



UNIVERSITY CITY, MISSOURI

BUDGET

Fiscal Year 2013

July 1, 2012 to June 30, 2013

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University City, Missouri
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Budget Fiscal Year 2013



Lehman Walker, City Manager

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June 25, 2012

Honorable Mayor and City Council
City of University City, Missouri

Dear Honorable Mayor and Members of City Council:

I am pleased to present to the City Council the final Fiscal Year 2012/2013 budget. This budget provides a general overview of the strategic goals and operational priorities for the coming year, and outlines longer term considerations. During preparation of this budget we have held multiple public meetings, as well as City Council Study Sessions to identify community goals and priorities. There are no recommendations for real estate or sales tax increases. We continue to implement administrative and management efficiencies without reducing services to residents of University City.

Fiscal Outlook

There are several short and long term challenges facing University City in preserving our quality of life. These include:

- 1) **Maintaining Aging Infrastructure** - As an older inner-ring suburb, University City has an aging infrastructure. This includes streets, sidewalks and curbs in need of repair. In addition, University City is a city with thousands of trees which require regular maintenance (i.e. tree trimming). Finding a stream of ongoing funding sources to maintain and improve the City's infrastructure is a critical issue.
- 2) **Declining population** - The 2010 Census indicated a 5.5% decline in University City's population from the 2000 Census. The implications of this are significant given the fact that this population reduction will affect per capita revenues to the City by approximately \$400,000 each year (in 2012 dollars).
- 3) **Proposals to change the St. Louis County sales tax distribution** - There are proposals that could make University City a point-of-sale city rather than a pool city, which it currently is. This would result in a significant revenue loss for the City (over \$2,000,000 annually). In all proposals, the method of distribution would reduce the quarter-cent sales tax that University City currently receives by the amount of nearly \$100,000 annually, which will have financial implications resulting in a reduction in revenue.

By far the most significant challenge to adopting a balanced budget for Fiscal Year 2012/2013 and future years is the impact of the nationwide economic recession on revenue sources.

New Budget Format

This budget document has been revised to make it more readable than the format used in previous years. In addition, each budget item includes an additional column indicating the percentage of increase/decrease from the previous year's budgeted amount.

Budget Summary

The Fiscal Year 2012/2013 budget has the following major components:

- 1) No reduction in City services
- 2) No increase in real estate taxes
- 3) No proposal for sales tax increases
- 4) A 2% salary bonus for staff who are at the top of their salary range and have not received step increases
- 5) An increase in funding for Police and Fire operations
- 6) Partnership with the University City School District for sharing the cost of a dedicated grant writer to pursue funding opportunities for both the City and District
- 7) Increased funding for U City In Bloom to maintain our beautiful City
- 8) Funding for a Youth Program for the third year
- 9) Funding dedicated for future buyouts of flood prone property
- 10) Increased funding for street and sidewalk repairs and tree trimming
- 11) Funding for the Senior Youth Task Force
- 12) Increased funding for the home repair program
- 13) Funding for a transportation study for the senior population
- 14) Funding for hiring consultants to update the Comprehensive Plan and conduct a study of the Civic Plaza
- 15) Funding to improve the City's website

Budget Highlights

It is important to the City Council and the residents of University City that we maintain the same high-level of service and funding for Police and Fire, which is 48% of the City budget.

A cooperative effort between the Police and Fire Departments has resulted in a significant long term savings for fire and emergency management system dispatch services. This will enhance the City's dispatch center and allow both Police and Fire to have an up-to-date dispatch system. The Police and Fire Departments have worked together to bring the dispatching responsibility to the University City Police Dispatch Center. The dispatch center will be upgraded with a new Fire/Emergency Management System - Computer Aided Dispatch System, which will enhance dispatch services and provide a long-term cost savings for the City.

Completing the construction of the new firehouse within the budget is a priority.

The Police Department has combined with the Finance Department to elevate parking meter enforcement and maintenance protocol, which consists of the following:

- 1) Designated numbering and routine meter inspection
- 2) Scheduled maintenance and replacement

This will improve the day-to-day operations and enforcement of active duties involving the City's parking meters.

In the Human Resources area, staff will rewrite the administrative regulations and employee handbook. Many policies included in these documents were adopted decades ago and do not reflect current legislation or best practices.

Finance will continue to implement the recommendations of the Financial Management Review Consultant Report and the recommendations of the State Auditor and the City's Annual Financial Auditor. Information Technology (IT) has outsourced all projects, thus providing savings in personnel costs.

Community Development is utilizing a new software program (myGov), which manages permits and inspections online. Increased staff resources in economic development will assist the City with business retention and attraction. The recreation area will propose initiatives to attract new users to facilities and programs in order to improve cost recovery.

The consolidation of the Public Works and Parks function is eliminating duplication and resulting in lower costs for the City. The merger of Public Works and Parks has been completed and all staff positions have been filled. Cross-training of personnel will be a high priority to ensure necessary manpower for each project, whether it is for streets or the parks. The department will continue efforts to meet Americans with Disabilities Act (ADA) compliance and continue evaluating all City signs to ensure a safe environment for the public.

Capital improvement projects will include construction of a new bridge, street and sidewalk improvements, new asphalt in some of the parks, and an irrigation system at Heman Park. Two parking lots in the Loop will be improved. The transfer station is scheduled for a major repair project to meet the heavy loads experienced daily. The final section of the cart path at the golf course will be completed to provide a continuous path.

Public Works and Parks will continue to upgrade lights on all City facilities to be more energy efficient. The department is also pursuing federal funding, with a local financial match, for other bridge and street projects, including a new traffic signal to improve response time from the new fire station.

Long-Term Initiatives – General Fund Reserves

The General Fund has approximately 13 million dollars in reserves, which is slightly less than 50% of annual operating fund expenditures. In Fiscal Year 2012-2013, the City will use 1.3 million dollars of the reserves to address infrastructure issues such as street and sidewalk repairs and tree trimming.

There are several future needs which could require the use of the reserves to fund service and infrastructure requirements over the short and long term:

- 1) Redesigning and resurfacing the City owned parking lots in the Loop District
- 2) Increasing infrastructure maintenance levels
- 3) Public safety (Police and Fire) building renovations or construction in the range of 5-7 million dollars
- 4) Purchasing of streetlights currently owned and leased from Ameren UE
- 5) Enhancing biking and walking trails
- 6) Constructing a new Aquatics facility

Future Budget Considerations

There are several major projects that require further analysis prior to making a decision for budget inclusion. These projects may be considered later in this budget year or for a subsequent budget cycle and include:

- 1) Review the City's Employee Pension Plan
- 2) Upgrading the Solid Waste Transfer Station, which is necessary if the City plans to continue this operation
- 3) Continue to implement the recommendations of the State Auditor of Missouri
- 4) Implement the recommendations of the City of University City Annual Financial Auditor

Summary

Maintaining the high quality of services to the residents of University City in a cost-efficient and an effective manner is essential to our quality of life.

Some City staff positions will be redesigned to ensure a proper skill set to enhance service delivery and to increase efficiency and effectiveness.

Several recommendations of the Financial Management Review Consultant Report, prepared by Ralph Andersen and Associates, will be implemented to improve financial services, both in terms of efficiency and work product.

The annual independent financial Audit findings will be addressed and the recommendations of the Audit will be implemented.

In summary, operating budget reductions have occurred in many areas (with the exception of Police and Fire), without any reduction of services to University City residents. There is increased funding to maintain and improve the City's infrastructure for streets, curbs, sidewalks and trees. Increased efficiencies have resulted from organizational restructuring and staffing changes. The final Fiscal Year 2012/2013 budget is a policy document based on City Council goals for University City.

Respectfully submitted,



Lehman Walker
City Manager

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Principal Officers

Mayor

Shelley Welsch

City CouncilStephen Kraft
Ward OneTerry E. Crow
Ward OnePaulette Carr
Ward TwoL. Michael Glickert
Ward TwoArthur Sharpe, Jr.
Ward ThreeByron Price
Ward Three**City Manager**

Lehman Walker

Director of Finance

Tina Charumilind

Director of Public Works and Parks

Richard Wilson

Police Chief

Charles Adams

Director of Community Development

Andrea Riganti

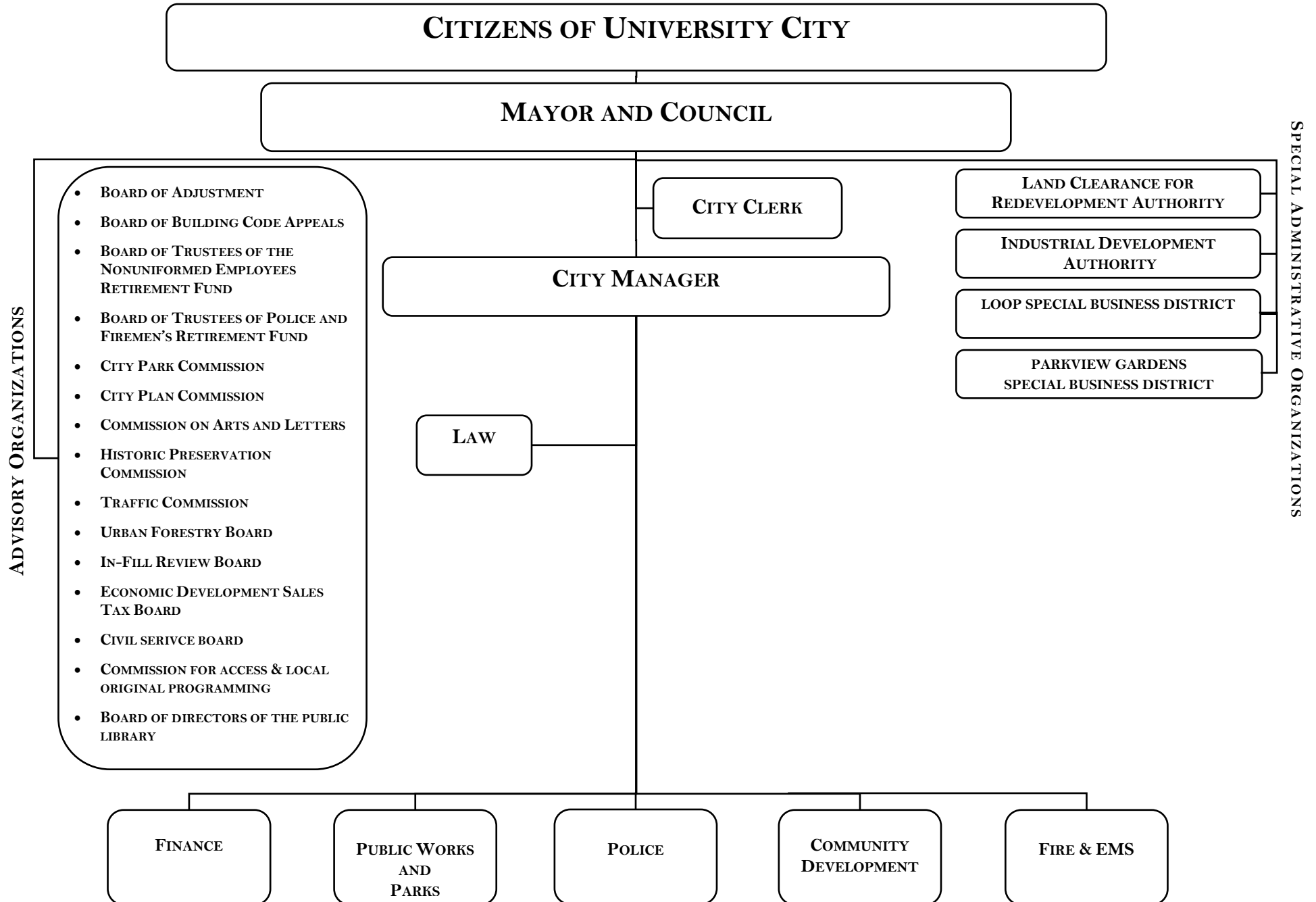
Fire & EMS Chief

Donald Miner

City Clerk

Joyce Pumm

GOVERNMENT OF THE CITY OF UNIVERSITY CITY, MISSOURI





BUDGET CALENDAR

DATE	ACTION	PERFORMED BY
November 15, 2011	Prepare and input Department budgets into Financial Management System.	Department Directors
November 7, 2011 December 5, 2011 January 12, 2012	Hold Council Study Sessions on specific budget topics.	City Manager Department Directors
October 27, 2011 November 17, 2011 January 25, 2012	Hold public Budget Study Session for citizen input.	City Council
November 23, 2011	Submit completed Capital Improvement Program (CIP) forms to Finance.	Department Directors
November 30, 2011	Complete entering Department budgets and submit program indicators to Finance.	Department Directors
November 21-30, 2011	Conduct departmental meeting with each Director presenting proposed budget.	City Manager Department Directors
December 15, 2011	Prepare preliminary summaries of revenue and expenditures for review by City Manager.	Finance
January 26-February 6, 2012	Finalize draft budget.	City Manager
February 8-22, 2012	Prepare draft budget for printing.	Finance
February 27, 2012	Submit Proposed Budget to City Council.	City Manager
March-April, 2012	Hold Council Budget Study Sessions.	City Council
May 2012 (Council Meeting)	Hold official public hearing on FY 13 Budget.	City Council
June 2012 (Council Meeting)	Adopt FY 13 Budget and CIPs.	City Council
July 1, 2012	Begin Fiscal Year 2013.	All
July 15, 2012	Distribute final printed budget document.	Finance



BUDGET GUIDELINES

This budget document serves two primary but distinct purposes. One purpose is to present the City Council and the public with a clear picture of the services the City of University City provides and of the policy alternatives that are available. The other purpose is to provide city management with a financial and operating plan that adheres to the City's financial policies. It also communicates the vision of the City Council and leadership team for the City of University City, and presents the financial and organizational operations for each of the City's departments.

In an effort to assist users in navigating through this document, the following guide is provided. The document begins with the City Manager's message that is addressed to the citizens of University City. As such, it provides a strategic overview of the City's infrastructure investments that would be of most interest to University City's citizens. The budget calendar and a description of the budget process will help the user understand the time and effort the City puts into developing a surplus budget.

Budget Message

The City Manager's budget message articulates policy issues and priorities for the fiscal year. It also outlines key components of the upcoming budget and discusses underlying administrative practices that support the City's organizational goals.

Budget Summaries

The budget summary offers an overview of the City's finances and examines the following areas:

- The budget components, process and budget amendment policy
- Financial and operational summaries for all major funds
- Historical trends for revenues

Operating Budget

This section provides a closer look at the various functions of each department. Each department has provided a description of its core job functions, goals and objectives for the upcoming year, as well as recent accomplishments and other relevant statistics. The budget summaries include both historical and current year financial data for programs and services offered by the department. They also include a summary of the type of expenditures incurred by the department as well as trends on authorized staffing.

Appendix

This section includes the history of University City and some key City statistics regarding population, personal income, occupational distribution, school enrollment and much more.

A glossary of important financial and budgetary terms that are used throughout the budget document, which helps address many of the City's most important aspects are also included.

Account Changes

Started in FY 11, the City changed the accounting for the Solid Waste Fund from a Governmental Fund to an Enterprise Fund. This change resulted in a transfer of an approximately \$250,000 of depreciation expense that would traditionally be allocated to all other departments within the General Fund via the Internal Service Fund (Fleet Fund).



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 1st and ends on June 30th of the following year. The proposed budget period will be from July 1, 2012 to June 30, 2013 or as referred to in this document, Fiscal Year 2013 (FY 13).

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 Finance Director 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 Mayor and City Council.

The Mayor and City Council hold 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 Mayor and City Council 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 <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.

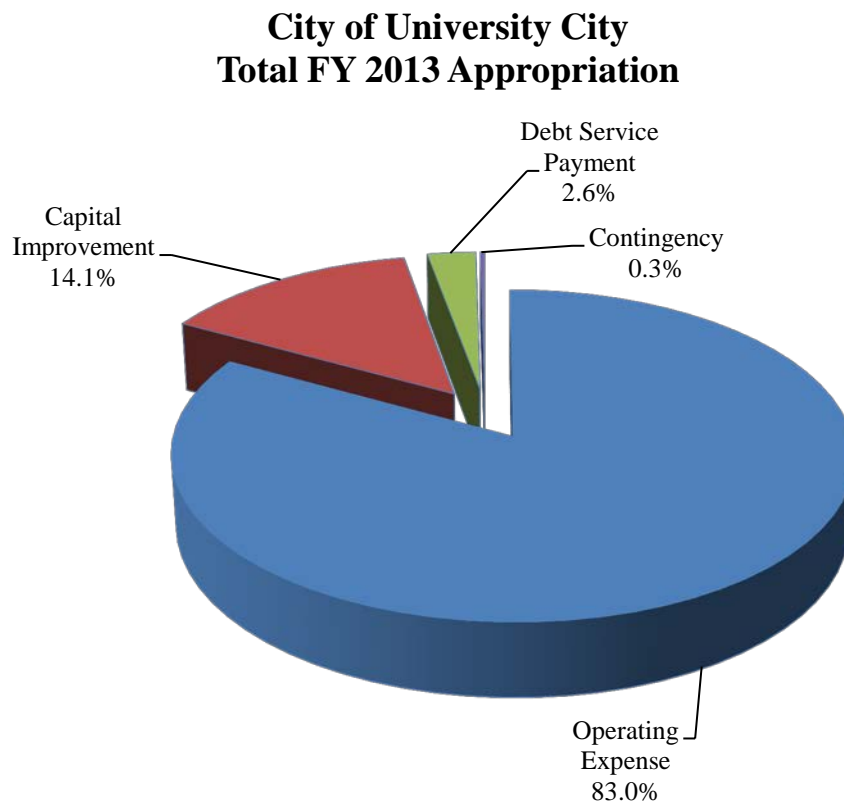


BUDGET SUMMARY

The annual budget for the City of University City is divided into four major components that include all appropriations for the City and are explained below. The *operating budget* finances the day-to-day provision of City services and totals \$32.3 million. The *capital improvement budget* funds the construction of city facilities, such as police/fire stations and libraries, in addition to the construction of roads, public amenities and other infrastructure throughout the City. This year the City prepared capital improvement budget documents separately from the operating budget. The program totals \$5.5 million, which includes \$3.8 million from grants. The *debt service budget* is used to repay money borrowed by the City, primarily for capital improvements, and amounts to \$1.0 million. This total is a combined total expenditure from the General Fund, Debt Service Fund and Enterprise Fund. The final component of the budget is the *contingency appropriation* at \$100,000; this amount is included in the operating expenditure in General Fund. This appropriation is made up of fund reserves and is available to cover emergency expenses, revenue shortages or capital project acceleration should they arise during the fiscal year.

The total budget, including all four components, is \$37.9 million for FY 13. This represents an increase of \$1.1 million or 3.0% from the FY 12 total budget of \$36.8 million. The increase is the result of a higher capital budget, of which approximately 60% comes from grant revenue. These projects had been delayed from previous years due to reduced revenue sources because of the recession.

As you can see from the pie chart below, the operating (83.0%) and capital improvement (14.1%) appropriations account for 97.1% of the total appropriations. Operating budget is discussed on the following page. The Capital Improvement Program has a separate budget documents.





Operating Budget

The development of University City's FY 13 budget was an open process designed to reflect the needs and desires of the community. Throughout the year, the Mayor, City Council and city staff obtained input from the community through meetings, citizen boards and commissions. The feedback from University City citizens received last year regarding proposed operating budget reductions via public hearings in three locations was used in developing the FY 13 operating budget by City Council.

In November, the Finance Department kicked off the budget input process for FY 13, when all departments entered their projected expenditures into the financial management system. The City Manager met with each Department Director. The meetings provided an assessment of current economic trends, the revenue outlook for the upcoming fiscal year, and the City Manager's direction for the development of a surplus budget.

The principal issue to address in developing the FY 13 budget was the economy and the impact it was having on the City's resources to fund services to the community. One effect was the possible change in the 1% countywide sales tax distribution, due to not only a reduction of University City population based upon the latest census figures, but also a methodology and formula calculation change to the distributed amount. FY 13 represents the fourth straight year that revenue resources have shrunk for the General Fund while demand for city services has remained steady or increased in some areas (e.g., construction of the new fire house), while City sales tax revenues have stabilized and are projected to have a slight decrease.

As part of the FY 13 budget development process, departments proposed reductions to their ongoing General Fund base operating budgets for non-salary related items. Each department head reviewed all the proposed reductions to ensure core services would continue to be provided, particularly those related to public safety, as defined by City Council strategic goals. The entire management team met in January and February to develop the City Manager's recommended budget. City Council reviewed the City Manager's surplus budget in late February.

Public Hearing on FY 13 Budget

Three public sessions were held on October 27, 2011, November 17, 2011, and January 25, 2012 to discuss the pertinent issues surrounding the FY 13 operating, capital and debt service budgets. The proposed budget, as revised by City Council, became the preliminary budget. It was published and made available for further public review prior to the public hearing and formal adoption of the final budget June 13-27. See the *Budget Calendar* for more details about the timing of various steps in the budget development and adoption process.

Amending the Budget

Once the City Council adopts the annual budget, total expenditures cannot exceed the final appropriation of \$38.3 million for FY 13. However, the City Manager may approve the transfer of any unencumbered appropriation balance or portion thereof from one classification of expenditures to another within a department and fund under \$25,000. At the request of the City Manager, the City Council may, by resolution, transfer any unencumbered appropriation balance or portion thereof from one department to another.

The City Charter gives the City Manager the authority to approve transfers of appropriations within the same fund without City Council approval. These types of budget transfer requests are typically reviewed by the relevant operating managers before being sent to executive management for final approval. Line item changes within the same department do not require such approvals. All administrative budget transfers are documented by management and tracked in the City's computerized financial system.



FUND DESCRIPTIONS

The City of University City uses fund accounting to track revenues and expenditures. Some funds, such as Pension Funds, are required by federal legislation. Others were adopted by the city to track and document revenues and expenditures related to specific operations. The City has seven (7) main categories of funds: General Fund, Special Revenue Fund, Debt Service Fund, Capital Fund, Trust Fund, Enterprise Fund, and Internal Service Fund. These categories are used to track the activity of twelve (12) separate funds. For example, Enterprise Funds are expected to be self-supporting through revenue for the services provided. For these funds, the City charges a fee for a specific service, such as sanitation collection, just like any other business would do.

The City also has the following funds which are not budgeted at this time: Capital Projects, Industrial Development Authority and Land Clearance Redevelopment Authority. The two pension funds, Police & Fire Pension and Non-Uniformed Employee Pension, are provided in the budget for information only.

General (Fund 01)

The General Fund provides revenues to support general operations of the City. These revenues include property tax, sales tax, intergovernmental revenue, license fees, gross receipts tax, inspection fees, charges for City services, parks and recreation fees, municipal court and parking, and miscellaneous revenue.

The largest single source of income to the General Fund is the City's share of a county-wide one percent (1%) sales tax. The City's share of the sales tax is based on its per capita sales generated within a pool of certain cities in St. Louis County and unincorporated areas of the County. Other sales taxes received in the General Fund are for local use tax, capital improvements, fire services and parks. Approximately 32.3% of the total General Fund revenue is generated from all types of sales tax.

The next largest single source of revenue is Gross Receipts Tax, or Utility Tax, at 26.6%, followed by Property Tax at 13.5% and Intergovernmental at 7.7%.

The fund balance will be used to help balance operations as the impact of the recession continues to be felt. It was drawn down over FY 11, FY 12 and FY 13 as a cushion to the impact of the recession on this fund's primary revenue sources.

Special Revenue Fund Group:

Sewer Lateral (Fund 05)

This fund provides assistance to residents experiencing sewer lateral repair and replacement costs. The source of revenue for this fund is a \$50.00 annual fee added to the property tax bill. For FY 13, this fund projects revenue and expenditures in the amount of \$585,000 and \$565,000, respectively.

Library (Fund 06)

This fund provides a municipal library to University City residents. The main source of revenue comes from a property tax levy for this purpose. The property tax rates for 2011 are 0.2410 for residential and 0.280 for commercial and personal. The FY 13 projected revenue for the Library is \$1.7 million and projected expenditure is \$1.8 million (excluding the \$4,000 transfer out to the General Fund for administrative charges). With this projection, the Library will have a deficit budget for FY 13.

Grant Funds (Fund 22)

The City created this separate fund to track grants received from various federal, state and county sources. Individual funds allow the City to comply with the specific financial and reporting requirements of each grantor agency. For FY 13, the City anticipates the total awards from all sources in the amount of \$3.9 million.

Economic Development Sales Tax Fund (Fund 11)

In 2006, University City voters approved a one-quarter cent sales tax on retail sales in the City to increase opportunities for economic development. These funds will be used to fund improvements along the Olive and Delmar business corridors and market area development opportunities.



Committee for Access and Local Origination Programming (CALOP) (Fund 17)

The City established this fund to account for revenues and expenditures for studies of the educational and cultural programming needs of the City and encouraging the development of programs to meet those needs.

University City Loop Special Business District (Fund 18)

The City established this fund to account for revenues and expenditures related to promoting retail trade activities and enhancing the environment of a Special Business District (SBD) of the City, referred to as the Loop.

Parkview Gardens Special Business District (Fund 19)

The City established this fund in fiscal year 1997 to account for revenues and expenditures related to enhancing the environment of a SBD of the City

Debt Service Fund

Bond financing is the primary source used to finance long-term capital projects and infrastructure. The City's debt management plan is an important tool for one of the main financing sources of the CIP. Outstanding debt, debt limitations, voter authorization and cash flow projections are reviewed as part of the capital budgeting process, while the annual debt service payments are incorporated into the debt service budget. Depending on the need and the type of project being financed, several different types of bonds are available to the City. Separate funds are used to track payments made on the City's outstanding debt obligations.

General Obligation (G.O.) Bond Debt (Fund 04):

G.O. bonds require voter authorization and are backed by the taxing authority of the City. These bonds finance projects that City Council select as part of the budget process every year. Missouri law limits the amount of G.O. bonds the City can have outstanding based on the secondary assessed valuation of both commercial and residential property located within the city limits. Financing for the following types of projects are limited to 10% of the City's assessed valuation: parks and recreation, open space and trails, flood control, water and sewer, streets and transportation, and public safety. The 2011 property tax rate for this purpose was set at \$.034 per \$100.00 of assessed value for residential, commercial and personal. The Finance Director will be reviewing property tax options with Council in the fall in order to ensure that future tax rates are set in accordance with required debt service obligations. During FY 13, this fund will pay principal and interest in the amount of \$215,000 and \$22,500, respectively.

Fiduciary Funds (For information only):

Police and Fire Pension Fund (Fund 03):

The purpose of this fund is to provide future monies sufficient to pay for pension benefits to all Police & Fire retirees. The source of the revenue is from property tax levy at the rate of 0.158, 0.190 and 0.195 for residential, commercial and personal, respectively.

Non-Uniformed Pension Fund (Fund 10):

The purpose of this fund is to provide future monies sufficient to pay all pension benefits to all non-uniformed retirees.

Enterprise Funds:

Solid Waste (Fund 08):

This fund provides for the billing and physical collection of trash collection, recycling and disposal services to homes and businesses in the City. It is supported through semi-annual charges paid by sanitation customers (both residents and business).

Parking Garage (Fund 27):

This fund provides operations and administration of the 120-space University City Parking Garage in the Loop Business District. Funds are also used to pay approximately 20% of the Certificates of Participation, Series 2012. In FY 13, the expenditure was projected to be \$90,000 for principal and \$18,000 for interest. The source of revenue comes from the rental of ground floor retail space, Commerce Bank ATM machine and parking revenues.

**Internal Service Fund:*****Fleet Management (Fund 02):***

This fund is used to track income and expenses of the internal services provided to City departments. The fund specifically covers vehicle maintenance needs and fuel purchased for City vehicles. City departments pay for these services on an actual usage basis. The depreciation expense will be used as replacement funds to allow the city to accumulate the money needed to replace at regular intervals the City's fleet of cars, trucks and other technology related equipment. In FY 13, this fund anticipates a total revenue and expenditure of \$1,765,000 and \$2,997,000, respectively. This expenditure includes \$880,000 that was planned to purchase police and Public Works & Parks vehicles.



STRATEGIC GOALS AND OBJECTIVES

1. Commercial and Retail Development.
 - Boundary Expansion –Wellston/Pagedale
 - Olive Corridor Development
 - Olive & Delmar Streetscape
 - I 170 and Delmar Development
 - Secure the long term viability of the Loop
2. Housing and Development that strengthens neighborhoods and encourages growth.
 - A proactive and energetic approach to expanding and redeveloping housing within the community
 - The approach must be sensitive to the varied neighborhood and housing needs within the community
 - Partner with School District to achieve viable district with excellence in academic achievement.
3. Financial Stability and Long Term Vitality
 - Identification of options of service choices (levels and types of services)
 - Identification of revenue generation options
 - Education of the Council and Citizens on Choices for the Community
 - Refocus the philosophy of the community to “pay as you go”
4. Streamlined and Strengthened Municipal Operations
 - Improve the efficiency and streamline City operations and functions.
 - Promote coordination of services and expenditures across all departments.
 - Promote expanded customer services approaches in all municipal operations.
 - Expand support for infrastructure redevelopment and development.
5. Enhance elected official procedures to foster environment conducive to positive visionary leadership today and to the next century
 - Improve the working operations and processes of the City Council.
 - Maintain a dynamic and current strategic plan.



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) The major projects included in the FY 13 annual budget should have minimal impact on operating expenses. The purchase of software will have on-going maintenance and support costs, the equipment purchased will have normal maintenance and the maintenance of streets and bridges should prolong the life of the asset. The addition of decorative lighting and trees along Olive Blvd. and Delmar Blvd. will require additional maintenance.

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.

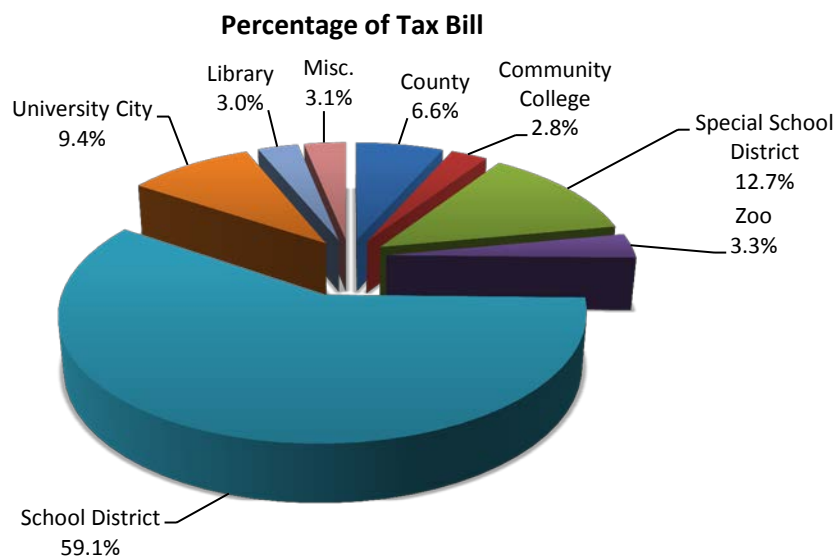


Residential Property Tax Rate - Tax Year 2011

Tax Category	Rate/\$100	% of Tax Bill
St. Louis County	\$0.5230	6.6%
Community College	\$0.2200	2.8%
Special School District	\$1.0125	12.7%
Metropolitan Zoo	\$0.2671	3.3%
University City School District	\$4.7110	59.1%
City of University City	\$0.7530	9.4%
Library	\$0.2410	3.0%
Miscellaneous	<u>\$0.2498</u>	<u>3.1%</u>
Total	\$7.9774	100%

University City Property Tax Rates-Tax Year 2011-Breakdown

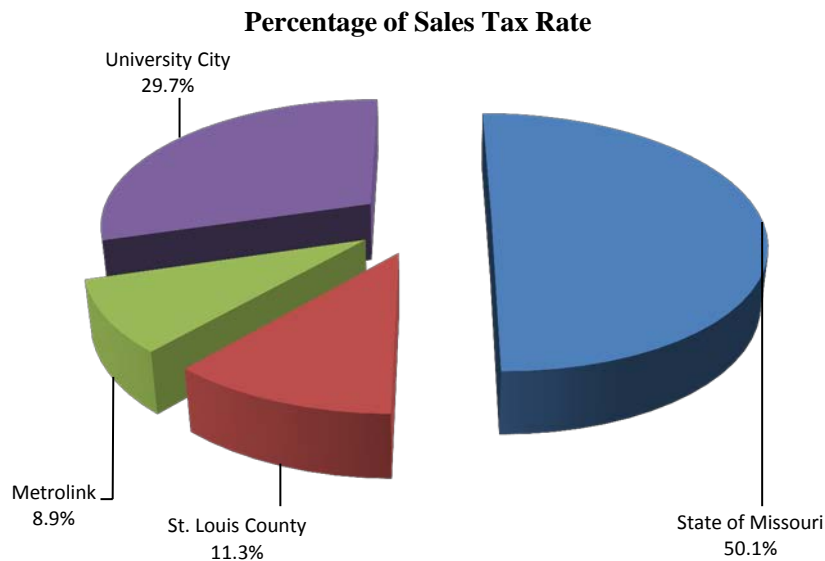
Tax Category	Residential	Commercial	Personal
General Revenue	0.561	0.668	0.680
Police and Firemen's Pension	0.158	0.190	0.195
Debt	0.034	0.034	0.034
Total City Levee	0.753	0.892	0.909
Library	0.241	0.280	0.280
Loop Business Special District	0.590	0.536	0.000
Parkview Gardens Special District	0.626	0.772	0.000





University City Sales Tax Rate

Category	% Rate
State of Missouri - General	3.000%
- Education	1.000%
- Conservation	0.125%
- Parks & Soil	0.100%
St. Louis County - Transportation	0.500%
- Metro Parks/Recreation	0.100%
- Children's Fund	0.250%
- E-911 Communication	0.100%
MetroLink	0.750%
University City - Countywide	1.000%
- Capital Improvement	0.500%
- Parks	0.500%
- Fire Service	0.250%
- Economic Development	<u>0.250%</u>
Total	8.425%

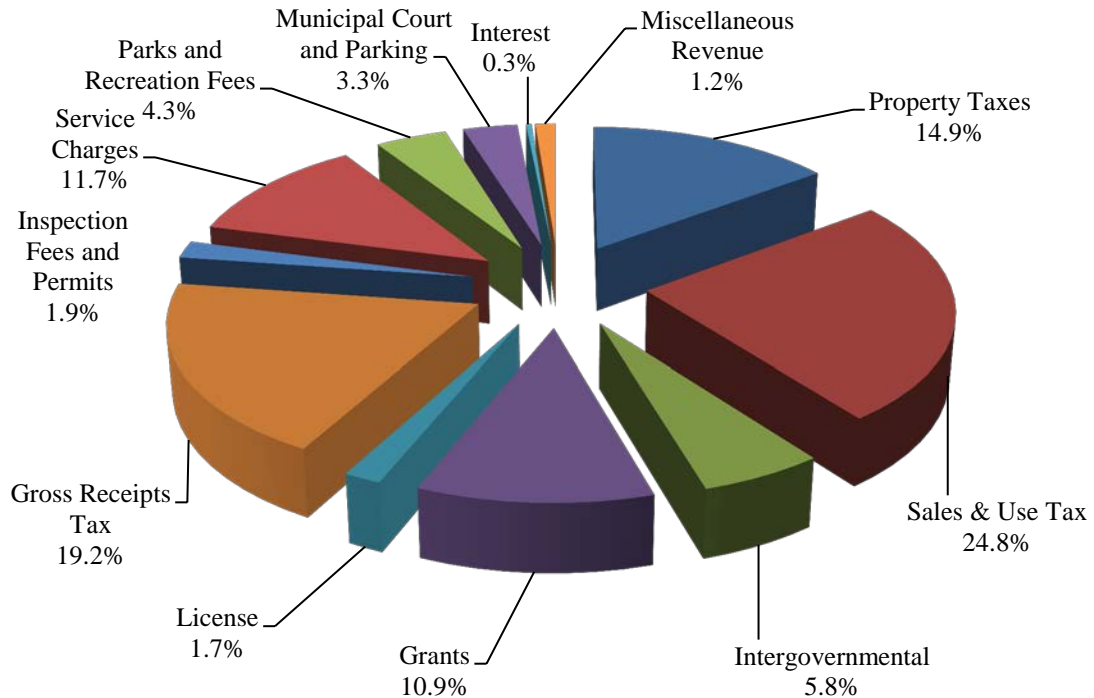


REVENUES

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.

Revenue by Type	Amount	Percentage
Property Taxes	\$ 5,381,910	14.9
Sales & Use Tax	8,989,450	24.8
Intergovernmental	2,078,800	5.8
Grants	3,938,620	10.9
Licenses	629,800	1.7
Gross Receipts Tax	6,961,570	19.2
Inspection Fees and Permits	682,550	1.9
Service Charges	4,243,650	11.7
Parks and Recreation Fees	1,567,650	4.3
Municipal Court and Parking	1,194,300	3.3
Interest	121,380	0.3
Miscellaneous Revenue	444,450	1.2
Total Revenue	\$ 36,234,130	100.0%

Revenue by Type



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 12 are based on estimates through the end of the fiscal year. Budgeted amounts for FY 13 are projections.

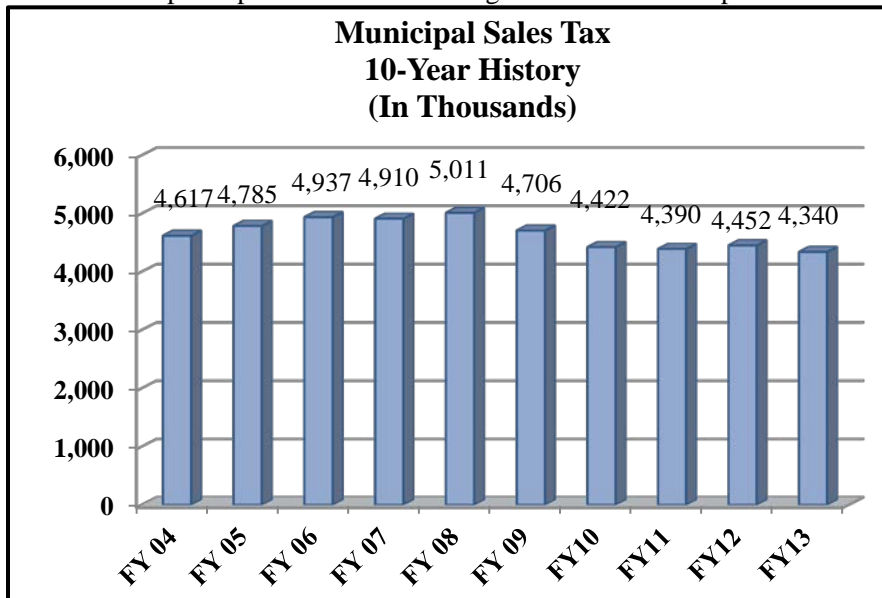


SALES TAX

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



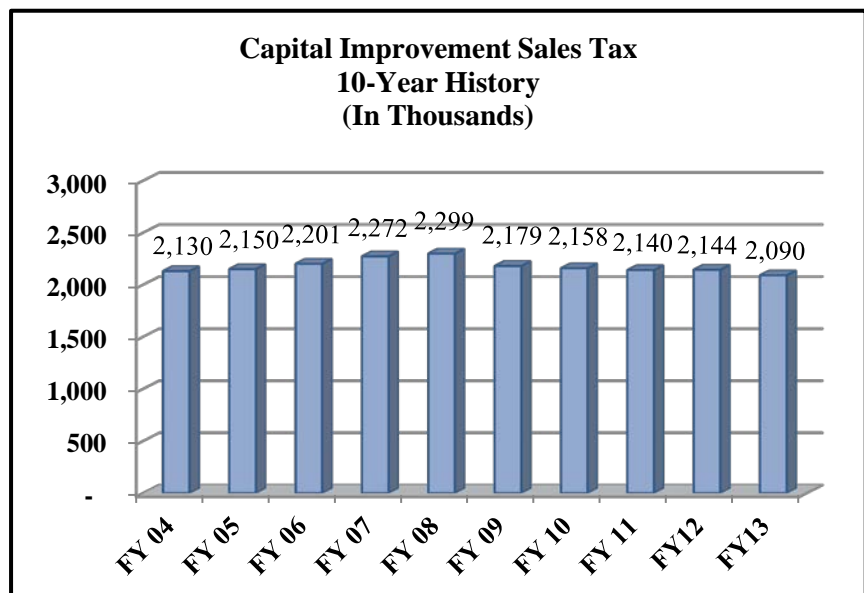
unincorporated areas of the County. The City's percentage share changes after each 10-year census. This occurred for the first time in FY 12 and in FY 13 the City is projecting a 5.5% decrease in population from 37.4 thousand to 35.4 thousand based on the 2010 census.

FY 13 is projected to be 2.5% less due to the change in population.

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 keeps 85% of the generated revenue and shares 15% with all other pooled cities and St. Louis County. The redistributed amount is also based on its per-capita share of sales tax generated in unincorporated areas of the county. The City's percentage share changes after each 10-year census. The 2010 census result shows University City had a 5.5% decrease in population, from 37.4 thousand to 35.4 thousand.

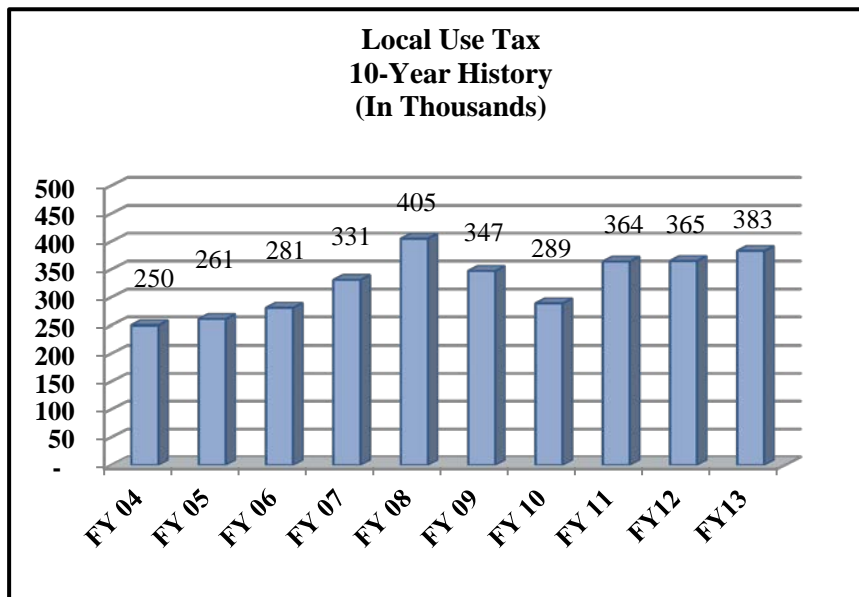
Growth in this revenue source had been small, but steady over the past few years, until the recent economic downturn which caused sales tax receipts to be less in FY 11. It is projected for a further 2.5% decrease in FY 12 and FY 13 due to the reduction in population.





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.

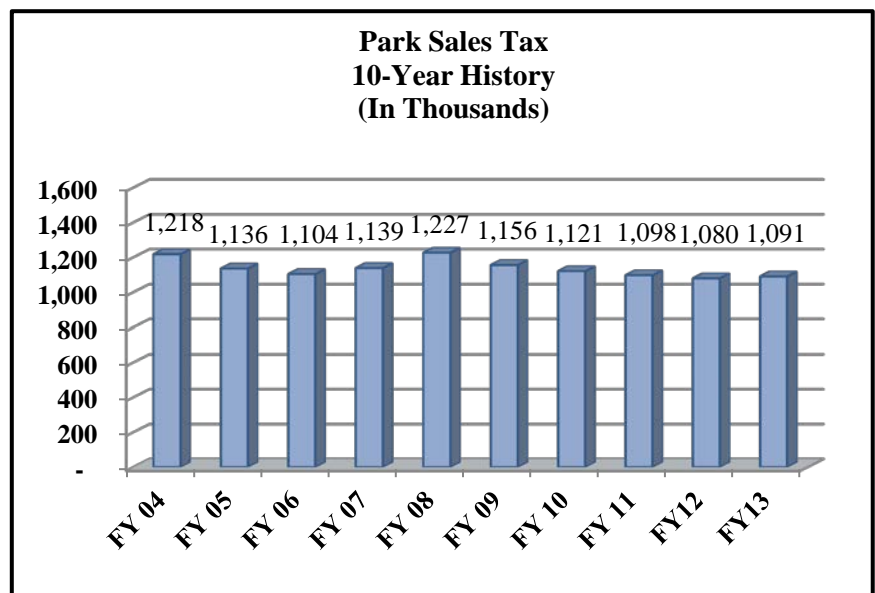


Growth in this revenue source has been steady, with slight fluctuations over the past few years. This revenue is projected to increase approximately 5% in FY 13.

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 improvement purposes. The City's revenue is based on the amount of sales tax generated through point-of-sale within the City limits.

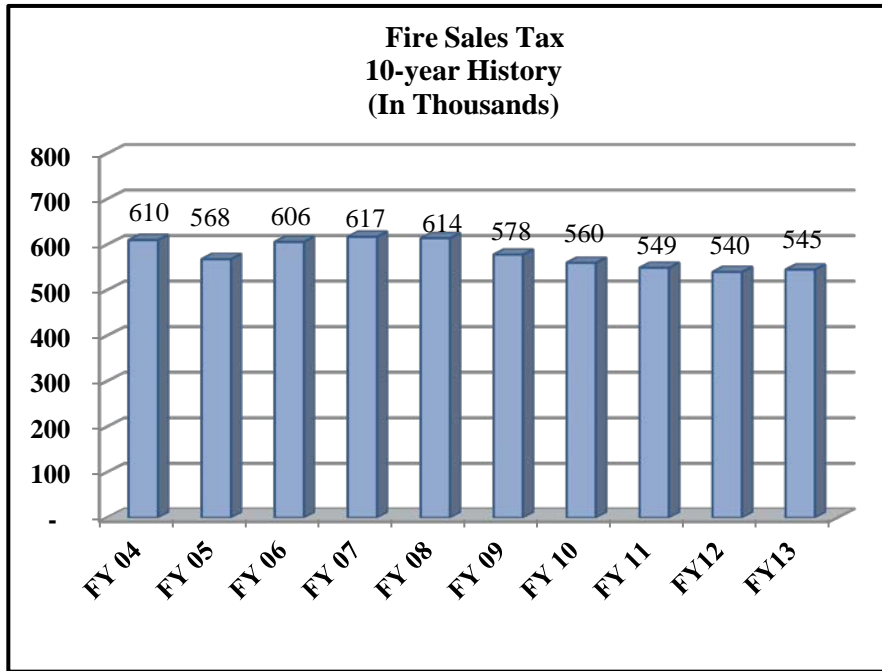
Growth in this revenue source has been steady, with slight fluctuations over the past few years. The recent economic downturn has caused sales tax receipts to be less in FY 12 but is projected to be 0.5% increase in FY 13.





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.

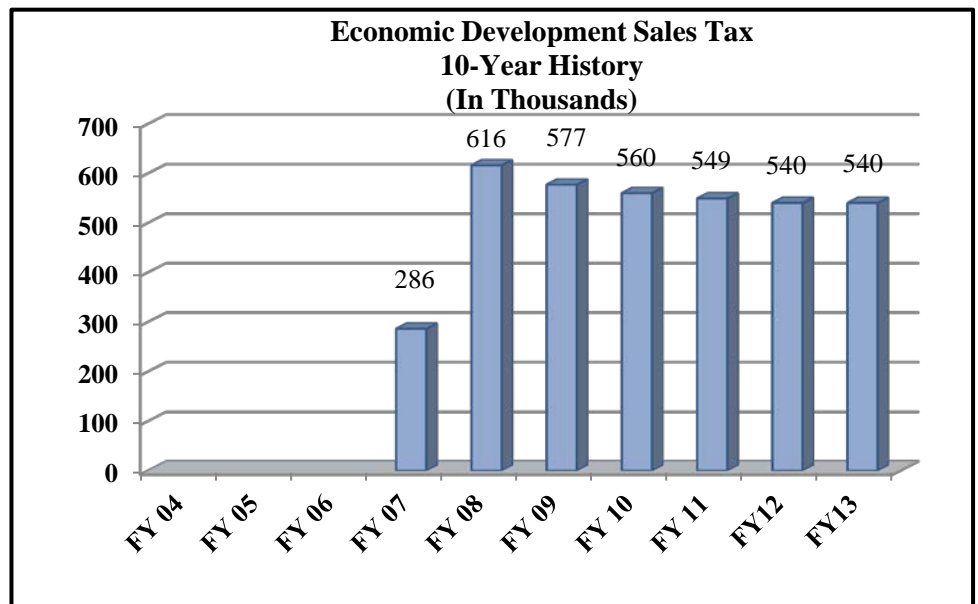


This revenue source has been steady, with slight fluctuations over the past few years. The recent economic downturn has caused sales tax receipts to be less in FY 12 and is projected to be the average amount in FY 13.

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.

This is a new revenue source with few years of history. The recent economic downturn has caused sales tax receipts to be less in FY 12, but is projected for the same amount in FY 2013.

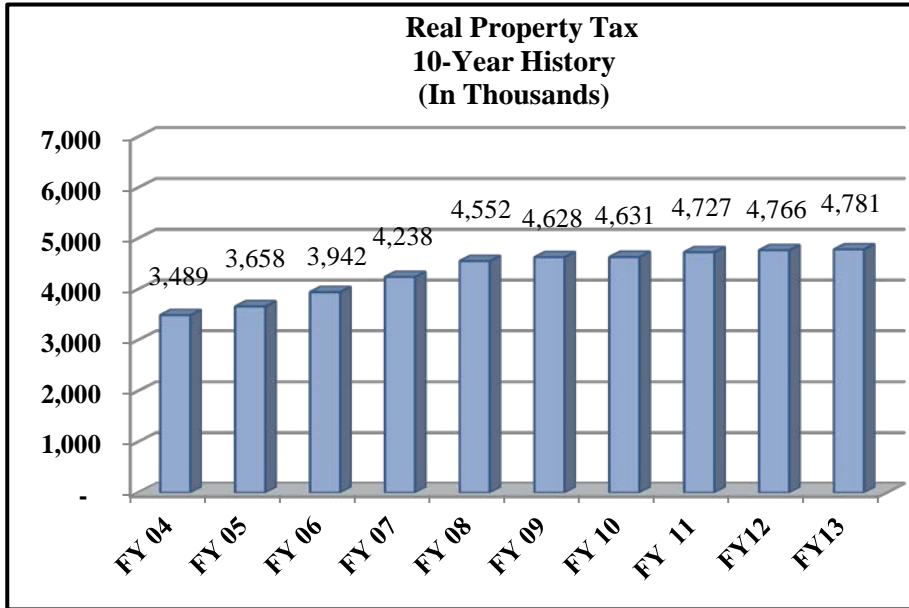


PROPERTY TAXES

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 2011 levy for real property was \$.994 for residential property and \$1.172 for commercial property.

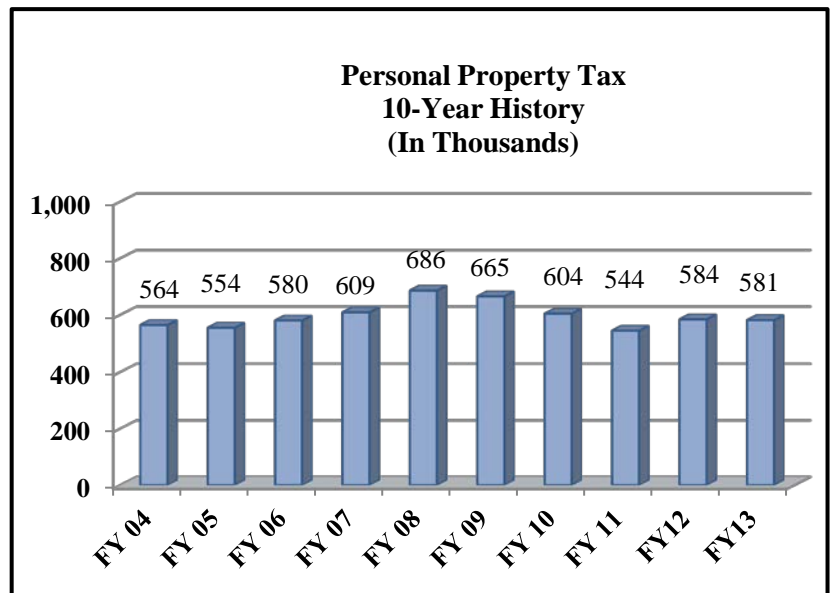


Real property tax revenues have increased at a steady pace. Cities in Missouri are required to rollback tax rates when properties are reassessed to a higher value. University City is only able to increase revenue by new construction and the percentage of the Consumer Price Index (CPI) increase. In FY 08 the City reinstituted the levy for the Police & Firefighter Retirement Plan. In FY 12, the CPI rate of growth was very low and therefore property taxes were level. There is a small projected growth forecasted for FY 13.

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 2011 levy for personal property was \$1.189.

Personal Property tax revenue has risen steadily for several years. University City is only able to increase property tax revenue by the percentage of the CPI increase. For FY 12 a slight increase in revenue is estimated and a slight fluctuation is forecasted for FY 13.

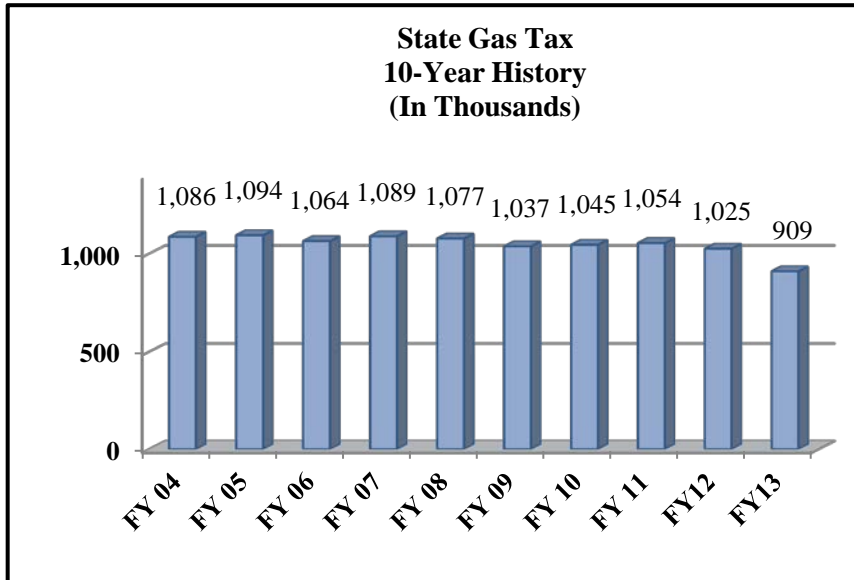




INTERGOVERNMENTAL TRANSFERS AND GRANTS

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.

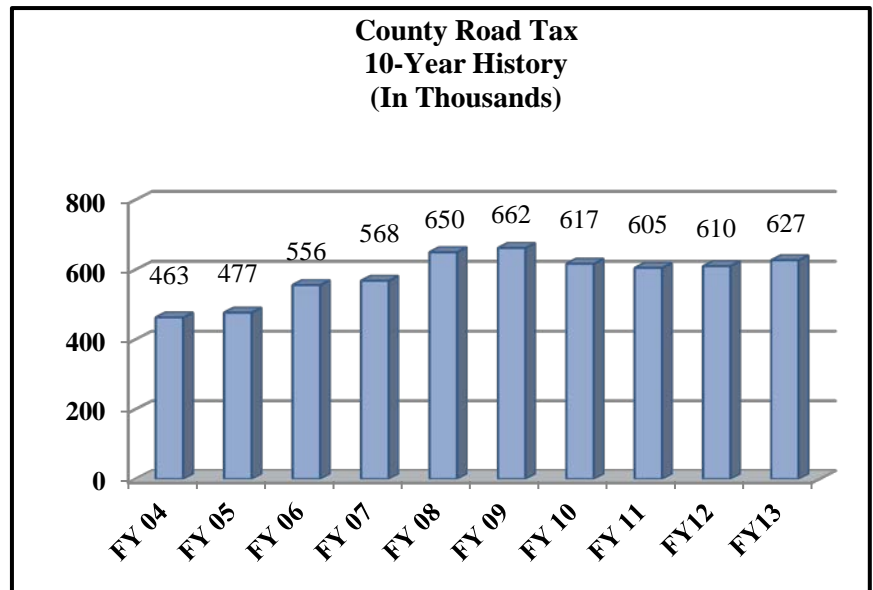


The tax is imposed on a per gallon rate, therefore usage alone, not price, determines the amount of state revenue to be distributed. The gas tax had been stable for many years, but began a slight decline based on less consumption due to higher motor fuel prices. Since this tax is also distributed based on population, the FY 13 revenue is estimated to decrease by 1.20%.

County Road Tax:

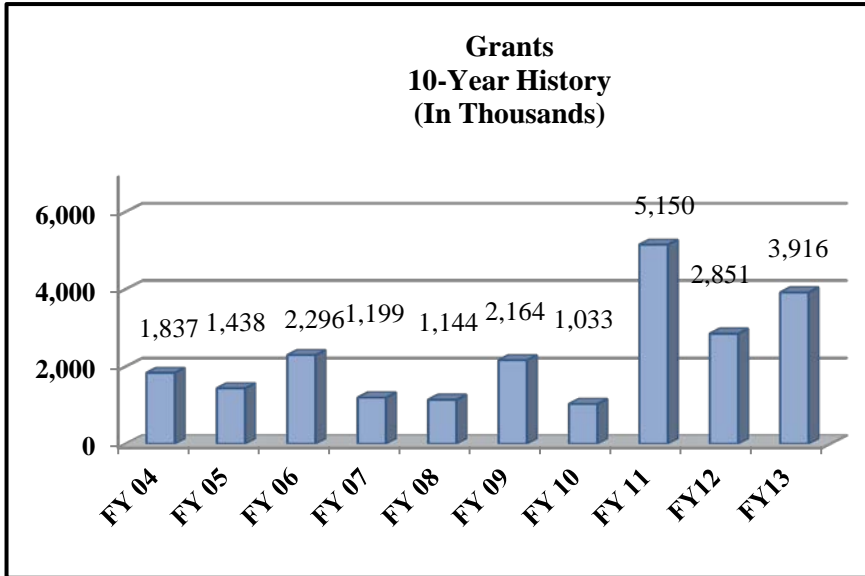
St. Louis County annually levies a Road and Bridge property tax on both real and personal property. The County allocates the proceeds to municipalities at \$0.105 per \$100 of assessed valuation. Taxes are collected by St. Louis County and distributed to the City based on assessed value. The tax must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

This tax revenue has had consistent growth through FY 09 until assessed valuations across the county fell due to the economic downturn. The FY 12 revenue is estimated to be lower than previous years, with a small increase forecasted for FY 13.



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.



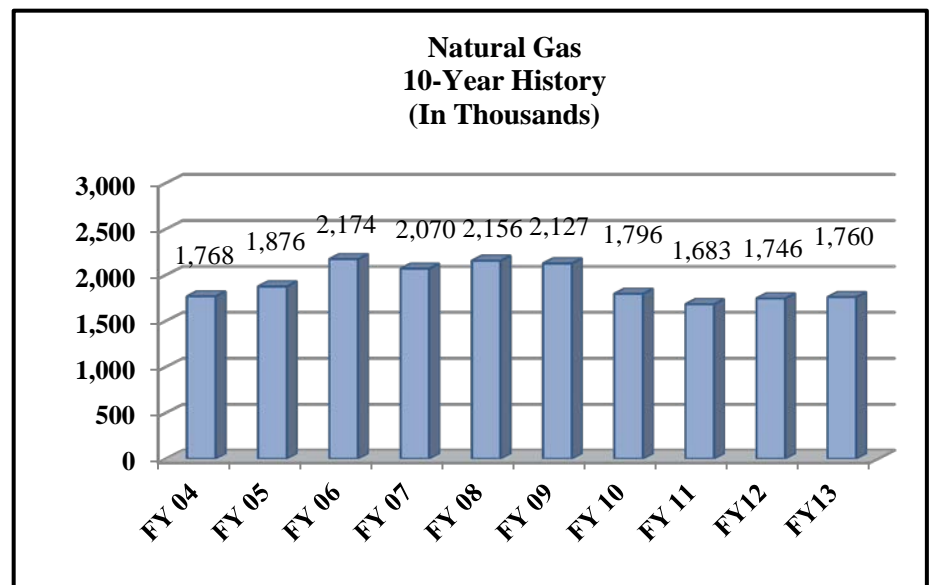
Grant revenue fluctuates each year based on the amount awarded and the construction schedule of the project. On most grants, the City is required to expend a local grant match of funds. The City has multiple large one-time projects which will be grant-funded in FY 11, with significantly lesser grants for FY 12 for known grants at this time. In FY 13 the City will have a couple of large projects, namely constructing the new fire house, and Flood buyout.

GROSS RECEIPTS TAX (UTILITY TAX)

Natural Gas Gross Receipts:

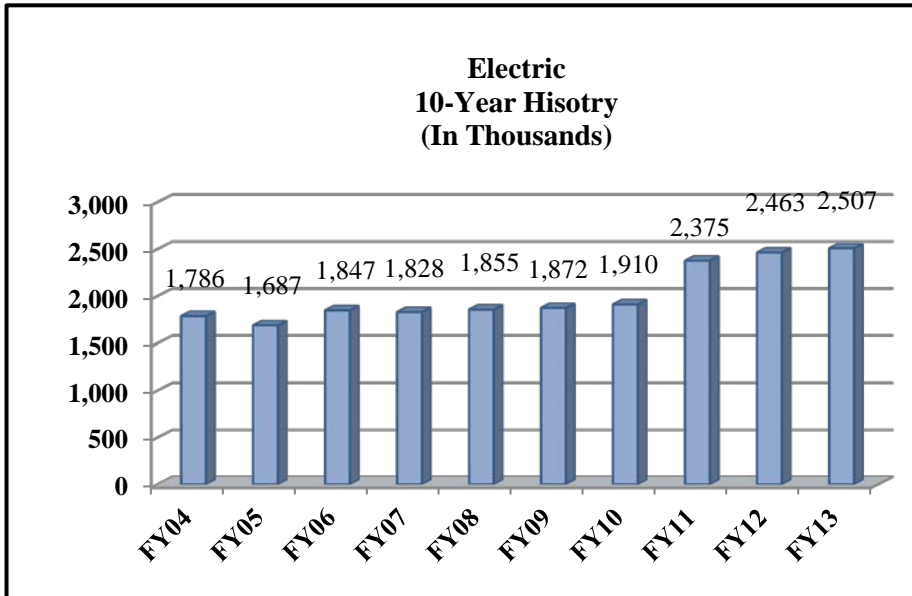
The City levies a 9% gross receipts tax on utilities providing natural gas services in the City. Laclede Gas provides the majority of gas utility services in the City, with a small amount being provided through a consortium. This tax is passed on to customers by the utility company and remitted to the 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 10, and decreased even more for FY 11 and FY 12, with a slight increase projected for FY 13.



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.

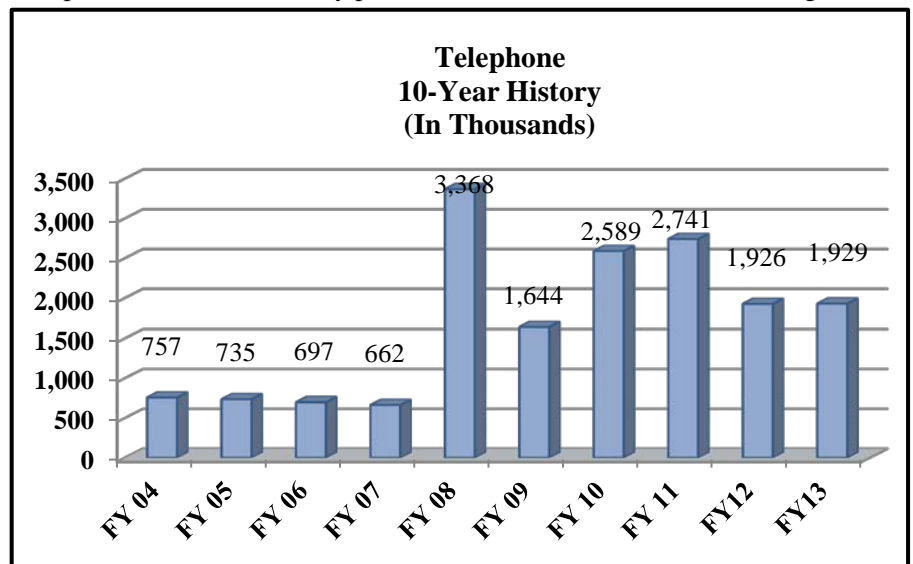


This revenue is based on the price of electricity, as well as usage. The revenue fluctuates based on weather, business activity and rates. Revenue projections are based on 10% rate increases for FY 11 and an estimated rate increase again for FY 12 and FY 13.

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.

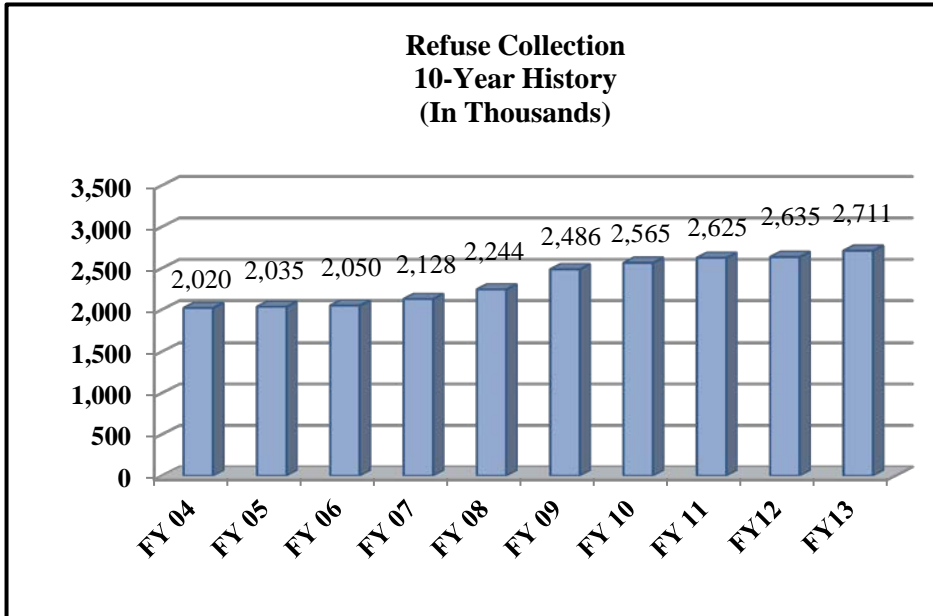
Revenues had been declining substantially as land line services decreased and cell phone services increased. The telephone companies had not paid gross receipts tax on cell phone services. The City partnered with other cities in a lawsuit against the telecommunication companies to require the companies to pay gross receipts tax on cell phone services. An agreement was reached in FY 08 and a one-time settlement amount was paid at that time and another one was paid in FY 11. In FY 09 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 10 included a one-time settlement amount for additional landline service with a small amount of additional on-going revenue. FY 13 will be the second year since FY 09 without any one-time settlements.



INSPECTION FEES AND CHARGES FOR CITY SERVICES

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.

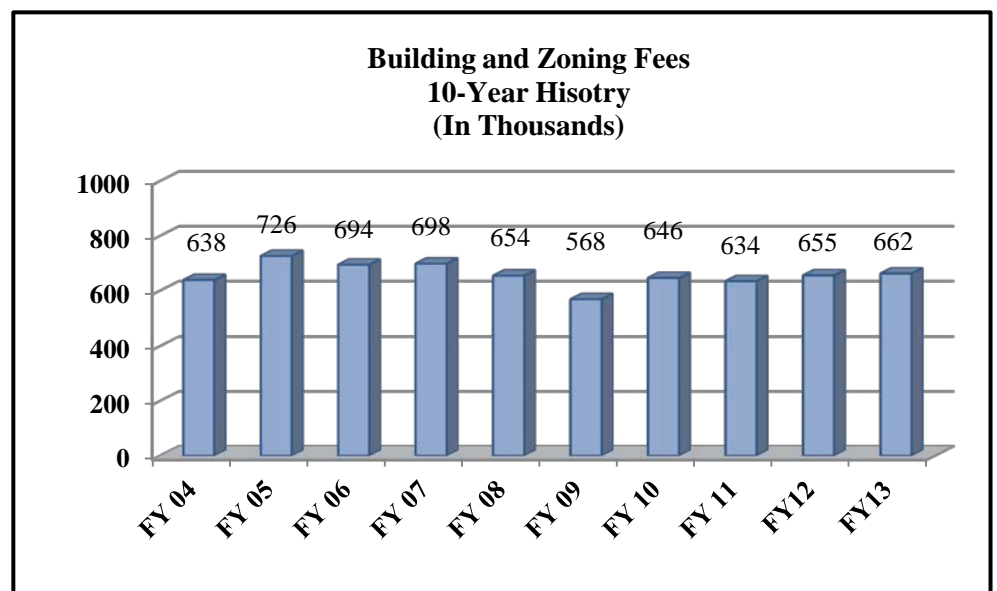


In the last few years, rates have increased on an annual basis. The City has also established a collection enhancement program to encourage past due accounts to become current. Additional revenue was received in FY 08 and FY 09 due to this program. Rates are projected to increase by 2% in FY 13.

Building and Zoning Fees:

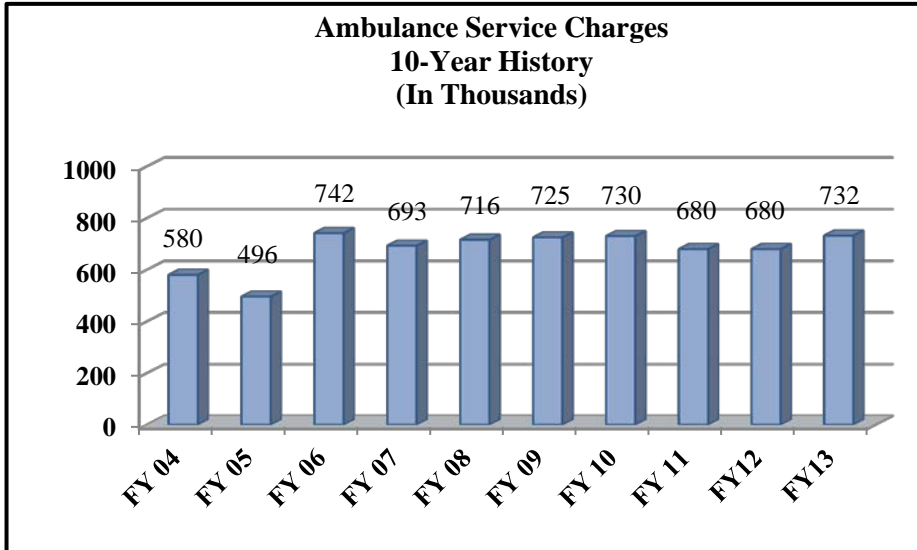
The City performs building, electrical, plumbing and mechanical inspections and issues permits for construction and remodeling of properties. Fees are calculated on a sliding scale based on the value of construction and are collected by the City at the time of application. Residential and commercial 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 FY 09 revenue was lower. FY 13 is estimated to be a slightly higher year for development.



Ambulance Service Charges:

The City's fire department provides basic and advanced life support at no cost to the patient. Upon transport to a medical facility, billing is issued and handled through Mediclaims, a professional claims processor.

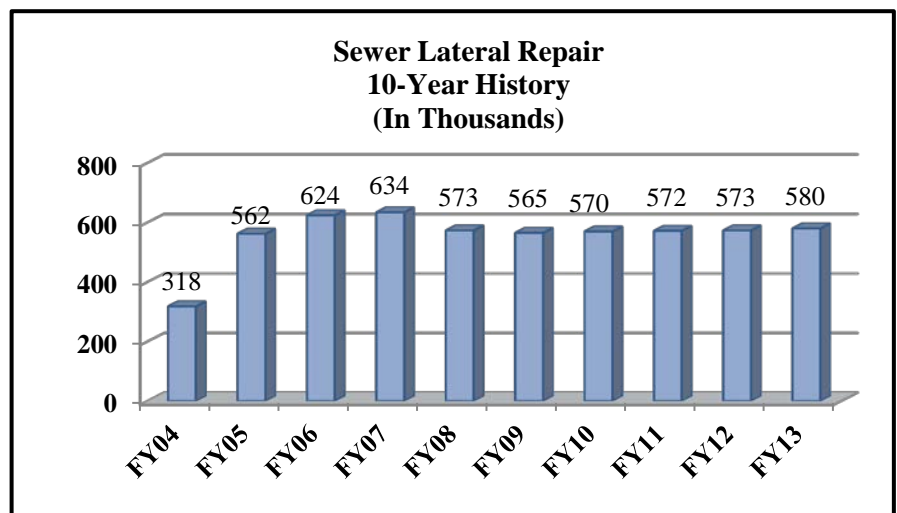


This revenue fluctuates slightly depending on usage and payment collection rates. The revenue for FY 13 is estimated to be slightly higher than FY 12 due to additional revenue expected to be collected by the Collection Agency.

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 to the City.

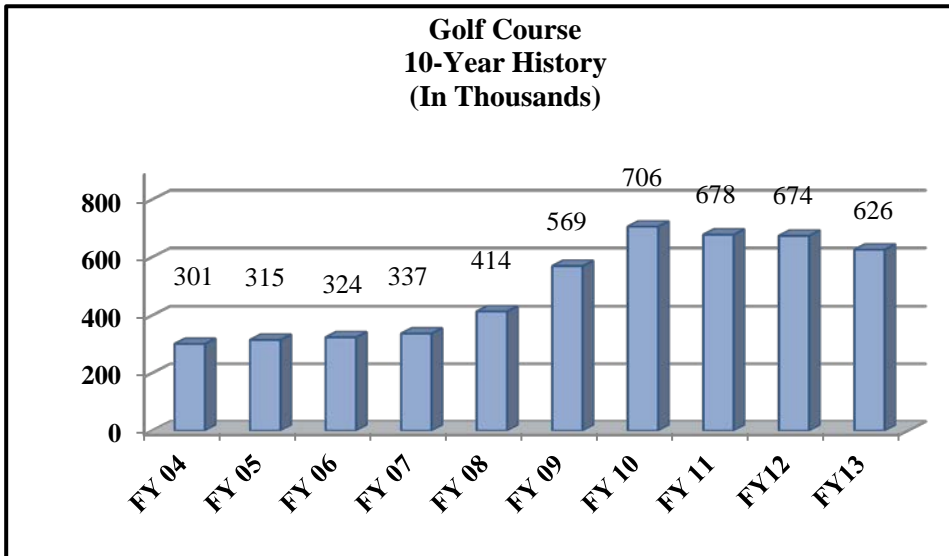
This fee was \$28 per unit until FY 05 when the fee was increased to \$50 per unit. This revenue is projected to remain about level in FY 13 since there are few changes to the number of properties paying the fees.



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.

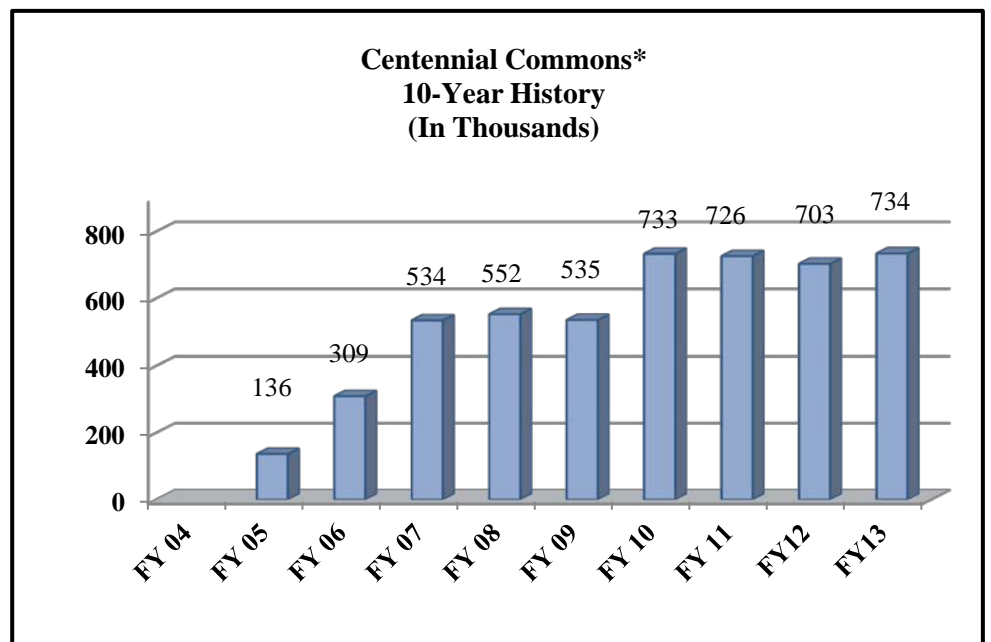


Prior to FY 08, the City had contracted for the management of the golf course. Beginning in FY 08 all of the revenue and expenditures of the course are now included in the City's general fund. This significantly increased revenue. A golf driving range was added at the course in mid-year FY 09 and began operations which increased revenues for the year. FY 10 was the first full year of revenue for this added feature and FY 11 and FY 12 are forecasted with similar amounts. In FY 13, revenue is projected slightly lower due to eliminating evening lighting at the golf driving range.

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 and memberships and activities have grown to a stable level. The decrease in FY 09 revenue is due to fewer membership renewals during the economic downturn. In FY 10, day camp revenue was moved to this program with no actual growth in revenue. Revenue in FY 13 is estimated to be slightly higher.



*In FY 10, the City combined day camp fees into recreation fees.

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The following section displays three budget schedules:

- (I) All Fund Budget Summary
 - (II) General Fund Budget by Department
 - (III) City-Wide Operating Budget by Department reflecting all authorized funds
- (I) The All Fund Budget Summary provides an overview of all City revenues and expenditures for twelve (12) separate funds. They are listed below:
- 1. General Fund (1)
 - 2. Special Revenue Fund (7)
 - 3. Debt Service Fund (1)
 - 4. Internal Service Fund (1)
 - 5. Enterprise Fund (2)
- (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. Information Technology
 - 3. Administrative Services
 - a. Finance
 - b. Municipal Court
 - 4. Police
 - 5. Fire
 - 6. Public Works and Parks
 - a. Administration and Engineering
 - b. Street Maintenance
 - c. Parks and Forestry Maintenance
 - d. Golf Course Maintenance
 - e. Fleet Maintenance
 - f. Solid Waste
 - i. Solid Waste Administration
 - ii. Solid Waste Operations
 - iii. Leaf Collection
 - g. Sewer Lateral Repair
 - 7. Community Development and Recreation
 - a. Community Development Administration
 - b. Construction Services and Facilities Maintenance
 - c. Recreation
 - i. Administration
 - ii. Golf Course
 - iii. Community Center
 - iv. Aquatics
 - v. Centennial Commons
 - d. Planning, Zoning, and Economic Development
 - e. Public Parking Garage
- (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 Solid Waste Fund is administered by Public Works and Parks; Economics Sales Tax Fund is administered by Community Development).



(I) All Funds Budget Summary

Revenue All Funds	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Amended	FY 2012 Estimated	FY 2013 Budget
General Fund	26,860,921	26,864,499	26,072,840	26,126,840	25,150,101	26,168,860
Grants Fund	1,033,048	1,459,599	2,850,511	6,668,253	6,668,253	3,938,620
Library Fund	1,719,185	1,662,782	1,703,217	1,703,217	1,655,528	1,689,500
Fleet Maintenance Fund	1,971,393	1,584,572	1,972,000	1,972,000	1,972,000	1,765,000
Solid Waste Fund	2,789,705	2,507,715	2,775,000	2,775,000	2,745,000	2,711,000
Public Parking Garage Fund	213,522	212,923	216,500	216,500	193,650	196,150
Debt Service Fund	291,964	320,420	283,200	283,200	282,500	223,500
Olive Boulevard Central TIF Fund	316,174	303,093	-	-	-	-
Loop Business District Fund	119,615	88,400	78,067	78,067	80,020	90,000
Parkview Gardens Special District Fund	77,470	86,428	77,970	77,970	86,500	90,500
Economic Development Sales Tax Fund	560,820	548,451	541,000	541,000	520,000	541,000
CALOP Fund	84,599	83,935	96,400	96,400	60,000	-
Sewer Lateral Fund	574,465	586,999	575,500	575,500	575,500	585,000
Total	36,612,881	36,309,816	37,242,205	41,113,947	39,989,052	37,999,130

Expenditure All Funds	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Amended	FY 2012 Estimated	FY 2013 Budget
General Fund	24,795,690	23,985,495	25,836,062	26,207,062	24,712,553	25,785,885
Grants Fund	1,320,651	1,459,599	2,850,511	6,668,253	6,668,253	3,938,620
Library Fund	2,121,987	1,676,863	1,661,859	1,661,859	1,612,121	1,751,210
Fleet Maintenance Fund	1,623,074	1,616,975	1,936,771	1,936,771	1,692,023	1,747,000
Solid Waste Fund	2,449,558	2,225,730	2,507,435	2,417,800	2,417,800	2,765,325
Public Parking Garage Fund	177,824	183,680	168,210	168,210	164,824	176,120
Debt Service Fund	237,777	234,998	236,500	236,500	234,500	238,500
Olive Boulevard Central TIF Fund	53,730	51,888	40,600	40,600	42,000	-
Loop Business District Fund	121,968	70,586	73,825	73,825	74,105	76,400
Parkview Gardens Special District Fund	73,924	93,799	71,550	71,550	71,550	95,000
Economic Development Sales Tax Fund	215,730	338,418	898,859	898,859	115,100	754,720
CALOP Fund	28,697	46,359	96,150	96,150	2,000	20,000
Sewer Lateral Repair Fund	383,336	519,529	463,171	613,171	513,495	564,775
Total	33,603,946	32,503,919	36,841,503	41,090,610	38,320,324	37,913,555



(II) General Fund Budget Summary

Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Amended	FY 2012 Estimated	FY 2013 Budget
Property Taxes	3,386,157	3,367,336	3,487,400	3,487,400	3,457,300	3,537,410
Sales & Use Tax	8,533,527	8,774,314	8,310,000	8,360,000	8,568,000	8,449,450
Intergovernmental	2,142,001	2,163,307	2,106,000	2,106,000	2,032,201	2,008,800
Licenses	606,221	599,952	590,500	590,500	595,000	604,800
Gross Receipts Tax	7,034,505	7,335,639	6,926,140	6,926,140	5,929,000	6,961,570
Inspection Fees and Permits	665,441	663,182	674,000	674,000	675,000	682,550
Service Charges	1,351,571	1,032,240	1,035,000	1,035,000	970,000	1,032,650
Parks and Recreation Fees	1,697,200	1,604,928	1,581,500	1,581,500	1,545,000	1,567,650
Municipal Court and Parking	1,195,302	1,164,352	1,165,300	1,165,300	1,174,700	1,124,300
Interest	61,484	71,419	99,000	99,000	100,000	100,380
Miscellaneous Revenue	187,512	87,830	98,000	102,000	103,900	99,300
Total Revenue	26,860,921	26,864,499	26,072,840	26,126,840	25,150,101	26,168,860

Expenditure	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Amended	FY 2012 Estimated	FY 2013 Budget
Legislative	168,352	149,564	277,974	277,974	233,380	200,273
City Manager's Office	676,715	498,351	740,488	740,488	625,993	744,250
Human Resources	239,365	171,664	239,313	239,313	131,832	160,635
Information Technology	850,588	575,369	665,724	665,724	562,400	672,200
Finance	943,576	770,680	833,060	788,060	788,279	825,900
Municipal Court	321,587	334,174	365,619	365,619	332,263	340,600
Police	7,082,635	6,972,870	7,593,868	7,538,868	7,567,034	7,635,784
Fire	4,055,610	4,772,289	4,293,084	4,293,084	4,224,401	4,298,466
Community Development	3,504,674	3,462,082	3,754,578	4,263,578	3,659,535	4,073,677
Public Works	5,212,999	4,563,223	5,153,524	5,115,524	4,827,536	5,024,034
Debt Service	972,689	1,069,982	1,081,000	1,081,000	1,071,100	884,000
Capital Improvement	766,900	645,247	837,830	837,830	688,800	926,066
Total	24,795,690	23,985,495	25,836,062	26,207,062	24,712,553	25,785,885



(III) City-Wide Operating Budget By Department

Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Amended	FY 2012 Estimated	FY 2013 Budget
Property Taxes	5,530,181	5,564,636	5,379,770	5,379,770	5,282,998	5,381,910
Sales & Use Tax	9,114,945	9,322,765	8,850,000	8,900,000	8,581,000	8,989,450
Intergovernmental	2,220,873	2,232,811	2,185,467	2,185,467	2,032,201	2,078,800
Grants	1,058,361	1,467,929	2,850,511	6,668,253	6,668,253	3,938,620
Licenses	622,423	625,058	607,500	607,500	595,000	629,800
Gross Receipts Tax	7,034,505	7,335,639	6,926,140	6,926,140	6,829,000	6,961,570
Inspection Fees and Permits	665,441	663,182	674,000	674,000	675,000	682,550
Service Charges	4,641,206	4,049,031	4,349,000	4,349,000	4,080,000	4,243,650
Parks and Recreation Fees	1,697,200	1,604,928	1,581,500	1,581,500	1,545,000	1,567,650
Municipal Court and Parking	1,263,654	1,234,369	1,232,300	1,232,300	1,124,700	1,194,300
Interest	80,489	84,783	111,700	111,700	100,000	121,380
Miscellaneous Revenue	712,210	540,113	522,317	526,317	503,900	444,450
Total Revenue	34,641,488	34,725,244	35,270,205	39,141,947	38,017,052	36,234,130

Expenditure	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Amended	FY 2012 Estimated	FY 2013 Budget
Legislative	168,352	149,564	277,974	277,974	233,380	200,273
City Manager's Office	676,715	498,351	740,488	740,488	625,993	744,250
Human Resources	239,365	171,664	239,313	239,313	131,832	160,635
Information Technology	850,588	575,370	665,724	665,724	562,400	672,200
Finance	972,273	817,039	929,210	884,210	790,279	845,900
Municipal Court	321,587	334,174	365,619	365,619	332,263	340,600
Police	7,345,991	7,218,636	7,856,425	7,801,425	7,828,534	7,707,065
Fire	4,043,186	4,772,289	4,293,084	4,293,084	4,224,401	4,298,466
Community Development	3,954,448	3,997,501	4,921,647	5,430,647	4,052,679	4,483,117
Public Works	10,274,617	10,118,304	10,282,386	10,394,386	9,669,201	9,945,134
Debt Service	1,210,466	1,304,980	1,317,500	1,317,500	1,305,600	1,122,500
Component Units						
Library	2,125,987	1,676,863	1,661,859	1,661,859	1,612,121	1,751,210
Loop Business District	121,698	70,586	73,825	73,825	74,105	76,400
Parkview Gardens	73,924	93,799	71,550	71,550	71,550	95,000
Capital Improvement	1,224,749	704,799	3,144,899	6,873,006	6,805,986	5,470,805
Total	33,603,946	32,503,919	36,841,503	41,090,610	38,320,324	37,913,555



Full-Time Personnel Summary by Department/Program

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Legislative Services			
<i>Legislative Services</i>			
City Clerk	1.0	1.0	1.0
Legislative Services Personnel Total	1.0	1.0	1.0
General Administration			
<i>City Manager's Office</i>			
City Manager	1.0	1.0	1.0
Assistant to City Manager	1.0	-	-
Administrative Analyst	-	1.0	1.0
Secretary to City Manager	1.0	1.0	1.0
<i>City Manager's Office Personnel Total</i>	3.0	3.0	3.0
<i>Human Resources</i>			
Director of Human Resources	1.0	-	-
Human Resources Manager	-	1.0	1.0
Administrative Assistant	1.0	-	-
<i>Human Resources Personnel Total</i>	2.0	1.0	1.0
<i>Information Technology</i>			
Director of Information Technology	1.0	-	-
Information Technology Specialist	1.0	-	-
<i>Information Technology Personnel Total</i>	2.0	-	-
General Administration Personnel Total	7.0	4.0	4.0
Administrative Services			
<i>Finance</i>			
Director of Finance	-	-	1.0
Deputy City Manager/Finance Director	1.0	1.0	-
Finance Officer	1.0	1.0	-
Assistant Director of Finance	-	-	1.0
Accounts Receivable Supervisor	1.0	1.0	-
Senior Accountant	-	1.0	1.0
Purchasing Coordinator	1.0	-	-
Budget Analyst	-	-	1.0
Collection Specialist	1.0	-	-
Customer Service	-	-	2.0
Accountant	1.0	-	1.0
Accounts Payable Specialist	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0
Senior Account Clerk	1.0	2.0	-
Print Shop Operator	1.0	1.0	1.0
Account Clerk II	1.0	1.0	-
<i>Finance Personnel Total</i>	11.0	10.0	10.0
<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
Administrative Services Personnel Total	14.0	13.0	13.0



Full-Time Personnel Summary by Department/Program

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Police			
<i>Police Operations</i>			
Police Chief	1.0	1.0	1.0
Deputy 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	59.0	59.0	62.0
Supervisory Dispatcher	3.0	3.0	3.0
Executive Secretary to Chief	1.0	1.0	1.0
Dispatcher	9.0	9.0	9.0
Victim Service Advocate	1.0	1.0	1.0
Advanced Clerk Typist	3.0	3.0	3.0
Parking Controller	-	1.0	1.0
<i>Police Operations Personnel Total</i>	<u>90.0</u>	<u>91.0</u>	<u>94.0</u>
<i>Police Grants</i>			
Police Officer	3.0	3.0	-
<i>Police Grants Personnel Total</i>	<u>3.0</u>	<u>3.0</u>	<u>-</u>
Police Personnel Total	<u>93.0</u>	<u>94.0</u>	<u>94.0</u>
Fire			
<i>Fire Operations</i>			
Fire Chief	1.0	1.0	1.0
Assistant Fire Chief	1.0	-	-
Battalion Chief	3.0	3.0	3.0
Paramedic Fire Captain	9.0	9.0	9.0
Paramedic Firefighter	29.0	29.0	29.0
Firefighter	1.0	1.0	1.0
Executive Secretary to Chief	1.0	1.0	1.0
Fire Personnel Total	<u>45.0</u>	<u>44.0</u>	<u>44.0</u>
Public Works and Parks			
<i>Administration & Engineering</i>			
Director of Public Works and Parks	-	1.0	1.0
Director of Public Works	1.0	-	-
Assistant Director of Public Works and Parks/City Engineer	1.0	1.0	1.0
Senior Public Works Manager	1.0	1.0	1.0
Senior Program Manager/Analyst	1.0	-	-
Project Manager II	1.0	1.0	1.0
Project Manager I	3.0	2.0	2.0
Engineering Service Specialist	1.0	-	-
Executive Secretary to Department Director	-	1.0	1.0
Senior Account Clerk	1.0	-	-
Advanced Clerk Typist	-	1.0	1.0
<i>Administration & Engineering Personnel Total</i>	<u>10.0</u>	<u>8.0</u>	<u>8.0</u>
<i>Streets, Parks, and Forestry Maintenance</i>			
Streets and Parks Operations Superintendent	-	1.0	1.0
Director of Parks, Recreation, & Forestry	1.0	-	-
Park Operations Superintendent	1.0	-	-



Full-Time Personnel Summary by Department/Program

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Public Works and Parks (continued)			
Street Superintendent	1.0	-	-
Forestry Supervisor	1.0	1.0	1.0
Crew Leader	4.0	5.0	5.0
Community Service Specialist	1.0	-	-
Senior Account Clerk	1.0	-	-
General Maintenance Worker	3.0	2.0	2.0
Heavy Equipment Operator	5.0	5.0	5.0
Tree Trimmer	2.0	2.0	2.0
Equipment Operator	10.0	9.0	9.0
Advanced Clerk Typist	-	1.0	1.0
Laborer/Light Equipment Operator	3.0	4.0	4.0
<i>Streets, Parks, and Forestry Maintenance Personnel Total</i>	<u>33.0</u>	<u>30.0</u>	<u>30.0</u>
<i>Golf Course Maintenance</i>			
Golf Maintenance Superintendent	1.0	1.0	1.0
Equipment Operator	1.0	1.0	1.0
<i>Golf Course Maintenance Personnel Total</i>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
<i>Fleet Maintenance</i>			
Fleet Manager	1.0	1.0	1.0
Lead Mechanic	-	1.0	1.0
Mechanic	5.0	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
Solid Waste Program Manager	1.0	-	-
Crew Leader	-	1.0	1.0
Heavy Equipment Operator	9.0	9.0	9.0
<i>Solid Waste Management Personnel Total</i>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>
Public Works and Park Department Personnel Total	<u>62.0</u>	<u>57.0</u>	<u>57.0</u>
Community Development			
<i>Community Development Operations</i>			
Director of Community Development	1.0	1.0	1.0
Deputy Dir. of Construction & Facilities Maint./Building Commissioner	-	1.0	1.0
Deputy Director of Planning, Zoning & Economic Development	-	1.0	1.0
Deputy Director of Community Development	1.0	-	-
Deputy Building Commissioner/Inspect. Service Manager	1.0	-	-
Senior Plans Examiner/Dpty Bldg Commissioner	1.0	1.0	1.0
Planner	1.0	1.0	1.0
Multi-Discipline Inspector	5.0	5.0	5.0
Inspector II	1.0	1.0	1.0
Inspector I	5.0	5.0	5.0
Executive Secretary to Department Director	1.0	1.0	1.0
Advanced Clerk Typist	4.0	3.0	3.0
<i>Community Development Operations Personnel Total</i>	<u>21.0</u>	<u>20.0</u>	<u>20.0</u>
<i>Facilities Maintenance</i>			
Facilities Maintenance Supervisor	1.0	1.0	1.0



Full-Time Personnel Summary by Department/Program

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Community Development (continued)			
Custodian	3.0	5.0	5.0
General Maintenance Worker	-	1.0	1.0
<i>Facilities Maintenance Personnel Total</i>	<u>4.0</u>	<u>7.0</u>	<u>7.0</u>
<i>Recreation</i>			
Deputy Director of Recreation	-	1.0	1.0
Recreation Superintendent	1.0	-	-
Assistant Recreation Superintendent	1.0	-	-
Golf Manager	1.0	1.0	1.0
Recreation Supervisor II	2.0	1.0	1.0
Recreation Supervisor I	2.0	2.0	2.0
Administrative Secretary	1.0	-	-
Custodian	2.0	-	-
<i>Centennial Commons Personnel Total</i>	<u>10.0</u>	<u>5.0</u>	<u>5.0</u>
<i>Economic Development</i>			
Economic Development Manager	1.0	1.0	1.0
<i>Economic Development Personnel Total</i>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Community Development Personnel Total	<u>36.0</u>	<u>33.0</u>	<u>33.0</u>
Library			
<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	1.0	3.0	3.0
Librarian I	3.0	2.0	2.0
Paraprofessional Librarian	3.0	2.0	2.0
Library Assisant II	1.0	1.0	1.0
Library Assistant I	1.0	1.0	1.0
Building Supervisor	2.0	2.0	2.0
Administrative Assistant	1.0	1.0	1.0
Library Personnel Total	<u>16.0</u>	<u>16.0</u>	<u>16.0</u>
All Personnel Full-Time Total	<u>274.0</u>	<u>262.0</u>	<u>262.0</u>



Part-Time Personnel Summary by Department/Program

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Administrative Services			
<i>Municipal Court</i>			
Court Clerk	0.5	0.5	0.5
<i>Municipal Court Personnel Total</i>	0.5	0.5	0.5
Administrative Services Personnel Total	0.5	0.5	0.5
Police			
<i>Police Operations</i>			
Dispatcher	1.6	0.8	0.8
Parking Controller	1.6	1.6	1.6
Traffic Escort	0.8	1.6	1.6
<i>Police Operations Personnel Total</i>	4.0	4.0	4.0
Police Personnel Total	4.0	4.0	4.0
Public Works and Parks Department			
<i>Streets, Parks, and Forestry Maintenance</i>			
Laborer	3.1	3.1	3.1
<i>Streets, Parks, and Forestry Maintenance Personnel Total</i>	3.1	3.1	3.1
<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
Public Works and Parks Department Personnel Total	4.9	4.9	4.9
Community Development			
<i>Community Development Operations</i>			
Advanced Clerk Typist	-	0.5	0.5
<i>Community Development Operations Personnel Total</i>	-	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
Recreation Program Leader	0.1	0.1	0.1
Pool Manager	0.4	0.4	0.4
Assistant Pool Manager	0.5	0.5	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	6.7	6.7
Park Attendant	0.2	0.2	0.2
Lifeguards	4.5	4.5	4.5
Cashier	1.1	1.1	1.1
<i>Recreation Personnel Total</i>	28.6	28.6	28.6
Community Development Personnel Total	28.6	29.1	29.1
All Personnel Part-Time Total	38.0	38.5	38.5



Full-Time Compensation Summary

Position Title	Minimum Annual Salary	Maximum Annual Salary	Grade
Account Clerk II	\$32,796	\$41,532	7C
Accountant	\$37,224	\$47,136	11
Accounts Payable Specialist	\$36,048	\$45,552	10
Administrative Analyst	\$42,888	\$54,228	14
Administrative Assistant	\$36,048	\$45,552	10
Administrative Assistant (Library)	\$31,824	\$36,912	L10
Advanced Clerk Typist	\$30,060	\$38,028	6A
Assistant Director of Finance	\$57,526	\$72,257	20
Assistant Director of Library	\$50,676	\$60,684	L9
Assistant Director of Public Works and Parks/City Engineer	\$63,420	\$80,940	22
Battalion Chief	\$73,140	\$80,340	20F
Building Supervisor (Library)	\$27,720	\$34,344	L8
City Clerk	\$44,628	\$57,408	15
City Manager	\$130,000	\$130,000	
Court Administrator	\$39,096	\$49,392	12
Court Clerk II	\$30,060	\$38,028	6A
Crew Leader	\$38,184	\$48,696	11B
Custodian	\$26,988	\$34,044	4
Deputy Director of Construct. & Facilities Maint./Building Commissioner	\$57,526	\$72,257	20
Deputy Director of Planning, Zoning & Economic Development	\$57,526	\$72,257	20
Deputy Director of Recreation	\$53,508	\$67,212	18B
Deputy Police Chief	\$87,396	\$95,484	24P
Director of Community Development	\$75,720	\$96,360	25A
Director of Finance	\$88,548	\$113,208	28
Director of Public Works and Parks	\$86,352	\$110,616	27
Dispatcher	\$35,844	\$45,780	9D
Economic Development Manager	\$42,888	\$54,228	14
Equipment Operator	\$33,264	\$42,096	8A
Executive Secretary to Chief	\$36,048	\$45,552	10
Executive Secretary to Department Director	\$34,044	\$43,068	9
Facilities Maintenance Supervisor	\$42,888	\$54,228	14
Finance Officer	\$66,918	\$85,404	23
Fire Chief	\$91,392	\$106,260	25F
Firefighter	\$46,836	\$55,368	11A
Fleet Manager	\$44,628	\$57,408	15
Forestry Supervisor	\$42,888	\$54,228	14
General Maintenance Worker	\$34,800	\$44,016	9A
Golf Manager	\$42,888	\$54,228	14
Golf Maintenance Superintendent	\$42,888	\$54,228	14
Heavy Equipment Operator	\$34,800	\$44,016	9A
Human Resources Manager	\$44,628	\$57,408	15
Inspector I	\$37,224	\$47,136	11
Inspector II	\$39,096	\$49,392	12
Laborer/Light Equipment Operator	\$29,628	\$37,500	6
Lead Mechanic	\$42,888	\$54,228	14
Librarian I	\$33,096	\$38,374	L4
Librarian II	\$38,688	\$46,884	L5



Full-Time Compensation Summary

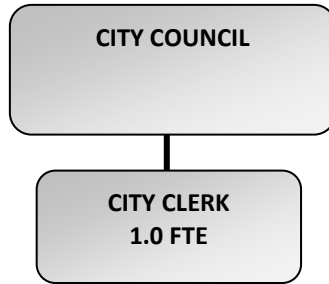
Position Title	Minimum Annual Salary	Maximum Annual Salary	Grade
Library Assistant I	\$20,604	\$23,892	L1
Library Assistant II	\$25,056	\$29,064	L2
Library Director	\$74,328	\$86,196	L7
Mechanic	\$40,920	\$51,696	13
MLC System Administrator	\$57,024	\$68,088	L6
Multi-Discipline Inspector	\$40,968	\$52,284	12C
Paramedic Fire Captain	\$64,236	\$75,204	16M
Paramedic Firefighter	\$52,740	\$61,764	11M
Paraprofessional Librarian	\$29,304	\$33,996	L3
Parking Controller	\$26,100	\$32,952	3
Planner	\$40,968	\$52,284	12C
Police Captain	\$78,012	\$85,404	20P
Police Chief	\$89,292	\$113,208	27P
Police Lieutenant	\$69,168	\$75,816	18P
Police Officer	\$45,960	\$58,716	14P
Police Officer Trainee	\$43,140	\$54,516	13P
Police Sergeant	\$60,336	\$66,180	16P
Print Shop Operator	\$34,524	\$43,716	9B
Project Manager I	\$40,572	\$51,780	12B
Project Manager II	\$44,148	\$55,824	14A
Recreation Supervisor I	\$36,048	\$45,552	10
Recreation Supervisor II	\$40,572	\$51,780	12B
Sanitation Superintendent	\$52,296	\$65,688	18
Secretary to City Manager	\$36,048	\$45,552	10
Senior Accountant	\$40,968	\$52,284	12C
Senior Plans Examiner/Deputy Building Commissioner	\$42,888	\$54,228	14
Senior Public Works Manager	\$53,508	\$67,212	18B
Streets and Parks Operations Superintendent	\$60,966	\$77,376	21
Supervisory Dispatcher	\$39,504	\$49,920	12D
Tree Trimmer	\$34,800	\$44,016	9A
Victim Service Advocate	\$33,660	\$42,984	8
Youth Services Librarian	\$52,080	\$62,544	L30



Part-Time Compensation Summary

Position Title	Minimum Hourly Rate	Maximum Hourly Rate	Grade
Administrative Secretary	\$11.97	\$13.15	P24
Advanced Clerk Typist	\$9.74	\$9.74	P19
Assistant Pool Manager	\$8.07	\$8.84	P11
Camp Manager	\$9.55	\$11.09	P12
Cashier	\$7.25	\$8.02	P04
Clerk Typist	\$8.15	\$8.15	P18
Court Clerk	\$12.76	\$12.76	P20
Custodian	\$9.47	\$11.52	P26
Dispatcher	\$15.35	\$18.73	P27
Laborer	\$9.47	\$11.52	P26
Lifeguard	\$7.76	\$8.53	P05
Park Attendent	\$7.25	\$8.02	P06
Parking Controller	\$12.19	\$12.19	P13
Pool Manager	\$9.55	\$11.09	P12
Recreation Program Leader	\$7.51	\$8.02	P14
Recreation Program Supervisor	\$9.55	\$10.58	P17
Recreation Specialist I	\$7.25	\$8.02	P02
Recreation Specialist II	\$8.07	\$8.84	P07
Recreation Specialist III	\$8.84	\$9.61	P10
Traffic Escort	\$8.15	\$8.15	P16

LEGISLATIVE SERVICES



LEGISLATIVE SERVICES

PROGRAM OVERVIEW

The City Council is the legislative and governing body of the City and consists of seven members, including 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 coordinating all municipal elections with the St. Louis County Board of Election Commissioners. The City Clerk also keeps records of many official contracts, deeds, leases, easements, bonds and agreements of various types.

PERSONNEL SUMMARY

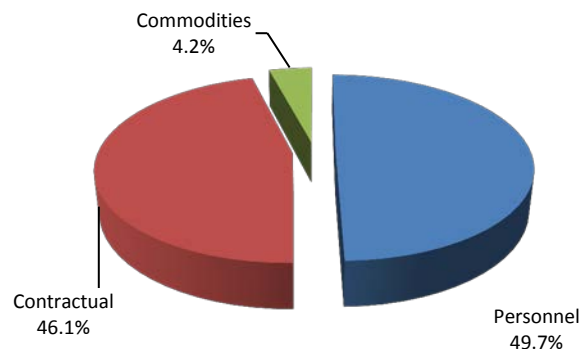
Full-Time

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Legislative Services			
<i>Legislative Services</i>			
City Clerk	1.0	1.0	1.0
Legislative Services Personnel Total	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	93,688	91,600	116,852	103,720	99,508	-5%
Contractual Services	71,126	53,307	123,347	93,410	92,385	-19%
Commodities	3,538	4,657	37,775	36,250	8,380	-78%
Total	<u>168,352</u>	<u>149,564</u>	<u>277,974</u>	<u>233,380</u>	<u>200,273</u>	<u>-21%</u>

Expenditure as a Percentage of Program Budget



GOALS

1. Work to make all City Council communications electronic.
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 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. Clarify the City's policy on the State of Missouri Sunshine Law.
8. Continue effort to streamline the search process on City website for ordinances, resolutions, etc.

SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

1. Part-time salaries \$17,200 decrease (-41%) is the result of removing a part-time administrative position that was in the FY 12 budget. The City Clerk will share an administrative assistant with the City Manager's Office.
2. Office Equipment Maintenance \$3,200 decrease (-44%) is because the department anticipates a lower volume of photocopies to be made.

PERFORMANCE MEASUREMENTS

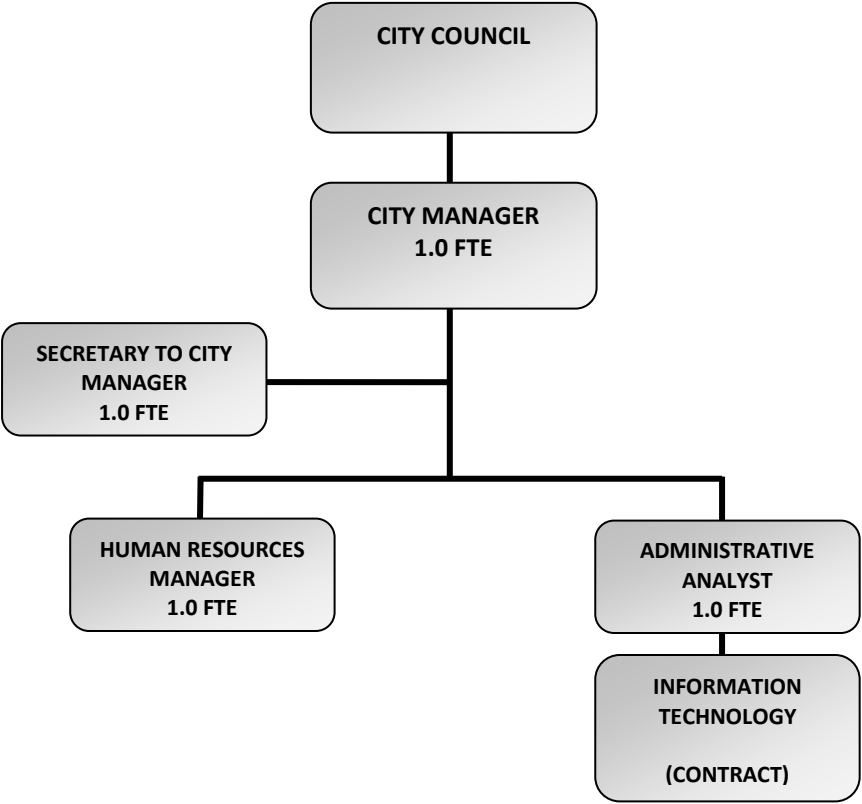
	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Council Meetings	57	51	50	50
Ordinances & Resolutions Processed	62	42	40	40

Department	Legislative Services
Program	Legislative Services

Fund	General
Account Number	01-10-02

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	59,908	57,629	57,629	62,500	57,408	0%
5340 Salaries - Part-Time & Temp	19,760	18,960	42,200	24,200	25,000	-41%
5420 Workers Compensation	187	139	186	200	200	8%
5460 Medical Insurance	3,782	4,216	4,678	5,100	5,100	9%
5660 Social Security Contributions	4,614	4,708	6,190	5,500	5,500	-11%
5740 Pension Contribution Nonunif.	4,350	4,710	4,521	4,920	5,000	11%
5900 Medicare	1,079	1,101	1,448	1,300	1,300	-10%
Sub-Total Personnel Services	93,688	91,600	116,852	103,720	99,508	-15%
Contractual Services						
6010 Professional Services	4,401	5,029	27,302	20,000	25,500	-7%
6040 Events & Receptions	5,667	75	500	185	225	-55%
6110 Mileage Reimbursement	254	33	780	35	500	-36%
6115 Mayor & City Council Travel	5,686	3,989	18,000	15,000	9,000	-50%
6120 Professional Development	1,874	1,185	2,000	1,500	2,500	25%
6130 Advertising & Public Notices	64	-	500	250	600	20%
6170 Insurance - Liability	3,200	3,369	4,860	3,700	3,900	-20%
6220 Insurance - Public Officials	24,852	22,367	23,480	25,890	30,000	28%
6400 Office Equipment Maintenance	2,311	2,345	7,200	3,500	4,000	-44%
6610 Staff Training	444	843	2,000	850	800	-60%
6650 Membership & Certification	13,522	14,072	18,725	15,000	15,360	-18%
6720 Election Costs	8,851	-	18,000	7,500	-	-100%
Sub-Total Contractual Services	71,126	53,307	123,347	93,410	92,385	-25%
Commodities						
7001 Office Supplies	1,982	2,497	4,000	3,500	4,000	0%
7050 Publications	622	474	1,025	650	1,130	10%
7090 Office & Computer Equip.	934	1,588	32,000	32,000	2,500	-92%
7330 Food	-	98	500	100	500	0%
7850 Awards & Gifts	-	-	250	-	250	0%
Sub-Total Commodities	3,538	4,657	37,775	36,250	8,380	-78%
Total	168,352	149,564	277,974	233,380	200,273	-28%

GENERAL ADMINISTRATION



GENERAL ADMINISTRATION

PERSONNEL SUMMARY

Full-Time

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
General Administration Personnel			
<i>City Manager's Office</i>			
City Manager	1.0	1.0	1.0
Assistant to City Manager	1.0	-	-
Administrative Analyst	-	1.0	1.0
Secretary to City Manager	1.0	1.0	1.0
<i>City Manager's Office Personnel Total</i>	3.0	3.0	3.0
<i>Human Resources</i>			
Director of Human Resources	1.0	-	-
Human Resources Manager	-	1.0	1.0
Administrative Assistant	1.0	-	-
<i>Human Resources Personnel Total</i>	2.0	1.0	1.0
<i>Information Technology</i>			
Director of Information Technology	1.0	-	-
Information Technology Specialist	1.0	-	-
<i>Information Technology Personnel Total</i>	2.0	-	-
General Administration Personnel Total	7.0	4.0	4.0

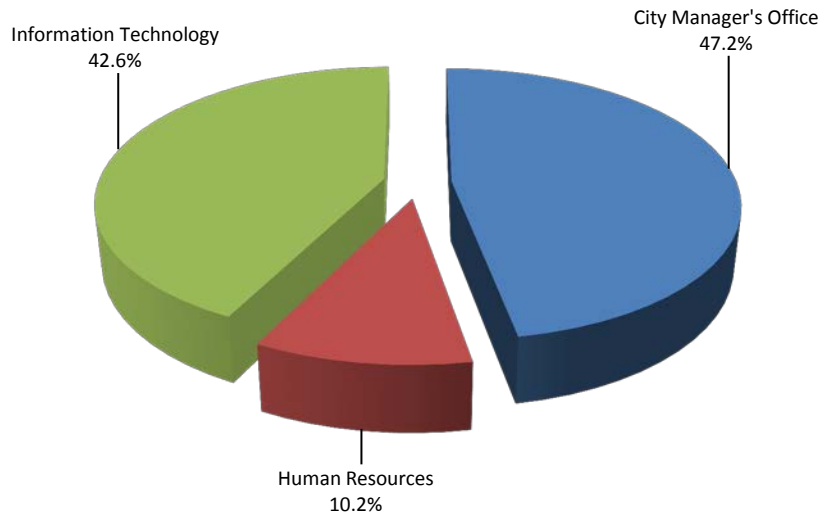
GENERAL ADMINISTRATION

OVERVIEW

During Fiscal Year 2012, several administrative areas combined under General Administration. The General Administration Department now consists of the City Manager's Office, Human Resources, and Information Technology which provide internal services to other City departments. This change was made to increase the efficiency and effectiveness of these program areas.

PROGRAM AS A PERCENTAGE OF DEPARTMENT BUDGET

Program	Personnel	Contractual	Commodities	Capital	Other	Total
City Manager's Office	383,850	355,400	5,000	-	-	744,250
Human Resources	101,400	47,935	11,300	-	-	160,635
Information Technology	-	585,400	66,300	80,500	-	672,200
Total	485,250	988,735	82,600	80,500	-	1,577,085



CITY MANAGER'S OFFICE

PROGRAM OVERVIEW

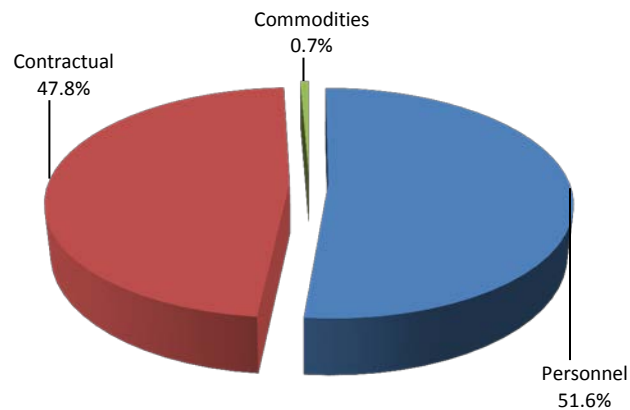
The City of University City uses the Council-Manager form of government, under which elected City Council members hire the City Manager to carry out the following responsibilities:

- 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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	382,328	285,840	380,620	300,993	383,850	1%
Contractual Services	291,989	206,538	356,568	319,500	355,400	0%
Commodities	2,398	5,973	3,300	5,500	4,000	52%
Total	676,715	498,351	740,488	625,993	744,250	1%

Expenditure as a Percentage of Program Budget



SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

1. Professional Services \$16,500 increase (10%) due to a funding for Senior-Youth Task Force and a consulting fee for Senior Transportation Study.
2. Legal Services \$27,000 decrease (-18%): The City does not anticipate any major legal issues; routine legal matters are budgeted at \$60,000 and City Attorney's fees represent another \$60,000.
3. Temporary Labor \$10,000 increase (100%) reflects a possible need for additional assistance since the Administrative Analyst position is no longer filled.
4. Office Equipment Maintenance \$2,000 decrease (-54%) shows an expectation of reduced photocopier usage.
5. Staff Training \$500 increase (50%): Staff needs more training this year.
6. Membership & Certification \$3,500 increase (178%) reflects FY 11 actual spending, a better indicator of FY 13 spending.
7. Miscellaneous Operating Services \$1,000 increase (50%) reflects FY 11 actual spending.
8. Office & Computer Equipment \$300 increase (43%) is to fund a necessary computer upgrade.
9. Food \$400 increase (67%) is based on the actual spending levels in FY 11 and 12.



Department	General Administration
Program	City Manager's Office

Fund	General
Account Number	01-12-05

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	315,956	227,022	236,223	229,000	235,000	-1%
5340 Salaries - Part-Time & Temp	10,943	6,197	100,000	25,000	100,000	0%
5380 Overtime	-	23	-	-	-	0%
5420 Workers Compensation	598	536	526	550	750	43%
5460 Medical Insurance	15,958	8,201	9,355	10,000	10,500	12%
5660 Social Security Contributions	16,303	13,879	12,675	14,000	14,000	10%
5740 Pension Contribution Nonunif.	16,904	18,417	18,532	18,743	18,800	1%
5820 Defined Contribution Plan	1,155	-	-	-	-	0%
5860 Unemployment	-	8,320	-	-	-	0%
5900 Medicare	4,511	3,245	3,309	3,700	4,800	45%
Sub-Total Personnel Services	382,328	285,840	380,620	300,993	383,850	1%
Contractual Services						
6010 Professional Services	35,324	59,610	165,000	150,000	181,500	10%
6020 Legal Services	219,267	114,791	147,000	100,000	120,000	-18%
6040 Events & Receptions	588	-	400	-	500	25%
6050 Maintenance Contracts	5,000	-	5,000	5,000	5,000	0%
6070 Temporary Labor	-	7,490	-	30,000	10,000	100%
6090 Postage	2,901	5,114	7,000	8,000	7,000	0%
6110 Mileage Reimbursement	216	10	600	-	-	-100%
6120 Professional Development	3,034	382	4,075	3,000	4,000	-2%
6130 Advertising & Public Notices	40	37	-	200	200	100%
6150 Printing Services	7,784	-	12,000	13,000	13,000	8%
6170 Insurance - Liability	3,200	5,569	4,860	3,700	3,900	-20%
6190 Insurance - Miscellaneous	-	178	-	-	-	0%
6270 Telephone & Pagers	850	1,162	1,920	800	1,000	-48%
6400 Office Equipment Maintenance	2,059	2,126	3,700	2,800	2,300	-38%
6530 Fleet Service & Replacement	8,068	-	-	-	-	0%
6600 Tuition Reimbursement	-	-	500	-	-	-100%
6610 Staff Training	462	231	500	-	1,000	100%
6650 Membership & Certification	3,196	5,856	2,013	2,000	3,000	49%
6700 Misc. Operating Services	-	3,982	2,000	1,000	3,000	50%
Sub-Total Contractual Services	291,989	206,538	356,568	319,500	355,400	0%
Commodities						
7001 Office Supplies	802	3,180	1,500	2,500	2,500	67%
7050 Publications	79	1,248	500	800	500	0%
7090 Office & Computer Equip.	-	-	700	1,200	1,000	43%
7330 Food	1,031	1,545	600	1,000	1,000	67%
7850 Awards & Gifts	486	-	-	-	-	0%
Sub-Total Commodities	2,398	5,973	3,300	5,500	5,000	52%
Total	676,715	498,351	740,488	625,993	744,250	1%

HUMAN RESOURCES

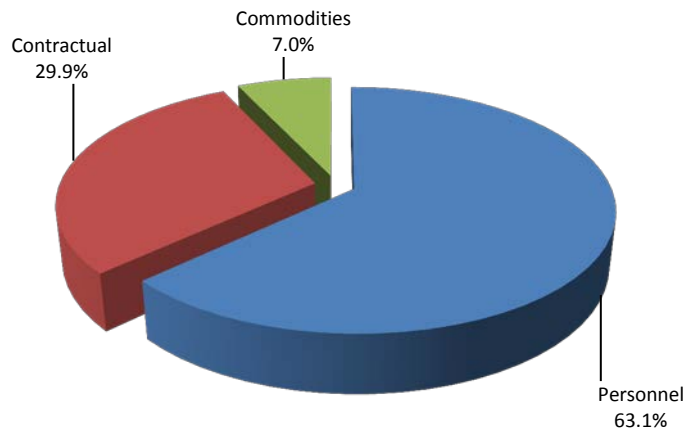
PROGRAM OVERVIEW

The Human Resources program 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: recruitment and hiring of employees, maintenance of personnel records, administering employee benefits, evaluating employee training programs, maintenance of classification plan and compensation plan, labor relations, and support for the City's two Pension Boards and the Civil Service Board. The City of University City does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, or disability in employment or the provision of services.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	175,279	94,692	164,348	94,182	101,400	-38%
Contractual Services	54,285	63,723	64,715	29,250	47,935	-26%
Commodities	9,801	13,249	10,250	8,400	11,300	10%
Total	239,365	171,664	239,313	131,832	160,635	-33%

Expenditure as a Percentage of Program Budget



PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Full-Time Positions Budgeted-City	255	258	246	246
Full-time Positions Budgeted-Library	16	16	16	16
New Employees Hired (Full-Time)	25	15	12	7



Department	General Administration
Program	Human Resources

Fund	General
Account Number	01-14-07

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	126,015	37,314	53,967	54,000	57,500	7%
5340 Salaries - Part-Time & Temp	-	-	9,000	9,000	15,000	67%
5420 Workers Compensation	349	680	151	200	200	32%
5460 Medical Insurance	7,565	3,046	4,677	5,000	5,100	9%
5465 Medical Insurance - Retirees	9,399	16,550	20,000	10,000	10,000	-50%
5540 EAP	7,302	7,245	7,500	7,500	5,000	-33%
5660 Social Security Contributions	7,213	2,221	3,905	3,400	3,500	-10%
5740 Pension Contribution Nonunif.	9,470	10,477	4,234	4,282	4,300	2%
5860 Unemployment	6,279	16,640	60,000	-	-	-100%
5900 Medicare	1,687	519	914	800	800	-12%
Sub-Total Personnel Services	175,279	94,692	164,348	94,182	101,400	-38%
Contractual Services						
6010 Professional Services	-	6,648	5,000	3,000	5,000	0%
6030 Medical Service	29,728	6,245	20,270	6,000	17,000	-16%
6050 Maintenance Contracts	8,422	11,084	10,715	8,000	7,835	-27%
6070 Temporary Labor	-	28,197	-	-	-	0%
6120 Professional Development	1,780	199	1,000	500	1,000	0%
6130 Advertising & Public Notices	7,433	6,009	8,000	4,000	6,000	-25%
6150 Printing Services	-	-	-	-	1,000	100%
6170 Insurance - Liability	3,200	3,369	4,860	4,000	3,900	-20%
6270 Telephone & Pagers	970	207	1,200	-	-	-100%
6400 Office Equipment Maintenance	2,057	1,765	2,500	2,500	1,700	-32%
6590 Affirmative Action	-	-	9,400	-	-	-100%
6600 Tuition Reimbursement	-	-	500	-	500	0%
6610 Staff Training	15	-	750	700	3,000	300%
6650 Membership & Certification	680	-	520	550	1,000	92%
Sub-Total Contractual Services	54,285	63,723	64,715	29,250	47,935	-26%
Commodities						
7001 Office Supplies	962	2,579	-	800	800	100%
7050 Publications	2,218	1,052	2,550	1,000	1,000	-61%
7090 Office & Computer Equip.	-	5,326	-	1,000	3,000	100%
7330 Food	3,366	2,115	3,200	3,000	3,500	9%
7850 Awards & Gifts	3,255	2,177	4,500	2,600	3,000	-33%
Sub-Total Commodities	9,801	13,249	10,250	8,400	11,300	10%
Total	239,365	171,664	239,313	131,832	160,635	-33%

INFORMATION TECHNOLOGY

PROGRAM OVERVIEW

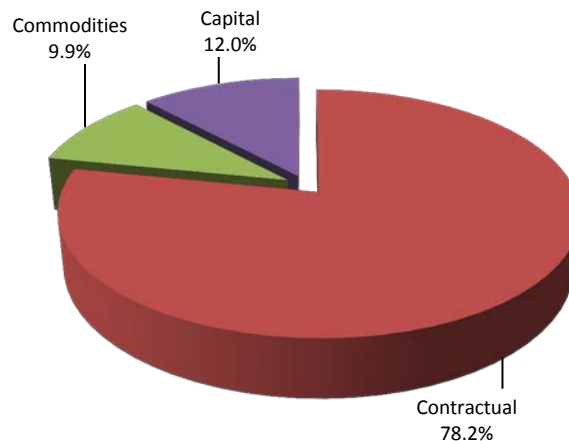
This program area is responsible for maintaining the City's centralized network, hardware and software support; telephone and telecommunications systems; administration of citywide applications and department-specific software; coordination of technology projects; and managing the City's website. This 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.

The Information Technology program supports the City's network which has 28 servers, 130 personal computers, 19 laptop computers, and other technology equipment.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	162,225	66,379	-	-	-	0%
Contractual Services	352,411	402,230	506,224	467,400	525,400	4%
Commodities	136,497	60,980	68,500	50,000	66,300	-3%
Capital Outlay	199,455	45,781	91,000	45,000	80,500	-12%
Total	850,588	575,370	665,724	562,400	672,200	1%

Expenditure as a Percentage of Program Budget



GOALS

1. Improve data backup procedures.
2. Improve network redundancy.
3. Replace older PCs and hardware that are beyond useful lifespans.
4. Replace servers that are at or beyond their useful lifespans.
5. Create a Data Recovery Plan.
6. Implement Laserfiche/New World financial document integration.

SIGNIFICANT BUDGETARY ISSUES

This submission includes funding to purchase 40 computers (\$23,200), 8 monitors (\$1,600), and 5 printers (\$2,500). Most of the older computers on the City's network are at least 8 years old, have failing components, and cannot run newer applications. Also included is funding for two Tough-books for the Fire Department (\$9,000 including accessories).

The City anticipated installing a duplicate Storage Area Network (SAN) device for data backups. This project is budgeted at \$30,500. A SAN device is a group of hard drives that store data for various servers and users in an organization. The City currently uses an internet-based backup service for City data, which costs \$1,400 per month. This service is better suited for organizations with less data to store. The SAN will result in significant savings over time for the City and would be located in another City facility to reduce the chance of total data loss in case of a disaster. The purchase cost will include a four (4) year warranty. Device maintenance will be performed by the IT staff per contract.

The City anticipates installing a new Police Department server. This item is budgeted at \$5,500. The new server will provide increased system reliability and increased capacity for police operations.

FISCAL YEAR 2012 PERFORMANCE SUMMARY

- Outsourced Information Technology support services.
- Completed IT Hardware Inventory and Asset Tagging.
- Reconfigured the City's homepage to accommodate more information.
- Restructured Laserfiche Document Management public portal.
- Hosted CivicPlus training for City employees and the region.
- Held Laserfiche training for City employees.
- Completed installation of an IT training room for city-wide use.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Website Statistics:				
Pageviews	488,790	504,266	516,872	529,389
Unique website visitors	183,512	-	-	-
Average pageviews per visit	2.66	3.33	3.00	3.65
% of new visitors	39.5%	58.0%	52.0%	52.0%
% of returning visitors	60.5%	42.0%	48.0%	48.0%
Main Network Statistics:				
Physical servers maintained	10	14	15	15
Virtual servers maintained	12	14	14	14
Workstations maintained	-	130	130	130



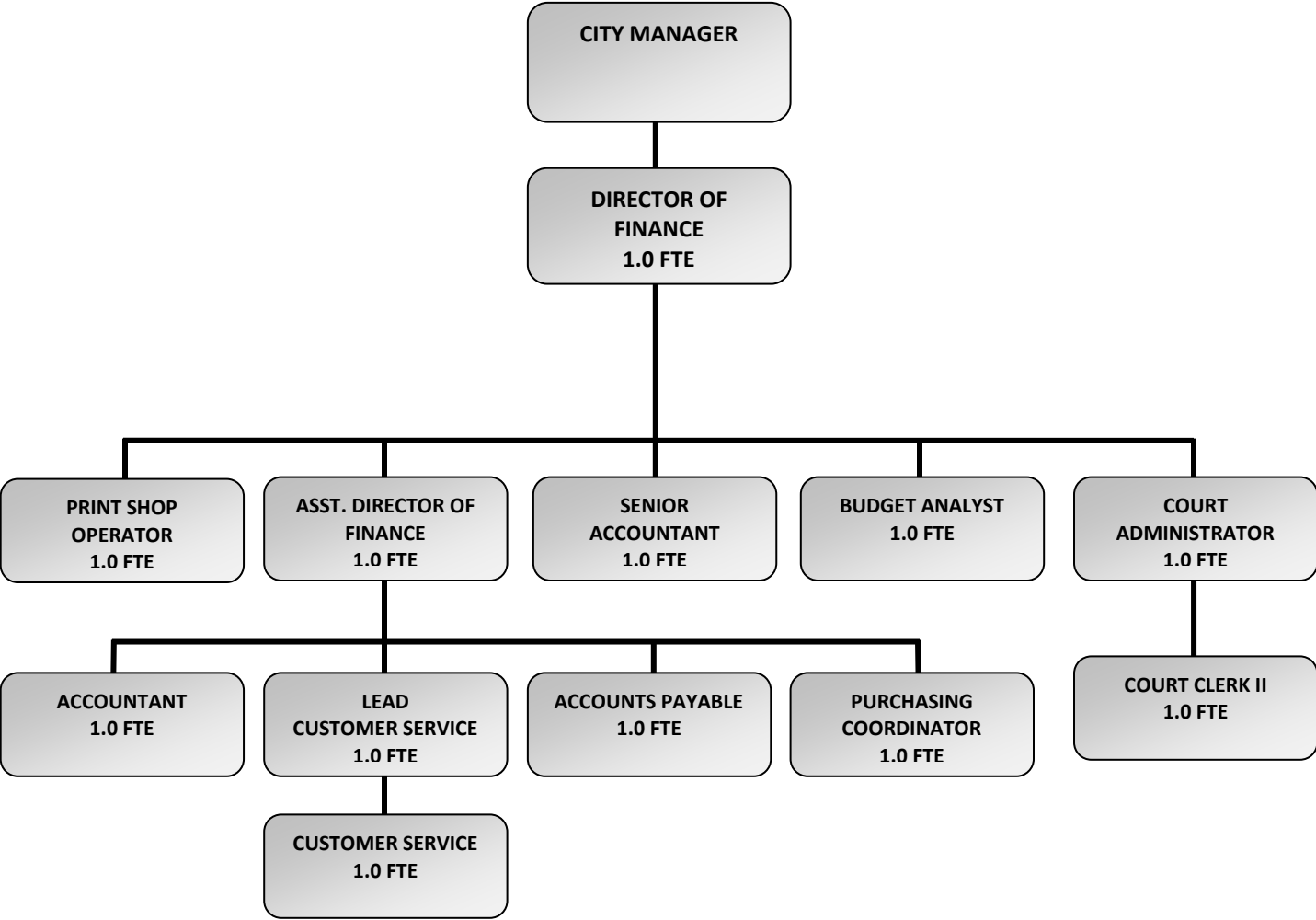
Department	General Administration
Program	Information Technology

Fund	General
Account Number	01-18-11

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	132,171	41,448	-	-	-	0%
5380 Overtime	716	71	-	-	-	0%
5420 Workers Compensation	368	107	-	-	-	0%
5460 Medical Insurance	9,213	3,281	-	-	-	0%
5660 Social Security Contributions	7,989	2,504	-	-	-	0%
5740 Pension Contribution Nonunif.	9,900	10,910	-	-	-	0%
5860 Unemployment	-	7,472	-	-	-	0%
5900 Medicare	1,868	586	-	-	-	0%
Sub-Total Personnel Services	162,225	66,379	-	-	-	0%
Contractual Services						
6010 Professional Services	52,284	90,571	151,224	120,000	145,000	-4%
6040 Events & Receptions	-	-	200	-	-	-100%
6050 Maintenance Contracts	109,796	113,475	159,000	132,000	159,000	0%
6070 Temporary Labor	-	4,224	-	-	-	0%
6110 Mileage Reimbursement	514	-	-	-	-	0%
6170 Insurance - Liability	3,200	3,369	4,860	4,400	3,900	-20%
6270 Telephone & Pagers	124,941	130,355	122,440	130,000	130,000	6%
6400 Office Equipment Maintenance	8,003	3,686	11,000	1,000	1,000	-91%
6560 Technology Services	50,773	56,450	56,000	80,000	80,000	43%
6610 Staff Training	-	100	-	-	5,000	100%
6650 Membership & Certification	2,900	-	1,500	-	1,500	0%
Sub-Total Contractual Services	352,411	402,230	506,224	467,400	525,400	4%
Commodities						
7001 Office Supplies	2,622	-	-	-	-	0%
7050 Publications	156	-	500	-	-	-100%
7090 Office & Computer Equip.	133,719	60,980	68,000	50,000	66,300	-3%
Sub-Total Commodities	136,497	60,980	68,500	50,000	66,300	-3%
Capital Outlay						
8120 Computer Equipment	79,680	13,076	66,000	25,000	55,500	-16%
8140 Software Systems	119,775	32,705	25,000	20,000	25,000	0%
Sub-Total Capital Outlay	199,455	45,781	91,000	45,000	80,500	-12%
Total	850,588	575,370	665,724	562,400	672,200	1%

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ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

PERSONNEL SUMMARY

Full-Time

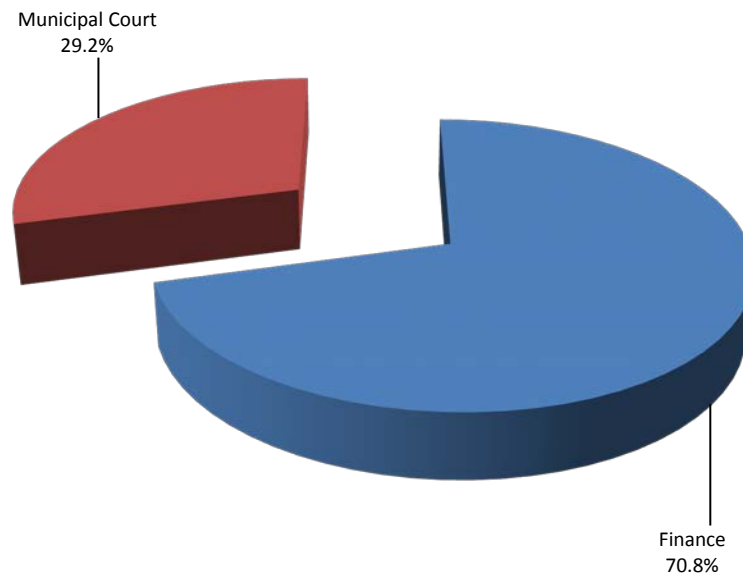
	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Administrative Services Personnel			
<i>Finance</i>			
Director of Finance	-	-	1.0
Deputy City Manager/Finance Director	1.0	1.0	-
Finance Officer	1.0	1.0	-
Assistant Director of Finance	-	-	1.0
Accounts Receivable Supervisor	1.0	1.0	-
Senior Accountant	-	1.0	1.0
Purchasing Coordinator	1.0	-	-
Budget Analyst	-	-	1.0
Collection Specialist	1.0	-	-
Customer Service	-	-	2.0
Accountant	1.0	-	1.0
Accounts Payable Specialist	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0
Senior Account Clerk	1.0	2.0	-
Print Shop Operator	1.0	1.0	1.0
Account Clerk II	1.0	1.0	-
<i>Finance Personnel Total</i>	<u>11.0</u>	<u>10.0</u>	<u>10.0</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>
Administrative Services Personnel Total	<u>14.0</u>	<u>13.0</u>	<u>13.0</u>

Part-Time

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Administrative Services Personnel			
<i>Municipal Court</i>			
Court Clerk	<u>.5</u>	<u>.5</u>	<u>.5</u>
<i>Municipal Court Personnel Total</i>	<u>.5</u>	<u>.5</u>	<u>.5</u>
Administrative Services Personnel Total	<u>.5</u>	<u>.5</u>	<u>.5</u>

PROGRAM AS A PERCENTAGE OF DEPARTMENT BUDGET

Program	Personnel	Contractual	Commodities	Capital	Other	Total
Finance	627,400	162,400	36,100	-	-	825,900
Municipal Court	250,600	87,000	3,000	-	-	340,600
Total	878,000	249,400	39,100	-	-	1,166,500



OVERVIEW

During Fiscal Year 2012, the Finance Department and the Municipal Court Division were combined into Administrative Services. 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 31,365 payments by customers for City refuse collection
- Process annually over \$11.7 million of revenue for off-site locations including parking meters revenue, and deposit funds daily in the bank
- Process and collect miscellaneous receivables of over \$589,320 from over 87 invoices, follow up on delinquent accounts, and answer payment questions
- Process payments for gross receipts taxes in the amount of approximately \$3.2 million.
- Provide overall supervision of Cashiering and Collections staff

Fiscal Services

- Provide billing services for 13,000 accounts for trash collection twice a year and miscellaneous billing
- Manage the delivery of the Municipal Services billing statement
- Provide quality customer service to both internal and external customers
- Maintain approximately 800 business 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 over 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
- Prepare and distribute monthly financial reports to City Manager
- Prepare updates to the Cost Allocation Plan and Fee Study as needed

Accounting Services

- Prepare the Comprehensive Annual Financial Report
- Prepare the Annual Schedule of Financial Accounting for compliance with Federal Single audit guidelines
- Maintain the general ledger and various reconciliations
- Process 9,252 accounts payable invoices within thirty days 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 13,126 payroll advices and checks annually
- Produce and distribute approximately 500 W-2's , 162 of 1099R and 163 of 1099Misc annually
- Provide updates for New World user security and training to other departments
- Maintain and trouble shoot problems in New World Financial system

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
- Prepare monthly revenue and expenditure reports and projections
- Conduct budgetary analysis as needed
- Assist departments with budget monitoring and control
- Maintain the long-term financial plan

FINANCE

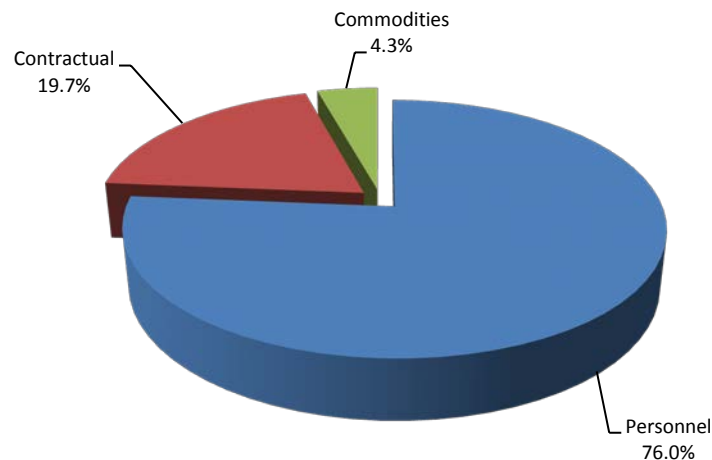
PROGRAM OVERVIEW

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; 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; administering the public parking garage support contract; and coordinating Community Development Block Grant funds. 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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	647,860	569,218	624,407	582,479	627,400	0%
Contractual Services	241,785	156,898	155,978	161,100	162,400	4%
Commodities	53,931	44,564	52,675	44,700	36,100	-31%
Total	943,576	770,680	833,060	788,279	825,900	-1%

Expenditure as a Percentage of Program Budget



GOALS

1. Continue to foster interdepartmental relations and communication to enhance customer service.
2. Provide employee training to increase productivity, performance and competency.
3. Improve workflow, timeliness and accuracy.
4. Implement recommendations by the independent external auditor on establishing effective internal controls. This will help to prevent and detect fraud and protect the City's resources.
5. Implement recommendations by the consultants from the financial management review.
6. Provide accurate and timely financial reporting to City Manager, City Council and the public.

7. Improve external customer communication regarding business and liquor licensing processes, including an update of the application forms and appearances of the licenses.
8. Establish a detailed financial policies and procedures manual.
9. Establish detailed purchasing policies and procedures to be used city-wide.
10. Improve budget document format to ensure it is comprehensible to the public.
11. Improve the budget execution process by providing training to department heads on budget procedures.
12. Establish a document retention schedule.

FISCAL YEAR 2012 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, 2011.
- Received the Government Finance Officers Association's Distinguished Budget Award for Fiscal Year 2011.
- Continued working with the U.S. Post Office to implement strategies to reduce mailing costs by utilizing bulk mailing rates. This has led to a 3.0% decrease in overall costs.
- Implemented the use of Scan Corp to process refuse payments quicker and more accurately during the main billing months.
- Created an improved budget document which is more easily to read by the public.
- Successfully transitioned delinquent accounts to a collection agency for ambulance, demolition, and refuse billings.
- Successfully current and advance refinancing the Certificates of Participation, Series 2012 which resulted in total savings of \$ 740,346 for an eight year period.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Checks Issued	9,464	8,542	8,500	8,000
Refuse unit bills generated	30,364	29,157	29,200	30,000
Purchase Orders	602	483	450	475
Invoices (processed and paid)	10,043	9,252	9,000	9,500
Business Licenses Issued	715	635	635	700
Dog Tags Issued	504	730	750	700
Outgoing Mail Handled	132,550	133,535	134,000	135,000



Department	Administrative Services
Program	Finance

Fund	General
Account Number	01-16-08

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	512,331	430,350	481,186	450,000	480,000	0%
5340 Salaries - Part-Time & Temp	11,676	2,351	2,997	6,000	5,000	67%
5380 Overtime	1,198	1,633	4,000	2,000	1,000	-75%
5420 Workers Compensation	1,548	3,079	2,738	2,300	3,200	17%
5460 Medical Insurance	43,562	48,362	59,209	50,000	60,000	1%
5660 Social Security Contributions	28,004	25,370	29,523	28,000	31,000	5%
5740 Pension Contribution Nonunif.	40,600	40,953	37,749	38,179	38,200	1%
5860 Unemployment	1,413	11,126	-	-	2,000	100%
5900 Medicare	6,615	5,994	7,005	6,000	7,000	0%
Sub-Total Personnel Services	647,860	569,218	624,407	582,479	627,400	0%
Contractual Services						
6001 Auditing & Accounting	114,654	33,863	43,500	51,000	45,000	3%
6010 Professional Services	19,853	31,996	13,000	20,000	10,000	-23%
6050 Maintenance Contracts	6,781	10,108	5,840	10,000	12,000	105%
6070 Temporary Labor	21,467	1,912	1,000	15,000	12,000	1100%
6090 Postage	33,561	30,575	36,000	20,000	35,000	-3%
6110 Mileage Reimbursement	30	-	800	-	-	-100%
6120 Professional Development	3,266	6,314	4,850	5,000	5,000	3%
6130 Advertising & Public Notices	3,144	3,822	7,400	6,000	3,500	-53%
6150 Printing Services	3,333	3,301	5,600	3,000	3,000	-46%
6170 Insurance - Liability	3,200	3,369	4,860	3,700	3,900	-20%
6190 Insurance - Miscellaneous	767	841	1,400	1,000	1,000	-29%
6270 Telephone & Pagers	1,531	1,258	1,260	900	-	-100%
6400 Office Equipment Maintenance	18,671	16,243	18,800	16,500	16,500	-12%
6600 Tuition Reimbursement	500	-	500	-	-	-100%
6610 Staff Training	1,466	392	3,368	1,000	6,500	93%
6650 Membership & Certification	3,028	2,506	3,200	1,500	2,000	-38%
6660 Laundry Services	705	652	600	600	600	0%
6670 Cashier's Over/Under	(15)	1	-	100	-	0%
6700 Misc. Operating Services	3,375	21,748	-	1,000	1,000	100%
6730 Lien Recording Fees	108	324	2,000	300	400	-80%
6770 Bank & Credit Card Fees	2,360	(12,327)	2,000	4,500	5,000	150%
Sub-Total Contractual Services	241,785	156,898	155,978	161,100	162,400	4%
Commodities						
7001 Office Supplies	27,013	27,820	31,000	23,000	19,000	-39%
7050 Publications	83	159	1,600	1,000	400	-75%
7090 Office & Computer Equip.	1,887	3,346	2,700	3,500	3,500	30%
7210 Chemicals	-	-	300	-	-	-100%
7330 Food	26	-	350	-	-	-100%
7410 License Plates & Badges	349	442	600	500	500	-17%
7570 Hardware & Hand Tools	8,169	(8,053)	-	500	500	100%
7650 Parking Meter Parts	16,404	20,850	16,000	16,000	12,000	-25%
7770 Wearing Apparel	-	-	125	200	200	60%
Sub-Total Commodities	53,931	44,564	52,675	44,700	36,100	-31%
Total	943,576	770,680	833,060	788,279	825,900	-1%

MUNICIPAL COURT

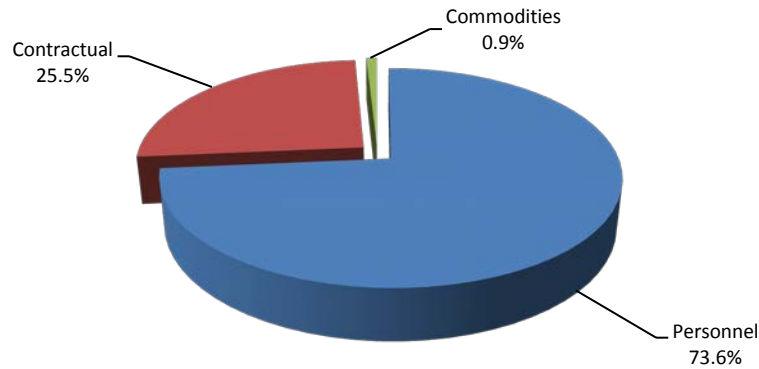
PROGRAM OVERVIEW

The Municipal Court staff processes violation complaints, collects fines, prepares 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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	273,798	281,300	292,490	282,263	250,600	-14%
Contractual Services	44,846	50,680	69,729	48,400	87,000	-25%
Commodities	2,943	2,194	3,400	1,600	3,000	-12%
Total	321,587	334,174	365,619	322,263	340,600	-7%

Expenditure as a Percentage of Program Budget



PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Fines & Court costs	\$1,134,378	\$1,049,748	\$1,082,171	\$1,100,000
Parking Tickets issued	17,988	18,301	18,536	18,550
Moving violations (filed)	6,514	6,150	6,250	6,300
Housing & Environmental violations (filed)	2,123	2,033	2,050	2,100
Other violations (filed)	2,123	1,755	1,900	2,000
Total number of new court cases (filed)	28,748	28,239	28,736	28,950
Total number of trials set	492	420	450	450
Total number of trials heard	374	381	400	400



Department	Administrative Services
Program	Municipal Court

Fund	General
Account Number	01-20-14

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	147,419	128,529	128,091	128,000	133,000	4%
5340 Salaries - Part-Time & Temp	53,844	72,716	73,227	73,000	37,700	-49%
5380 Overtime	3,603	3,551	5,000	5,000	5,000	0%
5420 Workers Compensation	602	597	502	500	800	59%
5460 Medical Insurance	44,427	51,272	59,837	51,000	48,700	-19%
5660 Social Security Contributions	11,592	11,483	12,792	12,000	12,200	-5%
5740 Pension Contribution Nonunif.	9,600	10,466	10,049	10,163	10,200	2%
5900 Medicare	2,711	2,686	2,992	2,600	3,000	0%
Sub-Total Personnel Services	273,798	281,300	292,490	282,263	250,600	-14%
Contractual Services						
6010 Professional Services	1,950	450	9,473	1,500	33,500	254%
6050 Maintenance Contracts	-	12,951	15,600	13,000	14,500	-7%
6070 Temporary Labor	1,904	-	-	-	-	0%
6120 Professional Development	1,693	-	1,900	2,000	2,000	5%
6150 Printing Services	1,779	3,488	4,650	4,200	4,500	-3%
6170 Insurance - Liability	3,200	3,369	4,860	4,400	3,900	-20%
6400 Office Equipment Maintenance	1,827	3,647	3,000	3,500	3,500	17%
6560 Technology Services	26,752	18,016	25,096	14,000	19,500	-22%
6600 Tuition Reimbursement	-	475	500	500	500	0%
6650 Membership & Certification	100	100	150	100	100	-33%
6700 Misc. Operating Services	597	3,607	-	3,000	500	100%
6770 Bank & Credit Card Fees	5,044	4,577	4,500	2,200	4,500	0%
Sub-Total Contractual Services	44,846	50,680	69,729	48,400	87,000	25%
Commodities						
7001 Office Supplies	2,906	2,194	3,000	1,200	2,500	-17%
7090 Office & Computer Equip.	37	-	400	400	500	25%
Sub-Total Commodities	2,943	2,194	3,400	1,600	3,000	-12%
Total	321,587	334,174	365,619	332,263	340,600	-7%

COMMISSION FOR ACCESS AND LOCAL ORIGINAL PROGRAMMING (CALOP)

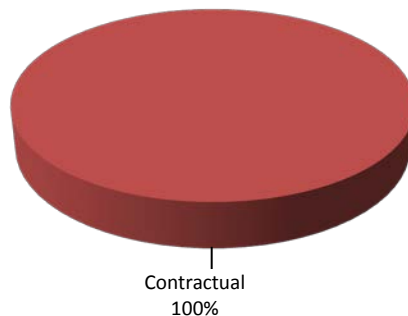
PROGRAM OVERVIEW

The Commission for Access and Local Original Programming (CALOP) awards grants to independent filmmakers to create educational and cultural programs to air on the public access cable television channel in University City. The Commission consists of seven voting members, appointed by City Council. At least one of the seven voting members is chosen from a group of three nominees submitted to the City Council through recommendations by either members of the City Council, City staff or any resident citizen of the City. Members should have a background or knowledge of at least one of three areas: telecasting/cable-casting, educational programs, or cultural activities. There are also four non-voting ex officio members: a member of the City Council, a member appointed by the franchisee, a member appointed by University City School District, and a representative of HEC-TV.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services	28,522	46,359	18,300	-	20,000	9%
Commodities	-	-	2,000	-	-	-100%
Other	175	-	75,850	-	-	-100%
Total	28,697	46,359	96,150	-	20,000	-79%

Expenditure as a Percentage of Program Budget



GOALS

It is the intent of the CALOP commission to provide funding and mentoring to enable the production of video programs to enhance the historical, cultural, and artistic knowledge and experience of the citizens of the City of University City and of the Greater St. Louis Metropolitan Area and to enable the production of video programs to support the community and the economic development and health of our city:

1. To provide grant money to local video producers to create video programs concerning the cultural, historical, or artistic experience of the City of University City and Region, as well as programs that support the community and the economic development and health of our city, to be aired on cable networks, internet and other media.
2. To provide a method to archive and preserve the CALOP produced films and original footage.
3. To expand CALOP's presence in the City of University City and the Greater St. Louis Region.
4. To provide guidance in creating with University City High School an on-going program to introduce and educate students in the video making process. The final goal is that a film capable of being aired by cable channels will be produced on a yearly basis.
5. To be fiscally responsible to the citizens of University City and to seek other funding sources.

SIGNIFICANT BUDGETARY ISSUES

CALOP support from AT&T and Charter was mandated by Section 67.2703 of the 2007 Video Services Providers Act (“the Act”) for a maximum period of five years, and with the close of 2011, that period has expired. Although funding for the program has ended, CALOP is exploring all opportunities to continue funding for the award-winning program and recipient of the East-West Gateway Council of Governments Outstanding Local Government Achievement Award for exemplary accomplishment by a local government jurisdiction.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Number of grants awarded	3	5	5	5

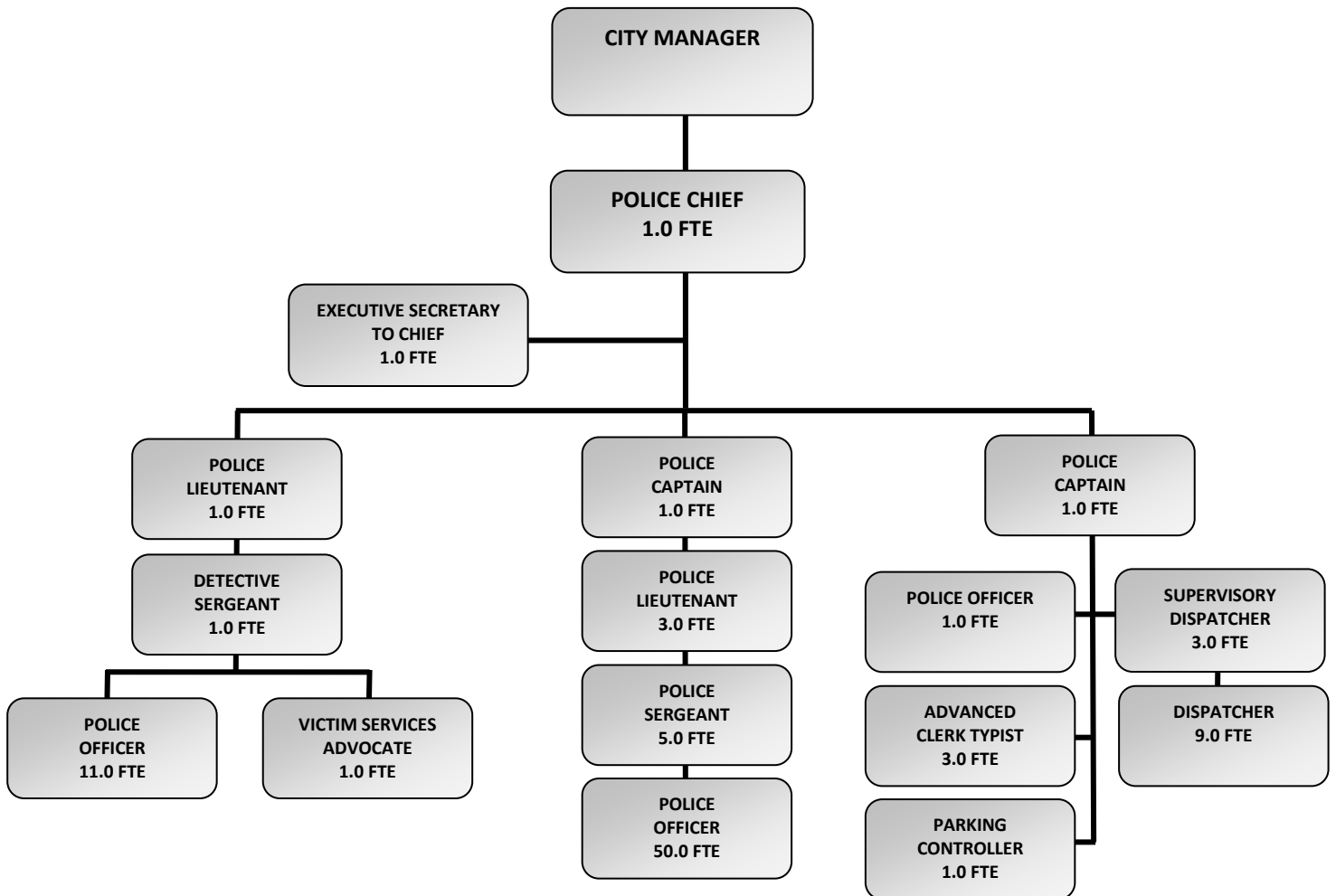


Department	CALOP
Program	CALOP

Fund	CALOP
Account Number	17-16-80

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services						
6001 Auditing & Accounting	-	-	8,800	-	-	-100%
6010 Professional Services	-	35	3,000	-	-	-100%
6020 Legal Services	-	-	2,000	-	-	-100%
6040 Events & Receptions	1,003	634	1,500	-	-	-100%
6080 Accounting Fees	587	-	-	-	-	0%
6130 Advertising & Public Notices	1,000	1,000	1,500	1,000	1,000	-33%
6150 Printing Services	-	-	500	-	-	-100%
6185 Film Grants	26,150	44,690	-	1,000	19,000	100%
6660 Laundry Services	-	-	-	-	-	0%
6700 Misc. Operating Services	(218)	-	1,000	-	-	-100%
Sub-Total Contractual Services	28,522	46,359	18,300	2,000	20,000	9%
Commodities						
7001 Office Supplies	-	-	2,000	-	-	-100%
Sub-Total Commodities	-	-	2,000	-	-	-100%
Other						
9050 Contingency	175	-	5,000	-	-	-100%
9850 Grant Allocation	-	-	70,850	-	-	-100%
Sub-Total Other	175	-	75,850	-	-	-100%
Total	28,697	46,359	96,150	2,000	20,000	-79%

POLICE DEPARTMENT



POLICE DEPARTMENT

PERSONNEL SUMMARY

Full-Time

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Police			
<i>Police Operations</i>			
Police Chief	1.0	1.0	1.0
Deputy 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	59.0	59.0	62.0
Supervisory Dispatcher	3.0	3.0	3.0
Executive Secretary to Chief	1.0	1.0	1.0
Dispatcher	9.0	9.0	9.0
Victim Service Advocate	1.0	1.0	1.0
Advanced Clerk Typist	3.0	3.0	3.0
Parking Controller	-	1.0	1.0
<i>Police Operations Personnel Total</i>	<u>90.0</u>	<u>91.0</u>	<u>94.0</u>
<i>Police Grants</i>			
Police Officer ¹	3.0	3.0	-
<i>Police Grants Personnel Total</i>	<u>3.0</u>	<u>3.0</u>	<u>-</u>
Police Personnel Total	<u>93.0</u>	<u>94.0</u>	<u>94.0</u>

¹Police Officers hired under the COPS Hiring Recovery Program Grant will now be allocated to Police Operations. Grant funds have been depleted.

Part-Time

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Police			
<i>Police Operations</i>			
Dispatcher	1.6	.8	.8
Parking Controller	1.6	1.6	1.6
Traffic Escort	.8	1.6	1.6
<i>Police Operations Personnel Total</i>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Police Personnel Total	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>

POLICE OPERATIONS

PROGRAM OVERVIEW

The University City Police Department provides quality police services to the community 24 hours a day, every day. 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.

Administration

The Chief of Police is responsible for all aspects of managing the Police Department in an efficient and effective manner. The Chief of Police, as executive officer of the Department shall execute the policies established by the City Manager, pursuant to their statutory duties. He shall be responsible for the observance and enforcement of all laws, ordinances, and regulations the Department has authority to execute. He shall see 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. They are the Bureau of Field Operations, the Bureau of Investigation, and the Bureau of Services, which are further subdivided into areas of expertise, manned by specially trained personnel. All Bureaus report directly to the Chief of Police.

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. Traffic enforcement and traffic crash investigation are 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. (3) Lieutenants (Platoon Commanders)
2. (5) Sergeants (Platoon Supervisors)
3. (49) Patrol Officers
4. (1) K-9 Officer

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.

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 K-9 Team (Officer and K-9) are available to provide assistance to other patrol units and agencies; responding to crime scenes where tracking, narcotics detection, building searches, or crowd control are required.

The Commander of the Bureau of Field Operations also has under their command:

1. Civilian Victim Services Advocate/Crime Analyst/Grant Writer-The Victim Services Advocate acts as a liaison between the victims of crime and the Police Department, as well as prepares weekly crime reports and alerts for patterns of crime. The Advocate also serves the department by researching and writing grants that will assist the mission of the agency.

Bureau of Investigation (BOI):

- The BOS is responsible for the 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
- The BOS maintains a secure storage space for property and evidence, and keeps records to assure the integrity and accessibility of the property and/or evidence

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.
- 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

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
- Assistance with safety concerns and crime statistics for neighborhoods and businesses
- Providing home and business security audits
- Attendance of monthly meetings of the City Neighborhood Watch Focus Group
- National Night Out Against Crime Coordination
- Citizen's Police Academy Coordination
- Providing crime statistics to Neighborhood Watch Units

The BOS Commander shall have direct control over:

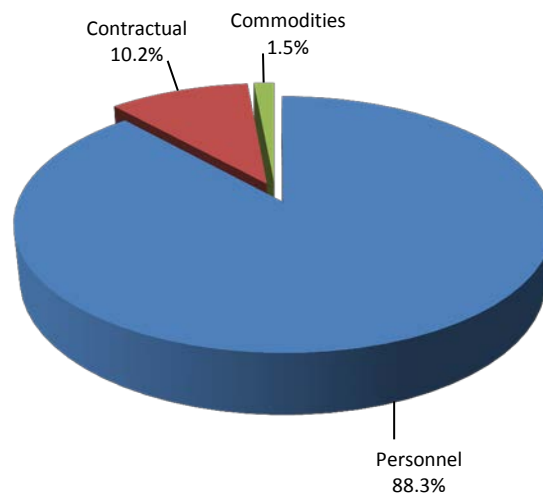
1. Advanced Clerk Typists assigned to the Record Room (3 Full -Time)

2. Dispatchers (3 Supervisory Dispatchers, 9 Dispatchers, and 2 Part-Time Dispatchers)
 - a. Dispatchers will be under the command of Lead Dispatchers (also called Supervisory Dispatchers), who shall be responsible for the proper operation of the Communications Section, and report to the Commander of the BOS.
3. The Support Service Officer is a commissioned officer:
 - Serves as the Department Information Technology officer
 - Evidence Custodian
 - School Crossing Traffic Escort Coordinator
4. Two (2) Parking Controllers (one full-time and one part-time), who provide parking enforcement in designated areas of the City and assist with school crossings.
5. All property and/or evidence which comes into the Police Department.
6. All equipment, including telephone, radio, paper, report forms, office supplies, computer and related equipment, vehicles, and all other material and equipment either owned, used, leased, or otherwise under control of the BOS.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	6,187,015	6,257,935	6,748,647	6,749,461	6,743,200	0%
Contractual Services	740,245	639,068	730,991	711,573	778,354	6%
Commodities	121,447	75,867	114,230	106,000	114,230	0%
Total	7,048,717	6,972,870	7,593,868	7,567,034	7,635,784	1%

Expenditure as a Percentage of Program Budget



GOALS

1. Develop and expand the knowledge, skills, and abilities of our department by hiring quality applicants and developing members to their greatest potential. The Department hopes to accomplish this by training all supervisory members in performance evaluation; participation in supervisory and leadership development opportunities, such as academy sponsored and external training opportunities dedicated to management/supervisory training; promote a department-wide philosophy of employee career development and constant improvement of all members, our processes, and our outcomes; and review and enhance new employee and new supervisor training programs.
2. Ensure resources allocated for public safety and police services are used in an effective and efficient manner by holding ourselves accountable for producing quality outcomes that reduce criminal activity, promoting safe streets and neighborhoods, and reducing the fear of crime in our citizenry. The Department hopes to accomplish this by utilizing technology to identify and address emerging crime trends; identify where high numbers of traffic crashes occur and deploy resources to promote traffic safety; institute enforcement initiatives that target career criminals and habitual traffic offenders; continuous monitoring and evaluating department's programs for fiscal effectiveness; and annual study of personnel staffing levels, personnel deployment, and resource allocation.
3. Foster collaborative partnerships and problem solving with our citizenry, neighborhoods, various service providers, and other government agencies. The Department hopes to accomplish this by promoting community-oriented policing and problem-solving activities to resolve neighborhood crime and quality of life problems; and expanding and enhancing outreach programs which will strengthen partnerships with the community through neighborhood watch program and focus groups.
4. Expect and promote compliance with the department's values, especially personal integrity, and ethical behavior by our members and the organization. The Department hopes to accomplish this by investigating, reviewing, and concluding all complaints alleging unacceptable or unethical behavior in a timely manner; bi-annual evaluation of all personnel for performance; ensure values-based behavior by regular review of department processes and effectiveness; promote teamwork and address conflicts that negatively affect cooperation; and constantly reinforce vision, values, and mission of the department.

SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

1. Part-time & Temp Salaries \$20,000 decrease (-21%) reflects actual spending in recent years.
2. Social Security Contribution \$15,000 decrease (-21%) is because FICA tax is only applied to non-uniformed employees in the Police Dept.
3. Maintenance Contracts \$1,000 increase (25%) is needed for pest control services.
4. Insurance Liability \$2,360 decrease (-28%) is due to an anticipated decrease of insurance claims for police cars.
5. Insurance Police Liability \$3,700 decrease (-16%) is based on the line item estimate of 10% of the total premium of \$180,000.
6. Office Equipment Maintenance \$12,500 increase (41%) will cover the cost of adding a 911 Phone System Recorder.
7. Miscellaneous Rental \$1,200 decrease (-38%) is based on an estimate from the American Messaging Pager.

FISCAL YEAR 2012 PERFORMANCE SUMMARY

- Added ten (10) new Neighborhood Watch Units to the existing twenty-five (25).
- Added twenty-two (22) new members to the University City Police Community Focus Group.
- Had a successful City-Wide National Night Out Celebration in Heman Park.
- Thirty-two (32) citizens participated in and graduated from the Citizen's Police Academy
- Enhanced Loop Security for the summer months to respond to increased numbers of youth in the area. Staffing was significantly enhanced to provide a secure environment.
- The Uniform Division had two (2) officers trained as Type II operators on the Data master-Breathalyzer. This allows these officers to provide certification training on the breathalyzer to other officers as well as conduct maintenance on the machine.
- The Uniform Division sent thirteen (13) officers to Crisis Intervention Training (CIT). This training allows officers to better deal with people who are in emotional or mental crisis and need intervention.

- Eight (8) additional uniformed officers were trained and certified as Police Cyclists.
- Investigative Division coordinated with Uniform Division to provide additional uniformed presence in the Loop for patrol, crowd control, and crime prevention functions.
- Investigative Division coordinated with Uniform Division to supply personnel for the Special Operations Unit (SOU) to address significant crime patterns/hot spot locations.
- The general shift hours of all the detectives were altered as needed to address current crime patterns.
- Instituted new guidance as it relates to performance and length of time investigative cases remain activated to provide better service to the community and decrease the length of time between the start of the investigation and its conclusion.
- Updated and incorporated revised interview and interrogation practices to remain compliant with current court rulings as it relates to the videotaping and audio recording of interviews for persons charged with felony offenses.
- The following was acquired with grant funding: purchased one (1) vehicle for Traffic Controllers; purchased/replaced patrol shotguns and rifles; purchased/replaced light bars and siren boxes on police vehicles; purchased/updated tactical protective ballistic vests; purchased/updated surveillance camera system for Detective Bureau interrogation area; purchased/updated traffic radar units; and purchased/updated office communication and hand-held radios.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Crime Analysis				
UCR Part I Offenses ¹	1,937	2,204	1,891	1,824
UCR Part II Offenses ²	2,264	2,181	2,047	1,925
Total Crimes	4,201	4,385	3,938	3,749
Traffic Violations				
Non-Moving Violations	11,355	18,300	19,200	19,350
Hazardous Moving Violations	3,327	3,146	3,250	3,325
Non-Hazardous Moving Violations	1,266	1,446	1,467	1,502
Total Violations	15,948	22,892	23,917	24,177
Arrests				
Adult Arrests for Part I Offenses	287	291	294	292
Adult Arrests for Part II Offenses	1,004	806	863	917
Juvenile Arrests for Part I Offenses	135	112	122	129
Juvenile Arrests for Part II Offenses	380	239	285	304
Total Arrests	1,806	1,448	1,564	1,642
Automobile Accidents				
Collision	768	540	514	504
Non-Collision	7	2	3	4
Total Accidents	775	542	517	508

¹The Uniform Crime Report (UCR) indexes report incidents in two categories for Part I Offenses: violent and property crimes. Aggravated assault, forcible rape, murder, and robbery are classified as violent, while arson, larceny-theft, and motor vehicle theft are classified as property crimes. Part I offenses are collectively known as Index Crimes, this name is used because the crimes are considered quite serious, tend to be reported more reliably than others, and are reported directly to the police.

²Crimes classified as Part II Offenses include simple assault, curfew violations and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against family, prostitution, public drunkenness, runaways, sex offenses (not rape), stolen property, vandalism, vagrancy and weapons offenses.



Department	Police
Program	Police Operations

Fund	General
Account Number	01-30-20

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	4,877,776	4,910,656	5,351,185	5,351,000	5,350,000	0%
5220 Injury Leave	764	-	-	-	-	0%
5340 Salaries - Part-Time & Temp	58,355	69,053	95,000	95,000	75,000	-21%
5380 Overtime	246,573	267,100	200,000	205,000	215,000	8%
5420 Workers Compensation	173,845	156,240	151,554	151,500	151,000	0%
5460 Medical Insurance	566,618	641,963	718,703	716,000	735,000	2%
5580 Longevity Pay	14,656	-	-	-	-	0%
5620 Educational Incentive Pay	27,280	-	-	-	-	0%
5660 Social Security Contributions	48,595	50,032	69,928	69,530	55,000	-21%
5700 Clothing Allowance	6,359	7,072	7,478	7,000	7,000	-6%
5740 Pension Contribution Nonunif.	64,944	61,447	59,454	60,131	60,200	1%
5780 Residency Allowance	20,453	21,161	19,440	19,300	20,000	3%
5860 Unemployment	11,848	3,289	-	-	-	0%
5900 Medicare	68,960	69,922	75,905	75,000	75,000	-1%
Sub-Total Personnel Services	6,187,026	6,257,935	6,748,647	6,749,461	6,743,200	0%
Contractual Services						
6010 Professional Services	1,264	8,376	7,208	9,000	7,200	0%
6030 Medical Service	834	2,482	4,000	3,500	4,000	0%
6050 Maintenance Contracts	2,940	2,250	4,000	3,000	5,000	25%
6120 Professional Development	3,171	-	3,500	-	3,500	0%
6130 Advertising & Public Notices	-	-	500	-	500	0%
6150 Printing Services	5,120	6,947	8,600	8,000	8,600	0%
6170 Insurance - Liability	3,700	5,227	8,360	3,700	6,000	-28%
6190 Insurance - Miscellaneous	264	256	-	500	1,000	100%
6230 Insurance - Police Liability	87,838	15,963	23,700	20,000	20,000	-16%
6270 Telephone & Pagers	16,259	15,461	16,000	16,000	16,000	0%
6380 Equipment Maintenance	25,766	17,364	25,000	20,000	25,000	0%
6400 Office Equipment Maintenance	22,954	28,375	30,473	30,473	43,000	41%
6530 Fleet Service & Replacement ¹	449,294	380,000	420,000	420,000	462,000	10%
6560 Technology Services	140,080	135,848	152,500	152,500	150,517	-1%
6570 Miscellaneous Rentals	3,443	3,673	3,200	4,000	2,000	-38%
6600 Tuition Reimbursement	2,756	1,480	-	2,000	-	0%
6610 Staff Training	5,632	11,798	17,550	15,000	17,550	0%
6650 Membership & Certification	2,230	2,292	2,400	2,400	2,487	4%
6700 Misc. Operating Services	618	1,276	1,000	1,500	1,000	0%
6780 Investigation Expenses	-	-	3,000	-	3,000	0%
Sub-Total Contractual Services	774,163	639,068	730,991	711,573	778,354	6%
Commodities						
7001 Office Supplies	17,911	15,651	19,000	19,000	19,000	0%
7050 Publications	90	986	1,500	1,200	1,500	0%
7090 Office & Computer Equip.	2,411	3,035	3,500	3,500	3,500	0%
7210 Chemicals	284	278	600	400	600	0%
7330 Food	11,618	11,075	12,900	12,900	12,900	0%
7370 Institutional Supplies	2,657	982	1,560	1,200	1,560	0%
7410 License Plates & Badges	1,308	1,306	2,000	1,600	2,000	0%
7450 Photographic Supplies	1,443	1,321	3,500	2,000	3,500	0%
7490 Building Materials	-	-	800	-	800	0%
7530 Medical Supplies	3,607	3,266	4,000	4,000	4,000	0%

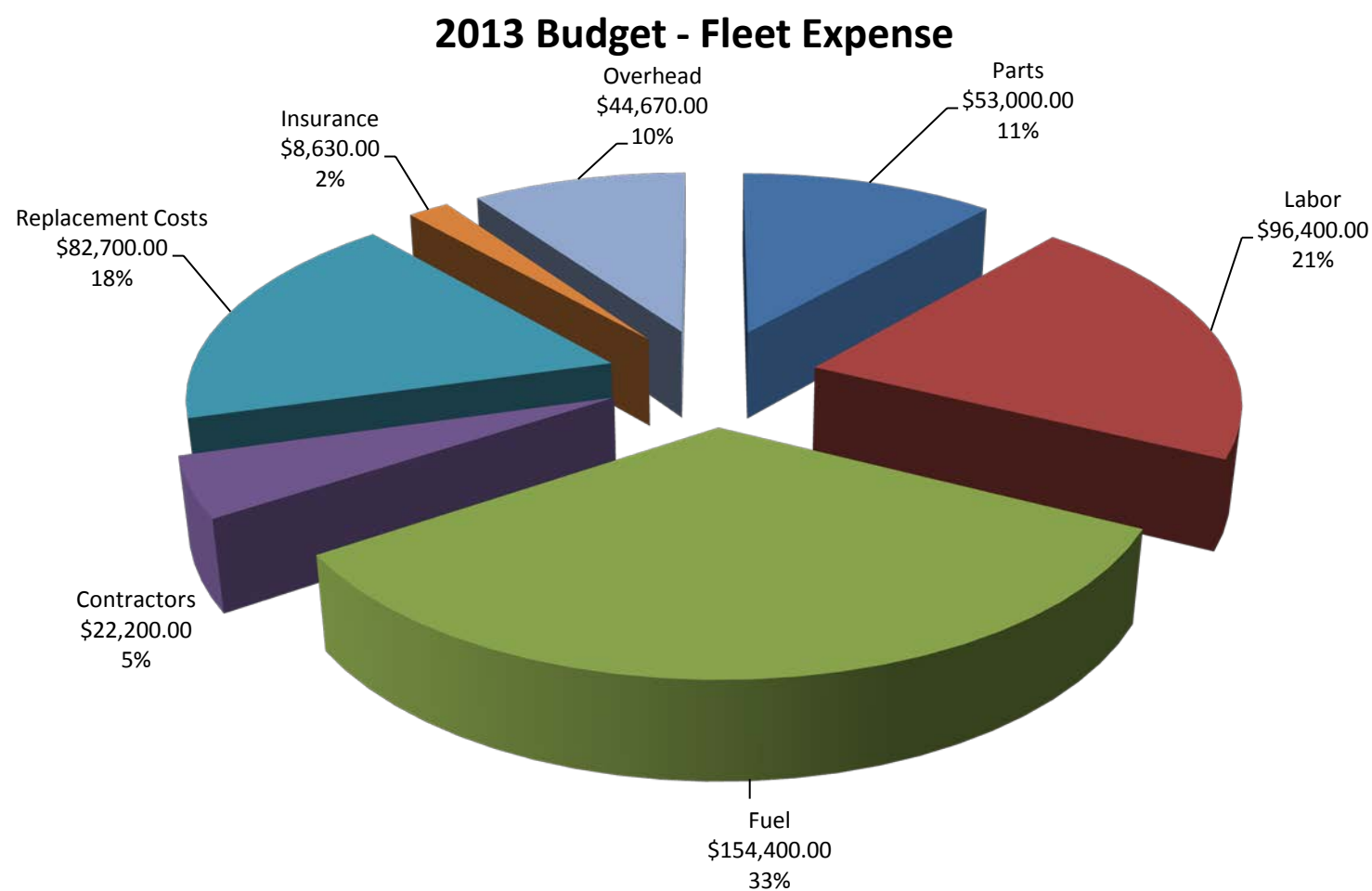


Department	Police
Program	Police Operations

Fund	General
Account Number	01-30-20

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
7570 Hardware & Hand Tools	52,122	20,693	28,548	25,000	28,548	0%
7770 Wearing Apparel	27,195	16,418	34,922	34,000	34,922	0%
7810 Sign Supplies	525	622	400	800	400	0%
7850 Awards & Gifts	275	234	1,000	400	1,000	0%
Sub-Total Commodities	121,446	75,867	114,230	106,000	114,230	0%
Total	7,082,635	6,972,870	7,593,868	7,567,034	7,635,784	1%

¹Fleet 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 2013 budget is \$462,000. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.



The Police Department currently has 27 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	Replacement Cycle in Years
Canine Unit: 2006 (1)	5
Marked Parking Enforcement Vehicles: 2010 (1)	6
Marked Traffic Vehicles: 2006 (1); 2011 (1)	6
Patrol Vehicles: 2009 (3); 2010 (3); 2012 (6)	3
Patrol Vehicles Rotating: 2006 (1); 2007 (1)	6
Police Chief's Vehicle: 2006 (1)	6
Prisoner Wagon: 2006 (1)	10
Unmarked Investigation Vehicles: 2006 (7)	6

POLICE GRANTS

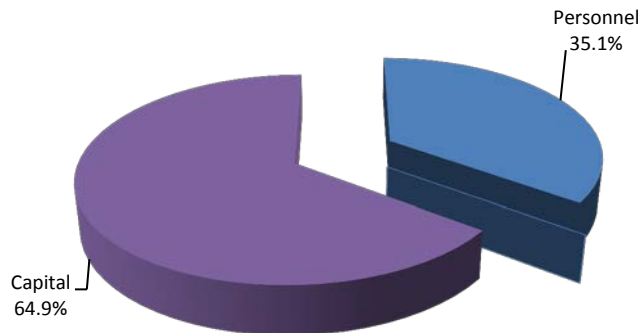
PROGRAM OVERVIEW

This program provides for various Police grants. The number and amount of grants will fluctuate from year to year.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	179,888	245,766	262,557	261,500	25,000	-90%
Commodities	103,855	-	-	-	46,281	0%
Capital Outlay	13,531	-	-	-	-	-
Total	297,274	245,766	262,557	261,500	71,281	-73%

Expenditure as a Percentage of Program Budget



Use of Funds

Community Development Block Grant (CDBG)*	\$25,000
Various Grants for Hardware & Hand Tools	\$46,281

*CDBG funds are used to compensate officers for providing additional patrol in CDBG qualified areas beyond what is funded city-wide. Police are to keep landlords advised of problems in residential areas, frequent business checks and point out possible crime areas. They are also responsible for coordinating education on crime prevention with community organizations.



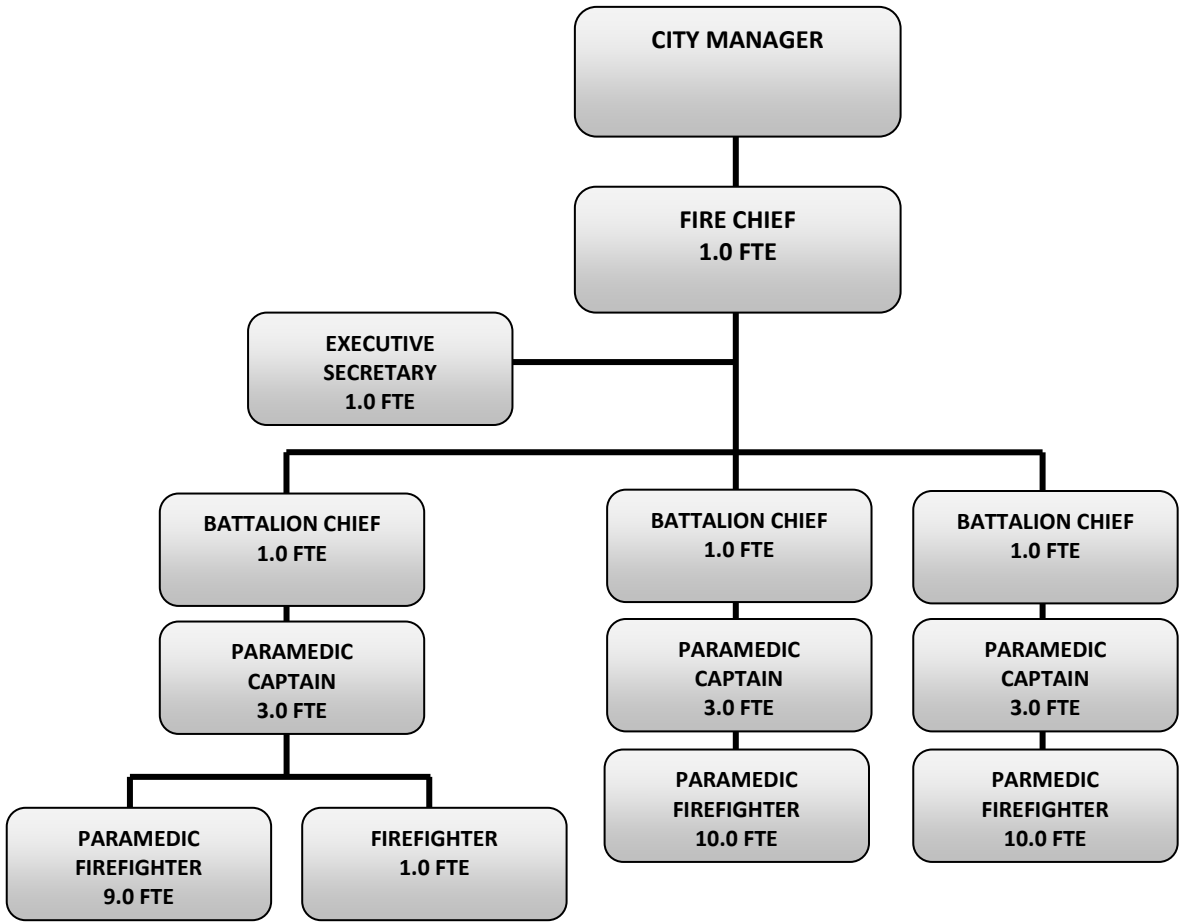
Department	Grants
Program	Police Grants

Fund	Grants
Account Number	22-30-95

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	155,933	202,894	161,310	161,000	-	-100%
5380 Overtime	23,955	42,873	61,000	61,000	25,000	-59%
5420 Workers Compensation	-	-	6,893	6,800	-	-100%
5460 Medical Insurance	-	-	28,612	28,000	-	-100%
5780 Residency Allowance	-	-	1,496	1,500	-	-100%
5900 Medicare	-	-	3,246	3,200	-	-100%
Sub-Total Personnel Services	179,888	245,766	262,557	261,500	25,000	-90%
Commodities						
7570 Hardware & Hand Tools	103,855	-	-	-	46,281	0%
Sub-Total Commodities	103,855	-	-	-	46,281	0%
Capital Outlay						
8200 Vehicles & Equipment	13,531	-	-	-	-	0%
Sub-Total Capital Outlay	13,531	-	-	-	-	0%
Total	297,274	245,766	262,557	261,500	71,281	-73%

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FIRE DEPARTMENT



FIRE DEPARTMENT

PERSONNEL SUMMARY

Full-Time			
	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Fire			
<i>Fire Operations</i>			
Fire Chief	1.0	1.0	1.0
Assistant Fire Chief	1.0	-	-
Battalion Chief	3.0	3.0	3.0
Paramedic Fire Captain	9.0	9.0	9.0
Paramedic Firefighter	29.0	29.0	29.0
Firefighter	1.0	1.0	1.0
Executive Secretary to Chief	1.0	1.0	1.0
Fire Personnel Total	45.0	44.0	44.0

PROGRAM OVERVIEW

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.

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 area, as well as statewide if requested.

- Normally, the response time to any given point in the City is within three (3) minutes after receiving notification of the need for an emergency response.
- The Fire Department has the control of all motorized fire apparatus, life-saving vehicles and firefighting equipment of every kind belonging to the City.
- The Fire Department is a very progressive, proactive Fire Department, which strives for excellence each year by providing the most advanced emergency medical care and fire protection in St. Louis County.
- The Fire Department participates in numerous public relations events during the year including block parties, neighborhood watch programs, children's birthday parties and numerous other events in which the public meets the firefighters and views the tools and equipment used daily. In addition, the Fire Department has taught hundreds of school age children fire safety lessons.

Fire Prevention

The Fire Department conducts fire prevention activities throughout the year, in addition to safety and fire prevention talks at each school during *Fire Prevention Week*. The Department has held fire safety and fire extinguisher classes for several businesses and multi-resident buildings in the City. The Fire Department also provides and installs smoke detectors at no charge to any City resident in need.

Pre-Plan Summary

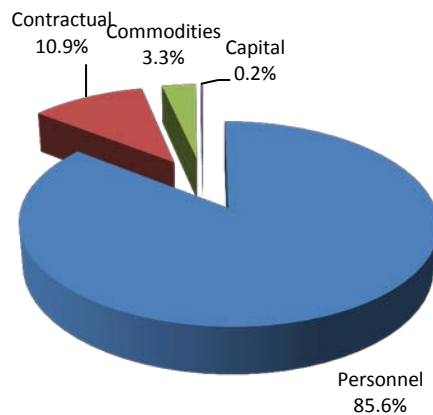
The Fire Department is in the first year of a three (3) year project to pre-plan all commercial, educational, and places of assembly for improving our firehouse database and to meet Insurance Services Office (ISO) criteria. These pre-plans will

also improve efficiency of future commercial inspections and provide building and occupancy information in times of emergency operations.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	3,532,786	3,501,100	3,661,435	3,602,500	3,681,300	1%
Contractual Services	339,307	363,859	437,877	435,129	469,895	-2%
Commodities	136,250	138,992	136,772	136,772	140,271	3%
Capital Outlay	47,267	768,338	57,000	50,000	7,000	-88%
Total	4,055,610	4,772,289	4,293,084	4,224,401	4,298,466	0%

Expenditure as a Percentage of Program Budget



GOALS

1. The Fire Department will strive to continue our prevention programs, be proactive in the community, and continue our excellence in providing the most advanced Emergency Medical and Fire Protection Services, while maintaining costs and operations.
2. Complete construction of new fire station #1 and transfer operations to the new location.

SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

1. Overtime \$15,000 increase (15%) reflects actual spending in FY 10, 11, and 12.
2. Professional Service \$50,000 increase (65%) is needed to implement and upgrade new system, due to expiration of dispatch contract with North Central County Fire Alarm. Annual maintenance cost after upgrade is \$16,000.
3. Insurance- Property & Auto \$9,455 increase (111%) is for the new ambulance purchased in February 2012.
4. Telephone & Pager \$5,765 increase (39%) is included for the license agreement for seven additional laptops added to Fire pumper.
5. Fleet Service & Replacement \$35,000 decrease (-16%) is to transfer all fire apparatus and vehicles to the Fire Department from the Fleet Maintenance Division.

SIGNIFICANT BUDGETARY ISSUES

Main funding challenge will be the determination and decision for Fire/EMS dispatching. The three year contract with North Central Dispatch expires July 27, 2012.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Fires:				
Fire/Explosion	17	23	29	35
Structure fire	64	58	52	46
Outside of structure fire	2	5	8	11
Vehicle fire	17	25	33	41
Trees, brush, and grass fire	14	20	26	32
Refuse fire	14	23	32	41
Outside spill	2	1	1	1
Fire/Explosion (not classified)	8	5	2	2
Chimney fire	1	2	3	4
Cooking fire	52	44	36	28
Confined to container	4	5	6	7
Total Fires	195	211	228	248
Classification of All Fire Calls:				
Fire/Explosion	195	211	228	248
Over-pressure rupture	8	5	2	2
Rescue call and EMS	857	985	1,113	1,241
Hazardous Condition	183	188	193	198
False call	224	305	342	423
Service call	89	93	97	101
Good intent	321	372	423	474
Other situations	21	12	3	3
Total Classification of All Fire Calls	1,898	2,171	2,401	2,690
Fire and Ambulance Calls:				
Fire call each year	1,898	2,171	2,401	2,690
Assist to other Fire Departments	170	148	126	104
Assist from other Fire Departments	328	308	300	292
Ambulance call each year	4,046	4,145	4,244	4,343
Assist to other Departments (ambulance service)	34	26	16	8
Assist from other Departments (ambulance service)	93	117	93	69
Total Fire and Ambulance Calls	6,569	6,915	7,180	7,506

MOBILE EQUIPMENT

Quantity	Year	Make	Model	Description
1	2007	Chevrolet	Tahoe	Command Car
1	2012	Pierce	1500 GPM Pumper	Diesel Powered
1	1999	Saulsbury	1500 GPM Pumper	Diesel Powered
1	2003	100' Bronto		Sky lift Ladder Truck
1	2006	Ford	Med Tech	Ambulance
1	2001	Freightliner	Med Tech	Ambulance
1	2009	Chevrolet	Med Tech	Ambulance
1	2004	Chevrolet	Pickup Truck	Reserve Command Car
1	2007	Chevrolet	Trailblazer	Fire Chief Command Car
1	2008	Chevrolet	Trailblazer	

* All vehicles (except reserves) are equipped with two-way radios, cell phone and laptops.



Department	Fire
Program	Fire Operations

Fund	General
Account Number	01-35-25

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	2,881,961	2,828,446	2,962,778	2,900,000	2,950,000	0%
5220 Injury Leave	10,315	-	-	-	-	0%
5380 Overtime	111,100	110,121	100,000	100,000	115,000	15%
5420 Workers Compensation	158,443	173,646	184,446	184,272	171,000	-7%
5460 Medical Insurance	290,285	322,642	330,106	340,000	367,000	11%
5580 Longevity Pay	6,286	-	-	-	-	0%
5620 Educational Incentive Pay	4,926	-	-	-	-	0%
5660 Social Security Contributions	4,214	4,086	13,772	6,200	4,200	-70%
5700 Clothing Allowance	22,300	21,600	26,400	26,400	26,400	0%
5740 Pension Contribution Nonunif.	3,500	3,736	3,587	3,628	3,700	3%
5860 Unemployment	3,166	-	-	-	-	0%
5900 Medicare	35,925	36,720	40,346	42,000	44,000	9%
Sub-Total Personnel Services	3,532,786	3,501,100	3,661,435	3,602,500	3,681,300	1%
Contractual Services						
6010 Professional Services	77,000	77,000	77,000	98,000	127,000	65%
6030 Medical Service	9,346	5,453	4,860	4,860	5,460	12%
6040 Events & Receptions	1,134	856	1,000	1,000	1,000	0%
6120 Professional Development	4,109	525	5,000	5,000	4,950	-1%
6150 Printing Services	215	1,112	1,000	1,000	1,000	0%
6160 Insurance - Property & Auto	4,300	2,962	8,545	8,545	18,000	111%
6170 Insurance - Liability	3,914	3,686	6,360	6,360	5,500	-14%
6210 Insurance - Flood	634	688	722	722	1,000	39%
6250 Natural Gas	4,303	3,388	5,500	5,500	5,500	0%
6260 Electricity	8,336	9,733	9,500	9,500	9,500	0%
6270 Telephone & Pagers	5,502	9,426	14,965	14,965	20,730	39%
6280 Water	839	975	900	900	900	0%
6290 Sewer	946	573	1,500	1,500	1,500	0%
6360 Building Maintenance	6,763	4,559	6,500	6,500	6,500	0%
6380 Equipment Maintenance	27,157	20,339	27,540	27,540	27,790	1%
6400 Office Equipment Maintenance	1,252	1,017	1,500	1,500	1,920	28%
6530 Fleet Service & Replacement	142,956	185,805	225,000	201,252	190,000	-16%
6600 Tuition Reimbursement	6,866	5,901	9,000	9,000	9,000	0%
6610 Staff Training	29,425	24,331	26,800	26,800	27,900	4%
6640 Exterminations	378	221	500	500	500	0%
6650 Membership & Certification	2,512	4,020	2,685	2,685	2,745	2%
6700 Misc. Operating Services	1,420	1,289	1,500	1,500	1,500	0%
Sub-Total Contractual Services	339,307	363,859	437,877	435,129	469,895	7%
Commodities						
7001 Office Supplies	4,210	2,884	4,500	4,500	4,500	0%
7050 Publications	3,461	2,601	4,000	4,000	4,000	0%
7090 Office & Computer Equip.	999	666	1,050	1,050	1,050	0%
7210 Chemicals	6,820	9,885	7,800	7,800	7,800	0%
7330 Food	1,005	748	1,000	1,000	1,000	0%
7370 Institutional Supplies	7,581	8,002	8,400	8,400	8,400	0%
7410 License Plates & Badges	961	1,101	1,500	1,500	1,500	0%
7450 Photographic Supplies	937	382	1,000	1,000	1,000	0%
7490 Building Materials	-	43,708	-	-	-	0%

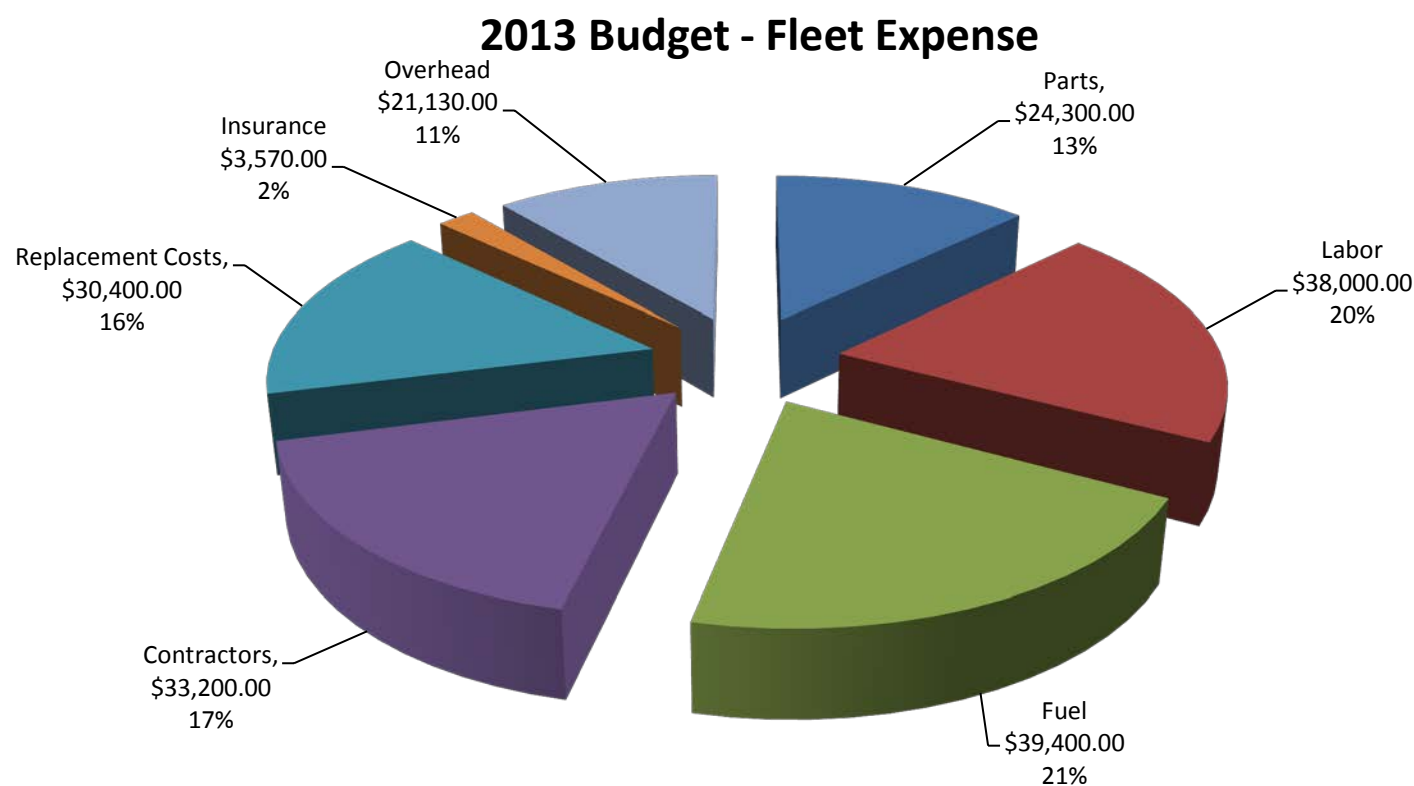


Department	Fire
Program	Fire Operations

Fund	General
Account Number	01-35-25

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
7530 Medical Supplies	47,931	-	50,000	50,000	50,000	0%
7570 Hardware & Hand Tools	28,607	32,096	25,752	25,752	28,252	10%
7770 Wearing Apparel	31,859	35,609	29,770	29,770	30,769	3%
7850 Awards & Gifts	1,879	1,310	2,000	2,000	2,000	0%
Sub-Total Commodities	136,250	138,992	136,772	136,772	140,271	3%
Capital Outlay						
8200 Vehicles & Equipment	47,267	768,338	57,000	50,000	7,000	-88%
Sub-Total Capital Outlay	47,267	768,338	57,000	50,000	7,000	-88%
Total	4,055,610	4,772,289	4,293,084	4,224,401	4,298,466	0%

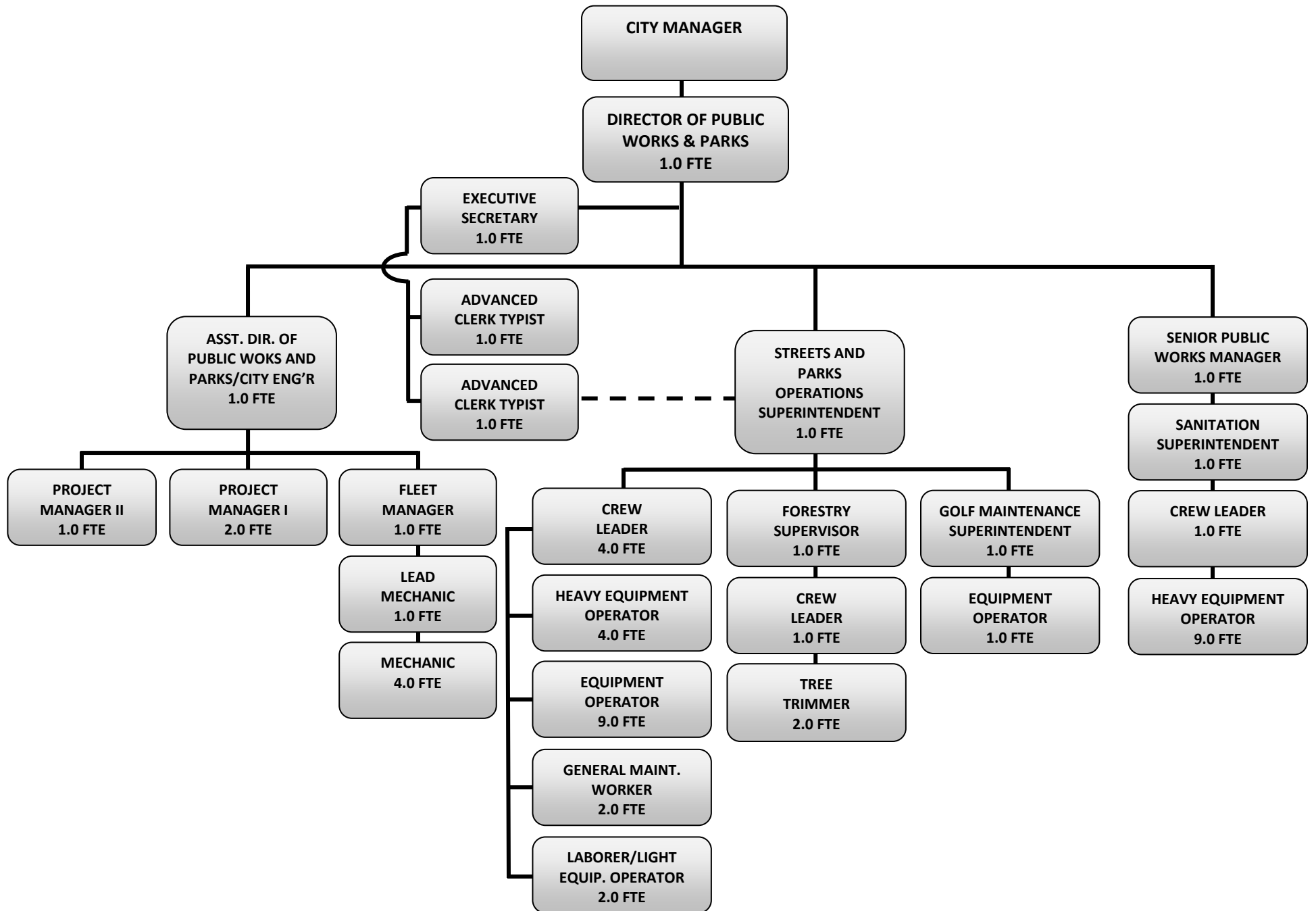
¹Fleet Maintenance provides City departments with vehicles, equipment, fuel, and maintenance services. The costs for these services are allocated to the departments based on their actual usage of services such as vehicle repair parts, labor for repairs, fuel, contractor expense (if a vehicle must be 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 Fire Department's allocation for these services for the 2013 budget is \$190,000. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.



The Fire Department currently has 9 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	Replacement Cycle in Years
Chevy Crew Cab: 2004 (1)	8
Chevy Medtec Ambulance: 2009 (1)	8
Chevy Trailblazer/Tahoe: 2007 (1)	8
Chevy Trailblazer: 2008 (1)	8
E-One Rescue/Bronto Ladder: 2003 (1)	15
International/Osage Ambulance: 2011 (1)	5
Medtec Freightliner: 2001 (1)	5
Saulsbury Rescue Pumper: 1999 (1)	10
Pierce Rescue Pumper: 2012 (1)	10

PUBLIC WORKS and PARKS DEPARTMENT



PUBLIC WORKS AND PARKS DEPARTMENT

PERSONNEL SUMMARY

Full-Time			
	FY 2011 Actual	FY 2012 Projected	FY 2013 Budget
Public Works and Parks			
<i>Administration & Engineering</i>			
Director of Public Works and Parks	-	1.0	1.0
Director of Public Works	1.0	-	-
Asst Dir of Public Works and Parks/City Engineer	1.0	1.0	1.0
Senior Public Works Manager	1.0	1.0	1.0
Senior Program Manager/Analyst	1.0	-	-
Project Manager II	1.0	1.0	1.0
Project Manager I	3.0	2.0	2.0
Engineering Service Specialist	1.0	-	-
Executive Secretary to Department Director	-	1.0	1.0
Senior Account Clerk	1.0	-	-
Advanced Clerk Typist	-	1.0	1.0
<i>Administration & Engineering Personnel Total</i>	10.0	8.0	8.0
<i>Streets, Parks, and Forestry Maintenance</i>			
Streets and Parks Operations Superintendent	-	1.0	1.0
Director of Parks, Recreation, & Forestry	1.0	-	-
Park Operations Superintendent	1.0	-	-
Street Superintendent	1.0	-	-
Forestry Supervisor	1.0	1.0	1.0
Crew Leader	4.0	5.0	5.0
Community Service Specialist	1.0	-	-
Senior Account Clerk	1.0	-	-
General Maintenance Worker	3.0	2.0	2.0
Heavy Equipment Operator	5.0	5.0	5.0
Tree Trimmer	2.0	2.0	2.0
Equipment Operator	10.0	9.0	9.0
Advanced Clerk Typist	-	1.0	1.0
Laborer/Light Equipment Operator	3.0	4.0	4.0
<i>Streets, Parks, and Forestry Maintenance Personnel Total</i>	33.0	30.0	30.0
<i>Golf Course Maintenance</i>			
Golf Maintenance Superintendent	1.0	1.0	1.0
Equipment Operator	1.0	1.0	1.0
<i>Golf Course Maintenance Personnel Total</i>	2.0	2.0	2.0
<i>Fleet Maintenance</i>			
Fleet Manager	1.0	1.0	1.0
Lead Mechanic	-	1.0	1.0
Mechanic	5.0	4.0	4.0
<i>Fleet Maintenance Personnel Total</i>	6.0	6.0	6.0

Full-Time (continued)

	FY 2011 Actual	FY 2012 Projected	FY 2013 Budget
<i>Solid Waste Management</i>			
Sanitation Superintendent	1.0	1.0	1.0
Solid Waste Program Manager	1.0	-	-
Crew Leader	-	1.0	1.0
Heavy Equipment Operator	9.0	9.0	9.0
<i>Solid Waste Management Personnel Total</i>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>
Public Works and Parks Personnel Total	<u>62.0</u>	<u>57.0</u>	<u>57.0*</u>

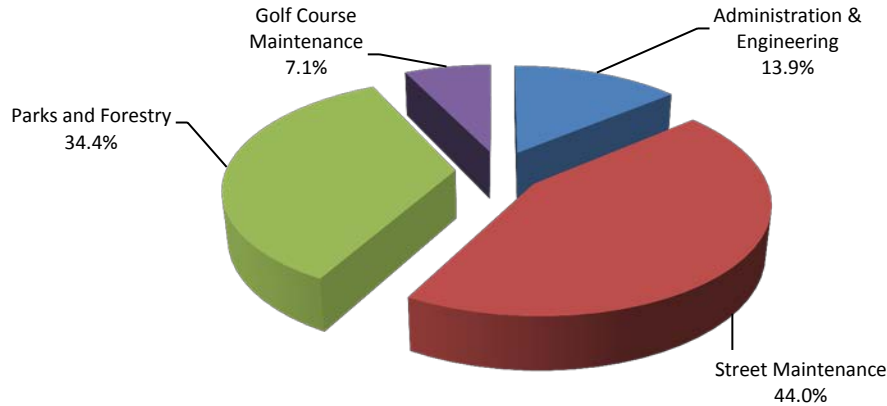
*There is an increase in personnel due to the combining of certain Parks, Recreation, and Forestry Divisions with Public Works.

Part-Time

	FY 2011 Actual	FY 2012 Projected	FY 2013 Budget
Public Works and Parks			
<i>Streets, Parks, and Forestry Maintenance</i>			
Laborer	<u>3.1</u>	<u>3.1</u>	<u>3.1</u>
<i>Streets, Parks, and Forestry Maintenance Personnel Total</i>	<u>3.1</u>	<u>3.1</u>	<u>3.1</u>
<i>Solid Waste Management</i>			
Laborer	<u>1.8</u>	<u>1.8</u>	<u>1.8</u>
<i>Sanitation Waste Management Personnel Total</i>	<u>1.8</u>	<u>1.8</u>	<u>1.8</u>
Public Works and Parks Personnel Total	<u>4.9</u>	<u>4.9</u>	<u>4.9</u>

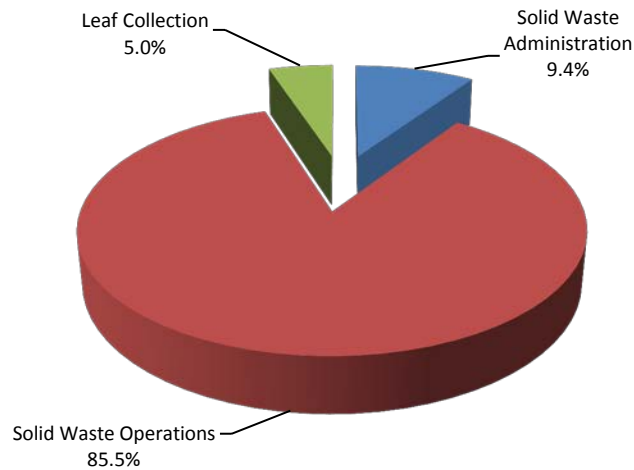
PROGRAM AS A PERCENTAGE OF DEPARTMENT BUDGET – GENERAL FUND

Program	Personnel	Contractual	Commodities	Capital	Other	Total
Administration & Engineering	569,500	114,695	15,580	-	-	699,775
Street Maintenance	766,450	126,280	183,220	-	-	2,212,950
Parks and Forestry	1,125,100	521,629	82,585	20,000	-	1,749,314
Golf Course Maintenance	200,100	97,020	57,875	7,000	-	361,995
Total	2,661,150	1,996,624	339,260	27,000	-	5,024,034



PROGRAM AS A PERCENTAGE OF DEPARTMENT BUDGET – SOLID WASTE FUND

Program	Personnel	Contractual	Commodities	Capital	Other	Total
Solid Waste Administration	168,800	70,725	6,000	-	-	245,525
Solid Waste Operations	827,500	1,166,200	208,400	30,000	-	2,232,100
Leaf Collection	13,850	117,850	-	-	-	131,700
Total	1,010,150	1,354,775	214,400	30,000	-	2,609,325



PUBLIC WORKS and PARKS DEPARTMENT

OVERVIEW

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

The Department is organized into five divisions:

1. Engineering/Administration
2. Street, Park and Forestry Maintenance
3. Golf Course 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. The Department also represents the City on projects and issues with federal, state, local and community organizations.

The major infrastructure facilities and properties include:

- 80 centerline miles of street
- 110 miles of sidewalk
- 160 vehicles
- 408 city-owned street lights
- 5,300 regulatory/street name signs
- 17 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

ADMINISTRATION & ENGINEERING

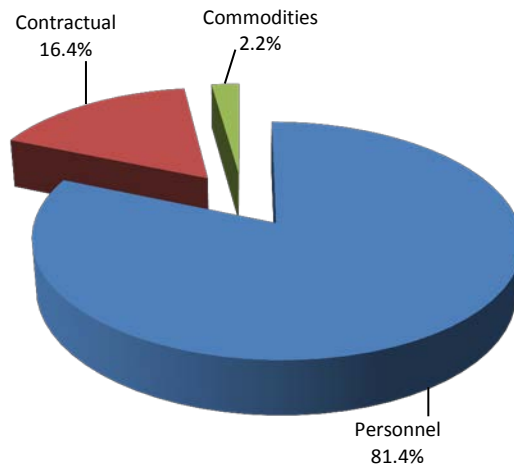
PROGRAM OVERVIEW

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 procurement, 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 the 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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	647,389	518,357	580,715	601,036	569,500	-2%
Contractual Services	47,911	52,034	71,255	54,625	114,695	61%
Commodities	12,431	7,230	14,580	12,700	15,580	7%
Total	707,731	577,621	666,550	668,361	699,775	5%

Expenditure as a Percentage of Program Budget



GOALS

1. Continue to explore opportunities with adjacent communities to jointly bid projects for street micro-surfacing, overlay, striping, etc.
2. Implement the Request Tracking module of MyGov for Public Works and Parks related functions.
3. Search for and implement a Department work order software program to better coordinate and respond to resident requests. We strive to streamline work assignment and completion reporting capabilities to improve customer service and quantify results.
4. Retrofit City owned lights with energy efficient bulbs at the vehicle fueling station at Central Garage (4 lights), and Wellesley Tunnel (16 lights). Implement a pilot light retrofit at the Loop Parking Garage facility (test 1 light and replace approximately 55 lights, based on results).

5. Continue the process of developing an Americans with Disabilities Act Transition Plan for the public right-of-way.
6. Continue the street sign inventory and implement the new federal Manual on Uniform Traffic Control Devices (MUTCD) standards.
7. Continue to inventory other City owned assets within the right-of-way, including bridges, dumpsters, curb ramps, etc.
8. Complete the Ferguson Bridge construction.
9. Construct the Jackson Pedestrian Signal.
10. Construct the sidewalk and curb ramp upgrades on Etzel, Kingsland, 82nd and Old Bonhomme.
11. Complete the University City Bicycle and Pedestrian Master Plan and submit to designated City Commission and Council for review and adoption.
12. Coordinate with other emergency first responders and train staff, as required.

SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

1. Part-time & Temporary Salaries \$12,000 increase (400%): Increased work load requires more part-time help.
2. Professional Services \$32,000 increase (533%) reflects a need for consulting services for Corps of Engineers for a study for flood buyouts.
3. Temporary Labor \$11,000 increase (100%) will fund an Intern position.
4. Advertising & Public Notice \$4,700 increase (63%) is for additional projects that require bids.
5. Staff Training \$500 increase (13%) is needed to train new staff members.
6. Hardware & Hand Tools \$1,000 increase (50%) is needed to share the cost of the speed trailer with the Police Department.

PERFORMANCE SUMMARY

1. Completed the bi-annual pavement rating to update the maintenance records for the condition of all streets, alleys, sidewalks and curbs city-wide.
2. Coordinated design and construction of the Annual Street, Sidewalk, Curb, and Alley Maintenance Program.
3. Completed the preliminary engineering of the sidewalk and curb ramp upgrades on Etzel, Kingsland, 82nd and Old Bonhomme.
4. Completed the final design of the Ferguson Bridge upgrade project.
5. Installed American with Disabilities (ADA) curb ramps and sidewalks on Olive Blvd., between Eastover and Pennsylvania.
6. Retrofitted City owned streetlights to energy efficient solutions and installed panels with media holders in bus shelters along Olive Blvd., between I-170 and Skinker for the Olive Streetscape Enhancement Project Phase III.
7. Developed specifications, awarded the contract and completed construction of permeable paver project at parking lot #1 (next to the Tivoli Theatre).
8. Replaced the Pershing Avenue Signal at Midvale, including pedestrian improvements and imprinted asphalt pedestrian crossings.
9. Completed preliminary engineering for the Jackson Pedestrian Signal.
10. Completed project coordination for the Great Rivers Greenway Projects on Melville Avenue from Kingsbury to Ackert Walkway and Olive Blvd ADA improvements between I-170 and Woodson/McKnight. Also completed the plan review for the GRG Centennial Trail project from Shaw Park in Clayton to Olive Blvd.
11. Completed the initial street sign inventory and analysis of approximately 1/3 of the signs.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
No. of Permits Issued	285	357	275	300
% of projects completed within or below budget	100%	100%	100%	100%
No. of development plans reviewed	7	4	5	5
No. of MSD plans reviewed	8	4	4	4
% of blocks of pavement condition updated	50%	50%	100%	50%
No. of as-built sets received	1	0	2	2
Tons of asphalt repairs/improvements	1,975	1,667	2,405	2,500
Sq. ft. of concrete repairs/improvements	27,318	25,387	30,000	30,000
Linear feet of concrete curb repairs	729	854	1,200	1,200
No. of GIS streetlight data collected using arc editor and GPS units	4,050	30	30	30
No. of street sign data collected using arc editor and GPS units	2,000	3,300	30	30
% of Ruth Park composting facility improvements	25%	5%	20%	20%



Department	Public Works and Parks
Program	Administration & Engineering

Fund	General
Account Number	01-40-30

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	479,926	381,429	447,872	446,000	400,000	-11%
5340 Salaries - Part-Time & Temp	25,703	13,193	3,000	10,000	15,000	400%
5380 Overtime	509	628	1,000	12,000	1,000	0%
5420 Workers Compensation	9,713	8,243	8,450	8,000	13,500	60%
5460 Medical Insurance	49,742	44,440	50,869	50,000	62,000	22%
5660 Social Security Contributions	27,928	23,252	27,825	33,000	25,000	-10%
5740 Pension Contribution Nonunif.	37,500	41,416	35,136	35,536	43,200	23%
5860 Unemployment	9,837	-	-	-	3,800	100%
5900 Medicare	6,531	5,756	6,563	6,500	6,000	-9%
Sub-Total Personnel Services	647,389	518,357	580,715	601,036	569,500	-2%
Contractual Services						
6010 Professional Services	2,706	7,000	6,000	6,000	38,000	533%
6040 Events & Receptions	120	-	200	200	200	0%
6050 Maintenance Contracts	540	530	5,000	2,500	2,000	-60%
6070 Temporary Labor	532	13,958	-	-	11,000	100%
6090 Postage	37	112	2,460	1,000	2,460	0%
6110 Mileage Reimbursement	7,281	3,053	9,310	5,000	7,810	-16%
6120 Professional Development	1,072	-	2,000	2,000	2,000	0%
6130 Advertising & Public Notices	7,319	7,237	7,500	7,500	12,200	63%
6140 Photo & Blueprinting Services	5	109	3,000	1,500	3,000	0%
6150 Printing Services	2,055	808	2,725	2,725	2,725	0%
6170 Insurance - Liability	3,200	3,369	4,860	3,700	3,900	-20%
6260 Electricity	641	785	1,100	1,100	1,300	18%
6270 Telephone & Pagers	4,434	2,745	4,200	3,500	4,200	0%
6380 Equipment Maintenance	300	405	1,000	1,000	1,000	0%
6400 Office Equipment Maintenance	4,112	3,565	4,900	4,900	5,400	10%
6560 Technology Services	7,317	5,950	11,000	6,500	11,000	0%
6610 Staff Training	3,855	572	4,000	3,500	4,500	13%
6650 Membership & Certification	2,385	1,836	2,000	2,000	2,000	0%
Sub-Total Contractual Services	47,911	52,034	71,255	54,625	114,695	61%
Commodities						
7001 Office Supplies	5,456	3,799	5,400	5,400	5,400	0%
7050 Publications	1,079	368	1,650	1,650	1,650	0%
7090 Office & Computer Equip.	549	1,892	2,500	2,500	2,500	0%
7370 Institutional Supplies	89	-	500	500	500	0%
7450 Photographic Supplies	1,066	482	1,780	900	1,780	0%
7530 Medical Supplies	-	-	200	200	200	0%
7570 Hardware & Hand Tools	355	-	2,000	1,000	3,000	50%
7770 Wearing Apparel	1,510	94	200	200	200	0%
7850 Awards & Gifts	1,619	595	350	350	350	0%
Sub-Total Commodities	12,431	7,230	14,580	12,700	15,580	7%
Total	707,731	577,621	666,550	668,361	699,775	5%

STREETS, PARKS, AND FORESTRY MAINTENANCE

PROGRAM OVERVIEW

The Streets, Parks, and Forestry Maintenance Division focuses on public infrastructure, including parks and trees throughout the City.

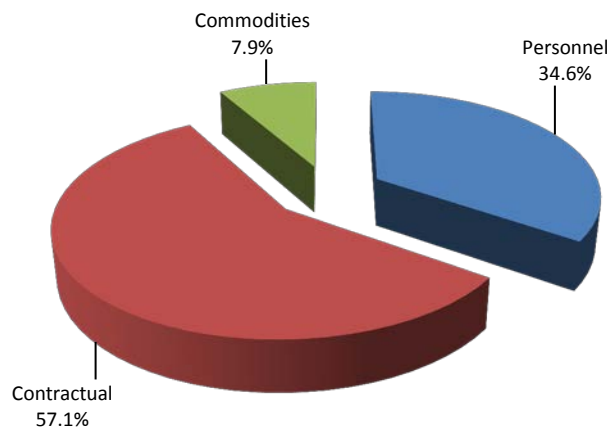
The Streets Division was blended with the Parks and Forestry Division this year. Streets' major emphasis is on street maintenance and the preservation of streets, sidewalks, streetlights, and bridges throughout the City.

Parks 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 almost 300 acres) which require grass trimming, snow removal, and trash collection on a routine basis. 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. The Street and Park Operational Superintendent handles all approval of work schedules for each group, setting priorities of work and customer service. The Superintendent reports directly to the Public Works and Parks Director who approves all major decisions made by the Superintendent.

EXPENDITURES

Street Maintenance	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	875,000	833,500	796,947	778,429	766,450	-4%
Contractual Services	1,163,711	1,084,897	1,307,650	1,225,880	1,263,280	3%
Commodities	125,784	158,463	167,585	173,760	183,220	9%
Capital Outlay	87,945	(107,903)	12,000	12,000	-	-100%
Total	2,252,440	1,968,957	2,284,182	2,190,069	2,212,950	-3%

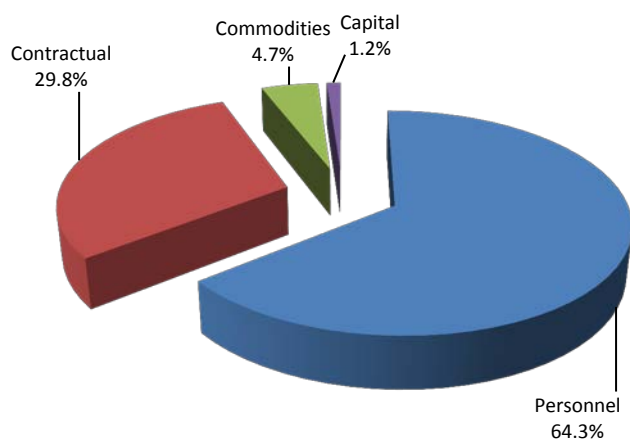
Expenditure as a Percentage of Program Budget



EXPENDITURES

Parks & Forestry	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	1,254,782	1,212,258	1,175,639	1,084,100	1,125,100	-4%
Contractual Services	413,792	372,161	462,336	434,166	521,629	13%
Commodities	60,683	52,322	96,890	71,990	82,585	-15%
Capital Outlay	20,368	(13,500)	64,600	-	20,000	-69%
Total	1,749,625	1,623,241	1,799,495	1,590,256	1,749,314	-3%

Expenditure as a Percentage of Program Budget



STREET GOALS

1. Benchmark activities to past performance and other comparable municipalities.
2. Conduct crack sealing, pothole patching, and other maintenance operations to extend the life expectancy of the City's streets.
3. Complete the inventory and assessment of the City's current street signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and develop an implementation plan and budget.
4. Place the new sign machine into service, train staff and set and attain sign making goal for the year.

PARKS & FORESTRY GOALS

1. Replace deteriorating roof at the Maintenance Garage.
2. Secure TRIM grant from Missouri Conservation Department to add to the forestry street tree inventory.
3. Continued pursuance of park redesign, sustainable & accessible neighborhood study for the Parkview Gardens area.
4. Resurface tennis courts at Kaufman Park.
5. Acquire St. Louis County Municipal Grant for Heman Park athletic field renovations.

SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

Street Maintenance

1. Temporary Labor \$25,000 increase (100%): additional help is needed to complete all necessary tasks.
2. Staff Training \$1,000 increase (67%) reflects a need to increase staff skill sets.
3. Asphalt Products \$2,935 increase (9%) is due to an increase in the cost of products.
4. Chemicals \$10,200 increase (14%) is due to an increase in the cost of chemical products.
5. Hardware and Hand Tools \$2,500 increase (17%) is needed to share the cost of the speed trailer with the Police Department.

Parks and Forestry

1. Overtime \$5,000 increase (71%): additional help is needed to complete all necessary tasks.
2. Building Materials \$24,500 decrease (-75%) reflects an anticipation of few repair projects.

SIGNIFICANT BUDGETARY ISSUES

1. There have been significant changes in the 2009 Manual on Uniform Traffic Control Devices (MUTCD) that are relevant to University City. The 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 (such as private subdivisions, shopping centers or recreation facilities), that are open to public travel without access restrictions such as gated properties. The implication for non-compliance is potential tort liability and/or loss of Federal-aid funds. 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. This budget includes the Department's share of the renovation costs of the athletic fields in Heman Park. The total cost of the project is estimated at \$120,000; the department's match is \$37,822, and the St. Louis County Municipal Grant will pay the remaining \$80,000.

FISCAL YEAR 2012 PERFORMANCE SUMMARY-STREETS

- Specified, ordered and received new crack sealing machine. Conducted staff training. Accomplished 1.82 miles of crack sealing utilizing city-crews.
- Increased street patching, local asphalt repair, and concrete sidewalk repair work performed by City crews to reduce reliance on private contractors and reduce costs.

FISCAL YEAR 2012 PERFORMANCE SUMMARY-PARKS & FORESTRY

- Installed new ADA compliant restroom building with vandal proof fixtures.
- Replaced playground equipment at Mooney Park.
- Repainted and striped concrete surface at Heman Park Tennis Center.
- Completed playground renovation at Flynn Park.
- Resurfaced several asphalt walks at Kaufman, Heman, and Majerus Parks
- Applied for and acquired the St. Louis County Municipal Park Grant for Heman Park athletic field renovations.
- Reviewed the Parkview Gardens Park Master Plan developed for Eastgate, Metcalfe and Ackert Parks. This was a joint effort between City of University City and Washington University. \$235,000 was acquired with federal grants, and U City partnered with Washington University to perform a study in the year 2011.
- Placed the new salt brine equipment into service, trained staff and utilized technology in snow/ice control program. Report on the effectiveness of the equipment.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
No. of pedestrian crosswalks striped	8	8	8	16
No. of signs erected	510	490	500	500
Cubic yards of leaves collected	28,371	18,805	19,000	19,000
No. of potholes repaired	1,067	1,279	1,200	1,200
Sq. ft. of concrete repairs/improvements	650	650	700	800
No. of snow/ice removal emergency	2	6	6	6
Miles of snow plowed	2,015	3,773	3,500	3,500
Tons of salt spread during ice/snow emergency	477	1,200	1,200	1,200
Gallons of calcium chloride spread during snow/ice emergency	561	1,155	1,000	1,000
Street sweeping truck mileage	4,222	5,466	5,460	5,460
Cubic yards of debris/grit/litter collected during sweeping activity	732	1,128	1,000	1,000
No. of times residential streets are swept annually	9	9	9	9
No. of MSD requests/responses to cave-ins	27	31	50	50
No. of Missouri American Water Co. responses	5	10	7	7
No. of Ameren UE responses (lights out)	226	150	200	200
No. of group/neighborhood clean-ups	8	2	5	5
No. of alley clean-ups	181	181	180	180
No. of Loop Special events/clean-ups/sweeping	220	220	220	220
No. of time vacant lots cut for weed control	813	1,006	1,000	1,000
Acres maintained	220	220	220	220
Mowing cycles	18	18	18	18
Separate parcel under maintenance	144	144	144	144
Trees removed	350	293	250	250
Trees planted	100	282	250	250
Trees pruned	1,500	1,653	1,600	1,600



Department	Public Works and Parks
Program	Street Maintenance

Fund	General
Account Number	01-40-32

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	599,661	540,150	521,516	511,000	500,000	-4%
5220 Injury Leave	2,018	-	-	-	-	0%
5340 Salaries - Part-Time & Temp	22,109	38,831	33,672	28,000	25,000	-26%
5380 Overtime	21,714	25,375	20,850	20,000	25,000	20%
5420 Workers Compensation	42,799	41,659	33,427	31,000	30,000	-10%
5460 Medical Insurance	79,324	88,543	102,481	74,000	77,000	-25%
5660 Social Security Contributions	38,294	35,556	35,731	41,379	41,400	16%
5740 Pension Contribution Nonunif.	44,000	48,112	40,913	50,250	50,250	23%
5860 Unemployment	16,125	7,277	-	15,000	10,000	100%
5900 Medicare	8,956	7,997	8,357	7,800	7,800	-7%
Sub-Total Personnel Services	875,000	833,500	796,947	778,429	766,450	-4%
Contractual Services						
6010 Professional Services	11,530	4,526	10,000	10,000	20,000	100%
6050 Maintenance Contracts	1,155	40,820	47,270	47,000	7,300	-85%
6070 Temporary Labor	21,914	28,162	25,000	40,000	50,000	100%
6120 Professional Development	-	-	500	500	500	0%
6140 Photo & Blueprinting Services	-	-	300	300	300	0%
6150 Printing Services	(848)	-	1,000	1,000	1,000	0%
6170 Insurance - Liability	4,200	3,369	7,360	7,360	6,400	-13%
6250 Natural Gas	3,826	4,147	5,300	5,300	5,300	0%
6260 Electricity	644,780	647,695	630,240	630,240	690,000	9%
6270 Telephone & Pagers	1,671	816	2,440	2,440	1,080	-56%
6290 Sewer	2,849	885	4,500	4,500	4,500	0%
6330 Decorative Street Lights	5,980	7,180	14,000	14,000	14,000	0%
6340 Public Utility Services	-	-	500	500	500	0%
6370 Street & Sidewalk Repairs	2,450	8,350	10,400	10,400	50,400	385%
6380 Equipment Maintenance	4,022	8,600	4,840	4,840	6,000	24%
6410 Traffic Signal Maintenance	1,811	1,425	4,000	4,000	9,000	125%
6530 Fleet Service & Replacement ¹	445,799	320,143	520,000	420,000	380,000	-27%
6540 Equipment Rental	3,990	361	11,000	11,000	7,000	-36%
6610 Staff Training	2,125	1,115	1,500	1,500	2,500	67%
6650 Membership & Certification	45	116	1,000	1,000	1,000	0%
6660 Laundry Services	6,412	7,187	6,500	10,000	6,500	0%
Sub-Total Contractual Services	1,163,711	1,084,897	1,307,650	1,225,880	1,263,280	-3%
Commodities						
7001 Office Supplies	1,571	2,990	2,000	2,000	2,000	0%
7130 Agriculture Supplies	1,360	745	1,000	1,000	1,000	0%
7170 Asphalt Products	28,384	23,616	33,825	40,000	36,760	9%
7210 Chemicals	47,372	96,663	72,550	72,550	82,750	14%
7290 Concrete & Clay Products	11,903	8,493	12,150	12,150	12,150	0%
7370 Institutional Supplies	2,987	1,614	2,700	2,700	2,700	0%
7490 Building Materials	695	3,254	6,510	6,510	6,510	0%
7530 Medical Supplies	291	60	800	800	800	0%
7570 Hardware & Hand Tools	15,616	7,657	14,900	14,900	17,400	17%
7730 Metal Supplies	1,137	227	2,750	2,750	2,750	0%
7770 Wearing Apparel	4,385	2,242	4,400	4,400	4,400	0%
7810 Sign Supplies	8,977	10,902	13,500	13,500	13,500	0%
7850 Awards & Gifts	1,106	-	500	500	500	0%
Sub-Total Commodities	125,784	158,463	167,585	173,760	183,220	9%

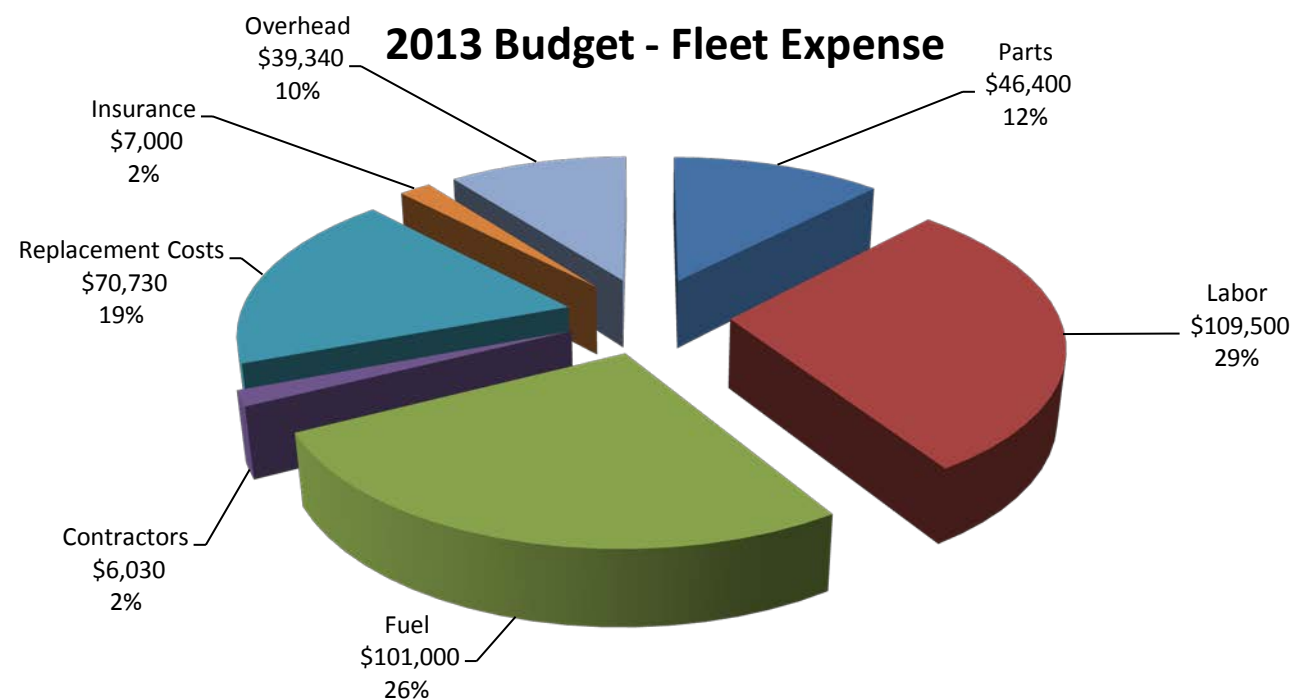


Department	Public Works and Parks
Program	Street Maintenance

Fund	General
Account Number	01-40-32

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Capital Outlay						
8060 Curbs, Sidewalk & Alleys	11,087	(90,227)	-	-	-	0%
8080 Street Construction	36,314	(31,514)	-	-	-	0%
8100 Misc. Improvements	15,753	12,439	-	-	-	0%
8200 Vehicles & Equipment	24,791	1,399	12,000	12,000	-	-100%
Sub-Total Capital Outlay	87,945	(107,903)	12,000	12,000	-	-100%
Total	2,252,440	1,968,957	2,284,182	2,190,069	2,212,950	-3%

¹Fleet 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 2013 budget is \$380,000. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.



The Street Department currently has 22 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	Replacement Cycle in Years
Chevy Bucket Truck: 2001 (1)	12
Chevy Silverado: 2006 (1)	10
Chevy Silverado Crew Cab: 2006 (2)	8
Chevy Silverado Pickup: 2002 (1)	10
Dump Truck: 2005 (4)	10
Dump Truck: 2000 (2)	10
Elgin Sweeper: 1999 (1)	6
Elgin Sweeper: 2002 (2)	6
Elgin Sweeper: 2003 (1)	6
Elgin Sweeper: 2005 (6)	6
Pro Patch Truck w/Patcher: 1997 (1)	10



Department	Public Works and Parks
Program	Parks and Forestry

Fund	General Fund
Account Number	01-40-45

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	913,582	863,299	846,018	767,000	773,000	-9%
5340 Salaries - Part-Time & Temp	14,934	11,308	25,760	10,000	12,000	-53%
5380 Overtime	12,996	12,347	7,000	10,000	12,000	71%
5420 Workers Compensation	39,890	38,749	30,166	30,000	35,000	16%
5460 Medical Insurance	119,685	130,348	127,832	122,000	145,000	13%
5660 Social Security Contributions	53,785	50,651	53,521	47,200	49,200	-8%
5740 Pension Contribution Nonunif.	81,000	85,068	75,000	88,900	88,900	19%
5860 Unemployment	8,553	10,818	-	-	-	0%
5900 Medicare	10,403	9,670	10,342	9,000	10,000	-3%
Sub-Total Personnel Services	1,254,782	1,212,258	1,175,639	1,084,100	1,125,100	-4%
Contractual Services						
6050 Maintenance Contracts	117,970	99,538	121,500	112,000	121,500	0%
6110 Mileage Reimbursement	2,663	2,278	1,500	1,600	1,500	0%
6120 Professional Development	4,163	-	2,000	1,000	2,000	0%
6130 Advertising & Public Notices	3,332	-	-	-	-	0%
6170 Insurance - Liability	5,663	6,182	7,360	6,500	7,360	0%
6210 Insurance - Flood	6,317	6,442	6,800	7,100	6,800	0%
6250 Natural Gas	6,239	5,597	8,500	7,900	8,500	0%
6260 Electricity	35,596	40,520	41,211	39,211	43,700	6%
6270 Telephone & Pagers	4,266	3,870	5,240	5,000	4,664	-11%
6280 Water	15,104	23,015	18,000	18,000	18,000	0%
6290 Sewer	13,248	10,437	12,300	11,000	12,300	0%
6380 Equipment Maintenance	3,839	2,082	7,150	6,900	7,150	0%
6530 Fleet Service & Replacement ¹	167,183	144,776	203,000	190,000	260,000	28%
6540 Equipment Rental	252	-	300	300	300	0%
6570 Miscellaneous Rentals	-	-	1,000	1,000	1,000	0%
6610 Staff Training	800	675	500	500	500	0%
6650 Membership & Certification	2,623	1,493	445	595	445	0%
6660 Laundry Services	7,320	7,850	6,500	6,500	6,850	5%
6680 Subdivision Fees & Taxes	17,174	17,428	17,560	17,560	17,560	0%
6710 Waste Dumping Fees	40	-	1,500	1,500	1,500	0%
Sub-Total Contractual Services	413,792	372,161	462,366	434,166	521,629	13%
Commodities						
7001 Office Supplies	1,455	592	105	105	300	186%
7090 Office & Computer Equip.	125	-	-	-	-	0%
7130 Agriculture Supplies	18,467	11,476	22,000	22,000	22,000	0%
7210 Chemicals	2,288	1,456	3,600	3,600	3,600	0%
7290 Concrete & Clay Products	2,784	3,980	5,800	5,800	5,800	0%
7370 Institutional Supplies	3,398	3,822	4,000	4,000	4,000	0%
7490 Building Materials	4,680	6,373	32,500	8,000	8,000	-75%
7530 Medical Supplies	243	363	250	250	250	0%
7570 Hardware & Hand Tools	19,390	14,039	17,035	17,035	17,035	0%
7610 Fuel, Oil & Lubricants	-	-	-	-	10,000	100%
7690 Recreational Supplies	6,319	9,012	9,500	9,500	9,500	0%
7730 Metal Supplies	-	-	400	400	400	0%
7770 Wearing Apparel	739	1,209	1,300	1,300	1,300	0%

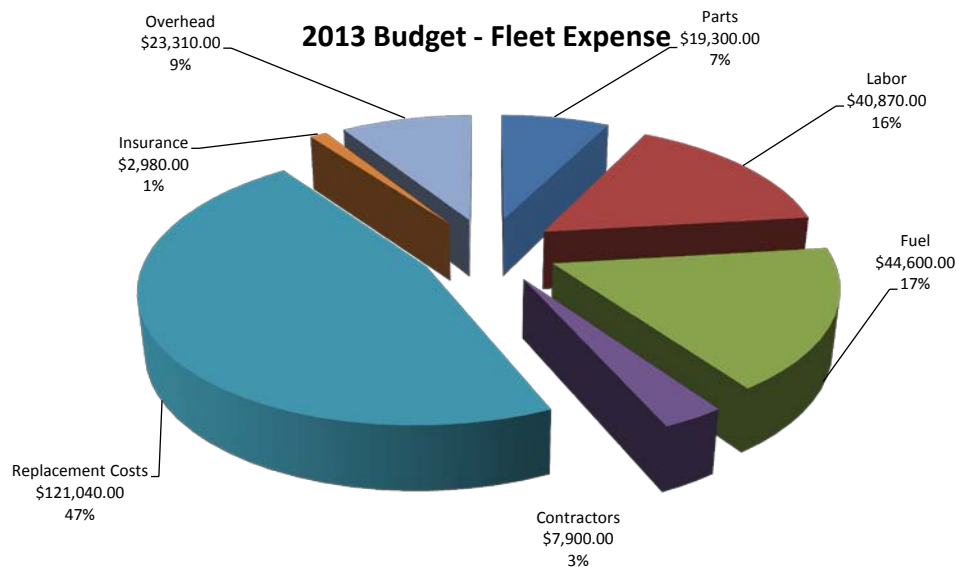


Department	Public Works and Parks
Program	Parks and Forestry

Fund	General Fund
Account Number	01-40-45

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
7810 Sign Supplies	795	-	400	-	400	0%
Sub-Total Commodities	60,683	52,322	96,890	71,990	82,585	-15%
Capital Outlay						
8090 Building Improvement	-	6,500	-	-	-	0%
8100 Misc. Improvements	20,033	(20,000)	58,500	-	20,000	-66%
8200 Vehicles & Equipment	335	-	6,100	-	-	-100%
Sub-Total Capital Outlay	20,368	(13,500)	64,600	-	20,000	-69%
Total	1,749,625	1,623,241	1,799,495	1,590,256	1,749,314	-3%

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The Parks Department currently has 9 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	Replacement Cycle in Years
GMC Truck: 2000 (1)	10
Chevy Silverado: 2006 (2)	8
Chevy Silverado: 2005 (2)	8
Dump Truck: 2005 (1)	10
Dump Truck: 2003 (1)	10
Chevy Silverado: 2002 (1)	10
Refuse Truck: 2003 (1)	8

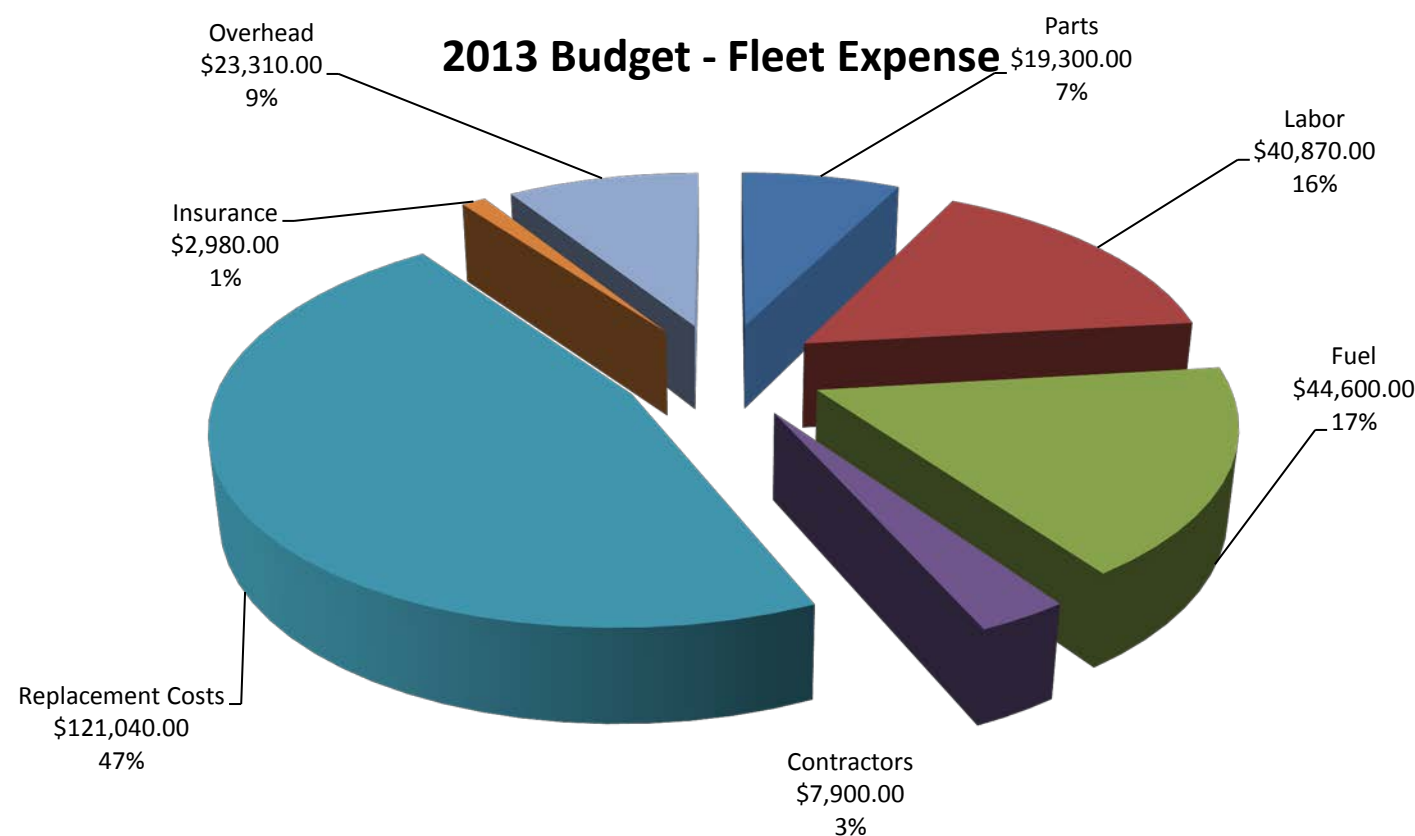


Department	Public Works and Parks
Program	Parks and Forestry

Fund	General Fund
Account Number	01-40-45

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
7810 Sign Supplies	795	-	400	-	400	0%
Sub-Total Commodities	60,683	52,322	96,890	71,990	82,585	-15%
Capital Outlay						
8090 Building Improvement	-	6,500	-	-	-	0%
8100 Misc. Improvements	20,033	(20,000)	58,500	-	20,000	-66%
8200 Vehicles & Equipment	335	-	6,100	-	-	-100%
Sub-Total Capital Outlay	20,368	(13,500)	64,600	-	20,000	-69%
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Refuse Truck: 2003 (1)	8

GOLF COURSE MAINTENANCE

PROGRAM OVERVIEW

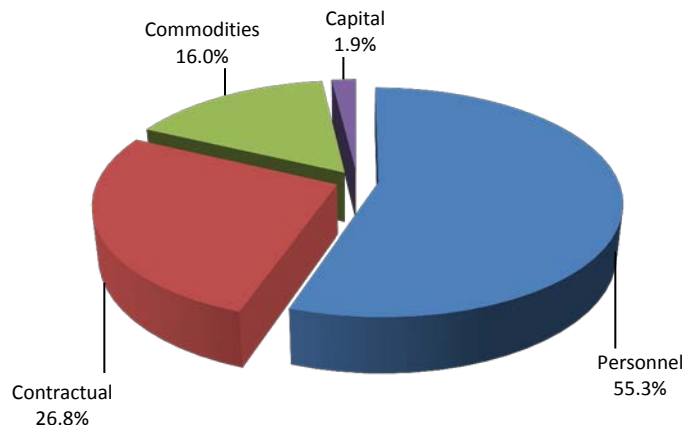
Ruth Park is a nine-hole golf course that covers nearly 70 acres and serves the University City golfing public and is open to non-residents as well. The course includes a 25 hitting bay driving range.

The golf course maintenance division is responsible for the administration, 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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	216,082	200,425	221,182	210,200	200,100	-10%
Contractual Services	106,052	66,998	99,740	89,250	97,020	-3%
Commodities	84,471	95,459	57,875	54,900	57,875	0%
Capital Outlay	12,921	25,457	24,500	24,500	7,000	-71%
Total	419,526	388,339	403,297	378,850	361,995	-10%

Expenditure as a Percentage of Program Budget



GOALS

1. Continue selective weed control in native grasses areas.
2. Construct forward tees on holes #2 and # 7.
3. Continue new tree plantings throughout the course.

SIGNIFICANT BUDGETARY ISSUES

FY 13 continues the effort of installing a continuous concrete cart path at Ruth Park Golf Course. Funds budgeted in FY 13 will enable project completion.

FISCAL YEAR 2012 PERFORMANCE SUMMARY

- Built and soddened new tee boxes on golf holes #1 and #8
- Completed concrete cart path on hole #3 and partial of hole #2
- Graded and soddened green surround on rear of golf hole #8
- Performed Bermuda grass eradication in #7 fairway



Department	Public Works and Parks
Program	Golf Course Maintenance

Fund	General Fund
Account Number	01-40-47

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	95,426	95,826	97,285	96,000	98,000	1%
5340 Salaries - Part-Time & Temp	70,940	54,947	72,000	65,000	50,000	-31%
5380 Overtime	6,050	5,549	6,500	6,000	5,000	-23%
5420 Workers Compensation	5,753	5,281	4,520	4,000	5,000	11%
5460 Medical Insurance	12,578	12,988	16,221	14,400	17,900	10%
5660 Social Security Contributions	9,533	8,522	10,138	9,500	9,000	-11%
5740 Pension Contribution Nonunif.	11,200	12,156	11,711	12,700	12,700	8%
5860 Unemployment	1,937	2,727	-	-	-	0%
5900 Medicare	2,665	2,429	2,807	2,600	2,500	-11%
Sub-Total Personnel Services	216,082	200,425	221,182	210,200	200,100	-10%
Contractual Services						
6010 Professional Services	2,558	147	-	200	-	0%
6050 Maintenance Contracts	2,556	2,556	2,050	2,050	2,050	0%
6090 Postage	192	-	-	-	-	0%
6120 Professional Development	-	195	1,900	-	1,900	0%
6170 Insurance - Liability	3,200	2,880	5,360	4,000	4,400	-18%
6190 Insurance - Miscellaneous	-	422	-	-	-	0%
6250 Natural Gas	2,965	2,843	5,000	5,000	5,000	0%
6260 Electricity	8,988	9,112	11,495	10,000	11,495	0%
6280 Water	18,371	15,024	29,000	29,000	29,000	0%
6290 Sewer	1,845	844	2,500	2,500	2,500	0%
6370 Street & Sidewalk Repairs	3,852	646	3,000	3,000	1,500	-50%
6380 Equipment Maintenance	12,302	7,658	12,000	12,000	12,000	0%
6430 Misc. Repairs & Maintenance	2,380	5,066	2,500	2,500	2,500	0%
6530 Fleet Service & Replacement ¹	11,028	7,166	18,000	18,000	18,000	0%
6540 Equipment Rental	32,643	19,502	2,000	-	2,000	0%
6570 Miscellaneous Rentals	104	1,047	1,400	1,000	1,400	0%
6610 Staff Training	240	365	560	-	300	-46%
6650 Membership & Certification	1,330	1,129	475	-	475	0%
6660 Laundry Services	641	749	700	-	700	0%
6700 Misc. Operating Services	40	(10,368)	1,000	-	1,000	0%
6710 Waste Dumping Fees	652	120	800	-	800	0%
6770 Bank & Credit Card Fees	165	-	-	-	-	0%
Sub-Total Contractual Services	106,052	66,998	99,740	89,250	97,020	-3%
Commodities						
7130 Agriculture Supplies	22,789	20,809	25,000	25,000	25,000	0%
7170 Asphalt Products	-	-	550	500	550	0%
7210 Chemicals	6,375	8,177	9,000	8,000	9,000	0%
7290 Concrete & Clay Products	1,137	1,636	2,000	2,000	2,000	0%
7370 Institutional Supplies	2,122	1,919	500	500	500	0%
7490 Building Materials	500	1,292	2,000	2,000	2,000	0%
7530 Medical Supplies	216	64	125	-	125	0%
7570 Hardware & Hand Tools	4,204	5,507	5,700	5,000	5,700	0%
7610 Fuel, Oil & Lubricants	7,577	8,487	10,000	10,000	10,000	0%
7690 Recreational Supplies	37,891	46,402	2,100	1,900	2,100	0%
7730 Metal Supplies	-	-	200	-	200	0%
7770 Wearing Apparel	1,356	1,166	200	-	200	0%
7810 Sign Supplies	304	-	500	-	500	0%
Sub-Total Commodities	84,471	95,459	57,875	54,900	57,875	0%

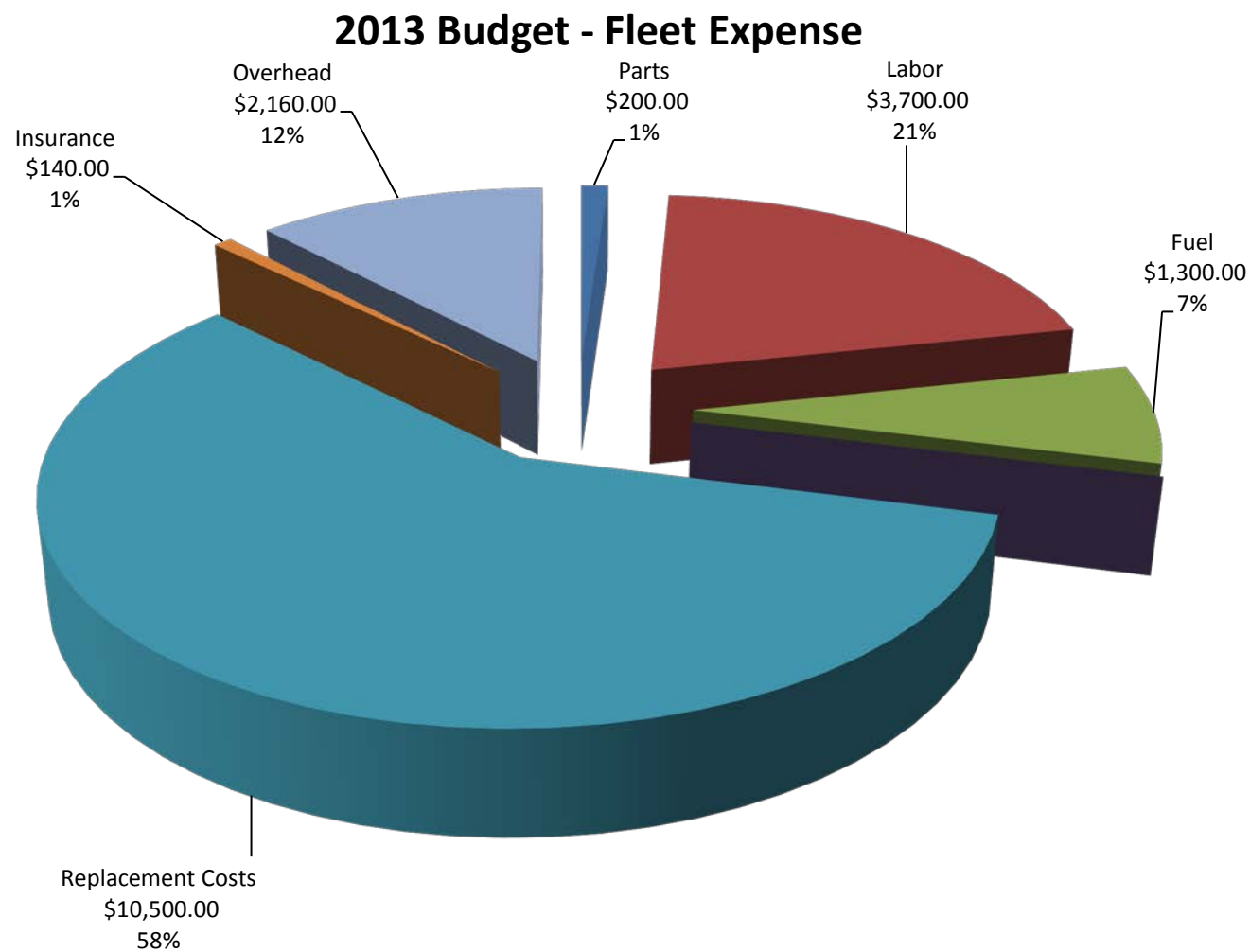


Department	Public Works and Parks
Program	Golf Course Maintenance

Fund	General Fund
Account Number	01-40-47

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Capital Outlay						
8100 Misc. Improvements	-	25,457	-	-	-	0%
8200 Vehicles & Equipment	12,921	-	24,500	24,500	7,000	-71%
Sub-Total Capital Outlay	12,921	25,457	24,500	24,500	7,000	-71%
Total	419,526	388,339	403,297	378,850	361,995	-10%

¹Fleet 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 Golf Course Department's allocation for these services for the 2013 budget comes to \$18,000. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.



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:

Category	Replacement Cycle in Years
Chevy Silverado: 2006 (1)	8

FLEET MAINTENANCE

PROGRAM OVERVIEW

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.

Vehicle Maintenance and Repairs

- Keeps all vehicle and equipment units in acceptable working condition;
- Schedules and performs preventative maintenance activities;
- Orders fuel, lubricants and parts;
- Tracks maintenance and fleet services for each unit through computerized fleet information management and fuel management software systems;
- Maintains and assigns pool vehicles and establishes policies and procedures regarding fleet utilization by users. (Pool vehicles are those that are not assigned to one specific City department.)

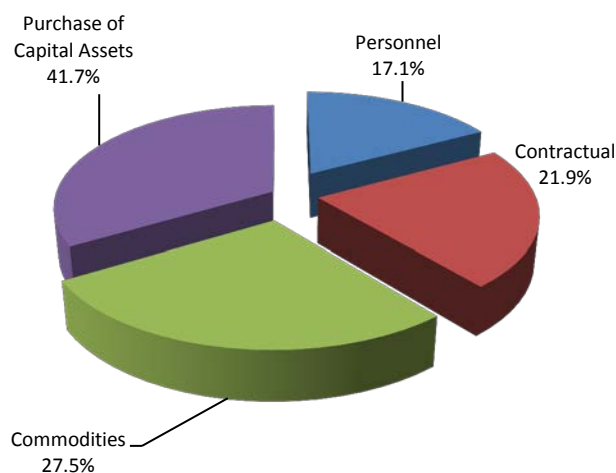
Vehicle & Equipment Replacement Fund and Procurement

The City establishes a schedule for the replacement of vehicles and large equipment in a separate fund. The program sets aside funds to pay for expensive equipment that will require replacement in future years. In this way, budget hardships in any given year due to the need to replace a particular piece of expensive equipment can be minimized. Replacement funding is provided through an annual contribution by each department for the assets used by the department, based on the estimated replacement cost and the life cycle. These payments are made to a dedicated fund.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	403,913	424,526	443,127	425,733	448,600	1%
Contractual Services	552,670	442,501	770,544	543,190	575,300	-25%
Commodities	664,522	717,545	723,100	723,100	723,100	0%
Capital Assets	561,119	614,813	570,000	570,000	880,000	54%
Total	2,182,224	2,199,385	2,506,771	2,262,023	2,627,000	16%

Expenditure as a Percentage of Program Budget



GOALS

1. Incorporate usage of an inventory tracking/management information system into the fleet operations to improve efficiency of the in-shop inventory and better utilize the available space.
2. Implement a lighting upgrade at the fleet shop per Ameren's lighting audit to improve lighting levels and efficiency of available lighting making use of Ameren incentives for lighting equipment change-outs.

SIGNIFICANT BUDGETARY ISSUES

The U.S. Environmental Protection Agency (EPA) 2010 requirements for engine emissions continue adding approximately 6-7% to the cost of diesel equipment purchases each year. This causes inflation in the fleet replacement budget.

The Federal Communications Commission's (FCC) Narrowbanding (migration to 12.5 kHz efficiency technology) mandate by January 1, 2013, affects several non-public safety vehicles and requires an added fleet maintenance cost for mobile radio systems change-outs.

FISCAL YEAR 2012 PERFORMANCE SUMMARY

- Began a system whereby each Department Director or assigned Fleet Liaison is consulted annually on the vehicle & equipment replacement funds as a part of the budget process. Data used to determine the actual replacements is a result of analysis by the Finance Department and the user department.
- Developed safety procedures and policies for fleet mechanics and operators.
- Developed and implemented an Operator training program.
- Improved customer service levels by reducing equipment downtime. And, reduced equipment failure by taking a more proactive approach to vehicle maintenance.
- Offered more opportunities to fleet mechanics for professional development. All the mechanics have Commercial Drivers' Licenses and are ASE (Automotive Service Excellence) Certified.
- Integrated fleet-specific software to improve asset management; developed industry standard vehicle repair system codes (VMRS) into non-fleet specific software to track maintenance/repair costs. Integrated management and fueling software programs to track equipment usage.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Vehicles/Equipment	225	164	160	160
Units served	2,639	2,850	2,500	2,500
Preventive maintenance	303	340	350	350
Tire replacement	250	260	260	260
Service calls	136	140	120	120



Department	Public Works and Parks
Program	Fleet Operations

Fund	Fleet Maintenance
Account Number	02-40-62

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	282,348	300,510	306,684	301,000	310,000	1%
5220 Injury Leave	7,556	-	-	-	-	0%
5380 Overtime	5,272	4,665	7,000	5,000	5,000	-29%
5420 Workers Compensation	8,688	9,195	9,580	8,500	10,000	4%
5460 Medical Insurance	47,650	63,756	71,805	63,500	75,000	4%
5660 Social Security Contributions	17,099	17,577	19,449	19,000	19,600	1%
5740 Pension Contribution Nonunif.	26,000	24,712	24,059	24,333	24,400	1%
5860 Unemployment	5,268	-	-	-	-	0%
5900 Medicare	4,032	4,111	4,550	4,400	4,600	1%
Sub-Total Personnel Services	403,913	424,526	443,127	425,733	448,600	1%
Contractual Services						
6001 Auditing & Accounting	2,500	2,500	2,500	2,500	2,500	0%
6010 Professional Services	1,815	-	-	-	-	0%
6070 Temporary Labor	-	609	-	-	-	0%
6120 Professional Development	-	770	500	500	500	0%
6160 Insurance - Property & Auto	60,408	52,554	98,000	37,150	20,000	-80%
6170 Insurance - Liability	3,200	4,042	4,860	4,860	3,900	-20%
6210 Insurance - Flood	7,349	7,509	7,884	8,280	8,000	1%
6250 Natural Gas	17,381	20,033	20,000	20,000	20,000	0%
6260 Electricity	11,888	14,446	16,800	16,800	20,000	19%
6270 Telephone & Pagers	454	285	500	500	500	0%
6280 Water	863	1,147	1,200	1,200	1,200	0%
6290 Sewer	901	1,007	1,000	1,000	1,000	0%
6360 Building Maintenance	5,232	10,068	16,500	16,500	16,500	0%
6380 Equipment Maintenance	10,422	8,070	9,100	9,100	9,100	0%
6400 Office Equipment Maintenance	510	523	1,300	1,300	500	-62%
6430 Misc. Repairs & Maintenance	8,238	2,830	7,000	7,000	7,000	0%
6460 Vehicle Maintenance	191,378	66,503	85,000	85,000	85,000	0%
6480 Depreciation - Roof	4,673	6,849	4,700	4,700	4,700	0%
6490 Depreciation - Rental Equip	192,252	218,535	470,000	300,000	350,000	-26%
6500 Depreciation - Transfer Station	5,642	5,638	5,700	5,700	5,700	0%
6520 Depreciation - Shop Equip	2,528	3,816	2,600	2,600	3,800	46%
6600 Tuition Reimbursement	-	-	1,000	1,000	1,000	0%
6610 Staff Training	1,491	1,690	1,500	1,500	1,500	0%
6650 Membership & Certification	543	1,401	1,000	1,000	1,000	0%
6660 Laundry Services	7,490	6,234	6,900	10,000	6,900	0%
6700 Misc. Operating Services	15,512	5,442	5,000	5,000	5,000	0%
Sub-Total Contractual Services	552,670	442,501	770,544	543,190	575,300	-25%
Commodities						
7001 Office Supplies	416	1,085	1,000	1,000	1,000	0%
7050 Publications	786	-	100	100	100	0%
7090 Office & Computer Equip.	83	-	500	500	500	0%
7210 Chemicals	5,273	4,800	4,500	4,500	4,500	0%
7330 Food	3	-	-	-	-	0%
7370 Institutional Supplies	621	1,058	3,500	3,500	3,500	0%
7490 Building Materials	13	-	4,500	4,500	4,500	0%
7530 Medical Supplies	388	84	400	400	400	0%
7570 Hardware & Hand Tools	10,423	3,315	11,000	11,000	11,000	0%
7610 Fuel, Oil & Lubricants	426,142	492,484	470,000	470,000	470,000	0%



Department	Public Works and Parks
Program	Fleet Operations

Fund	Fleet Maintenance
Account Number	02-40-62

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
7770 Wearing Apparel	1,033	282	2,100	2,100	2,100	0%
7850 Awards & Gifts	-	-	500	500	500	0%
7930 Vehicle Parts	219,341	214,437	225,000	225,000	225,000	0%
Sub-Total Commodities	664,522	717,545	723,100	723,100	723,100	0%
Capital Outlay						
8140 Software Systems	-	-	-	-	-	0%
8200 Vehicles & Equipment	561,119	614,813	570,000	570,000	880,000	54%
Sub-Total Capital Outlay	561,119	614,813	570,000	570,000	880,000	54%
Total	2,182,224	2,199,385	2,506,771	2,262,023	2,627,000	5%

SOLID WASTE FUND

PROGRAM OVERVIEW

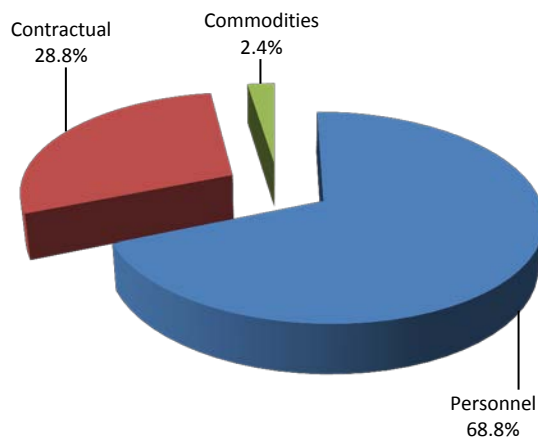
The City provides residential solid waste, recycling collection and disposal services to residents and non-residential properties. The Division collects, recycles, and disposes of trash, recyclables, and yard waste from approximately 11,000 residential and commercial accounts, including city facilities, each week. Bulky 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 73 residential accounts with qualifying medical conditions;
- 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;
- Completion of payroll, requisitions and bill payments;
- City wide leaf collection twice per year.

EXPENDITURES

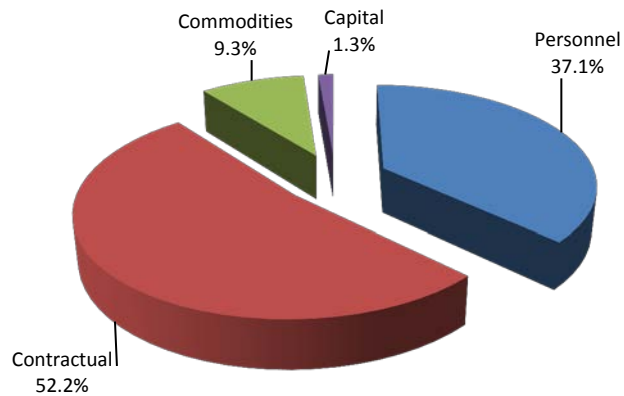
Solid Waste Administration	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	176,528	196,283	195,425	155,976	168,800	-14%
Contractual Services	73,099	50,371	63,125	63,125	70,725	12%
Commodities	8,262	2,906	6,000	6,000	6,000	0%
Total	257,889	249,560	264,550	225,101	245,525	-7%

Expenditure as a Percentage of Program Budget



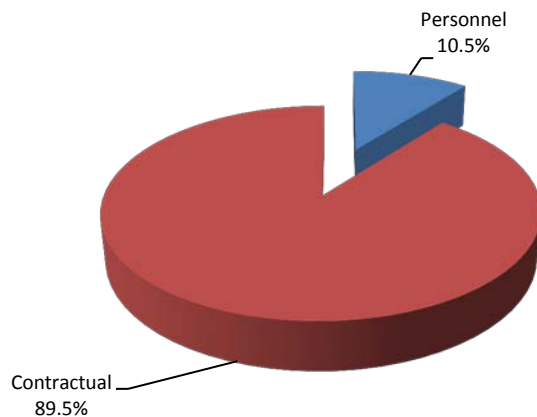
Solid Waste Operations	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	782,634	779,550	794,776	751,944	827,500	4%
Contractual Services	1,031,310	1,011,031	1,101,190	1,092,830	1,166,200	6%
Commodities	225,555	94,656	214,225	214,225	208,400	-3%
Capital Outlay	16,000	-	-	-	30,000	100%
Total	2,055,499	1,885,237	2,110,191	2,058,999	2,232,100	6%

Expenditure as a Percentage of Program Budget



Leaf Collection	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	2,041	834	13,544	13,550	13,850	2%
Contractual Services	116,129	90,099	109,150	120,150	117,850	8%
Capital Outlay	-	-	10,000	-	-	-100%
Total	118,170	90,933	132,694	133,700	131,700	-1%

Expenditure as a Percentage of Program Budget



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 to jointly provide public education about community solid waste programs/services and utilize resources to remove/dispose of illegally dumped items in alleys and public right-of-way areas.

SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

Solid Waste Administration

1. Professional Services \$8,000 increase (400%) will allow completion of additional study related to trash collection services.

Solid Waste Operations

1. Equipment Maintenance \$3,500 increase (233%) reflects a need for more repairs.
2. Depreciation \$250,000 increase (100%): The Solid Waste Fund was converted to an Enterprise Fund and recognizes a depreciation expense. In previous years, this expense was charged to the Internal Service Fund, then reallocated to the Solid Waste Fund as an Equipment Rental.
3. Chemicals \$2,400 increase (92%) reflects an increase in product cost and usage.
4. Vehicles & Equipment \$30,000 increase (100%) is for the purchase of a new flatbed for our Buick Pick Up Truck.

SIGNIFICANT BUDGETARY ISSUES

1. A 2008 inspection for the Transfer Station elevated platform deck resulted in a rating of “poor condition and in need of repairs”. The estimated cost of repairs is \$156,000, which includes \$18,000 for another structural inspection. The repair option is a total replacement of the north portion of the Transfer Station Platform (including the deck, floor, joists and beams).
2. Purchase a flatbed truck to use for bulk household items (appliances, furniture, electronics, etc.) pick up and for delivery and pick up of solid waste containers. Estimated cost is \$30,000.

FISCAL YEAR 2012 PERFORMANCE SUMMARY

- Increased single stream recycling participation by approximately 6% from 75% to 80%.
- Achieved an average recycling rate of 32%
- Generated \$65,874 in revenue for recycling materials and programs.
- Generated \$83,746 in yard waste sticker revenue and \$15,611 in mulch/compost sales.
- Generated \$13,160 in revenue for special trash collection programs.
- Generated \$27,491 in revenue for transfer station service to local agencies.
- Recycled 8,900 tons of recyclable materials, including 47 tons of bulk household items, 2,186 tons of residential single stream materials, 6 tons of tires, 2 tons of consumer electronics and compact fluorescent bulbs, mobile phone and rechargeable batteries, 148 tons of cardboard, 15 tons of metals, 14 tons of textiles, 2,435 tons of yard waste, 3,973 tons of leaves and 74 tons of miscellaneous materials collected from city facilities, recycling drop-off center and commercial properties.
- Received a St. Louis County Municipal Grant for \$30,000 from St. Louis County to implement a “Recycling Becomes Me” education campaign. No match is required.
- Received \$30,000 recycling education grant to implement an education program with the City of Pagedale and Wellston on how to properly dispose of recycle hard-to-manage items, such as appliances, electronics, and household items. A 10% city match is required.

PEFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
No. of new single recycling carts	620	542	550	550
No. of new trash carts delivered	260	317	300	300
No. of trash carts repaired/replaced	1,069	765	600	600
No. of recycling carts repaired/replaced	31	17	50	50
No. of alley dumpsters repaired/recycled	53	82	40	40
No. of special bulk item collection requests	83	34	50	100
No. of special trash cart rentals	51	47	55	100
No. of special trash dumpster rentals	198	136	150	150
No. of special roll-off trash container rentals	39	45	50	50
No. of trash and recycling cart returned/replaced to restored accounts	85	72	75	75



Department	Public Works and Parks
Program	Solid Waste Administration

Fund	Solid Waste
Account Number	08-40-64

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	147,434	148,602	143,375	114,000	135,000	-6%
5340 Salaries - Part-Time & Temp	-	772	6,003	-	-	-100%
5380 Overtime	-	679	700	700	500	-29%
5420 Workers Compensation	1,710	346	355	300	300	-15%
5460 Medical Insurance	11,214	22,825	22,287	21,000	20,000	-10%
5660 Social Security Contributions	4,836	7,304	9,280	7,000	-	-100%
5740 Pension Contribution Nonunif.	10,200	14,044	11,248	11,376	11,400	1%
5900 Medicare	1,134	1,711	2,177	1,600	1,600	-27%
Sub-Total Personnel Services	176,528	196,283	195,425	155,976	168,800	-14%
Contractual Services						
6001 Auditing & Accounting	2,000	2,000	2,500	2,500	2,500	0%
6010 Professional Services	11,906	10,051	2,000	2,000	10,000	400%
6050 Maintenance Contracts	13,695	10,257	8,500	8,500	10,000	18%
6070 Temporary Labor	7,775	900	-	-	-	0%
6090 Postage	18,037	14,151	21,900	21,900	20,000	-9%
6150 Printing Services	8,075	3,337	8,725	8,725	8,725	0%
6170 Insurance - Liability	500	1,996	-	-	-	0%
6730 Lien Recording Fees	1,296	837	4,000	4,000	4,000	0%
6770 Bank & Credit Card Fees	9,815	6,662	15,500	15,500	15,500	0%
Sub-Total Contractual Service	73,099	50,371	63,125	63,125	70,725	12%
Commodities						
7001 Office Supplies	-	-	3,000	3,000	3,000	0%
7090 Office & Computer Equip.	8,262	2,906	3,000	3,000	3,000	0%
Sub-Total Commodities	8,262	2,906	6,000	6,000	6,000	0%
Total	257,889	249,560	264,550	225,101	245,525	-7%



Department	Public Works and Parks
Program	Solid Waste Operations

Fund	Solid Waste
Account Number	08-40-66

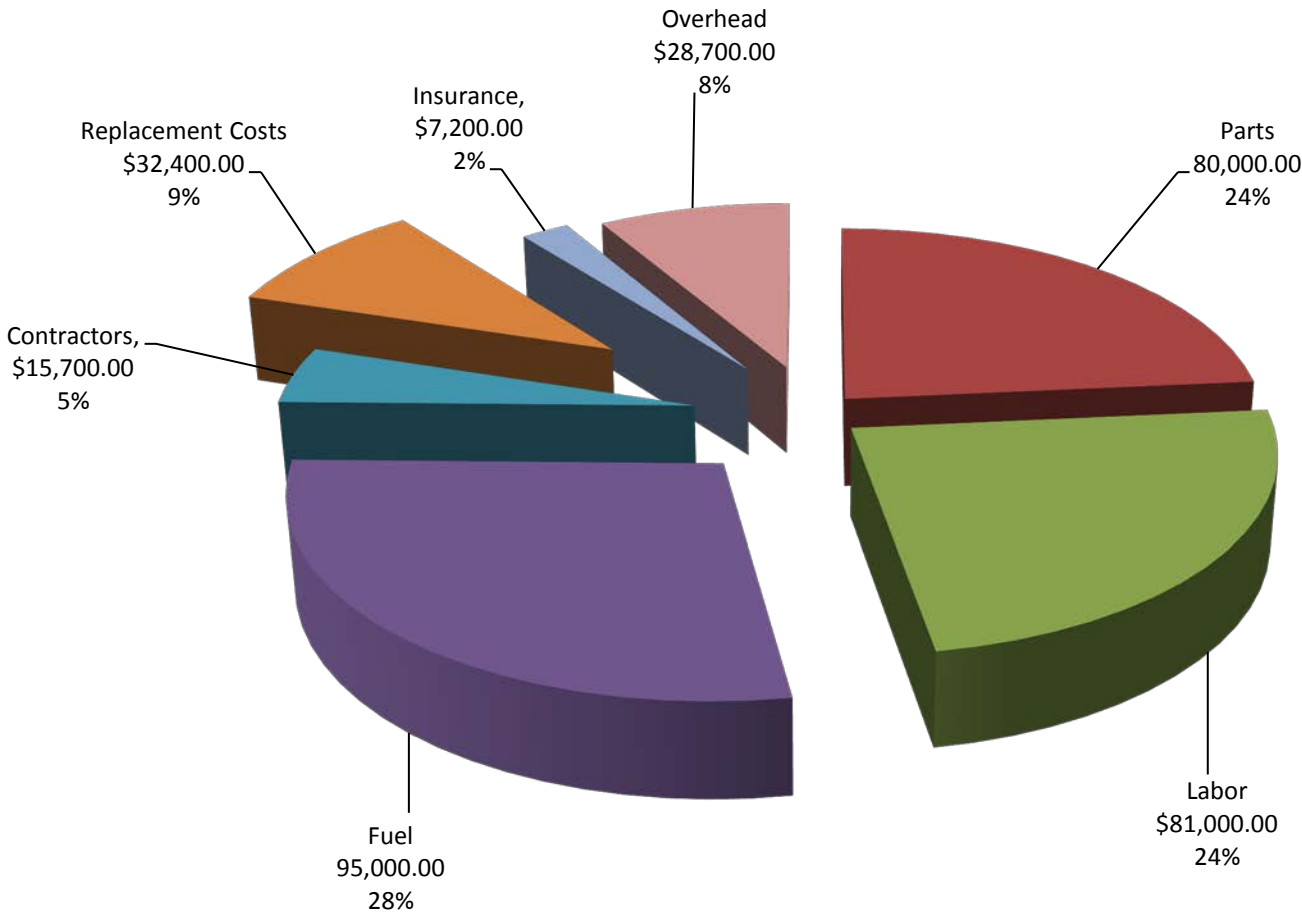
	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	481,956	495,921	497,133	492,000	560,000	13%
5340 Salaries - Part-Time & Temp	26,373	19,605	38,000	20,000	20,000	-47%
5380 Overtime	36,459	45,224	45,000	33,000	30,000	-33%
5420 Workers Compensation	43,894	45,171	48,019	40,500	46,000	-4%
5460 Medical Insurance	80,889	86,211	83,223	85,000	85,000	2%
5660 Social Security Contributions	35,755	35,329	35,984	34,000	38,000	6%
5740 Pension Contribution Nonunif.	45,000	39,856	39,000	39,444	39,500	1%
5860 Unemployment	23,889	3,971	-	-	-	0%
5900 Medicare	8,362	8,262	8,417	8,000	9,000	7%
Sub-Total Personnel Services	782,634	779,550	794,776	751,944	827,500	4%
Contractual Services						
6010 Professional Services	1,816	-	10,000	10,000	10,000	0%
6070 Temporary Labor	80,048	82,410	75,300	75,300	75,300	0%
6090 Postage	-	-	8,000	2,000	6,000	-25%
6120 Professional Development	-	-	2,000	1,500	1,500	-25%
6150 Printing Services	7,173	4,283	13,320	6,000	6,320	-53%
6160 Insurance - Property & Auto	2,500	-	-	-	37,000	100%
6170 Insurance - Liability	5,647	5,217	7,380	7,380	7,380	0%
6270 Telephone & Pagers	1,467	445	2,540	1,000	2,300	-9%
6360 Building Maintenance	3,126	30,939	20,000	20,000	20,000	0%
6380 Equipment Maintenance	21,414	8,579	1,500	10,000	5,000	233%
6400 Office Equipment Maintenance	614	309	1,500	1,500	750	-50%
6490 Depreciation - Rental Equip	-	-	-	-	250,000	100%
6530 Fleet Service & Replacement ¹	503,293	440,973	540,000	540,000	340,000	-37%
6610 Staff Training	2,415	400	3,500	2,000	3,500	0%
6650 Membership & Certification	1,466	1,433	1,400	1,400	1,400	0%
6660 Laundry Services	7,755	7,179	6,500	6,500	6,500	0%
6700 Misc. Operating Services	2,072	4,244	3,250	3,250	3,250	0%
6710 Waste Dumping Fees	390,504	424,620	405,000	405,000	390,000	-4%
Sub-Total Contractual Services	1,031,310	1,011,031	1,101,190	1,092,830	1,166,200	6%
Commodities						
7001 Office Supplies	2,450	752	4,500	4,500	4,500	0%
7210 Chemicals	2,270	2,923	2,600	2,600	5,000	92%
7250 Solid Waste Supplies	207,936	75,741	187,350	187,350	183,600	-2%
7490 Building Materials	1,699	-	3,200	3,200	1,600	-50%
7530 Medical Supplies	354	202	900	900	900	0%
7570 Hardware & Hand Tools	6,025	12,026	10,875	10,875	8,000	-26%
7770 Wearing Apparel	4,669	3,012	4,800	4,800	4,800	0%
Sub-Total Commodities	225,555	94,656	214,225	214,225	208,400	-3%
Capital Outlay						
8200 Vehicles & Equipment	16,000	-	-	-	30,000	100%
Sub-Total Capital Outlay	16,000	-	-	-	30,000	100%
Total	2,055,499	1,885,237	2,110,191	2,058,999	2,232,100	6%



Department	Public Works and Parks
Program	Solid Waste Operations

Fund	Solid Waste
Account Number	08-40-66

¹Fleet 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 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 Department's allocation for these services for the 2013 budget is \$340,000. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.



The Solid Waste Department currently has 14 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	Replacement Cycle in Years
Chevy Pickup: 2005 (1)	10
Refuse Rear Load: 2000 (1)	8
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
Truck: 2001 (1)	15
Truck: 2003 (1)	10
Truck: 2006 (1)	15



Department	Public Works and Parks
Program	Leaf Collection

Fund	Solid Waste
Account Number	08-40-68

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5380 Overtime	2,041	-	11,750	11,750	12,000	2%
5420 Workers Compensation	-	834	895	900	900	1%
5660 Social Security Contributions	-	-	729	730	750	3%
5900 Medicare	-	-	170	170	200	18%
Sub-Total Personnel Services	2,041	834	13,544	13,550	13,850	2%
Contractual Services						
6050 Maintenance Contracts	24,450	19,175	25,000	25,000	25,000	0%
6070 Temporary Labor	91,536	70,800	84,000	95,000	92,700	10%
6260 Electricity	143	124	150	150	150	0%
Sub-Total Contractual Services	116,129	90,099	109,150	120,150	117,850	8%
Capital Outlay						
8100 Misc. Improvements	-	-	10,000	-	-	-100%
Sub-Total Capital Outlay	-	-	10,000	-	-	-100%
Total	118,170	90,933	132,694	133,700	131,700	-1%

SEWER LATERAL REPAIR FUND

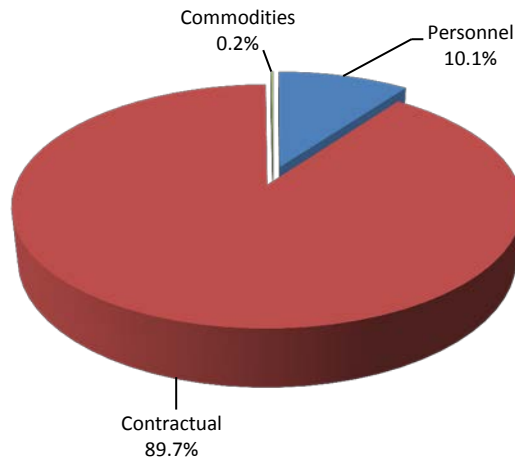
PROGRAM OVERVIEW

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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	47,107	61,060	53,296	55,200	56,800	7%
Contractual Services	336,126	458,469	408,800	457,220	506,900	24%
Commodities	103	-	1,075	1,075	1,075	0%
Total	383,336	519,529	463,171	513,495	564,775	22%

Expenditure as a Percentage of Program Budget





Department	Public Works and Parks
Program	Sewer Lateral Repair

Fund	Sewer Lateral Repair
Account Number	05-40-82

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	41,941	41,561	37,070	37,000	37,000	0%
5420 Workers Compensation	288	2,870	1,505	2,800	2,900	93%
5460 Medical Insurance	-	9,864	8,976	9,000	10,000	11%
5660 Social Security Contributions	1,278	2,577	2,299	2,800	2,500	9%
5740 Pension Contribution Nonunif.	3,300	3,585	2,908	2,900	3,800	31%
5900 Medicare	300	603	538	700	600	12%
Sub-Total Personnel Services	47,107	61,060	53,296	55,200	56,800	7%
Contractual Services						
6090 Postage	-	-	500	500	500	0%
6110 Mileage Reimbursement	-	481	2,500	1,000	1,000	-60%
6150 Printing Services	966	-	1,000	1,000	1,000	0%
6170 Insurance - Liability	3,200	3,368	4,380	4,300	3,900	-11%
6270 Telephone & Pagers	400	-	420	420	500	19%
6450 Sewer Lateral Expenses	331,560	454,620	400,000	450,000	500,000	25%
Sub-Total Contractual Services	336,126	458,469	408,800	457,220	506,900	24%
Commodities						
7001 Office Supplies	103	-	1,000	1,000	1,000	0%
7770 Wearing Apparel	-	-	75	75	75	0%
Sub-Total Commodities	103	-	1,075	1,075	1,075	0%
Total	383,336	519,529	463,171	513,495	564,775	22%

PUBLIC WORKS and PARKS GRANTS

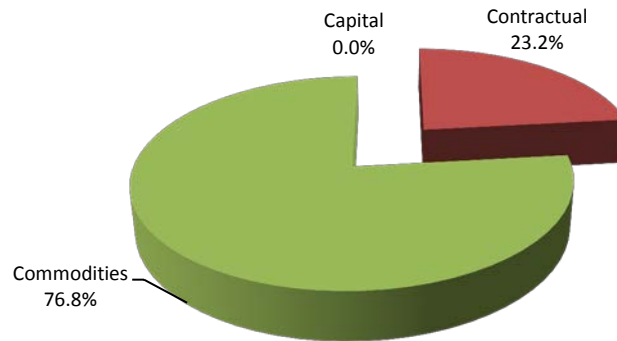
PROGRAM OVERVIEW

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

EXPENDITURES

Public Works Grants	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services	36,996	18,023	30,000	140,071	29,500	-2%
Commodities	57,354	177	-	9,076	97,500	100%
Total	94,350	18,200	30,000	149,147	127,000	4%

Expenditure as a Percentage of Program Budget





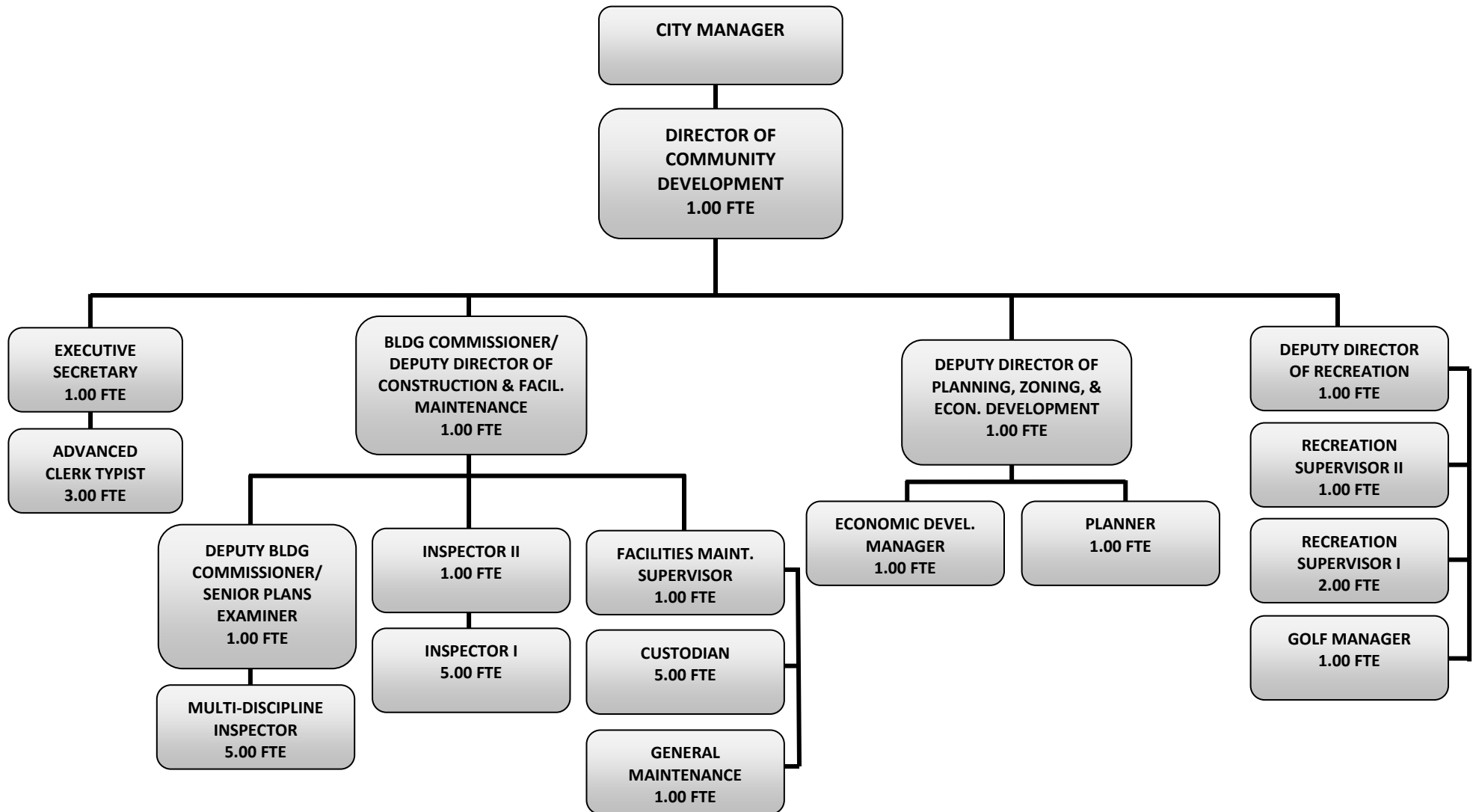
Department	Grants
Program	Public Works Grants

Fund	Grants
Account Number	22-40-95

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services						
6010 Professional Services	23,426	18,023	30,000	119,493	23,000	-23%
6090 Postage	-	-	-	11,200	4,000	100%
6110 Mileage Reimbursement	800	-	-	566	500	100%
6130 Advertising & Public Notices	844	-	-	756	-	0%
6150 Printing Services	11,926	-	-	8,056	2,000	100%
Sub-Total Contractual Services	36,996	18,023	30,000	140,071	29,500	-2%
Commodities						
7090 Office & Computer Equip.	7,382	177	-	876	-	0%
7250 Solid Waste Supplies	49,971	-	-	8,200	90,500	100%
7570 Hardware & Hand Tools	-	-	-	-	7,000	100%
Sub-Total Commodities	57,354	177	-	9,076	97,500	100%
Total	94,350	18,199	30,000	149,147	127,000	323%

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COMMUNITY DEVELOPMENT DEPARTMENT



COMMUNITY DEVELOPMENT

PERSONNEL SUMMARY

Full-Time

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Community Development Personnel			
<i>Community Development Operations</i>			
Director of Community Development	1.0	1.0	1.0
Dpty Dir. of Construct. & Facilities Maint./Bldg Comm.	-	1.0	1.0
Deputy Director of Planning, Zoning & Econ Dev.	-	1.0	1.0
Deputy Director of Community Development	1.0	-	-
Deputy Bldg Comm./Inspect. Service Manager	1.0	-	-
Senior Plans Examiner/Dpty Bldg. Commissioner	1.0	1.0	1.0
Planner	1.0	1.0	1.0
Multi-Discipline Inspector	5.0	5.0	5.0
Inspector II	1.0	1.0	1.0
Inspector I	5.	5.0	5.0
Executive Secretary to Department Director	1.0	1.0	1.0
Advanced Clerk Typist	4.0	3.0	3.0
<i>Community Development Operations Personnel Total</i>	21.0	20.0	20.0
<i>Facilities Maintenance</i>			
Facilities Maintenance Supervisor	1.0	1.0	1.0
Custodian	3.0	5.0	5.0
General Maintenance Worker	-	1.0	1.0
<i>Facilities Maintenance Personnel Total</i>	4.0	7.0	7.0
<i>Recreation</i>			
Deputy Director of Recreation	-	1.0	1.0
Recreation Superintendent	1.0	-	-
Assistant Recreation Superintendent	1.0	-	-
Golf Manager	1.0	1.0	1.0
Recreation Supervisor II	2.0	1.0	1.0
Recreation Supervisor I	2.0	2.0	2.0
Administrative Secretary	1.0	-	-
Custodian	2.0	-	-
<i>Recreation Personnel Total</i>	10.0	5.0	5.0
<i>Economic Development</i>			
Economic Development Manager	1.0	1.0	1.0
<i>Economic Development Personnel Total</i>	1.0	1.0	1.0
Community Development Personnel Total	36.0	33.0	33.0*

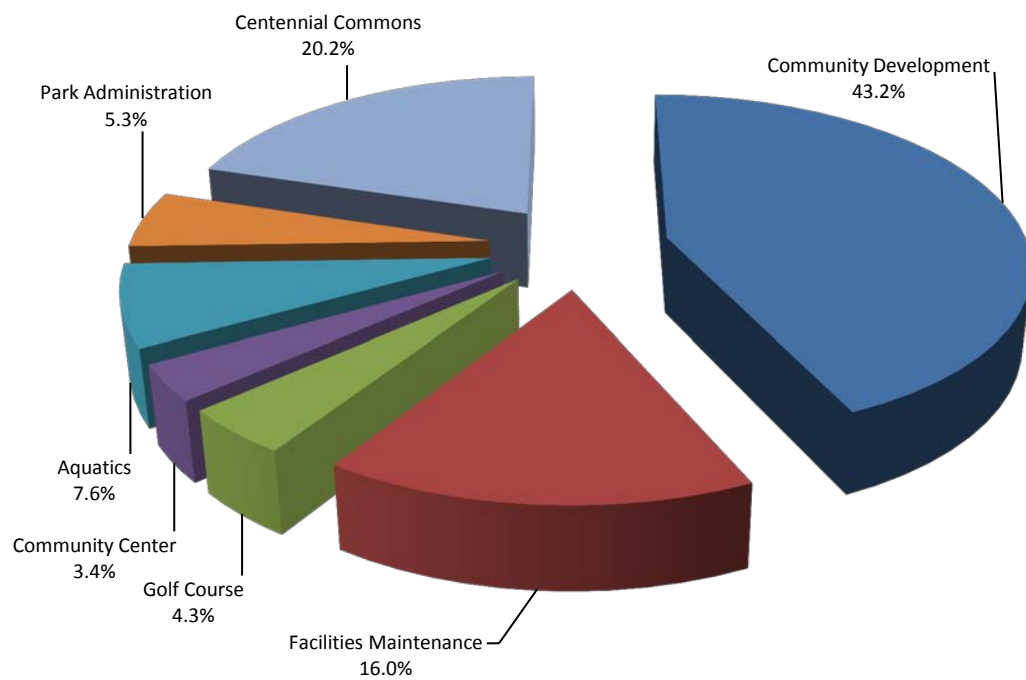
*There is an increase in personnel due to the combining of certain Parks, Recreation, and Forestry Divisions with Community Development.

Part-Time

	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Community Development Personnel			
<i>Community Development Operations</i>			
Advanced Clerk Typist	-	.5	.5
<i>Community Development Operations Personnel Total</i>	-	.5	.5
 <i>Recreation</i>			
Custodian	.8	.8	.8
Recreation Supervisor	1.3	1.3	1.3
Camp Manager	.2	.2	.2
Pool Manager	.4	.4	.4
Assistant Pool Manager	.5	.5	.5
Recreation Specialist III	1.4	1.4	1.4
Recreation Specialist II	11.4	11.4	11.4
Recreation Specialist I	6.7	6.7	6.7
Park Attendant	.2	.2	.2
Lifeguards	4.5	4.5	4.5
Cashier	1.1	1.1	1.1
<i>Recreation Personnel Total</i>	28.6	29.1	29.1
Community Development Personnel Total	28.6	29.1	29.1

PROGRAM AS A PERCENTAGE OF DEPARTMENT BUDGET

Program	Personnel	Contractual	Commodities	Capital	Total
Community Development	1,334,000	244,900	182,000	-	1,760,900
Facilities Maintenance	265,900	315,850	29,000	40,000	650,750
Recreation					
Park Administration	131,800	83,241	750	-	215,791
Golf Course	62,600	56,190	55,900	-	174,690
Community Center	106,500	27,970	2,500	-	136,970
Aquatics	174,200	73,810	43,059	20,000	311,069
Centennial Commons	471,300	265,280	62,427	24,500	823,507
Total	2,546,300	1,067,241	375,636	84,500	4,073,677



COMMUNITY DEVELOPMENT

OVERVIEW

The Community Development Department enforces the following codes: property maintenance, building, mechanical, plumbing, electrical, environmental, animal enforcement, and zoning; coordinates economic development activities and is responsible for performing research, preparing planning studies and Geographic Information Systems (GIS) maps, and advising on all matters affecting the physical development of the City. The Department also oversees the maintenance and operations of various City-owned buildings.

The Department reviews and makes recommendations regarding proposed City Council action relating to land use, economic development, building codes, property maintenance codes, and the implementation of planning recommendations.

With the August 2011 consolidation of three departments into two departments, Community Development was reorganized to include the Recreation functions of the City. These functions include the administration and operation of all City recreation programs, Heman Park Community Center, Centennial Commons Recreation Facility, and the nine-hole Ruth Park Golf Course.

The Department is organized into four divisions: (1) Administration; (2) Construction Services and Facilities Maintenance; (3) Recreation: Golf Course, Community Center, Aquatics, and Centennial Commons; and (4) Planning & Zoning, and Economic Development. The Department is also responsible for the Parking Garage located in the Loop.

The Department provides staff support for eleven (11) boards, commissions, and authorities, including: the City Plan Commission, the Historic Preservation Commission, the Land Clearance Redevelopment Authority, the Industrial Development Authority, the Tax Increment Financing Commission, the Board of Adjustment, the Infill Review Board, the Board of Appeals, the Economic Development Retail Sales Tax Board, the Parks Commission, and the Municipal Commission on Arts and Letters. The Community Development Director supervises the day-to-day activities of the department, and reports to the City Manager.

ADMINISTRATION

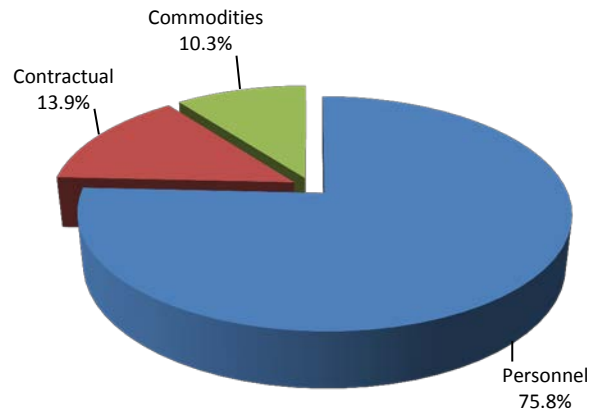
PROGRAM OVERVIEW

The services performed by this division include administrative and managerial tasks required to support department operations, including processing all department permits, 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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	1,236,035	1,208,137	1,258,845	1,277,000	1,334,000	5%
Contractual Services	117,326	101,541	147,400	145,800	244,900	66%
Commodities	30,481	13,292	102,300	77,500	182,000	77%
Total	1,383,842	1,322,970	1,508,545	1,500,300	1,760,900	16%

Expenditure as a Percentage of Program Budget



GOALS

1. To develop a strategic plan for the Department.
2. To continue to build a strong, effective Department through the recruitment of quality employees and the professional development of existing employees.
3. To present suggestions for revenue enhancements to City Administration.
4. To improve community understanding of Department functions and governing ordinances, through enhancements to the website and publications and the continuation of the Department's workshop series "Community Development Matters."
5. To enhance teamwork within the Department and collaboration with other departments.
6. To ensure the smooth transition of organizational changes.
7. To improve the staff response time to telephone calls.
8. To increase the number of staff members with Notary Public certifications.

9. To increase staff knowledge and understanding of various departmental functions.
10. To maintain excellent customer service and response time.
11. To maintain expedient permit scheduling and processing time.
12. To develop a standard filing system.
13. To better define and centralize office management processes.
14. To update the policies and procedures manual for the department.

SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

1. Professional Services \$90,000 increase (900%): \$80,000 is budgeted for a Comprehensive Plan Consultant and \$10,000 is for an Intern salary to assist this project.
2. Maintenance Contract \$3,500 increase (64%) is needed for a larvaciding contract.
3. Temporary Labor \$4,000 decrease (-33%) reflects a shift in labor from temporary help to an intern.
4. Postage \$1,000 increase (100%) is anticipated to fund certified mailing.
5. Advertising & Public Notices \$1,000 decrease (-29%) is due to a decrease in advertising and public hearing postings.
6. Printing Services \$2,000 increase (40%) is required to print new envelopes, letterhead, and code enforcement.
7. Office Equipment Maintenance \$3,500 decrease (-44%) reflects a decrease in needs for copy machines and printers.
8. Fleet Service & Replacement \$10,000 increase (71%) is for the purchase of a new dog catcher truck.
9. Miscellaneous Operating Services \$2,000 decrease (-20%) reflects actual spending in previous years.
10. Bank & Credit Card Fees \$3,500 increase (54%) reflects an increase in fees for implementing online payment system.



Department	Community Development
Program	Community Development

Fund	General
Account Number	01-45-40

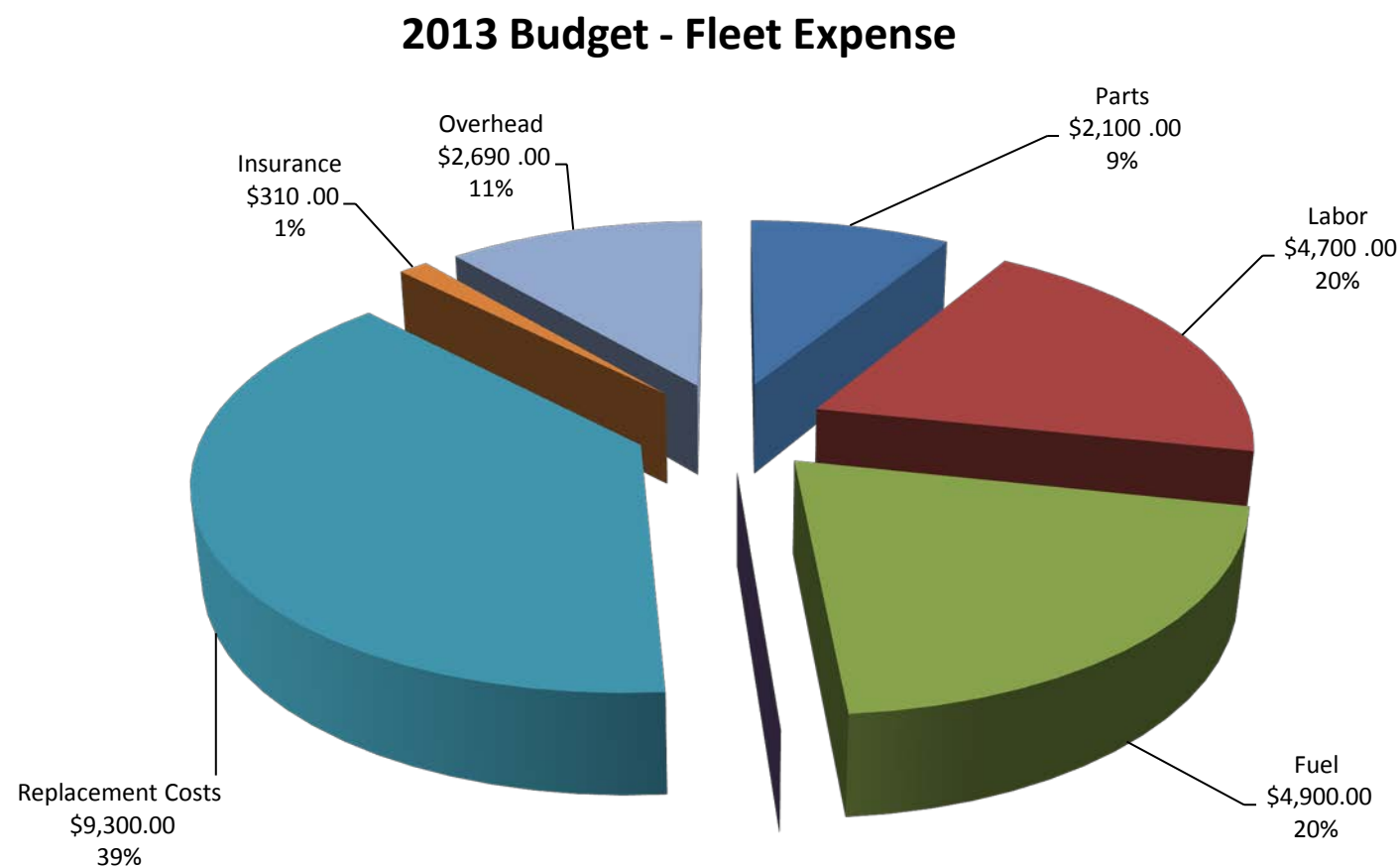
	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	917,241	864,965	923,263	950,000	970,000	5%
5340 Salaries - Part-Time & Temp	3,879	-	7,893		-	-100%
5380 Overtime	7,414	4,102	5,000	4,000	5,000	0%
5420 Workers Compensation	40,093	40,361	35,203	32,000	39,000	11%
5460 Medical Insurance	118,536	135,413	143,437	129,000	155,000	8%
5660 Social Security Contributions	56,188	50,728	58,043	59,000	61,000	5%
5740 Pension Contribution Nonunif.	79,500	89,984	72,430	89,000	89,000	23%
5860 Unemployment	-	10,720	-	-	-	0%
5900 Medicare	13,184	11,864	13,576	14,000	15,000	10%
Sub-Total Personnel Services	1,236,035	1,208,137	1,258,845	1,277,000	1,334,000	6%
Contractual Services						
6010 Professional Services	8,543	16,847	10,000	14,000	100,000	900%
6020 Legal Services	114	-	3,000	3,000	3,000	0%
6050 Maintenance Contracts	5,313	1,440	5,500	9,000	9,000	64%
6070 Temporary Labor	10,319	5,423	12,000	8,000	8,000	-33%
6090 Postage	-	7	-	-	1,000	100%
6110 Mileage Reimbursement	17,672	18,079	20,000	20,000	20,000	0%
6120 Professional Development	1,068	1,462	6,600	6,600	6,600	0%
6130 Advertising & Public Notices	2,007	2,470	3,500	2,500	2,500	-29%
6150 Printing Services	5,330	2,434	5,000	2,500	7,000	40%
6170 Insurance - Liability	4,200	3,369	4,900	4,900	3,900	-20%
6270 Telephone & Pagers	13,331	12,313	12,000	12,000	12,000	0%
6400 Office Equipment Maintenance	6,392	5,719	8,000	8,000	4,500	-44%
6510 Demolition & Board Up	10,843	-	-	-	-	0%
6530 Fleet Service & Replacement ¹	14,921	13,051	14,000	14,000	24,000	71%
6560 Technology Services	-	-	7,200	7,200	7,200	0%
6600 Tuition Reimbursement	500	-	1,000	-	-	-100%
6610 Staff Training	5,474	3,585	12,200	12,200	12,200	0%
6650 Membership & Certification	2,572	1,837	6,000	5,400	6,000	0%
6700 Misc. Operating Services	3,544	2,446	10,000	10,000	8,000	-20%
6770 Bank & Credit Card Fees	5,218	11,059	6,500	6,500	10,000	54%
Sub-Total Contractual Services	117,326	101,541	147,400	145,800	244,900	66%
Commodities						
7001 Office Supplies	8,495	7,886	11,000	10,000	11,000	0%
7050 Publications	3,527	2,375	3,000	3,000	3,000	0%
7090 Office & Computer Equip.	-	1,156	4,000	2,000	4,000	0%
7330 Food	-	41	300	-	-	-100%
7450 Photographic Supplies	360	299	500	300	500	0%
7570 Hardware & Hand Tools	1,083	971	2,000	1,200	2,000	0%
7770 Wearing Apparel	2,016	564	1,500	1,000	1,500	0%
7851 Home Rehabilitation Grants	15,000	-	80,000	60,000	160,000	100%
Sub-Total Commodities	30,481	13,292	102,300	77,500	182,000	78%
Total	1,383,842	1,322,970	1,508,545	1,500,300	1,760,900	17%



Department	Community Development
Program	Community Development

Fund	General
Account Number	01-45-40

¹Fleet 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 2013 budget is \$24,000. The budget allocation by expense type is shown on the pie chart below and includes the dollar amount of that type.



The Community Department currently has 2 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	Replacement Cycle in Years
Chevy 3500 Dog Catcher Body: 2000 (1)	12
Silverado Pickup: 2005 (1)	10

CONSTRUCTION SERVICES AND FACILITIES MAINTENANCE

PROGRAM OVERVIEW

Construction Services

The services performed by this division include administration and enforcement of the building, mechanical, plumbing, and electrical code. This division is charged with the plan review and permitting associated with the various construction codes. It is also responsible for conducting inspections associated with permits.

Property Maintenance

This division includes the administration and enforcement of the property maintenance code. Services include identifying, investigating and responding to complaints concerning violations to the property maintenance related codes. In addition, this division conducts inspections to ensure that all buildings are in compliance with the occupancy code.

Environmental

Services performed by this division include the administration and enforcement of the environmental code and animal control code. This division identifies, investigates, and responds to complaints concerning various property nuisances (weeds, derelict vehicles, etc.). It is also responsible for animal control functions for the City.

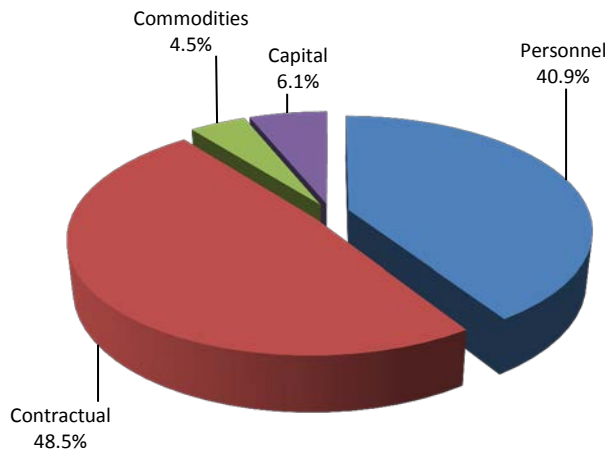
Facilities Maintenance

Program services include the ongoing maintenance of various City-owned buildings and facilities, such as City Hall and the parking garage. 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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	209,250	217,369	217,253	214,850	265,900	22%
Contractual Services	242,657	291,053	290,620	310,550	315,850	9%
Commodities	12,845	16,403	29,900	22,500	29,000	-3%
Capital Outlay	14,756	24,246	35,000	40,000	40,000	14%
Total	479,508	549,071	572,773	587,900	650,750	14%

Expenditure as a Percentage of Program Budget



GOALS

1. To reduce the number of outstanding construction permits by 25%.
2. To increase the number of certifications held by construction inspectors by 25%.
3. To reduce the amount of time required for plan review of previously rejected applications.
4. To increase inspection staff proficiency and use of the online permitting software.
5. To identify necessary code revisions and take appropriate action.
6. To increase the number of property maintenance inspectors able to perform water heater inspections.
7. To increase the number of property maintenance inspectors that are “Certified Property Maintenance Inspectors” by 25%.
8. To decrease the amount of time between nuisance citation and voluntary compliance.
9. To better educate the public about environmental nuisances and animal control.
10. To transition the nuisance abatement mowing function to the Division.
11. To increase the number of building maintenance tasks performed in-house.
12. To increase the number of staff members proficient in skilled trade labor.
13. To develop a Facility Maintenance program for major repairs and improvements of City-owned buildings, in particular the 630 Trinity building and City Hall.

SIGNIFICANT CHANGES IN FY 2013 BUDGET - COMPARED TO FY 2012 BUDGET

1. Full-time Salaries \$44,000 increase (28%) is due to a custodian transfer from the Parks & Forestry Department.
2. Professional Services \$15,000 increase (100%) is due to a funding for consulting services for Civic Plaza Study.
3. Water \$7,000 increase (39%) reflects a cost per unit increase.
4. Sewer \$2,500 increase (13%) reflects a service cost increase.
5. Equipment Maintenance \$5,000 increase (25%) reflects actual spending in FY 11.

FISCAL YEAR 2012 PERFORMANCE SUMMARY

- New Software Implementation: Staff transitioned to a new internet-based inspection and permitting system. The transition involved the conversion of data and training. Staff also trained contractors to use the software.
- Violation Notices: Staff identified an ongoing issue concerning difficulties involving violations associated with multiple properties. Community Development produced a report to provide landlords an easy method of ensuring they are aware of all outstanding issues. Staff continues to refine the report to provide additional information as requested by landlords.
- Permits and Inspections: Staff continued to 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.

- **Emergency Repairs:** Staff performed or coordinated the emergency repair work associated with a sewer main, the jail, and other areas.
- **Staff Training and Certification:** Staff developed in-house training opportunities and participated in certification workshops. These training events assisted in several new certifications being obtained by inspection staff.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Property Maintenance Inspections¹				
Inspections and Re-inspections	10,579	8,242	12,909	13,000
Commercial inspections	165	112	150	150
Inspection of building exteriors	1,855	590	1,200	1,200
Construction inspections	9,115	8,474	12,900	13,000
Building and Occupancy Permits²				
Building/Plumbing/Mechanical Permits	2,515	3,199	3,825	3,850
Electrical permits issued	1,245	1,171	1,210	1,250
Residential occupancy permits/amendments	3,245	3,570	4,225	4,225
Commercial occupancy permits issued	165	129	110	110
Vacant building registrations	155	155	115	115
Environmental inspections	8,153	1,343	9,080	9,000
Facilities Maintenance Calls (minor, custodial, heating, air conditioning, plumbing and electrical)	4,500	4,500	4,500	4,500

¹The reporting mechanism was changed mid-year with the installation of new permitting and inspection software. The change may skew reporting data for FY 11.

²Community Development enforced the requirements of the municipal code, when violations were not corrected court action followed. Please note that revenue generated by courts, as the result of construction and property maintenance violations is not attributed to revenue generated by the Community Development Department. It is included in the Municipal Court revenue.



Department	Community Development
Program	Facilities Maintenance

Fund	General
Account Number	01-45-36

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	158,987	163,518	158,793	159,000	203,000	28%
5380 Overtime	982	822	2,500	1,000	2,500	0%
5420 Workers Compensation	5,009	5,379	5,164	5,000	5,600	8%
5460 Medical Insurance	20,560	23,005	25,999	24,000	28,900	11%
5660 Social Security Contributions	9,492	9,458	10,001	10,000	10,000	0%
5740 Pension Contribution Nonunif.	12,000	12,975	12,457	13,550	13,500	8%
5900 Medicare	2,220	2,212	2,339	2,300	2,400	3%
Sub-Total Personnel Services	209,250	217,369	217,253	214,850	265,900	22%
Contractual Services						
6010 Professional Services	6,000	7,556	15,000	15,000	30,000	100%
6050 Maintenance Contracts	27,852	28,803	30,000	28,000	30,000	0%
6110 Mileage Reimbursement	-	-	150	-	-	-100%
6160 Insurance - Property & Auto	34,095	61,882	52,000	52,000	55,000	6%
6170 Insurance - Liability	3,200	3,369	6,000	3,700	3,900	-35%
6250 Natural Gas	28,623	26,454	31,500	31,000	31,000	-2%
6260 Electricity	65,510	76,274	78,000	76,000	76,000	-3%
6270 Telephone & Pagers	414	101	620	100	200	-68%
6280 Water	19,914	25,431	18,000	25,000	25,000	39%
6290 Sewer	15,640	21,685	19,000	21,500	21,500	13%
6360 Building Maintenance	16,816	12,399	16,000	30,000	15,000	-6%
6380 Equipment Maintenance	22,705	24,288	20,000	25,000	25,000	25%
6610 Staff Training	-	-	500	500	500	0%
6640 Exterminations	-	-	-	100	100	100%
6650 Membership & Certification	10	116	350	150	150	-57%
6660 Laundry Services	1,878	2,695	3,500	2,500	2,500	-29%
Sub-Total Contractual Services	242,657	291,053	290,620	310,550	315,850	9%
Commodities						
7001 Office Supplies	39	51	200	100	100	-50%
7210 Chemicals	1,743	2,142	1,000	1,800	2,000	100%
7250 Solid Waste Supplies	-	-	2,500	-	-	-100%
7370 Institutional Supplies	8,227	7,720	15,000	10,000	16,300	9%
7490 Building Materials	481	820	2,300	2,300	2,300	0%
7530 Medical Supplies	-	85	200	100	100	-50%
7570 Hardware & Hand Tools	2,160	4,370	5,000	5,000	5,000	0%
7610 Fuel, Oil & Lubricants	195	-	700	700	700	0%
7810 Sign Supplies	-	1,215	3,000	2,500	2,500	-17%
Sub-Total Commodities	12,845	16,403	29,900	22,500	29,000	-3%
Capital Outlay						
8001 Building Improvements	-	18,900	20,000	25,000	20,000	0%
8100 Misc. Improvements	14,756	5,346	15,000	15,000	20,000	33%
Sub-Total Capital Outlay	14,756	24,246	35,000	40,000	40,000	14%
Total	479,508	549,071	572,773	587,900	650,750	14%

RECREATION

PROGRAM OVERVIEW

Recreation includes Ruth Park Golf Course, Heman Park Community Center, Aquatics programs, and Centennial Commons recreation center.

Golf Course

Ruth Park is a 9-hole, 70 acre, public golf course that serves both residents and non-residents. Operation and management of the Golf Course are functionally located in the Department of Community Development; maintenance of the Golf Course is functionally located in the Department of Public Works and Parks.

GOALS

- To increase food and beverage sales.
- To increase golf rounds by 15%
- To maintain fees at current levels.
- To increase sales of golf merchandise through competitive pricing.
- To increase marketing and promotions of the course and amenities.
- Increase rounds of gold played by non-residents.

Community Center

The Heman Park Community Center provides space for meetings and activities of various agencies, organizations, and private groups on a rental basis. Weekend rentals are primarily used for special occasions such as birthday, graduation, retirement, and anniversary parties, and wedding receptions. Rental of the community center is available to both residents and non-residents.

GOALS

- To increase weekend rentals by 10%.
- To increase marketing and promotion of the Community Center.
- To develop a preventative and long term maintenance plan for the facility.
- To develop a long range reutilization plan for the facility.

Aquatics

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.

GOALS

- To increase attendance rates by 10%.
- To construct a family changing area/bathroom.
- To improve the aesthetics of the lobby and locker rooms
- To increase marketing and promotions of the municipal pool.

Centennial Commons

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, and a child care area with an indoor playground. During weekday mornings, portions of the facility are utilized by the Mid-East Area on Aging (MEAA), which provides lunch and activities for our area's older adult population. 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.

GOALS

- To increase membership rates and facility rentals by 10%.
- To increase marketing and promotion of Centennial Commons.
- To expand personal training opportunities.
- To increase program and facility opportunities for seniors and youth.
- To increase special promotions and events.
- To develop a long and short range building maintenance plan.
- Increase marketing plan and promotional activities for Recreation Division.
- Continue the upgrade of fitness and cardio equipment.
- Increase facility attendance at Centennial Commons by 15%.
- Increase the hours of field attendance by 25%.
- Install a bird sanctuary in the east court yard of Centennial Commons with U City in Bloom.
- Continue to collaborate with organizations for races/runs.
- Increase recreational program offerings.
- Transition the Mid-East Area Agency on Aging (MEAA) to Centennial Commons.
- Continue to provide staff support for Parks Commission and Municipal Commission on Arts and Letters.
- Coordinate the City's annual community yard sale.

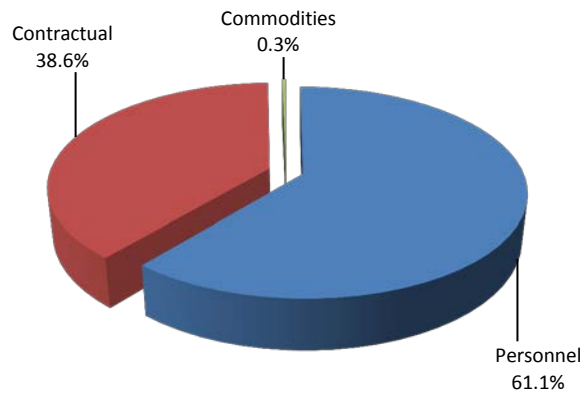
SIGNIFICANT BUDGETARY ISSUES

1. To maintain wages and benefits to retain experienced, qualified and trained personnel.
2. To secure funding for professional services to revise outdated zoning code.
3. The American Recovery and Reinvestment Act (ARRA) imposed several new federal requirements pertaining to energy conservation. University City, similar to all government entities, will be required to have 90% compliance with the energy conservation code by 2017. If we do not, the City will not be eligible for federal funding (e.g. Federal Emergency Management Agency grants, Housing and Urban Development grants, etc.). The codes are transitioning construction to a 30% energy savings in the next 5 years: 15% increase by adopting the 2009 Energy Conservation Code and another 15% with the 2012. The final Green Construction Code will be published in 2012. These necessary changes will have a budgetary impact.
4. To ensure adequate funding for routine maintenance of City buildings, including recreation facilities. To ensure adequate reserve funding for emergency maintenance of such.

EXPENDITURES

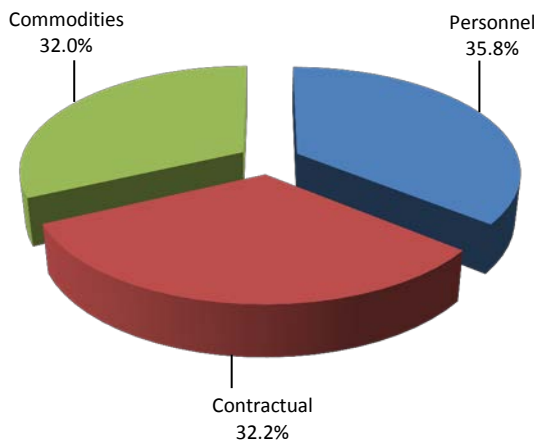
Recreation Administration	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	131,800	131,800	131,800	131,800	131,800	0%
Contractual Services	97,170	101,069	91,036	93,211	83,241	-9%
Commodities	141	43	2,695	2,545	750	-72%
Total	229,111	232,912	225,531	227,556	215,791	-4%

Expenditure as a Percentage of Program Budget



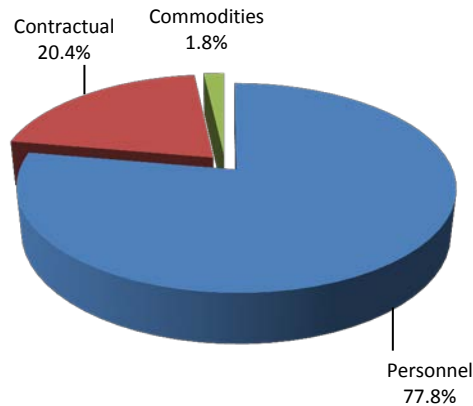
Golf Course	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	62,600	62,600	62,600	62,600	62,600	0%
Contractual Services	45,506	34,607	58,069	61,454	56,190	-3%
Commodities	29,228	23,873	56,025	55,100	55,900	0%
Total	137,334	121,080	176,694	179,154	174,690	-1%

Expenditure as a Percentage of Program Budget



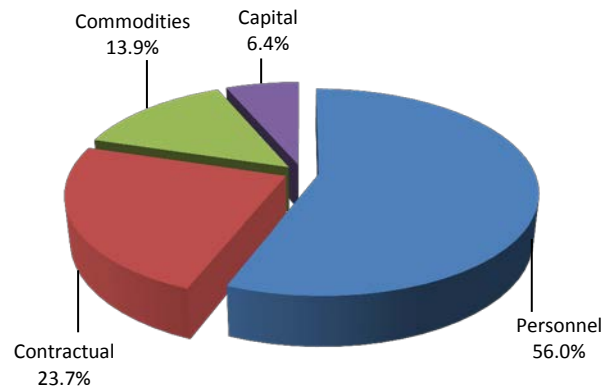
Community Center	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	98,569	107,526	63,270	99,300	106,500	68%
Contractual Services	41,432	36,618	47,970	29,220	27,970	-42%
Commodities	5,608	2,790	13,950	2,900	2,500	-82%
Capital Outlay	60	-	-	-	-	0%
Total	145,669	146,934	125,190	131,420	136,970	9%

Expenditure as a Percentage of Program Budget



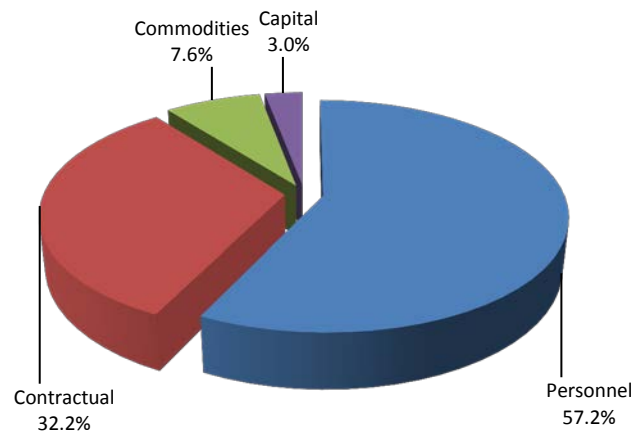
Aquatics	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	146,274	151,961	150,010	152,700	174,200	16%
Contractual Services	58,732	72,646	72,138	70,450	73,810	2%
Commodities	38,609	37,407	40,559	39,000	43,059	6%
Capital Outlay	-	-	-	-	20,000	100%
Total	243,615	262,014	262,707	262,150	311,069	18%

Expenditure as a Percentage of Program Budget



Centennial Commons	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	573,621	505,919	515,126	448,000	471,300	-9%
Contractual Services	243,921	260,214	277,230	240,855	265,280	-4%
Commodities	43,423	53,239	66,282	57,700	62,427	-6%
Capital Outlay	23,485	7,729	24,500	24,500	24,500	0%
Total	884,450	827,101	883,138	771,055	823,507	-7%

Expenditure as a Percentage of Program Budget



PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Community Center bookings	250	194	190	150
Citizens attending community center activities	36,550	33,370	33,000	25,000
Rounds of Golf played:				
Resident	17,250	6,284	8,125	10,000
Non-resident	12,750	19,878	21,000	18,000
Attendance at Heman Park pool	40,426	51,696	52,000	52,200
Attendance at Natatorium	1,350	1,171	1,200	1,200
Attendance at Centennial Commons	132,800	154,957	160,000	160,000
Hours of field rentals	1,000	1,319	1,400	1,400
Daily users	11,500	11,642	12,000	12,000
Day camp attendance	9,315	6,723	6,800	6,500



Department	Community Development
Program	Administration

Fund	General Fund
Account Number	01-45-59

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	110,000	110,000	110,000	110,000	110,000	0%
5460 Medical Insurance	10,000	10,000	10,000	10,000	10,000	0%
5660 Social Security Contributions	7,800	7,800	7,800	7,800	7,800	0%
5900 Medicare	4,000	4,000	4,000	4,000	4,000	0%
Sub-Total Personnel Services	131,800	131,800	131,800	131,800	131,800	0%
Contractual Services						
6010 Professional Services	8,084	43,189	21,100	20,000	16,100	-24%
6090 Postage	16,614	12,407	12,000	16,000	16,000	33%
6120 Professional Development	-	-	850		850	0%
6150 Printing Services	33,962	22,020	25,000	24,000	25,000	0%
6270 Telephone & Pagers	-	-	816	816	816	0%
6400 Office Equipment Maintenance	2,048	1,217	500	2,000	500	0%
6430 Misc. Repairs & Maintenance	4,080	2,656	2,275	2,900	2,500	10%
6650 Membership & Certification	-	-	1,495	1,495	475	-68%
6700 Misc. Operating Services	1,493	1,631	1,000	1,000	1,000	0%
6770 Bank & Credit Card Fees	30,889	17,949	26,000	25,000	20,000	-23%
Sub-Total Contractual Services	97,170	101,069	91,036	93,211	83,241	-9%
Commodities						
7001 Office Supplies	-	-	1,795	1,795	500	-72%
7330 Food	141	43	500	500	-	-100%
7770 Wearing Apparel	-	-	250	250	250	0%
7850 Awards & Gifts	-	-	150	-	-	-100%
Sub-Total Commodities	141	43	2,695	2,545	750	-72%
Total	229,111	232,912	225,531	227,556	215,791	-4%



Department	Community Development
Program	Golf Course

Fund	General Fund
Account Number	01-45-47

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	52,000	52,000	52,000	52,000	52,000	0%
5420 Workers Compensation	1,000	1,000	1,000	1,000	1,000	0%
5460 Medical Insurance	5,100	5,100	5,100	5,100	5,100	0%
5660 Social Security Contributions	4,000	4,000	4,000	4,000	4,000	0%
5900 Medicare	500	500	500	500	500	0%
Sub-Total Personnel Services	62,600	62,600	62,600	62,600	62,600	0%
Contractual Services						
6050 Maintenance Contracts	-	-	1,754	1,754	-	-100%
6060 Instructors & Sports Officials	18,557	13,732	17,600	17,000	17,600	0%
6110 Mileage Reimbursement	1,162	1,132	1,200	1,200	1,200	0%
6130 Advertising & Public Notices	25,675	19,489	18,000	24,000	18,000	0%
6150 Printing Services	12	-	500	-	500	0%
6270 Telephone & Pagers	100	254	240	500	500	108%
6380 Equipment Maintenance	-	-	2,385	2,000	2,000	-16%
6540 Equipment Rental	-	-	15,000	15,000	15,000	0%
6650 Membership & Certification	-	-	1,390	-	1,390	0%
Sub-Total Contractual Services	45,506	34,607	58,069	61,454	56,190	-3%
Commodities						
7001 Office Supplies	1,081	880	1,000	1,000	1,000	0%
7330 Food	28,147	22,993	25,000	25,000	25,000	0%
7370 Institutional Supplies	-	-	1,000	1,000	1,000	0%
7530 Medical Supplies	-	-	125	-	-	-100%
7690 Recreational Supplies	-	-	28,100	28,100	28,100	0%
7770 Wearing Apparel	-	-	800	-	800	0%
Sub-Total Commodities	29,228	23,873	56,025	55,100	55,900	0%
Total	137,334	121,080	176,694	179,154	174,690	-1%



Department	Community Development
Program	Community Center

Fund	General
Account Number	01-45-49

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	54,996	61,675	39,163	62,000	66,000	69%
5340 Salaries - Part-Time & Temp	16,957	16,179	7,000	10,000	15,000	114%
5380 Overtime	183	51	500	500	1,000	100%
5420 Workers Compensation	2,745	3,048	1,632	3,000	3,000	84%
5460 Medical Insurance	14,066	16,060	8,323	13,000	10,000	20%
5660 Social Security Contributions	4,234	4,519	2,901	4,500	5,100	76%
5740 Pension Contribution Nonunif.	4,400	4,937	3,072	5,200	5,200	69%
5900 Medicare	988	1,057	679	1,100	1,200	77%
Sub-Total Personnel Services	98,569	107,526	63,270	99,300	106,500	68%
Contractual Services						
6050 Maintenance Contracts	2,824	3,246	3,510	3,700	3,700	5%
6170 Insurance - Liability	3,200	2,676	4,860	4,400	3,900	-20%
6210 Insurance - Flood	2,628	2,926	3,070	3,200	3,500	14%
6250 Natural Gas	7,033	6,568	6,500	2,000	2,000	-69%
6260 Electricity	12,530	13,852	10,560	11,000	7,000	-34%
6270 Telephone & Pagers	28	178	120	120	120	0%
6280 Water	699	854	700	1,700	900	29%
6290 Sewer	6,558	1,553	8,400	1,000	750	-91%
6360 Building Maintenance	620	355	900	1,000	5,000	456%
6380 Equipment Maintenance	5,477	4,325	9,350	1,000	1,000	-89%
6430 Misc. Repairs & Maintenance	-	85	-	100	100	100%
Sub-Total Contractual Service	41,432	36,618	47,970	29,220	27,970	-42%
Commodities						
7370 Institutional Supplies	4,269	2,618	11,750	1,400	1,000	-91%
7490 Building Materials	813	149	1,300	1,300	1,300	0%
7570 Hardware & Hand Tools	182	23	250	200	200	-20%
7770 Wearing Apparel	344	-	500	-	-	-100%
7810 Sign Supplies	-	-	150	-	-	-100%
Sub-Total Commodities	5,608	2,790	13,950	2,900	2,500	-82%
Capital Outlay						
8001 Building Improvements	60	-	-	-	-	0%
Sub-Total Capital Outlay	60	-	-	-	-	0%
Total	145,669	146,934	125,190	131,420	136,970	9%



Department	Community Development
Program	Aquatics

Fund	General
Account Number	01-45-51

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	10,478	10,126	8,739	3,000	3,000	-66%
5340 Salaries - Part-Time & Temp	119,907	126,165	127,000	127,000	150,000	18%
5380 Overtime	19	192	-	2,500	2,500	100%
5420 Workers Compensation	4,800	3,935	4,451	4,200	4,000	-10%
5660 Social Security Contributions	8,086	8,441	7,166	12,300	11,000	54%
5740 Pension Contribution Nonunif.	1,100	1,104	685	1,200	1,200	75%
5900 Medicare	1,884	1,968	1,969	2,500	2,500	27%
Sub-Total Personnel Services	146,274	151,961	150,010	152,700	174,200	16%
Contractual Services						
6050 Maintenance Contracts	3,200	2,490	3,200	3,200	3,200	0%
6060 Instructors & Sports Officials	320	805	700	700	700	0%
6120 Professional Development	-	1,137	960	900	960	0%
6170 Insurance - Liability	3,200	2,676	4,860	4,400	3,900	-20%
6250 Natural Gas	615	568	700	700	700	0%
6260 Electricity	23,986	27,538	27,120	27,000	28,000	3%
6270 Telephone & Pagers	10	49	48	50	50	4%
6280 Water	10,394	18,862	14,000	14,000	15,000	7%
6290 Sewer	8,560	15,973	12,000	12,000	13,000	8%
6360 Building Maintenance	-	-	1,500	1,500	1,500	0%
6380 Equipment Maintenance	5,093	1,137	4,800	4,500	4,800	0%
6400 Office Equipment Maintenance	-	-	250	-	-	-100%
6430 Misc. Repairs & Maintenance	1,458	-	-	-	-	0%
6610 Staff Training	1,896	1,411	2,000	1,500	2,000	0%
Sub-Total Contractual Services	58,732	72,646	72,138	70,450	73,810	2%
Commodities						
7001 Office Supplies	208	129	250	200	250	0%
7090 Office & Computer Equip.	-	36	300	300	300	0%
7210 Chemicals	15,682	10,361	12,000	12,000	15,000	25%
7330 Food	7,348	7,655	10,200	10,000	10,200	0%
7370 Institutional Supplies	7,455	4,151	5,500	5,500	5,500	0%
7490 Building Materials	3,296	8,321	3,700	3,500	3,700	0%
7530 Medical Supplies	30	-	25	-	25	0%
7570 Hardware & Hand Tools	2,086	670	1,800	1,500	1,800	0%
7690 Recreational Supplies	1,248	3,190	3,720	3,500	3,720	0%
7770 Wearing Apparel	1,256	2,894	2,564	2,500	2,564	0%
7810 Sign Supplies	-	-	500	-	-	-100%
Sub-Total Commodities	38,609	37,407	40,559	39,000	43,059	6%
Capital Outlay						
8100 Misc. Improvements	-	-	-	-	20,000	100%
Sub-Total Capital Outlay	-	-	-	-	20,000	100%
Total	243,615	262,014	262,707	262,150	311,069	18%



Department	Community Development
Program	Centennial Commons

Fund	General
Account Number	01-45-53

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	257,254	189,562	165,270	140,000	140,000	-15%
5340 Salaries - Part-Time & Temp	219,806	223,335	256,050	220,000	230,000	-10%
5380 Overtime	933	1,842	1,800	5,000	5,000	178%
5420 Workers Compensation	13,743	13,832	14,391	11,000	12,000	-17%
5460 Medical Insurance	26,570	27,027	32,257	25,000	35,000	9%
5660 Social Security Contributions	28,872	25,138	26,253	22,000	24,000	-9%
5740 Pension Contribution Nonunif.	15,800	18,915	12,965	19,800	19,800	53%
5860 Unemployment	3,889	389	-	-	-	0%
5900 Medicare	6,754	5,879	6,140	5,200	5,500	-10%
Sub-Total Personnel Services	573,621	505,919	515,126	448,000	471,300	-9%
Contractual Services						
6010 Professional Services	13,942	24,109	40,425	24,000	28,425	-30%
6040 Events & Receptions	6,928	5,951	8,420	7,000	8,420	0%
6050 Maintenance Contracts	20,299	15,959	15,685	15,000	15,685	0%
6060 Instructors & Sports Officials	63,390	90,740	61,760	60,000	71,760	16%
6110 Mileage Reimbursement	-	57	600	-	600	0%
6120 Professional Development	2,236	265	2,800	1,000	800	-71%
6130 Advertising & Public Notices	21,070	9,303	15,000	10,000	15,000	0%
6150 Printing Services	120	75	2,890	2,500	2,590	-10%
6170 Insurance - Liability	3,700	2,676	4,860	3,700	3,900	-20%
6210 Insurance - Flood	8,026	8,213	8,625	9,055	9,000	4%
6220 Insurance - Public Officials	9,869	-	-	-	-	0%
6250 Natural Gas	-	10,147	12,500	10,000	10,000	-20%
6260 Electricity	55,966	64,255	64,000	64,000	64,000	0%
6270 Telephone & Pagers	842	662	312	600	600	92%
6290 Sewer	5,478	508	5,500	-	-	-100%
6360 Building Maintenance	2,594	13,329	14,000	14,000	14,000	0%
6380 Equipment Maintenance	10,138	6,096	12,000	12,000	12,000	0%
6400 Office Equipment Maintenance	3,572	5,021	4,300	4,000	4,500	5%
6430 Misc. Repairs & Maintenance	2,420	-	-	-	-	0%
6540 Equipment Rental	6,007	563	500	500	500	0%
6560 Technology Services	-	-	-	800	800	100%
6570 Miscellaneous Rentals	300	-	250	-	-	-100%
6610 Staff Training	756	205	1,100	1,000	1,000	-9%
6650 Membership & Certification	1,135	760	790	700	700	-11%
6700 Misc. Operating Services	1,524	1,304	913	1,000	1,000	10%
6770 Bank & Credit Card Fees	3,609	-	-	-	-	0%
Sub-Total Contractual Services	243,921	260,214	277,230	240,855	265,280	-4%
Commodities						
7001 Office Supplies	7,596	5,336	8,227	6,000	8,200	0%
7050 Publications	386	272	400	400	400	0%
7090 Office & Computer Equip.	451	2,141	1,700	1,500	1,700	0%
7130 Agriculture Supplies	-	-	175	-	-	-100%
7330 Food	3,578	2,840	6,460	5,000	5,100	-21%



Department	Community Development
Program	Centennial Commons

Fund	General
Account Number	01-45-53

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
7370 Institutional Supplies	8,587	5,599	3,749	3,800	3,800	1%
7490 Building Materials	2,192	2,060	8,000	8,000	8,000	0%
7530 Medical Supplies	10	506	389	400	400	3%
7570 Hardware & Hand Tools	4,147	2,670	3,500	3,500	3,500	0%
7610 Fuel, Oil & Lubricants	-	56	100	100	100	0%
7690 Recreational Supplies	11,618	25,162	21,732	20,000	20,900	-4%
7770 Wearing Apparel	4,630	6,118	9,950	7,500	8,427	-15%
7810 Sign Supplies	228	437	1,900	1,500	1,900	0%
Sub-Total Commodities	43,423	53,239	66,282	57,700	62,427	-6%
Capital Outlay						
8001 Building Improvements	151	-	-		-	
8100 Misc. Improvements	23,334	7,729	24,500	24,500	24,500	0%
Sub-Total Capital Outlay	23,485	7,729	24,500	24,500	24,500	0%
Total	884,450	827,101	883,138	771,055	823,507	-7%

PLANNING, ZONING, AND ECONOMIC DEVELOPMENT

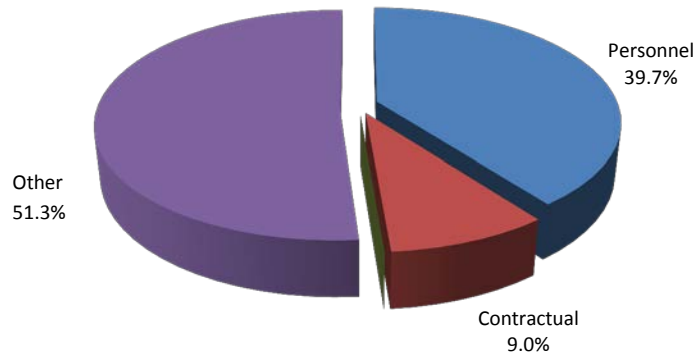
PROGRAM OVERVIEW

The services performed by this division include the administration and enforcement of the zoning code. This division prepares and implements the City's Comprehensive Plan, which outlines the City's policy on land use and economic development activities. It is responsible for planning and implementing economic development activities. This division provides staff support for nine boards or commissions.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	40,000	40,000	95,859	60,600	81,500	-15%
Contractual Services	73,702	1,942	100,000	50,000	18,500	-82%
Commodities	99,670	46,299	-	-	-	0%
Other	2,357	250,177	703,000	-	105,320	-86%
Total	215,729	338,418	898,859	110,600	205,320	-78%

Expenditure as a Percentage of Program Budget



GOALS

1. To initiate minor adjustments (text amendments) to the Zoning Code to address the most pressing issues.
2. To update development forms and brochures.
3. To initiate an update to the Comprehensive Plan Update of 2005.
4. To implement the Economic Development Work-plan, which includes, but is not limited to: the revitalization of Olive Boulevard; the review of the City's Economic Development Incentive Policy and developer packet; and continue to support the University City Chamber of Commerce and other Business Associations and Organizations.
5. To continue the Home Improvement Program – physical assistance and home repair components.
6. To partner with Habitat for Humanity Saint Louis for the development of five City-owned lots.
7. To continue to provide oversight and administration for various grants, such as the Housing and Urban Development/Department of Transportation Parkview Gardens Sustainable Communities Grant and the State Emergency Management Agency Flood Buyout Grant.
8. To continue to seek and apply for grant opportunities in the areas of community development and historic preservation.
9. To continue to support and provide staffing for Boards, Commissions and task forces; enhance communication and materials where necessary.

FISCAL YEAR 2012 PERFORMANCE SUMMARY

- *Grants Management and Application:* Staff continued to provide project management services for the \$633,500 HUD/DOT Parkview Gardens Sustainable Neighborhood Planning Grant. Activities included coordination of stakeholder meetings, preparation of grant administration materials, attendance and participation at public meetings, and consultant oversight. Staff continued to seek grant opportunities and make applications when appropriate. Staff submitted an application to the Federal Highways Administration, the Department of Transportation, the Department of Natural Resources, the Department of Economic Development, the Environmental Protection Agency and East-West Gateway Council of Governments. Staff continued to provide project oversight for the Wilson Avenue Buyout Grant. Staff worked on the 2012 State Historic Preservation Conference, to be held in University City.
- *Neighborhood Enhancement:* Staff coordinated a city-wide volunteer effort on National Make a Difference Day. Projects included clean-up of Olive Blvd., alleys in the northeast, Heman Park playgrounds, and the River des Peres.
- *Housing and Home Improvement:* Staff continued to implement the education and outreach strategies outlined in the Home Improvement Program. Activities include disseminating information about various home repair/improvement topics through targeted mailings, and publishing information on the City's website. Staff continued to administer the City's Home Improvement Loan program. Staff also continues to assist with the administration of St. Louis County Home Improvement Program, specifically conducting all loan closings and coordinating with the Building Division.
- *Economic Development:* Staff assisted the Tax Increment Financing Commission with property acquisition on Olive Boulevard. Staff continued to provide economic development materials to prospective businesses and developers. Staff prepared additional economic development marketing materials, such as brochures, updated the economic development booklet, and a commercial properties list. Staff developed and distributed the Lion Pages, a newsletter to the business community. Staff provided technical assistance for several business districts and for the University City Chamber of Commerce. Staff assisted the Tax Increment Financing Commission with the Kingsland Walk project. Staff developed a work-plan for the implementation of economic development activities. Staff assisted with the statutory and municipal requirements associated with creating a Community Improvement District and processing tax abatements.
- *Technical Assistance:* Staff continued to provide technical assistance to City staff, the University City School District, the public, developers, and business owners in the areas of demographics, historic preservation, Geographic Information System mapping, economic development, small business development and other topics. Staff developed several Geographic Information Systems maps for analysis by City Administration, the Finance Department, and additional City staff. Staff provided support and assistance to several boards and commissions and task forces such as the Mayor's Task Force on Seniors & Youth, the University City Focus Group, and the Joint Redevelopment Task Force.
- *Zoning:* Staff continued to process zoning applications, such as conditional use permits, text amendments, map amendments, site plans, and others. Staff continued to perform duties mandated in Chapter 34 of the Municipal Code.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Zoning and Land Use Permits				
Site-plan review	4	6	5	5
Conditional use permit	10	5	10	10
Variance appeal	2	4	6	6
Rezoning	6	2	4	4
Subdivision	2	2	2	2



Department	Community Development
Program	Economic Development Operations

Fund	Econ Dev Sales Tax
Account Number	11-45-78

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	40,000	34,072	69,848	46,800	66,200	-5%
5420 Workers Compensation	-	97	185	200	200	8%
5460 Medical Insurance	-	3,225	15,000	5,000	5,000	-67%
5660 Social Security Contributions	-	2,112	4,332	2,900	4,100	-5%
5740 Pension Contribution Nonunif.	-	-	5,480	5,000	5,000	-9%
5900 Medicare	-	494	1,014	700	1,000	-1%
Sub-Total Personnel Services	40,000	40,000	95,859	60,600	81,500	-15%
Contractual Services						
6010 Professional Services	73,702	1,568	100,000	50,000	18,500	-82%
Sub-Total Contractual Services	73,702	1,942	100,000	50,000	18,500	-82%
Commodities						
7810 Sign Supplies	99,670	46,299	-	-	-	0%
Sub-Total Commodities	99,670	46,299	-	-	-	0%
Capital Outlay						
8100 Misc. Improvements	2,357	250,177	703,000	-	105,320	-85%
Sub-Total Capital Outlay	2,357	250,177	703,000	-	105,320	-85%
Total	215,729	338,418	898,859	110,600	205,320	-77%

PUBLIC PARKING GARAGE FUND

PROGRAM OVERVIEW

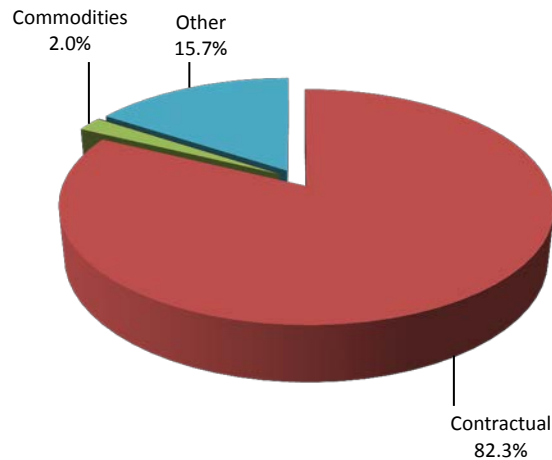
The City operates a three-level, 120 space parking garage at 6319 Delmar Boulevard. The City issued debt of \$1,415,000 in Certificates of Participation, Series 1997. The proceeds of the Certificates were used to pay a portion of the construction cost and to equip the municipal parking facility (together 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 on the certificates.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services	138,601	145,373	132,510	130,204	144,900	9%
Commodities	1,474	2,695	1,500	3,750	3,500	133%
Other	37,749	35,612	34,200	30,870	27,720	-19%
Total	177,824	183,680	168,210	164,824	176,120	5%

Expenditure as a Percentage of Program Budget





Department	Community Development
Program	Public Parking Garage

Fund	Public Parking Garage
Account Number	27-70-81

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services						
6001 Auditing & Accounting	1,625	600	650	650	1,000	54%
6010 Professional Services	3,840	1,300	3,000	2,000	3,000	0%
6050 Maintenance Contracts	26,399	28,770	29,000	29,000	30,000	3%
6080 Accounting Fees	6,410	5,910	-	-	6,000	100%
6130 Advertising & Public Notices	-	306	-	-	-	0%
6160 Insurance - Property & Auto	8,045	6,875	8,200	8,244	9,000	10%
6170 Insurance - Liability	5,031	3,152	5,360	4,510	3,900	-27%
6270 Telephone & Pagers	2,422	2,550	2,200	2,200	2,500	14%
6310 Utilities	8,693	11,135	10,500	10,000	12,000	14%
6430 Misc. Repairs & Maintenance	4,014	3,030	-	-	3,000	100%
6440 Maintenance & Repairs	17,978	27,937	20,000	20,000	20,000	0%
6490 Depreciation - Rental Equip	46,836	46,347	47,000	47,000	47,000	0%
6700 Misc. Operating Services	715	635	1,000	1,000	1,000	0%
6740 Payroll Taxes	1,783	2,158	1,600	1,600	2,000	25%
6810 Lot Cleaning	4,804	4,654	4,000	4,000	4,500	13%
Sub-Total Contractual Services	138,601	145,373	132,510	130,204	144,900	9%
Commodities						
7001 Office Supplies	1,474	1,620	1,100	3,750	3,000	173%
7770 Wearing Apparel	-	348	-	-	-	0%
7810 Sign Supplies	-	727	400	-	500	25%
Sub-Total Commodities	1,474	2,695	1,500	3,750	3,500	133%
Other						
9200 Debt Service - Interest	28,555	26,418	25,000	21,670	18,520	-26%
9250 Amortization Expenses	9,194	9,194	9,200	9,200	9,200	0%
Sub-Total Other	37,749	35,612	34,200	30,870	27,720	-19%
Total	177,824	183,680	168,210	164,824	176,120	5%

COMMUNITY DEVELOPMENT GRANTS

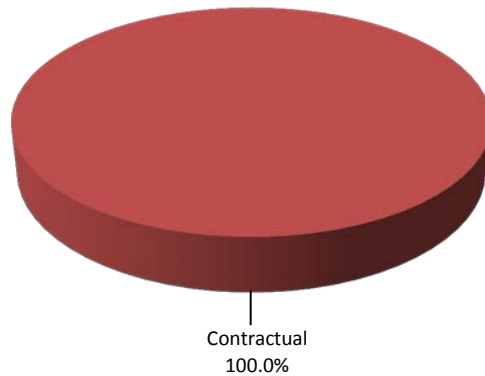
PROGRAM OVERVIEW

This program provides for various Community Development grants. The number and amount of grants will fluctuate from year to year.

EXPENDITURES

Community Development	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services	4,777	13,321	100,000	23,000	28,000	-72%
Total	4,777	13,321	100,000	23,000	28,000	-72%

Expenditure as a Percentage of Program Budget



Use of Funds

Department of Transportation/Housing and Urban Development	
Parkview Gardens Neighborhood Sustainability Grant-Match	\$ 4,000
Match for other grants	\$ 24,000

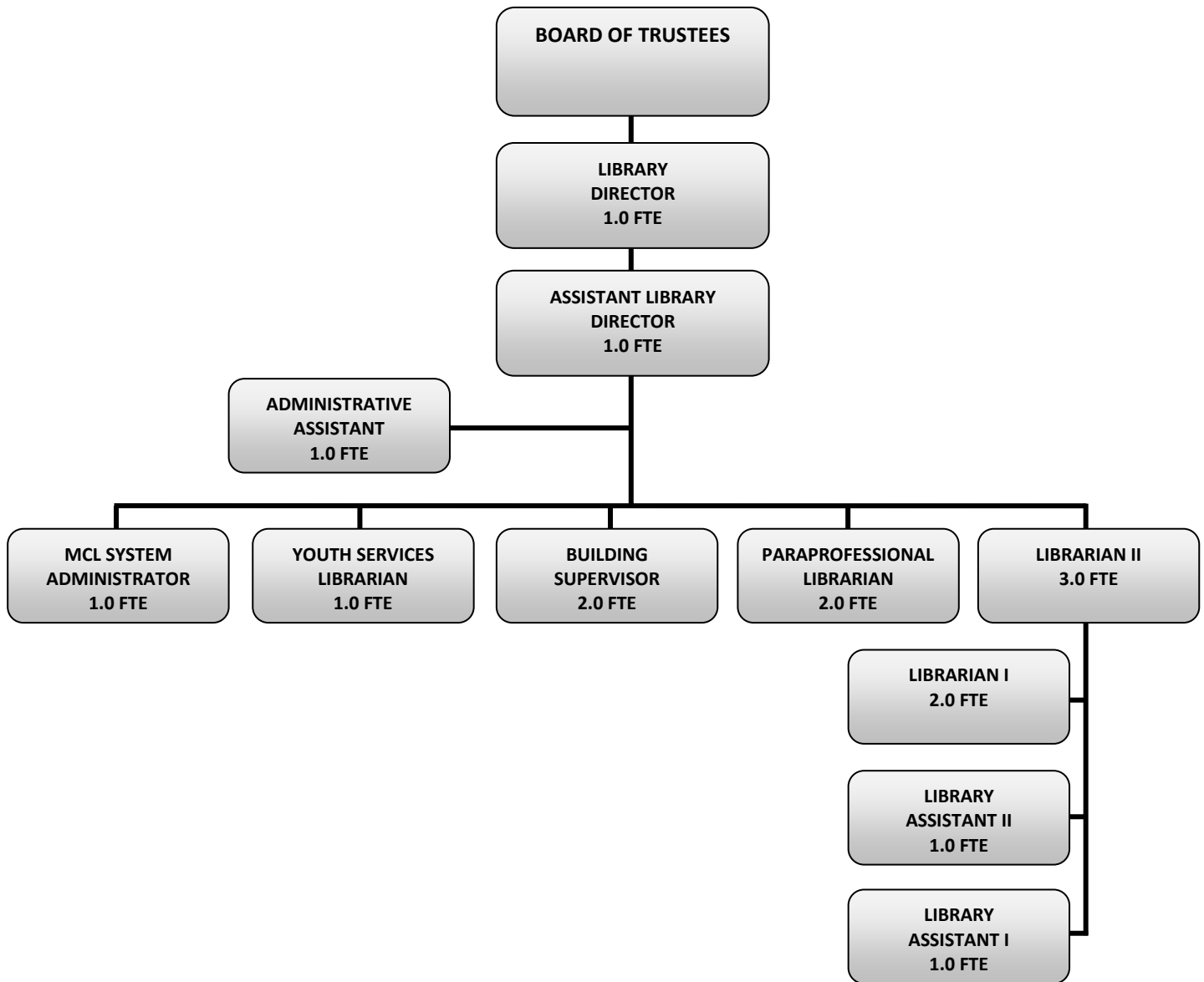


Department	Grants
Program	Community Development Grants

Fund	Grants
Account Number	22-45-95

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services						
6010 Professional Services	4,777	8,500	100,000	15,000	20,000	-80%
6130 Advertising & Public Notices	-	-	-	8,000	8,000	100%
6700 Misc. Operating Services	-	4,821	-	-	-	0%
Sub-Total Contractual Services	4,777	13,321	100,000	23,000	28,000	-72%
Total	4,777	13,321	100,000	23,000	28,000	-72%

LIBRARY



LIBRARY

PERSONNEL SUMMARY

Full-Time			
	FY 2011 Authorized	FY 2012 Authorized	FY 2013 Authorized
Library			
<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	1.0	3.0	3.0
Librarian I	3.0	2.0	2.0
Paraprofessional	3.0	2.0	2.0
Library Assistant II	1.0	1.0	1.0
Library Assistant I	1.0	1.0	1.0
Building Supervisor	2.0	2.0	2.0
Administrative Assistant	1.0	1.0	1.0
Library Personnel Total	16.0	16.0	16.0

LIBRARY OPERATIONS

PROGRAM OVERVIEW

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 Staff provides information that is quick and accurate, utilizing print and electronic resources most effectively, and delivers the information in the format preferred by the patron. They offer a wide variety of computer-related classes, lead book discussion groups, 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 and the rest of the professional staff keep abreast of new technology and ways of delivering library service.

The Circulation Staff gives efficient, friendly service at the circulation desk.

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, the Summer Reading Program.

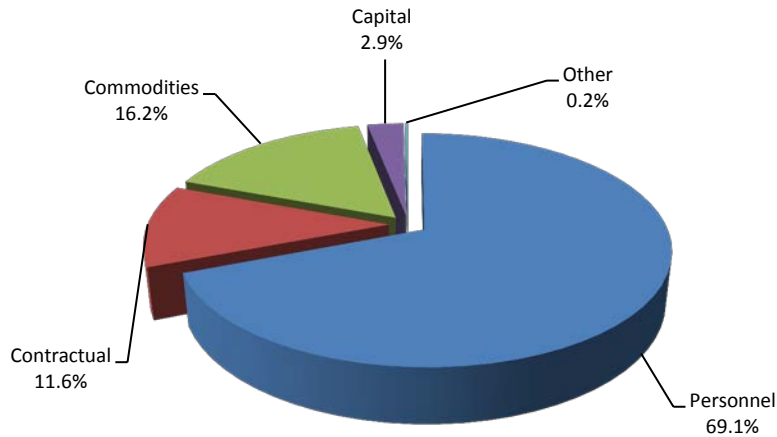
The Building Supervisors maintain the building and grounds as an attractive and inviting destination for our citizens.

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 languages other than English. The Library director and staff are always open to opportunities for improved service through collaboration with the library systems of neighboring communities and seek to forge partnerships with other community groups and organizations.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	1,168,831	1,195,587	1,177,360	1,173,221	1,210,600	3%
Contractual Services	244,431	202,727	194,999	179,200	202,810	4%
Commodities	276,501	274,549	285,500	255,700	283,800	-1%
Capital Outlay	432,224	-	-	-	50,000	100%
Other	4,000	4,000	4,000	4,000	4,000	0%
Total	2,125,987	1,676,863	1,661,859	1,612,121	1,751,210	5%

Expenditure as a Percentage of Program Budget



GOALS

1. Building and Grounds:
 - Patch and re-seal parking lot.
 - Address floor settlement problem near first-floor restrooms.
 - Continue to evaluate need for new HVAC equipment.
 - Begin furniture replacement in public areas of the library.
2. Community Relations (Marketing):
 - Improve our use of local media and social media to promote the library and its events.
3. Technology:
 - Replace obsolete servers.
 - Explore migration to off-site email service.
 - Improve and launch Drupal-based website.
4. Customer Service:
 - Improve access to library materials for homebound residents by improving Home Services program.
 - Schedule regular customer service training for all library staff.
5. Programming:
 - Continue to offer timely and relevant programs.
 - Budget appropriate funds to provide and promote a wide range of library programs for patrons of all ages with support from our Friends of the Library group and in partnership with local businesses, organizations, and non-profits groups.
 - Seek grant funding for special programs.
6. Resource Sharing:
 - Continue to evaluate membership in newly-forming Missouri Library Resource Sharing Consortium.

SIGNIFICANT BUDGETARY ISSUES

The library will be looking to replace some of its aging HVAC components in the coming years. Estimates for the cost of replacing the two air conditioning chillers are around \$160,000, and estimates for replacement of the library's air-handlers are approximately \$150,000. Much of the furniture in the public area of the library has been in constant use since the buildings opening in 1969 and is due to be replaced.

PERFORMANCE SUMMARY

The library loaned 502,953 traditional materials, and 4,443 ebooks and downloadable audio, for a total of 507,396 circulations. Over 2,200 meetings were held in the library's meeting rooms and large auditorium, and 10,585 children and young adults attended 415 programs sponsored by the library. Adult programs such as book clubs, author events, gallery openings, and discussions were attended by 1,253 people. As of June 30, 2010, there were 39,306 cardholders. The library provided 1,497 items to other libraries through interlibrary loan and borrowed 451 items from other libraries outside of our Consortium for our patrons. In addition, 36,432 items were received from other Consortium libraries for our patrons and 33,278 of our items were loaned to other consortium libraries. These requested materials are delivered by van five days a week, often arriving within a day of the patron's placing the hold.

As always, the Summer Reading Program kept the Youth Services staff on the go during much of June and July. Over 750 children enjoyed weekly special programs while working toward their reading goals, and 458 children finished with at least 12 hours read. The staff was assisted by 116 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 year, they gave the library \$5,200 to support this past year's *One World, Many Stories* summer reading program and help the library meet a necessary match to receive a major computer grant from the Bill and Melinda Gates Foundation. They also hosted their fundraiser, "Trivia Night," in mid-May. The library also presented a wide variety of programs for adults, including our first summer reading program for adults, the *Our Summer of War and Peace*, book discussion series; our *Urban Thoughts* and *Monday Matters* book groups; movie nights; the regular book club meetings; our monthly Story Time for Grown Ups; and several cooperative programs with Washington University.

The library continues to receive donations from patrons to help support its materials budget. These gifts, often in memory or in honor of someone, add many new titles to our collection. 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 University City Children's Center, the Green Center, and U. City in Bloom to coordinate this popular annual event, which netted \$7,213 for the library this past May. We received a grant of \$1,500 from the Regional Arts Commission of St. Louis to help support art exhibits in the library's gallery space. Over the past 15 years, the library has received over \$715,000 in grant income.

PERFORMANCE MEASUREMENTS

	FY2010 Actual	FY2011 Actual	FY2012 Projected	FY2013 Budget
Circulation	485,087	502,953	485,500	485,000
Total volumes and audio-visual material in stock	218,189	223,558	220,000	215,000
Registered borrowers	37,317	39,306	39,000	39,000
Library visits	320,000	330,233	320,000	320,000
Children/Adult programs	295	415	400	400
Children/Adult in attendance at programs	113,530	11,838	11,500	11,500
Interlibrary loans sent to consortium libraries	37,812	33,278	36,000	37,000
Interlibrary loans provided to other libraries	2,700	1,497	1,200	1,100
Loans received from other consortium libraries	40,437	36,422	37,000	38,000
Interlibrary loans received from other libraries	312	491	500	500
Public access internet computer sessions	49,044	53,301	52,000	51,000
e-audiobooks and e-books downloaded	2,759	4,443	6,000	6,500
Meetings held in board room and auditorium	1,900	2,248	2,200	2,200

Department	Library
Program	Library

Fund	Library
Account Number	

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5001 Salaries - Full-Time	660,091	661,822	633,610	634,000	647,000	2%
5340 Salaries - Part-Time & Temp	270,533	281,068	285,000	285,000	290,000	2%
5380 Overtime	33,651	33,900	30,094	30,000	30,600	2%
5420 Workers Compensation	4,171	6,827	4,168	4,000	5,000	20%
5460 Medical Insurance	53,725	66,160	81,655	80,000	84,000	3%
5540 EAP	463	455	500	500	500	0%
5660 Social Security Contributions	57,643	57,694	58,820	58,000	59,000	0%
5740 Pension Contribution Nonunif.	62,413	61,851	59,925	59,921	67,000	12%
5820 Defined Contribution Plan	10,021	11,624	8,831	8,800	12,000	36%
5860 Unemployment	2,496	-	1,000	-	1,000	0%
5900 Medicare	12,872	13,571	13,757	13,000	14,500	5%
Sub-Total Personnel Services	1,168,831	1,195,587	1,177,360	1,173,221	1,210,600	3%
Contractual Services						
6001 Auditing & Accounting	1,500	1,600	1,600	2,000	2,000	25%
6010 Professional Services	63,515	30,531	18,650	18,000	20,000	7%
6050 Maintenance Contracts	33,440	34,514	35,100	30,000	35,000	0%
6090 Postage	1,591	865	5,700	-	5,000	-12%
6120 Professional Development	7,899	4,305	7,350	7,300	7,500	2%
6150 Printing Services	1,840	1,920	2,600	2,500	2,600	0%
6160 Insurance - Property & Auto	15,206	8,392	7,800	7,500	9,000	15%
6170 Insurance - Liability	3,200	4,500	5,100	4,400	3,900	-24%
6250 Natural Gas	6,744	11,566	8,340	8,500	10,000	20%
6260 Electricity	35,971	40,794	37,300	37,500	42,000	13%
6270 Telephone & Pagers	2,691	3,364	3,240	3,000	3,240	0%
6280 Water	2,017	2,645	2,155	2,100	2,700	25%
6290 Sewer	3,155	1,473	2,400	2,400	2,570	7%
6360 Building Maintenance	38,217	28,321	29,600	29,000	29,600	0%
6380 Equipment Maintenance	-	-	1,500	-	-	-100%
6400 Office Equipment Maintenance	3,583	593	-	-	-	0%
6420 MLC Repairs & Maintenance	16,837	16,210	16,000	15,000	16,300	2%
6550 Office Equipment Rental	4,588	7,561	8,480	8,000	8,500	0%
6600 Tuition Reimbursement	-	-	-	-	700	100%
6610 Staff Training	-	-	400	400	400	0%
6640 Exterminations	-	-	400	400	400	0%
6650 Membership & Certification	2,145	3,016	1,284	1,200	1,400	9%
Sub-Total Contractual Services	244,431	202,727	194,999	179,200	202,810	4%
Commodities						
7001 Office Supplies	20,855	21,344	22,000	20,000	20,000	-9%
7050 Publications	224,248	226,216	245,000	220,000	245,000	0%
7090 Office & Computer Equip.	18,074	11,467	4,200	4,000	4,600	10%
7130 Agriculture Supplies	3,500	4,000	4,500	4,000	4,500	0%

Department	Library
Program	Library

Fund	Library
Account Number	

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
7330 Food	1,050	3,266	1,200	1,200	1,200	0%
7370 Institutional Supplies	6,797	6,072	7,000	5,000	6,500	-7%
7570 Hardware & Hand Tools	1,661	2,184	1,500	1,500	2,000	33%
7850 Awards & Gifts	317	-	100	-	-	-100%
Sub-Total Commodities	276,501	274,549	285,500	255,700	283,800	-1%
Capital Outlay						
8001 Building Improvements	432,224	-	-	-	50,000	100%
Sub-Total Capital Outlay	432,224	-	-	-	50,000	100%
Other						
9950 Operating Transfer Out	4,000	4,000	4,000	4,000	4,000	0%
Sub-Total Other	4,000	4,000	4,000	4,000	4,000	0%
Total	2,125,987	1,676,863	1,661,859	1,612,121	1,751,210	5%

LIBRARY GRANTS

PROGRAM OVERVIEW

This program provides for various Library grants. The number of grants will fluctuate from year to year. The Library will continue to seek Library Services and Technology Act (LSTA) grants from the Missouri State Library, programming grants from the American Library Association (ALA) and the Regional Arts Commission (RAC), and grants from the Missouri Humanities Council.

In fiscal year 2012 the Library had been awarded and/or completed the following grants:

• Show Me Steps to Technology Skills Development Grant	\$ 529
• Lincoln: The Constitution and the Civil War	\$ 750
• Technology Mini-Grant: Computer lab	\$ 8,319
• RAC Grant	\$ 1,500
• Technology Mini-Grant: Server	\$ 5,280
• Building Common Ground: Discussions of Community, Civility and Compassion	\$ 2,500

DEBT SERVICE

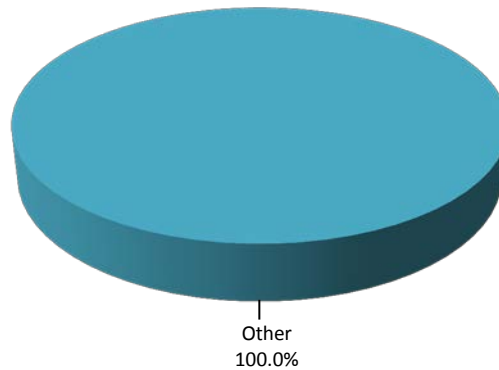
DEBT SERVICE AND CONTINGENCY (General Fund)

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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Other	972,689	1,069,982	1,081,000	1,071,100	884,000	-18%
Total	972,689	1,069,982	1,081,000	1,071,100	884,000	-18%

Expenditure as a Percentage of Program Budget



Department	Debt Service & Contingency
Program	General Debt

Fund	General
Account Number	01-60-98

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Other						
9050 Contingency	-	73,453	75,000	75,000	100,000	33%
9100 Debt Service - Expense	6,000	4,200	6,000	6,000	9,000	50%
9150 Debt Service - Principal	620,000	645,000	670,000	665,000	700,000	4%
9200 Debt Service - Interest	346,689	347,329	330,000	325,100	75,000	-77%
Sub-Total Other	972,689	1,069,982	1,081,000	1,071,100	884,000	-18%
Total	972,689	1,069,982	1,081,000	1,071,100	884,000	-18%

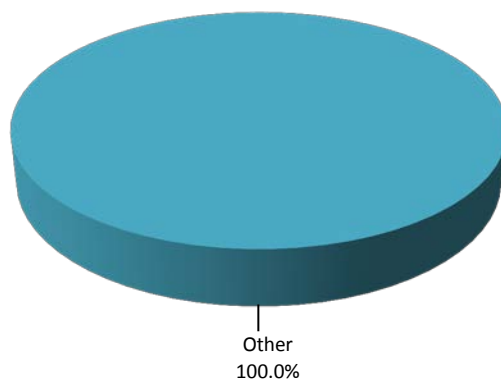
DEBT SERVICE (Debt Service Fund)

In accordance with City Council directions, this account provides for the repayment of principal and interest on general obligation bonds approved by voters and supported by a property tax levy.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Other	237,777	234,998	236,500	234,500	238,500	1%
Total	237,777	234,998	236,500	234,500	238,500	1%

Expenditure as a Percentage of Program Budget



BONDED DEBT SCHEDULE

The City of University City's long-term debt includes General Obligation Bonds, 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 – These bonds are issued for public improvement projects and must be voter approved. These bonds are backed by the full faith and credit of the City. 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 2007, this would allow the City to borrow approximately \$61 million. The City currently has \$670,000 of outstanding general obligation bonds.

In June 2005, The City issued \$2,000,000 of general obligation bonds, Series 2005, to fund the costs of renovations and improvements to City Hall. The one-half cent sales tax is used to fund the debt service payments. The bonds bear interest at rates from 2.05% to 4.75%.

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 \$435,000.

Certificates of Participation – The City Council authorized the current refunding of \$3,530,000 outstanding principal amount of the Certificates of Participation, Series 2003 and the advanced refunding of \$3,815,000 outstanding principal amount of the Certificates of Participation, Series 2004. In March 2012, the City issued Certificates of Participation, Series 2012, in the amount of \$7,020,000, these bonds bear interest at rates from 0.55% to 1.90%.

Year	General Obligation (1)		Special Obligation (2)		Certificates of Participation (3)		Total
	Principal	Interest	Principal	Interest	Principal	Interest	
2013	215,000	22,340	40,000	16,573	825,000	72,137	1,191,050
2014	225,000	15,245	45,000	15,072	865,000	75,862	1,241,179
2015	230,000	7,820	45,000	13,498	875,000	70,240	1,241,558
2016	-	-	45,000	11,877	880,000	63,240	1,000,117
2017	-	-	50,000	10,213	895,000	54,880	1,010,093
2018	-	-	50,000	8,338	790,000	44,588	892,925
2019	-	-	55,000	6,400	795,000	33,922	890,322
2020	-	-	105,000	4,200	1,095,000	20,806	1,225,006

- (1) General Obligation principal and interest payments are to be made from Debt Service Fund.
- (2) Special Obligation principal and interest payments are to be made from General Fund.
- (3) Certificates of Participation, Series 2012 principal and interest payments are split between the General Fund and the Parking Garage Fund.

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SPECIAL DISTRICTS

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.

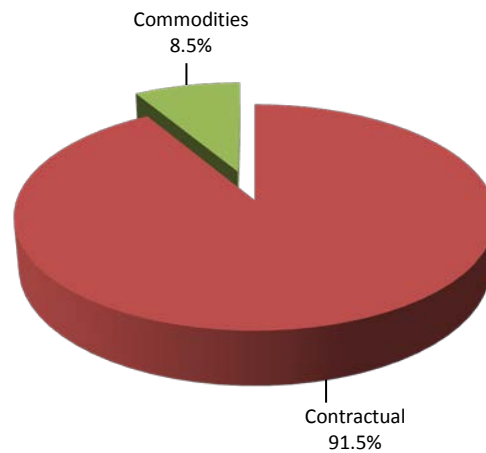
The City Council is responsible for imposing business license fees for the LSBD and for levying dedicated taxes to provided funding for the entity. Additionally, the City Council, through the district board, has discretion as to how the revenues of the entity are to be utilized.

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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services	121,968	69,034	68,325	68,105	69,900	2%
Commodities	-	1,552	5,500	6,000	6,500	18%
Total	121,968	70,586	73,825	74,105	76,400	3%

Expenditure as a Percentage of Program Budget



Department	Non-Departmental
Program	Loop Special Business District

Fund	Loop Business District
Account Number	18-70-74

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services						
6001 Auditing & Accounting	-	575	550	550	1,000	82%
6010 Professional Services	33,199	22,025	25,500	25,500	20,000	-22%
6040 Events & Receptions	20,994	35,727	12,715	12,715	20,000	57%
6050 Maintenance Contracts	4,350	-	6,800	6,800	6,500	-4%
6090 Postage	1,352	153	1,000	1,000	1,000	0%
6130 Advertising & Public Notices	52,121	1,923	3,500	3,500	3,500	0%
6150 Printing Services	1,328	2,662	11,600	11,500	10,000	-14%
6260 Electricity	-	-	3,000	3,000	3,000	0%
6270 Telephone & Pagers	2,084	1,783	1,140	1,140	1,800	58%
6320 Internet Services	-	-	-	-	350	100%
6650 Membership & Certification	2,021	676	820	700	750	-9%
6700 Misc. Operating Services	4,518	3,168	1,700	1,700	2,000	18%
Sub-Total Contractual Services	121,968	69,034	68,325	68,105	69,900	2%
Commodities						
7001 Office Supplies	-	1,029	500	500	1,000	100%
7130 Agriculture Supplies	-	-	5,000	5,000	5,000	0%
7850 Awards & Gifts	-	522	-	500	500	100%
7890 Miscellaneous						
Sub-Total Commodities	-	1,552	5,500	6,000	6,500	18%
Total	121,968	70,586	73,825	74,105	76,400	3%

PARKVIEW GARDENS SPECIAL BUSINESS DISTRICT

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.

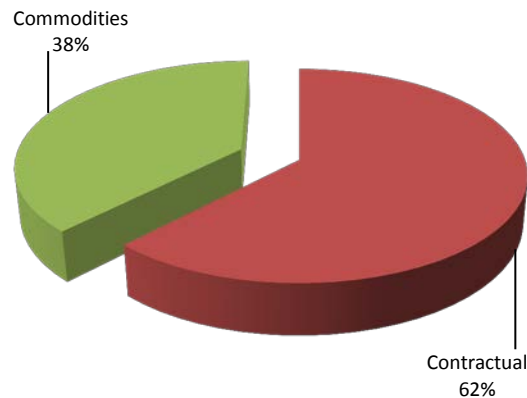
The City Council is responsible for levying dedicated taxes to provide funding for the entity. Additionally, the City Council, through the district board, has the discretion as to how the revenues of the entity are to be utilized.

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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services	36,530	57,692	35,550	35,500	59,000	66%
Commodities	37,394	36,107	36,000	36,000	36,000	0%
Total	73,924	93,799	71,550	71,550	95,000	33%

Expenditure as a Percentage of Program Budget



PENSION

(For Information Only)

POLICE AND FIRE PENSION

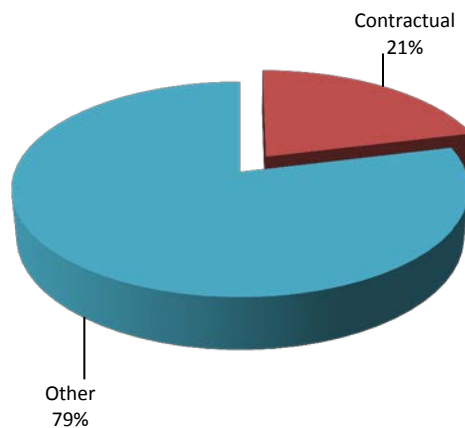
The *Pension Administration* program provides retirement benefit administration for all eligible sworn police and firefighters of the City, including benefits for their survivors.

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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services	80,820	88,189	86,150	80,500	83,600	-3%
Other	377,385	436,196	290,000	302,000	312,000	8%
Total	458,205	524,385	376,150	382,500	395,600	5%

Expenditure as a Percentage of Program Budget



Department	Pension
Program	Pension Administration

Fund	Police & Fire Pension
Account Number	03-73-85

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services						
6001 Auditing & Accounting	600	2,025	650	1,000	1,000	54%
6010 Professional Services	15,016	25,674	9,000	9,000	10,000	11%
6240 Insurance - Disability	34,442	31,313	32,000	32,000	33,000	3%
6245 Group Life	27,950	26,275	25,000	25,000	26,000	4%
6580 Insurance - Fiduciary	2,812	2,902	3,500	3,500	3,600	3%
6770 Bank & Credit Card Fees	-	-	16,000	10,000	10,000	-38%
Sub-Total Contractual Services	80,820	88,189	86,150	80,500	83,600	-3%
Other						
9500 Administrative Expenses	3,073	10,243	-	12,000	12,000	100%
9550 Margin Cost	74,573	57,078	-	-	-	0%
9650 Loss on Sale of Securities	(20,376)	-	-	-	-	0%
9750 10-Year City Contribution	320,116	368,875	290,000	290,000	300,000	3%
Sub-Total Other	377,385	436,196	290,000	302,000	312,000	8%
Total	458,205	524,385	376,150	382,500	395,600	5%

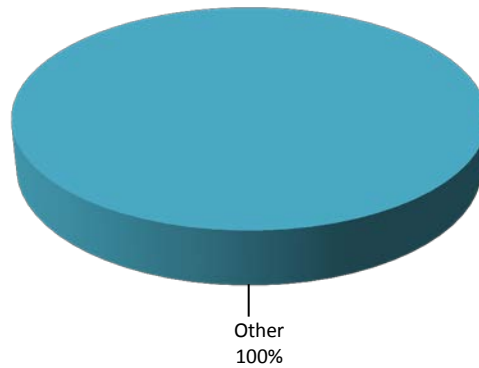
The *Pension Benefits* program provides retirement benefits for all eligible sworn police and firefighters of the City and also provides benefits for the survivors of uniformed employees.

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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	2,601	-	-	-	-	0%
Other	1,866,540	1,890,423	1,996,000	1,946,000	1,997,000	-0%
Total	1,869,141	1,890,423	1,996,000	1,946,000	1,997,000	-0%

Expenditure as a Percentage of Program Budget



Department	Pension
Program	Pension Benefits

Fund	Police & Fire Pension
Account Number	03-73-86

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5465 Medical Insurance - Retirees	2,601	-	-	-	-	0%
Sub-Total Personnel Services	2,601	-	-	-	-	0%
Other						
9300 Retirement Benefits	1,597,042	1,614,301	1,700,000	1,650,000	1,700,000	0%
9350 Disability Benefits	111,888	120,533	121,000	121,000	122,000	1%
9400 Survivor's Benefits	147,571	145,541	160,000	160,000	160,000	0%
9450 Death Benefits	10,040	10,048	15,000	15,000	15,000	0%
Sub-Total Other	1,866,540	1,890,423	1,996,000	1,946,000	1,997,000	0%
Total	1,869,141	1,890,423	1,996,000	1,946,000	1,997,000	0%

NON-UNIFORMED EMPLOYEE PENSION

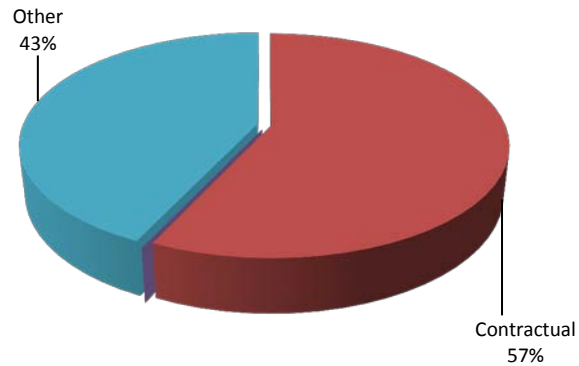
The *Pension Administration* program provides retirement benefit administration for all regular full-time, non-uniformed employees of the City, including benefits for their survivors.

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

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services	47,940	65,298	80,150	63,500	79,500	-1%
Other	84,946	165,290	45,000	60,000	60,000	33%
Total	132,886	230,588	125,150	123,500	139,500	11%

Expenditure as a Percentage of Program Budget



Department	Pension
Program	Pension Administration

Fund	Non-Uniformed Employee Pension
Account Number	10-74-85

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Contractual Services						
6001 Auditing & Accounting	600	600	650	1,000	1,000	54%
6010 Professional Services	10,358	25,391	11,000	11,000	25,000	127%
6240 Insurance - Disability	34,170	29,349	28,000	28,000	30,000	7%
6245 Group Life	-	7,056	23,000	10,000	10,000	-57%
6580 Insurance - Fiduciary	2,812	2,902	3,500	3,500	3,500	0%
6770 Bank & Credit Card Fees	-	-	14,000	10,000	10,000	-29%
Sub-Total Contractual Services	47,940	65,298	80,150	63,500	79,500	-1%
Other						
9500 Administrative Expenses	11,787	8,988	5,000	10,000	10,000	100%
9550 Margin Cost	48,458	36,665	-	-	-	0%
9600 Refund of Contributions	31,604	119,637	40,000	50,000	50,000	25%
9650 Loss on Sale of Securities	(6,903)	-	-	-	-	0%
Sub-Total Other	84,946	165,290	45,000	60,000	60,000	33%
Total	132,886	230,588	125,150	123,500	139,500	11%

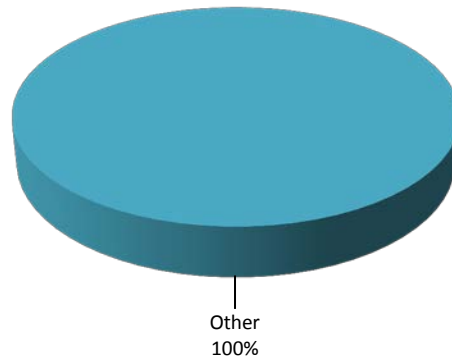
The *Pension Benefits* program provides retirement benefits for all regular full-time, non-uniformed employees of the City, including benefits for their survivors.

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.

EXPENDITURES

	FY 2010 Actual	FY 2011 Actual	FY 2012 Original	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services	33,838	18,226	-	-	-	0%
Other	947,535	1,022,641	1,001,000	1,001,000	1,023,500	2%
Total	981,373	1,040,868	1,001,000	1,001,000	1,023,500	2%

Expenditure as a Percentage of Program Budget



Department	Pension
Program	Pension Benefits

Fund	Non-Uniformed Employee Pension
Account Number	10-74-86

	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimated	FY 2013 Budget	% over FY 2012
Personnel Services						
5465 Medical Insurance - Retirees	5,887	-	-	-	-	0%
5500 Group Life	27,950	18,226	-	-	-	0%
Sub-Total Personnel Services	33,838	18,226	-	-	-	0%
Other						
9300 Retirement Benefits	785,032	860,278	830,000	830,000	850,000	2%
9350 Disability Benefits	5,504	5,952	6,000	6,000	6,000	0%
9400 Survivor's Benefits	156,999	156,411	160,000	160,000	160,000	0%
9500 Administrative Expenses	-	-	5,000	5,000	7,500	50%
Sub-Total Other	947,535	1,022,641	1,001,000	1,001,000	1,023,500	2%
Total	981,373	1,040,868	1,001,000	1,001,000	1,023,500	2%

History of University City, Missouri

The Early Years

In 1902, Edward Gardner Lewis purchased 85 acres of farmland just northwest of the 1904 St. Louis World's Fair Forest Park construction site. Lewis was the publisher of the Woman's Magazine and the Woman's Farm Journal, which had outgrown two locations in downtown St. Louis. The 85-acre area would be the headquarters for the Lewis Publishing Company, as well as the site for a "high-class residential district." Lewis decided to develop the area as a model city, a real "City Beautiful."

Lewis broke ground for the publishing company's headquarters in 1903. The Magazine Building (now City Hall), an ornate octagonal tower standing 135 feet tall, dominated the view of the area. An eight ton beacon beamed from atop the building. Soon, other architecturally significant structures and developments were erected - an austere Egyptian temple, the Lion Gates and the Art Academy.

The first subdivision was carefully designed around the landscape park and private place movements. The design included varying lot sizes, and a great mix of architectural style, size, and price of houses were represented. Before the subdivision was fully developed, it was important to the 1904 St. Louis World's Fair. Instead of letting the acres stand idle, Lewis built a tent city to house families visiting the Fair. The popular "Camp Lewis" offered comfortable and convenient accommodations and catered meals.

A City Realized

The City of University City was formally incorporated in September 1906 and Lewis became the first mayor. The city's name reflected the community's proximity to Washington University, and Lewis' hope was that it would become a center of learning and culture.

Over the next few years with Lewis' guidance, subdivisions developed, banks opened, and commercial activity prospered. The University City School District formed and in 1915, University City was one of the first cities in the country to develop a junior high school system.

During the 1920s, thousands of people resettled to less populated communities to the west of St. Louis. The 1920 Census revealed that University City had a population of 6,702, an increase of 177% - the largest percent increase recorded during that decade in any Missouri town. Between 1920 and 1930 more than 19,000 people moved to the City, bringing its population to 25,809. Many of the residents were foreign-born.

On February 4, 1947, University City voters adopted home rule charter and firmly established a new Council-Manager form of municipal government. The city expanded to its current boundaries by the 1960s and comprised 5.8 square miles. During the decades following final annexation, the City has seen much population change, development and redevelopment, and political controversy and stability. Robert H. Salisbury, in an introduction to *Legacy of the Lions* wrote the following:

How has University City (or U City as the locals say) maintained this distinctiveness? One factor has been the early realization by Lewis and his successors that housing development would be more interesting, attractive and stable if the bulldozer were restrained, the contours of the land respected, and the residential areas made into viable neighborhoods rather than mere housing tracts. A second force of great importance was (and is) the schools. Early on U. City created a school system, made it a high priority item on the civic agenda, and recognized that excellent schools helped build a first class community. Third, there were some remarkable men and women who gave enormously of themselves to build and sustain a community that they and their children could live in proudly and happily. U City has been, above all, a community of devoted citizens ...

Sources

Tim Fox, editor, *Where We Live: A Guide to St. Louis Communities* (Missouri Historical Society Press, 1995) 162-164.
NiNi Harris. *Legacy of Lions*. The Historical Society of University City, University City, Missouri, 1981.
The Historical Society of University City, University City, Missouri. *University City, Missouri: History in*



**Assessed Value and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years (amounts expressed in thousands)**

Fiscal Year Ended June 30	Real Property¹	Personal Property	Railroad and Utilities²	Total Taxable Assessed Value	Total Direct Tax Rate³	Estimated Actual Taxable Value	Assessed Value as a Percentage of Estimated Actual Taxable Value
2002	362,907	67,393	7,852	438,152	0.949	2,136,332	20.51%
2003	361,891	65,648	7,523	435,062	0.963	2,124,730	20.48%
2004	386,345	63,992	7,122	457,459	(see table below)	2,166,855	21.11%
2005	387,731	60,800	7,609	456,140	(see table below)	2,167,365	21.05%
2006	468,756	63,352	7,881	539,989	(see table below)	2,594,407	20.81%
2007	474,395	64,458	7,969	546,822	(see table below)	2,627,047	20.82%
2008	560,796	65,229	8,078	634,103	(see table below)	3,054,891	20.76%
2009	534,918	60,788	8,324	604,030	(see table below)	3,059,619	19.74%
2010	537,172	52,639	8,474	598,285	(see table below)	2,911,594	20.55%
2011	537,029	53,033	8,474	598,536	(see table below)	2,885,607	20.74%

Total Direct Tax Rate

Fiscal Year Ended June 30	Residential	Commercial	Personal Property	Agricultural
2004	0.929	0.944	0.985	0.000
2005	0.958	1.029	1.002	0.000
2006	0.845	0.950	1.015	0.000
2007	0.906	1.014	1.077	0.000
2008	0.927	1.033	1.236	0.000
2009	0.922	1.069	1.229	0.000
2010	0.987	1.114	1.211	0.000
2011	0.761	0.866	0.923	0.000

¹Assessments are based on January 1st valuations. Assessed valuations are determined and certified by the Assessor of St. Louis County.

²Railroad and Utilities are State Assessed. Locally assessed are included in Real and Personal. Laclede Gas Company and St. Louis County Water Company are included with personal assessments as they are local concerns.

³All property taxes prior to 1983 are collected by the Director of Finance of University City. All property taxes levied in 1983 and after and taxes on railroads and other utilities are payable at the office of the St. Louis County Director of Revenue.

Sources:

St. Louis County Department of Revenue

www.revenue.stlouisco.com/pdfs

www.revenue.stlouisco.com/collection/yourtaxrates.aspx



Demographic And Economic Statistics-Last Ten Years

Fiscal Year	Population¹	Personal Income¹	Per Capita Personal Income¹	Median Age¹	Education Level % Bachelor's Degree or Higher Age 25+¹	Public School Enrollment²	Unemployment Rate³
2002	37,428	1,006,850,628	26,901	35.4	45.0%	4,296	5.5%
2003	37,428	1,006,850,628	26,901	35.4	45.0%	4,184	6.2%
2004	37,428	1,006,850,628	26,901	35.4	45.0%	3,981	6.2%
2005	37,428	1,006,850,628	26,901	35.4	45.0%	3,608	5.7%
2006	37,428	1,006,850,628	26,901	35.4	45.0%	3,515	5.2%
2007	37,428	1,006,850,628	26,901	35.4	45.0%	3,495	5.3%
2008	37,428	1,006,850,628	26,901	35.4	45.0%	3,262	5.3%
2009	37,428	1,006,850,628	26,901	35.4	45.0%	3,135	7.6%
2010	37,428	1,006,850,628	26,901	35.4	45.0%	3,141	7.6%
2011	35,371	1,234,306,416	34,896	36.3	51.0%	3,160	8.6%

Sources:¹U.S. Census Bureau 2010www.quickfacts.census.gov/gfd/states/29/2975220.html²City of University City School District, 2010-2011³Missouri Economic Research and Information Center

**Principal Property Tax Payers - Fiscal Year 2011**

Rank	Taxpayer	Type of Business	Taxable Assessed Value (in thousands)	Percentage of Total Taxable Assessed Value
1	McKnight Place Partnership I LLP	Apartments	\$ 9,973	1.67%
2	Wyncrest Holdings, Inc.	Apartments	7,346	1.23%
3	McKnight Place Partnership II LLP	Apartments	5,453	0.92%
4	MCW RD University City Square LLC	Retail Outlet	2,192	0.37%
5	U City Lions LLC A Missouri Liability	Retail/Office Space	1,962	0.33%
6	Missouri American Water Company	Utility	1,691	0.28%
7	Brentmoor Delmar SPVEF LLC	Apartments	1,625	0.27%
8	McKnight Place Extended Care LLC	Apartments	1,567	0.26%
9	POE Delmar F Jr Trustee	Property Investment	1,324	0.22%
10	Mansions on the Plaza LP	Apartments	1,278	0.21%
Total			\$ 34,411	5.76%

Sources:

St. Louis County Department of Revenue Collection Division
www.revenue/stlouisco.com/pdfs/2011



Principal Employers

Employer	Employees ¹	Type of Business	Percentage of Total City Employment ²
University City School District	525	School District	9.38%
City of University City ³	458	Local Government	8.18%
Gatesworth Community	250	Retirement/Independent Living/Nursing Community	4.46%
Schnucks Supermarket	133	Supermarket/Grocer	2.38%
Winco Window Company Inc	132	Manufacturer-Commercial Aluminum Windows	2.36%
McKnight Place Assisted Living	125	Retirement/Independent Living/Nursing Community	2.23%
Cintas	112	Uniforms and Mats, Hygiene and Restroom Services	2.00%
Wiese Planning & Engineering	100	Industrial Truck Sales & Leasing	1.79%
U City Forest Manor LLC	85	Nursing Facility	1.52%
Shur Sav Markets	80	Supermarket/Grocer	1.43%
McKnight Place Extended Care	75	Retirement/Independent Living/Nursing Community	1.34%
Fitz's Restaurant/Bottling Company	65	Restaurant	1.16%
United States Post Office	54	Mailing/Delivery Services	0.96%
Universal Sewing Supply Inc.	45	Wholesale Distributor	0.80%
Riverfront Times	44	Newspaper	0.79%

Sources:

¹Results of survey conducted by University City staff, June 2011

²Total City Employment: 5,600; Reported by U.S. Bureau of the Census, 2007 Economic Census

³City of University City total represents full-time, part-time and seasonal staff employed at fiscal year end June 30, 2011



Glossary

Account: A record used in the general ledger to document related revenues and expenditures.

Appropriation: The legal authorization granted by the City Council allowing the City to incur obligations and make expenditures of resources.

Assessed Valuation: Estimated value of property used to levy taxes. Assessed valuation is set by the Assessor of St. Louis County, Missouri.

Basis of Accounting: A term used to refer to when revenues, expenditures, expenses, and transfers and the related assets and liabilities are recognized in the accounts and reported in the financial statements.

Bonds: A written promise to pay a specified sum of money, including periodic interest at a specified rate, at a specified date in the future.

Budget: A financial plan indicating the revenue and expenditures that an organization anticipates for a given time period.

Capital Improvement Program (CIP): A long-range plan for the development and/or replacement of long-term assets such as streets, buildings, and park improvements. The City's Capital Budget Policy describes Capital Improvement Program (CIP) as construction, installations, or acquisitions having a long life expectancy, a fixed nature and a unit value of \$25,000 or more.

Capital Outlay: Capital Outlay accounts are normally reserved for buying assets which are required for operations which have a relatively short-term use, such as vehicles, computers, and other equipment. These items must be purchased with an initial cost of more than \$5,000 and an estimated useful life in excess of one year, that adds a fixed asset to a business or increase the value of an existing fixed asset.

Certificates of Participation: A form of financing in which investors purchase a share of a lease agreement made by the city.

Commodities: Supplies and products purchased by the City.

Community Development Block Grant: Grant funds received by the City and administered through the St. Louis County to help enhance Community Development Block Grant qualified areas.

Contingency: An appropriation of funds used to cover unexpected or extraordinary events.

Contractual Services: Expense incurred for a service provided by a contractor or vendor to the City based on an agreement of terms.

Debt Service: The annual payment of principal and interest on the City's bonded indebtedness.

Debt Service Fund: A fund used to account for the accumulation of resources for, and the payment of, general obligation long-term debt principal, interest, and related cost.

Department: A component of an organization that is comprised of divisions and programs that share a common purpose or perform similar duties.

Enterprise Fund: A fund which accounts for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Expenditure: A decrease in net financial resources. This includes current operating expenses requiring the present or future use of current assets.

Glossary (continued)

Fees: A term used for any charge levied by the City for providing a service, permitting an activity, or imposing a fine or penalty.

Fiscal Year: The period used to account for the City's financial activity. The City of University City's fiscal year begins July 1 and continues through June 30 of the following year.

Fund: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with the related liabilities and residual equities and balances, and changes therein, which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Balance: The equity of a fund.

General Fund: The primary operating fund of the City which is used to account for all financial resources except those required to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the practice at a particular time; they include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a stand by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

Governmental Funds: This type of fund accounts for how general government services are financed in the short term and what financial resources remain available for future spending.

Grants: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically these contributions are made to local governments from the state and federal governments. Grants are usually made for specific purposes.

Gross Receipts Tax: Levy on utility bills paid to electric, gas, telephone, water and sewer companies.

Intergovernmental Revenue: Revenue collected and reimbursed by other governments, such as the county, state, and federal government.

Internal Service Fund: This fund is used to account for services provided to other departments of the City by the Fleet Maintenance division. Charges for services are allocated to various City programs on a cost recovery basis.

Levy: The total amount of taxes, special assessments or service charges imposed by a government.

Object Code: An accounting classification which identifies the type of expenditure incurred.

Per Capita: For each person.

Personal Services: Payment of salaries, wages and fringe benefits to and for City employees.

Program: A budgetary unit which includes specific and distinguishable lines of work carried out by an organization.

Property Tax: An annual tax on the values of certain types of personal or business wealth, represented by real or personal property.



Glossary (continued)

Proposed Budget: The recommended budget presented to City Council by the City Manager.

Revenue: An increase in fund balance caused by an inflow of assets, usually cash.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

Tax Increment Financing District Fund (TIF): A fund created for the purpose of increasing real property values through the physical improvement of a specific redevelopment area as authorized by Missouri Statute.

Transfer: A transfer is a movement of monies from one fund, activity, department or account to another. This includes budgetary funds and/or movement of assets.

Undesignated Fund Balance: The portion of fund balance that is not reserved or designated. It represents financial resources that are and can be used for any purpose of the fund in which they are reported.



Acronyms

CALOP	Commission for Access and Local Original Programming
CDBG	Community Development Block Grant
CIP	Capital Improvement Program
EAP	Employee Assistance Program
EMS	Emergency Management Services
FED	Federal
FEMA	Federal Emergency Management Agency
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
HEO	Heavy Equipment Operator
LSBD	University City Loop Special Business District
LSV	Life Saving Vehicle
MLC	Municipal Library Consortium of St. Louis County
MSD	Metropolitan St. Louis Sewer District
NID	Neighborhood Improvement District
PGSD	Parkview Gardens Special District
SBD	Special Business District
SEMA	State Emergency Management Agency
SLAIT	St. Louis Area Insurance Trust Pool
TIF	Tax Increment Financing District
U CITY	University City

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