

# CITY OF ELLISVILLE MISSOURI

## ANNUAL BUDGET AND PROGRAM OF SERVICES

FISCAL YEAR 2014





# FY-2014 ANNUAL BUDGET AND PROGRAM OF SERVICES TABLE OF CONTENTS

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# CITY OF ELLISVILLE

## Memorandum

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To: **Honorable Mayor Paul and City Council**

From: **Bill Schwer**

RE: **Transmittal Letter for FY-2014 Budget**

Date: **December 18, 2013**

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Submitted herewith is the final draft of the FY-2014 Annual Budget. The first draft of this budget was submitted to you at least ninety days prior to the beginning of next fiscal year as required by City Charter. This proposed budget outlines our financial priorities and obligations for the period from January 1, 2014 through December 31, 2014.

### Overview

This budget document for the City of Ellisville has been designed to be an inclusive document providing you and the citizens of Ellisville one document for the financial budget, the goals for the City's future, and explanation of revenue projections and a longer range listing of major capital needs for the City. The City government is organized into the seven departments of (i) Administration, (ii) Finance, (iii) Public Works, (iv) Planning and Community Development, (v) Police, (vi) Municipal Court, and (vii) Parks and Recreation. Each department is headed by a department head/director who reports directly to the City Manager. Budgeted expenditures are shown by department to establish who is responsible for each budgeted amount. The budget is also separated into several funds. Each fund has its designated purpose and revenue. This document also presents the budget by fund to show that each fund is legally balanced.

### Goals

During FY-2013 elections brought in new members of the Council. There was an impeachment process that took a significant amount of time and the unraveling of the one major redevelopment project in the City due to inaction by the developer. With these important issues being considered a strategic planning meeting to discuss goals and actions plans was not done during the year. As a communication device, this budget does not take a position on having no strategic planning meeting but does believe it is appropriate to state this was not done during FY-2013. It should be noted that you, the Council, have stated you want to have a fresh start strategic planning process early in FY-2014.

The long term goals, strategic goals and action plans were carried forward from the previous year without change.

According to the City's long-range plan, the long term goals are (I) Preserving Current Levels of City Service, (II) Addressing Capital Improvement Needs and Infrastructure, (III) Increasing the Levels of Customer Service, (IV) Expanding Municipal Facilities; and (V) Improving Traffic Safety. The proposed FY-2013 budget will enable the City to continue working on multiple objectives simultaneously.

No services have been cut from the budget for FY-2014. While some service changes were brought before you for consideration, you as a Council strongly stated that no change or decrease in the quality of services would be acceptable. Consideration of the long term impact of current levels of





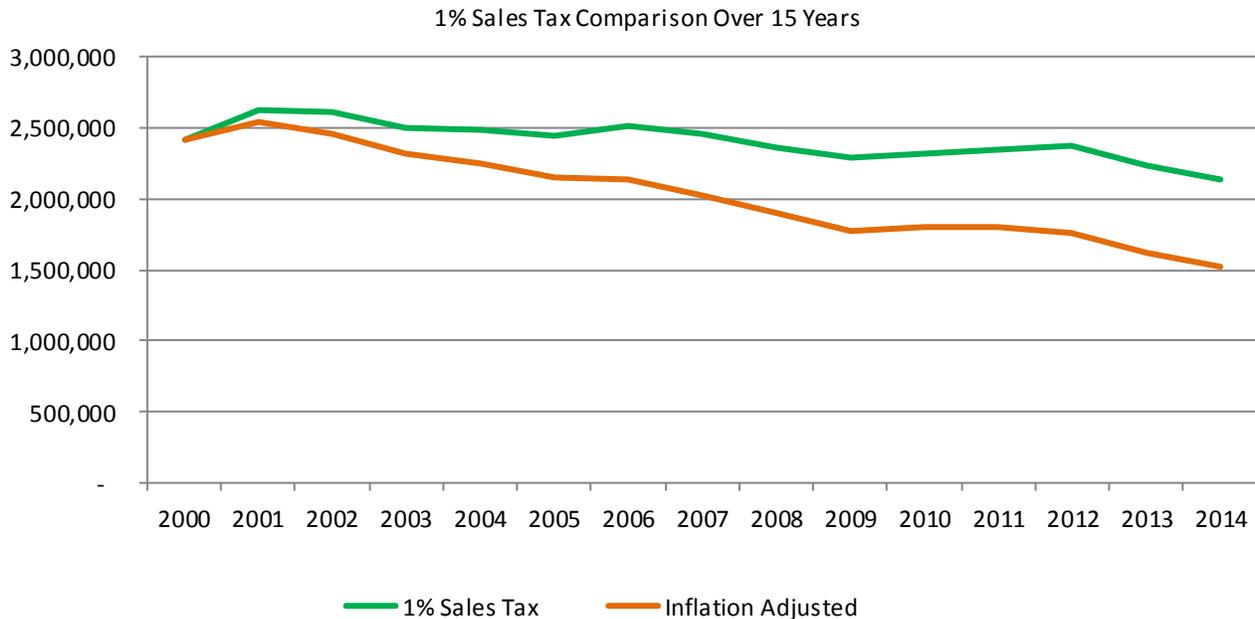
service and how to pay for them will be one of the major focuses for the upcoming strategic planning process.

Each department has stated goals in their expense section of the budget that relate to specific strategic plans and the related long term goals.

**Economic Condition and Outlook**

The economic outlook for FY-2014 in the St. Louis area will be continued slow growth at a slightly slower pace than the nation as a whole. This would be similar to actual results for FY-2013. Since the City of Ellisville has experienced a decline in revenue from economic activity during the current budget year, the projection for FY-2014 includes a continued modest economic decline. This is the conservative and fiscally prudent action. If the Ellisville economy does better or worse the budget can be adjusted. These options are discussed later in this memorandum under the “What if” questions.

The City of Ellisville has several sources of revenue. The largest of these is sales tax receipts. When planning for both the short-term and long-term future of Ellisville, the revenue from sales taxes is a major factor. In order to properly project future sales tax revenues, it is appropriate to consider what has happened to sales tax in recent years. The one percent sales tax is the sales tax that has been in place the longest and is the best choice to review sales tax receipts. Following is a graph that you reviewed when the proposed budget was first presented to the Council. It shows a decrease in sales tax receipts during most of the past fifteen years. An inflation adjustment was made to show the true impact this decrease has had on the City’s ability to continue providing quality municipal services.



At you direction the appropriate Staff members will be working on development of a plan of action to keep current businesses and attract new ones. This is a first step in stabilizing the future and you consider future steps. At this point it is clear you do not want to consider redevelopment projects that impact areas where residents currently live or the use of government incentives to attract new businesses.





As stated in previous years, the City is participating in the Great Streets Program for the Manchester Road Corridor. This program, which you as a Council have supported, is a combined effort of the cities of Ellisville, Wildwood and Ballwin in conjunction with the East West Gateway Coordinating Council to strengthen both this economic highway and the heart of our community.

## Overview of Significant Budget Issues

FY-2014 budgeted expenditures are greater than the FY-2014 budgeted revenues by \$227,250. This is approximately 2.3% over the revenue budget. This is an unusual occurrence which you as a Council gave careful consideration before approving. This is still a fully legal budget because each fund will have the necessary reserves to cover all expenditures and the general fund will have the two months reserves that are required by the City Charter.

If a City never has expenditures that exceed revenue it will always be banking the taxes that citizens have paid. To spend in excess of revenues can quickly lead to a more unstable financial future. These factors were considered by you, the Council. Your decision was to continue services during FY-2014 while you took the proper amount of time to consider the longer term financial future of Ellisville. The strategic planning sessions that will start from scratch and the business retention program are two factors that will allow you to make the best decisions for Ellisville during FY-2014.

The results of your review and determination of appropriate actions will be focused on making Ellisville the City you and the citizens want for the future. These decisions can be implemented during FY-2014 and FY-2015. FY-2014 budget revisions will be considered when appropriate.

Department Heads review their expenditures and compare it to their budget throughout the year. This provides a basis for many of their budget requests for the next year. The first significant issue they must incorporate into their budget for the next year and their five year major capital requests is the results of your Strategic Goals and Action Plans meeting.

This proposed budget includes anticipated needs for major capital expenditures during the five years. This is not approval for the future expenditures but rather an important way to project potential future costs. Bond debt service payments are included in this program because the amounts are significant and the bonds allowed for major capital purchases in the past. This may be modified based upon the finding of the Council's review of Ellisville's future.

One significant budget issue has been the consideration of the "What if" questions. What if revenue receipts do worse than anticipated? What revenue receipts do better than anticipated? What if the Council's long range plans change the City's focus for FY-2014? These questions were a part of the budget process for Ellisville. The following summaries give a glimpse of that consideration.

**What if revenue projections do worse than anticipated?** The strategic planning sessions in early 2014 may address this possibility. If so, your recommendations will be implemented as soon as possible. You as a Council also have the authority to approve further deficit spending during the year and still stay within all legal requirements.

The City's potential response to a revenue shortfall in previous years would also still apply. These include the delay in purchases of capital equipment, put off street repairs other than the contracted street replacements, minimize the number of slabs that are replaced, eliminated travel to national conferences and eliminated travel to State conferences. Obviously, you as the Council will be kept informed of any such situation, and Council approval of changes will be sought when appropriate. No matter what happens the Staff will determine other possible changes and bring them to the Council for consideration.





**What if the revenue projections do better than anticipated?** If the City's revenue projections are better than anticipated creating unanticipated funds first step would be to check on the inflation rate. If inflation goes up, there may be a need to consider a budget revision recognizing the extra revenue and consider the impact inflation may be having on expenses. It is unlikely that any extra revenue would accumulate to a significant amount during the early part of the year. It is more likely that unanticipated extra revenue would be considered during the budget process for the next fiscal year. If the increased revenue would be significant and offer the opportunity to provide more services or add a street replacement to the FY-2014 budget, this would be brought to the Council for review and approval. A relatively small amount greater than budgeted would be allowed to increase the fund balance for the affected funds.

**What if the Council's long range plans change the City's focus for FY-2014?** In conjunction with you, the Staff would prepare revised budget for FY-2014 revenue and expenditures. You as a Council would have the opportunity to consider these changes and gather input from the Citizens of Ellisville in whatever methods you deem appropriate.

With transparency any proposed changes that become necessary or wise, would be brought before you and the Citizens of Ellisville at Council meetings for consideration.

## Revenues

The proposed budgeted revenue for FY-2014 of \$9,674,900 is approximately 0.5% lower than the estimated revenue for FY-2013 of \$9,723,332. This continues the decrease from FY-2012 to FY-2013. It is important that the public know you, as a Council, recognize this and have fully considered this during the FY-2014 budget review. The strategic planning secessions you are planning for early in FY-2014 will be an important opportunity for you to consider how the City will address for the future.

Sales taxes are the largest source of revenue for Ellisville. Because of this extra time and effort is taken for conservatively project sales taxes. While the macro economy has had some improvement in recent years the City looks closely at its receipts during recent years before projecting this revenue for the next budget year. This can be seen in the budget for the City's receipts from the St. Louis County 1% sales tax. The projection for FY-2013 is 5.75% below the FY-2012 receipts. This is partially from the closing of some stores during the year. During FY-2014 one automobile dealership will be moving out of the City. Sales taxes from automobile sales are distributed differently so this impact will be limited. Still, the City is projecting a 4.78% decrease in this sales tax for FY-2014. The same thought process was used for the other sales tax budgets.

Court revenue is budgeted to decrease by \$20,000. This reflects continued compliance with red lights due to red light cameras. The City is happy to have this decrease since it reflects fewer accidents and safer travel within our City.

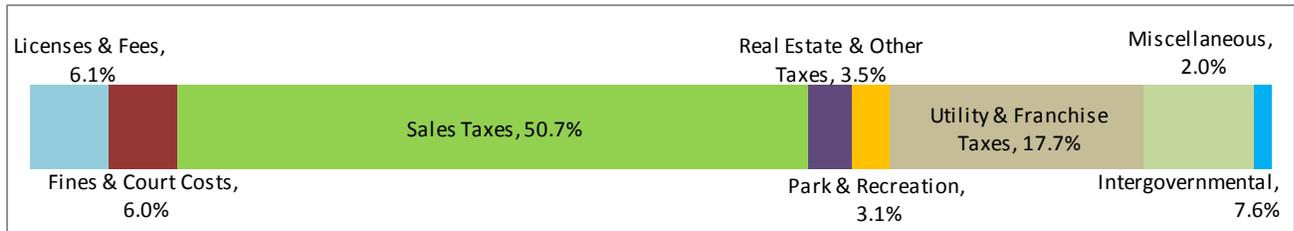
Interest income is budgeted at \$20,000 less than the projection for FY-2013. This recognizes the impact of the negative current year activity in the FY-2014 budget. This negative current year cash flow is likely to decrease the amount invested and therefore, the amount of interest earned during the year.

For FY-2013 the property tax rates for the City of Ellisville are \$0.1500 per one hundred dollars of assessed value for real property. No rate change is anticipated in the FY-2014 proposed budget. The City does not charge a personal property tax.





As the following chart shows, the largest portion of revenue comes from sales taxes. It also shows that most of the other major revenue sources such as licenses, fines and utility taxes are more stable during weaker economic times.



### Expenditures

The proposed FY-2014 budget contains all of the services and similar types of infrastructure improvements as FY-2013.

A 2.5% salary increase pool for employees has been included in the proposed budget. This is less than the 3.5% pool for FY-2013. The proposed budget also includes an anticipated increase in health insurance rates of 10%. The proposed budget does not include the elimination of any full time positions. If any positions become open during the fiscal year staffing needs will be reviewed in those departments before any new employees are hired.

The Administration Department budget includes an 80% increase in City Attorney fees based upon a very small sample size since the City hired a new City Attorney during FY-2013. The actual amount for FY-2014 may be different but the increase was designed to be a conservative attempt to cover costs for the year. The budget for community relations was increased by almost \$17,000 to allow for a major update of the City's website. The budget for the multi city Great Streets Master Corridor plan has been lowered from \$345,505 for FY-2012 and \$330,000 for FY-2013 to \$100,000 for FY-2014. This reflects the budgeted actions to be taken during FY-2014. Debt Service for the 2003 Certificate of Participation Bonds have been eliminated for FY-2014 because the bonds were paid off during FY-2013.

The Public Works Department's budget for FY-2014 includes the purchase of a ¾ ton pickup truck as the only new vehicle. This is almost \$150,000 less than the new vehicles that were a part of the FY-2013 budget.

The Engineering budget for FY-2014 includes \$260,000 in street work compared to \$445,000 for FY-2013. This lower amount relates to budget constraints.

The Stormwater Division budget related directly to the Stormwater fund. This fund has a very strong fund balance which allows for construction projects totaling \$930,000 for FY-2014 compared to the FY-2013 projected expenditure of \$765,700.

The Police Department's budget for FY-2014 does not include the purchase of any replacement vehicles due to budget constraints.

The Park and Recreation Department's budget for FY-2014 includes \$240,000 for restroom and parking lot improvements at the Bussmann shelter in the main park. These funds will only be spent if the City receives a Parks Grant for \$228,000 which is shown in revenue. The FY-2014 budget also





includes \$28,000 for brush blasting, caulking and painting of the swimming pool. This is a maintenance cost that is necessary every five years.

As shown on the following chart, personnel expenses remain the largest portion of the budget.



### Acknowledgements

In 2013, the City received the Government Finance Officers Association’s Distinguished Budget Award. This is the 18<sup>th</sup> consecutive year the City has received this award. To receive this award, a governmental unit must publish a budget document that meets several stringent program criteria. The receipt of this award represents a significant achievement by the City’s Staff and Elected Officials.

### Summary

Providing quality services for the Citizens of Ellisville is the primary goal of the proposed budget for FY-2014. This budget demonstrates the City of Ellisville’s commitment to fiscal responsibility and careful expenditure of available funds. This is another ongoing step to keep Ellisville financially strong as we plan for the future.

Finally, I would like to take this opportunity to thank the Mayor, the City Council and City Staff for their hard work in preparing this proposed FY-2014 budget. This year you put extra effort in reviewing this proposed budget and in finding the solutions that allowed you to bring it forth to this meeting for approval. Your efforts to have this review not only at an open meeting, as has always been done, but to set up a situation where more of the public was encouraged to attend demonstrates your desire for transparency in government.

Sincerely,

### Bill Schwer

William (Bill) Schwer  
City Manager





## OFFICIALS OF THE CITY OF ELLISVILLE

### **MAYOR**

Adam Q. Paul

### **CITY COUNCIL MEMBERS**

Matt Pirrello, District I and Mayor Pro Tempore  
Gary G. Voss, District I

Linda Reel, District II  
Mick Cahill, District II

Roze Acup, District III  
Cindy Pool, District III

### **COUNCIL-APPOINTED OFFICIALS**

William (Bill) Schwer, City Manager  
George Restovich, City Attorney and Prosecuting Attorney  
Leigh Dohack, City Clerk  
Donald Anderson, Municipal Judge

### **MANAGEMENT STAFF**

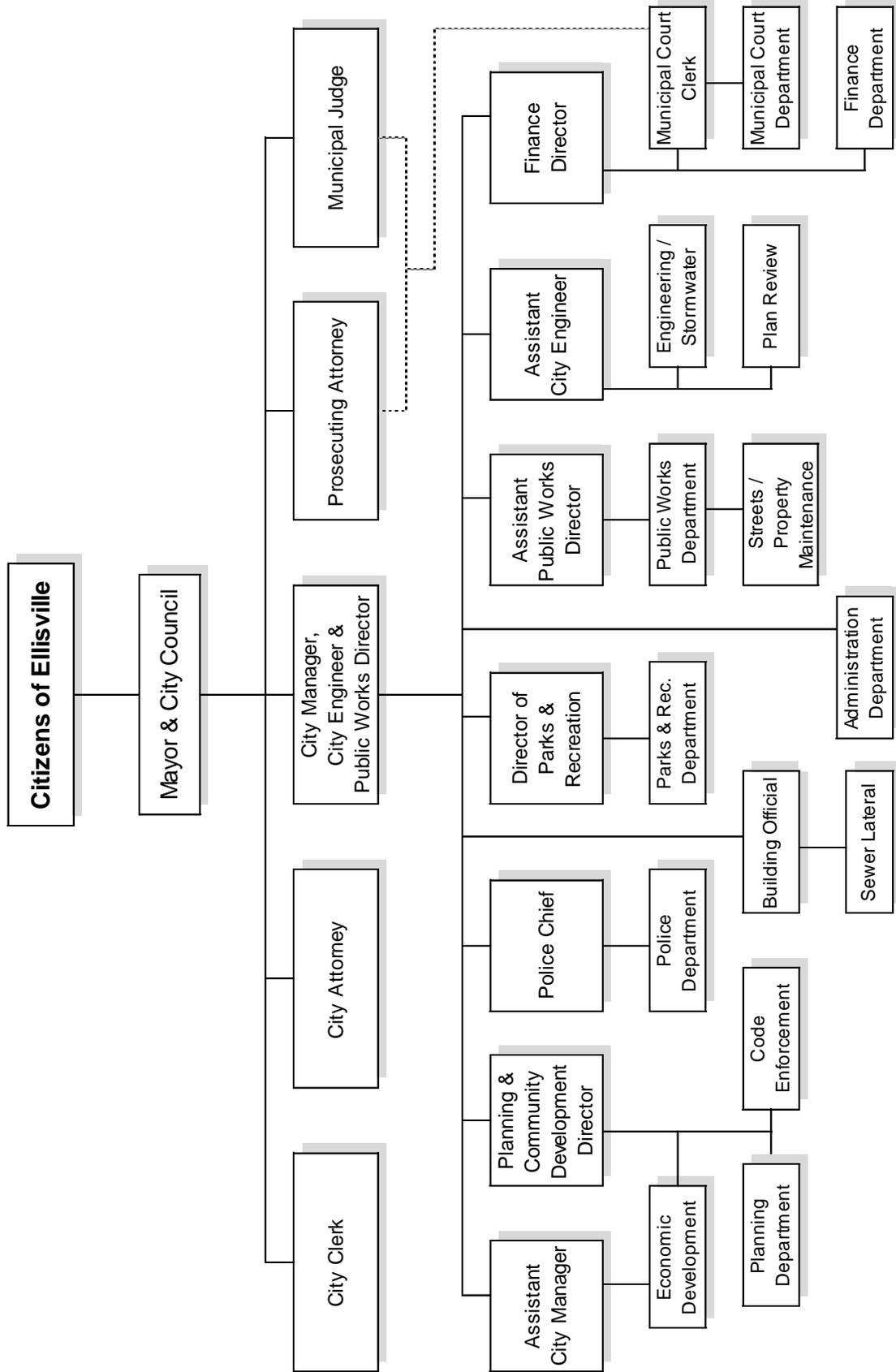
Ada Hood, Director of Planning and Community Development  
Bill Schwer, Public Works Director and Engineer  
Tom Felgate, Chief of Police  
Lisa Blumer, Director of Parks and Recreation  
Donald Cary, Finance Director





# City of Ellisville

## Organization Chart





# THE CITY OF ELLISVILLE, MISSOURI

## **COMMUNITY OVERVIEW**

Ellisville was first settled in 1832 and was incorporated on May 23, 1932 as a fourth-class city under Missouri statute. On August 3, 1993, Ellisville voters overwhelmingly approved a Home Rule Charter, which established the current Council/Manager form of government.

Many positive factors contribute to making this a great place to live. The City is located in the AAA-rated Rockwood School District. The City has over 230 acres of parkland in 11 parks in various residential areas along with an interconnecting trail system. Ellisville has been awarded the National Arbor Day foundation's designation of "Tree City USA" for 32 consecutive years. The residential area includes single-family homes, townhouses, apartments, duplexes and condominiums. More than 550 businesses call Ellisville home. With one of the lowest crime rates in St. Louis County and numerous services and facilities, Ellisville is truly one of the best places to live.

The City of Ellisville is located thirteen (13) miles west of the city limits of St. Louis. Ellisville is located approximately five (5) miles south of I-64, five (5) miles north of I-44, and seven (7) miles west of I-270. There are two primary arterial roads that bisect Ellisville: Missouri Highway Route 100 (Manchester Road) and Missouri Highway Route 340 (Clarkson Road). Ellisville's land mass is approximately 4.3 square miles, and is bordered by the cities of Clarkson Valley to the north, Ballwin to the east and south, and Wildwood to the west. To the south, Ellisville has a limited opportunity for annexation, but the 1995 incorporation of Wildwood and a 1999 annexation by Ballwin has nearly landlocked the City.

Additional information is available on the City's website at [www.ellisville.mo.us](http://www.ellisville.mo.us).

## **GOVERNMENT OVERVIEW**

By Charter, the City of Ellisville has six (6) City Council Members; two (2) are elected from each of the City's three (3) Council districts. The voters of the City elect the Mayor at-large. Under the Charter, Council members are limited to two (2) consecutive terms. The Council members that were elected in April 2013 have four (4) year terms. The other three Council member positions will have elections in April 2015 and those terms will be for four (4) years. The Mayor's position will have an election in April 2015 for a three (3) year term. No elections are scheduled for FY-2014. Each Council district represents more than 1,500 residents and the Mayor represents each and every resident.

The City Manager is appointed by the Mayor and City Council as a full-time position and serves at the pleasure of the elected body. The City Manager is responsible for directing, supervising and monitoring all City departments, personnel, and operations. The City Manager is directed to carry out all matters of policy decided by the Council and charged with managing the City in a fiscally prudent and proficient manner.

The City has (7) departments: Administration, Finance, Public Works/Engineering, Planning and Community Development, Police, Municipal Court, and Parks and Recreation. Department Directors report directly to the City Manager except for the Court Clerk who reports to the Finance Director. The employees of these departments serve under a performance based personnel system established by the City Charter. All employees are employees-at-will.

The Council also appoints the City Clerk, City Attorney, Municipal Judge and Prosecuting Attorney and they serve at the pleasure of the Council. The City Clerk's position is full time and is the City's





chief record-keeper, in addition to recording all minutes of Council proceedings and preparing City Council agendas, notifications, etc. The City Clerk also prepares a great deal of the City’s proposed legislation. The City Attorney is the City’s chief legal counsel and is responsible for providing legal guidance to the Mayor and City Council and to the City Staff on a day-to-day basis. The City Attorney, the Municipal Judge and Prosecuting Attorney, are not full-time employees of the City.

In addition to the City Council, the City has several boards and commissions to deal with a variety of local issues. Boards and commissions include the Planning and Zoning Commission, Park Advisory Board, Human Rights Commission, Personnel Review Board, and Board of Adjustment. Membership on these boards and commissions is available to any resident that is recommended by the Mayor and approved/confirmed by the City Council. There is an Ellisville Industrial Development Authority (IDA) for the City. The Council appoints members to the IDA but have no supervisory or financial authority over the IDA.

**COMMUNITY DEMOGRAPHICS**

The City’s official population according to the 2010 census is 9,133. This 0.3% growth since the 2000 census shows the stability of the community. During the same timeframe, the population of St. Louis County decreased by 1.7%.

Per the 2010 Census the City has 3,621 occupied households. 80.1% of these are owner occupied housing units with the remaining 19.9% being rentals. Vacant housing units, including for rent, rented but not occupied, for sale and sold but not occupied, total 4.8% of the total housing units.

Race/Ethnic Groups	2010	2000
Caucasian	90.1%	94.8%
Asian	4.3%	1.9%
African-American	1.9%	1.6%
Hispanic	2.4%	0.9%
Other & more than one race	1.3%	0.8%

The City’s population is diverse in ages. 25.3% of the population is under 20 years old. The twenty through 39 age group makes up 18.0% of the population. The 40 through 64 age group is the largest with 36.9% of the population and the age 65 and older group makes up the remaining 19.8%. The median age of the residents has increased from 38.8 years in 2000 to 44.7 in 2010.

The diversity in age does not carry over into diversity of race/ethnic groups. The City has become more diverse with all minority groups increasing but Caucasians still make up over 90% of the population. The Asian population is the largest and fastest growing minority in the City.

The City is characterized by older subdivisions located somewhat centrally, while newer subdivisions have been built near the City’s outer boundaries. As a result, recreational, capital improvement and infrastructure needs are different.

Ellisville is a suburban community; one of 90 municipalities located in St. Louis County, Missouri. Ellisville’s business core is primarily retail based, with very little industry. There are two large-scale grocery stores and four medium or large retailers. While the automotive industry has been hit hard with the elimination of some car lines and many dealerships, Ellisville still has dealerships representing 14 automobile and truck lines. One dealership is scheduled to move to the City of St. Louis during FY-2014. In addition, the retail sector is comprised of restaurants, service stations, drug stores and several shopping centers. The bulk of the remaining businesses are professional offices of attorneys, doctors, dentists, real estate offices, brokers, bankers, manufacturers’ reps, etc. The City is also the home of one large corporate facility: Bussman Fuse/Cooper Industries. Because of the suburban nature of Ellisville in the St. Louis metropolitan area, most residents commute to work





outside the City limits. Public transportation for Ellisville is available and provided by MetroBus and Metro Call-A-Ride through the Bi-State Development Agency. However, this service is not funded by the City.

## **FINANCIAL POLICIES**

### **INVESTMENT POLICY**

The investment policy of the City of Ellisville focuses on safety, liquidity, return on investment and minimizing reinvestment risk. It allows investments in US Government securities which have the full faith and credit of the United States of America and securities of the Resolution Trust Corporation. It also allows investment in certificates of deposit to the extent they are fully insured by Federal Deposit Insurance Corporation or fully collateralized by US Government, government agency, State of the United States or Missouri city, county or school district with a population of at least 2,000 and rated Aaa by Moody's Investors Service or AAA by Standard & Poor's Corporation securities with a market value equal to or exceeding 105% of the amount of such deposit.

The City's investment policy, which is on file, includes the following additional points: delegation of authority, ethics and conflicts of interest, authorized financial dealers and institutions, safekeeping and custody, maturities and diversification, internal controls, performance standards, and reporting requirements. During FY-2010, credit rate risk and interest rate risk sections were added to the policy. The City's adopted investment policy requires no less than 2/12 (or 16.7%) of the annual general fund operations budget be of liquid cash-on-hand investments. As a result, the City maintains on-hand, no less than the equivalent of two (2) months of operations expenditures in the form of either (i) liquid cash, or (ii) a financial instrument easily convertible to cash within a one-day period. The Assistant City Manager makes investment choices with the Finance Director auditing the activity through monthly statements from the investment companies and bank statements. This provides a proper separation of duties.

### **BALANCED OPERATING BUDGET POLICY**

The City shall annually adopt a balanced budget where revenues are equal to or exceed expenditures within each fund. Revenues shall include any unencumbered and undesignated balance from previous years. The City Manager may approve budget transfers within a department. Any increase in expenses, decrease in revenues, or transfer between departments requires Council approval. All unexpended appropriated balances must be reappropriated in the next budget period or become undesignated.

The City of Ellisville has not added guidelines for financial sustainability or resiliency to the budget policy, but these concepts have been a part of the budget planning and the ongoing operations throughout the year. A sustainable budget will include directing one-time revenues to one-time expenditures. Anticipated one-time revenues such as grants are included in the budget and designated for one-time expenditures. Unanticipated or unbudgeted one-time revenues generally go to the appropriate fund balance reserve. Sometimes a residential developer will pay the City an amount in lieu of providing park land. These funds are not spent on operations, but can be used for future park development.

The term resilient budget goes further to show that the City has attempted to create a budget that is resilient to outside impacts. In a City as small as Ellisville, it is possible to consider many of the major factors in creating a resilient budget, even if that has not been included in the formal budget policy. The following list of factors and how they have been considered in Ellisville demonstrates the City's recognition of the importance of a resilient budget.





**Diversity:** Sales tax is the largest source of revenue for the City. Diversity is still maintained with other revenue sources. Property tax rates have been maintained to keep this steady revenue source. The City participated with other Missouri cities in a legal case which found that cell phones are subject to utility taxes. This widened the base for the utility gross receipts taxes.

The sales tax base has even been diversified to offset peaks and valleys of some industries. Major retail businesses are in the following areas: Large box hardware, clothing specialties, major electronics, grocery stores, restaurants, pharmacies and fast food.

Even the multi city Great Streets Program for the Manchester Road corridor includes redevelopment that will include residential, commercial, as well as retail redevelopment. This will offer opportunities for future diversification of the City's revenue.

**Redundancy:** The City of Ellisville has maintained a Contingency Fund for many years to provide an additional level of reserves. Early in the previous decade, some of the reserves in this fund were utilized for some projects. Since then, this fund has been maintained for emergencies to provide that extra level of financial redundancy. The proposed budget for FY-2014 has no increases or decreases planned for the Contingency fund other than interest earned.

**Decentralization:** With a municipal government as small as the City of Ellisville, issues with centralization and decentralization may not carry the same level of risk as they do in larger government organizations. Ellisville still has a decentralized operation with Department Heads determining short-term goals, requesting their budgets and being responsible for managing their department's fiscal issues. Generally, when budget cuts are needed to balance the budget, the Department Heads are given an amount to cut, but what to cut uses the decentralized method of the Department Heads determining what can be cut without impacting the services their departments provide. This process is overseen and must be approved by the City Manager who provides a centralized review.

**Transparency:** Ellisville has made the long-term goal setting a transparent process. The City Manager and Staff meet with the Mayor and Council at a public meeting to review progress on long-term goals and the progress on the strategic plans related to those goals. This has proven to be a very effective way for the Mayor and Council to communicate their desires for the City and to add, replace, redefine or delete goals. The City Manager and Staff provide updates and discuss the feasibility of some goals, but the goals are established by the Mayor and Council at an open meeting where the public can attend and minutes of the meeting are available. This is done at the beginning of the budget cycle.

**Collaboration:** One of the best examples of collaboration is the strategic planning session that was described in the previous section. Each strategic plan states what department(s) will be involved, to which long-term goals the plan relates, and what will signify completion of this strategic plan so everyone will know when it has been accomplished.

The other major example of collaboration is the intergovernmental work on the Great Streets Project. This project includes the five west St. Louis County communities along Manchester Road (State Highway 100). This is a long-term program designed to enhance the sense of community and create a vibrant and economically superior region for the next thirty years.

**Foresight:** The City of Ellisville has established procedures to help give it some financial foresight. Sales tax varies significantly from one month to the next, but the City maintains ten





years of monthly receipts information so receipts can be compared to the same month in prior years. The City's Street Replacement Program is not a reactionary program. Streets are identified before failure and replacements are done as the budget allows. This foresight has eliminated the problem some cities have with major emergency street repairs. These are just two examples where the City uses foresight when looking at both revenues and expenditures.

**Flexibility:** In the City of Ellisville, the budget is a written statement and plan for the next fiscal year. It is more than a guideline, but it is not etched in stone. When a significant leak in a roof happened during a year, the problem was addressed then, rather than wait for the next year's budget. When a recession lowered sales tax receipts below the budgeted amount, the City had the flexibility within the budget to push back a construction project, delay a capital purchase and limit travel. During FY-2013 the cost for contracted IT service was greater than budgeted and greater than hiring an IT Manager. The budget allowed the flexibility to move the approved budget to payroll to allow for this more cost efficient option. These are a few examples of the flexibility of the City's budget and operations.

**Fail Gracefully:** When the last recession started to impact Ellisville's revenue, the City had made commitments in that year's budget. One of the major commitments was to street replacements and engineering for future street replacements. The City could have continued on these projects which would have taken the fund balance to dangerously low levels. The City decided to fail gracefully instead.

While the City takes its commitments very seriously, it has also shown the ability to take the painful steps necessary to fail gracefully. It is hard to admit failure no matter how unavoidable it may be. When working with developers, working on contracts for services and providing for lifeguard services at the City's new pool complex, the City Council has consistently shown it would rather fail gracefully than move forward with an option that is not the best possible solution for Ellisville.

## **REVENUE POLICY**

The City's revenue policy is designed to insure Ellisville has the revenue stream necessary to accomplish its goals. The following revenue policy objectives have been utilized throughout this budget document, as they pertain to revenues:

### **Overall Revenue Policy Objectives**

1. A diversified yet stable revenue system will be utilized by the City to protect it from possible short-term fluctuations in any of its revenue sources.
2. The City will, after having considered all possible cost reduction alternatives, explore the possibility of obtaining new or expanded revenue sources as a way to help insure a balanced budget.
3. Cost recovery revenue sources will be analyzed on an annual basis and modified as necessary to insure that revenue collections reflect the cost of providing associated City services.
4. The City will actively oppose State and/or Federal legislation which would mandate costs to the City of Ellisville without providing or increasing a revenue source to offset mandated costs. The City will continue to protect current revenues received from State and Federal sources.
5. The City will follow an aggressive policy of enforcement of revenue regulations and collection of revenues.
6. Regular reports comparing actual to budgeted revenues will be prepared by the Finance Director for the Mayor and the Council to keep them abreast of the City's revenues.





## **RESERVE (FUND) POLICY**

As stated in the Investment Policy, the City is required to maintain no less than 2/12 (or 16.7%) of the annual general fund operations budget in liquid cash or investments easily convertible to cash within a one-day period. The City has chosen to maintain the same 2/12 of the general fund operating budget in its fund balance as undesignated funds.

The minimum fund balance reserve is determined during the budget process. 2/12<sup>ths</sup> of the proposed budget for the next year is maintained as the minimum general fund balance. The Contingency Fund is comprised of excess general fund reserves. This could be used as a part of the minimum fund balance. The City has kept the minimum fund balance in the General Fund so all of the Contingency Fund is available to balance any fund as needed or for other unforeseen circumstances.

## **BASIS OF ACCOUNTING / BUDGETING**

Basis of accounting refers to the timing of when revenues and expenditures are recognized in the accounts and reported by the City. For the City of Ellisville, both the basis of budgeting and accounting are prepared on a modified accrual basis for governmental and fiduciary-fund types.

Under the modified accrual basis of accounting, revenues are recorded when both are measurable and available. The term “available” is defined as collectible within the current period or soon thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. Interest on long-term debt is recorded when due.

Licenses, permits, fines, court costs, parks and recreation, and miscellaneous revenues are recorded as revenues when received in cash, because they are not physically measurable until actually received. Interest on investments is recorded as it is earned since it is both measurable and available. Taxes (other than property taxes) and intergovernmental revenues are considered measurable when they are in the hands of intermediary collecting governments and recognized as revenue at that time. Property tax revenue is recognized to the extent it is collected within the current period, or expected to be collected, within 60 days following the end of the current period.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City’s finances on the basis of “generally accepted accounting principles” (GAAP). In most cases, this conforms to the way the City prepares its budget. Exceptions are as follows:

- a. Compensated absences liabilities that are expected to be liquidated with expendable available resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).
- b. Principal payments on long-term debt are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a Budget basis.
- c. Capital outlays are recorded as assets on a GAAP basis and expended on a Budget basis.

The Comprehensive Annual Financial Report shows fund expenditures and revenues on both a GAAP basis and Budget basis for comparison purposes.





### CURRENT DEBT STRUCTURE AND LEGAL DEBT LIMITS

The City of Ellisville has one bond issue outstanding. It is a Certificate of Participation (COPs) bond issue which is not considered debt under State law and it does not count against the City’s legal debt limit. There are no statutory limits on Certificates of Participation.

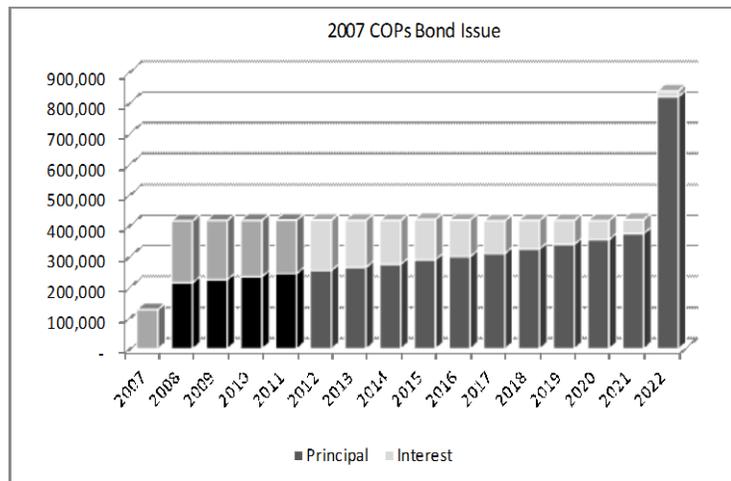
Because the City has no outstanding debt, the City is well within the State of Missouri’s legal debt limit. According to Missouri Statute, the limit on bonded indebtedness cannot exceed 10% of a municipality’s most recent assessed valuation. The City’s total assessed valuation for both taxable and exempt property (and both real and personal) in 2011 is currently \$270,702,692, producing a legal debt margin of \$27,070,269. For Ellisville, this breaks down as follows:

Debt Limit (10% of Assessed Value)	\$27,070,269
<u>Less: Outstanding Bonded Debt</u>	<u>\$0</u>
Legal Debt Margin	\$27,070,269

### 2007 CERTIFICATE OF PARTICIPATION BONDS

This is the only bond issue outstanding for the City of Ellisville. In April 2007 the City issued \$4.83 million in COPs Bonds for the construction of a new pool complex. Moody’s Investors Service has assigned a rating of A2 to this issue. All debt principal and interest payments from FY-2007 through FY-2013 have been made in a timely manner. The principal and interest payments for FY-2014 are \$417,390. The reserve fund for this bond issue of \$439,000 will be used to make a portion of the final payment in 2022 bringing that year’s net cost down to a level similar to the other years’ payments. A table showing the payment schedule for the COPs, as well as the outstanding principal at the end of each year and a payment schedule in a chart format is shown on the next page. Payments for this bond issue come from the Park Fund.

2007 COPs Bond Issue				
Year Due	Principal	Interest	Total Payment	Outstanding Principal
2007	\$ -	\$ 127,860	\$ 127,860	\$ 4,830,000
2008	215,000	201,190	416,190	4,615,000
2009	225,000	192,390	417,390	4,390,000
2010	235,000	183,190	418,190	4,155,000
2011	245,000	173,590	418,590	3,910,000
2012	255,000	163,590	418,590	3,655,000
2013	265,000	153,190	418,190	3,390,000
2014	275,000	142,390	417,390	3,115,000
2015	290,000	131,018	421,018	2,825,000
2016	300,000	118,920	418,920	2,525,000
2017	310,000	106,185	416,185	2,215,000
2018	325,000	92,363	417,363	1,890,000
2019	340,000	77,400	417,400	1,550,000
2020	355,000	61,763	416,763	1,195,000
2021	375,000	45,338	420,338	820,000
2022	820,000	18,450	838,450	-
<b>Total</b>	<b>\$ 4,830,000</b>	<b>\$ 1,988,825</b>	<b>\$ 6,818,825</b>	



The total of the outstanding debt as of January 1, 2014 is \$3,390,000 including COPs Bonds. This is 0.5% of the City’s total assessed valuation.

### GOVERNMENT FUNDS

The City's financial system is comprised of eight (8) active funds, each of which serve as separate accounting entity that serves to match City revenues to desired uses, and each of which carry a separate set of self - balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures.





The City operates the following ongoing funds: General Fund, Capital Infrastructure Fund, Capital Equipment Replacement Fund, Park Fund, Benevolent Fund, Stormwater Control Fund, Sewer Lateral Fund, and the Contingency Reserve Fund. As the City Council establishes new broad-range policies, goals, and objectives, additional funds can be added or eliminated, as needed.

Funds are classified into three category types: governmental, fiduciary and proprietary. Each category type, in turn, is divided into separate funds. The following fund types are used by the City:

### **GOVERNMENTAL FUND TYPES**

Governmental funds are those through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities are accounted for through governmental funds. Capital expenditures and debt service of a general governmental nature are also included. The following are the City's governmental funds and a description of each one:

#### **General Fund**

##### ***General Fund (Fund 10)***

The General Fund provides funding for all of the City's general programs and day-to-day operations, which include governance, administration, public works operations, law enforcement services, legal services and planning functions. This is a major fund.

General Fund revenues and expenditures remain fairly stable from year to year. General Fund activity will fluctuate through economic and demographic factors, and by the City's policy decisions.

#### **Capital Project Funds**

##### ***Capital Infrastructure Fund (Fund 20)***

The Capital Infrastructure Fund provides funding for all capital improvement projects relating to the construction, maintenance, and repair of physical infrastructure. Distributions from the State Gasoline Tax and the State of Missouri's Bridge and Road Tax (which must be spent for bridge and road infrastructure improvements) and occasional capital improvement grants are the only revenue sources for this fund. Therefore, when necessary this Fund receives transfers from the Contingency Fund by means of City Council appropriation. This is a major fund

The Capital Infrastructure Fund may fluctuate greatly from year to year, depending on the goals of the Council and the magnitude of capital needs.

##### ***Capital Equipment Replacement Fund (Fund 30)***

The Capital Equipment Replacement Fund provides funding for the replacement of City vehicles and heavy equipment, and for capital items that are required to provide services to the community. Aside from revenue derived through the sale of surplus City property and interest income, the Capital Equipment Replacement Fund has no revenue sources of its own, relying solely upon Contingency Fund transfers authorized by the City Council. This is not considered a major fund.

##### ***Stormwater Control Fund (Fund 80)***

The Stormwater Control Fund provides funding for the City's Stormwater Improvement Program, which mandates the construction, maintenance, and repair of stormwater infrastructure and facilities citywide. Under Missouri RSMO 644.302, funds for stormwater control purposes must be accounted for separately and kept apart from general operations, other types of capital improvements, and bond





projects. The ½ cent sales tax revenues, which were approved by Ellisville voters in November 1995, are earmarked solely for stormwater control purposes, and are allocated directly to the Stormwater Control Fund, through which, all funding for stormwater projects takes place. This is a major fund.

**Special Revenue Funds**

***Park Fund (Fund 50)***

The Park Fund provides funding for all park, recreation and swimming pool activities. Park revenues include revenues from recreational activities, Cash in Lieu of Parks revenues from developers and the ¼% Local Option Sales Tax that was approved for construction and operation of the pool complex. When necessary and available, additional funds may be provided by the Contingency Fund. All park expenditures go through this fund instead of the General Fund. This is a major fund.

***Sewer Lateral Fund (Fund 81)***

The Sewer Lateral Fund provides funding for repairs to residential sewer lateral breaks. The fund was established in FY-2000 after voters approved a maximum fee of \$28 per year. This is not considered a major fund.

***Contingency Reserve Fund (Fund 90)***

The Contingency Reserve Fund was established for (i) emergency use in the event of severe revenue shortfalls, extreme cash flow irregularities, the occurrence of a natural disaster, or the need for large unanticipated expenditures, and (ii) to create a buffer in the event that future circumstances inhibit the City's ability to make Certificate of Participation bond principal and/or interest payments which are due in May and November of each year. This is a not considered a major fund.

**FIDUCIARY FUND TYPES**

**Trust and Agency Fund**

***Ellisville Employee Benevolent Fund (Fund 70)***

The Ellisville Employee Benevolent Fund was established by the City Council in 1991 to pay the health care premiums of disabled employees as COBRA provisions allow and until such time as Federal and State eligibility arises for an individual with respect to health care benefits. This is not considered a major fund.

The original Benevolent Fund balance was created by the City Council through a series of three \$10,000 appropriations, one in each of FY-1991, FY-1992, and FY-1993. The Benevolent Fund receives revenue primarily from interest income. Both the Director of Finance and a special employee committee, which was established by City ordinance, oversee the Benevolent Fund.

**PROPRIETARY FUND TYPES**

Proprietary Funds are used to account 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 of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City does not have any proprietary funds at this time.

As with many cities, the City of Ellisville has some departments which operate in multiple funds. This is appropriate and necessary because the funds have specific purposes and designated revenue sources. Below is a matrix which shows which departments can be active in which funds.





Department	General Fund 10	Capital Projects			Special Revenue			Trust
		Infrastructure Fund 20	Equipment Fund 30	Stormwater Fund 80	Park Fund 50	Sewer Lateral Fund 81	Contingency Fund 90	Benevolent Fund 70
Administration/ Finance	✓	✓	✓				✓	✓
Public Works	✓	✓	✓					
Engineering	✓	✓	✓	✓		✓		
Planning & Community Development	✓		✓					
Police	✓		✓					
Municipal Court	✓		✓					
Parks & Recreation		✓	✓		✓			

### ACCOUNT STRUCTURE

Within each fund, a common chart of accounts exists. Each ten-digit financial account is comprised of five coded parts which allows the City Staff to more accurately plan, manage, and track financial resources. Generically, an account number will look as such:

ab-c-de-fgh-ij

Where *ab* is the two-digit fund number, *c* is the function, *de* is the two-digit department code, *fgh* is the account group, and *ij* is the sub-group. The two-digit fund numbers were listed with each fund explanation.

The one-digit function numbers (*c*) utilized by the City denote broad municipal functions and serve to help monitor City finances as they relate to municipal function or purpose. Function numbers used by the City are:

- 0 Revenue
- 1 City Administration
- 2 Public Works, Planning, Engineering, Sewer Lateral, & Stormwater
- 3 Law Enforcement and Prosecution
- 5 Parks and Recreation

The third sequence of numbers (*de*) in the City's account code will denote a City department. Departments are coded as follows:

- 01 Citywide
- 11 Administration and Finance
- 21 Public Works
- 22 Engineering
- 23 Planning
- 31 Police
- 32 Municipal Courts
- 51 Parks and Recreation
- 71 Pool

Note function codes and the respective department codes are somewhat related. Note also that while the City Pool does not constitute its own separate department, assigning it a departmental code helps track and monitor City resources as they relate to the operation of the City's swimming pool.

The fourth sequence of numbers, (*fgh*), represents the account group. While the City's account groups are too numerous to list here, there is a logical structuring to their makeup. First, all related accounts bear the same account group number (i.e. all personnel-related expenses are coded 420, all utility-related expenses are coded 450, all intergovernmental revenues are coded 320, etc.).





Secondly, account group numbers are consistent across departments which add a measure of efficiency for processing by the Finance Department.

The last segment of numbers, *(ij)*, represents the account's sub-group. Sub-groups are specific codes that serve to further break down expenses for a specific purpose. While all utility expenses are coded 450, water is charged to 450-10 and electric costs are charged to 450-30.

Using this chart of accounts, municipal transactions can be tracked and monitored in a very specific manner. Further, the City's computerized financial system facilitates this chart of accounts very well, and the City's employees are able to work within this account structure very efficiently.

### ***BUDGET DOCUMENT PROCESS AND SCHEDULE***

The City's fiscal year runs concurrent with the calendar year, January 1 through December 31. The Finance Director provides a cash based unaudited financial statement to the City Council and City Clerk with year to date information no later than July 15<sup>th</sup> and by the following January 15<sup>th</sup>. This information is then published in a newspaper of local circulation within fifteen days.

The budget process begins with the Strategic Planning Session(s) where you as a Council determine the city's goals and action plans. For FY-2014 it is anticipated that this will take place during the first three months of the year. The next step is updating the five-year capital forecast in June. During July, the six (6) month financial reports are issued to each Department Director as are the computerized budget request forms with instructions for any changes or other important factors. Department Directors have approximately four weeks to complete their budget requests for the upcoming year, which include their capital requests as stated in the five-year capital forecast.

In August, once all requests have been returned, they are reviewed by the Director of Finance and presented along with the upcoming year's revenue projections to the City Manager for review.

In early September, the City Manager, Assistant City Manager, and Finance Director will meet with each individual Department Director to review their department's budget requests. Budget adjustments are generally made during those meetings, but further adjustments may take place in the ensuing weeks if expenditures still exceed projected revenues.

Once the City Manager is satisfied with the draft budget, the proposed budget information is forwarded to each City Council Member for their review at least ninety (90) days prior to the beginning of the next fiscal year as required by the City Charter.

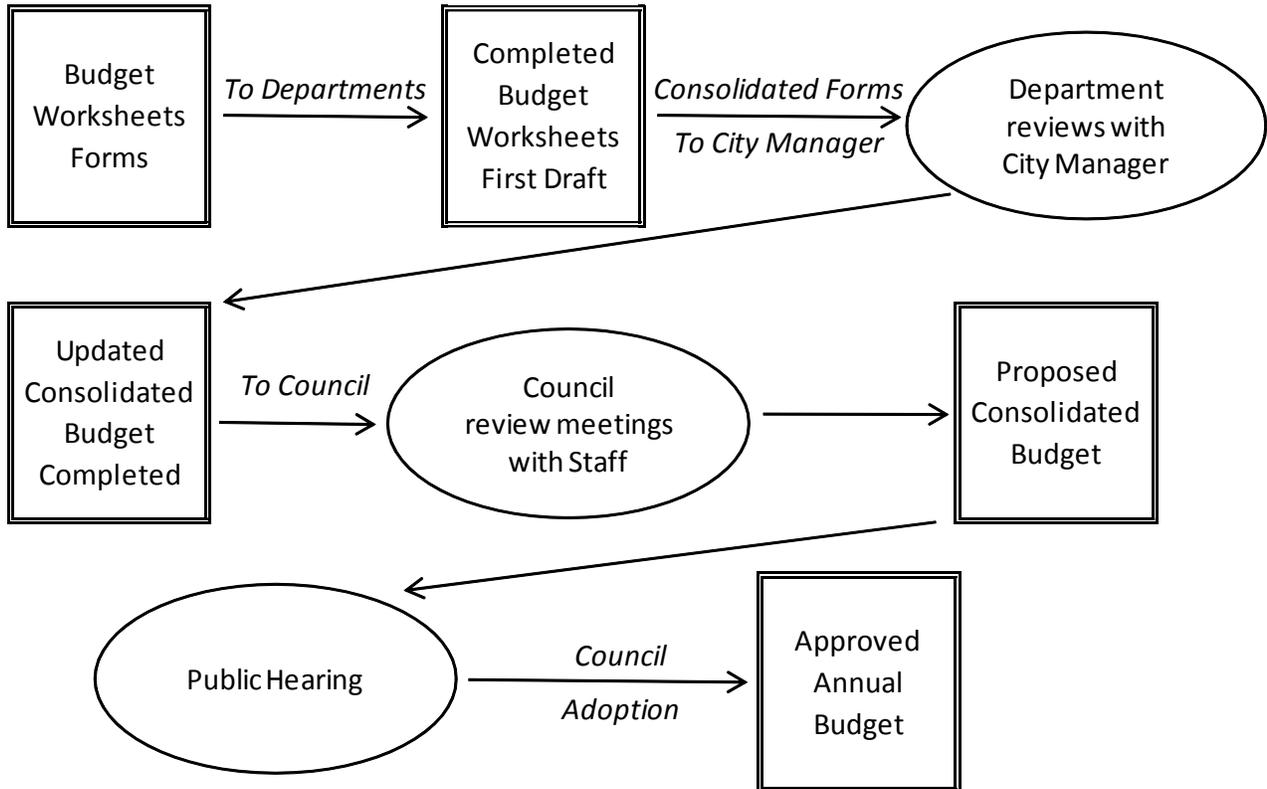
During October, budget work sessions take place among the City Manager, Assistant City Manager, Department Directors, and Council Members. Budget work sessions allow departmental Staff to present and explain their budget to the City Council. The meetings also allow Council members the opportunity to provide additional input, ask questions, and present further policy goals and objectives as they relate to the budget.

Following City Council input, the budget is adjusted to reflect Council policy directives. At that point, all appendices, narratives, charts, etc. are added in preparation for the City's upcoming public hearing on the budget. In early December, the City conducts its public hearing. Any changes to the budget as a result of the public hearing are made prior to the next regular City Council meeting. At that next meeting, the budget is considered by the City Council for adoption, along with the Pay Classification Plan and the Five-Year Capital Improvement Program. The budget, along with the immediately above-mentioned documents, must be adopted by ordinance.





Budget Process Flowchart



**EXECUTING THE BUDGET**

The appropriation process serves to pre-authorize the expending of funds for purposes as documented in the budget. Thus, through the normal accounts receivable and accounts payable processes, budgeted funds are received and expended throughout the year. Under the City's expenditure limitation, total expenditures cannot exceed the final appropriation, once the budget is adopted. Monthly financial reports are prepared for the Mayor, Council, City Clerk, City Manager and Department Heads. Quarterly these include a management discussion and analysis of activities. This allows the City Manager to insure the budget is being followed and that the Mayor and Council are aware of the budget status.

**BUDGET AMENDMENTS**

The City Manager has the authority to approve line item transfers of expenditure budgets from one account to another account within a department. Only the City Council, however, possesses the authority to approve budget amendments for the following purposes:

1. Monetary transfers that must be made from one department to another department.
2. Necessary budget changes to reflect unanticipated revenue and/or expenditure variances that could or will have an impact on City operations, programs, or objectives.
3. Any proposed expenditure of undesignated fund balances.

All administrative budget transfers are documented by the Finance Director and tracked in the City's computerized financial system.





### Fiscal Year 2015 Budget Schedule

Fiscal Year of January 1, 2015 - December 31, 2015

<u>Action</u>	<u>Date</u>
Strategic Goals & Action Plans meeting with Council and Staff	Jan. - Mar. 2014
Updated Strategic Goals and Action Plans Report	March 31, 2014
Five Year Major Capital Request pages provided to Department Heads	June 6, 2014
Budget Worksheets, expense explanation, FY-2014 goals & performance measures provided to Department Heads	July 3, 2014
Finance Director begins work on Revenue Projections	July 3, 2014
Deadline for return of initial Five Year Capital Requests	July 15, 2014
Deadline for return of Budget worksheets, expense explanation pages	August 8, 2014
Deadline for Department Heads' return of FY-2014 goal analysis and FY-2015 goals	August 8, 2014
Deadline for Revenue Projections	August 13, 2014
Budget Data compiled and sent to City Manager	August 29, 2014
City Manager meets with Department Heads to review submitted operating budgets, five year capital requests and FY-2015 goals.	September 2 through 12, 2014
Budget Adjustments completed by Department Heads	September 19, 2014
Preliminary budget compiled and sent to City Manager	September 30, 2014
Preliminary Budget Draft delivered to City Council	October 3, 2014
Work Sessions with City Council, City Manager, Assistant City Manager, Finance Director and Department Heads to review Preliminary Budget Draft	Oct. 6-23, 2014
Deadline for Department Heads' return of performance measures	November 1, 2014
Finalize budget for all revenues, expenditures and inter-fund allocations	October 24 through November 14, 2014
Publish Public Hearing notice	November 21, 2014
Public Hearing	December 3, 2014
Final Budget components reviewed and completed	Dec. 4-11, 2014
Proposed budget presented to the Council for consideration	December 12, 2014
Council Adoption of Budget	December 16, 2014
Implementation of FY-2015 Budget	January 1, 2015





**GFOA Distinguished Budget Presentation Award**

The Government Finance Officers Association of the United States of America and Canada (GFOA) presented the Distinguished Budget Presentation Award to the City of Ellisville, Missouri for its annual budget for the fiscal year beginning January 1, 2013. In order to receive this award, a governmental unit (City of Ellisville) must publish a budget document that meets program criteria as a policy document, as an operation guide, as a financial plan and as a communications device.

This award is valid for a period of one year only. The City believes the proposed budget for FY-2014 continues to conform to the program requirements and it will be submitted to the GFOA to determine its eligibility for another award.





# City of Ellisville Goals

The Mayor and the rest of the City Council did not meet during FY-2013 to review the City's long-term goals and the progress on strategic goals. It could be assumed that the attempt to recall one Council member and the impeachment and reinstatement of the Mayor took so much time that a long-term goal setting meeting was not addressed. The Council has committed to having such a meeting early in FY-2014 to focus on the future of Ellisville.

Since there was no Council review during FY-2013 the long term goals, strategic goals and action plans from the prior year have been carried forward.

### LONG TERM GOALS

The Mayor and City Council believe the long term interest of the City can best be served by establishing long-term goals and focusing on these as they make plans for the future. During FY-2008 strategic planning sessions were held to replace the previous long-term goals. Five goals were established and are listed to the right. A new list of long-term goals is scheduled to be done in FY-2014.

- | <i>The City's Long-Term Goals</i> |   |
|-----------------------------------|---|
| I.                                | Preserve Current Levels of City Services              |
| II.                               | Address Capital Improvements Needs and Infrastructure |
| III.                              | Increase the Levels of Customer Service               |
| IV.                               | Expand Municipal Facilities                           |
| V.                                | Improve Traffic Safety, Security and Law Enforcement  |

### STRATEGIC GOALS

The strategic goals for FY-2014 have been carried forward from the prior year. These strategic goals have remained the same for the past few years. As noted in the matrix, some of the strategic goals apply to more than one long-term goal so the quantity of strategic goals is not tied to the number of long-term goals.

- 1) Increase City Revenues by Attracting More Businesses, Customers, Development and Redevelopment. *This directly relates to the revenue necessary to achieve all five of the long-term goals.*
- 2) Improve City Infrastructure to Lessen Traffic Congestion and Increase Pedestrian Traffic. *This relates to Long-Term Goal II and V because it does involve infrastructure improvements and should improve traffic safety.*
- 3) Diversify City Revenue Sources. *This relates to Long-Term Goal I because diverse revenue provides a more consistent flow of funds to provide the current level of services.*
- 4) Attract /Retain City residents. *Retaining residents allows the City to know what services need to be retained and improved so this relates to Long-Term Goals I and III.*

Strategic Plan Matrix

Strategic Goals	Long Term Goals				
	I. Preserve current services	II. Capital improvement needs	III. Increase customer service	IV. Expand municipal facilities	V. Improve law enforcement
1. Increase revenues	✓	✓	✓	✓	✓
2. Improve infrastructure		✓			✓
3. Diversify revenue	✓				
4. Attract/retain residents	✓		✓		



**ACTION PLANS**

The action plans are designed to help achieve the strategic goals. The action plans that were carried forward are as follows:

- a) Continue the Public Safety Day including cooperation with local businesses. During 2010 the Public Safety Day was overhauled and expanded. This expanded Public Safety Day was successful and the recommendation was to continue it for future years. This relates to Strategic Goals 1 and 4.
- b) Improve quality of park/recreation facilities and programs. The Parks and Recreation Department will continue to develop new recreation programs at the aquatic center. The focus on improving facilities and opportunities will include possible playground improvements, walking trail improvements, explore skate park initiatives, explore a possible winter festival with a temporary ice skating rink, consider a soap box derby competition and seek a municipal park grant for renovations to the tennis courts. This relates to Strategic Goals 1 and 4.
- c) Promote reinvestment in older commercial centers. The Planning and Community Development Department continues to lead the City's efforts to work with neighboring cities and the Missouri Department of Transportation on the Great Street project for the revitalization of the Manchester Road corridor. This relates to Strategic Goal 1.
- d) Continue the sponsorship program for selected City events. The number of sponsors for community events has grown, generating increasing receipts for the past three years. Work will continue on this program. This relates to Strategic Goal 1.
- e) Continue a local community market. This market now includes artisans and produce from farmers. It is operated as a community-run project. The plan is to continue this program and increase City support as budgets allow. This relates to Strategic Goals 1 and 3.
- f) Involve businesses more in public safety services. After deliberation with the police liaison officers, it was determined that the substation approach was not appropriate for a smaller city like Ellisville. The Police Department will move communications from print to electronics and possibly offer training sessions on topics like fraud and bank robbery. This relates to Strategic Goals 1 and 2.
- g) Consider policies that would add more new sidewalks. The Planning and Community Development Department will continue to review current practices to identify cost effective ways to incorporate sidewalks into construction and improvement projects. Any possible policy changes would be considered by the Council. This relates to Strategic Goal 2.
- h) Develop a sidewalk and trail master plan utilizing a grant from Trailnet. The grant funds provided the funds for a consultant to develop a bicycle and pedestrian master plan. This has been included in the City's Comprehensive Plan. This action plan is completed. This relates to Strategic Goal 2.
- i) Increase pedestrian traffic. The Parks Department to work on implementing the bicycle and pedestrian master plan and the Great Streets master plan. These plans include connections with neighboring communities. These changes will be included in City construction projects as budget amounts allow. This relates to Strategic Goals 1 and 2.
- j) Attempt to get the State law changed on the percentage of the 1% County-wide sales tax that goes to the city where a vehicle is sold. Due to the current political situation and the decrease in dealerships making this a smaller possible gain, the Council decided to eliminate this action plan.
- k) Attempt to get the State law changed so the portion of the 1% sales tax that goes to the city where the vehicle is distributed is based on the price of the vehicle rather than the number of units sold. The Mayor and Council decided to suspend this for more favorable economic circumstances and clarification of out-of-state purchases.
- l) Refinance outstanding certificate of participation bonds when financially appropriate. The Finance Department has contacted the City's financial advisor and others to see if refinancing





is a reasonable option. This is not feasible until the financial climate is more favorable. This relates to Strategic Goals 1 and 3.

- m) Increase housing stock diversity by working with Elected Officials, Planning and Zoning Commission Members and the public to inventory existing housing stock and establishing goals for the desired housing stock mix. The Plan has been finished. The Planning and Community Development Department will work on these changes as opportunities arise through the years. This relates to Strategic Goal 4.
- n) Continue the Street Tree Program. This ongoing program has proven to be successful. The current funding matches the demand very well. The Public Works Department will explore adding major roads to the plan when the budget allows. This relates to Strategic Goal 4.
- o) Build a new City Hall. The Action Plan is on hold until a revenue source is identified. This relates to Strategic Goals 1 and 4.
- p) Conduct one or two town hall meetings each year. The Council will focus on town hall meetings on specific topics rather than have a general forum. Each such meeting would be a substitute for a council session. This relates to Strategic Goal 4.

The following Action Plan Matrix shows how the status of these plans and who they relate to the Strategic Goals.

Action Plan Matrix

Action Plans	Strategic Goals			
	1. Increase revenues	2. Improve infrastructure	3. Diversify revenue	4. Attract/retain residents
a. Public Safety Day	✓			✓
b. Improve park facilities	✓			✓
c. Promote older commercial centers	✓			
d. Sponsorship program	✓			
e. Farmers market	✓			
f. Businesses in public safety	✓	✓		
g. Sidewalk policy		completed		
h. Sidewalk and trail master plan		✓		
i. Increase pedestrian traffic	✓	✓		
j. Change vehicle sales tax distribution			eliminated	
k. Revises vehicle sales tax base	suspended			
l. Refinance bonds when appropriate	✓		✓	
m. Increase housing stock diversity				✓
n. Expand street tree program				✓
o. Build a new City Hall	✓			✓
p. Conduct Town Hall Meetings				✓

**DEPARTMENTAL GOALS**

As a part of the budget process, each department establishes their departmental goals and objectives for the next year and provides an analysis of their goals for the current year. The department goals can be found in each department’s section of this budget document.

Creating a matrix with columns for fifteen action plans and approximately forty departmental goals would be impossible to display in a manner that could be read, but departmental goals for FY-2014 have been related to action plans when appropriate.





## **LONG TERM CAPITAL NEEDS**

Another part of the long-term goal process is identifying the City's long-term capital needs. Therefore, the City has a five-year capital forecast that helps identify these long-term needs. This is scheduled early in the budget process after the Strategic Goals and Action Plans meeting with the Council. Because of its importance in the budgeting process, there is a separate section in this budget document to address the five-year capital forecast.





## REVENUE AND EXPENDITURE SUMMARY

## ALL FUND ACTIVITY FOR FY-2014

	Municipal Funds								
	General	Infrastructure	Equipment Replacement	Park	Benevolent	Stormwater Control	Sewer Lateral	Contingency Reserve	Total
	Fund 10	Fund 20	Fund 30	Fund 50	Fund 70	Fund 80	Fund 81	Fund 90	
<b>Beginning Fund Balance</b>	\$ 1,150,659	\$ 1,114,390	\$ 134,872	\$ 431,499	\$ 66,412	\$ 1,683,966	\$ 369,719	\$ 626,343	\$ 5,577,860
Non-Spendable for Prepaid Expenses	83,256								83,256
Restricted for Debt Service	428,775								428,775
Assigned for Historical Minimums	1,058,070								1,558,070
<b>Fund Balance Available for Operations</b>	\$ 9,333	\$ 1,114,390	\$ 134,872	\$ 2,724	\$ 66,412	\$ 1,183,966	\$ 369,719	\$ 626,343	\$ 3,507,759
<b>2014 Revenue</b>	5,641,600	1,640,000	0	1,061,600	400	1,233,300	95,500	2,500	9,674,900
<b>2014 Operating Expenditures</b>	6,348,417	0	0	747,853	0	352,060	21,980	0	7,470,310
<b>2014 Capital Expenditures</b>	0	643,700	48,500	433,640	0	1,030,000	70,000	0	2,225,840
<b>Current Year Revenue and Expense</b>	<b>(706,817)</b>	<b>996,300</b>	<b>(48,500)</b>	<b>(119,893)</b>	<b>400</b>	<b>(148,760)</b>	<b>3,520</b>	<b>2,500</b>	<b>(21,250)</b>
<b>Other Financing Sources and (Uses)</b>									
<b>2013 Budgeted Revenue Carried Forward</b>									0
<b>2013 Budgeted Expenditures Carried Forward</b>	0	0	165,000	41,000	0	0	0		206,000
<b>Interfund Transfers From</b>	(160,000)	(945,000)	0	0	0	0	0	1,105,000	0
<b>Interfund Transfers To</b>	865,000	0	80,000	160,000	0	0	0	(1,105,000)	0
<b>Increase in Contingency Fund</b>	0	0	0	0	0	0	0	0	0
<b>Net Current Year Activity</b>	<b>(1,817)</b>	<b>51,300</b>	<b>(133,500)</b>	<b>(893)</b>	<b>400</b>	<b>(148,760)</b>	<b>3,520</b>	<b>2,500</b>	<b>(227,250)</b>
<b>Fund Balance Available for Operations</b>	\$ 7,516	\$ 1,165,690	\$ 1,372	\$ 1,831	\$ 66,812	\$ 1,035,206	\$ 373,239	\$ 628,843	\$ 3,280,509
Non-Spendable for Prepaid Expenses	83,256								83,256
Restricted for Debt Service	428,775								428,775
Assigned for Historical Minimums	1,058,070								1,558,070
<b>Ending Fund Balance</b>	\$ 1,148,842	\$ 1,165,690	\$ 1,372	\$ 430,606	\$ 66,812	\$ 1,535,206	\$ 373,239	\$ 628,843	\$ 5,350,610

This chart shows not only the current year revenue and expenditures but the impact on the City's fund balance. Specific designated fund balance amounts are separated out. As presented, this includes all funds. This is done to show the amount of fund balance that is available to be utilized. This is not intended to meet Governmental Accounting Standards Board (GASB) requirements. To meet GASB standards the fund balances of all funds other than the general fund and the contingency fund would be shown as restricted. The City does recognize that these fund balances are for the purpose of those designated funds. Since this does not GASB guidelines the term





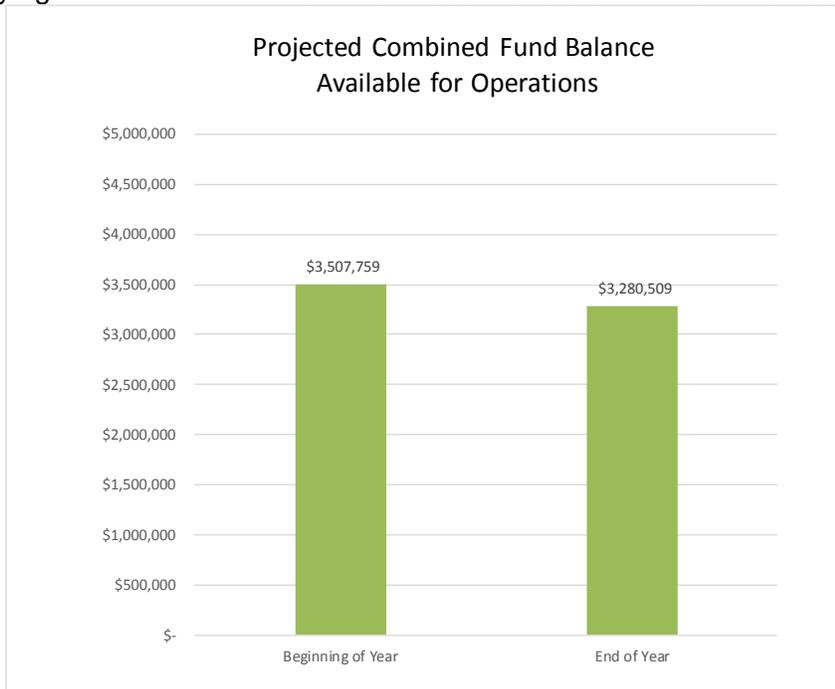
Unassigned is not used. This chart does show the FY-2014 budget has a current year activity of a negative \$227,250 after considering other funding sources.

**FY-2014 Budget Recap**

	Total	
<b>Beginning Balance - all funds</b>	<b>\$ 5,577,860</b>	
<b>Plus : FY-2014 Projected Revenue</b>	<b>\$ 9,674,900</b>	
<b>= Total Funds Available During FY-2013</b>	<b>\$ 15,252,760</b>	
<b>Less: FY-2014 Projected Expenditures</b>	<b>\$ 9,696,150</b>	
<b>Less: FY-2013 Budgeted Expenditures Carried Forward to FY-2014</b>	<b>\$ 206,000</b>	
<b>= Projected Ending Fund Balances</b>	<b>\$ 5,350,610</b>	% change -4.07%

The decrease in the Fund Balance is acceptable to the City Council. The Council recognizes the beginning fund balance includes funds for FY-2013 budgeted projects that were not completed and carried forward. The Council also recognizes the necessity of increasing revenues and/or cutting costs in order to provide long term stability. Strategic planning sessions are planned during early FY-2014. The major focus of these meetings will be the long term financial stability of the City.

The following graph shows the combined fund balances that are available for ongoing operations at the beginning and end of the year. By taking out required reserves this provides a convenient method of displaying the amount of the fund balances that are available to be used.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**All Governmental Fund Types and Similar Expendable Trust Fund**

	2012 Actual	2013 Estimate	2014 Budgeted
<b>REVENUES</b>			
Taxes	\$ 5,780,892	\$ 5,490,432	\$ 5,250,400
Utility & Franchise Taxes	1,852,441	1,973,000	1,973,000
Intergovernmental	657,710	625,000	852,000
Licenses, permits and fees	595,367	612,000	614,700
Fines and court costs	630,323	560,000	539,800
Parks and Recreation income	373,632	300,900	303,000
Investment income	71,506	60,000	40,000
Miscellaneous	295,461	102,000	102,000
Total Revenues	<u>\$10,257,332</u>	<u>\$ 9,723,332</u>	<u>\$ 9,674,900</u>
<b>EXPENDITURES</b>			
Administration	\$ 1,968,131	\$ 2,544,135	\$ 1,844,880
Public Works	1,510,697	1,715,563	1,579,393
Engineering	916,770	871,028	659,274
Stormwater	1,183,380	1,218,790	1,382,060
Sewer Lateral	78,264	115,500	91,980
Planning	186,722	186,305	196,140
Police	2,039,878	2,168,766	2,315,125
Municipal Courts	357,130	360,800	370,805
Parks and Recreation	1,055,440	1,190,915	1,462,493
Total Expenditures	<u>\$ 9,296,412</u>	<u>\$10,371,802</u>	<u>\$ 9,902,150</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 960,920</u>	<u>\$ (648,470)</u>	<u>\$ (227,250)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ 1,320,000	\$ 1,960,000	\$ 2,530,000
Operating transfer out	<u>\$ (1,320,000)</u>	<u>\$ (1,960,000)</u>	<u>\$ (2,530,000)</u>
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ 960,920</u>	<u>\$ (648,470)</u>	<u>\$ (227,250)</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 6,629,487</u>	<u>\$ 7,590,407</u>	<u>\$ 6,941,937</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 7,590,407</u>	<u>\$ 6,941,937</u>	<u>\$ 6,714,687</u>

Includes \$105,000 carried forward to FY-2014 from the FY-2013 budget.





## REVENUE SUMMARY - ALL FUNDS

### FUND NUMBER: ALL

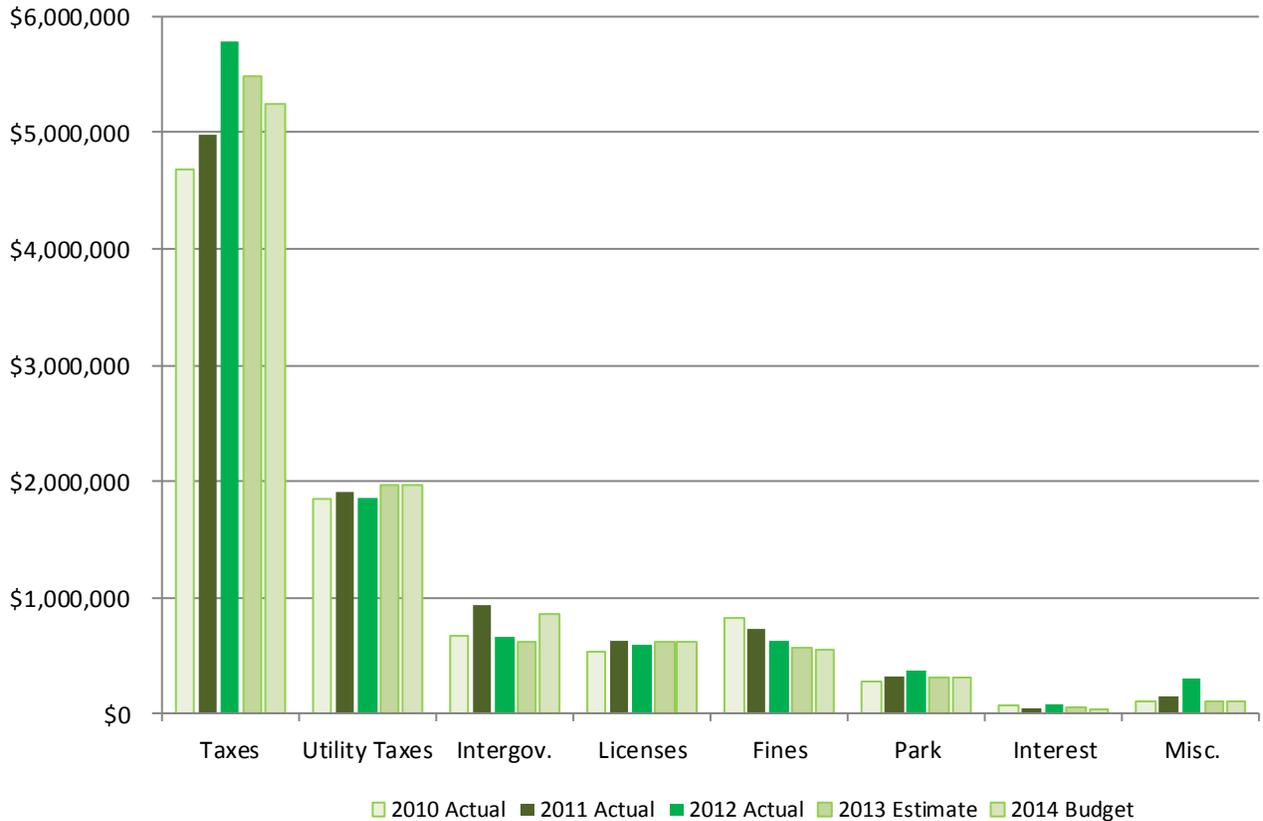
DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
<b>TAXES</b>						
Real Estate Tax	\$364,556	\$371,084	\$232,161	\$370,000	\$340,000	\$340,000
Personal Property Tax	\$0	\$0	\$0	\$0	\$0	\$0
1% Sales Tax	\$2,318,970	\$2,348,911	\$2,373,036	\$2,300,000	\$2,236,900	\$2,130,000
1/2% Stormwater Sales Tax	\$1,395,311	\$1,402,817	\$1,392,903	\$1,400,000	\$1,271,100	\$1,220,000
1/2% Capital Sales Tax	\$0	\$256,815	\$1,181,184	\$1,160,000	\$1,092,500	\$1,035,000
1/4% Parks Sales Tax	\$600,207	\$604,326	\$600,849	\$600,000	\$549,500	\$525,000
Financial Instit. Tax	\$239	\$424	\$759	\$400	\$432	\$400
<b>UTILITY &amp; FRANCHISE TAXES</b>						
Telephone Tax	\$535,278	\$473,888	\$455,698	\$415,000	\$450,000	\$445,000
Water	\$112,954	\$128,214	\$143,337	\$130,000	\$145,000	\$145,000
Electric	\$813,348	\$877,354	\$881,215	\$870,000	\$945,000	\$950,000
Natural Gas	\$312,610	\$309,286	\$240,550	\$250,000	\$300,000	\$300,000
Cable Comm.	\$70,676	\$110,642	\$131,641	\$133,000	\$133,000	\$133,000
<b>INTERGOVERNMENTAL REVENUE</b>						
Missouri Gasoline Tax	\$257,443	\$247,086	\$231,569	\$225,000	\$230,000	\$229,000
Motor Vehicle Tax	\$55,425	\$54,469	\$56,917	\$57,000	\$58,000	\$59,000
Motor Vehicle Fees	\$42,878	\$39,297	\$38,945	\$39,000	\$39,000	\$39,000
Bridge & Road Tax	\$287,084	\$293,026	\$284,590	\$290,000	\$270,000	\$270,000
Cigarette Tax	\$25,995	\$25,540	\$25,611	\$23,000	\$25,000	\$25,000
State/County Grants	\$4,464	\$279,796	\$20,078	\$141,500	\$3,000	\$230,000
<b>LICENSES, PERMITS, INSPECTION FEES</b>						
Business Licenses	\$452,170	\$496,099	\$483,533	\$468,000	\$488,000	\$495,000
Liquor Licenses	\$11,305	\$11,159	\$11,251	\$10,800	\$9,600	\$9,600
Plumbing Licenses	\$3,459	\$2,970	\$2,880	\$2,500	\$2,800	\$2,800
Vending Licenses	\$10,676	\$9,948	\$9,775	\$9,800	\$9,800	\$9,800
Building Permits	\$21,328	\$54,642	\$33,256	\$95,000	\$60,000	\$60,000
Excavation Permits	\$512	\$140	\$800	\$300	\$1,300	\$500
Occupancy Permits	\$4,995	\$4,695	\$6,180	\$4,200	\$6,500	\$6,500
Plumbing Permits	\$8,856	\$9,918	\$10,931	\$7,500	\$10,000	\$10,000
Sewer Permits	\$490	\$322	\$685	\$400	\$500	\$500
Sign Permits	\$3,640	\$9,889	\$10,947	\$4,500	\$6,000	\$4,500
Res. Occu. Insp. Fee	\$8,306	\$8,727	\$10,444	\$7,500	\$10,500	\$8,500
Com. Occu. Insp. Fee	\$1,118	\$1,840	\$3,488	\$1,300	\$1,500	\$1,500
Planning Appl. Fees	\$6,650	\$8,800	\$11,197	\$6,000	\$5,500	\$5,500
<b>FINES AND COURT COSTS</b>						
Court Fines/Costs	\$801,227	\$719,832	\$614,998	\$595,000	\$550,000	\$530,000
Security Inmate Fee	\$0	\$380	\$3,025	\$3,200	\$2,700	\$2,500
Police Training	\$7,537	\$5,356	\$3,214	\$3,200	\$3,200	\$3,200
CVC Court	\$754	\$723	\$595	\$650	\$500	\$500
Bond Forfeiture	\$4,100	\$6,682	\$8,491	\$6,000	\$3,600	\$3,600





DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
<b>PARK REVENUE</b>						
Pool Income	\$164,499	\$191,805	\$204,180	\$186,000	\$172,000	\$175,000
Concessions	\$37,339	\$40,516	\$45,203	\$40,000	\$34,000	\$35,000
Rec. Prog. Fees	\$46,004	\$50,403	\$48,080	\$55,000	\$47,000	\$50,000
Rec. Spec. Events	\$7,186	\$8,841	\$9,210	\$12,000	\$12,000	\$12,000
Bluebird Park Income	\$15,633	\$15,665	\$27,558	\$16,000	\$24,000	\$21,000
Other Park Revenue	\$105	\$35	\$28,872	\$0	\$800	\$0
July 4th Sponsors	\$2,342	\$4,867	\$4,500	\$4,500	\$5,000	\$5,000
Concerts Sponsors	\$2,015	\$3,978	\$6,029	\$5,000	\$6,100	\$5,000
<b>MISCELLANEOUS REVENUE</b>						
Interest Income	\$64,375	\$46,393	\$71,506	\$30,000	\$60,000	\$40,000
Tree Income	\$450	\$0	\$75	\$0	\$0	\$0
Surplus Property	\$25	\$3,625	\$9,660	\$0	\$0	\$0
Miscellaneous Income	\$10,805	\$45,035	\$192,888	\$78,000	\$8,000	\$8,000
False Alarms	\$3,100	\$3,250	\$2,250	\$2,000	\$2,000	\$2,000
Publication Fees	(\$923)	\$36	(\$721)	(\$1,000)	(\$1,000)	(\$1,000)
Sewer Lateral Fees	\$91,032	\$91,393	\$91,309	\$91,500	\$93,000	\$93,000
<b>TOTAL REVENUE-ALL FUNDS</b>	<b>\$8,988,548</b>	<b>\$9,680,939</b>	<b>\$10,257,332</b>	<b>\$10,148,750</b>	<b>\$9,723,332</b>	<b>\$9,674,900</b>

Five Year Revenue Review





## EXPENDITURE SUMMARY - ALL FUNDS

### DEPARTMENT NUMBER: ALL

DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
<b>SALARIES AND WAGES</b>						
Salaries and Wages	\$2,932,196	\$2,812,607	\$2,949,976	\$3,061,520	\$3,185,590	\$3,308,540
Wages - Seasonal	\$59,698	\$54,734	\$60,221	\$82,500	\$71,500	\$71,000
Overtime	\$54,499	\$56,782	\$55,754	\$55,600	\$78,600	\$61,120
Allowances	\$19,200	\$5,919	\$5,722	\$5,700	\$5,700	\$5,700
FICA	\$233,547	\$218,937	\$229,252	\$251,730	\$248,820	\$256,660
Holiday Pay	\$33,137	\$32,538	\$34,623	\$35,820	\$35,700	\$39,410
<b>BENEFITS</b>						
Health Insurance	\$518,810	\$519,532	\$543,093	\$601,760	\$603,580	\$699,150
Dental Insurance	\$36,623	\$35,488	\$36,680	\$39,010	\$37,940	\$44,590
Life Insurance	\$18,709	\$17,917	\$18,548	\$21,020	\$19,850	\$21,690
Long Term Disability	\$14,423	\$13,641	\$14,443	\$15,590	\$13,200	\$14,160
Pension	\$238,374	\$255,634	\$283,437	\$324,930	\$337,310	\$325,860
<b>MISCELLANEOUS</b>						
Miscellaneous	\$6,112	\$5,984	\$6,042	\$6,210	\$6,380	\$6,490
<b>SUBTOTAL PAYROLL</b>	<b>\$4,165,328</b>	<b>\$4,029,713</b>	<b>\$4,237,791</b>	<b>\$4,501,390</b>	<b>\$4,644,170</b>	<b>\$4,854,370</b>
<b>SERVICES</b>						
Attorney Fees	\$49,745	\$24,572	\$95,096	\$60,000	\$50,000	\$90,000
Other Legal Services	\$18,583	\$45,834	\$35,843	\$35,010	\$121,900	\$33,010
Professional Services	\$89,906	\$238,876	\$167,312	\$290,930	\$226,680	\$225,220
Contractual Services	\$476,561	\$463,018	\$465,297	\$497,241	\$482,005	\$467,398
Service Agreements	\$12,134	\$13,240	\$14,649	\$29,630	\$10,380	\$30,155
Solid Waste & Recycling	\$466,224	\$499,643	\$474,470	\$492,000	\$485,400	\$497,500
Street Light Service	\$83,312	\$106,843	\$114,618	\$82,500	\$130,700	\$132,600
Tags	\$0	\$0	\$0	\$0	\$0	\$0
Workers' Compensation	\$93,053	\$76,199	\$80,845	\$89,300	\$95,410	\$100,000
Insurance	\$92,368	\$89,679	\$91,026	\$100,350	\$98,000	\$103,650
Plan Review	(\$1,354)	\$2,525	\$5,302	\$1,000	\$1,000	\$0
<b>PERSONNEL DEVELOPMENT</b>						
Personnel Training	\$7,895	\$7,919	\$5,733	\$14,725	\$11,138	\$14,300
Travel & Meeting	\$12,791	\$16,057	\$23,052	\$38,960	\$24,666	\$29,600
Dues/Membership Fees	\$16,132	\$14,338	\$14,053	\$16,357	\$15,776	\$13,581
Publications and Journals	\$3,446	\$2,786	\$2,407	\$2,771	\$2,521	\$2,403
<b>SUPPLIES</b>						
Office Supplies & Exp.	\$34,076	\$30,045	\$49,304	\$43,120	\$42,620	\$42,915
Program Supplies	\$66,699	\$111,904	\$80,520	\$76,850	\$63,330	\$67,995
Concession Supplies	\$14,106	\$17,687	\$20,614	\$24,000	\$20,000	\$21,000
Uniforms	\$13,064	\$25,741	\$27,327	\$36,525	\$32,154	\$30,805
Gasoline & Oil	\$74,943	\$93,288	\$95,749	\$88,470	\$87,070	\$87,430
Ammunition/Weapons	\$15,373	\$8,245	\$15,898	\$17,950	\$17,950	\$18,650





DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
<b>PRINTING, POSTAGE &amp; NOTICES</b>						
Printing	\$10,847	\$8,234	\$10,565	\$11,250	\$11,360	\$11,650
Legal Notices	\$6,878	\$3,513	\$4,562	\$8,850	\$7,600	\$7,775
Codification	\$1,948	\$4,460	\$1,450	\$2,000	\$2,000	\$2,000
Postage	\$10,002	\$11,234	\$7,207	\$14,650	\$14,050	\$14,150
<b>UTILITIES</b>						
Water	\$8,684	\$13,985	\$18,556	\$15,050	\$14,950	\$14,950
Sewer	\$15,129	\$11,835	\$15,987	\$16,060	\$14,050	\$14,050
Natural Gas	\$10,710	\$39,577	\$13,071	\$19,800	\$19,600	\$19,200
Electric	\$61,146	\$63,043	\$60,882	\$70,530	\$70,080	\$70,980
Telephone	\$46,349	\$26,388	\$26,500	\$29,498	\$30,053	\$32,028
<b>RENTALS</b>						
Vehicle/Equipment Rental	\$3,878	\$3,911	\$3,899	\$5,375	\$5,158	\$5,250
<b>LEASES</b>						
Equipment Lease	\$4,004	\$4,483	\$2,737	\$5,360	\$5,230	\$5,100
<b>EQUIPMENT</b>						
Computer Equip./Software	\$10,584	\$8,850	\$16,886	\$74,975	\$22,300	\$25,050
Equipment Purchases	\$19,849	\$5,538	\$45,081	\$51,050	\$51,881	\$33,750
<b>SIGNS AND TREES</b>						
Signs	\$2,295	\$7,499	\$7,249	\$8,930	\$8,930	\$8,930
Tree Planting	\$5,068	\$9,154	\$19,078	\$17,000	\$17,000	\$17,000
<b>MAINTENANCE AND REPAIR</b>						
Maintenance Supplies	\$61,141	\$64,038	\$73,701	\$67,100	\$65,300	\$67,100
Maint. & Repair Equipment	\$36,310	\$37,852	\$36,043	\$34,410	\$33,901	\$34,200
Maint. & Repair Structure	\$15,214	\$37,964	\$17,232	\$16,470	\$12,731	\$53,020
ADA Compliance	\$7,752	\$7,993	\$7,095	\$8,200	\$8,200	\$8,200
Maint/Repair Vehic.-Adm.	\$207	\$66	\$816	\$400	\$400	\$400
Maint/Repair Vehic.-Plan.	\$741	\$1,551	\$5,235	\$4,000	\$4,000	\$4,000
Maint/Repair Vehic.-P.W.	\$16,661	\$20,553	\$15,479	\$27,960	\$27,960	\$27,960
Maint/Repair Vehic.-Parks	\$717	\$416	\$71	\$1,000	\$1,000	\$1,000
Maint/Repair Vehic.-Police	\$10,055	\$8,195	\$12,491	\$14,900	\$14,900	\$14,900
<b>COMMUNITY EVENTS</b>						
Community Relations	\$19,160	\$18,411	\$18,604	\$25,150	\$19,800	\$39,050
Fall Festival/Rock n' Run	\$11,047	\$0	\$0	\$0	\$0	\$0
July Fourth Celebration	\$42,750	\$43,669	\$1,102	\$48,000	\$47,900	\$49,000
Emergency Management	\$128	\$0	\$245	\$0	\$85	\$585
Special Events	\$2,390	\$12,090	\$10,252	\$16,850	\$16,850	\$20,850
<b>ELECTION</b>						
Election Expenses	\$2,795	\$3,515	\$2,444	\$3,500	\$3,050	\$0





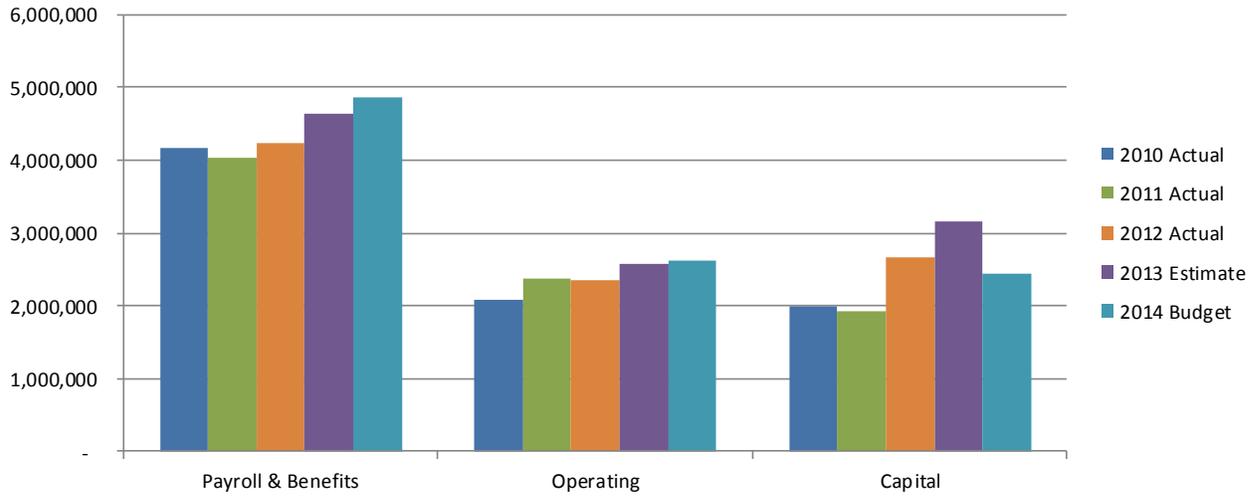
DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
<b>TRANSFERS</b>						
Crime Victims Compensation Fund	(\$1,450)	\$2	\$135	\$0	\$0	\$0
POST Fund	(\$593)	\$127	\$19	\$0	\$0	\$0
<b>MISCELLANEOUS</b>						
SERT	\$4,673	\$3,747	\$10,710	\$5,600	\$5,600	\$5,600
<b>SUBTOTAL OPERATIONS</b>	<b>\$2,086,126</b>	<b>\$2,370,332</b>	<b>\$2,344,499</b>	<b>\$2,661,607</b>	<b>\$2,574,619</b>	<b>\$2,615,940</b>
<b>EQUIPMENT</b>						
Computer Equip./Software	\$0	\$0	\$11,917	\$10,000	\$40,000	\$66,500
Equipment Purchase	\$0	\$220,846	\$74,918	\$411,100	\$62,503	\$127,000
Vehicle Purchase	\$24,378	\$59,129	\$76,823	\$242,000	\$260,090	\$26,000
<b>INFRASTRUCTURE</b>						
Maint/Const. Structures	\$4,945	\$0	\$11,452	\$138,500	\$53,080	\$248,700
Street Replacement	\$162,214	\$100,000	\$476,086	\$445,000	\$445,000	\$260,000
Concrete Street Repair	\$0	\$50,470	\$41,656	\$50,000	\$50,000	\$50,000
Street Overlaying	\$0	\$0	\$33,768	\$0	\$0	\$0
Mudjacking	\$3,478	\$4,697	\$10,000	\$10,000	\$10,000	\$8,000
Stormwater Repair	\$27,341	\$69,038	\$99,542	\$75,000	\$75,900	\$100,000
Stormwater Projects	\$774,142	\$523,105	\$841,000	\$895,700	\$765,700	\$930,000
Sidewalk Repair	\$5,867	\$8,320	\$25,218	\$20,000	\$20,000	\$15,000
Trail Repair	\$92,463	\$10,000	\$15,682	\$84,000	\$33,000	\$49,500
Crack Sealing	\$32,185	\$31,081	\$65,112	\$60,000	\$60,000	\$50,000
Sewer Lateral Repair	\$40,921	\$16,442	\$69,249	\$70,000	\$105,000	\$70,000
COP Debt-Principal	\$560,000	\$585,000	\$605,000	\$975,000	\$975,000	\$275,000
COP Debt-Interest	\$249,258	\$229,128	\$207,381	\$183,740	\$183,740	\$144,140
Infrastructure/Other	\$16,366	\$9,565	\$11,245	\$14,000	\$14,000	\$12,000
<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$1,993,558</b>	<b>\$1,916,821</b>	<b>\$2,676,049</b>	<b>\$3,684,040</b>	<b>\$3,153,013</b>	<b>\$2,431,840</b>
<b>TOTAL CITYWIDE EXPENDITURES</b>	<b>\$8,245,012</b>	<b>\$8,316,866</b>	<b>\$9,258,339</b>	<b>\$10,847,037</b>	<b>\$10,371,802</b>	<b>\$9,902,150</b>

\* includes reappropriations - \$74,400/FY-2010, \$3,500/FY-2011, \$0/FY-2012, \$317,500/FY-2013 & \$106,000/FY-2014.

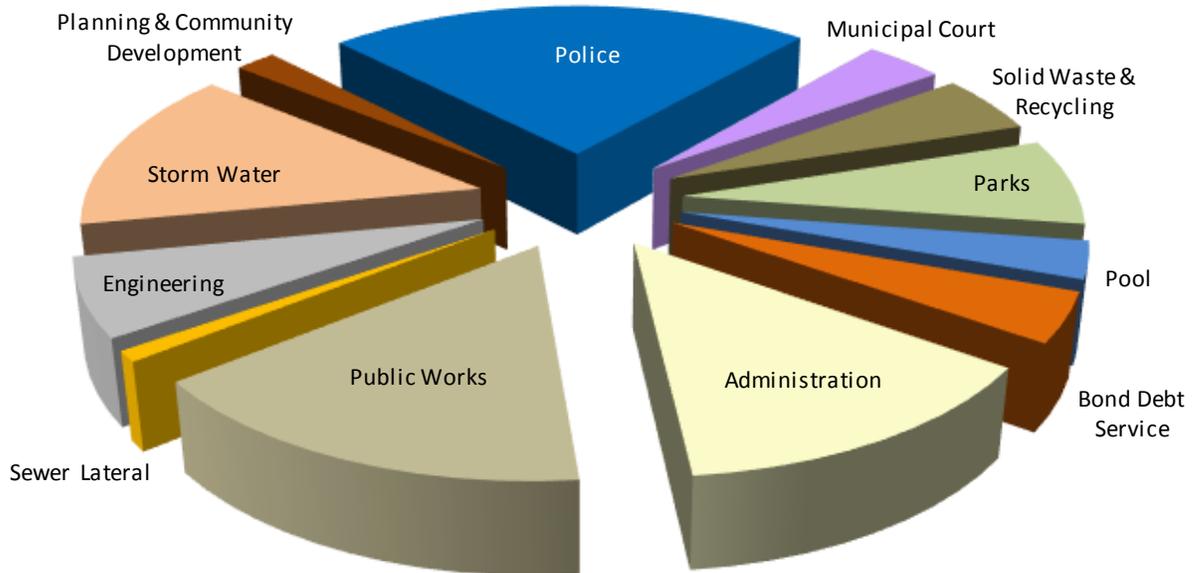




Five Year Expense Review by Category

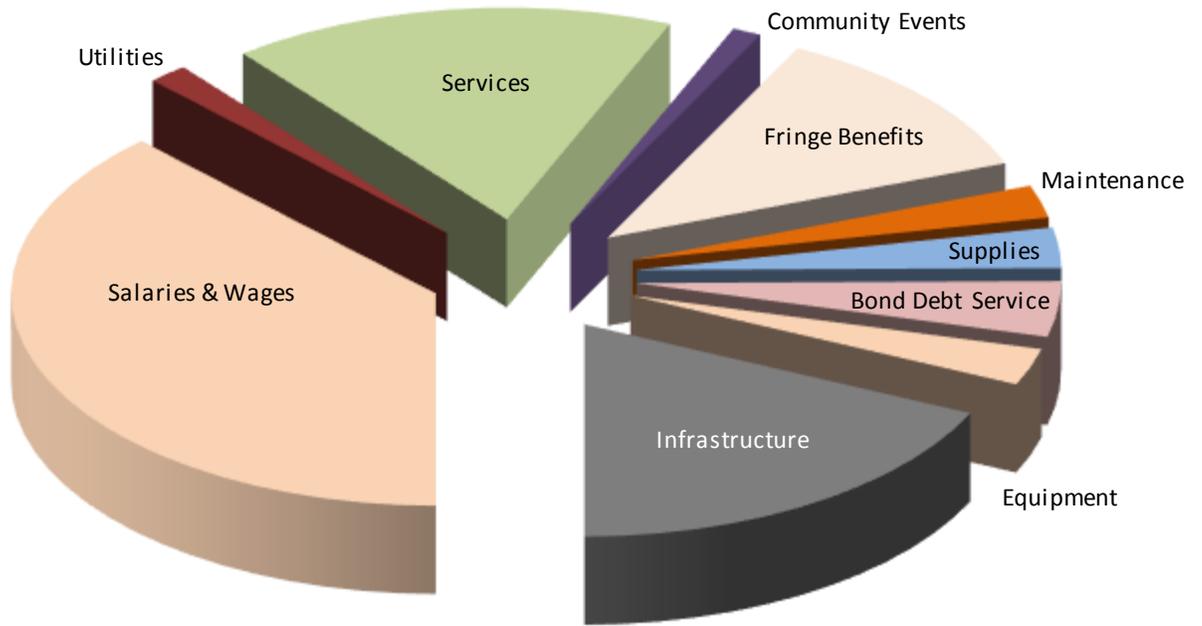


Expenditures by Department





### Expenditures by Detailed Categories





**FISCAL YEAR 2014 FINANCIAL OVERVIEW  
CITY OF ELLISVILLE**

<u>REVENUES, FEES, OR GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
Taxes	\$5,780,892	\$5,490,432	\$5,250,400
Franchise Fees	\$1,852,441	\$1,973,000	\$1,973,000
Intergovernmental Revenue	\$657,710	\$625,000	\$852,000
Licenses, Permits, Inspection Fees	\$595,367	\$612,000	\$614,700
Fines and Court Costs	\$630,323	\$560,000	\$539,800
Park Revenue	\$373,632	\$300,900	\$303,000
Miscellaneous Revenue	\$366,967	\$162,000	\$142,000
<b>Total City Revenues</b>	<b>\$10,257,332</b>	<b>\$9,723,332</b>	<b>\$9,674,900</b>
<u>Less: EXPENDITURES</u>			
Salaries and Wages	\$3,335,548	\$3,625,910	\$3,755,510
Benefits	\$896,201	\$1,011,880	\$1,105,450
Miscellaneous	\$6,042	\$6,380	\$6,490
Services	\$1,544,458	\$1,701,475	\$1,679,533
Personnel Development	\$45,245	\$54,101	\$59,884
Supplies	\$289,412	\$263,124	\$268,795
Printing, Postage & Notices	\$23,784	\$35,010	\$35,575
Utilities	\$134,996	\$148,733	\$151,208
Rentals	\$3,899	\$5,158	\$5,250
Leases	\$2,737	\$5,230	\$5,100
Signs and Trees	\$26,327	\$25,930	\$25,930
Maintenance and Repair	\$168,163	\$168,392	\$210,780
Debt Service/Infrastructure Reimbursement	\$812,381	\$1,158,740	\$419,140
Community Events	\$30,203	\$84,635	\$109,485
Election	\$2,444	\$3,050	\$0
Miscellaneous	\$10,710	\$5,600	\$5,600
Infrastructure	\$1,925,635	\$2,068,454	\$2,071,500
<b>Total City Expenditures</b>	<b>\$9,258,185</b>	<b>\$10,371,802</b>	<b>\$9,915,230</b>
<b>CITY REVENUE (UNDER) OVER EXPENDITURES</b>	<b>\$999,147</b>	<b>(\$648,470)</b>	<b>(\$240,330)</b>

\* includes reappropriations - \$74,400/FY-2010, \$3,500/FY-2011, \$0/FY-2012, \$317,500/FY-2013 & \$106,000/FY-2014.





## PERSONNEL SCHEDULE SUMMARY

### ADMINISTRATION DEPARTMENT

Position Title	Type	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget
City Manager	Full Time	1	1	1	1	1
Assistant City Manager	Full Time	1	1	1	1	1
City Clerk	Full Time	1	1	1	1	1
Administrative Assistant III	Full Time	2	2	1	1	1
Exec. Assist. to the City Manager / Fin. Clerk	Full Time	0	0	1	1	1
IT Manager	Full Time	0	0	0	1	1
City Attorney	Retainer	0.5	0.5	0.5	0.5	0.5
Finance Director	Full Time	1	1	1	1	1
Finance Clerk	Full Time	1	1	1	0	0
Management Intern	Seasonal	0.5	0	0.5	0.5	0.5
<b>Total</b>		<b>8</b>	<b>7.5</b>	<b>8</b>	<b>8</b>	<b>8</b>

When an Administrative Assistant retired during FY-2011, it was determined that the work should be split between the other Administrative Assistant and the Finance Clerk. This staffing decrease was included in the budget for FY-2012. The Finance Clerk retired during FY-2012. The work of this position was reorganized and split between the Executive Assistant to the City Manager (replacing the Administrative Assistant III position) and the Assistant City Manager.

### PUBLIC WORKS DEPARTMENT

Position Title	Type	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget
Public Works Director	Full Time	0.5	0.5	0.5	0.5	0.5
Superintendent	Full Time	1	1	1	1	1
Field Supervisor	Full Time	2	2	2	2	2
Skilled Laborer	Full Time	5	5	5	5	5
Semi-Skilled Laborer	Full Time	7	7	7	7	7
Custodian-Maintenance I	Full Time	1	1	1	1	1
Regular/Part Time Laborer	Part Time	1	1	1	1	1
Seasonal Public Works Staff	Seasonal	0	0	2	2	2
<b>Total</b>		<b>17.5</b>	<b>17.5</b>	<b>19.5</b>	<b>19.5</b>	<b>19.5</b>

The Public Works Director position is a full time position. The cost is split between the Public Works Department and the Stormwater Division.

The Regular/Part Time Laborer line consists of two part-time employees.

The Seasonal Public Works Staff has consisted of four summer time positions in previous years.



**ENGINEERING/STORMWATER DEPARTMENT**

Position Title	Type	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget
Director/City Engineer	Full Time	0.5	0.5	0.5	0.5	0.5
Asst. Dir. of Public Works	Full Time	1	1	1	1	1
Asst. City Engineer	Full Time	1	1	1	1	1
Administrative Asst. II	Full Time	1	1	1	1	1
<b>Total</b>		<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

The Director/City Engineer position listed here is the other half of the Public Works Director's position.

**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

Position Title	Type	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget
Director/City Planner	Full Time	1	1	1	1	1
Code Enforcement	Full Time	1	1	1	1	1
<b>Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

There have been no changes in staffing levels for this departments.

**POLICE DEPARTMENT**

Position Title	Type	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget
Chief	Full Time	1	1	1	1	1
Captain	Full Time	1	0	0	0	1
Lieutenant	Full Time	4	4	4	4	4
Sergeant	Full Time	1	1	1	1	1
Patrol Officer	Full Time	14	14	14	14	14
Patrol Officer	Part Time	2.5	2.5	2	2	2
Administrative Assistant II	Full Time	1	1	1	1	1
Administrative Assistant I	Part Time	0.5	0.5	0.5	0.5	0.5
<b>Total</b>		<b>25</b>	<b>24</b>	<b>23.5</b>	<b>23.5</b>	<b>24.5</b>

The Captain left at the end of FY-2010. This position has not been filled since that time. For FY-2014 this position will again be manned.





**MUNICIPAL COURT DEPARTMENT**

Position Title	Type	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget
Municipal Court Clerk	Full Time	1	1	1	1	1
Office Assistant I	Part Time	0.5	0.5	0.5	0	0
Office Assistant I	Full Time	0	0	0	1	1
Seasonal Filing Clerk	Seasonal	0.5	0.5	0.5	0.5	0.5
Municipal Judge	Part Time	0.5	0.5	0.5	0.5	0.5
Prosecuting Attorney	Part Time	0.5	0.5	0.5	0.5	0.5
<b>Total</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3.5</b>	<b>3.5</b>

Due to the volume of work related to the red light camera tickets, a seasonal part-time position was added to this department starting in FY-2010. The staffing level will be reviewed during FY-2014 to see if a lower amount might be feasible.

**PARKS AND RECREATION DEPARTMENT**

Position Title	Type	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget
Director	Full Time	1	1	1	1	1
Recreation Coordinator	Full Time	1	1	1	1	1
Admin. Assistant II	Full Time	1	1	1	1	1
Summer Parks/Pool Staff	Seasonal	18.5	21	22	22	22
<b>Total</b>		<b>21.5</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>

The seasonal staff in the Parks and Recreation Department fluctuates based on the citizen use of summer programs and needs for the concession stand at the pool complex.

<b>Grand Total</b>		<b>80.5</b>	<b>81.5</b>	<b>84.5</b>	<b>85</b>	<b>86</b>
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**FY-2014 PAY CLASSIFICATION SYSTEM**

REVISED 12/03/2013

**Administration & Finance Departments**

CLASSIFICATION	GRADE	PAY RANGES			Authorize d
		Minimum	Maximum	Midpoint	
Administrative Assistant III	6	\$28,855	\$39,034	\$33,945	1
Finance Clerk	7	\$33,078	\$46,227	\$39,653	1
Exec. Assist. to the City Manager	7	\$33,078	\$46,227	\$39,653	1
Court Clerk	8	\$34,775	\$49,614	\$42,195	1
Director of Finance	14	\$55,820	\$76,219	\$66,020	1
Assistant City Manager	11	\$45,665	\$59,581	\$52,623	1

The City Manager, City Clerk and City Attorney are appointed by the Council and are not included in the pay classification system.

**Public Works Department**

CLASSIFICATION	GRADE	PAY RANGES			Authorize d
		Minimum	Maximum	Midpoint	
City Engineer/Director of Public Works	16	\$63,857	\$85,540	\$74,699	1

***Streets/Bldg. Maint.***

CLASSIFICATION	GRADE	PAY RANGES			Authorize d
		Minimum	Maximum	Midpoint	
Maintenance/Custodian I	4.5	\$25,688	\$37,944	\$31,816	1
Maintenance I	4.5	\$25,688	\$37,944	\$31,816	6
Maintenance II	6.5	\$30,966	\$42,630	\$36,798	6
Field Supervisor III	7	\$33,078	\$46,227	\$39,653	1
Field Supervisor IV	9	\$36,472	\$53,001	\$44,737	1
Superintendent of Public Works	11	\$45,665	\$59,581	\$52,623	1

***Engineering***

CLASSIFICATION	GRADE	PAY RANGES			Authorize d
		Minimum	Maximum	Midpoint	
Administrative Assistant II	4	\$23,904	\$35,038	\$29,471	1
Building Official	9	\$36,472	\$53,001	\$44,737	1
Asst. Public Works Director	13	\$47,784	\$66,898	\$57,341	1
Asst. City Engineer/Stormwater Mgr.	13	\$47,784	\$66,898	\$57,341	1

**Planning and Community Development Department**

CLASSIFICATION	GRADE	PAY RANGES			Authorize d
		Minimum	Maximum	Midpoint	
Code Enforcement Officer	9	\$36,472	\$53,001	\$44,737	1
Dir. of Community Development/Plan.	14	\$55,820	\$76,219	\$66,020	1





**Police Department**

CLASSIFICATION	GRADE	PAY RANGES			Authorized
		Minimum	Maximum	Midpoint	
Administrative Assistant II	4	\$23,904	\$35,038	\$29,471	1
Police Officer	9.P	\$41,037	\$55,441	\$48,239	12
Detective	9.P	\$41,037	\$55,441	\$48,239	2
Sergeant	10	\$43,088	\$56,318	\$49,703	1
Lieutenant	12	\$49,081	\$63,239	\$56,160	4
Captain	14	\$55,820	\$76,219	\$66,020	1
Chief	17	\$71,483	\$91,014	\$81,249	1

**Municipal Court**

CLASSIFICATION	GRADE	PAY RANGES			Authorized
		Minimum	Maximum	Midpoint	
Court Clerk	8	\$34,775	\$49,614	\$42,195	1

The Municipal Judge and the Prosecuting Attorney are appointed by the Council and are not a part of the pay classification system.

**Parks & Recreation Department**

CLASSIFICATION	GRADE	PAY RANGES			Authorized
		Minimum	Maximum	Midpoint	
Recreation Coordinator	7	\$33,078	\$46,227	\$39,653	1
Director of Parks and Recreation	14	\$55,820	\$76,219	\$66,020	1
Recreation Assistant	4	\$23,904	\$35,038	\$29,471	1

The budget for FY-2014 includes funds for a 2.5% pay increase pool. Actual individual increases are determined by a performance-based system as required by the City Charter. Pay ranges have not been increased for FY-2014.





## EMPLOYEE BENEFITS

The costs of various employee benefits are shown below.

### FICA and Medicare:

FICA, social security tax, is calculated at 6.2% of payroll for each employee. The maximum taxable salary is \$117,000.

Medicare tax is calculated at 1.45% of payroll for each employee. There is a not maximum salary.

### Health Insurance:

The health care plan year is from March through the following February. Therefore, the budget for FY-2014 includes an estimated amount for the next plan year. An estimated increase of 10% is being anticipated for the next plan year. The City utilizes a four (4) tier system of health care coverage. The City's cost for health insurance is as follows.

Tier	Current Rate	Estimated New Rate
Individual	\$ 553.10	\$ 608.41
Employee & Spouse	1,044.76	1,149.36
Employee & Child(ren)	913.54	1,004.89
Family	1,436.60	1,580.26

### Dental Insurance:

The dental insurance plan year is from June through the following May. A 10% increase is anticipated for the next plan year. The City utilizes a two-tier system of dental coverage. The City's monthly cost for dental insurance per tier is as follows.

Tier	Current Rate	Estimated New Rate
Individual	\$ 26.01	\$ 28.61
Family	81.84	90.02

### Life Insurance:

The provider for life, short term and long term disability insurance was changed during FY-2013. This was done to lower the cost for coverage. The City's *life insurance* amount is twice the base pay for full time employees rounded up to the next thousand. That amount is multiplied by \$.24 per \$1,000 per month, plus \$1.23 per month for employees with dependents for dependent life coverage. A 10% increase is budgeted for the next plan year.

### Long Term Disability Insurance:

The provider for life, short term and long term disability insurance was changed during FY-2013. This was done to lower the cost for coverage. Short term disability has no City cost. It is 100% paid by the employees who choose this coverage. The City's *long term disability* benefit is 60%





of the first \$100,000 of regular annual salary. The premium is based on the benefit amount times \$.007. A 10% increase is budgeted for the next plan year.

**Vehicle Allowance:**

The City Manager maintains a work schedule that regularly includes evenings and weekends. To accomplish this responsibility and maintain a reasonable personal life, the City Manager frequently combines official and personal trips. City policy restricts the use of City-owned vehicles/equipment for personal use; therefore, the City Manager uses his/her own personal vehicle. This amount was set in the City Manager's contract.

**Pension Plans:**

The City participates in the Missouri Local Government Employees Retirement System (LAGERS) for full-time employees. The employer contribution rate to the LAGERS plan for civilian employees for FY-2014 has been set at 8.9% of total salaries and wages for civilian employees. The employer contribution for commissioned police officers for FY-2014 has been set at 10.6%.

The rate is variable due to annual actuarial valuations. These valuations adjust employer contributions, up or down, for differences in the past year between assumed financial experiences and actual financial experiences. In addition, these valuations determine the reserve strength of each employer group. Although the rate of contribution changes for the City, the benefit for employees is the same. The maximum increase in the contribution rate is 1% per year.

The City offers a voluntary **457 Plan**. Since FY-2001 the City has offered a matching funds program for new full-time employees. A maximum \$100 match is possible during that first year of employment. Currently approximately 33% of full-time employees participate in the Deferred Compensation Plan. The budget for FY-2014 includes funds for new employees to participate.

Per the employment agreement between the City and the City Manager, there is a City contribution to a 457 Plan. The amount budgeted for FY-2014 is \$6,000.





## **GENERAL FUND**

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Six separate departments of this fund are used to reflect the City's major operations and general administrative services.

The Administration Department accounts are used for general governmental, administrative and finance expenditures.

The Public Works Department and Engineering Department accounts are used for engineering, construction, maintenance, and repair of the City's infrastructure systems.

The Planning and Community Development Department accounts are used for administering the City's planning, zoning, inspections and building functions.

The Police Department accounts are used for the cost of providing a safe and pleasant environment for Ellisville residents.

The Municipal Court Department accounts are used for court operation costs.

The Parks and Recreation Department is included in the Special Revenue Funds type in the Park Fund.





## **GENERAL FUND**

### **FUND NUMBER: 10**

#### ***PURPOSE***

The General Fund is a major governmental fund that provides funding for all of the City's general programs and day-to-day operations, which include legislative functions, City management, administration, public works operations, law enforcement, municipal courts, legal services, trash hauling, debt service, special operational programs, planning, and other general City services.

#### ***FINANCIAL POLICIES/PROCEDURES***

General Fund revenues and expenditures are authorized through the City's annual budget process. Once the City Council provides approval for budget authority, funds may be expended for the general purposes in which they were authorized throughout the fiscal year. On December 31 of each year, unexpended General Fund appropriations revert back to the City treasury and become part of the City's General Fund balance unless included in the following year's budget as a carry forward item.

The investment policy as adopted by the City Council directly impacts the general fund. Aside from establishing formal investment guidelines, the policy requires the City to retain in liquid cash or near-cash form, no less than 2/12 (or 16.667%) of the annual operating budget. By requiring that a minimum amount of funds remain free from investment holdings, the investment policy ensures that the City always maintains two months (2/12) of working capital on-hand in the event of a serious revenue shortfall, emergency, or crisis situation. With general fund budgeted costs of \$6,348,417 for FY-2014, the City must retain liquid or near-cash holdings of at least \$1,058,070.

#### ***PROJECTED FY-2014 FUND ACTIVITY***

The General Fund will begin FY-2014 with a projected fund balance of \$1,685,982. General fund revenues are projected at \$5,641,600 generating total available funds in the amount of \$7,327,582. General Fund expenditures are budgeted at \$6,348,417. The net of the current year revenue and expenditures is (\$706,817). The General Fund is budgeted for a net transfer-in of \$545,000 for maintenance of capital items from Fund 20, Capital Infrastructure Fund with a flow through Fund 90, Contingency Reserve Fund. Incorporating the beginning fund balance and the revenue and expenditure assumptions, the projected balance at December 31, 2014 in the General Fund account will be \$1,529,165.

#### ***MISCELLANEOUS***

The General Fund is the City's largest fund. Through the General Fund, all of the City's general municipal functions are carried out.

The fund balance for the general fund is budgeted to decrease by 9.6%. This is considered acceptable by the Council as it will be working during FY-2014 on strategic plans for a stable future for the City of Ellisville. It should also be noted that the fund balance will remain above the balance required by the Fund Policy.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**General Fund**

<b>REVENUES</b>	<b>2012 Actual</b>	<b>2013 Estimate</b>	<b>2014 Budgeted</b>
Taxes	\$ 2,605,956	\$ 2,577,332	\$ 2,470,400
Utility & Franchise Taxes	1,852,441	1,973,000	1,973,000
Intergovernmental	32,665	28,000	25,000
Licenses, Permits and Inspection Fees	595,367	612,000	614,700
Fines and Court Costs	630,323	560,000	539,800
Investment Income	18,320	14,400	9,700
Miscellaneous	204,152	9,000	9,000
Total Revenues	<u>\$ 5,939,224</u>	<u>\$ 5,773,732</u>	<u>\$ 5,641,600</u>
<b>EXPENDITURES</b>			
Administration	\$ 1,513,477	\$ 1,761,755	\$ 1,671,180
Public Works	1,441,415	1,524,563	1,553,393
Engineering	253,685	272,028	264,274
Planning	186,722	186,305	196,140
Police	1,970,196	2,092,673	2,294,125
Municipal Courts	357,130	360,800	369,305
Total Expenditures	<u>\$ 5,722,625</u>	<u>\$ 6,198,124</u>	<u>\$ 6,348,417</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 216,599</u>	<u>\$ (424,392)</u>	<u>\$ (706,817)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ 330,000	\$ 405,000	\$ 865,000
Operating transfer out	(430,000)	(675,000)	(320,000)
Debt Service Reserve in Fund Balance	-	-	-
Total Other Financing Sources (Uses)	<u>\$ (100,000)</u>	<u>\$ (270,000)</u>	<u>\$ 545,000</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ 116,599</u>	<u>\$ (694,392)</u>	<u>\$ (161,817)</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 2,263,775</u>	<u>\$ 2,380,374</u>	<u>\$ 1,685,982</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 2,380,374</u>	<u>\$ 1,685,982</u>	<u>\$ 1,524,165</u>





## GENERAL FUND REVENUE SUMMARY

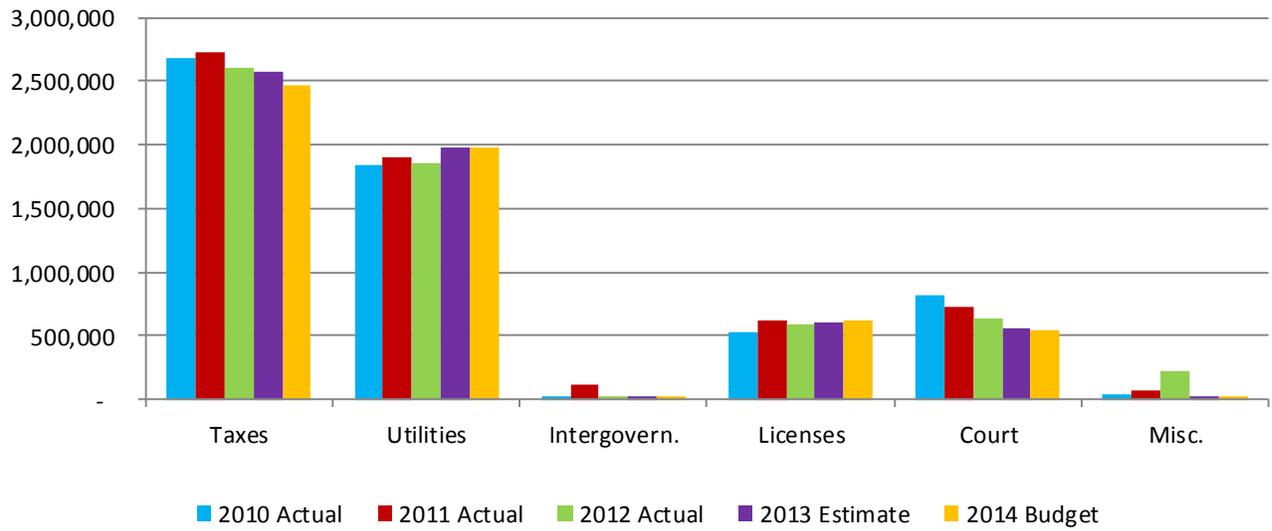
### FUND NUMBER: 10

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
<b>TAXES</b>							
10-0-01-300-10	Real Estate Tax	\$364,556	\$371,084	\$232,161	\$370,000	\$340,000	\$340,000
10-0-01-300-20	Personal Property Tax	\$0	\$0	\$0	\$0	\$0	\$0
10-0-01-300-30	1% Sales Tax	\$2,318,970	\$2,348,911	\$2,373,036	\$2,300,000	\$2,236,900	\$2,130,000
10-0-01-300-60	Financial Instit. Tax	\$239	\$424	\$759	\$400	\$432	\$400
<b>UTILITY &amp; FRANCHISE TAXES</b>							
10-0-01-310-10	Telephone Tax	\$535,278	\$473,888	\$455,698	\$415,000	\$450,000	\$445,000
10-0-01-310-20	Water	\$112,954	\$128,214	\$143,337	\$130,000	\$145,000	\$145,000
10-0-01-310-30	Electric	\$813,348	\$877,354	\$881,215	\$870,000	\$945,000	\$950,000
10-0-01-310-40	Natural Gas	\$312,610	\$309,286	\$240,550	\$250,000	\$300,000	\$300,000
10-0-01-310-50	Cable Comm.	\$70,676	\$110,642	\$131,641	\$133,000	\$133,000	\$133,000
<b>INTERGOVERNMENTAL REVENUE</b>							
10-0-01-320-50	Cigarette Tax	\$25,995	\$25,540	\$25,611	\$23,000	\$25,000	\$25,000
10-0-01-320-80	State/County Grants	\$4,464	\$86,237	\$7,054	\$10,000	\$3,000	\$0
<b>LICENSES, PERMITS, INSPECTION FEES</b>							
10-0-01-330-10	Business Licenses	\$452,170	\$496,099	\$483,533	\$468,000	\$488,000	\$495,000
10-0-01-330-30	Liquor Licenses	\$11,305	\$11,159	\$11,251	\$10,800	\$9,600	\$9,600
10-0-01-330-40	Plumbing Licenses	\$3,459	\$2,970	\$2,880	\$2,500	\$2,800	\$2,800
10-0-01-330-50	Vending Licenses	\$10,676	\$9,948	\$9,775	\$9,800	\$9,800	\$9,800
10-0-01-340-10	Building Permits	\$21,328	\$54,642	\$33,256	\$95,000	\$60,000	\$60,000
10-0-01-340-30	Excavation Permits	\$512	\$140	\$800	\$300	\$1,300	\$500
10-0-01-340-40	Occupancy Permits	\$4,995	\$4,695	\$6,180	\$4,200	\$6,500	\$6,500
10-0-01-340-50	Plumbing Permits	\$8,856	\$9,918	\$10,931	\$7,500	\$10,000	\$10,000
10-0-01-340-60	Sewer Permits	\$490	\$322	\$685	\$400	\$500	\$500
10-0-01-340-70	Sign Permits	\$3,640	\$9,889	\$10,947	\$4,500	\$6,000	\$4,500
10-0-01-350-10	Res. Occu. Insp. Fee	\$8,306	\$8,727	\$10,444	\$7,500	\$10,500	\$8,500
10-0-01-350-20	Com. Occu. Insp. Fee	\$1,118	\$1,840	\$3,488	\$1,300	\$1,500	\$1,500
10-0-01-350-40	Planning Appl. Fees	\$6,650	\$8,800	\$11,197	\$6,000	\$5,500	\$5,500
<b>FINES AND COURT COSTS</b>							
10-0-01-360-10	Court Fines/Costs	\$801,227	\$719,832	\$614,998	\$595,000	\$550,000	\$530,000
10-0-01-360-17	Security Inmate Fee	\$0	\$380	\$3,025	\$3,200	\$2,700	\$2,500
10-0-01-360-20	Police Training	\$7,537	\$5,356	\$3,214	\$3,200	\$3,200	\$3,200
10-0-01-360-30	CVC Court	\$754	\$723	\$595	\$650	\$500	\$500
10-0-01-360-40	Bond Forfeiture	\$4,100	\$6,682	\$8,491	\$6,000	\$3,600	\$3,600
<b>MISCELLANEOUS REVENUE</b>							
10-0-01-380-10	Interest Income	\$23,135	\$13,877	\$18,320	\$10,500	\$14,400	\$9,700
10-0-01-390-10	Tree Income	\$450	\$0	\$75	\$0	\$0	\$0
10-0-01-390-20	Surplus Property	\$25	\$3,625	\$9,660	\$0	\$0	\$0
10-0-01-390-30	Miscellaneous Income	\$10,805	\$45,035	\$192,888	\$78,000	\$8,000	\$8,000
10-0-01-390-35	False Alarms	\$3,100	\$3,250	\$2,250	\$2,000	\$2,000	\$2,000
10-0-01-390-38	Publication Fees	(\$923)	\$36	(\$721)	(\$1,000)	(\$1,000)	(\$1,000)
<b>TOTAL GENERAL FUND REVENUE</b>		<b>\$5,942,805</b>	<b>\$6,149,525</b>	<b>\$5,939,224</b>	<b>\$5,816,750</b>	<b>\$5,773,732</b>	<b>\$5,641,600</b>





Five Year Revenue Trend Chart





## GENERAL FUND EXPENDITURE SUMMARY

### FUND NUMBER: 10

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
400-10	Salaries and Wages	\$2,680,828	\$2,554,338	\$2,678,954	\$2,781,510	\$2,907,400	\$3,016,160
400-20	Wages - Seasonal	\$5,574	\$2,033	\$11,137	\$14,500	\$14,500	\$9,000
400-30	Overtime	\$54,499	\$56,782	\$55,754	\$55,600	\$78,600	\$61,120
400-40	Allowances	\$19,200	\$5,919	\$5,722	\$5,700	\$5,700	\$5,700
400-50	FICA	\$210,351	\$195,763	\$205,198	\$225,020	\$223,450	\$229,850
400-90	Holiday Pay	\$33,137	\$32,538	\$34,623	\$35,820	\$35,700	\$39,410
	<b>BENEFITS</b>						
401-10	Health Insurance	\$487,541	\$490,764	\$511,854	\$568,490	\$575,940	\$668,700
401-20	Dental Insurance	\$33,521	\$33,081	\$34,265	\$36,020	\$36,120	\$42,210
401-30	Life Insurance	\$17,020	\$16,205	\$16,741	\$19,000	\$18,100	\$19,540
401-40	Long Term Disability	\$13,093	\$12,324	\$13,050	\$14,120	\$12,060	\$12,880
401-50	Pension	\$222,705	\$237,961	\$260,992	\$300,460	\$312,590	\$300,450
	<b>MISCELLANEOUS</b>						
402-10	Miscellaneous	\$5,787	\$5,560	\$5,618	\$5,710	\$5,880	\$5,970
	<b>SUBTOTAL PAYROLL</b>	<b>\$3,783,256</b>	<b>\$3,643,268</b>	<b>\$3,833,908</b>	<b>\$4,061,950</b>	<b>\$4,226,040</b>	<b>\$4,410,990</b>
	<b>SERVICES</b>						
410-10	Attorney Fees	\$49,745	\$24,572	\$95,096	\$60,000	\$50,000	\$90,000
410-20	Other Legal Services	\$18,583	\$45,834	\$35,843	\$35,010	\$121,900	\$33,010
410-40	Professional Services	\$23,689	\$82,083	\$77,318	\$108,830	\$44,580	\$36,120
410-50	Contractual Services	\$330,233	\$313,872	\$308,384	\$317,110	\$312,885	\$284,065
410-60	Service Agreements	\$8,449	\$10,240	\$11,624	\$26,300	\$7,050	\$26,825
410-70	Trash Bill Subsidy	\$466,224	\$499,643	\$474,470	\$492,000	\$485,400	\$497,500
410-72	Street Light Service	\$83,312	\$106,843	\$114,618	\$82,500	\$130,700	\$132,600
410-80	Workers Compensation	\$93,053	\$76,199	\$80,845	\$89,300	\$95,410	\$100,000
410-81	Insurance	\$92,368	\$89,679	\$91,026	\$100,350	\$98,000	\$103,650
410-90	Plan Review	(\$1,354)	\$2,525	\$5,302	\$1,000	\$1,000	\$0
	<b>PERSONNEL DEVELOPMENT</b>						
420-10	Personnel Training	\$5,715	\$6,707	\$5,653	\$12,425	\$9,038	\$12,000
420-20	Travel & Meeting	\$11,516	\$14,351	\$20,771	\$34,106	\$22,226	\$24,710
420-30	Dues and Membership Fees	\$14,642	\$12,825	\$12,394	\$14,657	\$14,076	\$11,881
420-40	Publications and Journals	\$3,446	\$2,786	\$2,407	\$2,671	\$2,421	\$2,303
	<b>SUPPLIES</b>						
430-10	Office Supplies and Expense	\$27,417	\$24,921	\$39,520	\$32,220	\$32,020	\$33,115
430-20	Program Supplies	\$57,041	\$105,653	\$72,025	\$64,750	\$52,930	\$55,895
430-30	Uniforms	\$11,903	\$24,301	\$25,978	\$34,275	\$30,404	\$28,575
430-40	Gasoline & Oil	\$71,888	\$90,190	\$93,196	\$85,170	\$84,970	\$85,330
430-45	Ammunition/Firearms/Weapons	\$15,373	\$8,245	\$15,898	\$17,950	\$17,950	\$18,650
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
440-10	Printing	\$7,432	\$4,918	\$7,508	\$7,310	\$7,570	\$7,750
440-12	Legal Notices	\$6,853	\$3,477	\$4,513	\$8,650	\$7,550	\$7,575
440-14	Codification	\$1,948	\$4,460	\$1,450	\$2,000	\$2,000	\$2,000
440-20	Postage	\$8,212	\$9,666	\$5,429	\$10,050	\$10,250	\$10,350



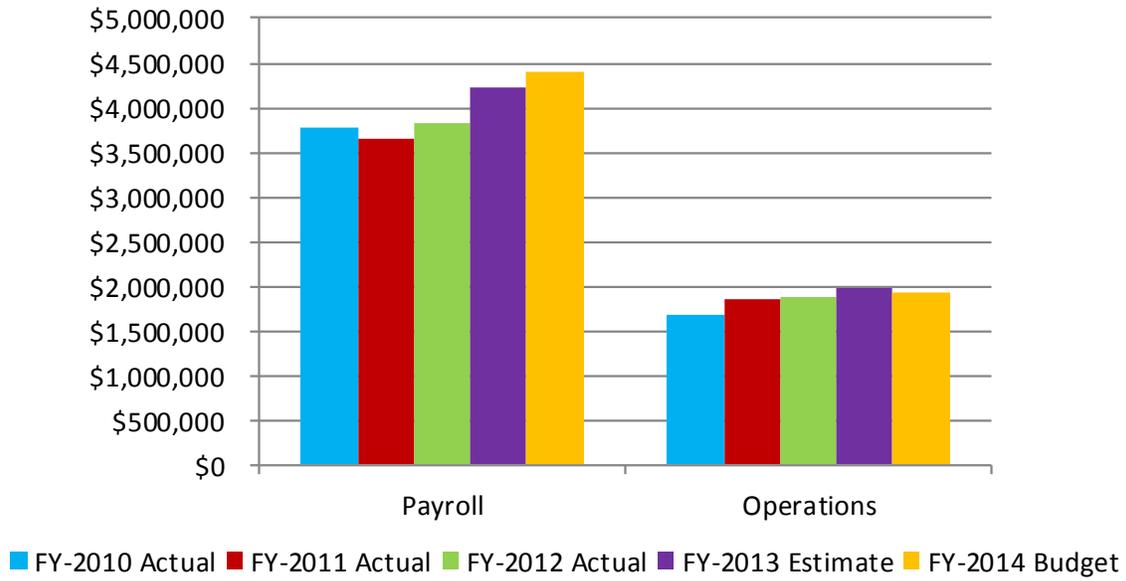


ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>UTILITIES</b>						
450-10	Water	\$2,333	\$2,518	\$2,471	\$2,950	\$2,850	\$2,850
450-20	Sewer	\$4,819	\$2,719	\$2,664	\$4,060	\$4,050	\$4,050
450-30	Natural Gas	\$10,710	\$39,577	\$13,071	\$19,800	\$19,600	\$19,200
450-40	Electric	\$32,616	\$33,499	\$32,127	\$32,050	\$35,300	\$35,500
450-50	Telephone	\$40,772	\$20,284	\$20,834	\$22,448	\$23,278	\$25,378
	<b>RENTALS</b>						
455-10	Vehicle/Equipment Rental	\$3,006	\$3,042	\$3,062	\$3,975	\$3,758	\$3,850
	<b>LEASES</b>						
460-10	Equipment Lease	\$4,004	\$4,483	\$2,737	\$5,360	\$5,230	\$5,100
	<b>EQUIPMENT</b>						
465-10	Computer Equip./Software Maint./Repairs	\$4,989	\$5,160	\$11,313	\$67,475	\$15,000	\$13,950
465-20	Equipment Purchase/Replacement	\$14,499	\$2,125	\$10,313	\$41,550	\$43,981	\$24,950
	<b>SIGNS AND TREES</b>						
470-10	Signs	\$2,295	\$7,499	\$7,249	\$8,930	\$8,930	\$8,930
470-20	Tree Planting	\$2,140	\$4,536	\$6,483	\$7,000	\$7,000	\$7,000
	<b>MAINTENANCE AND REPAIR</b>						
475-10	Maintenance Supplies	\$44,626	\$50,136	\$55,626	\$41,700	\$41,200	\$41,700
475-20	Maintenance & Repair Equipment	\$36,289	\$37,536	\$36,043	\$34,260	\$33,751	\$34,050
475-30	Maint/Repair Structure	\$15,214	\$27,654	\$17,232	\$14,470	\$12,531	\$15,020
475-40	Maintenance & Repair Vehicles/Adm.	\$207	\$66	\$816	\$400	\$400	\$400
475-41	Maintenance & Repair Vehicles/Eng-Plan	\$741	\$1,551	\$5,235	\$4,000	\$4,000	\$4,000
475-42	Maintenance & Repair Vehicles/P.W.	\$16,661	\$20,553	\$15,479	\$27,960	\$27,960	\$27,960
475-43	Maintenance & Repair Vehicles/Parks	\$0	\$8	\$71	\$0	\$0	\$0
475-44	Maintenance & Repair Vehicles/Police	\$10,055	\$8,195	\$12,491	\$14,900	\$14,900	\$14,900
	<b>COMMUNITY EVENTS</b>						
490-10	Community Relations	\$19,128	\$18,411	\$18,579	\$24,650	\$19,300	\$38,550
490-30	Emergency Management	\$128	\$0	\$245	\$0	\$85	\$585
490-50	Special Events	\$0	\$0	\$0	\$0	\$0	\$0
	<b>ELECTION</b>						
495-10	Election Expenses	\$2,795	\$3,515	\$2,444	\$3,500	\$3,050	\$0
	<b>MISCELLANEOUS</b>						
496-00	SERT	\$4,673	\$3,747	\$10,710	\$5,600	\$5,600	\$5,600
	<b>TRANSFERS</b>						
499-31	Crime Victims Compensation Fund	(\$1,450)	\$2	\$135	\$0	\$0	\$0
499-33	POST fund	(\$593)	\$127	\$19	\$0	\$0	\$0
	<b>SUBTOTAL OPERATIONS</b>	<b>\$1,678,345</b>	<b>\$1,860,933</b>	<b>\$1,888,717</b>	<b>\$2,025,672</b>	<b>\$1,972,084</b>	<b>\$1,937,427</b>
	Capital Outlays are not made from the General Fund						
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$5,461,601</b>	<b>\$5,504,201</b>	<b>\$5,722,625</b>	<b>\$6,087,622</b>	<b>\$6,198,124</b>	<b>\$6,348,417</b>





### Total General Fund Expenditures Five Year Trend





## **CAPITAL PROJECT FUNDS**

Capital Projects Funds are used to account for financial resources to be used for acquisition or construction of major capital facilities (other than those financed by the Fiduciary Fund Types). The following Capital Projects Funds are maintained by the City:

**Capital Infrastructure Fund** – used to account for the City’s physical capital improvements (except those required to be accounted for in another fund).

**Capital Equipment Fund** – used to account for the replacement of the City’s vehicles, heavy equipment, and other capital equipment items (except those required to be accounted for in another fund).

**Stormwater Fund** – used for the purpose of establishing drainage facilities for the control of stormwater within the City.





## CAPITAL INFRASTRUCTURE FUND

### FUND NUMBER: 20

#### **PURPOSE**

The Capital Infrastructure Fund is a major governmental fund that provides funding for all of the City's physical capital improvements, with the exception of stormwater improvements, which are accounted for separately using another governmental fund. Projects which are financed through the Capital Infrastructure Fund may include street replacements/overlays, sidewalk/park trail repairs, street mudjacking, chip sealing, City facility renovations, ADA improvements and other major projects.

#### **FINANCIAL POLICIES/PROCEDURES**

Capital Infrastructure Fund revenues and expenditures are authorized through the City's annual budget process. Once the City Council formally adopts the City Budget and five-year Capital Improvement Plan, funds may be expended for the general purposes in which they were authorized during the current fiscal year only. On December 31 of each year, unexpended Capital Infrastructure Fund appropriations revert back to its fund balance, and may be used in subsequent years for capital budgeting purposes or for applying to projects where costs have exceeded initial projections.

No formal policies exist with respect to the Capital Infrastructure Fund. The City Charter does require budget transfers from one department to another receive Council approval, however, budgeted amounts can be transferred between funds by the City Manager, provided the funds are within the same department.

#### **PROJECTED FY-2014 FUND ACTIVITY**

The Capital Infrastructure Fund will begin FY-2014 with a balance of approximately \$1,565,587. Fund revenues are projected at \$1,640,000. The total available funds are \$3,205,587. The budget anticipates transfers-out of \$945,000. Capital Infrastructure Fund expenditures are projected at \$643,700. As a result, there should be a year-end balance of \$1,616,887 on December 31, 2014.

The budget for FY-2014 calls for \$945,000 to be transferred to other funds for appropriate expenditures. These transfers are for expenditures such as equipment to maintain streets and park grounds, improvements to property as a part of the Great Streets Program, maintenance and repairs in the City Parks, work on the City's trail system and snow removal and street maintenance projects.

#### **MISCELLANEOUS**

The fund balance is budgeted to increase by approximately 3.3%. The Council believes this is acceptable.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Capital Infrastructure Fund**

	2012 Actual	2013 Estimate	2014 Budgeted
<b>REVENUES</b>			
Taxes	\$ 1,181,184	\$ 1,092,500	\$ 1,035,000
Intergovernmental	612,021	597,000	597,000
Investment Income	13,981	12,000	8,000
Miscellaneous Income	-	-	-
Total Revenues	<u>\$ 1,807,186</u>	<u>\$ 1,701,500</u>	<u>\$ 1,640,000</u>
<b>EXPENDITURES</b>			
Administration	\$ 411,817	\$ 740,880	\$ 8,700
Public Works	-	-	-
Engineering	663,085	599,000	395,000
Stormwater	-	-	-
Sewer Lateral	-	-	-
Planning	-	-	-
Police	-	-	-
Municipal Courts	-	-	-
Parks and Recreation	11,452	51,000	240,000
Total Expenditures	<u>\$ 1,086,354</u>	<u>\$ 1,390,880</u>	<u>\$ 643,700</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 720,832</u>	<u>\$ 310,620</u>	<u>\$ 996,300</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ -	\$ -	\$ -
Operating transfer out	(330,000)	(405,000)	(945,000)
Debt Service Reserve in Fund Balance	-	-	-
Total Other Financing Sources (Uses)	<u>\$ (330,000)</u>	<u>\$ (405,000)</u>	<u>\$ (945,000)</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ 390,832</u>	<u>\$ (94,380)</u>	<u>\$ 51,300</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 1,269,135</u>	<u>\$ 1,659,967</u>	<u>\$ 1,565,587</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 1,659,967</u>	<u>\$ 1,565,587</u>	<u>\$ 1,616,887</u>



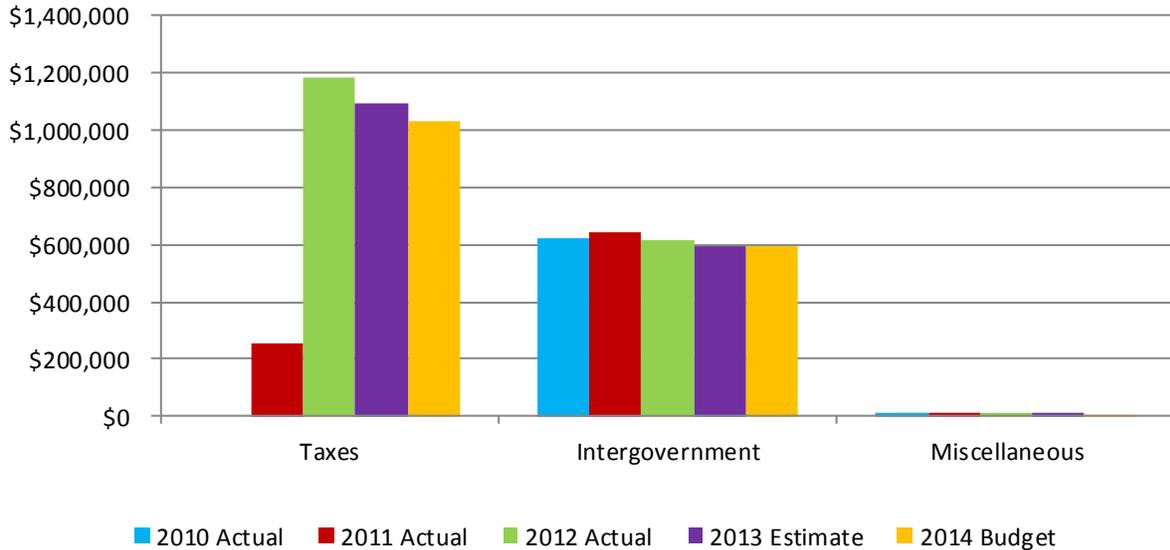


## CAPITAL INFRASTRUCTURE FUND REVENUE SUMMARY

### FUND NUMBER: 20

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
<b>TAXES</b>							
20-0-01-30043	1/2% Capital Sales Tax	\$0	\$256,815	\$1,181,184	\$1,160,000	\$1,092,500	\$1,035,000
<b>INTERGOVERNMENTAL REVENUE</b>							
20-0-01-320-10	Missouri Gasoline Tax	\$257,443	\$247,086	\$231,569	\$225,000	\$230,000	\$229,000
20-0-01-320-20	Motor Vehicle Tax	\$55,425	\$54,469	\$56,917	\$57,000	\$58,000	\$59,000
20-0-01-320-30	Motor Vehicle Fees	\$42,878	\$39,297	\$38,945	\$39,000	\$39,000	\$39,000
20-0-01-320-40	Bridge & Road Tax	\$287,084	\$293,026	\$284,590	\$290,000	\$270,000	\$270,000
<b>MISCELLANEOUS REVENUE</b>							
20-0-01-380-10	Interest Income	\$8,234	\$7,955	\$13,981	\$5,100	\$12,000	\$8,000
20-0-01-390-30	Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL CAP. INFRA. FUND REVENUE</b>		<b>\$651,064</b>	<b>\$898,648</b>	<b>\$1,807,186</b>	<b>\$1,776,100</b>	<b>\$1,701,500</b>	<b>\$1,640,000</b>

Five Year Revenue Trend Chart



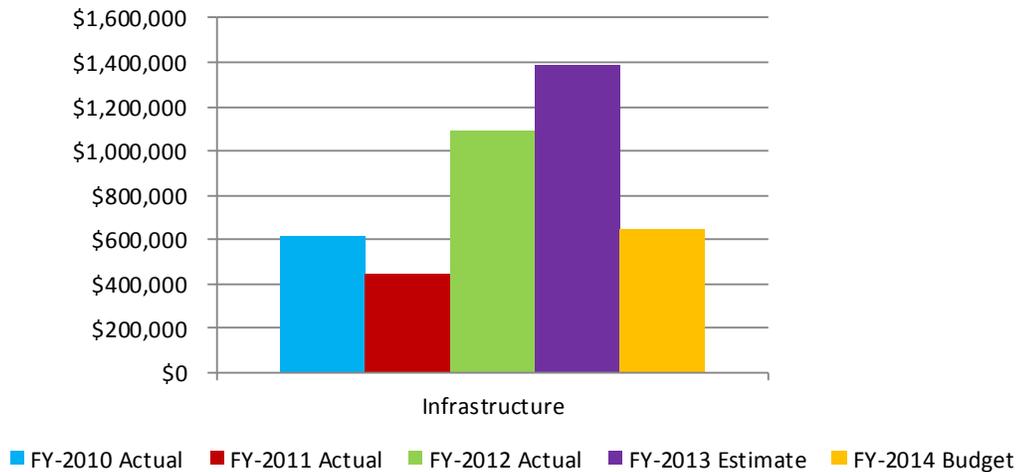


### CAPITAL INFRASTRUCTURE FUND EXPENDITURE SUMMARY

#### FUND NUMBER: 20

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>INFRASTRUCTURE</b>						
475-30	Maint./Repair/Construction Structure	\$4,945	\$0	\$31,382	\$138,500	\$53,080	\$248,700
480-05	Concrete Street Replacement	\$0	\$0	\$41,656	\$50,000	\$50,000	\$50,000
480-10	Street Replacement	\$162,214	\$0	\$476,086	\$445,000	\$445,000	\$260,000
480-20	Street Overlaying	\$0	\$0	\$33,768	\$0	\$0	\$0
480-40	Mudjacking	\$3,478	\$4,697	\$10,000	\$10,000	\$10,000	\$8,000
480-60	Sidewalk Repair	\$5,619	\$8,320	\$25,218	\$20,000	\$20,000	\$15,000
480-70	Trail Repair	\$0	\$0	\$0	\$0	\$0	\$0
480-80	Crack Sealing	\$32,185	\$31,081	\$65,112	\$60,000	\$60,000	\$50,000
480-99	Infrastructure/Other	\$16,366	\$9,565	\$11,245	\$14,000	\$14,000	\$12,000
485-10	COP Debt Service-Principal	\$325,000	\$340,000	\$350,000	\$710,000	\$710,000	\$0
485-11	COP Debt Service-Interest & Other	\$64,350	\$53,788	\$41,887	\$28,800	\$28,800	\$0
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$614,157</b>	<b>\$447,451</b>	<b>\$1,086,354</b>	<b>\$1,476,300</b>	<b>\$1,390,880</b>	<b>\$643,700</b>
	<b>TOTAL CAP. INFRASTRUCTURE FUND EXPEND.</b>	<b>\$614,157</b>	<b>\$447,451</b>	<b>\$1,086,354</b>	<b>\$1,476,300</b>	<b>\$1,390,880</b>	<b>\$643,700</b>

Total Capital Infrastructure Expenditures Five Year Trend





# CAPITAL EQUIPMENT REPLACEMENT FUND

## FUND NUMBER: 30

### **PURPOSE**

The Capital Equipment Replacement Fund is a non-major governmental fund that provides funding for the replacement of City vehicles, heavy equipment, and other capital items that are needed to provide services to the community.

### **FINANCIAL POLICIES/PROCEDURES**

The Capital Equipment Replacement Fund serves as a funding mechanism for capital items in excess of \$5,000. Purchases for items costing \$5,000 or less are included in the budgets of the appropriate department and not included in the Capital Equipment Replacement Fund.

Remaining fund balances will result when capital items cost less than expected. Such balances will remain in the Capital Equipment Replacement Fund to supplement other capital items that must be replaced earlier than expected. Each year, the City Council may examine the undesignated fund balance to determine whether those additional funds, if any, should be transferred out of the Equipment Replacement Fund and used for other citywide purposes.

### **PROJECTED FY-2014 FUND ACTIVITY**

The Capital Equipment Replacement Fund will begin FY-2014 with an anticipated fund balance of \$125,459. The projected revenues for this fund only come from interest earnings and have been budgeted for \$0 for FY-2014. A transfer in from the Contingency Reserve Fund is budgeted for \$90,000. These sources combine to provide available funds of \$215,459. Equipment Replacement Fund expenditures are projected at \$213,500 including a prior year carry forward of \$65,000. Therefore, a remaining fund balance of approximately \$1,959 is projected on December 31, 20134

### **MISCELLANEOUS**

No Police patrol vehicles are included in this proposed budget for FY-2014. New handguns are included in this proposed budget for FY-2014. Public Works trucks are generally on a seven (7) year replacement cycle. This proposed budget includes the purchase of one ¾ ton pickup truck. The administration department includes \$100,000 for the City's portion of the multi city Great Streets program. This proposed budget also includes a carry forward from the FY-2013 budget of \$65,000 for expenditures related to the conversion to new financial software.

The fund balance is budgeted for a decrease of 88.5% for FY-2014. The fund balance for this fund is just a product of the amount that is transferred in from the Contingency Fund. Therefore, the decrease is acceptable to the Council.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Capital Equipment Replacement Fund**

	2012 Actual	2013 Estimate	2014 Budgeted
<b>REVENUES</b>			
Intergovernmental	\$ -	\$ -	\$ -
Investment Income	\$ 67	\$ -	\$ -
Total Revenues	<u>\$ 67</u>	<u>\$ -</u>	<u>\$ -</u>
<b>EXPENDITURES</b>			
Administration	\$ 42,837	\$ 41,500	\$ 165,000
Public Works	69,282	191,000	26,000
Engineering	-	-	-
Stormwater	-	-	-
Sewer Lateral	-	-	-
Planning	-	-	-
Police	69,682	76,093	21,000
Municipal Courts	-	-	1,500
Parks and Recreation	-	-	-
Total Expenditures	<u>\$ 181,801</u>	<u>\$ 308,593</u>	<u>\$ 213,500</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (181,734)</u>	<u>\$ (308,593)</u>	<u>\$ (213,500)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ 180,000	\$ 425,000	\$ 90,000
Operating transfer out	-	-	-
Debt Service Reserve in Fund Balance	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 180,000</u>	<u>\$ 425,000</u>	<u>\$ 90,000</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ (1,734)</u>	<u>\$ 116,407</u>	<u>\$ (123,500)</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 10,786</u>	<u>\$ 9,052</u>	<u>\$ 125,459</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 9,052</u>	<u>\$ 125,459</u>	<u>\$ 1,959</u>

FY-2014 includes \$65,000 carried forward from FY-2013



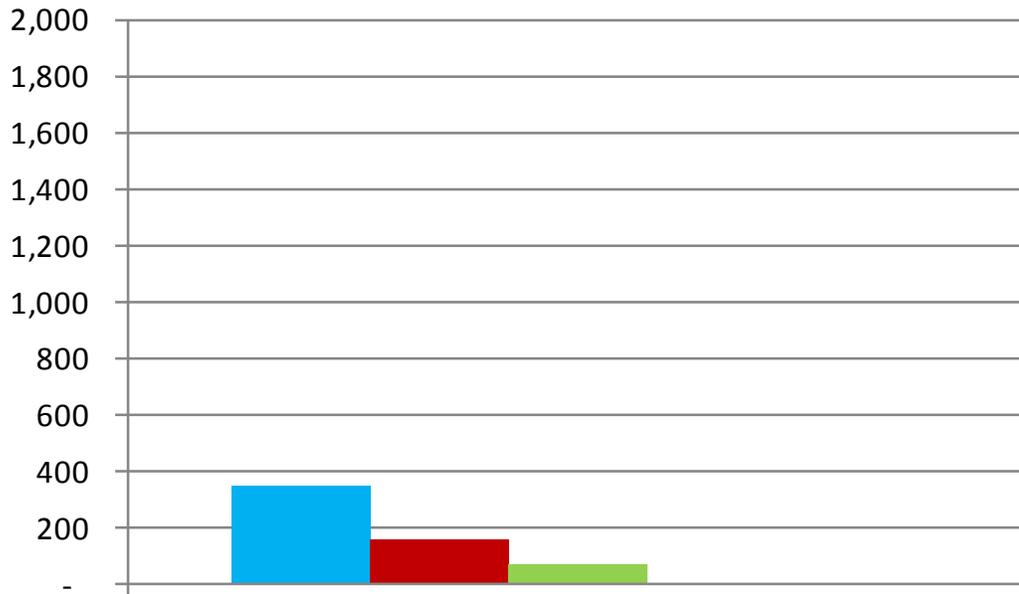


## CAPITAL EQUIPMENT REPLACEMENT FUND REVENUE SUMMARY

### FUND NUMBER: 30

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
	<b>MISCELLANEOUS REVENUE</b>						
30-0-01-380-10	Interest Income	\$346	\$155	\$67	\$0	\$0	\$0
<b>TOTAL EQUIP. REPL. FUND REV.</b>		<b>\$346</b>	<b>\$155</b>	<b>\$67</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Five Year Revenue Trend Chart



■ 2010 Actual   
 ■ 2011 Actual   
 ■ 2012 Actual   
 ■ 2013 Estimate   
 ■ 2014 Budget



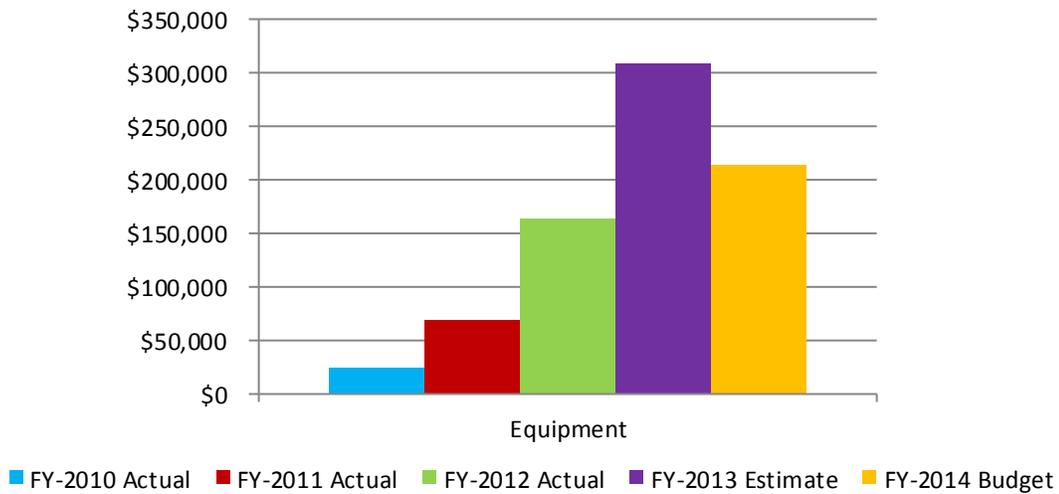


### CAPITAL EQUIPMENT REPLACEMENT FUND EXPENDITURE SUMMARY

#### FUND NUMBER: 30

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>EQUIPMENT</b>						
465-10	Computer Equipment/Software	\$0	\$0	\$11,917	\$10,000	\$40,000	\$66,500
465-20	Equipment Purchase	\$0	\$10,439	\$74,918	\$376,500	\$30,503	\$121,000
465-30	Vehicle Purchase	\$24,378	\$59,129	\$76,823	\$220,000	\$238,090	\$26,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$24,378</b>	<b>\$69,568</b>	<b>\$163,658</b>	<b>\$606,500</b>	<b>\$308,593</b>	<b>\$213,500</b>
<b>TOTAL CAPITAL EQUIP. REPLACE. FUND EXPEND.</b>		<b>\$24,378</b>	<b>\$69,568</b>	<b>\$163,658</b>	<b>\$606,500</b>	<b>\$308,593</b>	<b>\$213,500</b>

Total Capital Infrastructure Expenditures  
Five Year Trend





## STORMWATER CONTROL FUND

**FUND NUMBER: 80**

### ***PURPOSE***

The Stormwater Control Fund is a major governmental fund that provides funding for the City's capital improvement program as it relates to the construction, maintenance, and repair of stormwater infrastructure systems and facilities. Under Missouri H.B. 88, funds for stormwater control purposes must be accounted for separately and kept apart from general operations, other types of capital improvements, and bond projects.

### ***FINANCIAL POLICIES/PROCEDURES***

Ellisville voters approved a ½ percent sales tax for stormwater control purposes in November 1995. This ½ percent sales tax money is earmarked solely for stormwater control, and is credited directly to the Stormwater Control Fund. The ½ percent sales tax monies cannot be used for any purpose other than stormwater control, but will include compensation costs for the Assistant City Engineer, who serves as the stormwater project manager and a portion of the City Engineer's costs for the time that position dedicates to stormwater issues. Funds for specific stormwater projects are allocated through the normal budget process. The City's five-year Capital Improvement Plan attempts to identify the projects most needed over the next five years and schedules them during that cycle.

### ***PROJECTED FY-2014 FUND ACTIVITY***

The Stormwater Control Fund will begin FY-2014 with a projected fund balance of \$2,064,687. Stormwater Fund revenues are projected at \$1,233,300 for FY-2014. No operating transfer in is anticipated from the Contingency Fund during FY-2014. Therefore, the available revenues are \$3,297,987. Stormwater Fund expenditures are budgeted at \$1,382,060 for FY-2014. The net Stormwater Control Fund balance from this activity would be \$1,915,927 by December 31, 2014.

### ***MISCELLANEOUS***

The City estimates that the stormwater improvement program will take approximately eighteen (18) years to complete, and will cost approximately \$21,000,000. This program will be financed entirely through 1/2 percent tax money, and of course, any grant funds which are received for stormwater control purposes.

The fund balance is budgeted to decrease by 7.2%. This is a fund that is primarily for capital expenditures. This creates some years with an increase and other years with a decrease in fund balance. This budgeted decrease is acceptable to the Council.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Stormwater Control Fund**

	2012 Actual	2013 Estimate	2014 Budgeted
<b>REVENUES</b>			
Taxes	\$ 1,392,903	\$ 1,271,100	\$ 1,220,000
Investment income	22,897	20,000	13,300
Total Revenues	<u>\$ 1,415,800</u>	<u>\$ 1,291,100</u>	<u>\$ 1,233,300</u>
<b>EXPENDITURES</b>			
Stormwater	<u>\$ 1,183,380</u>	<u>\$ 1,218,790</u>	<u>\$ 1,382,060</u>
Total Expenditures	<u>\$ 1,183,380</u>	<u>\$ 1,218,790</u>	<u>\$ 1,382,060</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 232,420</u>	<u>\$ 72,310</u>	<u>\$ (148,760)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ -	\$ -	\$ -
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ 232,420</u>	<u>\$ 72,310</u>	<u>\$ (148,760)</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 1,759,957</u>	<u>\$ 1,992,377</u>	<u>\$ 2,064,687</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 1,992,377</u>	<u>\$ 2,064,687</u>	<u>\$ 1,915,927</u>



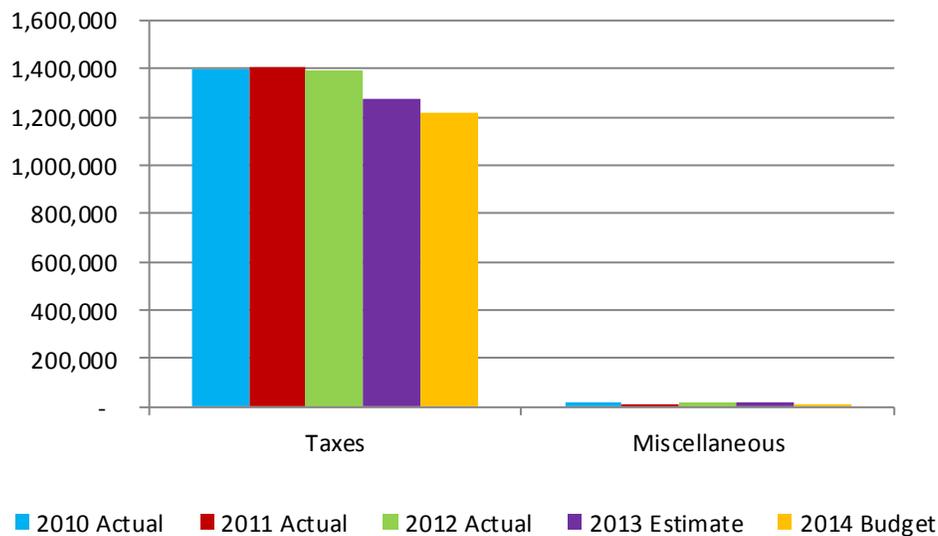


## STORMWATER CONTROL FUND REVENUE SUMMARY

### FUND NUMBER: 80

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
	<b>TAXES</b>						
80-0-01-300-40	1/2% Stormwater Sales Tax	\$1,395,311	\$1,402,817	\$1,392,903	\$1,400,000	\$1,271,100	\$1,220,000
	<b>MISCELLANEOUS REVENUE</b>						
80-0-01-380-10	Interest Income	\$15,458	\$14,151	\$22,897	\$8,500	\$20,000	\$13,300
<b>TOTAL STORM WTR. FUND REV.</b>		<b>\$1,410,769</b>	<b>\$1,416,968</b>	<b>\$1,415,800</b>	<b>\$1,408,500</b>	<b>\$1,291,100</b>	<b>\$1,233,300</b>

Five Year Revenue Trend Chart



**STORMWATER CONTROL FUND EXPENDITURE SUMMARY****FUND NUMBER: 80**

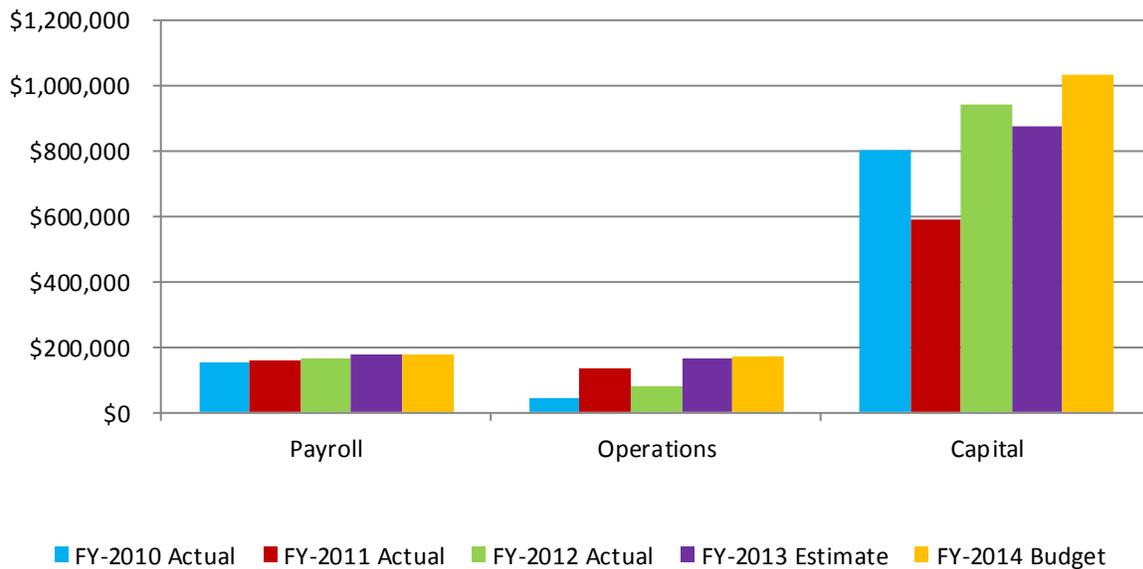
ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
400-10	Salaries and Wages	\$118,865	\$120,611	\$124,707	\$129,260	\$131,350	\$132,610
400-50	FICA	\$9,054	\$8,996	\$9,485	\$9,930	\$9,790	\$9,880
	<b>BENEFITS</b>						
401-10	Health Insurance	\$16,452	\$17,306	\$17,934	\$19,860	\$21,000	\$21,220
401-20	Dental Insurance	\$1,272	\$1,293	\$833	\$1,350	\$1,190	\$1,560
401-30	Life Insurance	\$780	\$805	\$825	\$920	\$860	\$970
401-40	Long Term Disability	\$638	\$625	\$643	\$680	\$570	\$600
401-50	Pension	\$7,489	\$8,760	\$10,429	\$10,600	\$11,650	\$11,500
	<b>MISCELLANEOUS</b>						
402-10	Miscellaneous	\$108	\$106	\$106	\$170	\$170	\$170
	<b>SUBTOTAL PAYROLL</b>	<b>\$154,658</b>	<b>\$158,502</b>	<b>\$164,962</b>	<b>\$172,770</b>	<b>\$176,580</b>	<b>\$178,510</b>
	<b>SERVICES</b>						
410-40	Professional Services	\$30,311	\$122,297	\$69,408	\$154,800	\$154,800	\$161,800
410-60	Service Agreements	\$3,685	\$3,000	\$3,025	\$3,330	\$3,330	\$3,330
	<b>PERSONNEL DEVELOPMENT</b>						
420-10	Personnel Training	\$1,470	\$1,082	\$40	\$1,900	\$1,900	\$1,900
420-20	Travel & Meeting	\$788	\$1,321	\$1,733	\$1,854	\$1,890	\$1,890
	<b>SUPPLIES</b>						
430-10	Office Supplies and Expense	\$0	\$143	\$0	\$0	\$0	\$0
430-30	Uniforms	\$0	\$104	\$208	\$250	\$250	\$230
430-40	Gasoline & Oil	\$2,575	\$2,553	\$1,972	\$2,600	\$1,300	\$1,300
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
440-10	Printing	\$0	\$0	\$0	\$190	\$190	\$150
	<b>RENTALS</b>						
455-10	Vehicle/Equipment Rental	\$888	\$869	\$837	\$900	\$900	\$900
	<b>EQUIPMENT</b>						
465-10	Computer Equip./Software Maint./Repairs	\$1,664	\$749	\$339	\$400	\$400	\$400
465-20	Equipment Purchase/Replacement	\$1,591	\$2,273	\$70	\$1,700	\$1,000	\$1,000
	<b>MAINTENANCE AND REPAIR</b>						
475-10	Maintenance Supplies	\$29	\$426	\$244	\$500	\$500	\$500
475-20	Maintenance & Repair Equipment	\$21	\$316	\$0	\$150	\$150	\$150
	<b>SUBTOTAL OPERATIONS</b>	<b>\$43,022</b>	<b>\$135,133</b>	<b>\$77,876</b>	<b>\$168,574</b>	<b>\$166,610</b>	<b>\$173,550</b>





ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>EQUIPMENT</b>						
465-20	Equipment Purchase	\$0	\$0	\$0	\$14,500	\$12,000	\$0
465-30	Vehicle Purchase	\$0	\$0	\$0	\$22,000	\$22,000	\$0
	<b>STORMWATER PROJECTS</b>						
480-50	Stormwater Repair	\$27,341	\$69,038	\$99,542	\$75,000	\$75,900	\$100,000
480-51	Stormwater Projects	\$774,142	\$523,105	\$841,000	\$895,700	\$765,700	\$930,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$801,483</b>	<b>\$592,143</b>	<b>\$940,542</b>	<b>\$1,007,200</b>	<b>\$875,600</b>	<b>\$1,030,000</b>
	<b>STORMWATER TOTAL</b>	<b>\$999,163</b>	<b>\$885,778</b>	<b>\$1,183,380</b>	<b>\$1,348,544</b>	<b>\$1,218,790</b>	<b>\$1,382,060</b>

Total Stormwater Fund Expenditures  
Five Year Trend





## **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for the proceeds of specific revenue sources or to finance specified activities as required by law or administrative regulations. Special Revenue Funds are comprised of three different funds. Those Special Revenue Funds are as follows:

**Park Fund** – used to account for the purchase, development, and maintenance of City parks and facilities.

**Sewer Lateral Fund** – used to pay for the City’s residential sewer lateral repair program.

**Contingency Reserve Fund** – used to fund severe revenue shortfalls, extreme cash flow irregularities, occurrence of a natural disaster and/or the need for large unanticipated expenditures.





## PARK FUND

**FUND NUMBER: 50**

### ***PURPOSE***

The Park Fund is a major governmental fund that tracks monies which, by ordinance, must be used for the purchase, development, or maintenance of City parks and facilities. To keep accounting simpler and as accurate as possible, all park and recreation activities are included in this fund. Even with a designated sales tax, this fund requires a transfer from the contingency reserve fund to have a positive fund balance. Regardless of the fact that this fund is not self sustaining without transfers, the City maintains this as a separate fund to show the importance the City places on providing recreational opportunities.

### ***FINANCIAL POLICIES/PROCEDURES***

Park Fund revenue and expenditures are approved by the City Council during the normal budget process; however, a significant portion of Park Fund revenues come from outdoor activities and may not be accurately predicted during budget formulation. As a result, the budget may be amended when Park Fund revenues are actually received during the course of the year.

In November 2006 Ellisville voters approved a ¼ percent sales tax to support bonds for a new pool and other park operations. This sales tax is the largest source of revenue for the Park Fund. Revenue from the resulting pool complex is the second largest ongoing source of revenue in the FY-2014 budget. Other ongoing sources of revenue for this fund include Recreation Program Fees, Investment Income. Grants are sought when possible but are not an ongoing revenue source.

There is another revenue source, but the receipts from “Cash in Lieu of Parks” are not received on a consistent basis and are not budgeted. “Cash in Lieu of Parks” revenue comes from developers of new residential subdivisions in which the residential lots are less than a half acre in size. These developers must (i) provide 10% of the area to be developed for parkland or (ii) pay 10% of the undeveloped market value of the land to the City as cash in lieu of parks. “Cash in Lieu of Parks” revenues must be used for the purchase, development, and maintenance of City parks.

In FY-2007 Certificate of Participation (COP) bonds were issued for the construction of a new pool. The proceeds for the debt service reserve were shown as revenue in the Park Fund. Therefore, the debt service reserve of \$428,775 is included in the fund balance for this fund and the fund balance must be maintained with at least that amount.

### ***PROJECTED FY-2014 FUND ACTIVITY***

The Park Fund budget has an FY-2014 beginning fund balance of \$474,312. Park Fund revenues are projected at \$1,061,600 and a transfer in from the Contingency Fund has been budgeted for \$130,000. Combined these sources provide available revenues of \$1,665,912. Expenditures are budgeted at \$1,222,493 for FY-2014. Therefore, the budgeted fund balance for December 31, 2014 would be \$443,419. This amount exceeds the required reserve balance for the 2007 Certificate of Participation bonds.

### ***MISCELLANEOUS***

The fund balance is scheduled to decrease by 6.5%. The Contingency Fund transfer to the Park Fund will be adjusted during the year to insure the reserve requirement is consistently met. The decrease in fund balance is acceptable to the Council.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Park Fund**

	2012 Actual	2013 Estimate	2014 Budgeted
<b>REVENUES</b>			
Taxes	\$ 600,849	\$ 549,500	\$ 525,000
Intergovernmental	13,024	-	230,000
Parks and Recreation income	373,632	300,900	303,000
Investment income	6,388	5,400	3,600
Miscellaneous	-	-	-
Total Revenues	<u>\$ 993,893</u>	<u>\$ 855,800</u>	<u>\$ 1,061,600</u>
<b>EXPENDITURES</b>			
Parks and recreation	<u>\$ 1,043,988</u>	<u>\$ 1,139,915</u>	<u>\$ 1,222,493</u>
Total Expenditures	<u>\$ 1,043,988</u>	<u>\$ 1,139,915</u>	<u>\$ 1,222,493</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ (50,095)</u>	<u>\$ (284,115)</u>	<u>\$ (160,893)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ 50,000	\$ 200,000	\$ 130,000
Operating transfer out	-	-	-
Debt Service Reserve in Fund Balance	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 50,000</u>	<u>\$ 200,000</u>	<u>\$ 130,000</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ (95)</u>	<u>\$ (84,115)</u>	<u>\$ (30,893)</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 558,522</u>	<u>\$ 558,427</u>	<u>\$ 474,312</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 558,427</u>	<u>\$ 474,312</u>	<u>\$ 443,419</u>

\$428,775 must remain in this fund--2007 bond reserve requirement  
FY-2014 expenditure budget includes \$41,000 carried forward from the prior year.



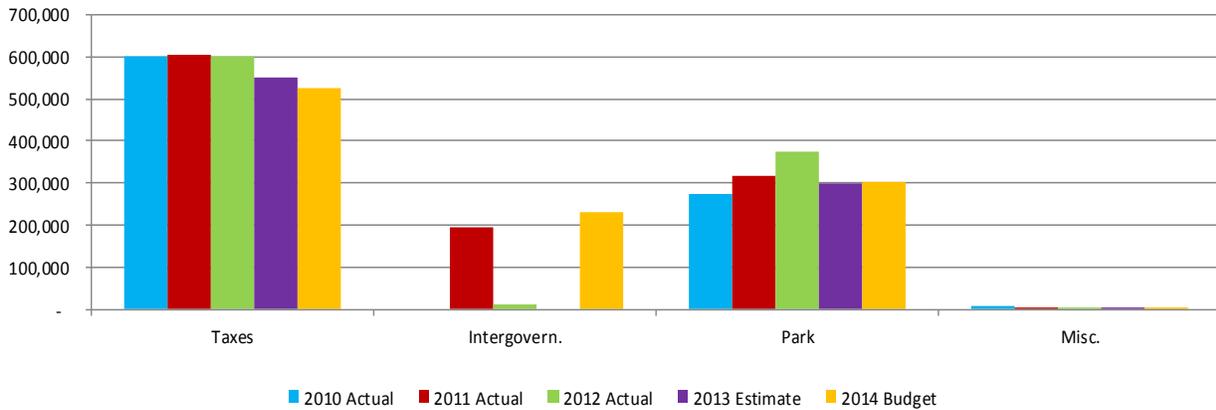


## PARK FUND REVENUE SUMMARY

**FUND NUMBER: 50**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
<b>TAXES</b>							
50-0-01-300-45	1/4% Parks Sales Tax	\$600,207	\$604,326	\$600,849	\$600,000	\$549,500	\$525,000
<b>INTERGOVERNMENTAL REVENUE</b>							
50-0-01-320-80	State/County Grants	\$0	\$193,559	\$13,024	\$131,500	\$0	\$230,000
<b>PARK REVENUE</b>							
50-0-01-370-10	Pool Income	\$164,499	\$191,805	\$204,180	\$186,000	\$172,000	\$175,000
50-0-01-370-20	Concessions	\$37,339	\$40,516	\$45,203	\$40,000	\$34,000	\$35,000
50-0-01-370-30	Rec. Prog. Fees	\$46,004	\$50,403	\$48,080	\$55,000	\$47,000	\$50,000
50-0-01-370-40	Rec. Spec. Events	\$7,186	\$8,841	\$9,210	\$12,000	\$12,000	\$12,000
50-0-01-370-50	Bluebird Park Income	\$15,633	\$15,665	\$27,558	\$16,000	\$24,000	\$21,000
50-0-01-370-60	Other Park Revenue	\$105	\$35	\$28,872	\$0	\$800	\$0
50-0-01-370-70	Cash in Lieu of Parks	\$0	\$0	\$0	\$0	\$0	\$0
50-0-01-370-71	July 4th Sponsors	\$2,342	\$4,867	\$4,500	\$4,500	\$5,000	\$5,000
50-0-01-370-72	Concerts Sponsors	\$2,015	\$3,978	\$6,029	\$5,000	\$6,100	\$5,000
<b>MISCELLANEOUS REVENUE</b>							
50-0-01-380-10	Interest Income	\$8,833	\$4,399	\$6,388	\$2,400	\$5,400	\$3,600
<b>TOTAL PARK FUND REVENUE</b>		<b>\$884,163</b>	<b>\$1,118,394</b>	<b>\$993,893</b>	<b>\$1,052,400</b>	<b>\$855,800</b>	<b>\$1,061,600</b>

Five Year Revenue Trend Chart





**PARK FUND EXPENDITURE SUMMARY**  
**FUND NUMBER: 50**

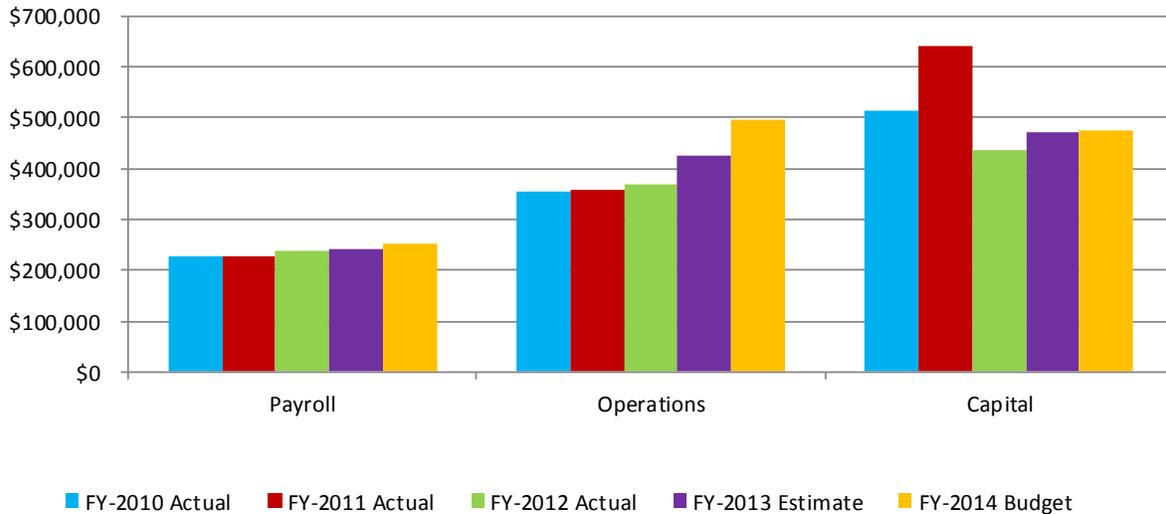
ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
400-10	Salaries and Wages	\$132,503	\$137,658	\$146,315	\$150,750	\$146,840	\$150,520
400-20	Wages - Seasonal	\$54,124	\$52,701	\$49,084	\$68,000	\$57,000	\$62,000
400-50	FICA	\$14,142	\$14,178	\$14,569	\$16,780	\$15,580	\$16,240
	<b>BENEFITS</b>						
401-10	Health Insurance	\$14,817	\$11,462	\$13,305	\$13,410	\$6,640	\$7,190
401-20	Dental Insurance	\$1,830	\$1,114	\$1,582	\$1,640	\$630	\$660
401-30	Life Insurance	\$909	\$907	\$982	\$1,100	\$890	\$1,110
401-40	Long Term Disability	\$692	\$692	\$750	\$790	\$570	\$640
401-50	Pension	\$8,180	\$8,913	\$12,016	\$13,870	\$13,070	\$13,100
	<b>MISCELLANEOUS</b>						
402-10	Miscellaneous	\$217	\$318	\$318	\$330	\$330	\$330
	<b>SUBTOTAL PAYROLL</b>	<b>\$227,414</b>	<b>\$227,943</b>	<b>\$238,921</b>	<b>\$266,670</b>	<b>\$241,550</b>	<b>\$251,790</b>
	<b>SERVICES</b>						
410-40	Professional Services	\$26,497	\$17,769	\$12,121	\$19,300	\$19,300	\$19,300
410-50	Contractual Services	\$146,328	\$149,146	\$156,913	\$180,131	\$169,120	\$183,333
	<b>PERSONNEL DEVELOPMENT</b>						
420-10	Personnel Training	\$710	\$130	\$40	\$400	\$200	\$400
420-20	Travel & Meeting	\$487	\$385	\$548	\$3,000	\$550	\$3,000
420-30	Dues and Membership Fees	\$1,490	\$1,513	\$1,659	\$1,700	\$1,700	\$1,700
420-40	Publications and Journals	\$0	\$0	\$0	\$100	\$100	\$100
	<b>SUPPLIES</b>						
430-10	Office Supplies and Expense	\$6,659	\$4,981	\$9,784	\$10,900	\$10,600	\$9,800
430-20	Program Supplies	\$9,658	\$6,251	\$8,495	\$12,100	\$10,400	\$12,100
430-25	Concession Supplies	\$14,106	\$17,687	\$20,614	\$24,000	\$20,000	\$21,000
430-30	Uniforms	\$1,161	\$1,336	\$1,141	\$2,000	\$1,500	\$2,000
430-40	Gasoline & Oil	\$224	\$255	\$275	\$300	\$300	\$300
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
440-10	Printing	\$3,415	\$3,316	\$3,057	\$3,750	\$3,600	\$3,750
440-12	Legal Notices	\$25	\$36	\$49	\$200	\$50	\$200
440-20	Postage	\$1,790	\$1,568	\$1,778	\$4,600	\$3,800	\$3,800
	<b>UTILITIES</b>						
450-10	Water	\$6,351	\$11,467	\$16,085	\$12,100	\$12,100	\$12,100
450-20	Sewer	\$10,310	\$9,116	\$13,323	\$12,000	\$10,000	\$10,000
450-40	Electric	\$28,530	\$29,544	\$28,755	\$38,480	\$34,780	\$35,480
450-50	Telephone	\$5,577	\$6,104	\$5,666	\$7,050	\$6,775	\$6,650
	<b>RENTALS</b>						
455-10	Vehicle/Equipment Rental	(\$16)	\$0	\$0	\$500	\$500	\$500
	<b>EQUIPMENT</b>						
465-10	Computer Equip./Software Maint./Repairs	\$3,931	\$2,941	\$5,234	\$5,500	\$5,300	\$10,700
465-20	Equipment Purchase/Replacement	\$3,429	\$1,140	\$34,698	\$7,800	\$6,900	\$7,800





ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SIGNS AND TREES</b>						
470-20	Tree Maintenance	\$2,928	\$4,618	\$12,595	\$10,000	\$10,000	\$10,000
	<b>MAINTENANCE AND REPAIR</b>						
475-10	Maintenance Supplies	\$16,090	\$13,122	\$17,587	\$24,500	\$23,200	\$24,500
475-30	Maintenance & Repair Structure	\$0	\$10,310	\$0	\$2,000	\$200	\$38,000
475-31	ADA Compliance	\$7,752	\$7,993	\$7,095	\$8,200	\$8,200	\$8,200
475-43	Maintenance & Repair Vehicles/Parks	\$717	\$408	\$0	\$1,000	\$1,000	\$1,000
	<b>COMMUNITY EVENTS</b>						
490-10	Community Relations	\$32	\$0	\$25	\$500	\$500	\$500
490-21	Fall Festival/Rock n' Run	\$11,047	\$0	\$0	\$0	\$0	\$0
490-22	July 4th Celebration	\$42,750	\$43,669	\$1,102	\$48,000	\$47,900	\$49,000
490-50	Special Events	\$2,390	\$12,090	\$10,252	\$16,850	\$16,850	\$20,850
	<b>SUBTOTAL OPERATIONS</b>	<b>\$354,368</b>	<b>\$356,895</b>	<b>\$368,891</b>	<b>\$456,961</b>	<b>\$425,425</b>	<b>\$496,063</b>
	<b>INFRASTRUCTURE</b>						
480-70	Trail Repair	\$92,463	\$10,000	\$15,682	\$84,000	\$33,000	\$49,500
485-10	COP Debt Service-Principal	\$235,000	\$245,000	\$255,000	\$265,000	\$265,000	\$275,000
485-11	COP Debt Service-Interest & Other	\$184,908	\$175,340	\$165,494	\$154,940	\$154,940	\$144,140
	<b>EQUIPMENT</b>						
465-20	Equipment Purchase	\$0	\$210,407	\$0	\$20,100	\$20,000	\$6,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$512,371</b>	<b>\$640,747</b>	<b>\$436,176</b>	<b>\$524,040</b>	<b>\$472,940</b>	<b>\$474,640</b>
	<b>PARKS AND RECREATION TOTAL</b>	<b>\$1,094,153</b>	<b>\$1,225,585</b>	<b>\$1,043,988</b>	<b>\$1,247,671</b>	<b>\$1,139,915</b>	<b>\$1,222,493</b>

Total Park Fund Expenditures  
Five Year Trend







## SEWER LATERAL FUND

FUND NUMBER: 81

### **PURPOSE**

The Sewer Lateral Fund is a non-major governmental fund that provides funding for the City's Sewer Lateral Repair Program which began January 1, 2000. Under Missouri State statutes, funds for sewer lateral purposes must be accounted for separately and kept apart from general operations, other types of capital improvements, and bond projects.

### **FINANCIAL POLICIES/PROCEDURES**

Ellisville voters approved a maximum \$7 per quarter fee for sewer lateral repair purposes in August 1999. This maximum annual fee of \$28 is earmarked solely for sewer lateral repair, and is credited directly to the Sewer Lateral Fund. Sewer lateral fee monies cannot be used for any purpose other than sewer lateral repair. The Engineering Department administers the Sewer Lateral Program. Funds for specific sewer lateral repair projects are allocated on first-come first-served basis. The revenue generated is enough to fund eighteen sewer lateral breaks per year.

### **PROJECTED FY-2014 FUND ACTIVITY**

The budget for the Sewer Lateral Fund has an FY-2014 beginning balance of \$430,543. Sewer Lateral Fund revenues are projected at \$95,000 for FY-2014. Sewer Lateral Fund expenditures are expected to be \$91,980 for FY-2014. Based on this budget, the Sewer Lateral Fund balance is expected to be \$434,054 on December 31, 2014.

### **MISCELLANEOUS**

The City estimates that the Sewer Lateral Repair Program will be in existence permanently, though the quarterly fee may be eliminated entirely depending on the amount of money in the fund, and the number of sewer lateral breaks that need to be repaired.

The Council decided at the beginning of this program to fund the first four years from the increases of the St. Louis County reassessment beginning after 1998. The Council's goal was once the fund reached two times the projected yearly cost for repairs, the fund would be self sufficient and these transfers end. Since the fund balance at the beginning and end of the year are greater than twice the budgeted expenditures, no transfers in from the Contingency Fund have been included in the budget.

The fund balance is budgeted to increase by 0.8%. This increase is considered acceptable by the Council.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Sewer Lateral Repair Fund**

	2012 Actual	2013 Estimate	2014 Budgeted
<b>REVENUES</b>			
Investment income	\$ 4,650	\$ 3,800	\$ 2,500
Miscellaneous	91,309	93,000	93,000
Total Revenues	<u>\$ 95,959</u>	<u>\$ 96,800</u>	<u>\$ 95,500</u>
<b>EXPENDITURES</b>			
Sewer Lateral	\$ 78,264	\$ 115,500	\$ 91,980
Total Expenditures	<u>\$ 78,264</u>	<u>\$ 115,500</u>	<u>\$ 91,980</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 17,695</u>	<u>\$ (18,700)</u>	<u>\$ 3,520</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ -	\$ -	\$ -
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ 17,695</u>	<u>\$ (18,700)</u>	<u>\$ 3,520</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 431,539</u>	<u>\$ 449,234</u>	<u>\$ 430,534</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 449,234</u>	<u>\$ 430,534</u>	<u>\$ 434,054</u>



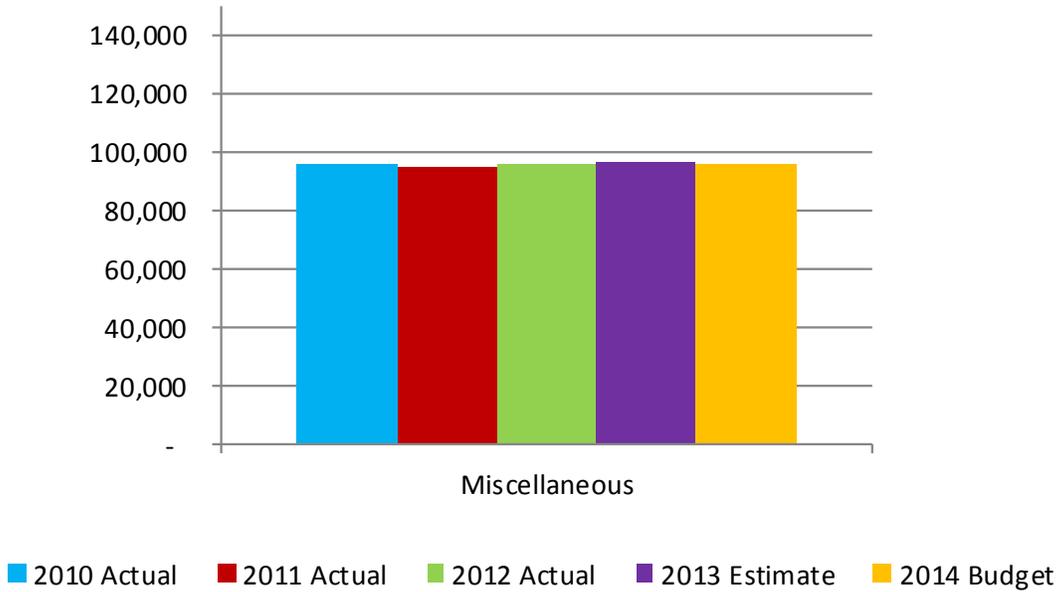


## SEWER LATERAL REPAIR FUND REVENUE SUMMARY

### FUND NUMBER: 81

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
	<b>MISCELLANEOUS REVENUE</b>						
81-0-01-380-10	Interest Income	\$4,623	\$3,235	\$4,650	\$1,900	\$3,800	\$2,500
81-0-01-390-60	Sewer Lateral Fees	\$91,032	\$91,393	\$91,309	\$91,500	\$93,000	\$93,000
<b>TOTAL SEWER</b>	<b>FUND REVENUE</b>	<b>\$95,655</b>	<b>\$94,628</b>	<b>\$95,959</b>	<b>\$93,400</b>	<b>\$96,800</b>	<b>\$95,500</b>

Five Year Revenue Trend Chart



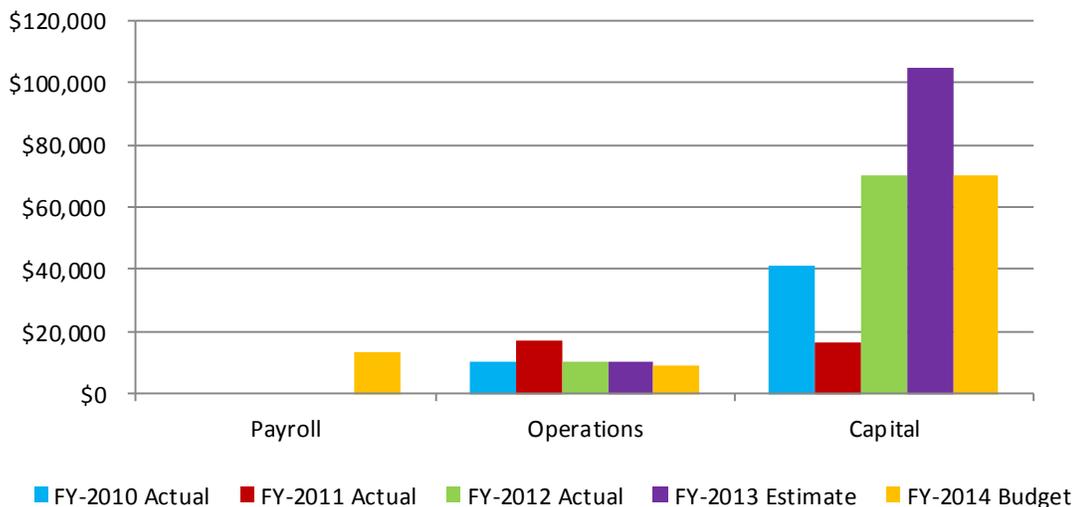


## SEWER LATERAL FUND EXPENDITURE SUMMARY

### FUND NUMBER: 81

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
<b>SALARIES AND WAGES</b>							
400-10	Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$9,250
400-50	FICA	\$0	\$0	\$0	\$0	\$0	\$690
<b>BENEFITS</b>							
401-10	Health Insurance	\$0	\$0	\$0	\$0	\$0	\$2,040
401-20	Dental Insurance	\$0	\$0	\$0	\$0	\$0	\$160
401-30	Life Insurance	\$0	\$0	\$0	\$0	\$0	\$70
401-40	Long Term Disability	\$0	\$0	\$0	\$0	\$0	\$40
401-50	Pension	\$0	\$0	\$0	\$0	\$0	\$810
<b>MISCELLANEOUS</b>							
402-10	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$20
<b>SUBTOTAL PAYROLL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,080</b>
<b>SERVICES</b>							
410-40	Professional Services	\$9,409	\$16,727	\$8,465	\$8,000	\$8,000	\$8,000
<b>SUPPLIES</b>							
430-40	Gasoline & Oil	\$256	\$290	\$306	\$400	\$500	\$500
<b>EQUIPMENT PURCHASE</b>							
465-10	Computer-Equipment/Software	\$0	\$0	\$0	\$1,600	\$1,600	\$0
<b>MAINTENANCE AND REPAIR</b>							
475-10	Maintenance Supplies	\$396	\$354	\$244	\$400	\$400	\$400
<b>SUBTOTAL OPERATIONS</b>		<b>\$10,061</b>	<b>\$17,371</b>	<b>\$9,015</b>	<b>\$10,400</b>	<b>\$10,500</b>	<b>\$8,900</b>
<b>SEWER LATERAL</b>							
480-90	Sewer Lateral Repair	\$40,921	\$16,442	\$69,249	\$70,000	\$105,000	\$70,000
<b>SUBTOTAL CAPITAL OUTLAY</b>		<b>\$40,921</b>	<b>\$16,442</b>	<b>\$69,249</b>	<b>\$70,000</b>	<b>\$105,000</b>	<b>\$70,000</b>
<b>SEWER LATERAL TOTAL</b>		<b>\$50,982</b>	<b>\$33,813</b>	<b>\$78,264</b>	<b>\$80,400</b>	<b>\$115,500</b>	<b>\$78,900</b>

Total Sewer Lateral Fund Expenditures





## CONTINGENCY RESERVE FUND

FUND NUMBER: 90

### **PURPOSE**

The Contingency Reserve Fund is a non-major governmental fund that was established for two reasons, (i) emergency use in the event of severe revenue shortfalls, extreme cash flow irregularities, the occurrence of a natural disaster, or the need for large unanticipated expenditures, and (ii) to create a buffer in the event that future circumstances inhibit the City's ability to make Certificate of Participation principal and/or interest payments when due. Additional funds can be transferred to other funds to support operations.

### **FINANCIAL POLICIES/PROCEDURES**

Should Contingency Reserve Funds be necessary for addressing either revenue or environmental emergencies, the City Council would first need to authorize expenditures. However, the City does retain 16.7% (\$1,058,070) of its General Fund Expenditure Budget in liquid form for such occasions. If a crisis were to emerge, and the use of the Contingency Reserve Fund were to become necessary, the City Council would, for almost any occasion, have ample time to act prior to the two (2) months of General Fund working capital becoming exhausted.

### **PROJECTED FY-2014 FUND ACTIVITY**

The budget for the Contingency Reserve Fund for FY-2014 begins with a projected fund balance of \$678,379. Contingency Reserve Fund revenues are projected at \$2,500 from interest income during FY-2014. Transfers into this fund will be received from the General Fund for \$140,000 and from the Capital Improvement Fund for \$945,000. Funds will be transferred-out to the General Fund for \$865,000, to the Capital Equipment Replacement Fund for \$90,000 and to the Park Fund for \$130,000. The net of all these activities is expected to produce a fund balance as of December 31, 2014 of \$680,879.

### **MISCELLANEOUS**

The fund balance is projected to increase by 0.4%. This increase is acceptable to the Council.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Contingency Reserve Fund**

	2012 Actual	2013 Estimate	2014 Budgeted
<b>REVENUES</b>			
Investment income	\$ 4,410	\$ 3,800	\$ 2,500
Total Revenues	<u>\$ 4,410</u>	<u>\$ 3,800</u>	<u>\$ 2,500</u>
<b>EXPENDITURES</b>			
Administration	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 4,410</u>	<u>\$ 3,800</u>	<u>\$ 2,500</u>
<b>EXPENSE REAPPROPRIATION</b>	\$ -	\$ -	\$ -
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ 760,000	\$ 1,230,000	\$ 1,085,000
Operating transfer out	(560,000)	(1,030,000)	(1,085,000)
Total Other Financing Sources (Uses)	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ 204,410</u>	<u>\$ 203,800</u>	<u>\$ 2,500</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 270,169</u>	<u>\$ 474,579</u>	<u>\$ 678,379</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 474,579</u>	<u>\$ 678,379</u>	<u>\$ 680,879</u>





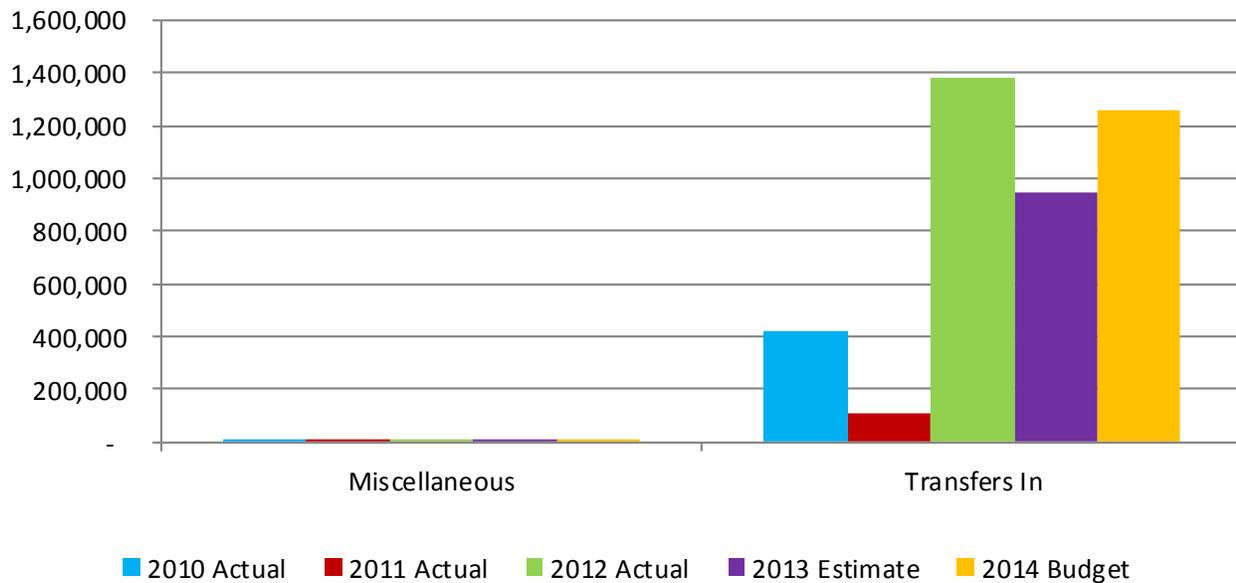
Since transfers in are the largest source for the Contingency Fund, they are shown here along with revenue.

### CONTINGENCY RESERVE FUND REVENUE SUMMARY

FUND NUMBER: 90

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
<b>MISCELLANEOUS REVENUE</b>							
90-0-01-380-10	Interest Income	\$ 2,862	\$ 2,036	\$ 4,410	\$ 1,400	\$ 3,800	\$ 2,500
<b>TRANSFERS IN</b>							
90-0-01-399-10	Operating Transfer In	\$ 425,000	\$ 110,000	\$ 1,380,000	\$ 1,260,000	\$ 950,000	\$ 1,260,000
<b>TOTAL CONTING. FUND REVENUE</b>		<b>\$427,862</b>	<b>\$112,036</b>	<b>\$1,384,410</b>	<b>\$1,261,400</b>	<b>\$953,800</b>	<b>\$1,262,500</b>

Five Year Revenue Trend Chart





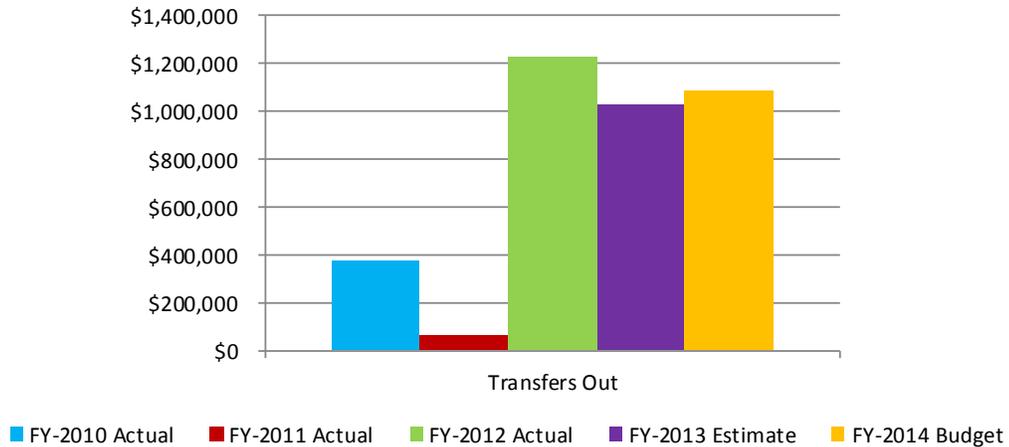
This fund does not have expenditures, so transfers out are shown as the only outgoing activity.

### CONTINGENCY FUND TRANSFERS OUT SUMMARY

#### FUND NUMBER: 90

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>INFRASTRUCTURE</b>						
499-10	Transfer to General Fund	\$0	\$0	\$330,000	\$550,000	\$405,000	\$865,000
499-20	Transfer to Infrastructure Fund	\$0	\$0	\$0	\$0	\$0	\$0
499-30	Transfer to Equipment Replacement Fund	\$25,000	\$60,000	\$650,000	\$300,000	\$425,000	\$90,000
499-50	Transfer to Park Fund	\$350,000	\$0	\$250,000	\$210,000	\$200,000	\$130,000
499-80	Transfer to Stormwater Fund	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL CONTINGENCY FUND TRANSFERS OUT</b>		<b>\$375,000</b>	<b>\$60,000</b>	<b>\$1,230,000</b>	<b>\$1,060,000</b>	<b>\$1,030,000</b>	<b>\$1,085,000</b>

Total Contingency Fund Transfers Out  
Five Year Trend







## **TRUST FUND**

Trust Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations and other governmental units. The Trust Fund section includes an Expendable Trust Fund.

**Expendable Trust Fund** - uses a measurement focus based upon the determination of and changes in financial position rather than upon net income. The Expendable Trust Fund is used to account for receipts and disbursements for the Benevolent Fund. The Benevolent Fund was established to pay health insurance premiums for City employees drawing on disability.





## ELLISVILLE EMPLOYEE BENEVOLENT FUND

**FUND NUMBER: 70**

### ***PURPOSE***

The Ellisville Employee Benevolent Fund was designed to pay the health care premiums of disabled employees as COBRA provisions allow. The Benevolent Fund was created by the City Council through a series of three \$10,000 appropriations, one in each of 1991, 1992, and 1993.

### ***FINANCIAL POLICIES/PROCEDURES***

The Benevolent Fund pays the health care premiums of disabled employees as COBRA provisions allow. Both the Director of Finance and a special employee committee (Benevolent Fund Committee) were established by City ordinance to oversee the Benevolent Fund. Prior to receiving Benevolent Fund assistance, an employee's disability, as verified by the City's disability insurance carrier, must first be approved by the Benevolent Fund Committee on a case-by-case basis. If such disability is verified, and if adequate funds exist, the Committee will make a recommendation to the City Council. The actual expenditure must be approved by the City Council. Health care premium expenses are drawn directly from the Benevolent Fund for payment of premiums.

### ***PROJECTED FY-2014 FUND ACTIVITY***

The Benevolent Fund will begin FY-2014 with a budgeted fund balance of \$66,997. Benevolent Fund revenues are projected at \$400 from interest for FY-2014. Benevolent Fund expenditures are expected to be zero (\$0) for FY-2014. This results in a budgeted fund balance of \$67,397 on December 31, 2014.

### ***MISCELLANEOUS***

The fund balance for the Ellisville Employee Benevolent Fund is budgeted for a 0.6% increase. This fund has not had expenditures for many years so this small increase from interest earnings is acceptable to the Council.





**CITY OF ELLISVILLE, MISSOURI**  
**Combined Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Benevolent Fund**

	2012 Actual	2013 Estimate	2014 Budgeted
<b>REVENUES</b>			
Investment income	\$ 793	\$ 600	\$ 400
Total Revenues	<u>\$ 793</u>	<u>\$ 600</u>	<u>\$ 400</u>
<b>EXPENDITURES</b>			
Administration	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ 793</u>	<u>\$ 600</u>	<u>\$ 400</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfer in	\$ -	\$ -	\$ -
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)</b>	<u>\$ 793</u>	<u>\$ 600</u>	<u>\$ 400</u>
<b>FUND BALANCE, JANUARY 1</b>	<u>\$ 65,604</u>	<u>\$ 66,397</u>	<u>\$ 66,997</u>
<b>ENDING FUND BALANCE, DECEMBER 31</b>	<u>\$ 66,397</u>	<u>\$ 66,997</u>	<u>\$ 67,397</u>



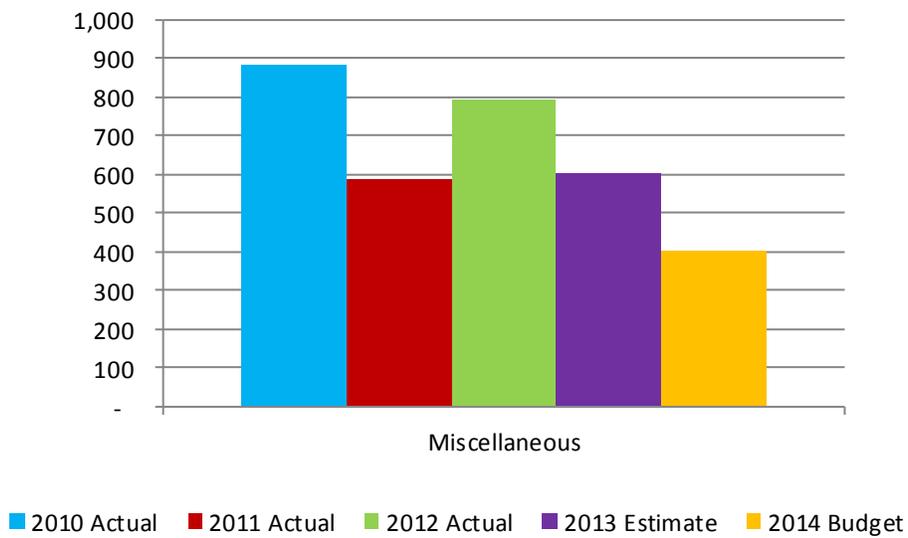


## BENEVOLENT FUND REVENUE SUMMARY

### FUND NUMBER: 70

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
	<b>MISCELLANEOUS REVENUE</b>						
70-0-01-380-10	Interest Income	\$884	\$585	\$793	\$200	\$600	\$400
<b>TOTAL BENEVOLENT FUND REV.</b>		<b>\$884</b>	<b>\$585</b>	<b>\$793</b>	<b>\$200</b>	<b>\$600</b>	<b>\$400</b>

Five Year Revenue Trend Chart



## BENEVOLENT FUND EXPENDITURE SUMMARY

### FUND NUMBER: 70

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGETED	2013 ESTIMATED	2014 BUDGETED
	<b>BENEFITS</b>						
401-10	Health Insurance	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL BENEVOLENT FUND EXPENDITURES</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

No chart is shown because there were no expenditures.





## FY-2014 REVENUE

This section highlights every source of revenue including an explanation of what it is, how much revenue it produces, percentage each source is of total City revenue as well as any other specialized information. The revenue for the City of Ellisville is separated into seven broad categories, and each specific revenue source is listed in one of these categories. The broad categories are Taxes, Franchise Fees, Intergovernmental Revenue, Licenses Permits and Inspection Fees, Fines and Court Costs, Park Revenue, and Miscellaneous Revenue.

### TAXES

#### **REAL ESTATE TAX**

3.51% of Total Revenues

The Real Estate Tax is based upon the final assessed valuation (A.V.) of all real property within the City. Residential property is assessed at 19% of its market value, commercial property at 32%, and agricultural property at 12%. Each category has its own maximum authorized real estate tax rate as shown on the chart to the right. State law requires a possible roll back in the maximum allowed tax rates when property values increase.

Rates	Residential	Commercial	Agricultural
Maximum Allowed	\$ 0.4320	\$ 0.4410	\$ 0.1250
Voluntary Reduction	\$ 0.2820	\$ 0.2910	\$ -
Approved Rate	\$ 0.1500	\$ 0.1500	\$ 0.1250

FY-2013 was a reassessment year. Since there was a small decrease in assessed valuations in each category there was no decrease in the maximum rates allowed. The City Council has chosen to continue with the \$0.15 per \$100 of assessed valuation if the maximum allowed is greater than that amount.

Since property tax rates are not being changed and the total property values have decreased the estimated revenue for FY-2013 has decreased. Reassessments occur during odd numbered years. Therefore, the City is not anticipating any increase in property tax receipts for FY-2014.

Year	Revenue	Percent Change
2005	\$261,068	-9.24%
2006	\$330,512	26.60%
2007	\$323,052	-2.26%
2008	\$368,514	14.07%
2009	\$354,435	-3.82%
2010	\$364,556	2.86%
2011	\$371,084	1.79%
2012	\$358,257	-3.46%
2013 Estimated	\$340,000	-5.10%
2014 Budgeted	\$340,000	0.00%

Real estate taxes are collected by St. Louis County and disbursed throughout the year. The County pursues all matters on the City's behalf, as the collecting agent.

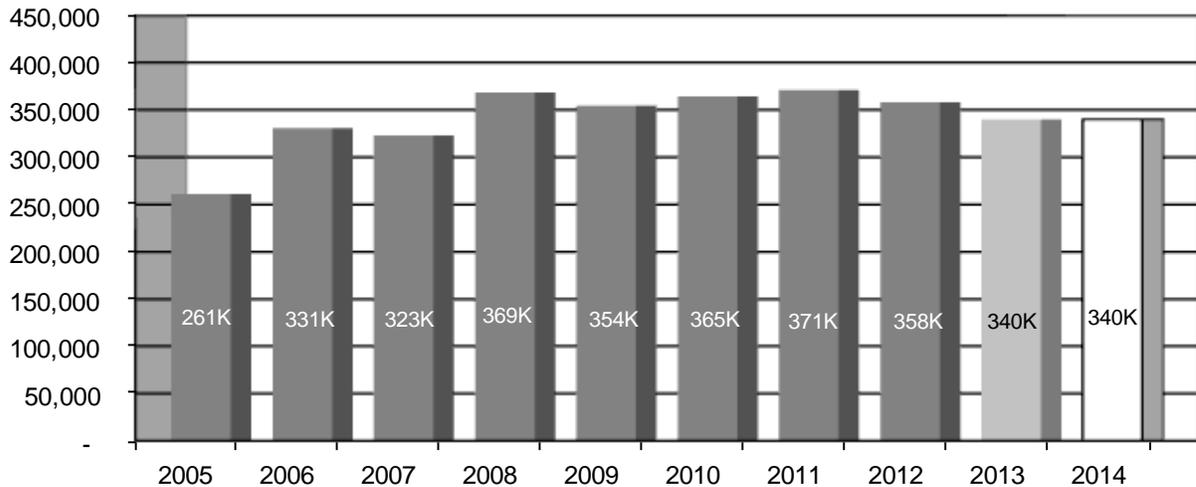
Real Estate Taxes provides a steady stream of revenue with very slow growth or shrinkage over time. This is shown on the chart to the right and on the ten year revenue trend chart on the next page. While this is a major revenue source, it's slow growth means that it is now a smaller revenue source than the 1% sales tax, the ½% stormwater sales tax, telecommunications tax, electric utility tax and business licenses.





Real Estate Tax receipts are included in the general fund revenue.

### Real Estate Tax - Ten Year Revenue Trend



#### **PERSONAL PROPERTY TAX**

0.00% of Total Revenue

Person Property is assessed at 33 1/3% of its market value. The City has a personal property tax rate of \$0.000 per \$100 of assessed valuation. In essence, residents pay zero dollars to the City for personal property taxes. This would be general fund revenue if it was charged.

#### **ONE PERCENT SALES TAX**

22.02% of Total Revenues

The one percent sales tax continues to be the single largest revenue source for the City of Ellisville. This is a County wide sales tax which is generated from all retail sales that take place within St. Louis County. It is distributed to the cities in the County and to the County for unincorporated areas based on two different methods. The first is based upon where the sale was made with some sales tax being redistributed to the second method based on a complex calculation utilizing per capita sales tax receipts. The second method is based on the population of each area that uses this method. In 1978 the City of Ellisville chose the first method because it provided greater revenue to the City. Areas that have been annexed since that time are required to be a part of the second method.

Sales tax from the sale of automobiles in the State of Missouri has a different method of distribution. A small portion of the tax is distributed based on the location of the sale (dealership). The remaining sales tax is distributed based on the home location of the purchaser.

Since this is the largest revenue source for the City it receives ongoing analysis to insure fiscal responsible actions are made when and if necessary. When determining the budget for this revenue source several factors are considered. Among these are trend analysis, economic projections for the Country and the St. Louis area, status of any redevelopment projects, and knowledge of any store openings, closings or anticipated store closings.





The Receipts for FY-2013 have been around the 94.3% of the prior year. The budget for FY-2013 anticipated a 4.2% decrease. This difference is shown in the estimate on the chart to the right.

One automobile dealership is known to be moving during FY-2014. While the sales tax for automobile sales differs from other sale taxes as explained earlier, the City does anticipate a small decrease due to this dealership moving outside of the City.

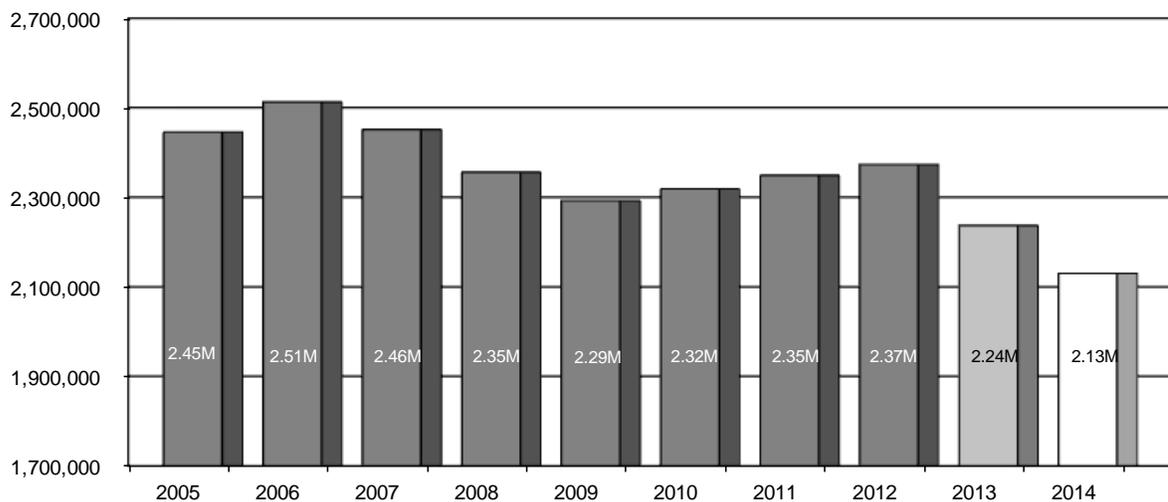
The redevelopment project supported by tax increment financing has not started construction yet. It is not known if this project will be viable. As a result the City is not anticipating any sales tax revenue from this project during FY-2014.

Year	1% Sales Tax	Percent Change
2005	\$2,445,366	-1.56%
2006	\$2,512,377	2.74%
2007	\$2,451,393	-2.43%
2008	\$2,355,802	-3.90%
2009	\$2,292,691	-2.68%
2010	\$2,318,970	1.15%
2011	\$2,348,911	1.29%
2012	\$2,373,036	1.03%
2013 Estimate	\$2,236,900	-5.74%
2014 Budget	\$2,130,000	-4.78%

Economic growth in the St. Louis area is not anticipated to be at any greater speed than it has been this year. Since Ellisville has experienced a decline in revenue it is necessary to continue this for the FY-2014 budget. Considering these factors the budget decrease is estimated to be 4.78% for FY-2014. The budgeted amount will be \$2,130,000. This one percent sales tax is a general fund revenue source.

The graph below illustrates the revenue trend for the one percent sales tax.

**1% Sales Tax - Ten Year Revenue Trend**





**ONE HALF PERCENT SALES TAX FOR STORMWATER CONTROL**

12.61% of Total Revenues

This one half percent sales tax for stormwater control is collected and distributed to Ellisville based on the regular (non-vehicle) sales that are made within the boundaries of the City of Ellisville. This is not subject to any redistribution due to population or sales anywhere else in St. Louis County. Because of these factors the revenue from this sales tax is not equal to one half of the one percent sales tax.

While the distribution calculation is different for this sales tax, the economic and other factors have the same impact as the 1% sales tax listed above. The projected change in revenue for FY-2013 is a larger percentage than shown for the 1% county wide sales tax. It is assumed this is because there is no redistribution for this tax.

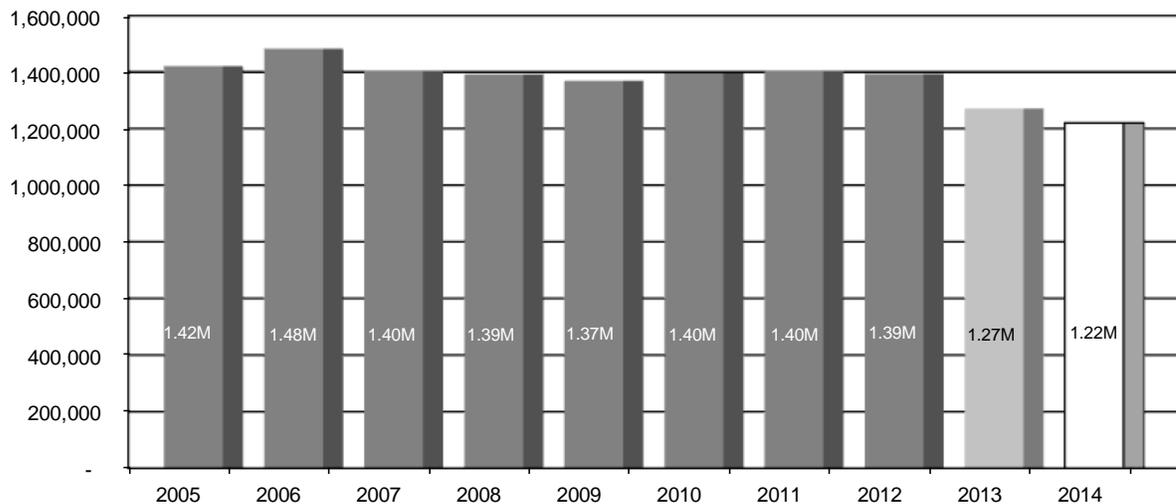
Considering the relevant economic factors and the history for this sales tax the budget for FY-2014 is set at a decrease of 4.02%.

Pursuant to State statues, this tax was approved for stormwater control and may only be used for the construction, maintenance, and repair of the City's stormwater infrastructure systems. This ½ cent sales tax is credited to the Stormwater Control Fund.

Year	1/2% Sales Tax	Percent Change
2005	\$1,421,131	-4.54%
2006	\$1,482,224	4.30%
2007	\$1,402,623	-5.37%
2008	\$1,391,551	-0.79%
2009	\$1,369,228	-1.60%
2010	\$1,395,311	1.90%
2011	\$1,402,817	0.54%
2012	\$1,392,903	-0.71%
2013 Estimate	\$1,271,100	-8.74%
2014 Budget	\$1,220,000	-4.02%

The graph below illustrates this Half Percent Sales Tax revenue trend:

**1/2% Sales Tax - Ten Year Revenue Trend**





**ONE HALF PERCENT SALES TAX FOR CAPITAL IMPROVEMENTS**

10.70% of Total Revenues

In April 2011 the citizens of the City of Ellisville approved a ½% sales tax for capital improvements. As required by the State, this sales tax took effective on October 1, 2011. At the time this revenue projection is being made there is only one full year of receipts. Therefore, only the chart showing this time frame is shown.

This one half percent sales tax has a redistribution but it is not calculated exactly the way of the 1% sales tax. The maximum redistribution amount is 17%. For Ellisville the redistribution percentage has been approximately 15%. The same methodology was used in the projections for this sales tax as for the others along with consideration for the redistribution calculation. The budget for FY-2014 has been set at \$1,035,000.

Year	1/2% Sales Tax	Percent Change
2011	\$262,099	
2012	\$1,181,184	
2013 Estimate	\$1,092,500	-7.51%
2014 Budget	\$1,035,000	-5.26%

The revenue from this sales tax is for the purchase of capital assets and for the maintenance of capital assets. Therefore this sales tax is credited to the Capital Improvements Fund.

**ONE QUARTER PERCENT SALES TAX FOR LOCAL PARKS**

5.43% of Total Revenues

The one quarter percent sales tax is earned and received in the same manner as the one percent sales tax. The same economic factors that impacted the other sales tax projections hold true for this sales tax as well. There is one difference in the calculation for sales made in the City that are subject to redistribution. The maximum redistribution percentage is 15% which is less than the one percent sales tax.

This sales tax was in effect for nine months of FY-2007. That is why no percentage change is shown on the chart to the right for FY-2008.

When placing this sales tax measure before the Ellisville voters, the Ellisville City Council chose to use the ¼ cent money strictly for parks. The ¼ cent sales tax is credited to the Park Fund.

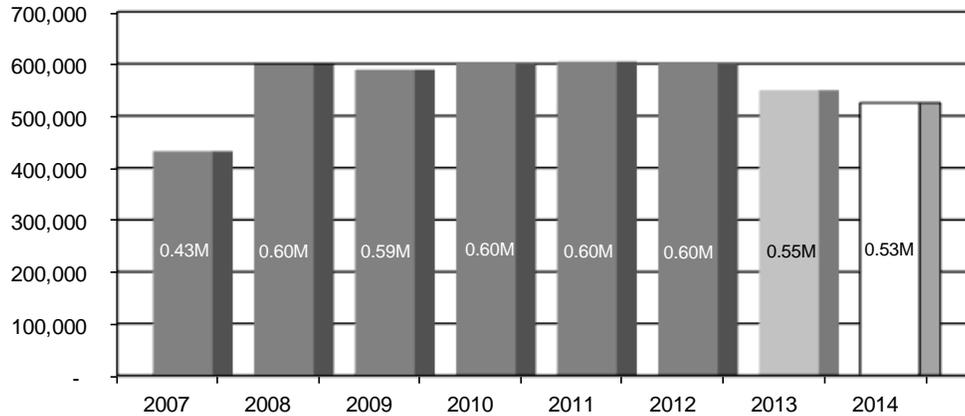
Year	1/4% Sales Tax	Percent Change
2007	\$431,882	
2008	\$598,278	
2009	\$588,929	-1.56%
2010	\$600,207	1.92%
2011	\$604,326	0.69%
2012	\$600,849	-0.58%
2013 Estimate	\$549,500	-8.55%
2014 Budget	\$525,000	-4.46%

The graph on the next page illustrates the One Quarter Percent Sales Tax revenue trend:





**1/4% Sales Tax - Revenue Trend**



**FINANCIAL INSTITUTION TAX**

0.00 % of Total Revenues

The State of Missouri levies and collects a financial institution tax from banks, savings and loans, and credit unions. The financial institution tax is assessed at a rate of 7% of the financial institution's net income that fluctuates from year to year. The State contracts with St. Louis County to distribute the financial institution tax to the cities. The money is received once a year.

Since the fluctuation of the financial institution tax has been volatile in the past (from a low of \$43 in FY-2008 to a high of \$1,241 in FY-2009) \$400 is budgeted in FY-2014. Financial institution tax is credited to the General Fund.

**UTILITY & FRANCHISE TAXES**

**TELECOMMUNICATIONS TAX**

4.60% of Total Revenues

There is a 7% franchise fee on the adjusted receipts of all telephone service providers which is paid to the City. This includes receipts from traditional land line telephones, cable provider telephone service and cell phone providers. This revenue is credited to the General Fund.

Through FY-2007 most cell phone providers did not pay this tax or submitted it under protest. Settlements have been reached with lump sum payments being received during FY-2008 and FY-2009. Because of this, making comparisons to those years is of limited use.

Telecommunication Franchise Fees		
Year	Franchise Fees	Percent Change
2005	\$ 234,937	-15.0%
2006	\$ 251,195	6.9%
2007	\$ 452,599	80.2%
2008	\$ 614,684	35.8%
2009	\$ 762,709	24.1%
2010	\$ 535,278	-29.8%
2011	\$ 473,887	-11.5%
2012	\$ 455,698	-3.8%
2013 Estimate	\$ 450,000	-1.3%
2014 Budget	\$ 445,000	-1.1%





Receipts have shown that this cannot be considered a revenue growth area at this time. The apparent decrease in land line telephone lines to homes is primary reason. It is also speculated that increase use of texting and internet usage on cell phones are factors because these are not telephone usage so they are not subject to this tax.

The revenue projection for FY-2014 is based upon recent history rather than the impression of a cell phone industry that is still growing. The result is a FY-2014 budget of \$445,000. This is in line with the anticipated decrease for FY-2013 with receipts of \$450,000. Future increases will not be anticipated until results prove that to be appropriate.

**WATER UTILITY TAX**

1.50% of Total Revenues

A 7% franchise fee on the adjusted receipts of companies providing water service is paid to the City. Currently, Missouri-American Water Company is the only water service provider in the City. This revenue is credited to the General Fund.

The budget for this account is based upon historical receipts. The receipts for FY-2013 are projected to be less than \$2,000 more than the prior year. Considering this the budget for FY-2014 will be the same \$145,000 as the projection for FY-2013.

Water Franchise Fees		
Year	Franchise Fees	Percent Change
2005	\$ 84,946	12.1%
2006	\$ 82,983	-2.3%
2007	\$ 79,493	-4.2%
2008	\$ 93,673	17.8%
2009	\$ 103,036	10.0%
2010	\$ 112,954	9.6%
2011	\$ 128,214	13.5%
2012	\$ 143,337	11.8%
2013 Estimate	\$ 145,000	1.2%
2014 Budget	\$ 145,000	0.0%

**ELECTRIC UTILITY TAX**

9.82% of Total Revenues

A 7% franchise fee on the adjusted receipts of companies providing electrical service is paid to the City on a monthly basis. The fee is paid at the end of each month on receipts earned the preceding month. Currently, Ameren MO is the only provider of electric in the City.

The budget for this account is based upon history of receipts. The analysis is based on both annual and monthly receipts.

Ameren MO received an increase in billing rates which has been effective for FY-2013. This accounts for increase in the FY-2013 estimate. Actual receipts for this year a slightly ahead of this estimate. The lower amount was used to be conservative. The budget for FY-2014 includes an increase of only 0.5% for a total of \$950,000.

Electric Franchise Fees		
Year	Franchise Fees	Percent Change
2005	\$ 713,340	1.3%
2006	\$ 685,405	-3.9%
2007	\$ 749,290	9.3%
2008	\$ 687,143	-8.3%
2009	\$ 707,752	3.0%
2010	\$ 813,348	14.9%
2011	\$ 877,354	7.9%
2012	\$ 881,215	0.4%
2013 Estimate	\$ 945,000	7.2%
2014 Budget	\$ 950,000	0.5%

Electrical franchise revenues are credited to the General Fund.





**NATURAL GAS UTILITY TAX**

3.10% of Total Revenues

A 7% franchise fee on the adjusted receipts of companies providing natural gas service is paid to the City on a monthly basis. The fee is paid at the end of each month on receipts earned the preceding month. Laclede Gas Company is the major provider of natural gas in the City. The State of Missouri has allowed schools to purchase natural gas from other sources. Funds have been received from these providers.

The winter of FY-2012 was warmer than normal. The winter of FY-2013 was a more normal season. This impacted receipts for this tax. The estimate for FY-2013 is based upon actual receipts for the first seven months of the year. Since no rate increases are anticipated the budget for FY-2014 is set the same as the estimate for FY-2013 of \$300,000.

Natural Gas Franchise Fees		
Year	Franchise Fees	Percent Change
2005	\$ 334,062	18.2%
2006	\$ 340,055	1.8%
2007	\$ 341,683	0.5%
2008	\$ 382,108	11.8%
2009	\$ 344,699	-9.8%
2010	\$ 312,610	-9.3%
2011	\$ 309,286	-1.1%
2012	\$ 240,550	-22.2%
2013 Estimate	\$ 300,000	24.7%
2014 Budget	\$ 300,000	0.0%

Natural Gas franchise revenues are credited to the General Fund.

**CABLE COMMUNICATIONS FRANCHISE FEE TAX**

1.37% of Total Revenues

A 5% franchise fee on the adjusted receipts from cable television providers is paid to the City. By law cable television service is not considered a utility. However, the City requires franchise fees for broadband telecommunications providers. Charter Cable and AT&T currently provide this service in Ellisville. At this time, satellite TV providers have not been paying a franchise fee to the City.

With two providers since early in FY-2011 the revenue has been up significantly compared to prior years. Further growth is not seen in actual receipts. Therefore, the estimate for FY-2013 and the budget for FY-2014 have been set at the same amount of \$133,000.

Cable Communication franchise fees are credited to the General Fund.

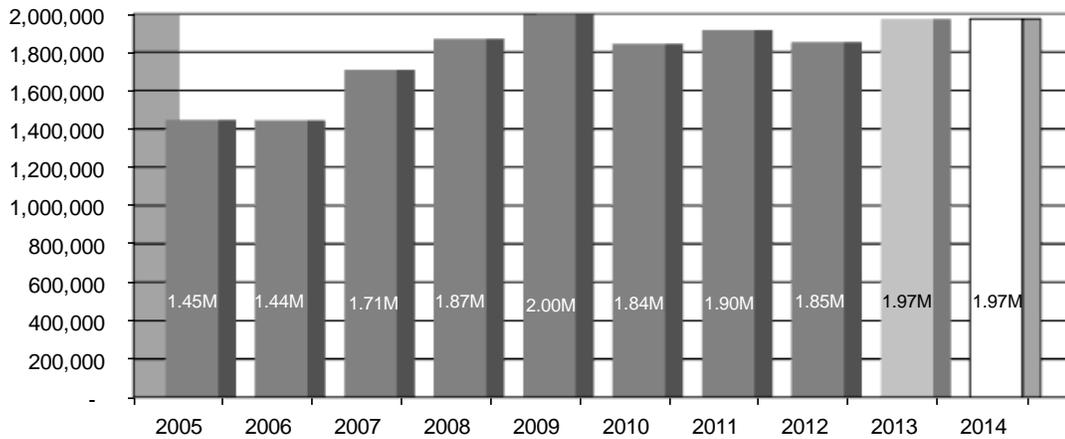
Cable Communications Franchise Fees		
Year	Franchise Fees	Percent Change
2005	\$ 80,301	2.5%
2006	\$ 84,351	5.0%
2007	\$ 84,688	0.4%
2008	\$ 91,440	8.0%
2009	\$ 78,108	-14.6%
2010	\$ 70,676	-9.5%
2011	\$ 125,642	77.8%
2012	\$ 131,641	4.8%
2013 Estimate	\$ 133,000	1.0%
2014 Budget	\$ 133,000	0.0%

In total, utility and franchise fees (including cable fees) are depicted in the graph on the next page.





**Combined Franchise Fees - Ten Year Revenue Trend**



**INTERGOVERNMENTAL REVENUES**

**MISSOURI GASOLINE TAX**

2.37% of Total Revenues

The State of Missouri levies a \$0.17 per gallon gasoline tax which is distributed to the cities on a per capita basis as indicated by the most recent decennial census. The City receives gasoline tax revenue near the 25th of each month

It is important to note that the tax is based on the number of gallons sold rather than the dollar amount of the sales. Several factors including gas prices compared to prior years, the current and projected state of the economy, and the use of more fuel efficient vehicles will have an impact this revenue source. The impact of the use of the 2010 census became another factor starting with FY-2012.

Year	Gasoline Tax	Percent Change
2005	\$262,343	-2.4%
2006	\$260,738	-0.6%
2007	\$265,449	1.8%
2008	\$255,652	-3.7%
2009	\$251,462	-1.6%
2010	\$257,443	2.4%
2011	\$247,086	-4.0%
2012	\$231,569	-6.3%
2013 Estimate	\$230,000	-0.7%
2014 Budget	\$229,000	-0.4%

The receipts during the first eight months of FY-2013 show no significant change from the prior year when the census change had an impact. Considering these factors the budget for FY-2014 has been set at \$229,000.

The Missouri Gasoline Tax is credited to the Capital Infrastructure Fund.

**MOTOR VEHICLE SALES TAX**

0.61% of Total Revenues

The State of Missouri levies a 3% motor vehicle sales tax on all new vehicles purchased in the state. Of this revenue 75% is retained by the State, 15% is given to Missouri counties, and the remaining 10% is distributed to cities on a per capita basis per the most recent decennial census.





This revenue source is not related to the number of vehicles that are sold in Ellisville. Motor vehicle sales tax is credited to the Capital Infrastructure Fund.

The projection for FY-2013 is based upon this year's actual receipts to date compared to prior years. The FY-2013 projection is \$58,000 which is up slightly from the prior year. The budget for FY-2014 shows a similar small increase to \$59,000.

**MOTOR VEHICLE FEES**

0.40% of Total Revenues

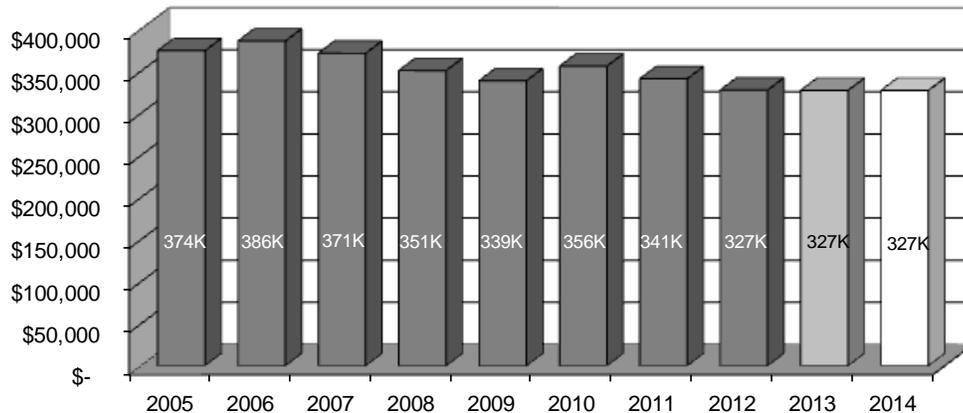
The State of Missouri levies motor vehicle fees for vehicle license plates. Portions of these motor vehicle fees are distributed to cities on a per capita basis, as indicated by the most recent decennial census. The disbursement is made on or about the 25th of each month.

This revenue source is expected to remain steady. The actual amounts this year suggest the total amount for FY-2013 will be \$39,000. The same amount is budgeted for FY-2014.

Motor vehicle fees are credited to the Capital Infrastructure Fund.

The three previous revenue sources are distributed together by the State of Missouri. Therefore, they have been combined on the graph below for trend analysis.

**Missouri Vehicle Related Fees - Ten Year Revenue Trend**





**BRIDGE AND ROAD TAX**

2.79% of Total Revenues

The Bridge and Road Tax levy is \$0.105 per \$100 assessed valuation of both real and personal property within the City. The tax must be utilized for construction, maintenance, or repair of roads and/or bridges within the City. St. Louis County collects and administers this tax, and disburses it to the City on or near the 15th of each month. Road and Bridge Tax revenue is credited to the Capital Infrastructure Fund.

Year	Road and Bridge Tax	Percent Change
2005	\$221,707	-7.4%
2006	\$269,672	21.6%
2007	\$216,507	-19.7%
2008	\$261,507	20.8%
2009	\$284,581	8.8%
2010	\$287,084	0.9%
2011	\$293,056	2.1%
2012	\$284,951	-2.8%
2013 Estimate	\$270,000	-5.2%
2014 Budget	\$270,000	0.0%

It is difficult to determine an estimate for the current year because virtually all receipts are received at the end of the fiscal year. The estimate for FY-2012 and the budget for FY-2013 are both based upon the new assessed value of real and personal property while considering recent payment trends, St. Louis County collection fees and uncollectable amounts. This amount is \$270,000.

**CIGARETTE TAX**

0.26% of Total Revenues

The State of Missouri distributes a statewide cigarette tax to cities on a per capita basis. The City receives this revenue on about the 15th of each month by wire transfer directly into the City's bank account. Cigarette tax revenues are credited to the General Fund.

As cigarette smoking has decreased so have the related tax revenues. The decrease in smoking seems to have leveled off because the City's receipts have leveled off. Because of this the estimate for FY-2013 is \$25,000 and the budget for FY-2014 is \$25,000.

**FEDERAL GRANTS**

0.00% of Total Revenues

For FY-2013, the City has not receive any funds from the Federal government, nor are any expected for FY-2014.

**STATE/COUNTY GRANTS**

2.38% of Total Revenues

State and County Grants represent intergovernmental funds from the State of Missouri and St. Louis County including the St. Louis Area Parks Commission.

The General Fund budget for new grants for FY-2014 has been set at \$0.

The Parks and Recreation Department is anticipating two grants. One would be from the Missouri Arts Council for \$2,000. The other would be from the St. Louis Area Parks Commission for a Municipal Park Grant of \$228,000 for a new restroom by Bussmann Shelter and renovating the adjacent parking lot. The expenditure budgets are in the Park expense budget. The grant revenue would be credited to the Parks and Recreation Fund and is budgeted at \$230,000.





## LICENSES, PERMITS AND INSPECTION FEES

### **BUSINESS LICENSE**

5.12% of Total Revenues

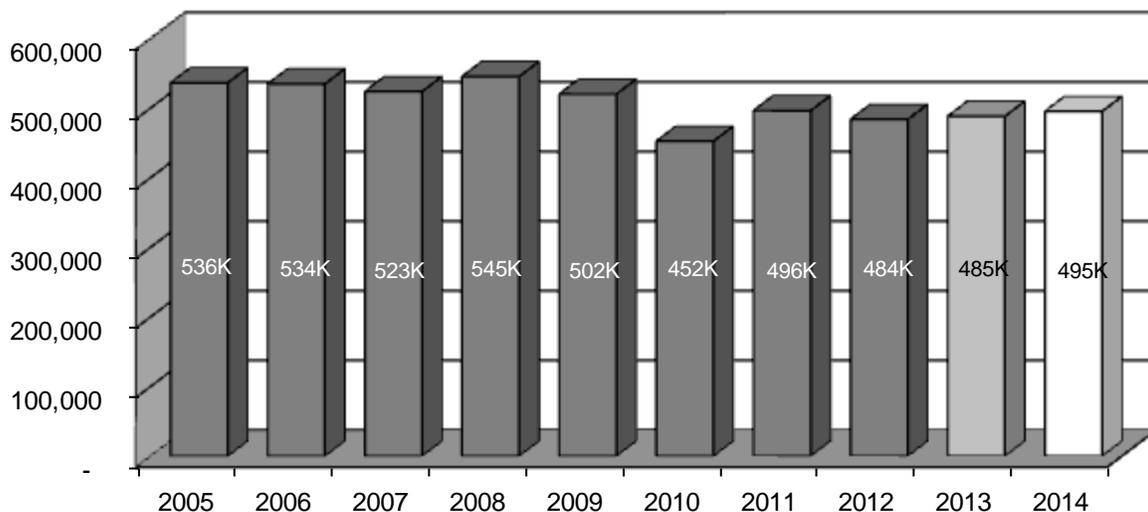
The City of Ellisville charges local businesses a license fee to conduct business in Ellisville. Every merchant, manufacturer, etc. in the City must pay \$0.50 per \$1,000 of annual gross receipts in order to obtain a business license. Service industries, offices, etc. are assessed a business license fee based upon the square footage of their office space, which ranges from \$0.08 to \$0.25 per square foot. The fee per square foot is inversely related to the size of the floor plan. Business license fees are due to the City by July 1 of each year. Business License fee revenue is credited to the General Fund.

Year	Business License Fees	Percent Change
2005	\$ 536,077	-8.7%
2006	\$ 534,376	-0.3%
2007	\$ 523,566	-2.0%
2008	\$ 545,048	4.1%
2009	\$ 519,825	-4.6%
2010	\$ 452,170	-13.0%
2011	\$ 496,099	9.7%
2012	\$ 483,533	-2.5%
2013 Estimated	\$ 488,000	0.9%
2014 Budget	\$ 495,000	1.4%

For the businesses that pay bases upon annual gross receipts, there are obvious similarities to sales taxes. There are also some differences which impact business licenses. Sales taxes on automobiles are distributed in a different manner so the impact of dealerships closing impacts business licenses to a greater extent. One automobile dealership will be moving out of Ellisville before next year’s business license is due. No additional major store closures are expected through FY-2014. Business licenses increased by about 1% this year. An increase of 1.4% has been budgeted for next year.

The graph below shows the trend analysis for business licenses over ten years.

### Business License - Ten Year Revenue Trend



**LIQUOR LICENSE**

0.10% of Total Revenues

In order to sell alcoholic beverages in the City of Ellisville, a local liquor license must be granted by the City Council. Local Liquor License Fees are set by the State of Missouri and range from \$22.50 per year to \$450 per year, depending on the type of liquor sale. Liquor licenses are renewed on July 1 of each year. Liquor license revenues are credited to the General Fund.

With no increase in license fees possible and anticipating the same number of licenses for FY-2014 the budget has been set at the same amount as the estimate for this year of \$9,600.

**PLUMBING LICENSE**

0.03% of Total Revenues

Every plumber/plumbing contractor working in the City of Ellisville is required to obtain a plumbing license. The plumbing license fee is \$30. This revenue source is essentially driven by new construction. Plumbing License revenues are credited to the General Fund.

No increase in the number of licenses or the cost of licenses is anticipated. Therefore the projection for FY-2013 and the budget for FY-2014 are the same at \$2,800.

**VENDING LICENSE**

0.10% of Total Revenues

The City charges a vending license fee of \$55 per year per vending machine. Vending license fees are renewable on July 1 of each year. Vendors applying for a vending license after January 1 of each year are permitted to pay only the six-month prorated fee of \$27.50. Vending license fee revenue is credited to the General Fund.

The projection for FY-2013 is \$9,800. Since this is not an activity based fee the budget for FY-2014 will also be \$9,800.

**BUILDING PERMITS**

0.62% of Total Revenues

Building permits are issued for all residential and commercial remodeling and for new construction. The building permit fee is \$3 per \$1,000 of the estimated construction cost. Building permit revenue is credited to the General Fund.

Building permit fees are expected to total \$60,000 for FY-2013. For ongoing operations this amount is not expected to change for FY-2014. No major development or redevelopment project is anticipated for FY-2014. Therefore, the budget for FY-2014 is \$60,000.

**EXCAVATION PERMITS**

0.00% of Total Revenues

Excavation Permits are issued for any excavation in any street in the city, exclusive of state maintained highways. The excavation permit fee is \$25 for pavement cuts; if only the parkway or shoulder is cut, the permit fee is \$5. Excavation Permit fees are credited to the General Fund.

The revenue from this account has varied from year to year. For FY-2013 it appears the receipts will be approximately \$1,300. The budget for FY-2014 has been set at \$500 because this is the minimum amount that is usually received.



**OCCUPANCY PERMITS**

0.07% of Total Revenues

Following an occupancy inspection, the correction of any violations, and the issuance of a Certificate of Compliance, both residential and commercial units are charged \$15 for an occupancy permit. This relates to a change in the occupant and not just a change in ownership. In other words, an occupancy permit must be obtained whenever there is a new renter. The electric company notifies the City whenever the service for an address in Ellisville is put into a new name. This listing is used to insure occupancy permits have been issued and every location is being kept up to code. Occupancy Permit revenues are credited to the General Fund.

The revenue from occupancy permits is projected to be \$6,500 for FY-2013. The budget for FY-2014 anticipates no major changes so the budget is \$6,500.

**PLUMBING PERMITS**

0.10% of Total Revenues

A master plumber certification is required for all plumbing work performed in the City. The plumbing permit fee is \$12, in addition to a fee for each fixture. Plumbing permit revenue is credited to the General Fund.

Plumbing Permit revenue for FY-2013 is anticipated to be \$10,000. The budget for FY-2014 is also being set at \$10,000 because this has been the normal amount for the past several years.

**SEWER PERMITS**

0.00% of Total Revenues

Sewer permits are issued for the installation of sewers in the City. The sewer permit fee is comprised of a \$5 permit fee, a \$10 inspection fee, \$0.70 for each foot of newly installed sewer line, and a \$3 deposit per square foot of street cut. Sewer Permit fees are credited to the General Fund.

Sewer Permit revenue for FY-2013 is estimated at \$1,300 which is unusually high. Because of the City's conservative revenue budgeting the amount for FY-2014 is set at \$500.

**SIGN PERMITS**

0.05% of Total Revenues

Sign permits are issued for every sign authorized within the City of Ellisville. The sign permit fee is \$35, consisting of \$25 for a sign inspection and \$10 for a permit fee. Sign permit fees are credited to the General Fund.

The anticipated sign permit revenue for FY-2013 is \$6,000. This is less than the prior two years but more than the years prior to that. The City of Ellisville is interested in remaining conservative in revenue projections so the budget for FY-2014 has been set at \$4,500.

**RESIDENTIAL OCCUPANCY INSPECTION FEES**

0.09% of Total Revenues

Every residential housing unit requires a residential occupancy inspection prior to a change of occupancy or ownership, excluding new construction (for new units, a building permit is simply issued). The inspection fee is \$1 per 100 square feet or a minimum cost of \$25 per inspection. Also included in residential occupancy inspection fees is a fee for the inspection of street and drainage facilities. Residential occupancy inspection fees are credited to the General Fund.





The revenue for FY-2013 is expected to be \$10,500. For the same reasons as occupancy permits, the budget for FY-2013 has been set at \$8,500.

### **COMMERCIAL OCCUPANCY INSPECTION FEES**

0.02% of Total Revenues

All commercial tenant units require a commercial occupancy inspection upon changes of occupancy (those which do not require a building permit). The commercial occupancy inspection fee is based on a rate of \$1 per 100 square feet or a minimum of \$25 per inspection. On a change of occupancy, most tenant spaces are remodeled or modified and require a building permit; therefore, commercial inspections are at a minimum. Commercial occupancy inspection fees are credited to the General Fund.

Last year's budget recognized that the receipts during FY-2012 were going to be higher than normal. The actual amount received was \$3,488. The budget for FY-2013 anticipated a return to normal levels. The projection for FY-2013 is in that normal range with \$1,500 being projected. The budget for FY-2014 has also been set based upon historical norms at \$1,500.

### **PLANNING APPLICATION FEES**

0.06% of Total Revenues

Receipts for FY-2013 are projected to be \$5,500. The budget for FY-2014 has also been set at \$5,500. Planning application fees are credited to the General Fund.

## **FINES AND COURT COSTS**

### **COURT FINES**

5.48% of Total Revenues

The Municipal Court for violations of local traffic laws and other City ordinances levies a variety of fines. All receipts are deposited to the General Fund.

Court Fines are a product of the penal system. It is not the City's policy to finance its government expenditures through the use of the judicial process; therefore Court Fines are not considered a targeted revenue source that the City strives to achieve. This is also why the City does not show trend analysis for this account.

Red light cameras have been installed at several intersections in the City. The number of violations has shown the significance of the problem with drivers running red lights. These intersections are well labeled as having red light cameras because the intent is to make the intersections safer. While this has had a noticeable impact on the revenue received, total court revenues do not fully cover the City's cost to enforce safe driving practices. The number of accidents at red light camera intersections has gone down and stayed lower than prior to the cameras. Revenues from red light violations caught on camera have gone down. This reflects better adherence with the law and fewer accidents. This is the Goal of the City.

The projected revenue from all court receipts for FY-2013 is expected to be \$550,000. Since this was lower than the previous year's actual the same type of decrease is being projected for FY-2014 as reflected in the budget of \$530,000.



**Security Inmate Fee**

0.03% of Total Revenues

FY-2012 was the first full year for this fee. The receipts for FY-2012 were \$3,026. The projection for FY-2013 is \$2,700. The budget for FY-2014 has been set at \$2,500.

The revenue from this fee is credited to the General Fund.

**POLICE TRAINING**

0.03% of Total Revenues

A \$2 fee per ticket is charged to those convicted of all City violations. This money is set-aside to help offset the cost of ongoing training for the Police Department. This revenue is credited to the General Fund.

As with Court Fines, this is a product of the penal system and not considered a targeted revenue source for the City.

The projection for this year is \$3,200. The same amount is being used for the FY-2014 budget.

**CVC COURT**

0.00% of Total Revenues

The State of Missouri requires that an additional \$7.50 court cost be assessed for each violation of criminal law and for infractions of municipal ordinances, excluding non-moving traffic violations. Of the \$7.50 fee \$7.13 is paid to the State of Missouri's Crime Victims' Compensation (CVC) Fund, which is designed to aid crime victims. The City is permitted to retain the remaining \$0.37 per violation in this CVC revenue account. This revenue is credited to the General Fund.

Crime Victims' Compensation revenue receipts have followed a similar pattern to the prior year. Because of this the projection for this year and the budget for FY-2014 have been set at \$500.

**BOND FORFEITURE**

0.04% of Total Revenues

When a citizen posts bond with the Ellisville Municipal Court and does not show up at court as required, a bond forfeiture hearing is held. If that citizen does not show up for the hearing then the bond money is forfeited to the City of Ellisville. Bond Forfeiture revenue is credited to the General Fund.

Bond Forfeiture revenue for FY-2013 is projected to be \$3,600. This is less than prior years. To be conservative the budget for FY-2014 has been set at \$3,600.

**PARK REVENUES****POOL INCOME**

1.81% of Total Revenues

Pool income represents fees for season passes to the pool, resident identification cards, daily admissions, swimming lessons, and pool rental by large groups. Pool Income is credited to the Park Fund.





The summer of FY-2013 was a little cooler than normal. This impacted daily admissions to the pool. The result is projected revenue of \$172,000 for this year. The budget for FY-2014 anticipates a more normal weather pattern. The budget for FY-2014 has been set at a conservative \$175,000.

### ***POOL CONCESSIONS***

0.36% of Total Revenues

Pool concessions are revenue generated by the sale of goods at the pool. This includes food, drinks sunscreen and swim diapers. Pool Concession revenue is credited to the Park Fund.

Pricing of the items sold at the pool concession stand are competitive and not set to "gouge" those at the pool. The intent is for revenue to cover the costs of products and labor. The revenue for FY-2013 is estimated to be \$34,000. The revenue budget for FY-2014 is \$35,000 based upon budgeted product and labor costs.

### ***RECREATIONAL PROGRAM FEES***

0.52% of Total Revenues

Recreational Program Fees are user fees generated through the Parks and Recreation Department's program registrations. Programs that generate these fees include day camp, athletic programs, cultural programs, crafts, and workshops. Because this revenue source can be highly dependent upon population-growth within various age groups programs are aimed at all ages. Recreational Program Fees are credited to the Park Fund.

The estimate for FY-2013 is \$47,000. The Parks and Recreation staff believes there will be some growth for FY-2014. For budget purposes a conservative \$50,000 is being budgeted for FY-2014.

### ***RECREATION SPECIAL EVENTS***

0.12% of Total Revenues

Recreation Special Event revenue is generated by vendor rental fees and the sale of glow necklaces at special events. In previous years special events have included the City's Independence Day Celebration on the Fourth of July, the Fall Festival and concerts. Recreation Special Event revenue is credited to the Park Fund.

The Independence Day celebration and other events have been successful this year. The same is anticipated for next year. Therefore, the projected revenue for FY-2013 and the budgeted amount for FY-2014 have both been set at \$12,000.

### ***BLUEBIRD PARK INCOME***

0.22% of Total Revenues

Bluebird Park Income represents all income associated with park use and rentals, excluding revenues related to the City pool. Bluebird Park Income is generated through the rental of baseball fields, shelters, tents, athletic equipment, picnic kits, large BBQ grill, amphitheater, a community rooms, and merchandise such as cookbooks, disc golf discs, and coffee mugs. Bluebird Park Income is credited to the Park Fund.

For FY-2013 the estimate for this line item is \$24,000. Since this is an unanticipated increase over the budget and prior year receipts the budget for FY-2014 is also \$21,000.



**OTHER PARK REVENUE**

0.00% of Total Revenues

In accordance with Section 30-27.8.1.2.6 of the Municipal Code, new residential building permit applicants must pay \$35 to be used for the development and/or maintenance of City parks, in addition to the building permit fee. As stated, these funds are used for the development and/or maintenance of City parks. Other Park Revenue also includes revenue from the rental of the City's mobile stage trailer. Other Park Revenue is credited to the Park Fund.

While the anticipated receipts for FY-2013 are \$800 this is an unstable revenue source so the budget for FY-2014 has been set at \$0.

**CASH IN LIEU OF PARKS**

0.00% of Total Revenues

In accordance with Section 30-27.8.1 of the Municipal Code, developers of new residential subdivisions in which the residential lots are less than one-half acre in size must (i) provide 10% of the area to be developed for parkland or (ii) pay 10% of the undeveloped market value of the land to the City as Cash in Lieu of Parks. Cash in Lieu of Parks revenue is used for "the purchase, development, and maintenance of City parks and/or facilities" (Section 30-27.8.1.2) as determined by the City Council. Cash in Lieu of Parks receives are credited to the Park Fund.

Due to the unpredictability of when developers may make the payments the budget is set for \$0.

**JULY 4<sup>TH</sup> SPONSORSHIPS**

0.05% of Total Revenues

July 4<sup>th</sup> Sponsorships represents businesses that make contributions to help off-set the costs of the fireworks. \$5,000 was received in FY-2013. Revenue is expected to be the similar for FY-2014 and the budget is the same amount of \$5,000. All July 4<sup>th</sup> Sponsorship revenue is credited to the Park Fund.

**CONCERTS SPONSORSHIPS**

0.05% of Total Revenues

Concerts sponsorships represent businesses that make contributions to help off-set the costs of operating the concerts in the park. \$6,100 was received in FY-2013. A little more conservative number is budgeted for FY-2014 with a budget of \$5,000. All concert sponsorships are credited to the Park Fund.

**MISCELLANEOUS REVENUE****INTEREST INCOME**

0.41% of Total Revenues

Interest income comes from the interest earned by investing the "excess working capital." The excess working capital includes reserve funds from normal operations of each fund, from unspent construction project funds of bond issues and the debt service reserve of bond issues.

The other major factor in determining the amount of interest income is the rate of return. Higher earning investments have matured. The new investments during FY-2013 have interest rates between 0.6% and 1.3%. Interest earnings for FY-2014 and future years will be lower because of the rates of this year and recent prior years. This budget does not anticipate any significant





increase in reserves that can be invested. The budget for FY-2014 is lower at \$40,000 than the earnings in recent years.

Interest income is allocated to each fund monthly based upon each fund’s excess working capital at the end of the prior month. This allows excess funds to be combined into larger investments which can get a slightly higher rate of return.

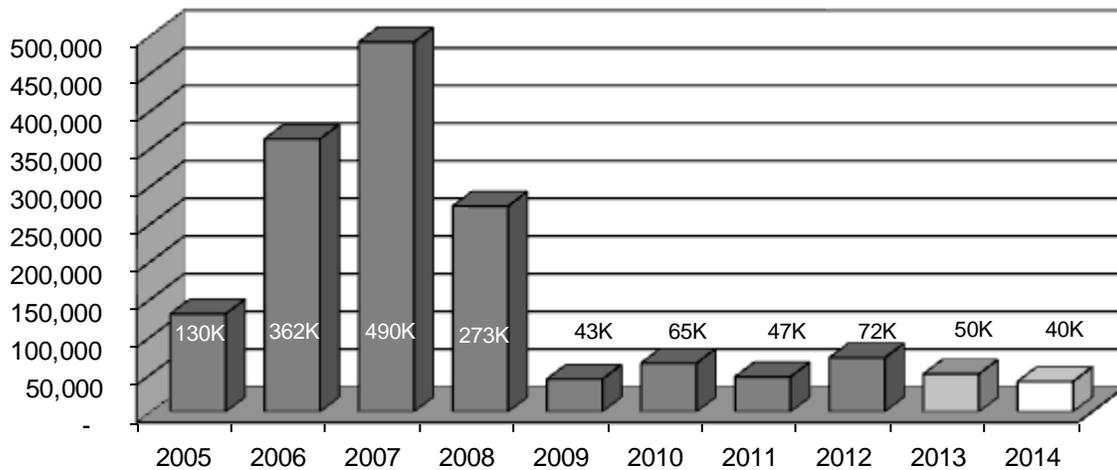
Year	Interest Income	Percent Change
2005	\$ 129,921	-22.0%
2006	\$ 362,226	178.8%
2007	\$ 490,931	35.5%
2008	\$ 273,114	-44.4%
2009	\$ 43,227	-84.2%
2010	\$ 64,375	48.9%
2011	\$ 46,393	-27.9%
2012	\$ 71,506	54.1%
2013 Estimate	\$ 50,000	-30.1%
2014 Budget	\$ 40,000	-20.0%

For FY-2014 the interest earnings are budgeted to be allocated as follows.

- General Fund \$ 9,700
- Capital Infrastructure Fund \$ 8,000
- Capital Equipment Replacement Fund \$ 0
- Park Fund \$ 3,600
- Benevolent Fund \$ 400
- Stormwater Control Fund \$ 13,300
- Sewer Lateral Fund \$ 2,500
- Contingency Fund \$ 2,500

The graph below illustrates the interest income revenue trend:

**Interest Income - Ten Year Trend**



**SURPLUS PROPERTY SALES**

0.00% of Total Revenues

The sale of City property and equipment, determined obsolete, is declared surplus property and sold at public auction or through the advertisement of public bids for such equipment. For FY-2014 the City is not budgeting any revenue from the sale of surplus property. Revenues from any such sales are deposited into the General Fund.

**MISCELLANEOUS INCOME**

0.08% of Total Revenues

Miscellaneous Revenues normally consist mainly of charges for copies for outside parties, zoning maps, zoning ordinances, proceeds from the sale of goods at City-sponsored events, history books, insurance reimbursements from the self-insurance trust which the City is a part of and similar sources. Considering recent history of receipts not including redevelopment reimbursements the projected amount for FY-2013 and the budget for FY-2014 have been set at \$8,000.

Miscellaneous Income is only anticipated for the general fund.

**FALSE ALARMS**

0.02% of Total Revenues

False Alarms are charges that residents and businesses in Ellisville incur when their alarm system goes off and no emergency existed. This revenue is credited to the General Fund.

The estimate for FY-2013 and the budget for FY-2014 have been set at \$2,000.

**PUBLICATION FEES**

-0.01% of Total Revenues

Publication fees are collected for each public hearing. Sometimes, but not very often, these fees are above the fees that are incurred and paid for by the City of Ellisville. Timing of the advertisements and receipt of the fees can occur in different fiscal years. Because of this the budget for FY-2014 has been set at negative \$1,000.

**SEWER LATERAL FEE**

0.96% of Total Revenues

A fee of \$28 per year for residential properties with six dwelling units or less is charged as a part of the property taxes which are collected by St. Louis County and distributed to the City. This amount does not change much because the residential property in the City is pretty well built out.

In FY-2013 the City projects \$93,000 in Sewer Lateral Fee revenue. For FY-2014 the same amount of \$93,000 is being budgeted, which is credited to the Sewer Lateral Repair Fund.





## FY-2014 EXPENDITURES

The City government is divided into departments. This is done to focus efforts in each department on specific areas of responsibility. Each department has a mission and various goals which are related to the City's long term and strategic goals. Having separate departments allows for better organization and review to see that each department's mission is being achieved.

In order to complete each department's mission it is necessary for some departments to have budgets in different funds. For example, when the Police Department needs a new police car they utilize the Capital Equipment Replacement Fund for that expenditure. The matrix below shows which departments may have budgets in which funds. Not all departments will utilize all of the noted funds each year.

	General	Infrastructure	Equipment Replacement	Park	Benevolent	Stormwater Control	Sewer Lateral
	<i>Fund 10</i>	<i>Fund 20</i>	<i>Fund 30</i>	<i>Fund 50</i>	<i>Fund 70</i>	<i>Fund 80</i>	<i>Fund 81</i>
Administration	X	X	X		X		
Public Works	X	X	X				
Engineering	X	X	X				
Stormwater						X	
Sewer Lateral							X
Planning & Community Development	X		X				
Police	X	X	X				
Municipal Court	X		X				
Parks & Recreation		X	X	X			
Pool		X	X	X			







## **ADMINISTRATION DEPARTMENT**

### **Mission Statement:**

The Administration Department is responsible for supervising and coordinating the operations of all City departments within the local government, advising the City Council on policy matters, implementing the policies of the Council, formulating the City budget, ensuring that the budget is executed as authorized by the City Council, enforcing all ordinances, responding to citizen inquiries, coordinating City service requests, maintaining the official City records, and disseminating public information to residents and businesses. The Finance Department, which is included in the Administration Department budget, is responsible for maintaining all the City's financial transactions, matters, and policies, including cash receipts, cash disbursements, payroll, treasury functions, and financial reporting.

### **Services:**

#### **1. City Management**

The City Manager, with the help of the staff, is responsible for conducting policy research, providing policy recommendations to the City Council, implementing adopted legislation, carrying out the policy directions of the Council citywide, formulating, preparing, and presenting the annual budget for consideration by the City Council, ensuring the execution of the budget as authorized by the Council, promoting community relations by working with the residential and business community, coordinating and overseeing the day-to-day operations of all City departments, and managing City personnel to ensure consistency in both direction and operation.

#### **2. General Administration**

The Administration Department is responsible for conducting the general administrative activities of the City, including the collection of revenue, the issuance of permits and licenses, maintaining the City's asset inventory, publication of the *Trailblazer* newsletter, risk management, communicating with individuals and businesses both within the community and outside of the community, enforcing and administering City policies, administering the City's sanitation and recycling services contracts, and providing general staff assistance to the other City departments.

#### **3. Records, Information, and Legislation**

The City Clerk keeps and maintains the official records of the City, including the Municipal Code and all ordinances and resolutions, public meeting minutes, all records pertaining to elections and terms of office, and public hearing exhibits, etc. The City Clerk is responsible for drafting legislation for review by the staff and consideration by the City Council, and provides public information relating to matters of City business which are pending, as required by State Statute.

#### **4. Public Finance**

While the Finance Department is exclusive of the Administration Department, the budgets of both departments are contained within the Administration Department's budget for purposes of simplicity. The Finance Department is responsible for maintaining and administering all the City's financial matters and transactions, including financial policies, cash receipts, cash disbursements, payroll functions, cash management, investments, and financial reporting.



***FY-2013 Goals and Objectives Update:***

1. Assist and coordinate the efforts of all departments in achieving the action plans that were established and reviewed during the FY-2012 strategic planning session. *This goal recognizes the Administration Department's roll in both achieving the action plans and keeping the big picture in mind for all the departmental goals for FY-2013. This relates to all the Action Plans.* **Update: There seems the change in Council members may have an impact on long range goals of the Council. The Staff has been working on the Action Plans but the progress has been limited until new goals are set.**
2. Implement the FY-2013 budget in a positive manner. *Budget limitations have been necessary for several years which limited spending on training, capital expenditures, and many other areas. This goal is to use the FY-2013 budget to move forward in these areas but do so in a responsible manner. This goal relates directly to the City's Long-Term Goals i. Preserve (improve) current levels of City services and ii. Address capital improvement needs and infrastructure.* **Update: This was done.**
3. Focus on redevelopment opportunities. *While the Planning and Community Development Department will be a strategic part of moving opportunities forward, because of the importance of redevelopment to the City's future viability, the Administration and Finance Departments will be major parts of any redevelopment project. This relates to Action Plan c. investment in older centers.* **Update: Opportunities have been considered when presented.**
4. Work to insure a good transition between the current Council and the Council that will be elected and take office during FY-2013. *Due to term limits set in the City's Charter there will be two new Council Members (Districts 1 and 2) elected during FY 2013. Due to an amendment to the City Charter, both seats along with a third seat (District 2) will be elected to four-year terms. Making a smooth transition between the Council will "preserve the current levels of City services" as stated in the City's long term goals. This includes keeping lines of communications open so the staff can implement the new Council's direction for the future of Ellisville.* **Update: There may have been some transition issues but the Administration department and the rest of the Staff are prepared to work with the new Council in an open and friendly manner.**

***FY-2014 Goals and Objectives:***

For FY-2014 Administration has focused on the following goals and action plans.

1. Work with the Council to set meetings for new Strategic Plans. *This will allow Administration and Staff an opportunity to work in a positive manner to achieve the five to ten year goals of this Council.*
2. Work with Staff to implement the first Action Plans of the new Strategic Plan for Ellisville. *This will help Ellisville move forward in a positive direction.*



**Finance/Personnel Performance Measures**

	<u>2010</u> Actual	<u>2011</u> Actual	<u>2012</u> Actual	<u>2013</u> Estimated	<u>2014</u> Budgeted
<b>Work Load Indicators</b>					
Number of Investment Transactions	19	16	26	22	26
Amount of Investments	\$3,936,567	\$5,351,378	\$6,229,126	\$5,700,000	\$5,700,000
# of Accounts Payable Checks Processed	1,863	1,943	2,014	2,050	2,050
# of Payroll Payments Processed	1,821	1,844	1,939	2,000	2,000
# of Full-Time Positions Filled	1	3	2	5	7
<b>Effectiveness Indicators</b>					
% Increase in Amount Invested	17.40%	35.94%	16.40%	-8.49%	0.00%
Ave. # of Accounts Payable Checks (month)	155	162	168	171	171

<b>FISCAL YEAR 2014 FINANCIAL OVERVIEW ADMINISTRATION DEPARTMENT</b>
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<u>REVENUES, FEES, OR GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
Business Licenses	\$483,533	\$488,000	\$495,000
Vending Licenses	\$9,775	\$9,800	\$9,800
Liquor Licenses	\$11,251	\$9,600	\$9,600
Surplus Property Sales	\$9,660	\$0	\$0
Miscellaneous Income	\$192,888	\$8,000	\$8,000
<b>Total Administration Revenues</b>	<b>\$707,107</b>	<b>\$515,400</b>	<b>\$522,400</b>
<u>Less: EXPENDITURES</u>			
Payroll Expenses	\$578,833	\$773,970	\$687,610
Operating Expenses	\$934,644	\$987,785	\$983,570
Capital Expenditures	\$454,654	\$782,380	\$173,700
<b>Total Administration Expenditures</b>	<b>\$1,968,131</b>	<b>\$2,544,135</b>	<b>\$1,844,880</b>
<b>ADMINISTRATION REVENUE (UNDER) OVER EXPENDITURES</b>	<b>(\$1,261,024)</b>	<b>(\$2,028,735)</b>	<b>(\$1,322,480)</b>





**ADMINISTRATION DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 11**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
10-1-11-400-10	Salaries and Wages	\$452,553	\$397,217	\$437,776	\$445,540	\$572,950	\$495,170
10-1-11-400-20	Wages - Seasonal	\$1,936	\$0	\$0	\$5,500	\$5,500	\$0
10-1-11-400-40	Allowances	\$5,700	\$5,919	\$5,722	\$5,700	\$5,700	\$5,700
10-1-11-400-50	FICA	\$35,878	\$29,795	\$32,823	\$35,110	\$44,050	\$37,230
	<b>BENEFITS</b>						
10-1-11-401-10	Health Insurance	\$63,011	\$59,730	\$57,741	\$64,070	\$77,150	\$92,480
10-1-11-401-20	Dental Insurance	\$4,907	\$4,196	\$3,801	\$4,410	\$4,740	\$5,860
10-1-11-401-30	Life Insurance	\$2,844	\$2,366	\$2,580	\$2,720	\$2,980	\$3,130
10-1-11-401-40	Long Term Disability	\$2,163	\$1,673	\$1,961	\$2,130	\$1,890	\$2,030
10-1-11-401-50	Pension	\$32,153	\$32,127	\$35,793	\$43,540	\$58,250	\$45,250
	<b>MISCELLANEOUS</b>						
10-1-11-402-10	Miscellaneous	\$751	\$525	\$636	\$650	\$760	\$760
	<b>SUBTOTAL PAYROLL</b>	<b>\$601,896</b>	<b>\$533,548</b>	<b>\$578,833</b>	<b>\$609,370</b>	<b>\$773,970</b>	<b>\$687,610</b>
	<b>SERVICES</b>						
10-1-11-410-10	Attorney Fees	\$49,745	\$24,572	\$95,096	\$60,000	\$50,000	\$90,000
10-1-11-410-20	Other Legal Services	\$0	\$33,542	\$7,909	\$10,500	\$98,000	\$8,500
10-1-11-410-40	Professional Services	\$23,437	\$73,896	\$70,480	\$85,770	\$37,800	\$27,550
10-1-11-410-60	Service Agreements	\$4,419	\$6,437	\$8,128	\$22,900	\$3,650	\$22,900
10-1-11-410-70	Trash Bill Subsidy	\$466,224	\$499,643	\$474,470	\$492,000	\$485,400	\$497,500
10-1-11-410-80	Workers Compensation	\$93,053	\$76,199	\$80,845	\$89,300	\$95,410	\$100,000
10-1-11-410-81	Insurance	\$92,368	\$89,679	\$91,026	\$100,350	\$98,000	\$103,650
	<b>PERSONNEL DEVELOPMENT</b>						
10-1-11-420-10	Personnel Training	\$184	\$567	\$0	\$300	\$500	\$500
10-1-11-420-20	Travel & Meeting	\$6,153	\$10,989	\$12,831	\$23,670	\$14,770	\$13,300
10-1-11-420-30	Dues and Membership Fees	\$11,503	\$10,053	\$8,851	\$10,990	\$10,475	\$8,190
10-1-11-420-40	Publications and Journals	\$1,305	\$733	\$850	\$520	\$1,120	\$1,140
	<b>SUPPLIES</b>						
10-1-11-430-10	Office Supplies and Expense	\$9,639	\$9,706	\$14,737	\$12,150	\$13,300	\$13,320
10-1-11-430-30	Uniforms	\$0	\$0	\$746	\$0	\$0	\$750
10-1-11-430-40	Gasoline & Oil	\$280	\$296	\$687	\$800	\$600	\$700
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
10-1-11-440-10	Printing	\$4,026	\$2,944	\$6,401	\$4,000	\$4,500	\$4,500
10-1-11-440-12	Legal Notices	\$6,835	\$3,477	\$4,484	\$8,000	\$7,000	\$7,000
10-1-11-440-14	Codification	\$1,948	\$4,460	\$1,450	\$2,000	\$2,000	\$2,000
10-1-11-440-20	Postage	\$6,206	\$8,112	\$4,237	\$8,000	\$8,200	\$8,300
	<b>UTILITIES</b>						
10-1-11-450-10	Water	\$807	\$555	\$459	\$550	\$550	\$550
10-1-11-450-20	Sewer	\$1,603	\$1,221	\$1,232	\$1,350	\$1,350	\$1,350
10-1-11-450-30	Natural Gas	\$2,654	\$4,172	\$2,437	\$4,500	\$4,500	\$3,500
10-1-11-450-40	Electric	\$7,222	\$6,825	\$6,720	\$8,050	\$7,500	\$7,500
10-1-11-450-50	Telephone	\$27,307	\$6,670	\$7,552	\$7,120	\$7,900	\$9,300





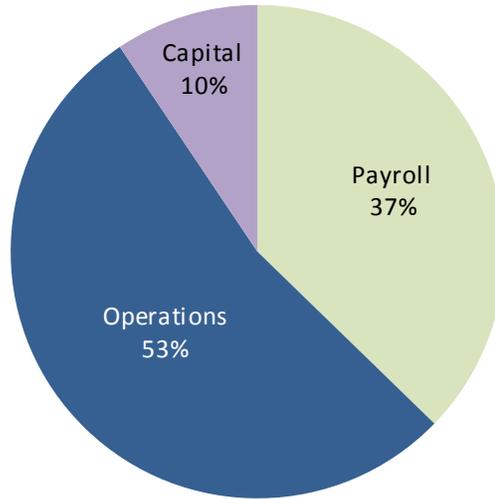
**ADMINISTRATION DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 11**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>LEASES</b>						
10-1-11-460-10	Equipment Lease	\$4,004	\$4,483	\$2,737	\$5,360	\$5,230	\$5,100
	<b>EQUIPMENT</b>						
10-1-11-465-10	Computer Equip./Software Maint./Repairs	\$486	\$1,694	\$6,897	\$63,500	\$11,500	\$11,500
10-1-11-465-20	Equipment Purchase/Replacement	\$8,308	\$526	\$1,263	\$500	\$0	\$500
	<b>MAINTENANCE AND REPAIR</b>						
10-1-11-475-10	Maintenance Supplies	\$91	\$320	\$531	\$500	\$0	\$500
10-1-11-475-20	Maintenance & Repair Equipment	\$2,027	\$1,740	\$4,719	\$1,200	\$470	\$1,200
10-1-11-475-30	Maint/Repair Structure	\$1,845	\$7,914	\$2,073	\$1,970	\$1,010	\$1,970
	<b>COMMUNITY EVENTS</b>						
10-1-11-490-10	Community Relations	\$15,738	\$12,845	\$12,352	\$17,000	\$14,000	\$30,800
	<b>ELECTION</b>						
10-1-11-495-10	Election Expenses	\$2,795	\$3,515	\$2,444	\$3,500	\$3,050	\$0
	<b>SUBTOTAL OPERATIONS</b>	<b>\$852,212</b>	<b>\$907,785</b>	<b>\$934,644</b>	<b>\$1,046,350</b>	<b>\$987,785</b>	<b>\$983,570</b>
	<b>INFRASTRUCTURE</b>						
20-1-11-475-30	Maintenance and Repairs Structure	\$0	\$0	\$19,930	\$3,500	\$2,080	\$8,700
20-1-11-485-10	COP Debt Service-Principal	\$325,000	\$340,000	\$350,000	\$710,000	\$710,000	\$0
20-1-11-485-11	COP Debt Service-Interest & Other	\$64,350	\$53,788	\$41,887	\$28,800	\$28,800	\$0
	<b>EQUIPMENT</b>						
30-1-11-465-10	Computer Equipment/Software	\$0	\$0	\$11,917	\$10,000	\$40,000	\$65,000
30-1-11-465-20	Equipment Purchase	\$0	\$0	\$12,777	\$330,000	\$1,500	\$100,000
30-1-11-465-30	Vehicle Purchase	\$0	\$0	\$18,143	\$0	\$0	\$0
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$389,350</b>	<b>\$393,788</b>	<b>\$454,654</b>	<b>\$1,082,300</b>	<b>\$782,380</b>	<b>\$173,700</b>
	<b>ADMINISTRATION TOTAL</b>	<b>\$1,843,458</b>	<b>\$1,835,121</b>	<b>\$1,968,131</b>	<b>\$2,738,020</b>	<b>\$2,544,135</b>	<b>\$1,844,880</b>

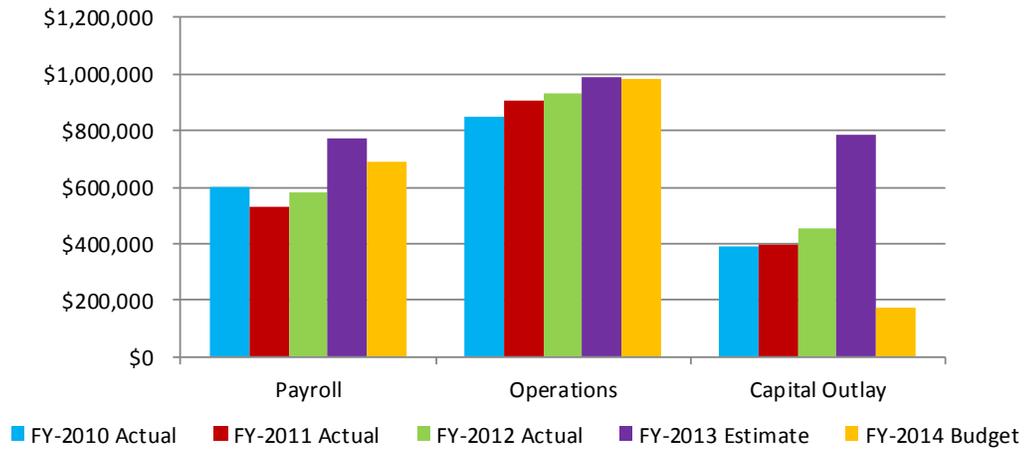




Administration Budgeted Expenditures by Type



Total Administration Expenditures  
Five Year Trend





## **PUBLIC WORKS DEPARTMENT**

### **Mission Statement:**

The Public Works Department is responsible for the construction, maintenance, and repair of the City's infrastructure systems, including storm water, streets, sidewalks, parks, signage, and trail systems, for conducting annual citywide service programs for the residents, and for maintaining the quality and safety of all City facilities and park land.

### **Services:**

#### **1. Construction, Maintenance, and Repair of Infrastructure Systems**

The Public Works Department is responsible for the construction, maintenance, and repair of the City's infrastructure systems. Construction and repair responsibilities are scheduled at specific times throughout the year, while maintenance responsibilities are generally conducted on an ongoing basis. Infrastructure may specifically include concrete and asphalt streets, street signage, gutters, curbs, sidewalks, creek erosion projects, ditching and creek control, and underground storm water lines.

#### **2. Citywide Service Programs**

The Public Works Department is responsible for conducting the fall residential leaf pickup program and three residential brush pickup programs (one in the fall, another following the winter holidays to pick up Christmas trees, and the third in the spring). The Public Works Department is responsible for any emergency storm related damages i.e. (trees down or limbs caused by ice related or rain storms). A tub grinder is used to grind this debris into wood chips for placement on City trails, and for residents to use as mulch, free of cost. In addition, the Public Works Department is responsible for eighty lane miles of snow removal services during the winter months, and for clearing post-storm debris from public rights-of-way year-around.

#### **3. Maintenance of the City Parks System**

The Public Works Department is responsible for completing a number of small and medium scale construction and repair projects in the parks. The department is also responsible for mowing approximately 200 acres of park land throughout the growing season and conducting safety inspections of all playground equipment on an ongoing basis. In addition, the Public Works Department is responsible for ensuring that all park land, park facilities, and shelters are kept clean and safe for public use.

### **FY-2013 Goals and Objectives Update:**

1. Continue contracting striping services with St. Louis County. *This does not relate to an action plan but does relate to strategic goal 2 to improve City infrastructure. In addition while it would not increase revenues it could lower expenditures which would have a positive impact on the City's ability to meet the City's long term goal i. to preserve current levels of City services.*  
**Update: The City of Ellisville utilized St. Louis County for striping services in FY-2013.**
2. Continue to monitor street conditions and provide preventative maintenance. *This ongoing operation does not relate to a specific action plan for FY-2013 but does relate to strategic goal*





2. *Improving infrastructure.* **Update: A street inventory and survey was completed in FY-2103. Maintenance strategies and cost estimates were provided via this report.**
3. Improve the growth of the grass in critical areas of the park properties. *This relates action plan b. to improve park facilities.* **Update: Staff fertilized and over seeded multiple areas through the park system in FY-2013.**
4. Continue to maintain City-owned facilities and property. *This ongoing operation does not directly relate to an action plan but does relate to the City's long term goal of preserving current levels of City services.* **Update: Maintenance objectives for all city facilities were met for FY-2103.**
5. Continue to recycle brush and leaves and provide mulch for the residents. Thus, providing 100% recycling of our brush and leaf program. *This ongoing operation does not directly relate to an action plan but does relate to the City's long term goal of preserving current levels of City services.* **Update: The brush and leaf programs were a success in FY-2013.**
6. Continue to administer park safety inspection. *This ongoing operation does not directly relate to an action plan but does relate to the City's long term goal of preserving current levels of City services as well as strengthen the City's financial situation by eliminating costs related to safety violations.* **Update: Staff performed park safety inspections in FY-2013.**
7. Continue trail maintenance within the City. *Trail maintenance is a necessary part of infrastructure improvements for non motor vehicular transportation options. As such it helps meet action plan g and h for the City's trail program.* **Update: Public Works staff worked with Parks staff to prioritize trail maintenance in FY-2013.**
8. Continue to implement the street sign replacement program. *This ongoing program does not relate to an action plan but is a part of strategic goal 2 to improve infrastructure.* **Update: Staff replaced another 250 signs in FY-2013.**
9. Continue to monitor dead and dangerous trees within the City and remove them as needed. *This ongoing activity is a part of the City's improved image as a Tree City USA. This relates to strategic goal 4 to attract and retain residents and long term goal i. to preserve the current level of city services.* **Update: Staff monitored dead and dangerous trees in FY-2013 and removed them as needed.**
10. Continue sidewalk slab replacement throughout the City. *As with the trail system, this is a part of the City's long term goal to improve infrastructure which includes non-motor vehicular options. This does relate to action plan h the sidewalk and trail master plan.* **Update: Staff continued to replace damaged and/or dangerous sidewalk in FY-2013.**
11. Crack seal 3 lane miles of streets with city forces. Crack seal 7 lane miles of streets with a quality contractor. These ongoing improvements do not relate to an action plan but are a part of long term goal i. to maintain the current level of services. They also keep many roads in service so funds are available to address the streets that need improvements as a part of long term goal ii. For capital and infrastructure improvements. **Update: Crack sealing was completed by a contractor in FY-2013 via a cooperative contract through the City of Wildwood.**





**FY-2014 Goals and Objectives:**

1. Continue contracting striping services with St. Louis County. *This does not relate to an action plan but does relate to strategic goal 2 to improve City infrastructure. In addition while it would not increase revenues it could lower expenditures which would have a positive impact on the City's ability to meet the City's long term goal i. to preserve current levels of City services.*
2. Continue to monitor street conditions and provide preventative maintenance. *This ongoing operation does not relate to a specific action plan for Fy-2013 but does relate to strategic goal 2. Improving infrastructure.*
3. Improve the growth of the grass in critical areas of the park properties. *This relates action plan b. to improve park facilities.*
4. Continue to maintain City-owned facilities and property. *This ongoing operation does not directly relate to an action plan but does relate to the City's long term goal of preserving current levels of City services.*
5. Continue to recycle brush and leaves and provide mulch for the residents. Thus, providing 100% recycling of our brush and leaf program. *This ongoing operation does not directly relate to an action plan but does relate to the City's long term goal of preserving current levels of City services.*
6. Continue to administer park safety inspection. *This ongoing operation does not directly relate to an action plan but does relate to the City's long term goal of preserving current levels of City services as well as strengthen the City's financial situation by eliminating costs related to safety violations.*
7. Continue trail maintenance within the City. *Trail maintenance is a necessary part of infrastructure improvements for non motor vehicular transportation options. As such it helps meet action plan g and h for the City's trail program.*
8. Continue to implement the street sign replacement program. *This ongoing program does not relate to an action plan but is a part of strategic goal 2 to improve infrastructure.*
9. Continue to monitor dead and dangerous trees within the City and remove them as needed. *This ongoing activity is a part of the City's improved image as a Tree City USA. This relates to strategic goal 4 to attract and retain residents and long term goal i. to preserve the current level of city services.*
10. Continue sidewalk slab replacement throughout the City. *As with the trail system, this is a part of the City's long term goal to improve infrastructure which includes non-motor vehicular options. This does relate to action plan h the sidewalk and trail master plan.*
11. Crack seal 3 lane miles of streets with city forces. Crack seal 7 lane miles of streets with a quality contractor. *These ongoing improvements do not relate to an action plan but are a part of long term goal i. to maintain the current level of services. They also keep many roads in service so funds are available to address the streets that need improvements as a part of long term goal ii. For capital and infrastructure improvements.*





**Public Works Performance Measures**

	<u>2010</u> Actual	<u>2011</u> Actual	<u>2012</u> Actual	<u>2013</u> Estimated	<u>2014</u> Budgeted
<b>Work Load Indicators</b>					
Lane Miles of City Road Maintained	82.1	82.1	82.1	82.1	82.1
Amount of Brush/Leaves Picked Up (yards)	440	460	440	460	460
Amount of Salt Used on Roads (tons)	650	714	650	714	714
# of Dead Trees Removed, Replaced & Trimmed	320	330	320	350	350
# of Signs Replaced	28	125	266	250	250
<b>Effectiveness Indicators</b>					
* Ave. Time to Clear Snow from Roads (hours)	8-10	8-10	8-10	8-10	8-10

\* Streets are cleared from curb to curb with water running down the curb when finished.

**FISCAL YEAR 2014 FINANCIAL OVERVIEW  
PUBLIC WORKS DEPARTMENT**

<u>REVENUES, FEES, OR GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
Tree Income	\$75	\$0	\$0
<b>Total Public Works Revenues</b>	<b>\$75</b>	<b>\$0</b>	<b>\$0</b>
Less: <u>EXPENDITURES</u>			
Payroll Expenses	\$1,027,670	\$1,105,440	\$1,129,650
Operating Expenses	\$413,745	\$419,123	\$423,743
Capital Expenditures	\$69,282	\$191,000	\$26,000
<b>Total Public Works Expenditures</b>	<b>\$1,510,697</b>	<b>\$1,715,563</b>	<b>\$1,579,393</b>
<b>PUBLIC WORKS REVENUE (UNDER) OVER EXPENDITURES</b>	<b>(\$1,510,622)</b>	<b>(\$1,715,563)</b>	<b>(\$1,579,393)</b>





**PUBLIC WORKS DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 21**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
10-2-21-400-10	Salaries and Wages	\$663,907	\$663,326	\$690,001	\$725,890	\$722,980	\$741,050
10-2-21-400-20	Wages - Seasonal	\$3,638	\$2,033	\$11,137	\$9,000	\$9,000	\$9,000
10-2-21-400-30	Overtime	\$20,878	\$18,993	\$14,117	\$20,600	\$20,600	\$21,120
10-2-21-400-50	FICA	\$50,734	\$49,881	\$51,941	\$58,020	\$54,430	\$55,860
	<b>BENEFITS</b>						
10-2-21-401-10	Health Insurance	\$158,182	\$173,944	\$180,548	\$199,420	\$211,550	\$213,770
10-2-21-401-20	Dental Insurance	\$10,773	\$12,133	\$12,469	\$13,030	\$13,040	\$14,120
10-2-21-401-30	Life Insurance	\$4,397	\$4,458	\$4,502	\$5,310	\$4,560	\$5,030
10-2-21-401-40	Long Term Disability	\$3,368	\$3,418	\$3,499	\$3,780	\$3,060	\$3,260
10-2-21-401-50	Pension	\$41,948	\$49,128	\$57,601	\$68,790	\$64,370	\$64,590
	<b>MISCELLANEOUS</b>						
10-2-21-402-10	Miscellaneous	\$1,895	\$1,908	\$1,855	\$1,850	\$1,850	\$1,850
	<b>SUBTOTAL PAYROLL</b>	<b>\$959,720</b>	<b>\$979,222</b>	<b>\$1,027,670</b>	<b>\$1,105,690</b>	<b>\$1,105,440</b>	<b>\$1,129,650</b>
	<b>SERVICES</b>						
10-2-21-410-50	Contractual Services	\$15,451	\$5,656	\$12,122	\$14,255	\$14,255	\$14,255
10-2-21-410-72	Street Light Service	\$83,312	\$106,843	\$114,618	\$82,500	\$130,700	\$132,600
	<b>PERSONNEL DEVELOPMENT</b>						
10-2-21-420-10	Personnel Training	\$434	\$438	\$82	\$500	\$500	\$1,500
10-2-21-420-20	Travel & Meeting	\$0	\$324	\$178	\$200	\$200	\$200
10-2-21-420-30	Dues and Membership Fees	\$15	\$0	\$0	\$100	\$100	\$100
	<b>SUPPLIES</b>						
10-2-21-430-10	Office Supplies and Expense	\$3,532	\$3,816	\$4,474	\$3,950	\$3,950	\$3,950
10-2-21-430-20	Program Supplies	\$49,195	\$98,187	\$63,879	\$54,600	\$42,200	\$44,520
10-2-21-430-30	Uniforms	\$9,195	\$10,148	\$9,879	\$9,300	\$9,300	\$9,300
10-2-21-430-40	Gasoline & Oil	\$32,648	\$41,379	\$40,352	\$35,000	\$35,000	\$35,000
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
10-2-21-440-12	Legal Notices	\$0	\$0	\$0	\$500	\$500	\$500
	<b>UTILITIES</b>						
10-2-21-450-10	Water	\$1,089	\$1,085	\$1,300	\$1,500	\$1,500	\$1,500
10-2-21-450-20	Sewer	\$2,548	\$817	\$761	\$2,000	\$2,000	\$2,000
10-2-21-450-30	Natural Gas	\$6,450	\$33,088	\$9,320	\$13,000	\$13,400	\$14,000
10-2-21-450-40	Electric	\$11,526	\$13,904	\$13,740	\$11,000	\$15,000	\$15,000
10-2-21-450-50	Telephone	\$4,393	\$4,589	\$4,400	\$3,378	\$3,378	\$3,378
	<b>EQUIPMENT</b>						
10-2-21-465-10	Computer Equip./Software Maint./Repairs	\$45	\$45	\$104	\$1,300	\$1,300	\$100
10-2-21-465-20	Equipment Purchase/Replacement	\$2,353	\$303	\$5,065	\$5,150	\$5,150	\$5,150
	<b>SIGNS AND TREES</b>						
10-2-21-470-10	Signs	\$2,295	\$7,499	\$7,249	\$8,930	\$8,930	\$8,930
10-2-21-470-20	Tree Planting	\$2,140	\$4,536	\$6,483	\$7,000	\$7,000	\$7,000
	<b>MAINTENANCE AND REPAIR</b>						
10-2-21-475-10	Maintenance Supplies	\$43,448	\$49,258	\$53,957	\$40,000	\$40,000	\$40,000
10-2-21-475-20	Maintenance & Repair Equipment	\$28,733	\$33,384	\$29,637	\$29,500	\$29,500	\$29,500
10-2-21-475-30	Maintenance & Repair Structure	\$6,026	\$3,937	\$2,053	\$8,000	\$8,000	\$8,000



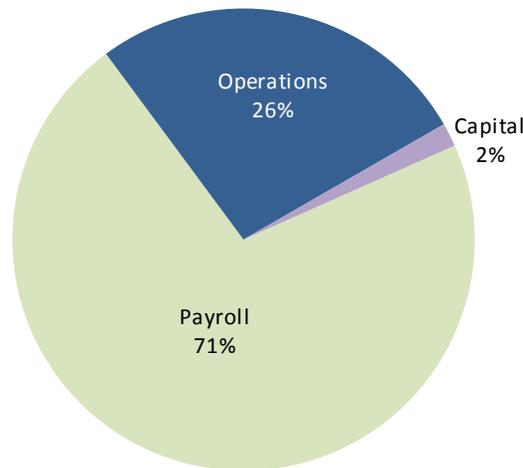


## PUBLIC WORKS DEPARTMENT EXPENDITURE SUMMARY

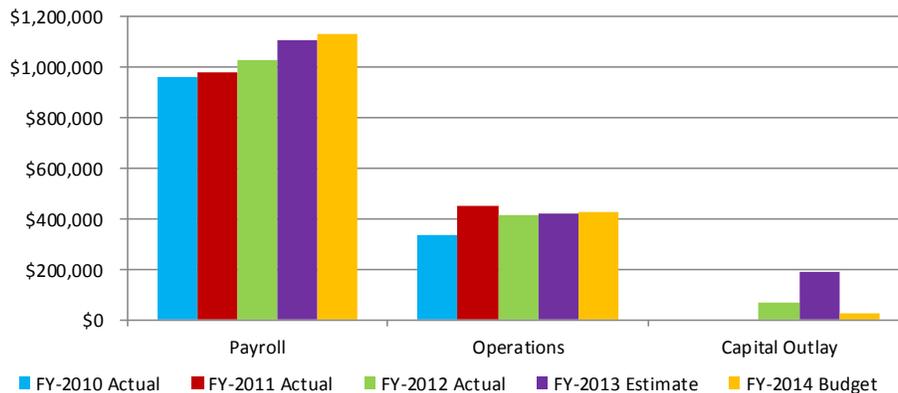
### DEPARTMENT NUMBER: 21

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
<b>MAINTENANCE AND REPAIR- CONTINUED</b>							
10-2-21-475-40	Maintenance & Repair Vehicles/Adm.	\$207	\$66	\$816	\$400	\$400	\$400
10-2-21-475-41	Maintenance & Repair Vehicles/Eng-Plan	\$741	\$1,551	\$5,235	\$4,000	\$4,000	\$4,000
10-2-21-475-42	Maintenance & Repair Vehicles/P.W.	\$16,661	\$20,553	\$15,479	\$27,960	\$27,960	\$27,960
10-2-21-475-43	Maintenance & Repair Vehicles/Parks	\$0	\$8	\$71	\$0	\$0	\$0
10-2-21-475-44	Maintenance & Repair Vehicles/Police	\$10,055	\$8,195	\$12,491	\$14,900	\$14,900	\$14,900
<b>SUBTOTAL OPERATIONS</b>		<b>\$332,492</b>	<b>\$449,609</b>	<b>\$413,745</b>	<b>\$378,923</b>	<b>\$419,123</b>	<b>\$423,743</b>
<b>EQUIPMENT</b>							
30-2-21-465-20	Equipment Purchase	\$0	\$0	\$48,730	\$32,500	\$16,000	\$0
30-2-21-465-30	Vehicle Purchase	\$0	\$0	\$20,552	\$160,000	\$175,000	\$26,000
<b>SUBTOTAL CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$69,282</b>	<b>\$192,500</b>	<b>\$191,000</b>	<b>\$26,000</b>
<b>PUBLIC WORKS TOTAL</b>		<b>\$1,292,212</b>	<b>\$1,428,831</b>	<b>\$1,510,697</b>	<b>\$1,677,113</b>	<b>\$1,715,563</b>	<b>\$1,579,393</b>

Public Works Budgeted Expenditures by Type



Total Public Works Expenditures  
Five Year Trend





## **ENGINEERING DIVISION**

### **Mission Statement:**

The Engineering Department is responsible for facilitating design, engineering, and construction planning for capital infrastructure improvements and ensuring completion of all such improvements in accordance with City standards and Council objectives. The department also provides assistance with the resolution of concerns brought forth by the community in a responsive manner for the betterment of all residents of the City.

### **Services:**

#### **1. Public Improvements**

The Engineering department administers all capital improvement projects including bond projects, storm water projects, and general city wide infrastructure maintenance and construction projects. Providing this service involves consultant and contractor selection, meeting with affected residents and groups to familiarize them with the projects and to obtain all necessary documents prior to the commencement of work. Establishing parameters for projects and monitoring the work of the contractors and force account personal in accordance with all plans and specifications. Staff performs inspections with resolution of issues affecting such projects prior to acceptance of such systems by the City.

#### **2. Departmental Services**

The department takes pride in providing assistance to other segments of the City's services sector in administrating capital building programs, technical program assistance, permitting and general practical research assistance.

### **FY-2013 Goals and Objectives Update:**

1. Construct sidewalk based on the Bike and Pedestrian Master Plan priorities. *This relates to action plan g. sidewalk policy and action plan h. sidewalk and trail master plan.* **Update:** As opportunities present staff continues to expand pedestrian facilities in accordance with adopted master plan.
2. Begin engineering and design for the FY- 2015 Storm Water Improvements Program projects. *This planning is necessary to continue with the City's long term goal ii. for capital improvement and infrastructure needs.* **Update:** Work began with the design consultant, utilities and updates to residents on the Wolff Ln., Henry Ave. and Froesel Dr. projects.
3. Continue to accelerate future year Storm Water Improvements as funds become available. *This also complies with the City's long term goal ii for capital improvement and infrastructure needs. While safely moving storm water is a type of infrastructure, this often includes replacement of street slabs that have moved or broken which hamper the proper collection of storm water.* **Update:** This effort continues through budget constraints have limited the department's ability to fully implement this objective.
4. Commence and complete the scheduled FY-2013 Storm Water Improvement Program projects. *As previously stated, storm water improvements are a part of the City's long term goal ii .to improve the infrastructure of the community.* **Update:** Work commenced on Debula Dr. at mid-





year as planned in the storm water program. An additional segment of Macklin Dr. near Old State Rd. was added to the program in early FY-2013 and completed as well.

5. Continue to provide assistance to the Parks and Recreation Department with various capital projects. *This area helps meet the City's long term goals ii., iii, and iv. for expanded municipal facilities, improved image and increased levels of customer service. This also relates to action plans b. improve park facilities and h. sidewalk and trail master plan.* **Update:** With the guidance of the Parks and Recreation Department during the past year staff effected the upgrading of tennis courts and dog park facilities with force account crews and outside contractual forces.
6. Provide the Parks and Recreation Department with technical assistance in developing long range capital objectives. *These long range capital objectives are part of the City's long term capital improvement needs. Engineering staff will help develop a trail master plan per the City's action plan h.* **Update:** Staff continues to provide assistance when requested developing technical aspects of future capital projects the Parks and Recreation Department plans to implement.
7. Continue the long term objective of reviewing, refining and issuance of revised standard specifications used in reoccurring infrastructure projects throughout the community. *The engineering department for Ellisville is primarily concerned with major capital improvements that directly relate to the City's long term goals ii., iii. And iv. for capital improvement needs, expanded municipal facilities and because of the use of the new facilities improvements in customer service.* **Update:** This is a ongoing objective updated as procedures and methods are modified to encompass new methods and procedures.
8. Continue the process of reviewing and modifying procedures and tasks to improve the efficiency and methods of delivering services to the community as allotted by the new Public Works facility. *This is an ongoing operation that relates directly to the long term goals rather than a specific strategic goal or action plan. This project relates to long term goal iii. To increase customer service by providing more efficient delivery of municipal services.* **Update:** This goal received considerable attention in FY-2013 with the implementation of the city's new permit tracking software, *Smartgov*, and it eventual integration into a work order tracking program.
9. Continue to administer general capital improvements programs, street repair, crack sealing, mudjacking, sidewalk repair and addressing minor storm water issues. *As an ongoing operation this is a part of long term goal ii. for infrastructure improvements rather than a new action plan.* **Update:** This objective continues to be on target though needs continue to outpace monetary resources.
10. Work with the Council to develop future conceptual studies and refine existing studies for capital facilities upgrades and replacement. *This is conceptual work which directly relates to the City's long term goal iv. for expanded municipal facilities. It is a necessary set to allow for future strategic goals and action plans.* **Update:** The department continues to provide engineering related support to administration and the Council when assistance is requested.
11. Continue with the ongoing process of Engineering staff development through seminars, conferences and university extension classes. *This is necessary to insure quality work on capital improvements, infrastructure and increased levels of customer service.* **Update:** Staff maintains progressive methods and procedures relating to good engineering practices through continued education.





12. Make recommendations for the project schedule relating to the ½ cent stormwater tax program beyond 2016. *This planning is necessary to continue with the City's long term goal ii. for capital improvement and infrastructure needs.* **Update:** Staff is completing a yearlong study and analysis of the community's infrastructure as the first step in setting a logical and aggressive long range capital plan for consideration.
13. Implement activities that are outlined in the PHASE II five year water quality report including best management practices techniques. *This work is necessary to continue with the City's long term goal ii. for capital improvement and infrastructure needs.* **Update:** This is an ongoing objective updated and implemented yearly based upon best management practices that they them self's are continually refined.

**FY-2014 Goals and Objectives:**

1. Construct sidewalk based on the Bike and Pedestrian Master Plan priorities. *This relates to action plan g. sidewalk policy and action plan h. sidewalk and trail master plan.*
2. Begin engineering and design for the FY- 2015 Storm Water Improvements Program projects. *This planning is necessary to continue with the City's long term goal ii. for capital improvement and infrastructure needs.*
3. Continue to accelerate future year Storm Water Improvements as funds become available. *This also complies with the City's long term goal ii for capital improvement and infrastructure needs. While safely moving storm water is a type of infrastructure, this often includes replacement of street slabs that have moved or broken which hamper the proper collection of storm water.*
4. Commence and complete the scheduled FY-2014 Storm Water Improvement Program projects. *As previously stated, storm water improvements are a part of the City's long term goal ii .to improve the infrastructure of the community.*
5. Continue to provide assistance to the Parks and Recreation Department with various capital projects. *This area helps meet the City's long term goals ii., iii, and iv. for expanded municipal facilities, improved image and increased levels of customer service. This also relates to action plans b. improve park facilities and h. sidewalk and trail master plan.*
6. Provide the Parks and Recreation Department with technical assistance in developing long range capital objectives. *These long range capital objectives are part of the City's long term capital improvement needs. Engineering staff will help develop a trail master plan per the City's action plan h.*
7. Continue the long term objective of reviewing, refining and issuance of revised standard specifications used in reoccurring infrastructure projects throughout the community. *The engineering department for Ellisville is primarily concerned with major capital improvements that directly relate to the City's long term goals ii., iii. And iv. for capital improvement needs, expanded municipal facilities and because of the use of the new facilities improvements in customer service.*
8. Continue the process of reviewing and modifying procedures and tasks to improve the efficiency and methods of delivering services to the community as allotted by the new Public Works facility. *This is an ongoing operation that relates directly to the long term goals rather than a specific*





*strategic goal or action plan. This project relates to long term goal iii. To increase customer service by providing more efficient delivery of municipal services.*

9. Continue to administer general capital improvements programs, street repair, crack sealing, mudjacking, sidewalk repair and addressing minor storm water issues. *As an ongoing operation this is a part of long term goal ii. for infrastructure improvements rather than a new action plan.*
10. Work with the Council to develop future conceptual studies and refine existing studies for capital facilities upgrades and replacement. *This is conceptual work which directly relates to the City's long term goal iv. for expanded municipal facilities. It is a necessary set to allow for future strategic goals and action plans.*
11. Continue with the ongoing process of Engineering staff development through seminars, conferences and university extension classes. *This is necessary to insure quality work on capital improvements, infrastructure and increased levels of customer service.*
12. Make recommendations for the project schedule relating to the ½ cent stormwater tax program beyond 2016. *This planning is necessary to continue with the City's long term goal ii. for capital improvement and infrastructure needs.*
13. Implement activities that are outlined in the PHASE II five year water quality report including best management practices techniques. *This work is necessary to continue with the City's long term goal ii. for capital improvement and infrastructure needs.*

**Engineering Performance Measures**

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Estimated</u>	<u>2014</u> <u>Budgeted</u>
<b>Work Load Indicators</b>					
Concrete Repair - Miles	0.15	0.19	0.72	0.59	0.61
Concrete Repair - Costs	\$ 110,300	\$ 145,500	\$ 472,000	\$ 445,000	\$ 469,000
Pavement Sealing - Miles	5.50	5.27	9.74	9.61	9.44
Pavement Sealing - Costs	\$ 37,400	\$ 31,000	\$ 60,000	\$ 60,000	\$ 60,000
<b>Effectiveness Indicators</b>					
Cost per Mile - Concrete Repair	\$735,300	\$765,800	\$655,600	\$754,200	\$768,900
Cost per Mile - Sealing	\$6,800	\$5,900	\$6,200	\$6,200	\$6,400





**FISCAL YEAR 2014 FINANCIAL OVERVIEW  
ENGINEERING DIVISION**

<u>REVENUES, FEES, GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
Publication Fees	(\$721)	(\$1,000)	(\$1,000)
Plumbing Licenses	\$2,880	\$2,800	\$2,800
Building Permits	\$33,256	\$60,000	\$60,000
Excavation Permits	\$800	\$1,300	\$500
Occupancy Permits	\$6,180	\$6,500	\$6,500
Plumbing Permits	\$10,931	\$10,000	\$10,000
Sewer Permits	\$685	\$500	\$500
Occupancy Inspection Fees	\$13,932	\$12,000	\$10,000
<b>Total Engineering Revenues</b>	<b>\$67,943</b>	<b>\$92,100</b>	<b>\$89,300</b>
<u>LESS: EXPENDITURES</u>			
Payroll Expenses	\$236,940	\$249,480	\$242,460
Operating Expenses	\$16,745	\$22,548	\$21,814
Capital Expenditures *	\$663,085	\$599,000	\$395,000
<b>Total Engineering Expenditures</b>	<b>\$916,770</b>	<b>\$871,028</b>	<b>\$659,274</b>
<b>ENGINEERING REVENUE (UNDER) OVER EXPENDITURES</b>	<b>(\$848,827)</b>	<b>(\$778,928)</b>	<b>(\$569,974)</b>





**ENGINEERING DIVISION EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 22**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
10-2-22-400-10	Salaries and Wages	\$167,981	\$170,441	\$177,498	\$183,560	\$183,520	\$179,110
10-2-22-400-50	FICA	\$12,687	\$12,775	\$13,288	\$14,150	\$13,470	\$13,130
	<b>BENEFITS</b>						
10-2-22-401-10	Health Insurance	\$25,016	\$26,315	\$27,244	\$30,080	\$31,930	\$30,220
10-2-22-401-20	Dental Insurance	\$1,695	\$1,724	\$1,774	\$1,850	\$1,900	\$1,920
10-2-22-401-30	Life Insurance	\$1,120	\$1,136	\$1,175	\$1,320	\$1,230	\$1,300
10-2-22-401-40	Long Term Disability	\$860	\$874	\$904	\$960	\$800	\$810
10-2-22-401-50	Pension	\$10,496	\$12,428	\$14,739	\$16,990	\$16,300	\$15,660
	<b>MISCELLANEOUS</b>						
10-2-22-402-10	Miscellaneous	\$325	\$318	\$318	\$330	\$330	\$310
	<b>SUBTOTAL PAYROLL</b>	<b>\$220,180</b>	<b>\$226,011</b>	<b>\$236,940</b>	<b>\$249,240</b>	<b>\$249,480</b>	<b>\$242,460</b>
	<b>SERVICES</b>						
10-2-22-410-40	Professional Services	\$52	\$50	\$705	\$6,560	\$6,560	\$6,560
10-2-22-410-50	Contractual Services	\$150	\$150	\$150	\$150	\$150	\$150
10-2-22-410-90	Plan Review	\$1,796	\$1,050	\$1,310	\$0	\$0	\$0
	<b>PERSONNEL DEVELOPMENT</b>						
10-2-22-420-10	Personnel Training	\$280	\$264	\$135	\$450	\$450	\$1,250
10-2-22-420-20	Travel & Meeting	\$1,418	\$276	\$2,457	\$2,556	\$2,556	\$2,610
10-2-22-420-30	Dues and Membership Fees	\$1,157	\$1,039	\$1,008	\$1,267	\$1,386	\$1,386
10-2-22-420-40	Publications and Journals	\$1,119	\$1,174	\$724	\$771	\$771	\$623
	<b>SUPPLIES</b>						
10-2-22-430-10	Office Supplies and Expense	\$749	\$423	\$935	\$825	\$890	\$890
10-2-22-430-30	Uniforms	\$223	\$464	\$697	\$925	\$925	\$925
10-2-22-430-40	Gasoline & Oil	\$954	\$1,687	\$2,891	\$2,670	\$2,870	\$2,930
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
10-2-22-440-10	Printing	\$141	\$14	\$293	\$390	\$390	\$390
	<b>RENTALS</b>						
10-2-22-455-10	Vehicle/Equipment Rental	\$1,255	\$1,221	\$1,255	\$1,350	\$1,350	\$1,350
	<b>EQUIPMENT</b>						
10-2-22-465-10	Computer Equip./Softw are Maint./Repairs	\$542	\$1,512	\$1,146	\$400	\$400	\$400
10-2-22-465-20	Equipment Purchase/Replacement	\$316	\$0	\$1,901	\$2,200	\$2,500	\$1,000
	<b>MAINTENANCE AND REPAIR</b>						
10-2-22-475-10	Maintenance Supplies	\$1,087	\$558	\$1,138	\$1,200	\$1,200	\$1,200
10-2-22-475-20	Maintenance & Repair Equipment	\$21	\$0	\$0	\$150	\$150	\$150
	<b>SUBTOTAL OPERATIONS</b>	<b>\$11,260</b>	<b>\$9,882</b>	<b>\$16,745</b>	<b>\$21,864</b>	<b>\$22,548</b>	<b>\$21,814</b>





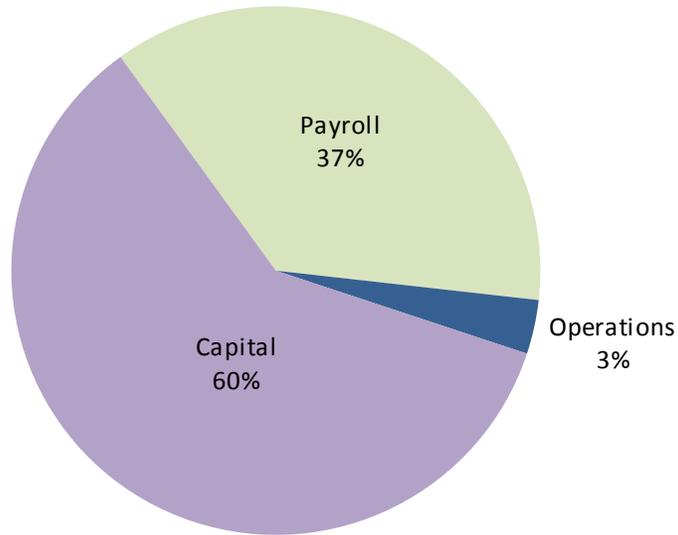
**ENGINEERING DIVISION EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 22**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>INFRASTRUCTURE</b>						
20-2-22-480-05	Concrete Street Repair	\$0	\$0	\$41,656	\$50,000	\$50,000	\$50,000
20-2-22-480-10	Street Replacement	\$162,214	\$0	\$476,086	\$445,000	\$445,000	\$260,000
20-2-22-480-20	Street Overlaying	\$0	\$0	\$33,768	\$0	\$0	\$0
20-2-22-480-40	Mudjacking	\$3,478	\$4,697	\$10,000	\$10,000	\$10,000	\$8,000
20-2-22-480-60	Sidewalk Repair	\$5,619	\$8,320	\$25,218	\$20,000	\$20,000	\$15,000
10-2-22-480-60	Sidewalk Repair	\$248	\$0	\$0	\$0	\$0	\$0
20-2-22-480-80	Crack Sealing	\$32,185	\$31,081	\$65,112	\$60,000	\$60,000	\$50,000
20-2-22-480-99	Infrastructure/Other	\$16,366	\$9,565	\$11,245	\$14,000	\$14,000	\$12,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$220,110</b>	<b>\$53,663</b>	<b>\$663,085</b>	<b>\$599,000</b>	<b>\$599,000</b>	<b>\$395,000</b>
<b>ENGINEERING TOTAL</b>		<b>\$451,550</b>	<b>\$289,556</b>	<b>\$916,770</b>	<b>\$870,104</b>	<b>\$871,028</b>	<b>\$659,274</b>

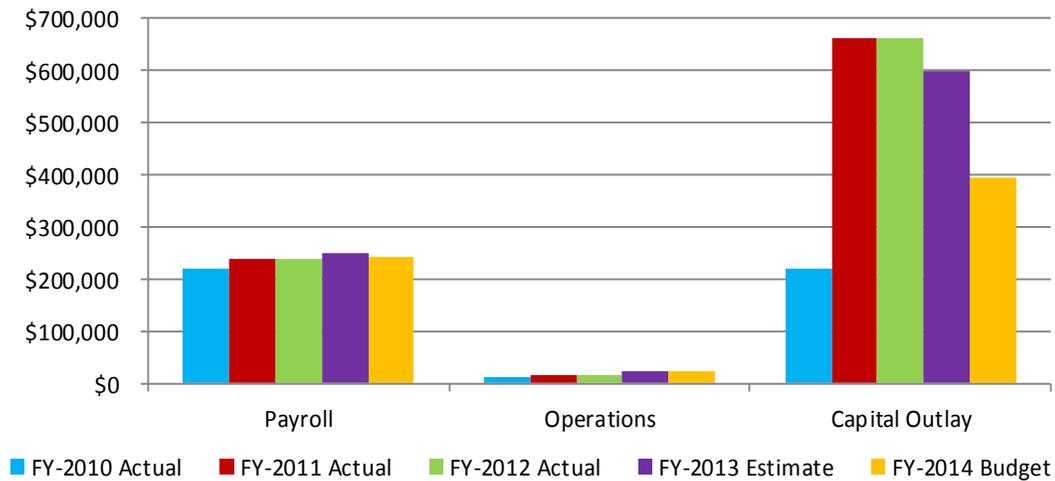




Engineering Budgeted Expenditures by Type



Total Engineering Expenditures  
Five Year Trend



## STORMWATER DIVISION





**Mission Statement:**

The Stormwater Division is responsible for the City's Capital Improvement Program as it relates to the construction, maintenance, and repair of stormwater infrastructure systems and facilities. Under Missouri H.B. 88, funds for stormwater control purposes must be accounted for separately and kept apart from general operations, other types of capital improvements, and bond projects.

**Services:**

**1. Stormwater Improvement Program**

In addition to normal construction and public improvement, the City is well into its Stormwater Improvement Program that continues to improve stormwater systems Citywide. In November 1995, Ellisville voters approved a measure which allowed the City to levy an additional sales tax of 1/2 of one percent on all retail goods and services sold within City limits. The proceeds from this 1/2 percent sales tax are used strictly for stormwater control purposes Citywide. The Engineering department is responsible for administering the Stormwater Improvement Program, facilitating the engineering and design of stormwater facilities, construction schedules, and completion of the stormwater improvement schedules each year.

**FISCAL YEAR 2014 FINANCIAL OVERVIEW  
STORMWATER DIVISION**

<u>REVENUES, FEES, GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
1/2 Percent Sales Tax	\$1,392,903	\$1,271,100	\$1,220,000
Investment Income	\$22,897	\$20,000	\$13,300
<b>Total Stormwater Revenues</b>	<b>\$1,415,800</b>	<b>\$1,291,100</b>	<b>\$1,233,300</b>
<u>LESS: EXPENDITURES</u>			
Payroll Expenses	\$164,962	\$176,580	\$178,510
Operating Expenses	\$77,876	\$166,610	\$173,550
Capital Expenditures	\$940,542	\$875,600	\$1,030,000
<b>Total Stormwater Expenditures</b>	<b>\$1,183,380</b>	<b>\$1,218,790</b>	<b>\$1,382,060</b>
<b>STORMWATER REVENUE (UNDER) OVER EXPENDITURES</b>	<b>\$232,420</b>	<b>\$72,310</b>	<b>(\$148,760)</b>





**STORMWATER IMPROVEMENT DIVISION EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 22**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
80-2-22-400-10	Salaries and Wages	\$118,865	\$120,611	\$124,707	\$129,260	\$131,350	\$132,610
80-2-22-400-50	FICA	\$9,054	\$8,996	\$9,485	\$9,930	\$9,790	\$9,880
	<b>BENEFITS</b>						
80-2-22-401-10	Health Insurance	\$16,452	\$17,306	\$17,934	\$19,860	\$21,000	\$21,220
80-2-22-401-20	Dental Insurance	\$1,272	\$1,293	\$833	\$1,350	\$1,190	\$1,560
80-2-22-401-30	Life Insurance	\$780	\$805	\$825	\$920	\$860	\$970
80-2-22-401-40	Long Term Disability	\$638	\$625	\$643	\$680	\$570	\$600
80-2-22-401-50	Pension	\$7,489	\$8,760	\$10,429	\$10,600	\$11,650	\$11,500
	<b>MISCELLANEOUS</b>						
80-2-22-402-10	Miscellaneous	\$108	\$106	\$106	\$170	\$170	\$170
	<b>SUBTOTAL PAYROLL</b>	<b>\$154,658</b>	<b>\$158,502</b>	<b>\$164,962</b>	<b>\$172,770</b>	<b>\$176,580</b>	<b>\$178,510</b>
	<b>SERVICES</b>						
80-2-22-410-40	Professional Services	\$30,311	\$122,297	\$69,408	\$154,800	\$154,800	\$161,800
80-2-22-410-60	Service Agreements	\$3,685	\$3,000	\$3,025	\$3,330	\$3,330	\$3,330
	<b>PERSONNEL DEVELOPMENT</b>						
80-2-22-420-10	Personnel Training	\$1,470	\$1,082	\$40	\$1,900	\$1,900	\$1,900
80-2-22-420-20	Travel & Meeting	\$788	\$1,321	\$1,733	\$1,854	\$1,890	\$1,890
	<b>SUPPLIES</b>						
80-2-22-430-10	Office Supplies and Expense	\$0	\$143	\$0	\$0	\$0	\$0
80-2-22-430-30	Uniforms	\$0	\$104	\$208	\$250	\$250	\$230
80-2-22-430-40	Gasoline & Oil	\$2,575	\$2,553	\$1,972	\$2,600	\$1,300	\$1,300
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
80-2-22-440-10	Printing	\$0	\$0	\$0	\$190	\$190	\$150
	<b>RENTALS</b>						
80-2-22-455-10	Vehicle/Equipment Rental	\$888	\$869	\$837	\$900	\$900	\$900
	<b>EQUIPMENT</b>						
80-2-22-465-10	Computer Equip./Softw are Maint./Repairs	\$1,664	\$749	\$339	\$400	\$400	\$400
80-2-22-465-20	Equipment Purchase/Replacement	\$1,591	\$2,273	\$70	\$1,700	\$1,000	\$1,000
	<b>MAINTENANCE AND REPAIR</b>						
80-2-22-475-10	Maintenance Supplies	\$29	\$426	\$244	\$500	\$500	\$500
80-2-22-475-20	Maintenance & Repair Equipment	\$21	\$316	\$0	\$150	\$150	\$150
	<b>SUBTOTAL OPERATIONS</b>	<b>\$43,022</b>	<b>\$135,133</b>	<b>\$77,876</b>	<b>\$168,574</b>	<b>\$166,610</b>	<b>\$173,550</b>
	<b>EQUIPMENT</b>						
80-2-22-465-20	Equipment Purchase	\$0	\$0	\$0	\$14,500	\$12,000	\$0
80-2-22-465-30	Vehicle Purchase	\$0	\$0	\$0	\$22,000	\$22,000	\$0

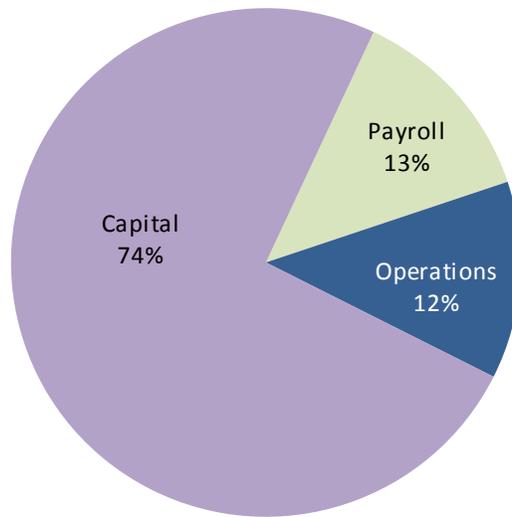




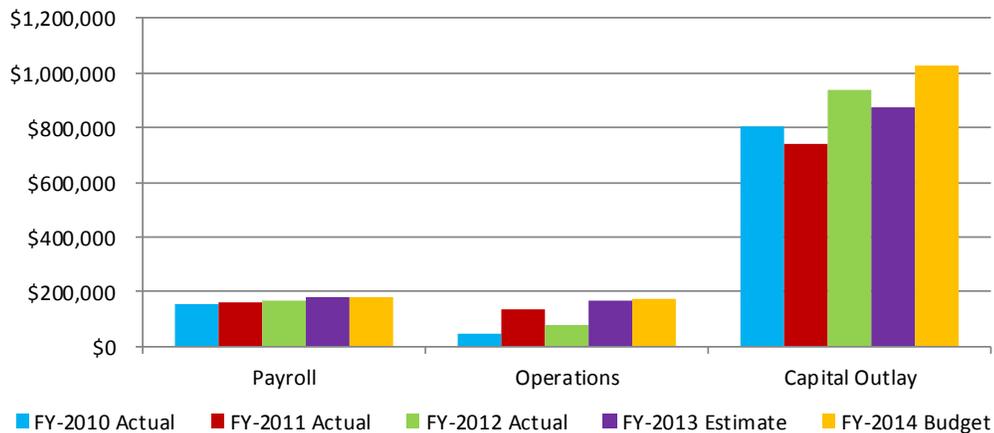
## STORMWATER IMPROVEMENT DIVISION EXPENDITURE SUMMARY DEPARTMENT NUMBER: 22

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>STORMWATER</b>						
80-2-22-480-05	Concrete Street Repair	\$0	\$50,470	\$0	\$0	\$0	\$0
80-2-22-480-10	Street Replacement	\$0	\$100,000	\$0	\$0	\$0	\$0
80-2-22-480-50	Stormwater Repair	\$27,341	\$69,038	\$99,542	\$75,000	\$75,900	\$100,000
80-2-22-480-51	Stormwater Projects	\$774,142	\$523,105	\$841,000	\$895,700	\$765,700	\$930,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$801,483</b>	<b>\$742,613</b>	<b>\$940,542</b>	<b>\$1,007,200</b>	<b>\$875,600</b>	<b>\$1,030,000</b>
	<b>STORMWATER TOTAL</b>	<b>\$999,163</b>	<b>\$1,036,248</b>	<b>\$1,183,380</b>	<b>\$1,348,544</b>	<b>\$1,218,790</b>	<b>\$1,382,060</b>

Stormwater Budgeted Expenditures by Type



Total Stormwater Expenditures  
Five Year Trend







# SEWER LATERAL DIVISION

## Mission Statement:

The Sewer Lateral Division is responsible for providing funding for the City's Sewer Lateral Repair Program which began January 1, 2000.

### FISCAL YEAR 2013 FINANCIAL OVERVIEW SEWER LATERAL DIVISION

<u>REVENUES, FEES, GRANTS</u>	FY-2011 Actual	FY-2012 Estimate	FY-2013 Budget
Sewer Lateral Fees	\$91,393	\$91,500	\$91,500
Investment Earnings	\$3,235	\$2,340	\$1,900
<b>Total Sewer Lateral Revenues</b>	<b>\$94,628</b>	<b>\$93,840</b>	<b>\$93,400</b>
<u>LESS: EXPENDITURES</u>			
Operating Expenses	\$17,371	\$8,800	\$10,400
Capital Expenditures	\$16,442	\$70,000	\$70,000
<b>Total Sewer Lateral Expenditures</b>	<b>\$33,813</b>	<b>\$78,800</b>	<b>\$80,400</b>
<b>SEWER LATERAL REVENUE (UNDER) OVER EXPENDITURES</b>	<b>\$60,815</b>	<b>\$15,040</b>	<b>\$13,000</b>





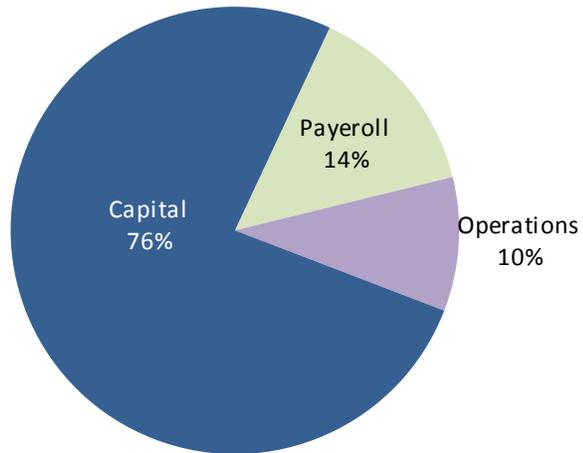
**SEWER LATERAL REPAIR DIVISION EXPENDITURE SUMMARY  
DEPARTMENT NUMBER: 22**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
81-2-22-400-10	Salaries and Wages	\$0	\$0	\$0	\$0	\$0	\$9,250
81-2-22-400-50	FICA	\$0	\$0	\$0	\$0	\$0	\$690
	<b>BENEFITS</b>						
81-2-22-401-10	Health Insurance	\$0	\$0	\$0	\$0	\$0	\$2,040
81-2-22-401-20	Dental Insurance	\$0	\$0	\$0	\$0	\$0	\$160
81-2-22-401-30	Life Insurance	\$0	\$0	\$0	\$0	\$0	\$70
81-2-22-401-40	Long Term Disability	\$0	\$0	\$0	\$0	\$0	\$40
81-2-22-401-50	Pension	\$0	\$0	\$0	\$0	\$0	\$810
	<b>MISCELLANEOUS</b>						
81-2-22-402-10	Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$20
	<b>SUBTOTAL PAYROLL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,080</b>
	<b>SERVICES</b>						
81-2-22-410-40	Professional Services	\$9,409	\$16,727	\$8,465	\$8,000	\$8,000	\$8,000
	<b>SUPPLIES</b>						
81-2-22-430-40	Gasoline & Oil	\$256	\$290	\$306	\$400	\$500	\$500
	<b>EQUIPMENT PURCHASE</b>						
81-2-22-465-10	Computer Equipment/Software	\$0	\$0	\$0	\$1,600	\$1,600	\$0
81-2-22-465-20	Equipment Purchase	\$330	\$0	\$0	\$0	\$0	\$0
	<b>MAINTENANCE AND REPAIR</b>						
81-2-22-475-10	Maintenance Supplies	\$396	\$354	\$244	\$400	\$400	\$400
	<b>SUBTOTAL OPERATIONS</b>	<b>\$10,391</b>	<b>\$17,371</b>	<b>\$9,015</b>	<b>\$10,400</b>	<b>\$10,500</b>	<b>\$8,900</b>
	<b>SEWER LATERAL</b>						
81-2-22-480-90	Sewer Lateral Repair	\$40,921	\$16,442	\$69,249	\$70,000	\$105,000	\$70,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$40,921</b>	<b>\$16,442</b>	<b>\$69,249</b>	<b>\$70,000</b>	<b>\$105,000</b>	<b>\$70,000</b>
	<b>SEWER LATERAL TOTAL</b>	<b>\$51,312</b>	<b>\$33,813</b>	<b>\$78,264</b>	<b>\$80,400</b>	<b>\$115,500</b>	<b>\$91,980</b>

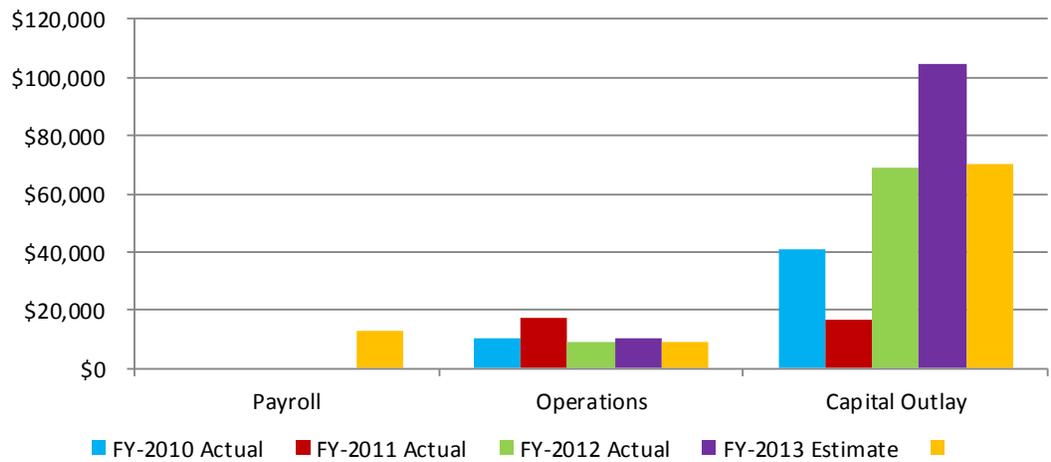




Sewer Lateral Budgeted Expenditures by Type



Total Sewer Lateral Expenditures  
Five Year Trend







## **PLANNING AND COMMUNITY DEVELOPMENT**

### **Mission Statement:**

The Planning and Community Development (Planning) Department is established to advise the Planning and Zoning Commission and City Council on how best to implement the City's adopted Plans. The Planning Department is also responsible for administering the City's adopted ordinances relating to Zoning, Subdivision, Signage, and other land use regulations. Through the administration of such ordinances, the Planning Department hopes to plan and guide the development, redevelopment and growth of the City, and to encourage high standards of architectural, site, traffic, and landscape design, and to encourage public participation.

The Planning Department is also responsible for code enforcement within the City limits, ensuring all properties are kept in a manner, which reflects the high standards of our community and in compliance with the Ellisville Property Maintenance Code and other applicable ordinances. The Planning Department conducts inspections on a complaint basis throughout the City and works closely with property owners and residents towards resolution of violations, and issues summons to the Municipal Court.

### **Services:**

#### **1. Planning Services**

The City Planner facilitates all long-range planning for the City of Ellisville. Together with the Planning and Zoning Commission, the Planning Department assists in establishing priorities to better serve the needs of the City, its businesses and its residents. The City's Comprehensive Plan is designed as a general plan guiding decisions on development and redevelopment in Ellisville. The Plan's utilization results in the formation of policy regarding land use in the City

#### **2. Zoning Services**

The City Planner position serves as the Zoning Administrator and provides zoning information to developers and citizens on a daily basis. The City Planner serves as the staff liaison to the Planning and Zoning Commission, Board of Adjustment, and Architectural Review Board. The City Planner makes recommendations to the City Manager, Planning and Zoning Commission, Board of Adjustment, and Architectural Review Board regarding zoning, subdivisions, conditional use approvals, architectural review, variance issues, and other land use legislation. The Planning Department also facilitates reviews conducted by the City's Third Party Consultants for Traffic and Landscape Plan Review.

#### **3. Plan Review Services**

The Planning Department reviews site plans, landscape plans, architectural plans and plats in accordance with City zoning, subdivision and sign ordinances. New developments are reviewed by the City's third party landscape architect and traffic engineer to ensure aesthetically pleasing projects, and projects which are safe and compatible with the existing neighborhoods.





#### 4. Code Enforcement Services

The Planning Department is responsible for code enforcement within the City limits, ensuring all properties are kept in a manner, which reflects the high standards of our community and in compliance with the Ellisville Property Maintenance Code and other applicable ordinances. The Planning Department conducts inspections on a complaint basis throughout the City and works closely with property owners, businesses and residents towards resolution of violations. The Code Enforcement Officer is responsible for administering the Ellisville Property Maintenance Code throughout the City. He/she performs regular inspections to ascertain compliance with the Code. The Code Enforcement Officer prepares written notification of violations, tracks and follows up on Code violations, prepares citations to the municipal court for failure to achieve compliance, and testifies in court as to the status of violations.

#### 5. Departmental Services

The Planning Department takes pride in providing assistance to other segments of the City's services sector. The Planning Department offers general practical research assistance and administrative support for all other City Departments.

#### ***FY-2013 Goals and Objectives Update:***

1. Increase housing stock diversity. *The City has examined existing housing stock and determined that modern rental units are needed to fulfill anticipated demand. The City should pursue implementing the goals and objectives related to housing diversity as outlined in the Great Streets Master Plan. This directly relates to action plan m. increase housing stock diversity. Update: The City should consider changes in the Zoning Code to allow multi-family housing along certain parts of the Manchester Road corridor.*
2. Promote reinvestment in older commercial centers. *Implement recommendations found in the City's adopted Economic Development Strategic Plan and the Great Streets Master Plan, which includes identifying four (4) redevelopment areas along Manchester Road and targeting redevelopment at Clarkson and Manchester for a new town center. This relates to action plan c promote older commercial centers. Update: The City solicited proposals for the southwest quadrant of Clarkson and Manchester Roads. Additionally, the City relaxed the parking requirements in response to the recommendations of the Great Streets Master Plan to help increase buildable area in the commercial corridor and reduce development costs associated with new storm water regulations, thereby encouraging business development.*

#### ***FY-2014 Goals and Objectives:***





For FY-2014 Planning & Community Development will focus its goals toward the action plans as follows.

1. With the significant change in the Council membership it will be necessary to revisit the City's adopted plans and verify goals and objectives.





**FISCAL YEAR 2014 FINANCIAL OVERVIEW  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

<u>REVENUES, FEES, GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
Sign Permits	\$10,947	\$6,000	\$4,500
Planning Application Fees	\$11,197	\$5,500	\$5,500
<b>Total Planning Revenues</b>	<b>\$22,144</b>	<b>\$11,500</b>	<b>\$10,000</b>
 <u>LESS: EXPENDITURES</u>			
Payroll Expenses	\$168,283	\$176,810	\$183,200
Operating Expenses	\$18,439	\$9,495	\$12,940
Capital Expenditures	\$0	\$0	\$0
<b>Total Planning Expenditures</b>	<b>\$186,722</b>	<b>\$186,305</b>	<b>\$196,140</b>
<b>PLANNING REVENUE (UNDER) OVER EXPENDITURES</b>	<b>(\$164,578)</b>	<b>(\$174,805)</b>	<b>(\$186,140)</b>





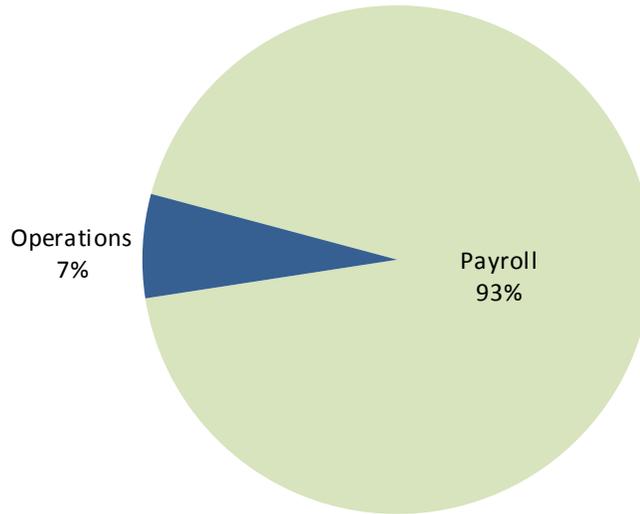
**PLANNING DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 23**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
10-2-23-400-10	Salaries and Wages	\$115,061	\$112,846	\$119,411	\$123,600	\$123,720	\$127,000
10-2-23-400-50	FICA	\$8,867	\$8,188	\$8,457	\$9,490	\$8,860	\$9,110
	<b>BENEFITS</b>						
10-2-23-401-10	Health Insurance	\$25,167	\$26,984	\$27,243	\$30,080	\$29,840	\$32,260
10-2-23-401-20	Dental Insurance	\$1,481	\$1,581	\$1,774	\$1,850	\$1,900	\$2,080
10-2-23-401-30	Life Insurance	\$807	\$710	\$701	\$820	\$740	\$920
10-2-23-401-40	Long Term Disability	\$619	\$591	\$616	\$650	\$540	\$580
10-2-23-401-50	Pension	\$7,171	\$8,146	\$9,869	\$11,380	\$10,990	\$11,030
	<b>MISCELLANEOUS</b>						
10-2-23-402-10	Miscellaneous	\$217	\$212	\$212	\$220	\$220	\$220
	<b>SUBTOTAL PAYROLL</b>	<b>\$159,390</b>	<b>\$159,258</b>	<b>\$168,283</b>	<b>\$178,090</b>	<b>\$176,810</b>	<b>\$183,200</b>
	<b>SERVICES</b>						
10-2-23-410-40	Professional Services	\$0	\$7,605	\$5,250	\$15,940	\$0	\$1,000
10-2-23-410-50	Contractual Services	\$7,638	(\$251)	\$824	\$1,660	\$860	\$1,660
10-2-23-410-90	Plan Review	(\$3,150)	\$1,475	\$3,992	\$1,000	\$1,000	\$0
	<b>PERSONNEL DEVELOPMENT</b>						
10-2-23-420-10	Personnel Training	\$146	\$498	\$598	\$1,350	\$350	\$1,300
10-2-23-420-20	Travel & Meeting	\$460	\$324	\$2,350	\$2,950	\$2,300	\$2,950
10-2-23-420-30	Dues and Membership Fees	\$465	\$510	\$515	\$500	\$495	\$500
10-2-23-420-40	Publications and Journals	\$0	\$0	\$0	\$100	\$90	\$100
	<b>SUPPLIES</b>						
10-2-23-430-10	Office Supplies and Expense	\$266	\$0	\$509	\$1,200	\$1,100	\$1,200
10-2-23-430-30	Uniforms	\$215	\$119	\$622	\$450	\$100	\$750
10-2-23-430-40	Gasoline & Oil	\$615	\$1,387	\$1,791	\$1,300	\$1,200	\$1,300
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
10-2-23-440-10	Printing	\$182	\$30	\$181	\$180	\$0	\$180
	<b>RENTALS</b>						
10-2-23-455-10	Vehicle/Equipment Rental	\$1,343	\$1,413	\$1,807	\$2,050	\$2,000	\$2,000
	<b>EQUIPMENT</b>						
10-2-23-465-10	Computer Equip./Software Maint./Repairs	\$1,461	\$0	\$0	\$0	\$0	\$0
	<b>MAINTENANCE AND REPAIR</b>						
10-2-23-475-10	Maintenance Supplies	\$0	\$0	\$0	\$0	\$0	\$0
	<b>SUBTOTAL OPERATIONS</b>	<b>\$9,641</b>	<b>\$13,110</b>	<b>\$18,439</b>	<b>\$28,680</b>	<b>\$9,495</b>	<b>\$12,940</b>
	<b>EQUIPMENT</b>						
30-2-23-465-10	Computer Equipment	\$0	\$0	\$0	\$0	\$0	\$0
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>PLANNING TOTAL</b>		<b>\$169,031</b>	<b>\$172,368</b>	<b>\$186,722</b>	<b>\$206,770</b>	<b>\$186,305</b>	<b>\$196,140</b>

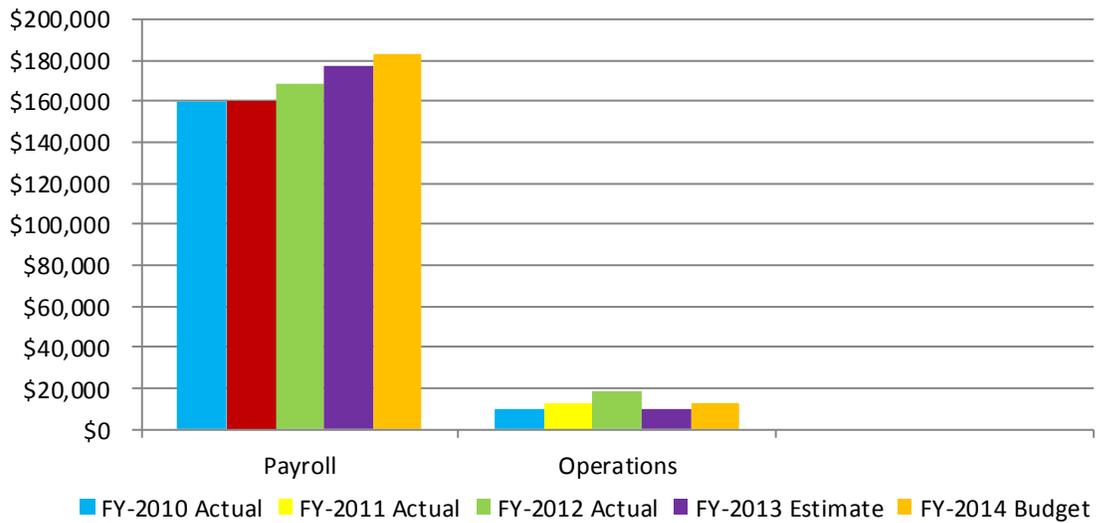




Planning and Community Development Budgeted Expenditures by Type



Total Planning and Community Development Expenditures  
Five Year Trend





# **POLICE DEPARTMENT**

## **Mission Statement:**

The Ellisville Police Department is made up of an energetic group of devoted law enforcement officers committed to improvement, and operating on the principles of sincerity and quality management. We believe in the self-respect and importance of all people, and we are devoted to:

- Providing high-quality police services with concern and understanding
- Protecting constitutional rights
- Problem solving
- Teamwork
- Honesty and integrity
- Continuous improvement
- Planning for the future

We are proud of the uniformity of our workforce, which permits us to grow, and respects each of us as individuals. We strive for a safe and pleasant environment.

## **Services:**

### **1. Crime Prevention**

Crime prevention services include the neighborhood watch programs, Community Oriented Policing (COPS) Programs, and the DWI Enforcement program through check points and special patrols. In addition, on-going efforts are made by each officer to discourage liquor sales to and consumption by minors through officer initiated contacts, as well as collaboration with the Rockwood School District. Another very successful endeavor is the "Prescription Drug Take Back" program which is held on an annual basis in conjunction with the Drug Enforcement Administration. Officers routinely patrol parks and residential areas, and additional patrol is conducted by bicycle officers during appropriate weather.

### **2. Traffic Patrol**

In addition to regular uniformed patrol, the department has four specially trained officers assigned to the traffic division who concentrate their efforts on high accident locations and complaint areas. The traffic officers utilize marked and semi-marked vehicles in an effort to reduce traffic accidents. Each traffic unit is equipped with moving radar capturing speeding vehicles both front and rear. Additionally, traffic officers utilize a mobile traffic monitor (MTM) placed at complaint locations, to remind motorists of their speed.

### **3. Investigations**

There are three officers assigned to the detective bureau that investigate crimes that are forwarded to them from the patrol division. Two of the detectives are members of the St. Louis Major Case Squad and investigate homicides when the squad is activated. In addition to criminal investigations, the detectives perform non-criminal duties such as employment background checks and provide crime prevention seminars/lectures to local businesses and residents.

### **4. Law Enforcement**

Law enforcement includes prevention of or minimizing criminal activity, arresting anyone suspected of criminal activity, booking and processing suspects, applying for and obtaining arrest warrants, and when necessary, confining to jail anyone suspected of having committed a crime.





## 5. Community Relations/Educational/Awareness Programs

These activities include regular tours and lectures at the police station, D.A.R.E. programs in all elementary schools, "Kids Safety Day", a Child Fingerprinting/DNA program, a Halloween program, Vacation Home Security Checks, Home Security Evaluations, the Alzheimer registration program, the Gun Lock program, and participation in various public events.

### ***FY-2013 Goals and Objectives Update:***

1. Provide support for Special Olympics Missouri charity by participating in fund raising by t-shirt sales and participating in the Law Enforcement Torch Run. **Update: T-shirts were not ordered due to a benefactor offering the police department money upon her death to be donated to a charity of choice. Upon the benefactor's death, the money will be divided between Backstopper's and Special Olympics.**
2. Conduct another Kids Safety Day which has been highly successful with each passing year while at the same time promoting area businesses. More businesses are requesting to become involved with Kids Safety Day. **Update: Due to staffing problems and a conflict with St. John Church parking lot, the police department was unable to host this program.**
3. Enhance the City's web site to provide businesses and residents with a police communication venue as it relates to crime in Ellisville, or any other notification that may be necessary. **Update: This goal will be moved to 2014. (See below)**
4. Continue to update the department's policies and procedures and apply for state certification. **Update: A number of polices were implemented as the department moves to the objective of obtaining state certification.**
5. Conduct a Citizens Police Academy. **Update: This goal was not possible due to department staffing problems.**

### ***FY-2014 Goals and Objectives:***

For FY-2014 Administration has focused on the following goals and action plans.

1. **Conduct a Kids Safety Day:** This event in the past, has proven to be highly successful. As a result of business partnership and citizen attendance, Kids Safety Day has become a yearly event.
2. **Drug-Take-Back Events:** In partnership with the Drug Enforcement Administration and the Rockwood School District, the police department will conduct these two events, allowing citizens to dispose of unwanted prescription and non-prescription drugs.
3. **Police Department State Certification:** Begin the process of obtaining state certification through the Missouri Police Chief's Association.
4. **Police Facebook Account:** Create a police Facebook account linking it to the City website. This will allow for police/ citizen communication addressing issues such as area crime, safety, citizen complaints, and special events.





**Police Performance Measures**

	<u>2010</u> Actual	<u>2011</u> Actual	<u>2012</u> Actual	<u>2013</u> Estimated	<u>2014</u> Budgeted
<b>Work Load Indicators</b>					
Number of Patrol Officers	19	20	20	21	21
Number of Traffic Tickets Issued	3,239	2,510	2,104	2,150	2,150
Number of Arrests	375	336	271	271	271
Number of Calls for Service	12,599	12,745	12,435	12,435	12,435
Number of Criminal Investigations	44	34	29	35	35
Number of Traffic Accidents	289	233	274	262	262
Number of DWI Arrests	41	51	61	54	54
Amount of Property Value Lost	253,996	601,094	265,036	250,000	250,000
<b>Effectiveness Indicators</b>					
Ave. Response Time (in minutes)-Emergency	3.24	3.45	3.07	3.07	3.07
Ave. Response Time (in minutes)-Non-Emerg	5.52	5.81	5.11	5.11	5.11
Number of Calls per Officer	1050	1062	1036	1036	1036
% of calls Resulting in Arrest	3.00%	3.70%	3.12%	3.12%	3.12%
Avg. Time to Process Crime Scene (Hours)	1	1	1	1	1
Officer Ratio per 1,000 Residents	2.1	2.1	2.1	2.1	2.1
% Increase/(Decrease) in Traffic Accidents	-6.77%	-21.00%	17.60%	0.00%	0.00%
% of Property Value Recovered	53%	40%	25%	25%	25%

**FISCAL YEAR 2014 FINANCIAL OVERVIEW  
POLICE DEPARTMENT**

<u>REVENUES, FEES, OR GRANTS</u>	FY-2012 Estimate	FY-2013 Estimate	FY-2014 Budget
Police Training Funds	\$3,214	\$3,200	\$3,200
False Alarms	\$2,250	\$2,000	\$2,000
<b>Total Police Revenues</b>	<b>\$5,464</b>	<b>\$5,200</b>	<b>\$5,200</b>
<b>Less: EXPENDITURES</b>			
Payroll Expenses	\$1,733,102	\$1,822,100	\$2,030,300
Operating Expenses	\$237,094	\$270,573	\$263,825
Capital Expenditures	\$69,682	\$76,093	\$21,000
<b>Total Police Expenditures</b>	<b>\$2,039,878</b>	<b>\$2,168,766</b>	<b>\$2,315,125</b>
<b>POLICE REVENUE (UNDER) OVER EXPENDITURES</b>	<b>(\$2,034,414)</b>	<b>(\$2,163,566)</b>	<b>(\$2,309,925)</b>





**POLICE DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 31**

ACCOUNT NUMBER	DESCRIPTION	2010 ACUTAL	2011 ACUTAL	2012 ACUTAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
10-3-31-400-10	Salaries and Wages	\$1,210,692	\$1,137,084	\$1,181,885	\$1,223,120	\$1,224,180	\$1,378,880
10-3-31-400-30	Overtime	\$33,621	\$37,789	\$41,637	\$35,000	\$58,000	\$40,000
10-3-31-400-40	Allow ances	\$13,500	\$0	\$0	\$0	\$0	\$0
10-3-31-400-50	FICA	\$96,658	\$89,557	\$93,209	\$102,120	\$96,800	\$107,540
10-3-31-400-90	Holiday Pay	\$33,137	\$32,538	\$34,623	\$35,820	\$35,700	\$39,410
	<b>BENEFTS</b>						
10-3-31-401-10	Health Insurance	\$207,617	\$197,492	\$213,082	\$238,130	\$219,180	\$274,090
10-3-31-401-20	Dental Insurance	\$13,817	\$13,131	\$13,477	\$13,950	\$13,280	\$16,150
10-3-31-401-30	Life Insurance	\$7,572	\$7,252	\$7,491	\$8,500	\$8,220	\$8,570
10-3-31-401-40	Long Term Disability	\$5,872	\$5,554	\$5,850	\$6,370	\$5,530	\$5,840
10-3-31-401-50	Pension	\$128,583	\$133,139	\$139,463	\$155,710	\$158,770	\$157,270
	<b>MISCELLANEOUS</b>						
10-3-31-402-10	Miscellaneous	\$2,382	\$2,385	\$2,385	\$2,440	\$2,440	\$2,550
	<b>SUBTOTAL PAYROLL</b>	<b>\$1,753,451</b>	<b>\$1,655,921</b>	<b>\$1,733,102</b>	<b>\$1,821,160</b>	<b>\$1,822,100</b>	<b>\$2,030,300</b>
	<b>SERVICES</b>						
10-3-31-410-40	Professional Services	\$200	\$532	\$883	\$560	\$220	\$1,010
10-3-31-410-50	Contractual Services	\$63,273	\$54,803	\$65,944	\$74,085	\$68,000	\$74,000
10-3-31-410-60	Service Agreements	\$4,030	\$3,803	\$3,496	\$3,400	\$3,400	\$3,925
	<b>PERSONNEL DEVELOPMENT</b>						
10-3-31-420-10	Personnel Training	\$4,671	\$4,940	\$4,838	\$9,825	\$7,238	\$7,450
10-3-31-420-20	Travel & Meeting	\$2,068	\$1,123	\$1,976	\$1,850	\$1,850	\$2,075
10-3-31-420-30	Dues and Membership Fees	\$1,412	\$1,133	\$1,930	\$1,700	\$1,530	\$1,530
10-3-31-420-40	Publications and Journals	\$1,022	\$879	\$833	\$1,280	\$440	\$440
	<b>SUPPLIES</b>						
10-3-31-430-10	Office Supplies and Expense	\$7,918	\$8,399	\$11,562	\$9,420	\$8,730	\$9,030
10-3-31-430-20	Program Supplies	\$7,846	\$7,466	\$8,146	\$10,150	\$10,730	\$11,375
10-3-31-430-30	Uniforms	\$2,270	\$13,570	\$14,034	\$23,600	\$20,079	\$16,850
10-3-31-430-40	Gasoline & Oil	\$37,391	\$45,441	\$47,475	\$45,400	\$45,300	\$45,400
10-3-31-430-45	Ammunition/Firearms/Weapons	\$15,373	\$8,245	\$15,898	\$17,950	\$17,950	\$18,650
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
10-3-31-440-10	Printing	\$1,506	\$1,030	\$633	\$740	\$680	\$680
10-3-31-440-12	Legal Notices	\$18	\$0	\$29	\$150	\$50	\$75
10-3-31-440-20	Postage	\$889	\$554	\$192	\$800	\$800	\$800
	<b>UTILITIES</b>						
10-3-31-450-10	Water	\$437	\$878	\$712	\$900	\$800	\$800
10-3-31-450-20	Sew er	\$668	\$681	\$671	\$710	\$700	\$700
10-3-31-450-30	Natural Gas	\$1,606	\$2,317	\$1,314	\$2,300	\$1,700	\$1,700
10-3-31-450-40	Electric	\$13,868	\$12,770	\$11,667	\$13,000	\$12,800	\$13,000
10-3-31-450-50	Telephone	\$8,637	\$8,536	\$8,339	\$11,400	\$11,500	\$12,150
	<b>RENTALS</b>						
10-3-31-455-10	Equipment Rental	\$408	\$408	\$0	\$575	\$408	\$500
	<b>EQUIPMENT</b>						
10-3-31-465-10	Computer Equip./Softw are Maint./Repairs	\$715	\$1,909	\$2,463	\$1,200	\$1,200	\$1,200
10-3-31-465-20	Equipment Purchase/Replacement	\$3,522	\$1,296	\$2,084	\$33,700	\$36,331	\$18,300





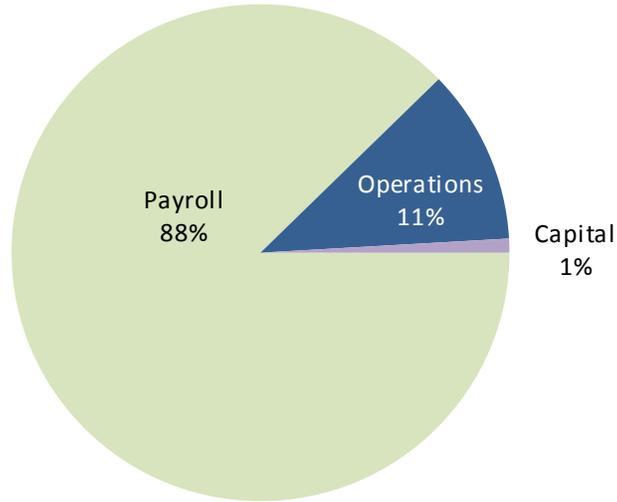
**POLICE DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 31**

ACCOUNT NUMBER	DESCRIPTION	2010 ACUTAL	2011 ACUTAL	2012 ACUTAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>MAINTENANCE AND REPAIR</b>						
10-3-31-475-20	Maintenance & Repair Equipment	\$5,508	\$2,412	\$1,687	\$3,410	\$3,631	\$3,200
10-3-31-475-30	Maintenance & Repair Structure	\$7,343	\$15,803	\$13,106	\$4,500	\$3,521	\$5,050
	<b>COMMUNITY EVENTS</b>						
10-3-31-490-10	Community Relations	\$3,390	\$5,566	\$6,227	\$7,650	\$5,300	\$7,750
10-3-31-490-30	Emergency Management	\$128	\$0	\$245	\$0	\$85	\$585
	<b>MISCELLANEOUS</b>						
10-3-31-496-00	SERT	\$4,673	\$3,747	\$10,710	\$5,600	\$5,600	\$5,600
	<b>SUBTOTAL OPERATIONS</b>	<b>\$200,790</b>	<b>\$208,241</b>	<b>\$237,094</b>	<b>\$285,855</b>	<b>\$270,573</b>	<b>\$263,825</b>
	<b>EQUIPMENT</b>						
30-3-31-465-20	Equipment Purchase	\$0	\$10,439	\$13,411	\$14,000	\$13,003	\$21,000
30-3-31-465-30	Vehicle Purchase	\$24,378	\$59,129	\$56,271	\$60,000	\$63,090	\$0
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$24,378</b>	<b>\$69,568</b>	<b>\$69,682</b>	<b>\$74,000</b>	<b>\$76,093</b>	<b>\$21,000</b>
<b>POLICE TOTAL</b>		<b>\$1,978,619</b>	<b>\$1,933,730</b>	<b>\$2,039,878</b>	<b>\$2,181,015</b>	<b>\$2,168,766</b>	<b>\$2,315,125</b>

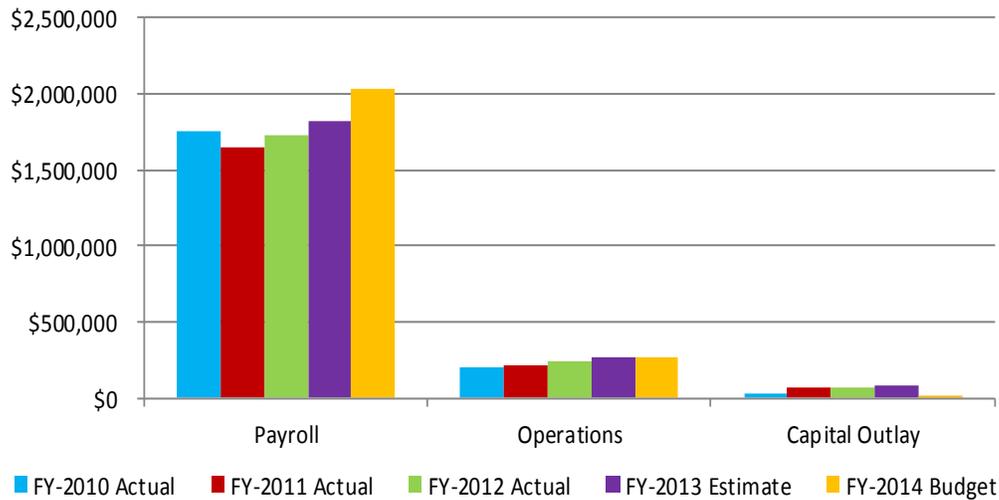




Police Budgeted Expenditures by Type



Total Police Expenditures  
Five Year Trend





## MUNICIPAL COURT DEPARTMENT

### **Mission Statement:**

The Ellisville Municipal Court is responsible for providing both a process and a forum for ensuring due process of law. The Municipal Court records alleged violations of City codes or ordinances, issues summonses to defendants, subpoenas witnesses/police officers/victims, issues warrants, reports to the Department of Revenue, Office of State Court Administrators (OSCA), Missouri State Highway Patrol, Federal Bureau of Investigation (FBI), Missouri Uniform Law Enforcement Systems (MULES), the Municipal Judge, City Clerk, City Council and Finance Director, hears evidence presented in Court, rules on cases, records final dispositions, receives and records fines and Court costs, recoupment and restitution, suspends driving privileges, lieu of bail holds through the Department of Revenue (DOR) and disposes of all bonds.

The Ellisville Municipal Court is responsible for managing all aspects of the Red-Light Camera / Photo Enforcement / Public Safety Program.

The Ellisville Municipal Court strives to provide excellent support, guidance, and empathy when dealing with defendants to ensure a timely conclusion to all Court cases while upholding justice.

Keeping communication open throughout the year between the Court, Police Department, City Hall, and the City Council will encourage the exchange of ideas on enhancing Court procedures and addressing concerns.

Operate a streamlined and efficient Court maintaining dignity and justice in all aspects of the judicial process.

### **Services:**

#### **1. Judicial Review/Due Process of Law**

The Municipal Court Department provides an opportunity for due process of law to accused persons.

#### **2. Prosecution**

The City's Prosecuting Attorney, acting as an agent of the City, is responsible for prosecuting defendants in the Municipal Court. As a result, ordinance violations can be brought to the City by interested persons, and the City will prosecute the case, thereby avoiding the need for each complainant to employ an attorney at their own expense.

#### **3. Imposition of Penalties**

The Municipal Judge, through the Municipal Court Department, is responsible for imposing penalties and/or debt repayments to society on persons convicted of violations in an effort to prevent reoccurrence of such violations.

#### **4. Communications, Public Information, and Court Scheduling**

The Municipal Court Clerk works with the Judge and Prosecuting Attorney, defense attorneys, defendants, and the Police Department to accommodate their needs throughout the judicial review process, beginning from issuance of the initial summons through final disposition of the case. The Municipal Court Clerk records and maintains all cases docketed correctly to ensure that everyone has the right to due process of law. The Court Clerk also provides assistance and clarification with respect to the Court process, conditions of sentence,





probation, issuance of warrants, the Missouri Point System, and other State, Federal, and local regulations of particular interest to defendants.

### ***FY-2013 Goals and Objectives Update:***

3. Continue to monitor the interface between the Integrated Metropolitan Docketing System (IMDS) and American Traffic Solutions (ATS) for accuracy of all case entries, payments, and final dispositions. *The ongoing operation of the Red Light Camera/Photo Enforcement Program is an ongoing public safety issue and should be monitored carefully.* **Update: This has been done throughout the year.**
4. Encourage staff development through training, seminars, and conferences. *This has been a city goal to keep staff apprised, well-trained and informed of new policies, procedures, legislation, etc. This will ensure quality work and increased levels of customer service.* **Update: Conferences have been attended when reasonably possible.**
5. Maintain the Court Administrator's Advanced Certified Court Administrator (ACCA) status. *Court Administrator Brooks to continue attending all classes/seminars for the continuing education hours required to maintain this status. The City of Ellisville is one of the very few cities in the state to obtain this status. This will work towards the City's goal by increasing the knowledge of the employees of the department.* **Update: Certification has been maintained.**
6. Work with city manager and public works to improve the existing courtroom. The room is not ADA (Americans with Disabilities Act) compliant. The stairs are dangerous and not well marked. It is possible to reconfigure the courtroom without extreme cost to the city. *This will ensure safety and provide safe access to council meetings, court proceedings/hearings/trials, etc.* **Update: No changes have moved forward.**
7. Stay apprised of new legislation and case law updates. Continue to remain 100% in compliance with OSCA (Office of State Court Administrators). Remain informed of all DOR (Department of Revenue) updates/changes. In FY-2012 there were a tremendous amount of legislative updates and changes. *Ongoing efforts to have a well informed staff will benefit the resident/public and the City as this relates to the long term goals of preserving and improving customer service.* **Update: The Municipal Court has stayed up to date for all new legislation and case law updates.**

### ***FY-2014 Goals and Objectives:***

For FY-2014 Administration will focus its goals toward the action plans as follows:

1. Continue to monitor the interface between the Integrated Metropolitan Docketing System (IMDS) and American Traffic Solutions (ATS) for accuracy of all case entries, payments, and final dispositions. *The ongoing operation of the Red Light Camera/Photo Enforcement Program is an ongoing public safety issue and should be monitored carefully.*
2. Encourage staff development through training, seminars, and conferences. *This has been a city goal to keep staff apprised, well-trained and informed of new policies, procedures, legislation, etc. This will ensure quality work and increased levels of customer service.*





- 3. Maintain the Court Administrator’s Advanced Certified Court Administrator (ACCA) status. *Court Administrator Brooks to continue attending all classes/seminars for the continuing education hours required to maintain this status. The City of Ellisville is one of the very few cities in the state to obtain this status. This will work towards the City’s goal by increasing the knowledge of the employees of the department.*
- 4. Stay apprised of new legislation and case law updates. Continue to remain 100% in compliance with OSCA (Office of State Court Administrators). Remain informed of all DOR (Department of Revenue) updates/changes. *Ongoing efforts to have a well informed staff will benefit the resident/public and the City as this relates to the long term goals of preserving and improving customer service.*

**Municipal Court Performance Measures**

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Estimated</u>	<u>2014</u> <u>Budgeted</u>
<b>Work Load Indicators</b>					
Number of Cases Filed	10,363	8,064			
Number of Cases Disposed	9,012	8,823			
Number of Cases Pending	31,701	63,117			
Total Fines/Court Costs Collected	\$ 813,618	\$ 732,973	\$ 630,323	\$ 560,000	\$ 539,800
<b>Effectiveness Indicators</b>					
Annual % Increase in Cases Filed	10.5%	-22.2%			
Annual % Increase in Fines/Court Costs	45.7%	-9.9%	-14.0%	-11.2%	-3.6%





**FISCAL YEAR 2014 FINANCIAL OVERVIEW  
MUNICIPAL COURT**

<u>REVENUES, FEES, OR GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
Court Fines	\$614,998	\$550,000	\$530,000
Crime Victims Compensation	\$595	\$500	\$500
Bond Forfeitures	\$8,491	\$3,600	\$3,600
<b>Total Municipal Court Revenues</b>	<b>\$624,084</b>	<b>\$554,100</b>	<b>\$534,100</b>
<u>Less: EXPENDITURES</u>			
Payroll Expenses	\$89,080	\$98,240	\$137,770
Operating Expenses	\$268,050	\$262,560	\$231,535
Capital Expenditures	\$0	\$0	\$1,500
<b>Total Municipal Court Expenditures</b>	<b>\$357,130</b>	<b>\$360,800</b>	<b>\$370,805</b>
<b>COURT REVENUE (UNDER) OVER EXPENDITURES</b>	<b>\$266,954</b>	<b>\$193,300</b>	<b>\$163,295</b>





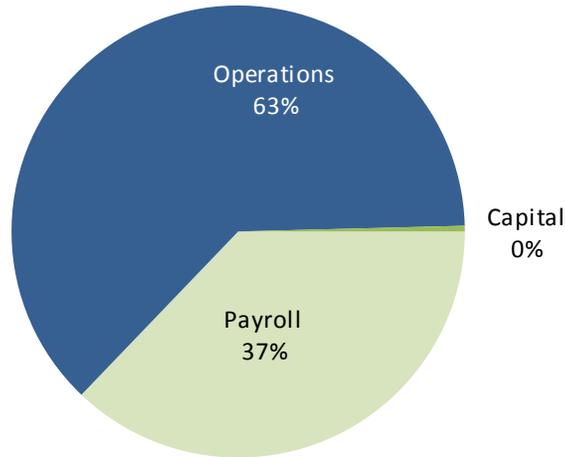
**MUNICIPAL COURT DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 32**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
10-3-32-400-10	Salaries and Wages	\$70,634	\$73,424	\$72,383	\$79,800	\$80,050	\$94,950
10-3-32-400-50	FICA	\$5,527	\$5,567	\$5,480	\$6,130	\$5,840	\$6,980
	<b>BENEFITS</b>						
10-3-32-401-10	Health Insurance	\$8,548	\$6,299	\$5,996	\$6,710	\$6,290	\$25,880
10-3-32-401-20	Dental Insurance	\$848	\$316	\$970	\$930	\$1,260	\$2,080
10-3-32-401-30	Life Insurance	\$280	\$283	\$292	\$330	\$370	\$590
10-3-32-401-40	Long Term Disability	\$211	\$214	\$220	\$230	\$240	\$360
10-3-32-401-50	Pension	\$2,354	\$2,993	\$3,527	\$4,050	\$3,910	\$6,650
	<b>MISCELLANEOUS</b>						
10-3-32-402-10	Miscellaneous	\$217	\$212	\$212	\$220	\$280	\$280
	<b>SUBTOTAL PAYROLL</b>	<b>\$88,619</b>	<b>\$89,308</b>	<b>\$89,080</b>	<b>\$98,400</b>	<b>\$98,240</b>	<b>\$137,770</b>
	<b>SERVICES</b>						
10-3-32-410-20	Other Legal Services	\$18,583	\$12,292	\$27,934	\$24,510	\$23,900	\$24,510
10-3-32-410-50	Contractual Services	\$243,721	\$253,514	\$229,344	\$226,960	\$229,620	\$194,000
	<b>PERSONNEL DEVELOPMENT</b>						
10-3-32-420-20	Travel & Meeting	\$1,417	\$1,315	\$979	\$2,880	\$550	\$3,575
10-3-32-420-30	Dues and Membership Fees	\$90	\$90	\$90	\$100	\$90	\$175
	<b>SUPPLIES</b>						
10-3-32-430-10	Office Supplies and Expense	\$5,313	\$2,577	\$7,303	\$4,675	\$4,050	\$4,725
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
10-3-32-440-10	Printing	\$1,577	\$900	\$0	\$2,000	\$2,000	\$2,000
10-3-32-440-20	Postage	\$1,117	\$1,000	\$1,000	\$1,250	\$1,250	\$1,250
	<b>UTILITIES</b>						
10-3-32-450-50	Telephone	\$435	\$489	\$543	\$550	\$500	\$550
	<b>EQUIPMENT</b>						
10-3-32-465-10	Computer Equipment/Software	\$1,740	\$0	\$703	\$1,075	\$600	\$750
	<b>TRANSFERS</b>						
10-3-32-499-31	Crime Victims Compensation Fund	(\$1,450)	\$2	\$135	\$0	\$0	\$0
10-3-32-499-33	POST Fund	(\$593)	\$127	\$19	\$0	\$0	\$0
	<b>SUBTOTAL OPERATIONS</b>	<b>\$271,950</b>	<b>\$272,306</b>	<b>\$268,050</b>	<b>\$264,000</b>	<b>\$262,560</b>	<b>\$231,535</b>
	<b>EQUIPMENT</b>						
30-3-32-465-10	Computer Equipment/Software	\$0	\$0	\$0	\$0	\$0	\$1,500
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>
<b>MUNICIPAL COURT TOTAL</b>		<b>\$360,569</b>	<b>\$361,614</b>	<b>\$357,130</b>	<b>\$362,400</b>	<b>\$360,800</b>	<b>\$370,805</b>

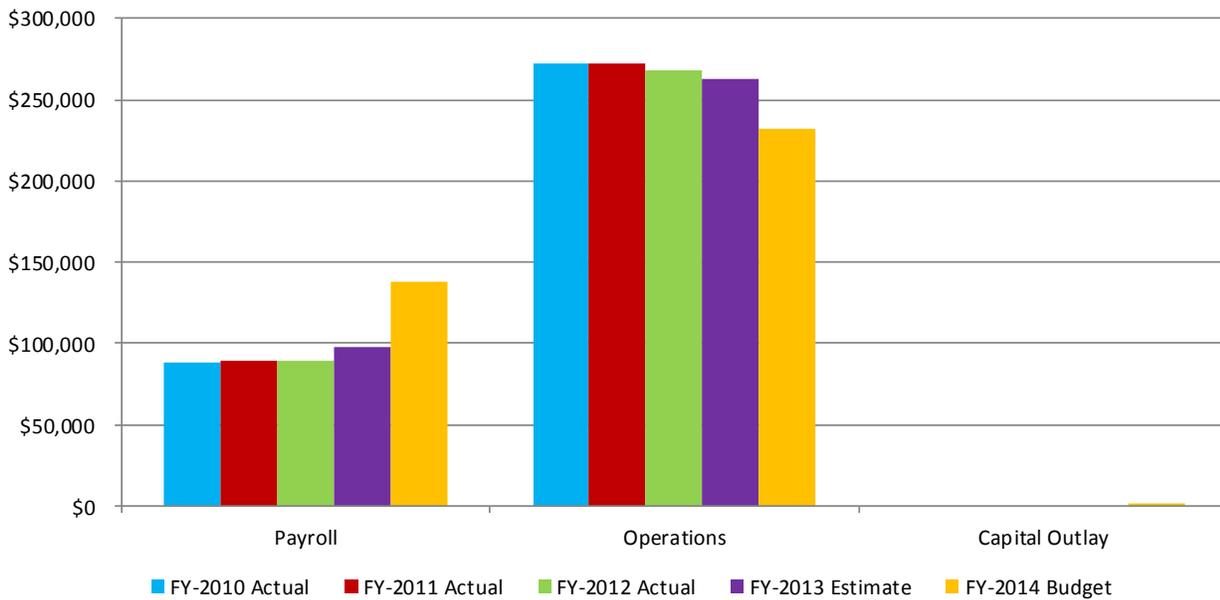




Municipal Court Budgeted Expenditures by Type



Total Municipal Court Expenditures Five Year Trend





## **PARKS AND RECREATION DEPARTMENT**

### **Mission Statement:**

The Parks and Recreation Department strives to enhance the quality of life for the residents of Ellisville through parks and recreation facilities, programs and services.

### **Services:**

1. Recreation programs are offered to allow individuals the opportunity to learn a new skill or sport, to promote socialization and to utilize leisure time with constructive pursuits.
2. The Parks and Recreation Department cooperatively works with the cities of Ballwin, Winchester, Wildwood, Chesterfield, and Manchester as well as the Parkway and Rockwood School Districts to offer the Lafayette Older Adults Program. Activities are offered to seniors, aged fifty five (55) and over. In addition, several regional special events for children and adults are held with neighboring communities to provide more recreation opportunities for Ellisville residents.
3. Community events are a way to encourage community pride and promote unity within the City of Ellisville. Residents have the opportunity to gather with family and friends at the park for socialization and fun.
4. The Parks and Recreation Department operates the facilities within the City's park system. This Department handles planning and budgeting of the maintenance involved and closely coordinates work with the Public Works Department. The preservation of open space is balanced with the recreational need of the community.

### **FY-2013 Goals and Objectives Update:**

1. Apply for a Missouri Arts Council Grant to supplement the cost for the concerts in Bluebird Park Series and apply for a Municipal Parks Grant to provide funding for the renovation of the Bluebird Park Tennis courts. **Update: The Missouri Arts Council Grant was received. The City did not receive the Municipal Park Grant this year due to a shortage of points awarded based on per capita funds the City has received in past years.**
2. Continue to assist with the Ellisville Community Farmers Market and Dog Park Committees to provide support as needed. **Update: Staff has worked closely with Farmer's Market and supported the Dog Park Committee until its completion.**
3. Operate the new Ellisville Dog Park for the first year of operation. **Update: Operated the Dog Park for the first year with 555 dog members through September 1, 2013.**
4. Continue to develop new recreation programs based on trends and interests in the Ellisville community. Provide the Mayor and City Council the opportunity to review these programs and provide input. **Update: List of programs was submitted for review to the Council that included the new recreation programs for 2013.**
5. Continue to evaluate existing parks and recreation facilities and prioritize renovation and replacement based on funding available. This will include looking at ways to maximize





useable space in Bluebird Park. **Update: This is ongoing in Bluebird Park. The tennis courts were renovated this year with a new fence, surfacing, backboard and nets.**

**FY-2014 Goals and Objectives:**

For FY-2014 Parks and Recreation has focused on the following goals and action plans.

1. Apply for a Municipal Park Grant to replace existing Bussmann Shelter restroom and renovate adjacent parking area to provide ADA access to the restroom and shelter.
2. Increase the usage of the EDGE Aquatic Center.
3. Continue to develop new recreation programs based on trends and interests in the Ellisville community. Provide the Mayor and City Council the opportunity to review these programs and provide input.
4. Continue to evaluate existing parks and recreation facilities and prioritize renovation and replacement based on funding available. This will include looking at ways to maximize useable space in Bluebird Park.

**Parks Performance Measures**

	<u>2010</u> Actual	<u>2011</u> Actual	<u>2012</u> Actual	<u>2013</u> Estimate	<u>2014</u> Budget
<b>Work Load Indicators</b>					
Total Number of Parks *	11	11	<u>11</u>	11	11
Total Miles of Trails	4.05	4.05	4.05	4.05	4.05
Total Number of Picnic Shelters	3	3	3	3	3
Total Number of Playgrounds	5	5	5	5	5
Total Number of Park Programs Offered	94	100	107	109	111
Total Number of Concerts Offered	8	8	8	8	8
<b>Effectiveness Indicators</b>					
Avg. Acres of Park Land per 1,000 residents	20	20	20	20	20
% Increase in # of Programs Offered	2%	6%	7%	2%	2%
Average # of Attendees per Concert	600	600	600	650	650





<b>FISCAL YEAR 2014 FINANCIAL OVERVIEW PARK DIVISION</b>
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<u>REVENUES, FEES, GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
Recreational Program Fees	\$46,004	\$47,000	\$50,000
Recreational Special Events	\$7,186	\$12,000	\$12,000
Bluebird Park Income	\$15,633	\$24,000	\$21,000
Other Park Revenue	\$105	\$800	\$0
Cash in Lieu of	\$0	\$0	\$0
July 4th Sponsorships	\$2,342	\$5,000	\$5,000
Concert Sponsorships	\$2,015	\$6,100	\$5,000
Interest	\$8,833	\$5,400	\$3,600
<b>Total Parks &amp; Recreation Revenues</b>	<b>\$82,118</b>	<b>\$100,300</b>	<b>\$96,600</b>
<u>Less: EXPENDITURES</u>			
Payroll Expenses	\$206,740	\$223,240	\$229,180
Operating Expenses	\$165,522	\$189,055	\$203,480
Capital Expenditures	\$97,408	\$104,000	\$295,500
<b>Total Parks &amp; Recreation Expenditures</b>	<b>\$469,670</b>	<b>\$516,295</b>	<b>\$728,160</b>
<b>PARKS REVENUE (UNDER) OVER EXPENDITURES</b>	<b>(\$387,552)</b>	<b>(\$415,995)</b>	<b>(\$631,560)</b>





**PARKS & RECREATION DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 51**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
50-5-51-400-10	Salaries and Wages	\$132,503	\$137,658	\$146,315	\$150,750	\$146,840	\$150,520
50-5-51-400-20	Wages - Seasonal	\$34,919	\$36,167	\$33,831	\$45,000	\$40,000	\$41,000
50-5-51-400-50	FICA	\$12,673	\$12,913	\$13,398	\$15,020	\$14,270	\$14,630
	<b>BENEFITS</b>						
50-5-51-401-10	Health Insurance	\$14,817	\$11,462	\$13,305	\$13,410	\$6,640	\$7,190
50-5-51-401-20	Dental Insurance	\$1,830	\$1,114	\$1,582	\$1,640	\$630	\$660
50-5-51-401-30	Life Insurance	\$909	\$907	\$982	\$1,100	\$890	\$1,110
50-5-51-401-40	Long Term Disability	\$692	\$692	\$750	\$790	\$570	\$640
50-5-51-401-50	Pension	\$8,180	\$8,913	\$12,016	\$13,870	\$13,070	\$13,100
	<b>MISCELLANEOUS</b>						
50-5-51-402-10	Miscellaneous	\$217	\$318	\$318	\$330	\$330	\$330
	<b>SUBTOTAL PAYROLL</b>	<b>\$206,740</b>	<b>\$210,144</b>	<b>\$222,497</b>	<b>\$241,910</b>	<b>\$223,240</b>	<b>\$229,180</b>
	<b>SERVICES</b>						
50-5-51-410-40	Professional Services	\$26,497	\$17,769	\$12,121	\$19,300	\$19,300	\$19,300
50-5-51-410-50	Contractual Services	\$5,330	\$4,647	\$3,639	\$7,700	\$6,500	\$7,700
	<b>PERSONNEL DEVELOPMENT</b>						
50-5-51-420-10	Personnel Training	\$710	\$130	\$40	\$400	\$200	\$400
50-5-51-420-20	Travel & Meeting	\$487	\$385	\$548	\$3,000	\$550	\$3,000
50-5-51-420-30	Dues and Membership Fees	\$1,297	\$1,320	\$1,466	\$1,450	\$1,450	\$1,450
50-5-51-420-40	Publications and Journals	\$0	\$0	\$0	\$100	\$100	\$100
	<b>SUPPLIES</b>						
50-5-51-430-10	Office Supplies and Expense	\$6,128	\$3,907	\$8,101	\$7,900	\$7,900	\$7,900
50-5-51-430-20	Program Supplies	\$8,039	\$4,299	\$4,570	\$8,000	\$6,500	\$8,000
50-5-51-430-30	Uniforms	\$976	\$1,122	\$1,009	\$1,600	\$1,200	\$1,600
50-5-51-430-40	Gasoline & Oil	\$224	\$255	\$275	\$300	\$300	\$300
	<b>PRINTING, POSTAGE &amp; NOTICES</b>						
50-5-51-440-10	Printing	\$3,415	\$3,316	\$3,057	\$3,750	\$3,600	\$3,750
50-5-51-440-12	Legal Notices	\$25	\$36	\$49	\$200	\$50	\$200
50-5-51-440-20	Postage	\$1,790	\$1,568	\$1,778	\$4,600	\$3,800	\$3,800
	<b>UTILITIES</b>						
50-5-51-450-10	Water	\$520	\$1,513	\$816	\$1,100	\$1,100	\$1,100
50-5-51-450-20	Sewer	\$4,818	\$1,241	\$911	\$4,000	\$2,000	\$2,000
50-5-51-450-40	Electric	\$16,005	\$16,384	\$15,710	\$19,280	\$19,280	\$19,280
50-5-51-450-50	Telephone	\$5,027	\$5,929	\$5,166	\$6,350	\$6,475	\$6,350
	<b>RENTALS</b>						
50-5-51-455-10	Vehicle/Equipment Rental	(\$16)	\$0	\$0	\$500	\$500	\$500
	<b>EQUIPMENT</b>						
50-5-51-465-10	Computer Equip./Software Maint./Repairs	\$2,697	\$1,907	\$2,814	\$3,800	\$3,800	\$7,200
50-5-51-465-20	Equipment Purchase/Replacement	\$2,689	\$0	\$34,058	\$2,500	\$2,500	\$2,500
	<b>SIGNS AND TREES</b>						
50-5-51-470-20	Tree Maintenance	\$2,928	\$4,618	\$12,595	\$10,000	\$10,000	\$10,000





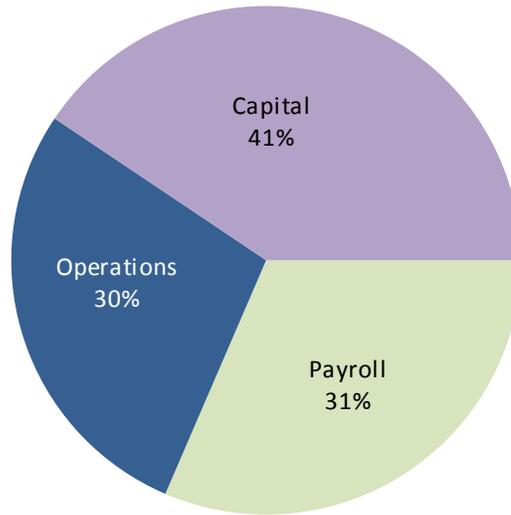
**PARKS & RECREATION DEPARTMENT EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 51**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>MAINTENANCE AND REPAIR</b>						
50-5-51-475-10	Maintenance Supplies	\$11,248	\$10,201	\$14,496	\$17,500	\$17,500	\$17,500
50-5-51-475-31	ADA Compliance	\$7,752	\$7,993	\$7,095	\$8,200	\$8,200	\$8,200
50-5-51-475-43	Maintenance & Repair Vehicles/Parks	\$717	\$408	\$0	\$1,000	\$1,000	\$1,000
	<b>COMMUNITY EVENTS</b>						
50-5-51-490-10	Community Relations	\$32	\$0	\$25	\$500	\$500	\$500
50-5-51-490-21	Fall Festival/Rock n' Run	\$11,047	\$0	\$0	\$0	\$0	\$0
50-5-51-490-22	July 4th Celebration	\$42,750	\$43,669	\$1,102	\$48,000	\$47,900	\$49,000
50-5-51-490-50	Special Events	\$2,390	\$12,090	\$10,252	\$16,850	\$16,850	\$20,850
	<b>SUBTOTAL OPERATIONS</b>	<b>\$165,522</b>	<b>\$144,707</b>	<b>\$141,693</b>	<b>\$197,880</b>	<b>\$189,055</b>	<b>\$203,480</b>
	<b>INFRASTRUCTURE</b>						
20-5-51-475-30	Maintenance & Repair Structure	\$4,945	\$0	\$11,452	\$135,000	\$51,000	\$240,000
50-5-51-480-70	Trail Repair	\$92,463	\$10,000	\$15,682	\$84,000	\$33,000	\$49,500
	<b>EQUIPMENT</b>						
50-5-51-465-20	Equipment Purchase	\$0	\$210,407		\$20,100	\$20,000	\$6,000
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$97,408</b>	<b>\$220,407</b>	<b>\$27,134</b>	<b>\$239,100</b>	<b>\$104,000</b>	<b>\$295,500</b>
<b>PARKS AND RECREATION TOTAL</b>		<b>\$469,670</b>	<b>\$575,258</b>	<b>\$391,324</b>	<b>\$678,890</b>	<b>\$516,295</b>	<b>\$728,160</b>

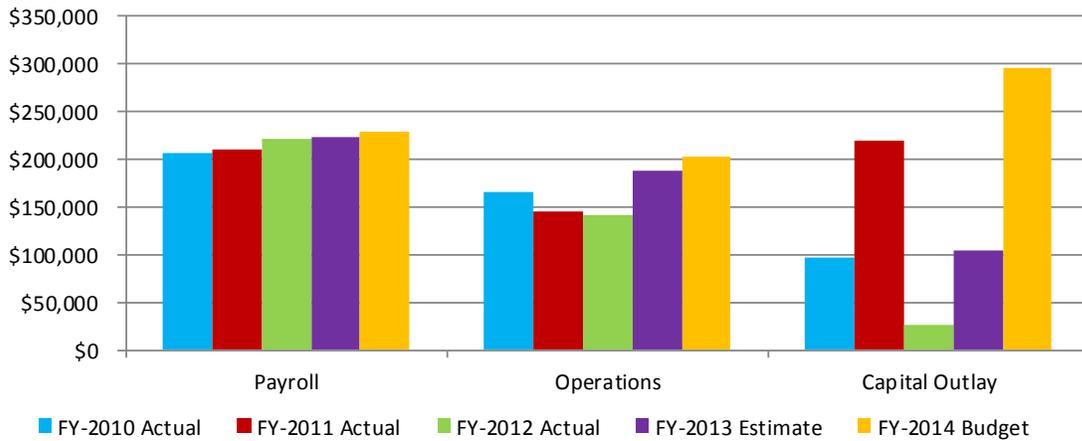




Parks and Recreation Budgeted Expenditures by Type



Total Parks and Recreation Expenditures  
Five Year Trend





# POOL DIVISION

## Mission Statement:

The Pool Division of the Parks and Recreation Department strives to enhance the quality of life for the residents of Ellisville.

## Services:

1. Operate the Pool Complex as a recreational opportunity for the citizens of Ellisville and the neighboring communities.
2. Provide instructional, recreational and competitive opportunities for the youth and adults through special events, lessons and swim team.

### **Pool Performance Measures**

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Estimate</u>	<u>2014</u> <u>Budget</u>
<b>Work Load Indicators</b>					
Total Number of Pre-paid Pool Passes	324**	412**	451**	366**	400
<b>Effectiveness Indicators</b>					
% Increase in # of Pool Passes Issued	-16%	27%	9%	-19%	9%

\*EDGE Aquatic Center opened in 2009

\*\* Includes the number of Family Passes, Individual Passes, Adult +1 and Senior Couple passes. This number does not include Resident Identification key fobs.





**FISCAL YEAR 2014 FINANCIAL OVERVIEW  
POOL DIVISION**

<u>REVENUES, FEES, GRANTS</u>	FY-2012 Actual	FY-2013 Estimate	FY-2014 Budget
1/4 Sales Tax	\$600,849	\$549,500	\$525,000
Pool Income	\$204,180	\$172,000	\$175,000
Pool Concessions	\$45,203	\$34,000	\$35,000
<b>Total Pool Division Revenues</b>	<b>\$850,232</b>	<b>\$755,500</b>	<b>\$735,000</b>
<u>Less: EXPENDITURES</u>			
Payroll Expenses	\$16,424	\$18,310	\$22,610
Operating Expenses	\$227,198	\$236,370	\$292,583
Capital Expenditures	\$420,494	\$419,940	\$419,140
<b>Total Pool Division Expenditures</b>	<b>\$664,116</b>	<b>\$674,620</b>	<b>\$734,333</b>
<b>POOL DIVISION REVENUE (UNDER) OVER EXPENDITURES</b>	<b>\$186,116</b>	<b>\$80,880</b>	<b>\$667</b>





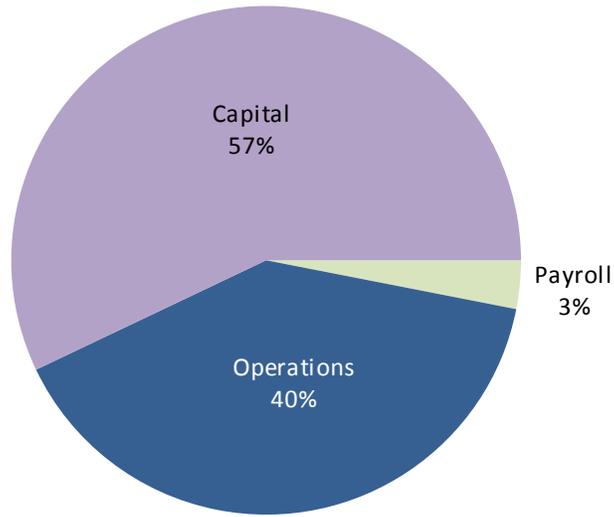
**MUNICIPAL POOL EXPENDITURE SUMMARY**  
**DEPARTMENT NUMBER: 71**

ACCOUNT NUMBER	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED	2013 ESTIMATED	2014 BUDGETED
	<b>SALARIES AND WAGES</b>						
50-5-71-400-20	Wages - Seasonal	\$19,205	\$16,534	\$15,253	\$23,000	\$17,000	\$21,000
50-5-71-400-50	FICA	\$1,469	\$1,265	\$1,171	\$1,760	\$1,310	\$1,610
	<b>SUBTOTAL PAYROLL</b>	<b>\$20,674</b>	<b>\$17,799</b>	<b>\$16,424</b>	<b>\$24,760</b>	<b>\$18,310</b>	<b>\$22,610</b>
	<b>SERVICES</b>						
50-5-71-410-50	Contractual Services	\$140,998	\$144,499	\$153,274	\$172,431	\$162,620	\$175,633
	<b>PERSONNEL DEVELOPMENT</b>						
50-5-71-420-30	Dues and Membership Fees	\$193	\$193	\$193	\$250	\$250	\$250
	<b>SUPPLIES</b>						
50-5-71-430-10	Office Supplies and Expense	\$531	\$1,074	\$1,683	\$3,000	\$2,700	\$1,900
50-5-71-430-20	Program Supplies	\$1,619	\$1,952	\$3,925	\$4,100	\$3,900	\$4,100
50-5-71-430-25	Concession Supplies	\$14,106	\$17,687	\$20,614	\$24,000	\$20,000	\$21,000
50-5-71-430-30	Uniforms	\$185	\$214	\$132	\$400	\$300	\$400
	<b>UTILITIES</b>						
50-5-71-450-10	Water	\$5,831	\$9,954	\$15,269	\$11,000	\$11,000	\$11,000
50-5-71-450-20	Sewer	\$5,492	\$7,875	\$12,412	\$8,000	\$8,000	\$8,000
50-5-71-450-40	Electric	\$12,525	\$13,160	\$13,045	\$19,200	\$15,500	\$16,200
50-5-71-450-50	Telephone	\$550	\$175	\$500	\$700	\$300	\$300
	<b>EQUIPMENT</b>						
50-5-71-465-10	Computer Equip./Software Maint./Repairs	\$1,234	\$1,034	\$2,420	\$1,700	\$1,500	\$3,500
50-5-71-465-20	Equipment Purchase	\$740	\$1,140	\$640	\$5,300	\$4,400	\$5,300
	<b>MAINTENANCE AND REPAIR</b>						
50-5-71-475-10	Maintenance Supplies	\$4,842	\$2,921	\$3,091	\$7,000	\$5,700	\$7,000
50-5-71-475-30	Maintenance & Repair Structure	\$0	\$10,310	\$0	\$2,000	\$200	\$38,000
	<b>SUBTOTAL OPERATIONS</b>	<b>\$188,846</b>	<b>\$212,188</b>	<b>\$227,198</b>	<b>\$259,081</b>	<b>\$236,370</b>	<b>\$292,583</b>
	<b>INFRASTRUCTURE</b>						
45-5-71-475-30	Maint./Repair/Construction Structure	\$0	\$0	\$0	\$0	\$0	\$0
50-5-71-485-10	COP Debt Service-Principal	\$235,000	\$245,000	\$255,000	\$265,000	\$265,000	\$275,000
50-5-71-485-11	COP Debt Service-Interest & Other	\$184,908	\$175,340	\$165,494	\$154,940	\$154,940	\$144,140
	<b>EQUIPMENT</b>						
50-5-71-465-20	Equipment Purchase	\$0	\$0	\$0	\$0	\$0	\$0
	<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>\$419,908</b>	<b>\$420,340</b>	<b>\$420,494</b>	<b>\$419,940</b>	<b>\$419,940</b>	<b>\$419,140</b>
	<b>MUNICIPAL POOL TOTAL</b>	<b>\$629,428</b>	<b>\$650,327</b>	<b>\$664,116</b>	<b>\$703,781</b>	<b>\$674,620</b>	<b>\$734,333</b>

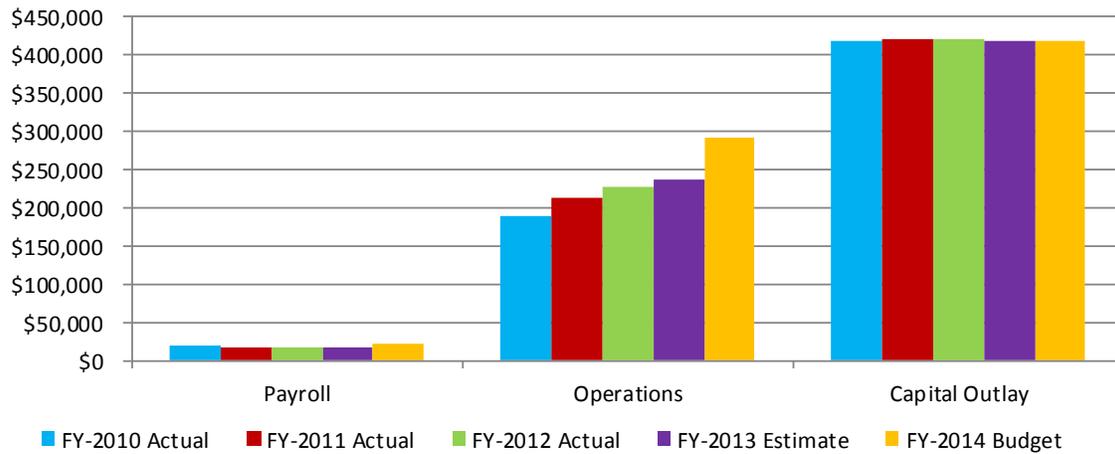




Pool Budgeted Expenditures by Type



Total Pool Expenditures  
Five Year Trend





## **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**

This Program serves as a planning tool for expenditures on large capital projects and equipment as they relate to the City's long term goals. In order to keep the focus on large capital projects and equipment purchases, items are only considered that are budgeted for \$20,000 or more per year. According to the City's Capital Assets Policy, the City uses \$5,000 as the level of capitalization for reporting capital assets. Therefore, the Annual Budget includes current year capital expenditures that have not been included in this section.

Work on the Five Year Capital Improvement Program actually begins the budget cycle for the next budget year. Beginning in June each department reviews its current program. It is updated by adding an additional year and by considering changes to when the expenditures will need to take place, the description of the expenditures, and also update to the estimated costs.

By updating the Program each year before beginning the annual budget process, staff has a clear picture of capital needs when formulating the operating budget requests. While funding for normal operations and services are primary to the Annual Budget, the Five Year Capital Program allows the Staff to frame the operating costs with needed capital requirements. The Five Year Capital Program is a supplemental document that is adjusted throughout the budget process and included in the final budget document.

### ***GENERAL OVERVIEW***

The Five Year Capital Improvement Program is required to cover several categories. As a planning tool it is useful for this plan to include the following:

- A listing of all proposed capital improvements for the next five years
- Justification for the purchase including how it helps achieve long term goals
- Estimated annual cost of ongoing operating and maintenance costs and savings for each proposed capital improvement
- Cost estimates for each proposed capital improvement
- Time Schedule
- Methods of Financing

These categories have been included in the Five Year Capital Improvement Plan in a way that makes the Plan a practical working document. It also includes a description of the existing condition of any item being replaced and the justification for the expenditure.

### ***PROPOSED CAPITAL IMPROVEMENTS***

This section provides a short explanation of the proposed project. If the project has multiple phases or parts which will be done over several years, this section is useful in detailing the parts by planned year.

### ***JUSTIFICATION AND GOALS***

This section provides the reasons why this capital improvement is necessary. It also provides an opportunity to explain how this can help achieve the City's long term goals. While the cost of the project is often considered the most important part, this section is actually the most important part because it explains the "why" for the expenditure.

### ***ONGOING OPERATING AND MAINTENANCE COSTS***

Some new capital expenditures are replacements that will save on maintenance costs. Others will create new items that will require future ongoing costs. Department Heads are still getting used to this consideration since





this is still a relatively new addition to the form. Still ongoing costs are being included with the five year requests.

### ***COST ESTIMATE FOR EACH PROPOSED IMPROVEMENT***

By providing the estimated cost of projects for the next five years, it is possible to plan for these expenditures. This also allows the City the opportunity to combine appropriate projects in grant requests or bond issues.

The Five Year Capital Improvement Project Listing includes annual payments for the 2007 COPs Bonds. These payments will not create any new assets but are shown because they are payments for assets that were built from the bond funds. The size of the debt service payments is significant and it is helpful for all those who use the Five Year Capital Improvement Plan to remember these payments when considering other projects.

### ***TIME SCHEDULES***

The time schedules for the projects included in the current Five Year Capital Expenditure Program are fairly simple. Most of the projects are purchases and the program provides and estimate when this equipment will need to be replaced. Street projects do take time but each one is generally planned for one construction season within one fiscal year.

### ***METHODS OF FINANCING***

Several methods of financing are included in the Five Year Capital Improvement Program. Future bond issues are a possibility if future revenues would support them. Bond issues are generally used for large dollar projects that are to be completed in a specified period of time even if it is more than one fiscal year. Ongoing projects such as street replacement have used other methods of financing.

For the Five Year Capital Improvement Program there are two other non-major methods of financing. Potential new revenue sources could be considered for specific projects. New revenue sources would require a vote of the citizens of the City. The other option is to list the method of financing as undetermined. Since the Five Year Capital Improvement Program is a planning tool, an undetermined method of financing is acceptable but not recommended. An undetermined method of financing recognizes the need for the expenditure and the need for future planning to meet these needs.

The major method of financing is from revenues in excess of operating expenses and fund balance reserves. Following is an explanation of this method of financing by fund.

#### ***General Fund***

The General Fund is not used for capital expenditures; rather, it transfers its projected remaining balances to the Contingency Fund, which in turns transfers money to the Capital Infrastructure Fund and the Capital Equipment Replacement Fund or other appropriate fund for capital purposes.

#### ***Grants***

Grants are a method of stretching limited funds. The City will consider and utilize grants whenever reasonably possible. Grant revenues and expenditures will be shown in the appropriate fund for the capital project.

#### ***Capital Infrastructure Fund***

As the name implies, this fund is for capital infrastructure improvements. The revenue the City receives from the State of Missouri from Gasoline and Motor Vehicle Taxes are allocated to this fund. The new Capital Improvements Sales Tax is also shown as revenue in this fund. This new sales tax is not limited to capital infrastructure and can be transferred to other funds but it is shown in this fund because it is anticipated that the major portion of this new revenue will be used for infrastructure. Based upon infrastructure needs in other years, this fund will utilize its fund reserves and may receive transfers in from the Contingency Reserve Fund.





### ***Capital Equipment Replacement Fund***

This capital expenditure fund does not have a revenue source other than interest on its reserve balance and grants from outside sources. Generally, the major source of revenue is a transfer from the Contingency Reserve Fund.

### ***Bond Project Funds***

Bond issues are a possible revenue source for the largest projects such as City facilities. In the past the City has utilized Certificate of Participation (COPs) bonds. General Obligation (GO) bonds could also be considered. GO bonds normally have a lower interest rate but do require approval by the Ellisville voters.

### ***Stormwater Control Fund***

Capital Funds for stormwater projects are derived through the City's ½ cent sales tax which was approved by Ellisville voters in November 1995. These sales tax monies can be used for stormwater control purposes only.

While the revenues in this fund are for capital improvements they do cover operating expenses such as payroll for employees who are directly working on the capital projects.

### ***Sewer Lateral Repair Program Fund***

The Sewer Lateral Repair Program is a self sustaining fund with revenue from an assessment of \$28 per residential property per year. This is used to pay for repairs to residential sanitary sewer breaks on a first come first served basis. This has been included in the Five Year Capital Improvement Plan because of the dollar amount of the program and so any anticipated over runs of costs to revenues can be addressed in a timely manner. If this becomes a possibility the Council will need to decide whether to modify the program or make a transfer from the Contingency Fund.

### ***Park Fund***

The park fund includes a ¼ cent sales tax that was approved by voters for the construction and operation of a pool complex. This fund may also receive grant funds for capital projects. When necessary for capital projects, funds have been transferred from the Contingency Reserve Fund to cover the need.

## ***GENERAL OVERVIEW OF CAPITAL IMPROVEMENT EXPENDITURES***

The proposed budget for FY-2014 includes capital expenditures of \$2,374,140. Two grants are related to FY-2014 projects which would generate revenue of \$228,000. Future years anticipate capital expenditures between \$2.4M to \$4.1M per year. The proposed amount for FY-2016 exceeds this amount with the consideration of a bond issue for a new City Hall.

The following sections provide summaries in different manners that can be useful when analyzing priorities, responsibilities and possible cash flow.

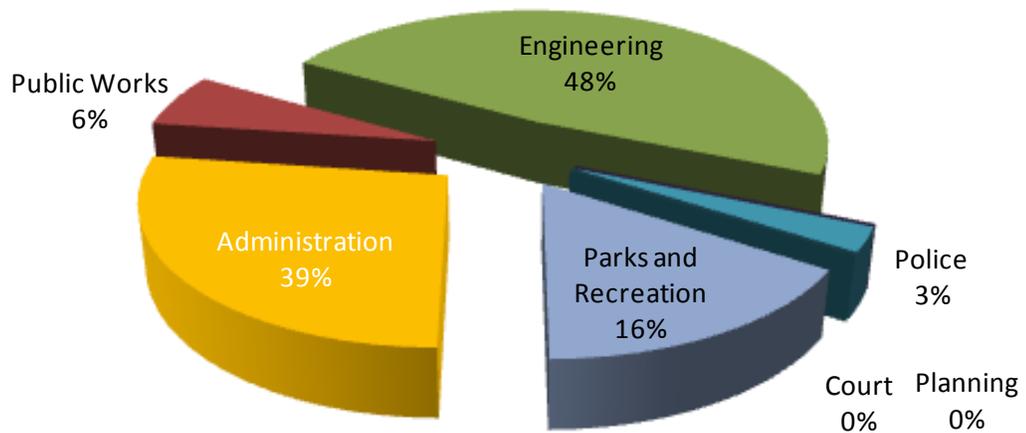
### ***Summary by Department***





<b>Capital Outlay by Department</b>	
<b>2014 - 2018</b>	
Administration	\$ 5,300,000
Public Works	1,202,370
Engineering	9,382,250
Planning	-
Police	537,100
Court	-
Parks and Recreation	3,114,538
<b>Total</b>	<b>\$ 19,536,258</b>

**Five Year Capital Requests by Department**





<b>FIVE YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LISTING BY DEPARTMENT</b>					
<u>Project</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Administration</b>					
Great Streets Initiative	100,000	-	-	-	-
City Hall Building	-	-	5,200,000	-	-
	\$ 100,000	\$ -	\$ 5,200,000	\$ -	\$ -
<b>Public Works</b>					
Trucks	\$ 26,000	\$ 148,000	\$ 175,000	\$ 132,000	\$ 175,000
Mowers	-	-	25,000	27,000	-
Loader/Backhoe	-	90,000	90,000	-	-
Skid-Steer Loader	-	52,000	-	-	-
Chipper	-	-	40,000	-	-
Tub Grinder	-	-	-	200,000	-
Utility Tractor	-	-	-	-	22,370
	\$ 26,000	\$ 290,000	\$ 330,000	\$ 359,000	\$ 197,370
<b>Engineering</b>					
Concrete Streets-- Replacement	\$ 260,000	\$ 691,000	\$ 457,000	\$ 450,000	\$ 480,000
Asphalt Streets-- Overlay	-	14,300	111,000	28,000	48,000
Sidewalk Repairs	15,000	20,000	20,000	25,000	25,000
Crack Sealing	50,000	60,000	65,000	65,000	65,000
Inspection Vehicle	-	26,000	-	-	-
Concrete Street-- Repairs	50,000	65,000	65,000	65,000	70,000
Asphalt Streets-- Maintenance Treatment	-	-	60,000	-	-
Stormwater-Asphalt Streets	930,000	2,157,162	729,794	634,994	830,000
Stormwater-Repairs	100,000	75,000	75,000	75,000	75,000
Sewer Lateral Repairs	70,000	70,000	70,000	70,000	70,000
	\$ 1,475,000	\$ 3,178,462	\$ 1,652,794	\$ 1,412,994	\$ 1,663,000
<b>Police</b>					
Police Vehicles	\$ -	\$ 67,900	\$ 69,950	\$ 72,050	\$ 74,200
Station Carports	-	-	37,000	-	-
Station Update	-	30,000	-	-	-
Station Door Code Entry	-	80,000	-	-	-
Motorcycle Replacement	-	-	20,000	-	-
Handguns	21,000	-	-	-	-
Automatic Number Plate Recognition (ANPR)	-	-	-	65,000	-
	\$ 21,000	\$ 177,900	\$ 126,950	\$ 137,050	\$ 74,200
<b>Parks and Recreation</b>					
2007 Pool COPS Debt Service	\$ 419,140	\$ 422,768	\$ 420,670	\$ 417,935	\$ 421,025
Trail Update & Renovation	60,000	60,000	28,000	28,000	-
Park Building Maintenance	33,000	55,000	20,000	-	-
Park Equipment	-	32,000	-	-	-
Playground Replacement	-	70,000	60,000	50,000	80,000
Park Vehicle	-	27,000	-	-	-
Park Restrooms	240,000	-	-	-	-
Picnic Shelters	-	-	60,000	60,000	50,000
	\$ 752,140	\$ 666,768	\$ 588,670	\$ 555,935	\$ 551,025
<b>Grand Total</b>	<b>\$ 2,374,140</b>	<b>\$ 4,313,130</b>	<b>\$ 7,898,414</b>	<b>\$ 2,464,979</b>	<b>\$ 2,485,595</b>

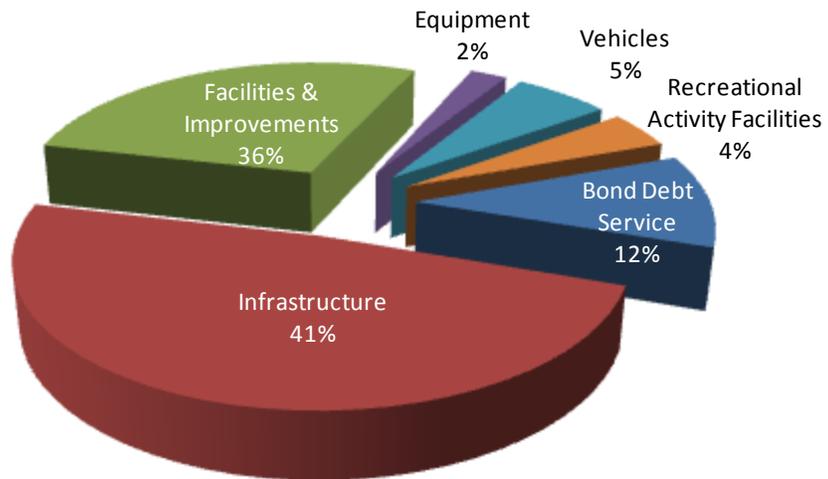




*Summary by Category*

<b>Capital Outlay by Category</b>	
<b>2014 - 2018</b>	
Bond Debt Service	\$ 2,101,538
Infrastructure	\$ 9,456,250
Facilities & Improvements	\$ 5,455,000
Equipment	\$ 462,000
Vehicles	\$ 1,215,470
Recreational Activity Facilities	\$ 846,000
<b>Total</b>	<b>\$ 19,536,258</b>

**Five Year Capital Request by Category**





<b>FIVE YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LISTING BY CATEGORY</b>					
<u>Project</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Bond Debt Service</b>					
2007 Pool COPS Debt Service	419,140	422,768	420,670	417,935	421,025
	\$ 419,140	\$ 422,768	\$ 420,670	\$ 417,935	\$ 421,025
<b>Infrastructure</b>					
Great Streets Initiative	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Concrete Street-- Repairs	50,000	65,000	65,000	65,000	70,000
Concrete Streets-- Replacement	260,000	691,000	457,000	450,000	480,000
Asphalt Streets-- Overlay	-	14,300	111,000	28,000	48,000
Asphalt Streets-- Maintenance Treatment	-	-	60,000	-	-
Sidewalk Repairs	15,000	20,000	20,000	25,000	25,000
Crack Sealing	50,000	60,000	65,000	65,000	65,000
Stormwater-Asphalt Streets	930,000	2,157,162	729,794	634,994	830,000
Stormwater-Repairs	100,000	75,000	75,000	75,000	75,000
Sewer Lateral Repairs	70,000	70,000	70,000	70,000	70,000
	\$ 1,575,000	\$ 3,152,462	\$ 1,652,794	\$ 1,412,994	\$ 1,663,000
<b>Facilities &amp; Improvements</b>					
Station Carports	\$ -	\$ -	\$ 37,000	\$ -	\$ -
Station Update	-	30,000	-	-	-
Station Door Code Entry	-	80,000	-	-	-
City Hall Building	-	-	5,200,000	-	-
Park Building Maintenance	33,000	55,000	20,000	-	-
	\$ 33,000	\$ 165,000	\$ 5,257,000	\$ -	\$ -
<b>Equipment</b>					
Chipper	-	-	40,000	-	-
Tub Grinder	-	-	-	200,000	-
Skid-Steer Loader	-	52,000	-	-	-
Mowers	-	-	25,000	27,000	-
Handguns	21,000	-	-	-	-
Automatic Number Plate Recognition (ANPR)	-	-	-	65,000	-
Park Equipment	-	32,000	-	-	-
	\$ 21,000	\$ 84,000	\$ 65,000	\$ 292,000	\$ -
<b>Vehicles</b>					
Trucks	\$ 26,000	\$ 148,000	\$ 175,000	\$ 132,000	\$ 175,000
Utility Tractor	-	-	-	-	22,370
Loader/Backhoe	-	90,000	90,000	-	-
Inspection Vehicle	-	26,000	-	-	-
Police Vehicles	-	67,900	69,950	72,050	74,200
Motorcycle Replacement	-	-	20,000	-	-
Park Vehicle	-	27,000	-	-	-
	\$ 26,000	\$ 358,900	\$ 354,950	\$ 204,050	\$ 271,570
<b>Recreational Activity Facilities</b>					
Trail Update & Renovation	\$ 60,000	\$ 60,000	\$ 28,000	\$ 28,000	\$ -
Playground Replacement	-	70,000	60,000	50,000	80,000
Picnic Shelters	-	-	60,000	60,000	50,000
Park Restrooms	240,000	-	-	-	-
	\$ 300,000	\$ 130,000	\$ 148,000	\$ 138,000	\$ 130,000
Grand Total	\$ 2,374,140	\$ 4,313,130	\$ 7,898,414	\$ 2,464,979	\$ 2,485,595





# CITY OF ELLISVILLE

## CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – CITY HALL

**Description:**

A new City Hall.

**Justification & Goals:**

- ❖ The core of the current City Hall is a residential home and one car garage from the 1950s. While well maintained the current facility does have problems with energy efficiency, outdated heating, cooling, electric & communications systems.
- ❖ By providing a meeting space with more space for the public and the ability to better present ideas for review and with an office that can be designed around the needs of the citizens of Ellisville, this will also address the City’s long term goal to increase the levels of customer service.
- ❖ This helps meet the City’s long term goal to expand municipal facilities.
- ❖ There is no practical way to make the current facility fully accessible for employees or the public with physical disabilities
- ❖ With 1950s residential construction, conversion to a more efficient open office environment is not possible.



**Operating Impact/(Savings):**

This cannot be determined without a needs assessment and input from and discussions with the citizens of Ellisville.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance				(\$3,000)	(\$3,000)
Utilities				\$1,000	\$1,000
Total/Net				(\$2,000)	(\$2,000)

**Funding Schedule:**

This cannot be determined without a needs assessment and input from and discussion with the citizens of Ellisville. The amount listed is only a starting point for discussions. The amount shown is considered a maximum amount.

2014	2015	2016	2017	2018
		\$5,200,000		

**Funding Source: Available Funds**

This project would be funded from a Bond Issue.





# CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – GREAT STREETS INITIATIVE

**Description:**

The three cities of west county which are a part of the Manchester Rd. corridor have re-imagined this highway and will work together during the next thirty years to transform this area.

This will include uniformity of traffic light standards, illuminated street signs, pedestrian friendly walkways, boulevard style amenities and modern town center areas.

This will also include commonality of business licensing and permitting to allow businesses to move into the area more easily.



**Justification & Goals:**

- ❖ Transforming the Manchester corridor from an auto-dominated highway to a great street will enhance our sense of community.
- ❖ This project will result in a vibrant and economically superior town center for the City of Ellisville.
- ❖ The East West Gateway Council of Governments for all of the St. Louis metropolitan area has indicated that matching grants will be available to help implement the plan.

**Operating Impact/(Savings):**

Manchester Road (Hwy 100) is a State road and some of the improvements may become State property. Bus stops may become property of Metro, the St. Louis area’s busing and subway provider. The costs shown below are the anticipated costs of maintenance to keep the improvements up to the necessary standards to be effective.

Operating Impact Category	2014	2015	2016	2017	2018
Labor		\$550	\$600	\$700	\$700
Maintenance Supplies		\$500	\$700	\$700	\$700
Grant	(\$262,800)				
Total/Net	(\$262,800)	\$1,000	\$1,300	\$1,400	\$1,400

**Funding Schedule:**

While this is a 30 year project, the City of Ellisville wants to demonstrate its intentions by including several projects in the budget for FY-2012. These projects may not be completed during FY-2011, but by making the financial commitment the City can show they are prepared when grant funds become available. Other projects have not been identified at this time. They will be added to future years when a more complete schedule is prepared.

2014	2015	2016	2017	2018
\$328,500	\$0	\$0	\$0	\$0

**Funding Source: Available Funds**

This project was appropriated in FY-2012. The amount unspent through FY-2013 will be carried forward.





**CITY OF ELLISVILLE  
CAPITAL PROJECTS REQUEST**

DEPARTMENT – PUBLIC WORKS

PROJECT – TRUCKS

**Description:**

- Various models
- FY 2014 – ¾ Ton Pickup Truck (\$26,000) – 256/2002
- FY 2015 – 1.5 Ton Dump Truck (\$50,000)-249/ 2000
- FY 2015 – 1.5 Ton Dump Truck (\$60,000)-257/ 2003
- FY 2015 – ¾ Ton Crew Cab (\$38,000)-258/ 2003
- FY 2016 – 1.5 Ton Dump Truck (\$60,000)-259/ 2004
- FY 2016 – 2.5 Ton Dump (\$115,000)-260/ 2005
- FY 2017 – F-150 Pickup (\$25,000)-261/ 2003
- FY 2017 – Chevy Pickup (\$25,000)-409/ 2003
- FY 2017 – Aerial Lift Truck (\$82,000) – 252/ 2000
- FY 2018 – 1 Ton Dump (\$60,000)-262/ 2007
- FY 2018 – 1.5 Ton Dump (\$60,000)-263/ 2008
- FY 2018 – ¾ Ton 4x4 Truck (\$35,000) – 266/ 2008
- FY 2018 – Escape (\$20,000) – 105/ 2007



**Justification & Goals:**

- ❖ These vehicles currently exhibit high maintenance costs. On many of the vehicles there is a great deal of rust present.
- ❖ The maintenance costs of these vehicles will continue to increase each year.
- ❖ The vehicles are no longer consistently reliable. New vehicles will facilitate productivity and the level of public service to the citizens of Ellisville.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, (iv) enhancing municipal facilities; and (v) improving traffic safety. The City is acting on all objectives simultaneously with these purchases.

**Operating Impact/(Savings):**

A savings in operating expenses is anticipated initially because repairs to the old trucks will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance	(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)
Total/Net	(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)

**Funding Schedule:**

2014	2015	2016	2017	2018
\$26,000	\$148,000	\$175,000	\$132,000	\$175,000

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – Mowers

**Description:**

FY 2014 - Zero Turn Mower-Lazer (\$9,607)/2000  
 FY 2016 – X-Mark Diesel Lazer Mower (\$25,000)/2004  
 FY 2017 – 1445 John Deere 4x4 o/f mower (\$27,000)/2003



**Justification & Goals:**

- ❖ The equipment requires constant maintenance on motor and spindle shafts.
- ❖ The mowers' age coupled with their consistent use generate high maintenance costs.
- ❖ The acquisition of new mowers would decrease service costs.
- ❖ New units would provide greater reliability and safety to its operators.
- ❖ The new mowers would improve the quality of service.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, and (iv) enhancing municipal facilities. The City is acting on all objectives simultaneously with this purchase

**Operating Impact/(Savings):**

A savings in operating expenses is anticipated initially because repairs to the old mowers will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance		(\$500)	(\$4,500)	(\$8,500)	(\$9,000)
<b>Total/Net</b>		(\$500)	(\$4,500)	(\$8,500)	(\$9,000)

2014	2015	2016	2017	2018
\$0	\$9,607	\$25,000	\$27,000	\$0

**Funding Schedule:**

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





**CITY OF ELLISVILLE  
CAPITAL PROJECTS REQUEST**

DEPARTMENT – PUBLIC WORKS

PROJECT – LOADER/BACKHOE

**Description:**

FY 2015 – John Deere 310 Backhoe (\$90,000)/2000  
 FY 2016 – John Deere 410 Backhoe (\$90,000)/2005



**Justification & Goals:**

- ❖ This unit will replace our current 2000 model. The loader is in generally poor condition and therefore requires constant maintenance.
- ❖ Service costs will decrease with the purchase of a new unit.
- ❖ It will provide staff with a reliable and secure piece of equipment.
- ❖ The new loader will improve efficiency and productivity.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, (iv) enhancing municipal facilities; and (v) improving traffic safety. The City is acting on all objectives simultaneously with this purchase.

**Operating Impact/(Savings):**

A savings in operating expenses is anticipated initially because repairs to the old backhoe will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance		(\$3,000)	(\$6,000)	(\$6,000)	(\$8,000)
Total/Net		(\$3,000)	(\$6,000)	(\$6,000)	(\$8,000)

**Funding Schedule:**

2014	2015	2016	2017	2018
	\$90,000	\$90,000		

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – SKID-STEER LOADER

**Description:**

Skid Steer Loaders  
FY 2015 - Replace loader # S-185 /T650 (\$52,000)/2003



**Justification & Goals:**

- ❖ The current skid loader is in relatively poor condition. The department is in need of upgraded equipment.
- ❖ Due to age and usage the skid loader will be in poor condition by the requested time for replacement.
- ❖ New loaders will provide staff with safe and reliable equipment.
- ❖ The maintenance costs for the current loader will increase with each year due to its age and high volume of use.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, (iv) enhancing municipal facilities; and (v) improving traffic safety. The City is acting on all objectives simultaneously with these purchases.

**Operating Impact/(Savings):**

A savings in operating expenses is anticipated initially because repairs to the old skid steers will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance		(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)
Total/Net		(\$1,500)	(\$1,500)	(\$1,500)	(\$1,500)

**Funding Schedule:**

2014	2015	2016	2017	2018
	\$52,000			

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





**CITY OF ELLISVILLE  
CAPITAL PROJECTS REQUEST**

DEPARTMENT – PUBLIC WORKS

PROJECT – CHIPPER

**Description:**

FY 2015 – Vermeer 1230 chipper (\$40,000)/1999  
 FY 2017 – Vermeer 1400 chipper (\$40,000)/2005



**Justification & Goals:**

- ❖ The current unit is a 1999 model that requires high maintenance costs.
- ❖ The new chipper will be an upgrade from the current model. The new unit, among other things, possesses new safety features.
- ❖ Staff needs a reliable and safe unit to operate.
- ❖ With high volume of use, the maintenance costs of the current chipper will continue to increase each year.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service and (iv) enhancing municipal facilities. The City is acting on all objectives simultaneously with this purchase.

**Operating Impact/(Savings):**

A savings in operating expenses is anticipated initially because repairs to the older model chipper will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance		(\$500)	(\$700)	(\$1,200)	(\$1,500)
Total/Net		(\$500)	(\$700)	(\$1,200)	(\$1,500)

**Funding Schedule:**

2014	2015	2016	2017	2018
\$0	\$40,000	\$0	\$40,000	\$0

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – TUB GRINDER

**Description:**

FY 2017– tubgrinder (\$200,000)/2001

**Justification & Goals:**

- ❖ The existing unit is a 2001 model DuraTech tub grinder with a 9 foot hopper. It has had heavy wear on its moving parts. The cost of repairs has become increasingly expensive.
- ❖ A tub grinder saves time when collecting and disposing of brush.
- ❖ Service costs are decreased with the acquisition of a new tub grinder.
- ❖ There is greater security and reliability for its operators.
- ❖ It facilitates the work by staff creating greater efficiency and productivity.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service and (iv) enhancing municipal facilities. The City is acting on all objectives simultaneously with this purchase.



**Operating Impact/(Savings):**

A savings in operating expenses is anticipated initially because repairs to the old tub grinder will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance				(\$10,000)	(\$10,000)
Total/Net				(\$10,000)	(\$10,000)

**Funding Schedule:**

2014	2015	2016	2017	2018
			\$200,000	

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





**CITY OF ELLISVILLE  
CAPITAL PROJECTS REQUEST**

DEPARTMENT – PUBLIC WORKS

PROJECT – UTILITY TRACTOR

**Description:**

FY 2018 - 1976 Utility Tractor



**Justification & Goals:**

- ❖ The utility tractor is 27 years old and exhibits high maintenance costs.
- ❖ A new utility tractor will decrease maintenance costs.
- ❖ A new utility tractor would also provide greater reliability and safety for its operators.
- ❖ The acquisition of this item will facilitate efficiency and productivity, therefore, providing a higher quality of public service.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service and (iv) enhancing municipal facilities. The City is acting on all objectives simultaneously with this purchase.

**Operating Impact/(Savings):**

A savings in operating expenses is anticipated initially because repairs to the old utility tractor will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance					(\$1,500)
Total/Net					(\$1,500)

**Funding Schedule:**

2014	2015	2016	2017	2018
				\$22,370

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





# CITY OF ELLISVILLE

## CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – CONCRETE STREETS - REPLACEMENT

**Description:**

Removal of existing concrete streets and subgrade with the installation of new full depth concrete pavement. May also include replacement of individual slabs. Pavements range in overall age from 25 to 40 years.

- FY 2014 Pheasant Ridge Dr., patches of Clayton Oaks Dr.
- FY-2015 Vega Dr., Froesel (west of Vega Dr.) (20%)
- FY 2015 West Field Dr. (70%), Clayton Trails Dr. (50%), Clayton Oaks Dr. (10%)
- FY 2016 Carmel Wood Dr., Greiner Ct. (spot repairs)
- FY 2017 Carol Ln., Palm Bay Dr. (25%),
- FY 2018 Bridge Creek Trail, Barbara Ann Ln. (west of Reinke)



**Justification & Goals:**

- ❖ Streets are considered for replacement when the pavement has reached its full life cycle and requires complete replacement.
- ❖ This work would decrease maintenance costs.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, and (v) improving traffic safety. The City is acting on all objectives simultaneously with these improvements.

**Operating Impact/(Savings):**

Initially an operating savings is anticipated as annual pothole filing/crack sealing will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance	(\$5,000)	(\$15,000)	(\$25,000)	(\$35,000)	(\$45,000)
Total/Net	\$(5,000)	(\$15,000)	(\$25,000)	(\$35,000)	(\$45,000)

**Funding Schedule:**

2014	2015	2016	2017	2018
\$260,000	\$691,000	\$457,000	\$450,000	\$480,000

**Funding Source: Available Funds**

This project would be funded from the ½ cent Capital Sales Tax.





# CITY OF ELLISVILLE

## CAPITAL PROJECTS REQUEST

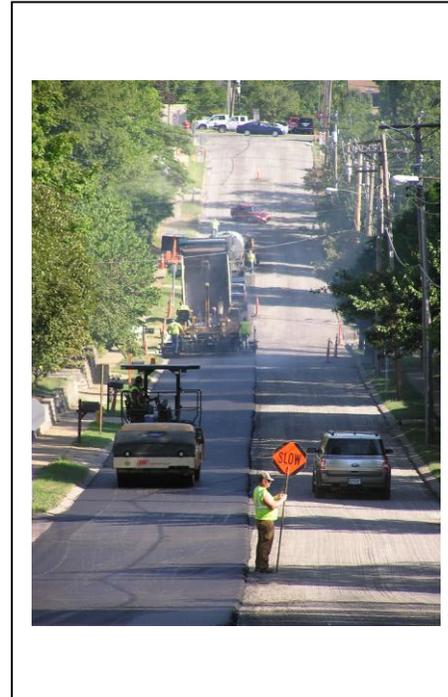
DEPARTMENT – ENGINEERING

PROJECT – ASPHALT STREETS - OVERLAY

**Description:**

The asphalt overlay of existing asphalt streets that are in structural condition though the driving surface has signs Along with the driving pavement minor gutter and repairs are included.

- FY 2014
- FY 2015 Hutchinson Road (design)
- FY 2016 Hutchinson Road (repair 20 year old roadway)
- FY 2017 Lafayette Ct. (roadway age, 23 years)
- FY 2018 Bentshire Ct. (roadway age, 18 years)



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driving

current

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**Justification & Goals:**

- ❖ The existing streets have reached the end of their surface lifespan.
- ❖ Improvements to the streets enhance public safety.
- ❖ This construction would decrease maintenance costs.
- ❖ The City's long-range objectives include (i) preserving levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing customer service, and (v) improving traffic safety. acting on all objectives simultaneously with these improvements.

**Operating Impact/(Savings):**

Initially an operating savings is anticipated as annual pothole filling/crack sealing and as needed concrete repairs will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Potholes/Crack Sealing			(\$8,000)	(\$500)	(\$500)
Gutter and Approach Repairs			(\$10,000)		
Total/Net			(\$18,000)	(\$500)	(\$500)

2014	2015	2016	2017	2018
\$0	\$14,300	\$111,000	\$28,000	\$48,000

**Funding Schedule:**

**Funding Source: Available Funds**





This project would be funded from the ½ cent Capital Sales Tax.  
 The 2015 and 2016 projected funding for Hutchinson Road is a 20% match to 80% or \$497,000 in federal funds.

## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – SIDEWALK REPAIRS

**Description:**

Make necessary repairs to hazardous sections of pedestrian walkways throughout the City on an as needed basis.



**Justification & Goals:**

- ❖ By definition, the existing sidewalks are hazardous and are in need of repair.
- ❖ Failure to make repairs may create unsafe conditions, which may result in public injury.
- ❖ Sidewalk repairs improve the public service offered to the public within the City.
- ❖ Such work reflects positively upon the image of the City.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, and (iii) increasing the levels of customer service. The City is acting on all objectives simultaneously with these improvements.

**Operating Impact/(Savings):**

Initially an operating savings will be reflected in reduced concrete grinding of sidewalks. As time passes, some maintenance will be needed. With the repair of pedestrian hazards the risk of injuries and litigation is reduced.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance	(\$400)	(\$400)	(\$400)	(\$400)	(\$400)
Total/Net	(\$400)	(\$400)	(\$400)	(\$400)	(\$400)

2014	2015	2016	2017	2018
\$15,000	\$20,000	\$20,000	\$25,000	\$25,000

**Funding Schedule:**

**Funding Source: Available Funds**





This project would be funded from the ½ cent Capital Sales Tax.

## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – CRACK SEALING

**Description:**

Crack cleaning and sealing of concrete and asphalt pavements throughout the City.



**Justification & Goals:**

- ❖ It is important that consistent maintenance is completed on pavements to ensure their safety and extend continued performance.
- ❖ Sealing of existing street joints will prevent the deterioration of pavements before the useful life is reached.
- ❖ To reduce required funding for full replacement of streets.
- ❖ Service costs will decrease with the application of this practice on a 3 to 5 year rotation.
- ❖ Continued crack sealing will provide a higher quality of public service to the residents.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, and (v) improving traffic safety. The City is acting on all objectives simultaneously with these improvements.

**Operating Impact/(Savings):**

No impact is anticipated in the operating budget by completing the crack sealing program. Should the City not provide this maintenance street pavement will require replacement reflected as an increase in capital expense.

Operating Impact Category	2014	2015	2016	2017	2018
Total/Net					

**Funding Schedule:**

2014	2015	2016	2017	2018
\$50,000	\$60,000	\$65,000	\$65,000	\$65,000

**Funding Source: Available Funds**

This project would be funded from the ½ cent Capital Sales Tax.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – CONCRETE STREET - REPAIRS

**Description:**

Concrete Street Repair – Repair of streets showing signs of early surface deterioration but retaining the pavements structural integrity.

**Justification & Goals:**

- ❖ Improvements to streets enhance public safety.
- ❖ Extend the pavements life thus eliminating the need for early replacement of complete pavement sections reducing capital outlays.
- ❖ Maintaining a positive curb appearance of neighborhoods.



**Operating Impact/(Savings):**

A savings in operating expenses is anticipated with a reduction in random patching of joints and potholes. Pavement repaired will require complete replacement in later years.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance	(\$3,000)	(\$4,000)	(\$4,000)	(\$4,000)	(\$4,000)
Total/Net	(\$3,000)	(\$4,000)	(\$4,000)	(\$4,000)	(\$4,000)

**Funding Schedule:**

2014	2015	2016	2017	2018
\$50,000	\$65,000	\$65,000	\$65,000	\$70,000

**Funding Source: Available Funds**

This project would be funded from the ½ cent Capital Sales Tax.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – ASPHALT STREETS – MAINTENANCE TREATMENT

**Description:**

Maintenance management of existing asphalt streets showing signs of early fatigue to extend their service life with this ½ inch treatment. This is an ultrathin bonded wearing course known as Novachip.

FY 2014  
 FY 2015  
 FY 2016       Field Ave.  
 FY 2017  
 FY 2018



**Justification & Goals:**

- ❖ Streets selected would normally be between 10 and 15 years old with a need for minor stabilization to extend their service life.
- ❖ Maintenance treatments help maintain economic stability within a neighborhood and enhance public safety.
- ❖ This maintenance treatment would decrease additional maintenance costs.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, and (v) improving traffic safety. The City is acting on all objectives simultaneously with these improvements.

**Operating Impact/(Savings):**

Initially an operating savings is anticipated as annual pothole filling/crack sealing will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Potholes/Crack Sealing			(\$2,000)		
Total/Net			(\$2,000)		

**Funding Schedule:**

2014	2015	2016	2017	2018
\$0	\$0	\$60,000	\$0	\$0

**Funding Source: Available Funds**

This project would be funded from the ½ cent Capital Sales Tax.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – SEWER LATERAL REPAIRS

**Description:**

To cover the cost of repairing a defective residential sewer laterals. Residential sewer laterals run from the foundation of a house to the public sewer main.



**Justification & Goals:**

- ❖ Sewer laterals are deteriorating due to age and clay pipe construction in older areas of the City. This causes damage to property and sewer line backups into homes.
- ❖ Reduce property damage.
- ❖ Eliminate health threats due to sewage leaks and backups.
- ❖ Reduce EPA violations.
- ❖ To comply with the Sewer Lateral Program approved by the voters in Ellisville.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, and (iii) increasing the levels of customer service. The City is acting on all objectives simultaneously with these improvements.

**Operating Impact/(Savings):**

The impact to the operating budget is for the professional services to review, design and inspect the sewer lateral replacement projects.

Operating Impact Category	2014	2015	2016	2017	2018
Professional Services	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Total/Net</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>

**Funding Schedule:**

2014	2015	2016	2017	2018
\$70,000	\$70,000	\$70,000	\$70,000	\$70,000

**Funding Source: Available Funds**

This project would be funded from the Sewer Lateral Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – INSPECTION VEHICLE

**Description:**

A four wheel drive midsize pickup or utility vehicle is preferred for the building official’s needs.



**Justification & Goals:**

- ❖ The current vehicle is 11 years old. It is in need of continued maintenance.
- ❖ Older vehicles are subject to higher fuel and maintenance costs and present an increased safety risk to driver and public.
- ❖ The acquisition of a new vehicle provides greater reliability and safety to staff.
- ❖ There will be a decrease I service costs with the purchase of a new vehicle.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, and (iii) increasing the levels of customer service. The City is acting on all objectives simultaneously with this purchase.

**Operating Impact/(Savings):**

Initially an operating savings is anticipated because repairs to the old truck will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance	(\$1,500)	(\$0)	(\$200)	(\$200)	(\$200)
Total/Net	(\$1,500)	(\$0)	(\$200)	(\$200)	(\$200)

**Funding Schedule:**

2014	2015	2016	2017	2018
\$0	\$26,000	\$0	\$0	\$0

**Funding Source: Available Funds**

This project would be funded from the Sewer Lateral Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – **STORMWATER**

PROJECT – **REMOVE AND REPLACE ASPHALT STREETS**

**Description:**

Remove existing streets, lower or raise as needed, add storm sewers as needed and replace with new concrete gutters with full depth asphalt pavement to improve stormwater collection.



- 2014 Salem Way \$600,000
- 2014 Froesel Drive (Vega to Hutchinson) \$300,000
- 2014 Ridge Road (right turn lane at Old State) \$30,000
- 2015 Pierside Avenue Extension \$565,000
- 2015 Froesel Drive (Hutchinson Rd. to Clarkson) \$1,592,162
- 2016 Wolff Lane \$729,794
- 2017 Henry Avenue \$633,994
- 2018 Devore Drive \$830,000

**Justification & Goals:**

- ❖ The streets identified above are in need of comprehensive upgrades.
- ❖ These projects will allow streets to be constructed complete with curbs, gutters, catch basins and proper grades to prevent future stormwater problems such as flooding and erosion resulting in property damage.
- ❖ The City's long-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, and (v) improving traffic safety. The City is acting on all objectives simultaneously with these improvements.

**Operating Impact/(Savings):**

Initially an operating savings is anticipated as annual pothole filling/crack sealing will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Potholes/Erosion control	(\$3,000)	(\$3,000)	(\$2,500)	(\$2,000)	(\$2,000)
<b>Total/Net</b>	<b>(\$3,000)</b>	<b>(\$3,000)</b>	<b>(\$2,500)</b>	<b>(\$2,000)</b>	<b>(\$2,000)</b>

**Funding Schedule:**

2014	2015	2016	2017	2018
\$930,000	\$2,157,162	\$729,794	\$633,994	\$830,000

**Funding Source: Available Funds**

This project would be funded from the Stormwater Control Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – **STORMWATER**

PROJECT – **STORMWATER REPAIRS**

**Description:**

Make emergency repairs on an as needed basis to existing storm facilities within the City.

**Justification & Goals:**

- ❖ Due to the nature of this type of emergency expenditure, the existing condition will always be broken.
- ❖ Stormwater repairs are made in order to ensure the safety and welfare of City residents.
- ❖ Repairs also retain the integrity of the existing storm line network.
- ❖ The City's broad-range objectives include (i) preserving current levels of City service, (ii) addressing capital improvement needs and infrastructure, (iii) increasing the levels of customer service, and (v) improving traffic safety. The City is acting on all objectives simultaneously with these improvements.
- ❖ In 2014 an additional emergency repair identified in late 2013 will require a one year increase of \$25,000.



**Operating Impact/(Savings):**

Initially an operating savings is anticipated because annual erosion repairs will not be necessary. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Erosion Repairs	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)
<b>Total/Net</b>	<b>(\$3,000)</b>	<b>(\$3,000)</b>	<b>(\$3,000)</b>	<b>(\$3,000)</b>	<b>(\$3,000)</b>

**Funding Schedule:**

2014	2015	2016	2017	2018
\$100,000	\$75,000	\$75,000	\$75,000	\$75,000

**Funding Source: Available Funds**

This project would be funded from the Stormwater Control Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – POLICE

PROJECT – VEHICLE REPLACEMENT

**Description:**

New police vehicles to provide high quality service and visibility to the Ellisville community.

Replacement vehicles are needed each year.

FY 2014 two patrol vehicles

FY 2015 two patrol vehicles

FY 2016 two patrol vehicles

FY 2017 two patrol vehicles

FY 2018 two patrol vehicles



**Justification & Goals:**

- ❖ Dependability and reliability are crucial factors for effective *patrol*, response and investigation.
- ❖ Dependability and reliability are crucial factors for proper response to incidents requiring *detective intervention*.
- ❖ It is necessary to replace these vehicles as scheduled in order to provide for safe operation and to ensure greater employee and public safety.
- ❖ Replacing vehicles on an extended rotating basis while providing the vehicles with regular preventive maintenance, levels total capital expenditures over time.

**Operating Impact/ (Savings):**

Due to their usage, patrol vehicles reach high mileage status in a relatively short period of time and the hours on the engine are even higher. Once out of the warranty period there are increased service costs. However, due to budget constraints, every effort is made to prolong the life of each police vehicle by providing the best of maintenance care by a minimal increase in the maintenance budget which allows reduction in the overall costs of purchasing new vehicles. It should be noted that this is not at the expense of the operation of inferior or defective equipment.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance		(\$2,500)	(\$2,500)	(\$2,500)	(\$2,500)
Gasoline					
Total/Net					

**Funding Schedule:**

2014	2015	2016	2017	2018
\$0	\$67,900	\$69,950	\$72,050	\$74,200

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





**CITY OF ELLISVILLE  
CAPITAL PROJECTS REQUEST**

DEPARTMENT –POLICE

PROJECT – STATION CARPORTS

**Description:**

Patrol Vehicle Carport.

**Justification & Goals:**

- ❖ Carports can protect the police vehicles from hail, winter ice storms, direct sunlight and other types of inclement weather saving on repair from damage.
- ❖ A carport would also help protect important electronic equipment contained within the vehicles from the hot summer sun.



**Operating Impact/ (Savings):**

Potential savings from costs associated with possible damage to vehicles caused by inclement weather would be impossible to determine, as well as the year this might occur, if at all. However, this is a proactive measure.

Operating Impact Category	2014	2015	2016	2017	2018
Total/Net					

**Funding Schedule:**

2014	2015	2016	2017	2018
		\$37,000		

**Funding Source: Available Funds**

This project would be funded from the Capital Infrastructure Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – POLICE

PROJECT – STATION UPDATE

**Description:**

Station painting and new carpet are needed.

**Justification & Goals:**

- ❖ The facility is showing wear and tear.
- ❖ The police station was built in 1994 and has not had many improvements inside or outside.
- ❖ The carpet needs replacing and the walls need painting.
- ❖ The inner entry doors in the police station need to be replaced for security and safety for office personnel and officers, thereby preventing unauthorized entry.



**Operating Impact/ (Savings):**

No operating impact is anticipated for the project.

Operating Impact Category	2014	2015	2016	2017	2018
Total/Net					

**Funding Schedule:**

2014	2015	2016	2017	2018
	\$30,000			

**Funding Source: Available Funds**

This project would be funded from the Capital Infrastructure Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – POLICE

PROJECT – STATION DOOR CODE ENTRY REPLACEMENT

**Description:**

Replacement of the existing door code system for the police station is needed.



**Justification & Goals:**

- ❖ The door code system currently being used is the original system installed in 1994 when the police station was built. The system is outdated and requires frequent repairs and is unreliable (door not securing properly.)
- ❖ Needed to maintain security of the Police Station for employees and citizens.
- ❖ Needed to maintain integrity of the contents for the police station.
- ❖ Past events dictate additional security in municipal facilities.

**Operating Impact/ (Savings):**

No operating impact is anticipated for this project.

Operating Impact Category	2014	2015	2016	2017	2018
Total/Net					

**Funding Schedule:**

2014	2015	2016	2017	2018
	\$80,000			

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – POLICE

PROJECT – MOTORCYCLE REPLACEMENT

**Description:**

Police Motorcycle with lights and siren.



**Justification & Goals:**

- ❖ The current police motorcycle will be approximately 31 years old in 2016. It is experiencing higher costs and its reliability is diminishing.
- ❖ Motorcycles offer a unique advantage to squad cars. They can work in tight, confined spaces where you can't place a squad car, and can be positioned for immediate response to traffic offenses.
- ❖ They have been proven useful in the business districts, neighborhoods, and especially at special events.
- ❖ This purchase would allow the police department to provide an effective positive public relations tool.

**Operating Impact/ (Savings):**

Initially repair costs will not be necessary so there will be a savings. As time passes, some maintenance will be needed such as oil changes, but still far less than the older motorcycle.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance			\$75.00	\$75.00	
Total/Net					

**Funding Schedule:**

2014	2015	2016	2017	2018
		\$20,000		

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





**CITY OF ELLISVILLE  
CAPITAL PROJECTS REQUEST**

DEPARTMENT – POLICE

PROJECT – HANDGUNS

**Description:**

Replacement of thirty (30) handguns for use by police officers.



**Justification & Goals:**

- ❖ By the year 2016, the existing handguns will be eleven (11) years old.
- ❖ Every year numerous rounds of ammunition are fired through the weapons causing degradation of internal mechanisms.
- ❖ Reliable handguns are crucial for officer and citizen safety.

**Operating Impact/ (Savings):**

A savings in operating expenses is anticipated initially because repairs to the new weapons should not be necessary but if needed, the weapons are covered under the manufacturer’s warranty. As time passes, some maintenance will be needed.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance	\$0	\$0	\$0	\$0	\$0
Total/Net	\$0	\$0	\$0	\$0	\$0

**Funding Schedule:**

2014	2015	2016	2017	2018
\$21,000	\$0	\$0	\$0	\$0

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – POLICE

PROJECT – ANPR

**Description:**

Automatic Number Plate Recognition (ANPR)  
Purchase of two (2) systems.



**Justification & Goals:**

- ❖ Allows you to automatically identify a wanted vehicle by reading an image of its license plate number.
- ❖ The benefits of such a system are instantly obvious in situations where it is necessary to:
  - Locate stolen vehicles
  - Locate wanted persons
  - Portable, allowing transfer between vehicles

**Operating Impact/ (Savings):**

No operating impact is anticipated for this project.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance					
Total/Net					

**Funding Schedule:**

2014	2015	2016	2017	2018
			\$65,000	

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





# CITY OF ELLISVILLE

## CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – DEBT SERVICE FOR 2007 COP BONDS

**Description:**

Debt Service payments on the 2007 Certificate of Participation (COP) bond issue. This bond issue was to pay for the new pool complex and related park items.



**Justification & Goals:**

- ❖ FY2012 will be the sixth year of payments on this fifteen (15) year bond issue.
- ❖ The City of Ellisville places a high value on its commitment to the bond holders so this is placed higher than any new capital purchases.

**Operating Impact/(Savings):**

Operations of the pool complex do have an impact on the operating budget but that does not relate to this expenditure for debt service. No operating impact is anticipated relating to debt service payments for the 2007 COP bonds.

Operating Impact Category	2014	2015	2016	2017	2018
Total/Net					

**Funding Schedule:**

2014	2015	2016	2017	2018
\$419,140	\$422,768	\$420,670	\$417,935	\$421,025

**Funding Source: Available Funds**

This project has been funded by the Park Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – TRAIL UPDATE & RENOVATION

**Description:**

Patching, overlay and repairs due to erosion problems on trails as well as replacement of signage and realignment and extension of trail system.

FY 2014 – Mockingbird/Cardinal Trail Renovation

FY 2015 – Wren Trail Renovation

FY 2016 – Quailwood Trail Renovation

FY 2017– Hummingbird Trail Renovation



**Justification & Goals:**

- ❖ A Community Trail Plan with Trailnet was completed that provides the City with a comprehensive plan for trail renovations and goals for a better walkable bikeable community..
- ❖ Well maintained trails help ensure the safety of those using them.
- ❖ Repairs to the trails would ensure a smooth walking surface by fixing deterioration and lower the City’s chance of liability from injuries.
- ❖ The trail system has met one of the goals of the City to provide alternative transportation options.
- ❖ Renovation of the trails reflects positively upon the city and its park system.

**Operating Impact/(Savings):**

There will be an operating savings on trails that have been replaced or overhauled because annual repairs such as pot hole or crack repair will not be necessary. As time passes, some maintenance will be necessary even on newer trails.

Operating Impact Category	2014	2015	2016	2017	2018
Repairs and Maintenance		(\$500)	(\$1,000)	(\$1,500)	(\$2,000)
Total/Net		(\$500)	(\$1,000)	(\$1,500)	(\$2,000)

**Funding Schedule:**

2014	2015	2016	2017	2018
\$60,000	\$60,000	\$40,000	\$28,000	\$0

**Funding Source: Available**

This project would be funded from the Capital Infrastructure Fund.





# CITY OF ELLISVILLE

## CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – BUILDING AND PARK MAINTENANCE

**Description:**

- FY 2014 – Painting of Pool and Sealing of Deck \$33,000
- FY 2015 – Reconstruct Bluebird Entrance Island \$20,000
- FY 2015 – Crack seal back parking lot Bluebird Park \$35,000
- FY 2016 – Bluebird Picnic Area Retaining Wall \$20,000



**Justification & Goals:**

- ❖ Maintain the appearance, integrity and safety of all facilities.
- ❖ Road would provide a safer route to locations in back of Bluebird Park

**Operating Impact/(Savings):**

There will be an operating savings if annual maintenance is not necessary. Crack repair and painting will not be necessary the first few years after the painting of the aquatic center. Wood replacement on the Bluebird Picnic Area after the wall is replaced.

Operating Impact Category	2014	2015	2016	2017	2018
Repairs and Maintenance EDGE		(\$300)	(\$300)	(\$300)	
Repairs and Maintenance Parks				(\$200)	(\$200)
<b>Total/Net</b>		(\$300)	(\$300)	(\$500)	(\$200)

**Funding Schedule:**

2014	2015	2016	2017	2018
\$33,000	\$55,000	\$20,000		

**Funding Source: Available Funds**

This project would be funded from the Capital Infrastructure Fund.





**CITY OF ELLISVILLE  
CAPITAL PROJECTS REQUEST**

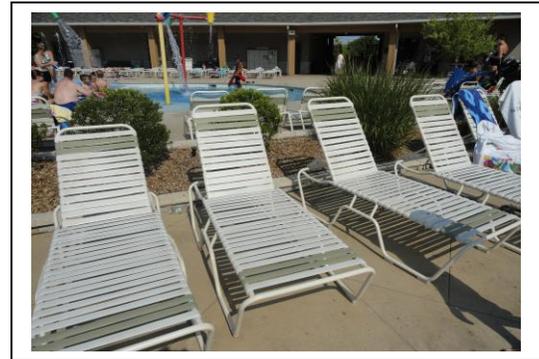
DEPARTMENT – PARKS AND RECREATION

PROJECT – EQUIPMENT

**Description:**

The following equipment will be needed:

FY 2015 - Replace EDGE Lounge Furniture



**Justification & Goals:**

- ❖ EDGE Aquatic Center and equipment in the parks is exposed to the elements and needs to be replaced to maintain the image of our facilities.

**Operating Impact/(Savings):**

As equipment is replaced a savings is anticipated in operating expenses due to less maintenance needed for the existing sound equipment. Strap replacement on the lounge furniture will not be needed if furniture is replaced.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance			(\$200)	(\$200)	(\$200)
Total/Net			(\$200)	(\$200)	(\$200)

**Funding Schedule:**

2014	2015	2016	2017	2018
	\$32,000			

**Funding Source:**

This project would be funded from the Capital Equipment Fund.





# CITY OF ELLISVILLE

## CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – PLAYGROUND REPLACEMENT

**Description:**

The following playgrounds need to be replaced.  
 FY 2015 – Owl Hollow Playground Renovation \$70,000  
 FY 2016 – Mockingbird Playground Phase 2 \$60,000  
 FY 2017 – Meadowlark Park Phase 2 addition \$50,000  
 FY 2018- Bobwhite Playground Renovation - \$80,000



**Justification & Goals:**

- ❖ Rubber surfacing has become the industry standard and should be considered for all the parks for safety and maintenance. Currently Bluebird Park is the only park with rubber surfacing. All other parks currently have engineered wood fiber surface (wood chips)
- ❖ Updated playground equipment offers residents the latest improvements in safety and features. Updated equipment adds an aesthetic value to the park system.
- ❖ It provides a higher level of public service.

**Operating Impact/(Savings):**

The main savings for playgrounds is with the installation of rubber surfacing (poured in place or tiles). This eliminates the need to regularly rake, clean and replace the engineered wood fiber. The increase in savings is with the installation of rubber surfacing at Owl Hollow, Mockingbird, Meadowlark and Bobwhite.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance Supplies		(\$1,000)	(\$1,500)	(\$2,000)	(\$2,500)
<b>Total/Net</b>		<b>(\$1,000)</b>	<b>(\$1,500)</b>	<b>(\$2,000)</b>	<b>(\$2,500)</b>

**Funding Schedule:**

2014	2015	2016	2017	2018
	\$70,000	\$60,000	\$50,000	\$80,000

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – PARK’S VEHICLE

**Description:**

2015 - Replacement of Park’s current vehicle



**Justification & Goals:**

- ❖ The current will be 15 years old in 2014 and will need to be replaced due to increased maintenance costs.
- ❖ Older vehicles are subject to higher fuel and maintenance costs and present an increased safety risk to the driver and public.
- ❖ The acquisition of a new vehicle provides greater reliability and safety to staff.
- ❖ There will be a decrease in service costs with the purchase of a new vehicle.

**Operating Impact/(Savings):**

Repair costs should decrease as the new vehicle will be under warranty. There should also be a limited amount of maintenance required for the first few years.

Operating Impact Category	2014	2015	2016	2017	2018
Service and Maintenance			(\$500)	(\$500)	(\$1,000)
Total/Net			(\$500)	(\$500)	(\$1,000)

**Funding Schedule:**

2014	2015	2016	2017	2018
	\$27,000			

**Funding Source: Available Funds**

This project would be funded from the Capital Equipment Fund.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – RESTROOMS

**Description:**

FY 2014- Replace Bussmann Shelter restroom in Bluebird Park and extend parking area to include accessible parking spaces.



**Justification & Goals:**

- ❖ The existing facility has deteriorated with age and is in poor shape and does not meet park standards.
- ❖ This is a very busy area of Bluebird Parks and complaints are received regularly about the restroom.
- ❖ Current restroom and parking area does not meet ADA requirements
- ❖ New restroom can be open year round to provide a restroom facility for park users in the winter months.

**Operating Impact/(Savings):**

An operating savings is anticipated because very little annual maintenance will be needed on a new restroom facility.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance		(\$400)	(\$400)	(\$400)	(\$400)
Grant	(\$228,000)				
Total/Net		(\$400)	(\$400)	(\$400)	(\$400)

2014	2015	2016	2017	2018
\$240,000				

**Funding Schedule:**

**Funding Source: Available Funds**

This project would be funded from the Capital Infrastructure Fund and a grant.





## CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – PICNIC SHELTERS

**Description:**

Rehabilitation of Picnic Shelters  
 FY 2016 – Bussmann Shelter in Bluebird Park \$60,000  
 FY 2017 – Lion’s Shelter in Bluebird Park \$60,000  
 FY 2018 – Mockingbird Shelter with walkway \$50,000



**Justification & Goals:**

- ❖ Bussmann built in 1973 and the Lion’s shelter built in 1983 are used extensively and are exposed to the elements and need to be replaced to maintain park facilities.
- ❖ The neighborhood around Mockingbird Park has requested a shelter, due to frequent use.
- ❖ The neighborhood also hosts gatherings several times each year at the park.
- ❖ A picnic shelter would improve the services offered at Mockingbird Park.

**Operating Impact/(Savings):**

An operating savings is anticipated due to lower maintenance costs for the Bussmann and Lion’s shelters. Some additional expense in salaries and supplies will be incurred with the addition of a shelter at Mockingbird.

Operating Impact Category	2014	2015	2016	2017	2018
Maintenance (Lions/Bussmann)			(\$300)	(\$300)	(\$300)
Maintenance (Mockingbird)					\$200
			(\$300)	(\$300)	\$100

**Funding Schedule:**

2014	2015	2016	2017	2018
		\$60,000	\$60,000	\$50,000

**Available Funds**

This project would be funded from the Park Fund.







STATISTICAL AND DEMOGRAPHIC DATA

Date of incorporation as a City .....	May 23, 1932
Date of incorporation as a Charter City .....	August 3, 1993
Form of government .....	Council/Manager
Area in square miles .....	4.3
Lane miles of streets maintained by City .....	82
Parks .....	11
Park acreage .....	230.87
Number of multi-use trails .....	5
Number of full-time employees .....	54
Police protection:	
Number of full-time officers .....	21
Number of part-time officers .....	2
Total population in 2010 .....	9,133
Men .....	46.7%
Women .....	53.3%
White/ non Hispanic .....	90.0%
Asian .....	4.3%
Hispanic/Latino .....	2.4%
Black .....	1.9%
Multiple Race & Other .....	1.4%
Under Age 18 .....	23.7%
Age 65 & Over .....	19.8%
Population that is a high school graduate or higher .....	91.8%
Population with a bachelor's degree or higher .....	41.8%
Population Below Poverty Level .....	4.9%
Total number of households in 2010 .....	3,802
Owner-occupied housing units .....	77.9%
Renter-occupied housing units .....	22.1%
Median home value .....	\$223,400
Median Household Income .....	\$68,500
Public schools .....	3
Private schools .....	2
Banking institutions .....	11
Fire Protection .....	Metro West Fire Protection District
Library .....	Daniel Boone Branch of St. Louis County Library
Schools .....	Rockwood School District





Population History:

2010	9,133
2000	9,111
1990	7,239
1980	6,233
1970	4,681
1960	2,732
1950	625

**Principal Real Property Taxpayers for 2012:**

<u>Firm</u>	<u>Type of Development</u>	<u>Assessed Valuation</u>	<u>% of Total Assessment</u>
Cooper Bussmann	Fuse Manufacturer	\$4,978,990	2.19%
Clarkson Clayton Center Assoc.	Shopping Center	\$4,841,230	2.13%
Fountain Plaza Finance, LLC	Shopping Center	\$4,705,310	2.07%
JVH Commercial Properties LLC	Auto Dealership	\$3,170,460	1.04%
Centro Bradley SPE3 LLC	Shopping Center	\$3,160,730	1.39%
Bradford Hills Associates	Shopping Center	\$2,691,200	1.18%
Frank Bommarito	Auto Dealership	\$2,498,300	1.10%
Ellisville 154 LLC	Shopping Center	\$2,456,000	1.08%
Home Depot USA, Inc.	Retail	\$2,334,430	1.03%
Lifetime Fitness	Fitness/Exercise	\$2,324,430	1.02%

**Major employers within the City of Ellisville for 2012:**

<u>Major Employers</u>	<u>Type of Business/Products</u>	<u># of Employees</u>
Ameren Missouri	Electric Utility Provider	334
Cooper Bussmann	Fuse Manufacturer	280
Lifetime Fitness	Physical Fitness	264
Rockwood School District	Public Education	218
Royal Gate Dodge	Auto Sales	176
Bommarito Olds/GMC/Nissan/Infiniti	Auto Sales	160
Bethesda Meadow	Health Care	158
Dierberg's	Grocery	150
IESI MO Group	Wasate Hauler	150
St. John Lutheran Church & School	Religion & Private Education	121
The Home Depot	Retail	121





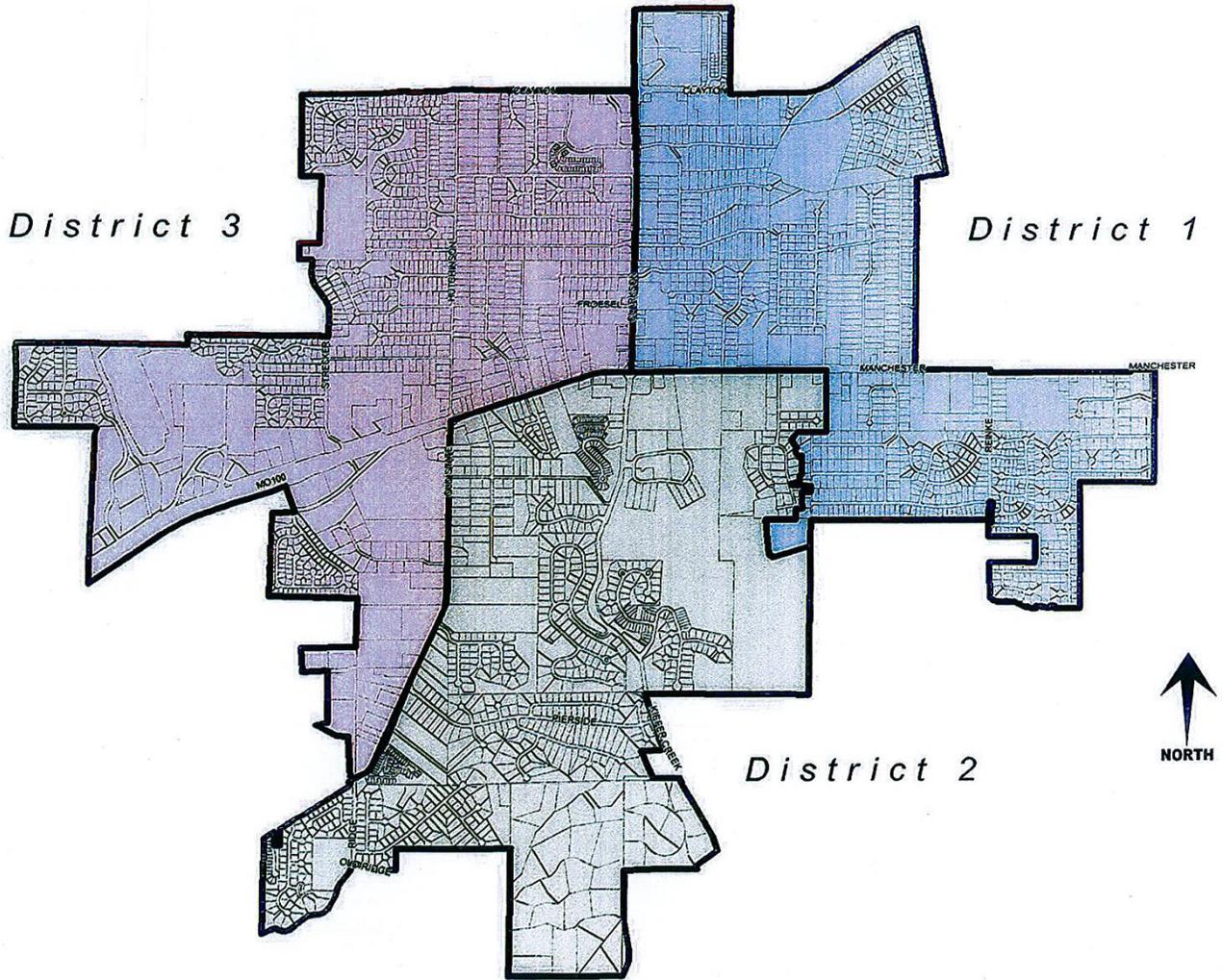
**ASSESSED VALUATION OF TAXABLE PROPERTY**

<b>Fiscal Year</b>	<b>Total Real Estate</b>	<b>Total Personal Property</b>	<b>Assessed Valuation of Taxable Property</b>
2004	\$176,784,731	\$32,174,100	\$208,958,831
2005	\$206,206,589	\$34,330,633	\$240,537,222
2006	\$201,262,971	\$36,083,000	\$237,345,971
2007	\$255,268,729	\$32,419,704	\$287,688,433
2008	\$255,147,480	\$34,837,920	\$289,985,400
2009	\$251,600,543	\$34,768,955	\$286,369,498
2010	\$246,354,856	\$31,123,536	\$277,478,392
2011	\$238,643,812	\$29,927,879	\$268,571,691
2012	\$239,031,013	\$31,671,679	\$270,702,692
2013	\$227,227,909	\$30,388,795	\$257,616,704





District Map





**SPONSORED BY:** COUNCIL MEMBER PIRRELLO **BILL NO.** 3445  
**INTRODUCED BY:** COUNCIL MEMBER PIRRELLO **ORDINANCE NO.** 3143

**AN ORDINANCE APPROVING THE CITY'S 2014 BUDGET, CAPITAL PROGRAM, AND LONG RANGE PLAN FOR THE CITY OF ELLISVILLE, ST. LOUIS COUNTY, MISSOURI.**

**WHEREAS**, under the provisions of Article VII, Section 7.2(d) of the Home Rule Charter of the City of Ellisville, a public hearing was duly publicized and held on December 4, 2013, regarding the 2014 Budget; and

**WHEREAS**, at said public hearing all interested persons were given an opportunity to be heard and were heard; and

**WHEREAS**, Article VII, Section 7.2(f) of the Home Rule Charter of the city of Ellisville requires annual approval of the Budget, Capital Program and the Long Range Plan by the Council on or before the last day of the fiscal year; and

**WHEREAS**, Ordinance #1868, passed November 14, 1993, creates a Personnel Code which requires the City to approve annual, in conjunction with the adoption of the city budget, a Position Classification Plan and a Pay Plan; and

**WHEREAS**, a copy of this proposed Ordinance was made available for public inspection prior to its consideration by the Council.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ELLISVILLE, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:**

**SECTION 1:** The 2014 Budget for the City of Ellisville, St. Louis County, Missouri, is hereby approved as set out in full on the 4<sup>th</sup> day of December 4, 2013, with such amendments, additions, or deletions as made in open sessions prior to passage.

**SECTION 2:** The Council hereby approves the Capital Program as if fully set forth. Said document, three (3) copies of which are on file in the office of the City Clerk of the City of Ellisville, is marked and designated as "Capital Improvement Plan Fiscal Years 2013-2017".

**SECTION 3:** The Council hereby approves the Long Range Plan as if fully set forth. Said document, three (3) copies of which are on file in the office of the City Clerk of the City of Ellisville, is marked and designated as "Annual Long Range Plan".

**SECTION 4:** The Council hereby approves the Position Classification Plan and the Pay Plan as if fully set forth. Said document, three (3) copies of which are on file in the office of the City Clerk of the City of Ellisville, is marked and designated as the Position Classification Plan and the Pay Plan.





BILL NO. 3345

ORDINANCE NO. 3143

**SECTION 5:** This Ordinance shall be in full force and effect from and after its passage and approval by the Council.

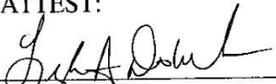
This Bill No. 3345 having been read by title or in full two times prior to passage, and having been duly considered and voted upon was finally passed and approved this 18<sup>th</sup> day of December, 2013.

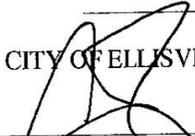
First Reading votes:  
DATE: 12/04/2013

	AYE	NAY	ABSTAIN
PIRRELLO	X		
VOSS	X		
REEL	X		
CAHILL	X		
ACUP	X		
POOL	X		
PAUL		X	

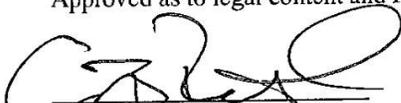
Second Reading votes:  
DATE: 12/18/2013

	AYE	NAY	ABSTAIN
	X		
	X		
	X		
	X		
	X		
	X		
			X

ATTEST:  
  
CITY CLERK

CITY OF ELLISVILLE  
  
MAYOR ADAM Q. PAUL

Approved as to legal content and form:

  
City Attorney





## List of Acronyms

ACCA	- Advanced Certified Court Administrator (program)
ATS	- American Traffic Solutions (company)
AV	- Assessed Valuation
CAFR	- Comprehensive Annual Financial Report
COP	- Certificate of Participation (Bonds)
DARE	- Drug Abuse Resistance Education
DNA	- Deoxyribonucleic Acid (nucleic acid containing genetic markers)
DOR	- Department of Revenue
DWI	- Driving While Intoxicated
FBI	- Federal Bureau of Investigation
FY	- Fiscal Year
GFOA	- Government Finance Officers Association
GIS	- Geographic Information System
GO	- General Obligation
GPS	- Global Positioning System
HB	- House Bill
ICMA	- International City/County Management Association
IMDS	- Integrated Metropolitan Docking System
LAGERS	- Local Government Employees Retirement System (Missouri)
MACA	- Missouri Association of Certified Court Administrators
MO	- Missouri (State of)
MSHP	- Missouri State Highway Patrol
MSLACA	- Metro St. Louis Association of Certified Court Administrators
MTM	- Mobile Traffic Monitor
MULES	- Missouri Uniform Law Enforcement System
OSCA	- Office of State Court Administrators
PW	- Public Works (department)
REJIS	- Regional Justice Information System
RSMO	- Missouri Revised Statutes
SERT	- Suburban Emergency Response Team
TAC	- Terminal Agency Coordinator
TRIM	- Tree Resource Improvement and Maintenance
US	- United States
YTD	- Year To Date





## GLOSSARY OF TERMS

### A

**A-133 Audit** - Non-Federal entities that expend \$300,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of A-133 of all federal money received by a city. Entities that expend less than \$300,000 a year in Federal awards are exempt from A-133.

**Accrual Basis of Accounting** – The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

**Appropriation** - A legal authorization granted by the City Council which permits the City to incur obligations and make expenditures of resources.

**Assessed Valuation** - The aggregate assessed value of all real property within the City. For taxing purposes, real property is taxed at its assessed value, as opposed to its market value. The assessed value is derived as a percentage of the market value, where the assessed value of agricultural property is 12% of its market value; the assessed value of residential property is 19% of its market value; and the assessed value of commercial property is 32% of its market value. The tax rate, or levy, is then applied against the *assessed* value of a property to determine the individual tax liability.

### B

**Board of Adjustment** - A quasi-judicial board of the City comprised of Ellisville residents; responsible for hearing individual requests for variances to the City's zoning ordinances, and rendering decisions on such matters.

### C

**Capital Expenditures** – Expenditures for the acquisition of capital assets or goods that have an expected life of more than one year. Capital items include real property, buildings, office equipment, furnishings, machinery and vehicles. For reporting purposes, capital expenditures must have a cost of \$5,000 or more.

**Capital Improvement Program** - The Capital Improvement Program is a five-year plan providing a summary of proposed capital projects including the related cost. A Capital Improvement Program document is prepared and updated annually. The document serves as a planning tool, identifying projects based on assigned priorities and providing for the coordinated implementation of selected projects.

**C.A.F.R.** - The Comprehensive Annual Financial Report, a report issued by the City following the close of the fiscal year which reports the state of its finances.

**C.O.P. Bonds** – Certificate of Participation Bonds. This is a type of lease purchase bond funding for major capital projects. The City leases these capital projects for the life of the bonds with ownership passing to the City upon final payment. The funds to make the payments are subject to annual appropriation by the City. Normally, this type of lease purchase bond issue is for projects that are considered “necessary facilities” so the City is unlikely to walk away from the project. In Ellisville these necessary facilities include the Public Works facilities, the Parks and Recreation Department offices and the pool complex.





**Council/Manager Form of Government** - A local government structure where the City Council performs the legislative duties of the City, and the City Manager serves the Council as the Chief Executive Officer for management and day-to-day administration purposes.

**County** - St. Louis County, Missouri.

## D

**DARE** - Drug Abuse Resistance Education; a program which places a police officer in the elementary classroom to teach children the importance of living a drug-free and healthy lifestyle in an effort to prevent drug and alcohol abuse.

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

## E

**Economic Base** - major industries or businesses within a geographic market area that provide employment opportunities and revenues essential to support the community.

**Expenditure/Expense** - The outflow of funds paid or to be paid for acquisition of goods or services.

## F

**FICA** - Acronym for social security payroll taxes, which consists of two basic components: (i) social security for the aged and disabled, and (ii) Medicare for hospitalization. While payroll taxes are automatically deducted from an employee's paycheck by the City's Finance Department, the City must also match that same portion with funds of its own. As a result, the City budgets an expenditure line item in each department for FICA payments, which must be made to the federal government after each pay period.

**Fiscal Year** - A period of 12 months to which the annual operating budget applies. The City of Ellisville's fiscal year is from January 1 through December 31.

**Franchise Fee** - An ongoing fee charged to a franchisee (utility company) for operating and providing service within the City of Ellisville. The fee is based on a percentage of gross receipts, and utility companies often pass these fees along to their customers in the form of a gross receipts tax which is collected by the utility company and paid to the City on a monthly or quarterly basis.

**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 are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The City of Ellisville operates nine (9) accounting funds.

**Fund Accounting** - The accounts of the City are organized on the basis of funds, departments, and programs (budgetary units) and are used to demonstrate legal compliance and to aid in financial management by segregating financial transactions of various City functions and activities.

**Fund Balance** - The amount by which the reported value of the City's assets exceeds the reported value of its liabilities in a particular fund. The fund balance is reduced for appropriated expenditures and increased for recorded revenues. Generally, a fund balance represents the amount of unrestricted funds and cash on hand that is available for future budgetary appropriation.





## G

**General Fund** - main operating account of a nonprofit entity, such as a state or local government agency.

**Generally Accepted Accounting Principles (GAAP)** - conventions, rules, and procedures that define accepted accounting practice, including broad guidelines as well as detailed procedures.

**General Obligation Bond or GO Bond** - municipal bond backed by the *Full Faith and Credit* (which includes the taxing and further borrowing power) of a municipality. A G-O bond is repaid with general revenue funds and borrowings.

**GFOA** - Government Finance Officers Association, a professional association of municipal finance officers, nationwide. The GFOA also presents to deserving municipalities the *Distinguished Budget Presentation Award* and the *Certificate of Achievement for Excellence in Financial Reporting* award, both of which the City hold current.

## H

**Home Rule Charter** - A legal document of a city which articulates the form and structure of the city's government, defines and limits the powers of city officials and employees, and establishes the basic procedural mechanisms which govern the conduct of a city's public institutions. By voter approval, a home rule charter allows a city to establish its own "home rule" procedures of governance, provided that those procedures are not specifically prohibited by the Constitution of the State of Missouri. The City of Ellisville has been a home rule charter city since August of 1993.

**House Bill 88** - A state law enacted by the Missouri General Assembly in 1995 which authorizes cities to levy an additional sales tax of 1/2% or less for park purposes, stormwater control, or for both. The City of Ellisville enacted, with approval of Ellisville voters, a sales tax of 1/2% for stormwater control purposes in November 1995. Funds received through House Bill 88 are not subject to the House Bill 618 countywide revenue reform plan.

**House Bill 618** - A state law enacted by the Missouri General Assembly in 1993. This law produced "revenue reform" in St. Louis County, whereby, the relatively "high" sales tax cities within the county must pay a portion of their sales tax receipts to the relatively "low" sales tax cities within the county. The City of Ellisville is a "high" sales tax city, and thus, is exposed to the ongoing negative impacts from this legislation.

## I

**ICMA** - The International City/County Management Association, a professional association of city and county managers worldwide. The ICMA also operates a deferred compensation plan for any municipal employees who wish to participate.

## J

None

## K

None





## L

**LAGERS** - The Missouri Local Government Employees Retirement System, a State pension plan to which the City as a whole, participates for the benefit of its employees.

**Liquid Asset** - cash or easily convertible into cash. Some examples are money market shares, U.S. Treasury bills, and bank deposits.

**Long-Range Planning** - planning beyond five years. Long-range planning takes into account the future as a consequence of present, short-range, and intermediate-range events.

## M

**Modified Accrual Accounting** - A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability when a purchase is authorized while revenues are not recorded until they are received.

## N

None

## O

None

## P

None

## Q

None

## R

**Real Estate Tax Levy** - On an annual basis, the City Council sets the real estate tax rate, or levy, for all real property within the City. The current levy is \$0.15 per each \$100 (or .15%) of assessed value.

**REJIS** - The Regional Justice Information Service data system, which provides confidential information on the background history of individuals for law enforcement purposes. This service is essential for identifying individuals and determining their criminal history, when needed.

**Revenue** - Amounts the City receives and/or earns as income including, but not limited to, such items as taxes, user fees, licenses, permits, rents, grants, fines, and interest earnings.

**RSMO** - The Revised Statutes of Missouri, consisting of the Missouri Constitution and all state laws.

## S

**Sewer Lateral** - A sewer lateral is an underground fixture that connects a building to the sewer main. Older sewer laterals were made out of clay and sometimes break causing sewer back ups and other problems in the building. Sewer laterals are often expensive to repair since they are underground.





**State** - The State of Missouri.

**Stormwater Improvement Program** - The City's ½% sales tax program for the construction, maintenance, and repair of stormwater control problems, as authorized under Missouri House Bill 88, adopted by the City Council, and approved through referendum by the Ellisville voters. The Stormwater Improvement Program represents a tremendous capital push for the City of Ellisville, and it is anticipated that this program will last no less than nineteen (19) years, though it is likely to last much longer.

## T

**Tier (of benefits)** - Tiers are broad fringe benefit categories established by health care companies, which correspond with various family types for health plan purposes. Tiers may include (i) benefits for a sole individual, (ii) employee/spouse coverage for families without children, (iii) employee/child coverage for single parent families or (iv) family coverage for an entire family. Generally, tiers involving coverage to more people (family members) will cost more to obtain, thus, employees requiring less than full family coverage for maximum care may obtain less expensive health care coverage by opting into a lower tier, yet receiving the same benefit.

**Trailblazer** - The City's newsletter published in-house and sent to all residents three (3) times per year.

**Tree City USA** - A national program established to reward municipalities for their efforts in caring for trees in their community through planning, maintaining, preserving, and planting trees. Cities desiring consideration for the award must demonstrate their commitment to the care of trees in their community and meet certain standards for doing so. The City of Ellisville has proudly received the Tree City USA award in each of the past 31 years, the longest consecutive run of any city in Missouri.

**TRIM** - Tree Resource Improvement and Maintenance program; a State grant program administered by the Missouri Department of Conservation for tree resource and care.

## U

**Useful life** - period of time over which a depreciable asset (i.e. office equipment, auto/truck, buildings, etc.) will benefit the owner's trade or business.

## V

**Variance** - the difference between actual cost and the budgeted cost in the categories of materials, labor, overhead or construction expense.

## W

**Wage and Salary Survey** - survey conducted with other employers in the same market to determine pay levels for specific job categories. Generally, wage and salary surveys are conducted in the surrounding community or metropolitan area for the purposes of comparability.

## X

None





## **Y**

**Year-To-Date (YTD)** - Accumulation of accounts from the start of the fiscal year to the latest available period. Revenue, expenses, and account balances for any current week or month may be displayed *year-to-date*.

## **Z**

**Zoning** - legislative action that divides municipalities into districts for the purposes of regulating the use of private property and the construction of buildings within the established zones. Used for the furthering of the health, morals, safety, or general welfare of the community.



