



# **CITY OF UNIVERSITY CITY, MISSOURI**

**6801 Delmar Boulevard, University City, MO 63130**

**314-862-6767    [www.ucitymo.org](http://www.ucitymo.org)**



## **PROPOSED BUDGET FISCAL YEAR 2019**

**July 1, 2018 to June 30, 2019**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of University City  
Missouri**

For the Fiscal Year Beginning

**July 1, 2017**

*Christopher P. Morill*

Executive Director



## Table of Contents

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	Page Number
<b>Transmittal Letter</b> _____	i
<b>Introduction</b>	
Principal Officers_____	1
Organizational Chart_____	2
Budget Process_____	3
Budget Calendar_____	4
Budget Summary_____	5
Financial Policies_____	6
<b>Revenue Sources</b>	
Revenue Descriptions and Trends_____	11
<b>All Fund Summary</b>	
All Fund Budget Summary Overview_____	23
All Fund Budget Summary_____	25
General Fund Budget Summary_____	26
City-Wide Operating Budget by Department_____	27
Combined Statement of Budgeted Revenues, Expenditures and Changes in Fund Balance	
• Governmental Fund_____	28
• Proprietary Fund_____	30
<b>Personnel Summary</b>	
Full-Time Personnel by Department/Program_____	31
Part-Time Personnel by Department/Program_____	35
<b>Expenditure Detail</b>	
<b>Legislative Services</b>	
Legislative Services Program Overview_____	38
Legislative Services Expenditure Details_____	40
<b>General Administration</b>	
General Administration Overview_____	42
City Manager's Office Program Overview_____	44
City Manager's Office Expenditure Details_____	46
Human Resources Program Overview_____	47
Human Resources Expenditure Details_____	49

---



## Table of Contents

---

### Page Number

#### **Administrative Services**

Administrative Services Overview _____	52
Finance Program Overview _____	55
Finance Expenditure Details _____	58
Municipal Court Program Overview _____	59
Municipal Court Expenditure Details _____	61
Information Technology Program Overview _____	62
Information Technology Expenditure Details _____	65

#### **Police Department**

Police Operations Program Overview _____	68
Police Operations Expenditure Details _____	76

#### **Fire Department**

Fire Operations Program Overview _____	80
Fire Operations Expenditure Details _____	85

#### **Public Works Department**

Public Works Department Overview _____	88
Administration & Engineering Program Overview _____	92
Administration & Engineering Expenditure Details _____	95
Streets Program Overview _____	96
Street Maintenance Expenditure Details _____	99
Fleet Maintenance Program Overview _____	105
Fleet Maintenance Expenditure Details _____	107
Solid Waste Program Overview _____	108
Solid Waste Administration Expenditure Details _____	111
Solid Waste Operations Expenditure Details _____	112
Leaf Collection Expenditure Details _____	117
Sewer Lateral Program Overview _____	118
Sewer Lateral Expenditure Details _____	120
Capital Improvement Sales Tax Fund Overview _____	121
Capital Improvement Expenditure Details _____	122
Park and Storm Water Sales Tax Fund Overview _____	123
Park and Storm Water Expenditure Details _____	124
Public Works and Parks Grants Program Overview _____	125

---





## Table of Contents

---

### Community Development Department

Community Development Department Overview_____	128
Administration Overview_____	131
Administration Expenditure Details_____	134
Economic Development Program Overview_____	137
Economic Development Sales Tax Expenditure Details_____	140
Public Parking Garage Program Overview_____	141
Public Parking Garage Expenditure Details_____	143

### Park and Recreation Department

Park Recreation and Forestry Overview_____	146
Park Maintenance and Forestry Overview_____	148
Park Maintenance Expenditure Details_____	150
Recreation Program Overview_____	152
Community Center Expenditure Details_____	157
Aquatics Expenditure Details_____	158
Centennial Commons Expenditure Details_____	159
Golf Course Overview_____	160
Golf Course Expenditure Details_____	162

### Library

Library Operations Program Overview_____	166
Library Operations Expenditure Details_____	171

### Debt Service & Contingency

Debt Service and Contingency Overview (General Fund)_____	173
General Debt Expenditure Details_____	174
Debt Service Overview and Payment Schedule(Capital Improvement Sales Tax)____	175
Debt Service Expenditure Details_____	176
Debt Service Overview and Payment Schedule (Park and Storm Water Sales Tax)____	177
Debt Service Expenditure Details_____	178

### Special Districts

Loop Special Business District Overview_____	179
Loop Special Business District Expenditure Details_____	182
Parkview Gardens Special Business District Overview_____	183
Parkview Gardens Special Business District Expenditure Details_____	185

---



## Table of Contents

---

	Page Number
<b>Pension (For Information Only)</b>	
Police and Fire Pension Administration Overview_____	187
Police and Fire Pension Administration Expenditure Details_____	188
Police and Fire Pension Benefits Overview_____	189
Police and Fire Pension Benefits Expenditures Details_____	190
Non-Uniformed Employee Pension Administration Overview_____	191
Non-Uniformed Employee Pension Administration Expenditure Details_____	192
Non-Uniformed Employee Pension Benefits Overview_____	193
Non-Uniformed Employee Pension Benefits Expenditure Details_____	194
<b>Capital Improvements Plan</b>	
All Projects_____	197
Funding Source Summary_____	198
Department Summary_____	199
Projects by Funding Source_____	200
Projects by Department_____	201

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**Gregory Rose, City Manager**

6801 Delmar Boulevard, University City, MO 63130, Phone: 314.505.8534,  
Fax: 314.863.9146

April 23, 2018

Honorable Terry Crow, City Council,  
and Residents of the University City, Missouri:

In accordance with Article III § 19 (2) of the Charter of the City of University City, it is my honor to present the recommended balanced FY2019 Annual Operating Budget. This proposed budget includes a one year operating budget for all funds. The Proposed Capital Improvement Program FY2019-FY2023 is included in a separate document. The budget was prepared under the assumptions of loans being provided from General Fund to the Public Safety Sales Tax Fund (\$6 million) Golf Course Fund (\$500,000), and Parking Garage Fund (\$500,000) occurring in FY2018. Following are the priorities on which this proposed budget focuses:

- Economic Development
- Public Safety
- Encourage High Quality Development
- Prudent Fiscal Management
- Infrastructure
- Community Quality of Life Amenities
- Our Employees

The budget continues to be a resource-constraints budget, with revenues less than expenditures in the General Fund. Funds that are included in the budget are as follows: General Fund; Capital Improvement Fund; Park and Strom Water Fund; Public Safety Fund; Sewer Lateral Fund; Internal Services Fund; Solid Waste Fund; Parking Garage Fund; Golf Course Fund; Economic Develop Retail Sales Tax Fund; Loop Special Business District Fund; Parkview Garden Fund; and Grant Fund. While this budget reflects a conservative approach to allocating limited resources, it intends to improve service levels in several core function areas of our operations. Below is a summary of the FY 2019 Budget:

**Budget Highlights**

Key highlights of the budget include:

- 1) Assumes tax rates at current levels, without any increase.
- 2) Anticipates a distribution of Public Safety sales tax for the full year.
- 3) Provides funding for the construction of a new police station.
- 4) Provides funding for upgrading a Police Captain to an Assistant Chief
- 5) Provides funding for an Assistant to the City Manager – Communications
- 6) Upgrades Economic Development Assistant Director to a Director Level Position
- 7) Provides Funding for a Director of Parks, Recreation, and Forestry
- 8) Providing a 2% cost of living increase for all eligible city employees.
- 9) Funds capital budget



## **Economic Outlook**

Although this is a sustainable budget, the City continues to face uncertainty in the future. As the City is emerging out of the economic downturn, we start to see the growth of revenues such as sales tax, however the expenditures continue to rise.

City revenue estimates for sales tax and other economic related activity continue to be slightly higher than previous years; which has a significant impact on the budget. The City is operating with a very moderate projection of revenue levels and long-term projections do not demonstrate an increase in revenue of more than one percent (1%) for the next couple years.

The City's economic outlook is stable in comparison to regional trends. The City continues to identify and eliminate barriers to investment and make positive changes to enhance the environment. Over the past year, multi-family and commercial developments and planned projects continue to improve the fiscal stability of the City and provide a variety of employment opportunities and services to residents. However, additional economic diversity is needed to ensure that the City does not depend too heavily on one segment. Unique incentive programs should be developed to nurture gaps in the marketplace and retain existing businesses.

Moderate increases are expected in revenue levels. It is important to recognize the City's classification as a "pool city" and that retail performance will continue to be entangled with other jurisdictions in the near future.

The City still has significant financial challenges ahead in continuing to provide the current quality of City services and significant improvements to the City's infrastructure which includes streets, curbs and sidewalks. The ongoing support of city residents, City Council and city staff will ensure that University City continues to enjoy a high level of municipal services.

This proposed budget represents a fiscally responsible plan for addressing the current and long-term public service needs of the citizens of University City while preserving the financial strength of the City. Therefore, it is important that we exercise financial prudence and closely monitor financial trends during these uncertain and changing economic times in order to manage the City's resources into the future.

## **Conclusion**

Through upcoming meetings with City Council, review processes, inquiry and response dialogue, and public participation will certainly improve this proposed budget. The final budget will be the operational guidance that moves the City forward.

Special acknowledgement, recognition and appreciation is given to the City Department Directors and the staff for their preparation of thoughtful budget contributions that form the basis of this budget. I would like to offer a special recognition to Finance Director Tina Charumilind for her hard work in putting this document together.

Respectfully submitted,



Gregory Rose  
City Manager

cost of public safety capital equipment. In addition to covering a portion of the cost for public safety equipment, following is a few additional highlight of the Capital Sales Tax Fund:

- Funds Street Maintenance Program
- Funds City Facility Improvements
- Funds Space Needs Study
- Funds Morgan-Wilshire Road and Drainage Improvements
- Funds Parking Meter Replacement Program

#### *Public Safety Sales Tax Fund*

This fund was created in an effort to be fully transparent in the use of the public safety sales tax that was recently approved by voters. This fund has include a transfer to General Fund for the increased salary expenses for public safety personnel. A loan has been provide to this fund from General Fund (\$6 million) to cover the cost associated with the design and construction of a new police substation. Although not allocated, this fund will be used to cover additional expenses for salaries and benefits of our public safety personnel that are a result of the adjustments recommended by the classification and compensation study. Total revenues for this fund is \$1,700,000 with total expenses being \$1,966,200.

#### *Solid Waste Fund*

The Solid Waste Fund is an enterprise fund, which means that it is intended to operate more similar to a private sector company. I am recommending a rate analysis study as the fund is teetering on the need for subsidies from the General Fund. This fund transfer \$150,000 to General Fund to cover a portion of the overhead costs. This represents just 4 percent of revenues. It is my intention to recommend that the Council appoint a task force to work with the staff of the rate analysis. Total revenues for this fund are \$3,122,500 with expenses being \$3,385,500.

#### *Golf Course Fund*

The Golf Course Fund is a new enterprise fund being created in this budget. Total revenues for the fund are \$725,000 with expenses being \$865,800. This fund transfers \$150,000 to General Fund to cover the cost of maintenance staff and overhead. This fund will need an increase in revenues in order to reduce its reliance on General Fund subsidies.

#### *Pension Funds*

The pension funds MAY require additional support in order to remain healthy. An actuarial study is being conducted in FY18 and will provide guidance on this matter.

#### *Other Funds*

All other funds have a good fund balance and are operating as expected. You may recall, I ordered placing several projects on hold that were to be funded out of the FY2018 funds. As a result of placing these projects on hold, the Park and Storm Water Fund is projected to recover and have a small fund balance at the end of FY19.



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Respectfully submitted,



Gregory Rose  
City Manager

## Principal Officers

**Mayor**

Terry Crow

**City Council**

Steve McMahon  
Ward One

Vacant  
Ward One

Paulette Carr  
Ward Two

Tim Cusick  
Ward Two

Bwayne Smotherson  
Ward Three

Stacy Clay  
Ward Three

**City Manager**

Gregory Rose

**Director of Finance**

Tina Charumilind

**Director of Public Works and Parks**

Sinan Alpaslan

**Police Chief**

Larry Hampton

**Interim Director of Community Development**

Rosalind Williams

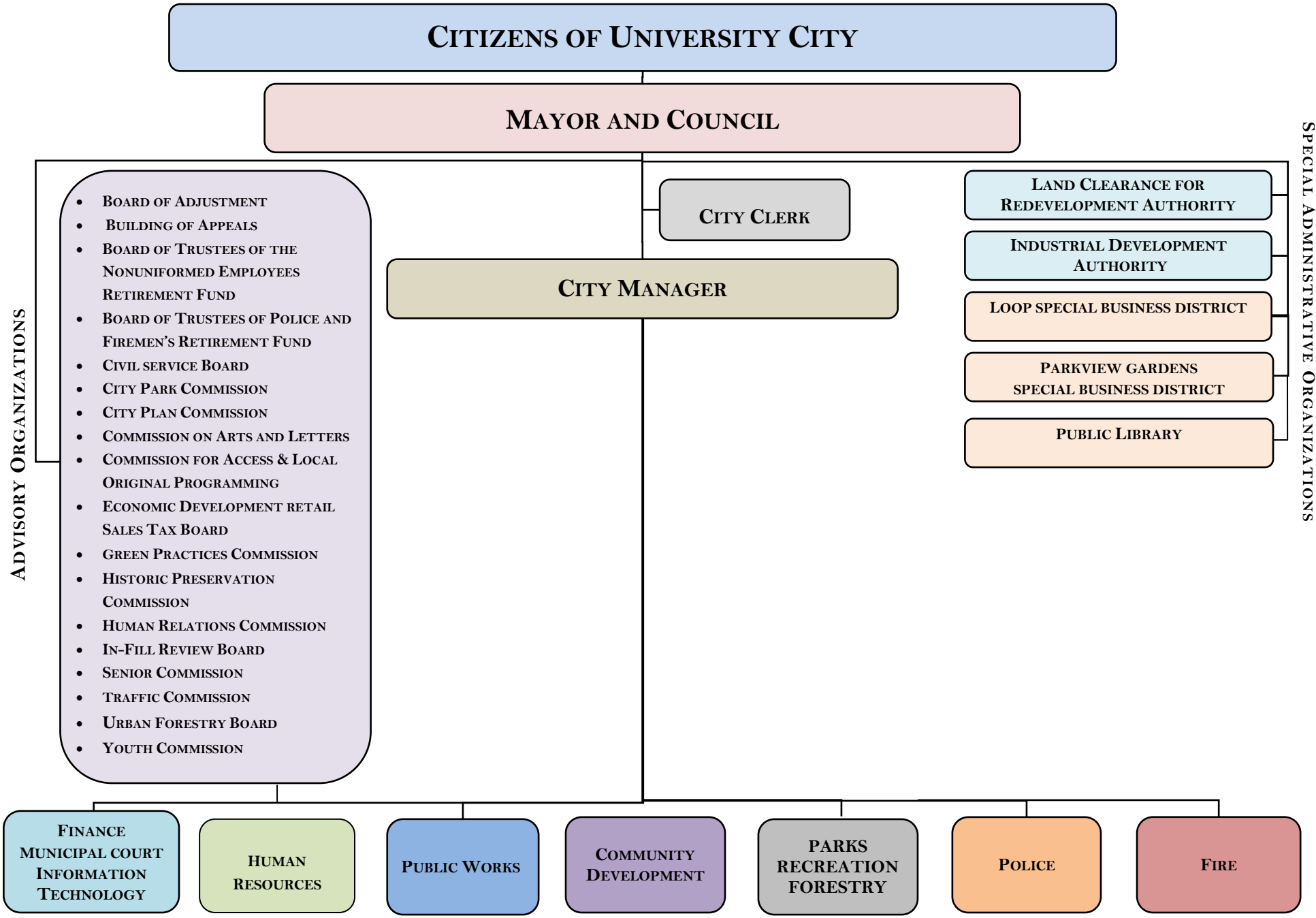
**Acting Fire Chief**

David Crismon

**City Clerk**

LaRette Reese

# GOVERNMENT OF THE CITY OF UNIVERSITY CITY, MISSOURI





### BUDGET PROCESS

The annual budget process is designed to meet the requirements of the charter of the City of University City and the statutes of the State of Missouri. The City's fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year. The proposed budget period will be from July 1, 2018 to June 30, 2019 or as referred to in this document, Fiscal Year 2019 (FY 2019).

This process begins by the development of a budget calendar. This calendar outlines the process through budget adoption and implementation. The City Manager distributes the budget calendar and instructions to each department.

Each Department Director is responsible for the preparation of individualized program budget requests and some of the personnel services expenditures. The Director of Finance is responsible for preparation of revenue estimates. Budget requests are submitted to the City Manager who may request additional information from the departments, if necessary. The City Manager meets with each department to review the budget requests. Based on these meetings the City Manager submits a proposed budget to the City Council.

The City Manager holds a public hearing prior to the finalization of the proposed budget to receive comments from the public on the formation of the budget. After receiving the draft budget, the City Council will hold budget work sessions to review the entire proposed budget. In addition, a public hearing is held with the City Council to formally present the proposed budget and receive comments from the public. Notice of the public budget hearings and meetings is provided to the public. The City Council adopts the budget by resolution and final copies of the budget document are prepared. The budget is effective July 1 and is available in the Finance Department, in the City Clerk's Office, at the University City Municipal Library and on the City website at [www.ucitymo.org](http://www.ucitymo.org).

After the budget is adopted, budget transfers may be approved by the City Manager up to and including \$25,000. Transfers between funds or departments, transfer of contingency funds, transfers incorporating a policy change and budget amendments require City Council approval.

Please refer to the *Budget Calendar* for details on dates and actions taken to prepare this budget document.

## BUDGET CALENDAR FY 2019

DATE	ACTION	PERFORMED BY
January 17, 2018	Hold public Budget Meeting for citizen input	City Manager
February 1, 2018	Budgeted salaries increases are provided to City Manager and Department Directors	Finance
February 9, 2018	Submit completed Capital Improvement Program (CIP) forms to Finance	Department Directors
February 19-23, 2018	Entering Department budgets and submit program indicators to Finance	Department Directors
March 21-30, 2018	Conduct Department meeting with Director presenting Proposed Budget	City Manager Department Directors
April 16, 2018	Follow up budget meeting with Department Director	City Manager Department Directors
April 26, 2018	Submit Proposed Budget to City Council	City Manager
June 11, 2018 (Council Meeting)	Hold official public hearing on FY 2019 Budget	City Council
June 18, 2018	Hold Council Budget Study Sessions	City Council City Manager Department Directors
June 25, 2018 (Council Meeting)	Adopt FY 2019 Budget and CIPs	City Council
July 1, 2018	Begin Fiscal Year 2019	All
August 1, 2018	Distribute final printed budget document	Finance



## BUDGET SUMMARY

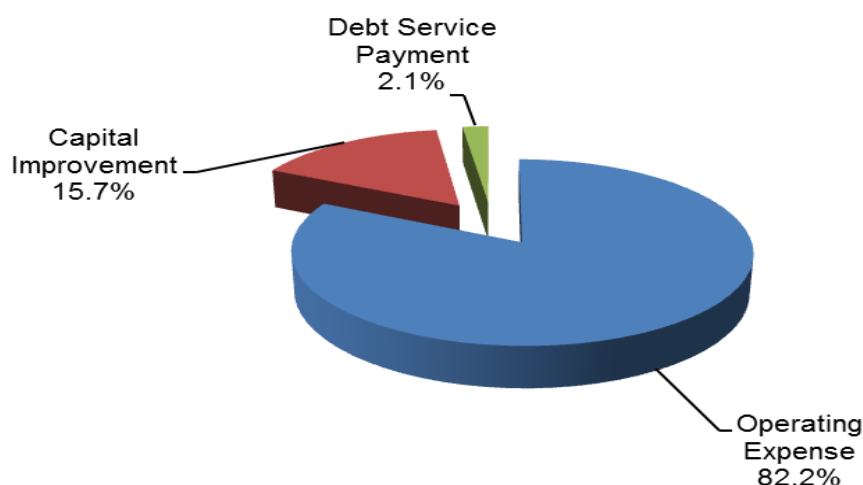
The annual budget for the City of University City is divided into three major components that include all appropriations for the City is explained below:

1. The *operating budget* finances the day-to-day provision of City services totals \$31.1million.
2. The *capital Improvement budget* funds the construction of city facilities, such as City Hall, Police and Fire stations, in addition to the construction of roads, public amenities and other infrastructure throughout the City. The program totals \$6.1 million, which includes \$958 thousand from grants.
3. The *debt service budget* is used to repay money borrowed by the City, primarily for capital improvements, and amounts to \$0.8 million. This total is a combined total expenditure from the General Fund, Capital Improvement Sales Tax Fund, Park and Storm Water Sales Tax Fund and Enterprise Fund (Public Parking Garage). The City does not have budget for Debt Service Fund due to the General Obligation Bonds Series 2005 was paid off in FY 2015.
4. The *operating transfer in and transfer out* between General Fund and other funds mostly for overhead cost. The details of transfers are presented in the Combined Statement of Revenues, Expenditures and Fund Balance. The transfers in is offset with transfers out, as such they will not have any impact to the total operating expenditures.

The total budget, including all four components, is \$38.9 million for FY 2019. This represents an increase of \$2.8 million from the FY 2018 total budget. This is primarily due to the public safety sales tax. In 2019, the City projected this revenue to be approximately \$1.7 million.

As you can see from the pie chart below, the operating (82.2%) and capital improvement (15.7%) appropriations account for 97.9% of the total appropriations. Debt Service is accountable for 2.1%. Operating budget is discussed on the following page. The Capital Improvement Program can be found in the last section of this budget book.

**City of University City  
Total FY 2019 Appropriation**



### FINANCIAL POLICIES

The City of University City has an important responsibility to its citizens to carefully account for public funds, manage municipal finances wisely, manage growth, and plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities and infrastructure.

The following financial policies are designed to establish guidelines for the fiscal stability of the City. In addition these policies perform the following functions:

- Demonstrate to the citizens of University City, the investment community, and the bond rating agencies that the City is committed to strong fiscal operations.
- Provide precedents for future policy makers and financial managers on common financial goals and strategies.
- Provide sound financial principles to guide the City Council and Administration in making decisions.
- Provide guidelines for evaluating both current activities and proposals for future programs.

#### Budget Policy

- 1) The budget is intended to present a complete financial plan for the coming budget year, and includes the following information:
  - a. A budget message describing the important features of the budget and major changes from the preceding year;
  - b. 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;
  - c. Proposed expenditures for each department, program or office 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;
  - d. The amount required for the payment of interest, amortization, and debt service charges on any debt of the city;
  - e. A general budget summary.
- 2) Budgets are prepared on a basis consistent with generally accepted accounting principles (GAAP), except that encumbered amounts are treated as expenditures for budgetary purposes.
- 3) Legal budgetary control is at the object level. Budget transfers up to and including \$25,000 are approved by the City Manager. Transfers between funds or departments, transfer of contingency funds, transfers incorporating a policy change and budget amendments require City Council approval.
- 4) 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.
- 5) The City's fiscal year is July 1 through June 30.

### **Revenue Policy**

- 1) The City will attempt to maintain a diversified and stable revenue system to shelter it from short-term fluctuations in any one revenue source.
- 2) All existing and potential revenue sources will be reviewed annually to ensure revenue trends are kept current.
- 3) The City will establish user charges and fees at a level related to the full cost (operating, direct, indirect and capital) of providing services.
- 4) Monthly reports comparing actual to budgeted revenues will be prepared by the Finance Department and presented for administrative review. Quarterly reports will be presented to the City Council for review.

### **Accounting, Auditing and Reporting Policy**

- 1) 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.
- 2) 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 collected 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.
- 3) An independent audit will be performed annually.
- 4) The City will produce annual financial reports in accordance with GAAP as outlined by the Governmental Accounting Standards Board.
- 5) Financial systems will be maintained to monitor revenues and expenditures/expenses on a monthly basis, with an analysis and adjustment of the annual budget at the appropriate times.

### **Operating Budget Policy**

- 1) When necessary, the City will institute expenditure controls in an attempt to ensure that current operating expenditures/expenses will not exceed current operating revenues.
- 2) Monthly reports comparing actual to budgeted expenditures/expenses will be prepared by the Finance Department and presented for administrative review. Quarterly reports will be presented to the City Council for review.
- 3) The City will maintain a competitive pay and benefits structure for its employees, within budget constraints.
- 4) The City will aggressively seek regional, state and federal grants to support capital and special projects.
- 5) The City will continue to support a scheduled level of maintenance and replacement of its infrastructure and fleet.
- 6) The City will support capital and operational investments which reduce future operating costs.
- 7) The City will strive to maintain a balanced budget in its operating funds.
- 8) The annual financial report and the annual budget will be submitted to the Government Finance Officers Association for the purpose of obtaining the awards presented in each category.

### **Capital Budget Policy**

- 1) The City will prepare for the Council's annual adoption, a five-year Capital Improvement Program (CIP) which will detail each capital project, the estimated cost, the description, and funding source. Future operating costs associated with new capital improvements will be projected and included in the operating budget forecast. Items in the CIP are to consist of construction, installations or acquisitions having a long life expectancy, a fixed nature, and a unit value of \$25,000 or more.
- 2) The City will maintain its physical assets at a level adequate to protect the City's capital investment and minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of the capital plan and equipment from current revenues where possible.
- 3) All projects included in the FY 19 annual budget should have: a) current condition and/or justification of the need of the project, b) a timeframe to determine various anticipated phases of the project, c) financial implication, d) increase or decrease ongoing maintenance cost that has impact to the operating budget.

### **Cash Management and Investment Policies**

- 1) The City will deposit all funds on the same day the funds are received.
- 2) The City will collect revenues aggressively, including past due bills of any type.
- 3) The City invests public funds in a manner that provides the highest investment return with the maximum security while meeting daily cash flow demands and conforming to all state and local statutes governing the investment of public funds.

### **Debt Policy**

- 1) The City does not incur long-term debt to support current operations.
- 2) The City limits long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
- 3) Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project.

### **Reserve Policy**

The City will maintain an unreserved fund balance in the General Fund which represents 17% of annual expenditures.

### **Fund Balance Policy**

This policy addresses GASB Statement No. 54 which redefines the classification of fund balance in the governmental funds. Statement No. 54 - Fund Balance Reporting and Governmental Fund Type Definitions, was issued in March 2009 to enhance how fund balance information is reported, to improve its usefulness in the decision making process and to provide fund balance categories and classifications that will be more easily understood. Therefore, it is effective for the City of University City's June 30, 2011 financial statements and all subsequent annual financial statements until superseded.

The City of University City has enacted the following policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City of University City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

The classification of fund balance components are the following:

- 1) Fund balance - The excess of assets over liabilities in a governmental fund.
- 2) Non-spendable fund balance - The portion of a governmental fund's net assets that are not in a spendable form (i.e. inventory and prepaid) or are required to be maintained intact.
- 3) Restricted fund balance - The portion of a governmental fund's net assets that are subject to external enforceable legal restrictions (i.e. grant revenue).
- 4) Committed fund balance - The portion of a governmental fund's net assets with self-imposed constraints or limitations that have been placed by the City Council, the highest level of decision making (i.e. encumbrances).
- 5) Assigned fund balance - The portion of a governmental fund's net assets that the City intends to use for a specific purpose, intent expressed by a City Official to which the Council has designated authority.
- 6) Unassigned fund balance - Amounts that are available for any purpose, these amounts are reported only in the General Fund.

### **Bonded Debt Schedule**

The City of University City's Long-term debt includes Special Obligation Bonds and Certificates of Participation. This overview describes each type of debt and provides a picture of the City's indebtedness. The general obligation bonds are to be liquidated by the Debt Service Fund supported by a property tax levy, and the special obligation bonds and the certificates of participation are to be liquidated by the General Fund.

### **General Obligation Bonds**

The City currently does not have outstanding GO Bonds. However, the City may consider issuing one in the near future for a purpose of construction the new police facility. Limitations for bonding capacity are set by state statutes. The Missouri Constitution authorizes cities to incur indebtedness in an amount up to 10% of the assessed value of taxable tangible property by citizen vote to issue general obligation debt. In 2018, this would allow the City to borrow approximately \$59 million.

### **Special Obligation Bonds**

These bonds are issued for public improvements and are annually appropriated from the park sales tax. In July 2005, the City issued \$700,000 of special obligation bonds payable for completing the construction, renovation and improvement of recreational facilities in the City's Heman Park. The bonds bear interest at rates ranging from 3.5% to 4.5%. The current outstanding debt on these bonds is \$155,000.



## Certificates of Participation

Certificates of Participation have been issued for public improvements and are limited obligations of the City and subject to annual appropriation. In 2003, the City issued \$6,345,000 to refund outstanding certificates related to the City's public parking garage and to provide for the construction, renovation and improvement of recreational facilities in the City's Heman Park, including improvements to the existing swimming pool, fitness center and related security and safety improvements. The certificates bear interest at rates ranging from 2% to 4.1%. In 2004, the City issued \$6,245,000 to renovate, improve, furnish and equip the City's police station, fire stations and City Hall and provide additional funds to complete the construction, renovation and improvement of recreational facilities in the City's Heman Park. The certificates bear interest at rates ranging from 2.5% to 4.6%. In 2012, the City issued \$7,020,000 to current refund outstanding certificates related to the City's public parking garage and advance refund outstanding certificates related to police and fire stations, and construction, renovation and improvement of City Hall and the recreational facilities. The certificates bear interest at rates ranging from 0.55% to 1.65%. The current outstanding debt is \$1,890,000.

For the Years Ended June 30	Special Obligation		Certificates of Participation		Total
	Principal	Interest	Principal	Interest	
2019	50,000	6,400	795,000	33,922	885,322
2020	105,000	4,200	1,095,000	20,805	1,225,005
	\$ 155,000	\$ 10,600	\$ 1,890,000	\$ 54,727	\$ 2,110,327

## Fraud Policy

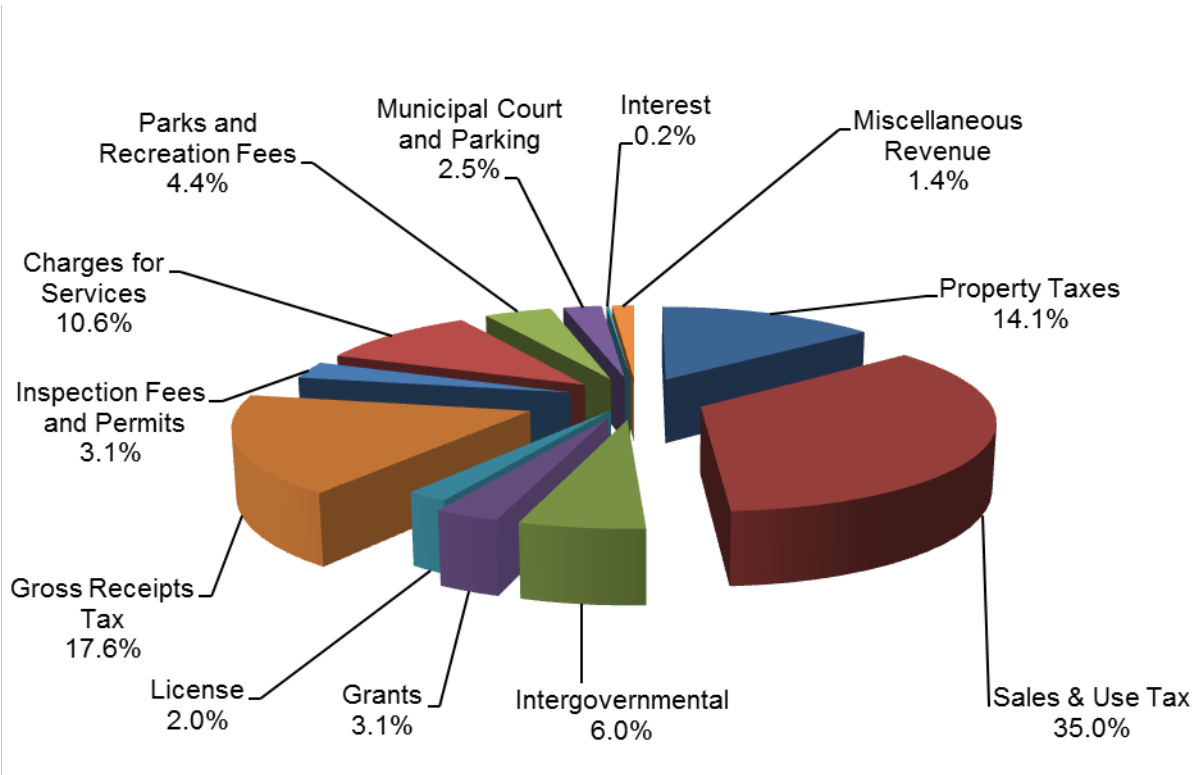
The City of University City is committed to protecting its revenues, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees, to gain by deceit, financial or other benefits. Examples of fraud and misuse of City assets include but are not limited to:

- 1) Embezzlement
- 2) Misappropriation, misapplication, destruction, removal, or concealment of City of University City property.
- 3) Alteration or falsification of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents) or computer files
- 4) Misappropriation or misuse of City of University City resources, such as funds, supplies, or other assets such as inventory, furniture, fixtures, or equipment
- 5) Authorizing or receiving compensation for goods not received or services not performed.
- 6) Authorizing or receiving compensation for hours not worked.
- 7) Unauthorized use of City of University City logos and trademarks

### REVENUES

This section provides a summary and detailed analysis of each major revenue source. Revenues from the Internal Service Fund and the Fiduciary Funds are not included, because they do not represent resources received from outside sources.

	Amount	Percentage
Property Taxes	\$ 5,210,500	14.1%
Sales & Use Tax	12,768,400	35.0%
Intergovernmental	2,193,700	6.0%
Grants	1,137,700	3.1%
License	745,000	2.0%
Gross Receipts Tax	6,469,300	17.6%
Inspection Fees and Permits	1,125,000	3.1%
Charges for Services	3,876,500	10.6%
Parks and Recreation Fees	1,617,000	4.4%
Municipal Court and Parking	915,500	2.5%
Interest	58,500	0.2%
Miscellaneous Revenue	525,300	1.4%
<b>Total Revenue</b>	<b>\$ 36,642,400</b>	<b>100.0%</b>



The revenue sources detailed in this section include over 80% of appropriated revenues. Projections and estimates are prepared by City staff and are based on historical trends, economic forecasts, regulatory decisions and weather. Amounts for FY 2019 are based on estimates through the end of the fiscal year.

### SALES TAX

Sales tax revenue in St. Louis County is distributed in two ways: point of sale or pooled. Cities have the option of choosing either method on some types of sales taxes, and on other types the method is set by state statute. University City has taxes that fall under both methods. The State of Missouri collects and administers all sales tax in the state. Businesses remit taxes on a monthly or quarterly basis in the period following the actual transaction. The state distributes the funds one month after they are collected, with pooled funds flowing to the county for distribution.

#### Municipal Sales Tax:

The City of University City receives a share of a county-wide one-percent (1%) sales tax on retail sales. 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. The City's percentage share changes after each 10-year census. This occurred for the first time in FY 2012 due to the City faced a 5.0% decrease in population from 37.4 thousand to 35.4 thousand based on the 2010 census.

Based on the economy recovery in the region, and the completion of Trolley project, this sales tax is projected to increase from FY 2018 budget.

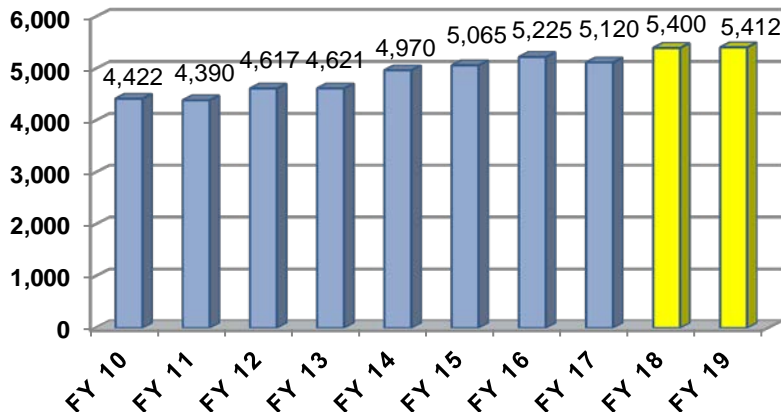
Some municipalities proposed to modify the formula in order to retain more sales tax revenue generated

locally and share less with others through the pooled distribution. The alteration to the pooled distribution formula was successful, the City's revenue would be directly affected in the future years.

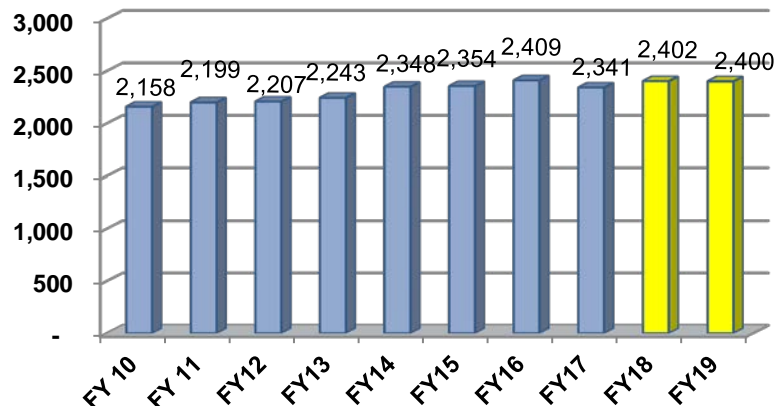
#### Capital Improvement Sales Tax:

In April 1996, the City of University City levied a one-half (1/2) cent sales tax on retail sales specifically for capital improvements. Cities have an option as to how to receive the sales tax from the County. University City has chosen to pool the sales tax with other cities in the County. The City shares 100% of the generated revenue with all other pooled cities and St. Louis County (Ordinance 6056 adopted in June 1996). The redistributed amount is also based on its per-capita share of sales tax generated in unincorporated areas of the county. This sales tax is projected to be flat with last year budget.

**Municipal Sales Tax  
10-Year History  
(In Thousands)**



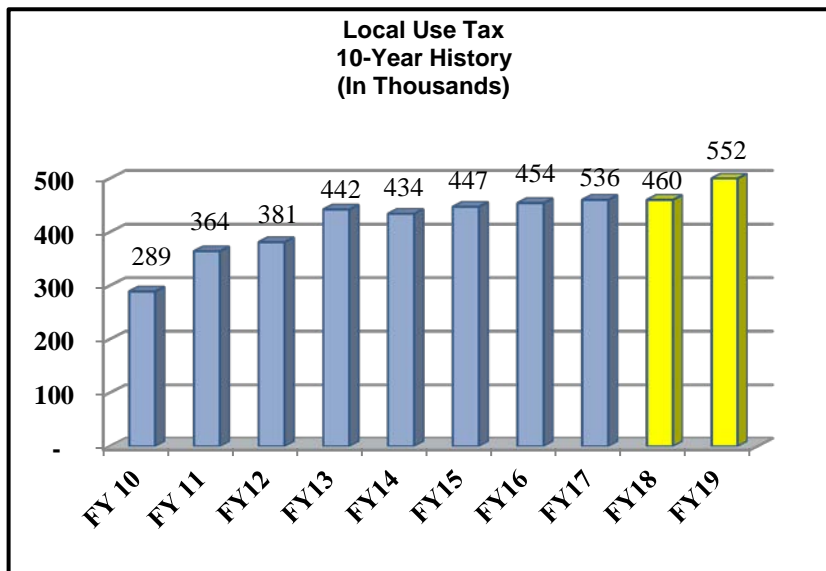
**Capital Improvement Sales Tax  
10-Year History  
(In Thousands)**



Started in FY 2016, this revenue is recorded in Capital Improvement Sales Tax Fund. Growth in this revenue source had been small, but steady over the past few years, until the recent economic downturn which caused sales tax receipts to be less in FY 2010 and 2011. In FY 2016 the economy seemed to grow at a modest pace, and this revenue has increased moderately.

### Local Use Tax:

In April 1998, the City of University City imposed a local use tax at the rate of 5.725% (an additional of 1.5% to the State rate of 4.225%). This tax is imposed on the storage, use or consumption of tangible personal property in the City.

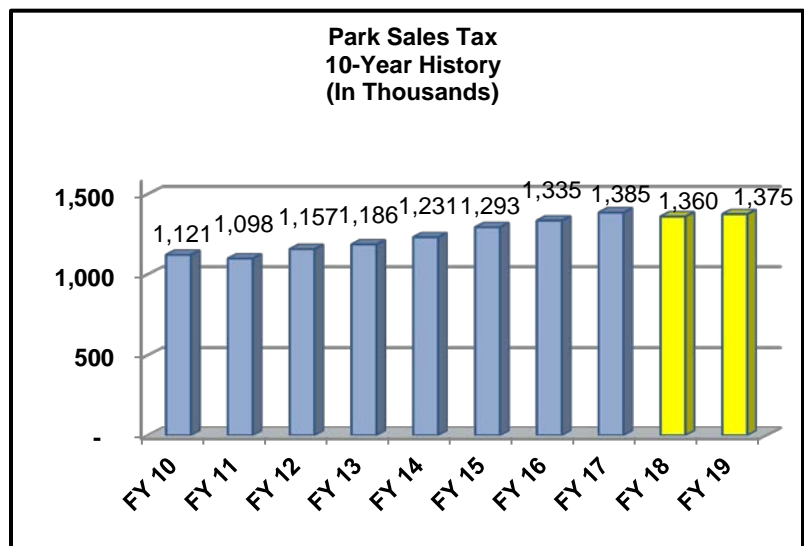


The amount of use tax due on a transaction depends on the combined (local and state) use tax rate. This tax is in effect at University City where the tangible personal property is stored, used or consumed. The City has designated this tax to be used for general operation purposes. Growth in this revenue source has been steady, with slight fluctuations over the past few years. This revenue is projected to be 3% increases from the actual received in FY 2017.

### Park Sales Tax:

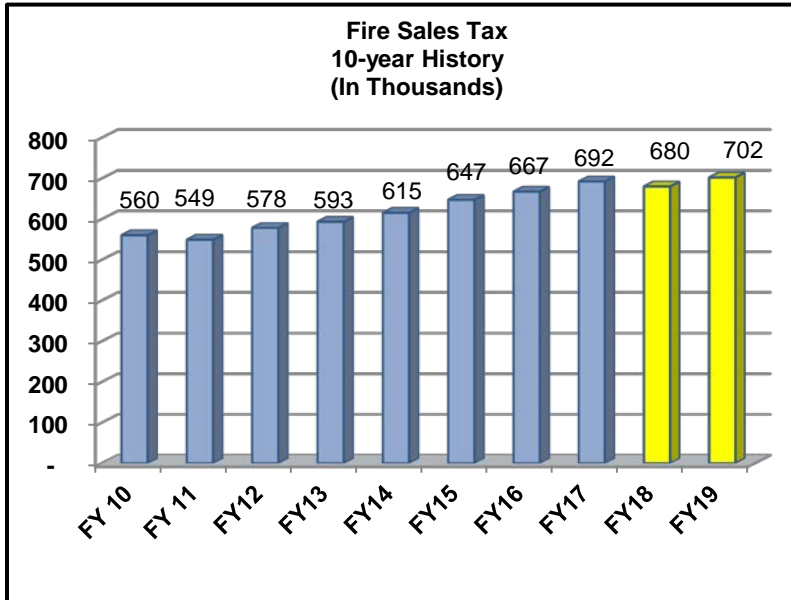
In November 2001, the City of University City levied a one-half (1/2) percent sales tax on retail sales to be used for Park and Storm water purposes. The City has designated this tax to be used solely for park and recreation improvement purposes. The City's revenue is based on the amount of sales tax generated through point-of-sale within the City limits.

Growth in this revenue source has been steady, with slight fluctuations over the past few years. The recent economic growth has increased this sales tax revenue. This revenue is projected to be slightly increased in FY 2018 from FY 2017 budget. Started in FY 2016, this revenue is recorded in Park and Storm Water Sales Tax Fund.



### Fire Service Sales Tax:

In November 2001, the City of University City levied a one-quarter (1/4) percent sales tax on retail sales to be used for fire services. The City's revenue is based on the amount of sales tax generated through point of sale within the City limits.

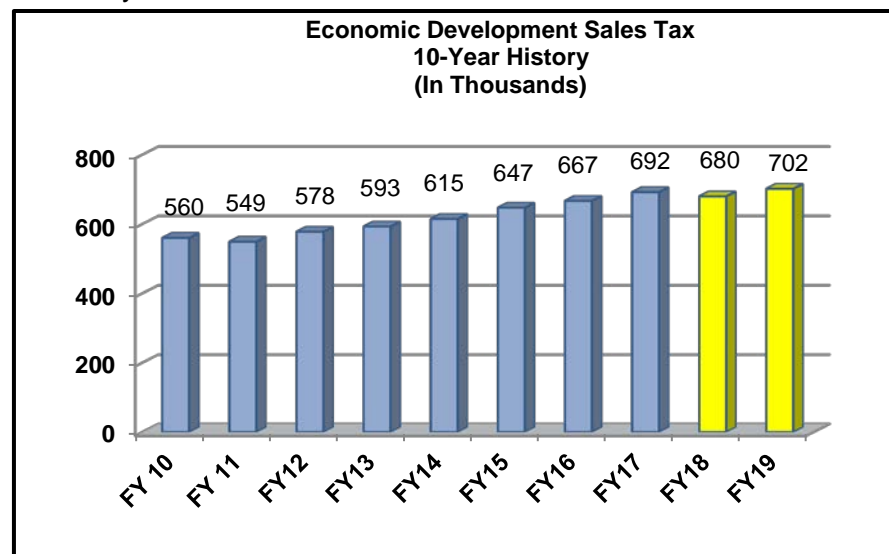


This revenue source has been steady, with slight fluctuations over the past few years. The recent economic recovery has increased sales tax receipts to be higher than the original budget in FY 2015 and is projected to be increased by 1.4% in FY 2019 or flat with the actual amount received in FY 2017.

### Economic Development Sales Tax:

In August 2006, the City of University City levied a one-quarter (1/4) percent sales tax on retail sales to be used for economic development purposes. The City's revenue is based on the amount of sales tax generated through point of sale within the City limits.

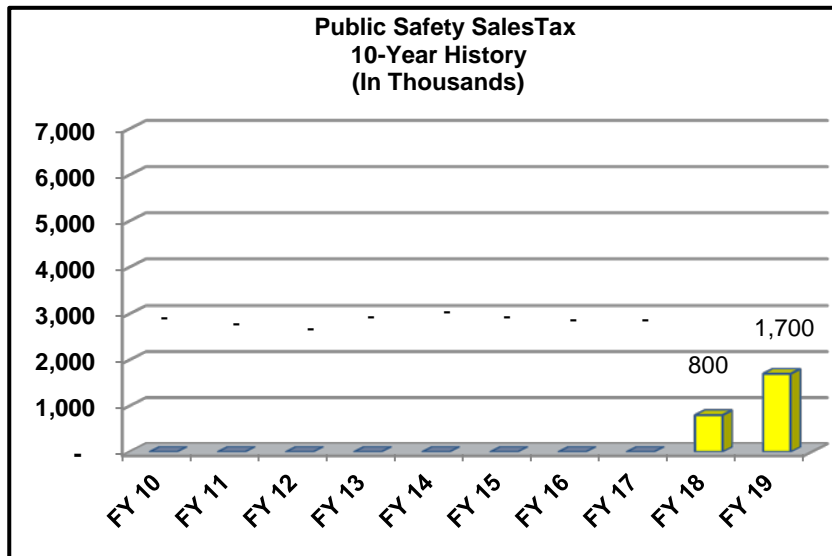
The economic conditions are characterized by disappointed gross domestic product growth in FY15 and FY 16, then started to pick up in the second half of FY17. The projected amount in FY 19 based on the actual in FY 17, and increase by 1.4%.





### Public Safety Sales Tax:

In April 2017, St. Louis County impose a one-half of one percent sales tax for the purpose of providing funds to improve police and public safety in St. Louis County and each of the municipalities within St. Louis County. This sales tax is estimated to generate \$80 million a year.

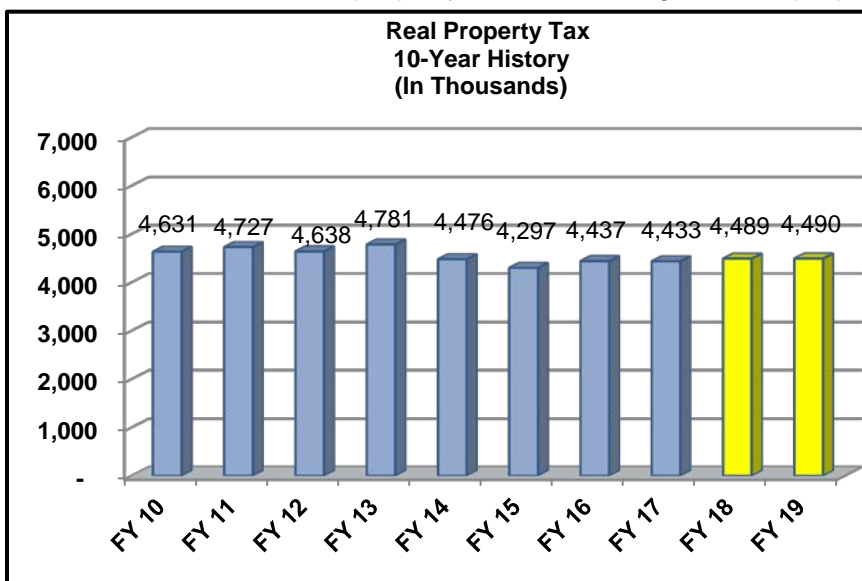


The City's revenue is based on the population size. City of University City expected to receive an approximately \$1.7 million in a year.

### PROPERTY TAXES

### Real Property Tax:

The City levies a tax on real property in accordance with Missouri statutes. This ad valorem tax is levied on all real property within the boundaries of the City. The tax is based on the assessed valuation of property as established by the St. Louis County Assessor. Residential property is assessed at 19% of its market value, commercial property at 32%, and agricultural property at 12%. The City has no agricultural property. Taxes are collected by St. Louis County and distributed to the City. Properties are reassessed in odd-numbered years. The 2018 estimated levy for real property was \$.936 for residential property and \$.867 for commercial property.



Real property tax revenues have been decreased from previous year. Cities in Missouri are required to rollback tax rates when properties are reassessed to a higher value. University City is only able to increase revenue by new construction and the percentage of the Consumer Price Index (CPI) increase. In FY 2008 the City



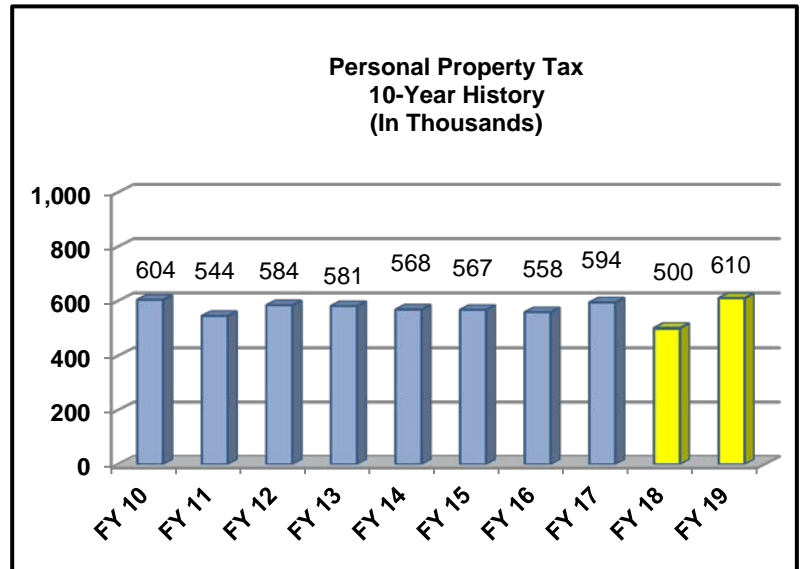
## REVENUE SOURCES

reinstated the levy for the Police & Firefighter Retirement Plan. In 2014, the assessed value of the properties had declined, the City chose to maintain the same rates. As a result, the property tax for FY 2015 was 4% less than previous year. FY 2019 projected property tax amount with the same rate as previous year.

### Personal Property Tax:

The City levies a tax on personal property in accordance with Missouri statutes. This tax is levied on all personal property within the boundaries of the City. The tax is assessed at 33.3% of the valuation of property as established by the St. Louis County Assessor. Taxes are collected by St. Louis County and distributed to the City. The 2018 estimated levy for personal property was \$1.059.

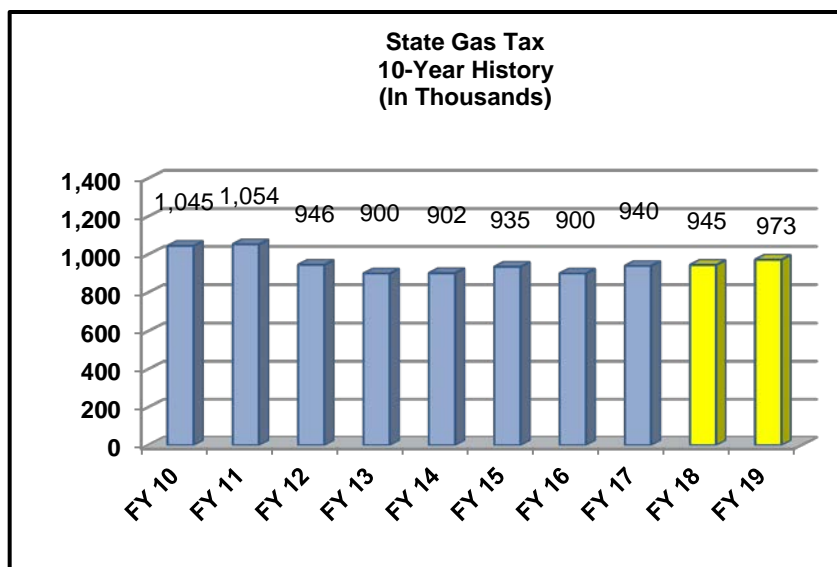
Personal Property tax revenue has been very steady for several years. University City is only able to increase property tax revenue by the percentage of the CPI increase. While FY 2018 was projected to be unusually low. In FY 2019, this revenue is projected to be slightly lower than the actual amount received in FY 2017.



## INTERGOVERNMENTAL TRANSFERS AND GRANTS

### State Gas Tax:

The State of Missouri imposes and collects a seventeen-cent (\$0.17) per gallon tax on motor fuel. The state distributes this tax according to a ratio of the City's population to the total state population.

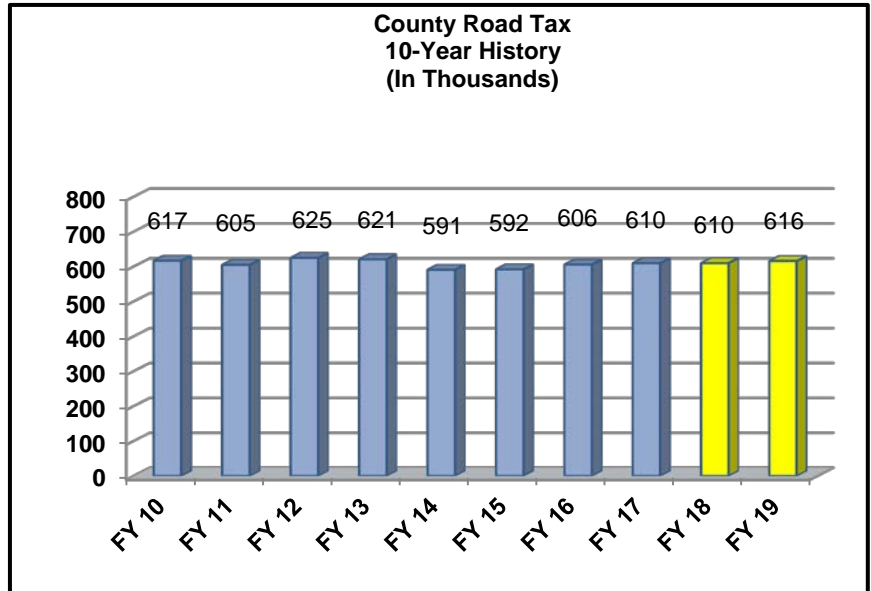


The tax is imposed on a per gallon rate, therefore usage alone, not price, determines the amount of state revenue to be distributed. The gas tax had been stable for many years, but began a slight decline based on less consumption due to higher motor fuel prices. Since this tax is also distributed based on population, the FY 2019 revenue is estimated to be slightly increase from the previous year budget.

### County Road Tax:

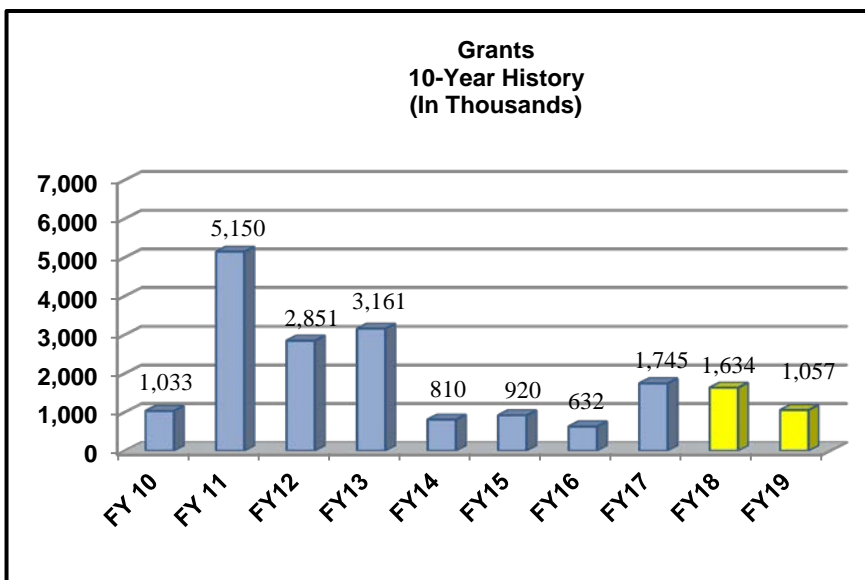
St. Louis County annually levies a Road and Bridge property tax on both real and personal property. The County allocates the proceeds to municipalities at \$0.105 per \$100 of assessed valuation. Taxes are collected by St. Louis County and distributed to the City based on assessed value. The tax must be used for road and bridge maintenance.

This tax revenue has had consistent growth through FY 09 until assessed valuations across the county fell during the economic downturn. The FY 2014 and 2015 revenues started to drop below previous years. FY 2019 revenue is projected to be flat with the previous year actual and budget.



### Grants:

Grants represent intergovernmental funds from the Federal, State, or Local governments or affiliation of the governments, awarded to the City for specific purposes. The City has successfully received significant funds in the past to assist in street and bridge rehabilitation, park improvements, recycling and police activity.



Grant revenue fluctuates each year based on the amount awarded and the construction schedule of the project. On most grants, the City is required to expend a local grant match of funds. The City had multiple large one-time projects which were grant-funded in FY 2011, with significantly lesser grants for FY 2012 for known grants at this time. In FY 2013 the City had a couple of large projects, namely constructing the new fire house, and Flood buyout. In FY 2014 and 2015, all grants awarded are related to capital improvement projects and Police over-time. In FY 2019, the City anticipated \$1.1 million award for park improvements, Ackert Walkway,

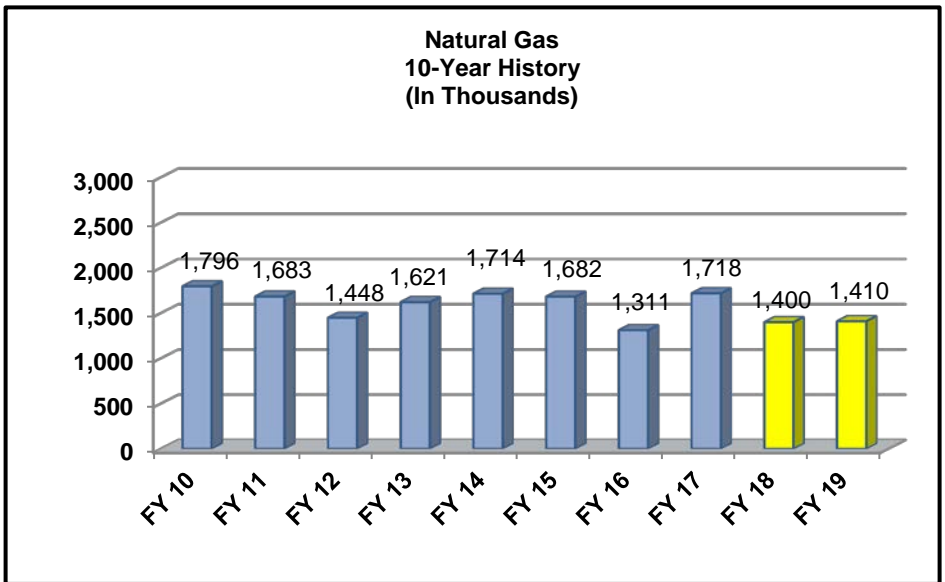
Westgate Ave., Canton Ave., curb and sidewalk replacement including solid waste projects.

GROSS RECEIPTS TAX (UTILITY TAX)

**Natural Gas Gross Receipts:**

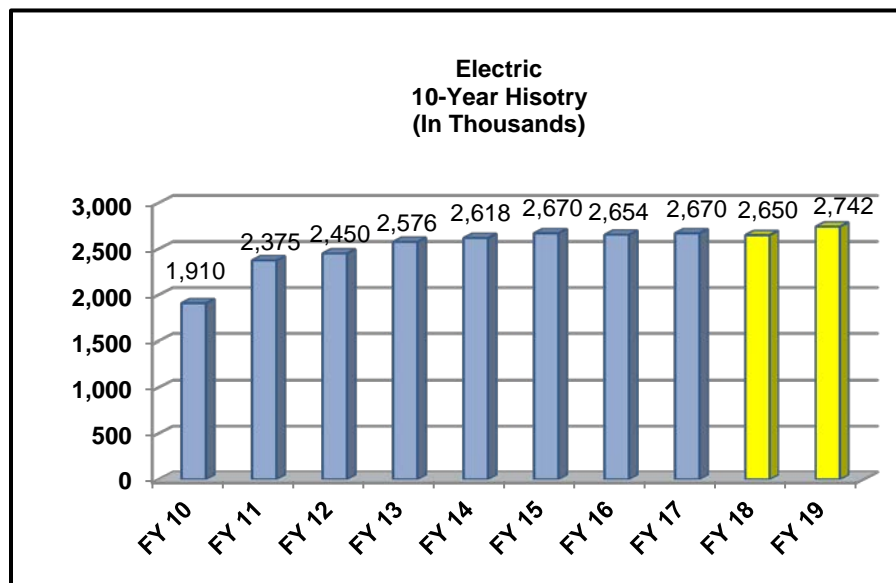
The City levies a 9% gross receipts tax on utilities providing natural gas services in the City. Laclede Gas provides the majority of gas utility services in the City, with a small amount being provided through a consortium. This tax is passed on to customers by the utility company and remitted to the City each subsequent month.

This revenue is based on the price of natural gas, as well as usage. The revenue fluctuates based on weather, business activity and rates. Revenue projections are based on a significant rate decrease which occurred in FY 2010, and decreased even more for FY 2011. In FY 2012 this revenue dropped at the lowest level during these ten (10) years because of the combination of the lower rate and the mild winter. A slight increase the actual amount projected in FY 2018 for FY 2019.



**Electric Gross Receipts:**

The City levies a 9% gross receipts tax on utilities providing electric services in the City. AmerenUE provides the electric utility services in the City. This tax is passed on to customers by the utility company and remitted to the City each subsequent month.

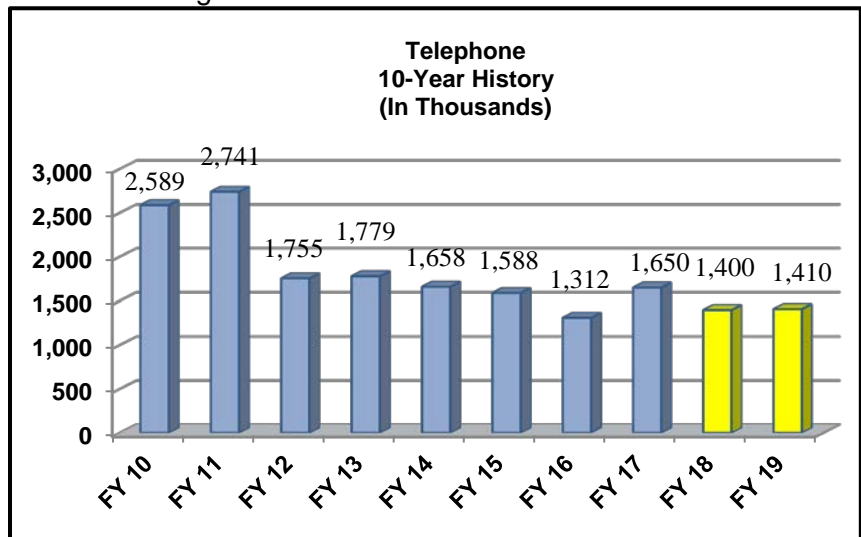


This revenue is based on the price of electricity, as well as usage. The revenue fluctuates based on weather, business activity and rates. The actual tax received in FY 2015 was higher than estimated. In FY 2019, this revenue is projected to be increased approximately 2.7% from the actual amount received in FY 2017.

### Telephone Gross Receipts:

The City levies a 9% gross receipts tax on telephone services in the City. These services are provided by multiple providers with the largest being AT&T. This tax is passed on to customers by the utility company and remitted to the City each subsequent month.

Revenues had been declining substantially as land line services decreased and cell phone services increased. The telephone companies had not paid gross receipts tax on cell phone services. The City partnered with other cities in a lawsuit against the telecommunication companies to require the companies to pay gross receipts tax on cell phone services. An agreement was reached in FY 2008 and a one-time settlement amount was paid at that time and another one was paid in FY 2011. In FY 2009 and succeeding years the companies will be paying gross receipts tax on cell phone services and a higher amount of revenue will be collected. Revenue for FY 2010 included a one-time settlement amount for additional landline service with a small amount of additional on-going revenue. From FY 2012 through 2015, the revenues were considered normal without one-time settlement. In FY 2019, this revenue projected to be slightly increase from the projected in FY 2018.

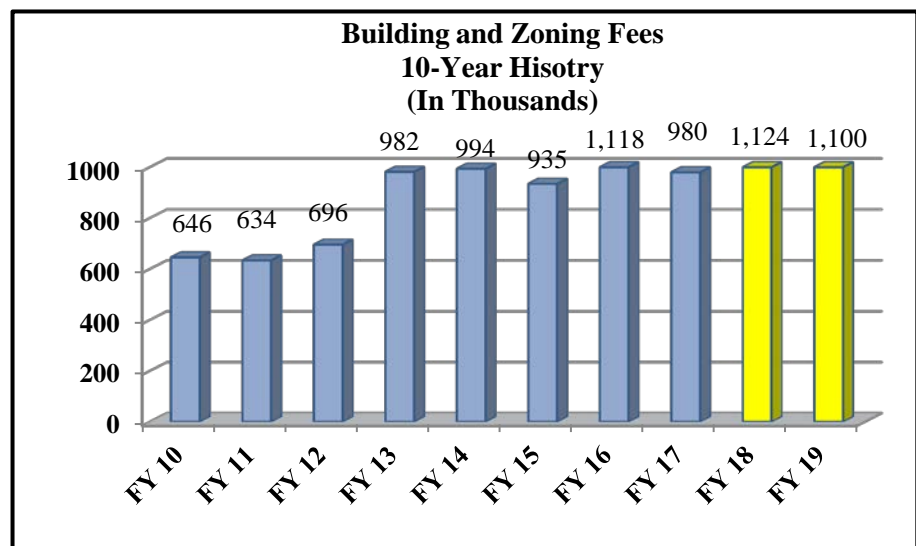


### INSPECTION FEES AND CHARGES FOR CITY SERVICES

#### Building and Zoning Fees:

The City performs building, electrical, plumbing and mechanical inspections and issues permits for construction and remodeling of properties. Fees are calculated on a sliding scale based on the value of construction and are collected by the City at the time of application. Residential and commercial inspections are performed at a change in tenant, and occupancy permits are also issued at that time.

The majority of this revenue is stable with fluctuations related to any large, new developments. Due to the economic downturn the FY2009 revenue was the lowest during these ten years. FY 2013 was also an unusual year that Washington University in St. Louis had started the new



residential life. Since FY 2013, this revenue started rising for the next few years. In FY 2019, this revenue is projected to be flat with the projected amount for FY 2018.

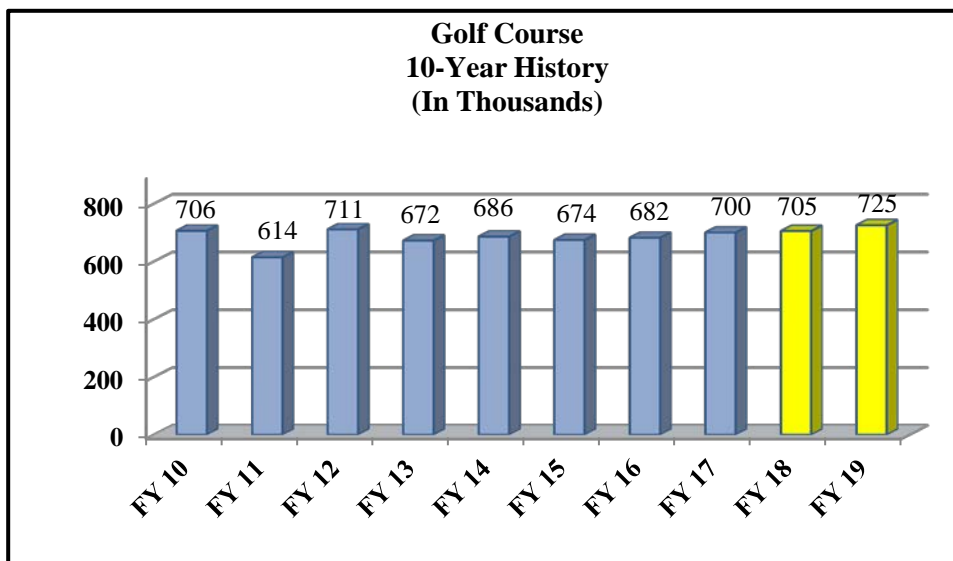
### PARKS AND RECREATION FEES

#### Golf Course:

This revenue consists of fees for rounds of golf, cart rental, driving range use, merchandise, concessions and other miscellaneous revenue related to the course.

Prior to FY 2008, the City had contracted for the management of the golf course. Beginning in FY 2008 all of the revenue and expenditures of the course were now included in the City's general fund. This significantly increased revenue. A golf driving range was added at the course in mid-year in FY 2009 and

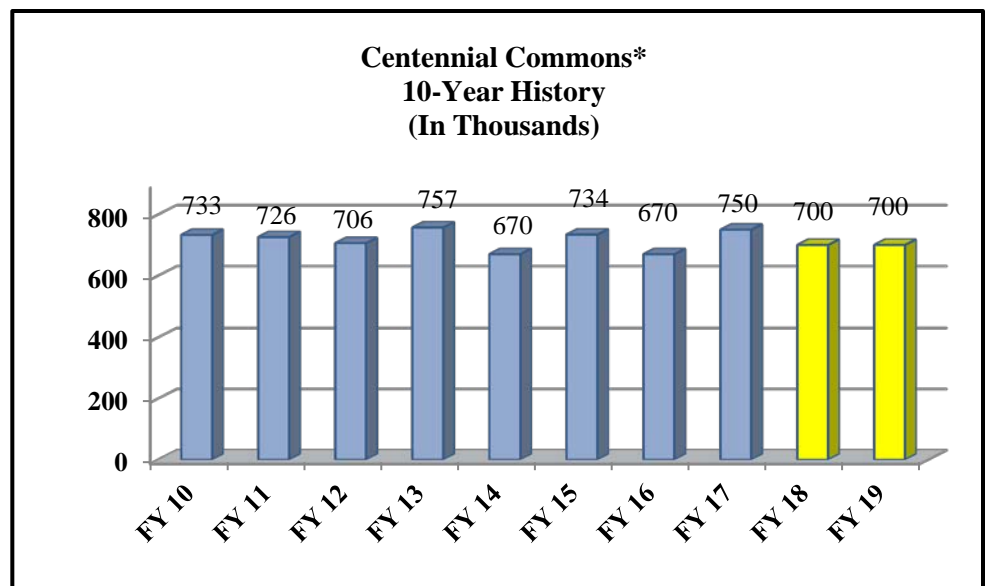
began operations which increased revenues for the year. FY 10 was the first full year of. This revenue remained at a stable level for the past few years. In FY 2017 and FY 2019, revenues are projected to be slightly increased due to some improvements were added in FY 2016.



#### Centennial Commons (Recreation Activities):

This revenue is comprised of various fees related to recreation opportunities at Centennial Commons, the City's recreation complex. These fees include the fitness center, recreation and athletic programs.

Centennial Commons opened in January 2005. Memberships and activities have grown to a stable level. The decrease in FY 2009 revenue was caused by less membership renewals during the economic downturn. In FY 2010, day camp revenue was moved to this program with no actual growth in revenue. Revenue in FY 2019 is projected to be slightly decreased from the actual revenue received in FY 2015 since the revenue was dropped in FY 2016.

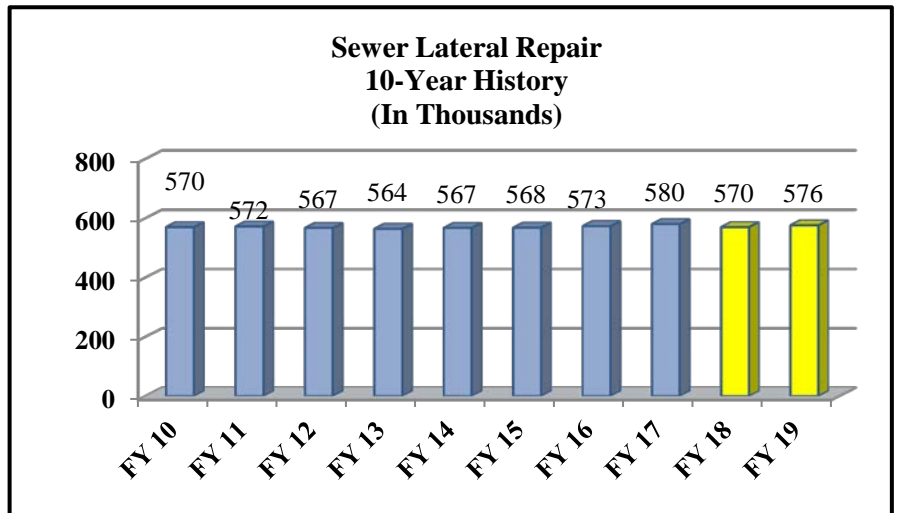




### Sewer Lateral Repair Fund:

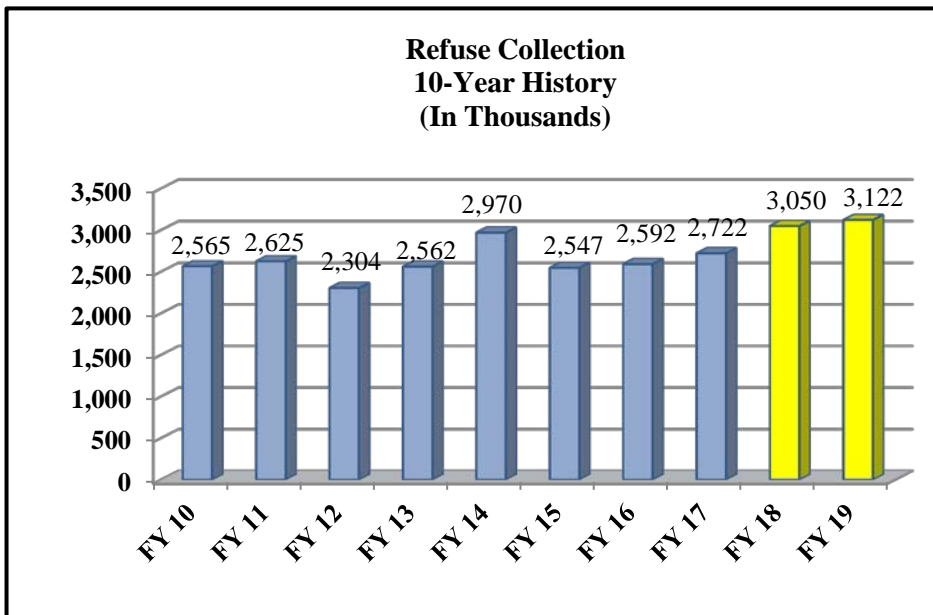
The City receives an annual fee of \$50 per residential property of six (6) units or less to fund a sewer lateral repair program. St. Louis County collects the fee from eligible property owners and distributes the fund to the City.

This fee was \$28 per unit until FY 2005 when the fee was increased to \$50 per unit. In FY 2019, this revenue is projected to the same level as the actual fees received in FY 2017.



### Refuse Collection Fees:

The City performs solid waste collection services for residents, including collection of trash, recycling, yard waste and bulk items. The City charges for these services using a semi-annual billing process.



In the last few years, rates have increased on an annual basis. The City has also established a collection enhancement program to encourage past due accounts to become current. Additional revenue was received in FY 2008 and FY 2009 due to this program. In 2016, the City increased the fees by 12%. The revenue showed an increase in FY 2017. As a result, the revenues are projected to be increased in FY 2018 and FY 2019.



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The following section displays three budget schedules and combined statement of governmental funds:

- (I) The All Fund Budget Summary provides an overview of all City revenues and expenditures for twelve (14) separate funds including component units. They are listed below:
  - 1. General Fund (1)
  - 2. Special Revenue Fund (4)
  - 3. Capital Project Fund (2)
  - 4. Internal Service Fund (1)
  - 5. Enterprise Fund (3)
  - 6. Component Unit (3)
  
- (II) The General Fund Budget by Department shows operating expenditures supported by unrestricted revenues. All departments and divisions are listed below:
  - 1. Legislative Services
  - 2. General Administration
    - a. City Manager's Office
    - b. Human Resources
    - c. Economic Development
    - d. Communication
  - 3. Administrative Services
    - a. Finance
    - b. Information Technology
    - c. Municipal Court
  - 4. Police
  - 5. Fire
  - 6. Public Works
    - a. Administration and Engineering
    - b. Street Maintenance
    - c. Facilities Maintenance
    - d. Fleet Maintenance
    - e. Solid Waste
      - i. Solid Waste Administration
      - ii. Solid Waste Operations
      - iii. Leaf Collection
    - f. Sewer Lateral Repair
  - 7. Community Development
    - a. Community Development Administration
    - b. Planning and Zoning
    - c. Construction Services
    - d. Public Parking Garage
  - 8. Parks, Recreation and Forestry
    - a. Park Maintenance
    - b. Golf Course
    - c. Recreation
      - i. Community Center
      - ii. Aquatics
      - iii. Centennial Commons



## ALL FUND SUMMARY

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- (III) The City-Wide Operating Budget displays the entire budget for each department. This includes all General Fund items, as well as any other Funds that are administered by each department (for example Sewer Lateral Fund, Solid Waste Fund, Capital Improvement Sales Tax and Park and Storm Water Sales Tax are administered by Public Works.
- (IV) Combined Statement of Revenues, Expenditures and Fund Balances
  - a. Governmental Fund
  - b. Internal Service and Enterprises Funds



(I) All Funds Budget Summary

Revenues	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
General	21,409,971	21,558,343	22,453,500	22,453,500	22,453,500	22,802,800	2%
Capital Improvement	2,353,996	2,408,872	2,300,000	2,300,000	2,300,000	2,402,000	4%
Park and Stormwater	1,293,178	1,334,993	1,250,000	1,250,000	1,250,000	1,301,000	4%
Public Safety	-	-	800,000	800,000	800,000	1,700,000	113%
Grants	1,808,389	1,681,880	1,634,000	1,634,000	1,634,000	1,077,700	-34%
Golf Course	681,740	751,860	705,000	705,000	705,000	725,000	3%
Library	1,861,072	1,809,925	1,790,000	1,790,000	1,790,000	1,760,500	-2%
Fleet Maintenance	1,673,426	1,581,853	1,473,300	1,473,300	1,473,300	1,559,900	6%
Solid Waste	2,809,867	3,053,106	3,050,000	3,050,000	3,050,000	3,122,500	2%
Public Parking Garage	174,155	136,714	200,000	200,000	200,000	161,200	-19%
Loop Business District	151,941	215,352	207,000	207,000	207,000	215,000	4%
Parkview Gardens Special District	98,516	93,413	83,200	83,200	83,200	95,300	15%
Economic Development Sales Tax	667,440	692,359	666,000	666,000	666,000	703,400	6%
Sewer Lateral	573,409	574,442	575,000	575,000	575,000	576,000	0%
<b>Total</b>	<b>33,728,385</b>	<b>34,083,186</b>	<b>35,397,000</b>	<b>35,397,000</b>	<b>35,397,000</b>	<b>38,202,300</b>	<b>8%</b>

Expenditures	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
General	22,838,234	22,029,435	23,771,200	23,753,400	23,602,300	23,716,900	0%
Capital Improvement	1,290,769	1,886,381	2,385,200	2,385,200	2,385,200	3,597,800	51%
Park and Stormwater	1,622,218	1,128,704	1,044,300	1,044,300	1,044,300	1,413,400	35%
Public Safety	-	-	-	-	-	1,666,300	100%
Grants	1,408,473	741,070	1,634,000	1,634,000	1,634,000	1,077,700	-34%
Golf Course	569,843	580,935	612,200	612,200	612,200	715,800	17%
Library	1,653,797	1,724,943	1,761,700	1,761,700	1,761,700	1,739,700	-1%
Fleet Maintenance	1,704,000	1,646,915	1,473,300	1,473,300	1,473,300	1,559,900	6%
Solid Waste	3,200,583	2,767,582	3,042,100	3,317,100	3,317,100	3,310,500	9%
Public Parking Garage	165,928	171,051	161,200	161,200	161,200	158,500	-2%
Loop Business District	155,770	164,134	207,000	207,000	207,000	142,300	-31%
Parkview Gardens Special District	94,560	108,778	83,200	83,200	83,200	94,800	14%
Economic Development Sales Tax	811,356	467,142	615,000	615,000	615,000	702,400	14%
Sewer Lateral	721,304	865,381	570,500	770,500	770,500	576,000	1%
<b>Total</b>	<b>34,670,727</b>	<b>32,566,058</b>	<b>37,360,900</b> 25	<b>37,818,100</b>	<b>37,667,000</b>	<b>40,472,000</b>	<b>8%</b>





## (II) General Fund Budget Summary

Revenues	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018 Amended
Property Taxes	3,432,967	3,440,429	3,490,000	3,490,000	3,490,000	3,525,500	1%
Sales & Use Tax	9,993,375	6,299,097	6,530,000	6,530,000	6,530,000	6,666,000	2%
Intergovernmental	2,109,985	2,143,350	2,115,000	2,115,000	2,115,000	2,177,000	3%
Licenses	670,264	690,043	672,500	672,500	672,500	715,000	6%
Gross Receipts Tax	6,062,823	6,117,081	6,235,000	6,235,000	6,235,000	6,469,300	4%
Inspection Fees and Permits	1,143,591	962,181	1,150,000	1,150,000	1,150,000	1,125,000	-2%
Service Charges	553,269	238,886	307,000	307,000	307,000	250,000	-19%
Parks & Recreation Fees	855,490	807,209	880,000	880,000	880,000	892,000	1%
Municipal Court and Parking	813,628	715,778	850,000	850,000	850,000	808,500	-5%
Interest	35,895	20,516	50,000	50,000	50,000	50,000	0%
Miscellaneous Revenue	(614,147)	123,773	174,000	174,000	174,000	124,500	-28%
<b>Total Revenue</b>	<b>25,057,139</b>	<b>21,558,343</b>	<b>22,453,500</b>	<b>22,453,500</b>	<b>22,453,500</b>	<b>22,802,800</b>	<b>2%</b>

Expenditures	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018 Amended
Legislative	182,614	221,917	206,800	206,800	206,800	211,000	2%
City Manager's Office	1,207,345	1,078,977	767,600	767,600	770,700	1,081,000	41%
Human Resources	132,898	127,726	164,000	164,000	137,000	152,800	-7%
Information Technology	464,616	461,059	688,900	688,900	688,900	696,900	1%
Finance	724,079	665,811	814,100	804,100	802,100	885,900	10%
Municipal Court	286,306	308,136	344,900	344,900	344,900	361,700	5%
Police	7,634,494	8,674,103	9,196,000	9,188,200	9,182,300	8,571,000	-7%
Fire	3,925,880	3,160,139	3,621,000	3,621,000	3,595,000	3,779,400	4%
Community Development	1,702,702	1,613,472	1,791,300	1,791,300	1,787,300	1,767,900	-1%
Park Recreation & Forestry	2,710,369	2,881,304	3,079,500	3,079,500	2,997,200	3,004,200	
Public Works	2,758,525	2,794,309	3,037,100	3,037,100	3,030,100	3,142,700	3%
Debt Service	58,478	60,213	60,000	60,000	60,000	62,400	4%
<b>Total Expenditures</b>	<b>22,838,234</b>	<b>22,029,435</b>	<b>23,771,200</b>	<b>23,753,400</b>	<b>23,602,300</b>	<b>23,716,900</b>	<b>0%</b>



### (III) City-Wide Operating Budget by Department

Revenues	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Property Taxes	5,104,427	5,100,846	5,154,000	5,154,000	5,154,000	5,210,500	1%
Sales & Use Tax	10,660,814	10,735,321	10,745,000	10,745,000	10,745,000	12,768,400	19%
Intergovernmental	2,150,304	2,148,025	2,140,800	2,140,800	2,140,800	2,193,700	2%
Grants	1,943,786	1,794,484	1,694,000	1,694,000	1,694,000	1,137,700	-33%
Licenses	698,961	720,902	702,500	702,500	702,500	745,000	6%
Gross Receipts Tax	6,062,824	6,117,081	6,235,000	6,235,000	6,235,000	6,469,300	4%
Inspection Fees and Permits	1,143,591	962,181	1,150,000	1,150,000	1,150,000	1,125,000	-2%
Service Charges	3,889,157	3,808,774	3,880,500	3,880,500	3,880,500	3,876,500	0%
Parks & Recreation Fees	855,500	807,209	880,000	880,000	880,000	1,617,000	84%
Municipal Court and Parking	919,879	822,965	968,000	968,000	968,000	915,500	-5%
Interest	42,979	24,233	63,000	63,000	63,000	58,500	-7%
Miscellaneous Revenue	(237,391)	517,649	595,700	595,700	595,700	525,300	-12%
<b>Total Revenue</b>	<b>33,234,830</b>	<b>33,559,668</b>	<b>34,208,500</b>	<b>34,208,500</b>	<b>34,208,500</b>	<b>36,642,400</b>	<b>7%</b>

Expenditures	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Legislative	182,614	221,917	206,800	206,800	206,800	211,000	2%
City Manager's Office	1,207,345	1,078,977	767,600	767,600	770,700	1,081,000	41%
Human Resources	132,898	127,726	164,000	164,000	137,000	152,800	-7%
Information Technology	464,616	461,059	688,900	688,900	688,900	696,900	1%
Finance	753,292	674,362	814,100	804,100	802,100	885,900	9%
Municipal Court	286,306	308,136	344,900	344,900	344,900	361,700	5%
Police	7,683,677	8,710,397	9,196,000	9,188,200	9,182,300	9,957,300	8%
Fire	3,925,880	3,160,139	3,621,000	3,621,000	3,595,000	4,059,400	12%
Community Development	2,679,986	2,251,666	2,395,000	2,567,500	2,563,500	2,628,800	10%
Park Recreation & Forestry	2,710,369	2,881,304	3,079,500	3,079,500	2,997,200	3,720,000	21%
Public Works	8,039,700	7,132,047	7,207,000	8,758,700	8,751,700	12,247,500	70%
Debt Service	933,448	943,849	842,100	842,100	842,100	815,000	-3%
Component Units:							
Library	1,778,339	1,842,696	1,761,700	1,761,700	1,761,700	1,857,700	5%
Loop Business District	155,770	164,134	207,000	207,000	207,000	142,300	-31%
Parkview Gardens	94,560	108,778	83,200	83,200	83,200	94,800	14%
<b>Total</b>	<b>32,078,728</b>	<b>30,067,185</b>	<b>32,044,800</b>	<b>33,085,200</b>	<b>32,934,100</b>	<b>38,912,100</b>	<b>21%</b>

**Governmental Funds****Combined Statement of Budgeted Revenues, Expenditures,  
and Changes in Fund Balance**

	General	Capital Improvement	Park and Stormwater	Public Safety	Sewer Lateral
<b>Revenues:</b>					
Property Taxes	\$ 3,525,500	\$ -	\$ -	\$ -	\$ -
Sales Tax	6,666,000	2,402,000	1,301,000	1,700,000	-
Intergovernmental	2,177,000	-	-	-	-
Grants	-	-	-	-	-
Licenses	715,000	-	-	-	-
Gross Receipts Tax	6,469,300	-	-	-	-
Inspection Fees	1,125,000	-	-	-	-
Charges for City Services	250,000	-	-	-	575,500
Parks & Recreation Fees	892,000	-	-	-	-
Municipal Court & Parking	808,500	-	-	-	-
Interest	50,000	-	-	-	500
Miscellaneous Revenue	124,500	-	-	-	-
<b>Total Revenues</b>	<b>22,802,800</b>	<b>2,402,000</b>	<b>1,301,000</b>	<b>1,700,000</b>	<b>576,000</b>
<b>Expenditures:</b>					
Legislative	211,000	-	-	-	-
City Manager's Office	1,081,000	-	-	-	-
Human Resources	152,800	-	-	-	-
Information Technology	696,900	-	-	-	-
Finance	885,900	-	-	-	-
Municipal Court	361,700	-	-	-	-
Police	8,571,000	-	-	-	-
Fire	3,779,400	-	-	-	-
Community Development	1,767,900	-	-	-	-
Parks, Recreation & Forestry	3,004,200	-	-	-	-
Public Works	3,142,700	291,900	292,900	-	-
Debt Service	62,400	487,900	262,700	-	-
Other	-	-	-	1,666,200	576,000
Capital Improvement	-	2,418,000	857,800	-	-
<b>Total Expenditures</b>	<b>23,716,900</b>	<b>3,197,800</b>	<b>1,413,400</b>	<b>1,666,200</b>	<b>576,000</b>
<b>Excess (deficiency) of revenues</b>					
<b>over (under) expenditures</b>	(914,100)	(795,800)	(112,400)	33,800	-
<b>Other Financing Sources (Uses):</b>					
Operating transfer in	1,058,000	-	-	-	-
Operating transfer out	-	400,000	-	300,000	-
<b>Changes in Fund Balance FY 18</b>	<b>143,900</b>	<b>(1,195,800)</b>	<b>(112,400)</b>	<b>(266,200)</b>	<b>-</b>
<b>Fund Balance July 1, 2018 (Est.)</b>	<b>7,979,000</b>	<b>1,995,000</b>	<b>200,000</b>	<b>6,800,000</b>	<b>98,800</b>
<b>Fund Balance June 30, 2019</b>	<b>\$ 8,122,900</b>	<b>\$ 799,200</b>	<b>\$ 87,600</b>	<b>\$ 6,533,800</b>	<b>\$ 98,800</b>

**Governmental Funds****Combined Statement of Budgeted Revenues, Expenditures,  
and Changes in Fund Balance**

	<b>Economic Development Sales Tax</b>	<b>Loop Special Business</b>	<b>Parkview Garden</b>	<b>Grant</b>	<b>Total</b>
<b>Revenues:</b>					
Property Taxes	\$ -	\$ 45,000	\$ 95,000	\$ -	\$ 3,665,500
Sales Tax	702,400	-	-	-	12,771,400
Intergovernmental	-	-	-	-	2,177,000
Grants	-	-	-	1,077,700	1,077,700
Licenses	-	30,000	-	-	745,000
Gross Receipts Tax	-	-	-	-	6,469,300
Inspection Fees	-	-	-	-	1,125,000
Charges for City Services	-	-	-	-	825,500
Parks & Recreation Fees	-	-	-	-	892,000
Municipal Court & Parking	-	-	-	-	808,500
Interest	1,000	-	300	-	51,800
Miscellaneous Revenue	-	-	-	-	124,500
<b>Total Revenues</b>	<b>703,400</b>	<b>75,000</b>	<b>95,300</b>	<b>1,077,700</b>	<b>30,733,200</b>
<b>Expenditures:</b>					
Legislative	-	-	-	-	211,000
City Manager's Office	-	-	-	-	1,081,000
Human Resources	-	-	-	-	152,800
Information Technology	-	-	-	-	696,900
Finance	-	-	-	-	885,900
Municipal Court	-	-	-	-	361,700
Police	-	-	-	-	8,571,000
Fire	-	-	-	-	3,779,400
Community Development	-	-	-	-	1,767,900
Parks, Recreation & Forestry	-	-	-	-	3,004,200
Public Works	-	-	-	-	3,727,499
Debt Service	-	-	-	-	813,000
Other	494,400	142,300	94,800	1,077,700	4,051,400
Capital Improvement	-	-	-	-	3,275,800
<b>Total Expenditures</b>	<b>494,400</b>	<b>142,300</b>	<b>94,800</b>	<b>1,077,700</b>	<b>32,379,499</b>
<b>Excess (deficiency) of revenues</b>					
<b>over (under) expenditures</b>	209,000	(67,300)	500	-	(1,646,299)
<b>Other Financing Sources (Uses):</b>					
Operating transfer in	-	75,000	-	-	1,133,000
Operating transfer out	208,000	-	-	-	908,000
<b>Changes in Fund Balance FY 18</b>	1,000	7,700	500	-	(1,421,299)
<b>Fund Balance July 1, 2018 (Estimated)</b>	1,235,000	95,800	90,000	-	18,493,600
<b>Fund Balance June 30, 2019</b>	<b>\$ 1,236,000</b>	<b>\$ 103,500</b>	<b>\$ 90,500</b>	<b>\$ -</b>	<b>\$ 17,072,301</b>

**Proprietary Funds****Combined Statement of Budgeted Revenues, Expenditures,  
and Changes in Fund Balance**

	Internal Services	Solid Waste	Parking Garage	Golf Course	Total
<b>Revenues:</b>					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Grants	-	-	-	-	-
Licenses	-	-	-	-	-
Gross Receipts Tax	-	-	-	-	-
Inspection Fees	-	-	-	-	-
Charges for City Services	1,559,900	3,122,500	-	725,000	3,847,500
Parks & Recreation Fees	-	-	-	-	-
Municipal Court & Parking	-	-	161,200	-	161,200
Interest	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
<b>Total Revenues</b>	<b>1,559,900</b>	<b>3,122,500</b>	<b>161,200</b>	<b>725,000</b>	<b>4,008,700</b>
<b>Expenditures:</b>					
Legislative	-	-	-	-	-
City Manager's Office	-	-	-	-	-
Human Resources	-	-	-	-	-
Information Technology	-	-	-	-	-
Finance	-	-	-	-	-
Municipal Court	-	-	-	-	-
Police	-	-	-	-	-
Fire	-	-	-	-	-
Community Development	-	-	158,500	-	158,500
Parks, Recreation & Forestry	-	-	-	-	-
Public Works	1,559,900	3,310,500	-	715,800	4,026,300
Debt Service	-	-	-	-	-
Other	-	-	-	-	-
Capital Improvement	-	-	-	-	-
<b>Total Expenditures</b>	<b>1,559,900</b>	<b>3,310,500</b>	<b>158,500</b>	<b>715,800</b>	<b>4,184,800</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	-	(188,000)	2,700	9,200	(176,100)
<b>Other Financing Sources (Uses):</b>					
Operating transfer in	-	-	-	-	-
Operating transfer out	-	75,000	-	150,000	225,000
<b>Changes in Fund Balance FY 18</b>	-	(263,000)	2,700	(140,800)	(401,100)
<b>Fund Balance July 1, 2018 (Est.)</b>	-	263,000	500,000	500,000	1,263,000
<b>Fund Balance June 30, 2019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 502,700</b>	<b>\$ 359,200</b>	<b>\$ 861,900</b>





## PERSONNEL SUMMARY

Full-Time Personnel Summary by Department/Program	FY2017 Authorized	FY2018 Authorized	FY2019 Authorized
<b>Legislative Services</b>			
<i>Legislative Services</i>			
City Clerk	1.0	1.0	1.0
<b>Legislative Services Personnel Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>General Administration</b>			
<i>City Manager's Office</i>			
City Manager	1.0	1.0	1.0
Secretary to City Manager	1.0	1.0	1.0
Administrative Analyst	-	-	-
Assistant To City Manager - Communication	-	-	1.0
Assistant To City Manager - Economic Dev	-	-	1.0
<i>City Manager's Office Personnel Total</i>	2.0	2.0	4.0
<i>Human Resources</i>			
Human Resources Manager	1.0	1.0	1.0
<i>Human Resources Personnel Total</i>	1.0	1.0	1.0
<b>General Administration Personnel Total</b>	<b>3.0</b>	<b>3.0</b>	<b>5.0</b>
<b>Administrative Services</b>			
<i>Finance</i>			
Director of Finance	1.0	1.0	1.0
Assistant Director of Finance	-	-	1.0
Financial Analyst	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Accountant	1.0	2.0	1.0
Accounts Payable Specialist	1.0	1.0	1.0
Financial Administrative Assistant	1.0	1.0	1.0
Accounting Clerk	1.0	1.0	1.0
Print Shop Operator	1.0	1.0	1.0
<i>Finance Personnel Total</i>	8.0	9.0	9.0
<i>Information Technology</i>			
Information Technology Coordinator	1.0	1.0	1.0
<i>Information Technology Personnel Total</i>	1.0	1.0	1.0
<i>Municipal Court</i>			
Court Administrator	1.0	1.0	1.0
Court Clerk II	2.0	2.0	2.0
<i>Municipal Court Personnel Total</i>	3.0	3.0	3.0
<b>Administrative Services Personnel Total</b>	<b>12.0</b>	<b>13.0</b>	<b>13.0</b>
<b>Police</b>			
<i>Police Operations</i>			
Police Chief	1.0	1.0	1.0
Police Captain	2.0	2.0	2.0
Police Lieutenant	4.0	4.0	4.0
Police Sergeant	6.0	6.0	6.0
Police Officer	66.0	66.0	66.0
Supervisory Dispatcher	3.0	3.0	3.0
Administrative Support Assistant	1.0	1.0	1.0
Executive Secretary to Chief	1.0	1.0	1.0
Dispatcher	9.0	9.0	9.0



## PERSONNEL SUMMARY

Full-Time Personnel Summary by Department/Program	FY2017 Authorized	FY2018 Authorized	FY2019 Authorized
Crime Analyst/Grant Writer	1.0	1.0	1.0
Advanced Clerk Typist	3.0	3.0	3.0
Parking Controller	1.0	1.0	1.0
<i>Police Operations Personnel Total</i>	<u>98.0</u>	<u>98.0</u>	<u>98.0</u>
<b>Police Personnel Total</b>	<b><u>98.0</u></b>	<b><u>98.0</u></b>	<b><u>98.0</u></b>
<b>Fire</b>			
<i>Fire Operations</i>			
Fire Chief	1.0	1.0	1.0
Assistant Fire Chief/Battalion Chief	1.0	1.0	1.0
Battalion Chief	2.0	3.0	3.0
Paramedic Fire Captain	6.0	6.0	6.0
Paramedic Firefighter	27.0	24.0	24.0
Firefighter	1.0	-	-
Cadet Paramedic	1.0	-	-
<i>Fire Operations Personnel Total</i>	<u>39.0</u>	<u>35.0</u>	<u>35.0</u>
<b>Fire Personnel Total</b>	<b><u>39.0</u></b>	<b><u>35.0</u></b>	<b><u>35.0</u></b>
<b>Public Works and Parks</b>			
<i>Administration &amp; Engineering</i>			
Director of Public Works	1.0	1.0	1.0
Senior Public Works Manager	1.0	1.0	1.0
Project Manager II	2.0	2.0	2.0
Project Manager I	2.0	2.0	2.0
Executive Secretary to Department Director	1.0	1.0	1.0
Advanced Clerk Typist	1.0	1.0	1.0
<i>Administration &amp; Engineering Personnel Total</i>	<u>8.0</u>	<u>8.0</u>	<u>8.0</u>
<i>Streets Maintenance</i>			
Streets Superintendent	1.0	1.0	1.0
Crew Leader	2.0	2.0	2.0
Heavy Equipment Operator	3.0	3.0	3.0
Equipment Operator	4.0	4.0	4.0
Labor/Light Equipment Operator	2.0	2.0	2.0
<i>Streets Maintenance Personnel Total</i>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>
<i>Park and Forestry Maintenance</i>			
Park Superintendent	1.0	1.0	1.0
Forestry Supervisor	1.0	1.0	1.0
Crew Leader	3.0	3.0	3.0
General Maintenance Worker	3.0	3.0	3.0
Heavy Equipment Operator	1.0	1.0	1.0
Tree Trimmer	2.0	2.0	2.0
Equipment Operator	5.0	5.0	5.0
Labor/Light Equipment Operator	2.0	2.0	2.0
<i>Park and Forestry Maintenance Personnel Total</i>	<u>18.0</u>	<u>18.0</u>	<u>18.0</u>
<i>Golf Course Maintenance and Recreation</i>			
Golf Maintenance Superintendent	1.0	1.0	1.0
Golf Manager	1.0	1.0	1.0
Equipment Operator	1.0	1.0	1.0
<i>Golf Course Maintenance and Recreation Personnel Total</i>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>



## PERSONNEL SUMMARY

Full-Time Personnel Summary by Department/Program	FY2017 Authorized	FY2018 Authorized	FY2019 Authorized
<i>Fleet Maintenance</i>			
Fleet Manager	1.0	1.0	1.0
Lead Mechanic	1.0	1.0	1.0
Mechanic	4.0	4.0	4.0
<i>Fleet Maintenance Personnel Total</i>	6.0	6.0	6.0
<i>Facilities Maintenance</i>			
Facilities Maintenance Supervisor	1.0	1.0	1.0
Custodian	6.0	6.0	6.0
General Maintenance Worker	1.0	2.0	2.0
<i>Facilities Maintenance Personnel Total</i>	8.0	9.0	9.0
<i>Solid Waste Management</i>			
Sanitation Superintendent	1.0	1.0	1.0
Crew Leader	2.0	2.0	2.0
Heavy Equipment Operator	10.0	10.0	10.0
Laborer	1.0	1.0	1.0
<i>Solid Waste Management Personnel Total</i>	14.0	14.0	14.0
<b>Public Works Department Personnel Total</b>	<b>69.0</b>	<b>70.0</b>	<b>70.0</b>
<b>Community Development</b>			
<i>Community Development Operations</i>			
Director of Community Development	1.0	1.0	1.0
Deputy Director of Construction & Facilities Maint/Building Commissioner	1.0	1.0	1.0
Deputy Director of Economic & Community Development	1.0	1.0	1.0
Senior Plans Examiner/Deputy Building Commissioner	1.0	1.0	1.0
Planner	1.0	2.0	2.0
Multi-Discipline Inspector	5.0	5.0	5.0
Inspector II	1.0	2.0	2.0
Inspector I	5.0	3.0	3.0
Executive Secretary to Department Director	1.0	1.0	1.0
Advanced Clerk Typist	3.0	3.0	3.0
<i>Community Development Operations Personnel Total</i>	20.0	20.0	20.0
<i>Economic Development</i>			
Economic Development Manager	1.0	1.0	-
<i>Economic Development Personnel Total</i>	1.0	1.0	-
<b>Community Development Personnel Total</b>	<b>21.0</b>	<b>21.0</b>	<b>20.0</b>
<b>Parks and Recreation</b>			
<i>Recreation</i>			
Director of Park Recreation & Forestry	-	-	1.0
Deputy Director of Recreation	1.0	1.0	1.0
Recreation Supervisor II	2.0	2.0	2.0
Recreation Supervisor I	1.0	1.0	1.0
<i>Recreation Personnel Total</i>	4.0	4.0	5.0
<b>Parks and Recreation Personnel Total</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>



## PERSONNEL SUMMARY

Full-Time Personnel Summary by Department/Program	FY2017 Authorized	FY2018 Authorized	FY2019 Authorized
<b>Library</b>			
<i>Library Operations</i>			
Library Director	1.0	1.0	1.0
Assistant Library Director	1.0	1.0	1.0
Youth Services Librarian	1.0	1.0	1.0
MLC System Administrator	1.0	1.0	1.0
Librarian II	3.0	3.0	3.0
Librarian I	2.0	2.0	2.0
Paraprofessional Librarian	2.0	2.0	2.0
Library Assistant II	2.0	2.0	2.0
Library Assistant I	-	-	-
Building Supervisor	2.0	2.0	2.0
Administrative Assistant	1.0	1.0	1.0
<i>Library Operations Personnel Total</i>	<u>16.0</u>	<u>16.0</u>	<u>16.0</u>
<b>Library Personnel total</b>	<u><b>16.0</b></u>	<u><b>16.0</b></u>	<u><b>16.0</b></u>
<b>All Full-Time Personnel Total</b>	<u><b>263.0</b></u>	<u><b>261.0</b></u>	<u><b>263.0</b></u>



## PERSONNEL SUMMARY

Part-Time Personnel Summary by Department/Program	FY2017 Authorized	FY2018 Authorized	FY2019 Authorized
<b>Police</b>			
<i>Police Operations</i>			
Dispatcher	0.8	0.8	0.8
Parking Controller	1.6	1.6	1.6
Traffic Escort	1.6	1.6	1.6
<i>Police Operations Personnel Total</i>	4.0	4.0	4.0
<b>Police Personnel Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Public Works</b>			
<i>Administration &amp; Engineering</i>			
Clerk Typist	0.7	0.7	0.5
Construction Inspection	-	-	0.5
<i>Administration &amp; Engineering Personnel Total</i>	0.7	0.7	1.0
<i>Streets Maintenance</i>			
Streets Laborer	0.9	0.9	-
<i>Streets Maintenance Personnel Total</i>	0.9	0.9	-
<i>Fleet Maintenance</i>			
Fleet Laborer	0.7	0.7	0.7
<i>Fleet Maintenance Personnel Total</i>	0.7	0.7	0.7
<i>Solid Waste Management</i>			
Laborer	1.8	1.8	1.8
<i>Solid Waste Management Personnel Total</i>	1.8	1.8	1.8
<b>Public Works Department Personnel Total</b>	<b>4.1</b>	<b>4.1</b>	<b>3.5</b>
<b>Community Development</b>			
<i>Community Development Operations</i>			
Senior Service Coordinator	-	0.5	0.5
Advanced Clerk Typist	0.5	0.5	0.5
<b>Community Development Personnel Total</b>	<b>0.5</b>	<b>1.0</b>	<b>1.0</b>
<b>Park and Recreation</b>			
<i>Parks Maintenance</i>			
Park Laborer	1.8	1.8	2.1
<i>Golf Course Maintenance</i>			
Golf Laborer	0.5	0.5	0.5
<i>Recreation</i>			
Custodian	0.8	0.8	0.8
Recreation Supervisor	1.3	1.3	1.3
Camp Manager	0.2	0.2	0.2
Pool Manager	0.4	-	-
Assistant Pool Manager	0.5	-	-
Recreation Specialist III	1.4	1.4	1.4
Recreation Specialist II	11.4	11.4	11.4
Recreation Specialist I	6.7	4.5	4.5
Park Attendant	0.2	0.2	0.2
Lifeguards	4.5	-	-
Cashiers	1.1	1.1	1.1
<i>Recreation Personnel Total</i>	28.5	20.9	20.9
<b>Park and Recreation Total</b>	<b>30.8</b>	<b>23.2</b>	<b>23.5</b>
<b>All Part-Time Personnel Total</b>	<b>39.4</b>	<b>32.3</b>	<b>32.0</b>



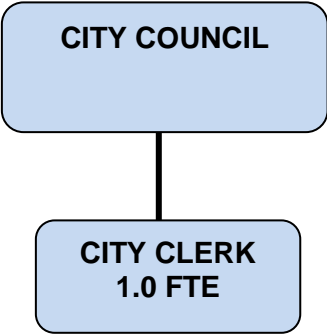


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# LEGISLATIVE SERVICES





The City Council is the legislative and governing body of the City and consists of seven (7) members, six Councilmembers and the Mayor. The Council appoints the City Manager and City Clerk, and enacts legislation to protect the health, safety and general welfare of the citizens of University City.

The City Clerk keeps the journal of City Council proceedings and authenticates and records all ordinances and resolutions passed by the City Council. All regular meetings of the City Council are transcribed. The City Clerk is responsible for the following duties:

- Coordinating all municipal elections with the St. Louis County Board of Election Commissioners
- Keeping records of official contracts and agreements
- Registering voters
- Notarizing documents
- Registering domestic partnerships
- Overseeing all boards and commissions
- Preparing Council agenda and postings
- Updating legislative news on website

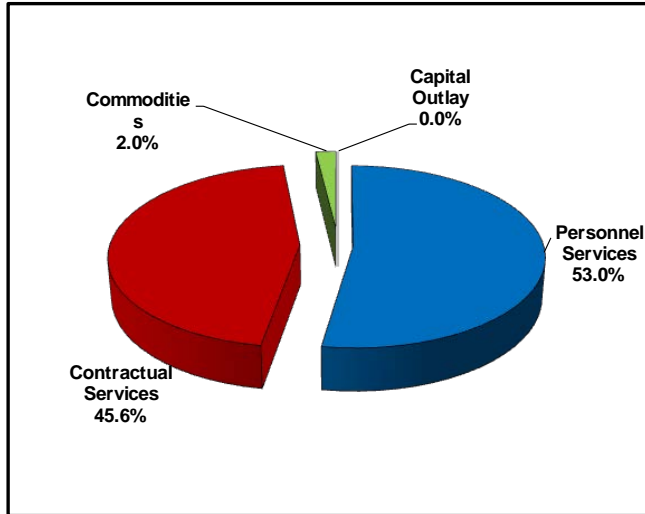
#### PERSONNEL SUMMARY

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
Legislative Services			
City Clerk	1.0	1.0	1.0
Legislative Services Personnel Total	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>

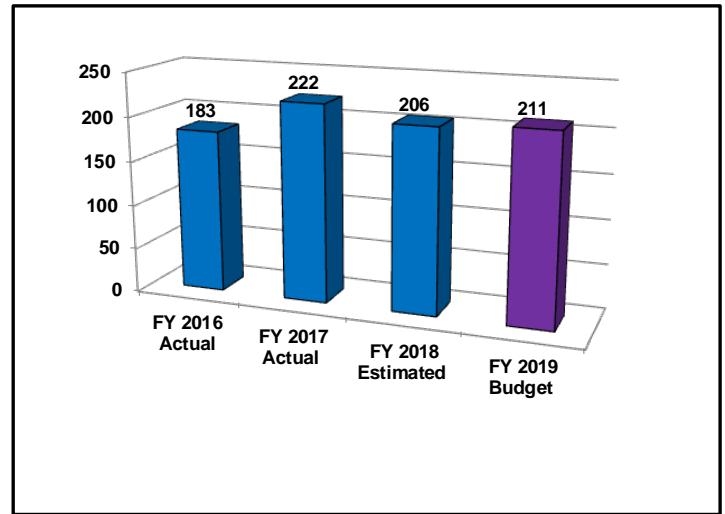
#### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	101,570	105,844	109,700	109,700	109,700	110,800	1%
Contractual Services	78,728	114,480	94,300	94,300	94,300	96,100	2%
Commodities	2,316	1,593	2,800	2,800	2,800	4,100	46%
Capital Outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>182,614</b>	<b>221,917</b>	<b>206,800</b>	<b>206,800</b>	<b>206,800</b>	<b>211,000</b>	<b>2%</b>

**FY 2019 BUDGET**



**TOTAL EXPENDITURES ('000)**



**GOALS**

1. Work to make all City Council communications electronically.
2. Do necessary research to move towards live broadcasts of all Council meetings.
3. Work with staff members throughout City Hall to ensure that all agenda materials are submitted in sufficient time to be distributed for the first packet mailing, which occur ten (10) days before scheduled regular Council meetings.
4. Continue to streamline the Board of Commission appointment process.
5. Work with staff Board of Commission liaisons to ensure that Board and Commission minutes are posted on the Website in a timely fashion.
6. Continue to archive older public records in electronic media. Work with other staff to develop formal records retention policy.
7. Continue effort to streamline the search process on City website for ordinances, resolutions, etc.

**SIGNIFICANT CHANGES OVER FY 2018**

1. Election Costs
2. Office & Computer Equipment
3. Professional Services

**PERFORMANCE MEASUREMENTS**

	FY2016 Actual	FY2017 Actual	FY2018 Estimated	FY2019 Projected
Council Meetings	50	50	50	50
Ordinances & Resolutions Processed	40	40	40	40



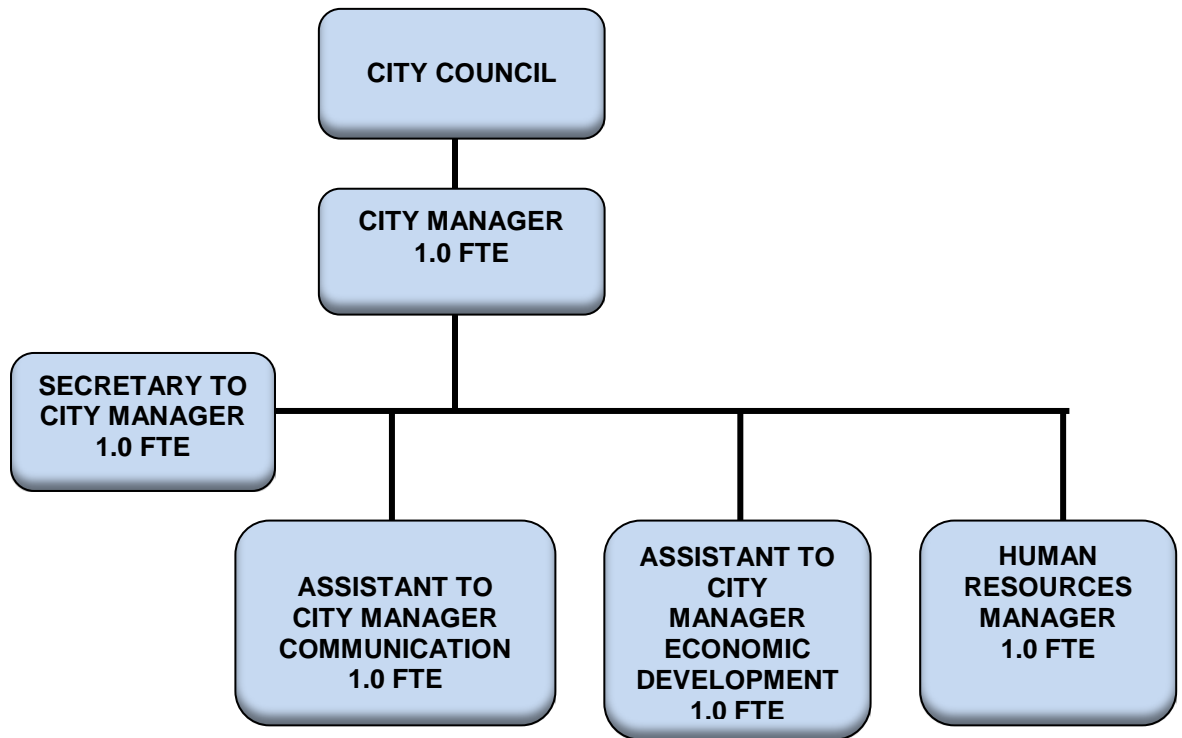
Department	Legislative Services
Program	Legislative

Fund	General Fund
Account Number	01-10-02

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	62,801	67,284	68,000	68,000	68,000	65,000	-4%	-	-
5340 Salaries - Part-Time & Temp	18,800	18,200	20,000	20,000	20,000	20,000	0%	-	-
5420 Workers Compensation	131	107	200	200	200	200	0%	-	-
5460 Medical Insurance	5,157	4,791	5,700	5,700	5,700	6,000	5%	-	-
5660 Social Security Contributions	5,020	5,254	5,500	5,500	5,500	5,000	-9%	-	-
5740 Pension Contribution Nonunif.	8,500	9,000	9,000	9,000	9,000	13,400	49%	-	-
5900 Medicare	1,161	1,207	1,300	1,300	1,300	1,200	-8%	-	-
<b>Sub-Total Personnel Services</b>	<b>101,570</b>	<b>105,844</b>	<b>109,700</b>	<b>109,700</b>	<b>109,700</b>	<b>110,800</b>	<b>1%</b>	<b>-</b>	<b>-</b>
<b>Contractual Services</b>									
6010 Professional Services	10,193	53,576	10,000	10,000	10,000	12,500	25%	-	-
6040 Events & Receptions	175	70	500	500	500	600	20%	-	-
6110 Mileage Reimbursement	10	282	300	300	300	500	67%	-	-
6115 Mayor & City Council Travel	11,134	8,343	3,000	3,000	3,000	2,000	-33%	-	-
6120 Professional Development	833	655	2,000	2,000	2,000	2,000	0%	-	-
6130 Advertising & Public Notices	38	75	300	300	300	500	67%	-	-
6170 Insurance - Liability	4,600	3,645	4,500	4,500	4,500	4,500	0%	-	-
6220 Insurance - Public Officials	30,000	28,500	30,000	30,000	30,000	30,000	0%	-	-
6270 Telephone & Pagers	702	486	700	700	700	1,300	86%	-	-
6400 Office Equipment Maintenance	1,421	-	2,000	2,000	2,000	1,000	-50%	-	-
6610 Staff Training	227	197	1,000	1,000	1,000	1,200	20%	-	-
6650 Membership & Certification	11,254	8,001	15,000	15,000	15,000	15,000	0%	-	-
6720 Election Costs	8,141	10,650	25,000	25,000	25,000	25,000	0%	-	-
<b>Sub-Total Contractual Services</b>	<b>78,728</b>	<b>114,480</b>	<b>94,300</b>	<b>94,300</b>	<b>94,300</b>	<b>96,100</b>	<b>2%</b>	<b>-</b>	<b>-</b>
<b>Commodities</b>									
7001 Office Supplies	652	570	1,000	1,000	1,000	1,000	0%	-	-
7050 Publications	582	331	600	600	600	600	0%	-	-
7090 Office & Computer Equip.	848	523	700	700	700	1,000	43%	-	-
7330 Food	102	42	-	-	-	-	0%	-	-
7335 Business Meeting	-	127	300	300	300	500	67%	-	-
7850 Awards & Gifts	132	-	200	200	200	1,000	400%	-	-
<b>Sub-Total Commodities</b>	<b>2,316</b>	<b>1,593</b>	<b>2,800</b>	<b>2,800</b>	<b>2,800</b>	<b>4,100</b>	<b>46%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>182,614</b>	<b>221,917</b>	<b>206,800</b>	<b>206,800</b>	<b>206,800</b>	<b>211,000</b>	<b>2%</b>	<b>-</b>	<b>-</b>



## GENERAL ADMINISTRATION





## GENERAL ADMINISTRATION

General Administration consists of the City Manager's Office and Human Resources which provide internal services to other City departments.

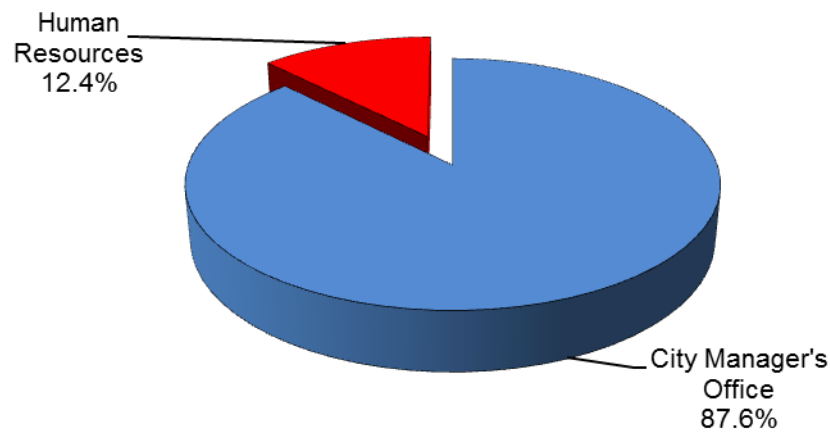
### PERSONNEL SUMMARY Full-Time

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>General Administration Personnel</b>			
<i>City Manager's Office</i>			
City Manager	1.0	1.0	1.0
Secretary to City Manager	1.0	1.0	1.0
Administrative Analyst	1.0	-	-
Assistant to City Manager - Communication	-	-	1.0
Assistant to City Manager – Economic Dev.	-	-	1.0
<i>City Manager's Office Personnel Total</i>	<u>3.0</u>	<u>2.0</u>	<u>4.0</u>
<i>Human Resources</i>			
Human Resources Manager	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<i>Human Resources Personnel Total</i>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>General Administration Personnel Total</b>	<u><b>4.0</b></u>	<u><b>3.0</b></u>	<u><b>5.0</b></u>

PROGRAM AS A PERCENTAGE OF DEPARTMENT BUDGET

Program	Personnel	Contractual	Commodities	Total
City Manager's Office	561,400	515,900	3,700	1,081,000
Human Resources	89,500	52,800	10,500	152,800
<b>Total</b>	<b>85,725</b>	<b>93,442</b>	<b>108,600</b>	<b>1,233,800</b>

Expenditures Pie Chart



## CITY MANAGER'S OFFICE

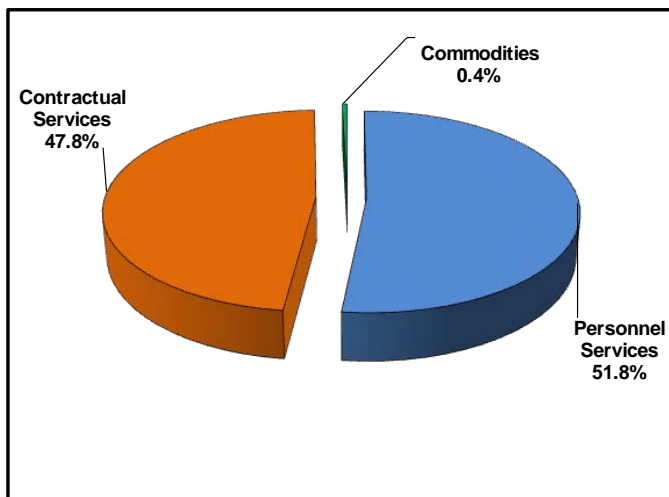
The City of University City uses the Council-Manager form government, under which elected City Council members hire the City Manager to carry out the following responsibilities:

- Ensure that the municipal code and policies approved by elected officials are implemented and equitably enforced throughout the city.
- Prepare the annual budget, submit it to elected officials for review and approval, and implement it once approved.
- Supervise department heads and other city employees.
- Submit policy proposals to elected officials and provides them with facts and advice on matters of policy as a basis for making decisions.
- Manage the day-to-day operations of the city.

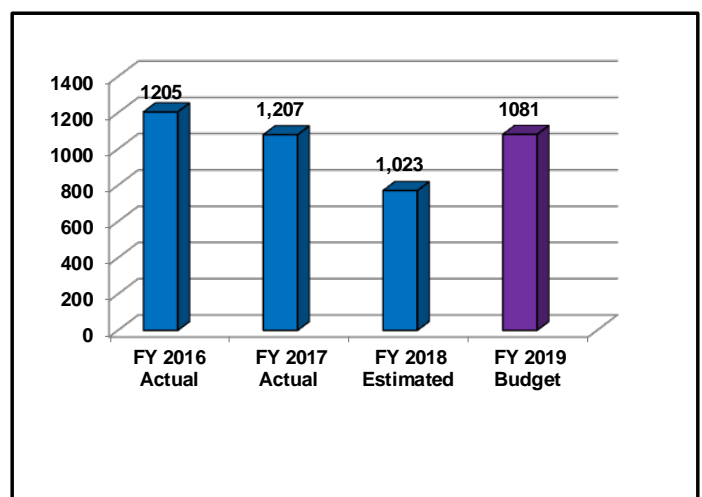
## BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	283,118	360,408	284,900	284,900	287,000	561,400	97%
Contractual Services	918,357	716,727	477,700	477,700	478,700	515,900	8%
Commodities	3,654	1,841	5,000	5,000	5,000	3,700	-26%
<b>Total</b>	<b>1,205,129</b>	<b>1,078,977</b>	<b>767,600</b>	<b>767,600</b>	<b>770,700</b>	<b>1,081,000</b>	<b>41%</b>

FY 2019 Budget



Total Expenditures ('000)



### GOALS

- Continue to work toward maintaining University City as a place for people to enjoy the cultural activities.
- Ensure that University City is a welcoming place for people of all races and backgrounds.
- Continue to create partnership opportunities through the Chamber and other community organizations to ensure University City remains a community of distinction.
- Continue to ensure that our customers receive the highest level of service possible.
- Continue to communicate with the residents and businesses through the bi-monthly newsletters.
- Continue to provide the residents and businesses the City annual calendar.

### SIGNIFICANT CHANGES OVER FY 2018

1. Added the position of Assistant to the City Manager – Economic Development
2. Added the position of Assistant to the City Manager - Communications.
3. Provides funding for citizen survey.
4. Provides funding for webcastings.





Department	General Administration
Program	City Manager's Office

Fund	General
Account Number	01-12-05

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	195,873	279,082	195,000	195,000	195,000	411,000	111%
5300 Car Allowance	-	-	-	-	2,100	4,200	100%
5340 Salaries - Part-Time & Temp	35,160	31,794	40,000	40,000	40,000	40,000	0%
5420 Workers Compensation	470	477	500	500	500	500	0%
5460 Medical Insurance	10,314	11,067	11,400	11,400	11,400	33,200	191%
5660 Social Security Contributions	12,186	11,392	12,000	12,000	12,000	28,000	133%
5740 Pension Contribution Nonunif.	22,300	22,900	23,000	23,000	23,000	38,000	65%
5860 Unemployment	3,781	-	-	-	-	-	0%
5900 Medicare	3,034	3,068	3,000	3,000	3,000	6,500	117%
<b>Sub-Total Personnel Services</b>	<b>283,118</b>	<b>360,408</b>	<b>284,900</b>	<b>284,900</b>	<b>287,000</b>	<b>561,400</b>	<b>97%</b>
<b>Contractual Services</b>							
6010 Professional Services	146,210	127,637	111,000	111,000	111,000	111,000	0%
6010 Professional Services - A & L	-	-	-	-	-	-	0%
6011 Settlement	-	57,000	-	-	-	-	0%
6020 Legal Services	618,449	358,297	240,000	240,000	240,000	210,000	-13%
6020 Legal Services-County-Wide Sales Tax	811	2,115	5,000	5,000	5,000	5,000	0%
6040 Events & Receptions	23,104	6,900	1,000	1,000	1,000	2,000	100%
6040 Events & Receptions - A & L	-	19,202	-	-	-	-	0%
6050 Maintenance Contracts	5,000	5,000	8,000	8,000	8,000	8,000	0%
6070 Temporary Labor	-	-	-	-	-	-	0%
6090 Postage	23,233	22,396	30,000	30,000	30,000	30,000	0%
6110 Mileage Reimbursement	-	104	-	-	-	-	0%
6120 Professional Development	455	-	2,000	2,000	2,000	2,000	0%
6135 Public Relations Programs	31,129	30,000	-	-	-	30,000	100%
6150 Printing Services	32,395	57,600	45,000	45,000	45,000	51,600	15%
6170 Insurance - Liability	4,200	3,150	4,200	4,200	4,200	4,500	7%
6220 Insurance - Public Officials	24,282	17,035	25,000	25,000	25,000	25,000	0%
6270 Telephone & Pagers	512	990	1,000	1,000	1,000	1,200	20%
6400 Office Equipment Maintenance	1,425	-	1,500	1,500	2,500	1,000	-33%
6560 Technology Services	-	-	-	-	-	30,000	100%
6610 Staff Training	-	-	1,000	1,000	1,000	1,000	0%
6650 Membership & Certification	7,122	9,272	3,000	3,000	3,000	3,600	20%
<b>Sub-Total Contractual Services</b>	<b>918,357</b>	<b>716,727</b>	<b>477,700</b>	<b>477,700</b>	<b>478,700</b>	<b>515,900</b>	<b>8%</b>
<b>Commodities</b>							
7001 Office Supplies	255	563	1,000	1,000	1,000	1,000	0%
7050 Publications	-	70	500	500	500	500	0%
7335 Business Meeting	1,567	949	1,500	1,500	1,500	1,200	-20%
7850 Awards & Gifts	938	230	2,000	2,000	2,000	1,000	-50%
<b>Sub-Total Commodities</b>	<b>3,654</b>	<b>1,841</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>3,700</b>	<b>-26%</b>
<b>Total</b>	<b>1,205,129</b>	<b>1,078,977</b>	<b>767,600</b>	<b>767,600</b>	<b>770,700</b>	<b>1,081,000</b>	<b>41%</b>

## HUMAN RESOURCES

The Human Resources Office administers personnel policies of the City and the civil service rules and regulations. It is the goal of the city to provide exceptional internal and external human resource services with confidentiality and fairness. Day-to-day activities include:

1. Recruitment and hiring of employees
2. Maintenance of personnel records
3. Administering employee benefits
4. Evaluating employee training programs
5. Maintenance of classification and compensation plan
6. Labor relations
7. Support for the City's two Pension Board
8. Support for the Civil Service Board
9. Support for the Human Relation Board

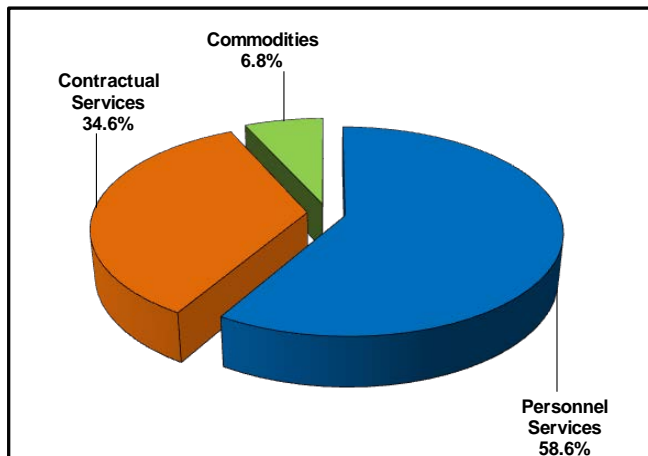
## Mission Statement

The Human resources department provides quality services to the employees of the City of University City, recruiting qualified individuals, retention of valuable employees, providing training to encourage success and increase overall value of the City. The department promotes a safe and healthy working environment, inspire a high level of employees' morale through recognition including the department effective communication and constant feedback.

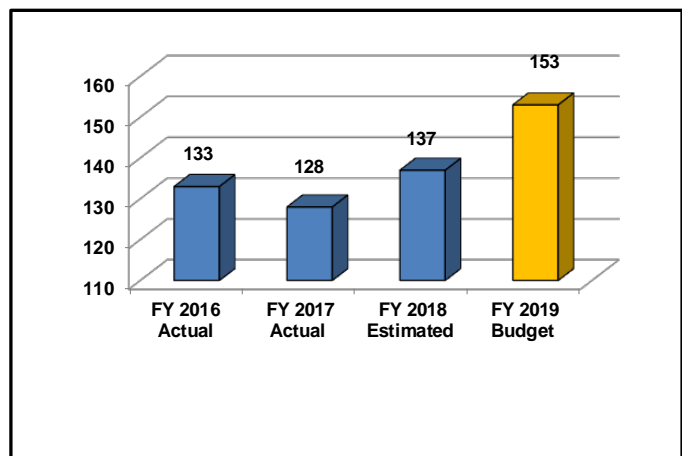
## BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	81,221	76,414	88,800	88,800	88,800	89,500	0.8%
Contractual Services	42,674	42,514	65,200	65,200	38,200	52,800	-19.0%
Commodities	9,001	8,797	10,000	10,000	10,000	10,500	5.0%
<b>Total</b>	<b>132,896</b>	<b>127,726</b>	<b>164,000</b>	<b>164,000</b>	<b>137,000</b>	<b>152,800</b>	<b>-6.8%</b>

FY 2019 Budget



Total Expenditures ('000)



### GOALS

1. Continue working on streamlining processes, policies, and procedures that will improve relationships for all departments and work practices.
2. Implement employee portal access to enable them to enroll in benefits on line.
3. Bring COBRA administration "in-house", thus eliminating the cost of using an outside vendor.
4. Assist the Finance Department with implementation of KRONOS Time and Attendance.
5. Partner with all departments to create a Succession Plans.
6. Collaborate with third party vendors to create a Wellness program available to all employees.
7. Foster relationships and communication among employees and Departments; handle all requests with confidentiality and fairness.
8. Provide training opportunities that may align with performance management review, individual requests, re-organization efforts, or supervisor observation.
9. Review and update the Administrative Regulations, Employee Handbook, and assist with Civil Service Rules updates as needed
10. Create training opportunities that may align with performance management review, individual request, re-organization efforts, or supervisor observation.

### FISCAL YEAR 2018 PERFORMANCE SUMMARY

Human Resources provide support for City employees. Below are the accomplishments in FY 2018.

- Diminished 32 boxes of unmarked records and created a database and files holding area to account and ensure proper control of permanent records
- Completed Sexual Harassment Training for all 249 employees
- Coordinated Department of Transportation (DOT) Training for required staff
- Re-established Department On-Line Training
- Completed updating Administrative Regulations (AR) and Employee Handbook



Department	Administrative Services
Program	Human Resources

Fund	General
Account Number	01-14-07

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	61,869	55,258	60,000	60,000	60,000	61,000	2%
5340 Salaries - Part-Time & Temp	-	-	1,000	1,000	1,000	1,000	0%
5420 Workers Compensation	-	43	200	200	200	200	0%
5460 Medical Insurance	79	2,106	9,100	9,100	9,100	6,000	-34%
5540 EAP	6,683	6,683	7,000	7,000	7,000	7,200	3%
5660 Social Security Contributions	3,812	3,262	3,700	3,700	3,700	3,900	5%
5740 Pension Contribution Nonunif.	7,900	8,300	7,000	7,000	7,000	9,300	33%
5900 Medicare	878	763	800	800	800	900	13%
<b>Sub-Total Personnel Services</b>	<b>81,221</b>	<b>76,414</b>	<b>88,800</b>	<b>88,800</b>	<b>88,800</b>	<b>89,500</b>	<b>1%</b>
<b>Contractual Services</b>							
6010 Professional Services	(3,548)	528	5,000	5,000	55,000	14,000	180%
6030 Medical Service	4,320	4,967	5,000	5,000	5,000	5,000	0%
6050 Maintenance Contracts	7,665	12,753	8,000	8,000	8,000	11,000	38%
6120 Professional Development	30	-	1,000	1,000	1,000	1,500	50%
6130 Advertising & Public Notices	4,897	7,515	5,000	5,000	5,000	5,000	0%
6170 Insurance - Liability	4,000	3,505	4,000	4,000	4,000	4,500	13%
6190 Insurance - Miscellaneous	19,990	7,076	27,000	27,000	-	-	-100%
6220 Insurance - Public Officials	2,000	5,700	5,000	5,000	5,000	5,800	16%
6400 Office Equipment Maintenance	418	-	1,000	1,000	1,000	1,000	0%
6600 Tuition Reimbursement	-	-	700	700	700	1,000	43%
6610 Staff Training	2,563	144	2,500	2,500	2,500	3,000	20%
6650 Membership & Certification	339	263	500	500	500	500	0%
6700 Misc. Operating Services	-	63	500	500	500	500	0%
<b>Sub-Total Contractual Services</b>	<b>42,674</b>	<b>42,514</b>	<b>65,200</b>	<b>65,200</b>	<b>88,200</b>	<b>52,800</b>	<b>-19%</b>
<b>Commodities</b>							
7001 Office Supplies	114	265	1,000	1,000	1,000	1,000	0%
7050 Publications	340	1,499	500	500	500	500	0%
7090 Office & Computer Equip.	-	-	500	500	500	1,000	100%
7330 Food	3,746	3,608	4,000	4,000	4,000	4,000	0%
7850 Awards & Gifts	4,801	3,425	4,000	4,000	4,000	4,000	0%
<b>Sub-Total Commodities</b>	<b>9,001</b>	<b>8,797</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,500</b>	<b>5%</b>
<b>Total</b>	<b>132,896</b>	<b>127,726</b>	<b>164,000</b>	<b>164,000</b>	<b>187,000</b>	<b>152,800</b>	<b>-7%</b>

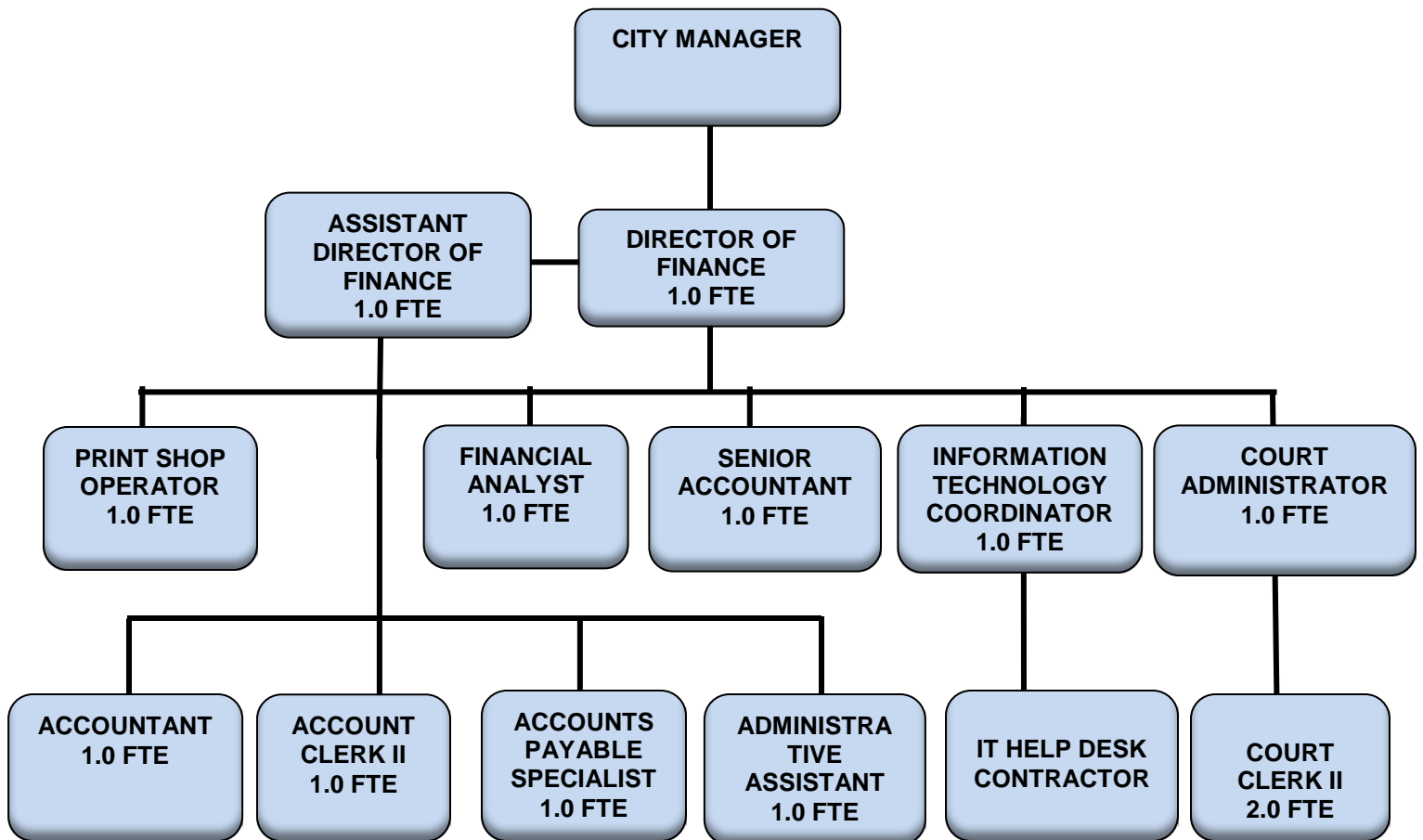


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## ADMINISTRATIVE SERVICES





The Administrative Services is comprised of the Finance Department, Information Technology and the Municipal Court Division. The department, under the direction of the Director of Finance, is charged with administering all financial affairs and resources of the City consistent with federal, state and municipal laws and regulations, and generally accepted accounting principles. Managing the finances of the City includes several components:

### Cashiering and Collections Services

- Annually received over 27,000 payments by customers for City collection services, of which, 23,000 payments were from refuse collections, and 1,600 payments were from on-line bill pay
- Process annually over \$11.0 million of revenue for off-site locations including parking meters revenue, and deposit funds daily in the bank
- Process and collect miscellaneous receivables for weeds, demolition/clean up, street improvements, and various other miscellaneous billings, and follow up on delinquent accounts, and answer payment questions
- Process payments for gross receipts taxes in the amount of approximately \$6.2 million
- Provide overall supervision of Cashiering and Collections staff

### Fiscal Services

- Provide billing services for approximately 11,000 accounts for trash collection for five (5) route billing cycle and miscellaneous billing for approximately 400 throughout the year
- Process delinquent trash collection notices for five (5) route billing cycle
- Manage the refuse on-line bill pay and paperless billing to our residents
- Establish property tax levies and coordinate tax collection
- Administer City insurance programs
- Manage the delivery of the Municipal Services billing statement
- Manage operations of the Municipal Parking Garage
- Provide quality customer service to both internal and external customers
- Provide property record requests and filings for title searches and lien recordings and releases
- Maintain over 700 business license records and 60 liquor license records
- Oversee and provide guidance to departments in the procurement of goods and services to ensure compliance with City Municipal Codes and Administrative Regulations
- Process nearly 450 purchase requisitions within a seven-day turnaround period
- Manage on-going procurement programs including the lease programs

### Administration

- Provide policy direction, vision, and leadership enabling the department to achieve its goals while complying with federal, state, local and other requirements
- Oversee and coordinate long-term financial plan
- Promote sound fiscal policies and protect local revenues
- Ensure competent use of financial, human, and material resources

### Accounting Services

- Prepare the Comprehensive Annual Financial Report and coordinate the annual audit with independent auditors
- Prepare the Annual Schedule of Financial Accounting for compliance with Federal Single audit guidelines
- Prepare the Administrative Annual Report
- Maintain the general ledger and various reconciliations

- Maintain inventory of capital assets of the City and establish depreciation schedules
- Process nearly 9,000 accounts payable invoices within thirty days (30) of receipt and achieve less than one percent of voided checks
- Maintain accounts payable records and respond to departmental and vendor inquiries
- Process supplemental retirement payments and subsidies according to the required timelines
- Process over 130,000 pieces of mail annually
- Process over 13,000 payroll advices and checks annually
- Produce and distribute over 500 W-2's , 120 of 1099R and 150 of 1099Misc annually
- Provide updates for New World Systems (accounting software) user security and training to other departments
- Maintain and trouble shoot problems in New World Systems

### Budget Management Division

- Manage and co-ordinate the annual budget preparation process
- Maintain the budget manual and coordinate the budget development process with departments by preparing consolidated budget requests for review by the City Manager
- Conduct budgetary analysis as needed
- Assist departments with budget monitoring and control

### PERSONNEL SUMMARY

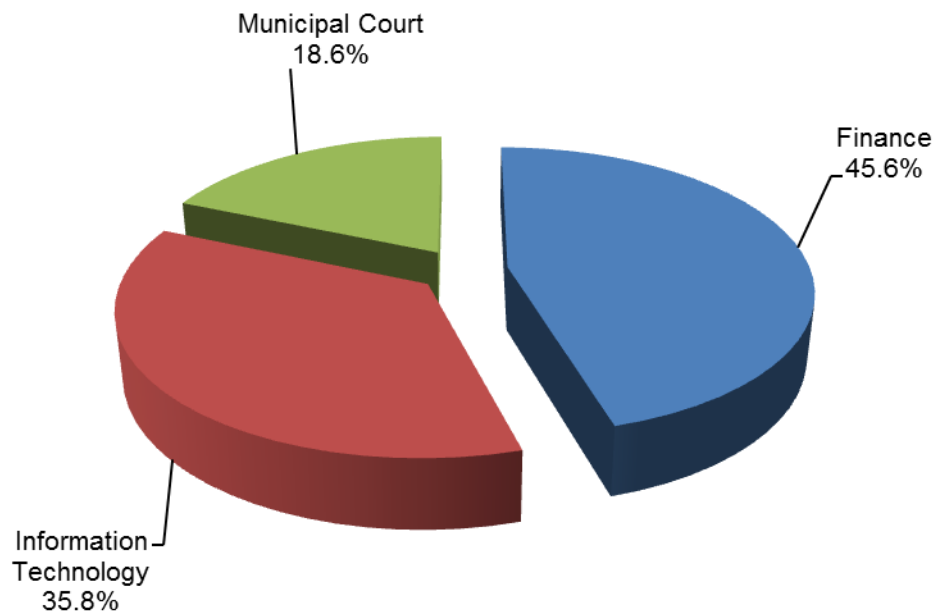
#### Full-Time

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Administrative Services Personnel</b>			
<i>Finance</i>			
Director of Finance	1.0	1.0	1.0
Assistant Director of Finance	1.0	-	1.0
Financial Analyst	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
Accountant	1.0	2.0	1.0
Accounts Payable Specialist	1.0	1.0	1.0
Financial Administrative Assistant	1.0	1.0	1.0
Accounting Clerk	2.0	1.0	1.0
Print Shop Operator	1.0	1.0	1.0
<i>Finance Personnel Total</i>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>
<i>Municipal Court</i>			
Court Administrator	1.0	1.0	1.0
Court Clerk II	2.0	2.0	2.0
<i>Municipal Court Personnel Total</i>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
<i>Information Technology</i>			
Information Technology Coordinator	-	1.0	1.0
<i>Information Technology Total</i>	<u>-</u>	<u>1.0</u>	<u>1.0</u>
<b>Administrative Services Personnel Total</b>	<u><b>12.0</b></u>	<u><b>13.0</b></u>	<u><b>13.0</b></u>

PROGRAM AS A PERCENTAGE OF DEPARTMENT BUDGET

Program	Personnel	Contractual	Commodities	Capital Outlay	Total
Finance	661,600	203,800	20,500	-	885,900
Information Technology	112,200	427,700	21,000	136,000	696,900
Municipal Court	262,200	93,000	6,500	-	361,700
<b>Total</b>	<b>1,036,000</b>	<b>6,500</b>	<b>48,000</b>	<b>136,000</b>	<b>1,944,500</b>

Expenditure Pie Chart





## ADMINISTRATIVE SERVICES

### FINANCE

The Finance Department administers all financial affairs and resources of the City consistent with federal, state and municipal laws and regulations, and generally accepted accounting principles. Management of City finances includes several components: maintenance of the financial management system; budget preparation and control; property tax levies oversight; fund investment; revenue collection; disbursement control; purchasing and contract administration; payroll; payment of pension benefits; internal controls; audit of records; financial reporting; administering City insurance programs; risk management; fixed asset management; project accounting management; administering the public parking garage support contract and parking meters; and coordinating Federal, State, Local, and Community Development Block Grants. The Finance Department also performs mail and printing services for City departments, and parking meter maintenance and collection. The Director of Finance, under the supervision of the City Manager, manages all functions of the Finance Department.

#### Mission Statement

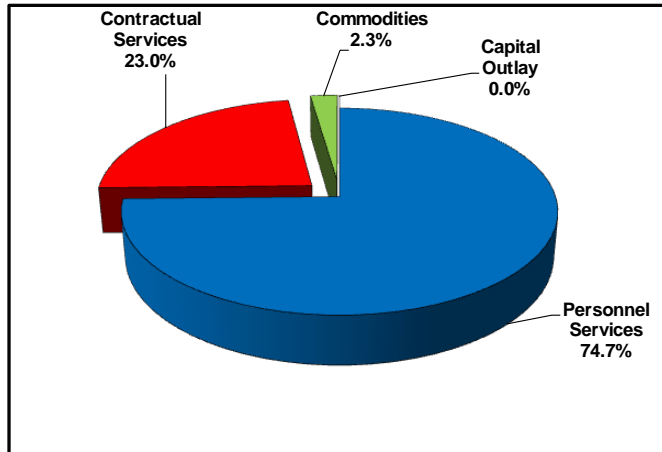
Finance strives for long-term financial stability and health of University City; protects the City's financial integrity and credibility and maintains AA+ or improve to AAA bond rating; and strengthens the department for continued excellence.

Finance leads and coordinates the development and execution of the City's annual Budget and five-year Capital Improvement Program (CIP) Plan, including development, monitoring and reporting. Prepare financial projection, long-range planning and financial reporting.

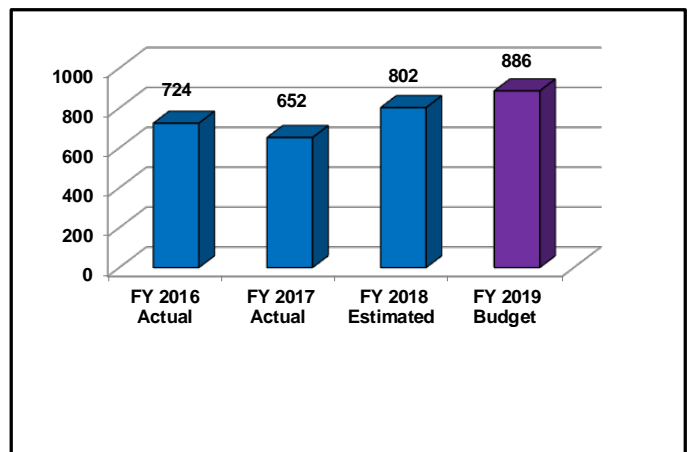
#### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	475,774	422,745	623,100	613,100	613,100	661,600	8%
Contractual Services	206,523	210,429	170,800	170,800	168,800	203,800	19%
Commodities	41,782	19,290	20,200	20,200	20,200	20,500	1%
Capital Outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>724,079</b>	<b>652,464</b>	<b>814,100</b>	<b>804,100</b>	<b>802,100</b>	<b>885,900</b>	<b>10%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



### GOALS

1. Provide timely quarterly financial reporting to post on the City's website for the public.
2. Continue to foster relations and communication with other departments to enhance better working relationships.
3. Continue to improve workflow, timeliness and accuracy both within Finance and other departments.
4. Continue to perform internal audits focus on "cash", to assist in fraud assessment control.
5. Monitor government affairs at both state and federal levels for potential cost/benefit to City operations.
6. Complete the FY17 Comprehensive Annual Financial Report by December 31, 2017 and apply for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
7. Complete the FY 18 Budget and received the Distinguish Budget Presentation Award.
8. Maintain quality customer service in all telephone and personal contact with individuals interacting with the Finance staff.
9. Continue to encourage professional development of Finance personnel by active participation in professional associations and training activities to increase productivity, performance and competency.
10. Continue to promote eUtilities (Refuse On-Line Bill Pay) and eBilling (paperless bills) to our residents. By signing up, this would help reduce both postage and printing expenses.
11. Develop additional strategies for revenue collections on delinquent accounts.
12. Continue to pursue delinquent refuse and miscellaneous billing accounts owed to the City.
13. Continue to audit and reconcile business licenses by ensuring the statuses of active businesses are current; and further, locating businesses operating without licenses for the purpose of licensing them properly and bringing them into compliance with City code.
14. Continue to review and analyze current policies and procedures, data, and performance indicators within the department in order to improve the efficiency and effectiveness of the department.
15. To complete the implementation of KRONOS Time and Attendance module and interface with Tyler Technology Financial Management (New World).
16. To assist HR in implementation of Employee Suite (enrollment on line).

17. To adopt a “paperless” concept by stop printing payroll checks, W-2, etc.
18. To work with City of St. Louis and other neighboring Cities in attempt to convert parking meters to “Pay Station”, in order to enhance the parking revenue.

### FISCAL YEAR 2018 PERFORMANCE SUMMARY

- Received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2017.
- Received the Distinguish Budget Presentation Award for Budget FY 2018.
- Continued collecting delinquent refuse and miscellaneous bills owed to the City. Continue to work with collection agencies Valley Collection Services, LLC and Account Resolution Corporation, to collect on unpaid refuse and ambulance bills.
- Continued to coordinate a calendar basis delinquent refuse account shut-off cycle with the Public Works and Parks Department, Sanitation Division. The shut-off cycles continues to be encouraging, resulting in a nominal number of accounts paid in full and/or signing up for payment agreements.
- Continued to improve the budget document to ensure it is comprehensible to the public.
- Continued oversight and coordination of the City’s calendar.
- Continued to convert paper records to electronic records.
- Continued oversight of U City ROARS newsletter, which is distributed to all residents and businesses.

### PERFORMANCE MEASUREMENTS

	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Checks Issued	6,105	4,733	5,000	5,500
Refuse unit bills generated	22,350	20,527	22,000	22,000
Purchase Orders	373	313	350	320
Invoices (processed and paid)	8,740	6,198	7,500	7,000
Business Licenses Issued	772	643	650	700
Liquor Licenses Issued	134	113	110	100



Department	Administrative Services
Program	Finance

Fund	General
Account Number	01-16-08

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	336,316	299,762	440,000	430,000	430,000	465,000	6%
5340 Salaries - Part-Time & Temp	-	-	10,000	10,000	10,000	10,000	0%
5380 Overtime	571	181	1,000	1,000	1,000	1,500	50%
5420 Workers Compensation	2,153	1,729	2,500	2,500	2,500	2,800	12%
5460 Medical Insurance	46,419	23,709	60,000	60,000	40,000	65,700	10%
5660 Social Security Contributions	19,616	17,813	28,000	28,000	28,000	29,000	4%
5740 Pension Contribution Nonunif.	66,176	74,400	75,000	75,000	75,000	80,900	8%
5900 Medicare	4,524	4,191	6,600	6,600	6,600	6,700	2%
<b>Sub-Total Personnel Service</b>	<b>475,774</b>	<b>422,745</b>	<b>623,100</b>	<b>613,100</b>	<b>593,100</b>	<b>661,600</b>	<b>6%</b>
<b>Contractual Services</b>							
6001 Auditing & Accounting	41,959	46,380	40,000	40,000	40,000	50,000	25%
6010 Professional Services	1,550	14,123	1,600	1,600	20,000	10,000	525%
6050 Maintenance Contracts	70,869	75,345	70,000	70,000	70,000	75,000	7%
6070 Temporary Labor	-	17,435	5,000	5,000	5,000	15,000	200%
6090 Postage	29,953	28,278	20,000	20,000	20,000	20,000	0%
6120 Professional Development	5,288	2,324	3,000	3,000	3,000	3,200	7%
6130 Advertising & Public Notices	296	150	3,000	3,000	3,000	3,000	0%
6150 Printing Services	3,312	3,165	4,200	4,200	4,200	4,500	7%
6170 Insurance - Liability	4,200	3,505	4,000	4,000	4,000	4,500	13%
6220 Insurance - Public Officials	5,036	6,707	6,000	6,000	6,000	7,000	17%
6400 Office Equipment Maintenance	4,550	-	7,000	7,000	3,000	4,000	-43%
6560 Technology Services	31,624	3,238	-	-	-	3,500	100%
6650 Membership & Certification	1,365	935	1,500	1,500	1,500	1,500	0%
6660 Laundry Services	237	381	500	500	500	500	0%
6700 Misc. Operating Services	4,664	731	3,000	3,000	3,000	1,000	-67%
6770 Bank & Credit Card Fees	1,619	1,432	2,000	2,000	2,000	1,100	-45%
<b>Sub-Total Contractual Service</b>	<b>206,523</b>	<b>210,429</b>	<b>170,800</b>	<b>170,800</b>	<b>185,200</b>	<b>203,800</b>	<b>19%</b>
<b>Commodities</b>							
7001 Office Supplies	16,230	15,542	15,000	15,000	15,000	15,000	0%
7050 Publications	-	-	500	500	500	500	0%
7090 Office & Computer Equip.	24,688	468	2,000	2,000	2,000	2,000	0%
7410 License Plates & Badges	216	219	200	200	200	500	150%
7570 Hardware & Hand Tools	146	-	200	200	200	200	0%
7650 Parking Meter Parts	503	3,061	2,000	2,000	2,000	2,000	0%
7770 Wearing Apparel	-	-	300	300	300	300	0%
<b>Sub-Total Commodities</b>	<b>41,782</b>	<b>19,290</b>	<b>20,200</b>	<b>20,200</b>	<b>20,200</b>	<b>20,500</b>	<b>1%</b>
<b>Total</b>	<b>724,079</b>	<b>665,811</b>	<b>814,100</b>	<b>804,100</b>	<b>798,500</b>	<b>885,900</b>	<b>9%</b>



## MUNICIPAL COURT

The Municipal Court staff processes violation complaints, collect fines, prepares the dockets for the court sessions, and prepares arrest warrants. Violations of the municipal code processed by this office include traffic and parking, housing, environmental, assault, trespassing and theft cases. Members of the staff also attend court sessions to collect fines and record disposition of the cases.

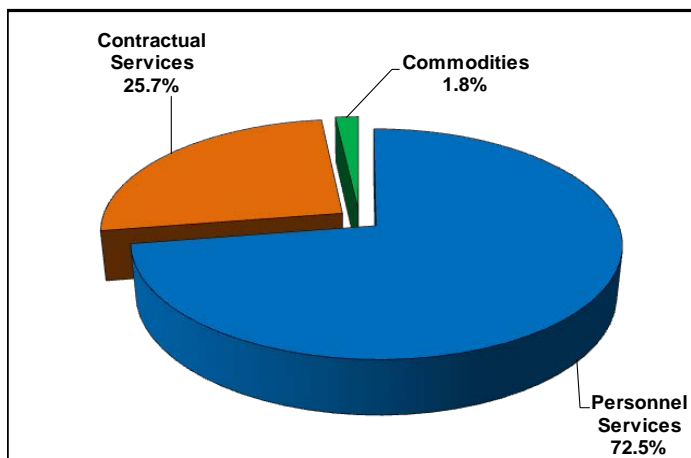
### Mission Statement

University City Municipal Court implements the policies and procedures established by the Judiciary and the State Legislature in a professional and dedicated manner. The Clerks of the Court's office accurately maintain, safeguard and store all Court documents as well as collect and disburse all monies as directed by legal mandates. This is accomplished through a knowledgeable and certified staff that strives to serve all who use this office to ensure accessibility, fairness and courtesy.

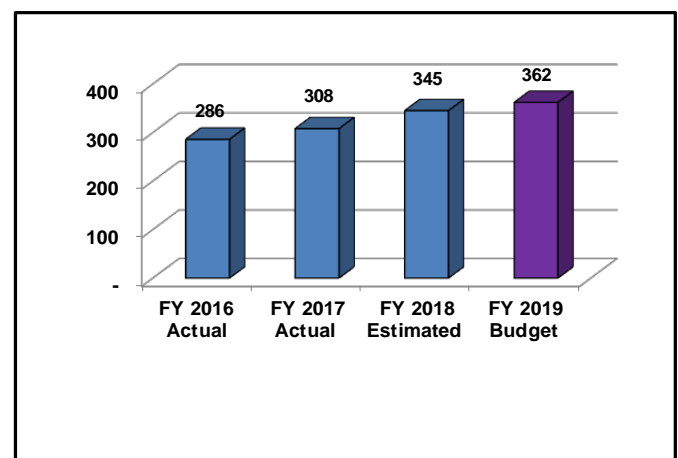
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	204,199	207,643	235,400	235,400	235,400	262,200	11%
Contractual Services	80,956	92,469	103,000	103,000	103,000	93,000	-10%
Commodities	1,151	8,025	6,500	6,500	6,500	6,500	0%
<b>Total</b>	<b>286,306</b>	<b>308,136</b>	<b>344,900</b>	<b>344,900</b>	<b>344,900</b>	<b>361,700</b>	<b>5%</b>

FY 2019 Budget



Total Expenditures ('000)





## ADMINISTRATIVE SERVICES

### PERFORMANCE MEASUREMENTS

	FY 2016 Actual	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Fines & Court costs	\$605,197	\$594,000	\$717,908	\$718,000
Parking Tickets issued	11,015	8,000	9,500	9,800
Moving violations (filed)	3,544	3,877	4,700	4,900
Housing & Environmental violations (filed)	823	800	332	400
Other violations (filed)	1,113	815	1,040	1,100
Total number of new court cases (filed)	16,495	13,492	15,572	16,200
Total number of trials set	380	350	360	300
Total number of trials heard	350	300	170	180



Department	Administrative Services
Program	Municipal Court

Fund	General
Account Number	01-20-14

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	136,041	138,026	153,000	153,000	153,000	160,000	5%
5340 Salaries - Part-Time & Temp	-	-	12,000	12,000	12,000	25,000	108%
5380 Overtime	4,661	4,487	5,000	5,000	5,000	5,000	0%
5420 Workers Compensation	291	311	500	500	500	600	20%
5460 Medical Insurance	34,582	34,624	32,800	32,800	32,800	33,900	3%
5660 Social Security Contributions	7,739	7,783	9,000	9,000	9,000	11,100	23%
5740 Pension Contribution Nonunif.	19,100	20,600	21,000	21,000	21,000	23,800	13%
5900 Medicare	1,784	1,812	2,100	2,100	2,100	2,800	33%
<b>Sub-Total Personnel Services</b>	<b>204,199</b>	<b>207,643</b>	<b>235,400</b>	<b>235,400</b>	<b>235,400</b>	<b>262,200</b>	<b>11%</b>
<b>Contractual Services</b>							
6010 Professional Services	48,113	45,975	50,000	50,000	50,000	32,000	-36%
6050 Maintenance Contracts	-	270	15,000	15,000	15,000	15,000	0%
6120 Professional Development	2,177	1,832	2,500	2,500	2,500	2,500	0%
6150 Printing Services	6,303	781	5,000	5,000	5,000	5,000	0%
6170 Insurance - Liability	4,000	5,995	4,500	4,500	4,500	4,500	0%
6400 Office Equipment Maintenance	1,010	-	2,000	2,000	2,000	2,000	0%
6560 Technology Services	13,472	33,404	15,000	15,000	15,000	25,000	67%
6650 Membership & Certification	-	25	1,000	1,000	1,000	1,000	0%
6700 Misc. Operating Services	1,923	939	3,000	3,000	3,000	1,000	-67%
6770 Bank & Credit Card Fees	3,959	3,164	5,000	5,000	5,000	5,000	0%
<b>Sub-Total Contractual Services</b>	<b>80,956</b>	<b>92,469</b>	<b>103,000</b>	<b>103,000</b>	<b>103,000</b>	<b>93,000</b>	<b>-10%</b>
<b>Commodities</b>							
7001 Office Supplies	1,151	1,773	1,500	1,500	1,500	1,500	0%
7090 Office & Computer Equip.	-	6,251	5,000	5,000	5,000	5,000	0%
<b>Sub-Total Commodities</b>	<b>1,151</b>	<b>8,025</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>0%</b>
<b>Total</b>	<b>286,306</b>	<b>308,136</b>	<b>344,900</b>	<b>344,900</b>	<b>344,900</b>	<b>361,700</b>	<b>5%</b>

### INFORMATION TECHNOLOGY (IT)

This program area is responsible for maintaining the City's centralized network, hardware and software support, telephone and telecommunications systems, administration of citywide applications and department-specific software and coordinates technology projects. This program also provides consulting on technology issues, communication, data and voice tools, software, and equipment to assist departments in providing efficient services to the public.

Goals are defined and developed by an Information Technology Core Committee (ITCC) composed of representatives from all City departments. The goals are translated into objectives by a member of the ITCC responsible for the management of IT. Execution of work to complete objectives and day-to-day support is accomplished by a contractual placement employee provided by Tech Electronics. Additional support is provided by Tech Electronics when circumstances require more assistance.

The IT program supports the City's network which has five (5) physical servers, twenty-four (24) virtual servers, one hundred sixty (160) personal computers, eight (8) laptop computers, and other technology equipment. In addition, the program provides technical assistance and procurement for the Police Department.

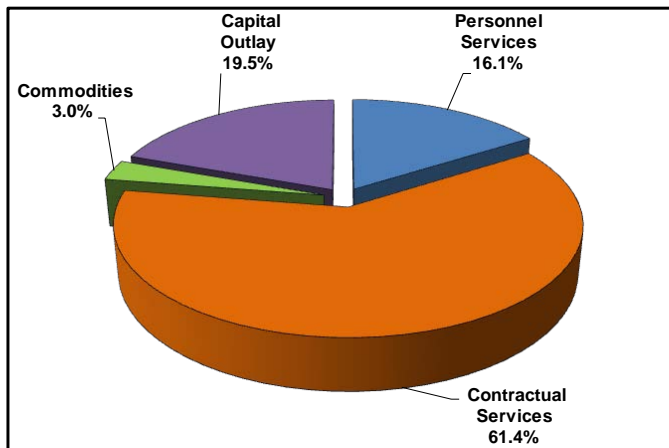
#### Mission Statement

Information Technology has become a vital component in every department's service delivery methods. As strategic plans are developed for each facet of the City, Information Technology plays a key role in ensuring the advancement of the overall organizational goals. The adoption of new technology is driven by the organizational need and the necessity to provide public service that is significantly more effective.

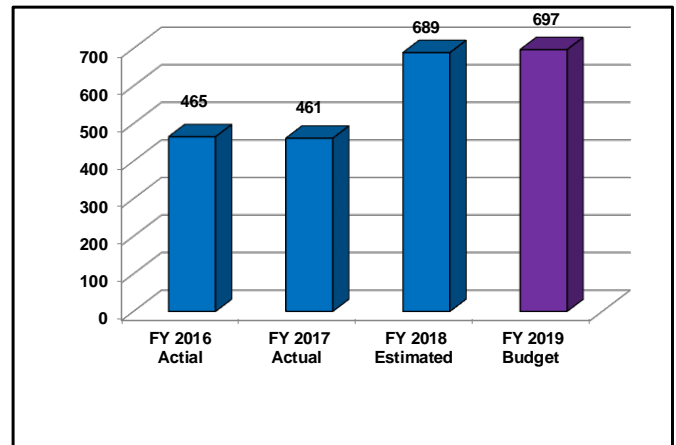
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	94,626	101,542	102,400	102,400	102,400	112,200	10%
Contractual Services	360,520	328,886	413,500	413,500	413,500	427,700	3%
Commodities	7,428	26,788	13,000	13,000	13,000	21,000	62%
Capital Outlay	1,993	3,842	160,000	160,000	160,000	136,000	-15%
<b>Total</b>	<b>464,567</b>	<b>461,059</b>	<b>688,900</b>	<b>688,900</b>	<b>688,900</b>	<b>696,900</b>	<b>1%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



### GOALS

1. Upgrade network infrastructure to provide more security and throughput
2. Server consolidation to improve efficiency of overall system
3. Server migration from aging 2003 to 2012 OS
4. Firewall upgrade

### SIGNIFICANT BUDGETARY ITEMS

1. ESXi Hosts (3) for Virtual Network - \$25,000

The City relies heavily on the virtual services with approximately 90% of the City's servers being virtual. Two of the hosts are five (5) years old and seven (7) years old, respectively. It is recommended to replace all at the same time to keep system architecture the same. VMware licensing was recently renewed for three (3) additional years.

- 3 Dell PowerEdge R730
- Dual Intel Xeon E5-2660 Processors per Server
- H330 Raid Controller
- IDRAC 8 Enterprise
- Redundant Power Supply
- 128GB RAM per Server
- 16 1Gb NIC per Server
- 3 Year ProSupport

2. Primary and Secondary Domain Controller with Licensing – \$10,500

Our current Domain Controllers (DC) are no longer able to effectively control the new systems and the Primary is a Physical Server that is long past its prime. It is standard practice to maintain one physical DC whereas the other can be virtual.

- Physical Server - \$3,000
- Server CALs for Primary and Secondary - \$1,000
- User CALs - \$6,500

### 3. SPAM Filter and Email Archiving - \$13,000 Annually (250 Licenses)

The current SPAM filter is getting close to End of Life for the device. We have been looking for a more robust Email Archiving program and most of those solutions include SPAM filtering. This is for a Hosted solution and relies heavily on the decisions made regarding hosted email or an internal Exchange upgrade. See Breakdown for more Information.

- Barracuda Email Security and Compliance - \$52.00 per user license

### 4. 5<sup>th</sup> Floor A/V Improvements - \$12,000

This would be for system refresh and audio improvements to the 5<sup>th</sup> floor Council Chambers.

- New Speakers for better coverage
- New Amplifier with additional outputs
- Digital Audio Recorder
- Wireless Microphone
- HD Camera

### 5. MS Office 2016 Licensing – \$45,000

Historically, the City has used a mixture of Standard and Pro licenses for Office which g which will be continued. The City has approximately 168 computers with one form of Office on them. This includes PC's in the Police Dept. Most of the current systems are still running Office 2010 which no longer receives Mainstream Support from MS and End of Life is scheduled for early 2020.

Standard License - \$248 = \$35,000

Pro License - \$350 x 30 = \$10,500

Exchange 2016 Upgrade - \$30,000

## FISCAL YEAR 2018 PEFORMANCE SUMMARY

IT provides support for multiple projects and long-term goals. Below is a list of accomplishments in fiscal year 2018:

- **Internet Provider** – The City is now on a dedicated fiber circuit with a guaranteed Service Level Agreement
- **Backup and Recovery** – The City has implemented an all in one backup and recovery appliance.
- **Website Update** – The City has renewed its agreement with CivicPlus and has successfully launched the new website.
- **Printer Contract** – The City has signed a contract with Copying Concept and deployed the new printers throughout the City.
- **Computer Refresh** – Multiple Workstations have been refreshed throughout the City.
- **File Storage Server** – Upgraded to a new file storage server.



Department	Administrative Services
Program	Information Technology

Fund	General
Account Number	01-18-11

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	67,457	71,693	71,400	71,400	71,400	75,700	6%
5420 Workers Compensation	2,871	2,986	2,800	2,800	2,800	3,000	7%
5460 Medical Insurance	13,196	13,733	14,600	14,600	14,600	14,900	2%
5660 Social Security Contributions	3,903	4,161	4,500	4,500	4,500	4,700	4%
5740 Pension Contribution Nonunif.	6,300	8,000	8,000	8,000	8,000	12,700	59%
5900 Medicare	899	968	1,100	1,100	1,100	1,200	9%
<b>Sub-Total Personnel Services</b>	<b>94,626</b>	<b>101,542</b>	<b>102,400</b>	<b>102,400</b>	<b>102,400</b>	<b>112,200</b>	<b>10%</b>
<b>Contractual Services</b>							
6010 Professional Services	79,288	82,730	100,000	100,000	100,000	100,000	0%
6050 Maintenance Contracts	37,757	46,934	100,000	100,000	100,000	100,000	0%
6120 Professional Development	182	-	1,000	1,000	1,000	1,200	20%
6175 Privacy Liability & Network Security	5,252	5,252	5,000	5,000	5,000	5,500	10%
6270 Telephone & Pagers	67,626	41,036	60,000	60,000	60,000	60,000	0%
6320 Internet Services	12,257	18,174	15,000	15,000	15,000	15,000	0%
6400 Office Equipment Maintenance	38,022	76,034	30,000	65,000	65,000	78,500	162%
6560 Technology Services	120,136	58,727	100,000	65,000	65,000	65,000	-35%
6610 Staff Training	-	-	1,500	1,500	1,500	1,500	0%
6650 Membership & Certification	-	-	1,000	1,000	1,000	1,000	0%
<b>Sub-Total Contractual Services</b>	<b>360,520</b>	<b>328,886</b>	<b>413,500</b>	<b>413,500</b>	<b>413,500</b>	<b>427,700</b>	<b>3%</b>
<b>Commodities</b>							
7001 Office Supplies	764	(13)	3,000	3,000	3,000	1,000	-67%
7090 Office & Computer Equip.	6,664	26,768	10,000	10,000	10,000	20,000	100%
<b>Sub-Total Commodities</b>	<b>7,428</b>	<b>26,788</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>21,000</b>	<b>62%</b>
<b>Capital Outlay</b>							
8120 Computer Equipment	(2,756)	637	100,000	100,000	100,000	56,000	-44%
8140 Software Systems	4,749	3,205	50,000	50,000	50,000	70,000	40%
8180 Office Furniture & Equip.	-	-	10,000	10,000	10,000	10,000	0%
<b>Sub-Total Capital Outlay</b>	<b>1,993</b>	<b>3,842</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>136,000</b>	<b>-15%</b>
<b>Total</b>	<b>464,567</b>	<b>461,059</b>	<b>688,900</b>	<b>688,900</b>	<b>688,900</b>	<b>696,900</b>	<b>1%</b>



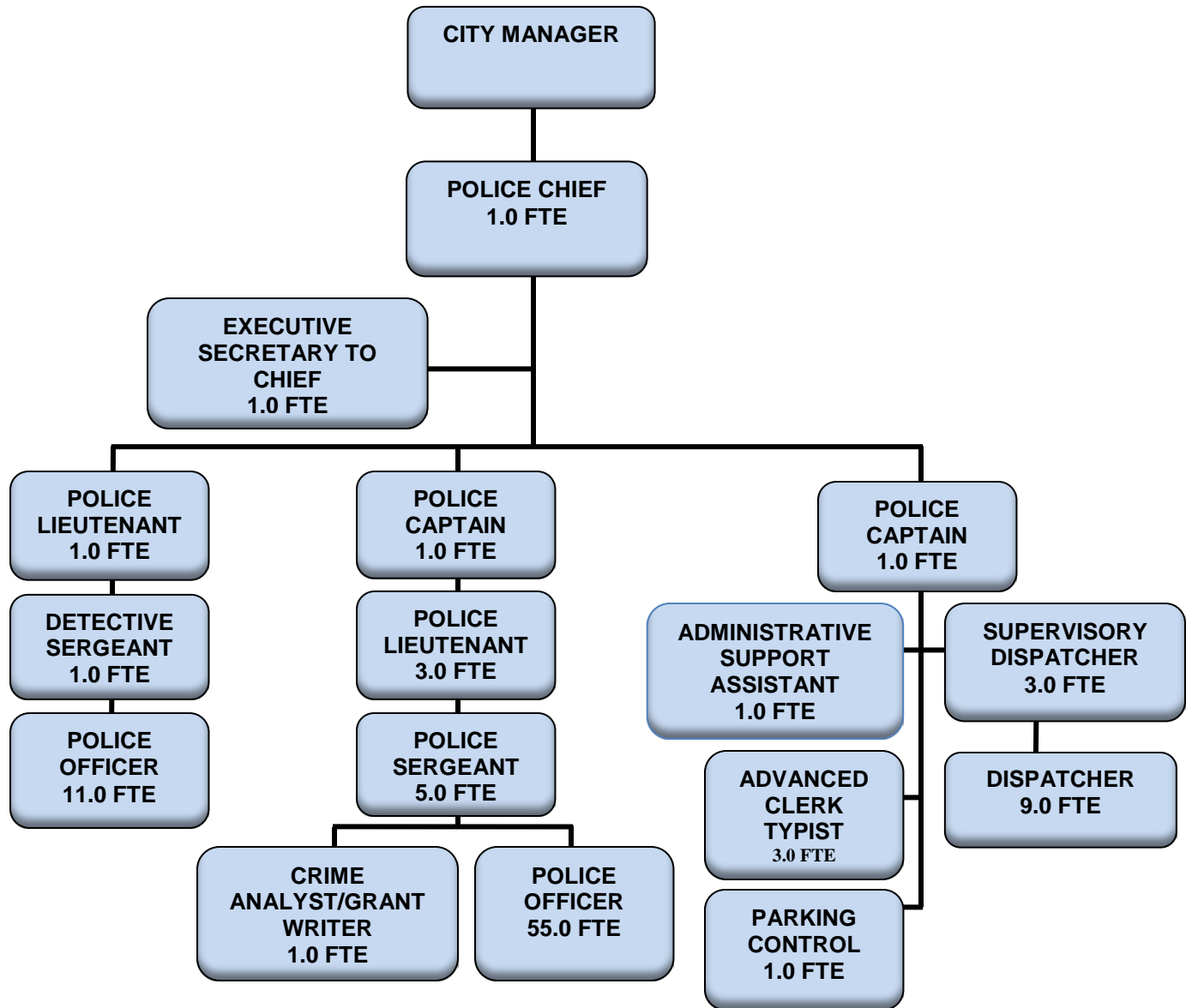


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# POLICE DEPARTMENT





The University City Police Department provides quality police services to the community 24 hours a day, seven days a week. This includes, but is not limited to, answering calls for service, community policing initiatives, crime prevention, enforcement of laws, and protecting persons and property within the City limits.

### **Mission**

The Police Department has embraced the “community policing philosophy” in its efforts to provide the highest level of service to all its citizens and those it is sworn to serve. By reaching out to partner with the community in our everyday pursuits, this agency can move forward with a vision and purpose. Professionalism and competence are barometers in determining our success. In changing times and demands, the department must continue to be versatile and mindful of the feelings and attitudes of our citizens as we answer the calls for service. With increase training needs and demands, the department will be including the opportunities for all staff to enhance their skills.

### **Administration**

The Chief of Police, as executive officer of the Department, is responsible for all aspects of managing the Police Department in an efficient and effective manner and shall execute the policies established by the City Manager, pursuant to their statutory duties. The Chief shall be responsible for the observance and enforcement of all laws, ordinances, and regulations the Department has authority to execute, seeing that these rules are strictly observed and enforced.

The Chief of Police has a Civilian Executive Secretary assigned to his office.

The Police Department functions through three (3) bureaus which report directly to the Chief of Police:

- (1) Bureau of Field Operations (BFO)
- (2) Bureau of Investigation (BOI)
- (3) Bureau of Services (BOS)

Which are further subdivided into areas of expertise, manned by specially trained personnel.

### **Bureau of Field Operations (BFO):**

The Bureau of Field Operations shall provide for the routine, systematic patrol of the City under such patrol plans as may be adopted by the Chief of Police and shall:

- Provide for the booking, custody and release of prisoners
- Enforce traffic ordinances and laws
- Investigate incidents, criminal and non-criminal, and make reports where necessary
- Preserve the public peace
- Prevent crime and arrest offenders
- Assist other governmental agencies when required; and
- Enforce all laws and ordinances

The Police Department does not currently support a dedicated Traffic Enforcement Unit; however, within the past year we have assigned on a temporary basis several officers to the Traffic Enforcement Unit. Traffic enforcement and traffic crash investigation are usually the responsibility of the patrol units. Patrol Units may be assigned to special traffic details when needed.

The BFO Commander shall:

- Conduct investigations of a confidential nature into matters involving deficiencies of, and accusations made against, commissioned or civilian Department personnel
- Initiate investigations into areas of possible internal deficiencies in order to avoid or remedy adverse situations
- Control and coordinate the Department's disciplinary procedures
- Serve as the Department Safety Officer

The BFO is commanded by a Captain, who reports directly to the Chief of Police. The Patrol Section of this Bureau is staffed by:

1. Three (3) Lieutenants (Platoon Commanders)
2. Five (5) Sergeants (Platoon Supervisors)
3. Fifty five (55) Patrol Officers
4. One (1) Crime Analyst/Grant Writer
5. Three (3) Resource / D.A.R.E Police Officers
6. One (1) full time Parking Controller and (1) part time Parking Controller

The Juvenile Division is responsible for both general and juvenile investigations. School Resource Officers are uniformed officers that help to provide safety and security to the school as well as teach law enforcement focused educational programs.

The BFO is a 24-hour operation, divided into two twelve-hour shifts. Additional shifts may be created as needed to meet special demands. Personnel are divided equally among the two shifts, with one platoon working each shift. The Patrol Commander is responsible for the police work therein and shall have control over all personnel attached to his/her command.

Platoon Commanders (Lieutenants) are responsible for the operation of their platoon and the actions of their officers. They report directly to the Bureau Commander. Commanders and/or Supervisors will maintain attendance of monthly meetings of the city Neighborhood Watch Focus Group.

Patrol Supervisors (Sergeants) are responsible for the proper functioning of the patrol officers under his/her supervision. Patrol Supervisors are responsible to their Platoon Commanders.

Patrol Officers are responsible for patrolling an assigned area, and taking whatever enforcement actions necessary for the proper maintenance of order. They shall be responsible to their Patrol Supervisors/Platoon Commanders.

The Crime Analyst prepares weekly crime reports and alerts for patterns of crime. The Analyst also serves the department by researching and writing grants that will assist the mission of the agency.



### **Bureau of Investigation (BOI):**

The Bureau of Investigation is responsible for the investigation of criminal activities including, but not limited to:

- Conducting such criminal investigations of offenses which require advanced skills and training
- Providing specialized, technical investigative services in specific areas of criminal activity
- Assisting with matters involving juveniles
- Identifying and investigating specific crimes, such as white collar crimes, gang crimes, narcotic crimes, organized criminal crimes, and/or related incidents
- Providing home and business security audits
- Assistance with safety concerns and crime statistics for neighborhoods and businesses

The BOI is commanded by a Lieutenant, who reports directly to the Chief of Police. The Lieutenant shall have command over:

1. One (1) Sergeant
2. Eight (8) Detectives

### **Bureau of Services (BOS):**

The Bureau of Services is under the direct command of a Captain. The Commander of the BOS shall have the responsibility of providing support services to include:

- Maintenance and issuance of uniforms and equipment, stationery and other related items
- Emergency communications, records, facilities, supplies and materials as may be required by the various components to enable them to perform their duties
- Department vehicle maintenance, computer equipment, radio and telephone equipment and service
- Maintain an efficient record system, providing security and effortless retrieval
- Staff a communications system, which will receive information, assess it, then determine the need for police service based on that assessment and dispatch accordingly
- Maintaining a secure storage space for property and evidence, and keeps records to assure the integrity and accessibility of the property and/or evidence
- Accreditation Coordinator preparing for the accreditation process through the Missouri Police Chiefs Association.

The BOS Commander shall have direct control over:

1. Three (3) Advanced Clerk Typists
2. Nine (9) Dispatchers
3. Three (3) Lead Dispatchers
4. One (1) Administrative Support Assistant

Advanced Clerk Typists are responsible for all Record Room activities. The Records Department serves as the central repository for all reports generated by other units of the Police Department and duties include, but are not limited to:

- Processing of all offense/accident/arrest reports and traffic citations
- Processing all requests for report information from other government and law enforcement agencies, insurance companies, and citizens
- Processing and forwarding state-mandated records, such as DWI and accident reports to the State's central records repository in Jefferson City, MO



## POLICE

- Monthly submission of the Uniform Crime Report (UCR) to the State of Missouri for contribution to Federal Bureau of Investigation (FBI) crime statistics
- Providing professional and courteous service to all customers at the department information window

Dispatchers will be under the command Supervisory Dispatchers, who shall be responsible for the proper operation of the Communications Section, and report to the Commander of the BOS. The Administrative Support assistant serves as the IT coordinator, evidence custodian and school crossing Traffic Escort coordinator. The Parking Controller provided parking enforcements in designated areas of the City and assist with school crossings.

The BOS Commander is also the City's Neighborhood Watch and Community Safety Awareness Coordinator. This position includes:

- Training of Neighborhood Watch Units and attendance at established Neighborhood Watch Meetings
- National Night Out Against Crime Coordination
- Providing crime statistics to Neighborhood Watch Units
- Accreditation/Certification Manager

### PERSONNEL SUMMARY

#### Full-Time

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Police</b>			
<i>Police Operations</i>			
Police Chief	1.0	1.0	1.0
Police Captain	2.0	2.0	2.0
Police Lieutenant	4.0	4.0	4.0
Police Sergeant	6.0	6.0	6.0
Police Officer	66.0	66.0	66.0
Supervisory Dispatcher	3.0	3.0	3.0
Administrative Support Assistant	1.0	1.0	1.0
Executive Secretary to Chief	1.0	1.0	1.0
Dispatcher	9.0	9.0	9.0
Crime Analyst/Grant Writer	1.0	1.0	1.0
Advanced Clerk Typist	3.0	3.0	3.0
Parking Controller	1.0	1.0	1.0
<i>Police Operations Personnel</i>			
<i>Total</i>	98.0	98.0	98.0
<b>Police Personnel Total</b>	<b>98.0</b>	<b>98.0</b>	<b>98.0</b>

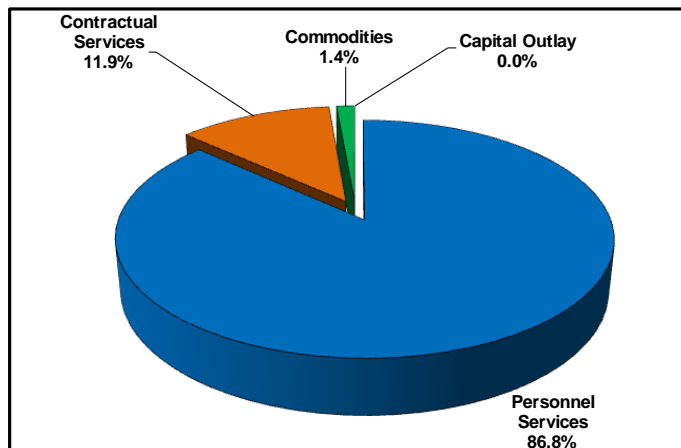
Part-Time

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Police</b>			
<i>Police Operations</i>			
Dispatcher	0.8	0.8	0.8
Parking Controller	1.6	1.6	1.6
Traffic Escort	1.6	1.6	1.6
<i>Police Operations Personnel Total</i>	4.0	4.0	4.0
<b>Police Personnel Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

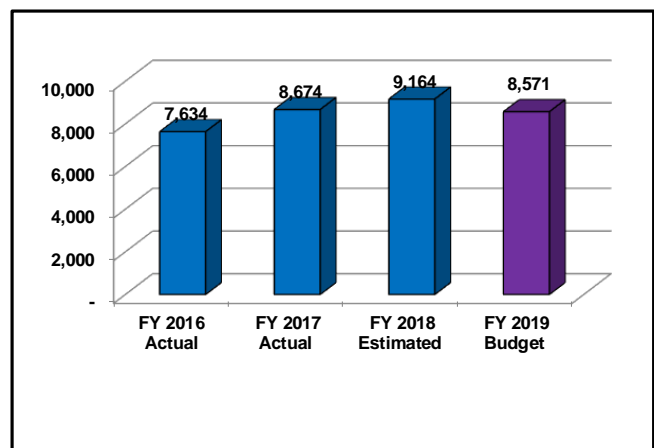
BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	6,789,384	6,852,632	7,112,000	7,112,000	7,112,000	7,438,700	5%
Contractual Services	752,643	1,708,468	1,984,900	1,982,100	1,964,600	1,020,700	-49%
Commodities	92,467	113,003	99,100	94,100	105,700	111,600	19%
Capital Outlay	-	-	-	-	-	-	0%
<b>Total</b>	<b>7,634,494</b>	<b>8,674,103</b>	<b>9,196,000</b>	<b>9,188,200</b>	<b>9,182,300</b>	<b>8,571,000</b>	<b>-7%</b>

FY 2019 Budget



Total Expenditures ('000)





**GOALS**

**1. Continued Improvement of Services to the Citizens**

This Goal can be accomplished by achieving the following objectives;

- a. Developm programs that include involvement and interaction with our community. Programs that include Coffee with a Cop, Police Chaplain program, prescription pill drop off, Pizza with Police, Ladies Encouraging Others (L.E.O), School Readings for University City Elementary Schools, etc. These programs bring cooperation and communication with various groups within our community to include the elderly, the young, the business community, the property owner, and all residents.
- b. Officers will respond to all emergency and non-emergency and non-emergency response calls in a timely and safe manner.
- c. Calls for service will be answered in a positive and helpful manner in all instances.
- d. Our citizens will continue to be given opportunities to be educated in crime prevention, life saving techniques and police services available to them. This will be accomplished through neighborhood programs, school programs, and effective use of the news and media and citizen contact.
- e. UCPD will continue to utilize the free home and business audit for citizens and business within University City. The audit assists citizens in protecting themselves and their property in an effort to reduce victimization.
- f. UCPD Officers will conduct various foot patrols and business checks within University City for valued interactions with the public at various dates and times.

**2. Continue with an Effective and Fair Evaluation System for the Police Department**

This goal can be accomplished by achieving the following objectives:

- a. Bi-annual staff reviews are utilized to ensure personnel are in adherence to the mission statement, goals, and objectives for the department, understanding all policies, programs, and direction of UCPD.
- b. Utilize evaluation system to evaluate personnel on conduct, proficiency, and behavior. These criteria are established by selecting outstanding officers to develop conduct proficiency, and behavior standards for the department.
- c. Evaluating performance of personnel throughout the year.
- d. Performing a job task analyses for the various positions of the UCPD, including for both sworn and non-sworn personnel.
- e. Begin to develop career paths for officers which are consistent with their career goals when they are in compliance with UCPD philosophy and goals.

**3. Develop and Improve Property and Evidence Procedures**

This goal can be accomplished by achieving the following objectives;

- a. Educate, evaluate, and encourage Evidence staff in proper property management procedures.
- b. Conduct frequent evidence audits, ensuring all evidence handling procedures are being adhered to and staff is in compliance.

**4. Reduce Exposure to Liability**

This goal can be accomplished by achieving the following objectives:

- a. Continue with the accreditation process with the Missouri Police Chiefs Association.
- b. Review and update the pursuit and emergency driving policies.
- c. Continue development of a training program for officers that assure that firearms qualifications, emergency driving, self-defense, first aid, department policy review,
- d. emergency fire suppression techniques, arrest, detention, stops, searches and seizures, and reviews of interview and interrogation techniques are taught and reviewed yearly.
- e. Develop and implement an individual training and development program for each officer.

**5. Continue Developing and Enhancing the Police Chaplaincy Program**

This goal can be accomplished by achieving the following objectives:

- a. The purpose of the Volunteer Police Chaplain Program is to provide more sensitive responses to the public in times of crisis and to provide members of the Department with any personal assistance they may require. The Volunteer Police Chaplain or his/her designee will be available on a 24-hour basis.
- b. A second police chaplain has been added with diverse backgrounds for our entire community benefit.

**6. Continue Increasing the Amount of Revenue Generated by UCPD through Grants**

This goal can be accomplished by achieving the following objectives:

- a. Finding corporate sponsors for crime prevention and substance abuse programs.
- b. Apply for applicable federal government, state government, local government, and private grants.

**FISCAL YEAR 2018 PERFORMANCE SUMMARY**

- The assignment of several officer to specialized unites (ie. Drug Task Force, Community Action Team, Traffic Unit, etc.)
- The re-boot of a University City K-9 Program with K-0 Ryno and K-0 Officer Brewer.
- The assignment of a UCPD Detective to the St. Louis County Drug Task Force.
- The hiring of a second police chaplain (Chaplain Novak) for increased service here in University City.
- Hired 12 Police Officers or Trainees.
- Hired 8 Non-Commissioned Police Personnel.
- Transfer of supervisory personnel in BFO.
- Enhanced communications with existing (37+) Neighborhood Watch Associations for city info.
- Conducted 10 security audits of residences and businesses.
- Added 12 new members to the University City Focus Group.
- Design, construction, and relocation into the new temporary Police Facility.
- Installation of new Communication furniture and new 911 System.
- Provided Therapy Dogs for all UCPD employees.
- Provided a Wellness Plan for Officers for improving health while working.
- Two (2) University City Police Department Hiring Events (Spring and Fall) hosted.
- Graduated two (2) recruits from the St. Louis County Municipal Police Academy.

- Toy and Shoes Giveaway to children in University City courtesy of NOBLE (National Organization of Black Law Enforcement Executives). Donations also given to area churches in need for homeless distribution.
- School Resource Officer event "Pizza with the Police".
- Female Officer Support Group entitled "Ladies Encouraging Others" (prom sponsorship of female students and care packages for first year college students).
- Crime Prevention material was provided to the following:
  1. Participants at safety meetings, training sessions, and security audits.
  2. Attendees of the annual National Crime Night Out Against Crime/Back to School Rally Event, Fair U. City, and Washington University.
  3. Participants at Focus Group Meetings.
  4. Residents of University City.
- Continued implementation of security camera project.
- Continued training of departmental personnel:
  1. Computer aided automated records and report writing system.
  2. Uniformed Crime Reporting System
  3. Missouri Incident Based Reporting.
  4. Individual staff member training in conformance with state and federal authorizing agencies.
  5. Obtained Evidence and Property Room Certification for two (2) Detectives.
  6. All Department employees completed the Missouri State Highway Patrol security Awareness Training Version 2.2.
- Worked with the University City School district on security program and training. (Cooperative event with "Men of Valor" a mentorship program at UCHS) (Real Talk mentorship at elementary schools in University City).
- Conducted active shooter training with all University City Schools and staff.
- Conducted active shooter training with all UCPD officers and detectives.
- Conducted active shooter training in accordance to response plans to City Hall employees.
- Join citizen's forum with University City Public Schools regarding new Missouri State Statues.
- Provided Police Security for the multi-day Fair U-City and maintained safe and secure fairgrounds for citizens in attendance.
- Implemented "hotspot policing" strategies in neighborhoods experiencing pattern in crimes to reduce occurrences and apprehend offenders.



Department	Police
Program	Police Operation

Fund	General
Account Number	01-30-20

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	5,135,566	5,103,258	5,415,000	5,415,000	5,415,000	5,700,000	5%
5220 Injury Leave	46,194	46,066	-	-	-	-	0%
5230 Injury Leave - Taxable	12,994	-	-	-	-	-	0%
5340 Salaries - Part-Time & Temp	44,496	49,742	80,000	80,000	80,000	50,000	-38%
5380 Overtime	395,374	434,656	400,000	400,000	400,000	450,000	13%
5420 Workers Compensation	177,367	180,396	170,000	170,000	170,000	180,000	6%
5460 Medical Insurance	705,742	758,317	750,000	750,000	750,000	765,000	2%
5660 Social Security Contributions	58,833	62,416	65,000	65,000	65,000	60,000	-8%
5700 Clothing Allowance	4,893	4,731	6,000	6,000	6,000	6,000	0%
5740 Pension Contribution Nonunif	118,600	125,900	126,000	126,000	126,000	117,000	-7%
5780 Residency Allowance	16,116	13,291	20,000	20,000	20,000	20,000	0%
5900 Medicare	72,607	73,860	80,000	80,000	80,000	90,700	13%
<b>Sub-Total Personnel</b>	<b>6,789,384</b>	<b>6,852,632</b>	<b>7,112,000</b>	<b>7,112,000</b>	<b>7,112,000</b>	<b>7,438,700</b>	<b>5%</b>
<b>Contractual Services</b>							
6010 Professional Services	22,767	20,674	12,700	12,700	12,700	20,600	62%
6030 Medical Service	43	2,161	4,000	4,000	4,000	3,000	-25%
6050 Maintenance Contracts	29,706	90,198	33,000	33,000	33,000	70,000	112%
6120 Professional Development	224	2,956	3,000	3,000	3,000	3,500	17%
6130 Advertising & Public Notices	-	340	500	500	500	500	0%
6150 Printing Services	6,443	4,367	6,600	6,600	6,600	6,500	-2%
6170 Insurance - Liability	8,530	11,725	10,000	13,000	16,000	15,000	50%
6230 Insurance - Police Liability	21,150	24,383	22,000	28,800	35,600	25,000	14%
6260 Electricity	-	9,455	12,000	12,000	12,000	12,000	0%
6270 Telephone & Pagers	21,663	16,052	21,000	21,000	21,000	18,000	-14%
6280 Water	-	1,552	-	1,500	1,500	1,800	100%
6290 Sewer	-	-	-	1,000	1,000	1,000	100%
6380 Equipment Maintenance	647	1,353	15,000	5,200	5,200	3,000	-80%
6390 Radio Equipment Maintenan	-	-	-	19,500	19,500	-	0%
6400 Office Equipment Maintenan	45,995	11,646	50,000	42,200	34,400	45,000	-10%
6530 Fleet Service & Replacement	423,548	393,522	352,000	352,000	352,000	400,300	14%
6545 Lease Expenses	10,323	965,831	1,260,000	1,260,000	1,260,000	225,000	-82%
6560 Technology Services	138,238	123,872	150,000	130,500	111,000	130,000	-13%
6570 Miscellaneous Rentals	1,700	415	2,000	2,000	2,000	2,000	0%
6600 Tuition Reimbursement	1,160	3,164	-	-	-	3,500	100%
6610 Staff Training	13,000	17,063	24,500	24,500	24,500	24,500	0%
6650 Membership & Certification	2,590	2,592	2,500	2,500	2,500	3,000	20%
6680 Subdivision Fees & Taxes	-	3,260	-	2,500	2,500	3,500	100%
6700 Misc. Operating Services	2,875	1,425	1,300	1,300	1,300	1,500	15%
6780 Investigation Expenses	2,041	463	2,800	2,800	2,800	2,500	-11%
<b>Sub-Total Contractu</b>	<b>752,643</b>	<b>1,708,468</b>	<b>1,984,900</b>	<b>1,982,100</b>	<b>1,964,600</b>	<b>1,020,700</b>	<b>-49%</b>
<b>Commodities</b>							
7001 Office Supplies	7,916	8,611	10,000	10,000	10,000	10,000	0%
7050 Publications	612	483	1,500	1,500	1,500	1,500	0%
7090 Office & Computer Equip.	5,648	4,202	10,500	10,500	10,500	10,500	0%
7210 Chemicals	199	370	600	600	600	600	0%
7330 Food	5,941	5,546	10,000	10,000	10,000	8,000	-20%
7370 Institutional Supplies	507	4,320	1,000	1,000	1,000	3,000	200%
7410 License Plates & Badges	2,792	2,507	3,000	3,000	3,000	3,000	0%
7450 Photographic Supplies	260	1,548	1,000	1,000	1,000	1,000	0%
7490 Building Materials	-	1,722	-	1,600	1,600	1,500	100%
7530 Medical Supplies	559	1,071	1,000	1,000	1,000	1,500	50%
7570 Hardware & Hand Tools	22,721	38,187	25,000	18,400	30,000	30,000	20%
7770 Wearing Apparel	43,583	42,701	34,000	34,000	34,000	40,000	18%
7850 Awards & Gifts	1,080	838	1,000	1,000	1,000	1,000	0%
<b>Sub-Total Commodi</b>	<b>92,467</b>	<b>113,003</b>	<b>99,100</b>	<b>94,100</b>	<b>105,700</b>	<b>111,600</b>	<b>13%</b>
<b>Total</b>	<b>7,634,494</b>	<b>8,674,103</b>	<b>9,196,000</b>	<b>9,188,200</b>	<b>9,182,300</b>	<b>8,571,000</b>	<b>-7%</b>

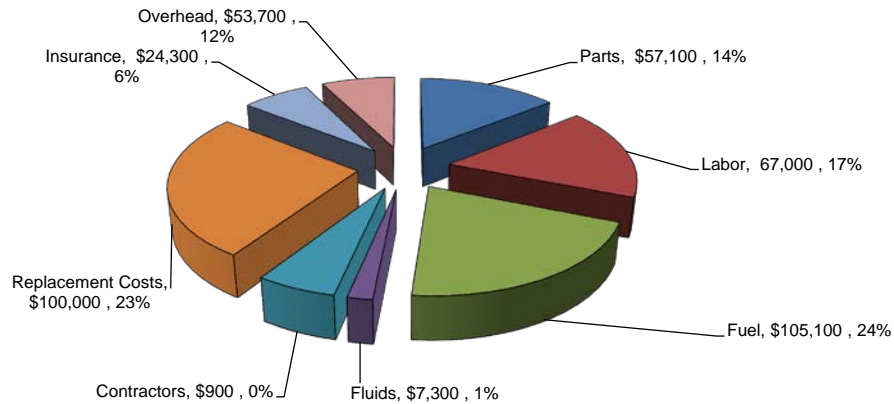


Department	Police
Program	Police Operation

Fund	General
Account Number	01-30-20

<sup>1</sup>Fleet Maintenance provides City departments with vehicles, equipment, fuel, and maintenance services. The costs for these services are allocated to the departments based on their actual usage of services such as vehicle repair parts, labor for repairs, fuel, contractor expense (if a vehicle must be sent to an outside repair shop), and vehicle replacement costs. Other expenses, such as insurance and overhead, are allocated to the departments based on the % of the department's actual expense compared to all other departments' actual expense. The Police Department's allocation for these services for the 2019 budget is \$400,300. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.

### 2019 Budget - Fleet Expense



The Police Department currently has 31 vehicles in service. The table shown below lists the category of the vehicle, the year of the vehicle, and the number of vehicles currently in service for that year:

Category	
Marked Parking Enforcement Vehicles: 2010 (1)	6
Marked Canine Vehicles: 2006 (1); 2011 (1)	5
Marked Traffic Vehicles: 2012 (1)	5
Patrol Vehicles: 2013 (5); 2015 (10)	3
Unmarked Supervisor: 2013 (1)	6
Police Chief's Vehicle: 2011 (1)	6
Prisoner Wagon: 2006 (1)	10
Unmarked Investigation Vehicles: 2006 (8)	6
People Mover for Police: 2001 (1)	5

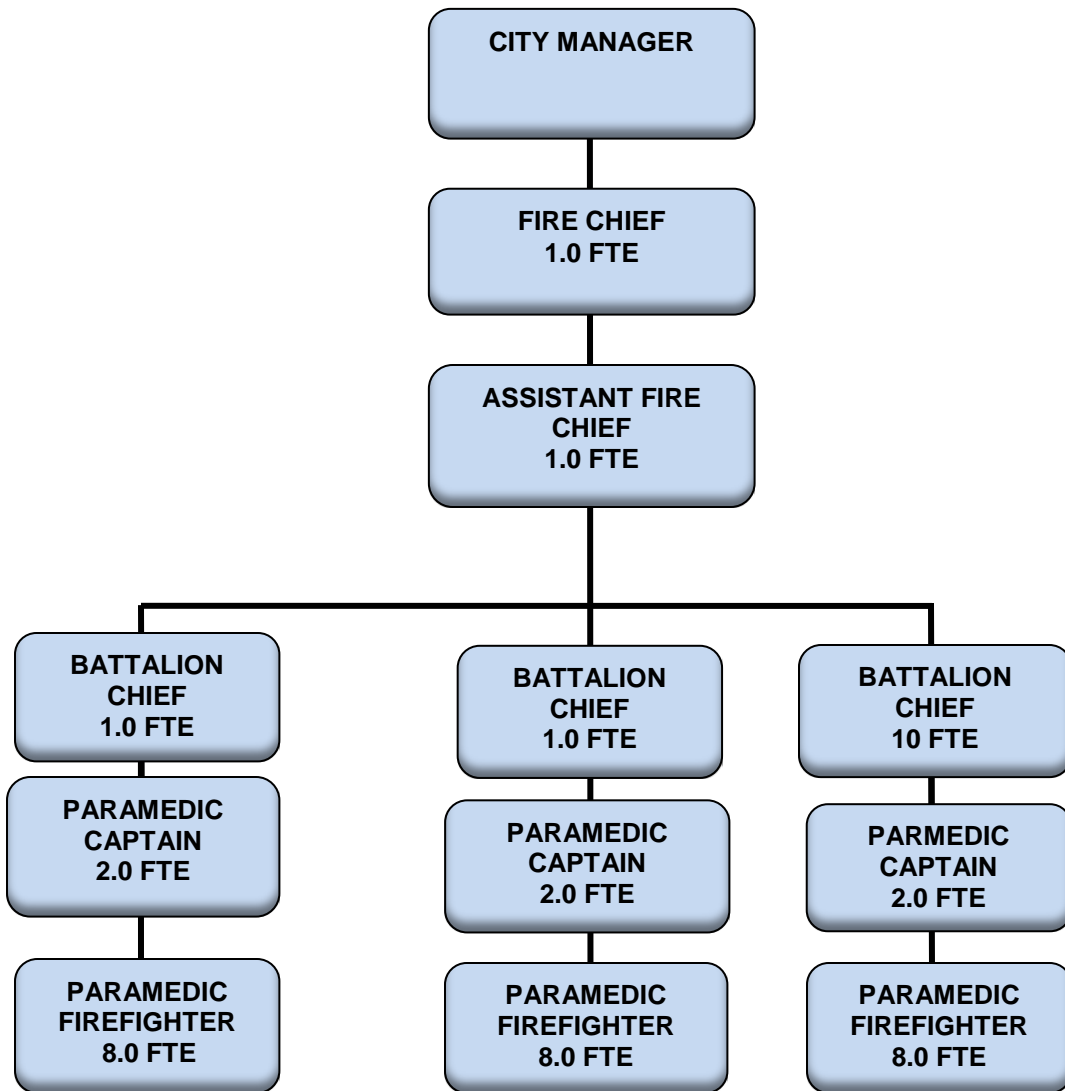


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# FIRE DEPARTMENT







The University City Fire Department provides emergency services, emergency medical care, fire prevention guidance, and safety education in a professional, progressive, and economical manner to the citizens we serve.

The Fire Department protects the citizens and property of University City against the hazards of fire, natural or man-made disasters, and provides Emergency Medical Services and transportation. The Fire Department also plans, develops, and implements procedures, practices, and guidelines for the safety and welfare of the citizens.

### **Mission Statement**

The University City Fire Department is a team of dedicated professionals who strive to provide quality emergency services, emergency medical care, fire prevention, and safety education in a professional and economical manner to the citizens and visitors we serve.

### **Slogan**

"Let's Roll!" We are dedicated professional firefighter/paramedics striving to eliminate the loss of life and property due to fire, accidents, and disasters, whether man-made or natural.

### **Capability**

The City of University City, under the statewide mutual aid agreement, operates as a mutual aid partner with all municipalities and/or fire districts in St. Louis County, St. Louis City, Franklin, and St. Charles County areas, as well as statewide if requested.

By staffing and maintaining the fire apparatus, emergency medical and firefighting equipment, the department members are equipped with the tools, competency, and skills necessary to provide the citizens and visitors to the community with a high level of emergency services expected of a high quality department.

Many of the firefighters further the basic fire and safety training by attending advanced level training and certifications such as rescue technicians, hazard material Technicians, Instructors, Investigators, and Inspectors. All of which provide the citizens with a high level of service. We are proud to be able to incorporate these specializations into the daily safety of the community.

### **Objective**

The University City Fire Department provides emergency services, emergency medical care, fire prevention guidance, and safety education in a professional, progressive, and economical manner to the community we serve.

The Fire Department protects the citizens and property of University City against the hazards of fire, natural and man-made disasters, as well as provides Emergency Medical Service response. Planning, developing, and implementing the procedures, practices, and guidelines outlining safety and welfare concerns of the citizens is our top priority.

### **Department Goals**

Encourage further Missouri Division of Fire Safety certification's in areas of interest or necessity (for promotion) of fire department employees. Examples are Fire Instructor, Officer I or II, Inspector, Investigator, Technical Rescue, Driver/Operator, and Hazardous Materials Technician. These certifications will prove have a positive impact on not only the department itself, but to the community.

The department looks forward to re-establishing a Fire Marshal within the department. A Fire Marshal provides a fire service point of view during the pre-construction planning and oversight of construction projects. Conducting fire safety inspections, following up, and enforcing inspection findings will serve to promote a safer environment for those living, working, and visiting the City. The Fire Marshall will be an asset to the department, City, and above all else, the community, by improving fire safety for all.

Re-establish an EMS transport service to the community if so desired by the citizens and City Administration.

### **Fire Prevention**

While fire departments are known for the obvious, fighting fires, the University City Fire Department also conducts fire prevention activities throughout the year, with the intent of preventing fires before they start.

In addition to the safety and fire prevention talks performed at each school, public and private, during *Fire Prevention Week*, conducting fire safety talks, fire evacuation drills, and fire extinguisher classes for several businesses and multi-resident buildings within the City is routine for the fire crews.

The free smoke detector program for City residents, established a number of years ago, provides for the installation of smoke detectors, as well as replacement batteries at no costs to City residents and has become a very popular and effective fire prevention tactic. Working smoke detectors in residential occupancies has proven, world-wide, to alert occupants to the presence of a dangerous condition which may have gone undetected without such devices.

### **Community Involvement**

The Fire Department participates in numerous ongoing public relations events throughout the year. Among these are the serious CPR and First Aid classes, evacuation drills, and safety talks to a multitude of community groups.

The firefighters also have the honor and privilege of more lighthearted events throughout the year such as leading a number of parades, attending block parties and children's birthday parties, as well as other community events in which the public is given the opportunity to interact, ask questions to the paramedics and firefighters, and view the tools and equipment used daily.

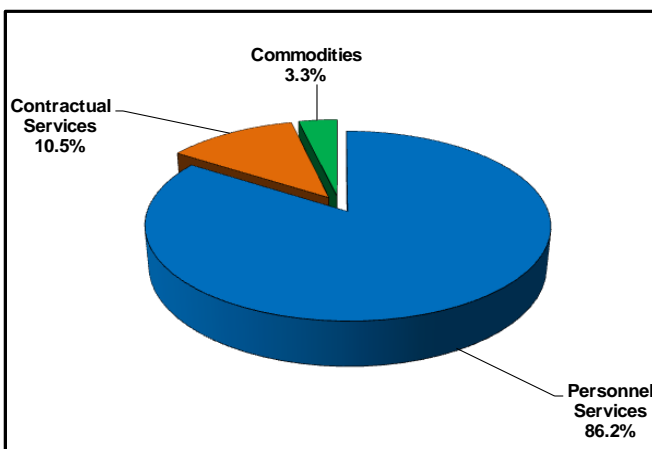
**PERSONNEL SUMMARY**

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Fire</b>			
<i>Fire Operations</i>			
Fire Chief	1.0	1.0	1.0
Assistant Fire Chief	1.0	1.0	1.0
Battalion Chief	2.0	3.0	3.0
Paramedic Fire Captain	6.0	6.0	6.0
Paramedic Firefighter	24.0	24.0	24.0
Firefighter	-	-	-
Executive Secretary to Chief	-	-	-
<b>Fire Personnel Total</b>	<b>34.0</b>	<b>35.0</b>	<b>36.0</b>

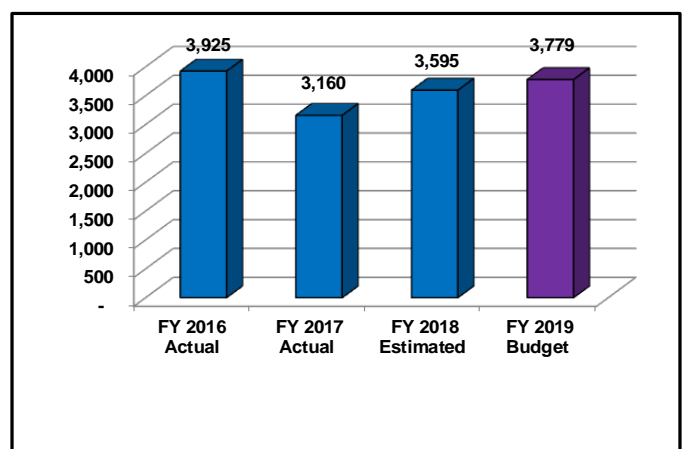
**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	3,423,495	2,749,326	3,050,000	3,050,000	3,050,000	3,179,600	4%
Contractual Services	389,771	284,142	448,500	448,500	422,500	462,200	3%
Commodities	104,192	118,644	122,500	122,500	122,500	137,600	12%
Capital Outlay	7,674	8,026	-	-	-	-	0%
<b>Total</b>	<b>3,925,132</b>	<b>3,160,139</b>	<b>3,621,000</b>	<b>3,621,000</b>	<b>3,595,000</b>	<b>3,779,400</b>	<b>4%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



**SIGNIFICANT CHANGES IN FY 2019 PROPOSED BUDGET**

1. For FY19, the fire department budget was restructured to show appropriations in correct areas. In doing so, there will be what appear to be inconsistencies from FY18 to FY19. In particular, all contractual maintenance contracts were moved to 6050 (Maintenance Contracts) as opposed to having those contracts allocated in unspecified areas (i.e. Stericycle Medical Waste recycling moved from "Medical Supplies" to "Maintenance Contracts". This will show an increase in that account, however a reduction elsewhere.
2. Two capital improvement addition were added to the FY19 budget. The department wishes to earmark \$250,000 in Fy19 and FY20 for the purchase of new engine. The second addition is the funds for the ongoing drone project, which will benefit the fire, police, and community development departments.
3. An increase in account 7770 will be to go along with the health and wellness initiative which the fire department is currently working on improving. The funds in this account will begin to provide for an additional set of fire gear for our firefighters, allowing for their front line gear to be immediately removed after returning from a hazardous environment such as a structure fire. The ability to have a back-up set will allow for the front line set to be placed into the extractor washing machine to remove chemicals which are known to be carcinogenic.

**MOBILE EQUIPMENT**

Quantity	Year	Make	Model	Description	Replacement Schedule In Years
1	2016	Chevrolet	Suburba	Command Vehicle Asst. Fire	5
1	2015	Chevrolet	Tahoe	Chief/Investigations	5
1	2014	Chevrolet	Tahoe	Fire Chief	5
1	2014	Sutphen	SL75	75', 1500 GPM Rescue Ladder 1500 GPM Rescue	15
1	2012	Pierce	Velocity	Pumper	10
1	2012	Internationa	MedTech	ALS Ambulance	8
1	2009	Chevrolet	MedTech	ALS Ambulance	8
1	2004	Chevrolet	2500	Utility Pick-up Truck	8
1	2001	Freightliner	MedTech	ALS Ambulance 1500 GPM Rescue	8
1	1999	Saulsbury	Spartan	Pumper	10



**PERFORMANCE MEASUREMENTS**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Projected
<b>Fires:</b>			
Residential	42	87	60
Commercial	4	9	17
Vehicle	12	16	10
Rubbish	15	16	3
Outside, Other	6	18	6
Natural Vegetation	-	2	8
All other fires	33	50	32
<b>Total Fires</b>	<b>112</b>	<b>198</b>	<b>136</b>
<b>Classification of All Fire Calls:</b>			
Fires	112	198	136
Rescue & Emergency Medical Assist	467	660	647
Hazardous Conditions (no fire)	150	161	125
All Other Responses	458	644	482
False Alarms & False Calls	316	374	307
Assist to Other Departments	217	274	100
Assist from Other Departments	454	581	94
<b>Total Classification of All Fire Calls</b>	<b>2,174</b>	<b>2,892</b>	<b>1,891</b>
<b>Fire With Estimated Dollar Loss:</b>			
Fire/Explosion	\$ 33,760	\$ -	\$ -
Structure Fire	532,553	268,613	228,220
Outside of Structure Fire	650	200	-
Vehicle Fire	48,150	23,500	3,000
Natural Vegetation	-	-	-
Rubbish	500	-	-
Cooking	-	-	-
Fire, Other	10,200	20,100	32,050
<b>Total Estimated Loss Value</b>	<b>\$ 625,813</b>	<b>\$ 312,413</b>	<b>\$ 263,270</b>



Department	Fire
Program	Fire Administration

Fund	General
Account Number	01-35-25

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	2,508,644	2,250,700	2,550,000	2,550,000	2,550,000	2,600,000	2%
5220 Injury Leave	66,544	10,136	-	-	-	-	0%
5230 Injury Leave - Taxable	20,809	-	-	-	-	-	0%
5340 Salaries - Part-Time & Temp	20,509	13,891	-	-	-	25,000	100%
5380 Overtime	356,076	43,811	30,000	30,000	30,000	50,000	67%
5420 Workers Compensation	131,849	158,935	130,000	130,000	130,000	160,000	23%
5460 Medical Insurance	256,338	215,535	275,000	275,000	275,000	281,000	2%
5660 Social Security Contributions	3,689	4,520	-	-	-	-	0%
5700 Clothing Allowance	19,950	20,100	25,000	25,000	25,000	21,000	-16%
5900 Medicare	39,087	31,450	40,000	40,000	40,000	42,600	6%
<b>Sub-Total Personnel Services</b>	<b>3,423,495</b>	<b>2,749,078</b>	<b>3,050,000</b>	<b>3,050,000</b>	<b>3,050,000</b>	<b>3,179,600</b>	<b>4%</b>
<b>Contractual Services</b>							
6010 Professional Services	7,045	14,328	7,000	7,000	7,000	25,600	266%
6030 Medical Service	13,152	19,605	15,000	15,000	15,000	8,000	-47%
6040 Events & Receptions	155	78	1,000	1,000	1,000	1,000	0%
6050 Maintenance Contracts	-	-	500	500	500	24,100	4720%
6120 Professional Development	390	1,279	3,000	3,000	3,000	6,800	127%
6150 Printing Services	315	132	1,000	1,000	1,000	600	-40%
6160 Insurance - Property & Auto	41,500	32,013	42,000	42,000	42,000	35,000	-17%
6170 Insurance - Liability	7,725	3,963	8,000	8,000	5,000	5,000	-38%
6210 Insurance - Flood	1,148	1,225	1,200	1,200	1,200	1,300	8%
6250 Natural Gas	3,275	3,593	6,000	6,000	6,000	6,000	0%
6260 Electricity	62,866	64,025	65,000	65,000	65,000	65,000	0%
6270 Telephone & Pagers	13,401	17,931	14,000	14,000	14,000	15,200	9%
6280 Water	2,793	3,065	3,000	3,000	3,000	3,000	0%
6290 Sewer	887	1,676	1,000	1,000	1,000	1,000	0%
6360 Building Maintenance	11,527	13,205	20,000	20,000	15,000	15,000	-25%
6380 Equipment Maintenance	20,638	7,614	20,000	20,000	10,000	15,000	-25%
6400 Office Equipment Maintenance	6,440	153	6,000	6,000	3,000	3,000	-50%
6530 Fleet Service & Replacement	157,258	63,260	68,800	68,800	68,800	76,900	12%
6545 Lease Fire Truck	-	-	115,000	115,000	115,000	115,000	0%
6560 Technology Services	6,385	3,988	10,000	10,000	5,000	4,200	-58%
6600 Tuition Reimbursement	1,562	1,740	4,000	4,000	4,000	6,000	50%
6610 Staff Training	28,296	27,928	30,000	30,000	30,000	23,900	-20%
6640 Extermination	476	539	1,000	1,000	1,000	600	-40%
6650 Membership & Certification	2,382	2,675	5,000	5,000	5,000	4,000	-20%
6700 Misc. Operating Services	155	127	1,000	1,000	1,000	1,000	0%
<b>Sub-Total Contractual Services</b>	<b>389,771</b>	<b>284,142</b>	<b>448,500</b>	<b>448,500</b>	<b>422,500</b>	<b>462,200</b>	<b>3%</b>
<b>Commodities</b>							
7001 Office Supplies	480	874	1,000	1,000	1,000	1,000	0%
7050 Publications	4,566	3,608	5,000	5,000	5,000	8,700	74%
7090 Office & Computer Equip.	598	700	5,000	5,000	5,000	2,500	-50%
7210 Chemicals	6,564	1,519	6,500	6,500	6,500	7,000	8%
7330 Food	954	635	1,000	1,000	1,000	1,000	0%
7370 Institutional Supplies	9,864	4,076	10,000	10,000	10,000	11,400	14%
7410 License Plates & Badges	-	-	2,000	2,000	2,000	-	-100%
7450 Photographic Supplies	-	-	1,000	1,000	1,000	-	-100%
7530 Medical Supplies	21,671	43,259	25,000	25,000	25,000	43,600	74%
7570 Hardware & Hand Tools	38,868	40,074	40,000	40,000	40,000	15,600	-61%
7770 Wearing Apparel	19,633	23,519	25,000	25,000	25,000	45,800	83%
7850 Awards & Gifts	994	380	1,000	1,000	1,000	1,000	0%
<b>Sub-Total Commodities</b>	<b>104,192</b>	<b>118,644</b>	<b>122,500</b>	<b>122,500</b>	<b>122,500</b>	<b>137,600</b>	<b>12%</b>
<b>Total</b>	<b>3,925,132</b>	<b>3,159,538</b>	<b>3,621,000</b>	<b>3,621,000</b>	<b>3,595,000</b>	<b>3,779,400</b>	<b>4%</b>

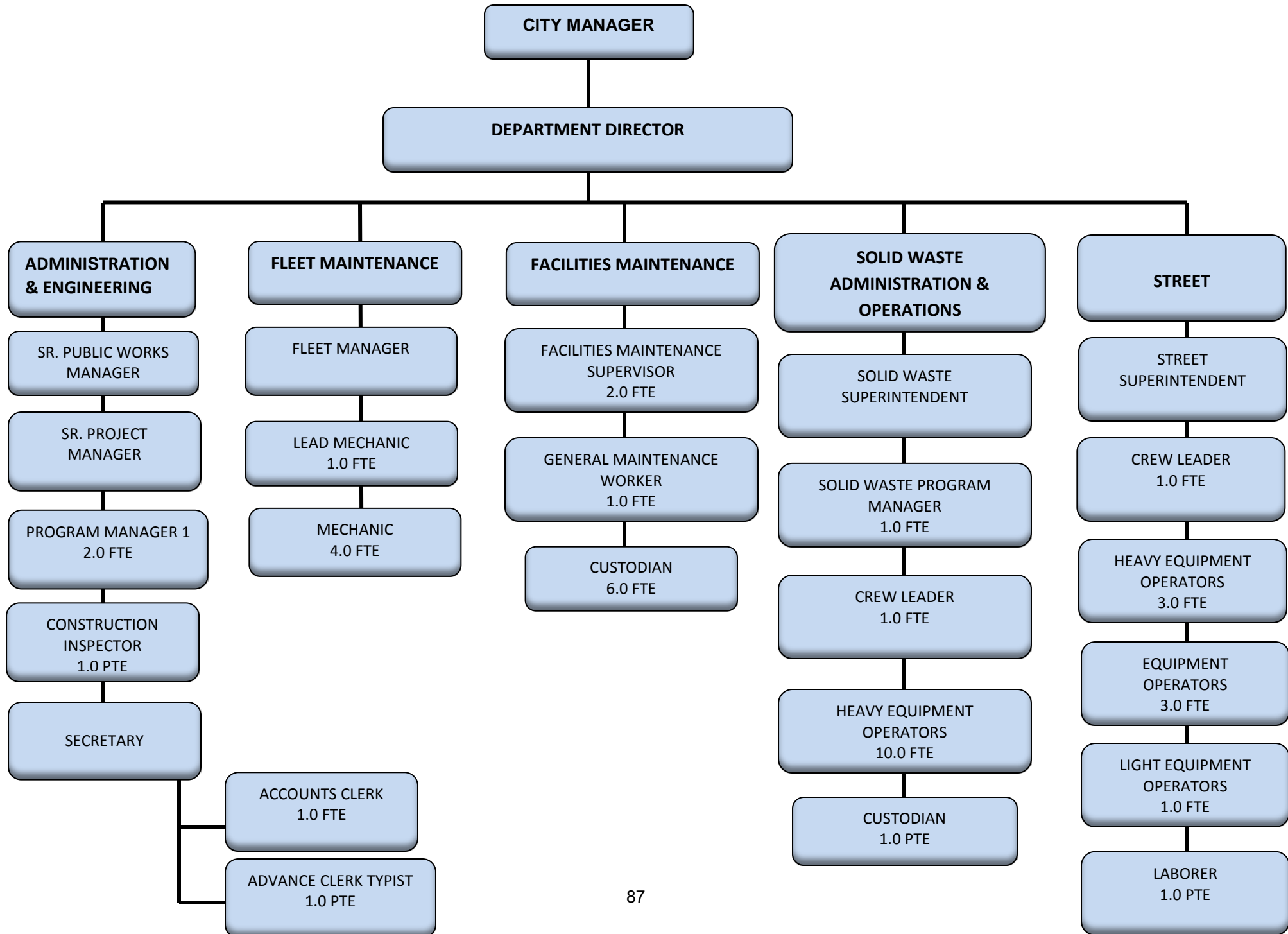


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# PUBLIC WORKS





The Public Works and Parks Department provides the physical facilities (infrastructure) and services that serve public needs.

### **Mission Statement**

The Public Works mission is to maintain integrity of all public systems and services vital to the health, safety, and quality of life of our community.

The Department is organized into five divisions:

1. Administration & Engineering
2. Streets Maintenance
3. Facilities Maintenance
4. Solid Waste Management
5. Fleet Maintenance

Many traditional city services are provided by the Public Works and Parks Department. These services include: administration & engineering design, construction management, snow and ice control, leaf collection, street and bike trail maintenance, street lighting and traffic control, fleet service and maintenance, solid waste and recycling services, administration, and maintenance of City parks, including forestry services. This year Golf Course Recreation was added to Public Works and Parks responsibilities. The Department also represents the City on projects and issues with federal, state, local and community organizations.

The major infrastructure facilities and properties include:

- 81 centerline miles of street
- 7 miles of alley
- 24 bridges
- 4 parking lots
- 5 miles of bike trails
- 115 miles of sidewalk
- 160 vehicles
- 513 city-owned street lights
- 5,400 regulatory/street name signs
- 8 traffic signals
- 18 parks
- 129 boulevard strips
- 16 play equipment areas
- 14 ball diamonds
- 12 soccer and football fields
- 1 outdoor swimming pool
- 2 ponds
- 1 nine-hole golf course
- 1 community center
- 1 recreation facility
- 1 indoor soccer field
- Approximately 35,000 City-owned trees



## PUBLIC WORKS

### PERSONNEL SUMMARY

Full-Time Personnel Summary by Department/Program	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Public Works and Parks</b>			
<i>Administration &amp; Engineering</i>			
Director of Public Works and Parks	1.0	1.0	1.0
Assistant Director of Public Works and Parks/City Engineer	1.0	-	-
Senior Public Works Manager	1.0	1.0	1.0
Project Manager II	2.0	2.0	2.0
Project Manager I	2.0	2.0	2.0
Executive Secretary to Department Director	1.0	1.0	1.0
Advanced Clerk Typist	1.0	1.0	1.0
<i>Administration &amp; Engineering Personnel Total</i>	<u>9.0</u>	<u>8.0</u>	<u>8.0</u>
<i>Streets Maintenance</i>			
Streets Superintendent	1.0	1.0	1.0
Crew Leader	2.0	2.0	2.0
Heavy Equipment Operator	3.0	3.0	3.0
Equipment Operator	4.0	4.0	4.0
Laborer/Light Equipment Operator	2.0	2.0	2.0
<i>Streets Maintenance Personnel Total</i>	<u>12.0</u>	<u>12.0</u>	<u>12.0</u>
<i>Facilities Maintenance</i>			
Facilities Maintenance Supervisor	1.0	1.0	1.0
Custodian	6.0	6.0	6.0
General Maintenance Worker	1.0	2.0	2.0
<i>Facilities Maintenance Personnel Total</i>	<u>8.0</u>	<u>9.0</u>	<u>9.0</u>
<i>Fleet Maintenance</i>			
Fleet Manager	1.0	1.0	1.0
Lead Mechanic	1.0	1.0	1.0
Mechanic	4.0	4.0	4.0
<i>Fleet Maintenance Personnel Total</i>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
<i>Solid Waste Management</i>			
Sanitation Superintendent	1.0	1.0	1.0
Crew Leader	1.0	2.0	2.0
Heavy Equipment Operator	9.0	10.0	10.0
Laborer	-	-	1.0
<i>Solid Waste Management Personnel Total</i>	<u>11.0</u>	<u>13.0</u>	<u>14.0</u>
<b>Public Works Department Personnel Total</b>	<u><b>58.0</b></u>	<u><b>60.0</b></u>	<u><b>61.0</b></u>

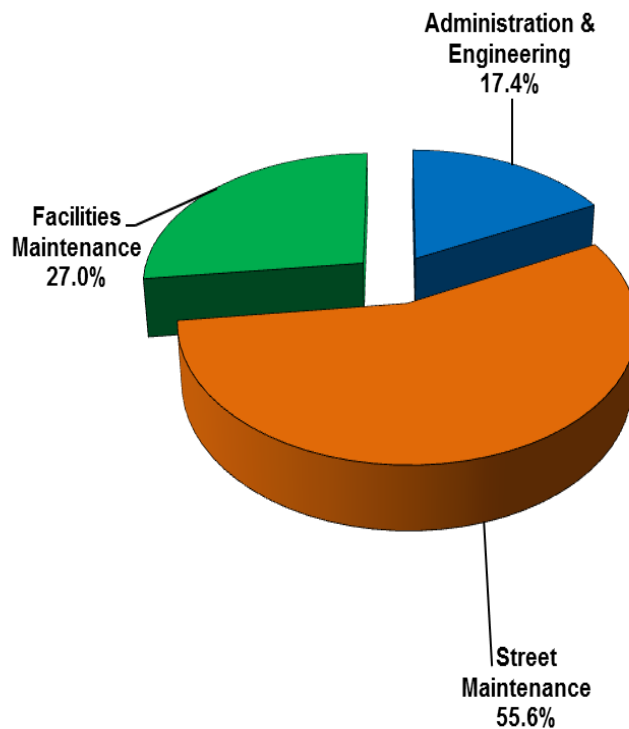


## PUBLIC WORKS

Part-Time Personnel Summary by Department/Program	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Public Works Department</b>			
<i>Administration &amp; Engineering</i>			
Engineering Technician	-	-	
Clerk Typist	0.7	0.7	0.7
<i>Administration &amp; Engineering Personnel Total</i>	0.7	0.7	0.7
<i>Street/ Park and Forestry Maintenance</i>			
Parks Laborer	2.1	2.1	2.1
Streets Laborer	-	-	-
<i>Streets, Parks, and Forestry Maintenance Personnel Total</i>	2.7	2.1	2.1
<i>Golf Maintenance</i>			
Golf Laborer	0.5	0.5	0.5
<i>Golf Course Maintenance Personnel Total</i>	0.5	0.5	0.5
<i>Fleet Maintenance</i>			
Fleet Laborer	0.7	0.7	0.7
<i>Fleet Maintenance Personnel Total</i>	0.7	0.7	0.7
<i>Solid Waste Management</i>			
Custodian	-	0.7	0.7
<i>Solid Waste Management Personnel Total</i>	-	0.7	0.7
<b>Public Works and Parks Department Personnel Total</b>	<b>4.0</b>	<b>4.7</b>	<b>4.7</b>

PROGRAM AS A PERCENTAGE OF DEPARTMENT BUDGET (General Fund)

Program	Personnel	Contractual	Commodities	Capital Outlay	Total
Administration & Engineering	426,000	113,800	7,700	-	547,500
Street Maintenance	443,400	1,224,700	80,700	-	1,748,800
Facilities Maintenance	549,000	277,000	18,400	2,000	846,400
<b>Total</b>	<b>1,418,399</b>	<b>1,615,500</b>	<b>106,800</b>	<b>2,000</b>	<b>3,142,700</b>



## ADMINISTRATION & ENGINEERING

The Administration/Engineering Division of the Public Works and Parks Department is divided into two areas: Administration and Engineering.

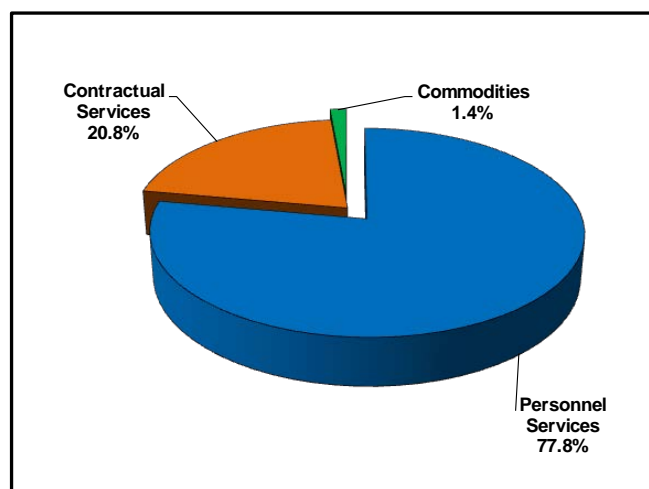
Administration manages functions such as human resources, approval of purchases and procurements, priority of work, annual goal setting, and overall strategic planning. Administration interprets existing city policies and guides the development of new policies to effectively implement the directions of the City Manager and City Council.

Engineering includes management, design, construction, and review of all projects containing public infrastructure and involving City right-of-way. Engineering oversees long-range planning of infrastructure improvements, plan review for development projects, and coordination with utilities and negotiation of easements.

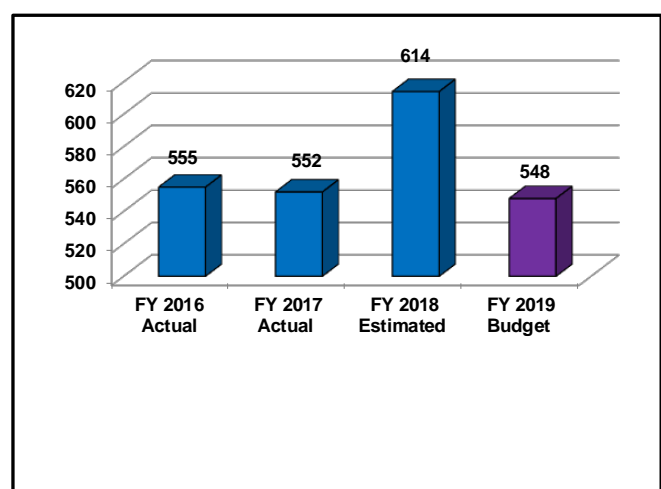
## BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	473,443	480,292	507,000	504,000	513,000	426,000	-15%
Contractual Services	79,236	68,787	92,900	95,900	95,900	113,800	19%
Commodities	2,062	3,267	5,000	5,000	5,000	7,700	54%
<b>Total</b>	<b>554,741</b>	<b>552,346</b>	<b>604,900</b>	<b>604,900</b>	<b>613,900</b>	<b>547,500</b>	<b>-9%</b>

**FY 2019 Budget**



**Total Expenditures**



### GOALS

1. Continue to explore opportunities with adjacent communities or cross-jurisdictional agencies to jointly bid projects for street overlay, striping, streetscape improvements, or grant opportunities.
2. Implement the Request Tracking and Work Orders modules of New World for Public Works work orders and right-of-way permits.
3. Continue the process of developing an Americans with Disabilities Act Transition Plan for the public right-of-way.
4. Continue street sign replacement to meet the new federal Manual on Uniform Traffic Control Devices (MUTCD) standards.
5. Continue to inventory other City owned assets within the right-of-way, including bridges, dumpsters, curb ramps, striping, etc.
6. Complete Kingsland Ave. Bridge Reconstruction construction.
7. Complete Forsyth Blvd. Americans with Disabilities Act Improvements and Resurfacing right of way phase.
8. Coordinate with other emergency first responders and train staff, as required.
9. Coordinate design and construction of the Annual Street, Sidewalk, and Curb Ramps (ADA – compliant) Maintenance Program.
10. Design and construct Fogerty Improvements per the approved Master Plan and subsequent phases of Lewis Park Improvements.
11. Design and construct Janet Majerus Park Improvements per the approved Master Plan.
12. Continue to collect traffic count data on City streets.
13. Complete the design of Bicycle Facilities Project Phase III.
14. Create a master plan for Janet Majerus Park.

### SIGNIFICANT CHANGES SINCE FY 2018 BUDGET

1. Temporary labor – Increases due to increase in use of construction inspector for right-of-way permit tasks.
2. Advertising & Public Notices – Increases due to increase in number of bidding projects and need to meet minority requirements.

### SIGNIFICANT BUDGETARY ISSUES

1. Manual on Uniform Traffic Control Devices (MUTCD) requires upgrade on all city signs.
2. Aging infrastructure requires additional work and upgrading of sidewalk facilities to mandatory compliance with Americans with Disabilities Act.
3. Clean Water Act and Metropolitan St. Louis Sewer District Storm Water Phase II permit compliance costs more money in terms of additional monitoring and regulating duties, and require municipal operations & maintenance upgrades.

## FISCAL YEAR 2018 PERFORMANCE SUMMARY

1. Awarded a Transportation Alternatives Program Grant for upgrades to Ackert Walkway including, lighting and ADA improvements, sidewalk repairs, and installation of signage.
2. Implemented Major Land Disturbance permitting for improvement projects disturbing over 1 acre of land.
3. Continued energy efficient lighting upgrades in City Hall and Centennial Commons.
4. Installed new street light on Linden Avenue and retrofitted others.
5. Installed bus shelters on Olive Boulevard.
6. Completed design of relocation and installation of a new transfer station scale.
7. Developed updated plan for connecting bike networks currently in place and under construction.
8. Completed biennial pavement ratings to update the maintenance and condition ratings for public streets and sidewalks/curbs.
9. Coordinated large utility project planning and construction efforts (MSD, Missouri American Water Co., etc.) in pursuit of the protection of University City citizens and infrastructure.
10. Completed design and began construction of Kingsland Bridge Reconstruction.
11. Completed design of Forsyth Blvd. Americans with Disabilities Act Improvements and Resurfacing Project.
12. Completed inventorying of the City-owned assets within the right-of-way for Americans with Disabilities Act compliance.

## PERFORMANCE MEASUREMENTS

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
Number of Permits Issued	401	370	408	410
Number of development plans reviewed	2,100	2,500	2,250	
Number of MSD and utility work plans reviewed	15	8	5	10
Tons of asphalt repairs/improvements	3,600	6,112	7,000	7,500
Linear feet of concrete curb repairs	4,600	2,900	3,000	3,000
Number of blocks of streets improved PASER	5	11	15	20
Number of ADA Ramps made compliant	40	61	60	80
Number of traffic requests received/processed	37	30	35	30
Number of blocks traffic count data collected	20	8	40	50
Dollar amount of projects completed ( <i>in thousands</i> )	2,960	1,030	1,000	1,200



Department	Public Works and Parks
Program	Administration & Engineering

Fund	General
Account Number	01-40-30

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	310,772	311,477	349,000	346,000	346,000	241,500	-31%	-	-
5340 Salaries - Part-Time & Temp	21,053	28,700	13,000	13,000	22,000	33,000	154%	-	-
5380 Overtime	-	249	1,000	1,000	500	500	-50%	-	-
5420 Workers Compensation	8,131	4,471	8,000	8,000	8,000	7,500	-6%	-	-
5460 Medical Insurance	44,287	37,439	43,300	43,300	43,300	48,700	12%	-	-
5660 Social Security Contributions	19,503	21,916	22,500	22,500	22,500	17,100	-24%	-	-
5740 Pension Contribution Nonunif.	65,200	68,700	65,000	65,000	65,000	73,700	13%	-	-
5860 Unemployment	-	2,240	-	-	-	-	0%	-	-
5900 Medicare	4,497	5,100	5,200	5,200	5,200	4,000	-23%	-	-
<b>Sub-Total Personnel Services</b>	<b>473,443</b>	<b>480,292</b>	<b>507,000</b>	<b>504,000</b>	<b>512,500</b>	<b>426,000</b>	<b>-16%</b>	-	-
<b>Contractual Services</b>									
6010 Professional Services	32,721	31,330	45,000	45,000	45,000	47,000	4%	-	-
6050 Maintenance Contracts	2,546	-	3,200	4,200	4,000	5,100	59%	-	-
6070 Temporary Labor	18,471	4,954	11,000	13,000	25,000	6,000	-45%	-	-
6090 Postage	-	-	500	500	500	500	0%	-	-
6110 Mileage Reimbursement	642	111	500	500	200	500	0%	-	-
6120 Professional Development	2,324	3,446	3,000	3,000	3,000	7,200	140%	-	-
6130 Advertising & Public Notices	5,887	3,982	5,000	5,000	5,600	8,500	70%	-	-
6140 Photo - Blueprinting Services	330	-	300	300	300	1,000	233%	-	-
6150 Printing Services	212	217	500	500	400	1,000	100%	-	-
6170 Insurance - Liability	4,000	3,490	4,500	4,500	7,500	4,500	0%	-	-
6270 Telephone & Pagers	2,435	3,024	4,000	4,000	4,700	5,700	43%	-	-
6400 Office Equipment Maintenance	2,805	270	2,500	2,500	1,500	3,600	44%	-	-
6610 Staff Training	1,907	2,260	4,200	4,200	2,500	4,000	-5%	-	-
6650 Membership & Certification	1,724	2,286	1,500	1,500	2,000	5,200	247%	-	-
6700 Misc. Operating Services	2,366	13,417	7,200	7,200	7,200	14,000	94%	-	-
<b>Sub-Total Contractual Services</b>	<b>79,236</b>	<b>69,653</b>	<b>92,900</b>	<b>95,900</b>	<b>109,400</b>	<b>113,800</b>	<b>22%</b>	-	-
<b>Commodities</b>									
7001 Office Supplies	2,062	2,199	2,000	2,000	2,000	2,500	25%	-	-
7050 Publications	-	277	500	500	500	900	80%	-	-
7090 Office & Computer Equip.	-	291	2,500	2,500	1,000	2,200	-12%	-	-
7770 Uniforms & Safety Gear	-	-	-	-	-	1,800	100%	-	-
7850 Awards & Gifts	-	-	-	-	-	300	100%	-	-
<b>Sub-Total Commodities</b>	<b>2,062</b>	<b>2,767</b>	<b>5,000</b>	<b>5,000</b>	<b>3,500</b>	<b>7,700</b>	<b>54%</b>	-	-
<b>Total</b>	<b>554,741</b>	<b>552,712</b>	<b>604,900</b>	<b>604,900</b>	<b>625,400</b>	<b>547,500</b>	<b>-9%</b>	-	-



## STREETS MAINTENANCE

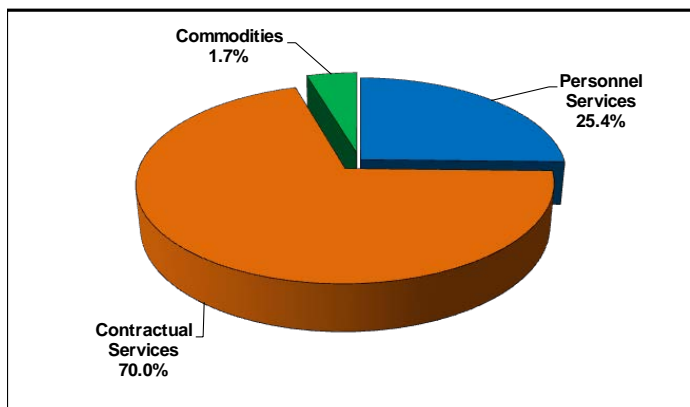
The Street Maintenance Division focuses on public infrastructure, including streets, sidewalks and alleys throughout the City

Streets' major emphasis is on street maintenance and the preservation of streets, sidewalks, and bridges throughout the City. Street Personnel is also responsible for spring and fall curbside Leaf Collection, residential street sweeping and snow removal.

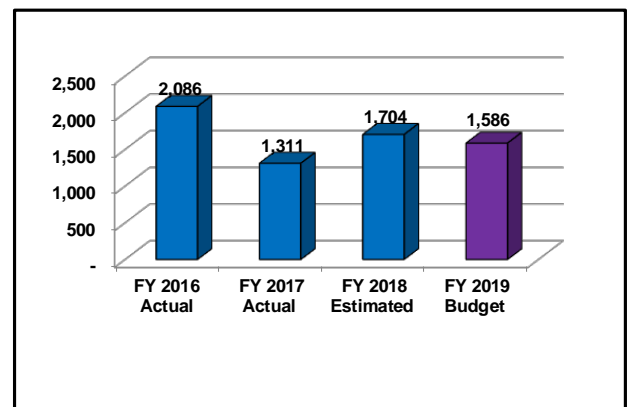
## BUDGET EXPENDITURES

Street Maintenance	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	415,925	322,984	489,900	489,900	489,900	443,400	-9%
Contractual Services	829,447	1,137,408	1,049,000	1,049,000	1,049,000	1,224,700	17%
Commodities	65,152	49,605	47,400	47,400	47,400	80,700	70%
<b>Total</b>	<b>1,310,524</b>	<b>1,509,998</b>	<b>1,586,300</b>	<b>1,586,300</b>	<b>1,586,300</b>	<b>1,748,800</b>	<b>10%</b>

FY 2019 Budget



Total Expenditures



### **GOALS**

1. Continue to increase crack sealing, pothole patching, asphalt base repairs, and other maintenance operations to extend the life expectancy of the City's streets.
2. Continue the process of inventory and assessment of the City's current street signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
3. Increase the number of sidewalk grindings in an effort to lessen total sidewalk slab replacements and trip hazards.
4. Increase the number of pavement markings done by establishing the total number of pedestrian bike symbols, disabled parking symbols, stop bars and crosswalk and parking spots in City parking areas and lots.
5. Continue to increase scheduled bridge maintenance.
6. Increase the use of milling City streets to increase the number of base repairs completed.
7. Continue to increase the frequency of cleaning and maintenance of sewer inlets and drains.
8. Continue to conduct snow removal operations.
9. Increase the amount of training for staff.
10. Continue to respond to customer concerns.
11. Continue residential sweeping.
12. Continue to help with cleaning alleys during rainy days.

### **SIGNIFICANT CHANGES SINCE FY 2018**

1. Temporary Labor – Increases 27% (\$12,000) due to adding temporary manpower to get additional work completed.
2. Telephone & Pagers – Increases 100% (\$1,399) due to addition of computer tablets for supervisor and crew leaders.
3. Staff Training – Increases 110% (\$1,100) due to goal of having additional training for all staff.
4. Laundry Services – Increases 110% (\$3,000) due to budget change.
5. Asphalt Products – Increases 200% (\$2,900) due to goal of getting more asphalt patching completed.
6. Hardware and Hand Tools – Increases 15% (\$2,200) due to requirement to purchase additional safety control devices.

### **SIGNIFICANT BUDGETARY ISSUES**

1. The Manual on Uniform Traffic Control Devices MUTCD is a national standard, mandatory by law, for all traffic control devices installed on any street, highway, or bicycle trail, whether public or private. The Department must implement a method to maintain sign retro reflectivity and pavement markings at or above minimum levels. This will impact the commodities budget of the Public Works and Parks Department and may also have an impact on staff time to perform other duties.
2. The increasing amount of sidewalk slabs being affected by tree roots deteriorating the condition of the pedestrian access route and Americans with Disabilities Act – compliance level. Maintenance of an acceptable level of compliance requires an increased effort by the Street Division at adequate staff levels.
3. Upgrade facilities to meet Metropolitan Sewer District MS4 requirements.
4. Upgrade the sign shop to meet standards to house and perform sign making.

### **FISCAL YEAR 2018 PERFORMANCE SUMMARY**

1. Continued to increase the amount of in-house crack sealing, pothole patching, and other maintenance operations to extend the life expectancy of the City's streets.
2. Continue the inventory and assessment of the City's current street signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

**PERFORMANCE MEASUREMENTS**

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
Number of training courses	10	10	12	5
Number of streets to pour cracks	6	5	20	100
Number of pedestrian crosswalks striped	30	30	35	30
Cubic yards of leaves collected	23,000	24,000	24,000	24,000
Number of snow/ice removal emergency	6	8	8	8
Number of times residential streets are swept	3	3	3	3
number of signs erected	400	373	400	1,150
Tons of salt spread	400	400	500	1,200
Tons of asphalt placed	100	150	200	1,000
Number of sidewalk grindings	100	250	350	100



Department	Public Works and Parks
Program	Street Maintenance

Fund	General
Account Number	01-40-32

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2019 Projected	FY 2020 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	197,850	190,769	264,000	264,000	215,000	247,400	-6%	-	-
5220 Injury Leave	14,382	4,296	-	-	-	-	-	-	-
5340 Salaries - Part-Time & Temp	11,907	-	32,000	32,000	32,000	20,000	-38%	-	-
5380 Overtime	8,165	1,539	8,000	8,000	8,000	10,000	25%	-	-
5420 Workers Compensation	27,688	13,240	25,000	25,000	25,000	15,000	-40%	-	-
5460 Medical Insurance	65,166	38,982	70,000	70,000	70,000	64,800	-7%	-	-
5660 Social Security Contributions	13,801	11,374	17,600	17,600	17,600	17,200	-2%	-	-
5740 Pension Contribution Nonunif.	65,000	60,100	69,000	69,000	69,000	65,000	-6%	-	-
5900 Medicare	3,162	2,683	4,300	4,300	4,300	4,000	-7%	-	-
<b>Sub-Total Personnel Services</b>	<b>415,925</b>	<b>322,983</b>	<b>489,900</b>	<b>489,900</b>	<b>440,900</b>	<b>443,400</b>	<b>-9%</b>	-	-
<b>Contractual Services</b>									
6010 Professional Services	-	-	-	-	-	3,000	100%	-	-
6050 Maintenance Contracts	2,417	226,212	140,000	140,000	140,000	195,000	39%	-	-
6070 Temporary Labor	55,572	69,845	52,000	52,000	45,000	45,000	-13%	-	-
6120 Professional Development	-	477	500	500	500	1,000	100%	-	-
6170 Insurance - Liability	5,700	4,963	4,500	4,500	5,000	5,000	11%	-	-
6250 Natural Gas	1,794	1,875	3,000	3,000	3,000	3,000	0%	-	-
6260 Electricity	638,073	631,424	620,000	620,000	620,000	620,000	0%	-	-
6270 Telephone & Pagers	1,676	1,582	2,000	2,000	2,000	2,400	20%	-	-
6290 Sewer	965	1,320	1,500	1,500	1,500	1,500	0%	-	-
6380 Equipment Maintenance	11,188	4,703	3,000	3,000	8,500	6,000	100%	-	-
6410 Traffic and Signal Maintenance	2,328	12,993	5,000	5,000	5,000	8,000	60%	-	-
6530 Fleet Service & Replacement	103,099	176,387	207,000	207,000	207,000	319,600	54%	-	-
6540 Equipment Rental	207	626	1,000	1,000	1,000	1,000	0%	-	-
6570 Miscellaneous Rental	1,986	10	2,000	2,000	2,000	2,000	0%	-	-
6610 Staff Training	-	747	2,000	2,000	2,000	5,000	150%	-	-
6650 Membership & Certification	-	20	500	500	500	500	0%	-	-
6660 Laundry Services	4,142	3,940	4,500	4,500	4,500	6,000	33%	-	-
6710 Waste Dumping Fees	300	265	500	500	500	700	40%	-	-
<b>Sub-Total Contractual Service:</b>	<b>829,447</b>	<b>1,137,389</b>	<b>1,049,000</b>	<b>1,049,000</b>	<b>1,048,000</b>	<b>1,224,700</b>	<b>17%</b>	-	-
<b>Commodities</b>									
7001 Office Supplies	186	339	500	500	500	700	40%	-	-
7090 Office & Computer Equip.	-	-	400	400	400	400	0%	-	-
7130 Agriculture Supplies	-	18	1,000	1,000	1,000	1,000	0%	-	-
7210 Chemicals	46,414	38,109	35,000	35,000	35,000	45,000	29%	-	-
7330 Foods	271	252	300	300	300	300	0%	-	-
7370 Institutional Supplies	520	249	500	500	500	500	0%	-	-
7530 Medical Supplies	344	392	200	200	200	200	0%	-	-
7570 Hardware & Hand Tools	5,471	6,978	5,000	5,000	5,000	6,500	30%	-	-
7730 Metal Supplies	17	103	2,000	2,000	2,000	2,000	0%	-	-
7770 Wearing Apparel	2,446	3,126	2,500	2,500	2,500	3,300	32%	-	-
7810 Sign Supplies	9,483	-	-	-	-	20,800	100%	-	-
<b>Sub-Total Commodities</b>	<b>65,152</b>	<b>49,566</b>	<b>47,400</b>	<b>47,400</b>	<b>47,400</b>	<b>80,700</b>	<b>70%</b>	-	-
<b>Total</b>	<b>1,310,524</b>	<b>1,509,938</b>	<b>1,586,300</b>	<b>1,586,300</b>	<b>1,536,300</b>	<b>1,748,800</b>	<b>10%</b>	-	-

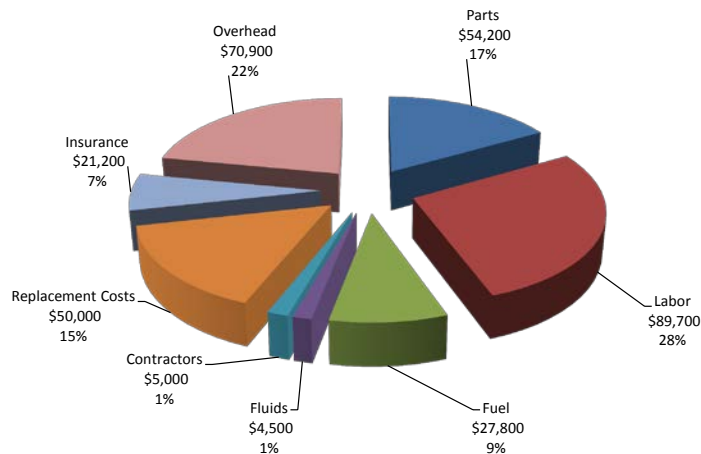


Department	Public Works and Parks
Program	Street Maintenance

Fund	General
Account Number	01-40-32

<sup>1</sup>Fleet Maintenance provides City departments with vehicles, equipment, fuel, and maintenance services. The costs for these services are allocated to the departments based on their actual usage of services such as vehicle repair parts, labor for repairs, fuel, contractor expense (if a vehicle must be sent to an outside repair shop), and vehicle replacement costs. Other expenses, such as insurance and overhead, are allocated to the departments based on the % of the department's actual expense compared to all other departments' actual expense. The Street Department's allocation for these services for the 2019 budget is \$319,600. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.

### 2019 Budget - Fleet Expense



The Street Department currently has 24 vehicles in service. The table shown below lists the category of the vehicle, the year of the vehicle, and the number of vehicles currently in service for that year:

Category	
Chevy Bucket Truck: 2001 (1)	12
Chevy Silverado: 2006 (1)	10
Chevy Silverado Crew Cab: 2006 (1)	8
1 Ton Dump Truck: 2013 (1)	10
Dump Truck: 2012 (1)	10
Dump Truck: 2005 (3)	10
Dump Truck: 2003 (1)	10
Dump Truck: 2000 (1)	10
Elgin Sweeper: 1998 (1)	6
Elgin Sweeper: 2002 (1)	6
Elgin Sweeper: 2003 (2)	6
Elgin Sweeper: 2005 (1)	6
Pro Patch Truck w/Patcher: 1997 (1)	10
Leaf Vacuum: 2006 (1) 2011 (2)	10
Schwarze Street Sweeper: 2014 (1)	7
Chevy Silverado: 2015 (4)	5

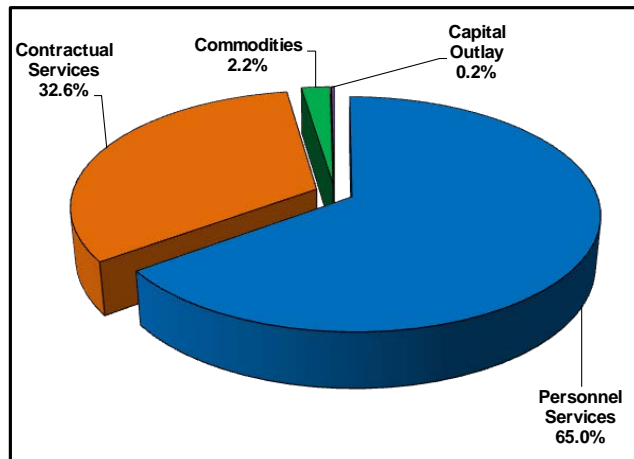
## FACILITIES MAINTENANCE

The Facilities Maintenance Division ensures the proper maintenance, operation and custodial services for City-owned buildings and facilities. This division identifies, investigates, and responds to complaints concerning the building. It also is responsible for coordinating and setting up meeting space in various City-owned buildings and facilities.

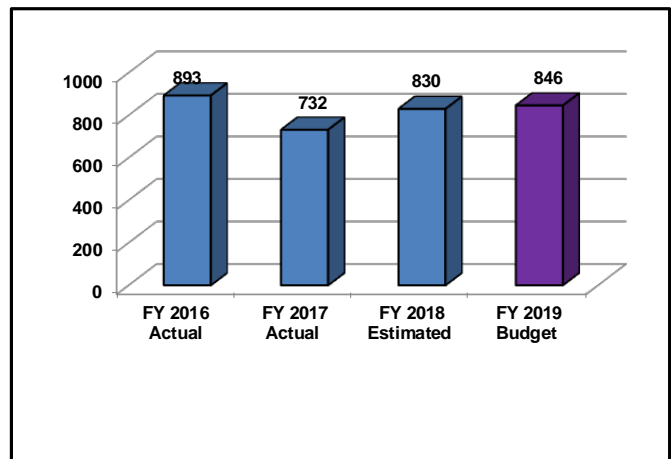
### BUDGET EXPENDITURES

Services and Facilities Maintenance	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	450,501	447,025	494,200	494,200	494,200	549,000	11%
Contractual Services	406,942	263,307	307,200	307,200	307,200	277,000	-10%
Commodities	26,469	18,496	24,500	24,500	24,500	18,400	-25%
Capital Outlay	9,348	3,137	20,000	20,000	4,000	2,000	-90%
<b>Total</b>	<b>893,260</b>	<b>731,965</b>	<b>845,900</b>	<b>845,900</b>	<b>829,900</b>	<b>846,400</b>	<b>0%</b>

FY 2019 Budget



Total Expenditures ('000)



### **GOALS**

1. To continue to administer standards and codes in a balanced, consistent, efficient, professional and timely manner.
2. To continue to educate the public and contractors about codes through regular attendance t Focus Group meetings, individual project meetings and enhanced publications.
3. To continue to increase the number of professional certifications held by property maintenance and construction inspectors.
4. To continue to implement the short and long term facility projects identified in the EMG Facility report. To initiate major improvements to Heman Park poolhouse.
5. To adopt the 2016 building and property maintenance codes.
6. To continue to review national and international codes and recommend new processes for ensuring compliance.
7. To continue to cross-train staff on plans review.
8. To continue regular, proactive exterior inspections, particularly along Olive Boulevard.
9. To continue to maintain the problem properties list; focus enforcement as needed.
10. To continue to implement technology initiatives to provide better access to project information and permits.

### **2019 BUDGET DETAILS**

Budget details for the 2019 Facilities Division program accounts include one additional full-time facilities maintenance staff member to assist with day-to-day and long-term facility needs. Currently, one staff member is responsible for maintaining all City-owned facilities. Professional services funds are sought for small, non-capital repair projects requiring a contractor such as plumbing; maintenance contract funds for HVAC systems and elevator maintenance; and building improvement funds for painting.

### **FISCAL YEAR 2018 PERFORMANCE SUMMARY**

- Staff performed over 25,000 construction and properly maintenance inspections and reinspections.
- Staff made adjustments to housing court procedures to ensure compliance with Senate Bill 5.
- Staff enhanced the problem properties inspection and monitoring system.
- Staff continued to conduct exterior inspections, perform animal control duties, tow derelict vehicles from private property, and administer the building and property maintenance codes, including permitting and inspections. Environmental inspections (i.e. excessive vegetation, tall grass, litter, etc.) were also conducted.
- Staff assumed zoning inspection functions.
- Staff continued to increase the number of professional certifications in the building and property maintenance industries. These certifications assist in the City's Insurance Services Office (ISO) rating.
- Staff responded to routine and long-term repair work at City facilities.
- Staff improved the bid solicitation process and documentation for small facility needs.
- Staff coordinated major repairs to Centennial Commons.

**PERFORMANCE MEASUREMENTS**

	FY2016 Actual	FY2017 Actual	FY2018 Projected
<b>Inspections</b>			
Property Maintenance Inspections/Re-inspections	12,909	13,000	13,000
Commercial inspections	150	150	150
Inspection of building exteriors	1,200	1,20	1,000
Construction inspections	12,900	13,000	13,000
<b>Building and Occupancy Permits<sup>2</sup></b>			
Building/Plumbing/Mechanical Permits	3,825	3,850	4,000
Electrical permits issued	1,210	1,250	1,500
Residential occupancy permits/amendments	4,225	4,225	4,225
Commercial occupancy permits issued	110	110	130
Vacant building registrations	115	115	120
Environmental inspections	9,080	9,000	9,000
Facilities Maintenance Calls (minor, custodial, heating, air conditioning, plumbing and electrical)	4,500	4,500	4,500





Department	Public Works
Program	Facilities Maintenance

Fund	General
Account Number	01-40-36

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2019 Projected	FY 2020 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	299,308	283,401	332,000	332,000	332,000	360,000	8%	-	-
5340 Salaries - Part-time & Temp	21,682	29,163	24,000	24,000	24,000	25,000	4%	-	-
5420 Workers Compensation	11,860	12,616	10,000	10,000	10,000	13,000	30%	-	-
5460 Medical Insurance	56,122	53,961	56,000	56,000	56,000	64,000	14%	-	-
5660 Social Security Contributions	18,746	18,322	22,000	22,000	22,000	24,200	10%	-	-
5740 Pension Contribution Nonunif.	34,800	41,200	41,000	41,000	41,000	53,100	30%	-	-
5900 Medicare	4,328	4,269	5,200	5,200	5,200	5,700	10%	-	-
<b>Sub-Total Personnel Services</b>	<b>450,501</b>	<b>447,025</b>	<b>494,200</b>	<b>494,200</b>	<b>494,200</b>	<b>549,000</b>	<b>11%</b>	<b>-</b>	<b>-</b>
<b>Contractual Services</b>									
6010 Professional Services	110,205	27,072	25,000	25,000	25,000	30,000	20%	-	-
6050 Maintenance Contracts	47,943	17,383	45,000	45,000	45,000	20,000	-56%	-	-
6070 Temporary Labor	1,160	-	1,000	1,000	1,000	-	-100%	-	-
6170 Insurance - Liability	4,200	3,557	4,500	4,500	4,500	4,500	0%	-	-
6250 Natural Gas	17,593	14,711	18,000	18,000	18,000	15,000	-17%	-	-
6270 Telephone & Pagers	1,161	702	1,200	1,200	1,200	1,000	-17%	-	-
6280 Water	18,338	19,551	18,500	18,500	18,500	20,000	8%	-	-
6290 Sewer	16,851	19,904	20,000	20,000	20,000	20,000	0%	-	-
6360 Building Maintenance	14,943	9,752	15,000	15,000	15,000	10,000	-33%	-	-
6640 Exterminations	700	1,052	1,000	1,000	1,000	1,000	0%	-	-
6650 Membership & Certification	-	18	-	-	-	-	0%	-	-
6660 Laundry Services	3,834	1,630	2,500	2,500	2,500	2,000	-20%	-	-
<b>Sub-Total Contractual Services</b>	<b>406,942</b>	<b>263,307</b>	<b>307,200</b>	<b>307,200</b>	<b>307,200</b>	<b>277,000</b>	<b>-10%</b>	<b>-</b>	<b>-</b>
<b>Commodities</b>									
7001 Office Supplies	97	33	400	400	400	200	-50%	-	-
7370 Institutional Supplies	14,950	12,147	15,000	15,000	15,000	11,000	-27%	-	-
7530 Medical Supplies	210	-	200	200	200	200	0%	-	-
7610 Fuel, Oil, & Lubricants	312	501	700	700	700	500	-29%	-	-
<b>Sub-Total Commodities</b>	<b>26,469</b>	<b>18,496</b>	<b>24,500</b>	<b>24,500</b>	<b>24,500</b>	<b>18,400</b>	<b>-25%</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>									
8001 Building Improvements	3,760	3,137	10,000	10,000	2,000	2,000	-80%	-	-
8100 Misc. Improvements	5,588	-	10,000	10,000	2,000	-	-100%	-	-
<b>Sub-Total Capital Outlay</b>	<b>9,348</b>	<b>3,137</b>	<b>20,000</b>	<b>20,000</b>	<b>4,000</b>	<b>2,000</b>	<b>-90%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>893,260</b>	<b>731,965</b>	<b>845,900</b>	<b>845,900</b>	<b>829,900</b>	<b>846,400</b>	<b>0%</b>	<b>-</b>	<b>-</b>

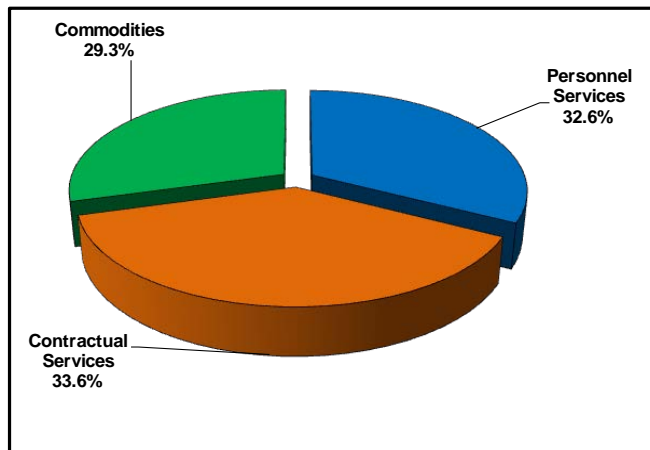
## FLEET MAINTENANCE

The objective of the Fleet Maintenance Division is to provide vehicles, equipment, fuel, and maintenance for City operational needs. Fleet Maintenance charges all operating departments a rental fee that recovers all cost of operations on a revolving fund basis.

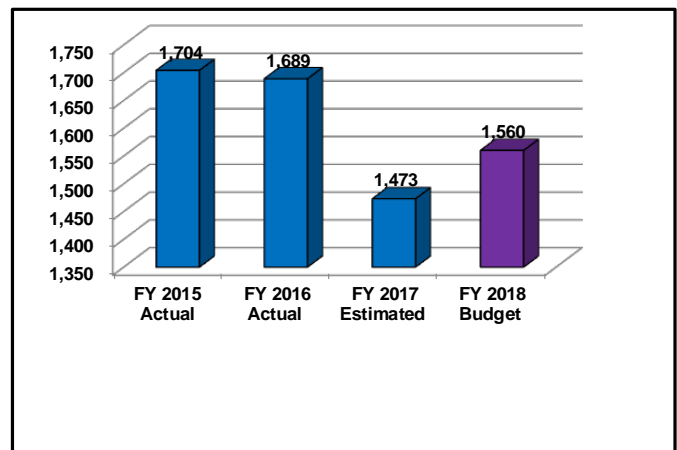
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	501,580	499,214	517,200	517,200	517,200	508,400	-2%
Contractual Services	697,322	660,763	494,500	494,500	494,500	594,100	20%
Commodities	505,097	486,939	461,600	461,600	461,600	457,400	-1%
<b>Total</b>	<b>1,703,999</b>	<b>1,646,915</b>	<b>1,473,300</b>	<b>1,473,300</b>	<b>1,473,300</b>	<b>1,559,900</b>	<b>6%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



### GOALS

1. Improve interoperability of vehicles and equipment to reduce overall fleet size.

**SIGNIFICANT CHANGES SINCE FY 2018**

1. 6380 Equipment Maintenance – Decreases due to elimination of several service contracts and performance of maintenance in-house.
2. 6460 Vehicle Maintenance – Increases 69% (\$45,000) due to under budgeted in the past.

**SIGNIFICANT BUDGETARY ISSUES**

1. Review the composition of the fleet and recommend changes to meet current workloads and increase operational efficiency. This includes capital purchasing and short-term rentals for specialty equipment.

**FISCAL YEAR 2018 PERFORMANCE SUMMARY**

1. Maintained, repaired and disposed of vehicles in a manner that brought the highest possible return on investment.
2. Obtained competitive prices for all garage operations.
3. Continued to offer more professional development opportunities for fleet mechanics.
4. Pro-actively reduced equipment downtime by analyzing repair and road call information and regular inspections to identify trouble prone components.
5. Standardize units as replaced to increase operator and technician familiarization and reduce on hand parts inventory.
6. Increased Preventive Maintenance procedures continue to reduce road service calls.

**PERFORMANCE MEASUREMENTS**

	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<b>Actual</b>	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
Vehicles/Equipment	165	171	160	160
Units Services	2,371	2,189	2,200	2,200
Preventative maintenance	319	296	310	310
Tire replacement	163	148	150	150
Service Calls	52	37	35	35



Department	Public Works and Parks
Program	Fleet Services

Fund	Internal Service Fund
Account Number	02-40-62

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	342,156	343,017	349,000	349,000	349,000	350,100	0%	-	-
5340 Salaries - Part-Time & Temp	3,613	-	5,000	5,000	5,000	-	-100%	-	-
5380 Overtime	2,904	3,276	3,000	3,000	3,000	3,000	0%	-	-
5420 Workers Compensation	11,232	11,178	12,000	12,000	12,000	12,000	0%	-	-
5460 Medical Insurance	74,063	73,065	78,300	78,300	78,300	77,100	-2%	-	-
5660 Social Security Contributions	19,768	19,430	22,600	22,600	22,600	22,800	1%	-	-
5740 Pension Contribution Nonunif.	43,300	44,700	42,000	42,000	42,000	38,000	-10%	-	-
5900 Medicare	4,544	4,548	5,300	5,300	5,300	5,400	2%	-	-
<b>Sub-Total Personnel Services</b>	<b>501,580</b>	<b>499,214</b>	<b>517,200</b>	<b>517,200</b>	<b>517,200</b>	<b>508,400</b>	<b>-2%</b>	-	-
<b>Contractual Services</b>									
6001 Auditing & Accounting	2,500	2,500	2,500	2,500	2,500	2,500	0%	-	-
6130 Advertising & Public Notices	-	-	500	500	500	500	0%	-	-
6160 Insurance - Property & Auto	85,200	81,299	85,000	85,000	85,000	90,000	6%	-	-
6170 Insurance - Liability	4,000	4,166	4,500	4,500	4,500	4,500	0%	-	-
6210 Insurance - Flood	12,033	6,314	6,000	6,000	6,000	8,000	33%	-	-
6250 Natural Gas	11,432	1,871	14,000	14,000	14,000	10,000	-29%	-	-
6260 Electricity	10,280	10,771	12,000	12,000	12,000	12,000	0%	-	-
6270 Telephone & Pagers	560	702	600	600	600	700	17%	-	-
6280 Water	2,072	6,123	2,500	2,500	2,500	2,500	0%	-	-
6290 Sewer	957	2,989	1,400	1,400	1,400	3,500	150%	-	-
6360 Building Maintenance	13,726	7,962	10,000	10,000	10,000	10,000	0%	-	-
6380 Equipment Maintenance	4,288	4,937	5,000	5,000	5,000	5,000	0%	-	-
6400 Office Equipment Maintenance	360	-	600	600	600	400	-33%	-	-
6430 Misc. Repairs & Maintenance	4,402	960	4,000	4,000	4,000	2,000	-50%	-	-
6460 Vehicle Maintenance	67,142	129,126	20,000	20,000	20,000	80,000	300%	-	-
6490 Depreciation - Rental Equipment	464,891	389,131	313,600	313,600	313,600	340,000	8%	-	-
6500 Depreciation - Transfer Station	4,673	4,673	4,700	4,700	4,700	4,500	-4%	-	-
6560 Technology Services	-	-	-	-	-	10,000	100%	-	-
6610 Staff Training	996	-	1,000	1,000	1,000	1,000	0%	-	-
6660 Laundry Services	4,842	4,715	4,100	4,100	4,100	4,500	10%	-	-
6700 Misc. Operating Services	2,479	2,025	2,000	2,000	2,000	2,000	0%	-	-
<b>Sub-Total Contractual Services</b>	<b>697,322</b>	<b>660,763</b>	<b>494,500</b>	<b>494,500</b>	<b>494,500</b>	<b>594,100</b>	<b>20%</b>	-	-
<b>Commodities</b>									
7001 Office Supplies	62	42	100	100	100	100	0%	-	-
7210 Chemicals	8,130	9,032	6,000	6,000	6,000	6,000	0%	-	-
7370 Institutional Supplies	506	2,139	500	500	500	1,000	100%	-	-
7530 Medical Supplies	303	104	-	-	-	300	100%	-	-
7570 Hardware & Hand Tools	7,557	6,561	7,800	7,800	7,800	9,000	15%	-	-
7610 Fuel, Oil, and Lubricants	264,092	254,680	225,300	225,300	225,300	230,000	2%	-	-
7770 Wearing Apparel	1,118	841	1,000	1,000	1,000	1,000	0%	-	-
7930 Vehicle Parts	223,325	213,202	220,900	220,900	220,900	210,000	-5%	-	-
<b>Sub-Total Commodities</b>	<b>505,097</b>	<b>486,922</b>	<b>461,600</b>	<b>461,600</b>	<b>461,600</b>	<b>457,400</b>	<b>-1%</b>	-	-
<b>Total</b>	<b>1,703,999</b>	<b>1,646,899</b>	<b>1,473,300</b>	<b>1,473,300</b>	<b>1,473,300</b>	<b>1,559,900</b>	<b>6%</b>	-	-

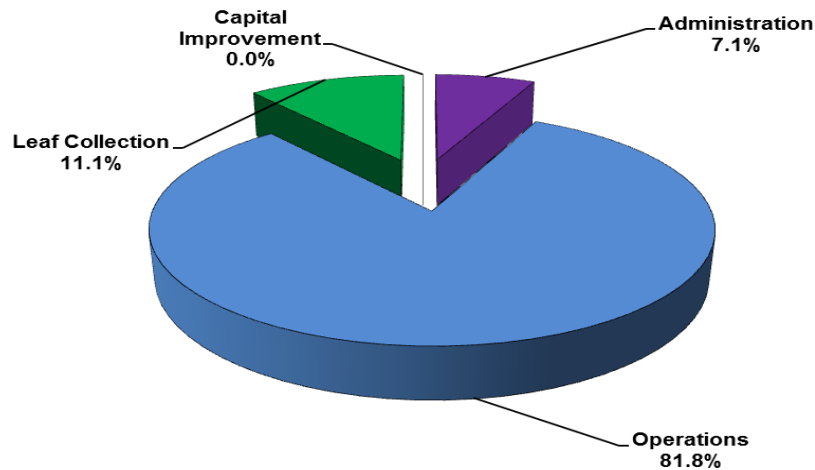
## SOLID WASTE FUND

The City provides residential solid waste, recycling collection and disposal services to residents and non-residential properties. The Division collects, recycles, and disposes of trash, recyclables, and yard waste from approximately 11,000 residential and commercial accounts, including city facilities each week. Bulk items such as furniture and appliances are collected twice annually. Other services include:

- Operation and maintenance of the transfer station and recycling drop-off center;
- Transportation of solid waste to the landfill or recycling vendors;
- Maintenance and repair of solid waste equipment, including trash/recycling collection containers (carts), dumpsters and roll-offs;
- Coordination of special trash collection programs for neighborhood events, block parties, and special trash collection requests by delivering and removing trash/recycling containers;
- Provision of special back door trash collection for 80 residential accounts with qualifying medical conditions;
- Coordination with the Finance Department and removal and replacement of trash and recycling containers for shut-off accounts as a part of the Delinquent Trash Program;
- Tracking and reporting of trash volume and recycling materials to regulating agencies;
- Preparation of invoice and revenue reports for transfer station and special trash/recycling programs;
- City wide leaf collection twice per year;
- City wide residential street sweeping three times per year.
- City wide Special street sweeping nine times per year.
- City wide alley sweeping twice per year.
- City wide Christmas tree pick-up.

## BUDGET EXPENDITURES

Program	Personnel	Contractual	Commodities	Capital Outlay	Total
Administration	172,200	60,200	2,000	-	234,400
Operations	975,700	1,481,400	232,900	19,000	2,709,000
Leaf Collection	175,600	190,500	1,000	-	367,100
Capital Improvement	-	-	-	-	-
<b>Total</b>	<b>1,323,500</b>	<b>1,732,100</b>	<b>235,900</b>	<b>19,000</b>	<b>3,310,500</b>



### **GOALS**

1. Efficiently operate and maintain the Transfer Station and Recycling Drop-off Center. Keep the areas clean of litter, debris and foul odors. Ensure that the City passes the monthly St. Louis County Department of Health Facility Inspections.
2. Track and report solid waste volume including trash, recycling, yard waste and bulk household items, as required by St. Louis County Department of Health.
3. Explore opportunities to work with adjacent communities and organizations to provide public education about community solid waste programs/services and resources to properly dispose and recycle hard to manage materials.
4. Increase recycling rates to offset the high cost of landfilling waste.

### **FISCAL YEAR 2018 PERFORMANCE SUMMARY**

1. Use grant funds to develop a commercial Recycling Program by purchasing new commercial recycling and trash dumpsters and developing a commercial recycling program and education program.
2. Completed a repair to the transfer station ramp, roof and wall, as well as the grinder pump.
3. Completed improvements to the outdoor Recycling Drop-off Center.
4. Increase recycling throughout the City – residential, institutional, and commercial.

Solid Waste Administration

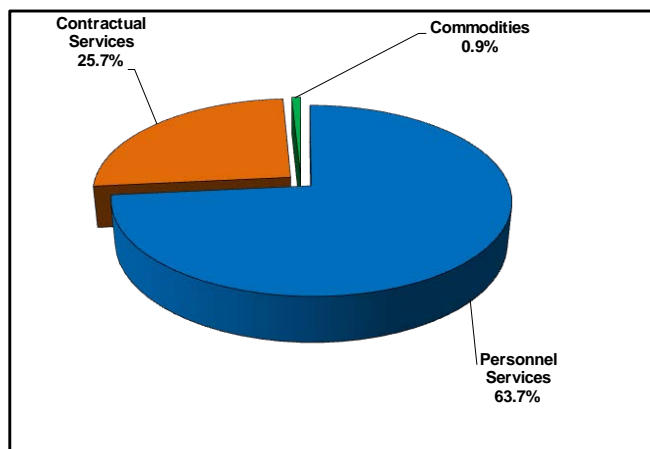
SIGNIFICANT CHANGES SINCE FY 2018

1. Collection Fees – Increases 150% (\$3,000) due to increases in demand on collecting past due bill.
2. Postage – Increases 19% (\$44,000) due to increases in contacting residents about past due bills.

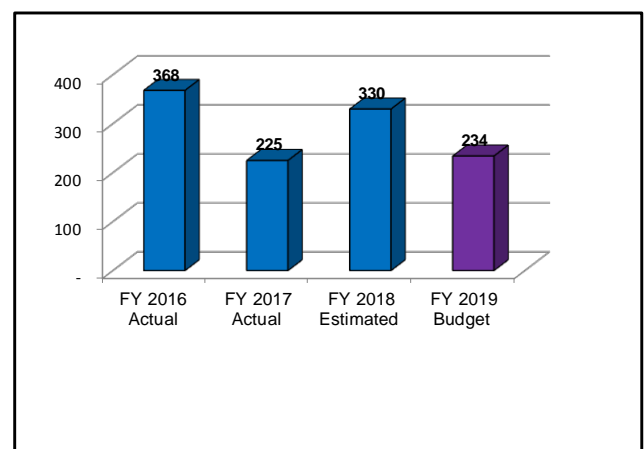
BUDGET EXPENDITURES

Administration	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	266,322	166,642	210,200	210,200	210,200	172,200	-18%
Contractual Services	101,761	58,833	107,800	107,800	107,800	60,200	-44%
Commodities	-	-	12,000	12,000	12,000	2,000	-83%
<b>Total</b>	<b>368,083</b>	<b>225,474</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>234,400</b>	<b>-29%</b>

FY 2019 Budget



Total Expenditures ('000)





Department	Public Works - Solid Waste
Program	Solid Waste Administration

Fund	Solid Waste Mgmt.
Account Number	08-40-64

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	235,345	132,482	180,000	180,000	180,000	135,100	-25%	-	-
5340 Salaries - Part-Time & Temp	-	266	-	-	-	-	0%	-	-
5380 Overtime	402	277	-	-	-	-	0%	-	-
5420 Workers Compensation	225	1,046	500	500	500	1,000	100%	-	-
5460 Medical Insurance	10,751	22,125	11,000	11,000	11,000	20,000	82%	-	-
5660 Social Security Contributions	14,271	6,036	11,100	11,100	11,100	8,900	-20%	-	-
5740 Pension Contribution Nonunif.	2,011	3,000	5,000	5,000	5,000	5,000	0%	-	-
5900 Medicare	3,317	1,410	2,600	2,600	2,600	2,200	-15%	-	-
<b>Sub-Total Personnel Services</b>	<b>266,322</b>	<b>166,642</b>	<b>210,200</b>	<b>210,200</b>	<b>210,200</b>	<b>172,200</b>	<b>-18%</b>	-	-
<b>Contractual Services</b>									
6001 Auditing & Accounting	2,500	2,500	2,500	2,500	2,500	2,500	0%	-	-
6005 Collection Fees	10,716	6,818	10,000	10,000	10,000	10,000	0%	-	-
6010 Professional Services	15,344	-	5,000	5,000	5,000	-	-100%	-	-
6050 Maintenance Contracts	-	-	2,000	2,000	2,000	-	-100%	-	-
6090 Postage	13,124	11,092	25,000	25,000	25,000	15,400	-38%	-	-
6150 Printing Services	1,755	-	5,000	5,000	5,000	5,000	0%	-	-
6160 Insurance - Property & Auto	34,147	-	35,000	35,000	35,000	-	-100%	-	-
6170 Insurance - Liability	5,000	11,593	5,000	5,000	5,000	12,000	140%	-	-
6270 Telephone & Pagers	-	91	500	500	500	500	0%	-	-
6650 Memberships & Certifications	600	895	800	800	800	600	-25%	-	-
6730 Lien Recording Fees	2,129	904	3,000	3,000	3,000	1,200	-60%	-	-
6770 Bank & Credit Card Fees	16,446	24,939	14,000	14,000	14,000	13,000	-7%	-	-
<b>Sub-Total Contractual Services</b>	<b>101,761</b>	<b>58,833</b>	<b>107,800</b>	<b>107,800</b>	<b>107,800</b>	<b>60,200</b>	<b>-44%</b>	-	-
<b>Commodities</b>									
7001 Office Supplies	-	-	10,000	10,000	10,000	1,000	-90%	-	-
7090 Office & Computer Equip.	-	-	2,000	2,000	2,000	1,000	-50%	-	-
<b>Sub-Total Commodities</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>2,000</b>	<b>-83%</b>	-	-
<b>Total</b>	<b>368,083</b>	<b>225,474</b>	<b>330,000</b>	<b>330,000</b>	<b>330,000</b>	<b>234,400</b>	<b>-29%</b>	<b>-100%</b>	<b>-100%</b>



## Solid Waste Operations

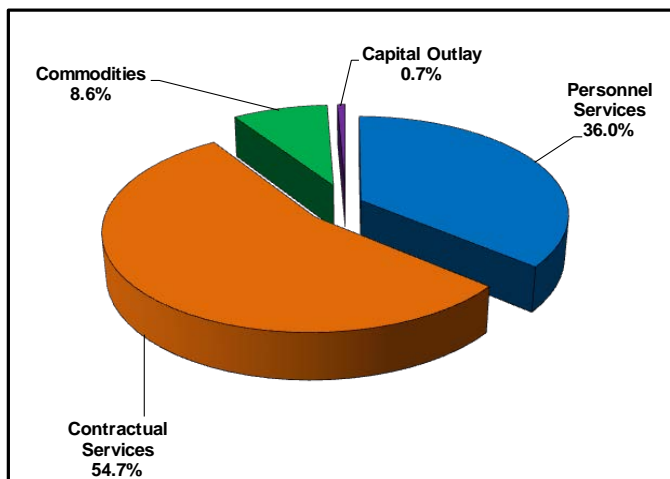
### SIGNIFICANT CHANGES SINCE FY 2018

1. Temporary Labor – Increases 8% (\$5,000) due to decrease in part time labor.
2. Telephone & Pagers – Increase 230% (\$2,200) due to increase in phone allowance and use of tablets in the field.
3. Equipment Maintenance – Increase 100% (\$10,000) due to increase in cost to repair dumpsters.
4. Laundry Services – Increase 81% (\$2,700) due to budget correction.
5. Misc. Operating Services – Increases 160% (\$3,800) due to increase in cost to store materials at outside location.
6. Building Improvements – Increases 7% (\$1,000) due to improvements needed in transfer station.

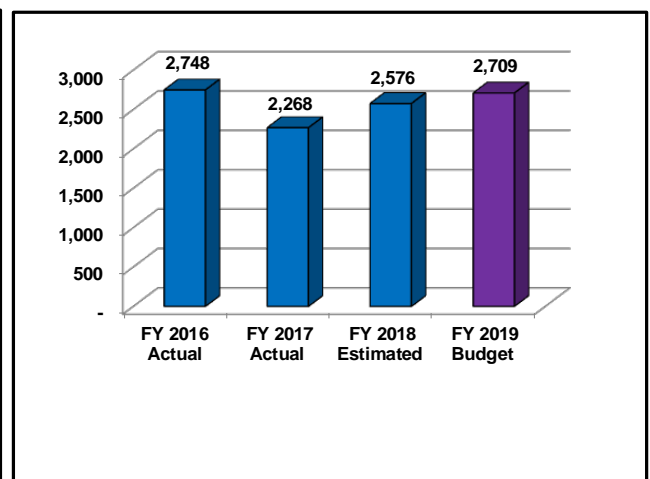
### BUDGET EXPENDITURES

Operations	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Service	860,483	939,644	1,056,400	926,400	926,400	975,700	5%
Contractual Servi	1,509,806	1,389,908	1,409,100	1,484,100	1,484,100	1,481,400	0%
Commodities	269,611	54,200	125,400	125,400	125,400	232,900	86%
Capital Outlay	108,353	(115,912)	40,000	40,000	40,000	19,000	-53%
<b>Total</b>	<b>2,748,253</b>	<b>2,267,840</b>	<b>2,630,900</b>	<b>2,575,900</b>	<b>2,575,900</b>	<b>2,709,000</b>	<b>5%</b>

FY 2019 Budget



Total Expenditures ('000)





Department	Public Works - Solid Waste
Program	Solid Waste Operation

Fund	Solid Waste Mgnt.
Account Number	08-40-66

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	568,063	606,437	660,000	585,000	585,000	595,000	-10%	-	-
5340 Salaries - Part-Time & Temp	-	-	92,000	37,000	37,000	60,000	-35%	-	-
5380 Overtime	35,126	38,884	40,000	40,000	40,000	40,000	0%	-	-
5420 Workers Compensation	44,701	55,112	45,000	45,000	45,000	45,000	0%	-	-
5460 Medical Insurance	84,053	95,136	85,000	85,000	85,000	102,000	20%	-	-
5660 Social Security Contributions	35,089	37,501	44,100	44,100	44,100	39,400	-11%	-	-
5740 Pension Contribution Nonunif.	80,300	86,300	80,000	80,000	80,000	85,000	6%	-	-
5900 Medicare	8,096	8,734	10,300	10,300	10,300	9,300	-10%	-	-
<b>Sub-Total Personnel Services</b>	<b>860,483</b>	<b>939,644</b>	<b>1,056,400</b>	<b>926,400</b>	<b>926,400</b>	<b>975,700</b>	<b>-8%</b>	-	-
<b>Contractual Services</b>									
6010 Professional Services	2,385	967	3,000	3,000	3,000	5,000	67%	-	-
6050 Maintenance Contracts	225,742	15,500	160,000	160,000	160,000	145,000	-9%	-	-
6070 Temporary Labor	154,574	182,976	30,000	105,000	105,000	90,000	200%	-	-
6090 Postage	4,258	6,479	18,000	18,000	18,000	10,000	-44%	-	-
6120 Professional Development	257	922	1,000	1,000	1,000	2,500	150%	-	-
6130 Advertising & Public Notices	1,301	-	1,000	1,000	1,000	500	-50%	-	-
6150 Printing Services	6,134	10,284	20,000	20,000	20,000	10,200	-49%	-	-
6160 Insurance - Property & Auto	-	15,500	25,000	25,000	25,000	48,000	92%	-	-
6170 Insurance - Liability	4,200	8,026	5,000	5,000	5,000	10,000	100%	-	-
6260 Electricity	3,566	4,280	3,500	3,500	3,500	4,500	29%	-	-
6270 Telephone & Pagers	2,615	2,245	4,000	4,000	4,000	4,100	2%	-	-
6360 Building Maintenance	309	5,264	10,000	10,000	10,000	10,000	0%	-	-
6380 Equipment Maintenance	13,809	7,855	15,000	15,000	15,000	10,000	-33%	-	-
6400 Office Equipment Maintenance	360	-	1,000	1,000	1,000	500	-50%	-	-
6490 Depreciation - Rental Equipment	272,129	295,454	270,000	270,000	270,000	250,000	-7%	-	-
6530 Fleet Service & Replacement <sup>1</sup>	311,405	302,340	389,500	389,500	389,500	411,200	6%	-	-
6610 Staff Training	-	-	1,500	1,500	1,500	1,500	0%	-	-
6650 Membership & Certification	1,137	577	1,800	1,800	1,800	1,500	-17%	-	-
6660 Laundry Services	8,235	6,939	7,000	7,000	7,000	10,000	43%	-	-
6700 Misc. Operating Services	3,045	6,384	7,800	7,800	7,800	9,100	17%	-	-
6710 Waste Dumping Fees	494,345	511,601	435,000	435,000	435,000	441,000	1%	-	-
<b>Sub-Total Contractual Services</b>	<b>1,509,806</b>	<b>1,389,908</b>	<b>1,409,100</b>	<b>1,484,100</b>	<b>1,484,100</b>	<b>1,481,400</b>	<b>5%</b>	-	-
<b>Commodities</b>									
7001 Office Supplies	2,410	336	2,000	2,000	2,000	1,500	-25%	-	-
7210 Chemicals	1,796	-	3,500	3,500	3,500	2,000	-43%	-	-
7250 Solid Waste Supplies	255,245	45,416	100,000	100,000	100,000	210,000	110%	-	-
7370 Institutional Supplies	850	3,107	1,500	1,500	1,500	2,500	67%	-	-
7490 Building Materials	-	42	3,500	3,500	3,500	3,500	0%	-	-
7530 Medical Supplies	298	321	900	900	900	900	0%	-	-
7570 Hardware & Hand Tools	5,606	552	6,500	6,500	6,500	5,500	-15%	-	-
7770 Wearing Apparel	3,406	3,627	5,000	5,000	5,000	5,000	0%	-	-
<b>Sub-Total Commodities</b>	<b>269,611</b>	<b>54,200</b>	<b>125,400</b>	<b>125,400</b>	<b>125,400</b>	<b>232,900</b>	<b>86%</b>	-	-
<b>Capital Outlay</b>									
8001 Building Improvements	2,155	-	10,000	10,000	10,000	1,000	-90%	-	-
8100 Misc. Improvement	(9,714)	-	30,000	30,000	30,000	18,000	-40%	-	-
<b>Sub-Total Capital Outlay</b>	<b>108,353</b>	<b>(115,912)</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>19,000</b>	<b>-53%</b>	-	-
<b>Total</b>	<b>2,748,253</b>	<b>2,267,840</b>	<b>2,630,900</b>	<b>2,575,900</b>	<b>2,575,900</b>	<b>2,709,000</b>	<b>3%</b>	<b>-100%</b>	<b>-100%</b>

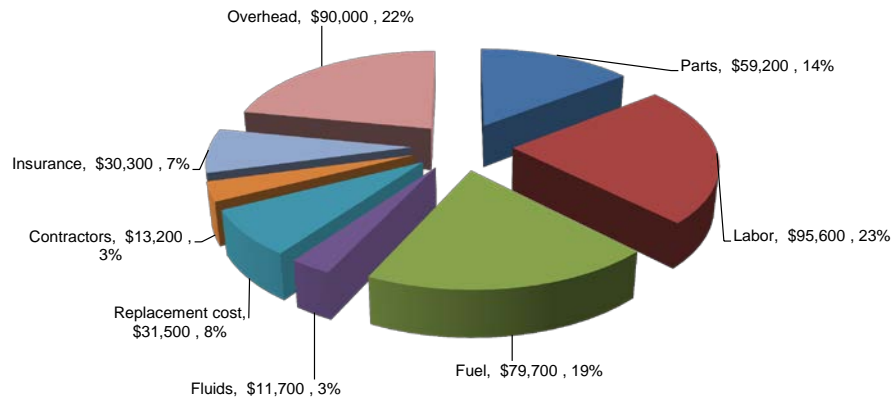


Department	Public Works - Solid Waste
Program	Solid Waste Operation

Fund	Solid Waste Mgmt.
Account Number	08-40-66

<sup>1</sup>Fleet Maintenance provides City departments with vehicles, equipment, fuel, and maintenance services. The costs for these services are allocated out of the departments based on their actual usage of services such as vehicle repair parts, labor for repairs, fuel, contractor expense (if a vehicle must be sent an outside repair shop), and vehicle replacement costs. Other expenses, such as insurance and overhead, are allocated to the departments based on the % of the department's actual expense compared to all other departments' actual expense. The Solid Waste Operation allocation for these services for the 2019 budget comes to \$411,200. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.

### 2018 Budget - Fleet Expense



The Solid Waste Operation currently has 26 vehicles in service. The table shown below lists the category of the vehicle, the year of the vehicle, and the number of vehicles currently in service for that year:

Category	
Chevy Pickup: 2004 (1)	10
Chevy Pickup: 2005 (1)	10
Chevy 1 Ton Dump Truck: 2013 (1)	10
Refuse Side Load: 2002 (1)	8
Refuse Side Load: 2003 (1)	8
Refuse Side Load: 2004 (3)	8
Refuse Side Load: 2005 (1)	8
Refuse Side Load: 2007 (2)	8
Refuse Side Load: 2010 (1)	8
Refuse Side Load: 2012 (2)	8
Refuse Side Load: 2014 (1)	8
Refuse Side Load: 2015 (1)	8
Refuse Truck/Trailer: 1996 (2)	10
Refuse Truck/Trailer: 2005 (2)	10
Truck: 2001 (1)	15
Truck: 2003 (1)	10
Truck: 2006 (1)	15
Chevy Silverado: 2013 (2)	5
Chevy Silverado: 2015 (1)	5

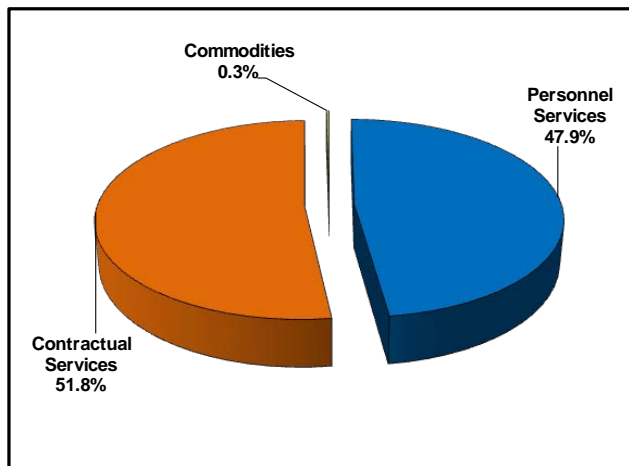
**Leaf Collection**

1. Temporary Labor – Increases due to more usage of temporary laborers for leaf collection and savings on the contracted work.
2. Maintenance Contracts – Decreases due to less usage on leaf collection contractor expenditures in place of increased temporary labor cost.

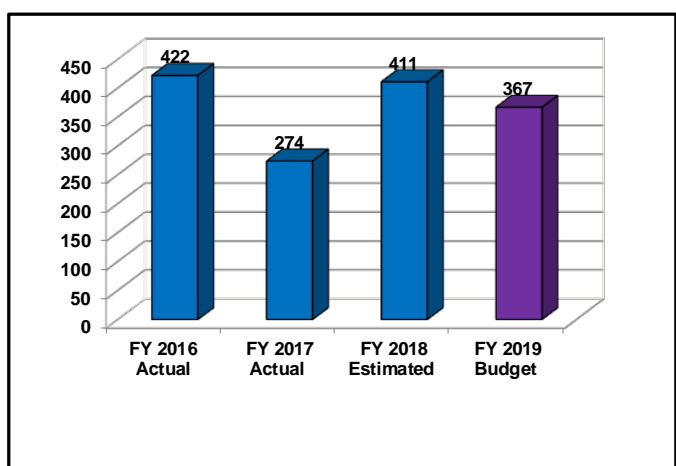
**BUDGET EXPENDITURES**

<b>Leaf Collection</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2018 Amended</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>	<b>% over FY 2018</b>
Personnel Services	157,765	118,870	169,700	169,700	169,700	175,600	3%
Contractual Services	263,041	155,173	240,500	240,500	240,500	190,500	-21%
Commodities	1,025	225	1,000	1,000	1,000	1,000	0%
<b>Total</b>	<b>421,831</b>	<b>274,268</b>	<b>411,200</b>	<b>411,200</b>	<b>411,200</b>	<b>367,100</b>	<b>-11%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



**SIGNIFICANT BUDGETARY ISSUES**

1. Contracted services cost for leaf and yard waste composting and transport to free personnel for street work.

**FISCAL YEAR 2018 PERFORMANCE SUMMARY**

Waste Tonnage:

11,203	Tons of solid waste
191	Tons of cardboard recycled
2,084	Tons of residential single stream (mixed) materials recycled
14,290	Cubic yards of yard waste recycled (3,143 tons)
7	Tons of textiles recycled (clothing, shoes, bedding, curtains, etc.)
19,603	Cubic yards of leaves collected and recycled (5,750 tons)
3	Tons of scrap tires recycled (City vehicles)
13	Tons of consumer electronics recycled (Spring and Fall Collection event)
191	Tons of cardboard collected at the U City Recycling Drop-Off Center
0%	Annual average recycling rate (includes yard waste not including bulk leaves)
10,938	Total tons of recycled materials (includes yard waste, not including bulk leaves)
48	Tons of old trash and recycle carts

Solid Waste Revenue:

\$59,944	Total yard waste sticker sales
\$30,981	Mulch and compost sales
\$13,783	Total special bulk and trash collection program
\$15,993	Total recycling revenue (includes single stream, metals, textiles)
\$42,310	Total transfer station disposal fees collected

Special Projects:

1. Received \$36,000 waste diversion grant from St. Louis County Department of Health to increase commercial recycling along Olive Boulevard.
2. Using a \$50,000 waste diversion grant, purchased 95 gallon recycling carts and will increase recycling educational material distribution.
3. Received \$20,000 grant to hold an electronics recycling event with free CRT TV Recycling.

**PERFORMANCE MEASUREMENTS**

	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Projected</b>
No. of new single recycling carts	605	583	700
No. of new trash carts delivered	730	667	800
No. of trash carts repaired/replaced	580	542	650
No. of recycling carts repaired/replaced	140	133	200
No. of alley dumpsters repaired/recycled	75	79	95
No. of special bulk item collection requests	325	242	290
No. of special roll-off trash container rentals	115	83	100
No. of special trash dumpster rentals	375	417	500
No. of special roll-off trash container rentals	105	125	150
No. of trash and recycling car returned/replaced to restored accounts	525	542	650



Department	Public Works - Solid Waste
Program	Solid Waste Leaf Collection

Fund	Solid Waste Mgmt.
Account Number	08-40-68

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries	139,716	83,549	142,800	142,800	142,800	142,000	-1%	-	-
5220 Injury Leave	865	1,967	-	-	-	-	0%	-	-
5230 Injury Leave - Taxable	570	-	-	-	-	-	0%	-	-
5340 Salaries - Part-time & Temp	572	2,623	-	-	-	-	0%	-	-
5380 Overtime	390	1,666	10,000	10,000	10,000	10,000	0%	-	-
5420 Workers Compensation	1,169	5,015	2,000	2,000	2,000	6,000	200%	-	-
5460 Medical Insurance	3,933	17,887	4,000	4,000	4,000	6,000	50%	-	-
5660 Social Security Contributions	8,563	4,995	8,800	8,800	8,800	9,400	7%	-	-
5900 Medicare	1,987	1,169	2,100	2,100	2,100	2,200	5%	-	-
<b>Sub-Total Personnel Services</b>	<b>157,765</b>	<b>125,270</b>	<b>169,700</b>	<b>169,700</b>	<b>169,700</b>	<b>175,600</b>	<b>3%</b>	-	-
<b>Contractual Services</b>									
6050 Maintenance Contracts	224,115	119,650	200,000	200,000	200,000	150,000	-25%	-	-
6070 Temporary Labor	38,790	35,287	40,000	40,000	40,000	40,000	0%	-	-
6260 Electricity	136	138	500	500	500	500	0%	-	-
6270 Telephone & Pagers	-	98	-	-	-	-	0%	-	-
<b>Sub-Total Contractual Services</b>	<b>263,041</b>	<b>155,173</b>	<b>240,500</b>	<b>240,500</b>	<b>240,500</b>	<b>190,500</b>	<b>-21%</b>	-	-
<b>Commodities</b>									
7570 Hardware & Hand Tools	1,025	225	1,000	1,000	1,000	1,000	0%	-	-
<b>Sub-Total Commodities</b>	<b>1,025</b>	<b>225</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0%</b>	-	-
<b>Total</b>	<b>421,831</b>	<b>280,668</b>	<b>411,200</b>	<b>411,200</b>	<b>411,200</b>	<b>367,100</b>	<b>-11%</b>	<b>-100%</b>	<b>-100%</b>

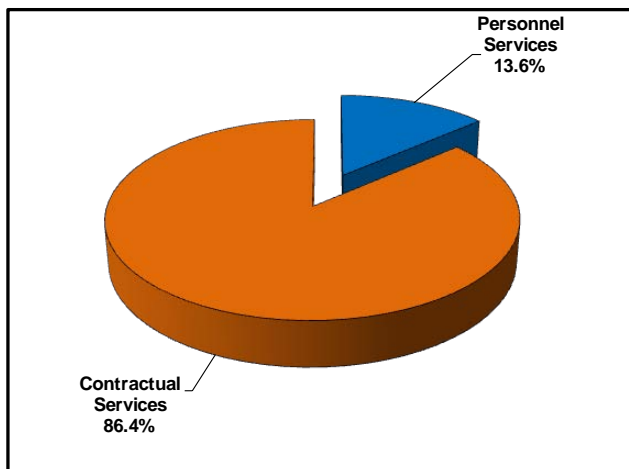
**SEWER LATERAL REPAIR FUND**

This program involves assessing, preparing specifications, soliciting bidders and overseeing the repair of sewer laterals from residential units of 6 units or less. The program reviews information obtained from homeowners and licensed plumbers to determine any defects and ensures the repairs are competitively bid and the sewer lateral repaired and the right-of-way restored to City specifications.

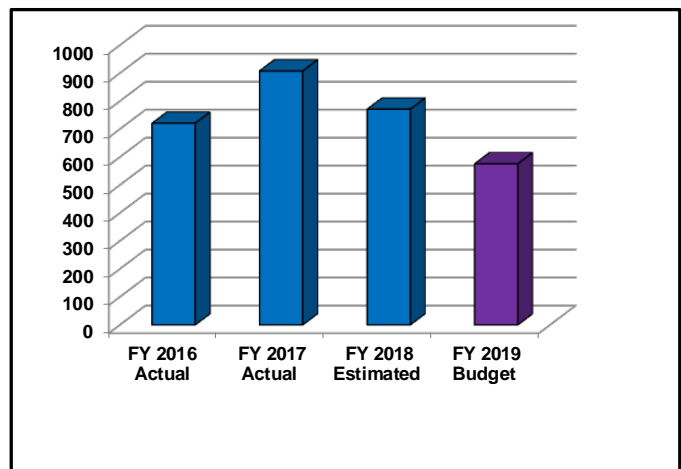
**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	<b>FY 2019 Budget</b>	% over FY 2018
Personnel Services	37,075	49,009	71,800	71,800	71,800	78,800	10%
Contractual Services	684,229	816,371	498,700	698,700	698,700	497,200	-29%
<b>Total</b>	<b>721,304</b>	<b>865,381</b>	<b>570,500</b>	<b>770,500</b>	<b>770,500</b>	<b>576,000</b>	<b>-25%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



**GOALS**

1. Provide quicker turnaround time on repairs.
2. Repair more sinkholes associated with lateral defects.
3. Replace clay traps for any lateral repair within 6' of trap.
4. Institute a policy of pipe-lining all laterals under street pavement as the first choice as opposed to excavating.
5. Issue RFP's in batches of 3-5 addresses and award to the contractor that provides the lowest aggregated cost.

**SIGNIFICANT CHANGES SINCE FY 2018**

1. Sewer Lateral Expenses – Increases due to the trend in expenditures for repairs.

**SIGNIFICANT BUDGETARY ISSUES**

1. Due to aging infrastructure, the number of repairs continues to increase as well as the length of the average repair.

**FISCAL YEAR 2018 PERFORMANCE SUMMARY**

1. Program continues to use perma-liner with minimal excavation on certain sewer lateral defects.
2. Program mailed 15 notification letters to residents with defective laterals.
3. Program received in excess of 220 new applications.
4. Program approved in excess of 210 new applications.
5. Program denied five (5) applications due either tree roots, defect was under the house, or property had more than six (6) units.
6. Program issued change orders for additional work from repairs where additional damage was discovered.
7. MSD notified the City of 15 positive lateral defects.





Department	Public Works and Parks
Program	Sewer Lateral Repair Program

Fund	Sewer Lateral Fund
Account Number	05-40-82

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	29,455	36,227	57,200	57,200	57,200	69,200	21%	-	-
5420 Workers Compensation	1,191	1,351	1,200	1,200	1,200	1,400	17%	-	-
5460 Medical Insurance	4,247	4,806	5,500	5,500	5,500	3,000	-45%	-	-
5660 Social Security Contributions	1,718	2,133	3,600	3,600	3,600	4,200	17%	-	-
5740 Pension Contribution Nonunif.	-	4,000	3,500	3,500	3,500	-	-100%	-	-
5900 Medicare	396	492	800	800	800	1,000	25%	-	-
<b>Sub-Total Personnel Services</b>	<b>37,075</b>	<b>49,009</b>	<b>71,800</b>	<b>71,800</b>	<b>71,800</b>	<b>78,800</b>	<b>10%</b>	-	-
<b>Contractual Services</b>									
6170 Insurance - Liability	4,000	3,963	4,000	4,000	4,000	4,500	13%	-	-
6270 Telephone & Pagers	253	298	500	500	500	500	0%	-	-
6450 Sewer Lateral Expenses	679,975	812,110	494,200	694,200	694,200	492,200	0%	-	-
<b>Sub-Total Contractual Services</b>	<b>684,229</b>	<b>816,371</b>	<b>498,700</b>	<b>698,700</b>	<b>698,700</b>	<b>497,200</b>	<b>0%</b>	-	-
<b>Total</b>	<b>721,304</b>	<b>865,381</b>	<b>570,500</b>	<b>770,500</b>	<b>770,500</b>	<b>576,000</b>	<b>1%</b>	-	-

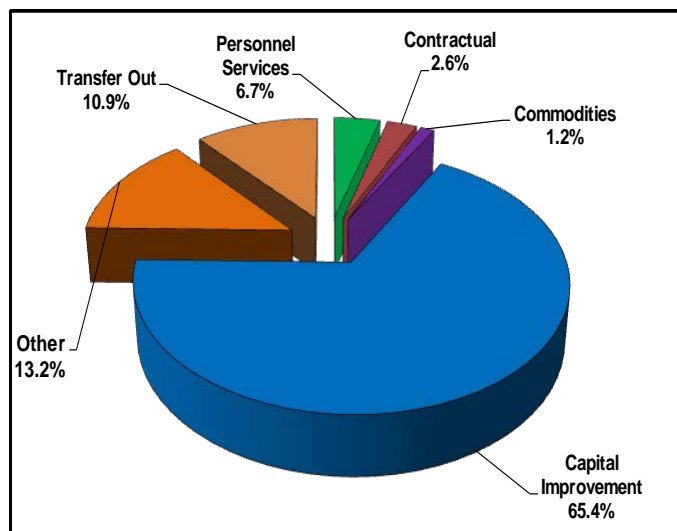
## CAPITAL IMPROVEMENT SALES TAX FUND

Capital Improvement Sales Tax Fund is used to account for a revenue resource from the one-half cents Capital Improvement sales tax passed by voters in April 1996. This revenue is used to pay for an approximately of 65% of principal and interest payments on Certificates of Participation Series 2012 (COPs 2012) as well as the City's capital projects for annual infrastructure maintenance.

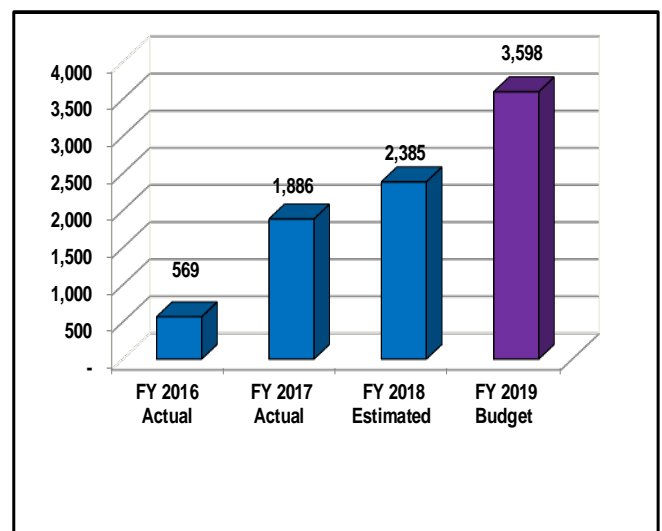
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	107,829	94,124	149,500	149,500	149,500	145,900	-2%
Contractual Services	224,735	93,108	72,200	72,200	72,200	101,000	40%
Commodities	48,980	41,941	51,000	51,000	51,000	45,000	-12%
Capital Improvement	340,209	1,083,618	1,604,000	1,604,000	1,604,000	2,418,000	51%
Other	569,016	573,590	508,500	508,500	508,500	487,900	-4%
Transfer Out	-	-	-	-	-	400,000	100%
<b>Total</b>	<b>1,290,769</b>	<b>1,886,381</b>	<b>2,385,200</b>	<b>2,385,200</b>	<b>2,385,200</b>	<b>3,597,800</b>	<b>51%</b>

FY 2019 Budget



Total Expenditures ('000)





Department	Public Works
Program	Capital Improvement

Fund	
Account Number	12-40-90

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	73,239	66,612	110,200	110,200	110,200	116,000	5%
5220 Injury Leave	4,537	2,818	-	-	-	-	0%
5230 Injury Leave - Taxable	1,619	-	-	-	-	-	0%
5380 Overtime	1,382	1,084	5,000	5,000	5,000	1,000	-80%
5420 Workers Compensation	5,680	5,238	6,500	6,500	6,500	5,000	-23%
5460 Medical Insurance	13,305	13,616	15,800	15,800	15,800	15,000	-5%
5660 Social Security Contributions	3,955	3,853	6,800	6,800	6,800	7,200	6%
5740 Pension Contribution Nonunif.	3,200	-	3,600	3,600	3,600	-	-100%
5900 Medicare	912	904	1,600	1,600	1,600	1,700	6%
<b>Sub-Total Personnel Services</b>	<b>107,829</b>	<b>94,125</b>	<b>149,500</b>	<b>149,500</b>	<b>149,500</b>	<b>145,900</b>	<b>-2%</b>
<b>Contractual Services</b>							
6001 Auditing & Accounting	-	650					
6010 Professional Services	1,673	2,725	2,000	2,000	2,000	20,000	900%
6270 Telephone & Pagers	164	120	200	200	200	200	0%
6530 Fleet Service & Replacement	222,898	89,613	70,000	70,000	70,000	80,800	15%
<b>Sub-Total Contractual Services</b>	<b>224,735</b>	<b>92,458</b>	<b>72,200</b>	<b>72,200</b>	<b>72,200</b>	<b>101,000</b>	<b>40%</b>
<b>Commodities</b>							
7170 Asphalt Products	23,413	19,382	25,000	25,000	25,000	20,000	-20%
7290 Concrete & Clay Products	7,898	2,252	8,000	8,000	8,000	10,000	25%
7810 Sign Supplies	17,669	20,306	18,000	18,000	18,000	15,000	-17%
<b>Sub-Total Commodities</b>	<b>48,980</b>	<b>41,940</b>	<b>51,000</b>	<b>51,000</b>	<b>51,000</b>	<b>45,000</b>	<b>-12%</b>
<b>Capital Outlay</b>							
8001 Building Improvements	-	350	-	-	-	700,000	100%
8030 Traffic Signal	-	(722)	-	-	-	-	0%
8040 Bridge Construction	23,085	6,868	-	-	-	-	0%
8060 Curbs and Sidewalks	126,329	438,557	300,000	300,000	300,000	450,000	50%
8080 Street Construction	110,855	637,476	700,000	700,000	700,000	978,000	40%
8100 Misc. Improvement	52,275	-	574,000	574,000	574,000	290,000	-49%
8110 Bicycle Facilities Improvement	28,037	717	30,000	30,000	30,000	-	-100%
<b>Sub-Total Capital Outlay</b>	<b>340,581</b>	<b>1,083,618</b>	<b>1,604,000</b>	<b>1,604,000</b>	<b>1,604,000</b>	<b>2,418,000</b>	<b>51%</b>
<b>Other</b>							
9100 Debt Service - Expense	-	1,750	500	500	500	-	-100%
9150 Debt Service - Principal	-	538,000	480,300	480,300	480,300	466,700	-3%
9200 Debt Service - Interest	-	33,840	27,700	27,700	27,700	21,200	-23%
<b>Sub-Total Other</b>	<b>-</b>	<b>573,590</b>	<b>508,500</b>	<b>508,500</b>	<b>508,500</b>	<b>487,900</b>	<b>-4%</b>
<b>Transfer Out</b>							
To GF - Police Vehicles	-	-	-	-	-	285,000	100%
To GF - Fire Truck	-	-	-	-	-	115,000	100%
<b>Sub-Total Transfer Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>100%</b>
<b>Total</b>	<b>381,544</b>	<b>1,885,731</b>	<b>2,385,200</b>	<b>2,385,200</b>	<b>2,385,200</b>	<b>3,597,800</b>	<b>51%</b>

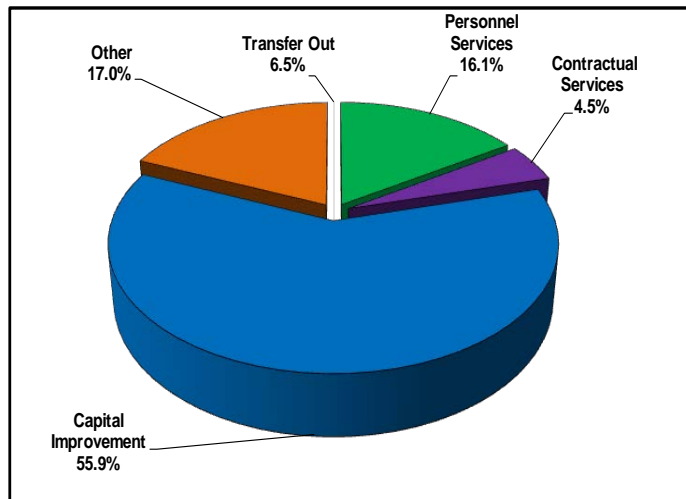
## PARK AND STORM WATER SALES TAX FUND

Parks Sales Tax Fund is used to account for a revenue resource from the one-half cent parks sales tax passed by voters in November 2001. All parks and recreation activity is tracked in this fund. The remaining of principal and interest payments on Certificates of Participation Series 2012, approximately 35% is made from revenue generated within this fund.

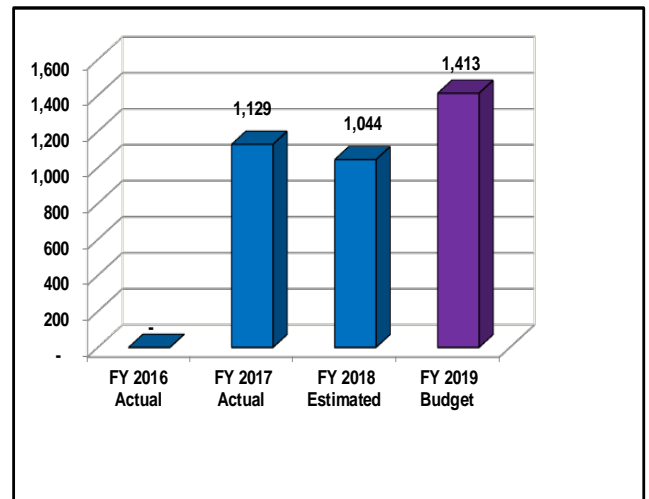
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	302,668	268,906	218,500	218,500	218,500	223,600	2%
Contractual Services	226,335	100,598	67,200	67,200	67,200	69,300	3%
Capital Improvement	787,261	449,154	485,000	485,000	485,000	857,800	77%
Other	305,954	310,046	273,600	273,600	273,600	262,700	-4%
Transfer Out	-	-	-	-	-	-	0%
	<b>1,622,218</b>	<b>1,128,704</b>	<b>1,044,300</b>	<b>1,044,300</b>	<b>1,044,300</b>	<b>1,413,400</b>	<b>35%</b>

FY 2019 Budget



Total Expenditures ('000)





Department	Public Works and Parks
Program	Parks Sales Tax

Fund	
Account Number	14-40-90

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	230,354	200,527	151,400	148,400	148,400	192,500	27%
5220 Injury Leave	723	731	-	-	-	-	0%
5230 Injury Leave - Taxable	82	-	-	-	-	-	0%
5340 Salaries -Part-Time	2,339	3,966	3,000	2,000	2,000	4,000	33%
5380 Overtime	3,334	3,944	3,000	3,000	3,000	3,000	0%
5420 Workers Compensation	13,893	8,990	14,000	13,000	13,000	9,000	-36%
5460 Medical Insurance	30,597	35,907	30,000	20,000	20,000	-	-100%
5660 Social Security Contributions	12,522	12,038	9,400	9,100	9,100	12,300	31%
5740 Pension Contribution Nonunif.	6,200	-	5,500	6,000	6,000	-	-100%
5900 Medicare	2,624	2,804	2,200	2,100	2,100	2,800	27%
<b>Sub-Total Personnel Services</b>	<b>302,668</b>	<b>268,907</b>	<b>218,500</b>	<b>203,600</b>	<b>203,600</b>	<b>223,600</b>	<b>2%</b>
<b>Contractual Services</b>							
6001 Auditing & Accounting	-	650	-	-	-	-	
6010 Professional Services	10,128	725	12,000	-	-	-	-100%
6270 Telephone & Pagers	122	47	200	-	-	-	-100%
6330 Decorative Lights	2,989	13,038	10,000	18,000	18,000	-	-100%
6530 Fleet Service & Replacement	213,096	85,812	45,000	43,600	43,600	69,300	54%
<b>Sub-Total Contractual Services</b>	<b>226,335</b>	<b>100,272</b>	<b>67,200</b>	<b>61,600</b>	<b>61,600</b>	<b>69,300</b>	<b>3%</b>
<b>Capital Outlay</b>							
8010 Parks Improvements	481,677	481,677	150,000	-	-	442,800	195%
8020 Traffic Signal	299,340	299,340	-	-	-	-	0%
8100 Misc. Improvement	6,244	6,244	335,000	-	-	415,000	24%
<b>Sub-Total Capital Outlay</b>	<b>787,261</b>	<b>787,261</b>	<b>485,000</b>	<b>-</b>	<b>-</b>	<b>857,800</b>	<b>77%</b>
<b>Other</b>							
9150 Debt Service - Principal	284,900	284,900	258,700	290,000	290,000	251,300	-3%
9200 Debt Service - Interest	20,954	20,954	14,900	18,600	18,600	11,400	-23%
<b>Sub-Total Other</b>	<b>305,854</b>	<b>305,954</b>	<b>273,600</b>	<b>308,600</b>	<b>308,600</b>	<b>262,700</b>	<b>-4%</b>
<b>Total</b>	<b>529,003</b>	<b>1,462,394</b>	<b>1,044,300</b>	<b>573,800</b>	<b>573,800</b>	<b>1,413,400</b>	<b>35%</b>

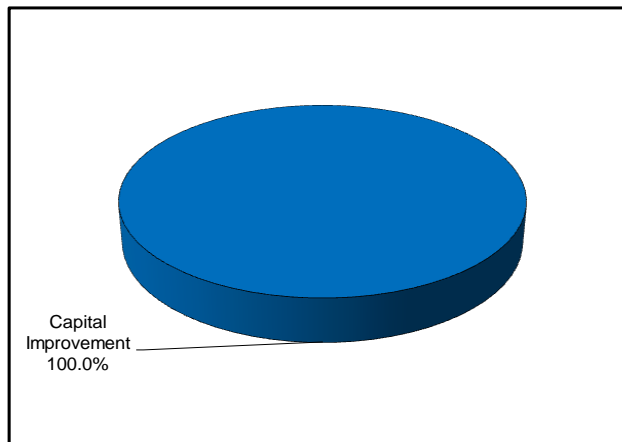
## PUBLIC WORKS AND PARKS GRANTS

This program provides for various Public Works and Parks Grants. The number and amount of grants will fluctuate from year to year.

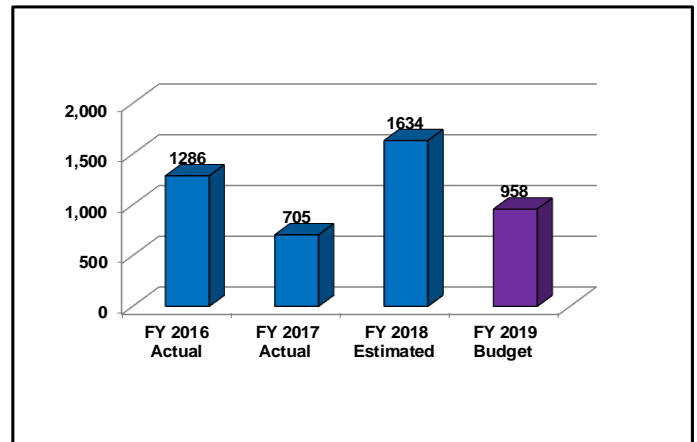
### BUDGET EXPENDITURES

Public Works Grants	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Capital Improvement	1,285,557	704,776	1,634,000	1,634,000	1,634,000	957,700	59%
<b>Total</b>	<b>1,285,557</b>	<b>704,776</b>	<b>1,634,000</b>	<b>1,634,000</b>	<b>1,634,000</b>	<b>957,700</b>	<b>61%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



### Use of Funds

Ackert Walkway	\$245,700
Fogerty Park Trail Phase II	525,000
Sidewalk and Curb Maintenance (CDBG)	75,000
Westgate Avenue Improvement	112,000
	<u>\$957,700</u>

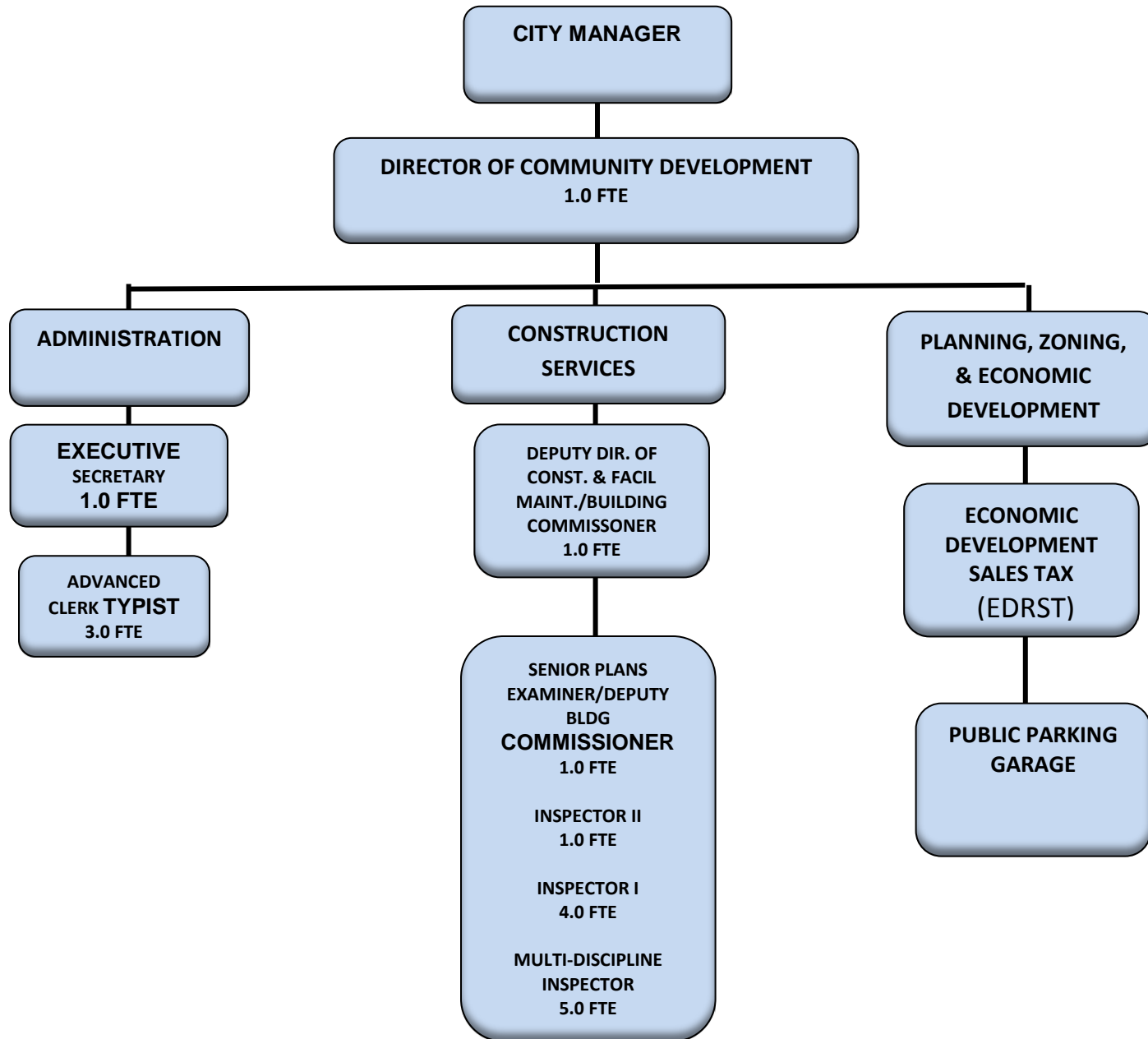


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# COMMUNITY DEVELOPMENT







## COMMUNITY DEVELOPMENT

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The Community Development Department is responsible for a wide range of functions related to community change, enhancement and preservation. Areas of responsibility include planning and zoning, housing and community development, building inspection and plan review and senior services.

The Department provides staff support for numbers of boards, commissions, and authorities that serve in an advisory capacity to City Council or City staff. These bodies are comprised of citizens who participate in University City processes as per the enabling Charter or ordinance, and help shape public policy. City Plan Commission and the Historic Preservation Commission.

### **Mission Statement**

The Community Development Department is committed to providing high quality, equitable and efficient services to enhance University City's livability, in keeping with community values and vision.



## COMMUNITY DEVELOPMENT

### PERSONNEL SUMMARY

#### Full-Time

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Community Development Personnel</b>			
<i>Community Development Operations</i>			
Director of Community Development	1.0	1.0	1.0
Deputy Director of Construction & Facilities			
Maintenance	1.0	1.0	1.0
Deputy Director of Economic & Community Development	1.0	1.0	1.0
Senior Plans Examiner/Deputy Building Commissioner	1.0	1.0	1.0
Planner	1.0	1.0	2.0
Multi-Discipline Inspector	5.0	5.0	5.0
Inspector II	1.0	1.0	2.0
Inspector I	5.0	5.0	3.0
Executive Secretary to Department Director	1.0	1.0	1.0
Advanced Clerk Typist	3.0	3.0	3.0
<i>Community Development Operations Personnel Total</i>	<u>20.0</u>	<u>20.0</u>	<u>20.0</u>
<i>Facilities Maintenance</i>			
Facilities Maintenance Supervisor	1.0	1.0	-
Custodian	6.0	6.0	-
General Maintenance Worker	1.0	2.0	-
<i>Facilities Maintenance Personnel Total</i>	<u>8.0</u>	<u>8.0</u>	<u>-</u>
<i>Recreation</i>			
Deputy Director of Recreation	1.0	1.0	-
Recreation Supervisor II	1.0	1.0	-
Recreation Supervisor I	2.0	2.0	-
<i>Recreation Personnel Total</i>	<u>4.0</u>	<u>4.0</u>	<u>-</u>
<i>Economic Development</i>			
Economic Development Manager	1.0	1.0	-
<i>Economic Development Personnel Total</i>	<u>1.0</u>	<u>1.0</u>	<u>-</u>
<b>Community Development Personnel Total</b>	<u><b>33.0</b></u>	<u><b>34.0</b></u>	<u><b>20.0</b></u>

## Part-Time

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Community Development Personnel</b>			
<i>Community Development Operations</i>			
Senior Services Coordinator	-	0.5	0.5
Advanced Clerk Typist	0.5	0.5	0.5
<i>Community Development Operations Personnel Total</i>	0.5	1.0	1.0
<i>Recreation</i>			
Custodian	0.8	0.8	-
Recreation Supervisor	1.3	1.3	-
Camp Manager	0.2	0.2	-
Pool Manager	0.4	-	-
Assistant Pool Manager	0.5	-	-
Recreation Specialist III	1.4	1.4	-
Recreation Specialist II	11.4	11.4	-
Recreation Specialist I	6.7	4.5	-
Park Attendant	0.2	0.2	-
Lifeguards	4.5	-	-
Cashier	1.1	1.1	-
<i>Recreation Personnel Total</i>	28.5	19.3	-
<b>Community Development Personnel Total</b>	<b>29.0</b>	<b>20.3</b>	<b>1.0</b>

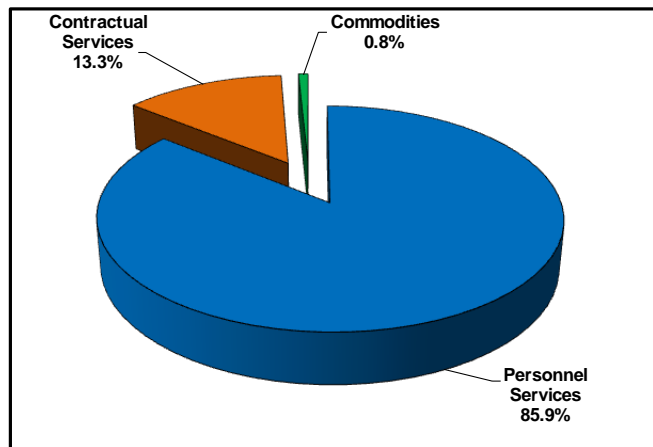
## ADMINISTRATION

The Administrative Division directs the Department's work plan to ensure that it achieves community goals and objectives. Specific task areas include support services for construction services, customer service activities, and general clerical and office management work. The Community Development Director supervises the day-to-day activities of the department, and reports to the City Manager.

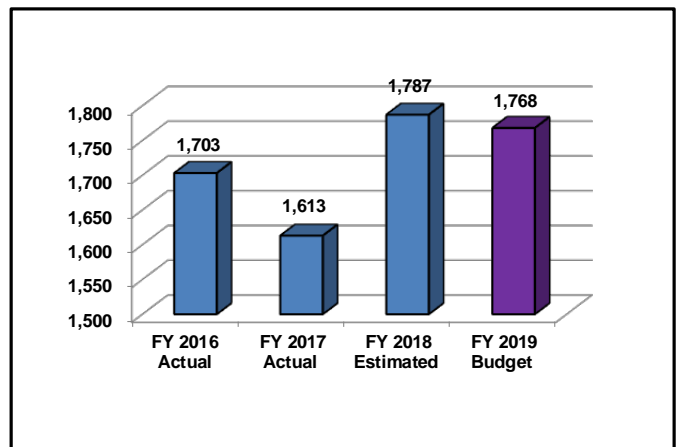
### BUDGET EXPENDITURES

Administration	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	over FY 2018
Personnel Services	1,451,787	1,388,048	1,517,500	1,517,500	1,517,500	1,518,200	0%
Contractual Services	243,990	216,837	252,500	252,500	252,500	235,700	-7%
Commodities	6,924	8,587	21,300	21,300	17,300	14,000	-34%
<b>Total</b>	<b>1,702,702</b>	<b>1,613,472</b>	<b>1,791,300</b>	<b>1,791,300</b>	<b>1,787,300</b>	<b>1,767,900</b>	<b>-1%</b>

FY 2019 Budget



Total Expenditures ('000)



## GOALS

1. To maintain excellent customer service; to continue to be respectful public servants who are responsive to the diverse needs and customers of our department.
2. To maintain expedient permit processing and inspection scheduling time.
3. To continue to streamline the permitting processes; improve online opportunities for scheduling and project tracking.

4. To continue to improve reporting systems for finance and inspections.
5. To improve clerical support for professional staff.
6. To prepare a Policy and Procedures manual.
7. To evaluate position descriptions and Civil Service classifications; propose adjustments as necessary.
8. To increase training of Financial software (Tyler Technologies/New World)
9. To prepare a Department specific new employee manual and training schedule.
10. To increase the number of notaries in the clerical area.

### **2019 BUDGET DETAILS**

Budget details for the 2019 Community Development program accounts include professional services for planning and community development interns to support regular operations and a consultant for code review; legal services for zoning code technical review related to telecommunications and other proposed revisions; contractual services to continue the MyGov permitting system, larvaciding, and nuisance property abatement; staff training to obtain or maintain building, property maintenance, economic development and planning certifications; and publications to purchase updated International building code books for adoption.

### **FISCAL YEAR 2018 PERFORMANCE SUMMARY**

- Staff processed over several thousand permit applications and collected over \$1.1 million in permit and inspection fees.
- Staff creates new procedures for permit processing to eliminate redundancies.
- Staff increased level of administrative support for Boards and Commissions.
- Staff improved Board and Commission orientation materials.
- Staff established a monthly performance report on Department activities, which provided better tracking and allocation of workload.
- Staff increased software training and knowledge
- Staff standardized some Department administrative procedures and forms.

## PERFORMANCE MEASUREMENTS

	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
<b>Inspections</b>				
Property Maintenance Inspections/Re-inspection	12,909	13,000	12,000	13,000
Commercial inspections	150	150	100	200
Inspection of building exteriors	1,200	1,200	1,000	1,200
Construction inspections	12,900	13,000	12,400	13,500
<b>Building and Occupancy Permits<sup>2</sup></b>				
Building/Plumbing/Mechanical Permits	3,825	3,850	3,200	3,900
Electrical permits issued	1,210	1,250	1,000	1,500
Residential occupancy permits/amendments	4,225	4,225	4,200	4,500
Commercial occupancy permits issued	110	110	100	100
Vacant building registrations	115	115	110	150
Environmental inspections	9,080	9,000	8,500	9,500
Facilities Maintenance Calls (minor, custodial, heating, air conditioning, plumbing and electrical	4,500	\$ 4,500	\$ 4,000	\$ 4,500



Department	Community Development
Program	Administration

Fund	General
Account Number	01-45-40

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	1,052,021	983,667	1,065,500	1,065,500	1,065,500	1,070,600	0%	-	-
5340 Salaries - Part-time & Temp	1,229	19,145	30,000	30,000	30,000	20,000	-33%	-	-
5380 Overtime	1,698	504	2,500	2,500	2,500	2,000	-20%	-	-
5420 Workers Compensation	30,390	28,241	35,500	35,500	35,500	35,000	-1%	-	-
5460 Medical Insurance	158,468	134,673	155,000	155,000	155,000	148,000	-5%	-	-
5660 Social Security Contributions	60,865	58,993	66,500	66,500	66,500	67,800	2%	-	-
5740 Pension Contribution Nonunif.	133,100	148,800	147,000	147,000	147,000	158,900	8%	-	-
5900 Medicare	14,016	13,779	15,500	15,500	15,500	15,900	3%	-	-
<b>Sub-Total Personnel Services</b>	<b>1,451,787</b>	<b>1,388,048</b>	<b>1,517,500</b>	<b>1,517,500</b>	<b>1,517,500</b>	<b>1,518,200</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<b>Contractual Services</b>									
6010 Professional Services	43,688	13,620	20,000	20,000	20,000	16,500	-18%	-	-
6020 Legal Services	100	4,072	10,000	10,000	10,000	9,000	-10%	-	-
6050 Maintenance Contracts	102,833	97,795	92,200	92,200	92,200	98,000	6%	-	-
6070 Temporary Labor	733	-	1,000	1,000	1,000	-	-100%	-	-
6110 Mileage Reimbursement	23,598	23,345	24,200	24,200	24,200	24,000	-1%	-	-
6120 Professional Development	2,073	1,136	6,000	6,000	6,000	3,000	-50%	-	-
6130 Advertising & Public Notices	355	514	1,500	1,500	1,500	1,000	-33%	-	-
6150 Printing Services	1,001	1,895	5,000	5,000	5,000	3,000	-40%	-	-
6170 Insurance - Liability	4,600	3,963	4,500	4,500	4,500	4,500	0%	-	-
6270 Telephone & Pagers	14,550	15,288	15,400	15,400	15,400	14,700	-5%	-	-
6400 Office Equipment Maintenance	5,552	515	6,000	6,000	6,000	3,000	-50%	-	-
6510 Demolition & Board Up	-	13,388	20,000	20,000	20,000	15,000	-25%	-	-
6530 Fleet Service & Replacement <sup>1</sup>	9,003	10,472	9,300	9,300	9,300	8,000	-14%	-	-
6600 Tuition Reimbursement	-	-	600	600	600	700	17%	-	-
6610 Staff Training	3,418	3,128	7,300	7,300	7,300	5,000	-32%	-	-
6650 Membership & Certification	4,565	586	6,400	6,400	6,400	5,000	-22%	-	-
6700 Misc. Operating Services	8,843	4,789	8,000	8,000	8,000	5,000	-38%	-	-
6730 Lien Recording Fees	(27)	-	100	100	100	300	200%	-	-
6770 Bank & Credit Card Fees	19,106	22,331	15,000	15,000	15,000	20,000	33%	-	-
<b>Sub-Total Contractual Services</b>	<b>243,990</b>	<b>216,837</b>	<b>252,500</b>	<b>252,500</b>	<b>252,500</b>	<b>235,700</b>	<b>-7%</b>	<b>-</b>	<b>-</b>
<b>Commodities</b>									
7001 Office Supplies	2,621	3,039	5,000	5,000	5,000	3,000	-40%	-	-
7050 Publications	877	1,782	8,000	8,000	6,000	5,000	-38%	-	-
7090 Office & Computer Equip.	409	-	4,000	4,000	2,000	2,000	-50%	-	-
7330 Food	388	578	400	400	400	500	25%	-	-
7570 Hardware & Hand Tools	1,032	879	1,500	1,500	1,500	1,000	-33%	-	-
7770 Wearing Apparel	1,597	2,310	2,400	2,400	2,400	2,500	4%	-	-
<b>Sub-Total Commodities</b>	<b>6,924</b>	<b>8,587</b>	<b>21,300</b>	<b>21,300</b>	<b>17,300</b>	<b>14,000</b>	<b>-34%</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>1,702,702</b>	<b>1,613,472</b>	<b>1,791,300</b>	<b>1,791,300</b>	<b>1,787,300</b>	<b>1,767,900</b>	<b>-1%</b>	<b>-</b>	<b>-</b>

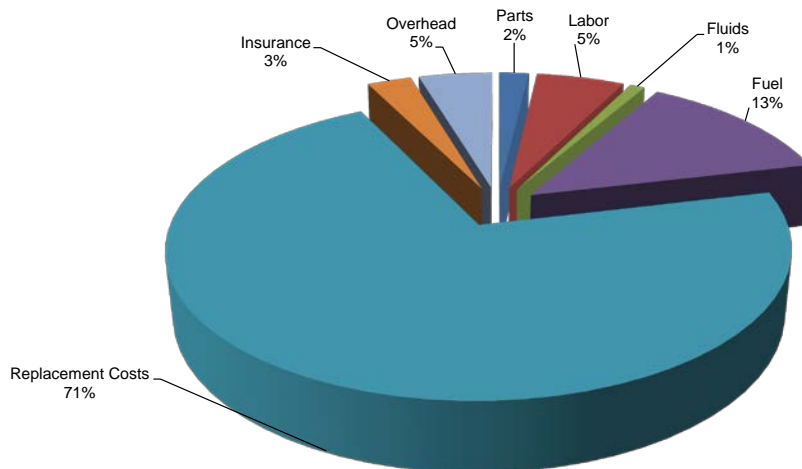


Department	Community Development
Program	Administration

Fund	General
Account Number	01-45-40

<sup>1</sup>Fleet Maintenance provides City departments with vehicles, equipment, fuel, and maintenance services. The costs for these services are allocated to the departments based on their actual usage of services such as vehicle repair parts, labor for repairs, fuel, contractor expense (if a vehicle must be sent to an outside repair shop), and vehicle replacement costs. Other expenses, such as insurance and overhead, are allocated to the departments based on the % of the department's actual expense compared to all other departments' actual expense. The Community Development Department's allocation for these services for the 2019 budget is \$8,000. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.

### 2019 Budget - Fleet Expense



The Community Department currently has 4 vehicles in service. The table shown below lists the category of the vehicle, the year of the vehicle, and the number of vehicles currently in service for that year:

Category	
Chevy 3500 Dog Catcher Body: 2000 (1)	12
Silverado Pickup: 2005 (1)	10
Chevy Silver Sedan: 2005 (1)	5
Chevy Truck: 2013 (1)	10





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## ECONOMIC DEVELOPMENT

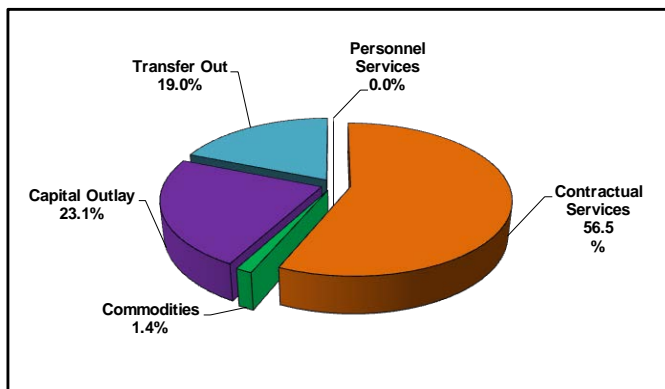
This Division facilitates land use planning efforts for the City consistent with local, state and federal ordinances and is responsible for the City's economic development retention, expansion and attraction efforts. Specific tasks include the administration and enforcement of the zoning code, preparation and implementation of City's Comprehensive Plan, and developing and implementing economic development plans, programs and projects.

This Division also helps administer the City's one quarter (¼) percent sales tax on retail sales to be used for economic development purposes ("Economic Development Retail Sales Tax – EDRST"). The budget expenditures detailed below represent projects and programs using EDRST funds.

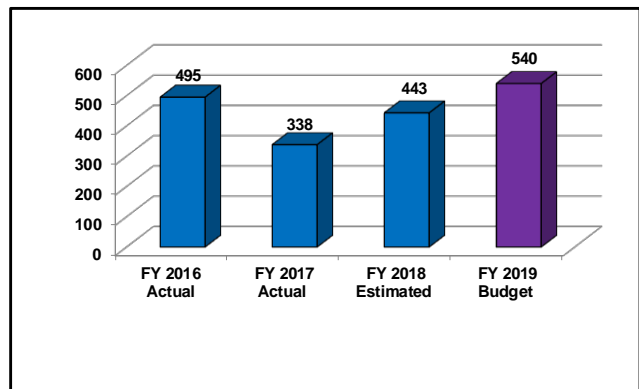
### BUDGET EXPENDITURES (ECONOMIC DEVELOPMENT RETAIL SALES TAX FUND)

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	91,575	88,097	99,000	99,000	99,000	-	-100%
Contractual Services	383,093	254,538	343,500	343,500	343,500	397,000	16%
Commodities	20,328	(4,540)	-	-	-	10,000	100%
Capital Outlay	158,075	129,047	172,500	172,500	172,500	162,400	-6%
Transfer Out	-	-	-	-	-	133,000	100%
<b>Total</b>	<b>653,071</b>	<b>467,142</b>	<b>615,000</b>	<b>615,000</b>	<b>615,000</b>	<b>702,400</b>	<b>14%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



### GOALS

1. To initiate minor adjustments to the Zoning Code to address the most pressing issues.
2. To complete the update to the City's Comprehensive Plan.
3. To continue to implement the Economic Development Work-plan, this includes business retention, attraction and expansion efforts. Focus efforts on revitalization of Olive Boulevard.
4. To continue to partner with organizations for the infill redevelopment in the City's northeast quadrant.
5. To complete the vacant property redevelopment and reuse plan.
6. To continue to identify priority sites for redevelopment; issue Requests for Proposals when appropriate.
7. To continue to support and provide staff technical expertise for various boards, commissions, and task forces.
8. To continue to administer federal grants; seek additional grant opportunities where appropriate.
9. To expand the City's partnership with the State Historic Preservation Office and the Certified Local Government program.
10. To continue to provide education and training to Boards and Commissions on various topics, such as Robert's Rules, Sunshine Law, Ethics, and Roles and Responsibilities.
11. To continue to streamline regulations to improve the City's systems and business climate.
12. To continue to partner with various economic development agencies such as the University City Chamber of Commerce, the Regional Commerce and Growth Association and the St. Louis Economic Development Partnership.
13. To continue process improvements and tracking mechanisms for the Economic Development Retail Sales Tax (EDRST) and EDRST Board.
14. To review the City's development subsidy policy; develop new incentive programs.
15. To improve the City's economic development marketing materials. To continue to publish "*The Lion Pages*", the City's newsletter to the business community.
16. To expand the City's community development and housing programs to meet needs identified through surveys and comprehensive planning efforts.

### 2018 BUDGET DETAILS - EDRST

Budget details for the 2018 EDRST budget include \$99,000 in administrative funds for staff that carry out citywide economic development activities and administer the use of the EDRST. Additional projects and programs were recommended for funding based on the following criteria:

- Alignment with the City's Comprehensive Plan
- Ability to leverage additional resources
- Ability to be long-lasting and value added
- Ability to redevelop vacant properties
- Potential to act as a catalyst for additional development
- Potential to provide employment opportunity
- Appropriate alignment of business fit in the target area.

Additionally, the use of EDRST funds must be in accordance with Section 120.520 of the municipal code. Funds are allocated to City departments or organizations that assist the City in attaining economic development goals.

## FISCAL YEAR 2018 PERFORMANCE SUMMARY

- Staff continued to work with a consultant and advisory committee to update the City's comprehensive plan.
- Staff continued to develop a vacant property reuse plan. Sites suitable for redevelopment were identified and promoted to developers.
- Staff continued to solicit developers for infill residential construction in the City's northeast neighborhood and vacant school sites. The City partnered with St. Louis County to seek funding mechanisms to incent developers.
- Staff marketed available commercial properties for appropriate uses and tenants, including City-owned properties.
- Staff initiated several text amendments to the zoning code.
- Staff continued work on home assistance to senior and low income homeowners, through volunteer efforts and identifying resources.
- Staff continued to provide economic development materials to prospective businesses and developers. Staff developed and distributed "*The Lion Pages*", a newsletter to the business community. Additional marketing and collateral pieces were developed and distributed.
- Staff provided technical assistance for the Loop Special Business District and University City Chamber of Commerce. Staff continued to assist developers on sites identified for redevelopment, such as the Olive Boulevard corridor – Olive/Midland and Olive/North and South, Delmar/I-170 and Olive Boulevard/I 170.
- Staff provided support for the Economic Development Retail Sales Tax Board and administration of sales tax funds. Projects initiated with EDRST funds include façade improvement program, creation of a for sale/for lease database of available properties on Olive Boulevard, partnership with the Chamber of Commerce and U City in Bloom, Loop Special Business District projects and events.
- Staff continued to conduct business retention visits to assist current businesses with needs and concerns.
- Continued to identify obstacles to redevelopment.
- Staff partnered with the City of St. Louis and other regional communities on coordinating historic preservation efforts and workshops.
- Staff partnered with the University City School District on the joint marketing and promotion efforts of the University City Schools and community.
- Staff conducted educational workshops on zoning and land use topics.
- Staff coordinated flood education and outreach programs and meetings.

## PERFORMANCE MEASUREMENTS

	FY2016 Actual	FY2017 Actual	FY2018 Projected
<b>Zoning and Land Use Permits</b>			
Site-plan review	5	5	2
Conditional use permit	10	10	7
Variance appeal	6	6	3
Rezoning	4	2	5
Subdivision	2	2	1



Department	Community Development
Program	Economic Development Operations

Fund	
Account Number	11-45-78

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	76,908	75,525	82,500	82,500	82,500	-	-100%
5420 Workers Compensation	2,356	2,166	2,500	2,500	2,500	-	-100%
5460 Medical Insurance	1,547	1,610	4,000	4,000	4,000	-	-100%
5660 Social Security Contributions	4,684	4,366	5,500	5,500	5,500	-	-100%
5740 Pension Contribution Nonunif.	5,000	3,400	3,000	3,000	3,000	-	-100%
5900 Medicare	1,080	1,031	1,500	1,500	1,500	-	-100%
<b>Sub-Total Personnel Services</b>	<b>91,575</b>	<b>88,098</b>	<b>99,000</b>	<b>99,000</b>	<b>99,000</b>	<b>-</b>	<b>-100%</b>
<b>Contractual Services</b>							
6001 Auditing & Accounting	1,100	1,000	1,000	1,000	1,000	1,000	0%
6010 Professional Services	84,697	47,250	65,000	65,000	65,000	80,000	23%
6040 Events and Receptions	81,833	118,538	109,500	109,500	109,500	150,000	37%
6050 Maintenance Contracts	93,724	65,433	91,500	91,500	91,500	90,000	-2%
6130 Advertising & Public Notices	10,344	-	50,000	50,000	50,000	50,000	0%
6150 Printing Services	11,395	12,123	26,500	26,500	26,500	26,000	-2%
6795 Forgivable Loan - Loop Trolley	100,000	10,000	-	-	-	-	0%
<b>Sub-Total Contractual Services</b>	<b>383,093</b>	<b>254,344</b>	<b>343,500</b>	<b>343,500</b>	<b>343,500</b>	<b>397,000</b>	<b>16%</b>
<b>Commodities</b>							
7855 Promotional Supplies	24,333	-	-	-	-	10,000	100%
<b>Sub-Total Commodities</b>	<b>24,333</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>100%</b>
<b>Capital Outlay</b>							
8100 Misc. Improvements	158,075	129,047	172,500	172,500	172,500	162,400	-6%
	<b>158,075</b>	<b>129,047</b>	<b>172,500</b>	<b>172,500</b>	<b>172,500</b>	<b>162,400</b>	<b>-6%</b>
<b>Transfer Out</b>							
9950 To GF - Economic Dev Position	-	-	-	-	-	133,000	100%
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>133,000</b>	<b>100%</b>
<b>Total</b>	<b>657,076</b>	<b>471,489</b>	<b>615,000</b>	<b>615,000</b>	<b>615,000</b>	<b>702,400</b>	<b>14%</b>

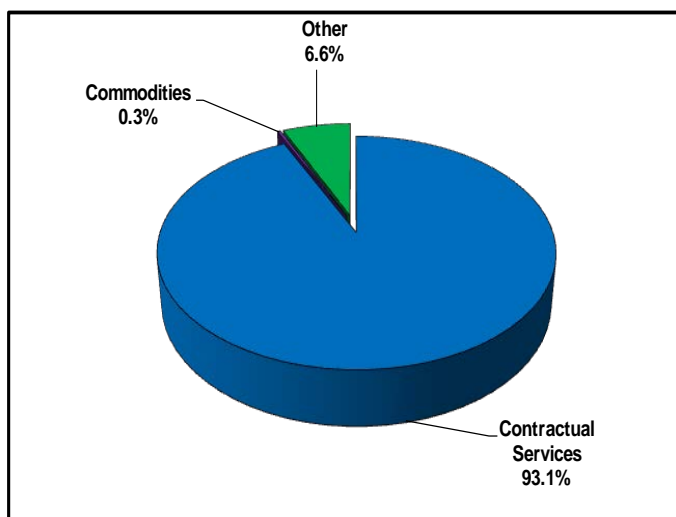
## PUBLIC PARKING GARAGE FUND

The City owns a three-level, 120 space parking garage at 6319 Delmar Boulevard. This operation is under the management of St. Louis Parking Company. In 2012, the City issued \$7,020,000 in Certificates of Participation, Series 2012 to refund outstanding Certificates of Participation, Series 2003 and 2004. The proceeds of the Certificates were used to pay a portion of the construction cost and to equip the municipal parking facility (together with retail space constructed on the ground floor of the parking facility), to fund a debt service reserve fund for the Certificates, and to pay the cost of issuing the Certificates. Parking permits and meter revenue, along with leased rental space on the ground floor of the parking facility, pay the debt service of \$459,000 on the certificates. As of February 2018, the outstanding balance would be liquidated by this fund was \$77,000.

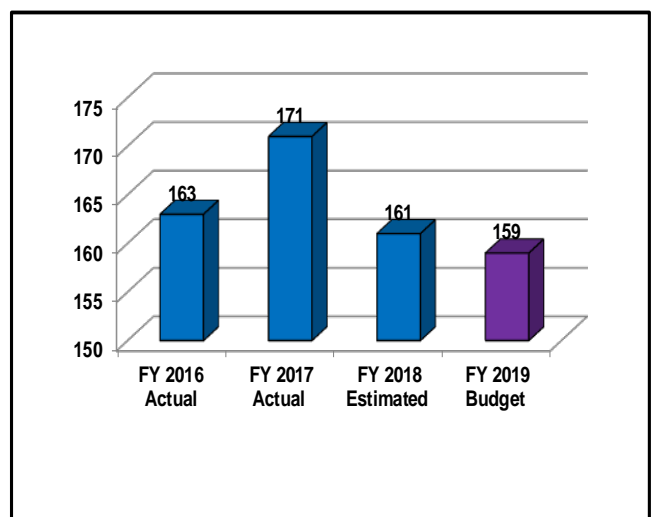
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Contractual Services	148,705	166,198	150,000	150,000	150,000	147,500	-2%
Commodities	1,504	2,109	1,000	1,000	1,000	500	-50%
Other	12,308	2,744	10,200	10,200	10,200	10,500	3%
<b>Total</b>	<b>162,517</b>	<b>171,051</b>	<b>161,200</b>	<b>161,200</b>	<b>161,200</b>	<b>158,500</b>	<b>-2%</b>

FY 2019 Budget



Total Expenditures ('000)



### GOALS

1. To continue to maintain the Garage; identify short and long-term facility maintenance, repair and capital needs.
2. To continue to fully tenant the first floor retail space.
3. To ensure the facility is safe and secure.
4. To identify additional rental income through parking space rentals.
5. To evaluate the existing parking management company; seek new firm if warranted.

### 2019 BUDGET DETAILS

There are few expenditure and revenue changes between the FY18 and FY19 budget mainly on the revenue side. Security cameras will be installed to provide an additional level of security for the retail tenant and garage areas. Started in FY18, Commerce Bank discontinued to house the ATM in the first floor. No replacement is being sought due to security concerns.

### FISCAL YEAR 2018 PERFORMANCE SUMMARY

- Fully tenanted the first floor commercial space with retail activities that help ensure a mix of businesses in the Delmar Loop.
- Continued to rent a portion of the parking spaces available on a long term basis.



Department	Community Development
Program	Public Parking Garage

Fund	Parking
Account Number	27-70-81

	FY 2015 Actual	FY 2016 Actual	FY 2017 Original	FY 2017 Amended	FY 2017 Estimated	FY 2018 Budget	% over FY 2017
<b>Contractual Services</b>							
6001 Auditing & Accounting	1,000	1,000	1,000	1,000	1,000	1,000	0%
6010 Professional Services	12,120	1,308	5,000	5,000	5,000	2,000	-60%
6050 Maintenance Contracts	34,193	31,882	35,000	35,000	35,000	30,000	-14%
6080 Accounting Fees	6,205	6,110	6,000	6,000	6,000	6,000	0%
6160 Insurance - Property & Auto	-	20,000	13,000	13,000	13,000	10,000	-23%
6170 Insurance - Liability	9,322	10,898	8,000	8,000	8,000	9,000	13%
6270 Telephone & Pagers	2,392	2,449	2,500	2,500	2,500	2,500	0%
6310 Utilities	5,984	7,715	7,500	7,500	7,500	6,000	-20%
6340 Safety/Security Services	9,006	8,919	8,000	8,000	8,000	8,000	0%
6430 Misc. Repairs & Maintenance	1,453	1,642	1,500	1,500	1,500	1,500	0%
6440 Maintenance & Repairs	1,558	1,055	1,500	1,500	1,500	1,500	0%
6490 Depreciation - Rental Equip	52,586	62,157	48,000	48,000	48,000	60,000	25%
6700 Misc. Operating Services	495	668	1,000	1,000	1,000	1,000	0%
6740 Payroll Taxes	4,057	4,124	4,000	4,000	4,000	4,000	0%
6810 Lot Cleaning	8,334	5,224	8,000	8,000	8,000	5,000	-38%
<b>Sub-Total Contractual Services</b>	<b>148,705</b>	<b>165,151</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>147,500</b>	<b>-2%</b>
<b>Commodities</b>							
7001 Office Supplies	1,504	2,109	1,000	1,000	1,000	500	-50%
<b>Sub-Total Commodities</b>	<b>1,504</b>	<b>2,109</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>500</b>	<b>-50%</b>
<b>Other</b>							
9200 Debt Service - Interest	3,114	2,744	1,000	1,000	1,000	1,300	30%
9250 Amortization Expenses	9,194	-	9,200	9,200	9,200	9,200	0%
	<b>12,308</b>	<b>2,744</b>	<b>10,200</b>	<b>10,200</b>	<b>10,200</b>	<b>10,500</b>	<b>3%</b>
<b>Total</b>	<b>162,517</b>	<b>170,004</b>	<b>161,200</b>	<b>161,200</b>	<b>161,200</b>	<b>158,500</b>	<b>-2%</b>



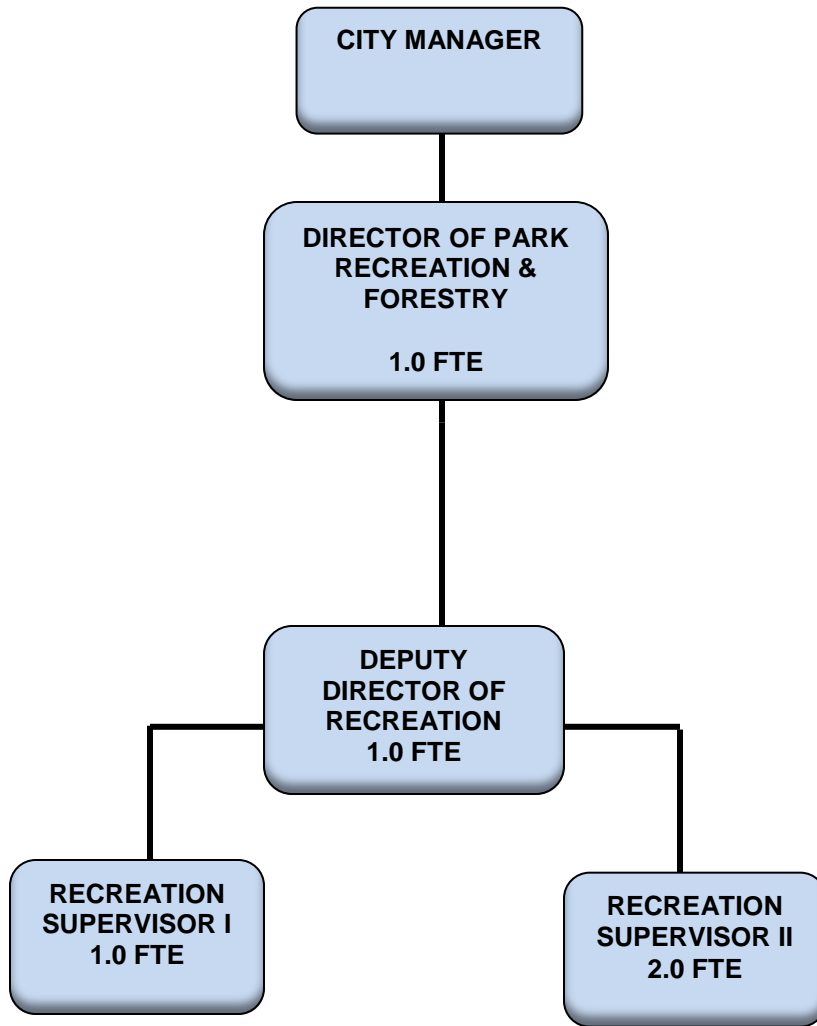


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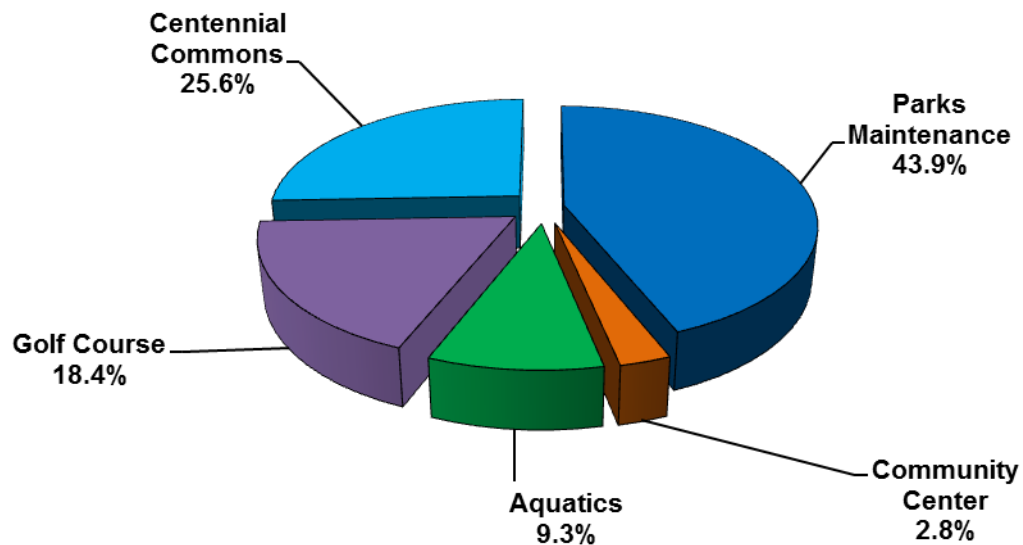
## PARKS AND RECREATION



### PARKS RECREATION AND FORESTRY

The Parks and Recreation Department provides programs and facilities to support citizens' diverse interest in parks, recreation, and culture. The department's core services are dispersed throughout the City to enable access to all residents of the community, ranging from toddler to senior adult. The core service areas are Administration, Recreation Services, Park Maintenance, Forestry and the Golf Course.

Program	Personnel	Contractual	Commodities	Capital	Total
Parks Maintenance	985,700	571,000	56,900	3,000	1,616,600
Community Center	29,600	52,500	6,500	13,000	101,600
Aquatics	-	290,500	45,100	8,000	343,600
Golf Course	341,500	184,900	117,400	32,000	675,800
Centennial Commons	581,200	300,400	38,300	22,500	942,400
<b>Total</b>	<b>1,938,000</b>	<b>1,399,300</b>	<b>264,200</b>	<b>78,500</b>	<b>3,680,000</b>



### GOALS

1. Institute efficient and effective overall management of park facilities
2. Improve Heman Park Facility
3. Identify events that would enhance resident quality of life
4. Continue tree replacement program

### SIGNIFICANT CHANGES OVER FY 2018

1. Funding Proposed for Director of Parks, Recreation and Forestry Department
2. Creation of a New Department
3. Creation of Golf Course Enterprise Fund

## PARKS MAINTENANCE AND FORESTRY

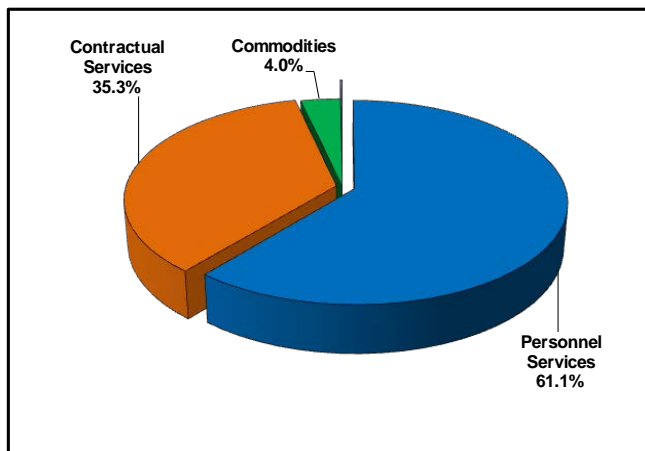
Park Maintenance and Forestry is responsible for the development and maintenance of the parks and greenways of the City. There are approximately 150 City-owned parcels (comprising 232 acres) which require grass trimming, snow removal, trash/litter collection; fixtures repaired and painted, trees and shrubs trimmed; buildings/facilities, roads, trails and bridges maintained; tennis and basketball courts, ball diamonds, soccer and football fields maintained and marked for play. The Division has recently taken charge of the maintenance and repair of 391 City owned street and pedestrian lights; as well as overseeing the reporting process for Ameren UE street light outages.

This Division is also responsible for the care and maintenance of all trees on public property and for the enforcement of the City's ordinance governing hazardous trees on private property. This includes removal and replacement of dead and diseased trees, pruning, storm damage cleanup, regular watering of new trees, and stump removal.

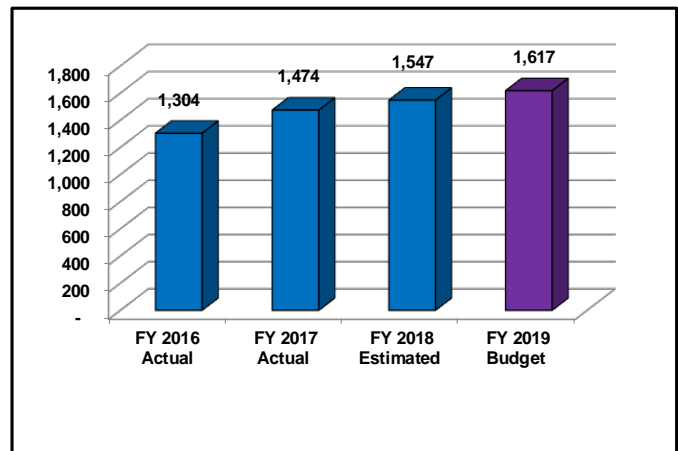
## BUDGET EXPENDITURES

<b>Parks &amp; Forestry</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2018 Amended</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>	<b>% over FY 2018</b>
Personnel Services	841,337	882,970	982,800	982,800	982,800	985,700	0%
Contractual Services	406,365	540,576	501,500	492,500	492,500	571,000	16%
Commodities	55,834	50,924	62,900	71,900	71,900	56,900	-21%
Capital Outlay	-	-	-	-	-	3,000	100%
<b>Total</b>	<b>1,303,536</b>	<b>1,474,470</b>	<b>1,547,200</b>	<b>1,547,200</b>	<b>1,547,200</b>	<b>1,616,600</b>	<b>4%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



### GOALS

1. Replace deteriorating playground equipment at Millar Park
2. Upgrade park facilities to meet ADA compliance
3. Acquire St. Louis County Municipal Grant for Fogerty Park improvements
4. Increase the number of new tree plantings throughout parks and public right of way
5. Upgrade facilities to meet Metropolitan Sewer District MS4 requirements

### SIGNIFICANT CHANGES SINCE FY 2017

1. Maintenance Contracts – Decreases due to in-house performance of tree planting work.
2. Temporary Labor – Increases due to supplement in-house crew for flexibility.
3. Equipment Maintenance – Decreases due to budget change.
4. Laundry Services – Increases due to budget change.
5. Agriculture Supplies – Increase due to supplement contracted work on Millar Athletic Field improvements project.
6. Recreational Supplies – Increases due to regular needs to respond to community recreational needs (benches, water fountains, etc.)

### SIGNIFICANT BUDGETARY ISSUES

1. An assessment of our parks and playgrounds published by Mid-County Region indicate numerous suggestions to become compliant to meet Americans with Disabilities Act Guidelines.
2. The recent discovery of Emerald Ash Bore disease in St. Charles County will increase the number of tree removals and replanting needed in University City over the next several years.

### FISCAL YEAR 2017 PERFORMANCE SUMMARY

1. Acquired St. Louis County Municipal Grant for a new playground in Millar Park.
2. Acquired St. Louis County Municipal Grant for Park Master Plan for Fogerty Park.
3. Completed Phase I renovations at Lewis Park, which included pond and walkway improvements
4. Replaced the deteriorating retaining wall at the park maintenance garage
5. Improved quality of playing surfaces at the soccer and Jack Buck baseball fields in Heman Park



Department	Parks and Recreation
Program	Park Maintenance

Fund	General
Account Number	01-50-45

	FY 2016 Actual	FY 2017 Actual	FY 2017 Original	FY 2017 Amended	FY 2017 Estimated	FY 2018 Budget	% over FY 2017	FY 2019 Projected	FY 2020 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	545,662	563,743	650,000	650,000	650,000	637,500	-2%	-	-
5340 Salaries - Part-Time & Temp	18,529	27,303	20,000	20,000	20,000	22,000	10%	-	-
5380 Overtime	7,475	13,059	10,000	10,000	10,000	10,000	0%	-	-
5420 Workers Compensation	17,446	26,359	21,000	21,000	21,000	25,000	19%	-	-
5460 Medical Insurance	101,763	97,107	140,000	140,000	140,000	130,000	-7%	-	-
5660 Social Security Contributions	32,423	35,135	38,000	38,000	38,000	41,500	9%	-	-
5740 Pension Contribution Nonunif.	107,900	109,900	95,000	95,000	95,000	110,000	16%	-	-
5900 Medicare	7,726	8,169	8,800	8,800	8,800	9,700	10%	-	-
<b>Sub-Total Personnel Services</b>	<b>841,337</b>	<b>883,188</b>	<b>982,800</b>	<b>982,800</b>	<b>982,800</b>	<b>985,700</b>	<b>0%</b>	-	-
<b>Contractual Services</b>									
6010 Professional Services	-	-	-	-	-	5,000	100%	-	-
6050 Maintenance Contracts	172,500	144,988	186,000	167,500	167,500	175,000	-6%	-	-
6070 Temporary Labor	7,132	130	10,000	10,000	10,000	5,000	-50%	-	-
6120 Professional Development	824	355	1,300	1,300	1,000	3,300	154%	-	-
6170 Insurance - Liability	(1,738)	15,639	5,000	7,200	12,000	12,000	140%	-	-
6210 Insurance - Flood	-	10,627	8,000	8,000	8,000	10,000	25%	-	-
6250 Natural Gas	3,630	3,966	3,000	3,000	4,000	3,000	0%	-	-
6260 Electricity	44,165	48,576	45,000	45,000	45,000	45,000	0%	-	-
6270 Telephone & Pagers	3,046	2,970	3,000	3,000	3,000	3,000	0%	-	-
6280 Water	41,187	46,065	45,000	45,000	50,000	45,000	0%	-	-
6290 Sewer	15,086	19,995	15,000	15,000	25,000	20,000	33%	-	-
6380 Equipment Maintenance	2,605	7,538	7,000	14,300	25,000	7,000	0%	-	-
6530 Fleet Service & Replacement	91,327	209,308	145,000	145,000	145,000	208,000	43%	-	-
6540 Equipment Rental	570	182	700	700	500	700	0%	-	-
6570 Miscellaneous Rental	-	520	1,000	1,000	500	1,000	0%	-	-
6610 Staff Training	567	190	700	700	500	700	0%	-	-
6650 Membership & Certification	225	185	200	200	200	200	0%	-	-
6660 Laundry Services	6,481	6,542	6,700	6,700	6,700	6,700	0%	-	-
6680 Subdivision Fees & Taxes	18,698	21,604	18,500	18,500	37,500	20,000	8%	-	-
6710 Waste Dumping Fees	60	20	400	400	100	400	0%	-	-
<b>Sub-Total Contractual Services</b>	<b>406,365</b>	<b>539,400</b>	<b>501,500</b>	<b>492,500</b>	<b>541,500</b>	<b>571,000</b>	<b>14%</b>	-	-
<b>Commodities</b>									
7001 Office Supplies	115	179	300	300	300	300	0%	-	-
7130 Agriculture Supplies	12,551	13,043	14,000	14,000	14,000	14,000	0%	-	-
7210 Chemicals	1,944	4,409	2,500	2,500	2,500	2,500	0%	-	-
7290 Concrete & Clay Products	2,734	1,949	5,800	5,800	2,000	5,800	0%	-	-
7370 Institutional Supplies	3,935	2,771	2,500	2,500	4,250	2,500	0%	-	-
7490 Building Materials	7,780	5,301	8,000	8,000	9,500	8,000	0%	-	-
7530 Medical Supplies	330	353	400	400	400	400	0%	-	-
7570 Hardware & Hand Tools	15,435	10,462	10,000	10,000	10,000	10,000	0%	-	-
7690 Recreational Supplies	8,473	9,021	16,000	25,000	20,000	10,000	-38%	-	-
7730 Metal Supplies	90	408	400	400	250	400	0%	-	-
7770 Uniforms & Safety Gear	2,239	2,746	2,500	2,500	4,250	2,500	0%	-	-
7810 Sign Supplies	208	166	500	500	250	500	0%	-	-
<b>Sub-Total Commodities</b>	<b>55,834</b>	<b>50,808</b>	<b>62,900</b>	<b>71,900</b>	<b>67,700</b>	<b>56,900</b>	<b>-10%</b>	-	-
<b>Capital Outlay</b>									
8100 Misc. Improvements	-	-	-	-	-	3,000	100%	-	-
	-	-	-	-	-	<b>3,000</b>	100%	-	-
<b>Total</b>	<b>1,303,536</b>	<b>1,473,396</b>	<b>1,547,200</b>	<b>1,547,200</b>	<b>1,592,000</b>	<b>1,616,600</b>	<b>4%</b>	-	-

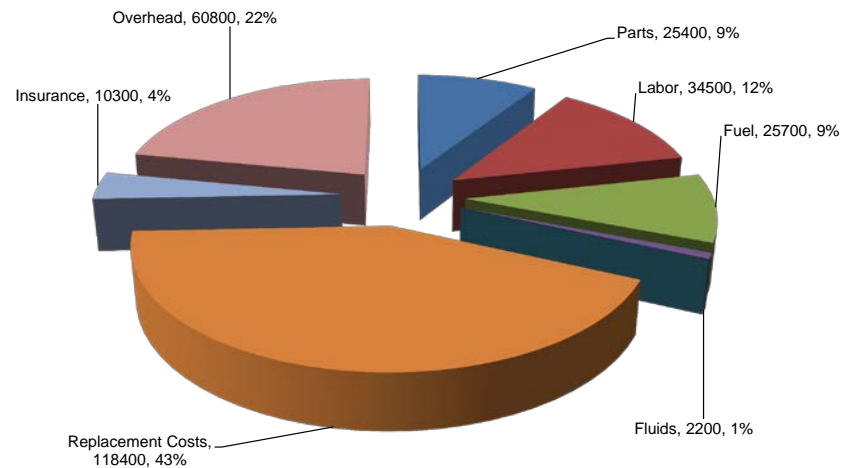


Department	Public Works and Parks
Program	Park Maintenance

Fund	General
Account Number	01-50-45

<sup>1</sup>Fleet Maintenance provides City departments with vehicles, equipment, fuel, and maintenance services. The costs for these services are allocated out of the departments based on their actual usage of services such as vehicle repair parts, labor for repairs, fuel, contractor expense (if a vehicle must be sent to an outside repair shop), and vehicle replacement costs. Other expenses, such as insurance and overhead, are allocated to the departments based on the % of the department's actual expense compared to all other departments' actual expense. The Parks Department's allocation for these services for the 2019 budget comes to \$277,300. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.

### 2019 Budget - Fleet Expense



The Parks Department currently has 20 vehicles in service. The table shown below lists the category of the vehicle, the year of the vehicle, and the number of vehicles currently in service for that year:

Category	
Chevy Silverado: 2006 (5)	8
Chevy Silverado: 2005 (2)	8
1 Ton Dump Truck: 2013 (1)	10
Dump Truck: 2005 (2)	10
Chevy Silverado: 2002 (2)	10
Ford Escape Hybrid: 2008 (1)	10
F-550 Aerial Truck: 2015 (1)	5
Compact Track Loader: 2015 (1)	5
624 K Wheel Loader: 2015 (1)	5
Chevy Silverado: 2015 (4)	5





## PARKS RECREATION AND FORESTRY

### RECREATION

The Recreation Division includes:

- (1) Heman Park Community Center
- (2) Aquatics Programs
- (3) Centennial Commons Recreation Center

#### Heman Park Community Center

The Heman Park Community Center provides space for meetings and activities for City Boards and Commissions and other organizations and private rentals. Weekend rentals are primarily for special occasions such as birthday, graduation, retirement, and wedding receptions. In 2016, Mid-East Area Agency on Aging relocated from Centennial Commons to Heman Park Community Center and utilizes the facility weekdays to provide lunch and activities for our area's older adult population.

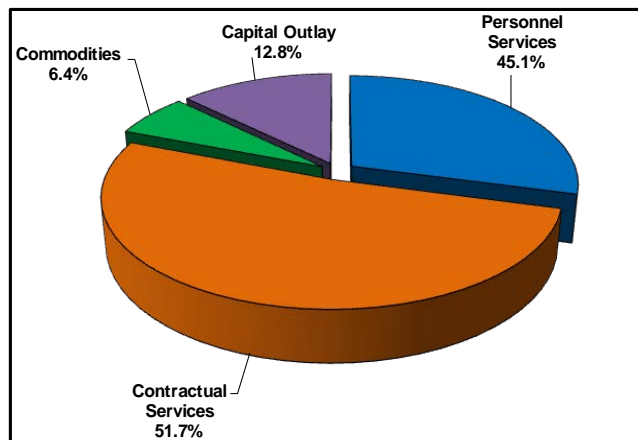
#### 2019 BUDGET DETAILS

Building improvements and cosmetic enhancements are needed to ensure the facility continues to be an attractive meeting and private event venue. Budget details for the 2018 include contractual services for systems and capital outlay for painting, floor repair and replacement tables/chairs.

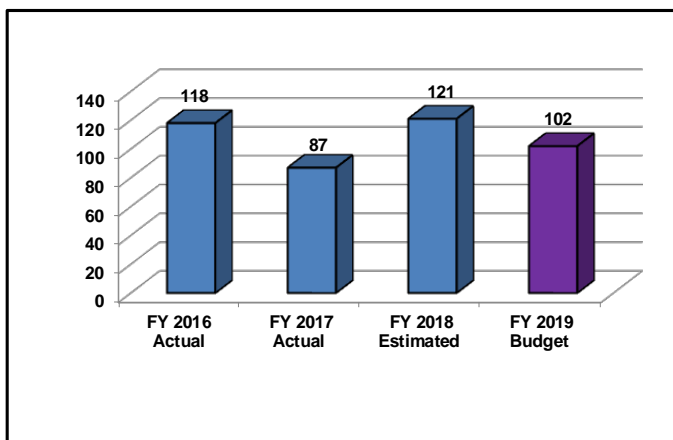
#### BUDGET EXPENDITURES

Community Center	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	34,219	15,116	82,400	82,400	48,100	29,600	-64%
Contractual Services	46,542	52,748	55,900	55,900	55,900	52,500	-6%
Commodities	7,739	10,338	9,500	9,500	9,500	6,500	-32%
Capital Outlay	29,580	9,027	35,000	35,000	7,000	13,000	-63%
<b>Total</b>	<b>118,080</b>	<b>87,230</b>	<b>182,800</b>	<b>182,800</b>	<b>120,500</b>	<b>101,600</b>	<b>-44%</b>

FY 2019 Budget



Total Expenditures ('000)



## PARKS RECREATION AND FORESTRY

### GOALS

1. To increase paid facility rentals for Heman park Community Center.
2. To increase marketing and promotion efforts to increase membership.
3. To improve the physical appearance of the facility; improve maintenance.
4. To develop a plan for the long-term use of the facility.

### Aquatics Programs

The Recreation division operates the Heman Park municipal swimming pool during the summer months, and the public swimming program offered at the University City High School Natatorium throughout the fall and winter. Heman Park municipal pool offers public swim, group and private swim instruction, lifeguard training, morning lap swim, concessions, and other aquatic recreational programs.

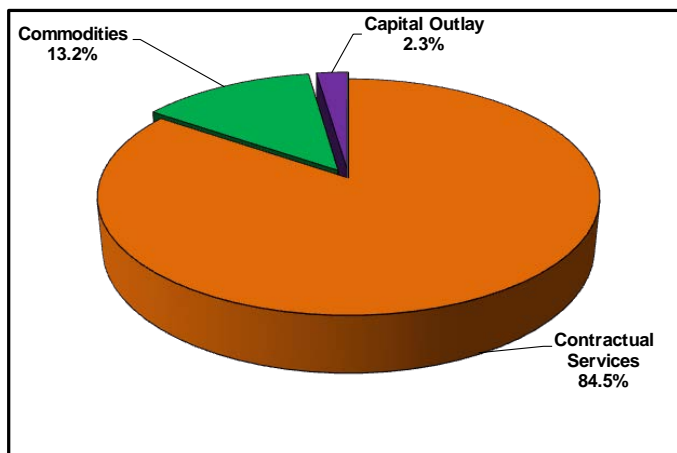
### 2019 BUDGET DETAILS

Budget details for the 2019 the Heman Park Community Center and Aquatics program accounts include outsourcing lifeguards (contractual services); addressing building improvements at Centennial Commons (tile repairs, painting) and at Heman Park poolhouse.

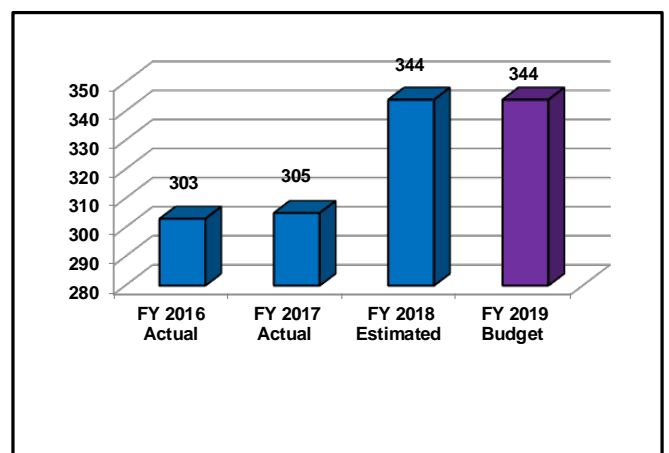
### BUDGET EXPENDITURES

Aquatics	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel Services	157,391	101,050	-	-	-	-	0%
Contractual Services	107,566	138,440	295,500	295,500	295,500	290,500	-2%
Commodities	38,342	63,515	36,300	36,300	36,300	45,100	24%
Capital Outlay	-	2,107	12,000	12,000	12,000	8,000	-33%
<b>Total</b>	<b>303,299</b>	<b>305,110</b>	<b>343,800</b>	<b>343,800</b>	<b>343,800</b>	<b>343,600</b>	<b>0%</b>

FY 2019 Budget



Total Expenditures ('000)





## PARKS RECREATION AND FORESTRY

### GOALS

1. To provide additional family friendly activities such as Adult/Family swim weekday hours, Friday Night Family Fun event, and more.
2. To increase programs offerings such as Saturday Aqua Zumba, Basic Kayaking, Water Polo for beginners, and more.
3. To increase marketing efforts for Heman Park pool and the Natatorium.
4. To continue to implement task force recommendations, where appropriate, for the physical needs of the Natatorium and the Heman Park pool.
5. To identify opportunities to develop partnerships with other communities for reciprocal pool use.

### Centennial Commons Recreation Center

The Recreation Division provides operational support and planning, organizing and programming for activities that occur at Centennial Commons Recreation Center. The facility has an indoor soccer facility, fitness area, free weights area, two full size gymnasiums, meeting rooms, an indoor track, a teen room and a child care area. The Division is responsible for the rental of gymnasiums, indoor soccer field, tennis courts, outdoor athletic fields, meeting rooms, park pavilions, and the mobile stage. The Division coordinates facility usage and programming with the University City Sports Association and the University City Soccer Club to provide youth athletic opportunities for football, baseball, tee ball and soccer. The Division also maintains fitness equipment, programs and manages fitness classes, personal training, summer day camp, birthday parties and special events, and other recreational programs.

### 2019 BUDGET DETAILS

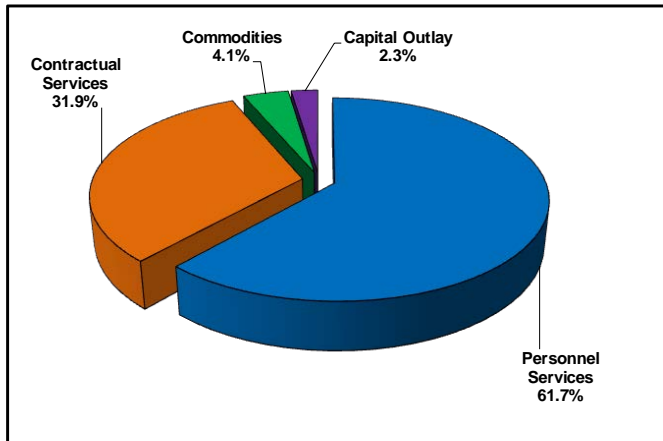
Budget details for the 2018 include continuing contracted fitness programs and classes; replacing fitness equipment and addressing building improvements such as floors and painting.

### BUDGET EXPENDITURES

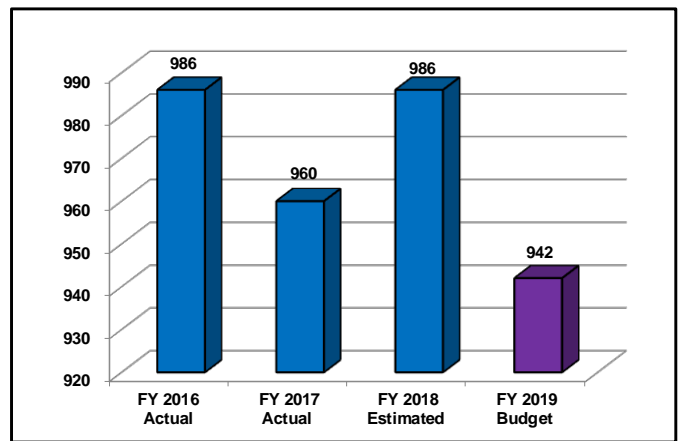
<b>Centennial Commons</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2018 Amended</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>	<b>% over FY 2018</b>
Personnel Services	596,428	532,866	606,200	606,200	586,200	581,200	-4%
Contractual Services	341,147	321,051	330,400	330,400	330,400	300,400	-9%
Commodities	35,125	36,027	36,700	36,700	36,700	38,300	4%
Capital Outlay	12,855	70,159	32,500	32,500	32,500	22,500	-31%
<b>Total</b>	<b>985,555</b>	<b>960,102</b>	<b>1,005,800</b>	<b>1,005,800</b>	<b>985,800</b>	<b>942,400</b>	<b>100%</b>

## PARKS RECREATION AND FORESTRY

**FY 2019 Budget**



**Total Expenditures ('000)**



### GOALS

1. To identify new incentives to increase facility usage.
2. To expand programs and course offerings, including special events.
3. To increase marketing and promotion efforts. Identify target populations not currently utilizing the facility, such as surrounding municipalities with few or recreational facilities available.
4. To continue to upgrade/maintenance of fitness and cardio equipment.
5. To increase offerings for the senior citizen population and provide teens with increased program opportunities.
6. To increase summer camp attendance and offerings. Seek partners when appropriate and feasible.

### FISCAL YEAR 2018 PERFORMANCE SUMMARY

- Staff coordinated 'Go Red for Women, Kids to Parks National event and several other local and national special events.
- Staff increased marketing efforts.
- Staff improved offerings for senior citizens, including free Silver Sneakers and Silver 'n Fit facility memberships and for youth.
- Staff improved other recreation program offerings in response to participant demands, including expanded swimming pool hours, additional recreation classes.
- Staff increased the number of the use of various facilities including Heman Park Community Center.

## PARKS RECREATION AND FORESTRY

### PERFORMANCE MEASUREMENTS

	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Projected
Community Center bookings	150	150	250	200
Citizens attending community center activities	25,000	25,000	24,200	23,000
Attendance at Heman Park pool	52,000	52,200	50,000	40,000
Attendance at Natatorium	1,200	1,200	2,010	2,000
Attendance at Centennial Commons	160,000	160,000	150,000	100,000
Hours of field rentals	1,400	1,400	1,000	1,000
Daily users	12,000	12,000	10,000	11,000
Day camp attendance	6,500	6,500	6,600	6,000



Department	Parks and Recreation
Program	Community Center

Fund	General Fund
Account Number	01-50-49

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	13,895	4,328	49,300	49,300	15,000	16,000	-68%	-	-
5340 Salaries - Part-Time & Temp	8,323	3,551	10,000	10,000	10,000	5,000	-50%	-	-
5380 Overtime	228	-	1,000	1,000	1,000	-	-100%	-	-
5420 Workers Compensation	873	315	1,000	1,000	1,000	500	-50%	-	-
5460 Medical Insurance	2,006	651	10,000	10,000	10,000	2,000	-80%	-	-
5660 Social Security Contributions	1,374	466	4,100	4,100	4,100	900	-78%	-	-
5740 Pension Contribution Nonunif.	7,200	5,700	6,000	6,000	6,000	5,000	-17%	-	-
5900 Medicare	320	106	1,000	1,000	1,000	200	-80%	-	-
<b>Sub-Total Personnel Service:</b>	<b>34,219</b>	<b>15,116</b>	<b>82,400</b>	<b>82,400</b>	<b>48,100</b>	<b>29,600</b>	<b>-64%</b>	-	-
<b>Contractual Services</b>									
6050 Maintenance Contracts	1,004	965	1,500	1,500	1,500	1,000	-33%	-	-
6170 Insurance - Liability	4,200	3,505	4,000	4,000	4,000	4,000	0%	-	-
6210 Insurance - Flood	4,317	4,898	4,500	4,500	4,500	5,000	11%	-	-
6250 Natural Gas	4,512	5,686	6,000	6,000	6,000	6,000	0%	-	-
6260 Electricity	13,724	13,739	15,000	15,000	15,000	14,000	-7%	-	-
6280 Water	4,268	3,765	5,000	5,000	5,000	4,500	-10%	-	-
6290 Sewer	4,197	3,793	4,000	4,000	4,000	4,000	0%	-	-
6360 Building Maintenance	5,589	9,588	8,000	8,000	8,000	8,000	0%	-	-
6380 Equipment Maintenance	2,724	3,273	4,000	4,000	4,000	4,000	0%	-	-
6430 Misc. Repairs & Maintenance	-	2,492	3,000	3,000	3,000	1,000	-67%	-	-
6640 Exterminations	909	1,004	900	900	900	1,000	11%	-	-
<b>Sub-Total Contractual Service</b>	<b>46,542</b>	<b>52,748</b>	<b>55,900</b>	<b>55,900</b>	<b>55,900</b>	<b>52,500</b>	<b>-6%</b>	-	-
<b>Commodities</b>									
7370 Institutional Supplies	6,395	8,323	8,000	8,000	8,000	5,000	-38%	-	-
7490 Building Materials	73	271	500	500	500	500	0%	-	-
7570 Hardware & Hand Tools	1,271	1,745	1,000	1,000	1,000	1,000	0%	-	-
<b>Sub-Total Commodities</b>	<b>7,739</b>	<b>10,338</b>	<b>9,500</b>	<b>9,500</b>	<b>9,500</b>	<b>6,500</b>	<b>-32%</b>	-	-
<b>Capital Outlay</b>									
8001 Building Improvements	6,303	8,244	25,000	25,000	5,000	5,000	-80%	-	-
8100 Misc. Improvements	23,277	783	10,000	10,000	2,000	8,000	-20%	-	-
<b>Sub-Total Capital Outlay</b>	<b>29,580</b>	<b>9,027</b>	<b>35,000</b>	<b>35,000</b>	<b>7,000</b>	<b>13,000</b>	<b>-63%</b>		
<b>Total</b>	<b>118,080</b>	<b>87,230</b>	<b>182,800</b>	<b>182,800</b>	<b>120,500</b>	<b>101,600</b>	<b>-44%</b>	-	-



Department	Parks and Recreation
Program	Aquatics

Fund	General Fund
Account Number	01-50-51

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5340 Salaries - Part-Time & Temp	135,930	89,083	-	-	-	-	0%	-	-
5380 Overtime	7,285	2,833	-	-	-	-	0%	-	-
5420 Workers Compensation	3,554	2,648	-	-	-	-	0%	-	-
5660 Social Security Contributions	8,722	5,696	-	-	-	-	0%	-	-
5900 Medicare	1,900	1,448	-	-	-	-	0%	-	-
<b>Sub-Total Personnel Services</b>	<b>157,391</b>	<b>101,050</b>	-	-	-	-	<b>0%</b>	-	-
<b>Contractual Services</b>									
6050 Maintenance Contracts	2,552	75,638	217,800	217,800	217,800	215,000	-1%	-	-
6170 Insurance - Liability	4,600	3,963	4,500	4,500	4,500	4,500	0%	-	-
6250 Natural Gas	654	633	700	700	700	800	14%	-	-
6260 Electricity	29,070	27,061	27,000	27,000	27,000	28,000	4%	-	-
6280 Water	55,504	8,699	15,000	15,000	15,000	13,000	-13%	-	-
6290 Sewer	6,629	7,537	10,000	10,000	10,000	10,000	0%	-	-
6360 Building Maintenance	1,905	5,267	10,000	10,000	10,000	10,000	0%	-	-
6380 Equipment Maintenance	5,885	4,614	5,000	5,000	5,000	5,000	0%	-	-
6430 Misc. Repairs & Maintenance	410	3,679	4,800	4,800	4,800	3,500	-27%	-	-
6610 Staff Training	245	1,152	500	500	500	500	0%	-	-
6640 Exterminations	112	196	200	200	200	200	0%	-	-
<b>Sub-Total Contractual Services</b>	<b>107,566</b>	<b>138,440</b>	<b>295,500</b>	<b>295,500</b>	<b>295,500</b>	<b>290,500</b>	<b>-2%</b>	-	-
<b>Commodities</b>									
7210 Chemicals	13,352	27,922	16,000	16,000	16,000	20,000	25%	-	-
7330 Food	16,568	18,598	13,000	13,000	13,000	15,000	15%	-	-
7370 Institutional Supplies	1,836	7,528	2,000	2,000	2,000	3,000	50%	-	-
7490 Building Materials	813	4,299	1,000	1,000	1,000	2,000	100%	-	-
7530 Medical Supplies	37	82	100	100	100	100	0%	-	-
7570 Hardware & Hand Tools	747	994	1,000	1,000	1,000	1,000	0%	-	-
7690 Recreational Supplies	3,842	2,941	2,000	2,000	2,000	3,000	50%	-	-
7770 Wearing Apparel	1,147	1,100	1,200	1,200	1,200	1,000	-17%	-	-
<b>Sub-Total Commodities</b>	<b>38,342</b>	<b>63,515</b>	<b>36,300</b>	<b>36,300</b>	<b>36,300</b>	<b>45,100</b>	<b>24%</b>	-	-
<b>Capital Outlay</b>									
8001 Building Improvements	-	-	10,000	10,000	10,000	8,000	-20%	-	-
8100 Misc. Improvements	-	2,107	2,000	2,000	2,000	-	-100%	-	-
<b>Sub-Total Capital Outlay</b>	<b>-</b>	<b>2,107</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>8,000</b>	<b>-33%</b>	-	-
<b>Total</b>	<b>303,299</b>	<b>305,110</b>	<b>343,800</b>	<b>343,800</b>	<b>343,800</b>	<b>343,600</b>	<b>0%</b>	-	-



Department	Parks and Recreation
Program	Centennial Commons

Fund	General Fund
Account Number	01-50-53

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020	FY 2021
<b>Personnel Services</b>									
5001 Salaries - Full-Time	233,280	208,081	235,000	235,000	235,000	242,000	3%	-	-
5340 Salaries - Part-Time & Temp	248,290	219,740	240,000	240,000	240,000	220,000	-8%	-	-
5420 Workers Compensation	13,640	12,294	15,000	15,000	15,000	15,000	0%	-	-
5460 Medical Insurance	38,990	25,568	45,000	45,000	25,000	26,500	-41%	-	-
5660 Social Security Contributions	27,925	25,676	29,400	29,400	29,400	30,000	2%	-	-
5740 Pension Contribution Nonunif.	24,000	34,300	35,000	35,000	35,000	40,700	16%	-	-
5900 Medicare	6,394	6,001	6,800	6,800	6,800	7,000	3%	-	-
<b>Sub-Total Personnel Services</b>	<b>596,428</b>	<b>532,866</b>	<b>606,200</b>	<b>606,200</b>	<b>586,200</b>	<b>581,200</b>	<b>-4%</b>	-	-
<b>Contractual Services</b>									
6010 Professional Services	57,358	54,725	30,000	30,000	30,000	20,000	-33%	-	-
6040 Events & Receptions	6,406	9,386	7,000	7,000	7,000	9,000	29%	-	-
6040 Events for Arts & Letters	-	-	20,000	20,000	20,000	20,000	0%	-	-
6050 Maintenance Contracts	17,969	16,679	15,000	15,000	15,000	13,000	-13%	-	-
6060 Instructors & Sports Officials	103,517	113,229	96,000	96,000	96,000	100,000	4%	-	-
6090 Postage	668	208	2,000	2,000	2,000	2,000	0%	-	-
6120 Professional Development	1,330	1,818	4,000	4,000	4,000	2,000	-50%	-	-
6130 Advertising & Public Notices	1,772	481	3,000	3,000	3,000	2,000	-33%	-	-
6150 Printing Services	14,968	-	2,000	2,000	2,000	1,000	-50%	-	-
6170 Insurance - Liability	4,200	3,854	4,200	4,200	4,200	4,500	7%	-	-
6210 Insurance - Flood	13,320	13,983	13,500	13,500	13,500	14,000	4%	-	-
6250 Natural Gas	8,443	3,002	5,000	5,000	5,000	4,500	-10%	-	-
6260 Electricity	67,830	65,093	65,000	65,000	65,000	65,000	0%	-	-
6270 Telephone & Pagers	779	1,586	1,000	1,000	1,000	1,000	0%	-	-
6360 Building Maintenance	5,824	4,227	20,000	20,000	20,000	10,000	-50%	-	-
6380 Equipment Maintenance	12,142	11,281	10,000	10,000	10,000	12,000	20%	-	-
6400 Office Equipment Maintenance	2,884	550	2,000	2,000	2,000	1,000	-50%	-	-
6430 Misc. Repairs & Maintenance	1,313	2,942	1,500	1,500	1,500	2,000	33%	-	-
6540 Equipment Rental	-	252	500	500	500	500	0%	-	-
6560 Technology Services	5,729	3,062	9,000	9,000	9,000	3,000	-67%	-	-
6610 Staff Training	129	185	1,000	1,000	1,000	200	-80%	-	-
6640 Exterminations	809	1,272	1,200	1,200	1,200	1,200	0%	-	-
6650 Membership & Certification	1,836	1,705	2,000	2,000	2,000	1,500	-25%	-	-
6700 Misc. Operating Services	4,456	6,373	5,000	5,000	5,000	1,000	-80%	-	-
6770 Bank & Credit Card Fees	7,215	5,157	10,000	10,000	10,000	10,000	0%	-	-
<b>Sub-Total Contractual Ser</b>	<b>341,147</b>	<b>321,051</b>	<b>330,400</b>	<b>330,400</b>	<b>330,400</b>	<b>300,400</b>	<b>-9%</b>	-	-
<b>Commodities</b>									
7001 Office Supplies	2,974	5,271	3,000	3,000	3,000	5,000	67%	-	-
7050 Publications	255	306	500	500	500	500	0%	-	-
7330 Food	3,412	3,994	2,000	2,000	2,000	4,000	100%	-	-
7370 Institutional Supplies	11,123	16,092	14,000	14,000	14,000	15,000	7%	-	-
7490 Building Materials	2,972	1,350	2,000	2,000	2,000	1,500	-25%	-	-
7530 Medical Supplies	578	774	600	600	600	500	-17%	-	-
7570 Hardware & Hand Tools	1,552	1,295	1,200	1,200	1,200	1,200	0%	-	-
7610 Fuel, Oil & Lubricants	-	329	300	300	300	300	0%	-	-
7690 Recreational Supplies	7,351	3,429	8,200	8,200	8,200	5,800	-29%	-	-
7770 Wearing Apparel	3,601	2,886	4,500	4,500	4,500	4,500	0%	-	-
<b>Sub-Total Commodities</b>	<b>35,125</b>	<b>36,027</b>	<b>36,700</b>	<b>36,700</b>	<b>36,700</b>	<b>38,300</b>	<b>4%</b>	-	-
<b>Capital Outlay</b>									
8001 Building Improvements	-	67,137	20,000	20,000	20,000	10,000	-50%	-	-
8100 Misc. Improvements	9,603	-	7,500	7,500	7,500	7,500	0%	-	-
8180 Office Furniture & Equip	3,252	3,022	5,000	5,000	5,000	5,000	0%	-	-
<b>Sub-Total Capital Outlay</b>	<b>12,855</b>	<b>70,159</b>	<b>32,500</b>	<b>32,500</b>	<b>32,500</b>	<b>22,500</b>	<b>-31%</b>	-	-
<b>Total</b>	<b>985,555</b>	<b>960,102</b>	<b>1,005,800</b>	<b>1,005,800</b>	<b>985,800</b>	<b>942,400</b>	<b>-6%</b>	-	-



## GOLF COURSE MAINTENANCE AND RECREATION

Ruth Park is a nine-hole golf course that covers nearly 70 acres and serves the University City golfing public and is open to non-residents as well. The course includes a 25 hitting station driving range.

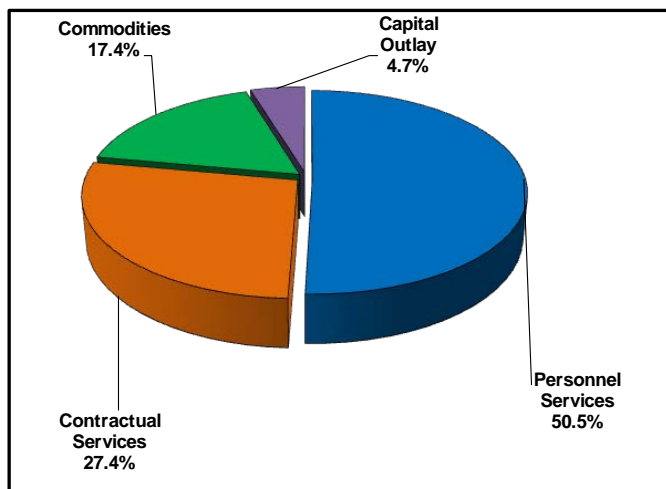
The golf course maintenance division is responsible for the development, and maintenance of the golf course grounds. The maintenance crew carries out a comprehensive maintenance program which includes: mowing, fertilizing, aerification, top-dressing, weed control, disease control, insect control, water management, seeding, sodding, irrigation system maintenance, equipment maintenance, tree planting/pruning, erosion control, drainage, and snow removal.

The golf course recreation is responsible for coordinating all league and individual play times as well as hosting tournaments and providing instructional classes.

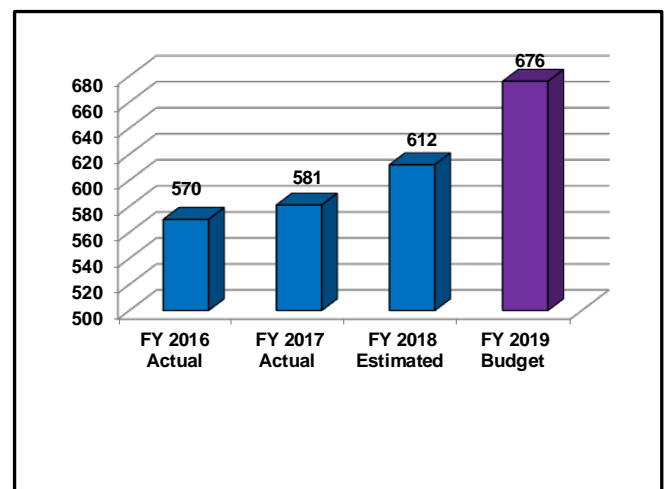
### BUDGET EXPENDITURES

<b>Golf Course Maintenance</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Original</b>	<b>FY 2018 Amended</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>	<b>% over FY 2018</b>
Personnel Services	290,360	282,506	320,100	320,100	320,100	341,500	7%
Contractual Services	150,570	160,606	173,400	173,400	173,400	184,900	7%
Commodities	128,913	137,455	118,700	118,700	118,700	117,400	-1%
Capital Outlay	-	368	-	-	-	32,000	100%
<b>Total</b>	<b>569,843</b>	<b>580,935</b>	<b>612,200</b>	<b>612,200</b>	<b>612,200</b>	<b>675,800</b>	<b>10%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**



### GOALS

1. Construct forward tee on hole #3
2. Regrade and sod green surround on #6
3. Remove poa-anna on #6 fairway and sod with zoysia
4. Improve aesthetics of perimeters on holes #4 and #6
5. Install drainage and regrade hazard on #9
6. Improve grading on driving range and install irrigation system.

### SIGNIFICANT CHANGES SINCE FY 2018

1. Temporary Labor– Increases for more flexibility to respond to maintenance needs with temporary labor..
2. Professional Development – Decreases due to reclassification of golf instructors fees as Instructors & Sports Officials account.
3. Water – Increases due to new irrigation installation at driving range.
4. Staff Training – Increase due to additional training for golf staff.
5. Uniforms & Safety Gear – Increases due to employees purchasing uniforms in lieu of laundry service.

### SIGNIFICANT BUDGETARY ISSUES

1. Future improvements necessary to the driving range because of erosion and drainage issues.
2. Necessary replacement of 28 year old supply valves for irrigation system.
3. Golf balls being hit over the sixth green onto private property

### FISCAL YEAR 2018 PERFORMANCE SUMMARY

1. Forward tee on #2 will be complete in May.
  2. Tree maintenance continues with seasonal pruning.
  3. Erosion repair work on #2 fairway was completed and sodded.
  4. Pond maintenance included removal of cattails in fore bay and algae control.
- Aeration equipment upgraded and turf is responding to improved agronomics



Department	Public Works and Parks
Program	Golf Course

Fund	Golf Course
Account Number	28-50-47

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018	FY 2020 Projected	FY 2021 Projected
<b>Personnel Services</b>									
5001 Salaries - Full-Time	161,381	153,757	170,000	170,000	170,000	189,500	11%	-	-
5340 Salaries - Part-Time & Temp	52,649	49,802	65,000	65,000	65,000	67,000	3%	-	-
5380 Overtime	7,175	5,016	9,000	9,000	9,000	5,000	-44%	-	-
5420 Workers Compensation	3,995	4,329	4,000	4,000	4,000	4,500	13%	-	-
5460 Medical Insurance	26,543	25,984	28,000	28,000	28,000	30,700	10%	-	-
5660 Social Security Contributions	12,937	12,177	15,500	15,500	15,500	16,200	5%	-	-
5740 Pension Contribution Nonunif.	22,700	28,600	25,000	25,000	25,000	24,800	-1%	-	-
5900 Medicare	2,980	2,841	3,600	3,600	3,600	3,800	6%	-	-
<b>Sub-Total Personnel Services</b>	<b>290,360</b>	<b>282,506</b>	<b>320,100</b>	<b>320,100</b>	<b>320,100</b>	<b>341,500</b>	<b>7%</b>	-	-
<b>Contractual Services</b>									
6050 Maintenance Contracts	10,592	12,956	11,000	11,000	11,000	7,000	-36%	-	-
6060 Instructors & Sports Officials	3,681	6,215	15,000	15,000	15,000	12,000	-20%	-	-
6070 Temporary Labor	1,530	151	2,000	2,000	2,000	2,000	0%	-	-
6110 Mileage Reimbursement	934	888	1,300	1,300	1,300	1,000	-23%	-	-
6120 Professional Development	-	240	1,000	1,000	1,000	4,500	350%	-	-
6130 Advertising & Public Notices	10,952	10,150	10,500	10,500	10,500	15,000	43%	-	-
6150 Printing Services	-	1,426	1,000	1,000	1,000	1,300	30%	-	-
6160 Insurance- Property & Auto	-	20,000	-	-	-	20,000	100%	-	-
6170 Insurance - Liability	4,700	4,020	5,000	5,000	5,000	4,500	-10%	-	-
6250 Natural Gas	2,189	2,393	4,000	4,000	4,000	2,500	-38%	-	-
6260 Electricity	7,841	6,924	7,000	7,000	7,000	7,000	0%	-	-
6270 Telephone & Pagers	900	1,000	1,000	1,000	1,000	1,000	0%	-	-
6280 Water	27,542	25,917	30,000	30,000	30,000	20,000	-33%	-	-
6290 Sewer	954	964	1,000	1,000	1,000	1,000	0%	-	-
6360 Building Maintenance	489	1,910	2,500	2,500	2,500	2,500	0%	-	-
6380 Equipment Maintenance	14,224	7,737	18,000	18,000	18,000	13,000	-28%	-	-
6430 Misc. Repairs & Maintenance	4,720	2,901	6,000	6,000	6,000	4,000	-33%	-	-
6530 Fleet Service & Replacement	16,039	18,090	9,500	9,500	9,500	14,000	47%	-	-
6540 Equipment Rental	17,571	18,991	20,000	20,000	20,000	21,500	8%	-	-
6560 Technology Services	1,656	799	8,200	8,200	8,200	6,200	-24%	-	-
6570 Miscellaneous Rental	1,009	1,136	1,200	1,200	1,200	1,200	0%	-	-
6610 Staff Training	400	30	1,000	1,000	1,000	1,000	0%	-	-
6650 Membership & Certification	2,507	1,899	1,700	1,700	1,700	2,000	18%	-	-
6700 Miscellaneous Operating Services	-	-	-	-	-	200	100%	-	-
6710 Waste Dumping Fees	620	-	500	500	500	500	0%	-	-
6770 Bank & Credit Card Fees	18,705	13,654	15,000	15,000	15,000	20,000	33%	-	-
<b>Sub-Total Contractual Services</b>	<b>150,570</b>	<b>160,606</b>	<b>173,400</b>	<b>173,400</b>	<b>173,400</b>	<b>184,900</b>	<b>7%</b>	-	-
<b>Commodities</b>									
7001 Office Supplies	1,013	1,379	1,400	1,400	1,400	1,400	0%	-	-
7130 Agriculture Supplies	21,696	17,601	26,000	26,000	26,000	20,000	-23%	-	-
7210 Chemicals	9,021	10,941	9,000	9,000	9,000	9,000	0%	-	-
7290 Concrete & Clay Products	2,552	2,631	3,600	3,600	3,600	3,600	0%	-	-
7330 Food	25,224	22,935	24,000	24,000	24,000	24,000	0%	-	-
7370 Institutional Supplies	3,757	2,242	2,700	2,700	2,700	2,700	0%	-	-
7490 Building Materials	72	360	1,000	1,000	1,000	1,000	0%	-	-
7530 Medical Supplies	153	234	200	200	200	200	0%	-	-
7570 Hardware & Hand Tools	4,683	3,934	5,000	5,000	5,000	5,000	0%	-	-
7610 Fuel, Oil & Lubricants	6,309	7,039	4,000	4,000	4,000	8,000	100%	-	-
7690 Recreational Supplies	53,910	65,814	40,000	40,000	40,000	40,000	0%	-	-
7730 Metal Supplies	40	405	100	100	100	100	0%	-	-
7770 Uniforms & Safety Gear	483	1,112	1,400	1,400	1,400	1,400	0%	-	-
7810 Sign Supplies	-	1,196	300	300	300	1,000	233%	-	-
<b>Sub-Total Commodities</b>	<b>128,913</b>	<b>137,823</b>	<b>118,700</b>	<b>118,700</b>	<b>118,700</b>	<b>117,400</b>	<b>-1%</b>	-	-
<b>Capital Outlay</b>									
8100 Misc. Improvement	-	-	-	-	-	27,000	100%	-	-
8200 Vehicle & Equipment	-	-	-	-	-	5,000	100%	-	-
<b>Sub-Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,000</b>	<b>100%</b>	-	-
<b>Total</b>	<b>569,843</b>	<b>580,935</b>	<b>612,200</b>	<b>612,200</b>	<b>612,200</b>	<b>675,800</b>	<b>10%</b>	-	-

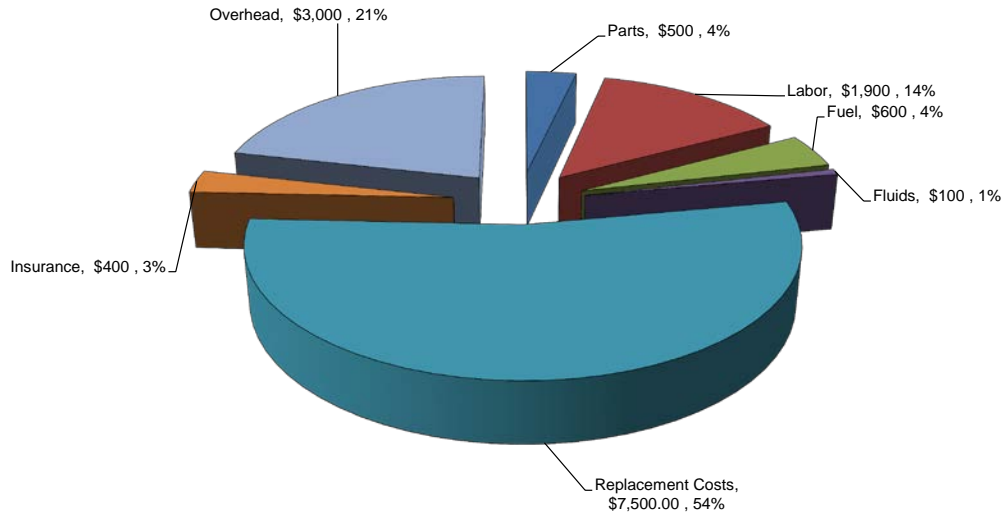


Department	Public Works and Parks
Program	Golf Course

Fund	Golf Course
Account Number	28-40-47

<sup>1</sup>Fleet Maintenance provides City departments with vehicles, equipment, fuel, and maintenance services. The costs for these services are allocated out of the departments based on their actual usage of services such as vehicle repair parts, labor for repairs, fuel, contractor expense (if a vehicle must be sent an outside repair shop), and vehicle replacement costs. Other expenses, such as insurance and overhead, are allocated to the departments based on the % of the department's actual expense compared to all othe departments' actual expense. The Golf Course Department's allocation for these services for the 2019 budget comes to \$14,000. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.

### 2019 Budget - Fleet Expense



The Golf Course Department currently has 1 vehicle in service. The table shown below lists the category of the vehicle, the year of the vehicle, and the number of vehicles currently in service for that year:

Chevy Silverado: 2006 (1)

8

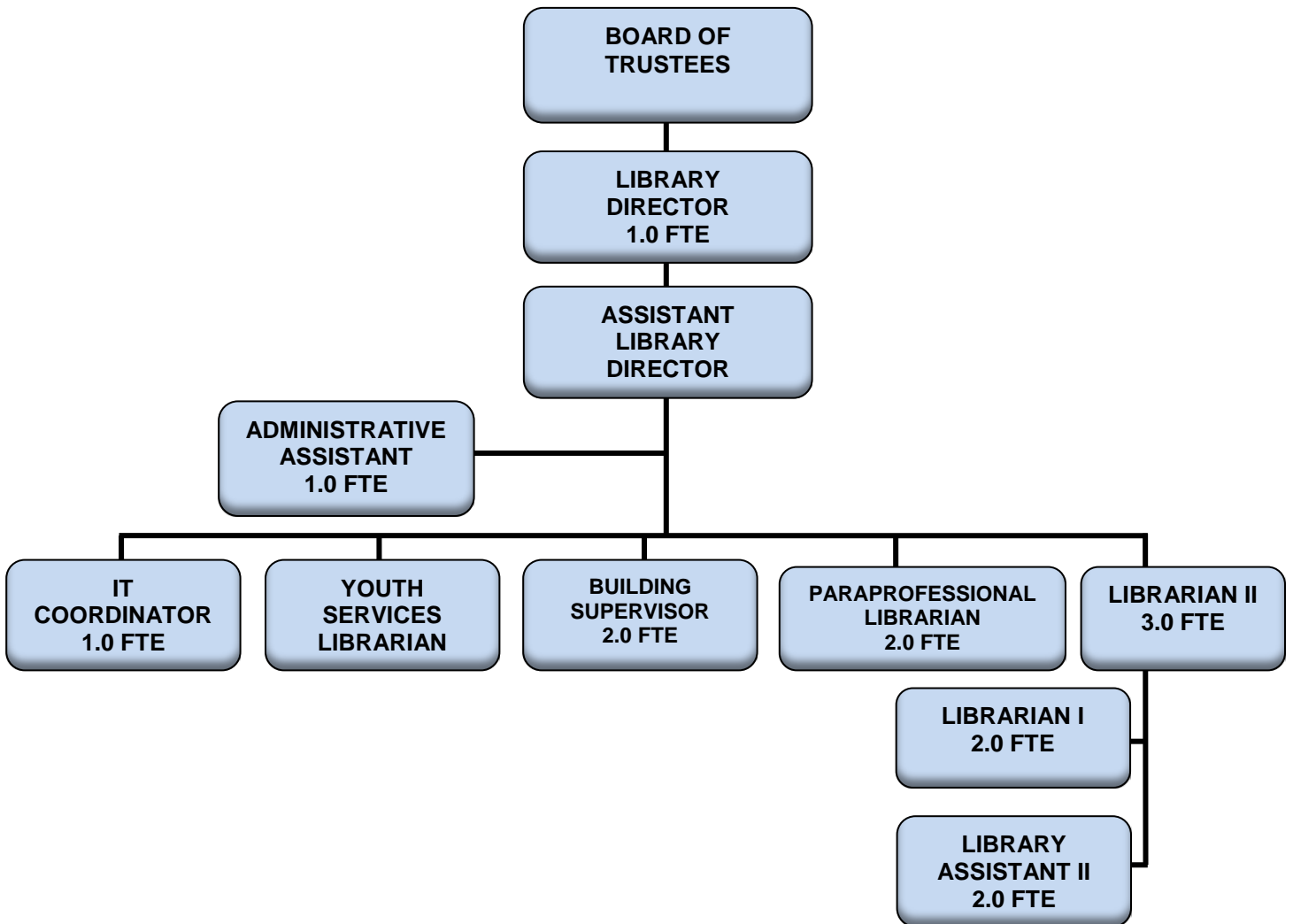


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# LIBRARY





The University City Public Library selects, organizes, and makes available library materials in print and electronic formats for the recreational, informational, educational, and cultural needs of all our citizens, from preschool through maturity. The Library strives to achieve its vision and its goals with a philosophy that embraces change and supports superior service.

The Library Director hires and administers the staff, develops the annual budget, initiates policy, and reports to the Library Board of Trustees.

The Reference and Adult Services Staff provides information that is quick and accurate, utilizing print and electronic resources effectively. They deliver the information in the format preferred by the patron. They offer a wide variety of computer-related and eReader classes, lead book discussion groups, and plan and host interesting and informative programs for adults and seniors.

The Technical Services Department orders, receives, processes, and catalogs library materials in a timely manner so that new materials are constantly available to our patrons.

The Information Technology Department maintains the computer networks the library depends upon. They are responsible for implementing our technology grant projects with new equipment and software. They help the rest of the library staff keep abreast of new technology and new ways of delivering library service.

The Circulation Staff gives efficient, friendly service at the circulation desk, helping patrons find and check out the books, movies, music and other items they require.

The Youth Services Department serves children and young adults, as well as their parents, caregivers and teachers. They provide print materials, audio-visual and computer resources, and special activities, including storytimes, gaming nights, and our fantastic Summer Reading Program.

The Home Services staff, along with our volunteers, provide library materials to University City residents who, due to health reasons, are not able to come to the Library in person.

The Building Supervisor maintains the building and grounds as an attractive and inviting destination for our citizens.

Those librarians charged with materials' evaluation select the best of new and classic materials using traditional and non-traditional reviewing sources and respond to requests from patrons. The library serves special populations such as homebound patrons, new adult readers, patrons with special physical needs, and those who speak English as a second language. The Library director and staff are always open to opportunities to improve service through collaboration with the library systems of neighboring communities and seek to engage in partnerships with other community groups and organizations.

**PERSONNEL SUMMARY**
**Full-Time**

	FY 2017 Authorized	FY 2018 Authorized	FY 2019 Authorized
<b>Library</b>			
<i>Library Operations</i>			
Library Director	1.0	1.0	1.0
Assistant Library Director	1.0	1.0	1.0
Youth Services Librarian	1.0	1.0	1.0
IT Coordinator	1.0	1.0	1.0
Librarian II	3.0	3.0	3.0
Librarian I	2.0	2.0	2.0
Paraprofessional	2.0	2.0	2.0
Library Assistant II	2.0	2.0	2.0
Library Assistant I	-	-	-
Building Supervisor	2.0	2.0	2.0
Administrative Assistant	1.0	1.0	1.0
<i>Library Operations Personnel Total</i>	<u>16.0</u>	<u>16.0</u>	<u>16.0</u>
<b>Library Personnel Total</b>	<b>16.0</b>	<b>16.0</b>	<b>16.0</b>

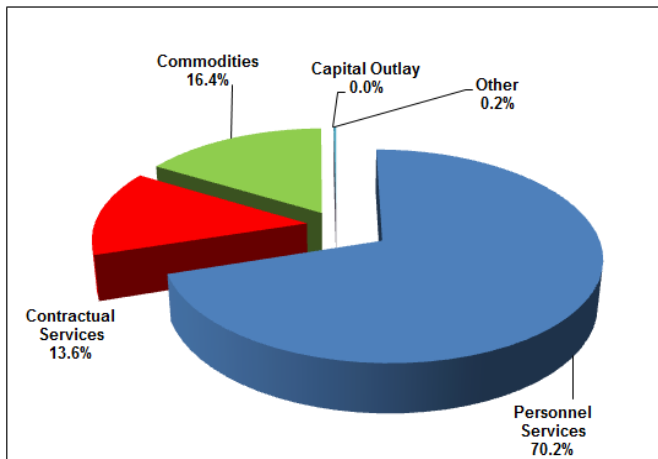
**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Personnel							
Services	1,179,919	1,200,100	1,191,800	1,191,800	1,191,800	1,259,100	6%
Contractual							
Services	229,666	239,101	231,400	231,400	231,400	244,400	6%
Commodities	239,926	281,743	288,500	288,500	288,500	289,500	0%
Capital Outlay	-	-	50,000	50,000	50,000	-	-100%
Other	4,000	4,000	4,000	4,000	4,000	4,000	0%
<b>Total</b>	<b>1,653,511</b>	<b>1,724,943</b>	<b>1,761,700</b>	<b>1,761,700</b>	<b>1,761,700</b>	<b>1,793,000</b>	<b>2%</b>

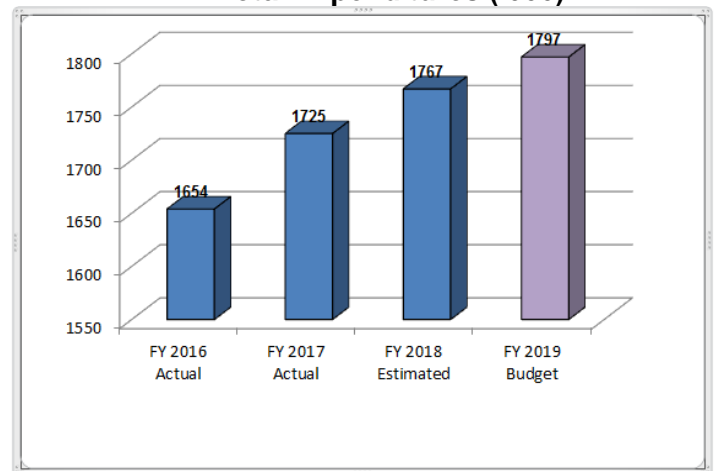
\*\*Other represents a transfer out to Finance Department for all services including Human Resource, Payroll and Accounts Payable. This \$4,000 was budgeted as Transfer Out in Library Fund and Transfer In in General Fund.



FY 2019 Budget



Total Expenditures ('000)



## GOALS

1. Overall
  - Continue to work on implementation of Library's Strategic Plan.
  - Conduct survey of University City residents regarding the Library and its services.
2. Building and Grounds
  - Reseal and repair parking lot.
  - Improve sealing at large window and waterproofing of building exterior.
  - Plan for possible interior renovations.
  - Plan for replacement of telephone system.
3. Community Relations and Marketing
  - Improve the promotion of library collections, programs, and services.
  - Continue to improve the library's social media presence.
4. Technology
  - Improve technology available in both meeting rooms.
  - Installation of new training center.
  - Increase technology resources through partnership with CALOP and Media Worx.
  - Plan for replacement of the Library's alarm system.
5. Customer Service
  - Through increased and more effective staff training, increase our patrons' satisfaction with the Library.
  - Emphasize through all we do that our patrons are the Library's first priority.
6. Programming
  - Increase literacy outreach to day care and preschools in University City.
  - Continue to improve Big Book Summer Reading and Youth Summer Reading.
  - Increase the number of programs that promote lifelong learning.
  - Continue to work with community groups on cooperative programs.
7. Resource Sharing
  - Work with the Municipal Library Consortium to offer our users the best catalog system possible.
  - Work with the Municipal Library Consortium and other Library organizations to offer the widest array of eResources possible to our residents and library users.

### SIGNIFICANT CHANGES SINCE FY 2018

In the past fiscal year the University City Public Library has made the following improvements:

- A grant from CALOP allowed us to provide new camcorders and iMacs for patron use.
- An LSTA grant allowed the Library to purchase new Chromebook computers for our patrons to use.
- UCPL replaced the carpeting in Lil's Treehouse.
- Thanks to the Friends of the Library we were able to install new drinking fountains on the first floor.
- The Library has added a Science Fiction book discussion and a Middle School book discussion to our programming.

### SIGNIFICANT BUDGETARY ISSUES

- The Library is working with on amortizing the circulating collections as advised by our auditors.
- The unfunded accrued liability of the Library's portion of the non-Uniformed pension plan continues to be a concern.

### PERFORMANCE SUMMARY

In the 2016-2017 fiscal year the Library loaned 337,960 traditional materials, 21,439 eBooks and downloadable audio, had 33,368 uses of our databases, 47,364 computers sessions and 31,655 wifi sessions. Over 2,300 meetings were held in the library's meeting rooms and large auditorium, and 12,852 children and young adults attended 361 programs sponsored by the library. Adult programs such as book clubs, author events, gallery openings, and discussions were attended by 2,018 people. As of June 30, 2017, UCPL had 39,282 active cardholders. The library loaned 27,805 items to other libraries through direct borrowing and interlibrary loan and borrowed 20,518 items from other libraries including those in our consortium. These requested materials are delivered by van five days a week, often arriving within a day of the patron's placing the hold.

The Summer Reading Program kept the Youth Services staff on the go during much of June and July. 508 children enjoyed weekly special programs while working toward their reading goals, and 356 children finished with at least 12 hours read. The staff was assisted by 104 teen volunteers. During the school year, frequent story times, after-school movies, and other activities engaged youngsters. The Friends of the Library continued to present programs for adults featuring several well-received readings and book signings by local authors. They also make an annual financial contribution to the library at their April Annual meeting. This last year, they gave the library \$13,000 to support this past year's *Build a Better World* summer reading program and to help with the adult summer reading program. The library also presented a wide variety of programs for adults, including our seventh annual summer reading program for adults, the *David Copperfield*, book discussion series; our *Wednesday Night* and *Classics* book groups; movie nights; the regular book club meetings; as well as several cooperative programs with other organizations.



## LIBRARY

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The library continues to receive generous donations from patrons to help support our materials budget. This year through these donations and the generous support from our Friends organization, University City resident and local businesses, performers, and restaurants, the Library raised \$36,000. UCPL received many other donations as well, often in memory or in honor of a friend or loved one, these gifts have allowed us to add many new titles to our collection. The Library was also pleased to receive the gift of an AWE early learning computer from the University City High School class of 1966. The library also supplements its income by applying for competitive grants and through participation in the annual University City Memorial Day Run. The library cooperates with the Green Center, and U. City in Bloom to coordinate this popular annual event, which netted over \$10,000 for the library this past May. We were also very gratified to MOREnet and Washington University as we closed out our multi-year MOREnet technology grant. Over the past year, the library received over \$140,000 in grant income.



Department	Library
Program	Library Operations

Fund	Library
Account Number	06-65-60

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Personnel Services</b>							
5001 Salaries - Full-Time	660,902	653,638	645,500	645,500	645,500	696,200	8%
5340 Salaries - Part-Time & Temp	234,509	243,752	235,300	235,300	235,300	260,200	11%
5380 Overtime	26,180	25,263	31,800	31,800	31,800	20,700	-35%
5420 Workers Compensation	4,797	4,754	5,000	5,000	5,000	5,000	0%
5460 Medical Insurance	72,425	76,216	81,000	81,000	81,000	81,000	0%
5540 EAP	455	455	500	500	500	500	0%
5660 Social Security Contributions	54,469	54,052	56,600	56,600	56,600	59,600	5%
5740 Pension Contribution Nonunif.	103,900	118,900	114,000	114,000	114,000	114,000	0%
5820 Defined Contribution Plan	9,391	8,758	7,900	7,900	7,900	7,900	0%
5900 Medicare	12,528	12,599	13,200	13,200	13,200	14,000	6%
<b>Sub-Total Personnel Service</b>	<b>1,179,919</b>	<b>1,200,100</b>	<b>1,191,800</b>	<b>1,191,800</b>	<b>1,191,800</b>	<b>1,259,100</b>	<b>6%</b>
<b>Contractual Services</b>							
6001 Auditing & Accounting	1,500	1,500	1,500	1,500	1,500	1,500	0%
6010 Professional Services	46,192	38,454	31,000	31,000	31,000	28,900	-7%
6040 Events & Receptions	-	-	5,000	5,000	5,000	4,000	-20%
6050 Maintenance Contracts	31,336	33,552	32,000	32,000	32,000	34,800	9%
6090 Postage	680	4,165	1,000	1,000	1,000	1,500	50%
6120 Professional Development	6,531	8,008	6,500	6,500	6,500	6,600	2%
6130 Advertising & Public Notices	150	828	500	500	500	500	0%
6150 Printing Services	845	7,248	2,000	2,000	2,000	400	-80%
6160 Insurance - Property & Auto	-	20,000	20,000	20,000	20,000	20,000	0%
6170 Insurance - Liability	4,200	4,301	4,200	4,200	4,200	5,000	19%
6250 Natural Gas	5,686	8,342	8,000	8,000	8,000	9,000	13%
6260 Electricity	51,650	51,390	45,000	45,000	45,000	48,000	7%
6270 Telephone & Pagers	4,658	6,411	4,000	4,000	4,000	5,900	48%
6280 Water	2,528	3,267	3,600	3,600	3,600	3,500	-3%
6290 Sewer	980	1,668	2,000	2,000	2,000	2,000	0%
6320 Internal Service	-	-	4,200	4,200	4,200	4,300	2%
6360 Building Maintenance	27,172	27,894	27,000	27,000	27,000	16,100	-40%
6420 MLC Repairs & Maintenance	38,919	16,270	15,000	15,000	15,000	19,800	32%
6550 Office Equipment Rental	5,383	3,082	4,800	4,800	4,800	5,300	10%
6560 Technology Services	-	-	10,000	10,000	10,000	23,300	133%
6610 Staff Training	-	-	1,000	1,000	1,000	1,000	0%
6640 Exterminations	355	710	400	400	400	400	0%
6650 Membership & Certification	901	1,064	1,400	1,400	1,400	1,700	21%
6770 Bank and Credit Card Fees	-	947	800	800	800	900	13%
<b>Sub-Total Contractual Service</b>	<b>229,666</b>	<b>239,101</b>	<b>231,400</b>	<b>231,400</b>	<b>231,400</b>	<b>244,400</b>	<b>6%</b>
<b>Commodities</b>							
7001 Office Supplies	18,100	14,504	14,000	14,000	14,000	12,000	-14%
7050 Publications	185,657	236,316	242,000	242,000	242,000	252,000	4%
7090 Office & Computer Equip.	14,392	14,251	12,000	12,000	12,000	6,000	-50%
7130 Agriculture Supplies	5,000	4,000	5,000	5,000	5,000	5,000	0%
7330 Food	1,826	1,904	1,200	1,200	1,200	1,200	0%
7370 Institutional Supplies	5,400	6,448	6,300	6,300	6,300	6,300	0%
7570 Hardware & Hand Tools	9,551	4,320	8,000	8,000	8,000	7,000	-13%
<b>Sub-Total Commodities</b>	<b>239,926</b>	<b>281,743</b>	<b>288,500</b>	<b>288,500</b>	<b>288,500</b>	<b>289,500</b>	<b>0%</b>
<b>Other</b>							
9950 Operating Transfer Out	4,000	4,000	4,000	4,000	4,000	4,000	0%
<b>Sub-Total Other</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0%</b>
<b>Total</b>	<b>1,653,511</b>	<b>1,724,943</b>	<b>1,761,700</b>	<b>1,761,700</b>	<b>1,761,700</b>	<b>1,793,000</b>	<b>2%</b>



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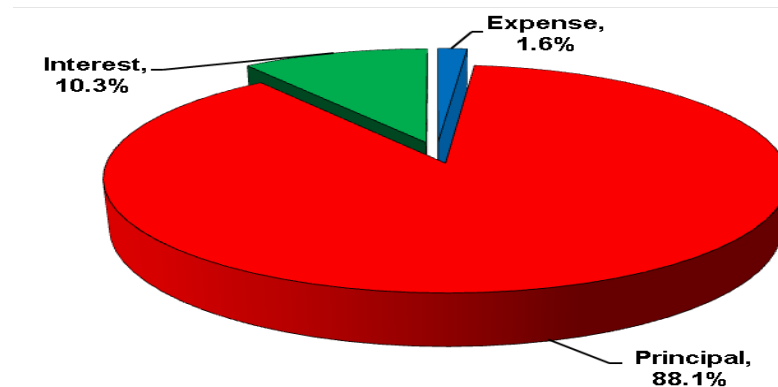
**DEBT SERVICE AND CONTINGENCY (General Fund)**

In accordance with provisions from the City Manager, this account provides for the repayment of debt from Certificates of Participation and Special Obligation Bonds. It also provides for a contingency for emergency expenditures. See the introduction section of this document for debt schedule.

**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Expense	1,600	-	1,600	1,600	1,600	1,000	-38%
Principal	45,000	50,000	50,000	50,000	50,000	55,000	10%
Interest	11,878	10,213	8,400	8,400	8,400	6,400	-24%
<b>Total</b>	<b>58,478</b>	<b>60,213</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>62,400</b>	<b>4%</b>

**Expenditure Pie Chart**



Date	Principal	Coupon	Interest	Total P & I	Fiscal Interest	Fiscal Total
8/1/2018			3,200	3,200		
2/1/2019	55,000	4.00%	3,200	58,200	6,400	61,400
8/1/2019			2,100	2,100		
2/1/2020	105,000	4.00%	2,100	107,100	4,200	109,200
	\$ 160,000		\$ 10,600	\$ 170,600	\$ 10,600	\$ 170,600



Department	Debt Service & Contingency
Program	Special Obligation Bonds 2005

Fund	General
Account Number	01-60-98

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Other</b>							
9100 Debt Service - Expense	1,600	-	1,600	1,600	1,600	1,000	-38%
9150 Debt Service - Principal	45,000	50,000	50,000	50,000	50,000	55,000	10%
9200 Debt Service - Interest	11,878	10,213	8,400	8,400	8,400	6,400	-24%
<b>Sub-Total Other</b>	<b>58,478</b>	<b>60,213</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>62,400</b>	<b>4%</b>
<b>Total</b>	<b>58,478</b>	<b>60,213</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>62,400</b>	<b>4%</b>

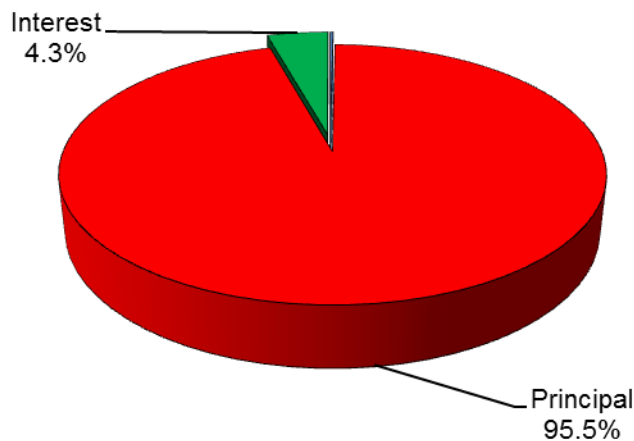
**DEBT SERVICE (Capital Improvement Sales Tax Fund)**

In accordance with City Council directions, this account provides for the repayment of 65% of principal and interest on Certificates of Participation Series 2012.

**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Expense	1,000	1,750	500	500	500	1,000	100%
Principal	529,100	538,000	480,300	480,300	480,300	466,700	-3%
Interest	38,916	33,840	27,700	27,700	27,700	21,200	-23%
<b>Total</b>	<b>569,016</b>	<b>573,590</b>	<b>508,500</b>	<b>508,500</b>	<b>508,500</b>	<b>488,900</b>	<b>-4%</b>

**Expenditure Pie Chart**



Certificates of Participation Series 2012 Payment Made from Capital Improvement Sales Tax Fund						
Date	Principal	Coupon	Interest	Total P & I	Fiscal Interest	Fiscal Total
8/1/2018			10,608	10,608		
2/1/2019	466,700	1.65%	10,608	477,308	21,216	487,916
8/1/2019			6,762	6,762		
2/1/2020	711,750	1.90%	6,762	718,512	13,524	725,274
	<b>\$ 1,178,450</b>		<b>\$ 34,740</b>	<b>\$ 1,213,190</b>	<b>\$ 34,740</b>	<b>\$ 1,213,190</b>





Department	Debt Service & Contingency
Program	Certificates of Participation 2012

Fund	Capital
Account Number	12-40-98

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Other</b>							
9100 Debt Service - Expense	1,000	1,750	500	500	500	1,000	100%
9150 Debt Service - Principal	529,100	538,000	480,300	480,300	480,300	466,700	-3%
9200 Debt Service - Interest	38,916	33,840	27,700	27,700	27,700	21,200	-23%
<b>Sub-Total Other</b>	<b>569,016</b>	<b>573,590</b>	<b>508,500</b>	<b>508,500</b>	<b>508,500</b>	<b>488,900</b>	<b>-4%</b>
<b>Total</b>	<b>569,016</b>	<b>573,590</b>	<b>508,500</b>	<b>508,500</b>	<b>508,500</b>	<b>488,900</b>	<b>-4%</b>

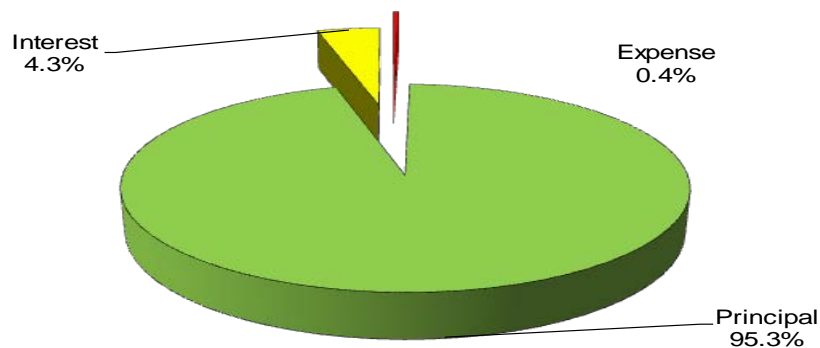
**DEBT SERVICE (Park and Storm Water Sales Tax Fund)**

In accordance with City Council directions, this account provides for the repayment of 35% of principal and interest on Certificates of Participation Series 2012.

**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Expense	100	1,750	-	-	-	1,000	100%
Principal	284,900	290,000	258,700	258,700	258,700	251,300	-3%
Interest	20,954	18,296	14,900	14,900	14,900	11,400	(0)
<b>Total</b>	<b>305,954</b>	<b>310,046</b>	<b>273,600</b>	<b>273,600</b>	<b>273,600</b>	<b>263,700</b>	<b>-4%</b>

**Expenditure Pie Chart**



Certificates of Participation Series 2012 Payment Made from Park and Storm Water Sales Tax Fund						
Date	Principal	Coupon	Interest	Total P & I	Fiscal Interest	Fiscal Total
8/1/2018			5,712	5,712		
2/1/2019	251,300	1.65%	5,712	257,012	11,424	262,724
8/1/2019			3,641	3,641		
2/1/2020	383,250	1.90%	3,641	386,891	7,282	390,532
	\$ 634,550		\$ 18,706	\$ 653,256	\$ 18,706	\$ 653,256



Department	Debt Service & Contingency
Program	Certificates of Participation 2012

Fund	Park
Account Number	14-40-98

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Other</b>							
9100 Debt Service - Expense	100	1,750	-	-	-	1,000	100%
9150 Debt Service - Principal	284,900	290,000	258,700	258,700	258,700	251,300	-3%
9200 Debt Service - Interest	20,954	18,296	14,900	14,900	14,900	11,400	-23%
<b>Sub-Total Other</b>	<b>305,954</b>	<b>310,046</b>	<b>273,600</b>	<b>273,600</b>	<b>273,600</b>	<b>263,700</b>	<b>-4%</b>
<b>Total</b>	<b>305,954</b>	<b>310,046</b>	<b>273,600</b>	<b>273,600</b>	<b>273,600</b>	<b>263,700</b>	<b>-4%</b>

### ARTICLE XVII – UNIVERSITY CITY LOOP SPECIAL BUSINESS DISTRICT

It is the intention of the City Council to establish a University City Loop Special business district as a mechanism whereby local merchants and property owners can collectively enhance their environment and promote retail trade activities, as provided by Chapter 71, Sections 71.790 through 71.808 inclusive, RSMo.

*SPECIAL BUSINESS DISTRICT:* A body corporate and politic, and a political subdivision of the State of Missouri, whose main purpose is the improvement of the environment and the promotion of business in the area it encompasses.

### REVENUES

For the purpose of paying for all costs and expenses incurred in the operation of the district, and/or the provision of services and improvement authorized in Section 120.960:

1. The business and individuals licensed by the City to do business within the district, except vendors at the Market in the Loop, shall be subject to additional business license tax of fifty percent (50%) over any other business license taxes levied by the City; and
2. The real property in the district shall be subject to an additional tax of eighty-five cents (\$0.85) per one hundred dollar (\$100.00) assessed valuation; and
3. The special assessment provided for by this Chapter shall be collected by the City and held in a special account for dispersal to the district with the approval by the City Council.

### TAX ABATEMENT

No real property within the district subject to partial tax abatement under the provision of the Urban Redevelopment Ordinance No. 5085, and/or the Urban Redevelopment Corporations Law of Missouri, shall be exempt from the taxes levied in Section 120.910.

### BONDS

For the purpose of paying all costs and expenses to be incurred in the acquisition, construction improvement and/or expansion of any of the facilities of the district, the district may incur indebtedness and issue general obligation and/or revenue bonds, or notes for the payment thereof, subject to the requirements for such instruments found in the RSMo 2011, 2.56.060.

### ALLOWABLE IMPROVEMENTS AND ACTIVITIES

The funds of the district may be used for any of the following improvements and activities with the approval of the City Council:

1. To close existing streets or alleys or to open new streets and alleys to widen or narrow existing streets and alleys in whole or in part;
2. To construct or install pedestrian or shopping malls, plazas, sidewalks or moving sidewalks, parks, meeting and display facilities convention centers, arena, bus stop shelters, lighting benches or other seating furniture, sculptures, telephone booths, traffic signs, fire hydrants, kiosks, trash receptacles, marquees, awnings, canopies, walls and barriers, paintings, murals, alleys, shelters, display cases, fountains, restrooms, information booths, aquariums, aviaries, tunnels and ramps,

3. pedestrian and vehicular overpasses and underpasses, and each and every other useful or necessary or desired improvement;
4. To landscape and plant trees, bushes and shrubbery, flowers and each and every other kind of decorative planting;
5. To install and operate, or to lease, public music and news facilities;
6. To purchase and operate buses, minibuses, mobile benches, and other modes of transportation;
7. To construct and operate child care facilities;
8. To lease space within the district for sidewalk café tables and chairs;
9. To construct lakes, dams and waterways of whatever size;
10. To provide special police or cleaning facilities and personnel for the protection and enjoyment of the property owners and the general public using the facilities of such business district;
11. To maintain, as hereinafter provided, all City-owned streets, alleys, malls, bridges, ramps, tunnels, lawns, trees and decorative plantings of each and every nature, and every structure or object of any nature whatsoever constructed or operated by the said municipality;
12. To grant permits for newsstands, sidewalk cafes, and each and every other useful or necessary or desired private usage of public or private property;
13. To prohibit or restrict vehicular traffic on such streets within the business district as the Governing Body may deem necessary and to provide the means for access by emergency vehicles to or in such areas;
14. To lease, acquire, construct, reconstruct, extend, maintain or repair parking lots or parking garages, both above and below ground, or other facilities for the parking of vehicles, including the power to install such facilities in public area, whether such areas are owned in fee or by easement;
15. To promote business activity in the district by, but not limited to, advertising, decoration of any public place in the area, promotion of public events which are to take place on or in public places, furnishing of music in any public place, and the general promotion of trade activities in the district.

For FY 2019, the district set the tax rate at \$0.407 per \$100.00 for residential properties and \$0.454 per \$100.00 for commercial property. The district projected the property tax to be \$45,000, business license of \$30,000, other donations and transfer in from Economic Development Sales Tax Fund of \$140,000.

### BUDGET REVENUES

Property Tax	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Real Property	44,155	44,174	38,000	38,000	38,000	45,000	18%
Business License	28,700	30,859	30,000	30,000	30,000	30,000	0%
Donation/Transfer In	79,090	140,259	139,000	139,000	139,000	140,000	1%
<b>Total</b>	<b>79,090</b>	<b>140,259</b>	<b>139,000</b>	<b>139,000</b>	<b>139,000</b>	<b>140,000</b>	<b>1%</b>

### LOOP SPECIAL BUSINESS DISTRICT

The University City Loop Special Business District (LSBD) was created by an ordinance of the City Council, organized and existing under the laws of the State of Missouri.

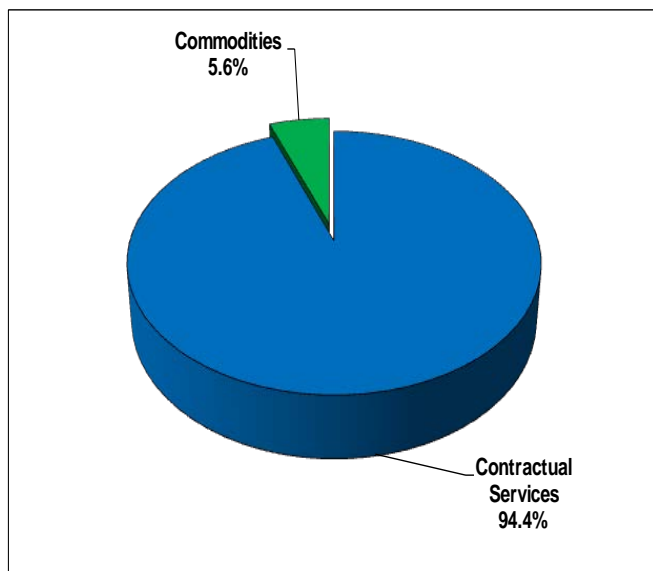
The City Council is responsible for imposing business license fees for the LSBD and for levying dedicated taxes to provided funding for the entity. Additionally, the City Council, through the district board, has discretion as to how the revenues of the entity are to be utilized.

This component unit is legally separate from the City, however, its governing body is substantively the same as the City's and, consequently, it is, in substance, the same as the primary government.

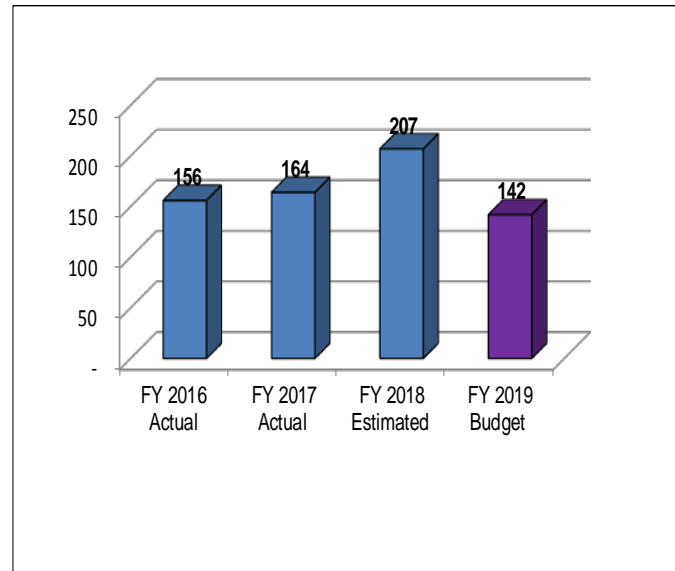
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	<b>FY 2019 Budget</b>	<b>% over FY 2018</b>
Contractual Services	149,364	156,708	196,000	196,000	196,000	134,300	-31%
Commodities	6,406	7,426	11,000	11,000	11,000	8,000	-27%
<b>Total</b>	<b>155,770</b>	<b>164,134</b>	<b>207,000</b>	<b>207,000</b>	<b>207,000</b>	<b>142,300</b>	<b>-31%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**





Department	Non-Department
Program	Loop Special Business District

Fund	Loop
Account Number	18-70-74

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Contractual Services</b>							
6001 Auditing & Accounting	600	600	600	600	600	600	0%
6010 Professional Services	38,135	57,075	42,200	42,200	42,200	40,000	-5%
6040 Events & Receptions	69,508	53,788	75,000	75,000	75,000	40,000	-47%
6050 Maintenance Contract	2,075	1,635	45,800	45,800	45,800	10,000	-78%
6070 Temporary Labor	-	-	1,000	1,000	1,000	2,000	100%
6090 Postage	2,509	1,273	500	500	500	1,000	100%
6130 Advertising & Public Notices	29,502	35,367	26,500	26,500	26,500	35,000	32%
6150 Printing Services	827	4,346	1,000	1,000	1,000	2,000	100%
6270 Telephone & Pages	502	463	100	100	100	500	400%
6320 Internet Services	5,520	1,500	2,000	2,000	2,000	2,000	0%
6650 Membership & Certification	115	620	1,000	1,000	1,000	1,000	0%
6700 Mis. Operating Services	71	41	300	300	300	200	-33%
<b>Sub-Total Contractual Services</b>	<b>149,364</b>	<b>156,708</b>	<b>196,000</b>	<b>196,000</b>	<b>196,000</b>	<b>134,300</b>	<b>-31%</b>
<b>Commodities</b>							
7001 Office Supplies	372	177	300	300	300	1,000	233%
7130 Agriculture Supplies	6,000	6,000	5,000	5,000	5,000	5,000	0%
7690 Recreational Supplies	2,756	229	2,500	2,500	2,500	1,000	-60%
7850 Awards & Gifts	3,077	-	3,000	3,000	3,000	500	-83%
7890 Miscellaneous	1,528	-	1,500	1,500	1,500	500	-67%
<b>Sub-Total Commodities</b>	<b>13,733</b>	<b>6,406</b>	<b>12,300</b>	<b>12,300</b>	<b>12,300</b>	<b>8,000</b>	<b>-35%</b>
<b>Total</b>	<b>163,097</b>	<b>163,114</b>	<b>208,300</b>	<b>208,300</b>	<b>208,300</b>	<b>142,300</b>	<b>-32%</b>

### ARTICLE XVI - PARKVIEW GARDENS SPECIAL BUSINESS DISTRICT

The City Council of the City of University City makes the following finds, determinations and statements:

1. The City Council adopted a resolution on January 9, 1996, as the resolution of intention to establish a Parkview Gardens special business district pursuant to which the ordinance codified in this Chapter is adopted; and
2. The City Council held a hearing on January 22, 1996, in the Council Chambers, City Hall, 6801 Delmar Boulevard, University City, Missouri to consider the formation of the Parkview Gardens special business district; and
3. The Parkview Gardens special business district shall have a boundary as described on file in the City Offices.

### RATE OF PROPERTY LEVY

The initial rate of levy to be imposed upon property lying within the Parkview Gardens special business district shall be eighty-five (\$0.85) on the one hundred dollar (\$100.00) assessed valuation and there is imposed, subject to the requisite majority of the qualified voters of the Parkview Gardens voting thereon, upon all real property lying within the district.

### USE OF REVENUE

The uses to which the additional revenue shall be put shall be:

1. Marketing and promotion;
2. Neighborhood/district beautification;
3. Youth recreation programs; and
4. Crime prevention programs

For FY 2019, the district set the tax rate at \$0.524 per \$100.00 for residential properties and \$0.850 per \$100.00 for commercial property. The district projected the revenue to be \$95,000.

### BUDGET REVENUE

Property Tax	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Real Property	98,500	93,413	83,000	83,000	83,000	95,000	14%
<b>Total</b>	<b>98,500</b>	<b>93,413</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>	<b>95,000</b>	<b>14%</b>



### PARKVIEW GARDENS SPECIAL BUSINESS DISTRICT

As mentioned in the previously, the Parkview Gardens Special Business District was created by an ordinance of the City Council, organized and existing under the laws of the State of Missouri. The District was established to provide for a mechanism for property owners to enhance their environment.

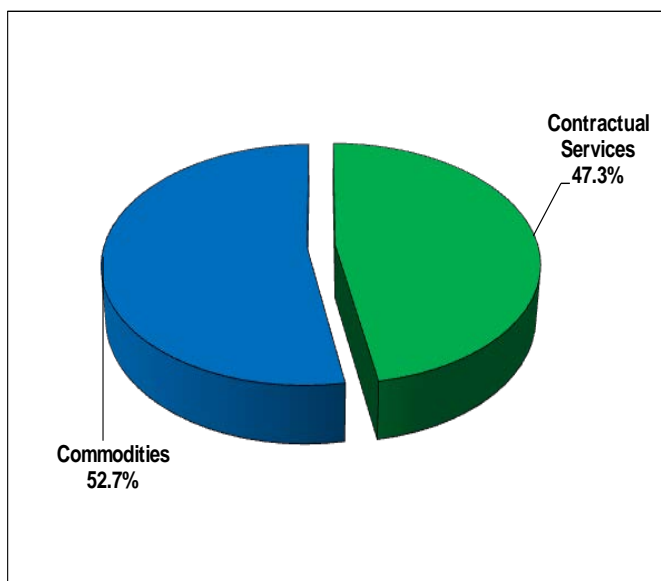
The City Council is responsible for levying dedicated taxes to provide funding for the entity. Additionally, the City Council, through the district board, has the discretion as to how the revenues of the entity are to be utilized.

This component unit is legally separate from the City, however, its governing body is substantively the same as the City's and, consequently, it is, in substance, the same as the primary government.

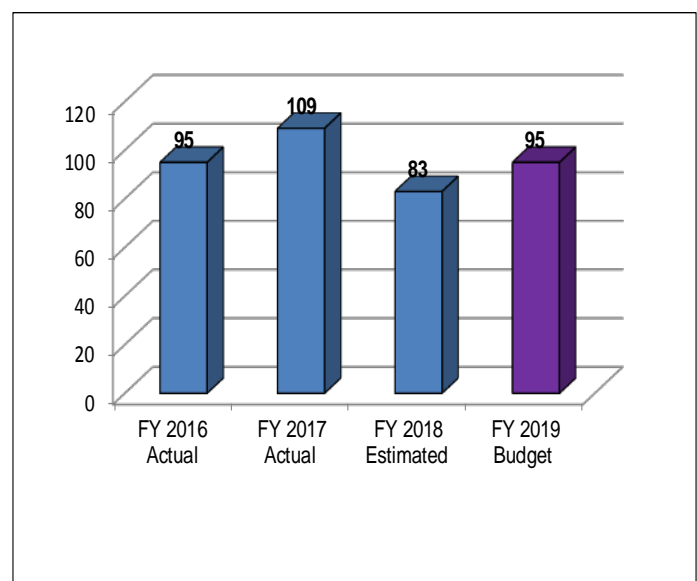
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Contractual Services	50,339	44,111	34,200	34,200	34,200	44,800	31%
Commodities	44,220	64,667	49,000	49,000	49,000	50,000	2%
<b>Total</b>	<b>94,559</b>	<b>108,778</b>	<b>83,200</b>	<b>83,200</b>	<b>83,200</b>	<b>94,800</b>	<b>14%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**





Department	Non-Department
Program	Parkview Garden

Fund	Parkview
Account Number	19-70-76

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Contractual Services</b>							
6001 Auditing & Accounting	1,000	1,000	600	600	600	600	0%
6010 Professional Services	1,400	1,400	2,400	2,400	2,400	4,400	83%
6050 Maintenance Contract	27,883	27,883	18,000	18,000	18,000	10,000	-44%
6090 Postage	3,400	3,400	3,000	3,000	3,000	3,000	0%
6130 Advertising & Public Notices	13,528	13,528	15,000	15,000	15,000	16,000	7%
6150 Printing Services	3,000	3,000	5,000	5,000	5,000	-	-100%
6360 Building Maintenance	128	128	1,000	1,000	1,000	200	-80%
<b>Sub-Total Contractual Services</b>	<b>50,339</b>	<b>50,339</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>34,200</b>	<b>-24%</b>
<b>Commodities</b>							
7850 Awards & Gifts	44,220	44,220	40,000	40,000	40,000	49,000	23%
<b>Sub-Total Commodities</b>	<b>44,220</b>	<b>44,220</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>49,000</b>	<b>23%</b>
<b>Total</b>	<b>94,559</b>	<b>94,559</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>83,200</b>	<b>-2%</b>



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**POLICE AND FIRE PENSION**

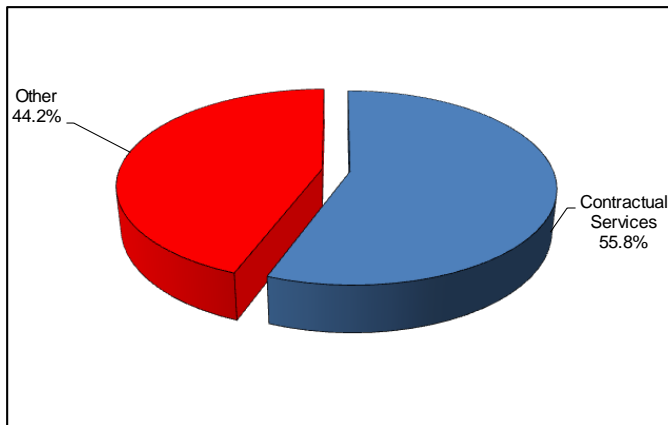
The *Pension Administration* program provides retirement benefit administration for all eligible sworn police and firefighters of the City, including benefits for their survivors.

This program is not part of the City's operating budget, and is provided for information only. Costs are based on retirees, survivors, and other estimated expenses.

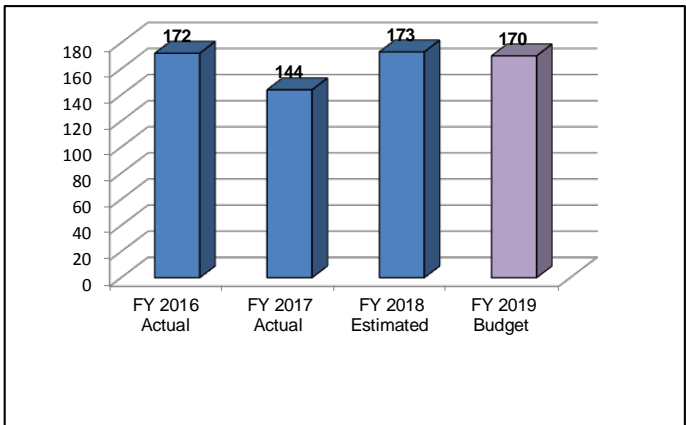
**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Contractual S	95,406	77,148	98,000	98,000	98,000	94,500	-4%
Other	76,373	66,471	75,000	75,000	75,000	75,000	0%
<b>Total</b>	<b>171,779</b>	<b>143,619</b>	<b>173,000</b>	<b>173,000</b>	<b>173,000</b>	<b>169,500</b>	<b>-2%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**





Department	Pension
Program	Pension Administration

Fund	P & F
Account Number	03-73-85

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2018 Budget	% over FY 2017
<b>Contractual Services</b>							
6001 Auditing & Accounting	2,500	2,500	2,500	2,500	2,500	2,500	0%
6010 Professional Services	37,237	16,345	30,000	30,000	30,000	25,000	-17%
6020 Legal Services	-	-	6,000	6,000	6,000	5,000	-17%
6130 Advertising & Public Notices	-	-	500	500	500	500	0%
6240 Insurance - Disability	32,265	32,215	32,000	32,000	32,000	32,500	2%
6245 Group Life	23,404	22,650	23,000	23,000	23,000	25,000	9%
6580 Insurance - Fiduciary	-	3,439	4,000	4,000	4,000	4,000	0%
<b>Sub-Total Contractual Services</b>	<b>95,406</b>	<b>77,149</b>	<b>98,000</b>	<b>98,000</b>	<b>98,000</b>	<b>94,500</b>	<b>-4%</b>
<b>Other</b>							
9500 Administrative Expenses	76,373	66,471	75,000	75,000	75,000	75,000	0%
<b>Sub-Total Other</b>	<b>76,373</b>	<b>66,471</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>0%</b>
<b>Total</b>	<b>171,779</b>	<b>143,620</b>	<b>173,000</b>	<b>173,000</b>	<b>173,000</b>	<b>169,500</b>	<b>-2%</b>

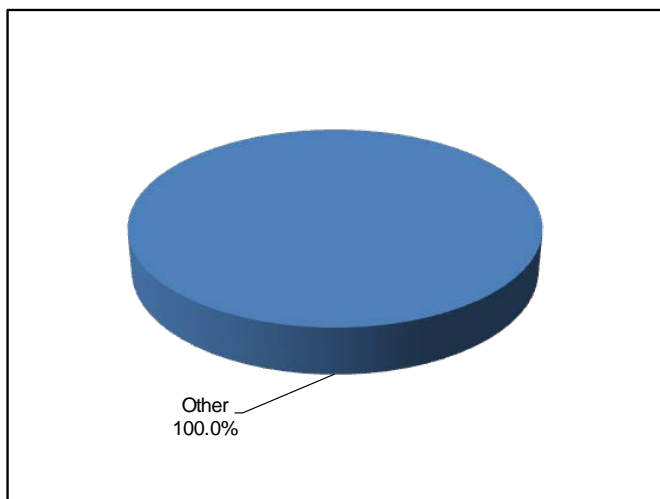
The *Pension Benefits* program provides retirement benefits for all eligible sworn police and firefighters of the City and also provides benefits for the survivors of uniformed employees.

This program is not part of the City's operating budget, and is provided for information only. Costs are based on retirees, survivors and other estimated expenses.

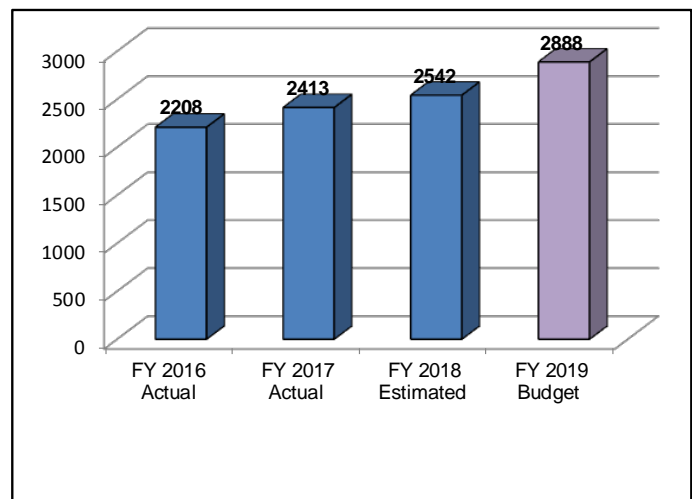
**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Other	2,208,341	2,412,822	2,792,000	2,542,000	2,542,000	2,888,000	14%
<b>Tot:</b>	<b>2,208,341</b>	<b>2,412,822</b>	<b>2,792,000</b>	<b>2,542,000</b>	<b>2,542,000</b>	<b>2,888,000</b>	<b>14%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**





Department	Pension
Program	Pension Benefits

Fund	P & F
Account Number	03-73-86

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Other</b>							
9300 Retirement Benefits	1,877,179	2,058,101	2,100,000	2,100,000	2,100,000	2,400,000	14%
9350 Disability Benefits	120,533	120,533	125,000	125,000	125,000	125,000	0%
9400 Survivor's Benefits	111,758	101,779	105,000	105,000	105,000	100,000	-5%
9450 Death Benefits	6,650	-	12,000	12,000	12,000	13,000	8%
9750 10-Year City Contribution	92,211	132,409	450,000	200,000	200,000	250,000	-44%
<b>Sub-Total Other</b>	<b>2,208,331</b>	<b>2,412,822</b>	<b>2,792,000</b>	<b>2,542,000</b>	<b>2,542,000</b>	<b>2,888,000</b>	<b>3%</b>
<b>Total</b>	<b>2,208,331</b>	<b>2,412,822</b>	<b>2,792,000</b>	<b>2,542,000</b>	<b>2,542,000</b>	<b>2,888,000</b>	<b>3%</b>

**NON-UNIFORMED EMPLOYEE PENSION**

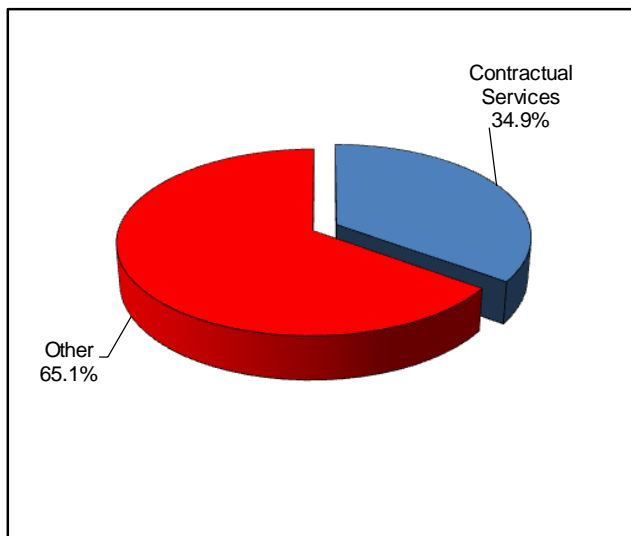
The *Pension Administration* program provides retirement benefit administration for all regular full-time, non-uniformed employees of the City, including benefits for their survivors.

This program is not part of the City's operating budget, and is provided for information only. Costs are based on retirees, survivors and other estimated expenses.

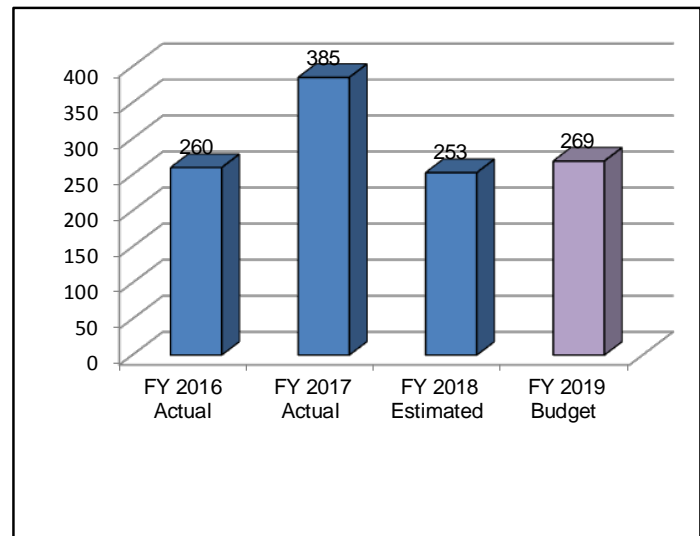
**BUDGET EXPENDITURES**

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	<b>FY 2019 Budget</b>	% over FY 2018
Contractual Services	104,616	91,339	107,500	107,500	107,500	94,000	-13%
Other	155,766	294,051	145,000	145,000	145,000	175,000	21%
<b>Total</b>	<b>260,382</b>	<b>385,391</b>	<b>252,500</b>	<b>252,500</b>	<b>252,500</b>	<b>269,000</b>	<b>7%</b>

**FY 2019 Budget**



**Total Expenditures ('000)**







Department	Pension
Program	Pension Administration

Fund	Non-Unif
Account Number	10-74-85

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Contractual Services</b>							
6001 Auditing & Accounting	2,500	2,500	2,500	2,500	2,500	2,500	0%
6010 Professional Services	34,012	18,334	30,000	30,000	30,000	25,000	-17%
6020 Legal Services	-	-	6,000	6,000	6,000	5,000	-17%
6240 Insurance - Disability	39,506	39,373	36,000	36,000	36,000	32,500	-10%
6245 Group Life	28,598	27,693	29,000	29,000	29,000	25,000	-14%
6580 Insurance - Fiduciary	-	3,439	4,000	4,000	4,000	4,000	0%
<b>Sub-Total Contractual Services</b>	<b>104,616</b>	<b>91,339</b>	<b>107,500</b>	<b>107,500</b>	<b>107,500</b>	<b>94,000</b>	<b>-13%</b>
<b>Other</b>							
9500 Administrative Expenses	64,352	58,410	65,000	65,000	65,000	75,000	15%
9600 Refund of Contributions	91,414	235,642	80,000	80,000	80,000	100,000	25%
<b>Sub-Total Other</b>	<b>155,766</b>	<b>294,052</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>	<b>175,000</b>	<b>21%</b>
<b>Total</b>	<b>260,382</b>	<b>385,391</b>	<b>252,500</b>	<b>252,500</b>	<b>252,500</b>	<b>269,000</b>	<b>7%</b>

## PENSION (For Information Only)

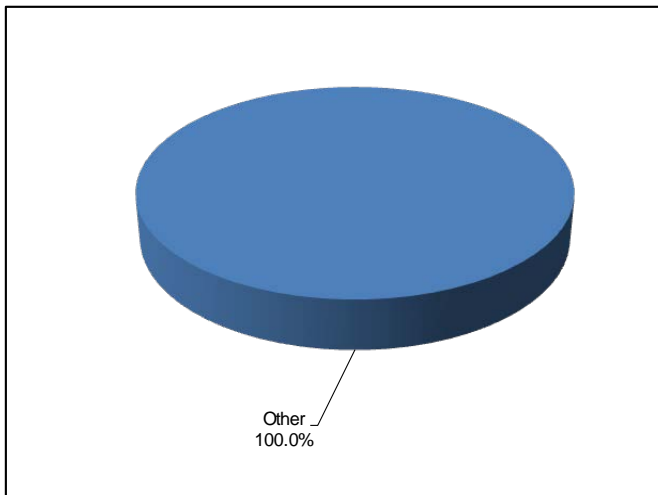
The *Pension Benefits* program provides retirement benefits for all regular full-time, non-uniformed employees of the City, including benefits for their survivors.

This program is not part of the City's operating budget, and is provided for information only. Costs are based on retirees, survivors and other estimated expenses.

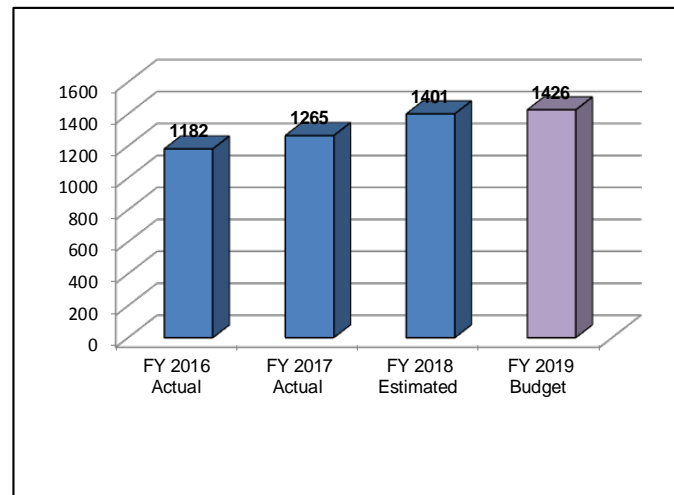
### BUDGET EXPENDITURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
Other	1,181,910	1,265,382	1,286,000	1,286,000	1,401,000	1,426,000	11%
	<b>1,181,910</b>	<b>1,265,382</b>	<b>1,286,000</b>	<b>1,286,000</b>	<b>1,401,000</b>	<b>1,426,000</b>	<b>11%</b>

FY 2019 Budget



Total Expenditures ('000)





Department	Pension
Program	Pension Benefits

Fund	Non-Unif
Account Number	10-74-86

	FY 2016 Actual	FY 2017 Actual	FY 2018 Original	FY 2018 Amended	FY 2018 Estimated	FY 2019 Budget	% over FY 2018
<b>Other</b>							
9300 Retirement Benefits	1,040,124	1,130,617	1,150,000	1,150,000	1,150,000	1,300,000	13%
9350 Disability Benefits	5,952	5,952	6,000	6,000	6,000	6,000	0%
9400 Survivor's Benefits	135,834	128,813	130,000	130,000	130,000	120,000	-8%
<b>Sub-Total Other</b>	<b>1,181,910</b>	<b>1,265,382</b>	<b>1,286,000</b>	<b>1,286,000</b>	<b>1,286,000</b>	<b>1,426,000</b>	<b>11%</b>
<b>Total</b>	<b>1,181,910</b>	<b>1,265,382</b>	<b>1,286,000</b>	<b>1,286,000</b>	<b>1,286,000</b>	<b>1,426,000</b>	<b>11%</b>



# **Capital Improvement Plan**

## **Proposed Budget**

### **Fiscal Year 2019**



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**CAPITAL IMPROVEMENT PLAN**
**FY 2019**
**FY 2020**
**FY 2021**
**FY 2022**
**FY 2023**
**Total**
**ALL CIP PROJECTS**

ADA Curb Ramp Design and Construction	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Ackert Walkway Improvement	312,000	-	-	-	-	312,000
Canton Avenue Resurfacing and Upgrades	-	100,000	-	800,000	-	900,000
City Facilities Improvement	700,000	700,000	700,000	700,000	700,000	3,500,000
City Wide Energy Efficiency Master Plan	-	30,000	-	-	-	30,000
City Wide Space Needs Study	30,000	-	-	-	-	30,000
Curb and Sidewalk Replacement Program	475,000	475,000	475,000	475,000	475,000	2,375,000
Fire Pumper Truck	250,000	250,000	-	-	-	500,000
Golf Course Lighting Installation	-	130,000	-	-	-	130,000
Golf Course Spray Unit	40,000	-	-	-	-	40,000
Heman Park Pool Renovation	315,000	-	-	-	-	315,000
In-car Vehicle Camera	71,300	34,600	34,600	34,600	34,600	209,700
License Plate Reader	15,000	-	-	-	-	15,000
Morgan-Wilshire Road and Drainage Improvement	250,000	-	-	-	-	250,000
Park Improvements	556,500	525,000	525,000	525,000	525,000	2,656,500
Parking Meter Replacement	110,000	100,000	100,000	-	-	310,000
Police Station Construction	1,300,000	4,700,000	-	-	-	6,000,000
Softball Field No. 6	30,000	-	-	-	-	30,000
Solid Waste Grant Projects	120,000	120,000	120,000	120,000	120,000	600,000
Solid Waste Rate Study	35,000	-	-	-	-	35,000
Storm Water Master Plan and Projects	200,000	200,000	200,000	200,000	200,000	1,000,000
Street Lighting Enhancement	150,000	150,000	150,000	150,000	150,000	750,000
Street Maintenance Program	700,000	700,000	700,000	700,000	700,000	3,500,000
Tree Replacement Program	110,000	120,000	130,000	140,000	-	500,000
U City in Bloom Irrigation System	105,000	-	-	-	-	105,000
Unmanned Vehicle	30,000	-	-	-	-	30,000
Westgate Avenue Improvement	140,000	11,300	1,014,100	-	-	1,165,400

**GRAND TOTAL OF CIP PROGRAM**

<b>\$ 6,094,800</b>	<b>\$ 8,395,900</b>	<b>\$ 4,198,700</b>	<b>\$ 3,894,600</b>	<b>\$ 2,954,600</b>	<b>\$ 25,538,600</b>
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# FUNDING SOURCE SUMMARY

FY 2019

FY 2020

FY 2021

Capital Improvement Sales Tax Fund	2,418,000	2,152,300	2,302,800
Golf Course Fund	40,000	130,000	-
Grant Fund	957,700	689,000	1,411,300
Park and Stormwater Sales Tax Fund	857,800	320,000	330,000
Public Safety Sales Tax Fund	1,666,300	4,984,600	34,600
Solid Waste Fund	155,000	120,000	120,000
<b>TOTAL</b>	<b>\$ 6,094,800</b>	<b>\$ 8,395,900</b>	<b>\$ 4,198,700</b>



# DEPARTMENT SUMMARY

FY 2019

FY 2020

FY 2021

Fire Department	280,000	250,000	-
Parks and Recreation	425,000	250,000	130,000
Police Department	1,386,300	4,734,600	34,600
Public Works Department	4,003,500	3,161,300	4,034,100
<b>TOTAL</b>	<b>\$ 6,094,800</b>	<b>\$ 8,395,900</b>	<b>\$ 4,198,700</b>



### FUNDING SOURCE SUMMARY

**FY 2022**

**FY 2023**

**Total**

Capital Improvement Sales Tax Fund	2,160,000	2,000,000	11,033,100
Golf Course Fund	-	-	170,000
Grant Fund	1,240,000	600,000	4,898,000
Park and Stormwater Sales Tax Fund	340,000	200,000	2,047,800
Public Safety Sales Tax Fund	34,600	34,600	6,754,700
Solid Waste Fund	120,000	120,000	635,000
<b>TOTAL</b>	<b>\$ 3,894,600</b>	<b>\$ 2,954,600</b>	<b>\$ 25,538,600</b>



### DEPARTMENT SUMMARY

**FY 2022**

**FY 2023**

**Total**

Fire Department	-	-	530,000
Parks and Recreation	140,000	-	945,000
Police Department	34,600	34,600	6,224,700
Public Works Department	3,720,000	2,920,000	17,838,900
<b>TOTAL</b>	<b>\$ 3,894,600</b>	<b>\$ 2,954,600</b>	<b>\$ 25,538,600</b>





PROJECTS BY FUNDING SOURCE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
<b>CAPITAL IMPROVEMENT SALES TAX FUND</b>						
ADA Curb Ramp Design	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Canton Avenue Resurfacing and Upgrades	-	20,000	-	160,000	-	180,000
City Facilities Improvements	700,000	700,000	700,000	700,000	700,000	3,500,000
City-wide Energy Efficiency Master Plan	-	30,000	-	-	-	30,000
City-wide Space Needs Study	30,000	-	-	-	-	30,000
Morgan-Wilshire	250,000	-	-	-	-	250,000
Parking Meter Replacement Program	110,000	100,000	100,000	-	-	310,000
Sidewalk and Curb Maintenance	400,000	400,000	400,000	400,000	400,000	2,000,000
Street Lighting Enhancement	150,000	150,000	150,000	150,000	150,000	750,000
Street Resurfacing	700,000	700,000	700,000	700,000	700,000	3,500,000
Westgate Avenue Improvement - STP	28,000	2,300	202,800	-	-	233,100
<b>Total Capital Imp. Sales Tax Fund</b>	<b>2,418,000</b>	<b>2,152,300</b>	<b>2,302,800</b>	<b>2,160,000</b>	<b>2,000,000</b>	<b>11,033,100</b>
<b>GOLF COURSE FUND</b>						
Golf Course Lighting Installation	-	130,000	-	-	-	130,000
Golf Course Spray Unit	40,000	-	-	-	-	40,000
<b>Total Golf Course Fund</b>	<b>40,000</b>	<b>130,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>170,000</b>
<b>GRANT FUND</b>						
Ackert Walkway (TAP)	245,700	-	-	-	-	245,700
Canton Avenue Resurfacing and Upgrade	-	80,000	-	640,000	-	720,000
Fogerty Park Trail Phase II Improvement (MPGC)	525,000	-	-	-	-	525,000
Park Improvements	-	525,000	525,000	525,000	525,000	2,100,000
Sidewalk and Curb Maintenance (CDBG)	75,000	75,000	75,000	75,000	75,000	375,000
Westgate Avenue Improvement - STP	112,000	9,000	811,300	-	-	932,300
<b>Total Grant Fund</b>	<b>957,700</b>	<b>689,000</b>	<b>1,411,300</b>	<b>1,240,000</b>	<b>600,000</b>	<b>4,898,000</b>
<b>PARK AND STORM WATER SALES TAX FUND</b>						
Ackert Walkway	66,300	-	-	-	-	66,300
Fogerty Park Trail Phase II Improvement	31,500	-	-	-	-	31,500
Heman Park Pool Renovation	315,000	-	-	-	-	315,000
Softball Field No. 6	30,000	-	-	-	-	30,000
Storm Water Master Plan	200,000	200,000	200,000	200,000	200,000	1,000,000
Tree Replacement/Emerald Ash Borer	110,000	120,000	130,000	140,000	-	500,000
U City in Bloom Irrigation System	105,000	-	-	-	-	105,000
<b>Total Park and Storm Water Sales Tx Fund</b>	<b>857,800</b>	<b>320,000</b>	<b>330,000</b>	<b>340,000</b>	<b>200,000</b>	<b>2,047,800</b>
<b>PUBLIC SAFETY SALES TAX FUND</b>						
In-car Vehicle Camera	71,300	34,600	34,600	34,600	34,600	209,700
License Plate Reader	15,000	-	-	-	-	15,000
Police Station Construction	1,300,000	4,700,000	-	-	-	6,000,000
Purchase of Fire Pumper Truck	250,000	250,000	-	-	-	500,000
Purchase of Unmanned Vehicle	30,000	-	-	-	-	30,000
<b>Total Public Safety Sales Tax Fund</b>	<b>1,666,300</b>	<b>4,984,600</b>	<b>34,600</b>	<b>34,600</b>	<b>34,600</b>	<b>6,754,700</b>
<b>SOLID WASTE FUND</b>						
Solid Waste Grant	20,000	20,000	20,000	20,000	20,000	100,000
Solid Waste Grant	100,000	100,000	100,000	100,000	100,000	500,000
Solid Waste Rate Study	35,000	-	-	-	-	35,000
<b>Total Solid Waste Fund</b>	<b>155,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>635,000</b>
<b>GRAND TOTAL OF CIP PROGRAM</b>	<b>\$ 6,094,800</b>	<b>\$ 8,395,900</b>	<b>\$ 4,198,700</b>	<b>\$ 3,894,600</b>	<b>\$ 2,954,600</b>	<b>\$ 25,538,600</b>



**PROJECTS BY DEPARTMENT**

**FY 2019**

**FY 2020**

**FY 2021**

**FY 2022**

**FY 2023**

**Total**

**FIRE DEPARTMENT**

Purchase of Fire Pumper Truck	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 500,000
Purchase of Unmanned Vehicle	30,000	-	-	-	-	30,000
<b>Total Fire Department</b>	<b>280,000</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>530,000</b>

**PARKS AND RECREATION**

Golf Course Lighting Installation	-	130,000	-	-	-	130,000
Heman Park Pool Renovation	315,000	-	-	-	-	315,000
Tree Replacement Program	110,000	120,000	130,000	140,000	-	500,000
<b>Total Parks and Recreation Department</b>	<b>425,000</b>	<b>250,000</b>	<b>130,000</b>	<b>140,000</b>	<b>-</b>	<b>945,000</b>

**POLICE DEPARTMENT**

In-car Vehicle Camera	71,300	34,600	34,600	34,600	34,600	209,700
License Plate Reader	15,000	-	-	-	-	15,000
Police Station Construction	1,300,000	4,700,000	-	-	-	6,000,000
<b>Total Police Department</b>	<b>1,386,300</b>	<b>4,734,600</b>	<b>34,600</b>	<b>34,600</b>	<b>34,600</b>	<b>6,224,700</b>

**PUBLIC WORK DEPARTMENT**

ADA Curb Ramp Design and Construction	50,000	50,000	50,000	50,000	50,000	250,000
Ackert Walkway Improvement	312,000	-	-	-	-	312,000
Canton Avenue Resurfacing and Upgrades	-	100,000	-	800,000	-	900,000
City Facilities Improvements	700,000	700,000	700,000	700,000	700,000	3,500,000
City Wide Energy Efficiency Master Plan	-	30,000	-	-	-	30,000
City Wide Space Needs Study	30,000	-	-	-	-	30,000
Curb and Sidewalk Replacement Program	475,000	475,000	475,000	475,000	475,000	2,375,000
Golf Course Spray Unit	40,000	-	-	-	-	40,000
Morgan-Wilshire Road and Drainage Improvement	250,000	-	-	-	-	250,000
Park Improvements	556,500	525,000	525,000	525,000	525,000	2,656,500
Parking Meter Replacement	110,000	100,000	100,000	-	-	310,000
Softball Field No. 6	30,000	-	-	-	-	30,000
Solid Waste Grant Projects	120,000	120,000	120,000	120,000	120,000	600,000
Solid Waste Rate Study	35,000	-	-	-	-	35,000
Storm Water Master Plan and Projects	200,000	200,000	200,000	200,000	200,000	1,000,000
Street Lighting Enhancement	150,000	150,000	150,000	150,000	150,000	750,000
Street Maintenance Program	700,000	700,000	700,000	700,000	700,000	3,500,000
U City in Bloom Irrigation System	105,000	-	-	-	-	105,000
Westgate Avenue Improvement	140,000	11,300	1,014,100	-	-	1,165,400
<b>Total Public Work Department</b>	<b>4,003,500</b>	<b>3,161,300</b>	<b>4,034,100</b>	<b>3,720,000</b>	<b>2,920,000</b>	<b>17,838,900</b>

**GRAND TOTAL OF CIP PROGRAM**

<b>\$ 6,094,800</b>	<b>\$ 8,395,900</b>	<b>\$ 4,198,700</b>	<b>\$ 3,894,600</b>	<b>\$ 2,954,600</b>	<b>\$ 25,538,600</b>
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