

CITY OF LAKE SAINT LOUIS
BOARD OF ALDERMEN
ADMINISTRATIVE/FINANCE/
PUBLIC WORKS
JOINT WORK SESSION

MAY 16, 2016

The Board of Aldermen for the City of Lake Saint Louis, Missouri met in an Administrative/Finance/Public Works Joint Work Session on Monday, May 16, 2016, at 5:30 p.m. in the Board Room, 200 Civic Center Drive, Lake Saint Louis, Missouri.

ROLL CALL:

Mayor Schweikert was present and presided over the meeting. Aldermen present were Gary Torlina, Ward I; Karen Vennard, Ward II; Gary Turner, Ward I; Mike Potter, Ward II; John Pellerito, Ward III; and Jason Law, Ward III. Also present were: Paul Markworth, City Administrator; Donna Daniel, City Clerk; Derek Koestel, Public Works Director; Mike Force, Police Chief; Eric Sterman, Assistant City Administrator; Steve Schertel, Community Development Director; Renee Roettger, Finance Director; and Darren Noelken, Parks and Recreation Director.

Budget Presentation

Paul Markworth, City Administrator, presented information and answered questions about the proposed 2016/17 Fiscal Year Budget (see attached power-point presentation).

Butterfly Garden

Alderman Pellerito provided information to the Board about supporting the "Mayors' Monarch Pledge" to make the monarch butterfly conservation a priority in Lake Saint Louis. He went on to explain the pledge requires three action steps including:

- Join with the U.S. Fish and Wildlife Service, the National Wildlife Federation, and the cities of St. Louis, Missouri, and Austin, Texas, by supporting the "Mayors' Monarch Pledge."
- Mayor issues a proclamation that the City will contribute to the survival of the Monarch butterfly
- Budget \$5,000 for the project (encumber \$1,345 from Green Environmental Advisory Committee budget for 2015/16, plus \$3,655 in the 2016/17 budget)

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- Staff will identify location and dig site
- Green Environmental Advisory Committee will take care of the rest of the action items within the one-year timeframe

The Board held a general discussion about the pledge requirements. There was no opposition to the request.

General Discussion

ADJOURNMENT:

There being no further business to come before the Board in the Administrative/Finance/Public Works Joint Work Session, the meeting adjourned at approximately 6:59 p.m.

Donna F. Daniel, City Clerk

2015/2016 Fiscal Year Budget



Administration Department By Group

	Proposed Budget	Current Budget
Personnel	\$752,057*	\$574,038
Personnel Support	21,450	22,850
Commodities	10,950	10,950
Contracted Services	433,153	427,167
Maintenance	500	500
Other	340,105	340,105
Total Administration	\$1,558,215	\$1,375,609

* Includes city-wide salary adjustment of \$172,849.

Administration Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$355,199	\$355,198
• Salaries Elected Officials	50,474	50,473
• LAGERS	36,107	41,091
• Legal – City Attorney	100,000	120,000
• Animal Control Contract	19,624	0
• EDC Contribution	12,000	15,000
• SLAIT	249,824	223,937
• Community Relations/Marketing	8,320	8,320
• Meadows Garage Payment	327,285	327,285

Information Technology Department By Group

	Proposed Budget	Current Budget
Personnel	\$83,936	\$90,158
Personnel Support	3,500	300
Commodities	33,100	33,220
Contracted Services	105,035	122,023
Maintenance	800	800
Capital Equipment	21,900	51,747*
Total Information Technology	\$248,271	\$298,248

*Includes \$35,000 for new phone system

Information Technology Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$61,947	\$61,947
• Software Support	101,000	117,320
• Equipment Purchases	12,900	44,747
• Computer Replacement Program	9,000	7,000
TOTAL Information Technology	\$248,271	\$298,248

Finance Department By Group

	Proposed Budget	Current Budget
Personnel	\$250,524	\$276,224
Personnel Support	2,550	3,280
Commodities	8,300	8,700
Contracted Services	47,720	44,970
Maintenance	2,100	1,800
Capital	0	0
Total Finance	\$311,194	\$334,974

Finance Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$183,678	\$204,854
• Annual Audit	21,100	20,600
• Tax Assessment	21,000	20,600
TOTAL Finance	\$334,974	\$311,194

Community Development Department By Group

	Proposed Budget	Current Budget
Personnel	\$580,506	\$602,391
Personnel Support	14,690	8,830
Commodities	27,640	31,013
Contracted Services	52,000	100,750
Maintenance	2,800	2,800
Capital Equipment	21,377	0
Total Community Development	\$699,013	\$745,787

Community Development Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$421,554	\$429,916
• Other Contracted Services	30,000	60,000
• Planning/Engineering Consultant	15,000	33,750
• Truck	21,377	0
TOTAL Community Development	\$699,013	\$745,787

Police Department By Group

	Proposed Budget	Current Budget
Personnel	\$3,238,827	\$3,336,989
Personnel Support	78,901	72,900
Commodities	142,795	145,595
Contracted Services	95,939	74,087
Maintenance	58,280	68,935
Other	5,093	5,093
Capital Equipment	206,464	270,270
Total Police	\$3,826,299	\$3,973,870

Police Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$2,271,568	\$2,290,253
• Salaries Part Time	49,556	49,556
• Salaries OT	35,000	50,563
• Salaries Holidays	21,460	21,931
• LAGERS	214,904	255,067
• Dispatch T-1 Line	24,000	17,513
• 911 County Contract	28,302	28,302
• Lexi Pol	15,000	0
• Vehicles	128,000	90,921
• Equipment	24,300	100,943
TOTAL Police	\$3,826,299	\$3,973,870

Court Department By Group

	Proposed Budget	Current Budget
Personnel	\$160,619	\$160,468
Personnel Support	3,750	3,350
Commodities	4,700	4,700
Contracted Services	42,800	47,620
Total Court	\$211,869	\$216,138

Court Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$95,015	\$95,014
• City Prosecutor	31,500	31,500
• City Judge	9,800	9,800
• Prisoner Housing	1,500	6,000
• TOTAL Court	\$211,869	\$216,138

Public Works Department By Group

	Proposed Budget	Current Budget
Personnel	\$1,269,043	\$1,228,460
Personnel Support	12,300	10,570
Commodities	557,340	612,540
Contracted Services	137,450	135,819
Maintenance	37,500	41,200
Other	750	750
Capital Equipment	161,737	287,491
Total Public Works	\$2,176,120	\$2,316,830

Public Works Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$767,316	\$779,004
• Salaries Part Time	45,455	48,381
• Salaries OT	17,000	17,000
• LAGERS	72,343	81,236
• Street Lights	225,000	220,000
• Snow/Ice Supplies	55,000	101,000
• Street Repair Materials	190,000	189,800
• Street Striping	56,000	56,070
• Vehicles	70,000	173,690
• Equipment	53,000	34,098
• TOTAL Public Works	\$2,176,120	\$2,316,830

Park Department by Group

	Proposed Budget	Current Budget
Personnel	\$597,343	\$611,872
Personnel Support	4,474	2,824
Commodities	134,997	132,924
Contracted Services	65,285	62,915
Park Programs	158,031	150,992
Maintenance	36,123	36,335
Capital Equipment	21,900	9,340
Total Park	\$1,018,153	\$1,007,312

Park and Recreation Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$321,630	\$326,826
• Salaries Part Time	41,529	43,315
• Salaries Seasonal	73,297	81,594
• Salaries Day Camp	24,745	22,343
• LAGERS	29,520	31,619
• Landscape Supplies	19,399	14,500
• Fireworks	8,750	8,750
• Uptown Holiday Light Contractor	12,000	0
• Triathlon	39,339	32,897
• Equipment	21,900	9,450

Property Management Department By Group

	Proposed Budget	Current Budget
Personnel	\$64,081	\$63,972
Commodities	48,460	48,880
Contracted Services	25,410	33,140
Maintenance	25,850	27,925
Capital Equipment	0	0
Total Property Management	\$163,801	\$173,917

Property Management Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$34,674	\$34,673
• Salaries Part Time	14,698	14,698
• Salaries OT	1,000	1,000
• Electric	29,000	29,000
• General Maintenance	25,600	27,675
Total Property Management	\$163,801	\$173,917

City Administrator Recommendations

Storm Water Projects – Five top priority projects on storm water list

246 Savoy Dr.	\$37,215
Champagne Ditch – resident may object	40,950
Harbor Bend Court	18,835
Orf Road Cemetery	31,053
<u>1117 Seine Dr – water jumping curb</u>	<u>21,581</u>
TOTAL	\$149,634

Revenue to pay for this comes from:

General Fund balance (revenues exceeding expenses)	\$77,000
Uptown Street Light Program (pursued grant instead)	22,000
<u>Undesignated Capital Fund balance</u>	<u>51,416</u>
TOTAL	\$150,416

City Administrator Recommendations

Uptown Sidewalk/Streetscape and Hospital Connector Sidewalk

Uptown Sidewalk/Streetscape Grant Match	\$218,224
<u>Hospital Connector Sidewalk to Uptown Grant Match</u>	<u>123,281</u>
TOTAL	\$341,505

Revenue to pay for the grant match comes from:

Estimated 6/30/17 Capital Fund Street Account Balance \$728,244

Historically the City transfers \$300,000 to this account in January. If this occurs and the city uses this source of money for a grant match, the estimated 6/30/17 Capital Fund Street Account balance will be \$686,379.

6/30/17 account balance	\$728,244
<u>Less grant match</u>	<u>341,505</u>
Balance	386,739
January GF Transfer	300,000
New 6/30/17 account balance	\$686,739

City Administrator Recommendations

I-64 at Prospect Road Monument Sign

Rock wall monument sign similar to the monument sign at I-64 at Mo 364 \$45,000

Revenue to pay for this comes from:

Remaining funds for Uptown Monument Sign	\$24,000
<u>Undesignated Capital Fund Balance</u>	<u>21,000</u>
TOTAL	\$45,000

City Administrator Recommendations

Park Development Account

Estimated Available at 6/30/17	\$700,639
<u>Transfer from General Fund</u>	<u>190,000</u>
Revised Estimated Available at 6/30/17	890,639

Revenue to pay for the transfer is from the O'Fallon Boundary Dispute Sales Tax Proceeds of \$190,000. Will reduce the General Fund estimated fund balance available 6/30/17 by this amount.

City Administrator Recommendations

Sewer and Water Fund Contribution to Public Works Assistant Director Salary

Staff recommends 25% of the PW Assistant's pay come from the sewer and water funds.

Recommend charging the sewer fund twice the amount of the water fund.
Sewer fund premium is authorized to be twice the amount of water fund.

Renee calculated position salary and benefit costs are approximately \$85,000.
25% of that amount is \$21,000.

\$14,500 from the sewer fund
\$6,500 from the water fund

Sewer fund collects \$146,000 in revenue. Expenditures to date are \$43,000 with some other expenses in the pipeline.

Water fund collects \$15,000 in revenue. Expenditures to date are \$6,400.

This funding proposal will use approximately 13% of the insurance premiums for administrative costs.

Assistant Public Works Director Impact to General Fund Budget

There is \$85,056 budgeted for salary and benefits. Another \$2,000 for miscellaneous expense.

Health insurance amounts to \$20,437 and could be quite a bit less depending on the new hire's family situation.

For budget purposes, we can add a transfer from the sewer and water funds to the General Fund revenue to offset the expense.

The net impact to the General Fund budget is a revenue increase of \$21,000 by means of a transfer from the Sewer and Water funds.

City Administrator Recommendations

Part Time Police Dispatcher

18 Hours per Week

Tuesday 5:00 pm to Wednesday 1:00 am

Saturday and Sunday 8:00 am to 1:00 pm

This plan provides 2 dispatchers all week between the hours 8:00 am and 1:00 am.

Currently 1 dispatcher on duty Tuesdays from 5:00 pm to Wednesday at 8:00 am

Currently 1 dispatcher on duty Saturday and Sunday from 8:00 am to 1:00 pm

This plan leaves one dispatcher on duty from 1:00 am to 8:00 am.

Current Hourly Pay is \$17.66

Annual cost is \$16,530

Revenue to pay for this comes from excess General Fund revenues compared to expenses

Part Time Dispatch Operator Impact to General Fund Budget

Annual cost for 16 hours is \$16,530

Renee calculates the cost of one full time dispatcher to be \$63,672.

- \$36,749 in salary
- \$26,923 in benefits

Alderman Potter asked what O'Fallon's dispatch center minimum staffing is. O'Fallon staff told me the minimum in their dispatch center is 2.

Steve's Building Inspector Request

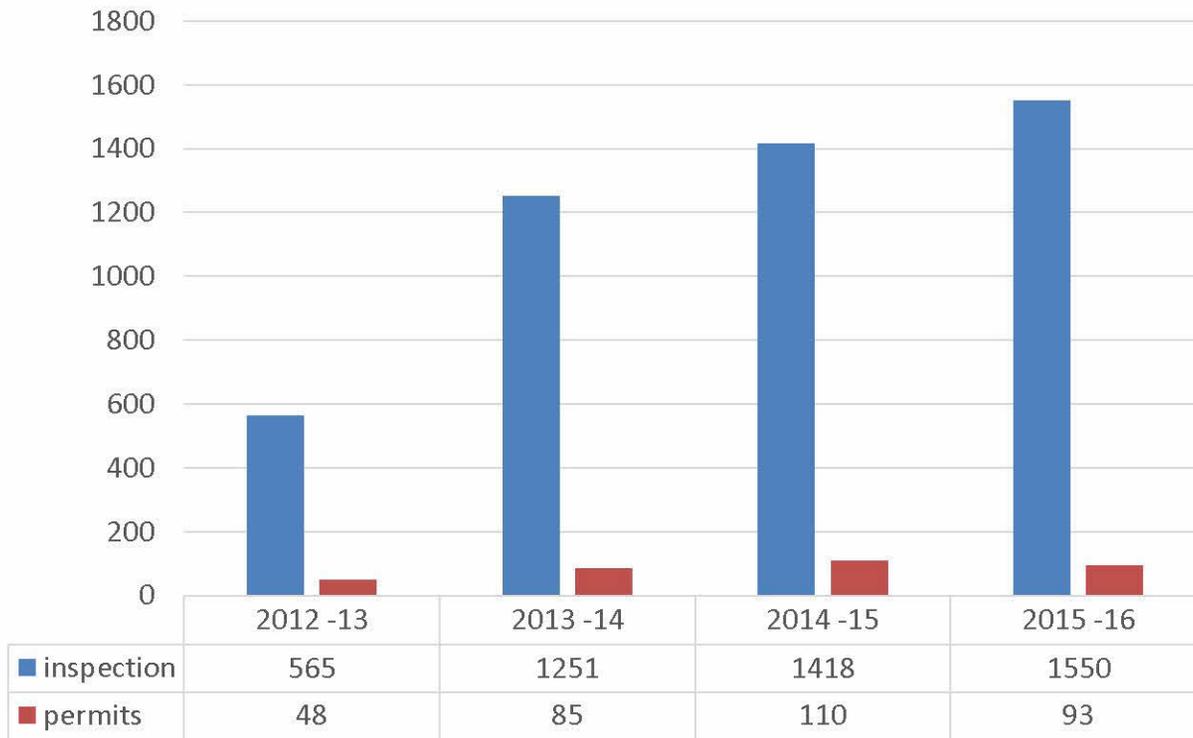
Steve has requested a new residential building inspector to help with the additional workload in the department.

The department has two building inspectors plus the Chief Building Official. One inspector handles residential construction and the other does commercial construction.

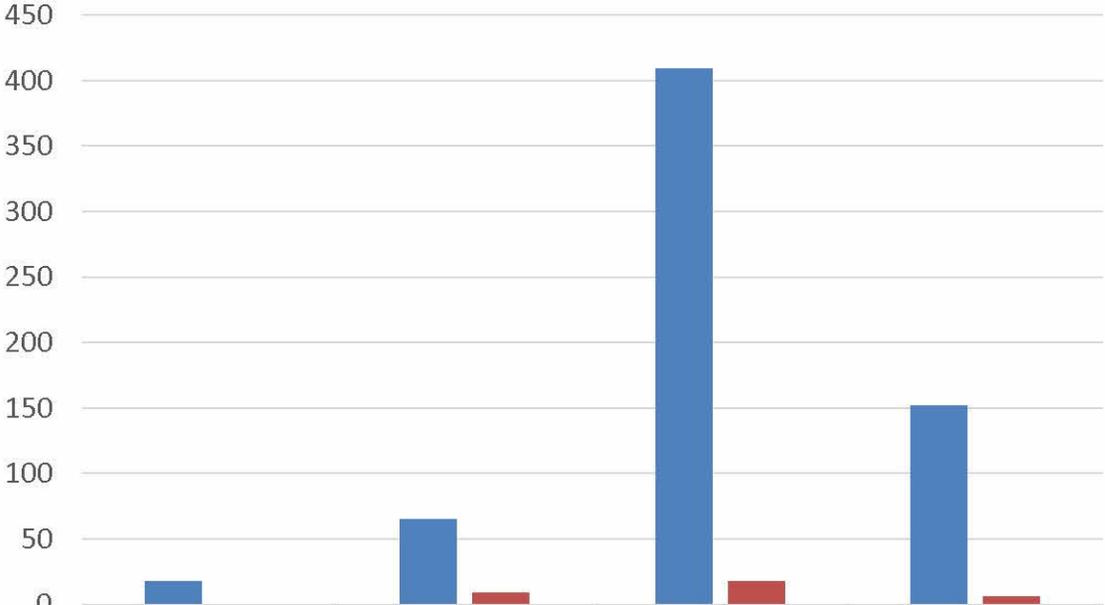
The new employee salary and benefits totals \$73,473.

Additional costs to support the new inspector amount to \$23,000 with the cost of a vehicle at \$21,377 amounting to most of the cost.

New Single Family Residence Inspections/Permits

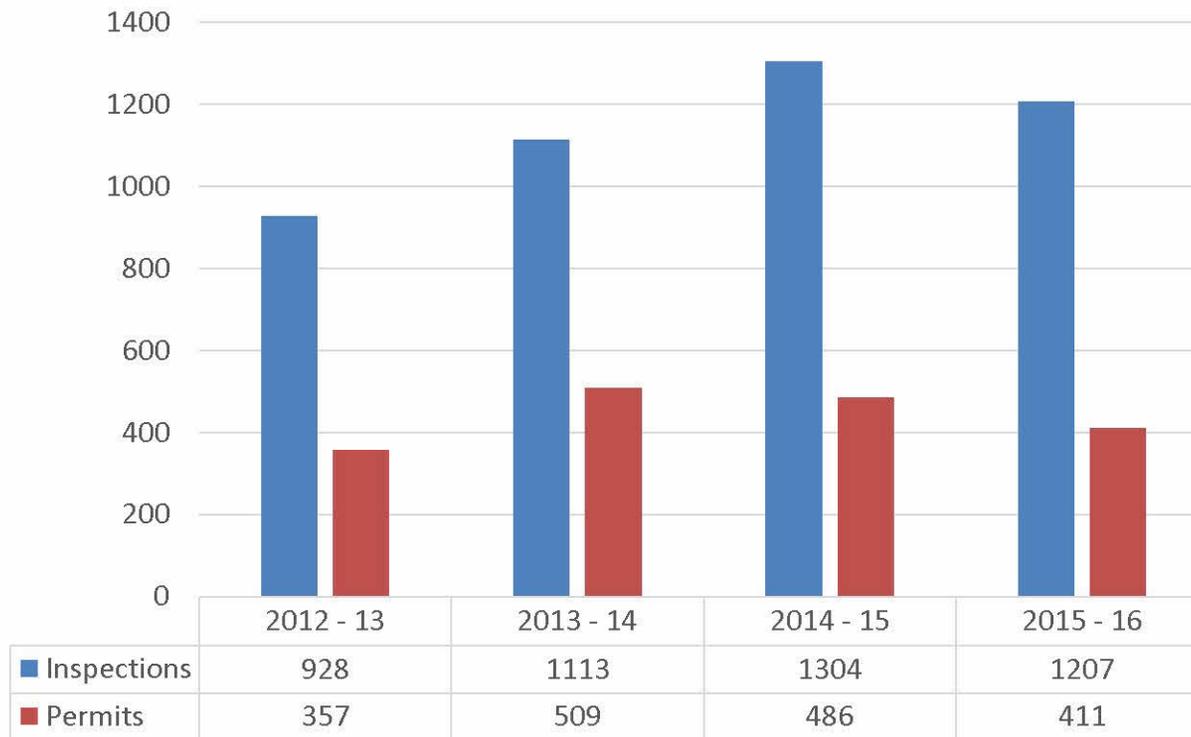


New Multi Family Residence Inspections Performed/Permits



	2012 -13	2013 -14	2014 -15	2015 - 16
Inspection	18	65	409	152
Permits	0	9	18	6

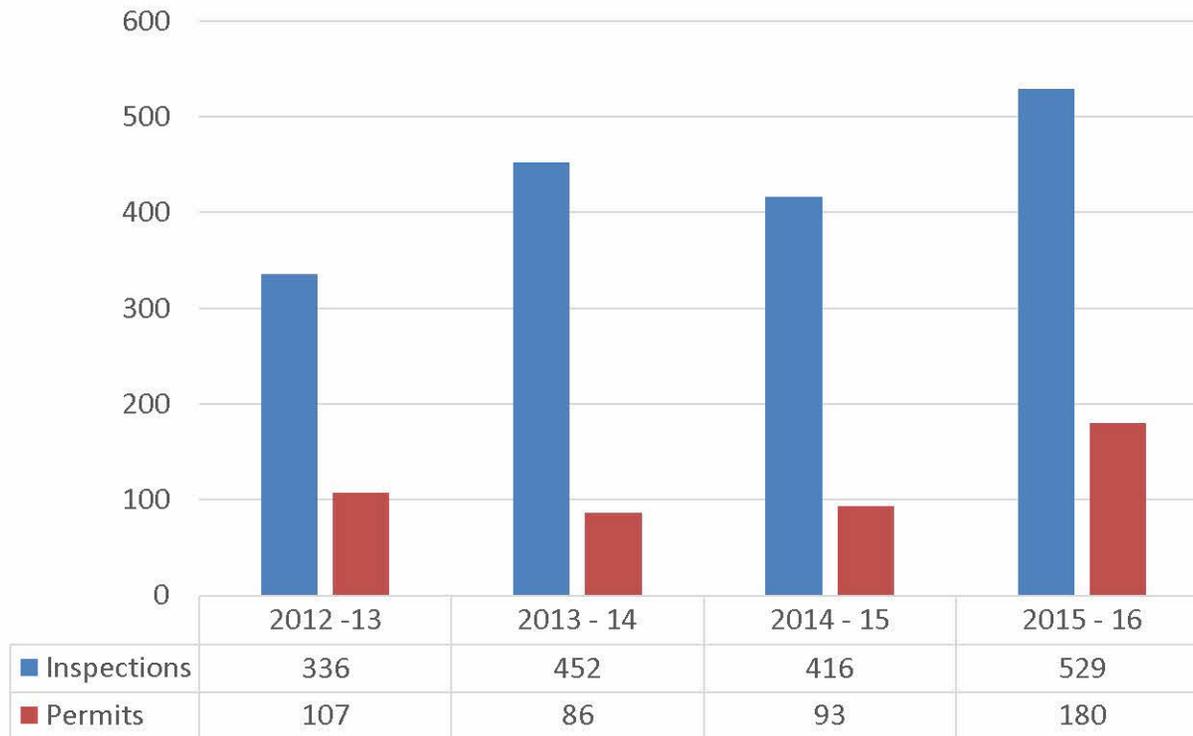
Other Residential Inspections/Permits Performed



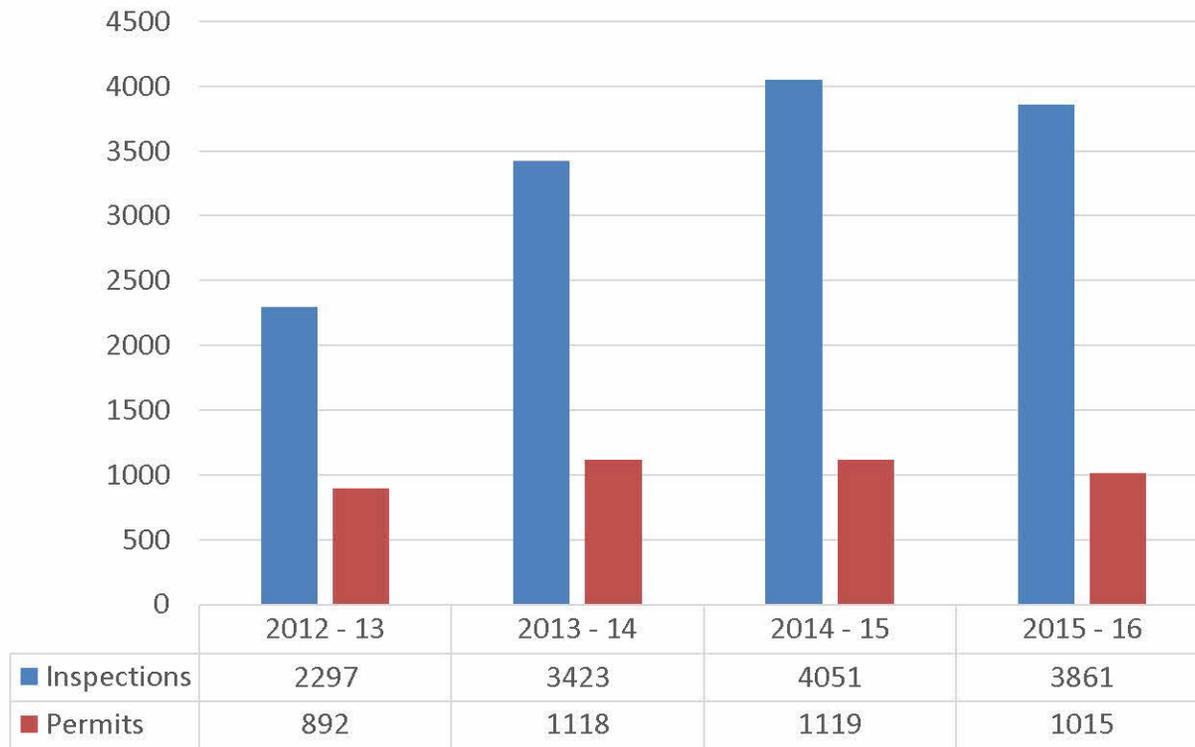
Rental Inspections/Permits Performed



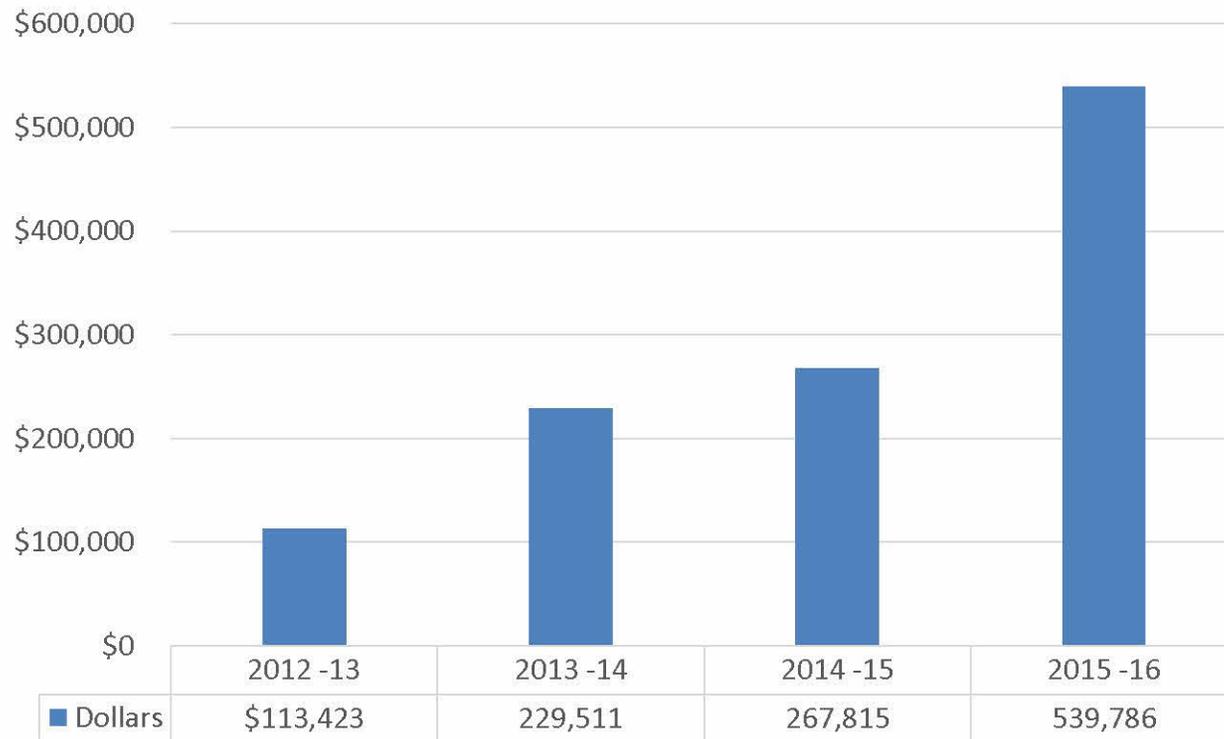
Commercial Inspections/Permits Performed



Total Residential and Commercial Inspections/Permits



Permit Fee Revenue



New Personnel Requests

Police Department \$449,508

2 Full Time Dispatchers

1 Professional Standard Lieutenant

1 CALEA Department Certification Manager

1 DEA Task Officer Manager

Increase Part Time Records Clerk to Full Time

Public Works Department \$99,230

1 Assistant Director of Public Works

2 Part Time Maintenance Workers

Community Development Department \$96,510

1 Building Inspector

Derek's Assistant

Derek has requested a new assistant to help with the sewer and water insurance programs; facilities management; performing utility co-locates; department certification and other assignments.

The assistant will free up staff people in the following manner:

1. Derek spends between 5 and 8 hours on average a week with the sewer lateral program. The new assistant will run that program and the water program.
2. Derek spends 5 hours a week on building facilities. He manages the Civic Center building and the Public Works building. His schedule will not allow for more time to be allocated to facilities. He thinks 15 - 20 hours a week should be spent on facilities. Things are not getting done that should be.
3. The construction inspector spends 30% of his time doing locates; 25% of his time doing water and sewer insurance; and 25% of his time inspecting construction sites. His remaining time is SWPPP inspections; B&E permits; and detention basin inspections. The locates and insurance program would no longer be his duties. He will do more inspections.

A portion of the revenue from sewer and water insurance could pay a portion of the assistant's salary and benefits. **The annual cost of salary and benefits is \$85,056.** I have not included revenue from the insurance programs to pay the new employee cost. I am recommended this position to be funded and if you agree, do you want direct any insurance program money to the position?

Chief's 1st New Employee Preference

Two dispatchers at all times is the Chief's priority for new hires.

Including the dispatch supervisor being in the room to assist the dispatcher when necessary, the times below have one dispatcher on duty:

Monday 1:00 am to 8:00 am
Tuesday 5:00 pm to 8:00 am
Wednesday 1:00 am to 8:00 am
Thursday 1:00 am to 8:00 am
Friday 1:00 am to 8:00 am
Saturday 1:00 am to 12:00 pm
Sunday 1:00 am to 12:00 pm

Times there is one dispatcher on duty by adding one dispatcher

Week 1		Week 2	
Tuesday	9:00 pm to 8:00 am	Monday	1:00 am to 8:00 am
Wednesday	1:00 am to 8:00 am	Tuesday	9:00 pm to 8:00 am
Saturday	1:00 am to 12:00 pm	Thursday	1:00 am to 8:00 am
Sunday	1:00 am to 12:00 pm	Friday	1:00 am to 8:00 am

Salary and Benefit Cost of a dispatcher is \$57,535

Capital Infrastructure Improvements

The 2014 Board Retreat listed a priority to identify other funds than the capital improvement sales tax when funding capital projects.

2016/17 Proposed Projects Using the ½ Cent Capital Improvement Sales Tax and GF Transfer

- Public Works Street Projects \$1,873,500
- Public Works Storm Projects 207,000
- Park Projects 414,201

Other revenue not budgeted

- General Fund Balance \$94,000
- Undesignated Capital Fund Money 72,000
- Unspent Uptown Monument Sign 24,000
- O'Fallon Sales Tax Reimbursement 190,000
- Uptown Street Light Program 65,000
- TOTAL \$424,000

Storm Water Capital Improvement Projects Not Funded

Storm Water Projects in Priority Order

1. LSL Blvd. Culvert – First Baptist	\$29,808
2. 246 Savoy Drive	37,215
3. 11 Nantua	32,669
4. Champagne Ditch	40,950
5. Cadillac Court	27,016
6. Newport Terrace	255,066
7. Fernwood Ct. – Lot 10	55,753
8. Lockhaven Court	54,217
9. Harbor Bend Court	18,835
10. 1117 Seine Dr.	21,581
11. Orf Road Cemetery	31,053
12. 2 Picardy Dr.	89,840
13. 89 Champagne Dr.	444,233

Sidewalk Capital Improvement Projects Not Funded

Sidewalk Projects in Priority Order

1.	LSL Blvd. Phase 1 Uptown District	\$218,224 (Assumes grant award)
2.	Hospital/Uptown District	123,281
3.	Savoy Phase 2	263,770
4.	Savoy Phase 1	189,360
5.	Rue Grand Phase 3	448,762
6.	Locksley Manor	144,614
7.	Dauphine Drive Phase 1	97,371
8.	Rue Grand Phase 4	146,590
9.	Fox Trail Phase 2	273,535
10.	Fox Trail Phase 3	194,001
11.	Technology Dr. Phase 1	590,118
12.	Technology Dr. Phase 2	79,614
13.	Savoy Phase 3	185,103
14.	Dauphine Drive. Phase 3	350,612
15.	Fox Trail Phase 1	44,020
16.	Rue Grand Phase 1	304,332
17.	Dauphine Dr. Phase 2	382,311
18.	Oak Bluff – Freymuth	779,521
19.	Rue Grand Phase 2	285,820

Capital Project Fund 601 Public Works Expenditure

	Proposed Budget
Asphalt Overlay	\$651,000
Concrete Panel Replacement	700,000
Deloire/Ridgeway Overlay	260,000
Hawk Ridge Trail at Highway N	92,500
24 Picardy Stormwater	100,000
LSL Blvd. Culvert Lining	32,000
Antoinette Terrace Stormwater	75,000
Yard Drive ROW	10,000
LSL Blvd. Phase 1 Design	120,000
Shoppes at Hawk Ridge Sidewalk Repair	40,000
TOTAL	\$2,080,500
TOTAL CITY	1,755,480

Capital Project Fund 601 Park Expenditure

Proposed Budget

Lease Purchase Ball Field Lights	\$111,546
Lease Interest	2,655
Zachary's Playground Floor	225,000
Boulevard Park Roof Replacement	50,000
Boulevard Park Sidewalk Repairs	25,000
TOTAL	\$414,201

Capital Project Fund 601 Fund Summary

	<u>Public Works</u>	<u>Parks</u>	<u>Veterans</u>
Available 6/30/15	\$1,511,479	\$554,744	\$16,968
15/16 Budget			
Revenues	2,741,628	498,791	
Expenditures	(3,951,472)	(460,175)	
Transfers In	707,814	23,289	
Estimate 6/30/16	1,009,449	616,649	16,968
16/17 Proposed Budget			
Revenues	1,399,295	498,191	
Expenditures	(2,080,500)	(414,201)	
Transfers In	400,000		
Estimate 6/30/17	\$728,244	700,639	16,968

Undesignated also has \$72,416