



# User's Guide

A guide to reading the departmental budgets.

# User's Guide

## Department Budgets

**Public Works**  
Department Summary

Program	General Fund	Streetlight Fund	Capital Improvement Fund	Sewer Lateral Fund	Total
Engineering & Administration	499,350				499,350
Roads & Bridges	2,056,121				2,056,121
Stormwater	643,811				643,811
Streetlighting		492,200			492,200
Solid Waste	1,874,000				1,874,000
Vehicle & Equip. Maintenance	563,921				563,921
Sewer Lateral Repairs		1,000	7,550,000	270,000	278,000
Capital Projects			246,426		246,426
Capital Projects Management					
<b>Total</b>	<b>55,547,203</b>	<b>\$493,200</b>	<b>\$7,796,426</b>	<b>\$270,000</b>	<b>\$14,106,829</b>

Organization Chart

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

## Program Budgets

**2022 Programmatic Goals - Status**

Goals	Status	Comments
Submit 5-year capital improvement program update by end of September 2023.		

**Performance Measures**

**Metrics**

Right-of-way use permits

Right-of-way permits processed within three (3) working days

**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 services requests, personnel management, fiscal and record-keeping functions, and the planning and evaluation of department programs.

Engineering

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

**Strategic Goal(s) Activity for 2023**

**Goal 7: Creating Identity**

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

**Activities and Steps**

1. Design entry signage elements.
2. Install new identity signs.

**2023 Programmatic Goals**

**Goals**

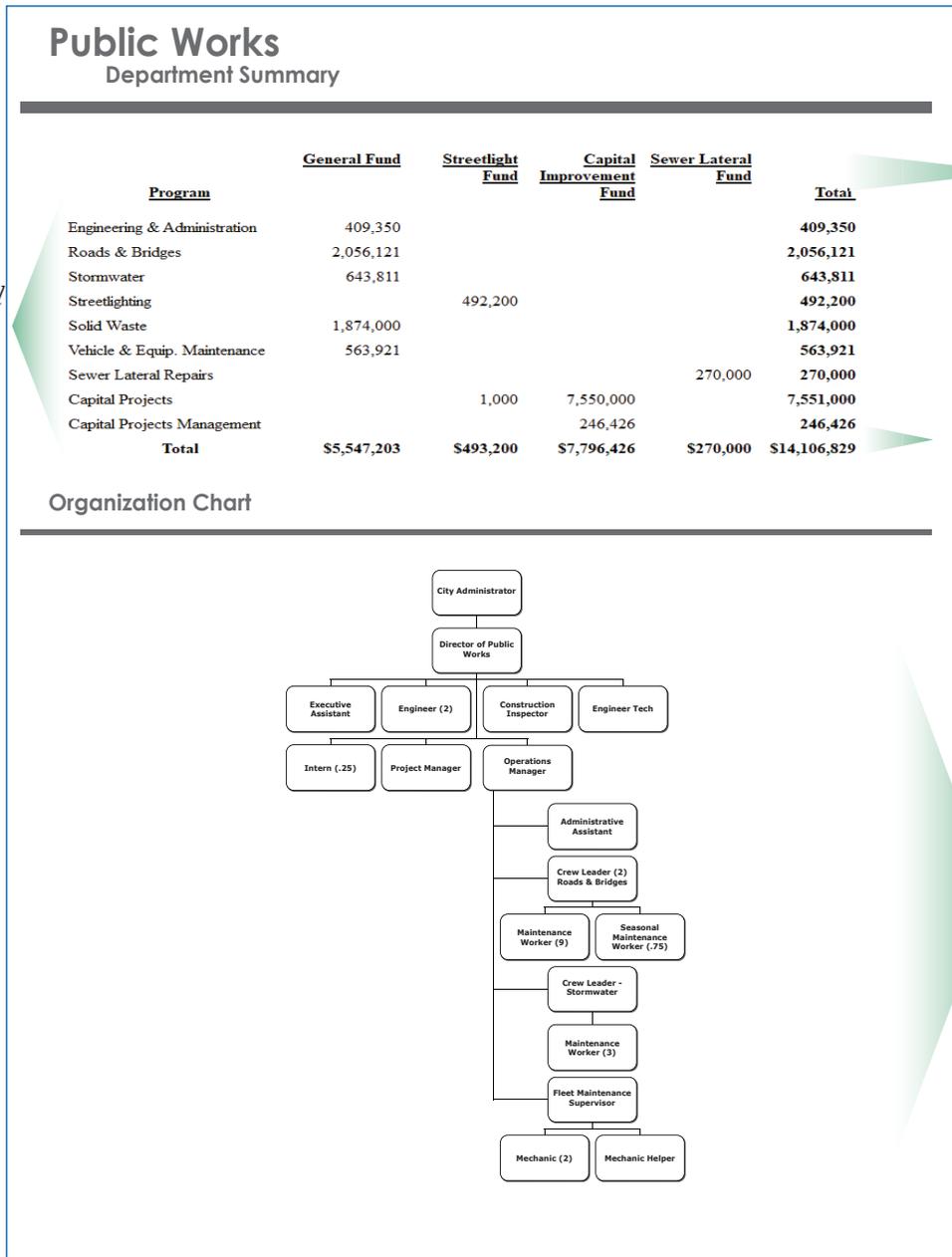
Submit 5-year capital improvement program update by end of September 2023.

Final all approved and funded capital improvement program update by December 2023.

Process 90% of right-of-way permits within three (3) working days.

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# Program Budgets



*Departmental programs*

*Funding sources*

*Total department budget*

*Organization of positions within department*

## Program Budgets

General Fund				
<b>Engineering and Administration</b>				
<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
Public Works	50	Engineering & Admin.	001	Director of Public Works
<b>Program Activities</b>				
<i>Department Administration</i>				
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.				
<i>Engineering</i>				
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.				
<b>Strategic Goal(s) Activity for 2023</b>				
<b>Goal 7: Creating Identity</b>				
<b>Objective: Improve signage at significant entry points.</b>				
<b>Activities and Steps</b>				
1. Develop entry signage/monuments.				
2. Install way finding signs.				
<b>2023 Programmatic Goals</b>				
<b>Goals</b>				
Submit 5-year capital improvement program update by end of September 2023.				
Begin all approved and funded capital improvement program projects by December 2023.				
Process 90% of right-of-way permits within three (3) working days.				

*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)*

2022 Programmatic Goals - Status		
Goals	Status	Comments
Submit 5-year capital improvement program update by end of September 2022.	Goal met	
Begin all approved and funded capital improvement program projects by December 2022.	In progress	
Process 90% of right-of-way permits within three (3) working days.	Ongoing	

Performance Measures				
Metrics	2020 Actual	2021 Actual	2022 Estimate	2023 Projected
Right-of-way use permits	239	220	230	230
Right-of-way permits processed within three (3) working days.	100%	100%	100%	100%

*Benchmarks, efficiency measures and timetables of the program*

# Program Budgets



**Annual Budget -2023**  
**General Fund**

DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Public Works</b>	<b>50</b>	<b>Roads &amp; Bridges</b>	<b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2021 Budget (Actual)	2022 Budget (Amended)	2023 Budget (Proposed)
PERSONNEL SERVICES	1,179,721	1,262,180	1,252,005
CONTRACTUAL SERVICES	224,365	374,556	372,436
COMMODITIES	301,006	404,080	415,680
CAPITAL	0	0	16,000
TOTAL EXPENDITURES	1,705,092	2,040,816	2,056,121
<b>Personnel Schedule</b>			
Position	2021	2022	2023
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	0.75	0.75	0.75
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	13.75	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

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

*Line Item  
Account Numbers*



**Annual Budget -2023**

*Budget source*

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Public Works</b>		<b>50</b>	<b>Roads &amp; Bridges</b>			<b>002</b>
Contractual Services		2021	2022	2023	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
720.11	MISC. CONTRACTUAL	81,934	226,580	222,600	Smart phones (4)	2,400
					Facility maintenance	7,500
					Landfill charges	20,000
					Vehicle location services (14)	5,100
					Mulch	11,500
					Pest control	1,500
					Radio maintenance/mounting	500
					Security monitoring	500
					Traffic signal maintenance	15,000
					Tree removal	50,000
					Weather forecast service	3,600
					Irrigation repairs at Dorsett/270 interchange	40,000
					Roof Coating Maintenance Facility	65,000
720.18	LEVEE DISTRICT ASSESSMENT	88,550	88,576	88,576	Levee district assessment	88,576
720.19	LARVICIDING SERVICES	0	3,000	3,000	County contract for larviciding	3,000
720.28	RENTAL - EQUIPMENT	815	3,500	3,500	Specialized equipment (as needed)	3,500
720.30	UTILITIES SERVICES	51,301	50,000	50,000	Electric - traffic signals	5,500
					Gas & electric	22,000
					Water (Dorsett/I-270)	4,500
					Water & sewer	18,000
720.51	PROFESSIONAL DEVELOPMENT	1,765	2,400	4,260	See professional development request	4,260
720.79	PROP. RESTORATION	0	500	500	Small claims	500
	TOTALS	224,365	374,556	372,436		

*Specific planned expenditures within line item*

## Program Budgets



Annual Budget -2023

General Fund

DEPARTMENT	NUMBER	PROGRAM	NUMBER
Public Works	50	Roads & Bridges	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
AMERICAN PUBLIC WORKS ASSN		185	Annual membership
APWA MEMBERSHIP STL METRO BRANCH	St. Louis, MO	300	Membership dues & mtgs
APWA MO CHAPTER SPRING CONFERENCE	TBD	500	Annual conference
APWA SNOW CONFERENCE	Omaha, NE	1,800	Snow conference
INT'L SOCIETY OF ARBORCULTURE		175	Membership dues
TRAINING/SKILL DEVELOPMENT	Local	1,300	Annual program (13)
	TOTAL REQUEST	4,260	

*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 -2023

General Fund

DEPARTMENT <b>Public Works</b>		NUMBER <b>50</b>	PROGRAM <b>Roads &amp; Bridges</b>		NUMBER <b>002</b>
<b>Capital Request</b>					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
UTILITY VEHICLE	1	A	16,000	16,000	Improve efficiency with Right of Way crew.
TOTAL REQUEST				16,000	

*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>