>
<b><u>Municipal Court</u></b>				
Municipal Court	Municipal Judge	0.20	0.20	0.20
	Provisional Judge	0.10	0.10	0.10
	Court Administrator	1.00	1.00	1.00
	Court Assistant	3.00	2.00	2.00
	Court Aide	0.50	0.50	0.50
		4.80	3.80	3.80
	<b>TOTAL MUNICIPAL COURT</b>	<b>4.80</b>	<b>3.80</b>	<b>3.80</b>
<b><u>Parks and Recreation</u></b>				
Administration	Director of Parks and Recreation	1.00	1.00	1.00
		1.00	1.00	1.00
Recreation Services	Recreation Manager	2.00	2.00	1.00
	Aquatic Supervisor	1.00	1.00	1.00
	Recreation Program Specialist	5.00	5.00	5.00
	Recreation Assisant	2.00	2.00	2.00
	Marketing Specialist	1.00	1.00	1.00
	Customer Relations Supervisor	1.00	1.00	0.00
	Customer Relations Specialist	5.00	5.00	4.00
	Fitness Center Attendant	3.25	3.50	3.50
	Camp Staff	3.50	3.50	3.50
	Bus Driver	0.78	0.78	0.78
	Customer Relations Attendant	5.00	5.00	5.00
	Preschool Teacher	3.70	4.25	2.50
	Play Center Attendant	2.00	2.00	2.00
	Personal Trainer	1.07	0.90	0.00
	Fitness Instructor	2.00	1.60	0.00
	Dance Instructor	0.75	0.30	0.30
	Program Instructor	1.60	1.60	1.60
	Park Attendant	0.24	0.06	0.06
	Gym Attendant	0.90	0.00	0.00
	Youth Sports Assistant	0.63	0.63	0.00
	Sports Officials	0.75	0.06	0.06
	Senior Aide	0.28	0.36	0.36
	Head Lifeguard	0.93	1.08	2.51
	Swim Instructor	0.00	0.00	1.11
	Lifeguard	8.29	8.14	6.75
	Market Manager	0.00	0.17	0.17
			52.67	50.93

# personnel schedule - all departments

		2019	2020	2021
<b>Position Title</b>		<b>Actual</b>	<b>Authorized</b>	<b>Requested</b>
Community Center Maintenance	Superintendent of Facilities	1.00	1.00	1.00
	Crew Leader	1.00	1.00	1.00
	Custodian	3.00	3.00	3.00
	Maintenance Aide	3.25	3.25	3.25
		8.25	8.25	8.25
Government Center Maintenance	Maintenance Worker	1.00	1.00	1.00
	Custodian	2.00	2.00	2.00
	Maintenance Aide	1.00	1.00	1.00
		4.00	4.00	4.00
Aquaport	Aquaport Staff	3.30	3.30	4.60
	Lifeguard Manager	0.41	0.41	0.87
	Head Lifeguard	0.87	1.83	1.38
	Lifeguard	9.09	7.20	6.97
	Slide Attendant	0.00	0.00	2.49
	Aquaport Grounds Crew	0.32	0.32	0.64
	Aquaport Maintenance	0.57	0.57	0.00
		14.56	13.63	16.95
Parks Maintenance	Superintendent of Parks	1.00	1.00	1.00
	Crew Leader	1.00	1.00	1.00
	Maintenance Worker	4.00	4.00	4.00
	Maintenance Aide	2.20	2.20	2.20
		8.20	8.20	8.20
<b>TOTAL PARKS AND RECREATION</b>		<b>88.68</b>	<b>86.01</b>	<b>82.60</b>
<b>TOTAL PERSONNEL (FTE)</b>		<b>261.63</b>	<b>258.71</b>	<b>256.05</b>

Numbers reflect full-time equivalent positions calculated at 2,080 hours per year. The elected positions of Mayor and Councilpersons and the appointed position of Treasurer are not included.

This page left intentionally blank.



# General Fund

---

The General Fund is the general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in another fund. Beginning in 2010, any unencumbered balance existing at year-end will be transferred to the Reserve Fund while any existing deficit will be covered by a transfer from the Reserve Fund.

# General Fund

## Revenue Summary

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
<b>Gaming Taxes</b>	7,007,287	6,987,848	5,950,000	8,000,000
<b>Utility Taxes:</b>				
Utility Taxes - Electric	3,645,913	3,112,602	2,950,000	2,800,000
Utility Taxes - Gas	670,895	653,034	600,000	600,000
Utility Taxes - Telecommunications	1,057,206	868,197	800,000	780,000
Utility Taxes - Water	419,183	400,579	400,000	400,000
	5,793,197	5,034,412	4,750,000	4,580,000
<b>Sales Tax-1%</b>	4,789,043	4,728,488	4,150,000	4,250,000
<b>Sales Tax-Public Safety</b>	1,502,516	1,516,401	1,300,000	1,365,000
<b>Cigarette Tax</b>	60,333	56,668	50,000	50,000
<b>Road and Bridge Taxes:</b>				
Motor Fuel Tax	737,364	743,758	680,000	750,000
Motor Vehicle Tax	368,779	377,400	330,000	360,000
County Road Refund	1,078,277	1,049,932	1,000,000	1,000,000
	2,184,420	2,171,090	2,010,000	2,110,000
<b>Licenses, Permits, and Fees:</b>				
Business Licenses	609,583	601,060	600,000	600,000
Plan Review Fees	50,988	32,715	50,000	50,000
Police Fees	16,833	18,136	15,000	15,000
Cable TV Franchise Fees	339,269	330,934	330,000	300,000
Reoccupancy Permits	211,214	213,909	220,000	220,000
Reimb. From Developers	-	2,392	8,000	-
Reimb of Code Abatement Costs	9,859	7,570	12,000	12,000
Building Permits	793,295	627,599	850,000	650,000
	2,031,041	1,834,315	2,085,000	1,847,000
<b>Municipal Court:</b>				
Court Fines and Fees	1,221,765	988,627	600,000	800,000
<b>Investment Income:</b>				
Interest on Investments	894,200	1,088,586	650,000	250,000
<b>Intergovernmental Revenues:</b>				
CARES Act and Other COVID grants	-	-	1,900,000	-
Grants/Reimbursements	462,941	360,472	339,221	354,820
	462,941	360,472	2,239,221	354,820
<b>Other:</b>				
Insurance Reimbursement	36,105	31,446	45,000	-
Police Services-Special Events	18,081	18,037	20,000	20,000
Sale of Surplus Property	46,297	155,108	90,000	80,000
SLAIT Dividend	119,028	41,660	50,000	50,000
Miscellaneous	19,570	50,262	20,000	30,000
	239,081	296,513	225,000	180,000
<b>Total Revenue</b>	26,185,824	25,063,420	24,009,221	23,786,820
<b>Transfers from other funds:</b>				
Park Fund	100,000	100,000	100,000	100,000
	100,000	100,000	100,000	100,000

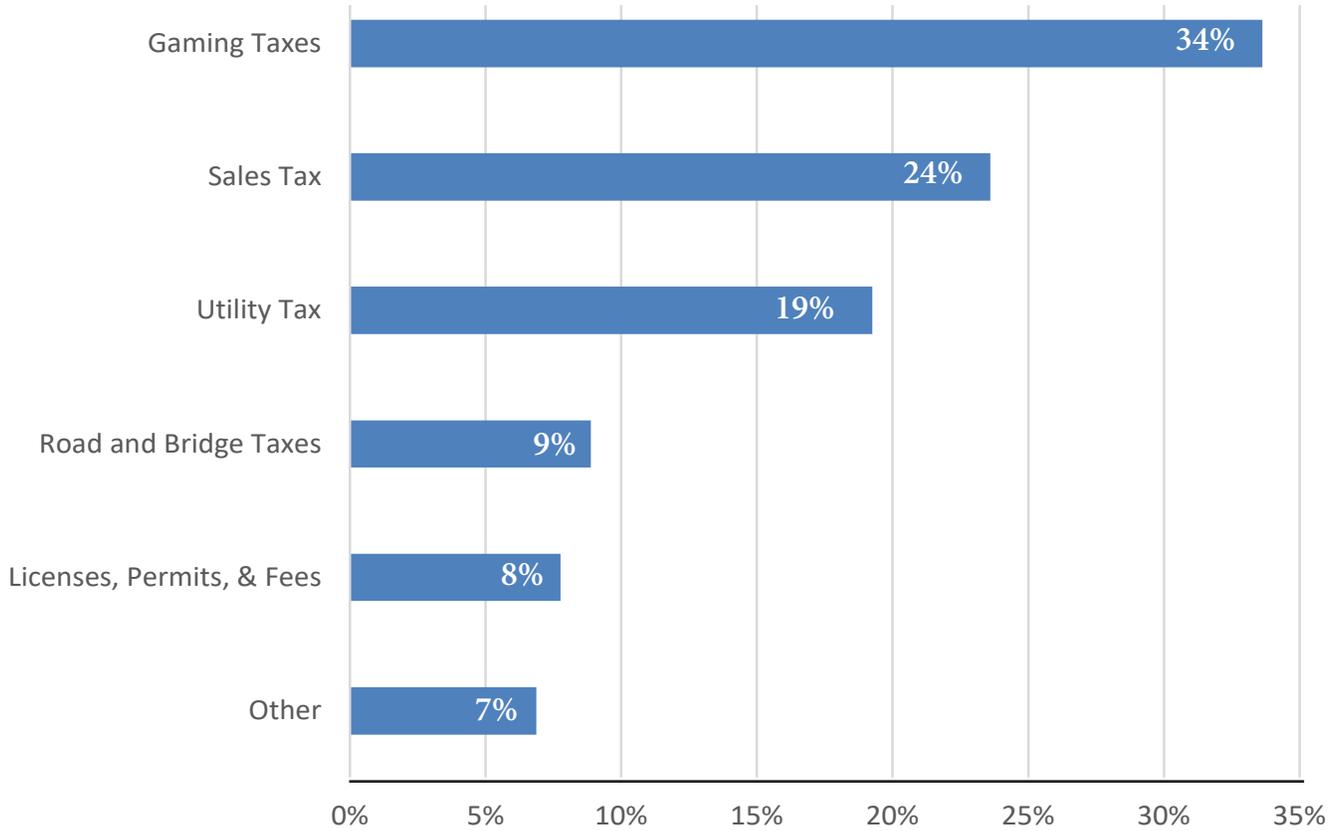
# General Fund

## Expenditure Budget - by Program

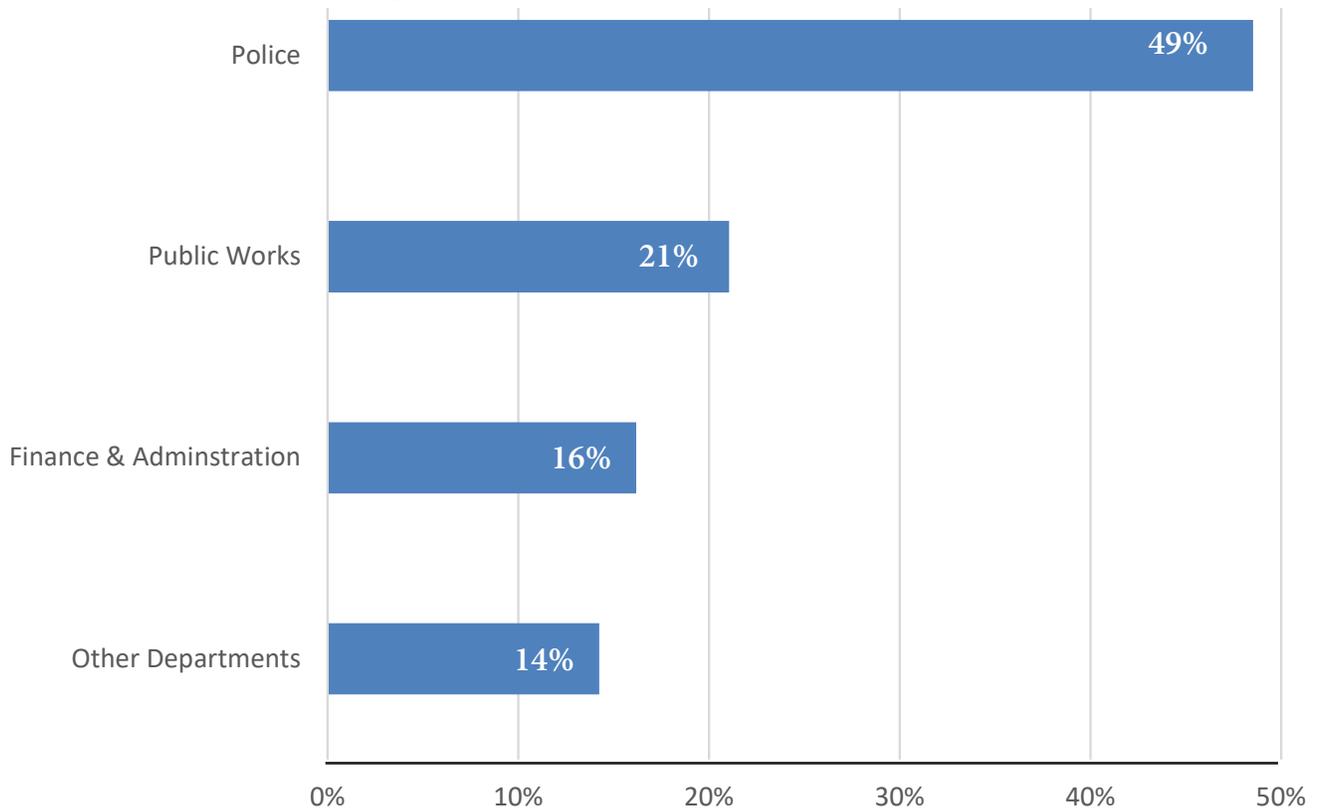
	2019 Actual	2020 Budget	2021 Proposed
<b>Executive/Legislative</b>			
Mayor's Office	36,239	34,137	34,019
City Council	143,682	129,746	131,157
	179,921	163,883	165,176
<b>Administration</b>			
City Clerk's Office	387,674	409,387	393,838
Legal Services	340,386	385,247	340,539
City Administrator's Office	377,878	478,407	367,360
Human Resources	350,569	343,436	358,292
Communications	246,756	294,730	213,035
Central Services	89,988	77,675	91,675
Risk Management	441,322	465,000	475,000
	2,234,573	2,453,882	2,239,739
<b>Finance</b>			
Finance	483,780	513,153	617,352
Geographic Information Service	171,902	200,349	173,161
Information Technology	759,167	973,325	860,083
	1,414,849	1,686,827	1,650,596
<b>Community Development</b>			
Planning & Zoning	339,722	364,367	358,640
Inspections	1,326,978	1,481,859	1,423,575
Economic Development	141,405	218,444	224,370
	1,808,105	2,064,670	2,006,585
<b>Public Works</b>			
Engineering/Administration	392,462	395,712	382,606
Roads and Bridges	1,811,977	2,058,885	1,796,130
Stormwater	599,928	606,385	605,931
Solid Waste	2,045,127	1,703,602	1,755,000
Vehicle & Equipment Maintenance	501,034	527,993	521,314
	5,350,528	5,292,577	5,060,981
<b>Police</b>			
Police Administration	488,203	409,811	379,053
Patrol Services	6,205,186	6,380,673	5,959,368
Investigations	1,636,300	1,701,199	1,700,172
Communications	1,059,260	1,217,410	1,222,243
Community Services	925,551	1,170,234	1,305,089
Record Room	181,435	201,169	202,611
Community Response Unit	942,120	955,351	897,675
	11,438,055	12,035,847	11,666,211
<b>Municipal Court</b>			
Municipal Court	347,830	368,295	358,026
<b>Parks and Recreation</b>			
Government Center Maintenance	527,669	535,181	669,114
<b>Human Services</b>			
	194,440	225,000	225,000
<b>Total Expenditures</b>	23,495,970	24,826,162	24,041,428

# General Fund

## Revenues - Where it comes from...



## Expenditures - Where it goes...



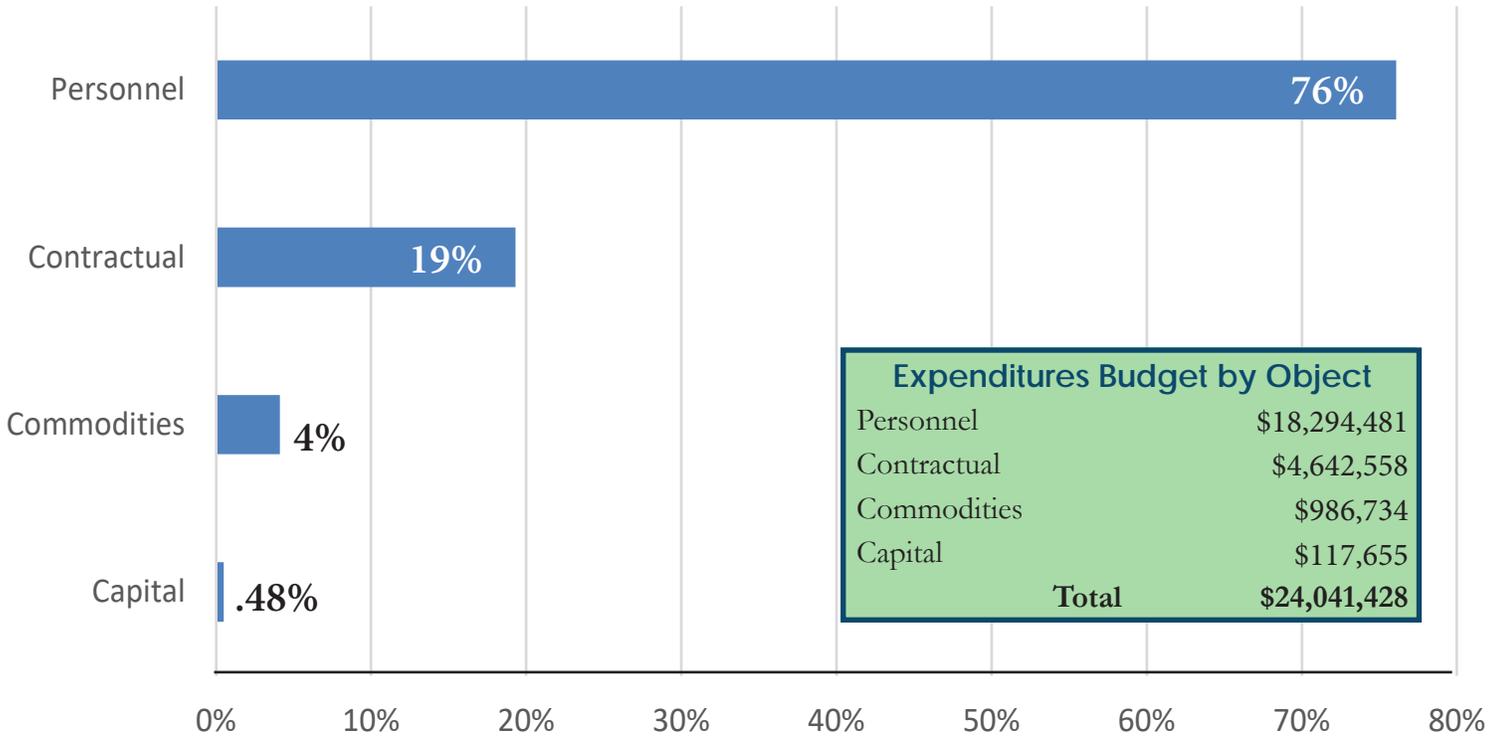
# General Fund

## Expenditure Budget - by Object of Expenditure

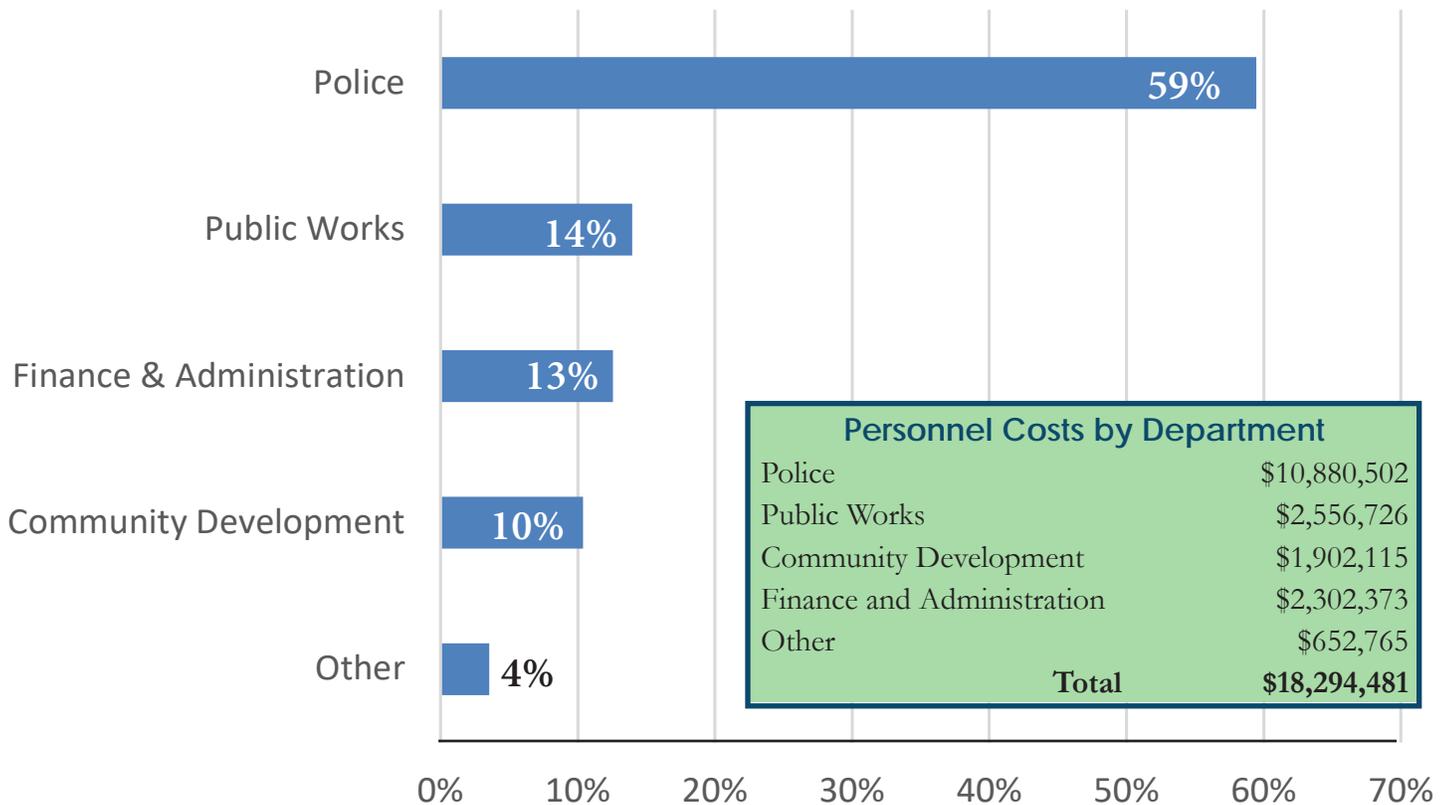
	Personnel	Contractual	Commodities	Capital	Total
<b>Executive/Legislative</b>					
Mayor's Office	15,619	18,400	-	-	34,019
City Council	62,761	68,396	-	-	131,157
	78,380	86,796	-	-	165,176
<b>Administration</b>					
City Clerk's Office	356,653	35,810	1,375	-	393,838
Legal Services	168,289	171,750	500	-	340,539
City Administrator's Office	355,845	11,515	-	-	367,360
Human Resources	217,390	140,702	200	-	358,292
Communications	97,470	108,815	6,750	-	213,035
Central Services	-	28,675	63,000	-	91,675
Risk Management	-	475,000	-	-	475,000
	1,195,647	972,267	71,825	-	2,239,739
<b>Finance</b>					
Finance	490,882	126,470	-	-	617,352
Geographic Information Service	143,661	24,500	5,000	-	173,161
Information Technology	472,183	331,900	56,000	-	860,083
	1,106,726	482,870	61,000	-	1,650,596
<b>Community Development</b>					
Planning & Zoning	341,740	15,900	1,000	-	358,640
Inspections	1,366,305	36,250	21,020	-	1,423,575
Economic Development	194,070	30,300	-	-	224,370
	1,902,115	82,450	22,020	-	2,006,585
<b>Public Works</b>					
Engineering/Administration	370,756	10,550	1,300	-	382,606
Roads and Bridges	1,231,870	211,280	352,980	-	1,796,130
Stormwater	597,896	1,985	6,050	-	605,931
Solid Waste	-	1,755,000	-	-	1,755,000
Vehicle & Equipment Maintenance	356,204	43,350	121,760	-	521,314
	2,556,726	2,022,165	482,090	-	5,060,981
<b>Police</b>					
Police Administration	356,878	19,675	2,500	-	379,053
Patrol Services	5,477,518	261,550	220,300	-	5,959,368
Investigations	1,670,697	16,775	12,700	-	1,700,172
Communications	1,048,433	166,310	7,500	-	1,222,243
Community Services	1,262,889	9,900	32,300	-	1,305,089
Police Records	201,811	-	800	-	202,611
Community Response Unit	862,276	9,900	25,499	-	897,675
	10,880,502	484,110	301,599	-	11,666,211
<b>Municipal Court</b>					
	325,301	32,725	-	-	358,026
<b>Parks and Recreation</b>					
Government Center Maintenance	249,084	254,175	48,200	117,655	669,114
<b>Human Services</b>					
	-	225,000	-	-	225,000
<b>Total Expenditures</b>	18,294,481	4,642,558	986,734	117,655	24,041,428

# General Fund

## Expenditures Budget by Object



## Personnel Costs by Department



# General Fund

## General Fund Five Year Projection Revenues and Expenditures 2021 to 2025

REVENUES AND TRANSFERS						
	2021	2022	2023	2024	2025	Comments
Gaming taxes	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000	\$8m per year
Util taxes	4,580,000	4,809,000	5,049,450	5,200,934	5,356,962	5% Increase 2021-2022; 3% in 2023-2025
Sales tax	4,250,000	4,462,500	4,685,625	4,826,194	4,970,980	5% Increase 2021-2022; 3% in 2023-2025
Sales tax-Pub Safety	1,365,000	1,433,250	1,504,913	1,550,060	1,596,562	5% Increase 2021-2022; 3% in 2023-2025
Road & Bridge	2,110,000	2,110,000	2,110,000	2,110,000	2,110,000	No change
Lic, Permits	1,847,000	1,900,000	1,900,000	1,900,000	1,900,000	Includes bldg permits
Investment income	250,000	255,000	260,100	265,302	270,608	2% increase per year
Intergovtl	354,820	350,000	350,000	350,000	350,000	No change
Cigarette taxes	50,000	50,000	50,000	50,000	50,000	No change
Court	800,000	850,000	900,000	950,000	1,000,000	Increase to 2019 level
Other	180,000	100,000	100,000	100,000	100,000	
Transfers (net)	100,000	103,000	106,090	109,273	112,551	From Park Fund
	<b>23,886,820</b>	<b>24,422,750</b>	<b>25,016,178</b>	<b>25,411,762</b>	<b>25,817,662</b>	

EXPENDITURES					
	Personnel	Contractual	Commodities	Capital	Expenditures
<b>2021</b>	18,280,693	4,642,558	986,734	117,655	<b>24,027,640</b>
<b>2022</b>	18,829,114	4,735,409	1,006,469	250,000	<b>24,820,992</b>
<b>2023</b>	19,393,987	4,830,117	1,026,598	300,000	<b>25,550,703</b>
<b>2024</b>	19,975,807	4,926,720	1,047,130	350,000	<b>26,299,657</b>
<b>2025</b>	20,575,081	5,025,254	1,068,073	400,000	<b>27,068,408</b>
Annual increase	3%	2%	2%		

	Revenues	Expenditures	Change*
2021	23,886,820	24,027,640	<b>(140,820)</b>
2022	24,422,750	24,820,992	<b>(398,242)</b>
2023	25,016,178	25,550,703	<b>(534,525)</b>
2024	25,411,762	26,299,657	<b>(887,895)</b>
2025	25,817,662	27,068,408	<b>(1,250,746)</b>
			<b>(3,212,227)</b>

\*Negative amounts represent transfers from the Reserve Fund.

This page left intentionally blank.



# Streetlight Fund



The Streetlight Fund was established in 1987 to account for a 0.50% tax on gross receipts of utility companies. Expenditures are restricted to the cost of maintaining, constructing and installing streetlights in the city.

# Streetlight Fund

## Revenues

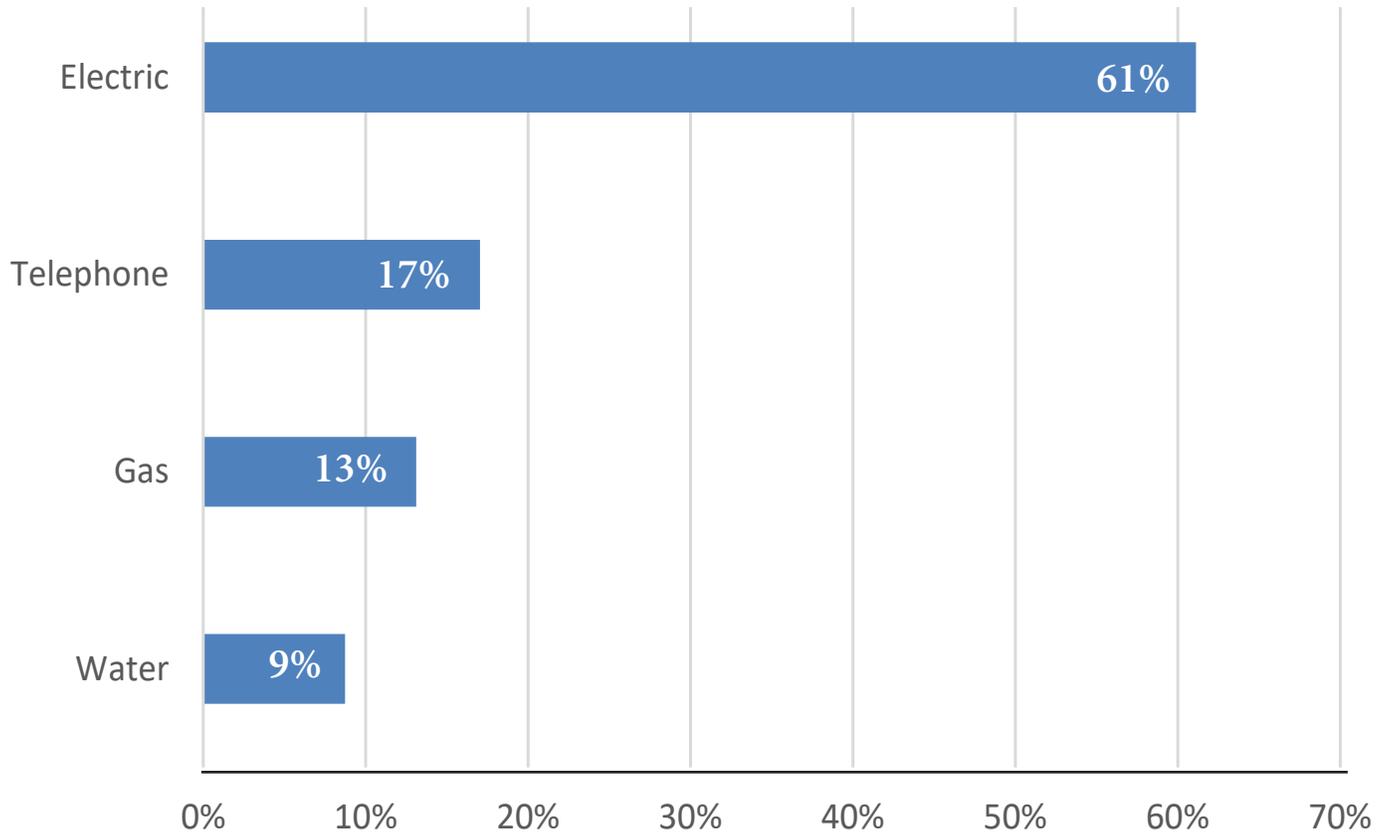
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
<b>Utility Taxes:</b>				
Utility Tax - Electric	364,591	311,260	295,000	280,000
Utility Tax - Gas	67,090	65,303	60,000	60,000
Utility Tax - Telecommunications	105,721	86,820	80,000	78,000
Utility Tax - Water	41,918	40,058	40,000	40,000
<b>Total Revenue</b>	<b>579,320</b>	<b>503,441</b>	<b>475,000</b>	<b>458,000</b>

## Expenditures

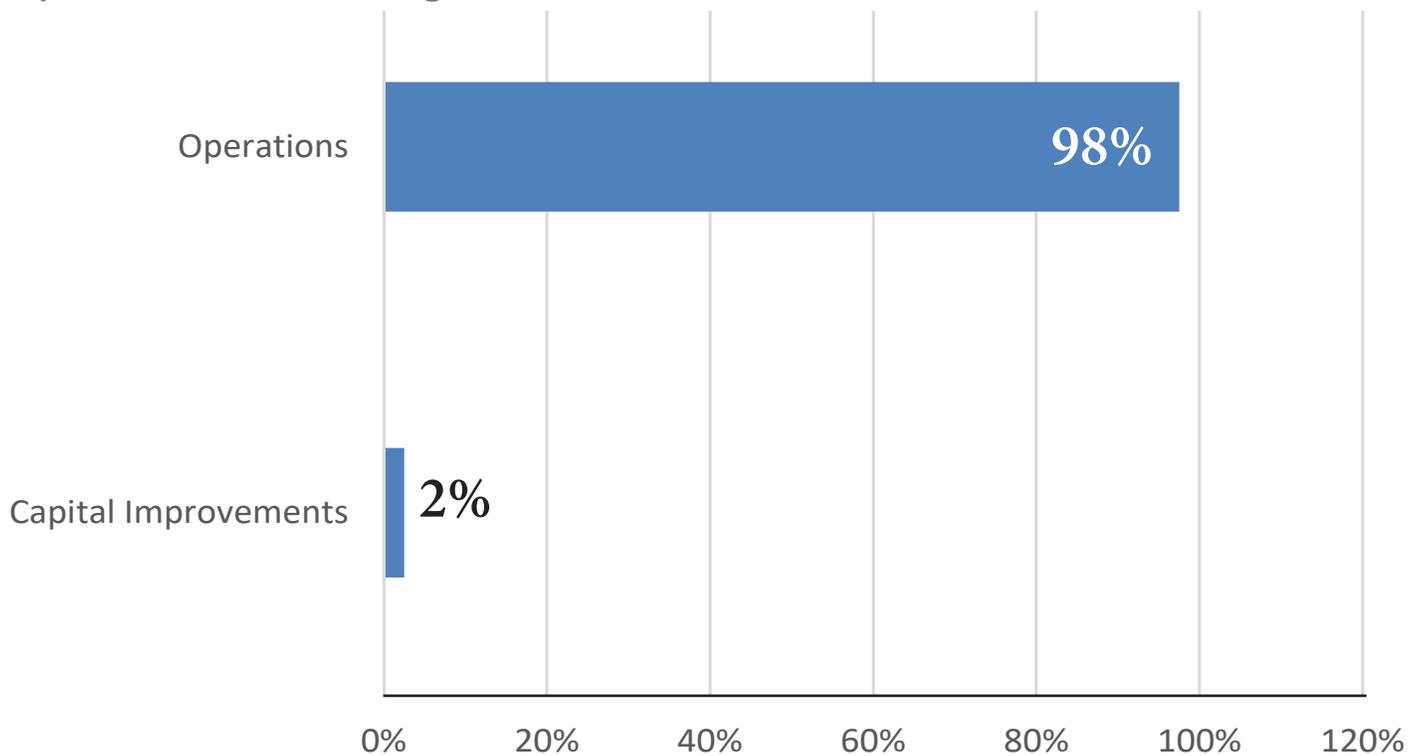
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
Streetlights - Operations	451,977	437,916	474,200	474,200
Capital Improvements	15,196	5,248	10,000	12,000
<b>Total Expenditures</b>	<b>467,173</b>	<b>443,164</b>	<b>484,200</b>	<b>486,200</b>
Transfer to Capital Improvements Fund				1,000,000

# Streetlight Fund

## Revenues - Where it comes from...



## Expenditures - Where it goes...



# Streetlight Fund

## Streetlight Fund Five Year Projection

### Revenues & Expenditures

2021-2025

(in thousands)

	2021	2022	2023	2024	2025
Revenues	458	467	477	486	496
Expenditures-Operations	(474)	(483)	(493)	(503)	(513)
Transfer to Other funds	(1,000)				
Expenditures-Capital	(12)	(4)	(4)	(4)	(43)
Change in Fund balance	(1,028)	(20)	(21)	(21)	(60)
Beginning Fund balance	2,000	972	952	931	910
Ending Fund balance	972	952	931	910	850

Assumptions:

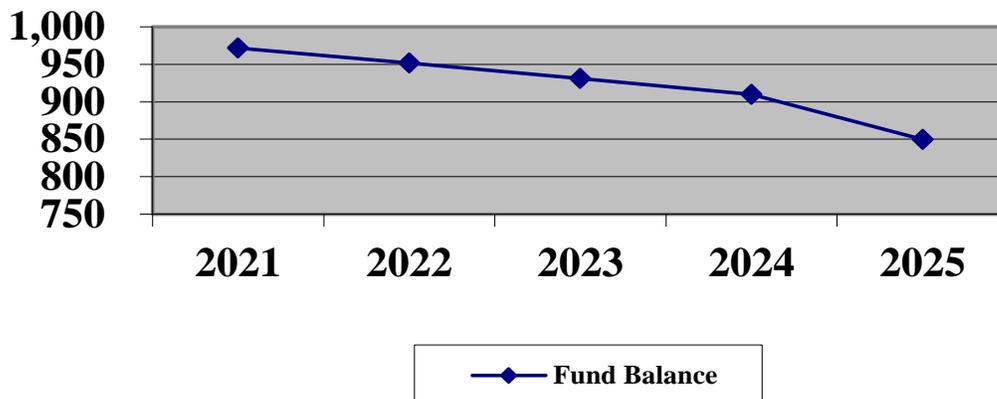
Revenues increase 2% per year.

Operating expenditures increase 2% each year.

Capital expenditures per the 2021-2025 CIP.

### Projected Fund Balance

#### Fund Balance



# Tourism Tax Fund

---

The City levies a 0.50% tax on hotel/motel rooms. The funds are restricted to promoting tourism within the City. Revenues and expenditures will be accounted for in the Tourism Tax Fund, a special revenue fund.

# Tourism Tax Fund

## Revenues

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
<b>Hotel/Motel Tax</b>	371,799	367,717	180,000	320,000

## Expenditures

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
<b>Community Development</b>				
Tourism	374,474	401,799	377,718	140,000

# Capital Improvement Fund



This fund traditionally receives 30% of gaming tax revenue and any grants related to expenditures within the fund. Due to the financial impact of COVID-19, no gaming taxes are planned to be distributed to this fund in 2020 and 2021. Expenditures consist of debt service, planning, design, acquisition, management and construction of capital improvements not specifically designated in other city funds. All expenditures are first planned in the five-year Capital Improvement Plan (CIP) annually updated by the Council.

# Capital Improvement Fund

## Revenues

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
<b>Gaming Tax</b>	<b>3,003,123</b>	<b>2,994,792</b>	-	-
<b><u>Intergovernmental Revenues</u></b>				
Great Rivers Greenway	896,009	-	-	-
MSD			35,000	
Municipal Parks Commission	-	-		525,000
St Louis Community Foundation (Sustainability)			400,000	450,000
Federal STP-Creve Coeur Mill		-		
Federal STP-Adie Road		-	-	-
	<b>896,009</b>	<b>-</b>	<b>435,000</b>	<b>975,000</b>
<b><u>Other</u></b>				
	-	-	-	-
Unspent encumbrances	371,858	32,958	-	-
Miscellaneous	9,075	22,660	-	-
	<b>380,933</b>	<b>55,618</b>	<b>-</b>	<b>-</b>
<b>Total Revenue</b>	<b>4,280,065</b>	<b>3,050,410</b>	<b>435,000</b>	<b>975,000</b>
<b><u>Transfers from other Funds:</u></b>				
Transfer from Streetlight Fund	-		-	1,000,000
Transfer from Community Center Const Fund	837,439			

## Expenditures

	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Capital Project Management	225,790	224,365	241,761	243,369
Stormwater capital projects	197,325	799,918	1,895,000	795,000
Uninterrupted Power Source			48,000	
Software-Financial				250,000
Sustainability Center			285,000	565,000
Public Works projects and equipment	2,322,805	3,715,179	1,015,000	2,640,000
<b>Total Expenditures</b>	<b>2,745,920</b>	<b>4,739,462</b>	<b>3,484,761</b>	<b>4,493,369</b>
Transfer to Ice Center Fund*	5,874,640		-	-
	-	-	-	-
<b>Total Transfers</b>	<b>5,874,640</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*-A transfer to the Ice Center Fund as the City's contribution to the construction of the facility. In 2019, a transfer from the Reserve Fund was also made as a contribution for the construction.

# Capital Improvement Fund

## Capital Improvement Fund Five Year Projection

### Revenues & Expenditures

2021-2025

(in thousands)

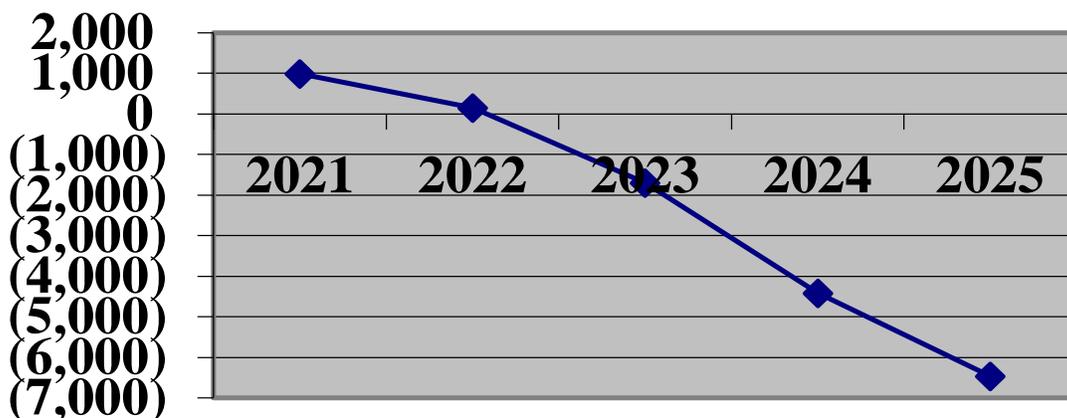
	2021	2022	2023	2024	2025
Revenues-Gaming taxes	0	1,000	1,500	1,500	1,500
Transfer from other funds	1,000				
Grants/contri	975	630	820	0	0
Capital Proj Mgmt	(243)	(250)	(255)	(260)	(265)
Expenditures-Projects	(4,250)	(2,220)	(3,900)	(3,965)	(3,280)
Change in Fund balance	(2,518)	(840)	(1,835)	(2,725)	(2,045)
Beginning Fund balance	3,500	982	142	(1,693)	(4,418)
Ending Fund balance	982	142	(1,693)	(4,418)	(6,463)

Negative year-end balances indicate undetermined funding sources.

Assumes all gaming taxes over \$8m go to capital improvements.

Negative end-of-year fund balances represent undetermined funding source.

### Projected Fund Balance



—◆— Fund Balance

This page left intentionally blank.



# Forfeiture Fund



**This fund accounts for monies received or other assets forfeited to the City as a result of judgements in certain court cases. These resources must be used in connection with law enforcement programs.**

# Forfeiture Fund

## Revenues

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
Interest	9,827	9,792	0	0
Intergovernmental Revenues	521,374	91,937	50,000	40,000
<b>Total Revenues</b>	<b>531,201</b>	<b>101,729</b>	<b>50,000</b>	<b>40,000</b>

## Expenditures

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
Police	79,121	326,052	224,925	187,025
<b>Total Expenditures</b>	<b>79,121</b>	<b>326,052</b>	<b>224,925</b>	<b>187,025</b>

# Parks Fund



The Parks Fund was established in 1996 to account for the revenues derived from a one-half cent sales tax approved by city voters in 1995. In previous years, the Parks Fund received 4% of Gaming tax revenues and shared the one-half cent sales tax with the Stormwater Fund. Effective 2015, city policy changed to provide that 100% of the one-half cent sales tax be distributed to the Parks Fund, with no Gaming tax revenues distributed to the Parks Fund. All revenues derived from user fees charged for parks and recreation activities remain within the the Parks Fund.

# Parks Fund

## Revenues

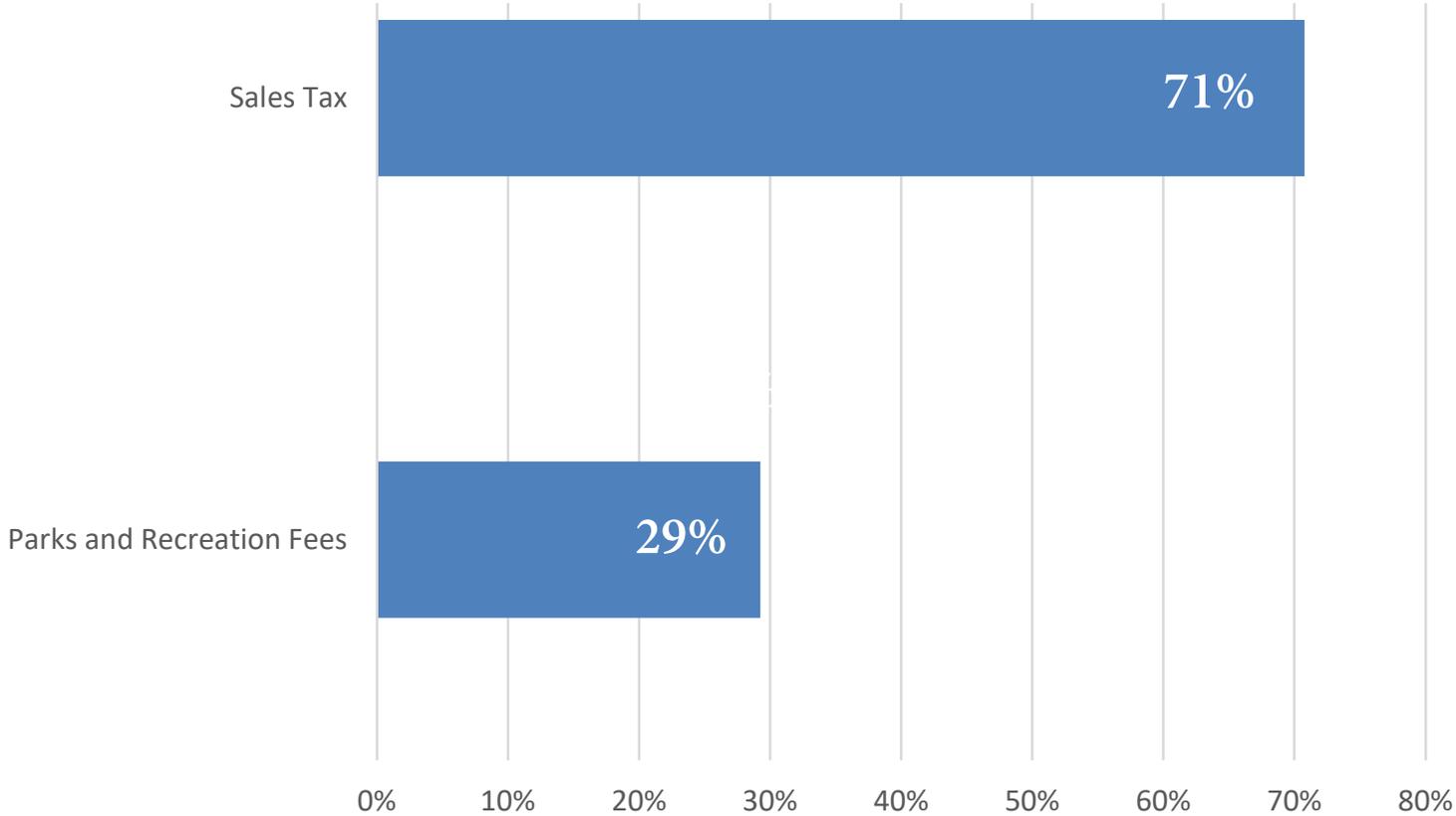
Revenues	2018 Actual	2019 Actual	2020 Projected	2021 Budget
<b>Sales Tax</b>	<b>4,782,525</b>	<b>5,000,792</b>	<b>4,400,000</b>	<b>4,500,000</b>
<b>User Fees</b>				
Aquaport	496,961	420,216	-	630,000
Sportport	55,489	57,618	67,000	67,000
Recreation	579,064	641,138	298,000	473,000
Community Center	966,867	1,057,784	265,000	690,000
<b>Total User Fees</b>	<b>2,098,381</b>	<b>2,176,756</b>	<b>630,000</b>	<b>1,860,000</b>
<b>Intergovernmental Revenues</b>	<b>-</b>	<b>30,000</b>	<b>220,000</b>	<b>-</b>
<b>Other Revenues</b>	<b>4</b>	<b>7,392</b>	<b>64,000</b>	<b>-</b>
<b>Total Park Fund Revenue</b>	<b>6,880,910</b>	<b>7,214,940</b>	<b>5,314,000</b>	<b>6,360,000</b>

## Expenditures

Expenditures	2018 Actual	2019 Actual	2020 Projected	2021 Budget
<b>Operations</b>				
Administration	249,892	206,277	179,040	154,081
Recreation Services	2,215,145	2,314,783	1,962,110	2,377,891
Community Center	752,207	816,170	939,344	964,977
Aquaport	573,588	477,084	58,775	731,537
Parks Maintenance	891,611	703,201	786,249	830,571
	<b>4,682,443</b>	<b>4,517,515</b>	<b>3,925,518</b>	<b>5,059,057</b>
<b>Capital Improvements</b>				
Aquaport renovations (as revised)			5,100,000	-
Fee Fee Ballfields			-	500,000
	255,407	692,006	5,100,000	500,000
<b>Total Park Fund Expenditures</b>	<b>4,937,850</b>	<b>5,209,521</b>	<b>9,025,518</b>	<b>5,559,057</b>
<b>Transfers to Other Funds:</b>				
Transfer to Ice Center Fund		100,000	150,000	175,000
Transfer to General Fund	100,000	100,000	100,000	100,000
Transfer to Community Center DSF	985,000	985,000	985,000	985,000
	<b>1,085,000</b>	<b>1,185,000</b>	<b>1,235,000</b>	<b>1,260,000</b>
<b>Total Expenditures and Transfers</b>	<b>6,022,850</b>	<b>6,394,521</b>	<b>10,260,518</b>	<b>6,819,057</b>

# Parks Fund

Revenues - Where it comes from...



# Parks Fund

## Parks Fund Five Year Projection Revenues & Expenditures 2021-2025 (in thousands)

	2021	2022	2023	2024	2025
Revenues-Sales tax	4,500	4,725	4,961	5,060	5,162
Revenues-Recreation	1,163	1,650	1,675	1,700	1,750
Revenues-Aquaport	630	630	630	630	630
Grants (related to Capital)	0	450	500	450	500
Revenues-Other	67	67	67	67	67
<b>Total revenues</b>	<b>6,360</b>	<b>7,522</b>	<b>7,833</b>	<b>7,907</b>	<b>8,109</b>
Expenditures-Parks & Rec	(5,059)	(5,211)	(5,367)	(5,528)	(5,694)
Capital Improvements	(500)	(450)	(500)	(450)	(500)
Transfer to Ice Center	(175)	(175)	(175)	(175)	(175)
Transfer to General Fund	(100)	(100)	(100)	(100)	(100)
Transfer to Comm Ctr DSF	(985)	(985)	(985)	(985)	(985)
Change in Fund balance	(459)	601	706	669	655
Beginning Fund balance	2,200	1,741	2,342	3,048	3,718
Ending Fund balance	1,741	2,342	3,048	3,718	4,372

**Assumptions:**

Half-cent Park/Stormwater sales tax is allocated 100% to Parks

Sales tax increases 5% per year in 2022-23. In 2024-25 increase of 2%.

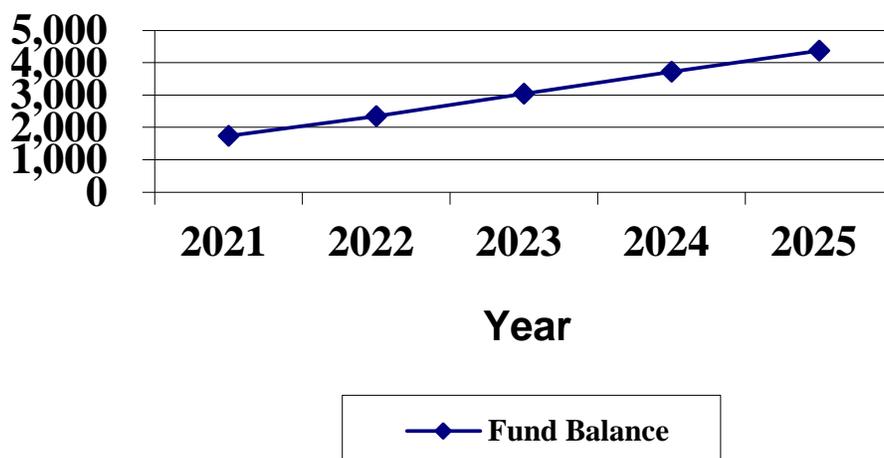
Recreation revenues average \$1.68m from 2022 to 2025. (based on 2019 level)

Expenditures for operations increase 3% each year.

Capital expenditures per Capital Improvement Plan.

Community Center debt service is funded by Parks Fund.

### Projected Fund Balance



# Reserve Fund



The Reserve Fund was established in 2000 to provide resources to other funds in the event of temporary deficits or unforeseen needs. The fund provides loans (advances) to prevent the need for external borrowing. Transfers to other funds for expenditures and revenue shortfalls also may occur. City ordinance has established a target level of Reserve Fund balance equal to 75% of annual operating expenditures in the General fund. Surplus funds at the end of the year are transferred into the Reserve Fund.

# Reserve Fund

## Sources

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
Transfer from General Fund	2,675,392	1,667,452	-	-
Repayment of Advance to Ice Center				1,000,000
<b>Total Transfers In</b>	<b>2,675,392</b>	<b>1,667,452</b>	<b>-</b>	<b>1,000,000</b>

## Other Uses

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
Advance to Ice Center			1,000,000	-
Transfer to General Fund***			800,000	154,608
Transfer to Ice Center Fund-Construction*			6,223,117	-
Transfer to Ice Center Fund-Financing Agreement**	-	-	38,333	625,000
<b>Total Transfers Out</b>	<b>-</b>	<b>-</b>	<b>8,061,450</b>	<b>779,608</b>

\*-In 2019 the City agreed to fund certain enhancements to the Ice Center construction of Rink#4.

\*\*-Beginning in 2020, pursuant to the Financing Agreement, the City, subject to annual appropriation, agrees to backstop the debt service reserve up to \$625,000 of bonds issued for the construction of the Ice Center.

\*\*\*-Assumes receipt of \$1.9 million in 2020 of federal assistance related to COVID-19.

# Reserve Fund

## Reserve Fund Five Year Projection

2021-2025

(in thousands)

The City has agreed-subject to annual appropriation-to backstop debt payments for the Ice Center debt at an amount not to exceed \$625,000 per year. The Ice Center is an Enterprise Fund.

**Assuming no backstop payments are needed, the Reserve Fund projections:**

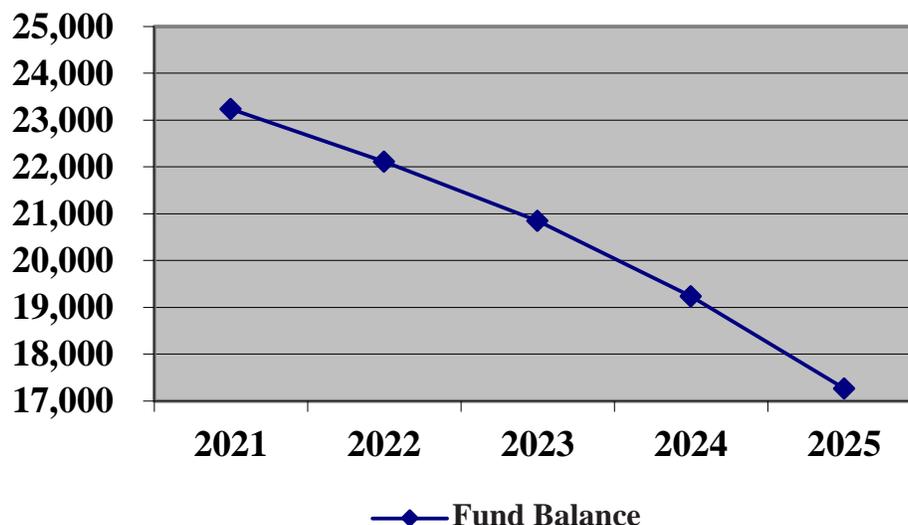
	2021	2022	2023	2024	2025
Contingency needs	0	(100)	(100)	(100)	(100)
Transfer from(to) General Fund*	(141)	(398)	(534)	(888)	(1,251)
Advance repayment from Ice Center	1,000				
Change in Fund balance	859	(498)	(634)	(988)	(1,351)
Beginning Fund balance	23,000	23,859	23,361	22,727	21,739
<b>Ending Fund balance</b>	<b>23,859</b>	<b>23,361</b>	<b>22,727</b>	<b>21,739</b>	<b>20,388</b>

\*Annual surplus/deficit in the General Fund.

**Assuming a maximum backstop payment of \$625,000 is required each year:**

	2021	2022	2023	2024	2025
Beginning Fund balance (adjusted)	23,000	23,234	22,111	20,852	19,239
Change in Fund balance (above)	859	(498)	(634)	(988)	(1,351)
Backstop to Ice Center debt	(625)	(625)	(625)	(625)	(625)
<b>Ending Fund balance</b>	<b>23,234</b>	<b>22,111</b>	<b>20,852</b>	<b>19,239</b>	<b>17,263</b>

### Projected Fund Balance



This page left intentionally blank.



# Sewer Lateral Fund

---

**This is a special revenue fund established in 2000 to account for the proceeds and eligible expenditures for the Sewer Lateral Program. The City levies an annual fee of \$50.00 per single family residential household. Expenditures consist of repairs to broken sanitary sewer laterals.**

# Sewer Lateral Fund

## Revenues

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
Sewer Lateral Fees	372,772	374,853	375,000	375,000
<b>Total Revenues</b>	<b>372,772</b>	<b>374,853</b>	<b>375,000</b>	<b>375,000</b>

## Expenditures

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
<b>Public Works</b>				
Sewer Lateral	208,230	208,230	250,000	250,000

# Police Training Fund



This special revenue fund was created in 2002 to account for money received by the city from the POST Commission Fund of the State of Missouri. The funds must be used for training of police officers and other law enforcement employees.

# Police Training Fund

## Revenues

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
<b>Intergovernmental</b>	7,151	5,565	7,000	7,000

## Expenditures

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
<b>Police</b>	8,067	7,182	22,950	16,950

# Dorsett Road TIF Fund



The Dorsett Road TIF Fund is a special revenue fund established to account for incremental tax revenues generated from the district and for eligible expenditures for improvements to the redevelopment area.

# Dorsett Road TIF Fund

Revenues	2018	2019	2020	2021
	Actual	Actual	Projected	Budget
Incremental taxes	233,932	261,762	150,000	150,000
<b>Total Revenues</b>	<b>233,932</b>	<b>261,762</b>	<b>150,000</b>	<b>150,000</b>

Expenditures	2018	2019	2020	2021
	Actual	Actual	Projected	Budget
Economic Development	33,235	729,361	150,000	150,000
<b>Total Expenditures</b>	<b>33,235</b>	<b>729,361</b>	<b>150,000</b>	<b>150,000</b>

# Westport Plaza TIF Fund

---

The Westport Plaza TIF Fund is a special revenue fund established in 2018 to account for debt proceeds, incremental revenues generated from the redevelopment area and from special district taxes. Eligible expenditures from the area include improvements, debt service payments and service contracts with the fire district.

# Westport Plaza TIF Fund

## Revenues

	2018	2019	2020	2021
	Actual	Actual	Projected	Budget
<b><u>Revenues</u></b>				
Incremental taxes	3,004,468	1,036,796	1,000,000	1,180,000
Special District Revenues	-	4,327,190	1,600,000	1,680,000
Investment Income		67,196		
<b>Total Revenues</b>	<b>3,004,468</b>	<b>5,431,182</b>	<b>2,600,000</b>	<b>2,860,000</b>
<b><u>Other Sources:</u></b>				
Issuance of Notes	19,200,000	6,662,500	-	-
Issuance of Bonds			20,355,000	

## Expenditures

	2018	2019	2020	2021
	Actual	Actual	Projected	Budget
<b><u>Expenditures:</u></b>				
Economic Development	19,200,000	6,662,500	-	-
Payments to MHFPD		245,520	250,000	55,000
Trustee Fees		3,966	5,000	5,000
Debt Service		4,851,479	3,000,000	2,800,000
<b>Total Expenditures</b>	<b>19,200,000</b>	<b>11,763,465</b>	<b>3,255,000</b>	<b>2,860,000</b>

In 2018 and 2019 a total of \$25.9 million in notes were issued to finance redevelopment costs. In 2020 bonds were issued to refund outstanding notes.

# Beautification Fund



The Beautification Fund was established in 2005 to account for revenue derived from a license fee on billboards approved by voters in 2004. Expenditures are restricted to providing for beautification efforts within the city. The City began including the fund in the annual budget in 2011.

# Beautification Fund

## Revenues

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
Business licenses (billboards)	10,418	11,176	11,000	11,000
<b>Total Revenues</b>	10,418	11,176	11,000	11,000

## Expenditures

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
<b>Parks and Recreation</b>				
Beautification	10,410	14,744	25,600	16,100

# Community Center Debt Service Fund



The Community Center Debt Service Fund was established in 2015 to account for the resources to be used to pay interest and principal on the debt issuance related to the construction of the new community center. Resources will consist of transfers from the Parks Fund.

# Community Center Debt Service Fund

## Transfers-in

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
Transfer from Parks Fund	985,000	985,000	985,000	985,000
<b>Total Transfers</b>	<b>985,000</b>	<b>985,000</b>	<b>985,000</b>	<b>985,000</b>

## Expenditures

	2018 Actual	2019 Actual	2020 Projected	2021 Budget
Principal	625,000	635,000	650,000	665,000
Interest	352,683	340,083	327,300	314,100
Trustee Fees	1,940	3,078	7,700	5,900
<b>Total expenditures</b>	<b>979,623</b>	<b>978,161</b>	<b>985,000</b>	<b>985,000</b>



# User's Guide

A guide to reading the departmental budgets.

This page left intentionally blank.



# user's guide

## Department Budgets

**Public Works**  
Department Summary

Program	General Fund	Streetlight Fund	Capital Improvement Fund	Sewer Lateral Fund	Total
Engineering & Administration	405,712				405,712
Roads & Bridges	2,058,885				2,058,885
Stormwater	606,385				606,385
Streetlighting		474,200			474,200
Solid Waste	1,703,602				1,703,602
Vehicle & Equip. Maintenance	527,993				527,993
Sewer Lateral Repairs			6,330,000	250,000	6,580,000
Capital Projects		10,000	6,330,000		6,340,000
Capital Projects Management			241,761		241,761
<b>Total</b>	<b>\$5,302,577</b>	<b>\$484,200</b>	<b>\$6,571,761</b>	<b>\$250,000</b>	<b>\$12,608,538</b>

Organization Chart

- 232 -

*Each department budget includes a summary page that shows the programs within the department, funding sources and an organizational chart.*

## Program Budgets

*Each program budget includes pages describing the activities, funding sources and amounts (by type) of expenditure.*

- 99 -

*Each program budget includes pages describing the activities, funding sources and amounts (by type) of expenditure.*

**2020 Programmatic Goals - Status**

Goals	Status	Comments
Implement year 5 of new management plan by December 2020	Completed	
Add Community Center fees into the asset management database by December 2020	In Progress	
Develop a long-range asset management plan by December 2020	Not Started	

**Roads and Bridges**

Department: Public Works, No. 50, Program: Road and Bridges, No. 002, Program Manager: Operations Manager

**Performance Measures**

- Miletics**
  - Concrete pavement replacement (sq. yds)
  - Concrete pavement replacement (sq. yds)
  - Concrete sidewalk replacement (sq. ft)
  - Concrete curb maintenance (sq. ft)
  - Right-of-way mowing (ac-ft)
  - Street sweeping (contracted line miles)
  - Traffic control signs installed (upland (ac-ft))
  - Maintenance applications on side
  - Plant new street trees
  - Capital pavement repair (miles)

**Program Activities**

- Roads and Bridge Maintenance**  
This activity includes patching of potholes, resurfacing streets, sealing of pavement cracks, and maintenance of all asphalt and concrete pavements, sidewalks, right-of-way maintenance and bridge maintenance.
- Traffic Control Devices**  
This activity installs and maintains all traffic control signs, pavement markings and traffic signals within the public right-of-way on city-maintained streets.
- Street Sweeping**  
This activity is responsible for street and ice control operations on city streets to maintain traffic flow.
- Planting**  
This activity involves the planting and removing of trees and the removal of dead and diseased trees within all public right-of-way in the City.
- Street Closures**  
This activity is responsible for opening streets/closures throughout the City. Lane-closing services are provided by St. Louis County under contract.
- Facility Operation - 4<sup>th</sup> Maintenance**  
This activity is responsible for operation and maintenance of the city garage at the Fox and McDaniel Roads.

**2021 Programmatic Goals**

Goals
Complete long-range asset management plan by Dec 31st
Add Community Center fees into the asset management database by December 2021
Implement pavement repair on city streets
Begin in construction of Sustainability Center features.

- 246 -

# Program Budgets

<b>Public Works</b>					
<b>Department Summary</b>					
	General	Streetlight	Capital	Sewer	
	Fund	Fund	Improvement	Lateral	
<u>Program</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Total</u>
Engineering & Administration	405,712				405,712
Roads & Bridges	2,058,885				2,058,885
Stormwater	606,385				606,385
Streetlighting		474,200			474,200
Solid Waste	1,703,602				1,703,602
Vehicle & Equip. Maintenance	527,993				527,993
Sewer Lateral Repairs				250,000	250,000
Capital Projects		10,000	6,330,000		6,340,000
Capital Projects Management			241,761		241,761
<b>Total</b>	<b>\$5,302,577</b>	<b>\$484,200</b>	<b>\$6,571,761</b>	<b>\$250,000</b>	<b>\$12,608,538</b>

<b>Organization Chart</b>	
City Administrator	
Director of Public Works	
Executive Assistant	Engineer
Construction Inspector	Intern (.25)
Engineering Manager	Operations Manager
Engineer	Administrative Assistant
Engineer Tech	Crew Leader (2) Roads & Bridges
	Maintenance Worker (9)
	Seasonal Maintenance Worker (.75)
	Crew Leader - Stormwater
	Maintenance Worker (3)
	Crew Leader - Veh. & Equip. Maint.
	Mechanic (2)
	Mechanic Helper

*Departmental programs*

*Funding sources*

*Total department budget*

*Organization of positions within department*

## Program Budgets

General Fund				
<b>Roads and Bridges</b>				
<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Roads and Bridges	002	Operations Manager
<b>Program Activities</b>				
<i>Roadway and Bridge Maintenance</i> This activity includes patching of potholes, sweeping streets, sealing of pavement cracks, and maintenance of all asphalt and concrete pavements, sidewalks, rights-of-way maintenance and bridge maintenance.				
<i>Traffic Control Devices</i> This activity installs and maintains all traffic control signs, pavement markings and traffic signals within the public rights-of-way on city-maintained streets.				
<i>Snow Removal</i> This activity is responsible for snow and ice control operations on city streets to maintain traffic flow.				
<i>Forestry</i> This activity involves the planting and trimming of trees and the removal of dead and diseased trees within all public rights-of-way in the City.				
<i>Vector Control</i> This activity is responsible for applying mosquitocide throughout the City. Larviciding services are provided by St. Louis County under contract.				
<i>Facility Operations &amp; Maintenance</i> This activity is responsible for operation and maintenance of the city garage at Fee Fee and Midland Roads.				
<b>2021 Programmatic Goals</b>				
<b>Goals</b>				
Continue honeysuckle removal within City right-of-way.				
Add Community Center trees into the asset management database by December 2021.				
Assist Parks maintenance crews with ballfield rehab.				
Assist in construction of Sustainability Center features.				

*Listing and description of major activities within the program*

*Position responsible for managing program*

*Strategic goals and objectives relevant to the program, as well as programmatic goals for the budget year.*

## Program Budgets

*Program goals, status, and comments (see glossary for status definitions)*

2020 Programmatic Goals - Status		
Goals	Status	Comments
Implement year 5 of tree management plan by December 2020.	Goal met	
Add Community Center trees into the asset management database by December 2020.	In progress	
Develop a honeysuckle removal plan by December 2020.	In progress	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Concrete pavement replacement (sq. yds.)	1,883	840	850	1,000
Concrete pavement replacement (each)	86	39	40	45
Concrete sidewalk replacement (sq. ft.)	9,647	7,803	10,000	13,000
Forestry (tree maintenance, each)	1,685	1,274	1,200	1,500
Right-of-way mowing (each)	13	12	10	10
Street sweeping (centerline lane miles)	531	321	300	350
Traffic control signs installed/replaced (each)	648	172	300	400
Mosquitocide applications city-wide	19	19	19	19
Plant new street trees	171	195	200	200
Asphalt pavement repair (tons)	41	85	100	70

*Benchmarks, efficiency measures and timetables of the program*

# Program Budgets



**Annual Budget -2021**  
**General Fund**

DEPARTMENT Public Works	NUMBER 50	PROGRAM Roads & Bridges	NUMBER 002
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	1,197,756	1,242,000	1,231,870
CONTRACTUAL SERVICES	190,392	365,905	211,280
COMMODITIES	321,168	382,980	352,980
CAPITAL	102,660	68,000	0
TOTAL EXPENDITURES	1,811,976	2,058,885	1,796,130
<b>Personnel Schedule</b>			
Position	2019	2020	2021
OPERATIONS MANAGER	1.00	1.00	1.00
CREW LEADER	2.00	2.00	2.00
MAINTENANCE WORKER	9.00	9.00	9.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
SEASONAL MAINT. WORKER	1.50	0.75	0.75
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	14.50	13.75	13.75

*Compares expenditures over three fiscal years*

*All positions within the program*

*Number of employees (full-time equivalents) per position across three years*

# Program Budgets



Annual Budget -2021

General Fund

Budget source

Object of expenditure:  
Personnel Services,  
Contractual,  
Commodities, or  
Capital

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Public Works		50	Roads & Bridges			002
Contractual Services		2019	2020	2021		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	81,781	249,080	95,780	Smart phones (4) with hotspots	2,580
					Facility maintenance	7,500
					Landfill charges	15,000
					Vehicle location services (14)	5,100
					Mulch (Dorsett/I-270)	11,500
					Pest control	1,500
					Radio maintenance/mounting	500
					Security monitoring	500
					Traffic signal maintenance	15,000
					Tree removal	15,000
					Weather forecast service	3,600
					Dorsett 270 Lighting Replacement	18,000
720.18	LEVEE DISTRICT ASSESSMENT	54,194	57,000	57,000	Levee district assessment	57,000
720.19	LARVICIDING SERVICES	0	3,000	3,000	County contract for larviciding	3,000
720.28	RENTAL - EQUIPMENT	1,464	3,500	3,500	Specialized equipment (as needed)	3,500
720.30	UTILITIES SERVICES	47,278	49,000	49,000	Electric - traffic signals	5,500
					Gas & electric - bldg.	24,000
					Water (Dorsett/I-270)	4,500
					Water & sewer	15,000
720.51	PROFESSIONAL DEVELOPMENT	4,270	3,825	2,500	See professional development request	2,500
720.79	PROP. RESTORATION	1,405	500	500	Small claims	500
	TOTALS	190,392	365,905	211,280		

Specific planned expenditures within line item

Line Item  
Account Numbers

## Program Budgets



Annual Budget -2021

General Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Public Works	50	Roads & Bridges	002
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
AMERICAN PUBLIC WORKS ASSN		175	Annual membership (1)
APWA MEMBERSHIP STL METRO BRANCH	St. Louis, MO	250	Membership dues & mtgs (1)
APWA MO CHAPTER PWX	STL	600	Annual conference (1)
INTL SOCIETY OF ARBORCULTURE		175	Membership Dues
TRAINING/SKILL DEVELOPMENT	Local	1,300	Annual program (13)
	TOTAL REQUEST	2,500	

*Specific conference, organization or training activity and the location where the activity will be held*

*Description of course, organization or seminar and estimated total cost*

*This total will match line item 720.51 on the page immediately preceding this page of each program*

# Program Budgets



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Parks & Recreation		80	Government Center Maint.		004
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
REBUILD CHILLER AT GOVERNMENT CENTER	1	R	50,655	50,655	
REPAIR OF BOILER EXHAUST AT THE GOVERNMENT CENTER	1	A	67,000	67,000	
TOTAL REQUEST				117,655	

*Listing of Capital Asset Items to be purchased*

*Quantity, replacement or addition, unit cost, total cost and description*

# strategic plan

## In program budgets

Within each goal of the strategic plan, the City Council has identified objectives and the activities required to accomplish those objectives. When an objective and activity applies to a specific program, the first page of that program will include that information. To distinguish between each of the seven strategic goals, a color-coding system is used, as shown below.

<b>Goal 1: Quality Housing</b>
<b>Goal 2: Building Community</b>
<b>Goal 3: City Services</b>
<b>Goal 4: Financial Stability</b>
<b>Goal 5: Safety</b>
<b>Goal 6: Economic Development</b>
<b>Goal 7: Creating Identity</b>

This page left intentionally blank.





Executive/Legislative

# Executive/Legislative

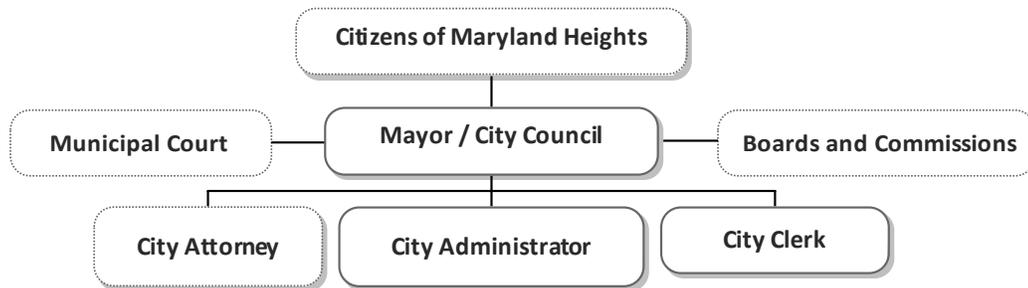
## Department Summary

---

<u>Program</u>	<u>General Fund</u>	<u>Total</u>
Mayor's Office	34,019	34,019
City Council	131,157	131,157
<b>Total</b>	<b>\$165,176</b>	<b>\$165,176</b>

## Organization Chart

---



# Mayor's Office

Department	No.	Program	No.	Program Manager
Executive/Legislative	10	Mayor's Office	001	Mayor

## Program Activities

### *Mayor's Office*

The Mayor is the chief executive officer of the City. He is recognized as the official head of the City for all legal purposes. He presides at council meetings and at ceremonial occasions. The Mayor may only vote on legislation to break a tie.

The Mayor is elected to a four-year term.



DEPARTMENT <b>Executive/Legislative</b>	NUMBER <b>10</b>	PROGRAM <b>Mayor's Office</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	15,607	15,617	15,619
CONTRACTUAL SERVICES	20,632	18,520	18,400
TOTAL EXPENDITURES	36,239	34,137	34,019
<b>Personnel Schedule</b>			
Position	2019	2020	2021
MAYOR*			
* NOT COUNTED IN FTE			
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Executive/Legislative</b>		<b>10</b>	<b>Mayor's Office</b>		<b>001</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	14,400	14,400	14,400	Mayor 14,400
711.00	BENEFITS	1,207	1,217	1,219	FICA 1,101 Workers' compensation 38 Other 80
	TOTALS	15,607	15,617	15,619	



DEPARTMENT <b>Executive/Legislative</b>		NUMBER <b>10</b>	PROGRAM <b>Mayor's Office</b>			NUMBER <b>001</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	520	720	600	Smart phone (1)	600
720.51	PROFESSIONAL DEVELOPMENT	9,262	11,950	11,950	See professional development request	11,950
720.54	PUBLIC RELATIONS	10,278	5,000	5,000	Quarterly Chamber of Commerce breakfasts, meetings and awards luncheon	5,000
720.80	VEHICLE REIMBURSEMENT	572	850	850	Mileage reimbursement	850
	TOTALS	20,632	18,520	18,400		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Executive/Legislative</b>	<b>10</b>	<b>Mayor's Office</b>	<b>001</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
HOME DOCK CITIES ASSOC. MEMBERSHIP		10,000	
MEETINGS & SEMINARS	Various	1,100	Municipal League functions, meeting with legislators and officials, etc.
METRO MAYORS		350	Annual dues (1)
MML LEGISLATIVE CONFERENCE	Jefferson City, MO	500	Meet with state legislators (1)
	TOTAL REQUEST	11,950	

**This page left intentionally blank.**



# City Council

Department	No.	Program	No.	Program Manager
Executive/Legislative	10	City Council	002	President Pro-Tem

## Program Activities

### *City Council*

Eight council members comprise the legislative branch of city government and are responsible for the adoption of the budget, the passage of legislation and the establishment of city policy.

Council members are elected on a non-partisan basis to serve two-year overlapping terms; one member from each of the four wards is elected annually.

Each year, the council elects one of its members to serve as President Pro-Tem.

### Strategic Goal(s) Activity for 2021

#### Goal 3: City Services

**Objective: Continue aggressive monitoring of city performance.**

#### Activities and Steps

1. Continue to survey residents' satisfaction with city services on a biennial basis.

#### Goal 4: Financial Stability

**Objective: Maintain practice of keeping one year of operating expenses in reserve.**

#### Activities and Steps

1. Continue 5-year financial planning.

2. Continue to monitor government affairs at both the state and federal levels for potential cost/benefit to city operations.

### 2021 Programmatic Goals

#### Goals

Block efforts by state legislature to redistribute gaming tax revenue.

Maintain reserves at established target level.

Re-evaluate reserve fund policies and goals.

Update and complete the City's Strategic Plan.

Participate in efforts by the Municipal League of Metro St. Louis to monitor legislation.

Continue to support the Municipal League of Metro St. Louis.

## 2020 Programmatic Goals Status

Goals	Status	Comments
Block efforts by state legislature to redistribute gaming tax revenue.	Ongoing	
Maintain reserves at established target level	In progress	Pandemic has caused atypical reserve spending.
Re-evaluate reserve fund policies and goals	Ongoing	
Update and complete as strategic plan for the City.	In progress	
Participate in efforts by the Municipal League of Metro St. Louis to monitor legislation.	Ongoing	



DEPARTMENT <b>Executive/Legislative</b>	NUMBER <b>10</b>	PROGRAM <b>City Council</b>	NUMBER <b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	62,706	62,750	62,761
CONTRACTUAL SERVICES	80,976	66,996	68,396
TOTAL EXPENDITURES	143,682	129,746	131,157
<b>Personnel Schedule</b>			
Position	2019	2020	2021
CITY COUNCIL MEMBERS (8)* * NOT COUNTED IN FTE			
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Executive/Legislative</b>		<b>10</b>	<b>City Council</b>		<b>002</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	57,600	57,600	57,600	City Council 57,600
711.00	BENEFITS	5,106	5,150	5,161	FICA 4,406 Workers' compensation 155 Other 600
	TOTALS	62,706	62,750	62,761	



DEPARTMENT <b>Executive/Legislative</b>		NUMBER <b>10</b>	PROGRAM <b>City Council</b>			NUMBER <b>002</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	46,275	45,000	45,000	Legislative liaison	45,000
720.51	PROFESSIONAL DEVELOPMENT	34,701	21,996	23,396	See professional development request	23,396
	TOTALS	80,976	66,996	68,396		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Executive/Legislative</b>	<b>10</b>	<b>City Council</b>	<b>002</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
MARYLAND HGTS CHAMBER OF COMMERCE		8,000	Membership dues and special events
MEETINGS & SEMINARS	Local	2,000	Local training and meetings
METRO MUNICIPAL LEAGUE		7,150	Membership dues
MISSOURI MUNICIPAL LEAGUE (MML)		2,885	Membership dues
MML LEGISLATIVE CONFERENCE	Jefferson City, MO	1,500	Meet with State legislators (3)
NATIONAL LEAGUE OF CITIES (NLC)		1,861	Membership dues
	TOTAL REQUEST	23,396	



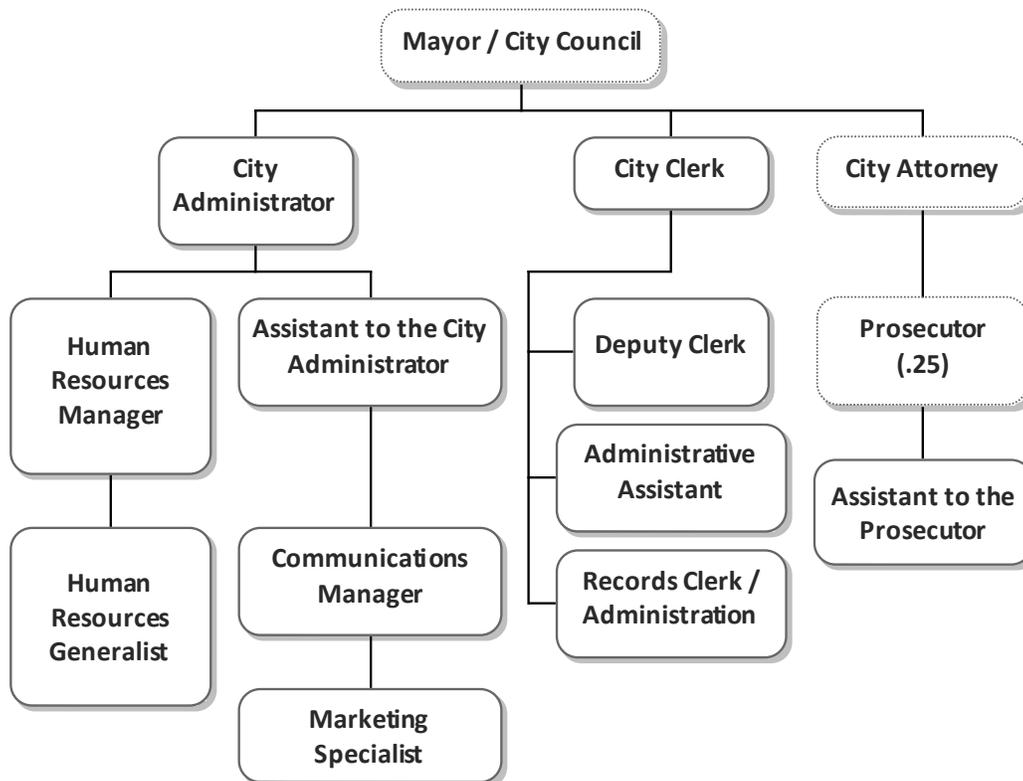
# Administration

# Administration

## Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Total</u>
City Clerk's Office	393,838	393,838
Legal Services	340,539	340,539
City Administrator's Office	367,360	367,360
Human Resources	358,292	358,292
Communications	213,035	213,035
Central Services	91,675	91,675
Risk Management	475,000	475,000
<b>Total</b>	<b>\$2,239,739</b>	<b>\$2,239,739</b>

## Organization Chart



# City Clerk's Office

Department	No.	Program	No.	Program Manager
Administration	20	City Clerk's Office	001	City Clerk

## Program Activities

### *Documents and Records*

The Clerk is custodian of all city records and keeps the official city seal. The Clerk prepares and maintains all minutes of City Council meetings and keeps records of council committee and boards and commissions meetings. The Clerk is also responsible for responding to requests for records under the Missouri Sunshine law. The City Clerk's Office is the administrator of the records management software, Laserfiche.

### *Licensing*

The Clerk's office processes, issues and maintains business, liquor, vendor, solicitors, billboard and telecommunication antennae licenses. The office is also responsible for issuing special event permits.

### *Elections*

The City Clerk is the authorized official responsible for accepting declarations of candidacy, submitting certifications and other information related to municipal elections to the St. Louis County Board of Election Commissioners, and for providing voter registration services.

### *Mayor and Council Staff Support*

The City Clerk prepares and assembles council meeting information packets and provides administrative support to the Mayor and City Council.

## 2021 Programmatic Goals

### Goals

Submit all legislation amending the municipal code to the codifier following the last meeting in June and the last meeting in December for biannual codification.

Proceed with implementation of Laserfiche Records Management software.

Continue converting permanent Community Development Department records to digital format.

Complete Records Management Policy for adoption by the City Council.

Maintain database, contracts and special security requests showing the number of hours worked and the costs of the Secondary Employment Program.

Create additional workflow programs within Laserfiche to assist departments with quality control, expedient service and the processing of invoices.

Introduce the use of Laserfiche forms to the City's website to enable fillable forms that will be directly sent to staff.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Submit all legislation amending the municipal code to the codifier following the last meeting in June and the last meeting in December for bi-annual codification.	Goal met	
Proceed with implementation of Laserfiche Records Management Software.	Ongoing	
Convert permanent Community Development Department records to digital format.	In progress	
Maintain database, contracts and special security requests showing the number of hours works and the costs of the Secondary Employment Program	Ongoing	Monthly hours and costs associated are kept as well as security for special events.

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Billboard licenses issued	23	22	22	22
Business licenses issued (includes home-based)	1,854	1,860	1,875	1,900
Itinerant merchant licenses issued	6	7	3	5
Liquor licenses issued (including picnic and caterer)	152	182	80	180
Requests for public records	130	175	220	300
Solicitor licenses issued	49	21	4	75
Special event licenses issued	63	81	11	50
Telecommunications antenna licenses issued	31	32	31	31
Tourism tax (# of hotels)	22	23	23	23
Vending licenses (# of locations)	1,145	1,141	920	1,000



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>City Clerk's Office</b>	<b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	339,886	357,537	356,653
CONTRACTUAL SERVICES	47,768	48,975	35,810
COMMODITIES	20	2,875	1,375
TOTAL EXPENDITURES	387,674	409,387	393,838
<b>Personnel Schedule</b>			
Position	2019	2020	2021
CITY CLERK	1.00	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
RECORDS CLERK/ADMINISTRATION	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.00	4.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Administration</b>		<b>20</b>	<b>City Clerk's Office</b>			<b>001</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	251,309	263,011	261,280	Supervisory	87,759
					Regular	165,035
					Overtime	1,500
					Longevity pay	6,986
711.00	BENEFITS	88,577	94,526	95,373	FICA	19,986
					Workers' compensation	684
					Health insurance	38,340
					Life & Disability insurance	2,526
					Dental insurance	1,440
					Pension	32,397
	TOTALS	339,886	357,537	356,653		



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>City Clerk's Office</b>			NUMBER <b>001</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	8,135	7,500	6,000	Municipal code supplements (2)	5,000
					Data destruction services	1,000
720.25	DATA PROCESSING	21,957	21,400	17,000	Laserfiche maintenance and support (42 licenses)	8,000
					Archive Social Annual Maintenance	5,000
					Laserfiche Licenses (5)	4,000
720.51	PROFESSIONAL DEVELOPMENT	9,250	5,275	2,010	See professional development request	2,010
720.80	VEHICLE REIMBURSEMENT	109	500	500	Mileage reimbursement	500
720.84	ADVERTISING	358	300	300	Public notices	300
720.85	ELECTION EXPENSE	7,959	14,000	10,000	April election	10,000
	<b>TOTALS</b>	<b>47,768</b>	<b>48,975</b>	<b>35,810</b>		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>City Clerk's Office</b>	<b>001</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
IIMC		300	Membership dues (2)
MO CLERKS & FINANCE ASSOCIATION		50	Membership dues (2)
MO CLERKS, EASTERN DIVISION	Local	200	Regional meetings (2)
MO CLERKS, EASTERN DIVISION		35	Membership dues (2)
MOCCFOA EASTERN DIVISION	Local	425	Monthly Meetings (2)
VIRTUAL TRAINING		1,000	Institute classes that are necessary for certification and maintenance
	TOTAL REQUEST	2,010	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>City Clerk's Office</b>		NUMBER <b>001</b>
<b>Commodities</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
730.20	OPERATIONAL SUPPLIES	20	2,875	1,375	Vending Stickers 500 Business and Liquor license Paper 400 License Window Envelopes 475
	TOTALS	20	2,875	1,375	

This page left intentionally blank.



# Legal Services

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Administration	20	Legal Services	002	City Attorney

## Program Activities

### *Legal Representation*

The City Attorney represents the City in civil and criminal suits, provides legal counsel, and drafts ordinances or administrative regulations. Outside legal counsel may also be retained by the City to assist the City Attorney in legal areas requiring special expertise.

### *City Prosecutor*

The city prosecutors prosecute all violations of the traffic code, property maintenance code, and other municipal codes and ordinances.

## 2021 Programmatic Goals

### Goals

Provide City Council quarterly litigation updates.

## 2020 Programmatic Goals - Status

### Goals

Provide City Council quarterly litigation updates.

### Status

Ongoing

### Comments



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>Legal Services</b>	<b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	162,312	147,997	168,289
CONTRACTUAL SERVICES	177,408	237,250	171,750
COMMODITIES	664	0	500
TOTAL EXPENDITURES	340,384	385,247	340,539
<b>Personnel Schedule</b>			
Position	2019	2020	2021
PROSECUTOR	0.25	0.25	0.25
ASSISTANT TO THE PROSECUTOR	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.25	1.25	1.25



DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Administration</b>		<b>20</b>	<b>Legal Services</b>			<b>002</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	135,448	119,871	139,897	Regular	60,475
					Part-time	75,000
					Overtime	2,000
					Longevity	2,422
711.00	BENEFITS	26,864	28,126	28,392	FICA	10,701
					Workers' compensation	400
					Health insurance	8,280
					Life & Disability insurance	604
					Dental insurance	360
					Pension	8,047
	TOTALS	162,312	147,997	168,289		



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Legal Services</b>			NUMBER <b>002</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	31,050	35,000	20,000	Outside counsel, litigation, appraisals, experts, court reporters, transcripts	20,000
720.13	LEGAL SERVICES	142,715	199,000	150,000	City Attorney	150,000
720.51	PROFESSIONAL DEVELOPMENT	3,643	3,250	1,750	See professional development request	1,750
TOTALS		177,408	237,250	171,750		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>Legal Services</b>	<b>002</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
MACA BOARD MEETINGS	Lake of the Ozarks, MO	1,200	Quarterly meetings (4)-possibly virtual
MACA DUES		75	
MACA FALL CONFERENCE	Various	175	Annual conference (1)
MSLACA DUES		50	Annual dues (1)
OTHER LOCAL MEETINGS		250	
	TOTAL REQUEST	1,750	

This page left intentionally blank.



# City Administrator's Office

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Administration	20	City Administrator's Office	003	City Administrator

## Program Activities

### *City Administration*

The City Administrator is responsible for the oversight of day-to-day operations of the City. He supervises all departments, sees that all ordinances are enforced and all contracts are performed, and makes recommendations to the City Council regarding the budget, city operations and city policy.

## 2021 Programmatic Goals

### Goals

Provide City council with quarterly performance reports.
Review the current Pay and Classification Plan and make recommendations for 2021 Fiscal year by August 2021.
Submit proposed 2022 budget to the City Council by November 5, 2021.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Provide the City Council quarterly performance reports.	Ongoing	
Submit proposed 2020 budget to the City Council by November 5, 2020.	In progress	
Provide the City Council with an annual Key Performance Indicators report by September 15, 2020.	Not met	
Provide update of 5-year financial projection to the City Council by August 15, 2020.	Goal met	



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>City Administrator's Office</b>	<b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	364,904	466,452	355,845
CONTRACTUAL SERVICES	12,975	11,955	11,515
TOTAL EXPENDITURES	377,879	478,407	367,360
<b>Personnel Schedule</b>			
Position	2019	2020	2021
CITY ADMINISTRATOR	1.00	1.00	1.00
ASST TO THE CITY ADMINISTRATOR	1.00	1.00	1.00
MANAGEMENT ASSISTANT	1.00	0.00	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	2.00	2.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Administration</b>		<b>20</b>	<b>City Administrator's Office</b>		<b>003</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	281,993	374,355	267,865	Supervisory 185,653 Regular 81,064 Longevity pay 1,148
711.00	BENEFITS	82,911	92,097	87,980	FICA 19,344 Workers' compensation 678 Health insurance 33,008 Life & Disability insurance 2,516 Dental insurance 1,080 Pension 31,354
TOTALS		364,904	466,452	355,845	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>City Administrator's Office</b>			NUMBER <b>003</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	1,120	8,940	1,200	Smart phones (2)	1,200
720.51	PROFESSIONAL DEVELOPMENT	11,855	2,915	4,315	See professional development request	4,315
720.80	VEHICLE REIMBURSEMENT	0	100	6,000	Admin Car Allowance	6,000
	TOTALS	12,975	11,955	11,515		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>City Administrator's Office</b>	<b>003</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
ICMA		2,600	Membership dues (2)
MEETINGS & SEMINARS	Local	1,500	Meetings, committees, seminars, etc. (2)
MO CITY MGMT ASSOCIATION		115	Membership dues (2)
SLACMA		100	Membership dues (2)
	TOTAL REQUEST	4,315	

This page left intentionally blank.



# Human Resources

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Administration	20	Human Resources	004	Human Resources Manager

## Program Activities

### *Personnel Management - General*

This activity involves administering the personnel policies established by the City Council. The Human Resources Manager oversees the recruitment, training, classification and disciplining of non-sworn personnel.

### *Personnel Management - Police*

The City has established a police personnel system for the recruitment, testing, hiring, promotion and disciplining of sworn police officers that is overseen by the Human Resources Manager and Police Chief.

### *Benefits Administration*

This activity oversees workers' compensation, unemployment compensation, the employee assistance program and other benefits programs.

<b>2021 Programmatic Goals</b>
<b>Goals</b>
Complete comprehensive update of personnel policies and procedures manual.

<b>2020 Programmatic Goals - Status</b>		
<b>Goals</b>	<b>Status</b>	<b>Comments</b>
Complete comprehensive update of personnel policies and procedures manual.	In progress	

<b>Performance Measures</b>				
<b>Metrics</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Estimate</b>	<b>2021 Projected</b>
Tuition reimbursed courses	31	14	16	15



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Human Resources</b>	NUMBER <b>004</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	197,022	204,099	217,390
CONTRACTUAL SERVICES	153,546	139,137	140,702
COMMODITIES	0	200	200
TOTAL EXPENDITURES	350,568	343,436	358,292
<b>Personnel Schedule</b>			
Position	2019	2020	2021
HUMAN RESOURCES MANAGER	1.00	1.00	1.00
HUMAN RESOURCES GENERALIST	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.00	2.00	2.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Administration</b>		<b>20</b>	<b>Human Resources</b>			<b>004</b>
<b>Personnel Services</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>	<b>Budget (Actual)</b>	<b>Budget (Amended)</b>	<b>Budget (Proposed)</b>		
710.00	SALARIES	149,771	154,502	167,095	Supervisory	92,296
					Regular	58,964
					Overtime	1,000
					Longevity pay	2,835
					Supplemental Salaries	12,000
711.00	BENEFITS	47,251	49,597	50,295	FICA	11,863
					Workers' compensation	410
					Health insurance	16,560
					Life & Disability insurance	1,511
					Dental insurance	720
					Pension	19,231
	TOTALS	197,022	204,099	217,390		



Annual Budget -2021

General Fund

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Human Resources</b>			NUMBER <b>004</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	83,595	66,805	66,695	Employee assistance program	8,500
					Employee recognition events	2,000
					Police candidate testing	1,500
					BLR reporting service	1,695
					Employee service awards	2,000
					Police HR Consultant	51,000
720.14	MEDICAL SERVICES	23,671	22,500	17,500	Random drug testing & pre-employment physicals	12,500
					Employee wellness programs	5,000
720.17	UNEMPLOYMENT COMP.	2,562	6,000	20,000	Unemployment comp.	20,000
720.43	EMPLOYEE RECRUITMENT	0	2,000	500	Employment ads, interview expenses	500
720.51	PROFESSIONAL DEVELOPMENT	6,171	6,832	1,007	See professional development request	1,007
720.57	EDUCATION TUITION RMBRSMNT	37,547	35,000	35,000	City-wide program	35,000
	<b>TOTALS</b>	<b>153,546</b>	<b>139,137</b>	<b>140,702</b>		



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Human Resources</b>	NUMBER <b>004</b>
<b>Professional Development Request</b>			
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>
IPMA-HR		228	Membership dues (2)
IPMA-HR GSL CHAPTER		240	Membership dues (2)
SHRM	St. Louis, MO	320	Membership dues
SHRM		219	Membership dues
	TOTAL REQUEST	1,007	



Annual Budget -2021

General Fund

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Human Resources</b>			NUMBER <b>004</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	0	200	200	Manuals, training materials, etc.	200
	TOTALS	0	200	200		

# Communications

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Administration	20	Communications	005	Assistant to the City Adm.

## Program Activities

### *Communications*

This activity is responsible for effectively engaging in public information and community relations, media relations, social media and employee communications in order to increase citizen awareness, support, and satisfaction with city services and to position the City as an attractive location to live, work and visit. A wide range of communications programs and services have been established.

2021 Programmatic Goals
Goals
Launch new podcast series by June 2021 to connect with residents digitally aside from social media.
Create a social media instruction class for senior residents by March 2021.
Create and implement a city-wide style guide by December 2021.
Expand recycling education program to include at least one article per quarter in city newsletter.
Continue to educate residents about floodplain management, best practices and available programs through newsletter and website content.
Complete licensing process for at least one drone operator by December 2021.
Complete seventh session of Maryland Heights U-Civic Academy by October 31, 2021.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Complete design and construction of a new city website no later than October 2020.	Goal met	
Present a social media policy for council approval by June 2020.	Goal met	
Design and begin marketing with a new Aquaport logo in time for Aquaport's reopening.	Goal met	
Complete licensing process for at least two drone operators by December 31.	In progress	
Create and implement style guide by December 2020.	In progress	Style guide created and approved by council committee for Parks and Recreation. Incorporation of other departments will continue.
Complete seventh session of Maryland Heights U-Civic Academy by October 31, 2020.	Goal met	

<b>Performance Measures</b>				
<b>Metrics</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Estimate</b>	<b>2021 Projected</b>
City newsletters	12	12	12	12
Maryland Heights Night Out block parties	24	21	*0	18
Tweets (All City Accounts)	490	533	220	230
Facebook posts (All City Accounts)	700	1,035	663	730
Website “hits” (front page)	225,100	228,348	228,225	228,300
Electronic newsletters sent	12	24	8	12

*\*Due to COVID-19 and the associated social distancing and gathering size restrictions, Maryland Heights Night Out was altered to not include block parties.*



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>Communications</b>	<b>005</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	94,967	135,180	97,470
CONTRACTUAL SERVICES	146,180	150,150	108,815
COMMODITIES	5,609	9,400	6,750
TOTAL EXPENDITURES	246,756	294,730	213,035
<b>Personnel Schedule</b>			
Position	2019	2020	2021
COMMUNICATION MANAGER	1.00	1.00	1.00
MARKETING SPECIALIST	1.00	1.00	0.00
INTERN	0.00	0.00	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.00	2.00	1.25



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Administration</b>		<b>20</b>	<b>Communications</b>			<b>005</b>
<b>Personnel Services</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>	<b>Budget (Actual)</b>	<b>Budget (Amended)</b>	<b>Budget (Proposed)</b>		
710.00	SALARIES	68,974	87,067	71,716	Regular	64,832
					Overtime	300
					Part-time	5,520
					Longevity	1,064
711.00	BENEFITS	25,993	48,113	25,754	FICA	5,063
					Workers' compensation	175
					Health insurance	11,300
					Life & Disability insurance	648
					Dental insurance	360
					Pension	8,208
	TOTALS	94,967	135,180	97,470		



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Communications</b>			NUMBER <b>005</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	63,181	77,500	14,750	Boards and Commissions recognition program	5,000
					Website Hosting and Maintenance	5,000
					Podcast Hosting Services	300
					Smart phones (2)	1,200
					Council and staff photos	100
					Staff and City Council shirts	800
					External Advertisement	300
					Marketing Subscriptions (E-Newsletter, Stock Photos & Music, etc.)	2,050
720.23	POSTAGE	43,463	42,800	54,000	City newsletter - mail handling	7,500
					City newsletter - postage	45,000
					Special mailings - postage	1,500
720.26	PRINTING & BINDING	37,995	27,100	35,500	City newsletter	33,000
					Brochures (new and existing fliers, special needs)	2,500
720.51	PROFESSIONAL DEVELOPMENT	1,541	2,000	3,815	See professional development request	3,815
720.80	VEHICLE REIMBURSEMENT	0	750	750	Mileage reimbursement	750
	<b>TOTALS</b>	<b>146,180</b>	<b>150,150</b>	<b>108,815</b>		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>Communications</b>	<b>005</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
3CMA		950	Membership dues (3)
3CMA CONFERENCE	St. Louis, MO	1,815	Annual conference (3)
DRONE OPERATOR LICENSING & TRAINING	Local	800	Courses (2)
TRAINING/SKILL DEVELOPMENT	TBD	250	Webinars and training materials
	TOTAL REQUEST	3,815	



Annual Budget -2021

General Fund

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Communications</b>		NUMBER <b>005</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	5,609	9,400	6,750	Plaques, ceremonial supplies, other 750
					Maryland Heights Night Out 1,400
					Maryland Heights U: Civic Academy 300
					Marketing/promotional supplies 4,000
					Podcasting Equipment 300
	TOTALS	5,609	9,400	6,750	

This page left intentionally blank.



# Central Services

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Administration	20	Central Services	006	Assistant to City Administrator

## Program Activities

### *Centralized Services*

This activity provides services for all city departments in a centralized manner to increase efficiency in providing office supplies, postage, and mail distribution.

### *Purchasing*

The City operates a decentralized purchasing system coordinated by the City Administrator who is the designated purchasing agent. The Administrator’s office is responsible for the coordination of the formal competitive bid process for all departments.

## 2021 Programmatic Goals

### Goals

Continue efforts to identify and implement cost-savings measures.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Continue efforts to identify and implement cost-savings measures.	Ongoing	
Conduct analysis of one major purchasing area, to be determined.	Ongoing	



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Central Services</b>	NUMBER <b>006</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	25,370	28,675	28,675
COMMODITIES	64,618	49,000	63,000
TOTAL EXPENDITURES	89,988	77,675	91,675
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Central Services</b>			NUMBER <b>006</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	3	1,675	1,675	AED program - annual physician oversight fee	1,600
					Notary commissions (3)	75
720.23	POSTAGE	13,482	20,000	20,000	Postage meter, courier services	20,000
720.26	PRINTING & BINDING	9,996	5,000	5,000	City-wide needs: budget, business cards, invitations, etc.	5,000
720.84	ADVERTISING	1,889	2,000	2,000	Bid solicitations, etc.	2,000
	TOTALS	25,370	28,675	28,675		



DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Central Services</b>			NUMBER <b>006</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.11	OFFICE SUPPLIES	64,618	49,000	63,000	City-wide copy paper, office supplies and small equipment	53,000
					Copy machine overages	10,000
	TOTALS	64,618	49,000	63,000		

# Risk Management

Department	No.	Program	No.	Program Manager
Administration	20	Risk Management	007	Assistant to City Administrator

## Program Activities

### *Risk Management*

This activity is responsible for protecting the City against the financial consequences of unforeseen losses through risk identification, mitigation and insurance. The City participates in the St. Louis Area Insurance Trust (SLAIT), a multi-city self-insurance pool that covers workers' compensation, general liability, and health insurance.

### *Workers Compensation Insurance*

This activity is designed to protect the City and its employees from financial loss resulting from on-duty injury or illness through an insurance program covering such losses. The cost of this coverage is budgeted in the personnel services of each program.

### *Employee Safety Programs*

This activity includes the administration of city-wide programs to promote on-the-job safety and to monitor trends in employee accidents and injuries. An employee safety committee coordinates these efforts.

## 2021 Programmatic Goals

### Goals

Provide annual reports to all departments showing year-to-date accidents and injuries.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Provide annual report to all departments showing year-to-date accidents and injuries.	Ongoing	

## Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Workers compensation claims (by policy year)	19	27	32	30
General liability claims (by policy year)	0	5	2	5
Auto liability claims (by policy year)	2	5	6	5



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Risk Management</b>	NUMBER <b>007</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	441,322	465,000	475,000
TOTAL EXPENDITURES	441,322	465,000	475,000
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Risk Management</b>			NUMBER <b>007</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.71	PROPERTY/CASUALTY INS.	441,322	465,000	475,000	Property coverage	215,000
					Auto, police, and general liability (SLAIT)	220,000
					Public officials	35,000
					Bonds	5,000
	TOTALS	441,322	465,000	475,000		

This page left intentionally blank.





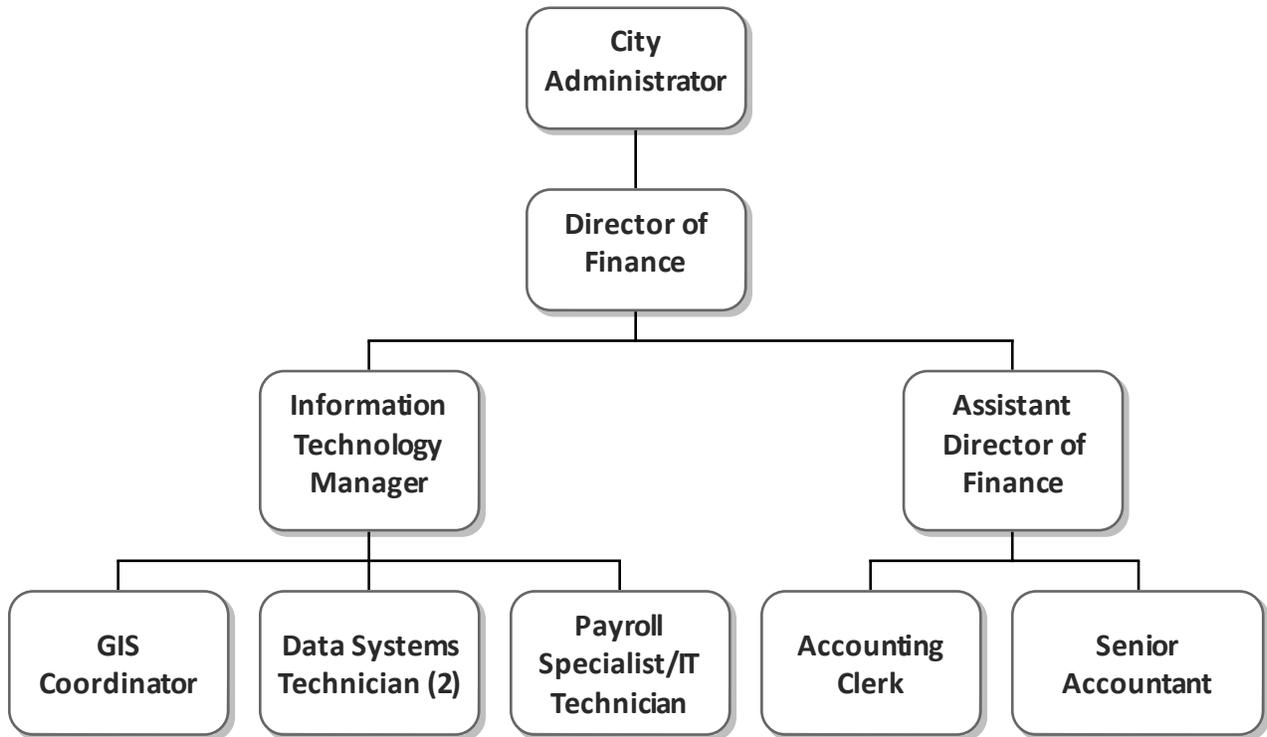
Finance

# Finance

## Department Summary

<u>Program</u>	General	Capital	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>	
Finance	617,352		617,352
Geographic Information Services	173,161		173,161
Information Technology	860,083		860,083
Capital Projects		250,000	250,000
<b>Total</b>	<b>\$1,650,596</b>	<b>\$250,000</b>	<b>1,900,596</b>

## Organization Chart



# Finance

Department	No.	Program	No.	Program Manager
Finance	30	Finance	001	Finance Director

## Program Activities

### *Department Administration*

Activities within the department include finance, geographic information systems, information technology and the traffic violations bureau.

### *Financial Management*

This activity is responsible for all financial and accounting functions of the City. Revenues and expenditures are recorded and monitored, all financial reports are generated, cash management, payroll and cash disbursements are performed. The Finance Director is responsible for adherence to federal and state regulations regarding payroll reporting, budget publication, grant compliance, etc.

### *Treasury*

The Finance Director serves as overseer of treasury operations pursuant to state statute.

### *Audit*

An annual audit of the City's financial reports is performed by an independent auditor selected by the City Council. The Council Finance Committee is the designated audit committee.

## Strategic Goal(s) Activity for 2021

### Goal 4: Financial Stability

**Objective: Maintain practice of keeping one year of operating expenses in reserve.**

#### Activities and Steps

1. Continue 5-year financial planning activities.
2. Continue to monitor government affairs at both the state and federal levels for potential cost/benefit to city operations.

## 2021 Programmatic Goals

### Goals

Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.

Publish 2022 budget calendar by August 30, 2021.

Present audit of fiscal year 2020 to City Council by June 15, 2021.

Needs assessment, procurement and implementation of new financial software by December 31, 2021.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Prepare the budget, annual financial report, and popular annual financial report in conformity with Government Finance Officers Association standards.	In progress	CAFR and PAFR for 2019 fiscal year submitted to GFOA for review. Budget award obtained.
Publish 2021 budget calendar by August 28, 2020.	Goal met	
Present audit of fiscal year 2019 to City Council by June 15, 2020.	Goal met	
Conduct needs assessment, procurement and implementation of new financial software by December 31, 2020.	In progress	Delayed due to uncertainty and restrictions of COVID-19.

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Payroll files maintained	421	523	450	500
Accounts payable checks prepared	5,367	5,056	5,100	5,150
Debt issues outstanding	2	2	3	3
Number of accounting funds	16	17	17	17



DEPARTMENT <b>Finance</b>	NUMBER <b>30</b>	PROGRAM <b>Finance</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	386,429	403,913	490,882
CONTRACTUAL SERVICES	96,346	109,240	126,470
COMMODITIES	1,003	0	0
TOTAL EXPENDITURES	483,778	513,153	617,352
<b>Personnel Schedule</b>			
Position	2019	2020	2021
FINANCE DIRECTOR	1.00	1.00	1.00
ASSISTANT FINANCE DIRECTOR	1.00	1.00	1.00
SENIOR ACCOUNTANT	0.00	0.00	1.00
ACCOUNTING CLERK	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.00	4.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Finance</b>		<b>30</b>	<b>Finance</b>		<b>001</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	298,410	308,781	372,718	Supervisory 142,478 Regular 223,259 Overtime 100 Longevity pay 6,881
711.00	BENEFITS	88,019	95,132	118,164	FICA 28,969 Workers' compensation 1,001 Health insurance 36,140 Life & Disability insurance 3,655 Dental insurance 1,440 Pension 46,959
	TOTALS	386,429	403,913	490,882	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Finance</b>		NUMBER <b>30</b>	PROGRAM <b>Finance</b>			NUMBER <b>001</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	15,207	27,120	41,550	Banking services	12,000
					Section 125 plan admin.	5,000
					Wall Street Journal	450
					Smart phone (1)	600
					Actuarial study of retiree health plan	7,500
					Fixed asset services for inventory,accounting and insurable values	16,000
720.16	AUDIT SERVICES	36,910	41,300	42,500	Annual audit	37,000
					Federal grants audit	4,500
					GFOA CAFR, PAFR and budget review	1,000
720.25	DATA PROCESSING	37,738	38,000	38,000	Financial software support	36,000
					Investment portfolio services	2,000
720.51	PROFESSIONAL DEVELOPMENT	6,491	2,720	4,320	See professional development request	4,320
720.80	VEHICLE REIMBURSEMENT	0	100	100	Mileage reimbursement	100
	TOTALS	96,346	109,240	126,470		



DEPARTMENT <b>Finance</b>	NUMBER <b>30</b>	PROGRAM <b>Finance</b>	NUMBER <b>001</b>
<b>Professional Development Request</b>			
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>
AMERICAN PAYROLL ASSOCIATION		220	Membership dues (1)
GFOA MEETINGS	Local	400	Monthly meetings of local chapter
GFOA OF MISSOURI		100	Membership dues (2)
GFOA REGIONAL SEMINARS	TBD	2,000	New employee training
GOV'T FINANCE OFFICERS ASSN (GFOA)		400	Membership dues (2)
GOV'T FINANCE OFFICERS ASSN (GFOA)	Virtual	800	Annual conference (2)
STAFF DEVELOPMENT	Various	400	Staff training
	TOTAL REQUEST	4,320	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Finance</b>		NUMBER <b>30</b>	PROGRAM <b>Finance</b>		NUMBER <b>001</b>
<b>Commodities</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
730.20	OPERATIONAL SUPPLIES	1,003	0	0	
	TOTALS	1,003	0	0	

This page left intentionally blank.



# Geographic Information Services

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Finance	30	Geographic Information Services	002	GIS Coordinator

## Program Activities

### *Geographic Information System*

This activity provides centralized mapping and spatial data analysis for all departments.

## 2021 Programmatic Goals

### Goals

The Geographic Information System (GIS) will remain operational 99% of the time with average down time limited to two hours or less.

Implement Accela Software as a Service by June of 2021.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
The Geographic Information System (GIS) will remain operational 99% of the time with average down time limited to two hours or less.	Goal met	
Acquire and implement digital aerial photography update.	Goal met	
Update Accela Mapping.	Goal met	

## Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Oracle database instances supported	3	3	4	4
GIS client based software installed	17	17	17	25
GIS web-mapping services maintained	2	2	3	3
AVL services supported	1	1	1	1
GIS dedicated servers supported	1	1	2	2
Large format plotters supported	1	2	2	2



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Finance</b>	NUMBER <b>30</b>	PROGRAM <b>Geographic Information Svcs</b>	NUMBER <b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	138,255	143,849	143,661
CONTRACTUAL SERVICES	25,087	50,500	24,500
COMMODITIES	8,560	6,000	5,000
TOTAL EXPENDITURES	171,902	200,349	173,161
<b>Personnel Schedule</b>			
Position	2019	2020	2021
GIS COORDINATOR	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	1.00	1.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Finance</b>		<b>30</b>	<b>Geographic Information Srvs</b>			<b>002</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	105,496	109,151	108,825	Regular	106,970
					Longevity pay	1,855
711.00	BENEFITS	32,759	34,698	34,836	FICA	8,325
					Workers' compensation	288
					Health insurance	11,300
					Life & Disability insurance	1,069
					Dental insurance	360
					Pension	13,494
	TOTALS	138,255	143,849	143,661		



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Finance</b>		NUMBER <b>30</b>	PROGRAM <b>Geographic Information Srvs</b>		NUMBER <b>002</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
720.11	MISC. CONTRACTUAL	0	20,000	0	
720.25	DATA PROCESSING	24,577	29,500	24,500	GIS software support 23,000 Crime report mapping service 1,500
720.51	PROFESSIONAL DEVELOPMENT	510	1,000		See professional development request
	TOTALS	25,087	50,500	24,500	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Finance</b>		NUMBER <b>30</b>	PROGRAM <b>Geographic Information Svcs</b>			NUMBER <b>002</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	8,560	6,000	5,000	Plotter supplies	5,000
	TOTALS	8,560	6,000	5,000		

This page left intentionally blank.



# Information Technology

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Finance	30	Information Technology	003	IT Manager

## Program Activities

### *Information Technology System*

This activity provides computer hardware and software support for all departments and centrally maintains the city-wide computer network and management information system.

### *Communication Technology Support*

This activity provides centralized support of the City's office technology systems including telephone systems, cellular phones, voice mail and copy machines.

### *Police Support*

This activity provides 24 hour support for all police technology.

## 2021 Programmatic Goals

### Goals

The computer network will remain operational 99% of the time with 90% of down time limited to less than one hour duration.

Implement Accela Software as a Service by June 2021.

Implement new Financial Software by end of year 2021.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
The computer network will remain operational 99% of the time with 90% of down time limited to less than one hour duration.	Goal met	
Implement new Financial Software by end of year 2020.	Withdrawn	Software implementation delayed due to uncertainties of COVID-19.

## Performance Measures

	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Desktop computers maintained	162	162	150	155
Laptops maintained	94	94	106	106
Copy machines maintained	12	12	12	12
Printers maintained	95	95	69	73
Servers maintained	30	31	35	35
Cellular phones maintained	73	73	73	73



DEPARTMENT <b>Finance</b>	NUMBER <b>30</b>	PROGRAM <b>Information Technology</b>	NUMBER <b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	448,824	469,400	472,183
CONTRACTUAL SERVICES	247,323	345,925	331,900
COMMODITIES	32,239	77,000	56,000
CAPITAL	30,789	81,000	0
TOTAL EXPENDITURES	759,175	973,325	860,083
<b>Personnel Schedule</b>			
Position	2019	2020	2021
IT MANAGER	1.00	1.00	1.00
DATA SYSTEMS TECHNICIAN	2.00	2.00	2.00
PAYROLL SPECIALIST - IT TECH	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.00	4.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Finance</b>		<b>30</b>	<b>Information Technology</b>			<b>003</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	335,198	348,248	349,695	Regular	334,438
					Overtime	2,500
					On-call pay	4,000
					Longevity pay	8,757
711.00	BENEFITS	113,626	121,152	122,488	FICA	26,748
					Workers' compensation	917
					Health insurance	46,680
					Life & Disability insurance	3,342
					Dental insurance	1,440
					Pension	43,361
	TOTALS	448,824	469,400	472,183		



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Finance</b>		<b>30</b>	<b>Information Technology</b>			<b>003</b>
<b>Contractual Services</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>		
<b>Account Number</b>	<b>Account Description</b>	<b>Budget (Actual)</b>	<b>Budget (Amended)</b>	<b>Budget (Proposed)</b>	<b>Detail</b>	
720.11	MISC. CONTRACTUAL	22,678	45,930	34,100	Fiber and cable internet service	16,000
					Verisign digital certificates	1,500
					Smart phones (4)	2,400
					Various internet subscriptions	800
					Video Conferencing Service	2,400
					Messages & music on hold	500
					Phone programming changes	1,500
					Cloud Backup Storage	4,000
					Network Cabling	5,000
720.25	DATA PROCESSING	127,342	186,295	178,100	Permitting/Asset management annual service & support	97,200
					Spam Filtering and email filtering	10,000
					Haines	600
					Adobe Licensing	4,000
					Oracle support	10,000
					Email archiving appliance	8,500
					Programming software support	1,500
					Backup and Imaging software	3,200
					Software/hardware management software	3,100
					Remote Desktop Software	1,000
					Windows Server 2019 and Server Cals (250)	16,500
					Security System Software Maintenance	10,000
					Various software purchases and updates	12,500
720.28	RENTAL - EQUIPMENT	14,383	18,000	18,000	Leased copiers (12)	18,000
720.30	UTILITIES SERVICES	21,530	23,000	23,000	Telephone service	23,000
720.51	PROFESSIONAL DEVELOPMENT	2,562	3,000		See professional development request	
720.61	M&R EQUIPMENT	58,749	69,500	78,500	Computer/printer/cell phone/audio visual repairs/security cameras	25,000
					Copy machines (13)	10,000
					Server hardware support	11,000



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Finance</b>		NUMBER <b>30</b>	PROGRAM <b>Information Technology</b>			NUMBER <b>003</b>
<b>Commodities</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
730.20	OPERATIONAL SUPPLIES	32,239	77,000	56,000	Books and reference materials	1,000
					Technical training subscriptions	1,000
					Computer monitors (replacements)	5,000
					Computers (replacements)	20,000
					Network printers (replacements)	6,000
					Various networking tools	500
					APC backups (10)	1,500
					Synology NAS Appliance (1)	9,000
					Replacement Domain Controller Servers (2)	12,000
	TOTALS	32,239	77,000	56,000		



Capital Improvement Fund

DEPARTMENT <b>Finance</b>		NUMBER <b>30</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 087	<b>Name of Project</b> SOFTWARE UPGRADE			
<b>Description</b> The City utilizes major computer software in all operating departments. This includes the financial accounting system, payroll system, police dispatching and records management systems, the Community Development permitting and land records system, the Public Works asset management and work management systems and the Parks and Recreation reservation system.				
<b>Status of Project</b> Professional services are scheduled to begin in third quarter of 2021				
<b>Impact on Operating Budget</b> Positive				
<b>Performance Measures</b> Upgrade Financial software will be completed during 2021.				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	0	0	0	0
<b>Equipment/Other</b>	250,000	0	250,000	0
<b>Total Cost</b>	\$250,000	\$0	\$250,000	\$0



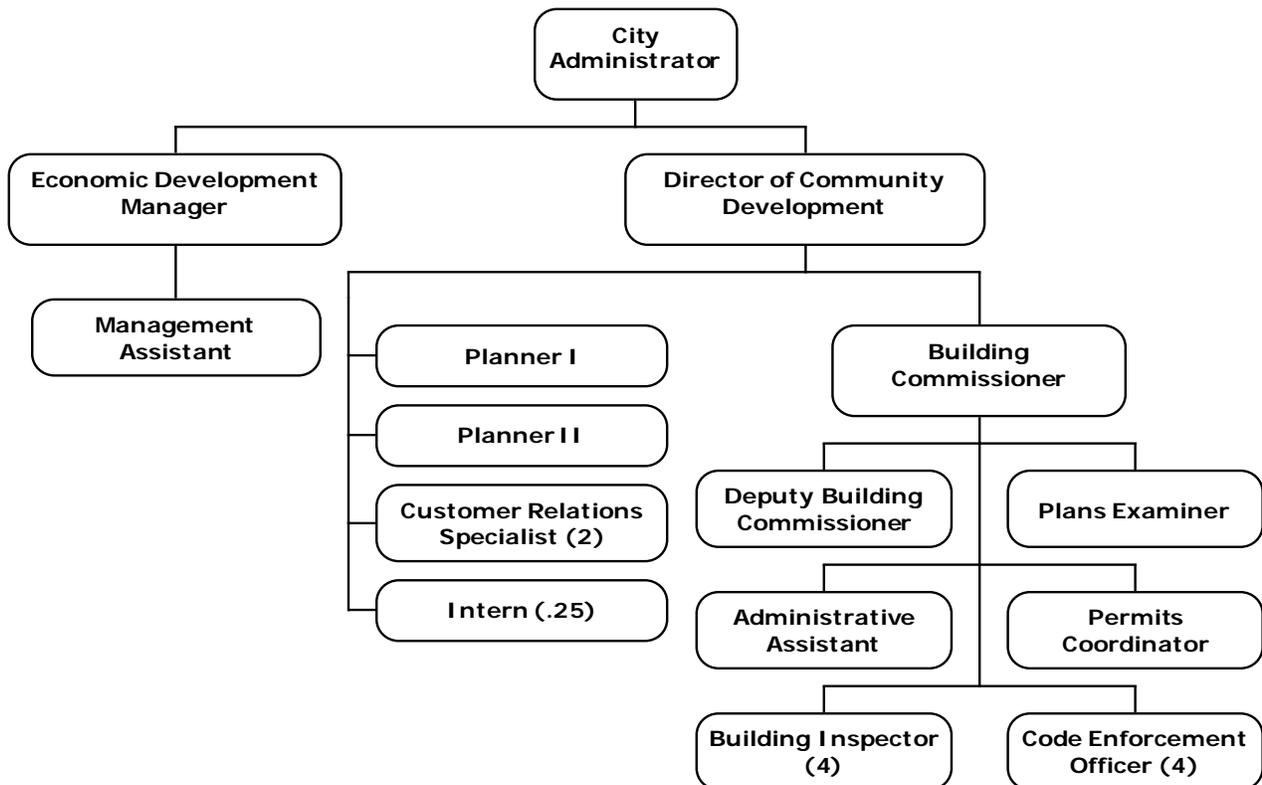
# Community Development

# Community Development

## Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Tourism Tax Fund</u>	<u>Dorsett TIF Fund</u>	<u>Westport Plaza TIF Fund</u>	<u>Total</u>
Planning and Zoning	358,640				358,640
Inspections	1,423,575				1,423,575
Economic Development	224,370		150,000	60,000	434,370
Promotion of Tourism		140,000			140,000
<b>Total</b>	<b>\$2,006,585</b>	<b>\$140,000</b>	<b>\$150,000</b>	<b>\$60,000</b>	<b>\$2,356,585</b>

## Organization Chart



# Planning and Zoning

Department	No.	Program	No.	Program Manager
Community Development	40	Planning and Zoning	001	Community Development Director

## Program Activities

### *Department Administration*

The Director oversees the Inspections and Planning and Zoning programs, and administers internal department programs including budgeting, personnel management, record-keeping, staff development and the tracking and evaluation of performance measures.

### *Public Information*

This activity provides information and assistance on permitting and development review processes to the residential and business communities through the city website, newsletter, brochures, special mailings and public notices.

### *Long Range Planning*

This activity provides for future land development in accordance with community needs and the City’s comprehensive planning process. Planning functions include amendments to the Comprehensive Plan and examination of growth trends. Staff support provided to Planning Commission.

### *Zoning Administration*

This activity oversees implementation of the City’s land use policies through management of zoning amendment procedures, adoption of zoning and subdivision codes, variance requests and map amendments. Staff support provided to Planning Commission and Board of Adjustment.

### *Development Review*

This activity ensures that development proposals are consistent with zoning, site plan and subdivision codes, meet public safety standards and achieve quality design.

<b>Strategic Goal(s) Activity for 2021</b>
<b>Goal 1: Quality Housing</b>
<b>Objective: Encourage housing options for residents in all stages of life.</b>
<b>Activities and Steps</b>
<i>1. Oversee development of new residential development.</i>
<b>Goal 2: Building Community</b>
<b>Objective: Link residents through multi-modal transportation options.</b>
<b>Activities and Steps</b>
<i>1. Encourage front-end commercial occupancy, landscaping, sidewalk connections and outdoor dining amenities by zoning code.</i>
<b>Goal 6: Economic Development</b>
<b>Objective: Develop programs to ensure a high occupancy rate among commercial buildings.</b>
<b>Activities and Steps</b>
<i>1. Determine how to address functional obsolescence of commercial building stock.</i>

## Strategic Goal(s) Activity for 2021 (continued)

### Goal 6: Economic Development

**Objective:** Develop programs to ensure a high occupancy rate among commercial buildings.

#### Activities and Steps

1. Determine how to address functional obsolescence of commercial building stock.
2. Make zoning code and permitting process more business friendly.

### Goal 7: Creating Identity

**Objective:** Improve signage at significant entry points.

#### Activities and Steps

1. Develop public art/monuments.

## 2021 Programmatic Goals

### Goals

Adopt a newly updated, reorganized, and amended Comprehensive Plan in first quarter of 2021.

Research social services program including a Resource Specialist position.

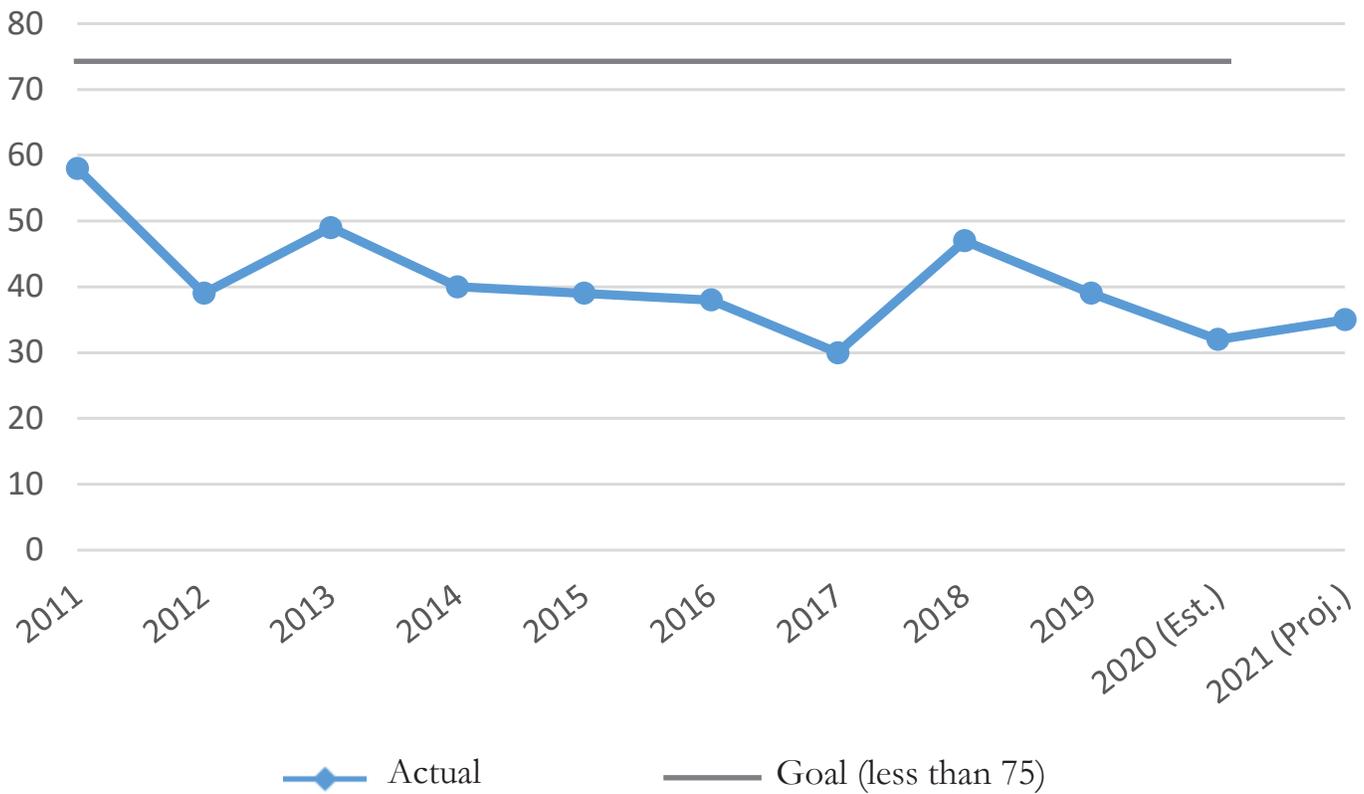
Research best practices for off-street parking and determine whether amendments to the Zoning Code are warranted.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Adopt a newly updated, reorganized, and amended Comprehensive Plan consistent with the City Council's Strategic Goals.	In progress	Several sections prepared, published for public comment, and discussed with Planning Commission. Target completion date early 2021.
Prepare draft regulations to govern short-term rentals.	Goal met	Mayor and City Council were not in favor of allowing short-term rentals. Staff is enforcing the current regulations.
Prepare draft amendments to wireless telecommunications regulations.	Goal met	New regulations prepared and adopted.
Publish City Planner's Report prior to each Planning Commission meeting.	Goal met	
Expedite and simplify zoning and subdivision processes by amending websites.	Goal met	Website updated. Applications updated. Additional updates will be undertaken once new website goes live, late 2020/early 2021.
Accept and process all permit applications within one working day of receipt.	Ongoing	
Digitize all files and archives by scanning into Laserfiche.	Ongoing	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Average days to process conditional use permits	47	39	32	35
Code amendments prepared	2	8	7	5
Comprehensive Plan amendments	0	0	1	2
Staff reports prepared	176	139	130	130
Variance appeals processed	3	3	3	3
Zoning compliance reviews completed	1,143	1,041	1,400	1,000
Zoning letters issued	76	56	40	40
Zoning permits issued	129	121	140	120
Zoning petitions processed	50	36	36	36

Avg. Days to Process Conditional Use Permits





DEPARTMENT <b>Community Development</b>	NUMBER <b>40</b>	PROGRAM <b>Planning and Zoning</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	320,640	340,682	341,740
CONTRACTUAL SERVICES	18,635	21,945	15,900
COMMODITIES	447	1,740	1,000
TOTAL EXPENDITURES	339,722	364,367	358,640
<b>Personnel Schedule</b>			
Position	2019	2020	2021
DIRECTOR OF COMMUNITY DEV	1.00	1.00	1.00
PLANNER II	1.00	1.00	1.00
PLANNER I	0.75	1.00	1.00
PLANNING ASSISTANT	0.25	0.00	0.00
INTERN	0.25	0.25	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.25	3.25	3.25



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Community Development</b>		<b>40</b>	<b>Planning and Zoning</b>			<b>001</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	240,596	255,574	255,986	Supervisory	114,945
					Regular	132,810
					Overtime	100
					Part-time	5,520
					Longevity pay	2,611
711.00	BENEFITS	80,044	85,108	85,754	FICA	19,581
					Workers' compensation	681
					Health insurance	30,880
					Life & Disability insurance	2,476
					Dental insurance	1,080
					Pension	31,056
	TOTALS	320,640	340,682	341,740		



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Community Development</b>		<b>40</b>	<b>Planning and Zoning</b>			<b>001</b>
<b>Contractual Services</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>		
<b>Account Number</b>	<b>Account Description</b>	<b>Budget (Actual)</b>	<b>Budget (Amended)</b>	<b>Budget (Proposed)</b>	<b>Detail</b>	
720.11	MISC. CONTRACTUAL	820	1,970	1,850	Court reporters	1,000
					ADA accommodations	250
					Smart phone (1)	600
720.12	PROFESSIONAL SERVICES	0	7,500	0		
720.51	PROFESSIONAL DEVELOPMENT	9,520	3,050	4,050	See professional development request	4,050
720.80	VEHICLE REIMBURSEMENT	6,000	5,425	6,000	Car allowance	6,000
720.84	ADVERTISING	2,295	4,000	4,000	P&Z public notice and legal ads	4,000
	<b>TOTALS</b>	<b>18,635</b>	<b>21,945</b>	<b>15,900</b>		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
<b>Community Development</b>		<b>40</b>	<b>Planning and Zoning</b>	<b>001</b>
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
ADMINISTRATIVE SKILLS DEVELOPMENT	Local/Virtual	400	Customer Service training programs	
APA WEBINARS AND OTHER TRAINING	Local/Virtual	900	Virtual training sessions and webinars	
APA/AICP MEMBERSHIP		1,350	Annual dues (2)	
EAST-WEST GATEWAY ANNUAL MEETING	Local	400	Annual meeting (10)	
PLANNING COMMISSIONER MEMBERSHIPS	Local/Virtual	1,000	APA memberships; UMSL program	
	<b>TOTAL REQUEST</b>	<b>4,050</b>		



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Community Development</b>		NUMBER <b>40</b>	PROGRAM <b>Planning and Zoning</b>			NUMBER <b>001</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	447	1,740	1,000	Reference books & subscriptions	1,000
	TOTALS	447	1,740	1,000		

# Inspections

Department	No.	Program	No.	Program Manager
Community Development	40	Inspections	002	Building Commissioner

## Program Activities

### *Building Permits and Inspections*

This activity oversees the review of all construction plans, building and occupancy inspections and issues building and occupancy permits. The City contracts with St. Louis County for mechanical, electrical and plumbing permits and inspections.

### *Code Enforcement*

This activity conducts field surveys of residential and commercial property to ensure compliance with the property maintenance, nuisance, occupancy, licensing and zoning codes. Unresolved code violations are prosecuted in the Municipal Court.

### *Occupancy Inspections*

This activity oversees inspection of commercial, single-family and multi-family residential properties at time of reoccupancy to ensure compliance with the municipal code.

### *Floodplain Management*

This activity oversees the administration and enforcement of the City's floodplain management code.

<b>Strategic Goal(s) Activity for 2021</b>
--

<b>Goal 1: Quality Housing</b>
--------------------------------

<b>Objective: Require property maintenance through judicious, proactive code enforcement and other innovative means.</b>
--

<b>Activities and Steps</b>
-----------------------------

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Educate property owners regarding home maintenance concerns.</li> <li>2. Provide tools and resources for property owners that will assist in home maintenance.</li> </ol> |
|---|

<b>Goal 6: Economic Development</b>
-------------------------------------

<b>Objective: Develop programs to ensure a high occupancy rate among commercial buildings.</b>
--

<b>Activities and Steps</b>
-----------------------------

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Make permitting process business friendly.</li> </ol> |
|---|

2021 Programmatic Goals
<b>Goals</b>
Prepare for the adoption of the 2021 ICC family of codes.
Prepare personnel, software, website, and forms for expansion of residential inspections program to occur in 2022.
Utilize pre-application meetings, best practices plan review, pre-construction meetings, and timely inspections during construction to improve plan review and inspections process.
Improve our training program and increase staff's ICC certification and professional development.
Maintain FEMA CRS Class 7 rating through proactive flood management program.
Continued improvement in commercial plan review process through continued partnering with the applicant and their design & construction team.
Assist residents and businesses in code compliance through educational programs such as Maryland Heights University, newsletter articles, Homeowner's Improvement Guide, website updates.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Continued improvement in commercial plan review process through continued partnering with the applicant and their design & construction team.	Ongoing	
Complete initial residential plan reviews and issue comments or permit within five working days.	Ongoing	
Perform initial inspections for all service requests within one working day of receipt.	Ongoing	
Improve our training program and increase staff's ICC certification and professional development.	Ongoing	
Continued customer service improvement with flood plain information through distribution of mapping information and assistance with requirements for flood insurance.	Ongoing	
Assist residents and businesses in code compliance through educational programs such as newsletter articles, Homeowner's Improvement Guide, website updates.	Ongoing	
Continued improvement in commercial plan review process through continued partnering with the applicant and their design & construction team.	Ongoing	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Building inspections	4,046	3,461	3,117	4,000
Residential occupancy inspections	1,471	1,193	1,313	1,300
Commercial occupancy inspections	370	310	323	350
Multifamily occupancy inspections	2,590	2,239	2,187	2,400
Plan reviews completed	2,181	2,347	2,290	2,300
Property maintenance cases	876	688	648	650
Building permits issued	1,350	1,565	1,243	1,300



DEPARTMENT <b>Community Development</b>	NUMBER <b>40</b>	PROGRAM <b>Inspections</b>	NUMBER <b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	1,291,367	1,338,934	1,366,305
CONTRACTUAL SERVICES	21,839	80,205	36,250
COMMODITIES	13,770	14,720	21,020
CAPITAL	0	48,000	0
TOTAL EXPENDITURES	1,326,976	1,481,859	1,423,575
<b>Personnel Schedule</b>			
Position	2019	2020	2021
BUILDING COMMISSIONER	1.00	1.00	1.00
DEPUTY BUILDING COMMISSIONER	1.00	1.00	1.00
BUILDING INSPECTOR	4.00	4.00	4.00
PLANS EXAMINER	1.00	1.00	1.00
CODE ENFORCEMENT OFFICER	4.00	4.00	4.00
PERMITS COORDINATOR	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
CUSTOMER RELATIONS SPECIALIST	2.00	2.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	15.00	15.00	15.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Community Development</b>		<b>40</b>	<b>Inspections</b>			<b>002</b>
<b>Personnel Services</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>		
<b>Account Number</b>	<b>Account Description</b>	<b>Budget (Actual)</b>	<b>Budget (Amended)</b>	<b>Budget (Proposed)</b>	<b>Detail</b>	
710.00	SALARIES	922,767	946,401	963,654	Supervisory	101,584
					Regular	851,532
					Overtime	500
					Longevity pay	10,038
711.00	BENEFITS	368,600	392,533	402,651	FICA	73,711
					Workers' compensation	46,991
					Health insurance	147,540
					Life & Disability insurance	9,524
					Dental insurance	5,400
					Pension	119,485
	TOTALS	1,291,367	1,338,934	1,366,305		



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Community Development</b>		<b>40</b>	<b>Inspections</b>			<b>002</b>
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	4,570	66,630	16,150	Violation abatement	10,000
					Smart phones (10)	6,000
					Ameren monthly ledger	150
720.34	CREDIT CARD PROCESSING FEES	8,043	10,000	11,000	Credit card fees	11,000
720.51	PROFESSIONAL DEVELOPMENT	9,226	3,575	9,100	See professional development request	9,100
	TOTALS	21,839	80,205	36,250		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Community Development</b>	<b>40</b>	<b>Inspections</b>	<b>002</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
ADMINISTRATIVE SEMINARS	Local	300	Seminars for administrative staff (1)
ASFPM/MFSMA		200	Membership dues (1)
ICC CERTIFICATION EXAMS	Local	3,000	Certification testing (10) - Additional certifications necessary for 2021 due to MEP enhanced program
ICC MEMBERSHIP		150	Membership dues (1)
MABOI MEMBERSHIP		455	Membership dues (13)
MABOI TRAINING	Virtual	1,750	Training & Certification Maintenance (7)
MACE MEMBERSHIP		455	Membership dues (13)
MACE TRAINING	Virtual	1,000	Training & Certification Maintenance (4)
METRO FIRE MARSHALS		40	Membership dues (1)
MFSMA TRAINING	Virtual	250	Training & Certification Maintenance (1)
PROFESSIONAL SEMINARS	St. Louis, MO	1,500	ICC, MACE, MABOI - Local seminars to provide code and inspection knowledge for inspectors (13)
	<b>TOTAL REQUEST</b>	<b>9,100</b>	



Annual Budget -2021

General Fund

DEPARTMENT <b>Community Development</b>		NUMBER <b>40</b>	PROGRAM <b>Inspections</b>			NUMBER <b>002</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	4,477	5,020	11,320	Inspection equipment and supplies	2,500
					Safety shoe replacement (13)	1,820
					Standards and training manuals for certification (10)	1,000
					Code books for 2021 ICC adoption	6,000
730.21	MOTOR FUEL & LUBRICANTS	6,983	7,000	7,000	Gas for vehicles (10)	7,000
730.25	UNIFORMS	2,310	2,700	2,700	Uniform shirts (13)/jackets (4)	2,700
	TOTALS	13,770	14,720	21,020		

This page left intentionally blank.



# Economic Development

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Community Development	40	Economic Development	003	Economic Development Manager

## Program Activities

### *Economic Development*

The Economic Development Manager oversees the City’s economic development program. This activity includes meeting with prospective developers, providing staff support to the City’s Economic Development Commission and representing the City at organizations and events that are focused on business development.

### *Redevelopment*

This activity includes identifying and promoting opportunities for redevelopment within the City in an effort to stimulate further economic growth. It also includes the management of programs that provide financial incentives to encourage redevelopment.

<b>Strategic Goal(s) Activity for 2021</b>
<b>Goal 6: Economic Development</b>
<b>Objective: Develop programs to ensure a high occupancy rate among commercial buildings.</b>
<b>Activities and Steps</b>
<i>1. Expand business retention program.</i>
<b>Objective: Support West Port Plaza as a destination of choice.</b>
<i>1. Encourage new hospitality-oriented businesses to come to Maryland Heights that complement existing venues.</i>

<b>2021 Programmatic Goals</b>
<b>Goals</b>
Complete economic development strategic plan.
Establish TIF in Maryland Park Lake District
Prepare economic development marketing strategy.
Prepare COVID-19 Impact analysis on local MH Businesses

<b>2020 Programmatic Goals - Status</b>		
<b>Goals</b>	<b>Status</b>	<b>Comments</b>
Prepare economic development strategic plan.	In progress	



DEPARTMENT <b>Community Development</b>	NUMBER <b>40</b>	PROGRAM <b>Economic Development</b>	NUMBER <b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	115,397	190,493	194,070
CONTRACTUAL SERVICES	26,008	27,951	30,300
TOTAL EXPENDITURES	141,405	218,444	224,370
<b>Personnel Schedule</b>			
Position	2019	2020	2021
ECONOMIC DEVELOPMENT MANAGER	1.00	1.00	1.00
MANAGEMENT ASSISTANT	0.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	2.00	2.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Community Development</b>		<b>40</b>	<b>Economic Development</b>			<b>003</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	84,262	137,111	139,534	Regular	138,883
					Longevity	651
711.00	BENEFITS	31,135	53,382	54,536	FICA	10,673
					Workers' Compensation	374
					Health Insurance	24,080
					Life & Disability insurance	1,388
					Dental Insurance	720
					Pension	17,301
TOTALS		115,397	190,493	194,070		



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Community Development</b>		NUMBER <b>40</b>	PROGRAM <b>Economic Development</b>			NUMBER <b>003</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	5,800	5,720	5,600	Marketing of city through ads and promotional materials	5,000
					Smart phones (1)	600
720.12	PROFESSIONAL SERVICES	2,502	10,000	10,000	Legal, economic and financial consulting	10,000
720.51	PROFESSIONAL DEVELOPMENT	11,706	5,731	8,200	See professional development request	8,200
720.80	VEHICLE REIMBURSEMENT	6,000	6,500	6,500	Car allowance	6,000
					Mileage reimbursement	500
	TOTALS	26,008	27,951	30,300		



DEPARTMENT <b>Community Development</b>		NUMBER <b>40</b>	PROGRAM <b>Economic Development</b>	NUMBER <b>003</b>
<b>Professional Development Request</b>				
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>	
COMMUNITY DEV. INSTITUTE		600	Membership dues	
ICMA		200	Membership dues	
ICMA		1,495	Professional dev. classes	
ICSC		100	Membership dues (1)	
ICSC CONFERENCE	Virtual	1,500	Annual conference (1)	
INTL ECONOMIC DEV COUNCIL		455	Membership dues (1)	
MEDFA	St. Louis, MO	500	Annual conference (2)	
MISSOURI ECO DEV COUNCIL		400	Membership dues (2)	
MISSOURI ECO DEV COUNCIL	Virtual training	700	Conference occurs twice annually (2)	
MO ECON. DEVELOPMENT FINANCE ASSOC.		550	Annual dues	
UMSL - CHANCELLOR'S CERT PROGRAM	Local/Virtual	500	Chancellor's Certificate in Fundamentals of Economic Development	
VARIOUS MEETINGS WITH DEVELOPERS	Local	1,200		
	<b>TOTAL REQUEST</b>	<b>8,200</b>		

This page left intentionally blank.



# Economic Development

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Community Development	40	Economic Development	003	City Administrator

## Program Activities

### *Dorsett Corridor Redevelopment*

The Dorsett TIF was established in 2005 for the purpose of supporting the redevelopment of the East Dorsett Redevelopment Area. The City was designated as the developer. Proposals for specific projects are reviewed by the City when they are submitted. Distressed residential properties are purchased and demolished as they become available.

### 2021 Programmatic Goals

#### Goals

Prepare economic development plan for East Dorsett Road corridor.

Acquire properties in the Apple-Grape-Plum area as they become available.

### 2020 Programmatic Goals - Status

Goals	Status	Comments
Prepare economic development plan for East Dorsett Road corridor.	Ongoing	
Acquire properties in the Apple-Grape-Plum area as they become available.	Ongoing	Significant progress made; beginning phase one of redevelopment.



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Community Development</b>	<b>40</b>	<b>Economic Development</b>	<b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	729,359	150,000	150,000
TOTAL EXPENDITURES	729,359	150,000	150,000
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Dorsett TIF**

DEPARTMENT <b>Community Development</b>		NUMBER <b>40</b>	PROGRAM <b>Economic Development</b>			NUMBER <b>003</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	729,359	150,000	150,000	Land acquisition and property demolition	150,000
	TOTALS	729,359	150,000	150,000		

This page left intentionally blank.



# Economic Development

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Community Development	40	Economic Development	003	City Administrator

## Program Activities

### *Westport Plaza Redevelopment and Infrastructure Improvement*

The Westport Plaza TIF was established in 2015 for the purpose of supporting the redevelopment of Westport Plaza, a 42-acre commercial and office space development, resort and entertainment center. The developer and owner of Westport Plaza is Lodging Hospitality Management (LHM). Infrastructure investments afforded by the TIF include repairing the public parking lots and existing garage, constructing an additional garage, repairing pavers and water drainage system, and repairing the water detention/lake feature.

## 2021 Programmatic Goals

### Goals

Monitor and oversee the TIF fund revenues and bonds.

## 2020 Programmatic Goals - Status

### Goals

Monitor and oversee the TIF fund revenues and bonds.

### Status

Ongoing

### Comments



**Annual Budget -2021**

**Westport Plaza TIF**

DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Community Development</b>	<b>40</b>	<b>Economic Development</b>	<b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	6,911,986	255,000	60,000
TOTAL EXPENDITURES	6,911,986	255,000	60,000
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Westport Plaza TIF**

DEPARTMENT <b>Community Development</b>		NUMBER <b>40</b>	PROGRAM <b>Economic Development</b>			NUMBER <b>003</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	6,911,986	255,000	60,000	Trustee services	5,000
					Payments to Maryland Hts Fire District	55,000
	TOTALS	6,911,986	255,000	60,000		

This page left intentionally blank.



# Promotion of Tourism

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Community Development	40	Promotion of Tourism	004	City Administrator

## Program Activities

### *Hospitality Marketing*

To promote patronage of the City’s wide range of hospitality-oriented businesses, the City has entered into a partnership with the Maryland Heights Convention and Visitors Bureau to develop and implement a hospitality marketing program. A local 0.5% tax on hotel and motel rooms funds this program, the proceeds of which are limited by state statute to the promotion of tourism.

## 2021 Programmatic Goals

### Goals

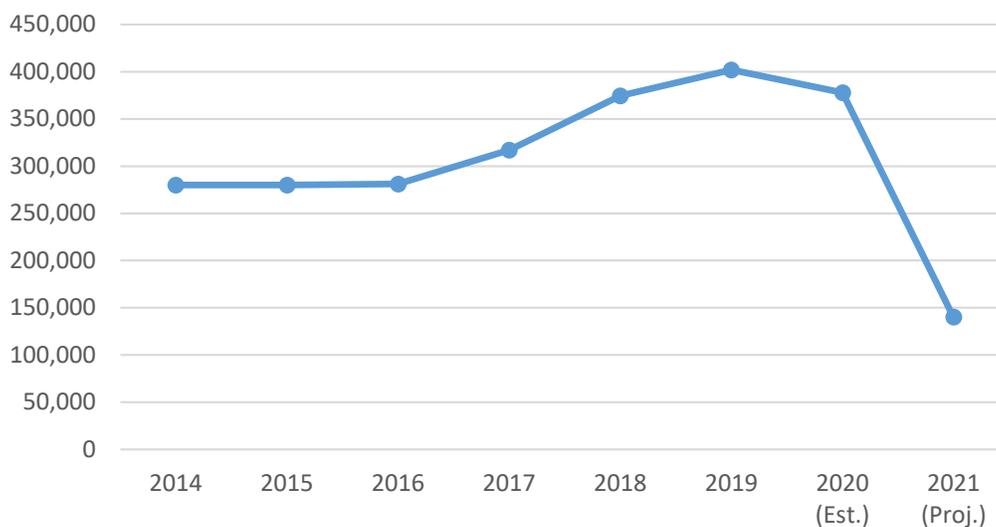
Provide the City Council annual reports on hospitality marketing program.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Provide the City Council annual reports on hospitality marketing program.	In progress	
Increase hotel RevPar by 5%.	Not met	The pandemic has limited travel, entertainment and sporting events thereby causing a reduction in hotel stays and rates.

## Performance Measures

### Hotel Tax Revenue





**Annual Budget -2021**

**Tourism Tax Fund**

DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Community Development</b>	<b>40</b>	<b>Promotion of Tourism</b>	<b>004</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	401,799	377,718	140,000
TOTAL EXPENDITURES	401,799	377,718	140,000
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Tourism Tax Fund**

DEPARTMENT <b>Community Development</b>		NUMBER <b>40</b>	PROGRAM <b>Promotion of Tourism</b>			NUMBER <b>004</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	401,799	377,718	140,000	Convention & Visitors Bureau contract	140,000
	TOTALS	401,799	377,718	140,000		

This page left intentionally blank.





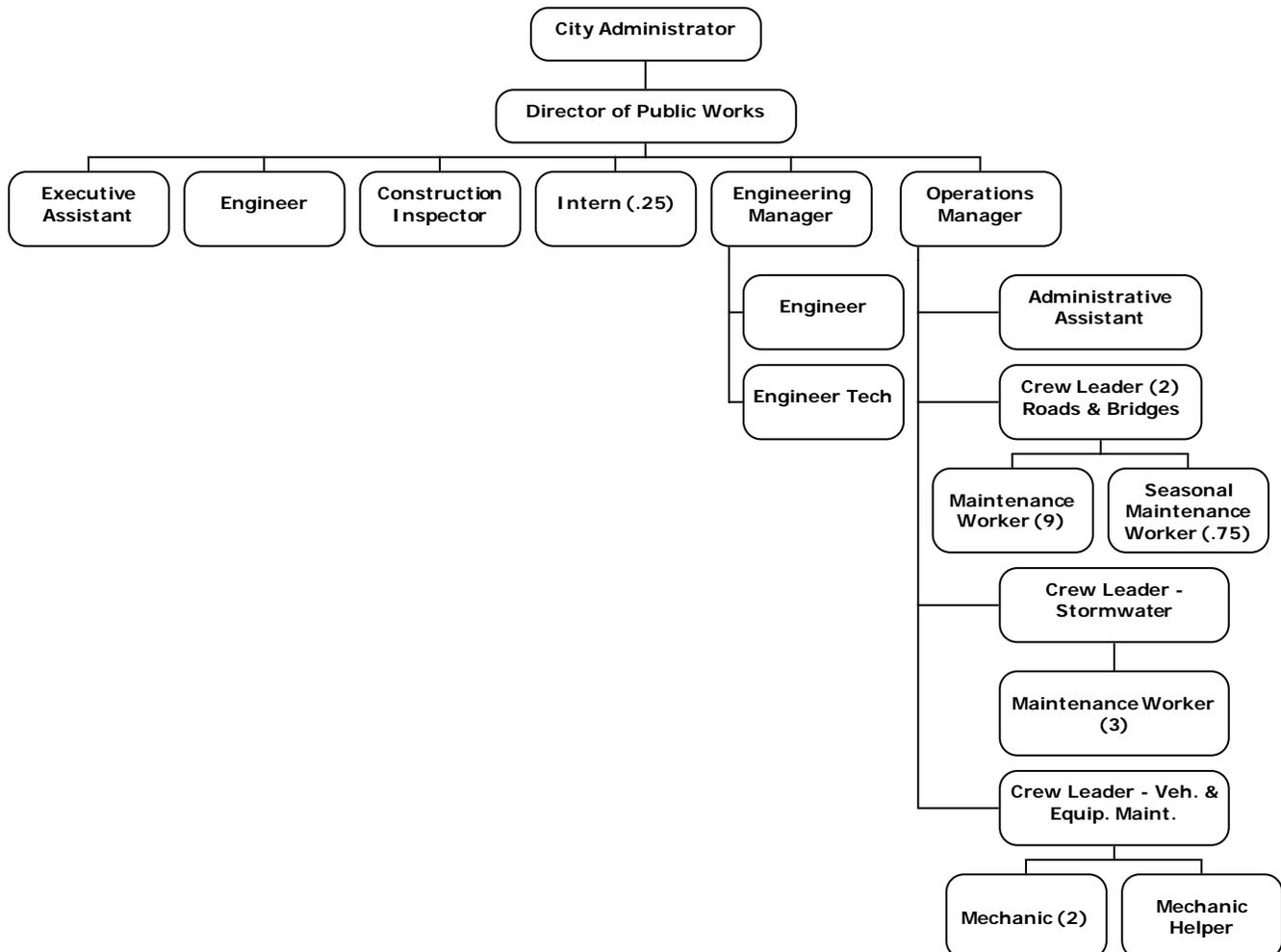
# Public Works

# Public Works

## Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Streetlight Fund</u>	<u>Capital Improvement Fund</u>	<u>Sewer Lateral Fund</u>	<u>Total</u>
Engineering & Administration	382,606				382,606
Roads & Bridges	1,796,130				1,796,130
Stormwater	605,931				605,931
Streetlighting		474,200			474,200
Solid Waste	1,755,000				1,755,000
Vehicle & Equip. Maintenance	521,314				521,314
Sewer Lateral Repairs				250,000	250,000
Capital Projects		12,000	4,000,000		4,012,000
Capital Projects Management			243,369		243,369
<b>Total</b>	<b>\$5,060,981</b>	<b>\$486,200</b>	<b>\$4,243,369</b>	<b>\$250,000</b>	<b>\$10,040,550</b>

## Organization Chart



# Engineering and Administration

Department	No.	Program	No.	Program Manager
Public Works	50	Engineering & Admin.	001	Director of Public Works

## Program Activities

### *Department Administration*

The Director of Public Works oversees the Roads and Bridges, Stormwater, Capital Projects, Streetlighting, Solid Waste, Vehicle Maintenance, Sewer Lateral programs, budget preparation and control, public service requests, personnel management, clerical and record-keeping functions, and the planning and evaluation of department programs.

### *Engineering*

This activity involves engineering design and right-of-way acquisition for all city capital improvement projects. This activity is also responsible for plan review of all development proposals for public improvements, processing of special use permits, administration of the sanitary sewer lateral program, records maintenance and planning for future projects.

## Strategic Goal(s) Activity for 2021

### Goal 7: Creating Identity

**Objective: Improve signage at significant entry points.**

#### Activities and Steps

1. *Develop entry signage/ monuments.*
2. *Install way finding signs.*

## 2021 Programmatic Goals

### Goals

- Begin all approved and funded capital improvement program projects by December 2021.
- Process 90% of right-of-way permits within three (3) working days.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Submit 5-year capital improvement program update by end of September 2020.	Goal met	
Begin all approved and funded capital improvement program projects by December 2020.	In progress	
Process 90% of right-of-way permits within three (3) working days.	Ongoing	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Right-of-way use permits	135	187	100	190
Right-of-way permits processed within three (3) working days.	100%	100%	100%	100%



**Annual Budget -2021**

**General Fund**

DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Public Works</b>	<b>50</b>	<b>Engineering &amp; Administration</b>	<b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	355,503	369,042	370,756
CONTRACTUAL SERVICES	9,490	25,370	10,550
COMMODITIES	1,295	1,300	1,300
CAPITAL	26,174	0	0
TOTAL EXPENDITURES	392,462	395,712	382,606
<b>Personnel Schedule</b>			
Position	2019	2020	2021
DIRECTOR OF PUBLIC WORKS	1.00	1.00	1.00
ENGINEERING MANAGER	1.00	1.00	1.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.00	3.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Engineering &amp; Administration</b>			NUMBER <b>001</b>
Personnel Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
710.00	SALARIES	269,482	279,193	279,556	Supervisory	215,221
					Regular	58,487
					Overtime	500
					Longevity pay	5,348
711.00	BENEFITS	86,021	89,849	91,200	FICA	21,385
					Workers' compensation	1,276
					Health insurance	30,060
					Life & Disability insurance	2,735
					Dental insurance	1,080
					Pension	34,664
	TOTALS	355,503	369,042	370,756		



DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Engineering &amp; Administration</b>			NUMBER <b>001</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	1,041	15,640	1,700	Smart phones (2)	1,200
					Equipment maintenance	500
720.12	PROFESSIONAL SERVICES	2,400	5,000	4,000	Surveys-minor	2,000
					Traffic studies-minor	2,000
720.26	PRINTING & BINDING	0	500	500	Printing	500
720.51	PROFESSIONAL DEVELOPMENT	6,049	4,230	4,350	See professional development request	4,350
	<b>TOTALS</b>	<b>9,490</b>	<b>25,370</b>	<b>10,550</b>		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Public Works</b>	<b>50</b>	<b>Engineering &amp; Administration</b>	<b>001</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
AMER TRAFFIC SAFETY SERVICES ASSOC		175	Membership dues (2)
AMERICAN PUBLIC WORKS ASSN		525	Annual membership (3)
APWA MISSOURI CHAPTER (FALL)	Virtual	50	State conference (1)
APWA MISSOURI CHAPTER (SPRING)	Virtual	100	State conference (2)
APWA PUBLIC WORKS EXPO (PWX)	St. Louis, MO	1,200	Annual conference (2)
APWA ST LOUIS METRO BRANCH	Local	650	Membership dues & mtgs (3)
INSTITUTE OF TRANSPORTATION ENGRS.		350	Membership dues (1)
PROFESSIONAL DEVELOPMENT TRAINING	Local	1,000	Staff development
TRANS ENGR ASSN METRO ST. LOUIS		300	Annual dues and mtgs. (3)
	TOTAL REQUEST	4,350	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Engineering &amp; Administration</b>			NUMBER <b>001</b>
<b>Commodities</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
730.20	OPERATIONAL SUPPLIES	995	1,000	1,000	Publications/supplies	500
					Traffic counter supplies	500
730.25	UNIFORMS	300	300	300	Safety equipment/shirts/jackets	300
	TOTALS	1,295	1,300	1,300		

**This page left intentionally blank.**



# Roads and Bridges

Department	No.	Program	No.	Program Manager
Public Works	50	Roads and Bridges	002	Operations Manager

## Program Activities

### *Roadway and Bridge Maintenance*

This activity includes patching of potholes, sweeping streets, sealing of pavement cracks, and maintenance of all asphalt and concrete pavements, sidewalks, rights-of-way maintenance and bridge maintenance.

### *Traffic Control Devices*

This activity installs and maintains all traffic control signs, pavement markings and traffic signals within the public rights-of-way on city-maintained streets.

### *Snow Removal*

This activity is responsible for snow and ice control operations on city streets to maintain traffic flow.

### *Forestry*

This activity involves the planting and trimming of trees and the removal of dead and diseased trees within all public rights-of-way in the City.

### *Vector Control*

This activity is responsible for applying mosquitoicide throughout the City. Larviciding services are provided by St. Louis County under contract.

### *Facility Operations & Maintenance*

This activity is responsible for operation and maintenance of the city garage at Fee Fee and Midland Roads.

2021 Programmatic Goals
Goals
Continue honeysuckle removal within City right-of-way.
Add Community Center trees into the asset management database by December 2021.
Assist Parks maintenance crews with ballfield rehab.
Assist in construction of Sustainability Center features.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Implement year 5 of tree management plan by December 2020.	Goal met	
Add Community Center trees into the asset management database by December 2020.	In progress	
Develop a honeysuckle removal plan by December 2020.	In progress	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Concrete pavement replacement (sq. yds.)	1,883	840	850	1,000
Concrete pavement replacement (each)	86	39	40	45
Concrete sidewalk replacement (sq. ft.)	9,647	7,803	10,000	13,000
Forestry (tree maintenance, each)	1,685	1,274	1,200	1,500
Right-of-way mowing (each)	13	12	10	10
Street sweeping (centerline lane miles)	531	321	300	350
Traffic control signs installed/replaced (each)	648	172	300	400
Mosquitocide applications city-wide	19	19	19	19
Plant new street trees	171	195	200	200
Asphalt pavement repair (tons)	41	85	100	70



DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Roads &amp; Bridges</b>	NUMBER <b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	1,197,756	1,242,000	1,231,870
CONTRACTUAL SERVICES	190,392	365,905	211,280
COMMODITIES	321,168	382,980	352,980
CAPITAL	102,660	68,000	0
TOTAL EXPENDITURES	1,811,976	2,058,885	1,796,130
<b>Personnel Schedule</b>			
Position	2019	2020	2021
OPERATIONS MANAGER	1.00	1.00	1.00
CREW LEADER	2.00	2.00	2.00
MAINTENANCE WORKER	9.00	9.00	9.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
SEASONAL MAINT. WORKER	1.50	0.75	0.75
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	14.50	13.75	13.75



Annual Budget -2021

General Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Roads &amp; Bridges</b>		NUMBER <b>002</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	839,858	848,859	836,064	Supervisory 91,773 Regular 677,423 Overtime 31,500 On-call pay 3,500 Part-time 15,600 Longevity pay 16,268
711.00	BENEFITS	357,898	393,141	395,806	FICA 63,952 Workers' compensation 76,960 Health insurance 140,800 Life & Disability insurance 7,683 Dental insurance 4,680 Pension 101,731
	TOTALS	1,197,756	1,242,000	1,231,870	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Roads &amp; Bridges</b>		NUMBER <b>002</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
720.11	MISC. CONTRACTUAL	81,781	249,080	95,780	Smart phones (4) with hotspots 2,580 Facility maintenance 7,500 Landfill charges 15,000 Vehicle location services (14) 5,100 Mulch (Dorsett/I-270) 11,500 Pest control 1,500 Radio maintenance/mounting 500 Security monitoring 500 Traffic signal maintenance 15,000 Tree removal 15,000 Weather forecast service 3,600 Dorsett 270 Lighting Replacement 18,000
720.18	LEVEE DISTRICT ASSESSMENT	54,194	57,000	57,000	Levee district assessment 57,000
720.19	LARVICIDING SERVICES	0	3,000	3,000	County contract for larviciding 3,000
720.28	RENTAL - EQUIPMENT	1,464	3,500	3,500	Specialized equipment (as needed) 3,500
720.30	UTILITIES SERVICES	47,278	49,000	49,000	Electric - traffic signals 5,500 Gas & electric - bldg. 24,000 Water (Dorsett/I-270) 4,500 Water & sewer 15,000
720.51	PROFESSIONAL DEVELOPMENT	4,270	3,825	2,500	See professional development request 2,500
720.79	PROP. RESTORATION	1,405	500	500	Small claims 500
	<b>TOTALS</b>	<b>190,392</b>	<b>365,905</b>	<b>211,280</b>	



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Public Works</b>	<b>50</b>	<b>Roads &amp; Bridges</b>	<b>002</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
AMERICAN PUBLIC WORKS ASSN		175	Annual membership (1)
APWA MEMBERSHIP STL METRO BRANCH	St. Louis, MO	250	Membership dues & mtgs (1)
APWA MO CHAPTER PWX	STL	600	Annual conference (1)
INT'L SOCIETY OF ARBORCULTURE		175	Membership Dues
TRAINING/SKILL DEVELOPMENT	Local	1,300	Annual program (13)
	<b>TOTAL REQUEST</b>	<b>2,500</b>	



Annual Budget -2021

General Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Roads &amp; Bridges</b>			NUMBER <b>002</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	97,419	117,500	115,000	Asphalt & cold patch, barricades and cones, bridge sealer, concrete & supplies, crosswalk sealer, facility supplies, first aid supplies, flagging tape/stakes, hand tools, lumber, paint/paint supplies, sign materials, sod/seed/straw/stone/topsoil	100,000
					Trees	2,500
					Dorset/I-270 maintenance	12,500
					sprinkler, street lighting, fertilizer, weed control, plants, bulbs	
730.21	MOTOR FUEL & LUBRICANTS	57,556	55,000	50,000	Diesel fuel, gasoline	50,000
730.22	VECTOR SUPPLIES	11,440	12,000	12,000	Mosquitocide	12,000
730.24	SALT & ABRASIVES	148,783	192,000	169,500	Calcium chloride	12,000
					Salt - 2,500 tons	157,500
730.25	UNIFORMS	5,970	6,480	6,480	Safety shoes (12)	1,680
					Uniform pants, shirts, jackets, t-shirts, coveralls, hats, shorts, rubber boots	4,800
	TOTALS	321,168	382,980	352,980		

**This page left intentionally blank.**



# Stormwater

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Stormwater	003	Engineering/Operations Manager

## Program Activities

### *Stormwater System Maintenance*

This activity addresses the problems of damaged storm sewers, erosion and flooding throughout the City and includes the maintenance of storm sewers and publicly-maintained open channels.

\* Prior to 2015, Stormwater program expenditures were funded by the Stormwater Fund.

2021 Programmatic Goals
<b>Goals</b>
Present 2022 stormwater capital improvements recommendations by September 2021.
Respond to all service requests regarding stormwater within 48 hours.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Present 2021 stormwater capital improvements recommendations by September 2020.	Goal met	
Respond to all service requests regarding stormwater within 48 hours.	Goal met	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Linear feet of creeks cleaned	2,650	2,550	2,500	2,850
Inlet structures repaired	51	35	50	50
Inlet structures inspected	890	952	1,000	1,000



DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Stormwater</b>	NUMBER <b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	597,285	593,290	597,896
CONTRACTUAL SERVICES	633	7,045	1,985
COMMODITIES	2,011	6,050	6,050
TOTAL EXPENDITURES	599,929	606,385	605,931
<b>Personnel Schedule</b>			
Position	2019	2020	2021
ENGINEER	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00
ENGINEERING TECHNICIAN	1.00	1.00	1.00
MAINTENANCE WORKER	3.00	3.00	3.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	6.00	6.00	6.00



Annual Budget -2021

General Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Stormwater</b>		NUMBER <b>003</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	419,420	415,538	414,572	Regular 399,110 Overtime 1,000 Longevity pay 14,462
711.00	BENEFITS	177,865	177,752	183,324	FICA 31,712 Workers' compensation 28,622 Health insurance 65,440 Life & Disability insurance 3,987 Dental insurance 2,160 Pension 51,403
TOTALS		597,285	593,290	597,896	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Stormwater</b>			NUMBER <b>003</b>
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	633	720	660	Smart phone (1) with hotspot	660
720.12	PROFESSIONAL SERVICES	0	5,000	0	Consultant services	
720.51	PROFESSIONAL DEVELOPMENT	0	1,325	1,325	See professional development request	1,325
TOTALS		633	7,045	1,985		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
<b>Public Works</b>		<b>50</b>	<b>Stormwater</b>	<b>003</b>
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
APWA AGENCY MEMBERSHIP		175	Membership dues (1)	
APWA METRO BRANCH MEMBERSHIP	Local	250	Membership dues (1)	
TECHNICAL TRAINING	Local	500		
TRAINING/SKILL DEVELOPMENT	Local	400	Annual program (4)	
	TOTAL REQUEST	1,325		



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Stormwater</b>		NUMBER <b>003</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	722	4,150	4,150	Brick and mortar 300 Dye 300 Hand tools 250 Inlet lids/sills/risers 1,000 Pipe 300 Sod/seed/straw/mats 500 Stone 500 Topsoil 1,000
730.25	UNIFORMS	1,289	1,900	1,900	Uniform pants, shirts, jackets, 1,200 t-shirts, hats, shorts, rubber boots Safety shoes (5) 700
	TOTALS	2,011	6,050	6,050	

# Capital Projects - Stormwater

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Capital Projects Mgmt.	009	Engineering Manager/Director

## Program Activities

### Capital Planning

Capital planning involves the investigation, analysis and recommendations for major stormwater and erosion control projects.

### Capital Projects

Capital projects are major stormwater & erosion control projects with an estimated cost of more than \$100,000.

Stormwater Capital Improvement Projects - 2021					
Project No.	Project Name	Estimated project cost	Estimated expenditures through 2020	2021 budget (proposed)	Future cost
240	Proj. Mon./Maint. of Mitigation Areas	105,000	0	25,000	80,000
252	11814 Jonesdale Court <i>(east of street, rear of property)</i>	255,000	65,000	190,000	0
259	11968 Meadow Run Court <i>(south of street, rear of property)</i>	126,000	51,000	75,000	0
260	12102 Glenpark Drive <i>(west of street, rear of property)</i>	112,000	42,000	70,000	0
261	Administration Drive <i>(East of Schuetz Rd.)</i>	387,000	57,000	330,000	0
265	2515 Wesglen Estates Drive <i>(west of street, rear of property)</i>	105,000	0	105,000	0
<b>TOTAL 2021</b>				<b>\$795,000</b>	



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
-----------------------------------	---------------------	------------------------------------	----------------------

Capital Improvement Project

<b>Capital Project Number</b> 240	<b>Name of Project</b> PROJ. MON./MAINT. OF MITIGATION AREAS PER USACE
--------------------------------------	---

**Description**

This activity provides for the monitoring and maintenance of mitigation sites established during prior year projects. The Army Corps of Engineers requires that annual reporting be conducted for selected locations for a period of five (5) years following construction. Corrective measures necessary to insure the viability of the sites shall be instituted during this time. This provision is currently in effect for the Hollybrook Tributary, Galaxy/Meteor/Brierhall/Inverness; Venus Lane channel stabilization projects and Heights Area stormwater improvements.

**Status of Project**

This is an on-going activity.

**Impact on Operating Budget**

Negligible

**Performance Measures**

Each site shall be monitored and a report submitted to the Army Corps of Engineers on the anniversary of the project completion. Maintenance to be performed whenever required.

**Project Budget**

	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	105,000	0	25,000	80,000
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$105,000	\$0	\$25,000	\$80,000



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
-----------------------------------	---------------------	------------------------------------	----------------------

Capital Improvement Project

<b>Capital Project Number</b> 252	<b>Name of Project</b> 11814 JONESDALE COURT (EAST OF STREET, REAR OF PROPERTY)
--------------------------------------	--

**Description**

This project provides for the construction of an underground storm sewer along the rear of the residential property in the vicinity of 11814 Jonesdale Court to intercept and convey storm water. The new system shall connect to an existing storm sewer extending through the McKelvey Park Subdivision. The improvement consists of approximately 280 feet of 12 inch reinforced concrete pipe, 150 feet of 15 inch reinforced concrete pipe along with associated appurtenances.

**Status of Project**

Engineering design complete.

**Impact on Operating Budget**

Positive.

**Performance Measures**

Complete easement acquisition by October 1, 2021. Award construction contract for improvements by December 31, 2021.

**Project Budget**

	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$65,000	\$65,000	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	190,000	0	190,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$255,000	\$65,000	\$190,000	\$0



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>	
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 259	<b>Name of Project</b> 11968 MEADOW RUN COURT (SOUTH OF STREET, REAR OF PROPERTY)			
<p><b>Description</b> This project provides for the construction of an underground storm sewer along the rear of residential property in the vicinity of 11968 Meadow Run Court to intercept and convey stormwater. The new system shall connect to an existing storm sewer located in the Meadowpark Subdivision. The improvement consists of approximately 275' or 12" reinforced concrete pipe or approved alternative and appurtenances.</p>				
<p><b>Status of Project</b> Engineering design complete.</p>				
<p><b>Impact on Operating Budget</b> Complete easement acquisition by June 24, 2021. Award construction contract for improvements by September 31, 2021.</p>				
<b>Performance Measures</b>				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$51,000	\$51,000	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	75,000	0	75,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$126,000	\$51,000	\$75,000	\$0



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
-----------------------------------	---------------------	------------------------------------	----------------------

Capital Improvement Project

<b>Capital Project Number</b> 260	<b>Name of Project</b> 12102 GLENPARK DRIVE (WEST OF STREET, REAR OF PROPERTY)
--------------------------------------	---

**Description**

This project provides for the construction of any underground storm sewer within residential property to intercept and convey storm water. The system would consist of approximately 200' of 12" reinforced concrete pipe and appurtenances. The new system would connect to an existing curb inlet located in front of 12068 Glenpark Drive and extend west and thence north across residential property to a wetland area located along the north edge of 12102 Glenpark Drive

**Status of Project**

Engineering design complete.

**Impact on Operating Budget**

Positive.

**Performance Measures**

Complete easement acquisition by June 30, 2021. Award construction contract for improvements by September 21, 2021.

Project Budget

	Estimated Total Project Cost	Estimated Expenditures through 2020	2021 Budget	Future Costs
<b>Engineering</b>	\$42,000	\$42,000	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	70,000	0	70,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$112,000	\$42,000	\$70,000	\$0



DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
-----------------------------------	---------------------	------------------------------------	----------------------

**Capital Improvement Project**

<b>Capital Project Number</b> 261	<b>Name of Project</b> ADMINISTRATION DRIVE EAST OF SCHUETZ ROAD
--------------------------------------	---

**Description**  
This project stabilizes the channel and banks along a reach of the East Tributary of Fee Fee Creek, north of Administration Drive and east of Schuetz Road, using composite revetment and/or other bio stabilization techniques. One or more grade control structures may be required within this reach to address headcutting based on an engineering assessment. Urban forestry techniques may be used to restore and enhance the channel corridor.

**Status of Project**  
Engineering design complete.

**Impact on Operating Budget**  
Complete easement acquisition by July 31, 2021. Award construction contract for improvements by September 31, 2021.

**Performance Measures**

<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$57,000	\$57,000	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	330,000	0	330,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	<u>\$387,000</u>	<u>\$57,000</u>	<u>\$330,000</u>	<u>\$0</u>



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>	
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 265	<b>Name of Project</b> 2515 WESGLEN ESTATES DRIVE (WEST OF STREET, REAR OF PROPERTY)			
<b>Description</b> This project provides for the construction of an underground storm sewer to intercept and convey stormwater. The new system would connect to an existing area inlet located in the rear of 12111 Westrick Drive. The improvement would consist of approximately 90' of 12" reinforced concrete pipe and appurtenances.				
<b>Status of Project</b> Project is new and no work has been initiated.				
<b>Impact on Operating Budget</b> Positive.				
<b>Performance Measures</b> Award construction contract for improvements by December 31, 2021.				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$45,000	\$0	\$45,000	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	60,000	0	60,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$105,000	\$0	\$105,000	\$0

# Streetlighting

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Streetlighting	004	Director of Public Works

## Program Activities

### *Streetlighting Operations*

The City funds a streetlighting program to provide for vehicle and pedestrian safety. This activity includes the maintenance and energy charges from Ameren Missouri for the lighting of streets and other public properties. In addition, this program installs new streetlighting in conjunction with capital improvements of streets. These services are provided under contract with Ameren.

2021 Programmatic Goals
<b>Goals</b>
Continue to monitor Ameren Missouri maintenance effectiveness and upgrade lights as appropriate on roadway projects.
Conduct streetlight survey once per year.
Perform a comprehensive audit of streetlights on the City's account and reconcile discrepancies with Ameren Missouri.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Conduct street light survey once per year	Goal met	
Continue to monitor Ameren Missouri maintenance effectiveness and upgrade lights as appropriate on roadway projects.	Ongoing	
Perform a comprehensive audit of streetlights on City's account and reconcile discrepancies with Ameren Missouri.	In progress	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Street lights maintained*	1,961	1	1,962	1,978
*Includes:				
New street lights installed	0	1	12	1
Existing street lights removed	2	0	0	0
Street lights upgraded	7	7	13	0



**Annual Budget -2021**

**Streetlight Fund**

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Streetlighting</b>	NUMBER <b>004</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	437,916	474,200	474,200
TOTAL EXPENDITURES	437,916	474,200	474,200
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Streetlight Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Streetlighting</b>		NUMBER <b>004</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
720.33	STREETLIGHTING	437,916	474,200	474,200	Ameren contract 460,000 Maintenance (interchange) 10,000 Street lighting electric (interchange) 4,200
	TOTALS	437,916	474,200	474,200	

# Capital Projects - Streetlighting

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Capital Projects	009	Director of Public Works

## Program Activities

### *Streetlighting improvements*

This activity is responsible for funding the installation of new and upgraded street lighting.

Capital Improvement Projects - 2021					
Project No.	Project Name	Estimated project cost	Estimated expenditures through 2019	2020 budget (proposed)	Future cost
064	Streetlighting	67,000	0	12,000	55,000
<b>TOTAL 2021</b>				<b>\$12,000</b>	



DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 064	<b>Name of Project</b> STREETLIGHTING			
<b>Description</b> Locations are: Autumn Lakes Drive, 12140; De Runtz Avenue Improvement Project, Gill/Hedda/Broadview/Daley Road Improvement Project; Local Streets; Sidewalk Projects - Relocate Street Lights (Glen Grove Drive & Glenridge Drive, Future Projects)				
<b>Status of Project</b>				
<b>Impact on Operating Budget</b> Potential increase in cost of contract with Ameren for electricity and maintenance service.				
<b>Performance Measures</b>				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	67,000	0	12,000	55,000
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$67,000	\$0	\$12,000	\$55,000

# Solid Waste

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Solid Waste	005	Director of Public Works

## Program Activities

### *Solid Waste*

The City provides weekly trash collection to all single-family households and condominiums.

### *Recycling*

The City provides single-stream recycling collection to all single-family homes and condominiums that have curbside collection. Condominium units with dumpster service are not included.

### *Yard Waste*

The City provides yard waste collection to all single family homes and condominiums that have curbside collection. Condominium units with dumpster service are not included.

The City contracts with Allied Waste for all the above services. These services are funded by the City's General Fund.

## 2021 Programmatic Goals

### Goals

Continue to do community education through one article quarterly in the newsletter and website to promote single stream recycling and work toward 50% diversion of waste to recycling.

## 2020 Programmatic Goals - Status

### Goals

Continue to do community education through the newsletter and website to promote single stream recycling and work toward 50% diversion of waste to recycling.

Ongoing

Comments

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Number of households served	8,163	8,163	8,169	8,177
Recycling quantity, tons annually	1,829	1,603	1,819	1,821
Municipal solid waste, tons annually	5,249	4,887	5,466	5,471
Yard waste, cubic yards annually	8,011	7,533	7,987	7,975



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Solid Waste</b>	NUMBER <b>005</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	2,045,127	1,703,602	1,755,000
TOTAL EXPENDITURES	2,045,127	1,703,602	1,755,000
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Solid Waste</b>		NUMBER <b>005</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
720.11	MISC. CONTRACTUAL	2,045,127	1,703,602	1,755,000	Republic Services Contract 1,755,000
	TOTALS	2,045,127	1,703,602	1,755,000	

**This page left intentionally blank.**



# Vehicle and Equipment Maintenance

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Vehicle & Equip. Maint.	006	Operations Manager

## Program Activities

### *Fleet Management*

This activity involves repairing and maintaining vehicles, motorcycles and other city-owned equipment for Public Works, Parks and Recreation, Community Development and Police to ensure they are operable when needed.

## 2021 Programmatic Goals

### Goals

All vehicles will receive preventative maintenance at scheduled intervals.

All snow removal equipment will be inspected, calibrated and ready for service by November 2021.

Conduct parts inventory on the first working day of each month.

## 2020 Programmatic Goals - Status

### Goals

### Status

### Comments

All vehicles will receive preventative maintenance at scheduled intervals.

Goal met

All snow removal equipment inspected and ready to go by November 2020

Goal met

Conduct parts inventory on 1st working day of each month.

Ongoing

## Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Repair work orders completed	771	853	750	800
Vehicles maintained	115	117	117	118
Equipment maintained	55	55	55	55



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Vehicle &amp; Equip. Maintenance</b>	NUMBER <b>006</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	316,097	354,763	356,204
CONTRACTUAL SERVICES	69,217	46,970	43,350
COMMODITIES	115,719	126,260	121,760
TOTAL EXPENDITURES	501,033	527,993	521,314
<b>Personnel Schedule</b>			
Position	2019	2020	2021
CREW LEADER	1.00	1.00	1.00
MECHANIC	2.00	2.00	2.00
MECHANIC HELPER	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.00	4.00



DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Public Works</b>		<b>50</b>	<b>Vehicle &amp; Equip. Maintenance</b>			<b>006</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	226,616	251,020	250,339	Regular	243,809
					Overtime	1,000
					Longevity pay	5,530
711.00	BENEFITS	89,481	103,743	105,865	FICA	19,148
					Workers' compensation	11,161
					Health insurance	40,640
					Life & Disability insurance	2,436
					Dental insurance	1,440
					Pension	31,040
	TOTALS	316,097	354,763	356,204		



Annual Budget -2021

General Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Vehicle &amp; Equip. Maintenance</b>			NUMBER <b>006</b>
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	65,756	42,320	38,700	Smart phones (1)	600
					Diagnostic service	1,500
					Grease trap maint.	7,500
					Mechanical inspections	600
					Towing service	500
					Vehicle repair services	28,000
720.25	DATA PROCESSING	2,995	3,500	3,500	Equipment maintenance software license/support	3,500
720.30	UTILITIES SERVICES	12	0			
720.51	PROFESSIONAL DEVELOPMENT	454	1,150	1,150	See professional development request	1,150
	TOTALS	69,217	46,970	43,350		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Public Works</b>	<b>50</b>	<b>Vehicle &amp; Equip. Maintenance</b>	<b>006</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
TRAINING/SKILL DEVELOPMENT	Local	1,150	Annual program (4)
	TOTAL REQUEST	1,150	



Annual Budget -2021

General Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Vehicle &amp; Equip. Maintenance</b>			NUMBER <b>006</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.14	TIRES, PARTS & EQUIPMENT	76,340	95,000	95,000	Tires & parts	95,000
730.20	OPERATIONAL SUPPLIES	38,136	29,500	25,000	Diag. computers/ upgrades	1,500
					Misc. shop supplies	17,000
					Tools & equipment	3,500
					Oil, grease and anti-freeze	3,000
730.25	UNIFORMS	1,243	1,760	1,760	Safety shoes (4)	560
					Uniform pants, shirts, jackets, t-shirts, coveralls, hats, shorts, rubber boots	1,200
	TOTALS	115,719	126,260	121,760		

# Sewer Lateral Repairs

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Sewer Lateral Repairs	008	Engineering Manager/Director

## Program Activities

### *Sewer Lateral Repairs*

This program addresses problems with defective sewer laterals serving all residential property located in the City containing six or fewer dwelling units. The program is funded by a \$50 annual tax assessment on single-family structures.

## 2021 Programmatic Goals

### Goals

The contractor will complete 95% of sewer lateral investigations within 5 working days of receiving the notice to proceed from the City.

The contractor will complete 95% of sewer later repairs within 14 working days of receiving the notice to proceed from the City.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
The contractor will complete 95% of sewer lateral investigations within 5 working days of receiving the notice to proceed from the City.	Goal met	
The contractor will complete 95% of sewer lateral repairs within 14 working days of receiving the notice to proceed from the City.	Goal met	

## Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Sewer lateral investigations	75	83	75	85
Sewer lateral repairs	65	70	65	75



**Annual Budget -2021**

**Sewer Lateral Fund**

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Sewer Lateral Repairs</b>	NUMBER <b>008</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	233,923	250,000	250,000
TOTAL EXPENDITURES	233,923	250,000	250,000
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Sewer Lateral Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Sewer Lateral Repairs</b>			NUMBER <b>008</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	233,923	250,000	250,000	Investigations & repairs	250,000
	TOTALS	233,923	250,000	250,000		

**This page left intentionally blank.**



# Capital Projects Management

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Capital Projects Mgmt.	009	Director of Public Works

## Program Activities

### *Construction Management*

This program provides contract administration and inspections for the City’s capital improvement projects.

<b>2021 Programmatic Goals</b>
<b>Goals</b>
City projects will be constructed on time and within budget.
Update Accela asset inventory (signs, trees)

<b>2020 Programmatic Goals - Status</b>		
<b>Goals</b>	<b>Status</b>	<b>Comments</b>
Projects will be constructed on time and under budget.	Goal met	
Update Accela asset inventory (signs, trees).	Ongoing	



DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects Management</b>	NUMBER <b>059</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	213,008	231,336	233,064
CONTRACTUAL SERVICES	11,169	9,445	9,325
COMMODITIES	187	980	980
TOTAL EXPENDITURES	224,364	241,761	243,369
<b>Personnel Schedule</b>			
Position	2019	2020	2021
ENGINEER	1.00	1.00	1.00
CONSTRUCTION INSPECTOR	1.00	1.00	1.00
INTERN	0.25	0.25	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.25	2.25	2.25



Capital Improvement Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Public Works</b>		<b>50</b>	<b>Capital Projects Management</b>			<b>059</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	154,322	167,108	167,733	Regular	152,867
					Part-time	5,520
					Overtime	6,000
					Longevity pay	3,346
711.00	BENEFITS	58,686	64,228	65,331	FICA	12,830
					Workers' compensation	839
					Health insurance	29,300
					Life & Disability insurance	1,528
					Dental insurance	720
					Pension	20,114
TOTALS		213,008	231,336	233,064		



**Annual Budget -2021**

**Capital Improvement Fund**

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Capital Projects Management</b>			NUMBER <b>059</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	4,405	720	600	Smart phones (1)	600
720.25	DATA PROCESSING	6,550	8,000	8,000	Paver	1,000
					Project management software license	7,000
720.51	PROFESSIONAL DEVELOPMENT	214	725	725	See professional development request	725
	<b>TOTALS</b>	<b>11,169</b>	<b>9,445</b>	<b>9,325</b>		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
<b>Public Works</b>		<b>50</b>	<b>Capital Projects Management</b>	<b>059</b>
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
APWA AGENCY MEMBERSHIP		175	Membership dues (1)	
APWA METRO BRANCH MEMBERSHIP	Local	250	Membership dues & mtgs (1)	
TRAINING CONFERENCE	Local	300	Construction inspection and local seminars	
	TOTAL REQUEST	725		



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Capital Projects Management</b>			NUMBER <b>059</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	30	400	400	Survey supplies	400
730.25	UNIFORMS	157	580	580	Safety shoes (2)	280
					Shirts, jackets, coveralls	300
	TOTALS	187	980	980		

# Capital Projects

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Capital Projects	009	Director of Public Works

## Program Activities

### *Capital Planning*

Capital planning involves the investigation, analysis and recommendations for major road, facility and other infrastructure projects.

### *Capital Projects*

Capital projects are major infrastructure and facility construction projects that typically have an estimated cost of more than \$100,000.

## Capital Improvement Projects - 2021

Project No.	Project Name	Estimated project cost	Estimated expenditures through 2020	2021 Budget (proposed)	Future Cost
004	Pavement Maintenance	4,800,000	0	800,000	4,000,000
126	Public R/W - Property Enhancements	250,000	0	50,000	200,000
141	Sidewalk Construction	1,280,000	0	250,000	1,030,000
149	McKelvey Road (Ameling to Railroad Bridge)	100,000	0	100,000	0
157	Adie Road ( <i>Dorsett Road to Lindbergh Blvd.</i> )	2,102,000	292,000	140,000	1,670,000
164	Wesglen Estates Trail Connection	1,506,000	206,000	1,300,000	0
171	Sustainability Center	565,000	0	565,000	0
<b>TOTAL 2021</b>				<b>\$3,205,000</b>	



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>	
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 004	<b>Name of Project</b> PAVEMENT MAINTENANCE: CONCRETE, ASPHALT & MICROSURFACING			
<b>Description</b> This program involves the replacement of deteriorated pavement sections and cracksealing. In addition, this program includes an annual resurfacing of asphaltic pavement and microsurfacing of asphaltic pavement based on pavement conditional analysis.				
<b>Status of Project</b> All pavement types are evaluated using a pavement management program. The proposed pavement maintenance program will be presented in January 2021.				
<b>Impact on Operating Budget</b> Positive.				
<b>Performance Measures</b> Complete 20,000 square yards of concrete pavement by November 2021.  Complete 15,000 square yards of asphalt overlay by November 2021.				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	4,800,000	0	800,000	4,000,000
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$4,800,000	\$0	\$800,000	\$4,000,000



DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 126	<b>Name of Project</b> PUBLIC R/W - PROPERTY ENHANCEMENTS (TREES, ENTRY & WAYFINDING SIGNAGE)			
<b>Description</b> This project will implement improvements to the rights-of-way of public streets and public property to enhance their appearance. These projects will include planting of street trees. The City Council has adopted a goal to increase the number of street trees planted annually. Residential streets being reconstructed may be enhanced by the installation of decorative crosswalks, new post-top type streetlighting, and street trees. Funds are also included for installation of new entryway signage at city limits were determined appropriate.				
<b>Status of Project</b> On-going.				
<b>Impact on Operating Budget</b> Minimal annual increase in right-of-way maintenance costs are anticipated.				
<b>Performance Measures</b>				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	250,000	0	50,000	200,000
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$250,000	\$0	\$50,000	\$200,000



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
-----------------------------------	---------------------	------------------------------------	----------------------

Capital Improvement Project

<b>Capital Project Number</b> 141	<b>Name of Project</b> SIDEWALK CONSTRUCTION
--------------------------------------	---

**Description**

This project will provide for connecting gaps in the existing neighborhood sidewalk network, along public streets, in order to increase pedestrian safety, accessibility, and neighborhood walkability.

**Status of Project**

Construction is scheduled for sidewalks along Glenridge Drive and Glengrove Drive during 2021.

**Impact on Operating Budget**

Positive.

**Performance Measures**

Construction services are scheduled to be completed by the third quarter of 2021 for the sidewalks.

**Project Budget**

	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	1,280,000	0	250,000	1,030,000
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	<u>\$1,280,000</u>	<u>\$0</u>	<u>\$250,000</u>	<u>\$1,030,000</u>



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 149	<b>Name of Project</b> MCKELVEY ROAD (AMELING TO RAILROAD BRIDGE)			
<b>Description</b> This project will consist of providing partial funding to the county for the design and construction of McKelvey Road.				
<b>Status of Project</b> The county is in the process of designing the project.				
<b>Impact on Operating Budget</b> Positive.				
<b>Performance Measures</b> Design is scheduled to be completed in 2021.				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	100,000	0	100,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$100,000	\$0	\$100,000	\$0



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 157	<b>Name of Project</b> ADIE ROAD (DORSETT ROAD TO LINDBERGH BOULEVARD)			
<b>Description</b> This project involves the reconstruction of Adie Road (Dorsett Road to Lindberch Boulevard). The new road will consist of concrete pavement 27 feet in width with curb and gutters and enclosed storm sewers. A sidewalk will be located on the north side of the road. The existing box culvert will be replaced as part of this project.				
<b>Status of Project</b> Preliminary design was completed in 2020.				
<b>Impact on Operating Budget</b> Positive				
<b>Performance Measures</b> Right-of-way acquisition will take place in 2021.				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$292,000	\$292,000	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	140,000	0	140,000	0
<b>Construction</b>	1,670,000	0	0	1,670,000
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$2,102,000	\$292,000	\$140,000	\$1,670,000



Capital Improvement Fund

DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
-----------------------------------	---------------------	------------------------------------	----------------------

Capital Improvement Project

<b>Capital Project Number</b> 164	<b>Name of Project</b> WESTGLEN ESTATES TRAIL CONNECTION
--------------------------------------	---

**Description**  
This project will continue the development of hiking/biking trails in the City. This trail will provide an additional connection point to the recently completed Fee Fee Greenway (McKelvey Woods Trail). This project will require a pedestrian bridge and includes paving of an existing gravel trail.

**Status of Project**  
Professional engineering services are scheduled to be completed by the end of 2020.

**Impact on Operating Budget**  
Positive.

**Performance Measures**  
Construction is scheduled to begin in the first quarter of 2021.

Project Budget

	Estimated Total Project Cost	Estimated Expenditures through 2020	2021 Budget	Future Costs
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	1,506,000	206,000	1,300,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$1,506,000	\$206,000	\$1,300,000	\$0



DEPARTMENT <b>Public Works</b>	NUMBER <b>50</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>009</b>
-----------------------------------	---------------------	------------------------------------	----------------------

**Capital Improvement Project**

<b>Capital Project Number</b> 171	<b>Name of Project</b> SUSTAINABILITY CENTER
--------------------------------------	---

**Description**  
The project involves the construction of four green hoses and a new interpretive center at 2451 Creve Coeur Mill Road.

**Status of Project**  
Site layout is being finalized. Construction is scheduled to begin in the fourth quarter of 2020.

**Impact on Operating Budget**  
Slight

**Performance Measures**  
Construction services are scheduled to be completed by the end of 2021.

**Project Budget**

	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	565,000	0	565,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	<hr/> \$565,000	<hr/> \$0	<hr/> \$565,000	<hr/> \$0



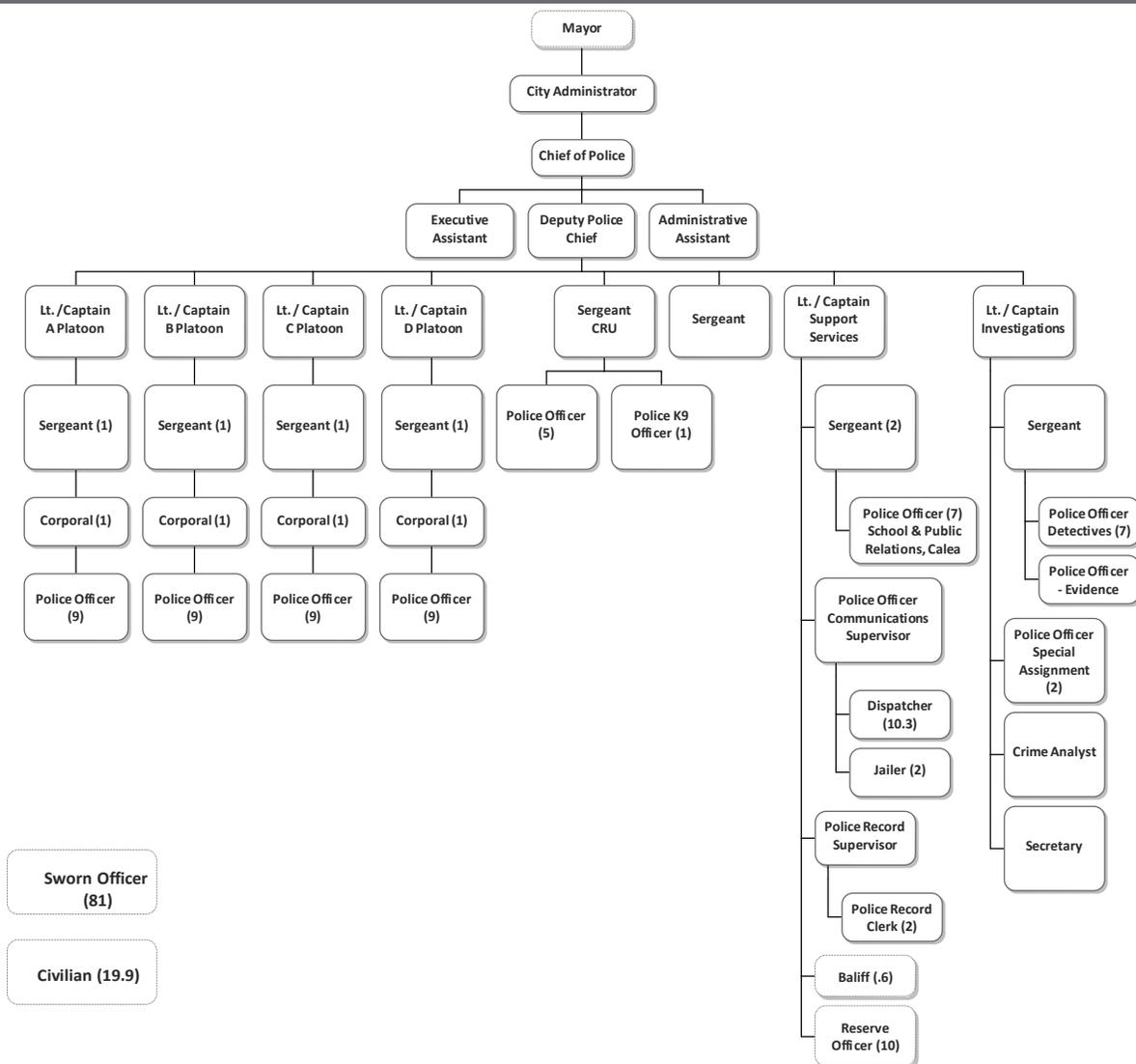
Police

# Police

## Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Forfeiture Fund</u>	<u>Police Training Fund</u>	<u>Total</u>
Police Administration	379,053	187,025	16,950	583,028
Patrol Service	5,959,368			5,959,368
Investigation	1,700,172			1,700,172
Police Communications	1,222,243			1,222,243
Community Services	1,305,089			1,305,089
Police Records	202,611			202,611
Community Response Unit	897,675			897,675
<b>Total</b>	<b>\$11,666,211</b>	<b>\$187,025</b>	<b>\$16,950</b>	<b>\$11,870,186</b>

## Organization Chart



# Police Administration

Department	No.	Program	No.	Program Manager
Police	60	Police Administration	001	Chief of Police

## Program Activities

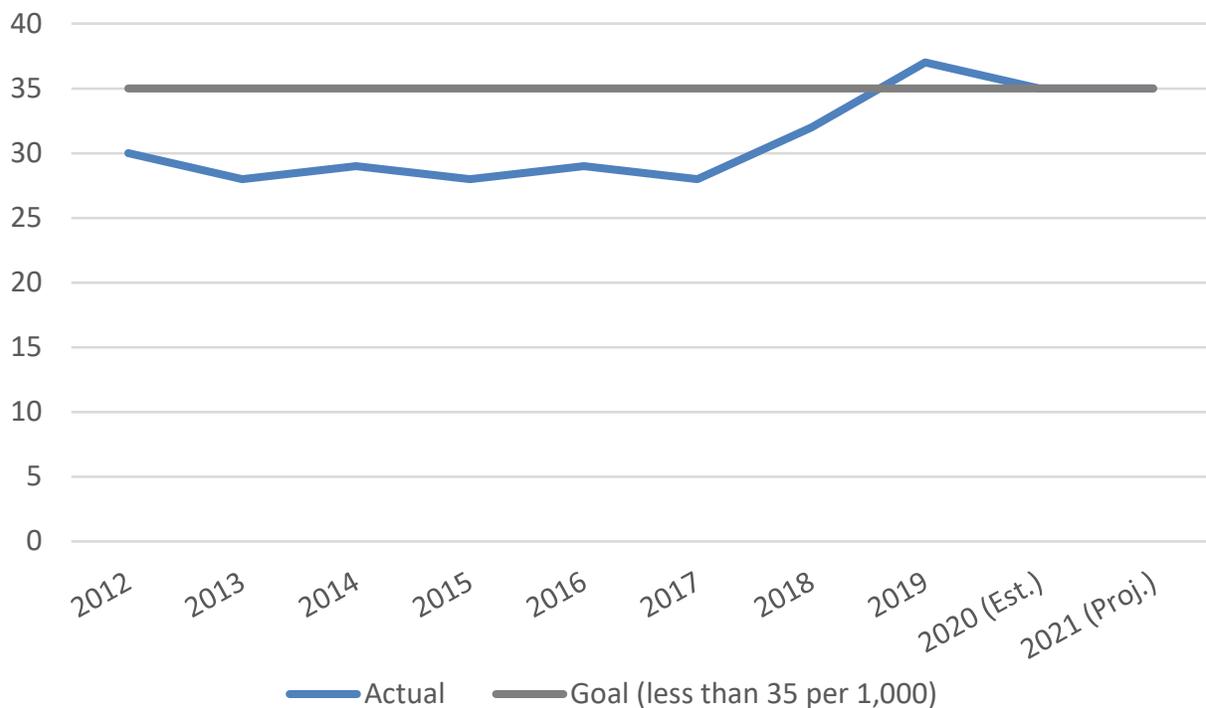
### *Department Administration*

The Police Chief is responsible for the overall supervision of all sworn, civilian and voluntary members of the Police Department.

This activity includes the oversight of Patrol Services, Investigations, Police Communications, Community Services, Police Records, and the Community Response Unit; planning, research, training, budgeting, scheduling, purchasing, inventory control and the coordination of the Police Department.

## Performance Measures

UCR Part One Crimes per 1,000 Population





**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Police Administration</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	451,313	357,316	356,878
CONTRACTUAL SERVICES	17,554	19,795	19,675
COMMODITIES	19,336	2,700	2,500
CAPITAL	0	30,000	0
TOTAL EXPENDITURES	488,203	409,811	379,053
<b>Personnel Schedule</b>			
Position	2019	2020	2021
CHIEF OF POLICE	1.00	1.00	1.00
POLICE OFFICER	1.00	0.00	0.00
EXECUTIVE ASSISTANT	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	3.00	3.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Police</b>		<b>60</b>	<b>Police Administration</b>		<b>001</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	328,394	258,018	255,384	Supervisory 147,094 Regular 102,180 Overtime 1,000 Longevity pay 5,110
711.00	BENEFITS	122,919	99,298	101,494	FICA 19,534 Workers' compensation 9,042 Health insurance 35,280 Life & Disability insurance 2,490 Dental insurance 1,080 Pension 34,068
	TOTALS	451,313	357,316	356,878	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Police Administration</b>			NUMBER <b>001</b>
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	2,620	3,120	3,000	Smart phone (1) 600 Pre-employment assessments (8) 2,400	
720.25	DATA PROCESSING	1,500	1,500	1,500	Crime reports annual subscription 1,500	
720.26	PRINTING & BINDING	8,895	8,000	8,000	Traffic and parking tickets, bond forms & envelopes, brochures, misc. forms 8,000	
720.51	PROFESSIONAL DEVELOPMENT	4,539	7,175	7,175	See professional development request 7,175	
TOTALS		17,554	19,795	19,675		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Police</b>	<b>60</b>	<b>Police Administration</b>	<b>001</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
BACKSTOPPERS		150	Membership dues (1)
IACP		150	Membership dues (1)
IACP CONFERENCE	New Orleans, LA	3,000	Annual conference (1)
MEETINGS & SEMINARS	Various	1,500	North County Police Chiefs Assoc., M.I.A.C, staff meetings, seminars, etc. (1)
MO POLICE CHIEFS		200	Membership dues (1)
MO POLICE CHIEFS CONFERENCE	Jefferson City, MO	500	Annual conference (1)
NORTH COUNTY POLICE CHIEFS	St. Louis, MO	175	Membership dues (1)
POLICE MEMORIAL BREAKFAST	St. Louis, MO	200	Annual breakfast (10)
PROFESSIONAL ORGANIZATIONS		350	Nat'l Public Safety membership, SLAPCA, Nat'l Directory of Law Enforcement Administrators, NUCPS, FBINAA & command dues
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	150	Annual training fee (1)
STAFF DEVELOPMENT	St. Louis, MO	800	Staff training (2)
	<b>TOTAL REQUEST</b>	<b>7,175</b>	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Police Administration</b>			NUMBER <b>001</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	19,336	2,700	2,500	Awards & administrative supplies	2,000
					Subscriptions, books & periodicals	500
	TOTALS	19,336	2,700	2,500		

# Police Administration

Department	No.	Program	No.	Program Manager
Police	60	Police Administration	001	Chief of Police

## Program Activities

### *Support of Law Enforcement*

The Police Forfeiture Fund was created to account for the proceeds and eligible expenditures of forfeited assets received from certain court cases. Specialized law enforcement training and equipment are purchased with available funds pursuant to federal regulations.

2021 Programmatic Goals
<b>Goals</b>
Provide training opportunities for law enforcement personnel.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Sponsor a heroin prevention presentation for approximately 1,100 Parkway North High School students and staff.	Withdrawn	Presentation could not occur due to COVID-19.



**Annual Budget -2021**

**Forfeiture Fund**

DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Police</b>	<b>60</b>	<b>Police Administration</b>	<b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	63,807	64,375	32,002
COMMODITIES	25,780	92,200	70,925
CAPITAL	236,465	68,350	84,098
TOTAL EXPENDITURES	326,052	224,925	187,025
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Forfeiture Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Police Administration</b>			NUMBER <b>001</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	14,274	4,200	10,602	Cellbrite UFED touch 2 and UFED premium annual licenses	10,602
720.51	PROFESSIONAL DEVELOPMENT	49,533	60,175	21,400	See professional development request	21,400
	TOTALS	63,807	64,375	32,002		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Police</b>	<b>60</b>	<b>Police Administration</b>	<b>001</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
AMERICAN POLYGRAPH CONFERENCE	Cleveland, OH	1,650	Annual certification/training (1)
CALEA CONFERENCE	Montgomery, AL	2,750	Annual conference (2)
CITY/COUNTY COMMUNICATIONS CONF	St Louis, MO	1,000	Public relations conference/membership (1)
CRU TRAINING & SEMINARS	Local	2,000	Specialized training
DETECTIVE TRAINING & SEMINARS	Local	3,000	Specialized training
IALEFI	Houston, TX	3,200	Annual armorers re-certification/training (2)
MISSOURI SAFETY CENTER	Warrensburg, MO	1,000	DWI/Breathalyzer certification (1)
MSHP BASIC SUPERVISOR COURSE	Jefferson City, MO	1,000	Supervisor training (1)
NAPWDA	Eureka, MO	800	K-9 certifications (1)
SPECIALIZED POLICE OFFICER TRAINING	Local	5,000	Individualized patrol training (4)
	TOTAL REQUEST	21,400	



**Annual Budget -2021**

**Forfeiture Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Police Administration</b>			<b>001</b>
Commodities		2019	2020	2021		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
730.20	OPERATIONAL SUPPLIES	2,960	52,300	41,425	K-9 dog food/care	2,500
					Vehicle rental	1,000
					40 MM Re-certification kits (2)	500
					37 MM Less lethal re-certification kit & practice ammunition	500
					Upgrade third communication console	12,000
					In-car camera system and two body cameras (R), supplies and maintenance	16,000
					Drone Spotlight (1)	2,500
					Patrol rifle, safe and mount for Remington Traditional (1)	1,625
					Stinger flashlights (40) (R)	4,800
730.25	UNIFORMS	22,820	39,900	29,500	Body armor-reserves (3)	2,400
					Body armor-patrol (15)	12,000
					Tactical rifle armor vests/plates (3) (R)	5,100
					Ballistic helmet (2) (R)	1,000
					Duty Gear Vest Carriers (24)	9,000
	TOTALS	25,780	92,200	70,925		



DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Police</b>		<b>60</b>	<b>Police Administration</b>		<b>001</b>
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
PASSENGER VEHICLE AWD SUV 8 CYLINDER	1	R	37,750	37,750	Patrol vehicle
PASSENGER VEHICLE AWD 6CYL	2	R	23,174	46,348	Patrol vehicle
TOTAL REQUEST				84,098	

# Police Administration

Department	No.	Program	No.	Program Manager
Police	60	Police Administration	001	Chief of Police

## Program Activities

### *Expanded Training*

The Police Training Fund was created to account for the proceeds of funds remitted to the City by the Post Commission of the State of Missouri for training of police officers and other law enforcement employees.

### 2021 Programmatic Goals

#### Goals

Continue compliance with POST commission regulations, CALEA training standards and internal policy requirements.

### 2020 Programmatic Goals - Status

#### Goals

#### Status

#### Comments

Continue compliance with POST commission regulations, CALEA training standards and internal policy requirements.

Ongoing



DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Police Administration</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	7,182	22,950	16,950
TOTAL EXPENDITURES	7,182	22,950	16,950
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Police Training Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Police Administration</b>			NUMBER <b>001</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.51	PROFESSIONAL DEVELOPMENT	7,182	22,950	16,950	See professional development request	16,950
	TOTALS	7,182	22,950	16,950		



DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Police Administration</b>	NUMBER <b>001</b>
<b>Professional Development Request</b>			
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>
ADMINISTRATIVE TRAINING	Local	1,800	Executive development (1)
ADVANCED TRAFFIC INVESTIGATION	St. Louis, MO	400	Advanced traffic training (1)
FIRE & FRAUD INVESTIGATION	St. Louis, MO	800	Annual training conference (2)
MEDICOLEGAL DEATH INVESTIGATOR	St. Louis, MO	1,000	Basic death investigation training (1)
METH LAB RESPONSE TRAINING	Local	800	Re-certification training (5)
REID INTERVIEW SCHOOL	St. Louis, MO	600	Interview training (1)
SIMMUNITION INSTRUCTOR SCHOOL	St. Louis, MO	2,000	Instructor re-certification training (2)
TASER INSTRUCTOR SCHOOL	St. Louis, MO	1,000	Instructor re-certification training (1)
TRAFFIC RECONSTRUCTION	St. Louis, MO	550	Traffic reconstruction certification(1)
VIRTUAL ACADEMY	St. Louis, MO	8,000	Online department-wide training for POST certification
	<b>TOTAL REQUEST</b>	<b>16,950</b>	

# Patrol Services

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Police	60	Patrol Services	002	Deputy Chief of Police

## Program Activities

### Basic Patrol

This activity is responsible for continuous, around-the-clock protection of the City providing preventive patrol, response to calls for service, bicycle patrol, investigation, crime scene processing and response to crimes in progress.

### Traffic Enforcement

This activity conducts enforcement, citizen education and traffic accident investigations.

### Public Relations

Public Relations officer provides a range of crime prevention, citizen education and social media programs.

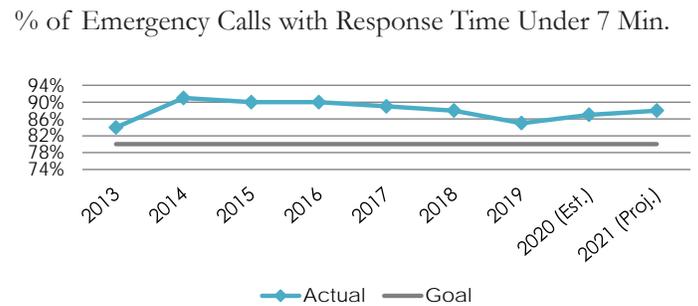
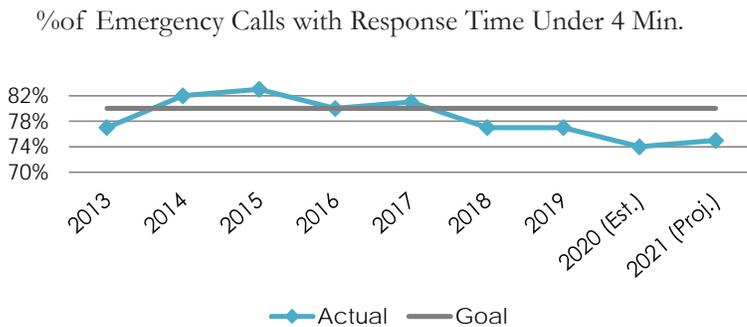
## Strategic Goal(s) Activity for 2021

### Goal 5: Safety

**Objective: Maintain Part-One (UCR) Crime levels less than 35 per 1,000 crimes reported.**

### Activities and Steps

1. Increase SAFE (Selected Areas for Enforcement) patrols through all areas of the City.



Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Auto Accidents Investigated	1,473	1,479	1,032	1,400
Citations and Warnings Issued	22,738	15,797	11,136	15,000
DWI arrests	196	137	108	130
Proactive response incidents	50,050	42,494	34,620	40,000
Reactive response incidents	28,913	31,188	25,476	30,000
Total arrests	4,388	3,714	2,544	3,000
Training hours	2,600	1,789	2,400	2,400



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Patrol Services</b>	NUMBER <b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	5,279,095	5,522,218	5,477,518
CONTRACTUAL SERVICES	176,732	320,055	261,550
COMMODITIES	207,987	256,150	220,300
CAPITAL	541,373	282,250	0
TOTAL EXPENDITURES	6,205,187	6,380,673	5,959,368
<b>Personnel Schedule</b>			
Position	2019	2020	2021
MAJOR (DEPUTY CHIEF)	1.00	1.00	1.00
CAPTAIN/LT	3.00	4.00	4.00
SERGEANT	6.00	5.00	5.00
CORPORAL	0.00	4.00	4.00
POLICE OFFICER	39.00	36.00	36.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	49.00	50.00	50.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Patrol Services</b>			<b>002</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	3,779,643	3,899,429	3,869,351	Supervisory	1,353,975
					Regular	2,431,330
					Overtime	31,000
					Longevity pay	53,046
711.00	BENEFITS	1,499,452	1,622,789	1,608,167	FICA	295,980
					Workers' compensation	227,414
					Health insurance	489,220
					Life & Disability insurance	37,835
					Dental insurance	18,000
					Pension	539,718
	TOTALS	5,279,095	5,522,218	5,477,518		



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Patrol Services</b>			<b>002</b>
<b>Contractual Services</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>		
<b>Account Number</b>	<b>Account Description</b>	<b>Budget (Actual)</b>	<b>Budget (Amended)</b>	<b>Budget (Proposed)</b>	<b>Detail</b>	
720.11	MISC. CONTRACTUAL	146,198	282,880	223,100	Firearms range fees	6,750
					Fire extinguisher maintenance	1,100
					Intoximeter maintenance (2)	2,500
					Vehicle equip. changeover (3)	40,000
					Car washes	4,000
					Prisoner meals	17,500
					Smart phones (8)	4,800
					CDMA/wireless service (47)	22,700
					US ID manual update services	100
					CIT court fees (St. Louis County)	3,000
					Vehicle location services (23)	8,500
					Radar unit maintenance (8)	3,200
					Taser 60 program	16,500
					Animal control officer-shared w/Bridgeton (1)	25,000
					Coban In-car & body worn camera maintenance (year 3)	64,200
					Genetec licensing/maintenance fee for LPR	1,200
					Annual drone license/maintenance renewal fee (7)	2,050
720.14	MEDICAL SERVICES	1,345	3,500	3,500	Toxicology testing	3,500
720.25	DATA PROCESSING	9,770	11,300	12,550	Morphotrak fingerprint maint fee	7,300
					Morphotrak mobile fingerprint fee	200
					Annual RF system analysis	3,000
					Command post surveillance	800
					Drone license renewing training software	250
					FARO scanner annual software update (1)	1,000
720.51	PROFESSIONAL DEVELOPMENT	8,920	8,875	8,900	See professional development request	8,900
720.64	M&R MOTOR VEHICLE	10,499	13,500	13,500	Electronic vehicle devices, registration renewals	12,000



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Police</b>	<b>60</b>	<b>Patrol Services</b>	<b>002</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
CRISIS INTERVENTION TEAM	Local	300	Annual dinner (8)
IACP		150	Membership dues (1)
NORTHWESTERN UCPS		200	Membership dues (4)
PROFESSIONAL ORGANIZATIONS		750	Int'l Ass'n of Law Enforcement Instructors, Smith & Wesson Armorers, misc. membership dues
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	7,500	Annual training fee (50)
	<b>TOTAL REQUEST</b>	<b>8,900</b>	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Patrol Services</b>			NUMBER <b>002</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	54,386	96,150	60,300	Ammunition	18,500
					Flares & traffic supplies	4,000
					Taser supplies/maintenance	11,000
					Gun parts, targets and cleaning supplies	2,500
					First aid supplies	1,500
					Holdover supplies	2,500
					Defibrillator supplies	3,000
					NARCAN supplies	1,000
					Batteries, bulbs & gloves	2,000
					Riot control supplies/chemical munitions/bean bag rounds	1,000
					Firearms simulator supplies	1,000
					Patrol Rifle (1)	1,300
					FLOCK LPR mobile stations 3 yr lease (4)(Cost reimbursed by Edward Byrne Justice grant)	11,000
730.21	MOTOR FUEL & LUBRICANTS	115,343	120,000	120,000	Gas & oil	120,000
730.25	UNIFORMS	38,258	40,000	40,000	Patrol uniform items	40,000
	TOTALS	207,987	256,150	220,300		

# Investigation

Department	No.	Program	No.	Program Manager
Police	60	Investigation	003	Commander - Detective Bureau

## Program Activities

### *Investigations*

The Detective Bureau is responsible for investigation and follow-up of all crime reports generated by patrol services. The bureau is also responsible for prisoner transport, warrant service, narcotic and vice enforcement, background investigations and all Major Case Squad work.

### *Evidence Processing and Technical Support*

The bureau is responsible for evidence and stolen property management.

### *Drug Enforcement*

The City is a member of a Federal DEA group and assigns one full-time officer to this specialized unit.

### *Juvenile Case Management*

The bureau works closely with the Family Court, Department of Family Services and area schools to prevent juvenile crime and apprehend juvenile offenders. The bureau also investigates cases of child abuse, runaways and other status offenses.

<b>Strategic Goal(s) Activity for 2021</b>
--

<b>Goal 5: Safety</b>
-----------------------

<b>Objective: Work with surrounding communities to better understand issues outside our jurisdiction that could affect our safety and actively address those issues.</b>
--

<b>Activities and Steps</b>
-----------------------------

<i>1. Continue to share criminal intelligence with neighboring jurisdictions</i>
--

<b>Objective: Maintain Part-One (UCR) Crime levels less than 35 per 1,000 crimes reported.</b>
--

<i>1. Investigate reported Part-One Crimes and identify, arrest and seek warrants for violators.</i>
--

## 2021 Programmatic Goals

### Goals

Implement a new follow-up system to provide necessary support, resources and check the status of victims of domestic violence.

Begin using the polygraph as an additional tool to screen police officer applicants.

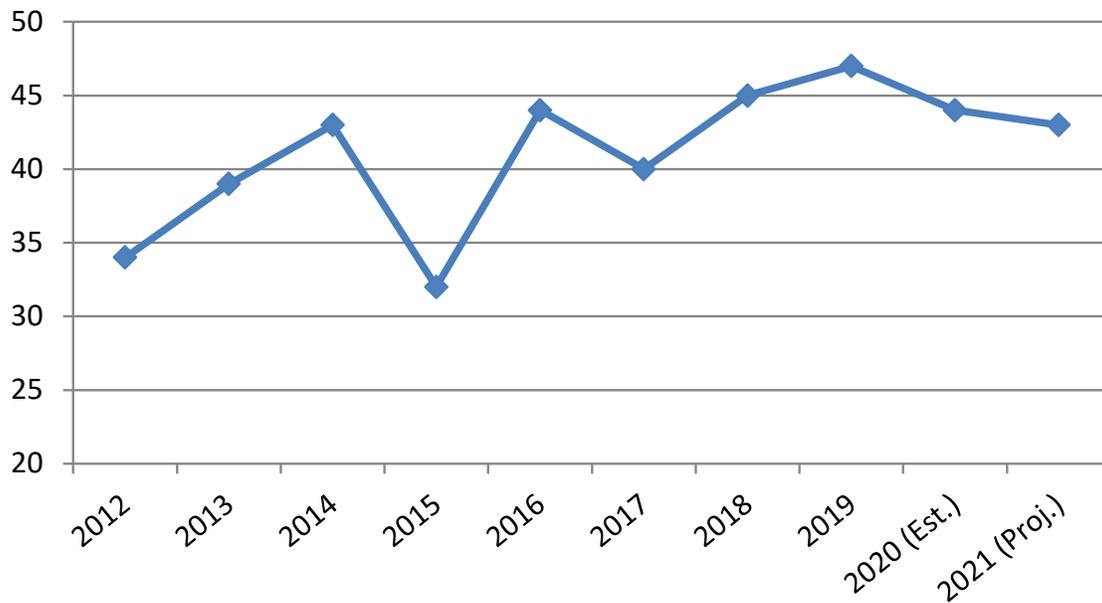
Initiate a program to address community concerns and monitor contacts and results on a monthly basis.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Detectives will make follow-up contact with victims of crimes that are assigned to the Detective Bureau within 5 days of the incident.	Ongoing	
Conduct quarterly warrant sweep operations to locate persons who have outstanding wants or warrants.	In progress	

## Performance Measures

Rate of Cases Cleared



Metrics	2018 Actual	2019 Actual	2020 Estimate	20201 Projected
Cases cleared	334	382	276	325
Arrests made	92	96	65	90
Cases assigned	736	810	628	750
Community concerns investigated	N/A	N/A	N/A	100
Domestic violence cases assigned	N/A	N/A	N/A	77



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Police</b>	<b>60</b>	<b>Investigation</b>	<b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	1,570,145	1,653,384	1,670,697
CONTRACTUAL SERVICES	28,908	33,115	16,775
COMMODITIES	11,929	14,700	12,700
CAPITAL	25,317	0	0
TOTAL EXPENDITURES	1,636,299	1,701,199	1,700,172
<b>Personnel Schedule</b>			
Position	2019	2020	2021
CAPTAIN/LT	1.00	1.00	1.00
SERGEANT	1.00	1.00	1.00
POLICE OFFICER	10.00	10.00	10.00
CRIME ANALYST	1.00	1.00	1.00
SECRETARY	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	14.00	14.00	14.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Investigation</b>			<b>003</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	1,122,768	1,173,923	1,171,316	Supervisory	208,894
					Regular	886,697
					Overtime	32,000
					On-call pay	4,700
					Overtime (Drug Enforcement Agency contract)	19,180
					Longevity pay	19,845
711.00	BENEFITS	447,377	479,461	499,381	FICA	90,607
					Workers' compensation	63,454
					Health insurance	152,000
					Life & Disability insurance	10,947
					Dental insurance	5,040
					Pension	164,133
					Other	13,200
	TOTALS	1,570,145	1,653,384	1,670,697		



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Investigation</b>			<b>003</b>
Contractual Services		2019	2020	2021		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	6,423	9,440	8,250	Smart phones (12)	7,200
					Confidential informant funds	500
					Bio-hazard disposal service	550
720.25	DATA PROCESSING	15,409	15,150	3,450	Lexis Nexis intelligence data base user fees	1,900
					Leads online service	950
					GPS annual subscription	600
720.51	PROFESSIONAL DEVELOPMENT	7,076	8,525	5,075	See professional development request	5,075
	TOTALS	28,908	33,115	16,775		



DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Investigation</b>	NUMBER <b>003</b>
Professional Development Request			
Organization/Conference	Location	Amount	Detail
INVESTIGATIVE TRAVEL	Various	2,000	Investigative travel and prisoner pick-up
MAJOR CASE SQUAD	St. Louis, MO	525	Annual membership (7)
MIDSTATES ORG CRIME INFO CENTER	Midwest Region	250	Membership dues
PROFESSIONAL ORGANIZATIONS	Various	500	NABI, FBINAA, American Polygraph Assoc., Midwest Financial Fraud Investigators, NATIA, Intl. Assoc for Property & Evidence.
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	1,800	Annual training fee (12)
	TOTAL REQUEST	5,075	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Investigation</b>			NUMBER <b>003</b>
Commodities		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
730.20	OPERATIONAL SUPPLIES	11,929	14,700	12,700	Investigative supplies, equipment & batteries	8,000
					Major case expenditures	2,100
					DVDs, CDs, and processing	2,600
	TOTALS	11,929	14,700	12,700		

This page left intentionally blank.



# Police Communications

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Police	60	Police Communications	004	Communications Supervisor

## Program Activities

### *Communications*

This activity operates the 24-hour Communications and Dispatch center that receives and processes emergency calls and other calls for services.

### Strategic Goal(s) Activity for 2021

#### Goal 5: Safety

**Objective: Work with surrounding communities to better understand issues outside our jurisdiction that could affect our safety and actively address those issues.**

#### Activities and Steps

*1. Cooperate with regional plans to implement new radio system.*

### 2021 Programmatic Goals

#### Goals

Participate in the update of the county-wide P25 trunked radio system.

### Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Dispatcher performance audits	402	400	150	350
Number of calls received	28,913	31,188	25,464	30,000



**Annual Budget -2021**

**General Fund**

DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Police</b>	<b>60</b>	<b>Police Communications</b>	<b>004</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	904,449	1,037,755	1,048,433
CONTRACTUAL SERVICES	148,529	172,155	166,310
COMMODITIES	6,282	7,500	7,500
TOTAL EXPENDITURES	1,059,260	1,217,410	1,222,243
<b>Personnel Schedule</b>			
Position	2019	2020	2021
COMMUNICATIONS SUPERVISOR	1.00	1.00	1.00
DISPATCHER	10.30	10.30	10.30
JAILER	0.00	2.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	11.30	13.30	13.30



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Police Communications</b>			<b>004</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	666,050	737,362	745,560	Supervisory	80,050
					Regular	643,908
					Overtime	6,000
					Part-time	8,000
					Longevity pay	7,602
711.00	BENEFITS	238,399	300,393	302,873	FICA	57,030
					Workers' compensation	8,717
					Health insurance	132,460
					Life & Disability insurance	7,231
					Dental insurance	4,680
					Pension	92,755
	TOTALS	904,449	1,037,755	1,048,433		



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Police Communications</b>			<b>004</b>
Contractual Services		2019	2020	2021		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
720.11	MISC. CONTRACTUAL	1,607	2,240	3,895	Deaf interpreting (TTY) services	600
					AT&T language line (1)	200
					Smart phones (2)	1,200
					Criticall dispatcher testing service annual fee	1,895
720.25	DATA PROCESSING	143,034	163,850	161,350	REJIS fees	65,000
					ITI CAD enterprise subscription	95,500
					MULES VPN tunnel connection	850
720.51	PROFESSIONAL DEVELOPMENT	3,888	6,065	1,065	See professional development request	1,065
	TOTALS	148,529	172,155	166,310		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Police</b>	<b>60</b>	<b>Police Communications</b>	<b>004</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
APCO		125	Annual dues (1)
DISPATCH CLASSES	St. Louis, MO	800	Academy fees (14)
NENA/NAT'L EMERGENCY NUMBER ASSN		140	Annual dues (1)
	TOTAL REQUEST	1,065	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Police Communications</b>			NUMBER <b>004</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	4,826	5,500	5,500	Dispatch supplies,CDs,etc.	1,000
					Radio & data accessories	3,500
					Dispatcher chair (R)	1,000
730.25	UNIFORMS	1,456	2,000	2,000	Uniform shirts	2,000
	TOTALS	6,282	7,500	7,500		

# Community Services

Department	No.	Program	No.	Program Manager
Police	60	Community Services	005	Commander - Community Services

## Program Activities

### *Community Education/ Crime Prevention*

Community Relations Officers provide a range of crime prevention and citizen education programs.

### *School Resource Officers*

School Resource Officers provide school safety within Pattonville High School and Middle School, and teach classes aimed at reducing violence, criminal activity and chemical abuse.

### *Reserve Officers*

This activity supplements Patrol Services and assists at special events. All reserve officers are required to meet state certification requirements. Reserve officers are volunteers who serve without compensation.

### *Fleet Maintenance*

This activity is responsible for ensuring that all police vehicles are safe, operational and efficient. Vehicles are maintained by the Public Works Department.

### *Emergency Management*

This activity is responsible for the planning of response to natural or man-made disasters and civil disturbances. The City has established an Emergency Management Agency coordinated by the Chief of Police.

### *Training Officer-in-Charge*

This activity is responsible for the development of training courses and the organizing, scheduling, coordinating and monitoring of all police training activities.

### *Professional Standards*

The Office of Professional Standards is responsible for conducting internal affairs investigations, updating general orders and assuring all accreditation standards are met.

<b>2021 Programmatic Goals</b>
<b>Goals</b>
Participate in one in-house emergency management tabletop exercise including all city departments.
Initiate the process for achieving CALEA Tier One Gold Standard accreditation.
Continue a social media based neighborhood watch program integrated with crime prevention components.
Introduce the Junior Police Academy program for high school students.

<b>2020 Programmatic Goals - Status</b>		
<b>Goals</b>	<b>Status</b>	<b>Comments</b>
Participate in one emergency management training exercises in conjunction with the County EOC.	Goal met	
Begin third period of the CALEA accreditation.	Goal met	
Continue a social media based neighborhood watch program integrated with crime prevention components.	In progress	
Introduce a DARE program at the Middle School level	Goal met	

<b>Performance Measures</b>				
<b>Metrics</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Estimate</b>	<b>2021 Projected</b>
D.A.R.E. classes	163	196	100	200
D.A.R.E. visitations	477	561	312	600
SRO classes taught	64	67	7	65
SRO parent, teacher and student conferences	2,611	2,226	900	1,750
Subdivisions participating in neighborhood watch program	5	2	0	3



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Community Services</b>	NUMBER <b>005</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	894,901	1,120,074	1,262,889
CONTRACTUAL SERVICES	9,555	11,560	9,900
COMMODITIES	21,094	38,600	32,300
TOTAL EXPENDITURES	925,550	1,170,234	1,305,089
<b>Personnel Schedule</b>			
Position	2019	2020	2021
CAPT/LIEUTENANT	1.00	1.00	1.00
SERGEANT	1.00	2.00	2.00
POLICE OFFICER	5.00	6.50	7.00
JAILER	2.00	0.00	0.00
BAILIFF	0.60	0.60	0.60
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	9.60	10.10	10.60



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Community Services</b>			<b>005</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	662,062	812,206	906,335	Supervisory	299,824
					Regular	560,350
					Part-time	12,000
					Overtime	13,000
					Longevity pay	21,161
711.00	BENEFITS	232,839	307,868	356,554	FICA	69,330
					Workers' compensation	52,747
					Health insurance	97,080
					Life & Disability insurance	8,596
					Dental insurance	3,600
					Pension	125,201
	TOTALS	894,901	1,120,074	1,262,889		



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Police</b>		<b>60</b>	<b>Community Services</b>			<b>005</b>
<b>Contractual Services</b>		<b>2019</b>	<b>2020</b>	<b>2021</b>		
<b>Account Number</b>	<b>Account Description</b>	<b>Budget (Actual)</b>	<b>Budget (Amended)</b>	<b>Budget (Proposed)</b>	<b>Detail</b>	
720.11	MISC. CONTRACTUAL	1,249	3,810	2,100	Reserve officer pre-employment assessments (3)	900
					Smart phones (2)	1,200
720.25	DATA PROCESSING	4,595	4,600	4,600	Power DMS-CALEA mgmt. software license (1)	4,600
720.51	PROFESSIONAL DEVELOPMENT	3,711	3,150	3,200	See professional development request	3,200
	<b>TOTALS</b>	<b>9,555</b>	<b>11,560</b>	<b>9,900</b>		



DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Community Services</b>	NUMBER <b>005</b>
<b>Professional Development Request</b>			
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>
MISSOURI DARE ASSOCIATION		100	Membership dues (2)
MOLEAC		50	Membership dues (1)
NORTHWESTERN UCPS		50	Membership dues (1)
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	3,000	Annual training fee (20)
	TOTAL REQUEST	3,200	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Community Services</b>			NUMBER <b>005</b>
Commodities		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
730.20	OPERATIONAL SUPPLIES	15,288	33,600	27,300	D.A.R.E. program	9,000
					Safety Town equipment/supplies	1,800
					Community Service events	7,500
					Neighborhood Watch program	3,000
					Maryland Heights Night Out	2,000
					Citizen's Academy	1,500
					Halloween promotions	1,000
					Jr. Police Academy	1,500
730.25	UNIFORMS	5,806	5,000	5,000	Reserve officer uniforms (10)	2,500
					Officers uniforms	2,500
	TOTALS	21,094	38,600	32,300		

This page left intentionally blank.



# Police Records

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Police	60	Police Records	006	Records Supervisor

## Program Activities

### *Police Records Maintenance*

The Police Records section maintains police reports, booking sheets and other information and is responsible for fingerprint application processing.

## 2021 Programmatic Goals

### Goals

Implement a credit and/or debit card form of payment option for reports.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Continue the process of scanning report attachments to reduce paper usage and increase efficiency.	Ongoing	

## Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
DWI reports processed (state)	239	165	175	109
Police reports issued (paid)	1,447	2,371	2,200	1,417
Police reports issued (unpaid)	470	626	575	534
Criminal record checks (paid)	107	82	50	100
Criminal record checks (unpaid)	138	187	175	158
Accident reports processed (state)	960	1,448	1,400	833
Summons processed	1,260	1,045	1,000	870
Customer service contacts by telephone	2,061	2,231	2,200	1,909
Customer service contacts in person	933	1,316	1,200	736
Fingerprint applications processed	408	464	460	208
Police reports processed (county)	8,577	8,301	8,500	5,332



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Police Records</b>	NUMBER <b>006</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	181,384	200,369	201,811
COMMODITIES	50	800	800
TOTAL EXPENDITURES	181,434	201,169	202,611
<b>Personnel Schedule</b>			
Position	2019	2020	2021
POLICE RECORDS SUPERVISOR	1.00	1.00	1.00
POLICE RECORDS CLERK	2.00	2.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.00	3.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Police</b>		<b>60</b>	<b>Police Records</b>		<b>006</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	129,699	142,347	142,504	Regular 141,747 Overtime 50 Longevity pay 707
711.00	BENEFITS	51,685	58,022	59,307	FICA 10,899 Workers' compensation 382 Health insurance 27,860 Life & Disability insurance 1,416 Dental insurance 1,080 Pension 17,670
	TOTALS	181,384	200,369	201,811	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Police Records</b>			NUMBER <b>006</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	50	800	800	Folders, forms, supplies, etc.	800
	TOTALS	50	800	800		

# Community Response Unit

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Police	60	Community Response Unit	007	CRU Commander

## Program Activities

### *Covert Operations*

This activity focuses on identifying threats and problems to residents and businesses through the integration of information, investigation and the use of technical equipment to enhance day-to-day policing activities.

### *Traffic Enforcement*

This activity conducts enforcement, citizen education, traffic accident investigations and DWI enforcement.

### *K-9 Unit*

Two police dogs enhance the department's operations in drug detection and missing persons searches.

### *Hotel Liaison Program*

Frequent contact is made with the staff of the City's 25 hotels to proactively ensure the safety of visitors to Maryland Heights.

## Strategic Goal(s) Activity for 2021

### Goal 5: Safety

**Objective: Maintain Part-One (UCR) Crime levels less than 35 per 1,000 crimes reported.**

### Activities and Steps

1. Conduct undercover surveillance and sting operations directed at perpetrators of Part-One Crimes.

## 2021 Programmatic Goals

### Goals

Maintain proactive drug and alcohol enforcement program at the Hollywood Casino Amphitheatre.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Maintain proactive Drug and Alcohol Enforcement Program at the Hollywood Casino Amphitheatre.	No met	The Amphitheatre did not operate this season due to COVID-19.
Conduct 4 DWI enforcement details during 2020.	In progress	
Conduct undercover details to address the potential of human trafficking in area hotels.	In progress	

## Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Canine narcotic responses/events	278	288	148	225
Citations and warnings issued	4,751	3,061	2,004	2,500
DWI arrests	21	13	7	15
Search warrants executed	1	0	0	1
Total arrests	793	572	372	500



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Police</b>	<b>60</b>	<b>Community Response Unit</b>	<b>007</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	910,587	915,971	862,276
CONTRACTUAL SERVICES	10,036	13,180	9,900
COMMODITIES	21,499	26,200	25,499
CAPITAL	0	0	0
TOTAL EXPENDITURES	942,122	955,351	897,675
<b>Personnel Schedule</b>			
Position	2019	2020	2021
CAPTAIN/LT	1.00	0.00	0.00
SERGEANT	1.00	1.00	1.00
POLICE OFFICER	6.00	6.00	6.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	8.00	7.00	7.00



**Annual Budget -2021**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Police</b>		<b>60</b>	<b>Community Response Unit</b>		<b>007</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	668,788	661,982	610,424	Supervisory 87,856 Regular 424,768 Overtime 28,000 Overtime (K9 On-call) 4,700 Overtime (Traffic Safety) 2,000 Overtime (Seatbelt Enforcement) 4,312 Overtime (DWI) 3,738 Overtime (Speed Enforcement) 5,750 Overtime (Special Events) 20,000 Overtime (Workzone Safety) 16,940 Overtime (Underage Enforcement) 6,900 Longevity pay 5,460
711.00	BENEFITS	241,799	253,989	251,852	FICA 46,688 Workers' compensation 36,048 Health insurance 76,020 Life & Disability insurance 5,123 Dental insurance 2,520 Pension 85,453
	TOTALS	910,587	915,971	862,276	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Community Response Unit</b>			NUMBER <b>007</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	5,245	6,980	5,900	Smart phones (9)	5,400
					Confidential informant funds	500
720.51	PROFESSIONAL DEVELOPMENT	2,239	3,700	1,500	See professional development request	1,500
720.61	M&R EQUIPMENT	2,552	2,500	2,500	Repair/replacement parts for CRU patrol rifles	2,500
	<b>TOTALS</b>	<b>10,036</b>	<b>13,180</b>	<b>9,900</b>		



DEPARTMENT <b>Police</b>	NUMBER <b>60</b>	PROGRAM <b>Community Response Unit</b>	NUMBER <b>007</b>
<b>Professional Development Request</b>			
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>
PROFESSIONAL ORGANIZATIONS		300	NAPWDA, National Tactical Officers Assoc., IALEFI, St. Louis Regional Traffic Safety Council
ST LOUIS CO POLICE ACADEMY	St. Louis, MO	1,200	Annual training fee (8)
	TOTAL REQUEST	1,500	



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Police</b>		NUMBER <b>60</b>	PROGRAM <b>Community Response Unit</b>			NUMBER <b>007</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	16,055	22,200	21,499	Batteries, bulbs, equipment supplies	2,000
					Tactical ammunition	7,000
					Simunition supplies	2,500
					Riot Gear (20) (Total cost reimbursed by JAG Block Grant)	9,999
730.25	UNIFORMS	5,444	4,000	4,000	Patrol, motorcycle & tactical uniform items	4,000
	TOTALS	21,499	26,200	25,499		



# Municipal Court

# Municipal Court

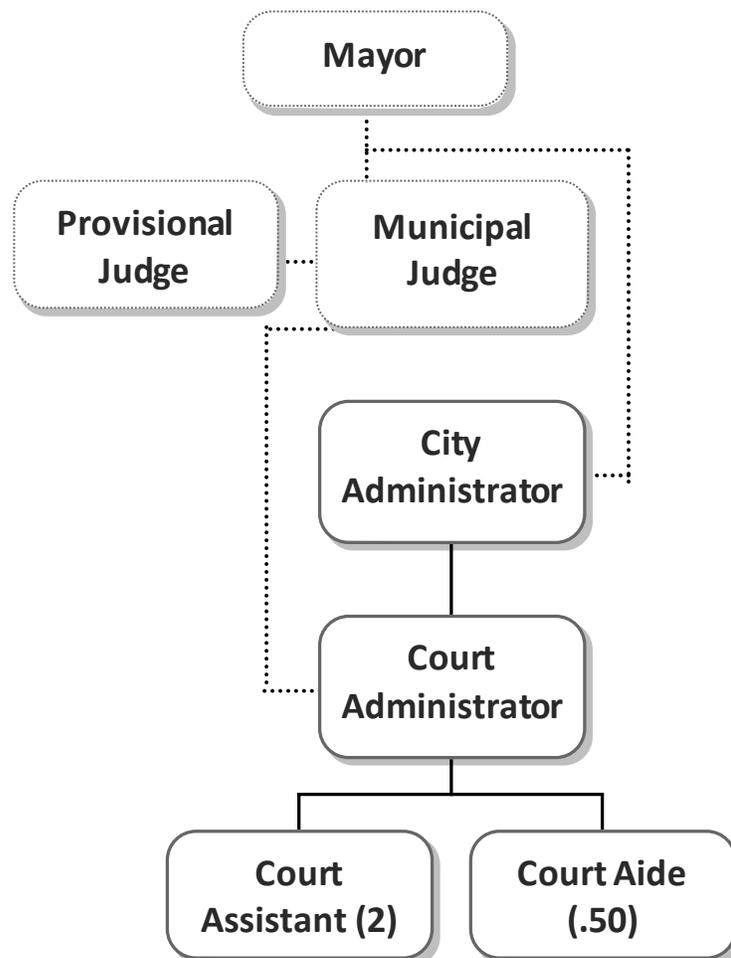
## Department Summary

---

<u>Program</u>	<u>General</u> <u>Fund</u>	<u>Total</u>
Municipal Court	358,026	358,026
<b>Total</b>	<b>\$358,026</b>	<b>\$358,026</b>

## Organization Chart

---



# Municipal Court

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Municipal Court	70	Municipal Court	001	Municipal Judge

## Program Activities

### *Municipal Court*

The court is the judicial branch of city government. The Judge is appointed to a four-year term by the Mayor with the consent of the City Council. Traffic violations and other ordinance violations are tried by the court. The Judge serves on a part-time basis.

### *Violations Bureau*

To provide for the efficient collection of fines and costs assessed by the Municipal Court, the court has established the Violations Bureau. The Court Administrator operates this bureau and administers the day-to-day records management functions of the court.

<b>Performance Measures</b>				
<b>Metrics</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Estimate</b>	<b>2021 Projected</b>
New cases opened:	16,295	8,333	4,800	8,000
Traffic tickets	9,426	5,808	3,400	4,500
Complaints - non-traffic	2,340	1,988	1,350	2,000
Code enforcement cases	18	16	12	20
Parking	125	139	75	100
Court settings	70	72	58	72
Cases docketed for court appearance	38,191	34,148	17,000	22,000
Warrants Issued	4,000	3,190	1,400	2,000
DWI cases	95	350	225	275



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Municipal Court</b>	NUMBER <b>70</b>	PROGRAM <b>Municipal Court</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	315,789	324,745	325,301
CONTRACTUAL SERVICES	32,040	43,550	32,725
TOTAL EXPENDITURES	347,829	368,295	358,026
<b>Personnel Schedule</b>			
Position	2019	2020	2021
MUNICIPAL JUDGE	0.20	0.20	0.20
PROVISIONAL MUNICIPAL JUDGE	0.10	0.10	0.10
COURT ADMINISTRATOR	1.00	1.00	1.00
COURT ASSISTANT	3.00	2.00	2.00
COURT AIDE	0.50	0.50	0.50
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.80	3.80	3.80



Annual Budget -2021

General Fund

DEPARTMENT <b>Municipal Court</b>		NUMBER <b>70</b>	PROGRAM <b>Municipal Court</b>		NUMBER <b>001</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	238,041	242,641	245,925	Regular 185,041 Part-time 53,200 Overtime 2,000 Longevity pay 5,684
711.00	BENEFITS	77,748	82,104	79,376	FICA 18,810 Workers' compensation 660 Health insurance 33,080 Life & Disability insurance 1,849 Dental insurance 1,080 Pension 23,897
TOTALS		315,789	324,745	325,301	



Annual Budget -2021

General Fund

DEPARTMENT <b>Municipal Court</b>		NUMBER <b>70</b>	PROGRAM <b>Municipal Court</b>			NUMBER <b>001</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	3,870	1,500	1,000	Prisoner incarceration	1,000
720.12	PROFESSIONAL SERVICES	78	10,300	3,300	Interpreters	300
					Attorney for indigent offenders	3,000
720.25	DATA PROCESSING	16,611	16,500	19,500	ITI court program subscription	19,500
720.26	PRINTING & BINDING	1,989	4,500	3,000	Court backing sheets, court forms	3,000
720.34	CREDIT CARD PROCESSING FEES	4,648	4,000	5,000	Credit Card Processing Fees	5,000
720.51	PROFESSIONAL DEVELOPMENT	4,844	6,750	925	See professional development request	925
	<b>TOTALS</b>	<b>32,040</b>	<b>43,550</b>	<b>32,725</b>		



DEPARTMENT <b>Municipal Court</b>		NUMBER <b>70</b>	PROGRAM <b>Municipal Court</b>	NUMBER <b>001</b>
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
MEETINGS & SEMINARS	Local	500	Local association training meetings (3)	
MO ASSOC FOR COURT ADMIN		150	Membership dues (3)	
NATIONAL ASSOC FOR COURT ADMIN		125	Membership dues (1)	
ST LOUIS ASSOC. OF COURT ADMIN		150	Membership dues (3)	
	TOTAL REQUEST	925		

This page left intentionally blank.





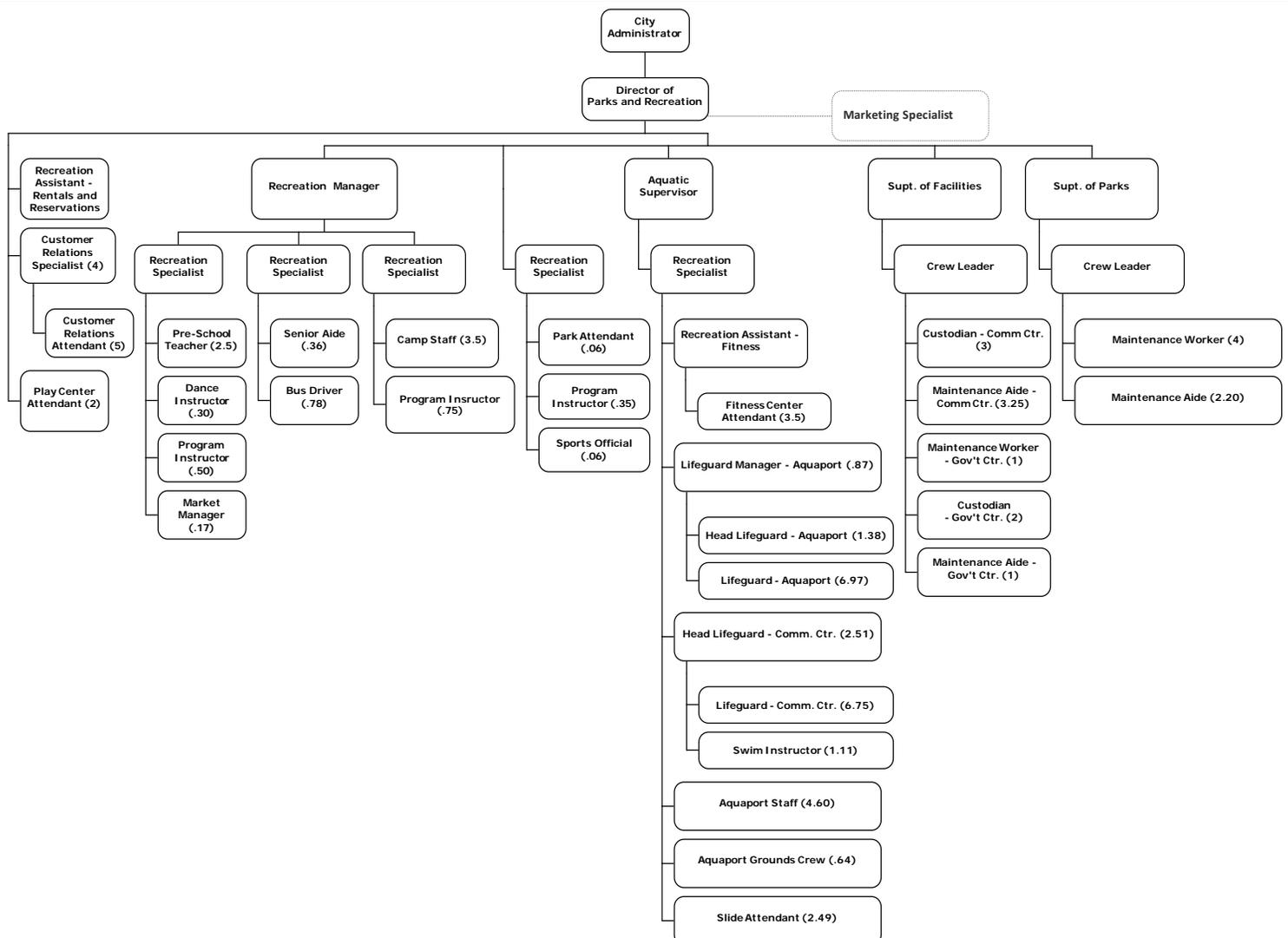
# Parks and Recreation

# Parks and Recreation

## Department Summary

<u>Program</u>	<u>General Fund</u>	<u>Parks Fund</u>	<u>Beautification Fund</u>	<u>Total</u>
Parks & Recreation Admin.		154,081		154,081
Recreation Services		2,377,891		2,377,891
Community Center Maint.		964,977		964,977
Government Center Maint.	669,114			669,114
Aquaport		731,537		731,537
Parks Maintenance		830,571		830,571
Capital Improvements		500,000		500,000
Beautification			16,100	16,100
<b>Total</b>	<b>\$669,114</b>	<b>\$5,559,057</b>	<b>\$16,100</b>	<b>\$6,244,271</b>

## Organization Chart



# Parks and Recreation Administration

Department	No.	Program	No.	Program Manager
Parks and Recreation	80	Parks & Recreation Admin.	001	Director of Parks and Recreation

## Program Activities

### *Department Administration*

The Director oversees the administration of the Parks and Recreation Department, which includes the Recreation Services, Community Center Maintenance, Government Center Maintenance, Aquaport, Parks Maintenance and Human Services programs; budget preparation and control, personnel management, clerical and record-keeping functions and departmental planning and evaluation.

## Strategic Goal(s) Activity for 2021

### Goal 2: Building Community

**Objective: Establish, encourage or support events designed to bring Maryland Heights residents together and attract area visitors.**

#### Activities and Steps

*1. Collaborate with non-governmental organizations, Chamber of Commerce, area hospitals, St. Louis County, Great Rivers Greenway, Westport Plaza, Convention and Visitors Bureau, and Hollywood Casino.*

**Objective: Link residents through multi-modal transportation.**

*1. Expand trails in Maryland Heights.*

## 2021 Programmatic Goals

### Goals

Continue developing plans for the Fee Fee Baseballs field usage in phases, beginning 2020 and finalizing by 2021.

Complete all renovations to Aquaport by start of 2021 outdoor pool season (Memorial Day Weekend) with increased residence response and usage.

Continue developing plans for and begin construction of the Fee Fee Greenway connection with the Wesglen Estates Subdivision by the end of 2022.

Apply for municipal grant in 2021 for playground equipment at Parkwood and Vago Parks for implementation in 2022.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Develop plans for usage of the Fee Fee Baseball Fields in phases, beginning in 2019 and finalizing by 2020.	In progress	
Complete all renovations to Aquaport by pool season opening of 2020, Memorial Day Weekend.	In progress	Construction delayed due to COVID-19's impact on supply chain for materials.
Open Fee Fee Greenway connection from Wesglen Estates by end of 2020.	Not met	Postponed for one year due to COVID-19.
Apply for municipal grant for playground equipment at Parkwood and Vago Park.	Not met	Postponed for one year due to COVID-19.

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Group Exercise Memberships Sold	61	131	14	100
Silver Sneakers Pass Registrations	881	825	107	625
Silver Sneakers Visits	12,541	23,976	11,652	18,000
Community Center Membership Swipes	95,908	150,000	49,269	115,000

*\*The City's new community center opened for public use in May 2017. The increased capacity and different rental opportunities of this facility, as well as program changes during construction, have created new performance measures, changed how measures are tracked and/or impacted measure totals. The 2020 COVID-19 pandemic significantly altered program and service offerings due to social distancing and gathering size restrictions, thereby impacting performance measures.*



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>	NUMBER <b>80</b>	PROGRAM <b>Parks &amp; Recreation Admin.</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	183,633	153,800	132,441
CONTRACTUAL SERVICES	22,418	24,740	21,140
COMMODITIES	224	500	500
TOTAL EXPENDITURES	206,275	179,040	154,081
<b>Personnel Schedule</b>			
Position	2019	2020	2021
DIRECTOR OF PARKS & RECREATION	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	1.00	1.00



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Parks &amp; Recreation</b>		<b>80</b>	<b>Parks &amp; Recreation Admin.</b>			<b>001</b>
Personnel Services		2019	2020	2021		
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail	
710.00	SALARIES	137,649	113,886	94,778	Supervisory	94,778
711.00	BENEFITS	45,984	39,914	37,663	FICA	7,250
					Workers' compensation	1,554
					Health insurance	15,800
					Life & Disability insurance	947
					Dental insurance	360
					Pension	11,752
	TOTALS	183,633	153,800	132,441		



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Parks &amp; Recreation Admin.</b>			NUMBER <b>001</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	11,824	12,800	12,600	Smart phone (1)	600
					Inclusion agreement	10,000
					Music license	1,600
					Liquor License	400
720.51	PROFESSIONAL DEVELOPMENT	4,594	5,440	2,040	See professional development request	2,040
720.80	VEHICLE REIMBURSEMENT	6,000	6,500	6,500	Mileage reimbursement	500
					Car allowance	6,000
	TOTALS	22,418	24,740	21,140		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
<b>Parks &amp; Recreation</b>		<b>80</b>	<b>Parks &amp; Recreation Admin.</b>	<b>001</b>
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
MARYLAND HEIGHTS CHAMBER	Maryland Heights, MO	600		
METRO MEETINGS	Local	40	St. Louis area P&R professionals	
NAT'L REC & PARK ASSOCIATION		750	Membership dues	
PROFESSIONAL TRAINING	Local	500	Special seminars in customer service and/or computers (2)	
SERVICE ORGANIZATION		150	Membership dues (1)	
	TOTAL REQUEST	<u>2,040</u>		



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Parks &amp; Recreation Admin.</b>			NUMBER <b>001</b>
<b>Commodities</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
730.20	OPERATIONAL SUPPLIES	224	500	500	Misc. expenses 300 Reference publications and subscriptions 200	
	TOTALS	224	500	500		

This page left intentionally blank.



# Recreation Services

Department	No.	Program	No.	Program Manager
Parks and Recreation	80	Recreation Services	002	Recreation Manager

## Program Activities

### *Recreation Program Services*

This activity is responsible for the implementation of leisure activities including instructional classes, wellness programs, sports, drop-in activities, camps, trips and joint programming with other agencies.

### *Cultural Arts Programs*

This activity is responsible for implementation of programs of visual and performing arts and programs that enhance the community’s understanding and appreciation of cultural diversity and the arts.

### *Inclusion Services*

The City, in partnership with three other cities, provides services to individuals with disabilities through programs and facilities.

### *Facility Reservations*

This activity is responsible for the rental and reservations of Community Center rooms, picnic pavilions and other park facilities.

### *Aquatic Program Services*

This activity is responsible for the rental and reservations of Community Center rooms, picnic pavilions and other park facilities.

<b>Strategic Goal(s) Activity for 2021</b>
<b>Goal 2: Building Community</b>
<b>Objective: Establish, encourage or support events designed to bring Maryland Heights residents together and attract area visitors.</b>
<b>Activities and Steps</b>
1. Consider healthy lifestyle focus in events and facilities.
2. Provide additional recreation programs for all age groups.

2021 Programmatic Goals
<b>Goals</b>
Establish a seasonal Farmers Market at Centene Community Ice Center for 2021 season, May through October.
Host two new programs/special events at Centene Community Ice Center in 2021.
Increase GetFit membership sales by 25% in 2021.
Host two new programs/special events in the Indoor Pool in 2021.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Establish a Farmers Market at Centene Community Ice Center for 2020 season, May through October.	Not met	
Increase programming at the Centene Ice Center with 150 participants in the Learn to Skate program.	Goal met	
Investigate the feasibility of a Car Show at Centene Community Ice Center for Fall of 2020.	Goal met	
Determine rental rates for Fee Fee Baseball Fields.	Not met	

Performance Measures				
Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Children with disabilities served	210	16	0	15
Recreation Program Registrations	6,395	4,538	1,900	4,000
Senior Luncheon Attendance	1,189	1,041	205	600
Recreation Programs offered	305	368	145	250
Transportation provided (one-way trips)	4,038	9,704	4,500	10,000

*\*The City's new community center opened for public use in May 2017. The increased capacity and different rental opportunities of this facility, as well as program changes during construction, have created new performance measures, changed how measures are tracked and/or impacted measure totals. The 2020 COVID-19 pandemic significantly altered program and service offerings due to social distancing and gathering size restrictions, thereby impacting performance measures.*



DEPARTMENT <b>Parks &amp; Recreation</b>	NUMBER <b>80</b>	PROGRAM <b>Recreation Services</b>	NUMBER <b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	1,948,198	1,765,326	1,932,007
CONTRACTUAL SERVICES	221,648	133,635	336,735
COMMODITIES	144,936	63,149	109,149
TOTAL EXPENDITURES	2,314,782	1,962,110	2,377,891



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Parks &amp; Recreation</b>	<b>80</b>	<b>Recreation Services</b>	<b>002</b>
<b>Personnel Schedule</b>			
Position	2019	2020	2021
RECREATION MANAGER	2.00	2.00	1.00
AQUATIC SUPERVISOR	1.00	1.00	1.00
REC PROGRAM SPECIALIST	5.00	5.00	5.00
RECREATION ASSISTANT	2.00	2.00	2.00
MARKETING SPECIALIST	1.00	1.00	1.00
CUSTOMER RELATIONS SUPERVISOR	1.00	1.00	0.00
CUSTOMER RELATIONS SPECIALIST	5.00	5.00	4.00
FITNESS ATTENDANT	3.25	3.50	3.50
CAMP STAFF	3.50	3.50	3.50
BUS DRIVER	0.78	0.78	0.78
CUSTOMER RELATIONS ATTENDANT	5.00	5.00	5.00
PRESCHOOL TEACHER	3.70	4.25	2.50
PLAY CENTER ATTENDANT	2.00	2.00	2.00
PERSONAL TRAINER	1.07	0.90	0.00
FITNESS INSTRUCTOR	2.00	1.60	0.00
DANCE INSTRUCTOR	0.75	0.30	0.30
PROGRAM INSTRUCTOR	1.60	1.60	1.60
PARK ATTENDANT	0.24	0.06	0.06
YOUTH SPORTS ASSISTANT	0.63	0.63	0.00
SPORTS OFFICIAL	0.75	0.06	0.06
SENIOR AIDE	0.28	0.36	0.36
GYM ATTENDANT	0.90	0.00	0.00
HEAD LIFEGUARD	0.93	1.08	2.51
SWIM INSTRUCTOR	0.00	0.00	1.11
LIFEGUARD	8.29	8.14	6.75
MARKET MANAGER	0.00	0.17	0.17
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	52.67	50.93	44.20



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Parks &amp; Recreation</b>		<b>80</b>	<b>Recreation Services</b>			<b>002</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	1,559,018	1,344,084	1,542,841	Supervisory	76,123
					Regular	626,106
					Part-time	831,936
					Overtime	4,000
					Longevity pay	4,676
711.00	BENEFITS	389,180	421,242	389,166	FICA	118,009
					Workers' compensation	40,754
					Health insurance	130,200
					Life & Disability insurance	7,017
					Dental insurance	5,040
					Pension	88,146
	TOTALS	1,948,198	1,765,326	1,932,007		



Annual Budget -2021

Parks Fund

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Recreation Services</b>			NUMBER <b>002</b>
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	34,709	18,210	133,650	Contractual/program instructors	20,000
					Bus for camp	1,650
					Movie license	1,000
					Monthly speakers-senior program	1,800
					Lunch caterers-senior program	8,000
					Smart phones (2)	1,200
					Personal Trainers/Group Ex Contracts	100,000
720.15	CULTURAL ACTIVITIES	15,171	15,000	20,000	Various programs	20,000
720.21	FACILITIES RENTAL	0	5,000	0		
720.25	DATA PROCESSING	19,009	18,895	20,255	RecWebTrac software support	8,200
					E-Newsletter fees-Constant Contact	1,400
					REACH Exterior signs/ and interior digital signage fees	5,755
					Adobe Creative Suite	600
					Mind Body processing	2,500
					Digiquatics Scheduling Program	1,800
720.26	PRINTING & BINDING	28,524	32,000	24,300	Brochures printing & mailing	15,000
					PEACH JAR	800
					Facility/membership brochures	2,500
					Senior newsletter	6,000
720.34	CREDIT CARD PROCESSING FEES	36,286	25,000	30,000	Credit card processing fee	30,000
720.35	ICE CENTER	49,668	0	75,000	Various Ice Programs	75,000
720.51	PROFESSIONAL DEVELOPMENT	16,423	7,630	6,880	See professional development request	6,880
720.58	RECREATION TRIPS	21,858	5,000	20,000	bus rentals for trips- all ages	20,000
720.64	M&R MOTOR VEHICLE	0	6,400	6,400	Bus Vango Maintenance	6,400
720.80	VEHICLE REIMBURSEMENT	0	500	250	Mileage reimbursement	250
	TOTALS	221,648	133,635	336,735		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Parks &amp; Recreation</b>	<b>80</b>	<b>Recreation Services</b>	<b>002</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
AMERICA FOR THE ARTS MEMBERSHIP		150	
AMERICAN RED CROSS LTS PROGRAM		650	Swim Lesson Program - WSI Maintain Certifications
LIFEGUARD CERTIFICATION & TRAINING	Local	1,080	Lifeguard certification and food handling certifications
LOCAL WORKSHOPS AND SEMINARS		500	
MISSOURI ARTS COUNCIL MEMBERSHIP		500	
MPRA MEMBERSHIPS		2,000	Missouri Park and Recreation Association dues (10)
PART-TIME STAFF TRAINING		2,000	
	TOTAL REQUEST	6,880	



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Recreation Services</b>		NUMBER <b>002</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	134,362	54,149	97,149	Program supplies 74,149 Birthday party supplies 5,000 Marketing and promotion supplies 15,000 Indoor pool supplies 1,500 Play Center supplies 1,500
730.21	MOTOR FUEL & LUBRICANTS	4,728	4,000	4,000	Fuel for bus 4,000
730.25	UNIFORMS	5,846	5,000	8,000	Program staff and participant shirts 8,000
TOTALS		144,936	63,149	109,149	

# Community Center Maintenance

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Parks and Recreation	80	Community Center Maint.	003	Superintendent of Facilities

## Program Activities

### *Maryland Heights Community Center*

This activity is responsible for the operations and maintenance of the City's central indoor recreation facility.

### 2021 Programmatic Goals

#### Goals

Input performance standards into Computerized Maintenance Management System (CMMS) for preventative maintenance and life cycle management of all mechanical equipment at the Community Center.
Develop a Standard Operating Procedure for Inspection of Fire extinguishers.
Develop a Standard Operating Procedure for Inspection for Fire Alarm Systems
Develop a standard Facility Inspection form to establish guidelines for identifying, documenting and correcting deficiencies found in the building on a monthly basis, including emergency devices (i.e. Exit signs, emergency alarm doors, emergency lights, AEDs, fire extinguishers, etc.).
Develop a Standard Operating Procedure for Inspection for Elevators.
Provide on-going training for all part time staff, including where all the locations of the emergency shut off for our utilities and equipment. Develop a test to ensure that all staff understand.

### 2020 Programmatic Goals - Status

Goals	Status	Comments
Complete training for work order system for full-time staff by March 2020.	Goal met	
Input performance standards into Computerized Maintenance Management System (CMMS) for preventative maintenance and life cycle management of all mechanical equipment at the Community Center by April 2020.	Goal met	
Conduct monthly safety inspections/record data. Items identified will include lights, alarms, fire extinguishers, etc.	Ongoing	
Schedule and conduct an annual facility cleaning day(s) by June 2020.	Goal met	
Enter all work orders into CMMS for monthly reports.	Ongoing	
Organize all storage areas for the efficient storage of all supplies and equipment used throughout the Community Center by April 2020.	Goal met	

### Performance Measures

	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Room Setups Completed	1,692	1,822	428	1,500
Work orders completed	546	775	309	700

*The 2020 COVID-19 pandemic significantly altered program and service offerings due to social distancing and gathering size restrictions, thereby impacting performance measures.*



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Parks &amp; Recreation</b>	<b>80</b>	<b>Community Center Maint.</b>	<b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	417,475	442,221	479,142
CONTRACTUAL SERVICES	321,307	392,123	377,835
COMMODITIES	77,388	105,000	108,000
CAPITAL	0	0	0
TOTAL EXPENDITURES	816,170	939,344	964,977
<b>Personnel Schedule</b>			
Position	2019	2020	2021
SUPERINTENDENT OF FACILITIES	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00
CUSTODIAN	3.00	3.00	3.00
MAINTENANCE AIDE	3.25	3.25	3.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	8.25	8.25	8.25



DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Community Center Maint.</b>		NUMBER <b>003</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	312,115	315,698	344,361	Regular 259,100 Part-time 77,740 Longevity pay 3,521 Overtime 4,000
711.00	BENEFITS	105,360	126,523	134,781	FICA 26,341 Workers' compensation 21,353 Health insurance 49,640 Life & Disability insurance 2,588 Dental insurance 1,800 Pension 33,059
TOTALS		417,475	442,221	479,142	



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Community Center Maint.</b>			NUMBER <b>003</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	67,142	99,660	81,435	Extermination	1,000
					Emergency repairs/inspections	10,000
					Smart phones (3)	2,160
					Window cleaning	10,000
					Carpet cleaning	2,000
					Chiller maintenance contract	15,000
					Various building repairs	9,000
					Generator service agreement	2,500
					Elevators Service 2 units	8,500
					Backflow 4 units	1,500
					Boiler Service three units	3,500
					Exit Sign Replacement	1,000
					Gymnasium Equipment Service Agreement	2,500
					Blue Tooth reciever replacement (1 room)	775
					Kiosk	12,000
720.25	DATA PROCESSING	96	0	400	Digiquatics Scheduling Program	400
720.28	RENTAL - EQUIPMENT	1,699	5,500	3,500	Community Center rental equipment	3,500
720.30	UTILITIES SERVICES	245,383	280,000	280,000	Gas & electric	240,000
					Water & sewer	40,000
720.51	PROFESSIONAL DEVELOPMENT	730	763	500	See professional development request	500
720.61	M&R EQUIPMENT	6,257	6,200	12,000	Security and fire monitoring equipment	2,000
					Annual maintenance contract fitness equipment	10,000
	<b>TOTALS</b>	<b>321,307</b>	<b>392,123</b>	<b>377,835</b>		



DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Community Center Maint.</b>	NUMBER <b>003</b>
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
IFMA MEMBERSHIP		500	International Facility Manager's Association	
	TOTAL REQUEST	500		



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Community Center Maint.</b>			NUMBER <b>003</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	69,088	98,000	98,000	Dogport supplies and tags 300 UV lights 2X's year 6,000 Maintenance/replacement HVAC air filters 5,500 Indoor Pool chemicals based on 20,000 2019 usage Custodial supplies, small tools, 42,500 paper products Key FOB- 5,200 First aid supplies 3,500 Gym wipes 13,000 Tool cart and misc. small tools 2,000	
730.25	UNIFORMS	8,300	7,000	10,000	Department/facility staff shirts full and part time 10,000	
	TOTALS	77,388	105,000	108,000		

# Government Center Maintenance

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Parks & Recreation	80	Government Center Maint.	004	Superintendent of Facilities

## Program Activities

### *Government Center Maintenance*

This activity is responsible for maintenance and repair of the Government Center.

## 2021 Programmatic Goals

### Goals

Input performance standards into Computerized Maintenance Management System (CMMS) for preventative maintenance and life cycle management of all mechanical equipment at the Government Center.

Develop a standard Facility Inspection form to establish guidelines for identifying, documenting and correcting deficiencies found in the building on a monthly basis, including emergency devices (i.e. Exit signs, emergency alarm doors, emergency lights, AEDs, fire extinguishers, etc.).

Develop a standard operating procedure for inspection of fire extinguishers.

Develop a standard operating procedure for inspection for fire alarm systems.

Develop a standard operating procedure for inspection for elevators.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Complete training for work order system for full-time staff by March 2020.	Not met	
Input performance standards into Computerized Maintenance Management System (CMMS) for preventative maintenance and life cycle management of all mechanical equipment at the Government Center by April 2020.	Goal met	
Conduct monthly safety inspections and record data. Items identified will include lights, alarms, fire extinguishers, etc. for needed repairs.	Ongoing	
Enter all work orders into CMMS for monthly reports.	Ongoing	
Schedule and conduct an annual office cleaning day(s) by June 2020.	Goal met	

## Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Maintenance work orders completed	326	526	321	400
Room setups completed	546	748	221	600



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Parks &amp; Recreation</b>	<b>80</b>	<b>Government Center Maint.</b>	<b>004</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	243,396	246,816	249,084
CONTRACTUAL SERVICES	241,562	240,565	254,175
COMMODITIES	42,712	47,800	48,200
CAPITAL	0	0	117,655
TOTAL EXPENDITURES	527,670	535,181	669,114
<b>Personnel Schedule</b>			
Position	2019	2020	2021
MAINTENANCE WORKER	1.00	1.00	1.00
CUSTODIAN	2.00	2.00	2.00
MAINTENANCE AIDE	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.00	4.00



Annual Budget -2021

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Parks &amp; Recreation</b>		<b>80</b>	<b>Government Center Maint.</b>			<b>004</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	176,554	177,761	178,057	Regular	147,252
					Part-time	23,920
					Overtime	3,000
					Longevity pay	3,885
711.00	BENEFITS	66,842	69,055	71,027	FICA	13,618
					Workers' compensation	10,907
					Health insurance	24,840
					Life & Disability Insurance	1,470
					Dental insurance	1,080
					Pension	19,112
	TOTALS	243,396	246,816	249,084		



Annual Budget -2021

General Fund

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Government Center Maint.</b>			NUMBER <b>004</b>
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	93,679	79,565	93,575	Pest control	1,000
					Generator service agreement	4,600
					Various building repairs	9,950
					Fire protection sprinkler maintenance	4,100
					HVAC repairs	10,500
					Fire extinguisher maintenance	2,550
					Smart phones (2)	1,200
					Fountain repairs	2,000
					Elevator maintenance, includes service contract	8,000
					Window cleaning	5,000
					Floor mats and carpet cleaning	2,500
					Building modifications	10,000
					HVAC maintenance contract	10,500
					Boiler repairs and main	6,000
					Contract for fitness equipment	2,175
					Police Locker Room Carpet Replacement	7,000
					Building Life Cycle Assessment	6,500
720.30	UTILITIES SERVICES	147,883	160,200	160,200	Water & sewer	20,500
					Electric	108,100
					Gas	31,600
720.51	PROFESSIONAL DEVELOPMENT	0	800	400	See professional development request	400
	TOTALS	241,562	240,565	254,175		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
<b>Parks &amp; Recreation</b>		<b>80</b>	<b>Government Center Maint.</b>	<b>004</b>
<b>Professional Development Request</b>				
Organization/Conference	Location	Amount	Detail	
VARIOUS	Local	400	Staff training	
	TOTAL REQUEST	400		



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Government Center Maint.</b>			NUMBER <b>004</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	42,214	45,800	46,200	Janitorial supplies and small tools 40,450 HVAC air filters 5,350 Digiquatics Scheduling Program 400	
730.25	UNIFORMS	498	2,000	2,000	Maintenance uniforms full and part-time staff 2,000	
	TOTALS	42,712	47,800	48,200		



This page left intentionally blank.



# Aquaport

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Parks and Recreation	80	Aquaport	007	Recreation Manager

## Program Activities

### *Aquaport Family Aquatic Center*

This Activity is responsible for the operation of the City's outdoor aquatic facility. The City took the operation of aquatic programs, lifeguards operations, after hour rentals, and pool operations/maintenance in house as of 2019. The concession stand and cashier services will continue to be operated by the city. Aquaport is open 12 full weeks, Memorial Day in May through mid-August, with an additional three weekends reflecting amended hours from mid-August to Labor Day in September. Due to an extended construction time line for the remodel of Aquaport, the facility did not operate during the 2020 season.

## 2021 Programmatic Goals

### Goals

Increase Resident use of Aquaport by 15% compared to 2019.

Implement new Learn to Surf lesson utilizing the Flow Rider.

Increase program opportunities for River Walking and Little Splashers.

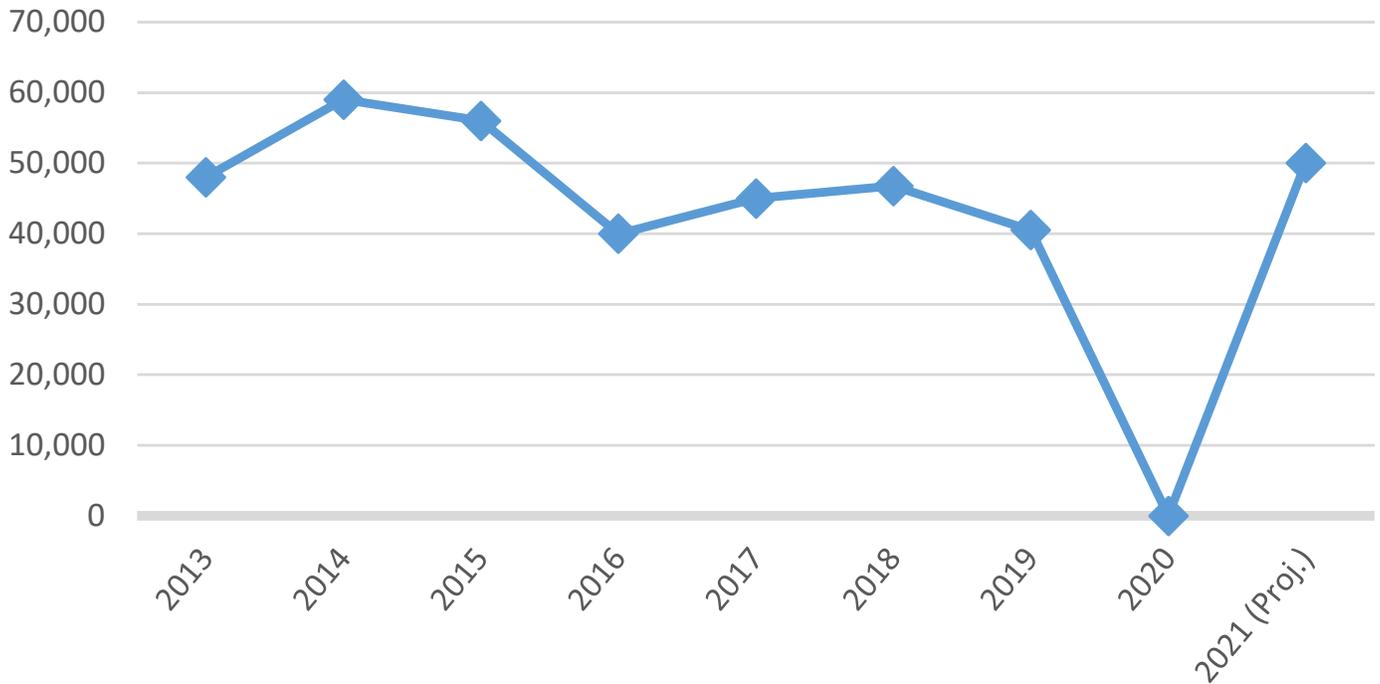
Develop, implement, and maintain pool operations for new equipment both in filter room and concessions.  
Write down protocols in working manual.

## 2020 Programmatic Goals - Status

Goals	Status	Comments
Maintain season attendants for open swim and special events while taking Aquatics in house.	Goal met	Due to the remodel of Aquaport, the facility was no operated during the 2020 season
Offer (3) Special family Programs at Aquaport during 2019 season	Goal met	Due to the remodel of Aquaport, the facility was no operated during the 2020 season
Increasing swim lessons participation for Aquaport.	Withdrawn	Due to the remodel of Aquaport, the facility was no operated during the 2020 season
Developing, implementing, and maintaining pool operations protocols for Aquaport.	In progress	Due to the remodel of Aquaport, the facility was no operated during the 2020 season

## Performance Measures

### Total Seasonal Attendance at Aquaport



Metrics	2018 Actual	2019 Actual	2020 Estimate	2021 Projected
Total attendance	46,756	40,517	0	50,000
Flow Rider Wristbands Sold*	ND	ND	ND	5,000
Creve Coeur Usage	358	307	0	400
Bridgeton Usage	263	158	0	300
Groupons redeemed	5,935	8,265	0	6,200

*Aquaport remained closed throughout the 2020 season due to remodeling construction.*

*\* New performance measure introduced as the new Flow Rider feature will begin operation in the 2021 season.*



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>	NUMBER <b>80</b>	PROGRAM <b>Aquaport</b>	NUMBER <b>007</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	219,247	0	460,357
CONTRACTUAL SERVICES	140,484	39,750	119,830
COMMODITIES	117,354	19,025	151,350
TOTAL EXPENDITURES	477,085	58,775	731,537
<b>Personnel Schedule</b>			
Position	2019	2020	2021
AQUAPORT STAFF	3.30	3.30	4.60
LIFEGUARD MANAGER	0.41	0.41	0.87
HEAD LIFEGUARD	0.87	1.83	1.38
LIFEGUARD	9.09	7.20	6.97
AQUAPORT GROUNDS CREW	0.32	0.32	0.64
SLIDE ATTENDANT	0.00	0.00	2.49
AQUAPORT MAINTENANCE	0.57	0.57	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	14.56	13.63	16.95



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Aquaport</b>			NUMBER <b>007</b>
<b>Personnel Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
710.00	SALARIES	193,526	0	404,113	Part-time	404,113
711.00	BENEFITS	25,721	0	56,244	FICA	30,910
					Workers' compensation	25,334
	TOTALS	219,247	0	460,357		



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Aquaport</b>			NUMBER <b>007</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	38,818	1,220	5,000	Emergency repairs	3,000
					Replace bulbs on stadium lights	2,000
720.26	PRINTING & BINDING	89	700	2,000	Aquaport brochures and free passes	2,000
720.30	UTILITIES SERVICES	95,277	36,250	96,250	Electric	39,250
					Water & sewer	57,000
720.34	CREDIT CARD PROCESSING FEES	6,300	500	8,000	Concession stand/admissions	8,000
720.51	PROFESSIONAL DEVELOPMENT	0	1,080	3,580	See professional development request	3,580
720.84	ADVERTISING	0	0	5,000	Advertising	5,000
	<b>TOTALS</b>	<b>140,484</b>	<b>39,750</b>	<b>119,830</b>		



DEPARTMENT <b>Parks &amp; Recreation</b>	NUMBER <b>80</b>	PROGRAM <b>Aquaport</b>	NUMBER <b>007</b>
Professional Development Request			
Organization/Conference	Location	Amount	Detail
FOOD SAFE TRAINING	Local	580	Concession certification for all managers (3)
LIFEGUARD CERTIFICATION & TRAINING	Local	3,000	
	TOTAL REQUEST	<u>3,580</u>	



Annual Budget -2021

Parks Fund

DEPARTMENT Parks & Recreation		NUMBER 80	PROGRAM Aquaport		NUMBER 007
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
730.13	MISC. SUPPLIES	46,954	0	60,000	Concession goods 60,000
730.20	OPERATIONAL SUPPLIES	70,064	19,025	88,350	Janitorial supplies 4,250 Tubes 3,500 Concession and office supplies 2,000 Wrist bands 3,000 Signage-per county regs 500 Funbrella repair parts 1,500 Special event supplies-Grand Opening 10,000 Rain barrels, trashcans,Small tools and equipment 3,500 Staff Umbrellas (8) top of slide, etc. 1,200 Chemicals for aquatic center 18,000 vaccum 2,800 Network Infrastructure 12,000 Office Data Processing equipment and telephones 25,500 Digiquatics Scheduling Program 600
730.25	UNIFORMS	336	0	3,000	Staff shirts & Lifeguard uniforms 3,000
	TOTALS	117,354	19,025	151,350	

This page left intentionally blank.



# Parks Maintenance

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Parks & Recreation	80	Parks Maintenance	008	Superintendent of Parks

## Program Activities

### *Parks Maintenance*

This activity provides grounds maintenance and beautification five public parks (Vago, Eise, Quiet Hollow, Parkwood, and McKelvey Woods), Community Center grounds, Government Center grounds, Aquaport; Dogport, trails, walking paths, and other public facilities.

### 2021 Programmatic Goals

#### Goals

Develop a plan for removal of honeysuckle within the City parks and facilities in conjunction with Public Works and the AmeriCorps.

Complete inventory of memorial plaques and benches for the city parks system and enter into GIS system.

Develop on-going safety training schedule for Parks and Facility staff.

Develop a standard Facility/Park Inspection form to establish guidelines for identifying, documenting and correcting deficiencies found in city properties and parks on a monthly basis.

### 2020 Programmatic Goals - Status

#### Goals

Research and develop a plan for removal of honeysuckle within the City parks and facilities in conjunction with the Department of Public Works.

Goal met

Complete inventory of memorial plaques and benches for the city parks system and enter into GIS system

In progress

Develop on-going safety training schedule for staff working in parks and facility maintenance.

Ongoing

<b>Performance Measures</b>				
<b>Metrics</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Estimate</b>	<b>2021 Projected</b>
Pavilion reservations	217	334	59	350
Work orders completed	105	192	113	250
Trees planted on city grounds	100	68	4	50

*The 2020 COVID-19 pandemic significantly altered program and service offerings due to social distancing and gathering size restrictions, thereby impacting performance measures.*



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Parks &amp; Recreation</b>	<b>80</b>	<b>Parks Maintenance</b>	<b>008</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
PERSONNEL SERVICES	491,651	537,034	573,171
CONTRACTUAL SERVICES	119,270	149,390	181,175
COMMODITIES	48,156	73,325	76,225
CAPITAL	44,123	26,500	0
TOTAL EXPENDITURES	703,200	786,249	830,571
<b>Personnel Schedule</b>			
Position	2019	2020	2021
SUPERINTENDENT OF PARKS	1.00	1.00	1.00
CREW LEADER	1.00	1.00	1.00
MAINTENANCE WORKER	4.00	4.00	4.00
MAINTENANCE AIDE (PART-TIME)	2.20	2.20	2.20
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	8.20	8.20	8.20



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Parks Maintenance</b>		NUMBER <b>008</b>
Personnel Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	352,450	374,969	408,098	Regular 344,455 Part-time 52,624 Overtime 6,000 Longevity pay 5,019
711.00	BENEFITS	139,201	162,065	165,073	FICA 31,215 Workers' compensation 23,960 Health insurance 60,220 Life & Disability insurance 3,441 Dental insurance 2,160 Pension 44,077
	TOTALS	491,651	537,034	573,171	



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Parks Maintenance</b>			NUMBER <b>008</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	14,023	30,290	64,500	Alarm system monitoring: maintenance building	600
					Hazard tree removal - increase hazard trees identified by tree inventory	10,000
					Landfill charges	3,100
					Emergency repairs - plumbing, HVAC, electrical, etc.- includes required annual inspections	5,000
					Smart phones (3)	1,800
					Honeysuckle removal & AmeriCorps Contract	12,000
					Seal and restripe surfaces throughout City parks	32,000
720.18	LEVEE DISTRICT ASSESSMENT	58,425	67,000	67,000	Sportport	67,000
720.28	RENTAL - EQUIPMENT	1,756	5,000	5,000	Rental of misc. yard equipment - for cleaning up lots and maintenance of trail	5,000
720.30	UTILITIES SERVICES	44,181	42,875	42,875	Water & sewer	32,125
					Gas & electric	10,750
720.51	PROFESSIONAL DEVELOPMENT	885	4,225	1,800	See professional development request	1,800
	<b>TOTALS</b>	<b>119,270</b>	<b>149,390</b>	<b>181,175</b>		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
<b>Parks &amp; Recreation</b>		<b>80</b>	<b>Parks Maintenance</b>	<b>008</b>
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
CERTIFICATIONS	St. Louis, MO	1,000	Renewal of chemicals license, playground inspections certification, etc.	
MISSOURI TURF & ORNAMENTAL COUNCIL		200	Membership dues	
TRAINING/SKILL DEVELOPMENT	Local	600	Maintenance training program (6)	
	TOTAL REQUEST	1,800		



**Annual Budget -2021**

**Parks Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Parks Maintenance</b>			NUMBER <b>008</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	40,210	61,050	63,950	Janitorial supplies	14,750
					Fixtures, flags and misc. repair parts	4,600
					Sand, gravel and concrete	8,150
					Flowers, shrubs, seed and fertilizer - includes Aquap.,Gov. Center, Com. Center	10,000
					Small tools	2,500
					Gas powered tools: weed eaters, chainsaws, push mower	4,600
					Tables and benches	2,500
					Paint, stain, and sealer	2,550
					Mulch	3,500
					Dogport sand and supplies-amicore	2,800
					New trees	5,100
					Paint all splashpad features at Eise and Vago	2,500
					Digiquatics Scheduling Program	400
730.21	MOTOR FUEL & LUBRICANTS	5,992	8,150	8,150	Diesel fuel, gasoline	8,150
730.25	UNIFORMS	1,954	4,125	4,125	Uniforms & clothing for park maintenance	4,125
	TOTALS	48,156	73,325	76,225		

This page left intentionally blank.



# Capital Projects

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Parks & Recreation	50	Capital Projects	009	Director of Parks & Recreation

## Program Activities

### *Capital Projects*

Capital projects are major infrastructure and facility construction projects that typically have an estimated cost of more than \$100,000.

Capital Improvement Projects - 2021					
Project No.	Project Name	Estimated project cost	Estimated expenditures through 2020	2021 Budget (proposed)	Future Cost
304	Fee Fee Baseball Fields	500,000	0	500,000	0
<b>TOTAL 2021</b>				<b>\$500,000</b>	



DEPARTMENT <b>Park Capital Imp Projects</b>		NUMBER <b>85</b>	PROGRAM <b>Capital Projects</b>	NUMBER <b>001</b>
<b>Capital Improvement Project</b>				
<b>Capital Project Number</b> 304	<b>Name of Project</b> FEE FEE BASEBALL FIELDS			
<b>Description</b> The Fee Fee Baseball Fields The Maryland Heights Athletic Association no longer exists and the City has the opportunity to enhance this location where baseball used to be played. Requests for Qualificaitons were sent out to potential vendors to complete the renvoations in summer of 2019 and Cole was chosen as the Architect firm to work with City staff in a design and plan to renovate these fields. .				
<b>Status of Project</b> Staff are currently working with Cole Architects to determine the best plan for renovations due to the Floodway verses Flood plain restrictions.				
<b>Impact on Operating Budget</b> This project would be funded from the Parks and Recreation Fund.				
<b>Performance Measures</b> Provide residents with a park to play baseball/softball and other field opportunities  Increase parking and playing surface for participant safety  Access lighting for the park area.				
<b>Project Budget</b>				
	<b>Estimated Total Project Cost</b>	<b>Estimated Expenditures through 2020</b>	<b>2021 Budget</b>	<b>Future Costs</b>
<b>Engineering</b>	\$0	\$0	\$0	\$0
<b>Right-of-Way/Property Acquisition</b>	0	0	0	0
<b>Construction</b>	500,000	0	500,000	0
<b>Equipment/Other</b>	0	0	0	0
<b>Total Cost</b>	\$500,000	\$0	\$500,000	\$0

# Beautification

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Parks & Recreation	80	Beautification	010	Director of Parks and Recreation

## Program Activities

### *City-wide Beautification*

This program is funded by a business license tax on outdoor advertising structures (billboards). The goal of the program is to improve the appearance of publicly-owned rights-of-way and other public properties within the City.

2021 Programmatic Goals
<b>Goals</b>
Commission has established a five year plan, implement goal one, establish plantings at median on Dorsett near Lindbergh Blvd.
Continue to explore with St. Louis County the desire to paint murals on the retaining walls at Dorsett Rd. and Fee Fee Rd., as well as Dorsett Rd. just west of I270.
Continue work with Creative Cities Alliance (CCA) to select another Sculpture location and piece for 2021 install.

2020 Programmatic Goals - Status		
Goals	Status	Comments
Establish plantings at median on Dorsett Rd. near Lindbergh Blvd.	Not met	
Investigate with St. Louis County to desire to paint murals on the retaining walls at Dorsett Rd. and Fee Fee Rd., as well as Dorsett Road just west of I-270.	In progress	
Continue work with Creative Cities Alliance (CCA) to select another Sculpture location and piece for 2020 install.	Goal met	
Work with the Parks staff to maintain the planters at the Government Center.	Goal met	



**Annual Budget -2021**

**Beautification Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>	NUMBER <b>80</b>	PROGRAM <b>Beautification</b>	NUMBER <b>010</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	9,815	24,000	14,000
COMMODITIES	4,929	1,600	2,100
TOTAL EXPENDITURES	14,744	25,600	16,100
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Beautification Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Beautification</b>			NUMBER <b>010</b>
Contractual Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	9,815	24,000	14,000	Annual Art (CCA)	2,000
					Art Location Prep	2,000
					Paint murals on retaining walls, Dorsett locations,work woth St. Louis county	10,000
	TOTALS	9,815	24,000	14,000		



**Annual Budget -2021**  
**Beautification Fund**

DEPARTMENT <b>Parks &amp; Recreation</b>		NUMBER <b>80</b>	PROGRAM <b>Beautification</b>		NUMBER <b>010</b>
Commodities		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	4,929	1,600	2,100	Marketing and promotion for murals, yard of the month, artist promotions for Banners 1,500 Supplies for special meetings and workshops 600
	TOTALS	4,929	1,600	2,100	



# Human Services

# Human Services

## Department Summary

---

<u>Program</u>		<u>General</u> <u>Fund</u>	<u>Total</u>
Human Services		225,000	225,000
	Total	\$225,000	\$225,000

# Human Services

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Human Services	90	Human Services	003	Recreation Manager

## Program Activities

### *Utility Tax Rebates*

The City refunds payments of utility gross receipts taxes to qualified disabled and/or senior citizens.

### 2021 Programmatic Goals

#### Goals

Process 1,100 rebate applications during the first 30 days of the 2021 rebate program.

Provide checks to qualified applicants within 14 days of application, 95% of the time.

### 2020 Programmatic Goals - Status

#### Goals

#### Status

#### Comments

Process 1,100 rebate applications during the first 30 days of the 2020 rebate program.

In progress

Appointments were required due to COVID-19.

Provide checks to qualified applicants within 14 days of application, 95% of the time.

In progress

### Performance Measures

Metrics	2018 Actual	2019 Actual	2020 Estimated	2021 Projected
Rebate applications processed	1,441	1,339	1,400	1,422



DEPARTMENT <b>Human Services</b>	NUMBER <b>90</b>	PROGRAM <b>Human Services</b>	NUMBER <b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	194,440	225,000	225,000
TOTAL EXPENDITURES	194,440	225,000	225,000



**Annual Budget -2021**

**General Fund**

DEPARTMENT <b>Human Services</b>		NUMBER <b>90</b>	PROGRAM <b>Human Services</b>			NUMBER <b>003</b>
<b>Contractual Services</b>		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.91	UTILITY TAX REBATE PMTS.	194,440	225,000	225,000	Payments to qualified seniors and disabled residents	225,000
	TOTALS	194,440	225,000	225,000		

This page left intentionally blank.





Debt Service

# Debt Services

## Department Summary

---

<u>Program</u>	Community Center Debt Service Fund	Westport Plaza TIF Fund	<u>Total</u>
Debt Service	985,000	2,800,000	3,785,000
Total	\$985,000	\$2,800,000	3,785,000

# Debt Service

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Debt Service	01	Debt Service	000	Finance Director

## Program Activities

### *Debt Service*

In 2015, the City issued approximately \$15 million in “certificates of participation” to fund about 50% of the construction cost of a new community center. The certificates represent proportionate ownership interests in the right to receive “basic rent” to be paid by the City. The City’s obligation to pay basic rent and other payment obligations under the lease are subject to and dependent upon annual appropriations being made by the City for this purpose.

This certificates will not constitute an indebtedness of the City within the meaning of any constitutional or statutory restriction.

### Community Center Debt Service Schedule

Year	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2021	665,000	314,082	979,082
2022	675,000	300,683	975,683
2023	690,000	286,860	976,860
2024	705,000	271,856	976,856
2025	720,000	255,465	975,465
2026	740,000	237,755	977,755
2027	760,000	218,625	978,625
2028	780,000	198,020	978,020
2029	800,000	175,795	975,795
2030	825,000	151,920	976,920
2031	850,000	126,795	976,795
2032	875,000	100,701	975,701
2033	905,000	73,330	978,330
2034	930,000	44,771	974,771
2035	960,000	15,120	975,120
<b>TOTAL</b>	<b>\$11,880,000</b>	<b>\$2,771,778</b>	<b>\$14,651,778</b>



**Annual Budget -2021**

**Community Center Debt Service Fund**

DEPARTMENT <b>Debt Service</b>	NUMBER <b>01</b>	PROGRAM <b>Debt Service</b>	NUMBER <b>000</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
CONTRACTUAL SERVICES	3,079	7,700	5,900
DEBT SERVICES	975,083	977,300	979,100
TOTAL EXPENDITURES	978,162	985,000	985,000
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Community Center Debt Service Fund

DEPARTMENT Debt Service		NUMBER 01	PROGRAM Debt Service			NUMBER 000
Contractual Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
720.86	TRUSTEE FEES	3,079	7,700	5,900	Trustee fees, compliance filings	5,900
	TOTALS	3,079	7,700	5,900		



Community Center Debt Service Fund

PROGRAM Debt Service		NUMBER 01	PROGRAM Debt Service			NUMBER 000
Debt Services		2019 Budget (Actual)	2020 Budget (Amended)	2021 Budget (Proposed)	Detail	
Account Number	Account Description					
760.20	DEBT SERVICE PAYMENTS	340,083	327,300	314,100	Interest	314,100
760.40	PRINCIPAL PAYMENT	635,000	650,000	665,000	Principal payment	665,000
	TOTALS	975,083	977,300	979,100		

# Debt Service

Department	No.	Program	No.	Program Manager
Debt Service	01	Debt Service	000	Finance Director

## Program Activities

### *Debt Service*

The Westport Plaza TIF was established in 2015 for the purpose of supporting the redevelopment of Westport Plaza, a 42-acre commercial and office space development, resort and entertainment center. Infrastructure investments afforded by the TIF include repairing the public parking lots and existing garage, constructing an additional garage, repairing pavers and water drainage system, and repairing the water detention/lake feature.

In 2020, the City issued \$20,640,000 in Tax Increment Financing and Special District Revenue Bonds to finance eligible redevelopment costs in the Westport Plaza Redevelopment Area, which refunded notes previously issued.

The financing is not considered general obligation debt. The City's responsibility is limited to incremental revenues generated in the district.



**Annual Budget -2021**

**Westport Plaza TIF**

DEPARTMENT <b>Debt Service</b>	NUMBER <b>01</b>	PROGRAM <b>Debt Service</b>	NUMBER <b>000</b>
<b>Program Budget</b>			
Object of Expenditure	2019 Budget	2020 Budget	2021 Budget
DEBT SERVICES	4,851,479	6,000,000	2,800,000
TOTAL EXPENDITURES	4,851,479	6,000,000	2,800,000
<b>Personnel Schedule</b>			
Position	2019	2020	2021
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2021**

**Westport Plaza TIF**

PROGRAM <b>Debt Service</b>		NUMBER <b>01</b>	PROGRAM <b>Debt Service</b>		NUMBER <b>000</b>
Debt Services		<b>2019 Budget (Actual)</b>	<b>2020 Budget (Amended)</b>	<b>2021 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
760.20	DEBT SERVICE PAYMENTS	1,475,456	1,500,000	800,000	Interest on TIF bonds 800,000
760.40	PRINCIPAL PAYMENT	3,376,023	4,500,000	2,000,000	TIF Bonds Series 2020 2,000,000
	TOTALS	4,851,479	6,000,000	2,800,000	

This page left intentionally blank.





# Appendix

This page left intentionally blank.



# position classification plan

## full time employees

### Position Classification Key

<i>E- Exempt Employees</i>	<i>PD2 - Police Corporal</i>
<i>NE - Non-Exempt Employees</i>	<i>PD3 - Police Sergeant</i>
<i>PA1 - Police Recruit</i>	<i>T - Temporary/Seasonal</i>
<i>PD1 - Police Officer/Detective</i>	

### Administration & Finance

#### Administrative Support Services

1. Records Clerk – Administration	NE 3
2. Administration. Assist. – Licensing	NE 4
3. Deputy City Clerk	NE 6
4. Human Resources Generalist	NE 6
5. Marketing Communication Specialist	NE 6

#### Financial Support Services

1. Accounting Clerk	NE 5
2. Payroll Specialist/IT Technician**	NE 7
3. Senior Accountant	E 13

#### Technology Support Services

1. Payroll Specialist/IT Technician**	NE 7
2. Data Systems Technician	NE 9
3. GIS Coordinator	E 15

#### Management Services

1. Communication Manager	E 11
2. Assistant to the City Administrator	E 14
3. City Clerk	E 14
4. Assistant Director of Finance	E 15
5. Human Resources Manager	E 15
6. IT Manager	E 17
7. Director of Finance	E 19
8. City Administrator	E 21

\*\*Dual Financial and Technology Position

The City's Position Classification Plan and Position Pay Plan will be updated in 2021.

### Legal Services

1. Assistant to the Prosecutor	NE 6
2. City Attorney	E
3. Prosecutor	E

### Community Development

#### Administrative Support Services

1. Customer Relations Specialist	NE 3
2. Administrative Assistant	NE 4
3. Management Assistant	NE 5
4. Permits Coordinator	NE 5

#### Inspector Services

1. Code Enforcement Officer	NE 5
2. Building Inspector	NE 8
3. Plans Examiner	NE 9

#### Planning Services

1. Planner I	E 11
2. Planner II	E 12
3. City Planner	E 13

#### Management Services

1. Deputy Building Commissioner	E 13
2. Building Commissioner	E 14
3. Economic Development Manager	E 15
4. Director Community Development	E 17

### Municipal Court

#### Administrative Support Services

1. Court Assistant	NE 4
2. Court Administrator	E 11

#### Judicial Services

1. Municipal Judge	E
2. Provisional Municipal Judge	E

## Parks and Recreation

### Administrative Support Services

	Grade
1. Customer Relations Specialist	NE 3
2. Recreation Assistant – Facilities	NE 3
3. Customer Relations Supervisor	NE 5
4. Marketing Communications Specialist	NE 6

### Maintenance Services

1. Custodian	NE 2
2. Maintenance Worker	NE 5
3. Crew Leader	NE 8
4. Superintendent of Facilities	E 12
5. Superintendent of Parks	E 12

### Recreation Services

1. Recreation Assistant	NE 3
2. Recreation Program Specialist	NE 5
3. Aquatics Supervisor	NE 6

### Management Services

1. Recreation Manager	E 12
2. Director of Parks and Recreation	E 19

## Public Safety

### Administrative Support Services

1. Secretary - Detective Bureau	NE 3
2. Administrative Assistant	NE 4
3. Crime Analyst	NE 5
4. Executive Assistant	NE 5

### Communications and Records Services

1. Police Records Clerk	NE 3
2. Police Records Supervisor	NE 5
3. Dispatcher	NE 6
4. Communications Supervisor**	NE 8/ PD 1

\*\*Position currently held by police officer and paid as a PD 1. If position is held by civilian employee, paid as an NE 8.

## Law Enforcement Services

	Grade
1. Jailer	NE 2
2. Police Recruit	PA 1
3. Police Officer	PD 1
4. Police Corporal	PD 2
5. Police Sergeant	PD 3

### Management Services

1. Police Lieutenant	E 16
2. Police Captain	E 17
3. Deputy Police Chief	E 18
4. Chief of Police	E 20

## Public Works

### Administrative Support Services

1. Administrative Assistant	NE 4
2. Executive Assistant	NE 5

### Maintenance Services

1. Mechanic Helper	NE 2
2. Maintenance Worker	NE 5
3. Mechanic	NE 6
4. Crew Leader	NE 8

### Construction Services

1. Construction Inspector	NE 7
---------------------------	------

### Engineering Services

1. Engineering Technician	NE 7
2. Engineer	E 13

### Management Services

1. Engineering Manager	E 14
2. Operations Manager	E 14
3. Director of Public Works	E 20

## All Departments - Temporary and Seasonal Employees

	Grade		Grade
1. Aquaport Grounds Crew	T	34. Preschool Director	T
2. Art Instructor	T	35. Preschool Leader	T
3. Bailiff	T	36. Preschool Teacher	T
4. Bus Driver	T	37. Program Instructor	T
5. Camp Assistant Director	T	38. Senior Aide	T
6. Camp Director	T	39. Senior Camp Counselor	T
7. Camp Staff	T	40. Slide Attendant	T
8. Cashier	T	41. Speciality Fitness Instructor	T
9. Concession Assistant Manager	T	42. Sports Instructor	T
10. Concession Crew Leader	T	43. Sports Official	T
11. Concession Manager	T	44. Swim Instructor	T
12. Concession Worker	T	45. Youth Sports Assistant	T
13. Court Aide	T		
14. Custodial Aide	T		
15. Customer Relations Aide	T		
16. Customer Relations Assistant	T		
17. Customer Relations Attendant	T		
18. Dance Instructor	T		
19. Drama Instructor	T		
20. Fitness Attendant	T		
21. Fitness Instructor	T		
22. Gym Attendant	T		
23. Head Lifeguard	T		
24. Inclusion Assistant	T		
25. Intern	T		
26. Lifeguard	T		
27. Lifeguard Manager	T		
28. Maintenance Aide	T		
29. Market Manager	T		
30. Music Instructor	T		
31. Park Attendant	T		
32. Personal Trainer	T		
33. Play Center Attendant	T		

*The City Administrator is authorized to establish the specific salary for exempt employees which salaries shall not be less than the minimum set forth for their respective grade nor more than the maximum set forth in this Addendum. The salaries for City Administrator and City Clerk shall be set by the Mayor and Council in accordance with the respective ranges for these positions.*

# position pay plan

## full time employees

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
NE 1	Open	31,002	31,797	32,612	33,448	34,306	35,185
NE 2	Custodian; Jailer; Mechanic Helper	36,258	37,188	38,142	39,119	40,122	41,151
NE 3	Recreation Assistant; Customer Relations Specialist; Records Clerk/Administration; Police Records Clerk; Secretary/Detective Bureau	40,354	41,389	42,450	43,538	44,655	45,799
NE 4	Administrative Assistant; Court Assistant	42,437	43,526	44,642	45,786	46,960	48,165
NE 5	Accounting Clerk; Crime Analyst; Code Enforcement Officer; Customer Relations Supervisor; Exec. Assistant; Recreation Program Specialist; Management Assistant; Maintenance Worker; Permits Coordinator; Police Records Supervisor	45,706	46,878	48,080	49,312	50,577	51,874
NE 6	Deputy City Clerk; Dispatcher; HR Generalist; Mechanic; Assistant to the Prosecutor; Marketing/Communications Specialist; Aquatics Supervisor	50,461	51,754	53,082	54,442	55,838	57,270
NE 7	Construction Inspector; Engineering Technician; Payroll/IT Tech	55,362	56,782	58,238	59,731	61,263	62,834
NE 8	Building Inspector; **Communications Supervisor/Police; Crew Leader	60,435	61,985	63,574	65,205	66,876	68,591
NE 9	Data Systems Tech.; Plans Examiner	64,884	66,548	68,255	70,004	71,800	73,640
PA 1	Police Recruit	42,437	43,526	44,642	45,786	46,960	48,165
PD 1	Police Officer/Detective./Comm. Supervisor	57,679	59,986	62,385	64,880	67,475	70,174
PD 2	Police Corporal	60,679	63,106	65,630	68,255	70,986	73,825
PD 3	Police Sergeant	78,936	81,699	84,610	87,520	90,582	92,394

*\*\*Position currently held by police officer and paid as a PD 1. If position is held by civilian employee, paid as an NE 8.*

Step 7	Step 8	Step 9	Step 10
36,087	37,013	37,962	39,519

42,206	43,289	44,399	46,220
--------	--------	--------	--------

46,974	48,178	49,414	51,441
--------	--------	--------	--------

49,399	50,666	51,966	54,097
--------	--------	--------	--------

53,204	54,568	55,967	58,263
--------	--------	--------	--------

58,739	60,244	61,789	64,324
--------	--------	--------	--------

64,445	66,097	67,792	70,574
--------	--------	--------	--------

70,350	72,153	74,004	77,040
--------	--------	--------	--------

75,529	77,465	79,452	82,711
--------	--------	--------	--------

49,399	50,666	51,966	53,298
--------	--------	--------	--------

72,981	75,902	77,799	79,744
--------	--------	--------	--------

76,778	79,849	81,846	83,891
--------	--------	--------	--------

94,241	96,126	98,049	100,009
--------	--------	--------	---------

*The City's Position Classification Plan and Position Pay Plan will be updated in 2021.*

*E- Exempt Employees*

*NE - Non-Exempt Employees*

*PA1 - Police Recruit*

*PD1 - Police Officer/ Detective/  
Communications Supervisor*

*PD2 - Police Corporal*

*PD3 - Police Sergeant*

*T - Temporary/ Seasonal*

# position pay plan

## full time employees (continued)

<b>Grade</b>	<b>Position</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
E 11	Court Administrator; Planner I; Communications Manager	54,950	68,778	82,606
E 12	Planner II; Superintendent of Facilities; Superintendent of Parks; Recreation Manager	56,798	73,594	88,388
E 13	City Planner; Deputy Building Commissioner; Engineer; Senior Accountant	62,912	78,744	94,576
E 14	Assistant to City Administrator; Building Commissioner; City Clerk; Engineering Manager; Operations Manager	67,317	84,256	101,195
E 15	Assistant Director of Finance; Economic Development Manager; GIS Coordinator; HR Manager	72,029	90,155	108,280
E 16	Police Lieutenant	77,071	96,466	115,860
E 17	Director of Community Development; IT Manager; Police Captain	82,466	103,218	123,970
E 18	Deputy Police Chief	88,238	110,958	132,648
E 19	Director of Finance; Director of Parks and Recreation	94,415	118,174	141,933
E 20	Chief of Police; Director of Public Works	101,024	126,446	151,867
E 21	City Administrator	127,720	159,135	190,550

*The City's Position Classification Plan and  
Position Pay Plan will be updated in 2021.*

# position pay plan

## appointed & part-time positions

<b>Position</b>	<b>Compensation</b>
Municipal Judge	36,000/annual
<hr/>	
Provisional Municipal Judge	500/session
<hr/>	
Prosecutor	548/call docket 671/trial docket 148/hour (prep and special appearance)

<b>Position</b>	<b>Minimum Hourly</b>	<b>Maximum Hourly</b>
Part-Time	7.85	75

*The City's Position Classification Plan and Position Pay Plan will be updated in 2021.*

# background data

## Demographic Data

### Population

1970:	17,617
1980:	26,413
1990:	25,440
2000:	25,756
2010:	27,472

### Number of Households

1970:	6,468
1980:	8,689
1990:	10,667
2000:	11,302
2010:	13,092

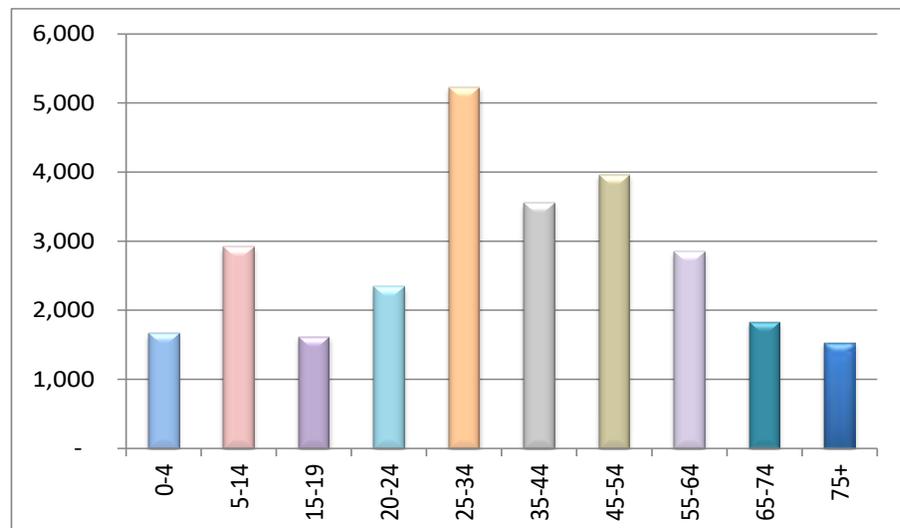
### Age Distribution

0-4 years	1,661
5-14	2,917
15-19	1,609
20-24	2,338
25-34	5,225
35-44	3,553
45-54	3,957
55-64	2,855
65-74	1,825
75+	1,532
Total	27,472

## Land Use

City land size:	23.42 square miles
Miles of city-maintained streets:	98.1
Percentage of land use	
Agricultural	19.9%
Recreational/Open Space	19.9%
Residential	18.5%
Commercial/Industrial	18.5%
Vacant Land	13.8%
Transportation and Utilities	7%
Institutional	2.4%
Total built commercial space:	24.2 million square feet
Total licensed businesses:	1,645

## Population Distribution by Age



People	Maryland Heights	U.S. (2010)
Median age	35	37
Male population	48.7%	49.2%
Female population	51.3%	50.8%

<b>Major Employers</b>	<b>Employed</b>
Edward Jones	1,833
Charter Communications Entertain.	1,587
World Wide Technology	1,521
Magellan Health Services	1,350
Hollywood Casino	1,256
United Healthcare of the Midwest	900
Elsevier	724
The Boeing Company	641
Schnucks Markets	635
Essence Healthcare	556

### **Assessed Valuation (in dollars)**

2009 - 1,030,099,917	2015 - 1,030,260,223
2010 - 1,020,840,625	2016 - 986,639,443
2011 - 987,263,031	2017 - 1,073,420,572
2012 - 1,085,013,461	2018 - 1,054,934,380
2013 - 1,027,402,738	2019 - 1,146,483,170
2014 - 1,021,515,809	2020 - 1,161,666,200

# debt service & bonds schedules

*As an issuer, the City of Maryland Heights' bond rating through S&P Global is AA-.*

*In January 2015, the City issued certificates of participation, Series 2015 in the amount of \$15 million maturing in April 2035. The S&P Global's rating for the Community Center bonds is A-.*

## Community Center Debt Service Schedule

<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2021	665,000	314,082	979,082
2022	675,000	300,683	975,683
2023	690,000	286,860	976,860
2024	705,000	271,856	976,856
2025	720,000	255,465	975,465
2026	740,000	237,755	977,755
2027	760,000	218,625	978,625
2028	780,000	198,020	978,020
2029	800,000	175,795	975,795
2030	825,000	151,920	976,920
2031	850,000	126,795	976,795
2032	875,000	100,701	975,701
2033	905,000	73,330	978,330
2034	930,000	44,771	974,771
2035	960,000	15,120	975,120
<b>TOTAL</b>	<b>\$11,880,000</b>	<b>\$2,771,778</b>	<b>\$14,651,778</b>

*The IDA revenue bonds are unrated.*

## Industrial Development Authority Revenue Bonds

<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2021	\$ 845,000	2,690,391	3,535,391
2022	635,000	2,657,731	3,292,731
2023	710,000	2,627,741	3,337,741
2024	820,000	2,593,616	3,413,616
2025-2029	5,820,000	12,278,361	18,098,361
2030-2034	7,435,000	10,704,155	18,139,155
2035-2039	9,440,000	8,599,563	18,039,563
2040-2044	12,080,000	5,905,149	17,985,149
2045-2049	17,265,000	2,481,775	19,746,775
<b>Total</b>	<b>\$ 55,050,000</b>	<b>50,538,482</b>	<b>105,588,482</b>

Issued in 2018, Industrial Revenue Bonds financed the construction of the St. Louis Community Ice Center. The Ice Center is accounted for in an Enterprise Fund, not included in the budget document. Pursuant to a financing agreement the governmental funds will, subject to annual appropriation, pay \$175,000 per year and backstop up to \$625,000 per year toward the debt service. These payments are included in the budget as transfers to the Ice Center Fund.

*The Westport Plaza TIF bonds are unrated.*

## Westport Plaza Tax Increment Financing Bonds

<i>Maturity</i>	<i>Principal</i>	<i>Interest</i>	<i>Fiscal Year 2021 Estimated Payments</i>	
<i>Year</i>	<i>Principal</i>	<i>Rate</i>		
2031	7,500,000	3.625%	Principal	800,000
2038	12,855,000	4.125%	Interest	2,000,000
	<b>\$ 20,355,000</b>		<b>Total</b>	<b>2,800,000</b>

Payments of principal and interest will be equal to available incremental revenues received each year.

# glossary

## terms used in this budget

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

**Activity** - A specific and distinguishable service or effort of a departmental program.

**Advance** - A loan between funds for the purpose of providing budgetary resources on a temporary basis with the expectation of repayment.

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

**Assessed Valuation** - The value set on real estate or other property as a basis for levying a tax.

**Asset** - A resource which has monetary value and is owned or held by the city.

**Audit** - An examination made to determine whether the city's financial statements are presented fairly in accordance with GAAP.

**Balanced Budget** - A financial plan that appropriates funds no more than the total of all resources that are expected to be available for a specific period of time.

**Bond** - A contract to pay a specified sum of money (the principal or face value) at a specified future date or dates (maturity) plus interest paid at an agreed percentage of the principal. Maturity is usually longer than one year.

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

**Capital** - An expenditure for a good that has an expected life of more than one year and the cost of which is in excess of \$5,000. Capital items include real property, office equipment, furnishings and vehicles.

**Capital Improvement Program (CIP)** - A five-year fiscal and planning device which provides a tool for monitoring all capital project costs, funding sources, impact on future operating costs, and departmental responsibilities. All capital improvements and major capital asset investments that have a total cost of over \$100,000 are included in the plan.

**Carryover** - That part of the fund balance which may be utilized as a source of funds in the current budget. (See "Fund Balance")

**Cash Reserves** - Unreserved, undesignated fund balances representing expendable available financial resources.

**Commodities** - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment and asphalt.

**Contingency** - An appropriation of funds to cover unforeseen circumstances that occur during the fiscal year such as flood emergencies, extraordinary snowstorms, etc. Also used to meet revenue shortfalls.

**Contractual Services** - An expenditure for services performed by private firms or other governmental agencies. Examples include legal services, utilities and insurance.

**Debt** - An obligation of the city resulting from the borrowing of money, including bonds and notes.

**Deficit** - The amount a specific fund's expenditures (including outgoing operating transfers) exceed revenues in a given year.

**Department** - The primary administrative unit in city operations. Each is directed by a department head. Departments are generally composed of divisions and programs that share a common purpose.

**Designated Fund Balance** - Management's intended use of available expendable financial resources in governmental funds reflecting future plans.

**Detail** - Explanations and/or calculations used to justify the budget request.

**Encumbrance** - Budget authority that is set aside when a purchase order or contract is approved.

**Expenditure** - Current operating expenses requiring the present or future use of current assets or the incurrence of debt.

**Full-Time Equivalent (FTE)** - An employee position converted to the decimal equivalent of a full-time position based on 2080 hours per year.

**Fund** - A fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources that 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 the fiscal year with a positive or negative fund balance.

**GAAP** - Generally Accepted Accounting Principles, uniform minimum standards of state and local governmental accounting and financial reporting set by the Governmental Accounting Standards Board (GASB).

**Geographic Information System (GIS)** - A visualization technology, which provides a way to electronically plot data from a database onto a digital map. A GIS allows users to see a graphical representation of a database query on a map, or overlain on an aerial photo which is easier to interpret than raw data.

**Goal Met** - A goal status indicating a goal stated in the previous year's budget was accomplished as described.

**Grant** - A payment of money from one governmental unit to another for a specific service or program.

**In Progress** - A goal status indicating a goal stated in the previous year's budget has not yet been completed but is expected to be met by the close of the fiscal year.

**Incremental Revenues** - The increase of revenues from the base year of a specific redevelopment district.

**Line Item** - The uniform identifications of goods or services purchased; sub-unit of objects of expenditure. For example: salaries, postage, equipment rental.

**Not met** - A goal status indicating a goal stated in the previous year's budget has not been completed as described.

**Note** - A written promise to pay a specified amount to a specific person at a specific time, usually less than one year.

**Object of Expenditure** - Category of items to be purchased. The unit of budgetary accountability and control (personnel services, contractual services, commodities, and capital).

**Ongoing** - A goal status indicating a goal stated in the previous year's budget requires continued action and has no foreseeable conclusion (i.e. goal of maintaining equivalent of one year's operating expenses in reserve does not receive a "Goal Met" status but rather an "Ongoing" status as it is continued from year to year).

**Operating Transfer** - A transfer of equity between funds as a means of paying for current year services provided by one fund to another. For example, the city's General Fund provides management services for capital improvements to the Stormwater and Capital Improvement Funds. Those funds transfer assets to the General Fund for their share of the cost.

**Personnel Services** - All costs associated with employee compensation. For example: salaries, pension, health insurance.

**Position** - A job title authorized by the city's classification plan and approved for funding by the budget.

**Program** - A budgetary unit that encompasses specific and distinguishable lines or work performed by an organizational unit. For example: Police Administration, Roads and Bridges, Central Services.

**Program Effectiveness Measures** - Qualitative and quantitative measures of work performed; used to determine how effective or efficient a program is in achieving its objectives.

**Revenue** - Sources of income financing the operations of the city. An increase in fund balance caused by an inflow of assets, usually cash.

**Skill based pay** - A remuneration system in which employees are paid wages on the basis of number of job skills they have acquired.

**Surplus** - The amount that a specific fund's revenues (and incoming operating transfers) exceeds expenditures in a given year.

**TIF** - Tax Increment Financing; a statutorily defined program to provide financial incentives to developers of blighted land using the net incremental taxes produced by new development to pay for public improvements in a designated district.

**Transfer** - A movement of monies from one fund, department, activity, or account to another. This includes budgetary funds and/or movement of assets. (See "Operating Transfer" and "Advances")

**Undesignated Fund Balance** - Available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e. designations).

**Unencumbered Funds** - That portion of a budgeted fund which is not expended or encumbered.

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

**Withdrawn** - A goal status which indicates the goal was nullified at some point during the previous budget year.

# frequently used abbreviations & acronyms

**3CMA**

City-County Communications & Marketing Association

**APA**

American Planning Association

**APCO**

Association of Public Safety Communications Officials

**APWA**

American Public Works Association

**ASLA**

American Society of Landscape Architects

**BLR**

Business and Legal Resources

**BOCA**

Building Officials & Code Association

**CAFR**

Comprehensive Annual Financial Report

**CALEA**

Commission on Accreditation of Law Enforcement Agencies

**CDBG**

Community Development Block Grant

**CIP**

Capital Improvement Plan

**COVID-19**

2019 Novel Corona Virus Disease

**DARE**

Drug & Alcohol Resistance Education

**FBI**

Federal Bureau of Investigation

**FBINA**

Federal Bureau of Investigation National Academy

**FEMA**

Federal Emergency Management Association

**GASB**

Governmental Accounting Standards Board

**GFOA**

Government Finance Officers Association of the U.S. & Canada

**GIS**

Geographic Information System

**IACP**

International Association of Chiefs of Police

**IALEFI**

International Association of Law Enforcement Firearms Instructors

**ICMA**

International City/County Management Association

**ICSC**

International Council of Shopping Centers

**IEDC**

International Economic Development Council

**IFMA**

International Facility Management Association

**IHIA**

International Homicide Investigators Association

**IIMC**

International Institute of Municipal Clerks

**LEIU**

Law Enforcement Intelligence Unit

**LETSAC**

Law Enforcement Traffic Safety Advisory Council

**MABOI**

Missouri Association of Building Officials & Inspectors

**MEDC**

Missouri Economic Development Council

**MEDFA**

Missouri Economic Development Financing Association

**MML**

Missouri Municipal League

**MPCA**

Missouri Police Chiefs Association

**MPRA**

Missouri Parks & Recreation Association

**MSHP**

Missouri State Highway Patrol

**NAEIR**

National Association for the Exchange of Industrial Resources

**NAC**

National Association of Concessionaires

**NAPWDA**

North American Police Work Dog Association

**NENA**

National Emergency Number Association

**NLC**

National League of Cities

**NRPA**

National Recreation & Park Association

**PAFR**

Popular Annual Financial Report

**PRIMA**

Public Risk Insurance Management Association

**PRSA**

Public Relations Society of America

**REJIS**

Regional Justice Information System

**RSMo**

Revised Statutes of the State of Missouri

**SAFE**

Selected Areas for Enforcement

**SEMA**

State Emergency Management Association

**SLACMA**

St. Louis Area City/County Management Association

**SRO**

School Resource Officer

**TIF**

Tax Increment Financing

**UCPS**

University Center for Public Safety

**UMSL**

University of Missouri — St. Louis

**This page left intentionally blank.**





# Capital Improvement Program

This page left intentionally blank.





**2021-2025**  
**CAPITAL IMPROVEMENT PLAN**  
*ROAD TO THE FUTURE*



**DRAFT**



## City of Maryland Heights CAPITAL IMPROVEMENT PROGRAM 2021- 2025

### **INTRODUCTION**

The Capital Improvement Program (CIP) is a plan for the City's capital investments over a five (5) year period. The CIP allows the City to project all capital costs, funding and timing. Each year the CIP is reviewed by the City Council within the context of ongoing City, County and State planning, programs and policies, as well as the City's Comprehensive Plan.

In accordance with state law, the Plan Commission reviews the location, extent and character of all proposed improvements of streets and other public facilities.

Capital investments involve major city assets that normally have long, useful lives. Items included within the CIP are usually found within one of the following six (6) categories:

1. The acquisition of land and/or buildings for a public purpose.
2. The construction of a significant facility, i.e., a building or a road, or the addition to or extension of an existing facility.
3. Rehabilitation or major repair to all or part of a facility, i.e., infrequent repairs that are not considered to be recurring maintenance, provided the total cost is estimated to be not less than \$100,000.
4. Any specific planning, engineering, design work or construction management activity related to the above three (3) categories.
5. The annual street pavement maintenance program, which includes replacement and cracksealing of concrete pavement sections, and resurfacing/microsurfacing of asphalt pavement streets.
6. Any new or replacement capital equipment or software purchase with an estimated cost of not less than \$100,000.

The current CIP includes five (5) years of projected capital expenditures totaling \$20,617,000. Additionally, some projects were started prior to 2021 and/or extend beyond 2025 and would increase the total capital costs to \$35,550,000. The first year of the Program will be incorporated into the capital portion of the FY2021 Budget. The remaining four (4) years will serve as a financial plan for capital investments. The CIP complements the Annual Budget and is updated each budget cycle.

The City is pursuing a program to upgrade all City streets functionally classified as "collector roads". In addition, the City Council has plans to continue to upgrade unimproved residential "local" streets and add sidewalks in residential areas. Storm water improvement projects are recommended by the Storm Water Advisory Commission using their adopted rating system.

### **ORGANIZATION OF THE CIP**

The CIP's organization permits a comprehensive treatment of all pending capital projects. The major portion of the program contains the individual project descriptions, organized by categories set forth in the Strategic Plan and program areas corresponding to the Annual Budget. Each project sheet contains information regarding the description, existing conditions, funding, benefits and impact on operating costs of each project.



### ***FINANCING THE CIP***

The following funding sources may be used to finance a project in the CIP:

- Advance from Reserve - The flow of budgetary funds and the timing of capital project expenditures can cause shortfalls in the funds used for capital projects. The City's Reserve Fund is utilized to advance funds (cash) in order to finance these situations on a short-term basis.
- Available Funds - Cash currently available in one of the City's operating funds.
- Grants - Funding provided to the City by other governmental entities.
- Leasehold Revenue Bonds - To finance certain municipal facilities the Maryland Heights Public Facilities Authority may issue bonds to fund projects and lease the facilities to the City in exchange for annual debt service payments.
- Miscellaneous Sources - Funding sources that do not fall within one of the above categories. When a project lists this as a source of funding, a further description of the funding can be found in the narrative section of the project sheet.
- Private Contributions - Payments by private property owners or developers for public capital facilities (such as storm water facilities and streets) that support or enhance their property or project.
- Special Assessment - Long term borrowing for localized projects repaid through user charges or taxes that are generated within the area of the improvements.
- Tax Increment Financing - Funding provided by incremental taxes resulting from new development in a designated Tax Increment Financing (TIF) District.
- In FY2021, \$1,000,000 is being transferred from the streetlighting fund.

### ***GAMING TAX REVENUES AS A FINANCING SOURCE***

City policy provides that no gaming taxes will be allocated to Capital Improvements in FY2021. Beginning 2022, the CIP assumes that annual gaming taxes in excess of \$8 million will be allocated to the CIP.



### **RELATIONSHIP BETWEEN THE OPERATING BUDGET AND CIP**

Whenever the City commits to a capital project, there is an associated long-range impact on operating funds. Most capital projects affect future operating budgets either positively or negatively by influencing maintenance costs or by providing capacity for new services to be offered. Such impacts vary widely from project to project and, as such, are evaluated individually during the process of assessing project feasibility. The amount of impact is categorized as: Positive, Negligible, Slight, Moderate or High.

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

Construction management services are performed by City staff and are budgeted in the General Fund. An operating transfer is budgeted from the funds that contain capital projects to the General Fund. Consequently, the CIP includes the cost of these services.

### **INFLATIONARY IMPACT ON ESTIMATES**

An inflation rate of 3% per year is assumed on the estimated cost of all projects included in the CIP. The main funding source, gaming taxes, has no inflationary growth associated with the projected revenues since a significant component is a flat tax on admissions. The casino operator advises the City of likely annual changes in the market and/or market share. A positive balance is shown at the end of 5 years but it should be noted that the amounts shown for each project are estimates based upon the current scope of the project. The scope or limits of a project are modified and refined during design. Therefore, the projected fund balance may be viewed as a reserve or contingency for project modifications.

### **NEW DEVELOPMENTS**

Foreseen additions to the City's infrastructure that are a result of planned new private developments are included in the CIP. While these projects will be financed and constructed by private developers, they will add to the City's future maintenance and service responsibility and represent an investment in the City's infrastructure. Standards of governmental accounting require that the City include these assets in the City's financial statement when completed and accepted for maintenance by the City Council.



**This page intentionally left blank**

**CAPITAL IMPROVEMENT PROGRAM**  
*Summary: All Funds*  
*Estimated Expenditure (000's)*

	Total Cost	Prior To 2020	2021	2022	2023	2024	2025	Beyond 2025
<b>CAPITAL IMPROVEMENT FUND</b>	33,040	1,470	4,495	3,945	3,720	3,055	2,935	13,420
<b>STREETLIGHTING FUND</b>	67	0	12	4	4	4	43	0
<b>PARKS FUND</b>	2,443	43	500	450	500	450	500	0
<b>TOTAL EXPENDITURES</b>	<b>35,550</b>	<b>1,513</b>	<b>5,007</b>	<b>4,399</b>	<b>4,224</b>	<b>3,509</b>	<b>3,478</b>	<b>13,420</b>



**This page intentionally left blank**



## **COLLECTOR STREET PROJECTS**

**The collector street system provides land access and traffic circulation within residential neighborhoods, commercial and industrial areas. Urban collector systems may penetrate neighborhoods, distributing trips from the arterials through the area to the ultimate destination. Collector streets also collect traffic from local streets in residential neighborhoods and channel it into the arterial street system.**



**This page intentionally left blank**



**CAPITAL IMPROVEMENT PROGRAM (DRAFT)**  
**CAPITAL IMPROVEMENT FUND**  
*Estimated Expenditure (000's)*

PROJ. #	PROJECT NAME	2021	2022	2023	2024	2025	Total 2021-2025	Prior to 2021	Beyond 2025	Total Cost
<b>COLLECTOR STREET PROJECTS</b>										
157	Adie Road (Dorsett Road to Lindbergh Blvd)	140		1,670			1,810	292		2,102
149	McKelvey Rd. (Ameling to Railroad Bridge)	100					100	8		108
	Fee Fee Road (Westport Plaza Dr to Schuetz Rd) Pavement Rehabilitation		1,000				1,000	149		1,149
	Maryland Heights Expressway/Sportport Road Improvements					150	150		1,000	1,150
<b>LOCAL STREET PROJECTS</b>										
	DeRuntz Ave.				270	125	395		1,700	2,095
141	Sidewalk Construction	250	0	170	295		715		565	1,280
	Gill/Hedda/Broadview/Daley				400	105	505		3,125	3,630
	River Valley Drive Improvements Hwy 141 to Hwy 364 Overpass)					60	60		345	405
<b>PRESERVATION/ENHANCEMENT PROJECTS</b>										
004	Pavement Maintenance Concrete Streets, Sidewalks & Asphalt (Repl./CrkSeal)	800	1,000	1,000	1,000	1,000	4,800			4,800
126	Public R/W - Property Enhancements (Trees, Entryway and Wayfinding Signage)	50	50	50	50	50	250			250
	Fee Fee Greenway Extension (Aquaport to East of I-270)		200				200		4,000	4,200
	Westglen Estates Trail Connection	1,300					1,300	206		1,506
	Sustainability Center	565					565	450		1,015
<b>ROADWAY SUBTOTAL EXPENDITURES</b>		<b>3,205</b>	<b>2,250</b>	<b>2,890</b>	<b>2,015</b>	<b>1,490</b>	<b>11,850</b>	<b>1,105</b>	<b>10,735</b>	<b>23,690</b>
<b>FACILITIES/EQUIPMENT</b>										
079	Equipment Replacement	0	110	180	160	250	700			700
082	Software Upgrade	250					250			250
	Government Center Parking Lot Overlay		300				300			300
<b>FACILITIES/EQUIPMENT SUBTOTAL EXPENDITURES</b>		<b>250</b>	<b>410</b>	<b>180</b>	<b>160</b>	<b>250</b>	<b>1,250</b>	<b>0</b>	<b>0</b>	<b>950</b>
<b>STORMWATER PROJECTS</b>										
	Administration Drive east of Schuetz Road	330					330	57		387
	12059 Autumn Lakes Drive		70	115			185			185
244	Breezemont Tributary		80		250		330			330
	Dorsett Creek (upstream of detention pond to Fee Fee Creek confluence)					250	250	810		1,060
	Edgeworth Avenue north terminus			100	35	225	360			360
	11465 Essex Avenue		130				130			130
255	Fee Fee Creek (Dorsett Road to Aban'd Trolley Bridge)				315		315	1,875		2,190
	12102 Glenpark Drive (west of street, rear of property)	70					70	42		112
252	11814 Jonesdale Court (east of street, rear of property)	190					190	65		255
	11968 Meadow Run Court (south of street, rear of property)	75					75	51		126
242	Metro Tributary (w/o Metro Blvd. to w/o Millwell Drive)			160		435	595			595
	2703 Wagner Place		735				735	150		885
	2515 Westglen Estates Drive (west of street, rear of property)	105					105			105
240	Project Monitoring/Maint. of Mitigation Areas per USACE	25	20	20	20	20	105			105
<b>STORMWATER SUBTOTAL EXPENDITURES</b>		<b>795</b>	<b>1,035</b>	<b>395</b>	<b>620</b>	<b>930</b>	<b>3,775</b>	<b>365</b>	<b>2,685</b>	<b>6,825</b>
	Construction Management Services	245	250	255	260	265	1,275			1,275
<b>TOTAL FUND EXPENDITURES</b>		<b>4,495</b>	<b>3,945</b>	<b>3,720</b>	<b>3,055</b>	<b>2,935</b>	<b>18,150</b>	<b>1,470</b>	<b>13,420</b>	<b>33,040</b>
<b>SOURCES OF FUNDING</b>										
	Allocation from Gaming Revenue	0	1,000	1,500	1,500	1,500	5,500			
	Transfer from Streetlighting Fund	1,000					1,000			
	Federal STP Grant - Adie Road (Dorsett Road to Lindbergh Blvd.)			820			820			
	Federal STP Grant - Fee Fee Road Rehabilitation		630				630			
	Municipal Parks Grant	525					525			
	St. Louis Community Foundation & Bridgeton Landfill Community Project Fund Grant	565					565			
	Balance in fund at beginning of year	4,047	1,642	(673)	(2,073)	(3,628)				
<b>TOTAL FUNDING SOURCES</b>		<b>6,137</b>	<b>3,272</b>	<b>1,647</b>	<b>-573</b>	<b>-2,128</b>	<b>9,040</b>			
<b>Balance End of Year</b>		<b>1,642</b>	<b>(673)</b>	<b>(2,073)</b>	<b>(3,628)</b>	<b>(5,063)</b>				

Deficits in the Balance of the Fund indicate undetermined funding sources



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS and BRIDGES**  
 PROJECT  
**ADIE ROAD**

**(Dorsett Road to Lindbergh Boulevard)**

**Description**

This project involves the reconstruction of Adie Road from Dorsett Road to Lindbergh Boulevard. The new road will consist of new concrete pavement 27 feet in width with curb and gutters and enclosed storm sewers. A sidewalk will be located on the north side of the road. The existing box culvert will be replaced as part of this project. East-West Gateway Council of Governments has approved funds for this project.

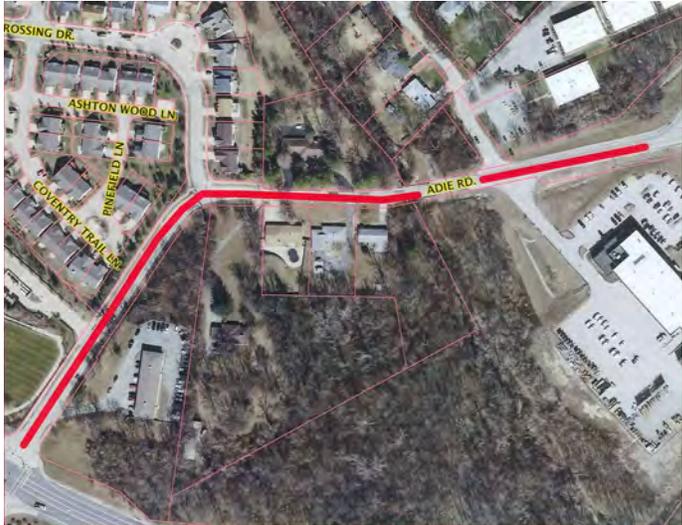
**Existing Condition**

The existing concrete pavement is 26 feet in width with a single span concrete culvert.

**Goals**

- Improve traffic flow and access to Ranken Jordan.
- Upgrade aging asphalt pavement and box culvert.
- Provide for improved safety conditions for both motorists and pedestrians with vertical curbs and sidewalks.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023*	2024	2025	Beyond 2025
\$2,102,000	\$292,000	\$140,000		\$1,670,000			

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund and Federal Surface Transportation Program.



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS and BRIDGES**  
 PROJECT  
**MCKELVEY ROAD**  
**(Ameling Road to Railroad Bridge)**

**Description**

This St. Louis County Department of Transportation roadway project involves the reconstruction of McKelvey Road from Ameling Road to the railroad bridge. St. Louis County Department of Transportation will manage the engineering, right-of-way and construction phases of this project. The City will provide a funding contribution to this St. Louis County Department of Transportation roadway project.

**Existing Condition**

The existing corridor has both concrete pavement and asphalt pavement which varies in width along with limited sidewalk access for pedestrians.

**Goals**

- Enhance the appearance of this neighborhood and community center with a new roadway, street lights and trees.
- Provide an enclosed storm water drainage system.
- Provide for improved safety conditions for both motorists and pedestrians with curbs and sidewalks.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$108,000	\$8,000	\$100,000					

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund and Federal Surface Transportation Program



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS and BRIDGES**  
 PROJECT  
**FEE FEE ROAD**  
**(Westport Plaza Drive to Schuetz Road)**  
**Pavement Rehabilitation**

**Description**

The project will consist of removing and replacing concrete slabs and milling and overlaying the asphalt section of Fee Fee Road. Additionally, the concrete pavement along the total corridor will have diamond grinding to correct surface imperfections. The bridge deck will be replaced as part of this project.



**Existing Condition**

Portions of the existing concrete pavement needs to be removed and replaced based on condition rating. In addition the asphalt section needs to be milled and overlaid. The bridge deck needs replacement based on MoDOT's 2018 inspection.

**Goals**

- Improve the ride ability.
- Extend the pavement life.
- Improve bridge inspection rating.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022*	2023	2024	2025	Beyond 2025
\$1,149,000	\$149,000		\$1,000,000				

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund and Federal Surface Transportation Program



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS and BRIDGES**  
 PROJECT  
**MARYLAND HEIGHTS EXPRESSWAY/  
 SPORTPORT ROAD IMPROVEMENTS**

**Description**

This project involves the raising of the existing intersection to prevent water over the roadway. The existing traffic signals will be adjusted to accommodate the change of elevation of this intersection.

**Existing Condition**

The existing condition has the potential to flood during heavy rain events.

**Goals**

- Improve traffic flow and access.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025*
\$1,150,000						\$150,000	\$1,000,000

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund. MoDOT has expressed interest in participating in the construction costs. In addition an application for Federal Surface Transportation Funds will be made for 2026 funding.



## **LOCAL STREET PROJECTS**

**The local street system comprises all facilities not on one of the higher street systems. Its primary purpose is to provide direct access to abutting land and connect to the collector system.**



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS & BRIDGES**  
 PROJECT  
**DERUNTZ AVENUE**

**Description**

This project will consist of removing the asphalt pavement and replacing with concrete pavement. This project will include new sidewalks on both sides of the existing road. A cul-de-sac will be constructed on the end of the current avenue. Storm drainage improvements will be incorporated as part of the project.

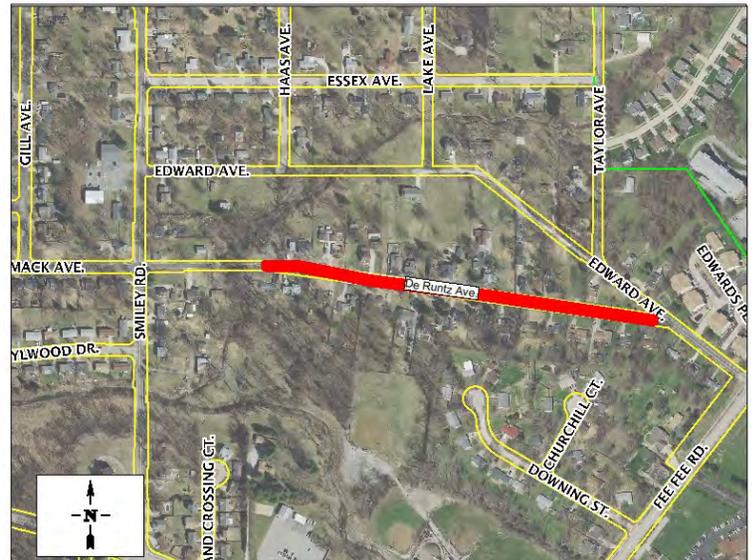
**Existing Condition**

The roadway is an asphalt pavement that is 26 feet wide without sidewalks on either side of the road.

**Goals**

- Enhance the appearance of this residential area with a new roadway.
- Provide for improved safety conditions for both motorists and pedestrians with curbs and sidewalks.
- Provide improved corridor to Edward Avenue.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025*
\$2,095,000					\$270,000	\$125,000	\$1,700,000

\*Project Completed

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund



*DEPARTMENT*  
**PUBLIC WORKS**  
*PROGRAM*  
**ROADS & BRIDGES**  
*PROJECT*  
**SIDEWALK CONSTRUCTION**



**Description**

This project will provide for completing gaps in neighborhood sidewalks on public streets to increase pedestrian safety and accessibility.

**Existing Condition**

Currently there are many areas where no sidewalks exist or where gaps are present in the existing sidewalk network.

**Goals**

- Create a sense of community.
- Enhance existing property values.
- Improve pedestrian activity and accessibility.
- Enhance City image.

**Impact:** Negligible



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025*
\$1,280,000		\$250,000		\$170,000	\$295,000		\$565,000

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS & BRIDGES**  
 PROJECT  
**GILL/HEDDA/BROADVIEW/DALEY**

**Description**

This project will consist of removing the asphalt pavement and replacing with concrete pavement on the roadway projects. This project will include new sidewalks on both sides of the existing roads. Storm drainage improvements will be included with these projects.

**Existing Condition**

The roadways are asphalt pavement that is 20-22 feet wide without sidewalks on either side of the road.

**Goals**

- Enhance the appearance of this residential area with a new roadways.
- Provide for improved safety conditions for both motorists and pedestrians with curbs and sidewalks.
- Provide improved corridor.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025*
\$3,630,000					\$400,000	\$105,000	\$3,125,000

\*Project Completed

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS & BRIDGES**  
 PROJECT  
**RIVER VALLEY DRIVE  
 IMPROVEMENTS/HWY. 141 TO  
 HWY. 364 OVERPASS**

**Description**

This project involves elevating the existing pavement to prevent water over topping the roadway.

**Existing Condition**

The existing condition has potential to flooding.

**Goals**

- Improve traffic flow and access during flooding conditions.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025*
\$405,000						\$60,000	\$345,000

\*Project Completed

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund



**This page intentionally left blank**



**PRESERVATION  
AND  
ENHANCEMENT PROJECTS**



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS and BRIDGES**  
 PROJECT  
**PAVEMENT MAINTENANCE**  
**CONCRETE STREETS, SIDEWALKS**  
**& ASPHALT STREETS**  
**(Resurfacing/Cracksealing)**

**Description**

The program involves the replacement of deteriorated sections of concrete pavement and cracksealing of concrete pavement. In addition, the program includes annual resurfacing of asphaltic pavement and microsurfacing of asphaltic streets based on pavement condition surveys.

**Existing Condition**

The City has over 120 lane miles of concrete pavement. It is necessary to continue an annual replacement program to maintain a satisfactory condition for these pavements. The City also has approximately 28 miles of asphalt streets with varying conditions. This program will enhance the present condition and longevity of these streets.



**Goals**

- Enhance pavement condition and riding surface.
- Extend the life of asphalt streets.
- Provide a safe environment for motorists using the City's streets.
- Maintain property values.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025
\$4,800,000		\$800,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,00,000	

\* Projects will continue indefinitely at some level of funding.

**Funding Source: Available Funds**

This project will be funded with revenues from the Capital Improvement Fund.



**Existing Condition**  
 Currently there are many areas in need of additional street trees and major entryways into the City are not adequately identified.

DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS & BRIDGES**  
 PROJECT  
**PUBLIC RIGHT-OF-WAY  
 PROPERTY ENHANCEMENTS  
 (Trees, Entryway & Wayfinding  
 Signage )**

**Description**

These projects will implement improvements to the rights-of-way of public streets and public property to enhance their appearance. These projects will include planting of street trees. The City Council has adopted a goal to increase the number of trees planted each year. All residential streets being reconstructed will be enhanced by the installation of decorative crosswalks, new post-top type street lighting, and street trees. Funds are included to continue to install signs at key locations.

**Goals**

- Create a sense of community.
- Enhance existing property values.
- Identify areas where highway noise levels exceed established criteria.
- Improve property values.
- Enhance City image.

**Impact:** Slight



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025
\$250,000		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
PROGRAM  
**ROADS & BRIDGES**  
PROJECT

**FEE FEE GREENWAY EXTENSION**  
(Existing Trail to East of I-270)

**Description**

This project would entail a preliminary engineering study to establish a location of the trail from the existing Fee Fee Greenway Trail to a new trailhead on the east side of I-270. This project will provide the residents improved pedestrian access to Aquaport and the Community Center.

**Existing Condition**

Presently, a trail access is not available from the west side of the I-270 to the east side of I-270 for residents.

**Goals**

- Provide walking/biking access to both sides of I-270 with a trail system.
- Increase health and wellness among the residents of Maryland Heights.
- Provide a construction cost for this proposed trail.

**Impact:** Negligible



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025
\$4,200,000			\$200,000				\$4,000,000

\*Project Completed

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS and BRIDGES**  
 PROJECT  
**WESTGLEN ESTATES TRAIL  
 CONNECTION**

**Description**

This project will continue the development of hiking/biking trails in the City. This trail will provide an additional connection point to the recently completed Fee Fee Greenway (McKelvey Woods Trail). This project will require a pedestrian bridge and includes paving of an existing gravel trail.

**Existing Condition**

The Westglen Estates subdivision does not have a direct access to the existing trail. The trustees of the subdivision are requesting a connection from the subdivision to the trail.

**Goals**

- Provide an additional access point to the trail.
- Increase health and wellness among the residents of Maryland Heights.

**Impact:** Negligible



**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$1,506,600	\$206,000	\$1,300,000					

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS and BRIDGES**  
 PROJECT  
**SUSTAINABILITY CENTER**

**Description**

The project involves the construction of four green houses and a new interpretive center at 2451 Creve Coeur Mill Road.

**Existing Condition**

The existing site is a vacant parcel.

**Goals**

- Sustainability Education.
- Renewable Energy Education.
- Community Enhancement.

**Impact:** Slight



**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$565,000		\$565,000					*

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvements Fund.

## **FACILITIES/EQUIPMENT**



**This page intentionally left blank**

DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS & BRIDGES**  
 PROJECT  
**EQUIPMENT REPLACEMENT**



**Description**

Funding is provided to purchase replacement of tandem and single-axle dump trucks with plows and spreaders, street sweeper and other high value equipment for the Department of Public Works. This equipment is for hauling construction material and roadway deicing operations.

**Existing Condition**

Existing tandem, single-axle dump trucks or other equipment is reaching their projected useful life and will need to be replaced.

**Goals And Impacts**

- Provide upgraded equipment to reduce maintenance costs and provide improved reliability.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025
\$700,000			\$110,000	\$180,000	\$160,000	\$250,000	

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvements Fund.



DEPARTMENT  
**FINANCE**  
PROGRAM  
**INFORMATION TECHNOLOGY**  
PROJECT  
**SOFTWARE UPGRADE**

**Description**

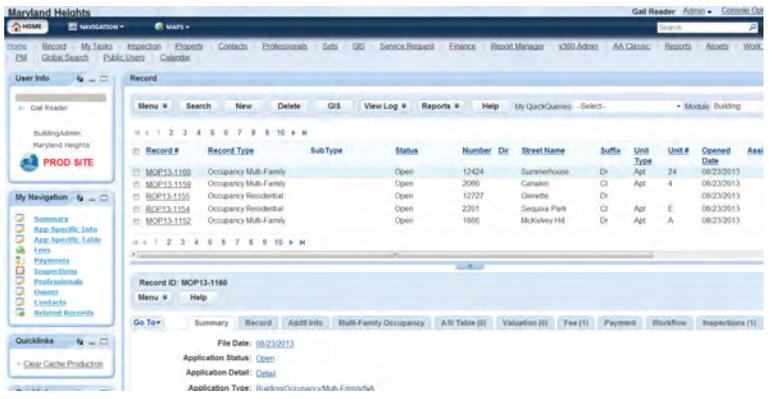
The City utilizes major computer software in all operating departments. This includes the financial accounting system, payroll system, police dispatching and records management systems, the Community Development permitting and land records system, the Public Works asset management and work management systems and the Parks and Recreation reservation system.

**Goals**

- To upgrade computer software programs when existing software becomes out of date.
- Increase efficiency and effectiveness of municipal operations.

**Existing Condition**

The City has purchased state of the art software. However, developer changes in hardware and software require that we upgrade systems to maintain their effectiveness. Staff will be evaluating each of these programs over the course of the 5-year CIP.



Integrated Internet Software

**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025
\$250,000		\$250,000					

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvements Fund.



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**ROADS and BRIDGES**  
 PROJECT  
**GOVERNMENT CENTER  
 PARKING LOT OVERLAY**

**Description**

The project will consist milling and overlaying the asphalt of the Government Center parking lot.

**Existing Condition**

The existing asphalt pavement needs to be removed and replaced based on condition rating.

**Goals**

- Improve the ride ability.
- Extend the pavement life.
- Improve Government Center appearance..

**Impact:** Positive.



**Funding Schedule**

Total	Expended To Date	2021	2022*	2023	2024	2025	Beyond 2025
\$300,000			\$300,000				

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvements Fund.



## **STORM WATER**



**This page intentionally left blank**



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**STORM WATER**  
 PROJECT

**ADMINISTRATION DRIVE**  
 (east of Schuetz Road)

**Description**

This project stabilizes the channel and banks along a reach of the East Tributary of Fee Fee Creek, north of Administration Drive and east of Schuetz Road, using composite revetment and/or other bio stabilization techniques. One or more grade control structures may be required within this reach to address headcutting based on an engineering assessment. Urban forestry techniques may be used to restore and enhance the channel corridor.



**Existing Condition**

This site is located in a commercial area, across from the Humane Society of Missouri facility. Bank erosion in the East Tributary of Fee Fee Creek threatens Administration Drive, a commercial parking lot and public utilities adjacent to the corridor and could cause future instability in the upstream channel if left unaddressed. The total length of the affected channel is about 450 linear feet.

**Goals**

- Install composite revetment and/or other bio-stabilization measures to protect the channel bank(s) and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$387,000	\$57,000	\$330,000					

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
PROGRAM  
**STORM WATER**  
PROJECT

**12059 AUTUMN LAKES DRIVE**



**Existing Condition**

A plan for an initial phase of the Autumn Lakes housing development circa 1980 depicts drainage from the I-270 right-of-way crossing an isolated rear southeast corner of the Autumn Lakes property before entering a box culvert located near Washington Court. It appears the flow path has changed due to an overgrowth of vegetation, sediment and debris buildup along the flow path, diverting drainage to the north and close to one or more buildings within the Autumn Lakes development. Water has reportedly entered the basement(s) of one of these structures.

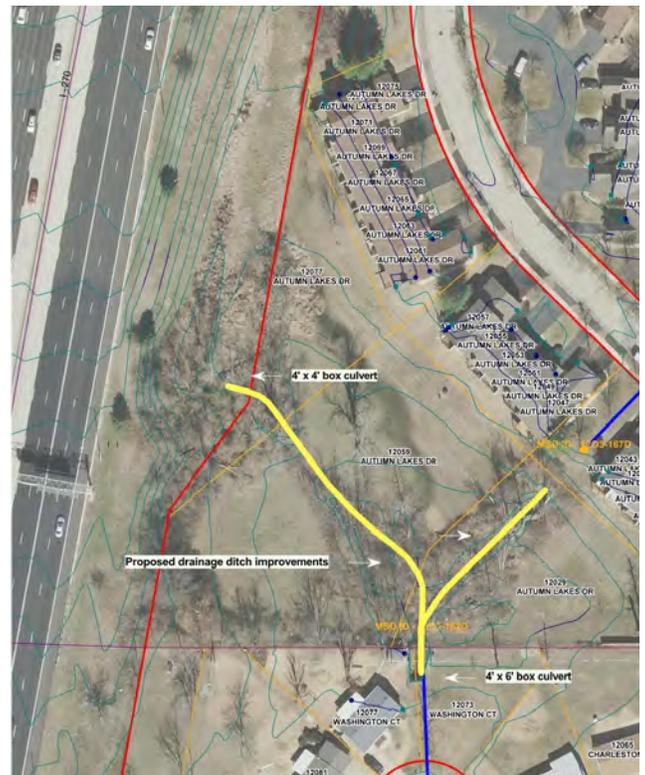
**Goals**

- Eliminate or reduce erosion and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

**Impact:** Positive

**Description**

This project restores and/or improves storm water flow between a 4' x 4' box culvert extending under I-270 to the west, discharge from the Autumn Lakes lower dam to the north and a 4' x 6" box culvert located at the rear of Washington Court to the south that receives the drainage. The work includes the removal of vegetation and sediment, the installation of a new culvert(s) at the access point to a rear parcel to replace a culvert that is buried, and placement of heavy stone revetment or other protection measures along the open conveyance to deter and control surface erosion. Biostabilization techniques may be used to restore and enhance the channel corridor.



**Funding Schedule**

Total	Expended To Date	2021	2022	2023*	2024	2025	Beyond 2025
\$185,000			\$70,000	\$115,000			

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**STORM WATER**  
 PROJECT  
**BREEZEMONT TRIBUTARY**

**Description**

This project stabilizes the channel and banks along the reach of Breezemont Tributary, located in Brookside Subdivision common ground between Brookmont Drive on the north and Breezemont Drive/Foxwood Drive on the south, using grade control structures and bio-stabilization techniques. Existing storm sewer infrastructure located within the tributary reach that is failed or in need of attention will be repaired or replaced. Urban forestry practices may be used to restore and enhance the riparian corridor.



**Existing Condition**

This site is located in a residential neighborhood. The lower reach of Breezemont Tributary exhibits vertical bank instability at various locations and there are signs that the channel bed is actively incising. A bridge that provides pedestrian access between the north and south sections of Brookside Subdivision is threatened and there is moderate erosion risk to some fences and retaining walls along the drainage way. The total length of the affected channel is about 2,200 linear feet.

**Goals**

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024*	2025	Beyond 2025
\$330,000			\$80,000		\$250,000		

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
PROGRAM  
**STORM WATER**  
PROJECT

**DORSETT CREEK**  
(upstream of detention pond to  
Fee Fee Creek confluence)

**Description**

This project stabilizes the channel and banks along the reach of Dorsett Creek, extending from a point upstream of a detention pond location near Cedar Lake Drive to the confluence of Fee Fee Creek, using grade control structures and bio-stabilization techniques. Approximately eight grade controls will be required within this reach. A storm sewer system may be installed at strategic points along the stream to control over-the-bank drainage. Urban forestry techniques may be used to restore and enhance the riparian corridor.

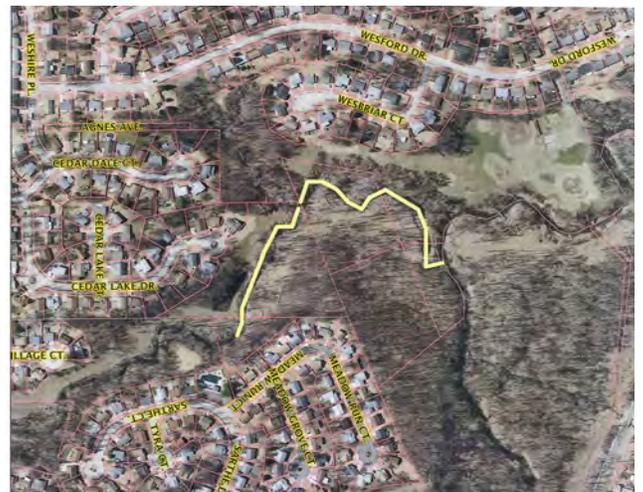
**Existing Condition**

This site is located in a residential neighborhood, north of Ameling Road and west of Bennington Place. Bank erosion and headcutting in Dorsett Creek threatens property adjacent to the corridor and could cause future instability in the upstream channel if left unaddressed. A detention pond located in common ground near Cedar Lake Drive is supported by a bank of the creek that is failing and could breach if exposed to extended or heavy precipitation. The total length of the affected channel is about 1,480 linear feet.

**Goals**

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025*
\$1,060,000						\$250,000	\$810,000

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
PROGRAM  
**STORM WATER**  
PROJECT

**EDGEWORTH AVENUE north terminus**

**Description**

This project provides for the construction of a regulation cul-de-sac at the end of Edgeworth Avenue, complete with curbing and a new storm sewer system, to intercept runoff from the street corridor as appropriate. A retaining wall or other suitable means may be required to stabilize the rear slope abutting the cul-de-sac due to the vertical drop in grade.



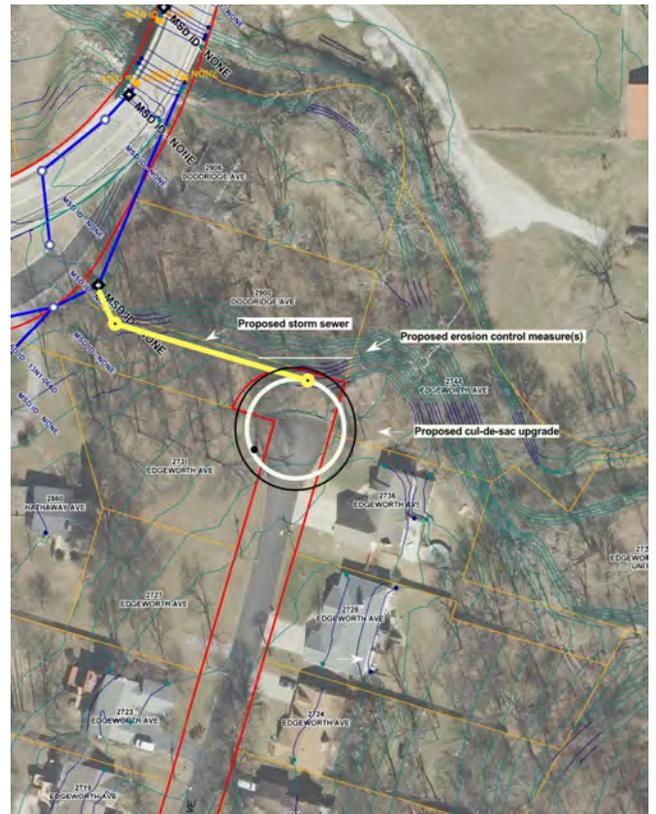
**Existing Condition**

This site is located in a residential area, north of Midland Avenue and east of Eldon Avenue. Bank erosion along the back edge of the north terminus of Edgeworth Avenue is threatening the Edgeworth Avenue turnaround that is deficient in both design and construction. There is no enclosed drainage along this stretch of roadway to intercept and control runoff.

**Goals**

- Construct cul-de-sac to intercept drainage and eliminate or reduce potential for erosion, structure and yard flooding in the impacted area(s),
- Maintain/improve property values of neighborhood residents and enhance the safety and driving experience of the motoring public.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025*	Beyond 2025
\$360,000				\$100,000	\$35,000	\$225,000	

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
PROGRAM  
**STORMWATER**  
PROJECT

**11465 ESSEX AVENUE**  
(north of street, east of property)

**Description**

This project provides for the construction of an underground storm sewer to intercept and convey stormwater. The new system would connect to an existing area inlet located in right-of-way of Haas Avenue and adjacent to the front yard at 11465 Essex Avenue. The improvement would consist of approximately 200' of 12" reinforced concrete pipe and appurtenances.



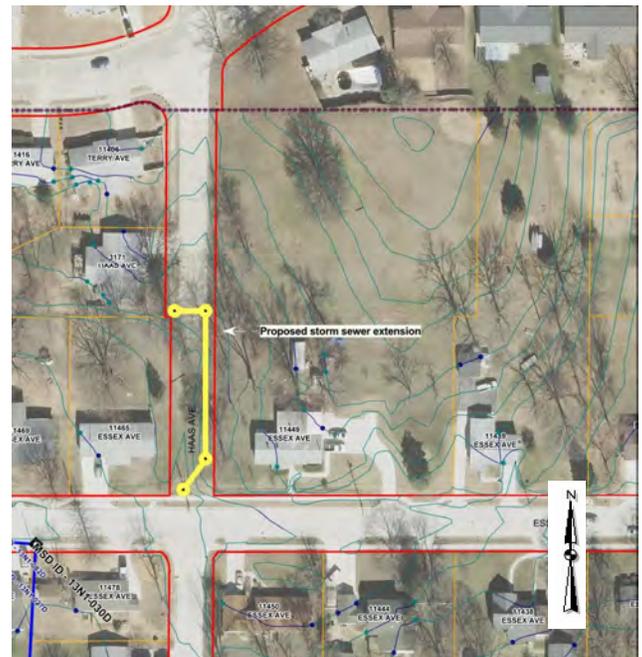
**Existing Condition**

Drainage from Haas Avenue flows along a shallow swale/berm within an unimproved portion of the roadway to an area inlet located just north of Essex Avenue. The under-seepage has infiltrated the side slope of the berm on more than one occasion and flows to a residential structure at 11465 Essex Avenue. The owner reports that water frequently enters the basement through openings in the foundation.

**Goals**

- Eliminate or reduce erosion, structure and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified stormwater problems.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022*	2023	2024	2025	Beyond 2025
\$130,000			\$130,000				

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**STORM WATER**  
 PROJECT  
**FEE FEE CREEK**  
**(Dorsett Road to**  
**abandoned trolley bridge)**

**Description**

This project stabilizes the channel and banks along the reach of Fee Fee Creek, extending from Dorsett Road north to the abandoned trolley bridge, using grade control structures and bio-stabilization techniques. Approximately thirteen (13) grade controls will be required within the reach. A storm sewer system may be installed at strategic points along the stream to control over-the-bank drainage. Urban forestry techniques may be used to restore and enhance the riparian corridor.

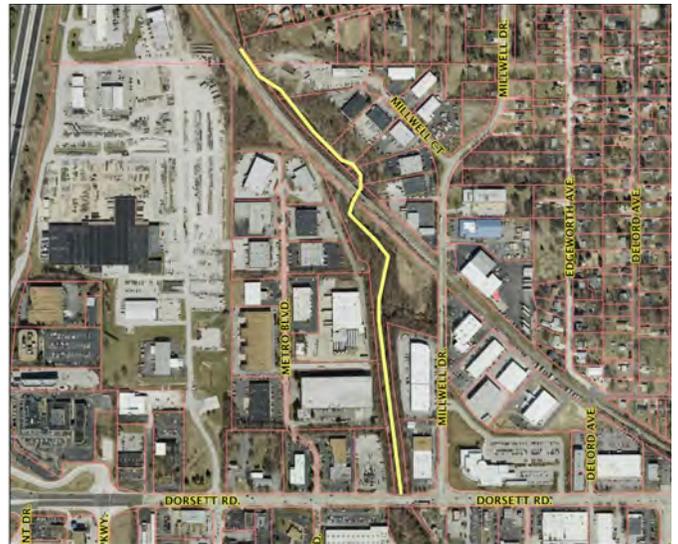
**Existing Condition**

This site extends through several tracts of land in a commercial subdivision, located north of Dorsett Road and east of Metro Boulevard. The abandoned trolley bridge at the extreme lower end of the project is situated near Midland Avenue. Bank erosion and headcutting in Fee Fee Creek threatens property adjacent to the corridor and could cause future instability of the upstream channel if left unaddressed. The total length of the affected channel is about 3,275 linear feet.

**Goals**

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025*
\$2,190,000					\$315,000		\$1,875,000

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**STORM WATER**  
 PROJECT  
**12102 GLENPARK DRIVE**  
 (west of street, rear of property)

**Description**

This project provides for the construction of an underground storm sewer within residential property to intercept and convey storm water. The system would consist of approximately 200' of 12" reinforced concrete pipe and appurtenances. The new system would connect to an existing curb inlet located in front of 12068 Glenpark Drive and extend west and thence north across residential property to a wetland area located along the north edge of 12102 Glenpark Drive.

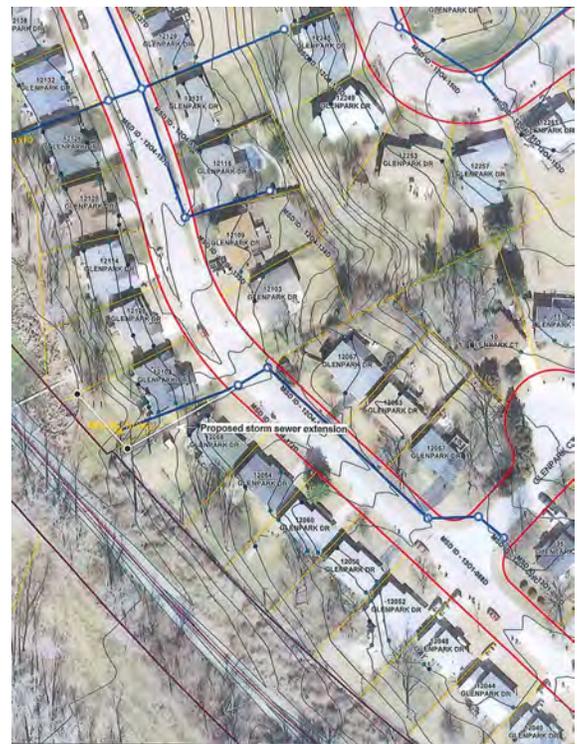
**Existing Condition**

A 12" storm sewer conveys drainage from Glenpark Drive to a discharge point at the top edge of a terrace located in the rear yard at 12068 Glenpark Drive. It appears the yard was filled at some point in the past and the pipe and perhaps a natural discharge point for the outfall were covered over and altered in the process. The sewer outlet has been located and extended to daylight to restore operation. Sediment and debris from the pipe outflow frequently collect in the yard and the property owner(s) must deal with an ongoing maintenance and health/safety concern.

**Goals**

- Eliminate or reduce erosion, structure and yard flooding and associated health risks resulting from location of pipe discharge and effluent in the rear yard.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problem.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$112,000	\$42,000	\$70,000					

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
PROGRAM  
**STORM WATER**  
PROJECT

**11814 JONESDALE COURT**  
**(east of street, rear of property)**

**Description**

This project provides for the construction of an underground storm sewer along the rear of the residential property in the vicinity of 11814 Jonesdale Court to intercept and convey storm water. The new system shall connect to an existing storm sewer extending through the McKelvey Park Subdivision. The improvement consists of approximately 280' of 12" reinforced concrete pipe and 150' of 15" reinforced concrete pipe along with associated appurtenances.



**Existing Condition**

Runoff from a drainage area that extends north to McKelvey Road is conveyed across the rear of lots located at 11802 through 11818 Jonesdale Court. This runoff is frequently excessive and has resulted in flooding of a basement at 11802 Jonesdale Court, an attached garage at 11806 Jonesdale Court, a gazebo and other lawn amenities at 11810 Jonesdale Court and the rear yard adjacent to the home structure at 11814 Jonesdale Court. Ruts have formed in the yard at 11806 Jonesdale Court and sediment has been deposited in the yard at 11810 Jonesdale Court where a chain link fence is partially covered.



**Goals**

- Eliminate or reduce erosion, structure and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problem.

**Impact:** Positive

**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$255,000	\$65,000	\$190,000					

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.

DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**STORM WATER**  
 PROJECT

**11968 MEADOW RUN COURT**  
 (south of street, rear of property)

**Description**

This project provides for the construction of an underground storm sewer along the rear of residential property in the vicinity of 11968 Meadow Run Court to intercept and convey storm water. The new system shall connect to an existing storm sewer located in the Meadowpark Subdivision. The improvement consists of approximately 275' of 12" reinforced concrete pipe or approved alternative and appurtenances.



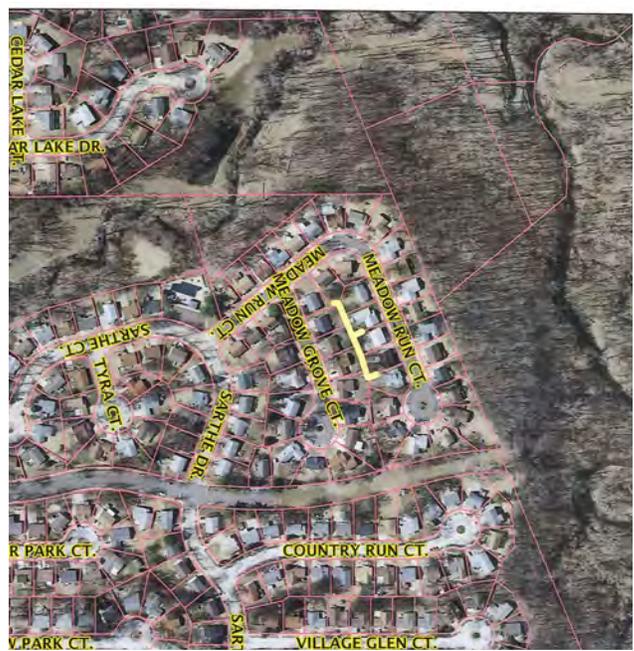
**Existing Condition**

Storm water runoff emanating from thirteen (13) parcels is conveyed along the rear of the properties to a single area inlet located at the rear of 2480 Meadow Run Court. This runoff is frequently excessive and has resulted in the flooding of an attached garage at 11968 Meadow Run Court. Grading modifications made by some property owners have disrupted the flow of drainage and exasperated the situation, causing water to pond or back up at some locations. There is minor yard

**Goals**

- Eliminate or reduce erosion, structure and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance the safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$126,000	\$51,000	\$75,000					

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



**Existing Condition**

This site is located within a commercial/industrial district north of Dorsett Road and east of Weldon Parkway. Bank erosion and headcutting in the tributary threatens property adjacent to the corridor and could cause future instability of the upstream channel if left unaddressed. Two sanitary sewer lines located downstream of Metro Blvd. are exposed and warrant protection. The total length of the affected channel is about 1,428 linear feet.

**Goals**

- Install grade control structures to stabilize the channel and prevent further erosion.
- Use urban forestry to protect and enhance existing vegetation along the stream corridor and improve water quality.
- Reduce annual maintenance costs associated with the investigation and repair of identified storm water problems.

**Impact:** Positive

**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025*	Beyond 2025
\$595,000				\$160,000		\$435,000	

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.

DEPARTMENT  
**PUBLIC WORKS**  
PROGRAM  
**STORM WATER**  
PROJECT

**METRO TRIBUTARY**  
**(west of Metro Blvd. to west of Millwell Dr.)**

**Description**

This project stabilizes the channel and banks along the reach of Metro Tributary extending east from the point of origin to the confluence with Fee Fee Creek using grade control structures and bio-stabilization techniques. A storm sewer system may be installed at strategic points along the stream to control over-the-bank drainage. Measures will also be considered to improve water quality, such as the establishment of a mesic prairie where appropriate.





DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**STORM WATER**  
 PROJECT  
**1703 WAGNER PLACE**



**Description**

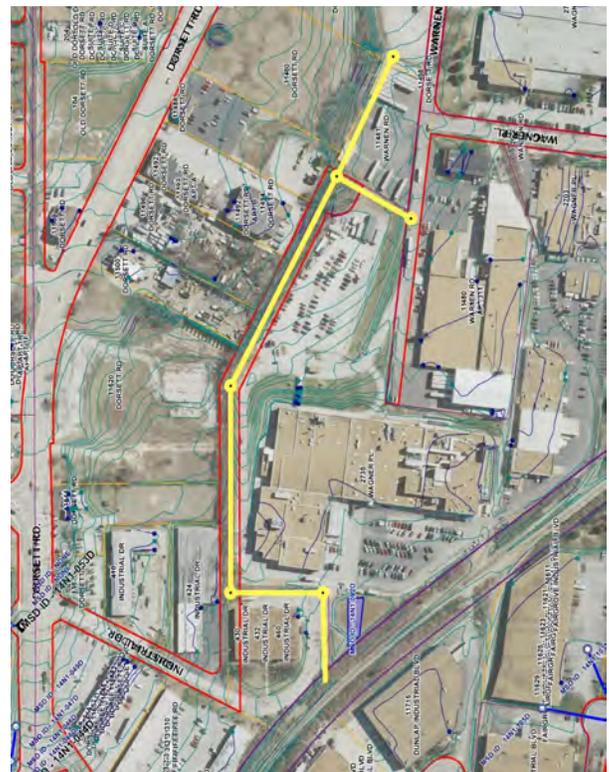
This project provides for the construction of an underground storm sewer system to intercept and convey stormwater. The system would extend along an established street/alley right-of-way that is unimproved and convey drainage to an adequate discharge point. The system would consist of approximately 2,000 linear feet of reinforced concrete pipe or approved alternative and appurtenances.

**Existing Condition**

Stormwater runoff conveyed by a concrete swale located along the west side of Warnen Drive enters the Curium Pharmaceutical property at 2703 Wagner Place and frequently overwhelms the internal storm sewer system, allowing water to enter and flood portions of the facility. This location is part of a commercial/ industrial park in the High Ridge Heights Subdivision that has many large buildings and sites that are mostly impervious. The drainage area that contributes water flow to the Curium Pharmaceutical property extends north and east to Dorsett Road and perhaps some points beyond.

**Goals**

- Eliminate or reduce erosion, structure and yard flooding and associated risks in the impacted areas.
- Maintain/improve property values and enhance safety, operations and overall productivity of the commercial/ industrial users.
- Reduce annual maintenance costs associated with the investigation and repair or identified storm water problems.



**Impact:** Positive

**Funding Schedule**

Total	Expended To Date	2021	2022*	2023	2024	2025	Beyond 2025
\$885,000	\$150,000		\$735,000				

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



DEPARTMENT  
**PUBLIC WORKS**  
PROGRAM  
**STORM WATER**  
PROJECT

**2515 WESGLEN ESTATES VENUE  
(WEST OF STREET, REAR OF  
PROPERTY)**

**Description**

This project provides for the construction of an underground storm sewer to intercept and convey stormwater. The new system would connect to an existing area inlet location in the rear of 12111 Westrick Drive. The improvement would consist of approximately 90' of 12" reinforced concrete pipe and appurtenances.

**Existing Condition**

Stormwater runoff emanating from either (8) residential lots located north and east of this location flows to the rear of the property where it is impeded by physical barriers and the yard grade. The runoff is frequently excessive and has entered a rear basement window of the home on several occasions. There is minor yard erosion evident in some areas of the rear and side yard.

**Goals**

- Eliminate or reduce erosion, structure and yard flooding and associated risks to yards and miscellaneous structures in the impacted areas.
- Maintain/improve property values and enhance safety and quality of life of the neighborhood residents.
- Reduce annual maintenance costs associated with the investigation and repair or identified storm water problems.

**Impact:** Positive



**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$105,000		\$105,000					

\* Project Complete

**Funding Source: Available Funds**

This project would be funded from the Capital Improvement Fund.



## **STREET LIGHTING**



<b>CAPITAL IMPROVEMENT PROGRAM</b>						
<b>STREETLIGHTING FUND</b>						
Estimated Expenditures (000s)						
	2021	2022	2023	2024	2025	Total 2020-2025
<b>PROJECTS</b>						
Autumn Lake Drive, 12140					7	7
De Runtz Avenue Road Improvements Project					13	13
Gill/Hedda/Broadview/Daley Road Improvement Project					19	19
Local Streets	1	1	1	1	1	5
Sidewalk Projects - Relocate Street Lights (Glengrove-Glenridge)	11	0	0	0	0	11
Sidewalk Projects - Future Locations TBD	0	3	3	3	3	12
<b>TOTAL STREETLIGHTING EXPENDITURES</b>	<b>12</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>43</b>	<b>67</b>

<b>SOURCES OF FUNDING</b>					
Allocation from 1/2 percent Utility Tax	0	0	0	0	0
Balance in fund at beginning of year	2,015	1,003	999	995	991
Transfer to Capital Improvement Fund	1,000				
<b>TOTAL STREETLIGHTING FUNDING SOURCES</b>	<b>1,015</b>	<b>1,003</b>	<b>999</b>	<b>995</b>	<b>991</b>
<b>Balance End of Year</b>	<b>1,003</b>	<b>999</b>	<b>995</b>	<b>991</b>	<b>948</b>



DEPARTMENT  
**PUBLIC WORKS**  
 PROGRAM  
**STREETLIGHTING**  
 PROJECT  
**STREET LIGHTING PROJECTS**

**Description**

Funds from the Street Lighting Fund will be used to install new street lighting or upgrade existing lighting on City, County or State roadway facilities that are reconstructed. Projects will be selected annually by the Council.

**Existing Condition**

Street lighting along these roadways does not exist or needs to be upgraded to be in conformity with new roadway construction projects.



**Goals**

- Improve nighttime visibility.
- Provide a safe environment for motorists and pedestrians.
- Improve image of City.

**Impact:** Negligible

**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025	Beyond 2025
\$67,000			\$12,000	\$4,000	\$4,000	\$4,000	\$43,000

See prior page for five year expenditures.

**Funding Source: Available Funds**

These projects would be funded from the Street Lighting Fund.



**This page intentionally left blank**



## **PARKS FUND**

**This page intentionally left blank**

**CAPITAL IMPROVEMENT PROGRAM  
PARKS**

Estimated Expenditures (000s)

PROJ. #	PROJECT	2021	2022	2023	2024	2025	Total 2020-2025	Prior to 2021	Beyond 2025	Total Cost
	Fee Fee Road Baseball Fields	500					500	43	0	543
	Vago Park Small Playgrounds and Surface		450				450	0	0	450
	Parkwood Park Fitness Equipment			250			250	0	0	250
	Pavillion at McKelvey Trail Entrance			250			250	0	0	250
	Eise Park Playground and Surface				450		450	0	0	450
	Vago Park Large Playground					500	500	0	0	500
	<b>TOTAL PARKS EXPENDITURES</b>	<b>500</b>	<b>450</b>	<b>500</b>	<b>450</b>	<b>500</b>	<b>2,400</b>	<b>43</b>	<b>0</b>	<b>2,443</b>

SOURCES OF FUNDING						
	Transfer from Capital Improvement Fund					
	Transfers from Reserve Fund					
	Municipal Parks Grant	0	450	500	450	500
	Park Fund Balance for Capital	500	0	0	0	0
	<b>TOTAL PARKS FUND SOURCES</b>	<b>500</b>	<b>450</b>	<b>500</b>	<b>450</b>	<b>1,900</b>

<b>Balance End of Year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
----------------------------	----------	----------	----------	----------	----------



**Existing Condition**

The current baseball fields and support structures have not been properly maintained, are in poor shape and have not been updated.

**Goals**

- Increase the park amenities available in the City.
- Provide a facility for youth baseball and other outdoor activities.

**Impact:** Slight

*DEPARTMENT*  
**PARKS AND RECREATION**  
*PROGRAM*  
**FACILITIES DEVELOPMENT**  
*PROJECT*  
**FEE FEE ROAD**  
**BASEBALL FIELDS**

**Description**

The roughly 10-acre site will be redesigned to include new updated baseball fields and restroom facilities. The new baseball fields will allow for youth baseball and adult softball.



**Funding Schedule**

Total	Expended To Date	2021*	2022	2023	2024	2025	Beyond 2025
\$543,000	\$43,000	\$500,000					

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Parks and Recreation Fund.



**Existing Condition**

The playground equipment at Vago Park is dated and has safety issues. Parts are difficult to find due to it's age. This was identified in the 2019 Master Plan as needing replacement.

**Goals**

- Increase safety for children using the playground equipment.

**Impact:** Positive

*DEPARTMENT*  
**PARKS AND RECREATION**  
*PROGRAM*  
**FACILITIES DEVELOPMENT**  
*PROJECT*  
**VAGO PARK SMALL  
 PLAYGROUND AND SURFACE**

**Description**

Replace the dated and worn playground equipment at Vago Park near the splash pad.



**Funding Schedule**

Total	Expended To Date	2021	2022*	2023	2024	2025	Beyond 2025
\$450,000			\$450,000				

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Parks and Recreation Fund. A municipal parks grant will be submitted.



**Existing Condition**

The fitness equipment in Parkwood Park is 17 years old and wearing out. This was identified in the 2019 Master Plan as needing replacement.

**Goals**

- Provide modern/updated fitness station in Parkwood Park.

**Impact:** Positive

*DEPARTMENT*  
**PARKS AND RECREATION**  
*PROGRAM*  
**FACILITIES DEVELOPMENT**  
*PROJECT*  
**PARKWOOD PARK**  
**FITNESS EQUIPMENT**

**Description**

Replace the dated fitness equipment in Parkwood Park.



**Funding Schedule**

Total	Expended To Date	2021	2022	2023*	2024	2025	Beyond 2025
\$250,000				\$250,000			

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Parks and Recreation Fund. A municipal parks grant will be submitted.



**Existing Condition**

McKelvey Trail phase one was completed in 2017 and does not have a covered pavilion for residents to rent or use.

**Goals**

- Add amenity to the west side of 270 increasing outdoor recreation.
- Increase open space park usage.
- Provide trail users the opportunity to remain in the area longer by creating outdoor space that is covered.

**Impact:** Positive

*DEPARTMENT*  
**PARKS AND RECREATION**  
*PROGRAM*  
**FACILITIES DEVELOPMENT**  
*PROJECT*  
**PAVILION AT  
MCKELVEY TRAIL ENTRANCE**

**Description**

Utilize the property (near the McKelvey Trail entrance off of McKelvey Road) to create an opportunity for trail users, neighborhood residents and possible rentals on the northwest side of the City. The addition of a pavilion will allow the Parks and Recreation Department to provide additional outdoor recreational experiences for all ages.



**Funding Schedule**

Total	Expended To Date	2021	2022	2023*	2024	2025	Beyond 2025
\$250,000				\$250,000			

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Parks and Recreation Fund. A municipal parks grant will be submitted.



**Existing Condition**

The playground equipment at Eise Park is dated and has safety issues. Parts are difficult to find due to its age. This was identified in the 2019 Master plan as needing replacement.

**Goals**

- Increase safety for children using the playground equipment.

**Impact:** Positive

*DEPARTMENT*  
**PARKS AND RECREATION**  
*PROGRAM*  
**FACILITIES DEVELOPMENT**  
*PROJECT*  
**EISE PARK PLAYGROUND  
AND SURFACE**

**Description**

Replace the dated and worn playground equipment at Eise Park and install a new play surface.



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024*	2025	Beyond 2025
\$450,000					\$450,000		

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Parks and Recreation Fund. A municipal parks grant will be submitted.



**Existing Condition**

The large playground equipment at Vago Park is dated and has safety issues. Parts are difficult to find due to its age. The fitness equipment in Parkwood Park is 17 years old and wearing out. Both items were identified in the 2019 Master Plan as needing replacement.

**Goals**

- Increase safety for children using the playground equipment.

**Impact:** Positive

*DEPARTMENT*  
**PARKS AND RECREATION**  
*PROGRAM*  
**FACILITIES DEVELOPMENT**  
*PROJECT*  
**VAGO PARK LARGE PLAYGROUND**

**Description**

Replace the dated fitness equipment in Parkwood Park.



**Funding Schedule**

Total	Expended To Date	2021	2022	2023	2024	2025*	Beyond 2025
\$500,000						\$500,000	

\*Project Complete

**Funding Source: Available Funds**

This project would be funded from the Parks and Recreation Fund. A municipal parks grant will be submitted.