

CITY OF ELLISVILLE, MO

ANNUAL BUDGET

AND

PROGRAM OF SERVICES

FISCAL YEAR 2020



AS AMMENDED AND APPROVED

NOVEMBER 20, 2019

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CITY OF ELLISVILLE

Memorandum

To: **Honorable Mayor Roemer and City Council**
RE: **Transmittal Letter for FY-2020 Budget**

From: **Donald Cary**
Date: **November 20, 2019**

Submitted herewith is the final draft of the FY-2020 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, 2020 through December 31, 2020.

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 strategic plans and goals for the City's future, an explanation of revenue and expense projections, the current long range plan for the City and a longer range listing of major capital needs for the City. The City government is organized into the six departments of (i) Administration, (ii) Public Works, (iii) Planning and Community Development, (iv) Police, (v) Municipal Court, and (vi) Parks and Recreation. Each department is under the leadership of 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 which have designated purposes and revenues. This document also presents the budget by fund to show that each fund is legally balanced.

Economic Condition and Outlook

The economic outlook for FY-2020 for Ellisville is directly tied to the outlook for the St. Louis metropolitan area. Economist for the whole United States don't seem to have a consensus for what the next year will look like. With the full US House of Representatives up for election next year along with one third (1/3) of the US Senate and the Presidency it is reasonable to expect that many politicians will want to put economic incentives into place to keep the economy running while they are campaigning. With this in mind, the City of Ellisville is expecting some small growth in the economy during the fiscal and calendar year of 2020. Due to your past efforts, some new growth in Ellisville can be expected with the opening of some new businesses during the year.

Overview of Significant Budget Issues

For FY-2020 budgeted revenue is \$10,798,050 which is a small increase over the current estimated revenue for FY 2019 of less than \$200,000. That is a 1.9% increase. The budgeted expenditures for FY-2020 are \$11,065,122. This is an increase over the FY-2019 projection of approximately \$80,000 or less than a 1% increase.

Some operating expenditures are required for normal operations such as liability and workers' comp. insurance. For FY-2020 the only operating expenditures which have some flexibility and cost over \$50,000 are as follows.





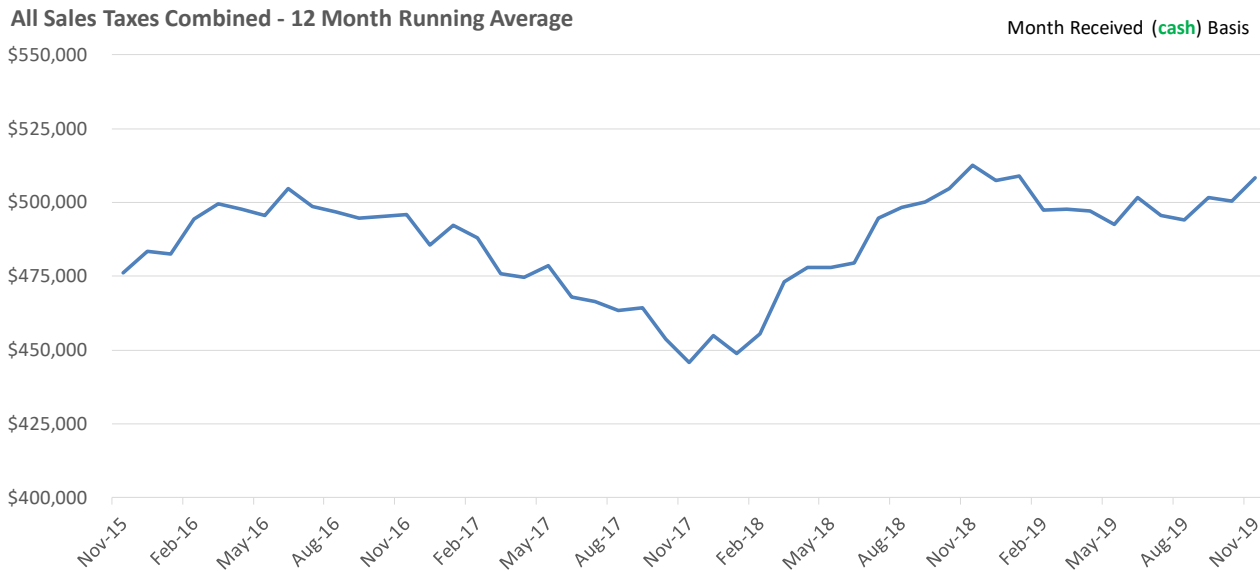
Solid Waste & Recycling	\$623,000
New Comprehensive Plan	75,000
Street Lighting	164,000
Independence Day Celebration	52,000
Pool Management	188,000
Stormwater Engineering/Design	100,000
Sewer Lateral Repairs	100,000

The last two are in Funds which have a special purpose and a limited range on which expenses can be covered by those Funds.

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 necessary reserves to provide the ability to have cash and/or liquid investments for two months' expenditures as required by the City Charter.

Revenues

Sales taxes are still the largest source of revenue for Ellisville. Because of this extra time and effort is taken to project sales taxes. While the St. Louis metropolitan economy has some impact on Ellisville's sales tax receipts, the City also looks closely at its receipts during recent years before projecting this revenue for the next budget year. Consideration is given to approved new businesses which have not opened yet. Sales tax or other revenue from a new business is adjusted for net new sales, in other words, deducting sales that have gone to similar businesses already open in Ellisville. The 12 month running average chart below provides a longer term view of sales tax receipts without the monthly fluctuations.



Starting with Nov. 2017, the Public Safety Sales Tax is included. For a 12 month running average, the impact of this increased each month for the first year.

This chart shows increase form the low area at the end of FY-2017. It also shows that sales tax revenues have not been growing much recently.





For FY-2019 the property tax rate for the City of Ellisville is \$0.1300 per one hundred dollars of assessed value for residential real property and \$0.1360 for Commercial real property. Rates automatically decrease if property values increase, for reasons other than improvements, that are greater than the inflation rate. Property taxes cannot increase without a vote of the citizens of Ellisville. The City does not charge a personal property tax.

All other revenues are explained in the Revenue section of this budget report.

Expenditures

The proposed FY-2020 budget contains all of the services and similar types of infrastructure improvements as previous years.

A 3% salary increase pool for employees has been included in the proposed budget. The proposed budget does not include the elimination of any other full time positions. If you as the Council have any other savings opportunities, staff will research them for you so you can consider any appropriate changes. Changes can be difficult and many factors often need to be considered. Therefore, staff will provide information but leave the review and decision up to your as a Council.

Health insurance is budgeted for a 15% increase.

Other major items include the following.

Public Works	1.5 ton Dump Truck	\$ 65,000
Engineering	Barbara Ann Sidewalk	100,000
Stormwater	Oak Hill Roads	350,000
Planning & Community Development	New Comprehensive Plan	75,000
Park & Recreation	Amphitheater Roof System	441,000
Park & Recreation	Amphitheater Park Grant	(420,000)
Pool	Spray Ground Surface Replaced	80,000

Summary

Providing quality services for the Citizens of Ellisville continues as the primary goal of the City. The proposed budget for FY-2020 keeps this commitment in mind. This budget demonstrates the City of Ellisville’s commitment to fiscal responsibility and careful expenditure of available funds.

Finally, I would like to take this opportunity to thank the Mayor and the rest of the City Council as well as the City Staff for their hard work in preparing this proposed FY-2020 budget. Those combined efforts have created a budget that will continue to move this community forward.

Sincerely,

Donald G. Cary
Administrative Services Director





OFFICIALS OF THE CITY OF ELLISVILLE

MAYOR

Mike Roerman

CITY COUNCIL MEMBERS

Vince McGrath, District I

Stephen Chismarich, District I

Linda Reel, District II

Mick Cahill, District II

Cindy Pool, District III

Dan Duffy, District III and Mayor Pro Tempore

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

Steven Lewis, Chief of Police

Lisa Blumer, Director of Parks and Recreation

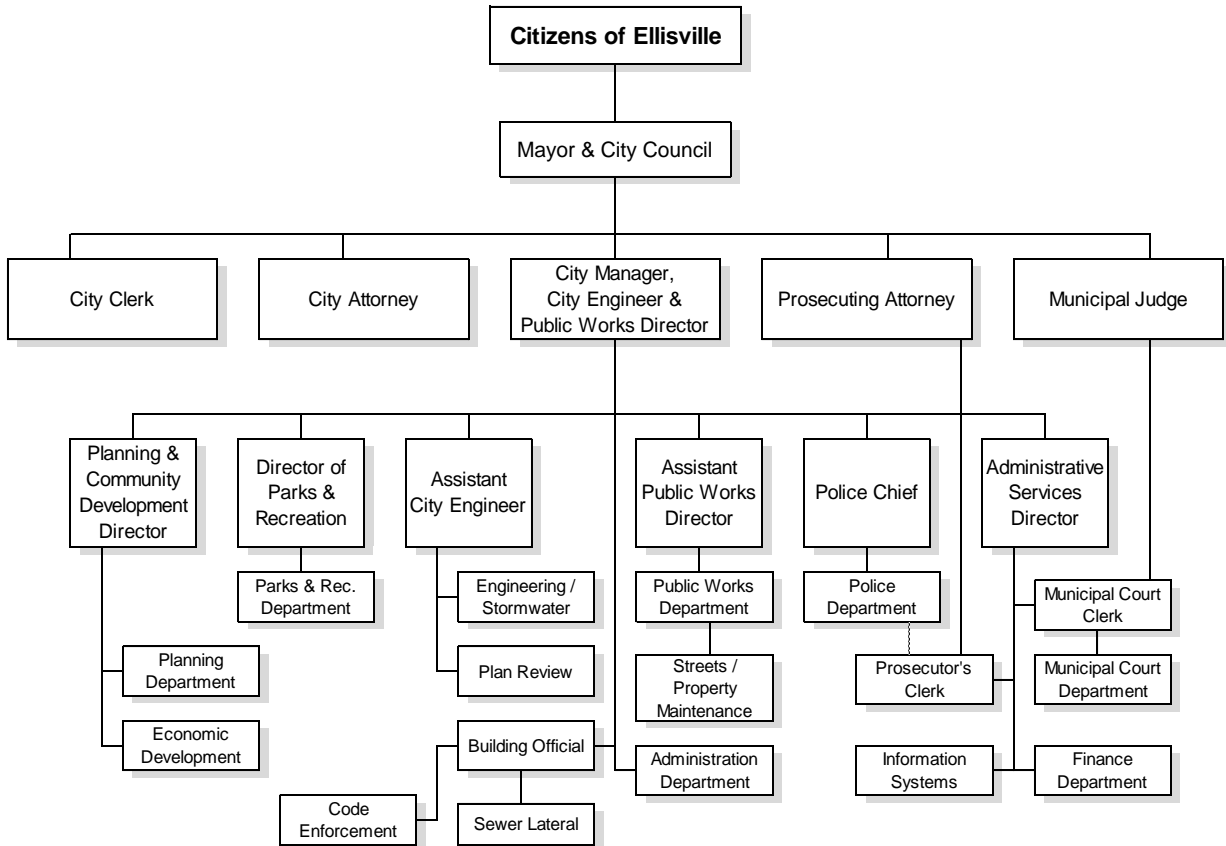
Donald Cary, Administrative Services Director





City of Ellisville

Organization Chart
January 1, 2020







REVENUE AND EXPENDITURE SUMMARY

ALL FUND ACTIVITY FOR FY-2020

	Municipal Funds										
	General	Infrastructure	Equipment Replacement	Park	Benevolent	Police Foundation	Stormwater Control	Sewer Lateral	Contingency Reserve	Total	
	Fund 10	Fund 20	Fund 30	Fund 50	Fund 70	Fund 73	Fund 80	Fund 81	Fund 90		
Beginning Fund Balance	\$2,112,440	\$ 693,266	\$ 8,387	\$126,144	\$54,239	\$2,746	\$1,284,969	\$393,241	\$ 777,615	\$5,453,048	
Non-Spendable for Prepaid Expenses	187,600									187,600	
Assigned for Historical Minimums	1,285,634									500,000	1,785,634
Fund Balance Available for Operations	\$ 639,206	\$ 693,266	\$ 8,387	\$126,144	\$54,239	\$2,746	\$ 784,969	\$393,241	\$ 777,615	\$3,479,814	
Revenue	5,964,400	1,855,450	100	1,334,350	300	50	1,542,900	96,200	4,300	10,798,050	
Operating Expenditures	7,539,404	0	0	890,670	8,500	0	431,755	22,840	0	8,893,169	
Capital Expenditures	0	294,000	280,403	555,500	0	0	867,000	100,000	0	2,096,903	
Original Proposed Current Year Revenue and Expense	(1,575,004)	1,561,450	(280,303)	(111,820)	(8,200)	50	244,145	(26,640)	4,300	(192,022)	
Council Proposed Additional Expenditures	100,000									100,000	
Current Year Revenue and Expense	(1,675,004)	1,561,450	(280,303)	(111,820)	(8,200)	50	244,145	(26,640)	4,300	(292,022)	
Interfund Transfers To Other Funds	0	(1,575,000)	0	0	0		0	0	(1,575,000)	(3,150,000)	
Interfund Transfers Received	1,245,000	0	280,000	50,000	0		0	0	1,575,000	3,150,000	
Net Current Year Activity	(430,004)	(13,550)	(303)	(61,820)	(8,200)	50	244,145	(26,640)	4,300	(292,022)	
Fund Balance Available for Operations	\$ 209,202	\$ 679,716	\$ 8,084	\$ 64,324	\$46,039	\$2,796	\$1,029,114	\$366,601	\$ 781,915	\$3,187,792	
Non-Spendable for Prepaid Expenses	187,600									187,600	
Assigned for Historical Minimums	1,285,634									500,000	1,785,634
Ending Fund Balance	\$1,682,436	\$ 679,716	\$ 8,084	\$ 64,324	\$46,039	\$2,796	\$1,529,114	\$366,601	\$ 781,915	\$5,161,026	





REVENUE SUMMARY - ALL FUNDS

ACCOUNT NUMBER	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
	TAXES					
30010	Real Estate	\$331,678	\$396,922	\$340,000	\$360,000	\$362,000
30011	Personal Property	\$0	\$0	\$0	\$0	\$0
30030	1% Sales	\$2,243,199	\$2,208,841	\$2,200,000	\$2,300,000	\$2,375,000
30040	1/2% Stormwater Sales	\$1,416,387	\$1,427,669	\$1,500,000	\$1,490,000	\$1,535,000
30043	1/2% Capital Sales	\$1,199,105	\$1,213,155	\$1,270,000	\$1,180,000	\$1,160,000
30045	1/4% Parks Sales	\$609,776	\$615,547	\$600,000	\$600,000	\$590,000
30047	1/2% Public Safety Sales	\$110,048	\$497,463	\$490,000	\$515,000	\$535,000
30060	Financial Institution	\$2,202	\$1,863	\$1,500	\$1,000	\$1,000
	UTILITY & FRANCHISE TAXES					
31010	Telephone	\$319,040	\$278,791	\$225,000	\$260,000	\$250,000
31020	Water	\$137,944	\$129,521	\$145,000	\$130,000	\$130,000
31030	Electric	\$1,068,853	\$864,807	\$1,120,000	\$955,000	\$1,005,000
31040	Natural Gas	\$259,456	\$298,645	\$290,000	\$311,000	\$325,000
31050	Cable Comm.	\$118,308	\$128,549	\$120,000	\$130,000	\$135,000
	INTERGOVERNMENTAL REVENUE					
32010	Missouri Gasoline Tax	\$246,693	\$244,507	\$240,000	\$242,000	\$242,000
32020	Motor Vehicle Tax	\$82,048	\$87,721	\$84,000	\$88,000	\$88,000
32030	Motor Vehicle Fees	\$40,590	\$45,298	\$42,000	\$45,000	\$45,000
32040	Bridge & Road Tax	\$267,952	\$315,267	\$270,000	\$320,000	\$320,000
32050	Cigarette Tax	\$22,594	\$20,058	\$18,000	\$18,000	\$16,000
32080	State/County Grants	\$25,112	\$14,723	\$392,779	\$392,822	\$423,150
	LICENSES, PERMITS, INSPECTION FEES					
33010	Business Licenses	\$517,498	\$526,921	\$535,000	\$535,000	\$545,000
33030	Liquor Licenses	\$13,483	\$12,680	\$12,500	\$12,200	\$12,500
33040	Plumbing Licenses	\$3,570	\$3,390	\$2,500	\$3,000	\$3,000
33050	Vending Licenses	\$5,690	\$1,940	\$2,000	\$3,400	\$3,400
34010	Building Permits	\$139,295	\$81,880	\$100,000	\$120,000	\$100,000
34030	Excavation Permits	\$4,015	\$2,530	\$3,000	\$1,500	\$1,500
34040	Occupancy Permits	\$9,880	\$7,590	\$7,000	\$7,500	\$8,500
34050	Plumbing Permits	\$21,126	\$14,274	\$13,000	\$18,000	\$17,000
34060	Sewer Permits	\$4,105	\$2,228	\$2,200	\$1,000	\$1,000
34070	Sign Permits	\$9,254	\$8,061	\$7,500	\$9,500	\$9,500
35010	Res. Occu. Insp. Fees	\$12,848	\$14,734	\$10,000	\$14,000	\$12,000
35020	Com. Occu. Insp. Fees	\$1,538	\$1,468	\$2,200	\$2,500	\$1,500
35040	Planning Appl. Fees	\$7,600	\$13,975	\$12,000	\$9,500	\$9,500
	FINES AND COURT COSTS					
36010	Court Fines/Costs	\$70,652	\$80,428	\$70,000	\$80,000	\$80,000
36017	Security Inmate Fees	\$922	\$1,026	\$800	\$800	\$800
36020	Police Training	\$455	\$500	\$400	\$400	\$400
36030	CVC Court	\$221	\$191	\$200	\$200	\$200
36040	Bond Forfeiture	\$0	\$0	\$0	\$0	\$0





ACCOUNT NUMBER	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATED	2020 BUDGET
	PARK REVENUE					
37010	Pool Income	\$184,397	\$175,626	\$175,000	\$163,000	\$170,000
37020	Concessions	\$38,838	\$35,020	\$37,500	\$33,000	\$36,000
37030	Rec. Prog. Fees	\$61,036	\$67,525	\$73,000	\$69,000	\$72,000
37040	Rec. Spec. Events	\$26,323	\$13,033	\$13,000	\$6,000	\$6,500
37050	Bluebird Park Income	\$27,799	\$31,155	\$30,500	\$30,000	\$30,500
37060	Other Park Revenue	\$1,680	\$630	\$0	\$0	\$0
37070	Cash in Lieu of Parks	\$0	\$0	\$0	\$0	\$0
37071	July 4th Sponsors	\$750	\$3,250	\$3,500	\$2,500	\$2,100
37072	Sponsors	\$1,000	\$5,600	\$5,600	\$3,000	\$3,500
	MISCELLANEOUS REVENUE					
38010	Interest Income	\$86,586	\$12,863	\$53,000	\$30,000	\$27,000
39020	Surplus Property	\$7,765	\$0	\$7,000	\$0	\$0
39030	Miscellaneous Income	\$17,385	\$399,418	\$17,000	\$13,000	\$13,000
39035	False Alarms	\$1,450	\$700	\$1,500	\$500	\$500
39038	Publication Fees	\$350	\$925	\$0	\$400	\$0
39060	Sewer Lateral Fees	\$93,808	\$94,165	\$94,000	\$94,000	\$94,000
	TOTAL REVENUE- ALL FUNDS	\$9,873,803	\$10,553,870	\$10,639,179	\$10,600,722	\$10,798,050





EXPENDITURE SUMMARY - ALL FUNDS

ACCOUNT NUMBER	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATE	2020 BUDGET
	SALARIES AND WAGES					
40010	Salaries and Wages	\$3,376,155	\$3,787,086	\$3,849,950	\$3,876,040	\$4,000,040
40020	Wages - Seasonal	\$71,391	\$64,963	\$79,000	\$86,000	\$92,950
40030	Overtime	\$86,012	\$49,989	\$81,500	\$77,330	\$82,770
40040	Allowances	\$5,100	\$5,100	\$5,100	\$5,100	\$5,100
40050	FICA	\$273,210	\$290,680	\$313,560	\$314,700	\$325,240
40090	Holiday Pay	\$46,198	\$42,528	\$41,860	\$41,950	\$43,230
	BENEFITS					
40110	Health Insurance	\$579,078	\$739,564	\$817,270	\$787,960	\$905,230
40110	Health Insurance (Benefit Fund)	\$0	\$0	\$0	\$0	\$8,500
40120	Dental Insurance	\$45,170	\$49,896	\$52,180	\$53,060	\$57,020
40130	Life Insurance	\$18,797	\$22,653	\$24,460	\$23,370	\$25,590
40140	Long Term Disability	\$9,699	\$10,479	\$11,390	\$10,600	\$11,690
40150	Pension	\$419,041	\$391,402	\$442,130	\$443,800	\$485,910
	MISCELLANEOUS					
40210	Miscellaneous	\$31,222	\$30,814	\$32,290	\$32,880	\$32,880
	SUBTOTAL PAYROLL	\$4,961,074	\$5,485,153	\$5,750,690	\$5,752,790	\$6,076,150
	SERVICES					
41010	Attorney Fees	\$61,915	\$73,258	\$60,000	\$60,000	\$60,000
41020	Other Legal Services	\$35,554	\$37,273	\$1,650	\$39,200	\$42,050
41040	Professional Services	\$168,223	\$197,416	\$332,220	\$213,904	\$282,770
41050	Contractual Services	\$274,187	\$273,952	\$323,900	\$299,230	\$334,034
41060	Service Agreements	\$17,527	\$12,802	\$20,489	\$20,123	\$20,123
41070	Solid Waste & Recycling	\$533,992	\$551,034	\$605,000	\$605,000	\$623,000
41072	Street Light Service	\$132,157	\$160,311	\$167,300	\$165,300	\$164,000
41073	Tags	\$0	\$0	\$0	\$0	\$0
41080	Workers' Compensation	\$107,573	\$112,895	\$115,000	\$117,000	\$120,000
41081	Insurance	\$122,565	\$133,177	\$145,000	\$144,100	\$149,100
41090	Plan Review	\$35,014	\$11,140	\$0	\$0	\$0
	PERSONNEL DEVELOPMENT					
42010	Personnel Training	\$21,744	\$18,709	\$52,000	\$45,180	\$46,300
42020	Travel & Meeting	\$37,968	\$40,331	\$55,550	\$54,280	\$56,260
42030	Dues/Membership Fees	\$13,584	\$17,547	\$17,625	\$17,660	\$17,790
42040	Publications and Journals	\$718	\$966	\$2,192	\$2,020	\$1,845
	SUPPLIES					
43010	Office Supplies & Exp.	\$44,002	\$47,349	\$51,850	\$53,480	\$56,700
43020	Program Supplies	\$67,303	\$16,650	\$63,630	\$70,675	\$82,747
43025	Concession Supplies	\$23,125	\$20,789	\$23,500	\$23,500	\$24,500
43030	Uniforms	\$47,930	\$46,602	\$69,019	\$66,469	\$61,830
43040	Gasoline & Oil	\$62,915	\$76,164	\$77,450	\$82,530	\$82,500
43045	Ammunition/Weapons	\$29,392	\$24,763	\$28,000	\$28,000	\$28,000





ACCOUNT NUMBER	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATE	2020 BUDGET
	PRINTING, POSTAGE & NOTICES					
44010	Printing	\$7,294	\$8,975	\$13,400	\$12,173	\$12,200
44012	Legal Notices	\$5,170	\$6,816	\$6,900	\$6,600	\$6,700
44014	Codification	\$3,762	\$5,323	\$4,000	\$4,000	\$4,000
44020	Postage	\$7,904	\$11,280	\$9,000	\$8,700	\$8,900
	UTILITIES					
45010	Water	\$22,528	\$23,606	\$26,250	\$23,850	\$25,850
45020	Sewer	\$23,625	\$23,289	\$23,400	\$23,200	\$23,700
45030	Natural Gas	\$12,135	\$11,841	\$17,000	\$16,500	\$16,500
45040	Electric	\$64,027	\$69,997	\$66,900	\$66,900	\$68,900
45050	Telephone	\$38,025	\$35,448	\$40,240	\$38,400	\$40,300
	RENTALS					
45510	Vehicle/Equipment Rental	\$3,845	\$3,250	\$2,980	\$3,040	\$2,650
	LEASES					
46010	Equipment Lease	\$34,606	\$31,258	\$31,200	\$29,200	\$31,200
	EQUIPMENT					
46510	Computer Equip./Software	\$13,499	\$16,330	\$21,350	\$21,380	\$22,350
46520	Equipment Purchases	\$91,805	\$44,472	\$39,620	\$41,416	\$60,150
	SIGNS AND TREES					
47010	Signs	\$12,921	\$8,691	\$13,000	\$13,000	\$11,600
47020	Tree Planting	\$12,040	\$11,463	\$12,500	\$12,500	\$13,000
	MAINTENANCE AND REPAIR					
47510	Maintenance Supplies	\$88,074	\$84,622	\$85,400	\$85,200	\$91,200
47520	Maint. & Repair Equipment	\$53,154	\$48,237	\$48,400	\$48,400	\$40,600
47530	Maint. & Repair Structure	\$32,917	\$55,110	\$14,520	\$24,570	\$15,220
47531	ADA Compliance	\$8,000	\$8,500	\$9,400	\$9,400	\$9,900
47540	Maint/Repair Vehic. -Adm.	\$1,419	\$757	\$1,500	\$1,500	\$1,500
47541	Maint/Repair Vehic. -Plan.	\$383	\$584	\$1,500	\$1,500	\$1,500
47542	Maint/Repair Vehic. -P.W.	\$22,864	\$16,212	\$25,000	\$25,000	\$25,000
47543	Maint/Repair Vehic. -Parks	\$4	\$0	\$400	\$400	\$700
47544	Maint/Repair Vehic. -Police	\$14,022	\$16,462	\$16,800	\$19,800	\$17,000
	COMMUNITY EVENTS					
49010	Community Relations	\$24,537	\$22,407	\$25,800	\$25,800	\$29,600
49022	July Fourth Celebration	\$47,123	\$46,509	\$49,500	\$49,000	\$52,000
49050	Special Events	\$24,976	\$12,557	\$16,500	\$7,000	\$7,500
	ELECTION					
49510	Election Expenses	\$4,062	\$6,571	\$7,500	\$7,500	\$7,500
10-3-32-499-31						
	MISCELLANEOUS					
49040	Economic Development	\$0	\$0	\$0	\$11,150	\$13,330
49600	SERT / K9 Program	\$1,634	\$2,795	\$2,920	\$2,920	\$2,920
	SUBTOTAL OPERATIONS	\$2,513,743	\$2,506,489	\$2,844,255	\$2,747,650	\$2,917,019





ACCOUNT NUMBER	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 BUDGET	2019 ESTIMATE	2020 BUDGET
	EQUIPMENT					
46510	Computer Equip./Software	\$529	\$0	\$0	\$0	\$0
46520	Equipment Purchase	\$77,906	\$342,244	\$113,000	\$100,700	\$125,700
46530	Vehicle Purchase	\$81,104	\$45,057	\$139,703	\$135,703	\$159,703
	INFRASTRUCTURE					
47530	Maint/Const. Structures	\$162,327	\$128,930	\$531,000	\$525,000	\$569,500
48005	Concrete Street Repair	\$154,312	\$97,262	\$189,000	\$189,000	\$100,000
48010	Street Replacement	\$451,727	\$683,726	\$602,000	\$602,000	\$467,000
48020	Street Sealing	\$0	\$0	\$0	\$0	\$0
48040	Mudjacking	\$1,382	\$3,119	\$5,000	\$23,000	\$5,000
48050	Stormwater Repair	\$96,861	\$115,098	\$50,000	\$50,000	\$50,000
48051	Stormwater Projects	\$1,170,353	\$1,487,409	\$560,700	\$560,700	\$350,000
48060	Sidewalk Repair	\$26,735	\$35,050	\$25,000	\$100,000	\$110,000
48070	Trail Repair	\$39,767	\$6,000	\$6,000	\$6,000	\$6,000
48080	Crack Sealing	\$57,398	\$22,696	\$30,000	\$30,000	\$30,000
48090	Sewer Lateral Repair	\$89,981	\$104,668	\$101,000	\$140,000	\$100,000
47500	Debt Service Payment	\$0	\$40,730	\$0	\$0	\$0
48510	COP Debt-Principal	\$2,525,000	\$0	\$0	\$0	\$0
48511	COP Debt-Interest	\$108,580	\$0	\$0	\$0	\$0
48099	Infrastructure/Other	\$6,111	\$25,466	\$20,000	\$20,000	\$24,000
	SUBTOTAL CAPITAL OUTLAY	\$5,050,073	\$3,137,456	\$2,372,403	\$2,482,103	\$2,096,903
	TOTAL CITYWIDE EXPENDITURES	\$12,524,889	\$11,129,097	\$10,967,348	\$10,982,543	\$11,090,072





PERSONNEL SCHEDULE SUMMARY

ADMINISTRATION DEPARTMENT

Position Title	Type	2017 Actual	2018 Actual	2019 Budget	2020 Budget
City Manager / City Engineer	Full Time	0.75	0.75	0.75	0.75
Assistant City Manager	Full Time	1	1	0	0
City Clerk	Full Time	1	1	1	1
Administrative Assistant III	Full Time	1	1	1	1
Exec. Assist. to the City Manager	Full Time	1	1	1	1
IS Manager	Full Time	1	1	1	1
City Attorney/Prosecutor	Retainer	0.5	0.5	0.5	0.5
Administrative Services Director	Full Time	1	1	1	1
Accounting Clerk	Part Time	0.5	0	0	0
Bookkeeper	Full Time	0	1	1	1
Prosecuting Clerk	Part Time	0.5	0.5	0.5	0.5
Total		8.25	8.75	7.75	7.75

The City Manager is also the City Engineer. The other 25% is charged to Stormwater for his work in that area.

PUBLIC WORKS DEPARTMENT

Position Title	Type	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Public Works Director	Full Time	0.5	0	0	0
Superintendent	Full Time	1	1	1	1
Field Supervisor	Full Time	1	1	1	1
Maintenance II - Mechanic	Full Time	2	2	2	2
Maintenance II - Mechanic	Part Time	0	0.5	0.5	0.5
Maintenance II	Full Time	3	3	3	3
Maintenance I	Full Time	7	7	7	7
Custodian-Maintenance I	Full Time	1	1	1	1
Seasonal Public Works Staff	Seasonal	2	2	1	1
Total		17.5	17.5	16.5	16.5

The Assistant Director of Public Works is charged to the Stormwater Fund since FY-2018.

ENGINEERING DEPARTMENT W/ STORMWATER AND SEWERAL LATERAL

Position Title	Type	2017 Actual	2018 Actual	2019 Budget	2020 Budget
City Manager / City Engineer	Full Time	0.25	0.25	0.25	0.25
Asst. Public Works Director	Full Time	0.5	1	0	0
Asst. Public Works Director	Part Time	0	0	0.5	0.5
Asst. City Engineer	Full Time	1	1	1	1
Building Inspector	Full Time	1.5	1	1	1
Building Inspector	Part Time	0.5	0.5	0.5	0.5
Code Enforcement Officer	Full Time	0	0	0	1
Administrative Asst. II	Full Time	1	1	1	1
Total		4.75	4.75	4.25	5.25

As stated above, the City Manager has 25% of this time is charged to Stormwater.

The full time Building Inspector has some time charged to Sewer Lateral work. Both sections are shown here so the position is listed as 1 full time Building Inspector.





PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Position Title	Type	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Director/City Planner	Full Time	1	1	1	1
Code Enforcement	Full Time	1	1	1	0
Total		2	2	2	1

POLICE DEPARTMENT

Position Title	Type	2017 Actual	2018 Actual	2019 Actual	2020 Budget
Chief	Full Time	1	1	1	1
Captain	Full Time	1	2	2	2
Lieutenant	Full Time	5	4	4	4
Sergeant	Full Time	1	1	1	1
Corporal	Full Time	4	5	5	6
Patrol Officer	Full Time	8	9	9	8
Patrol Officer	Part Time	0.5	0.5	0	0
Reserve Officer	Part Time	1	1	3	4
Detective	Full Time	2	2	2	2
Exec. Assist. To Chief	Full Time	1	1	1	1
Administrative Assistant I	Part Time	0.5	0.5	0.5	0.5
Total		25	27	28.5	29.5

MUNICIPAL COURT DEPARTMENT

Position Title	Type	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Municipal Court Clerk	Full Time	1	1	1	1
Assistant Court Clerk	Part Time	0.5	0.5	0.5	0.5
Bailiff	Part Time	0	0	0.5	0.5
Municipal Judge	Part Time	0.5	0.5	0.5	0.5
Provisional Judge	Part Time	0.5	0.5	0.5	0.5
Total		2.5	2.5	3	3

PARKS AND RECREATION DEPARTMENT

Position Title	Type	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Director	Full Time	1	1	1	1
Recreation Coordinator	Full Time	1	1	1	1
Admin. Assistant II	Full Time	1	1	1	1
Summer Parks/Pool Staff	Seasonal	22.5	21.5	23	23
Total		25.5	24.5	26	26

Grand Total		85.5	87	88	89
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Part Time Employees are shown as 0.5 for each position.

Seasonal Employees are shown as 0.5 for each position because the positions are not for the full year.





Pay Ranges
FY-2020

CLASSIFICATION	GRADE	Minimum	Maximum
Chief	17P	\$ 92,000	\$ 124,000
City Engineer/Director of Public Works	16	\$ 87,000	\$ 120,000
Captain/Assistant Chief	14P	\$ 85,000	\$ 114,500
Captain			
Administrative Services Director	14	\$ 85,000	\$ 114,500
Dir. of Community Development/Plan.			
Director of Parks and Recreation			
Asst. Public Works Director	13	\$ 85,000	\$ 114,500
Asst. City Engineer/Stormwater Mgr.			
Lieutenant	12P	\$ 74,000	\$ 92,500
Assistant City Manager	11	\$ 66,500	\$ 87,000
Superintendent of Public Works			
Sergeant	10P	\$ 62,000	\$ 82,000
I S Manager	10	\$ 58,000	\$ 80,000
Corporal	9.5P	\$ 58,000	\$ 79,500
Building Official	9	\$ 55,000	\$ 78,000
Police Officer	9P	\$ 54,000	\$ 76,000
Detective			
Court Clerk	8	\$ 47,000	\$ 65,000
Code Enforcement Officer			
Bookkeeper	7	\$ 45,000	\$ 65,000
Exec. Assist. to the C.M./H.R. Director			
Field Supervisor III/Maintenance III			
Recreation Coordinator			
Maintenance II	6.5	\$ 43,000	\$ 57,000
Maintenance II/Mechanic			
Administrative Assistant III	6	\$ 41,000	\$ 55,000
Maintenance/Custodian I	4.5	\$ 39,000	\$ 52,000
Maintenance I			
Administrative Assistant II	4	\$ 38,000	\$ 51,000
Exec. Assist. to the Police Chief			
Recreation Specialist			

The City Code requires pay ranges be reviewed every three years. This was done for the FY-2020 budget. In order to keep the ranges current, it is anticipated that future budgets may include an annual increase of one half the inflation or general pay increase percentage. The ranges will still be reviewed every three years.





The following appointed positions are included in payroll but are not a part of the Pay Range System.

City Manager

City Clerk

Municipal Court Judge

The budget for FY-2020 includes a budgeted 3.0% pay increase pool. Actual individual increases are determined by a performance-based system as required by the City Charter.

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 anticipated to be \$136,800.

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

Health Insurance:

The City's health insurance for employees includes a city-funded deductible to lower the rates. The budget for FY-2020 includes an estimated increase of 15%. The City utilizes a four (4) tier system of health care coverage. The City's portion's budgeted monthly cost for health insurance anticipated to be as follows.

Tier	Current Rate	Estimated FY-2020 Rate
Individual	\$625.87	\$719.75
Employee & Spouse	\$1,182.11	\$1,359.43
Employee & Child(ren)	\$1,034.37	\$1,189.52
Family	\$1,625.47	\$1,869.29

In addition to the amounts from above the City has estimated the self-funded deductible cost to be \$39,000 for FY-2019. The budget for FY-2020 includes an additional \$44,850 for this same purpose.

Dental Insurance:

The City utilizes a two-tier system of dental coverage. The City's budgeted monthly cost for dental insurance per tier is as follows.

Tier	Current Rate	Estimated New Rate
Individual	\$38.59	\$42.45
Family	\$105.25	\$115.77



**Life Insurance:**

The City's **life insurance** amount is twice the base pay for full-time employees rounded up to the next thousand.

Long-Term Disability Insurance:

The City's **long-term disability** benefit is 60% of the first \$100,000 of regular annual salary. Short-term disability is available to employees and has no City cost. It is 100% paid by the employees who choose this coverage.

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 is 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 FY-2020 has been set at 11.1% of total salaries and wages for civilian employees and 11.7% for police officers.

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-2020 includes funds for several new employees to participate.

Per the employment agreement between the City and the City Manager, there is a City contribution to a 457 Plan as listed in the budget.

Miscellaneous Payroll

The Council has awarded, for full time employees, a \$100 award for the current year and an additional \$400 for extra work that is anticipated during the next year. The estimate for FY-2019 and the proposed budget for FY-2020 would allow for this to be done again along with an appropriate amount for permanent part-time employees. The amount shown is not a staff recommendation. The amount is clearly up to the Council.







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 used to reflect the City's major operations and general administrative services.

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

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

The Planning and Community Development Department accounts are used for administering the City's planning, zoning, code enforcement and economic development.

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 not included in the General Fund. This 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 includes 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 \$7,639,404 for FY-2020, the City must retain liquid or near-cash holdings of at least \$1,273,234.





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

	2018	2019	2020
REVENUES	Actual	Estimate	Budget
Taxes	\$ 3,105,088	\$ 3,176,000	\$ 3,273,000
Utility & Franchise Taxes	1,700,312	1,786,000	1,845,000
Intergovernmental	172,181	18,000	16,000
Licenses, Permits and Inspection Fees	691,670	737,100	724,400
Fines and Court Costs	82,145	81,400	81,400
Investment Income	11,218	12,300	11,100
Miscellaneous	392,762	13,900	13,500
Total Revenues	\$ 6,155,377	\$ 5,824,700	\$ 5,964,400
EXPENDITURES			
Administration	\$ 1,956,389	\$ 2,072,775	\$ 2,171,475
Public Works	1,398,248	1,537,865	1,606,902
Engineering	173,652	184,662	284,140
Planning	239,725	252,016	256,165
Police	2,842,277	2,996,913	3,168,002
Municipal Courts	124,055	137,405	152,720
Total Expenditures	\$ 6,734,345	\$ 7,181,636	\$ 7,639,404
NET CHANGE IN FUND BALANCE	\$ (578,968)	\$ (1,356,936)	\$ (1,675,004)
OTHER FINANCING SOURCES (USES)			
Operating transfer in	\$ 1,160,000	\$ 1,060,000	\$ 1,245,000
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	\$ 1,160,000	\$ 1,060,000	\$ 1,245,000
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	\$ 581,032	\$ (296,936)	\$ (430,004)
FUND BALANCE, JANUARY 1	\$ 1,828,344	\$ 2,409,376	\$ 2,112,440
ENDING FUND BALANCE, DECEMBER 31	\$ 2,409,376	\$ 2,112,440	\$ 1,682,436





CAPITAL PROJECTS 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.

The revenue in this fund includes the ½% Capital Improvements Sales Tax. The funds from this tax can be used for capital assets and for the maintenance of capital assets. Maintenance of Capital Assets is generally provided by the Public Works Department. Since this department is in the General Fund, there are transfers between these funds to cover appropriate expenses. Some purchases in the Capital Equipment Fund, the Park Fund and some other funds can be for capital purchases and there could be inter-fund transfers for these situations.





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

	2018	2019	2020
	Actual	Estimate	Budget
REVENUES			
Taxes	\$ 1,213,155	\$ 1,180,000	\$ 1,160,000
Intergovernmental	699,192	695,000	695,000
Investment Income	35	500	450
Miscellaneous Income	-	-	-
Total Revenues	<u>\$ 1,912,382</u>	<u>\$ 1,875,500</u>	<u>\$ 1,855,450</u>
 EXPENDITURES			
Administration	\$ 53,579	\$ -	\$ 25,000
Public Works	-	-	-
Engineering	183,593	362,000	269,000
Stormwater	-	-	-
Sewer Lateral	-	-	-
Planning	-	-	-
Police	-	24,000	-
Municipal Courts	-	-	-
Parks and Recreation	17,000	22,000	-
Total Expenditures	<u>\$ 254,172</u>	<u>\$ 408,000</u>	<u>\$ 294,000</u>
 NET CHANGE IN FUND BALANCE	 <u>\$ 1,658,210</u>	 <u>\$ 1,467,500</u>	 <u>\$ 1,561,450</u>
 OTHER FINANCING SOURCES (USES)			
Operating transfer in	\$ -	\$ -	\$ -
Operating transfer out	(1,360,000)	(1,320,000)	(1,575,000)
Total Other Financing Sources (Uses)	<u>\$ (1,360,000)</u>	<u>\$ (1,320,000)</u>	<u>\$ (1,575,000)</u>
 REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	 <u>\$ 298,210</u>	 <u>\$ 147,500</u>	 <u>\$ (13,550)</u>
 FUND BALANCE, JANUARY 1	 <u>\$ 247,556</u>	 <u>\$ 545,766</u>	 <u>\$ 693,266</u>
 ENDING FUND BALANCE, DECEMBER 31	 <u>\$ 545,766</u>	 <u>\$ 693,266</u>	 <u>\$ 679,716</u>





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 Capital Equipment Replacement Fund and used for other citywide purposes.





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

	2018 Actual	2019 Estimate	2020 Budget
REVENUES			
Intergovernmental	\$ -	\$ -	\$ -
Investment Income	6	100	100
Debt Service Payment	221,178	-	-
Total Revenues	<u>\$ 221,184</u>	<u>\$ 100</u>	<u>\$ 100</u>
EXPENDITURES			
Administration	\$ -	\$ -	\$ 25,000
Public Works	326,578	111,700	130,700
Engineering	41,193	60,000	60,000
Stormwater	-	-	-
Sewer Lateral	-	-	-
Planning	-	-	-
Police	60,260	88,703	64,703
Municipal Courts	-	-	-
Parks and Recreation	-	-	-
Total Expenditures	<u>\$ 428,031</u>	<u>\$ 260,403</u>	<u>\$ 280,403</u>
NET CHANGE IN FUND BALANCE	<u>\$ (206,847)</u>	<u>\$ (260,303)</u>	<u>\$ (280,303)</u>
OTHER FINANCING SOURCES (USES)			
Operating transfer in	\$ 200,000	\$ 260,000	\$ 280,000
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ 200,000</u>	<u>\$ 260,000</u>	<u>\$ 280,000</u>
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	<u>\$ (6,847)</u>	<u>\$ (303)</u>	<u>\$ (303)</u>
FUND BALANCE, JANUARY 1	<u>\$ 15,537</u>	<u>\$ 8,690</u>	<u>\$ 8,387</u>
ENDING FUND BALANCE, DECEMBER 31	<u>\$ 8,690</u>	<u>\$ 8,387</u>	<u>\$ 8,084</u>





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.





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

	2018 Actual	2019 Estimate	2020 Budgeted
REVENUES			
Taxes	\$ 1,427,669	\$ 1,490,000	\$ 1,535,000
Intergovernmental			-
Investment income	1,047	8,800	7,900
Total Revenues	<u>\$ 1,428,716</u>	<u>\$ 1,498,800</u>	<u>\$ 1,542,900</u>
 EXPENDITURES			
Stormwater	<u>\$ 2,735,887</u>	<u>\$ 1,687,943</u>	<u>\$ 1,298,755</u>
Total Expenditures	<u>\$ 2,735,887</u>	<u>\$ 1,687,943</u>	<u>\$ 1,298,755</u>
 NET CHANGE IN FUND BALANCE	<u>\$ (1,307,172)</u>	<u>\$ (189,143)</u>	<u>\$ 244,145</u>
 OTHER FINANCING SOURCES (USES)			
Operating transfer in	\$ -	\$ -	\$ -
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	<u>\$ (1,307,172)</u>	<u>\$ (189,143)</u>	<u>\$ 244,145</u>
 FUND BALANCE, JANUARY 1	<u>\$ 2,781,284</u>	<u>\$ 1,474,112</u>	<u>\$ 1,284,969</u>
 ENDING FUND BALANCE, DECEMBER 31	<u>\$ 1,474,112</u>	<u>\$ 1,284,969</u>	<u>\$ 1,529,114</u>





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 as simple and as accurate as possible, all parks and recreation activities are included in this fund. In the past, even with a designated sales tax, this fund has required a transfer from the contingency reserve fund to have a positive fund balance.

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 comes 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 local option sales tax. One purpose for this revenue was to pay off a bond issue for a new water park and other improvements. This bond issue was paid off early with other City funds. Since that time the City has chosen to use this revenue to support the parks and recreation activities. This sales tax is the largest continuous source of revenue for the Park Fund and is now available to fund other park and recreation activities. Revenue from the resulting pool complex is the second largest ongoing source of revenue in the FY-2019 budget. Other ongoing sources of revenue for this fund include Recreation Program Fees and Investment Income. Grants are sought when possible but are not an ongoing revenue source. For FY-2020 this includes a grant project which is budgeted to cost \$441,000 and have a grant receipt of \$420,000.

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.





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

	2018 Actual	2019 Estimate	2020 Budget
REVENUES			
Taxes	\$ 615,547	\$ 600,000	\$ 590,000
Intergovernmental	6,400	392,822	423,150
Parks and Recreation Income	331,839	306,500	320,600
Investment Income	38	650	600
Miscellaneous	-	-	-
Total Revenues	<u>\$ 953,824</u>	<u>\$ 1,299,972</u>	<u>\$ 1,334,350</u>
EXPENDITURES			
Parks and Recreation	<u>\$ 852,790</u>	<u>\$ 1,306,521</u>	<u>\$ 1,446,170</u>
Total Expenditures	<u>\$ 852,790</u>	<u>\$ 1,306,521</u>	<u>\$ 1,446,170</u>
NET CHANGE IN FUND BALANCE	<u>\$ 101,034</u>	<u>\$ (6,549)</u>	<u>\$ (111,820)</u>
OTHER FINANCING SOURCES (USES)			
Operating transfer in	\$ -	\$ -	\$ 50,000
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	<u>\$ 101,034</u>	<u>\$ (6,549)</u>	<u>\$ (61,820)</u>
FUND BALANCE, JANUARY 1	<u>\$ 31,659</u>	<u>\$ 132,693</u>	<u>\$ 126,144</u>
ENDING FUND BALANCE, DECEMBER 31	<u>\$ 132,693</u>	<u>\$ 126,144</u>	<u>\$ 64,324</u>





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 a first-come first-served basis.

Since the number of repairs has been below the amount of revenue received in prior years, there is an ongoing fund balance. The Council is willing to utilize this fund balance for appropriate expenditures in the current year.





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

	2018 Actual	2019 Estimate	2020 Budget
REVENUES			
Investment income	\$ 179	\$ 2,450	\$ 2,200
Miscellaneous	94,165	94,000	94,000
Total Revenues	<u>\$ 94,344</u>	<u>\$ 96,450</u>	<u>\$ 96,200</u>
EXPENDITURES			
Sewer Lateral	\$ 123,872	\$ 162,040	\$ 122,840
Total Expenditures	<u>\$ 123,872</u>	<u>\$ 162,040</u>	<u>\$ 122,840</u>
NET CHANGE IN FUND BALANCE	<u>\$ (29,527)</u>	<u>\$ (65,590)</u>	<u>\$ (26,640)</u>
OTHER FINANCING SOURCES (USES)			
Operating transfer in	\$ -	\$ -	\$ -
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	<u>\$ (29,527)</u>	<u>\$ (65,590)</u>	<u>\$ (26,640)</u>
FUND BALANCE, JANUARY 1	<u>\$ 488,358</u>	<u>\$ 458,831</u>	<u>\$ 393,241</u>
ENDING FUND BALANCE, DECEMBER 31	<u>\$ 458,831</u>	<u>\$ 393,241</u>	<u>\$ 366,601</u>





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 at least 16.7% 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 exhausting the two (2) months of General Fund working capital.





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

	2018 Actual	2019 Estimate	2020 Budget
REVENUES			
Investment income	\$ 317	\$ 4,800	\$ 4,300
Total Revenues	<u>\$ 317</u>	<u>\$ 4,800</u>	<u>\$ 4,300</u>
EXPENDITURES			
Administration	\$ -	\$ -	\$ -
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCE	<u>\$ 317</u>	<u>\$ 4,800</u>	<u>\$ 4,300</u>
EXPENSE REAPPROPRIATION	\$ -	\$ -	\$ -
OTHER FINANCING SOURCES (USES)			
Operating transfer in	\$ 1,360,000	\$ 1,320,000	\$ 1,575,000
Operating transfer out	(1,360,000)	(1,320,000)	(1,575,000)
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	<u>\$ 317</u>	<u>\$ 4,800</u>	<u>\$ 4,300</u>
FUND BALANCE, JANUARY 1	<u>\$ 772,498</u>	<u>\$ 772,815</u>	<u>\$ 777,615</u>
ENDING FUND BALANCE, DECEMBER 31	<u>\$ 772,815</u>	<u>\$ 777,615</u>	<u>\$ 781,915</u>





EXPENDABLE TRUST FUNDS

Expendable 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. Expendable Trust Funds use a measurement focus based upon the determination of and changes in financial position rather than upon net income. The following Expendable Trust Funds are maintained by the City:

Benevolent Fund – used to account for receipts and disbursements of the City’s Benevolent Program for employees.

Police Foundation Fund – used to account for a new program that was authorized by the City Council in December 2018. This fund will allow for businesses and citizens to make contributions which will be used for the Police Department. The items that will be considered for purchase will be extra enhancements which the Chief does not believe would be appropriate for the rest of the City’s budget.





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. During FY-2015 the City Council decided to widen the types of use that can be covered. The Council decided to include expenses that are directly related to the health care of an individual that is covered by the City's health insurance if approved in advance by the Council.





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

	2018 Actual	2019 Estimate	2020 Budget
REVENUES			
Investment income	\$ 22	\$ 350	\$ 300
Total Revenues	\$ 22	\$ 350	\$ 300
EXPENDITURES			
Administration	\$ -	\$ -	\$ 8,500
Total Expenditures	\$ -	\$ -	\$ 8,500
NET CHANGE IN FUND BALANCE	\$ 22	\$ 350	\$ (8,200)
OTHER FINANCING SOURCES (USES)			
Operating transfer in	\$ -	\$ -	\$ -
Operating transfer out	-	-	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	\$ 22	\$ 350	\$ (8,200)
FUND BALANCE, JANUARY 1	\$ 53,867	\$ 53,889	\$ 54,239
ENDING FUND BALANCE, DECEMBER 31	\$ 53,889	\$ 54,239	\$ 46,039





ELLISVILLE POLICE FOUNDATION FUND

FUND NUMBER: 73

PURPOSE

The Ellisville Police Foundation Fund was established in December 2018 to allow for the purchase of additional items for the Police Department which the Chief does not believe would be appropriate for any other section of the budget.

FINANCIAL POLICIES/PROCEDURES

The Ellisville Police Foundation Fund has a Board which will review and authorize appropriate expenditures. Since this has been established as a City fund it will comply with the City's purchasing policy and the budgeted expenditures are included in the annual budget that is approved by the City Council. Expenditures will not be allowed in excess of the fund balance from the prior year plus all receipts that have been made during the current year. This fund is not eligible for transfers from any other fund.





CITY OF ELLISVILLE, MISSOURI
Combined Statement of Revenues, Expenditures and Changes in
Fund Balance
Police Foundation Fund

	2018	2019	2020
	Actual	Estimate	Budget
REVENUES			
Miscellaneous income	<u>\$ 8,881</u>	<u>\$ 50</u>	<u>\$ 50</u>
Total Revenues	<u>\$ 8,881</u>	<u>\$ 50</u>	<u>\$ 50</u>
 EXPENDITURES			
Police	<u>\$ 6,185</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ 6,185</u>	<u>\$ -</u>	<u>\$ -</u>
 NET CHANGE IN FUND BALANCE	<u>\$ 2,696</u>	<u>\$ 50</u>	<u>\$ 50</u>
 OTHER FINANCING SOURCES (USES)			
Operating transfer in	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating transfer out	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER (USES)	<u>\$ 2,696</u>	<u>\$ 50</u>	<u>\$ 50</u>
 FUND BALANCE, JANUARY 1	<u>\$ -</u>	<u>\$ 2,696</u>	<u>\$ 2,746</u>
 ENDING FUND BALANCE, DECEMBER 31	<u>\$ 2,696</u>	<u>\$ 2,746</u>	<u>\$ 2,796</u>





FY-2020 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

3.35% of Total Revenues

The Real Estate Tax is for all property in the City as of January 1st for that year. The tax rates begin with the rate for prior year. Property values are allowed to increase for new construction. If other property values increase at rate above inflation, the City’s tax rate must be rolled back. This cannot be determined until late in September of the year. 2019 is a reassessment year in St. Louis county so a rollback can be expected before FY-2020 begins. This limits the potential growth of this revenue source. 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 this chart.

FY-2018 Real Estate Property Tax Rates			
Rates	Residential	Commercial	Agricultural
Maximum Allowed	\$ 0.1410	\$ 0.1400	\$ 0.0000
Approved Rate	\$ 0.1410	\$ 0.1400	\$ 0.0000

Property taxes are due by December 31st of each year. This is the end of the City’s fiscal year. Even on an accrual basis, there are tax payments that are not made in a timely fashion. Therefore, while the tax rate does impact revenues it is not a one for one comparison. It is important to look at prior years’ receipts to determine a budgeted amount for the next year.

Year	Revenue	Percent Change
2011	\$371,084	1.79%
2012	\$358,257	-3.46%
2013	\$331,699	-7.41%
2014	\$329,686	-0.61%
2015	\$339,674	3.03%
2016	\$344,686	1.48%
2017	\$331,678	-3.77%
2018	\$396,922	19.67%
2019 Estimated	\$360,000	-9.30%
2020 Budgeted	\$362,000	0.56%

The chart to the right shows Real Estate Taxes provide a steady stream of revenue with very slow growth or shrinkage over time. While this is a major revenue source, its 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.

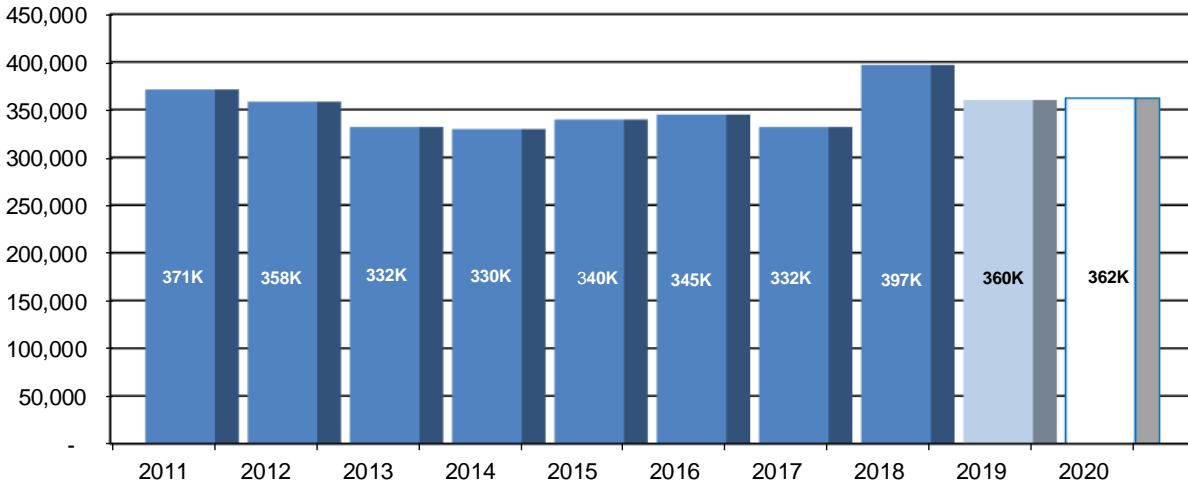
Real estate taxes are collected by St. Louis County and disbursed throughout the year. The County pursues all matters on the City’s behalf, as the collecting agent.

Real Estate 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

21.99% of Total Revenues

The one percent sales tax continues to be the single largest revenue source for the City. This is a County wide sales tax. It is distributed to the cities in the County and to the County for unincorporated areas based on two different methods. The first (Group A) is based upon where the sale was made with some sales tax being redistributed to the second method based on a complex calculation. The second method (Group B) 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.

Year	1% Sales Tax	Percent Change
2011	\$2,348,911	1.29%
2012	\$2,373,036	1.03%
2013	\$2,266,312	-4.50%
2014	\$2,338,433	3.18%
2015	\$2,554,287	9.23%
2016	\$2,451,605	-4.02%
2017	\$2,136,199	-12.87%
2018	\$2,208,841	3.40%
2019 Estimate	\$2,300,000	4.13%
2020 Budget	\$2,375,000	3.26%



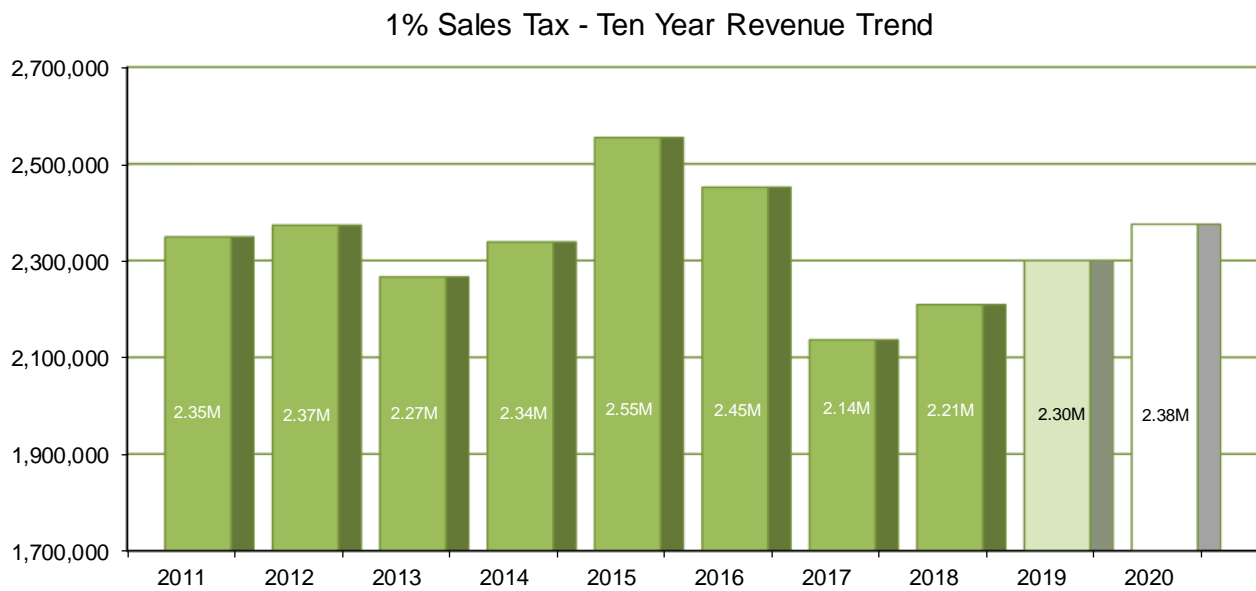


When determining the budget for this revenue source several factors are considered. Among these are trend analysis, economic projections for the Country and the St. Louis area, status of any redevelopment projects, and knowledge of any store openings, closings or anticipated store closings. The impact of online sales which often do not create local sales tax, also are considered.

Nationwide the economy is still moving forward. There are a number of economist that expect a slow down or recession later this year. At this point Ellisville is anticipating a downturn which should be limited by the Fed’s. anticipated decrease in interest rates later in 2019. The economy in the St. Louis metropolitan area is expected to reflect this same economic trend. A major grocery store did close late in 2018. A smaller grocery store opened in the spring of 2019. These were noted and considered in the FY-2019 budget. Another new retail area is under construction and it is anticipated that it will open during the summer of 2020. All of these factors were considered when estimating the receipts for FY-2019 and the budget amount for FY-2020.

This one percent sales tax is a general fund revenue source.

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



ONE HALF PERCENT SALES TAX FOR STORMWATER CONTROL

14.22% 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 1% Sales Tax.

While the distribution calculation is different for this sales tax, the economic and other factors explained in the 1% Sales Tax section previously are also applied to this sales tax.





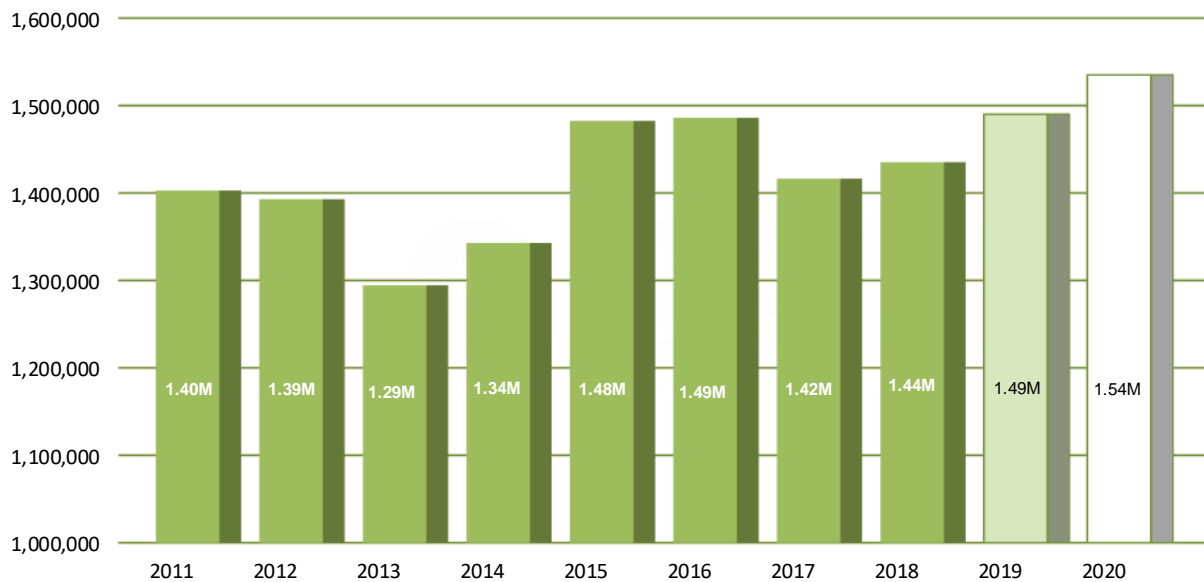
Pursuant to State statues, this tax can be used for improved control of stormwater or for parks. When presented to the voters in Ellisville it was stated that the funds would be used for stormwater control. It has only been used for the construction, maintenance, and repair of the City's stormwater infrastructure systems.

This ½ cent sales tax is credited to the Stormwater Control Fund.

Year	1/2% Sales Tax	Percent Change
2011	\$1,402,814	0.54%
2012	\$1,392,903	-0.71%
2013	\$1,294,429	-7.07%
2014	\$1,342,882	3.74%
2015	\$1,482,438	10.39%
2016	\$1,485,923	0.24%
2017	\$1,416,387	-4.68%
2018	\$1,435,162	1.33%
2019 Estimate	\$1,490,000	3.82%
2020 Budget	\$1,535,000	3.02%

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

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



ONE HALF PERCENT SALES TAX FOR CAPITAL IMPROVEMENTS

10.74% of Total Revenues

This one half percent sales tax for capital improvements and maintenance of capital improvements 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 subject to redistribution on a slightly different basis than the 1% Sales Tax. Because of this the revenue from this sales tax is not equal to the ½% Stormwater Sales Tax. This one half percent sales tax has a redistribution but it has a maximum redistribution percentage of 17%. Therefore, this sales tax is not equal to one half of the 1% Sales Tax.





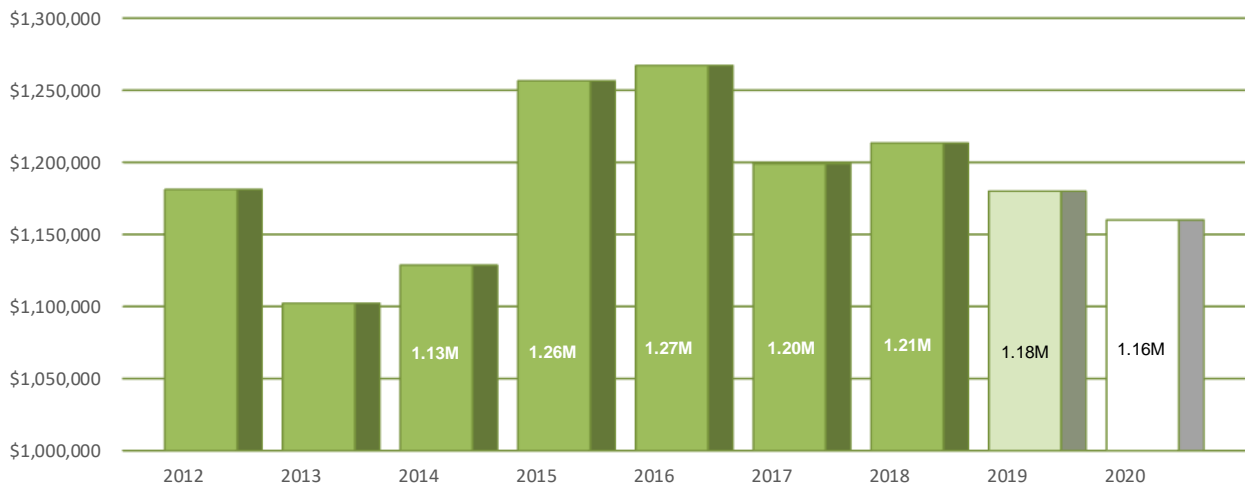
For Ellisville the redistribution percentage has been approximately 15%. The same methodology was used in the projections for this sales tax as for the others along with consideration for the redistribution calculation.

The 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.

Year	1/2% Sales Tax	Percent Change
2011	\$ 262,099	1st Year
2012	\$1,181,176	350.66%
2013	\$1,102,281	-6.68%
2014	\$1,128,678	2.39%
2015	\$1,256,500	11.32%
2016	\$1,267,177	0.85%
2017	\$1,199,105	-5.37%
2018	\$1,213,391	1.19%
2019 Estimate	\$1,180,000	-2.75%
2020 Budget	\$1,160,000	-1.69%

This sales tax started during FY-2011. Therefore, the chart below has a nine year comparison.

1/2% Capital Improvements Sales Tax - Nine Year Revenue Trend



ONE HALF PERCENT SALES TAX FOR PUBLIC SAFETY

4.95% of Total Revenues

This one half percent sales tax for Public safety is a St. Louis County sales tax which was approved by the voters of the County during 2017. This sales tax is distributed based upon the population of the government entity. There is no option to receive this based upon the taxable sales in Ellisville. Therefore, the receipts for this sales tax will be different that all of the other sales taxes.

This sales tax went into effect on October 1, 2017. The estimate for 2019 is \$17,537 greater than the receipts for 2018. The budgeted amount for FY-2020 is \$20,000 larger.

Year	1/2% Sales Tax	Percent Change
2018	\$ 497,463	
2019 Estimate	\$ 515,000	3.53%
2020 Budget	\$ 535,000	3.88%





The City of Ellisville raised the salaries of Police Officers for FY-2017 in anticipation of this sales tax being approved. This pay program is continuing for the Police Officers. This change along with other department operational changes fully utilize the receipts from this sales tax. Because of this, this sales tax is being shown in the General Fund.

No chart or graph has been prepared for this sales tax because there is not enough history to show.

ONE QUARTER PERCENT SALES TAX FOR LOCAL PARKS

5.46% 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 Ellisville’s usual redistribution percentage on the one percent sales tax. Current tax receipts are used when estimating receipts for FY-2019 and budgeting for FY-2020.

Year	1/4% Sales Tax	Percent Change
2011	\$ 604,326	0.69%
2012	\$ 600,850	-0.58%
2013	\$ 559,351	-6.91%
2014	\$ 573,467	2.52%
2015	\$ 640,303	11.65%
2016	\$ 644,409	0.64%
2017	\$ 609,776	-5.37%
2018	\$ 615,547	0.95%
2019 Estimate	\$ 600,000	-2.53%
2020 Budget	\$ 590,000	-1.67%

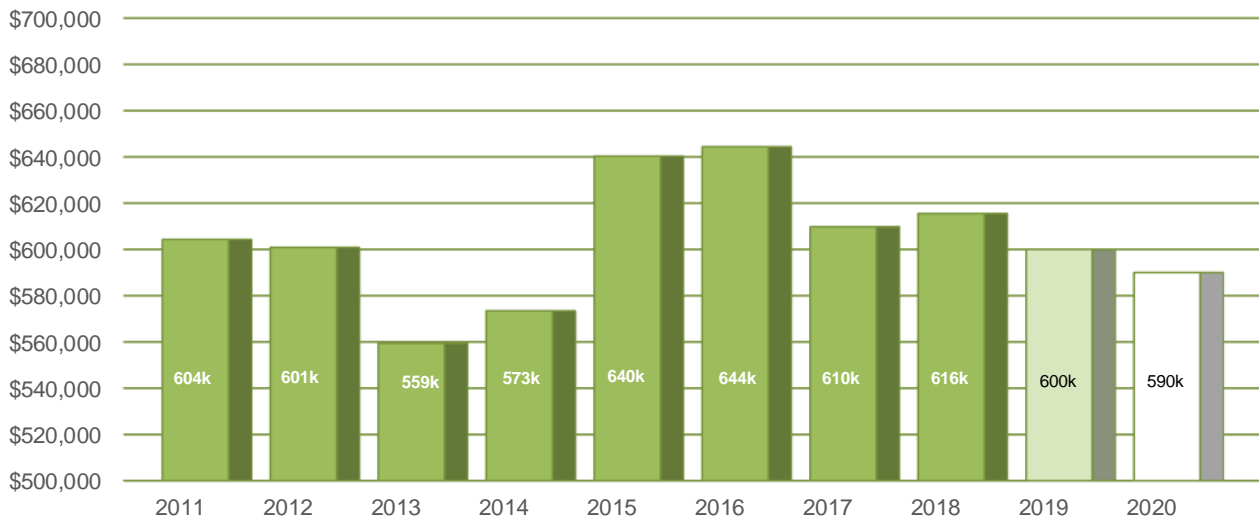
The estimate for FY-2019 is 0.78% lower than the receipts for the prior year. This is \$15,000 lower than the budget for FY-2019.

The budget for FY-2020 has been set at \$600,000. As with the other sales tax projections, this reflects several offsetting factors.

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.

The graph below illustrates the One Quarter Percent Sales Tax revenue trend:

1/4% Local Option Sales Tax for Parks - Ten Year Revenue Trend





FINANCIAL INSTITUTION TAX

0.01 % of Total Revenues

The State of Missouri levies and collects a financial institution tax from all banking type institutions. This tax is assessed at a rate of 7% of the financial institution's net income which fluctuates from year to year. The money is received once a year.

The total amount received has decrease during the past few years. For FY-2019 the receipts are \$1,424. The budget for FY-2020 has been set at \$1,000. Financial institution tax is credited to the General Fund.

UTILITY & FRANCHISE TAXES

TELECOMMUNICATIONS TAX

2.32% 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.

The decrease in land line telephones in homes kept this from being considered a revenue growth area. An increase in texting (not telecommunicating taxable) has also had an impact on this revenue stream. So far in FY-2019 revenues have been less, but the rate of the decrease is lower. These factors weighed heavily on the projections for FY-2019 and the budget for FY-2020.

The budgeted revenue of \$250,000 for FY-2020 is included in the general fund.

Telecommunication Franchise Fees		
Year	Franchise Fees	Percent Change
2011	\$ 473,887	-11.5%
2012	\$ 455,698	-3.8%
2013	\$ 411,492	-9.7%
2014	\$ 386,211	-6.1%
2015	\$ 354,653	-8.2%
2016	\$ 367,548	3.6%
2017	\$ 319,040	-13.2%
2018	\$ 278,791	-12.6%
2019 Estimate	\$ 260,000	-6.7%
2020 Budget	\$ 250,000	-3.8%

WATER UTILITY TAX

1.20% 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.

FY-2018 was an unusual year with a decrease in revenue. Revenues received in FY-2019 project a slight increase for this year. No increase is being budgeted for FY-2020.

This revenue is credited to the General Fund.

Water Franchise Fees		
Year	Franchise Fees	Percent Change
2011	\$ 128,214	13.5%
2012	\$ 143,337	11.8%
2013	\$ 149,051	4.0%
2014	\$ 122,902	-17.5%
2015	\$ 126,829	3.2%
2016	\$ 130,206	2.7%
2017	\$ 137,944	5.9%
2018	\$ 129,521	-6.1%
2019 Estimate	\$ 130,000	0.4%
2020 Budget	\$ 130,000	0.0%





ELECTRIC UTILITY TAX

9.31% 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. Society’s continued increase in electric usage has resulted in this revenue stream growing over time. That is expected to continue. Of course a cooler wetter summer like the first half of the summer of 2019, will have a significant impact.

Ameren MO has discovered that one major account that has been included in Ellisville’s revenue is actually in Chesterfield. They have to make an adjustment for the past two years’ receipts. Ellisville has requested this adjustment be made over the next two years rather than all at once. The City of Chesterfield seems to be willing to accept this solution. While that will impact cash flow, accrual based accounting means that the full impact was booked against FY-2018 and prior years.

Electric Franchise Fees		
Year	Franchise Fees	Percent Change
2011	\$ 877,354	7.9%
2012	\$ 881,215	0.4%
2013	\$ 936,437	6.3%
2014	\$ 937,363	0.1%
2015	\$ 996,053	6.3%
2016	\$ 974,789	-2.1%
2017	\$ 1,068,853	9.6%
2018	\$ 864,807	-19.1%
2019 Estimate	\$ 955,000	10.4%
2020 Budget	\$ 1,005,000	5.2%

All of these factors were considered when determining the projection for FY-2019 and the budget for FY-2020. The estimate for FY-2019 is \$955,000. The budget for FY-2020 is \$1,005,000.

Electrical franchise revenues are credited to the General Fund.

NATURAL GAS UTILITY TAX

3.01% 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. 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 estimate for FY-2019 is based upon receipts through July of the current year and expectations for receipts during the rest of the year based upon prior years’ experience.

Weather has a major impact on this revenue. Considering all the factors, the projection for FY-2019 has been set at \$311,000 and the budget for FY-2020 has been set at \$325,000.

Natural Gas Franchise Fees		
Year	Franchise Fees	Percent Change
2011	\$ 309,286	-1.1%
2012	\$ 240,550	-22.2%
2013	\$ 280,765	16.7%
2014	\$ 303,177	8.0%
2015	\$ 273,391	-9.8%
2016	\$ 242,392	-11.3%
2017	\$ 259,456	7.0%
2018	\$ 298,645	15.1%
2019 Estimate	\$ 311,000	4.1%
2020 Budget	\$ 325,000	4.5%

Natural Gas franchise revenues are credited to the General Fund.





CABLE COMMUNICATIONS FRANCHISE FEE TAX

1.25% 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.

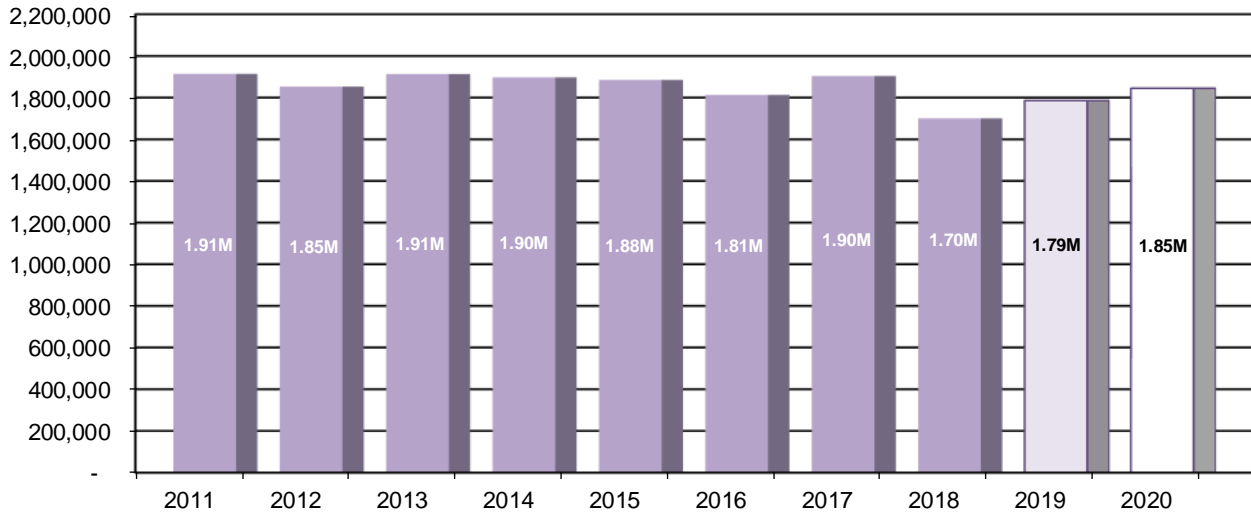
With two providers since early in FY-2011 the revenue had a significant jump in revenue that year. Growth since that time has been at a more reasonable rate. Considering this history, the projection for FY-2019 has been set at \$130,000 and the budget for FY-2020 has been set at \$135,000.

Cable Communication franchise fees are credited to the General Fund.

Cable Communications Franchise Fees		
Year	Franchise Fees	Percent Change
2011	\$ 125,642	77.8%
2012	\$ 131,641	4.8%
2013	\$ 135,475	2.9%
2014	\$ 147,035	8.5%
2015	\$ 134,069	-8.8%
2016	\$ 97,253	-27.5%
2017	\$ 118,308	21.6%
2018	\$ 128,549	8.7%
2019 Estimate	\$ 130,000	1.1%
2020 Budget	\$ 135,000	3.8%

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

Combined Franchise Fees - Ten Year Revenue Trend





INTERGOVERNMENTAL REVENUES

MISSOURI GASOLINE TAX

2.24% 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.

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.

Based upon the receipts during the first seven months of FY-2019 the projection for this year is \$242,000. The budget for FY-2019 has also been set at \$242,000.

Year	Gasoline Tax	Percent Change
2011	\$247,086	-4.0%
2012	\$231,569	-6.3%
2013	\$231,468	0.0%
2014	\$238,161	2.9%
2015	\$244,473	2.7%
2016	\$242,623	-0.8%
2017	\$246,693	1.7%
2018	\$244,507	-0.9%
2019 Estimate	\$242,000	-1.0%
2020 Budget	\$242,000	0.0%

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

MOTOR VEHICLE SALES TAX

0.82% 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.

The projection for FY-2019 is based upon this year's actual receipts to date compared to prior years. The FY-2019 projection is \$88,000. The budget for FY-2020 has also been set at \$88,000.

Motor vehicle sales tax is credited to the Capital Infrastructure Fund.

MOTOR VEHICLE FEES

0.42% 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 actual amounts so far this year suggest the total amount for FY-2019 will be \$45,000. The receipts for this account have not changed significantly during the past ten years. With this information, the budget for FY-2020 is \$45,000.

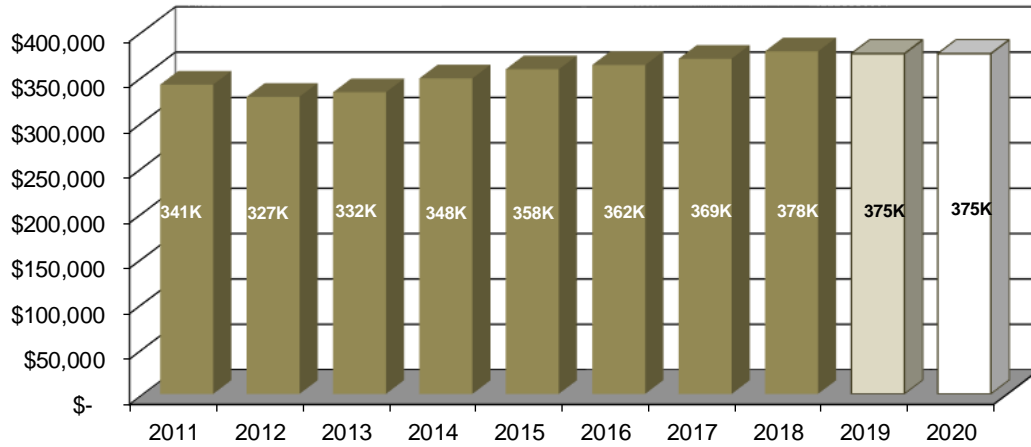
Motor vehicle fees are credited to the Capital Infrastructure Fund.

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





Missouri Vehicle Related Fees - Ten Year Revenue Trend



BRIDGE AND ROAD TAX

2.96% 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
2010	\$287,084	0.9%
2011	\$293,056	2.1%
2012	\$284,951	-2.8%
2013	\$263,774	-7.4%
2014	\$261,269	-0.9%
2015	\$271,343	3.9%
2016	\$273,198	0.7%
2017	\$267,952	-1.9%
2018	\$315,267	17.7%
2019 Estimate	\$320,000	1.5%
2020 Budget	\$320,000	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-2019 and the budget for FY-2020 have both been set at \$320,000. This is based upon prior years' receipts.

CIGARETTE TAX

0.15% 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. Cigarette tax revenues are credited to the General Fund.

Cigarette tax revenues have been decreasing for many years. The actual for FY-2018 and the year to date receipts for FY-2019 show a continuation of this trend. The estimate for FY-2019 is \$18,000 and the budget for FY-2020 is \$16,000.

GRANTS

3.92% of Total Revenues

Grants represent intergovernmental funds from the United States Federal Government, the State of Missouri and St. Louis County including the St. Louis Area Parks Commission.





For FY-2020 the Park is applying for a \$3,150 grant from the Missouri Arts Council for the Bluebird Park Concert Series. The requested amount for FY-2020 is \$3,150. The City has applied for a Municipal Park Grant of \$420,000 for FY-2020. These grants are included in the Park Fund Budget.

For FY-2020 the Police Department is seeking a grant from the BPV Partnership for \$6,500. This grant is included in the budget and will be credited to the General Fund. The Department will be pursuing two other grants. The amounts are not known so they are not being included in the budgeted revenue for FY-2020.

LICENSES, PERMITS AND INSPECTION FEES

BUSINESS LICENSE

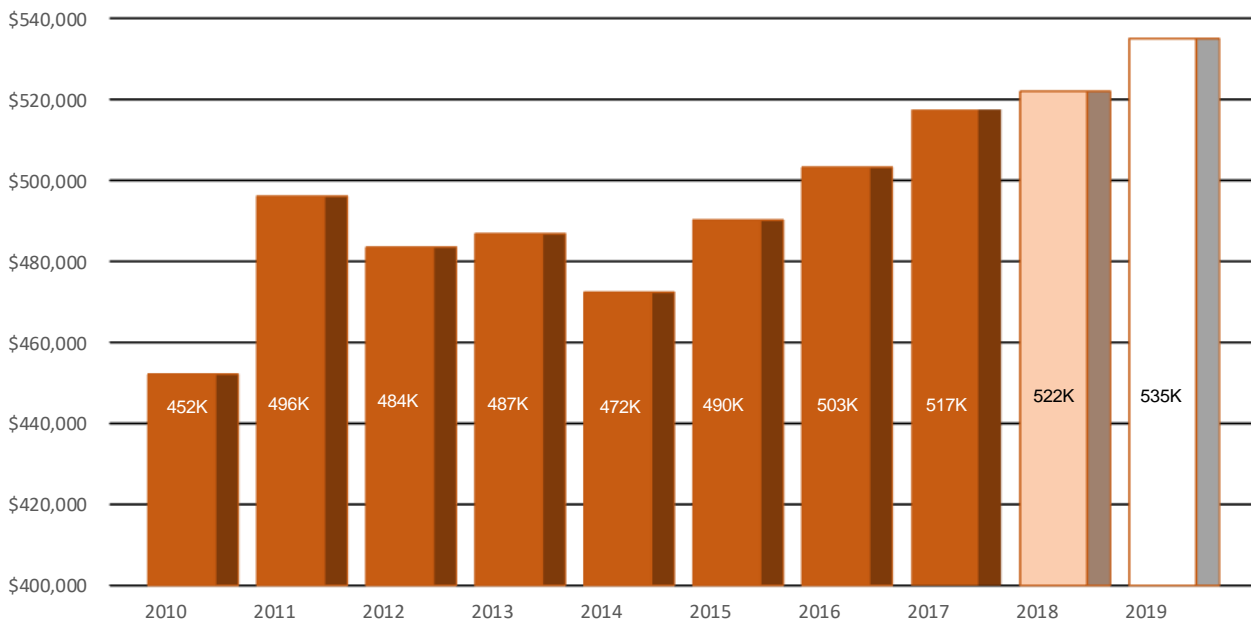
5.05% of Total Revenues

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 sq. ft.

Redevelopment should bring several new businesses during FY-2020. The cost of a business license is prorated so while this is a positive the impact for FY-2020 will be limited. Considering these factors and history, the projection for FY-2019 has been set at \$535,000. The proposed budget for FY-2020 has been set at \$545,000. Business License fee revenue is credited to the General Fund.

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

Business Licenses - Ten Year Revenue Trend



**LIQUOR LICENSE**

0.12% 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.

The estimate for FY-2019 is \$12,200. With redevelopment it is anticipated there will be at least one additional license issued next year. For FY-2020 has been set at \$12,500.

PLUMBING LICENSE

0.03% of Total Revenues

Every plumber/plumbing contractor working in the City of Ellisville is required to obtain a license. The plumbing license fee is \$30. 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-2019 and the budget for FY-2020 are the same at \$3,000.

VENDING LICENSE

0.03% 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. Vending license fee revenue is credited to the General Fund.

The projection for FY-2019 is \$3,400. The budget for FY-2020 has also been set at \$3,400.

BUILDING PERMITS

0.93% 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 \$120,000 for FY-2019. This includes three new stores that have not yet requested building permits. The budget for FY-2020 is estimated to be back to a more normal level at \$100,000.

EXCAVATION PERMITS

0.01% 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-2019 it appears the receipts will be approximately \$1,500. The budget for FY-2020 has also been set at \$1,500.

OCCUPANCY PERMITS

0.08% 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 \$7,500 for FY-2019. With a new senior living center opening next year, the budget for FY-2020 has been set at \$8,500.

PLUMBING PERMITS

0.16% 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-2019 is anticipated to be \$18,000. The budget for FY-2020 has also been set at \$17,000.

SEWER PERMITS

0.01% 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-2019 is estimated at \$1,000. The budget for FY-2020 has been set at \$1,000.

SIGN PERMITS

0.09% 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-2019 and the budget for FY-2020 are set at \$9,500.

RESIDENTIAL OCCUPANCY INSPECTION FEES

0.11% 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-2019 is expected to be \$14,000. This is in line with the historical norms. The budget for FY-2020 has been set at \$12,000 considering the current year's estimate and the historical norms for this account.



**COMMERCIAL OCCUPANCY INSPECTION FEES**

0.01% 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.

The estimate for FY-2019 is \$2,500. The budget for FY-2020 has been set at \$1,500.

PLANNING APPLICATION FEES

0.09% of Total Revenues

Receipts for FY-2019 are projected to be \$9,500. The budget for FY-2020 has been set at the same \$9,500. Planning application fees are credited to the General Fund.

FINES AND COURT COSTS**COURT FINES**

0.74% of Total Revenues

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. All receipts are deposited to the General Fund.

The actual receipts for FY-2018 were \$80,428. The projected revenue from all court receipts for FY-2019 is expected to be \$80,000. Since this is not intended as a source of revenue growth, the budget for FY-2020 is set at \$80,000.

Security Inmate Fee

0.01% of Total Revenues

The projected receipts for FY-2019 are \$800. The budget for FY-2020 has been set at \$800.

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

POLICE TRAINING

0.00% of Total Revenues

A \$2 fee per ticket is charged to those convicted of all City violations. This amount is sent to the State. The State then issues a payment to the City in October that is based upon a State wide basis.

The money received is set-aside to help offset the cost of ongoing training for the Police Department. This revenue is credited to the General Fund.

The projection for this year is \$400. The same amount is being used for the FY-2020 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 this 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 are very low. Therefore, the projection for FY-2019 and the budget for FY-2020 have been set at \$200.

BOND FORFEITURE

0.00% of Total Revenues

Due to State operating requirements for municipal courts, it is now very rare for the Court to require a cash bond. Therefore, the current year projection and the budget for FY-2020 have been set at \$0. If there are any Bond Forfeitures, they will be credited to the General Fund.

PARK REVENUES

POOL INCOME

1.58% of Total Revenues

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

The projected revenue for FY-2019 is \$163,000 for this year. The budget for FY-2020 anticipates a weather pattern that is a little better. The budget for FY-2019 has been set at \$170,000.

POOL CONCESSIONS

0.33% of Total Revenues

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

Pricing of the items sold at the pool concession stand are competitive but reasonable. The intent is for revenue to cover the costs of products and labor. The revenue for FY-2019 is estimated to be \$33,000. The revenue budget for FY-2019 is \$36,000 based upon budgeted product and labor costs.

RECREATIONAL PROGRAM FEES

0.67% 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. Recreation program fees are set to cover the cost of the direct expenses attributed to each program. Recreational Program Fees are credited to the Park Fund.

The estimate for FY-2019 is \$69,000. The Parks and Recreation staff believes there will be some growth for FY-2020. For budget purposes \$72,000 is being budgeted for FY-2020.



**RECREATION SPECIAL EVENTS**

0.06% of Total Revenues

Recreation Special Event revenue is generated by vendor rental fees, sponsorships and registration fees. Current special events include Hot Dog its Chili, Honeysuckle Removal Days, Breakfast with Santa, Easter Egg Hunts, Hay Rides and Outdoor Movies. Recreation Special Event revenue is credited to the Park Fund.

The projected revenue for FY-2019 is \$6,000. The budgeted amount for FY-2020 has been set at \$6,500.

BLUEBIRD PARK INCOME

0.28% of Total Revenues

Bluebird Park Income represents all income associated with park use and rentals, excluding revenues related to the EDGE Aquatic Center. Bluebird Park Income is generated through the rental of baseball fields, shelters, community rooms, dog park memberships and selling park merchandise. Bluebird Park Income is credited to the Park Fund.

The projected revenue for FY-2019 is \$30,000. The budgeted amount for FY-2020 has been set at \$30,500.

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 is credited to the Park Fund.

While the anticipated receipts for FY-2019 are \$0 this is an unstable revenue source so the budget for FY-2020 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.

There have been no receipts during FY-2019. Due to the unpredictability of when developers may make the payments the budget for FY-2020 is set for \$0.

JULY 4TH SPONSORSHIPS

0.02% of Total Revenues

July 4th Sponsorships represents businesses that make contributions to help off-set the costs of the fireworks. \$2,100 was received in FY-2019. Revenue is expected to be the similar for FY-2020 and the budget is \$2,500. All July 4th Sponsorship revenue is credited to the Park Fund.





CONCERTS SPONSORSHIPS

0.03% of Total Revenues

Concerts sponsorships represent businesses that make contributions to help off-set the costs of operating the concerts in the park. \$3,000 has been received in this account for FY-2019.

Revenue is expected to be similar to years prior to FY-2020 and the budget is \$3,500. All concert sponsorships are credited to the Park Fund.

MISCELLANEOUS REVENUE

INTEREST INCOME

0.25% of Total Revenues

Interest income comes from the interest earned by investing the “excess working capital” from reserve funds from normal operations of each fund.

Investments are generally made for more than one year at a time. Investments mature throughout the year. This allows for funds to supplement cash flow whenever necessary. These factors also create some change in the rate of return over time but moderate this fluctuation from year to year.

The estimate for FY-2019 is \$30,000. Because a few investments will be cashed out during FY-2019, the budgeted interest earnings for FY-2020 has been set at \$27,000.

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
2009	\$ 43,227	-84.2%
2010	\$ 64,375	48.9%
2011	\$ 46,393	-27.9%
2012	\$ 71,506	54.1%
2013	\$ 50,276	-29.7%
2014	\$ 73,622	46.4%
2015	\$ 41,004	-44.3%
2016	\$ 58,025	41.5%
2017	\$ 86,586	49.2%
2018	\$ 12,863	-85.1%
2019 Estimate	\$ 30,000	133.2%
2020 Budget	\$ 27,000	-10.0%

For FY-2020 the interest earnings are budgeted to be allocated as follows.

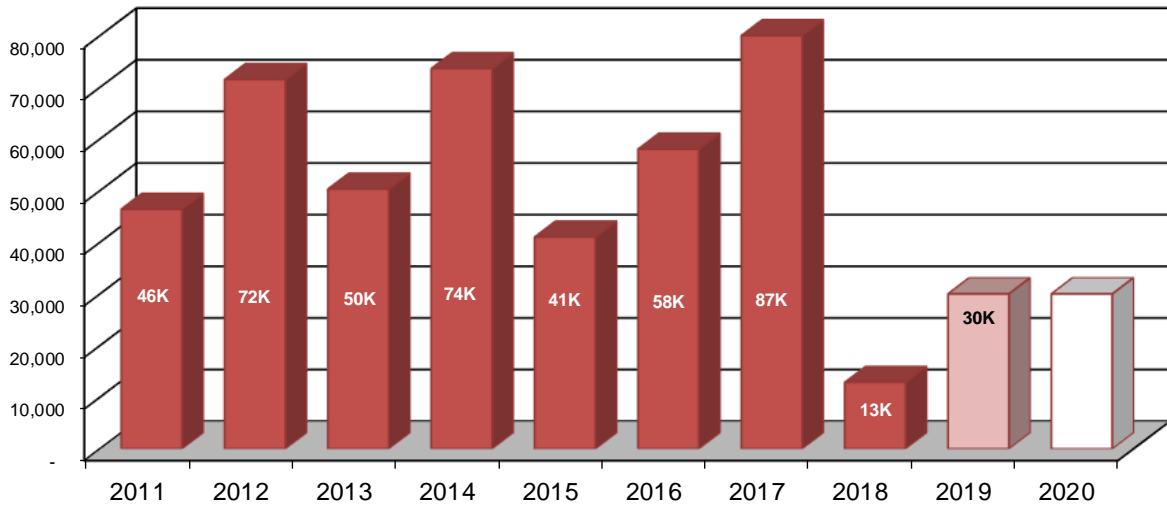
- General Fund \$ 11,100
- Capital Infrastructure Fund \$ 450
- Capital Equipment Replacement Fund \$ 100
- Park Fund \$ 600
- Benevolent Fund \$ 300
- Police Foundation \$ 50
- Stormwater Control Fund \$ 7,900
- Sewer Lateral Fund \$ 2,200
- Contingency Fund \$ 4,300
- \$ 27,000**

The graph on the next page shows the trend analysis for interest income over ten years.





Interest Income - Trend Analysis



SURPLUS PROPERTY SALES

0.00% of Total Revenues

The sale of City property and equipment, determined obsolete, is declared surplus property and generally sold on GovDeals. The amounts received are generally rather low. Such sales are usually for very well used equipment. The City does not dispose of assets that still have value to the City.

So far in FY-2019 there have been no receipts. Therefore, the projection for FY-2019 and the budget for FY-2020 are set at \$0. Revenues from any such sales are deposited into the General Fund.

MISCELLANEOUS INCOME

0.12% 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, redevelopment traffic study payments and similar sources. The City has been receiving a contribution from a non-profit nursing facility of approximately \$5,000 per year. Because this is not required the City does not include it in the budget. When this payment has been received in the past it has been used for public safety support. For FY-2019 the estimate is \$13,000. Considering recent history of known items the budget for FY-2020 has been set at \$13,000.

Miscellaneous Income is only anticipated for the general fund.

FALSE ALARMS

0.00% 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-2019 and the budget for FY-2020 have been set at \$500.



**PUBLICATION FEES**

0.00% of Total Revenues

Publication fees are collected for each public hearing. It is impossible to anticipate the number of public hearings during a year. The estimate for FY-2019 is \$400. Because of the nature of this revenue source the budget for FY-2020 has been set at \$0.

SEWER LATERAL FEE

0.87% 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 not growing much.

In FY-2019 the City projects \$94,000 in Sewer Lateral Fee revenue. For FY-2020 the same amount of \$94,000 is being budgeted, which is credited to the Sewer Lateral Repair Fund.





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-2019 Goals and Objectives Update:

1. Improve City Government’s Analytic Capacity. **Update: In 2019, staff established financial benchmarks based upon 12-month running sales tax totals and established financial benchmarks based upon needs as opportunities making this information useful.**
2. Increase Residential Demand. **Update: Staff improved existing stock by encouraging home improvements/upgrades. Additionally, staff submitted the city’s five year map plan in order to have the opportunity to annex adjacent unincorporated areas.**
3. Increase Retail/Commercial Demand. **Update: Staff created awareness and positive image among the development community. Also, we increased capacity to be a resource for local business retention. Staff continues to explore options for developing a marketing plan.**
4. Improve Traffic Flow. **Update: Staff implemented traffic design standards, utilized traffic communication and education program, increased enforcement of traffic violations, and work with MoDOT to optimize traffic signal timing on Manchester and Clarkson.**
5. Continue to work with the City Council to set meetings for updates regarding the Strategic Plans. This will allow Administration and Staff an opportunity to work in a positive manner to achieve the five year goals of this Council. **Update: The City Council and staff held another strategic planning session in 2019 to set goals for 2020.**

FY-2020 Goals and Objectives:

For FY-2020 Administration will focus on the following goals and action plans.

1. Improve City Government’s Analytic Capacity.
2. Increase Residential Demand:
3. Increase Retail/Commercial Demand
4. Improve Traffic Flow.
5. Continue to work with the City Council to set meetings for updates regarding the Strategic Plans. This will allow Administration and Staff an opportunity to work in a positive manner to achieve the five year goals of this Council.

Finance/Personnel Performance Measures

	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Estimated</u>	<u>2020</u> <u>Budgeted</u>
Work Load Indicators				
Number of Investment Transactions	28	20	10	10
Amount of Investments	\$5,170,771	\$4,969,568	\$4,600,000	\$4,500,000
# of Accounts Payable Checks Processed	2,007	2,110	2,200	2,250
# of Payroll Payments Processed	2,070	2,113	2,200	2,200
# of Full-Time Positions Filled	9	6	5	5
# of Requests for Public Records	38	75	60	60
Effectiveness Indicators				
% Increase in Amount Invested	-29.73%	-3.89%	-7.44%	-2.17%
Avg. # of Accounts Payable Checks (month)	167	176	183	188





Payroll Explanations

10111-40010 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages – Full Time	\$548,460	\$546,550	\$566,980
Mayor & Council	\$50,200	\$49,370	\$50,780
TOTAL	\$598,660	\$595,920	\$616,760

75% of the City Engineer/City Manager is taken out of this account. The other 25% comes out of the Stormwater Fund.

10111-40030 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime – Department lump sum	\$1,000	\$0	\$1,000
TOTAL	\$1,000	\$0	\$1,000

Overtime is budgeted as a contingency in case it is determined that overtime pay is more beneficial for the City than compensatory time.

10111-40040 ALLOWANCES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Vehicle allowance	\$5,100	\$5,100	\$5,100
TOTAL	\$5,100	\$5,100	\$5,100

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 a personally owned vehicle.

10111-40050 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA – Department lump sum	\$45,730	\$45,700	\$47,660
TOTAL	\$45,730	\$45,700	\$47,660

10111-40110 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance – Department lump sum	\$149,220	\$148,600	\$169,760
TOTAL	\$149,200	\$148,600	\$169,760

In addition to the estimated new rates, the deductible portion of the plan for the all City employees has been included in this account.





70111-40110 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance – Benevolent Fund	\$0	\$0	\$8,500
TOTAL	\$0	\$0	\$8,500

10111-40120 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental Insurance – Department lump sum	\$7,840	\$8,530	\$9,030
TOTAL	\$7,480	\$8,530	\$9,030

10111-40130 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life Insurance – Department lump sum	\$3,240	\$3,550	\$4,210
TOTAL	\$3,240	\$3,550	\$4,210

10111-40140 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long Term Disability – Department lump sum	\$1,570	\$1,420	\$1,700
TOTAL	\$1,570	\$1,420	\$1,700

10111-40150 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension – Department lump sum	\$63,970	\$65,600	\$71,910
457 Plan Matching Funds	\$100	\$100	\$100
457 Plan City Manager	\$9,680	\$9,400	\$9,870
TOTAL	\$73,750	\$75,100	\$81,880

The budget for FY-2020 includes funds for one new employee to participate in the voluntary **457 Plan**.

Per the employment agreement between the City and the City Manager there is a City contribution to a 457 Plan as listed above.

10111-40210 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-End Awards	\$4,070	\$4,170	\$4,170
TOTAL	\$4,070	\$4,170	\$4,170





Operations Explanations

10111-41010 ATTORNEY’S FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
City Attorney/Provisional City Attorney fees	\$60,000	\$60,000	\$60,000
TOTAL	\$60,000	\$60,000	\$60,000

10111-41020 OTHER LEGAL FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Prosecuting Attorney	\$33,650	\$25,000	\$27,000
Special Prosecutor or Defender	\$0	\$5,000	\$5,000
Public Defender	\$7,200	\$7,200	\$7,500
TOTAL	\$40,850	\$37,200	\$39,500

Attorney fees for the **Personnel Review Board** represent a contingency that will only occur if the Board must convene to review a termination case. In this instance, it will become necessary for the Review Board to hire legal counsel. Therefore, funds are budgeted as a contingency.

The **Litigation** expense provides the City Council with funds when entering into litigation, should it be deemed necessary.

The **Prosecutor, Public Defender** and other related expenses are being moved to the Administration Department for FY-2020. This is being done to meet State requirements that only the Judge and Court personnel be included in the Court budget.

The Public Defender is paid \$600 per month.

10111-41040 PROFESSIONAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Audit, A-133 Audit, and CAFR and 5500 CR prep	\$18,650	\$18,650	\$19,000
Employment Recruitment Citywide	\$1,800	\$1,800	\$1,800
GFOA Service Awards – CAFR	\$750	\$500	\$500
Omnibus Transp. Employee Testing Act of 1991	\$3,000	\$3,000	\$3,000
Employee Assistance Program/Flu Shots	\$800	\$800	\$800
Research, studies, appraisals, support services	\$1,000	\$1,000	\$1,000
Strategic Planning Process	\$1,200	\$1,200	\$1,200
REJIS Commission	\$1,450	\$1,250	\$1,300
Secure Benefits Systems	\$700	\$700	\$700
Shredding	\$300	\$300	\$300





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Business License Software Updates/Training	\$2,000	\$2,000	\$1,000
TOTAL	\$31,650	\$31,200	\$30,600

The budget request for the **annual audit fee** includes the cost of the annual audit by an outside certified public accounting firm and other audit services as needed.

Employment recruitment involves recruitment and applicant testing for all departments. Depending on the department and position, recruitment costs include advertising, standardized written testing, pre-employment drug screening, physical exam, and psychological exam.

The Government Finance Officers Association reviews the Comprehensive Annual Financial Report (CAFR). This review is required to be eligible for the *GFOA Excellence in Reporting Award*. Full financial disclosure and quality financial reporting are two goals for which the City constantly strives.

The **Omnibus Transportation Employee Testing Act of 1991** requires that all cities drug and alcohol test employees working in safety sensitive positions as defined by the aforementioned Act. In Ellisville, this Act covers those employees who possess Commercial Drivers Licenses (CDL). Currently, the law requires that 10% of all CDL employees be subject to testing for alcohol each year and 50% for drug use. Physicals are \$47 each; alcohol testing is \$27 each; and drug screening is \$62 each. This account is also used to pay for drug screens and other tests needed due to on the job accidents.

Flu shots are provided to all employees that wish to get the shot. The fee for the shot in FY-2020 is anticipated to be \$25. 32 employees are anticipated to receive the shot during FY-2020.

The intent of the request for **research, studies, appraisals and support services** will provide the Council and staff with flexibility in obtaining timely and accurate information precisely when needed. Historically, these expenditures have included real estate appraisals, traffic studies and utilization of experts to assist with drafting model ordinances, employment of professional services, etc.

The **strategic planning** Strategic planning is extremely important on an annual basis. Annual planning sessions allow the City to establish and set objectives for the forthcoming year. The budget includes funds to utilize a professional facilitator.

The prosecutor’s assistant is charged to the administration budget. Access for the **REJIS** system is necessary for the operation of this position.

An **outside consultant** is necessary when working on a redevelopment project. Having an outside firm create the financial analysis of the project is important for all the taxing districts. This expense is reimbursable from the developer. The reimbursement is shown as revenue. No expenditure is anticipated for FY-2020.

Secure Benefits System is an administrative group that handles the processing of our section 125 plans. They charge \$5.00 per participant per month and a \$10 per month administrative fee. The budget request anticipates ten employees participating in the section 125 program.

Shredding is a disposal service for certain City records. Several records will be shredded in FY-2019, and the City anticipates using the disposal service in FY-2020.





Business License Software installation was completed during FY-2019. For FY-2020 a small amount is budgeted for City initiated upgrades to the system. This will allow the flexibility to make adjustments if they would be helpful.

10111-41060 SERVICE AGREEMENTS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
STL Communications	\$2,080	\$2,080	\$2,080
Google Apps for Gov. Email	\$4,000	\$4,000	\$4,000
Emergency Alarm System Monitoring Agreement	\$300	\$300	\$300
TOTAL	\$6,380	\$6,380	\$6,380

STL Communications started providing support and maintenance for the telephone system in 2019, rather than NACR. NACR rates were too expensive. STL Communications performed work on the phone system related to the PD/Court separation in 2019 that caused an increase in the budget.

GoogleApps is the new e-mail service. It was budgeted in FY-2019 in Community Relations. It is more appropriate for it to be in this account. So the actual for FY-2019 was charged here. The budget for FY-2020 is also shown here.

The **emergency monitoring system** agreement is required for the ongoing operation of the emergency alarm system that was installed at City Hall in 1996. The purpose of the alarm system is to enhance employee and citizen safety in the event of a crisis situation.

10111-41070 SOLID WASTE AND RECYCLING SUBSIDY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sanitation & recycling	\$605,000	\$605,000	\$623,000
TOTAL	\$605,000	\$605,000	\$623,000

The City provides fully subsidized **trash collection, hauling, and disposal services** to its residents. This figure also includes recycling and solid waste removal. The residents pay no user-fee. The service involves a one-time per week pickup. The City bid out these services in 2019. The increase was over 9%. We anticipate an increase of approximately 3% for 2020 based on the CPI.

10111-41080 WORKERS' COMPENSATION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Workers' compensation premiums citywide	\$115,000	\$117,000	\$120,000
TOTAL	\$115,000	\$117,000	\$120,000

The City belongs to the St. Louis Area Insurance Trust (SLAIT), a self-insurance pool comprised of professionally managed cities within the St. Louis area.

The rate for **worker's compensation** claims is calculated from a complicated formula that involves the number of claims and the value of claims filed in the previous three years. In addition, the cost of payroll is a factor used in determining the rate of the premium. The premium year runs July 1 through June 30 of each year.





10111-41081 INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pub. Offic. Liab. (Errors and Omiss.) & D&O Liab.	\$17,500	\$17,800	\$18,400
Public Officials Bond – Administrator Services Dir.	\$350	\$400	\$450
General, Auto and Police Liability	\$65,000	\$63,500	\$65,750
Property (Building and Contents)	\$50,000	\$50,900	\$52,700
Public Employee Blanket Bond	\$1,600	\$1,000	\$1,050
Cyber Liability Ins.	\$2,550	\$2,500	\$2,600
Deductibles	\$3,000	\$3,000	\$3,000
Unemployment Contingency	\$5,000	\$5,000	\$5,150
TOTAL	\$145,000	\$144,100	\$149,100

This account represents estimated premium payments for each type of insurance. **General, Auto and Police Liability** is part of the combined self-insurance pool, known as the St. Louis Area Insurance Trust (SLAIT). This self-insured pool consists of other professionally managed cities.

The **unemployment contingency** is budgeted in the event that unemployment claims are assessed against the City. The figure has been set at \$5,000 as a contingency for any claims.

10111-42010 PERSONNEL TRAINING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Educational courses for administration employees	\$2,500	\$2,500	\$2,500
Related college courses - Bookkeeper	\$17,000	\$13,500	\$14,000
TOTAL	\$19,500	\$16,000	\$16,500

Educational courses may include desktop publishing, grant writing, personnel administration, benefit application requirements, financial management, etc. The City of Ellisville administers a tuition reimbursement program for its employees. Reimbursement levels are based on course performance (i.e. grades achieved).

The **Bookkeeper** plans on working on a degree in accounting. This will serve the City for the current position and for possible future developments.

10111-42020 TRAVEL AND MEETING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
MML Annual Confer.-Mayor/Council/City Mgr	\$5,000	\$5,000	\$5,000
MML Newly Elected Officials Conference	\$2,500	\$2,500	\$2,500
MML Legislative Conference	\$1,500	\$1,500	\$1,500
MML Professional Development Training	\$500	\$500	\$500
St. Louis County Municipal Meetings	\$500	\$500	\$500
Lafayette Area Mayors Org. meetings-Mayor	\$420	\$420	\$420
Lafayette Area C. M. Org. meetings-City Mgr	\$250	\$250	\$250





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Chamber of Commerce Meetings	\$1,000	\$1,000	\$1,000
ICMA Annual Conference-City Mgr	\$0	\$0	\$0
MCMA. Annual Confer.-City Mgr	\$650	\$650	\$650
ICSC Annual Confer.- City Mgr./staff/council	\$3,200	\$3,200	\$3,200
MCMA. Training Seminar	\$600	\$600	\$600
SLACMA monthly meetings-City Mgr	\$120	\$120	\$120
MO GFOA monthly meetings-Finance Dir.	\$200	\$200	\$200
MO GFOA specialized training/conference	\$675	\$675	\$675
MCCFOA Spring Conference-City Clerk	\$750	\$750	\$750
MCCFOA. monthly meetings-City Clerk	\$200	\$200	\$200
CJIS Conference/Network Security – I.T.	\$2,850	\$2,850	\$3,500
IPMA.	\$60	\$60	\$60
MACA Annual Confer.-Prosecuting Attorney	\$400	\$400	\$400
Prosecuting Attorney meetings	\$800	\$800	\$800
Provisional Attorney training meetings	\$100	\$100	\$100
Public Defender training meetings	\$100	\$100	\$100
PW Appreciation Day	\$400	\$400	\$400
Miscellaneous Meetings (MSLCA)	\$500	\$500	\$500
MACA fall/spring conferences	\$2,450	\$2,450	\$2,450
TOTAL	\$25,725	\$25,725	\$26,375

MML Conference – Missouri Municipal League. Money is budgeted for all Council members to attend the conference.

MML Newly Elected Officials Conference – This conference serves as a beneficial initial orientation in local government for newly elected officials.

St. Louis County Municipal Meetings – St. Louis County Municipal League. Allows attendance at monthly meetings.

Lafayette Area Mayors Organization provides a forum for all Mayors/City Managers to meet on a monthly basis to discuss regional issues of mutual concern. Costs are only occurred when Ellisville is the host city. Hosting rotates through all eight participating municipalities.

ICSC Annual Conference – International Council of Shopping Centers annual conference (RECON).

Lafayette Area C.M. Org. meetings – Lafayette Area City Manager Organization. This allows the City Manager and Assistant City Manager to work with the other City Managers in the area in a similar manner to the Mayors Organization for the same area.

ICMA – International City Management Association Annual Conference. City Manager is attending the ICSC in lieu of this conference n 2020.





MCMA – Missouri City Management Association Annual Conference. The annual conference typically occurs in the middle of spring.

MCMA Training Seminar – This is a one-day training seminar held in Columbia, Missouri. Seminars deal with performance measurement, reconnecting with citizens through committees, management personalities, media relations, etc. This seminar typically occurs in January.

SLACMA – St. Louis Area City Management Association. The City Manager attends monthly meetings which feature guest speakers and updates on legal, management, and volunteer information related to city management.

MO GFOA Meetings – This allows for the Finance Director to attend monthly meetings of Eastern Conference of the GFOA of MO.

MO GFOA Training – The State GFOA puts on some valuable training meetings. This would allow attendance at one of these events.

MCCFOA Spring Conference – Missouri City Clerks and Finance Officers Association hosts this annual educational conference.

MCCFOA Monthly Meetings – Missouri City Clerks and Finance Officers Association; the request has been kept constant to provide for attendance at every monthly meeting. Additional funds are included for other City Officials to attend special meetings.

CJIS Conference – Criminal Justice Information Services. This is a Missouri state conference held to assure up-to-date compliance and security for IT professionals.

CivicPlus Conference/Training –city website

IPMA – International Personnel Management Association.

Missouri Association of Court Administration Conference (MACA) is a one-week conference in May, which takes place at the Lake of the Ozarks for Court Administrators, Municipal Judges, and Prosecutors. The sessions are both informative and educational. The conference for the Prosecuting Attorney is for a much shorter time.

Because of the passing of Senate Bill 572, the Prosecuting Attorney needs to attend meetings to have the current requirements and procedures to be compliance with Senate Bill 572.

PW Appreciation Day – Public Works Appreciation Day. The Council uses this to thank the public works employees for all the work they do throughout the year during a City paid luncheon.

Miscellaneous meetings may include trips to Jefferson City for lobbying purposes regarding state legislative issues, (i.e. boundary commission, sales tax, etc.) or other meetings and travel that may come up.

Missouri Association for Court Administrators (MACA) Spring and Fall Conferences – new to the 2020 budget - necessary to meet new guidelines for professional development.

Metropolitan St. Louis Association for Court Administration - MSLACA





10-1-11-420-30 DUES AND MEMBERSHIP FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
MML membership-City	\$1,400	\$1,400	\$1,400
St. Louis County Municipal League	\$3,900	\$3,900	\$3,900
West St. L. Co. Chamber Membership-City	\$550	\$550	\$550
ICMA membership-City Mgr.	\$1,280	\$1,280	\$1,280
MCMA membership-City Mgr.	\$80	\$80	\$80
SLACMA membership-City Mgr.	\$50	\$50	\$50
IIMC membership-City Clerk	\$165	\$165	\$165
MCCFOA membership-City Clerk	\$50	\$50	\$50
GFOA membership-Finance Director	\$170	\$170	\$170
MO GFOA membership-Finance Director	\$50	\$50	\$50
IPMA. membership.	\$70	\$70	\$70
National Association of Government Webmasters	\$75	\$75	\$75
MO Association of Prosecuting Attorneys	\$150	\$150	\$150
Notary Public	\$150	\$150	\$150
Miscellaneous (incl. MACA/MSLACA Membership)	\$200	\$200	\$200
TOTAL	\$8,340	\$8,340	\$8,340

MML – Missouri Municipal League Association.

ICMA – International City Management Association. These dues are .008 times the annual salary. This is for both the City Manager and the Assistant City Manager.

ICMA Performance Measurement Program – This program is a tool utilized to measure the City’s performance in various areas, such as street repair and police response time. This information has not been utilized in the past. It will be re-evaluated during FY-2020 to determine if it might be useful in future years.

MCMA – Missouri City Management Association.

SLACMA – St. Louis Area City Management Association.

IIMC – International Institute of Municipal Clerks.

MCCFOA – Missouri City Clerks and Finance Officers Association.

GFOA – Government Finance Officers Association.

MO GFOA – Missouri (Eastern Chapter) Government Finance Officers Association.

IPMA – International Personnel Management Association.

MACA - Missouri Association of Court Administration





MSLACA - Metropolitan St. Louis Association for Court Administration

10111-42040 PUBLICATIONS AND JOURNALS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Missouri Revised Statute Supplements	\$230	\$230	\$230
Missouri Employment Guide	\$220	\$220	\$220
The Countian Subscription	\$240	\$240	\$240
TOTAL	\$690	\$690	\$690

Publications allow staff members to keep abreast of current events and issues in local government management. Staff members tend to minimize the number of publications they receive due to time constraints. Since there are numerous possible publications staff could use, only the most essential are requested.

10111-43010 OFFICE SUPPLIES AND EXPENSE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General supplies, recorders, paper, pens, etc.	\$10,000	\$10,000	\$10,000
Soft Drinks	\$600	\$600	\$600
Coffee, creamer, sugar, candy & kitchen supplies	\$1,400	\$1,400	\$1,400
Clean Floor Mats for City Hall	\$600	\$600	\$600
Courier	\$200	\$200	\$200
Bank and Credit Card Fees	\$3,000	\$5,000	\$5,200
TOTAL	\$15,800	\$17,800	\$18,000

Expenses for **general office supplies** includes all general office supplies for all departments in City Hall. The City purchases canned **soft drinks and candy** for vending machines. The revenues received from these vending machines are credited to miscellaneous revenue within the General Fund. Canned sodas are also purchased and kept in stock as a courtesy for special meetings. **Coffee, creamer, and sugar** are used by both employees and guests who visit for meetings and other business at City Hall. **Courier** fees will remain at the same level in FY-2020 as projected for FY-2019. Since Credit card processing and bank costs are an office expense they are charged to this account even though they have not always been shown as a separate line.

10-111-43030 UNIFORMS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Logo Shirts - Admin/Fin. Staff & Elected Officials	\$500	\$500	\$500
TOTAL	\$500	\$500	\$500

Logo Shirts for Administration/Finance Staff and the City Council consist of long and/or short sleeve casual-wear shirts. The shirts cost approximately \$30 each. City shirts provide a casual uniform for Staff and Council when attending functions or events after or during regular business hours. This enables the public and other officials to recognize City employees and City Council members for questions or comments at events like the July 4th Celebration, or other off site public meetings. This will allow for one shirt for each Council member and administrative department employee. If possible, additional shirts might be available for purchase at cost.





10111-43040 GASOLINE AND OIL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Gas for administration vehicles	\$850	\$2,000	\$1,000
TOTAL	\$850	\$2,000	\$1,000

The FY-2020 budget request reflects funds needed to cover the **fuel costs** for the administration vehicles.

10111-44010 PRINTING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Printing costs	\$4,500	\$4,500	\$4,500
TOTAL	\$4,500	\$4,500	\$4,500

The FY-2020 budget includes **printing** of business license forms, business cards for administration, general forms, envelopes, W-2's, stationery, and occasional citywide mailings, as required.

10111-44012 LEGAL NOTICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Publication of legal notices	\$6,500	\$6,500	\$6,500
TOTAL	\$6,500	\$6,500	\$6,500

The FY-2020 budget includes **public hearing notices**, bid solicitations, election notices, meeting notices, want ads, etc. placed in the *St. Louis Countian*, *St. Louis Post Dispatch*, *Press Journal*, and the *St. Louis American* newspapers, depending on the nature of the ad. Note that this account does not include legal notice/publication expenses resulting from petitions for development.

10111-44014 CODIFICATION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Printing services for eighty five (85) City Codes	\$4,000	\$4,000	\$4,000
TOTAL	\$4,000	\$4,000	\$4,000

The **Municipal Code** needs to be updated every year for ordinances that were passed in the previous year. The request for FY-2020 is for the updating of the code and the copies needed for all the code books.

10111-44020 POSTAGE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Postage	\$5,000	\$5,000	\$5,000
TOTAL	\$5,000	\$5,000	\$5,000

General **Postage** costs increased during FY-2019. The volume has also been increasing.





10-1-11-450-10 WATER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Water expense, City Hall	\$1,050	\$1,050	\$1,050
TOTAL	\$1,050	\$1,050	\$1,050

Water usage is expected to remain consistent with previous years for FY-2020.

10-1-11-450-20 SEWER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sewer expense, City Hall	\$900	\$900	\$900
TOTAL	\$900	\$900	\$900

Sewer usage is expected to remain consistent with previous years for FY-2020.

10111-45030 NATURAL GAS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Natural gas expense, City Hall	\$3,500	\$3,500	\$3,500
TOTAL	\$3,500	\$3,500	\$3,500

Natural gas usage is expected to remain consistent with previous years for FY-2020.

10111-45040 ELECTRIC

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Electric expense, City Hall	\$6,200	\$6,200	\$6,200
TOTAL	\$6,200	\$6,200	\$6,200

Electric costs for FY-2019 is estimated to be \$5,000 based upon usage year-to-date. The budget for FY-2020 is the same as 2019.

10111-45050 TELEPHONE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Telephone – local, long distance	\$3,500	\$3,500	\$3,500
Charter Pipeline (internet access)	\$2,000	\$2,000	\$2,700
Cellular Phone service.	\$4,000	\$4,000	\$4,000
TOTAL	\$9,500	\$9,500	\$10,200

This expenditure includes both **local and long distance service**.

Charter Pipeline is the City's **internet access**. For 2019, and again for 2020, money was added for cable TV service for news and weather.

Cellular phones are provided for the City Manager, the Assistant City Manager, the City Clerk and the IT manager. This includes data and email service. It has been determined that this service is not necessary for the Administrative Services Director.





10111-46010 EQUIPMENT LEASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Postage meter and service contract	\$900	\$900	\$900
City Hall Copier	\$2,500	\$2,500	\$2,500
McAfee	\$800	\$800	\$800
Financial Software	\$27,000	\$25,000	\$26,000
SmartGov Software	\$0	\$0	\$1,000
TOTAL	\$31,200	\$29,200	\$31,200

The lease and service agreement for the *postage meter* is for \$900 per year.

The *Toshiba copier lease agreement* with DNT is for \$174 per month. The Toshiba copier monthly usage agreement with DNT costs the City \$.009 per black and white copy and \$.065 per color copy. Estimates for black and white and color copies per month are based upon experience.

McAfee Software as a service (SaaS) licenses for security.

Financial Software has been leased from Tyler Technology. The product is called Incode VX. In the past this has been included in Service Agreements, but since this was not a purchase but a lease which includes automatic updates and no requirements for City owned hardware, it is more appropriate to show this as a lease.

SmartGov is the software for the business licenses and applications for the Engineering, Stormwater and Planning Departments. Administration is charged for the extra cost for business licenses.

10111-46510 COMPUTER EQUIPMENT/SOFTWARE & MAINTENANCE/REPAIRS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Computer equipment (and software) maintenance	\$2,700	\$2,700	\$2,700
IMDS Software	\$1,800	\$1,800	\$1,800
Phone Maintenance - Support	\$1,000	\$1,000	\$1,000
TOTAL	\$5,500	\$5,500	\$5,500

This is needed for the IS Manager to perform the requirements of that position.

IMDS Software – moved from court budget to separate court from Prosecuting Attorney’s office

The city’s phone system is several versions out of date.

10111-46520 EQUIPMENT PURCHASE/REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Server, Software & Devices	\$2,000	\$2,000	\$2,000
Computer Network Supplies	\$1,000	\$1,000	\$1,000
Equipment Replacement Contingency	\$1,500	\$1,500	\$1,500
Replace 4 computer – 5+ years old	\$0	\$0	\$6,000





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Technology for Prosecutor’s Assistant	\$500	\$500	\$500
File Scanning-City Ordinances	\$1,400	\$1,400	\$1,400
Council Laptops/Tablets	\$0	\$0	\$5,000
TOTAL	\$6,400	\$6,400	\$17,400

It is important to have a contingency for **equipment replacement**. The necessity of this contingency arises because, however small, an unforeseen office expense may occur during the year that must be remedied immediately. Should a vital piece of office equipment suddenly become inoperable, replacements can be made with minimal interruption to City business. All **equipment** purchases under \$5,000 are included in this account.

Computer Network Supplies includes such items as printer cables, tools and etc.

Networking and network switches will allow secure access and interconnectivity among all of our facilities’ information systems.

The I.S. Manger needs a new **Computer** due to non-recoverable errors on the current one.
Laptop/Computer

Currently our facilities do not operate on a unified **server**, leaving our access, security, and data backup, fragmented. Installation of a new server will provide more efficient access to city-wide files, easier remote IT management, and very secure **backup**. Further, using an additional **off-site backup** service will provide an additional level of data security and transparency.

File scanning of ordinances will provide .pdf copies of all ordinances.

10-1-11-475-10 MAINTENANCE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Supplies for City Hall as required	\$500	\$500	\$500
TOTAL	\$500	\$500	\$500

Maintenance supplies include bulbs, servicing locks, sanitizer, etc.

10111-47520 MAINTENANCE AND REPAIR EQUIPMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Heating and air conditioning system	\$500	\$500	\$500
Miscellaneous equipment maintenance	\$700	\$700	\$700
TOTAL	\$1,200	\$1,200	\$1,200

The **heating and air conditioning unit** maintenance should return to historical levels for FY-2020.

Miscellaneous equipment maintenance reflects the fact that the City owns many electronic devices (i.e. fax machines, etc.) that require periodic repair.





10111-47530 MAINTENANCE AND REPAIR STRUCTURE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Termite control renewal	\$310	\$310	\$310
Pest Control	\$700	\$700	\$700
Miscellaneous Repairs	\$960	\$960	\$960
TOTAL	\$1,970	\$1,970	\$1,970

The **termite control renewal** involves an annual inspection of the City Hall building to assure that termites cause no further damage.

Pest control involves a monthly spraying for various insects. Fees for FY-2020 are based on historical costs. In 2019, we had a brown recluse issue that required treatment.

Miscellaneous Repairs are budgeted to include the occasional broken window, roof repair, etc. as the City Hall building absorbs wear-and-tear throughout the year.

10111-49010 COMMUNITY RELATIONS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Four (4) issues of the <i>Trailblazer</i> (with postage)	\$11,750	\$11,750	\$11,750
Redesign of Newsletter	\$750	\$750	\$750
Ellisville Website	\$4,800	\$4,800	\$5,000
Public Relations and Materials	\$1,000	\$1,000	\$4,600
Miscellaneous	\$1,000	\$1,000	\$1,000
TOTAL	\$19,300	\$19,300	\$23,100

The City will publish four (4) issues of **Trailblazers** during FY-2020. In 2019, (as in 2020) an issue of the Trailblazer was/will be taken out of the Parks Department budget.

The design of the Trailblazer has not changed for many years. An update is appropriate.

The City’s **website** was updated in 2019.

Public Relations and Materials includes items given to guests of the City as mementos, gifts of appreciation, or recognition. Throughout the year there are times when guests are given tours of City Hall, receive recognition for their community accomplishments at Council Meetings, or are thanked for their contributions. These funds are used for City of Ellisville pins, stickers, rubber stamps, small gifts, and other items designed to improve Ellisville’s relationship with its citizens and guests. For 2020, \$3,600 is included for advertising in WestNews Magazine for advertising older adult programs with the cities of Manchester, Ballwin, Wildwood and Chesterfield.

Miscellaneous community relations include flowers for special occasions, recognition plaques, retirement recognition and related items.





10-1-11-495-10 ELECTION EXPENSES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Election cost to the City	\$7,500	\$7,500	\$7,500
TOTAL	\$7,500	\$7,500	\$7,500

No election will be held in 2020. A measure to consider an adjustment to the city’s business license fees may be included on the ballot on April 2, 2020. \$7,500 is included in the budget to cover expected costs for the ballot measure.





Capital Outlay Explanations

20111-47530 MAINTENANCE AND REPAIRS STRUCTURE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Upgrade City Wide Event Message Boards	\$0	\$0	\$0
City Hall/Court Needs Assessment	\$0	\$0	\$25,000
Structural/Exterior improvements to City Hall	\$0	\$0	\$0
New City Hall– Design	\$0	\$0	\$0
TOTAL	\$0	\$0	\$25,000

Develop a **needs assessment** for space requirements for a combined City Hall/Court facility.

New City Hall – Design needs to be completed.

At some point, schematic design/layout of adding a second floor to the Police Department/Court building would be helpful. It would eliminate the need to lease space for parking to the east, reduce overall cost of project and eliminate the need to provide temporary work space.

30111-46520 EQUIPMENT PURCHASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
New Phone System	\$0	\$0	\$25,000
TOTAL	\$0	\$0	\$25,000

A new phone system is needed for the City to connect all buildings under one system and include call recording options for the Police Department.







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. The department also assists residents with loading of mulch. In addition, the Public Works Department is responsible for over 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-2019 Goals and Objectives Update:

1. Continue to ensure scheduled monitoring of our streets with sustained maintenance and replacement as needed. Expand upon the goal searching out new methods to realize the objective. *This is an ongoing objective to assure our streets are maintained in a safe manor for our residents and those visiting as well.* **Update: Staff continues to weigh and reevaluate capital replacement and repair schedules for community infrastructure and modify, if necessary, to maintain a sound and progressive schedules.**
2. Continue monitoring the condition of city maintained operations. Look for ways to better communicate with those immediately impacted by such operations to improve





responsiveness. *This is an effort that requires daily attention resolving potential issues and immediate response to issues as they do arise.* **Update: Resources are allocated based upon continued contact with those the department serves. Staff also uses periodic advance investigations to better understand the future needs to enhance positioning of available resources.**

3. Provide and deliver city services the department is charged with. To remain vigilant providing those services in a timely professional manner. *This is inclusive of city scheduled services such as leaf and brush pick up, repairing city streets and sidewalks, maintaining the city's parks...and assisting with special events. This also includes events that may impact the city that or not scheduled such as snow removal, storm damage, police actions and utility related issues.* **Update: Staff strives to not simply maintain core department services but to anticipate future customer needs and establish methods/procedures to fulfill those needs. As well the department continuously reviews core services to develop improved methods of delivering those amenities to the community.**
4. Deliver maintenance related services city wide. Investigate improved means and methods of delivering those services that will promote efficiencies and responsiveness. *Continue repairs to city infrastructure such as streets, sidewalks, trails, facilities, and parks in both a preventative and responsive engagement.* **Update: Daily, weekly, monthly and annual scheduled maintenance and capital tasks are tracked to assure services are delivered as anticipated. With this methodology staff is assured resources allocated to the department by the community to address those infrastructure needs are administered to accordingly.**
5. Promote staff enrichment and leadership. *With the recent addition of new members to the department an emphasis should be made to welcome their addition capturing and utilizing their talents while sharing with them the scope of the department's abilities and functional duties.* **Update: Through resources allotted to the department staff has searched out and undertaken training in various management and operational areas. This training has resulted in modifications in some older methods and procedures the department had used in the past, e.g., expensing costs to projects and evaluating staff task needs.**

FY-2020 Goals and Objectives:

1. Continue scheduled responsiveness to infrastructure needs and ensure those schedules are structured and sustained to provide the necessary maintenance and replacement. Expand upon this goal, searching out new methods to realize the objective. *This goal is ongoing to assure streets are properly maintained in a manner that promotes a vibrant and growing community.*
2. Continue monitoring the integrity of city operations to assure the limited resources available are applied in a manner to provide the maximum benefit to the end user. Promote communication between departments to assure points of concern and need are addressed in a timely manner. *This requires staff to remain vigilant and anticipate future issues that will impact the operations of other city departments.*
3. Continue to provide the basic services charged to the department. To assure those services continue to be provided without interruption and where possible to improve their delivery. This would include services as leaf collection, brush collection, street repair, maintaining of sidewalks, grounds and building maintenance, special events.... *This also*





includes events that may impact the city that or not scheduled such as snow removal, storm damage, police actions and utility related issues.

4. Continue to offer staff the potential for expanded training bringing new opportunities and efficiencies to the department. With the retirement of key staff in the coming short term training will allow younger staff to be the vision of the future. *The department should, and will, continue to promote city services and to a greater part the community to develop its potential through knowledge found with the education of its staff.*

Public Works Performance Measures

	<u>2017</u> Actual	<u>2018</u> Actual	<u>2019</u> Estimated	<u>2020</u> Budgeted
Work Load Indicators				
Lane Miles of City Roads Maintained	86	86	86	86
Amount of Brush Picked Up (yards)	5,100	4,700	4,700	4,700
Amount of Leaves Picked Up (yards)	1,250	1,960	1,900	1,960
Amount of Salt Used on Roads (tons)	344	550	1,300	1,000
# of Dead Trees Removed, Replaced & Trimmed	300	70	100	100
# of Signs Replaced	136	127	130	130
Road repair-tons of mix	93	128	300	300
Traffic control signs serviced	97	90	100	100
Acres mowed and maintained	130	130	130	130
Trees and shrubs planted	52/40	23/6	30/20	30/20
Effectiveness Indicators				
* Avg. Time to Clear Snow from Roads (hours)	5.5	8.1	6.0	6.0
* Avg. Time to Clear Ice from Roads (hours)	3.1	4.0	4.5	4.5
* Streets are cleared from curb to curb with water running down the curb when finished.				





Payroll Explanations

10-221-400-10 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages – Department lump sum	\$638,600	\$671,760	\$698,360
TOTAL	\$638,600	\$671,760	\$698,360

10-221-400-20 WAGES – SEASONAL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages – Department lump sum	\$10,000	\$10,000	\$10,300
TOTAL	\$10,000	\$10,000	\$10,300

Seasonal employees provide a benefit to the Public Works Department, assisting at such times when workload is exceptionally high. For FY 2020 two seasonal employees will be hired to supplement regular staff. It is anticipated seasonal staff will work 30 hour weeks for 6 months including special events. This allows fulltime staff to concentrate on major duties where the seasonal position will handle daily basic responsibilities, e.g., shelter reservations, servicing restrooms, trash collection, day camp assistance, mowing....

10-221-400-30 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime – Department lump sum	\$25,000	\$25,000	\$25,750
TOTAL	\$25,000	\$25,000	\$25,750

The Public Works Department requires the use of **overtime** from time to time for such activities as snow removal, emergency call outs (i.e. rain storms, down trees), brush and leaf pick up, Easter Egg Hunt, Independence Day (July 4th), Concerts in the Park, swim meets and swim conference, Operation Clean Stream, Kids Day, Harvest Festival, Farmers Market, Resident Mulch Loading, Hay Rides in the Park and other activities that arise during the year.

10-221-400-40 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA – Department lump sum	\$55,050	\$54,730	\$56,850
TOTAL	\$55,050	\$54,730	\$56,850

10-221-401-10 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance – Department lump sum	\$164,200	\$156,780	\$183,180
TOTAL	\$164,200	\$156,780	\$183,180





10-221-401-20 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental Insurance – Department lump sum	\$10,960	\$10,360	\$11,560
TOTAL	\$10,960	\$10,360	\$11,560

10-221-401-30 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life Insurance – Department lump sum	\$4,250	\$4,020	\$4,540
TOTAL	\$4,250	\$4,020	\$4,540

10-221-401-40 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long Term Disability – Department lump sum	\$2,010	\$1,880	\$2,130
TOTAL	\$2,010	\$1,880	\$2,130

10-221-401-50 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension – Department lump sum	\$77,290	\$80,640	\$90,250
457 Plan Matching Funds	\$0	\$0	\$0
TOTAL	\$77,290	\$80,640	\$90,250

102-21-402-10 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-end awards	\$8,370	\$8,610	\$8,610
TOTAL	\$8,370	\$8,610	\$8,610





Operations Explanations

10-221-410-50 CONTRACTUAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Street Sweeping	\$1,080	\$14,000	\$14,000
DNR Yearly Operating Permit	\$0	\$260	\$260
Electric/Mechanical/HVAC/Fire Inspections/Testing	\$3,000	\$2,700	\$3,000
Fire Extinguishers and Fire Alarm Monitoring	\$1,000	\$1,000	\$1,000
Larviciding-Citywide	\$3,000	\$2,500	\$2,500
Parts Cleaning and Waste Disposal	\$2,000	\$2,000	\$2,000
Yearly Testing/Certification of Backup Power	\$1,000	\$1,000	\$1,000
Leaf Disposal	\$20,000	\$0	\$0
Animal Remains Retrieval & Disposal	\$1,500	\$1,500	\$1,500
TOTAL	\$45,130	\$24,960	\$25,260

The expense of **street sweeping** reflects the actual cost for cleaning all city maintained streets twice per year after brush collection (\$4,400 each sweep) and once per month for major streets, i.e., Hutchinson Rd., Reinke Rd., Truman Rd., Henry Rd. and Ellisville Towne Centre, with storm drains, curbs and gutters (\$440 each sweep).

The **Missouri Department of Natural Resources** issues a **yearly operating permit** for the public works facility. This permit covers mandatory federal requirements for storm water discharge.

Mechanical, HVAC, sprinkler and fire costs are budgeted for yearly mandatory inspections/testing services administered by St. Louis County and Metro West Fire. Approximately \$800 of the budgeted amount covers any incidental systems repairs necessary during testing.

Fire extinguisher costs are actual annual cost for service and replacement of fire extinguishers for the Public Works Department, City Hall, and the Parks and Recreation buildings. Several extinguishers need Hydro Testing in FY- 2020. Also includes costs for the public works facility fire alarm monitoring.

The City provides **larviciding** (solid or liquid treatment of water bodies) throughout Ellisville for mosquito control. Larviciding is conducted on an as-needed basis by St. Louis County. The City does not conduct adulticide spraying.

Parts Cleaning and Waste Disposal reflects historical costs. Once per year the main oil pit is cleaned. Additionally, the mechanic's parts washer is cleaned every three months. Oil is a hazardous waste and is handled by a licensed professional company.

Testing, maintenance and certification of the **Public Works facility's back up power generation** system is necessary to pass St. Louis County's yearly inspection. The ageing system requires yearly servicing to maintain and comply with testing requirements.





Leaf material from the yearly fall collection program is temporally stored at the Public Works mulching facility. Leaf material is then collected and disposed of via the city’s refuge hauler. Under the haulers prior contract with the city the service were fee based at \$10 per cubic yard however with the new 2019 contract the hauler included the service as part of the base contract, no fee. The city is prevented by St. Louis County Health Department code from composting collected leaf material.

With the increase in deer and other wildlife kills and the limited means of disposal **professional contractual removal of animal remains** is used by the city. Each retrieval is \$100 with approximately 15 budgeted for.

10-221-410-72 STREET LIGHTING SERVICE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Existing Citywide Street Lighting System	\$145,000	\$144,000	\$144,000
Street Light Installation	\$12,000	\$18,000	\$20,000
New Subdivision Accepted Lighting	\$3,300	\$3,300	\$0
TOTAL	\$167,300	\$165,300	\$164,000

By City Ordinance, the City pays all **street lighting** costs for all subdivisions upon request that have been accepted for maintenance. It is anticipated The Arbors at Bluebird (3), Arbor Hollow (3) and Amber Trail (6) may be accepted in late FY 2019. Rental and energy costs on average are \$23 per month for each light.

Street light installation covers installation **fees and construction costs for new streetlights**. The cost for the light fixture and pole is included in the monthly fee. This will cover the installation cost of approximately four new lights, depending on their location.

10-221-420-10 PERSONNEL TRAINING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Workshops/Seminars	\$3,000	\$3,000	\$3,000
Education Reimbursement	\$1,800	\$1,800	\$1,800
Management and Operations Training	\$1,600	\$1,600	\$1,600
TOTAL	\$6,400	\$6,400	\$6,400

Workshops and seminars provide staff members with access to technical information and improved techniques for providing services. The City continues to send mechanics to seminars and workshops in order to keep abreast of new technology and training of the hydraulic and electrical systems on the city’s new vehicles, (i.e. Police vehicles). One staff member attends a seminar or workshop conducted by the American Public Works Association two to three times a year. In FY 2020 funds were and are budgeted to continue the process of training all staff in the Road Scholar program developed by MoDOT, FHWA, MML, and the University of Missouri to educate employees in aspects of work zone safety, communication skills, workplace safety, mowing safety, hazardous materials training, ADA requirements, equipment operation... to mention only a few of the three tier program topics.

Education reimbursement covers the **college tuition cost** for one employee pursuing a bachelor’s degree in horticulture and forestry. The department presently does not have a forester on staff, something many communities are doing to address environmental concerns becoming more





prevalent with today’s residents. With an in-house forester the department will be less dependent upon outside contractual services thus saving costs for such professional services.

University level training in various public works related disciplines with certificate accreditation for one younger Maintenance II position that has shown sound leadership potential. Within the next five to ten years, retirements will necessitate the filling of all public works management positions. Preparing for this shift will allow for a seamless transition when that time approaches. It is important to develop potential leadership from within when it presents itself. For FY 2020 training is proposed for Basic Management for Public Works Supervisors, Managing Snow/Ice Operations and Citizen/Customer Service.

10-221-420-20 TRAVEL AND MEETINGS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Employee Meals	\$500	\$500	\$500
Public Works Week Lunch	\$500	\$500	\$500
Employee Management Training	\$955	\$475	\$475
TOTAL	\$1,955	\$1,475	\$1,475

The budget line item for **meals** represents costs associated with meals for after-hours snow removal duty, July 4th and callbacks outside the normal workday. The City’s personnel manual requires that meals be furnished for employees who work beyond or prior to certain normal working hours.

Once per year during **National Public Works Week** staff is treated to an appreciation lunch by the City.

Travel expenses for **public works operations and management training**. This will allow one employee to continue advanced training for future leadership role in the public works department.

10-221-420-30 DUES AND MEMBERSHIP FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
American Public Works Association	\$50	\$0	\$0
St. Louis Arborists	\$50	\$120	\$120
TOTAL	\$100	\$120	\$120

You must join the **American Public Works Association National Membership** to be in the local Chapter of APWA. Staff included is the Street Superintendent & Maintenance II. The national membership fees are included in the Engineering Department budget with other departmental staff.

One staff member retains membership in the **St. Louis Arborists Association**.

10-221-430-10 OFFICE SUPPLIES AND EXPENSE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Office Supplies	\$400	\$1,200	\$1,000
Coffee Supplies	\$650	\$500	\$500
Brush Chipping and Leaf Fliers	\$2,900	\$2,900	\$2,900





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Postage for Program Fliers	\$1,000	\$800	\$800
TOTAL	\$4,950	\$5,400	\$5,200

General office supplies include paper, pens, copying, toner... based on historical costs.

Coffee is budgeted for employees throughout the year. Coffee reflects actual costs and contributes a great deal to employee morale.

Postage and program flier costs represent historical expenses associated with providing approximately 2,800 **fliers** to residents twice a year (Spring and Fall) for leaf and brush pickup programs.

10-221-430-20 PROGRAM SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salt Purchase	\$37,000	\$47,500	\$58,500
Liquid Calcium	\$930	\$0	\$372
Leaf Removal Supplies	\$1,500	\$1,500	\$1,500
Brush Chipping Supplies	\$1,800	\$1,800	\$1,800
TOTAL	\$41,230	\$50,800	\$62,172

The actual cost for **salt** per ton for the past winter 2018-19 was \$61.04. As a part of the multi city consortium Ellisville strives to buy salt at the lowest cost possible. This past winter gave us an increase in severity with salt usage up by 350% year over year. This is reflected in a higher total cost estimate for the fiscal year. Salt cost per ton for the 2019-20 season will be increasing to \$73.69. Approximately 600 tons of salt was received this past spring with 135 tons requested for fall. At present the February 2020 purchases are estimated at 700 tons in February and 500 tons for December. Depending upon the severity of the winter the purchases may be adjusted.

Liquid calcium allows for the salt to work at a lower temperature. Liquid calcium is budgeted for 400 gallons at approximately \$0.93 per gallon.

Leaf removal supplies for the leaf pickup program include tarps, rakes, hoses, gloves, etc. based upon historical costs.

Brush chipping supplies include gloves, safety glasses, rakes, and changing of blades based upon historical costs.

10-221-430-30 UNIFORMS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Uniforms for Full and Part-Time Staff	\$13,000	\$13,000	\$13,000
Safety Shoes (16 @\$150 ea.)	\$2,400	\$2,400	\$2,400
Class II Safety Wear	\$5,000	\$5,000	\$5,000
TOTAL	\$20,400	\$20,400	\$20,400





The City maintains a **service that provides uniforms** on a rental basis to staff. The service supplies cleaned uniforms weekly for staff and replaces worn or damaged uniforms as needed.

The City provides **T-shirts** for all staff members, including seasonal, for summer and winter.

Safety shoes with steel toes will provide employees with added protection while at job-sites and when working around and with heavy equipment. The provision of safety shoes was a recommendation of the Employee Safety Committee and the City’s Insurance carrier. Safety shoes are mandatory for full-and part-time Public Works employees while on duty.

The department is committed to maintaining an employee safety program to bring staff into compliance with present day **Class II OSHA and FHWA standards** addressing safety protective ware while on the job. This is a continuous process with the purchase of compliant winter coats and coveralls along with summer shirts.

10-221-430-40 GASOLINE AND OIL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Gasoline and Oil for Public Works	\$33,000	\$34,000	\$34,000
TOTAL	\$33,000	\$34,000	\$34,000

Fuel costs reflect actual fuel funds needed for all public works vehicles based upon present year six month actual expenses projected forward.

10-221-440-12 LEGAL NOTICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Advertising for Bid Services	\$200	\$0	\$0
TOTAL	\$200	\$0	\$0

No **advertising** costs are anticipated for vehicles or equipment during FY-2019. In the future incidental costs associated with soliciting bids for vehicles or equipment will be accounted for in the cost of the specific item.

10-221-450-10 WATER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Missouri American Water Service	\$1,500	\$1,400	\$1,400
TOTAL	\$1,500	\$1,400	\$1,400

Missouri American Water services the Public Works Facility.

10221-45020 SEWER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sewer (MSD)	\$800	\$800	\$800
TOTAL	\$800	\$800	\$800

MSD sewer expenses to serve the Public Works Facility.





10-221-450-30 NATURAL GAS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Spire	\$11,000	\$11,000	\$11,000
TOTAL	\$11,000	\$11,000	\$11,000

Spire serves the Public Works Facility.

10-221-450-40 ELECTRIC

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Electricity expense for public works facility	\$11,500	\$11,500	\$11,500
TOTAL	\$11,500	\$11,500	\$11,500

Ameren MO serves the Public Works Facility.

10-221-450-50 TELEPHONE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Two Telephone Lines and One Fax Line	\$2,400	\$2,400	\$2,400
Mobile Phones	\$1,200	\$660	\$660
Internet Service	\$3,000	\$3,400	\$3,400
TOTAL	\$6,600	\$6,460	\$6,460

Land line provides phone service to the Public Works facility on Old State Road.

Mobile phones are necessary to contact the supervisors while in the field, in emergencies and addressing daily issues. One phone is accounted for, the Superintendent of Public Works.

The **Internet service** is for product/company research, e-mails and for the City's computer system.

10-221-465-10 COMPUTER EQUIPMENT/SOFTWARE & MAINTENANCE/REPAIRS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Computer (and software) maintenance/service	\$200	\$200	\$200
TOTAL	\$200	\$200	\$200

Computer equipment (and software) maintenance and repair service are all included within this account.

10-221-465-20 EQUIPMENT PURCHASE/REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Miscellaneous Equipment	\$900	\$900	\$900
Manchester and City Facility Flags	\$300	\$300	\$0
Chain Saw FY 19 (2) FY 20 (1)	\$800	\$800	\$460
Weed-Eater (2)	\$650	\$650	\$650





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Leaf Blower (1)	\$0	\$0	\$375
Hammer Drill (1)	\$0	\$0	\$600
Floor Scrubber (1)	\$0	\$0	\$3,000
Mechanic Tool Box	\$800	\$800	\$0
Heavy Duty Impact Socket Set	\$250	\$250	\$0
Pole Saw (1)	\$670	\$670	\$0
TOTAL	\$4,370	\$4,370	\$5,985

Small pieces of **equipment** not meeting the City’s capital criteria (less than \$5,000) are purchased through this account. Examples include small tools, saws, blowers, etc. Tool replacement is on-going in the Public Works Department, because essential tools occasionally become inoperable, are damaged or wear out and therefore must be replaced.

Due to usage levels, **chain saws** are replaced each year as needed.

Due to usage levels, **two weed-eaters** need to be purchased each year.

Replacement of one older **leaf blower**.

Replacement of the department’s **hammer drill**.

The **walk behind scrubber** will replace the present 25-year old scrubber. The scrubber is used to maintain the cleanliness and durability of hard surface floors in city hall, police and parks facilities.

Pole saws are replaced as they wear out, one saw requested for FY 19.

The **Axle Jack** replaces an older jack that had a leaking cylinder.

Mechanic special tool sets are updated and replaced as needed.

10-221-470-10 SIGNS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Round Sign Posts	\$600	\$600	\$0
Channel Sign Post	\$900	\$900	\$200
Delineators	\$0	\$0	\$400
Street Name signs	\$3,000	\$3,000	\$3,000
Small Traffic Control Signs	\$1,000	\$1,000	\$1,000
Large Traffic Control Signs	\$2,000	\$2,000	\$2,000
Sign Mounting Hardware	\$500	\$500	\$0
Specialty Signs	\$5,000	\$5,000	\$5,000
TOTAL	\$13,000	\$13,000	\$11,600





Round posts and **channel posts** are ordered on an as-needed basis and kept in stock. The round signposts are used to support street name signs. The channel sign posts are used to support traffic control signs, such as “Stop”, “Speed Limit”, etc. In FY 2020 staff will continue replacing sign posts that are in poor condition, are at an improper height and of substandard material, to bring all sign mounting posts in compliance with MUTCD (Manual on Uniform Traffic Control Devices) requirements.

The department will be adding 20 additional **delineators** used to temporarily control traffic around work zones, special events and emergency conditions.

Small traffic control signs include no parking, speed limit..., with **large traffic control signs** including stop, play, yield... and **hardware brackets** used to affix signs to posts.

The **street name signs** are budgeted to meet the sign reflectivity requirements set by the federal government. Every sign will be replaced by the end of FY 2023 to meet the new MUTCD requirements.

Costs are budgeted in accordance with current inventory and replacing faded, rusted or signs beyond repair.

Specialty signs are included due to distinct requests received for nonstandard signs requiring special ordering, e.g., Ellisville Athletic Association, pedestrian trail closed, steep grade 17%....

10-221-470-20 TREE PLANTING and MAINTENANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Trees for right of way program	\$2,000	\$2,000	\$2,000
Replacement of trees	\$2,000	\$2,000	\$3,000
Street Tree Removal	\$2,500	\$2,500	\$2,000
TOTAL	\$6,500	\$6,500	\$7,000

Funds are being requested to **replace trees** that were planted that have died or are in poor condition on city owned property.

Funding is also requested for the **50/50 city/resident cost share tree planting program** in residential areas. Residents enjoy the beauty and pleasure of having trees they select offered through the program. This is a popular program with interest in participation each year exceeding available funding.

Many of our **old street trees** have outgrown the tree lawns they were planted in over 30 years ago. These trees present problems to sidewalks, streets and driveways along with obstructing sight lines. These trees are larger than what may be safely removed with city equipment. The trees are only removed when requested by residents and staff concurs.

10-221-475-10 MAINTENANCE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Maintenance Supplies	\$50,000	\$50,000	\$51,000
TOTAL	\$50,000	\$50,000	\$51,000





General maintenance supplies include chemical supplies and street repair supplies. Chemical supplies include automotive lubricants and sprays, chemicals for mechanical devices, insect toxins, etc. Street repair supplies include rock, sand, asphalt, culvert piping, and street striping reflection beads. Rock and sand are both used to fill road bases. Much of the street repair involves replacing poor asphalt surfaces with new patches, and sealing and repairing potholes. General maintenance supplies include dirt, grass seed, hardware supplies, fertilizer, cleaning supplies, paper goods, flowers, woodworking supplies, hand tools, storm sewer lids, and first aid supplies. Paper goods for all of the facilities are charged to this account. After three years maintaining the current level of expenditures staff is requesting a 2% increase of

10-221-475-20 MAINT. AND REPAIR EQUIPMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Equipment Repair Parts	\$35,000	\$35,000	\$36,200
Replacement Salt Spreader Hydraulics (2)	\$9,000	\$9,000	\$0
TOTAL	\$44,000	\$44,000	\$36,200

Equipment repairs and maintenance covers mainly off-road items, i.e., tractors, mowers leaf machines, brush chippers and, stump grinders. The account also covers repairs and maintenance to smaller items as well such as chain saws, string trimmers, blowers and pole saws. Specialty areas are also included, all snow removal equipment, power generators, utility vehicles, cleaning equipment. Repairs may be as little as a \$1 spark plug or as much or more than a \$3,000 backhoe tire. General maintenance costs are predictable though unscheduled repairs are not. The budgeted amount is averaged on the proceeding four years of expenses ranging from \$27,000 to \$49,000 per year.

Any one time **scheduled maintenance or repairs that are above \$4,000** are listed as individual line items. No scheduled maintenance or repairs are proposed for FY 20.

10-221-475-30 MAINT. AND REPAIR/STRUCTURE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Specialty Contractor Repairs	\$8,000	\$8,000	\$8,000
TOTAL	\$8,000	\$8,000	\$8,000

Public Works facility general repairs include HVAC, overhead doors, plumbing, man-doors, springs, cables, and lights among other minor type items based upon expenses from past years.

10-2-21-475-40 MAINT. AND REPAIR VEHICLES/ADMIN

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Maintenance on Administration Vehicles	\$1,500	\$1,500	\$1,500
TOTAL	\$1,500	\$1,500	\$1,500

Normal **preventive maintenance** (i.e. tune-ups and oil changes) and major repairs based upon expenses from past years.





10-221-475-41 MAINT. AND REPAIR VEHICLES/ENGINEERING & PLANNING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Maintenance on Engineering Vehicles	\$1,500	\$1,500	\$1,500
TOTAL	\$1,500	\$1,500	\$1,500

These funds are to cover *fleet maintenance* and repair costs for planning and engineering vehicles throughout the fiscal year and are based upon expenses from past years. The fleet consists of two vehicles.

10-2-21-475-42 MAINT. AND REPAIR VEHICLES/PUBLIC WORKS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Vehicle Fleet Maintenance PW	\$25,000	\$25,000	\$25,000
TOTAL	\$25,000	\$25,000	\$25,000

Vehicle Maintenance includes tune-ups, mufflers, clutches, brakes, transmissions, and front-end alignments for the Public Works vehicles based upon expenses from past years.

Body work covers minor dents and dings resulting from normal usage of vehicles. Maintenance and repair of *tires* is required for flats, wear, and any unforeseen tire damages.

Filters include fuel, air, transmission, hydraulic and other special filters.

10-221-475-43 MAINT. AND REPAIR VEHICLES/PARKS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Maintenance on Park Vehicles	\$200	\$200	\$200
TOTAL	\$200	\$200	\$200

Funds are allotted to cover *fleet maintenance* and repair costs for the parks and recreation vehicle throughout the fiscal year based upon expenses from past years. The fleet consists of one vehicle and one utility cart.

10-221-475-44 MAINT. AND REPAIR VEHICLES/POLICE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Maintenance on Police Vehicles	\$13,000	\$16,000	\$17,000
Tire Replacement	\$3,800	\$3,800	\$0
TOTAL	\$16,800	\$19,800	\$17,000

This account is for the *maintenance* of the Police Department vehicles with the budget based upon previous years' expenses. The maintenance and repair budget request may be adjusted yearly, if needed, to reflect age of the vehicles within the fleet. This account also includes vehicle body repairs resulting from to the nature of use.

Beginning with the FY 20 year *tire replacement* for police vehicles will be included in the base maintenance line item similar as other departments.





Capital Outlay Explanations

30-221-465-20 EQUIPMENT PURCHASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Tub Grinder	\$40,700	\$40,700	\$40,700
TOTAL	\$40,700	\$40,700	\$40,700

In FY 19 the City replaced its ageing **tub grinder** with a new unit at a cost of \$259,061 on a lease-purchase agreement extending through 2024. The cost for each of the six years is \$40,700.

For **FY 20** equipment items scheduled for replacement include a **leaf vacuum and mower**.

30-221-465-30 VEHICLE PURCHASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Aerial Lift Truck	\$75,000	\$71,000	\$0
Dump Truck – 1.5 ton (249)	\$0	\$0	\$65,000
Pickup Truck – 0.5 ton (261)	\$0	\$0	\$25,000
TOTAL	\$75,000	\$71,000	\$90,000

During FY 19 the department replaced its ageing aerial used lift truck low mileage.

For **FY 20** two older vehicles in the public works fleet are scheduled for replacement. Both vehicles are no longer reliable for snow operations or daily department activities. The underbodies of the vehicles have extensive rust exposure to structural body components after years of use in winter snow operations.

The **½-Ton Pickup Truck** (#261) is a 2002 model, 17 years old.

The **1½-Ton Dump Truck** (#249) is a 1999 model, 20 years old.





ENGINEERING DEPARTMENT

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.

The Engineering Department will also be 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 starting with FY-2020. Inspections are conducted on a complaint basis throughout the City. This includes working closely with property owners and residents towards resolution of violations.

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 personnel 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 administering capital building programs, technical program assistance, permitting and general practical research assistance.

3. Code Enforcement Services

The 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 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.



***FY-2019 Goals and Objectives Update:***

1. Continue to develop and refine multi-year schedules for updating infrastructure. **Update: The department constantly adjusts schedules based upon continuous field updating of changing infrastructure conditions and yearly funding projections.**
2. Continue assisting all departments citywide with various capital projects as needed. **Update: As staff receives requests for assistance with projecting capital project funding needs aid is provided. Support various from year to year and may range from park related projects to police vehicle parking accommodations.**
3. Continue the long-term objective of reviewing, refining and issuance of revised standard specifications used in reoccurring and one-time infrastructure projects throughout the community. **Update: Staff continues to develop and refine master specifications for infrastructure as well as search out new methods and materials to build upon a refined methodology. This has enhanced a constantly improving means of providing and completing new infrastructure to the community.**
4. Continue to administer the general capital improvements programs, street repair, crack sealing, mudjacking, sidewalk repair, pavement markings and addressing other tasks as needed. **Update: The department continues to provide the core services that maintain our community infrastructure. This support continues throughout the year with measured responses varying upon the needs of each program.**
5. Continue with the ongoing process of engineering staff development through seminars, conferences and university extension classes. Commit additional resources to searching out new methods of preserving street pavements. **Update: As in previous years, staff continues training in project management, contract administration, project engineering, community relations and other core essential services vital to providing superior services to the community.**
6. With MoDOT's lack of funding for essential services the City will take a more proactive posture to address minor cosmetic issues along Manchester Road and Clarkson Road within the City. This will assist an already aggressive stance stimulating a vibrant and progressive community to those who are visitors promoting a positive visual first appearance. **Update: The department continues to expand where cost effective limited maintenance services along Manchester Road and Clarkson. This added support provides a positive welcoming appearance to our community. Services include limited mowing, removal of weeds along streets and walks, trash collection, maintaining of median landscaping and median lighting along Manchester Road.**

FY-2020 Goals and Objectives:

1. Commence and continue engineering and design for future infrastructure improvements through long range planning. *This planning is necessary to continue with the City's long term goals for capital improvement and infrastructure needs.*
2. Continue the long-term objective of developing comprehensive standardized specifications to meet the city's adopted engineering standards. *The engineering department for Ellisville is primarily concerned with major capital improvements that directly relate to the City's long-*





term goals for capital improvement needs and expanded municipal facilities, and as a result design guidelines and functional specifications must be developed.

3. Maintain engineering staff development through seminars, conferences and university extension classes. *This is necessary to insure quality work on capital improvements, infrastructure and sustaining a high level of customer service.*
4. Remain vigilant with timely execution of general capital improvement programs, street repairs, sealing of pavement cracks, mudjacking, repair of sidewalks and addressing storm water issues. *As an ongoing operational function, this is a part of the long-term goal for sustaining infrastructure through reinvesting in capital improvement maintenance.*
5. Provide guidance to all departments city wide with various capital projects. *Engineering assistance assures capital construction projects sought by other branches of city operations meet the goals of the city in an effective manner.*
6. Consolidate operational activities where possible through continued analysis of daily and seasonal departmental endeavors to promote an efficient administration of functions. *Continued review of operations assures resources assigned to the department are expended in a manner that is in keeping with goals of the city.*

Engineering Performance Measures

	<u>2017</u> Actual	<u>2018</u> Actual	<u>2019</u> Estimated	<u>2020</u> Budgeted
Work Load Indicators				
Concrete Repair - Miles	0.57	0.69	1.00	0.47
Concrete Repair - Costs	\$ 452,857	\$ 669,676	\$ 974,155	\$ 467,000
Pavement Sealing - Miles	10.20	3.73	9.40	8.12
Pavement Sealing - Costs	\$ 64,520	\$ 22,695	\$ 57,340	\$ 50,000
Effectiveness Indicators				
Cost per Mile - Concrete Repair	\$ 794,500	\$ 970,500	\$ 974,200	\$ 993,600
Cost per Mile - Sealing	\$ 6,300	\$ 6,100	\$ 6,100	\$ 6,200

Code Enforcement Performance Measures

	<u>2017</u> Actual	<u>2018</u> Actual	<u>2019</u> Estimated	<u>2020</u> Budgeted
Work Load Indicators				
Number of Sign Permits Issued	57	75	67	60
Number of Code Enforcement Cases	165	187	200	200





Payroll Explanations

10-222-400-10 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages - Department lump sum	\$118,080	\$115,390	\$170,700
TOTAL	\$118,080	\$115,390	\$170,700

13% of the time for the Building Inspector is being charged to the Sewer Lateral Fund because at least that much of his time is spent on plan review and inspections for sewer laterals. The Code Enforcement Officer has been moved to this department starting with FY-2020.

10-222-400-30 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime - department lump sum	\$4,500	\$3,030	\$7,170
TOTAL	\$4,500	\$3,030	\$7,170

When reasonable comp-time earned is used in lieu of overtime. One hourly employee has reached the 80 maximum for comp-time so some overtime has been paid. Therefore, some overtime is anticipated for FY-2020.

10-222-400-50 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA - department lump sum	\$9,100	\$9,170	\$13,760
TOTAL	\$9,100	\$9,170	\$13,760

10-222-401-10 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance - Department lump sum	\$17,780	\$16,970	\$36,310
TOTAL	\$17,780	\$16,970	\$36,310

10-222-401-20 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental Insurance - Department lump sum	\$1,170	\$1,100	\$2,760
TOTAL	\$1,170	\$1,100	\$2,760

10-222-401-30 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life Insurance - Department lump sum	\$780	\$720	\$1,180





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
TOTAL	\$780	\$720	\$1,180

10-222-401-40 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long Term Disability - Department lump sum	\$380	\$330	\$540
TOTAL	\$380	\$330	\$540

10-222-401-50 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension - Department lump sum	\$13,150	\$12,970	\$21,360
457 Plan Matching Funds	\$0	\$0	\$0
TOTAL	\$13,150	\$12,970	\$21,360

10-2-22-402-10 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-end awards	\$1,290	\$1,290	\$1,830
TOTAL	\$1,290	\$1,290	\$1,830





Operations Explanations

10-222-410-40 PROFESSIONAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Outside Consultants	\$1,500	\$1,500	\$1,500
St. Louis County Health Department	\$190	\$190	\$190
Smart Gov – Operational Software Agreement	\$4,650	\$4,428	\$4,650
Utility Locates	\$0	\$2,000	\$1,500
TOTAL	\$6,340	\$8,118	\$7,840

Funds are requested to cover costs associated with hiring **outside consultants** for ongoing development or existing City projects and issues that may be brought to the attention of the City during the fiscal year. This cost is estimated based on past experience. Examples may include concept studies for grant applications and emergency engineering assistance for insurance claims.

Annual permits and fees for the City’s mulching operations issued by **St. Louis County Health Department** permit fee is \$50 and the tub grinder permit fee is \$140.

SmartGov is the City’s software purchased in FY-2012. The cost reflected in FY-2020 and subsequent years will cover hosting, technical support, and software updates. This yearly fee is split 33.3% to Engineering, 33.3% to Stormwater and 33.3% to Planning respectively based upon shared use of the software. The total FY 2019 cost for the service was \$13,285. The software provides **tracking for business licenses, permits, code enforcement, zoning, inspections and citizen requests.**

With MoDOT transferring maintenance of the Manchester Road enhancements to the City, requests for utility locations by contractors is incumbent upon the City to provide. The **City contracts with an outside service provider to fulfill locate requests** in compliance with state statute.

10-222-410-50 CONTRACTUAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Ameren MO Service Listing	\$165	\$165	\$165
Grass Cutting Services	\$0	\$0	\$1,000
Code Enforcement Abatement	\$0	\$0	\$2,500
Problem Property Unit	\$0	\$0	\$500
TOTAL	\$165	\$165	\$4,165

Ameren MO provides the City with a listing of all new customer service installations for electrical service. The City reconciles the list to occupancy permits that were issued over the course of the year to identify residents who have moved into a structure but not obtained an occupancy permit. The City then contacts the resident and schedules an occupancy inspection with a subsequent permit being issued.





Code enforcement services include having to contract for **grass cutting services, abating code violations** and services from the **Problem Property Unit** on specific properties that fail to comply with the property maintenance code. The City pays for these services up front and places a lien if the money is not immediately reimbursed. Therefore, reimbursement to the City of any fees incurred may not occur until the property is sold. We are requesting reserve funds to cover these types of fees, in the event it takes more than a year to recoup the costs incurred.

10-222-410-90 PLAN REVIEW

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

Development fees from petitioners are credited to this revolving expenditure account to cover the costs associated with third party **Plan Reviews**. The reviews are required by the City for new developments. Expenditures for out sourced plan review services are then charged to this account against the revenues that were originally credited. Third party plan reviews include building and site plan reviews, traffic engineering studies, landscape reviews, the purchasing of all required legal notices relating to a development, and court reporter costs for Board of Adjustment purposes. This account is revenue neutral.

10-222-420-10 PERSONNEL TRAINING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
ICC/MABOI Local Seminars and Workshops	\$1,000	\$1,000	\$1,000
ICC Code Certification Tests and Accreditation	\$2,000	\$1,000	\$1,000
Education/Training-Code Enforcement Officer	\$0	\$0	\$200
TOTAL	\$3,000	\$2,000	\$2,200

The **ICC/MABOI Code Seminars and Workshops** include training for the Building Official. The training includes code seminars, emphasizing local code concerns and allow for interaction with other local code officials often dealing with the same issues. The training also includes the necessary education to maintain certifications.

For FY-2020 the building official will continue training, testing, accreditation and completing **certifications through the ICC** for plumbing, electrical and HVAC systems. This will provide the building official with the ability, authority and knowledge to make inspections in specific disciplines to protect the community and individuals to the latest code standards.

10-222-420-20 TRAVEL AND MEETING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
APWA monthly meetings	\$360	\$360	\$360
Missouri APWA Spring and Fall Conference	\$750	\$830	\$830
MABOI State Conference (Building Official)	\$600	\$600	\$650
MABOI meetings	\$0	\$0	\$100
TOTAL	\$1,710	\$1,790	\$1,940





Conferences and seminars allow staff members the necessary contacts with other public professionals to exchange knowledge and keep abreast on issues affecting local governments like the city of Ellisville. **American Public Works Association (APWA)** monthly meetings cost \$20 per person with 1.5 staff members budgeted for each month. The **Missouri American Public Works Association** Spring and Fall Conferences costs cover one staff member.

Funds are allocated to cover travel and lodging costs associated with training at the **Missouri Association of Building Officials and Inspectors (MABOI) Conference** for the Building Official.

10-222-420-30 DUES AND MEMBERSHIP FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
American Public Works Association-National	\$1,075	\$1,075	\$1,075
American Public Works Association-St. Louis	\$60	\$60	\$60
American Society of Civil Engineers	\$265	\$265	\$265
ICC International	\$175	\$175	\$175
MABOI	\$150	\$150	\$190
TOTAL	\$1,725	\$1,725	\$1,765

Dues payable to the above associations allow staff to maintain memberships in various professional organizations, and provide for access to technical information, assistance, and networking for special needs.

The **American Public Works Association (APWA)** is a local and national organization for public works staff to network and gain valuable information on topics of interest concerning our community and the effective delivery of services to residents.

The **American Society of Civil Engineers** allows staff a means of networking engineering related issues via other members and research materials and methods available through the society.

The **International Code Council (ICC)** and **Missouri Association of Building Officials and Inspectors (MABOI)** provide training and networking opportunities for the inspector/code enforcement officer on the state and national levels. The organizations also provide monthly technical newsletters.

10-222-420-40 PUBLICATIONS AND JOURNALS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Internet Weather Select Weather Service	\$117	\$800	\$0
Construction Journal	\$140	\$140	\$0
Engineering News and Record	\$90	\$90	\$0
Desk Top Local Weather Real Time	\$20	\$20	\$20
ACE Yearly Guide to Construction Costs	\$80	\$80	\$80
Design Cost Data – Facilities Data Base Costs	\$155	\$0	\$155
2020 ICC Digital Code Subscription	\$600	\$0	\$600
Reports & Publications-Code Enforcement Officer	\$0	\$0	\$50





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
TOTAL	\$1,202	\$1,130	\$905

The FY-2020 includes several yearly expenses for detailed weather reporting services and cost estimating. Also included are several **publications** that benefit the staff by allowing continued upgrading of current reference materials and knowledge of new methods and efficiencies.

Updating the present **ICC code** is a yearly occurrence. Updating of the code is based upon changes made during the prior year by ICC. The code is acquired in an electronic format allowing staff to query code issues in a timely manner resulting in improved response efficiencies.

10-222-430-10 OFFICE SUPPLIES AND EXPENSE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Operating Supplies	\$1,900	\$1,900	\$3,300
TOTAL	\$1,900	\$1,900	\$3,300

Requests are based upon historical data of supplies purchased from the prior year. The account includes Engineering, Stormwater, Building and Inspections along with the Sewer Lateral program.

Specialized operating supplies, such as zoning signs and frames, and other miscellaneous items are needed by the code enforcement officer. The quantity of copies produced for the code enforcement is significant.

10-222-430-30 UNIFORMS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Reflective Rain Suit (ANSI Class 3) (3 staff)	\$279	\$279	\$0
Work Shoes	\$250	\$250	\$125
Logo Shirts - Staff	\$200	\$200	\$150
Building Official Clothing	\$235	\$235	\$250
Winter Coat	\$0	\$0	\$140
Code Enforcement Officer	\$0	\$0	\$300
TOTAL	\$964	\$964	\$965

Rain Gear is used by staff during inclement weather while address in storm water issues within the community. New rain gear will be compliant with federal safety regulations, ANSI Class 3 gear.

Work shoes are replaced on a yearly basis for on member of the staff. Shoes are budgeted per the City’s Safety Committee recommendation.

City logo shirts at \$50 each are provided to staff for use while representing the City when out in the community.

General field clothing is provided for the **Building Official** and **Code Enforcement Officer** while conducting field inspections. This includes pants and shirts for daily use.





10-222-430-40 GASOLINE AND OIL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Gasoline and Oil	\$700	\$500	\$1,500
TOTAL	\$700	\$500	\$1,500

The FY-2020 budget request reflects historical totals with an inflation factor for the coming year to cover the **fuel costs** of the engineering vehicle. The Engineering Division maintains the use of one vehicle. For this vehicle 66% of this fuel is charged to the Engineering Division and the other 33% is charged to the Sewer Lateral Program.

Funds are also needed for the truck used by the Code Enforcement Officer.

10-222-440-10 PRINTING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Printing	\$300	\$100	\$300
TOTAL	\$300	\$100	\$300

Funds for **general printing** are primarily used for large volume duplicating such as project specifications, updating city map books, special project signs....

10-222-455-10 VEHICLE/EQUIPMENT RENTAL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Mobile Phones (FY 19 -2 phones FY 20 -1 phone)	\$1,200	\$1,000	\$600
Code Enforcement Official Phone			\$650
TOTAL	\$1,200	\$1,000	\$1,250

Mobile phones are used to provide a means of contact for field staff to resolve issues via voice, text and data with contractors, design engineers, utilities, and residents without staff having to travel back to the office each time a new issue arises. Thus, issues will be resolved in an expedient manner, allowing work to progress. The Building Official is provided a monthly stipend of \$50 for phone usage.

The **Code Enforcement Official** uses a City phone to keep that individual's personal phone from receiving problem City calls at unusual hours of the day.

10-222-465-10 COMPUTER EQUIPMENT/SOFTWARE & MAINTENANCE/REPAIR

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Service/Repair Work for Computers	\$300	\$300	\$300
Software Upgrades	\$300	\$300	\$300
New Computer and Monitor	\$1,900	\$1,900	\$0
TOTAL	\$2,500	\$2,500	\$600

A line item is provided for **Service and Repair Work on Computers** based on several years of historical costs. Historical costs have shown a wide variance from year to year, thus the actual expended amount may require an adjustment in the line item as the year progresses.





Software Upgrades are included to upgrade older outdated software in an effort to remain compatible with newer equipment and stay current with standards the individual software updates is apply to. Also included are annual fees to maintain security software for department computers.

Funds included to replace the current **Computer** for the Building Official in FY 2019.

10-222-465-20 EQUIPMENT PURCHASE/REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Emergency Equipment Replacement Funding	\$1,000	\$1,000	\$1,000
TOTAL	\$1,000	\$1,000	\$1,000

It is important to have a contingency for **equipment replacement**. The necessity of this contingency arises because, however small, an unforeseen expense may occur during the year that must be remedied immediately. Should a vital piece of equipment suddenly become inoperable, replacements can be made with minimal interruption to City business. Examples are those the City has previously experienced, such as printers, fax machine, and electric staplers, telephones, radios all of which are essential for daily operations with minimal interruption. All equipment under \$5,000 is also included in this account.

10-222-475-10 MAINTENANCE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Operational Supplies	\$500	\$800	\$800
TOTAL	\$500	\$800	\$800

The FY-2020 budget request will cover **supplies** for day-to-day operations of the Engineering department. These supplies are purchased on an as-needed basis and sundry in nature thus not budgeted as line items each year. Items such as shovels, gloves, safety supplies, marking paint, measuring tapes, inspection supplies and general survey supplies are a few of the items that are funded from this account. This cost is based on averaging historical costs from past years ranging from \$\$490 to \$1,700 per year.

10-222-475-20 MAINTENANCE AND REPAIR EQUIPMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Repair of Equipment	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

Minimum funds are requested for **minor repairs** to items as survey equipment, levels, etc. No repairs are anticipated in FY-2020, however if a key piece of equipment is damaged limited funds will be available for repairs.





Capital Outlay Explanations

20-222-480-05 CONCRETE STREET – REPAIR

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Concrete Pavement Patching – Citywide	\$100,000	\$100,000	\$100,000
Clarkson Pines Left Turn Lane at Clarkson Rd.	\$89,000	\$89,000	\$0
TOTAL	\$189,000	\$189,000	\$100,000

The service life of many city streets may be extended with **minor repairs of deteriorating pavement joints and surface imperfections**. Addressing these issues in a timely manner will reduce the needed funding for complete replacement of streets. Work is completed on an as needed basis citywide.

Responding to increased traffic flow from the County Library located on Clarkson Pines Ln. and Clarkson Rd. a **dedicated left turn lane** is proposed for **Clarkson Pines Ln. at Clarkson Rd.** in FY 19 to reduce traffic congestion at the intersection.

20-222-480-40 MUDJACKING & MISCELLANEOUS REPAIR

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Mud Jacking and Misc. Repairs – Citywide	\$5,000	\$23,000	\$5,000
TOTAL	\$5,000	\$23,000	\$5,000

Mud jacking is normally conducted at various locations throughout the City on an as needed basis to fill voids under pavements. Mudjacking will extend the service life of existing pavements, thereby reducing pavement replacement costs. Mudjacking prevents sudden street collapses that result in street closures and increased motor vehicle operating costs. **Miscellaneous repairs** include driveway repairs from street movement as resident requests are received.

20-2-22-480-60 SIDEWALKS - REPAIR

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sidewalk Maintenance and Repair – Citywide	\$25,000	\$10,000	\$10,000
Barbara Ann – New Sidewalk	\$0	\$90,000	\$100,000
TOTAL	\$25,000	\$100,000	\$110,000

This request will allow for **sidewalk repairs** by city and contract crews to unsafe sections of pedestrian walks throughout the community. Failure to make repairs may produce unsafe conditions resulting in injuries to the general public.

Responding to a request from residents on Barbara Ann Ln., plans have been developed to **install a sidewalk along Barbara Ann Ln. from Reinke Rd. to East Meadow Ln.** This street receives high vehicle and pedestrian usage and as an older street sidewalks were never built. Design is will be completed in FY 19 with construction in FY 20.





20-222-480-80 CRACK SEALING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Crack Sealing – Citywide	\$30,000	\$30,000	\$30,000
TOTAL	\$30,000	\$30,000	\$30,000

A major factor shorting the life of city streets is deterioration of pavement joints. If the joints are not protected by the sealing of the cracks, the life of the pavement is greatly reduced. Streets are normally on a four year rotation for sealing. This program has shown a reduction in the amount of pavement joint failures over the past 20 years and is directly reflected in the amount of pavement backlogged for replacement.

20-222-480-99 PAVEMENT MARKINGS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pavement Markings - Citywide	\$20,000	\$20,000	\$24,000
TOTAL	\$24,000	\$20,000	\$24,000

With the construction of new city streets, the jurisdictional transfer of County and State streets, the aging of existing streets and minimum national standards, the need to markedly expand the City’s pavement striping and marking ability has been a priority. The City does not maintain equipment capable of performing to meet the increased marking needs. Maintaining pavement markings will provide a safe environment for vehicle and pedestrian traffic on city streets and retain compliance with regulatory requirements.

30-222-465-20 EQUIPMENT PURCHASE/REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Great Streets Project Management	\$60,000	\$60,000	\$60,000
TOTAL	\$60,000	\$60,000	\$60,000

Funding through this account will allow for future expansion of the Great Streets scheme along Manchester Road and Clarkson Road, promote a method for providing care of **Great Streets enhancements** and the maintaining of the improvements.







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 storm water infrastructure systems and facilities. Under Missouri H.B. 88, funds for storm water 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 services, the City is also well into its Storm Water Improvement Program that continues to improve storm water systems city wide. In November 1995, Ellisville voters approved a measure, which allowed the City to levy an additional sales tax of ½ of one percent on all retail goods and services sold within the City limits. The proceeds from this ½ cent sales tax are used strictly for storm water control purposes city wide. The Engineering department is responsible for administering the storm water improvement program, facilitating the engineering and design of storm water facilities, construction schedules, and completion of the storm water improvement schedules each year.

FY-2019 Goals and Objectives Update:

1. Implement FY 2019 projects in a timely manner with minimal impact on the user public. *The completion of these projects is necessary to maintain the City's long term schedule for storm water capital improvements and maintain a 25 year repair cycle on streets in the program.* **Update: In FY 2019 two projects begun in FY 2018, Devore Dr. and Covert Ln. were completed. In addition, two new projects were undertaken, the replacement of Carmel Woods Dr. and widening of the entrance to Clarkson Pines.**
2. Continue to address minor storm water issues in a timely manner as they are brought to the attention of the City. *This is necessary to assure residents are protected from property damage caused by uncontrolled storm water drainage.* **Update: Staff continues to consult with residents as they bring their water drainage concerns to the city for assistance. This past year has seen a slight uptick in assistance requests, a direct result of the above average rainfall received.**
3. Move forward with the design of future year's projects. *Designing future projects ahead of the actual construction timetable assures projects will remain on schedule allowing sufficient time to address any issues.* **Update: Design work will finish on the rebuild of Oak Hill Dr. from Manchester to Oak Hill Ct. along with resurfacing plans for the remaining portion of Oak Hill Dr., West Oak Hill Dr. and Oak Hill Ct. Additional resurfacing planning is underway for Towne Dr. and Bentshire Ct.**
4. Identify qualifying storm water deficiencies for inclusion within the intended objectives of the storm water program. *Being proactive allows the City to identify, respond and resolve storm water related issues before residents are impacted by undesirable consequences of storm water.* **Update: Staff continues to meet with residents on an individual basis identifying**





issues impacting single properties to neighborhoods. Such meetings often result in initiating proactive measures to address older outdated infrastructure or installing infrastructure where none exist. This also allows staff to bring other stakeholders into the process, local trustees, MSD, St. Louis County and surrounding communities.

FY-2020 Goals and Objectives:

1. Implement the FY 2020 capital project schedule in a manner that promotes a positive impact upon the community. *The completion of such projects is necessary to maintain the City's long term schedule to initiate new and rehabilitate existing storm water capital improvements.*
2. Continue to search out and address storm water issues that are of concern to the community. *This is essential to maintain the high standard of community services offered to residents through the daily responsiveness and commitment of staff.*
3. Carry on the yearly updating of long range planning for capital projects that are identified through various community strategies. *Provides community insight to future capital needs allowing for managed scheduling and budgeting of infrastructure improvements.*
4. Promote and 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 addressing compliance with Federal and State requirements and to assure our capital improvement and infrastructure needs provide for a safe environment.*

Stormwater Performance Measures		
CITY OF ELLISVILLE		
1/2 CENT SALES TAX STORMWATER IMPROVEMENTS		
Year	# of Projects Scheduled to be Completed	Actual # of Projects Completed
2011	1	1
2012	1	1
2013	1	1
2014	3	3
2015	1	1
2016	2	1
2017	2	2
2018	2.5	2.5
2019	2	2
2020*	4	4

* Estimated projects to be completed for the year.





Payroll Explanations

80-222-400-10 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages - Department lump sum	\$251,600	\$263,800	\$244,710
TOTAL	\$251,600	\$263,800	\$244,710

25% of the City Engineer/City Manager is taken out of this account. The other 75% comes out of Administration.

80-222-400-30 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime – department lump sum	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

No overtime is anticipated.

80-222-400-50 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA – department lump sum	\$19,140	\$20,280	\$18,820
TOTAL	\$19,140	\$20,280	\$18,820

80-222-401-10 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance – department lump sum	\$26,830	\$26,750	\$19,890
TOTAL	\$26,830	\$26,750	\$19,890

80-222-401-20 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental Insurance – department lump sum	\$1,990	\$2,430	\$1,970
TOTAL	\$1,990	\$2,430	\$1,970

80-222-401-30 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life Insurance – department lump sum	\$1,530	\$1,380	\$1,020
	\$1,530	\$1,380	\$1,020





80-222-401-40 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long Term Disability – department lump sum	\$660	\$580	\$430
TOTAL	\$660	\$580	\$430

80-222-401-50 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension – department lump sum	\$29,060	\$27,610	\$17,920
457 Plan Matching Funds	\$0	\$0	\$0
TOTAL	\$29,060	\$27,610	\$17,920

80-222-402-10 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-end awards	\$1,090	\$1,220	\$1,220
TOTAL	\$1,090	\$1,220	\$1,220





Operations Explanations

80-222-410-40 PROFESSIONAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Professional Services – Engineering/Design	\$200,000	\$100,000	\$100,000
Weather or Not	\$6,000	\$5,900	\$6,000
St. Louis County – Ellisville Aerials	\$2,000	\$0	\$0
Smart Gov – Operational Software Agreement	\$4,650	\$4,228	\$4,650
GIS Contract Services (yearly management fee)	\$4,000	\$6,000	\$6,000
GIS Contract Services (special services)	\$0	\$7,000	\$1,000
TOTAL	\$216,650	\$123,128	\$117,650

Costs associated with **professional engineering services** comprise design services for storm water related projects. Specifically proposed street replacements, street overlay projects, construction of storm water drainage facilities and emergency storm water repair work that arise during the fiscal year. Design documents for these types of projects are needed to solicit competitive bids from contractors with well-defined scopes of work. Additionally, the documents serve to obtain approvals and permits from DNR, MSD Corps of Engineers and other agencies. The documents are also used to coordinate with utility companies to resolve any conflicts with the proposed projects. Most importantly they **provide a means of sharing with residents the scope of proposed improvements that are of benefit to them.**

Weather or Not is a real-time and historical **weather reporting service** used by Public Works and Engineering to remain up to date on weather impacting city operations and services necessary to keep residents safe. The service is also used to generate reports required by MSD and DNR Phase II Storm Water Management Plan.

Smart Gov is the City’s software purchased in FY-2012. The cost reflected in FY-2020 and subsequent years will cover hosting, technical support, and software updates. This yearly fee is split 33.3 % to Engineering, 33.3 % to Stormwater and 33.3 % Planning respectively based upon shared use of the software. The total FY 19 cost for the service was \$13,285. The software provides **tracking for business licenses, permits, code enforcement, zoning, inspections and citizen requests.**

Ellisville contracts for **professional GIS services** to develop and manage an interactive mapping system of the community. This mapping system is available to residents and staff through the city web site. The fee is based upon a flat \$6,000 per year to manage and maintain the service with additional hourly rates for specific special services, e.g., a new zoning classification map, street replacement schedule map.... The flat management fee is budgeted through Stormwater with individual departments incurring any special services costs requests.

80-222-420-10 PERSONNEL TRAINING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Soil and Water Erosion Control – Phase 2	\$200	\$200	\$200





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Stormwater Certification Workshops/Seminars	\$2,000	\$500	\$500
TOTAL	\$2,200	\$700	\$700

With mandated stormwater requirements, via MSD and DNR, staff must take continuing education and certification training on an annual basis to remain in good standing with present law. For FY-2020, one staff will attend seminars with scope and emphasis determined by MSD and DNR. These are reoccurring training classes educating those charged with MSD regulation compliance.

80-222-420-20 TRAVEL AND MEETING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
APWA monthly meetings	\$360	\$360	\$360
Missouri A.P.W.A. Fall Conference (1 staff)	\$750	\$750	\$750
APWA National Conference (1 staff)	\$1,900	\$1,900	\$1,900
TOTAL	\$3,010	\$3,010	\$3,010

The **American Public Works Association** monthly meetings allows staff members the necessary contacts with other public professionals to exchange knowledge and keep abreast on issues affecting local government in general, and the City of Ellisville specifically. The cost is \$30 per person with one staff member budgeted for.

The **Missouri American Public Works Association** Fall Conference costs cover one (1) staff member. APWA meetings allow staff to remain current with technical and management aspects of municipal public works operations and provide a means of sharing information with other agencies.

APWA (American Public Works Association) national meeting allows staff to remain current with technical and professional aspects of municipal capital works projects and provides a means of sharing information with other professionals in the field. One staff member attends this annual meeting.

80-222-430-30 UNIFORMS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Work Shoes	\$125	\$125	\$125
Winter Coveralls	\$130	\$130	\$0
Winter Coat	\$0	\$0	\$140
TOTAL	\$255	\$255	\$265

Work shoes are replaced on a yearly basis for one staff member. Shoes are budgeted per the City's Safety Committee recommendation.

General inclement weather field clothing, **coveralls, winter coats, winter gloves and rain gear** are provided as needed. Inclement weather clothing is budgeted on a biennial replacement rotation.



**80-222-430-40 GASOLINE AND OIL**

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Gasoline and Oil	\$1,750	\$1,700	\$1,750
TOTAL	\$1,750	\$1,700	\$1,750

The FY-2020 budget request reflects totals needed to cover the **fuel costs** of the engineering storm water vehicles based upon historical data and anticipated future fuel costs. The Public Works Department Stormwater Division maintains the use of **1 vehicle**.

80-222-440-10 PRINTING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Printing	\$200	\$0	\$0
TOTAL	\$200	\$0	\$0

Funds for **printing** are primarily used for large volume printing such as project specifications. For FY 2020 and all future printing of documents will be charged directly to the corresponding projects.

80-222-455-10 VEHICLE/EQUIPMENT RENTAL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Mobile Phones	\$500	\$800	\$800
TOTAL	\$500	\$800	\$800

Mobile phones are used to provide a means of contact for field staff to resolve issues via voice, text and data with contractors, design engineers, utilities, and residents without staff having to travel back to the office each time a new issue arises. Thus, issues will be resolved in an expedient manner, allowing work to progress. Cell phone contracts are reviewed and renewed yearly. The Assistant City Engineer's phone and a portion of the City Engineer's expenses are included.

80-222-465-10 COMPUTER EQUIPMENT & SOFTWARE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Service/Repair Work for Computers	\$100	\$100	\$100
General Software Upgrades for Computers	\$500	\$500	\$500
TOTAL	\$500	\$600	\$600

Software Upgrades and **Computer Equipment** are as needed to upgrade present software versions, maintain current software licensing and add or replace support equipment such as cables and backup replacement batteries.

80-222-475-10 MAINTENANCE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General operational supplies	\$500	\$500	\$500
TOTAL	\$500	\$500	\$500





This FY-2020 budget request remains unchanged from FY-2019 and prior years covering **supplies** for day-to-day storm water operations. These supplies are purchased on an as-needed basis and not always budgeted each year. Items such as shovels, gloves, safety supplies, marking paint, survey supplies and inspection supplies are a few of the items and categories that are received from this account. Requests are based upon historical data from the prior years.

80-2-22-475-20 MAINTENANCE AND REPAIR EQUIPMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Repair of equipment	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

No expenses are anticipated in FY-2020.





Capital Outlay Explanations

80-222-465-20 EQUIPMENT PURCHASE/REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Emergency Equipment Replacement Funding	\$1,000	\$1,000	\$1,000
TOTAL	\$1,000	\$1,000	\$1,000

It is important to have a contingency for **equipment replacement**. The necessity of this contingency arises because, however small, an unforeseen office expense may occur during the year that must be remedied immediately. Should a vital piece of office equipment suddenly become inoperable, replacements can be made with minimal interruption to City business. Examples are those the City has previously experienced, such as printers, pipe locators, utility locators, telephones, radios all of which are essential for daily operations with minimal interruption.

80-222-480-10 CONCRETE STREET – REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Concrete Streets, Replacement of Slabs	\$602,000	\$602,000	\$467,000
TOTAL	\$602,000	\$602,000	\$467,000

Replacement of deteriorated and damaged concrete streets throughout the City is completed on an annual basis. The **FY 2020 schedule includes Dogwood Meadows Ct., Sumac Field Ct., Wood Meadow Cir., Summer Oak Ct. and several small repairs**. Schedules are subject to change dependent upon actual conditions. If streets are not maintained properly, pavement hazards will develop with the likelihood of injuries to users resulting. Pavements maintained in good condition promote higher property values and improved community pride.

80-222-480-50 STORMWATER REPAIR

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Emergency Stormwater (repair citywide)	\$50,000	\$50,000	\$50,000
TOTAL	\$50,000	\$50,000	\$50,000

Emergency Stormwater repairs are made on an as needed basis to existing storm water conveyance systems within the City. Repairs are made to protect the life, safety, and welfare of city residents and to retain the integrity of the conveyance systems. This account also funds new smaller storm water related issues brought to the attention of the city such as minor flooding of a single property.

Every year the City’s larger box culverts and bridges are inspected by MoDOT. With good maintenance practices by the City the inspections do not often find deficiencies. To maintain infrastructure integrity unforeseen weather related issues must be addressed as they surface. The more common repairs are silting in of channels, debris jams and bank erosion.





80-222-480-51 STORMWATER PROJECTS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Carmel Wood Dr.	\$520,000	\$520,000	\$0
Klamberg Ln.	\$40,700	\$40,700	\$0
Oak Hill Dr./West Oak Hill Dr./Oak Hill Court	\$0	\$0	\$350,000
TOTAL	\$560,700	\$560,700	\$350,000

Street Re-construction: For FY 2020 a portion of Oak Hill Drive will be rebuilt from Manchester Road to Oak Hill Ct. This section of Oak Hill dates back to the 1960’s with failing pavement and deteriorating, in some cases missing, curb and gutters. This section of the street is too flat as well resulting in storm water not draining properly.

Street Asphalt Overlays: For FY 2020 asphalt overlays are planned for **Oak Hill Dr., West Oak Hill Dr., Oak Hill Ct., Field Ave., Towne Dr. and Bentshire Ct.** The repaving will also include sundry repairs to curb and gutters, pavement striping (where needed), accessibility compliance and repairs to existing storm water intake facilities. This work will also include remedial repairs to sidewalks where they already exist; no new sidewalks would be installed.

Carmel Woods Dr. was replaced in FY 2019 with new concrete pavement improving the safety and appearance of the street. Along with the street, improvements were also made in pedestrian accessibility and correction of walkway hazards along the existing sidewalk system.

A new asphalt driving surface was installed on **Klamberg Ln.** during FY 2019. The new surface addressed drainage concerns and corrected areas of deteriorating pavement along with failing sections of curb and gutter.

Commencement of construction on these projects is always dependent upon weather conditions, along with special circumstances such as proximity to schools or other construction projects.





Payroll Explanations

81-222-400-10 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages - Department lump sum	\$8,650	\$8,650	\$8,900
TOTAL	\$8,650	\$8,650	\$8,900

15% of the Building Inspector is charged to this fund. The City Engineer has determined that at least 15% of this individual's time is spent on plan review and inspections for sewer laterals.

81-222-400-30 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime – department lump sum	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

No overtime is anticipated.

81-2-22-400-50 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA – department lump sum	\$710	\$670	\$690
TOTAL	\$710	\$670	\$690

81-222-401-10 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance – department lump sum	\$2,660	\$2,540	\$2,920
TOTAL	\$2,660	\$2,540	\$2,920

81-222-401-20 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental Insurance – department lump sum	\$180	\$200	\$220
TOTAL	\$180	\$200	\$220

81-222-401-30 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life Insurance – department lump sum	\$60	\$60	\$70
TOTAL	\$60	\$60	\$70





81-222-401-40 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long Term Disability – department lump sum	\$30	\$30	\$30
TOTAL	\$30	\$30	\$30

81-222-401-50 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension – department lump sum	\$1,010	\$1,010	\$1,130
457 Plan Matching Funds	\$0	\$0	\$0
TOTAL	\$1,010	\$1,010	\$1,130

81-222-402-10 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-end awards	\$80	\$80	\$80
TOTAL	\$80	\$80	\$80





Operations Explanations

81-222-410-40 PROFESSIONAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sewer lateral investigations	\$9,000	\$8,000	\$8,000
TOTAL	\$9,000	\$8,000	\$8,000

Sewer lateral investigations are an important part of the Sewer Lateral Program. When a resident notifies the City of a break in the system, a company must be hired to investigate. The company enters the lateral via video camera to determine if there is a program covered break or whether there is a different problem. This service will cost approximately \$200 per investigation. Funds are budgeted to inspect approximately 40 investigations of lateral break claims based on previous activity.

81-222-430-40 GASOLINE AND OIL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Gasoline and Oil	\$400	\$380	\$400
TOTAL	\$400	\$380	\$400

Approximately 1/3 of the Building Inspector’s fuel consumption is attributed to sewer lateral issues. The FY-2020 budget request reflects totals needed to cover the **fuel costs** for the program. Fuel budget request for the coming year is estimated upon historical usage and projected fuel costs.

81-222-465-20 EQUIPMENT PURCHASE/REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

No replacements are scheduled for FY-2020

81-222-475-10 MAINTENANCE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Operational Supplies	\$400	\$400	\$400
TOTAL	\$400	\$400	\$400

Normal items charged to this account will be **marking paint, stakes and flagging** used in determining the limits of lateral sewer repairs in the field. The budgeted amount is based upon historical costs from past years.





81-222-480-90 SEWER LATERAL REPAIR

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sewer lateral repair	\$141,000	\$140,000	\$100,000
TOTAL	\$141,000	\$140,000	\$100,000

After the claim is verified as a qualified sewer lateral break, the City will contract for the **sewer lateral repair**. The allocated funds will cover each approved contractor’s cost for completing the specified repair; approximately 20 breaks are budgeted yearly. In FY-2019 over 35 repairs were completed an anomaly in the number of breaks in an average year. It is hoped the elevated number of repairs will not become a trend though should the increased numbers become the norm the services covered by the program may need to be reviewed.





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 working with the Economic Development Board. This also includes all of the City's economic development activities. Because of the importance of this work and the time requirements, the responsibility for code enforcement has been transferred to the Engineering Department and its building inspections.

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. Departmental Services

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





FY-2019 Goals and Objectives Update:

1. Continue to implement the goals found in the City’s adopted Comprehensive Plan to help boost economic development. **Update: Various text amendments have been adopted by the City. These changes to the code help implement the goals of the adopted Comprehensive Plan. As of August 2019, the City has made eleven (11) changes to help facilitate the adopted Comprehensive Plan and foster a friendly business environment.**

FY-2020 Goals and Objectives:

1. Continue to implement the goals found in the City’s adopted Comprehensive Plan to help boost economic development.

Planning & Community Development Performance Measures				
	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Budgeted</u>
Work Load Indicators				
Petitions to City Council	10	19	9	10
Board of Adjustment	1	1	0	0
Rezoning Applications & Text Amendments	16	11	17	15





Payroll Explanations

10223-40010 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages - Department lump sum	\$145,430	\$144,860	\$99,130
TOTAL	\$145,430	\$144,860	\$99,130

Because of the workload for economic development in addition to planning and zoning, the Code Enforcement Officer is being moved to the Engineering Department and its Building inspections starting with FY-2020.

10-2-23-400-30 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime - department lump sum	\$4,000	\$3,000	\$0
TOTAL	\$4,000	\$3,000	\$0

10223-40050 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA - department lump sum	\$10,740	\$11,400	\$7,630
TOTAL	\$10,740	\$11,400	\$7,630

10223-40110 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance - Department lump sum	\$35,720	\$31,920	\$22,440
TOTAL	\$35,720	\$31,920	\$22,440

10223-40120 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental Insurance - Department lump sum	\$2,700	\$2,530	\$1,390
TOTAL	\$2,700	\$2,530	\$1,390

10-2-23-401-30 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life Insurance - Department lump sum	\$1,010	\$950	\$680
TOTAL	\$1,010	\$950	\$680





10223-40140 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long Term Disability - Department lump sum	\$470	\$440	\$320
TOTAL	\$470	\$440	\$320

10223-40150 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension - Department lump sum	\$16,730	\$16,790	\$12,400
457 Plan Matching Funds	\$0	\$0	\$0
TOTAL	\$16,730	\$16,790	\$12,400

10223-40210 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-end awards	\$1,100	\$1,100	\$560
TOTAL	\$1,100	\$1,100	\$560





Operations Explanations

10223-41040 PROFESSIONAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Software	\$4,650	\$4,428	\$4,650
GIS	\$7,000	\$1,000	\$1,000
New Comprehensive Plan	\$0	\$0	\$75,000
Outside Consultants	\$26,000	\$5,000	\$5,000
TOTAL	\$37,650	\$10,428	\$85,650

Smart Gov is the City’s **software** purchased in FY-2012. The cost reflected in FY-2020 budget includes cost-sharing with the Building and Engineering Departments for the annual fee.

The City’s maps (zoning, district) and databases need periodical updating. In FY 2019, the City engaged a **GIS** support to link our zoning map to the zoning code, perform several zoning map revisions, data updates and other similar services. The link will make it easier for existing and new businesses to understand our requirements and facilitate the zoning process, thereby improving a business friendly environment.

The City Council requested funds be budgeted for a **New Comprehensive Plan** for a total estimated cost of \$150,000 with \$75,000 to be included in the FY-2020 budget and the remainder in the FY-2021 budget.

Staff continues to need professional help for reviewing and updating the landscape regulations identify solutions to the community’s traffic concerns. **Outside consultant** funds are requested for FY 2020 to engage professional services for these purposes.

10223-41050 CONTRACTUAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Grass Cutting Services	\$1,000	\$2,950	\$0
Code Enforcement Abatement	\$2,500	\$0	\$0
Problem Property Unit	\$500	\$0	\$0
TOTAL	\$4,000	\$2,950	\$0

10223-41090 PLAN REVIEW

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Plan Review	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

As part of the Planning Department’s plan review services, it is sometimes necessary to conduct traffic impact and landscape plan reviews through the City’s third party contractors. An applicant typically reimburses these costs to the City. At times, request for reimbursement may not occur until after the application has completed the zoning process, which may cross fiscal years.





10223-42010 PERSONNEL TRAINING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Educational Courses/Training	\$1,000	\$180	\$300
Planning & Zoning Commissioner Training	\$1,000	\$1,000	\$1,000
TOTAL	\$2,000	\$1,180	\$1,300

Personnel **training** is important for the Planning Department to keep abreast of new technologies, processes and information within their discipline. Throughout the year various organizations offer training opportunities, such as, urban design, sustainability, legal aspects or grant writing, many of which will assist the department in various aspects of its job. Additionally, the city planner will have an increasing role in economic development and attending various related training and learning events.

The purpose of the **Planning & Zoning Commissioner Training** is to provide the commissioners with an opportunity to learn more about planning and zoning, including current issues that must be addressed and the processes which a commission must use to be successful. Courses offered to the commissioners include a chancellor’s certificate through the University of Missouri – St. Louis, APA Planning Commissioner’s Workshop and other monthly programs. We have several new Commissioners who were not able to train in FY-2019, but who may be interested in enhancing their knowledge base to better serve the City.

10223-42020 TRAVEL AND MEETING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
APA State & National Conferences	\$2,900	\$0	\$2,900
Economic Development Conferences/Workshops	\$1,500	\$4,400	0
MABOI meetings	\$250	\$0	\$0
Board and Commission Members Appreciation	\$800	\$800	\$880
TOTAL	\$5,450	\$5,200	\$3,780

The **Travel and Meeting** costs are associated with any travel needed for training and for local meetings where professionals may exchange knowledge and keep abreast on issues affecting local government in general, and the City of Ellisville in specific. In FY 2019 funds were used to cover the costs associated with various economic development events. In FY 2020 these costs will come out of the Economic Development budget. The Planning Department is requesting funds to attend the national and/or state conferences in FY 2020 to see how similar communities are dealing with revitalization, redevelopment, property maintenance and sustainability issues. Additionally, the city planner will have an increasing role in economic development and attending various related meetings and conferences.

Funds are also requested for an **Appreciation Dinner** for all members of the Planning and Zoning Commission and their spouses. The members of the Commission devote many hours to the City, reviewing plans, reports and visiting sites every month. The appreciation dinner was a long time tradition and we are hoping to bring it back.





10-2-23-420-30 DUES AND MEMBERSHIP FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
ICC	\$160	\$0	\$0
MABOI- Code Enforcement Officer	\$40	\$40	\$0
APA – National/State/Section and AICP	\$595	\$555	\$555
American Institute of Certified Planners	\$170	\$0	\$0
TOTAL	\$965	\$595	\$555

Dues payable to the above associations allow staff members to maintain memberships in various professional organizations, and provide for access to technical information, assistance, and networking for special needs. Known increases in fees are reflected in the amounts shown.

The City will continue to be a member of the **American Planning Association (APA)** at the national and at the state level. The APA brings together thousands of people (practicing planners, citizens, elected officials) committed to making great communities happen. It is a nonprofit public interest and research organization committed to urban, suburban, regional, and rural planning. The APA and its professional institute, the American Institute of Certified Planners, are an excellent resource for information regarding current issues that affect our community, and advance the art and science of planning to meet the needs of people and society.

The **American Institute of Certified Planners** is the American Planning Association's professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, professional development, planning education, and the standards of planning practice. Certified planners use their skills to find solutions to community problems in ways that will carry the community toward its desired long-term goals.

The **International Code Council (ICC)** and **Missouri Association of Building Officials and Inspectors (MABOI)** provide training and networking opportunities for the inspector/code enforcement officer on the state and national levels. The organizations also provide monthly technical newsletters. Beginning in 2019, the Code Enforcement Officer position will be a member of the ICC.

10223-42040 PUBLICATIONS AND JOURNALS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Reports and Publications	\$100	\$0	\$50
TOTAL	\$100	\$0	\$50

Funds are requested for **Reports and Publications** to purchase reports on various code enforcement, planning and building topics. The reports and publications are extremely useful when interpreting, updating, revising City Codes, regulations and ordinances. The Planning Department may also need to purchase other miscellaneous publications to assist with specific projects and or development review.

10223-43010 OFFICE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Operating Supplies	\$2,500	\$2,480	\$2,800





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
TOTAL	\$2,500	\$2,480	\$2,800

Funds will cover new ink and toner cartridges, and other office supplies needed. The quantity of documents produced by the department is significant for business development efforts. Staff is requesting additional funds in FY 2020 to cover the increased cost of printer supplies.

10223-43030 UNIFORMS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Code Enforcement Uniform	\$300	\$300	\$0
Staff City Logo Shirt	\$100	\$100	\$100
Planning and Zoning Commissioners	\$450	\$450	\$450
TOTAL	\$850	\$850	\$550

Funds are requested to cover the purchase of City-logo apparel for the **Planning and Zoning Commissioners**. This typically consists of a short sleeve collared shirt. The shirts cost approximately \$50 each including City logo and provide a casual uniform for the Commission when attending functions or events after or during regular hours. Funds are requested to purchase shirts for all Commissioners in FY-2020.

10-2-23-430-40 GASOLINE AND OIL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Gasoline and Oil	\$900	\$900	\$0
TOTAL	\$900	\$900	\$0

The Planning Department will not need a budget since the vehicle for the Code Enforcement Officer will be included with the Engineering budget for FY-2020.

10223-44010 PRINTING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General printing	\$1,500	\$1,573	\$1,000
TOTAL	\$1,500	\$1,573	\$1,000

General printing will cover business cards, promotional materials as well as other miscellaneous printing needed for planning and zoning issues, such as brochures, packets, etc.

10-2-23-455-10 VEHICLE/EQUIPMENT PURCHASE/RENTAL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Mobile Phone Usage plus Data Service (1 phone)	\$1,280	\$1,240	\$600
TOTAL	\$1,280	\$1,240	\$600

Mobile phones and Data Service are used to provide a means of contact for the City Planner to resolve issues with residents and businesses. Thus, issues will be resolved in an expedient





manner, allowing work to progress. Sending and receiving photographs, emails and instant texts relating to zoning applications from the field can be an important part of the job.

10-2-23-465-10 COMPUTER EQUIP/SOFTWARE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Computer Equipment	\$1,500	\$480	\$2,000
TOTAL	\$1,500	\$480	\$2,000

Funds are requested to help cover new **Computer and Printer Equipment** and replacement parts. Some funds from the FY 2019 budget were used, instead, to cover toner costs for staff’s printers and needed computer peripherals. The City Planner’s current computer is over 6 years old and will need to be replaced in FY 2020.

10-2-23-490-40 ECONOMIC DEVELOPMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Business Training Programs	0	0	1,450
Branding	0	0	1,250
Business Survey App service	0	0	300
Business Welcome Packets	0	0	780
Window Decals	0	1,225	400
Awards Program	0	9,465	7,500
Coupon Marketing	0	460	1,050
Economic Development/Chamber Events	0	0	600
TOTAL	\$0	\$11,150	\$13,330

Funds are requested to help cover the projects approved by the Economic Development Commission as well as other business development efforts.







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. Community Oriented Policing/Crime Prevention and Law Enforcement

Community policing is a philosophy that promotes organizational strategies that support the systemic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. Some examples of these programs are, but not limited to:

- Neighborhood Watch
- Identity Theft and Fraud Education
- Active Shooter training in partnership with schools and churches
- DWI Enforcement through special patrols (usually grant funded by the Missouri Department of Public Safety)
- Alcohol Compliance Checks (regular officer duty or sponsored by a Rockwood School District grant)
- Drug Take Back (partnering with the Rockwood School District and Missouri American Water, designed to keep unused and unwanted prescription drugs out of the hands of teens and the water system)
- Officers routinely patrol parks and residential areas by bicycle during appropriate weather, which allows personal interaction with Ellisville citizens
- Systematic patrolling of neighborhoods and identifying suspicious persons as well as responding to all calls for service

2. Traffic Patrol

As a means of providing motorists the safest travel possible while driving through Ellisville, all officers focus their efforts of enforcement in high accident locations and complaint areas. Utilizing marked and semi-marked vehicles, traffic laws are enforced throughout the city.

3. Investigations

Two full-time officers assigned to the detective bureau investigate crimes that are forwarded to them from the patrol division. The detectives are members of the St. Louis Major Case





Squad and investigate homicides when the squad is activated, in the St. Louis Metropolitan area.

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, a Child Fingerprinting/DNA program, a Halloween program, Vacation Home Security Checks, Home Security Evaluations, the Alzheimer registration program, the Gun Lock program, the Volunteer in Policing Program, Senior Center Patrols, and participation in various public events all related to community policing.

FY-2019 Goals and Objectives Update:

1. Achieve State Accreditation through the Missouri Police Chiefs Association. **Update: The Ellisville Police Department is proud to announce that they have been awarded full accreditation and this goal has been fully attained.**
2. Add the position of Assistant Chief to the Organization Chart with no impact on the budget. **Update: This goal has been fully attained.**
3. Send one Commander to the FBI National Academy in Quantico VA. **Update: Assistant Chief Andy Vaughn returned from the FBI National Academy in March of 2019 completely fulfilling this goal.**
4. Add three officers to the Police Reserve Program with minimal impact on the budget. **Update: This goal is in progress. One Reserve Officer has been added to the program, recruiting efforts are ongoing and this goal may need to be carried forward for 2020.**
5. Use the Volunteer in Policing Program to enhance service with no impact on the budget. **Update: This goal has been achieved. The agency currently has 9 Volunteers in Policing who participate in numerous community policing support services throughout the City of Ellisville.**

FY-2020 Goals and Objectives:

For FY-2020 Administration has focused on the following goals and action plans.

1. Identify and implement a document management system that allows for the integration of the accreditation standards and proofs, as well as department directives.
2. Increase the reserve force by two sworn officers, bringing the total number of reserve officers to five.





3. Complete a pay study and recommendation for pay range adjustments to allow the police department to become competitive with area departments and attract qualified candidates for the position of police officer.
4. Fully integrate and transition all department evidence to a new evidence software tracking system.
5. Identify and pursue three new cooperative programs with neighboring police departments to improve quality of life, traffic control and communication for our citizens.

Police Performance Measures

	<u>2017</u> Actual	<u>2018</u> Actual	<u>2019</u> Estimated	<u>2020</u> Budgeted
Work Load Indicators				
Number of Patrol Officers	23	24	24	24
Number of Traffic Citations	673	656	660	660
Number of Traffic Warnings	1,089	1,734	2,659	2,659
Number of Arrests	256	222	260	260
Number of Calls for Service	16,368	27,588	27,500	27,500
Number of Crime Reports	452	510	628	628
Number of Criminal Investigations	80	100	90	90
Number of Traffic Accident Reports	357	376	347	347
Number of DWI Arrests	45	25	31	31
Amount of Property Value Lost	240,226	279,190	348,923	348,923
Effectiveness Indicators				
Avg. Response Time (Minutes)-Emergency	3.83	4.01	4.02	4.02
Avg. Response Time (Minutes)-Non-Emerg.	6.39	6.4	6.5	6.5
Number of Calls per Officer	735	1,408	1,674	1,674
% of Calls Resulting in Arrest	2.20%	9.85%	8.50%	8.50%
Avg. Time to Process Crime Scene (Hours)	1	1	1	1
Officer Ratio per 1,000 Residents	2.4	2.6	2.6	2.6
% Increase/(Decrease) in Traffic Accidents	2.29%	5.30%	14.00%	14.00%
% of Property Value Recovered	33%	53%	61%	61%





Payroll Explanations

10331-40010 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages – Officers	\$1,750,130	\$1,753,410	\$1,807,400
Salaries and wages – Staff – Full & Part Time	\$67,260	\$51,900	\$70,500
TOTAL	\$1,817,390	\$1,805,310	\$1,877,900

One part-time staff member is needed to supplement the one full-time clerical position.

10-3-31-400-30 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime - Department Lump Sum	\$45,000	\$45,000	\$46,350
TOTAL	\$45,000	\$45,000	\$46,350

10331-40050 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA - Department lump sum	\$145,510	\$145,860	\$151,620
TOTAL	\$145,510	\$145,860	\$151,620

10-3-31-400-90 HOLIDAY PAY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Holiday pay - Department lump sum	\$41,860	\$41,950	\$43,230
TOTAL	\$41,860	\$41,950	\$43,230

Per Article II of the Ellisville Personnel Manual, police officers assigned to patrol duties on a 24-hour rotating basis are paid at their regular hourly rate of pay for the nine authorized **City holidays**.

10331-40110 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance - Department lump sum	\$359,130	\$357,380	\$416,740
TOTAL	\$359,130	\$357,380	\$416,740

10331-40120 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental Insurance - Department lump sum	\$24,150	\$25,710	\$27,770
TOTAL	\$24,150	\$25,710	\$27,770





10331-40130 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life Insurance - Department lump sum	\$11,970	\$11,220	\$12,340
TOTAL	\$11,970	\$11,220	\$12,340

10331-40140 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long Term Disability - Department lump sum	\$5,520	\$5,240	\$5,760
TOTAL	\$5,520	\$5,240	\$5,760

10-3-31-401-50 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension - Department lump sum	\$204,130	\$203,120	\$230,500
457 Plan Matching Funds	\$0	\$0	\$0
TOTAL	\$204,130	\$203,120	\$230,500

10331-40210 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-end Awards	\$13,810	\$13,870	\$13,870
TOTAL	\$13,810	\$13,870	\$13,870





Operations Explanations

10331-41040 PROFESSIONAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Professional or Expert Services	\$1,000	\$1,000	\$1,000
Fire Extinguisher Inspection/Recharge	\$500	\$500	\$500
Background and Credit Report	\$130	\$130	\$130
Regional Computer Crimes Education & Enforcement Group (RCCEEG)	\$1,500	\$1,500	\$1,500
TOTAL	\$3,130	\$3,130	\$3,130

Professional or Expert Services are required for polygraph exams, handwriting analysis, interpreter for deaf persons, and certain laboratory tests. The amount of professional/expert services can vary from year to year and is a necessary budget item.

Fire Extinguishers are inspected and serviced annually to assure reliability. Occasionally, fire extinguishers need to be replaced. Extinguishers are kept in all police vehicles, and throughout the police station. All fire extinguishers will need to be inspected and an unknown number of fire extinguishers will need to be re-charged or replaced in FY-2020

Background and Credit Reports are used during criminal investigations and in the hiring of police personnel. The amount of social security background checks credit reports services can vary from year to year and is a necessary budget item. No charge for regular credit report services.

RCCEEG – is an organization of law enforcement officers, prosecutors and computer professionals in the St. Louis area and surrounding counties; dedicated to providing manpower, technical and legal assistance in computer crime education and investigation. Because of the technical complexities associated with computer-related crimes and evidence, and limitations of personnel and training, the RCCEEG was formed to provide an organized pool of personnel and resources from a variety of participating agencies. Similar to the Major Case Squad, RCCEEG provides requesting law enforcement agencies with required manpower and technical and legal assistance to investigate computer-related crime. In addition, the RCCEEG will assist in the search and seizure of computer-related criminal evidence; including its examination and analysis, and the investigation of Internet related crimes. RCCEEG is a fee-based funding to allow the unit to continue providing forensic services to the region.

10331-41050 CONTRACTUAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
St. Louis County Communications	\$45,000	\$45,000	\$45,000
REJIS	\$18,500	\$18,500	\$18,500
Storage & Management Service - Body Cameras	\$6,090	\$6,090	\$6,500
Storage & Management Service – Car Cameras	\$3,340	\$4,078	\$4,464
License Plate Reader Annual Service	\$775	\$0	\$775





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Deer Culling Program	\$5,500	\$5,500	\$5,500
Interview Room Camera System Service Agreement	\$930	\$967	\$1,000
Missouri Chief of Police - Accreditation	\$0	\$500	\$1,750
TOTAL	\$80,135	\$80,635	\$83,489

St. Louis County Communications - Coordinated Communications Service, Computer-Assisted Report Entry 2000 and Record Analysis & Mapping System Service is provided by St. Louis County Police with a contract that is renewable annually. The contract referred to as the “West-County Channel” is comprised of the cities of Chesterfield, Clarkson Valley, Ellisville, Eureka, and Wildwood. The contract includes the cost of dispatching, report clerks, REJIS inquires, radio system maintenance and other provisions as stated by the contract. A maintenance fee for the IRIS capture station (digital mug shot system) is required to support this system. The individual city cost for the channel is determined by population, number of full-time officers, and total radio transactions as handled through the *St. Louis County dispatch center*. Additional monies are factored into the budgeted amount to cover the hourly rate of any technical support that may be needed.

REJIS - The Regional Justice Information Service provides law enforcement with background history of individuals, motor vehicle registrations, individual operator license information, and arrest wanted/warrant data, etc. In addition, controlled access to the Internet is provided compliant with the Missouri Uniform Law Enforcement Systems (MULES), and the National Criminal Information Center (NCIC) requirements for firewall (security) protection. REJIS also provides automated booking, racial profiling forms, and FIR (Field Interview Report) forms. Includes internet access service, customer service, forms, firewall, updates, maintenance fee, and support fee. The IRIS annual maintenance fee for FY-2020 is \$2,000 and the Pix firewalls annual maintenance fee for FY-2020 is \$255. REJIS also provide the police department with PASS – Electronic Policy Distribution & Acknowledgement System. PASS was designed to facilitate the review and acknowledgement of new and revised policies distributed by an agency. Using a web browser as the main access point, the system allows staff to review policies at their convenience from any agency authorized personal computer. In addition to providing a repository for policy information, PASS supports comprehensive tracking and reporting functions, including electronic signatures. The report function contains testing and acknowledgement reports that will meet certification requirements.

Storage & Management Services – Body Cameras – A secure video file management system, Evidence.com includes several layers of security protection to ensure chain of custody and evidence protection, necessary to maintain the integrity of the videos. In FY-2019, the contract began January, 2019 for 5 years. The department will be billed on an annual basis. Two more cameras were purchased which accounts for the increase in storage service.

Storage & Management Services – In-Car Cameras – A secure video file management system, Evidence.com, will be used for eight (8) in-car cameras. The contract is for 5 years and the department will be billed on an annual basis. One (1) in-car camera will be purchased in FY-2020 which accounts for the increase in storage service.

License Plate Reader Service – In FY-2019, Ellisville Police received a grant from the Missouri Chief of Police Association for a License Plate Reader (LPR). Fixed and mobile license plate recognition (LPR) cameras take photos of license plates capturing date, time and GPS coordinates of where the





photo was taken – just like any smartphone camera. Each plate image captured, along with the data for that image (date, time, location) is stored in a database as an LPR record that can be searched only by authorized personnel. The annual service charge is for license fees. There was no service charge for FY-2019.

Deer Culling Program – This includes the cost of corn and deer processing.

Interview Room Camera System Service Agreement – This agreement includes Liberty Software Assurance Subscription. This agreement runs from April to April. It is anticipated that the cost each year will increase approximately .05%.

Missouri Chief of Police - Accreditation – The department obtained state accreditation in 2019. At that time the department paid the Missouri Chief of Police Association an accreditation fee of \$500, which was in addition to the \$4500.00 paid in 2016. Over the next three years, the department will pay \$5,000 for the entire accreditation process as well as an approximate \$1,000.00 during the year of the onsite inspection. Accreditation is for a period of three (3) years.

10331-41060 SERVICE AGREEMENTS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Photocopier	\$4,500	\$4,500	\$4,500
LiveScan	\$5,928	\$5,928	\$5,928
LeadsOnline	\$1,760	\$1,760	\$1,760
Go Daddy PD Org Website	\$366	\$0	\$0
PlanIt Police Scheduling	\$1,555	\$1,555	\$1,555
TOTAL	\$14,109	\$13,743	\$13,743

Photocopier – The photocopier is shared by the police department and the office of the prosecuting attorney. It is very important that the photocopier is reliable and in working order at all times. The budgeted amount reflects the cost of the photocopier lease, which includes maintenance, toner, developer, etc. and any overrun costs of printing. The photocopier is also the fax machine for both police department and prosecuting attorney and the teletype machine for the police department. The police department is responsible for the full cost.

LiveScan fingerprinting is a technological development of forensic science that makes it possible for fingerprints to be taken electronically and sent to Missouri State Highway Patrol for identification. Livescan fingerprinting is inkless and it captures the fingerprint digitally on a computer. The prints are then forwarded to electronically to the FBI, Department of Justice or another authorized agency for a criminal background check or for other purposes. The police department is applying for a grant for a new LiveScan machine that we are mandated to update due to end of support by MorphoTrak. We are mandated by the state to submit fingerprints via electronic form. The amount requested is to cover the cost of the new machine and maintenance agreement in case we do not receive the grant.

LeadsOnline – LeadsOnline is the nation’s largest online investigative system used by law enforcement to solve crimes – from burglary to identify theft, homicide and narcotics. Searches and reports regarding national pawnshop/secondhand coverage, precious metal dealer reporting, eBay First Responder Service and much more can be obtained by using LeadsOnline. Free ongoing training and support for law enforcement and reporting businesses is also included.





Go Daddy PD Org Website – The police department no longer uses Go Daddy for the website.

PlanIt Police Scheduling – PlanIt Police scheduling tools meet the challenges that our department faces with 24x7 scheduling. The software includes: time off requests, overtime forms, shift trades, master schedules/rotations, minimum staffing, open shifts, court appearance, digital staffing board and mass automatic notifications and announcements.

10331-42010 PERSONNEL TRAINING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
County/Municipal Academy (32 x \$150)	\$4,500	\$4,500	\$4,800
Miscellaneous Training	\$14,000	\$14,000	\$14,000
TOTAL	\$18,500	\$18,500	\$18,800

County/Municipal Academy - Located in Wellston, Missouri, the police academy provides a diversified curriculum that is supported in part by membership tuition fees. Tuition paying departments may send officers and police clerks to as many programs as they choose throughout the year at no additional charge. Academy training affords interactive workshops with discussion groups, role-playing, and individual assignments, which focus on the specific program at hand. All officers attend classes at the Academy at some point during the three (3) year POST training requirement so it is necessary to provide membership for all officers or pay class enrollment fees each time. The three (3) year POST reporting period is for 2019, 2020 and 2021. The increase includes the anticipated increase in reserve officers for 2020 and in 2021.

Miscellaneous Training – Other diverse training that is not covered through the academy includes REJIS training, special firearms training, breathalyzer instruction, etc. The need to send officers to specialized training is imperative in keeping abreast of current trends in the field of law enforcement. Included is the Virtual Academy for full-time officers used each month by all the police officers to help obtain POST hours.

10331-42020 TRAVEL/CONFERENCES/MEETINGS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Combined Law Enforcement Conferences & Meetings	\$6,000	\$6,000	\$6,000
State DARE Conference	\$1,000	\$1,000	\$1,000
FBI National Academy Training Conference	\$2,500	\$2,500	\$2,000
TOTAL	\$9,500	\$9,500	\$9,000

Combined Law Enforcement Conferences/Meetings - The Missouri Police Chiefs Association hosts an annual conference for police chiefs, in addition to hosting the Missouri Combined Law Enforcement Conference. Other conferences attended by officers include but are not limited to the Police Clerk Conference, Drug Recognition Expert Conference, and the LETSAC Conference. These conferences and meetings keep law enforcement administrators abreast of current trends in law enforcement, as well as providing them with the latest information concerning legal issues. Included is the 2020 Missouri Police Canine Association (MPCA) working dog conference held in St. Louis and the Missouri and the North American Police Work Dog Association (NAPWDA) nationals, certification is obtained during both of these events. Meetings include FBI National Academy and Law





Enforcement Officials (L.E.O.). Budget includes City Manager Schwer attending the International Chief of Police conference with the chief and attending/holding more meetings.

State DARE Conference - The Missouri DARE conference is the gathering of police officers whose primary duties are associated with schools within their jurisdiction. Participating officers receive the latest in required training, materials, and supplies along with the curriculum for the upcoming year for the DARE program and school resources. The FY-2020 DARE conference will be held at in Branson.

FBI National Academy Training Conference– FY-2020, it is anticipated that the Chief of Police and Assistant Chief of Police will attend the National FBINA training conference held in New Orleans. The two will drive to the conference together and will attend nationally recognized leadership training courses to improve upon the development and leadership of the agency. In 2019 this line item was to allow for the attendance by the Assistant Chief to attend the FBI National Academy. The Chief of Police did not attend the National Conference due to sending our member to the National Academy.

10331-42030 DUES AND MEMBERSHIP FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Law Enforcement Officials (L.E.O.) Dues	\$80	\$80	\$80
Missouri Police Chiefs Association (MCPA)(Chief, 2 Captains, and 4 Lieutenants) Dues	\$500	\$500	\$500
Major Case Squad Membership	\$400	\$400	\$400
National Association of Police Chiefs Dues	\$60	\$60	\$60
Mid-State Organized Crime (MOCIC) Annual Dues	\$150	\$150	\$150
St. Louis Area Police Chief Association (SLAPCA)	\$50	\$50	\$50
FBI Local and National Association Dues (3)	\$270	\$270	\$270
Crusade Against Crime Board of Directors	\$50	\$50	\$50
The Range Membership	\$2,500	\$2,500	\$2,500
North American Police Work Dog Association (NAPWDA)	\$70	\$70	\$70
Missouri Police Canine Association (MPCA)	\$30	\$30	\$30
Terry Fleck Website (K9)	\$45	\$45	\$45
North County Police Chief Association Dues	\$175	\$175	\$175
International Association of Chiefs of Police (IACP) Membership Dues	\$150	\$150	\$150
West St. Louis County Chamber of Commerce	\$25	\$25	\$25
MO Narcotics Officers Association	\$175	\$175	\$175
Missouri Peace Officers Association	\$30	\$30	\$30
International Association for Property and Evidence, Inc. (IAPE).	\$0	\$50	\$50
TOTAL	\$4,760	\$4,810	\$4,810

Membership Dues - Annual membership dues are paid to the various law enforcement organizations, which in turn, provide officers the opportunity to participate in professional law





enforcement affiliated organizations. Participating in these organizations enhances the professionalism of the police department which is a positive reflection of the city. New in FY-2020, dues for IAPE.

10331-42040 PUBLICATIONS AND JOURNALS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Legal Publications	\$200	\$200	\$200
TOTAL	\$200	\$200	\$200

Legal Publications – These help to keep officers abreast of the latest laws, court decisions, and administrative rulings. This includes publications such as International Association of Property and Evidence and the Missouri Criminal Code Handbook for Law Enforcement Officers.

10331-43010 OFFICE SUPPLIES AND EXPENSE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Office Equipment and Supplies	\$7,000	\$7,000	\$7,000
MO. Uniform Traffic Tickets & Mobile Ticket Paper	\$1,000	\$1,000	\$1,000
Office Equipment Maintenance/Repair/Purchase	\$2,000	\$2,000	\$2,000
Coffee and Related Supplies/Water	\$800	\$800	\$800
Forms/Envelopes/Stationary	\$1,000	\$1,000	\$1,000
Document Shredding	\$1,500	\$1,500	\$1,500
TOTAL	\$13,000	\$13,300	\$13,300

Office Equipment and Supplies include the various types of supplies needed in day-to-day operation. This includes storage boxes, paper products, pens/pencils, ink cartridges, imprint stamps, computer disks/supplies, and other office necessities. Costs are for both police and prosecuting attorney’s clerk who share the fax machine and copier however, the police department pays for all usage.

Missouri Uniform Traffic Tickets & Mobile Ticket Paper - are used by police officers to cite traffic violators. They are monitored and numerically tracked by the Missouri State Highway Patrol. These tickets are also used as summons for the City. Seven mobile ticket printers are utilized in the patrol cars which use special paper for the mobile tickets. Even though the standard Missouri Uniform Traffic paper tickets are not often used, however, the department must keep a small supply on hand in the event the mobile ticket systems are down.

Office equipment repairs are necessary at times.

Coffee and water are available in the police station twenty-four hours a day for meetings, visitors, employees, and served to certain individuals being held in police custody.

Many forms & envelopes are required for the daily operation of the police department. Some of these include forms needed for wanted/warrant information, prisoner property envelope, and vehicle lockouts.

Document Shredding – Documents that have reached the records retention schedule need to be shredded, as well as every day documents that need to be disposed of for security.





10331-43020 PRISONER HOUSING/CRIME SCENE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Crime Scene Supplies	\$800	\$800	\$800
Detective Supplies	\$800	\$800	\$800
Holding of Prisoners/Medical Treatment (Fit for Confinement)	\$5,525	\$3,000	\$3,000
Jail Attire/Personal Hygiene	\$300	\$300	\$300
Meals for Individuals in Police Custody	\$75	\$75	\$75
TOTAL	\$7,500	\$4,975	\$4,975

Crime Scene Supplies - Crime scene processing requires many different substances, tools, and specialized techniques. Supplies include dusting powder, adhesives, plasters, specialized kits, fuming agents, inks, and sprays. Proper collection containers for bodily fluids and other matter are needed, as well as specific clean-up and disinfecting materials.

Detective Supplies – Miscellaneous supplies needed throughout the year by the detectives.

Holding of Prisoners/Transportation/Medical Treatment (Fit for Confinement) - The holding cells within the police station are routinely used for confining people in police custody but only on a temporary basis. When other accommodations become available the incarcerated person being held for questioning, further investigation, line-up, warrant application, or awaiting bond, will be transferred to these locations which involves certain expenses. (This is usually the St. Louis County Department of Corrections or the Ballwin jail).

Any in-custody prisoner experiencing medical problems is required to be examined by a physician, and given a “fit for confinement.” The police department attempts to defer hospital billing to the offender and/or recoup any related expenditures through fines and court costs but recoupment is not always possible. The amount of medical treatment can vary from year to year, but still is a necessary budget item.

Jail Attire/Personal Hygiene – Whenever a person is arrested and locked into a holding cell, department policy mandates the person be attired only in an approved jail suit. This attire is a one-piece white paper jump suit as approved by the national jail institute. This type of attire is purchased from an institutional supply company, considered safe, fire resistant, easily identifiable, and disposable after each use. It is not unusual that some people in police custody have specific personal hygiene needs. Some of these individuals are intoxicated, drugged, sick, or have other personal hygiene needs. For sanitary reasons, anyone in police custody with personal hygiene needs is provided with accommodating items.

Meals for Individuals in Police Custody – Meals are not generally provided to prisoners held at the Ellisville Police Station. However, when needed, meals will be bought on an as-needed basis from local restaurants such as McDonald’s. Disposable, safe plastic utensils, paper plates, paper towels and paper drinking cups are provided if needed, and collected after each meal.





10331-43030 UNIFORMS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Full-Time Officer Uniforms –New/Damage	\$6,000	\$6,000	\$6,000
Full-Time Officer Clothing Allowance/Uniform Replace	\$14,000	\$14,000	\$17,000
Bullet Resistant Vests (Full-Time Officers)	\$9,500	\$7,000	\$5,500
Reserve Officer Uniforms and Equipment	\$15,000	\$15,000	\$9,000
TOTAL	\$44,500	\$42,000	\$37,500

New Uniforms – Two full sets of uniforms including leather goods are provided for new officers. If a uniform is damaged on duty, the article is replaced by the department. The Honor Guard is in its tenth year and some of the uniforms are showing signs of wear and need to be replaced. Also, uniforms are needed for new members of the Honor Guard, part-time officers and reserve officers.

Clothing Allowance/Uniform Replacement – Twenty-four full-time officers are provided replacement uniforms and equipment as needed due to normal wear up to \$700.

Bullet Resistant Vests – Soft Armor Vests are used for the protection of police officers while on duty. Each officer is issued one. Vests degrade with age, compromising their effectiveness. It is necessary to replace vests at the end of their useful life which is 5 years. In addition, newer, lighter, and more effective vests are now available for a new officer. FY-2020, four to five officers (full-time and reserves) will need to have vests replaced or purchased.

Reserve Officers Uniforms and Equipment – All equipment and uniforms for the reserve unit will come from this account.

10331-43040 GASOLINE AND OIL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Fuel for Police Vehicles	\$38,000	\$38,000	\$42,000
Car Washing/Sanitizing of Police Vehicles	\$1,500	\$1,500	\$1,500
TOTAL	\$39,500	\$39,500	\$43,500

Fuel – Budgeted amount reflects the rise/changing cost in fuel prices in FY-2020.

Car Washes/Sanitizing – At times, car washes/detailing is needed due to prisoner “defecation/urination” in back seat of police vehicles. The increase is based on the cost associated with car wash employees cleaning the inside and drying the outside of the vehicle as opposed to simply driving a vehicle through a wash bay which provides less than adequate cleaning.

10331-43045 FIREARMS/WEAPONS/AMMUNITION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Firearms/Weapons/Ammunition/Supplies	\$20,000	\$20,000	\$20,000
Less Lethal - Tasers and Cartridges/Axon Annual Contract	\$8,000	\$8,000	\$8,000
TOTAL	\$28,000	\$28,000	\$28,000





Firearms/Ammunition – Ammunition and other supplies.

Less Lethal Tasers and Cartridges – Taser or conducted electrical weapon are non-lethal weapons used by police to subdue fleeing or potentially dangerous people instead of more lethal weapons. In FY-2018, new Tasers were purchased with a five-year sales contract with Axon. Due to mandatory certification, each officer needs 2 cartridges to qualify on the Taser.

10331-44010 PRINTING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Police Officer Business Cards	\$900	\$900	\$900
Diverse Printing	\$600	\$600	\$600
TOTAL	\$1,500	\$1,500	\$1,500

Police Business cards are provided for each officer and the administrative assistant who subsequently provides them to victims, witnesses and other points of contact if needed. These cards provide the recipient with the report numbers when necessary, as well as the department's/officer's contact information

Diverse printing does include copying costs for department manuals, pamphlets, publications, and the Annual Police Department Report (paper copies printed only on request) in addition to special events notices.

10331-44012 LEGAL NOTICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Equipment Bids and Advertising	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

FY-2020 Not needed.

10-3-31-440-20 POSTAGE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
U.S. Postage	\$800	\$800	\$800
Parcel Service	\$300	\$300	\$300
TOTAL	\$1,100	\$1,100	\$1,100

Express mail, U.P.S., and/or mail courier services are a necessity. The police department and courts share this cost. Examples of postage is for mailing of the false alarm notification letters and postage for sending evidence to the lab.

10331-45010 WATER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Water Expense	\$1,200	\$0	\$0
TOTAL	\$1,200	\$0	\$0

Water usage for FY-2020 should be the same as FY-2019. This includes an annual mandatory fee required by St. Louis County of leak detector and tap.





10331-45020 SEWER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sewer Expense	\$900	\$0	\$0
TOTAL	\$900	\$0	\$0

Sewer usage is determined by the water usage.

10331-45030 NATURAL GAS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Natural Gas Expense	\$2,500	\$0	\$0
TOTAL	\$2,500	\$0	\$0

Natural Gas usage has been budgeted based on FY-2019 usage.

10331-45040 ELECTRIC

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Electricity expense	\$13,000	\$0	\$0
40TOTAL	\$13,000	\$0	\$0

Electricity usage in FY-2020 should be the same.

10331-45050 TELEPHONE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Telephone, Fax Lines, and Pay Phone	\$3,860	\$3,860	\$3,860
Charter Cable	\$880	\$880	\$880
Cellular Telephones/In-Car AT&T Air Cards	\$8,500	\$8,500	\$9,000
TOTAL	\$13,240	\$13,240	\$13,740

Telephone - This expenditure includes the cost of four telephone lines, one fax line and an outside public pay phone. This includes long distance service for the regular lines.

Charter – This expenditure includes the monthly cost of cable for the police department.

Cellular Telephones and Verizon In-Car Computer Service – Cellular telephones are issued to the on-duty supervisor and one (1) detective. *AT&T service* is necessary for the Nine (9) in-car computers. With the purchase of one (1) new police vehicle in FY-2020, Verizon service will be necessary for another vehicle.

10331-46510 COMPUTER SOFTWARE & MAINTENANCE/REPAIR

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Updating Computer Components/Software	\$2,500	\$2,500	\$3,000
TOTAL	\$2,500	\$2,500	\$3,000





Updating Computer Components/Software – There is always the need to update computers with available new software that will increase the efficiency and effectiveness of the police department’s operation. This also includes the replacement or repair of printers that are old and outdated such as ones that cannot print photos and other documents. The police department had several issues with software and a printer needed to be replaced.

10331-46520 EQUIPMENT/COMPUTER PURCHASE/REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Computer Replacement	\$3,500	\$3,500	\$2,500
Computer Network Upgrade	\$5,900	\$5,900	\$0
In-Car Video System (1)	\$4,550	\$4,165	\$6,000
Body Camera (2)	\$800	\$0	\$1,000
Portable Radio (1)	\$5,000	\$6,000	\$6,000
In-Car Computer (1)	\$0	\$0	\$6,000
Vehicle Screen Partitions (2)	\$0	\$0	\$1,120
Light Bar (1)	\$0	\$0	\$2,250
Radar Unit	\$0	\$0	\$2,295
TOTAL	\$19,750	\$22,300	\$27,165

Computer Replacement Two (2) computers for FY-2020 are expected to be replaced.

Computer Network Upgrade – An upgrade to the computer network in the building that houses the Police Department is needed. So many changes through the years by so many different people have created a system that is hard to manage.

In-Car Video System – One (1) in-car camera is being requested in FY-2020. The new video system is a high-tech, full-featured video system. It receives new capabilities via software upgrades. In-car video complements officer’s body-worn footage by automatically activate all cameras in a 30-foot radius. No maintenance downtime and cameras install in seconds.

Body Camera – Two (2) body cameras are requested due to equipping officers that did not receive one of the new cameras and/or for replacement in the event one is inoperable.

Portable Radios – One (1) portable police radio is requested for backup unit.

In-Car Computer – One (1) in-car computer is requested for FY-2020. These computers are vital for the day to day operation of the department. Many of the computers are over their life expectancy and need to be replaced.

Light Bar – One (1) light bar for police vehicle is requested for FY-2020. It is over 12 years old and is past its expected life span. There are two (2) more light bars that will need to be replaced next year.

Radar Unit – One (1) radar unit is requested for FY-2020. It is one of the oldest units in the fleet and needs to be replaced.





10331-47520 MAINTENANCE AND REPAIR EQUIPMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Radar Units - Repair and Certification	\$800	\$800	\$800
Mobile Radio Maintenance	\$500	\$500	\$500
Portable Radio Maintenance	\$500	\$500	\$500
Video Camera Maintenance (Vehicle)	\$400	\$400	\$400
Electronics Maintenance/Repair	\$1,000	\$1,000	\$1,000
TOTAL	\$3,200	\$3,200	\$3,200

Radar units require periodic repair and are certified once a year.

Mobile Radio Repair and Portable Radio Maintenance - Police officers are each issued a portable two-way radio that requires occasional service and replacement of batteries and antennas. Maintenance of older units retained for use by part-time officers will still be needed. Also, as stated in the St. Louis County communication contract, the police department shall furnish the frequency measurements of all radio equipment owned or used in conjunction with the contract once a year. This is performed by an outside vendor.

Video Camera Maintenance/Tapes/CDs - All patrol cars are equipped with video cameras and periodic maintenance can be expected.

Electronics Repair – Repairs to electronic equipment such as the driver feedback cameras, mobile ticket printers, etc. can be expected periodically.

10331-47530 MAINTENANCE AND REPAIR STRUCTURE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Station Maintenance	\$1,300	\$1,300	\$2,000
Pest Control	\$800	\$800	\$800
Elevator/Generator Maintenance Inspections/Repair	\$700	\$700	\$700
Elevator Annual Hydraulic Pressure Test	\$700	\$700	\$700
Backflow Test for Fire Sprinkler System	\$350	\$350	\$350
HVAC	\$700	\$700	\$700
Fire Panel Replacement	\$0	\$9,300	\$0
Jail Shut Off Valves Replaced	\$0	\$750	\$0
TOTAL	\$4,550	\$14,600	\$5,250

Station Maintenance– On occasion, the cells, booking area, and police cars get soiled with human excretions (such as vomit, urine, fecal matter, and other bodily fluids) by individuals in police custody. This requires the purchase of special supplies and/or the services of a professional and specialized company trained to deal with these types of situations. Carpets require periodic cleaning (outside source) and the station requires periodic maintenance such as wall patching, painting, etc. Special Custodial Cleanup/Supplies and Carpet Cleaning/Station Maintenance/Paint, etc. are also needed. Repair to garage doors are needed on occasion.





Pest Control - The police station is treated for insects and pests on a quarterly schedule.

Elevator/Generator – Elevator inspections are mandatory by Missouri State and St. Louis County. The State inspects elevators annually, whereas St. Louis County inspects twice yearly.

Elevator Annual Hydraulic Pressure Test is required each year. A representative of the elevator company must conduct this test with a State/County inspector present at the time of test.

Backflow Test for Fire Sprinkler System is required each year.

HVAC - Maintenance of the heating and air conditioning system is performed twice annually which helps avoid malfunctions while ensuring the best possible efficiency.

Closed Circuit TV - The police station is equipped with closed circuit video cameras that help provide the overall security of the facility.

Entry Door Control System – In the event of malfunction, the entry door requires maintenance as it is electronically controlled. The front doors had to be realigned several times due to the pressure being stronger with the new HVAC. In FY-2019, a new entry door control system was purchased and installed.

Fire Alarm Panel Replacement – The fire alarm panel had to be replaced with a new unit in 2019. The old fire panel was the original panel installed when the building was built in 1994.

Jail Shut Off Values Replacement – The jail shut off values needed replacement in 2019.

10-3-31-490-10 COMMUNITY RELATIONS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Halloween Program - Happy Apples	\$1,000	\$1,000	\$1,000
Program Materials Supplies	\$1,500	\$1,500	\$1,500
DARE	\$2,500	\$2,500	\$2,500
Community Engagement	\$1,000	\$1,000	\$1,000
TOTAL	\$6,000	\$6,000	\$6,000

Halloween Program – This program is very popular with children and parents alike. Candied apples that are sealed in plastic containers are bought fresh from the Happy Apple Company in Washington, Missouri. They are given out by police officers on patrol, and also provided to “trick or treaters” at the police station on Halloween night. In FY-2020, will be purchasing 35 cases of Happy Apples for Halloween night

Programs - Meetings are held when neighborhood groups or individuals have concerns about a particular issue, crime, or problem in their area. These meetings can be beneficial and bring neighbors together for a common interest where they can meet and discuss issues. The National Night Out is a growing and popular occasion, and encourages neighbors to meet each other. The police department provides certain materials and supplies for these occasions and during this event, officers meet and visit with the citizens, answer any questions they might have, and listen to their concerns. Educational materials are also available at the police station. These materials include information on burglary prevention, home security, business security, and child and vehicle safety. Another popular program is the Red Ribbon Week during which time ribbons are supplied for





participants in honor of the Drug Enforcement Agent Enrique Camarena who was killed in the line of duty.

DARE - Drug Awareness Resistance Education (DARE) is a program that targets 5th grade students in an effort to discourage drug/alcohol abuse, and promote citizenship. The Ellisville program serves two public and two private schools.

Community Engagement – Police departments are most effective and successful when protect and serve has police community engagement in-focus. The department will be creating and participating in events to bring people and police together.

10331-49600 POLICE K9 PROGRAM

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
K9 Supplies	\$2,920	\$2,920	\$2,920
Total	\$2,920	\$2,920	\$2,920

K9 Supplies includes dog food, veterinarian expenses, K9 first aid kit, Ace K9 Watchdog, (kennel fees when officer is on vacation, and other expenses.





Capital Outlay Explanations

20331-47530 INFRASTRUCTURE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Station Door Code Entry Replacement	\$30,000	\$24,000	\$0
TOTAL	\$30,000	\$24,000	\$0

Station Door Code Entry Replacement for the existing door code system for the police station. 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. In one area, the system had stopped taking new codes.

30331-46520 EQUIPMENT PURCHASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0

FY-2020 not needed.

30331-46530 VEHICLE PURCHASE/LEASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Police Car Replacement	\$64,703	\$64,703	\$64,703
TOTAL	\$64,703	\$64,703	\$64,703

Patrol car replacement – One (1) police vehicle is scheduled to be replaced in FY-2020 –four-wheel drive Chevy Tahoe’s, change over costs, graphics, and all appropriate equipment to outfit the vehicles. The advantages of purchasing the Chevy Tahoe will increase the retention period from four to five years and possibly longer, proven low maintenance, and high resale value. Past history has shown this versatile utility vehicle to be a favorite choice of police agencies for safety, comfort of the officer, and large capacity storage.

73-3-31-465-20 EQUIPMENT PURCHASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Police Foundation Expenditures	\$12,300	\$0	\$0
TOTAL	\$12,300	\$0	\$0

The City Council approved a Police Foundation Fund in December of 2018. These are expenditures that would not be covered in the normal City budget. The expenditures are limited to the actual receipts for the current year and any carry forward fund balance from the prior year. The expenditures must be approved by the Police Foundation Board which is an advisory Board to the City Council.





MUNICIPAL COURT DEPARTMENT

Mission Statement:

The Ellisville Municipal Division 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 and issues warrant for arrests. The Municipal Court also hears evidence presented in court, rules on cases, records final dispositions, receives and records fines and court costs, recoupment and restitution, and meets the requirements of the State law, Senate Bill 5, Senate Bill 572, and compliance with Supreme Court Operating Rule #4 (MOS #4). The Ellisville Municipal Division Court reports to the Department of Revenue, Office of State Court Administrators (OSCA), Missouri State Highway Patrol, Federal Bureau of Investigations (FBI), Missouri Uniform Law Enforcement Systems (MULES), Criminal Justice Information Services (CJIS), the Municipal Judge, City Clerk, City Counsel and Administrative Services Director.

The Ellisville Municipal Division Court strives to uphold justice, provide excellent support, and guidance when dealing with defendants and attorneys to ensure a timely conclusion to all municipal court cases within the Ellisville Municipal Division.

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.

The Court is to 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. Imposition of Penalties

The Municipal Judge, through the Municipal Court Division, 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.

3. Communications, Public Information, and Court Scheduling

The Municipal Court Administrator works with the Judge, Prosecuting Attorney, defense attorneys, defendants, and the police department to accommodate their needs throughout the judicial review process, beginning from issuance of the initial citation through final disposition of the case. The Municipal Court Administrator records and maintains all cases docketed correctly to ensure that everyone has the right to due process of law. The Court Administrator 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-2019 Goals and Objectives Update:***

1. Court Administrator to train municipal clerk on the mandated case management SMC system as the Subject Matter Expert. **Update: Court Administrator continues to train the Ellisville Assistant Clerk and area court clerks as the Subject Matter Expert on Show-Me-Courts.**
2. Court to monitor delinquent payment plan cases. **Update: Court Clerks cleaned up payment plan cases and have been working with the State debt collection agency on their acceptance of delinquent payment plan cases. This will continue into next year.**
3. Court Administrator to mentor new St. Louis County Municipal Clerks on best practices within the court. **Update: Court Administrator helped several Municipal Clerks adapt to Show-Me-Courts. This will continue as needed.**
4. Work with Office of State Court Administrator (OSCA) on the improvements and feedback of Show-Me-Courts (SMC) case management system. **Update: Ellisville is still a pilot court for the Show-Me-Courts software and will continue proving feedback to the Office of State Court Administrator with new or future enhancements of Show-Me-Courts system.**
5. As budget attempts to address goals, Missouri Supreme Court Operating Rule 13 to bring before Presiding Judge of St. Louis County for decision on Municipal Budget of budget funds are not made available. **Update: There were no issues brought before the Presiding Judge of St. Louis County.**

FY-2020 Goals and Objectives:

For FY-2020 Administration will focus its goals toward the action plans as follows:

1. Court will implement new Supreme Court Rule 37 changes
2. Court Administrator to assist Municipal Clerks with St. Louis County as the Municipal Subject Matter Expert on Show-Me-Courts.
3. Continue monitoring payment plan cases and work with the Municipal Service Bureau Collection agency and State of Missouri Department of Revenue tax offset payments
4. Work towards becoming a less paper court with the ultimate goal of paperless in 5 years
5. As Budget attempts to address goals, Missouri Supreme Court Operating Rule 13, to bring before Presiding Judge of St. Louis County for decision on Municipal Budget of budget funds are not make available.





Municipal Court Performance Measures

	<u>2017</u> Actual	<u>2018</u> Actual	<u>2019</u> Estimated	<u>2020</u> Budgeted
Work Load Indicators				
Number of Cases Filed	905	897	900	850
Number of Cases Disposed	840	841	750	875
Number of Cases Pending	854	821	900	850
Effectiveness Indicators				
Annual % Increase in Cases Filed	-21.4%	-0.9%	0.3%	-5.6%





Payroll Explanations

10332-40010 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and Wages - Department lump sum	\$67,710	\$70,520	\$73,430
Judge	\$18,020	\$16,380	\$18,020
TOTAL	\$85,730	\$86,900	\$91,450

10332-40030 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime - Department lump sum	\$1,000	\$0	\$1,000
TOTAL	\$1,000	\$0	\$1,000

The Court is required to be able to hold court within 24, 48 or 72 hours when some individuals are picked up by the Police. This may cause a situation where overtime will need to be paid in order for normal operations to continue in a department with only one full time employee.

10332-40050 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA - Department lump sum	\$6,470	\$6,720	\$7,150
TOTAL	\$6,470	\$6,720	\$7,150

10332-40110 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health Insurance - Department lump sum	\$20,440	\$19,510	\$22,440
TOTAL	\$20,440	\$19,510	\$22,440

10332-40110 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental Insurance - Department lump sum	\$1,340	\$1,270	\$1,340
TOTAL	\$1,340	\$1,270	\$1,340

10332-40130 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life Insurance - Department lump sum	\$340	\$330	\$360
TOTAL	\$340	\$330	\$360





10332-40140 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long Term Disability - Department lump sum	\$150	\$150	\$160
TOTAL	\$150	\$150	\$160

10332-40150 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension - Department lump sum	\$5,450	\$5,670	\$6,340
457 Plan Matching Funds	\$0	\$0	\$0
TOTAL	\$5,450	\$5,670	\$6,340

10332-40210 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-end awards	\$830	\$890	\$890
TOTAL	\$830	\$890	\$890





Operations Explanations

10332-41020 OTHER LEGAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Provisional Judge	\$0	\$0	\$0
Judges time at Conferences	\$0	\$1,700	\$1,800
Legal publications, RSMo	\$100	\$0	\$100
Court Interpreter	\$700	\$300	\$650
TOTAL	\$800	\$2,000	\$2,550

The current Provisional Judge is willing to take this position with no salary. The court must supply a qualified interpreter for any deaf defendants and any defendant who is not proficient in the English language. The court must use Office of State Court (OSCA) certified court interpreters. An interpreter has a two (2) hour minimum. The court can request reimbursement from OSCA for these fees.

10332-41050 CONTRACTUAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Regional Justice Information Service (REJIS)	\$50	\$0	\$0
Prisoner holds/jail/SHOCK	\$5,000	\$0	\$0
TOTAL	\$5,050	\$0	\$0

Regional Justice Information Service (REJIS) IMDS software: The Court was removed from the REJIS McAfee billing.

Prisoner holds/jail/SHOCK: When the judge orders a defendant be held at St. Louis County Justice Center or Ballwin Jail, after a hearing and/or the judge has sentenced the defendant to jail and/or SHOCK time at St. Louis County Justice Center, the City is billed for the time. The collects in court cost inmate security fund, the inmate security fund is remitted to the City every month to defray the City's cost of confinement. 221.070 RSMo 1994. Office of State Court Administrator has advised this court that the cost of confinement is not properly in the courts budget.

10332-42020 TRAVEL AND MEETING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
MACA Annual Conference-Court Administrator	\$1,200	\$0	\$1,200
MACM Annual Conference-Judge(s)	\$800	\$0	\$1,300
MACA Mid-Year Conference	\$850	\$0	\$850
NACM Conference	\$1,600	\$0	\$2,500
MSLACA Luncheon/Seminars	\$200	\$0	\$280
MSLACA Spring Seminar(even)/Banquet(odd)	\$100	\$0	\$100
Municipal Judge meeting/training	\$100	\$0	\$100





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Provisional Judge meeting/training	\$50	\$0	\$50
TOTAL	\$4,900	\$5,780	\$6,380

The **Missouri Association of Court Administration Conference (MACA)** is for Court Administrators and Municipal Judges, the judge receives the required CLE's and the court clerk receives the credits to maintain the certified court administrator certification.

MSLACA Luncheon/Seminars Court Administrator currently serves on the board for MSLACA and is required to attend the business meetings monthly. There are some meetings where both the court staff will attend.

National Association for Court Management (NACM) conference for Court Managers and Court Administrators, is beneficial to the court to keep the Court Administrator as the municipal court mentor and for Ellisville Municipal to maintain as a leader for Municipal Courts. The conference sessions are both informative, educational, and provide legislative updates. The Municipal Judge requested that the City budget fund the attendance these Conferences, for himself and the Court Administrator. Under SB5 this type of training is required to prevent the City from facing a decertification process.

Both the Court Administrator and the Assistant Court Clerk have received their certifications, in order to maintain their level of certification, conferences are required as continuing education credits. The full time Court Administrator is working on receiving her Court Management certification and her ACCA certification for Judicial Administration.

MSLACA Seminar is held every odd year. The seminar is a training day with Region 1, the current Court Administrator serves on the Board and is expected to attend.

MSLACA Banquet is held every other year on the odd numbered years. The banquet is when the Executive Board is selected. The current Court Administrator serves on the board and is expected to attend the banquet.

This budget assumes there are no increases from third party associations.

10332-42030 DUES AND MEMBERSHIP FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Metro St. L. Assoc. of Court Admin. (MSLACA)	\$80	\$80	\$80
MACA	\$120	\$120	\$130
NACM National Association for Court Management	\$45	\$45	\$50
MMACJA	\$0	\$190	\$200
TOTAL	\$245	\$435	\$460

Membership in various court professional associations greatly benefits all court personnel through both membership and publications, and offers a great deal of additional resources. The MACA membership is for the court administrator and the assistant court clerk. Membership is required to maintain the CCA certification. NACM is for court management; NACM will allow the Court Administrator to have access to the *Court Manager*, which provides members with useful articles and research specifically covering issues relevant to court managers as well as the opportunity to attend the conference.





10332-43010 OFFICE SUPPLIES AND EXPENSE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General Office Supplies	\$1,500	\$0	\$2,000
Printer paper	\$1,500	\$0	\$1,000
Record Destruction/Shredding	\$200	\$0	\$500
Judge Robe	\$0	\$0	\$200
TOTAL	\$3,000	\$0	\$3,700

General office supplies are needed to operate the municipal court and equip the office on a day-to-day basis. Shredding documents per Court Operating Order 8’s retention schedule. Judge Anderson will wear a robe while on the bench and/or while on video bond hearings with defendants.

10332-44010 PRINTING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Printing	\$2,000	\$1,500	\$1,500
TOTAL	\$2,000	\$1,500	\$1,500

Printing needs are for duplicate forms of pleas, judgments and sentence forms that are given to defendants and attorneys in court, forms do not have to be printed every year. When possible forms are created and printed in-house.

10332-44020 POSTAGE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Postage	\$600	\$500	\$500
TOTAL	\$600	\$500	\$500

This is for the court department’s portion of the monthly lease for the postage machine and usage with the police department. The Court must mail notices to defendants on missed court dates and show-cause orders demanding appearance, this is required by Senate Bill 5 and Senate Bill 572. There should be a decrease due to the prosecuting attorney office mailing out recommendations instead of the court. **The court and the prosecutor office will split the postage fees.**

10332-45050 TELEPHONE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Telephone – local, long distance	\$600	\$600	\$600
City use of Personal Phone	\$600	\$600	\$600
TOTAL	\$1,200	\$1,200	\$1,200

This expenditure includes both **local and long distance service**. The Court Administrator regularly takes calls from the Police Department regarding arrested individuals and bonds and takes and makes calls to Jefferson City to Office of State Court Administration.

The City has a program which pays employees that use a personal phone for City use. The Court Clerk at times must take calls in the evening and on weekends.





10332-46510 COMPUTER EQUIPMENT/SOFTWARE & MAINTENANCE/REPAIRS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Computers, supplies, maint./repairs & software	\$500	\$1,550	\$4,500
TOTAL	\$500	\$1,550	\$4,500

Computer supplies may include small software programs, virus updates, computer disks, repairs, toner for printers and minor equipment.

Court Administrator’s laptop is 2016, and is in need to replacing to be compatible with software changes and internet usage.

Supreme Court Rule 37 requires the judge to hold bond hearing either in person or by video conference







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-2019 Goals and Objectives Update:

1. If Municipal Park Grant is received, renovate Meadowlark Park. **Update: Grant was received and renovation is taking place in 2019.**
2. Apply for a Municipal Park Planning Grant for next park renovation project. **Update: Planning Grant was received for the renovation of the Bluebird Park Amphitheater.**
3. Develop new recreation programs based on trends and interests in the Ellisville community. **Update: Ongoing**
4. Build on existing day camp program adding an additional week and changing format. **Update: An additional 2 week session was added and was successful.**
5. Increase the marketing of park facilities and recreation programs. **Update: Additional social media marketing was instituted in 2019.**

FY-2020 Goals and Objectives:

For FY-2020 Parks and Recreation will focus on the following goals and action plans.





1. If Municipal Park Grant is received, research and move forward with construction of a roof over amphitheater.
2. Develop new recreation programs based on trends and interests in the Ellisville community.
3. Increase the marketing of park facilities and recreation programs
4. Add an additional specialty camp in August of 2020.

Parks Performance Measures

	<u>2017</u> Actual	<u>2018</u> Actual	<u>2019</u> Estimate	<u>2020</u> Budget
Work Load Indicators				
Total Number of Parks	11	11	11	11
Total Miles of Trails	10	10	10	10
Total Number of Picnic Shelters	3	3	3	3
Total Number of Playgrounds	5	5	5	5
Total Number of Park Programs Offered	143	148	150	152
Total Number of Concerts Offered	8	8	10	9
Total New Park Programs Offered	4	3	3	3
Total Dog Park Memberships	241	250	250	255
Total Number of Meeting Room Rentals	54	58	60	61
Total Number of Pavilion Rentals	120	112	115	116
Total Number of Hours Ballfield Reserved	471	650	620	620
Effectiveness Indicators				
Avg. Acres of Park Land per 1,000 residents	25	25	25	25
% Increase in # of Programs Offered	3%	3%	1%	1%
% Increase in Dog Park Memberships	-4%	4%	0%	2%
% Increase in # of Meeting Room Uses	-11%	7%	3%	2%
% Increase in # of Pavilion Rentals	21%	-7%	3%	1%
% Increase of # of Hours Ballfield Reserved	-44%	38%	-5%	0%





Payroll Explanations

50551-40010 SALARIES AND WAGES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Salaries and wages - Department lump sum	\$185,820	\$183,450	\$192,130
TOTAL	\$185,820	\$183,450	\$192,130

50551-40020 WAGES - SEASONAL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Wages - seasonal - Department lump sum	\$48,000	\$53,000	\$58,500
TOTAL	\$48,000	\$53,000	\$58,500

Seasonal wages include all seasonal recreational staff including day camp directors, day camp counselors, program instructors, support staff, seasonal office staff, and employees to work special events. This also includes hiring part-time staff in the spring and summer to assist with processing aquatic center memberships and program registration, and evening and weekend hours for rentals and extended hours. The increase in **minimum wage and day camp hours** has added to part-time salary expense.

50551-40030 OVERTIME

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Overtime - Department lump sum	\$1,000	\$1,300	\$1,500
TOTAL	\$1,000	\$1,300	\$1,500

Overtime is paid to employees that work on holidays, this includes Memorial Day and 4th of July and occasionally for part-time employees that work in several capacities in the summer.

50551-40050 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA - Department lump sum	\$19,460	\$18,340	\$19,170
TOTAL	\$19,460	\$18,340	\$19,170

50551-40110 HEALTH INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Health insurance - Department lump sum	\$41,290	\$27,510	\$31,550
TOTAL	\$41,290	\$27,510	\$31,550





50-5-51-401-20 DENTAL INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Dental insurance - Department lump sum	\$1,850	\$910	\$980
TOTAL	\$1,850	\$910	\$980

50551-40130 LIFE INSURANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Life insurance - Department lump sum	\$1,280	\$1,140	\$1,190
TOTAL	\$1,280	\$1,140	\$1,190

The City's *life insurance* amount is twice the base pay for full time employees rounded up to the next thousand.

50551-40140 LONG TERM DISABILITY

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Long term disability - Department lump sum	\$600	\$530	\$620
TOTAL	\$600	\$530	\$620

50551-40150 PENSION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pension - Department lump sum	\$21,560	\$20,890	\$24,130
457 Plan Matching Funds	\$0	\$0	\$0
TOTAL	\$21,560	\$20,890	\$24,130

50551-40210 MISCELLANEOUS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Year-end awards	\$1,650	\$1,650	\$1,650
TOTAL	\$1,650	\$1,650	\$1,650





Operations Explanations

50-5-51-410-40 PROFESSIONAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Entertainment for Day Camp	\$1,800	\$1,800	\$1,800
Concerts in the Park Series-Musician Fees, Signs	\$16,000	\$16,000	\$16,000
Camp Field Trip Admission	\$2,000	\$2,100	\$2,100
Design and Construction Documents	\$10,000	\$10,000	\$10,000
TOTAL	\$29,800	\$29,900	\$29,900

Entertainment and field trips are special activities for day camp. The **Concert Series** continues to be a popular community event. The cost for concerts is offset with revenue from sponsorships and Missouri Arts Council Grant each year. Funds are budgeted in 2020 to prepare **park plan documents** to apply for a Municipal Park Grant based on projects identified in the Parks and Recreation Master Plan.

50551-41050 CONTRACTUAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Portable ADA Restroom for Concerts in the Park	\$800	\$800	\$800
Shuttle Bus services for Day Camp	\$1,500	\$1,600	\$1,700
Sound technician services	\$1,800	\$0	\$0
Pest Control	\$300	\$300	\$300
CPR & First Aid Certification	\$750	\$750	\$750
Copier Service Agreement and Repairs	\$1,400	\$1,500	\$1,500
Park Building Alarm Monitoring and Repairs	\$850	\$850	\$850
Elevator Inspections, Repairs and Agreement	\$1,900	\$1,900	\$1,900
Annual Fire Alarm Testing	\$400	\$400	\$400
TOTAL	\$9,700	\$8,100	\$8,200

Portable ADA Restroom by the amphitheater is for the concerts and special events. **Shuttle Bus Service** is provided for day camp field trips. **Pest Control** is a quarterly service for the Park Administration Building. **CPR & First Aid Certification** covers instructors training for City staff.

The **Copier Service Agreement** provides supplies and service when the copier needs repair. **Building Alarm System Monitor Agreement** is for the fire and security alarm at the Park Administration Center. Metro West requires that the **fire alarm be tested annually** to ensure it is properly working. The State of Missouri requires an **elevator inspection** once a year and St. Louis County requires an inspection twice a year.





50551-42010 PERSONNEL TRAINING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Class and Seminar fees	\$400	\$400	\$400
TOTAL	\$400	\$400	\$400

Money is allocated for the *professional development* of staff. The purpose is to improve the knowledge and skills of staff members to provide better service to customers. These seminars offer continuing education units which are required for staff to maintain professional certification.

50551-42020 TRAVEL AND MEETING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
MPRA Conference Regt.& Travel (2)	\$1,700	\$1,800	\$1,900
National Conference	\$1,600	\$0	\$1,600
TOTAL	\$3,300	\$1,800	\$3,500

Missouri Parks and Recreation Association Annual Conference will be held in winter. Budget includes two employees to attend this educational conference.

The *National Recreation and Park Association* offers a national conference each year in the field of recreation and park resource management.

50-5-51-420-30 DUES AND MEMBERSHIP FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Missouri Parks and Recreation Association	\$400	\$400	\$400
National Recreation and Parks Association	\$180	\$180	\$180
Music Licensing	\$800	\$800	\$850
National Arbor Day Foundation	\$20	\$20	\$20
Sam’s Club	\$40	\$40	\$40
Creative Communities Alliance	\$120	\$120	\$150
TOTAL	\$1,560	\$1,560	\$1,640

Membership in professional associations provides the Parks and Recreation staff with additional resources and offers opportunities to learn new trends and practices. *The MPRA* membership is an upgrade to an Agency membership which provides the Park Board the publications for the Missouri Parks and Recreation Association.

American Soc. of Composers, Authors, and Publishers (A.S.C.A.P.) and SESAC charges a *music licensing fee and is required* to play copy written music at concerts, 4th of July and over the radio at the EDGE.

50551-43010 OFFICE SUPPLIES AND EXPENSE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
General office supplies	\$1,700	\$1,700	\$1,700





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Credit Card Service Fees	\$7,800	\$7,800	\$7,800
TOTAL	\$9,500	\$9,500	\$9,500

General office supplies include paper, pencils, pens, ribbons, tape, envelopes, computer paper, staples, file folders etc. Accepting **credit cards** for park services involves a fee which is recovered through program and permit revenue.

50551-43020 PROGRAM SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Program Supplies	\$4,500	\$4,500	\$5,000
Sculpture on the Move	\$1,200	\$1,200	\$1,200
Arts and History Council	\$5,000	5,000	\$5,000
TOTAL	\$10,700	\$10,700	\$11,200

Expenses for this account include arts & crafts supplies, decorations, refreshments, sporting equipment, first aid supplies, and other items for every recreation program offered by the City. Most programs operate covering direct costs and contribute towards indirect costs. The programs offered will change from year to year based on what is requested in the community and what is successful. The expenses fluctuate based on the number of participants registered and programs offered. **This account also covers the \$500 annual financial commitment to the Lafayette Older Adults Program (LOAPS).** Included for 2020 is the cost for the City to participate in the **Sculpture on the Move Program**.

50551-43030 UNIFORMS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Voyager Day Camp Shirts	\$900	\$900	\$950
Parks and Recreation Staff	\$300	\$300	\$350
TOTAL	\$1,200	\$1,200	\$1,300

Shirts are provided for both staff and participants in camp. **Shirts** are needed for full and part-time staff to wear for work and events.

50551-43040 GASOLINE AND OIL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Gasoline and oil expense for Park vehicle	\$350	\$350	\$350
TOTAL	\$350	\$350	\$350

Gas and oil are essential for the operation of the city vehicle and park utility vehicle. The vehicle is used for, meetings, errands within the City and travel to the parks and City Hall. It is also used to pick up supplies and transport equipment to program sites within the park.





50551-44010 PRINTING

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Activity Guide	\$3,000	\$2,600	\$3,000
Miscellaneous	\$400	\$400	\$400
TOTAL	\$3,400	\$3,000	\$3,400

Activity Guides are sent to each city resident announcing programs and services. **Miscellaneous** items consist of signs for shelter reservations and permits, park information brochures, etc. **Ads** in local newspapers are used for some programs and special events.

50551-44012 LEGAL NOTICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Newspaper ads, bids, etc.	\$200	\$100	\$200
TOTAL	\$200	\$100	\$200

Projects, services or products over \$5,000 are required to be bid, thus publishing a legal notice in a qualified newspaper is necessary. Job announcements are also advertised in the paper.

50-5-51-440-20 POSTAGE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Activity Guide	\$1,400	\$1,200	\$1,400
Regular office/business use	\$900	\$900	\$900
TOTAL	\$2,300	\$2,100	\$2,300

Postage is required for mailings of activity guides to residents, general office correspondence, marketing of programs.

50551-45010 WATER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Water for parks facilities & the Admin. Center	\$11,000	\$11,000	\$11,000
TOTAL	\$11,000	\$11,000	\$11,000

Includes **water** used for all park grounds and facilities, as well as the Park Administration Center, parks garage, playgrounds, shelters, and irrigation.

50551-45020 SEWER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sewer costs for park facilities & Admin. Center	\$2,800	\$2,800	\$2,800
TOTAL	\$2,800	\$2,800	\$2,800

The **sewer** expense includes the Park Administration Center, lower garage, the barn, and various park shelters.





50551-45040 ELECTRIC

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Electric costs for parks facilities & Admin. Center	\$20,000	\$20,000	\$20,500
TOTAL	\$20,000	\$20,000	\$20,500

This covers **electrical** expenses for the Park Administration Center, the lower maintenance garage, tennis courts, lights for parking lots, and park shelters.

50-5-51-450-50 TELEPHONE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Telephone Service for Park Administration Center	\$4,100	\$4,700	\$4,800
Phone Purchase and Repairs	\$200	\$0	\$200
Charter Pipeline (Internet and WIFI Service)	\$1,200	\$1,200	\$1,300
Cellular Phone Service for Parks Dir., Rec. Coordinator and Recreation Specialist.	\$4,200	\$2,100	\$2,100
TOTAL	\$9,300	\$8,000	\$8,400

This account includes **telephone** lines for the fax machine, fire alarm, security alarm, and the day camp program as well as three lines for business use at the Park Office. With the amount of responsibilities staff addresses outside of the Park Office, **cellular telephones** are a necessity for the Director, Recreation Coordinator and Recreation Specialist. An upgrade of the **Charter Internet Service** was required to support the computer systems and WIFI at the park office and aquatic center.

50551-46510 COMPUTER EQUIPMENT/SOFTWARE & MAINTENANCE/REPAIRS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Computer supplies and repairs	\$400	\$400	\$400
Annual Maint. Agreement on Rec Desk Software	\$2,700	\$2,700	\$2,800
Replacement of one desktop computer	\$600	\$600	\$650
Needed server maintenance (per IS Manager)	\$500	\$500	\$0
TOTAL	\$4,200	\$4,200	\$3,850

Computer supplies and maintenance are needed for each work station. Each **computer** is scheduled to be replaced on a five year rotating schedule in order to keep memory, hardware and speed proficient.

50551-46520 EQUIPMENT PURCHASE/REPLACEMENT

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Parks and Recreation Equipment	\$5,000	\$5,000	\$6,000
Concert Sound Equipment Replacement/Repair	\$1,000	\$0	\$0
TOTAL	\$6,000	\$5,000	\$6,000

Equipment includes the continued replacement of trash cans, tables, drinking fountains, tennis nets, tents, Park Administration Building equipment and other outdoor park equipment as needed.





50551-47020 TREE MAINTENANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Park Trees	\$2,000	\$2,000	\$2,000
Tree Removals	\$4,000	\$4,000	\$4,000
TOTAL	\$6,000	\$6,000	\$6,000

Ellisville is known for its vast number of trees and wishes to continue placing emphasis on preserving and enhancing its urban forest. This item is an ongoing necessity in order to replace, maintain, remove, and plant new trees throughout the park system. FY-2020 will be the City’s thirty-third year as a National Arbor Day Foundation Tree City, USA, which is the longest consecutive number of years in Missouri.

50551-47510 MAINTENANCE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Landscaping Supplies	\$7,000	\$7,000	\$7,000
General Supplies	\$4,500	\$4,500	\$4,500
Maintenance Supplies	\$8,000	\$8,000	\$8,000
Lumber for Bluebird Park fence replacement and ballfield site repairs	\$0	\$0	\$5,000
TOTAL	\$19,500	\$19,500	\$24,500

The maintenance supply account covers supplies necessary to maintain the parks and park building in a clean, safe and operable condition. **Landscaping supplies** include retaining wall products, plants, bushes, ground cover, mulch, straw bales, fertilizer, dirt for ballfields and engineered wood fiber playground safety surfacing. **General supplies** include items such as trash cans, light bulbs, cleaning products, chemicals for insects and pesticides, dog clean-up bags and replacement flags. Additional funds are added in this account to replace the Bluebird Park entrance fence in 2020. **Maintenance supplies** covers parts that need to be replaced or repaired for equipment such as playgrounds, picnic tables, benches, tennis courts, trails, plumbing fixtures, drinking fountains, basketball courts, park administration building, maintenance garage and amphitheater engineered wood fiber safety surface for the older playgrounds. Equipment repairs in Park Administration Building

50551-47531 A.D.A. COMPLIANCE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Signers and Interpreters	\$0	\$0	\$0
Inclusive A.D.A. Coordinator	\$9,400	\$9,400	\$9,900
TOTAL	\$9,400	\$9,400	\$9,900

The Inclusive Coordinator assists the City in complying with the Americans with Disabilities Act as well as assisting in recruiting and training staff for the purpose of including people with disabilities into all recreation programs. The coordinator provides direction with the implementation of the City’s A.D.A. Transition Plan. The cities of Ballwin, Ellisville, Manchester, Des Peres, Kirkwood, Sunset Hills, Brentwood and Crestwood share the cost of the Coordinator.





50551-47543 MAINT. AND REPAIR VEHICLES/PARKS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Routine Vehicle Maintenance	\$200	\$200	\$200
Vehicle Repairs	\$0	\$0	\$300
TOTAL	\$200	\$200	\$500

Maintenance for the *Escape and utility vehicles* which includes oil changes, tune-ups, and miscellaneous parts. Money is allocated for repairs that may arise throughout the year.

50551-49010 COMMUNITY RELATIONS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Special Meetings	\$100	\$100	\$100
Promotional Items	\$400	\$400	\$400
TOTAL	\$500	\$500	\$500

Refreshments are offered to citizens at *special meetings*. Promotional items are used as attendance prizes and appreciation gifts as good will gestures.

50551-49022 JULY 4TH CELEBRATION

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
July 4th Festival	\$49,500	\$49,000	\$52,000
TOTAL	\$49,500	\$49,000	\$52,000

The *July 4th Festival* is the City’s trademark event. It is important that the quality of the event and the fireworks show are maintained. Additional funds have been added for 2020 because the 4th falls on a Saturday and the rental equipment will have to be kept over the weekend and there will be additional costs.

50551-49050 SPECIAL EVENTS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Cop Trot	\$10,000	\$0	\$0
Special Events	\$4,000	\$4,500	\$5,000
More than a Market, Market	\$2,500	\$2,500	\$2,500
TOTAL	\$16,500	\$7,000	\$7,500

Special Events consists of the Easter Egg Hunts (Adult and Child), Arbor Day, the Tree Memorial Program, October Hayrides, Park Board Events such as honeysuckle removal, Breakfast with Santa, Outdoor Movies in the Park and Chili Cook Off as well as any new events that may be planned for next year.





Capital Outlay Explanations

50551-47530 MAINTENANCE AND REPAIR STRUCTURE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Replacement of the light timing system for parking lot, walkways and aquatic center	\$0	\$0	\$2,100
Installation of playground equipment at Mockingbird from the removal and Meadowlark park	\$0	\$0	\$4,000
Amphitheater Roof System	\$0	\$0	\$441,000
Installation of an automatic locking system for the Lion's Shelter restroom.	\$5,000	\$5,000	\$0
Replacement of the Bluebird Park playground safety surface	\$56,000	\$56,000	\$0
Meadowlark Park Renovation	\$418,000	\$418,000	\$0
TOTAL	\$479,000	\$479,000	\$447,100

Installation of the playground removed from Meadowlark Park at Mockingbird Park. Replacement of the light timing system for parking lot, walkways and aquatic center. Construction of a roof over amphitheater if Municipal Park Grant is received. Grant will be approximately \$420,000 and City match would be \$21,000 (5%)

50551-46530 VEHICLE PURCHASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Replace golf cart used for day camp and special events	\$0	\$0	\$5,000
TOTAL	\$0	\$0	\$5,000

50551-48070 TRAIL REPAIR

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Trail Repair	\$6,000	\$6,000	\$6,000
TOTAL	\$6,000	\$6,000	\$6,000

Small *trail repairs* are often needed throughout the year.





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				
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	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Estimate</u>	<u>2020</u> <u>Budget</u>
Work Load Indicators				
Total # of EDGE Memberships	427	404	381	400
Revenue from Memberships	65,362	62,697	58,609	60,000
Total EDGE Revenue	184,397	175,626	166,000	170,000
Total Concession Revenue	38,467	35,020	34,000	34,500
Effectiveness Indicators				
% Increase in # of Memberships	1%	-5%	-6%	5%
% Increase in Membership Rev.	6%	-4%	-7%	2%
% Increase in EDGE Revenue	-1%	-5%	-5%	2%
% Increase in Concession Rev.	3%	-9%	-3%	1%





Payroll Explanations

50571-40020 WAGES - SEASONAL

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Pool Cashiers	\$6,300	\$7,000	\$7,300
Concession Attendants	\$13,000	\$14,000	\$14,750
Mini Gator and Dive Coaches	\$1,700	\$2,000	\$2,100
TOTAL	\$21,000	\$23,000	\$24,150

50571-40050 FICA

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
FICA	\$1,650	\$1,800	\$1,890
TOTAL	\$1,650	\$1,800	\$1,890





Operations Explanations

50571-41050 CONTRACTUAL SERVICES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Security System Contract	\$170	\$170	\$170
Pest Control	\$50	\$50	\$50
Pool Management – Contract	\$158,000	\$160,000	\$188,000
Pool Management – Swim Lessons	\$10,000	\$10,000	\$11,000
Pool Management – Swim and Dive Team	\$9,500	\$10,200	\$11,200
Pool Management – Special Event/Private Party	\$2,000	\$2,000	\$2,500
TOTAL	\$179,720	\$182,420	\$212,920

A **security system** is used at the pool to discourage trespassing and vandalism. **Pest Control** is for the concession stand operation. The fee for the **management services** with **Midwest Pool** went up significantly because the EDGE will be open longer because of the change in Missouri law when students return to school, Labor Day is later in 2020 which also adds additional time and the minimum wage is going up for the second year in a row in 2020.

50571-42030 DUES AND MEMBERSHIP FEES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
St. Louis County Concession Stand Health Permit	\$100	\$75	\$100
TOTAL	\$100	\$75	\$100

The County concession permit is required.

50571-43010 OFFICE SUPPLIES AND EXPENSE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Membership supplies – Key Fobs	\$400	\$0	\$400
Computer and office supplies	\$100	\$100	\$100
Marketing expense for ads, signage, etc...	\$400	\$0	\$400
TOTAL	\$900	\$100	\$900

These supplies are for the pass management and point of sale systems in addition to supply costs for the facility. The marketing expense includes a share of the annual brochure and other forms of marketing for the EDGE.

50571-43020 PROGRAM SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Event Supplies	\$600	\$500	\$600
Swim Team Supplies	\$3,600	\$3,700	\$3,800





DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
TOTAL	\$4,200	\$4,200	\$4,400

Swim Program Supplies includes costs associated with the swim team and other recreation programs. Revenues will be generated to offset expenses. **Event supplies** account for items necessary to host special events at the aquatic center.

50571-43025 CONCESSION SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Food Product	\$19,000	\$19,000	\$20,000
Beverage Product	\$4,000	\$4,000	\$4,000
Concession cleaning and misc. supplies	\$500	\$500	\$500
TOTAL	\$23,500	\$23,500	\$24,500

Food and Beverage Product costs will depend greatly on the weather as the weather often determines pool attendance. Expenses are offset by the revenue received. **Concession Cleaning Supplies** are associated with operating the concession stand in-house.

50-5-71-430-30 UNIFORMS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Front Desk, Concession and Swim Team Staff	\$350	\$300	\$350
TOTAL	\$350	\$300	\$350

Staff Shirts are provided for staff to wear while working at the Aquatic Center.

50571-45010 WATER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Water service	\$11,500	\$9,500	\$11,500
TOTAL	\$11,500	\$9,500	\$11,500

This service includes all **water** used by the pool, including showers, sinks, and water to fill the pool.

50571-45020 SEWER

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Sewer service	\$18,000	\$18,000	\$18,500
TOTAL	\$18,000	\$18,000	\$18,500

50-5-71-450-40 ELECTRIC

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Electric service	\$16,200	\$16,200	\$16,700
TOTAL	\$16,200	\$16,200	\$16,700

Includes **Electrical** expenses for the pool.





50571-45050 TELEPHONE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Telephone repairs	\$300	\$0	\$300
TOTAL	\$300	\$0	\$300

Telephone service at the pool is required in case of an emergency.

50571-46510 COMPUTER EQUIP./SOFTWARE MAINT./REPAIRS

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Rec Desk Software Annual Fee	\$1,350	\$1,350	\$1,500
Misc. repairs and supplies	\$300	\$500	\$600
Replace 4 point of sale computers (2 at front desk and 2 in concession stand)	\$2,200	\$2,000	\$0
TOTAL	\$3,850	\$3,850	\$2,100

The **maintenance** on the **Point of Sale Software** is an annual expense. The **touch screen monitors** at the pool front desk and concession stand are original and need to be replaced after 9 years of use.

50571-46520 EQUIPMENT PURCHASE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Umbrellas/Lifeguard Equipment	\$1,000	\$1,346	\$1,500
Complex Signage	\$100	\$0	\$100
TOTAL	\$1,100	\$1,346	\$1,600

Equipment necessary for the operation of the aquatic center. **Pool furniture** is original, very faded and stained and needs to be replaced after 11 seasons. This was removed from the FY-2020 budget due to budget restraints.

50571-47510 MAINTENANCE SUPPLIES

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Maintenance Supplies	\$12,000	\$12,000	\$12,000
Landscaping Supplies	\$500	\$500	\$500
General Supplies	\$1,500	\$1,500	\$1,500
TOTAL	\$14,000	\$14,000	\$14,000

Supplies and equipment must be purchased for the ongoing maintenance of the pool and landscaping. As the aquatic center ages additional funds will need to be spent on maintenance.





Capital Outlay Explanations

50751-47530 MAINT./REPAIR/CONSTRUCTION STRUCTURE

DESCRIPTION	2019 ADOPTED	2019 ESTIMATE	2020 BUDGET
Caulk and reseal EDGE decks	\$10,000	\$10,000	\$10,000
VGBA Requirements	\$12,000	\$12,000	\$0
Replace valves on spray ground	\$0	\$0	\$3,200
Deep cleanse filter elements on Defender system	\$0	\$0	\$4,200
Replace spray ground surface	\$0	\$0	\$80,000
TOTAL	\$22,000	\$22,000	\$97,400

In order to protect the deck surface so that color coating is not needed again, a clear sealer with silica sand is needed. This will also help to make the surface more slip resistant. The **spray ground surface** is original and needs to be replaced. Deep cleanse of filter elements has never been done since the EDGE opened and it needs to be done to keep the water clear. The valves on the spray ground are original and need to be replaced.





CITY OF ELLISVILLE

Strategic Plan: 2018-2022

(Updated June 2019)

GOAL ONE

Improve Analytic Capacity

- Objective 1: Establish financial benchmarks based upon 12-month sales tax total.
(Sales tax charts are now provided monthly. Other sales tax reports have been produced including sales tax per acre and top twenty sales tax generators.)

- Objective 2: Establish financial benchmarks as needed.
(Completed financial analysis of the Better Together proposal's impact on the City's budget.)

- Objective 3: Establish cost-benefit analysis capacity to measure the direct and indirect impact of selected proposals/projects.
(Capacity now available but no analyses have been commissioned.)





GOAL TWO

Increase Residential Demand

- Objective 1: Improve existing stock by encouraging home improvements and upgrades. (Funding for code enforcement officer to work 10 additional hours a week May through August. Emphasis is on homes with significant code violations. Infill development is being encouraged. The Home Improvement Program funded by Community Development Block Grants being promoted more.)
- Objective 2: Annex adjacent unincorporated areas. (City's five year map has been submitted to the Boundary Commission for its comments. No current requests for annexations of populated areas. Two small unpopulated tracts being considered.)





GOAL THREE

Increase Retail and Commercial Demand

- Objective 1: Create awareness and positive image among the development community.
(Staff attending Chamber of Commerce monthly meetings.
First annual recognition/awards dinner will be held in Fall 2019. Provide door clings (slogan: Shop, Live, Dine) for businesses that will include the number of years in Ellisville.
- Objective 2: Increase capacity to be a resource for local business retention.
(Reinstated Economic Development Commission which is meeting quarterly. The Commission is focused on business retention. Held two training programs (government contracting and access to capital) and have scheduled a third (emerging leaders) for Fall 2019. Conducted a business survey to understand better business needs.
- Objective 3: Explore options for developing a marketing plan.
(Explored costs for hiring a firm to develop a marketing plan and determined it is cost prohibitive.)





GOAL FOUR

Improve Traffic Flow

Objective 1: Implement traffic design standards.

(Traffic designs standards are based on the U.S. Federal Highway Administration's Manual on Uniform Traffic Control Devices as well as the City's comprehensive plan and the Great Streets Initiative. Recommendations for improving circulation is ongoing. In the design phase for construction later in 2019 is a dedicated right turn lane on Clarkson Pines Road at Manchester Road.)

Objective 2: Traffic communication and education program.

(Police Department has purchased a drone and trained four staff to operate it. It will be used to augment social media and education postings on main corridor traffic safety and to alert the public on alternative routes. The Police Department has started posting social media messages on safe driving, roadway issues, traffic awareness, safe driving techniques, and traffic law enforcement. The City has made cooperative agreements with the Ballwin and Manchester Police Departments for policing along the Manchester corridor.

Objective 3: Increase enforcement of traffic violations.

(The number of traffic stops on Manchester increased 123% in first four months of 2019. Many of the stops are warnings.

Traffic crashes on Manchester have decreased 13% during the same period.)

Objective 4: Work with MoDOT to optimize traffic signal timing. (Improved traffic signal timing at Old State Road and Manchester Road after construction of the Amber Trails subdivision. Improved timing westbound on Clayton Road turning south on Clarkson Road. Eliminated the u-turn at Ruck Road and adjusted the timing. Process is ongoing.)





CITY OF ELLISVILLE

ANNUAL LONG-RANGE PLAN

2019



William L. Schwer, P.E., City Manager

Submitted pursuant to Section 7.2. (c)
of the Home Rule Charter of the City of Ellisville





The Long-Range Plan

Purpose

In accordance with Section 7.2. (c) of the City Charter, the City Manager is required to submit to the City Council annually, a long-range plan for the five years ensuing. Section 7.2. (c) states:

The City Manager shall submit to the Council a long-range plan for the five years ensuing. The plan should begin with a statement of the goals and objectives for the period and address, but not be limited to, capital expenditures, commercial and residential development, parks and recreation, public works, security and law enforcement, and city expansion. Each objective must take into consideration personnel requirements and address financial and environmental impacts.

The long-range plan is one of four (4) plan documents required by the City Charter as shown below:

- City Budget - Submitted ninety (90) days prior to the end of the fiscal year (October 2). Adopted prior to the end of the fiscal year (December 31).
- Long-Range Plan - Submitted by the end of the second quarter of each year (June 30). Adopted by the City Council concurrent with the budget.
- Capital Program - Submitted ninety (90) days prior to the end of the fiscal year (October 2). Adopted by the City Council concurrent with the annual budget.
- Annual Report - Submitted at year-end to the City Council and made available to the public; a complete report on the finances and the administrative activities of the city.

Overview of Ellisville

The City of Ellisville is a community of approximately 9,133 residents located thirteen (13) miles west of the western 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 which bisect Ellisville: Missouri Highway Route 100 (Manchester Road) and Missouri Highway Route 340 (Clarkson Road). Ellisville's land mass is approximately 4.40 square miles, and is bordered by the City of Clarkson Valley to the north, the City of Ballwin to the east and southeast, unincorporated St. Louis County to the south, and the City of Wildwood to the west.

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

Under the Home Rule 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. In 2012, in order to minimize the need for and costs of Council elections, to reduce the political disruptions and diversions associated with more frequent elections, and to allow newly-elected Council Members more time to become effective policy-makers, the voters of the city approved





amending Section 3.2(d) of the Ellisville City Charter by providing for staggered, four-year terms of office for the Mayor and Council Members. Three Council Members, one from each of Districts 1, 2, and 3, were elected to four-year terms at the regular municipal election of April 2013, similar to the Council Members elected in April 2015 and 2017. The Mayor was elected to a four-year term in April 2018; along with District 1 Council Member Chismarich serving the next three years filling the vacancy of Mr. Voss. Council Member Reel filled the vacancy left by Council Member Newhouse in 2018 and was elected unopposed in the 2019 election. Council Members McGrath and Duffy were also elected unopposed in 2019. Council Member Cahill defeated incumbent Bones Baker and one other opponent in the 2019 election.

The City Manager is appointed by the Mayor and City Council 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 charged with managing the city in a customer service oriented, fiscally prudent and proficient manner on a day-to-day basis and reporting directly to the Mayor and City Council.

The city is comprised of seven (7) departments: (i) Administration, (ii) Finance (Administrative Services), (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 (with the exception of the Court Clerk reporting to the Administrative Services Director), while supervisors report to their respective department heads.

The elected body controls the appointed positions of City Manager, Municipal Judge, Prosecuting Attorney, Public Defender, City Attorney, and City Clerk. All other employees serve under a performance-based personnel system established by the City Charter. The City Manager serves at the pleasure of the Mayor and City Council and is directed to carry out all matters of policy decided by the elected body. The City Clerk 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, City Council and city staff on a day-to-day basis.

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, the Park Advisory Board, the Human Rights Commission, a Personnel Review Board, Economic Development Commission and the Board of Adjustment. Membership on these boards and commissions is available to any resident confirmed by the City Council.

Today the City of Ellisville has approximately 4,204 housing units, not including homes currently under construction. The overwhelming majority are single-family dwellings (3,123), while the remaining are duplexes or multi-family apartment buildings.

The median age of Ellisville residents is approximately 44.7 years as listed in the 2010 US Census. The largest demographic group is comprised of individuals 45-64 years of age constituting 29.7% of the total, while the second largest group is comprised of individuals under 18 years of age constituting 23.7% of the total. Those citizens aged 25-44 are the next largest group,

<u>Community Characteristics</u>	
Population (2010 US Census)	9,133
Licensed Businesses	675
Lane Miles Patrolled	95
Lane Miles Maintained	90
Assessed Value	\$307,588,934





constituting approximately 21% of the Ellisville population, while those 65 and older are the city's fourth largest group at nearly 19.8% of the city's population. The remaining 5.7% of the city's population is between 18 and 24 years of age. The city's diverse demographics present a special challenge in terms of community interest, governance, and service delivery. The city is characterized by older subdivisions located somewhat centrally, while newer subdivisions have been platted and built near the city's outer boundaries. As a result, recreational needs are different, capital improvement and infrastructure needs are different, and issues relative to municipal taxation are very different.

The disparity of service and capital needs and their associated challenges, however, does not carry over into a diversity of ethnic origins. About 91.7% of the city's population is Caucasian, while the remaining 4.3% are Asian, 1.9% are African American, 1.4% are of Hispanic origin and 0.7% are other.

Ellisville is a suburban community, one of 88 municipalities located in St. Louis County, Missouri. Ellisville's business core is primarily service based. Because of the suburban nature of Ellisville, most residents commute to work outside the city limits. Of the service based businesses, a large component is retail. Ellisville has four (4) automobile dealership groups and a pre-owned luxury car dealership, as well. Additionally, with the arrival of Aldi in 2019, the city has two large-scale grocery stores within the city limits. In addition, the retail sector is comprised of restaurants, health and fitness providers, service stations, and several shopping centers with junior box anchors. The bulk of the remaining businesses are professional offices of attorneys, dentists, real estate professionals, brokers, bankers, manufacturer representatives, etc. In 2015, MoDOT in partnership with the City of Ellisville, implemented part of the Great Streets Master Plan, an investment of over \$11 million. With this project, the city has seen a surge of new business, including numerous restaurants and many other types of businesses.

The city issued 675 business licenses during 2018, which is down from 685 in 2017. Many of our businesses, such as doctors, dentists, accountants, etc. are included in this number but are exempt by state law from paying municipal licensing fees.

The city's total assessed valuation for both real and personal property in 2018 was \$307,588,934, down from \$311,579,655 in 2017. A relatively stable business climate provides Ellisville with the public financial resources necessary to deliver a host of public services to both businesses and residents within the community. Such services include administration and governance, law enforcement, public works, parks and recreation, code enforcement and inspections, engineering, and solid waste and recycling services.

Goals and Objectives

The city's broad-range objectives include (i) improve city government's analytic capacity, (ii) increase residential demand, (iii) increase retail/commercial demand, and (iv) improve traffic flow. These goals were developed during the strategic planning process held in May of 2018. The objectives currently being pursued are based on discussion from the May 28, 2019, strategic planning session.

<u>Ellisville Goals</u>	
➤	Improve City Government's Analytic Capacity
➤	Increase Residential Demand
➤	Increase Retail/Commercial Demand
➤	Improve Traffic Flow





(i) **Improve City Government's Analytic Capacity**

More and better information would help the city's elected and appointed officials make more effective decisions on matters such as developer proposals, facility utilization and service delivery.

In 2018, the city established analytical financial benchmarks based upon 12-month sales tax totals. A 12-month running total of the 1% sales tax receipts provides an alternate way to compare sales tax revenues over time and avoid being overly impacted by one or two businesses being late filing a sales tax return. It provides a better trend analysis of the sales tax activity and the city's revenue trend.

Two charts containing 12-month average receipts are provided monthly. Due to the timing of receiving this information, it is provided separately from the monthly financial report. These reports are also loaded onto the laptop computer that is set up for Council meetings in case anyone would like to discuss the results at a meeting.

Other sales tax reports have been considered during the year, but none have made it into usage. They may be able to provide a one month example, but if they don't provide a reasonably useful report ongoing then it is questionable if they are truly accurate and valuable.

Moving forward, analytical considerations will include benchmarks based upon property size, business category, zoning for the area around the development, 12 month running totals and opportunities making this information useful.

Also, the city will establish non-financial analytical benchmarks. These benchmarks could include analysis of traffic flow based upon traffic volumes for business types, traffic flow based upon traffic capacities of roads in the city and improved quality of life opportunities based upon distance from Ellisville for similar opportunities.

(ii) **Increase Residential Demand**

There were several objectives identified as part of the 2018 strategic planning session in relation to housing demand, including, how the city can retain/attract more mid-life and retired persons, attract more young professionals, improve its housing stock and increase the number of high density residential developments.

The issues identified during the strategic planning process resonate with the findings of the Great Streets Master Plan as well as objectives identified in previous Long-Range Plans. The Great Streets Master Plan was adopted in 2011 and the city has been hard at work implementing many of its goals and objectives, many of which recommend that the city take pro-active measures to increase the variety of housing options within the city.

The competition among municipalities for residents continues to increase. As part of the Great Streets Master Plan, the existing housing stock was inventoried for all five participating municipalities which included Manchester, Winchester, Ballwin, Ellisville and Wildwood. It was identified that the housing market (nationally) would grow for modern high density residential and rental units and the city could not meet those demands with our current housing stock. For decades, the suburbs were the place to be nationwide, offering affordable new homes, good schools and crime rates that cities couldn't match. However, that trend is no longer the case. Younger people, empty nesters and retirees are looking for different housing options. Most homes in Ellisville aren't new enough or old enough to





catch the eye of a younger generation that is more mobile, marries and has children later, does not want to have to drive miles to shop or work, and often favors location over employment when deciding where to move. Additionally, mid-life households and retirees are looking for homes with modern amenities and less maintenance, in neighborhoods that support nearby shopping and dining uses.

The city's housing stock consists of 3,123 single family detached residential units and 1,081 multi-family residential units/retirement facility units. While the city has many benefits and other amenities to offer residents, the age of our housing stock and our limited housing options and density restrict our ability to attract new young professionals and empty nester residents. The city is interested in implementing strategies that will effectively counteract years of changing codes, styles and tastes to help balance the demand for various housing options. Specific strategies that have been implemented in 2018 include the following:

-Improve property maintenance. Staff has been more proactive in enforcing minimum property maintenance standards. They identify and cite property maintenance issues as part of occupancy inspections. Previously, code enforcement of property maintenance issues was done on a complaint basis. To be more proactive in enforcing minimum property maintenance standards, the Code Enforcement Officer has created a systematic approach to conducting inspections of all residential properties within Ellisville. By conducting regular inspections, we have been able to identify code violations and maintenance issues. Through the code enforcement process we can apply pressure for properties to be maintained and upgraded on a regular basis.

-Encourage home improvements/upgrades. Improve zoning and code enforcement regulations and encourage homeowners and developers to pursue the kinds of renovation and development projects that will make the housing stock more desirable. In addition to code enforcement, the city has investigated funding sources to help residents make improvements to their homes. As part of these efforts, the city can identify and target neighborhoods prime for revitalization. Staff can prepare a list of agencies offering funding sources for home improvements. The city could explore creating and funding its own housing improvement program. Through these home improvement programs, residents can be encouraged to conduct basic property maintenance improvements, as well improving amenities of existing homes, such as modernizing kitchen and bathrooms, adding bedrooms and bathrooms, and converting carports to garages.

-Annexation. Prior to submitting any annexation proposal, the city must have a current 5-Year Map Plan on file with the St. Louis County Boundary Commission. The city submitted a new 5-Year Map Plan in 2018. The Map Plan was deemed finalized on April 15, 2019, allowing the city to submit annexation proposals. It has been our policy to initiate annexations upon request from property owners. To date, the residents have not expressed interest in being annexed by Ellisville. If there is interest, a simplified boundary change is preferred and requires (1) a petition signed by 75% of the property owners in the area sought for annexation, or (2) a transfer of jurisdiction between the municipality and the County. Additionally, staff has had discussions with St. Louis County regarding transferring two portions of Reinke Road to the City of Ellisville in 2019.

-Identify housing demand imbalance. We need other styles of housing including villas (duplexes), townhouses and apartments to improve housing choice. The types of businesses that are opening up in the City, as well as our aging population who wish to 'age in place', will further heighten the need for higher density residential, multi-family residential and rental units. In order to meet this demand, the city will need to provide an environment which encourages and promotes this type of residential development within the city.





-Identify areas suitable for high density multi-family residential. Based on public input, the city should identify areas that are suitable for high density residential, multi-family residential and rental units. The Great Streets Master Plan identified that the city had more retail zoned property than the market could absorb in the next thirty years. Converting some of the commercial land to residential use will not only increase the value of remaining commercial land, but also represent great opportunities for new multi-family residential and rental homes.

-Encourage higher density residential in areas identified. The City Council may need to balance their constituents' perceptions about higher residential density and rental units with the city's future housing needs.

-Encourage mixed use developments in areas identified. Develop public/private partnerships, where necessary, to facilitate new mixed use developments. Update codes when necessary.

-Comprehensive Plan Update. Review the Comprehensive Plan to ensure that it promotes the type of housing projects the city needs. Consider needed amendments. Use the comprehensive plan update process to build support for our efforts.

(iii) Increase Retail/Commercial Demand

Attracting new businesses and developing vacant properties has been a priority for the city. As staff and Council Members navigated through the recent strategic planning session, it was unmistakable that this goal is to be met with urgency. The competition among west county municipalities to attract and retain retail and commercial enterprises has become more acute. Although the city has numerous businesses and continues to see growth, a proactive approach to attracting and retaining business is a priority for the city.

To that end, staff has started attending the Chamber of Commerce monthly meetings on a regular basis. Additionally, the Economic Development Commission (EDC) is meeting on a regular basis; every quarter on the first Tuesday of the month (February, May, August and November). The EDC has implemented free training programs for our businesses. Three programs were selected for 2019:

- Government Contracting
- Access to Capital
- Emerging Leaders

To help foster a positive relationship with the business community, the EDC decided to move forward with developing a recognition/awards program for our businesses. It was discussed that the inaugural year would feature five (5) award categories with a big presentation event in the fall. It was decided the event would be an evening event with appetizers and beverages. The EDC decided on the following categories:

- Project of the Year
- Community Spirit/Support
- Beautification
- Ellisville Business of the Year
- People's Choice

The EDC decided to move forward with designing door clings with the slogan, Shop, Live, Dine. The decal will also note the number of decades a business has been operating.





Additional ways the city will create awareness and positive image among the development community is by continuing to attend monthly meetings within the development community and with economic development organizations like St. Louis Economic Development Partnership. Elected officials will attend when available and appropriate.

Because the City Council understands the value of building relationships with business partners, they sent the Mayor and City Manager to the International Council of Shopping Centers (ICSC) RECon conference in 2016, 2017 and 2019. In 2018, the Assistant City Manager and the Mayor attended. There were 36,000 attendees and over 1,000 exhibitors. RECon is the global convention for the shopping center industry and provides networking, deal making and educational opportunities for professionals from around the world.

It is an excellent opportunity to meet retailers to discuss new or existing leases in city centers, view the latest industry products and services that are critical to business, and attend educational sessions.

Moving forward, city staff will foster more communication with local business owners and managers in an effort to become more aware of business concerns. We could utilize enhanced analytical capacity (e.g. leakage reports, demographic data, retail market analysis) to assist local businesses.

In an environment of limited resources, Ellisville must play an active role in shaping its economic future. Because of this reality, staff is implementing an economic development approach that emphasizes the retention and expansion of existing businesses, while also spending more time on new business attraction. Retention efforts, especially, focus on customer service fundamentals, and emphasize a dedication to maintaining strong relationships with our business community.

Some notable businesses that have opened (or will be opening shortly) since the city began its economic development initiatives include: Children's Learning Adventure, Michael's, Party City, Lukas Wine & Spirits, Ace Hardware, Jimmy John's, Lion's Choice, Walnut Grill, QT, AT&T, Raising Cane's, Chick-fil-A, Neighbors Credit Union, Arby's, Martian Car Wash, Fountains of West County's 69-unit expansion, expansion at Gambrill Gardens, Orangetheory Fitness, Pro-Tech Collision, MOD Pizza, Popeye's Louisiana Kitchen, St. Louis Tile Company, NAPA Auto Parts, Tuesday Morning, Petco, Aldi, Burger King, Taco Bell, convenience store/car wash/restaurant/self-storage, and Resort Lifestyle Communities (the Assisted Living Center at Clarkson and Manchester).

In 2019, staff will explore options for developing a marketing plan by either contracting with a marketing agency specializing in municipal economic development or hiring a part-time staff member.

(iv) Improve Traffic Flow

City staff needs to determine what can be done to improve access (automobile, pedestrian, bicycle) among various segments to the city and possible ways to accelerate traffic flow among major roads, especially Clarkson and Manchester.

The Manual on Uniform Traffic Control Devices (MUTCD) defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public travel. The MUTCD is published by the Federal Highway Administration (FHWA). In addition to the MUTCD, the city has goals and objectives detailed in the city's comprehensive plan and Great Streets Initiative. Cross access, improved signal timing, extension of stub streets and pedestrian circulation are some of the traffic strategies listed in the



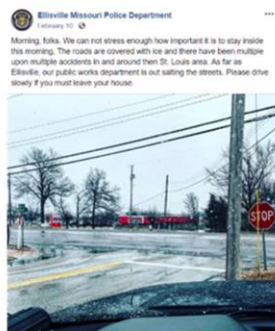


plans. Each new development is reviewed for traffic impacts to the area. Recommendations for improving circulation is an on-going process. A project that is in the design phase and will be constructed later this year is a dedicated right-turn lane on Clarkson Pines Lane at Manchester Road.

To date the Police Department has purchased a department drone and identified and trained four department operators in the use of this drone. Once fully trained, the drone will be used to augment our social media and education postings relative to our main corridor traffic safety as well as alerting the public to issues and alternate routes.

In addition to the drone program, the police department has embarked in a communication and education program to post social media messages on safe driving, issues with the roadways and traffic awareness to our commuting public. This will continue in earnest, informing the public as quickly as possible about issues, as well as sharing information on the safest driving techniques and alerting the public that we will be enforcing traffic laws throughout our community. Listed below are just a few of the many posts and shares that we have conducted directly related to traffic issues, enforcement and educating the public on our concerted efforts to reduce traffic crashes and save lives.

Finally, the Chief of Police has met with and entered into cooperative agreements with the Ballwin and Manchester Police Departments to do cooperative policing and education programs along the Manchester corridor. Once all terms are worked through, the three agencies will do concerted education and enforcement projects together, thus hoping to improve traffic and reduce accidents along the entire Manchester corridor.



The following information is pertinent to the increased enforcement, specifically along the Manchester Corridor.

Ticket and Warning Production YTD for 2019 is 1,086 compared to 486 for the same period last year. This represents a 123% increase in traffic stops and action. Many of the stops were warnings, which reinforces the need for traffic safety, instills in the motoring public the sense of necessity to drive more safely, while using warnings as a benevolent gesture of support for their improved driving





methods. While the massive increase in enforcement will plateau and eventually subside, the attention to the issues will continue to be a major priority with the police department.

Possibly correlated to the significant increase in productivity for the corridor, traffic crashes on Manchester road have decreased by 13%. Numerically less significant, the number of crashes for 2019 to date have been 26 while this same time last year there were 30. Serious injury crashes are also down by one; seven (7) for 2018 versus six (6) for 2019, or a 14% reduction. Again these results are not empirical proof of the traffic enforcement direct correlation, however overall crashes are trending in the right direction. (Due to a very small statistical sampling, it is difficult to correlate cause for increase or reduction in the number of traffic crashes.)

Staff also has been working with MoDOT to optimize signal timing on Clarkson and Manchester. This process is on-going. As you know, we worked with MoDOT to improve the signal timing at Old State Road and Manchester Road after the construction of the Amber Trails subdivision on Hutchinson Road. MoDOT was also able to improve the signal timing for westbound motorists on Clayton Road turning south on Clarkson Road. Most recently, MoDOT eliminated the u-turn at Ruck Road and adjusted the signal timing.

Historical Goals

Preserving Current Levels of City Services

Preserving the levels of city service entails the maintenance of human, capital, equipment, and financial resources necessary to perform at nothing less than existing standards. As an important city priority, funds should continue to be appropriated to allow for the purchase of needed equipment and materials, sufficient compensation levels for employees, and the replacement of older equipment with new equipment to assure that quality service is maintained.

The city has consistently allocated its resources to meet this objective. For instance, adequate funds are planned and appropriated each year for equipment and material needs for each department. Included are construction materials, uniforms, tools, radios, police weapons, supplies, and general equipment; all of which allow departments to serve the community on a daily basis without hindrance.

Second, compensation levels are re-examined every year and the Pay Classification Plan or salary ranges are reviewed at a minimum of every three years to ensure that employees are justly compensated in accordance with their respective talents and abilities, and to take into account prevailing employment market conditions.

Third, amortization schedules have been established for all city vehicles and major rolling stock to ensure prompt replacement at such time as is necessary. By replacing equipment on a fixed schedule, the city is assured that necessary equipment will be available for departments and employees on a daily basis, and in proper working condition to provide uninterrupted service to the community. It is recommended that these policies and practices be continued for the express purpose of fulfilling this first objective.

Addressing Capital Improvement Needs and Infrastructure Expansion

In recent years, the city has undertaken dramatic measures to preserve its existing infrastructure, expand inadequate infrastructure, and install new infrastructure. In 1992 the City Council authorized the sale of \$3.9 million in general obligation bonds to be repaid over a ten (10) year period. All bond





projects were complete by year-end 1996, discounting minor restoration work that was completed in early 1997, effectively ending the bond program. From a debt service standpoint, the city has since retired this bond series, even retiring it one year early. The city proceeded to market again at the end of 2003 to secure partial financing for the new park administration building and public works facility. The city did another bond issue to construct the aquatic facility in Bluebird Park in 2008.

In November 1995 the City Council picked up where the 1992 bond program left off by successfully placing before the voters a 1/2 % sales tax for stormwater improvements. As a result, as bond projects were coming to a close in 1996, stormwater projects were just beginning, creating a continued push for infrastructure enhancement, which began in 1993 and continues today. Based on the results of the pavement and infrastructure study completed in January 2014, another plan for improvements was developed to be funded by the 1/2 % sales tax.

As part of St. Louis County, the city is not responsible for a number of general infrastructure issues that characterize many communities outside this particular County. Many public services are governed by distinct political subdivisions, service districts, or private utilities (the latter falling under the supervision of the Missouri Public Service Commission). Included are the Metropolitan St. Louis Sewer District (MSD), Missouri-American Water Company, Spire, AmerenUE, and the Metro West Fire Protection District. In addition, State and County highways within Ellisville are not and cannot be maintained by the city, a fact which is both positive and negative. From a positive standpoint, financial resources would be inadequate to maintain the State and County road system in Ellisville (in fact, residents and businesses pay State and County taxes for this purpose, among others). From a negative standpoint, the city lacks the decision-making authority of that of the State and County since the road systems are maintained by those jurisdictions.

Infrastructure as defined in Ellisville is limited to the maintenance of city streets, sidewalks, parks, and facilities, municipal rights-of-way, stormwater systems, and to a lesser extent, creeks. While the responsibility for maintaining stormwater infrastructure technically resides with MSD, the City of Ellisville, like many other communities, has taken initiative to resolve its numerous stormwater problems. With MSD's lack of adequate funds to address stormwater problems, the city has taken it upon itself to resolve such problems (1/2 % sales tax), preferring to take matters into its own hands rather than wait until MSD identifies and implements a revenue source appropriate for addressing the city's pressing problems.

Like the bond projects, the stormwater projects are designed to upgrade stormwater infrastructure throughout the city where it presently exists, and install such facilities where they do not exist. As a positive consequence, many old asphalt streets without adequate stormwater infrastructure facilities have been excavated in their entirety, with underground piping installed, along with catch basins, the addition of concrete curbs and gutters, and new asphalt pavements. In short, the Stormwater Improvement Program has indirectly allowed the city to replace entire streets for stormwater purposes, with the added advantage of new quality driving surfaces.

Aside from major capital projects, the city plans and appropriates funds each year for concrete street repairs, sidewalk repairs, emergency stormwater repairs, improvements to fill voids beneath streets and preserve integrity, crack sealing, and street overlays.

The Five Year Capital Plan includes this needed amount in order to adequately address needed street repairs. The City Council has been supportive of continuing this level of funding to ensure streets are in optimal condition.





In 2013, staff utilized consultant services to complement the staff's infrastructure survey, thus moving to the next logical step of developing a new Street Management System. This system allows elected officials and staff to develop a long-range capital plan and determine related funding needs. The plan allows staff to develop a short-term maintenance schedule and maintain an accurate inventory of our community's infrastructure. This expanded survey furthers our goal of integrating GIS into the management system.

Increasing Levels of Customer Service

The city has undertaken a concerted effort to increase the level of customer service provided to area residents and businesses. While overall citizens have provided positive feedback about their experiences with Ellisville customer service, the staff continues to strive to provide the best customer service possible. As a part of that goal, the city has undertaken several efforts to continue to provide excellent customer service.

In 2016, we initiated sending letters to new business owners and residents each month. It is a great way to welcome them to the community, and I believe it has been well received.

Another area in which the city has tried to improve customer service is under the realm of public information, transparency and accessibility. Staff's dedication to these goals is evidenced by the creation of an IS Manager position, dedicated almost exclusively to these service areas. Of the highest priority is continued improvement of the city's website (which was updated in 2019) that enables two-way communication with our residents and businesses; it provides our audience with up-to-date information, as well as providing city staff and Council the opportunity to be more responsive. Information updates include city services, public meetings, the City Council, job announcements, city directories, community events, and other related information. The updated website also contains e-government services such as 1) email updates of City Council meeting agendas and minutes, Planning & Zoning meeting agendas and minutes, the city newsletter, and 2) service request/comment forms.

The city continues to place an emphasis on customer service when implementing all city services. For example, in addition to providing brush pickup in both the fall and spring, and conducting the leaf pickup program in the fall, the city has added special brush pickups in the event of serious storm damage to residents' properties, which is universally appreciated. In addition, Christmas trees are removed by the city at curbside following the winter holiday. New in 2014, the city also added loading of mulch for residents and businesses. Other services are considered based on the response to customer requests.

Enhance Municipal Facilities

Enhancement and expansion of municipal facilities has been on the city's long-term agenda for quite some time. Recent years have brought some additional focus to these items.

Completion of the \$1.23 million Park Administration building occurred in 2004, and it has experienced wide use.

The city constructed its new Public Works facility in early 2008. The facility includes an enclosed salt dome, an equipment storage building, material storage areas, a maintenance garage with specialized shop areas, etc. Late in 2003, the city completed a bond issue transaction in the amount of \$3.5 million to assist in financing elements of the Parks facility and the \$4.3 million Public Works facility.





The city completed the new EDGE Aquatic Center of Ellisville in 2008. The facility opened in 2009 and includes a zero depth entry leisure pool, lap pool, children’s pool and splash pad, water slides, a new bathhouse, and concession area as well as a new playground and restroom facility in Bluebird Park.

The City Hall Council Chamber was renovated in 2016 to improve accessibility and safety. Included in the improvements were audio and visual enhancements.

Improvements to the Police and Court building occurred in 2017 to accommodate new regulations as a result of the events in the City of Ferguson.

The city developed a schematic design for a new city hall in 2018. The consultant took into consideration existing conditions, code research and interpretation, space analysis, site assessment and building concept development options. At the conclusion of the process, the city received departmental needs, sizes, adjacencies, schedule, concept schematics for a single story building, interior and exterior renderings of a selected concept and a cost opinion. This information will help determine the future development of construction documents for a new city hall.

Five Year Capital Improvement Program

The city is in a comparatively healthy financial position generally. Capital expenditure totals over the next five (5) years are shown in the table below, and are categorized appropriately.

The program serves as a planning tool for expenditures on large capital projects and equipment as they relate to the city’s long-range 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.

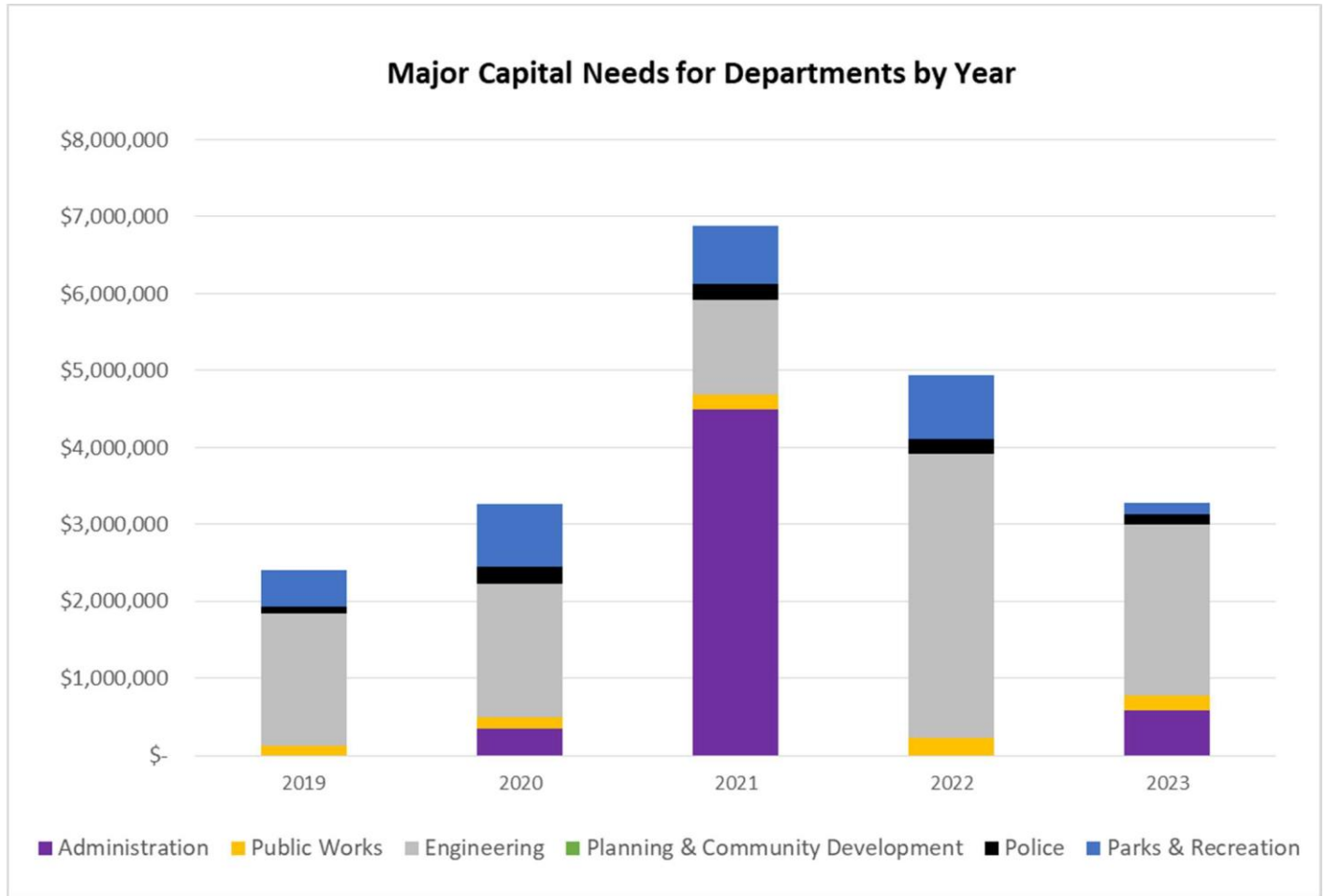
In addition to building/facility construction, the capital improvement program expenditures are used for the following:

Year	Administration	Public Works	Engineering	Planning & Community Development	Police	Parks & Recreation	Grand Total
2019	\$ -	\$ 125,730	\$ 1,709,700	\$ -	\$ 94,703	\$ 468,000	\$ 2,398,133
2020	\$ 350,000	\$ 140,730	\$ 1,733,700	\$ 27,000	\$ 218,288	\$ 827,000	\$ 3,296,718
2021	\$ 4,500,000	\$ 183,730	\$ 1,238,500	\$ -	\$ 203,643	\$ 750,000	\$ 6,875,873
2022	\$ -	\$ 229,730	\$ 3,683,000	\$ -	\$ 190,523	\$ 830,000	\$ 4,933,253
2023	\$ 580,000	\$ 199,730	\$ 2,215,400	\$ -	\$ 141,121	\$ 150,000	\$ 3,286,251
Total	\$ 5,430,000	\$ 879,650	\$10,580,300	\$ 27,000	\$ 848,278	\$ 3,025,000	\$20,790,228

Infrastructure involves concrete street repairs, sidewalk repairs, general maintenance, street overlays, and crack sealing.

Equipment includes the citywide replacement of vehicles and heavy equipment. Dump trucks have a life cycle of ten (10) years, work trucks seven (7) years, and police cars five (5) years. Naturally, a well- functioning vehicle that is due for replacement is instead retained, thereby conserving city funds. Through the budget process the City Council appropriates the necessary funds annually.





Stormwater: The 1/2 % Stormwater Improvement Program. In addition to the aggressive ongoing program, \$50,000 of 1/2 % money was set aside in 2019 and appropriated for emergency stormwater repairs. This money allows the city to (i) remedy a host of minor stormwater problems, and (ii) supplement possible cost overruns in the current year. Without this \$50,000 appropriation, the city could not afford to repair minor flooding and other problems, which are reported from time to time. It is recommended that this appropriation be continued each year, as it provides an invaluable service to many residents.

The five-year stormwater project schedule is shown to the right. The dates provided represent the year in which the project is to be completed. Planning and engineering of

Stormwater Schedule

Year	Project	Amount
2019	Carmel Woods (OL) (phase II)	\$ 420,000
	Klamberg Ln. (overlay)	\$ 40,700
2020	Bentshire Ct., Field, Oak Hill, W. Oak Hill, Field Ave., Town Dr. (overlay)	\$ 569,700
	East Meadow (Manchester to Tulip)	\$ 330,000
2021	East Meadow (Tulip to Carole)	
	Parkview	
	Barbara Ann (east of Reinke)	\$ 671,000
2022	Surrey Meadows	
	Salem Way	
	Wesridge Parc	
2023	Pierside	\$ 720,000





the projects start more than a year before, and some projects currently underway have been moved ahead in the schedule to be aggressively completed faster than originally scheduled.

Residential and Commercial Development

The Comprehensive Plan serves as a map or guide for land use planning, identifying future locations for each type of general land use in Ellisville. Formulation of the city's Comprehensive Plan greatly aids in designating allowable future land uses. While the Comprehensive Plan and its amendments are approved by the Planning and Zoning Commission, the Zoning Ordinance and its revisions are acted upon and approved by the City Council, typically following a recommendation by the Planning and Zoning Commission. It is important to note that the Land Use Plan found within the Comprehensive Plan offers recommendations as to appropriate types of uses and the intensity or density of development on properties throughout the city. However, it is the City Council's responsibility to consider all site-specific and development-specific factors prior to approving any development petition.

The City should attempt to make land use decisions which are consistent with the recommendations found within the Comprehensive Plan. However, the City Council is entrusted to consider many other factors prior to determining whether a specific development is appropriate for a specific site. Therefore, petitions consistent with the Comprehensive Plan should be acted upon as the City Council sees fit, within, of course, the legal framework of federal, state and municipal law.

In 2008, the economy took a downward turn, and the city took advantage of the slow-down in development applications by initiating and completing several planning efforts:

- The city developed and adopted an Economic Development Strategic Implementation Plan. The Plan identified five (5) areas with potential for redevelopment and recommended incentives, like CID to help spur development.
- The city also collaborated with Ballwin, Wildwood, Manchester, Winchester and the West County Chamber of Commerce to evaluate the Manchester Corridor and develop a master plan for the corridor including implementation strategies. The Great Streets Master Plan was adopted by the City of Ellisville in 2011.
- The city developed and adopted a Bikeable Walkable Community Plan, also in 2011, which inventoried existing city trails and parks. The plan also identified potential trail connections which could expand connectivity for users.

With the benefits of a recently adopted plan, Ellisville embarked on an implementation phase:

- The city initiated implementation of the Bikeable Walkable Plan with the installation of a pedestrian activated crossing signal, in both directions, near Ridge Meadows Elementary School.
- The city was awarded \$5 million in 2014 by MoDOT to be spent on enhancement projects including landscaped medians, decorative street lights, illuminated street signs, address bollards, way-finding signage and a multi-use trail in Ellisville.
- The city has made several changes to the Land Use regulations as part of implementing the adopted plans. The changes have been focused on facilitating new business, expediting various approval processes and helping new businesses promote themselves by unencumbering the Sign Code.
 - The city has adopted approximately thirty two (32) text amendments to the land use regulations since 2015. Four (4) city-initiated text amendments pertaining to the Land Use Code were adopted in 2015, four (4) in 2016, fourteen (14) have been adopted in 2017, nine (9) in 2018 and one (1), so far in 2019.
 - Several of these text amendments added 'uses' to the commercial and industrial





- zoning districts; 'uses', which were previously not allowed in these districts.
- o Additionally, various uses were changed from 'conditional' to 'permitted' by right. This facilitated the opening of many new businesses by expediting the approval process.
 - o Other significant text amendments include lessening the restrictions pertaining to signage, such as eliminating the fee and permit requirement for temporary signage. Staff believes, that as a direct result of the text amendments (pertaining to the Sign Code), many businesses have increased the amount of promotions and special events offered, especially our small businesses.

The City initiated changes to the land use regulations have resulted in various new commercial and residential developments, including:

- New Aldi grocery store
- Significant improvements to all the Bommarito dealerships, as well as the Beuckman dealership
- New car dealership selling pre-owned luxury cars
- Façade renovations for Ellisville Plaza, Ellisville Square, Ellisville Marketplace, Maple Tree, and Bradford Hills
- New child day care uses
- New dog day care and grooming uses
- Two (2) new CIDs
- Various new temporary food vendors setting up shop on previously empty or under-utilized parking lots
- Four (4) new residential subdivisions
- One (1) new apartment complex
- One (1) new retirement facility
- A significant expansion (two new buildings) to an existing retirement facility

As the economy continues to improve, the city finds itself in a desirable position with updated and relevant plans. The adopted plans lay out the City's vision for future development and redevelopment. An update to the city's adopted Comprehensive Plan was discussed at a strategic planning session. However, the City Council elected to defer the update. With the recent upturn in the economy and the city's current business boom, it seems counter-productive to signal that we are re-evaluating our vision for the future.

Other efforts include business retention and expansion programs. The Ellisville Economic Development Commission has launched various new programs this year:

- Developing a Sidewalk Luminaire Program to incentivize property owners to install the sidewalk luminaires along the street frontage. The program would allow owners to install signage for their business in the form of small banners on the sidewalk luminaires.
- Offering training programs for the business community. Various potential programs were discussed. The EDC decided to move forward with coordinating three programs for 2019:
 - o Government Contracting: The first program was held on Wednesday, March 27.
 - o Access to Capital: The program was held on Wednesday, April 17.
 - o Emerging Leaders: A program will be held in the fall.
- The Commission discussed ways to focus more on business retention, develop feelings of community and continue dialogue with our businesses. A survey was conducted and the response was approximately 10%-15%. In general respondents felt positive towards the city, but believed the sign code was restrictive.
- The Commission moved forward with a Door Decals program for Ellisville businesses using our new slogan, Live, Shop, Dine. The decals will include the number of years in business in Ellisville.





- The Commission will also launch a recognition/awards program for our businesses. It was discussed that the inaugural year would feature five (5) award categories with a big presentation event in the fall. It was decided the event would be an evening event with appetizers and beverages.

Land Use Issues in General

While the City Council must have legally defensible reasons for denying a petition for rezoning or development, many residents are unaware of the complexities involved in the city's requirement in the deliberation process to adhere to land use laws, court case rulings, and concerns regarding takings.

Many residents feel that a strong voice from the community opposing a particular private development is sufficient to gain a favorable vote from their elected officials. Unfortunately, the Mayor and City Council do not have the degree of discretion in zoning matters which most residents attribute to them, and the City Council must vote consistently with prevailing land use laws, which occasionally conflict with the wishes of the residents. In considering a controversial petition where the city's zoning ordinances have been fully met, the City Council has two choices: (i) deny the petition, defend the impending lawsuit (which is often indefensible if all zoning codes have been met), have the development ultimately forced upon the community through a court order and not on the city's terms, and pay punitive damages and loss of income to the property owner for violating individual property rights, or (ii) avoid legal action and approve a development where all zoning criteria are met, thereby incurring negative feelings among residents who were opposed to the project. Council Members are faced with the dual, yet sometimes impossible roles of representing their constituents and protecting the city as a whole, while honoring the laws of Missouri, the U.S. government, and constitutional provisions. These roles can obviously come into conflict.

In 2008, the economy took a downward turn, and the city took advantage of the slow-down in development applications by initiating and completing several planning efforts. The city developed and adopted an Economic Development Strategic Implementation Plan. The Plan identified five (5) areas with potential for redevelopment. The city also collaborated with Ballwin, Wildwood, Manchester, Winchester and the West County Chamber of Commerce to submit an application to the Great Streets Initiative Program, which was first awarded in 2009. The award included funds for a consultant to evaluate the Manchester Corridor, facilitate public input and develop a master plan for the corridor including implementation strategies. The Great Streets Master Plan has been adopted by the City of Ellisville. Additionally, the city developed and adopted a Bikeable Walkable Community Plan which inventoried existing city trails and parks. The plan also identified potential trail connections which could expand connectivity for users.

The city initiated implementation of the Bikeable Walkable Plan in 2010 with the installation of a pedestrian activated crossing signal, in both directions, near Ridge Meadows Elementary School. The city was awarded \$5 million in 2014 by MoDOT to be spent on enhancement projects including landscaped medians,

decorative street lights, illuminated street signs, address bollards, way-finding signage and a multi-use trail in Ellisville. Also, in 2014 the city adopted an ordinance authorizing the creation of a Community Improvement District (CID) to help facilitate the redevelopment of the former Best Buy shopping center. In 2018, the city approved a CID to help facilitate the redevelopment of the former Ellisville Baptist Church. The creation of the CIDs is part of the recommendations found in the city's Economic Development Strategic Implementation Plan. As the economy continues to improve, the city finds





itself in a desirable position with all its plans recently updated and adopted. The adopted plans lay out the city's vision for future development and redevelopment.

The aforementioned plans are available on the city's website and serve as an invitation to the development community by outlining the types of uses and preferred locations the city wishes to promote. Staff continues to work towards implementing various recommendations found in the existing plans.

The city budgets funds for members of the Planning and Zoning Commission to participate in the Chancellor's Certificate Program in Planning and Zoning, and several members have attended the training in the past. The program is made available through the American Planning Association and the University of Missouri, Saint Louis Campus. The program consists of twelve (12) modules dealing with basic and current planning topics.

The code enforcement officer position is designed to actively identify and mitigate property maintenance issues and sign code violations. Staff has experienced an increase in resident calls which may be attributed to staff's diligent follow-up of all resident calls, complaints and concerns. In the last few years, the Code Enforcement Officer has shifted the position to increase face-time with residents and businesses. Scheduling a face-to-face meeting with residents and businesses to discuss property maintenance issues is part of the department's toolbox and is effectively used on a case-by-case basis to abate violations and help build relationships with the community.

Traffic Safety, Security and Law Enforcement

The Ellisville Police Department has continued to improve and become a recognized leader in the St. Louis area. Provision of professional, responsive police services is, and will continue to be, the priority for the agency. The agency continues to seek community response and input into the management and successful provision of police services. With this in mind the agency has an approach of openness, transparency and full community service, with many hallmarks of this success. The future of the Ellisville Police Department is a bright one for years to come.

Twenty Four (24) full-time officers, to include one canine officer and two full time detectives, currently serve the citizens of Ellisville. The administrative staff is comprised of the chief, two captains, and one sergeant who are administratively assisted by two police clerks, one of which is full-time and one is part-time. One Captain serves as the assistant Chief and has command responsibility for the patrol division, traffic, canine and the detective bureau. The other Captain serves as the administrative commander for the agency working on budgeting, grants, computer services and accreditation. There are four (4) lieutenants and four (4) corporals who supervise four squads with the corporals acting as the supervisor in the lieutenants' absence. Six (6) officers are certified police cyclists for regular patrol in neighborhoods, park trails, and at special events when weather and man power permits. Additionally, there is a two officer Community Policing Unit (CPU) assigned to address both residential and community problems. They spend much of their time in the schools and parks for extra police services, and are available to service the community.

In 2018, a Police VIP program and an additional Reserve Police Officer were brought on board to the agency. The VIP program consists of nine (9) residents who spend their time conducting walk through visits of our local nursing home and elder care facilities, conducting speed zone compliance checks and supporting our police department's efforts in improving our community policing throughout the City of Ellisville. The Reserve Program consists of commissioned police officers who volunteer their time to augment staffing at special events and to meet specific needs for support.





Going forward it is the long-range goal of the Police Department to add several more reserve police officers, to enhance the provision of services. For 2019, the goal is to add two (2) reserve officers, and for 2020, an additional two (2) bringing the Ellisville Police Reserve force to six (6) sworn volunteer police officers.

Due to personnel changes and the necessary commitment to achieve accreditation, the department did not achieve accreditation in 2018, however the onsite inspection and expectation of full accreditation is scheduled for July of 2019, with an award expected in the fall of 2019. This important process serves as verification that the Ellisville Police Department is abiding by law enforcement best practices and strives to provide the best possible policing for its citizens.

Another segment of the long-range plan is traffic safety. As always, the primary purpose of traffic enforcement is to reduce accidents and injuries, save lives, and facilitate the safe and efficient movement of vehicular and pedestrian traffic throughout the city. Traffic problems, including congestion, aggressive drivers, and speeding through neighborhoods are a constant concern for the residents of Ellisville and the Police Department. Going forward, EPD has a multi-pronged approach to addressing the traffic issues facing the thoroughfares in Ellisville. The agency has embarked upon an innovative approach to identifying traffic concerns, through a coordinated communications effort including area police agencies and a spirited social media information campaign. Working with agencies along the Manchester and Clarkson corridor, EPD will push out all calls for traffic incidents with an impact along both corridors. Those partner agencies will do the same thing, thus providing real time information to travelers along those roadways, thus allowing for alternate travel routes and alleviating traffic congestion and wait time due to crashes or road blockages. Additionally, enforcement of traffic laws and a focused effort on high volume locations with the goal of reducing traffic crashes will be a priority for the agency in the years to come. Finally, the EDP will continue to pursue traffic grants and technology to improve the ability of our agency to provide safe roadways throughout our community. Some of these grants include Driving While Intoxicated, Seat Belt Enforcement, Traffic Education and Speed Enforcement grants.

Recognizing that as police departments evolve and the number of citizen contacts increase, it is readily apparent that officers are frequently called to incidents involving persons who are in crisis and may suffer from mental illness. The Crisis Intervention Training (CIT) program was developed to effectively, compassionately, and safely deal with persons experiencing a mental health crisis. At this time, all of the Ellisville Police Department Officers, from the Chief down, are trained and certified as CIT officers. The benefits of the Crisis Intervention Team include greater efficiency in obtaining care for persons involved in a mental health crisis, significant decrease in injuries, death, community dissent, reduction of repeat offenders and arrests by diverting individuals with a mental illness to the proper mental health or other appropriate facility. By increasing officer skills and on-the-scene expertise in crises, citizen and officer safety is enhanced. (The Police Department currently utilizes the St. Louis County Mental Health Court for referrals of arrestees who are not deemed appropriate for criminal court.)

The Ellisville Police Department has taken a lead role in several areas to enhance not only Ellisville citizens but the overall community as a whole. Part of this is the concerted effort to train our officers in response to active shooter and coordinated efforts within our schools, churches and medical facilities. The agency has embarked upon a multi-pronged approach with education for the community members through active

shooter training, coordination with the fire district on cooperative mission training and training for our individual officers who may be called to respond to an active shooter. To date the agency has held a





Church Group Summit, a Senior Housing Summit in conjunction with the fire district, and worked with the Rockwood School District in improving their active shooter protocols.

School education programs are an important part of what the Police Department does. In addition to the increased presence because of the newly formed CPU positions, active shooter and violence prevention programs are taught in all Ellisville schools. The Police Department continues to utilize the D.A.R.E (Drug Awareness Resistance Education) program in public and private schools as an effective tool in educating our youth on the dangers of drug use, and this program will remain a constant in the Police Department's long-range plan. Additionally, the long-range plan will incorporate efforts to stem the drug use/activity within the city limits while providing additional training for all officers so he/she will be able to identify problem areas and readily recognize those who are involved in illegal drug activity, sales and use.

The Ellisville Police Department is positioning itself as a leader in local law enforcement with exposure in every facet of policing in the St. Louis region. The Chief of Police holds seats on the boards of the Major Case Squad of Greater St. Louis, The FBI National Academy Associates, the St. Louis County and Municipal Police Academy, The Medal of Valor Board, and several Emergency Management Response organizations. In addition to those positions, officers of the Ellisville Police Department have been detached to training opportunities that enhance their abilities to recognize and respond to various criminal activity to include working with the Drug Enforcement Administration (DEA), St. Louis County Drug Task Force, the FBI Computer Crimes Task Force and the US Marshal's Fugitive Apprehension Team. Going forward members of the Police Department will begin assignments as investigators with the St. Louis Area Major Case Squad, which responds to assist agencies with homicide investigations.

The Police Department in partnership with the DEA and the Rockwood Drug Free Coalition, sponsor several "prescription drug take back" events yearly. This allows citizens to dispose of unwanted prescription and over-the-counter drugs, keeping them out of the hands of teens and our water system. The DEA has once again received funding for the "drug take back" events and this program will continue until further notice.

A continued and important objective for the Ellisville Police Department is a holistic communications plan that allows for transparency within the agency, active dialogue with the community and its leaders, as well as a robust social media platform to call attention to ongoing policing efforts conducted by our officers. Continued development of communications methods and improvement in this area will be ongoing. As of now the agency has a footprint on several social media platforms including Facebook, Twitter and Instagram as well as a robust new website. Going forward the agency will continue to strive to be at the forefront of every communications modality to allow for the citizens of Ellisville to be among the best informed and most engaged in the everyday workings of their police department.

In conclusion, the Ellisville Police Department's Long-Range Plan remains a community based, responsive plan that captures the efforts of our first class professional police agency and the needs of the citizens whom we serve. The agency will continue to be a leader in all aspects of policing for the long-term and exceed service expectations for an agency of our size.

Parks and Recreation

At present the city maintains more than 208 acres of park land. Of that, 67 acres is the Klamberg Conservation Area which is Missouri Department of Conservation land that is leased to the City of Ellisville through an ongoing partnership. The city has 13 parks and trail properties. Of these, two





are undeveloped areas and include Robin and Red Tail Hawk Parks. The developed parks and trails are Bluebird, Bobwhite, Cardinal, Hummingbird, Mockingbird, Owl Hollow, Quailwoods, Whippoorwill, Woodpecker, Wren and Meadowlark. The parks include over four (4) miles of paved trails, a nature trail, many wooded areas, five (5) playgrounds, three (3) shelters, three (3) multi-purpose courts, three (3) tennis courts, two (2) ball fields, disc golf course, amphitheater, dog park, community garden, several picnic areas, The EDGE Aquatic Center and the Park Administration building.

Park land and recreation facilities take a significant amount of resources to maintain. The city code allows the city to accept cash payments in lieu of park dedications from residential developers. These funds allow the city to save money for park maintenance, yet the opportunity cost has been the omission of additional pocket parks to serve newer subdivisions. As future residential development opportunities decrease, alternative revenue sources should be explored to secure adequate funding for the ongoing maintenance and improvement of park facilities. In 2006, Ellisville residents passed a ¼ % sales tax dedicated to parks. The revenue generated paid back the pool bond and any remaining funds will support capital improvements and other park-related expenses.

In 2017, the city completed a Parks and Recreation Master Plan with Planning Design Studios (PDS) to guide the city for the next ten years of parks and recreation improvements. This process included community meetings and a survey on the city website to gather input from Ellisville residents, city officials and staff. PDS also did an assessment of the current facilities and gave recommendations for changes and improvements.

Continued renovation of park trails and improved bicycle and pedestrian connections throughout the city is included in the Ellisville Walkable Bikeable Plan that is part of the City Comprehensive Plan. This plan was prepared by Trailnet in conjunction with Ellisville residents, city staff and the Mayor and City Council. In recent years, Mockingbird, Cardinal, Wren, Owl Hollow and Quailwoods Trails have been overlaid. The next on the list for improvement is Hummingbird Trail.

The renovation of the neighborhood park playgrounds should be a priority with the replacement of the current wood fiber surface with a more safe, low maintenance rubberized safety surface and new play features. In 2016, Owl Hollow Park was renovated with a new playground, rubberized safety surfacing and a complete overlay of the trail running through the park. In 2018, a plan was completed with PDS to renovate Meadowlark Park. The plan was used to apply for a St. Louis County Municipal Park Grant to fund the renovation. The grant was received and the park renovations are scheduled to take place in the summer/fall of 2019. The improvements include the removal and replacement of the playground and surfacing, new concrete walkways, overlay of the existing multi-purpose court, picnic area with shade structure and new landscaping. In 2016, the overlay of the parking areas and roadways in Bluebird Park began. This process should be completed over several years as funding is available.

In 2018 the EDGE pool was painted and the decks were sealed with color and a clear coat finish. As The EDGE Aquatic Center gets older there will be additional expenses each year to keep the facility in good condition and attractive and functional for patrons. The replacement of the splash pad valves was completed in 2019. A new splash pad surface and replacement of the lounge furniture are needed before the 2020 season.

The Mayor and City Council directed the Parks and Recreation Director to apply for a St. Louis County Municipal Park Planning Grant in 2019 to develop a plan to renovate the Bluebird Park Amphitheater. The grant was received and PDS has been gathering input from residents to determine what improvements Ellisville residents would like to see. This input is being gathered via an on-line survey





and at the park concert on Thursday, June 13. An additional public meeting will be held at the July City Council work session. At that time the Mayor and Council will determine if the city will apply for a St. Louis County Municipal Park Grant to renovate the Bluebird Park Amphitheater.

The Municipal Park Grant Commission has provided funding for six (6) park projects in the past 15 years including Oak Hill Trail, two phases of the Bluebird Park playground, two restrooms in Bluebird Park, a new playground in Owl Hollow Park and the renovation of Meadowlark Park in 2019. Plans are to apply for funding through the Municipal Park Grant Commission for future park projects, but additional funding will be needed to implement new projects and fund the renovation of park facilities as needed.

Ellisville is part of the Creative Communities Alliance and participates in the Sculpture on the Move program along with other communities in Missouri. The first sculpture was installed in Bluebird Park in front of the Park Administration Building in 2018 and will be in the park until May of 2020. In 2019, the city received another sculpture that will be in the park until May of 2021. The Parks and Recreation Department is also working with Council Member Reel on the recently formed Arts and History Council. One of the first projects of the Arts and History Council is the Behind the Lens Photography Contest and Exhibit that is scheduled to be on display the week of 4th of July.

Recreation programs and special events continue to be a focal point of the Parks and Recreation Department. Some of these programs include day camp, swim team, swim lessons, tennis, t-ball, painting, dance, soccer, fitness and special events such as Bluebird Park Concerts, Independence Day Celebration, Easter Egg Hunts, Breakfast with Santa, Dog Park Events, Family Campout, Senior Luau, Hot Dog Its Chili, Community Garden Events, Outdoor Movies and Fall Hayrides.

The city is also part of the Lafayette Older Adults Program (LOAPs) with neighboring West County communities providing recreation activities for senior citizens including games and entertainment, special lunches and bus trips. The LOAPs program continues to grow in popularity with new programs and trips added each year.

Parks and recreation facilities in Ellisville offer diverse opportunities for active and passive recreation and improve the quality of life and property values for the residents of Ellisville. Maintaining and improving the existing parks should continue to be a priority for the future of Ellisville.

Public Works

Delivery of basic services is essential to the Public Works Department. Such services include street repair, sidewalk repair, stormwater repair, snow removal, emergency services, construction activity, sign maintenance, facilities maintenance, park maintenance, vehicle maintenance, and service programs (i.e. brush and leaf pickup, etc.). In order to ensure the long-term provision of basic services, the Public Works facility was constructed in order to provide cover for its numerous vehicles, equipment, and salt, and to allow for adequate work and storage space. Long-term needs of the Public Works Department involve replacing equipment on regular service intervals. This will allow city services to continue without interruption.

Presently, the Public Works Department has done a sound job of maintaining amortization schedules for its vehicles. The City Council has wisely chosen to fund new vehicles and equipment to replace the old. By this, the Public Works Department has been able to serve the community consistently, with relatively minimal maintenance problems involving equipment.





Both part-time and seasonal workers are depended upon heavily for mowing throughout the summer, both fall and spring brush pickup programs, and the fall leaf pickup program. Over the past few years the full-time staff has taken more responsibility in regards to these service areas. As a result, work tasks performed by the Public Works Department, such as crack sealing, some sidewalk repair and street repair has been completed under contract.

During 2018 several scheduled concrete streets were replace with new pavement. The streets reconstructed were Barbara Ann Lane west of Reinke, Carole Lane from Jacob Lane to East Meadow, Jacob Lane and Bridge Creek Trail. In addition, work began replacing Devore Drive and Wolff Lane. Both streets were improved with widening and the installation of storm water management systems. These improvements help to maintain our streets to current standards.

In early 2019 improvements finished up on Devore Drive and Wolff Lane; work on both streets began in late 2018. In addition, several older concrete streets will be replaced: Carole Lane from East Meadow to Klamberg Lane and Carmel Woods Drive. Kerryton Place Drive and Kerryton Place Circle will be replaced as well later in 2019.

During 2018 the Public Works Department completed various street patching work throughout the city using over 130 tons of asphalt to sustain streets in good condition. As part of the managed effort to keep streets up to high standards, 3.7 miles of pavement crack sealing was completed as well. Pierside Lane and the Canterbury Estates subdivision were two areas where intense repair work was undertaken.

Maintaining our streets will remain a priority for 2019 as always. Approximately 9.5 miles of street pavement crack sealing is scheduled for the coming year. In addition, concentrated repair work will be performed in the Tartan Green subdivision, the Westridge Parc subdivision, Pierside Lane and West Field Avenue.

Considerable resources were placed towards maintaining pedestrian safety along sidewalks throughout the city. While repair work was made city wide, specific attention was given to the Oaks at Ridge Meadow subdivision, Westridge Parc subdivision, Polo Lake subdivision, Autumn Oaks subdivision and West Field Avenue during 2018. In addition, a new crosswalk was installed on Strecker Road at Maple Lane providing a designated safe crossing to residents west of Strecker Road.

During 2019 the department will continue to place a measurable amount of resources towards the continued effort of maintaining safe pedestrian accessibility throughout the city. Specific attention will be directed towards Virginia Drive, Clayton Spur Court and the New Ballwin Estates subdivision. Based upon citizen request design is underway to install a sidewalk along Barbara Ann Lane and Carole Lane and review the feasibility of installing a sidewalk along East Meadow as well.

The city contracts with AmerenUE to install and maintain street lights throughout the city. Each year the department responds to resident requests for neighborhood street lights. During 2018 street lights were added in the Tartan Green and Clarkson Pine subdivisions along with Bridge Creek Trail. Currently the city services over 600 street lights.

Each year spring and fall brush collection is made throughout the city. In addition, leaf collection services are provided during the fall. During the 2018 season the city received 2,600 cubic yards of brush that produced 1,000 cubic yards of finished mulch available free for residents to use. The department also collected just under 2,000 cubic yards of leaves for the season.





City Expansion

In 1999, H.B. 160 was approved by the General Assembly and signed by the Governor, precluding further annexations for a two-year period. Since that time, a new Boundary Commission has been established, as well as new rules regarding annexations, based on a five-year cycle. All communities were required to submit map plans to the new Boundary Commission by July 1, 2000, 2006, 2012 and 2018. Only areas contained within the map plan would be eligible for annexation over the subsequent five years.

Ellisville submitted an extensive map plan that showed potential borders to the south as far as the St. Louis County border. On June 30, 2004, the city submitted its Plan of Intent to the St. Louis County Boundary Commission declaring our formal wish to annex these areas, most notably the area south along Kiefer Creek and St. Paul Roads. The St. Louis County Boundary Commission denied the city's proposal.

Immediately following the Boundary Commission's denial, city staff initiated discussions with Ballwin and Wildwood city staff regarding the 2006 Map Plan submittal in an effort to avoid any overlap. Staff prepared a map plan which was consistent with the St. Louis County Boundary Commission Rules and Regulations and consistent with discussions with Ballwin city staff. Staff prepared a Map Plan deemed to represent the city's best interests which was subsequently approved by the City Council and submitted to the Boundary Commission. The Map Plan was submitted and approved by the Boundary Commission in 2007.

In 2007, the city proposed an annexation of the Old State Road Annexation area. This area was surrounded in its entirety by Ellisville, and the residents had submitted a petition to be annexed by the city. The proposal was heard by the Boundary Commission, including a public hearing, and approved by them to be put on the ballot in 2008. Voters in the subject area, as well as within the City of Ellisville, overwhelmingly approved the annexation.

The 2018 Five Year Map Plan envisions the Kylewood Place subdivision and several properties along Kiefer Creek for future annexation. Additionally, the Map Plan envisions three right-of-way boundary adjustments with abutting municipalities. The Map Plan was reviewed by the St. Louis County Boundary Commission and deemed finalized April 15, 2019. Two of the rights of way boundary adjustments were approved by the City Council in 2019.

Conclusion

This long-range plan gives a thumbnail sketch of the City of Ellisville's plans, goals, and anticipated needs. 2018 was an important year for the city. New strategic goals were introduced in 2018 and a focus on action items to reach these goals have been realized. An emphasis on business retention and expansion, improving the city's analytical capacity, increasing residential demand and improving traffic flow should position the city for continued prosperity. Additionally, the city had a continued commitment to transparency and optimizing cost effective services.

The city remains in relatively stable financial condition. City services are effective, and meeting the needs and requests of the residents. The city's employees have the support and tools they need to continue to perform effectively. There will always be new challenges on the horizon, but I'm confident that the city has the means and leadership in place to successfully address them. Our city and city government are continuing to prosper, and I look forward to another successful year.





Your combined passion and vision is an inspiration to me and the entire gifted staff. It is extremely motivating for all of us to be able to be part of shaping the future of Ellisville.

Respectfully submitted,

William L. Schwer, P.E. City Manager







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.

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:

- Description of all proposed major capital improvements for the next five years
- Justification for the purchase including how it helps achieve long term goals
- Operating Impact/(Savings)
- Funding Schedule

DESCRIPTION

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.

OPERATING IMPACT/(SAVINGS)

This section allows for a description of the impact would have on the ongoing operations of the City.

FUNDING SCHEDULE

This section provides an opportunity to state the amount of the expenditure and what year it is being requested. If a project, such as a street project, is anticipated to cover multiple years, this section also allows that to be easily shown.

Following is an explanation of several revenue sources and methods of financing.

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 Capital Improvements Sales Tax is also shown as revenue in this fund. This sales tax is not limited to capital infrastructure and can be transferred to the Contingency fund so other funds can use it for appropriate purposes.

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 are 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 park operations. 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 major capital requests for FY-2020 total \$2,239,433. Future years anticipate major capital expenditures between \$2.7M to \$4.3M per year.

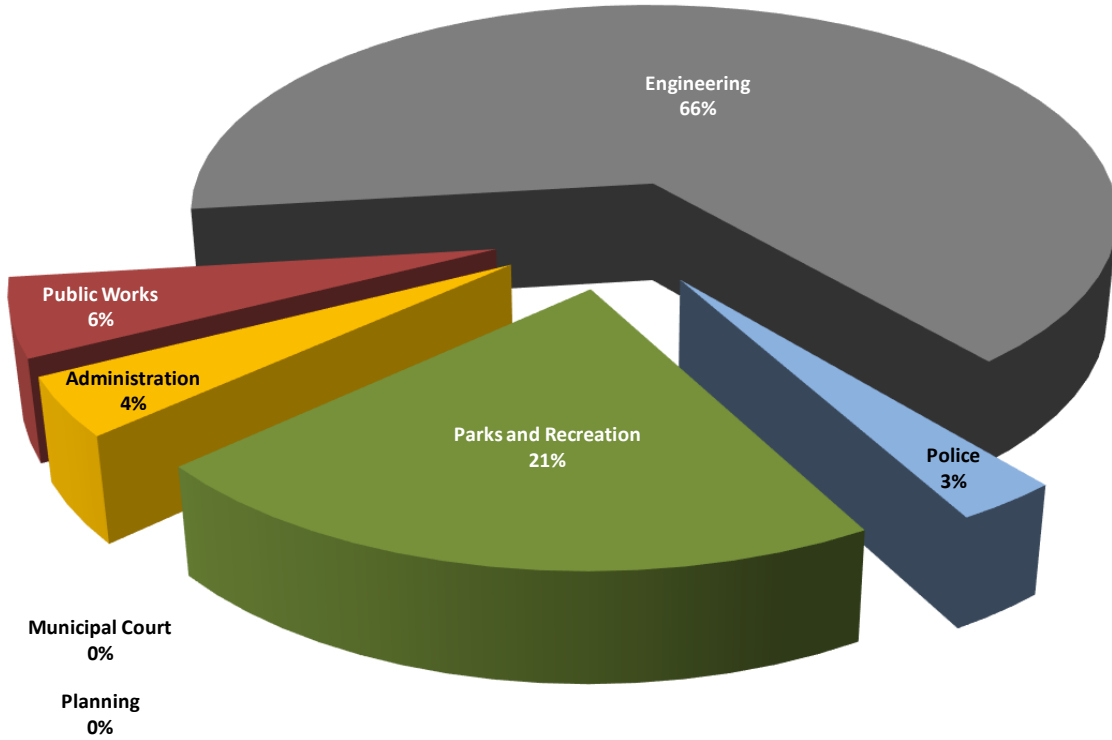
The following sections provide summaries in different manners that can be useful when analyzing priorities, responsibilities and cash flow.





Summary by Department

Five Year Capital Requests by Department





FIVE YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LISTING BY DEPARTMENT					
Project	2020	2021	2022	2023	2024
Administration					
City Hall Flat Roof Replacement	\$ -	\$ -	\$ -	\$ 50,000	\$ -
New City Hall	-	Design	1/2 Cost	1/2 Cost	-
City Hall Exterior Maintenance	-	-	-	-	140,000
City Hall Electrical/IT Upgrade	-	-	-	250,000	-
City Hall Interior Code & Functional Upgrade	-	-	-	-	60,000
City Hall Mechanical & Plumbing Upgrade	-	-	-	-	80,000
Tuckpointing Thomas Felgate Building	-	60,000	-	-	-
New Phone System	25,000	-	-	-	-
	\$ 25,000	\$ 60,000	\$ -	\$ 300,000	\$ 280,000
Public Works					
Brush Grinder	\$ 40,730	\$ 40,730	\$ 40,730	\$ 40,730	\$ 40,730
Trucks	90,000	91,000	115,000	90,000	95,000
Mowers	-	27,000	-	-	-
Chipper	-	45,000	-	45,000	-
Leaf Machine	-	30,000	-	-	-
Utility Tractor	-	29,000	-	-	-
Vibrator Compactor	-	-	-	29,000	-
	\$ 130,730	\$ 262,730	\$ 155,730	\$ 204,730	\$ 135,730
Engineering					
Sidewalk Repairs	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Crack Sealing	30,000	50,000	50,000	50,000	50,000
Concrete Street - Repairs	100,000	150,000	100,000	150,000	100,000
Pavement Markings	24,000	24,000	24,000	24,000	24,000
Clarkson Road Enhancements	-	45,000	280,000	-	-
Sidewalk - Ruck Road	-	-	-	70,000	-
Sidewalk - Barbara Ann Ln/Carole Ln	100,000	-	-	-	-
Great Streets - Pedestrian Bridge	-	-	-	130,000	1,700,000
Great Streets Management	60,000	60,000	60,000	60,000	60,000
Great Streets - Sidewalk Lighting	-	-	-	-	28,000
Great Streets - Medians and Lighting	-	60,000	-	-	-
Great Streets - Street Names	-	23,000	-	-	-
Great Streets - Corporate Limit Signs	-	58,000	15,000	-	-
Stormwater Concrete Streets-- Replacement	417,000	582,000	541,000	582,000	940,000
Stormwater Repairs	50,000	50,000	50,000	50,000	50,000
Stormwater - Asphalt Streets	587,000	461,800	671,000	720,000	400,000
Sewer Lateral Repairs	108,000	108,200	108,300	108,500	108,700
Code Enforcement Vehicle	\$ -	\$ -	\$ 27,000	\$ -	\$ -
	\$ 1,486,000	\$ 1,682,000	\$ 1,936,300	\$ 1,954,500	\$ 3,470,700
Police					
Police Vehicles	\$ 64,703	\$ 66,644	\$ 68,643	\$ 70,703	\$ 72,825
Mobile Police Radios	-	20,000	20,600	21,218	21,855
Mobile Computer Replacement	-	11,250	11,588	11,935	12,293
	\$ 64,703	\$ 97,894	\$ 100,831	\$ 103,856	\$ 106,973

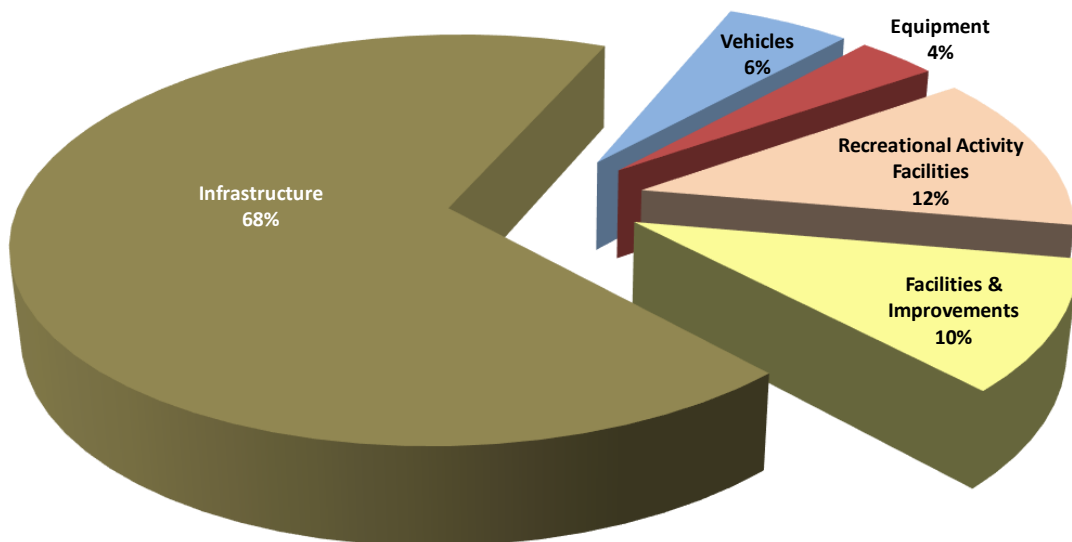




<u>Project</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Parks and Recreation					
Trail Update & Renovation	40,000	60,000	60,000	60,000	50,000
Park Roadway Maintenance	-	100,000	100,000	100,000	100,000
Aquatic Center Equipment	-	33,000	-	-	-
Park Improvements	-	350,000	100,000	300,000	-
Picnic Shelters	-	200,000	200,000	50,000	200,000
Park Facility Maintenance	-	50,000	-	-	-
Aquatic Center Maintenance	73,000	80,000	-	-	-
Tennis Court Resurfacing	420,000	420,000	-	-	-
Multi-Purpose Court	-	-	-	270,000	-
	\$ 533,000	\$ 1,293,000	\$ 460,000	\$ 780,000	\$ 350,000
Grand Total	\$ 2,239,433	\$ 3,395,624	\$ 2,652,861	\$ 3,343,086	\$ 4,343,403

Summary by Category

Five Year Capital Request by Category





FIVE YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT LISTING BY CATEGORY					
<u>Project</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Infrastructure					
Sidewalk Repairs	10,000	10,000	10,000	10,000	10,000
Crack Sealing	30,000	50,000	50,000	50,000	50,000
Concrete Street - Repairs	100,000	150,000	100,000	150,000	100,000
Pavement Markings	24,000	24,000	24,000	24,000	24,000
Clarkson Road Enhancements	-	45,000	280,000	-	-
Sidewalk - Ruck Road	-	-	-	70,000	-
Sidewalk - Barbara Ann Ln/Carole Ln	100,000	-	-	-	-
Great Streets - Pedestrian Bridge	-	-	-	130,000	1,700,000
Great Streets Management	60,000	60,000	60,000	60,000	60,000
Great Streets - Sidewalk Lighting	-	-	-	-	28,000
Great Streets - Medians and Lighting	-	60,000	-	-	-
Great Streets - Street Names	-	23,000	-	-	-
Great Streets - Corporate Limit Signs	-	58,000	15,000	-	-
Stormwater Concrete Streets-- Replacement	417,000	582,000	541,000	582,000	940,000
Stormwater Repairs	50,000	50,000	50,000	50,000	50,000
Stormwater - Asphalt Streets	587,000	461,800	671,000	720,000	400,000
Sewer Lateral Repairs	108,000	108,200	108,300	108,500	108,700
Park Roadway Maintenance	-	100,000	100,000	100,000	100,000
	\$ 1,486,000	\$ 1,782,000	\$ 2,009,300	\$ 2,054,500	\$ 3,570,700
Facilities & Improvements					
City Hall Flat Roof Replacement	-	-	-	50,000	-
New City Hall	-	Design	1/2 Cost	1/2 Cost	-
City Hall Exterior Maintenance	-	-	-	-	140,000
City Hall Electrical/IT Upgrade	-	-	-	250,000	-
City Hall Interior Code & Functional Upgrade	-	-	-	-	60,000
City Hall Mechanical & Plumbing Upgrade	-	-	-	-	80,000
Tuckpointing Thomas Felgate Building	-	60,000	-	-	-
Aquatic Center Maintenance	73,000	80,000	-	-	-
Tennis Court Resurfacing	420,000	420,000	-	-	-
	\$ 493,000	\$ 560,000	\$ -	\$ 300,000	\$ 280,000
Equipment					
New Phone System	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Brush Grinder	\$ 40,730	\$ 40,730	\$ 40,730	\$ 40,730	\$ 40,730
Mowers	-	27,000	-	-	-
Chipper	-	45,000	-	45,000	-
Leaf Machine	-	30,000	-	-	-
Vibrator Compactor	-	-	-	29,000	-
Mobile Police Radios	-	20,000	20,600	21,218	21,855
Mobile Computer Replacement	-	11,250	11,588	11,935	12,293
Aquatic Center Equipment	-	33,000	-	-	-
	\$ 65,730	\$ 206,980	\$ 72,918	\$ 147,883	\$ 74,878





<u>Project</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Vehicles					
Trucks	90,000	91,000	115,000	90,000	95,000
Utility Tractor	-	29,000	-	-	-
Code Enforcement Vehicle	-	-	27,000	-	-
Police Vehicles	64,703	66,644	68,643	70,703	72,825
	\$ 154,703	\$ 186,644	\$ 210,643	\$ 160,703	\$ 167,825
Recreational Activity Facilities					
Trail Update & Renovation	\$ 40,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 50,000
Park Improvements	-	350,000	100,000	300,000	-
Park Facility Maintenance	-	50,000	-	-	-
Picnic Shelters	-	200,000	200,000	50,000	200,000
Multi-Purpose Court	-	-	-	270,000	-
	\$ 40,000	\$ 660,000	\$ 360,000	\$ 680,000	\$ 250,000
Grand Total	\$ 2,239,433	\$ 3,395,624	\$ 2,652,861	\$ 3,343,086	\$ 4,343,403





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT –CITY HALL FLAT ROOF REPAIRS

Description:

The City Hall flat roof has exceeded its life cycle of 15 years by 36 years resulting in numerous leaks. The old flat roof will be removed, repairs made to the deck and a new flat roof installed. To do this work the present roof top HVAC units will be temporarily removed. Repairs may expand depending upon the scope of deterioration uncovered as actual repairs are made.

This work will only be completed if a new facility is not planned.



Justification& Goals:

- ❖ A new roof is needed to maintain the structural integrity of the interior of city hall.
- ❖ The replacement roof is necessary to ensure the protection of electronic and paper records stored in the facility.
- ❖ Several city functional segments operate from this facility (engineering, public works, inspections, and reception) and thus require an environment protected from the outside elements.

Impact on Operating Costs:

This will prevent the interruption of vital city services and the cost of repairing and replacing additional segments of the structure.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$50,000	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – NEW CITY HALL

Description:

Design and build a new city hall complex in compliance with today’s standards and needs on the existing site of the present city hall. The scope would increase the building foot print and maximize parking along with access to the facility.

In 2020, schematic design/layout of adding a second floor to the Police Department/Court building. It would eliminate the need to lease space for parking to the east, reduce overall cost of project and eliminate the need to provide temporary work space.



Justification & Goals:

- ❖ Will address deficiencies in the 47 year old and 64 year old sections of the facility.
- ❖ Will meet the needs of the public and staff reflected in 47 years of growth and changing services experienced by the city.
- ❖ Will meet present day codes and inclusiveness for users of the complex.
- ❖ Will provide a safe environment for the public, elected officials and staff.
- ❖ Will provide space allowing the community to gather for council meetings, court activities, special meetings, subdivision and neighborhood meetings and special events.

Operating Impact/ (Savings):

Replacing the present city hall will eliminate the need to address major repairs that are budgeted for 2024 and following years. Operating impact reflects expected costs if a new facility in not built.

Funding Schedule:

2020	2021	2022	2023	2024
\$25,000	Design	½ cost	\$1/2 cost	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – CITY HALL EXTERIOR MAINTENANCE/REPAIRS

Description:

Sections of the present City Hall range from 30 to 70 years in age. The facility is in need of extended maintenance to its exterior. This only includes maintenance required to maintain the structural integrity of the complex. Repairs may expand depending upon the scope of deterioration uncovered as actual repairs are made. Additional work will be needed in following years to address compliance and accessibility issues.



This work will only be completed if a new facility is not planned.

Justification& Goals:

- ❖ Repairs are necessary to insure the structural integrity of the facility providing a safe and secure environment for the public and employees.
- ❖ Continued neglect to structural components of the facility will only serve to compound the issues with escalating costs for correction.

Operating Impact/(Savings):

This major undertaking on neglected facilities will reduce future maintenance costs to the facility exterior. This will allow staff time to be directed towards other infrastructure repair work.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$0	\$140,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – CITY HALL ELECTRICAL/IT UPGRADE

Description:

Replacement of the present 47-year old 400 amp main City Hall electrical panel and 225 amp electrical sub-panel along with various other electrical and IT deficiencies throughout the City Hall complex.

This work will only be completed if a new facility is not planned.



Justification & Goals:

- ❖ Via an inspection by the City’s loss control specialist the recommendation was made to replace all the old electrical breakers in the main and distribution electrical panels. The present breakers are old and obsolete, and replacement parts not available.
- ❖ This will allow for the complete field inspection and correction of deficiencies within the facilities ageing electrical and IT systems.
- ❖ With routine access to the facility’s electrical system by staff and the public, safety will be assured and compliance with present day codes will be achieved.

Operating Impact/(Savings):

Upgrading the electrical and IT systems will assure the safety of City Hall patrons, comply with current codes and eliminate potential unscheduled system repairs.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$250,000	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – CITY HALL INTERIOR CODE AND FUNCTIONAL UPGRADE

Description:

Upgrade interior of city hall addressing painting, finishes, storage, file management, accessibility, energy management, task and functional lighting, life safety compliance, security and staff/customer interaction.



Justification& Goals:

- ❖ To reduce operational costs with efficient and readily accessible archived documents and current files.
- ❖ To maintain a safe and positive working environment for staff.
- ❖ To provide ease of access for the public to interact with staff.

Operating Impact/(Savings):

Maintaining the building exterior will extend the building life and minimize future maintenance costs. Moisture penetrating the structures facade will only create additional and costly future repairs.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$0	\$60,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – CITY HALL MECHANICAL AND PLUMBING UPGRADE

Description:

Address ageing mechanical and plumbing substructures throughout the facility and upgrade HVAC plants as needed along with renovations to existing public and staff restrooms. Facilities would be elevated to current day standards.



Justification& Goals:

- ❖ Upgrade existing restroom facilities to present day standards and latest accessibility guidelines.
- ❖ Upgrade mechanical and plumbing infrastructure throughout the facility to comply with current codes.
- ❖ To extend the service life of the facility’s mechanical and plumbing equipment.
- ❖ Update deteriorating duct work and piping throughout the facility.

Operating Impact/(Savings):

Maintaining the building mechanical and plumbing facilities will extend the building life and minimize future maintenance costs.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$0	\$80,000





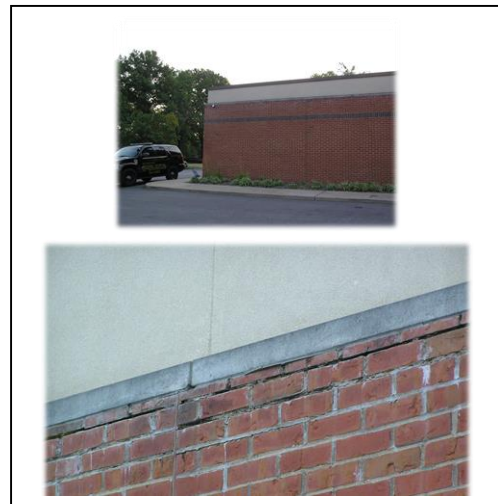
CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – TUCKPOINTING STATION

Description:

To maintain the Thomas Felgate building which houses the police station and the court office in good appearance and sound structural condition maintenance is necessary. The 27-year old building’s exterior is in need of tuckpointing the brick ledge along the north half of the building. The stone cap and portions of the underlying brick is in need of attention repairing the deteriorating mortar joints. This maintenance is past due growing worse each year.



Justification& Goals:

- ❖ To reduce operational costs and prevent costly repairs in the future.
- ❖ To maintain the station in sound condition.
- ❖ To correct an existing maintenance problem.
- ❖ If the brick ledge is allowed to continue to deteriorate safety of the general public and city staff may be a concern with brick coming loose and falling off the building.

Operating Impact/(Savings):

Maintaining the building exterior will extend the building life and minimize future maintenance costs. Moisture penetrating the structures facade will only create additional and costly future repairs.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$60,000	\$0	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ADMINISTRATION

PROJECT – PHONE SYSTEM

Description:

Replace the outdated telephone system that the City currently uses.



Justification& Goals:

- ❖ To connect all buildings under one system.
- ❖ To allow recording options for the Police Department.
- ❖ Decrease the need for maintenance of the current old system.

Operating Impact/(Savings):

Provide a more reliable and up to date system for the future.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$25,000	\$0	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – BRUSH GRINDER

Description:

In FY 2018 a new horizontal brush grinder was acquired through a lease/purchase agreement replacing the 17 year old tub brush grinder. The lease/purchase agreement is 6 years at \$40,730 annually with payments commencing in 2019 extending through 2024. The total amount of the unit was \$285,612.



Justification& Goals:

- ❖ The prior unit was a 2001 DuraTech tub grinder with a 9 foot hopper replaced with a 2018 Rotochopper with a 4.5’ by 12’ table. The old grinder had heavy wear on its moving parts. The cost of repairs was increasingly expensive along with parts being difficult to find and often specially manufactured.
- ❖ The tub grinder saves time when collecting and disposing of brush and reduces the volume of disposable material by 75%.
- ❖ Service costs were decreased with the acquisition of a new tub grinder.
- ❖ With the new unit there is improved security, reliability and safety for its operators and the public.
- ❖ It facilitates the work by staff creating greater efficiency and productivity.
- ❖ The new unit is meeting the increased service demands with expanded programs requested by residents.

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.

2020	2021	2022	2023	2024
\$40,730	\$40,730	\$40,730	\$40,730	\$40,730

Funding Schedule:





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – TRUCKS

Description:

Various models
 FY 2020– 1.5 Ton Dump Truck (\$65,000)-249/ 20 YO
 FY 2020 – F-150 Pickup (\$25,000)-261 / 17 YO
 FY 2021 – ½ ton Pickup (\$26,000)-409 / 14 YO
 FY 2021 – 1.5 Ton Dump Truck (\$65,000)-259/ 17 YO
 FY 2022 – 2.5 Ton Dump (\$115,000)-260 / 16YO
 FY 2023 – Escape (\$25,000) – 105 / 15 YO
 FY 2023 – 1 Ton Dump (\$65,000)-262 / 15 YO
 FY 2024 - 1 Ton Dump (\$65,000) – 263 / 17 YO
 FY 2024 – ½ ton pickup (\$30,000) – 266 / 16 YO
 *YO =Years Old



Justification& Goals:

- ❖ Older vehicles have higher maintenance costs and less reliable during operational use. Due the public works types of operations truck experience accelerated rust in structural body parts, break lines, towing hitches and the general vehicle body. The current average age for truck replacement is over 16 years.
- ❖ The maintenance costs of these vehicles will continue to increase each year.
- ❖ The vehicles are no longer consistently reliable. Often breakdowns occur during emergency operations. New vehicles will facilitate productivity and maintain 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.

Funding Schedule:

2020	2021	2022	2023	2024
\$90,000	\$91,000	\$115,000	\$90,000	\$95,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – Mowers

Description:

FY 2020 – 1445 John Deere 4x4 mower (\$27,000)/18 YO

*YO =Years Old



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.

Funding Schedule:

2020	2021	2022	2023	2024
\$27,000	\$0	\$0	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – CHIPPER

Description:

FY 2021 – Vermeer 1230 chipper (\$45,000)/ 22 YO
 FY 2023– Vermeer 1400 chipper (\$45,000)/ 18 YO

*YO =Years Old



Justification& Goals:

- ❖ The current units are older models that require high maintenance.
- ❖ The new chippers will be an upgrade from the current models. The new units, among other things, possess new safety features for increased staff safety.
- ❖ It is necessary to provide staff with reliable and safe units to operate.
- ❖ With the high volume of use, the maintenance costs of the current chippers 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 chippers will not be necessary. As time passes, some maintenance will be needed.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$45,000	\$0	\$45,000	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – LEAF MACHINE

Description:

FY 2020 - Leaf Machine (\$30,000)/28 YO

*YO =Years Old



Justification& Goals:

- ❖ A new leaf machine will replace older the model. Currently the leaf machine requires extensive maintenance.
- ❖ Service costs will decrease with the acquisition of a new machines.
- ❖ It will facilitate the maintenance and aesthetic appearance of residential properties in the community.
- ❖ A new machine will increase 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 leaf machine will not be necessary. As time passes, some maintenance will be needed.

Funding Schedule:

2020	2021	2022	2023	2024
\$30,000	\$0	\$0	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – UTILITY TRACTOR

Description:

FY 2021 - 1976 Utility Tractor 45 YO

*YO =Years Old



Justification& Goals:

- ❖ The utility tractor is 45 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.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$29,000	\$0	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PUBLIC WORKS

PROJECT – VIBRATORY COMPACTOR

Description:

FY 2023 - 1 ¼ Ton Static Compactor / 29 years old will be replaced with a 1 ½ ton vibratory roller.



Justification& Goals:

- ❖ The current unit is a 1994 roller. Therefore, due to age and use, the overall unit needs to be replaced.
- ❖ At this point the maintenance costs of a 29- year old roller will continually increase each year.
- ❖ The acquisition of a 1 -1/2 Ton vibratory roller will facilitate efficiency and productivity.
- ❖ Staff will be able to provide a higher quality of service and improved work with the vibratory roller compared to the old static roller.
- ❖ 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 static compactor will not be necessary. As time passes, some maintenance will be needed.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$29,000	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – SIDEWALK – BARBARA ANN LN./CAROLE LN.

Description:

Install a sidewalk extending from Reinke Rd. to East Meadow Ln. along Barbara Ann Ln. and Carole Ln. The walk would be a 4 feet wide concrete walk along the north side of the streets. The project was designed in 2019 and scheduled for construction in 2020. The City Council has moved this project forward in the overall schedule to 2019 and 2020 respectively.



Justification & Goals:

- ❖ Presently the streets carry heavy traffic during peak hours with no designated pedestrian access isolating vehicle traffic from foot traffic.
- ❖ The sidewalk was petitioned for by residents living and walking in the residential area along the proposed walk.

Operating Impact/(Savings):

After initial construction there should be no operating cost for the first 5 to 10 years. After this initial period there may be minor repairs to the walk surface to insure its integrity for the safety of users.

Funding Schedule:

2020	2021	2022	2023	2024
\$100,000	\$0	\$0	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – SIDEWALK REPAIRS

Description:

The work includes 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 facilities 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 sidewalk. As time passes, some additional repairs will be needed. With the repair of pedestrian hazards, the risk of injuries and litigation is minimized.

Funding Schedule:

2020	2021	2022	2023	2024
\$10,000	\$10,000	\$10,000	\$10,000	\$10,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – CRACK SEALING

Description:

The cleaning and sealant filling of cracks in concrete and asphalt pavements throughout the community.



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 end of the pavements useful life.
- ❖ 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):

Should the city not provide sealing of street pavement additional repairs and replacement will be necessary. This will result in an accelerated timeline dictating an increase in the repair and replacement budget far exceeding the cost of sealing.

Funding Schedule:

2020	2021	2022	2023	2024
\$30,000	\$50,000	\$50,000	\$50,000	\$50,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT –ENGINEERING

PROJECT – CONCRETE STREET - REPAIRS

Description:

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



Justification& Goals:

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

Operating Impact/(Savings):

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

Funding Schedule:

2020	2021	2022	2023	2024
\$100,000	\$150,000	\$100,000	\$150,000	\$100,000





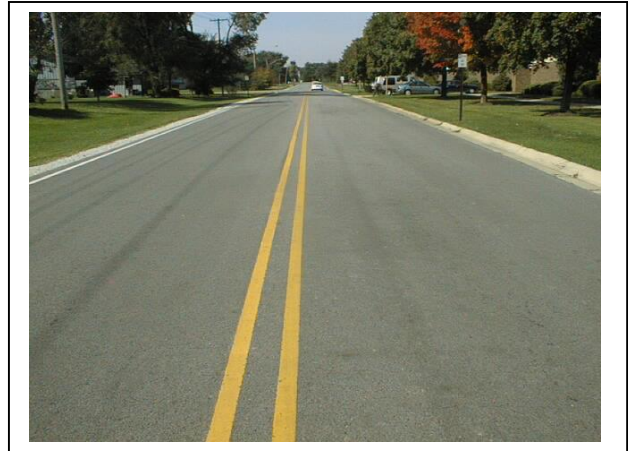
CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – PAVEMENT MARKINGS

Description:

Maintaining and updating lane striping and traffic marking services throughout the city. Striping is a yearly comprehensive painting of all markings within the community.



Justification& Goals:

- ❖ Failure to provide proper lane striping and traffic marking will create unsafe conditions, which may result in injuries to the public.
- ❖ Lane striping and traffic marking improves the public services offered to residents within the community.
- ❖ To remain in compliance with MUTCD requirements for collector streets.
- ❖ To assist law enforcement in maintaining traffic control and enforcing regulations.
- ❖ 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 operating costs by completing the lane striping and traffic marking plan. If the city does not provide this maintenance, unsafe conditions could result in litigation.

Funding Schedule:

2020	2021	2022	2023	2024
\$24,000	\$24,000	\$24,000	\$24,000	\$24,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – CLARKSON ROAD ENHANCEMENTS

Description:

Providing for the design and implementation of illuminated street names and signal painting enhancements at Marsh Avenue and Clayton Road along Clarkson Road. Design would be completed in 2021 (\$45,000) and construction in 2022 (\$280,000).



Justification& Goals:

- ❖ The enhancements are an extension of the recent improvements along Manchester Road.
- ❖ This is the continuation of upgrading elements along our major commercial corridors promoting new growth in our community through significant visual improvements signifying the uniqueness of our community.

Operating Impact/(Savings):

This project will impact the operational budget the with energy costs to operate the illuminated street names and in coming years maintaining of the painted signals.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$45,000	\$280,000	\$0	\$0





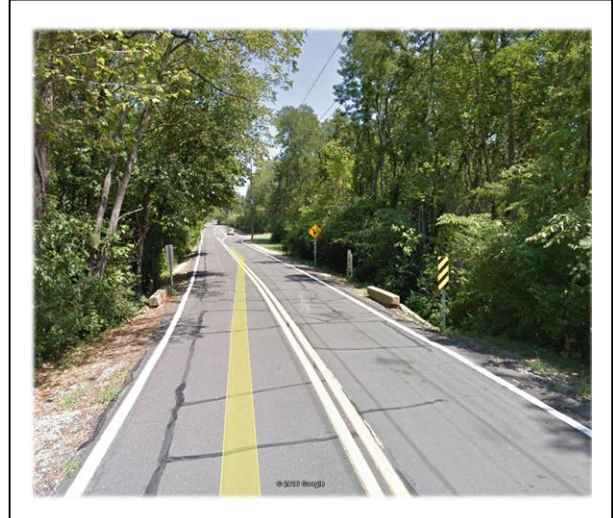
CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – SIDEWALK – RUCK ROAD

Description:

Construct a sidewalk extending from the new shared use walk at Manchester Road to the existing subdivision sidewalk at the entrance to the Tartan Green subdivision. This walk would be along Ruck Road a St. Louis County maintained roadway. The proposal would complete design in 2023 (\$70,000) with construction in following years (\$390,000).



Justification& Goals:

- ❖ Presently the subdivision of approximately 100 homes has no pedestrian access thus isolating the residents from the remaining community.
- ❖ This would provide a safe pedestrian route on a road that presently has no sidewalk, limited shoulders and has frequent truck traffic.

Operating Impact/(Savings):

This project will not no immediate operating impact though in future years repairs to the sidewalk would be necessary from time to time.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$70,000	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – GREAT STREETS – PEDESTRIAN BRIDGE

Description:

Install a pedestrian bridge over Manchester Road near Weis Avenue.



Justification & Goals:

- ❖ The objective is to provide a safe means of travel for pedestrians crossing the five lanes of Manchester Road.
- ❖ Presently pedestrian travel through the city is divided into three distinct areas resulting from the lack of a safe means of crossing Manchester Road and Clarkson Road.
- ❖ The city has promoted a walkable community with many inner-connected paths of travel, though a safe means of crossing Manchester Road as part of this network has not yet been realized.

Operating Impact/(Savings):

This project will not impact the operational budget immediately though in future years some routine maintenance will be necessary. In addition, it is anticipated a portion the initial construction will be offset by grant funds.

Funding Schedule:

Funding Schedule dollar amounts do not reflect credit for any grant dollars received. It is anticipated the grant will be a 50/50 match.

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$130,000	\$1,700,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – GREAT STREETS - MANAGEMENT

Description:

This is an ongoing project promoting the revitalization of the Manchester Road corridor through the Lafayette area communities during coming decades. This collective of many smaller capital projects will focus on the tangible aspects of developing and maintaining the project visions.



Justification& Goals:

- ❖ This will allow the city to fulfill commitments made through agreements with MoDOT to maintain the corridor enhancements put in place with federal grant dollars.
- ❖ This will allow the city to promote a vibrant and economically superior community via signage of various types along the corridor, e.g., light pole banners, holiday decorations....
- ❖ This will allow the city to contract for the maintenance and upkeep of enhancement improvements as they are installed.
- ❖ This will provide for maintaining the necessary utilities to operate and maintain the enhancements, e.g., water and electric.
- ❖ This will provide funding for the incorporation of new enhancement elements moving forward to future years, e.g., upgraded bus shelters, future medians, additional lighting....

Operating Impact/(Savings):

This project will negate the need for additional fulltime staff allowing for contracted services as required and in areas of specific need. The overall project will allow future opportunities to search out and secure grant funding, promote the local community attributes set forth by the Council, establish a working relationship with local businesses and interact with potential new businesses.

Funding Schedule:

2020	2021	2022	2023	2024
\$60,000	\$60,000	\$60,000	\$60,000	\$60,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – GREAT STREETS- SIDEWALK LIGHTING

Description:

Installation of three lighting luminaries along the sidewalk fronting city hall on Manchester Road.



Justification & Goals:

- ❖ The walk lighting will be consistent with requests made of all new developments along Manchester Road and Clarkson Road.
- ❖ The lighting is consistent with Ellisville’s goals of promoting a walkable community.
- ❖ Installation of the walk lighting sets a visual example of Ellisville’s commitment to promote a safe walkable environment for future developments.

Operating Impact/(Savings):

Once installed costs will consist of energy usage and the occasional lamp replacement.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$0	\$0	\$28,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – GREAT STREETS – MEDIANS AND LIGHTING

Description:

Replace medians and install lighting on Manchester Road from Hutchinson Road to just west of Strecker Road. Funding for design is proposed for 2020 with construction in future years.



Justification& Goals:

- ❖ This would be a continuation of the enhancement upgrades of Manchester Road west of Hutchinson similar to the new enhancements east of Hutchinson Road.
- ❖ The present medians west of Hutchinson are in a deteriorating condition and typical of the industrial type construction when installed in the 70’s.
- ❖ This is one of the three main access points to Ellisville and presents first impressions of our community for travelers traversing and conducting business here.
- ❖ The suggested enhancements would be in keeping with upgrades we have made to the east and Wildwood has made to the west along Manchester Road.
- ❖ Included median lighting would improve roadway safety between Hutchinson Road to just west of Strecker Road along with spill over for the sidewalk on the north side of Manchester Road and the new shared use trail on the south side.
- ❖ Due to funding constraints MoDOT has no plans to repair the present medians.

Operating Impact/(Savings):

This project will impact the operational budget in future years with routine maintenance and energy costs.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$60,000	\$0	\$0	\$0





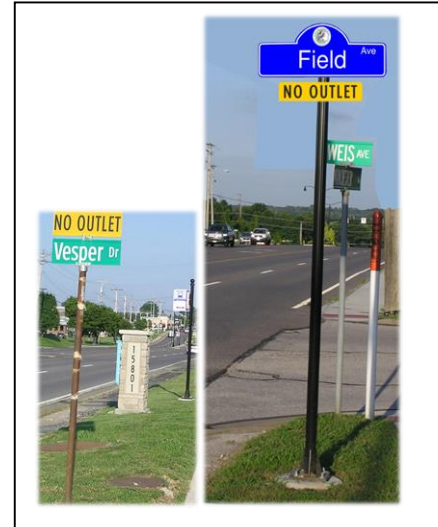
CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – GREAT STREETS – STREET NAMES

Description:

Removal of existing street name signs many in poor condition with no uniformity or character along Manchester, Clarkson and Clayton Roads. The old signs would be replaced with new posts and signs uniform in nature and providing a unique signature to the community.



Justification& Goals:

- ❖ With the city’s commitment to the Great Streets program the replacement of street name signs continues that process.
- ❖ Present street name signs are various sizes and conditions with the new signage presenting a uniform, inviting and professional first appearance for the community.
- ❖ The new street name signs will present a unique signature to the city not present with other local communities.

Operating Impact/(Savings):

After the initial cost of installation less maintenance will be required maintaining the new signs.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$23,000	\$0	\$0	\$0





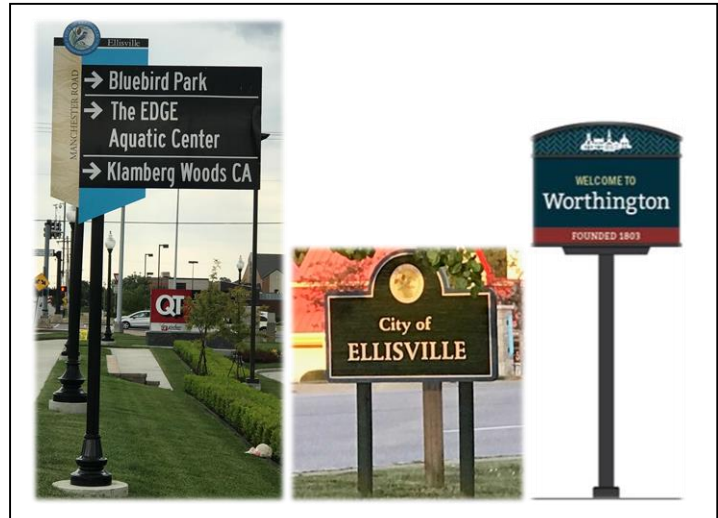
CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – GREAT STREETS – CORPORATE LIMIT SIGNS

Description:

Updating the existing 20 year old corporate limit signs with a new format along with the installation of new signs where none are present along the primary traffic corridors entering the city. The primary thoroughfares would be Manchester Rd., Clarkson Rd., Clayton Rd., Strecker Rd., Kiefer Creek Rd., and Reinke Rd. Additionally, small corporate limit signs would be installed at all secondary entry points to the community, subdivision streets. Design of the new signage is proposed for 2021 and installation for 2021 and 2022.



Justification& Goals:

- ❖ With the city’s commitment to the Great Streets program the replacement of corporate signs continues that process.
- ❖ Present city limit signs are various sizes and conditions with the new signage presenting a uniform, inviting and professional first appearance for the community.
- ❖ The new corporate limit signs will present a unique signature to the city not present with other local communities.

Operating Impact/(Savings):

After the initial cost of installation less maintenance will be required maintaining the new signs.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$58,000	\$15,000	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – ENGINEERING

PROJECT – DEPARTMENT VEHICLE

Description:

Cross-Over/SUV- An all-wheel drive utility vehicle for use as part of code enforcement and project compliance. All-wheel drive is needed for work during inclement weather, however, four-wheel drive is not needed, as most projects, property maintenance issues and sign code violations occur on property easily accessible from improved streets. The added room in the back is needed for illegal sign collection and other tools/supplies needed in normal duties.



Justification& Goals:

- ❖ Older vehicles are subject to higher fuel and maintenance costs
- ❖ Older vehicles 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):

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0	\$27,000	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – **STORMWATER**

PROJECT – **CONCRETE STREETS - REPLACEMENT**

Description:

The 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 from 25 to 40 years in age.



FY 2020 Dogwood Meadow Ct., Sumac Field Ct., Wood Meadow Cir., Summer Oak Ct., Summer Oak Cir. and Misc. Repairs

FY 2021 Spring Burch Ct., Summer Oak Dr. and Autumn Bluff Dr.

FY 2022 Luger Wood Ct., Autumn Oaks Dr. and Morning Oaks Ct.,

FY 2023 Bluff Meadow Dr., Bluff Meadow Ct., Kiefer Oaks Ct., Tartan Green Blvd. and Fair Isle Ct.,

FY-2024 Castlerea Blvd., Kensington Way, West Field Ave., West Field Ct., Robins Song Ct. and Wren Path Ct.

Justification& Goals:

- ❖ Streets are considered for replacement when the pavement has reached its full life cycle and requires complete replacement.
- ❖ This work will 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.

Funding Schedule:

2020	2021	2022	2023	2024
\$467,000	\$582,000	\$491,000	\$582,000	\$940,000





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.



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.

Funding Schedule:

2020	2021	2022	2023	2024
\$50,000	\$50,000	\$50,000	\$50,000	\$50,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – **STORMWATER**

PROJECT – **ASPHALT STREETS - REPLACEMENT**

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.



- 2020 Oak Hill Dr. (OL), West Oak Hill Dr. (OL), Oak Hill Ct. (OL), Field Ave. (OL), Towne Dr. (OL) and Bentshire Ct. (OL)
 - 2021 East Meadow (RR), East Meadow (OL), Parkview Est. (OL), Castle Tower Dr. (OL), and Palace Place Ct. (OL)
 - 2022 Barbara Ann (RR), Surrey Meadows (RR), Salem Way (RR), and Westridge Parc (RR)
 - 2023 Pierside Ln. (OL)
 - 2024 Ridgeway Meadows Dr. (RR)
- (OL) asphalt overlay of street (RR) remove and replace street

Justification& Goals:

- ❖ The streets identified above are in need of comprehensive upgrades either with replacement or rehabilitation.
- ❖ 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 or rehabilitate streets to assure stormwater is channeled and directed as intended.
- ❖ 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.

Funding Schedule:

2020	2021	2022	2023	2024
\$537,000	\$461,800	\$671,000	\$720,000	\$400,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – SEWER LATERAL

PROJECT – SEWER LATERAL REPAIRS

Description:

To cover the cost of investigating and repairing 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.
- ❖ The program helps to eliminate property damage.
- ❖ Eliminates health threats due to sewage leaks and backups.
- ❖ Reduces EPA violations.
- ❖ To comply with the Sewer Lateral Program approved by the residents of the community.
- ❖ 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):

No impact will result from the operation of this program. The repair program is funded through a special tax earmarked for the repair of sewer laterals.

Funding Schedule:

2020	2021	2022	2023	2024
\$108,000	\$108,200	\$108,300	\$108,500	\$108,700





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. **(Four-year rotation or more if condition allows)**

Replacement vehicles are requested as follows:

- FY 2020 one patrol vehicle
- FY 2021 one patrol vehicle
- FY 2022 one patrol vehicle
- FY 2023 one patrol vehicle
- FY 2024 one patrol vehicle



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 officer and public safety.
- ❖ Replacing vehicles on an extended rotating basis while providing the vehicles with regular preventive maintenance can extend total capital expenditures over a longer period of time.

Operating Impact/ (Savings):

A long-range plan for the implementation of a sturdier and more reliable police vehicle began in 2014. This plan included the expectation that the police department would receive greater utilitarian use out of the Chevrolet Tahoe, as well as greater longevity. Fortunately, this has proven to be true, and due to that positive impact the agency is able to reduce the number of vehicles previously forecasted to be necessary to operate a viable fleet. The requested proposal reflects those positive changes. In 2020, we are requesting one vehicle due to the increase in officers and the age of other vehicles still in our fleet. We will also request one vehicle in 2021, 2022, 2023, and 2024. The funds requested includes all equipment and work needed to outfit the vehicles properly.

Funding Schedule:

2020	2021	2022	2023	2024
\$64,703	\$66,644	\$68,643	\$70,703	\$72,825





**CITY OF ELLISVILLE
CAPITAL PROJECTS REQUEST**

DEPARTMENT –POLICE

PROJECT – MOBILE POLICE RADIOS

Description:

Replacement of existing mobile police radios



Justification & Goals:

- ❖ The existing police portable two-way radios will be six (6) years old in 2021. It is necessary to replace these to provide for reliable operation and to ensure greater employee and public safety. Replacement of mobile radios will be in a four-year span instead of all in the same year.

Operating Impact/ (Savings):

No operating impact is anticipated for this project. That being said, the implementation of a regular replacement cycle, rather than a one-year total replacement, allows for the agency to plan for longer periods of spend, which will allow an assessment and the potential for extending the life of the radios, thus potentially saving money as assessed at the time of purchase.

Funding Schedule

2020	2021	2022	2023	2024
\$0	\$20,000	\$20,600	\$21,218	\$21,855





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – POLICE

PROJECT – Mobile Computer Replacement

Description:

Replacement of existing mobile computers for police vehicles



Justification& Goals:

- ❖ Mobile data computers enable field patrol unit’s direct access to computer aided dispatch and records systems. This functionality enables police officers to communicate with dispatch without using precious radio time and have the access to all dispatch and police records, maps and a host of resource materials at their fingertips
- ❖ The existing mobile computers will be six (6) years and nine (9) old in 2021. It is recommended to replace these as scheduled in order to provide for reliable operation and to ensure greater employee safety.

Operating Impact/(Savings):

No operating impact is anticipated for this project.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$11,250	\$11,588	\$11,935	\$12,293





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – MULTI-PURPOSE COURT

Description:

FY 2023 – Bluebird Multi-Use Court Construction



Justification & Goals:

- ❖ There is currently not a multi-use court in Bluebird Park.
- ❖ There is one basketball hoop that is used extensively that is located in a service drive lane.
- ❖ The current location for basketball is not safe and not suitable for that amount of use that it gets.
- ❖ The multi-use court would include 4 half court basketball goals and two pickle ball courts.
- ❖ The inclusion of a multi-purpose court is included in the City Parks and Recreation Master Plan.

Operating Impact/(Savings):

Some additional expense in salaries and supplies may be incurred with the addition of a multi-purpose court in Bluebird Park.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$0		\$270,000	\$0





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 2021 – Hummingbird Trail Renovation
- FY 2021– Bluebird Fitness Trail
- FY 2022 – Klamberg Trail Renovation – Phase 1
- FY 2023 – Klamberg Trail Renovation- Phase 2
- FY 2023 – Klamberg Trail Renovation- Phase 3



Justification & Goals:

- ❖ A Community Trail Plan was completed with Trailnet 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.
- ❖ Renovation of the trails reflects positively upon the city and its park system.
- ❖ Trail renovations are included in the City Parks and Recreation Master Plan.

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.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$100,000	\$60,000	\$60,000	\$50,000





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – PARK ROADWAY MAINTENANCE

Description:

- FY 2021 – Overlay Bluebird Park Road and Parking Lot (Phase 2)
- FY 2022 – Overlay Bluebird Park Road and Parking Lot (Phase 3)
- FY 2023 – Overlay Bluebird Park Road and Parking Lot (Phase 4)
- FY 2024 – Overlay Bluebird Park Road and Parking Lot (Phase 5)



Justification & Goals:

- ❖ Maintain the appearance, integrity and safety of all roadways in Bluebird Park.

Operating Impact/(Savings):

There will be an operating savings if annual maintenance is not necessary on the roads in the park.

Funding Schedule:

2020	2021	2022	2023	2024
	\$100,000	\$100,000	\$100,000	\$100,000





**CITY OF ELLISVILLE
CAPITAL PROJECTS REQUEST**

DEPARTMENT – PARKS AND RECREATION

PROJECT – AQUATIC CENTER EQUIPMENT

Description:

The following equipment will be needed:

FY 2019 - 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.
- ❖ The current furniture is original and will be 12 years old in 2020. It has become faded and stained over time.

Operating Impact/(Savings):

Strap replacement on the lounge furniture will not be needed if furniture is replaced.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$33,000			





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – PARK IMPROVEMENTS

Description:

The following playgrounds and parks need to be replaced and or upgraded

FY 2021 – Bobwhite Park Renovation

FY 2022 – Mockingbird Park Improvements

FY 2023– Bluebird Park Playground Addition by Bussmann Shelter



Justification & Goals:

- ❖ Rubber surfacing has become the industry standard and should be considered for all the parks for safety and maintenance.
- ❖ Updated playground equipment offers residents the latest improvements in safety and features.
- ❖ Improved trails provide a safer and more useable park.
- ❖ Renovated parks provide higher level of public service.
- ❖ These playground improvements are all included in the City Parks and Recreation Master Plan.

Operating Impact/(Savings):

The main savings for playgrounds is with the installation of rubber surfacing (poured in place). This eliminates the need to regularly rake, clean and replace the engineered wood fiber.

Funding Schedule:

2020	2021	2022	2023	2024
	\$350,000	\$100,000	\$300,000	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – PICNIC SHELTERS

Description:

Picnic Shelters
 FY 2021 – Bussmann Shelter in Bluebird Park
 FY 2022– Lion’s Shelter in Bluebird Park
 FY 2023 – Bluebird Shelter in Bluebird Park
 FY 2024 - Mockingbird Shelter with walkway



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.
- ❖ These shelter improvements are all included in the Parks and Recreation Master Plan

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.

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$200,000	\$200,000	\$50,000	\$200,000





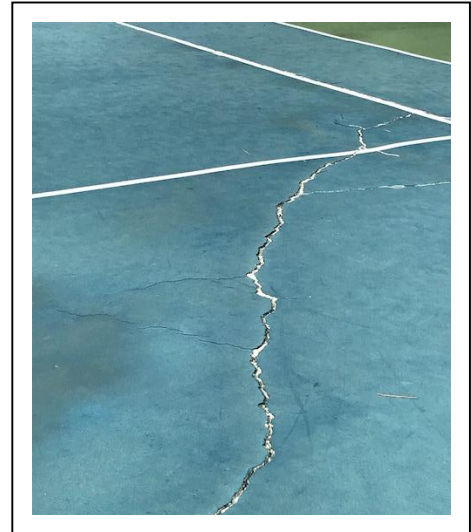
CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – FACILITY MAINTENANCE

Description:

FY 2021 – Tennis Court Repairs



Justification & Goals:

- ❖ The tennis courts have some major cracking.
- ❖ Surface color is faded and needs to be recoated.
- ❖ Net posts are bent and need to be replaced
- ❖ Tennis Court improvements are included in the Parks and Recreation Master Plan

Operating Impact/(Savings):

There will be some maintenance savings as temporary repairs are made to the tennis courts

Funding Schedule:

2020	2021	2022	2023	2024
\$0	\$50,000	\$0	\$0	\$0





CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – AQUATIC CENTER FACILITY MAINTENANCE

Description:

FY 2020 – Replace splash pad surface
 FY 2021 – Paint the pool and slides at the aquatic center



Justification & Goals:

- ❖ Splash pad surface is original and needs to be replaced. The surface has been painted several times to keep it useable. Painting will no longer solve the problem and needs to be replaced.
- ❖ Pool slides are normally painted every 10 years. In 2021 the slides will be 13 years old and will need painting.
- ❖ The pool needs to be painted every 3 years to avoid peeling and fading paint.

Operating Impact/(Savings):

Funding Schedule:

	2020	2021	2022	2023	2024
Splash pad surface replacement	\$73,000	\$	\$0	\$0	\$0
Slide Painting	\$0	\$40,000	\$0	\$0	\$0
Pool Painting	\$0	\$40,000	\$0	\$0	\$0





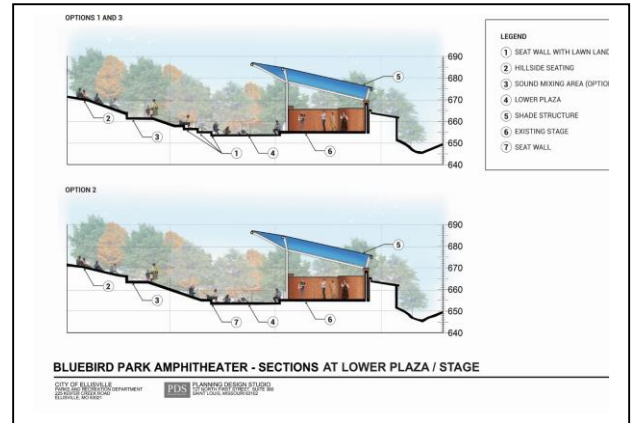
CITY OF ELLISVILLE CAPITAL PROJECTS REQUEST

DEPARTMENT – PARKS AND RECREATION

PROJECT – TENNIS COURT RESURFACING

Description:

FY 2020 – Install roof over Bluebird Park Amphitheater
 FY 2021 – Terrace Bluebird Park Amphitheater hillside providing seating and an additional parking area.



Justification& Goals:

- ❖ A canopy over the amphitheater stage would provide a new state of the art view of the stage and provide shelter from the rain and sun certain times of the day.
- ❖ Once bands begin to set-up and it starts raining, generally the concert has to be cancelled because the musical equipment can't become wet, with a cover, bands could set-up and be ready to go when rain stops.
- ❖ Terracing the upper and lower areas of the amphitheater hill would provide some accessible seating and areas with a gentler slope.
- ❖ Accessible parking at the base of the stage would provide access for individuals with disabilities to access the top and bottom of the stage.

Operating Impact/(Savings):

There may be some operating savings as concerts will not have to be cancelled or postponed. There may be some funds generated through rentals at the amphitheater.

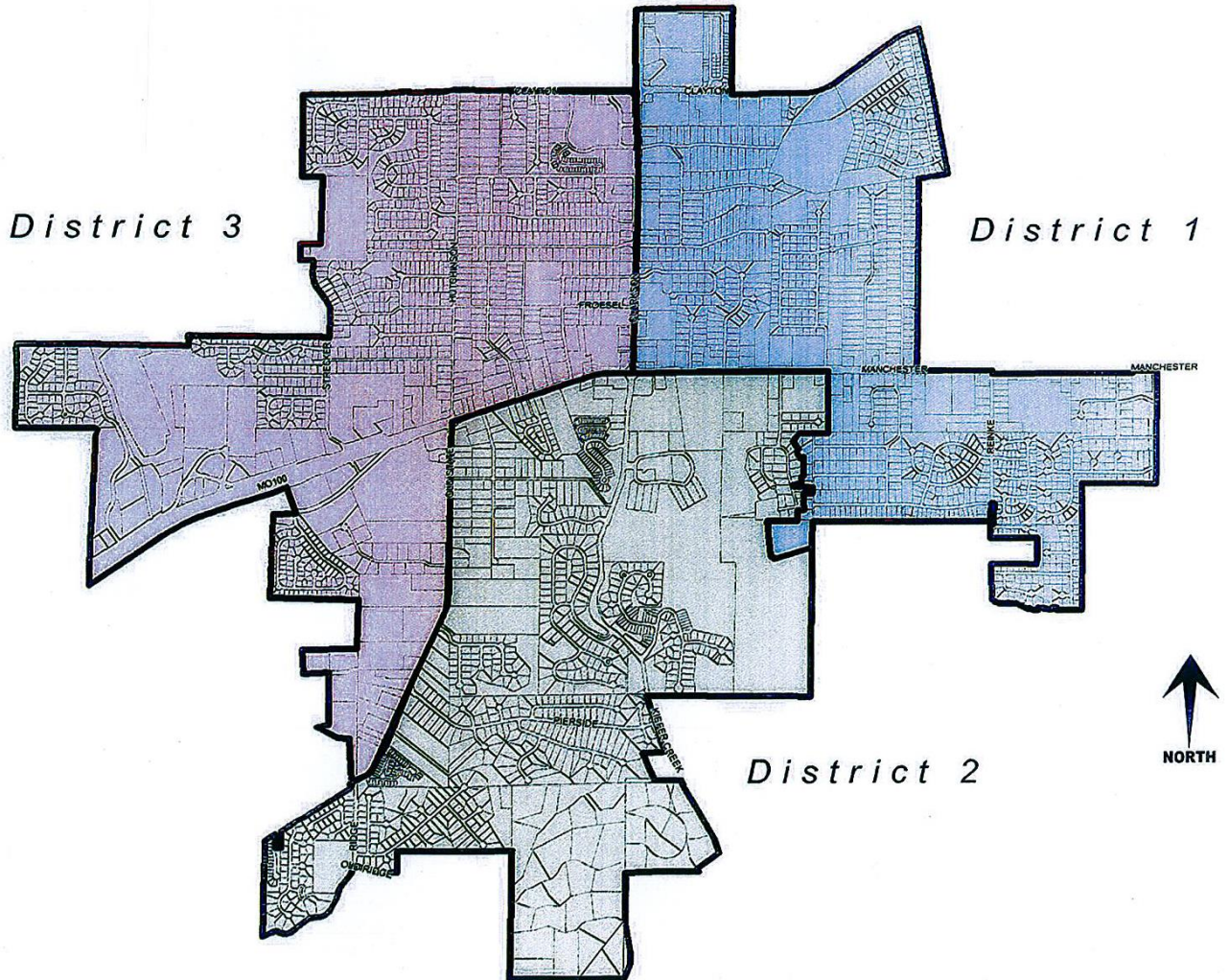
Funding Schedule:

2020	2021	2022	2023	2024
\$420,000	\$420,000	\$0	\$0	\$0





District Map





List of Acronyms

ADA	- Americans with Disabilities Act
CAFR	- Comprehensive Annual Financial Report
CVC	- Crime Victims Compensation (Fund)
DNA	- Deoxyribonucleic Acid (nucleic acid containing genetic markers)
DWI	- Driving While Intoxicated
FBI	- Federal Bureau of Investigation
FICA	- Federal Insurance Contributions Act – Social Security and Medicare
FY	- Fiscal Year
GFOA	- Government Finance Officers Association
HVAC	- Heating, Ventilation and Air Conditioning
ICMA	- The International City/County Management Association
IMDS	- Integrated Metropolitan Docking System
LAGERS	- Local Government Employees Retirement System (Missouri)
MO	- Missouri (State of)
MoDOT	- Missouri Department of Transportation
OSCA	- Office of State Courts Administrator
POST	- Peace Officer Standards and Training (Fund)
PW	- Public Works (department)
REJIS	- Regional Justice Information System
RSMO	- The Revised Statutes of Missouri, consisting of the Missouri Constitution and all state laws.
SB5	- Senate Bill 5 which was approved and made a law that impacts Court Operations





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.

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.

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

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.

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.

I

None



**J**

None

K

None

L

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 up to five years. Long-range planning takes into account the future as a consequence of present, short-range, and intermediate-range events. It is limited to five years due to the limited accuracy of longer range projections.

M

Major Capital Improvement Program - The Major Capital Improvement Program is a five-year plan providing a summary of proposed capital projects including related cost which have a total cost per project of \$20,000 or more. 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.

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.

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.





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 backups 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.

T

None

U

None

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.

