

# City of Maryville

Interior of new  
Water Tower

Annual Budget  
Fiscal Year 2012

415 N. Market St. \* Maryville, MO 64468 \* [www.maryville.org](http://www.maryville.org)

# **CITY OF MARYVILLE**

## **MISSOURI**

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### **ANNUAL BUDGET**

Fiscal Year 2012

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Ron Moss

**MAYOR PRO TEM**  
Shawn Wake

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# *City of Maryville, Missouri*

415 North Market Street • P.O. Box 438 • 64468-0438

Tele. (660) 562-8001 • Fax (660) 562-3895

October 1, 2011

The Honorable Mayor Chad Jackson and  
Maryville City Council Members

Dear Mayor Jackson and City Council Members:

### **Mission:**

*The City of Maryville City Council and staff, in cooperation with members of the community are dedicated to enhancing the quality of life, while inspiring economic growth and vitality within the community.*

It is my pleasure to present to you the October 1, 2011 – September 30, 2012 fiscal year budget City of Maryville adopted by the City Council. It is my belief that we have weathered the storm of the economy's recession and generally speaking conditions are changing in a positive direction. A key indicator of this is the fact that the sales tax revenue slightly increased, suggesting that people are adapting to the changes in the economy and finding a comfortable position in which to begin increasing spending of disposable income. Other signs though show a reason to be cautious due to a reduction in the total assessed valuation in the aggregate total of real and personal property tax revenues. Regardless, the City of Maryville has established a reasonable contingency fund balance for most of its respective operating funds, and is meeting the obligations of our financial policies. We must still though be conscious in evaluating and reviewing revenue sources compared to the projections are critical to meet future needs and keep within the financial obligations

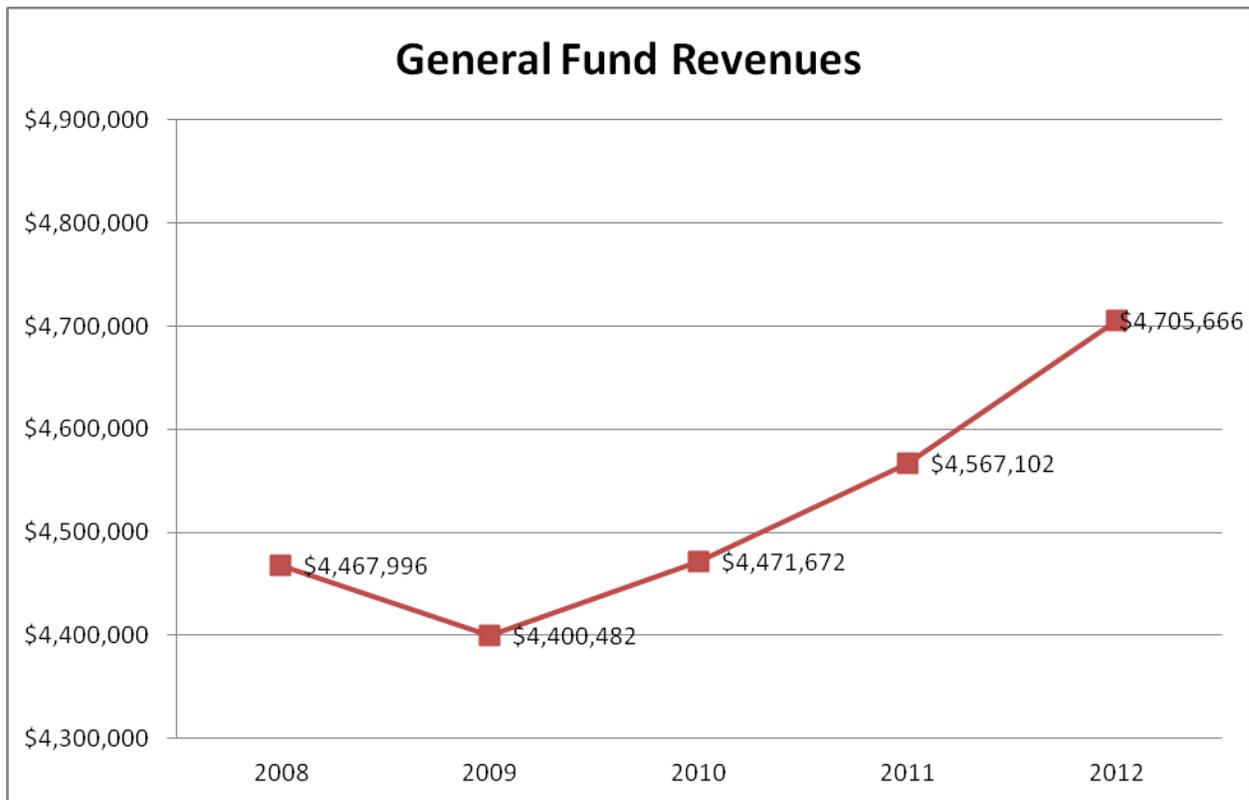
### **Budget Development and Purpose**

The Maryville City budget is developed through continued cooperation between the Citizens, City Council, and Staff. All three are instrumental in this success. The primary objectives in development of the budget is to naturally progress in a direction that achieves the mission of the organization and provide the critical core services that are expected by the Citizens. It is critical that we listen to the Citizens throughout the year to understand their concerns, expectations, and needs. Through the budget allocations we make every effort to deliver services that meet or exceed their expectations. Complimenting the mission and core services is the defining of measurable goals and objectives for the various departments and divisions within departments. These measurable goals are focused to achieve one of four (4) primary goals: 1. Improve the core services, 2. Expand the core services, 3. Strategically plan for the future objectives of the organization for the Citizen's benefit, and 4. Improve the quality of life for the community. 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 for the betterment of the community

and the organization. Critical in the achievement of any and all goals is the

### General Fund

The general fund is the primary fund from which most departments operate. This fund budget is balanced, but required the use of the reserve fund balance was necessary to match operating revenues and expenditures. The total necessary to balance the operating budget of the general fund was \$324,334.00. The general fund operates from a variety of revenue sources including: sales tax, user fees, fines and forfeitures, and grants from other agencies to name a few. As always, the most difficult task is determining the expected revenues to determine the level at which the City will operate. Not including the revenue from other agencies, there is a projected revenue increase of \$138,564.00 (3.03%). The allocation of these additional funds can be attributed to personnel costs, specifically the change in the LAGERS benefit which is the State of Missouri Retirement System for Local Governments. This fiscal year a merit raise for employees is budgeted, but due to the minimal increase in revenue, a Cost of Living Adjustment (COLA) was not included in the budget.



Revenue numbers do not include grant monies

The revenue sources for the general fund very well balanced among various the sources. It is critical to position the City as diversified 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. Collectively, the various taxes collected by the City will represent approximately 66% of the revenue for the City's General

Fund Operations. These taxes come from various sources ensuring for its diversity. Complimenting these tax revenues will be the grants which are essential for acquisition of equipment and capital improvements. Consequently, this improves the City's services and operations we provide to the general public. The City recognizes that revenues from other agencies are not an annual appropriation and utilize the acquisition of grants, not for operations, but rather for the capital projects which have a direct improvement to enhance the infrastructure, services, and facilities of the City of Maryville.

Previously included in the general administration has been the position of Assistant City Manager. In April 2007, this position was removed with hopes of displacing the load and responsibilities of the position. Due to the large number of projects and complexities of the City Manager position with an emphasis to make continuous organizational improvements, the position is being reintroduced into the budget. Hopefully the position will be filled in the first six (6) months of the new fiscal year. Otherwise, other departmental staffing levels are adequate and are balanced against the current workload and do not justify any other personnel in any departments. The more notable items to be addressed outside of the general operations in this budget year by fund are more clearly described below.

#### *Airport Improvements*

- A major expansion to the Northwest Missouri Regional Airport, totaling over \$1.7 million dollars has been completed with the City's partner, the Missouri Department of Transportation. Currently the City provides only Av-Gas at the airport. At the end of the FY 09 – 10 the City of Maryville entered into a contract for the purpose of design and construction of two (2) new fuel pumping systems – both Av-Gas and Jet-A fuels. This will allow us to compete on a regional level with the aviation community of planes. This will be an opportunity for the City to increase its revenues and meet the needs of existing business and industry. It also strategically places us for future success in economic development opportunities. Also planned at the airport is additional security including fencing, signage, and lighting to compliment the state of the art facility we currently have as a general aviation, full service airport.

#### *Street Maintenance*

- Last fiscal year the City completed the overhaul of West 16<sup>th</sup> Street through a cooperative venture between the City and Polk Township along with grant funding from the Missouri CDBG Program. The reconstruction of this road was critical for the northern part of town and is a significant improvement from the previous road condition. This fiscal year, the City will continue to access grant dollars for other large capital road projects and will also have access to an allocation of \$135,000 from the general fund. These dollars will help to compliment the CIP Tax, but are primarily focused towards maintenance of streets that are low volume traffic, but in desperate need of repair. In recent years, these funds have been directed toward asphalt overlay projects. In an ideal financial situation all streets would be completed with concrete, but at an estimated cost of \$100,000 per 300' block it is hard to defend the cost benefit, given the significant higher volume traffic roads that need to be improved.
- The most notable budgetary increase in the street department budget is an increase in storm water drainage projects which will come from the CIP Tax. Planned improvement to be considered include the downtown, Peach Creek, Lisa Lane and other possible locations that

may present an immediate issue based on rainfall over the fiscal year. Certainly some of these may be subject to change based on levels of priority and immediate need. Regardless, these drainage projects are necessary.

- The City has maintained the dollar amount allocated toward the sidewalk repair program at \$5,000. This program has been in place for a number of years with the intent to help defray the costs associated with sidewalk replacement projects and reduce hazards that older, deteriorated sidewalks present. 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. By eliminating hazardous sidewalks this program also helps reduce liability issues for the City on its insurance, while ensuring safe travels.
- Finally the addition of a new  $\frac{3}{4}$  Ton 4 x 4 truck will be added to replace an existing rusted truck. The hope is that there may be an opportunity to implement a regular replacement program to improve the overall street department truck fleet. This consideration needs to be cautioned though with the fact that finances change from year to year and would be based upon the availability of funds to support this replacement program.

#### *Comprehensive Planning, Economic Development, and Downtown Revitalization*

- The most critical project Maryville will complete during the 2011 – 2012 fiscal year is the development of a new comprehensive plan. The Comprehensive Plan will be an official public document that provides the framework for long-range decision-making in the community and the basis for establishing policies and priorities for coordinated development/redevelopment, as well as potential future infrastructure expansion. It will include policy statements, goals, objectives, guidelines, maps, GIS support, and graphics that will serve as a foundation for future land use decisions. The Comprehensive Plan shall provide strategies to encourage economic development, quality residential growth, and general improvements for the protection of the quality of life for the City's residents and businesses. This may include recommended changes in local ordinances and policies consistent with the recommendations. By establishing action steps to reach goals and objectives, city officials can use the document to make policy decisions that effectively provide a coordinated approach for future growth. Thus, by setting a course of action to guide the City's development over the next twenty years, the City and its residents are much more likely to realize desired outcomes. Public input and participation throughout this project has been strongly encouraged and is critical to the viability and future implementation of this plan in the community. This project should be completed in February or March of 2012 and implementation should begin immediately to continue the momentum built by the excitement which has occurred during the planning and development of the plan document.

Complimenting this will be the completion of the Downtown Revitalization and Economic Assistance for Missouri (DREAM). The DREAM impetus at the state level is a partnership with three (3) State Departments. Together and with the planning consultants associated with the DREAM program, the City receives assistance in our planning efforts to enhance and revitalize Downtown. The initiative is a manner in which we can accelerate the revitalization process. The cities chosen have seen a remarkable change in investment. Specifically, state-wide, the program has resulted in State assistance to the tune of over \$240 million in

investment. This has been offset with private investment dollars of over \$625 million. Already Maryville is realizing the benefits of this program. This strategic plan is specialized and focused toward continuing efforts of enhancing and improving downtown through such facets as organizational structure, design, events planning, and economic development. The largest achievement in downtown Maryville was the recent completion of the streetscape project, which had four (4) major phases associated with it. Completion of this project has resulted in an improved aesthetics, walk ability, marketability and an increase in economic development in the downtown. This has truly been a grassroots effort, where about 1% of the total project cost was funded through City tax dollars. This is a testament to the giving people within the community who see the benefits in improving downtown. 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.

- With the sales tax at a nominal increase year by year, coupled with the existing recession the nation is trying to pull itself from, projects in economic development are more critical than ever. Although project successes have occurred this fiscal year there still exists a need to retain the student body at Northwest Missouri State University here in Maryville. Retention of the students will begin with recruitment of corporate businesses which have the need for expertise of the University's student body. Maryville is a great place to live for young families and individuals. We need to make the assertive effort to provide opportunities to keep this demographic here in Maryville for lifelong learning. This objective involves a partnership with the City, County, NCED, and University. Other economic development focuses need to be directed to creating more retail and restaurant options for the community. I believe that in order for this to occur, we need to explore hiring a planning and downtown development director to spearhead these efforts simply because other staff are spread so thin that the necessary assertive effort is difficult to achieve.

#### *Public Safety*

- The Public Safety Department is the most cost intensive department in the City's general fund. One of the primary reasons is due to the fact that the department is a 24/7 operation and this is directly reflected due to the large personnel expenditures. In order to keep up operations and maintenance at an appropriate level grants are critical to the overall success of the department. Recent successes include the installation of the new storm siren system which also now includes a Mozingo Lake warning system and establishing a partnership with the Maryville R-II School District to cost share the Student Resource Officer Program.
- This fiscal year the Public Safety department will continue to with the regular replacement program implemented on their police vehicle fleet by replacing a patrol SUV and the detective SUV. Also included will be the purchase of the brush truck and the pumper truck for the fire department operations. These latter two vehicles, funding will come from the CIP Tax fund which established these purchases in the initial resolution when the item was put on the ballot in April 2008.

## **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 which has a ½ cent sales tax, these budgets are developed and operate exclusively on user fees only. 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**

There are two (2) primary operations associated with the Maryville Solid Waste Operation: the transfer station and the landfill closure operations. N. R. Hamms Quarry, Inc. handles disposal of our transfer stations solid waste and rates are adjusted accordingly with the Consumer Price Index (CPI) and a fuel surcharge when applicable. We are expecting either no increase or a minimal increase to the hauling fees charged due to the low CPI increase over the past 12 months.

Closure of the landfill was officially received on October 28, 2008 at the beginning of FY 2009. Testing requirement associated with the landfill closure operations continue and at the time of this budget document we expect this current status to continue. 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. There are five more sampling periods over the next five (5) quarters to complete the increased sampling requirements. Currently we have a focused effort on MW-15. This is due to a high concentration of chloride in the sampling. We are working in conjunction with DNR and our consultants to remedy this matter and feel it will be resolved before the end of this fiscal year.

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 fee schedule was again modified effective July 1, 2009. This has helped to control some of the short comings on the operations of the department, but still has resulted in taking from the reserves to balance the budget. Estimates for FY 2012 are projected to be around -\$91,600. The operations and longevity of the transfer station have reached a crossroads and the City has been working diligently to explore a partnership to lease the facility with an outside company to produce green options that make good financial sense to both parties. Should this option fail, other ideas may include closing the facility, reducing staff at the station, increasing fees and exploring bidding out the project again to another 3<sup>rd</sup> party to operate the facility as a transfer station exclusively. Outright closing the facility is a very last resort that has both internal and external implications to both the City and local.

### **Mozingo Lake Fund**

Mozingo Lake generates its revenue both on user fees and a ½ cent sales tax which has FY 2012

estimates set at \$859,460 and \$896,125 respectively. This sales tax will sunset in 2017 and is critical to the general operations and future plans at Mozingo. Departments at Mozingo include 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*

- In FY 2010, a new 10-year Mozingo Lake Park development plan was completed. This document includes development of the strategic plan and visioning for the future planning of the park. It is this product that will work for Mozingo in steering the future development of the lake and its facilities. The primary focus of the plan is to meet the needs and desires of the end users', the customer. Probably the biggest key to success of the improvements will be through an aggressive advertising and marketing campaign to make necessary improvements
- Last year the City utilized Mozingo funds for improving Liberty Road, the primary access road from Highway 136. We believe that it is crucial to ensuring an enjoyable experience that it begins at the gateway to the Mozingo Lake Recreation Areas. This fiscal year we plan to make improvements to the road section that accesses the cabins at the Lake.
- Also to be addressed is an allocation of approximately \$10,000 for the purpose of repairing the significant erosion that has been occurring at the Lake on the banks of Mozingo.
- The City was a recipient of a grant to develop primitive trails and a bathhouse on the west side of the lake near the conservation boat ramp. The total project cost is approximately \$200,000, with a 50% match on the project by the Missouri Department of Natural Resources. The bulk of the City's share is coming from in-kind services to construct the trail and the bathhouse. This recreation opportunity will focus on both equestrian and mountain biking purposes. When completed the trail section will be 19,000 linear feet and will be instrumental in the comprehensive trails program the City is focused on.

#### *Mozingo Golf Clubhouse & Maintenance*

- Maryville is home to the best golf course in Northwest Missouri. Mozingo Golf Course is a championship caliber layout that is both challenging and welcoming to all levels of players. The course recently improved its cart paths and is open year round with modified hours during the winter season. Improvements are necessary to the clubhouse including replacement of the roof and installation of an additional AC Unit for the upstairs to ensure the players and visitors are comfortable during their events. Equipment for the maintenance side will include the purchase of a green surrounds mowers.

#### **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. Consequently, we will be drawing down on the reserve fund balance of this department for the large capital expenditures

over the next 1 ½ years. During the last fiscal year, the City modified its rate structure in anticipation of these large capital items by increasing rates by 20%. At this time, the Water and Wastewater Enterprise Fund appears to be sufficient and healthy. The capital projects though which are expected to begin around the beginning of 2012 are significant costing approximately \$9- \$12 million and are considerably more expensive than any other department. As the projects engineering, fabrication, and construction continue, these contingencies will be drawn down and come to a more appropriate level of about a 90 day operation level.

#### *Water Projects*

- Recently completed was the construction of two (2) new water towers. 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 which was removed in September 2010. Given its age and capacity it was 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. Funding for the water towers is being provided through a Certificate of Participation (COP) and will be paid back over a 20 year term.
- Installation of new High Service Pumps (HSP) for the Water Treatment Plant will result in lower demands and costs for energy. This is a project in partnership with the U.S. Environment Protection Agency as part of the City's Supplemental Environmental Project. To assist financially with the project, the City will be applying for grants as quickly and frequently as possible. The project was finished by October 31, 2011 as part of our agreement with EPA.
- The City plans to introduce chloramines into the water system during this fiscal year. Chloramines are most commonly formed when ammonia is added to chlorine to treat drinking water. The typical purpose of chloramines is to provide longer-lasting water treatment as the water moves through pipes to consumers. This change to the drinking water system will help to eliminate the formation of Trihalomethanes (THM). THMs are byproducts of chlorine combining with the naturally occurring organic matter in raw water. This will also improve water quality as a whole.
- Lastly the City replaced its water treatment plant membrane system. These new membranes should last for at least 7 years and accordingly, the City accessed funding to make payments that conform with the life span of the membranes. The total cost of this project was approximately \$2.2 million.

#### *Sewer Projects*

- In March 2009 the City received its new wastewater treatment discharge requirements. From this permit notification the City has three (3) years in which to come into compliance. New requirements have been issued for existing effluent parameters plus the additional monitoring of ammonia. Based on the City's current wastewater system we will not be able to meet the

expected levels, primarily during the winter season. The City has contracted with Universal Assets Management (UAM) to complete the planning aspects associated with this critical project which includes the Plant Capacity Analysis, Preliminary Environmental Assessment, and the Anti-Degradation. Completion is expected on this project scope sometime around the end of the calendar year. From there we will begin the design of the WWTP. Cost estimates for these improvements are estimated at \$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.

- One of the most difficult issues about the sanitary sewer system is the ability to keep the infrastructure in good operational condition. As line age increases, the piping conditions deteriorate and are more susceptible to cracks, breaks, and tree root system penetration. The exposure to the elements enables storm water to enter into the sanitary system through a process commonly referred to as Inflow and Infiltration (I & I). The addition of clean water into the system places an unnecessary burden on the systems functionality, affecting the pump stations, sewer mains, and most notably the WWTP's ability to meet permit regulations and design flow. Elimination of all I & I into the system is almost impossible. In an effort to control and reduce the locations of occurrences and subsequently volume, the City will be smoke testing various locations and quadrants of the City. Identification of areas of concern will permit for a long range work plan to make necessary repairs and reduce I & I into the system. The City has identified nine (9) watersheds in which to evaluate the I & I. This fiscal year, the City of Maryville has budgeted \$300,000 to address I & I in watershed I. This comprehensive plan to mitigate the issue will take approximately nine (9) years and each year the City needs to plan accordingly to budget an appropriate amount each year. The other concerning issue related to I & I is how to eliminate these issues on private property. Several ideas are being discussed, but the preferred method has not been determined.

## **Future Plans and Conclusion**

As we move forward as an organization, it is critical to recognize and be responsive to the expectations and desires of the Citizens of Maryville. The creation of both a comprehensive and strategic work program will establish the framework for meeting citizen and organizational long-term goals and objectives. These documents will also help us to continue to be a desired destination to retain and recruit businesses, family, and students which is imperative to the success of the community.

I believe we are financially secure as we move forward, but this could change more drastically and quicker than it took us to get to the position we are in. Cities, Counties, and States across the nation are all feeling the effects of the recession as the pendulum in revenue swings back in a positive direction. Organizations across the nation that are experiencing large operational deficits are being forced to make swift and deep cuts into the basic services citizens expect and deserve. The elimination of services results in the reduction of personnel. Maryville has been fortunate enough to avoid this predicament for this and other previous fiscal years.

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.

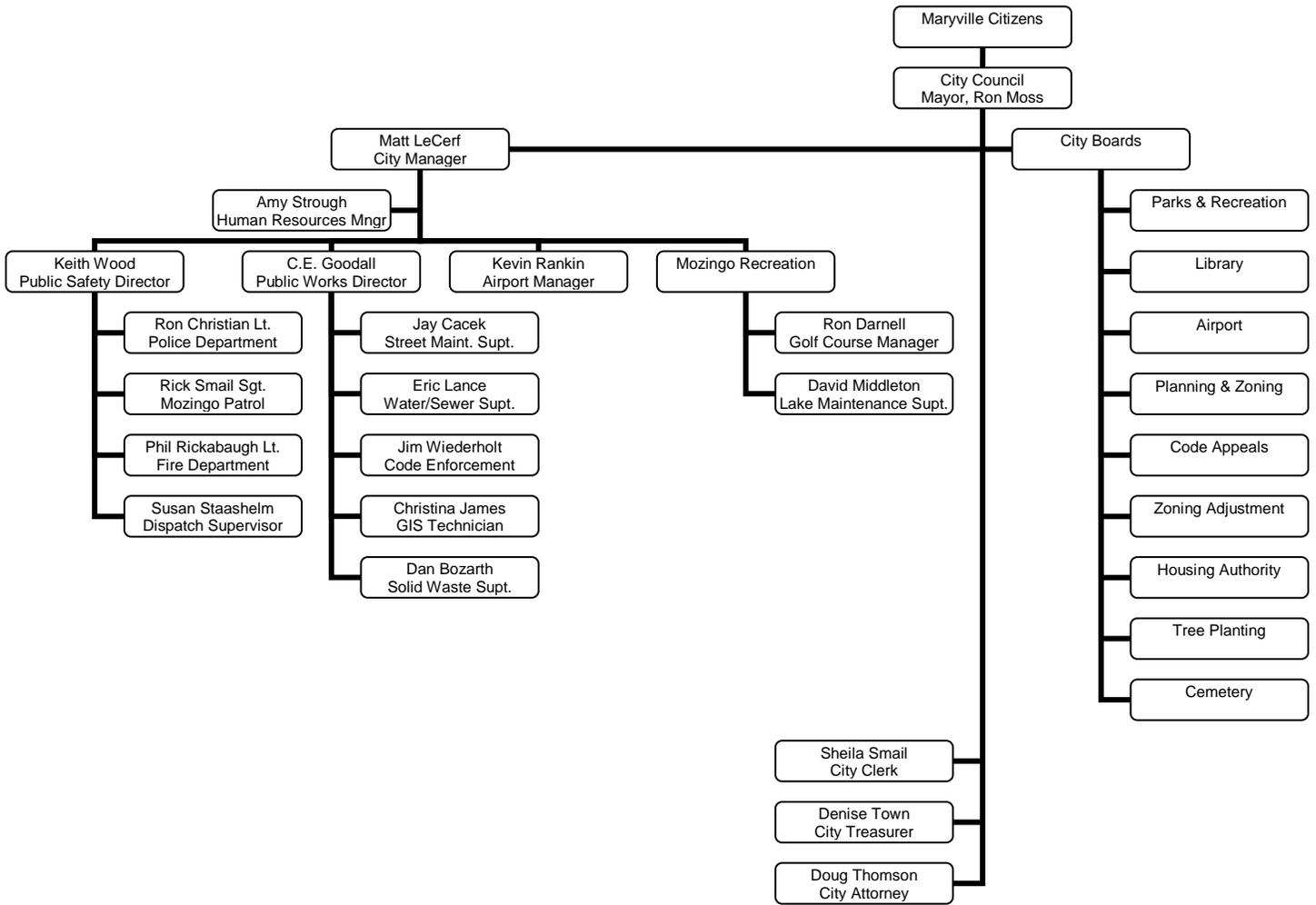
I look forward to working with you and discussing the direction, policy, and community betterment desired by the Council throughout the fiscal year to ensure this budget reflects your desired outcomes for the Citizens.

Regards,

  
Matthew S. LeCerf  
City Manager

# City of Maryville, Missouri

## Organizational Chart Fiscal Year 2012





## CITY OF MARYVILLE

### **MISSION STATEMENT:**

The City of Maryville City Council and staff, in cooperation with members of the community is dedicated to enhancing the quality of life, while inspiring economic growth and vitality within the community.

### **VISION STATEMENT:**

Maryville will be renowned as a dynamic community with excellent and responsive public services, where neighborhoods are safe and the economy is vibrant.

### **VALUE STATEMENTS:**

- ❖ **PEOPLE:** People are priority as we value, respect, trust, recognize and effectively communicate in our interactions.
- ❖ **INTEGRITY:** We strive to excel in our performance by exemplifying professionalism and excellence in our service to others.
- ❖ **COMMITMENT:** We are committed to our community through perseverance, dedication and follow through.
- ❖ **TEAMWORK:** Through collaboration with others, we optimize planning, decisions and outcomes.



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# THE CITY OF MARYVILLE, MISSOURI

## *COMMUNITY OVERVIEW*

The City of Maryville, Missouri was established on February 14, 1845 and was named after Mrs. Mary Graham, wife of Mr. Amos Graham, then the county clerk. Because Mary was the first women to live in the predetermined boundaries of the City, Maryville was named after her. Thomas Adams was the first settler in what is now the City of Maryville in 1840. By 1859 Maryville had flourished with many stores, a hotel, a post office, one church and the current Nodaway County Courthouse was built. Several attempts were made to incorporate the town of Maryville, but it wasn't until July 19, 1869 that Maryville officially became incorporated. It was at this time that a railroad was built from Maryville to Savannah and follows the route of the existing Highway 71. Construction of the railroad brought a stream of activity to the town square. In 1880, the town of Maryville was incorporated into a "City" and from there on the City of Maryville appointed a Mayor and Boards of Alderman.

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.

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. 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).

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.

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.

## *GOVERNMENT OVERVIEW*

On November 14, 1960 Maryville voted to establish a City Council/City Manager form of government from which it currently operates. In accordance with these statutes, the registered voters within the City elect five council members on an at-large nonpartisan basis serving three year staggered terms. All policymaking and legislative authority is vested in the City Council, whose responsibilities include, but are not limited to, passing ordinances, adopting the annual budget, and appointing committees. The City Council appoints a City Manager to serve as the chief administrative officer of the City, who is responsible for carrying out the policies and ordinances of the City Council, and overseeing the day-to-day operations of the City.



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Today, the City of Maryville is the county seat of Nodaway County, and is incorporated as a third-class city under the Missouri statutes. The City encompasses approximately 4.4 square miles and is located in the northwest corner of the state, approximately 95 miles north of Kansas City, Missouri. The City's population is 10,581 according to the 2000 census. The City is empowered to levy a property tax on the real and personal property located within its boundaries, and by state statute to extend its corporate limits by annexation.

### ***FINANCIAL POLICIES***

#### **Balanced Budget:**

Annual balanced operating budgets will be adopted, where current revenues support current expenditures/expenses. Current revenues are defined as taxes, charges for services, interest earnings, licenses and permit fees, fines and forfeitures, intergovernmental revenue, and other miscellaneous revenues. Current expenditures are defined as personnel, services, commodities and other miscellaneous charges. The operating portion of the budget does not include major capital equipment and capital improvement projects.

The City is committed to meeting this policy under normal circumstances. It is recognized there may be times when it is advisable and necessary to use the cash reserves to balance the operating budget. If the annual budget requires the use of fund balance to match operating revenues and expenditures, the amount of the fund balance used and the purpose for which it is appropriated shall be identified in the budget message.

The City will ensure compliance with the adopted budget and will prepare monthly reports comparing actual revenues and expenditures to budgeted amounts.

#### **Cash and Investments:**

The City's adopted investment policy will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

#### **Long-Range Planning:**

The City will develop a Financial Trend Report to provide a long-range planning tool to assess its financial condition. This report will assist in identifying emerging trends that may suggest corrective action is necessary.

#### **Asset Inventory:**

The City recognizes the capital assets of a government and their condition are critical to the quality of services provided, and will strive to develop a comprehensive database which will include all major assets and a condition assessment. This information would be used to determine the replacement and maintenance schedule for the assets, and how that coordinates with the development of the annual budget.

## **REVENUE POLICIES**

#### **Revenue Diversification:**

The City will attempt to develop a diversified and stable revenue system to shelter the City from short-run fluctuations in any single revenue source.

#### **Charges for Services:**

User charges are reviewed periodically and recommendations to increase or decrease are based on the following:



- The history of charge levels, including how long present charges have been in place;
- For charges that defray all or part of the cost of delivering a service, how revenues compare to costs;
- How City charges compare to those of surrounding and comparable cities; and
- The potential impact on the City, the local economy and on individuals and firms who will pay the charge.

Increases to user charges are to be implemented incrementally whenever possible.

#### Use of One-time Revenues:

One-time revenues should generally be limited to non-recurring expenditures. Major capital expenditures that will significantly increase operating expenses should have a long-term sustainable revenue source.

The City will seek Federal and State grants as they may become available. These revenues will be targeted for capital and infrastructure improvements to the greatest extent possible.

#### Use of Unpredictable Revenues:

Major City revenues are monitored by broad category type and reported to the City Manager, the Mayor and City Council each month. Variances are researched to determine if the differences are related to timing of the collection or a decrease in the activity.

## EXPENDITURE POLICIES

#### Debt Policies:

Debt financing shall be used by the City to fund infrastructure improvements and acquire capital assets that cannot be acquired from either current year revenues or cash reserves. Debt financing shall include general obligation bonds, revenue bonds and other obligations permitted under Missouri law. The City will select a financing technique that provides for the lowest total cost consistent with acceptable risk factors.

Long-term general obligation bonds shall be issued to finance capital improvements for purposes set forth by the voters in bond elections. The City's full faith and credit is pledged to the timely payment of principal and interest of general obligation bonds.

Revenue bonds are limited liability obligations. The security for the bond is a pledge of a specific revenue stream. While these obligations are not backed by the City's full faith and credit, the City recognizes the moral commitment made to bond holders and the importance of timely principal and interest payments on the City's credit rating.

Debt will be structured for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users which will generally require that debt be issued only for a time period that is consistent with the life span of the project for which the debt was issued.

The City's bonds may be sold at a discount or premium in order to market bonds more effectively, achieve interest savings, or meet other financing objectives.

Periodic reviews of all outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered when the analysis indicates the potential for present value savings of approximately 3% of the principal being refunded for current refundings, and a 5% threshold for advanced refundings. Refunding will also be considered when there is a need to modify covenants essential to operations and management.

Savings requirements for refunding issues may be waived by the City upon finding that such a restructuring is in the City's overall best financial interest.



The City will retain outside bond counsel for all debt issues. All obligations issued by the City will include a written opinion as to the legality and tax-exempt status obligation. The City will seek the advice of bond counsel on all other types of financing and any questions involving federal tax issues or arbitrage law.

The City will retain the services of a financial advisor to assist on the structuring of the obligations, inform the City of available options, and advise on the timing and marketability of the obligations.

The City will maintain good communications with bond rating agencies about the financial condition of the City and will follow a policy of full disclosure on every financial report and bond prospectus.

Official statements and Comprehensive Annual Financial Reports will meet the continuing disclosure standards set by the Municipal Standards Rule Making Board (MSRB), the Governmental Accounting Standards Board (GASB), the Securities and Exchange Commission (SEC) and Generally Accepted Accounting Principles (GAAP). The Finance Department shall be responsible for providing ongoing disclosure information to established national repositories and for compliance with disclosure standards set by state and national regulatory bodies.

The City will issue obligations as close to the time the contracts are expected to be awarded as possible. Due to the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the City shall contract for the arbitrage rebate services.

#### Undesignated Reserves:

The City recognizes the need to maintain adequate cash reserves and to provide an appropriate level of service funded from annual revenues. In order to balance these needs, and maintain the City's credit worthiness, cash reserves of 20% of operating expenditures will be maintained in each operating fund to provide for emergencies and allow for financial stability. This will also allow the City to protect its essential service programs during periods of economic downturn, for unanticipated expenditures, and to allow the flexibility to respond to unexpected opportunities. When feasible, a plan to replenish these reserves within a reasonable period of time should be developed.

Funding of reserves will come generally from one-time revenues, excess fund balance and projected revenues in excess of projected expenditures.

Unreserved cash balances may exceed 20% and can be used as funding during periods of economic decline, for one-time expenditures, and emergencies. Additional reserves may be desirable if the City is aware of future liabilities or action that may necessitate a larger balance.

Use of cash reserves will require Council action.

The City shall maintain sufficient reserves in the Debt Service Fund, which equals or exceeds the reserves required by bond ordinances.

#### Budgetary Compliance:

Each department is sent a monthly expenditure status report and is expected to monitor their spending and stay within budget. In addition, the Finance Department prepares a monthly report of revenues and expenditures for the major operating funds, which is provided to the City Manager, Council and department heads. This report compares budget to actual and highlights any issues of concern. The report also compares current year results to a 3 year average.

### FINANCIAL REPORTING POLICIES

The City's accounting and financial reporting systems will be maintained in conformance with all state and federal laws, Generally Accepted Accounting Principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA).



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An annual audit will be performed by an independent public accounting firm, with an audit opinion included in the City's published Comprehensive Annual Financial Report (CAFR). The independent auditor will present the CAFR and discuss audit findings concerning internal controls and operational deficiencies at a public meeting.

The City's CAFR will be submitted to the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.

The City's CAFR will also be submitted to the Electronic Municipal Market Access System (EMMA) as a continuing commitment to disclose thoroughness to enable investors to make informed decisions. EMMA serves as the official centralized electronic repository for all municipal securities disclosure documents.

## FUND BALANCE CLASSIFICATIONS

### Purpose:

Fund balance refers to the difference between assets and liabilities in the governmental funds. The Governmental Accounting Standards Board (GASB) issued Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions in March 2009 in order to enhance how fund balance information is reported, to improve its usefulness in the decision making process and to provide fund balance categories and classifications that will be more easily understood. With the new standard for Fund Balance components, governmental funds will report classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those accounts can be spent.

### Definitions:

The classifications of fund balance components (in declining order of constraint) according to Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions are:

- A. **Non-spendable** – legally or contractually required to be maintained. Not in spendable form, which includes items that are not expected to be converted to cash in the normal course of business, such as inventory, prepaids, supplies, long-term receivables.
- B. **Restricted** – amounts subject to external enforceable legal restrictions. (i.e. grant money).
- C. **Committed** – amounts subject to self-imposed constraints or limitations that have been imposed by formal action (resolution or ordinance) of the City Council. Such constraint is binding unless modified or rescinded by formal action of the City Council.
- D. **Assigned** – amounts that the City intends to use for a specific purpose, intent expressed by a City Official to which the Council has designated authority.
- E. **Unassigned** - amounts that are available for any purpose, these amounts are reported only in the General Fund

### Spending Prioritization:

The City will spend the most restricted dollars before less restricted in the following order:

- a. Non-spendable (if funds become spendable)
- b. Restricted
- c. Committed
- d. Assigned
- e. Unassigned



**OUTSTANDING DEBT OBLIGATIONS**

Legal Debt Margin:

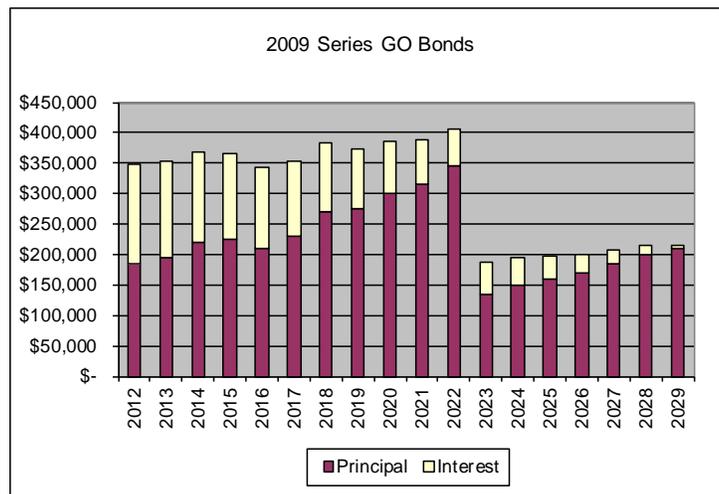
The Missouri State Constitution permits a city, by vote of two-thirds of the voting electorate, to incur general obligation indebtedness for “city purposes” not to exceed 10% of the assessed value of the taxable tangible property and to incur additional general obligation indebtedness not to exceed, in the aggregate, an additional 10% of the assessed value of taxable tangible property, for the purpose of acquiring rights-of-way, construction, extending and improving streets and avenues and/or sanitary or storm wastewater systems and purchasing or constructing waterworks, electric or other light plants, provided that the total general obligation indebtedness of the city does not exceed 20% of the assessed valuation of taxable property. The City has one general obligation series outstanding. The computation of the legal debt margin for the most recent audited fiscal year ended September 30, 2010 is as follows:

Assessed value	<u>\$ 122,183,680</u>
Debt limit (20% of assessed value)	<u>\$ 24,436,736</u>
City debt applicable to debt limit:	
General obligation bonds	4,145,000
Less-amount available in debt service fund	<u>(502,355)</u>
Total net debt applicable to limit	<u>3,642,645</u>
Legal debt margin	<u>\$ 20,794,091</u>

Series 2009 General Obligation Refunding and Improvement Bonds

In April 2009 the City issued \$4,220,000 in general obligation bonds to construct an expansion of the Maryville Parks and Recreation Community Center, to refund \$465,000 principal from the outstanding Series 1999 General Obligation Park Improvement Refunding Bonds, and to refund \$1,855,000 principal from the outstanding Series 2001 General Obligation Bonds. Standard & Poor's assigned a rating of A+ to this issue. Below is a table showing the payment schedule for the issue, as well as the outstanding principal at the end of each year, and the schedule in graph format. Payments for this issue are accounted for in the Debt Retirement Fund.

2009 Series General Obligation Bonds				
Year	Principal	Interest	Total Payment	Outstanding Principal
2012	185,000	164,393	349,393	3,795,000
2013	195,000	156,974	351,974	3,600,000
2014	220,000	148,799	368,799	3,380,000
2015	225,000	141,843	366,843	3,155,000
2016	210,000	133,461	343,461	2,945,000
2017	230,000	123,561	353,561	2,715,000
2018	270,000	112,311	382,311	2,445,000
2019	275,000	99,533	374,533	2,170,000
2020	300,000	86,830	386,830	1,870,000
2021	315,000	74,530	389,530	1,555,000
2022	345,000	61,330	406,330	1,210,000
2023	135,000	51,460	186,460	1,075,000
2024	150,000	45,190	195,190	925,000
2025	160,000	38,370	198,370	765,000
2026	170,000	31,110	201,110	595,000
2027	185,000	23,115	208,115	410,000
2028	200,000	14,260	214,260	210,000
2029	210,000	4,830	214,830	---
<b>Totals</b>	<b>\$ 3,980,000</b>	<b>\$ 1,511,900</b>	<b>\$ 5,491,900</b>	

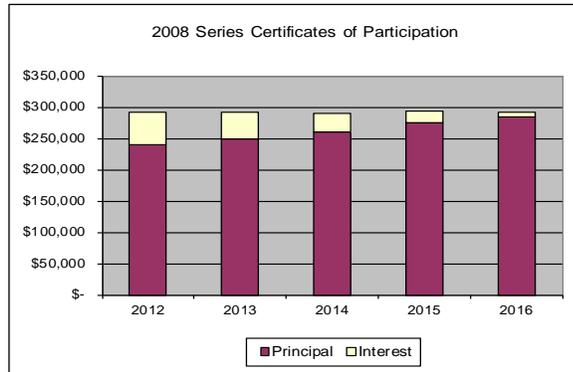




Series 2008 Certificates of Participation

In July 2008 the City issued \$1,730,000 in Certificates of Participation for the construction of roadway improvements. Below is a table showing the payment schedule for the issue, as well as the outstanding principal at the end of each year, and the schedule in graph format. Payments for this issue are accounted for in the Capital Improvement Fund.

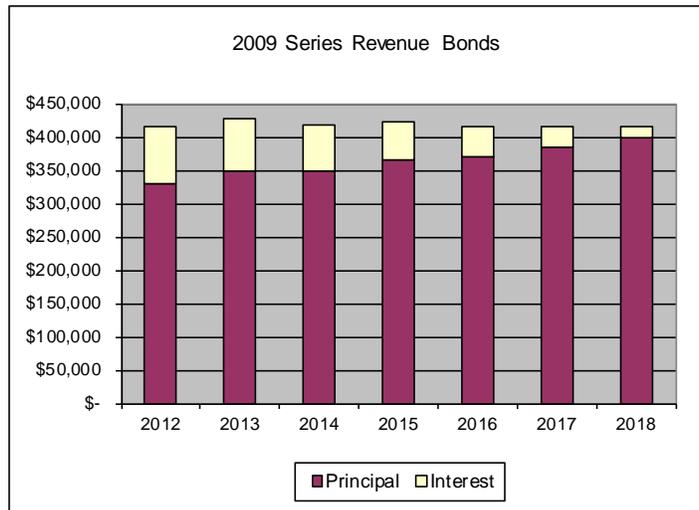
2008 Series Certificates of Participation				
Year	Principal	Interest	Total Payment	Outstanding Principal
2012	240,000	52,495	292,495	1,070,000
2013	250,000	41,470	291,470	820,000
2014	260,000	30,385	290,385	560,000
2015	275,000	18,875	293,875	285,000
2016	285,000	6,413	291,413	---
<b>Totals</b>	<b>\$ 1,310,000</b>	<b>\$ 149,638</b>	<b>\$ 1,459,638</b>	



Series 2009 Combined Waterworks & Sewerage System Refunding Revenue Bonds

In June 2009 the City issued \$3,170,000 in Revenue Bonds to refund the City's Series 1999A Revenue Bonds. Below is a table showing the payment schedule for the issue, as well as the outstanding principal at the end of each year, and the schedule in graph format. Payments for this issue are accounted for in the Water/Sewer Fund.

2009 Series Revenue Bonds				
Year	Principal	Interest	Total Payment	Outstanding Principal
2012	330,000	85,869	415,869	2,220,000
2013	350,000	76,794	426,794	1,870,000
2014	350,000	67,169	417,169	1,520,000
2015	365,000	56,669	421,669	1,155,000
2016	370,000	44,350	414,350	785,000
2017	385,000	31,400	416,400	400,000
2018	400,000	16,000	416,000	---
<b>Totals</b>	<b>\$ 2,550,000</b>	<b>\$ 378,251</b>	<b>\$ 2,928,251</b>	



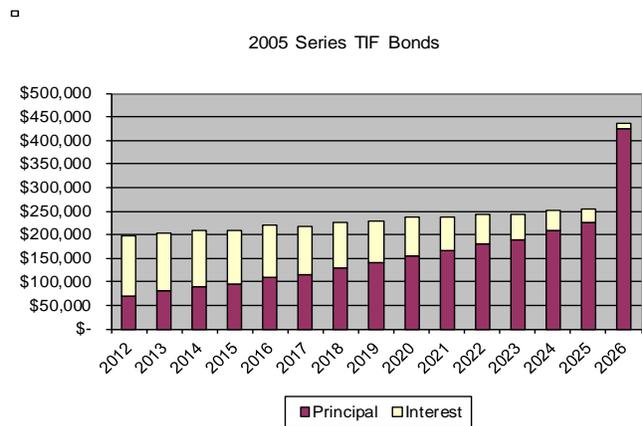
CITY OF MARYVILLE, MO  
FY 2012 BUDGET



Series 2005 Tax Increment Revenue Bonds

In October 2005 the City issued \$2,580,000 in Tax Increment Revenue Bonds to reimburse the developer for public improvements in the retail Town Center Project Area. Below is a table showing the payment schedule for the issue, as well as the outstanding principal at the end of each year, and the schedule in graph format. Payments for this issue are accounted for in the Tax Increment Financing Fund.

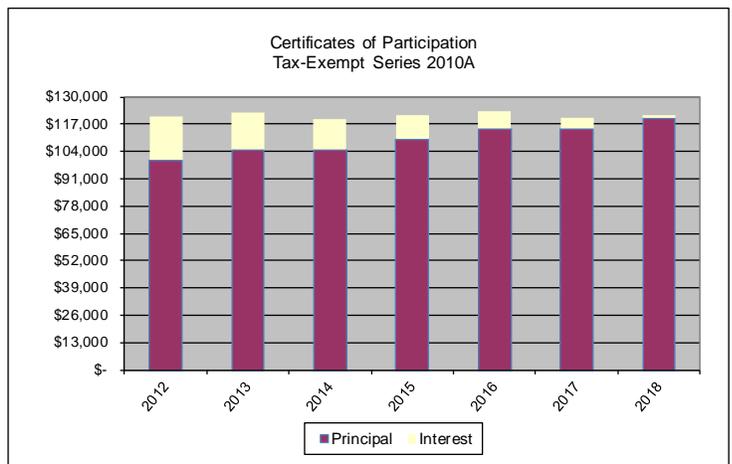
2005 Series Tax Increment Bonds				
Year	Principal	Interest	Total Payment	Outstanding Principal
2012	70,000	127,967	197,967	2,310,000
2013	80,000	124,213	204,213	2,230,000
2014	90,000	119,877	209,877	2,140,000
2015	95,000	115,060	210,060	2,045,000
2016	110,000	109,781	219,781	1,935,000
2017	115,000	103,734	218,734	1,820,000
2018	130,000	97,150	227,150	1,690,000
2019	140,000	89,894	229,894	1,550,000
2020	155,000	81,966	236,966	1,395,000
2021	165,000	73,263	238,263	1,230,000
2022	180,000	63,775	243,775	1,050,000
2023	190,000	53,600	243,600	860,000
2024	210,000	42,469	252,469	650,000
2025	225,000	30,234	255,234	425,000
2026	425,000	11,953	436,953	---
<b>Totals</b>	<b>\$ 2,380,000</b>	<b>\$ 1,244,936</b>	<b>\$ 3,624,936</b>	



Series 2010 Certificates of Participation

In November 2010 the City issued \$2,795,000 in Certificates of Participation, consisting of \$770,000 in Tax Exempt Series 2010A and \$2,025,000 in Taxable Series 2010B Build America Bonds to construct two water towers (750,000 gallons each) and related components and connection lines for use in the operation of the waterworks system. Below are the tables showing the payment schedules for the issue, as well as the outstanding principal at the end of each fiscal year, and the schedule in graph format. Payments for this issue are accounted for in the Water/Sewer Funds.

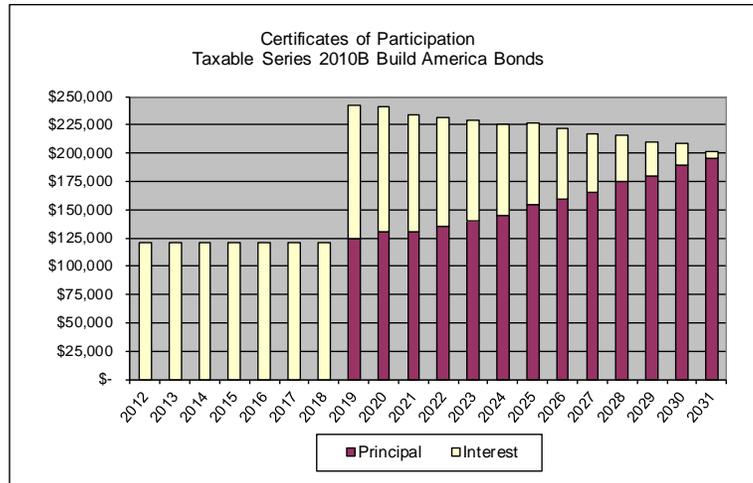
Certificates of Participation Tax-Exempt Series 2010A				
Year	Principal	Interest	Total Payment	Outstanding Principal
2012	100,000	20,725	120,725	670,000
2013	105,000	17,650	122,650	565,000
2014	105,000	14,500	119,500	460,000
2015	110,000	11,275	121,275	350,000
2016	115,000	8,044	123,044	235,000
2017	115,000	4,881	119,881	120,000
2018	120,000	1,650	121,650	---
<b>Totals</b>	<b>\$ 770,000</b>	<b>\$ 78,725</b>	<b>\$ 848,725</b>	



CITY OF MARYVILLE, MO  
FY 2012 BUDGET



Certificates of Participation Taxable Series 2010B Build America Bonds				
Year	Principal	Interest	Total Payment	Outstanding Principal
2012		120,623	120,623	2,025,000
2013		120,623	120,623	2,025,000
2014		120,623	120,623	2,025,000
2015		120,623	120,623	2,025,000
2016		120,623	120,623	2,025,000
2017		120,623	120,623	2,025,000
2018		120,623	120,623	2,025,000
2019	125,000	117,459	242,459	1,900,000
2020	130,000	111,003	241,003	1,770,000
2021	130,000	103,999	233,999	1,640,000
2022	135,000	96,429	231,429	1,505,000
2023	140,000	88,574	228,574	1,365,000
2024	145,000	80,433	225,433	1,220,000
2025	155,000	71,863	226,863	1,065,000
2026	160,000	62,370	222,370	905,000
2027	165,000	52,081	217,081	740,000
2028	175,000	41,316	216,316	565,000
2029	180,000	30,077	210,077	385,000
2030	190,000	18,363	208,363	195,000
2031	195,000	6,174	201,174	---
<b>Totals</b>	<b>\$ 2,025,000</b>	<b>#####</b>	<b>\$ 3,749,502</b>	





**GOVERNMENT FUNDS**

The City's budgeted financial system is comprised of eleven (11) active funds, each of which serve as separate accounting entities that match City revenues to desired uses, and each of which carry a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures. Funds are classified into three categories: governmental, proprietary, and fiduciary. The following funds are used by the City:

- \* **General Fund** – the general operating fund of the City, which accounts for activities such as governance, administration, public works, public safety, and court.
- \* **Special Revenue Funds** – used to account for activities with specific revenue sources which are restricted to that function. These funds include:
  - Parks and Recreation Fund
  - Capital Improvement Fund
  - Tax Increment Financing Fund
- \* **Debt Service Fund** – used to account for the servicing of the general long-term debt of the City
- \* **Enterprise Funds** – used to account for revenues resulting from charges for services provided to the general public and the related costs of such services. The intent of the governing body is that the costs be recovered primarily through user charges. These funds include:
  - Solid Waste Fund
  - Water/Sewer Fund
  - Mozingo Recreation Fund
- \* **Internal Service Funds** – used to account for the financing of goods and services provided by one department to others within the government on a cost reimbursement basis. These funds include:
  - Central Garage Fund
  - Group Insurance Fund
- \* **Fiduciary Funds** – used to account for assets held by the City in a fiduciary capacity as trustee or agent. This fund includes:
  - Perpetual Cemetery Fund

**BUDGET PROCESS**

**Key Dates – 2011**

<p>Mid May          May 20 – June 10          June 13 – July 5          July 6 – July 17          July 18 – July 25          July 25 – August 1          August          September 9          October 1</p>	<p>Finance director develops budget worksheets for distribution          Supervisors &amp; department heads develop budget requests, goals and objectives          Finance director compiles data          Finance director and city manager review requests          City manager meets with supervisors and department heads to discuss requests          City manager and finance director review and make adjustments to balance budget          Budget work sessions with city council          Council adoption of budget          Start of new fiscal year</p>
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**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	\$ 443,400	\$ 1,725,000	\$ 980,000	\$ 349,500	\$ 109,800	\$ 67,800	\$ 404,060	\$ 37,600	\$ 395,990	\$ 71,555	\$ 372,481	\$ 149,000	\$ ---	\$ 1,700,000	\$ 6,806,186
Park & Recreation	402,000	205,000	---	---	700	---	---	561,300	---	---	---	30,200	---	350,000	1,549,200
Comm Ctr Construction	---	---	---	---	---	---	---	---	---	---	---	---	---	6,390	6,390
Capital Improvements	---	828,000	---	---	---	---	---	---	374,965	---	50,000	1,300	---	713,000	1,967,265
Debt Retirement	169,350	205,000	---	---	---	---	---	---	---	---	---	1,500	---	522,000	897,850
Solid Waste	---	---	---	---	---	---	---	823,500	---	---	---	500	---	168,000	992,000
TIF	---	---	---	---	---	---	---	---	---	---	---	244,585	---	382,000	626,585
Water/Sewer	---	---	---	---	---	---	---	4,027,125	168,750	---	1,000	69,218	11,000,000	5,100,000	20,366,093
Mozingo Recreation	---	854,460	---	---	---	---	---	896,125	---	---	---	5,000	---	630,000	2,385,585
Central Garage	---	---	---	---	---	---	---	116,611	---	---	---	---	---	---	116,611
Group Insurance	---	---	---	---	---	---	---	---	---	---	1,016,788	7,480	---	92,831	1,117,099
Cemetary Perpetual	---	---	---	---	---	---	---	---	---	---	---	1,300	---	223,143	224,443
Totals	1,014,750	3,817,460	980,000	349,500	110,500	67,800	404,060	6,462,261	939,705	71,555	1,440,269	510,083	11,000,000	9,887,364	37,055,307
Less Interfund Transfers															
General	---	---	---	---	---	---	---	---	---	---	(372,481)	---	---	---	(372,481)
Capital Improvements	---	---	---	---	---	---	---	---	---	---	(50,000)	---	---	---	(50,000)
TIF	---	---	---	---	---	---	---	---	---	---	---	(81,335)	---	---	(81,335)
Water/Sewer	---	---	---	---	---	---	---	---	---	---	(1,000)	---	---	---	(1,000)
Central Garage	---	---	---	---	---	---	---	(116,611)	---	---	---	---	---	---	(116,611)
Group Insurance	---	---	---	---	---	---	---	---	---	---	(1,016,788)	---	---	---	(1,016,788)
Grand Totals	\$ 1,014,750	\$ 3,817,460	\$ 980,000	\$ 349,500	\$ 110,500	\$ 67,800	\$ 404,060	\$ 6,345,650	\$ 939,705	\$ 71,555	\$ -	\$ 428,748	\$ 11,000,000	\$ 9,887,364	\$ 35,417,092
<b>% of Total Revenues</b>	<b>3.97%</b>	<b>14.95%</b>	<b>3.84%</b>	<b>1.37%</b>	<b>0.43%</b>	<b>0.27%</b>	<b>1.58%</b>	<b>24.86%</b>	<b>3.68%</b>	<b>0.28%</b>	<b>0.00%</b>	<b>1.68%</b>	<b>43.09%</b>		<b>100.00%</b>

# CITY OF MARYVILLE

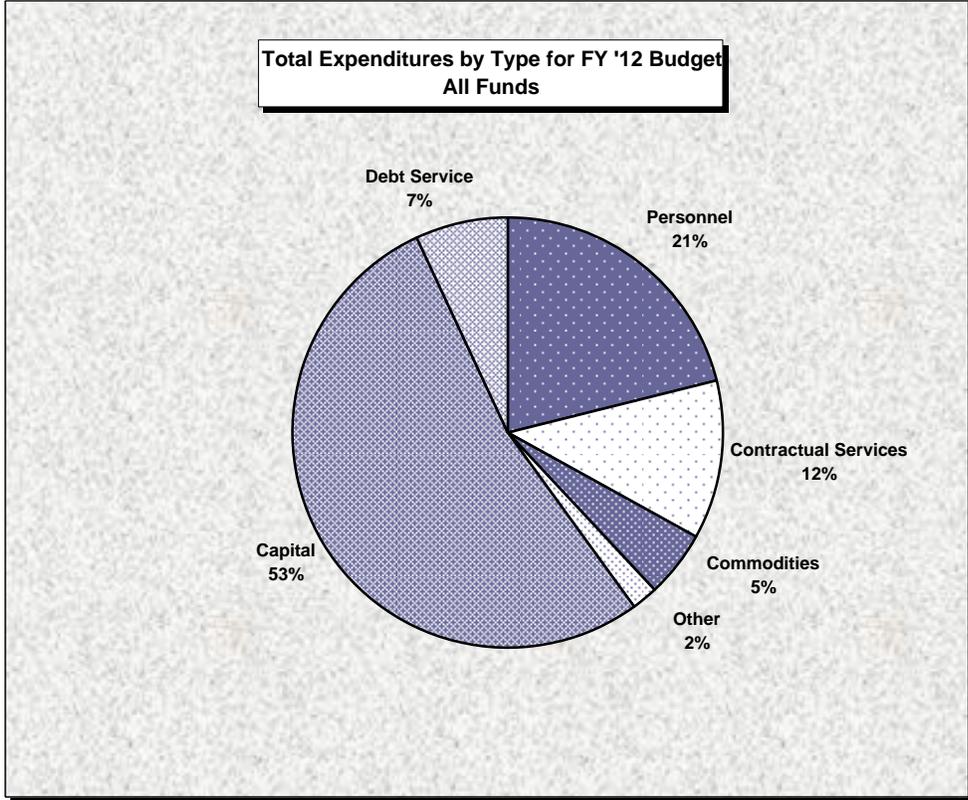
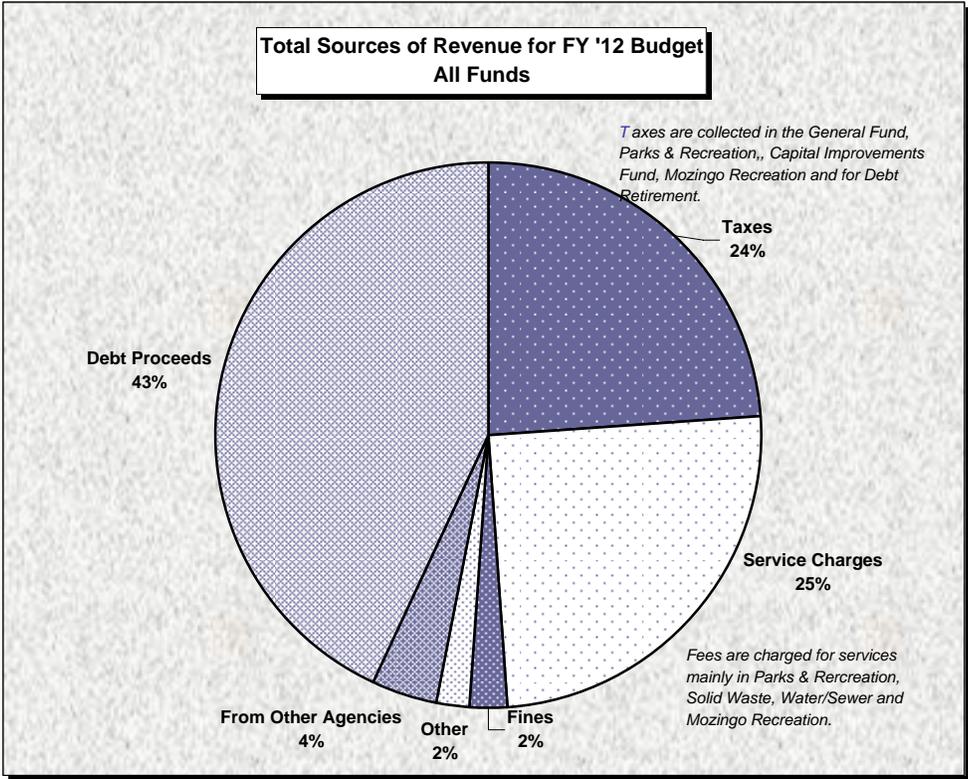
## ANNUAL BUDGET

### FY 2012

#### Expense Summary - All Funds

	Personnel Services	Contractual Services	Commodities	Charges Other	Contingencies	Total Operating	Capital Outlay	Debt Service	Total
<b>FUND</b>									
General	\$ 3,141,685	\$ 913,121	\$ 505,150	\$ 350,912	\$ 1,379,408	\$ 6,290,276	\$ 506,832	\$ 9,078	\$ 6,806,186
Park & Recreation	794,703	207,480	173,100	60,144	261,673	1,497,100	52,100	---	1,549,200
Comm Ctr Construction	---	---	---	---	---	---	---	6,390	6,390
Capital Improvements	---	---	---	18,000	724,130	742,130	929,965	295,170	1,967,265
Debt Retirement	---	8,000	---	4,585	535,322	547,907	---	349,943	897,850
Solid Waste	139,776	702,636	19,000	43,925	73,644	978,981	---	13,019	992,000
TIF	---	21,620	---	---	406,997	428,617	---	197,968	626,585
Water/Sewer	582,537	1,272,442	180,100	199,011	4,783,549	7,017,639	12,403,846	944,608	20,366,093
Mozingo Recreation	845,355	302,492	304,400	80,937	523,925	2,057,109	193,575	134,901	2,385,585
Central Garage	63,475	9,295	40,175	3,666	---	116,611	---	---	116,611
Group Insurance	1,024,268	---	---	---	92,831	1,117,099	---	---	1,117,099
Cemetary Perpetual	---	---	---	---	224,443	224,443	---	---	224,443
<b>Totals</b>	<b>6,591,799</b>	<b>3,437,086</b>	<b>1,221,925</b>	<b>761,180</b>	<b>9,005,922</b>	<b>21,017,912</b>	<b>14,086,318</b>	<b>1,951,077</b>	<b>37,055,307</b>
Less Interfund Transfers:									
General	---	---	---	(88,000)	---	(88,000)	---	---	(88,000)
Park & Recreation	---	---	---	(4,350)	---	(4,350)	---	---	(4,350)
Capital Improvements	---	---	---	(18,000)	---	(18,000)	---	---	(18,000)
Debt Retirement	---	---	---	(4,385)	---	(4,385)	---	---	(4,385)
Water/Sewer	---	(184,906)	---	(134,865)	---	(319,771)	---	---	(319,771)
Mozingo Recreation	---	(52,710)	---	(17,600)	---	(70,310)	---	---	(70,310)
Central Garage	(63,475)	(9,295)	(40,175)	(3,666)	---	(116,611)	---	---	(116,611)
Group Insurance	(1,016,788)	---	---	---	---	(1,016,788)	---	---	(1,016,788)
Cemetery Perpetual	---	---	---	---	---	---	---	---	---
<b>Grand Totals</b>	<b>\$ 5,511,536</b>	<b>\$ 3,190,175</b>	<b>\$ 1,181,750</b>	<b>\$ 490,314</b>	<b>\$ 9,005,922</b>	<b>\$ 19,379,697</b>	<b>\$ 14,086,318</b>	<b>\$ 1,951,077</b>	<b>\$ 35,417,092</b>

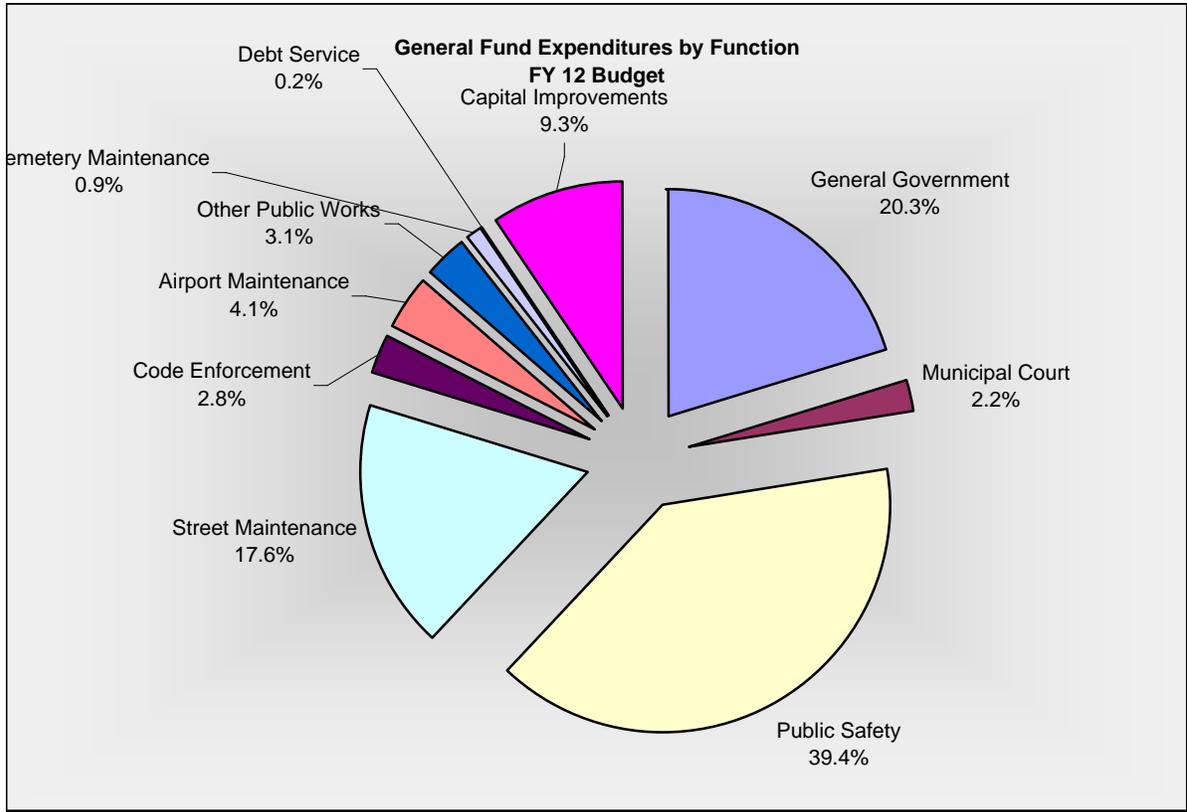
<b>% of Total Expenses</b>	<b>20.87%</b>	<b>12.08%</b>	<b>4.47%</b>	<b>1.86%</b>		<b>39.28%</b>	<b>53.33%</b>	<b>7.39%</b>	<b>100.00%</b>
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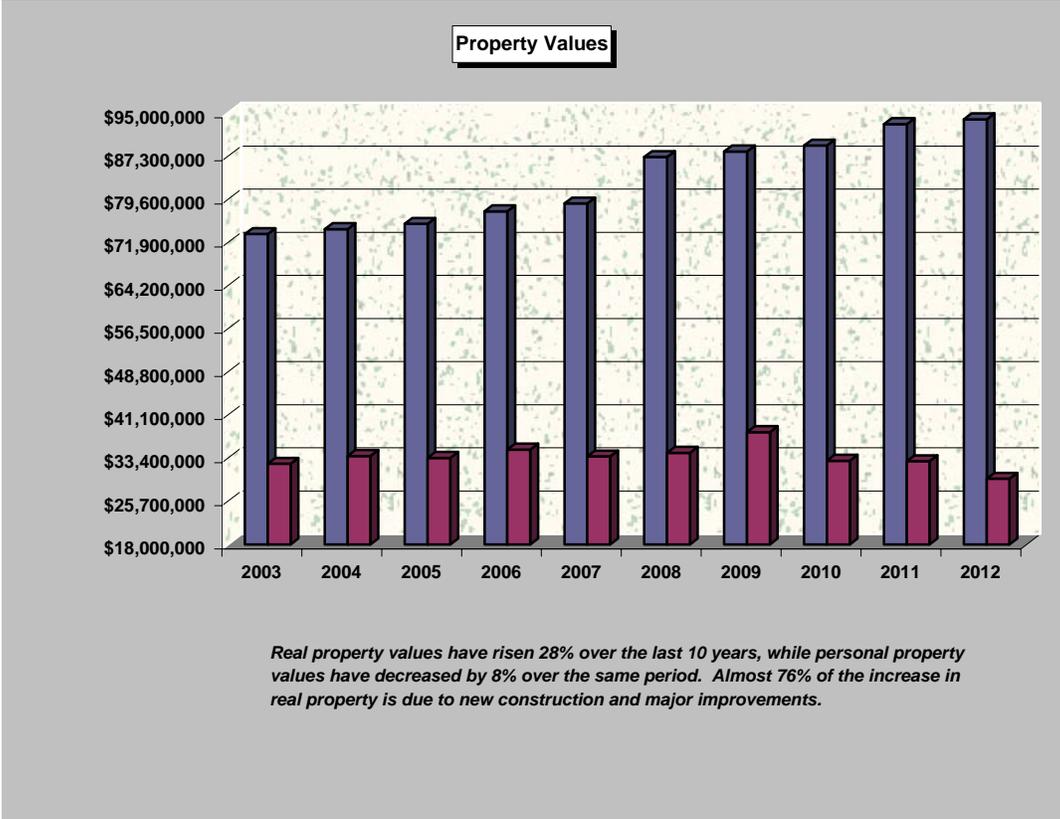
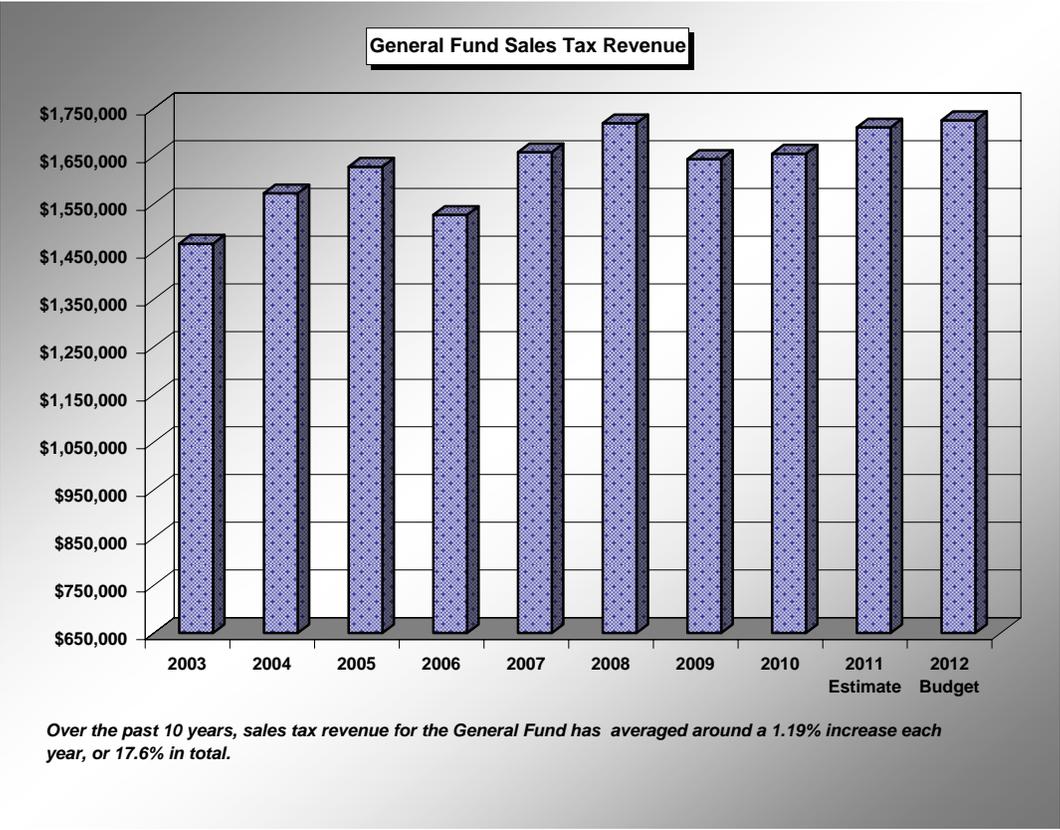
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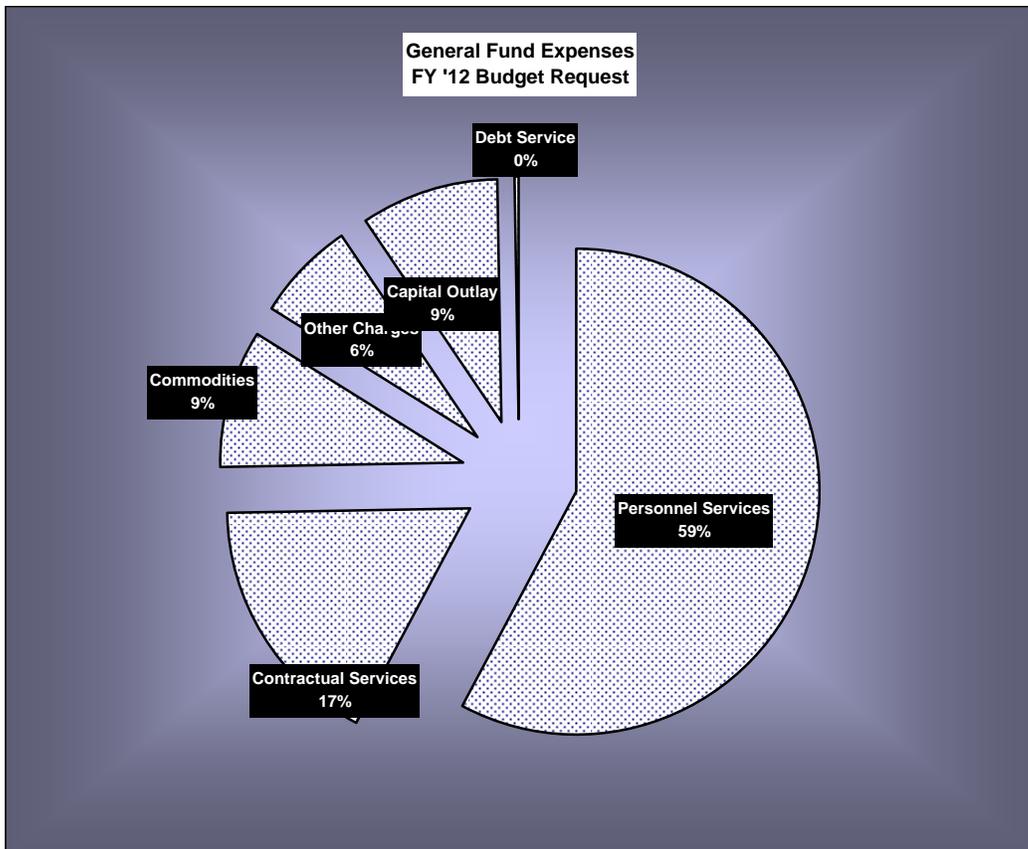
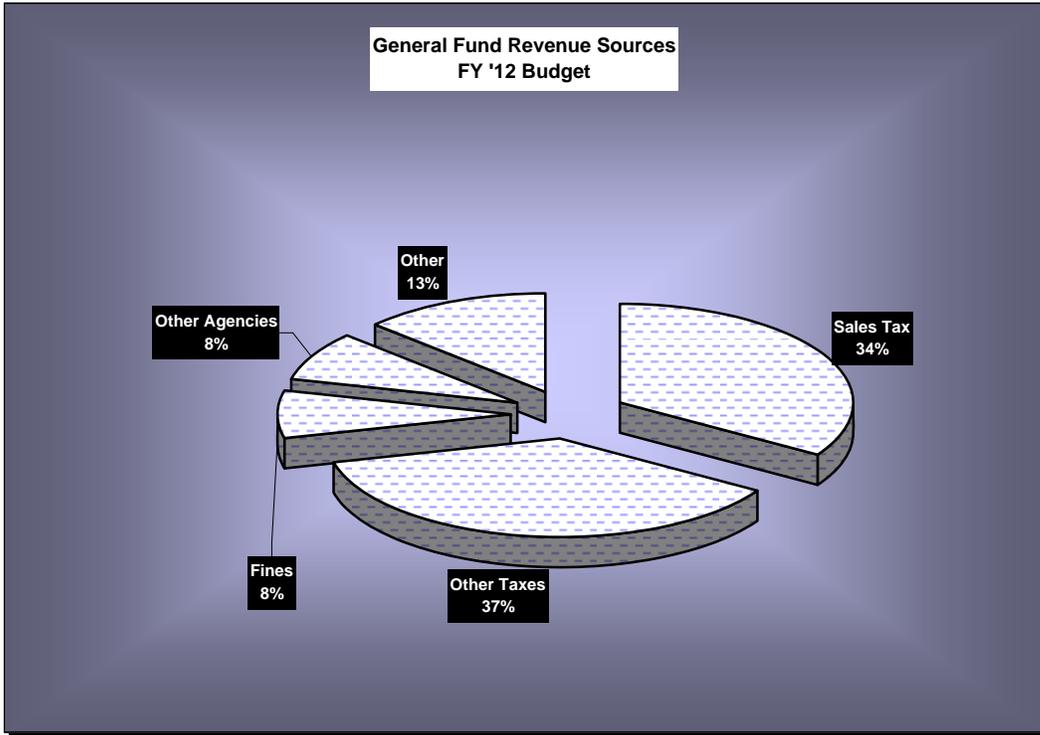
## Financial Overview

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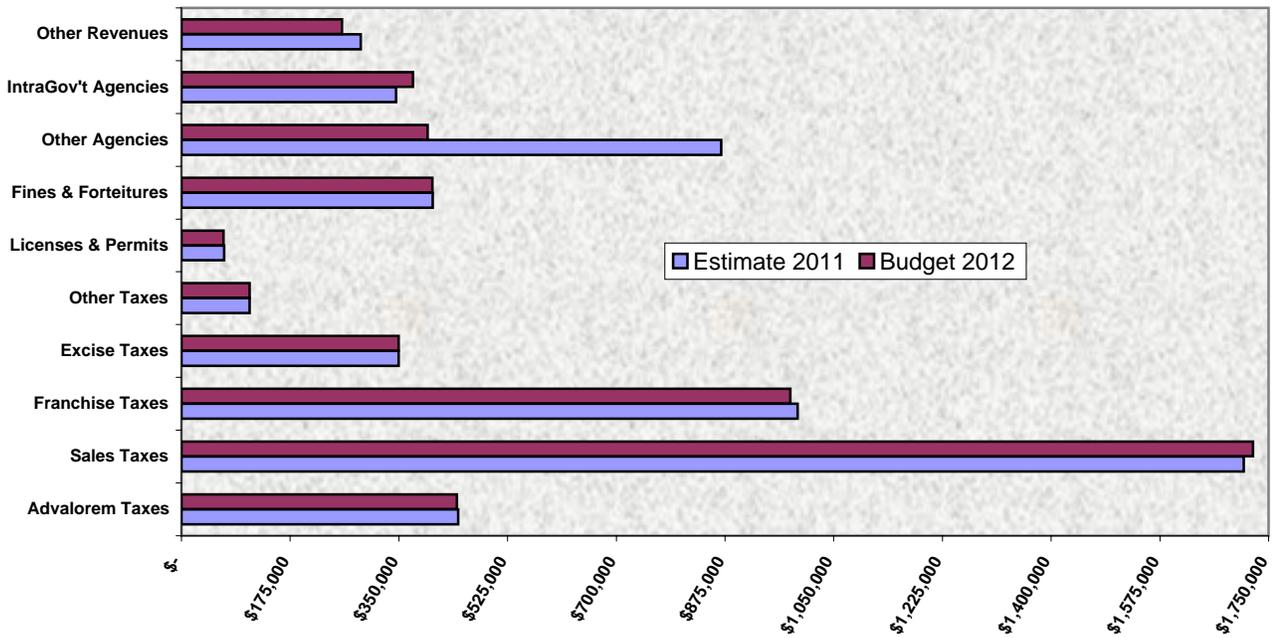


# Financial Overview

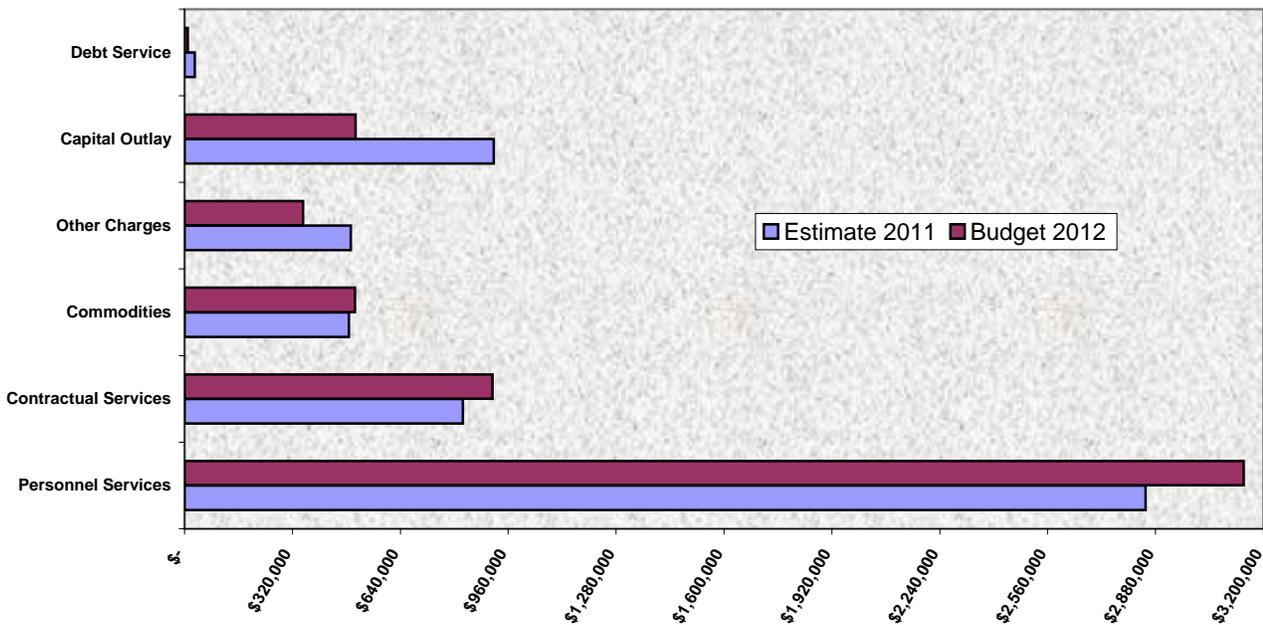




**General Fund Revenue Comparison**



**General Fund Expenditure Comparison**



**DEBT ACTIVITY - LEASES  
FISCAL YEAR 2012 BUDGET**

<b>Fund</b>	<b>Description</b>	<b>Balance 10-01-11</b>	<b>Additions</b>	<b>Principal Payments</b>	<b>Balance 09-30-12</b>	<b>Interest</b>	<b>Total Payment</b>	<b>Final Payment</b>
<b><i>General Fund</i></b>								
PS-Police	Patrol cars, 3	6,031	---	(6,031)	0	47	6,078	01/12/12
<b><i>Solid Waste</i></b>								
Transfer Station	Loader	37,503	---	(11,618)	25,885	1,401	13,019	10/10/14
<b><i>Water/Sewer</i></b>								
Water Adm	PWSD #1 Note Pay	44,888	---	(17,791)	27,097	2,209	20,000	03/01/14
Water Adm	WTP Membranes	---	2,000,000	(125,064)	1,874,936	38,962	164,026	04/01/19
Sewer Maint	East Lift Station	166,053	---	(98,407)	67,646	4,458	102,865	05/12/13
	Totals	210,941	2,000,000	(241,262)	1,969,679	45,629	286,891	
<b><i>Mozingo Recreation</i></b>								
Clubhouse	Golf carts	48,824	---	(21,583)	27,241	6,248	27,831	03/15/14
Clubhouse	Range picker	2,729	---	(1,211)	1,518	219	1,430	03/15/14
Clubhouse	Beverage cart	2,531	---	(1,123)	1,408	208	1,331	03/15/14
Golf Maint	Cart paths	527,774	---	(82,261)	445,513	22,048	104,309	06/04/17
	Totals	581,858	---	(106,178)	475,680	28,723	134,901	
<b>GRAND TOTALS</b>		<b>\$ 836,333</b>	<b>\$ 2,000,000</b>	<b>\$ (365,089)</b>	<b>\$ 2,471,244</b>	<b>\$ 75,800</b>	<b>\$ 440,889</b>	

**DEBT ACTIVITY - BONDS  
FISCAL YEAR 2012 BUDGET**

<b>Fund</b>	<b>Description</b>	<b>Balance 10-01-11</b>	<b>Additions</b>	<b>Payments</b>	<b>Balance 09-30-12</b>	<b>Interest</b>	<b>Total Payment</b>
<b><u>Water/Sewer</u></b>							
Admin	'09 Refunding Revenue Bonds	2,550,000	---	(330,000)	2,220,000	85,869	415,869
Admin	'10 Certificates of Participation	2,795,000	---	(100,000)	2,695,000	141,348	241,348
		<u>5,345,000</u>	<u>0</u>	<u>(430,000)</u>	<u>4,915,000</u>	<u>227,217</u>	<u>657,217</u>
<b><u>Capital Improvements</u></b>							
	'08 Certificates of Participation	<u>1,310,000</u>	<u>---</u>	<u>(240,000)</u>	<u>1,070,000</u>	<u>52,495</u>	<u>292,495</u>
<b><u>Debt Retirement</u></b>							
	'99 G.O. Refunding Bonds	340,000	---	(75,000)	265,000	10,931	85,931
	'01 G.O. Bonds	1,740,000	---	(110,000)	1,630,000	69,382	179,382
	'09 G.O. Bonds	1,900,000	---	---	1,900,000	84,080	84,080
		<u>\$ 3,980,000</u>	<u>---</u>	<u>\$ (185,000)</u>	<u>\$ 3,795,000</u>	<u>\$ 164,393</u>	<u>\$ 349,393</u>
<b><u>TIF</u></b>							
	'05 Revenue Bonds	<u>2,380,000</u>	<u>---</u>	<u>(70,000)</u>	<u>2,310,000</u>	<u>127,968</u>	<u>197,968</u>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**GENERAL FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Council	6,459	152,083	3,000	1,500,258	1,661,800	---	---	1,661,800
Finance	275,143	42,720	4,775	18,613	341,251	25,000	---	366,251
General Admin	272,298	166,909	8,650	32,001	479,858	---	3,000	482,858
Municipal Court	65,700	47,880	600	7,353	121,533	---	---	121,533
PS-Admin	168,854	28,302	7,400	12,141	216,697	---	---	216,697
PS-Police	1,245,431	68,288	64,450	81,566	1,459,735	42,500	6,078	1,508,313
PS-Fire	127,294	11,393	22,200	9,012	169,899	---	---	169,899
PS-Commun	225,163	48,225	2,400	17,014	292,802	---	---	292,802
PS Total	<u>1,766,742</u>	<u>156,208</u>	<u>96,450</u>	<u>119,733</u>	<u>2,139,133</u>	<u>42,500</u>	<u>6,078</u>	<u>2,187,711</u>
PW-Admin	66,044	6,614	3,100	4,354	80,112	---	---	80,112
PW-Streets	403,956	214,409	313,500	25,699	957,564	38,500	---	996,064
PW-Total	<u>470,000</u>	<u>221,023</u>	<u>316,600</u>	<u>30,053</u>	<u>1,037,676</u>	<u>38,500</u>	<u>---</u>	<u>1,076,176</u>
Code Enforcement	120,997	17,712	5,000	7,480	151,189	---	---	151,189
Cemetary Maint	32,573	4,574	9,300	3,396	49,843	---	---	49,843
Airport Maint	91,044	66,872	56,425	7,859	222,200	390,832	---	613,032
Building Maint	---	27,100	3,150	1,058	31,308	10,000	---	41,308
GIS	40,729	10,040	1,200	2,516	54,485	---	---	54,485
Totals	<u>\$3,141,685</u>	<u>\$913,121</u>	<u>\$505,150</u>	<u>\$1,730,320</u>	<u>\$6,290,276</u>	<u>\$506,832</u>	<u>\$9,078</u>	<u>\$6,806,186</u>

Total Cash Available \$ 6,806,186

Difference ---

% of Total Budget 46.16% 13.42% 7.42% 25.42% 92.42% 7.45% 0.13% 100.00%

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**GENERAL FUND**

		<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Estimate</u>	<u>2012 Anticipated</u>
<b>ADVALOREM TAXES</b>						
10R5071000	Real Estate	262,562	267,698	284,285	295,000	305,655
10R5071100	Personal Property	107,222	119,911	107,090	107,000	95,645
10R5071200	Merchants Surtax	26,536	29,891	30,285	30,840	30,000
10R5071300	Utility Property	7,242	7,021	7,671	9,593	8,900
10R5081200	Penalties & Interest	3,142	3,393	3,351	3,225	3,200
	<b>SUBTOTAL</b>	<u>406,704</u>	<u>427,914</u>	<u>432,682</u>	<u>445,658</u>	<u>443,400</u>
<b>SALES TAXES</b>						
10R5101000	City Sales Tax	1,718,578	1,643,417	1,654,728	1,710,000	1,725,000
	<b>SUBTOTAL</b>	<u>1,718,578</u>	<u>1,643,417</u>	<u>1,654,728</u>	<u>1,710,000</u>	<u>1,725,000</u>
<b>FRANCHISE TAXES</b>						
10R5201000	Telephone	253,397	236,747	229,195	263,600	226,000
10R5202000	Gas	159,197	178,340	132,751	131,000	132,000
10R5203000	Electric	404,217	414,706	490,209	510,000	535,000
10R5204000	Cable TV	73,117	75,156	84,140	87,375	87,000
	<b>SUBTOTAL</b>	<u>889,928</u>	<u>904,949</u>	<u>936,295</u>	<u>991,975</u>	<u>980,000</u>
<b>EXCISE TAXES</b>						
10R5301000	Cigarette	69,184	59,618	54,136	53,000	53,000
10R5302000	State Gasoline	297,831	292,795	297,370	296,500	296,500
	<b>SUBTOTAL</b>	<u>367,015</u>	<u>352,413</u>	<u>351,506</u>	<u>349,500</u>	<u>349,500</u>
<b>OTHER TAXES</b>						
10R5901000	Intangible Property	2,085	3,162	410	725	800
10R5902000	Motor Vehicle	110,516	100,970	104,194	109,000	109,000
	<b>SUBTOTAL</b>	<u>112,601</u>	<u>104,132</u>	<u>104,604</u>	<u>109,725</u>	<u>109,800</u>
<b>LICENSES &amp; PERMITS</b>						
10R6001000	Alcoholic Beverages	13,840	13,265	13,350	12,901	13,000
10R6002000	Business & Occupational	32,045	35,355	33,292	32,800	32,000
10R6003000	Dog Licenses	396	325	413	80	---
10R6004000	Building Permits	7,565	8,997	6,378	7,160	7,200
10R6005000	Electrical Permits	4,506	3,791	4,143	3,450	3,500
10R6006000	Plumbing Permits	7,575	3,792	4,580	4,515	4,600
10R6009000	Miscellaneous Permits	7,645	7,122	7,420	7,775	7,500
	<b>SUBTOTAL</b>	<u>73,572</u>	<u>72,647</u>	<u>69,576</u>	<u>68,681</u>	<u>67,800</u>
<b>FINES &amp; FORFEITURES</b>						
10R6201000	Parking Fines	7,630	7,550	6,901	9,000	8,000
10R6202000	Traffic Violations	18,929	19,459	15,625	15,250	15,500
10R6203000	Court Fines & Costs	371,384	400,160	370,827	360,000	370,000
10R6204000	Criminal Victims Compensation	10,485	10,283	9,315	9,640	460
10R6205000	Inmate Security Fund	---	772	2,478	2,500	2,400
10R6206000	DWI Arrest Charges	9,198	10,089	7,328	6,750	6,500
10R6207000	Judicial Education Fund	---	---	---	1,200	1,200
	<b>SUBTOTAL</b>	<u>417,626</u>	<u>448,313</u>	<u>412,474</u>	<u>404,340</u>	<u>404,060</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**GENERAL FUND**

	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Estimate</u>	<u>2012 Anticipated</u>
<b>SERVICES CHARGES &amp; FEES</b>					
10R6503100 Special Police Services	3,396	4,412	2,210	30,275	30,000
10R6503400 Zoning Fees	2,671	572	2,092	500	500
10R6504000 Cemetary Fees	4,450	5,940	7,650	8,000	6,500
10R6504900 Return Check Charges	575	825	475	750	600
<b>SUBTOTAL</b>	<u>11,092</u>	<u>11,749</u>	<u>12,427</u>	<u>39,525</u>	<u>37,600</u>
<b>REVENUE FROM OTHER AGENCIES</b>					
10R7002000 Federal Grants	1,551,611	969,258	310,087	700,382	395,990
10R7002001 Street Construction-Joint Projects	212,179	17,433	144,589	168,655	---
10R7004000 MO Department of Conservation	---	2,785	---	---	---
<b>SUBTOTAL</b>	<u>1,763,790</u>	<u>989,476</u>	<u>454,676</u>	<u>869,037</u>	<u>395,990</u>
<b>PROPERTY REVENUE</b>					
10R7502000 Airport Hanger Rent	7,713	7,713	7,516	7,355	7,355
10R7503000 Cemetary House Rent	---	900	---	---	---
10R7504000 Sale of Fuel	5,722	39,933	31,227	42,450	60,000
10R7506000 Sale of Property	570	204	1,238	7,754	2,000
10R7506500 Grave Lot Sales	2,600	600	2,650	2,200	2,200
<b>SUBTOTAL</b>	<u>16,605</u>	<u>49,350</u>	<u>42,631</u>	<u>59,759</u>	<u>71,555</u>
<b>INTRAGOV'TAL REVENUES</b>					
10R8001000 Billing & Administration Charges	216,664	213,026	219,073	222,882	237,616
10R8003000 Housing Authority PILOT	87	2,879	---	---	---
10R8004000 Water Department PILOT	111,115	106,793	120,760	122,656	134,865
10R8009000 Transfers In	---	40,870	8,770	---	---
<b>SUBTOTAL</b>	<u>327,866</u>	<u>363,568</u>	<u>348,603</u>	<u>345,538</u>	<u>372,481</u>
<b>OTHER REVENUES</b>					
10R8901000 Interest on Investments	44,630	13,566	10,086	8,540	8,500
10R8902001 Designated Donations	---	10,000	---	---	---
10R8905000 9 1 1 Phone Assessment	114,281	129,901	127,486	129,000	128,000
10R8909000 Miscellaneous	33,269	79,599	128,778	52,000	12,500
<b>SUBTOTAL</b>	<u>192,180</u>	<u>233,066</u>	<u>266,350</u>	<u>189,540</u>	<u>149,000</u>
10R9501000 <b>OTHER FIN SOUR-CAP LEASE</b>	---	56,889	---		
<b>TOTAL GENERAL FUND REVENUES</b>	<u>6,297,557</u>	<u>5,657,883</u>	<u>5,086,552</u>	<u>5,583,278</u>	<u>5,106,186</u>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	1,442,200	1,739,501		1,700,000	1,700,000
<b>CARRYFORWARD PROJECTS FROM FY '10</b>					
<b>TREE COMMITTEE CASH</b>	5,619	3,919			
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 7,745,376</u>	<u>\$ 7,401,303</u>	<u>\$ 5,086,552</u>	<u>\$ 7,283,278</u>	<u>\$ 6,806,186</u>

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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.

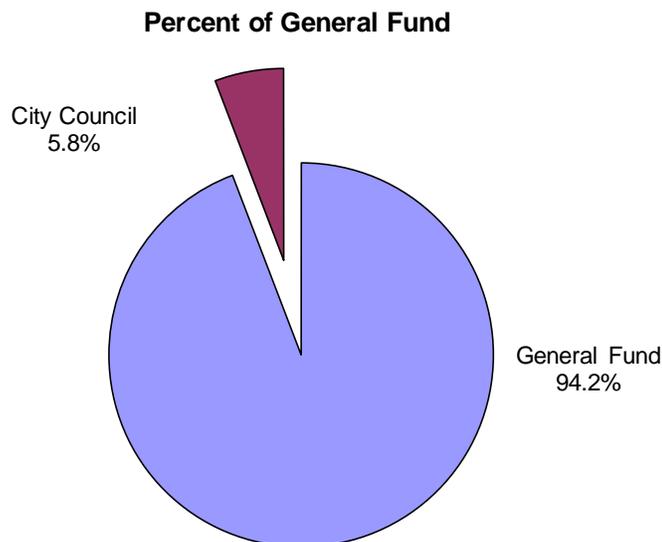
As a third class city, the governing powers of the City of Maryville are dictated by Section 78.570, of the Missouri Revised Statute. Not all inclusive, but the council is responsible for adopting an annual budget which is presented by the City Manager, adopt policy, laws, and ordinances conducive to 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 '10</b>	<b>Estimated FY '11</b>	<b>Requested FY '12</b>
Personnel	\$ 4,683	\$ 6,459	\$ 6,459
Contractual	60,702	61,685	152,083
Commodities	1,436	1,700	3,000
Other Operating	158,245	222,307	120,850
<b>Totals</b>	<b>\$ 225,066</b>	<b>\$ 292,151</b>	<b>\$ 282,392</b>
Staffing			5

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: CITY COUNCIL

CODE: 10-06-1

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	1,050	2,975	4,350	6,000	6,000
120-00 FICA Contribution	80	228	333	459	459
<b>SUBTOTAL</b>	<b>1,130</b>	<b>3,203</b>	<b>4,683</b>	<b>6,459</b>	<b>6,459</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	145	199	250	250	250
203-00 Printing & Advertising	313	554	313	250	300
207-00 Travel & Training	2,887	1,857	3,005	3,000	10,000
214-00 Independent Audit	11,081	19,669	19,155	19,152	21,000
299-00 Other Contractual Services	20,413	37,446	37,979	39,033	120,533
<b>SUBTOTAL</b>	<b>34,839</b>	<b>59,725</b>	<b>60,702</b>	<b>61,685</b>	<b>152,083</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	68	36	51	200	300
399-00 General Supplies	2,186	1,133	1,385	1,500	2,700
<b>SUBTOTAL</b>	<b>2,254</b>	<b>1,169</b>	<b>1,436</b>	<b>1,700</b>	<b>3,000</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	2,503	266	2,391	488	1,750
402-00 Membership & Subscriptions	6,184	6,134	6,133	6,950	7,600
404-00 Election Expenses	5,597	5,500	13,497	6,069	10,000
407-00 Transfers Out	323,287	133,264	133,788	206,800	87,000
410-00 Contingencies	---	---	---	---	1,379,408
499-00 Miscellaneous Charges	2,486	2,221	2,436	2,000	14,500
<b>SUBTOTAL</b>	<b>340,057</b>	<b>147,385</b>	<b>158,245</b>	<b>222,307</b>	<b>1,500,258</b>
<b>CAPITAL OUTLAY</b>					
501-00 Land	---	---	13,000	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>13,000</b>	<b>---</b>	<b>---</b>
<b>TOTAL CITY COUNCIL</b>	<b>\$ 378,280</b>	<b>\$ 211,482</b>	<b>\$ 238,066</b>	<b>\$ 292,151</b>	<b>\$ 1,661,800</b>

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# Finance Department

## 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.

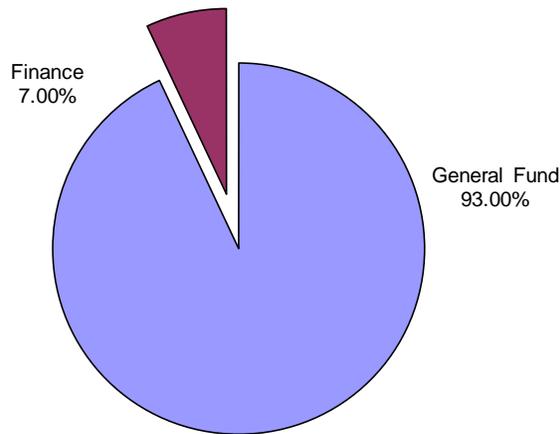
Utility billing and collection is also a major function of this department. Water meters are read once a month and customers are billed the last working day of each month. Meter reading is automated and done using a handheld computer in the field. Readings are entered into the handheld either manually 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.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Maintain clean audit opinion	Goal met	Maintain clean audit opinion
Maintain no audit findings of material and significant weaknesses in accounting control.	Goal met	Maintain no audit findings of material and significant weaknesses in accounting control
Present audit report to City Council by March 31 <sup>st</sup> <i>Comment: presented at last meeting in January</i>	Goal met	Present audit report to City Council by March 31 <sup>st</sup>
Submit comprehensive annual financial report to GFOA for the Certificate of Achievement for Excellence in Financial Reporting	Received Certificate	Submit comprehensive annual financial report to GFOA for the Certificate of Achievement for Excellence in Financial Reporting
Monitor variance in actual versus budgeted revenue and expenditures <i>Comment: Graphs are prepared monthly and distributed to City Council and staff</i>	Goal met	
Complete bank reconciliations by the 15 <sup>th</sup> of each month	Goal met 75% of time	Complete bank reconciliations by the 15 <sup>th</sup> of each month
Prepare monthly financial graphs for distribution by the 20 <sup>th</sup> of each month	Goal met 75% of time	Prepare monthly financial graphs for distribution by the 20 <sup>th</sup> of each month
Implement positive pay account reconciliation with the bank as a fraud prevention tool <i>Comment: Not available yet at NVB</i>	Incomplete	
Implement ACH blocks on bank accounts to minimize the potential of fraudulent withdrawals <i>Comment: Only full block available, so will implement on zero clearing accounts</i>	In-progress	

2011 GOALS	STATUS	2012 GOALS
Reduce number of paper checks issued through use of electronic checks <i>Comment: first EFT issued in July</i>	Goal met	
Improve budget document through additional graphs and tables <i>Comment: will add more schedules prior to publication</i>	In-progress	Submit budget document to GFOA for Distinguished Budget Award
Assist in the development and monitoring of performance measurements	Incomplete	Assist in the development and monitoring of performance measurements
Develop an emergency management policy for the City's financial functions	Incomplete	Develop an emergency management policy for the City's financial functions
Develop an Accounting Procedures Manual <i>Comment: collected policies from other cities</i>	In-progress	Finish development of an Accounting Procedures Manual
Prepare an RFP for audit services	Goal met	
		Develop a cash flow forecast

Percent of General Fund



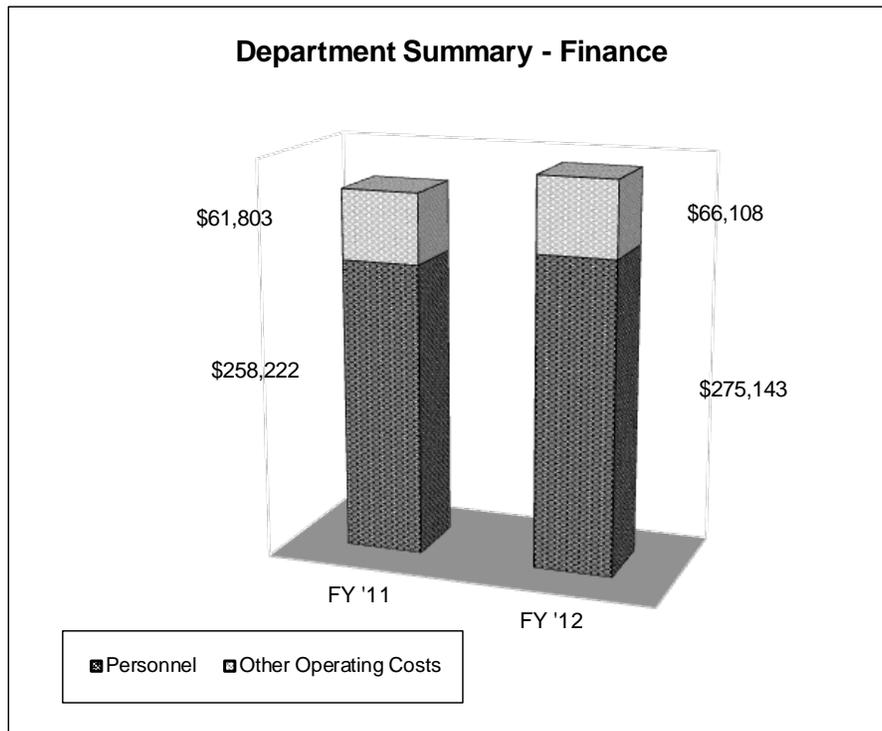
Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 248,111	\$ 258,222	\$ 275,143
Contractual	36,912	40,874	42,720
Commodities	4,518	4,300	4,775
Other Operating	14,916	16,629	18,613
<b>Totals</b>	<b>\$ 304,457</b>	<b>\$ 320,025</b>	<b>\$ 341,251</b>

Staffing FTE's 4.6

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# Finance Department - continued

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## Finance Department – Capital Outlay

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Account Number: 503-00

Name: Office Equipment

Amount: \$ 25,000

**DESCRIPTION**

Set aside funds for future hardware/software upgrades, hopefully to be accomplished in FY 2013. Reviews of providers and demos could start in late FY 2012.

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: FINANCE CODE: 10-08-1

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	168,601	169,860	176,230	180,768	183,795
115-00 Overtime	67	---	---	---	---
120-00 FICA Contribution	12,690	12,670	13,136	13,561	14,189
140-00 Group Insurance-Employee	26,746	26,907	26,896	28,760	31,560
140-01 Group Insurance-Offset	8,865	12,756	13,850	14,716	16,479
150-00 Retirement Contrib - LAGERS	13,255	12,785	13,094	15,311	23,743
150-01 Retirement Contrib - ICMA	3,237	3,353	3,497	3,602	3,681
170-00 Longevity	1,954	1,312	1,408	1,504	1,696
<b>SUBTOTAL</b>	<b>235,415</b>	<b>239,643</b>	<b>248,111</b>	<b>258,222</b>	<b>275,143</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	3,601	3,348	3,368	3,300	3,400
203-00 Printing & Advertising	90	---	---	119	---
205-00 Postage	20	29	9	23	20
207-00 Travel & Training	2,541	2,318	1,643	2,650	2,900
211-00 Maint/Equip-O/S Vendors	9,876	10,411	10,101	11,550	12,500
213-00 Rents	1,162	1,216	1,232	1,232	1,400
299-00 Other Contractual Services	17,696	19,960	20,559	22,000	22,500
<b>SUBTOTAL</b>	<b>34,986</b>	<b>37,282</b>	<b>36,912</b>	<b>40,874</b>	<b>42,720</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	3,152	4,157	4,177	3,400	3,700
309-00 Training Materials	---	---	23	200	75
399-00 General Supplies	1,635	1,015	318	700	1,000
<b>SUBTOTAL</b>	<b>4,787</b>	<b>5,172</b>	<b>4,518</b>	<b>4,300</b>	<b>4,775</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	13,733	14,068	14,302	15,117	17,063
402-00 Membership & Subscriptions	702	706	616	737	750
420-00 Uncollectible Delinquent Taxes	---	595	(2)	775	800
<b>SUBTOTAL</b>	<b>14,435</b>	<b>15,369</b>	<b>14,916</b>	<b>16,629</b>	<b>18,613</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	---	---	25,000
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>25,000</b>
<b>TOTAL FINANCE</b>	<b>\$ 289,623</b>	<b>\$ 297,466</b>	<b>\$ 304,457</b>	<b>\$ 320,025</b>	<b>\$ 366,251</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's Office is responsible for managing and coordinating the day to day operations of the city and responsible for the enforcement of all policies, laws, and ordinances. The City Manager is responsible for the coordination of all municipal programs and services and making recommendations to the Mayor and City Council as appropriate concerning the operation, affairs and future needs of the City. The City Manager 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.

A duty that is the direct responsibility of the City Manager, however, is the preparation of the City's annual budget. The budget reflects the expected revenue and projected expenses for the ensuing year, and is the subject of public hearings. The City Manager, in carrying out the responsibilities of fiscal planning and of other areas of City government, has the authority to appoint the heads of the various administrative departments and divisions.

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 and prepares minutes of the meetings. The clerk also prepares council packets for each council meeting, which includes preparation of the agenda, writing ordinances and resolutions, proclamations and causing publication of public hearings as needed. The City Clerk is responsible for making documents permanent, following approval by the City Council. This office posts public notices and advertises them in the local newspaper. Upon request for bids for purchases or requests for services, notices are also published and posted. Issuance of liquor and the various contractor licenses, according to the City ordinance, shall be the responsibility of the City Clerk. Recording lot sales and burials at Oak Hill Cemetery shall be done by 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

# General Administration Department - continued

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 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.

## Performance Goals and Objectives

### Office of City Manager:

2011 GOALS	STATUS	2012 GOALS
Complete construction of Downtown Streetscape	Complete	Complete transition of Solid Waste/Transfer Station Operations to private vendor
Continue meeting the objectives as adopted by resolution for the CIP Tax & ensure the accountability upon the Mayor, City Council and City Staff	Complete	Continue meeting the objectives as adopted by resolution for the CIP Tax & ensure the accountability upon the Mayor, City Council and City Staff
Complete overhaul to the City Website	Complete	Complete implementation of Phase 1 of comprehensive plan that addresses zoning issues in the community
Establish & create comprehensive plan for the City <i>Comment: Phase I near completion and Phase II Underway</i>	In-progress	Complete Comprehensive Plan. Begin implementation of Phase II long range plan
Continue to find ways to improve, streamline, control or reduce costs of the delivery of services <i>Comment: streamlined fleet services in FY 2011</i>	On-going	Continue to find ways to improve, streamline, control or reduce costs of the delivery of services
Conduct a planning and visioning session with departmental staff and City Council to identify goals and objectives for the future	Complete	Complete the Market Validation and Financial Feasibility Study. Based on the findings, establish and begin an appropriate course of action
Continue active approach to DREAM initiative and all associated aspects of the program & downtown <i>Comment: DREAM is coming to a conclusion with strategic plan soon – results and action are forthcoming in FY 2012</i>	In-progress	Continue active approach to DREAM initiative and all associated aspects of the program & downtown
Focus on economic development outside of industry based initiatives – retail, restaurants & professions related to University graduates	Incomplete	Focus on economic development outside of industry based initiatives – retail, restaurants & professions related to University graduates
Establish a transfer of knowledge document to ensure seamless transition of managements	Incomplete	Establish a transfer of knowledge document to ensure seamless transition of managements
Foster relationships with local, regional and state partners and capture opportunities for collaboration in delivery of services and other value added programs	Complete	Foster relationships with local, regional and state partners and capture opportunities for collaboration in delivery of services and other value added programs

2011 GOALS	STATUS	2012 GOALS
Respond to all phone calls in a 24 hour period	Complete	Respond to all phone calls in a 24 hour period
Establish a public art program and a first publicly shown piece of art in the downtown <i>Comment: sculptures in place</i>	Complete	Explore alternative energy project for specific facilities
Complete W. 16 <sup>th</sup> Street meeting budget <i>Comment: project below engineer estimate by 14.1%; bid price vs. final amount increased by only 3.1%</i>	Complete	

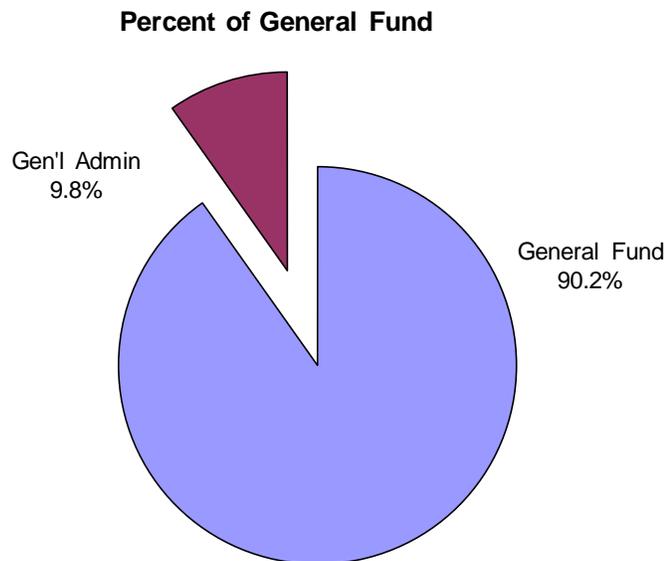
**Office of City Clerk:**

2011 GOALS	STATUS	2012 GOALS
Strive to complete the City Clerk Reference Guide notebook	Complete	Examine ordinances for needed updates and/or clarification
Schedule record retention and make preparations for microfilming old records. <i>Comment: Eliminated old contractors' licenses that had not been issued within the last seven years</i>	On-going	Continue to work toward microfilming of historical documents and condensing files
Continue with educational opportunities <i>Comment: Attended MOCCFOA Spring Institute and will attend MML conference and district MOCCFOA meetings</i>	On-going	Continue with educational opportunities
Review and organize files for easy retrieval <i>Comment: Ordinances from 2003 to present have been scanned &amp; condensed; 6 years of Council packets have been condensed</i>	On-going	Review and organize files for easy retrieval
Make application for status of International Institute of Certified Municipal Clerk (CMC)	Complete	Search for grants to assist with microfilming
Strive to be more aware of details of the work <i>Comment: Have made a conscious effort to focus on the task at hand when juggling multiple projects</i>	On-going	
Continue to grow and improve in communicating with others <i>Comment: Involved in several community events which has led to improved skills</i>	On-going	
Develop a check list of documents to be collected prior to issuing a "Notice to Proceed" on a contract	Complete	
Verify correctness of cemetery burial locations and available spaces <i>Comment: Progress made in conjunction with the Sexton and GIS department</i>	On-going	Further examine unresolved discrepancies in cemetery records

**Office of Human Resources:**

2011 GOALS	STATUS	2012 GOALS
Update 1/3 of city job descriptions <i>Comment: Done around 27% so far</i>	Complete	Update another 1/3 of city job descriptions
Work towards creating a more in-depth orientation process for new employees <i>Comment: Gradually changing with each new hire</i>	On-going	Work towards creating a more in-depth orientation process for new employees
Create an employee safety manual; set up safety trainings w/employees to acclimate them to it <i>Comment: about 50% done</i>	Incomplete	Create an employee safety manual & train employees
Improve MIRMA rating by at least 2% <i>Comment: increased rating by 1% over prior year</i>	Incomplete	Improve MIRMA rating by at least 2%
Increase safety awareness & strive for fewer worker's compensation claims <i>Comment: reduced claims from 8 to 2 in current year</i>	On-going	Increase safety awareness & strive for fewer worker's compensation claims

2011 GOALS	STATUS	2012 GOALS
Start building a library of safety related information <i>Comment: investigation showed too costly</i>	Removed	
Set up supervisory skills training sessions & employee conduct training session <i>Comment: need to meet with upper level mgmt to determine what's beneficial and budget for it</i>	Removed	Complete a compensation plan analysis and adjust pay scales if needed
Photograph all FT employees and reprint employee ID's	Completed in Dec 2010	
Work closely with the City Manager to learn more about daily operations throughout the City and familiarize myself with the administration of those operations	On-going	Work closely with the City Manager to learn more about daily operations throughout the City and familiarize myself with the administration of those operations



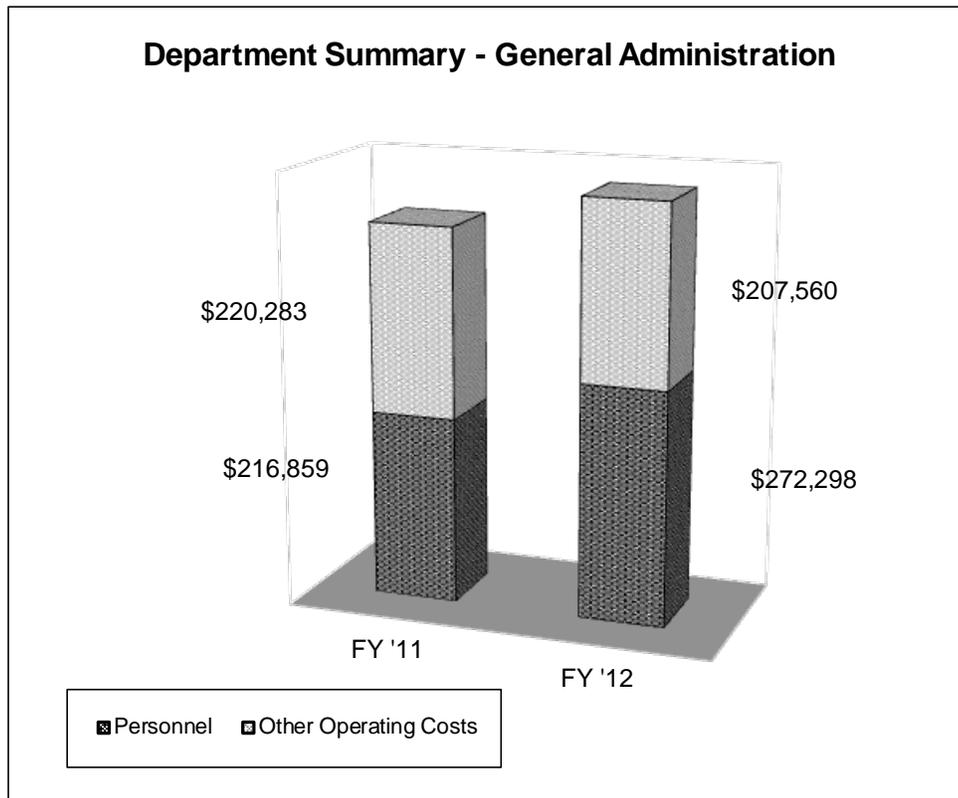
Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 241,224	\$ 216,859	\$ 272,298
Contractual	161,188	182,952	166,909
Commodities	5,745	7,650	8,650
Other Operating	40,277	29,681	32,001
<b>Totals</b>	<b>\$ 448,434</b>	<b>\$ 437,142</b>	<b>\$ 479,858</b>

Staffing FTE's 4.2

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## General Administration Department - continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	143,292	161,456	173,426	154,577	186,771
115-00 Overtime	41	30	---	---	---
120-00 FICA Contribution	10,519	12,119	13,072	11,729	14,371
140-00 Group Insurance-Employee	24,733	26,773	26,569	23,470	29,294
140-01 Group Insurance-Offset	9,341	9,341	11,036	9,947	14,793
150-00 Retirement Contrib - LAGERS	11,493	11,816	12,807	13,067	22,264
150-01 Retirement Contrib - ICMA	2,528	3,078	3,436	3,087	3,735
160-00 Unemployment Insurance	280	---	---	---	---
170-00 Longevity	662	710	878	982	1,070
<b>SUBTOTAL</b>	<b>202,889</b>	<b>225,323</b>	<b>241,224</b>	<b>216,859</b>	<b>272,298</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	658	703	891	700	900
202-00 Telephone	8,167	8,152	8,953	8,700	9,000
203-00 Printing & Advertising	7,865	6,803	6,298	10,100	10,000
205-00 Postage	4,392	2,904	2,690	2,500	3,100
207-00 Travel & Training	8,728	7,958	9,773	13,000	13,000
211-00 Maint/Equip-O/S Vendors	2,652	3,286	1,750	2,000	2,000
211-02 Central Garage - Parts	174	124	348	240	240
211-04 Central Garage - Overhead	1,102	287	1,216	1,212	669
216-00 Professional Services	43,035	52,566	48,677	40,000	55,000
299-00 Other Contractual Services	50,824	63,078	80,213	100,000	70,000
299-01 Employee Education Fees	---	739	379	4,500	3,000
<b>SUBTOTAL</b>	<b>127,597</b>	<b>146,600</b>	<b>161,188</b>	<b>182,952</b>	<b>166,909</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,329	3,823	2,469	3,500	3,500
302-00 Fuel & Lubricants	461	269	156	150	150
399-00 General Supplies	6,331	8,801	3,120	4,000	5,000
<b>SUBTOTAL</b>	<b>9,121</b>	<b>12,893</b>	<b>5,745</b>	<b>7,650</b>	<b>8,650</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	15,935	17,650	17,615	20,281	19,301
402-00 Membership & Subscriptions	3,336	4,241	4,708	4,400	4,700
499-00 Miscellaneous Charges	354	676	17,725	1,000	4,000
499-02 Misc Charges-Tree Committee	775	4,485	229	4,000	4,000
<b>SUBTOTAL</b>	<b>20,400</b>	<b>27,052</b>	<b>40,277</b>	<b>29,681</b>	<b>32,001</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	2,197	2,058	---	---	---
599-00 Other Improvements	246,843	512,180	179,369	803,444	---
<b>SUBTOTAL</b>	<b>249,040</b>	<b>514,238</b>	<b>179,369</b>	<b>803,444</b>	<b>---</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>DEBT SERVICE</b>					
603-00 Fiscal Agent Fees	2,900	2,900	2,900	2,861	3,000
<b>SUBTOTAL</b>	<u>2,900</u>	<u>2,900</u>	<u>2,900</u>	<u>2,861</u>	<u>3,000</u>
<b>TOTAL GENERAL ADMIN</b>	<u>\$ 611,947</u>	<u>\$ 929,006</u>	<u>\$ 630,703</u>	<u>\$ 1,243,447</u>	<u>\$ 482,858</u>

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# Municipal Court Department

## 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 receipted 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.

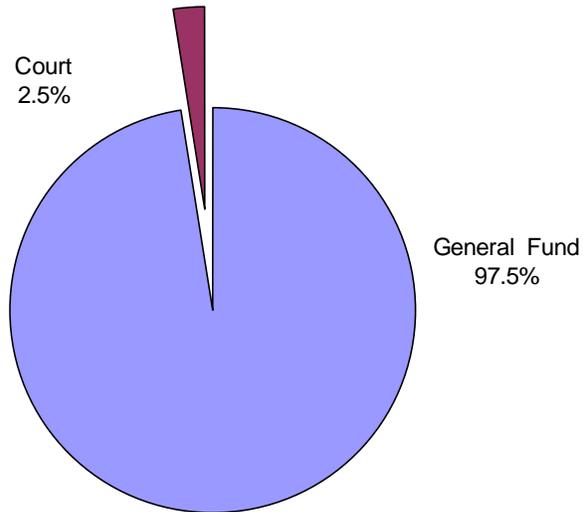
Included in the FY 2011 budget is the implementation of a computer software system which will enable the Court to more efficiently enter and track tickets from issuance to final disposition. The aim is to become more paperless, saving time and money. Customer satisfaction will remain a top priority, making their "bad situation" a little easier to tolerate. Good communications with persons involved in the judicial system have and will aid in their understanding of this system. It also tends to positively elevate their opinion of law enforcement, even when the defendant feels they have been falsely accused.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Ensure all tickets & reports are received from Maryville Public Safety in a timely manner <i>Comment: Reports on submitted weekly; tickets are submitted with 1 to 2 days</i>	On-going	Ensure all tickets & reports are received from Maryville Public Safety in a timely manner
Process more past due notices for unpaid parking tickets <i>Comment: Notices are mailed monthly</i>	On-going	Maintain the increased number of past due notices for unpaid parking tickets
Improve docket listing for each court date to include fines ordered, continuances, etc.	Goal met	
Process more Failure to Comply Notices with the State of MO, resulting in the defendant's driver's license renewal to be withheld until all fines are paid to the court	Goal met	Implement the State of MO's court automation software to improve record keeping and collections. With cases being posted online, the public will have access to more freedom of information
Continue to provide the public with friendly service and fairness	On-going	Continue to provide the public with friendly service and fairness
Maintain high standards of collecting on past due payment schedules <i>Comment: Past due notices are issued immediately, with a warrant issued for arrest if no response is received</i>	On-going	Maintain high standards of collecting on past due payment schedules

# Municipal Court Department - continued

**Percent of General Fund**



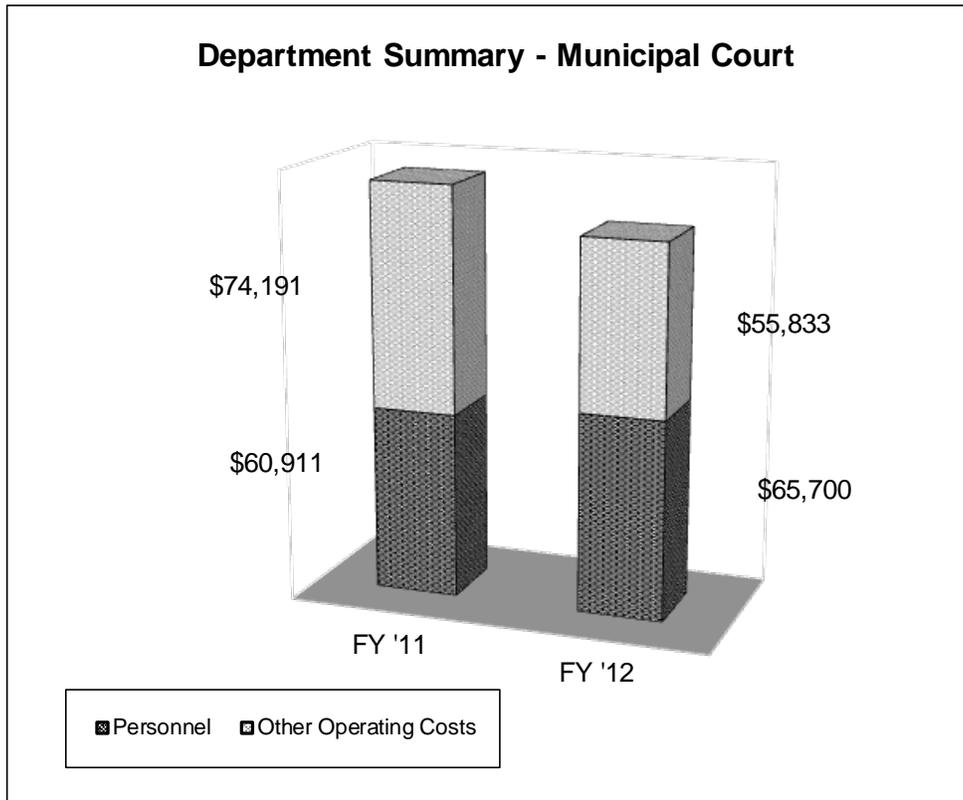
<b>Operating Expenditures by Category</b>	<b>Actual FY '10</b>	<b>Estimated FY '11</b>	<b>Requested FY '12</b>
Personnel	\$ 57,548	\$ 60,911	\$ 65,700
Contractual	59,612	47,730	47,880
Commodities	11,110	10,150	600
Other Operating	9,516	16,311	7,353
<b>Totals</b>	<b>\$ 137,786</b>	<b>\$ 135,102</b>	<b>\$ 121,533</b>

Staffing FTE's 1.2

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# Municipal Court Department - continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: MUNICIPAL COURT

CODE: 10-11-1

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	36,713	40,120	42,073	43,300	44,971
115-00 Overtime	1,114	1,284	616	1,000	1,100
120-00 FICA Contribution	2,890	3,182	3,280	3,478	3,565
140-00 Group Insurance-Employee	6,810	6,999	7,202	8,004	8,788
140-01 Group Insurance-Offset	349	57	70	89	97
150-00 Retirement Contrib - LAGERS	3,049	2,944	3,042	3,715	5,789
150-01 Retirement Contrib - ICMA	674	746	795	831	872
170-00 Longevity	422	446	470	494	518
<b>SUBTOTAL</b>	<b>52,021</b>	<b>55,778</b>	<b>57,548</b>	<b>60,911</b>	<b>65,700</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	444	449	455	440	440
205-00 Postage	278	411	306	340	340
207-00 Travel & Training	3,479	2,188	2,286	3,167	3,000
216-00 Professional Services	70	356	1,197	1,783	1,100
299-00 Other Contractual Services	76,948	69,623	55,368	42,000	43,000
<b>SUBTOTAL</b>	<b>81,219</b>	<b>73,027</b>	<b>59,612</b>	<b>47,730</b>	<b>47,880</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	694	1,392	952	600	350
304-00 Uniforms	---	9	---	---	---
320-01 Crime Victim's Compensation	10,203	9,540	8,834	7,800	---
320-03 Officer Training Fund	1,431	1,338	1,239	1,450	---
399-00 General Supplies	40	83	85	300	250
<b>SUBTOTAL</b>	<b>12,368</b>	<b>12,362</b>	<b>11,110</b>	<b>10,150</b>	<b>600</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	8,775	9,392	9,191	8,031	6,953
402-00 Membership & Subscriptions	245	258	325	379	400
499-00 Miscellaneous Charges	---	---	---	7,901	---
<b>SUBTOTAL</b>	<b>9,020</b>	<b>9,650</b>	<b>9,516</b>	<b>16,311</b>	<b>7,353</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	---	2,200	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>2,200</b>	<b>---</b>
<b>TOTAL MUNICIPAL COURT</b>	<b>\$ 154,628</b>	<b>\$ 150,817</b>	<b>\$ 137,786</b>	<b>\$ 137,302</b>	<b>\$ 121,533</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.

# Public Safety Department - continued

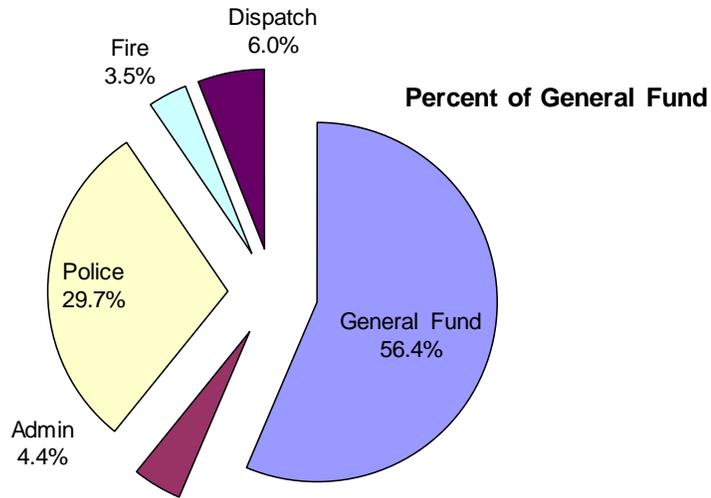
These brief descriptions are but highlights of the various department functions. We take a certain amount of pride in being a fairly small department that does a lot. We take our slogan, "Committed to Community" seriously and make every effort to make sure that the services we are providing are the best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

## Performance Goals and Objectives

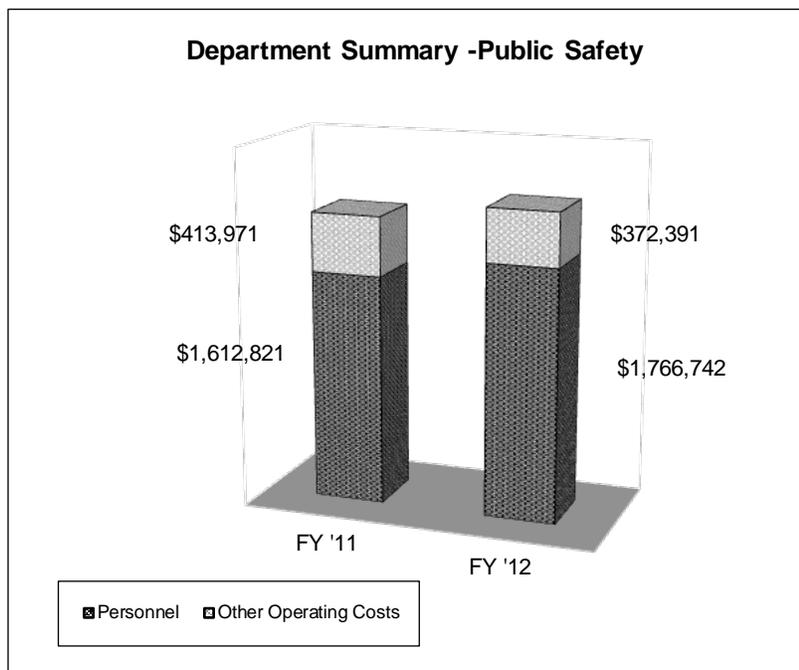
2011 GOALS	STATUS	2012 GOALS
Continue to focus on environment that encourages employment stability as experienced in the last several years (reduction in turnover) <i>Comment: Reduced from 5-6 vacancies per year to 1 every 2-3 years</i>	Complete	Coordinate and complete Special Parking Enforcement District around NW campus
Maintain a conscious safety environment that keeps accidents & injuries to a minimum <i>Comment: Reduced driving "at fault" accidents</i>	On-going	Send remaining (those not completed) PSO's to defensive/emergency driving course
Address building security issues	Tabled	Implement structured policy review
Create projects & programs with more community involvement	In-progress	Satisfy POST CEH requirements for sworn staff by 1-1-12
Build stronger partner relationships with other emergency services providers <i>Comment: Joint purchase of a mobile command post; shared computer network</i>	On-going	Lead in reorganizing community CART (Child Abduction Response Team)
Implement MODEX record sharing and area inter-agency records integration <i>Comment: will go "live" shortly upon resolution of final matters</i>	Complete	Increase investigative assistance / training effort
Finalize agreements with other agencies for Mobile Command Post vehicle	Complete	Continue underage alcohol violation enforcement
Participate in at least 2 special enforcement events as offered for funding by Highway Safety <i>Comment: dependent upon State funding</i>	Incomplete	Restructure Fire division command both full time and volunteers
Complete ~50% of full time staff to defensive/emergency driving course	Complete	Implement respiratory protection program in Fire Division
Implement steps to improve community ISO fire rating	Complete	Improve quality assurance effort
Identify additional steps to improve energy efficiency of Public Safety building	Tabled	
Continue technology upgrade in Communications to track with current trends/use (VOIP)	Complete	

Debt Service Leases	Principal	Interest	Final Payment
Patrol cars (2)	6,031	47	01/12/12

# Public Safety Department - continued



Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 1,613,669	\$ 1,612,821	\$ 1,766,742
Contractual	186,931	168,632	156,208
Commodities	91,666	118,201	96,450
Other Operating	104,864	127,138	119,733
<b>Totals</b>	<b>\$ 1,997,130</b>	<b>\$ 2,026,792</b>	<b>\$ 2,139,133</b>



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## Public Safety Department – Capital Outlay

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Department: Police

Account Number: 504-00

Name: Mechanical & Auto Equipment

Amount: \$42,500

<b>DESCRIPTION</b>	
One patrol SUV	\$27,500
One used vehicle for investigation	\$15,000

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: ADMINISTRATION

CODE: 10-12-1

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	101,653	107,271	112,890	114,863	115,909
115-00 Overtime	527	91	68	150	125
120-00 FICA Contribution	7,501	7,920	8,372	8,588	8,933
140-00 Group Insurance-Employee	12,507	12,959	12,848	13,640	15,020
140-01 Group Insurance-Offset	13,696	13,402	13,428	14,260	15,630
150-00 Retirement Contrib - LAGERS	3,660	3,481	3,049	4,280	10,840
150-01 Retirement Contrib - ICMA	1,454	1,561	1,631	1,658	1,659
170-00 Longevity	442	466	642	690	738
<b>SUBTOTAL</b>	<b>141,440</b>	<b>147,151</b>	<b>152,928</b>	<b>158,129</b>	<b>168,854</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	13,011	14,708	14,060	14,500	14,500
202-00 Telephone	3,828	3,861	3,695	3,700	3,700
203-00 Printing & Advertising	414	613	1,251	600	600
205-00 Postage	553	682	635	500	500
207-00 Travel & Training	1,243	2,643	2,035	3,000	3,000
210-00 Maintenance/Building	3,811	2,574	15,937	3,000	3,000
211-00 Maint/Equip-O/S Vendors	11,810	2,757	9,833	3,500	1,000
211-02 Central Garage - Parts	---	133	---	100	110
211-04 Central Garage - Overhead	14	97	13	101	242
216-00 Professional Services	111	307	---	350	350
299-00 Other Contractual Services	1,468	2,254	1,574	1,300	1,300
<b>SUBTOTAL</b>	<b>36,263</b>	<b>30,629</b>	<b>49,033</b>	<b>30,651</b>	<b>28,302</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,476	3,270	3,325	2,300	2,500
302-00 Fuel & Lubricants	752	498	730	900	1,000
304-00 Uniforms	145	---	---	100	100
306-00 Janitorial Supplies	1,790	1,962	1,949	1,800	1,800
308-00 Maint/Constr-Streets, Etc.	62	49	---	---	---
308-01 Maint/Constr - Buildings, Etc.	1,197	---	251	100	---
399-00 General Supplies	2,348	2,099	2,736	2,000	2,000
<b>SUBTOTAL</b>	<b>8,770</b>	<b>7,878</b>	<b>8,991</b>	<b>7,200</b>	<b>7,400</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	9,973	8,801	8,903	9,499	10,741
402-00 Membership & Subscriptions	910	1,003	1,674	1,400	1,400
499-00 Miscellaneous Charges	---	---	---	---	---
<b>SUBTOTAL</b>	<b>10,883</b>	<b>9,804</b>	<b>10,577</b>	<b>10,899</b>	<b>12,141</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	31,322	---	---	---
504-00 Mechanical & Auto Equipment	---	---	---	---	---
<b>SUBTOTAL</b>	---	31,322	---	---	---
<b>TOTAL PS-ADMINISTRATION</b>	<u>\$ 197,356</u>	<u>\$ 226,784</u>	<u>\$ 221,529</u>	<u>\$ 206,879</u>	<u>\$ 216,697</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	704,025	759,951	785,230	764,731	793,010
115-00 Overtime	69,072	80,524	77,456	76,750	78,000
120-00 FICA Contribution	55,999	61,538	63,342	62,639	67,005
140-00 Group Insurance-Employee	101,186	106,200	105,393	108,229	119,527
140-01 Group Insurance-Offset	76,421	74,695	77,819	85,191	107,765
150-00 Retirement Contrib - LAGERS	9,721	10,889	4,329	13,532	66,568
150-01 Retirement Contrib - ICMA	6,410	8,822	7,225	7,063	8,672
170-00 Longevity	3,164	3,856	4,052	4,476	4,884
<b>SUBTOTAL</b>	<b>1,025,998</b>	<b>1,106,475</b>	<b>1,124,846</b>	<b>1,122,611</b>	<b>1,245,431</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	3,070	3,093	2,976	3,000	3,000
203-00 Printing & Advertising	1,704	236	431	1,010	250
205-00 Postage	221	233	231	300	300
207-00 Travel & Training	8,643	9,220	9,222	12,500	12,500
209-00 Subsistence	16,482	14,195	11,230	14,000	14,000
211-00 Maint/Equip-O/S Vendors	10,843	19,082	17,398	19,000	17,500
211-02 Central Garage - Parts	4,451	5,640	6,063	5,700	4,500
211-04 Central Garage - Overhead	14,000	19,291	18,158	18,174	12,488
215-00 Radio Maintenance	306	378	2,392	700	500
216-00 Professional Services	901	24	375	250	250
299-00 Other Contractual Services	3,824	2,155	1,250	3,000	3,000
<b>SUBTOTAL</b>	<b>64,445</b>	<b>73,547</b>	<b>69,726</b>	<b>77,634</b>	<b>68,288</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,226	2,012	1,731	1,700	1,700
302-00 Fuel & Lubricants	42,661	25,511	34,795	42,500	40,000
304-00 Uniforms	3,451	3,332	3,807	3,500	3,500
305-00 Tires-Batteries-Accessories	---	314	---	500	500
307-00 Parts-Equipment Maintenance	775	506	984	750	750
311-00 Laboratory Supplies	896	2,583	1,511	2,500	2,500
330-00 Safety Equipment & Supplies	6,257	1,765	9,003	5,000	5,000
399-00 General Supplies	8,353	19,172	10,351	28,000	10,500
<b>SUBTOTAL</b>	<b>64,619</b>	<b>55,195</b>	<b>62,182</b>	<b>84,450</b>	<b>64,450</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	65,993	69,693	70,105	85,837	80,566
402-00 Membership & Subscriptions	710	725	1,085	1,130	1,000
<b>SUBTOTAL</b>	<b>66,703</b>	<b>70,418</b>	<b>71,190</b>	<b>86,967</b>	<b>81,566</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: POLICE PROTECTION

CODE: 10-12-5

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	4,995	5,785	149,189		
504-00 Mechanical & Auto Equipment	10,190	59,425	23,098	46,000	42,500
<b>SUBTOTAL</b>	<u>15,185</u>	<u>65,210</u>	<u>172,287</u>	<u>46,000</u>	<u>42,500</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	13,686	5,993	18,468	26,397	6,031
602-00 Lease - Interest	165	721	1,672	843	47
<b>SUBTOTAL</b>	<u>13,851</u>	<u>6,714</u>	<u>20,140</u>	<u>27,240</u>	<u>6,078</u>
<b>TOTAL PS-POLICE</b>	<u>\$ 1,250,801</u>	<u>\$ 1,377,559</u>	<u>\$ 1,520,371</u>	<u>\$ 1,444,902</u>	<u>\$ 1,508,313</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: FIRE PROTECTION

CODE: 10-12-6

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	76,285	78,658	83,128	84,754	87,371
115-00 Overtime	5,917	6,288	5,865	4,700	5,200
120-00 FICA Contribution	6,192	6,402	6,725	7,039	7,142
140-00 Group Insurance-Employee	11,842	11,837	11,848	12,760	13,850
140-01 Group Insurance-Offset	6,805	6,800	6,811	7,199	7,786
150-00 Retirement Contrib - LAGERS	420	426	442	1,237	3,732
150-01 Retirement Contrib - ICMA	1,210	1,263	1,330	1,372	1,435
160-00 Unemployment Insurance	---	15	---	---	---
170-00 Longevity	550	574	682	730	778
<b>SUBTOTAL</b>	<b>109,221</b>	<b>112,263</b>	<b>116,831</b>	<b>119,791</b>	<b>127,294</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	688	694	604	600	650
203-00 Printing & Advertising	---	253	141	300	300
205-00 Postage	70	30	23	50	50
207-00 Travel & Training	327	1,462	1,927	2,000	2,000
211-00 Maint/Equip-O/S Vendors	1,658	43,697	6,886	3,000	3,000
211-02 Central Garage - Parts	1,756	820	123	500	500
211-04 Central Garage - Overhead	5,349	2,960	2,242	2,827	2,393
215-00 Radio Maintenance	1,424	544	828	1,715	1,000
216-00 Professional Sevices	26	---	---	---	---
299-00 Other Contractual Services	1,202	797	532	1,500	1,500
<b>SUBTOTAL</b>	<b>12,500</b>	<b>51,257</b>	<b>13,306</b>	<b>12,492</b>	<b>11,393</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,047	191	119	220	200
302-00 Fuel & Lubricants	6,733	4,338	3,599	3,300	3,500
303-00 Chemicals	33	---	---	1,000	1,000
304-00 Uniforms	159	133	918	700	700
305-00 Tires-Batteries-Accessories	298	689	765	3,240	700
306-00 Janitorial Supplies	107	27	---	250	250
307-00 Parts - Equipment Maintance	2,211	1,331	916	2,000	2,000
308-01 Maint/Constr-Buildings, Etc.	120	---	251	250	250
309-00 Training Materials	374	102	14	100	100
330-00 Safety Equipment & Supplies	297	749	188	800	1,500
399-00 General Supplies	78,751	11,387	11,903	12,000	12,000
<b>SUBTOTAL</b>	<b>90,130</b>	<b>18,947</b>	<b>18,673</b>	<b>23,860</b>	<b>22,200</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>OTHER CHARGES</b>					
401-00 Insurance	8,561	7,123	7,089	13,008	8,587
402-00 Membership & Subscriptions	302	270	429	425	425
499-00 Miscellaneous Charges	---	---	---	---	---
<b>SUBTOTAL</b>	<u>8,863</u>	<u>7,393</u>	<u>7,518</u>	<u>13,433</u>	<u>9,012</u>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	9,900	---	---
<b>SUBTOTAL</b>	<u>---</u>	<u>---</u>	<u>9,900</u>	<u>---</u>	<u>---</u>
<b>TOTAL PS-FIRE PROTECTION</b>	<u>\$ 220,714</u>	<u>\$ 189,860</u>	<u>\$ 166,228</u>	<u>\$ 169,576</u>	<u>\$ 169,899</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: PUBLIC SAFETY  
DIVISION: COMMUNICATIONS

CODE: 10-12-9

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	153,577	155,970	168,058	157,238	163,263
115-00 Overtime	2,502	5,532	5,130	5,520	4,000
120-00 FICA Contribution	11,656	12,090	12,872	12,629	12,903
140-00 Group Insurance-Employee	17,555	17,555	16,847	18,819	20,742
140-01 Group Insurance-Offset	6,672	6,672	6,688	7,105	7,786
150-00 Retirement Contrib - LAGERS	7,985	7,242	6,567	8,117	13,524
150-01 Retirement Contrib - ICMA	1,341	1,400	1,470	1,516	1,551
170-00 Longevity	1,288	1,360	1,432	1,346	1,394
<b>SUBTOTAL</b>	<b>202,576</b>	<b>207,821</b>	<b>219,064</b>	<b>212,290</b>	<b>225,163</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	688	694	1,313	1,300	1,300
203-00 Printing & Advertising	336	254	926	400	400
205-00 Postage	---	10	25	25	25
207-00 Travel & Training	968	1,598	998	2,000	2,000
211-00 Maint/Equip-O/S Vendors	12,752	14,119	20,898	13,000	13,500
213-00 Rents	3,608	3,570	3,780	4,500	4,500
215-00 Radio Maintenance	---	180	330	630	500
216-00 Professional Services	70	---	---	---	---
299-00 Other Contractual Services	22,715	23,899	26,596	26,000	26,000
<b>SUBTOTAL</b>	<b>41,137</b>	<b>44,324</b>	<b>54,866</b>	<b>47,855</b>	<b>48,225</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,031	712	849	1,000	1,000
304-00 Uniforms	457	223	141	250	300
307-00 Parts - Equipment Maintance	335	136	---	---	---
309-00 Training Materials	---	---	---	441	---
399-00 General Supplies	1,457	778	830	1,000	1,100
<b>SUBTOTAL</b>	<b>4,280</b>	<b>1,849</b>	<b>1,820</b>	<b>2,691</b>	<b>2,400</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	12,201	12,735	13,516	14,339	15,514
402-00 Memberships & Subscriptions	2,457	2,324	2,063	1,500	1,500
<b>SUBTOTAL</b>	<b>14,658</b>	<b>15,059</b>	<b>15,579</b>	<b>15,839</b>	<b>17,014</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	93,911	---	25,883	---	---
<b>SUBTOTAL</b>	<b>93,911</b>	<b>---</b>	<b>25,883</b>	<b>---</b>	<b>---</b>
<b>TOTAL PS-COMMUNICATION</b>	<b>\$ 356,562</b>	<b>\$ 269,053</b>	<b>\$ 317,212</b>	<b>\$ 278,675</b>	<b>\$ 292,802</b>

# Public Works Administration Department

## Overview and Description

The Public Works Administration is responsible for the overall coordination of multiple functions within the Public Works Department. The PW Administration is responsible for oversight of the Street Division, Water and Sewer Department, Solid Waste Department, and the Code Enforcement and Building Division. Coordination and cooperation are critical elements which helps the Public Works Department succeed and it begins with a nucleus from the Public Works Administration to provide the overall long-term planning and leadership. The PW Administration is responsible for the coordination of the day to day operations as well as ensuring compliance and communication to the various State Regulatory Agencies.

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.

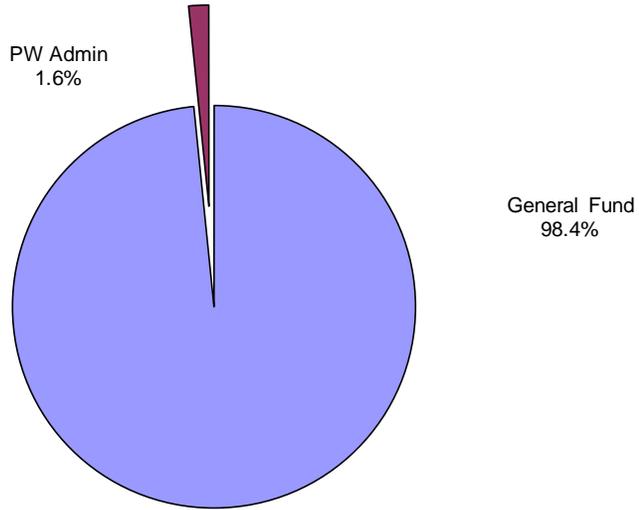
This office consists of the Public works Director and 1 full time secretary.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Orientation of new Public Works Director	Complete	Improve communication
Develop and cultivate relationships with community and regulatory agencies <i>Comment: Various speaking engagements at local civic clubs and meetings with residents</i>	Complete	Complete the second area of inflow and infiltration in Basin areas.
Complete U.S. EPA Supplemental Environmental Project <i>Comment: Engineering plans are near completion &amp; will soon be submitted to DNR</i>	In-progress	Begin construction of phase of expanded Wastewater Plant
Begin design phase of expanded Wastewater Treatment Plant	Complete	Work to find answers for membrane issues at water plant
Work to complete Comprehensive Plan with qualified and selected consultant <i>Comment: Consultant has been selected &amp; work started</i>	In-progress	Implement long-term street program
Complete Water Tower Projects <i>Comment: Scheduled to be complete in September</i>	In-pogress	Find ways to become more efficient in daily operations
Implement chloramines into the water system resulting in reduction of NOV's	Incomplete	Go this year with no injuries.
Complete one (1) area of Inflow and Infiltration Basin Areas <i>Comment: One area smoked tested &amp; lines are being taped; some manholes have been repaired</i>	In-progress	Improve sewer in areas that have continuing sewer insurance claims.

# Public Works Administration Department - continued

**Percent of General Fund**



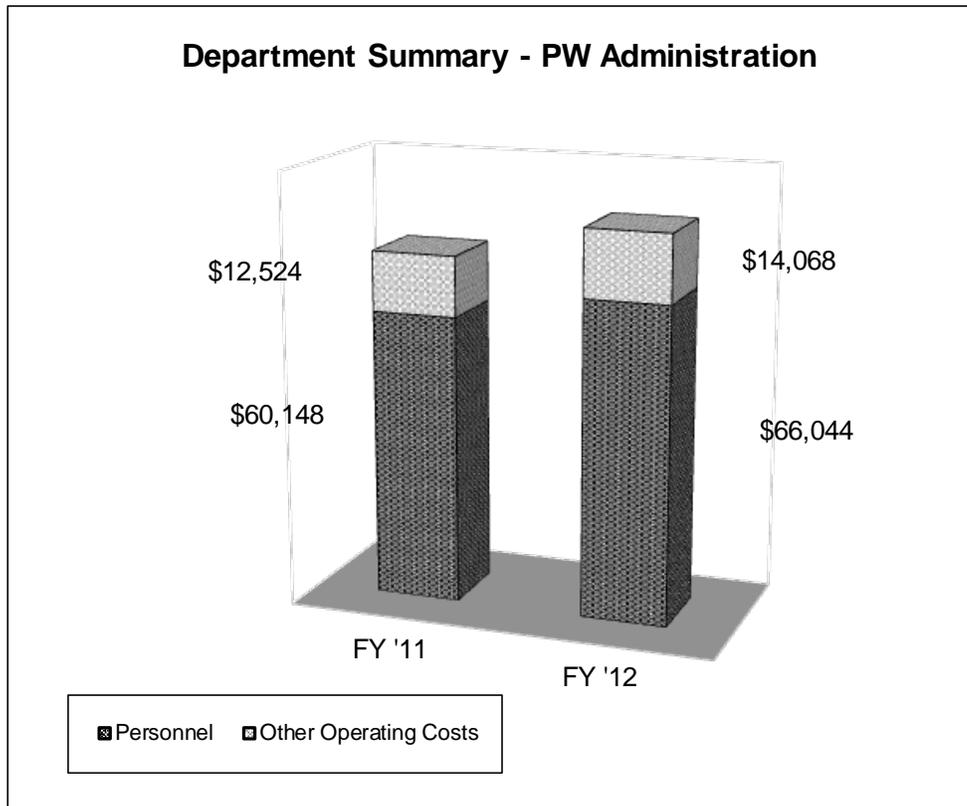
<b>Operating Expenditures by Category</b>	<b>Actual FY '10</b>	<b>Estimated FY '11</b>	<b>Requested FY '12</b>
Personnel	\$ 53,174	\$ 60,148	\$ 66,044
Contractual	4,990	3,351	6,614
Commodities	2,858	2,100	3,100
Other Operating	4,198	7,073	4,354
<b>Totals</b>	<b>\$ 65,220</b>	<b>\$ 72,672</b>	<b>\$ 80,112</b>

Staffing FTE's 1

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# Public Works Administration Department - continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	47,804	45,076	38,369	39,186	41,836
115-00 Overtime	---	---	---	---	---
120-00 FICA Contribution	3,603	3,408	2,853	2,830	3,205
140-00 Group Insurance-Employee	6,736	5,886	4,902	6,328	6,950
140-01 Group Insurance-Offset	1,257	2,946	3,443	7,104	7,786
150-00 Retirement Contrib - LAGERS	3,776	3,378	2,625	3,295	5,364
150-01 Retirement Contrib - ICMA	738	838	783	231	837
160-00 Unemployment Insurance	---	---	---	1,120	---
170-00 Longevity	340	187	199	54	66
<b>SUBTOTAL</b>	<b>64,254</b>	<b>61,719</b>	<b>53,174</b>	<b>60,148</b>	<b>66,044</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	1,487	1,532	1,524	1,500	1,500
203-00 Printing & Advertising	1,146	---	1,207	100	750
205-00 Postage	449	196	350	100	300
207-00 Travel & Training	656	781	772	1,000	2,500
210-00 Maintenance/Building	109	---	---	---	400
211-00 Maint/Equip-O/S Vendors	500	369	442	250	500
211-02 Central Garage - Parts	23	---	23	100	100
211-04 Central Garage - Overhead	130	91	218	101	114
216-00 Professional Services	---	---	200	100	200
299-00 Other Contractual Services	142	868	254	100	250
<b>SUBTOTAL</b>	<b>4,642</b>	<b>3,837</b>	<b>4,990</b>	<b>3,351</b>	<b>6,614</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,907	1,131	1,725	1,400	1,500
302-00 Fuel & Lubricants	450	135	78	150	300
306-00 Janitorial Supplies	80	---	---	50	100
330-00 Safety Equipment & Supplies	---	---	379	100	500
399-00 General Supplies	608	1,130	676	400	700
<b>SUBTOTAL</b>	<b>4,045</b>	<b>2,396</b>	<b>2,858</b>	<b>2,100</b>	<b>3,100</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	3,966	3,651	3,767	6,873	3,854
402-00 Membership & Subscriptions	358	337	431	200	500
<b>SUBTOTAL</b>	<b>4,324</b>	<b>3,988</b>	<b>4,198</b>	<b>7,073</b>	<b>4,354</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	---	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL PW-ADMINISTRATION</b>	<b>\$ 77,265</b>	<b>\$ 71,940</b>	<b>\$ 65,220</b>	<b>\$ 72,672</b>	<b>\$ 80,112</b>

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# Public Works Street Department

## Overview and Description

The street maintenance department is responsible for maintaining over 80 miles of street in the City of Maryville. Daily street maintenance includes patching potholes, replacing deteriorated concrete, sealing cracked pavement, cleaning grader ditches and painting crosswalks when necessary. In addition to the normal street maintenance the street department serves a very important role in keeping the City's streets safe and travelable. During weather events the street crews go 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, City parking lots, and empty City lots. They keep City signage up to date, keep traffic markings visible, and log over 2000 hours per year cleaning streets with the Street Sweeper.

The street department cleans and repairs the storm drainage system in the City, as well as adds new tubes when necessary. 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. Any trees in the right-of-way which are blocking visibility of signs or impeding a driver's vision are trimmed by the Street Department.

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.

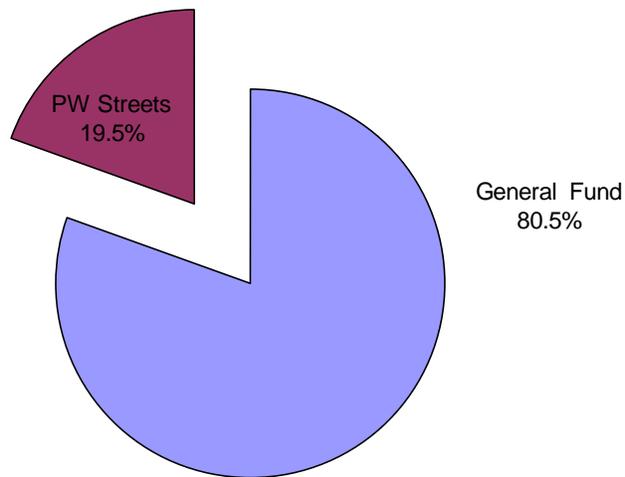
The Street Department is often called upon to assist other City departments as well as other governmental agencies and local businesses for projects and emergencies.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Implement a sign replacement program	Complete	To repair at least 30 areas of deteriorated pavement a year on concrete streets.
Change all stop signs to hi-intensity sheathing required by law to complete by 2012 <i>Comment: Only replacing on an as-needed basis</i>	On-going	Roto-mill and repair 20 bad spots in hot asphalt streets.
Improve work zone safety preparation	Complete	Get money designated for permanent street program and use better aggregate for longer lasting streets.
Use safety belts at all times	Complete	Repair or replace at least 6 storm boxes a year.
Better usage of hard hats, ear plugs, etc.	Complete	Complete storm sewer mapping for the City and continue to update.
Improve vehicle safety	Complete	Continue safety efforts – seat belts, safety apparel, work zone safety.
View more safety films	Complete	Keep replacing signs as needed to meet high intensity law.
Respond to after hours call-outs within 30 minutes	Complete	Replace at least 100' a year of storm pipe that has deteriorated.
Create vehicle replacement program	Complete	Trim trees causing line of sight issues for drivers.
Do more streets using better aggregate for longer lasting product <i>Comment: Using a different process &amp; monitoring results</i>	On-going	Respond to calls of potholes in a timely manner to allow for safer roads for the community.

2011 GOALS	STATUS	2012 GOALS
Identification of problems in streets & intersections	Complete	
Increase the crack seal program <i>Comment: Looking at other alternatives</i>	Incomplete	
Retain employees & increase knowledge of department procedures for new employees	Complete	
Increase workers' knowledge of asphalt repair & replacement	Incomplete	
Map storm inlets & underground piping & improve stormwater issues around town	Complete	
Keep trees in right-of-way trimmed to prevent line of sight problems	Complete	
Keep roads safe for the community	Complete	

Percent of General Fund



Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 375,676	\$ 377,708	\$ 403,956
Contractual	192,172	229,845	214,409
Commodities	320,773	288,585	313,500
Other Operating	21,559	53,058	25,699
<b>Totals</b>	<b>\$ 910,180</b>	<b>\$ 949,196</b>	<b>\$ 957,564</b>

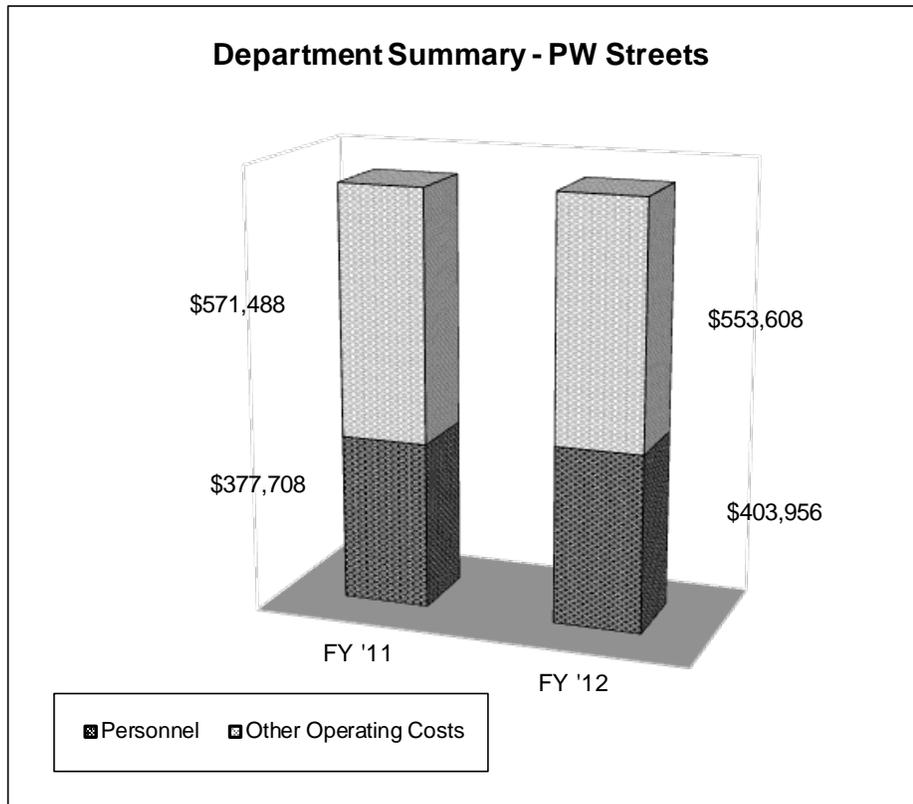
Staffing FTE's

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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: \$ 33,500

<b>DESCRIPTION</b>	
Replace old rusted out pickup with ¾ T 4 X 4	\$24,000
New snow plow with quick-tach (replaces 1978 one	\$ 9,500

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Account Number: 507-00

Name: Sidewalk Improvements

Amount: \$ 5,000

<b>DESCRIPTION</b>
Ongoing program which reimburses owners' for approximately half of the cost to replace their sidewalks.

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: PUBLIC WORKS  
DIVISION: STREET MAINTENANCE CODE: 10-13-3

	2007 Actual	2008 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	235,384	245,086	264,641	262,261	268,572
115-00 Overtime	6,304	5,054	11,059	8,100	8,000
120-00 FICA Contribution	18,716	19,459	21,317	21,492	21,372
140-00 Group Insurance-Employee	44,725	45,248	46,554	49,002	55,202
140-01 Group Insurance-Offset	1,343	---	5,233	7,122	7,786
150-00 Retirement Contrib - LAGERS	19,898	17,113	19,682	22,058	35,761
150-01 Retirement Contrib - ICMA	4,034	4,130	4,666	5,005	4,451
160-00 Unemployment Insurance	4,766	1,018	---	---	---
170-00 Longevity	2,206	2,326	2,524	2,668	2,812
<b>SUBTOTAL</b>	<b>337,376</b>	<b>339,434</b>	<b>375,676</b>	<b>377,708</b>	<b>403,956</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	6,443	7,629	5,537	6,500	7,200
201-01 Street lights	97,433	99,986	112,248	117,600	125,000
202-00 Telephone	841	816	825	825	850
203-00 Printing & Advertising	359	285	216	400	350
205-00 Postage	80	6	1	25	25
207-00 Travel & Training	44	236	202	165	200
209-00 Subsistence	496	112	330	376	450
210-00 Maintenance/Building	15,947	494	---	1,000	2,000
211-00 Maint/Equip-O/S Vendors	1,845	1,288	4,236	7,036	4,200
211-02 Central Garage - Parts	17,970	10,956	16,027	17,300	16,500
211-04 Central Garage - Overhead	52,089	48,041	46,201	55,531	35,484
212-00 Maintenance/Other	4,075	1,335	5,400	22,000	21,000
215-00 Radio Maintenance	78	---	221	400	350
216-00 Professional Services	---	700	---	---	---
299-00 Other Contractual Services	850	2,634	728	687	800
<b>SUBTOTAL</b>	<b>198,550</b>	<b>174,518</b>	<b>192,172</b>	<b>229,845</b>	<b>214,409</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: PUBLIC WORKS  
DIVISION: STREET MAINTENANCE CODE: 10-13-3

	2007 Actual	2008 Actual	2010 Actual	2011 Estimate	2012 Request
<b>COMMODITIES</b>					
301-00 Office Supplies	1,331	812	846	650	700
302-00 Fuel & Lubricants	44,152	23,696	37,640	39,200	42,000
303-00 Chemicals	23,301	29,338	42,209	31,035	31,500
305-00 Tires-Batteries-Accessories	---	---	---	8,000	8,000
306-00 Janitorial Supplies	236	235	487	650	650
307-00 Parts - Equipment Maintance	9,446	13,042	14,180	17,000	17,000
308-00 Maint/Constr-Streets, Etc.	77,861	80,352	73,335	60,000	72,000
308-01 Maint/Constr-Buildings, Etc.	76	142	60	500	1,000
308-02 Maint/Constr-Asphalt Overlay	---	24,070	150,000	125,000	135,000
309-00 Training Materials	32	---	---	50	50
312-00 Heating Supplies	99	54	---	200	400
330-00 Safety Equipment & Supplies	623	672	734	500	1,200
399-00 General Supplies	2,254	2,579	1,282	5,800	4,000
<b>SUBTOTAL</b>	<b>159,411</b>	<b>174,992</b>	<b>320,773</b>	<b>288,585</b>	<b>313,500</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	19,482	21,457	21,559	53,058	25,699
402-00 Memberships & Subscriptions	---	---	---	---	---
<b>SUBTOTAL</b>	<b>19,482</b>	<b>21,457</b>	<b>21,559</b>	<b>53,058</b>	<b>25,699</b>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	11,996	41,000	---	6,401	33,500
506-04 Storm Drainage Improvements	6,076	21,568	8,259	5,000	
507-00 Sidewalk Improvements	5,467	2,525	10,181	5,000	5,000
599-00 Other Improvements	---	9,376	81,064	---	---
<b>SUBTOTAL</b>	<b>23,539</b>	<b>74,469</b>	<b>99,504</b>	<b>16,401</b>	<b>38,500</b>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	31,375	---	---	---	---
602-00 Lease - Interest	550	---	---	---	---
<b>SUBTOTAL</b>	<b>31,925</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL PW-STREET MAINT</b>	<b>\$ 770,283</b>	<b>\$ 784,870</b>	<b>\$ 1,009,684</b>	<b>\$ 965,597</b>	<b>\$ 996,064</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 protect 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. Any variances to these regulations are heard before the Board of Zoning Adjustment. The Board of Zoning Adjustment is assisted 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. In 2009, the Code Enforcement Department made 617 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. Twelve citations were issued last year.

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 examines construction documents used to describe a project including architectural, structural, site plan, mechanical, plumbing, electrical and fire protection drawings as well as the corresponding specifications and structural design calculations. Any deficiencies are cited and the homeowner, architect or contractor receives the necessary guidance for code compliance and plan approval. When approval of the plans is granted a building permit can be issued. A building permit provides the means for Code Enforcement to conduct technical inspections throughout the building process to ensure that minimum standards are met. The inspector works with the contractor to make sure that each phase passes the inspection and if it does not initially do so, that corrections are made so that the subsequent inspection will pass. When code compliance is determined a certificate of occupancy is issued.

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.

The Code Enforcement Department has become a critical part of several ongoing grants the City of Maryville has been granted. This includes doing all code inspections of HeRO grant applicants, all lead inspections for the City of Maryville and Community Services, and various other work for the demolition grant and the DREAM grant.

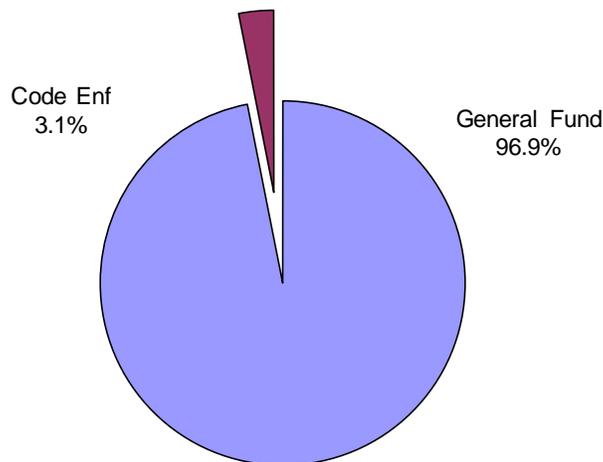
With over 1815 inspections, 720 permits issued and over \$74,679.60 worth of permits and licenses issued last year, the Code Enforcement Department continues to keep busy and provide for the health, safety and welfare of the citizens of Maryville.

# Code Enforcement Department - continued

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Maintain an accident-free year & follow all safety rules.	Complete	Maintain an accident-free year & follow all safety rules.
Complete the certification cycle for the code inspector with an electrical certification	Incomplete	Train new Code Inspector
Department will be the embodiment of professionalism & service to the community	Complete	Department will be the embodiment of professionalism & service to the community
Implement a computerized permit tracking & integration of code enforcement & GIS technology	Incomplete	Implement a computerized permit tracking & integration of code enforcement & GIS technology
Raze at least 12 substandard properties. In FY '10, 10 of 16 properties razed were assisted by the City's substandard building incentive program	Complete	Raze at least 10 substandard properties
Code enforcement officer shall renew all certifications	Complete	Either demolish or repair half of the 8 properties currently tagged as unsafe or substandard
Have a 92% first contact success rate for nuisances. <i>Comment: Issued 114 nuisance letters &amp; 9 citations</i>	Complete	

Percent of General Fund

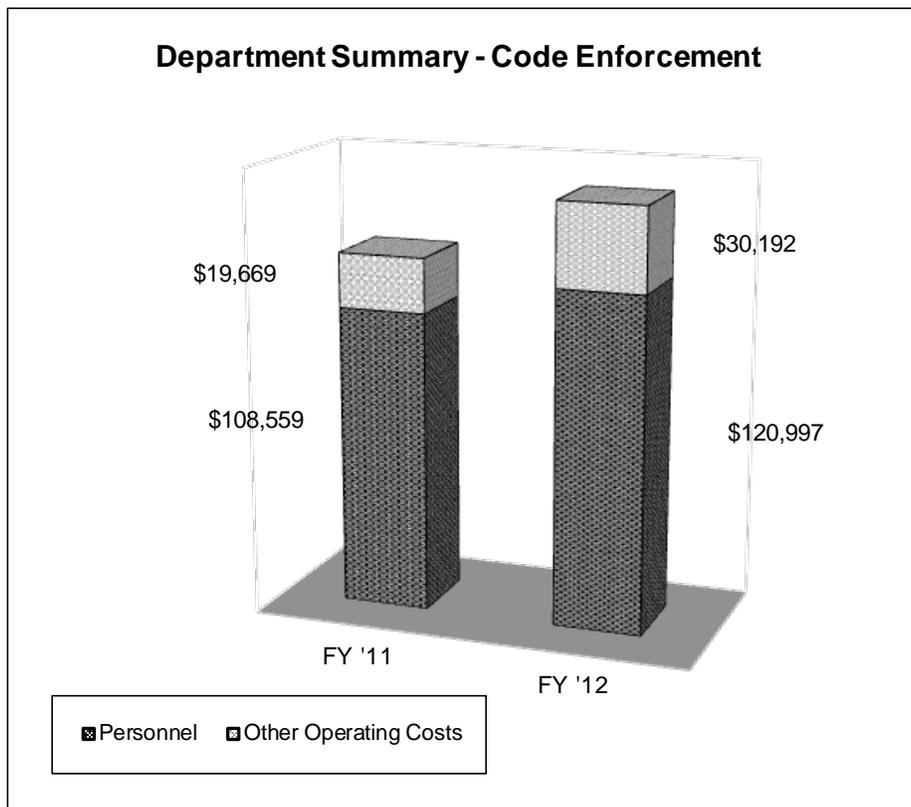


# Code Enforcement Department - continued

Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 113,571	\$ 108,559	\$ 120,997
Contractual	7,064	8,066	17,712
Commodities	3,998	4,550	5,000
Other Operating	6,654	7,053	7,480
<b>Totals</b>	<b>\$ 131,287</b>	<b>\$ 128,228</b>	<b>\$ 151,189</b>

Staffing

2



**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	68,561	72,485	75,564	71,344	74,300
115-00 Overtime	---	---	---	---	---
120-00 FICA Contribution	4,911	5,209	5,433	5,214	5,722
140-00 Group Insurance-Employee	11,607	11,611	11,631	11,466	13,850
140-01 Group Insurance-Offset	13,211	13,216	13,252	12,916	15,572
150-00 Retirement Contrib - LAGERS	5,875	5,438	5,612	5,717	9,573
150-01 Retirement Contrib - ICMA	1,351	1,435	1,497	1,342	1,486
170-00 Longevity	364	388	582	560	494
<b>SUBTOTAL</b>	<b>105,880</b>	<b>109,782</b>	<b>113,571</b>	<b>108,559</b>	<b>120,997</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	1,188	1,106	1,274	1,191	1,200
203-00 Printing & Advertising	54	300	486	420	350
205-00 Postage	1,324	652	1,061	750	1,000
207-00 Travel & Training	2,103	2,430	1,016	1,500	5,000
211-02 Central Garage - Parts	15	---	---	200	60
211-04 Central Garage - Overhead	269	357	247	505	102
216-00 Professional Services	250	2,566	2,963	1,500	2,000
299-00 Other Contractual Services	3,405	20	17	2,000	8,000
<b>SUBTOTAL</b>	<b>8,608</b>	<b>7,431</b>	<b>7,064</b>	<b>8,066</b>	<b>17,712</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,777	374	210	1,000	1,000
302-00 Fuel & Lubricants	2,482	1,319	1,711	2,500	2,500
309-00 Training Materials	445	78	407	400	450
330-00 Safety Equip & Supplies	---	13	---	50	50
399-00 General Supplies	688	576	1,670	600	1,000
<b>SUBTOTAL</b>	<b>5,392</b>	<b>2,360</b>	<b>3,998</b>	<b>4,550</b>	<b>5,000</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	5,562	6,047	6,162	6,453	6,880
402-00 Membership & Subscriptions	380	612	442	450	600
406-00 Refunds	---	---	50	150	---
<b>SUBTOTAL</b>	<b>5,942</b>	<b>6,659</b>	<b>6,654</b>	<b>7,053</b>	<b>7,480</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	---	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL CODE ENFORCEMENT</b>	<b>\$ 125,822</b>	<b>\$ 126,232</b>	<b>\$ 131,287</b>	<b>\$ 128,228</b>	<b>\$ 151,189</b>

# Oak Hill Cemetery Maintenance Department

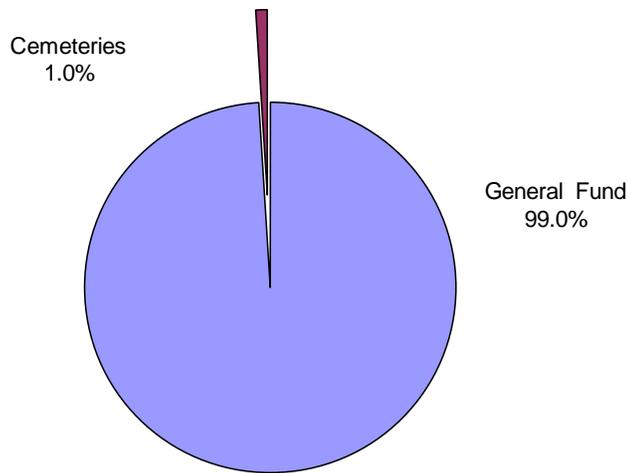
## Overview and Description

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

2011 GOALS	STATUS	2012 GOALS
Align & reset headstones in the older section of the cemetery grounds	On-going	Align & reset headstones in the older section of the cemetery grounds
Install fencing along the east side of the cemetery & install gates to help with traffic control & vandalism	Complete	Upgrade roadway throughout the cemetery
Follow all safety rules & improve appearance	On-going	Follow all safety rules & improve appearance

Percent of General Fund



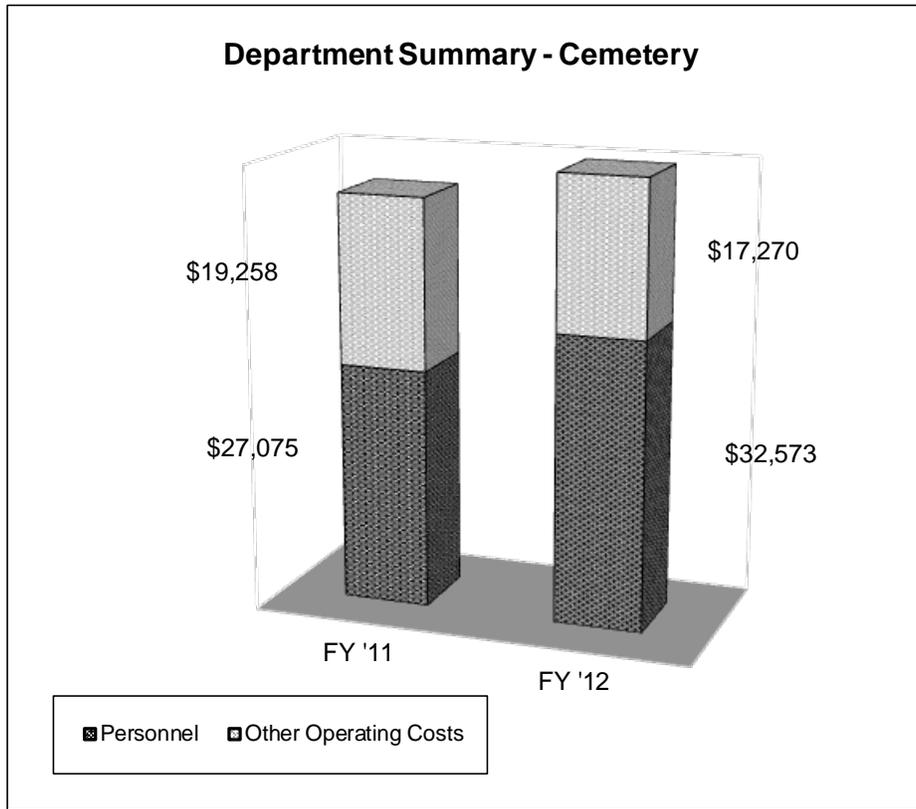
Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 28,731	\$ 27,075	\$ 32,573
Contractual	3,668	3,774	4,574
Commodities	4,822	11,925	9,300
Other Operating	3,285	3,559	3,396
<b>Totals</b>	<b>\$ 40,506</b>	<b>\$ 46,333</b>	<b>\$ 49,843</b>

Staffing FTE's .5

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# Oak Hill Cemetery Maintenance Department - continued

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	16,833	17,730	18,333	18,304	20,082
115-00 Overtime	700	674	859	100	400
120-00 FICA Contribution	1,293	1,318	1,380	1,376	1,577
140-00 Group Insurance-Employee	2,915	2,915	2,919	3,137	3,446
140-01 Group Insurance-Offset	1,807	3,336	3,344	2,124	3,893
150-00 Retirement Contrib - LAGERS	1,508	1,381	1,423	1,548	2,639
150-01 Retirement Contrib - ICMA	333	351	363	364	402
170-00 Longevity	86	98	110	122	134
<b>SUBTOTAL</b>	<b>25,475</b>	<b>27,803</b>	<b>28,731</b>	<b>27,075</b>	<b>32,573</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	196	216	363	500	600
205-00 Postage	3	1	5	5	5
210-00 Maintenance/Building	---	227	---	---	---
211-00 Maint/Equip-O/S Vendors	1,036	550	---	300	500
211-02 Central Garage - Parts	---	220	---	561	275
211-04 Central Garage - Overhead	208	296	113	303	194
212-00 Maintenance-Other	---	---	825	300	500
213-00 Rents	809	210	---	---	---
216-00 Professional Services	1,650	40,870	---	---	---
299-00 Other Contractual Services	---	621	2,362	1,805	2,500
<b>SUBTOTAL</b>	<b>3,902</b>	<b>43,211</b>	<b>3,668</b>	<b>3,774</b>	<b>4,574</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	120	300	187	825	600
302-00 Fuel & Lubricants	2,489	1,813	1,901	2,500	2,500
303-00 Chemicals	---	17	44	200	500
305-00 Tires-Batteries-Accessories	---	31	---	500	500
306-00 Janitorial Supplies	---	43	---	50	50
307-00 Parts - Equipment Maintance	1,035	661	576	2,000	2,000
308-00 Maint/Constr-Streets, Etc.	---	246	92	4,000	500
308-01 Maint/Constr-Buildings, Etc.	136	917	710	1,200	2,000
330-00 Safety Equipment & Supplies	---	---	---	150	150
399-00 General Supplies	71	391	1,312	500	500
<b>SUBTOTAL</b>	<b>3,851</b>	<b>4,419</b>	<b>4,822</b>	<b>11,925</b>	<b>9,300</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	1,805	1,558	1,575	1,659	1,896
406-00 Refunds	---	400	---	600	---
499-00 Miscellaneous Charges	1,140	1,668	1,710	1,300	1,500
<b>SUBTOTAL</b>	<b>2,945</b>	<b>3,626</b>	<b>3,285</b>	<b>3,559</b>	<b>3,396</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	---	---	8,770	---	---
<b>SUBTOTAL</b>	---	---	8,770	---	---
<b>TOTAL CEMETARY MAINT</b>	<u>\$ 36,173</u>	<u>\$ 79,059</u>	<u>\$ 49,276</u>	<u>\$ 46,333</u>	<u>\$ 49,843</u>

# Airport Maintenance Department

## 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.

Recently the City has completed a \$1.7 million improvement to the regional airport including extension of the runway by 600 ft and an additional taxi way and apron areas. The primary 2010 fiscal year project will be the construction and installation of new fueling facilities for both avgas and jet-a fuels to expand the services for the community. As always, the City submits an annual Capital Improvement Plan to the Missouri Department of Transportation's Aviation Division, to insure that the airport maintains a proactive approach to meeting the needs of businesses, industries, residents and visitors to the community.

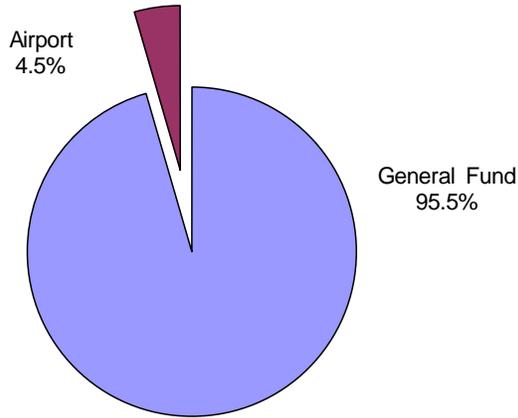
The City recently took ownership of the National Guard Hanger located at Northwest Missouri Regional Airport. As part of this acquisition, the City will be making attempts to improvement the facility in hopes of using this as a rental unit for visiting planes. Overall this could be an additional stream of revenue to help the facility operate independently.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Complete air fueling system upgrade plans <i>Comment: Construction plans being reviewed by MoDOT</i>	In-progress	Complete air fueling system upgrade plans
Maintain better control of the airport grounds <i>Comment: Need to address weeds on runway</i>	Complete	Maintain better control of the airport grounds
Create take-off & landing reports monthly	Incomplete	Maintain vehicle use sheet
Identify avenues to increase revenue	Incomplete	
Review hangar rental policy & fee structure <i>Comment: Airport board reviewing now</i>	In-progress	Complete hangar rental policy & fee structure
Improve upon recent inspections of airport facilities & infrastructure by MoDOT	Complete	
Develop a marketing plan for the airport & its facilities for both local & outside events & travel	Incomplete	
Complete annual fly-in event at the airport	Incomplete	Complete annual fly-in event at the airport
Make improvements to recently acquired Nat'l Guard Hanger <i>Comment: Some have been made</i>	In-progress	Make improvements to recently acquired Nat'l Guard Hanger
Complete signage improvements at terminal	Complete	
Install a portion of the fencing plan for security purposes	Incomplete	Install a portion of the fencing plan for security purposes

# Airport Maintenance Department – continued

**Percent of General Fund**

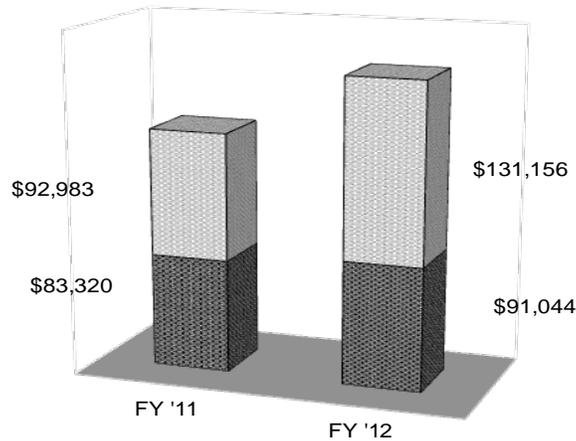


Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 82,540	\$ 83,320	\$ 91,044
Contractual	20,654	50,555	66,872
Commodities	28,268	35,060	56,425
Other Operating	6,873	7,368	7,859
<b>Totals</b>	<b>\$ 138,335</b>	<b>\$ 176,303</b>	<b>\$ 222,200</b>

Staffing FTE's

1

**Department Summary - Airport**



■ Personnel ■ Other Operating Costs

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## Airport Maintenance Department – Capital Outlay

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Account Number: 599-00

Name: Other Improvements

Amount: \$390,832

<b>DESCRIPTION</b>
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Fuel tanks, 2
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	53,483	57,064	59,915	59,282	62,400
120-00 FICA Contribution	3,968	4,248	4,472	4,438	4,790
140-00 Group Insurance-Employee	5,942	5,942	5,947	6,380	7,008
140-01 Group Insurance-Offset	6,672	6,672	6,688	7,105	7,786
150-00 Retirement Contrib - LAGERS	4,438	4,080	4,218	4,790	7,656
150-01 Retirement Contrib - ICMA	1,030	1,085	1,136	1,137	1,192
170-00 Longevity	116	140	164	188	212
<b>SUBTOTAL</b>	<b>75,649</b>	<b>79,231</b>	<b>82,540</b>	<b>83,320</b>	<b>91,044</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	5,742	5,911	7,366	8,000	8,300
202-00 Telephone	720	815	830	850	900
203-00 Printing & Advertising	444	570	---	---	300
205-00 Postage	52	22	19	55	75
207-00 Travel & Training	50	---	15	200	250
210-00 Maintenance/Building	35	246	1,505	4,000	15,000
211-00 Maintenance/Equipment	2,961	---	61	1,375	1,500
211-02 Central Garage - Parts	10	320	157	170	125
211-04 Central Garage - Overhead	160	158	578	505	622
212-00 Maintenance/Other	---	6,316	6,439	---	400
213-00 Rents	1,250	---	2,400	2,400	2,400
216-00 Professional Services	4,733	---	---	32,000	26,000
299-00 Other Contractual Services	89	1,183	1,284	1,000	11,000
<b>SUBTOTAL</b>	<b>16,246</b>	<b>15,541</b>	<b>20,654</b>	<b>50,555</b>	<b>66,872</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	---	---	9	60	100
302-00 Fuel & Lubricants	8,802	31,451	24,796	30,000	48,000
306-00 Janitorial Supplies	---	---	---	50	200
307-00 Parts - Equipment Maintance	3,748	1,853	---	1,000	4,000
308-00 Maint/Constr-Streets, Etc.	---	547	---	---	---
308-01 Maint/Constr-Buildings, Etc.	---	50	---	25	---
312-00 Heating Supplies	3,209	3,312	3,044	3,700	3,900
399-00 General Supplies	658	34	419	225	225
<b>SUBTOTAL</b>	<b>16,417</b>	<b>37,247</b>	<b>28,268</b>	<b>35,060</b>	<b>56,425</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	4,258	4,507	4,830	5,280	5,759
402-00 Membership & Subscriptions	1,911	2,003	2,043	2,088	2,100
415-00 Operating Permits/Fees	---	---	---	---	---
<b>SUBTOTAL</b>	<b>6,169</b>	<b>6,510</b>	<b>6,873</b>	<b>7,368</b>	<b>7,859</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>CAPITAL OUTLAY</b>					
599-00 Other Improvements	1,449,462	430,119	---	20,000	390,832
<b>SUBTOTAL</b>	<u>1,449,462</u>	<u>430,119</u>	<u>---</u>	<u>20,000</u>	<u>390,832</u>
<b>TOTAL AIRPORT MAINT</b>	<u>\$ 1,563,943</u>	<u>\$ 568,648</u>	<u>\$ 138,335</u>	<u>\$ 196,303</u>	<u>\$ 613,032</u>

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# Building Maintenance Department

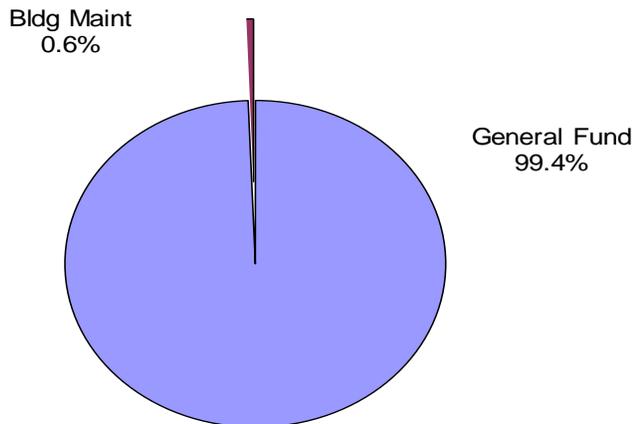
## Overview and Description

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

2011 GOALS	STATUS	2012 GOALS
Make necessary repairs to the City Hall bathroom on the south side of the building	Complete	Investigate water leaks & determine how to repair
		Repair awning destroyed by storm

Percent of General Fund



Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Contractual	\$ 30,437	\$ 25,800	\$ 27,100
Commodities	2,122	1,900	3,150
Other Operating	872	896	1,058
<b>Totals</b>	<b>\$ 33,431</b>	<b>\$ 28,596</b>	<b>\$ 31,308</b>

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## Building Maintenance Department – Capital Outlay

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Account Number: 502-00

Name: Buildings

Amount: \$10,000

<b>DESCRIPTION</b>
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Make repairs to City Hall awning & water leaks
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	10,234	11,590	10,952	10,500	13,000
210-00 Maintenance/Building	835	3,147	1,184	1,500	1,500
211-00 Maint/Equip-O/S Vendors	424	---	---	400	400
216-00 Professional Services	---	---	6,056	2,200	2,200
299-00 Other Contractual Services	11,433	11,097	12,245	11,200	10,000
<b>SUBTOTAL</b>	<u>22,926</u>	<u>25,834</u>	<u>30,437</u>	<u>25,800</u>	<u>27,100</u>
<b>COMMODITIES</b>					
306-00 Janitorial Supplies	1,112	1,418	1,440	1,500	2,000
308-00 Maint/Constr-Streets	---	---	---	---	---
308-01 Maint/Constr-Buildings, Etc.	995	62	302	100	450
399-00 General Supplies	1,323	395	380	300	700
<b>SUBTOTAL</b>	<u>3,430</u>	<u>1,875</u>	<u>2,122</u>	<u>1,900</u>	<u>3,150</u>
<b>OTHER CHARGES</b>					
401-00 Insurance	831	903	872	896	1,058
<b>SUBTOTAL</b>	<u>831</u>	<u>903</u>	<u>872</u>	<u>896</u>	<u>1,058</u>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	29,252	10,000
<b>SUBTOTAL</b>	<u>---</u>	<u>---</u>	<u>---</u>	<u>29,252</u>	<u>10,000</u>
<b>TOTAL BUILDING MAINT</b>	<u>\$ 27,187</u>	<u>\$ 28,612</u>	<u>\$ 33,431</u>	<u>\$ 57,848</u>	<u>\$ 41,308</u>

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# GIS Department

## Overview and Description

The GIS department is responsible for mapping of the City utilities and infrastructure. It keeps an ongoing record of water and sewer lines that are constructed within the city as well as updating utilities that are added in the City right-of-way. The GIS department also continually updates city zoning and offers assistance to the general public with zoning questions and utility locations. Mapping of the Mozingo Lake area and its infrastructure as well as keeping the 9-1-1 database updated are other aspects of the GIS department.

Many of the mappings and drawings located 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 containing many layers of information. Recent projects have included updating the housing classification inventory, assisting the City Clerk with Census data and helping create a map for Pride of Maryville's Adopt-a-Neighborhood Program. The recent housing classification update has helped Code Enforcement pinpoint problem areas within the City. This ongoing project has also helped and will continue to help find applicants for the HeRO Grant.

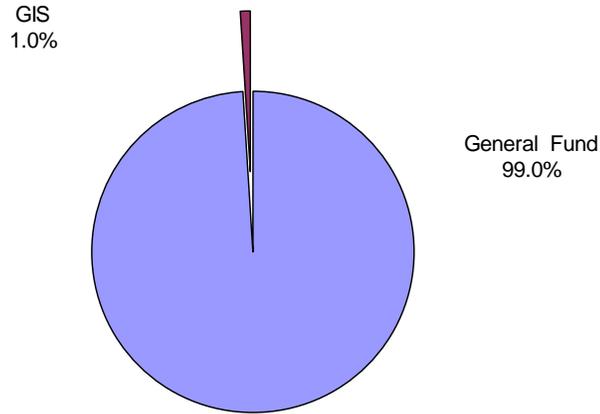
The GIS department has a wealth of information in regards to lot sizes, property owners, utility locations and Mozingo Lake data. The information gathered and maintained is utilized daily by City staff and is available to the general public. It is the responsibility of the GIS department to maintain the information and its accuracy.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Continue to update infrastructure data <i>Comment: Updates provided as street crew performs maintenance</i>	Complete	Update infrastructure data
Locate & GPS ¼ of City water meters	Complete	Locate & GPS ¼ of City water meters
Locate & GPS ¼ of all sidewalks & street signs	Complete	Locate & GPS ¼ of all street signs
Provide up-to-date parcel data for City departments <i>Comment: updated as new info is received</i>	Complete	Provide up-to-date parcel data for City departments
Update building inventory & classifications <i>Comment: Done in 2010; will revisit in 2012</i>	Complete	Update building inventory & classifications
Complete sewer data <i>Comment: updated as sewer crew performs maintenance</i>	Complete	Complete storm sewer data
Record locations of all traffic accidents & crime data and provide appropriate maps to Public Safety <i>Comment: new info provided monthly from Public Safety</i>	Complete	Record locations of all traffic accidents & crime data and provide appropriate maps to Public Safety
		Update Oak Hill Cemetery data
		Infiltration & intrusion study
		Gather & organize data for Web GIS

# GIS Department – continued

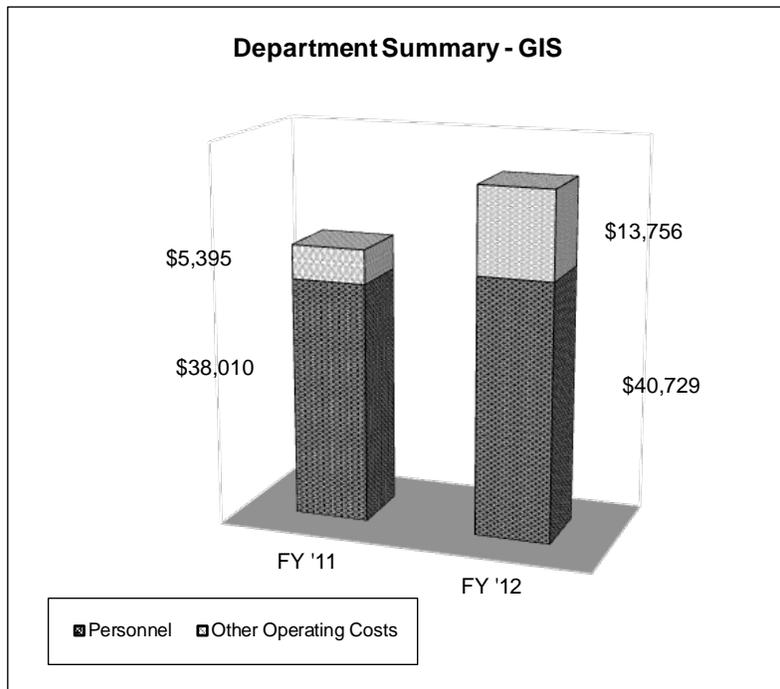
**Percent of General Operating Expenditures**



Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 36,611	\$ 38,010	\$ 40,729
Contractual	2,217	2,035	10,040
Commodities	276	1,200	1,200
Other Operating	2,057	2,160	2,516
<b>Totals</b>	<b>\$ 41,161</b>	<b>\$ 43,405</b>	<b>\$ 54,485</b>

Staffing

1



**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: GENERAL  
DEPARTMENT: GIS

CODE: 10-18-1

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	23,634	24,822	25,954	26,502	27,213
120-00 FICA Contribution	1,800	1,892	2,003	2,039	2,092
140-00 Group Insurance-Employee	5,830	5,830	5,838	6,274	6,892
140-01 Group Insurance-Offset	284	284	299	323	354
150-00 Retirement Contrib - LAGERS	2,015	1,853	1,918	2,236	3,500
150-01 Retirement Contrib - ICMA	464	490	513	526	544
170-00 Longevity	---	---	86	110	134
<b>SUBTOTAL</b>	<b>34,027</b>	<b>35,171</b>	<b>36,611</b>	<b>38,010</b>	<b>40,729</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	328	307	505	535	540
207-00 Travel & Training	---	15	116	---	200
211-00 Maint/Equip-O/S Vendors	---	---	1,500	1,500	1,500
299-00 Other Contractual Services	8,563	---	96	---	7,800
<b>SUBTOTAL</b>	<b>8,891</b>	<b>322</b>	<b>2,217</b>	<b>2,035</b>	<b>10,040</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,450	230	147	150	200
399-00 General Supplies	2,375	615	129	1,050	1,000
<b>SUBTOTAL</b>	<b>3,825</b>	<b>845</b>	<b>276</b>	<b>1,200</b>	<b>1,200</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	1,901	2,014	2,057	2,160	2,516
<b>SUBTOTAL</b>	<b>1,901</b>	<b>2,014</b>	<b>2,057</b>	<b>2,160</b>	<b>2,516</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	5,725	7,905	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>5,725</b>	<b>7,905</b>	<b>---</b>	<b>---</b>
<b>TOTAL GIS</b>	<b>\$ 48,644</b>	<b>\$ 44,077</b>	<b>\$ 49,066</b>	<b>\$ 43,405</b>	<b>\$ 54,485</b>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**PARKS AND RECREATION FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Administration	178,587	42,880	400	278,543	500,410	---	---	500,410
Donaldson Park	3,230	13,756	13,150	265	30,401	---	---	30,401
Personal Training	---	21,000	250	---	21,250	---	---	21,250
Park Maintenance	227,849	24,730	49,600	14,000	316,179	52,100	---	368,279
Summer Ball	6,470	2,460	14,800	850	24,580	---	---	24,580
Basketball	19,710	420	4,350	1,750	26,230	---	---	26,230
Volleyball	4,090	---	900	360	5,350	---	---	5,350
Soccer	862	1,400	9,000	---	11,262	---	---	11,262
Aquatic Center	81,425	31,114	32,850	7,120	152,509	---	---	152,509
Community Ctr	272,480	69,720	47,800	18,929	408,929	---	---	408,929
<b>Totals</b>	<b>\$ 794,703</b>	<b>\$ 207,480</b>	<b>\$ 173,100</b>	<b>\$ 321,817</b>	<b>\$ 1,497,100</b>	<b>\$ 52,100</b>	<b>\$ -</b>	<b>\$ 1,549,200</b>
Total Cash Available								\$ 1,549,200
Difference								\$ ---
% of Total Budget	51.30%	13.39%	11.17%	20.77%	96.64%	3.36%	0.00%	100.00%

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# Parks and Recreation Fund

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## Overview and Description

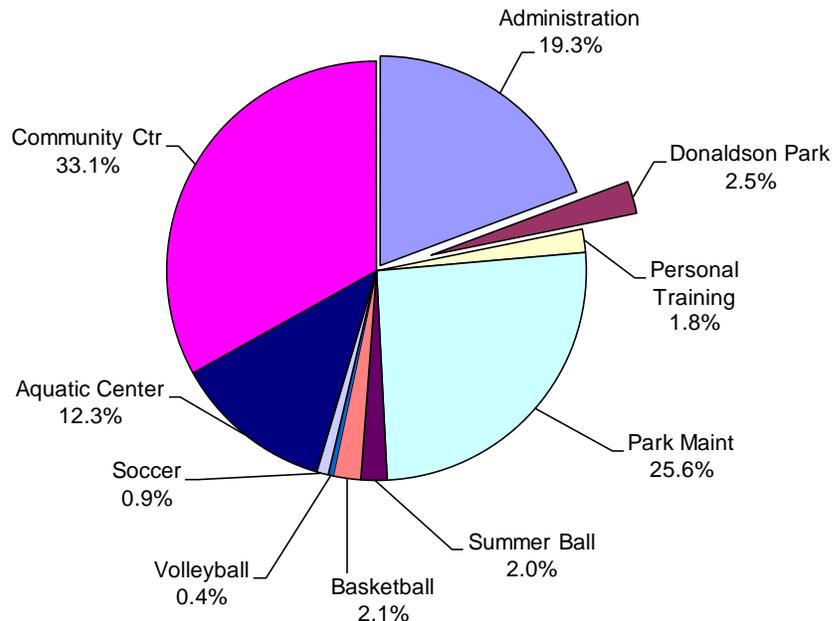
2011-12 MPR Budget includes \$52,100 in capital improvements.

- New playground equipment and surfacing at Franklin Park
- A new ZTR mower
- A Field painter
- 2 straight shaft trimmers
- Also have \$3,000 for caulking and painting at MAC
- \$4,700 for paint and cardio equipment repairs at MCC

The budget is fairly consistent with last years. We do not have any major expenses, or large increases projected on the revenue side. Since we were able to complete several items on the Five Year Plan this year, we only have \$52,100 for CIP for 2011-12.

We hope to make it through this fiscal year without replacing cardio or weight equipment, but we will have to replace half of the items next year on the cardio side. Our tax levy is stagnant, actually our levy ceiling has been reduced from \$.40/\$100 to \$.30/\$100 assessed valuation due to legislation two years ago (SB 711). MCC fees have generated the largest increase in our funding the past two years.

## Parks & Recreation Fund



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## Parks and Recreation Fund - continued

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<b>Operating Expenditures by Category</b>	<b>Actual FY '10</b>	<b>Estimated FY '11</b>	<b>Approved FY '12</b>
Personnel	\$ 686,421	\$ 706,621	\$ 794,703
Contractual	187,316	198,468	207,480
Commodities	154,468	184,722	173,100
Other Operating	59,110	56,914	60,144
<b>Totals</b>	<b>\$ 1,087,315</b>	<b>\$ 1,146,725</b>	<b>\$ 1,235,427</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**PARKS & RECREATION**

		<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Approved</b>
<b>ADVALOREM TAXES</b>						
20R5071000	Real Estate	262,562	267,698	258,597	266,000	266,000
20R5071100	Personal Property	107,222	119,911	97,414	97,000	97,500
20R5071200	Merchants Surtax	26,536	29,891	27,560	28,100	28,100
20R5071300	Utility Property	7,242	7,021	6,978	8,728	7,200
20R5081200	Penalties & Interest	3,142	3,393	3,201	3,100	3,200
	<b>SUBTOTAL</b>	<b>406,704</b>	<b>427,914</b>	<b>393,750</b>	<b>402,928</b>	<b>402,000</b>
<b>SALES TAX</b>						
20R5101000	Sales Tax	207,007	196,795	199,040	193,000	205,000
	<b>SUBTOTAL</b>	<b>207,007</b>	<b>196,795</b>	<b>199,040</b>	<b>193,000</b>	<b>205,000</b>
<b>OTHER TAXES</b>						
20R5901000	Intangible Property	2,085	3,162	373	660	700
	<b>SUBTOTAL</b>	<b>2,085</b>	<b>3,162</b>	<b>373</b>	<b>660</b>	<b>700</b>
<b>SERVICE CHARGES &amp; FEES</b>						
20R6502000	Swimming Pool-Season Passes	40,285	41,765	43,810	44,800	46,000
20R6502001	Swimming Pool-Daily Passes	38,280	35,147	40,974	41,200	42,000
20R6502002	Swimming Pool-Swim Lessons	14,819	14,805	17,973	16,000	16,500
20R6502003	Swimming Pool-Pool Rental	1,735	1,165	727	1,200	1,200
20R6502004	Swimming Pool-Swim Team	3,885	4,802	5,392	4,700	4,700
20R6502005	Concession Stand	14,870	14,890	14,460	14,400	14,500
20R6502006	Swim Pool-Value Pass	3,845	4,708	4,770	4,700	4,700
20R6502008	Training Fees	2,580	3,261	3,360	2,700	3,400
20R6502009	Swimming Pool-Aerobics	634	335	184	150	150
20R6502201	Reservations-Shelter House	2,110	2,510	1,655	1,600	1,900
20R6502501	Summer Ball-Adult Softball	12,357	14,146	12,886	11,800	13,000
20R6502503	Summer Ball-Youth	14,777	14,133	11,337	12,000	12,500
20R6502504	Summer Ball-Co-Ed Softball	9,956	11,179	9,263	9,300	9,600
20R6502505	Field Rental	2,619	4,614	1,571	1,700	1,500
20R6502509	Maintenance-South Beal Fence	150	150	150		
20R6502601	Basketball-Adult	6,308	6,319	6,978	10,441	8,500
20R6502602	Basketball-Youth	2,635	2,702	13,434	1,737	1,700
20R6502603	Basketball-Summer	17,860	23,324	4,121	21,350	23,000
20R6502605	Basketball-Youth League	---	194	7,902	803	750
20R6502701	Volleyball-Summer & Fall	4,195	2,424	2,853	2,400	2,400
20R6502702	Volleyball-Spring	5,283	6,500	8,247	6,988	6,500
20R6502703	Volleyball-Sand	2,729	2,776	2,885	3,060	3,100
20R6503000	MAC Personal Training Fee	41,484	24,068	26,780	34,800	36,500
20R6503200	DWP Soccer Fees	1,837	11,075	7,697	2,085	0
20R6503201	DWP Football Fees	---	1,680	---	1,000	1,000
20R6503202	DWP Concession Stand	7,954	5,864	6,375	6,400	6,400
20R6503203	Amphitheater	15	20	---		
20R6503215	Concessions - MCC	---	---	12,089	12,500	13,000
20R6505100	Community Ctr-Annual Passes	137,224	135,054	185,154	195,000	200,000

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**PARKS & RECREATION**

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>SERVICE CHARGES &amp; FEES, continued</b>					
20R6505101 Community Ctr-Daily Passes	7,625	8,427	11,767	12,000	13,000
20R6505102 Community Ctr-Child Care	167	110	216	100	100
20R6505103 Community Ctr-Track/Senior Trk	15,978	16,281	14,925	14,800	14,500
20R6505105 Community Ctr-Combo Pass	13,374	11,710	9,046	9,200	9,200
20R6505106 Community Ctr-Value Pass	6,431	4,880	6,763	6,000	6,000
20R6505107 Community Ctr-Rentals	23,902	14,570	15,762	18,000	19,000
20R6505109 Community Ctr-Programs/Class	18,847	14,636	18,453	15,000	15,000
20R6505110 Community Ctr-Merchandise Sale	2,950	691	840	519	200
20R6505205 Soccer - Youth League	---	---	1,156	929	1,000
20R6505215 Soccer - League	561	6,353	9,656	8,800	8,800
<b>SUBTOTAL</b>	<b>480,261</b>	<b>467,268</b>	<b>541,611</b>	<b>550,162</b>	<b>561,300</b>
<b>REVENUE FROM OTHER AGENCIES</b>					
20R7002000 Federal Grants	4,270	1,751	---	---	---
<b>SUBTOTAL</b>	<b>4,270</b>	<b>1,751</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>PROPERTY REVENUE</b>					
20R7506000 Sale of Property	---	---	11,037	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>11,037</b>	<b>---</b>	<b>---</b>
<b>INTRAGOV'TAL REVENUES</b>					
20R8009000 Transfers In	15,875	---	---	---	---
<b>SUBTOTAL</b>	<b>15,875</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>OTHER REVENUES</b>					
20R8901000 Interest on Investments	9,476	2,201	2,370	2,300	2,300
20R8902000 Donations	13	667	1,920	779	100
20R8902001 Designated Donations	20,115	3,255	17,712	2,683	2,600
20R8909000 Miscellaneous	24,241	16,991	19,921	23,000	24,000
20R8909002 Vending Machine Revenue	1,992	---	---	---	---
20R8909003 Discount Passes	2,624	2,458	1,663	1,400	1,200
<b>SUBTOTAL</b>	<b>58,461</b>	<b>25,572</b>	<b>43,586</b>	<b>30,162</b>	<b>30,200</b>
20R9501000 <b>OTHER FIN SOUR-CAP LEASE</b>	---	---	---	---	---
<b>TOTAL PARK &amp; RECREATION REVENUES</b>	<b>1,174,663</b>	<b>1,122,462</b>	<b>1,189,397</b>	<b>1,176,912</b>	<b>1,199,200</b>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	<b>384,022</b>	<b>439,520</b>	<b>502,987</b>	<b>350,000</b>	<b>350,000</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 1,558,685</b>	<b>\$ 1,561,982</b>	<b>\$ 1,692,384</b>	<b>\$ 1,526,912</b>	<b>\$ 1,549,200</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: PARKS & RECREATION  
DEPARTMENT: ADMINISTRATION

CODE: 20-20-1

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	116,566	121,639	125,502	128,597	134,723
120-00 FICA Contribution	9,012	9,409	9,721	9,963	10,360
140-00 Group Insurance-Employee	11,772	16,631	17,623	18,929	18,435
150-00 Retirement Contrib - LAGERS	9,991	9,141	9,300	10,881	11,320
150-01 Retirement Contrib - ICMA	1,680	1,761	1,814	1,869	2,695
170-00 Longevity	658	706	862	934	1,054
<b>SUBTOTAL</b>	<b>149,679</b>	<b>159,287</b>	<b>164,822</b>	<b>171,173</b>	<b>178,587</b>
<b>CONTRACTUAL SERVICES</b>					
202-00 Telephone	5,476	5,217	5,296	5,300	5,280
203-00 Printing & Advertising	4,076	4,157	5,470	5,500	5,000
205-00 Postage	335	411	297	300	300
207-00 Travel & Training	3,050	2,388	3,254	2,800	3,900
211-00 Maint/Equip-O/S Vendors	895	---	---	900	900
214-00 Independent Audit	2,455	2,315	2,931	2,830	3,000
299-00 Other Contractual Services	21,801	22,239	22,796	24,000	24,500
<b>SUBTOTAL</b>	<b>38,088</b>	<b>36,727</b>	<b>40,044</b>	<b>41,630</b>	<b>42,880</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	10	115	50	67	100
399-00 General Supplies	332	---	106	500	300
<b>SUBTOTAL</b>	<b>342</b>	<b>115</b>	<b>156</b>	<b>567</b>	<b>400</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	8,882	9,948	9,911	10,525	11,200
402-00 Membership & Subscriptions	915	1,211	991	1,150	1,200
404-00 Election Expenses	8,631	---	---	---	---
406-00 Refunds	---	---	50	---	---
407-00 Transfers Out	2,903	3,006	4,224	4,325	4,350
410-00 Contingencies	---	---	---	---	261,673
420-00 Uncollectible Delinquent Taxes	---	595	(76)	---	---
470-00 Financial Scholarship	---	120	---	30	120
499-00 Miscellaneous Charges	90	3,042	3,970	---	---
<b>SUBTOTAL</b>	<b>21,421</b>	<b>17,922</b>	<b>19,070</b>	<b>16,030</b>	<b>278,543</b>
<b>TOTAL P &amp; R ADMIN</b>	<b>\$ 209,530</b>	<b>\$ 214,051</b>	<b>\$ 224,092</b>	<b>\$ 229,400</b>	<b>\$ 500,410</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: PARKS & RECREATION  
DEPARTMENT: DONALDSON WESTSIDE PARK

CODE: 20-21-7

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	3,067	2,898	2,460	2,800	3,000
120-00 FICA Contribution	235	222	188	215	230
<b>SUBTOTAL</b>	<b>3,302</b>	<b>3,120</b>	<b>2,648</b>	<b>3,015</b>	<b>3,230</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	12,457	11,881	11,604	12,500	13,000
202-00 Telephone	446	433	443	450	456
207-00 Travel & Training	295	308	180	---	---
211-00 Maint/Equip-O/S Vendors	---	406	895	---	300
212-00 Maintenance - Other	---	---	527	---	---
216-00 Professional Services	172	---	---	50	---
<b>SUBTOTAL</b>	<b>13,370</b>	<b>13,028</b>	<b>13,649</b>	<b>13,000</b>	<b>13,756</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	---	360	77	---	300
303-00 Chemicals	---	50	---	1,200	1,200
306-00 Janitorial Supplies	59	35	62	75	100
307-00 Parts - Equipment Maintance	17	192	171	150	250
308-00 Maint/Constr-Streets, Etc.	335	984	598	213	---
308-01 Maint/Constr-Buildings, Etc.	508	160	---	300	400
310-00 Recreational Supplies	3,152	2,844	5,362	5,500	5,800
389-00 Concession Supplies	5,015	3,839	4,304	4,550	5,000
399-00 General Supplies	---	775	163	100	100
<b>SUBTOTAL</b>	<b>9,086</b>	<b>9,239</b>	<b>10,737</b>	<b>12,088</b>	<b>13,150</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	103	265	262	248	265
406-00 Refunds	---	370	35	35	---
499-00 Miscellaneous Charges	75	---	---	---	---
<b>SUBTOTAL</b>	<b>178</b>	<b>635</b>	<b>297</b>	<b>283</b>	<b>265</b>
<b>CAPITAL OUTLAY</b>					
599-00 Other Improvements	---	8,979	---	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>8,979</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL DONALDSON WESTSIDE PARK</b>	<b>\$ 25,936</b>	<b>\$ 35,001</b>	<b>\$ 27,331</b>	<b>\$ 28,386</b>	<b>\$ 30,401</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**FUND: PARKS & RECREATION  
DEPARTMENT: PERSONAL TRAINING CODE: 20-22-7**

		<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Request</b>
<b>CONTRACTUAL SERVICES</b>						
216-00	Professional Services	26,648	11,090	12,410	19,800	21,000
	<b>SUBTOTAL</b>	<u>26,648</u>	<u>11,090</u>	<u>12,410</u>	<u>19,800</u>	<u>21,000</u>
<b>COMMODITIES</b>						
310-00	Recreational Supplies	---	1,205	---	650	250
	<b>SUBTOTAL</b>	<u>---</u>	<u>1,205</u>	<u>---</u>	<u>650</u>	<u>250</u>
	<b>TOTAL P &amp; R SUMMER BALL</b>	<u>\$ 26,648</u>	<u>\$ 12,295</u>	<u>\$ 12,410</u>	<u>\$ 20,450</u>	<u>\$ 21,250</u>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: PARKS & RECREATION  
DEPARTMENT: MAINTENANCE

CODE: 20-23-3

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	127,802	149,750	153,702	159,000	171,024
115-00 Overtime	1,950	1,649	681	600	3,100
120-00 FICA Contribution	9,998	11,633	11,859	12,165	13,390
140-00 Group Insurance-Employee	22,705	22,453	23,400	25,140	27,075
140-01 Group Insurance-Offset	159	450	299	325	350
150-00 Retirement Contrib - LAGERS	5,579	6,244	7,081	8,730	9,515
150-01 Retirement Contrib - ICMA	1,428	1,361	1,396	1,450	2,265
160-00 Unemployment Insurance	65	486	414		500
170-00 Longevity	412	460	508	556	630
<b>SUBTOTAL</b>	<b>170,098</b>	<b>194,486</b>	<b>199,340</b>	<b>207,966</b>	<b>227,849</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	10,756	11,523	12,722	13,000	13,680
202-00 Telephone	1,689	1,969	1,975	1,980	2,800
203-00 Printing & Advertising	276	36	337	350	400
205-00 Postage	10	---	---	---	---
207-00 Travel & Training	258	281	105	---	300
209-00 Subsistence	278	139	197	157	200
211-00 Maint/Equip-O/S Vendors	1,833	314	1,864	5,580	2,800
211-02 Central Garage - Parts	589	338	154	400	500
211-04 Central Garage - Overhead	997	152	51	100	300
212-00 Maintenance-Other	580	---	---	50	100
213-00 Rents	626	600	600	600	600
215-00 Radio Maintenance	45	---	63	---	50
216-00 Professional Services	---	---	129	---	---
299-00 Other Contractual Services	1,332	3,446	2,564	2,600	3,000
<b>SUBTOTAL</b>	<b>19,269</b>	<b>18,798</b>	<b>20,761</b>	<b>24,817</b>	<b>24,730</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,412	1,285	2,023	4,100	3,000
302-00 Fuel & Lubricants	18,513	15,432	23,135	21,000	21,000
303-00 Chemicals	2,846	125	4,720	2,000	2,500
304-00 Uniforms	852	664	1,627	1,700	1,800
305-00 Tires-Batteries-Accessories	354	524	1,263	1,200	1,200
306-00 Janitorial Supplies	3,423	2,678	3,529	3,375	3,400
307-00 Parts - Equipment Maintance	5,743	5,607	9,650	8,000	9,000
308-00 Maint/Constr-Streets, Etc.	679	9,258	3,735	2,700	---
308-01 Maint/Constr-Buildings, Etc.	717	1,194	331	900	3,600
330-00 Safety Equipment & Supplies	400	135	123	720	500
399-00 General Supplies	2,136	4,526	2,563	12,500	3,600
<b>SUBTOTAL</b>	<b>37,075</b>	<b>41,428</b>	<b>52,699</b>	<b>58,195</b>	<b>49,600</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: PARKS & RECREATION  
DEPARTMENT: MAINTENANCE

CODE: 20-23-3

		<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Request</b>
<b>OTHER CHARGES</b>						
401-00	Insurance	13,454	12,109	12,483	13,166	14,000
402-00	Membership & Subscriptions	100	---	---	---	---
499-00	Miscellaneous Charges	1,800	---	---	---	---
<b>SUBTOTAL</b>		<u>15,354</u>	<u>12,109</u>	<u>12,483</u>	<u>13,166</u>	<u>14,000</u>
<b>CAPITAL OUTLAY</b>						
504-00	Mechanical & Auto Equipment	13,198	5,270	16,045	---	52,100
506-04	Storm Drainage Improvements	---	8,050	---	---	---
599-00	Other Improvements	---	45,291	22,523	156,200	---
<b>SUBTOTAL</b>		<u>13,198</u>	<u>58,611</u>	<u>38,568</u>	<u>156,200</u>	<u>52,100</u>
<b>TOTAL P &amp; R MAINTENANCE</b>		<u>\$ 254,994</u>	<u>\$ 325,432</u>	<u>\$ 323,851</u>	<u>\$ 460,344</u>	<u>\$ 368,279</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND:	PARKS & RECREATION	
DEPARTMENT:	SUMMER BALL	CODE: 20-24-7

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	4,849	4,797	4,420	4,800	6,010
120-00 FICA Contribution	371	367	338	350	460
<b>SUBTOTAL</b>	<u>5,220</u>	<u>5,164</u>	<u>4,758</u>	<u>5,150</u>	<u>6,470</u>
<b>CONTRACTUAL SERVICES</b>					
203-00 Printing & Advertising	---	48	---	---	---
216-00 Professional Services	2,876	1,651	2,277	2,400	2,460
<b>SUBTOTAL</b>	<u>2,876</u>	<u>1,699</u>	<u>2,277</u>	<u>2,400</u>	<u>2,460</u>
<b>COMMODITIES</b>					
310-00 Recreational Supplies	8,940	11,003	8,254	12,000	14,800
330-00 Safety Equipment & Supplies	---	44	---	---	---
399-00 General Supplies	67	9	302	---	---
<b>SUBTOTAL</b>	<u>9,007</u>	<u>11,056</u>	<u>8,556</u>	<u>12,000</u>	<u>14,800</u>
<b>OTHER CHARGES</b>					
401-00 Insurance	640	477	471	738	850
406-00 Refunds	256	1,391	319	750	---
<b>SUBTOTAL</b>	<u>896</u>	<u>1,868</u>	<u>790</u>	<u>1,488</u>	<u>850</u>
<b>TOTAL P &amp; R SUMMER BALL</b>	<u>\$ 17,999</u>	<u>\$ 19,787</u>	<u>\$ 16,381</u>	<u>\$ 21,038</u>	<u>\$ 24,580</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: PARKS & RECREATION  
DEPARTMENT: BASKETBALL CODE: 20-25-7

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	16,914	16,636	17,493	18,670	18,303
120-00 FICA Contribution	1,294	1,273	1,338	1,430	1,407
<b>SUBTOTAL</b>	<u>18,208</u>	<u>17,909</u>	<u>18,831</u>	<u>20,100</u>	<u>19,710</u>
<b>CONTRACTUAL SERVICES</b>					
216-00 Professional Services	408	447	774	400	420
<b>SUBTOTAL</b>	<u>408</u>	<u>447</u>	<u>774</u>	<u>400</u>	<u>420</u>
<b>COMMODITIES</b>					
310-00 Recreational Supplies	4,443	5,271	3,584	4,300	4,350
330-00 Safety Equipment & Supplies	---	50	---	---	---
<b>SUBTOTAL</b>	<u>4,443</u>	<u>5,321</u>	<u>3,584</u>	<u>4,300</u>	<u>4,350</u>
<b>OTHER CHARGES</b>					
401-00 Insurance	2,089	2,197	1,117	1,467	1,750
406-00 Refunds	136	1,066	47	279	---
<b>SUBTOTAL</b>	<u>2,225</u>	<u>3,263</u>	<u>1,164</u>	<u>1,746</u>	<u>1,750</u>
<b>TOTAL P &amp; R BASKETBALL</b>	<u>\$ 25,284</u>	<u>\$ 26,940</u>	<u>\$ 24,353</u>	<u>\$ 26,546</u>	<u>\$ 26,230</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: PARKS & RECREATION  
DEPARTMENT: VOLLEYBALL

CODE: 20-26-7

		2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>						
110-00	Salaries & Wages	2,539	3,665	3,675	3,600	3,800
120-00	FICA Contribution	194	280	281	270	290
	<b>SUBTOTAL</b>	<u>2,733</u>	<u>3,945</u>	<u>3,956</u>	<u>3,870</u>	<u>4,090</u>
<b>COMMODITIES</b>						
310-00	Recreational Supplies	417	527	952	830	900
	<b>SUBTOTAL</b>	<u>417</u>	<u>527</u>	<u>952</u>	<u>830</u>	<u>900</u>
<b>OTHER CHARGES</b>						
401-00	Insurance	344	289	286	325	360
406-00	Refunds	796	512	---	110	
	<b>SUBTOTAL</b>	<u>1,140</u>	<u>801</u>	<u>286</u>	<u>435</u>	<u>360</u>
<b>TOTAL P &amp; R VOLLEYBALL</b>		<u>\$ 4,290</u>	<u>\$ 5,273</u>	<u>\$ 5,194</u>	<u>\$ 5,135</u>	<u>\$ 5,350</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: PARKS & RECREATION  
DEPARTMENT: SOCCER

CODE: 20-27-7

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	196	328	694	704	800
120-00 FICA Contribution	15	25	53	54	62
<b>SUBTOTAL</b>	<u>211</u>	<u>353</u>	<u>747</u>	<u>758</u>	<u>862</u>
<b>CONTRACTUAL SERVICES</b>					
203-00 Printing & Advertising	14	---	---	---	---
216-00 Professional Services	---	---	1,535	1,400	1,400
<b>SUBTOTAL</b>	<u>14</u>	<u>---</u>	<u>1,535</u>	<u>1,400</u>	<u>1,400</u>
<b>COMMODITIES</b>					
310-00 Recreational Supplies	917	6,175	8,078	8,600	9,000
399-00 General Supplies	---	8	---	---	---
<b>SUBTOTAL</b>	<u>917</u>	<u>6,183</u>	<u>8,078</u>	<u>8,600</u>	<u>9,000</u>
<b>OTHER CHARGES</b>					
406-00 Refunds	20	82	100	30	---
<b>SUBTOTAL</b>	<u>20</u>	<u>82</u>	<u>100</u>	<u>30</u>	<u>---</u>
<b>TOTAL P &amp; R VOLLEYBALL</b>	<u>\$ 1,162</u>	<u>\$ 6,618</u>	<u>\$ 10,460</u>	<u>\$ 10,788</u>	<u>\$ 11,262</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

<b>FUND:</b>	<b>PARKS &amp; RECREATION</b>	
<b>DEPARTMENT:</b>	<b>AQUATIC CENTER</b>	<b>CODE: 20-28-7</b>

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	68,043	70,213	70,323	72,000	75,610
120-00 FICA Contribution	5,205	5,371	5,380	5,500	5,815
<b>SUBTOTAL</b>	<b>73,248</b>	<b>75,584</b>	<b>75,703</b>	<b>77,500</b>	<b>81,425</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	18,679	23,787	16,446	19,000	20,550
202-00 Telephone	962	949	972	975	984
203-00 Printing & Advertising	8	---	---	---	280
205-00 Postage	27	---	---	---	---
207-00 Travel & Training	3,175	3,789	3,721	3,950	4,000
210-00 Maint/Bldg-O/S Vendors	---	---	8,782	---	---
211-00 Maint/Equip-O/S Vendors	174	---	---	---	---
216-00 Professional Services	4,327	6,200	4,268	6,000	4,550
299-00 Other Contractual Services	521	1,549	754	2,150	750
<b>SUBTOTAL</b>	<b>27,873</b>	<b>36,274</b>	<b>34,943</b>	<b>32,075</b>	<b>31,114</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	315	909	774	950	1,000
303-00 Chemicals	5,334	6,957	8,666	9,580	9,600
304-00 Uniforms	1,715	1,909	1,666	1,520	2,000
306-00 Janitorial Supplies	1,021	836	707	900	1,000
307-00 Parts - Equipment Maintenance	2,663	292	6,768	3,900	2,000
308-00 Maint/Constr-Streets, Etc.	272	2,396	3,438	2,842	---
308-01 Maint/Constr-Buildings, Etc.	454	553	199	300	3,000
310-00 Recreational Supplies	2,304	2,393	1,465	2,500	2,500
330-00 Safety Equipment & Supplies	1,024	428	413	750	750
389-00 Concession Supplies	9,122	8,282	7,978	8,900	9,000
399-00 General Supplies	2,163	1,534	1,862	13,200	2,000
<b>SUBTOTAL</b>	<b>26,387</b>	<b>26,489</b>	<b>33,936</b>	<b>45,342</b>	<b>32,850</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	5,216	6,701	6,633	6,872	7,120
406-00 Refunds	162	583	405	38	---
<b>SUBTOTAL</b>	<b>5,378</b>	<b>7,284</b>	<b>7,038</b>	<b>6,910</b>	<b>7,120</b>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	831	---	---
599-00 Other Improvements	---	6,200	---	---	---
<b>SUBTOTAL</b>	<b>---</b>	<b>6,200</b>	<b>831</b>	<b>---</b>	<b>---</b>
<b>TOTAL P &amp; R AQUATIC CTR</b>	<b>\$ 132,886</b>	<b>\$ 151,831</b>	<b>\$ 152,451</b>	<b>\$ 161,827</b>	<b>\$ 152,509</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: PARKS & RECREATION  
DEPARTMENT: COMMUNITY CENTER CODE: 20-29-7

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	140,506	143,855	184,599	185,000	229,879
115-00 Overtime	571	---	466	139	---
120-00 FICA Contribution	10,505	10,962	14,122	14,150	17,678
140-00 Group Insurance-Employee	10,203	11,661	11,676	12,550	16,000
140-01 Group Insurance-Family	24	284	299	78	320
150-00 Retirement Contrib - LAGERS	4,160	2,673	3,851	4,475	6,821
150-01 Retirement Contrib - ICMA	956	446	467	500	1,624
160-00 Unemployment Insurance	---	245	26	63	---
170-00 Longevity Pay	---	170	110	134	158
<b>SUBTOTAL</b>	<b>166,925</b>	<b>170,296</b>	<b>215,616</b>	<b>217,089</b>	<b>272,480</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	42,829	36,952	49,031	46,500	49,320
203-00 Printing & Advertising	2,044	2,534	2,287	5,000	3,800
205-00 Postage	310	66	13	---	---
207-00 Travel & Training	195	---	1,310	---	1,200
210-00 Maintenance/Building	2,085	1,878	3,349	2,500	700
211-00 Maint/Equip-O/S Vendors	7,296	4,120	2,740	6,000	10,200
213-00 Rents	---	---	---	46	---
216-00 Professional Fees	2,013	2,109	1,553	2,000	2,500
299-00 Other Contractual Services	151	1,410	640	900	2,000
<b>SUBTOTAL</b>	<b>56,923</b>	<b>49,069</b>	<b>60,923</b>	<b>62,946</b>	<b>69,720</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	4,126	3,338	3,499	5,000	6,500
304-00 Uniforms	---	---	1,204	---	---
306-00 Janitorial Supplies	8,489	9,614	9,880	11,500	12,700
307-00 Parts - Equipment Maintance	16	---	1,246	1,200	1,500
308-01 Maint/Constr-Buildings, Etc.	500	19	---	---	---
310-00 Recreational Supplies	6,153	6,581	7,645	8,100	12,500
330-00 Safety Equipment & Supplies	416	138	73	450	500
389-00 Concession Supplies	3,154	2,394	10,501	12,500	12,500
399-00 General Supplies	3,358	851	1,722	3,400	1,600
<b>SUBTOTAL</b>	<b>26,212</b>	<b>22,935</b>	<b>35,770</b>	<b>42,150</b>	<b>47,800</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	12,568	13,265	13,234	12,326	13,749
402-00 Memberships & Subscriptions	---	---	---	---	180
406-00 Refunds	4,399	4,840	4,648	4,500	5,000
<b>SUBTOTAL</b>	<b>16,967</b>	<b>18,105</b>	<b>17,882</b>	<b>16,826</b>	<b>18,929</b>
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	12,545	---	---	---	---
599-00 Other Improvements	18,731	---	---	---	---
<b>SUBTOTAL</b>	<b>31,276</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL COMMUNITY CENTER</b>	<b>\$ 298,303</b>	<b>\$ 260,405</b>	<b>\$ 330,191</b>	<b>\$ 339,011</b>	<b>\$ 408,929</b>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

<b>COMMUNITY CENTER CONSTRUCTION</b>					
	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2011 Approved</b>
<b>OTHER REVENUES</b>					
25R8901000 Interest on Investments	---	1,973	1,389	134	---
<b>SUBTOTAL</b>	---	1,973	1,389	134	---
<b>OTHER FIN SOURCES</b>					
25R9502000 G.O. Bond Proceeds	---	1,900,000	---	---	---
25R9503000 Bond Premium	---	31,892	---	---	---
	---	1,931,892	---	---	---
<b>TOTAL DEBT RETIREMENT REVENUES</b>	---	1,933,865	1,389	134	---
<b>RESTRICTED CASH BALANCE FORWARD</b>	---	537,150	133,742	6,390	6,390
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ ---</b>	<b>\$2,471,015</b>	<b>\$ 135,131</b>	<b>\$ 6,524</b>	<b>\$ 6,390</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**FUND: COMMUNITY CENTER CONSTRUCTION CODE: 25-00-0**

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2011 Approved</b>
<b>CONTRACTUAL SERVICES</b>					
216-00 Professional Fees	---	134,554	11,947	447	---
<b>SUBTOTAL</b>	---	134,554	11,947	447	---
<b>OTHER CHARGES</b>					
401-00 Insurance	---	1,492	---	---	---
<b>SUBTOTAL</b>	---	1,492	---	---	---
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	1,191,125	53,915	9,290	---
504-00 Mechanical & Auto Equipment	---	24,142	24,466	---	---
599-00 Other Improvements	---	---	314,469	117,765	---
<b>SUBTOTAL</b>	---	1,215,267	392,850	127,055	---
<b>DEBT SERVICE</b>					
601-00 Principal	---	---	---	---	6,390
604-00 Bond Issue Costs	---	45,401	---	---	---
<b>SUBTOTAL</b>	---	45,401	---	---	6,390
<b>TOTAL COMM CTR CONSTR</b>	<b>\$ -</b>	<b>\$ 1,396,714</b>	<b>\$ 404,797</b>	<b>\$ 127,502</b>	<b>\$ 6,390</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

<b>CAPITAL IMPROVEMENT PROJECTS</b>					
	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>INTRAGOV'TAL REVENUES</b>					
44R8009000 Transfers In	284,185	50,000	100,000	170,705	50,000
<b>SUBTOTAL</b>	<b>284,185</b>	<b>50,000</b>	<b>100,000</b>	<b>170,705</b>	<b>50,000</b>
<b>SALES TAXES</b>					
44R5101000 CIP Sales Tax	---	762,778	797,588	820,000	828,000
<b>SUBTOTAL</b>	<b>---</b>	<b>762,778</b>	<b>797,588</b>	<b>820,000</b>	<b>828,000</b>
<b>REVENUE FROM OTHER AGENCIES</b>					
44R7002000 Federal Grants	---	---	194,303	430,697	374,965
44R7002001 Reimbursement on Joint Projects	---	---	---	130,000	---
44R7002002 ARRA Grants	---	---	232,832	51,148	---
<b>SUBTOTAL</b>	<b>---</b>	<b>---</b>	<b>427,135</b>	<b>611,845</b>	<b>374,965</b>
<b>OTHER REVENUES</b>					
44R8901000 Interest on Investments	2,549	3,122	2,577	1,700	1,300
44R8909000 Miscellaneous Revenue	---	---	---	600	---
<b>SUBTOTAL</b>	<b>2,549</b>	<b>3,122</b>	<b>2,577</b>	<b>2,300</b>	<b>1,300</b>
<b>OTHER FINANCING SOURCES</b>					
44R9502000 Bond Proceeds	1,730,000	---	---	---	---
44R9503000 Bond Premium	9,477	---	---	---	---
	<u>1,739,477</u>	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>TOTAL CAP IMPROV PROJECTS REVENUES</b>	<b>2,026,211</b>	<b>815,900</b>	<b>1,327,300</b>	<b>1,604,850</b>	<b>1,254,265</b>
<b>RESTRICTED CASH BALANCE FORWARD</b>	<b>1,216,628</b>	<b>729,485</b>	<b>641,626</b>	<b>713,000</b>	<b>713,000</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 3,242,839</b>	<b>\$ 1,545,385</b>	<b>\$ 1,968,926</b>	<b>\$ 2,317,850</b>	<b>\$ 1,967,265</b>

# Capital Improvement Projects

## 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

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Complete installation of new emergency storm siren system	Complete	Complete two trail projects associated with MoDOT grant proceeds
Complete construction of 16 <sup>th</sup> Street improvement	Complete	Make improvements to various drainage items in the community
Purchase one new PW snow truck	Complete	Identify and improve streets with asphalt overlay projects
		Acquire grants to assist with the acquisition of new fire vehicles (Brush Truck and Pumper Truck)

---

## Capital Improvement Projects – Capital Outlay

---

Account Number: 504-00

Name: Mechanical & Auto Equipment

Amount: \$265,000

<b>DESCRIPTION</b>	
Brush hog-to be shared w/Polk Township	\$ 15,000
Fire pumper truck	\$250,000

---

Account Number: 506-00

Name: Street Improvements

Amount: \$115,000

<b>DESCRIPTION</b>	
Asphalt overlay – specific streets to be determined over the winter	

---

Account Number: 506-04

Name: Storm Drainage

Amount: \$ 30,000

<b>DESCRIPTION</b>	
<b><i>Various storm tube projects to include:</i></b>	
Rain gardens	\$ 10,000
1131 North Main – metal pipe (200')	\$ 2,000
520 West Sixth – 45' of 30" concrete pipe under roadway	\$ 2,000
520 West Sixth – 120' of 30" pipe in yard	\$ 3,000
Various tube replacements	\$ 13,000

---

Account Number: 599-00

Name: Other Improvements

Amount: \$ 519,965

<b>DESCRIPTION</b>	
Trail projects	

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>CONTRACTUAL SERVICES</b>					
203-00 Printing & Advertising	---	---	227	---	---
299-00 Other Contractual Services	---	---	2,800	10,200	---
<b>SUBTOTAL</b>	---	---	<u>3,027</u>	<u>10,200</u>	---
<b>OTHER CHARGES</b>					
407-00 Transfers Out	---	9,510	16,894	17,825	18,000
410-00 Contingencies	---	---	---	---	724,130
<b>SUBTOTAL</b>	---	<u>9,510</u>	<u>16,894</u>	<u>17,825</u>	<u>742,130</u>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	---	---	---	92,818	265,000
506-00 Street Improvements	702,743	1,047,728	645,094	919,070	115,000
506-02 Engineering	---	172,921	20,234	---	---
506-04 Storm Drainage Improvements	---	---	---	---	30,000
520-04 Water Line Improvements	70,599	2,656	---	---	---
599-00 Other Improvements	---	---	210,750	136,004	519,965
599-02 ARRA Project Expenditures	---	---	254,028	57,020	---
<b>SUBTOTAL</b>	<u>773,342</u>	<u>1,223,305</u>	<u>1,130,106</u>	<u>1,204,912</u>	<u>929,965</u>
<b>DEBT SERVICE</b>					
601-00 Principal	---	---	190,000	230,000	240,000
602-00 Interest	---	66,982	72,520	63,070	52,495
603-00 Fiscal Agent Fees	---	3,245	2,613	2,613	2,675
604-00 Bond Issuance Costs	36,181	---	---	---	---
<b>SUBTOTAL</b>	<u>36,181</u>	<u>70,227</u>	<u>265,133</u>	<u>295,683</u>	<u>295,170</u>
<b>TOTAL DEBT RETIREMENT</b>	<u>\$ 809,523</u>	<u>\$ 1,303,042</u>	<u>\$ 1,415,160</u>	<u>\$ 1,528,620</u>	<u>\$ 1,967,265</u>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

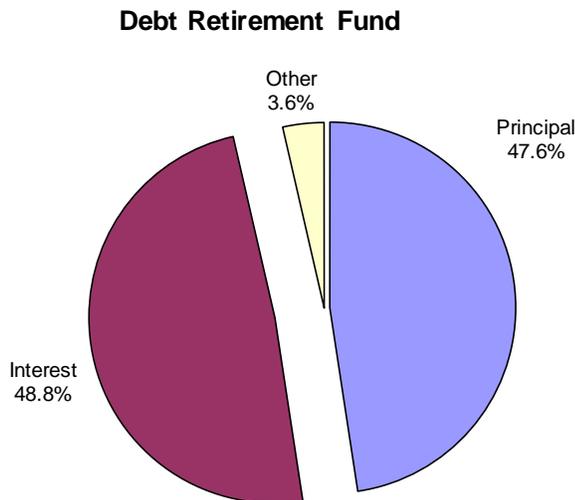
<b>D E B T R E T I R E M E N T</b>					
	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>ADVALOREM TAXES</b>					
48R5071000 Real Estate	99,428	100,830	102,923	106,800	116,915
48R5071100 Personal Property	40,633	45,165	38,771	38,740	36,580
48R5071200 Merchants Surtax	10,025	11,258	10,966	11,160	11,100
48R5071300 Utility Property	2,743	2,644	2,777	3,474	3,405
48R5081200 Penalties & Interest	1,121	1,285	1,247	1,185	1,350
<b>SUBTOTAL</b>	<u>153,950</u>	<u>161,182</u>	<u>156,684</u>	<u>161,359</u>	<u>169,350</u>
<b>SALES TAX</b>					
48R5101001 Sales Tax for Joint Use Facility	207,007	196,796	199,040	203,600	205,000
<b>SUBTOTAL</b>	<u>207,007</u>	<u>196,796</u>	<u>199,040</u>	<u>203,600</u>	<u>205,000</u>
<b>OTHER REVENUES</b>					
48R8901000 Interest on Investments	11,492	2,127	1,780	1,950	1,500
<b>SUBTOTAL</b>	<u>11,492</u>	<u>2,127</u>	<u>1,780</u>	<u>1,950</u>	<u>1,500</u>
<b>OTHER FIN SOURCES</b>					
48R9502000 G.O. Bond Proceeds	---	2,320,000	---	---	---
48R9503000 Bond Premium	---	109,547	---	---	---
	<u>---</u>	<u>2,429,547</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>TOTAL DEBT RETIREMENT REVENUES</b>	<u>372,449</u>	<u>2,789,652</u>	<u>357,504</u>	<u>366,909</u>	<u>375,850</u>
<b>RESTRICTED CASH BALANCE FORWARD</b>	418,153	404,480	502,355	522,000	522,000
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 790,602</u>	<u>\$ 3,194,132</u>	<u>\$ 859,859</u>	<u>\$ 888,909</u>	<u>\$ 897,850</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.

In March 2009 these bonds were refunded and additional debt was issued to expand the Community Center. The three were consolidated into one new Series 2009 G.O. Bonds, with two separate funding sources. The principal and interest for the three different bonds are accounted for separately. Both the 1999 refunding bonds and the new 2009 bonds are funded through the property tax levy.



Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Contractual	\$ 7,184	\$ 7,445	\$ 8,000
Other Operating	4,173	4,442	4,585
Debt Service	248,273	334,962	349,943
<b>Totals</b>	<b>\$ 259,630</b>	<b>\$ 346,849</b>	<b>\$ 362,528</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: DEBT RETIREMENT CODE: 48-00-0

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Approved
<b>CONTRACTUAL SERVICES</b>					
299-00 Other Contractual Services	6,659	6,917	7,184	7,445	8,000
<b>SUBTOTAL</b>	<u>6,659</u>	<u>6,917</u>	<u>7,184</u>	<u>7,445</u>	<u>8,000</u>
<b>OTHER CHARGES</b>					
407-00 Transfers Out	2,903	3,006	4,224	4,342	4,385
410-00 Contingencies	---	---	---	---	535,322
420-00 Uncollectible Delinquent Taxes	---	220	(51)	100	200
<b>SUBTOTAL</b>	<u>2,903</u>	<u>3,226</u>	<u>4,173</u>	<u>4,442</u>	<u>539,907</u>
<b>DEBT SERVICE</b>					
601-01 Principal - 2009 G.O. Bonds	---	---	---	---	---
601-05 Principal - 1999 G. O. Bonds	125,000	150,000	60,000	65,000	75,000
601-06 Principal - 2001 G.O. Bonds	80,000	90,000	15,000	100,000	110,000
602-01 Interest - 2009 G.O. Bonds	---	30,362	84,080	84,080	84,080
602-05 Interest - 1999 G. O. Bonds	28,397	18,623	14,813	12,938	10,931
602-06 Interest - 2001 G.O. Bonds	96,118	74,203	74,119	72,394	69,382
603-00 Fiscal Agent Fees	522	446	261	550	550
604-00 Bond Issue Costs	---	55,789	---	---	---
<b>SUBTOTAL</b>	<u>330,037</u>	<u>419,423</u>	<u>248,273</u>	<u>334,962</u>	<u>349,943</u>
<b>TOTAL DEBT RETIREMENT</b>	<u>\$ 339,599</u>	<u>\$ 429,566</u>	<u>\$ 259,630</u>	<u>\$ 346,849</u>	<u>\$ 897,850</u>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

<b>SOLID WASTE</b>					
	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>SERVICE CHARGES &amp; FEES</b>					
50R6500500 Penalties	292	---	---	---	---
50R6509000 Landfill Fees	581,711	600,205	632,465	751,825	788,052
50R6509001 State Tonnage Fees	25,988	26,483	27,682	33,175	35,448
<b>SUBTOTAL</b>	<u>607,991</u>	<u>626,688</u>	<u>660,147</u>	<u>785,000</u>	<u>823,500</u>
<b>PROPERTY REVENUES</b>					
50R7503000 House Rent	---	500	---	---	---
<b>SUBTOTAL</b>	<u>---</u>	<u>500</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>INTRAGOV'TAL REVENUES</b>					
10R8009010 Transfers In - General Fund	51,840	59,216	---	---	---
<b>SUBTOTAL</b>	<u>51,840</u>	<u>59,216</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>OTHER REVENUES</b>					
50R8901000 Interest on Investments	920	1,394	3,232	655	400
50R8909000 Miscellaneous Revenue	270	350,144	144	4,450	100
<b>SUBTOTAL</b>	<u>1,190</u>	<u>351,538</u>	<u>3,376</u>	<u>5,105</u>	<u>500</u>
<b>TOTAL SOLID WASTE REVENUES</b>	<u>661,021</u>	<u>1,037,942</u>	<u>663,523</u>	<u>790,105</u>	<u>824,000</u>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	---	---	---	168,000	168,000
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 661,021</u>	<u>\$ 1,037,942</u>	<u>\$ 663,523</u>	<u>\$ 958,105</u>	<u>\$ 992,000</u>

# Solid Waste Fund

## Overview and Description

The Solid Waste department handles the day to day operations of the City transfer station. This fund is self supportive by a user fee of \$52.50 per ton for disposal of waste. A tiered rate structure also exists for volume disposal measured on a monthly basis. The structure is <149.99 Tons = \$52.50/ton, 150-224.99 Tons = \$50.00/ton, >225 Tons = \$45.00/ton. The fees collected also pay any expenses that are incurred on the closed portions of the landfill. This operation is open to the public for drop off of trash and compost materials Monday thru Friday and once monthly on Saturday mornings throughout the summer months. The transfer station operates under a State of Missouri operating permit number 414701. It receives an average of 59 tons of waste per day that is packed in to a semi trailer that is owned by NR Hamm Company, the trailer is then transported to the NR Hamm landfill in Perry, Kansas for ultimate disposal. The City maintains a contract with NR Hamm Company for the hauling and disposal of all waste collected at the transfer station.

The transfer station personnel also complete the quarterly gas monitoring for the solid waste sanitary landfill, which was operated by the City from 1974 until its 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 groundwater monitoring requirements of the MDNR compliance rules and regulations are performed by Aquaterra Environmental, Inc. The landfill has been officially recognized as closed by the Missouri Department of Natural Resources since October 28, 2008. A 30 year monitoring requirement is imposed as of this date.

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.

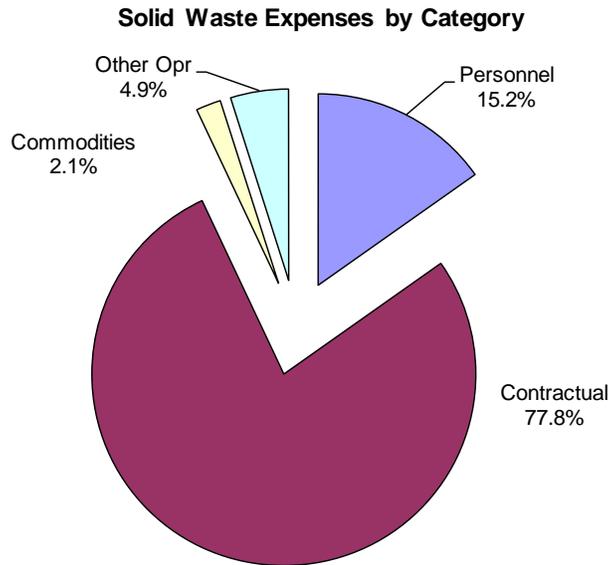
The transfer station has 2 full time employees and 2 part time scale clerks.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Improve time efficiency on total operation of transfer station.	On-going	Continue to build good relationships with haulers.
Improve the aesthetics of transfer station by cleaning area once a day.	On-going	Ensure all safety rules are followed by employees, haulers, and the general public when they are in the transfer station area.
Follow all safety rules and maintain a safe work area by having weekly meetings with all employees to inspect all equipment and transfer station area for any flaws that could be overlooked in the daily operation.	On-going	Get a second employee certified to perform methane gas testing at the landfill.
Provide a safe environment for all customers using the transfer station by not running any equipment while trash is being unloaded and making sure an employee is located at transfer station at all times.	On-going	

Debt Service Leases	Principal	Interest	Final Payment
Loader	11,618	1,401	10/10/14

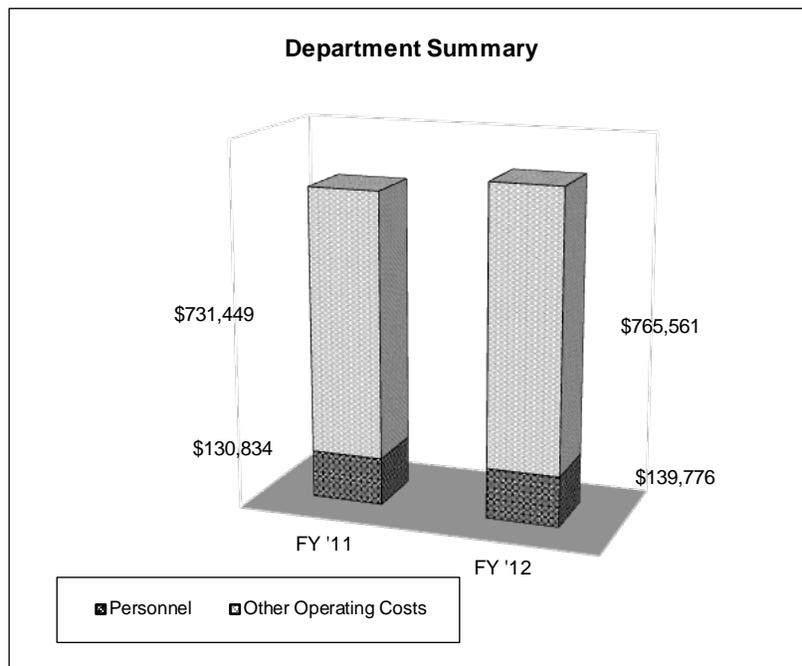
# Solid Waste Fund - continued



Operating Expenses by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 127,486	\$ 130,834	\$ 139,776
Contractual	532,995	673,383	702,636
Commodities	16,935	17,590	19,000
Other Operating	35,021	40,476	43,925
<b>Totals</b>	<b>\$ 712,437</b>	<b>\$ 862,283</b>	<b>\$ 905,337</b>

Staffing FTE's

3



**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: SOLID WASTE

		<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Request</b>
<b>PERSONNEL SERVICES</b>						
110-00	Salaries & Wages	89,756	90,463	95,197	95,882	98,866
115-00	Overtime	882	559	548	700	500
120-00	FICA Contribution	6,690	6,730	7,095	7,238	7,639
140-00	Group Insurance-Employee	11,724	11,724	11,739	12,610	13,850
140-01	Group Insurance-Offset	6,956	6,956	6,986	7,428	8,140
150-00	Retirement Contrib - LAGERS	5,896	5,329	5,521	6,528	10,285
170-00	Longevity	204	352	400	448	496
	<b>SUBTOTAL</b>	<b>122,108</b>	<b>122,113</b>	<b>127,486</b>	<b>130,834</b>	<b>139,776</b>
<b>CONTRACTUAL SERVICES</b>						
201-00	Utilities	6,887	7,620	6,220	6,750	7,425
202-00	Telephone	507	550	553	550	550
203-00	Printing & Advertising	116	---	---	102	150
205-00	Postage	137	126	114	100	140
207-00	Travel & Training	900	---	---	---	300
210-00	Maintenance/Building	1,030	286	645	165	500
211-00	Maint/Equip-O/S Vendors	3,367	1,109	1,142	1,783	1,500
211-02	Central Garage - Parts	86	50	555	149	100
211-04	Central Garage - Overhead	384	541	91	554	372
212-00	Maintenance-Other	---	---	---	100	100
213-00	Rents	---	---	---	---	---
214-00	Independent Audit	1,201	---	---	---	---
215-00	Radio Maintenance	---	---	---	---	---
216-00	Professional Fees	80,200	96,071	64,218	68,030	60,000
299-00	Other Contractual Services	399,479	424,386	459,457	595,100	631,499
	<b>SUBTOTAL</b>	<b>494,294</b>	<b>530,739</b>	<b>532,995</b>	<b>673,383</b>	<b>702,636</b>
<b>COMMODITIES</b>						
301-00	Office Supplies	1,432	1,635	1,557	1,600	1,500
302-00	Fuel & Lubricants	17,730	6,697	9,314	12,000	12,000
303-00	Chemicals	342	---	1,138	840	1,000
305-00	Tires-Batteries-Accessories	798	181	383	300	300
306-00	Janitorial Supplies	---	---	66	100	100
307-00	Parts - Equipment Maintance	2,229	833	2,337	2,100	2,000
308-00	Maint/Constr-Streets, Etc.	---	1,207	---	---	500
308-01	Maint/Constr-Buildings, Etc.	12	100	106	100	300
330-00	Safety Equipment & Supplies	---	257	106	300	300
399-00	General Supplies	2,350	3,313	1,928	250	1,000
	<b>SUBTOTAL</b>	<b>24,893</b>	<b>14,223</b>	<b>16,935</b>	<b>17,590</b>	<b>19,000</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: SOLID WASTE

		<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Request</b>
<b>OTHER CHARGES</b>						
401-00	Insurance	7,185	7,596	7,651	7,964	9,186
408-00	Solid Waste Tonnage Fee	25,508	26,035	27,128	32,512	34,739
410-00	Contingencies	---	---	---	---	73,644
415-00	Operating Permits & Fees	---	---	---	---	---
420-00	Uncollectible Accounts	---	---	242	---	---
499-00	Miscellaneous Charges	---	---	---	---	---
	<b>SUBTOTAL</b>	<u>32,693</u>	<u>33,631</u>	<u>35,021</u>	<u>40,476</u>	<u>117,569</u>
<b>CAPITAL OUTLAY</b>						
504-00	Mechanical & Auto Equipment	78,445	---	---	---	---
	<b>SUBTOTAL</b>	<u>78,445</u>	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>
<b>DEBT SERVICE</b>						
601-00	Lease - Principal	8,968	10,199	10,651	11,124	11,618
602-00	Lease - Interest	2,967	2,821	2,368	1,895	1,401
	<b>SUBTOTAL</b>	<u>11,935</u>	<u>13,020</u>	<u>13,019</u>	<u>13,019</u>	<u>13,019</u>
	<b>TOTAL SOLID WASTE</b>	<u>\$ 764,368</u>	<u>\$ 713,726</u>	<u>\$ 725,456</u>	<u>\$ 875,302</u>	<u>\$ 992,000</u>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

<b>T I F</b>					
	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>OTHER REVENUES</b>					
65R5071400 TIF PILOTS - LMP	\$ 21,570	\$ 20,259	\$ 20,773	\$ 20,817	\$ 21,200
65R5071401 TIF PILOTS - Hy Vee	101,387	105,544	101,620	104,170	105,000
65R5101002 TIF EATS - Hy Vee	23,266	24,049	33,788	36,095	37,000
65R8009010 Transfer EATS - General Fund	23,227	24,049	33,788	36,095	37,000
65R8009020 Transfer EATS - Park & Rec Fund	2,903	3,006	4,223	4,325	4,350
65R8009044 Transfer EATS - Capital Impr Fund	---	9,510	16,894	17,825	18,000
65R8009048 Transfer EATS - Debt Retire Fund	2,903	3,006	4,223	4,342	4,385
65R8009080 Transfer EATS - Mozingo Rec Fund	11,614	12,025	16,894	17,400	17,600
65R8901000 Interest on Investments	8,841	398	54	50	50
65R9502000 Bond Proceeds	---	---	---	---	---
<b>TOTAL TIF REVENUES</b>	195,711	201,846	232,257	241,119	244,585
<b>RESTRICTED CASH BALANCE FORWARD</b>	339,248	339,102	356,225	382,000	382,000
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	\$ 534,959	\$ 540,948	\$ 588,482	\$ 623,119	\$ 626,585

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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 2012**

FUND: TIF CODE: 65-00-0

		2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Approved
<b>CONTRACTUAL SERVICES</b>						
250-00	Reimbursable Project Costs - L	21,570	20,259	20,773	20,817	21,200
299-00	Other Contractual Services	420	420	420	420	420
	<b>SUBTOTAL</b>	<u>21,990</u>	<u>20,679</u>	<u>21,193</u>	<u>21,237</u>	<u>21,620</u>
<b>OTHER CHARGES</b>						
410-00	Contingencies	---	---	---	---	406,997
	<b>SUBTOTAL</b>	<u>---</u>	<u>---</u>	<u>---</u>	<u>---</u>	<u>406,997</u>
<b>DEBT SERVICE</b>						
601-00	Principal on TIF Bonds	35,000	45,000	60,000	60,000	70,000
602-00	Interest on TIF Bonds	138,046	136,312	133,942	131,123	127,968
	<b>SUBTOTAL</b>	<u>173,046</u>	<u>181,312</u>	<u>193,942</u>	<u>191,123</u>	<u>197,968</u>
	<b>TOTAL TIF</b>	<u>\$ 195,036</u>	<u>\$ 201,991</u>	<u>\$ 215,135</u>	<u>\$ 212,360</u>	<u>\$ 626,585</u>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**WATER/WASTEWATER FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Administration	186,389	1,187,402	3,400	4,940,604	6,317,795	25,000	841,743	7,184,538
Water Maintenance	198,074	22,884	137,400	8,678	367,036	15,000	---	382,036
Water Construction	---	---	---	---	---	2,678,846	---	2,678,846
<b>Total Water</b>	<b>198,074</b>	<b>22,884</b>	<b>137,400</b>	<b>8,678</b>	<b>367,036</b>	<b>2,693,846</b>	<b>---</b>	<b>3,060,882</b>
Sewer Maintenance	198,074	62,156	39,300	33,278	332,808	240,000	102,865	675,673
Sewer Construction	---	---	---	---	---	9,445,000	---	9,445,000
<b>Total Sewer</b>	<b>198,074</b>	<b>62,156</b>	<b>39,300</b>	<b>33,278</b>	<b>332,808</b>	<b>9,685,000</b>	<b>102,865</b>	<b>10,120,673</b>
<b>Totals</b>	<b>\$582,537</b>	<b>\$1,272,442</b>	<b>\$180,100</b>	<b>\$4,982,560</b>	<b>\$7,017,639</b>	<b>\$12,403,846</b>	<b>\$944,608</b>	<b>\$20,366,093</b>
Total Cash Available								\$ 20,366,093
Difference								\$ ---
% of Total Budget	2.86%	6.25%	0.88%	24.46%	34.46%	60.90%	4.64%	100.00%

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**WATER/WASTEWATER**

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>SERVICE CHARGES &amp; FEES</b>					
70R6500100 Metered Sales	1,601,298	1,566,494	1,698,561	1,693,000	1,947,000
70R6500200 Sewer Use Charge	890,181	888,278	975,028	969,800	1,115,375
70R6500201 Industrial Use Charge	2,950	---	---	---	---
70R6500202 Sewer Only Charge	27,108	27,256	26,558	29,750	34,200
70R6500300 PWSD #1 Sales	608,246	601,898	718,956	770,000	850,000
70R6500400 Bulk Water Sales	1,426	1,199	601	300	300
70R6500500 Penalties	25,024	23,488	25,731	26,000	29,800
70R6500600 Late Service Charges	15,105	17,085	18,960	16,700	17,000
70R6500601 Disconnect/Reconnect Charges	5,340	3,590	4,355	2,450	2,450
70R6500700 Tapping Fees	2,000	9,300	11,783	15,000	10,000
70R6500800 Service Initiation Fees	19,575	20,075	19,625	21,600	21,000
<b>SUBTOTAL</b>	<b>3,198,253</b>	<b>3,158,663</b>	<b>3,500,158</b>	<b>3,544,600</b>	<b>4,027,125</b>
<b>REVENUE FROM OTHER AGENCIES</b>					
10R7002000 Federal Grants	223,840	76,404	---	177,600	168,750
70R7002001 Reimb on Joint Projects	---	16,500	---	---	---
<b>SUBTOTAL</b>	<b>223,840</b>	<b>92,904</b>	<b>---</b>	<b>177,600</b>	<b>168,750</b>
<b>PROPERTY REVENUE</b>					
70R7506000 Sale of Property	---	3,107	---	2,779	---
<b>SUBTOTAL</b>	<b>---</b>	<b>3,107</b>	<b>---</b>	<b>2,779</b>	<b>---</b>
<b>INTRAGOVERNMENTAL REVENUE</b>					
70R8002000 Department Reimbursement	1,140	1,567	1,710	1,000	1,000
70R8009000 Transfer In	---	---	---	---	---
<b>SUBTOTAL</b>	<b>1,140</b>	<b>1,567</b>	<b>1,710</b>	<b>1,000</b>	<b>1,000</b>
<b>OTHER REVENUES</b>					
70R8901000 Interest on Investments	126,885	45,535	36,703	27,300	26,000
70R8909000 Miscellaneous	5,793	3,855	11,834	40,500	43,218
<b>SUBTOTAL</b>	<b>132,678</b>	<b>49,390</b>	<b>48,537</b>	<b>67,800</b>	<b>69,218</b>
<b>TOTAL WATER/WASTEWATER REVENUES</b>	<b>3,555,911</b>	<b>3,305,631</b>	<b>3,550,405</b>	<b>3,793,779</b>	<b>4,266,093</b>
<b>OTHER FIN SOURCES-CAPITAL LEASE/BONDS C/O from FY '11</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>2,800,725</b>	<b>11,000,000</b>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	<b>3,795,090</b>	<b>4,494,380</b>		<b>5,100,000</b>	<b>5,100,000</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 7,351,001</b>	<b>\$ 7,800,011</b>	<b>\$ 3,550,405</b>	<b>\$ 11,694,504</b>	<b>\$ 20,366,093</b>

# Water/Sewer Administration Department

## 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. Revenue bond payments and fiscal agent fees are also accounted for in this department.

Water meters are read once a month and customers are billed the end of each month. Meter reading is automated and 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.

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.

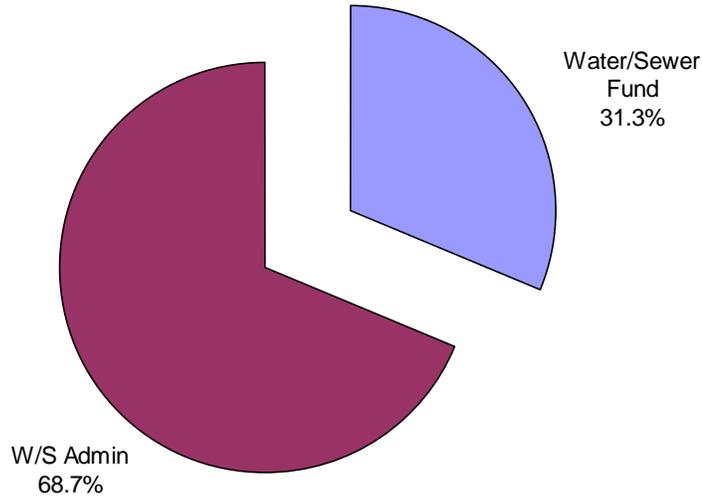
In May 2006 the City entered into an agreement with People Service to run the daily operations of the water and sewer treatment plants. The cost for this is now reflected in the "Other Contractual Services" line item in this department. The City retained responsibility for the electric and gas utility 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".

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Issue water bills timely & accurately	On-going	Work with water maintenance to investigate variances in water billed versus water pumped from the plant
Continue to reduce the number of water meter re-reads prior to billing, due to misreads	On-going	Monitor more closely the usage of large customers to develop trend data and explain variances
Implement on-line bill payment capability with the launching of the City's new website <i>Comment: Reviewed a few processor options</i>	Incomplete	Survey customers to gauge interest in on-line bill pay feature
Eliminate all Notice of Violations from MDNR <i>Comment: None since May 2010</i>	Met	Eliminate all Notice of Violations from MDNR
Update property owner records in utility billing system <i>Comment: Done as errors are found</i>	On-going	Incorporate at least one "best practice" from another water/sewer billing organization
Improve collection of delinquent final water bills from the customer rather than the property owner <i>Comment: Deposit of \$125 has assisted in this</i>	On-going	
Identify problem meters for replacement <i>Comment: Replaced old defective meters in certain locations</i>	On-going	Provide an updated listing to water maintenance of the large sized old meters to target for replacement

# Water/Sewer Administration Department - continued

**Percent of Water/Sewer Fund**



<b>Operating Expenditures by Category</b>	<b>Actual FY '10</b>	<b>Estimated FY '11</b>	<b>Requested FY '12</b>
Personnel	\$ 121,468	\$ 136,819	\$ 186,389
Contractual	1,046,014	1,126,695	1,187,402
Commodities	3,257	3,330	3,400
Other Operating	140,976	262,900	157,055
<b>Totals</b>	<b>\$ 1,311,715</b>	<b>\$ 1,529,744</b>	<b>\$ 1,534,246</b>

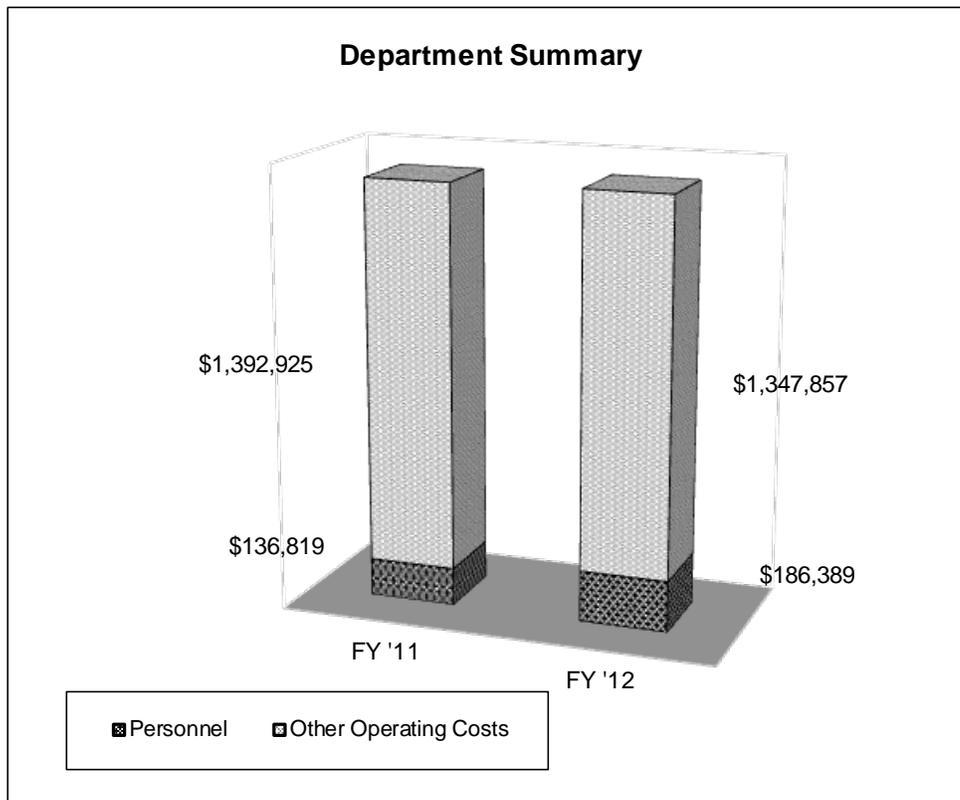
Staffing FTE's 2.65

<b>Debt Service</b>	<b>Principal</b>	<b>Interest</b>	<b>Final Payment</b>
PWSD #1 Note Payable	\$ 17,791	\$ 2,209	03/01/14

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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: \$ 25,000

**DESCRIPTION**

Set aside funds for future hardware/software upgrades, hopefully to be accomplished in FY 2013. Reviews of providers and demos could start in late FY 2012.

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: WATER/WASTEWATER  
DEPARTMENT: ADMINISTRATION

CODE: 70-70-1

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	101,453	99,171	88,494	95,309	126,331
115-00 Overtime	80	---	---	100	---
120-00 FICA Contribution	7,596	7,468	6,607	7,080	9,680
140-00 Group Insurance-Employee	14,066	13,240	11,525	13,566	18,436
140-01 Group Insurance-Offset	4,899	5,614	6,117	9,945	14,793
150-00 Retirement Contrib - LAGERS	8,207	7,405	6,631	8,027	14,418
150-01 Retirement Contrib - ICMA	1,631	1,908	1,861	1,507	2,527
160-00 Unemployment Insurance	---	---	---	1,120	---
170-00 Longevity	504	187	233	165	204
<b>SUBTOTAL</b>	<b>138,436</b>	<b>134,993</b>	<b>121,468</b>	<b>136,819</b>	<b>186,389</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	145,768	157,464	174,450	183,600	195,000
202-00 Telephone	1,145	1,213	1,385	1,400	1,450
203-00 Printing & Advertising	1,171	1,686	2,671	800	1,000
205-00 Postage	14,636	21,289	16,395	17,850	18,500
211-00 Maint/Equip-O/S Vendors	16,036	13,741	12,764	14,625	15,500
211-02 Central Garage - Parts	90	150	139	33	100
211-04 Central Garage - Overhead	479	502	278	303	294
212-00 Other Maintenance	4,783	22,826	33,124	55,310	25,000
214-00 Independent Audit	7,511	7,310	8,379	7,924	8,860
216-00 Professional Services	2,810	73,462	500	880	---
217-00 Billing & Administrative Charges	171,851	166,038	171,092	173,970	184,906
299-00 Other Contractual Services	556,801	657,883	624,837	670,000	736,792
<b>SUBTOTAL</b>	<b>923,081</b>	<b>1,123,564</b>	<b>1,046,014</b>	<b>1,126,695</b>	<b>1,187,402</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	2,054	509	675	500	550
302-00 Fuel & Lubricants	1,972	853	713	830	850
399-00 General Supplies	774	2,764	1,869	2,000	2,000
<b>SUBTOTAL</b>	<b>4,800</b>	<b>4,126</b>	<b>3,257</b>	<b>3,330</b>	<b>3,400</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	21,422	21,671	16,024	20,470	18,280
402-00 Membership & Subscriptions	2,777	2,979	3,008	70	3,050
406-00 Refunds	1,012	544	531	150	300
410-00 Contingencies	---	---	---	---	4,783,549
411-00 PILOT Fees	111,114	106,793	120,760	123,150	134,865
415-00 Operating Permits/Fees	60	60	197	60	60
420-00 Uncollectible Water Bills	27	---	456	200	500
499-00 Miscellaneous Charges	---	20,400	---	118,800	---
<b>SUBTOTAL</b>	<b>136,412</b>	<b>152,447</b>	<b>140,976</b>	<b>262,900</b>	<b>4,940,604</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: WATER/WASTEWATER  
DEPARTMENT: ADMINISTRATION

CODE: 70-70-1

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>CAPITAL OUTLAY</b>					
503-00 Office Equipment	---	---	---	---	25,000
504-00 Mechanical & Auto Equipment	---	19,986	---	---	---
<b>SUBTOTAL</b>	---	19,986	---	---	25,000
<b>DEBT SERVICE</b>					
601-00 Principal - Lease	73,174	75,928	52,199	---	125,064
601-01 Principal - 1999/2009 Bonds	90,000	---	310,000	310,000	330,000
601-02 Principal - 2002 Bonds	390,000	150,000	---	---	---
601-03 Principal - PWSD #1 N/P	14,003	14,867	15,784	16,757	17,791
601-04 Principal - 2010 Bonds - Tower	---	---	---	---	100,000
602-00 Interest - Lease	6,215	3,462	727	---	38,962
602-01 Interest - 1999/2009 Bonds	221,442	80,543	106,921	94,394	85,869
602-02 Interest - 2002 Bonds	11,138	3,375	---	---	---
602-03 Interest - PWSD #1 N/P	5,997	5,133	4,216	3,243	2,209
602-04 Interest - 2010 COPs - Towers	---	---	---	105,946	141,348
603-01 Fiscal Agent Fees-'92/'02 Bonds	261	218	---	---	---
603-02 Fiscal Agent Fees-1999 Bonds	261	218	418	500	500
604-00 Bond Issue Costs	---	---	---	49,908	---
<b>SUBTOTAL</b>	812,491	333,744	490,265	580,748	841,743
<b>TOTAL W/S ADMINISTRATION</b>	<u>\$ 2,015,220</u>	<u>\$ 1,768,860</u>	<u>\$ 1,801,980</u>	<u>\$ 2,110,492</u>	<u>\$ 7,184,538</u>

# Water Maintenance Department

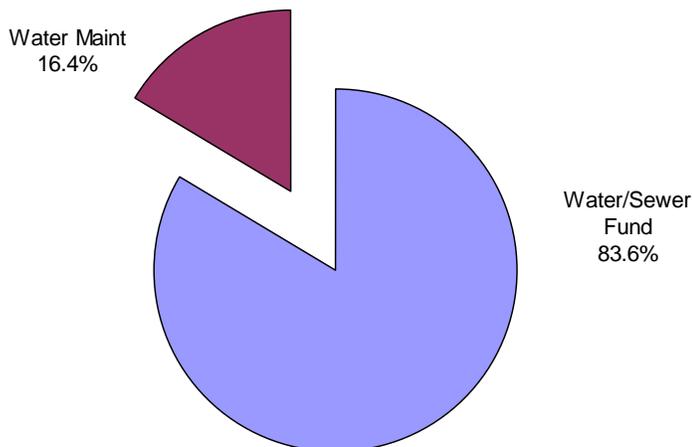
## Overview and Description

The water maintenance department maintains all the underground water utilities lines within the City relating to water distribution which consists of 80 miles of water lines. This crew completes all of the city's water line repairs. Because of the demands on the water distribution system, this crew is on call 24 hours per day 365 days per year. Any time that water stops flowing or a break or leak occurs this crew responds to repair the system. The Water Maintenance Department also assists the water administration department with the monthly meter reading and turns on and turns off process of new services, along with non-payment water bills each month. This crew also flushes the system twice a year and maintains approximately 485 fire hydrants and 3,900 and meters. Line locates requested by citizens or contractors either via Missouri One Call or through requests are provided by this crew. The water superintendent in this department is licensed by the Missouri Department of Natural Resources that allows him to work on and repair the drinking water lines within the City.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Update the locations of all valves as work and maintenance is completed	On-going	Upgrade the undersized water mains in the northwest quadrant of the City.
Implement a valve exercising program as requested by MDNR, once per year minimum	Incomplete	Implement a valve exercising program as requested by MDNR, once per year minimum
Update the GIS mapping of the water distribution system within the City as work and maintenance is completed	On-going	Ensure that GIS mapping of the water distribution system continues as more maintenance is completed.
Follow all safety rules	On-going	Follow all safety rules
Find and locate all dead end water mains and parallel water mains and implement a program to loop at least two dead end mains or two parallel mains per year to improve water quality	On-going	Identify areas of need and schedule plans to loop water system to improve water system.

Percent of Water/Sewer Fund

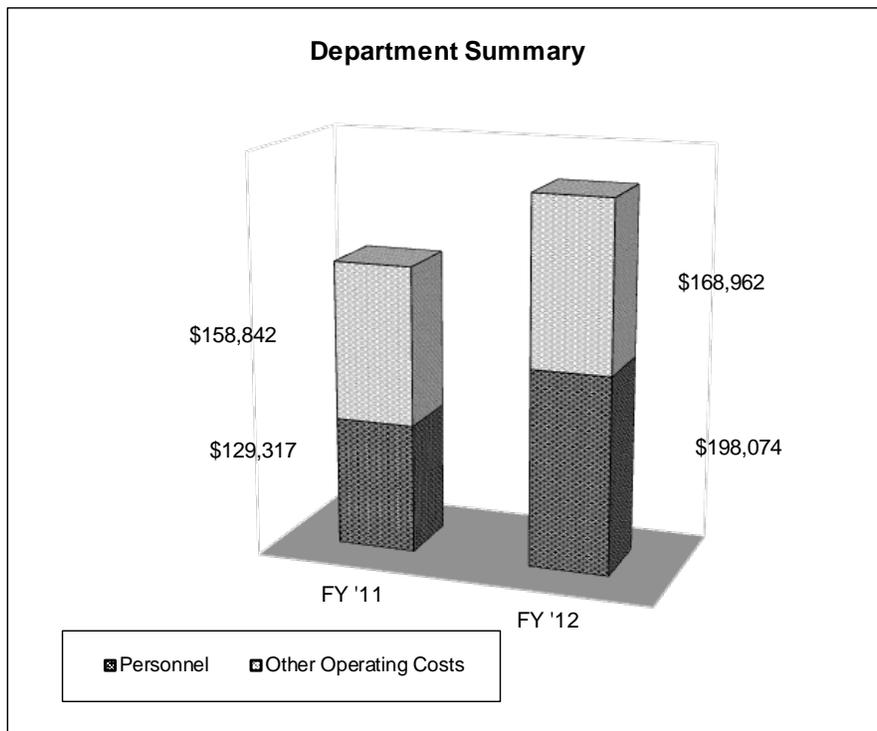


# Water Maintenance Department - continued

Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 130,704	\$ 129,317	\$ 198,074
Contractual	19,031	17,819	22,884
Commodities	92,625	131,034	137,400
Other Operating	7,092	9,989	8,678
<b>Totals</b>	<b>\$ 249,452</b>	<b>\$ 288,159</b>	<b>\$ 367,036</b>

Staffing FTE's

3.75



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## Water Maintenance Department – Capital Outlay

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Account Number: 504-00

Name: Mechanical & Auto Equipment

Amount: \$ 15,000

<b>DESCRIPTION</b>
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Replace 1990 ½ ton Ford with a new 1 ton truck (1/2 cost)
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: WATER/WASTEWATER  
DEPARTMENT: WATER  
DIVISION: MAINTENANCE  
CODE: 70-72-3

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	73,904	81,163	85,556	82,509	120,613
115-00 Overtime	2,070	1,498	3,479	3,000	3,000
120-00 FICA Contribution	5,701	6,104	6,435	6,418	9,505
140-00 Group Insurance-Employee	15,579	15,579	16,087	16,220	25,878
140-01 Group Insurance-Offset	4,657	8,340	11,703	12,491	21,529
150-00 Retirement Contrib - LAGERS	5,674	5,919	6,178	7,328	15,903
150-01 Retirement Contrib - ICMA	852	902	933	976	1,009
160-00 Unemployment Insurance	---	802	---	---	---
170-00 Longevity	252	259	333	375	637
<b>SUBTOTAL</b>	<b>108,689</b>	<b>120,566</b>	<b>130,704</b>	<b>129,317</b>	<b>198,074</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	6,162	6,236	6,230	6,900	7,600
202-00 Telephone	1,114	1,099	1,112	1,300	1,500
203-00 Printing & Advertising	343	267	120	350	350
205-00 Postage	68	137	162	100	150
207-00 Travel & Training	13	291	525	700	700
209-00 Subsistance	163	86	251	200	200
210-00 Maintenance/Building	---	---	---	500	500
211-00 Maint/Equip-O/S Vendors	1,981	5,517	2,939	2,000	3,000
211-02 Central Garage - Parts	1,644	443	1,633	1,000	1,500
211-04 Central Garage - Overhead	3,754	1,733	1,758	2,524	2,384
212-00 Other Maintenance	---	1,180	95	745	500
213-00 Rents	---	7	1,034	---	1,500
215-00 Radio Maintenance	---	---	55	---	500
299-00 Other Contractual Services	1,728	2,039	3,117	1,500	2,500
<b>SUBTOTAL</b>	<b>16,970</b>	<b>19,035</b>	<b>19,031</b>	<b>17,819</b>	<b>22,884</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: WATER/WASTEWATER

DEPARTMENT: WATER

DIVISION: MAINTENANCE

CODE: 70-72-3

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,913	1,472	1,462	2,500	7,500
302-00 Fuel & Lubricants	17,066	13,450	15,673	15,934	16,000
303-00 Chemicals	49	---	---	---	1,000
305-00 Tires-Batteries-Accessories	115	109	792	1,000	1,000
306-00 Janitorial Supplies	265	85	183	400	400
307-00 Parts - Equipment Maintance	6,464	2,906	8,801	6,000	6,000
308-00 Maint/Constr-Streets, Etc.	5,803	7,212	11,164	9,200	9,000
308-01 Maint/Constr-Buildings, Etc.	315	1,615	126	500	1,000
309-00 Training Materials	---	---	---	100	300
330-00 Safety Equipment & Supplies	745	1,479	644	1,400	1,200
350-00 Fire Hydrants	15,947	15,629	599	17,000	17,000
351-00 Water Meters	19,483	28,809	26,148	30,000	30,000
352-00 Valves & Fittings	20,158	21,471	23,458	35,000	35,000
353-00 Pipe	4,066	6,554	80	6,000	8,000
399-00 General Supplies	3,214	3,611	3,495	6,000	4,000
<b>SUBTOTAL</b>	<b>95,603</b>	<b>104,402</b>	<b>92,625</b>	<b>131,034</b>	<b>137,400</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	6,688	6,852	6,919	9,789	8,278
402-00 Membership & Subscriptions	158	233	173	200	400
<b>SUBTOTAL</b>	<b>6,846</b>	<b>7,085</b>	<b>7,092</b>	<b>9,989</b>	<b>8,678</b>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	23,045	---	---	27,700	15,000
599-00 Other Improvements	---	---	---	---	---
<b>SUBTOTAL</b>	<b>23,045</b>	<b>---</b>	<b>---</b>	<b>27,700</b>	<b>15,000</b>
<b>TOTAL WATER MAINT</b>	<b>\$ 251,153</b>	<b>\$ 251,088</b>	<b>\$ 249,452</b>	<b>\$ 315,859</b>	<b>\$ 382,036</b>

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# Water Construction Department

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## Overview and Description

The water construction account is responsible for funding new water line and infrastructure improvements. This year the primary focus is to make necessary improvements inside the processes associated with water treatment and distribution immediately leaving the Water Treatment Plant (WTP).

Inside the WTP the City will replace its existing membrane system which is one of the most critical components which needs regular 7-10 year replacement. This will be a budgeted cost of \$2.3 million, but will help to ensure clean drinking water versus the current membranes which degrade as fibers of the membrane break down. Also, in the WTP the City will complete the replacement of its High Service Pumps (HSP) with Variable Frequency Drives (VFD). The existing HSP's are 45 years old and have an extremely high electrical demand upon them considering they run on one speed. The new system will incorporate the VFD which will enable the pumps to run at varying speeds, effectively controlling electrical demand and requirements. As a result, we expect a reduction in the utility bills at the facility. This project compliments the Council vision for implementing greener approaches into our infrastructure and facilities.

The final capital improvement will be installation of a new trunk line existing the City's WTP. Currently two distribution lines exit the WTP into city limits one of which has become habitually a maintenance issue given its age (~60 years old). Replacing the line with a larger main will allow us to pump more water into the city at a shorter amount of time and reduce maintenance costs on repairs.

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Account Number: 502-00

Name: Buildings

Amount: \$1,700,000

DESCRIPTION
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Replace membrane system in water treatment plant
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Account Number: 599-00

Name: Other Improvements

Amount: \$900,000

DESCRIPTION	
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Replace 1950's 12" water main with a new 14" or 16" main from the WTP west to North Depot street	\$ 750,000
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Upgrade and replace old water mains with inadequate flow and pressure in the northwest corner of the City (from Buchanan to Walnut between 4 <sup>th</sup> & 7 <sup>th</sup> Streets)	\$ 150,000
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Account Number: 599-02

Name: ARRA Projects

Amount: \$78,846

DESCRIPTION
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Complete installation of 3 booster pumps for WTP
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	600,000	1,700,000
520-00 Water Main Extensions	---	---	---	---	---
520-04 Water Line Projects	---	39,806	---	---	---
599-00 Other Improvements	---	100,509	503,244	2,251,350	900,000
599-02 ARRA Project Expenditures	---	---	---	441,970	78,846
<b>SUBTOTAL</b>	---	140,315	503,244	3,293,320	2,678,846
<b>TOTAL WATER CONSTR</b>	<b>\$ -</b>	<b>\$ 140,315</b>	<b>\$ 503,244</b>	<b>\$ 3,293,320</b>	<b>\$ 2,678,846</b>

# Sewer Maintenance Department

## Overview and Description

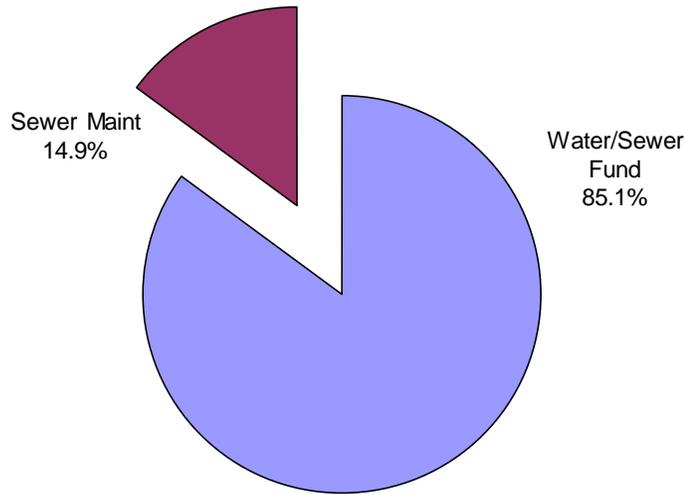
The sewer maintenance department is responsible for the care, construction and maintenance of over 66 miles of sanitary sewer lines and 1,045 manholes within the City. This includes the gravity flow lines, seven sanitary sewer lift stations, and the force mains that work in conjunction with the lift stations. The seven lift stations operated by the City sewer department are independently checked daily for operation and flow. A grant is pending for the lift stations to install generators on each site during times of interrupted electrical service which in turn can result in backups of wastewater into homes and businesses. Line locates requested by citizens either via Missouri One Call or through local requests are provided by this crew. Personnel costs have been shifted into this department from water maintenance in order to evenly split the employees between the two departments. This department also has the technology and equipment to run a camera (which is planned to be converted from a VHS system to a digital system) into a problem sewer line to visually check the condition of a line. This camera truck also has a 2500 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

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Start on V or VII of our Infiltration & In Flow Area. Flush, camera, tape, and smoke test area to help generate a report from engineers to see what repairs that can be done by city staff or what repairs need contracted out.	On-going	Start on V or VII of our Infiltration & Inflow Area. Flush, camera, tape, and smoke test area to help generate a report from engineers to see what repairs that can be done by city staff or what repairs need contracted out.
Follow all safety rules	On-going	Follow all safety rules
Update GIS locating & mapping of all sewer lines & manholes within the City as repairs and maintenance is completed.	On-going	Update GIS locating & mapping of all sewer lines & manholes within the City as repairs and maintenance is completed.
Implement & identify quadrants of the City needing scheduled maintenance. Use of flow meter to monitor & diagnose water infiltration areas	On-going	Implement & identify quadrants of the City needing scheduled maintenance. Use of flow meter to monitor & diagnose water infiltration areas
Create a plan for permanent repair or replacement of lines to decrease the need for scheduled cleaning or servicing of the line	On-going	Create a plan for permanent repair or replacement of lines to decrease the need for scheduled cleaning or servicing of the line
Ensure compliance with our industrial pre-treatment program	On-going	Ensure compliance with our industrial pre-treatment program

# Sewer Maintenance Department – continued

**Percent of Water/Sewer Fund**



<b>Operating Expenditures by Category</b>	<b>Actual FY '10</b>	<b>Estimated FY '11</b>	<b>Requested FY '12</b>
Personnel	\$ 130,703	\$ 129,316	\$ 198,074
Contractual	60,739	47,234	62,156
Commodities	21,463	29,600	39,300
Other Operating	58,604	33,656	33,278
<b>Totals</b>	<b>\$ 271,509</b>	<b>\$ 239,806</b>	<b>\$ 332,808</b>

Staffing FTE's

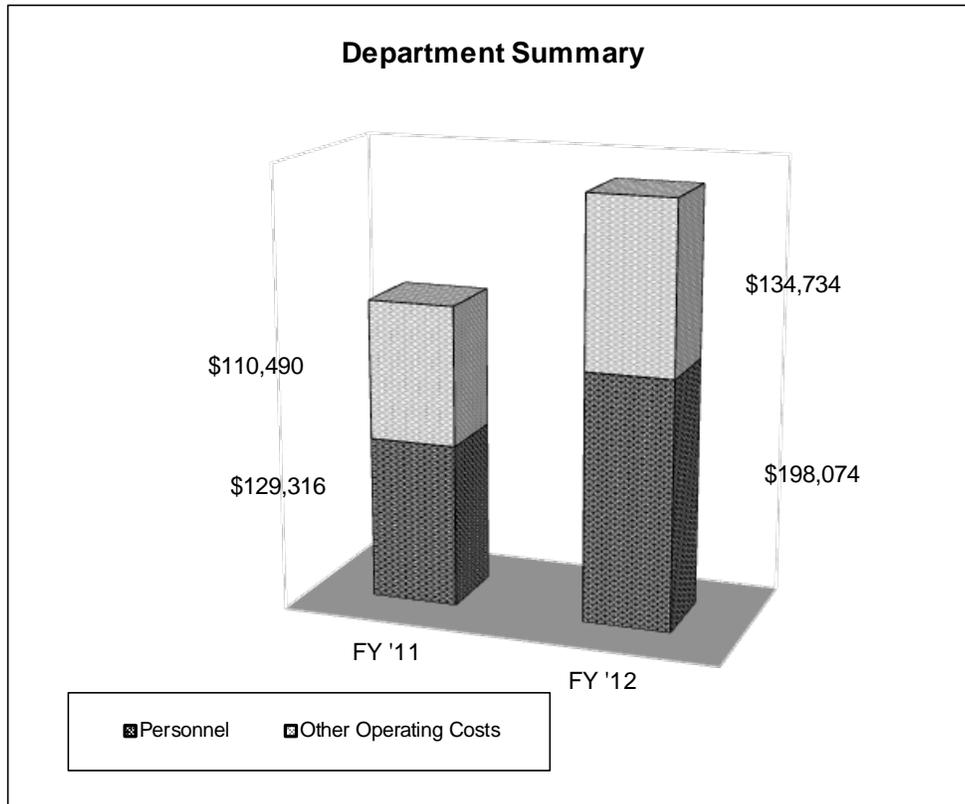
3.75

<b>Debt Service Leases</b>	<b>Principal</b>	<b>Interest</b>	<b>Final Payment</b>
East lift station	98,407	4,458	05/12/13

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## Sewer Maintenance Department – Continued

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## Sewer Maintenance Department – Capital Outlay

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Account Number: 504-00

Name: Mechanical & Auto Equipment

Amount: \$ 15,000

**DESCRIPTION**

Replace 1990 ½ ton Ford with a new 1 ton truck (1/2 cost)

---

Account Number: 599-00

Name: Other Improvements

Amount: \$ 225,000

**DESCRIPTION**

Generators for lift stations

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: WATER/WASTEWATER  
DEPARTMENT: SEWER  
DIVISION: MAINTENANCE

CODE: 70-74-3

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	79,746	81,162	85,556	82,508	120,613
115-00 Overtime	2,069	1,498	3,479	3,000	3,000
120-00 FICA Contribution	6,148	6,103	6,435	6,418	9,505
140-00 Group Insurance-Employee	15,579	15,579	16,086	16,220	25,878
140-01 Group Insurance-Family	4,657	8,340	11,703	12,491	21,529
150-00 Retirement Contrib - LAGERS	5,674	5,919	6,178	7,328	15,903
150-01 Retirement Contrib - ICMA	852	902	933	976	1,009
170-00 Longevity	252	259	333	375	637
<b>SUBTOTAL</b>	<b>114,977</b>	<b>119,762</b>	<b>130,703</b>	<b>129,316</b>	<b>198,074</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	27,348	31,055	38,368	36,000	40,000
205-00 Postage	25	9	8	10	25
207-00 Travel & Training	---	---	---	200	200
209-00 Subsistence	---	---	28	100	100
211-00 Maint/Equip-O/S Vendors	3,932	13,150	3,274	3,490	5,000
211-02 Central Garage - Parts	623	1,665	1,772	1,300	1,600
211-04 Central Garage - Overhead	3,154	2,862	2,924	3,534	2,231
212-00 Other Maintenance	21,238	11,210	13,941	1,000	11,000
216-00 Professional Services	---	---	---	1,000	1,000
299-00 Other Contractual Services	---	15	424	600	1,000
<b>SUBTOTAL</b>	<b>56,320</b>	<b>59,966</b>	<b>60,739</b>	<b>47,234</b>	<b>62,156</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	545	86	18	1,000	4,000
302-00 Fuel & Lubricants	1,728	724	1,638	3,000	4,000
303-00 Chemicals	2,640	237	920	1,500	1,500
305-00 Tires-Batteries-Accessories	109	---	60	1,000	1,000
306-00 Janitorial Supplies	17	---	---	100	100
307-00 Parts - Equipment Maintance	3,430	3,723	4,997	6,000	7,500
308-00 Maint/Constr-Streets, Etc.	1,863	5,740	5,540	6,000	7,000
308-01 Maint/Constr-Buildings, Etc.	---	---	---	500	500
330-00 Safety Equipment & Supplies	705	179	118	500	1,700
353-00 Pipe	2,480	669	1,187	3,500	3,500
354-00 Manholes, Rings & Lids	2,498	6,782	5,856	5,000	7,000
399-00 General Supplies	959	149	1,129	1,500	1,500
<b>SUBTOTAL</b>	<b>16,974</b>	<b>18,289</b>	<b>21,463</b>	<b>29,600</b>	<b>39,300</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	7,160	36,603	58,604	33,656	33,278
499-00 Miscellaneous Charges	---	---	---	---	---
<b>SUBTOTAL</b>	<b>7,160</b>	<b>36,603</b>	<b>58,604</b>	<b>33,656</b>	<b>33,278</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	29,418	---	---	27,700	15,000
599-00 Other Improvements	4,990	---	---	---	225,000
<b>SUBTOTAL</b>	<u>34,408</u>	<u>---</u>	<u>---</u>	<u>27,700</u>	<u>240,000</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	75,517	136,812	112,116	94,879	98,407
602-00 Lease - Interest	9,133	16,416	11,584	7,986	4,458
<b>SUBTOTAL</b>	<u>84,650</u>	<u>153,228</u>	<u>123,700</u>	<u>102,865</u>	<u>102,865</u>
<b>TOTAL SEWER MAINT</b>	<u>\$ 314,489</u>	<u>\$ 387,848</u>	<u>\$ 395,209</u>	<u>\$ 370,371</u>	<u>\$ 675,673</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. This fiscal year the department will embark on significant improvements which will strategically position itself for treatment of wastewater for the next twenty years subject to minor changes in the City's Wastewater Treatment Permits. Specifically, the City will continue with the natural progression in the improvement of the treatment plant, which the proposal is being reviewed by the Missouri Department of Natural Resources. The proposal submitted by the City is to incorporate a Moving Bed Biofilm Reactor or (MBBR) process based on the aerobic biofilm principle. This improvement will also be complimented with a planned increase treatment capacity of 300,000 GPD Flow resulting in a total flow of 2.0 MGD. This plan will still enable the City to utilize its lagoon system for treatment and retention of wastewater to ensure negligible environmental impact.

On the transmission of wastewater, the City will continue its 10-year plan to address and eliminate Inflow and Infiltration into the sanitary sewer system by following their Inflow and Infiltration Assessment and Reduction Plan which was approved by MDNR in early 2011. This will be achieved by continued smoke testing and video taping of sewer mains to identify deficiencies in the distribution system and making necessary repairs based on the findings.

Lastly, in order to continue to prevent sanitary sewer backups in the system, the City plans to replace an 8" clay tile where numerous events have occurred. This reduction in sewer backups can help minimize our loss experience and subsequently reduce penalties and claims against the City and its insurance carrier.

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Account Number: 508-00

Name: Sanitary Sewer Improvements

Amount: \$445,000

DESCRIPTION	
Replace 8" clay tile main on Prather Avenue from College Drive east to within 100' west of N. Walnut. This project will add 7 new manholes and alleviate the level grade of the sewer main which has caused a number of backups in the area.	\$120,000
Phase 2 of 9 will begin for I & I reduction by smoke testing and repairs of manholes, and/or lining of sewer mains tentatively planned for the SW quadrant of town, from West First Street to West South Avenue	\$325,000

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Account Number: 599-00

Name: Other Improvements

Amount: \$9,000,000

DESCRIPTION
Construction of new wastewater treatment facility using the MBBR system.

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>CONTRACTUAL SERVICES</b>					
203-00 Printing & Advertising	346	52	---	---	---
207-00 Travel & Training	---	376	---	---	---
216-00 Professional Fees	11,079	---	118,400	---	---
	<u>11,425</u>	<u>428</u>	<u>118,400</u>	<u>---</u>	<u>---</u>
<b>CAPITAL OUTLAY</b>					
508-00 Sanitary Sewer Improvements	353,433	101,874	3,850	210,000	445,000
599-00 Other Improvements	---	---	---	6,900	9,000,000
<b>SUBTOTAL</b>	<u>353,433</u>	<u>101,874</u>	<u>3,850</u>	<u>216,900</u>	<u>9,445,000</u>
<b>TOTAL SEWER CONSTR</b>	<u>\$ 364,858</u>	<u>\$ 102,302</u>	<u>\$ 122,250</u>	<u>\$ 216,900</u>	<u>\$ 9,445,000</u>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**MOZINGO RECREATION FUND EXPENSE SUMMARY**

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Debt Service	Total
Golf Clubhouse	\$ 170,659	\$ 74,250	\$ 93,200	\$ 555,842	\$ 893,951	\$ 25,500	\$ 30,592	\$ 950,043
Lake Patrol	54,125	6,833	9,750	3,816	74,524	11,875	---	86,399
Golf Maintenance	258,360	59,960	111,450	18,508	448,278	33,200	104,309	585,787
Park Maintenance	<u>362,211</u>	<u>161,449</u>	<u>90,000</u>	<u>26,696</u>	<u>640,356</u>	<u>123,000</u>	<u>---</u>	<u>763,356</u>
Totals	<u><u>845,355</u></u>	<u><u>302,492</u></u>	<u><u>304,400</u></u>	<u><u>604,862</u></u>	<u><u>2,057,109</u></u>	<u><u>193,575</u></u>	<u><u>134,901</u></u>	<u><u>2,385,585</u></u>
Total Cash Available (includes C/F of \$17,500 for Clubhouse roof, \$12,000 for horse trail)								2,385,585
Difference								\$ ---
% of Total Budget	35.44%	12.68%	12.76%	25.35%	86.23%	8.11%	5.65%	100.00%

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

<b>MOZINGO RECREATION</b>						
		<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>SALES TAX</b>						
35R5101000	Sales Tax	859,241	821,465	827,357	846,000	854,460
	<b>SUBTOTAL</b>	<b>859,241</b>	<b>821,465</b>	<b>827,357</b>	<b>846,000</b>	<b>854,460</b>
<b>SERVICE CHARGES &amp; FEES</b>						
80R6501000	Gift Cards	1,242	2,594	829	1,000	1,000
80R6501200	Greens Fees	264,903	264,519	222,842	220,000	235,000
80R6501400	Cart Rentals	151,801	156,814	135,965	140,000	142,000
80R6501500	Pro Shop Sales	---	30,325	48,939	55,000	55,000
80R6501600	Driving Range Fees	20,254	21,426	17,265	16,500	17,625
80R6502005	Concession Stand Revenue	92,316	99,103	86,961	88,000	88,000
80R6503500	Camping Fees	152,917	159,419	150,817	170,000	165,000
80R6504500	Boating Fees	57,119	68,701	66,299	64,500	65,000
80R6505500	Shelter Fees	3,530	3,850	3,735	3,600	3,600
80R6506500	Hunting Fees	370	295	15	---	---
80R6507500	Fishing Tournaments	1,856	1,413	1,390	2,700	2,700
80R6508000	Multi Purpose Bldg Rental	4,035	2,555	2,990	2,200	2,200
80R6508500	Cabin Rentals	112,206	113,417	114,140	114,500	113,000
80R6509500	Mozingo Youth Cabins	4,490	6,902	5,220	6,700	6,000
	<b>SUBTOTAL</b>	<b>867,039</b>	<b>931,333</b>	<b>857,407</b>	<b>884,700</b>	<b>896,125</b>
<b>REVENUE FROM OTHER AGENCIES</b>						
10R7002000	Federal Grants	16,845	207,802	41,607	99,000	
	<b>SUBTOTAL</b>	<b>16,845</b>	<b>207,802</b>	<b>41,607</b>	<b>99,000</b>	<b>---</b>
<b>PROPERTY REVENUE</b>						
80R7503000	House Rent	5,400	(250)	---	---	---
	<b>SUBTOTAL</b>	<b>5,400</b>	<b>(250)</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>OTHER REVENUES</b>						
80R8901000	Interest on Investments	19,843	4,944	3,447	2,900	3,000
80R8902001	Designated Donations	3,000	---	---	200	---
80R8909000	Miscellaneous	2,354	8,720	2,964	4,650	2,000
80R8909001	Over/Short Cash	156	285	(154)	67	---
	<b>SUBTOTAL</b>	<b>25,353</b>	<b>13,949</b>	<b>6,257</b>	<b>7,817</b>	<b>5,000</b>
<b>TOTAL MOZINGO RECREATION REVENUES</b>		<b>1,773,878</b>	<b>1,974,299</b>	<b>1,732,628</b>	<b>1,837,517</b>	<b>1,755,585</b>
<b>OTHER FIN SOURCES-CAPITAL LEASE/BONDS</b>		<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>		<b>906,709</b>	<b>1,023,010</b>		<b>630,000</b>	<b>600,500</b>
<b>CARRYFORWARD PROJECTS FROM FY '11</b>						<b>29,500</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>		<b>\$ 2,680,587</b>	<b>\$ 2,997,309</b>	<b>\$ 1,732,628</b>	<b>\$ 2,467,517</b>	<b>\$ 2,385,585</b>

# Mozingo Golf Clubhouse Department

## Overview and Description

Mozingo Lake is an 18 hole championship level golf course owned and operated by the City of Maryville. The course opened for play in 1995 and currently hosts around 26 thousand rounds of golf per year. The course is open for play year round, weather conditions permitting, with the exception of Thanksgiving, Christmas and New Years Day.

A typical week at Mozingo Lake Golf Course would include; Monday morning Kawasaki League, Monday evening Kawasaki League, Tuesday Morning Senior League, Tuesday evening Ladies League, Wednesday morning Junior Golf Program and Wednesday evening Men's Golf League. The staff also hosts four of our own tournaments and facilitates over 20 outside corporate or fund raising outings. The rest of the daylight hours are spent providing a pleasurable golfing experience for our regular tee time or walk-on patrons.

The Clubhouse staff is composed of one full time Golf Services Manager, and up to 15 seasonal part time employees divided into three sections. There are three pro shop attendants, five snack bar/beverage cart attendants and six on the outside services crew.

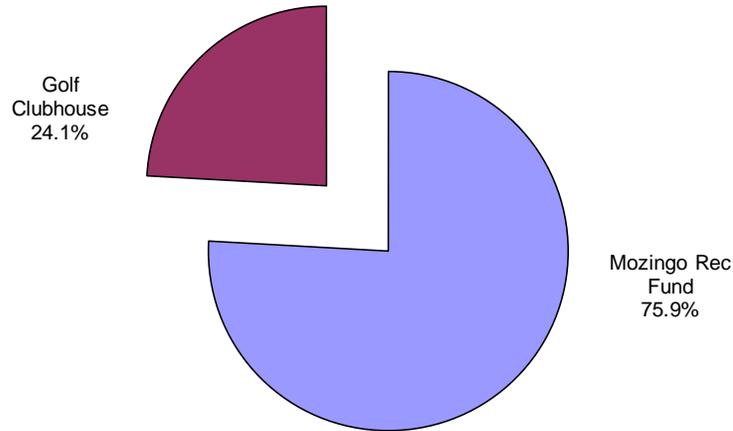
The clubhouse houses a pro shop fully stocked with golfing merchandise, a snack bar for refreshment and relaxation and an upstairs meeting/reception room available by reservation.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
To effectively communicate with the golf maintenance department by having a weekly meeting on Tuesday afternoon during the golfing season at which time a prepared schedule of events for the following week is outlined by both departments <i>Comment: Meetings are held at 2 pm on Wednesday</i>	Completed	Revisit forming a Mozingo Lake Golfers Assoc. in order to utilize their involvement in the various leagues (senior, women's, men's and juniors). This could reduce staffing during their events. Objective- One less paid staffer per league.
Cooperatively embrace a new marketing plan that will encompass the entire Mozingo Recreation area and the City of Maryville	Removed	Reconfigure pro shop layout so during the early, late and off season one employee can more successfully facilitate both pro shop and snack bar areas.
Explore the implications of a Preferred Customer / Customer Loyalty program to benefit our local patrons	On-going	Provide support for Golf services manager currently a PGA Apprentice to take next step toward full PGA Status.
Re-evaluate the FY 2010 goals that were incomplete or on-going and ensure they are continued into the FY 2011 operations	Complete	Record Complaints and promptly rectify them. Set benchmark of .025 complaints per 1,000 transactions.
Keep golfers better informed on what is going on at MLGC via the website, Facebook, emails, bulletin postings and orally during tee time reservations	Incomplete	Keep golfers better informed on what is going on at MLGC via the website, Facebook, emails, bulletin postings and orally during tee time reservations
To improve beautification of the clubhouse and grounds by training the outside services staff and providing a daily list of detail	Complete	Continue to market golf as a recreational alternative to Maryville area citizens and to target golfers from outlying areas.
Maintain strong inventory and purchasing control policies of merchandise for resale by keeping abreast of the latest trends and technology in the industry		Train, implement, and constructively critique customer service levels to enhance player and visitor experiences both inside the clubhouse and out on the golf course

# Mozingo Golf Clubhouse Department - continued

**Percent of Mozingo Recreation Fund**



<b>Operating Expenditures by Category</b>	<b>Actual FY '10</b>	<b>Estimated FY '11</b>	<b>Requested FY '12</b>
Personnel	\$ 158,816	\$ 163,712	\$ 170,659
Contractual	57,747	78,244	74,250
Commodities	98,611	100,356	93,200
Other Operating	26,919	30,636	31,917
<b>Totals</b>	<b>\$ 342,093</b>	<b>\$ 372,948</b>	<b>\$ 370,026</b>

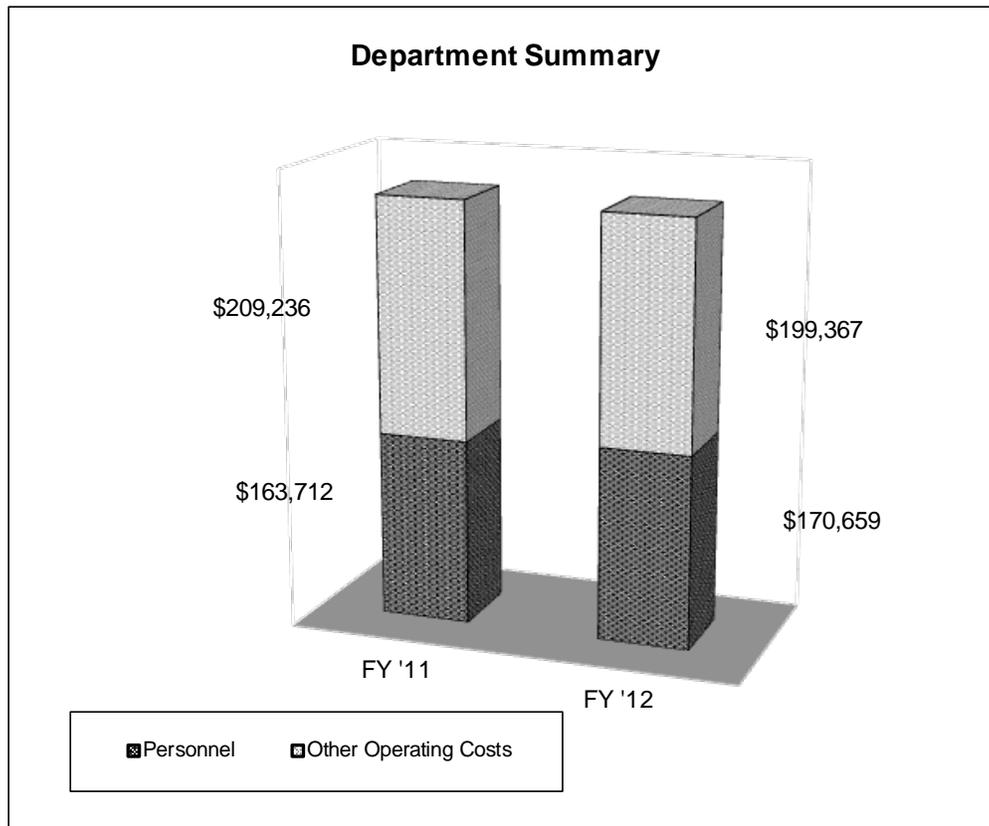
Staffing FTE's 1.50  
 Seasonal part time FTE's 6.85

<b>Debt Service Leases</b>	<b>Principal</b>	<b>Interest</b>	<b>Final Payment</b>
Golf carts & range picker	23,917	6,675	11/15/13

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# Mozingo Golf Clubhouse Department - continued

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## Mozingo Golf Clubhouse Department – Capital Outlay

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Account Number: 502-00

Name: Building

Amount: \$25,500

<b>DESCRIPTION</b>
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Replace roof which has sustained storm damage
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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: MOZINGO RECREATION  
DEPARTMENT: GOLF CLUB HOUSE

CODE: 80-80-7

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	151,850	134,512	126,222	129,187	133,988
115-00 Overtime	66	5,685	4,373	3,965	1,500
120-00 FICA Contribution	11,473	10,671	9,941	10,293	10,410
140-00 Group Insurance-Employee	14,201	9,296	8,812	9,451	10,396
140-01 Group Insurance-Family	6,672	3,892	3,344	3,553	3,893
150-00 Retirement Contrib - LAGERS	8,392	5,581	4,990	6,078	9,226
150-01 Retirement Contrib - ICMA	1,080	785	620	635	660
170-00 Longevity	722	634	514	550	586
<b>SUBTOTAL</b>	<b>194,456</b>	<b>171,056</b>	<b>158,816</b>	<b>163,712</b>	<b>170,659</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	9,674	9,630	10,488	10,500	11,500
202-00 Telephone	3,224	3,122	3,316	3,250	3,250
203-00 Printing & Advertising	11,349	6,710	11,529	10,000	10,000
205-00 Postage	99	3	1	150	150
207-00 Travel & Training	980	2,077	317	3,250	3,250
210-00 Maintenance/Building	1,910	1,756	1,534	2,000	2,000
211-00 Maint/Equip-O/S Vendors	4,224	5,039	2,074	3,500	3,500
213-00 Rents	---	85	---	---	---
214-00 Independent Audit	3,752	3,706	3,535	5,094	5,100
216-00 Professional Services	---	---	---	10,000	5,000
299-00 Other Contractual Services	27,503	27,655	24,953	30,500	30,500
<b>SUBTOTAL</b>	<b>62,715</b>	<b>59,783</b>	<b>57,747</b>	<b>78,244</b>	<b>74,250</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	997	3,570	1,494	800	1,250
302-00 Fuel & Lubricants	10,445	5,269	5,498	8,000	10,000
305-00 Tires-Batteries-Accessories	55	47	---	---	---
306-00 Janitorial Supplies	1,270	2,180	3,905	2,650	2,650
307-00 Parts - Equipment Maintance	855	565	1,476	1,500	1,750
308-00 Maint/Constr-Streets, Etc.	---	810	---	6	---
308-01 Maint/Constr-Buildings, Etc.	204	270	278	300	300
340-00 Driving Range Supplies	2,160	1,223	1,103	2,100	2,000
389-00 Concession Supplies	38,681	45,665	39,221	38,000	38,000
389-01 Pro Shop Merchandise	---	19,063	43,025	45,000	35,000
399-00 General Supplies	2,392	2,043	2,611	2,000	2,250
<b>SUBTOTAL</b>	<b>57,059</b>	<b>80,705</b>	<b>98,611</b>	<b>100,356</b>	<b>93,200</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>OTHER CHARGES</b>					
401-00 Insurance	12,568	11,600	9,583	11,136	12,517
402-00 Membership & Subscriptions	936	682	392	1,700	1,450
406-00 Refunds	---	300		300	300
407-00 Transfers Out	11,613	12,025	16,894	17,400	17,600
410-00 Contingencies	---	---	---	---	523,925
415-00 Operating Permits & Fees	---	25	50	100	50
<b>SUBTOTAL</b>	<u>25,117</u>	<u>24,632</u>	<u>26,919</u>	<u>30,636</u>	<u>555,842</u>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	---	---	---	5,800	25,500
503-00 Office Equipment	---	3,204	---	---	---
504-00 Mechanical & Auto Equipment	---	1,100	---	---	---
599-00 Other Improvements	---	---	---	---	---
<b>SUBTOTAL</b>	<u>---</u>	<u>4,304</u>	<u>---</u>	<u>5,800</u>	<u>25,500</u>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal - Facility	---	---	---	---	---
601-04 Lease - Principal - Golf Carts	24,011	21,200	21,200	22,518	23,917
602-00 Lease - Interest - Facility	---	---	---	---	---
602-04 Lease - Interest - Golf Carts	5,571	9,224	9,393	8,074	6,675
<b>SUBTOTAL</b>	<u>29,582</u>	<u>30,424</u>	<u>30,593</u>	<u>30,592</u>	<u>30,592</u>
<b>TOTAL MOZINO CLUB HOUSE</b>	<u>\$ 368,929</u>	<u>\$ 370,904</u>	<u>\$ 372,686</u>	<u>\$ 409,340</u>	<u>\$ 950,043</u>

# Mozingo Lake Patrol Department

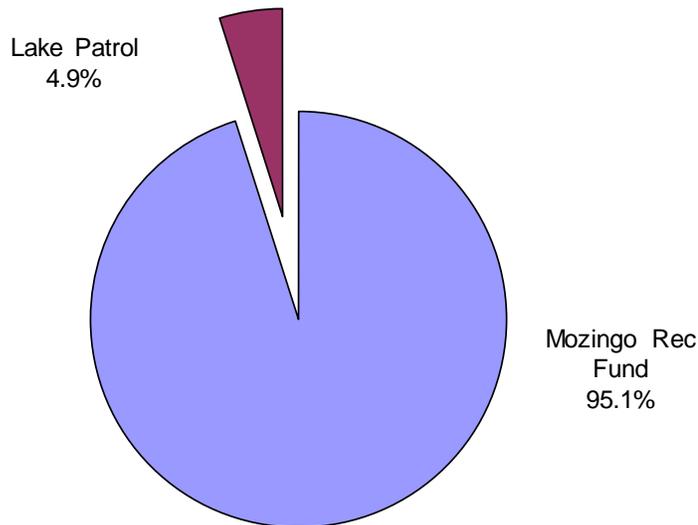
## Overview and Description

Mozingo Lake Patrol presents unique and specialized opportunities, training and challenges. It is generally operational from about mid-April through the first part of October. The 2 primary officers assigned to this function maintain other activities during the other months (DARE, SRO, etc). 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.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Perform a minimum of 50 boat checks per month of season	Complete	Perform a minimum of 50 boat checks per month of season
Solicit interest in boater safety programs / presentations	On-going	Hold periodic water rescue training for security staff and Volunteer Fire staff
Identify safety vest source for courtesy distribution to boaters	On-going	Conduct at least 1/mo. (during season) life jacket / water safety program with youth
		Complete training of new Lake Patrol Officer in the specialized nature of the assignment (boat use, jet-ski use for enforcement function)

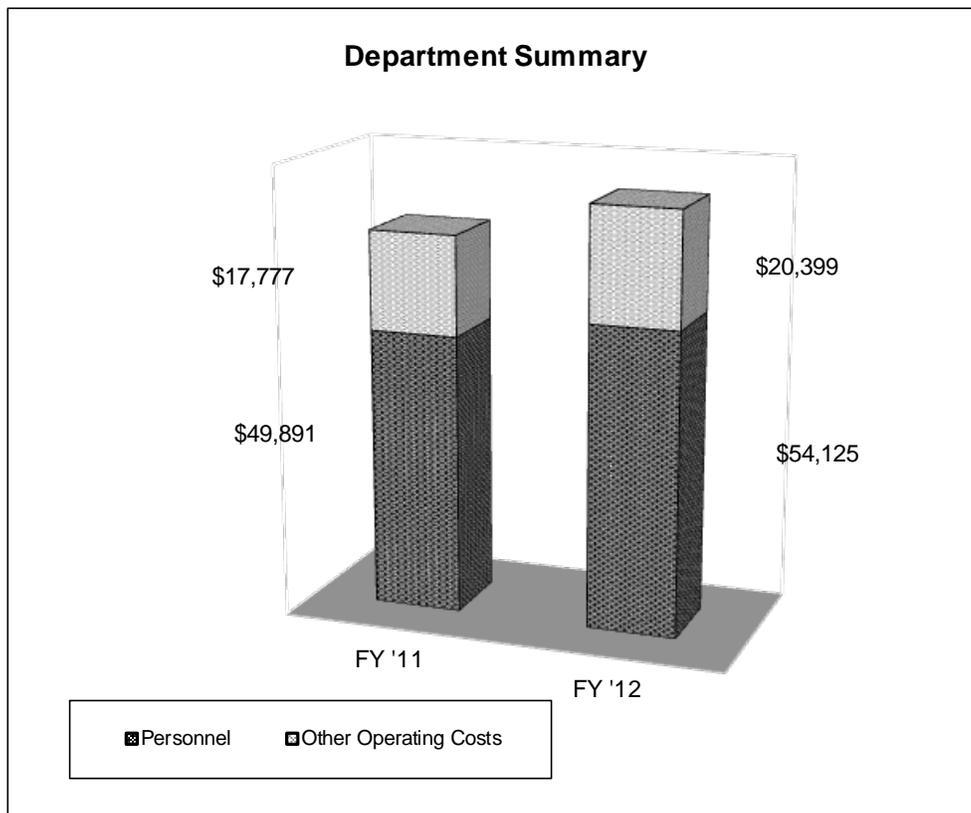
**Percent of Mozingo Recreation Fund**



# Mozingo Lake Patrol Department - continued

Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 47,154	\$ 49,891	\$ 54,125
Contractual	3,356	7,885	6,833
Commodities	4,491	6,250	9,750
Other Operating	3,757	3,642	3,816
<b>Totals</b>	<b>\$ 58,758</b>	<b>\$ 67,668</b>	<b>\$ 74,524</b>

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



**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: MOZINGO RECREATION  
DEPARTMENT: LAKE PATROL

CODE: 80-82-5

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	33,963	27,407	36,406	36,295	37,990
115-00 Overtime	2,724	4,741	3,724	4,000	3,500
120-00 FICA Contribution	2,828	2,487	3,071	3,266	3,174
140-00 Group Insurance-Employee	2,817	2,210	2,677	3,844	4,595
140-01 Group Insurance-Family	54	27	558	1,647	1,947
150-00 Retirement Contrib - LAGERS	350	297	156	468	2,329
150-01 Retirement Contrib - ICMA	484	373	562	371	590
<b>SUBTOTAL</b>	<b>43,220</b>	<b>37,542</b>	<b>47,154</b>	<b>49,891</b>	<b>54,125</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	214	280	160	250	250
203-00 Printing & Advertising	1,544	1,944	1,395	1,750	1,750
205-00 Postage	7	---	9	25	25
207-00 Travel & Training	---	12	---	1,000	1,000
210-00 Maintenance/Building	300	165	171	500	500
211-00 Maint/Equip-O/S Vendors	485	5,795	(295)	1,500	1,500
211-02 Central Garage - Parts	692	5	53	650	200
211-04 Central Garage - Overhead	557	762	870	1,010	408
215-00 Radio Maintenance	500	---	628	500	500
216-00 Professional Services	---	80	---	250	250
299-00 Other Contractual Services	241	122	365	450	450
<b>SUBTOTAL</b>	<b>4,540</b>	<b>9,165</b>	<b>3,356</b>	<b>7,885</b>	<b>6,833</b>
<b>COMMODITIES</b>					
301-00 Office Supplies & Tools	840	---	208	250	250
302-00 Fuel & Lubricants	2,112	586	687	1,000	1,000
304-00 Uniforms	1,593	899	587	1,500	1,500
305-00 Tires-Batteries-Accessories	86	571	92	500	500
307-00 Parts - Equipment Maintenance	524	64	780	500	500
308-01 Maint/Constr-Buildings, Etc.	---	378	130	500	500
330-00 Safety Equipment & Supplies	584	---	---	500	500
399-00 General Supplies	1,825	1,478	2,007	1,500	5,000
<b>SUBTOTAL</b>	<b>7,564</b>	<b>3,976</b>	<b>4,491</b>	<b>6,250</b>	<b>9,750</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	3,652	3,608	3,707	3,642	3,816
402-00 Memberships & Subscriptions	50	50	50	---	---
<b>SUBTOTAL</b>	<b>3,702</b>	<b>3,658</b>	<b>3,757</b>	<b>3,642</b>	<b>3,816</b>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	13,775	---	---	---	11,875
<b>SUBTOTAL</b>	<b>13,775</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>11,875</b>
<b>TOTAL MOZINGO LAKE PATROL</b>	<b>\$ 72,801</b>	<b>\$ 54,341</b>	<b>\$ 58,758</b>	<b>\$ 67,668</b>	<b>\$ 86,399</b>

# Mozingo Golf Maintenance Department

## 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.

The maintenance staff is composed of three full time positions. This includes the General Manager, the Superintendent/Technician, and a Crew Supervisor. 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.

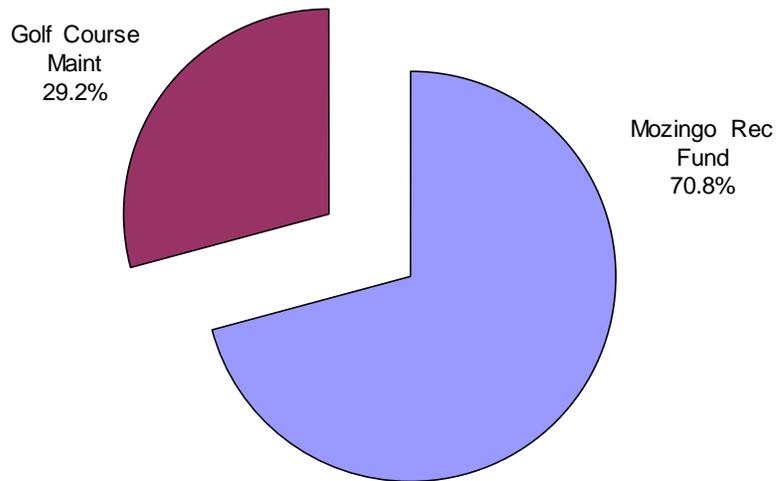
There are over 65 different chemical and fertilizer sprayed or spread on the course each year by the Golf Course Technician. These account for a significant portion of the operating expenses. It is the policy of the Superintendent to ensure all chemicals are applied responsibly and only when necessary.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

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Re-evaluate the FY 2010 goals that were incomplete or ongoing and ensure they are continued into the FY 2011 maintenance plan	Complete	Implement a control program to eradicate the sericea lespedeza (noxious weed) that has infested the native grass areas. The goal is to reduce the population by 50% the first yea
Greens: provide greens that will hold a well struck shot and will consistently roll a minimum of 8'-9' by measuring ball roll distance every Wednesday and Friday via the stimpmeter <i>Comment: Greens are averaging 8.25' on the stimpmeter scale</i>	Complete	Reorganize the equipment maintenance. Re-establish maintenance guidelines that will organize and prioritize maintenance practices, clarify the goals and provide an objective standard for evaluation. Implement an employee training program in the proper care of the equipment they use; cleaning, checking all fluid levels and storage through a pre and post operation checklist
Course setup: the objective is to ensure various pin and tee marker placements are utilized that will challenge the golfers' thinking and maintain quality turf through the use of a balanced 6-6-6 strategy <i>Comment: All cupcutters have been successfully trained in this method</i>	Complete	Change the standards for bunker maintenance. Reduce washouts and contamination resulting in a labor savings. The bunker edges next to the greens will continue to be maintained with a crisp 3 inch ledge but the back sides will be left in a more natural state
To maintain our cart paths in a like-new condition by removing debris daily, sweeping weekly, edging and repairing as needed <i>Comment: Paths are swept weekly</i>	Complete	Continue the program curtailing the poa annua spread on the greens and collars. The goal is to reduce the percentage of poa by 25% each season

2011 GOALS	STATUS	2012 GOALS
To ensure maintenance practices have a positive effect on the surrounding environment by performing a daily scouting of the golf course and providing a weekly written Integrated Pest Management report	On-going	Attempt to control the indigenous muskrat population on the portions of the lake shoreline that border the golf course and the 3 ponds through carefully controlled measures
To effectively communicate with the golf shop by having a weekly meeting on Tuesday afternoons attended by supervisors from both departments <i>Comment: Meetings are held at 2 pm on Wednesdays</i>	On-going	
To solve the drainage problem on #12 fairway by installing new and repairing existing surface and subgrade drainage tile	Complete	
Schedule maintenance activities to avoid customer interruption and eliminate costly overtime situations <i>Comment: OT has been almost eliminated, two emergencies</i>	Complete	
Re-establish maintenance guidelines that will organize and prioritize maintenance practices, clarify the goals and provide an objective standard for evaluation	Incomplete	

**Percent of Mozingo Recreation Fund**

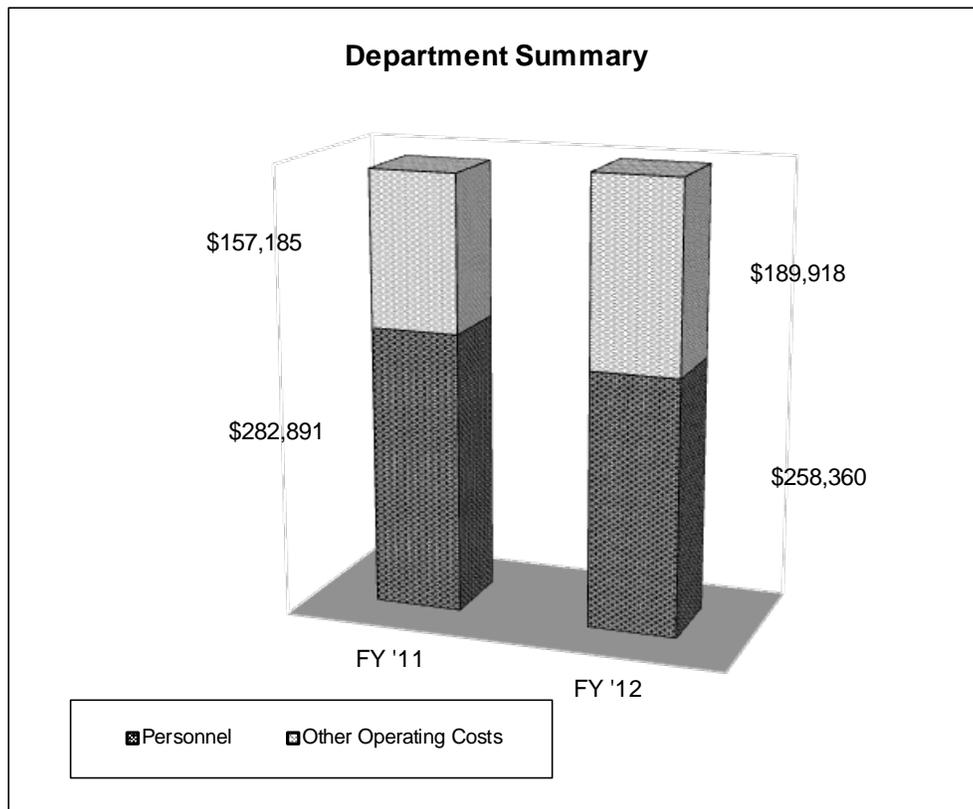


# Mozingo Golf Maintenance Department - continued

Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 271,013	\$ 282,891	\$ 258,360
Contractual	15,955	20,866	59,960
Commodities	93,988	111,818	111,450
Other Operating	16,343	24,501	18,508
<b>Totals</b>	<b>\$ 397,299</b>	<b>\$ 440,076</b>	<b>\$ 448,278</b>

Staffing FTE's 2.5  
 Seasonal part time FTE's 8.4

Debt Service Leases	Principal	Interest	Final Payment
Golf Cart Trails	82,261	22,048	06/04/17



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## Mozingo Golf Maintenance Department – Capital Outlay

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Account Number: 504-00

Name: Mech & Auto Equipment

Amount: \$33,200

**DESCRIPTION**

Green surrounds mower to replace a 1997 JD with 4,500 hours. The repair costs over the last two years have far exceeded its value and it's no longer possible to maintain a high quality of cut.

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	210,515	202,040	203,315	209,373	187,571
115-00 Overtime	2,555	3,862	1,432	2,000	2,000
120-00 FICA Contribution	15,653	15,107	15,044	15,743	14,562
140-00 Group Insurance-Employee	21,035	19,542	18,081	19,172	17,288
140-01 Group Insurance-Family	23,944	22,268	20,650	22,024	19,465
150-00 Retirement Contrib - LAGERS	12,944	10,588	9,751	11,670	15,121
150-01 Retirement Contrib - ICMA	2,294	2,075	1,906	2,001	1,589
160-00 Unemployment Insurance	---	---	---	---	---
170-00 Longevity	791	931	834	908	764
<b>SUBTOTAL</b>	<b>289,731</b>	<b>276,413</b>	<b>271,013</b>	<b>282,891</b>	<b>258,360</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	8,684	9,084	7,652	8,500	9,100
202-00 Telephone	1,075	1,098	1,083	1,100	1,100
203-00 Printing & Advertising	511	156	77	---	75
205-00 Postage	54	29	11	50	75
207-00 Travel & Training	3,623	2,768	3,344	3,400	3,400
210-00 Maintenance/Building	60	---	---	2,016	200
211-00 Maint/Equip-O/S Vendors	6,146	3,923	1,294	2,800	19,800
211-02 Central Garage - Parts	---	---	---	---	1,000
211-04 Central Garage - Overhead	---	---	---	---	22,210
212-00 Maintenance-Other	53,587	---	---	---	---
213-00 Rents	1,249	165	250	---	---
299-00 Other Contractual Services	2,345	2,537	2,244	3,000	3,000
<b>SUBTOTAL</b>	<b>77,334</b>	<b>19,760</b>	<b>15,955</b>	<b>20,866</b>	<b>59,960</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	639	902	1,228	2,000	2,000
302-00 Fuel & Lubricants	21,387	13,420	19,786	24,000	24,000
303-00 Chemicals	32,210	27,502	27,809	44,500	44,500
305-00 Tires-Batteries-Accessories	1,780	954	2,706	2,450	2,450
306-00 Janitorial Supplies	1,316	2,154	3,099	2,500	1,200
307-00 Parts - Equipment Maintance	27,061	13,490	22,737	18,000	18,000
308-00 Maint/Constr-Streets, Etc.	8,228	8,196	10,680	12,500	12,500
308-01 Maint/Constr-Buildings, Etc.	1,058	2,100	195	1,000	1,000
309-00 Training Materials	---	398	---	---	200
330-00 Safety Equipment & Supplies	1,151	299	466	418	350
399-00 General Supplies	3,230	2,801	2,311	2,750	2,750
399-01 Golf Course Accessories	2,170	2,419	2,971	1,700	2,500
<b>SUBTOTAL</b>	<b>100,230</b>	<b>74,635</b>	<b>93,988</b>	<b>111,818</b>	<b>111,450</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

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

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>OTHER CHARGES</b>					
401-00 Insurance	17,110	18,044	15,433	23,601	17,508
402-00 Membership & Subscriptions	730	890	910	900	1,000
<b>SUBTOTAL</b>	<b>17,840</b>	<b>18,934</b>	<b>16,343</b>	<b>24,501</b>	<b>18,508</b>
<b>CAPITAL OUTLAY</b>					
504-00 Mechanical & Auto Equipment	29,671	55,482	82,449	22,114	33,200
599-00 Other Improvements	---	749,182	---	---	---
<b>SUBTOTAL</b>	<b>29,671</b>	<b>804,664</b>	<b>82,449</b>	<b>22,114</b>	<b>33,200</b>
<b>DEBT SERVICE</b>					
601-00 Lease - Principal	---	18,232	75,355	78,719	82,261
602-00 Lease - Interest	---	7,846	28,955	25,590	22,048
<b>SUBTOTAL</b>	<b>---</b>	<b>26,078</b>	<b>104,310</b>	<b>104,309</b>	<b>104,309</b>
<b>TOTAL GOLF MAINTENANCE</b>	<b>\$ 514,806</b>	<b>\$ 1,220,484</b>	<b>\$ 584,058</b>	<b>\$ 566,499</b>	<b>\$ 585,787</b>

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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 the 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 five 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 sometime 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. The fish cleaning station is cleaned daily.

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 need. 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 flowerbeds 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 shorter as more people are enjoying all the camping areas longer into the cooler months. There has been a large increase in winter usage with the introduction of ice fishing. 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 cabin, 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.

# Mozingo Park Maintenance Department - continued

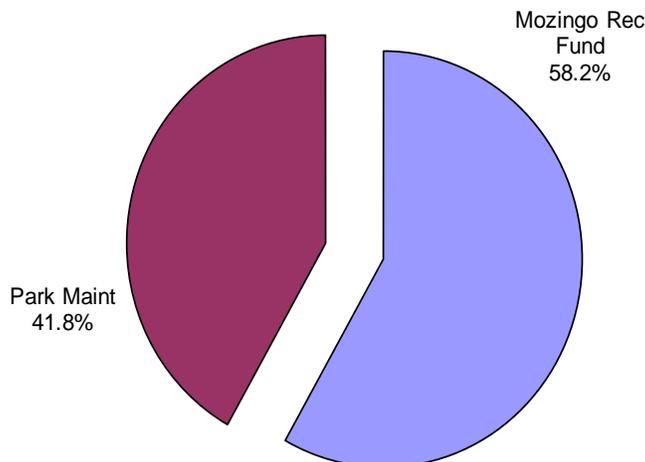
Snow removal for the park is done by the Mozingo staff. When needed, the crew helps with snow removal within the city limits.

Carpenter work for the other departments is done as needed during the off-season. Office desk equipment is often built by our carpentry staff.

## Performance Goals and Objectives

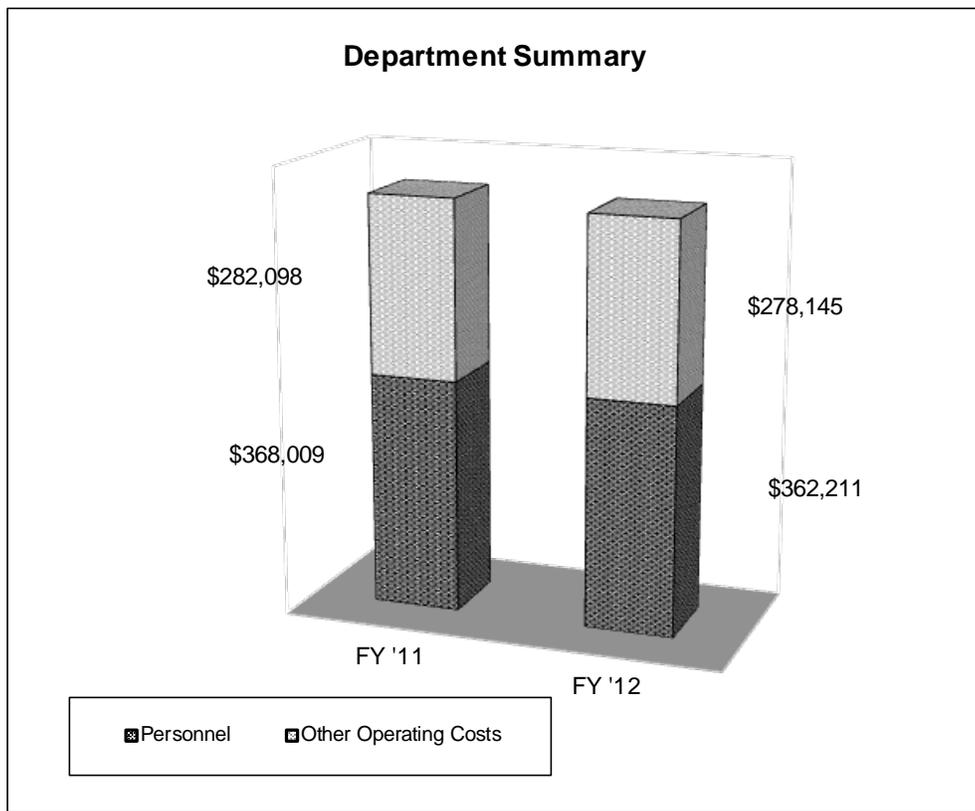
2011 GOALS	STATUS	2012 GOALS
Resurface Liberty Road from 245 <sup>th</sup> to Hwy 136 with asphalt & repair roads inside the Park	On-going	Completion of road leading to new RV sites and family cabins and family cabin parking area with 5" overlay
Strive to maintain excellent use of equipment and park amenities by close watch for problems or repairs as needed	On-going	Careful monitoring of equipment and amenities to maintain cost efficiency for replacements
Continue marketing of sports shows in existing venues as well as utilizing a marketing company to assist with ideas and areas to explore		Mozingo will be entered in 5 sports shows this year; updated brochures will be made for the shows for distribution
Build overnight facilities at the horse trails including a bathhouse, electrical access and water for camping, as well as gravel roads and pads	On-going	Complete horse trail and overnight facilities
Install fishing piers to be located at the Missouri Conservation ramp and the City ramp	On-going	Continue installation of piers and rip rap around the washout areas around the parking lots close to the lake
Look into an additional brochure targeting the Youth Camp. This could be distributed to area youth organizations including church groups and youth clubs around the area that have never previously used the camp	On-going	Contact and meet with at least 10 youth leaders to give them specific information about the facilities at the youth area to promote usage

Percent of Mozingo Recreation Fund



# Mozingo Park Maintenance Department – continued

Operating Expenditures by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 358,056	\$ 368,009	\$ 362,211
Contractual	142,639	152,666	161,449
Commodities	76,895	93,900	90,000
Other Operating	23,238	35,532	26,696
<b>Totals</b>	<b>\$ 600,828</b>	<b>\$ 650,107</b>	<b>\$ 640,356</b>
Staffing FTE's			5.20
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: \$18,000

**DESCRIPTION**

4 wheel drive, ½ ton used pickup to replace existing one that's not dependable; to be used for out of town travel

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Account Number: 599-00

Name: Other Improvements

Amount: \$105,000

**DESCRIPTION**

Install sewer system for horse trail bathhouse & finish electrical hookups around 15 RV sites	\$ 30,000
Asphalt for adult cabins parking lot	\$ 75,000

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: MOZINGO RECREATION  
DEPARTMENT: PARK MAINTENANCE

CODE: 80-87-3

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	247,239	248,299	267,499	270,695	258,696
115-00 Overtime	1,362	2,245	2,333	1,700	1,800
120-00 FICA Contribution	18,898	19,122	20,638	20,829	20,123
140-00 Group Insurance-Employee	33,215	32,735	32,598	35,592	36,069
140-01 Group Insurance-Family	12,216	11,187	11,112	12,356	10,051
150-00 Retirement Contrib - LAGERS	18,271	16,345	16,980	19,697	28,549
150-01 Retirement Contrib - ICMA	4,141	4,253	4,475	4,584	4,379
160-00 Unemployment Insurance	255	---	---	---	---
170-00 Longevity	2,310	2,275	2,421	2,556	2,544
<b>SUBTOTAL</b>	<b>337,907</b>	<b>336,461</b>	<b>358,056</b>	<b>368,009</b>	<b>362,211</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	36,774	39,042	44,417	45,000	45,000
202-00 Telephone	1,622	1,614	1,642	1,675	1,650
203-00 Printing & Advertising	3,274	7,985	2,281	3,000	5,000
205-00 Postage	354	370	398	300	300
207-00 Travel & Training	3,026	3,086	2,997	3,922	4,000
210-00 Maintenance/Building	307	3,107	7,064	2,000	2,500
211-00 Maint/Equip-O/S Vendors	4,346	2,888	3,448	2,500	2,500
211-02 Central Garage - Parts	---	758	---	500	1,000
211-04 Central Garage - Overhead	32	1,240	647	757	7,689
212-00 Other Maintenance	9,665	10,193	9,041	9,000	9,000
213-00 Rents	---	27	---	100	100
216-00 Professional Services	---	---	---	10,000	5,000
217-00 Billing & Administration	44,813	46,988	47,981	48,912	52,710
299-00 Other Contractual Services	25,748	23,461	22,723	25,000	25,000
<b>SUBTOTAL</b>	<b>129,961</b>	<b>140,759</b>	<b>142,639</b>	<b>152,666</b>	<b>161,449</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	1,544	1,762	1,861	2,000	2,000
302-00 Fuel & Lubricants	18,516	11,419	18,228	17,000	16,000
303-00 Chemicals	149	138	114	400	400
305-00 Tires-Batteries-Accessories	1,911	846	2,141	2,100	2,200
306-00 Janitorial Supplies	2,330	2,576	3,142	3,000	3,000
307-00 Parts - Equipment Maintenance	4,440	3,682	5,319	6,000	6,000
308-00 Maint/Constr-Streets, Etc.	11,162	10,532	15,205	20,000	24,000
308-01 Maint/Constr-Buildings, Etc.	1,566	4,117	9,408	12,000	12,000
312-00 Heating Supplies	---	328	2,071	3,000	3,000
330-00 Safety Supplies	108	353	188	400	400
389-00 Concession Supplies	8,828	10,454	13,587	11,000	11,000
399-00 General Supplies	3,717	6,368	5,631	4,000	4,000
399-02 Cabin accessories	---	---	---	13,000	6,000
<b>SUBTOTAL</b>	<b>54,271</b>	<b>52,575</b>	<b>76,895</b>	<b>93,900</b>	<b>90,000</b>

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

**FUND: MOZINGO RECREATION  
DEPARTMENT: PARK MAINTENANCE CODE: 80-87-3**

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Request</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	21,299	20,941	20,954	33,232	24,196
406-00 Refunds	2,730	2,690	2,270	2,300	2,500
415-00 Operating Permits/Fees	389	14	14	---	---
<b>SUBTOTAL</b>	<u>24,418</u>	<u>23,645</u>	<u>23,238</u>	<u>35,532</u>	<u>26,696</u>
<b>CAPITAL OUTLAY</b>					
502-00 Buildings	15,927	9,274	---	26,000	---
504-00 Mechanical & Auto Equipment	---	26,445	16,200	50,000	18,000
599-00 Other Improvements	38,965	301,925	292,782	225,000	105,000
<b>SUBTOTAL</b>	<u>54,892</u>	<u>337,644</u>	<u>308,982</u>	<u>301,000</u>	<u>123,000</u>
<b>TOTAL MOZINGO PARK MAINT</b>	<u>\$ 601,449</u>	<u>\$ 891,084</u>	<u>\$ 909,810</u>	<u>\$ 951,107</u>	<u>\$ 763,356</u>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

<b>CENTRAL GARAGE</b>					
	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>SERVICE CHARGES &amp; FEES</b>					
90R0001011 General Administration	1,276	411	1,564	1,452	909
90R0001211 Public Safety-Administration	14	230	13	201	352
90R0001221 Public Safety - Police	18,450	24,932	24,221	23,874	16,988
90R0001222 Public Safety - Fire	7,105	3,780	2,366	3,327	2,893
90R0001311 Public Works - Administration	153	91	240	201	214
90R0001331 Public Works - Maintenance	70,059	58,996	62,228	72,831	51,989
90R0001400 Code Enforcement	285	357	247	705	162
90R0001500 Cemetary	208	516	113	864	469
90R0001600 Airport	169	478	735	675	747
90R0002031 Park & Rec - Maintenance	1,586	490	205	302	800
Mozingo Golf Maintenance	---	---	---	---	23,210
90R0003531 Mozingo Park Maintenance	32	1,998	647	1,257	8,689
90R0003532 Mozingo Lake Patrol	1,250	767	923	1,660	608
90R0005011 Transfer Station	470	591	646	703	472
90R0007011 Water/Sewer - Administration	569	652	417	336	394
90R0007031 Water Maintenance	5,398	2,176	3,390	3,524	3,884
90R0007131 Sewer Maintenance	3,778	4,528	4,696	4,834	3,831
<b>TOTAL CENTRAL GARAGE REVENUES</b>	<b>110,802</b>	<b>100,993</b>	<b>102,651</b>	<b>116,746</b>	<b>116,611</b>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<b>\$ 110,802</b>	<b>\$ 100,993</b>	<b>\$ 102,651</b>	<b>\$ 116,746</b>	<b>\$ 116,611</b>

# Central Garage Fund

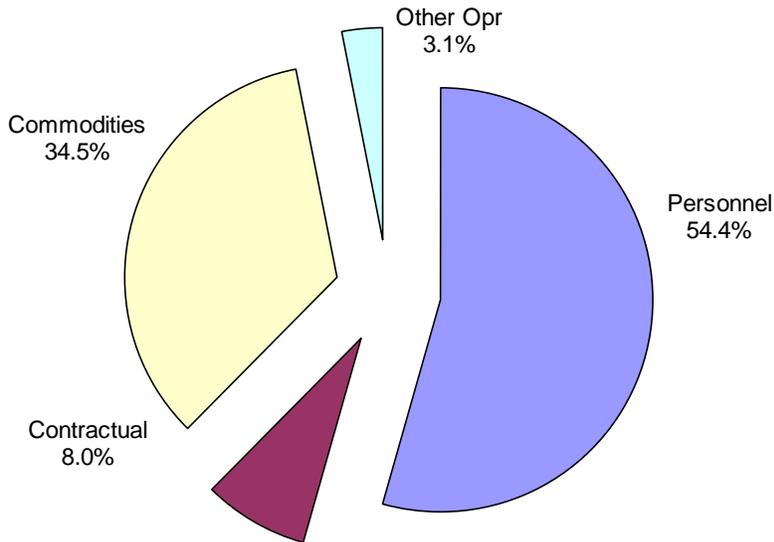
## Overview and Description

Central Garage provides full service and maintenance on approximately 185 City-owned vehicles and equipment, and coordinates outside mechanical service needs. Central Garage is reimbursed by the various City departments that use it, and allows for in-house repairs at a much lower cost.

## Performance Goals and Objectives

2011 GOALS	STATUS	2012 GOALS
Provide preventative maintenance to enhance the useful lives of City vehicles & equipment	On-going	Provide preventative maintenance to enhance the useful lives of City vehicles & equipment
On-going safety awareness	On-going	On-going safety awareness
Provide fast & efficient repair of down equipment	On-going	Provide fast & efficient repair of down equipment

## Central Garage Expenses by Category



Operating Expenses by Category	Actual FY '10	Estimated FY '11	Requested FY '12
Personnel	\$ 55,208	\$ 60,708	\$ 63,475
Contractual	7,940	8,667	9,295
Commodities	36,668	44,110	40,175
Other Operating	3,191	3,261	3,666
<b>Totals</b>	<b>\$ 103,007</b>	<b>\$ 116,746</b>	<b>\$ 116,611</b>

Staffing : Full time

1

**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

FUND: CENTRAL GARAGE

CODE: 90-00-3

	2008 Actual	2009 Actual	2010 Actual	2011 Estimate	2012 Request
<b>PERSONNEL SERVICES</b>					
110-00 Salaries & Wages	37,519	37,821	35,884	39,530	39,492
115-00 Overtime	53	---	52	50	---
120-00 FICA Contribution	2,645	2,645	2,537	2,852	3,049
140-00 Group Insurance-Employee	5,830	5,709	5,885	6,274	6,892
140-01 Group Insurance-Offset	6,672	6,533	6,742	7,105	7,786
150-00 Retirement Contrib - LAGERS	3,306	2,873	2,696	3,385	5,102
150-01 Retirement Contrib - ICMA	732	701	710	786	790
170-00 Longevity	654	678	702	726	364
<b>SUBTOTAL</b>	<b>57,411</b>	<b>56,960</b>	<b>55,208</b>	<b>60,708</b>	<b>63,475</b>
<b>CONTRACTUAL SERVICES</b>					
201-00 Utilities	7,351	8,405	6,586	6,900	7,400
202-00 Telephone	676	786	791	790	790
205-00 Postage	---	14	---	5	5
210-00 Maintenance/Building	---	303	145	422	500
211-00 Maint/Equip-O/S Vendors	365	202	105	300	300
299-00 Other Contractual Services	46	46	313	250	300
<b>SUBTOTAL</b>	<b>8,438</b>	<b>9,756</b>	<b>7,940</b>	<b>8,667</b>	<b>9,295</b>
<b>COMMODITIES</b>					
301-00 Office Supplies	928	833	947	3,700	3,700
302-00 Fuel & Lubricants	6,306	3,062	4,711	4,800	5,100
305-00 Tires-Batteries-Accessories	8,040	8,225	9,051	10,000	6,825
306-00 Janitorial Supplies	1,239	783	826	1,100	1,200
307-00 Parts - Equipment Maintance	21,101	16,259	18,861	21,685	21,000
308-01 Maint/Constr-Buildings, Etc.	---	151	42	100	100
330-00 Safety Equipment & Supplies	92	227	0	225	150
399-00 General Supplies	1,909	1,744	2,230	2,500	2,100
<b>SUBTOTAL</b>	<b>39,615</b>	<b>31,284</b>	<b>36,668</b>	<b>44,110</b>	<b>40,175</b>
<b>OTHER CHARGES</b>					
401-00 Insurance	3,036	3,208	3,191	3,261	3,666
<b>SUBTOTAL</b>	<b>3,036</b>	<b>3,208</b>	<b>3,191</b>	<b>3,261</b>	<b>3,666</b>
<b>TOTAL CENTRAL GARAGE</b>	<b>\$ 108,500</b>	<b>\$ 101,208</b>	<b>\$ 103,007</b>	<b>\$ 116,746</b>	<b>\$ 116,611</b>

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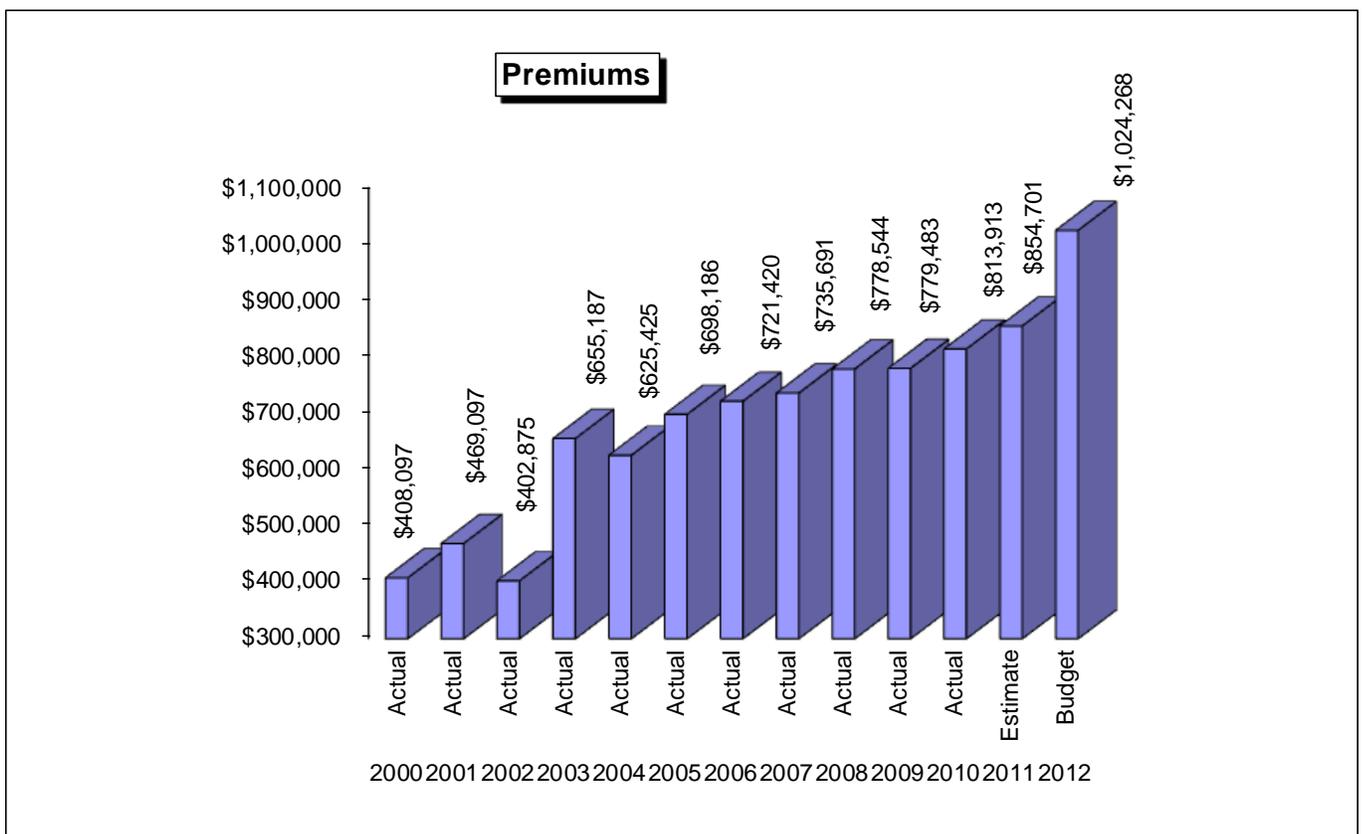
**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

<b>GROUP INSURANCE</b>					
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Estimate</u>	<u>2012 Approved</u>
<b>INTRAGOVERNMENTAL REVENUE</b>					
91R8009010 Payroll - General	493,867	499,223	516,564	534,023	639,189
91R8009020 Payroll - Parks & Recreation	44,900	51,140	53,521	57,356	62,492
91R8009050 Payroll - Solid Waste	21,557	21,557	21,597	23,075	25,526
91R8009070 Payroll - Water/Sewer	71,226	79,059	92,485	96,638	153,211
91R8009080 Payroll - Mozingo Recreation	128,681	113,841	106,019	119,765	118,312
91R8009090 Payroll - Central Garage	15,262	15,019	15,645	16,584	18,058
<b>SUBTOTAL</b>	<u>775,493</u>	<u>779,839</u>	<u>805,831</u>	<u>847,441</u>	<u>1,016,788</u>
<b>OTHER REVENUES</b>					
91R8903900 Library - Insurance Premium	---	---	2,768	5,905	6,500
91R8903901 NCED Insurance Premium	806	806	826	891	980
<b>SUBTOTAL</b>	<u>806</u>	<u>806</u>	<u>3,594</u>	<u>6,796</u>	<u>7,480</u>
<b>TOTAL GROUP INSURANCE REVENUES</b>	<u>776,299</u>	<u>780,645</u>	<u>809,425</u>	<u>854,237</u>	<u>1,024,268</u>
<b>UNRESTRICTED CASH BALANCE FORWARD</b>	96,042	97,204	92,717	92,831	92,831
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 872,341</u>	<u>\$ 877,849</u>	<u>\$ 902,142</u>	<u>\$ 947,068</u>	<u>\$ 1,117,099</u>

# Group Insurance Fund

## 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. 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 2012**

**FUND:                      GROUP INSURANCE    CODE: 91-00-0**

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
144-00 Group Ins Medical/Dental	778,544	779,483	813,913	854,701	1,024,268
205-00 Postage	---	---	---	---	---
410-00 Contingencies	---	---	---	---	92,831
<b>TOTAL GROUP INSURANCE</b>	<b>\$ 778,544</b>	<b>\$ 779,483</b>	<b>\$ 813,913</b>	<b>\$ 854,701</b>	<b>\$ 1,117,099</b>

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**CITY OF MARYVILLE  
ANNUAL BUDGET  
FY 2012**

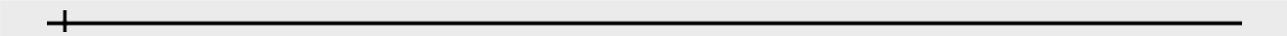
<b>C E M E T A R Y P E R P E T U A L</b>					
	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Estimate</u>	<u>2012 Approved</u>
<b>OTHER REVENUES</b>					
97R8901000 Interest on Investments	\$ 9,121	\$ 4,342	\$ 2,620	\$ 1,570	\$ 1,300
<b>SUBTOTAL</b>	<u>9,121</u>	<u>4,342</u>	<u>2,620</u>	<u>1,570</u>	<u>1,300</u>
<b>TOTAL CEMETARY PERPETUAL REVENUES</b>	<u>9,121</u>	<u>4,342</u>	<u>2,620</u>	<u>1,570</u>	<u>1,300</u>
<b>RESTRICTED CASH BALANCE FORWARD</b>	264,252	227,724	221,573	223,143	223,143
<b>TOTAL ANTICIPATED FUNDS AVAILABLE</b>	<u>\$ 273,373</u>	<u>\$ 232,066</u>	<u>\$ 224,193</u>	<u>\$ 224,713</u>	<u>\$ 224,443</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 2012**

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

	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimate</b>	<b>2012 Approved</b>
<b>OTHER CHARGES</b>					
407-00 Transfers Out	---	40,870	8,770	---	---
410-00 Contingencies	---	---	---	---	224,443
<b>TOTAL CEMETARY</b>	<b>\$ -</b>	<b>\$ 40,870</b>	<b>\$ 8,770</b>	<b>\$ ---</b>	<b>\$ 224,443</b>

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