

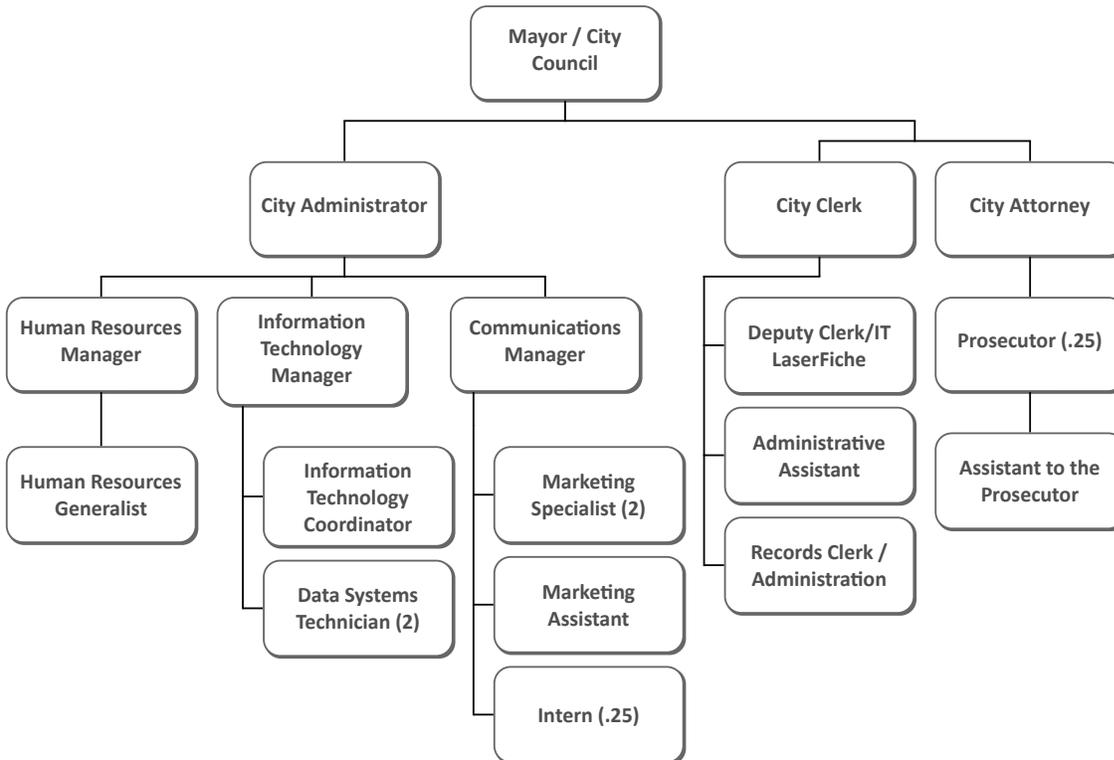


Administration

Administration

<u>Program</u>	<u>General Fund</u>	<u>Total</u>
City Clerk's Office	484,728	484,728
Legal Services	360,515	360,515
City Administrator's Office	283,282	283,282
Human Resources	384,587	384,587
Communications	515,982	515,982
Central Services	101,750	101,750
Risk Management	551,000	551,000
Information Technology	1,389,322	1,389,322
Total	\$4,071,166	\$4,071,166

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, itinerant merchant 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.

2024 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.
Hold in-house Laserfiche user training.
Continue converting permanent records to digital format. This is ongoing project.
Create procedures manual for general operations.
Create newly elected officials manual.
Create additional workflow programs. Workflow programs are currently in use by maintenance, streets, finance and parks departments.
Proceed with creation the use of Laserfiche fillable forms on the City's website.
Combine Business License and Vending Machine License Process and eliminate the need for vending stickers.

2023 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.	Ongoing	
Proceed with implementation of Laserfiche Records Management Software. There are currently 37 Laserfiche licenses used, some have joint users under one license. We will be adding 5 additional licenses this year. Storage server has been upgraded and we will further the use of Laserfiche in the Parks Department.	Ongoing	
Continue converting records to digital format. This is an ongoing project.	Ongoing	
Complete Records Management Policy for adoption by the City Council. This policy has been submitted to the City Administrator for approval. We will take the policy to the Finance and Administration Committee before council approval	Goal met	
Investigate the use of Laserfiche fillable forms on the City's website.	Ongoing	
Create additional workflow programs. Workflow programs are currently in use by maintenance staff, finance and parks staff.	Ongoing	

Performance Measures				
Metrics	2021 Actual	2022 Actual	2023 Estimate	2024 Projected
Billboard licenses issued	22	22	22	22
Business licenses issued (includes home-based)	1,875	2,035	1,681	1,800
Event Security Applications	2	18	35	40
Itinerant merchant licenses issued	3	5	20	22
Liquor licenses issued (including picnic and caterer)	80	80	77	85
Minutes completed	95	120	120	128
Ordinances passed	90	100	90	95
Records archived	24,426	35,000	35,000	32,000
Requests for public records	220	300	330	380
Resolutions passed	16	20	25	25
Solicitor licenses issued	4	4	4	4
Special event licenses issued	11	50	50	50
Telecommunications antenna licenses issued	31	31	31	31
Tourism tax (# of hotels)	23	23	22	23
Vending licenses stickers	920	1,000	31	750



DEPARTMENT Administration	NUMBER 20	PROGRAM City Clerk's Office	NUMBER 001
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	375,666	391,677	415,663
CONTRACTUAL SERVICES	58,648	76,325	68,565
COMMODITIES	195	500	500
TOTAL EXPENDITURES	434,509	468,502	484,728
Personnel Schedule			
Position	2022	2023	2024
CITY CLERK	1.00	1.00	1.00
DEPUTY CTY CLERK/IT LASERFICHE	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



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		20	City Clerk's Office		001
Personnel Services		2022	2023	2024	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	Detail
710.00	SALARIES	278,084	291,968	308,286	Supervisory 106,286 Regular 191,803 Overtime 1,500 Longevity pay 8,697
711.00	BENEFITS	97,582	99,709	107,377	FICA 23,582 Workers' compensation 896 Health insurance 47,082 Life & Disability insurance 2,061 Dental insurance 1,388 Pension 32,368
	TOTALS	375,666	391,677	415,663	



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office			NUMBER 001
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	7,183	9,300	9,300	Municipal code supplements (2)	5,000
					Data destruction services including 2 citywide paper-shredding events	4,300
720.25	DATA PROCESSING	17,531	40,500	29,700	Laserfiche maintenance and support	10,000
					Archive social annual maintenance	5,000
					Laserfiche licenses (5)	4,700
					Oversized document scanning	10,000
720.51	PROFESSIONAL DEVELOPMENT	4,600	10,725	13,765	See professional development request	13,765
720.80	VEHICLE REIMBURSEMENT	0	500	500	Mileage reimbursement	500
720.84	ADVERTISING	127	300	300	Public notices	300
720.85	ELECTION EXPENSE	29,207	15,000	15,000	April election	15,000
	TOTALS	58,648	76,325	68,565		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	City Clerk's Office	001
Professional Development Request			
Organization/Conference	Location	Amount	Detail
IAAP MEMBERSHIP	Local	200	International Association of Administrative Professionals
IIMC		400	Membership dues (2)
IIMC CONFERENCE	Calgary	5,000	Annual conference (2)
MML CONFERENCE	Branson, MO	3,000	Annual conference (2)
MOCCFOA EASTERN DIVISION		35	Membership dues (2)
MOCCFOA EASTERN DIVISION	Local	480	Monthly meetings (2)
MOCCFOA SPRING INSTITUTE	Columbia, MO	2,600	Annual conference (2)
MOCCFOA STATE		50	Membership dues (2)
VARIOUS CLASSES & WEBINARS	Local	2,000	
	TOTAL REQUEST	13,765	



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Clerk's Office		NUMBER 001
Commodities		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	195	500	500	Office specific supplies 500
	TOTALS	195	500	500	

Legal Services

Department	No.	Program	No.	Program Manager
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.

2024 Programmatic Goals

Goals

Provide City Council quarterly litigation updates.

2023 Programmatic Goals - Status

Goals

Status

Comments

Provide City Council quarterly litigation updates.

Ongoing

Performance Measures

Metrics	2021 Actual	2022 Actual	2023 Estimate	2024 Projected
PA Clerk - discovery requests processed	400	400	400	400
PA Clerk - entries processed	2,500	2,500	2,500	2,500
PA Clerk - municipal citations filed	12,000	12,000	12,000	12,000
PA Clerk - police reports filed	2,400	2,400	2,400	2,400
PA Clerk - recommendation letters sent	2,500	2,500	2,500	2,500



DEPARTMENT Administration	NUMBER 20	PROGRAM Legal Services	NUMBER 002
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	138,504	178,018	187,140
CONTRACTUAL SERVICES	230,367	172,875	172,875
COMMODITIES	0	500	500
TOTAL EXPENDITURES	368,871	351,393	360,515
Personnel Schedule			
Position	2022	2023	2024
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



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Legal Services			002
Personnel Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	112,200	148,481	156,194	Regular	73,796
					Part-time	76,960
					Overtime	2,000
					Longevity pay	3,438
711.00	BENEFITS	26,304	29,537	30,946	FICA	11,948
					Workers' compensation	434
					Health insurance	9,388
					Life & Disability insurance	510
					Dental insurance	347
					Pension	8,319
	TOTALS	138,504	178,018	187,140		



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Legal Services			NUMBER 002
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	9,822	20,000	20,000	Outside counsel, litigation, appraisals, experts, court reporters, transcripts	20,000
720.13	LEGAL SERVICES	217,756	150,000	150,000	City Attorney	150,000
720.51	PROFESSIONAL DEVELOPMENT	2,789	2,875	2,875	See professional development request	2,875
TOTALS		230,367	172,875	172,875		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Legal Services	002
Professional Development Request			
Organization/Conference	Location	Amount	Detail
MACA DUES		75	
MACA FALL CONFERENCE	Various	1,000	Annual conference
MACA SPRING CONFERENCE	Lake Ozark, MO	1,500	
MSLACA DUES		50	Annual dues
OTHER LOCAL MEETINGS		250	
	TOTAL REQUEST	2,875	



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Legal Services		NUMBER 002
Commodities		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	0	500	500	Office supplies 500
	TOTALS	0	500	500	

City Administrator’s Office

Department	No.	Program	No.	Program Manager
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. She 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.

2024 Programmatic Goals

Goals

- Provide the City Council with Quarterly updates as to department goals and status.
- Present update of 5-year financial projection to the City Council by September, 2024.
- Submit proposed 2025 budget to the City Council by November 4, 2024.

2023 Programmatic Goals - Status

Goals	Status	Comments
Provide the City Council quarterly performance reports.	Ongoing	
Submit proposed 2024 budget to the City Council by November 5, 2023.	In progress	
Provide the City Council with an annual Key Performance Indicators report by September 15, 2023.	Not met	
Provide update of 5-year financial projection to the City Council by August 15, 2023.	Goal met	
Review the current Pay and Classification Plan and make recommendations for 2022 Fiscal year by August 2023.	Goal met	



Annual Budget -2024

General Fund

DEPARTMENT Administration	NUMBER 20	PROGRAM City Administrator's Office	NUMBER 003
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	229,607	239,514	260,132
CONTRACTUAL SERVICES	10,151	20,115	23,150
COMMODITIES	248	0	0
TOTAL EXPENDITURES	240,006	259,629	283,282
Personnel Schedule			
Position	2022	2023	2024
CITY ADMINISTRATOR	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	1.00	1.00



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	City Administrator's Office			003
Personnel Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	179,333	187,999	205,288	Supervisory	204,630
					Longevity pay	658
711.00	BENEFITS	50,274	51,515	54,844	FICA	15,704
					Workers' compensation	613
					Health insurance	15,209
					Life & Disability insurance	1,416
					Dental insurance	347
					Pension	21,555
	TOTALS	229,607	239,514	260,132		



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM City Administrator's Office			NUMBER 003
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	535	600	600	Smart phones (1)	600
720.51	PROFESSIONAL DEVELOPMENT	2,586	8,515	11,550	See professional development request	11,550
720.54	PUBLIC RELATIONS	1,030	5,000	5,000	Public relations	5,000
720.80	VEHICLE REIMBURSEMENT	6,000	6,000	6,000	Admin car allowance	6,000
	TOTALS	10,151	20,115	23,150		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Administration		20	City Administrator's Office	003
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
ICMA		1,300	Membership dues	
ICMA CONFERENCE	Columbus, OH	2,000		
MCMA REGIONAL CONFERENCE	TBD	1,000		
MEETINGS & SEMINARS	Local	1,500	Meetings, committees, and seminars(2)	
MML CONFERENCE 9.15-9.18	Branson, MO	1,000		
MO CITY MGMT ASSOCIATION		115	Membership dues	
NLC CONFERENCE	Tampa, FL	4,500	Annual conference (2)	
SLACMA		135	Membership dues	
	TOTAL REQUEST	11,550		

Human Resources

Department	No.	Program	No.	Program Manager
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.

2024 Programmatic Goals

Goals

Implement Munis Software/HR component.

Streamline processes and procedures.

Expand orientation and training curriculum.

Meet with all department heads to discuss succession planning.

Partner with Communications and create Maryland Heights University program for internal staff.

2023 Programmatic Goals - Status

Goals

Status

Comments

Implement Munis Software/HR component.

Ongoing

Investigate adding a Healthy market for employees.

Goal met

Streamline processes and procedures.

Goal met

Ongoing

Expand orientation and training curriculum.

Goal met

Ongoing

Performance Measures

Metrics	2021 Actual	2022 Actual	2023 Estimate	2024 Projected
Number of employees requesting tuition reimbursement	7	7	10	8
Number of courses requested for tuition reimbursement	14	14	15	16



Annual Budget -2024

General Fund

DEPARTMENT Administration	NUMBER 20	PROGRAM Human Resources	NUMBER 004
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	198,513	231,260	237,125
CONTRACTUAL SERVICES	156,675	158,002	146,462
COMMODITIES	387	200	1,000
TOTAL EXPENDITURES	355,575	389,462	384,587
Personnel Schedule			
Position	2022	2023	2024
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 -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Human Resources			004
Personnel Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	153,535	180,401	185,110	Supervisory	104,111
					Regular	64,376
					Overtime	1,000
					Supplementary salaries	15,000
					Longevity pay	623
711.00	BENEFITS	44,978	50,859	52,015	FICA	13,012
					Workers' compensation	508
					Health insurance	18,776
					Life & Disability insurance	1,165
					Dental insurance	694
					Pension	17,860
	TOTALS	198,513	231,260	237,125		



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Human Resources			NUMBER 004
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	96,190	82,295	71,045	Employee assistance program	8,500
					Employee recognition events	20,000
					Police candidate testing	750
					BLR reporting service	1,695
					Employee service awards	2,500
					Training city wide	20,000
					Smart phones (1)	600
					Employee background screening	17,000
720.14	MEDICAL SERVICES	17,917	18,500	25,000	Random drug testing & pre-employment physicals	20,000
					Employee wellness programs	5,000
720.17	UNEMPLOYMENT COMP.	1,023	15,000	5,000	Unemployment comp.	5,000
720.43	EMPLOYEE RECRUITMENT	774	2,000	4,000	Employment ads, interview expenses	4,000
720.51	PROFESSIONAL DEVELOPMENT	1,818	5,207	6,417	See professional development request	6,417
720.57	EDUCATION TUITION RMBRSMNT	38,953	35,000	35,000	Citywide program	35,000
	TOTALS	156,675	158,002	146,462		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Human Resources	004
Professional Development Request			
Organization/Conference	Location	Amount	Detail
IPMA-HR		228	Membership dues (2)
IPMA-HR GSL CHAPTER		250	Membership dues (2)
MO SHRM ANNUAL CONFERENCE	Osage Beach, MO	2,400	Payroll/HR(2)
SHRM		219	Membership dues
SHRM ANNUAL CONFERENCE & EXPO	Chicago, IL	3,000	
SHRM.ORG	Local	320	Membership dues
	TOTAL REQUEST	6,417	



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Human Resources			NUMBER 004
Commodities		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	387	200	1,000	Manuals, books, etc.	1,000
	TOTALS	387	200	1,000		

Communications

Department	No.	Program	No.	Program Manager
Administration	20	Communications	005	Communications Manager

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.

2024 Programmatic Goals
Goals
Complete city-wide style branding and style guide by December 2024.
Create social media instruction(s) class for senior residents by June 2024.
Complete licensing process for at least one drone operator by December 2024.
Complete eighth session of Maryland Heights U-Civic Academy by October 31, 2024.
Create an internal Maryland Heights University program for employees by April 2024.
Conduct an audit of the City’s website to prepare for redesign in October 2024.
Collaborate with Community Development to create a new resident booklet by December 2024.

2023 Programmatic Goals - Status		
Goals	Status	Comments
Launch new podcast series by June 2023 to connect with residents digitally aside from social media.	Goal met	
Continue to educate residents about floodplain management, best practices and available programs through newsletter and website content.	Goal met	
Complete licensing process for at least one drone operator by December 2023.	Not met	
Complete eighth session of Maryland Heights U-Civic Academy by October 31, 2023.	Goal met	
Create social media instruction(s) class for senior residents by March 2023.	In progress	

Performance Measures				
Metrics	2021 Actual	2022 Actual	2023 Estimate	2024 Projected
City newsletters	12	8	6	6
Maryland Heights Night Out block parties	20	17	17	20
Facebook posts (All City Accounts)	904	1105	830	1000
All City X (formally Twitter) Account Tweets	76	246	140	*50
Website “hits” (front page)	232,818	255,741	223,800	230,000

**X (formally Twitter) has begun to charge users in several other countries to use basic features and will put the platform under a paypal, essentially blocking people from using the platform if they do not pay. If this action expands to users within the United States, the Communications Division recommends that we discontinue the use of X (Twitter) since it will no longer be accessible to all.*



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Communications	005
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	135,844	180,551	347,843
CONTRACTUAL SERVICES	102,745	131,879	152,289
COMMODITIES	13,051	7,750	15,850
TOTAL EXPENDITURES	251,640	320,180	515,982
Personnel Schedule			
Position	2022	2023	2024
COMMUNICATION MANAGER	1.00	1.00	1.00
MARKETING SPECIALIST	1.00	1.00	2.00
MARKETING ASSISTANT	0.00	0.00	1.00
INTERN	0.25	0.25	0.25
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	2.25	2.25	4.25



DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Communications			005
Personnel Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	101,699	133,045	252,644	Regular	245,320
					Overtime	300
					Part-time	5,520
					Longevity pay	1,504
711.00	BENEFITS	34,145	47,506	95,199	FICA	19,324
					Workers' compensation	750
					Health insurance	46,096
					Life & Disability insurance	1,695
					Dental insurance	1,388
					Pension	25,946
TOTALS		135,844	180,551	347,843		



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Communications			NUMBER 005
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	31,165	54,500	63,700	Boards and Commissions recognition program	10,000
					Website hosting and maintenance	5,000
					Smart phones (4)	2,400
					Council and staff photos	100
					Staff and city council shirts/pullovers	2,000
					External advertisement	500
					Marketing Subscriptions (E-Newsletter, Stock Photos & Music, etc.)	3,000
					Emergency notification system Everbridge	11,500
					Social Media Platform Management	5,000
					Website Compliance Tool	4,200
					Optec-electronic sign replacement parts	20,000
720.23	POSTAGE	30,364	34,000	36,500	City newsletter - mail handling	7,500
					City newsletter - postage	27,000
					Special mailings - postage	2,000
720.25	DATA PROCESSING	0	0	5,000	Adobe Creative Cloud	5,000
720.26	PRINTING & BINDING	34,827	37,000	40,500	City newsletter	36,000
					Brochures (new and existing fliers, special needs)	2,500
					Home improvement guide / split with Community Dev	2,000
720.51	PROFESSIONAL DEVELOPMENT	6,389	5,629	5,839	See professional development request	5,839
720.80	VEHICLE REIMBURSEMENT	0	750	750	Mileage reimbursement	750
	TOTALS	102,745	131,879	152,289		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Communications	005
Professional Development Request			
Organization/Conference	Location	Amount	Detail
3CMA		1,160	Membership dues (4)
3CMA CONFERENCE	Arlington, TX	1,600	Annual conference
CPC	Fort Worth, TX	1,000	Tuition based leadership training
GOV'T SOCIAL MEDIA CONFERENCE	Palm Springs, CA	1,600	
GSM PROFESSIONAL ASSOC		79	Professional membership
TRAINING/SKILL DEVELOPMENT		400	Webinars and training materials
	TOTAL REQUEST	5,839	



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Communications			NUMBER 005
Commodities		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
730.20	OPERATIONAL SUPPLIES	13,051	7,750	15,850	Plaques, ceremonial supplies, other	750
					Maryland Heights Night Out	2,500
					Maryland Heights U: Civic Academy	300
					Marketing/promotional supplies	7,000
					Camera	2,500
					Replacement batteries	300
					Division Laptop	2,500
	TOTALS	13,051	7,750	15,850		

Central Services

Department	No.	Program	No.	Program Manager
Administration	20	Central Services	006	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.

2024 Programmatic Goals

Goals

Continue efforts to identify and implement cost-savings measures.

2023 Programmatic Goals - Status

Goals

Continue efforts to identify and implement cost-savings measures.

Status

Ongoing

Comments



DEPARTMENT Administration	NUMBER 20	PROGRAM Central Services	NUMBER 006
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
CONTRACTUAL SERVICES	16,976	28,750	28,750
COMMODITIES	66,131	63,000	73,000
TOTAL EXPENDITURES	83,107	91,750	101,750
Personnel Schedule			
Position	2022	2023	2024
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Central Services			NUMBER 006
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.11	MISC. CONTRACTUAL	113	1,750	1,750	AED program - annual physician oversight fee	1,600
					Notary commissions (3)	150
720.23	POSTAGE	14,676	20,000	20,000	Postage meter, courier services	20,000
720.26	PRINTING & BINDING	1,166	5,000	5,000	Citywide needs: budget, business cards, invitations, etc.	5,000
720.84	ADVERTISING	1,021	2,000	2,000	Bid solicitations	2,000
	TOTALS	16,976	28,750	28,750		



DEPARTMENT Administration		NUMBER 20	PROGRAM Central Services		NUMBER 006
Commodities		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail
Account Number	Account Description				
730.11	OFFICE SUPPLIES	66,131	63,000	73,000	Citywide copy paper, office supplies and small equipment 63,000 Copy machine overages 10,000
	TOTALS	66,131	63,000	73,000	

Risk Management

Department	No.	Program	No.	Program Manager
Administration	20	Risk Management	007	Human Resources Manager

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.

2024 Programmatic Goals
Goals
Utilize established employee Safety committee to review reports of all departments showing year-to-date accidents and injuries.
Schedule speaker to address topics of safety for all employees.
Present quarterly reports to Administration and Finance regarding current safety accidents and incidents.

2023 Programmatic Goals - Status		
Goals	Status	Comments
Provide annual report to all departments showing year-to-date accidents and injuries.	In progress	

Performance Measures				
Metrics	2021 Actual	2022 Actual	2023 Estimate	2024 Projected
Workers compensation claims (by policy year)	31	17	4	18
General liability claims (by policy year)	1	1	4	1
Auto liability claims (by policy year)	2	6	2	3
Law enforcement claims (by policy year)	1	1	0	0



DEPARTMENT Administration	NUMBER 20	PROGRAM Risk Management	NUMBER 007
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
CONTRACTUAL SERVICES	442,331	530,000	551,000
TOTAL EXPENDITURES	442,331	530,000	551,000
Personnel Schedule			
Position	2022	2023	2024
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



Annual Budget -2024

General Fund

DEPARTMENT Administration		NUMBER 20	PROGRAM Risk Management			NUMBER 007
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.71	PROPERTY/CASUALTY INS.	442,331	530,000	551,000	Property coverage	275,600
					Auto, police, and general liability (SLAIT)	228,800
					Public officials	41,400
					Bonds	5,200
	TOTALS	442,331	530,000	551,000		

Information Technology

Department	No.	Program	No.	Program Manager
Finance	20	Information Technology	008	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.

Geographic Information System

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

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.

2024 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.

Continue development of Munis ERP Financial system modules throughout 2024.

Go Live with Munis Human Resource Management software by April 1, 2024.

2023 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 2023.	In progress	
Implement Microsoft 365 by end of year 2023.	In progress	

Performance Measures

Metrics	2021 Actual	2022 Actual	2023 Estimate	2024 Projected
Desktop computers maintained	160	162	162	162
Laptops maintained	106	110	109	114
Copy machines maintained	12	12	11	11
Printers maintained	73	73	73	74
Servers maintained	35	35	34	32
Cellular phones maintained	73	80	83	85



DEPARTMENT	NUMBER	PROGRAM	NUMBER
Administration	20	Information Technology	008
Program Budget			
Object of Expenditure	2022 Budget	2023 Budget	2024 Budget
PERSONNEL SERVICES	600,481	553,668	592,362
CONTRACTUAL SERVICES	299,304	505,700	583,100
COMMODITIES	72,857	78,000	158,860
CAPITAL	67,454	30,000	55,000
TOTAL EXPENDITURES	1,040,096	1,167,368	1,389,322
Personnel Schedule			
Position	2022	2023	2024
IT MANAGER	1.00	1.00	1.00
IT COORDINATOR	1.00	1.00	1.00
DATA SYSTEMS TECHNICIAN	2.00	2.00	2.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	4.00	4.00	4.00



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		20	Information Technology		008
Personnel Services		2022	2023	2024	Detail
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)	
710.00	SALARIES	454,785	423,376	454,369	Supervisory 132,204 Regular 303,210 Overtime 2,500 On-call pay 5,500 Longevity pay 10,955
711.00	BENEFITS	145,696	130,292	137,993	FICA 34,756 Workers' compensation 1,327 Health insurance 49,805 Life & Disability insurance 3,011 Dental insurance 1,388 Pension 47,706
TOTALS		600,481	553,668	592,362	



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Information Technology			008
Contractual Services		2022	2023	2024	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
720.11	MISC. CONTRACTUAL	33,453	46,200	77,700	Fiber and cable internet service	23,000
					Verisign digital certificates	1,500
					Smart phones (4)	2,400
					Various internet subscriptions	800
					Video conferencing service	3,000
					Messages & music on hold	500
					Phone programming changes	1,500
					Network cabling	5,000
					Additional design work for Accela/Tyler ERP	20,000
					Recycle media/hardware	1,000
					St. Louis Area Imagery Project	10,000
					Audiovisual upgrade to planning/public works conference room	9,000
720.25	DATA PROCESSING	159,846	325,500	364,000	Permitting/asset management annual service & support	107,000
					Firewall Licensing	7,500
					ArcGIS online for Accela	1,000
					Adobe Creative Cloud	2,000
					Microsoft 365	100,000
					Windows Server 2022	4,000
					VmWare vShpere Enterprise	8,000
					Multi factor authentication software	8,000
					Adobe Acrobat	2,000
					Email Security with encryption, security awareness training etc.	45,000
					Programming software support	1,500
					Remote desktop software	1,000
					Security system software maintenance	15,000
					GIS software support	28,000
					Crime report mapping service	1,500
					Accela to Laserfiche connector	14,000
					Inventory & deploy management software	6,000
					Various software purchases and updates	12,500



DEPARTMENT Administration		NUMBER 20	PROGRAM Information Technology			NUMBER 008
Contractual Services		2022 Budget (Actual)	2023 Budget (Amended)	2024 Budget (Proposed)	Detail	
Account Number	Account Description					
720.28	RENTAL - EQUIPMENT	13,670	18,000	18,000	Leased copiers (12)	18,000
720.30	UTILITIES SERVICES	25,314	24,500	29,400	Telephone service	29,400
720.51	PROFESSIONAL DEVELOPMENT	784	0	6,000	SEE TRAINING REQUEST	6,000
720.61	M&R EQUIPMENT	66,237	91,500	88,000	Computer/printer/cell phone/audiovisual repairs/printers/security cameras	25,000
					Copy machines (13)	10,000
					Server hardware support	20,000
					Security system hardware support	10,000
					Mitel phone maintenance contract	16,500
					Postage & folding machine equipment lease/maintenance	6,000
					Router maintenance	500
	TOTALS	299,304	505,700	583,100		



DEPARTMENT		NUMBER	PROGRAM	NUMBER
Administration		20	Information Technology	008
Professional Development Request				
Organization/Conference	Location	Amount	Detail	
ACCELA CONFERENCE	TBD	3,000	Accela Annual Conference (1)	
STAFF DEVELOPMENT	Various	1,000	Various online training programs	
TYLER TECHNOLOGIES CONFERENCE	Indianapolis, IN	2,000	MUNIS ERP Annual Conference (1)	
	TOTAL REQUEST	<u>6,000</u>		



Annual Budget -2024

General Fund

DEPARTMENT		NUMBER	PROGRAM			NUMBER
Administration		20	Information Technology			008
Commodities		2022	2023	2024	Detail	
Account Number	Account Description	Budget (Actual)	Budget (Amended)	Budget (Proposed)		
730.20	OPERATIONAL SUPPLIES	72,857	78,000	158,860	Books and reference materials	1,000
					Technical training subscriptions	1,000
					Computer monitors (replacements)	5,000
					Laptop replacements	10,000
					Network printers (replacements)	6,000
					Various networking tools	500
					APC backups	4,500
					Plotter supplies	5,000
					Computer replacements	50,000
					Ipads, covers, keyboards	5,000
					Active Directory servers (4)	15,000
					Back Up Synology equipment	17,160
					Firewall hardware (2)	9,200
					HP 48 Port Switch	2,000
					Laserfiche scanners (3)	2,400
					Touchscreen monitor with stand (4)	18,600
					Field computers for inspectors (5)	6,500
	TOTALS	72,857	78,000	158,860		



DEPARTMENT		NUMBER	PROGRAM		NUMBER
Administration		20	Information Technology		008
Capital Request					
Capital Item	Number Requested	Replace/ Add	Unit Cost	Total Cost	Description
GIS ORACLE SERVER	1	R	9,000	9,000	Current server is end of life.
VIRTUAL ENVIRONMENT REPLACEMENT	1	R	40,000	40,000	The current virtual environment is now 10 years old and though it is still functioning, there is no room for growth.
HPD ID CARD PRINTER	1	R	6,000	6,000	
TOTAL REQUEST				55,000	