



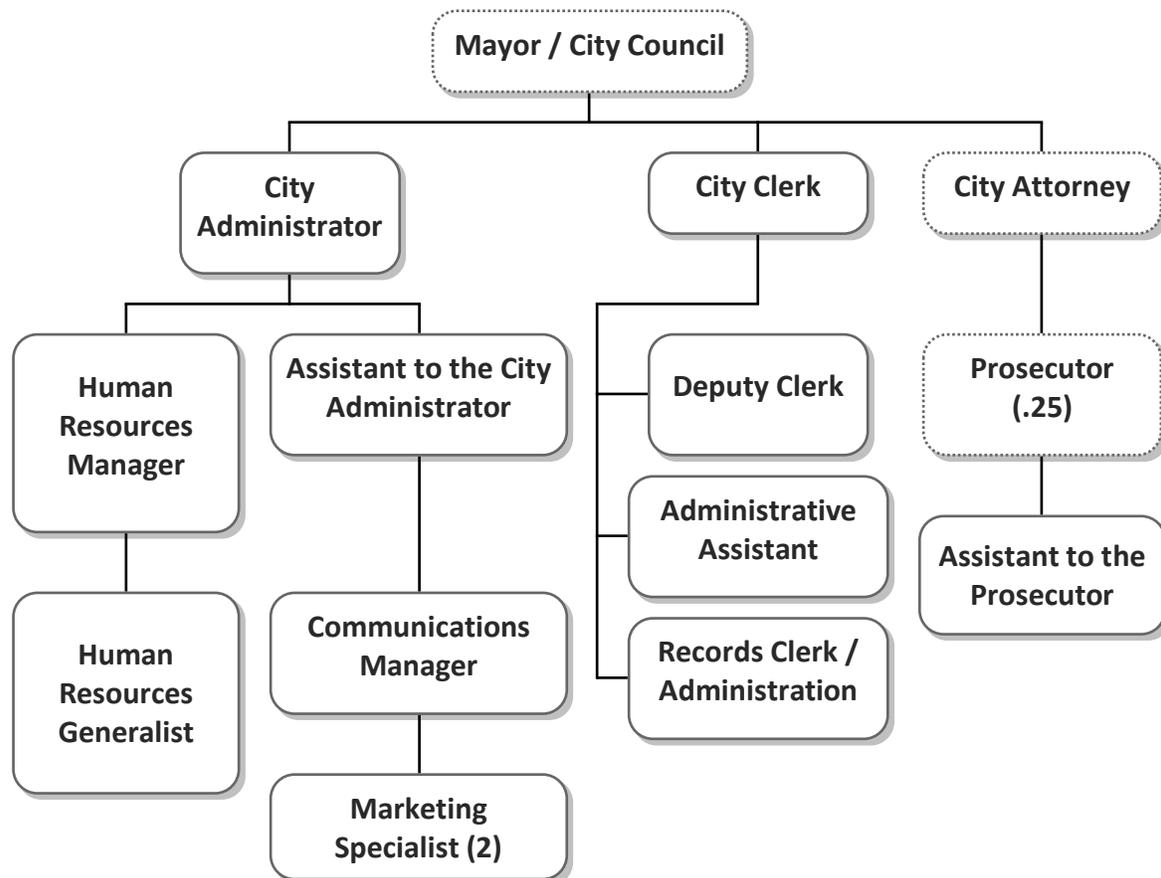
# Administration

# Administration

## Department Summary

<u>Program</u>	<b>General</b>	
	<u>Fund</u>	<u>Total</u>
City Clerk's Office	422,387	422,387
Legal Services	315,247	315,247
City Administrator's Office	348,407	348,407
Human Resources	343,436	343,436
Communications	344,030	344,030
Central Services	91,675	91,675
Risk Management	455,000	455,000
<b>Total</b>	<b>\$2,320,182</b>	<b>\$2,320,182</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.

## 2020 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.

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.

## 2019 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	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Billboard licenses issued	23	22	22	22
Business licenses issued (includes home-based)	1,854	1,860	1,891	1,900
Itinerant merchant licenses issued	6	7	5	5
Liquor licenses issued (including picnic and caterer)	152	182	177	180
Requests for public records	130	175	220	300
Solicitor licenses issued	49	21	75	75
Special event licenses issued	63	81	70	70
Telecommunications antenna licenses issued	31	32	31	31
Tourism tax (# of hotels)	22	23	23	23
Vending licenses (# of locations)	1,145	1,141	990	1,000



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>City Clerk's Office</b>	NUMBER <b>001</b>
<b>Program Budget</b>			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	332,589	343,228	357,537
CONTRACTUAL SERVICES	53,738	61,075	61,975
COMMODITIES	738	1,375	2,875
TOTAL EXPENDITURES	387,065	405,678	422,387
<b>Personnel Schedule</b>			
Position	2018	2019	2020
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 -2020**

**General Fund**

DEPARTMENT		NUMBER	PROGRAM			NUMBER
<b>Administration</b>		<b>20</b>	<b>City Clerk's Office</b>			<b>001</b>
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	244,810	252,375	263,011	Supervisory	87,249
					Regular	167,612
					Overtime	1,500
					Longevity pay	6,650
711.00	BENEFITS	87,779	90,853	94,526	FICA	20,118
					Workers' compensation	639
					Health insurance	37,800
					Life & Disability insurance	2,547
					Dental insurance	1,600
					Pension	31,822
	TOTALS	332,589	343,228	357,537		



**Annual Budget -2020**

**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>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
720.11	MISC. CONTRACTUAL	8,891	6,000	7,500	Municipal code supplements (2) 6,500 Data destruction services 1,000
720.25	DATA PROCESSING	23,156	30,600	31,400	Laserfiche maintenance and support (42 licenses) 8,000 Scanning of over-sized permanent records 10,000 Laserfiche Forms and Web Portal 8,100 Archive Social Annual Maintenance 5,300
720.51	PROFESSIONAL DEVELOPMENT	7,158	8,675	12,275	See professional development request 12,275
720.80	VEHICLE REIMBURSEMENT	0	500	500	Mileage reimbursement 500
720.84	ADVERTISING	140	300	300	Public notices 300
720.85	ELECTION EXPENSE	14,393	15,000	10,000	April election 10,000
	TOTALS	53,738	61,075	61,975	



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	St. Louis, MO	3,500	Annual conference (2)
IIMC		300	Membership dues (2)
LASERFICHE EMPOWER CONFERENCE	Long Beach, CA	1,500	Annual conference (1)
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)
MO MUNICIPAL LEAGUE	Kansas City, MO	3,500	Annual conference (2)
MOCCFOA	Columbia, MO	165	Summer retreat
MOCCFOA EASTERN DIVISION	Local	425	Monthly Meetings (2)
MOCCFOA SPRING SEMINAR	Columbia, MO	2,600	Annual conference (2)
	<b>TOTAL REQUEST</b>	<b>12,275</b>	



DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>City Clerk's Office</b>		NUMBER <b>001</b>
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
730.20	OPERATIONAL SUPPLIES	738	1,375	2,875	Vending Stickers 500 Business and Liquor license Paper 400 License Window Envelopes 475 Laptops (2) 1,500
	TOTALS	738	1,375	2,875	

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# 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.

## 2020 Programmatic Goals

### Goals

Provide City Council quarterly litigation updates.

## 2019 Programmatic Goals - Status

### Goals

Provide City Council quarterly litigation updates.

### Status

Ongoing

### Comments



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Legal Services</b>	NUMBER <b>002</b>
<b>Program Budget</b>			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	175,475	163,323	167,997
CONTRACTUAL SERVICES	164,497	147,250	147,250
TOTAL EXPENDITURES	339,972	310,573	315,247
<b>Personnel Schedule</b>			
Position	2018	2019	2020
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		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	147,827	136,306	139,871	Regular 60,533 Part-time 75,000 Overtime 2,000 Longevity 2,338
711.00	BENEFITS	27,648	27,017	28,126	FICA 10,699 Workers' compensation 373 Health insurance 8,200 Life & Disability insurance 605 Dental insurance 400 Pension 7,849
	TOTALS	175,475	163,323	167,997	



**Annual Budget -2020**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Legal Services</b>		NUMBER <b>002</b>	
<b>Contractual Services</b>		<b>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	24,679	20,000	20,000	Outside counsel, litigation, appraisals, experts, court reporters, transcripts	20,000
720.13	LEGAL SERVICES	137,557	124,000	124,000	City Attorney	124,000
720.51	PROFESSIONAL DEVELOPMENT	2,261	3,250	3,250	See professional development request	3,250
	TOTALS	164,497	147,250	147,250		



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
ANNUAL COURT CONFERENCE	Lake of the Ozarks, MO	1,500	
MACA BOARD MEETINGS	Lake of the Ozarks, MO	1,200	Quarterly meetings (4)
MACA DUES		75	State Court Administration Association
MACA FALL CONFERENCE	Various	175	Annual conference (1)
MSLACA DUES		50	Annual dues (1)
OTHER LOCAL MEETINGS		250	
		3,250	
	TOTAL REQUEST	3,250	

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# 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.

### 2020 Programmatic Goals

#### Goals

Provide City council with bi-weekly agenda reports and updates.
Present six month financial update to the Finance and Administration Committee by July 31, 2020.
Provide the City Council with an annual Key Performance Indicators report by September 30, 2020.
Present annual salary classification plan update to Finance and Administration Committee by October 31, 2020.
Submit proposed 2021 budget to the City Council by November 5, 2020.

### 2019 Programmatic Goals - Status

Goals	Status	Comments
Provide the City Council quarterly performance reports.	Ongoing	
Submit proposed 2019 budget to the City Council by November 2019.	In progress	
Provide the City Council with an annual Key Performance Indicators report by September 15, 2019.	In progress	
Provide update of 5-year financial projection to the City Council by August 15, 2019.	In progress	



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>City Administrator's Office</b>	NUMBER <b>003</b>
<b>Program Budget</b>			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	301,918	369,559	329,952
CONTRACTUAL SERVICES	9,529	17,805	18,455
TOTAL EXPENDITURES	311,447	387,364	348,407
<b>Personnel Schedule</b>			
Position	2018	2019	2020
CITY ADMINISTRATOR	1.00	1.00	1.00
ASST TO THE CITY ADMINISTRATOR	1.00	1.00	1.00
MANAGEMENT ASSISTANT	1.00	1.00	0.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	3.00	3.00	2.00



DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>City Administrator's Office</b>			NUMBER <b>003</b>
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
710.00	SALARIES	233,557	279,037	254,355	Supervisory	174,220
					Regular	79,071
					Longevity pay	1,064
711.00	BENEFITS	68,361	90,522	75,597	FICA	19,457
					Workers' compensation	632
					Health insurance	21,400
					Life & Disability insurance	2,532
					Dental insurance	800
					Pension	30,776
	TOTALS	301,918	369,559	329,952		



**Annual Budget -2020**

**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>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	1,227	6,440	3,440	Strategic Plan	2,000
					Smart phones (2)	1,440
720.51	PROFESSIONAL DEVELOPMENT	8,297	11,265	14,915	See professional development request	14,915
720.80	VEHICLE REIMBURSEMENT	5	100	100	Mileage reimbursement	100
	TOTALS	9,529	17,805	18,455		



DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>City Administrator's Office</b>		NUMBER <b>003</b>
<b>Professional Development Request</b>					
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>		
ICMA		2,600	Membership dues (2)		
ICMA CONFERENCE	Toronto, Ontario	5,000	Annual conference (2)		
ICSC	Las Vegas, NV	2,500	International Council of Shopping Centers		
MCMA CONFERENCE	TBD	1,000	Regional Conference (1)		
MEETINGS & SEMINARS	Local	1,500	Meetings, committees, seminars, etc. (2)		
MML CONFERENCE	Kansas City, MO	2,100	Annual conference (1)		
MO CITY MGMT ASSOCIATION		115	Membership dues (2)		
SLACMA		100	Membership dues (2)		
	TOTAL REQUEST	14,915			

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# 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>2020 Programmatic Goals</b>
<b>Goals</b>
Complete comprehensive update of personnel policies and procedures manual.

<b>2019 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>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Projected</b>
Tuition reimbursed courses	25	31	14	16



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Human Resources</b>	NUMBER <b>004</b>
<b>Program Budget</b>			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	191,088	195,744	204,099
CONTRACTUAL SERVICES	142,612	141,232	139,137
COMMODITIES	31	200	200
TOTAL EXPENDITURES	333,731	337,176	343,436
<b>Personnel Schedule</b>			
Position	2018	2019	2020
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 -2020

General Fund

DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Administration</b>		<b>20</b>	<b>Human Resources</b>		<b>004</b>
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	144,719	148,257	154,502	Supervisory 91,758 Regular 59,077 Overtime 1,000 Longevity pay 2,667
711.00	BENEFITS	46,369	47,487	49,597	FICA 11,818 Workers' compensation 378 Health insurance 16,400 Life & Disability insurance 1,507 Dental insurance 800 Pension 18,694
TOTALS		191,088	195,744	204,099	



DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Human Resources</b>			NUMBER <b>004</b>
Contractual Services		<b>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	75,946	69,700	66,805	Employee assistance program	7,110
					Employee recognition events	5,000
					Police candidate testing	3,000
					BLR reporting service	1,695
					Employee service awards	2,000
					Police HR Consultant	48,000
720.14	MEDICAL SERVICES	22,026	22,500	22,500	Random drug testing & pre-employment physicals	12,500
					Employee wellness programs	10,000
720.17	UNEMPLOYMENT COMP.	1,098	6,000	6,000	Unemployment comp.	6,000
720.43	EMPLOYEE RECRUITMENT	99	2,000	2,000	Employment ads, interview expenses	2,000
720.51	PROFESSIONAL DEVELOPMENT	5,738	6,032	6,832	See professional development request	6,832
720.57	EDUCATION TUITION RMBRSMNT	37,705	35,000	35,000	City-wide program	35,000
	TOTALS	142,612	141,232	139,137		



DEPARTMENT	NUMBER	PROGRAM	NUMBER
<b>Administration</b>	<b>20</b>	<b>Human Resources</b>	<b>004</b>
<b>Professional Development Request</b>			
Organization/Conference	Location	Amount	Detail
IPMA HR REGIONAL CONFERENCE	Kansas City, MO	800	Annual conference (1)
IPMA-HR		298	Membership dues (2)
IPMA-HR GSL CHAPTER		240	Membership dues (2)
LAGERS	Springfield, MO	1,000	Annual conference (2)
MO STATE CONFERENCE	Lake of the Ozarks, MO	1,000	Annual conference (1)
SHRM	St. Louis, MO	295	Membership dues
SHRM		199	Membership dues
SHRM NATIONAL CONFERENCE	San Diego, CA	3,000	Annual conference (1)
	TOTAL REQUEST	6,832	



**Annual Budget -2020**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Human Resources</b>		NUMBER <b>004</b>
Commodities		<b>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>
<b>Account Number</b>	<b>Account Description</b>				
730.20	OPERATIONAL SUPPLIES	31	200	200	Manuals, training materials, etc. 200
	TOTALS	31	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 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.

### 2020 Programmatic Goals

#### Goals

Complete design and construction of a new city website no later than October 2020.

Present a social media policy for council approval by June 2020.

Design and begin marketing with new Aquaport logo in time for Aquaport's reopening.

Complete licensing process for at least two drone operators.

Create and implement style guide by December 2020.

Complete ninth session of Maryland Heights U-Civic Academy by October 31, 2020.

### 2019 Programmatic Goals - Status

#### Goals

#### Status

#### Comments

Complete licensing process for at least two drone operators.

In progress

Complete citywide social media policy by June 2019.

In progress

Conduct social media training for departmental and elected official users by December 2019.

In progress

Develop an emergency communications plan by June 30, 2019.

In progress

Complete eighth session of Maryland Heights U-Civic Academy by October 31, 2019.

Goal met

<b>Performance Measures</b>				
<b>Metrics</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Estimate</b>	<b>2020 Projected</b>
City newsletters	12	12	12	12
Maryland Heights Night Out block parties	28	24	21	18
Tweets (All City Accounts)	200	120	155	126
Facebook posts (All City Accounts)	512	700	915	1,000
Website “hits” (front page)	225,000	225,100	227,200	235,000



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Communications</b>	NUMBER <b>005</b>
<b>Program Budget</b>			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
PERSONNEL SERVICES	79,548	116,978	160,180
CONTRACTUAL SERVICES	135,707	159,365	174,450
COMMODITIES	9,498	8,300	9,400
TOTAL EXPENDITURES	224,753	284,643	344,030
<b>Personnel Schedule</b>			
Position	2018	2019	2020
COMMUNICATION MANAGER	0.00	1.00	1.00
MARKETING SPECIALIST	1.00	1.00	1.00
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	1.00	2.00	2.00



DEPARTMENT		NUMBER	PROGRAM		NUMBER
<b>Administration</b>		<b>20</b>	<b>Communications</b>		<b>005</b>
Personnel Services		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail
Account Number	Account Description				
710.00	SALARIES	56,826	73,438	112,067	Regular 110,787 Overtime 300 Longevity 980
711.00	BENEFITS	22,722	43,540	48,113	FICA 8,571 Workers' compensation 276 Health insurance 23,800 Life & Disability insurance 1,107 Dental insurance 800 Pension 13,559
TOTALS		79,548	116,978	160,180	



**Annual Budget -2020**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Communications</b>			NUMBER <b>005</b>
<b>Contractual Services</b>		<b>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	49,123	69,665	77,500	Boards and Commissions recognition program	5,000
					New website design and build	40,000
					Other projects	3,000
					PR Consultant	24,000
					Home Improvement Event	2,000
					Smart phones (3)	2,100
					Council and staff photos	100
					Staff and City Council shirts	1,300
720.23	POSTAGE	41,478	48,500	53,500	City newsletter - mail handling	7,000
					City newsletter - postage	45,000
					Special mailings - postage	1,500
720.26	PRINTING & BINDING	40,890	36,500	36,500	City newsletter	31,500
					Brochures (new and existing fliers, special needs)	5,000
720.51	PROFESSIONAL DEVELOPMENT	4,072	4,100	6,200	See professional development request	6,200
720.80	VEHICLE REIMBURSEMENT	144	600	750	Mileage reimbursement	750
	<b>TOTALS</b>	<b>135,707</b>	<b>159,365</b>	<b>174,450</b>		



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Communications</b>	NUMBER <b>005</b>
<b>Professional Development Request</b>			
<b>Organization/Conference</b>	<b>Location</b>	<b>Amount</b>	<b>Detail</b>
3CMA		800	Membership dues (2)
3CMA CONFERENCE	St. Louis, MO	3,300	Annual conference (4)
DRONE OPERATOR LICENSING & TRAINING	Local	800	Courses (2)
PROFESSIONAL SEMINARS AND MEETINGS	Local	800	
TRAINING/SKILL DEVELOPMENT	TBD	500	Webinars and training materials
	TOTAL REQUEST	6,200	



**Annual Budget -2020**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Communications</b>			NUMBER <b>005</b>
Commodities		<b>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
730.20	OPERATIONAL SUPPLIES	9,498	8,300	9,400	Plaques, ceremonial supplies, other	1,400
					Maryland Heights Night Out	1,400
					Maryland Heights U: Civic Academy	600
					Marketing/promotional supplies	6,000
	TOTALS	9,498	8,300	9,400		

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# 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.

## 2020 Programmatic Goals

### Goals

Continue efforts to identify and implement cost-savings measures.

## 2019 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	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	26,452	28,675	28,675
COMMODITIES	60,704	63,000	63,000
TOTAL EXPENDITURES	87,156	91,675	91,675
<b>Personnel Schedule</b>			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2020**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Central Services</b>			NUMBER <b>006</b>
<b>Contractual Services</b>		<b>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.11	MISC. CONTRACTUAL	76	1,675	1,675	AED program - annual physician oversight fee	1,600
					Notary commissions (3)	75
720.23	POSTAGE	17,766	20,000	20,000	Postage meter, courier services	20,000
720.26	PRINTING & BINDING	7,220	5,000	5,000	City-wide needs: budget, business cards, invitations, etc.	5,000
720.84	ADVERTISING	1,390	2,000	2,000	Bid solicitations, etc.	2,000
	TOTALS	26,452	28,675	28,675		



Annual Budget -2020

General Fund

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Central Services</b>			NUMBER <b>006</b>
Commodities		2018 Budget (Actual)	2019 Budget (Amended)	2020 Budget (Proposed)	Detail	
Account Number	Account Description					
730.11	OFFICE SUPPLIES	60,704	63,000	63,000	City-wide copy paper, office supplies and small equipment	53,000
					Copy machine overages	10,000
	TOTALS	60,704	63,000	63,000		

# Risk Management

<b>Department</b>	<b>No.</b>	<b>Program</b>	<b>No.</b>	<b>Program Manager</b>
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.

## 2020 Programmatic Goals

### Goals

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

## 2019 Programmatic Goals - Status

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

## Performance Measures

Metrics	2017 Actual	2018 Actual	2019 Estimate	2020 Projected
Workers compensation claims (by policy year)	30	19	27	24
General liability claims (by policy year)	4	0	5	4
Auto liability claims (by policy year)	3	2	5	6



DEPARTMENT <b>Administration</b>	NUMBER <b>20</b>	PROGRAM <b>Risk Management</b>	NUMBER <b>007</b>
<b>Program Budget</b>			
Object of Expenditure	2018 Budget	2019 Budget	2020 Budget
CONTRACTUAL SERVICES	430,673	445,000	455,000
TOTAL EXPENDITURES	430,673	445,000	455,000
<b>Personnel Schedule</b>			
Position	2018	2019	2020
EMPLOYEES - FULL TIME EQUIVALENTS (FTE)	0.00	0.00	0.00



**Annual Budget -2020**

**General Fund**

DEPARTMENT <b>Administration</b>		NUMBER <b>20</b>	PROGRAM <b>Risk Management</b>			NUMBER <b>007</b>
Contractual Services		<b>2018 Budget (Actual)</b>	<b>2019 Budget (Amended)</b>	<b>2020 Budget (Proposed)</b>	<b>Detail</b>	
<b>Account Number</b>	<b>Account Description</b>					
720.71	PROPERTY/CASUALTY INS.	430,673	445,000	455,000	Property coverage	190,000
					Auto, police, and general liability (SLAIT)	215,000
					Public officials	35,000
					Deductibles	10,000
					Bonds	5,000
	TOTALS	430,673	445,000	455,000		

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