

CITY OF WENTZVILLE

# *Operating Budget*



**2015**

# 2015 Budget

## **Mayor**

Nick Guccione

## **Aldermen**

### WARD 1

Robert Hussey

Cheryl Kross, BOARD PRESIDENT

### WARD 2

Chris Gard

Michael Rhoades

### WARD 3

Mike Hays

Linda Wright

## **Administration**

Robert Bartolotta, CITY ADMINISTRATOR

Kimberly Butts, DIRECTOR OF PROCUREMENT

Doug Forbeck, DIRECTOR OF COMMUNITY DEVELOPMENT

Brandon Griffin, DIRECTOR OF INFORMATION TECHNOLOGY

Lisa Harrison, CHIEF OF POLICE

Jim Hetlage, CITY ATTORNEY

Jeff Lenk, DIRECTOR OF FINANCE

Mike Lueck, DIRECTOR OF PARKS AND RECREATION

Amy Mixen, DIRECTOR OF HUMAN RESOURCES

Susan Mueller, DIRECTOR OF PUBLIC WORKS

Vitula Skillman, CITY CLERK

## **Municipal Court**

Stephen Martin, MUNICIPAL JUDGE

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## Introduction and Overview



Oct. 8, 2014

Mayor and Board of Aldermen  
City of Wentzville  
310 West Pearce Blvd.  
Wentzville, MO 63385



Dear Mayor and Aldermen:

We are pleased to present you with the proposed 2015 financial plan for the City of Wentzville.

The City is not in the business of raising and spending money. Rather, we are in the business of providing quality service. Revenues and expenditures are only means to this end. All current services levels are projected to be maintained.

Total expenditures for the 15 Funds total \$81,723,790. Key highlights of this financial plan are outlined below.

- The combined tax rate for the General Fund and Parks Fund is proposed to remain the same as it has for the last three years. The combined rate is \$0.7902 per \$100 of assessed value.
- Sales tax revenues are projected to grow +3.3% while use tax revenues are projected to decrease by -1.6%
- Funds have been included to fully fund the Board-adopted Capital Improvement Plan (CIP). This reflects our ongoing program to upgrade and replace equipment and furnishings. A summary of capital outlay purchases for all budgeted funds by departments is as follows:

Department	Budgeted Capital Expenditures
Community Development	\$89,600
Law Enforcement	\$384,523
Public Works/Transportation	\$17,500,778
Parks	\$513,845
Water	\$2,201,630
Wastewater	\$1,692,570
<hr/>	
<b>Total</b>	<b>\$22,382,946</b>

- Healthcare expenditures for the City will remain stable with a slight increase to employees for spouse/ family coverage. A new HSA option will also be added.
- Consistent with the plan outlined in the CIP, this budget calls for the one-time draw down on fund balance reserves to fund one-time major capital projects. If the reserves weren't used then debt would need to be issued in 2015 instead of 2016. By drawing down the fund balances and deferring the issuance of debt for another year, the City will save on bond issuance costs and interest payments for another year.

General Fund	\$3,000,000
Parks Fund	\$200,000
Capital Fund	\$1,443,572
Transportation Fund	\$2,948,061
Water	\$1,605,325
Wastewater	\$1,066,629
<hr/>	
<b>Total:</b>	<b>\$10,263,587</b>

- Funds are included in this budget to address all six of the Mayor and Aldermen Strategic Priorities.

- A key component to ensure the City meets the resident's current and future needs is maintaining a professional and efficient staff. Funding to implement the recently completed Compensation and Classification Plan has been included in this budget. Total cost for implementation is \$215,210. The consultant will present the detailed findings at the Oct. 16 Budget Workshop Meeting. Funds for a 3% performance/merit increase have also been included in all budgets at a Citywide cost of \$341,301.
- A major change is proposed in the Parks and Recreation budget. Staff believes that we can save a substantial amount of money and increase service levels by no longer contracting out lifeguard services for our two pools.
- We are recommending a number of new personnel in this budget: 12 full time, 37 part time/seasonal and 81 part time for pools. These increases in personnel Citywide are to keep up with the growth being experienced in all City departments. These increases are necessary to maintain current service levels.
- A new contingency account has been established in the amount of \$55,000 to provide the ability to deal with unanticipated minor expenses.
- All capital projects for the General Fund have been funded by the Capital Improvement Fund. Hence, there were no General Fund expenditures for capital. The Capital Improvement Fund will also purchase all capital equipment for the Parks and Recreation and Transportation funds.
- Adjustments have been proposed in the Trash Fund. The base collection fee has been increased and the cart rental fee has been decreased. This is part of a long range plan to incentivize residents to use the more efficient fully containerized option.
- The Transportation Fund will see a large increase in contract services for Highway 61 safety improvements (approximately \$11 million) and David Hoekel Phase II design (approximately \$1 million).
- The Wastewater Fund has planned to complete a system modeling update and master plan. Both the Water and Wastewater funds plan to have a comprehensive rate analysis performed in 2015 due to increasing outside costs that have been absorbed throughout the past couple of years without an increase in water and sewer rates. No rate increases are proposed this year, but 2016 rates will most likely need an adjustment.
- Revenues were calculated based on careful consideration for our City's economic conditions and the slowly recovering economic outlook that is impacting our entire nation. Locally, the continued slow but steady, residential and business growth rates provide us with a solid financial base. Wentzville is experiencing a higher increase in residential building than the surrounding cities in St. Charles County. With increased numbers of residential building permits issued in 2014, and the same number is anticipated in 2015.
- The City has the following ratings assigned by Moody's Investor Service: Aa2 for our Certificates of Participation Series 2010A & 2010B; Aa3 for our Certificates of Participation 2011; Aa2 for our Lease Revenue Bonds Series 1999, 2006, 2008 and 2011.
- The Missouri Constitution provides that the amount of bonds payable out of tax receipts shall not exceed 10% of the total valuation of the taxable property of the City. The Missouri Constitution permits the City to become indebted for an additional 10% of the value of taxable, tangible property for the purpose of acquiring right-of-ways; constructing, extending and improving streets; and constructing and improving sanitary or stormwater sewer systems.

In order to meet the standards set forth by the Government Finance Officers Association (GFOA), the various bond agencies that evaluate the City's financial health and the City's own policies, the City of Wentzville has established a process of conservative and responsible financial management. Keeping with this philosophy, the General Fund unreserved fund balance will be at approximately 40% after the one-time draw down of the reserve for land purchase and preconstruction design services for the new City Hall.

This demonstrates prudent financial management by protecting the City against temporary revenue shortfalls, economic downturns, weather-related disasters or unanticipated major expenses. It also allows the City the financial freedom to capitalize on unanticipated opportunities that may surface in the coming years.

In summation, we remain committed to our mission to offer all of our residents the opportunities for continuously improving quality of life by providing effective leadership and service by encouraging responsible citizenship, stimulating economic growth, and planning and fiscal responsibility.


We would like to acknowledge the work of Danielle Bruckerhoff, Assistant Director of Finance, and the cooperation of each of the Directors, for their work on this budget document.

Thank you for your continued support and participation.

Respectfully submitted,



**Robert Bartolotta**  
City Administrator



**Jeff Lenk**  
Director of Finance

**Bill No. 3600, an Ordinance Authorizing the Budget for the Fiscal Year Beginning January 1, 2015 and Ending December 31, 2015 of Revenues of \$61,790,460 and Expenditures of \$77,847,748 (Includes \$10,391,695 in One-Time Reserve Draws and the Final Parks Bonds Proceeds Draw Down of Approximately \$5,988,300) the Budget Message, Scope and Form of Budget for the City of Wentzville, Missouri, and Matters Relating Thereto.**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI, AS FOLLOWS:**

Section 1: The annual operating budget for the City of Wentzville, Missouri, for the fiscal year beginning January 1, 2015, and ending on December 31, 2015, a copy of which is appended hereto and made part of, is hereby adopted. Maximum amounts to be expended by fund are as follows:

	Budgeted		Budgeted
Fund	Revenues		Expenditures
General	20,148,481		20,144,340
Self Insurance	2,876,789		2,598,892
General Debt	386,652		381,152
General WEDC	94,944		94,944
Park	5,909,512		5,909,250
Park Debt	1,771,699		1,771,699
Transportation	12,081,469		12,081,469
Capital	(866,675)		(866,675)
NID	163,561		165,128
SRF Debt	2,782,027		2,782,925
Water	6,010,568		6,010,568

Waste Water	6,851,370	6,851,370
Trash	2,253,478	2,216,106
Water WEDC	647,254	647,254
Waste Water WEDC	679,331	679,331
<b>Total Operations</b>	<b>61,790,460</b>	<b>61,467,753</b>
<b>Reserve Draw Down</b>		
General	-	3,000,000
Parks	-	200,000
Transportation	-	2,948,061
Capital	-	1,443,571
Water	-	1,733,434
Waste Water	-	1,066,629
<b>Total Reserve Draws</b>	<b>-</b>	<b>10,391,695</b>
<b>Bond Fund Draw Down</b>		
Parks Bond Proceeds	-	5,988,300
<b>Total Park Bond Expenditures</b>	<b>-</b>	<b>5,988,300</b>
<b>Grand Total All</b>	<b>61,790,460</b>	<b>77,847,748</b>




Section 2: That the City Administrator is hereby authorized to amend the line items of the budget as needed, but shall not authorize more funds be expended for any particular fund than authorized by this budget without prior approval of the Board of Aldermen. The Finance Director is required to submit quarterly budget versus actual updates for all major funds, including a detailed capital budget analysis.

Section 3: That this ordinance shall become effective immediately upon its passage and approval.


READ TWO TIMES AND PASSED BY THE BOARD OF ALDERMEN OF THE CITY OF WENTZVILLE, MISSOURI THIS 19 DAY OF November, 2014.

  
Mayor, Nickolas Guccione

Attest:

  
City Clerk, Vitula Skillman

APPROVED BY THE MAYOR OF THE CITY OF WENTZVILLE, MISSOURI THIS 20 DAY OF November, 2014.

  
Mayor, Nickolas Guccione

Attest:

  
City Clerk, Vitula Skillman

Approved as to Form:

  
Attorney



**Financial Structure,  
Policy and Process**

# At-a-Glance

## Vision:

The City of Wentzville is a community of neighbors working together to build a better future.

## Mission of City Governance:

To offer all of our citizen's opportunities for continuously improving quality of life by providing effective leadership and service by: encouraging responsible citizenship; stimulating economic growth; and planning and fiscal responsibility.

## 2015 STRATEGIC GOALS AND PRIORITIES

(Adopted By Resolution)

Short-term goals and priorities: The Board of Aldermen and staff will focus on starting or implementing these during the next two years, including a focus on reflecting these priorities in the annual budget preparation process:

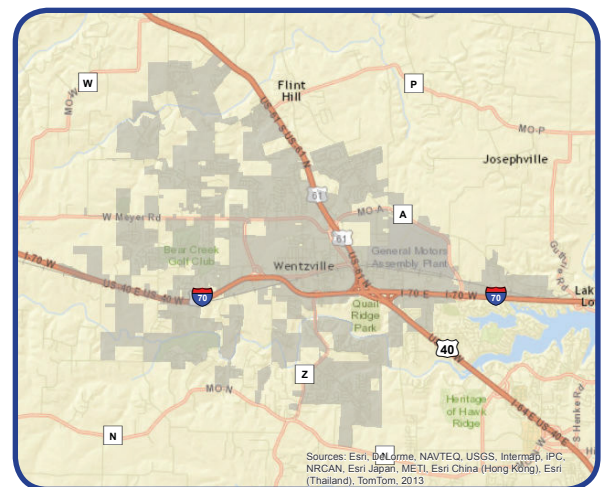
- Invest in Streets, Highway Repair and Maintenance
- Establish Strategic Economic Development Plan
- Purchase Property and Construct a New City Hall
- Expand Parks and Trails; Update the Parks, Trails and Facilities Master Plan
- Implement Downtown Redevelopment Plan
- Replace Infrastructure, Water and Sanitary Sewer Lines

Long-term goals and priorities: These initiatives reflect a sustained, strategic, and long-term review of proposed priorities and actions that will benefit the community as a whole.

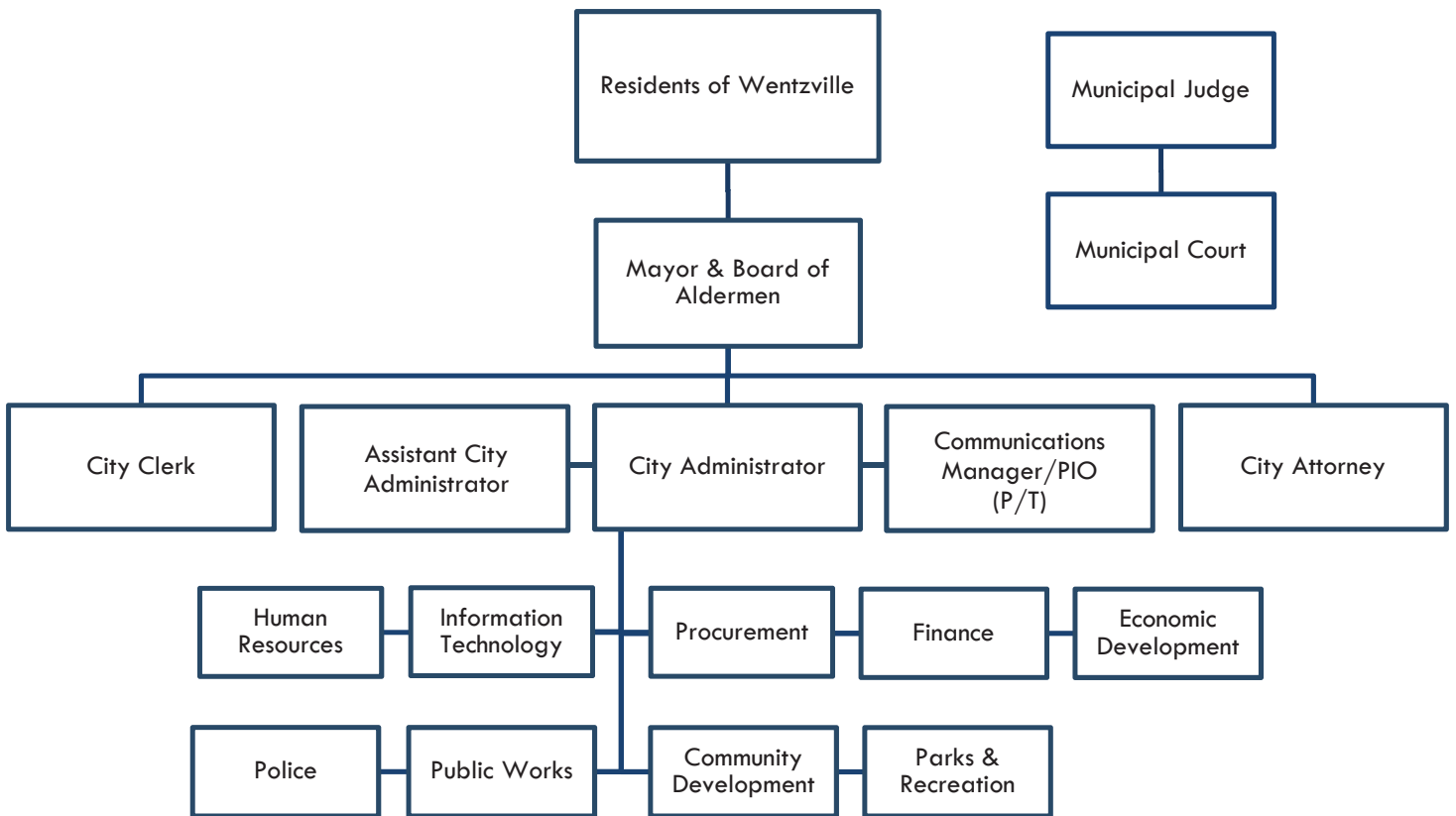
- Implement a Strategic Economic Development Plan
- Invest in Downtown Infrastructure and Development
- Construct Wentzville Parkway Extension South
- Implement "Quality of Life" Development Strategies
- Build a Multi-age Community Center
- Implement the Thoroughfare Plan
- Construct David Hoekel Parkway
- Build Phase II of Three Park Improvements and Acquisitions

## Brief History:

The City, founded in 1855 as a railroad depot and incorporated in 1872, operates under the Mayor and the Board of Aldermen consisting of six members. The city occupies 19.98 squares miles and is located in western St. Charles County at the intersection of I-70 and I-64/US 40-61. Growing from a small town of only about 5,000 in 1990 to a dynamic City of 30,917 in 2012, Wentzville has become a premier location for both businesses and residents.



# Organization Chart



# Fund Descriptions

The City's annual budget is organized by fund. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts and resources which are dedicated for a specific purpose. The revenue and expenditure accounts for each fund are listed within each budget section. The funds and departments within the funds are organized in the following order General Fund, Special Revenue Funds, Enterprise Funds, and Debt Service Funds.

## **BUDGETED FUNDS INCLUDE:**

**General Fund** – The General Fund is the general operation fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds** – Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The City has the following Special Revenue Funds:

- **Parks and Recreation Fund** – Used to account for revenues and expenses for recreation purposes.
- **Capital Fund** – Used to account for capital improvement sales tax revenues to be used for the purchase of equipment, vehicles, land and to construct City buildings.
- **Transportation Trust Fund** – Used to account for transportation sales tax revenues and grants to be used for the construction, reconstruction, repair, and maintenance of streets, roads and bridges.

**Enterprise Funds** - These funds are used to account for activities that are similar to those found in the private sector. The measurement focus is on the determination of net income and capital maintenance. Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, not including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City prepares budgets for the following three Enterprise Funds:

- **Water Fund** – Used to account for revenues and expenses for water services.
- **Wastewater Fund** – Used to account for revenues and expenses for the wastewater services.
- **Trash Fund** – Used to account for revenues and expenses for the trash/recycling services.

**Debt Service** – The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.



# Financial Policies

## Fund Accounting

The accounts of the City are organized on the basis of funds or account groups, each of which is considered a separate accounting entity with self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

## Governmental Fund Types

Governmental funds are those through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities (except those accounted for in enterprise funds) are accounted for through governmental funds. The measurement focus is upon determination of and changes in financial position rather than upon net income. The City prepares budgets for the following governmental fund types:

- **General Fund** – The General Fund is the general operation fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
- **Debt Service** – The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.
- **Special Revenue Funds** – Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The City has the following special revenue funds:
  - **Parks and Recreation** – Used to account for revenues and expenses for recreation purposes.
  - **Capital Fund** – Used to account for capital improvement sales tax revenues to be used for the purchase of equipment, vehicles, land and to construct City buildings.
  - **Transportation Fund** – Used to account for transportation sales tax revenues and grants to be used for the construction, reconstruction, repair, and maintenance of streets, roads and bridges.

## Enterprise Fund Types

Enterprise Funds are used to account for activities that are similar to those found in the private sector. The measurement focus is on the determination of net income and capital maintenance. Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, not including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City prepares budgets for the following three enterprise funds:

- **Water Fund** – Used to account for revenues and expenses for water services.
- **Wastewater** – Used to account for revenues and expenses for wastewater services.
- **Trash Fund** – Used to account for revenues and expenses for trash services.

## Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the general-purpose financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

# Financial Policies Cont'd

The City records transactions during the year on the modified accrual basis of accounting for governmental fund types and the accrual basis of accounting for the enterprise fund types. The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of generally accepted accounting principles (GAAP).

## **Budgetary Basis of Accounting**

The budgets for the general fund, special revenue funds, and debt service funds are adopted on a basis that is consistent with GAAP, except for the following:

- For GAAP purposes, expenditures are recognized as incurred, whereas the City's budget basis recognizes encumbrances outstanding at year-end as expenditures of the current period. Encumbered appropriations do not lapse at year-end.
- Grant revenue is generally recognized when the qualifying expenditures are incurred. Due to the City's policy of recognizing encumbrances outstanding at year-end as expenditures, certain grant revenues have also been recognized for budget purposes.
- For GAAP purposes, property tax revenue is recognized to the extent it is collected within the current period or expected to be collected within 60 days following the end of the fiscal period. Property tax revenue not received at year-end is recorded as deferred revenue. On a budget basis, property tax revenue is recognized at the point in time that the tax is levied.
- For the enterprise fund types (water, wastewater and trash), depreciation is not recorded on a budget basis. Budget basis accounting for these funds is the same as for the governmental fund types. As such, capital expenditures are shown as expenses on a budget basis. In addition, payment of principal and interest on revenue bonds is shown as an expense when paid. Both budget basis and GAAP basis financial statements are shown in the CAFR. Differences between these financial statements are reconciled and discussed in that report.

## **Budget and Financial Policies**

The City's fund balance policy and definition of a balanced budget shall be in accordance with Missouri Revised Statutes. Where in no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year; provided that nothing herein shall be construed as requiring any political subdivision to use any cash balance as current revenue or to change from a cash basis of financing its expenditures. The 2015 budget presented is balanced.

The City will live within its means. All departments supported by the resources of the City must function within the limits of the financial resources identified or available specifically to them.

Current appropriations in all funds are limited to the sum of available, unencumbered fund balances and revenues the City estimates it will receive during the current budget period.

The revenues generated in the City's Special Revenue Funds come from tax levies, fees, grants and intergovernmental revenues. Expenditures in these funds are strictly limited to the mandates of the funding source. Special Revenue Funds are not to be used to subsidize other funds, except as required or permitted by program regulations. Sufficient charges and rate schedules shall be levied to support operations of the Special Revenue Funds. The General Fund may subsidize Special Revenue Funds beyond the rate structure only when needed to perform expected services.

## Financial Policies Cont'd

Enterprises should strive to become self-supporting entities through annual reviews of fee structure, charges for services, and other operating revenues. Sufficient user charges and fees shall be pursued and levied to support the full cost (operating, direct, indirect and capital) of operations. Market rates and charges levied by other public and private organizations for similar services should be considered when establishing tax rates, fees and charges.

A five-year Capital Improvements Program shall be prepared and updated each year. The operating impact of each project shall be identified and incorporated into annual operating budgets. Capital assets shall be purchased and maintained on a regular schedule. Within legal limits and the constraints of operating budgets, debt shall be issued for the purchase of capital assets, including major renovations.

The City will consider General Fund requests for new or expanded programs during the course of the regular budget process. Only in extreme circumstances will such requests be considered during the course of the year.

To the extent possible, current revenues will fund current operations.

The various sources of revenue shall be monitored to determine that rates are adequate and each source is maximized.

The City of Wentzville will pursue federal, state and private grants but will strictly limit financial support of these programs to avoid commitments that continue beyond funding availability.

It is the policy of the City to charge fees for services where such an approach is permissible, and where a limited and specific group of beneficiaries who can pay such charges is identifiable.

The City will continuously seek new revenues and pursue diverse support, so as to limit the dependence on one or only a few sources.

# Budget Process

The operating budget is based on the Balanced Budget principle of financing current expenditures with current revenues and accumulated reserves. Operating expenditures will not be directly supported by debt. Expenditures shall include adequate funding of retirement benefits and adequate maintenance and replacement of capital and operating assets. The budgeted expenditures reflect the City's perceived needs and desires of the community based on available information and long-range planning.

The Board of Aldermen adopts an annual budget on the modified accrual basis of accounting for all governmental fund types (General Fund, Debt Service Fund, Special Revenue Funds, Capital Project Funds and Enterprise Funds). The budget is based on generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board.

The Board of Aldermen hold budget work sessions with the City Administrator, Finance Director and staff to make final revisions to the proposed budget. No less than a 10-day notice is given by publication announcing a public hearing on the proposed budget in a newspaper with general circulation within the City. After the legal notice is published, the public hearing and introduction of the bill for the adoption of the annual budget are held at the Board of Aldermen meeting in the month of November. The notice also informs the public that a copy of the proposed budget may be inspected at City Hall, during business hours.

The budget is adopted before Dec. 31 of the year prior to enactment.

City staff reviews budget appropriations and actual financial requirements throughout the year.

The Board of Aldermen may amend or adjust the budget, by adoption of an amending budget ordinance, which adjusts the revenue and expenditure authorization during the budget year.

The following is a sample calendar illustrating the timing and responsibility of issues related to the budget process.

July 1	Administer instructions, forms and reports to departments at staff meeting
July 25-26	Board Retreat – discuss budget policies and priorities
Aug. 1	Budget and capital forms returned
Aug. 1	Finance to complete 2015 revenue projections
Aug. 15	Departments to complete 2015 revenue projections for their department
Aug. 15	Five-Year Capital Improvement Plan review with staff
Aug. 22	Budget/capital forms returned from Human Resources and IT with input to Finance
Sept. 2	Requested budgets entered in Incode Budget Maintenance
Sept. 3	Board of Aldermen work session to review Five Year Capital Improvement Plan
Sept. 5	Finance and City Administrator work session/overview of budgets
Sept. 8-11	Meet with departments
Sept. 12-Oct. 3	Finance and City Administrator balancing
Oct. 8	Proposed Fiscal Year 2015 Budget delivered/presented at Board of Aldermen meeting
Oct. 15-16	Board of Aldermen work session to review Proposed Fiscal Year 2015 Budget
Nov. 12	Presentation, Public Hearing and First Reading of 2015 Budget
Nov. 19	Second Reading and Adoption of 2015 Budget

# Budget Process Cont'd

## Financial Monitoring

This section outlines the general financial monitoring responsibilities involved in the management and use of the City's resources.

- **City Administrator** – The City Administrator is ultimately responsible for the implementation and management of the budget and for the proper use, preservation and protection of the City's assets. The City Administrator may delegate authority and responsibility to department heads or other City staff.
- **Finance Department** – The Finance Director's responsibility is to monitor the fiscal and program implementation of the approved budget. The Finance Director reports to the City Administrator and the Board of Aldermen on various aspects of the budget implementation and management. In addition, the Finance Department works closely with other Departments to apprise them of their financial status and of any potential issues that may affect their operations. The Finance Department may review fiscal or operational issues affecting any part of the City organization.
- **Departments** – Each Department is responsible for monitoring and managing their resources, ensuring budgets are not exceeded and all expenditures are in conformity with City, state and federal ordinances, statutes, policies and regulations.

## Independent Audits and Financial Reports

Sound business practice and federal and state laws require annual, independent audits of the City's financial statements. The independent accounting firm of Botz Deal & Co. performed the City's 2013 audit and issues an opinion on the City's General Purpose Financial Statements. The City's Finance staff prepares substantial analytical documentation for the annual audit and produces the CAFR in accordance with generally accepted accounting principles and statutory requirements. Historically, the auditor's opinions on the City's financial statements have been unqualified.

## Working Capital

Through prudent fiscal management, the City has avoided the need for short-term borrowing. The City estimates revenues realistically for the annual budget. General Fund resources have typically exceeded requirements, as evidenced by the growth in fund balance.

## Financial Planning

The Board of Aldermen requires the preparation of a five-year Capital Improvement Plan (CIP) each year. It is a listing of capital projects over a specified period of time. The purpose of the CIP is to systematically plan, schedule and finance capital projects to ensure cost effectiveness as well as conformance with established policies. Future years in the CIP may be revised as necessary as changes occur in economic conditions, public needs changes in priorities, etc.

## Controls

In addition to standard financial management controls and internal management and operating policies and procedures, several other financial controls provide additional security of City resources:

- **Purchasing** – The procurement process utilizes a centralized purchase order system, on all purchases exceeding \$999.99 requiring department authorization within approved limits. Controls on both dollar value and individual staff purchasing authorization have been implemented through the use of purchasing cards.
- **Expenditures** – The City's automated expenditure processing system verifies requested expenditures against current budget availability to prevent spending in excess of appropriations.
- **Investment Ratios** – The City's Investment Policy purpose is to establish investment guidelines. The Finance Department prepares a quarterly report that, among other things, reports composition and maturity breakdowns to compare to the suggested guidelines. The primary objective of the City of Wentzville investment activities is the preservation of capital.



# Financial Summaries

# Revenues

## GENERAL FUND REVENUE

### Property Taxes

Property taxes include revenues from current and delinquent tax collections on real property, personal property, and railroad and utility property.

Real property taxes are levied each August based on the assessed valuation of property located in the City, as of the previous Jan. 1. Assessed valuations are established by the St. Charles County Assessor. The City tax rate for Fiscal Year 2015 is expected to be levied at \$0.7902 per \$100 of assessed valuation. This expected levy would include \$0.7198 for the General Fund and \$0.0704 for the Parks and Recreation Fund. Residents are billed in November. Taxes are due and collectible on Dec. 31, and are delinquent and represent a lien on related property on Jan. 1 of the following year. Taxes are billed, collected and remitted to the City by the St. Charles County Collector for a fee of 2.1% (1.5% to County Collector and 0.6% to Assessor) of the taxes collected, except for railroad and utility.

Reassessments on real property are performed every two years. In the past, the assessed value was equal to one-third of the property's market value. However, after the state restructured the assessment process in 1984, assessed valuation of residential property equaled 19% of appraised value, agricultural equaled 12%, and commercial and industrial equaled 32%. Personal property continues to be valued at one-third of the property's true value in money.

The Assessor's Office is responsible for establishing the fair market value of all property within St. Charles County as of the tax date, Jan. 1. This assures the tax burden is distributed fairly among those responsible for payment. The market value of your property is multiplied by the statutory level of assessment to arrive at an assessed value. Personal Property is assessed at 33-1/3% of its true value in money (RSMo. 137.115), with the following exceptions: farm machinery and livestock at 12%; historic vehicles and historic aircraft at 5%; grain (unmanufactured) at ½%. The Assessor shall annually assess all personal property at 33-1/3% of its true value in money as of Jan. 1 of each calendar year. Boats and other special vehicles are taxed on one-third of the Modified Accelerated Cost Recovery System life tables (per RSMo. 137.122) in general; however, special situations do exist for nonstandard items. Personal property taxes are assessed, billed, collected and distributed at the same rate and in the same manner as real estate taxes.

Railroad and utility taxes are levied on property owned by the railroads and utilities within St. Charles County. The amount attributable to each municipality is based upon the holdings within the city limits of each jurisdiction. The tax rate for 2013 is \$0.7198 per \$100 of assessed valuation. These taxes are billed, collected and remitted to the City by the St. Charles County Collector for a fee of 1% per state statute.

Property Tax Projections for future fiscal years are based on the expected tax rate of \$0.7902 (General Fund and Parks and Recreation Fund) per \$100 of assessed valuation. The projections take into consideration the stability of property values and a continued growth pattern of new construction. The City budget reflects a slight 2% increase in overall property tax revenue. In 2014, the City maintained the existing property tax rate. The City's tax base has the potential to grow even with the slow housing market due to available land to be developed and possible voluntary annexation adjacent to the City limits. Actual, budgeted and projected amounts are net of collection fees and are estimated at 99.2% collection rate.

### Gross Receipts Tax

The gross receipts tax is applied to any person, partnership, venture or corporation engaged in the business of supplying electricity, gas, water, telephone or other utilities to residents of the City. This includes a tax of 5% of the gross receipts from such businesses on the first \$10,000 purchased monthly by a user and a tax of 0.5% on all purchases in excess of \$10,000 per month. Remittance of tax from Ameren UE is at 4.84% of the gross receipts on the first \$10,000 and 0.49% on all purchases in excess of the \$10,000 per month. In 2006, a utilities license fee rebate for exempt customers on electricity, gas and telephone was started. This is for senior citizens and residents on disability that make below a certain income level. The rebate amount is paid from the General Fund.

# Revenues Cont'd

Gross Receipts Tax Projections are based on historical trend information. The 2015 Budget is set for a 6.0% increase as the residential and commercial construction continues a steady rebound.

## Sales Tax

Sales taxes are collected on retail sales in the City. The tax rate of 8.450% is comprised of the following:

- 4.000% State – General
- 0.125% State – Conservation
- 0.100% State – Parks and Soils
- 1.450% County
- 0.100% County - Regional Park Tax
- 0.125% County – Community Services for Children
- 0.050% County – Emergency Management System
- 1.000% City – General
- 0.500% City – Capital
- 0.500% City – Transportation
- 0.500% City - Parks
- 8.450% Total Sales Tax

Sales tax collections are a strong source of revenue for the City and remain the largest source of income. Up to an additional 1.00% sales tax may be added for Transportation Development Districts and Community Improvement Districts located throughout the City.

Sales tax projections for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2014 and retail expected to open during the 2015 Budget year. For 2015, the City is expecting approximately a 3.3% increase in sales tax.

## SPECIAL REVENUE FUNDS

### Parks and Recreation Fund

#### Parks Sales Tax

The Parks and Recreation sales tax is collected on all retail sales at a rate of 1/2¢. This was approved by the voters in 2010 to fund the construction of three new parks and the operations and maintenance of the local parks for the City.

The Regional Parks sales tax is collected at a rate of 1/10¢ and disbursed by the county to municipalities based upon population.

Sales tax projections for future years are based on the change in population and commercial development both within and outside of the city limits. It takes into account businesses that opened or closed in 2014 and retail expected to open during the 2015 budget year. For 2015, the City is expecting approximately a 3% increase in sales tax and a 16% decrease in use tax.

#### Charges for Services

These are the revenues for programs provided by the Parks and Recreation Department.

# Revenues Cont'd

## Transportation Fund

### Transportation Sales Tax

The tax is collected on all taxable merchandise at a rate of 1/2¢. Sales tax collections are a strong source of revenue for the City and remain the largest source of income.

Sales tax projections for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2014 and retail expected to open during the 2015 budget year. For 2015, the City is expecting approximately a 3% increase in sales tax.

### State Motor Fuel Sales Tax

The State Motor Fuel Tax is comprised of three components: Gasoline Tax, Motor Vehicle Sales Tax and Motor Vehicle Fee increases. The tax is remitted to the Missouri Department of Revenue and allocated to municipalities based on census population.

- The Gasoline Tax is \$.17 per gallon from April 1996 and thereafter. Fifteen percent is allocated to cities.
- Motor Vehicle Sales Tax is collected on all motor vehicles, and trailers, which shall be dedicated for highway and transportation use. Fifteen percent of this tax is allocated to cities.
- Motor Vehicle Fee increases is a tax based on all state license fees and taxes upon motor vehicles, trailers and motor vehicle fuels.

State Motor Fuel Sales Tax Projections increased in 2012 based on the population increase of 21,840 (302.1%) per the 2010 census population of 29,070. The 2011 budget amount was based on the City's 2000 census figure of 7,230. An annual increase of 2.0% is expected going forward.

## Capital Fund

### Capital Improvements Sales Tax

The tax is collected on all taxable merchandise at a rate of 1/2¢. Sales tax collections are a strong source of revenue for the City and remain the largest source of income.

Sales tax projections for future years are based on the change in population and commercial development both within and outside of the City limits. It takes into account businesses that opened or closed in 2014 and retail expected to open during the 2015 budget year. For 2015, the City is expecting approximately a 3.3% increase in sales tax and a 16% decrease in use tax.

# CONSOLIDATED REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
<b>GENERAL GOVERNMENT</b>				
Property Tax	4,640,642	4,464,956	4,665,526	4%
Sales Tax	6,063,405	6,452,778	6,559,000	2%
Other Tax	3,397,364	3,354,000	3,592,607	7%
Licenses & Permits	682,932	554,700	710,200	28%
Charges For Services	794,146	1,030,181	1,062,595	3%
Fines & Forfeitures	1,322,256	1,296,500	1,366,680	5%
Miscellaneous	431,177	349,500	365,000	4%
Interest	10,953	30,000	31,600	5%
Other Financing Sources	613,546	1,776,062	1,795,273	-1%
	17,956,421	19,308,677	20,148,481	4%
<b>PARKS</b>				
Property Tax	452,700	436,448	463,702	6%
Sales Tax	2,902,164	2,971,257	3,017,900	2%
Other Tax	83,757	80,000	91,000	12%
Licenses & Permits	4	-	-	
Charges For Services	485,319	496,795	2,226,815	24%
Miscellaneous	12,399	300	2,050	83%
Interest	(173)	2,000	6,100	67%
Intergovernmental	(32,443)	500,000	101,945	-390%
	3,903,727	4,486,800	5,909,512	4%
<b>TRANSPORTATION</b>				
Sales Tax	2,901,759	2,944,737	2,991,800	2%
Other Tax	974,278	1,146,420	993,763	-13%
Interest	10,018	5,000	25,100	402%
Intergovernmental	744,490	2,690,961	7,780,806	189%
Transfer from Capital Fund	-	-	290,000	
	4,630,545	6,787,118	12,081,469	78%
<b>CAPITAL</b>				
Sales Tax	3,031,700	3,074,644	3,126,000	2%
Interest	3,775	2,000	11,800	490%
	3,035,475	3,076,644	3,137,800	2%
<b>UTILITIES</b>				
Licenses & Permits	9,830	4,000	7,500	88%
Charges For Services	13,433,274	13,678,161	14,381,685	5%
Miscellaneous	3,474,802	7,200	3,500	-51%
Interest	219,883	10,000	43,400	334%
Transfer In	2,311,091	679,835	679,331	-0.1%
	19,448,880	14,379,196	15,115,416	5%
<b>INTERNAL SERVICE</b>				
Self-Insurance	2,144,136	2,500,000	2,845,774	14%
Interest	1,213	3,500	3,700	6%
	2,145,349	2,503,500	2,849,474	14%



	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
<b>DEBT SERVICE</b>				
Lease Income	3,758,497	4,010,334	3,784,576	-6%
Interest	141,642	5,500	25,800	369%
Other Financing Sources	(1,384,473)	1,035,887	531,671	-49%
Transfer In For Debt Payment	2,226,046	2,187,655	2,183,421	-0.2%
	4,741,712	7,239,376	6,525,468	-10%
<b>TOTAL CITY REVENUE</b>	<b>55,862,109</b>	<b>57,781,311</b>	<b>65,767,620</b>	<b>14%</b>

# CONSOLIDATED OPERATING EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
<b>GENERAL GOVERNMENT</b>				
Personnel	1,260,253	1,710,277	2,034,352	19%
Other Charges/Services	966,301	798,607	1,098,271	38%
Supplies	53,049	98,857	112,390	14%
Repairs/Maintenance	141,101	163,056	145,885	-11%
Contract Services	821,994	979,350	893,198	-9%
	<u>3,242,698</u>	<u>3,750,147</u>	<u>4,284,096</u>	<u>14%</u>
<b>PUBLIC SAFETY</b>				
Personnel	5,959,325	6,745,438	6,885,379	2%
Other Charges/Services	450,617	466,357	573,373	1%
Supplies	354,700	533,678	478,159	-10%
Repairs/Maintenance	159,838	185,122	162,755	-12%
Contract Services	234,960	203,737	176,459	-13%
	<u>7,159,440</u>	<u>8,234,332</u>	<u>8,276,125</u>	<u>0.5%</u>
<b>PUBLIC WORKS</b>				
Personnel	2,117,261	2,496,823	2,579,331	3%
Other Charges/Services	719,471	768,399	766,414	-0.3%
Supplies	300,459	394,011	366,452	-7%
Repairs/Maintenance	116,368	154,550	252,128	63%
Contract Services	205,905	442,259	292,462	-34%
	<u>3,459,464</u>	<u>4,256,042</u>	<u>4,256,787</u>	<u>0%</u>
<b>COMMUNITY DEVELOPMENT</b>				
Personnel	904,112	983,166	1,100,484	12%
Other Charges/Services	45,690	59,783	75,819	27%
Supplies	3,354	14,300	10,300	-28%
Repairs/Maintenance	-	4,500	3,000	-33%
Contract Services	3,290	12,500	20,500	64%
	<u>956,446</u>	<u>1,074,249</u>	<u>1,210,103</u>	<u>13%</u>
<b>ECONOMIC DEVELOPMENT</b>				
Personnel	134,613	129,176	172,297	33%
Other Charges/Services	168,554	199,519	119,022	-40%
Supplies	107	29,325	28,175	-4%
Repairs/Maintenance	-	135	135	0%
Contract Services	15,000	15,000	30,000	100%
	<u>318,274</u>	<u>373,155</u>	<u>349,629</u>	<u>-6%</u>

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
<b>PARKS</b>				
Personnel	1,170,973	1,547,301	2,226,143	44%
Other Charges/Services	972,344	1,345,148	1,212,017	-10%
Supplies	209,185	318,921	424,066	33%
Repairs/Maintenance	58,379	67,449	69,500	3%
Contract Services	198,649	496,166	92,974	-81%
Transfer Out	1,642,586	1,644,174	1,639,007	-0.3%
	4,252,116	5,419,159	5,663,707	5%
<b>TRANSPORTATION</b>				
Personnel	-	44,680	100,182	124%
Other Charges/Services	100,241	100,655	105,326	5%
Supplies	-	800	800	0%
Repairs/Maintenance	1,578,547	3,183,570	2,340,000	-26%
Contract Services	112,800	1,360,809	2,770,713	104%
	1,791,588	4,690,514	5,317,021	13%
<b>CAPITAL</b>				
Other Charges/Services	174,010	194,724	194,944	0.1%
Professional Fees	-	-	801	
Transfer Out – Transportation	-	-	290,000	
Transfer Out – General Fund	584,407	2,084,036	1,767,273	-15%
Transfer Out – Park	-	-	101,945	
Transfer Out – Wastewater	631,794	679,835	679,331	-0.1%
Transfer Out – General Debt	-	1,165,926	1,165,926	0%
Transfer Out – Debt Payment	420,199	382,243	381,152	-0.3%
	1,810,410	4,506,764	4,581,372	2%
<b>UTILITIES</b>				
Personnel	1,420,799	1,735,604	2,138,490	23%
Other Charges/Services	9,353,645	7,821,107	7,850,076	0.4%
Supplies	467,743	608,907	587,882	-3%
Repairs/Maintenance	408,445	570,025	713,570	25%
Contract Services	2,117,580	2,217,873	2,565,780	16%
	13,768,212	12,953,516	13,855,798	7%
<b>INTERNAL SERVICE</b>				
Self-Insurance	1,773,999	2,032,755	2,598,665	28%
Professional Fees	-	-	227	
	1,773,999	2,032,755	2,598,892	28%
<b>DEBT SERVICE</b>				
Debt Payment – P&I	7,594,434	6,719,941	6,490,623	-3%
Professional Fees	37,090	62,617	11,810	-81%
	7,631,524	6,782,558	6,502,433	-4%
<b>TOTAL CITY EXPENSE</b>	<b>46,164,171</b>	<b>54,073,191</b>	<b>56,895,963</b>	<b>5%</b>

# CONSOLIDATED CAPITAL EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
<b>GENERAL GOVERNMENT</b>				
Capital Outlay	270,096	649,086	45,000	-93%
<b>PUBLIC SAFETY</b>				
Capital Outlay	302,428	758,167	354,523	-53%
<b>PUBLIC WORKS</b>				
Capital Outlay	67,896	804,283	4,293,150	434%
<b>COMMUNITY DEVELOPMENT</b>				
Capital Outlay	21,083	35,000	74,600	113%
<b>ECONOMIC DEVELOPMENT</b>				
Capital Outlay	29,295	-	-	
<b>PARKS</b>				
Capital Outlay	244,317	698,362	513,845	-26%
<b>TRANSPORTATION</b>				
Capital Outlay	782,897	3,899,927	9,712,509	149%
<b>UTILITIES</b>				
Capital Outlay	156,355	1,609,117	3,894,200	142%
<b>DEBT SERVICE</b>				
Capital Outlay	4,208,338	17,252,511	5,940,000	-66%
<b>TOTAL CAPITAL</b>				
	<b>6,082,705</b>	<b>25,706,453</b>	<b>24,827,827</b>	<b>-3%</b>

**Fund Balance**

# FUND BALANCE

2015 Budget																
Fund Balances																
	General	Self Insurance	General Debt	General WEDC	Park	Park Debt	Transp.	Capital	NID	SRF Debt	Water	WW	Trash	Water WEDC	WW WEDC	Total
	101	106	118	119	205	218	302	303	308	503	504	505	507	549	559	
Estimated Fund Balance 2014	12,022,253	1,399,686	626,697	(519,500)	1,591,650	12,977,539	6,107,493	2,655,731	90,478	937,008	27,415,462	28,981,348	126,987	746,920	906,846	96,066,598
2015 Revenue	18,381,208	2,849,474	386,652	94,944	5,807,567	1,771,699	11,791,469	3,137,800	163,561	2,782,027	6,010,568	6,851,370	2,253,478	647,254	679,331	63,608,402
Capital Transfer In	1,767,273	-	-	-	101,945	-	290,000	-	-	-	-	-	-	-	-	2,159,218
<b>Total Revenue</b>	<b>20,148,481</b>	<b>2,849,474</b>	<b>386,652</b>	<b>94,944</b>	<b>5,909,512</b>	<b>1,771,699</b>	<b>12,081,469</b>	<b>3,137,800</b>	<b>163,561</b>	<b>2,782,027</b>	<b>6,010,568</b>	<b>6,851,370</b>	<b>2,253,478</b>	<b>647,254</b>	<b>679,331</b>	<b>65,767,620</b>
2015 Expense	18,376,743	2,598,892	381,152	94,944	5,663,705	1,751,699	5,317,021	2,422,154	165,128	2,782,925	5,414,263	6,225,429	2,216,106	647,254	679,331	54,736,746
Capital	4,767,273	-	-	-	513,845	12,997,539	9,712,509	-	-	-	2,201,630	1,692,570	-	-	-	31,885,366
Capital Transfer Out	-	-	-	-	-	-	-	2,159,218	-	-	-	-	-	-	-	2,159,218
<b>Total Expense</b>	<b>23,144,016</b>	<b>2,598,892</b>	<b>381,152</b>	<b>94,944</b>	<b>6,177,550</b>	<b>14,749,238</b>	<b>15,029,530</b>	<b>4,581,372</b>	<b>165,128</b>	<b>2,782,925</b>	<b>7,615,893</b>	<b>7,917,999</b>	<b>2,216,106</b>	<b>647,254</b>	<b>679,331</b>	<b>88,781,330</b>
Reserve Draw Down	3,000,000	-	-	-	200,000	-	2,948,061	1,443,572	-	-	1,605,325	1,066,629	-	-	-	10,263,587
Bond Issue Proceeds	-	-	-	-	68,300	-	-	-	-	-	-	-	-	-	-	68,300
<b>Revenue Over/(Under) Expense</b>	<b>4,465</b>	<b>250,582</b>	<b>5,500</b>	<b>-</b>	<b>262</b>	<b>(12,977,539)</b>	<b>-</b>	<b>-</b>	<b>(1,567)</b>	<b>(898)</b>	<b>-</b>	<b>-</b>	<b>37,372</b>	<b>-</b>	<b>-</b>	<b>(12,681,823)</b>
<b>Projected Fund Balance 2015</b>	<b>9,026,718</b>	<b>1,650,268</b>	<b>632,197</b>	<b>(519,500)</b>	<b>1,391,912</b>	<b>-</b>	<b>3,159,432</b>	<b>1,212,159</b>	<b>88,911</b>	<b>936,110</b>	<b>25,810,137</b>	<b>27,914,719</b>	<b>164,359</b>	<b>746,920</b>	<b>906,846</b>	<b>73,121,188</b>

# GENERAL FUND

CHANGE IN FUND BALANCE			
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015
<b>BEGINNING FUND BALANCE</b>	<b>10,523,387</b>	<b>12,645,548</b>	<b>12,022,253</b>
<b>REVENUES:</b>			
Property Tax	4,640,642	4,464,956	4,665,526
Sales Tax	6,063,405	6,452,778	6,559,000
Other Tax	3,397,364	3,354,000	3,592,607
Licenses and Permits	682,932	554,700	710,200
Fines and Forfeitures	794,146	1,030,181	1,062,595
Charges for Services	1,322,256	1,296,500	1,366,680
Miscellaneous	424,037	349,500	365,000
Interest	10,953	30,000	31,600
<b>OPERATING REVENUE</b>	<b>17,335,735</b>	<b>17,532,615</b>	<b>18,353,208</b>
Intergovernmental	34,075	192,026	28,000
Transfer In – Capital	579,471	1,584,036	1,767,273
<b>TOTAL REVENUE</b>	<b>17,949,281</b>	<b>19,308,677</b>	<b>20,148,481</b>
<b>EXPENSES:</b>			
Personnel	10,375,564	12,064,876	12,771,846
Other Charges/Services	2,350,633	2,392,665	2,632,899
Supplies	711,669	1,070,171	995,476
Repairs/Maintenance	417,307	507,363	563,903
Contract Services	1,281,149	1,652,846	1,412,619
Capital Outlay	690,798	2,244,051	4,767,273
<b>TOTAL EXPENSES</b>	<b>15,827,120</b>	<b>19,931,972</b>	<b>23,144,016</b>
<b>RESERVE DRAW DOWN</b>			<b>3,000,000</b>
<b>ENDING FUND BALANCE</b>	<b>12,645,548</b>	<b>12,022,253</b>	<b>9,026,718</b>
<b>INCREASE/(USE OF) FUND BALANCE</b>	<b>2,122,161</b>	<b>(623,295)</b>	<b>4,465</b>

# PARK FUND

CHANGE IN FUND BALANCE			
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015
<b>BEGINNING FUND BALANCE</b>	<b>2,076,408</b>	<b>2,029,131</b>	<b>1,591,650</b>
<b>REVENUES:</b>			
Property Tax	452,700	436,448	463,702
Sales Tax	2,902,164	2,971,257	3,017,900
Other Tax	83,757	80,000	91,000
Licenses and Permits	4	-	-
Charges For Services	1,027,118	1,689,985	2,226,815
Miscellaneous	16,029	350	2,050
Interest	(173)	2,000	6,100
<b>OPERATING REVENUE</b>	<b>4,481,599</b>	<b>5,180,040</b>	<b>5,807,567</b>
Transfer In - Capital	(32,443)	500,000	101,945
<b>TOTAL REVENUE</b>	<b>4,449,156</b>	<b>5,680,040</b>	<b>5,909,512</b>
<b>EXPENSES:</b>			
Personnel	1,170,973	1,547,301	2,226,143
Other Charges/Services	972,344	1,345,148	1,212,017
Supplies	209,185	318,921	424,066
Repairs/Maintenance	58,379	67,449	69,500
Contract Services	198,649	496,166	92,974
Capital Outlay	244,317	698,362	513,845
Transfer	1,642,586	1,644,174	1,639,007
<b>TOTAL EXPENSES</b>	<b>4,496,433</b>	<b>6,117,521</b>	<b>6,177,552</b>
<b>RESERVE DRAW DOWN</b>			<b>200,000</b>
<b>BOND ISSUE PROCEEDS</b>			<b>68,300</b>
<b>ENDING FUND BALANCE</b>	<b>2,029,131</b>	<b>1,591,650</b>	<b>1,391,910</b>
<b>INCREASE/(USE OF) FUND BALANCE</b>	<b>(47,277)</b>	<b>(437,481)</b>	<b>260</b>



# TRANSPORTATION FUND

CHANGE IN FUND BALANCE			
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015
<b>BEGINNING FUND BALANCE</b>	<b>5,854,754</b>	<b>7,910,816</b>	<b>6,107,493</b>
<b>REVENUES:</b>			
Sales Tax	2,901,759	2,944,737	2,991,800
Other Tax	974,278	1,146,420	993,763
Interest	10,018	5,000	25,100
<b>OPERATING REVENUE</b>	<b>3,886,055</b>	<b>4,096,157</b>	<b>4,010,663</b>
Intergovernmental	744,491	2,690,961	7,780,806
Transfer In – Capital	-	-	290,000
<b>TOTAL REVENUE</b>	<b>4,630,546</b>	<b>6,787,118</b>	<b>12,081,469</b>
<b>EXPENSES:</b>			
Personnel	-	44,680	100,182
Other Charges/Services	100,241	100,655	105,326
Supplies	-	800	800
Repairs/Maintenance	1,578,546	3,183,570	2,340,000
Contract Services	112,800	1,360,809	2,770,713
Capital Outlay	782,897	3,899,927	9,712,509
<b>TOTAL EXPENSES</b>	<b>2,574,484</b>	<b>8,590,441</b>	<b>15,029,530</b>
<b>RESERVE DRAW DOWN</b>			<b>2,948,061</b>
<b>ENDING FUND BALANCE</b>	<b>7,910,816</b>	<b>6,107,493</b>	<b>3,159,432</b>
<b>INCREASE/(USE OF) FUND BALANCE</b>	<b>2,056,062</b>	<b>(1,803,323)</b>	<b>-</b>

# CAPITAL FUND

CHANGE IN FUND BALANCE			
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015
<b>BEGINNING FUND BALANCE</b>	<b>2,861,586</b>	<b>4,085,851</b>	<b>2,655,731</b>
<b>REVENUES:</b>			
Sales Tax	3,031,700	3,074,644	3,126,000
Interest	2,975	2,000	11,800
<b>TOTAL REVENUE</b>	<b>3,034,675</b>	<b>3,076,644</b>	<b>3,137,800</b>
<b>EXPENSES:</b>			
Other Charges/Services	174,010	194,724	194,944
Professional Fees	-	-	801
Transfer Out – Transportation	-	-	290,000
Transfer Out – General Fund	584,407	2,084,036	1,767,273
Transfer Out – Park	-	-	101,945
Transfer Out – Wastewater	631,794	679,835	679,331
Transfer Out – General Debt	-	1,165,926	1,165,926
Transfer Out – Debt Payment	420,199	382,243	381,152
<b>TOTAL EXPENSES</b>	<b>1,810,410</b>	<b>4,506,764</b>	<b>4,581,372</b>
<b>RESERVE DRAW DOWN</b>			<b>1,443,572</b>
<b>ENDING FUND BALANCE</b>	<b>4,085,851</b>	<b>2,655,731</b>	<b>1,212,159</b>
<b>INCREASE/(USE OF) FUND BALANCE</b>	<b>1,224,265</b>	<b>(1,430,120)</b>	<b>-</b>

# WATER FUND

CHANGE IN FUND BALANCE			
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015
<b>BEGINNING FUND BALANCE</b>	<b>25,588,151</b>	<b>27,546,692</b>	<b>27,415,462</b>
<b>REVENUES:</b>			
Licenses and Permits	9,850	4,000	7,500
Charges For Services	5,595,859	5,740,808	5,971,568
Miscellaneous	1,655,042	3,700	3,500
Interest	11,763	10,000	28,000
<b>OPERATING REVENUE</b>	<b>7,272,514</b>	<b>5,758,508</b>	<b>6,010,568</b>
Transfer	(13,496)	-	-
<b>TOTAL REVENUE</b>	<b>7,259,018</b>	<b>5,758,508</b>	<b>6,010,568</b>
<b>EXPENSES:</b>			
Personnel	623,197	787,635	1,005,494
Other Charges/Services	4,081,232	3,579,130	3,718,399
Supplies	372,329	452,664	443,435
Repairs/Maintenance	65,488	100,404	106,470
Contract Services	18,831	105,485	140,465
Capital Outlay	139,400	864,420	2,201,630
<b>TOTAL EXPENSES</b>	<b>5,300,477</b>	<b>5,889,738</b>	<b>7,615,893</b>
<b>RESERVE DRAW DOWN</b>			<b>1,605,325</b>
<b>ENDING FUND BALANCE</b>	<b>27,546,692</b>	<b>27,415,462</b>	<b>25,810,137</b>
<b>INCREASE/(USE OF) FUND BALANCE</b>	<b>1,958,541</b>	<b>(131,230)</b>	<b>-</b>

# WASTEWATER FUND

CHANGE IN FUND BALANCE			
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015
<b>BEGINNING FUND BALANCE</b>	<b>26,563,522</b>	<b>30,344,508</b>	<b>30,283,730</b>
<b>REVENUES:</b>			
Licenses and Permits	(20)	-	-
Charges For Services	5,722,104	5,863,160	6,157,039
Miscellaneous	2,069,410	3,500	-
Interest	207,946	-	15,000
<b>OPERATING REVENUE</b>	<b>7,999,440</b>	<b>5,866,660</b>	<b>6,172,039</b>
Transfer	2,324,587	679,835	679,331
<b>TOTAL REVENUE</b>	<b>10,324,027</b>	<b>6,546,495</b>	<b>6,851,370</b>
<b>EXPENSES:</b>			
Personnel	765,743	914,149	1,050,010
Other Charges/Services	5,254,330	4,209,692	4,097,345
Supplies	93,726	151,243	139,447
Repairs/Maintenance	342,957	469,621	607,100
Contract Services	69,330	117,871	331,527
Capital Outlay	16,955	744,697	1,692,570
<b>TOTAL EXPENSES</b>	<b>6,543,041</b>	<b>6,607,273</b>	<b>7,917,999</b>
<b>RESERVE DRAW DOWN</b>			<b>1,066,629</b>
<b>ENDING FUND BALANCE</b>	<b>30,344,508</b>	<b>30,283,730</b>	<b>29,217,101</b>
<b>INCREASE/(USE OF) FUND BALANCE</b>	<b>3,780,986</b>	<b>(60,778)</b>	<b>-</b>

# TRASH FUND

CHANGE IN FUND BALANCE			
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015
<b>BEGINNING FUND BALANCE</b>	<b>83,980</b>	<b>118,416</b>	<b>126,987</b>
<b>REVENUES:</b>			
Charges For Services	2,115,311	2,074,193	2,253,078
Interest	174	-	400
<b>TOTAL REVENUE</b>	<b>2,115,485</b>	<b>2,074,193</b>	<b>2,253,478</b>
<b>EXPENSES:</b>			
Personnel	31,859	33,820	82,986
Other Charges/Services	18,083	32,285	34,332
Supplies	1,688	5,000	5,000
Contract Services	2,029,419	1,994,517	2,093,788
<b>TOTAL EXPENSES</b>	<b>2,081,049</b>	<b>2,065,622</b>	<b>2,216,106</b>
<b>ENDING FUND BALANCE</b>	<b>118,416</b>	<b>126,987</b>	<b>164,359</b>
<b>INCREASE/(USE OF) FUND BALANCE</b>	<b>34,436</b>	<b>8,571</b>	<b>37,372</b>

## Departmental Information

# POSITION SUMMARY

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T	#F/T	#P/T
		2013		2014		2015	
<b>General Government - Administration</b>							
Mayor			1		1		1
Aldermen			6		6		6
City Administrator	S	1		1		1	
Assistant City Administrator	R	0		.5 <sup>A</sup>		1 <sup>A</sup>	
City Clerk	P	1		1		1	
Communication Manager/PIO	M		0		1 <sup>A</sup>		1
Assistant City Clerk	K	1		1		1	
Administrative Assistant	J	1		1		1	
Clerk II	I	1		1		1	
Secretary	G	1		1		1	
<b>General Government - Human Resources</b>							
Director – Human Resources	P	1		1		1	
Admin Assistant – HR	J	1		1		1	
Clerk I (floating) P/T	H	0			2 <sup>B</sup>		0 <sup>A</sup>
Clerk I P/T	H	0			0		1 <sup>B</sup>
<b>General Government - Information Technology</b>							
Director – Information Technology	P	0		1 <sup>B</sup>		1	
Systems Engineer	N	0		0		1 <sup>B</sup>	
Network Administrator	M	0		1 <sup>C</sup>		1	
Intern	D		0		0		1 <sup>C</sup>
<b>General Government – Procurement</b>							
Director – Procurement	P	1		1		1	
Senior Procurement Specialist	M	0		0		1 <sup>C</sup>	
Purchasing Specialist	L	1		1		1	
Purchasing Coordinator	J	0		1 <sup>D</sup>		1	
Clerk II	I		1		1		1
<b>General Government - Finance</b>							
Director – Finance	Q	1		1		1	
Assistant Director of Finance	O	1		1		1	
Accountant	L	1		1		1	
Accounting Clerk III (Systems)	L	1		1		1	
Clerk II	I	2		2		2	
<b>General Government - Economic Development</b>							
Director - Economic Development	P	0		.5 <sup>A</sup>		1 <sup>D</sup>	
Marketing & Business Development Manager	O	1		0 <sup>E</sup>		0	
Administrative Assistant	J	1		1		1	

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T	#F/T	#P/T
		2013		2014		2015	
<b>Public Safety - Law Enforcement</b>							
Police Chief	R	1		1		1	
Police Major – Support Services	P-6	1		1		1	
Police Captain	P-5	1		1		1	
Police Lieutenant	P-4	4		4		4	
Police Sergeant	P-3	7		7		7	
Police Officer	P-2	43		44 <sup>F</sup>		44	
Park Ranger/Animal Control Officer (2 @50%)	P-2	2		1 <sup>G</sup>		1	
School Resource Officer	P-2	3		4 <sup>H</sup>		4	
Office Manager II	L	1		1		1	
Supervisor Dispatch	K	1		1		1	
Lead Corrections Technician	K	1		1		1	
Corrections Technician (Commissioned)	J (P-1)	5		7 <sup>I</sup>		7	
Dispatch Officer	J	8	5	8	5	8	5
Clerk I	H	3	0	3	1 <sup>C</sup>	3	2 <sup>D</sup>
<b>Public Safety - Municipal Court</b>							
Court Administrator	N	1		1		1	
Clerk II	I	1		1		1	
Clerk I	H	1	2	2 <sup>J</sup>	1 <sup>D</sup>	2	1
<b>Public Works - Administration</b>							
Director – Public Works	R	1		1		1	
Assistant Director – Public Works	P	0		1 <sup>K</sup>		1	
Administrative Assistant	J	1		1		1	
<b>Public Works - Stormwater</b>							
Stormwater Management Coordinator	M	1		1		1	
Stormwater Intern	D		1		1		1
<b>Public Works - Engineering</b>							
City Engineer	P	1		0 <sup>L</sup>		0	
Senior Civil Engineer	O	1		2 <sup>M</sup>		2	
Engineer I	M	1		0 <sup>N</sup>		0	
Civil Engineer	N	1		1		1	
Project Manager (1@50% Trans/25%Water/25%WW)	M	1		1		2 <sup>E</sup>	
Engineering Technician	L	2		2		2	
AutoCad Technician	L	1		1		1	
Administrative Assistant	J	0	1	1 <sup>O</sup>	0 <sup>E</sup>	1	0
<b>Public Works – Streets &amp; Signals</b>							
Streets, Signals & Fleet Superintendent	O	1		1		1	
Supervisor Streets & Signals	M	1		1		1	
Foreman Street Maintenance	L	2		2		2	
Maintenance Worker III	I	3		3		3	
Maintenance Worker II (1@50%Street/50%Trash)	H	5		5		6 <sup>F</sup>	
Maintenance Worker I (2@100% Transportation)	G	3	0	3	4 <sup>F</sup>	4 <sup>G</sup>	5 <sup>E</sup>



TITLE	GRADE	#F/T	#P/T	#F/T	#P/T	#F/T	#P/T
		2013		2014		2015	
<b>Public Works - Fleet</b>							
Foreman Fleet Maintenance	L	1		1		1	
Mechanic	K	2		2		2	
<b>Public Works – Facility Operations</b>							
Supervisor Facility Operations	M	1		1		1	
Foreman Facility Operations	L	1		1		1	
Service Worker II – Electrical	K	1		1		1	
Service Worker II – HVAC	K	1		1		1	
Service Worker I	H	1	1	1	1	1	1
<b>Community Development - Administration</b>							
Director – Community Development	Q	1		1		1	
Office Manager II	L	1		0 <sup>P</sup>		0	
Secretary	G	1		2 <sup>Q</sup>		2	
<b>Community Development - Planning</b>							
Senior Planner	M	1		1		1	
GIS Coordinator	M	1		1		1	
Administrative Assistant	J	1		1		1	
<b>Community Development - Building Inspection</b>							
Building Commissioner	N	1		1		1	
Safety Plans Examiner	M	1		1		1	
Building Safety Inspector	L	3		3		4 <sup>H</sup>	
Code Compliance Inspector	K	1		1	1 <sup>G</sup>	1	1
Administrative Assistant	J	1		1		1	
Secretary	G	0	1	0	2 <sup>H</sup>	0	3 <sup>F</sup>
<b>Parks &amp; Recreation - Administration</b>							
Director – Parks and Recreation	Q	1		1		1	
Park Ranger – Animal Control (2 at 50%)	P-2	0		1 <sup>G</sup>		1	
Park Ranger	P-2	0		1 <sup>R</sup>		1	
Office Manager I	K	1		1		1	
Clerk I	H		0		0		1 <sup>G</sup>
Inclusion Aid	B				1 <sup>I</sup>		1
<b>Parks &amp; Recreation – Progress Pool</b>							
Recreation Aide I	B		0		0		2 <sup>H</sup>
Recreation Aide II	D		0		0		0
Concession Worker	SEAS0		0		0		4 <sup>J</sup>
Lifeguards/Swim Instructor	SEAS0		0		0		30 <sup>K</sup>
Lead Concession Worker	SEAS1		0		0		.5 <sup>J</sup>
Head Lifeguard/Head Swim Instructor	SEAS1		0		0		4 <sup>K</sup>
Aquatic Facility Manager	SEAS3		0		0		2.5 <sup>K</sup>

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T	#F/T	#P/T
		2013		2014		2015	
<b>Parks &amp; Recreation – Splash Station</b>							
Recreation Aide I	B		0		0		4 <sup>H</sup>
Recreation Aide II	D		0		0		3 <sup>I</sup>
Concession Worker	SEAS0		0		0		9 <sup>J</sup>
Lifeguards/Swim Instructor	SEAS0		0		0		40 <sup>K</sup>
Lead Concession Worker	SEAS1		0		0		1.5 <sup>J</sup>
Head Lifeguard/Head Swim Instructor	SEAS1		0		0		2 <sup>K</sup>
Aquatic Facility Manager	SEAS3		0		0		2.5 <sup>K</sup>
<b>Parks &amp; Recreation - Recreation</b>							
Superintendent Recreation	N	1		1		1	
Supervisor Recreation	K	2		2		2	
Volunteer & Special Events Manager	K	0		0		1 <sup>I</sup>	
Aquatics/Fitness Coordinator (50%Recreation/25%Splash/25%Progress)	K	0		0		1 <sup>J</sup>	
Recreation Coordinator	I	1		2 <sup>S</sup>		2	
Clerk I	H	2		2		2	
Recreation Aid II	D		6		9 <sup>J</sup>		3 <sup>I</sup>
Recreation Aid I	B		4		8 <sup>J</sup>		12 <sup>H</sup>
Concession Worker	SEAS0		16		16		7 <sup>J</sup>
Lead Concession Worker	SEAS1		0		0		3 <sup>J</sup>
Day Camp Counselor	SEAS1		18		18		28 <sup>L</sup>
Day Camp Head Counselor	SEAS2		1		1		3 <sup>L</sup>
Assistant Day Camp Director	SEAS3		1		1		2 <sup>L</sup>
Day Camp Director	SEAS4		1		1		1
<b>Parks &amp; Recreation - Maintenance</b>							
Superintendent Park Maintenance	N	1		1		1	
Supervisor Park Maintenance	K	1		1		1	
Landscape Technician	K	1		1		1	
Park Facility Maintenance Tech	K	0		0		1 <sup>K</sup>	
Horticulturist (70% Park Maint/30%PW Facility Operations)	K	0		0		1 <sup>L</sup>	
Athletic Turf/Irrigation Specialist	J	0		0		1 <sup>M</sup>	
Maintenance Worker III	H	1		1		1	
Maintenance Worker I	G	1	5	1	8 <sup>K</sup>	1	8
Custodian	C		0		0		2 <sup>M</sup>
Seasonal Groundskeeper	D		0		0		2 <sup>N</sup>
<b>Utilities - Water</b>							
Superintendent Water Supply & Distribution	O	.5		1 <sup>T</sup>		1	
Supervisor Water Supply & Distribution	M	1		2 <sup>U</sup>		2	
Foreman Water Services	L	0		2 <sup>V</sup>		2	
Water Operator III	K	2		2		2	
Water Operator II	J	4		3 <sup>W</sup>		3	
Clerk II (2 @ 33% WW/33%Trash/34% WW)	I	2		2		2	
Water Operator I	H	1	3	2 <sup>X</sup>	3	2	3
Clerk I (50%Water/50%WW)	H		1		1		1

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T	#F/T	#P/T
		2013		2014		2015	
Utilities - Wastewater							
Superintendent Wastewater Systems	O	.5		1 <sup>T</sup>		1	
Supervisor Wastewater Collection Services	M	0		1 <sup>Y</sup>		1	
Supervisor Wastewater Plant	M	1		1		1	
Foreman Wastewater Collection Services	L	0		1 <sup>Z</sup>		1	
Foreman Wastewater Plant Maintenance	L	1		1		1	
Wastewater Plant Operator III	K	2		2		2	
Wastewater Plant Operator II	J	4		4		4	
Wastewater Plant Operator I	H	2		2	3 <sup>L</sup>	2	3
Clerk I	H		2		1 <sup>M</sup>		1
TOTAL		183	70	200	91	212	216

## Variance Explanations 2013 to 2014

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### Full Time

- A. .5 Increase – Added .5 Assistant City Administrator reorganization
- B. 1 Increase – Added Information Technology Manager (formerly outsourced)
- C. 1 Increase – Added Network Administrator based on department needs
- D. 1 Increase – Added Purchasing Coordinator based on department needs
- E. 1 Decrease – Eliminated Marketing and Business Development Manager – reorganization
- F. 1 Increase – Added Police Officer based on department needs
- G. 1 Decrease – Rangers split 50/50, one in Law Enforcement, one in Parks – Administration
- H. 1 Increase – Added School Resource Officer based on request from School District
- I. 2 Increases – Added 2 Corrections Technicians based on department needs
- J. 1 Increase – Reclassified Court Clerk from Part-Time to Full-Time based on department needs
- K. 1 Increase – Assistant to CA/Assistant Public Works Director to Assistant PW Director reorganization
- L. 1 Decrease – City Engineer duties were assumed by the Public Works Director and this position was filled with a Senior Civil Engineer
- M. 1 Increase – Position was filled with the City Engineer Slot
- N. 1 Decrease – Reclassified as the Assistant Director of Public Works
- O. 1 Increase – Reclassified Part-Time Admin Assistant in Engineering to Full-Time (formerly frozen)
- P. 1 Decrease – Reclassified to Secretary I
- Q. 1 Increase – Position was filled with the Officer Manager II slow
- R. 1 Increase – Park Ranger new parks
- S. 1 Increase – Added Recreation Coordinator due to new parks
- T. .5 Increase – Split Water/Wastewater Superintendent from one FTE to two FTE's reorganization
- U. 1 Increase – Added Supervisor Water Supply Services reorganization
- V. 2 Increases – Added Foreman Water Distribution Maintenance reorganization and Foreman Water Supply Services reorganization
- W. 1 Decrease – Position was filled with Water Operator I
- X. 1 Increase – Added Water Operator (formerly frozen)
- Y. 1 Increase – Supervisor Wastewater Collections reorganization
- Z. 1 Increase – Foreman Wastewater Collections reorganization

### Part Time

- A. 1 Increase – Added Marketing Specialist/PIO new position
- B. 2 Increases – Adding Floating Clerk I to assist in front desk coverage and document imaging projects
- C. 1 Increase – Added Records Clerk I (formerly frozen)
- D. 1 Decrease – Reclassified Clerk I Court from Part-Time to Full-Time based on department needs
- E. 1 Decrease – Reclassified Admin Assistant in Engineering from Part-Time to Full-Time (formerly frozen)
- F. 2 Increases – Added 2 Maintenance Worker I – Street (formerly frozen and two funded by Transportation Fund)
- G. 1 Increase – Added Seasonal Code Compliance Inspector (formerly frozen)
- H. 1 Increase – Secretary I Community Development (formerly frozen)
- I. 1 Increase – Title change from Recreation Aid I to Inclusion Aid
- J. 7 Increases – Added Recreation Aid I and II and Concession Workers to cover Splash Station
- K. 3 Increases – Added 3 Maintenance Worker I Parks for new parks
- L. 3 Increases – Added 2 Wastewater Operators reorganization
- M. 1 Decrease – Decrease in headcount with no change in hours.

## Variance Explanations 2014 to 2015

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### Full Time

- A. .5 Increase – Separated Assistant City Administrator/Economic Dev Dir Positions to Full-Time CA
- B. 1 Increase – Information Technology Systems Engineer based on department needs
- C. 1 Increase – Senior Procurement Specialist based on department needs
- D. .5 Increase – Separated Assistant CA/Economic Dev Director Positions to Full-Time ED Director
- E. 1 Increase – Project Manager Engineering – based on department needs
- F. 1 Increase – Maintenance Worker II – Streets & Signals based on department needs
- G. 1 Increase – Maintenance Worker I – Streets & Signals (formerly frozen)
- H. 1 Increase – Added Building Safety Plans Examiner (formerly frozen)
- I. 1 Increase – Volunteer & Special Events Coordinator based on department needs
- J. 1 Increase – Aquatics/Fitness Coordinator new facilities
- K. 1 Increase – Parks Facility Maintenance Technician to cover new facilities
- L. 1 Increase – Horticulturist Parks facilities
- M. 1 Increase – Athletic Turf/Irrigation Specialist to cover current and new facilities

### Part Time

- A. 2 Decrease – Eliminated 2 Floating Clerks
- B. 1 Increase – Clerk I Human Resources based on department needs
- C. 1 Increase – Information Technology Intern based on department needs
- D. 1 Increase – Records Clerk
- E. 1 Increase – Maintenance Worker I – Street (formerly frozen)
- F. 1 Increase – Secretary I CDD
- G. 1 Increase – Recreation Clerk Parks new facilities
- H. 10 Increases – Recreation Aid I Parks new facilities
- I. 3 Decreases – Recreation Aid II Parks new facilities
- J. 9 Increases – Concession Workers for new facilities
- K. 81 Increases – Lifeguard Staff (lifeguard service outsourced 2013&2014)
- L. 13 Increases – Day Camp Staff second camp program added
- M. 2 Increases – Custodian Parks was previously outsourced
- N. 2 Increases – Groundskeeper (seasonal) was previously outsourced

\*Please note significant reorganization has taken place from 2013-2015. The titles and grades reflected are based on the 2014 Classification and Compensation Study Results.

# Salary Matrix

**2015 City of Wentzville Position Classification Plan - Salary Matrix**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Range Spread</b>	<b>Midpoint Differential</b>
SEAS0	\$15,600	\$17,056	\$18,408	18%	
SEAS1	\$15,721	\$18,079	\$20,438	30%	6.0%
SEAS2	\$16,822	\$19,345	\$21,868	30%	7.0%
SEAS3	\$18,167	\$20,893	\$23,618	30%	8.0%
SEAS4	\$19,621	\$22,564	\$25,507	30%	8.0%
A	\$17,342	\$20,377	\$23,412	35%	
B	\$18,729	\$22,007	\$25,285	35%	8.0%
C	\$20,228	\$23,768	\$27,307	35%	8.0%
D	\$21,846	\$25,669	\$29,492	35%	8.0%
E	\$23,594	\$27,722	\$31,851	35%	8.0%
F	\$24,950	\$29,940	\$34,930	40%	8.0%
G	\$26,946	\$32,336	\$37,725	40%	8.0%
H	\$29,641	\$35,569	\$41,497	40%	10.0%
I	\$32,605	\$39,126	\$45,647	40%	10.0%
J	\$35,865	\$43,039	\$50,212	40%	10.0%
K	\$39,452	\$47,342	\$55,233	40%	10.0%
L	\$44,384	\$53,260	\$62,137	40%	12.5%
M	\$49,130	\$60,184	\$71,238	45%	13.0%
N	\$55,517	\$68,008	\$80,499	45%	13.0%
O	\$62,023	\$77,529	\$93,035	50%	14.0%
P	\$71,327	\$89,158	\$106,990	50%	15.0%
Q	\$80,417	\$102,532	\$124,647	55%	15.0%
R	\$92,480	\$117,912	\$143,344	55%	15.0%
S	\$109,126	\$139,136	\$169,146	55%	18.0%
P-1	\$38,583	\$46,300	\$54,017	40%	
P-2	\$44,371	\$53,245	\$62,119	40%	15.0%
P-3	\$52,358	\$62,829	\$73,301	40%	18.0%
P-4	\$61,782	\$74,138	\$86,495	40%	18.0%
P-5	\$72,903	\$87,483	\$102,064	40%	18.0%
P-6	\$77,128	\$94,482	\$111,836	45%	8.0%

**Administration:**  
**City Clerk/City Administrator/  
Mayor and Alderman**

## Administration: City Clerk/ City Administrator/Mayor and Alderman

### CITY CLERK

**Department Description:** The City Clerk is responsible for preparing and maintaining the minutes of Board of Aldermen proceedings, recording and filing official City records, certifying and issuing official documents, filing official notices and advertisements, and posting public notices as required by law. The City Clerk performs voter registration and notary public services, accepts filing for candidacy in City elections, officially swears in public officials and certain public employees for public office and duty, and maintains the subdivision trustee database. The City Clerk is also responsible for several licenses and permits. The City Clerk supervises the Customer Service Center. The Customer Service Representatives assist residents and clients with inquiries about City operations, initiate work orders, and register individuals for utilities services and process payments. The City Clerk is responsible for the following licenses and permits: business license, home-based business, liquor license, solicitors, mechanical amusement, tattoo and/or body piercing and/or branding establishments, yard sale signs, adult business, pawnbrokers, and pay-day loan and title loan businesses.

**Mission:** The mission of the City Clerk's Office for the City of Wentzville is to serve the community as a whole, in an ethical, professional, responsible manner as provided in the Code of Ordinances for the City of Wentzville and the state statutes for the state of Missouri; and to provide assistance to all customers in a courteous and service-oriented manner by providing a welcoming environment to residents and visitors.

#### *Goals and Objectives:*

- **Customer Service**
  - Greet each customer
  - Assistance to customers
  - Response to inquiries
  - Phone calls
- **Records Management**
  - Microfilming
  - Laserfiche
  - Eliminate duplicate documents throughout the City
- **Risk Management**
  - Safety manual review
  - Monthly safety meetings
  - Bid liability, property, and worker's compensation insurance
- **Training**
  - Utilize training offered by MoCCFOA
  - Utilize training offered by MPR – Risk Management Program
  - Deputy City Clerk to assist with functions performed by City Clerk
  - Encourage directors and/or supervisors to enroll in the Performance Development Academy offered by MPR
  - Municipal Code Book updated and implement in new software
- **Customer Resource Management**
  - Mobile app







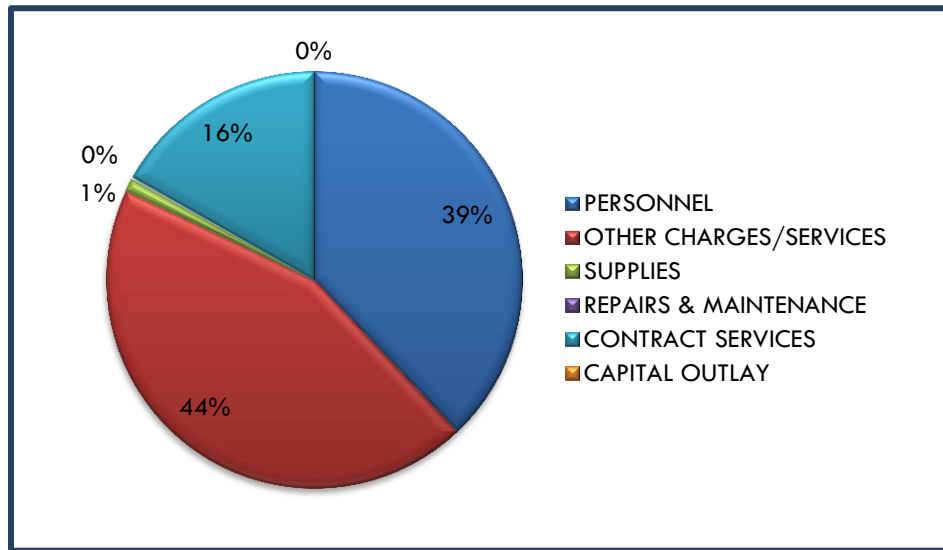
## CITY CLERK CONTINUED

### *Performance Measures:*

- **Customer Service**
  - Greet each customer as they come into City Hall and assist them in a friendly and efficient manner
  - A response to all phone calls and emails within 24 hours
  - Phone calls will be answered within the third ring with a limited number of calls going to voice mail
- **Records Management**
  - Microfilm planning and zoning documents, ordinances, resolutions, minutes of all meetings
  - Prepare a Records Program Policy Manual
  - Deed and easement documents to be reviewed, organized and scanned into Laser Fiche
  - Destruction of records – Citywide
- **Risk Management**
  - Safety Committee Members and Directors to review the Safety Manual and make revisions
  - Safety Manual presented to the Board and a Resolution to accept the Safety Manual
  - Recommendation to the Board of Aldermen for Property, Liability, Workers' Compensation insurance beginning July 1, 2015.
- **Training**
  - Utilize training offered by Missouri City Clerks and Finance Officers Association
  - Summary of the training is submitted and shared with other in the office
  - Utilize webinar training through MPR. Training sessions are documented for the purpose of reference and meeting the requirements through the Risk Management Program
  - Deputy City Clerk to complete the necessary training to fill-in for the City Clerk or Assistant City Clerk when necessary.
  - Provide training to Directors, Board of Aldermen and other personnel on the new software for the Municipal Code. This will provide them the information necessary to retrieve information from the Municipal Code with little or no assistance.
- **Customer Resource Management**
  - Monitor outstanding concerns and follow up with departments for completion and/or respond to the individual that submitted the concern
  - Monitor response time of concerns
  - Provide information to the residents through the website home page, *The Vision* and *Noteworthy*, on the use of the Wentzville Concern Center mobile app.

## EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	485,593	729,546	748,220	3%
OTHER CHARGES/SERVICES	779,383	526,219	841,780	60%
SUPPLIES	10,831	21,878	18,084	-17%
REPAIRS/MAINTENANCE	9,328	8,312	3,500	-58%
CONTRACT SERVICES	286,567	265,605	292,982	10%
CAPITAL OUTLAY	29,443	250,000	-	-100%
	1,601,145	1,801,560	1,904,566	6%

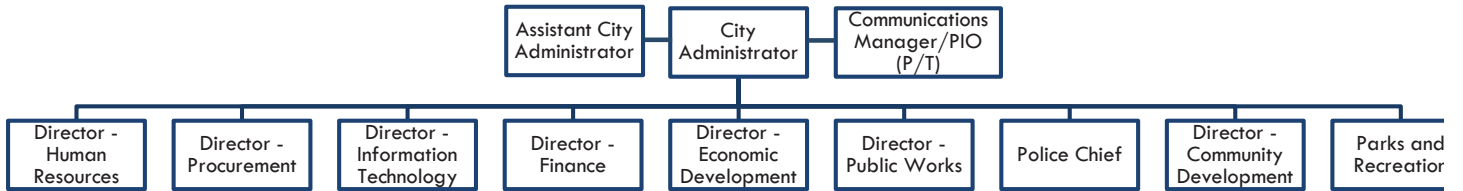


## PERSONNEL DETAIL

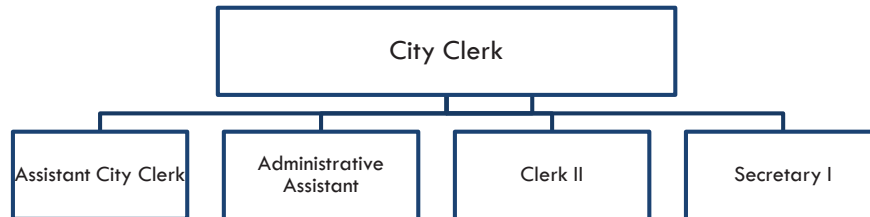
TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Mayor			1		1
Aldermen			6		6
City Administrator	S	1		1	
Assistant City Administrator	R	.5		1	
City Clerk	P	1		1	
Communication Manager/PIO	M		1		1
Assistant City Clerk	K	1		1	
Administrative Assistant	J	1		1	
Clerk II	I	1		1	
Secretary	G	1		1	
<b>TOTAL</b>		6.5	8	7	8

## ORGANIZATIONAL CHART

### City Administrator



### City Clerk



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## **Human Resources**

# Human Resources

**Department Description:** The Human Resource Division is responsible for recruitment and selection activities, benefits administration, budgeting compensation, interpreting and administering policies and procedures, and managing employee communications.

**Mission:** Human Resources supports and upholds the City of Wentzville's goals by fostering a positive and engaging work environment, while identifying and responding to the changing needs of our growing City.

## **Goals & Objectives:**

The Human Resources Department will help the City of Wentzville achieve its strategic mission while ensuring employees are engaged and motivated to help the City succeed. Human Resources success will be measured by our ability to align and integrate processes with the strategic mission. We can do this by identifying issues and executing corrective measures effectively.

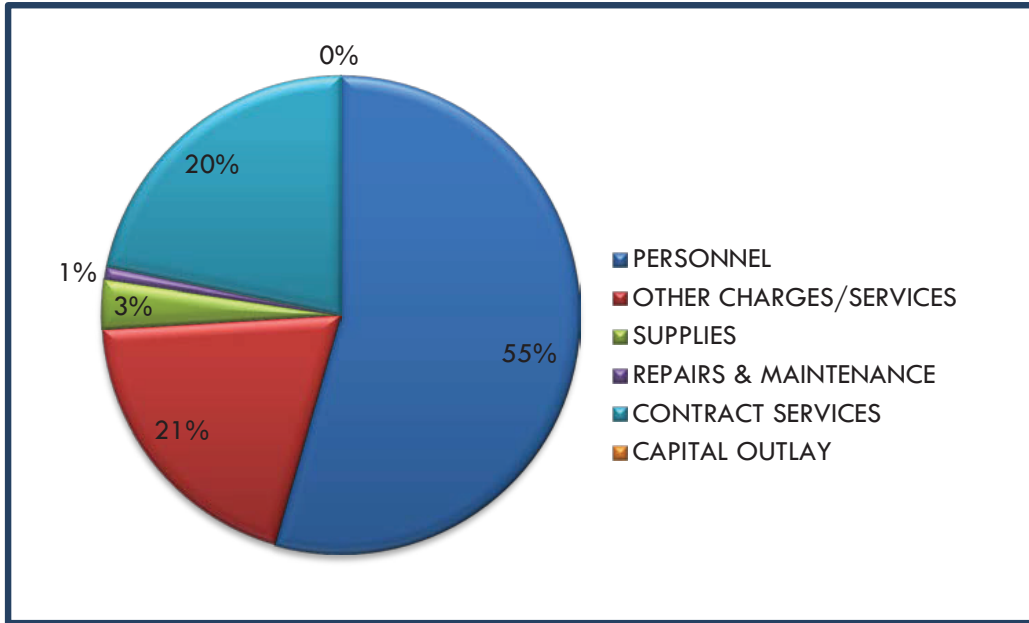
- Improve the level of advice and support provided to management on human resources issues by promoting open lines of communication.
- Improve employee satisfaction through engagement, resulting in enhanced service levels across the City.
- Improve employee recruitment and retention through process improvement, onboarding, and employee development.
- Assess and implement cost containment measures for benefit programs.

## **Performance Measures:**

- **Advice and support through open communication**
  - Complete Personnel Policy update and train all City staff.
  - Quarterly meetings will be held with directors and supervisors to heighten awareness of human resources policies and procedures and the application of such.
  - Employee handbook will be developed and distributed to all employees by July 1, 2015.
- **Employee satisfaction**
  - Introduce Board of Aldermen priorities into the performance management system for 2015.
  - Engage a professional firm to provide Citywide customer service training by May 1, 2015.
  - Complete customer service training for all employees by December 1, 2015.
  - Conduct an employee satisfaction survey and make recommendations for improvements by July 1, 2015.
  - Quarterly Town Hall meetings will be held with employees to discuss human resources policies and procedures and the application of such.
- **Employee recruitment and retention**
  - Provide written recruitment procedures for hiring managers by March 1, 2015.
  - Expand onboarding experience for new employees by spreading information over the six month probationary period beginning with second quarter new hires.
  - Work with Information Technology to increase the utilization of online services for employee management developing an action plan by June 1, 2015.
  - Work with Information Technology and Finance to assess the effectiveness of our current HRIS and make recommendations for improvements by Aug. 1, 2015.
- **Cost containment measures for benefit programs**
  - Engage professional firm to complete a review of Deferred Compensation Programs to ensure the City complies with fiduciary responsibility.
  - Complete final insurance renewal and recommendations by Aug. 15, 2015, for stop-loss, medical/pharmacy third party administrator, medical network and vision insurance.

## EXPENSE

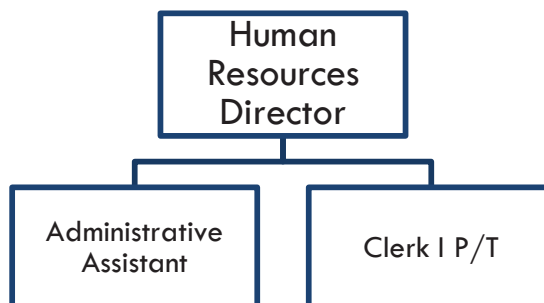
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	146,100	152,278	200,122	31%
OTHER CHARGES/SERVICES	56,693	70,401	79,054	12%
SUPPLIES	2,300	4,850	11,600	139%
REPAIRS/MAINTENANCE	3,258	3,600	3,600	0%
CONTRACT SERVICES	66,508	121,333	72,048	-41%
CAPITAL OUTLAY	-	-	-	
	274,859	352,462	366,424	4%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Director – Human Resources	P	1		1	
Admin Assistant – HR	J	1		1	
Clerk I (floating) P/T	H		2		0
Clerk I P/T	H		0		1
<b>TOTAL</b>		2	2	2	1

## ORGANIZATIONAL CHART



# Information Technology



# Information Technology

**Department Description:** The Information Technology (IT) Department is responsible for providing information technology solutions and services that are proactive, timely, efficient, and effective to all City personnel. The Department serves as a critical support function and provides vital technology-related services including application and desktop, infrastructure, network/voice, project management, security and governance. The following outlines the core technology and services provided and supported by the Department:

Application and Desktop	File/print services, Office applications, email, software configuration/support, hardware maintenance/support, 24/7 help-desk support
Infrastructure	Intel modular server environment, SAN and attached storage, FTP server, disaster recovery – UPS/off site storage, structured cabling
Network/Voice	LAN/WAN operation and stability, network engineering and design, Internet access, VoIP telephony system, CCTV security system, mobile devices
Project Management	System analysis, product development, guidance, planning, design and implementation
Security	Firewall, system account management, Trend-Micro Antivirus, remote connectivity and support, security access, Barracuda web filter and spam filter
Governance	Standard operating procedures, budget and financial planning, best practices, records management, PCI compliance, HIPPA compliance, security policies/procedures, contract approval and oversight, maintain license subscription, inventories and compliance

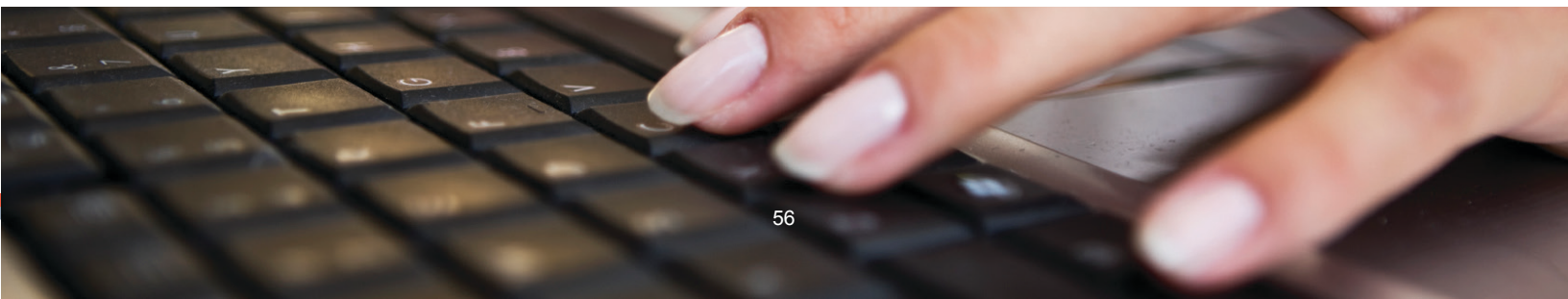
**Mission:** To deliver the best proven technology and services available for computer, data, telecommunications, mapping and critical business systems to employees and the public through excellent customer service, continuous improvement, innovative problem-solving, adherence to standardized information best practices and collaborative solutions.

## **Goals & Objectives:**

- Transform the IT Department into a customer oriented and service driven team
- Improve Wentzville resident's accessibility to City government entities
- Establish and implement IT governance consistent with industry standards and best practices guiding the creation of policies and procedures for Wentzville City Government
- Effectively manage, maintain, and control information technology assets and resources within the City
- Provide and facilitate a secure computing environment that allows the access and use of IT resources in the City
- Create and manage business continuity through effective disaster preparedness and recovery procedures
- Design, implement and manage a robust, reliable and adaptable technical environment providing the network, storage, server and other computing resources required for City business

## **Performance Measures:**

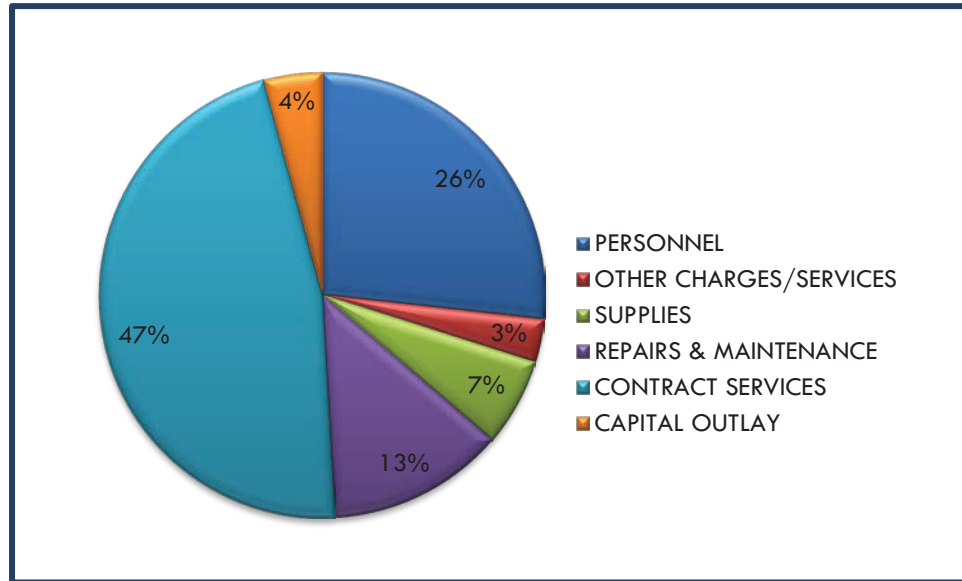
- Improve Mean Time To Resolution (MTTR)
- Track and identify ongoing trouble ticket trends
- Implement Information Technology Infrastructure Library (ITIL) Framework
- Implement IT Security Awareness program
- Build and configure new GIS and RecTrac platform





## EXPENSE

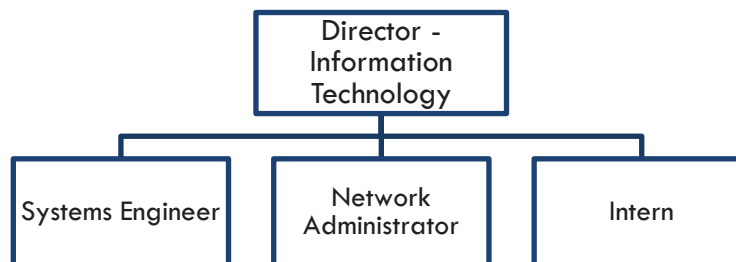
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	15,431	103,222	266,254	158%
OTHER CHARGES/SERVICES	3,731	55,323	33,212	-40%
SUPPLIES	21,905	62,429	67,906	9%
REPAIRS/MAINTENANCE	119,513	146,144	136,185	-7%
CONTRACT SERVICES	336,663	521,262	494,480	-5%
CAPITAL OUTLAY	239,553	399,086	45,000	-89%
	736,796	1,287,466	1,043,037	-19%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Director – Information Technology	P	1		1	
Systems Engineer	N	0		1	
Network Administrator	M	1		1	
Intern	D		0		1
<b>TOTAL</b>		2	0	3	1

## ORGANIZATIONAL CHART



# Procurement

# Procurement

**Department Description:** The Procurement Department coordinates and is responsible for the acquisition of all supplies, equipment, construction and professional services for all departments in a cost-effective manner. This Department supervises the competitive bidding process, helps prepare bid specifications, and authorizes or recommends all purchases.

**Mission:** To provide the City with the highest quality goods and services in the most cost effective, timely and fiscally responsible manner in compliance with applicable regulations and policies using a fair and transparent process.

**Vision:** Deliver leadership in procurement and contracting services, creating value by delivery expertise and exceptional service to our internal departments and other stakeholders through a high-performing, managed process.

## **Goals & Strategies:**

The Procurement Department will play an integral part at the City in achieving its strategic initiatives in providing procurement and contract strategies that will provide value added activities, be cost effective, timely and compliant. The Procurement Department's success will be measured by our ability to lead all procurement activities, develop and maintain effective and compliant processes that will enable the acquisitions and contracting strategic goals to be achieved.

- Streamline procurement processes
- Communication to all community stakeholders
- Delivery high level customer service on internal procurements
- Training and adherence to procurement policies and procedures

## **Performance Measures:**

### **Streamline and Update Procurement Processes**

- Update the Procurement Policy by 12/31/14
- Develop Procard Manual by 06/30/15
- Create bidding templates by 06/30/15
- Create a contract administration process program by 12/31/16

### **Communication to all internal and community stakeholders**

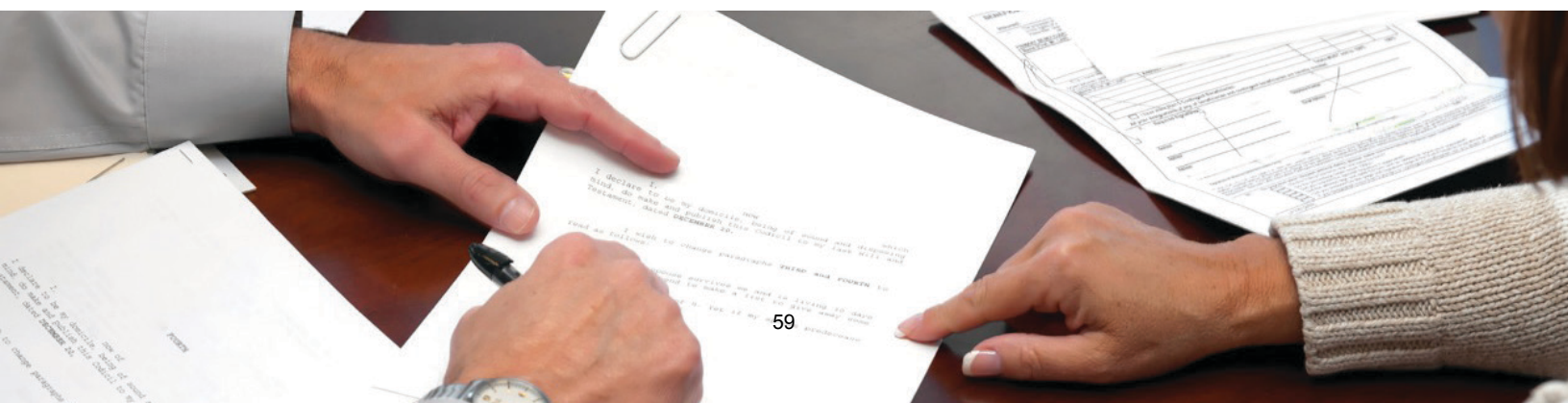
- Develop Work in Progress Plan (Procurement Plan) by 6/1/14
- Develop Vendor Manual and Brochures by 3/31/15
- Launch the redesign of the Procurement Department website by 3/31/15
- Use social media, *The Vision* and the employee eBlast

### **Develop high level customer service on internal procurements**

- Conduct annual customer service satisfaction survey by 1/31/15

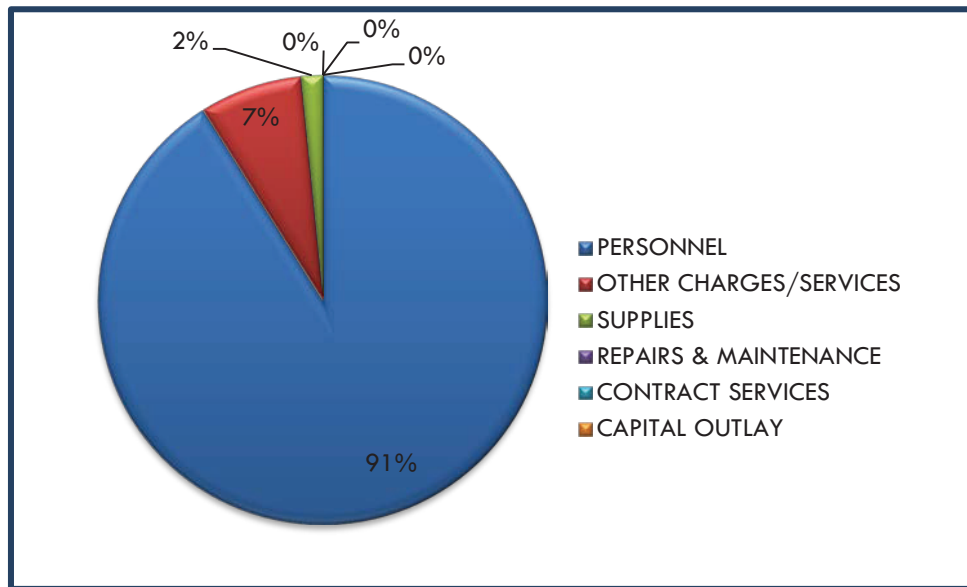
### **Training and adherence to procurement policies and procedures**

- Enhance procurement staff training on new and improved procedures quarterly by various means of training and education
- At least annually training employees on procurement policies
- Annually training employees on Procard procedures



## EXPENSE

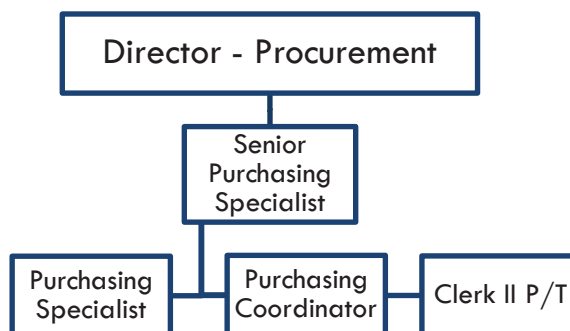
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	179,994	270,063	342,510	27%
OTHER CHARGES/SERVICES	11,765	30,853	27,734	-10%
SUPPLIES	2,257	2,600	6,000	131%
REPAIRS/MAINTENANCE	-	-	-	
CONTRACT SERVICES	-	-	-	
CAPITAL OUTLAY	-	-	-	
	194,016	303,516	376,244	24%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Director – Procurement	P	1		1	
Senior Procurement Specialist	M	0		1	
Purchasing Specialist	L	1		1	
Purchasing Coordinator	J	1		1	
Clerk II	I		1		1
<b>TOTAL</b>		<b>3</b>	<b>1</b>	<b>4</b>	<b>1</b>

## ORGANIZATIONAL CHART



**Finance**

# Finance

**Department Description:** The Finance Department provides professional support to City Management in order to allow them to make sound fiscal and organizational decisions. The Department helps maintain the City's financial health, and monitors/reports on the financial position of the City. The Finance Department is also responsible for collecting, analyzing, recording, auditing and reporting financial transactions of the City in the accordance with all applicable accounting, City and other governmental requirements and/or guidelines. The Department provides for fiscal management and processing of all accounting transactions for all City funds. This includes processing accounts payable, accounts receivable, centralized payroll, purchasing and utility billing. Duties include: Provide financial support services to entire organization; prepare and administer the annual budget; manage the City's investments; processes receivables, payables and payroll; prepare timely and accurate financial, payroll and personnel reports; oversee maintenance of special assessments and TIF districts; process utility billing, administer funds management, banking relations, and the implementation of financial and internal controls; administer grant and intergovernmental revenue; provide debt service analysis and bond payment management.

**Mission:** The Finance Department coordinates and records the financial affairs of the City and provides various internal services for all City departments.

## Goals & Objectives:

- Earn a Certificate of Achievement for Excellence in Financial Reporting for the FY2014 CAFR and a Distinguished Budget Presentation Award for the 2015 Budget. These documents are presented on the City's website and copies are available for review at City Hall for transparency to the community of the City's financial information.
- Invest in Streets, Highway Repair and Maintenance
  - Monitor the Transportation fund anticipated tax revenues are in line with budgeted expenditures to ensure adequate funding remains in place for the streets and highway repairs and maintenance.
- Establish Strategic Economic Development Plan
  - In coordination with the Director of Economic Development, provide analysis on economic incentives to determine the economic impact to the City to aid in the establishment of a strategic economic development plan.
- Purchase Property and Construct a New City Hall
  - Research the best financing mechanism to fund the construction of a new City Hall. Monitor and evaluate the appropriate fund reserve balances to ensure the city gets the lowest interest rate & highest bond rating possible when debt is issued.
- Expand Parks and Trails; Update the Parks, Trails and Facilities Master Plan
  - Provide financing option to Parks and Recreation on potential financing option for future park and trail expansions as needed.
- Implement Downtown Redevelopment Plan
  - Collaborate with the Economic Development and Public Works departments to determine the correct actions and improvements to make to help revitalize downtown.
- Replace Infrastructure, Water and Sanitary Sewer Lines
  - Provide analysis to Public Works for the best funding options: issue bonds, draw down fund balance or a combination of both.

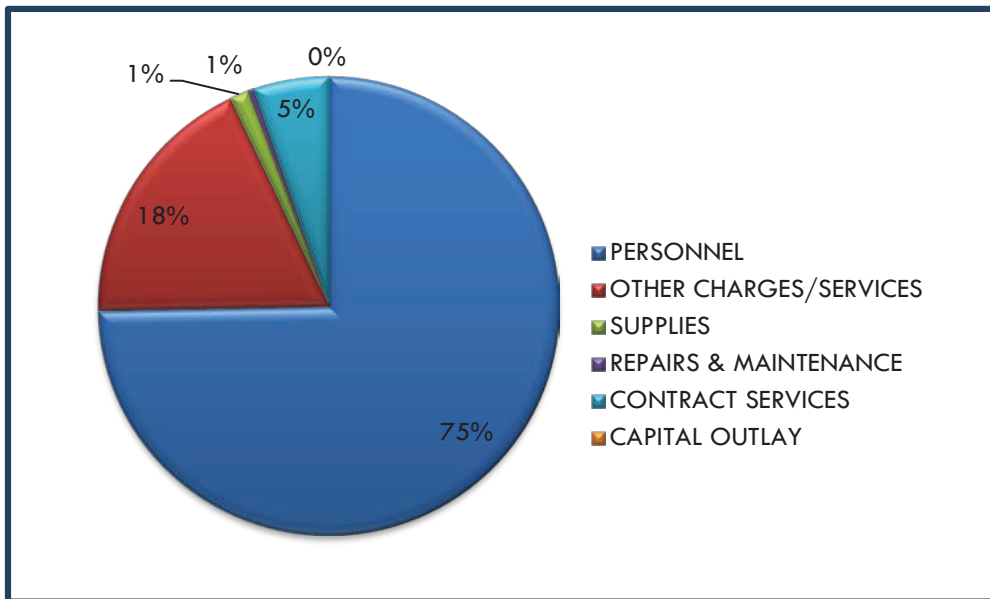
## Performance Measures:

- Ensure no invoices are paid past their due date
- Issuance of an unqualified opinion on audited financial statements
- Continue meeting all our GFOA, GASB and SEC requirements to achieve awards and maintain bond ratings



## EXPENSE

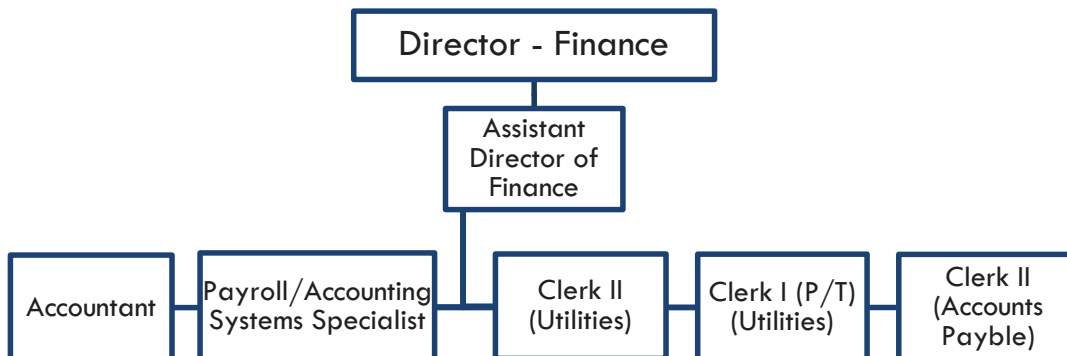
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	433,135	455,168	477,246	5%
OTHER CHARGES/SERVICES	114,729	115,811	116,491	1%
SUPPLIES	15,756	7,100	8,800	24%
REPAIRS/MAINTENANCE	9,002	5,000	2,600	-48%
CONTRACT SERVICES	132,256	71,150	33,688	-53%
CAPITAL OUTLAY	1,100	-	-	
	705,978	654,229	638,825	-2%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Director – Finance	Q	1		1	
Assistant Director of Finance	O	1		1	
Accountant	L	1		1	
Accounting Clerk III (Systems)	L	1		1	
Clerk II	I	2		2	
<b>TOTAL</b>		<b>6</b>		<b>6</b>	

## ORGANIZATIONAL CHART



# Economic Development



# Economic Development

**Department Description:** The Economic Development Department works to enhance the economic vitality of Wentzville and maintain its outstanding quality of life. This is accomplished through the retention and expansion of existing businesses and the attraction of new businesses to the community. The Department also works to actively to promote tourism and housing, which adds to the City's tax base.

**Mission:** The City of Wentzville will expand its economic base through the development and retention of employment opportunities, as well as through the attraction of inbound investment in all development sectors of residential, retail, commercial and industrial.

## **Goals & Strategies:**

- Complete the City's Economic Development Strategic Plan with new Economic Development Director.
  - Complete the staff-initiated document with concurrence from the newly acquired director via a collaborative public process.
  - Complete segments of the plan in regular intervals with reporting to administration and Board of Aldermen.
  - Assist in implementing quality-of-life development strategies.
  - Pursue implementation steps upon adoption.
- Create an Economic Development Business Retention and Expansion Program.
  - Accomplish data gathering.
  - Implement a survey questionnaire to solicit data and feedback.
  - Improve upon customer forms and processes to receive needed information.
- Participate in marketing events with the Missouri Department of Economic Development and the Missouri Partnership. The Missouri Partnership is the public-private economic development marketing organization serving the state of Missouri in attracting new business to Missouri from outside the state.
  - Register for events with the Missouri Partnership as soon as the 2015 Marketing Schedule is available.
  - Register for events with MoDED when events are announced.
- Continue to pursue successful business growth investment and retention investment.
  - Perform site visits and tours of our existing businesses to identify those that may qualify and benefit from state programs and/or those that are ready for expansion.
  - Work to implement components of the Downtown Revitalization Study and incorporate in the Village Center.

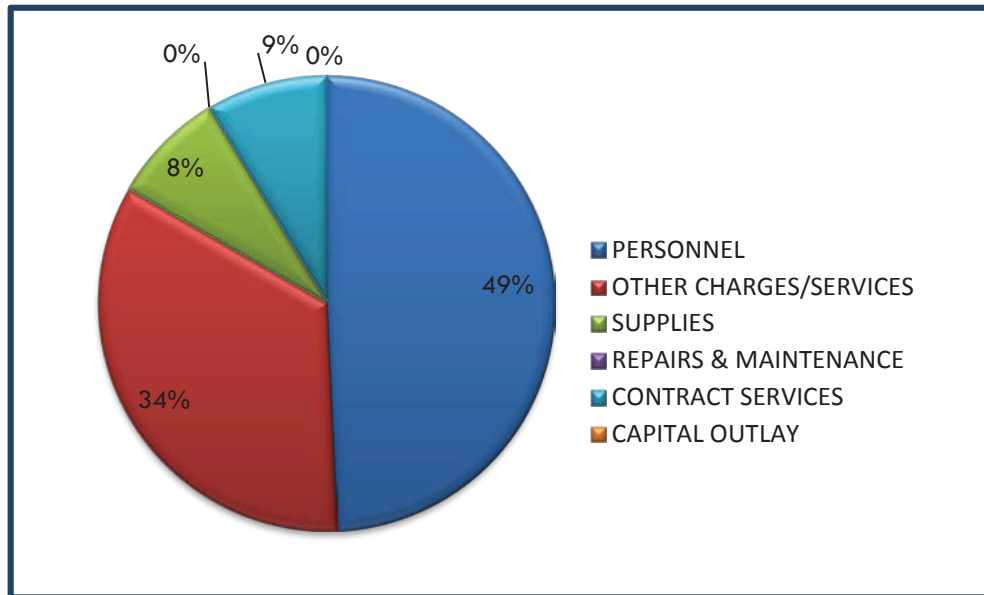
## **Performance Measures:**

- New director becoming acclimated and the completion of individual segments of the strategic plan.
- Data completed and maintained and surveys received.
- Actual participation in the marketing events.
- Number of businesses contacted and site visits completed.



## EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	134,613	129,176	172,297	33%
OTHER CHARGES/SERVICES	168,554	199,519	119,022	-40%
SUPPLIES	107	29,325	28,175	-4%
REPAIRS/MAINTENANCE	-	135	135	0%
CONTRACT SERVICES	15,000	15,000	30,000	100%
CAPITAL OUTLAY	29,295	-	-	
	347,569	373,155	349,629	-6%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Director – Economic Development	P	.5		1	
Administrative Assistant	J	1		1	
<b>TOTAL</b>		1.5		2	

## ORGANIZATIONAL CHART



**Police**

# Police

**Department Description:** Chief Lisa Harrison leads the agency which is comprised of two Divisions: Support Services and Field Operations. Major Paul West is the Assistant Chief of Police and commands the Support Services Division and Captain Kevin Pyatt commands the Field Operations Division; both report to the Chief of Police. The Field Operations Division is made up of all Road Patrol Platoons, the Corrections and Reserve Officers. Road Patrol Officers are the backbone of the Wentzville Police Department and serve the community at large by responding to a variety of calls for service, while combining a proactive approach to crime prevention by actively patrolling neighborhoods and business areas. The Support Services Division consists of all supporting functions of the Police Department. Encompassed in this Division are the Records Section, Communications Center, Special Services Section (traffic bureau, school resource officers, D.A.R.E., and animal control/park rangers), Detective Bureau, as well as all training, recruiting, public information and professional standards functions.

**Mission:** The Wentzville Police Department is dedicated to delivering constitutionally sound, superior law enforcement services with professionalism, ensuring residents peacefully and safely enjoy their lives, building strong partnerships and relationships with the residents, visitors, and businesses in the City of Wentzville, while demanding the officers who serve and the staff who support do so with the utmost pride, unmatched courage and unwavering integrity.

## **Goals & Objectives:**

- To become a fully accredited or certified police agency to prove officers are following policy and procedure which will ensure public safety, enhance customer service, mitigate risk to the City and demonstrate to the community our dedication to professionalism.
- To implement rapid ID system to allow officers to more easily, properly identify suspects who are being evasive and untruthful.
- Work toward fully integrated problem solving policing methodology, by using community policing, intelligence led policing and community engagement.
- Maintain low crime rates and work toward reductions in all part one crime categories, in order to attract new businesses and residents to Wentzville.
- Maintain and work to reduce officer assaults to keep officers safe.

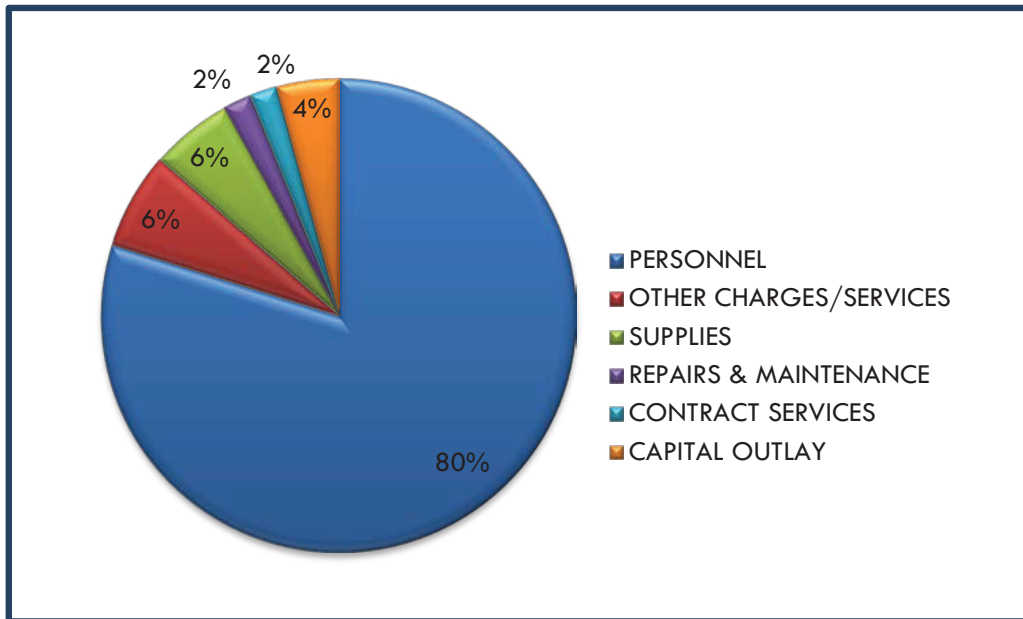
## **Performance Measures:**

- Fully accredited or certified
  - Receive certification from MPCA and have a mock inspection by June 30, 2015
- Rapid ID System
  - Fully implemented, including bidding, procurement, install and training, by April 30, 2015
- Fully integrated problem solving policing methodology
  - Number of programs that are functioning within the community
- Maintain low crime rates
  - Compare percentages and raw numbers to previous two years' statistics
- Maintain and work to reduce officer assaults
  - Compare percentages and raw numbers to previous two years' statistics



## EXPENSE

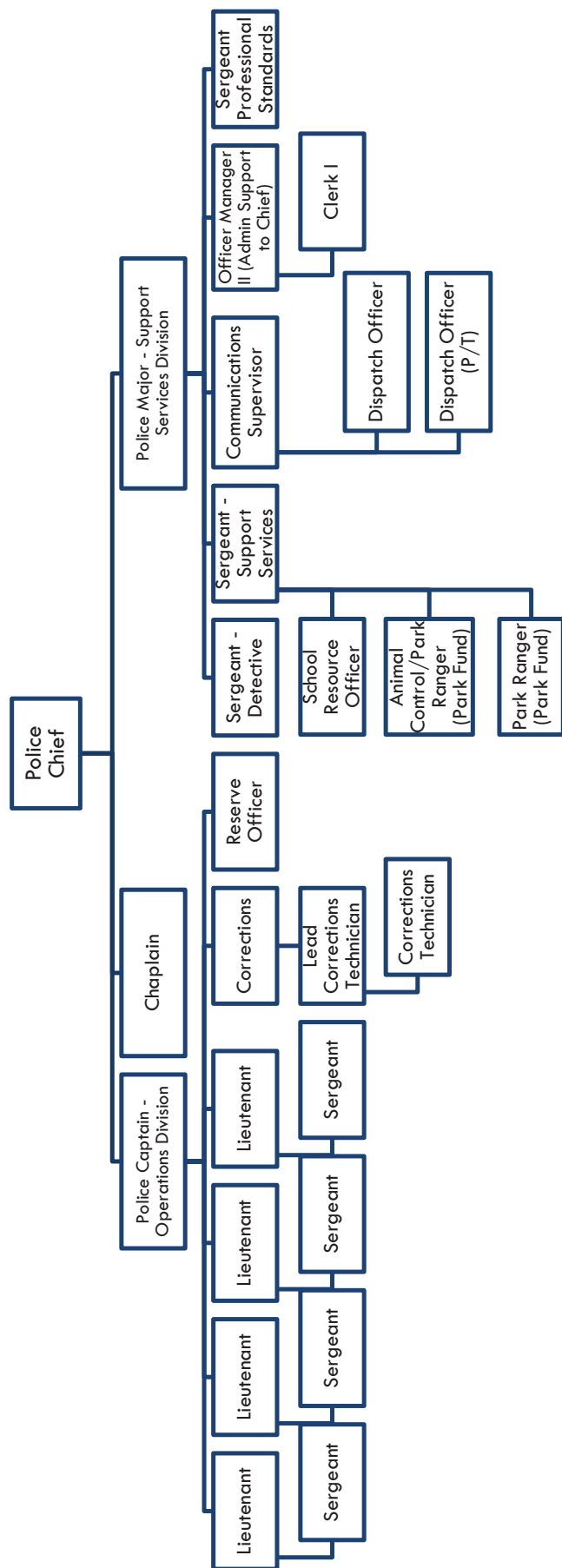
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	5,756,605	6,503,936	6,623,995	2%
OTHER CHARGES/SERVICES	435,168	544,112	543,540	-0.1%
SUPPLIES	342,943	523,423	467,659	-11%
REPAIRS/MAINTENANCE	158,357	182,477	157,655	-14%
CONTRACT SERVICES	211,189	172,087	146,459	-15%
CAPITAL OUTLAY	302,428	758,167	354,523	-53%
	7,206,690	8,684,202	8,293,831	-4%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Police Chief	R	1		1	
Police Major – Support Services	P-6	1		1	
Police Captain	P-5	1		1	
Police Lieutenant	P-4	4		4	
Police Sergeant	P-3	7		7	
Police Officer	P-2	44		44	
Park Ranger/Animal Control Officer (2 @50%)	P-2	1		1	
School Resource Officer	P-2	4		4	
Office Manager II	L	1		1	
Supervisor Dispatch	K	1		1	
Lead Corrections Technician	K	1		1	
Corrections Technician (Commissioned)	J (P-1)	7		7	
Dispatch Officer	J	8	5	8	5
Clerk I	H	3	1	3	2
<b>TOTAL</b>		<b>84</b>	<b>6</b>	<b>84</b>	<b>7</b>

## ORGANIZATIONAL CHART



### POLICE OFFICER

50 Commissioned Police Officers to be deployed between: Field Operation, Detective Bureau, Evidence, Undercover, SRO, DARE, Traffic, Animal Control, Park Ranger, Professional Standards and other special assignments as needed.

# **Municipal Court**

# Municipal Court

**Department Description:** The Wentzville Municipal Court is a Division of the Eleventh Judicial Circuit Court of the state of Missouri. The Municipal Court adjudicates traffic and other ordinance violations filed by the Wentzville Police Department and Code Enforcement Officers. The mission of the Municipal Court is to treat citizens who appear in a timely, courteous and efficient manner and provide responsible management of court records and funds for fines and forfeiture revenues. Court is generally held three times a month. We have two arraignment hearings on designated Tuesday mornings at 9:30 a.m. and one trial session on a designated Wednesday evening at 6 p.m.

**Mission:** As the Judiciary arm of the Municipal Government, the Court staff strives to ensure all misdemeanor and traffic violations are brought before the Court in a timely manner for a fair and impartial hearing. If a defendant is found guilty, or has plead guilty, a sentence or fine is imposed and collected by staff.

## **Goals & Objectives:**

- Continue to work alongside Incode, other municipalities and OSCA in rectifying the state of Missouri report.
- Continue working toward correcting the mass of information entered into Incode incorrectly, when the City transferred the Court information from Doris to Incode.
- Continue scanning old citations. Moving toward scanning daily information; allowing the City to establish a paperless environment.

## **Performance Measures:**

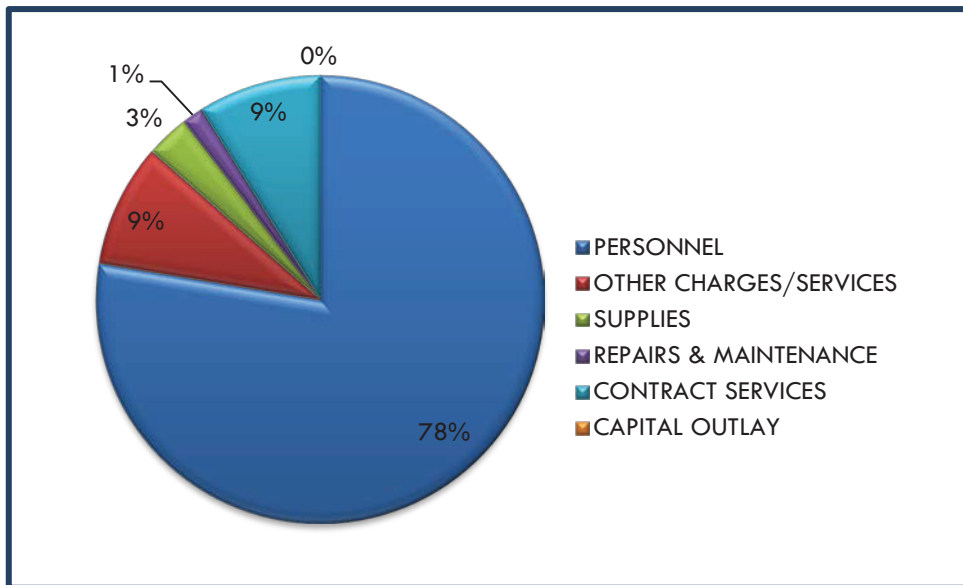
- Rectifying State of Missouri report:
  - Continue testing the Incode system with Lake St. Louis, O'Fallon, St. Peters and other municipalities to correct the state of Missouri report. The Incode system started reporting incorrect information in December 2013. Wentzville, alongside other municipalities, has been and will continue to work with OSCA; to help Tylertech correct the report, by continually reporting and testing information. OSCA and the Courts wish to have this completed within the year.
- Incode information transfer:
  - This occurs by checking each citation in the system individually. Correcting any and all inaccurate information within the Incode system. Correcting the information will also move the Court's towards going paperless. If all information is accurate in the system; less time will be used trying to locate a physical file to acquire the same information. The Courts are hopeful in accomplishing this within the next 18 months.
- Scanning citations:
  - Scan closed citations. Again, this will allow computer access to information that the clerks would waste valuable time on looking for a physical file. Once all closed citations are scanned, the Court's will then move forward with scanning daily filings, moving toward a paperless environment. The goal is to accomplish this within the next three years.





## EXPENSE

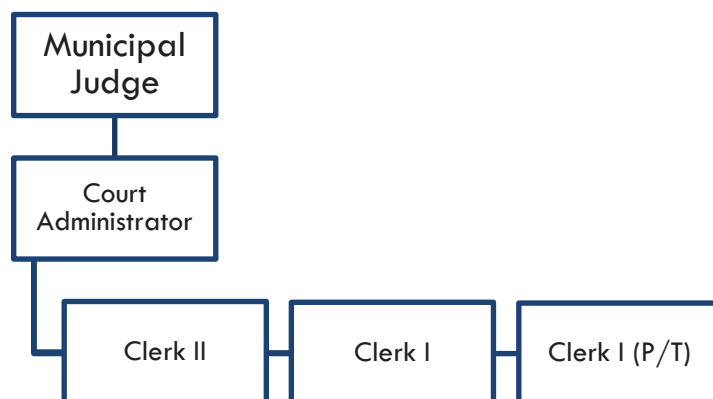
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	202,720	241,502	261,384	8%
OTHER CHARGES/SERVICES	15,449	22,245	29,833	34%
SUPPLIES	11,757	10,255	10,500	2%
REPAIRS/MAINTENANCE	1,481	2,645	5,100	93%
CONTRACT SERVICES	23,771	31,650	30,000	-5%
CAPITAL OUTLAY	-	-	-	
	255,178	308,297	336,817	9%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Court Administrator	N	1		1	
Clerk II	I	1		1	
Clerk I	H	2		2	
Clerk I	H		1		1
<b>TOTAL</b>		4	1	4	1

## ORGANIZATIONAL CHART



## **Public Works**

# Public Works

**Department Description:** The Public Works Department is dedicated to maintaining and improving the quality of life in the community by planning for future needs, promoting environmental quality, building and maintaining municipal infrastructure, managing public capital improvement projects and protecting health and safety of the community. In addition, the Department provides the planning, design, construction, operation, and maintenance of public works and related services within the community in a manner consistent with the City's vision. Wentzville Public Works is a comprehensive team of divisions devoted to providing a wide-range of municipal services:

- Roadway administration, planning, design, plan review, inspections, and maintenance
- Water supply administration, planning, storage, distribution, metering, repair and maintenance
- Wastewater treatment, administration, planning, collection, treatment, repair and maintenance
- Solid Waste and Recycling collection operations
- Vehicle and equipment maintenance and repair
- Stormwater management in accordance with state and federal laws

**Mission:** To insure public health and safety, enhance quality of life, and promote the City as a viable location for continued growth through:

- The safe and reliable delivery of public utilities
- Compliance with recognized standards and regulations to serve and protect the community and environment
- Cost effective and high quality maintenance of public infrastructure
- Effective use of technology for sustainable operations
- Responsible short-term and long-range planning
- Efficient project management that insures timeliness, quality and fiscal responsibility
- A safe, quality working environment for City staff

## ADMINISTRATION

### **Goals & Objectives:**

- Support employees to achieve their goals and deliver efficient public services through:
  - Attribute based utility and infrastructure management
  - Consistent and positive leadership and communication
  - Dependable equipment and expanded use of technology
- Maintain a fiscally sound organization through:
  - Effective competitive bidding and contract management
  - Efficient application of resources: personnel, equipment and technology
  - Deliberate personnel performance development and motivation
  - Outside funding and partnerships to leverage City taxpayer dollars
  - Expanded performance measures for construction projects and operations
- Strategically develop the organization structure to meet the Board of Alderman goals for infrastructure improvements promote downtown and smart sustained community growth.
- Update transportation, water, and wastewater master plans.

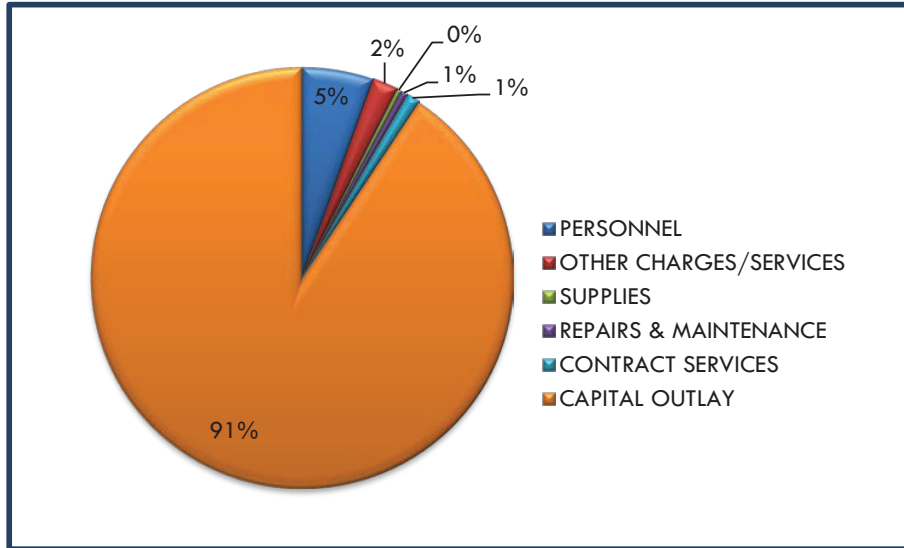
### **Performance Measures:**

- Success of divisions in reaching 2015 goals
- Success of grant applications and dollars of funding obtained
- Status of updated master plans
- Number of improvements completed downtown



## EXPENSE

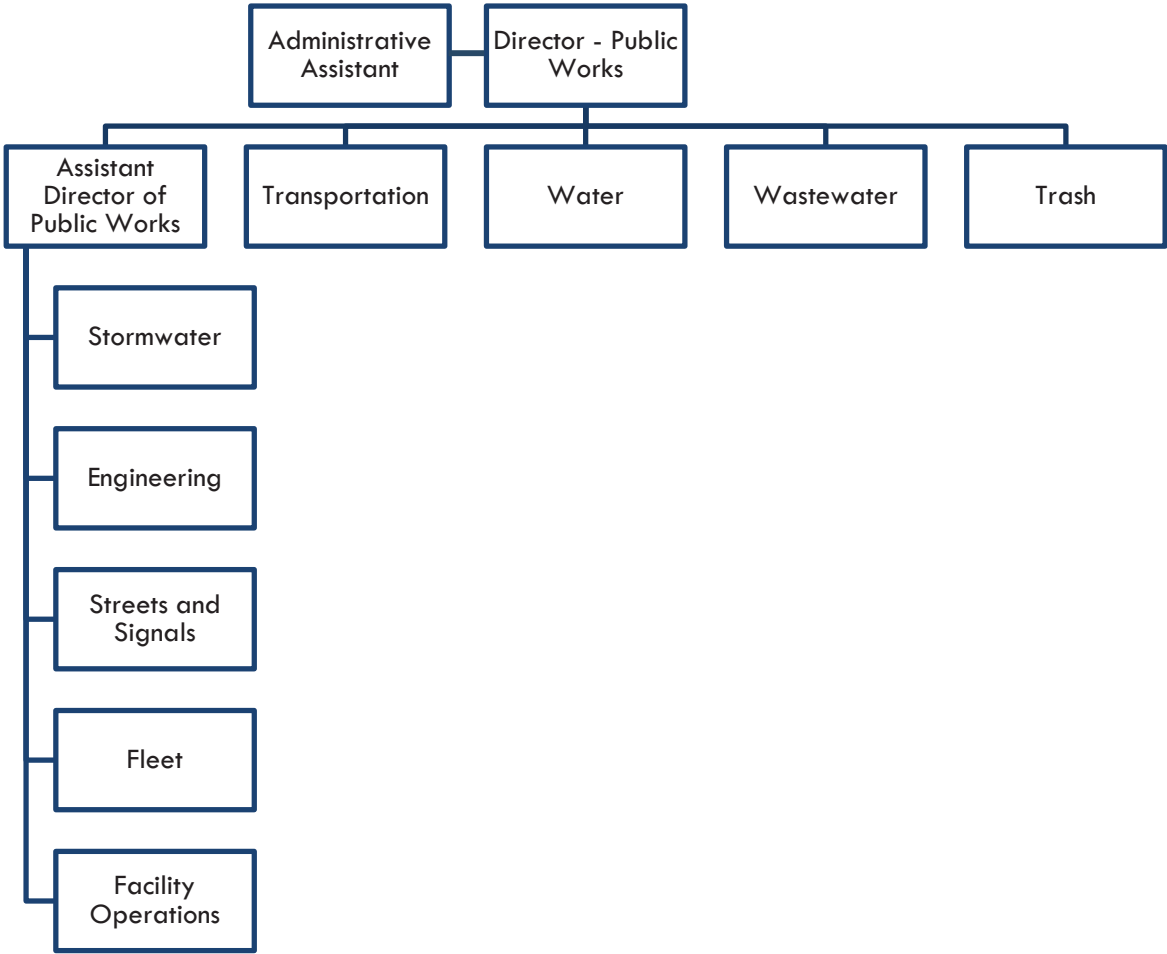
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	154,214	266,276	244,851	-8%
OTHER CHARGES/SERVICES	78,133	99,165	89,828	-9%
SUPPLIES	21,901	15,200	16,300	7%
REPAIRS/MAINTENANCE	23,632	25,100	23,840	-5%
CONTRACT SERVICES	24,117	116,857	45,875	-61%
CAPITAL OUTLAY	2,200	233,000	4,100,000	1660%
	304,197	755,598	4,520,694	498%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Director – Public Works	R	1		1	
Assistant Director – Public Works	P	1		1	
Administrative Assistant (33%Water/33%WW/34%Trash)	J	1		1	
<b>TOTAL</b>		3		3	

# ORGANIZATIONAL CHART



# Stormwater

## *Goals & Strategies:*

- Maintain compliance with state/federal water quality standards and the MS4 Permit
  - Implement the five-year Stormwater Management Program
  - Utilize smart technology to inventory and digitize infrastructure
  - Inspect and execute maintenance schedules for City facilities
  - Review, update, and enforce City standards and ordinances for compliance
  - Offer employee pollution prevention training
- Leverage funding and resources through volunteers, grants, outreach and partnerships
  - Complete \$1.2M Dry Branch Watershed 319 Grant
  - Collaborate with schools and nonprofits through the Earth Force/GM Green partnership.
  - Create opportunities to keep the community clean through volunteer projects and the Stormwater Advisory Committee
- Maintain existing public infrastructure and construct capital improvements for sustainable stormwater management
  - Support customers with timely review of issues and concern response
  - Perform repairs to address safety, access, function and stabilization of infrastructure
  - Improve tracking of maintenance activities across departments

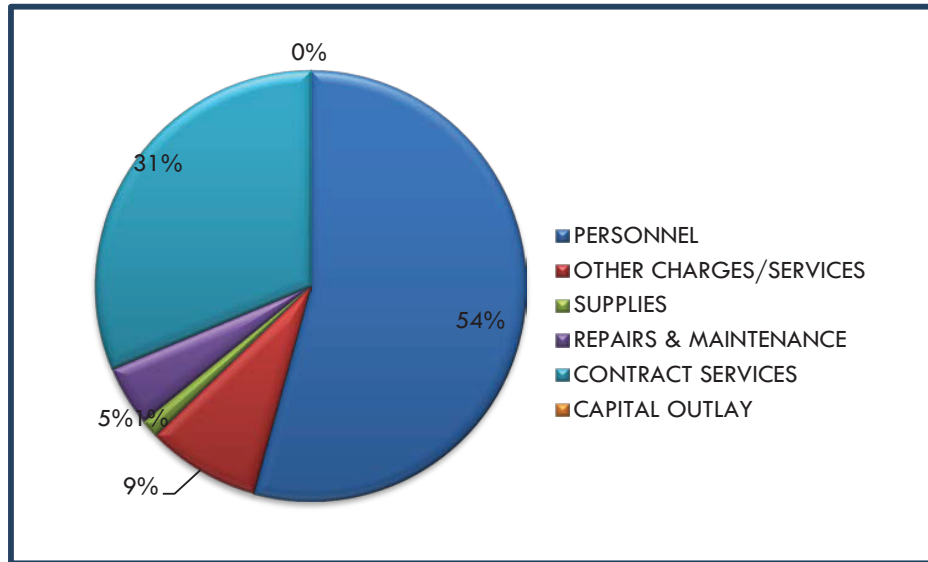
## *Performance Measures:*

- Stormwater Management Plan annual report and metrics submitted
- Number of compliance inspections
- Dollars of external funding leveraged
- Number of employees trained
- Number of volunteer hours and pounds of trash removed from waterways



## EXPENSE

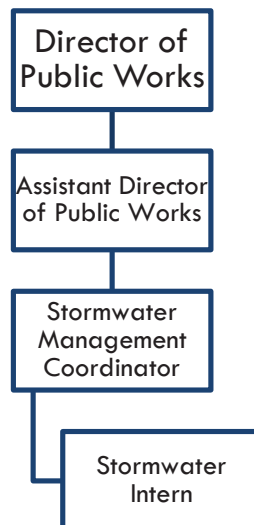
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	82,831	104,835	95,850	-9%
OTHER CHARGES/SERVICES	10,759	25,971	15,018	-42%
SUPPLIES	8,463	2,700	2,400	-11%
REPAIRS/MAINTENANCE	532	8,000	8,000	0%
CONTRACT SERVICES	8,941	49,796	55,300	11%
CAPITAL OUTLAY	35,259	389,798	-	-100%
	146,785	581,100	176,568	-70%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Stormwater Management Coordinator	M	1		1	
Stormwater Intern	D		1		1
<b>TOTAL</b>		1	1	1	1

## ORGANIZATIONAL CHART





# Engineering

## *Goals & Strategies:*

- Support Board of Aldermen goals for improvements to infrastructure systems and downtown preservation
- Continue to implement pavement preservation measures such as replacement with compacted rock subgrade, subgrade underdrains and crack sealing.
- Expand pavement repair/replacement contracting options for improved capacity and quality of work. Continue to implement sidewalk and curb ramp repair.
- Incorporate smart technology for data collection and work management
- Coordinate work on ADA Transition plan and revise Design Standards to incorporate ADA regulations for truncated domes in residential subdivisions.
- Field and implement permit review software to track timely and documented review of development projects
- Design, manage, or construct capital improvement projects that support our customers and promote growth at the following locations:
  - Schroeder Creek Blvd Construction
  - Wentzville Parkway Additional Turn Lane Construction
  - Wentzville Pkwy South Extension Study
  - Expanded Slab Replacement Contract
  - Corporate Parkway Construction
  - Village Center Street Enhancement Implementation
  - Wastewater System Model Update and Five Year Capital Plan
  - GM Lift Station Replacement
  - David Hoekel Parkway Design and Right Of Way Acquisition

## *Performance Measures:*

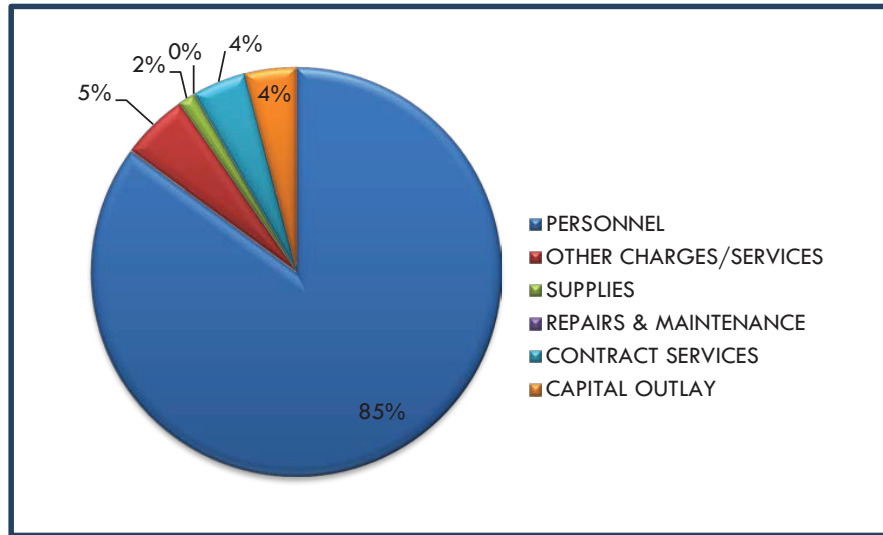
- Value of Capital projects designed in-house
- Value of Capital projects construction managed in-house
- Value of Professional Services contracts managed in-house
- Value of new development infrastructure inspected, dedicated and accepted
- Number of plans reviewed





## EXPENSE

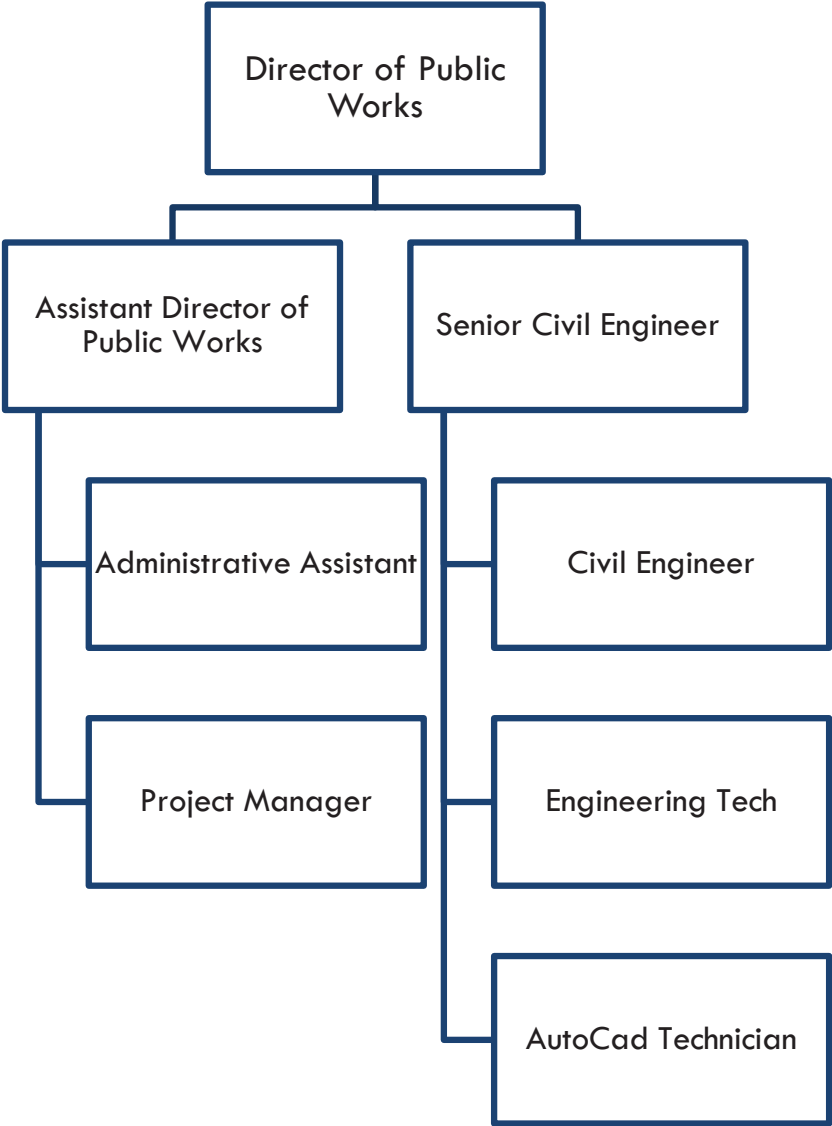
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	519,972	627,541	593,306	-5%
OTHER CHARGES/SERVICES	25,486	32,616	36,926	13%
SUPPLIES	2,079	5,000	9,250	85%
REPAIRS/MAINTENANCE	-	-	-	
CONTRACT SERVICES	15,661	68,000	30,000	-56%
CAPITAL OUTLAY	-	74,000	28,000	-62%
	563,198	807,157	697,482	-14%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Senior Civil Engineer	O	2		2	
Civil Engineer	N	1		1	
Project Manager (1@50% Trans/25%Water/25%WW)	M	1		2	
Engineering Technician (1@75%Eng/25%Transportation)	L	2		2	
AutoCad Technician	L	1		1	
Administrative Assistant	J	1		1	
<b>TOTAL</b>		<b>8</b>		<b>9</b>	

**ORGANIZATIONAL CHART**



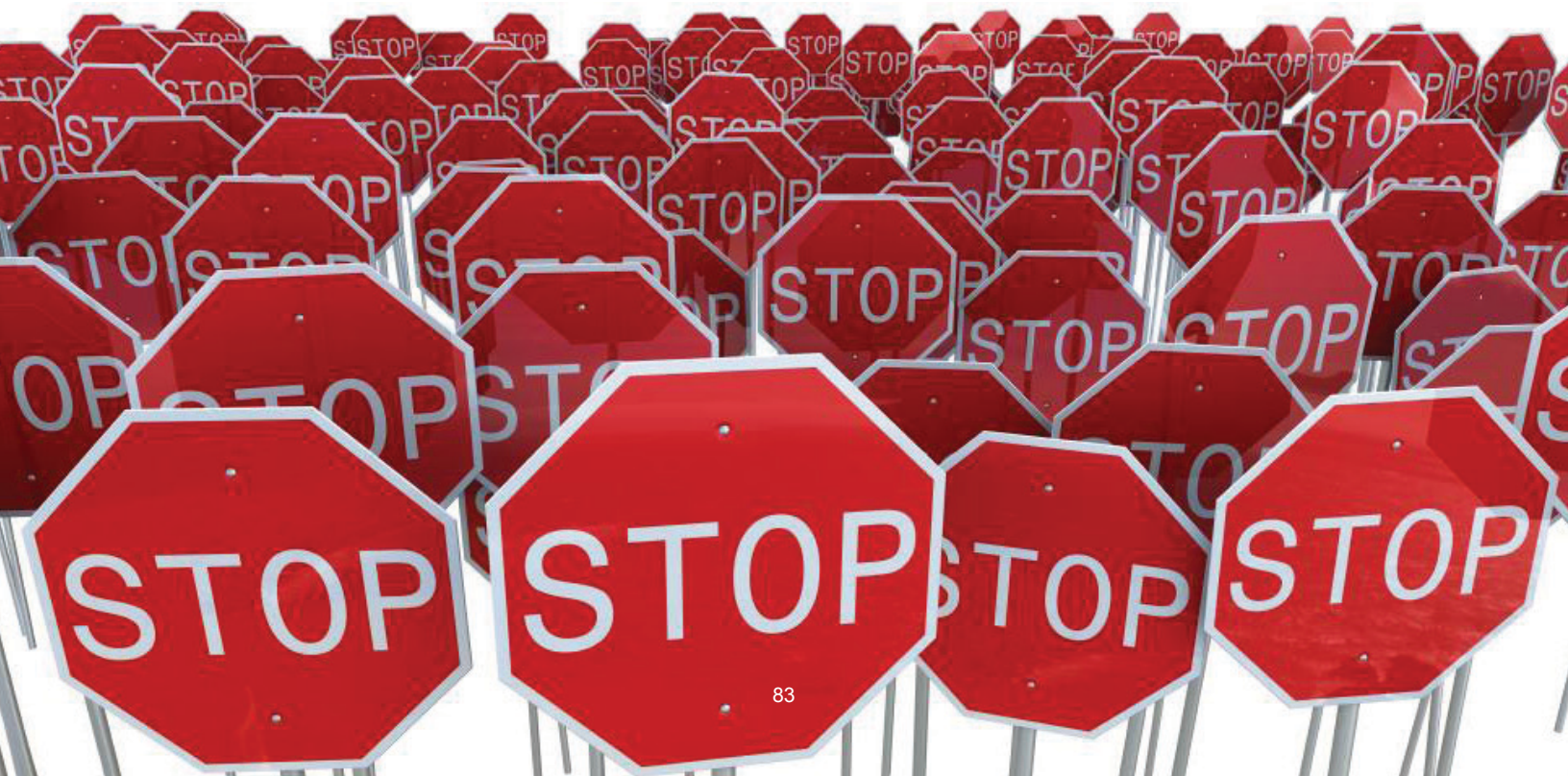
# Streets and Signals

## *Goals & Strategies:*

- Reduce street creep on private property
- Improve pavement under drainage systems
- Improve public sidewalk and curb ramps
- Implement Salt Brine System for snow removal
- Street signs:
  - Continue replacing existing signs to cost effectively meet reflectivity standards
  - Use GPS to inventory signs and develop interactive mapping layer
- Sidewalks
  - Inspect sidewalks in one ward per year and develop maintenance program to meet ADA requirements
  - Complete inspection of all school-area sidewalks for condition and defects

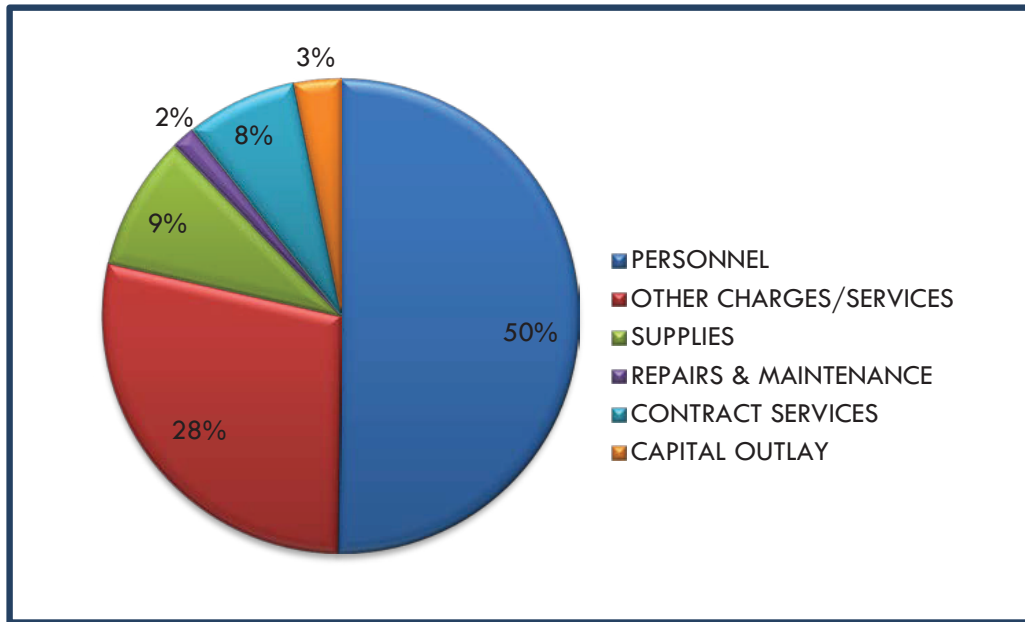
## *Performance Measures:*

- Number of signs brought into reflectivity compliance
- Number of pavement and sidewalk maintenance issues resolved
- Number of expansion joints installed/reduction in street creep concerns
- Number of stormwater under drains installed



## EXPENSE

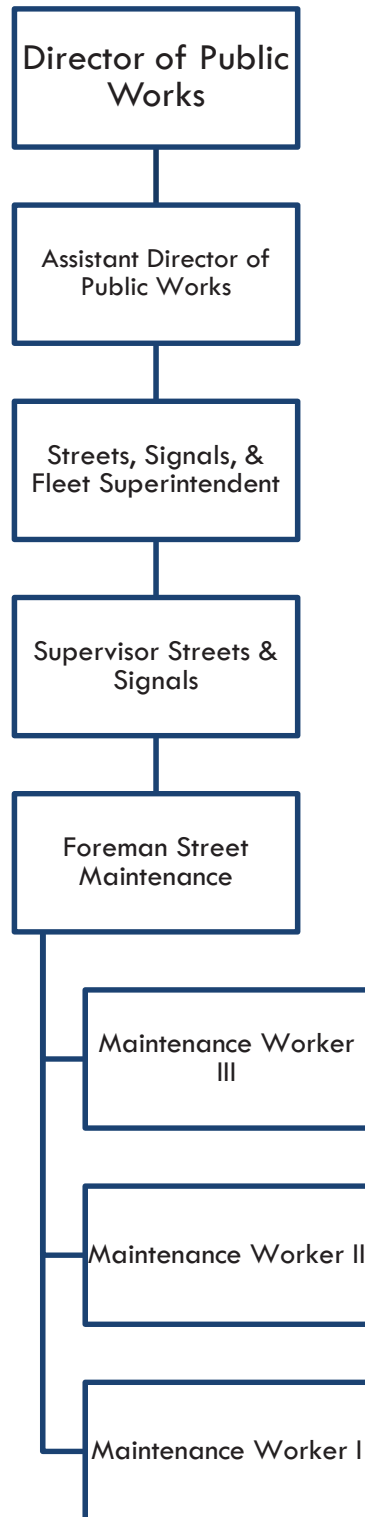
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	886,922	939,873	1,047,101	11%
OTHER CHARGES/SERVICES	584,278	581,788	590,826	2%
SUPPLIES	145,983	213,579	190,720	-11%
REPAIRS/MAINTENANCE	3,849	20,000	33,000	65%
CONTRACT SERVICES	151,208	201,027	156,743	-22%
CAPITAL OUTLAY	26,636	76,500	66,700	-13%
	1,798,876	2,032,767	2,085,090	3%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Streets, Signals & Fleet Superintendent	O	1		1	
Supervisor Streets & Signals	M	1		1	
Foreman Street Maintenance	L	2		2	
Maintenance Worker III	I	3		3	
Maintenance Worker II (1@50%Street/50%Trash)	H	5		6	
Maintenance Worker I	G	3	2	4	3
<b>TOTAL</b>		15	2	17	3

## ORGANIZATIONAL CHAR



# Fleet

## *Goals & Strategies:*

- Improve Service
  - Reduce call backs
  - Scan codes in-house to reduce outside labor costs
  - Complete repairs in timely manner to reduce impact on other departments
- Improved Asset Management
  - Better record keeping through use of new software
  - Develop a uniform Citywide scoring model for evaluating vehicle replacement

## *Performance Measures:*

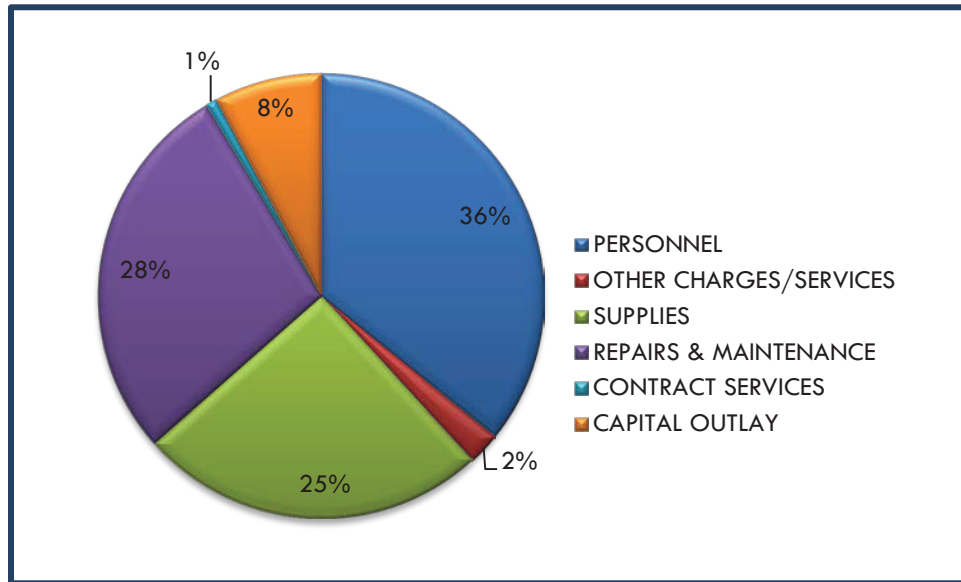
- Number of vehicle tire rotations/changes and oil changes
- Number of other repairs diagnosed and completed in-house
- Implementation of vehicle maintenance software and fuel software
- Mechanic ASI training and certifications
- Staff satisfaction survey





## EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	181,884	191,293	197,986	3%
OTHER CHARGES/SERVICES	6,635	12,410	12,966	4%
SUPPLIES	115,827	150,706	140,282	-7%
REPAIRS/MAINTENANCE	87,427	101,450	154,149	52%
CONTRACT SERVICES	5,929	6,499	4,495	-31%
CAPITAL OUTLAY	3,801	-	43,300	
	401,503	462,358	553,178	20%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Foreman Fleet Maintenance	L	1		1	
Mechanic	K	2		2	
<b>TOTAL</b>		3		3	

**ORGANIZATIONAL CHART**





# Facility Operations

## *Goals & Strategies:*

- Manage work orders through combinations of outsourced contracts and in-house staff to efficiently and cost effectively maintain City facilities
- Plan and carry out maintenance programs to extend the useful life of City facilities and prevent premature capital repairs
  - Building Insulation and Weatherproofing program
  - Electrical system tracing
  - HVAC system Air Balancing
- Cost effectively modify existing City Buildings to meet changing needs
- Provide improved custodial contract services to City buildings.

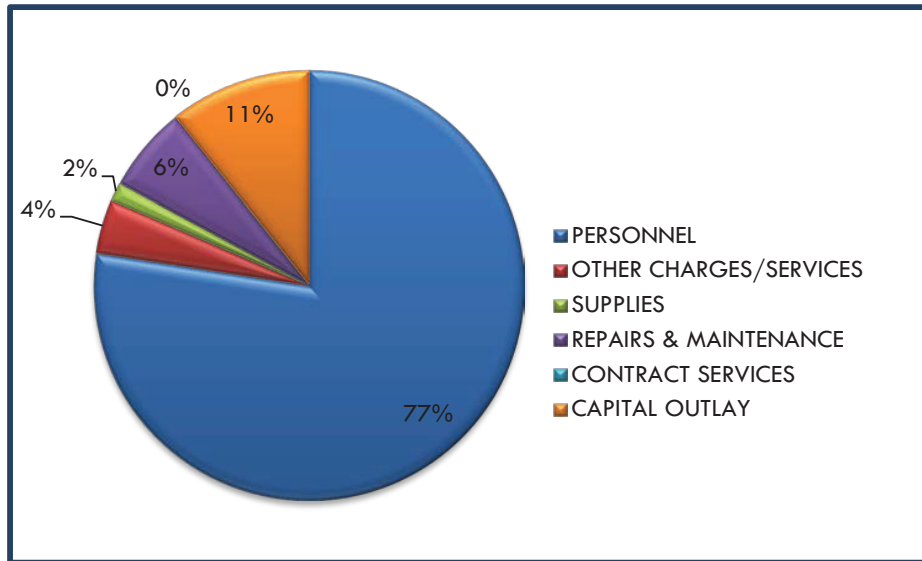
## *Performance Measures:*

- Number of completed preventive maintenance work orders
- Number of completed building improvement projects
- Staff satisfaction survey



## EXPENSE

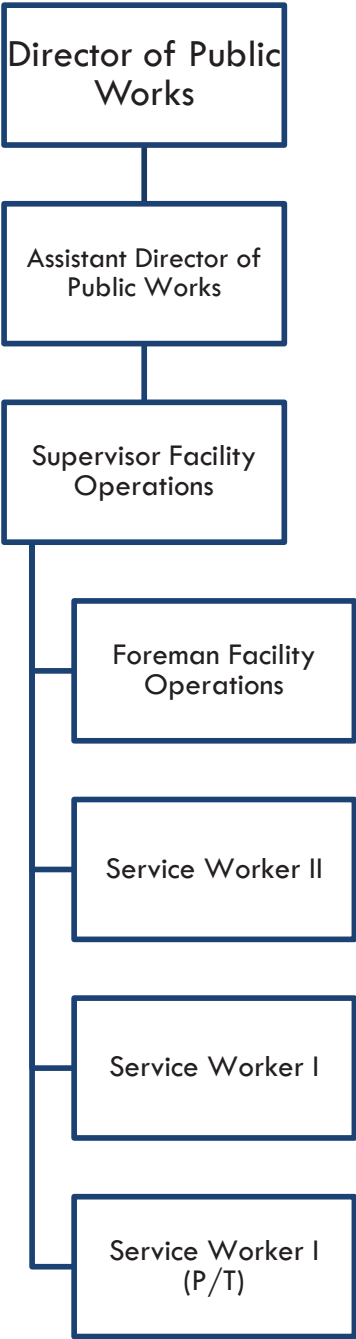
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	291,438	367,005	400,237	9%
OTHER CHARGES/SERVICES	14,180	16,449	20,850	27%
SUPPLIES	6,206	6,826	7,500	10%
REPAIRS/MAINTENANCE	928	-	33,139	
CONTRACT SERVICES	49	80	49	-39%
CAPITAL OUTLAY	-	28,500	55,150	94%
	312,801	418,860	516,925	23%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Supervisor Facility Operations	M	1		1	
Foreman Facility Operations	L	1		1	
Service Worker II – Electrical	K	1		1	
Service Worker II – HVAC	K	1		1	
Service Worker I	H	1	1	1	1
<b>TOTAL</b>		<b>5</b>	<b>1</b>	<b>5</b>	<b>1</b>

# ORGANIZATIONAL CHART



# Transportation

**Department Description:** Responsibly prioritize maintenance and new construction projects to best utilize the City's ½ cent Transportation sales tax to benefit residents, businesses and visitors. Secure outside funding to maximize the benefit of every City dollar spent and make large-scale projects such as Schroeder Creek Boulevard and David Hoekel Parkway a reality. Oversee design and construction to complete and ensure quality projects that meet the City's needs. Identify and procure new equipment and technology to improve effectiveness and efficiency in maintenance and operations such as street repairs and snow removal.

**Mission:** To provide safe, convenient, and efficient mobility for all transportation system users through the maintenance of existing systems and the development of new roads and multimodal networks following the Transportation Master Plan.

## **Goals & Objectives:**

- Maintenance
  - Continue to utilize software and field inspections to identify areas where pavement replacement will result in the greatest benefit to maximize the impact of a \$2 million maintenance budget.
- Implementation of long-range plans such as design of David Hoekel Parkway Phase II
- Pedestrian Connectivity
  - Utilize \$200,000 budget to repair existing sidewalks or construct new pedestrian systems to improve Citywide interconnectivity with a focus on ADA compliance.
  - Identify and apply for opportunities to obtain outside funding to support alternative transportation projects
- Continue to identify and develop transportation projects that benefit the City as well as leverage opportunities for outside funding.

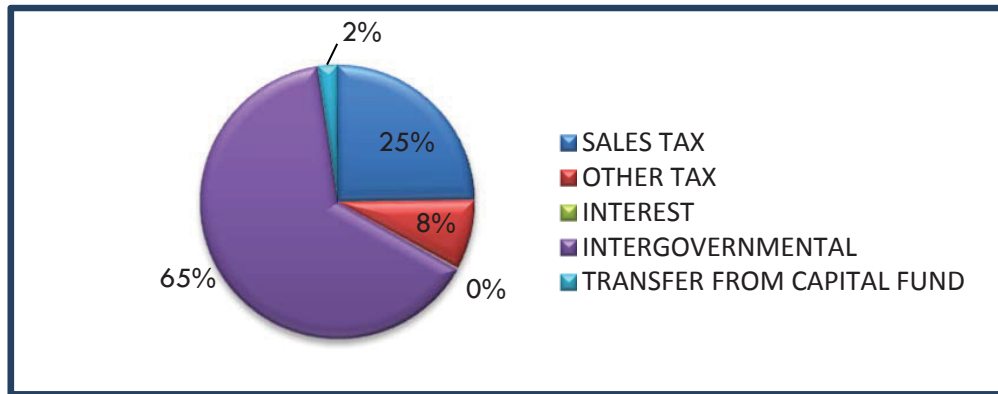
## **Performance Measures:**

- Square yards of concrete replaced in areas of low PCI or low ride quality
- Design progress on David Hoekel Parkway Phase II
- Linear feet of sidewalk and number of ADA ramps installed
- Success of grant applications and dollars of outside funding received



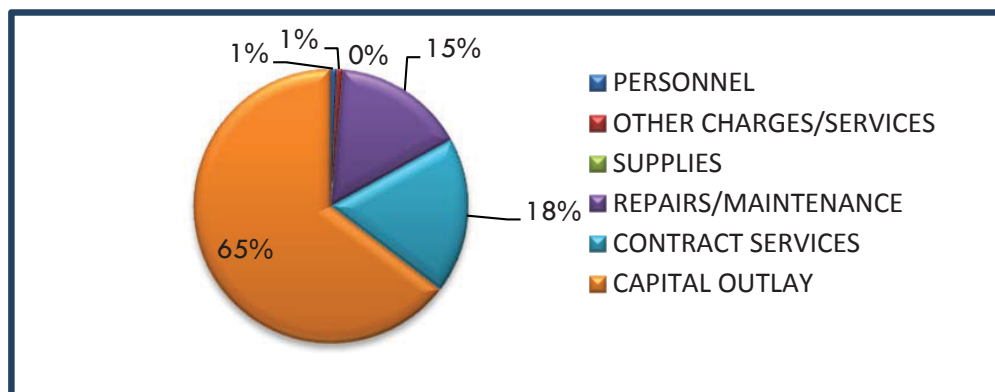
## REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
SALES TAX	2,901,759	2,944,737	2,991,800	2%
OTHER TAX	974,278	1,146,420	993,763	-13%
INTEREST	10,018	5,000	25,100	402%
INTERGOVERNMENTAL	744,490	2,690,961	7,780,806	189%
TRANSFER FROM CAPITAL	-	-	290,000	
	4,630,545	6,787,118	12,081,469	78%



## EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	-	44,680	100,182	124%
OTHER CHARGES/SERVICES	100,241	100,655	105,326	5%
SUPPLIES	-	800	800	0%
REPAIRS/MAINTENANCE	1,578,547	3,183,570	2,340,000	-26%
CONTRACT SERVICES	112,800	1,360,809	2,770,713	104%
CAPITAL OUTLAY	782,897	3,899,927	9,712,509	149%
	2,574,485	8,590,441	15,029,530	75%





# Water

**Department Description:** The Water Department is responsible for safely distributing approximately 4.4 million gallons of water daily to the residents, business and industries of the City, as well as maintaining water mains, water meters and fire hydrants.

**Mission:** Our water system consists of more than 227 miles of mains, four storage tanks, three booster stations, 2,600 fire hydrants, 2,700 backflow devices, 4,400 valves and 11,500 water meters. Our mission is to effectively and efficiently manage the water system in a manner that protects all of its water customers in a fiscally responsible manner, while adhering to all requirements mandated by any federal, state, or local government.

## **Goals & Objectives:**

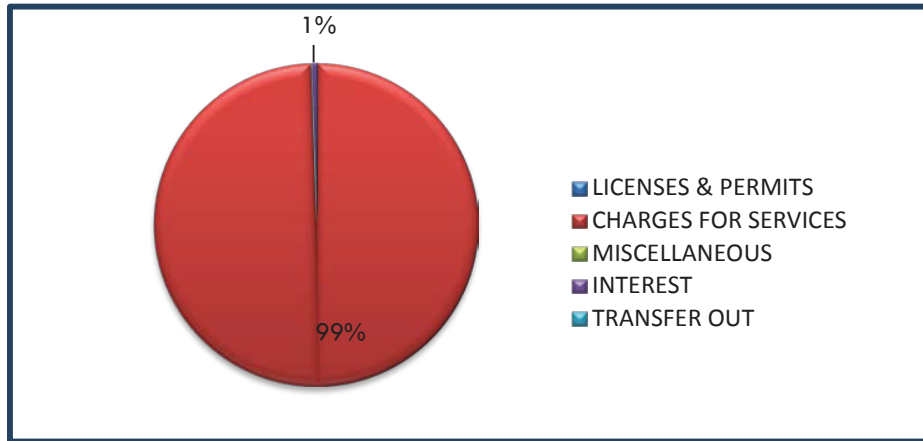
- Apply Lean and Six Sigma attribute management techniques as published by the USEPA and American Water Works Association
- Optimize operations and improve infrastructure stability
- Improve operational resiliency and water resource adequacy
- Ensure financial viability and community sustainability

## **Performance Measures:**

- Water Loss
  - Goal: Less than 7% water loss for 2015.
  - Strategy: This is an ongoing process that currently receives Division-wide attention to monitor disruptions in the water system or meter reading system that may be causing water leaks to go undetected.
  - Performance Measure: The nationwide standard goal for water loss is 10%-12%. Our goal is to remain below 7%.
    - Last year the City recorded water loss was 6.7%.
- Valve Exercising
  - Strategy: Utilize manpower hired in 2014 to implement our current valve exercising program. This program will include not only exercising water valves to ensure they are in good working order in times of emergency, but also will aid greatly in updating the City's GIS mapping system.
  - Performance Measure: Valve exercising has been a limited program due to staffing limitations. Exercise 25% (approximately 1,100) water valves Citywide. 2015 data will be the benchmark for future years.
- Infrastructure Stability and Asset Replacement program
  - Goal: Improve infrastructure stability and reduce the cost associated with water main replacement projects.
  - Strategy: Expand water main replacement design, inspection and construction with in-house staff, eliminating prevailing wage and contract administration expenses.
  - Performance Measure: The Water Division will perform an in-house eight inch water main installation and track labor and equipment costs for comparison to the average contracted cost to replace a similar sized main. This data will be used to develop an in-house and contract replacement program for aged four-inch and smaller water mains.
- Water Quality and Consumer Confidence
  - Goal: 99% of the more than 2,700 backflow devices in the City annually tested and reports turned into the City by Sept. 30.
  - Strategy: We will continue to use the strategies implemented in 2014, including automated phone dialer notifications to customers as reminders, as well as reminder letters mailed each year in advance of deadlines.
    - All reports are due every year by June 1. After June 1, any reports not received will get additional reminders before we take actions such as turning the water service off.
  - Performance Measures: Will be compared to previous years.
    - In 2014, the Water Division received 99% of the reports by September.
- Operational Resiliency
  - Goal: Update the City's water system model to develop future storage, transmission, distribution and back up water supply for the City.
  - Strategy: Work closely with Engineering Division and a consulting firm to help them model our system accurately.
  - Performance Measure: Improve water supply and storage capacity to increase the period of time (hours) the minimum daily demand can be met with the primary water source unavailable and increase the percent of minimum daily demand that can be supplied with emergency wells.

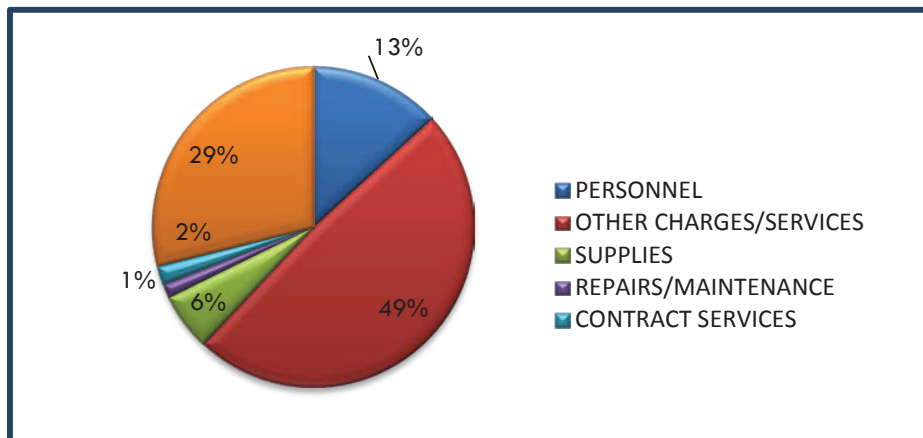
## REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
LICENSES & PERMITS	9,850	4,000	7,500	88%
CHARGES FOR SERVICES	5,595,859	5,740,808	5,971,568	4%
MISCELLANEOUS	1,405,392	3,700	3,500	-5%
INTEREST	11,763	10,000	28,000	180%
TRANSFER OUT	(13,496)	-	-	
	7,009,368	5,758,508	6,010,568	4%



## EXPENSE

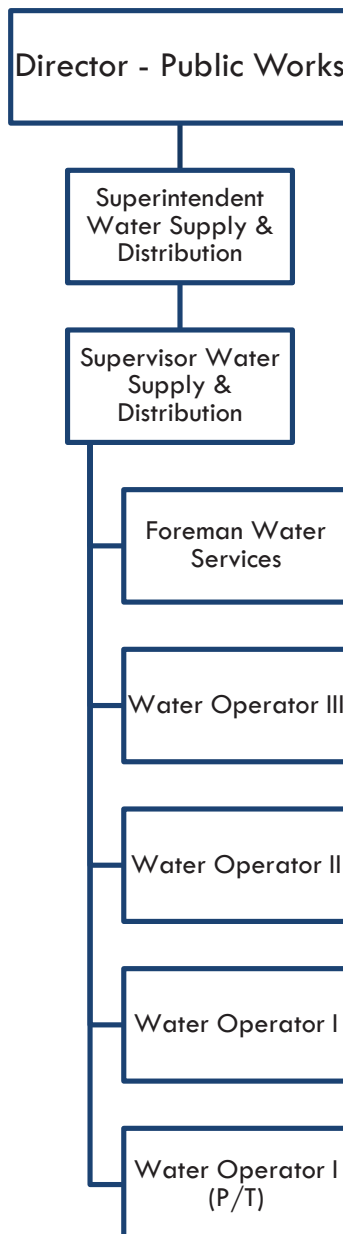
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	623,197	787,635	1,005,494	28%
OTHER CHARGES/SERVICES	4,081,232	3,579,130	3,718,399	4%
SUPPLIES	372,329	452,664	443,435	-2%
REPAIRS/MAINTENANCE	65,488	100,404	106,470	6%
CONTRACT SERVICES	18,831	105,485	140,465	33%
CAPITAL OUTLAY	139,400	864,420	2,201,630	155%
	5,300,477	5,889,738	7,615,893	29%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Superintendent Water Supply & Distribution	O	1		1	
Supervisor Water Supply & Distribution	M	2		2	
Foreman Water Services	L	2		2	
Water Operator III	K	2		2	
Water Operator II	J	3		3	
Clerk II (2 @ 33% WW/33%Trash/34% WW)	I	2		2	
Water Operator I	H	2	3	2	3
Clerk I (50%Water/50%WW)	H		1		1
<b>TOTAL</b>		14	4	14	4

## ORGANIZATIONAL CHART





# Wastewater

**Department Description:** The City of Wentzville owns and operates the Wentzville Water Reclamation Center, which is located outside of Flint Hill, Missouri, along McCoy Creek. This facility treats an average of 3.3 million gallons of wastewater daily and produces 340 dry tons of biosolids annually. In addition to the Reclamation Center, the Wastewater Department is responsible for the operation of one sewage package plant and the maintenance of 32 lift stations throughout the city.

**Mission:** The City of Wentzville Wastewater Division operates and maintains a 6.1 million gallon per day Wastewater Treatment Plant, one Wastewater Package Plant, 37 Wastewater Lift Stations, and 262 miles of gravity and force sewer mains. Our mission is to protect both public health and the environment by collecting and treating the City's wastewater in a safe and cost effective manner.-

## **Goals & Objectives:**

- Apply Lean and Six Sigma attribute management techniques as published by the USEPA and American Water Works Association
- Actively manage Electric Costs
  - Monitor trends of electric kilowatt hours billed relative to rainfall and volumes to effluent treated and analyze operations for electrical issues or adjustments that may result in cost savings.
- Infiltration Reduction/Control
  - Collections will increase the gravity sewer main lining, manhole lining, sewer jetting and inspection programs in an ongoing effort to improve the gravity sewer system infrastructure, and to help ensure that we accept a limited amount of infiltration the capacities available are used for wastewater treatment.
- Package Plant Removal
  - The Wastewater Division currently has one wastewater package plant located at Langtree Subdivision. Removal of this facility and moving to a gravity sewer system will reduce costs for man hours, electric, chemicals, discharge permit and sampling/testing.
- General Motors Lift Station Replacement
  - The replacement of the General Motors Lift Station will improve reliability, efficiency and safety, while meeting the demands of the increases in production at the GM Assembly Center.

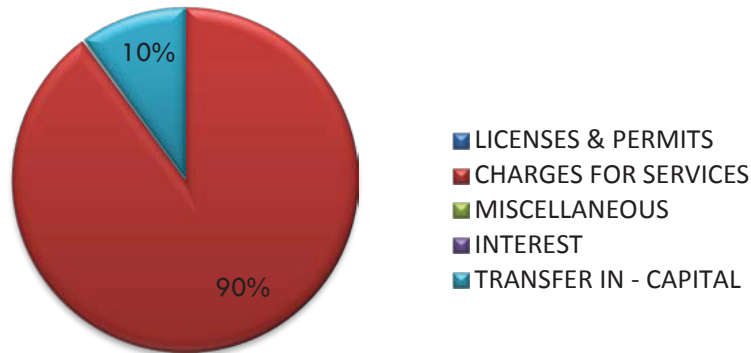
## **Performance Measures:**

- Prorated reduction in electric consumption per million gallons treated
- Reduction in volumetric peaks associated with rain events
- Completion of projects to upgrade existing facilities and service labels



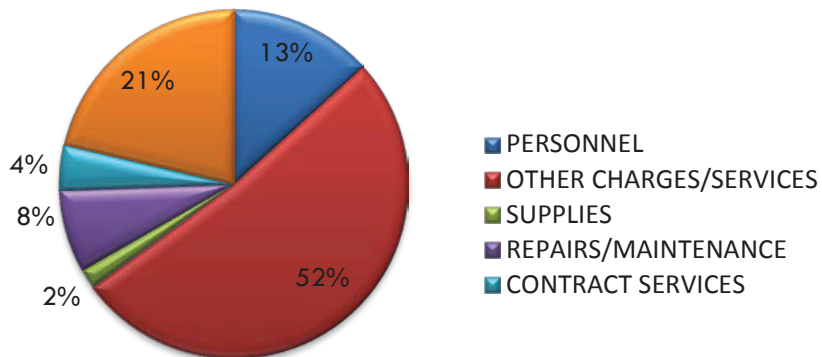
## REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
LICENSES & PERMITS	(20)	-	-	
CHARGES FOR SERVICES	5,722,104	5,863,160	6,157,039	5%
MISCELLANEOUS	2,069,410	3,500	-	-100%
INTEREST	207,946	-	15,000	
TRANSFER IN – CAPITAL	627,587	679,835	679,331	-0.1%
TRANSFER OUT	1,697,000	-	-	
	10,324,027	6,546,495	6,851,370	5%



## EXPENSE

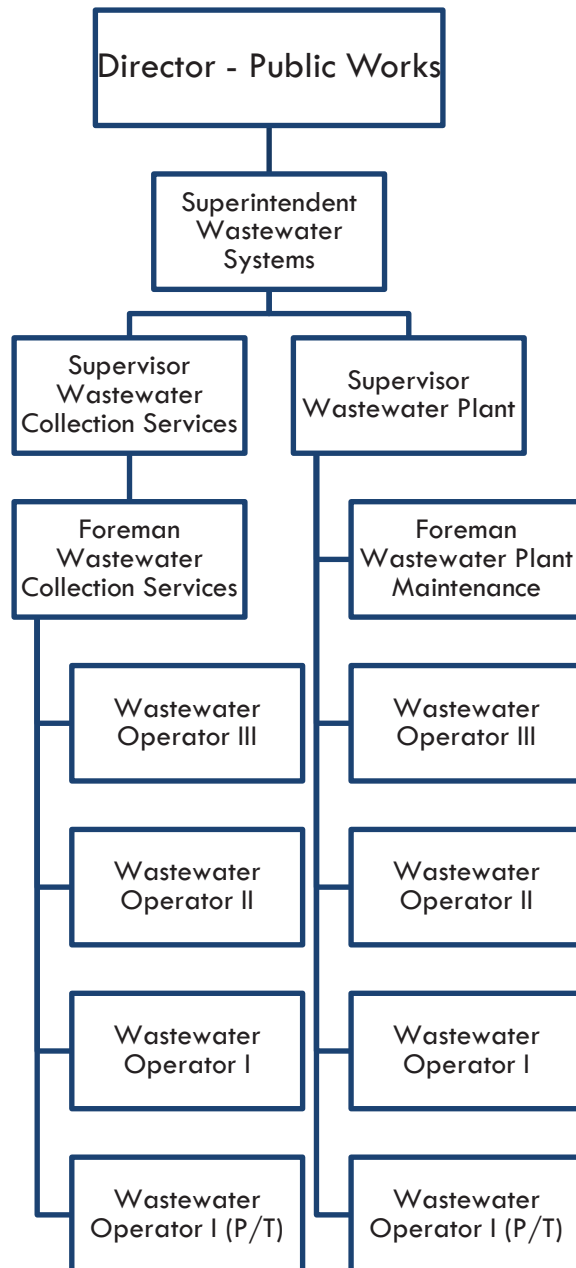
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	765,743	914,149	1,050,010	15%
OTHER CHARGES/SERVICES	5,254,330	4,209,692	4,097,345	-3%
SUPPLIES	93,726	151,243	139,447	-8%
REPAIRS/MAINTENANCE	342,957	469,621	607,100	29%
CONTRACT SERVICES	69,330	117,871	331,527	181%
CAPITAL OUTLAY	16,955	744,697	1,692,570	127%
	6,543,041	6,607,273	7,917,999	20%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Superintendent Wastewater Systems	O	1		1	
Supervisor Wastewater Collection Services	M	1		1	
Supervisor Wastewater Plant	M	1		1	
Foreman Wastewater Collection Services	L	1		1	
Foreman Wastewater Plant Maintenance	L	1		1	
Wastewater Plant Operator III	K	2		2	
Wastewater Plant Operator II	J	4		4	
Wastewater Plant Operator I	H	2	3	2	3
Clerk I	H		1		1
<b>TOTAL</b>		13	4	13	4

## ORGANIZATIONAL CHART



# Trash

**Department Description:** The City contracts residential solid waste, recycling and yard waste collection through Wilson Waste Systems. This contract provides a high level of service for all households at lower rates. Collection costs are consolidated with the water and sewer service monthly bill. The services include weekly trash and recycling pick up and seasonal yard waste pick up.

## **Goals & Objectives:**

- Contract
  - Revise the solid waste collection and recycling consumer rates to maintain low monthly costs, promote trash cart use and improve customer satisfaction with the service.
- Recycling
  - Use recycling rebates to enhance the collection of recyclable materials at all City parks and continue to inform and educate residents on the importance and benefit of recycling.

## **Performance Measures:**

- Increased utilization of trash carts
- Maintain or increase level of recycling and receipt of recycling rebates
- Increase utilization of yard waste service

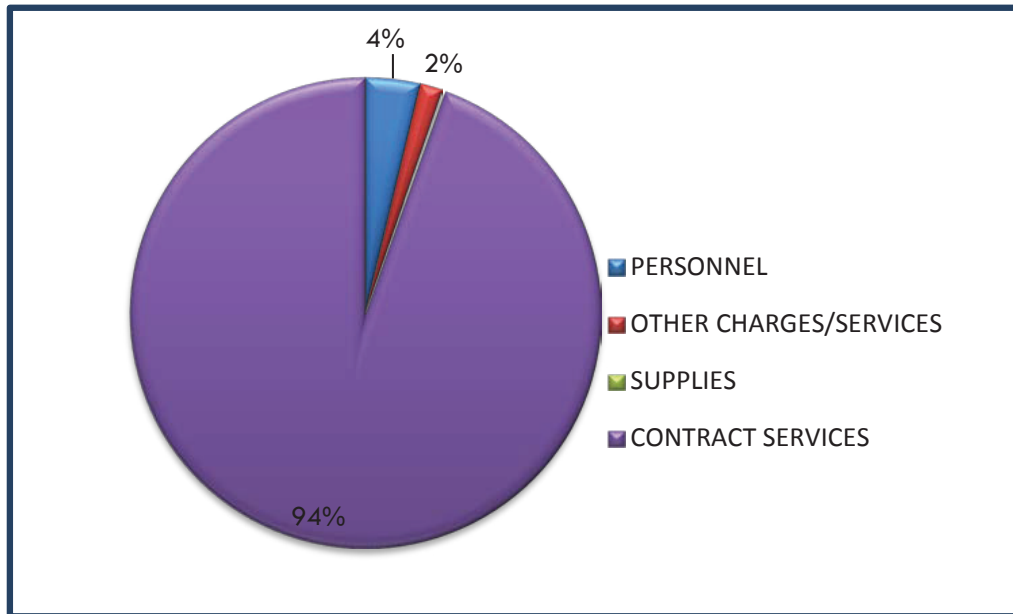


## REVENUE

	ACTUAL	AMENDED	PROJECTED	%
	2013	2014	2015	CHANGE
CHARGES FOR SERVICES	2,115,311	2,074,193	2,253,078	9%
INTEREST	174	-	400	
	2,115,485	2,074,193	2,253,478	9%

## EXPENSE

	ACTUAL	AMENDED	PROJECTED	%
	2013	2014	2015	CHANGE
PERSONNEL	31,859	33,820	82,986	145%
OTHER CHARGES/SERVICES	18,083	32,285	34,332	6%
SUPPLIES	1,688	5,000	5,000	0%
CONTRACT SERVICES	2,029,419	1,994,517	2,093,788	5%
	2,081,049	2,065,622	2,216,106	7%



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# Community Development

# Community Development

**Department Description:** The Community Development Department serves its customers through efficient processing of development-related permits, and counsels customers through the components of the Municipal Code for the various review and approval processes. The Department strives for success via timely, efficient service to our customers in all of the Divisions remaining dedicated to maintaining and improving the quality of life in the community. The Department is comprised of the Building Division and Planning and Zoning Division with staff members all working toward improving and protecting health, safety and quality of life in the community.

**Mission:** The Mission of Wentzville's Community Development Department is to provide professional service and expertise to the community and its customers, via administration of the City's code requirement; ensuring healthy neighborhoods, promoting a safe and sanitary built environment in which to live, work and shop, and to promote growth, maintain existing investment, and attract new investment throughout Wentzville.

## **Goals & Objectives:**

- Maintain excellent customer service.
- Utilize the CRM (New Concern Center Software) to improve the customer's experience.
- Assists all Community Development and Public Works Divisions in their records.
  - Management/Scheduling/Implementation of Duties.
- Manage growth demand via utilization of requested staff to provide excellent customer service.
- Document imaging maintenance of new information received.

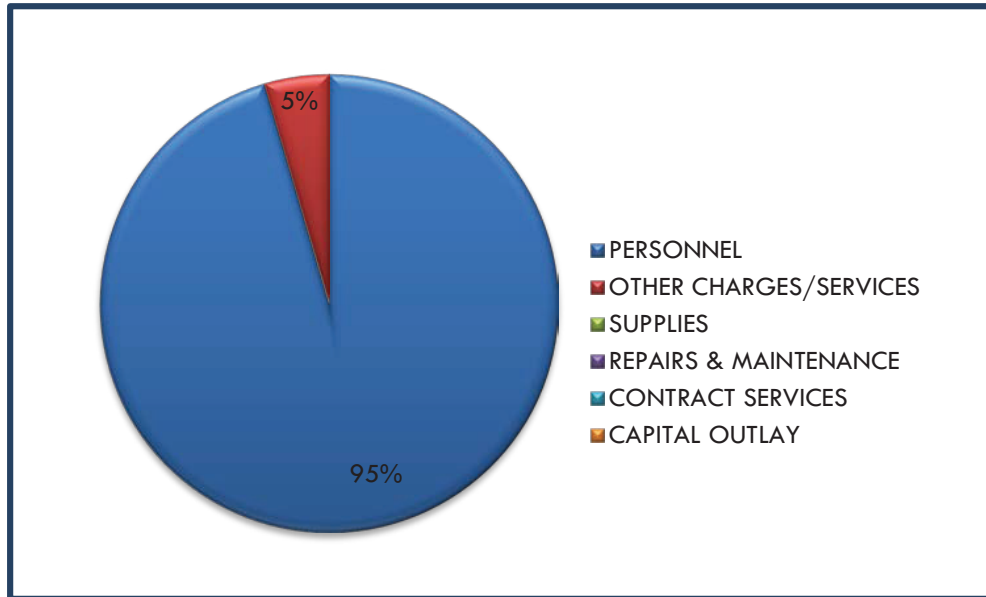
## **Performance Measures:**

- Document Imaging
  - Maintain Building Division file data. (Residential)
- Customer Service
  - Promptly greet each customer and assist them in a friendly and efficient manner.
  - A response to all phone calls and emails within 24 hours.
  - Phone calls will be answered within the third ring and no more than three percent of the calls will go to voice mail during business hours.
- CRM (Citizen Resource Management)
  - Utilize new software to improve operations.
  - On-going training and report generation.



## EXPENSE

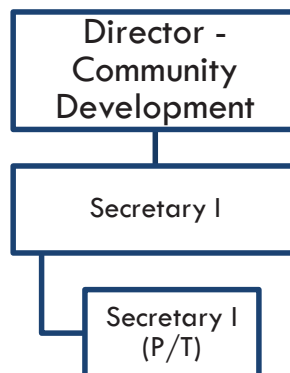
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	231,713	206,874	217,888	5%
OTHER CHARGES/SERVICES	8,523	12,520	10,431	-17%
SUPPLIES	-	-	-	
REPAIRS/MAINTENANCE	-	-	-	
CONTRACT SERVICES	-	-	-	
CAPITAL OUTLAY	-	10,000	-	-100%
	240,236	229,394	228,319	-0.5%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Director – Community Development	Q	1		1	
Secretary	G	2		2	
<b>TOTAL</b>		3		3	

## ORGANIZATIONAL CHART





# Planning

**Mission:** Faithful to the spirit and intent of zoning regulation enforcement and land use planning, the Planning and Zoning Division is dedicated to improving the quality of life and appearance of the Wentzville community, while providing consistent quality service to our customers.

## **Goals & Objectives:**

- Downtown Revitalization Study Evaluation
  - Involve key stakeholders and the general public to accomplish this goal.
  - Update text, tables and mapping via stakeholder involvement and review via staff resources.
  - Assist the City departments in implementation of the various component of the Downtown Revitalization Plan for the Village Center area of Wentzville.
- Continue the physical development of the City.
  - Implement the Thoroughfare Plan and other comprehensive plan chapters via applications received for new development.
  - Maintain a progressive zoning regulations document and enact amendments to respond to the ever-changing land use needs and challenges of the community.
  - Deliver timely customer service via permit review and processing division functions.

## **Goals & Objectives Continued:**

- Utilize people, materials, equipment and technology.
  - Continue to be aggressive in the update and expansion of the City's Geographic Information System (GIS). Maintain existing mapping and create additional mapping, tracking and routing improvements, software and extension upgrades for Department efficiency. Complete server update with IT staff to improve GIS functionality and efficiency.
  - Publicize the use of the electronic packet information and use of the City website as a tool for programs and permit processes.
  - Assist the Economic Development Department with the creation of the Economic Development Strategic Plan.

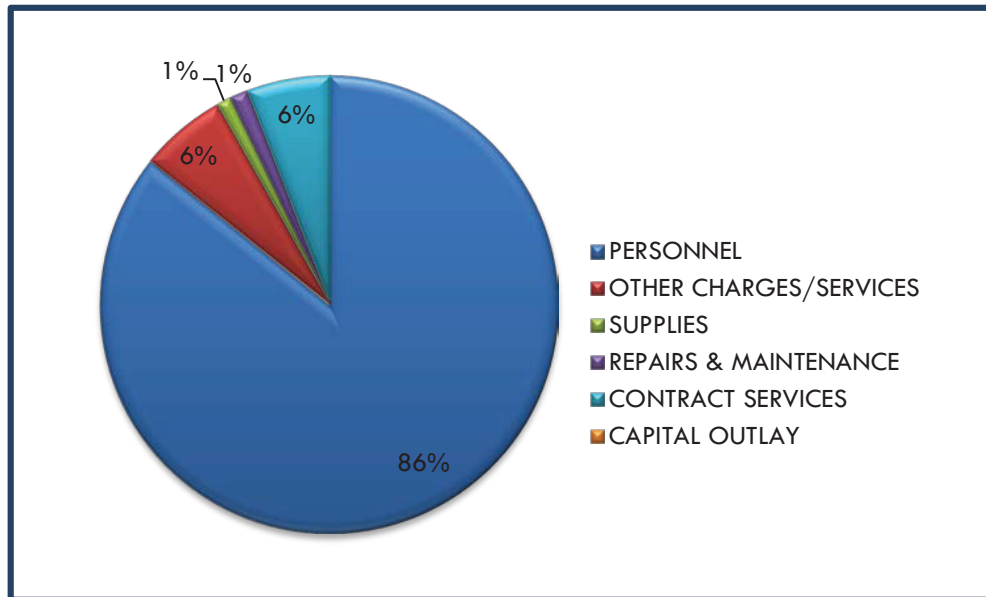
## **Performance Measures:**

- Downtown Revitalization Study
  - Process the plan update via a plan of action without substantial deviations.
  - Process the plan involving key community organizations input and key agency input.
- City Development via established Policy's/Documents:
  - Staff reports to PZ/BOA within deadline and complete.
  - Conduct successful and informative pre-application meetings.
- Data Maintenance and Public Outreach/Engagement:
  - Updates to Official Zoning Map accomplished yearly.
  - Publicize to all customers use of the Wentzville website as a resource.
  - Maintain/expand and publicize GIS data and other applicable software for resident and customer use.
  - Assist the City in special training and education opportunities such as the new residential workshop and HOA Symposium.



## EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	155,294	204,728	205,486	0.4%
OTHER CHARGES/SERVICES	15,136	15,156	14,641	-3%
SUPPLIES	-	7,600	2,500	-67%
REPAIRS/MAINTENANCE	-	4,500	3,000	-33%
CONTRACT SERVICES	-	4,000	14,000	250%
CAPITAL OUTLAY	21,083	-	-	
	191,513	235,984	239,627	2%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Senior Planner	M	1		1	
GIS Coordinator	M	1		1	
Administrative Assistant	J	1		1	
<b>TOTAL</b>		<b>3</b>		<b>3</b>	

## ORGANIZATIONAL CHART



# Building Inspection

**Mission:** The Building Division is dedicated to provide thorough plan review and inspections, accurate and timely permit issuance, effective code enforcement and responsible customer satisfaction. Multiple services within the Division are offered to its residents pertaining to construction, maintenance, occupancy and grant administration. Public safety and service in the built environment is our number one goal.

## **Goals & Objectives:**

- Manage the increase in permit review, phone comments and inspections associated with increased permit activity, without delays in services provided to our customers.
- Increase the effectiveness of Code Compliance by utilizing a proactive approach to report violations Citywide and utilize the new seasonal position to implement and ensure outcomes.
  - History of code violations to be provided to the Municipal Court Staff upon repeat violation tracts and as needed to achieve outcomes.
- CDBG grant opportunities/marketing. Promote affordable housing pertaining to grant opportunities through the Home Improvement Loan Program (HILP), Property Maintenance program, Down Payment Assistance Program, the emergency repair program, and transportation assistance program.
- Deliver fast, timely and efficient field services to the construction community. (Seven day review on Master home plans and report card to builders to manage permit review/permit issues.
- Implement plans and procedures to assist subdivisions in reorganizing their Homeowner's Association. (HOA Symposium, educational opportunities and local maintenance issues on common lands.)

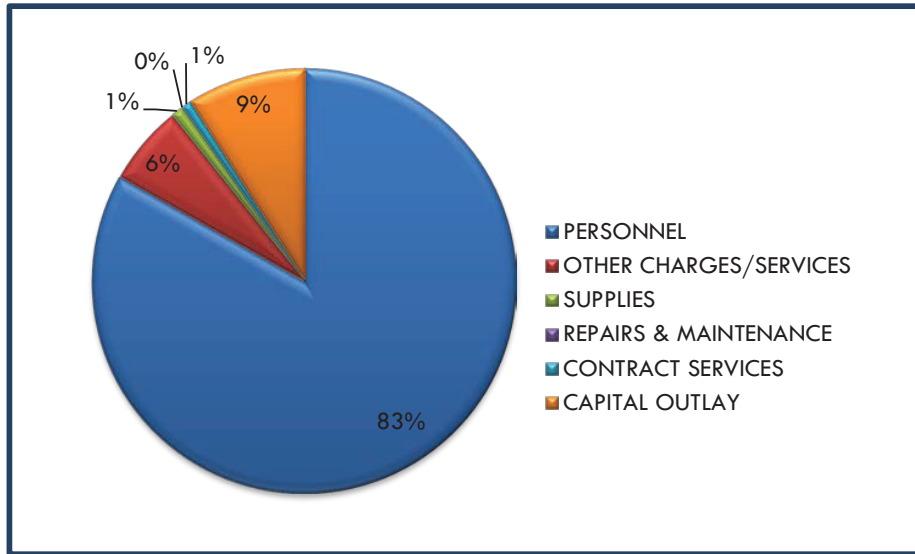
## **Performance Measures:**

- Utilize iPads to assist City customers and improve staff efficiencies.
- Concerns received by residents to be reduced.
- Increased grant participation in the City.
- Improve plan review times with positive report card feedback.
- Increased participation by subdivision trustees.



## EXPENSE

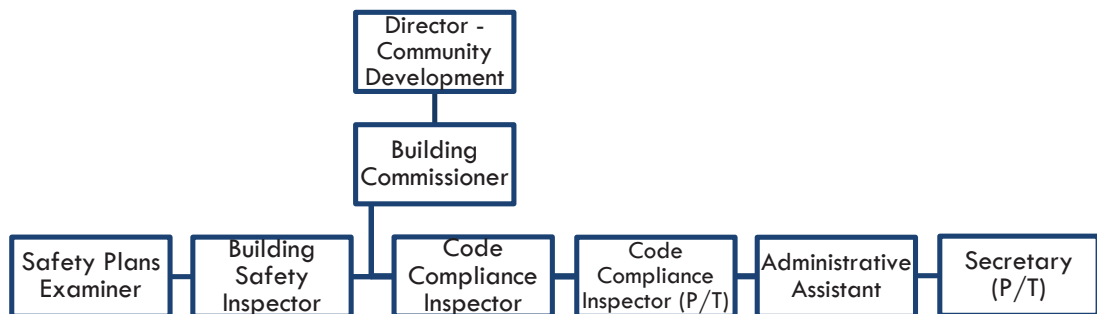
	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	517,105	571,564	677,110	18%
OTHER CHARGES/SERVICES	22,031	32,107	50,747	58%
SUPPLIES	3,354	6,700	7,800	16%
REPAIRS/MAINTENANCE	-	-	-	
CONTRACT SERVICES	3,290	8,500	6,500	-24%
CAPITAL OUTLAY	-	25,000	74,600	198%
	545,780	643,871	816,757	27%



## PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Building Commissioner	N	1		1	
Safety Plans Examiner	M	1		1	
Building Safety Inspector	L	3		4	
Code Compliance Inspector	K	1	1	1	1
Administrative Assistant	J	1		1	
Secretary	G		2		3
<b>TOTAL</b>		<b>7</b>	<b>3</b>	<b>8</b>	<b>4</b>

## ORGANIZATIONAL CHART



# **Parks and Recreation**



# Parks and Recreation

**Department Description:** The City of Wentzville Parks and Recreation Department provides many opportunities for people of all ages. Programs offered include fitness, sports leagues, cultural arts and enrichment classes. In addition, the Department offers special events throughout the year including the Hill of Thrills Soapbox Race, an Easter Egg Hunt, Holiday Night Lights and many others. We strive to offer something for everyone in the community. The Parks and Recreation Department prides itself in keeping each park safe and beautiful for everyone to enjoy. Parks in the community feature playgrounds, picnic shelters, paved trails, ball fields, a fishing lake, swimming pools, and many other outdoor amenities. Progress Park houses the Department's administrative offices, a gymnasium and fitness center, and Progress Park Center. The Center is a banquet hall facility that can be rented to host wedding receptions, birthday parties or other indoor festivities.

**Mission:** To enhance community unity, health and open space preservation through people, parks and programs.

## **Goals, Objectives, and Performance Measures:**

- Our top priority is to always maintain clean, safe parks and recreational facilities while providing enjoyable, informative and healthful experiences for all visitors in the parks and trails system.
- Enhance Community Unit and Improve Resident Feedback
  - Parks: Host a ground breaking ceremony for Peruque Valley Park Baseball Complex;
  - Parks: Host a public grand opening for Heartland Park;
  - Recreation: Provide Special Events appealing to all ages, i.e. Independence Day Celebration;
  - Administration: Enhance rapport with Wentzville School District, community organizations and other partners;
  - Administration: Engage stakeholders through a variety of avenues to ensure support for quality-of-life initiatives;
  - Administration: Increase public awareness of parks, recreation and conservation issues through newspaper, online and social media;
  - Administration: Promote the endless benefits that Wentzville Parks and Recreation provides to the community;
  - Administration: Continue to promote healthy lifestyles and encourage visitors to enjoy trails, programs and facilities offered by Wentzville Parks and Recreation Department.
- Promote Healthy and Active Lifestyles for City Residents and Employees
  - Administration: Continue to offer affordable annual passes to residents and employees of the City;
  - Recreation: Continue to develop new, innovative programming for all ages;
  - Recreation: Monitor and meet the demand for group fitness programs;
  - Administration: Explore creative ways to increase revenue and supplement appropriations with sponsorships;
  - Parks: Continue to maintain, update and replace fitness center equipment;
  - Recreation: Develop a partnership with and implement the Silver Sneaker Program.
- Open Space Preservation and Environmental Education
  - Parks: Create and maintain open areas around the perimeter of Heartland and Peruque Parks;
  - Parks: Create and maintain environmental and educational areas at Heartland Park regional basin;
  - Parks: Develop and begin to implement a comprehensive maintenance program for the City's tree inventory;
  - Administration: Complete Parks and Recreation Master Plan and develop strategies for implementation;
  - Administration: Actively seek new sites around the City for preserving open space and ensuring environmentally sensitive areas are protected;
  - Administration: Acquire land if grants or funding from partnerships becomes available;
  - Administration: Continue developing and supporting partnerships that enhance the benefits that the Department provides to the community.



## PARKS AND RECREATION CONTINUED

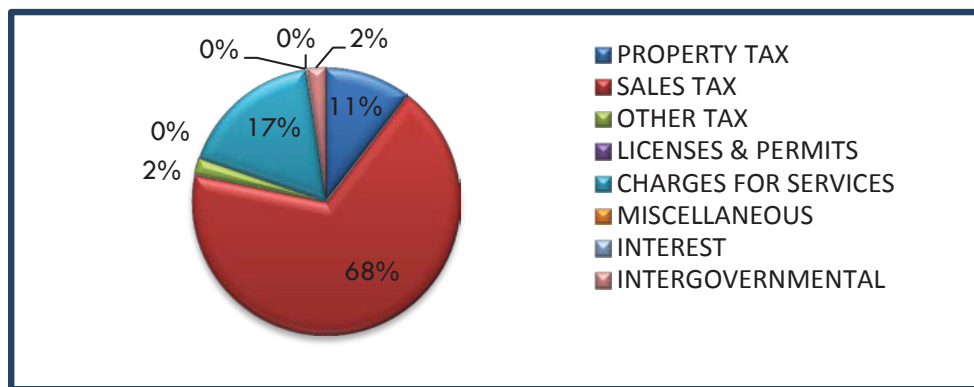
### *Goals, Objectives, and Performance Measures Continued:*

- Build volunteer base by 10% to assist with activities specifically as the new parks open.
  - Recreation: Improve communication to coaches, parents and existing volunteers;
  - Administration: Utilize email and social media to convey to residents the benefits of volunteering;
  - Parks: Consider development of a Volunteer Park Adoption program that includes certification and training for qualified volunteers for specific tasks such as “Park Watch,” “Spring Planting Projects,” “Eagle Scout Projects,” and “Clean Stream Projects.” The program should include Volunteer Regulation identifying the scope of projects available, project specifications and expectations of the volunteers.
- Training and Workforce Development
  - Administration: Train and equip Parks and Recreation staff to provide outstanding customer service;
  - Administration: Provide staff with tools and training to perform their jobs efficiently and effectively;
  - All: Increase opportunities for professional development and team learning for staff and park board members including:
    - Creating a plan for legal, mandatory, professional development and technical skills training;
    - Evaluating current training opportunities and identify employee and Department needs;
    - Increasing opportunities for cross-training divisions when feasible or possible;
  - Administration: Work on continuous improvement of employee relations;
  - Administration: Strive to create a workforce that is representative of the community.
- Efficiencies
  - All: Manage financial resources wisely;
  - All: Continue refining administrative and supervisory responsibilities for recreation staff to work as efficiently as possible with increased workloads;
  - Administration: Review staff job descriptions and anticipate staff levels/positions most likely needed for the next two years;
  - Parks: Examine opportunities to improve maintenance operations including:
    - Development of a process to measure park maintenance success through established performance standards;
    - Establish park maintenance standards and frequency rates;
    - Establish and track the cost per acre costs related to general park maintenance, high-use sports fields and synthetic turf fields;
    - Develop an equipment replacement schedule that includes funded depreciation of equipment to ensure timely replacement;
    - Establish baselines for utility usage at all facilities and identify possible ways to achieve a net reduction in utility usage;
  - Parks: Explore opportunities to contract out on-going maintenance and operational duties when appropriate and when a cost savings can be realized by the City. Analyze in-house cost in comparison to outsourcing;
  - Administration: Seek additional funding to fulfill our mission through grants, appropriations and partnerships.

## Parks and Recreation – Administration

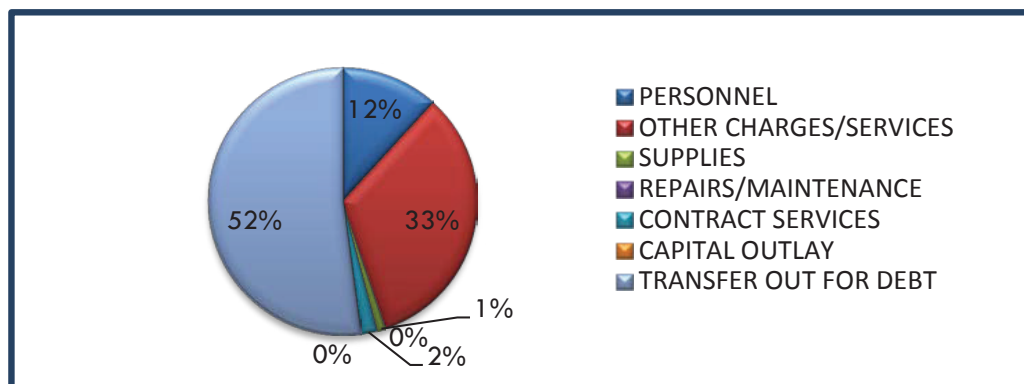
### REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PROPERTY TAX	452,700	436,448	463,702	6%
SALES TAX	2,902,164	2,971,257	3,017,900	2%
OTHER TAX	83,757	80,000	91,000	12%
LICENSES & PERMITS	4	-	-	
CHARGES FOR SERVICES	485,319	496,795	769,435	35%
MISCELLANEOUS	12,399	300	2,050	85%
INTEREST	(173)	2,000	6,100	67%
INTERGOVERNMENTAL	(32,443)	500,000	101,945	-390%
	3,903,727	4,486,800	4,452,132	-1%



### EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	226,885	370,118	368,782	-0.4%
OTHER CHARGES/SERVICES	913,886	1,197,362	1,041,528	-13%
SUPPLIES	29,497	41,465	30,575	-26%
REPAIRS/MAINTENANCE	1,945	3,000	2,750	-8%
CONTRACT SERVICES	35,410	73,327	63,874	-13%
CAPITAL OUTLAY	-	-	-	
TRANSFER OUR FOR DEBT	1,642,586	1,644,174	1,639,007	-0.3%
	2,850,209	3,329,446	3,146,516	-5%



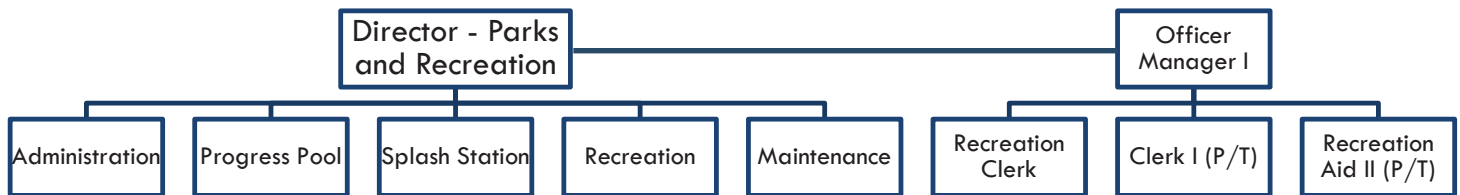


## Parks and Recreation – Administration Cont'd

### PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Director – Parks and Recreation	Q	1		1	
Park Ranger – Animal Control (2 at 50%)	P-2	1		1	
Park Ranger	P-2	1		1	
Office Manager I	K	1		1	
Clerk I	H		0		1
Inclusion Aid	B		1		1
<b>TOTAL</b>		4	1	4	2

### ORGANIZATIONAL CHART



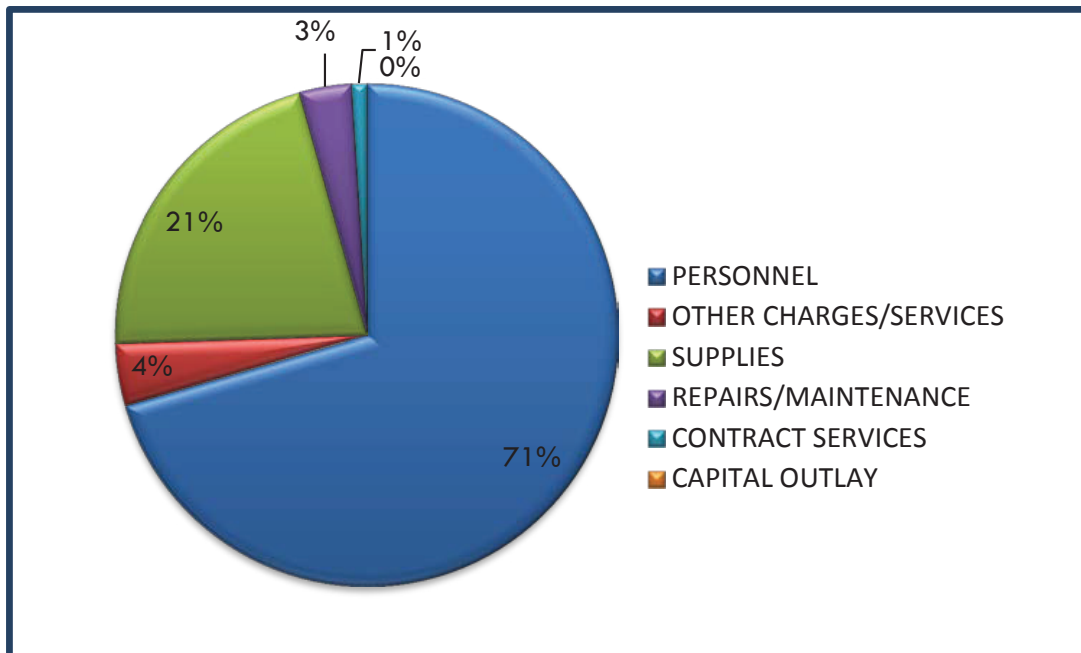
## Parks and Recreation – Progress Pool

### REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
CHARGES FOR SERVICES	143,382	152,045	163,085	7%
	143,382	152,045	163,085	7%

### EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	17,196	19,413	147,168	658%
OTHER CHARGES/SERVICES	143	2,246	8,306	270%
SUPPLIES	29,023	29,035	42,545	47%
REPAIRS/MAINTENANCE	8,375	8,650	7,000	-19%
CONTRACT SERVICES	147,742	149,410	2,000	-99%
CAPITAL OUTLAY	-	156,500	-	-100%
	202,479	365,254	207,019	-43%

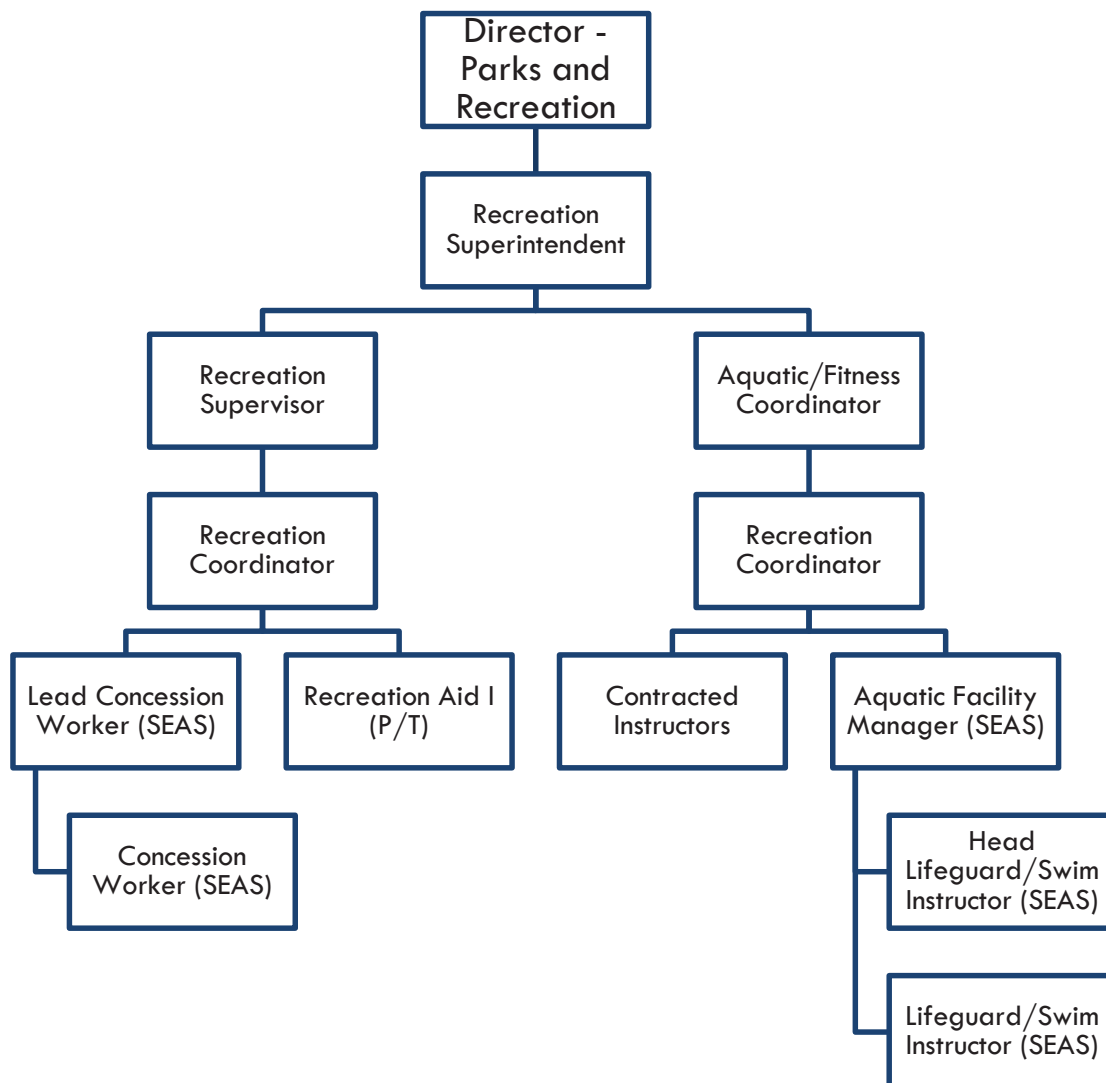


## Parks and Recreation – Progress Pool Cont'd

### PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Recreation Aide I	B		0		2
Recreation Aide II	D		0		0
Concession Worker	SEAS0		0		4
Lifeguards/Swim Instructor	SEAS0		0		30
Lead Concession Worker	SEAS1		0		.5
Head Lifeguard/Head Swim Instructor	SEAS1		0		4
Aquatic Facility Manager	SEAS3		0		2.5
<b>TOTAL</b>			0		43

### ORGANIZATIONAL CHART



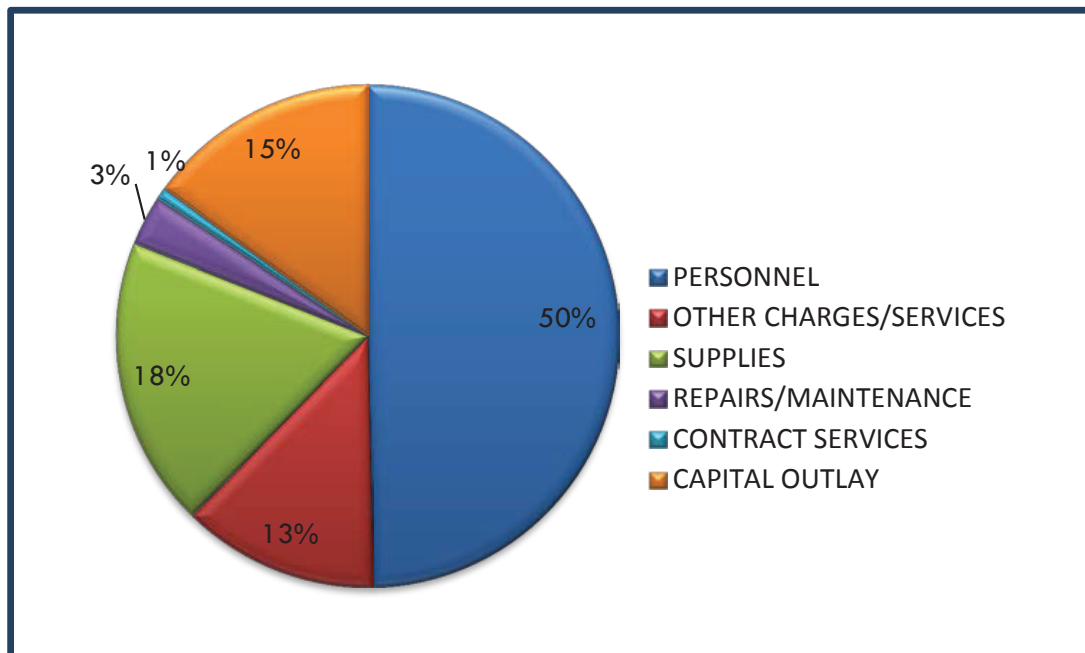
## Parks and Recreation – Splash Station

### REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
CHARGES FOR SERVICES	-	649,900	415,915	-56%
	-	649,900	415,915	-56%

### EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	-	67,282	225,585	235%
OTHER CHARGES/SERVICES	2,091	78,164	57,494	-26%
SUPPLIES	160	62,825	80,680	28%
REPAIRS/MAINTENANCE	-	7,000	14,500	107%
CONTRACT SERVICES	-	233,400	3,500	-99%
CAPITAL OUTLAY	-	10,000	68,300	583%
	2,251	458,671	450,059	-2%

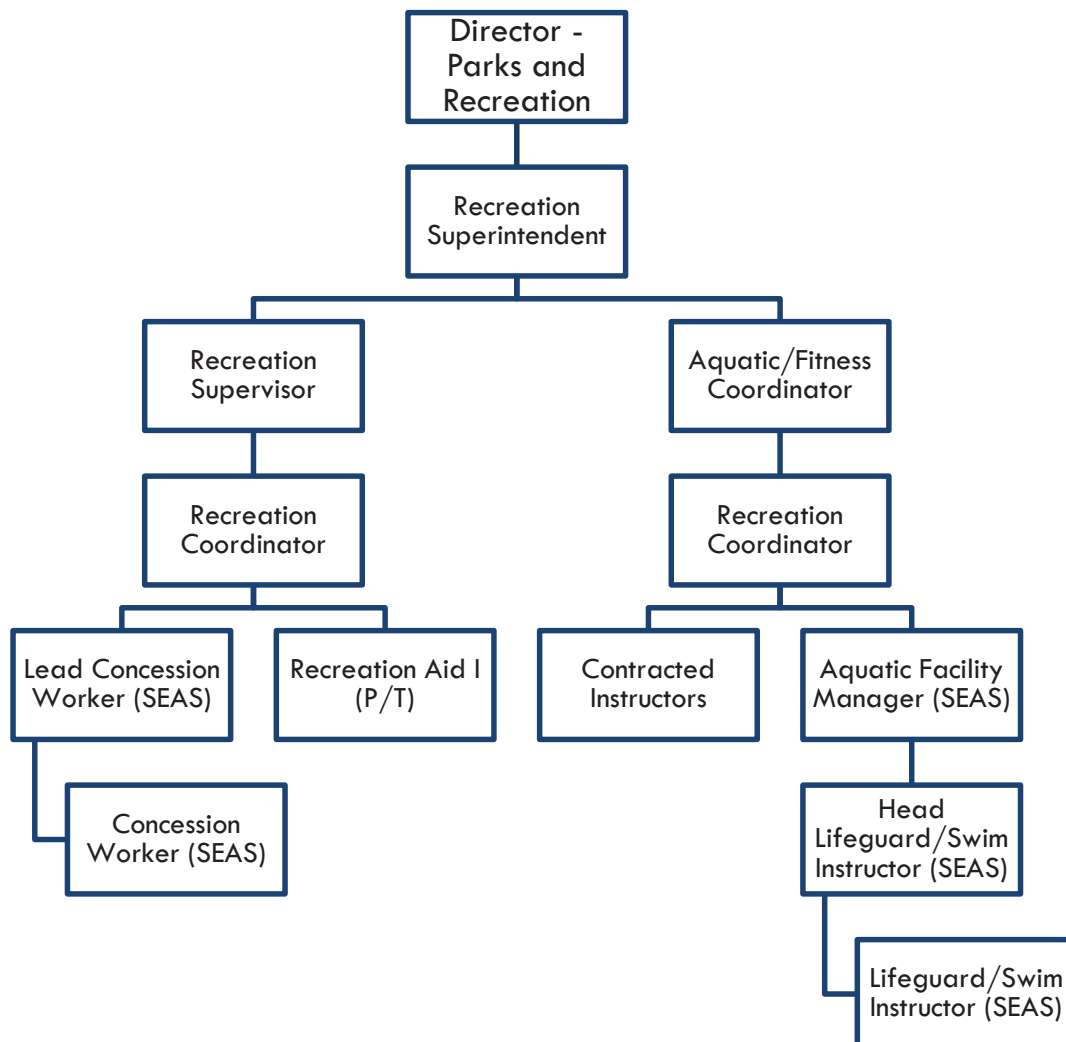


## Parks and Recreation – Splash Station Cont'd

### PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Recreation Aide I	B				4
Recreation Aide II	D		0		3
Concession Worker	SEAS0		0		9
Lifeguards/Swim Instructor	SEAS0		0		40
Lead Concession Worker	SEAS1		0		1.5
Head Lifeguard/Head Swim Instructor	SEAS1		0		2
Aquatic Facility Manager	SEAS3		0		2.5
<b>TOTAL</b>			0		62

### ORGANIZATIONAL CHART



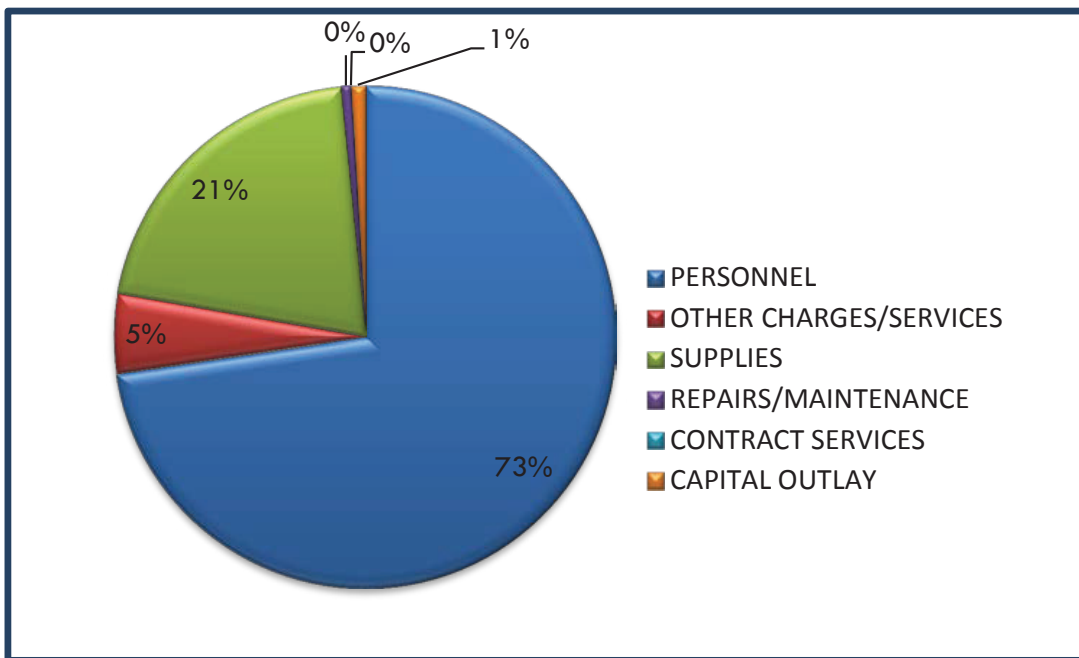
## Parks and Recreation – Recreation

### REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
CHARGES FRO SERVICES	398,417	391,245	878,380	55%
MISCELLANEOUS	25	50	-	
	398,442	391,295	878,380	55%

### EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	495,030	607,561	793,373	31%
OTHER CHARGES/SERVICES	32,777	36,175	55,525	53%
SUPPLIES	109,034	134,744	226,026	68%
REPAIRS/MAINTENANCE	-	-	7,000	
CONTRACT SERVICES	-	-	-	
CAPITAL OUTLAY	3,029	6,495	9,800	51%
	639,870	784,975	1,091,724	39%

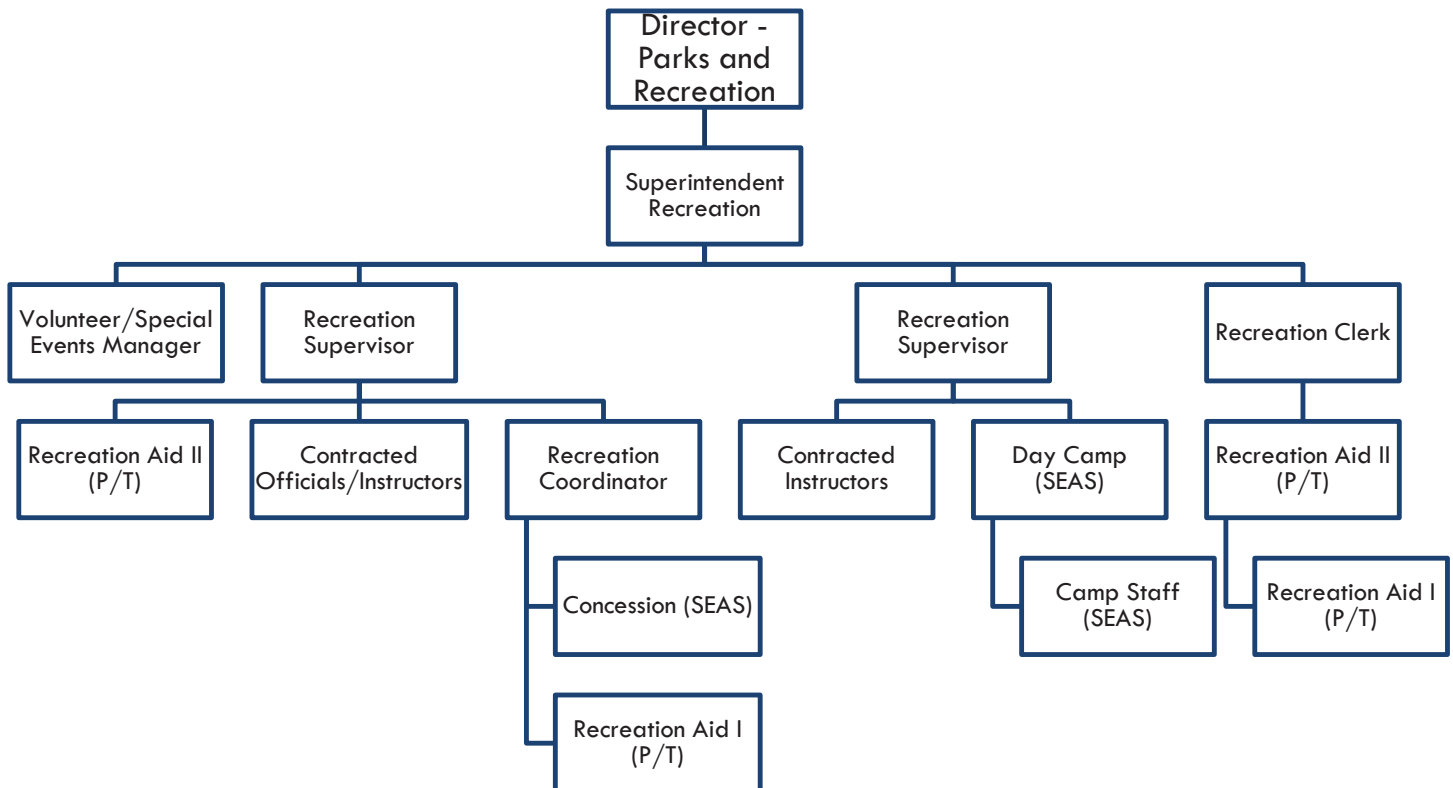


## Parks and Recreation – Recreation Cont'd

### PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Superintendent Recreation	N	1		1	
Supervisor Recreation	K	2		2	
Volunteer & Special Events Manager	K	0		1	
Aquatics/Fitness Coordinator (50%Recreation/25%Splash/25%Progress)	K	0		1	
Recreation Coordinator	I	2		2	
Clerk I	H	2		2	
Recreation Aid II	D		9		12
Recreation Aid I	B		8		3
Concession Worker	SEAS0		16		7
Lead Concession Worker	SEAS1		0		3
Day Camp Counselor	SEAS1		18		28
Day Camp Head Counselor	SEAS2		1		3
Assistant Day Camp Director	SEAS3		1		2
Day Camp Director	SEAS4		1		1
<b>TOTAL</b>		<b>7</b>	<b>54</b>	<b>9</b>	<b>59</b>

### ORGANIZATIONAL CHART



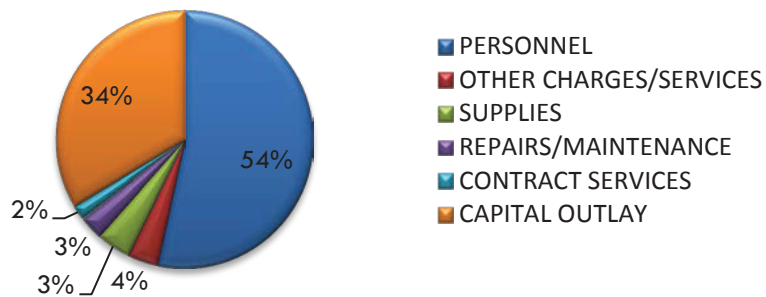
## Parks and Recreation – Maintenance

### REVENUE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
MISCELLANEOUS	3,600	-	-	
	3,600	-	-	

### EXPENSE

	ACTUAL 2013	AMENDED 2014	PROJECTED 2015	% CHANGE
PERSONNEL	431,862	482,927	691,235	43%
OTHER CHARGES/SERVICES	23,447	31,201	49,164	58%
SUPPLIES	41,471	50,852	44,240	-13%
REPAIRS/MAINTENANCE	48,059	48,799	38,250	-22%
CONTRACT SERVICES	15,497	40,029	23,600	-41%
CAPITAL OUTLAY	241,288	525,367	435,745	-17%
	801,624	1,179,175	1,282,234	9%



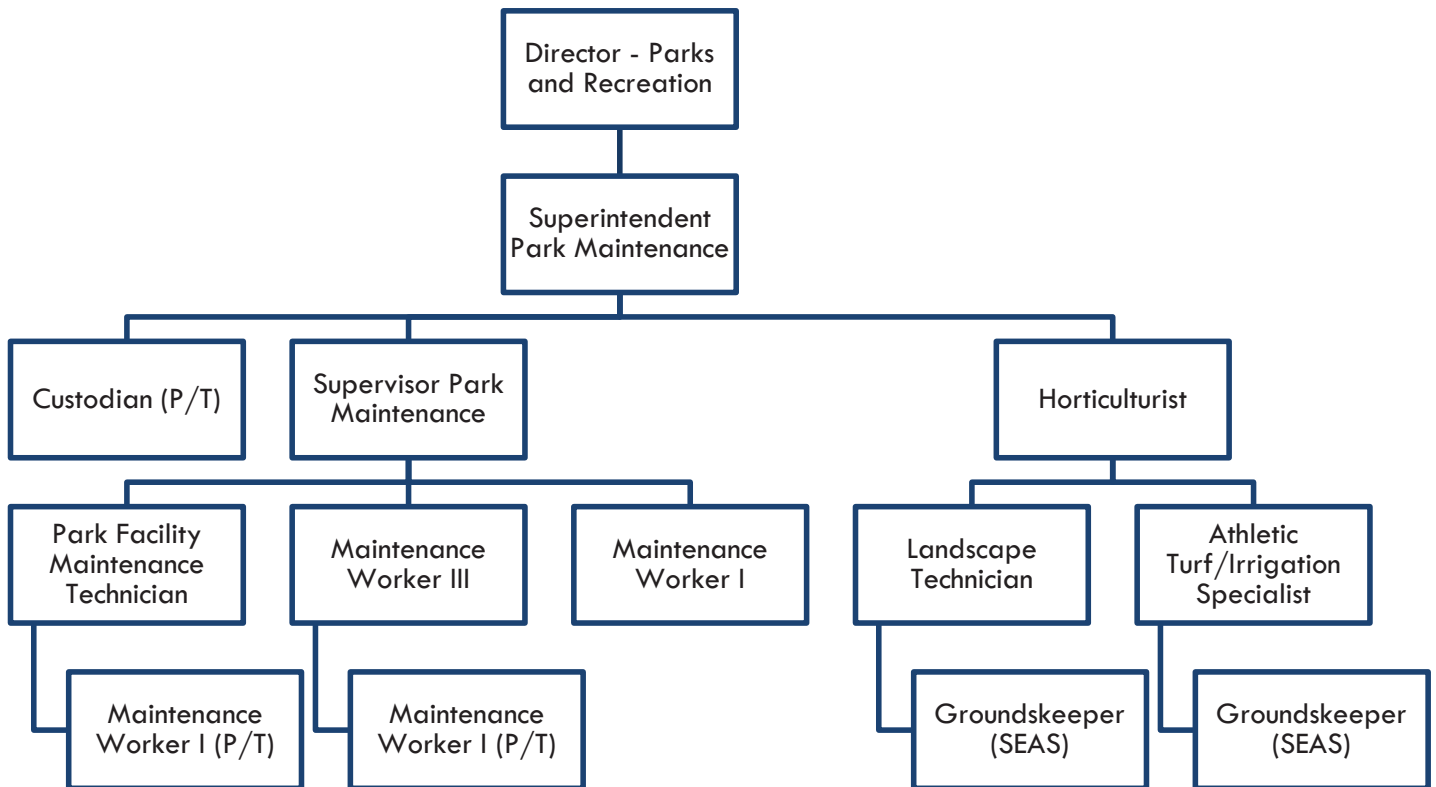
### PERSONNEL DETAIL

TITLE	GRADE	#F/T	#P/T	#F/T	#P/T
		2014		2015	
Superintendent Park Maintenance	N	1		1	
Supervisor Park Maintenance	K	1		1	
Landscape Technician	K	1		1	
Park Facility Maintenance Tech	K	0		1	
Horticulturist (70% Park Maint/30%PW Facility Operations)	K	0		1	
Athletic Turf/Irrigation Specialist	J	0		1	
Maintenance Worker III	H	1		1	
Maintenance Worker I	G	1	8	1	8
Custodian	C		0		2
Seasonal Groundskeeper	D		0		2
<b>TOTAL</b>		<b>5</b>	<b>8</b>	<b>8</b>	<b>12</b>



## Parks and Recreation – Maintenance Cont'd

### ORGANIZATIONAL CHART



**Debt**

# Debt Service

## 2015 Budget Highlights

- Total Principal & Interest Debt Service Payments in 2015 - \$6,150,048
- 2015 Ending Debt Service Balance - \$63,635,260
- No new debt anticipated to be issued in 2015
  - One-time draw down of reserves
- 1999 Lease Revenue WEDC matures in 2015 - \$115,000
- Dockler Note for Peruque Valley Park matures in 2016
  - Two Payments left - \$64,600 each
- Remaining Parks Bond proceeds will be drawn down as Peruque Valley Park is completed.

## LONG TERM DEBT

Issue	Original Issue	Beg Bal 12/31/14	Prin Pmt 2015	End Bal 12/31/15	2015 Interest	Total Debt Service
Bear Creek NID	\$1,510,000	\$520,000	\$145,000	\$375,000	\$17,206	\$162,206
Certificates of Participation	\$28,165,000	\$25,160,000	\$1,030,000	\$24,130,000	\$986,434	\$2,016,434
WEDC Leasehold	\$15,725,000	\$9,370,000	\$1,120,000	\$8,250,000	\$293,406	\$1,413,406
SRF	\$40,061,000	\$28,813,861	\$1,637,000	\$27,176,861	\$481,403	\$2,118,403
Total	\$85,461,000	\$63,863,861	\$3,932,000	\$59,931,861	\$1,778,448	\$5,710,448

## NOTES PAYABLE

Issue	Original Issue	Beg Bal 12/31/14	P & I Pmts 2015	End Bal 12/31/15	
Dierbergs – Note A	\$1,162,137	\$661,231	\$375,000 *	\$286,231	Reimburse ½ cent sales tax collected in center
Dierbergs – Note B	\$3,352,568	\$3,352,568	\$0	\$3,352,568	Payoff Note A before payment begins on Note B
Dockler	\$258,400	\$129,200	\$64,600	\$64,600	
Total	\$4,773,105	\$4,142,999	\$439,600	\$3,703,399	

\* Principal and interest payments estimated – based on sales tax received.



Capital

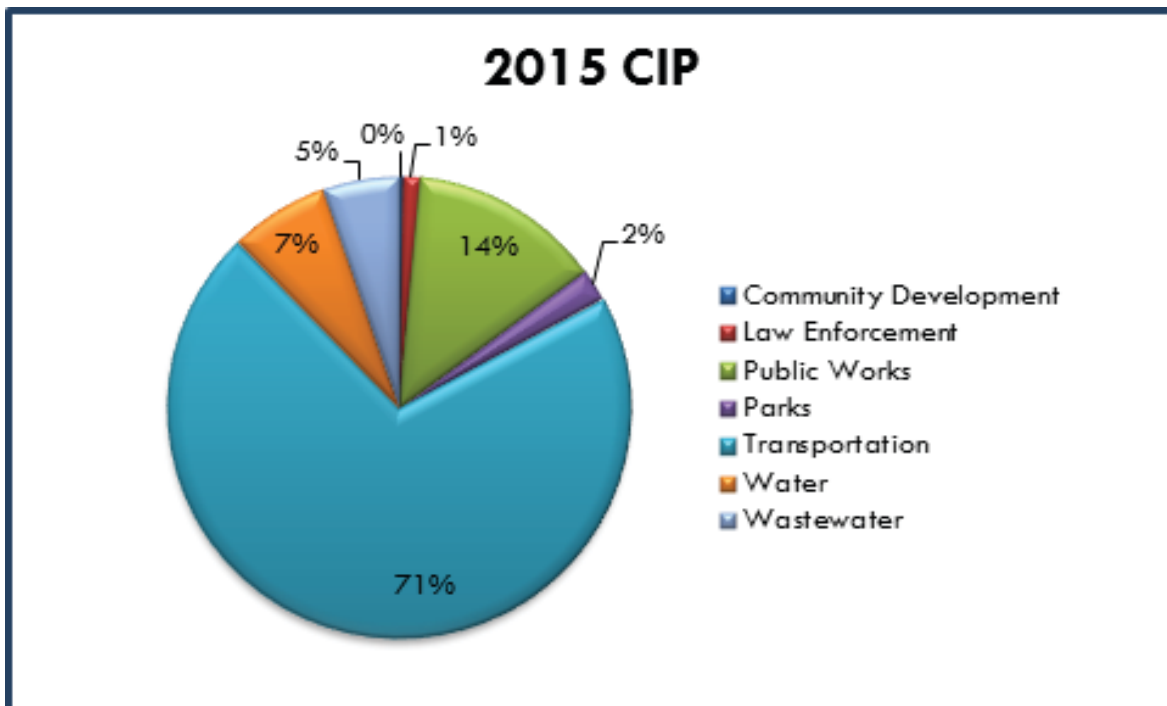
# Capital Overview

The Capital Improvement Plan addresses many citywide projects including road construction; the installation of water and wastewater infrastructure, stormwater systems, park facilities, and new governmental facilities; and the renovation of City structures. The Plan allows the City to proactively plan its future capital needs well in advance, yet allow flexibility for changing needs.

Capital expenditures are expenses involving land, land improvements, buildings, building improvements, furniture, fixtures, machinery, equipment, vehicles, and all other assets costing \$5,000 or more having an initial useful life extending beyond one year.

Capital improvements are physical improvements to public infrastructure in and throughout the City, and include the construction of streets, stormwater systems, bridges, parks, recreational facilities, structural renovations and numerous other projects that involve physical improvements in and throughout the community.

In recent years, the reserves of the major funds have remained untapped. However, this year's budget addresses the drawdown of the fund balances of the General Fund, Park Fund, Transportation Fund, Capital Fund, Water Fund and Wastewater Fund in order to fund specific capital needs based on the staff and Board of Aldermen's goals and priorities. The Capital Fund purchases all the capital equipment used in the General, Transportation, and Parks and Recreation funds. Furthermore, the Capital Fund revenues are used to make lease payments for bond issues and to purchase capital equipment. These are revenues transferred to other funds and budgeted accordingly. The Capital Fund is being drawn down to help fund the pre-construction costs for a new City Hall minimizing the amount of bond issuance.



# Capital Overview Cont'd

## GENERAL FUND

General Fund capital expenditures are all funded from the Capital Fund. In 2015, most notably, is the design and construction of a new City Hall. The General Fund reserve will be drawn down by \$3,000,000 to fund the future City Hall land acquisition. This will lower the amount that will need to be financed through a bond issuance, saving interest costs. Public Works will address the Board priority of the downtown redevelopment plan by completing visual enhancements at Village Center. Law Enforcement will purchase and install emergency weather warning sirens and make renovations and repairs to the HVAC system, bridges and locker room at the Law Enforcement Center (LEC).

### Significant Nonrecurring Capital Expenditures

- City Hall: Construction of a new City Hall with the planning, engineering and land acquisition scheduled for 2015 with construction planned for 2016 for a total estimated cost of \$15 million. The City plans to debt finance \$11 million. Construction of a new City Hall will help facilitate the consolidation of numerous public facilities to improve safety, efficiency, customer service and provide a facility to meet the needs of a growing City of more than 30,000 residents.
- Village Center Aesthetic Enhancements: Completion of visual enhancements such as utility relocates and landscaping to beautify the Village Center and provide screening from the railroad. The City budgeted \$100,000 as an investment to continue to encourage utilization and growth in the Village Center. This concept was supported and approved by the Downtown Committee.
- ARCGIS Server Building (\$15,000 – Community Development): The City's current GIS needs are exceeding the present resources available to the current server. The current server is very slow in performance and responsiveness. The GIS application is not only a cross-departmental application, but is also used by residents. Upgrading the server will benefit Staff and residents.
- Emergency Weather Warning Sirens: The City will purchase and install emergency weather warning sirens over the next five years to serve an expanding geographic population as well as replacing those due to age. The City plans to spend \$40,000 in 2015 and about \$43,000 in the out years for a five-year total of \$212,000.
- Isolation Valves (\$8,635): Installation of isolation valves to HVAC system to isolate the system during repairs so the facilities operations are not hindered. The isolation valves will save time, energy and cost of additional chemical treatments when repairs are made.
- Retaining Wall (\$18,985): The retaining walls that support the sidewalks on the back lot of the LEC are decaying and need to be replaced to ensure the integrity of the walls/walkways.
- Locker Room Remodel (\$35,000 – Law Enforcement): The Police Department is currently out of locker room space. The remodel will allow for additional lockers to be added for current and additional personnel. The additional space will allow officers to store additional uniforms when soiled/damaged during a call so they do not have to go home to change.
- AVL GPS Automated Vehicle Locator (\$30,000 – Law Enforcement): Automated vehicle locator is a GPS system that tracks police vehicles. The system displays real-time locations of patrol vehicles on a screen in the dispatch center and interfaces with the ITI CAD RMS program. The locator will increase officer safety and enhance the dispatchers' ability to send the closest unit to an in-progress call of service.
- License Plate Readers (\$40,000): Purchase of license plate readers to detect stolen vehicles and wanted subjects. Readers will eliminate violent felony warrants and racial profiling.

# Capital Overview Cont'd

## Recurring Capital Expenditures

- Taser Tap 2 Program: The taser assurance/replacement program continues to replace equipment that is currently out of warranty and replacement parts are unavailable. This project purchases 15 units in 2015 at a cost of \$22,903 and will be duplicated in 2016, completing the full deployment for the agency.
- Recurring capital expenditures include replacement machinery and equipment and purchases of vehicles on the rotation replacement program that require replacement due to age, mileage and ongoing maintenance costs. Replacement will improve reliability, safety, and reduce the likelihood of repairs exceeding the vehicle's value.

## PARKS AND RECREATION FUND

Parks and Recreation plans to continue work on Splash Station, Heartland Park and Firemen's Park. The fund plans to reserve \$200,000 of the fund balance each year over a five-year period for hike and bike trail improvements in accordance with the Park System Master Plan. The Capital Fund will purchase all the capital equipment used in the Parks and Recreation fund.

## Significant Nonrecurring Capital Expenditures

- Reseal Parking Lot (\$59,700): Funds used to crack seal, perform spot full-depth repairs and top coat the parking lot at Firemen's Park. The field and pavilion are used approximately 100-115 days per year for ball games/practices and pavilion rentals.
- ADA Sidewalk Replacement: The City plans to spend \$24,500 in 2015, 2017 and 2019 to replace cracked, heaved or otherwise damaged sidewalks that are not ADA-compliant within the park system or around public facilities.
- Hike and Bike Improvement: The City's Comprehensive Plan and the Trails Master Plan call for creating alternate forms of transportation. The trails will create an alternate form of transportation, a vital part of community planning efforts. The City currently has several miles of trails that are not well distributed around the City. This reserve funding of \$200,000 each year over the next several years will be used to design, plan, phase and implement improvements to the City's Hike and Bike Trail System in accordance to the Master Plan.
- Birthday Patio (\$35,000): The 2011 Park bond issue will fund the design, purchase and installation of a 30' x 30' concrete patio with shade structure next to the concession area and provide for another enclosure with a Funbrella shade in the center of the Splash Station complex.
- Enclosure of Front Desk: In order to address inefficiencies related to the operation of the front desk area at Splash Station, \$15,000 of the 2011 bond issue will be used to enclose the front desk. Currently, staff is required to store computers, cash drawers, printers, monitors, etc., needed for operating the front desk in an adjacent storage room. With an enclosed front desk, staff will not have to move the equipment back and forth on a daily basis.
- Slip Resistant Flooring: Existing flooring in locker rooms at Splash Station was installed with a "broom" finish in accordance with the construction specifications. Staff has received reports from patrons that the floor is slick when wet. \$18,300 from the 2011 Park bond issue will be used to install slip-resistant flooring in the restrooms/locker rooms at Splash Station

## Recurring Capital Expenditures

- The Park Fund will expend about \$232,000 over five years on recurring public park facility improvements to repair/replace unscheduled mechanical failures, unanticipated infrastructure deficiencies or structural failures, construction/renovation projects, to improve overall efficiency of an operation or facility, and replace equipment that has been lost to theft or unexpected malfunction.
- The Park Fund will expend about \$64,000 over five years on recurring purchases of new animated holiday light displays for the holiday lights special event at Rotary Park.

# Capital Overview Cont'd

- Other recurring capital expenditures include replacement machinery and equipment and purchases of vehicles on the rotation replacement program that require replacement due to age, mileage, and ongoing maintenance costs. Replacement will improve reliability, safety and reduce the likelihood of repairs exceeding the vehicle's value.

## TRANSPORTATION FUND

Transportation Fund revenues are largely sales-tax driven. The annual growth rate is consistent with current trends, yet grant funding was added in where appropriate. The variable nature of grant funding renders any visual trend of Transportation Fund revenues difficult to perceive. Of the total \$13.2 million of capital expenditures and improvements for the Transportation Fund, \$7.2 million or 54% will be reimbursed by grant funding. Transportation equipment is funded by the Capital Fund, allowing more Transportation funds to be allocated for major road projects. The road projects will provide enhanced travel, reduced traffic congestion, improved pedestrian access, create opportunity for commercial development and promote economic development. The Transportation Fund will be closely monitored in the out years as construction starts on David Hoekel Parkway, as this will be the largest road project ever taken on by the City.

### Significant Nonrecurring Capital Expenditures

- Corporate Parkway Reconstruction: Complete reconstruction of Corporate Parkway along with the addition of a six-foot sidewalk along the east side of the project and modification of the pavement cross section to allow for shared bicycle lanes. Current PCI of 39 with significant displacement of pavement that significantly impairs ride quality and would limit the ability of select slab replacement to improve roadway condition. This roadway has experience significant increases in traffic with Servo, Crider Center, as well as a branch of the St. Charles County Library and numerous other businesses. An improved roadway will provide enhanced connectivity between I-70 and 64/40 and the opportunity for economic development on several vacant parcels. The project, costing \$1.5 million, will receive STP funding to cover 40% (\$600,000) of the cost.
- Highway 61 Safety Improvements: At a total project cost of \$12,590,238, the City plans to construct interchange at Peine/P/61 to eliminate at grade crossings, as well as to address additional at-grade crossing along the corridor. Safety improvement will reduce fatalities along the 61 corridor as well as other accidents associated with the at-grade intersections. Interchange will also improve access along Peine Road, promote additional development and growth, and improve access to Splash Station. The City has a cost share agreement with MoDOT and St. Charles County in the amount of \$9,795,119. Furthermore, \$1.3 million was expended in 2013.
- Schroeder Creek Boulevard: Extend Schroeder Creek Boulevard from the current terminus south of the Law Enforcement Center to West Pearce Boulevard. Project will also connect with William Dierberg Drive adjacent to Heartland Park. The project will provide another north-south roadway to help alleviate traffic congestion along Wentzville Parkway and reduce travel time. The roadway will also improve access to Heartland Park and the Wentzville School District Campus, while also opening up areas for additional commercial development. The project, costing \$4.525 million, has a cost-share agreement with St. Charles County in the amount of \$3,735,760.
- Wentzville Parkway Turn Lane: Add center turn lane to Wentzville Parkway from William Dierberg Drive to Schroeder Creek Boulevard and installation of a 10-foot, multi-use trail on the south side of the project. A center turn lane will accommodate left turn movements along the Parkway to help reduce the number of accidents along this section of the roadway. Numerous accidents currently occur as vehicles must stop in the through lane while yielding to oncoming traffic before making a left turn. The project, costing \$2,318,188, has a cost-share agreement with St. Charles County in the amount of \$1,078,240 and will receive STP funding in the amount of \$1,037,941.



# Capital Overview Cont'd

## Recurring Capital Expenditures

- Ongoing street maintenance with \$1,500,000 budgeted for slab replacement and \$500,000 budgeted for asphalt replacement based on PCI condition and factors such as ADT and safety.
- Other recurring capital expenditures include replacement machinery and equipment and purchases of vehicles on the rotation replacement program that require replacement due to age, mileage, and ongoing maintenance costs. Replacement will improve reliability, safety and reduce the likelihood of repairs exceeding the vehicle's value.

## WATER FUND

The Water Fund is an enterprise fund used to account for revenue and expenses for the City's water services. Revenues are generated primarily through charges for water services.

## Significant Nonrecurring Capital Expenditures

- One Million Gallon Spheroid Tower and One Million Gallon Well: The Water Department plans to expend, from fund balance, nearly \$1.76 million in 2015 for planning and engineering and land acquisition for a one million gallon spheroid tower and well in order to meet elevated water storage needs and fire protection requirements for existing and future city growth. The draw down on fund balance to fund this project will save from interest costs of bond issuance. Elevated water storage should equal 24-hour supply based upon average daily use in gallons. The new water tower will provide the additional storage required to demo tower #4. In addition, the new tower will allow the City to take all other towers out of service for maintenance while still being able to provide adequate water pressure. The construction of an emergency operation well will provide the City with a backup water source in the event the current source is lost. Construction for the tower and well is planned for 2016.
- Water Relocates and Upgrades at Village Center: This project is planned for 2015 (\$266,000) and 2016 (\$214,000). Replacing sections of worn out water main and upsizing the water mains to complete eight inch system loops in downtown to dramatically increase pressure and fire flow capability, while reducing maintenance cost and system repair downtown. The focus for 2015 includes:
  - Installation of 400 feet of eight-inch HDPE water main on West Fourth Street by the Water Division staff;
  - Installation of 250 feet of eight-inch HDPE water main on Fifth Street by the Water Division staff; and
  - Installation of 1,900 feet of eight-inch HDPE water main on South Linn Avenue by an outside contractor.
- Waterline Extensions: Over a five-year period, the City will extend water mains to complete loops and anticipate future needs. Five projects to be constructed in three separate fiscal years. 2015 will focus on the design of Highway A, 12-inch extension under the Northeast Water Service Area Plan. The construction of the extensions will begin in 2016. Total cost of the project is estimated at \$2.265 million which is \$65,000 for planning, engineering and design in 2015 and \$2.2 million in construction beginning in 2016. The next five years of waterline extension will be dedicated to looping dead end portions of the water system. All of these areas have one single feed, which can stress water mains outside of their design capacity. In addition, when a section of water main has a single feed it requires taking masses of homes out of service when water mains need to be repaired. So, by extending the water mains to complete loops, the City can alleviate pressure losses during peak hour and reduce the amount of homes taken out of service when repairing water mains, allowing avoidance of mass precautionary boil advisories.

## Recurring Capital Expenditures

Recurring capital expenditures include replacement machinery and equipment and purchases of vehicles on the rotation replacement program that require replacement due to age, mileage and ongoing maintenance costs. Replacement will improve reliability, safety and reduce the likelihood of repairs exceeding the vehicle's value.

# Capital Overview Cont'd

## WASTEWATER FUND

The Wastewater Fund is an Enterprise Fund used to account for revenue and expenses for the City's sewer services. Revenues are generated primarily through charges for sewer services.

### Significant Nonrecurring Capital Expenditures

- **GM Lift Station Replacement (\$725,000):** The Wastewater Department proposed the replacement of the GM Lift Station and pumps with wet well and submersible pumps due to the current lift station exceeding its service life expectancy. The draw down on fund balance to fund this project will save from interest costs of bond issuance. The replacement will improve efficiency and safety for City employees and will ensure reliable wastewater service for the GM Plant. The City plans to draw down the Wastewater Fund balance to fund the project and avoid issuance of debt.
- **South Lift Station Addition of Third Pump/Controls (\$260,000):** Install third submersible pump, Variable Frequency Drive (VFD), and related equipment for improved efficiency, reliability and to address increased demands of average daily flow of approximately one million gallons per day. This station was constructed in 2004 with two pumps put in service. Installation of the third pump and VFD was postponed until flows at the Station required them to provide reliability and redundancy at this site.
- **Langtree to Huntsdale Gravity Sewer Extension (\$100,000):** Acquire easements and install an eight-inch gravity sewer main from existing Langtree Sewage Treatment Plant to an existing manhole in the Huntsdale subdivision. This gravity sewer line is needed to eliminate the need to rehabilitate existing Package Plant that is in need of extensive repairs and upgrades due to its age and upcoming DNR disinfection regulation changes.
- **Portable Generator (\$225,000):** 150 KW portable generator to supply emergency stand-b power to Public Works and up to seven Wastewater Division Lift Stations. A trailer-mounted generator will provide power redundancy and enable emergency operations to continue at Public Works and any of the potential Lift Stations in the event of prolonged outage.
- **Sewer Camera/Transporter System (\$120,000):** Replace an obsolete system purchased in 2006 with the purchase of a new sewer camera/transporter system that is trailer mounted. The new trailer-mounted system will increase efficiency, productivity, safety and reliability for the Wastewater Collections Division's sewer maintenance program.

### Recurring Capital Expenditures

Recurring capital expenditures include replacement machinery and equipment and purchases of vehicles on the rotation replacement program that require replacement due to age, mileage, and ongoing maintenance costs. Replacement will improve reliability, safety and reduce the likelihood of repairs exceeding the vehicle's value.

# 2015 CAPITAL REQUESTS

GENERAL GOVERNMENT	
Community Development	
ArcGIS Server Build	15,000
1/2 Ton 4x4 Pickup Truck (2)	50,600
Compact Sedan	24,000
	89,600
Law Enforcement	
Isolation Valves for HVAC System	8,635
Retaining Wall Replacement by Bridges	18,985
Locker Room Remodel	35,000
AVL GPS Automated Vehicle Locator	30,000
License Plate Readers	40,000
Taser Tap 2 Program	22,903
Emergency Warning Siren	40,000
Compact SUV and Equipment/Set-Up	37,000
Caprice (3) and Compact Car (1) and Equipment/Set-Up	136,000
Motorcycle and Equipment/Set-Up (less trade-in)	16,000
	384,523
Public Works	
Village Center Aesthetic Enhancements	100,000
City Hall	4,000,000
Mary Martha Roof Replacement	8,400
Utility Tractor	17,250
Hydraulic Concrete Breaker	8,700
Hydraulic Hose Crimper/Maker Set	7,500
Snow Plow Replacement	10,800
Compact Sedan	25,000
1/2 Ton 4x4 Pickup Truck	28,000
3/4 Ton 4x4 Pickup Truck	87,500
	4,293,150
TOTAL GENERAL GOVERNMENT CAPITAL	
	4,767,273
FUNDING SOURCE	
Capital Fund	1,767,273
General Fund Reserves	3,000,000
TOTAL FUNDING	
	4,767,273

# 2015 CAPITAL REQUESTS

PARKS AND RECREATION	
Reseal Parking Lot at Firemen's	59,700
ADA Sidewalk Replacement	24,500
Hike and Bike Improvement	200,000
Public Park Facility Improvement	59,400
Birthday Patio	35,000
Enclose Front Desk	15,000
Slip Resistant Flooring	18,300
1 Ton 4x4 Truck w/Snow Plow and Tow	53,145
72" Zero Turn Mower	17,500
Utility Vehicle	21,500
Holiday Lights Display	9,800
<b>TOTAL PARKS and RECREATION CAPITAL</b>	<b>513,845</b>
FUNDING SOURCE	
Capital Fund	101,945
Park Fund	143,600
Park Fund Reserves	200,000
Park 2011 Bond Issue	68,300
<b>TOTAL FUNDING</b>	<b>513,845</b>

TRANSPORTATION	
Corporate Parkway Reconstruction	1,500,000
Highway 61 Safety Improvements – Peine/P Interchange	1,495,119
Schroeder Creek Blvd.	4,525,000
Wentzville Parkway Turn Lane – Phase I	2,318,188
Interstate Drive Trail	25,521
ADA Pedestrian Signals Project – Phase I	20,000
Contracted Street Maintenance – Asphalt	500,000
David Hoekel Parkway – Phase II – Interstate to Goodfellow	1,033,800
Contracted Street Maintenance – Slab	1,500,000
Single Axle Pothole Patching Truck	140,000
Single Axle Dump Truck with Plow and Spreader	150,000
<b>TOTAL TRANSPORTATION CAPITAL</b>	<b>13,207,628</b>
FUNDING SOURCE	
Capital Fund	290,000
Transportation Fund	5,721,822
Cost Share with MoDOT and/or County	5,530,000
STP Funding	1,637,941
East-West Gateway TAP Funding	27,865
<b>TOTAL FUNDING</b>	<b>13,207,628</b>

# 2015 CAPITAL REQUESTS

WATER	
One Million Gallon Spheroid Tower and Well	1,760,000
Water Relocates and Upgrades – Village Center	266,000
Waterline Extensions	65,000
1/2 Ton 4x4 Pickup Truck	52,700
3/4 Ton 4x4 Pickup Truck	30,430
Metrotech vLoc/9800 Locator	5,000
WW Collections SCADA Computer	22,500
<b>TOTAL WATER CAPITAL</b>	<b>2,201,630</b>
FUNDING SOURCE	
Water Fund	441,630
Water Fund Debt Financing	1,760,000
<b>TOTAL FUNDING</b>	<b>2,201,630</b>

WASTEWATER	
Floater Bay Structural Repair	50,740
GM Lift Station Replacement	725,000
Langtree to Huntsdale Gravity Sewer Extension	100,000
Lift Station Fencing – Bear Creek	35,000
South Lift Station Addition of 3 <sup>rd</sup> Pump/Controls	260,000
1/2 Ton 4x4 Pickup Truck	26,780
Dale Ave/SCC Recycling Center Lift Spare Pump	12,000
Equalization Tank Pump	21,000
Highway P Lift Spare Pump	34,500
1 Ton 4x4 Dump Truck	64,000
PW/WW Collections Portable Generator	225,000
Sewer Camera/Transporter System Trailer Mounted	120,000
Silver Pine Ridge Spare Pump	11,050
WW Collections SCADA Computer	7,500
<b>TOTAL WASTEWATER CAPITAL</b>	<b>1,692,570</b>
FUNDING SOURCE	
Wastewater Fund	967,570
Wastewater Fund Debt Financing	725,000
<b>TOTAL FUNDING</b>	<b>1,692,570</b>

# CITYWIDE CAPITAL IMPROVEMENT PLAN SUMMARY

## PROJECTS

Department	2015	2016	2017	2018	2019	Five Year Total
Community Development	-	-	-	-	-	-
Law Enforcement	62,620	110,000	-	-	50,000	222,620
Public Works	17,026,028	17,255,736	11,140,000	10,480,000	44,220,000	100,121,764
Parks	411,900	700,200	1,225,100	668,400	754,100	3,759,700
Water	2,091,000	4,564,000	1,330,000	270,000	2,990,000	11,245,000
Wastewater	1,170,740	863,521	1,362,252	932,129	1,217,000	5,545,642
<b>TOTAL</b>	20,762,288	23,493,457	15,057,352	12,350,529	49,231,100	120,894,726

## EQUIPMENT

Department	2015	2016	2017	2018	2019	Five Year Total
Community Development	89,600	25,300	23,200	29,800	24,800	192,700
Law Enforcement	321,903	322,978	702,225	314,225	326,225	1,987,556
Public Works	474,750	573,000	410,500	387,000	1,014,000	2,859,250
Parks	101,945	140,200	29,375	11,638	12,250	295,408
Water	110,630	123,780	37,430	70,780	269,860	612,480
Wastewater	521,830	285,573	249,500	43,500	-	1,100,403
<b>TOTAL</b>	1,620,658	1,470,831	1,452,230	856,943	1,647,135	7,047,797

## TOTAL PROJECTS AND EQUIPMENT

	2015	2016	2017	2018	2019	Five Year Total
<b>TOTAL</b>	22,382,946	24,964,288	16,509,582	13,207,472	50,878,235	127,942,523

# CITYWIDE CAPITAL IMPROVEMENT PLAN SUMMARY

FUNDING SUMMARY						
Source	2015	2016	2017	2018	2019	Five Year Total
General Fund Reserves	3,000,000	-	-	-	-	3,000,000
Capital Fund	2,159,218	1,246,478	1,165,300	742,663	1,427,275	6,740,934
General Fund Debt Financing	-	11,000,000	-	-	-	11,000,000
Transportation Fund	5,721,822	3,621,221	4,531,000	4,638,000	8,970,000	27,482,043
Transportation Fund Debt Financing	-	-	-	-	7,000,000	7,000,000
Cost Share with MoDOT and/or County	5,530,000	2,313,000	6,109,000	4,840,000	27,260,000	46,052,000
Federal STP Funding	1,637,941	-	500,000	1,002,000	990,000	4,129,941
East-West Gateway TAP Funding	27,865	246,515	-	-	-	274,380
Park Fund	143,600	181,800	170,100	327,600	394,900	1,218,000
Park Fund Reserves	200,000	200,000	200,000	200,000	200,000	1,000,000
Park 2011 Bond Issue	68,300	318,400	42,800	-	-	429,500
Park 2017 Bond Issue	-	-	812,200	140,800	159,200	1,112,200
Water Fund	441,630	337,780	1,367,430	340,780	309,860	2,797,480
Water Fund Debt Financing	1,760,000	3,700,000	-	-	2,000,000	7,460,000
Northeast District Water Connection Fee	-	650,000	-	-	-	650,000
Interstate Drive/Wilmer Valley District Connection Fee	-	-	-	-	950,000	950,000
Wastewater Fund	967,570	565,273	432,252	127,650	237,000	2,329,745
Wastewater Fund Debt Financing	725,000	583,821	563,500	847,979	980,000	3,700,300
Northwest District Sewer Connection Fee	-	-	616,000	-	-	616,000
<b>TOTAL</b>	22,382,946	24,964,288	16,509,582	13,207,472	50,878,235	127,942,523

## Glossary



# Glossary

**Accrual Basis of Accounting** – Under this method of accounting, revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period incurred. Used to account for activity in the City’s Enterprise Funds.

**Adopted Budget** – Refers to the budget amount as originally approved by the City for the fiscal year.

**Ameren** – Missouri’s largest electric utility.

**Anticipated Expenditures and Revenues** – The expenditures or revenues that are expected by the close of the budget year.

**Assessed Valuation** – This is the value of real and other property set for tax purposes. The County Assessor determines the assessed value.

**Balanced Budget** – In accordance with Missouri Revised Statutes; in no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year; provided, that nothing herein shall be construed as requiring any political subdivision to use any cash balance as current revenue or to change from a cash basis of financing its expenditures.

**Budget** – The financial plan for the operation of the City for the year.

**Capital Expenditures** – Expenses involving land, improvements to land, easements, building, building improvements, furniture, fixtures, machinery, equipment, vehicles and all other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting year.

**CIP** – Capital Improvement Plan.

**Debt Service Fund** – Governmental type fund used to account for the accumulation of resources and payment of general long-term debt principal and interest.

**Department** – Primary unit in City operations. Each is managed by a Director.

**Depreciation** – The decrease in value of physical assets due to use and the passage of time. In accounting for depreciation, the cost of a fixed asset is prorated over the estimated service life of such an asset, and each year is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

**Encumbrance** – Commitment for unperformed contracts for goods or services. An amount of money committed and set aside, but not yet expended, for the purpose of a specific good or service.

**Enterprise Funds** – These funds are used to account for resources committed to self-supporting activities of governmental units that render services to the general public on a user-charged basis. Budgeted enterprise funds include: Water Fund, Wastewater Fund and the Trash Fund.

**Expenditure** – An actual obligation incurred for goods or services received whether or not yet paid by City.

**Fiscal Year** – The period used for the accounting year. The City of Wentzville has a fiscal year of Jan. 1 through Dec. 31.

**Fund** – A self-balancing set of accounts designed to track specific revenues and the uses of those revenues.

**Fund Balance** – An accumulated excess of revenues over expenditures in a fund. An amount left over after expenditures are subtracted from resources is added to a beginning fund balance each year.

**Fund Classifications** – One of the three categories (governmental, proprietary and fiduciary) used to classify fund types.

# Glossary Cont'd

**Fund Type** – In governmental accounting, all funds are classified into eleven generic fund types: General, Special Revenues, Debt Service, Capital Projects, Permanent, Enterprise, Internal Service, Pension (and other employee benefit) Trust, Investment Trust, Private-Purpose Trust, and Agency.

**GAAP** – Generally Accepted Accounting Principles.

**General Fund** – The governmental fund type that serves as the chief operating fund of the City. The fund used to account for all City activities not required to be accounted for elsewhere.

**General Obligation Bonds** – Bonds backed by the full faith and credit of the City.

**Governmental/Trust Funds** – Includes the General Fund, Expendable Trust Funds, Non-Expendable Trust Funds, Special Revenue Funds, and Capital Project Fund.

**Legal Debt Margin** – The limit of bonded indebtedness allowed by the Statutes of Missouri. It is currently 10% of the assessed value less general obligation debt currently outstanding. This does not include an additional debt limit of 10% of the assessed valuation available for street improvements or waterworks and electric plants as provided under the Statutes of Missouri.

**Intergovernmental Revenues** – Revenues from other governments in the form of grants, entitlement, shared revenues or payments in lieu of taxes.

**Modified Accrual Basis** – General Fund, Special Revenue, and Debt Service Funds are recognized on the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, except for long-term debt and certain accrued obligations, which are recognized when due. This basis measures resources available to the City.

**Non-operating Expenses** – Expenses incurred by Enterprise Funds that are not directly related to the fund's primary service activities. Examples of non-operating expenses include Interest Expense and Miscellaneous Expenses.

**Non-operating Revenues** – Enterprise Fund revenues that are not directly related to the fund's primary service activities. Examples of non-operating revenues include Interest Revenue and Miscellaneous Revenue.

**Property Tax** – This refers to the property tax placed on property. The tax income is determined by multiplying the tax rate by each \$100 of assessed valuation.

**Revenue Bonds** – Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

**Revenues** – Money generated through taxes, charges, licenses and other sources to fund City operations.

**Special Obligation Bonds** – Special obligations of the City. The payment of the principal of and the interest on the Bonds is subject to an annual appropriation by the City. The City is not required or obligated to make any such annual appropriation.

**Special Revenue Funds** – These funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

**User Charges or Fees** – The payment of a charge or fee for direct receipt of a service by the party benefiting from the service.



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