

# Your CIP Tax Dollars at Work

## City of Maryville Annual Budget Fiscal Year 2009



DETOUR

# **CITY OF MARYVILLE**

## **MISSOURI**

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### **ANNUAL BUDGET**

Fiscal Year 2009

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**MAYOR**  
Chad Jackson

**MAYOR PRO TEM**  
Carole Coutts

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Patricia Cummings  
Ron Moss  
Michael Thompson

**CITY STAFF**  
Matthew LeCerf, City Manager  
Doug Thomson, City Attorney  
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Sheila Smail, City Clerk  
Denise Town, Finance Director  
Keith Wood, Public Safety Director

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# *City of Maryville, Missouri*

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October 1, 2008

The Honorable Mayor Chad Jackson and  
Maryville City Council Members  
City Hall  
Maryville, MO 64468

Dear Mayor Jackson and City Council:

It is my pleasure to present to you the October 1, 2008 – September 30, 2009 fiscal year budget. This budget will enable the City of Maryville to deliver its current high level of services to the citizen's satisfaction and most importantly to continue moving forward by reflecting the priorities, goals, and objectives of the Maryville City Council for the upcoming year.

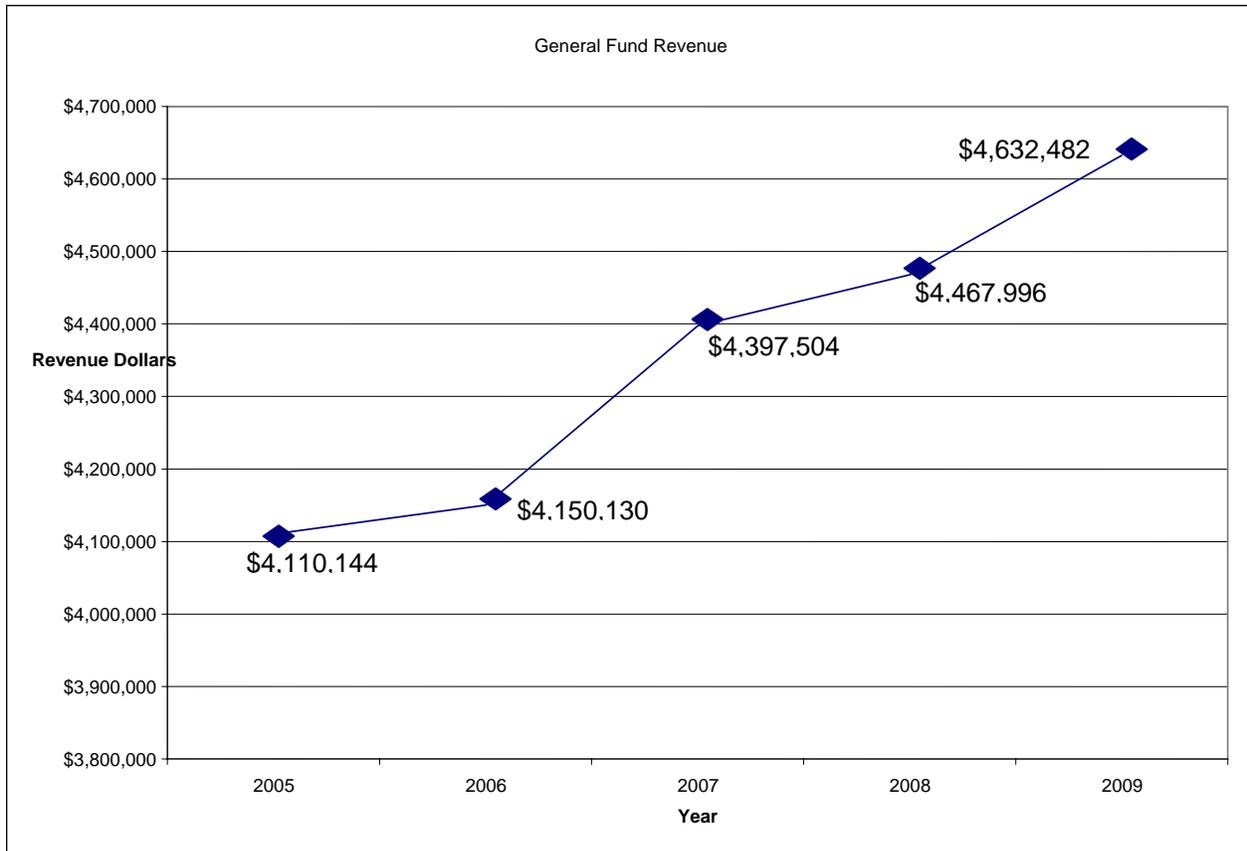
## **Budget Format**

The format of the budget is similar to that of last year which included establishing of measurable goals and objectives for the various departments and divisions within departments. This is the second year of implementation of these goals and objectives. Consequently, we can now see how the various departments have performed in accomplishing their goals and objectives from the past fiscal year and what we can expect in the upcoming 2008-2009 fiscal year. Although there are items in various departments that were not accomplished, there are also items that were achieved which weren't anticipated or planned. One key item to note for example, is the clean up and response from the December 2007 ice storm. The professionalism and manner in which the various departments responded should be recognized and most departments should acknowledge their accomplishment and initiative in this event as an objective achieved. In short, these goals and objectives provide City Council, Department Heads, and Staff with a measuring tool of how we are performing as an organization and what short and long range items we should be concerning ourselves with. I would suspect that as we continue to move forward in upcoming budget cycles that these goals and objectives will become more specific and complex.

## **General Fund**

The general fund is the primary fund from which most departments operate. This fund budget is balanced and operates from a variety of revenue sources including: sales tax, user fees, grants from other agencies and carry forward dollars. As always, the most difficult task is establishing the expected revenues to determine the level at which the City will operate. Most revenues that are outside of the City's control we have set to either remain stagnant or increase by only 1%. Overall, the general fund budget revenues (which does not include grants or lease purchase revenues) between 2005 and 2009 has increased by 11.3% over those 5 fiscal years. Given the current economic challenges this nation is experiencing, we should expect no less than the great community of

Maryville to experience these challenges. Whether it's due to slowing house sales and construction or families and individuals becoming more conscious of their disposable spending habits, we should and do expect some ripple effect from this economy. Regardless of the potential financial strain on the budget, it is critical to recognize that it is because of you, the City Council and the employees in the organization, whom are the key to ensuring the level and delivery of services are kept at a premium.



Revenue Numbers do not include grant monies

Overall, the revenue sources for the general fund are very balanced. It is critical to position the City in this manner so that if one of the revenue items falls significantly short of projections there will not be a large effect upon the City's key operations. One point to note is the fact that the City has been very successful in the acquisition of funds from other agencies, which this year will be the largest contributing portion of the revenue at 28% of the total revenue. These are primarily grants received by the City through both the State and/or Federal Governments. It is critical to operations, annual and long-term progress, and strategically positioning the City for the future that we continue to be competitive in receiving these funds. If the City of Maryville doesn't take advantage of these programs and funds, another organization will.

The general fund has no additional employees added to its operations. This is due to the facts that staffing levels are at adequate levels and are balanced against the current workload. The more notable items being addressed in this fund, aside from the general operations are as follows:

### *Street Maintenance*

- As part of the street improvement program, the City has been able to fund this item with general funds at a level of \$50,000. This is down from the level of \$300,000 last year, but these dollars will help to supplement the Capital Improvement Program (CIP) Tax, which will continue to be used for additional street improvements. This level dropped due to the need for equipment in various departments and the transfer of funds to assist the solid waste department. Although street projects have yet to be identified, there are already discussions on which streets to repair for the long term in order to be ready for the 2009 construction season.
- The most notable purchase in the street department, which will contribute to the improvement of streets on a smaller scale, will be the replacement of our street roller machine for repairing potholes and performing small overlay projects throughout the City. The replacement was necessitated by the age and rapid deteriorating condition of our existing machine. Citizens, as always, can continue to expect and see high use of this machine throughout the year. Furthermore, if citizens have a need for the repair of potholes in their area, we encourage them to contact us.
- The most notable improvement coming from the street department will be the improvement of the traffic flow at the intersection of South Avenue and South Main Street. Currently, the traffic moving east-west experiences significant delays due to no turning signals and the traffic getting green lights at the same time. Plans for improved traffic flow are expected this fiscal year and will modify the traffic to operate in the same fashion as the intersection of 1<sup>st</sup> and Main. Turning lanes will not be part of this improvement due to a small Right-of-Way width, but providing green lights to east and west bound traffic individually will minimize delays on both sides of the street.
- The City has increased the dollar amount allocated toward the sidewalk repair program from \$5,000 to \$7,500. This program has been in place for a number of years with the intent to help defray the costs associated with sidewalk projects. The City pays a portion of the cost of the project based on square footage. Generally, this cost is approximately 35% of the total sidewalk replacement cost, provided funds are available.

### *Airport Improvements*

- A major expansion to the Northwest Missouri Regional Airport, totaling over \$1.6 million dollars, is expected to be completed during this fiscal year. These improvements include: the extension of the existing runway by 600', additional apron, taxiway, and lighting system for the runway. The project has had a number of change orders; the most notable is the increase in concrete thickness from 5" to 6". This will enable us to accommodate larger and heavier planes on the runway and to expand our customer and service base. Also planned are the inclusion two new fuel pumping systems. This will allow us to compete and move forward as the aviation community of planes require either AvGas or Jet-A fuel. This will be an opportunity for the City to increase its revenues and meet the needs of existing business and industry while strategically placing us for future success in economic development opportunities. The City will be taking over operations of fuel sales and this could be a long-term revenue source for the City. The additional revenue will help to make necessary airport improvements and operations at the airport.

### *Finance*

- Improved services will be provided from the finance department by way of the new water bills. These will be full sized 8½" x 11" displaying special messages and information to end users and will also provide historical information about water usage over the past 12 months. This effectively will eliminate the old postcard method which was conveniently lost in the mail due to its small size by customers. Also, associated with water operations in the finance department will be the purchase of a new water meter vehicle and a new water meter reading mechanism.

### *Neighborhood Improvement and Housing*

- With the existence of the University, comes a significant amount of housing stock which are rental properties. Approximately 65% of all the residential housing is rental property predominantly targeted toward students seeking higher education. A portion of the rental housing and owner occupied structures have continued to deteriorate across the City landscape and there exists an immediate need to address this before the issue spreads beyond the ability of the City's capability to handle this through code enforcement. There is also a desire from the community to improve housing stock. The City recently completed a property inventory of all parcels in the City and determined on an objective classification system their value as: standard, substandard or dilapidated. Subsequently, the City will continue to be actively enforcing the property maintenance code to bring selected houses to a respectable standing. To help drive this effort two keys to this puzzle have been included as plans for this fiscal year: 1. Incorporated into the budget as a line item and tied into the code enforcement activities, is a plan to contract services to raze dilapidated and blighted homes after all legal processes have been exhausted. 2. The City plans to submit an application through CDBG to assist with the demolition of dilapidated homes. Other planned activities include implementation of a property maintenance award and housing meetings with neighborhoods to improve housing stock and neighborhoods as a whole. With the current condition of the economy, the major problem I foresee with this initiative is ability of property owners to build new homes on these vacant lots, but I feel that eliminating the safety risk the homes possess and the wide-spread effect they have on neighboring properties far outweighs a vacant lot.

### *Economic Development and Downtown Revitalization*

- The Nodaway County Economic Development has been one of the critical partners in helping Maryville achieve its goals and objectives to improve the economic vitality of the City. Together, we actively pursue both retail and industrial opportunities, both identified as critical needs to increase the tax based and meet the increasing needs of the community. Some of these methods include the development group which was recently formed and attendance at the ICSC Conference. Incentive packages when necessary are always considered and City staff is expected to present the cost/benefits and risk associated with these projects to the Council for consideration. The City has a healthy industrial base in the community and I believe that in order to increase economic development without competing with our industries for employees, we need to shift our focus from industrial based companies to professional and corporate office based professions. Retention is more important than recruitment. Consequently, I believe competing with industry in town, coupled with the low unemployment, will hurt our existing industry and businesses, which are more critical than any new business.

- The City received Missouri Department of Transportation Enhancement Funds for both Phases II and III which will culminate in the completion of the entire block surrounding the courthouse square. Matching funds which are necessary in this grant opportunity will come from the Missouri Development Finance Board Infrastructure Tax Credit Program. At the end of the project, no City tax dollars will be used to fund this project, which is a testament to the giving people within our community who see the benefits of improving downtown. It is our goal to complete the improvements by the end of this fiscal year.
- In August of 2007, the City was notified of selection for the Governor's Downtown Revitalization and Economic Assistance for Missouri (DREAM) Initiative. This is a partnership with three state departments and the City to receive assistance in our planning efforts to enhance and revitalize downtown. The initiative is a manner in which we can accelerate the revitalization process. Cities chosen two (2) years ago have seen a remarkable change in investment. Specifically, the state has assisted with \$30 million in investment which has been offset with private investment dollars of \$70 million. This is a three to four year project with the state and will help with our comprehensive effort to establish Downtown Maryville as a destination to live, work, and play. A number of achievements have already been completed thus far on Maryville's initiative, including:
  - **Development of the Map Reference Handbook** – This document includes, but is not limited to, existing land use, building conditions, infrastructure conditions, on and off-street parking, commercial vacancies, and residential units in the Downtown district. This document went through a number of reviews and revisions by City staff.
  - **Focus Group Survey Report** – This document was part of five (5) focus groups: 1. the Campaign for Community Renewal, 2. administration, elected officials, and government directors, 3. Downtown business owners, 4. long-time residents, and 5. new residents. The groups were asked a number of questions related in general to Maryville, specific to Downtown, and regarding the future of Downtown. A good response came from this with good constructive criticism.
  - **Community Telephone Survey** – A 300 sample survey was taken asking critical questions about the Downtown; their perceptions, needs, and vision for Downtown Maryville.

Currently in draft form is the following:

- **The Organizational Structure Review** – This document outlines the manner to which the current Downtown Organization structure might be modified, improved, or expanded in order to ensure that it is an effective, sustainable entity.

Other items that are being started include:

- **Retail Marketing Analysis** – Identification of potential retail opportunities and nodes.
- **Downtown Housing Market Analysis** – Overall housing analysis on stock, recommendations for new and existing housing, and development of strategies for effectively marketing the Downtown as a housing destination to housing developers.

As this year continues I believe we will be prepared to establish a Downtown Maryville, Inc. organization which can exist for a short time under the City umbrella. This organization will be led by the downtown business owners and residents in downtown, and ultimately will be separated from the City to stand on its own to help facilitate and campaign for the downtown's continued revitalization that the Campaign for Community Renewal has already begun.

### *Public Safety*

- The Public Safety Department experienced the largest increase in the budget of all departments in the City and accounts for the largest portion of the budget at 57%. The bulk of these monies are attributed to an increase in purchasing of items to perform necessary operations. Specifically, the funds are going towards purchasing several items for the long-term operations of the department. Some of these purchases include:
  - 3 new patrol vehicles which have experienced wear and tear and have extremely high mileage.
  - New fire safety equipment including hose, pagers, SCBA's, and tires for the aerial ladder truck.
  - Upgrade in the PSD server and ITI enterprise equipment for management and case records.
  - A new Computer Voice Stress Analyzer for investigative purposes.

### **Enterprise Funds – Overview**

The City of Maryville has in its operations three (3) unique enterprise funds. These are the solid waste, water and wastewater, and Mozingo Lake. With the exception of Mozingo Lake, the budgets are developed and operate on user fees only – Mozingo also has a ½ cent sales tax. Within these departments it is critical to have accurate estimates of revenues to ensure the expenditures can be accounted for within the funds.

### **Solid Waste Fund**

The Maryville Solid Waste Fund has an approved budget of \$747,190. The operation of this department's fund is similar to that of last year in the sense that the revenues are projected to finish below the expenditures. This is a result of a number of varying factors detailed below. As a result, to currently balance this budget, a transfer from the general fund revenues has been incorporated in the budget in the amount of \$97,940 to balance the expenditures and revenues. The most notable changes to the general public will be the changes in service associated with this department's costs and these are:

- Elimination of the City-wide clean up program
- Reduction of the days that the transfer station will be open on Saturdays, to once per month between March – November and closed outside of these months on the weekend.

There are two (2) primary operations associated with the Maryville Solid Waste Operation: the transfer station and the landfill closure operations. The City currently has a contract with N. R. Hamm Quarry, Inc. which runs until November 30, 2009. This company handles disposal of our transfer stations solid waste and rates are adjusted accordingly with the Consumer Price Index (CPI) and a fuel surcharge. In order to try and close the gap between revenues and expenditures the City

modified its rate structure by establishing a sliding scale in December of 2007. This resulted in an increase of over 1,300 tons between FY 2008 and FY 2007 and a reduction of the financial gap in the Solid Waste Fund. Although this sliding scale produced a positive change, there exists a need to once again review the fee schedule to see if closing this gap even more can be accomplished.

Probably the most important achievement to be accomplished this year will be the official post-closure of the City owned landfill. This closure has been under close scrutiny by both Staff and Council involved with these operations. Following a lengthy multi-year process it appears that there will be closure and we should meet this goal by the end of the calendar year. Initially the expectation was that this would be accomplished by the end of calendar year 2007, but other requirements associated with the closure agreement have lengthened this process unexpectedly. This post-closure process will continue for 30 years and will have a substantial price tag on it for monitoring purposes from year to year. In fact, for the first five (5) years of closure the monitoring will be more substantial and costly than the next twenty-five (25) provided no violations of groundwater and gas monitoring occur. Although the added costs are not welcomed, immediate closure of the landfill monitoring is. Prolonging this process would ensure that costs will continue without a possible end. Accordingly, monitoring is performed by a professional geologist and these costs are associated with the solid waste fund operations.

During this budget cycle, there were serious discussions to consider closing the transfer station and only have the responsibilities of landfill monitoring. Ultimately, it was determined the need to closely monitor this operation and if the transfer stations can get to the mark where its revenues are covering at least \$1.00 of the landfill cost on top of its own, there is justification to leave the transfer station open for business.

### **Mozingo Lake Fund**

Mozingo Lake generates its revenue both on user fees and a ½ cent sales tax which has FY2009 estimates set at \$891,000 and \$835,000 respectively. This sales tax will sunset in 2017 and is critical to the general operations and future plans at Mozingo. Included at Mozingo are Mozingo Lake, Mozingo Golf, Mozingo Golf Maintenance, and Lake Patrol. Listed below are some of the proposed and planned projects for this fiscal year.

#### *Mozingo Park*

- Critical to the long term outlook on the park, will be the development of a new 10-year Mozingo Lake Park. This will include development of the strategic plan and visioning for the future planning of the park. This will be the foundation and direction the City will move in over the next 10 years and a good, practical, and workable plan is critical to meeting the needs of the customers at Mozingo. Some of the issues to be addressed in this plan are staffing, meeting the needs of visitors, planning of facilities including cabins, RV's, and other amenities in the park, and assuring that financing can be met for the future.
- A new sixteen (16) person youth cabin will be completed this year and is funded through a grant awarded from the Gladys Rickard Foundation. Also planned at the youth camp through this grant is the siding of all cabins, which are currently concrete block exteriors.
- The construction of a walking trail will begin sometime around March 2009. The funding for this project is from the MoDOT Enhancement Funds. The matching funds are tentatively

planned to be through Mozingo Funds, but there are applications in place to fund this match through grants. The trail will begin at the RV play ground and run parallel to the road where it will terminate at the lookout point. In total this trail will be approximately 7,000 linear feet and is the first major section of trail development in Mozingo with the exception of the unimproved trail surfaces. Also, trail development is being discussed with the Department of Conservation whom have been key partners in the overall development of Mozingo Lake.

#### *Mozingo Golf Clubhouse & Maintenance*

- Only one major renovation to the golf course is currently planned. This is the development of new hard surfaced (concrete) trails for the golf course. This was determined due to recent quotes received on an overlay of approximately 5,000 linear feet of trail with asphalt. With nearly 30,000 linear feet of trail, one section of trail would need to be completed each year over the next 6 years and given the durability of asphalt at only 1-2 inches there would be a strong possibility to start over at year 7. Although the initial cost will be more significant, the longer life span of concrete estimated at 30-40 years makes better financial sense and exhibits the City's ability to be good stewards of our tax payer dollars.

#### **Water and Wastewater Fund**

The Water and Wastewater Fund is funded exclusively by user fees and at this time appears to be in the best position financially at this time. Although financially sound, it also has the most costly of improvements planned to meet current needs and future growth of the community. To date, we are still paying bonds on major improvements including the construction of both the Mozingo Lake as a water source and the water treatment facility. Both the water and wastewater operations are handled through a third party contract, but all regulatory compliance requirements fall squarely upon the City. The department is taking a more proactive approach to long term goals by establishing a comprehensive water and waste water system approach and plan. Completion of the plan will facilitate timetables to implement recommended long term plans while being fiscally conscious from year to year. To accommodate these long-term improvements there may be the need to propose an increase in water and wastewater fees. Utilizing a gradual increase in fees is more appropriate and sound versus implementing a significant one time rate in the future to meet the needs of this current planning initiative.

#### *Water Projects*

- The City is currently exploring and has allocations to include a plan to erect two new water towers within City limits. This is a result of an identified need for a better water distribution network, suggested MDNR requirements to have at least 1 days water supply in the air (in water towers), and minimizing service delivery interruptions of water when major waterlines break. Finally, the last issue contributing to this need is the fact that our water tower on 9<sup>th</sup> and Mulberry sprung a leak at the base of the tower. Given its age and capacity it is not feasible to repair, especially considering current and future needs of the City. These two water towers will each be 750,000 gallons in size and will help us better meet the needs of the City and beyond our political boundaries.

#### *Sewer Projects*

- The City can expect new wastewater treatment discharge requirements to be submitted to us during this fiscal year. Following the notification the City will have 3 years in which to come into compliance. New requirements are expected for both ammonia and phosphorus effluent

and based on the City's current wastewater system we will not be able to meet the expected levels, primarily during the winter season. Consequently, the City is exploring options to meet these requirements which may include a new wastewater treatment plant or modifications to our existing plant. Cost estimates for these improvements are between \$8 - \$13 million. A verification study of the initial recommendations and appropriate treatment facility was completed in April 2008 based on projected permit levels. The verification report recommended modifications of the existing lagoon system and the City will now have to determine the appropriate direction to meet these new permitting levels.

### **Capital Improvement Tax**

In April 2008 the Citizens of Maryville overwhelmingly approved a ½% sales tax to be directed toward capital improvements. It is estimated conservatively that each year will yield \$785,000 over the next 10 years. As part of this tax the following improvements and dollar allocations were approved in a resolution by Council at that time:

- \$1,000,000 Water/Sewer and Storm Water Repairs
- \$4,800,000 Street Program
- \$300,000 Emergency Siren System
- \$700,000 Trail Development (Leveraged only with Grants)
- \$200,000 City Parking Lot Resurfacing Projects
- \$200,000 PW Snow Truck Replacements
- \$130,000 PS Fire Brush Truck Replacement 1989
- \$200,000 Fire Truck Pumper Truck Replacement – 1982

Upon approval of the CIP Tax, the City reacted immediately to its approval and have accomplished a number of aspects of this tax through a Certificate of Participation (COP). The City performed a design build contract on South Main, reconstruction of several other roads including White Ridge and Foster Avenue, plus the resurfacing of parking lots throughout the City.

This upcoming year we expect to continue with the progress as promised by constructing new emergency storm sirens and other road projects which will be determined based on need and the direction provided by City Council. Overall this tax has enabled us to continue providing necessary and expected services through the general fund which otherwise may have been cut to achieve these equipment purchases through the general fund.

### **Future Plans**

As we move forward as an organization, it is critical to understand what the expectations and desires are for Citizens of Maryville. The creation of our strategic work program is a critical document which should be utilized to evaluate the needs of the organization and are designed to meet the community's needs. This document is a living document which will change with the times and the trends of Maryville. The individual departments should recognize and evaluate what they need to meet the long-term goals of the City and their respective departments. Department heads should formulate these objectives if they haven't already and begin sharing their vision with the Council, other departments, and citizens so the voice of the organization can function as one. The long-term planning is in effect more critical than short-term/year-by-year planning and this is where the focus needs to change toward at the administrative level. By identifying the long-term goals, the short-term and day-by-day operations will be accomplished.

## Conclusion

Special thanks should go to all department heads and their supervisors of the various departments who were critical to understanding the revenues and budget expenses accordingly. It is refreshing for them to recognize that we are restricted by funds and they operate and propose improvement and objectives which work within these limits.

One selected individual, our Finance Director, Denise Town should be commended and recognized for her dedication, preparation, and outstanding work on this budget. Her tireless work does not go unnoticed by me and I know you as the City Council of Maryville.

I look forward to working with you and discussing the direction of the Council throughout the fiscal year to ensure this budget reflects your desired outcomes.

Regards,

  
Matthew S. LeCerf  
City Manager

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

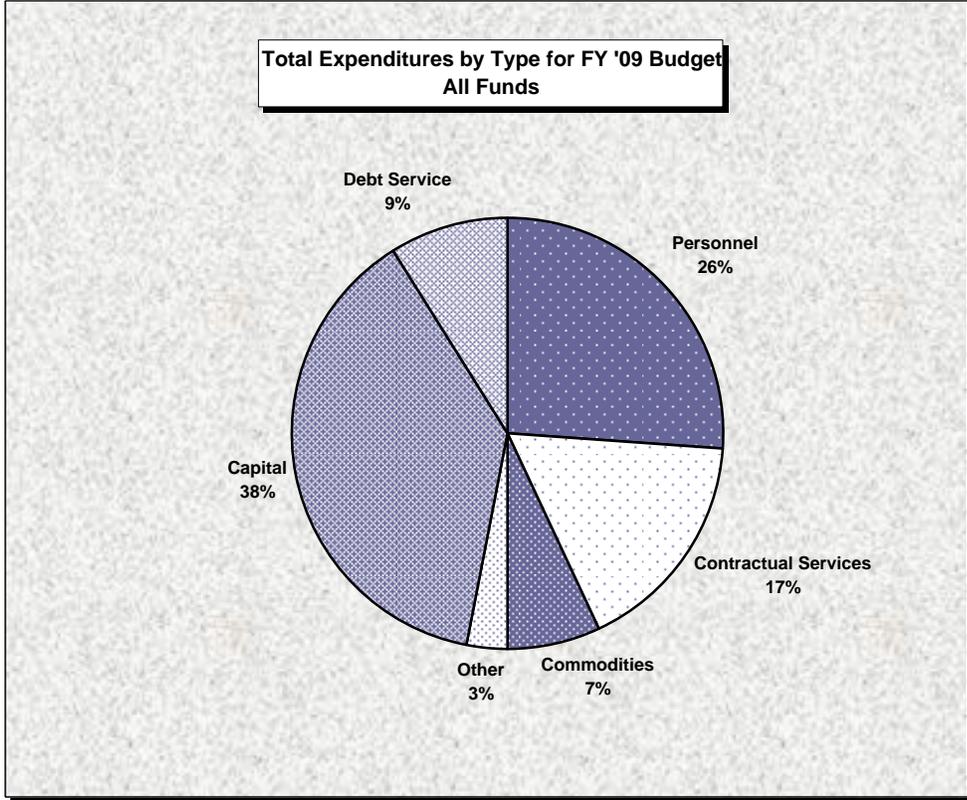
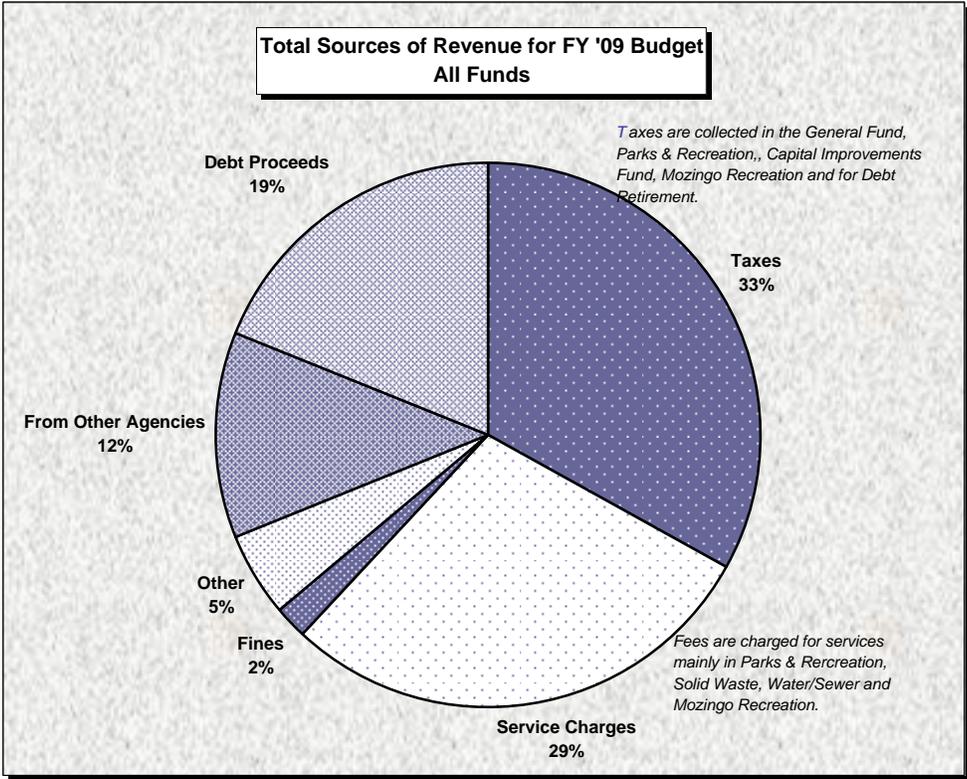
**Revenue Summary - All Funds**

	Advalorem Taxes	Sales Taxes	Franchise Taxes	Excise Taxes	Other Taxes	Licenses & Permits	Fines & Forfeitures	Service Charges	Other Agencies	Property Revenues	Intra Gov't	Other Revenues	Lease Proceeds	Cash Forward	Totals
<b>FUND</b>															
General	\$ 417,542	\$ 1,668,000	\$ 779,200	\$ 355,000	\$ 111,200	\$ 75,800	\$ 426,500	\$ 9,400	\$ 1,912,477	\$ 241,700	\$ 375,040	\$ 173,100	\$ 358,500	\$ 1,440,000	\$ 8,343,459
Park & Recreation	406,070	200,000	---	---	500	---	---	468,093	---	---	---	34,000	---	188,724	1,297,387
Capital Improvements	---	785,000	---	---	---	---	---	---	---	---	50,000	---	---	132,955	967,955
Debt Retirement	156,422	201,000	---	---	---	---	---	---	---	---	---	8,340	---	410,000	775,762
Solid Waste	---	---	---	---	---	---	---	649,250	---	---	97,940	---	---	---	747,190
TIF	---	---	---	---	---	---	---	---	---	---	---	194,310	---	335,000	529,310
Water/Sewer	---	---	---	---	---	---	---	3,142,061	---	---	1,200	106,500	2,400,000	3,740,000	9,389,761
Mozingo Recreation	---	834,000	---	---	---	---	---	891,000	313,156	5,400	---	16,850	750,000	830,000	3,640,406
Central Garage	---	---	---	---	---	---	---	128,099	---	---	---	---	---	---	128,099
Group Insurance	---	---	---	---	---	---	---	---	---	---	866,204	806	---	97,145	964,155
Cemetery Perpetual	---	---	---	---	---	---	---	---	---	---	---	5,000	---	263,317	268,317
Totals	980,034	3,688,000	779,200	355,000	111,700	75,800	426,500	5,287,903	2,225,633	247,100	1,390,384	538,906	3,508,500	7,437,141	27,051,801
Less Interfund Transfers															
General	---	---	---	---	---	---	---	---	---	---	(372,440)	---	---	---	(372,440)
Capital Improvements	---	---	---	---	---	---	---	---	---	---	(50,000)	---	---	---	(50,000)
Solid Waste	---	---	---	---	---	---	---	---	---	---	(97,940)	---	---	---	(97,940)
TIF	---	---	---	---	---	---	---	---	---	---	---	(45,125)	---	---	(45,125)
Water/Sewer	---	---	---	---	---	---	---	---	---	---	(1,200)	---	---	---	(1,200)
Central Garage	---	---	---	---	---	---	---	(128,099)	---	---	---	---	---	---	(128,099)
Group Insurance	---	---	---	---	---	---	---	---	---	---	(866,204)	---	---	---	(866,204)
Grand Totals	\$ 980,034	\$ 3,688,000	\$ 779,200	\$ 355,000	\$ 111,700	\$ 75,800	\$ 426,500	\$ 5,159,804	\$ 2,225,633	\$ 247,100	\$ 2,600	\$ 493,781	\$ 3,508,500	\$ 7,437,141	\$ 25,490,793
<b>% of Total Revenues</b>	<b>3.84%</b>	<b>14.47%</b>	<b>3.06%</b>	<b>1.39%</b>	<b>0.44%</b>	<b>0.30%</b>	<b>1.67%</b>	<b>20.24%</b>	<b>8.73%</b>	<b>0.97%</b>	<b>0.01%</b>	<b>1.94%</b>	<b>13.76%</b>	<b>29.18%</b>	<b>100.00%</b>

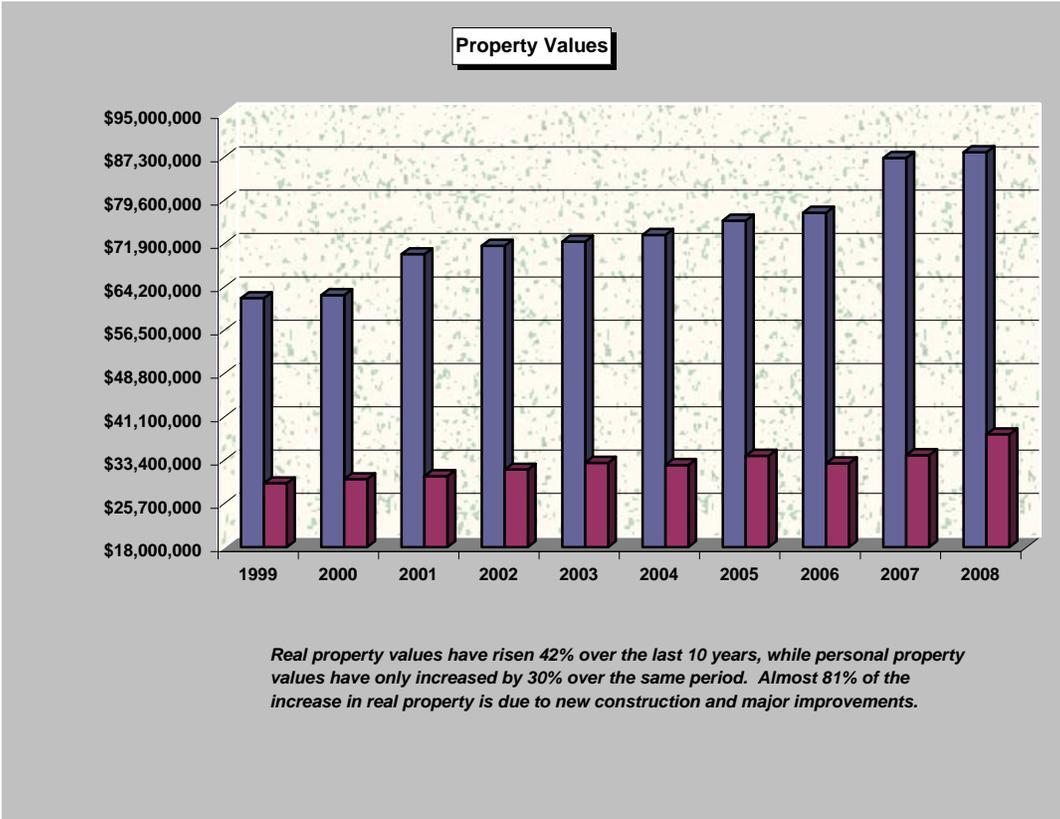
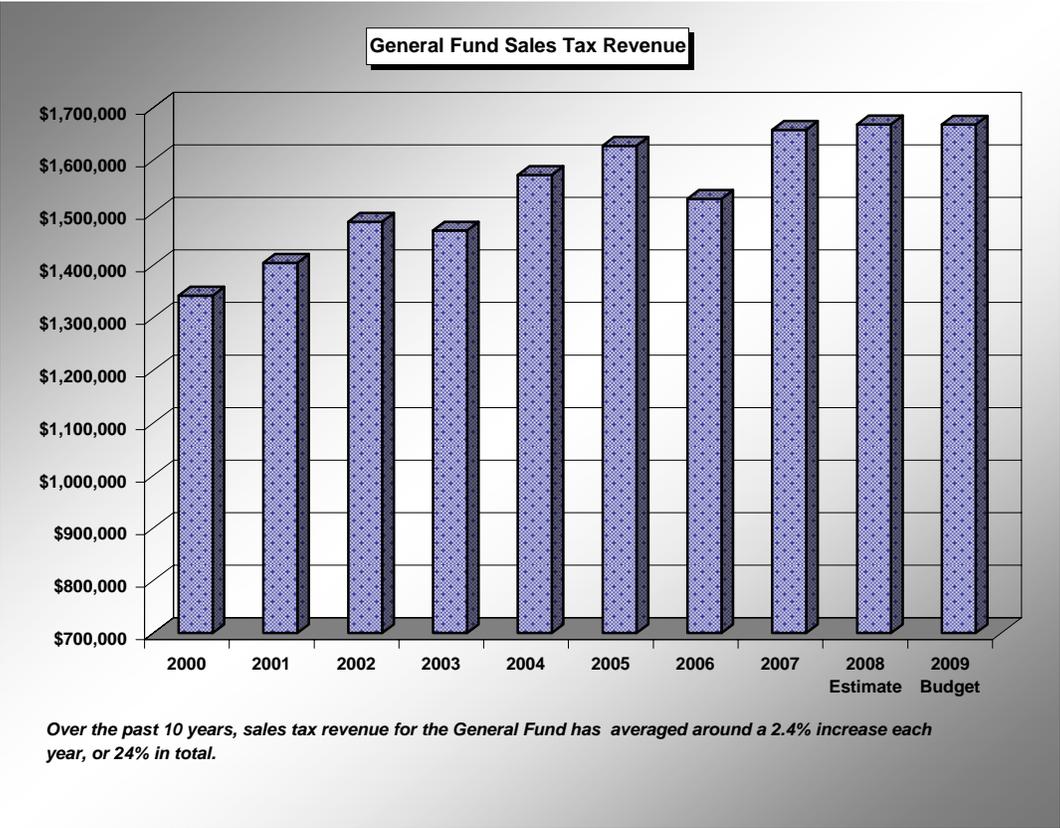
**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

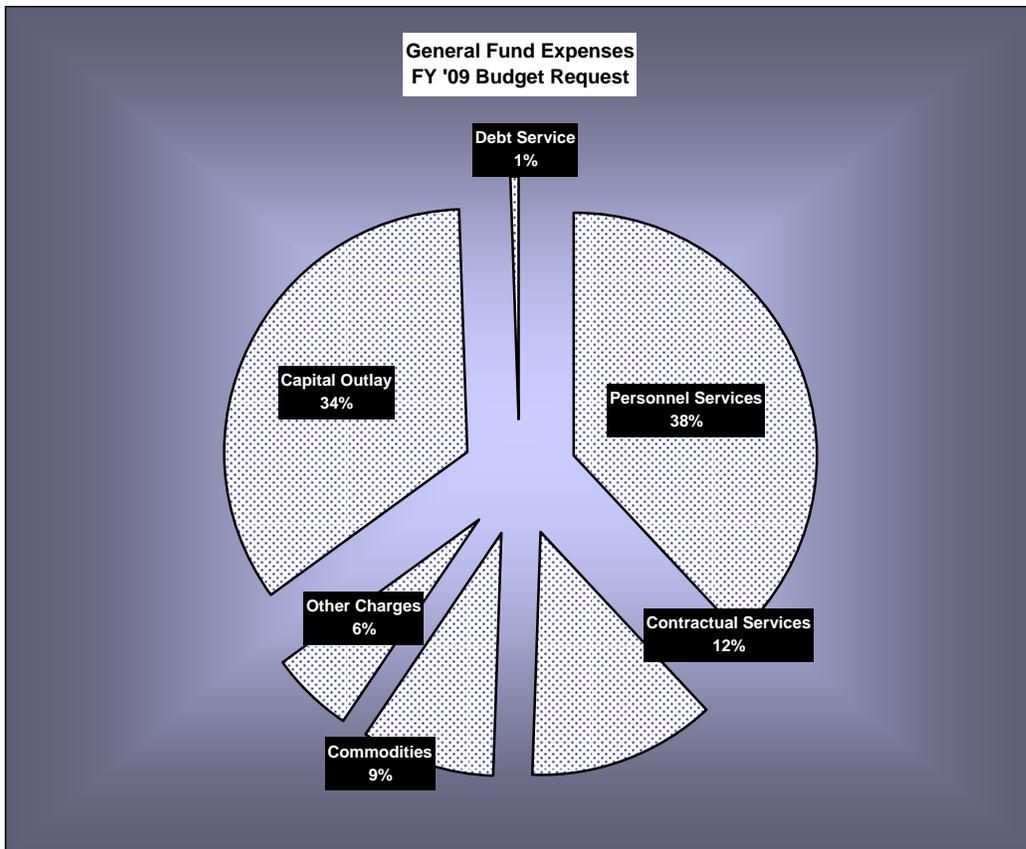
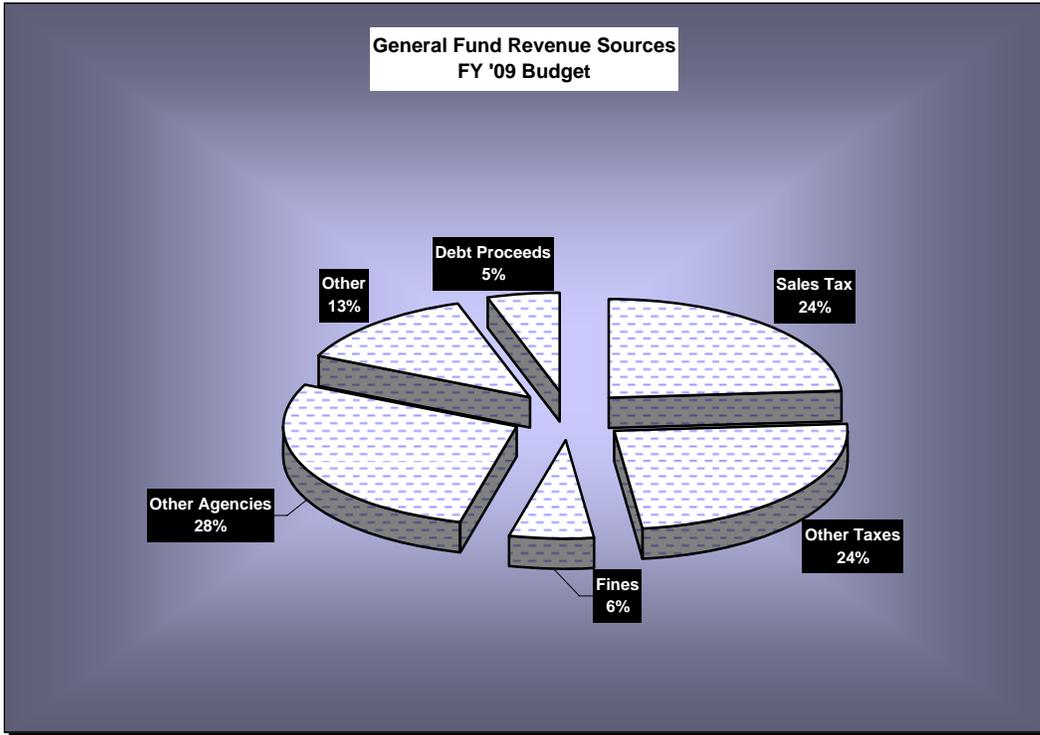
**Expense Summary - All Funds**

<i>FUND</i>	Personnel Services	Contractual Services	Commodities	Charges Other	Total Operating	Capital Outlay	Debt Service	Total
General	\$ 2,831,048	\$ 913,898	\$ 660,135	\$ 1,343,710	\$ 5,748,791	\$ 2,548,607	\$ 46,061	\$ 8,343,459
Park & Recreation	678,808	217,803	153,072	244,204	1,293,887	3,500	---	1,297,387
Capital Improvements	---	---	---	240,000	240,000	659,673	68,282	967,955
Debt Retirement	---	6,800	---	412,591	419,391	---	356,371	775,762
Solid Waste	126,279	546,824	25,100	35,968	734,171	---	13,019	747,190
TIF	---	22,205	---	325,792	347,997	---	181,313	529,310
Water/Sewer	379,607	1,503,331	160,200	3,862,801	5,905,939	2,504,230	979,592	9,389,761
Mozingo Recreation	880,528	215,479	259,600	667,573	2,023,180	1,484,179	133,047	3,640,406
Central Garage	59,740	11,005	53,430	3,924	128,099	---	---	128,099
Group Insurance	867,010	---	---	97,145	964,155	---	---	964,155
Cemetery Perpetual	---	---	---	268,317	268,317	---	---	268,317
<b>Totals</b>	<b>5,823,020</b>	<b>3,437,345</b>	<b>1,311,537</b>	<b>7,502,025</b>	<b>18,073,927</b>	<b>7,200,189</b>	<b>1,777,685</b>	<b>27,051,801</b>
Less Interfund Transfers:								
General	---	---	---	(169,140)	(169,140)	---	---	(169,140)
Park & Recreation	---	---	---	(2,400)	(2,400)	---	---	(2,400)
Capital Improvements	---	---	---	(10,000)	(10,000)	---	---	(10,000)
Debt Retirement	---	---	---	(2,400)	(2,400)	---	---	(2,400)
Water/Sewer	---	(166,038)	---	(108,414)	(274,452)	---	---	(274,452)
Mozingo Recreation	---	(46,988)	---	(10,325)	(57,313)	---	---	(57,313)
Central Garage	(59,740)	(11,005)	(53,430)	(3,924)	(128,099)	---	---	(128,099)
Group Insurance	(866,204)	---	---	---	(866,204)	---	---	(866,204)
Cemetery Perpetual	---	---	---	(51,000)	(51,000)	---	---	(51,000)
<b>Grand Totals</b>	<b>\$ 4,897,076</b>	<b>\$ 3,213,314</b>	<b>\$ 1,258,107</b>	<b>\$ 7,144,422</b>	<b>\$ 16,512,919</b>	<b>\$ 7,200,189</b>	<b>\$ 1,777,685</b>	<b>\$ 25,490,793</b>
<b>% of Total Expenses</b>	<b>19.21%</b>	<b>12.61%</b>	<b>4.94%</b>	<b>28.03%</b>	<b>64.78%</b>	<b>28.25%</b>	<b>6.97%</b>	<b>100.00%</b>

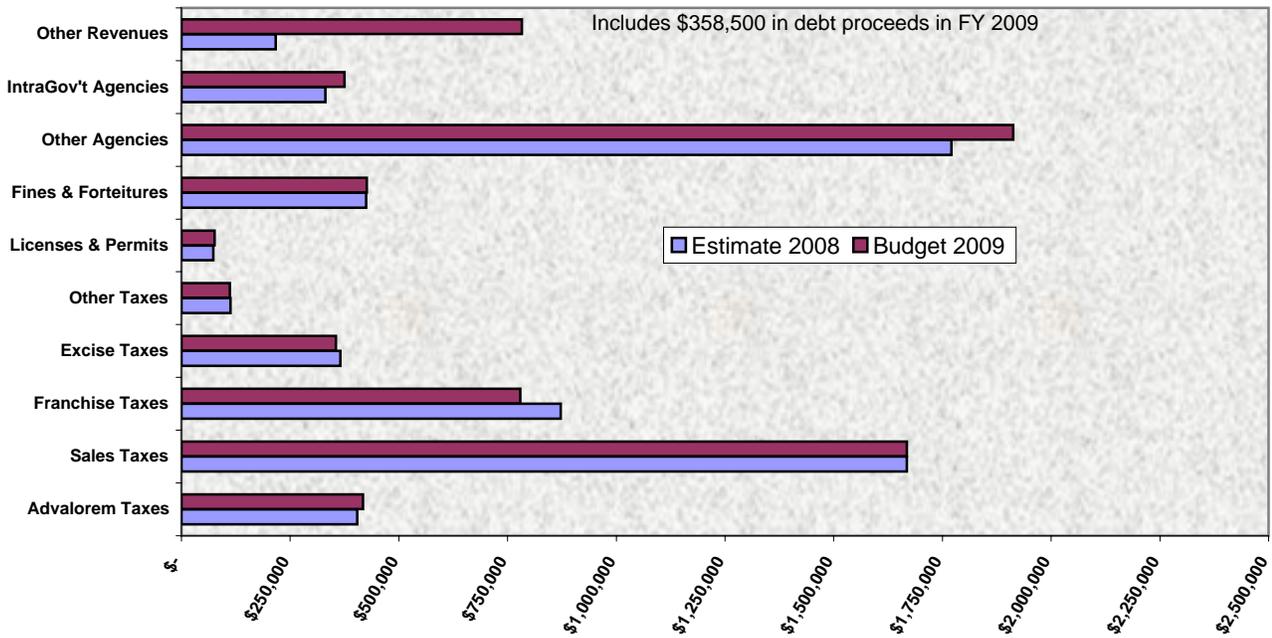


# Financial Overview

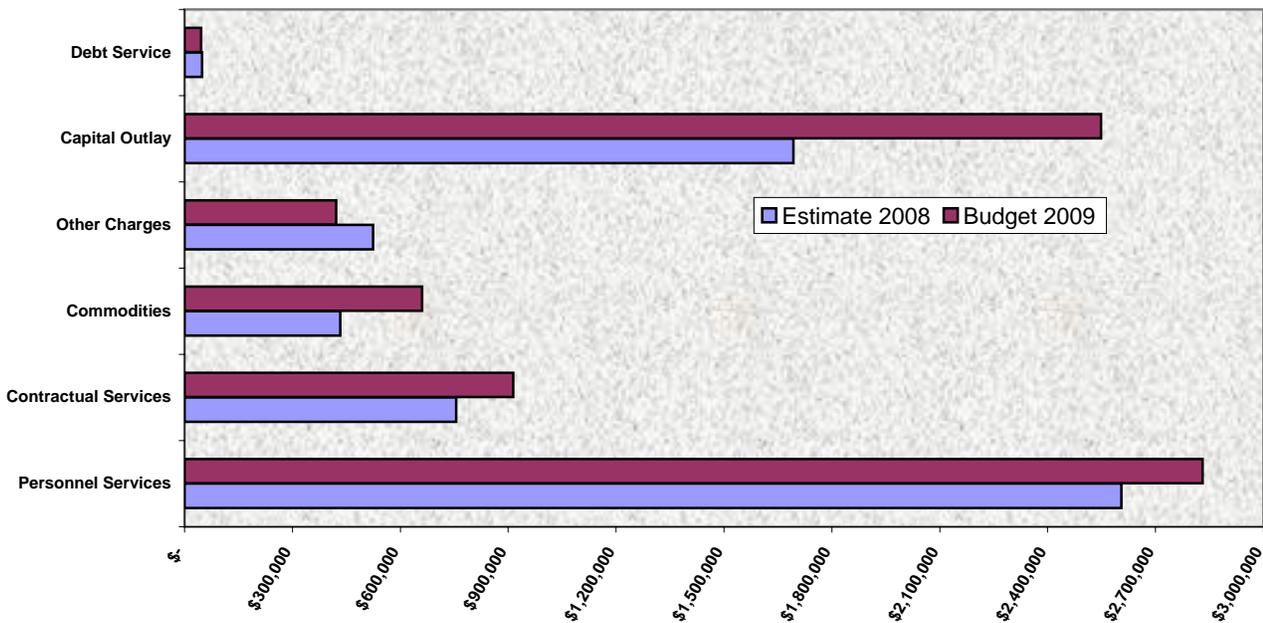




**General Fund Revenue Comparison**



**General Fund Expenditure Comparison**



**DEBT ACTIVITY - LEASES  
FISCAL YEAR 2009 BUDGET**

<b>Fund</b>	<b>Description</b>	<b>Balance 10-01-08</b>	<b>Additions</b>	<b>Principal Payments</b>	<b>Balance 09-30-09</b>	<b>Interest</b>	<b>Total Payment</b>	<b>Final Payment</b>
<b><u>General Fund</u></b>								
PS-Police	Patrol cars, 3	---	58,500	(16,774)	41,726	2,802	19,576	10/15/11
Airport Maint	Fuel tank system	---	300,000	(11,666)	288,334	11,669	23,335	11/15/23
	Totals	---	358,500	(28,440)	330,060	14,471	42,911	
<b><u>Solid Waste</u></b>								
Transfer Station	Loader	69,477	---	(10,199)	59,278	2,820	13,019	10/10/14
<b><u>Water/Sewer</u></b>								
Water Adm	PWSD #1 Note Pay	92,296	---	(14,867)	77,429	5,133	20,000	03/01/14
Water Adm	Generator	128,127	---	(75,928)	52,199	3,462	79,390	05/26/10
Sewer Maint	Sewer Jet/Vac	69,288	---	(48,641)	20,647	1,721	50,362	02/28/10
Sewer Maint	East Lift Station	440,570	---	(88,174)	352,396	14,691	102,865	05/12/13
	Totals	730,281	---	(227,610)	502,671	25,007	252,617	
<b><u>Mozingo Recreation</u></b>								
Clubhouse	Golf carts	105,232	---	(21,529)	83,703	8,053	29,582	03/15/14
Golf Maint	Cart paths	---	750,000	(72,227)	677,773	31,238	103,465	10/15/16
	Totals	105,232	750,000	(93,756)	761,476	39,291	133,047	
<b>GRAND TOTALS</b>		<b>\$ 904,990</b>	<b>\$ 1,108,500</b>	<b>\$ (360,005)</b>	<b>\$ 1,653,485</b>	<b>\$ 81,589</b>	<b>\$ 441,594</b>	

**DEBT ACTIVITY - BONDS  
FISCAL YEAR 2009 BUDGET**

<b>Fund</b>	<b>Description</b>	<b>Balance 10-01-08</b>	<b>Payments</b>	<b>Balance 09-30-09</b>	<b>Interest</b>	<b>Total Payment</b>
<b><u>Water/Sewer</u></b>						
Admin	'02 Refunding Rev Bonds	\$ 150,000	\$ (150,000)	\$ -	\$ 3,375	\$ 153,375
Admin	'99 Revenue Bonds	4,000,000	(355,000)	3,645,000	218,000	573,000
		<u>4,150,000</u>	<u>(505,000)</u>	<u>3,645,000</u>	<u>221,375</u>	<u>726,375</u>
<b><u>Capital Improvements</u></b>						
	'08 Certificates of Participation	<u>1,730,000</u>	<u>---</u>	<u>1,730,000</u>	<u>66,982</u>	<u>66,982</u>
<b><u>Debt Retirement</u></b>						
	'99 G.O. Refunding Bonds	620,000	(150,000)	470,000	22,823	172,823
	'01 G.O. Bonds	<u>1,945,000</u>	<u>(90,000)</u>	<u>1,855,000</u>	<u>92,998</u>	<u>182,998</u>
		<u>\$ 2,565,000</u>	<u>\$ (240,000)</u>	<u>\$ 2,325,000</u>	<u>\$ 115,821</u>	<u>\$ 355,821</u>
<b><u>TIF</u></b>						
	'05 Revenue Bonds	<u>2,545,000</u>	<u>(45,000)</u>	<u>2,500,000</u>	<u>136,313</u>	<u>181,313</u>

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# Maryville At A Glance

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## Location

The City is located in Nodaway County, in the northwest corner of the state, approximately 95 miles north of Kansas City, Missouri. The 4.4 square mile area has a population of 10,581, plus an additional university student body of 6,500.

## City Government

The City of Maryville is a third class city that operates under the Council/Manager form of city government. The voters elect five of their fellow citizens to the City Council for overlapping three year terms. The Council, in turn, selects one of its members to serve as Mayor for a one year term. The City holds regular public meetings every second and fourth Mondays of each month.

Citizens of Maryville are offered many recreational activities, such as a highly regarded 18-hole public golf course along the 1,000 acre Lake Mozingo, which also provides camping, fishing, boating, swimming, etc. The Parks and Recreation department operates the aquatic center and the newly constructed (2003) Community Center facility which offers aerobics classes, a weight room, elevated walking track, basketball courts, etc.

## Utilities

The City provides water and sewage treatment to its residents. Electric is provided by KCP&L, natural gas services is provided by Empire, and phone service is from Embarq. Trash collection is contracted from a variety of private companies.

## Educational Institutions

Maryville has been the home of Northwest Missouri State University since 1905, a state-assisted, four-year regional university, with a recognized tradition of quality education. Northwest also features the Missouri Academy, an accelerated residential program for Missouri high school-age students academically talented in science and math.

The Maryville R-II School system includes an elementary, middle, high and technical school with a combined enrollment of 1,874. All facilities have an Accredited rating, the highest obtainable under the Missouri School Improvement Program.

## Educational Institutions, continued

Parents also have the opportunity to send their children to either Horace Mann Laboratory School (K-6) or St. Gregory's Barbarigo Catholic School (K-8).

## Medical Facilities

St. Francis Hospital & Health Services is a full-service, fully-accredited health care organization located in Maryville, Missouri. Its tradition of providing quality, compassionate medical care to the residents of Northwest Missouri began in 1894 – and has continued for more than 100 years.

The organization encompasses an 81-bed hospital; two multi-specialty physician clinics in Maryville; a rural health clinic in Bedford, Iowa; a health clinic in Burlington Jct.; and preschool and child care center.

## Employment

Maryville provides a unique blend of small town living with the amenities of a much larger community, offering a diverse employment base of jobs in agriculture, education and industry.

Maryville and Nodaway County benefit from a mix of employers including manufacturers, a state university, a hospital and a state correctional center. The diversity of these employers contributes to a stable economy.

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

**GENERAL FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Council	3,500	71,411	4,000	1,109,632	1,188,543	---	---	1,188,543
Finance	240,769	47,928	4,500	18,940	312,137	---	---	312,137
General Admin	233,021	170,550	10,550	25,215	439,336	1,384,671	3,150	1,827,157
Municipal Court	56,110	79,840	13,650	11,790	161,390	---	---	161,390
PS-Admin	148,991	40,340	8,900	11,655	209,886	34,000	---	243,886
PS-Police	1,153,456	83,558	89,870	86,064	1,412,948	75,100	19,576	1,507,624
PS-Fire	115,715	13,937	29,390	9,464	168,506	---	---	168,506
PS-Commun	203,239	42,750	6,700	17,779	270,468	---	---	270,468
PS Total	<u>1,621,401</u>	<u>180,585</u>	<u>134,860</u>	<u>124,962</u>	<u>2,061,808</u>	<u>109,100</u>	<u>19,576</u>	<u>2,190,484</u>
PW-Admin	59,081	5,694	4,250	4,767	73,792	---	---	73,792
PW-Streets	358,469	209,732	243,350	26,349	837,900	82,000	0	919,900
PW-Total	<u>417,550</u>	<u>215,426</u>	<u>247,600</u>	<u>31,116</u>	<u>911,692</u>	<u>82,000</u>	<u>0</u>	<u>993,692</u>
Code Enforcement	114,260	21,194	6,750	7,867	150,071	12,000	---	162,071
Cemetery Maint	29,185	56,266	5,650	3,506	94,607	---	---	94,607
Airport Maint	79,607	41,298	225,675	7,113	353,693	942,336	23,335	1,319,364
Building Maint	---	28,000	5,700	1,105	34,805	10,000	---	44,805
GIS	35,645	1,400	1,200	2,464	40,709	8,500	---	49,209
Totals	<u>\$2,831,048</u>	<u>\$913,898</u>	<u>\$660,135</u>	<u>\$1,343,710</u>	<u>\$5,748,791</u>	<u>\$2,548,607</u>	<u>\$46,061</u>	<u>\$8,343,459</u>
Total Cash Available								\$ 8,343,459
Difference								0
% of Total Budget	33.93%	10.95%	7.91%	16.10%	68.90%	30.55%	0.55%	100.00%

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>GENERAL FUND</b>						
		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
		Actual	Actual	Actual	Estimate	Budget
<b>ADVALOREM TAXES</b>						
10R5071000	Real Estate	231,365	236,592	246,870	260,400	266,956
10R5071100	Personal Property	104,270	108,602	107,419	106,000	114,395
10R5071200	Merchants Surtax	24,251	23,742	24,914	26,472	25,000
10R5071300	Utility Property	8,276	6,868	7,040	7,242	7,066
10R5081200	Penalties & Interest	2,854	3,089	3,218	4,044	4,125
	<b>SUBTOTAL</b>	<u>371,016</u>	<u>378,893</u>	<u>389,461</u>	<u>404,158</u>	<u>417,542</u>
<b>SALES TAXES</b>						
10R5101000	City Sales Tax	1,627,620	1,526,511	1,657,775	1,668,035	1,668,000
	<b>SUBTOTAL</b>	<u>1,627,620</u>	<u>1,526,511</u>	<u>1,657,775</u>	<u>1,668,035</u>	<u>1,668,000</u>
<b>FRANCHISE TAXES</b>						
10R5201000	Telephone	70,276	75,467	75,466	240,000	139,200
10R5202000	Gas	167,510	167,727	158,891	153,500	155,000
10R5203000	Electric	326,929	332,983	370,789	407,000	415,000
10R5204000	Cable TV	72,157	74,133	74,284	72,000	70,000
	<b>SUBTOTAL</b>	<u>636,872</u>	<u>650,310</u>	<u>679,430</u>	<u>872,500</u>	<u>779,200</u>
<b>EXCISE TAXES</b>						
10R5301000	Cigarette	47,150	50,585	64,769	68,000	60,000
10R5302000	State Gasoline	306,884	299,439	313,639	297,300	295,000
	<b>SUBTOTAL</b>	<u>354,034</u>	<u>350,024</u>	<u>378,408</u>	<u>365,300</u>	<u>355,000</u>
<b>OTHER TAXES</b>						
10R5901000	Intangible Property	86	470	195	2,084	200
10R5902000	Motor Vehicle	133,046	135,380	145,195	111,000	111,000
	<b>SUBTOTAL</b>	<u>133,132</u>	<u>135,850</u>	<u>145,390</u>	<u>113,084</u>	<u>111,200</u>
<b>LICENSES &amp; PERMITS</b>						
10R6001000	Alcoholic Beverages	6,055	6,615	5,535	13,840	13,500
10R6002000	Business & Occupational	18,845	21,845	23,420	31,840	30,000
10R6003000	Dog Licenses	246	262	220	359	300
10R6004000	Building Permits	14,531	12,694	11,054	7,900	10,000
10R6005000	Electrical Permits	5,812	7,454	7,764	4,400	7,000
10R6006000	Plumbing Permits	6,659	16,110	5,750	7,220	7,000
10R6009000	Miscellaneous Permits	8,186	11,233	8,006	7,500	8,000
	<b>SUBTOTAL</b>	<u>60,334</u>	<u>76,213</u>	<u>61,749</u>	<u>73,059</u>	<u>75,800</u>
<b>FINES &amp; FORFEITURES</b>						
10R6201000	Parking Fines	9,360	7,075	8,055	7,800	8,000
10R6202000	Traffic Violations	13,332	23,523	29,270	19,200	20,000
10R6203000	Court Fines & Costs	285,633	380,696	405,915	378,000	380,000
10R6204000	Criminal Victims Compensation	8,737	11,828	11,152	10,268	10,000
10R6206000	DWI Arrest Charges	5,228	5,402	8,913	9,125	8,500
	<b>SUBTOTAL</b>	<u>322,290</u>	<u>428,524</u>	<u>463,305</u>	<u>424,393</u>	<u>426,500</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>GENERAL FUND</b>					
	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Budget</b>
<b>SERVICES CHARGES &amp; FEES</b>					
10R6503100 Special Police Services	1,457	---	3,824	2,600	3,000
10R6503400 Zoning Fees	1,383	1,554	1,661	2,671	1,400
10R6504000 Cemetary Fees	16,300	9,650	7,700	3,850	4,500
10R6504900 Return Check Charges	652	440	980	600	500
<b>SUBTOTAL</b>	<b>19,792</b>	<b>11,644</b>	<b>14,165</b>	<b>9,721</b>	<b>9,400</b>
<b>REVENUE FROM OTHER AGENCIES</b>					
10R7001000 State Grants	---	---	---	---	---
10R7002000 Federal Grants	192,849	1,316,218	475,043	1,562,474	1,912,477
10R7002001 Street Construction-Joint Projects	200,000	---	410,156	208,109	---
10R7004000 MO Department of Conservation	8,033	---	9,549	---	---
10R7009001 Public Safety Foundation Grants	22,261	---	---	---	---
<b>SUBTOTAL</b>	<b>423,143</b>	<b>1,316,218</b>	<b>894,748</b>	<b>1,770,583</b>	<b>1,912,477</b>
<b>PROPERTY REVENUE</b>					
10R7502000 Airport Hanger Rent	6,749	6,911	6,588	7,713	7,500
10R7503000 Cemetary House Rent	300	300	400	---	---
10R7504000 Sale of Fuel	---	---	---	3,000	232,800
10R7506000 Sale of Property	400	7,278	1,335	570	400
10R7506500 Grave Lot Sales	950	9,600	7,250	1,400	1,000
<b>SUBTOTAL</b>	<b>8,399</b>	<b>24,089</b>	<b>15,573</b>	<b>12,683</b>	<b>241,700</b>
<b>INTRAGOV'TAL REVENUES</b>					
10R8001000 Billing & Administration Charges	220,394	225,818	251,216	216,664	213,026
10R8003000 Housing Authority PILOT	3,114	2,594	2,600	2,600	2,600
10R8004000 Water Department PILOT	102,308	119,193	117,990	111,560	108,414
10R8009000 Transfers In	---	6,836	---	---	51,000
<b>SUBTOTAL</b>	<b>325,816</b>	<b>354,441</b>	<b>371,806</b>	<b>330,824</b>	<b>375,040</b>
<b>OTHER REVENUES</b>					
10R8901000 Interest on Investments	15,466	33,005	57,402	42,500	40,000
10R8902001 Designated Donations	4,956	4,000	1,500	---	---
10R8905000 9 1 1 Phone Assessment	135,557	123,110	115,917	113,000	110,000
10R8909000 Miscellaneous	35,658	53,516	45,623	38,739	23,100
<b>SUBTOTAL</b>	<b>191,637</b>	<b>213,631</b>	<b>220,442</b>	<b>194,239</b>	<b>173,100</b>
10R9501000 <b>OTHER FIN SOUR-CAP LEASE</b>	59,202	---	---	---	358,500
<b>TOTAL GENERAL FUND REVENUES</b>	<b>4,533,287</b>	<b>5,466,348</b>	<b>5,292,252</b>	<b>6,238,579</b>	<b>6,903,459</b>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	831,314	999,432	1,406,143	1,440,000	1,335,200
<b>CARRYFORWARD PROJECTS FROM FY '08</b>					104,800
<b>TREE COMMITTEE CASH</b>	6,343	6,098	6,394	6,294	
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 5,370,944</b>	<b>\$ 6,471,878</b>	<b>\$ 6,704,789</b>	<b>\$ 7,684,873</b>	<b>\$ 8,343,459</b>

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# City Council Department

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## Overview and Description

The Maryville, Missouri City Council consists of five (5) members elected at large by the voting population of the constituents residing inside city limits. Each council member when elected serves for a period of three (3) years. Only residents of the City of Maryville are permitted to qualify for elections, must be twenty-one (21) years of age, and reside inside the city limits for at least one year. Annually, the city council members select from their peers a Mayor.

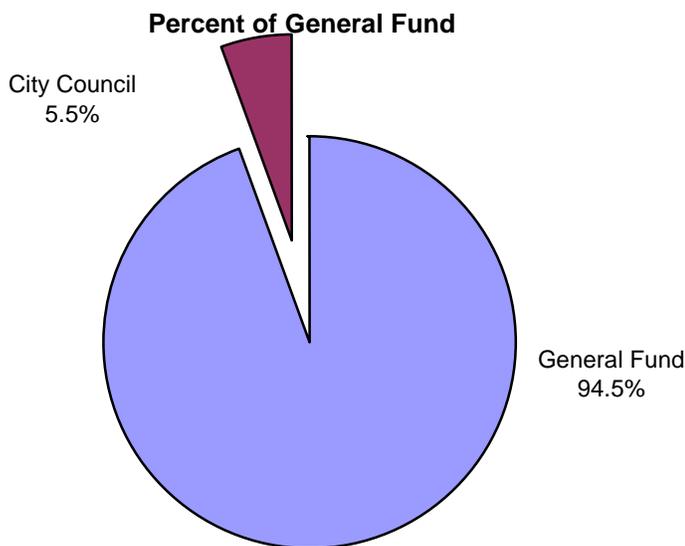
As a third class city, the governing powers of the City of Maryville are dictated by Section 78.570, of the Missouri Revised Statute. Not all inclusive, but the council is responsible for adopting an annual budget which is presented by the City Manager, adopt policy, laws, and ordinances conducive to the welfare of the city and to the proper carrying out of the provisions. The most critical task the council is responsible for is providing the vision, mission and objectives of the city which will satisfy the constituents. Outside of the city limits, the City Council also serve as advocates for the City on regional and state issues. The council appoints a variety of permanent and ad hoc committees and boards for the City, and hears reports from them throughout the year. The City Council is also responsible for the appointment of a city manager, a city clerk, a city attorney, city assessor and city treasurer.

City Council meetings are regularly held every 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month beginning at 7:00 p.m. The governing body of the city welcomes issues and concerns, compliments and constructive criticism during these meetings and at other times as available during regular city hall business hours.

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## Performance Goals and Objectives

- ▶ Continue to serve the best interest of the taxpayers and citizens of the City of Maryville through positive action



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## City Council Department - continued

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<b>Operating Expenditures by Category</b>	<b>Actual FY '07</b>	<b>Estimated FY '08</b>	<b>Requested FY '09</b>
Personnel	\$ 538	\$ 1,130	\$ 3,500
Contractual	52,250	42,576	71,411
Commodities	958	2,800	4,000
Other Operating	27,679	336,784	187,375
<b>Totals</b>	<b>\$ 81,425</b>	<b>\$ 383,290</b>	<b>\$ 266,286</b>
Staffing			5

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: CITY COUNCIL

CODE: 10-06-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	477	523	500	1,050	3,250
120-00 FICA Contribution	38	38	38	80	250
<b>SUBTOTAL</b>	<u>515</u>	<u>561</u>	<u>538</u>	<u>1,130</u>	<u>3,500</u>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	---	---	---	145	270
203-00 Printing & Advertising	130	248	170	350	350
205-00 Postage	---	4	---	---	---
207-00 Travel & Training	8,181	4,915	4,740	6,000	13,000
214-00 Independent Audit	9,019	11,599	16,257	11,081	19,258
299-00 Other Contractual Services	20,894	22,883	31,083	25,000	38,533
<b>SUBTOTAL</b>	<u>38,224</u>	<u>39,649</u>	<u>52,250</u>	<u>42,576</u>	<u>71,411</u>
<b>COMMODITIES</b>					
301-00 Office Supplies	37	653	51	300	1,000
399-00 General Supplies	857	476	907	2,500	3,000
<b>SUBTOTAL</b>	<u>894</u>	<u>1,129</u>	<u>958</u>	<u>2,800</u>	<u>4,000</u>
<b>OTHER CHARGES</b>					
401-00 Insurance	1,958	2,655	2,624	2,504	2,000
402-00 Membership & Subscriptions	4,803	6,034	2,430	6,183	7,435
404-00 Election Expenses	3,160	4,946	3,538	5,597	6,500
407-00 Transfers Out	622,845	2,910	16,266	320,000	167,940
410-00 Contingencies	---	---	---	---	922,257
499-00 Miscellaneous Charges	4,259	3,668	2,821	2,500	3,500
<b>SUBTOTAL</b>	<u>637,025</u>	<u>20,213</u>	<u>27,679</u>	<u>336,784</u>	<u>1,109,632</u>
<b>TOTAL CITY COUNCIL</b>	<u>\$ 676,658</u>	<u>\$ 61,552</u>	<u>\$ 81,425</u>	<u>\$ 383,290</u>	<u>\$ 1,188,543</u>

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# Finance Department

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## Overview and Description

The Finance Department performs a variety of comprehensive functions ranging from financial management to utility billing and collection. The general accounting function ensures the accurate accounting, disbursement, and safeguarding of City funds by maintaining accounting and fixed asset records and issuing reports in conformance with generally accepted accounting principles; and paying accounts payable invoices in an accurate and timely manner. The department strives to provide timely quality and useful financial information to City officials, other departments and citizens. Responsibilities include accounting and financial reporting of all City operations and the collecting, depositing and investing of City funds. Additional accounting related functions include revenue collection, bi-weekly payroll processing, accounts receivable, and reporting. Most deposit activity occurs directly in the finance department; however, the Mozingo Recreation fund and the Solid Waste fund record their daily transactions and remit daily reports and funds to the finance department for deposit. Park and Recreation makes its own deposits and remits its reports to the finance department for recording. The finance department coordinates the annual operating and capital budget process for all City funds, and monitors actual results. Other functional areas include cash management, grant management, debt management, federal and state payroll reporting, monitoring of financial trends, and audit coordination.

Utility billing and collection is also a major function of this department. Water meters are read once a month and customers are billed the last working day of each month. Meter reading has been automated over the last five years and is now done using a handheld computer in the field. Readings are entered into the handheld either manually after physically reading the meter, or are electronically read and entered using a probe which connects to the handheld computer via a cable. Throughout the month customer move-outs and move-ins, meter changes, etc. are processed for the next billing cycle.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

- ▶ Maintain "clean" audit opinion  
*Status: Complete*
- ▶ Maintain no audit findings of material and significant weaknesses in accounting controls  
*Status: Complete*
- ▶ Present audit report to City Council within 180 days after end of fiscal year  
*Status: Complete*
- ▶ Start development of a comprehensive annual financial report for submittal to the Government Finance Officers Association in order to receive Certificate of Achievement for Excellence in Financial Reporting  
*Status: Developed the statistical section and in the process of writing the transmittal section*
- ▶ Develop written set of financial policies  
*Status: Incomplete*
- ▶ Monitor variance in actual versus budgeted revenue and expenditures  
*Status: Complete*
- ▶ Expand upon and issue report on financial trend analysis  
*Status: Incomplete*
- ▶ Complete bank reconciliations by the 15<sup>th</sup> of each month  
*Status: Completed 66% of the time by the 15<sup>th</sup>, otherwise complete by month-end*
- ▶ Prepare monthly financial graphs for distribution to city council and departments by the 20<sup>th</sup>  
*Status: Completed 75% of the time by the 20<sup>th</sup>, otherwise complete by month-end*

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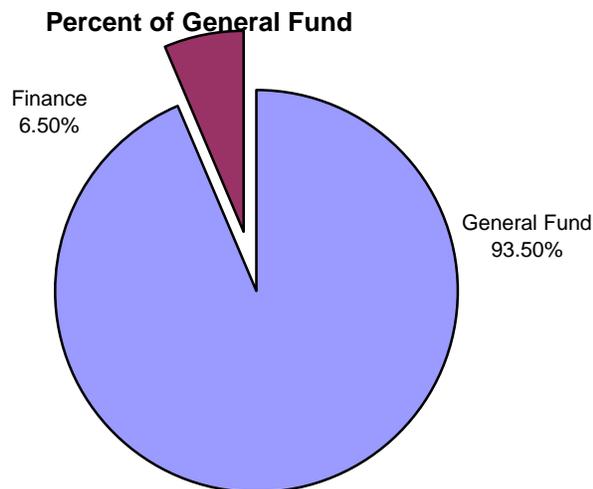
## Finance Department – continued

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- ▶ Implement the use of positive pay account reconciliation with the bank as a fraud prevention tool  
*Status: Met with bank representatives in May when it became available and started setting up the software but encountered some issues*
- ▶ Implement the use of ACH filters and blocks on City bank accounts to minimize the potential of fraudulent withdrawals  
*Status: Met with bank representatives in May when it became available and need to finalize the agreement and list of allowed vendors*
- ▶ Reduce number of paper checks issued through the use of electronic checks  
*Status: Met with bank representatives in May when it became available and started setting up the software but encountered some issues*
- ▶ Process accounts payable and payroll checks without error  
*Status: Complete*

### FY 2009 Goals:

- ▶ Maintain “clean” audit opinion
- ▶ Maintain no audit findings of material and significant weaknesses in accounting controls
- ▶ Present audit report to City Council within 180 days after end of fiscal year
- ▶ Submit comprehensive annual financial report to the Government Finance Officers Association in order to receive Certificate of Achievement for Excellence in Financial Reporting
- ▶ Develop written set of financial policies
- ▶ Monitor variance in actual versus budgeted revenue and expenditures
- ▶ Expand upon and issue report on financial trend analysis
- ▶ Complete bank reconciliations by the 15<sup>th</sup> of each month
- ▶ Prepare monthly financial graphs for distribution to city council and departments by the 20<sup>th</sup>
- ▶ Implement the use of positive pay account reconciliation with the bank as a fraud prevention tool
- ▶ Implement the use of ACH filters and blocks on City bank accounts to minimize the potential of fraudulent withdrawals
- ▶ Reduce number of paper checks issued through the use of electronic checks
- ▶ Process accounts payable and payroll checks without error
- ▶ Investigate migrating from form feed checks to laser checks
- ▶ Assist general administration with grant administration responsibilities

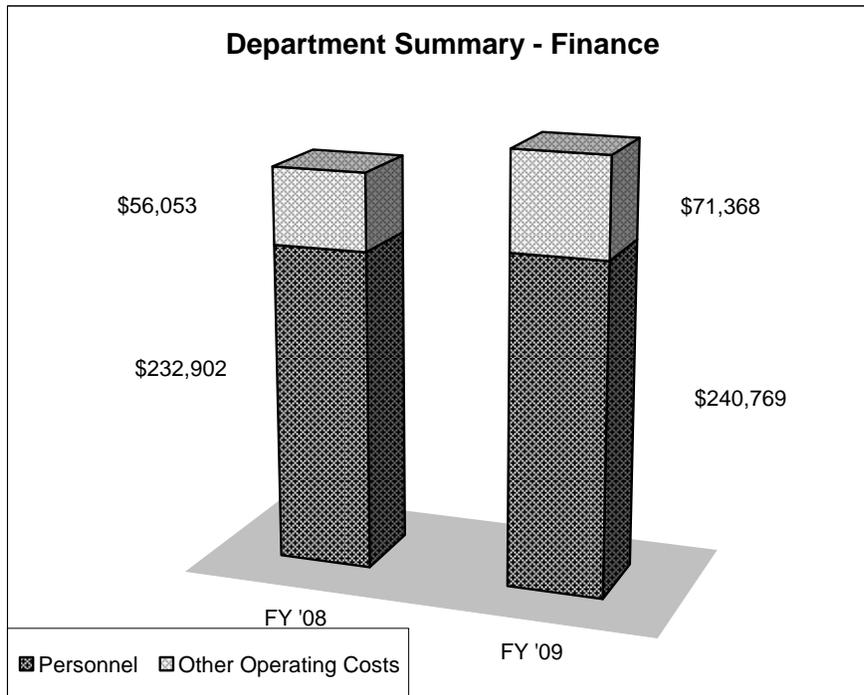


# Finance Department - continued

Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 229,687	\$ 232,902	\$ 240,769
Contractual	28,768	35,620	47,928
Commodities	5,016	5,000	4,500
Other Operating	15,846	15,433	18,940
<b>Totals</b>	<b>\$ 279,317</b>	<b>\$ 288,955</b>	<b>\$ 312,137</b>

Staffing FTE's

4.6



**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: FINANCE

CODE: 10-08-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	145,066	153,481	162,202	166,257	171,629
115-00 Overtime	8	---	8	67	65
120-00 FICA Contribution	11,251	11,883	12,149	12,619	13,235
140-00 Group Insurance-Employee	19,378	22,409	25,322	26,427	29,740
140-01 Group Insurance-Offset	15,298	12,758	9,483	8,851	8,364
150-00 Retirement Contrib - LAGERS	13,139	14,508	15,461	13,497	12,988
150-01 Retirement Contrib - ICMA	3,593	3,817	3,228	3,230	3,436
170-00 Longevity	1,594	1,714	1,834	1,954	1,312
<b>SUBTOTAL</b>	<b>209,327</b>	<b>220,570</b>	<b>229,687</b>	<b>232,902</b>	<b>240,769</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	3,183	3,205	3,040	3,650	3,700
203-00 Printing & Advertising	---	33	---	90	---
205-00 Postage	(231)	57	20	25	28
207-00 Travel & Training	2,813	2,105	2,096	2,850	2,900
211-00 Maint/Equip-O/S Vendors	7,767	8,995	9,657	9,900	16,395
213-00 Rents	1,029	1,062	1,203	1,165	1,250
216-00 Professional Services	---	350	---	---	---
299-00 Other Contractual Services	12,077	12,228	12,752	17,940	23,655
<b>SUBTOTAL</b>	<b>26,638</b>	<b>28,035</b>	<b>28,768</b>	<b>35,620</b>	<b>47,928</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,440	3,628	3,978	3,500	3,500
399-00 General Supplies	450	1,152	1,038	1,500	1,000
<b>SUBTOTAL</b>	<b>2,890</b>	<b>4,780</b>	<b>5,016</b>	<b>5,000</b>	<b>4,500</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	11,544	13,516	14,807	13,733	17,210
402-00 Membership & Subscriptions	694	681	704	700	730
420-00 Uncollectible Delinquent Taxes	664	439	335	1,000	1,000
<b>SUBTOTAL</b>	<b>12,902</b>	<b>14,636</b>	<b>15,846</b>	<b>15,433</b>	<b>18,940</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	3,600	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>3,600</b>	<b>---</b>	<b>---</b>
<b>TOTAL FINANCE</b>	<b>\$ 251,757</b>	<b>\$ 268,021</b>	<b>\$ 282,917</b>	<b>\$ 288,955</b>	<b>\$ 312,137</b>

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# General Administration Department

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## Overview and Description

The City of Maryville General Administration office is made up of the City Manager, the City Clerk the Human Resources Manager and an Administrative Assistant. The City Manager, appointed by the City Council, is responsible for the day-to-day oversight and management of all City departments. The City Manager implements the city council goals and objectives, and ensures the coordination of municipal programs and services and provides recommendations to the Mayor and City Council as appropriate on the operation, financial condition and needs of the City.

The City Manager is appointed by the Mayor and City Council and serves at the pleasure of the City Council. The City Manager Office is responsible for managing the day to day operations of the city and responsible for the enforcement of all policies, laws, and ordinances; coordination of all municipal programs and services; makes recommendations to the Mayor and City Council as appropriate concerning the operation, affairs and future needs of the City; participates in City Council meetings without the right to vote and to keep the City Council advised on the operation, finances and needs of the City.

The City Clerk is the keeper of the City's permanent records and the City seal. The clerk shall affix both a personal signature and the seal to all ordinances, resolutions and any other pertinent document of the City. The City Clerk attends all meetings of the council to prepare minutes of the meetings. The clerk also prepares packets for each council meeting, which includes preparation of agenda, writing ordinances and resolutions, and causing publication of public hearings. Issuing of licenses, according to the City Ordinance shall be the responsibility of the Clerk. The City Clerk shall carry out duties as assigned by the City Council, City Manager, City Ordinance and State Statutes.

The Human Resources Manager is responsible for the personnel management function of the City. The main duties of this position fall within the following areas: hiring/recruiting, benefits administration, payroll & compensation, performance management, record keeping, employee services, policy development, and safety/risk management.

The HR Manager posts job openings, solicits applications, sets up pre-employment screenings, sends out rejection and appointment letters, and performs new employee orientation. As the primary liaison between the City and its insurance carriers, it is the HR Manager's responsibility to make sure that all employees and their dependents are correctly enrolled in the City's insurance plans and that each monthly premium statement reflects an accurate amount. During the termination process, the HR Manager makes sure separating employees are aware of the available COBRA benefits and helps them collect the necessary paperwork to begin receiving retirement benefits. Each pay period the HR Manager is responsible for posting employee retirement contributions into LAGERS, the ICMA 457b plan, the ICMA IRA plans, and the Cafeteria Plan. In addition to posting retirement contributions each pay period, the HR Manager also reviews all timesheets for accuracy and submits them along with any payroll changes to the Finance Department for processing. Other payroll related duties include printing & disseminating new timesheets, completing interrogatories associated with garnishments, and keeping track of time spent on special duty assignments and grant projects. Managing the administration of performance evaluations is yet another primary duty of the HR Manager, who must ensure that each employee is given an annual or probationary evaluation. Performance evaluations and other employment related documents are kept in the personnel files which are maintained in the HR Manager's locked file cabinets. Other record keeping duties include maintaining the Sick Leave Bank, submitting quarterly federal and state employment reports, keeping federal and state employment posters up to date, and destroying old files or transferring them to storage. The HR Manager also provides many employee services such as serving as a point of contact for questions regarding employment policies, composing newsletters, and working with the Employee Board to plan morale boosting events. Policy research, review, and development is also key to the HR Manager's list of duties. The roles of Safety Coordinator and MIRMA Representative are also played by the HR Manager. As the Safety Coordinator, the HR Manager maintains departmental safety and inspection records, manages the Safety

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# General Administration Department - continued

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Incentive Program, holds safety meetings within City Hall, and prepares a video request list for MIRMA. As the MIRMA Representative, the HR Manager files liability and worker's compensation claims, manages claims files, prepares for the annual review, completes renewal paperwork, updates property schedules, attends the annual meeting, and goes on site visits to our facilities with a representative from MIRMA.

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## Performance Goals and Objectives

### Office of City Manager:

#### FY 2008 Goals & Status:

- ▶ Propose, implement, and educate the community about the need and benefit for a CIP Tax on the April 2008 ballot  
*Status: Complete*
- ▶ Develop a mission, vision, and strategic plan with City Council and Department heads for the city  
*Status: Complete*
- ▶ Develop a new E-Gov website  
*Status: Complete & ongoing*
- ▶ Make significant progress on the WWTP project and have Water Towers built  
*Status: Incomplete*
- ▶ Perform a comprehensive rewrite of the Maryville Subdivision Regulations  
*Status: Incomplete*
- ▶ Improve our perception as developer friendly and developer ready  
*Status: Ongoing*
- ▶ Identify opportunities to partner with other governmental and educational institutions  
*Status: Ongoing*
- ▶ Improve relations with all local, regional, and state organizations  
*Status: Ongoing*
- ▶ Continue to find ways to improve, streamline, control or reduce costs of the delivery of services  
*Status: Ongoing*
- ▶ Lead, facilitate, and implement the Strategic Work Plan developed by City Manager Office  
*Status: Ongoing*
- ▶ Achieved a closure settlement agreement with Missouri DNR on the City of Maryville Landfill

#### FY 2009 Goals:

- ▶ Continue meeting the objectives as adopted by resolution for the CIP Tax and ensure the accountability upon the Mayor, City Council and City Staff
- ▶ Implement the mission, vision, and strategic plan with City Council and Department heads for the City
- ▶ Continue improvements of the E-Gov website
- ▶ Make significant progress on the WWTP project and have Water Towers built
- ▶ Improve our perception as developer friendly and developer ready
- ▶ Identify opportunities to partner with other governmental and educational institutions
- ▶ Improve relations with all local, regional, and state organizations
- ▶ Continue to find ways to improve, streamline, control or reduce costs of the delivery of services
- ▶ Lead, facilitate, and implement the Strategic Work Plan developed by City Manager Office
- ▶ Evaluate the efficiencies of various departments and determine appropriate implementation methods if necessary
- ▶ Continue an active approach to the DREAM Initiative and all associated aspects of the program and downtown
- ▶ Perform a comprehensive rewrite of the Maryville Subdivision Regulations
- ▶ Identify opportunities to improve existing incentive development projects

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# General Administration Department - continued

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- ▶ Focus on Economic Development outside of industry based initiatives - Retail, Restaurants, and professions related to University graduates
- ▶ Complete construction of the Downtown Streetscape Projects

## **Office of City Clerk:**

### FY 2008 Goals & Status:

- ▶ Examine miscellaneous files for knowledge and location  
*Status: Ongoing*
- ▶ Expand Ordinance/Contract/Resolution quick search lists; develop a quick search list for minutes  
*Status: Completed ordinances, contracts and minutes; resolutions are in progress*
- ▶ Organize location of documents  
*Status: Ongoing*
- ▶ Develop an Oak Hill cemetery spreadsheet  
*Status: Ongoing*
- ▶ Attend conference to expand knowledge of duties  
*Status: Ongoing*
- ▶ Examine ordinances for need of updating information or clarification  
*Status: Ongoing*
- ▶ Update applications, such as liquor license applications  
*Status: Complete except for a few minor changes*

### FY 2009 Goals:

- ▶ Examine ordinances for need of updating information or clarification
- ▶ Expand knowledge of historical documents that pertains to current issues
- ▶ Develop an easy accessible step-by-step procedure layout of the various activities and duties set forth by City Ordinances
- ▶ Verify Oak Hill Cemetery records with Sexton
- ▶ Study and implement record retention guidelines set by the Secretary of State
- ▶ Attend Conferences to expand my knowledge of serving as City Clerk and to become a Missouri Certified City Clerk
- ▶ Continue organization of files and documents
- ▶ Continue working with Sullivan Publishers to get the ordinance book accurate and updated

## **Office of Human Resources:**

### FY 2008 Goals & Status:

- ▶ Complete revisions to the employee handbook and policies  
*Status: Complete*
- ▶ Meet with every employee and review/update their job description  
*Status: Ongoing*
- ▶ Make sure all job descriptions are the same format  
*Status: Ongoing*
- ▶ Correctly re-classify employees as exempt or non-exempt  
*Status: Complete*
- ▶ Implement the new performance evaluation  
*Status: Complete*
- ▶ Interact with employee board on ways to increase employee morale  
*Status: Ongoing*
- ▶ Plan fun activities that create interaction between employees and departments  
*Status: Ongoing*
- ▶ Create a user friendly HR web page on the city's site for current and prospective employees  
*Status: Complete*
- ▶ Work towards creating a more in-depth orientation process for new employees  
*Status: Ongoing*

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## General Administration Department - continued

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- ▶ Research recruitment strategies to get more and better qualified applicants  
*Status: Incomplete*
- ▶ Create an employee safety manual; set up safety trainings with employees to acclimate them to it  
*Status: Ongoing*
- ▶ Improve our MIRMA rating from the 80<sup>th</sup> percentile to the 90<sup>th</sup> percentile  
*Status: Incomplete*
- ▶ Increase safety awareness and strive for fewer worker's compensation claims  
*Status: Ongoing*
- ▶ Begin building a library of safety related information  
*Status: Incomplete*
- ▶ Ensure all departments complete their monthly safety meetings  
*Status: Ongoing*

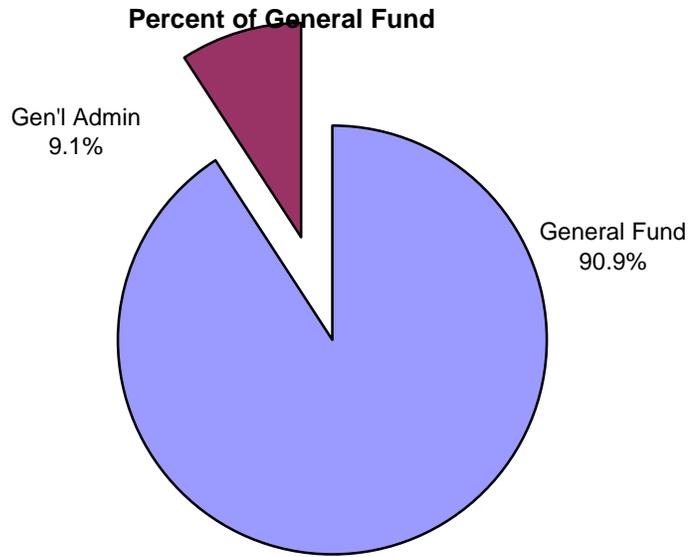
### Additional Goals:

- ▶ Create a separate file for each employee's confidential information  
*Status: Complete*
- ▶ Create a MIRMA binder with all the useful forms for each department  
*Status: Complete*
- ▶ Create employee ID's for every full-time employee  
*Status: Complete*

### FY 2009 Goals:

- ▶ Meet with each department to review the revisions to the employee handbook
- ▶ Hold a health fair for all employees
- ▶ Set-up supervisory skills training sessions
- ▶ Meet with every employee and review/update their job description
- ▶ Make sure all job descriptions are the same format
- ▶ Work towards creating a more in-depth orientation process for new employees
- ▶ Research recruitment strategies to get more and better qualified applicants
- ▶ Create an employee safety manual; set up safety trainings with employees to acclimate them to it
- ▶ Improve our MIRMA rating from the 80<sup>th</sup> percentile to the 90<sup>th</sup> percentile
- ▶ Increase safety awareness and strive for fewer worker's compensation claims
- ▶ Begin building a library of safety related information
- ▶ Ensure all departments complete their monthly safety meetings
- ▶ Interact with employee board on ways to increase employee morale
- ▶ Plan fun activities that create interaction between employees and departments

# General Administration Department - continued



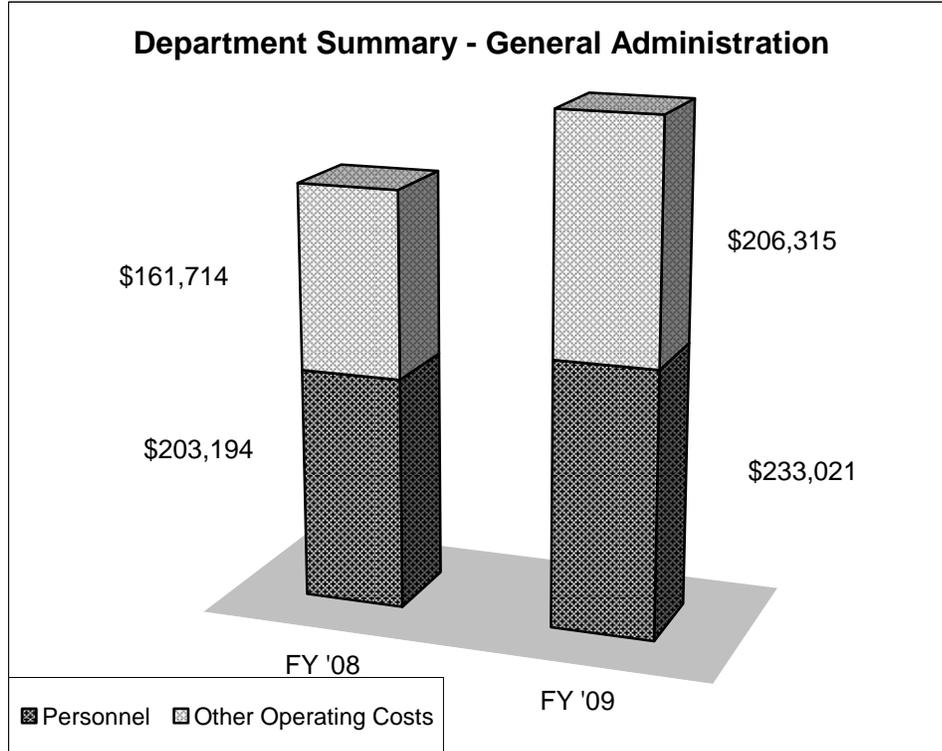
Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 238,748	\$ 203,194	\$ 233,021
Contractual	175,470	131,936	170,550
Commodities	7,066	9,461	10,550
Other Operating	28,541	20,317	25,215
<b>Totals</b>	<b>\$ 449,825</b>	<b>\$ 364,908</b>	<b>\$ 439,336</b>

Staffing FTE's 4.6

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# General Administration Department - continued

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## General Administration Department – Capital Outlay

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Account Number: 599-00

Name: Other Improvements

Amount: \$ 1,384,671

<b>DESCRIPTION</b>	
Streetscape Phase II	\$ 312,333
Streetscape Phase III	446,138
Safe Routes to School	316,200
Children's & Family Center pass thru	300,000
Miscellaneous	10,000

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: GENERAL ADMINISTRATION

CODE: 10-10-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	171,413	170,713	172,167	142,742	164,603
115-00 Overtime	87	142	250	250	50
120-00 FICA Contribution	13,170	12,943	13,040	10,669	12,651
140-00 Group Insurance-Employee	13,964	17,167	22,057	25,110	29,660
140-01 Group Insurance-Offset	13,749	13,138	11,695	9,341	10,119
150-00 Retirement Contrib - LAGERS	14,753	9,604	13,989	11,589	12,402
150-01 Retirement Contrib - ICMA	2,544	3,298	2,976	2,551	2,826
160-00 Unemployment Insurance	---	---	1,960	280	---
170-00 Longevity	1,194	1,096	614	662	710
<b>SUBTOTAL</b>	<b>230,874</b>	<b>228,101</b>	<b>238,748</b>	<b>203,194</b>	<b>233,021</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	611	1,287	674	700	1,000
202-00 Telephone	10,090	9,947	8,882	10,660	9,700
203-00 Printing & Advertising	8,360	6,234	5,802	7,800	7,900
205-00 Postage	2,224	2,078	1,657	5,000	5,000
207-00 Travel & Training	8,146	12,155	9,903	11,000	13,500
211-00 Maint/Equip-O/S Vendors	4,883	3,319	3,811	3,000	3,500
211-02 Central Garage - Parts	173	332	253	174	200
211-04 Central Garage - Overhead	1,010	583	1,164	1,102	1,150
216-00 Professional Services	10,176	88,676	7,214	40,500	60,000
299-00 Other Contractual Services	67,261	84,055	136,110	52,000	58,600
299-01 Employee Education Fees	---	---	---	---	10,000
<b>SUBTOTAL</b>	<b>112,934</b>	<b>208,666</b>	<b>175,470</b>	<b>131,936</b>	<b>170,550</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	4,515	2,586	2,480	2,900	3,500
302-00 Fuel & Lubricants	141	---	50	420	50
309-00 Training Material	---	31	---	---	---
399-00 General Supplies	5,068	10,928	4,536	6,141	7,000
<b>SUBTOTAL</b>	<b>9,724</b>	<b>13,545</b>	<b>7,066</b>	<b>9,461</b>	<b>10,550</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	13,629	16,294	16,523	15,935	21,470
402-00 Membership & Subscriptions	2,590	2,580	2,423	3,107	2,745
415-00 Operating Permits/Fees	---	150	---	---	---
499-00 Miscellaneous Charges	1,584	573	342	500	1,000
499-02 Misc Charges-Tree Committee	7,000	245	9,253	775	0
<b>SUBTOTAL</b>	<b>24,803</b>	<b>19,842</b>	<b>28,541</b>	<b>20,317</b>	<b>25,215</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: GENERAL ADMINISTRATION CODE: 10-10-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	1,705	1,726	3,611	2,197	---
504-00 Mechanical & Auto Equipment	---	---	---	---	---
599-00 Other Improvements	---	---	920,316	229,137	1,384,671
<b>SUBTOTAL</b>	<u>1,705</u>	<u>1,726</u>	<u>923,927</u>	<u>231,334</u>	<u>1,384,671</u>
<b>DEBT SERVICE</b>					
603-00 Fiscal Agent Fees	---	1,502	2,994	3,150	3,150
<b>SUBTOTAL</b>	<u>---</u>	<u>1,502</u>	<u>2,994</u>	<u>3,150</u>	<u>3,150</u>
<b>TOTAL GENERAL ADMIN</b>	<u>\$ 380,040</u>	<u>\$ 473,382</u>	<u>\$ 1,376,746</u>	<u>\$ 599,392</u>	<u>\$ 1,827,157</u>

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# Municipal Court Department

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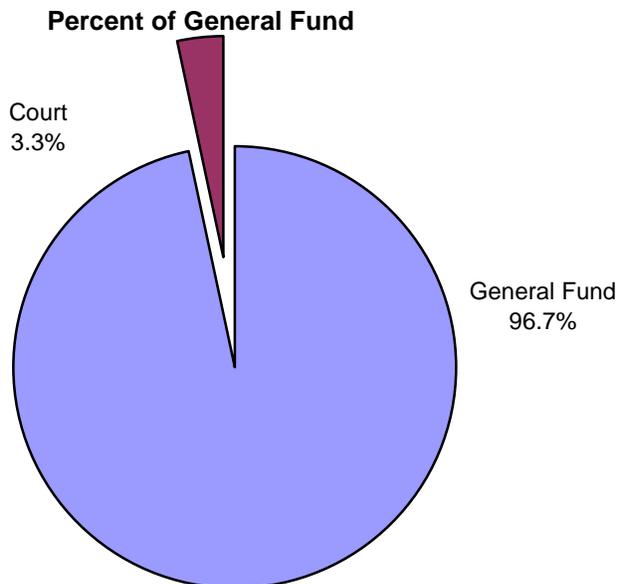
## Overview and Description

The Court consists of one full time court administrator and a part time judge, prosecuting attorney and bailiff. The Municipal Court processes violations of City ordinances, traffic violations and misdemeanors. The court administrator collects tickets and reports from Maryville Public Safety on a daily basis for processing. Bond money is also collected, recorded and deposited on a regular basis. Ticket payments are first received by the court administrator, and then the payer finalizes the payment in the finance collections office. Copies of all receipts are returned to the court administrator for filing. The court administrator is responsible for tracking tickets and reports from Maryville Public Safety, and also files monthly reports with the City and the State of Missouri. The court administrator must also provide requested reports to attorneys, complete background investigation sheets for the military, and respond to other court systems in a timely manner. A portion of each court fine collected is designated for Crime Victims Compensation and Officers' Training Fund, and then remitted to the State of Missouri.

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## Performance Goals and Objectives

- ▶ Ensure all tickets and reports are received from Maryville Public Safety in a timely manner.
- ▶ Process more past due notices for unpaid parking tickets.
- ▶ Improve the docket listing for each court date, to include fines ordered, continuances, etc.
- ▶ Process more Failure to Comply Notices with the State of Missouri, resulting in the defendant's driver's license renewal to be withheld until all fines are paid to the court.
- ▶ Continue to provide the public with friendly service and fairness.
- ▶ Maintain high standards of collecting on past due payment schedules.

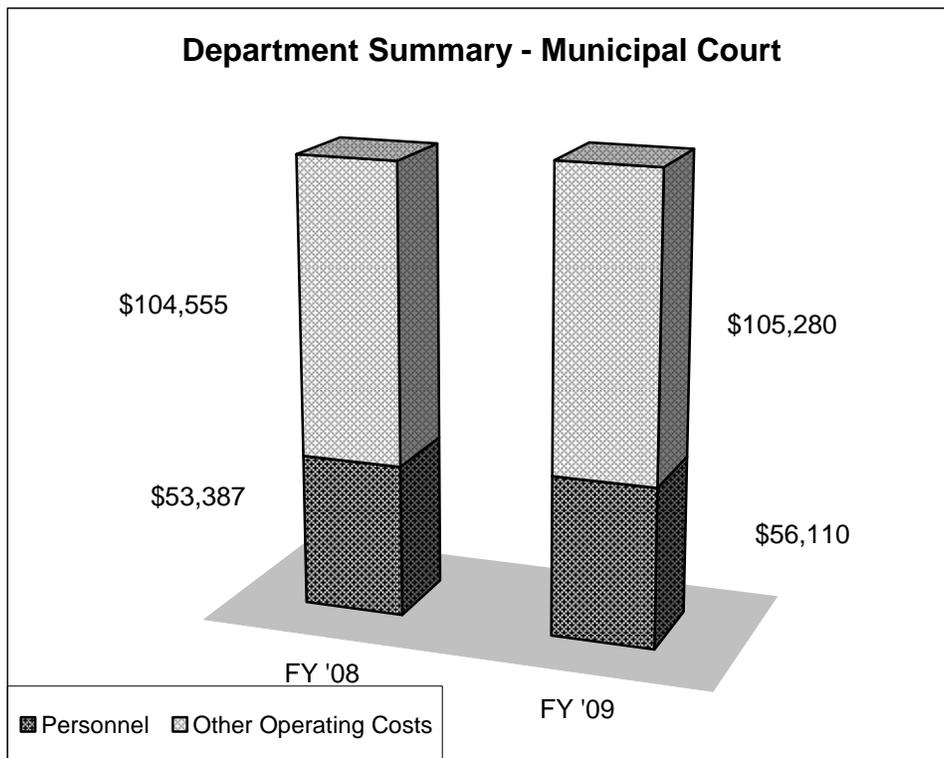


# Municipal Court Department

Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 51,592	\$ 53,387	\$ 56,110
Contractual	112,436	82,285	79,840
Commodities	12,633	13,250	13,650
Other Operating	12,727	9,020	11,790
<b>Totals</b>	<b>\$ 189,388</b>	<b>\$ 157,942</b>	<b>\$ 161,390</b>

Staffing FTE's

1.2



**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: MUNICIPAL COURT CODE: 10-11-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	32,581	35,127	35,613	37,516	39,941
115-00 Overtime	766	1,280	1,193	1,300	1,400
120-00 FICA Contribution	2,477	2,744	2,791	3,036	3,196
140-00 Group Insurance-Employee	5,191	6,088	6,677	6,963	7,437
140-01 Group Insurance-Offset	1,139	784	985	356	55
150-00 Retirement Contrib - LAGERS	2,726	3,017	3,270	3,104	2,899
150-01 Retirement Contrib - ICMA	120	450	665	690	736
170-00 Longevity	350	374	398	422	446
<b>SUBTOTAL</b>	<b>45,350</b>	<b>49,864</b>	<b>51,592</b>	<b>53,387</b>	<b>56,110</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	412	403	367	450	440
205-00 Postage	328	338	290	325	400
207-00 Travel & Training	2,625	2,682	2,570	3,500	4,000
216-00 Professional Services	15,060	15,657	35,474	10	---
299-00 Other Contractual Services	61,520	73,957	73,735	78,000	75,000
<b>SUBTOTAL</b>	<b>79,945</b>	<b>93,037</b>	<b>112,436</b>	<b>82,285</b>	<b>79,840</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,093	430	562	700	1,000
304-00 Uniforms	---	32	---	---	---
320-01 Crime Victim's Compensation	8,214	11,437	10,552	10,750	10,750
320-03 Officer Training Fund	1,152	1,604	1,480	1,600	1,700
399-00 General Supplies	330	119	39	200	200
<b>SUBTOTAL</b>	<b>10,789</b>	<b>13,622</b>	<b>12,633</b>	<b>13,250</b>	<b>13,650</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	8,569	9,483	11,060	8,775	11,490
402-00 Membership & Subscriptions	1,624	2,294	1,667	245	300
<b>SUBTOTAL</b>	<b>10,193</b>	<b>11,777</b>	<b>12,727</b>	<b>9,020</b>	<b>11,790</b>
<b>TOTAL MUNICIPAL COURT</b>	<b>\$ 146,277</b>	<b>\$ 168,300</b>	<b>\$ 189,388</b>	<b>\$ 157,942</b>	<b>\$ 161,390</b>

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# Public Safety Department

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## Overview and Description

The primary mission of the Public Safety Department continues to be the delivery of quality, professional protection of life and property in the most efficient and effective manner possible. The budget process is crucial in realizing that mission.

In recent history the department has had the good fortune to advance and improve to be respected as a premier Public Safety agency in this region. Tools and training have been acquired that not only improved services to the community, but also the region. Maintenance of those efforts is essential to the continuation of the quality of services to which the community has become accustomed. Not only have these improvements served to better the services provided, they have served as a recruitment tool to attract quality employees that desire to be part of a progressive, well supported department, or team.

By budget design and function, the department is comprised of 5 divisions, Administration, Police Protection, Fire Protection, Communications and Lake Patrol (in the Mozingo Recreation Fund).

The Administration Division is comprised of the Director and one Administrative Asst. All department budget, personnel, policy/procedure and administrative matters are directed through, or to/from, internally and externally, the Administration Division.

Police Protection is made up of 20 sworn Officers, who also cross train for fire fighting. From the 20 sworn is 1 Lt./Deputy Director, 1 Sergeant of investigations, 3 Shift Sergeants, 1 Special enforcement/DARE Sergeant (1/2 time Lake Patrol), 1 Sergeant/SRO (School Resource Officer) (1/2 time Lake Patrol) and 13 Public Safety Officers who are essentially divided among the 3 shifts for adequate 365-24/7 coverage.

The Police Division is perhaps the most visible segment of the department and in fact perhaps the most visible or visibly active, segment of City Government. Administration continually emphasizes, especially to this division, the importance of how we conduct ourselves and present ourselves, being representative of, The City, The Department, us as individuals, and helping to define us as a community.

The Fire Division is also a highly visible segment of the department. It is comprised of 1 Lt./Fire Inspector and 1 Fire Maintenance Operator (along with the 20 cross-trained PSO's). It is complemented with 18 Volunteer Firefighters as well as being assisted by 8 Polk Township Volunteers by way of an Automatic Aide Agreement. This division also houses and maintains all Fire Apparatus of the Polk Township Fire District.

The Communications Division is another unit with 365-24/7 coverage. It operates with 3 full-time (one of which is the Communications Supervisor), and at least 5 part-time dispatchers. They answer all incoming emergency and most non-emergency calls to the station as well as handle all radio communications from the entire department staff and often other emergency services providers in the area. They also maintain the departments MULES terminal and provide those services for about 5 other area agencies, which requires additional radio, telephone and FAX traffic. They also monitor activities and other hazardous conditions to help insure that adequate department coverage is available to meet demands.

Mozingo Lake Patrol presents unique and specialized opportunities, training and challenges. It is generally operational from about mid-April through the first part of October. The two primary officers assigned to this function maintain other activities during the other months. This effort is also supplemented by other department personnel as circumstances permit (keeping in mind the unique training requirements), and three part-time, non-sworn "Security Officers". The officers maintain both land and water patrol coverage to help insure a safe and secure recreational environment.

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# Public Safety Department - continued

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These brief descriptions are but highlights of the various department functions. We take a certain amount of pride in being a fairly small department that does a lot. We take our slogan, "Committed to Community" seriously and make every effort to make sure that the services we are providing are the best possible.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

- ▶ Develop traffic accident awareness program; by use of Department and State stats, identify high accident count location and develop potential strategies for reduction  
*Status: Ongoing*
- ▶ Re-focus need for parking enforcement (i.e. be more aggressive with parking enforcement issues, particularly in high volume complaint area.)  
*Status: Ongoing*
- ▶ Implement Department safety awareness program; Work with Human Resource manager in ordering monthly video's from MIRMA for shift briefing viewing  
*Status: Ongoing*
- ▶ Improve Public Safety building aesthetics and continue to evaluate buildings functionality, security, etc.  
*Status: Ongoing*
- ▶ Increase alcohol youth accessibility enforcement by increasing numbers of compliance checks, 3<sup>rd</sup> party checks, party patrols and bar patrols  
*Status: Complete/Ongoing*
- ▶ Re-evaluate, critique, update as needed, external contractual relationships; Polk Township Fire, Nodaway Co. sheriffs Dept.  
*Status: Incomplete*
- ▶ Continue aggressive pursuit of available grants.  
*Status: Ongoing*
- ▶ Improve/streamline department stats; re-define needs and how various functions gather to focal point for statistical purposes  
*Status: Incomplete/Ongoing*
- ▶ Develop Department web-site  
*Status: Incomplete*
- ▶ Improve internal communications process/tools.  
*Status: Incomplete/Ongoing*
- ▶ Become more active with Public Works in assisting to identify code violations that contribute to both health and safety issues as well as quality of life matters (improve image/appearance of community)  
*Status: Incomplete*
- ▶ Modify Code Enforcement process along with Public Works to insure that the process works for all parties and that needed/required information flows more consistently.  
*Status: Incomplete*
- ▶ Implement deterrent measures for various repeat problems; rather than to continue a reactive response, strategize creative problem solving steps to eliminate/reduce the need for response.  
*Status: Ongoing*
- ▶ Work with local media sources to provide more PSA's to public.  
*Status: Complete/Ongoing*
- ▶ Continue policy review to maximize loss prevention score with MIRMA.  
*Status: Complete/Ongoing*
- ▶ Improve fire response capabilities.  
*Status: Ongoing*

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## Public Safety Department - continued

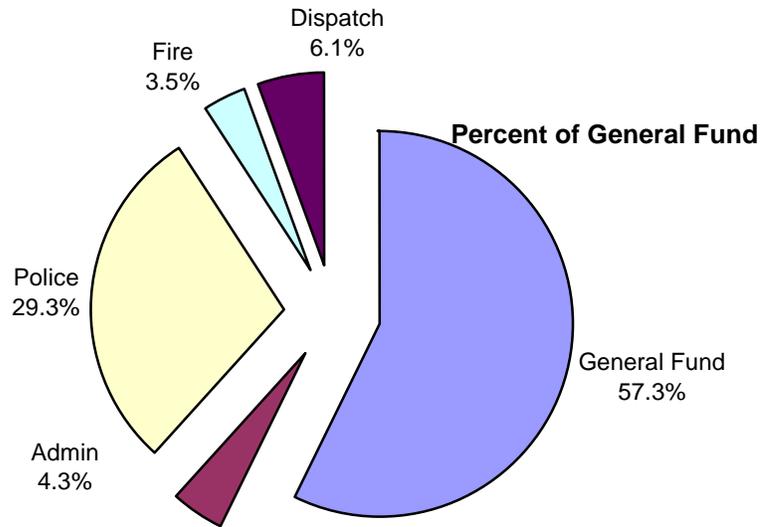
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- ▶ Maximize grant awards that are improving communications technology to insure that when complete we have the best technology to meet current and future needs  
*Status: Complete/Ongoing*
- ▶ Develop strategies to position us as the major share-holder in local Public Safety dispatch matters to insure that as other alternatives for this service are considered, that we are at the forefront  
*Status: Incomplete/Ongoing*

### **FY 2009 Goals:**

- ▶ Pursue adequate budget to update neglected / unfunded areas of need
- ▶ Open internal lines of communication to encourage feedback and suggestions on department operations and relationships
- ▶ Build on current employer stature to attract and retain quality employees
- ▶ Initiate discussion with other government entities on Fire and Communications issues/matters
- ▶ Strategize position of leadership in shared issue matters with other local governments
- ▶ Develop/improve Citizen input process, re-write the complaint/compliment procedure
- ▶ Attempt to stimulate interest in long term planning for new Public Safety Center
- ▶ Develop traffic accident awareness program; by use of Department and State stats, identify high accident count location and develop potential strategies for reduction
- ▶ Re-focus need for parking enforcement (i.e. be more aggressive with parking enforcement issues, particularly in high volume complaint area.)
- ▶ Implement Department safety awareness program; Work with Human Resource manager in ordering monthly video's from MIRMA for shift briefing viewing
- ▶ Improve Public Safety building aesthetics and continue to evaluate buildings functionality, security, etc.
- ▶ Increase alcohol youth accessibility enforcement by increasing numbers of compliance checks, 3<sup>rd</sup> party checks, party patrols and bar patrols
- ▶ Continue aggressive pursuit of available grants.
- ▶ Improve/streamline department stats; re-define needs and how various functions gather to focal point for statistical purposes
- ▶ Improve internal communications process/tools.
- ▶ Implement deterrent measures for various repeat problems; rather than to continue a reactive response, strategize creative problem solving steps to eliminate/reduce the need for response.
- ▶ Work with local media sources to provide more PSA's to public.
- ▶ Continue policy review to maximize loss prevention score with MIRMA.
- ▶ Improve fire response capabilities.
- ▶ Maximize grant awards that are improving communications technology to insure that when complete we have the best technology to meet current and future needs
- ▶ Develop strategies to position us as the major share-holder in local Public Safety dispatch matters to insure that as other alternatives for this service are considered, that we are at the forefront

# Public Safety Department - continued

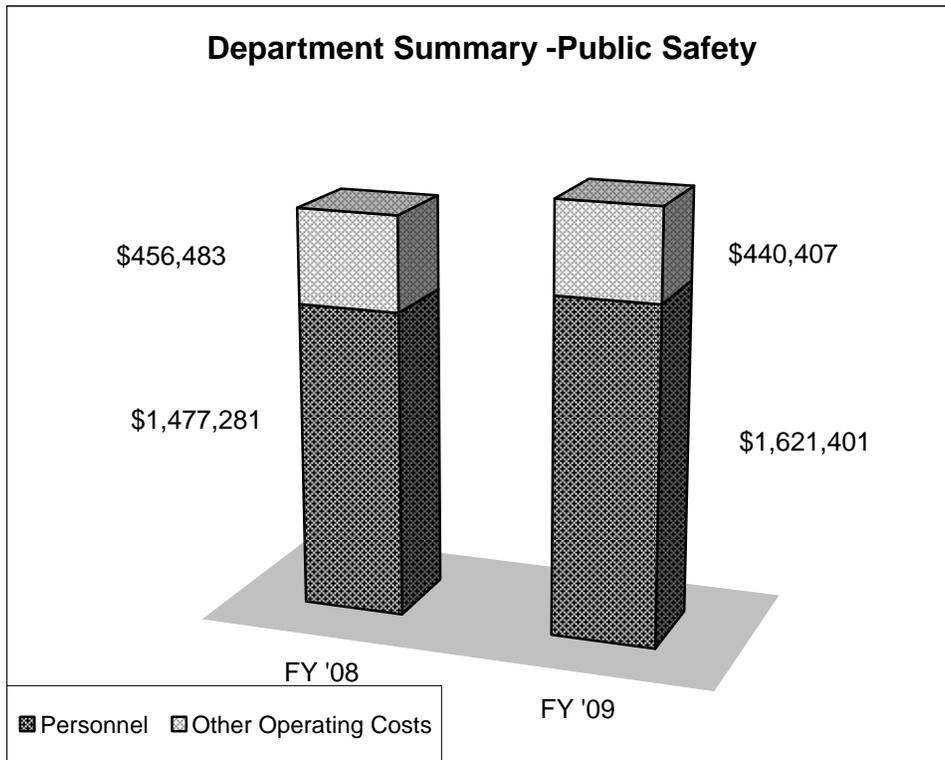


Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 1,386,778	\$ 1,477,281	\$ 1,621,401
Contractual	167,391	180,120	180,585
Commodities	75,930	174,974	134,860
Other Operating	106,984	101,389	124,962
<b>Totals</b>	<b>\$ 1,737,083</b>	<b>\$ 1,933,764</b>	<b>\$ 2,061,808</b>

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# Public Safety Department - continued

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## Public Safety Department – Capital Outlay

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Department: Administration

Account Number: 503-00

Name: Office Equipment

Amount: \$ 34,000

### DESCRIPTION

Our current records management software system is outdated to the extent that support will no longer be available/offered after Dec. 09. Our vendor, ITI has the new replacement "Enterprise Records" that we have attempted to fund for several years. There is a separate proposal to purchase the Court Admin version of this software to further supplement the current CAD and this proposal. Price includes software (\$23,000) and new server (\$11,000, which would serve all functions on system)

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Department: Police Protection

Account Number: 503-00

Name: Office Equipment

Amount: \$ 11,500

### DESCRIPTION

Replace Computerizes Voice Stress Analyzer (CVSA), truth verification instrument. This is a computer based instrument. Our current designated lap top operating on Windows 95 will not accommodate new/updated system.

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Department: Police Protection

Account Number: 504-00

Name: Mechanical & Auto Equipment

Amount: \$ 63,600

### DESCRIPTION

Purchase 1additional in-car video cameras to complete the patrol fleet with cameras	\$ 5,100
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2 consecutive years has put the fleet with many high mileage / high maintenance vehicles in service resulting in escalating maintenance cost and less reliable fleet. Requesting 3 "sedan" types (\$19,500 each)	\$58,500
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: ADMINISTRATION

CODE: 10-12-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	95,052	106,484	117,575	101,793	106,552
115-00 Overtime	152	402	331	600	600
120-00 FICA Contribution	7,232	8,079	8,721	7,668	8,232
140-00 Group Insurance-Employee	8,992	11,828	17,448	12,671	13,593
140-01 Group Insurance-Offset	6,127	7,507	13,081	13,704	14,497
150-00 Retirement Contrib - LAGERS	2,448	2,775	4,655	3,731	3,505
150-01 Retirement Contrib - ICMA	1,626	1,668	1,410	1,467	1,546
170-00 Longevity	370	394	500	442	466
<b>SUBTOTAL</b>	<b>121,999</b>	<b>139,137</b>	<b>163,721</b>	<b>142,076</b>	<b>148,991</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	11,427	12,286	12,405	13,200	14,500
202-00 Telephone	4,127	4,044	3,592	3,700	4,000
203-00 Printing & Advertising	832	395	1,763	550	750
205-00 Postage	680	755	606	525	600
207-00 Travel & Training	4,147	2,256	2,332	3,300	3,300
210-00 Maintenance/Building	5,179	2,471	3,546	4,000	4,000
211-00 Maint/Equip-O/S Vendors	9,655	4,464	10,466	10,553	10,000
211-02 Central Garage - Parts	---	---	183	250	250
211-04 Central Garage - Overhead	48	226	262	231	240
216-00 Professional Services	---	810	---	500	500
299-00 Other Contractual Services	1,533	1,894	1,970	2,200	2,200
<b>SUBTOTAL</b>	<b>37,628</b>	<b>29,601</b>	<b>37,125</b>	<b>39,009</b>	<b>40,340</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,866	1,911	3,554	2,750	2,750
302-00 Fuel & Lubricants	489	655	736	800	1,000
304-00 Uniforms	---	---	---	125	100
306-00 Janitorial Supplies	1,931	2,070	1,483	1,800	1,750
308-00 Maint/Constr-Streets, Etc.	---	---	27	62	---
308-01 Maint/Constr - Buildings, Etc.	2,081	74	872	1,197	1,000
399-00 General Supplies	1,862	4,986	1,955	2,500	2,300
<b>SUBTOTAL</b>	<b>9,229</b>	<b>9,696</b>	<b>8,627</b>	<b>9,234</b>	<b>8,900</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	6,609	8,629	9,993	9,973	10,705
402-00 Membership & Subscriptions	815	1,130	975	910	850
499-00 Miscellaneous Charges	59	---	---	---	100
<b>SUBTOTAL</b>	<b>7,483</b>	<b>9,759</b>	<b>10,968</b>	<b>10,883</b>	<b>11,655</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: ADMINISTRATION CODE: 10-12-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	---	---
503-00 Office Equipment	13,595	5,589	---	---	34,000
504-00 Mechanical & Auto Equipment	---	---	---	---	---
<b>SUBTOTAL</b>	<u>13,595</u>	<u>5,589</u>	<u>---</u>	<u>---</u>	<u>34,000</u>
<b>TOTAL PS-ADMINISTRATION</b>	<u>\$ 189,934</u>	<u>\$ 193,782</u>	<u>\$ 220,441</u>	<u>\$ 201,202</u>	<u>\$ 243,886</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: POLICE PROTECTION

CODE: 10-12-5

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	592,190	651,943	638,476	697,497	772,746
115-00 Overtime	93,812	101,306	86,187	80,000	80,000
120-00 FICA Contribution	50,841	55,234	52,594	56,921	65,519
140-00 Group Insurance-Employee	77,597	92,315	90,068	101,811	115,863
140-01 Group Insurance-Offset	59,263	62,716	62,834	77,518	94,811
150-00 Retirement Contrib - LAGERS	4,595	5,254	4,868	10,435	11,134
150-01 Retirement Contrib - ICMA	6,704	7,798	5,896	6,463	9,715
160-00 Unemployment Insurance	784	353	---	---	---
170-00 Longevity	2,282	2,498	2,802	3,164	3,668
<b>SUBTOTAL</b>	<b>888,068</b>	<b>979,417</b>	<b>943,725</b>	<b>1,033,809</b>	<b>1,153,456</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	3,901	3,921	3,009	3,000	3,500
203-00 Printing & Advertising	680	793	733	1,371	1,100
205-00 Postage	127	106	186	275	275
207-00 Travel & Training	16,935	17,333	13,786	20,000	20,000
209-00 Subsistence	18,512	22,020	16,580	15,000	16,000
211-00 Maint/Equip-O/S Vendors	1,159	2,621	24,804	14,000	11,000
211-02 Central Garage - Parts	3,865	3,360	3,718	5,000	6,000
211-04 Central Garage - Overhead	22,153	15,910	17,306	18,058	18,683
215-00 Radio Maintenance	4,685	1,994	375	500	1,000
216-00 Professional Services	424	1,290	290	1,000	1,000
299-00 Other Contractual Services	3,806	2,078	1,779	5,600	5,000
<b>SUBTOTAL</b>	<b>76,247</b>	<b>71,426</b>	<b>82,566</b>	<b>83,804</b>	<b>83,558</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	3,486	1,931	1,661	2,200	3,300
302-00 Fuel & Lubricants	24,195	29,421	33,938	43,000	53,000
304-00 Uniforms	5,267	4,830	2,392	4,500	5,000
305-00 Tires-Batteries-Accessories	850	268	---	500	500
307-00 Parts-Equipment Maintenance	1,329	473	12	800	800
311-00 Laboratory Supplies	3,301	3,560	1,079	2,000	2,500
330-00 Safety Equipment & Supplies	5,993	---	1,811	8,000	9,000
399-00 General Supplies	7,305	13,138	10,670	8,500	15,770
<b>SUBTOTAL</b>	<b>51,726</b>	<b>53,621</b>	<b>51,563</b>	<b>69,500</b>	<b>89,870</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	56,302	69,493	71,676	65,994	85,264
402-00 Membership & Subscriptions	630	745	610	800	800
<b>SUBTOTAL</b>	<b>56,932</b>	<b>70,238</b>	<b>72,286</b>	<b>66,794</b>	<b>86,064</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: POLICE PROTECTION CODE: 10-12-5

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	2,399	---	---	5,000	11,500
504-00 Mechanical & Auto Equipment	94,833	36,552	---	5,100	63,600
<b>SUBTOTAL</b>	<u>97,232</u>	<u>36,552</u>	<u>---</u>	<u>10,100</u>	<u>75,100</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	6,269	19,295	19,952	13,686	16,774
602-00 Lease - Interest	656	1,481	824	165	2,802
<b>SUBTOTAL</b>	<u>6,925</u>	<u>20,776</u>	<u>20,776</u>	<u>13,851</u>	<u>19,576</u>
<b>TOTAL PS-POLICE</b>	<u>\$ 1,177,130</u>	<u>\$ 1,232,030</u>	<u>\$ 1,170,916</u>	<u>\$ 1,277,858</u>	<u>\$ 1,507,624</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: FIRE PROTECTION

CODE: 10-12-6

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	101,401	76,874	72,172	75,318	79,803
115-00 Overtime	9,024	7,069	6,126	6,500	7,000
120-00 FICA Contribution	8,457	6,384	5,918	6,539	6,686
140-00 Group Insurance-Employee	12,984	9,652	11,118	11,783	12,701
140-01 Group Insurance-Offset	5,150	5,702	6,394	6,739	7,228
150-00 Retirement Contrib - LAGERS	829	556	501	413	387
150-01 Retirement Contrib - ICMA	1,571	1,205	1,154	1,228	1,336
160-00 Unemployment Insurance	---	31	753	(109)	---
170-00 Longevity	682	730	526	550	574
<b>SUBTOTAL</b>	<b>140,098</b>	<b>108,203</b>	<b>104,662</b>	<b>108,961</b>	<b>115,715</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	714	719	657	650	700
203-00 Printing & Advertising	---	332	---	---	---
205-00 Postage	23	39	112	100	100
207-00 Travel & Training	2,850	1,557	1,792	2,500	2,500
211-00 Maint/Equip-O/S Vendors	2,556	4,613	2,817	2,200	2,500
211-02 Central Garage - Parts	228	1,379	245	750	750
211-04 Central Garage - Overhead	2,306	3,365	1,486	3,333	2,587
215-00 Radio Maintenance	555	946	675	840	800
216-00 Professional Sevices	---	1,060	---	26	---
299-00 Other Contractual Services	11	194	3,520	4,000	4,000
<b>SUBTOTAL</b>	<b>9,243</b>	<b>14,204</b>	<b>11,304</b>	<b>14,399</b>	<b>13,937</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	142	119	181	1,050	150
302-00 Fuel & Lubricants	4,027	4,437	3,946	6,750	4,500
303-00 Chemicals	---	153	802	400	2,300
304-00 Uniforms	802	834	1,220	600	800
305-00 Tires-Batteries-Accessories	342	292	405	400	2,000
306-00 Janitorial Supplies	47	239	153	250	250
307-00 Parts - Equipment Maintance	2,277	2,395	2,155	3,000	3,500
308-01 Maint/Constr-Buildings, Etc.	---	213	13	500	500
309-00 Training Materials	23	133	---	374	100
330-00 Safety Equipment & Supplies	2,786	427	35	500	500
399-00 General Supplies	1,178	4,753	2,878	78,408	14,790
<b>SUBTOTAL</b>	<b>11,624</b>	<b>13,995</b>	<b>11,788</b>	<b>92,232</b>	<b>29,390</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: FIRE PROTECTION CODE: 10-12-6

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>OTHER CHARGES</b>					
401-00 Insurance	8,931	9,747	8,578	8,561	8,714
402-00 Membership & Subscriptions	235	50	305	500	500
499-00 Miscellaneous Charges	---	---	---	250	250
<b>SUBTOTAL</b>	<u>9,166</u>	<u>9,797</u>	<u>8,883</u>	<u>9,311</u>	<u>9,464</u>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	<u>33,228</u>	---	---	---	---
<b>SUBTOTAL</b>	<u>33,228</u>	---	---	---	---
<b>TOTAL PS-FIRE PROTECTION</b>	<u>\$ 203,359</u>	<u>\$ 146,199</u>	<u>\$ 136,637</u>	<u>\$ 224,903</u>	<u>\$ 168,506</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: COMMUNICATIONS

CODE: 10-12-9

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	125,209	126,212	128,224	142,943	151,163
115-00 Overtime	4,785	5,243	3,251	3,300	3,500
120-00 FICA Contribution	9,955	9,996	9,770	11,193	11,937
140-00 Group Insurance-Employee	12,778	14,623	16,472	17,554	19,017
140-01 Group Insurance-Offset	7,512	8,065	6,263	6,672	7,228
150-00 Retirement Contrib - LAGERS	6,189	7,899	8,269	8,118	7,580
150-01 Retirement Contrib - ICMA	1,395	1,501	1,267	1,367	1,454
170-00 Longevity	1,058	1,106	1,154	1,288	1,360
<b>SUBTOTAL</b>	<b>168,881</b>	<b>174,645</b>	<b>174,670</b>	<b>192,435</b>	<b>203,239</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	714	719	657	650	700
203-00 Printing & Advertising	404	613	130	450	450
205-00 Postage	5	13	---	100	100
207-00 Travel & Training	2,948	2,989	2,072	3,000	3,500
211-00 Maint/Equip-O/S Vendors	12,519	11,107	10,729	13,000	16,000
213-00 Rents	2,520	2,340	3,390	3,608	3,000
215-00 Radio Maintenance	505	674	947	1,000	1,000
216-00 Professional Services	---	608	---	70	---
299-00 Other Contractual Services	17,785	19,775	18,471	21,030	18,000
<b>SUBTOTAL</b>	<b>37,400</b>	<b>38,838</b>	<b>36,396</b>	<b>42,908</b>	<b>42,750</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	804	1,153	2,323	1,930	2,000
304-00 Uniforms	652	129	---	600	1,200
307-00 Parts - Equipment Maintance	---	477	---	36	---
309-00 Training Materials	---	---	614	---	---
399-00 General Supplies	3,810	1,444	1,015	1,442	3,500
<b>SUBTOTAL</b>	<b>5,266</b>	<b>3,203</b>	<b>3,952</b>	<b>4,008</b>	<b>6,700</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	10,379	12,186	13,341	12,201	15,579
402-00 Memberships & Subscriptions	1,364	1,135	1,506	2,200	2,200
<b>SUBTOTAL</b>	<b>11,743</b>	<b>13,321</b>	<b>14,847</b>	<b>14,401</b>	<b>17,779</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	60,481	8,251	---	94,000	---
<b>SUBTOTAL</b>	<b>60,481</b>	<b>8,251</b>	<b>---</b>	<b>94,000</b>	<b>---</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: COMMUNICATIONS CODE: 10-12-9

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	5,687	6,218	---	---	---
602-00 Lease - Interest	960	429	---	---	---
<b>SUBTOTAL</b>	<u>6,647</u>	<u>6,647</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>TOTAL PS-COMMUNICATION</b>	<u>\$ 290,418</u>	<u>\$ 244,905</u>	<u>\$ 229,865</u>	<u>\$ 347,752</u>	<u>\$ 270,468</u>

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# Public Works Administration Department

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## Overview and Description

Public Works Administration completes many daily tasks that go on without notice, but are essential to continued uninterrupted City functions. Those functions include the notification of ongoing maintenance of water lines, sewer lines and street maintenance; scheduling of inspections and issuing building permits; and supplying maps for various projects, either city sponsored or strictly informational, in regard to utility or zoning issues. Additionally this office prepares the monthly reports to MDNR for waste disposal at the transfer station, and the water treatment plant and wastewater treatment.

Many board functions are conducted from application processing to preparing meeting minutes along with the notification of property owners. Those boards consist of the Planning and Zoning, Board of Zoning Adjustment, Board of Code Appeals and the Tree Board.

All permits for construction related projects are issued out of this office. In calendar year 2007, 21 permits were issued for single family home permits, 2 duplex unit permits, and 676 general permits. The tracking and accounting for all of these permits is handled in this office. Tracking history relating to every address in the City is also conducted in this office, such as information regarding everything from construction-related work to zoning changes to special use permits.

This office consists of the Public works Director and 1 full time secretaries.

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## Performance Goals and Objectives

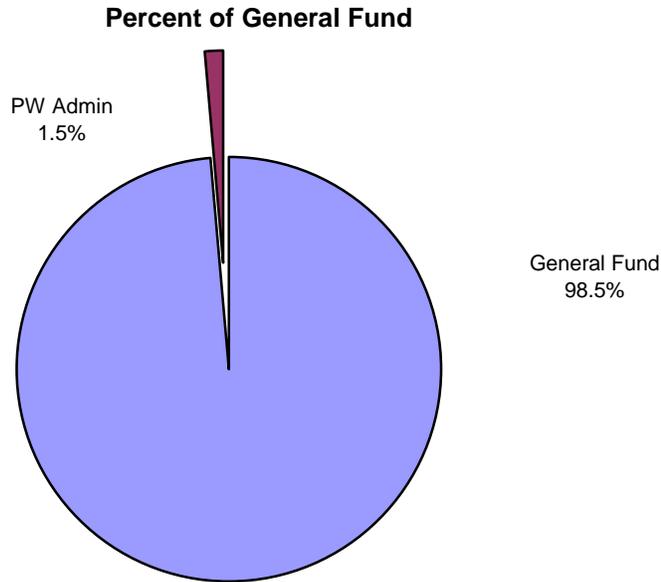
### FY 2008 Goals & Status:

- ▶ Improve customer response, courtesy, and be more receptive to their situation  
*Status: Complete*
- ▶ Follow all safety rules  
*Status: Ongoing*
- ▶ Implement a tracking software program for permits, work orders and utility services  
*Status: Incomplete/Ongoing*
- ▶ Attend training related to customer handling  
*Status: Incomplete/Ongoing*
- ▶ Improve phone answer time  
*Status: Complete*
- ▶ Maintain a customer friendly atmosphere  
*Status: Complete/Ongoing*

### FY 2009 Goals:

- ▶ Implement an interactive web site that would include an active zoning and utility map
- ▶ Follow all safety rules
- ▶ Implement a tracking software program for permits, work orders and utility services
- ▶ Attend training related to customer handling
- ▶ Maintain a customer friendly atmosphere

# Public Works Administration Department - continued



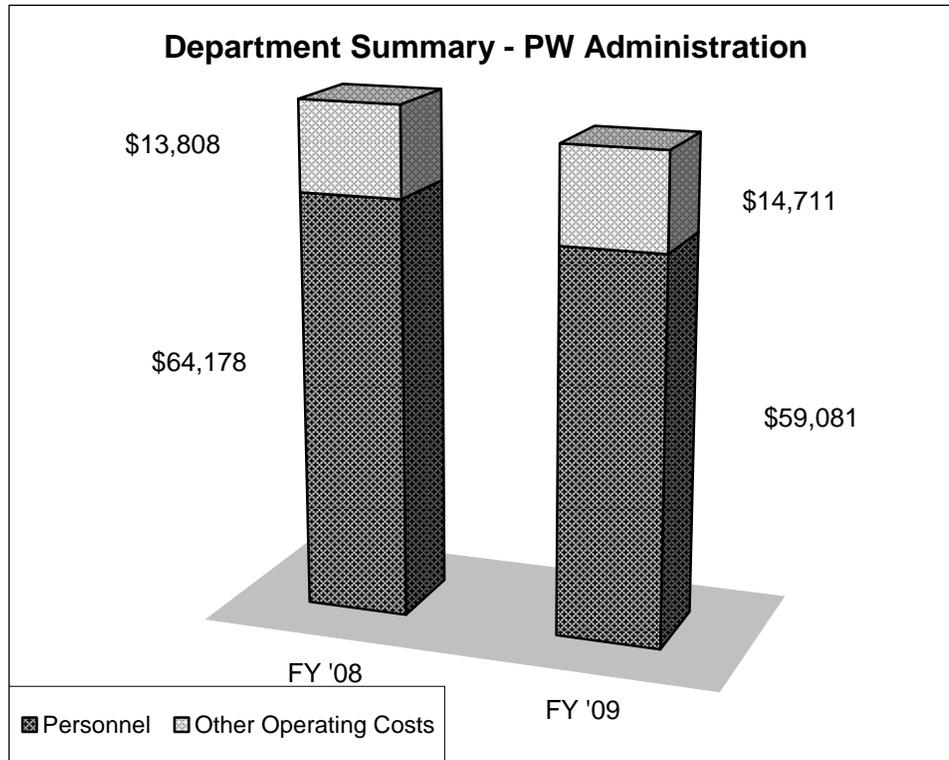
Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 58,948	\$ 64,178	\$ 59,081
Contractual	4,180	5,005	5,694
Commodities	4,897	4,537	4,250
Other Operating	4,371	4,266	4,767
<b>Totals</b>	<b>\$ 72,396</b>	<b>\$ 77,986</b>	<b>\$ 73,792</b>

Staffing FTE's 1

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# Public Works Administration Department - continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC WORKS  
DIVISION: ADMINISTRATION CODE: 10-13-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	40,492	41,883	43,736	47,472	44,575
115-00 Overtime	47	---	---	200	150
120-00 FICA Contribution	3,085	3,084	3,288	3,611	3,436
140-00 Group Insurance-Employee	4,294	4,377	4,158	6,737	6,377
140-01 Group Insurance-Offset	3,770	4,185	3,124	1,256	308
150-00 Retirement Contrib - LAGERS	3,539	3,827	3,569	3,814	3,368
150-01 Retirement Contrib - ICMA	1,005	1,005	752	748	680
170-00 Longevity	337	361	321	340	187
<b>SUBTOTAL</b>	<b>56,569</b>	<b>58,722</b>	<b>58,948</b>	<b>64,178</b>	<b>59,081</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	1,290	1,222	1,185	1,400	1,400
203-00 Printing & Advertising	816	1,457	818	1,145	1,000
205-00 Postage	449	200	423	500	500
207-00 Travel & Training	680	496	250	656	1,000
210-00 Maintenance/Building	94	---	---	15	---
211-00 Maint/Equip-O/S Vendors	---	1,026	---	500	500
211-02 Central Garage - Parts	---	93	242	150	150
211-04 Central Garage - Overhead	---	198	589	139	144
216-00 Professional Services	94	970	595	---	500
299-00 Other Contractual Services	194	163	78	500	500
<b>SUBTOTAL</b>	<b>3,617</b>	<b>5,825</b>	<b>4,180</b>	<b>5,005</b>	<b>5,694</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,708	971	3,091	2,837	2,200
302-00 Fuel & Lubricants	---	65	623	600	750
306-00 Janitorial Supplies	139	20	---	200	200
330-00 Safety Equipment & Supplies	---	50	---	100	100
399-00 General Supplies	1,217	309	1,183	800	1,000
<b>SUBTOTAL</b>	<b>3,064</b>	<b>1,415</b>	<b>4,897</b>	<b>4,537</b>	<b>4,250</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	4,147	3,598	4,042	3,966	4,467
402-00 Membership & Subscriptions	212	456	329	300	300
<b>SUBTOTAL</b>	<b>4,359</b>	<b>4,054</b>	<b>4,371</b>	<b>4,266</b>	<b>4,767</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	8,166	2,000	---	---	---
<b>SUBTOTAL</b>	<b>8,166</b>	<b>2,000</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL PW-ADMINISTRATION</b>	<b>\$ 75,775</b>	<b>\$ 72,016</b>	<b>\$ 72,396</b>	<b>\$ 77,986</b>	<b>\$ 73,792</b>

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# Public Works Street Department

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## Overview and Description

The street maintenance department is responsible for maintaining over 77 miles of street in the City of Maryville. In addition to the normal street maintenance, as noticed with the December 2007 ice storm, the street department serves a very important role in keeping the City's streets safe and travelable. During this event the street crews were out at all hours of the day moving tree limbs, salting streets, and assisting emergency personnel.

This department also maintains all public right of way, alleys and city parking lots, keeps City signage up to date, and traffic markings visible. The street department also keeps our streets clean with the street sweeper, logging over 2000 hours per year cleaning streets.

The street department cleans and repairs the storm drainage system in the City. This system collects all the rain water runoff from the streets along with any debris that would collect in this system. This crew also collects and deposits the trash that is placed in the City owned receptacles located in the downtown area of Maryville. These trash cans are emptied twice per week. Lawn mowing of City owned property is also conducted by this crew.

Oversight of street construction projects is completed by the street superintendent, assuring that the projects are completed to City specifications. By completing this in house it saves taxpayers money, thus allowing for larger projects to be completed – faster.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

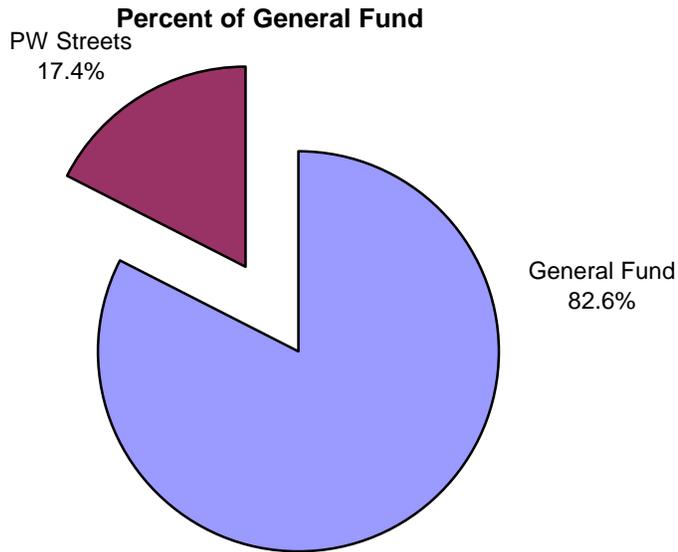
- ▶ Continue sign replacement program to meet federal guidelines  
*Status: Ongoing*
- ▶ Continue the sign inventory schedule  
*Status: Ongoing*
- ▶ Follow all safety rules  
*Status: Ongoing*
- ▶ Decrease response time for after-hours call-outs (30 minutes maximum)  
*Status: Ongoing*
- ▶ Maintain a work zone standard for safety signage and man placement  
*Status: Ongoing*
- ▶ Create vehicle replacement program  
*Status: Incomplete/Ongoing*
- ▶ Maintain the street repair/replacement program  
*Status: Ongoing*
- ▶ Identification of problems in the roadways  
*Status: Ongoing*
- ▶ Upgrade the traffic signal at South Main and East South Avenue  
*Status: Incomplete/Ongoing*
- ▶ Maintain crack seal program  
*Status: Ongoing*
- ▶ Retain employees, and increase knowledge of department procedures for new employees  
*Status: Ongoing*
- ▶ Increase workers knowledge of asphalt repair and placement  
*Status: Ongoing*

# Public Works Street Department - continued

- ▀ Increase ditching and storm tube replacement  
*Status: Ongoing*

**FY 2009 Goals:**

- ▀ Increase employees' knowledge of concrete finishing techniques
- ▀ Increase patching to repair damages from hard winters
- ▀ Continue sign replacement program to meet federal guidelines
- ▀ Continue the sign inventory schedule
- ▀ Follow all safety rules
- ▀ Decrease response time for after-hours call-outs (30 minutes maximum)
- ▀ Maintain a work zone standard for safety signage and man placement
- ▀ Create vehicle replacement program
- ▀ Maintain the street repair/replacement program
- ▀ Identification of problems in the roadways
- ▀ Upgrade the traffic signal at South Main and East South Avenue
- ▀ Maintain crack seal program
- ▀ Retain employees, and increase knowledge of department procedures for new employees
- ▀ Increase workers knowledge of asphalt repair and placement
- ▀ Increase ditching and storm tube replacement



Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 313,574	\$ 333,207	\$ 358,469
Contractual	156,970	211,677	209,732
Commodities	180,479	190,787	243,350
Other Operating	24,078	19,582	26,349
<b>Totals</b>	<b>\$ 675,101</b>	<b>\$ 755,253</b>	<b>\$ 837,900</b>

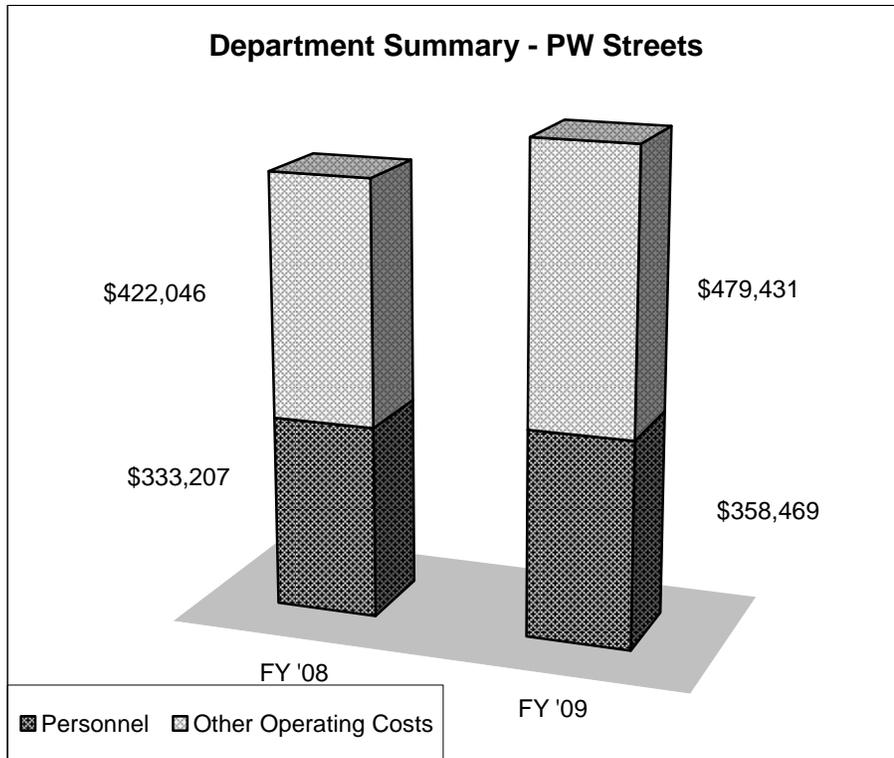
Staffing FTE's

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# Public Works Street Department - continued

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## Public Works Street Department – Capital Outlay

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Account Number: 504-00

Name: Mechanical & Auto Equipment

Amount: \$ 50,000

**DESCRIPTION**

Replace double drum vibrating street roller; current unit is old and it's hard to buy replacement parts

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Account Number: 506-04

Name: Storm Drainage

Amount: \$ 15,000

**DESCRIPTION**

Replace storm water drainage tubes.

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Account Number: 507-00

Name: Sidewalk Improvements

Amount: \$ 7,500

**DESCRIPTION**

Ongoing program which reimburses owners' for approximately half of the cost to replace their sidewalks.

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Account Number: 599-00

Name: Other Improvements

Amount: \$ 9,500

**DESCRIPTION**

Traffic signalization system

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC WORKS  
DIVISION: STREET MAINTENANCE

CODE: 10-13-3

		2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>						
110-00	Salaries & Wages	250,963	238,096	220,381	231,812	253,418
115-00	Overtime	4,578	3,925	7,680	6,800	8,000
120-00	FICA Contribution	20,117	19,117	17,564	18,913	20,175
140-00	Group Insurance-Employee	42,457	40,749	42,584	44,722	50,597
140-01	Group Insurance-Offset	17,508	14,941	2,714	279	308
150-00	Retirement Contrib - LAGERS	20,890	21,074	18,122	19,770	19,781
150-01	Retirement Contrib - ICMA	4,089	4,179	3,085	4,025	3,864
160-00	Unemployment Insurance	4,029	254	---	4,680	---
170-00	Longevity	1,938	1,658	1,444	2,206	2,326
<b>SUBTOTAL</b>		<b>366,569</b>	<b>343,993</b>	<b>313,574</b>	<b>333,207</b>	<b>358,469</b>
<b>CONTRACTUAL SERVICES</b>						
201-00	Utilities	7,458	8,438	6,624	8,562	8,990
201-01	Street lights	77,488	80,353	87,660	95,000	95,000
202-00	Telephone	1,078	1,073	831	821	875
203-00	Printing & Advertising	182	448	139	461	450
205-00	Postage	---	18	---	80	---
207-00	Travel & Training	193	168	310	66	200
209-00	Subsistence	403	337	283	744	450
210-00	Maintenance/Building	165	6,727	---	16,000	4,000
211-00	Maint/Equip-O/S Vendors	5,319	4,294	6,863	2,525	2,650
211-02	Central Garage - Parts	12,907	11,005	11,222	20,000	21,500
211-04	Central Garage - Overhead	41,504	41,795	41,222	52,165	56,117
212-00	Maintenance/Other	14,903	13,175	1,094	14,200	18,000
213-00	Rents	---	---	---	---	---
215-00	Radio Maintenance	50	---	---	117	500
216-00	Professional Services	---	708	---	---	---
299-00	Other Contractual Services	1,213	607	722	936	1,000
<b>SUBTOTAL</b>		<b>162,863</b>	<b>169,146</b>	<b>156,970</b>	<b>211,677</b>	<b>209,732</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: PUBLIC WORKS  
DIVISION: STREET MAINTENANCE

CODE: 10-13-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>COMMODITIES</b>					
301-00 Office Supplies	1,683	510	951	1,860	1,950
302-00 Fuel & Lubricants	28,603	28,587	29,464	43,700	43,900
303-00 Chemicals	20,031	17,865	21,459	24,000	25,000
305-00 Tires-Batteries-Accessories	327	271	2,838	6,350	7,000
306-00 Janitorial Supplies	744	714	507	850	900
307-00 Parts - Equipment Maintance	7,590	6,981	5,543	14,200	16,000
308-00 Maint/Constr-Streets, Etc.	55,171	60,295	50,806	69,777	68,000
308-01 Maint/Constr-Buildings, Etc.	631	394	67	1,000	1,000
308-02 Maint/Constr-Asphalt Overlay	---	806,684	66,673	25,000	75,000
309-00 Training Materials	263	---	---	50	100
312-00 Heating Supplies	---	277	---	400	500
330-00 Safety Equipment & Supplies	1,325	909	903	1,000	1,200
399-00 General Supplies	2,090	1,961	1,268	2,600	2,800
<b>SUBTOTAL</b>	<b>118,458</b>	<b>925,448</b>	<b>180,479</b>	<b>190,787</b>	<b>243,350</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	30,313	55,669	24,078	19,482	26,249
402-00 Memberships & Subscriptions	24	102	---	100	100
499-00 Miscellaneous Charges	---	---	---	---	---
<b>SUBTOTAL</b>	<b>30,337</b>	<b>55,771</b>	<b>24,078</b>	<b>19,582</b>	<b>26,349</b>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	---	---
504-00 Mechanical & Auto Equipment	---	33,643	---	12,000	50,000
506-04 Storm Drainage Improvements	15,867	3,170	8,658	8,000	15,000
507-00 Sidewalk Improvements	4,439	2,026	5,561	5,224	7,500
599-00 Other Improvements	---	---	---	---	9,500
<b>SUBTOTAL</b>	<b>20,306</b>	<b>38,839</b>	<b>14,219</b>	<b>25,224</b>	<b>82,000</b>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	68,570	68,136	61,585	31,370	---
602-00 Lease - Interest	6,489	4,567	2,237	545	---
<b>SUBTOTAL</b>	<b>75,059</b>	<b>72,703</b>	<b>63,822</b>	<b>31,915</b>	<b>---</b>
<b>TOTAL PW-STREET MAINT</b>	<b>\$ 773,592</b>	<b>\$ 1,605,900</b>	<b>\$ 753,142</b>	<b>\$ 812,392</b>	<b>\$ 919,900</b>

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# Code Enforcement Department

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## Overview and Description

The Code Enforcement Department is responsible for enforcement of city codes that enhance public health, safety and welfare. The enforcement activities are primarily conducted in the areas of zoning, nuisance and building.

The Code Enforcement Department is responsible for public awareness and enforcement of zoning ordinances. Building plans are reviewed and approved for compliance with the area and use requirements set forth in the zoning ordinances. The Board of Zoning Adjustment is overseen by the Code Enforcement Officer.

The nuisance ordinances enforced by this department help keep Maryville neat and clean. Trash, grass/weeds and derelict vehicles are the three most common problems that Code Enforcement encounters. So far in 2008, the Code Enforcement Department has made 596 nuisance inspections. The department is responsible from the initial complaint, through the inspection, notification and re-inspection of the property. If necessary, it ensures a citation is issued and represents the City in court proceedings. As of June 1, 2008, 10 citations have been issued.

The Code Enforcement Department is also responsible for building safety within city limits. Department members must possess knowledge and ability to interpret adopted International Building Codes. The department reviews drawings, plans and specifications submitted by homeowners, architects or contractors for approval or disapproval. Technical inspections are performed throughout the building process and a certificate of occupancy is issued at the appropriate time.

The department investigates and seeks corrective action with any existing building that is substandard or dangerous/unsafe. Coordination with the Board Code of Appeals and the court system is necessary to alleviate problems in some cases.

With over 3095 inspections, 746 permits issued and over \$54,619 worth of permits and licenses issued last year, the Code Enforcement Department continues to keep busy to provide for the health, safety and welfare of the citizens of Maryville.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

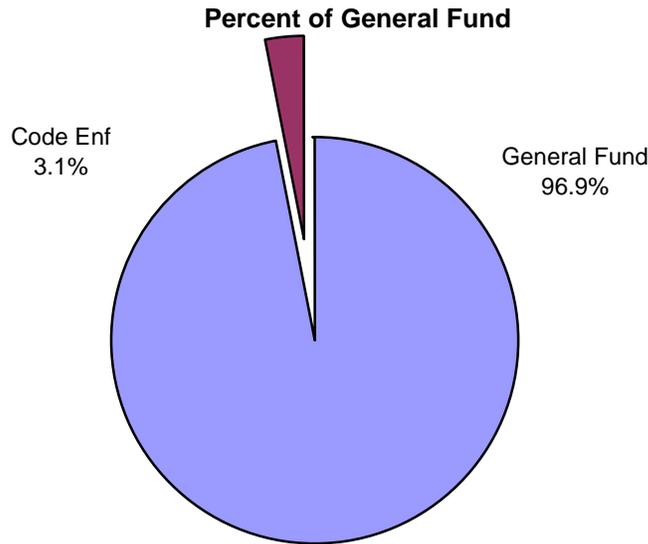
- Maintain an accident-free year by following all safety rules  
*Status: Ongoing*
- Obtain certification in two areas of building inspection. Certification as a building inspector has been obtained, and a second certification test will be scheduled for Fall of 2008  
*Status: Incomplete/Ongoing*
- Obtain recertification in all areas of building inspection  
*Status: Complete*
- Update the City of Maryville Codes  
*Status: Complete*
- Complete monthly safety inspections of all City building  
*Status: Ongoing*
- Process nuisance complaints in 3 day time period from initial complaint  
*Status: Ongoing*

# Code Enforcement Department

- ▶ Handle each person in a professional courteous and understanding manner  
*Status: Ongoing*
- ▶ Increase the public awareness and understanding of the Maryville ordinances  
*Status: Ongoing*
- ▶ Implement a computerized permit tracking and integration of Code enforcement and GIS technology  
*Status: Incomplete/Ongoing*

**FY 2009 Goals:**

- ▶ Maintain an accident-free year by following all safety rules
- ▶ Obtain certification in two remaining areas of code disciplines for the code enforcement inspector
- ▶ Obtain certification for the code enforcement officer
- ▶ Update the City's electrical, plumbing and HVAC tests
- ▶ Handle each person in a professional, courteous and understanding manner
- ▶ Increase the public awareness and understanding of the Maryville ordinances
- ▶ Implement a computerized permit tracking and integration of Code enforcement and GIS technology
- ▶ Using the City's GIS housing classification inventory, categorize housing in each quadrant in an effort to notify property owners of substandard housing required to be repaired or razed



Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 96,118	\$ 105,578	\$ 114,260
Contractual	6,072	9,348	21,194
Commodities	5,706	6,145	6,750
Other Operating	6,884	5,942	7,867
<b>Totals</b>	<b>\$ 114,780</b>	<b>\$ 127,013</b>	<b>\$ 150,071</b>

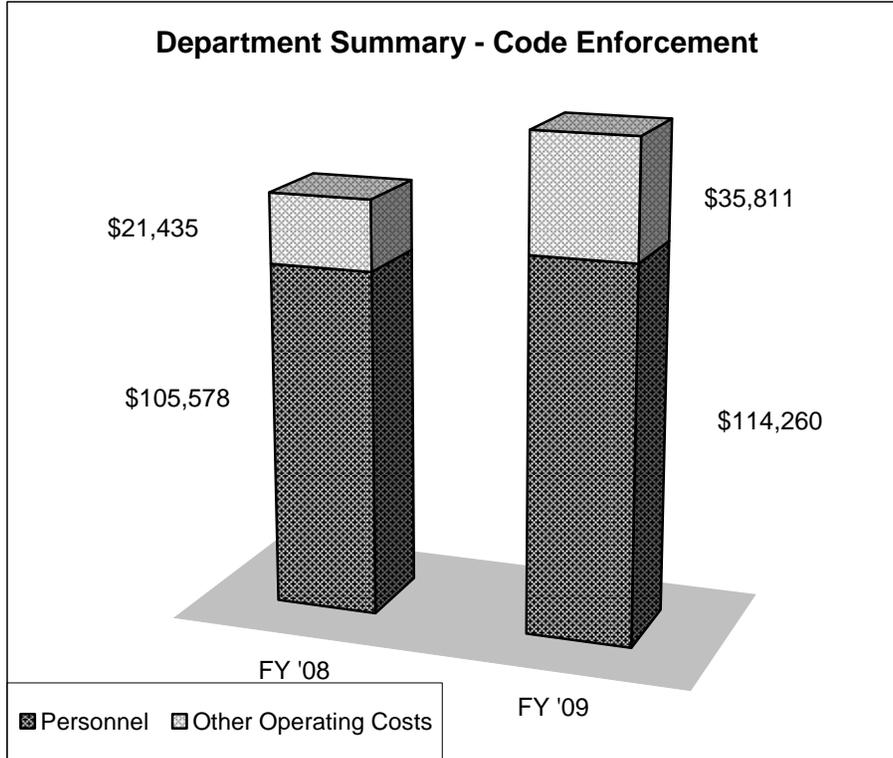
Staffing

2

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# Code Enforcement Department

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## Code Enforcement Department – Capital Outlay

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Account Number: 503-00

Name: Office Equipment

Amount: \$ 12,000

### **DESCRIPTION**

Purchase tracking software used to enter and record almost all aspects of Code Enforcement's work. The software can track parcel history, permits and inspections, manage complaints and fire safety inspections, zoning and records retrieval. It can also be used for work flow/management and can be used for field access for all information.

All permits and licensing are currently done by hand. This software can automate the process. We will have instant access to all of the information in our system. This software will save time and money.

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: CODE ENFORCEMENT CODE: 10-14-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	64,434	68,429	64,499	67,952	73,723
115-00 Overtime	---	---	---	100	250
120-00 FICA Contribution	4,900	5,190	4,692	4,993	5,689
140-00 Group Insurance-Employee	8,436	9,663	10,248	11,665	12,701
140-01 Group Insurance-Offset	4,904	5,459	10,200	13,277	14,456
150-00 Retirement Contrib - LAGERS	5,604	6,183	5,014	5,876	5,578
150-01 Retirement Contrib - ICMA	1,598	1,700	1,031	1,351	1,475
170-00 Longevity	292	316	434	364	388
<b>SUBTOTAL</b>	<b>90,168</b>	<b>96,940</b>	<b>96,118</b>	<b>105,578</b>	<b>114,260</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	1,669	1,592	1,070	1,250	1,250
203-00 Printing & Advertising	39	---	637	200	250
205-00 Postage	721	1,064	1,302	1,468	1,500
207-00 Travel & Training	842	2,257	499	1,000	3,500
211-02 Central Garage - Parts	---	522	535	300	300
211-04 Central Garage - Overhead	276	544	536	380	394
216-00 Professional Services	2,182	1,140	---	250	2,000
299-00 Other Contractual Services	---	875	1,493	4,500	12,000
<b>SUBTOTAL</b>	<b>5,729</b>	<b>7,994</b>	<b>6,072</b>	<b>9,348</b>	<b>21,194</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,492	1,702	885	2,000	2,000
302-00 Fuel & Lubricants	1,581	2,157	1,692	2,500	3,000
309-00 Training Materials	---	---	5	500	500
330-00 Safety Equip & Supplies	---	---	---	---	50
399-00 General Supplies	79	152	3,124	1,145	1,200
<b>SUBTOTAL</b>	<b>3,152</b>	<b>4,011</b>	<b>5,706</b>	<b>6,145</b>	<b>6,750</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	4,930	5,701	6,504	5,562	7,397
402-00 Membership & Subscriptions	425	225	380	380	470
<b>SUBTOTAL</b>	<b>5,355</b>	<b>5,926</b>	<b>6,884</b>	<b>5,942</b>	<b>7,867</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	---	---	12,000
504-00 Mech & Auto Equipment	---	---	---	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>12,000</b>
<b>TOTAL CODE ENFORCEMENT</b>	<b>\$ 104,404</b>	<b>\$ 114,871</b>	<b>\$ 114,780</b>	<b>\$ 127,013</b>	<b>\$ 162,071</b>

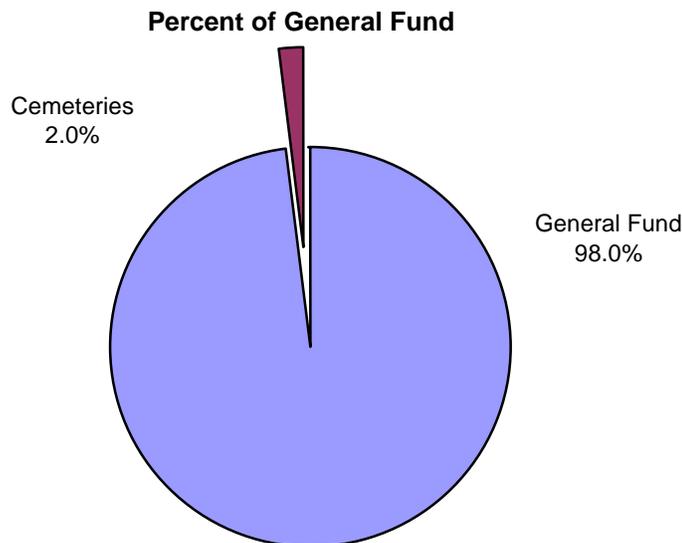
# Oak Hill Cemetery Maintenance Department

## Overview and Description

Cemetery Maintenance handles the mowing and maintenance of Oak Hill Cemetery, including grave openings and closings. When needed, this department will assist with water/sewer maintenance projects.

## Performance Goals and Objectives

- ▶ Align and reset headstones in the older section of the cemetery grounds
- ▶ Plant Shrubbery and flowers (perennials) round the signage on Main street
- ▶ Install fencing along the east side of the cemetery and install gates to help with traffic control and vandalism
- ▶ Follow all safety rules, and improve appearance



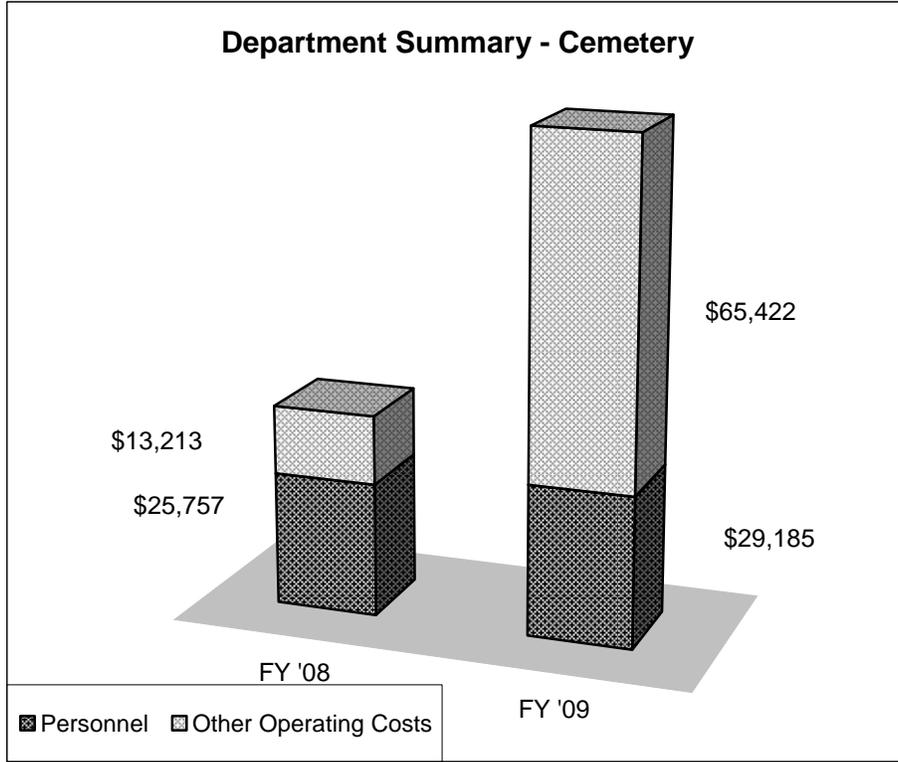
Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 25,672	\$ 25,757	\$ 29,185
Contractual	3,822	5,485	56,266
Commodities	3,351	4,726	5,650
Other Operating	1,140	3,002	3,506
<b>Totals</b>	<b>\$ 33,985</b>	<b>\$ 38,970</b>	<b>\$ 94,607</b>

Staffing FTE's .5

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# Oak Hill Cemetery Maintenance Department - continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: CEMETARY MAINTENANCE CODE: 10-15-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	---	---	18,891	17,071	18,347
115-00 Overtime	---	---	599	700	700
120-00 FICA Contribution	---	---	1,502	1,325	1,465
140-00 Group Insurance-Employee	---	---	2,735	2,915	3,158
140-01 Group Insurance-Offset	---	---	---	1,807	3,614
150-00 Retirement Contrib - LAGERS	---	---	1,555	1,514	1,436
150-01 Retirement Contrib - ICMA	---	---	316	339	367
170-00 Longevity	---	---	74	86	98
<b>SUBTOTAL</b>	---	---	25,672	25,757	29,185
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	355	159	175	325	400
202-00 Telephone	---	---	---	---	---
205-00 Postage	---	6	1	---	---
211-00 Maint/Equip-O/S Vendors	70	23	284	1,037	500
211-02 Central Garage - Parts	248	---	260	200	400
211-04 Central Garage - Overhead	904	635	1,402	463	766
212-00 Maintenance-Other	426	---	---	500	500
213-00 Rents	---	266	650	810	800
216-00 Professional Services	---	---	---	1,650	51,500
299-00 Other Contractual Services	426	---	1,050	500	1,400
<b>SUBTOTAL</b>	2,429	1,089	3,822	5,485	56,266
<b>COMMODITIES</b>					
301-00 Office Supplies	70	363	191	400	600
302-00 Fuel & Lubricants	1,424	2,637	2,287	2,165	2,200
303-00 Chemicals	---	---	19	500	500
305-00 Tires-Batteries-Accessories	43	---	82	100	100
307-00 Parts - Equipment Maintance	586	118	369	711	1,000
308-00 Maint/Constr-Streets, Etc.	---	---	67	100	100
308-01 Maint/Constr-Buildings, Etc.	---	107	28	200	500
330-00 Safety Equipment & Supplies	---	---	83	150	150
399-00 General Supplies	329	239	225	400	500
<b>SUBTOTAL</b>	2,452	3,464	3,351	4,726	5,650
<b>OTHER CHARGES</b>					
401-00 Insurance	1,286	---	---	1,805	1,906
499-00 Miscellaneous Charges	348	1,437	1,140	1,197	1,600
<b>SUBTOTAL</b>	1,634	1,437	1,140	3,002	3,506

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: CEMETARY MAINTENANCE CODE: 10-15-3

		2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>						
504-00	Mechanical & Auto Equipment	---	6,836	---	---	---
	<b>SUBTOTAL</b>	---	6,836	---	---	---
	<b>TOTAL CEMETARY MAINT</b>	<u>\$ 6,515</u>	<u>\$ 12,826</u>	<u>\$ 33,985</u>	<u>\$ 38,970</u>	<u>\$ 94,607</u>

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# Airport Maintenance Department

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## Overview and Description

The Airport Manager and Fixed Base Operator is a joint position at the Northwest Missouri Regional Airport. Specifically, the Department of Airport Management is tasked with the daily operation of the Northwest Missouri Regional Airport. These operations involve ensuring the safety of the airport property for both persons and aviations purposes. This observation includes checking the runway and apron areas for foreign matter, which can be picked up by the propeller or cause damage to the airframe and tires. Other duties are to maintain staff at the airport from 8 am – 7 pm during the summer season, and 8 a.m. – 6 p.m. during the winter season. Maintaining and monitoring proper operations of all air flight equipment including the Unicom system, beacon, wind tee, lighting, AWOS, DTN and NDB are also key operations of the airport system. Also, maintenance of the airport grounds and the availability of the courtesy vehicle are key when putting the city's best foot forward for visitors and economic development purposes.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

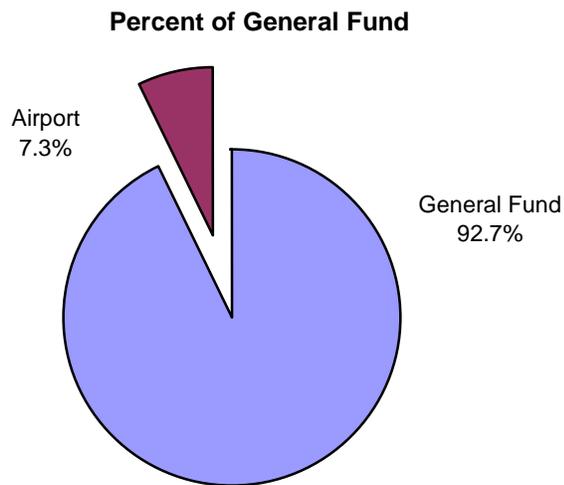
- ▶ Complete upgrades under planned contract for runway, taxiway, and apron area improvements  
*Status: Ongoing*
- ▶ Maintain and create a staffing plan for the new terminal building  
*Status: Incomplete*
- ▶ Maintain all scheduling for the new terminal building for events  
*Status: Ongoing*
- ▶ Maintain better control of the airport grounds  
*Status: Incomplete*
- ▶ Create take-off and landing reports monthly  
*Status: Incomplete*
- ▶ Improve tracking and issuing notices to airmen of existing conditions  
*Status: Ongoing*
- ▶ Identify avenues to increase revenue  
*Status: Ongoing*
- ▶ Review hanger rental policy and fee structure  
*Status: Incomplete*
- ▶ Improve upon recent inspection of airport facilities and infrastructure by MoDOT  
*Status: Ongoing*
- ▶ Development a marketing plan for the airport and its facilities for both local and outside events and travel.  
*Status: Incomplete*

### FY 2009 Goals:

- ▶ Complete upgrades under planned contract for runway, taxiway, and apron area improvements
- ▶ Maintain and create a staffing plan for the new terminal building
- ▶ Complete air fueling system upgrade plans
- ▶ Maintain all scheduling for the new terminal building for events
- ▶ Maintain better control of the airport grounds
- ▶ Create take-off and landing reports monthly
- ▶ Improve tracking and issuing notices to airmen of existing conditions
- ▶ Identify avenues to increase revenue
- ▶ Review hanger rental policy and fee structure
- ▶ Improve upon recent inspection of airport facilities and infrastructure by MoDOT

## Airport Maintenance Department - continued

- ▶ Development a marketing plan for the airport and its facilities for both local and outside events and travel.
- ▶ Explore opportunities for grants related to building a new hanger in additional taxi areas
- ▶ Explore opportunities for improvements related to the Missouri National Guard Hanger
- ▶ Hold the annual fly-in event again at the airport
- ▶ Investigate possibilities for improving Hawk Road



Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 70,401	\$ 74,255	\$ 79,607
Contractual	9,420	17,405	41,298
Commodities	2,653	16,418	225,675
Other Operating	6,949	6,169	7,113
<b>Totals</b>	<b>\$ 89,423</b>	<b>\$ 114,247</b>	<b>\$ 353,693</b>

Staffing FTE's

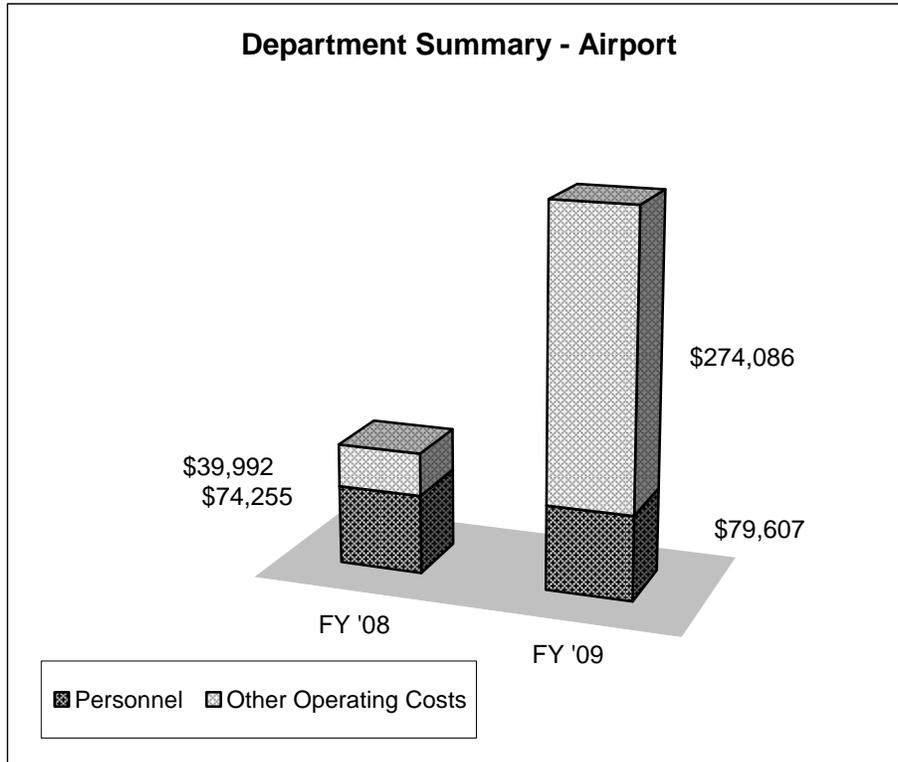
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Debt Service Leases	Principal	Interest	Final Payment
Fuel tanks, 2	\$11,666	\$11,669	11/15/23

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## Airport Maintenance Department - continued

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## Airport Maintenance Department – Capital Outlay

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Account Number: 502-00

Name: Buildings

Amount: \$6,000

**DESCRIPTION**

Signage for terminal building

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Account Number: 504-00

Name: Mechanical & Auto Equipment

Amount: \$1,000

**DESCRIPTION**

Temperature gauge on fueling system

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Account Number: 599-00

Name: Other Improvements

Amount: \$935,336

**DESCRIPTION**

Runway improvements, etc.	\$ 635,336
Fuel tanks, 2	300,000

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: AIRPORT MAINTENANCE CODE: 10-16-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	49,164	49,010	49,270	52,157	56,318
115-00 Overtime	---	---	---	---	---
120-00 FICA Contribution	3,623	3,617	3,653	3,910	4,319
140-00 Group Insurance-Employee	4,350	4,964	5,581	5,942	6,437
140-01 Group Insurance-Offset	5,027	5,580	6,263	6,672	7,228
150-00 Retirement Contrib - LAGERS	4,046	4,269	4,571	4,430	4,080
150-01 Retirement Contrib - ICMA	---	547	971	1,028	1,085
170-00 Longevity	---	---	92	116	140
<b>SUBTOTAL</b>	<b>66,210</b>	<b>67,987</b>	<b>70,401</b>	<b>74,255</b>	<b>79,607</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	3,553	4,346	6,420	6,800	7,000
202-00 Telephone	785	740	704	720	1,000
203-00 Printing & Advertising	399	---	144	500	500
205-00 Postage	147	79	36	60	80
207-00 Travel & Training	244	90	12	75	250
210-00 Maintenance/Building	695	---	293	35	2,500
211-00 Maintenance/Equipment	1,680	590	756	2,647	1,800
211-02 Central Garage - Parts	---	---	---	360	1,000
211-04 Central Garage - Overhead	---	---	---	160	168
212-00 Maintenance/Other	968	3,000	1,000	---	---
216-00 Professional Services	---	70	---	6,000	27,000
299-00 Other Contractual Services	55	---	55	48	---
<b>SUBTOTAL</b>	<b>8,526</b>	<b>8,915</b>	<b>9,420</b>	<b>17,405</b>	<b>41,298</b>
<b>COMMODITIES</b>					
302-00 Fuel & Lubricants	37	---	---	8,802	208,550
306-00 Janitorial Supplies	21	---	---	---	250
307-00 Parts - Equipment Maintenance	328	---	---	3,748	175
308-00 Maint/Constr-Streets, Etc.	---	---	267	---	7,500
308-01 Maint/Constr-Buildings, Etc.	5,146	---	298	---	5,000
312-00 Heating Supplies	1,267	2,149	2,054	3,210	4,000
399-00 General Supplies	---	119	34	658	200
<b>SUBTOTAL</b>	<b>6,799</b>	<b>2,268</b>	<b>2,653</b>	<b>16,418</b>	<b>225,675</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	4,970	4,618	4,841	4,258	5,513
402-00 Membership & Subscriptions	1,766	1,788	1,808	1,911	1,600
415-00 Operating Permits/Fees	---	---	300	---	---
<b>SUBTOTAL</b>	<b>6,736</b>	<b>6,406</b>	<b>6,949</b>	<b>6,169</b>	<b>7,113</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: AIRPORT MAINTENANCE CODE: 10-16-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	471,994	3,601	15,473	6,000
504-00 Mechanical & Auto Equip	---	---	---	---	1,000
599-00 Other Improvements	82,501	62,473	58,808	1,317,031	935,336
<b>SUBTOTAL</b>	<u>82,501</u>	<u>534,467</u>	<u>62,409</u>	<u>1,332,504</u>	<u>942,336</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	4,676	4,818	2,051	---	11,666
602-00 Lease - Interest	282	140	15	---	11,669
<b>SUBTOTAL</b>	<u>4,958</u>	<u>4,958</u>	<u>2,066</u>	<u>---</u>	<u>23,335</u>
<b>TOTAL AIRPORT MAINT</b>	<u>\$ 175,730</u>	<u>\$ 625,001</u>	<u>\$ 153,898</u>	<u>\$ 1,446,751</u>	<u>\$ 1,319,364</u>

# Building Maintenance Department

## Overview and Description

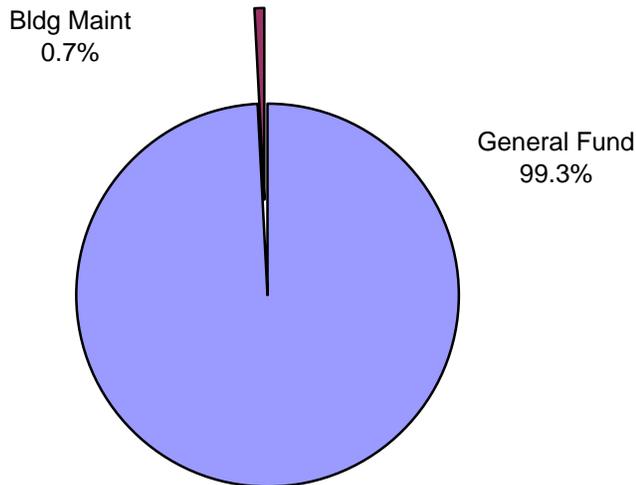
This department accounts for the general upkeep of City Hall. All the utilities, custodial services, flower beds, and maintenance of the building are reflected here.

## Performance Goals and Objectives

### FY 2009 Goals:

- ▶ Make necessary repairs to the City Hall bathroom on the south side of the building
- ▶ Improve and implement necessary security measures and technology improvements to the City Council Chambers

Percent of General Fund



Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Contractual	\$ 27,377	\$ 24,362	\$ 28,000
Commodities	9,579	3,423	5,700
Other Operating	966	831	1,105
<b>Totals</b>	<b>\$ 37,922</b>	<b>\$ 28,616</b>	<b>\$ 34,805</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: BUILDING MAINTENANCE CODE: 10-17-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	9,164	9,301	9,958	12,000	12,000
210-00 Maintenance/Building	5,581	1,925	4,249	1,500	5,000
211-00 Maint/Equip-O/S Vendors	105	273	2,144	424	1,000
299-00 Other Contractual Services	10,043	10,814	11,026	10,438	10,000
<b>SUBTOTAL</b>	<u>24,893</u>	<u>22,313</u>	<u>27,377</u>	<u>24,362</u>	<u>28,000</u>
<b>COMMODITIES</b>					
306-00 Janitorial Supplies	1,195	1,196	1,135	1,100	1,200
308-00 Maint/Constr-Streets	---	---	---	---	1,500
308-01 Maint/Constr-Buildings, Etc.	8	2	3,567	1,000	---
399-00 General Supplies	360	312	4,877	1,323	3,000
<b>SUBTOTAL</b>	<u>1,563</u>	<u>1,510</u>	<u>9,579</u>	<u>3,423</u>	<u>5,700</u>
<b>OTHER CHARGES</b>					
401-00 Insurance	425	712	966	831	1,105
<b>SUBTOTAL</b>	<u>425</u>	<u>712</u>	<u>966</u>	<u>831</u>	<u>1,105</u>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	---	10,000
<b>SUBTOTAL</b>	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>	<u>10,000</u>
<b>TOTAL BUILDING MAINT</b>	<u>\$ 26,881</u>	<u>\$ 24,535</u>	<u>\$ 37,922</u>	<u>\$ 28,616</u>	<u>\$ 44,805</u>

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# GIS Department

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## Overview and Description

The GIS department is responsible for mapping of the City utilities. It keeps an ongoing record of water and sewer lines that are constructed within the City as well as utilities that are added in City right-of-way. This department continually updates the City zoning map and offers assistance to the general public with zoning questions and utility locations. Mapping of the Mozingo lake area is another aspect of the GIS department; a database of the infrastructure at Mozingo Lake is currently underway.

Many of the mappings and drawings located here in city hall have been created and modified as well as printed in the GIS department. We have the capability of printing large scale maps of the city with many layers of information contained on these maps. Recent projects include taking an inventory of all residential and commercial buildings within the city limits. The buildings were rated based on their conditions as standard, sub-standard and dilapidated. This project has helped guide the Code Enforcement Officers to the areas of Maryville in need of help with clean up.

A future project will be integrating the housing inventory with Code Enforcement. This information will be useful in tracking nuisances and repetitive offenders. We also hope to have our utilities, such as water and sewer lines updated more frequently. This will help to ensure the accuracy for contractors and the public in general.

The GIS department has a wealth of information in regards to lot sizes, property owners, and utility locations. The information gathered is utilized daily by City staff and is available to the general public to use and view at no charge.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

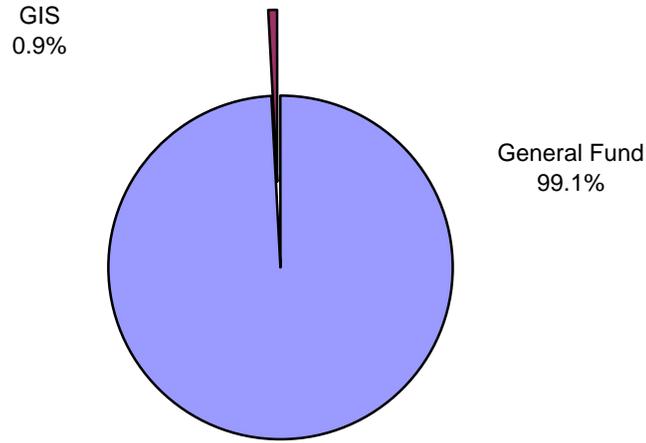
- ▶ Create aerial photos of Maryville to assist in the mapping system  
*Status: Complete*
- ▶ Locate all water meters in the system and enter into the mapping system  
*Status: In-Progress – 50% complete*
- ▶ Update maps to include water flow and valve placement  
*Status: Incomplete*

### FY 2009 Goals:

- ▶ Upgrade the computer system to readily access all GIS software
- ▶ Continue to map and inventory all water meters and water valves in the city's infrastructure
- ▶ Create a complete inventory and analysis of all sidewalks and street signs
- ▶ Continue recording the location of all traffic accidents
- ▶ Continue with GIS education that will further the GIS system

# GIS Department - continued

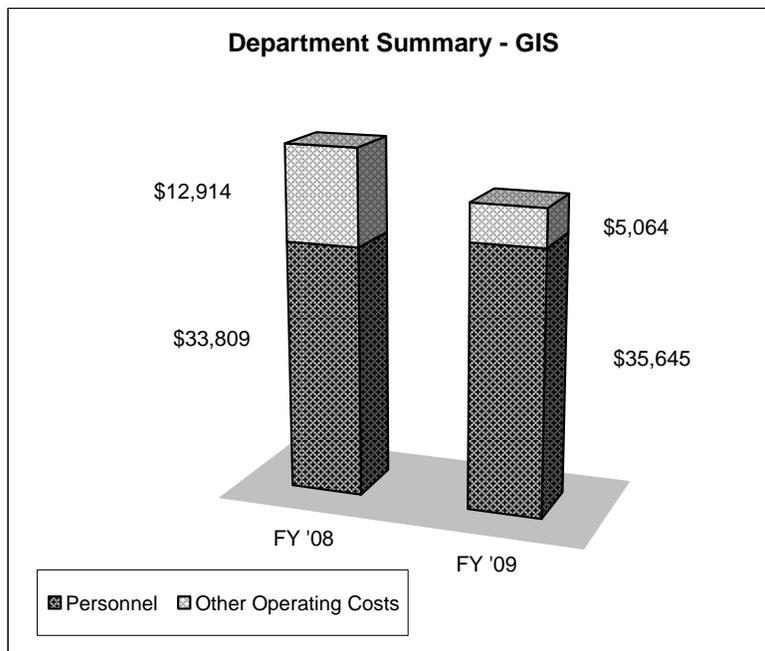
**Percent of General Operating Expenditures**



Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 32,270	\$ 33,809	\$ 35,645
Contractual	300	9,463	1,400
Commodities	932	1,550	1,200
Other Operating	1,060	1,901	2,464
<b>Totals</b>	<b>\$ 34,562</b>	<b>\$ 46,723</b>	<b>\$ 40,709</b>

Staffing

1



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## GIS Department – Capital Outlay

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Account Number: 503-00

Name: Office Equipment

Amount: \$ 8,500

<b>DESCRIPTION</b>
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Software
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: GENERAL  
DEPARTMENT: GIS

CODE: 10-18-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	27,382	10,360	22,376	23,429	24,773
120-00 FICA Contribution	1,991	790	1,711	1,787	1,895
140-00 Group Insurance-Employee	3,472	2,554	5,470	5,830	6,316
140-01 Group Insurance-Offset	4,143	67	342	284	308
150-00 Retirement Contrib - LAGERS	2,358	---	1,928	2,015	1,858
150-01 Retirement Contrib - ICMA	677	119	443	464	495
170-00 Longevity	---	---	---	---	---
<b>SUBTOTAL</b>	<b>40,023</b>	<b>13,890</b>	<b>32,270</b>	<b>33,809</b>	<b>35,645</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	316	308	275	300	300
203-00 Printing & Advertising	---	---	---	100	100
207-00 Travel & Training	23	---	25	---	500
211-00 Maint/Equip-O/S Vendors	410	---	---	400	400
216-00 Professional Services	115	143	---	100	100
299-00 Other Contractual Services	---	---	---	8,563	---
<b>SUBTOTAL</b>	<b>864</b>	<b>451</b>	<b>300</b>	<b>9,463</b>	<b>1,400</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	92	426	804	1,400	1,000
399-00 General Supplies	599	199	128	150	200
<b>SUBTOTAL</b>	<b>691</b>	<b>625</b>	<b>932</b>	<b>1,550</b>	<b>1,200</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	4,083	2,734	1,060	1,901	2,464
402-00 Membership & Subscriptions	115	---	---	---	---
<b>SUBTOTAL</b>	<b>4,198</b>	<b>2,734</b>	<b>1,060</b>	<b>1,901</b>	<b>2,464</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	6,411	---	---	8,500
<b>SUBTOTAL</b>	<b>---</b>	<b>6,411</b>	<b>---</b>	<b>---</b>	<b>8,500</b>
<b>TOTAL GIS</b>	<b>\$ 45,776</b>	<b>\$ 24,111</b>	<b>\$ 34,562</b>	<b>\$ 46,723</b>	<b>\$ 49,209</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

**PARKS AND RECREATION FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Administration	159,738	45,030	2,350	203,674	410,792	---	---	410,792
Donaldson Park	3,475	16,210	11,200	125	31,010	---	---	31,010
Personal Training	---	27,800	500	---	28,300	---	---	28,300
Park Maintenance	206,718	28,276	56,200	14,400	305,594	---	---	305,594
Summer Ball	6,246	4,040	16,120	675	27,081	---	---	27,081
Basketball	14,811	680	4,640	2,175	22,306	---	---	22,306
Volleyball	3,785	---	800	360	4,945	---	---	4,945
Soccer	---	500	800	---	1,300	---	---	1,300
Aquatic Center	87,905	29,047	32,316	5,425	154,693	3,500	---	158,193
Community Ctr	196,130	66,220	28,146	17,370	307,866	---	---	307,866
<b>Totals</b>	<b>\$ 678,808</b>	<b>\$ 217,803</b>	<b>\$ 153,072</b>	<b>\$ 244,204</b>	<b>\$ 1,293,887</b>	<b>\$ 3,500</b>	<b>\$ -</b>	<b>\$ 1,297,387</b>
Total Cash Available								\$ 1,297,387
Difference								\$ ---
% of Total Budget	52.32%	16.79%	11.80%	18.82%	99.73%	0.27%	0.00%	100.00%

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

**PARKS & RECREATION**

		<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Approved</b>
<b>ADVALOREM TAXES</b>						
20R5071000	Real Estate	231,365	236,592	246,870	254,000	261,620
20R5071100	Personal Property	104,270	108,602	107,419	104,400	107,400
20R5071200	Merchants Surtax	24,251	23,742	24,914	25,861	26,630
20R5071300	Utility Property	8,276	6,868	7,040	7,242	7,300
20R5081200	Penalties & Interest	2,854	3,089	3,218	3,120	3,120
	<b>SUBTOTAL</b>	<b>371,016</b>	<b>378,893</b>	<b>389,461</b>	<b>394,623</b>	<b>406,070</b>
<b>SALES TAX</b>						
20R5101000	Sales Tax	196,527	183,632	200,064	189,452	200,000
	<b>SUBTOTAL</b>	<b>196,527</b>	<b>183,632</b>	<b>200,064</b>	<b>189,452</b>	<b>200,000</b>
<b>OTHER TAXES</b>						
20R5901000	Intangible Property	86	470	195	2,085	500
	<b>SUBTOTAL</b>	<b>86</b>	<b>470</b>	<b>195</b>	<b>2,085</b>	<b>500</b>
<b>SERVICE CHARGES &amp; FEES</b>						
20R6502000	Swimming Pool-Season Passes	25,520	29,310	34,974	33,000	33,000
20R6502001	Swimming Pool-Daily Passes	29,155	31,743	38,832	38,000	38,000
20R6502002	Swimming Pool-Swim Lessons	9,030	9,128	12,712	12,000	12,000
20R6502003	Swimming Pool-Pool Rental	255	1,670	1,965	750	1,750
20R6502004	Swimming Pool-Swim Team	2,995	3,395	3,798	3,570	3,600
20R6502005	Concession Stand	13,963	17,404	15,545	16,000	16,000
20R6502006	Swim Pool-Value Pass	---	4,415	3,806	2,000	2,000
20R6502008	Training Fees	2,515	2,440	1,815	1,900	2,000
20R6502009	Swimming Pool-Aerobics	335	219	217	---	---
20R6502201	Reservations-Shelter House	1,855	1,670	2,533	1,800	1,800
20R6502501	Summer Ball-Adult Softball	11,779	11,658	12,901	12,180	12,200
20R6502503	Summer Ball-Youth	9,950	11,681	14,338	14,546	14,600
20R6502504	Summer Ball-Co-Ed Softball	8,924	8,813	11,068	9,000	10,000
20R6502505	Field Rental	2,395	4,620	2,715	2,700	2,800
20R6502509	Maintenance-South Beal Fence	1,100	1,850	1,200	1,200	1,200
20R6502601	Basketball-Adult	6,164	6,914	5,417	6,308	6,000
20R6502602	Basketball-Youth	1,328	2,756	6,753	2,635	2,600
20R6502603	Basketball-Summer	15,254	15,596	9,647	13,725	13,800
20R6502604	Basketball-Open Gym	---	---	---	(120)	---
20R6502605	Basketball-Youth League	---	---	---	---	---
20R6502701	Volleyball-Summer & Fall	3,990	3,952	2,858	3,000	3,000
20R6502702	Volleyball-Spring	5,366	5,833	6,183	5,283	5,283
20R6502703	Volleyball-Sand	3,261	3,774	3,665	3,000	3,000
20R6503000	MAC Personal Training Fee	---	29,353	49,395	46,000	46,000
20R6503200	DWP Soccer Fees	4,103	876	1,036	1,837	1,500
20R6503201	DWP Football Fees	405	---	---	700	700
20R6503202	DWP Concession Stand	9,079	11,516	8,514	8,000	9,200
20R6503203	Amphitheater	125	---	---	---	---

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>PARKS &amp; RECREATION</b>					
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Approved</b>
<b>SERVICE CHARGES &amp; FEES, continued</b>					
20R6505100 Community Ctr-Annual Passes	137,475	144,651	136,441	137,000	138,000
20R6505101 Community Ctr-Daily Passes	4,847	6,376	5,104	6,750	6,800
20R6505102 Community Ctr-Child Care	206	173	129	160	160
20R6505103 Community Ctr-Track/Senior Trk	13,291	12,889	15,570	16,000	16,000
20R6505104 Community Ctr-Senior Track Only	---	---	---	---	---
20R6505105 Community Ctr-Combo Pass	20,502	16,257	14,908	12,750	13,000
20R6505106 Community Ctr-Value Pass	12,585	9,748	9,180	7,000	9,000
20R6505107 Community Ctr-Rentals	17,755	17,679	15,531	18,000	18,000
20R6505108 Community Ctr-Aerobic/Dance	---	---	---	---	---
20R6505109 Community Ctr-Programs/Class	22,708	23,882	18,459	16,000	16,000
20R6505110 Community Ctr-Merchandise Sale	4,673	4,416	10,730	8,700	8,500
20R6505205 Soccer - Youth League	876	933	---	---	---
20R6505215 Soccer - League	630	180	1,167	561	600
<b>SUBTOTAL</b>	<b>404,394</b>	<b>457,770</b>	<b>479,106</b>	<b>461,935</b>	<b>468,093</b>
<b>REVENUE FROM OTHER AGENCIES</b>					
10R7002000 Federal Grants	---	---	---	6,000	---
<b>SUBTOTAL</b>	---	---	---	6,000	---
<b>OTHER REVENUES</b>					
20R8901000 Interest on Investments	7,036	12,776	14,678	8,500	9,000
20R8902000 Donations	1,568	1,100	---	---	---
20R8902001 Designated Donations	4,639	5,299	60,707	8,000	2,000
20R8909000 Miscellaneous	10,037	13,174	18,924	17,500	17,000
20R8909002 Vending Machine Revenue	1,304	2,496	5,378	3,500	3,500
20R8909003 Discount Passes	2,671	2,284	3,956	2,500	2,500
<b>SUBTOTAL</b>	<b>27,255</b>	<b>37,129</b>	<b>103,643</b>	<b>40,000</b>	<b>34,000</b>
20R9501000 <b>OTHER FIN SOUR-CAP LEASE</b>	---	---	---	---	---
<b>TOTAL PARK &amp; RECREATION REVENUES</b>	<b>999,278</b>	<b>1,057,894</b>	<b>1,172,469</b>	<b>1,094,095</b>	<b>1,108,663</b>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	<b>130,308</b>	<b>118,714</b>	<b>198,144</b>	<b>188,724</b>	<b>188,724</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 1,129,586</b>	<b>\$ 1,176,608</b>	<b>\$ 1,370,613</b>	<b>\$ 1,282,819</b>	<b>\$ 1,297,387</b>

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# Parks and Recreation Fund

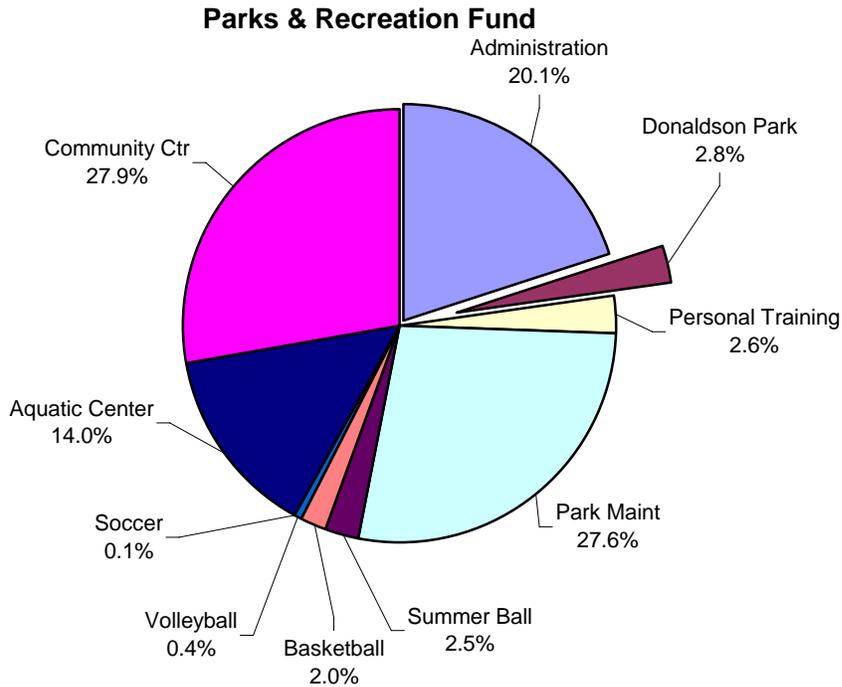
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## Overview and Description

The Maryville Park and Recreation Board strives to meet the leisure needs of the Maryville Community. Input from citizen surveys, public forums and citizen groups have led to new parks, facilities and programs.

The goal of the Board is to provide programs and facilities to improve the quality of life for area residents. Opportunities for all age groups to be active and remain healthy are a goal of the leisure services provided through the department. New facilities have been developed to expand these offerings and to attract additional users from surrounding communities.

The Board addresses recreation, parks and facilities within the MPR Park System. Recreation programs and activities are provided to meet the needs of those who wish to be active and participate in group leisure pursuits.



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## Parks and Recreation Fund

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<b>Operating Expenditures by Category</b>	<b>Actual FY '07</b>	<b>Estimated FY '08</b>	<b>Approved FY '09</b>
Personnel	\$ 631,920	\$ 631,697	\$ 678,808
Contractual	181,990	205,261	217,803
Commodities	109,644	131,955	153,072
Other Operating	58,224	63,877	55,480
<b>Totals</b>	<b>\$ 981,778</b>	<b>\$ 1,032,790</b>	<b>\$ 1,105,163</b>

Staffing :

Administration Full Time	3
Maintenance Full Time	4
Maintenance Part Time	12
Aquatic Center Part Time	45

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: ADMINISTRATION

CODE: 20-20-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	104,194	108,401	111,633	115,525	121,173
115-00 Overtime	18	---	---	---	---
120-00 FICA Contribution	7,886	8,336	8,626	9,045	9,320
140-00 Group Insurance-Employee	12,059	9,817	11,050	11,775	14,640
140-01 Group Insurance-Offset	5,247	1,327	---	---	---
150-00 Retirement Contrib - LAGERS	8,364	9,310	10,548	10,100	11,390
150-01 Retirement Contrib - ICMA	1,327	1,640	1,614	1,700	2,425
170-00 Longevity	448	562	610	658	790
<b>SUBTOTAL</b>	<b>139,543</b>	<b>139,393</b>	<b>144,081</b>	<b>148,803</b>	<b>159,738</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	4,895	4,930	3,983	5,310	5,280
203-00 Printing & Advertising	3,687	2,182	5,527	4,050	4,500
205-00 Postage	417	283	275	405	450
207-00 Travel & Training	2,977	3,266	2,988	3,500	3,600
211-00 Maint/Equip-O/S Vendors	1,680	850	895	900	900
214-00 Independent Audit	2,073	2,502	2,612	2,455	2,800
216-00 Professional Services	---	25	---	---	---
299-00 Other Contractual Services	15,650	16,286	21,211	24,225	27,500
<b>SUBTOTAL</b>	<b>31,379</b>	<b>30,324</b>	<b>37,491</b>	<b>40,845</b>	<b>45,030</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,099	414	594	1,500	2,000
306-00 Janitorial Supplies	648	---	---	---	---
399-00 General Supplies	794	914	358	200	350
<b>SUBTOTAL</b>	<b>2,541</b>	<b>1,328</b>	<b>952</b>	<b>1,700</b>	<b>2,350</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	9,175	9,521	10,358	8,882	10,650
402-00 Membership & Subscriptions	915	819	800	1,230	1,200
404-00 Election Expenses	---	---	---	8,631	---
406-00 Refunds	20	---	55	---	---
407-00 Transfers Out	---	364	2,033	3,130	3,000
410-00 Contingencies	---	---	---	---	188,724
420-00 Uncollectible Delinquent Taxes	664	439	336	350	---
470-00 Financial Scholarship	50	37	---	50	---
499-00 Miscellaneous Charges	3,490	5	426	100	100
<b>SUBTOTAL</b>	<b>14,314</b>	<b>11,185</b>	<b>14,008</b>	<b>22,373</b>	<b>203,674</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: ADMINISTRATION CODE: 20-20-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	7,092	---	---	---	---
599-00 Other Improvements	2,068	---	---	---	---
<b>SUBTOTAL</b>	<u>9,160</u>	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	19,549	20,145	15,514	---	---
602-00 Lease - Interest	1,394	798	195	---	---
<b>SUBTOTAL</b>	<u>20,943</u>	<u>20,943</u>	<u>15,709</u>	<u>---</u>	<u>---</u>
<b>TOTAL P &amp; R ADMIN</b>	<u>\$ 217,880</u>	<u>\$ 203,173</u>	<u>\$ 212,241</u>	<u>\$ 213,721</u>	<u>\$ 410,792</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: DONALDSON WESTSIDE PARK

CODE: 20-21-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	---	2,325	3,081	3,000	3,225
120-00 FICA Contribution	---	178	236	235	250
<b>SUBTOTAL</b>	<b>---</b>	<b>2,503</b>	<b>3,317</b>	<b>3,235</b>	<b>3,475</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	10,297	10,053	9,979	14,300	15,440
202-00 Telephone	410	401	1,153	445	420
207-00 Travel & Training	---	502	254	296	300
213-00 Rents	---	100	---	---	---
216-00 Professional Services	---	---	---	50	50
299-00 Other Contractual Services	45	2,273	48	50	---
<b>SUBTOTAL</b>	<b>10,752</b>	<b>13,329</b>	<b>11,434</b>	<b>15,141</b>	<b>16,210</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	---	---	---	---	100
303-00 Chemicals	809	4,100	428	2,500	2,500
306-00 Janitorial Supplies	1,106	469	19	500	500
307-00 Parts - Equipment Maintance	357	633	---	300	300
308-00 Maint/Constr-Streets, Etc.	4,375	---	121	130	---
308-01 Maint/Constr-Buildings, Etc.	1,967	9	---	510	600
310-00 Recreational Supplies	873	3,407	1,134	2,000	1,000
389-00 Concession Supplies	7,119	8,722	5,520	7,050	6,200
399-00 General Supplies	9	1,066	441	---	---
<b>SUBTOTAL</b>	<b>16,615</b>	<b>18,406</b>	<b>7,663</b>	<b>12,990</b>	<b>11,200</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	232	265	120	103	125
406-00 Refunds	235	---	---	---	---
499-00 Miscellaneous Charges	---	3	---	---	---
<b>SUBTOTAL</b>	<b>467</b>	<b>268</b>	<b>120</b>	<b>103</b>	<b>125</b>
<b>TOTAL DONALDSON WESTSIDE PARK</b>	<b>\$ 27,834</b>	<b>\$ 34,506</b>	<b>\$ 22,534</b>	<b>\$ 31,469</b>	<b>\$ 31,010</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: PERSONAL TRAINING

CODE: 20-22-7

		2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CONTRACTUAL SERVICES</b>						
216-00	Professional Services	---	18,036	28,628	27,870	27,800
	<b>SUBTOTAL</b>	---	18,036	28,628	27,870	27,800
<b>COMMODITIES</b>						
310-00	Recreational Supplies	---	448	---	350	500
	<b>SUBTOTAL</b>	---	448	---	350	500
<b>OTHER CHARGES</b>						
401-00	Insurance	---	---	---	---	---
406-00	Refunds	---	100	---	---	---
	<b>SUBTOTAL</b>	---	100	---	---	---
<b>TOTAL P &amp; R SUMMER BALL</b>		<b>\$ ---</b>	<b>\$ 18,584</b>	<b>\$ 28,628</b>	<b>\$ 28,220</b>	<b>\$ 28,300</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: MAINTENANCE

CODE: 20-23-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	155,867	158,206	159,272	140,600	147,485
115-00 Overtime	10,485	6,187	9,007	6,800	6,800
120-00 FICA Contribution	12,848	12,634	13,046	11,500	11,865
140-00 Group Insurance-Employee	17,092	19,395	20,922	23,700	29,040
140-01 Group Insurance-Offset	422	2,969	---	175	---
150-00 Retirement Contrib - LAGERS	10,110	10,670	11,677	6,000	9,126
150-01 Retirement Contrib - ICMA	2,481	2,584	2,177	1,450	1,942
160-00 Unemployment Insurance	69	1,003	1,239	---	---
170-00 Longevity	1,374	1,446	1,596	412	460
<b>SUBTOTAL</b>	<b>210,748</b>	<b>215,094</b>	<b>218,936</b>	<b>190,637</b>	<b>206,718</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	6,049	6,138	7,134	10,130	15,400
202-00 Telephone	2,502	2,377	1,747	1,900	2,220
203-00 Printing & Advertising	---	---	29	276	---
205-00 Postage	9	---	12	---	---
207-00 Travel & Training	32	(8)	---	---	500
209-00 Subsistence	89	116	177	200	250
211-00 Maint/Equip-O/S Vendors	1,149	1,441	637	1,800	2,000
211-02 Central Garage - Parts	873	998	760	700	800
211-04 Central Garage - Overhead	3,773	3,344	4,713	4,000	4,000
212-00 Maintenance-Other	75	20,080	300	---	300
213-00 Rents	600	514	891	600	600
215-00 Radio Maintenance	133	75	177	100	150
216-00 Professional Services	100	1,300	500	---	1,356
299-00 Other Contractual Services	---	120	---	1,950	700
<b>SUBTOTAL</b>	<b>15,384</b>	<b>36,495</b>	<b>17,077</b>	<b>21,656</b>	<b>28,276</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	3,589	2,116	2,197	2,000	2,500
302-00 Fuel & Lubricants	12,006	13,037	12,933	18,700	25,500
303-00 Chemicals	1,493	743	3,778	3,000	2,000
304-00 Uniforms	1,589	664	653	1,200	1,800
305-00 Tires-Batteries-Accessories	786	1,414	839	900	1,100
306-00 Janitorial Supplies	2,991	3,113	2,944	3,200	3,500
307-00 Parts - Equipment Maintance	5,280	4,804	7,340	6,000	7,500
308-00 Maint/Constr-Streets, Etc.	1,724	139	61	225	---
308-01 Maint/Constr-Buildings, Etc.	4,889	5,923	2,122	6,000	7,800
330-00 Safety Equipment & Supplies	369	127	491	500	700
399-00 General Supplies	4,068	2,632	3,663	2,900	3,800
<b>SUBTOTAL</b>	<b>38,784</b>	<b>34,712</b>	<b>37,021</b>	<b>44,625</b>	<b>56,200</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: MAINTENANCE

CODE: 20-23-3

	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Request</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	24,056	22,236	16,769	13,454	14,000
402-00 Membership & Subscriptions	---	---	---	200	400
499-00 Miscellaneous Charges	---	---	---	1,800	---
<b>SUBTOTAL</b>	<u>24,056</u>	<u>22,236</u>	<u>16,769</u>	<u>15,454</u>	<u>14,400</u>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	8,665	1,750	---	5,000	---
599-00 Other Improvements	(2,647)	25,038	91,677	53,420	---
<b>SUBTOTAL</b>	<u>6,018</u>	<u>26,788</u>	<u>91,677</u>	<u>58,420</u>	<u>---</u>
<b>TOTAL P &amp; R MAINTENANCE</b>	<u>\$ 294,990</u>	<u>\$ 335,325</u>	<u>\$ 381,480</u>	<u>\$ 330,792</u>	<u>\$ 305,594</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: SUMMER BALL

CODE: 20-24-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	6,119	4,071	4,191	5,400	5,800
115-00 Overtime	468	---	321	---	---
120-00 FICA Contribution	---	311	---	415	446
<b>SUBTOTAL</b>	<b>6,587</b>	<b>4,382</b>	<b>4,512</b>	<b>5,815</b>	<b>6,246</b>
<b>CONTRACTUAL SERVICES</b>					
203-00 Printing & Advertising	14	53	---	---	---
216-00 Professional Services	1,901	1,013	2,266	4,000	4,040
<b>SUBTOTAL</b>	<b>1,915</b>	<b>1,066</b>	<b>2,266</b>	<b>4,000</b>	<b>4,040</b>
<b>COMMODITIES</b>					
308-00 Maint/Constr-Streets, Etc.	---	---	253	---	---
308-01 Maint/Constr-Buildings, Etc.	---	48	---	---	120
310-00 Recreational Supplies	16,610	22,687	11,361	15,000	16,000
330-00 Safety Equipment & Supplies	---	---	75	---	---
399-00 General Supplies	---	493	20	20	---
<b>SUBTOTAL</b>	<b>16,610</b>	<b>23,228</b>	<b>11,709</b>	<b>15,020</b>	<b>16,120</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	1,065	1,220	770	640	675
406-00 Refunds	287	1,001	524	200	---
<b>SUBTOTAL</b>	<b>1,352</b>	<b>2,221</b>	<b>1,294</b>	<b>840</b>	<b>675</b>
<b>TOTAL P &amp; R SUMMER BALL</b>	<b>\$ 26,464</b>	<b>\$ 30,897</b>	<b>\$ 19,781</b>	<b>\$ 25,675</b>	<b>\$ 27,081</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: BASKETBALL

CODE: 20-25-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	13,577	14,124	12,675	16,500	13,753
120-00 FICA Contribution	1,039	1,081	986	1,270	1,058
<b>SUBTOTAL</b>	<u>14,616</u>	<u>15,205</u>	<u>13,661</u>	<u>17,770</u>	<u>14,811</u>
<b>CONTRACTUAL SERVICES</b>					
207-00 Travel & Training	---	---	---	---	---
216-00 Professional Services	406	270	---	400	680
<b>SUBTOTAL</b>	<u>406</u>	<u>270</u>	<u>---</u>	<u>400</u>	<u>680</u>
<b>COMMODITIES</b>					
310-00 Recreational Supplies	1,704	5,289	4,543	4,290	4,390
330-00 Safety Equipment & Supplies	---	---	45	50	250
<b>SUBTOTAL</b>	<u>1,704</u>	<u>5,289</u>	<u>4,588</u>	<u>4,340</u>	<u>4,640</u>
<b>OTHER CHARGES</b>					
401-00 Insurance	1,459	1,308	1,119	2,089	2,175
406-00 Refunds	60	18	32	206	---
<b>SUBTOTAL</b>	<u>1,519</u>	<u>1,326</u>	<u>1,151</u>	<u>2,295</u>	<u>2,175</u>
<b>TOTAL P &amp; R BASKETBALL</b>	<u>\$ 18,245</u>	<u>\$ 22,090</u>	<u>\$ 19,400</u>	<u>\$ 24,805</u>	<u>\$ 22,306</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: VOLLEYBALL

CODE: 20-26-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	4,282	3,672	3,061	3,200	3,515
120-00 FICA Contribution	327	281	234	250	270
<b>SUBTOTAL</b>	<u>4,609</u>	<u>3,953</u>	<u>3,295</u>	<u>3,450</u>	<u>3,785</u>
<b>COMMODITIES</b>					
310-00 Recreational Supplies	778	1,419	531	580	800
<b>SUBTOTAL</b>	<u>778</u>	<u>1,419</u>	<u>531</u>	<u>580</u>	<u>800</u>
<b>OTHER CHARGES</b>					
401-00 Insurance	335	385	397	344	360
406-00 Refunds	103	139	192	364	---
<b>SUBTOTAL</b>	<u>438</u>	<u>524</u>	<u>589</u>	<u>708</u>	<u>360</u>
<b>TOTAL P &amp; R VOLLEYBALL</b>	<u>\$ 5,825</u>	<u>\$ 5,896</u>	<u>\$ 4,415</u>	<u>\$ 4,738</u>	<u>\$ 4,945</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: SOCCER

CODE: 20-27-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	---	---	13	196	---
120-00 FICA Contribution	---	---	1	15	---
<b>SUBTOTAL</b>	---	---	14	211	---
<b>CONTRACTUAL SERVICES</b>					
203-00 Printing & Advertising	---	---	---	14	---
216-00 Professional Services	---	500	500	500	500
<b>SUBTOTAL</b>	---	500	500	500	500
<b>COMMODITIES</b>					
310-00 Recreational Supplies	---	1,085	1,120	900	800
<b>SUBTOTAL</b>	---	1,085	1,120	900	800
<b>OTHER CHARGES</b>					
406-00 Refunds	---	---	---	20	---
<b>SUBTOTAL</b>	---	---	---	20	---
<b>TOTAL P &amp; R VOLLEYBALL</b>	<b>\$ ---</b>	<b>\$ 1,585</b>	<b>\$ 1,634</b>	<b>\$ 1,631</b>	<b>\$ 1,300</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: AQUATIC CENTER

CODE: 20-28-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	58,703	68,678	63,985	78,330	81,625
120-00 FICA Contribution	4,492	5,254	4,897	6,025	6,280
<b>SUBTOTAL</b>	<b>63,195</b>	<b>73,932</b>	<b>68,882</b>	<b>84,355</b>	<b>87,905</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	9,631	14,921	15,633	17,200	18,400
202-00 Telephone	845	834	821	925	925
203-00 Printing & Advertising	155	(420)	300	150	600
205-00 Postage	---	45	---	---	---
207-00 Travel & Training	5,392	4,805	4,714	4,850	5,200
210-00 Maint/Bldg-O/S Vendors	---	1,856	---	---	---
211-00 Maint/Equip-O/S Vendors	73	---	22	---	---
216-00 Professional Services	3,565	3,467	3,550	3,600	3,482
299-00 Other Contractual Services	45	570	692	500	440
<b>SUBTOTAL</b>	<b>19,706</b>	<b>26,078</b>	<b>25,732</b>	<b>27,225</b>	<b>29,047</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	506	400	162	450	700
303-00 Chemicals	5,319	7,933	6,735	8,000	8,000
304-00 Uniforms	2,330	1,951	1,660	1,800	2,066
306-00 Janitorial Supplies	1,134	1,064	988	1,100	1,200
307-00 Parts - Equipment Maintance	668	849	1,064	1,200	1,500
308-00 Maint/Constr-Streets, Etc.	1,433	0	723	---	---
308-01 Maint/Constr-Buildings, Etc.	843	1,937	1,487	400	6,700
310-00 Recreational Supplies	497	825	2,139	2,000	1,550
330-00 Safety Equipment & Supplies	466	1,169	715	1,075	1,000
389-00 Concession Supplies	8,282	8,499	8,456	9,200	9,600
399-00 General Supplies	696	195	437	800	---
<b>SUBTOTAL</b>	<b>22,174</b>	<b>24,822</b>	<b>24,566</b>	<b>26,025</b>	<b>32,316</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	5,368	5,697	6,203	5,216	5,425
406-00 Refunds	520	297	288	200	---
<b>SUBTOTAL</b>	<b>5,888</b>	<b>5,994</b>	<b>6,491</b>	<b>5,416</b>	<b>5,425</b>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	10,000	---
503-00 Office Equipment	5,236	7,425	---	---	---
504-00 Mechanical & Auto Equipment	---	4,450	---	---	---
599-00 Other Improvements	---	---	---	---	3,500
<b>SUBTOTAL</b>	<b>5,236</b>	<b>11,875</b>	<b>---</b>	<b>10,000</b>	<b>3,500</b>
<b>TOTAL P &amp; R AQUATIC CTR</b>	<b>\$ 116,199</b>	<b>\$ 142,701</b>	<b>\$ 125,671</b>	<b>\$ 153,021</b>	<b>\$ 158,193</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: COMMUNITY CENTER

CODE: 20-29-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	100,660	140,081	146,938	147,500	161,573
115-00 Overtime	101	236	29	1,000	1,550
120-00 FICA Contribution	7,748	10,703	11,066	11,420	12,545
140-00 Group Insurance-Employee	3,640	9,706	10,939	11,700	14,640
150-00 Retirement Contrib - LAGERS	---	4,032	5,154	4,800	4,800
150-01 Retirement Contrib - ICMA	402	1,320	1,096	1,000	1,022
160-00 Unemployment Insurance	---	15	---	1	---
<b>SUBTOTAL</b>	<b>112,551</b>	<b>166,093</b>	<b>175,222</b>	<b>177,421</b>	<b>196,130</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	32,992	37,334	40,575	47,975	48,780
202-00 Telephone	---	---	---	---	---
203-00 Printing & Advertising	2,341	4,976	5,546	6,000	6,800
205-00 Postage	---	7	78	304	---
207-00 Travel & Training	605	---	490	195	1,250
210-00 Maintenance/Building	866	953	3,180	2,000	500
211-00 Maint/Equip-O/S Vendors	6,012	6,093	5,165	8,350	5,950
213-00 Rents	---	---	---	---	---
216-00 Professional Fees	22,699	5,495	3,463	2,500	2,500
299-00 Other Contractual Services	3,817	---	365	300	440
<b>SUBTOTAL</b>	<b>69,332</b>	<b>54,858</b>	<b>58,862</b>	<b>67,624</b>	<b>66,220</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	4,165	3,961	3,470	4,100	5,000
303-00 Chemicals	---	---	---	---	---
304-00 Uniforms	455	482	---	---	96
306-00 Janitorial Supplies	7,245	6,936	6,240	7,725	8,200
307-00 Parts - Equipment Maintance	---	197	921	550	1,300
308-01 Maint/Constr-Buildings, Etc.	1,008	57	199	1,000	1,000
310-00 Recreational Supplies	3,505	3,212	6,218	6,200	6,500
<b>COMMODITIES (continued)</b>					
330-00 Safety Equipment & Supplies	149	555	112	750	750
389-00 Concession Supplies	3,835	2,611	3,317	3,900	3,800
399-00 General Supplies	841	1,601	1,017	1,200	1,500
<b>SUBTOTAL</b>	<b>21,203</b>	<b>19,612</b>	<b>21,494</b>	<b>25,425</b>	<b>28,146</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	4,970	8,336	14,707	12,568	13,070
402-00 Memberships & Subscriptions	---	---	98	100	300
406-00 Refunds	9,906	3,767	2,997	4,000	4,000
<b>SUBTOTAL</b>	<b>14,876</b>	<b>12,103</b>	<b>17,802</b>	<b>16,668</b>	<b>17,370</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: PARKS & RECREATION  
DEPARTMENT: COMMUNITY CENTER

CODE: 20-29-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	---	---
503-00 Office Equipment	4,392	---	---	12,545	---
599-00 Other Improvements	9,903	---	3,950	18,731	---
<b>SUBTOTAL</b>	<u>14,295</u>	<u>---</u>	<u>3,950</u>	<u>31,276</u>	<u>---</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	35,678	21,423	---	---	---
602-00 Lease - Interest	1,487	261	---	---	---
<b>SUBTOTAL</b>	<u>37,165</u>	<u>21,684</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>TOTAL COMMUNITY CENTER</b>	<u>\$ 269,422</u>	<u>\$ 274,350</u>	<u>\$ 277,330</u>	<u>\$ 318,414</u>	<u>\$ 307,866</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>CAPITAL IMPROVEMENT PROJECTS</b>					
	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Approved</b>
<b>INTRAGOV'TAL REVENUES</b>					
44R8009000 Transfers In	---	---	---	284,125	50,000
<b>SUBTOTAL</b>	---	---	---	284,125	50,000
<b>SALES TAXES</b>					
44R5101000 CIP Sales Tax	---	---	---	---	785,000
<b>SUBTOTAL</b>	---	---	---	---	785,000
<b>OTHER REVENUES</b>					
44R8901000 Interest on Investments	---	---	---	1,000	---
<b>SUBTOTAL</b>	---	---	---	1,000	---
<b>OTHER FINANCING SOURCES</b>					
44R9502000 Bond Proceeds	---	---	---	1,730,000	---
44R9503000 Bond Premium	---	---	---	9,477	---
	---	---	---	1,739,477	---
<b>TOTAL CAP IMPROV PROJECTS REVENUES</b>	---	---	---	2,024,602	835,000
<b>RESTRICTED CASH BALANCE FORWARD</b>	---	---	---		132,955
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ ---</u>	<u>\$ ---</u>	<u>\$ ---</u>	<u>\$ 2,024,602</u>	<u>\$ 967,955</u>

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# Capital Improvement Projects Fund

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## Overview and Description

In April 2008 the voters of the City of Maryville approved overwhelmingly a ½% sales tax which would be utilized exclusively for the purposes of capital improvements. The State Laws regarding this tax require that the revenue be used for funding capital improvements including the operation and maintenance of capital improvements, which may be funded by issuing bonds which will be retired by the revenues received from the sales tax or for retiring debt under previously authorized bonded indebtedness. As part of the commitment by the City Council, they passed a resolution detailing the planned allocations of the revenue which over the 10 year life would generate approximately \$7.85 million. Those priorities are as follows:

1. \$1,000,000 Water/Sewer and Storm Water Repairs
2. \$4,800,000 Street Program
3. \$300,000 Emergency Siren System
4. \$700,000 Trail Development Leveraged with Grants Only
5. \$200,000 City Parking Lot Resurfacing Projects
6. \$200,000 PW Snow Truck Replacements
7. \$130,000 PS Fire Brush Truck
8. \$200,000 Fire Truck Pumper Truck

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

**FUND: CAPITAL IMPROVEMENT PROJECTS CODE: 44-00-4**

	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Requested</b>
<b>CONTRACTUAL SERVICES</b>					
203-00 Printing & Advertising	---	---	---	60	---
<b>SUBTOTAL</b>	---	---	---	60	---
<b>OTHER CHARGES</b>					
407-00 Transfers Out	---	---	---	---	10,000
410-00 Contingencies	---	---	---	---	230,000
<b>SUBTOTAL</b>	---	---	---	---	240,000
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	---	---	---	---	---
506-00 Street Improvements	---	---	---	1,781,835	479,673
506-02 Engineering	---	---	---	---	---
506-04 Storm Drainage Improvements	---	---	---	---	---
520-04 Water Line Improvements	---	---	---	70,275	---
599-00 Other Improvements	---	---	---	---	180,000
<b>SUBTOTAL</b>	---	---	---	1,852,110	659,673
<b>DEBT SERVICE</b>					
601-00 Principal	---	---	---	---	---
602-00 Interest	---	---	---	---	66,982
603-00 Fiscal Agent Fees	---	---	---	---	1,300
604-00 Bond Issuance Costs	---	---	---	39,477	---
<b>SUBTOTAL</b>	---	---	---	39,477	68,282
<b>TOTAL DEBT RETIREMENT</b>	<b>\$ ---</b>	<b>\$ ---</b>	<b>\$ ---</b>	<b>\$ 1,891,647</b>	<b>\$ 967,955</b>

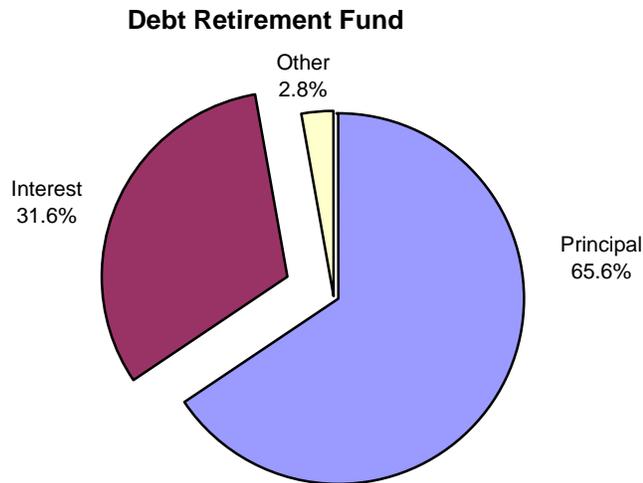
**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>DEBT RETIREMENT</b>					
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Approved</u>
<b>ADVALOREM TAXES</b>					
48R5071000 Real Estate	102,307	91,765	80,105	98,350	100,550
48R5071100 Personal Property	46,117	42,123	34,847	40,040	43,090
48R5071200 Merchants Surtax	10,740	9,244	8,171	10,003	9,000
48R5071300 Utility Property	3,660	2,664	2,283	2,742	2,662
48R5081200 Penalties & Interest	1,269	1,204	1,053	1,120	1,120
<b>SUBTOTAL</b>	<u>164,093</u>	<u>147,000</u>	<u>126,459</u>	<u>152,255</u>	<u>156,422</u>
<b>SALES TAX</b>					
48R5101001 Sales Tax for Joint Use Facility	196,683	183,583	200,063	201,695	201,000
<b>SUBTOTAL</b>	<u>196,683</u>	<u>183,583</u>	<u>200,063</u>	<u>201,695</u>	<u>201,000</u>
<b>OTHER REVENUES</b>					
48R8901000 Interest on Investments	10,610	19,101	21,233	11,575	8,340
<b>SUBTOTAL</b>	<u>10,610</u>	<u>19,101</u>	<u>21,233</u>	<u>11,575</u>	<u>8,340</u>
<b>TOTAL DEBT RETIREMENT REVENUES</b>	<u>371,386</u>	<u>349,684</u>	<u>347,755</u>	<u>365,525</u>	<u>365,762</u>
<b>RESTRICTED CASH BALANCE FORWARD</b>	367,420	381,689	385,303	410,000	410,000
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 738,806</u>	<u>\$ 731,373</u>	<u>\$ 733,058</u>	<u>\$ 775,525</u>	<u>\$ 775,762</u>

# Debt Retirement Fund

## Overview and Description

This fund is used to account for the accumulation of funds and the payment of general long-term debt principal and interest. The full faith and credit of the City is pledged behind all general obligation bonds. The 1999 Refunding Bonds have an 11.94 cent property tax levy assessed to fund the bond payments for the Aquatic Center. In September 2001 G.O. bonds were issued to fund the Maryville Park & Recreation's joint-use facility with the Missouri National Guard. Rather than levy a property tax, though, a one-eighth cent sales tax was passed in November 2000 to fund the payment of principal and interest on the bonds. Collection of the sales tax started April 1, 2001.



Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Contractual	\$ 4,143	\$ 6,650	\$ 6,800
Other Operating	2,112	2,630	2,750
Debt Service	337,885	330,038	356,371
<b>Totals</b>	<b>\$ 344,140</b>	<b>\$ 339,318</b>	<b>\$ 365,921</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

**FUND: DEBT RETIREMENT CODE: 48-00-0**

	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Approved</b>
<b>CONTRACTUAL SERVICES</b>					
299-00 Other Contractual Services	5,333	4,734	4,143	6,650	6,800
<b>SUBTOTAL</b>	<u>5,333</u>	<u>4,734</u>	<u>4,143</u>	<u>6,650</u>	<u>6,800</u>
<b>OTHER CHARGES</b>					
407-00 Transfers Out	---	364	2,033	2,280	2,400
410-00 Contingencies	---	---	---	---	409,841
420-00 Uncollectible Delinquent Taxes	291	168	79	350	350
<b>SUBTOTAL</b>	<u>291</u>	<u>532</u>	<u>2,112</u>	<u>2,630</u>	<u>412,591</u>
<b>DEBT SERVICE</b>					
601-05 Principal - 1999 G. O. Bonds	110,000	120,000	130,000	125,000	150,000
601-06 Principal - 2001 G.O. Bonds	65,000	70,000	75,000	80,000	90,000
602-05 Interest - 1999 G. O. Bonds	42,590	38,248	33,433	28,398	22,823
602-06 Interest - 2001 G.O. Bonds	103,557	101,380	98,930	96,118	92,998
603-00 Fiscal Agent Fees	594	522	522	522	550
<b>SUBTOTAL</b>	<u>321,741</u>	<u>330,150</u>	<u>337,885</u>	<u>330,038</u>	<u>356,371</u>
<b>TOTAL DEBT RETIREMENT</b>	<u>\$ 327,365</u>	<u>\$ 335,416</u>	<u>\$ 344,140</u>	<u>\$ 339,318</u>	<u>\$ 775,762</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>SOLID WASTE</b>					
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Approved</b>
<b>SERVICE CHARGES &amp; FEES</b>					
50R6500500 Penalties	---	---	---	292	---
50R6509000 Landfill Fees	569,612	551,108	547,628	585,000	622,031
50R6509001 State Tonnage Fees	27,003	26,069	23,272	25,890	27,219
<b>SUBTOTAL</b>	<b>596,615</b>	<b>577,177</b>	<b>570,900</b>	<b>611,182</b>	<b>649,250</b>
<b>INTRAGOV'TAL REVENUES</b>					
10R8009010 Transfers In - General Fund	---	---	---	---	97,940
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>97,940</b>
<b>OTHER REVENUES</b>					
50R8901000 Interest on Investments	2,649	4,583	2,641	920	---
50R8909000 Miscellaneous Revenue	---	---	---	120	---
<b>SUBTOTAL</b>	<b>2,649</b>	<b>4,583</b>	<b>2,641</b>	<b>1,040</b>	<b>---</b>
<b>TOTAL SOLID WASTE REVENUES</b>	<b>599,264</b>	<b>581,760</b>	<b>573,541</b>	<b>612,222</b>	<b>747,190</b>
<b>OTHER FIN SOURCES-CAPITAL LEASE/BONDS</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>78,445</b>	<b>---</b>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	<b>82,957</b>	<b>46,754</b>	<b>17,473</b>	<b>---</b>	<b>---</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 682,221</b>	<b>\$ 628,514</b>	<b>\$ 591,014</b>	<b>\$ 690,667</b>	<b>\$ 747,190</b>

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# Solid Waste Fund

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## Overview and Description

The solid waste department handles the day to day operations of the city transfer station and regular maintenance as necessary of the city landfill. As an enterprise funded department all necessary operations (including expenses incurred for the closed portion of the landfill) are supported by a user fee of \$50.00 per ton for disposal of waste. The landfill operation is open to the public for dropping off of both trash and compost material (free service) Monday thru Friday and Saturday mornings.

Operating under Missouri State permit number 414701, the facility is expected to receive an average of 43 tons of waste per day during the 2008 - 2009 fiscal year. All solid waste is transported to Perry, KS for disposal, through a contract for removal from the transfer station site with the NR Hamm Company.

On the landfill property, maintenance of the operations include completing quarterly gas and storm water monitoring of the solid waste landfill, which was in operation by the city from 1974 until closure in 2001. Missouri Department of Natural Resources rules require quarterly testing of the groundwater and methane gas migration at the landfill site for possible environmental implications. The transfer station is also required to quarterly sample the storm water run off from rainfall events. These samples are collected and submitted to a certified lab for reporting to the Missouri Department of Natural Resources.

Yard waste is accepted for free drop off to be converted to compost material. This material in turn is available to the citizenry for use in flower beds and gardens, at no charge. Additionally all wood waste materials collected at the transfer station is ground in to mulch and returned to citizens to use at no charge.

The transfer station has 2 full time employees and 2 part time scale clerks.

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## Performance Goals and Objectives

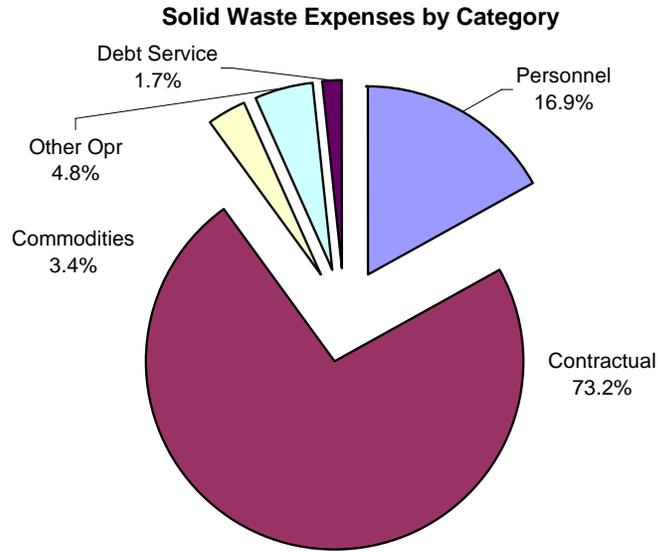
### FY 2008 Goals & Status:

- ▶ Build a new scale house  
*Status: Incomplete*
- ▶ Improve drainage at the entrance to the wood pit area  
*Status: Complete*
- ▶ Get the MDNR to approve closure of the landfill  
*Status: Incomplete/on-going*
- ▶ Improve the time efficiency on changing full trailers out at the transfer station  
*Status: On-going*
- ▶ Follow all safety procedures  
*Status: On-going*
- ▶ Improve the aesthetics of the transfer station area  
*Status: On-going*
- ▶ Improve the efficiency of weighing customers in and out, with out mistakes  
*Status: On-going*

### FY 2009 Goals:

- ▶ Maintain the closed landfill as required by MDNR
- ▶ Conduct monthly gas monitoring as required by MDNR
- ▶ Follow all safety procedures
- ▶ Continue to operate as lean as possible while offering a high level of customer service

# Solid Waste Fund - continued



Operating Expenses by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 121,308	\$ 119,827	\$ 126,279
Contractual	426,388	493,753	546,824
Commodities	27,102	29,080	25,100
Other Operating	33,231	32,909	35,968
<b>Totals</b>	<b>\$ 608,029</b>	<b>\$ 675,569</b>	<b>\$ 734,171</b>

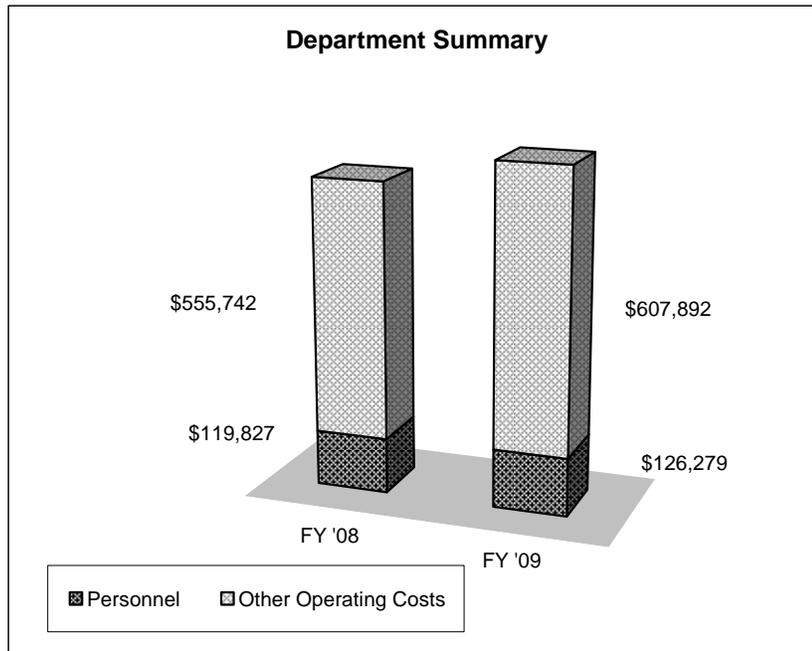
Staffing FTE's

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## Solid Waste Fund - continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: SOLID WASTE

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	82,174	82,670	89,116	87,689	92,552
115-00 Overtime	1,000	1,074	1,023	700	500
120-00 FICA Contribution	6,379	6,391	6,677	6,630	7,146
140-00 Group Insurance-Employee	8,476	9,706	11,002	11,724	12,701
140-01 Group Insurance-Offset	7,512	8,065	6,405	6,956	7,536
150-00 Retirement Contrib - LAGERS	5,673	6,323	6,623	5,924	5,492
170-00 Longevity	366	414	462	204	352
<b>SUBTOTAL</b>	<b>111,580</b>	<b>114,643</b>	<b>121,308</b>	<b>119,827</b>	<b>126,279</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	3,702	3,824	5,131	6,900	6,500
202-00 Telephone	726	718	318	540	450
203-00 Printing & Advertising	263	154	144	150	150
205-00 Postage	138	126	202	145	145
207-00 Travel & Training	35	1,052	---	900	500
210-00 Maintenance/Building	430	125	---	908	1,000
211-00 Maint/Equip-O/S Vendors	884	16,716	1,348	3,145	2,500
211-02 Central Garage - Parts	426	7	132	100	100
211-04 Central Garage - Overhead	461	134	519	463	479
212-00 Maintenance-Other	---	---	---	100	100
213-00 Rents	---	1,000	385	---	---
214-00 Independent Audit	1,514	1,491	1,438	1,201	---
215-00 Radio Maintenance	---	---	709	---	500
216-00 Professional Fees	36,451	45,344	51,346	80,201	70,000
299-00 Other Contractual Services	364,053	369,759	364,716	399,000	464,400
<b>SUBTOTAL</b>	<b>409,083</b>	<b>440,450</b>	<b>426,388</b>	<b>493,753</b>	<b>546,824</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,541	1,431	1,633	1,700	1,700
302-00 Fuel & Lubricants	12,426	10,028	11,153	20,000	15,000
303-00 Chemicals	---	---	433	342	400
305-00 Tires-Batteries-Accessories	455	429	109	809	500
306-00 Janitorial Supplies	45	---	---	100	100
307-00 Parts - Equipment Maintance	5,226	2,726	8,436	2,229	2,500
308-00 Maint/Constr-Streets, Etc.	737	884	738	800	800
308-01 Maint/Constr-Buildings, Etc.	973	496	190	200	500
330-00 Safety Equipment & Supplies	274	6	214	100	100
399-00 General Supplies	4,574	5,788	4,196	2,800	3,500
<b>SUBTOTAL</b>	<b>26,251</b>	<b>21,788</b>	<b>27,102</b>	<b>29,080</b>	<b>25,100</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: SOLID WASTE

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>OTHER CHARGES</b>					
401-00 Insurance	6,557	7,565	7,924	7,185	9,293
402-00 Membership & Subscriptions	17	17	---	---	---
408-00 Solid Waste Tonnage Fee	26,464	25,622	22,807	25,723	26,675
410-00 Contingencies	---	---	---	---	---
415-00 Operating Permits & Fees	2,500	2,500	2,500	---	---
499-00 Miscellaneous Charges	---	---	---	---	---
<b>SUBTOTAL</b>	<u>35,538</u>	<u>35,704</u>	<u>33,231</u>	<u>32,908</u>	<u>35,968</u>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	14,000	---	---	78,445	---
<b>SUBTOTAL</b>	<u>14,000</u>	<u>---</u>	<u>---</u>	<u>78,445</u>	<u>---</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	---	---	---	8,968	10,199
602-00 Lease - Interest	---	---	---	2,967	2,820
<b>SUBTOTAL</b>	<u>---</u>	<u>---</u>	<u>---</u>	<u>11,935</u>	<u>13,019</u>
<b>TOTAL SOLID WASTE</b>	<u>\$ 596,452</u>	<u>\$ 612,585</u>	<u>\$ 608,029</u>	<u>\$ 765,948</u>	<u>\$ 747,190</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>T I F</b>					
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Approved</b>
<b>OTHER REVENUES</b>					
65R5071400 TIF PILOTS - LMP	\$ ---	\$ 18,514	\$ 20,765	\$ 21,569	\$ 21,785
65R5071401 TIF PILOTS - Hy Vee	---	---	---	101,387	102,400
65R5101002 TIF EATS - Hy Vee	---	4,365	23,394	21,845	20,000
65R8009010 Transfer EATS - General Fund	---	2,910	16,266	21,677	20,000
65R8009020 Transfer EATS - Park & Rec Fund	---	364	2,033	2,710	2,400
65R8009044 Transfer EATS - Capital Impr Fund	---	---	---	---	10,000
65R8009048 Transfer EATS - Debt Retire Fund	---	364	2,033	2,710	2,400
65R8009080 Transfer EATS - Mozingo Rec Fund	---	1,455	8,133	10,838	10,325
65R8901000 Interest on Investments	---	43,446	18,643	8,500	5,000
65R9502000 Bond Proceeds	---	2,580,000	---	---	---
<b>TOTAL TIF REVENUES</b>	---	2,651,418	91,267	191,236	194,310
<b>RESTRICTED CASH BALANCE FORWARD</b>	---	407,280	338,572	335,000	335,000
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	\$ ---	\$ 3,058,698	\$ 429,839	\$ 526,236	\$ 529,310

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# TIF Fund

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## Overview and Description

This fund was established to record the TIF financial activity of the LMP project and the Maryville Town Center project. Revenues are derived from the additional funds generated by the projects: 100% of the real estate property tax increase (PILOTS) and 50% of the sales tax increase (EATS).

In April of 2004 the City of Maryville entered into a TIF Redevelopment Agreement with LMP Steel and Wire Company to fund certain reimbursable projects costs. The project calls for construction of a 40,000 sq.ft. manufacturing facility, the installation of an 8" water main, and the pavement of a concrete drive and parking lot. Revenues from PILOTS will be used to fund the reimbursable projects costs.

On February 28, 2005 the Maryville City Council adopted an ordinance establishing the Tax Increment Financing (TIF) Plan for the Maryville Town Center Project 1. D.J. Christie, Inc. is the developer of the project, which includes building demolition and construction of the Hy Vee shopping center, landscaping, overhead lighting and parking lot improvements. \$2,580,000 in TIF Bonds were issued by the City of Maryville on October 1, 2005 to fund the reimbursable project costs. Annual PILOTS and EATS revenue generated by the Maryville Town Center Redevelopment Area will provide for the debt retirement of the bonds.

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: TIF CODE: 65-00-0

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Approved
<b>CONTRACTUAL SERVICES</b>					
250-00 Reimbursable Project Costs - L	---	18,514	20,765	21,569	21,785
250-01 Reimb Project Costs Hy Vee	---	1,996,380	---	---	---
299-00 Other Contractual Services	---	105	420	420	420
<b>SUBTOTAL</b>	---	<u>2,014,999</u>	<u>21,185</u>	<u>21,989</u>	<u>22,205</u>
<b>OTHER CHARGES</b>					
410-00 Contingencies	---	---	---	---	325,792
<b>SUBTOTAL</b>	---	---	---	---	<u>325,792</u>
<b>DEBT SERVICE</b>					
601-00 Principal on TIF Bonds	---	---	---	35,000	45,000
602-00 Interest on TIF Bonds	---	127,224	138,790	138,046	136,313
604-00 Bond Issue Costs	---	30,743	---	---	---
607-00 Bond Discount	---	71,172	---	---	---
<b>SUBTOTAL</b>	---	<u>229,139</u>	<u>138,790</u>	<u>173,046</u>	<u>181,313</u>
<b>TOTAL TIF</b>	<u>\$ ---</u>	<u>\$ 2,244,138</u>	<u>\$ 159,975</u>	<u>\$ 195,035</u>	<u>\$ 529,310</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

**WATER/WASTEWATER FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Administration	131,363	1,128,683	3,000	3,829,019	5,092,065	23,000	826,365	5,941,430
Water Maintenance	124,122	23,399	131,100	8,782	287,403	---	---	287,403
Water Construction						2,400,000	---	2,400,000
Total Water	<u>124,122</u>	<u>23,399</u>	<u>131,100</u>	<u>8,782</u>	<u>287,403</u>	<u>2,400,000</u>	<u>---</u>	<u>2,687,403</u>
Sewer Maintenance	124,122	51,249	26,100	25,000	226,471	0	153,227	379,698
Sewer Construction	---	300,000	---	---	300,000	81,230	---	381,230
Total Sewer	<u>124,122</u>	<u>351,249</u>	<u>26,100</u>	<u>25,000</u>	<u>526,471</u>	<u>81,230</u>	<u>153,227</u>	<u>760,928</u>
<b>Totals</b>	<u><u>\$379,607</u></u>	<u><u>\$1,503,331</u></u>	<u><u>\$160,200</u></u>	<u><u>\$3,862,801</u></u>	<u><u>\$5,905,939</u></u>	<u><u>\$2,504,230</u></u>	<u><u>\$979,592</u></u>	<u><u>\$9,389,761</u></u>
Total Cash Available (includes carryover of \$51,230 for N Charles sewer main)								\$ 9,389,761
Difference								\$ ---
% of Total Budget	4.04%	16.01%	1.71%	41.14%	62.90%	26.67%	10.43%	100.00%

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>WATER/WASTEWATER</b>					
	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Approved</b>
<b>SERVICE CHARGES &amp; FEES</b>					
70R6500100 Metered Sales	1,477,922	1,532,128	1,625,408	1,598,000	1,581,524
70R6500200 Sewer Use Charge	404,859	421,299	879,820	889,000	880,891
70R6500201 Industrial Use Charge	---	---	14,750	2,950	---
70R6500202 Sewer Only Charge	10,431	11,297	24,998	26,600	26,235
70R6500300 PWSD #1 Sales	577,031	621,656	739,437	606,000	586,446
70R6500400 Bulk Water Sales	2,275	2,615	1,263	1,425	1,200
70R6500500 Penalties	17,141	18,703	25,955	25,030	23,765
70R6500600 Late Service Charges	10,335	9,447	9,123	15,120	13,000
70R6500601 Disconnect/Reconnect Charges	---	7,268	7,071	5,500	5,000
70R6500700 Tapping Fees	3,550	7,700	7,300	2,000	5,000
70R6500800 Service Initiation Fees	1,040	19,140	21,880	19,200	19,000
<b>SUBTOTAL</b>	<u>2,504,584</u>	<u>2,651,253</u>	<u>3,357,005</u>	<u>3,190,825</u>	<u>3,142,061</u>
<b>REVENUE FROM OTHER AGENCIES</b>					
10R7002000 Federal Grants	---	---	18,000	288,833	---
<b>SUBTOTAL</b>	<u>---</u>	<u>---</u>	<u>18,000</u>	<u>288,833</u>	<u>---</u>
<b>PROPERTY REVENUE</b>					
70R7506000 Sale of Property	1,101	---	---	---	---
<b>SUBTOTAL</b>	<u>1,101</u>	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>INTRAGOVERNMENTAL REVENUE</b>					
70R8002000 Department Reimbursement	743	2,613	2,707	1,140	1,200
70R8009000 Transfer In	---	---	---	---	---
<b>SUBTOTAL</b>	<u>743</u>	<u>2,613</u>	<u>2,707</u>	<u>1,140</u>	<u>1,200</u>
<b>OTHER REVENUES</b>					
70R8901000 Interest on Investments	108,820	176,170	204,988	122,000	105,000
70R8909000 Miscellaneous	14,806	26,716	3,888	5,720	1,500
70R8909005 Miscellaneous-Old Accounts	---	---	---	---	---
<b>SUBTOTAL</b>	<u>123,626</u>	<u>202,886</u>	<u>208,876</u>	<u>127,720</u>	<u>106,500</u>
<b>TOTAL WATER/WASTEWATER REVENUES</b>	2,630,054	2,856,752	3,586,588	3,608,518	3,249,761
<b>OTHER FIN SOURCES-CAPITAL LEASE/BONDS</b>	---	---	---	469,188	2,400,000
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	3,067,453	3,084,207	2,660,949	3,688,770	3,688,770
<b>CASH RESERVES USED FOR WATER TOWER CARRYFORWARD PROJECTS FROM FY '08</b>				51,230	51,230
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 5,697,507</u>	<u>\$ 5,940,959</u>	<u>\$ 6,247,537</u>	<u>\$ 7,817,706</u>	<u>\$ 9,389,761</u>

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# Water/Sewer Administration Department

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## Overview and Description

The Administration Department of the Water/Wastewater Fund is a two-fold operation. One area of responsibility is for the billing and collection of water/sewer bills. These personnel costs are reflected in the Finance Department, with the Water/Sewer Fund making a monthly reimbursement to the General Fund. Supplies for water/sewer billing are recorded here, such as the contract with a third party vendor to print and mail the bills, postage for mailing monthly bills, service applications, supplies for the meter reader, etc. More information about this function can be found in the General Fund's Finance Department section of this budget. Revenue bond payments and fiscal agent fees are also accounted for in this department. The other area of responsibility is for the administration of the maintenance and treatment functions of operating the system. A portion of the personnel costs for the Public Works Director and one administrative assistant are charged directly to this department to support this function.

In May 2006 the City entered into an agreement with People Service to run the daily operations of the water and sewer treatment plants. The cost for this is now reflected in the "Other Contractual Services" line item in this department. The City retained responsibility for the electric and gas utility costs, and any unforeseen capital costs associated with the treatment operations. These costs are also contained within this department's line items for "Utilities" and "Other Maintenance".

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## Performance Goals and Objectives

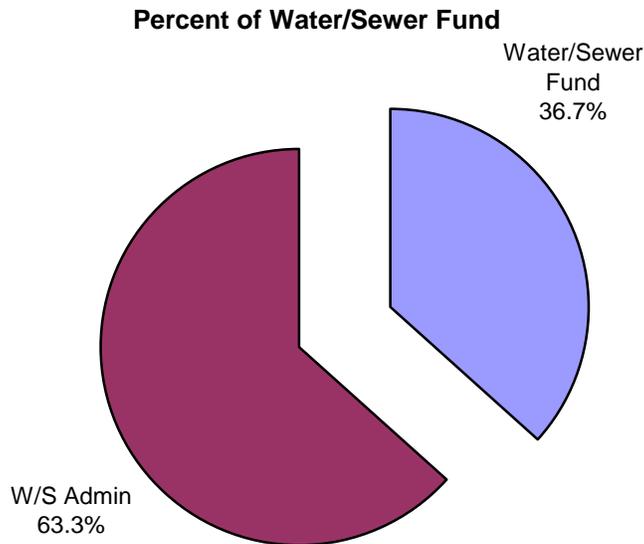
### FY 2008 Goals & Status:

- ▶ Issue water bills timely and accurately  
*Status: On-going*
- ▶ Reduce number of water meters re-read prior to billing  
*Status: On-going*
- ▶ Implement on-line water bill payment capability  
*Status: Incomplete/On-going. Have reviewed some options, with the most economical one for the City charging a customer convenience fee (a website called [www.Officialpayments.com](http://www.Officialpayments.com) used by some governmental entities)*
- ▶ Outsource the water bill printing and mailing function to provide customers with a professional looking bill, and make it more convenient for bill paying  
*Status: Incomplete/On-going. Have started the testing phase of the project with an estimated completion date of October 2008*

### FY 2009 Goals:

- ▶ Issue water bills timely and accurately
- ▶ Continue to reduce the number of water meters re-read prior to billing, due to misreads
- ▶ Implement on-line water bill payment capability
- ▶ Finalize the outsourcing of the water bill printing and mailing function to provide customers with a professional looking bill, and make it more convenient for bill paying
- ▶ Implement the Federal Trade Commission's new Red Flag rule, which requires all utilities to develop a written Identity Theft Prevention Program that includes reasonable policies and procedures to address the risk of identity theft to customers
- ▶ Evaluate various Application Hosting Backup Services to provide emergency software protection

# Water/Sewer Administration Department - continued



Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 110,097	\$ 134,503	\$ 131,363
Contractual	1,532,635	933,690	1,128,683
Commodities	140,408	4,936	3,000
Other Operating	31,245	136,367	139,985
<b>Totals</b>	<b>\$ 1,814,385</b>	<b>\$ 1,209,496</b>	<b>\$ 1,403,031</b>

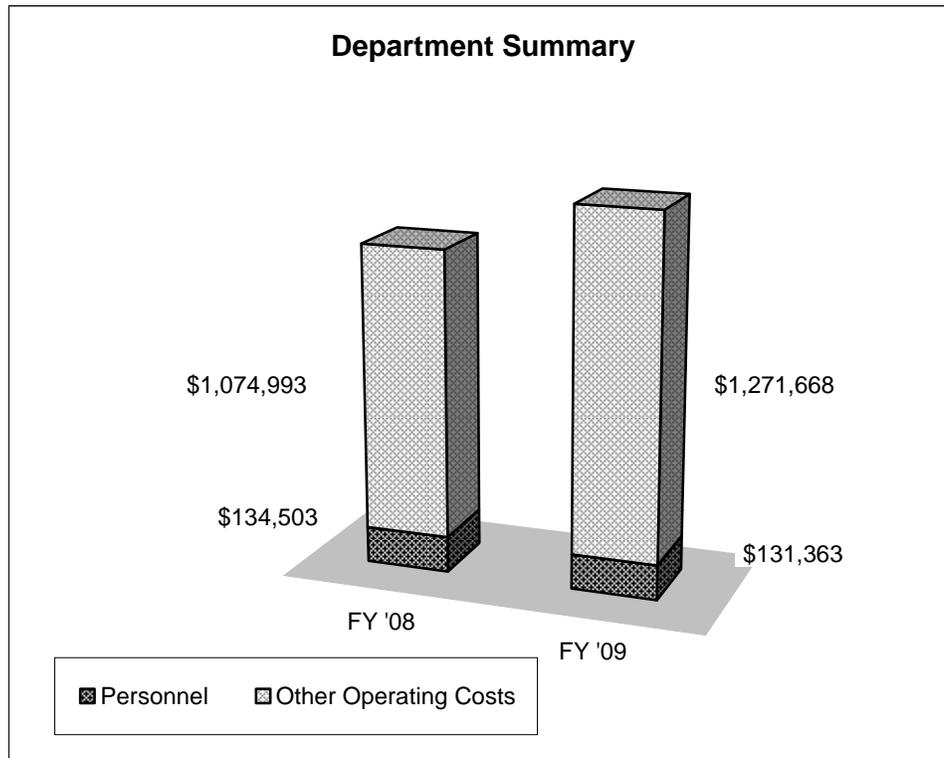
Staffing FTE's 2.75

Debt Service	Principal	Interest	Final Payment
PWSD #1 Note Payable	\$ 14,867	\$ 5,133	03/01/14
Generator at water plant	75,928	3,462	05/26/10
<b>Totals</b>	<b>\$ 90,795</b>	<b>\$ 8,595</b>	

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## Water/Sewer Administration Department - continued

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## Water/Sewer Administration Department – Capital Outlay

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Account Number: 503-00

Name: Office Equipment

Amount: \$ 7,000

**DESCRIPTION**

Replace one handheld meter reading computer unit used to obtain customer meter readings on a monthly basis

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Account Number: 504-00

Name: Mechanical & Auto Equipment

Amount: \$ 16,000

**DESCRIPTION**

Replace meter reader's pickup with a small used pickup; currently uses a 1991 Dodge that is in poor condition

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: WATER/WASTEWATER  
DEPARTMENT: ADMINISTRATION

CODE: 70-70-1

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	76,226	69,161	81,074	98,105	97,617
115-00 Overtime	95	---	---	100	100
120-00 FICA Contribution	5,805	5,116	6,002	7,389	7,490
140-00 Group Insurance-Employee	8,136	7,539	7,757	13,689	13,689
140-01 Group Insurance-Offset	7,019	7,007	7,195	4,898	3,199
150-00 Retirement Contrib - LAGERS	6,575	5,482	6,318	8,189	7,343
150-01 Retirement Contrib - ICMA	1,869	1,517	1,271	1,629	1,738
170-00 Longevity	534	604	480	504	187
<b>SUBTOTAL</b>	<b>106,259</b>	<b>96,426</b>	<b>110,097</b>	<b>134,503</b>	<b>131,363</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	---	---	135,684	151,000	168,000
202-00 Telephone	972	924	755	1,130	1,200
203-00 Printing & Advertising	51	165	602	1,171	1,000
205-00 Postage	11,822	11,873	12,268	15,000	17,000
207-00 Travel & Training	49	163	---	150	300
211-00 Maint/Equip-O/S Vendors	14,748	15,559	14,886	15,942	21,755
211-02 Central Garage - Parts	---	93	242	125	130
211-04 Central Garage - Overhead	---	198	613	500	479
212-00 Other Maintenance	---	---	20,902	5,000	25,000
214-00 Independent Audit	6,541	5,787	7,059	7,511	9,288
216-00 Professional Services	15,912	22,024	1,050	2,810	70,360
217-00 Billing & Administrative Charges	209,848	198,531	209,950	171,851	166,038
299-00 Other Contractual Services	13,777	16,772	1,128,624	561,500	648,133
<b>SUBTOTAL</b>	<b>273,720</b>	<b>272,089</b>	<b>1,532,635</b>	<b>933,690</b>	<b>1,128,683</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,353	1,153	1,442	2,000	500
302-00 Fuel & Lubricants	---	65	1,233	2,136	2,200
399-00 General Supplies	118	8	1,742	800	300
<b>SUBTOTAL</b>	<b>1,471</b>	<b>1,226</b>	<b>4,417</b>	<b>4,936</b>	<b>3,000</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	7,930	6,677	18,051	21,422	26,511
402-00 Membership & Subscriptions	---	---	2,809	2,777	3,000
406-00 Refunds	(303)	32	247	1,343	1,300
410-00 Contingencies	---	---	---	---	3,689,034
411-00 PILOT Fees	102,307	119,193	117,990	110,265	108,414
415-00 Operating Permits/Fees	---	---	---	60	60
420-00 Uncollectible Water Bills	3,494	515	1,311	500	700
499-00 Miscellaneous Charges	1,500	---	---	---	---
<b>SUBTOTAL</b>	<b>114,928</b>	<b>126,417</b>	<b>140,408</b>	<b>136,367</b>	<b>3,829,019</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: WATER/WASTEWATER  
DEPARTMENT: ADMINISTRATION

CODE: 70-70-1

	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Request</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	31,245	---	7,000
504-00 Mechanical & Auto Equipment	---	2,000	---	---	16,000
<b>SUBTOTAL</b>	<b>---</b>	<b>2,000</b>	<b>31,245</b>	<b>---</b>	<b>23,000</b>
<b>DEBT SERVICE</b>					
601-00 Principal - Lease	---	---	70,520	73,174	75,928
601-02 Principal - 2002 Bonds	340,000	360,000	375,000	390,000	150,000
601-03 Principal - PWSD #1 N/P	11,702	12,423	13,190	14,003	14,867
601-04 Principal - 2007 Bonds - Tower	---	---	---	---	---
601-05 Principal - 1999 Bonds	85,000	85,000	85,000	90,000	355,000
602-00 Interest - Lease	---	---	8,869	6,216	3,462
602-02 Interest - 2002 Bonds	61,450	43,350	31,800	15,525	3,375
602-03 Interest - PWSD #1 N/P	8,298	7,577	6,811	5,997	5,133
602-04 Interest - 2007 Bonds - Tower	---	---	---	---	---
602-05 Interest - 1999 Bonds	235,595	230,176	226,925	222,590	218,000
603-01 Fiscal Agent Fees-'92/'02 Bonds	392	---	261	261	300
603-02 Fiscal Agent Fees-1999 Bonds	261	261	261	261	300
<b>SUBTOTAL</b>	<b>742,698</b>	<b>738,787</b>	<b>818,637</b>	<b>818,027</b>	<b>826,365</b>
<b>TOTAL W/S ADMINISTRATION</b>	<b>\$ 1,239,076</b>	<b>\$ 1,236,945</b>	<b>\$ 2,637,439</b>	<b>\$ 2,027,523</b>	<b>\$ 5,941,430</b>

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# Water Maintenance Department

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## Overview and Description

The water/sewer maintenance department maintains all the underground utilities within the city relating to water and sanitary sewer. This crew completes many of the city's water and sewer line repairs and relocations. Additionally, this department oversees and maintains the 7 city-owned sanitary sewer lift stations. These lift stations pump sewage to the lagoon treatment system located on the east side of Maryville. Because of the demands on the water and sewer system, this crew is on call 24 hours per day 365 days per year. Any time that water stops flowing or sewage is blocked, this crew responds to repair the system. This department also has the technology and equipment to run a camera into a problem sewer line to visually check the condition of a line. This camera truck also has a 3500 psi water jet that is capable of blasting any plugs or jams that could occur in a sewer line. This eliminates the need to excavate an area to open a blockage of the sewer line.

This crew also assists with the monthly water reading that is required every month for the billing department. With over 4000 meters in service in Maryville, this task becomes very labor-intensive.

Many of the personnel in this department are licensed by the Missouri Department of Natural Resources that allows them to work on and repair the drinking water lines within the city. This license assures that all repairs and line construction are done in accordance with MDNR rules.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

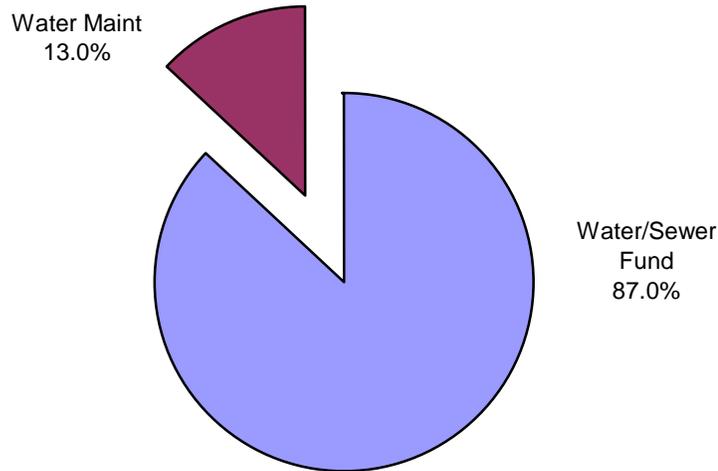
- ▶ Locate and measure all valve locations  
*Status: Ongoing*
- ▶ Implement a valve exercising program as requested by MDNR, once per year minimum  
*Status: Incomplete*
- ▶ Remove parallel water mains  
*Status: Ongoing*
- ▶ Loop dead end mains to improve water quality  
*Status: Ongoing*
- ▶ Improve on house keeping and appearance of equipment  
*Status: Ongoing*
- ▶ Follow all safety rules  
*Status: Ongoing*

### FY 2009 Goals:

- ▶ Locate and measure all valve locations
- ▶ Implement a valve exercising program as requested by MDNR, once per year minimum
- ▶ Remove parallel water mains
- ▶ Loop dead end mains to improve water quality
- ▶ Improve on house keeping and appearance of equipment
- ▶ Follow all safety rules

# Water Maintenance Department - continued

**Percent of Water/Sewer Fund**

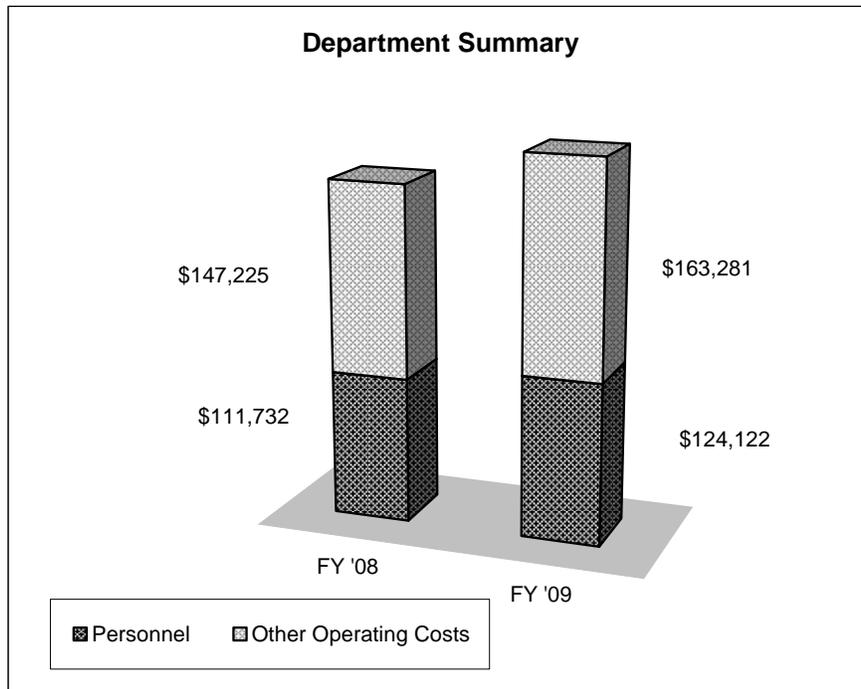


<b>Operating Expenditures by Category</b>	<b>Actual FY '07</b>	<b>Estimated FY '08</b>	<b>Requested FY '09</b>
Personnel	\$ 139,004	\$ 111,732	\$ 124,122
Contractual	15,303	19,017	23,399
Commodities	105,382	121,120	131,100
Other Operating	16,273	7,088	8,782
<b>Totals</b>	<b>\$ 275,962</b>	<b>\$ 258,957</b>	<b>\$ 287,403</b>
Staffing FTE's			3.00

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## Water Maintenance Department - continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: WATER/WASTEWATER  
DEPARTMENT: WATER  
DIVISION: MAINTENANCE

CODE: 70-72-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	147,102	171,256	94,137	76,649	80,955
115-00 Overtime	2,594	3,550	2,856	1,900	3,000
120-00 FICA Contribution	10,870	12,825	7,215	6,032	6,444
140-00 Group Insurance-Employee	19,530	26,586	19,537	15,459	18,983
140-01 Group Insurance-Offset	17,745	14,640	6,363	4,657	7,228
150-00 Retirement Contrib - LAGERS	9,607	10,790	7,826	5,917	6,318
150-01 Retirement Contrib - ICMA	1,170	1,169	794	866	935
170-00 Longevity	246	450	276	252	259
<b>SUBTOTAL</b>	<b>208,864</b>	<b>241,266</b>	<b>139,004</b>	<b>111,732</b>	<b>124,122</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	3,895	4,252	4,420	6,200	9,000
202-00 Telephone	1,473	1,446	845	1,200	1,500
203-00 Printing & Advertising	340	86	235	302	350
205-00 Postage	277	110	148	150	150
207-00 Travel & Training	83	433	373	700	700
209-00 Subsistence	89	101	107	165	150
210-00 Maintenance/Building	---	100	55	500	500
211-00 Maint/Equip-O/S Vendors	2,176	10,534	2,253	2,500	3,000
211-02 Central Garage - Parts	739	1,029	725	1,200	2,000
211-04 Central Garage - Overhead	2,159	3,663	2,666	3,700	3,449
212-00 Other Maintenance	---	80	---	100	100
213-00 Rents	---	30	---	---	---
215-00 Radio Maintenance	94	12	591	500	500
216-00 Professional Services	---	420	694	---	---
299-00 Other Contractual Services	1,558	1,922	2,191	1,800	2,000
<b>SUBTOTAL</b>	<b>12,883</b>	<b>24,218</b>	<b>15,303</b>	<b>19,017</b>	<b>23,399</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: WATER/WASTEWATER  
DEPARTMENT: WATER  
DIVISION: MAINTENANCE

CODE: 70-72-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>COMMODITIES</b>					
301-00 Office Supplies	1,314	1,697	1,837	2,000	2,500
302-00 Fuel & Lubricants	12,680	16,684	13,293	17,000	18,000
303-00 Chemicals	---	---	---	100	100
305-00 Tires-Batteries-Accessories	1,652	758	484	600	600
306-00 Janitorial Supplies	45	159	195	400	400
307-00 Parts - Equipment Maintance	3,775	1,691	2,922	5,020	5,000
308-00 Maint/Constr-Streets, Etc.	5,049	5,228	8,521	6,500	7,500
308-01 Maint/Constr-Buildings, Etc.	777	58	403	500	1,000
309-00 Training Materials	---	---	---	300	300
330-00 Safety Equipment & Supplies	1,446	514	1,047	1,200	1,200
350-00 Fire Hydrants	10,253	10,185	15,000	16,000	17,000
351-00 Water Meters	22,155	17,344	25,486	25,000	30,000
352-00 Valves & Fittings	14,454	10,512	27,039	35,000	35,000
353-00 Pipe	2	1,837	6,123	8,000	8,500
399-00 General Supplies	1,915	2,116	3,032	3,500	4,000
<b>SUBTOTAL</b>	<b>75,517</b>	<b>68,783</b>	<b>105,382</b>	<b>121,120</b>	<b>131,100</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	10,959	20,492	16,070	6,688	8,382
402-00 Membership & Subscriptions	138	137	203	400	400
<b>SUBTOTAL</b>	<b>11,097</b>	<b>20,629</b>	<b>16,273</b>	<b>7,088</b>	<b>8,782</b>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	---	---	30,045	23,045	---
599-00 Other Improvements	---	---	1,325	20,000	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>31,370</b>	<b>43,045</b>	<b>---</b>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	25,873	8,853	---	---	---
602-00 Lease - Interest	906	73	---	---	---
<b>SUBTOTAL</b>	<b>26,779</b>	<b>8,926</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL WATER MAINT</b>	<b>\$ 335,140</b>	<b>\$ 363,822</b>	<b>\$ 307,332</b>	<b>\$ 302,002</b>	<b>\$ 287,403</b>

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# Water Construction Department

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## Overview and Description

This department is used to account for the construction of water lines and other significant water improvements.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

- Construct two new 750,000 gallon water towers on opposite ends of the city.  
*Status: Incomplete/on-going*

### FY 2009 Goals:

- Construct two new 750,000 gallon water towers on opposite ends of the city.

Account Number: 599-00

Name: Other Improvements

Amount: \$2,400,000

DESCRIPTION
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Cnstruct two 750,000 gallon water towers
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: WATER/WASTEWATER  
DEPARTMENT: WATER  
DIVISION: CONSTRUCTION CODE: 70-72-4

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	2,000		---	---
520-00 Water Main Extensions	38,256	---	---	---	---
520-04 Water Line Projects	600	---	---	---	---
599-00 Other Improvements	---	---	---	---	2,400,000
<b>SUBTOTAL</b>	<u>38,856</u>	<u>2,000</u>	<u>---</u>	<u>---</u>	<u>2,400,000</u>
 <b>TOTAL WATER CONSTR</b>	 <u>\$ 38,856</u>	 <u>\$ 2,000</u>	 <u>\$ ---</u>	 <u>\$ ---</u>	 <u>\$ 2,400,000</u>

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# Sewer Maintenance Department

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## Overview and Description

The function of the Wastewater Maintenance Department is to provide maintenance on the 50 miles of sewer lines, both gravity flow and force mains. The seven sewer lift stations are serviced weekly. As with the water lines, assistance is provided in locating sewer lines and mains for relocation and replacement. Personnel costs have been shifted into this department from water maintenance in order to evenly split the employees between the two departments.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

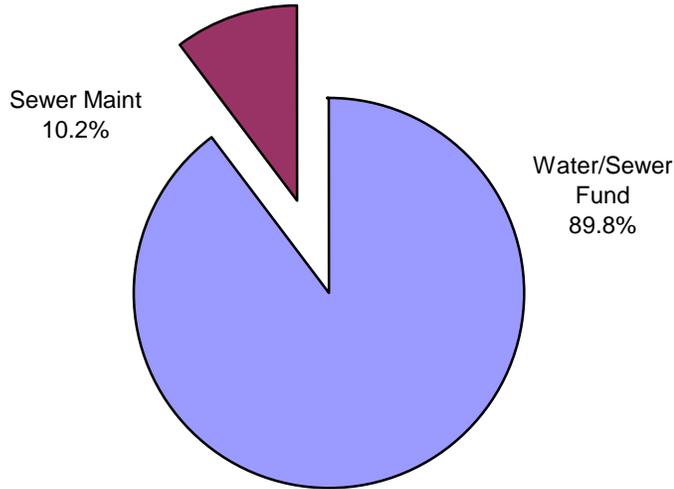
- ▶ Improve on house keeping and appearance of equipment  
*Status: On-going*
- ▶ Follow all safety rules  
*Status: On-going*
- ▶ Locate and measure all manholes and size of sewer lines  
*Status: On-going*
- ▶ Implement a sewer main maintenance program, schedule cleaning and inspection periodically  
*Status: On-going*
- ▶ Fix problem areas with Trench-less reconstruction or replace with new sewer mains  
*Status: On-going*
- ▶ Monitor and test for water infiltration, as to repair or replace sewer mains  
*Status: On-going*

### FY 2009 Goals:

- ▶ Improve on house keeping and appearance of equipment
- ▶ Follow all safety rules
- ▶ Locate and measure all manholes and size of sewer lines
- ▶ Implement a sewer main maintenance program, schedule cleaning and inspection periodically
- ▶ Fix problem areas with Trench-less reconstruction or replace with new sewer mains
- ▶ Monitor and test for water infiltration, as to repair or replace sewer mains

# Sewer Maintenance Department – continued

**Percent of Water/Sewer Fund**



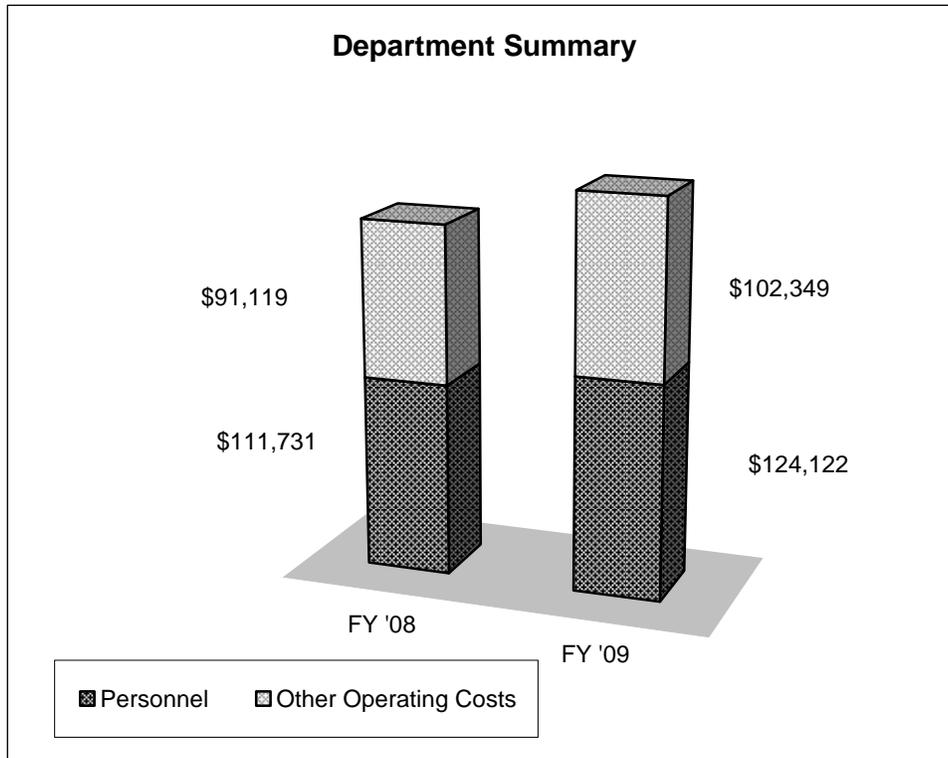
<b>Operating Expenditures by Category</b>	<b>Actual FY '07</b>	<b>Estimated FY '08</b>	<b>Requested FY '09</b>
Personnel	\$ 123,597	\$ 111,731	\$ 124,122
Contractual	33,009	59,638	51,249
Commodities	16,231	24,321	26,100
Other Operating	36,500	7,160	25,000
<b>Totals</b>	<b>\$ 209,337</b>	<b>\$ 202,850</b>	<b>\$ 226,471</b>

<b>Debt Service Leases</b>	<b>Principal</b>	<b>Interest</b>	<b>Final Payment</b>
Sewer truck (Jet/Vac Machine)	48,641	1,721	02/28/10
East lift station	88,174	14,691	05/12/13
<b>Totals</b>	<b>\$ 136,815</b>	<b>\$ 16,412</b>	

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## Sewer Maintenance Department – Continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: WATER/WASTEWATER  
DEPARTMENT: SEWER  
DIVISION: MAINTENANCE

CODE: 70-74-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	28,192	29,752	83,177	76,649	80,955
115-00 Overtime	2,009	1,308	2,581	1,900	3,000
120-00 FICA Contribution	2,229	2,341	6,368	6,032	6,444
140-00 Group Insurance-Employee	4,238	4,853	16,349	15,459	18,983
140-01 Group Insurance-Family	---	---	6,363	4,656	7,228
150-00 Retirement Contrib - LAGERS	2,647	2,819	7,689	5,917	6,318
150-01 Retirement Contrib - ICMA	---	350	794	866	935
170-00 Longevity	100	124	276	252	259
<b>SUBTOTAL</b>	<b>39,415</b>	<b>41,547</b>	<b>123,597</b>	<b>111,731</b>	<b>124,122</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	20,053	19,976	25,303	26,000	30,000
205-00 Postage	13	48	1	50	75
207-00 Travel & Training	---	69	15	150	200
209-00 Subsistence	70	97	---	100	100
211-00 Maint/Equip-O/S Vendors	27,531	6,374	2,385	7,000	10,000
211-02 Central Garage - Parts	1,715	1,233	739	1,000	2,000
211-04 Central Garage - Overhead	2,915	4,226	2,991	3,100	2,874
212-00 Other Maintenance	3,783	2,123	1,395	21,238	5,000
216-00 Professional Services	531	838	180	1,000	1,000
299-00 Other Contractual Services	---	80	---	---	---
<b>SUBTOTAL</b>	<b>56,611</b>	<b>35,064</b>	<b>33,009</b>	<b>59,638</b>	<b>51,249</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	447	299	499	545	1,000
302-00 Fuel & Lubricants	852	426	1,485	2,500	3,000
303-00 Chemicals	5	---	818	2,641	500
305-00 Tires-Batteries-Accessories	---	51	148	400	500
<b>COMMODITIES, continued</b>					
306-00 Janitorial Supplies	---	16	81	100	100
307-00 Parts - Equipment Maintance	2,199	2,564	2,674	3,430	5,000
308-00 Maint/Constr-Streets, Etc.	3,411	3,973	3,838	5,000	6,000
308-01 Maint/Constr-Buildings, Etc.	---	---	---	---	500
330-00 Safety Equipment & Supplies	595	303	361	705	500
353-00 Pipe	1,435	6,794	1,594	3,500	3,500
354-00 Manholes, Rings & Lids	2,410	2,834	3,582	4,000	4,000
399-00 General Supplies	191	1,082	1,151	1,500	1,500
<b>SUBTOTAL</b>	<b>11,545</b>	<b>18,342</b>	<b>16,231</b>	<b>24,321</b>	<b>26,100</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: WATER/WASTEWATER  
DEPARTMENT: SEWER  
DIVISION: MAINTENANCE CODE: 70-74-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>OTHER CHARGES</b>					
401-00 Insurance	14,286	7,346	36,500	7,160	25,000
499-00 Miscellaneous Charges	---	300	---	---	---
<b>SUBTOTAL</b>	<u>14,286</u>	<u>7,646</u>	<u>36,500</u>	<u>7,160</u>	<u>25,000</u>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	229,850	---	28,150	23,045	---
508-00 Sanitary Sewer Improvements	---	---	18,312	---	---
599-00 Other Improvements	---	---	---	4,990	---
<b>SUBTOTAL</b>	<u>229,850</u>	<u>---</u>	<u>46,462</u>	<u>28,035</u>	<u>---</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	124,040	128,019	70,497	75,519	136,815
602-00 Lease - Interest	9,668	8,820	5,307	9,132	16,412
<b>SUBTOTAL</b>	<u>133,708</u>	<u>136,839</u>	<u>75,804</u>	<u>84,651</u>	<u>153,227</u>
<b>TOTAL SEWER MAINT</b>	<u>\$ 485,415</u>	<u>\$ 239,438</u>	<u>\$ 331,603</u>	<u>\$ 315,536</u>	<u>\$ 379,698</u>

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# Sewer Construction Department

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## Overview and Description

This department is used to account for the construction of sewer lines and other significant sewer improvements.

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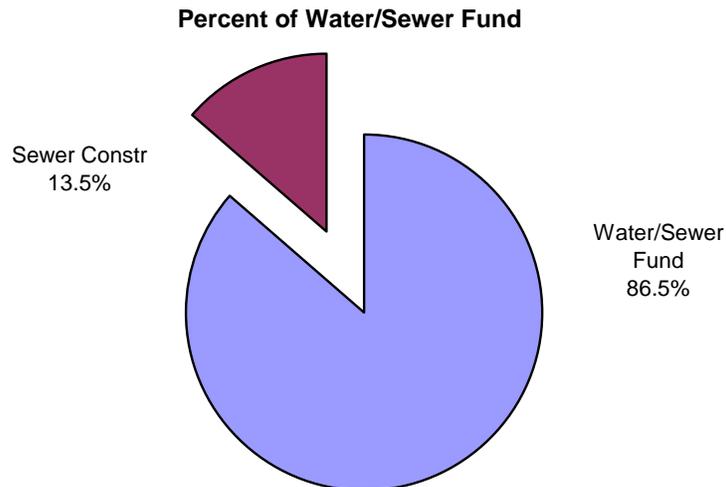
## Performance Goals and Objectives

### FY 2008 Goals & Status:

- ▶ Start engineering of the new wastewater treatment plant  
*Status: Incomplete/Ongoing*

### FY 2009 Goals:

- ▶ Start engineering of the new wastewater treatment plant



Account Number: 508-00

Name: Sanitary Sewer Improvements

Amount: \$81,230

### DESCRIPTION

\$30,000 to insituform East Edwards and South Mattie

\$51,230 to construct new sewer main in 100 block of north Charles, flowing north to East Second, then west to North Water where it will connect into an existing manhole

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: WATER/WASTEWATER  
DEPARTMENT: SEWER  
DIVISION: CONSTRUCTION CODE: 70-74-4

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CONTRACTUAL SERVICES</b>					
203-00 Printing & Advertising	---	271	---	345	---
216-00 Professional Fees	---	---	19,473	15,000	300,000
	---	271	19,473	15,345	300,000
<b>CAPITAL OUTLAY</b>					
508-00 Sanitary Sewer Improvements	---	72,100	478,846	391,616	81,230
<b>SUBTOTAL</b>	---	72,100	478,846	391,616	81,230
<b>TOTAL SEWER CONSTR</b>	\$ -	\$ 72,371	\$ 498,319	\$ 406,961	\$ 381,230

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

**MOZINGO RECREATION FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Golf Clubhouse	\$ 180,830	\$ 58,453	\$ 55,300	\$ 610,067	\$ 904,650	\$ 10,000	\$ 29,582	\$ 944,232
Lake Patrol	52,712	8,115	9,600	4,514	74,941	---	---	74,941
Golf Maintenance	301,412	21,400	115,200	23,274	461,286	826,000	103,465	1,390,751
Park Maintenance	<u>345,574</u>	<u>127,511</u>	<u>79,500</u>	<u>29,718</u>	<u>582,303</u>	<u>648,179</u>	<u>---</u>	<u>1,230,482</u>
<b>Totals</b>	<u>880,528</u>	<u>215,479</u>	<u>259,600</u>	<u>667,573</u>	<u>2,023,180</u>	<u>1,484,179</u>	<u>133,047</u>	<u>3,640,406</u>
Total Cash Available								3,640,406
Difference								\$ ---
% of Total Budget	24.19%	5.92%	7.13%	18.34%	55.58%	40.77%	3.65%	100.00%

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>MOZINGO RECREATION</b>						
		<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
		Actual	Actual	Actual	Estimate	Approved
<b>SALES TAX</b>						
35R5101000	Sales Tax	813,804	763,251	828,882	833,970	834,000
	<b>SUBTOTAL</b>	<u>813,804</u>	<u>763,251</u>	<u>828,882</u>	<u>833,970</u>	<u>834,000</u>
<b>SERVICE CHARGES &amp; FEES</b>						
80R6501000	Gift Cards	---	---	2,684	1,900	8,000
80R6501200	18 Hole Week Day Golf	277,778	280,303	276,169	255,000	282,000
80R6501400	18 Hole Cart Rental	144,647	148,378	161,071	147,400	165,000
80R6501600	Driving Range Fees	23,086	21,109	23,837	20,000	24,000
80R6501700	Reception Hall Fees	100	---	---	---	---
80R6502005	Concession Stand Revenue	89,901	89,788	95,856	88,530	95,000
80R6503500	Camping Fees	111,131	124,037	130,596	148,000	140,000
80R6504500	Boating Fees	42,376	46,316	71,902	55,447	50,000
80R6505500	Shelter Fees	4,445	4,215	4,465	3,465	4,000
80R6506500	Hunting Fees	176	124	278	370	350
80R6507500	Fishing Tournaments	1,200	1,100	2,175	1,831	1,650
80R6508000	Multi Purpose Bldg Rental	---	764	2,200	3,835	3,000
80R6508500	Cabin Rentals	45,097	88,895	114,105	112,000	115,000
80R6509500	Mozingo Youth Cabins	640	3,354	2,450	4,310	3,000
	<b>SUBTOTAL</b>	<u>740,577</u>	<u>808,383</u>	<u>887,788</u>	<u>842,088</u>	<u>891,000</u>
<b>REVENUE FROM OTHER AGENCIES</b>						
10R7002000	Federal Grants	---	---	---	16,844	313,156
	<b>SUBTOTAL</b>	<u>---</u>	<u>---</u>	<u>---</u>	<u>16,844</u>	<u>313,156</u>
<b>PROPERTY REVENUE</b>						
80R7503000	House Rent	---	600	4,950	5,400	5,400
80R7506000	Sale of Property	---	---	---	---	---
	<b>SUBTOTAL</b>	<u>---</u>	<u>600</u>	<u>4,950</u>	<u>5,400</u>	<u>5,400</u>
<b>OTHER REVENUES</b>						
80R8901000	Interest on Investments	10,486	18,909	24,554	19,000	16,000
80R8902001	Designated Donations	20,250	34,600	41,500	3,000	---
80R8909000	Miscellaneous	57,698	6,482	3,387	1,896	800
80R8909001	Over/Short Cash	(7)	23	256	50	50
	<b>SUBTOTAL</b>	<u>88,427</u>	<u>60,014</u>	<u>69,697</u>	<u>23,946</u>	<u>16,850</u>
<b>TOTAL MOZINGO RECREATION REVENUES</b>		<u>1,642,808</u>	<u>1,632,248</u>	<u>1,791,317</u>	<u>1,722,248</u>	<u>2,060,406</u>
<b>OTHER FIN SOURCES-CAPITAL LEASE/BONDS</b>		---	---	---	---	750,000
<b>UNRESTRICTED CASH BALANCE FORWARD</b>		444,867	415,765	722,109	648,678	648,678
<b>CARRYFORWARD PROJECTS FROM FY '08</b>		---	---	---	181,322	181,322
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>		<u>\$ 2,087,675</u>	<u>\$ 2,048,013</u>	<u>\$ 2,513,426</u>	<u>\$ 2,552,248</u>	<u>\$ 3,640,406</u>

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# Mozingo Golf Clubhouse Department

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## Overview and Description

Mozingo Lake is an 18 hole championship municipal golf course owned and operated by the City of Maryville. The course opened for play in 1995 and currently hosts around 26,000 rounds per year. The course is open for play everyday except Thanksgiving, Christmas and New Years Day. The bulk of play is from April 1<sup>st</sup> and October 31<sup>st</sup>.

The course runs leagues for Men, Ladies, Seniors and Juniors. It also hosts five tournaments and assists in over 20 outside outings. P.G.A. golf instruction is available 7 days a week which includes ladies clinics, a junior golf program, and a free lesson day in May. Demo days are arranged to allow players to test the latest equipment.

The Pro Shop is the hub of indoor activity and information. The on-duty attendant runs the cash register for golf play, dispenses the cart keys and range balls, and handles all other golf arrangements such as tee times and the flow of play on the course itself. A snack bar is available for drinks, deli sandwiches and packaged food items. The outside service staff is tasked with handling the 50 golf cart fleet and the driving range. Other duties include providing water for players on the course, picking up trash and other custodial type activities.

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## Performance Goals and Objectives

### FY 2008 Goals & Status:

- ▶ Create 2,000 additional rounds of golf  
*Status: Incomplete*
- ▶ Consider adding a senior golf rate and target some advertising dollars to market it  
*Status: On-going*
- ▶ Upgrade the website to encourage more use; send more email flyers to customers  
*Status: Completed and on-going*
- ▶ Increase participation in ladies league  
*Status: Incomplete*
- ▶ Add periodic Thursday Night Couples events  
*Status: On-going*
- ▶ Increase use of upstairs receptions room through advertising and community awareness  
*Status: On-going; rental revenue has increased 33% over previous year*
- ▶ Maintain tee time reservations running on time  
*Status: On-going*
- ▶ Maintain a clean and pleasing clubhouse  
*Status: On-going*

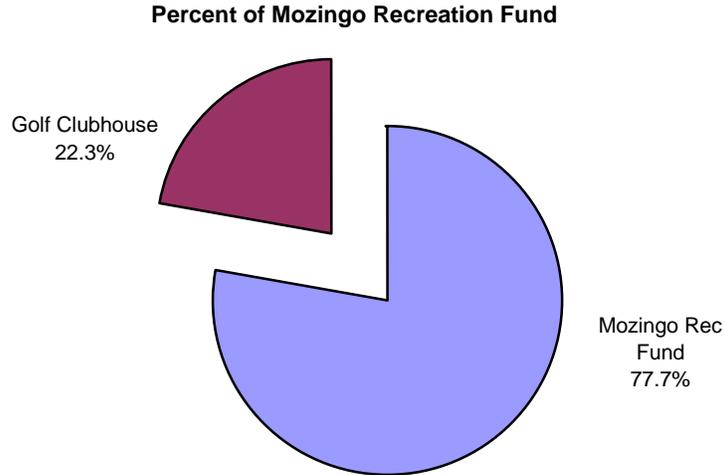
### FY 2008 Accomplishments:

- ▶ Increased Junior Golf participation in the summer program from 83 to 97
- ▶ Increased average number of Senior League weekly players from 30 to 36
- ▶ Added one more free golf lesson day in May to the existing two days
- ▶ Added club fitting through the pro shop as a player benefit and golf course attraction
- ▶ Distributed over 100 letters and 150 e-mails to businesses belonging to the St. Joseph, MO Chamber of Commerce to promote Mozingo Lake as **the** golf course to host your next outing, fund raiser or tournament

# Mozingo Golf Clubhouse Department - continued

## FY 2009 Goals:

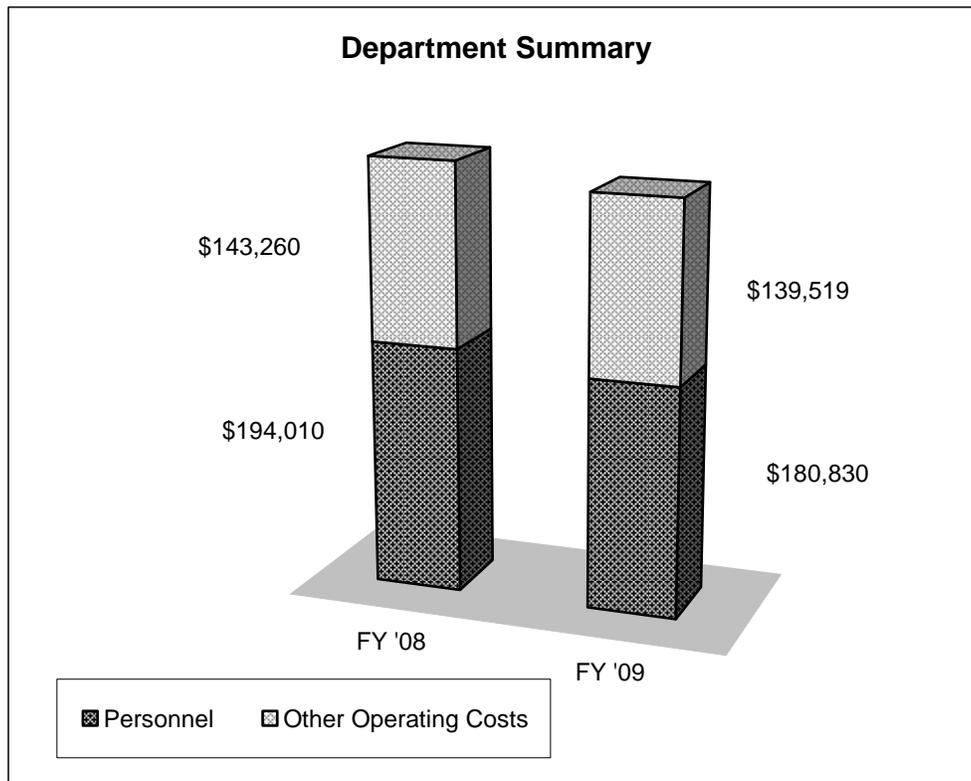
- ▶ Create 2,000 additional rounds of golf
- ▶ Add a separate senior golf rate and concentrate advertising dollars on this market within a 100 mile radius of Maryville
- ▶ Upgrade the use of the website by assigning one employee to maintain the information and send more e-mail blasts
- ▶ Continue to increase the number of ladies participating in the ladies league by adding perceived value
- ▶ Continue to advertise use of the 2<sup>nd</sup> floor reception room for events
- ▶ Improve fiscal responsibility by ringing out registers before every shift change
- ▶ Maintain tee time reservations running on time
- ▶ Maintain a clean and pleasing clubhouse



Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 210,506	\$ 194,010	\$ 180,830
Contractual	62,795	61,808	58,453
Commodities	55,437	57,723	55,300
Other Operating	23,841	23,729	25,766
<b>Totals</b>	<b>\$ 352,579</b>	<b>\$ 337,270</b>	<b>\$ 320,349</b>
Staffing FTE's			2.00
Seasonal part time FTE's			6.85

# Mozingo Golf Clubhouse Department - continued

<b>Debt Service Leases</b>	<b>Principal</b>	<b>Interest</b>	<b>Final Payment</b>
Golf Carts - 50	21,529	8,053	03/15/14



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## Mozingo Golf Clubhouse Department – Capital Outlay

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Account Number: 503-00

Name: Office Equipment

Amount: \$5,000

DESCRIPTION
Four new computers to replace existing 5 ½ year old computers

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Account Number: 599-00

Name: Other Improvements

Amount: \$5,000

DESCRIPTION	
Regravel, expand, and clean up upper parking lot	\$3,000
Construct white fence near clubhouse and landscape	\$2,000

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: MOZINGO RECREATION  
DEPARTMENT: GOLF CLUB HOUSE

CODE: 80-80-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	150,211	150,309	161,895	150,035	140,555
115-00 Overtime	1,347	924	1,139	1,410	950
120-00 FICA Contribution	11,501	11,456	12,324	11,505	10,874
140-00 Group Insurance-Employee	12,825	14,671	16,519	14,201	12,753
140-01 Group Insurance-Family	5,027	5,580	6,263	6,672	7,228
150-00 Retirement Contrib - LAGERS	8,845	9,723	10,775	8,385	6,696
150-01 Retirement Contrib - ICMA	1,242	1,267	1,053	1,080	1,140
170-00 Longevity	442	490	538	722	634
<b>SUBTOTAL</b>	<b>191,440</b>	<b>194,420</b>	<b>210,506</b>	<b>194,010</b>	<b>180,830</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	5,099	7,288	7,848	9,965	8,500
202-00 Telephone	2,639	3,063	2,913	3,190	3,000
203-00 Printing & Advertising	8,370	9,754	8,047	10,245	10,000
205-00 Postage	109	101	164	150	100
207-00 Travel & Training	1,937	1,851	1,676	1,500	2,000
210-00 Maintenance/Building	1,889	2,048	8,733	2,000	2,000
211-00 Maint/Equip-O/S Vendors	1,993	4,185	2,797	3,606	2,000
213-00 Rents	101	---	---	---	---
214-00 Independent Audit	2,853	3,821	4,034	3,752	3,853
216-00 Professional Services	---	1,018	---	---	---
299-00 Other Contractual Services	23,345	27,347	26,583	27,400	27,000
<b>SUBTOTAL</b>	<b>48,335</b>	<b>60,476</b>	<b>62,795</b>	<b>61,808</b>	<b>58,453</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	885	852	750	1,072	1,500
302-00 Fuel & Lubricants	5,700	7,076	8,392	9,276	8,500
305-00 Tires-Batteries-Accessories	---	---	---	100	100
306-00 Janitorial Supplies	1,248	1,912	1,567	1,300	1,400
307-00 Parts - Equipment Maintenance	283	---	533	475	500
308-01 Maint/Constr-Buildings, Etc.	145	228	2,691	300	300
340-00 Driving Range Supplies	1,224	3,079	1,779	2,200	2,000
389-00 Concession Supplies	39,727	40,862	37,031	40,000	38,000
399-00 General Supplies	2,674	3,498	2,694	3,000	3,000
<b>SUBTOTAL</b>	<b>51,886</b>	<b>57,507</b>	<b>55,437</b>	<b>57,723</b>	<b>55,300</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: MOZINGO RECREATION  
DEPARTMENT: GOLF CLUB HOUSE CODE: 80-80-7

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>OTHER CHARGES</b>					
401-00 Insurance	10,692	13,590	14,622	12,568	14,191
402-00 Membership & Subscriptions	985	1,042	984	936	1,000
406-00 Refunds	2,080	665	102	120	250
407-00 Transfers Out	---	1,455	8,133	10,105	10,325
410-00 Contingencies	---	---	---	---	584,301
415-00 Operating Permits & Fees	50	---	---	---	---
<b>SUBTOTAL</b>	<u>13,807</u>	<u>16,752</u>	<u>23,841</u>	<u>23,729</u>	<u>610,067</u>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	7,381	3,611	---	---	---
503-00 Office Equipment	---	---	---	---	5,000
599-00 Other Improvements	---	---	---	---	5,000
<b>SUBTOTAL</b>	<u>7,381</u>	<u>3,611</u>	<u>---</u>	<u>---</u>	<u>10,000</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal - Facility	85,798	90,268	86,872	---	---
601-04 Lease - Principal - Golf Carts	19,940	21,529	22,736	24,011	21,529
602-00 Lease - Interest - Facility	11,394	6,924	2,221	---	---
602-04 Lease - Interest - Golf Carts	4,502	8,053	6,828	5,571	8,053
<b>SUBTOTAL</b>	<u>121,634</u>	<u>126,774</u>	<u>118,657</u>	<u>29,582</u>	<u>29,582</u>
<b>TOTAL MOZINO CLUB HOUSE</b>	<u>\$ 434,483</u>	<u>\$ 459,540</u>	<u>\$ 471,236</u>	<u>\$ 366,852</u>	<u>\$ 944,232</u>

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# Mozingo Lake Patrol Department

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## Overview and Description

Mozingo Lake Patrol presents unique and specialized opportunities, training and challenges. It is generally operational from about mid-April through the first part of Oct. The 2 primary officers assigned to this function maintain other activities during the other months. This effort is also supplemented by other department personnel as circumstances permit (keeping in mind the unique training requirements), and 2 part-time, non-sworn "Security Officers". The officers maintain both land and water patrol coverage to help insure a safe and secure recreational environment.

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## Performance Goals and Objectives

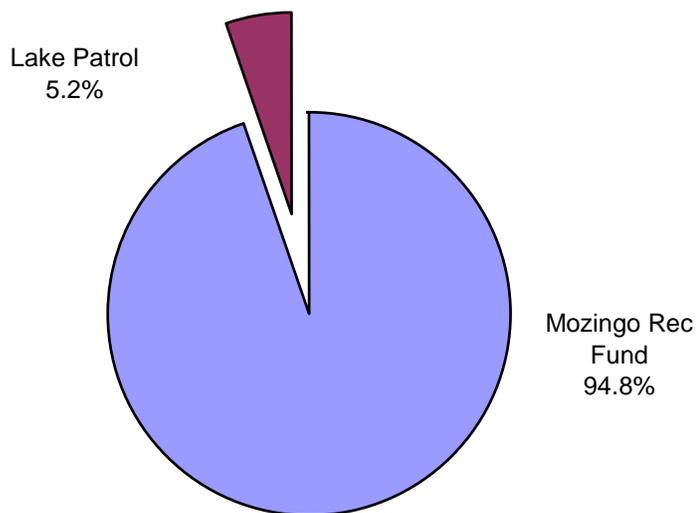
### FY 2008 Goals & Status:

- ▶ Prevention of water related accidents  
*Status: On-going*
- ▶ Increase public awareness of water safety  
*Status: On-going*

### FY 2009 Goals:

- ▶ Prevention of water related accidents
- ▶ Increase public awareness of water safety

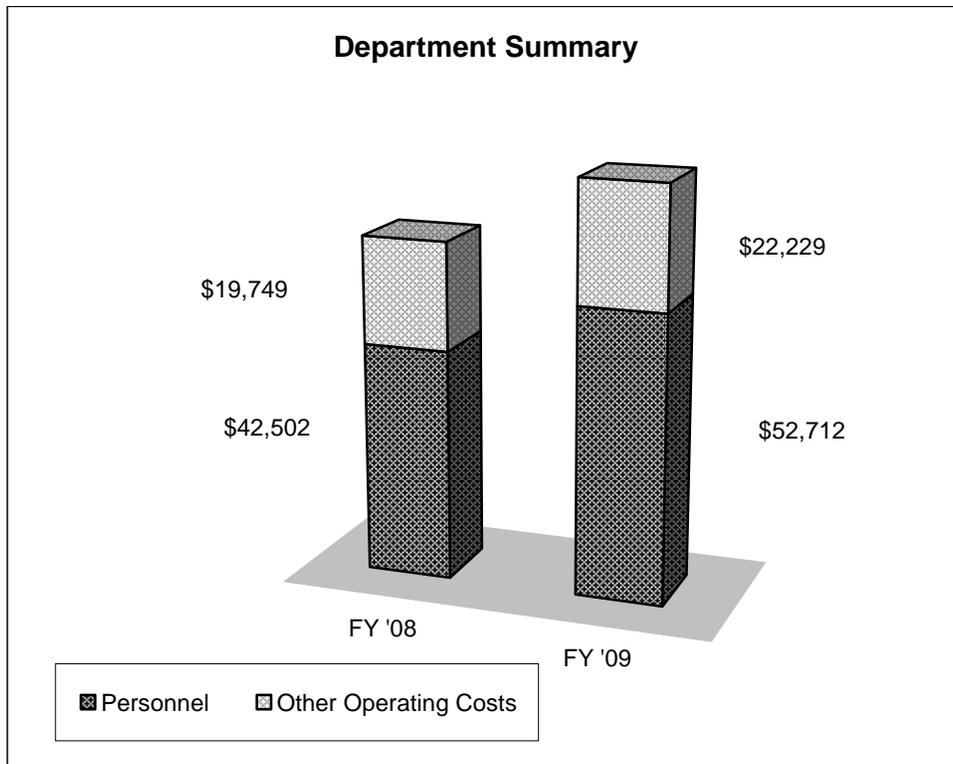
**Percent of Mozingo Recreation Fund**



# Mozingo Lake Patrol Department - continued

Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 45,644	\$ 42,502	\$ 52,712
Contractual	3,328	7,484	8,115
Commodities	5,435	8,563	9,600
Other Operating	4,629	3,702	4,514
<b>Totals</b>	<b>\$ 59,036</b>	<b>\$ 62,251</b>	<b>\$ 74,941</b>

Staffing FTE's (seasonal) 2.0  
 Season part time FTE's 1.6



**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: MOZINGO RECREATION  
DEPARTMENT: LAKE PATROL

CODE: 80-82-5

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	37,312	35,867	35,636	33,296	40,952
115-00 Overtime	7,197	4,969	2,865	2,724	3,000
120-00 FICA Contribution	3,400	3,079	2,962	2,777	3,363
140-00 Group Insurance-Employee	3,356	3,322	3,401	2,817	4,210
140-01 Group Insurance-Family	1,457	1,464	71	54	77
150-00 Retirement Contrib - LAGERS	248	207	199	350	461
150-01 Retirement Contrib - ICMA	706	683	510	484	649
<b>SUBTOTAL</b>	<b>53,676</b>	<b>49,591</b>	<b>45,644</b>	<b>42,502</b>	<b>52,712</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	---	160	247	240	240
202-00 Telephone	393	383	33	400	400
203-00 Printing & Advertising	1,002	644	1,975	1,600	1,750
205-00 Postage	---	---	---	50	50
207-00 Travel & Training	---	527	---	1,500	1,500
210-00 Maintenance/Building	---	70	45	500	500
211-00 Maint/Equip-O/S Vendors	922	1,658	45	500	1,500
211-02 Central Garage - Parts	15	44	71	692	200
211-04 Central Garage - Overhead	351	217	445	602	575
215-00 Radio Maintenance	893	475	110	600	600
216-00 Professional Services	---	394	---	300	300
299-00 Other Contractual Services	1,028	503	357	500	500
<b>SUBTOTAL</b>	<b>4,604</b>	<b>5,075</b>	<b>3,328</b>	<b>7,484</b>	<b>8,115</b>
<b>COMMODITIES</b>					
301-00 Office Supplies & Tools	810	376	217	840	500
302-00 Fuel & Lubricants	---	---	23	2,030	1,850
304-00 Uniforms	2,065	2,906	1,901	1,593	2,250
305-00 Tires-Batteries-Accessories	1,292	487	457	100	750
307-00 Parts - Equipment Maintance	655	531	34	750	750
308-01 Maint/Constr-Buildings, Etc.	506	552	207	500	500
330-00 Safety Equipment & Supplies	159	553	0	750	1,000
399-00 General Supplies	2,656	1,812	2,596	2,000	2,000
<b>SUBTOTAL</b>	<b>8,143</b>	<b>7,217</b>	<b>5,435</b>	<b>8,563</b>	<b>9,600</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	3,119	4,114	4,579	3,652	4,414
402-00 Memberships & Subscriptions	50	50	50	50	100
<b>SUBTOTAL</b>	<b>3,169</b>	<b>4,164</b>	<b>4,629</b>	<b>3,702</b>	<b>4,514</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: MOZINGO RECREATION  
DEPARTMENT: LAKE PATROL

CODE: 80-82-5

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	---	---	---
504-00 Mechanical & Auto Equipment	9,857	24,712	---	13,775	---
599-00 Other Improvements	---	---	---	---	---
<b>SUBTOTAL</b>	<u>9,857</u>	<u>24,712</u>	<u>---</u>	<u>13,775</u>	<u>---</u>
<b>TOTAL MOZINGO LAKE PATROL</b>	<u>\$ 79,449</u>	<u>\$ 90,759</u>	<u>\$ 59,036</u>	<u>\$ 76,026</u>	<u>\$ 74,941</u>

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# Mozingo Golf Maintenance Department

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## Overview and Description

The Department is committed to provide top notch playing conditions on a daily basis so every golfer whether local or visiting will experience Mozingo Lake Golf Course in tournament level condition.

The Mozingo Golf Course Maintenance Department is responsible for the management and improvement of the entire playing surface of the City's 18 hole golf course, including all tees, fairways, greens, rough, sand bunkers, trees and shrubs, and surrounding native grassed areas. This also includes all structures on and around the golf course such as the pump station, buildings, bridges and water features. Over the last several years the Department has constructed, irrigated, and grown-in four turfgrass nurseries located North of # 17 tee boxes. There is a creeping bentgrass nursery for greens repair, a bluegrass nursery for fairways and tees, and a fescue and buffalograss nursery for the rough. These nurseries have been very valuable in expediting repairs and saving the City the expense of purchasing sod.

The maintenance staff is composed of five full time positions. This includes a Certified Superintendent, an Assistant Superintendent, a Golf Course Technician, and an Equipment Technician. The department also hires 12 part time employees each season.

The course covers over 185 acres of maintained turf. There are several different levels of maintenance required as per type of grass and playing area. The mower operators cut about 8,150 acres of grass per season. Mowing frequencies range from daily on the greens, three times per week on fairways and tees, twice a week on greenbanks and clubgrounds, and weekly in the rough and driving range.

There are over 65 different chemical and fertilizer sprayed or spread on the course each year by the Golf Course Technician. These account for a significant portion of the operating expenses. It is the policy of the Superintendent to insure all chemicals are applied responsibly and only when necessary. The Department takes its role in environmental stewardship very seriously.

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## Performance Goals and Objectives

- ▶ Continue to present top quality playing conditions daily throughout the season  
*Status: On-going*
- ▶ Prevent serious injuries to golfing patrons and employees  
*Status: On-going (successfully)*
- ▶ Improve recruitment and retention of seasonal employees  
*Status: On-going (successfully)*
- ▶ Contract and monitor the installation of new sea wall on hole # 11 pond  
*Status: Completed*
- ▶ Continue the bunker renovation project. Plan to redo Hole #2 fairway and south green bunker and Hole #6 fairway bunker.  
*Status: Hole #6 is completed; Hole #2 is incomplete*
- ▶ Expand on energy and water conservation program within the department by more closely monitoring soil moisture content and evapotranspiration rates.  
*Status: On-going*
- ▶ Add more color to the course through development of annual flower beds at nine tee area  
*Status: Incomplete*
- ▶ Maintain and further improve the native prairie grassland areas through chemical and cultural programs.  
*Status: On-going*

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## Mozingo Golf Maintenance Department - continued

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- Continue with the First Impression Enhancement project of the golf course by improving the clubhouse entrance  
*Status: Completed*
- Keep an open line of communication with City Manager, Park Superintendent, and Golf Professional to ensure progression on all shared goals.  
*Status: On-going*
- To have 90% of surveyed golfing participants to rate the course conditioning as a 4 or better.
 

<u>Very poor</u>	<u>Average</u>			<u>Excellent</u>						
-5	-4	-3	-2	-1	0	1	2	3	4	5

  
*Status: Completed*
- Keep better records and stay up with the preventive maintenance program of equipment to help time).  
*Status: Completed*
- Provide continuing education opportunities for employees to stay abreast of new technologies and the latest trends in course maintenance.  
*Status: On-going*
- Implement an electronic method for fertilizer and chemical application record keeping.  
*Status: On-going*
- Require Golf Course Technician to obtain MO Pesticide Applicators License  
*Status: Completed*

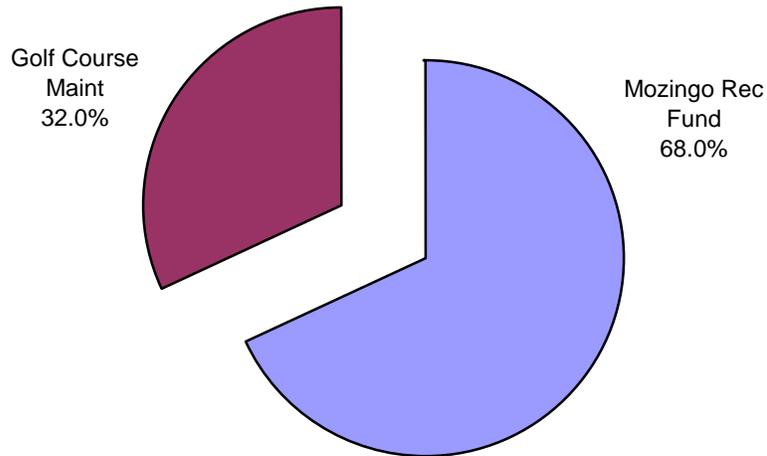
### FY 2009 Goals:

- Continue to present top quality playing conditions daily throughout the season  
 Adhere to planned mowing schedules and frequencies
  - a. Ensure proper course setup and cupping placement on a daily basis
  - b. Make timely and accurate applications of turf nutrients, pesticides and disease controls
- Prevent serious injuries to golfing patrons and employees
  - a. Continue monthly safety meetings
  - b. Perform formal safety checks on all equipment and grounds monthly and informally on a daily basis
  - c. Require mower operators to wear hearing and eye protection at all times
- Improve recruitment and retention of seasonal employees  
 Enhance the orientation and training programs of new employees by implementing revised training checklists and proficiency testing
- Oversee repairs to #9 bridge
- Implement an energy and water conservation program within the department by more closely monitoring soil moisture content and evapotranspiration rates.
- Add color to the course through development of annual flower beds at nine tee area
- Maintain and further improve the native prairie grassland areas
- Enhance the first impression of the golf course by improving the clubhouse entrance
- Keep an open line of communication with City Manager, Park Superintendent, and Golf Professional to ensure progression on all shared goals.
- To have 90% of surveyed golfing participants to rate the course conditioning as a 3 or better.
 

<u>Very poor</u>	<u>Average</u>			<u>Excellent</u>						
-5	-4	-3	-2	-1	0	1	2	3	4	5
- Strive to maintain rental cart fleet at a 98% operational status (only one cart down at any given time).
- Provide continuing education opportunities for employees to stay abreast of new technologies and the latest trends in course maintenance.
- Implement an electronic method for fertilizer and chemical application record keeping.
- Provide continuing education opportunities for employees to stay abreast of new technologies and the latest trends in course maintenance.

# Mozingo Golf Maintenance Department - continued

**Percent of Mozingo Recreation Fund**

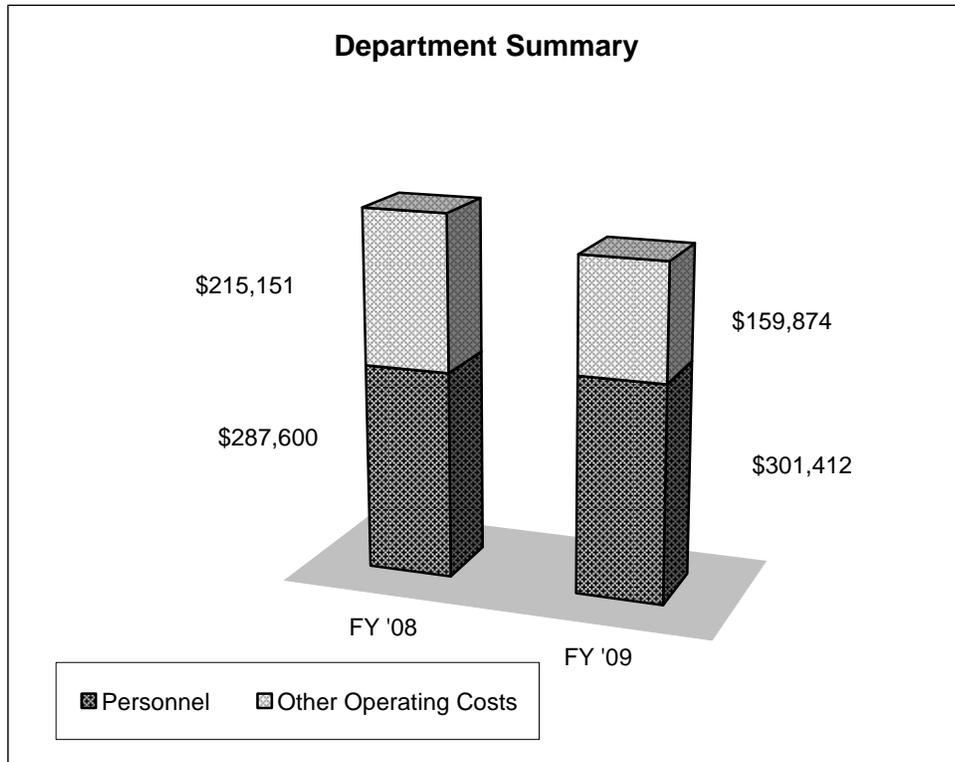


<b>Operating Expenditures by Category</b>	<b>Actual FY '07</b>	<b>Estimated FY '08</b>	<b>Requested FY '09</b>
Personnel	\$ 276,627	\$ 287,600	\$ 301,412
Contractual	25,166	79,772	21,400
Commodities	88,084	117,069	115,200
Other Operating	31,216	18,310	23,274
<b>Totals</b>	<b>\$ 421,093</b>	<b>\$ 502,751</b>	<b>\$ 461,286</b>
Staffing FTE's			3.6
Seasonal part time FTE's			8.4

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# Mozingo Golf Maintenance Department - continued

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## Mozingo Golf Maintenance Department – Capital Outlay

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Account Number: 504-00

Name: Mech & Auto Equipment

Amount: \$76,000

DESCRIPTION	
Primary rough mower to replace '69 Ford	\$20,000
2 triplex greens mowers (replacements)	\$56,000

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Account Number: 599-00

Name: Other Improvements

Amount: \$750,000

DESCRIPTION
Resurface golf cart paths with concrete

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: MOZINGO RECREATION  
DEPARTMENT: GOLF COURSE MAINTENANCE CODE: 80-85-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	185,683	200,936	198,973	207,821	218,349
115-00 Overtime	4,811	8,474	2,278	3,000	2,000
120-00 FICA Contribution	14,224	15,607	14,845	15,767	16,928
140-00 Group Insurance-Employee	18,461	21,433	19,801	21,034	22,859
140-01 Group Insurance-Family	18,150	18,230	21,571	23,943	26,021
150-00 Retirement Contrib - LAGERS	12,299	12,905	13,740	12,921	11,871
150-01 Retirement Contrib - ICMA	2,933	2,886	2,261	2,323	2,453
160-00 Unemployment Insurance	---	---	2,430	---	---
170-00 Longevity	840	926	728	791	931
<b>SUBTOTAL</b>	<b>257,401</b>	<b>281,397</b>	<b>276,627</b>	<b>287,600</b>	<b>301,412</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	6,737	8,679	8,644	9,500	9,800
202-00 Telephone	1,314	1,224	930	1,200	1,200
203-00 Printing & Advertising	208	---	---	511	---
205-00 Postage	437	80	27	80	100
207-00 Travel & Training	2,502	1,187	2,189	3,111	3,000
210-00 Maintenance/Building	93	193	463	400	400
211-00 Maint/Equip-O/S Vendors	6,415	9,789	2,379	6,134	3,400
211-02 Central Garage - Parts	---	---	3	---	---
211-04 Central Garage - Overhead	---	---	---	---	---
212-00 Maintenance-Other	500	---	8,000	54,587	---
213-00 Rents	291	97	306	1,249	500
216-00 Professional Services	---	1,234	---	---	---
299-00 Other Contractual Services	953	4,252	2,225	3,000	3,000
<b>SUBTOTAL</b>	<b>19,450</b>	<b>26,735</b>	<b>25,166</b>	<b>79,772</b>	<b>21,400</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	827	1,765	906	1,500	1,500
302-00 Fuel & Lubricants	14,444	19,577	13,901	22,000	22,000
303-00 Chemicals	37,280	38,701	38,144	45,000	45,000
304-00 Uniforms	---	---	336	---	---
305-00 Tires-Batteries-Accessories	1,567	2,227	1,576	1,430	1,300
306-00 Janitorial Supplies	1,874	1,300	1,246	1,450	1,500
307-00 Parts - Equipment Maintance	26,569	20,002	17,380	25,300	25,000
308-00 Maint/Constr-Streets, Etc.	8,604	11,779	10,069	12,500	12,500
308-01 Maint/Constr-Buildings, Etc.	2,845	691	310	1,058	1,000
309-00 Training Materials	---	---	---	200	200
330-00 Safety Equipment & Supplies	178	252	600	1,151	450
399-00 General Supplies	1,660	2,653	1,875	3,230	2,750
399-01 Golf Course Accessories	1,364	1,775	1,741	2,250	2,000
<b>SUBTOTAL</b>	<b>97,212</b>	<b>100,722</b>	<b>88,084</b>	<b>117,069</b>	<b>115,200</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: MOZINGO RECREATION  
DEPARTMENT: GOLF COURSE MAINTENANCE CODE: 80-85-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>OTHER CHARGES</b>					
401-00 Insurance	28,501	32,618	30,021	17,110	22,074
402-00 Membership & Subscriptions	640	640	1,195	1,200	1,200
<b>SUBTOTAL</b>	<u>29,141</u>	<u>33,258</u>	<u>31,216</u>	<u>18,310</u>	<u>23,274</u>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	---	---
503-00 Office Equipment	---	---	---	---	---
504-00 Mechanical & Auto Equipment	54,642	29,860	---	29,371	76,000
599-00 Other Improvements	---	27,205	---	---	750,000
<b>SUBTOTAL</b>	<u>54,642</u>	<u>57,065</u>	<u>---</u>	<u>29,371</u>	<u>826,000</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	17,345	18,323	9,545	---	72,227
602-00 Lease - Interest	2,054	1,075	154	---	31,238
<b>SUBTOTAL</b>	<u>19,399</u>	<u>19,398</u>	<u>9,699</u>	<u>---</u>	<u>103,465</u>
<b>TOTAL GOLF MAINTENANCE</b>	<u>\$ 477,245</u>	<u>\$ 518,575</u>	<u>\$ 430,792</u>	<u>\$ 532,122</u>	<u>\$ 1,390,751</u>

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# Mozingo Park Maintenance Department

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## Overview and Description

Mozingo Lake and park area include 3000 acres with very diverse uses. Because of this, the maintenance crew at Mozingo has to be a truly multi-tasking unit.

Summer or peak season is a sometimes frenzied time of year. The five cabins are cleaned as vacated, including outside maintenance with an average cleaning time of one hour used per cabin. Windows and appliance deep cleaning, as well as washing of bedspreads and pads, are done as needed throughout the season. General upkeep of the cabins is done between guest stays, and problems that arise during stays are tended on an as needed basis, including replacement of bulbs, clogged toilets and any complaint from the guests.

The youth camp has seen a great increase in use and the four cabins and multi-purpose building require cleaning and care as well as general maintenance of the buildings.

Four rest rooms and three bathhouses in the park are cleaned daily and sometimes more often during high traffic times. This includes hosing of the areas and cleaning of stools, sinks and showers. Six privies and five "portable potties" are cleaned daily and emptied of waste as needed.

Shelters are cleaned and swept as used throughout the week, including hosing as needed. Trash is emptied all through the park once and sometimes twice daily. Grills are emptied and cleaned as needed. Trash on the beach is picked up daily, requiring a good slot of time. On an average of once a week, the sand is tilled to keep it smooth and clear of problems.

150 acres are currently mowed by the staff in an ongoing cycle during the growing season and includes weedeating and weeding and care of flower beds in the park. New and newly transplanted trees are watered weekly in the camping areas. The nature trail and horse trail are both mowed and kept free of brush.

RV and tent camping are kept free of trash and 143 fire rings in those areas are cleaned after rentals. Maintenance of water hydrants and electrical box issues is also done by the staff.

The information booth is open during the summer, 12 - 15 hours per day, with a spring and fall schedule down to the weekends. Boat passes, camping rentals, and various snacks and supplies as well as ice and firewood are sold there.

Dock repair and maintenance is done by staff and has been frequent, both with the drought and the flooding, causing damage or problems. Buoys are also monitored for proper placement on the lake.

Off season is becoming smaller and smaller as more people are enjoying all the camping areas longer into the cooler months. The cabins are used year round with continued cleaning upon vacancy. This is the time, deep cleaning and major fix up repairs take place, not only at the cabins, but throughout all the park building and structures.

Maintenance of six miles of asphalt and one and a half miles of gravel roads is also done by the staff. Equipment used during the summer months is readied during this slower time with special attention given to maintaining for longer use.

Cutting dead trees is done during this time with the wood sold during the camping season. Brush removal and general tree pruning is also a part of the ongoing effort to make the park attractive and inviting.

Snow removal for the park is done by the Mozingo staff. When needed, the crew helps with snow removal within the city limits.

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# Mozingo Park Maintenance Department - continued

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Carpenter work for the other departments is done as needed during the off season. In recent years, projects such as building desk units for city hall and the renovation of city hall upstairs.

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## Performance Goals and Objectives

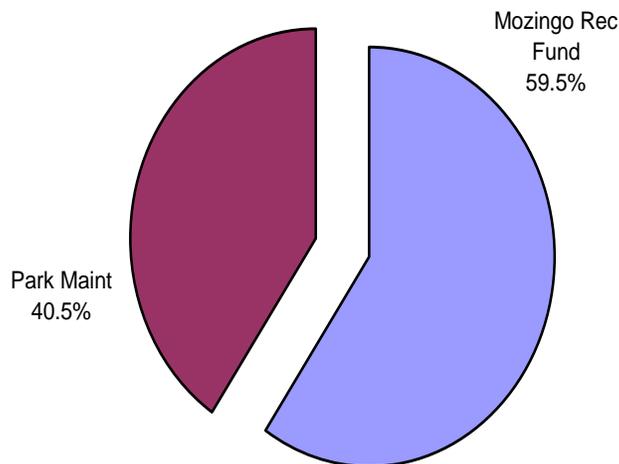
### FY 2008 Goals & Status:

- ▶ Extend the existing horse trail on the north end of the park  
*Status: In progress*
- ▶ Eliminate workplace accidents by utilizing safety plans and education  
*Status: Completed and on-going*
- ▶ Upgrade remaining 1.5 miles of gravel road to a 5" compacted asphalt road  
*Status: Incomplete*
- ▶ Construct five more cabins to meet demands by users  
*Status: Incomplete*

### FY 2009 Goals:

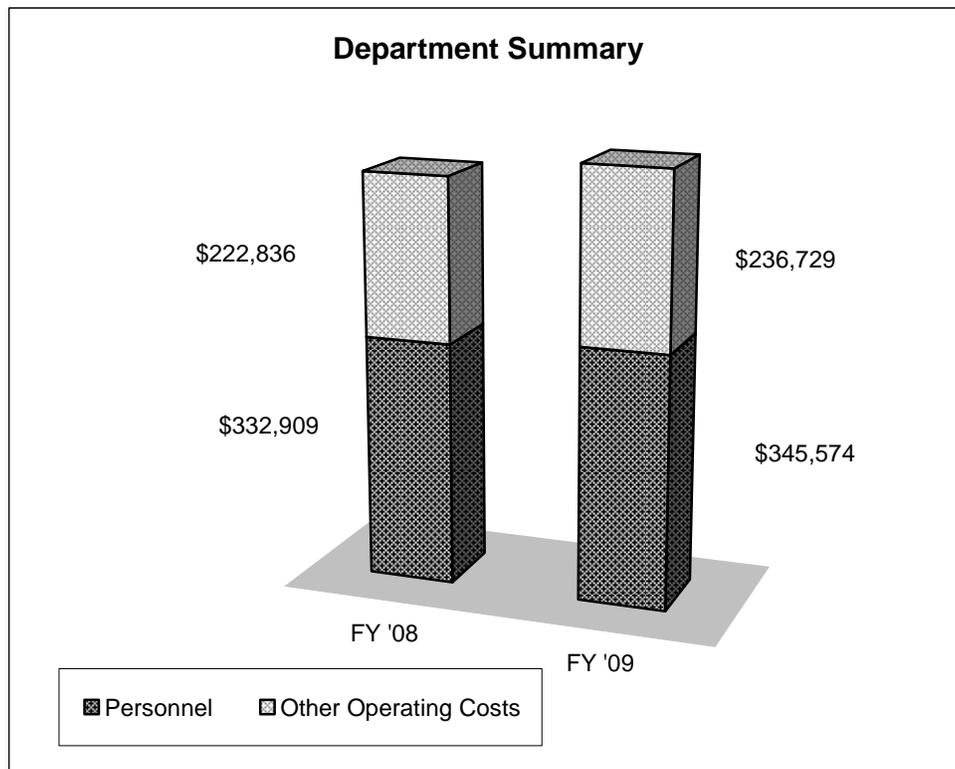
- ▶ Continue to provide top quality cabin, camping, boating and shelter facilities for daily use
- ▶ Increase use of the cabins, Youth Camp, RV Park, tent camping, and other facilities by adding a third sports show in Kansas City
- ▶ Decrease fuel consumption by replacing a larger vehicle in the Park with a new John Deere gator/Kawasaki mule type vehicle and by stocking more small common parts and consolidating trips into town
- ▶ Prevent injuries to patrons and employees by using checklist and safety inspections
- ▶ Complete a new 16 bed youth cabin
- ▶ Continue to improve and extend the trails around the Lake
- ▶ Analyze the possibility of constructing five additional cabins
- ▶ Begin development of the ten year plan for the Park

**Percent of Mozingo Recreation Fund**



# Mozingo Park Maintenance Department - continued

Operating Expenditures by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 332,438	\$ 332,909	\$ 345,574
Contractual	113,766	130,825	127,511
Commodities	56,696	66,823	79,500
Other Operating	42,642	25,188	29,718
<b>Totals</b>	<b>\$ 545,542</b>	<b>\$ 555,745</b>	<b>\$ 582,303</b>
Staffing FTE's			5.85
Seasonal part time FTE's			5.00



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## Mozingo Park Maintenance Department – Capital Outlay

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Account Number: 504-00

Name: Auto & Mechanical Equipment

Amount: \$23,500

DESCRIPTION	
Gator/mule for travel within the Park	\$ 8,500
6' front deck mower to replace old unit	\$15,000

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Account Number: 599-00

Name: Other Improvements

Amount: \$624,679

DESCRIPTION
Construct hiking/biking/walking trails at south end of the park and along the west shoreline using grant funds from the MO Dept of Natural Resource and the MO Dept of Transportation

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: MOZINGO RECREATION  
DEPARTMENT: PARK MAINTENANCE

CODE: 80-87-3

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate	2009 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	178,556	173,325	238,743	242,922	253,097
115-00 Overtime	7,822	5,601	1,828	1,200	1,800
120-00 FICA Contribution	14,571	13,901	18,269	18,645	19,675
140-00 Group Insurance-Employee	16,641	18,026	32,129	33,213	35,515
140-01 Group Insurance-Family	14,692	15,007	15,041	12,217	12,181
150-00 Retirement Contrib - LAGERS	12,046	11,976	19,098	18,263	16,663
150-01 Retirement Contrib - ICMA	3,133	3,011	3,936	4,139	4,368
160-00 Unemployment Insurance	---	---	1,220	---	---
170-00 Longevity	1,434	1,540	2,174	2,310	2,275
<b>SUBTOTAL</b>	<b>248,895</b>	<b>242,387</b>	<b>332,438</b>	<b>332,909</b>	<b>345,574</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	14,629	23,342	25,920	38,000	34,000
202-00 Telephone	1,984	1,915	1,428	1,800	1,900
203-00 Printing & Advertising	3,582	8,802	2,874	4,500	5,000
205-00 Postage	159	1,526	330	500	500
207-00 Travel & Training	840	848	1,289	3,026	2,500
210-00 Maintenance/Building	492	503	350	1,500	1,500
211-00 Maint/Equip-O/S Vendors	2,666	372	2,403	955	500
211-02 Central Garage - Parts	172	---	157	500	500
211-04 Central Garage - Overhead	488	242	630	231	623
212-00 Other Maintenance	9,500	9,927	11,954	10,000	10,500
213-00 Rents	52	88	---	---	---
216-00 Professional Services	---	782	---	---	---
217-00 Billing & Administration	10,546	27,287	41,266	44,813	46,988
299-00 Other Contractual Services	6,210	17,498	25,165	25,000	23,000
<b>SUBTOTAL</b>	<b>51,320</b>	<b>93,132</b>	<b>113,766</b>	<b>130,825</b>	<b>127,511</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,236	4,216	1,657	2,000	2,300
302-00 Fuel & Lubricants	9,540	16,033	11,876	18,500	19,000
303-00 Chemicals	90	73	277	500	700
304-00 Uniforms	84	---	96	---	---
305-00 Tires-Batteries-Accessories	387	2,637	1,562	1,623	3,000
306-00 Janitorial Supplies	5,031	2,448	1,638	2,500	4,000
307-00 Parts - Equipment Maintenance	2,510	5,012	3,310	6,000	8,000
308-00 Maint/Constr-Streets, Etc.	9,584	7,496	18,334	17,000	22,000
308-01 Maint/Constr-Buildings, Etc.	2,484	2,557	3,688	4,000	5,000
312-00 Heating Supplies	1,124	2,080	---	---	---
330-00 Safety Supplies	24	250	381	400	500
389-00 Concession Supplies	7,653	7,854	8,967	9,300	9,000
399-00 General Supplies	8,493	8,494	4,910	5,000	6,000
<b>SUBTOTAL</b>	<b>49,240</b>	<b>59,150</b>	<b>56,696</b>	<b>66,823</b>	<b>79,500</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: MOZINGO RECREATION  
DEPARTMENT: PARK MAINTENANCE

CODE: 80-87-3

	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Request</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	59,185	55,660	40,378	21,299	25,618
402-00 Membership & Subscriptions	155	88	---	---	---
406-00 Refunds	1,755	2,259	2,250	3,500	3,700
415-00 Operating Permits/Fees	15	15	14	389	400
499-00 Miscellaneous Charges	1,000	---	---	---	---
<b>SUBTOTAL</b>	<u>62,110</u>	<u>58,022</u>	<u>42,642</u>	<u>25,188</u>	<u>29,718</u>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	90,027	124,367	5,835	37,000	---
503-00 Office Equipment	1,385	---	---	---	---
504-00 Mechanical & Auto Equipment	22,739	---	2,355	---	23,500
599-00 Other Improvements	2,500	19,535	---	40,522	624,679
<b>SUBTOTAL</b>	<u>116,651</u>	<u>143,902</u>	<u>8,190</u>	<u>77,522</u>	<u>648,179</u>
<b>TOTAL MOZINGO PARK MAINT</b>	<u>\$ 528,216</u>	<u>\$ 596,593</u>	<u>\$ 553,732</u>	<u>\$ 633,267</u>	<u>\$ 1,230,482</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>CENTRAL GARAGE</b>					
	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Approved</b>
<b>SERVICE CHARGES &amp; FEES</b>					
90R0001011 General Administration	1,183	915	1,417	1,066	1,350
90R0001211 Public Safety-Administration	48	226	420	481	490
90R0001221 Public Safety - Police	25,950	19,270	21,024	23,058	24,683
90R0001222 Public Safety - Fire	2,603	4,744	1,731	4,083	3,337
90R0001311 Public Works - Administration	---	291	856	289	294
90R0001331 Public Works - Maintenance	54,411	52,800	52,444	72,165	77,617
90R0001400 Code Enforcement	276	1,066	1,071	680	694
90R0001500 Cemetary	1,152	635	1,662	663	1,166
90R0001600 Airport	---	---	---	170	218
90R0002031 Park & Rec - Maintenance	4,647	4,341	5,473	4,903	4,841
90R0003531 Mozingo Park Maintenance	660	242	787	731	1,123
90R0003532 Mozingo Lake Patrol	366	261	516	802	775
90R0005011 Transfer Station	887	141	651	563	579
90R0007011 Water/Sewer - Administration	---	291	855	449	609
90R0007020 Water Treatment	2,045	1,521	---	---	---
90R0007031 Water Maintenance	3,180	4,796	3,391	4,533	5,449
90R0007032 Lake Maintenance	589	70	119	---	---
90R0007120 Sewer Treatment	2,005	1,517	---	---	---
90R0007131 Sewer Maintenance	4,349	5,459	3,731	3,777	4,874
90R0007531 Golf Course Maintenance	---	---	3	---	---
<b>TOTAL CENTRAL GARAGE REVENUES</b>	<b>104,351</b>	<b>98,586</b>	<b>96,151</b>	<b>118,413</b>	<b>128,099</b>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 104,351</b>	<b>\$ 98,586</b>	<b>\$ 96,151</b>	<b>\$ 118,413</b>	<b>\$ 128,099</b>

# Central Garage Fund

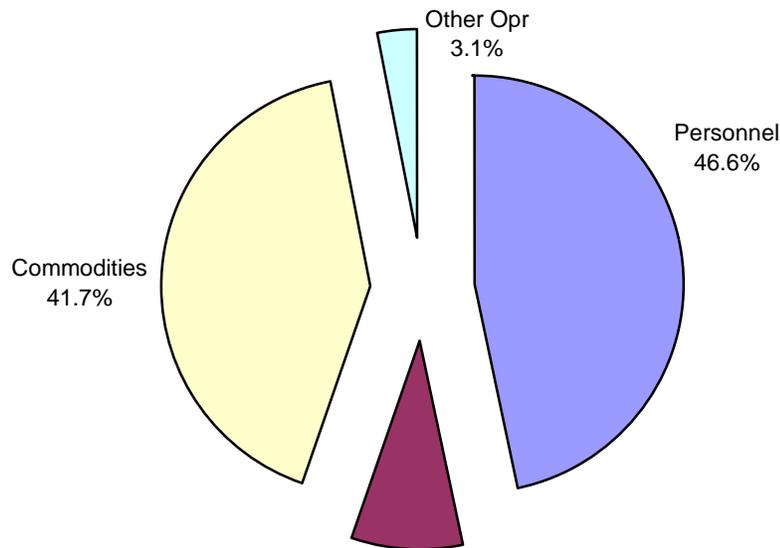
## Overview and Description

Central Garage provides service and maintenance on approximately 86 City-owned vehicles and 100 pieces of equipment, and coordinates outside mechanical service needs. Central Garage is reimbursed by the various City departments that use it.

## Performance Goals and Objectives

- ▀ Provide preventative maintenance to enhance the useful lives of City vehicles and equipment
- ▀ On-going safety awareness

**Central Garage Expenses by Category**



Operating Expenses by Category	Actual FY '07	Estimated FY '08	Requested FY '09
Personnel	\$ 54,773	\$ 57,847	\$ 59,740
Contractual	6,481	10,853	11,005
Commodities	29,862	46,677	53,430
Other Operating	3,997	3,036	3,924
<b>Totals</b>	<b>\$ 95,113</b>	<b>\$ 118,413</b>	<b>\$ 128,099</b>

Staffing : Full time

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

FUND: CENTRAL GARAGE

CODE: 90-00-3

	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Request</b>
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	39,905	39,010	35,567	37,736	38,717
115-00 Overtime	41	---	155	150	50
120-00 FICA Contribution	2,915	2,802	2,514	2,765	3,018
140-00 Group Insurance-Employee	5,298	5,534	5,469	5,830	6,316
140-01 Group Insurance-Offset	5,027	5,580	6,263	6,672	7,228
150-00 Retirement Contrib - LAGERS	3,516	3,589	3,459	3,307	2,959
150-01 Retirement Contrib - ICMA	987	980	716	733	774
170-00 Longevity	633	663	630	654	678
<b>SUBTOTAL</b>	<b>58,322</b>	<b>58,158</b>	<b>54,773</b>	<b>57,847</b>	<b>59,740</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	4,452	4,643	5,630	7,500	8,400
202-00 Telephone	307	311	279	650	800
205-00 Postage	---	5	---	5	5
210-00 Maintenance/Building	45	---	50	2,000	1,000
211-00 Maint/Equip-O/S Vendors	20	---	218	548	550
299-00 Other Contractual Services	294	498	304	150	250
<b>SUBTOTAL</b>	<b>5,118</b>	<b>5,457</b>	<b>6,481</b>	<b>10,853</b>	<b>11,005</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,324	696	945	1,250	1,400
302-00 Fuel & Lubricants	2,909	3,234	4,542	5,289	5,600
305-00 Tires-Batteries-Accessories	6,422	5,904	5,964	5,403	5,800
306-00 Janitorial Supplies	747	1,293	1,599	1,500	1,600
307-00 Parts - Equipment Maintance	18,697	18,466	15,071	30,985	35,730
308-01 Maint/Constr-Buildings, Etc.	---	215	146	---	---
330-00 Safety Equipment & Supplies	169	116	199	100	100
399-00 General Supplies	3,176	1,120	1,396	2,150	3,200
<b>SUBTOTAL</b>	<b>33,444</b>	<b>31,044</b>	<b>29,862</b>	<b>46,677</b>	<b>53,430</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	3,348	3,597	3,997	3,036	3,924
410-00 Contingencies	---	---	---	---	---
<b>SUBTOTAL</b>	<b>3,348</b>	<b>3,597</b>	<b>3,997</b>	<b>3,036</b>	<b>3,924</b>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	2,397	---	---	---	---
<b>SUBTOTAL</b>	<b>2,397</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL CENTRAL GARAGE</b>	<b>\$ 102,629</b>	<b>\$ 98,256</b>	<b>\$ 95,113</b>	<b>\$ 118,413</b>	<b>\$ 128,099</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>GROUP INSURANCE</b>					
	<u>2005</u> Actual	<u>2006</u> Actual	<u>2007</u> Actual	<u>2008</u> Estimate	<u>2009</u> Approved
<b>INTRAGOVERNMENTAL REVENUE</b>					
91R8009010 Payroll - General	372,541	407,392	452,592	493,867	551,752
91R8009020 Payroll - Parks & Recreation	38,864	45,393	42,675	44,900	58,320
91R8009050 Payroll - Solid Waste	15,022	17,411	19,702	21,557	23,343
91R8009070 Payroll - Water/Sewer	115,384	94,866	77,819	70,983	76,602
91R8009080 Payroll - Mazingo Recreation	102,444	106,425	127,369	128,681	139,653
91R8009090 Payroll - Central Garage	11,901	13,377	14,154	15,262	16,534
<b>SUBTOTAL</b>	<u>656,156</u>	<u>684,864</u>	<u>734,311</u>	<u>775,250</u>	<u>866,204</u>
<b>OTHER REVENUES</b>					
91R8903900 PHA - Insurance Premium	31,903	22,287	---	---	---
91R8903901 NCED Insurance Premium	4,254	3,583	2,330	806	806
<b>SUBTOTAL</b>	<u>36,157</u>	<u>25,870</u>	<u>2,330</u>	<u>806</u>	<u>806</u>
<b>TOTAL GROUP INSURANCE REVENUES</b>	<u>692,313</u>	<u>710,734</u>	<u>736,641</u>	<u>776,056</u>	<u>867,010</u>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	108,023	97,337	98,287	97,145	97,145
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 800,336</u>	<u>\$ 808,071</u>	<u>\$ 834,928</u>	<u>\$ 873,201</u>	<u>\$ 964,155</u>

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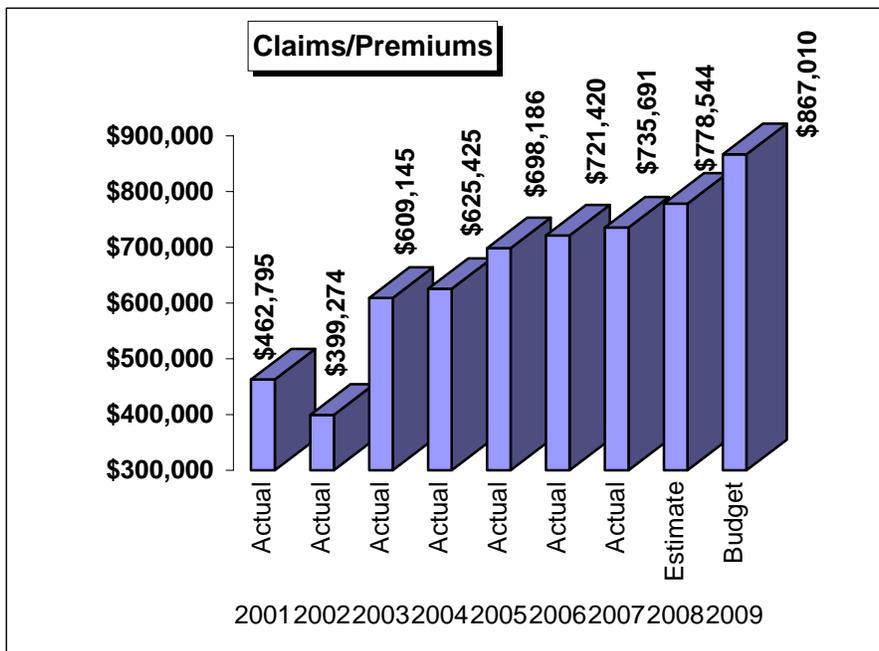
# Group Insurance Fund

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## Overview and Description

The group insurance clearing fund is used to account for medical, dental and life insurance premiums. In May 2003 the City changed from a partially funded self insurance vehicle to a fully funded traditional premium in the hopes of stabilizing costs. It is still to be determined whether that was the best method for controlling rising health care costs. More options are explored each year as the renewal approaches in order to contain costs as best as possible, while still providing quality, competitive health care benefits to City employees and their families.





**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

<b>C E M E T A R Y P E R P E T U A L</b>					
	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Approved</b>
<b>OTHER REVENUES</b>					
97R8901000 Interest on Investments	\$ 6,603	\$ 10,825	\$ 13,015	\$ 8,185	\$ 5,000
<b>SUBTOTAL</b>	<u>6,603</u>	<u>10,825</u>	<u>13,015</u>	<u>8,185</u>	<u>5,000</u>
<b>TOTAL CEMETARY PERPETUAL REVENUES</b>	<u>6,603</u>	<u>10,825</u>	<u>13,015</u>	<u>8,185</u>	<u>5,000</u>
<b>RESTRICTED CASH BALANCE FORWARD</b>	238,127	242,116	255,131	263,317	263,317
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 244,730</u>	<u>\$ 252,941</u>	<u>\$ 268,146</u>	<u>\$ 271,502</u>	<u>\$ 268,317</u>

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# Cemetery Perpetual Fund

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## **Overview and Description**

Trust funds are used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds. The City is the trustee for the Cemetery Perpetual Fund.

Approximately 30 years ago a Cemetery Board was established by the City Council to oversee the care of Oak Hill Cemetery. Money from the sale of grave spaces was set aside for the care and upkeep of the cemetery, to be used in the case of an emergency. Donations from families with loved ones buried at Oak Hill were also encouraged. In recent years interest earned on the principal has been the only source of revenue.

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2009**

**FUND: CEMETARY PERPETUAL CODE: 97-00-0**

	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimate</b>	<b>2009 Approved</b>
<b>OTHER CHARGES</b>					
406-00 Refunds	---	---	---	---	---
407-00 Transfers Out	---	6,836	---	---	51,000
410-00 Contingencies	---	---	---	---	217,317
<b>TOTAL CEMETARY</b>	<b>\$ -</b>	<b>\$ 6,836</b>	<b>\$ -</b>	<b>\$ ---</b>	<b>\$ 268,317</b>

MARYVILLE PUBLIC LIBRARY  
2008-09 PROPOSED BUDGET

	<u>2005-06</u> <u>Actual</u>	<u>2006-07</u> <u>Actual</u>	<u>2007-08</u> <u>Revised</u>	<u>2008-09</u> <u>Proposed</u>
REVENUE				
Advalorem Taxes	169,343	174,828	176,163	175,000
Intangible Property Taxes	212	0	941	200
Fund Balance/City Hall				
Athletes and Entertainers Tax	337	1271	1000	2400
Mo State Aid	4390	4390	4390	4390
Non Resident Fee	5005	4635	4000	4000
Fines	3006	2632	2600	2500
Other Revenues				
Copies, Bags, Rentals	2712	4124	1000	1500
Copier Sales Tax		0		
Sale/ Donated Books	1321	1135	1050	1050
Miscellaneous	1561	451	200	300
Interest on Investments	2375	2166	1200	1500
FRIENDS	0	3600		
Foundation		0	5175	4000
Reserves		0	45,000	32,000
Donations				2,000
E-rate rebate	<u>883</u>	0	830	830
TOTAL REVENUES	<u>192,019</u>	<u>200,065</u>	<u>242,559</u>	<u>231,670</u>

MARYVILLE PUBLIC LIBRARY  
2008-09 PROPOSED BUDGET

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
	<u>Actual</u>	<u>Actual</u>	<u>Revised</u>	<u>Proposed</u>
EXPENSE				
Personnel Services				
Payroll Expenses	90549	93328	109,808	104,500
FICA	7078	7288	7687	7350
Group Insurance	5270	5731	8000	7900
Retirement	743	766	791	200
Retirement/ LAGERS	2316	2598	5173	6000
Longevity	1230	<u>1185</u>	1269	1164
TOTAL PE AL PERSCNNEL SERV.	<u>107186</u>	<u>110896</u>	<u>132,728</u>	<u>127,114</u>
Commodities				
Circulation/Ref. Materials	15053	22776	20000	20,000
General Supplies	1626	3397	3000	3000
Janitorial Supplies	620	337	500	500
(Misc)	557			
(Comp)	215			
(Office)	<u>172</u>			
TOTAL COMMODITIE ODITIES	<u>18243</u>	<u>26510</u>	<u>23,500</u>	<u>23500</u>
Contractual Services				
Utilities	8283	9232	10,500	11000
County Tax Collection fee	5390	5759	5850	8000
Independent Audit	2400	2400	2400	2600
Building Maintenance	5485	5294	2000	25000
Equipment Maintenance	298	530	1500	1500
Other Contractual Services	2620	3827	4500	4500
Bookkeeping	480	1440	1500	1500
Postage and Delivery	808	1560	2000	2000
ILL Postage	451	527	450	450
Printing and advertising	60	155	500	700
Telephone	1508	1483	1600	1700
Internet Provider	2000	2000	2000	2000
Programming		0	1500	4000
Travel	<u>907</u>	<u>527</u>	900	1200
TOTAL CONTRACTU,ACT. SERV.	<u>30690</u>	<u>34734</u>	<u>38,700</u>	<u>66150</u>
Other Charges				
Other	816	1482	1000	1000
Dues and Subscriptions	192	182	325	400
Insurance	8568	7078	8750	9000
Miscellaneous	<u>1625</u>	<u>1757</u>	<u>2300</u>	2300
TOTAL OT AL OTHER CHGS.	<u>11201</u>	<u>10489</u>	<u>12375</u>	<u>12700</u>
SUB-TOTAL EXPENSE	<u>167320</u>	<u>182629</u>	<u>207,603</u>	<u>229,464</u>
Other Income (Expense)				
Donation	585	1306		
Capital Outlay	<u>-2223</u>	<u>-2021</u>	0	2000
Total Other Income (Expense)	<u>-1638</u>	<u>-715</u>		
TOTAL EXPENSE	<u>168958</u>		<u>207,603</u>	<u>231,464</u>
Excess (deficit) of revenues over expenses		<u>56,324</u>	<u>34956</u>	<u>206</u>