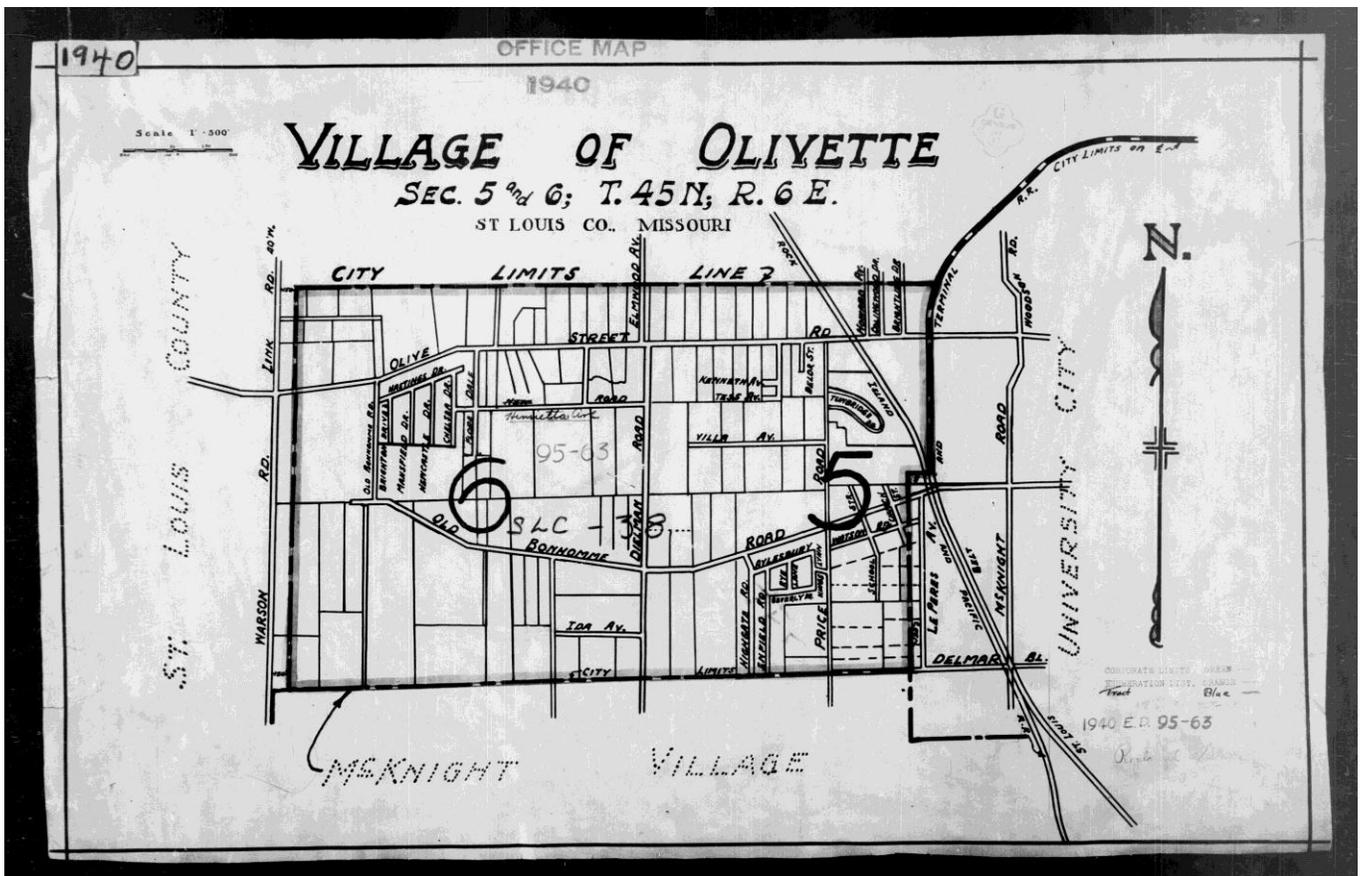


# CITY OF OLIVETTE, MISSOURI

## ADOPTED ANNUAL OPERATING BUDGET

JULY 1, 2012 TO JUNE 30, 2013



## **ELECTED OFFICIALS**

Arthur Merdinian, Mayor



Missy Waldman, Chairman Pro Tem



Jean Antoine, Council Member



Pablo Flinn, Council Member



Leif Hauser, Council Member



## **MANAGEMENT STAFF**

T. Michael McDowell, ICMA-CM, MPA, City Manager

Myra G. Bennett, CMC, MRCC, City Clerk

Richard F. Knox, MS-Criminal Justice, Police Chief

Jeffrey J. Steiner, CGFM, Finance Director

John V. Bailot, MPA, IAAI-CFI, Fire Chief

Michael Gartenberg, MCM, Director of Public Services

Jeff Wade, CRSP, Director of Parks & Recreation

Crystal Brower, CCA, Court Administrator

Carlos Trejo, MUP, AICP, Planning and Zoning Administrator

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## **BUDGET MESSAGE**

**TO**

**THE HONORABLE MAYOR AND CITY COUNCIL**

**City of Olivette  
Olivette, Missouri**

July 1, 2012

The Honorable Arthur Merdinian and City Council:

Submitted herein for your consideration is the Annual Budget for the City of Olivette for the Fiscal Year 2012-13. This budget is prepared in accordance with the requirements of our City Charter and accepted by the City Council in Ordinance Number 2477, adopted on June 26, 2012. It covers the fiscal year beginning July 1, 2012 and ending June 30, 2013, pursuant to the provisions of Ordinance No. 2298, adopted on November 8, 2005.

The 2012-13 Budget represents a response to the community's public service needs through a balance between projected revenues and expenditures. The budget funds established operational activities while focusing on activities, which support long-term community investment strategies. The 2012-13 Budget invests in and supports those municipal services, which play a significant role in improving the quality of the community and the lives of all Olivette residents.

### **ISSUES AFFECTING CAPITAL AND OPERATING NEEDS**

The continuing sluggish performance of the national and regional economy, and its tempering impact on local government revenues and costs, was the major factor for the City Council to consider during the development of the 2012-13 Budget. Persistent decreased values in the housing and commercial markets puts more pressure on an industry that has already been in a long down-turn, which results in a continuing pattern of foreclosures and declining housing values. The continuing slump resulted in numerous business closures as well as a significant and continuing downturn in commercial and industrial development and redevelopment in the St. Louis Region and nationally.

These issues were of overriding concern as the 2012-13 Budget was developed. Without a doubt these issues have an impact on the local economy as well as the short and long-range fiscal stability of the City and its ability to maintain service levels and quality. Due to the potential economic impact on the City's primary operating revenue sources and the City's long range plans for redevelopment, the City Council and City Management identified the following potential impacts:

- Slow or no growth in property tax revenues due to lower assessed valuations for residential and commercial properties.
- Potential delay in receipt of property tax revenues due to foreclosures.

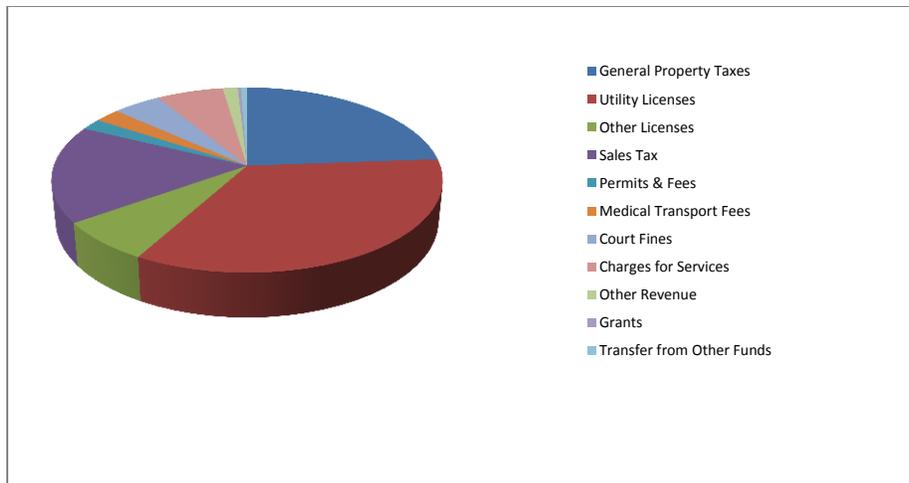
- Fiscal pressure for increased contributions to the City's defined benefit pension fund due to slow growth in investment options resulting from sluggish performance of the investment markets.
- Increased cost pressures for personnel services, fuel, utilities, medical insurance and other general services and commodities required to deliver basic services.
- Ability to attract and retain committed and talented employees to fill key positions due to salary and benefit levels that in danger of becoming noncompetitive with the local public sector labor market.
- Continuing slowing sales tax receipts for all sources due to lack of consumer confidence and temporary and permanent changes in consumption and shopping patterns
- Slowdown in construction of new residences due to lack of funding in an already down market.
- Delays and deferrals in new economic redevelopment, which is critical to the City's short and long-range fiscal stability.
- Need to develop alternative revenue sources to fund public services as traditional sources stabilize or decline

Overall, the City's General Fund projections for the 2012-13 Budget indicate continuing lack of growth in key revenue sources. Total General Fund budgeted revenue is projected at \$6,971,290. This represents an increase from the previous year of 2.2 percent. .

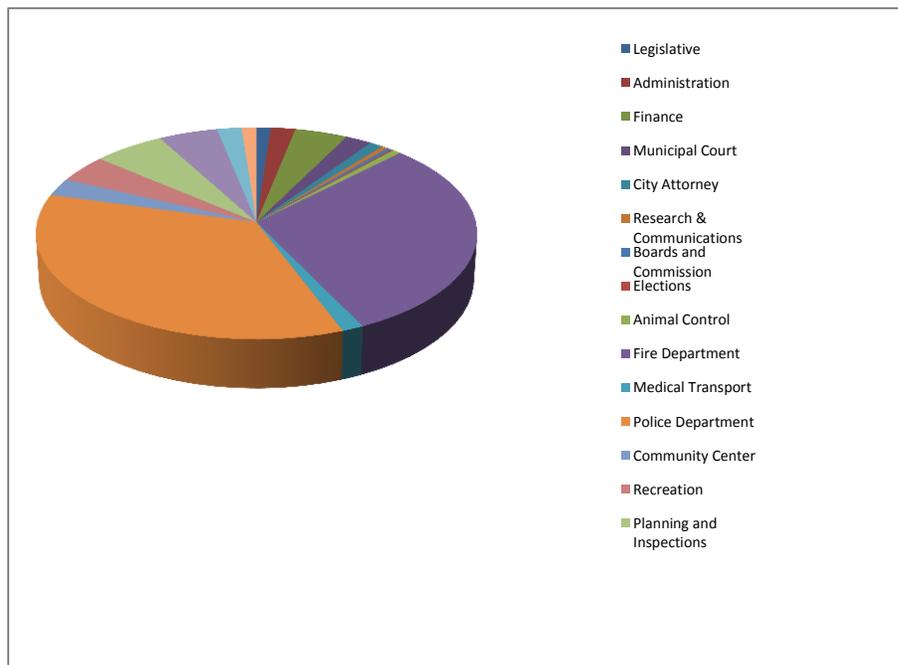
General Fund projections for the 2012-13 Budget expenditures increased 4.3% from the previous year, Flat revenues were also partially offset by continuation of the policy, effective July 1, 2012, of passing a portion of the residential solid waste cost (60%) from the City contracted waste hauler to Olivette residents, with this customer cost being billed by the hauler. The City continues to be responsible for 40 percent of the cost of solid waste services to Olivette residents, including contracted seasonal leaf collection. This action resulted in an expenditure saving to the FY 2012-13 General Fund of \$373,332, based on a 60 percent pass through of collection costs to residents. In addition, the adopted budget continues the medical and dental cost sharing formula with City employees, resulting in some slight cost savings.

The adopted FY 2012-13 adopted budget maintains the total number of authorized FTE's in the City workforce and authorizes a small 2.0 percent across the board pay adjustment to all full time City employees for all positions in view of available resources, the previous sacrifices made by City employees during the economic crisis, and continuing high level of performance by the City workforce.

## PROJECTED GENERAL FUND REVENUES FOR FISCAL YEAR 2012-13



## PROJECTED GENERAL FUND EXPENDITURES FOR FY 2012-13



Total capital expenditures for Fiscal Year 2012-13 are \$2,210,715. This total includes significant non-routine capital expenditures in each fund that total \$1,740,560 for all Funds. (This includes design and construction costs for the North price Neighborhood Improvement District Project, construction of a salt dome for the Street Department, implementation of the Old Bonhomme Road Improvement Project, and replacement of turnout gear for the Fire Department). Budgeted capital expenditures for FY 2012-13 are compared with budgeted expenditures for FY 2011-12 of \$2,166,576 (which included the Dielman

Industrial park construction project.) The capital dollars budgeted for fiscal year 2012-13 are only enough to maintain basic City infrastructure and essential services, which leaves a considerable number of

delayed items for future years (see page 23). It is recognized by the City Council and City management that priority of budget dollars is given to, at minimum, maintaining current levels of capital expenditures and maintaining fiscal stability. Continued increases in operating cost will certainly impact our ability to increase essential capital expenditures, but will also impact our ability to maintain current levels of capital investment in functional equipment.

The City of Olivette is currently developing a program of capital and facility improvements for the City that could be submitted for voter approval of a general obligation bond issue in 2012. If approved, the resulting capital expenditures will have a substantial impact on the City's Capital Improvement Program and annual budgets for 2 to 3 years as well as a long range debt service impact and operating impact on annual budgets.

As the City moves into the new budget year, a further depressed economy will require the City to delay or cancel capital expenditures in order to maintain fiscal stability. Therefore, after discussion of the potential impact in a downward economy, the City Council and City Management developed in the Fall of 2010 three (3) five-year financial/ budget projections, based on the following assumptions:

1. **Moderate Projection**: assumes moderate revenue growth based on a slowing recovering economy, no increases in staff, general obligation debt for public safety building and special assessment debt for major industrial park streets.
2. **Optimistic Projection**: assumes strong revenue growth based on a slowing recovering economy, strategic increases in staff, general obligation debt for public safety building and special assessment debt for major industrial park streets.
3. **Pessimistic Projection**: assumes slowing revenue growth based on a sluggish economy, no increases in staff, general obligation debt for public safety building and special assessment debt for major industrial park streets.

Depending on actual adverse economic events as we move into the new budget year, we could see considerable changes in our assumptions for the 2012-13 Budget. Most certainly, if the economy continues to resist a robust recovery, the City will have to make decisions that protect our ability to deliver services to our residents. The five year financial/budget projections will be a helpful tool in developing strategies for wherever the economy goes. These projections will be updated annually to provide a continuing monitoring and planning tool for the City's elected officials in future years.

## **BUDGET EXPLAINED**

The budget includes a very detailed message that explains the state and financial condition of the city, and also graphs and charts of itemized accounts that afford the community the opportunity of judging every account line by line in a capsule fashion in the Tables & Budget Summaries section of this budget. In addition to the regular appropriated expenditures, which are in the General Fund section, information is provided on the various Available Grants, Capital Improvements, and Pay Plan & Classification of Position sections that relates the information needed to make policy decisions for the city and to support its efficient operation.

Although many capital items have been included in this budget, based on priority and affordability, many crucial items remain outstanding. The Public Services Department does not have covered storage for all the expensive equipment used to maintain the streets and parks. Phase II of the citywide pedestrian bike trail is in process but significant right of way acquisition and funding issues remain. The future redevelopment of the Warson Park, Community Center and the former Saints Rink area of the City remain as a major capital priority once a master plan for the area has been evaluated, a variety of approaches for major parks and recreation redevelopment on city-owned land have been identified and

fully explored, and a limited capital and operating funding source secured. Section F of this document, the capital improvements plan, outlines important community capital needs that are unfunded and on the horizon.

In addition, the strategic need for new municipal facilities for public safety operations, general administration, and public meetings have been clearly identified as long-range priorities for the City of Olivette by the City Council.

The City of Olivette is currently developing a comprehensive program of capital and facility improvements for the City that could be submitted for voter approval of a general obligation bond issue in 2012. This program will build on the extensive work of the citizen-based Long Range Facilities Task Force on 2009-10 and the follow up Facilities Subcommittee in 2010-11. The City retained a professional architect to further develop conceptual plans, alternatives, and cost estimates for improved public safety, administrative, parks and recreation, and other services and plans to complete a proposed program for voter discussion and public engagement. If approved, the resulting capital expenditures in the Facilities Plan will have a substantial impact on the City's Capital Improvement Program and annual budgets for 2 to 3 years as well as a long range debt service impact and operating impact on annual budgets.

The budget is as much a planning document as it is a financial statement. It identifies not only what funds are required for the coming fiscal year, but to what purposes they are to be expended, and what objectives are expected to be achieved. The budget is a management report of the City as well as a financial report, identifying not only how much monies have been expended in the past, but what has been accomplished as a result of these expenditures.

On page 42, Exhibit A of the budget, the projected revenues expected in the current year are compared to the preceding two years and the previous budget year. In addition, 10-year revenue history charts are shown for our larger revenue sources. Page 56, Exhibit B indicates the projected expenditures in the current year are compared with the preceding two years and the previous budget year.

The FY 2012-13 General Fund Budget is balanced with projected revenues of \$6,971,290 (including transfers) and projected expenditures equaling \$7,069,059 (including transfers), an increase of \$291,083 (4.29 percent) from the adopted 2011-12 general fund budget. The adopted General Fund Budget proposes to utilize \$97,769 from the reserve fund balance in the General Fund as of June 30, 2013, resulting in a projected total fund balance in the General Fund of \$2,939,280.

Despite the reduction in the overall general fund requirements due to the enactment of an increase in the property taxes specifically for pensions in 2005; decreases in building permit fees, the continuation of escalating costs in health and workmen's compensation insurance, necessary increases in employee compensation levels and reductions in available sales tax receipts due the a faltering economy have combined to create additional funding pressure on the annual budget this year. The FY 2012-13 adopted budget maintains the authorized number of full time positions (FTE) (all funds), compared with the previous fiscal year.

### **Projected FY 2012-13 Revenue---Major Categories**

#### **General Property Tax**

The general purpose property tax rates recommended, which are \$0.771 for personal property, \$0.748 for commercial real estate and \$0.638 for residential real estate per \$100 dollars of assessed valuation for Tax Year 2012, constitute 23.85% of the total general fund revenue and 23.93% of revenues for all operating funds. (See Illustration A and Tables A-E). (These tax rates are preliminary for 2012, based on projections by the Missouri State Auditor under state law). The total assessed valuation for the City of Olivette for

Tax Year 2011 decreased by \$1,096,668 million to \$236,858,305 from the 2011 assessment, a decrease of 0.46 percent. The assessment base includes the St. Louis County Road Tax levy that is returned to the City of Olivette.

In addition to the general purpose tax levy, the City also levies a property tax to support the City's defined benefit pension plan. The City successfully submitted a proposition to the voters of the City of Olivette to increase the current ceiling on tax levies for pensions to a maximum of \$0.25 per hundred dollars assessed valuation, in an election on April 5, 2005. Based on the countywide reassessment, the projected pension levy for Tax Year 2012 is \$0.224 for residential real estate, \$0.25 for commercial real estate, and \$0.25 for personal property.

Due to the specific requirements of the Missouri Hancock Amendment, it is expected that real and personal property tax rates will continue to increase as property values incrementally decline.

#### Public Utility Tax

Public utility taxes this year are estimated to provide 34.24% of the total general fund revenue. This amount does include projected operating revenues from a license fee on cell phone operations as authorized by the various legal settlements with cell phone companies, but does not include any one time settlement for back taxes with cell phone companies. This revenue source reflects a public utility tax levy on electric, natural gas, telephone, and water consumption at a voter-approved rate of ten percent and a levy of five percent on cable television gross receipts. It is anticipated that recent rate increases for investor owned utilities approved by the Missouri Public Service Commission, especially for the Ameren UE Electric Utility, and increased consumption of utilities resulting from larger new homes in the City contribute to this modest increase in utility franchise revenues.

#### Sales Tax

The City of Olivette receives a 1.25% general purpose sales tax on all retail sales within the city limits. This consists of 1% countywide sales tax and 0.25% additional use tax approved by Olivette voters on out of state sales in the City. The additional 0.25% use tax resulted from the 1993 St. Louis County sales tax redistribution plan. Olivette will continue to share sales tax receipts generated in the City to the County and the increasing population of "B" (per capita distribution) cities, although the current sharing formula is currently undergoing continuing reexamination in St. Louis County.

General Fund sales tax receipts have been on a steady decline relative to inflation since FY 00 – 01, receipts that year were \$1,327,631. The 2012-13 budget estimates sales tax revenues to be \$1,035,770 from the combined 1.25% general purpose sales tax and \$149,000 from the voter approved use tax, this constitutes 16.17 percent of operating General Fund revenues.

General purpose sales taxes and more specialized earmarked sales taxes, such as the Capital Improvement Sales Tax, the Fire Services Sales Tax, and the Parks and Storm water Sales Tax, constitute 17.01 percent of the total revenue budget for all operating funds for the FY 2012-13 Operating Budget.

In addition to the general purpose sales taxes, Olivette voters have also approved earmarked sales tax levies for construction and maintenance of capital improvements, operation of fire services, and construction and maintenance of parks and storm water facilities. Those sales tax sources and their application are outlined in separate operating funds, as mandated by Missouri statutes and GASB requirements.

While some recent announcements of new businesses in the community will serve to stabilize the sales tax revenue base, it is clear that growth of sales tax revenues through aggressive and strategic economic redevelopment efforts is necessary to sustain and support City services at current and enhanced levels, given the importance of general purpose and more specialized sales taxes to the City's revenue structure.

There is no question that the continued stagnant national and regional economies have had a significant adverse effect on the level of retail sales and resulting sales and use taxes. This trend is consistent with the experience of most local governments in the St. Louis Region.

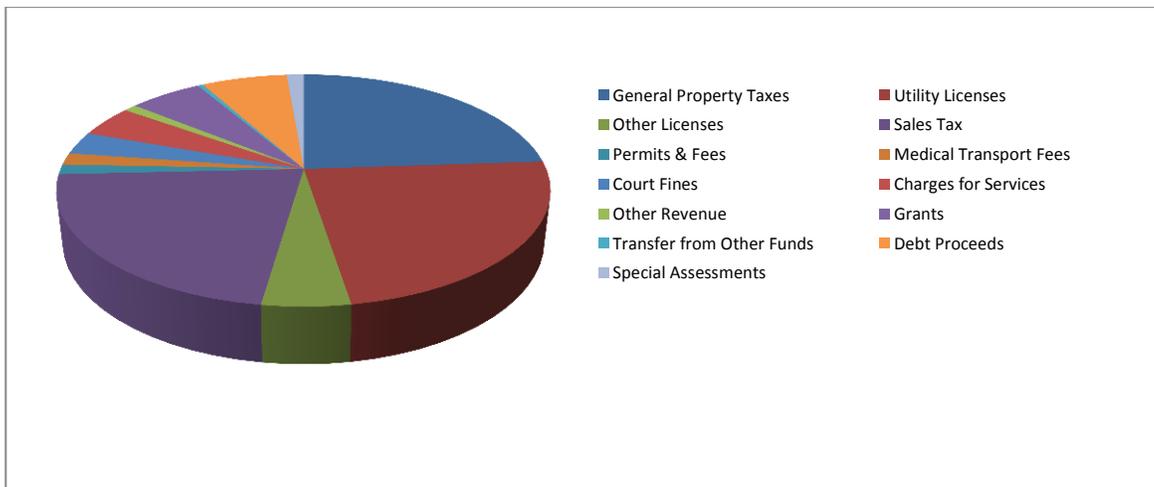
#### Investment Revenues

In May 1998, the City began to sweep its regular checking account balance into overnight repurchase agreements in order to earn a market rate of interest on the funds not invested elsewhere. Until FY 01, the City of Olivette saw its interest income grow, however, since that time the City has experienced a significant decline in interest earnings due to significantly falling interest rates and lowered cash balances. Although interest rates are slowly rising, the projected interest earnings on idle funds remains very low at \$500. The City's investment opportunities with taxpayer funds are very limited and prescribed by Missouri state law. The City is working with its depository bank to develop mechanisms for maximizing earnings on idle cash assets.

## Revenue Summary for All Operating Funds

The following chart reflects major operating revenue sources for the FY 2012-13 Budget across all operating funds:

General Property Taxes	\$2,428,500	23.93%
Utility Licenses	\$2,385,000	23.50%
Other Licenses	\$494,100	4.87%
Sales Tax	\$2,227,610	21.95%
Permits & Fees	\$138,500	1.36%
Medical Transport Fees	\$170,000	1.68%
Court Fines	\$320,800	3.16%
Charges for Services	\$448,420	4.42%
Other Revenue	\$100,500	0.99%
Grants	\$577,000	5.69%
Transfer from Other Funds	\$41,700	0.41%
Special Assessments	\$135,600	1.34%
Debt Proceeds	\$680,000	6.70%



## **SEVEN OTHER OPERATING FUNDS**

The City operates under a GASB-mandated fund accounting system where restricted or designated monies are accounted for under individual self-balancing funds. The accounts of the City are organized by fund types, each of which are considered as separate operating entity with self-balancing accounts that comprise its assets, liabilities, fund balances (restricted and designated), revenues, and expenditures.

### **Capital Improvement Fund – Fund 05 (Page 183)**

In fiscal year 2000-2001 the City established a separate fund for Capital Improvements, as required by the enabling legislation for the capital improvement sales tax. (Section 94.890 RSMo). Voters of the City of Olivette approved the establishment of a half-cent capital improvement sales tax on eligible retail sales in the City in 1995, as authorized by state law. Revenue sources are to be used specifically for capital and related activities, including maintenance of capital facilities. Since the capital improvement sales tax inception, the city audit has shown a separate capital improvements fund and the budget mirrors the audit structure.

The Capital Improvement Fund has two sources of revenue. The first, the capital improvement sales tax of one-half cent, passed in 1995. This money can be used for the purpose of funding capital improvements, including the operation and maintenance of capital improvements and capital related activities. The second is County road and bridge property tax reimbursements from St. Louis County Government. This source shall be spent for improvement and repairs of public roads, streets and bridges. The city may use its own employees and equipment for such construction, reconstruction, improvement, repair, maintenance and control, or provide for the same by contract.

Maintenance and overlays of streets, both appropriate uses of the above described revenues, are budgeted out of the capital improvement fund as well as for the bicycle path encircling Olivette and capital related activities. Other types of capital improvement activities, after appropriate review, can be spent as well from this fund. In 2012-13, expenditures for other types of capital improvements activities have been budgeted since general revenue was not sufficient to support these activities. These expenditures include: partial lease payments for fire pumpers, replacement of police department vehicles, public safety equipment, Public Works improvements, and drainage and street improvements and overlays. In addition, funding for the North Price Road Neighborhood Improvement District Project design and construction (to be supported by temporary construction notes and eventually permanent NID bonds) and the Old Bonhomme Road Improvement Project (to be supported by a Federal Surface Transportation 80% grant) are included in the Capital Improvement Fund.

The Fiscal Year 2012-13 Capital Improvement Fund Budget shows a projected operating deficit of \$501,719; however, the capital improvements projected fund balance is \$1,351,325 as of June 30, 2012, the City's most recently completed fiscal year. The capital improvement fund will rarely be balanced annually. Some years, such as the case in the upcoming fiscal year, a large amount of street and capital work will be budgeted (\$222,000 in street improvements projected for FY 2012-13 as well as the previously mentioned North price and Old Bonhomme Project) and an operating deficit will result. Other years little to no street work will be needed, but it shall remain paramount that reserves are kept for future capital upgrades; the main reason behind creating the fund. In addition, operating and maintenance costs for the Street Department are budgeted from the Capital Improvement Fund (\$449,387 for FY 2012-13).

### **NID Debt Service Fund – Fund 10**

In 1999-2000 the City instituted a separate fund for the Neighborhood Improvement District (NID) as a separate debt service sinking fund in connection with the 1997 NID Bond Issue for citywide street

improvements. The assessment fees collected from residents are placed into this fund and are restricted to retiring the NID street construction bonds. A current analysis is that the financial and cash flow projections for the operation of this fund are on target with initial projections. The City has significantly increased its efforts to collect all delinquent special assessments connected with the NID bond issue and can report dramatic progress as of July 1, 2011 with a minimum number of delinquencies in special assessments.

In September, 2005, the City initiated a refunding of the 1997 Neighborhood Improvement District Bonds to take advantage of lower interest rates. The refunding strategy provides for a full amortization of the outstanding debt by March 1, 2012. As of July 1, 2010, the outstanding NID debt from the 2005 Refunding Bond Issue is \$185,000. This debt was totally liquidated on March 1, 2012 and there will be no additional special assessments against affected properties after that date. Moody's Investors Service rated the 2005 NID Refunding Bonds as Category Aa2.

The Olivette City Council authorized refunds to Olivette property owners participating in the 1997 NID program from the residual amount remaining in the Debt Service Fund for this project on a pro rata basis. These refunds from the Debt Service Fund are expected to be issued in the first quarter of Fiscal year 2012-13.

### **Pension Fund - Fund 15 (Page 195)**

During FY 2004-05, the City of Olivette undertook a comprehensive review of the actuarial status of the City's defined benefit pension plan, which is administered by the Principal Insurance Company. This review was commissioned with an independent actuarial consultant in response to ongoing concerns about rapidly rising contribution levels and lack of information regarding the overall status of the pension plan. In FY 2004-05, the City was required to make substantial actuarial contributions to the plan to continue actuarial soundness and stability. The consultant presented his findings in October, 2004 to the City's Pension Board of Trustees. The findings recommended that the City consider a variety of revisions to the basic structure of the defined benefit plan, including increased employee contributions, reduction of pension formula multipliers, limitations on cost of living adjustment formulas for retirees, and increased tax revenues to support plan costs. The Olivette City Council implemented most of the recommended changes in December, 2004 and called a voter referendum on the property tax recommendation for April, 2005. That proposal was approved by the voters of Olivette and increased the pension tax levy to a ceiling of \$0.25 per hundred dollars assessed valuation.

The Pension Fund projection for FY 2012-13 incorporates these changes and includes a projection of a voter-approved property tax levy for the coming year. (It is anticipated that the projected tax levy for pensions for Tax Year 2010 will be below the \$0.25 voter approved ceiling due to the rollback provisions of the Missouri Hancock Amendment.) In accordance with accounting practices before 2001, the property tax revenues for pension have been incorporated directly as revenue to the Pension Fund, instead of being routed through the General Fund. With implementation of the increased tax levy for pensions, investment returns, and employee contributions, the FY 2012-13 Budget does not anticipate any direct appropriations from the General Fund and other operating funds to meet the annual actuarial requirements of the pension plan.

In March, 2006, the Pension Board of Trustees retained an independent investment advisor to advise and guide the Board in directing the investment of pension fund assets to maximize returns based on an adopted investment policy. The January 1, 2012 Valuation of the Pension Plan by the Plan's consulting actuary indicated that the Accrued Benefit Security Ratio of the Plan was 77% as of that date. The Plan had total assets of \$16,668,157 as of April 30, 2012.

### **Fire Services Fund - Fund 20 (Page 197)**

In November 2001 the Olivette residents, with a 91% approval, passed fire operations sales tax of \$.25 on retail sales to be used exclusively for the operations of the Olivette Fire Department, as authorized by Section 321.242 RSMo. This fund collects the sales tax monies and distributes them for needed fire service expenditures. Budgeted operating revenue for 2012-13 in this fund is \$221,860. Unlike the capital improvement or general sales tax, the City receives 99% of this tax. The decline experienced in this particular revenue source over the past three years is a matter of considerable concern, especially since the proposed budget anticipates drawing down accumulated reserves in this Fund in the coming year.

Expenditures projected for FY 2012-13 total \$287,418, including funding to fully support 3.5 full-time positions in the Fire Department as well as critical capital equipment items. The Fire Operations budget provides for partial support of lease payments for the new Crimson pumpers ordered for the Fire Department that were delivered in September, 2005.

### **Equipment Replacement Fund – Fund 25 (Page 201)**

For many years the City reserved monies in allocated reserve accounts to replace expensive equipment. In FY 98-99, the staff assembled an inventory schedule of this equipment and the date that the equipment will need to be replaced. It is anticipated that a comprehensive review and upgrade to this equipment replacement plan will be accomplished in the coming year. As recommended in the FY 2001 audit, the City created the equipment replacement fund in the 02-03 budget.

Information technology equipment, essential to the operation of each department, as well as replacement rolling stock, will be acquired through the Equipment Replacement Fund in the coming year.

### **Local Parks and Storm water Fund – Fund 30 (Page 203)**

In April 2002 the residents of Olivette, with a 69% approval, passed a one-half cent parks and storm water sales tax to be used for local parks operations and storm water control. This fund collects the sales tax monies and distributes them for needed expenditures, as authorized by Section 644.032 RSMo. We are projecting receipts of \$443,720 from this tax in FY 2012-13, as well as grant funding from the Municipal Parks District for a park improvement project. Unlike the capital improvement or general sales tax, the City receives 99% of this sales tax, which is not subject to reallocation through the county-wide sales tax pool. Sales tax proceeds are restricted by state law to use for acquisition, development, and ongoing maintenance of parks and storm water facilities.

In addition to operating costs for maintenance of the City park system (\$323,397 for FY 2012-13); the Fund will support a variety of capital items and projects in City parks and recreation facilities in the coming year. The Budget for this fund also includes an interfund transfer of \$21,000 to the General Fund in reimbursement for management expenses for park operations funded directly from the General Fund.

### **Sewer Lateral Fund- Fund 40 (Page 213)**

In April, 2004, the voters of Olivette approved a levy of \$50 a year on residential properties in the City to establish an insurance program to replace sanitary sewer laterals serving residences. The City established operating rules and regulations for the conduct of the sewer lateral program and the collection of the

sewer lateral fee began in the fall of 2004. Residents of Olivette were not eligible to apply for reimbursement under the terms of the program until January of 2005.

The proposed FY 2012-13 Budget for the Sewer Lateral Fund anticipates reimbursements to eligible residents in the amount of \$60,000 (approximately 20 projects) as well as reimbursement to the General Fund for administrative-related expenses. For Fiscal Year 2011-12, reimbursements totaling \$45,702 were made to Olivette property owners for eligible projects.

### FY 2012-13 OPERATING BUDGET SUMMARY OF ALL FUNDS

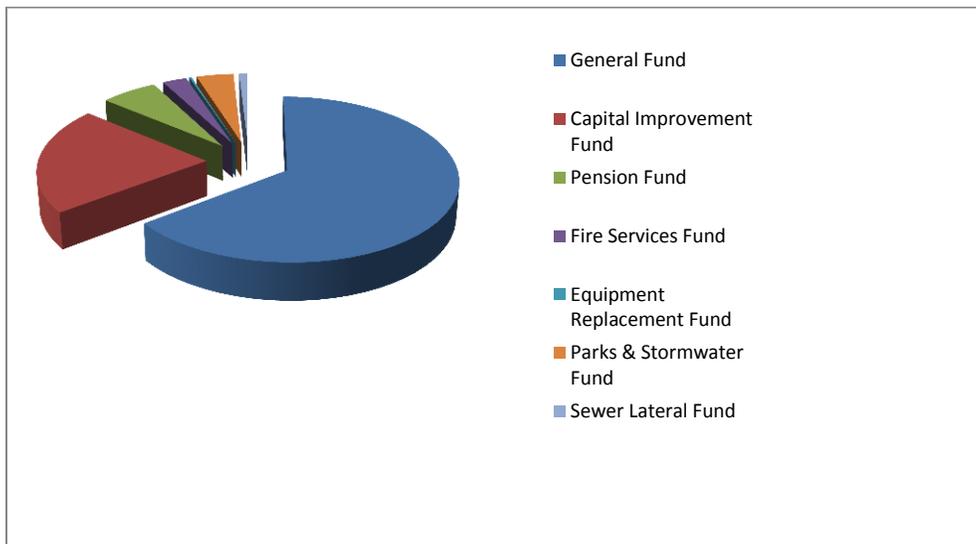
Fund	Opening Balance July 1, 2012	Projected Revenues	Projected Expenditures	Transfers IN/(OUT)	Closing Balance June 30, 2013
General	\$3,037,049	\$6,971,290	\$7,069,059	\$48,000	\$2,939,280
Capital Improvement	\$1,351,325	\$1,836,560	\$2,338,279	\$0	\$849,606
Pension	\$0	\$673,000	\$673,000	\$0	\$0
Fire Services	\$0	\$221,860	\$287,418	*\$0	-\$65,558
Equipment Replacement	\$369,312	\$0	28,099	\$0	\$341,213
Local Parks/Storm water	\$668,482	\$468,720	\$419,072	(\$21,000)	\$697,130
Sewer Lateral	\$510,518	\$135,600	\$100,000	(\$20,000)	\$546,118
<b>TOTAL</b>	<b>\$5,705,194</b>	<b>\$10,039,020</b>	<b>\$10,489,081</b>	<b>\$1,500</b>	<b>\$5,256,633</b>

\* The difference between revenues and expenditures, when negative, is funded through the General 01 fund as a liability.

## EXPENDITURES AND CAPITAL PURCHASES

### FY 2012-13 OPERATING BUDGET---EXPENDITURES BY OPERATING FUND

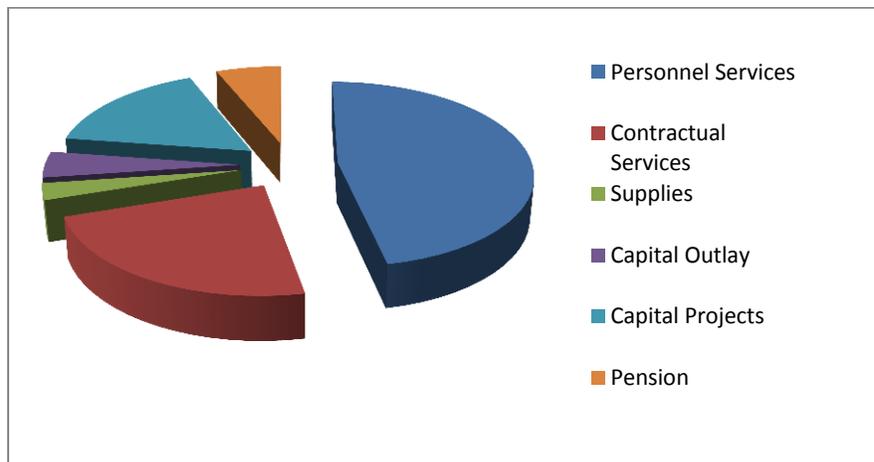
OPERATING FUND	FY 2012-13 Budget	FY 2011-12 Budget	% of 2012-13 Budget
General Fund	\$7,069,059	\$6,777,976	64.65%
Capital Improvement Fund	\$2,338,279	\$1,908,699	21.38%
Debt Service Fund	\$0	\$309,463	0.00%
Pension Fund	\$673,000	\$686,000	6.15%
Fire Services Fund	\$287,418	\$258,898	2.63%
Equipment Replacement Fund	\$28,099	\$106,964	0.26%
Parks/Storm water Fund	\$460,072	\$382,082	4.06%
Sewer Lateral Fund	\$100,000	\$103,000	0.91%



**FY 2012-13 OPERATING BUDGET---EXPENDITURES BY MAJOR OBJECT**

(graphic representation next page)

OBJECT OF EXPENDITURE	FY 2012-13 BUDGET	FY 2011-12 BUDGET	% OF BUDGET
Personnel Services	\$5,106,277	\$4,887,654	46.86%
Contractual Services	\$2,513,093	\$2,479,478	23.06%
Commodities	\$312,921	\$334,427	2.87%
Capital Outlay	\$493,115	\$437,460	4.53%
Capital Projects	\$1,797,600	\$1,360,000	16.50%
Debt Service	\$0.00	\$309,463	0.00%
Pension	\$673,000	\$686,000	6.18%

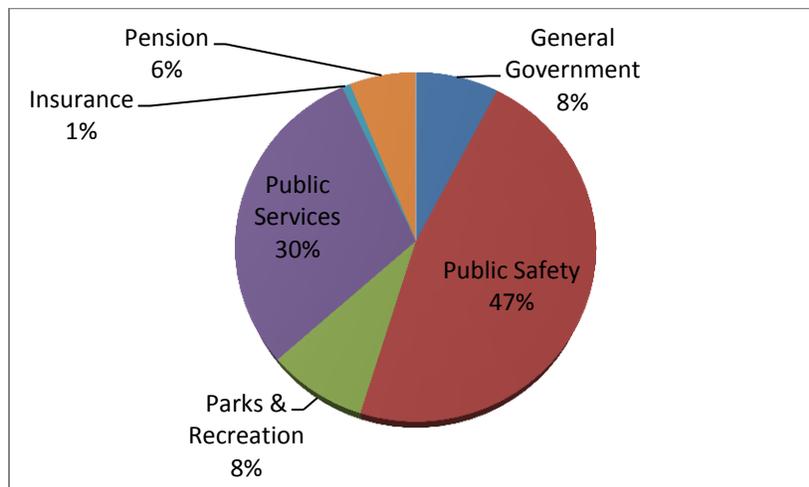


Employee fringe benefit costs such as workers compensation premiums, health, dental, and life insurance, and disability premiums, total \$931,196 and are categorized as “Contractual Services”. When these benefit costs and pension costs are considered as personnel costs, the total percentage of budgeted costs for personnel expenses equals 55.40 percent.

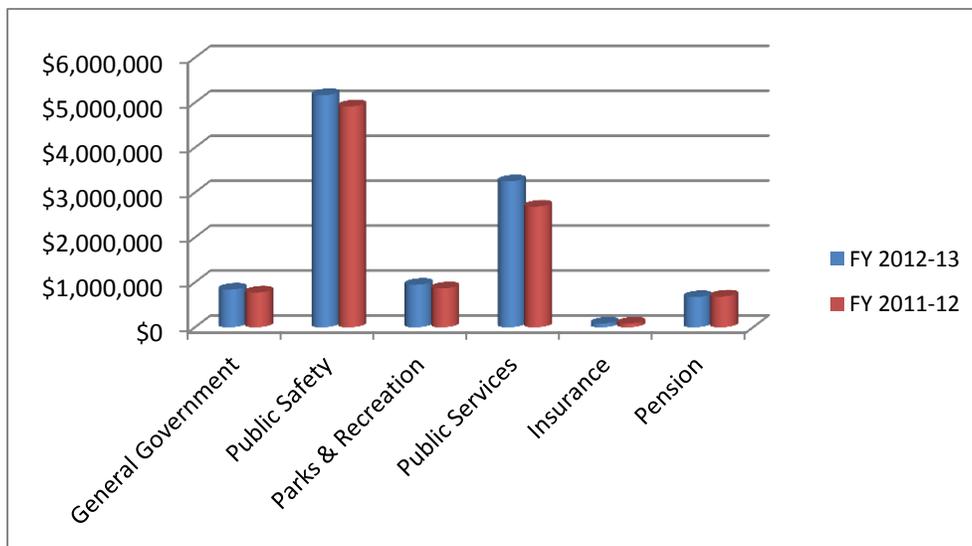
**FY 2012-13 OPERATING BUDGET---EXPENDITURES BY MAJOR FUNCTIONAL CATEGORY**

The chart below reflects projected FY 2012-13 expenditures for all operating funds by major functional area:

<b>FUNCTION</b>	<b>FY 2012-13 Budget</b>	<b>FY 2011-12 Budget</b>	<b>% of 2012-13 Budget</b>
General Government	\$839,600	\$773,884	7.66%
Public Safety	\$5,167,584	\$4,917,560	47.15%
Parks & Recreation	\$946,598	\$865,990	8.64%
Public Services	\$3,249,604	\$2,686,660	29.65%
Insurance	\$84,540	\$85,525	0.77%
Debt Service	\$0.00	\$309,463	0.00%
Pension	\$673,000	\$686,000	6.14%



**FY 2012-13 OPERATING BUDGET---EXPENDITURES BY MAJOR FUNCTIONAL CATEGORY COMPARED TO PREVIOUS YEAR**



**CAPITAL IMPROVEMENT PROJECTS**

Capital expenditures have been held to only those items absolutely necessary to maintain City infrastructure and essential services in Fiscal Year 2012-13 due to falling sales tax receipts, reduced investment income, increasing insurance costs and the significant increase in the annual required pension contribution. Projects or equipment items supported by grant funds, specific revenue sources, or bond proceeds have been budgeted as planned for the FY 2012-13 Fiscal Year. It is anticipated that some more complex projects will be multi-year in nature. The following is a detailed description of major capital expenditures in the FY 2012-13 budget (projects or items with costs in excess of \$10,000).

**INDIVIDUAL CAPITAL ITEMS EXCEEDING \$10,000**

<u>Fund</u>	<u>Line Item</u>	<u>Division/Item Description</u>	<u>Amount</u>	<u>Description</u>
Capital Improv	05-2510-D332	½ of Pumper Lease	\$31,600	Annual Lease--Crimson Pumper
Capital Improv	05-2610-D330	Replace Police Cruisers	\$45,742	Annual Vehicle Rotation
General	01-2500-D340	Replace Turnout Gear for Firefighters	\$67,400	Rotation of Equipment to Meet Standards & Firefighter Safety
General	01-2600-D320	Light Bar Replacement	\$11,004	Replacement of Light Bars for Police Vehicles
Capital Improv	05-2500-D330	Replace Command Vehicle with Tahoe	\$45,550	Replace current command vehicle for Asst. Chief with Chevy Tahoe
Capital Improv	05-4021-D230	Street Improvements	\$125,000	Annual Repair/Overlay Prog.
Capital Improv	05-4021-D230	Dielman Rd Reconstruction	\$57,000	Street Improvements in Vicinity of Dielman Rd. Bridge
Capital Improv	05-4021-D230	Crack Sealing	\$40,000	City wide project
Capital Improv	05-4021-D230	Curb/Gutter/Sidewalk Replacement	\$60,000	Annual Program in selected locations
Capital Improv	05-4022-D230	Engineering for Old Bonhomme Project	\$90,000	Old Bonhomme Improvement Project----80% Federal Grant
Capital Improv	05-4022-D230	Right of Way for Old Bonhomme Project	\$225,600	Old Bonhomme Improvement Project----80% Federal Grant
Capital Improv	05-4022-D230	Construction for Old Bonhomme Project	\$350,000	Old Bonhomme Improvement Project----80% Federal Grant
Capital Improv	05-4062-D210	Construction of Salt Dome	\$235,000	Storage and Compliance with regulations---Possible alternative project with City of Overland
Capital Improv	05-4024-D230.01	Engineering for North Price NID Project	\$30,000	NID Project funded by Construction Note
Capital Improv	05-4024-D230.02	Construction for North Price NID project	\$650,000	NID Project funded by Construction Note
Fire	20-2510-D332	½ of Pumper Lease	\$31,600	Annual Lease—Crimson Pumper

Services				
Equipment Replacement	25-2000-D331	Replace Animal Control Vehicle	\$100,000	Replace 20 Year-Old Unit
Parks/Storm water	30-3110-B220	Repairs to Walking Trails	\$12,000	Community Center & Stacy Park
Parks/Storm water	30-3110-D225	Perimeter Improvements to Parks	\$10,575	Irv Zeid and Villa Parks
Parks/Storm water	30-3110-D331	Truck Replacement for Parks	\$53,000	Replace 2002 One Ton Unit

**DELAYED ITEMS:**

Major funding items not included in this budget due to lack of funding include:

- Adding a police officer to handle the increased service demands resulting from transfer to Prisoner Conveyance Unit with ECDC and fill the vacancy created by transferring a full time officer to Traffic Patrol- \$76,000;
- Phase II of the citywide pedestrian bike trail - \$450,000 (right of way negotiations are continuing for this project);
- \$3.0 Million in Development Costs and \$250,000 in annual operating costs to turn the Warson Park area into an outdoor recreation complex;
- Replacement of rolling stock for critical functions including Streets and Parks Maintenance units;
- Replacement and addition of operating construction and maintenance equipment for infrastructure maintenance
- Olive Boulevard Streetscape Improvement Plan - \$2,000,000;
- Architectural and landscape enhancements to I-170 - \$750,000;
- Add a NEQ park by having a bike-way connector to Woodson Park - \$150,000;
- Planning and architectural design for new public safety facilities for the Olivette Police and Fire Departments as well as expanded administrative facilities to replace the current Government Center--- estimated costs are \$10 million
- Extensive resurfacing of City public streets as well as reconstruction of City arterial streets in view of declining infrastructure quality---at least \$850,000 required
- Reconstruction of arterial streets Price Road and Dielman Road to handle traffic and safety requirements utilizing federal surface transportation arterial improvement funding

Several of these projects are in various stages of development planning before asking the voters of Olivette to approve long-term debt for major municipal improvements and investments. The capital improvement priorities are being explored in more depth by a multidisciplinary internal subcommittee of the City over the next 12 months with a goal of developing a capital improvement ballot proposition for general obligation financing to be considered by Olivette voters in 2012.

The Olivette City Council has determined that additional commercial and industrial development in the community is crucial to initiating these planned improvements to maintain the vitality and quality of life in the community.

The city has to move forward this fiscal year with a number of capital expenditures, equipment replacements, and facility maintenance items, which could not be deferred any longer. Unfortunately, however, economic conditions and revenue declines prevented appropriate recognition of the outstanding and hard-working employees of the City of Olivette with fully competitive programmed salary increases

to meet living requirements and retain the professionalism of the work force. Addressing this issue will be a priority in coming fiscal periods.

Adoption of the ¼-cent fire tax and the ½ -cent park sales tax in the last decade have deferred what would have been an even greater fiscal pressure on the General Fund, but to relieve our financial situation in the next several years, significant new revenue sources must be determined and implemented, primarily resulting from enhanced revenues resulting from strategic redevelopment. In recent years, the City staff presented several long range operating projections for the City's fiscal situation based on current trends. These projections will be updated and enhanced in the first half of FY 2012-13. These projections clearly indicate that sustaining and enhancing the current broad range of municipal services enjoyed by Olivette residents and businesses will be very challenging in the next decade, even with significant new revenue sources.

Families and businesses are attracted to our city by the quality of public services, accessibility of parks and community facilities, and a top-notch public education system. To continue this positive trend, the City of Olivette must find additional funding sources to ensure that the level, quality and type of services presently enjoyed and needed in the future are supported.

## **BASIS OF ACCOUNTING**

The City records transactions during the year on the basis of cash receipts and disbursements. At year end entries are recorded for financial reporting purposes to reflect the modified accrual basis of accounting for governmental and fiduciary fund types.

Under the modified accrual basis of accounting, revenues are recorded when they are both measurable and available. The term available is defined as collectable within the current period, or soon enough thereafter, to be used to pay liabilities of the current period. The expenditures are recorded when the related fund liability is incurred. Olivette uses the modified accrual basis of accounting for budgeting and accounting. For additional information regarding the City's basis of accounting and/or financial policies, please refer to Section I.

## **STRATEGIC PLAN**

As Fiscal Year 2012-13 commences, the City of Olivette continues to implement its comprehensive strategic planning process in cooperation with Vandewalle and Associates, the Planning and Community Design Commission, and a wide cross-section of the Olivette community. Based on the success of this crucial project to date, the final result is a comprehensive strategy for community redevelopment that will be consistent with community goals and values. The Strategic Plan provides a comprehensive framework for future operating budgets and overall financial structure of the City as well as capital improvement investments. The Strategic Plan will replace previous comprehensive planning efforts of the City and is the most important planning process that the City of Olivette has undertaken for several years.

The specific action steps and redevelopment process and structure recommended in Phase III of the Olivette—A Dynamic Sense of Place Plan will be initiated on several fronts early in Fiscal Year 2012-13 and will have a major impact on the future of the City of Olivette. One major initiative is the continuing partnering work on major redevelopment initiatives in the Olive Boulevard corridor with the City of University City through the ongoing work of the Interstate 170/Olive Joint Redevelopment Task Force. The respective City Councils of the two communities will work together to develop a coherent and structured strategy to fully implement the recommendations of the Joint Redevelopment Task Force.

## **GFOA AWARD**

The City of Olivette received the prestigious Distinguished Budget Presentation Award from the Government Finance Officers Association for the City's Budget Document for the Fiscal Year beginning July 1, 2008. The Distinguished Budget Presentation Award recognizes recipients for budget documents which meet established criteria for:

- The Budget as a Policy Document
- The Budget as a Financial Plan
- The Budget as an Operations Guide
- The Budget as a Communications Device

The FY 2012-13 Budget of the City of Olivette has been prepared according to the established GFOA criteria and the staff believes that this document will qualify for the Distinguished Budget Presentation Award.

## **A DEBT OF GRATITUDE**

A special thanks to all Board and Commission members for their many hours of volunteer service without which the City could not function effectively. This volunteer core of citizens (Pages 91-102) offers us a vast bank of knowledge in many areas that contributes to the planning not only for the present but also the future.

I would like to thank the City of Olivette's department directors for a great effort in preparing their departmental budgets for Fiscal Year 2012-13, utilizing a completely electronic format. Finally, I would like to thank Director of Finance Jeffrey Steiner, the Finance Department staff, and all operating departments of the City of Olivette for their hard work preparing the budget and the Mayor and the members of the City Council for their interest, support, and commitment to the citizens of Olivette under unprecedented economic circumstances. Working together, we will continue to provide the best services possible with the resources available. We all recognize and are committed to one basic principle:

## **SERVICE IS OUR BUSINESS**

Respectfully submitted,

*T. Michael McDowell*

T. Michael McDowell, ICMA-CM  
City Manager



**Fick, Eggemeyer  
& Williamson**

Certified Public Accountants, PC



## INDEPENDENT AUDITORS' REPORT

To the Members of the City Council  
City of Olivette  
Olivette, Missouri

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Olivette, Missouri, as of June 30, 2011, which collectively comprise the City's basic financial statements as listed in the accompanying table of contents. These financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregated remaining fund information of the City as of June 30, 2011, and the respective changes in financial position, thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

The City of Olivette, Missouri adopted GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* during the year ended June 30, 2011. The statement changed the classifications of governmental fund balances and clarified the definitions of existing fund types. The adoption of this statement had no effect on any of the City's governmental funds' assets or liabilities nor was there any effect on the total amount of the City's governmental fund balances as of and for the year ended June 30, 2011.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 6, 2011 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grants agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information and schedules of funding progress, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprised the City's basic financial statements. The supplementary information, and other supplemental information, listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supplementary information, as listed in the table of contents has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects, in relation to the financial statements taken as a whole.

*Fick, Eggemeyer & Williamson*  
Fick, Eggemeyer, Williamson, CPA's  
St. Louis, Missouri

December 6, 2011

CITY OF OLIVETTE, MISSOURI  
STATEMENT OF NET ASSETS  
JUNE 30, 2011

	Governmental Activities
<b>ASSETS</b>	
Current assets	
Cash and cash equivalents	\$ 5,854,751
Taxes receivable	
Property	121,065
Other	691,588
Accounts receivable	26,140
Inventory	23,616
Net pension assets	218,162
Total current assets	6,935,322
Noncurrent assets	
Capital assets, net of depreciation	2,392,501
Total noncurrent assets	2,392,501
<b>TOTAL ASSETS</b>	<b>\$ 9,327,823</b>
 <b>LIABILITIES</b>	
Current liabilities	
Accounts payable	\$ 281,903
Accrued wages	344,914
Accrued vacation payable	263,987
Court bonds payable	12,300
Due to other fund	5,500
Other liabilities	15,475
Interest payable	10,968
Current portion of long-term liabilities	428,432
Total current liabilities	1,363,479
Noncurrent liabilities	
Accrued sick leave	164,896
Capital leases payable	300,782
Total noncurrent liabilities	465,678
<b>TOTAL LIABILITIES</b>	<b>\$ 1,829,157</b>
 <b>NET ASSETS</b>	
Investment in capital assets, net of related debt	\$ 1,901,598
Restricted net assets	2,950,160
Unrestricted net assets	2,646,908
<b>TOTAL NET ASSETS</b>	<b>\$ 7,498,666</b>

The notes to the financial statements are an integral part of this statement

CITY OF OLIVETTE, MISSOURI  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2011

FUNCTIONS/PROGRAMS	Program Revenues			Net (Expense)
	Expenses	Fees, Fines and Charges for Services	Operating Grants and Contributions	Revenue and Changes in Net Assets
Primary government:				
Governmental activities:				
Administrative	\$ 1,299,561	\$ 246,370	\$ -	\$ (1,053,191)
Public safety	4,612,351	368,835	-	(4,243,516)
Public works	1,626,064	210,696	-	(1,415,368)
Parks and recreation	876,306	395,128	-	(453,291)
Public health	44,954	-	-	(44,954)
Interest and fiscal charges	37,579	-	-	(37,579)
Total governmental activities	<u>\$ 8,496,815</u>	<u>\$ 1,221,029</u>	<u>\$ -</u>	<u>\$ 27,887</u>
				<u>(7,247,899)</u>
General revenues:				
Taxes:				
Sales				2,150,596
Utility				15,580
Property				4,970,993
Franchise				69,902
Other				589,191
Interest income				1,262
Transfers				807
Other miscellaneous revenue				103,506
Total general revenues and transfers				<u>7,901,837</u>
Changes in net assets				653,938
Net assets - beginning				<u>6,844,728</u>
Net assets - ending				<u>\$ 7,498,666</u>

The notes to the financial statements are an integral part of this statement

CITY OF OLIVETTE, MISSOURI  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2011

	General Fund	Fire Operations Fund	Capital Improvement Fund	Other Nonmajor Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 2,754,810	\$ -	\$ 1,594,433	\$ 1,505,508	\$ 5,854,751
Taxes receivable					
Property	94,526	-	26,539	-	121,065
Other	471,481	37,845	64,352	117,910	691,588
Accounts receivable	26,140	-	-	-	26,140
Due from other funds	136,419	-	-	792	137,211
Inventory	23,616	-	-	-	23,616
Total assets	<u>\$ 3,506,992</u>	<u>\$ 37,845</u>	<u>\$ 1,685,324</u>	<u>\$ 1,624,210</u>	<u>\$ 6,854,371</u>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Accounts payable	\$ 42,183	\$ 252	\$ 209,951	\$ 29,517	\$ 281,903
Accrued wages	302,920	13,817	15,256	12,921	344,914
Accrued vacation payable	233,906	7,112	13,673	9,296	263,987
Court bonds payable	12,300	-	-	-	12,300
Other liabilities	15,475	-	-	-	15,475
Deferred revenue	94,526	-	26,539	42,221	163,286
Due to other funds	-	142,711	-	-	142,711
Total liabilities	<u>701,310</u>	<u>163,892</u>	<u>265,419</u>	<u>93,955</u>	<u>1,224,576</u>
<b>FUND BALANCES</b>					
Nonspendable	23,616	-	-	-	23,616
Restricted	-	-	1,419,905	1,530,255	2,950,160
Unassigned	2,782,066	(126,047)	-	-	2,656,019
Total fund balances	<u>2,805,682</u>	<u>(126,047)</u>	<u>1,419,905</u>	<u>1,530,255</u>	<u>5,629,795</u>
Total liabilities and fund balances	<u>\$ 3,506,992</u>	<u>\$ 37,845</u>	<u>\$ 1,685,324</u>	<u>\$ 1,624,210</u>	<u>\$ 6,854,371</u>

The notes to the financial statements are an integral part of this statement

CITY OF OLIVETTE, MISSOURI  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2011

Revenues:	General Fund	Fire Operations Fund	Capital Improvement Fund	Other Nonmajor Funds	Total Governmental Funds
Taxes	\$ 5,552,255	\$ 214,729	\$ 610,639	\$ 1,383,154	\$ 7,760,777
Licenses and permits	352,141	-	-	-	352,141
Fines and court costs	283,259	-	-	-	283,259
Intergovernmental	27,887	-	-	-	27,887
Investment income	273	-	-	988	1,261
Charges for service	585,628	-	-	-	585,628
Miscellaneous	103,506	-	-	-	103,506
Total revenues	<u>6,904,949</u>	<u>214,729</u>	<u>610,639</u>	<u>1,384,142</u>	<u>9,114,459</u>
<b>Expenditures:</b>					
<b>Current</b>					
Administrative	697,613	-	-	534,534	1,232,147
Public safety	4,027,123	269,306	-	-	4,296,429
Public works	957,356	-	440,485	-	1,397,841
Parks and recreation	465,240	-	-	277,830	743,070
Public health	44,954	-	-	-	44,954
Capital outlay	243,443	-	387,293	134,714	765,450
Debt service					
Principal, interest and fiscal charges	79,341	31,667	41,667	305,897	458,572
Total expenditures	<u>6,515,070</u>	<u>300,973</u>	<u>869,445</u>	<u>1,252,975</u>	<u>8,938,463</u>
Excess (deficiency) of revenue over expenditures	<u>389,879</u>	<u>(86,244)</u>	<u>(258,806)</u>	<u>131,167</u>	<u>175,996</u>
<b>Other financing sources (uses)</b>					
Debt proceeds	227,185	-	65,493	-	292,678
Transfers between funds	40,307	-	-	(39,500)	807
Net other sources and uses of financial resources	<u>267,492</u>	<u>-</u>	<u>65,493</u>	<u>(39,500)</u>	<u>293,485</u>
Net change in fund balances	657,371	(86,244)	(193,313)	91,667	469,481
Fund balances - beginning	<u>2,148,311</u>	<u>(39,803)</u>	<u>1,613,218</u>	<u>1,438,588</u>	<u>5,160,314</u>
Fund balances - ending	<u>\$ 2,805,682</u>	<u>\$ (126,047)</u>	<u>\$ 1,419,905</u>	<u>\$ 1,530,255</u>	<u>\$ 5,629,795</u>

The notes to the financial statements are an integral part of this statement

**AN ORDINANCE MAKING APPROPRIATIONS FOR CURRENT EXPENSES OF THE CITY GOVERNMENT OF THE CITY OF OLIVETTE FOR THE FISCAL YEAR BEGINNING JULY 1, 2012; ADOPTING A CERTAIN BUDGET; AND ADOPTING A CERTAIN SALARY SCHEDULE**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OLIVETTE, ST. LOUIS COUNTY, MISSOURI, as follows:**

Section 1: Pursuant to the provisions of Section 5.2 (c) and 5.2(d) of the Charter of the City of Olivette, Missouri there is hereby appropriated and set apart out of the municipal revenues and General Fund Balance and other fund balances of the City of Olivette, the sum of \$10,517,881 for the support, maintenance and operations of the several departments, boards, offices and other functions of the city government of the City of Olivette, Missouri for the fiscal year commencing July 1, 2012 and ending June 30, 2013 as hereinafter set out:

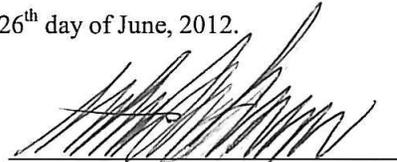
<b>FOR GENERAL OPERATIONS OF THE CITY OF OLIVETTE FROM THE GENERAL FUND</b>	
<i>--For General Government Operations of the City of Olivette including the City Council, general administration, finance, communications, boards and commissions and elections</i>	\$829,100
<i>--For operations of Public Safety functions including animal control and health, Fire Department, Police Department, and emergency medical services</i>	\$4,773,775
<i>--For operations and functioning of the Community Center and public recreation</i>	\$484,026
<i>--For operations and functioning of Public Services, including municipal property, inspections and planning, vehicle maintenance, and code enforcement</i>	\$892,617
<i>--For miscellaneous expenses including general insurance and reserves</i>	\$89,540
<b>TOTAL--GENERAL FUND</b>	<b>\$7,069,059</b>
<b>FOR THE OPERATION AND FUNCTIONING OF THE CAPITAL IMPROVEMENT FUND, including street maintenance</b>	\$2,338,279
<b>FOR THE OPERATION AND FUNCTIONING OF THE OF THE FIRE OPERATIONS FUND</b>	\$287,418
<b>FOR UTILIZATION OF EQUIPMENT REPLACEMENT RESERVE FUNDS</b>	\$28,099
<b>FOR THE OPERATION AND FUNCTIONING OF THE LOCAL PARKS AND STORMWATER FUND, including park maintenance</b>	\$419,072
<b>FOR THE OPERATIONS OF THE SALARIED EMPLOYEES PENSION FUND</b>	\$673,000
<b>FOR THE OPERATIONS AND FUNCTIONING OF THE SEWER LATERAL FUND</b>	\$100,000
<b>Total Expenditures</b>	<b>\$10,914,927</b>

Section 2: The detailed budget for the City of Olivette for the fiscal year commencing July 1, 2012 and ending June 30, 2013 is attached as Exhibit A and incorporated by reference in this Ordinance (the "2013 Budget") is hereby adopted and approved. Said adoption and approval extends to and includes the salary schedule for municipal employees of the Fire Department and the Police Department salary schedules and schedules for all other employees as contained in the 2012-13 Budget.

Section 3: The portions of this Ordinance shall be severable. In the event that any portion of this Ordinance shall be found by a court of competent jurisdiction to be invalid, the remaining portions are valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the City Council would have enacted the valid portions without the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 4: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed and approved this 26<sup>th</sup> day of June, 2012.

  
MAYOR ARTHUR MERDINIAN

ATTEST:

  
MYRA G. BENNETT, CMC/MRCC  
CITY CLERK

# Olivette

*...in the center of it all*





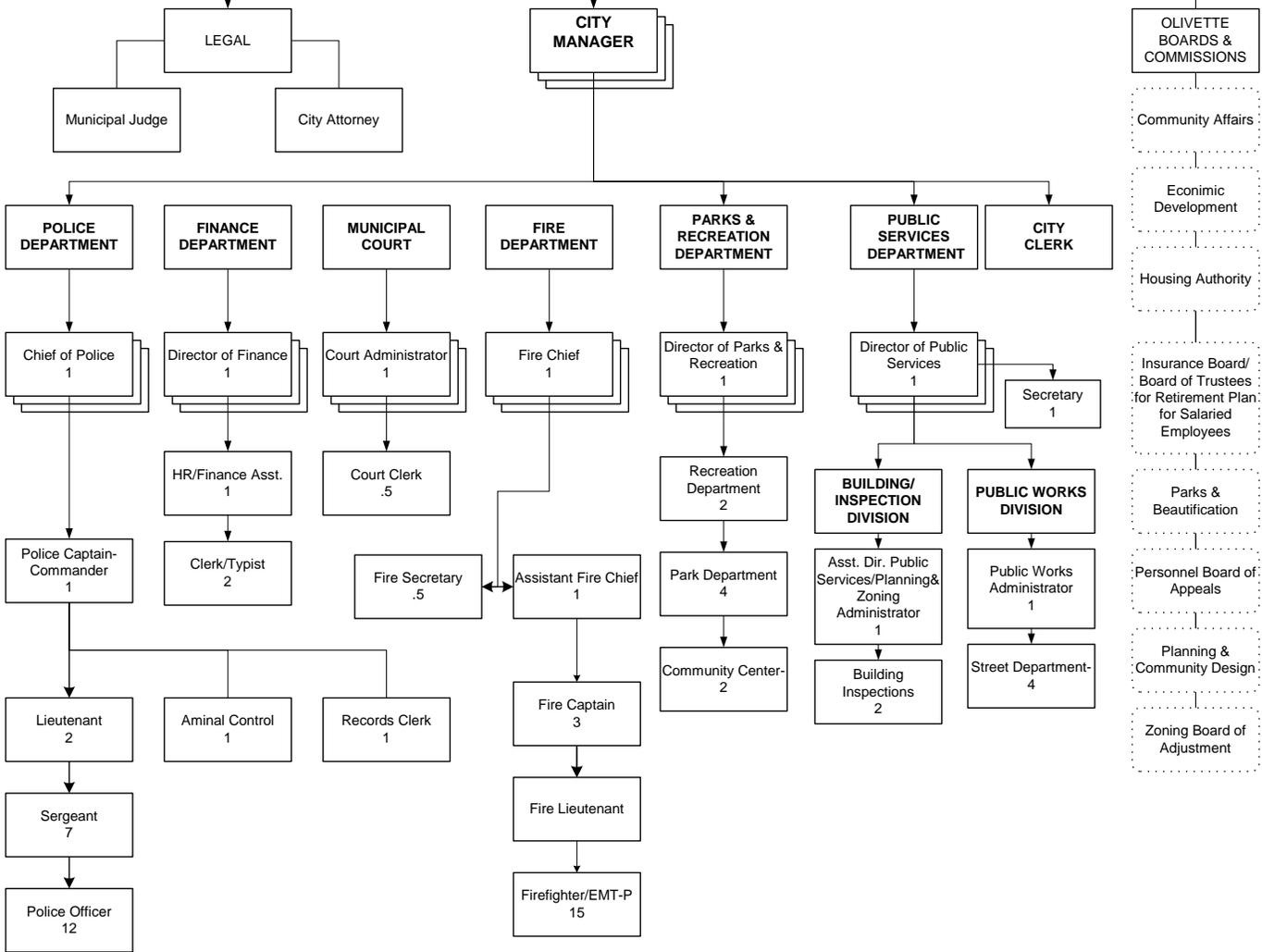
**Olivette**

*...in the center of it all*

**TABLES  
AND  
SUMMARY  
EXHIBITS**

**CITY OF OLIVETTE RESIDENTS**

**MAYOR  
CITY COUNCIL**



**TABLE A**  
**ST. LOUIS COUNTY MUNICIPAL TAX RATES FOR 2011**  
**Per \$100 Assessed Valuation**

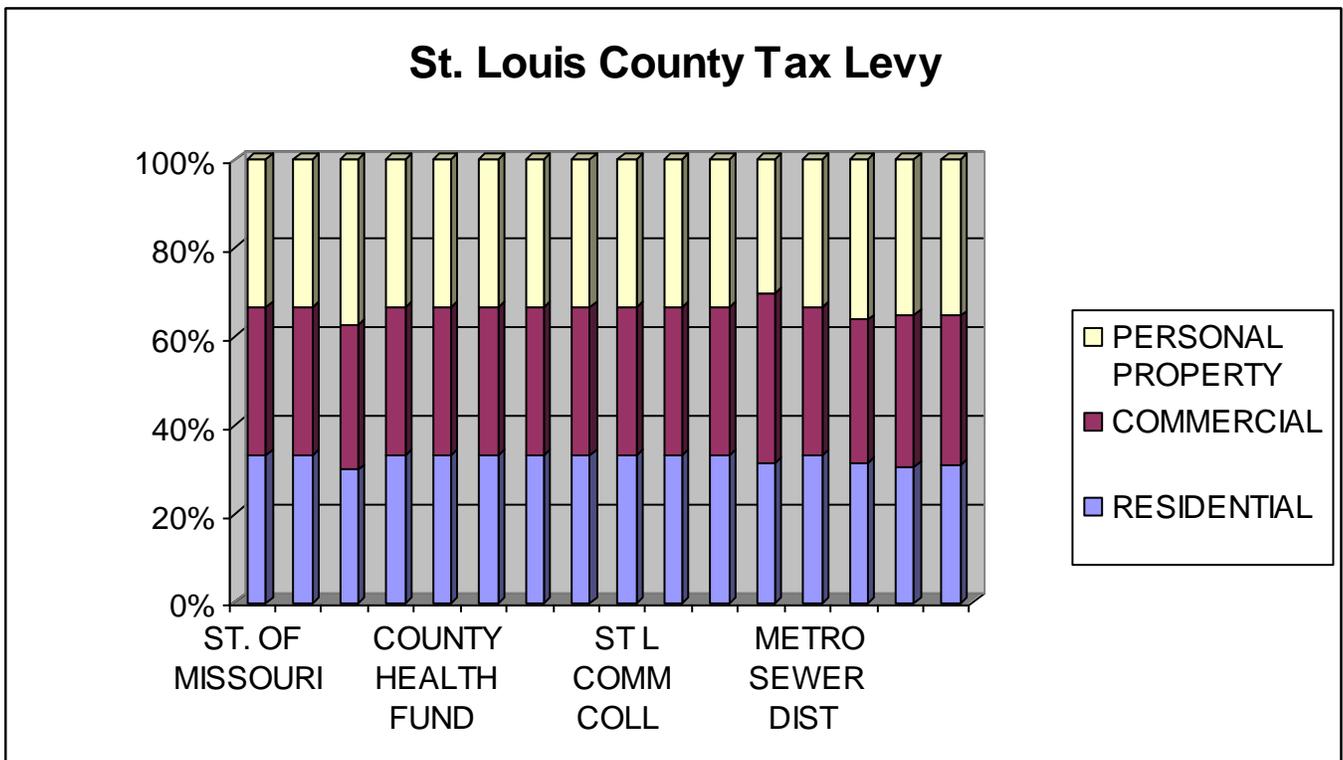
<b>MUNICIPALITIES</b>	<b>RES</b>	<b>COM</b>	<b>PP</b>
BELLEFONTAINE NEIGHBORS	0.7890	0.7240	0.7800
BELLERIVE	0.8000	0.0000	0.7670
BEL-NOR	0.4960	0.4630	0.5530
BEL-RIDGE NO PP	0.5010	0.5010	0.0000
BERKELEY	1.0790	1.1230	1.2200
BEVERLY HILLS	0.2330	0.2330	0.2320
BLACK JACK	0.5950	0.5950	0.5950
BRECKENRIDGE HILLS NO PP	0.2100	0.2100	0.0000
BRENTWOOD	0.6130	0.8730	0.8810
BRIDGETON NO PP	0.1600	0.2420	0.0000
CALVERTON PARK	0.2150	0.2150	0.2150
CHARLACK	0.2150	0.2180	0.2570
CHESTERFIELD	0.0300	0.0300	0.0300
CLARKSON VALLEY	0.1200	0.1010	0.1530
CLAYTON	0.7170	0.7720	0.7980
COOL VALLEY	0.2170	0.3500	0.1650
COUNTRY CLUB HILLS	1.3450	1.3550	1.2520
COUNTRY LIFE ACRES	0.3730	0.4130	0.4200
CRESTWOOD	0.4410	0.5830	0.4790
CREVE COEUR NO PP	0.0840	0.0790	0.0000
CRYSTAL LAKE PARK	0.6700	0.3170	0.8080
DELLWOOD	0.2210	0.1850	0.2350
EDMUNDSON RE ONLY	0.0000	0.4880	0.0000
ELLISVILLE NO PP	0.1500	0.1500	0.0000
EUREKA	0.3900	0.3900	0.3900
FERGUSON	1.0220	1.0240	1.0270
FLORDELL HILLS	0.5310	1.0000	0.0000
FRONTENAC	0.4890	0.5340	0.5530
GLENDALE	0.5030	0.5640	0.6190
GLEN ECHO PARK	0.4480	0.5000	0.5000
GRANTWOOD	0.2300	0.1560	0.2610
GREENDALE NO PP	0.5180	0.4420	0.0000
HANLEY HILLS	0.5000	0.4190	0.4500
HAZELWOOD	0.9890	0.9920	0.9760
HILLSDALE	0.5000	0.5000	0.5000
HUNTLEIGH	0.2020	0.2710	0.2190
JENNINGS	1.2450	1.2450	1.2450
KINLOCH	1.0000	0.7860	1.0000
KIRKWOOD	0.6030	0.6160	0.6560
LADUE	0.7100	0.7440	0.7560
LAKESHIRE - NO PP	0.3750	0.3750	0.0000
MACKENZIE CITY & VILLAGE	0.1580	0.1560	0.1850
MANCHESTER	0.2060	0.2060	0.2100
MAPLEWOOD	0.7910	1.1640	1.2300
MARLBOROUGH	0.1080	0.1020	0.1110
NORMANDY	0.4000	0.4000	0.4000
NORTHWOODS	1.9195	1.7825	1.8735
OAKLAND	0.1920	0.2460	0.2370
OLIVETTE	0.8520	0.9370	1.0210
OVERLAND	0.1880	0.2040	0.2170
PACIFIC	0.3947	0.3947	0.3947
PAGEDALE	0.2690	0.3180	0.3500
PASADENA HILLS	1.3648	1.3158	1.4108
PASADENA PARK	0.2770	0.0000	0.3090
PINE LAWN	0.3000	0.2930	0.2570
RICHMOND HEIGHTS	0.7670	0.8350	0.8220
RIVERVIEW	0.3340	0.2940	0.3120

ROCK HILL	0.6460	0.6620	0.7200
ST. ANN NO PP	0.1770	0.2000	0.0000
ST. GEORGE	0.1230	0.1310	0.1390
ST. JOHN	0.3470	0.4820	0.4500
SHREWSBURY	0.9590	0.9540	1.0500
SUNSET HILLS	0.0540	0.0570	0.0600
SYCAMORE HILLS	0.3100	0.3620	0.3710
TWIN OAKS SELF COLLECTS	0.0000	0.3160	0.0000
UNIVERSITY CITY	0.7530	0.8920	0.9090
UPLANDS PARK CITY & VILLAGE	0.3430	0.3860	0.3910
VALLEY PARK	0.4480	0.6570	0.5700
VELDA CITY	0.8150	0.9540	0.8360
VELDA VILLAGE HILLS	0.3210	0.4860	0.3780
VINITA PARK	0.4100	0.4310	0.4320
VINITA TERRACE NO PP	0.1730	0.2500	0.0000
WARSON WOODS NO PP	0.3670	0.4310	0.0000
WEBSTER GROVES	0.7630	0.7555	0.8660
WELLSTON	0.5610	0.4800	0.6000
WESTWOOD CITY & VILLAGE	0.0570	0.0920	0.0000
WINCHESTER	0.1980	0.1720	0.2610
WOODSON TERRACE	0.2790	0.3360	0.2510

**TABLE B  
TAX LEVY PER \$100 ASSESSED VALUATION**

<b>TAX DISTRICT</b>	<b>RESIDENTIAL</b>	<b>COMMERCIAL</b>	<b>PERSONAL PROPERTY</b>
<b>117</b>			
ST. OF MISSOURI	0.0300	0.0300	0.0300
SCH-LADUE	3.1000	3.1000	3.1000
CTY-OLIVETTE	0.8520	0.9370	1.0210
COUNTY GENERAL	0.2000	0.2000	0.2000
COUNTY HEALTH FUND	0.1400	0.1400	0.1400
COUNTY PARK MAINT.	0.0500	0.0500	0.0500
COUNTY BOND RETIRE	0.0280	0.0280	0.0280
ROAD & BRIDGE	0.1050	0.1050	0.1050
ST L COMM COLL	0.2200	0.2220	0.2220
SPEC SCH DIST	1.0125	1.0125	1.0125
MET ZOO MUS DIST	0.2671	0.2671	0.2671
COUNTY LIBRARY	0.1630	0.1900	0.1500
METRO SEWER DIST	0.0818	0.0818	0.0818
SEWR-DEER CREEK	0.0840	0.0820	0.0930
SHELTERED WORKSHOP	0.0840	0.0900	0.0900
<b>TOTAL</b>	<b>6.4174</b>	<b>6.5334</b>	<b>6.5884</b>

**TABLE C- ALLOCATION OF PROPERTY TAX**



**TABLE D**  
**ASSESSED VALUATION**  
**1965 through 2012**

<u>Year</u>	<u>Real Estate</u>	<u>Personal Property</u>	<u>Utilities</u>	<u>Total</u>	<u>Tax Rate Per \$100 Assessed Valuation</u>
1965	\$25,912,075	\$3,632,930	\$1,091,699	\$30,636,704	\$0.700
1970	\$28,593,020	\$3,874,786	\$1,171,561	\$33,639,367	\$0.900
1975	\$33,306,360	\$5,072,500	\$2,227,336	\$40,606,196	\$1.000
1980	\$35,051,940	\$7,895,130	\$2,469,470	\$45,416,540	\$1.350
1985	\$65,645,060	\$12,117,588	\$3,215,817	\$80,978,465	\$1.000
1990	\$92,563,690	\$16,017,980	\$7,486,154	\$116,067,824	\$1.000
1991	\$98,074,640	\$17,635,236	\$6,388,300	\$122,098,176	\$1.000
1992	\$97,836,530	\$20,196,570	\$6,178,417	\$124,211,517	\$1.000
1993	\$96,442,580	\$19,633,760	\$2,450,712	\$118,527,052	\$1.000
1994	\$96,699,840	\$20,104,668	\$2,450,712	\$119,255,220	\$1.000
1995	\$98,094,870	\$20,569,077	\$3,119,752	\$121,783,699	\$1.000
1996	\$97,960,540	\$22,613,990	\$2,593,919	\$123,168,449	\$1.000
1997	\$102,898,060	\$25,352,432	\$2,597,037	\$130,827,529	\$1.000
1998	\$103,989,730	\$26,285,931	\$3,245,063	\$133,520,724	\$1.000
1999	\$113,498,100	\$27,528,821	\$3,043,473	\$144,070,394	\$0.990
2000	\$114,580,520	\$31,266,196	\$2,682,447	\$148,529,163	\$0.990
2001	\$137,854,470	\$30,389,408	\$2,526,311	\$170,770,189	\$0.903
2002	\$139,258,780	\$30,908,044	\$4,542,240	\$174,709,061	\$0.904
2003	\$150,711,800	\$32,640,265	\$2,148,590	\$150,711,800	\$0.941
2004	\$151,230,830	\$29,517,900	\$2,126,060	\$182,874,790	\$0.927
2005	\$170,660,400	\$29,517,900	\$2,155,794	\$204,344,054	\$1.029
2006	\$173,479,490	\$28,557,560	\$2,155,794	\$204,192,844	\$1.021

<b>2008</b>	<u>Real Estate</u>	<u>Rate</u>	<u>Personal Property</u>	<u>Rate</u>	<u>Total Assessed Valuation</u>
Residential	\$ 159,385,480	0.779	\$ -		\$ 159,385,480
Commercial	\$ 60,497,900	0.736	\$ -		\$ 60,497,900
Personal Property	\$ -		\$ 30,210,990	1.021	\$ 30,210,990
Railroad & Utility	\$ 1,814,030	0.836	\$ 350,594	1.021	\$ 2,164,624
	<u>\$ 221,697,410</u>		<u>\$ 30,561,584</u>		<u>\$ 252,258,994</u>

<b>2009</b>	<u>Real Estate</u>	<u>Rate</u>	<u>Personal Property</u>	<u>Rate</u>	<u>Total Assessed Valuation</u>
Residential	\$ 157,126,850	0.779	\$ -		\$ 157,126,850
Commercial	\$ 70,324,780	0.816	\$ -		\$ 70,324,780
Personal Property	\$ -		\$ 28,838,543	1.021	\$ 28,838,543
Railroad & Utility	\$ 1,749,782	0.816	\$ 342,833	1.021	\$ 2,092,615
	<u>\$ 229,201,412</u>		<u>\$ 29,181,376</u>		<u>\$ 258,382,788</u>

<b>2010</b>	<b><u>Real Estate</u></b>	<b><u>Rate</u></b>	<b><u>Personal Property</u></b>	<b><u>Rate</u></b>	<b><u>Total Assessed Valuation</u></b>
Residential	\$ 157,223,730	0.838	\$ -		\$ 157,223,730
Commercial	\$ 59,010,690	0.892	\$ -		\$ 59,010,690
Personal Property	\$ -		\$ 25,834,850	1.021	\$ 25,834,850
Railroad & Utility	\$ 1,952,919	0.892	\$ 448,308	1.021	\$ 448,308
	<u>\$ 218,187,339</u>		<u>\$ 26,283,158</u>		<u>\$ 244,470,497</u>

**2011**

	<b><u>Real Estate</u></b>	<b><u>Rate</u></b>	<b><u>Personal Property</u></b>	<b><u>Rate</u></b>	<b><u>Total Assessed Valuation</u></b>
Residential	\$ 155,642,360	0.838	\$ -		\$ 155,642,360
Commercial	\$ 55,794,850	0.892	\$ -		\$ 55,794,850
Personal Property	\$ -		\$ 23,924,300	1.021	\$ 23,924,300
Railroad & Utility	\$ 2,145,732		\$ 447,751	1.021	\$ 2,593,843
	<u>\$ 218,187,339</u>		<u>\$ 26,283,158</u>		<u>\$ 244,470,497</u>
					<u>\$ 237,954,993</u>

**2012**

	<b><u>Real Estate</u></b>	<b><u>Rate</u></b>	<b><u>Personal Property</u></b>	<b><u>Rate</u></b>	<b><u>Total Assessed Valuation</u></b>
Residential	\$ 155,642,360	0.838	\$ -		\$ 155,642,360
Commercial	\$ 55,794,850	0.892	\$ -		\$ 55,794,850
Personal Property	\$ -		\$ 23,924,300	1.021	\$ 23,924,300
Railroad & Utility	\$ 2,145,732		\$ 447,751	1.021	\$ 2,593,843
	<u>\$ 218,187,339</u>		<u>\$ 26,283,158</u>		<u>\$ 244,470,497</u>
					<u>\$ 237,954,993</u>

All taxing information can be found at <http://revenue.stlouisco.com/pdfs/2011>

## EXHIBIT A

Account Description	Account Number	2012-13 Budgeted Revenue	2011-12 Projected Revenue	2011-12 Budgeted Revenue	2010-11 Actual Revenue	2009-10 Actual Revenue	2008-09 Actual Revenue
<b><u>GENERAL PROPERTY TAXES</u></b>							
Real Estate - Current Year	0401	\$1,350,200	\$1,338,022	\$1,372,330	\$1,269,717	\$1,238,230	\$1,202,921
Personal Property - Current Year	0403	\$206,500	\$197,711	\$202,780	\$199,916	\$209,114	\$219,852
Prior Years' Taxes	0402/0404	\$25,000	\$21,357	\$47,000	\$4,661	\$48,000	\$47,996
Penalties and Interest	0406	\$500	\$200	\$1,000	\$98	\$3,000	\$2,413
Utility Taxes (State Assessed)	0405	\$19,000	\$29,792	\$14,050	\$15,580	\$10,000	\$17,857
Elmwood Fire District	0410	\$60,000	\$57,908	\$65,570	\$50,563	\$80,340	\$77,514
<b>Total General Property</b>		<b>\$1,661,200</b>	<b>\$1,644,990</b>	<b>\$1,702,730</b>	<b>\$1,540,535</b>	<b>\$1,588,684</b>	<b>\$1,568,553</b>
<b><u>LICENSES</u></b>							
<b>Public Utility Licenses</b>							
Electric Company	0420	\$875,000	\$874,809	\$850,000	\$859,510	\$706,700	\$744,108
Gas Company	0421	\$438,000	\$437,750	\$425,000	\$445,179	\$481,920	\$501,379
AT&T/Communications Companies	0423	\$380,000	\$380,000	\$371,000	\$376,200	\$376,000	\$390,927
Water Company	0422	\$142,000	\$142,790	\$131,000	\$127,169	\$110,000	\$113,935
Cable T.V. Franchise Fee Tax	0424	\$70,000	\$69,306	\$70,000	\$69,902	\$75,000	\$74,279
Cell Phone Franchise Fee	0425	\$480,000	\$483,275	\$467,700	\$684,701	\$566,200	\$527,269
<b>Total Public Utilities</b>		<b>\$2,385,000</b>	<b>\$2,387,930</b>	<b>\$2,314,700</b>	<b>\$2,562,660</b>	<b>\$2,315,820</b>	<b>\$2,351,897</b>
<b><u>OTHER LICENSES</u></b>							
Automobile	0430	\$37,000	\$36,670	\$31,000	\$30,666	\$29,040	\$32,852
Merchant & Manufacturers	0431	\$222,000	\$221,546	\$215,500	\$213,508	\$261,000	\$261,000
State Gasoline	0433	\$210,000	\$201,571	\$210,000	\$208,049	\$197,400	\$210,000
Animal Licenses	0434	\$1,100	\$1,100	\$1,100	\$1,176	\$1,250	\$1,270
Cigarette Tax	0435	\$24,000	\$22,572	\$23,200	\$23,287	\$24,750	\$24,756
Financial Institution Tax	0429	\$0	\$0	\$0	\$0	\$4,000	\$4,665
Sales Tax	0437	\$1,035,770	\$1,020,460	\$962,720	\$996,288	\$1,200,662	\$1,137,819
Local Option Use Tax	0439	\$149,000	\$147,096	\$140,000	\$144,997	\$228,420	\$242,957
<b>Total Other Licenses</b>		<b>\$1,678,870</b>	<b>\$1,651,015</b>	<b>\$1,583,520</b>	<b>\$1,617,971</b>	<b>\$1,946,522</b>	<b>\$1,915,319</b>
<b><u>PERMITS AND FEES</u></b>							
Building	0450	\$80,000	\$78,858	\$78,000	\$79,231	\$114,600	\$107,491
Street Opening	0452	\$2,500	\$2,519	\$2,700	\$2,329	\$3,820	\$3,891
Signs & Miscellaneous	0454-0464	\$47,000	\$47,700	\$45,000	\$40,554	\$37,245	\$38,757
Residential Rental Permits	0465	\$9,000	\$9,000	\$9,000	\$12,461	\$7,640	\$8,534
Medical Transport Fees	0475	\$170,000	\$163,695	\$135,000	\$85,526	\$0	\$0
<b>Total Permits and Fees</b>		<b>\$308,500</b>	<b>\$301,772</b>	<b>\$269,700</b>	<b>\$220,101</b>	<b>\$163,305</b>	<b>\$158,673</b>
<b><u>OTHER REVENUE</u></b>							
Police Training/Court Fines	0500-0506	\$315,000	\$311,409	\$290,000	\$277,629	\$315,000	\$314,744
Jail Biometric Verification Fee	0507	\$5,800	\$5,846	\$7,000	\$5,630	\$7,000	\$5,645
Community Center		\$110,000	\$370,535	\$110,000	\$367,111	\$426,320	\$122,500

Account Description	Account Number	2012-13 Budgeted Revenue	2011-12 Projected Revenue	2011-12 Budgeted Revenue	2010-11 Actual Revenue	2009-10 Actual Revenue	2008-09 Actual Revenue
Operating Program Revenues		\$0	\$0		\$0	\$0	\$33,700
Athletic Programs		\$246,720	\$0	\$283,620	\$0	\$0	\$260,134
Snow Removal/Weed Cutting		\$24,000	\$13,158	\$24,000	\$76,172	\$20,000	\$10,000
City Park Rental Fees		\$10,000	\$10,000	\$10,000	\$11,616	\$10,100	\$10,100
Animal Releases	0520	\$0	\$0	\$0	\$0	\$0	\$0
Interest on Investments	0525	\$500	\$330	\$500	\$273	\$86,000	\$75,327
Rent - Municipal Property	0530	\$0	\$0	\$0	\$2,500	\$7,500	\$7,500
Motor Vehicle Sales & Fees Tax	0585	\$75,000	\$74,594	\$69,000	\$76,465	\$68,200	\$68,287
Summer Day Camp	0560	\$34,000	\$35,000	\$37,000	\$47,581	\$35,000	\$33,700
Programs/Summer Concerts		\$23,700	\$0	\$35,200	\$0	\$0	\$0
Miscellaneous Revenue	0575	\$25,000	\$48,103	\$20,000	\$69,825	\$23,000	\$22,717
Developer Reimbursement-353 Redevelopment Project	0615	\$0	\$0	\$0	\$0	\$47,500	\$0
<b>Total Other Revenue</b>		<b>\$869,720</b>	<b>\$868,973</b>	<b>\$886,320</b>	<b>\$934,802</b>	<b>\$1,045,620</b>	<b>\$964,354</b>
<b>GRANT REVENUE</b>							
Law Enforcement Grants	0610	\$20,000	\$18,033	\$20,000	\$27,887	\$13,200	\$14,999
Other Grants---Stimulus	0605	\$0	\$0	\$0		\$15,000	
<b>Total Grant Revenue</b>		<b>\$20,000</b>	<b>\$18,033</b>	<b>\$20,000</b>	<b>\$27,887</b>	<b>\$28,200</b>	<b>\$14,999</b>
<b>Fund Balance Contingency</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Transfer From Sewer Lateral Fund</b>	<b>0670</b>	<b>\$22,400</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$17,000</b>	<b>\$17,000</b>
<b>Transfer From Escrow Trust Fund</b>	<b>0670.01</b>	<b>\$700</b>	<b>\$587</b>	<b>\$1,500</b>	<b>\$807</b>	<b>\$6,000</b>	<b>\$10,000</b>
	<b>0670.02</b>						
<b>Transfer From Parks/Storm water Fund</b>		<b>\$24,900</b>	<b>\$21,000</b>	<b>\$21,000</b>	<b>\$21,000</b>	<b>\$21,000</b>	<b>\$21,000</b>
<b>Total General Fund</b>		<b>\$6,971,290</b>	<b>\$6,912,800</b>	<b>\$6,817,970</b>	<b>\$6,944,263</b>	<b>\$7,132,151</b>	<b>\$7,021,795</b>
<b>CAPITAL IMPROVEMENT FUND</b>							
Real Estate - Current Year	0401						
Personal Property - Current Year	0403						
Prior Years' Taxes	0402-0404						
Utility Taxes (State Assessed)	0405						
Sales Tax - Capital Imp/Street Maintenance.	0438	\$377,260	\$371,687	\$351,700	\$365,127	\$424,000	\$440,670
Miscellaneous Revenue (N. Price Rd.)	0575.01	\$680,000	\$922,000	\$900,000	\$55,493		
Streets Funds - County Reimbursed	0580	\$247,300	\$244,620	\$247,300	\$245,512	\$260,000	\$247,709
Grants (Old Bonhomme)	0610	\$532,000	\$0	\$0	\$0	\$0	\$0
<b>Total Capital Improvement Fund</b>		<b>\$1,836,560</b>	<b>\$1,538,307</b>	<b>\$1,499,000</b>	<b>\$666,132</b>	<b>\$684,000</b>	<b>\$688,379</b>

Account Description	Account Number	2012-13 Budgeted Revenue	2011-12 Projected Revenue	2011-12 Budgeted Revenue	2010-11 Actual Revenue	2009-10 Actual Revenue	2008-09 Actual Revenue
<b>PENSION PLAN FUND</b>							
Property Tax	0401-0405	\$520,000	\$517,725	\$531,000	\$533,137	\$528,000	\$515,895
Employee Contributions	0527	\$153,000	\$0	\$0			
Transfer-General Fund Appropriation	0671	\$0	\$0	\$0		\$220,000	\$0
<b>TOTAL - PENSION FUND</b>		<b>\$673,000</b>	<b>\$517,725</b>	<b>\$531,000</b>	<b>\$533,137</b>	<b>\$748,000</b>	<b>\$515,895</b>
<b>NID FUND</b>							
Neighborhood Improvement Distr.	0415	\$0	\$276,935	\$284,000	\$282,410	\$284,521	\$277,495
NID Fund Interest Earnings	0660	\$0	\$45	\$300	\$177	\$4,000	\$3,999
Unrealized gain on investments	0526	\$0		\$0			
<b>TOTAL - NID FUND</b>		<b>\$0</b>	<b>\$276,980</b>	<b>\$284,300</b>	<b>\$282,587</b>	<b>\$288,521</b>	<b>\$281,494</b>
<b>TOTAL FIRE OPERATIONS FUND</b>							
Fire Sales Tax	0440	\$221,860	\$218,585	\$212,250	\$214,729	\$250,000	\$259,247
<b>EQUIP. REPLACEMENT FUND</b>							
Grant Revenue-Public Safety Grant	0610	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EQUIP. REPLACEMENT FUND</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>LOCAL PARKS/STORM WATER FUND</b>							
Parks/Storm Water Sales Tax	0441	\$443,720	\$437,167	\$424,500	\$429,457	\$485,550	\$518,259
Grant Revenue	0610	\$25,000	\$0	\$0	\$0	\$20,000	\$0
<b>TOTAL LOCAL PARKS/SW FUND</b>		<b>\$468,720</b>	<b>\$437,167</b>	<b>\$424,500</b>	<b>\$429,457</b>	<b>\$505,550</b>	<b>\$518,259</b>
<b>ESCROW TRUST FUND</b>							
Interest earnings	0525	\$700	\$587	\$1,500	\$807	\$4,500	\$3,802
<b>SEWER LATERAL FUND</b>							
Sewer Lateral Fees	0570	\$135,000	\$135,308	\$135,000	\$138,150	\$141,200	\$141,273
Interest Earnings	0525	\$600	\$474	\$1,000	\$812	\$7,200	\$5,511
<b>TOTAL SEWER LATERAL FUND</b>		<b>\$135,600</b>	<b>\$135,782</b>	<b>\$136,000</b>	<b>\$138,962</b>	<b>\$148,400</b>	<b>\$146,784</b>
<b>GRAND TOTAL - REVENUE</b>		<b>\$10,307,730</b>	<b>\$10,037,933</b>	<b>\$9,906,520</b>	<b>\$9,210,074</b>	<b>\$9,761,122</b>	<b>\$9,435,655</b>
<b>TOTAL SALES TAX - ALL FUNDS</b>		<b>\$2,078,610</b>	<b>\$2,047,899</b>	<b>\$1,951,170</b>	<b>\$2,005,601</b>	<b>\$2,360,212</b>	<b>\$2,355,995</b>

## ILLUSTRATION A

### BUDGETED REVENUE 2012-2013 AND PROJECTED REVENUE 2011-2012 COMPARATIVE DISTRIBUTION PERCENT WITH PERCENTAGE OF CHANGE

	2012-13 Projected Revenue	2012-13 % of Total Budget	2011-12 Projected Revenue	2011-12 % of Total Budget	Percent of Change (+/-)
General Property Taxes	\$1,661,200	23.83%	\$1,644,990	23.80%	-0.03%
Public Utility Taxes	\$2,385,000	34.21%	\$2,387,930	34.54%	0.34%
Sales Tax	\$1,035,770	14.86%	\$1,020,460	14.76%	-0.09%
Local Option Use Tax	\$149,000	2.14%	\$147,096	2.13%	-0.01%
Gasoline Tax	\$210,000	3.01%	\$201,571	2.92%	-0.10%
Cigarette Tax	\$24,000	0.34%	\$22,572	0.33%	-0.02%
Merchant & Manufacturers	\$222,000	3.18%	\$221,546	3.20%	0.02%
Other Licenses	\$38,100	0.55%	\$37,770	0.55%	0.00%
Permits and Fees	\$308,500	4.42%	\$301,772	4.37%	-0.06%
Motor Vehicle Tax & Fees	\$75,000	1.08%			
Miscellaneous Revenue	\$49,000	0.70%	\$186,696	2.70%	2.00%
Community Center/Athletic	\$424,420	6.09%	\$370,535	5.36%	-0.73%
Interest on Investments	\$1,200	0.02%	\$330	0.00%	-0.01%
Police Training/Court Fines	\$320,800	4.60%	\$311,409	4.50%	-0.10%
Grant Revenue	\$20,000	0.29%	\$18,033	0.26%	-0.03%
Developer Reimbursement - 353 Project	\$0	0.00%	\$0	0.00%	0.00%
Transfer from Sewer Lateral Fund	\$22,400	0.32%	\$18,500	0.27%	-0.05%
Transfer from Escrow Trust Fund	\$700	0.01%	\$587	0.01%	0.00%
Transfer from Parks/Storm water Fund	\$24,900	0.36%	\$21,000	0.30%	-0.05%
<b>General Fund Total</b>	<b>\$6,971,990</b>	<b>100.00%</b>	<b>\$6,912,800</b>	<b>100.00%</b>	
<b>Capital Imp. Fund Total</b>	<b>\$1,836,560</b>		<b>\$1,538,307</b>		
<b>NID Fund Total</b>	<b>\$0</b>		<b>\$276,980</b>		
<b>Pension Fund Total</b>	<b>\$673,000</b>		<b>\$517,725</b>		
<b>Fire Operations Fund</b>	<b>\$221,860</b>		<b>\$218,585</b>		
<b>Equipment Replacement Fund</b>	<b>\$0</b>		<b>\$0</b>		
<b>Local Parks/Storm water Fund</b>	<b>\$468,720</b>		<b>\$437,167</b>		
<b>Escrow Trust Fund</b>	<b>\$0</b>		<b>\$587</b>		
<b>Sewer Lateral Fund</b>	<b>\$135,600</b>		<b>\$135,782</b>		
 <b>GRAND TOTAL</b>	 <b>\$10,307,730</b>		 <b>\$10,037,933</b>		

**TEN YEAR HISTORY**  
**Historic Revenue Sources Generating \$75,000 in Revenue**  
**2012-2013 Numbers are Projected**

**UTILITY TAXES**

Olivette receives a Gross Receipt Tax of 10% on all city sourced revenue from utility companies. For the fiscal year 2012-2013 we expect the following:

Ameren UE - we anticipated revenues to be flat for fiscal year 2012-2013. After this budget was approved, Ameren UE applied for a rate increase (unknown) the following August. There has been no decision regarding the request this time.

Laclede Gas - Based on historical data and the current economic situation, fiscal year 2012-2013 receipts are estimated at \$438,000, slightly above projected 2011-2012 revenues.

Telecom Revenues - It is estimated the fiscal year 2012-2013 revenues will remain level due to customers putting dollars into mobile phones rather than a standard land line phone. Note that in FY 2009-2010 the City received a one-time settlement of \$500,000 from AT&T. We expect this revenue stream to remain flat in the future and declining over due to better technology in mobile phones and other products.

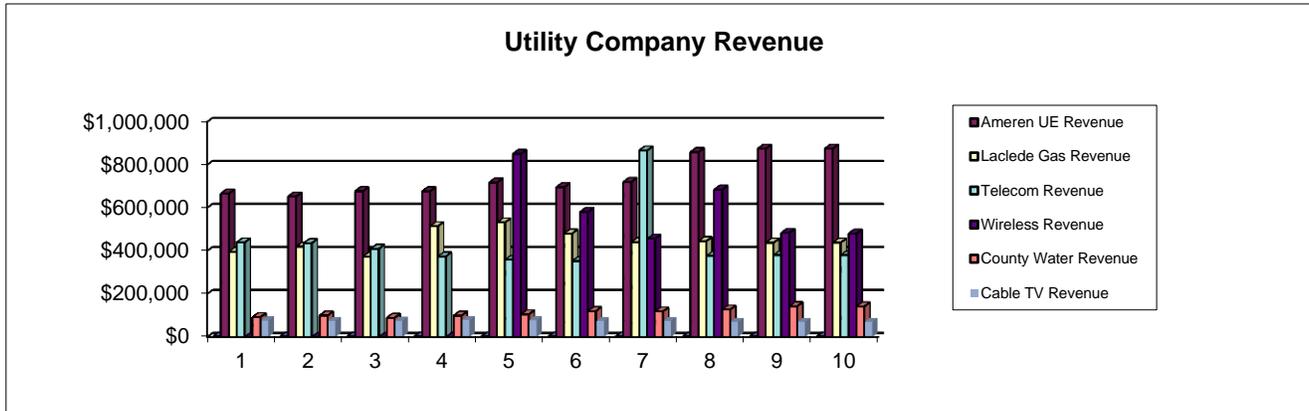
Wireless Revenues - Other than a settlement of \$216,000 by T-Mobile last fiscal year, projected estimates remain around mid \$400,000 for ongoing revenue. It is expected that revenues in the near future will increase as more and more people purchase mobile phones and other products are developed. However, the 2012-2013 budget is estimated at \$480,000 or flat in the near future.

St. Louis County Water - Budget revenue for 2012-2013 is budgeted conservatively at \$142,000.

<b>FISCAL YEAR END</b>	<b>Ameren UE Revenue</b>	<b>Laclede Gas Revenue</b>	<b>Telecom Revenue</b>	<b>Wireless Revenue</b>	<b>County Water Revenue</b>	<b>Cable TV Revenue</b>
<b>2004</b>	\$666,592	\$396,193	\$439,228	\$0	\$92,149	\$76,822
<b>2005</b>	\$652,413	\$419,885	\$436,007	\$0	\$99,521	\$74,088
<b>2006</b>	\$677,617	\$373,609	\$409,757	\$0	\$88,950	\$75,680
<b>2007</b>	\$676,920	\$514,899	\$374,015	\$0	\$99,253	\$78,332
<b>2008</b>	\$717,609	\$531,989	\$358,503	\$850,789	\$104,490	\$77,329
<b>2009</b>	\$695,523	\$480,438	\$352,816	\$580,233	\$120,019	\$73,370
<b>2010</b>	\$720,343	\$440,733	\$866,762	\$456,456	\$118,264	\$74,804
<b>2011</b>	\$859,510	\$445,179	\$376,200	\$684,701	\$127,169	\$69,902
<b>2012</b>	\$874,809	\$437,750	\$380,000	\$483,275	\$142,790	\$69,306
<b>2013</b>	\$875,000	\$438,000	\$380,000	\$480,000	\$142,000	\$70,000

## TEN YEAR HISTORY

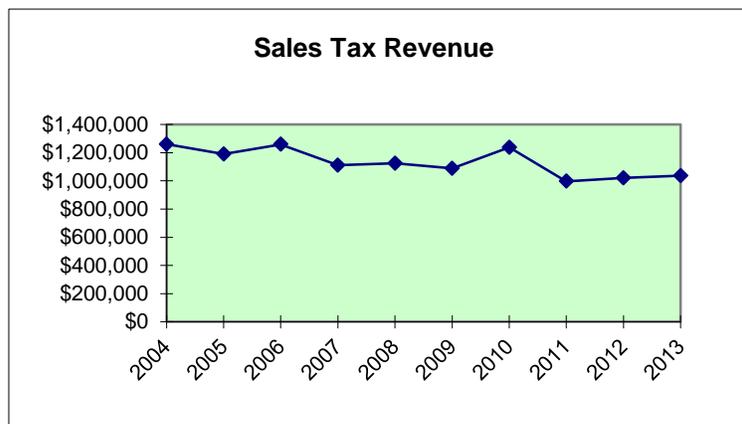
### Historic Revenue Sources Generating \$75,000 in Revenue



## SALES TAX REVENUE

The City of Olivette receives a 1.25% tax on all retail sales within the city limits. This consists of 1% general and .25% additional tax. The .25% is due to the St. Louis County redistribution plan. The 2012 & 2013 figures in the graph below are estimated. The 2010 number includes a one-time reimbursement of sales tax rebates of \$194,590. If this reimbursement had not been received, then the estimated 2010 revenue would have been \$1,042,649, which is considerably better than 2011 and slightly better than the projected amount in 2012 and the amount budgeted for 2013. The primary reason for this decrease in revenue is due to the economic recession that Olivette and the country are still dealing with. Over 10 years the trend shows a continual decrease in sales tax revenues. It is expected that the FY 2011-2012 will show an increase of approximately 2.5% to 3%. This indicates some improvement, however high food prices, high gas prices and the presidential election will cause many ups and downs in consumer confidence, which impacts personal spending.

<b>FISCAL YEAR END</b>	<b>REVENUE RECEIVED</b>
<b>2004</b>	\$1,259,402
<b>2005</b>	\$1,189,083
<b>2006</b>	\$1,258,734
<b>2007</b>	\$1,110,397
<b>2008</b>	\$1,124,257
<b>2009</b>	\$1,088,488
<b>2010</b>	\$1,237,239
<b>2011</b>	\$996,288
<b>2012</b>	\$1,020,460
<b>2013</b>	\$1,035,770



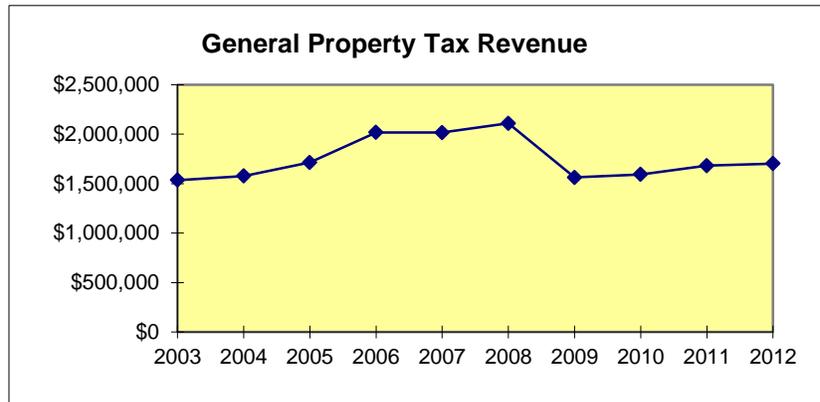
## TEN YEAR HISTORY

### Historic Revenue Sources Generating \$75,000 in Revenue

#### GENERAL PROPERTY TAXES

General Property taxes include real estate, pension taxes, personal property and prior year taxes. We did not receive the assessed valuation numbers for 2011 until July 1, 2011. Initial information showed new construction at 1.68 million for 2011. However, assessed values due to economic stress on real estate and other economic markets have resulted in assessed values decreasing overall approximately 6.7 million from the previous year. Commercial real estate decreased 5.5% or 3.2 million. Residential real estate decreased 1% or 1.6 million and personal property decreased 7.4% or 1.9 million. With the current economic crisis and the very bad housing market, property values are expected to decrease next year. Currently, the City of Olivette is expected to approve the following three tax rates: Residential real estate \$0.852; Commercial real estate \$0.937; and Personal Property will remain at \$1.021.

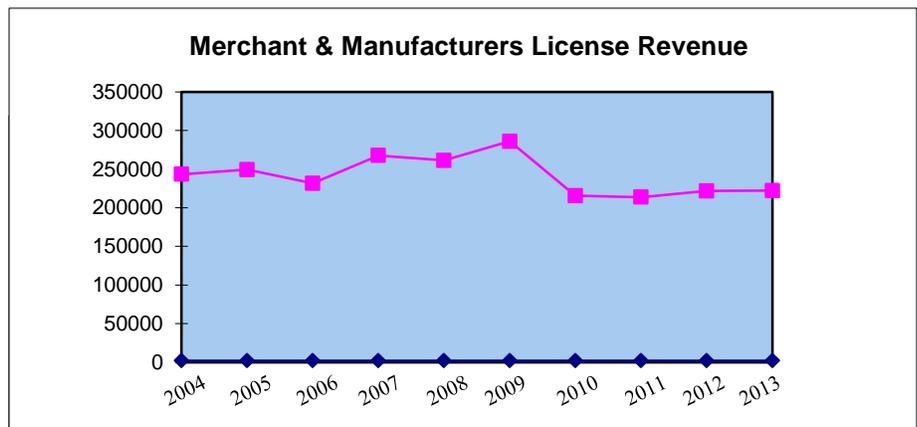
FISCAL YEAR END	REVENUE RECEIVED
2003	\$1,535,091
2004	\$1,576,437
2005	\$1,714,500
2006	\$2,018,123
2007	\$2,015,689
2008	\$2,109,216
2009	\$1,562,604
2010	\$1,593,540
2011	\$1,682,300
2012	\$1,702,730



#### MERCHANTS AND MANUFACTURERS LICENSES

All businesses in the City of Olivette are required to obtain a license to operate within the city. The City is aggressively recruiting new businesses and has established the Economic Development Commission to support these efforts. As noted in the chart below, the city revenues in this category have stabilized for 2010, and slightly increased for 2011 and 2012 around \$220,000. This is primarily due to the current economic situation, which has been devastating, but seems to be improving for businesses. In addition, the City did lose one major manufacturer. The City's license fee is tied directly to the gross sales of businesses.

FISCAL YEAR END	REVENUE RECEIVED
2004	\$243,316
2005	\$249,141
2006	\$231,596
2007	\$267,598
2008	\$261,245
2009	\$285,818
2010	\$215,487
2011	\$213,508
2012	\$221,546
2013	\$222,000

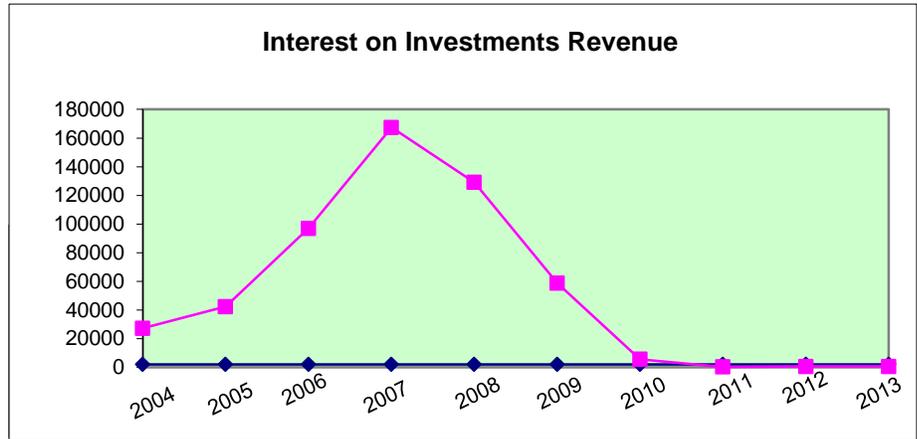


**TEN YEAR HISTORY**  
**Historic Revenue Sources Generating \$75,000 in Revenue**

**INTEREST ON INVESTMENTS**

Due to the considerable decline in interest rates beginning in fiscal year 2007-2008, and when considering the low amount of revenue, the City initiated a policy to maintain idle cash in the bank accounts to eliminate bank fees, which averages between \$800 and \$1,000 per month. As interest rates are still very low, the City will continue to monitor the markets and move our idle funds as necessary to maximize earnings or reduce fees. In addition, the City will also maintain a LADDER INVESTMENT STRATEGY in order to maximize earnings and insure meeting our monthly cash needs when the interest markets turn around. Based on current market conditions and expecting the markets to remain low for the fiscal year, we are estimating continuing low interest revenues for FY 2012-2013.

<b>FISCAL YEAR END</b>	<b>INTEREST REVENUE</b>
<b>2004</b>	\$27,227
<b>2005</b>	\$42,273
<b>2006</b>	\$96,950
<b>2007</b>	\$167,339
<b>2008</b>	\$129,104
<b>2009</b>	\$58,707
<b>2010</b>	\$5,515
<b>2011</b>	\$273
<b>2012</b>	\$500
<b>2013</b>	\$500



**GASOLINE TAX**

This is a fee of \$0.01 per gal. of gasoline. All collections are deposited in a pool and distribution is made by the State of Missouri based on population. Since revenue from this source has stabilized in recent years, the fiscal year 2012-2013 budget is up from the 2012 projected revenue.

**STREET FUNDS - COUNTY REIMBURSED**

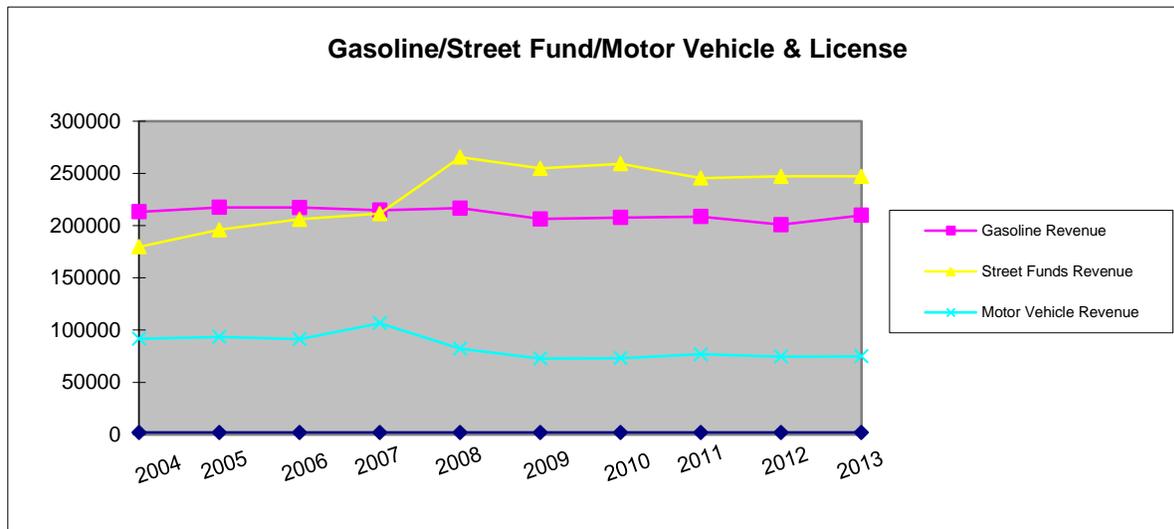
These funds are designated for the improvement and repair of public roads, streets and bridges. The rate is \$0.105 per \$100 assessed valuation and has been very consistent over the last few years, generating revenue between \$247,300 and \$265,742. This revenue is included in the Capital Improvement Fund and \$247,300 is budgeted for FY 2012-2013.

**TEN YEAR HISTORY**  
**Historic Revenue Sources Generating \$75,000 in Revenue**

**MOTOR VEHICLE SALES TAX**

In accordance with Section 142.345 RSMo, Olivette receives a per capita portion of the 15% pool of money set aside for cities from vehicle sales tax and any increase in state license fees since 1962. Since revenue from this source has stabilized in recent years, fiscal year 2012-2013 budget projection is flat regarding current year projections.

<b>FISCAL YEAR END</b>	<b>Gasoline Revenue</b>	<b>Street Funds Revenue</b>	<b>Motor Vehicle Revenue</b>
2004	\$213,259	\$179,766	\$91,712
2005	\$217,519	\$196,106	\$93,533
2006	\$217,335	\$206,075	\$91,346
2007	\$214,759	\$211,671	\$106,685
2008	\$216,712	\$265,742	\$82,253
2009	\$206,421	\$254,821	\$72,723
2010	\$207,816	\$259,278	\$73,052
2011	\$208,643	\$245,512	\$76,966
2012	\$201,000	\$247,300	\$74,594
2013	\$210,000	\$247,300	\$75,000

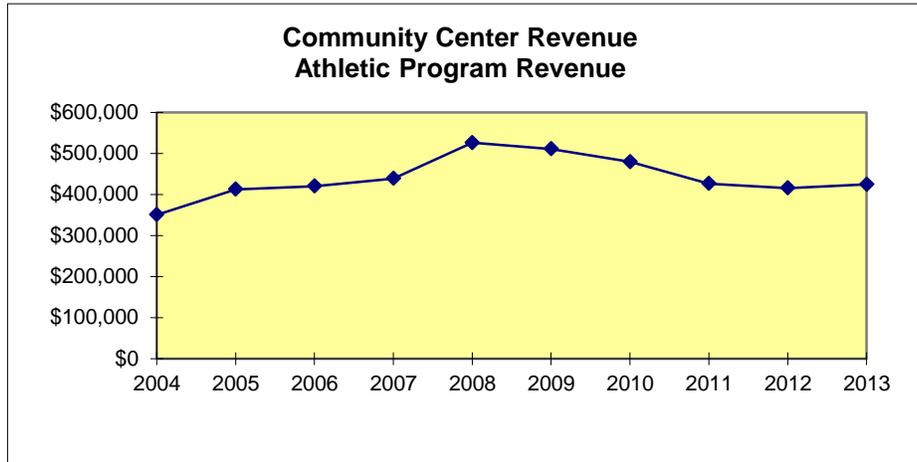


**COMMUNITY CENTER/ATHLETIC PROGRAMS**

Department revenue is generated through user and participation fees. The Olivette Community Center offers rooms to rent for meetings and receptions. Three park pavilions are available to rent, offering tables, grills and restrooms for small or large gatherings. The Recreation Division offers a variety of programs including youth sports, adult sports, tournaments, classes, and special events. Staff continues to work hard to fill rooms and pavilions and offer new programs. The City continues the agreement with St. Elizabeth's to house an Adult Day Care Center at the Olivette Community Center. This agreement provides \$15,000 to \$20,000 in additional revenue to the city and a needed community service. Our recreation programs continue to be a big success with over 3,000 participants in fiscal year 2011-2012. Staff is currently planning additional programming for FY 2012 -2013, but expect revenues in FY 2012-2013 to reach \$424,420

**TEN YEAR HISTORY**  
**Historic Revenue Sources Generating \$75,000 in Revenue**

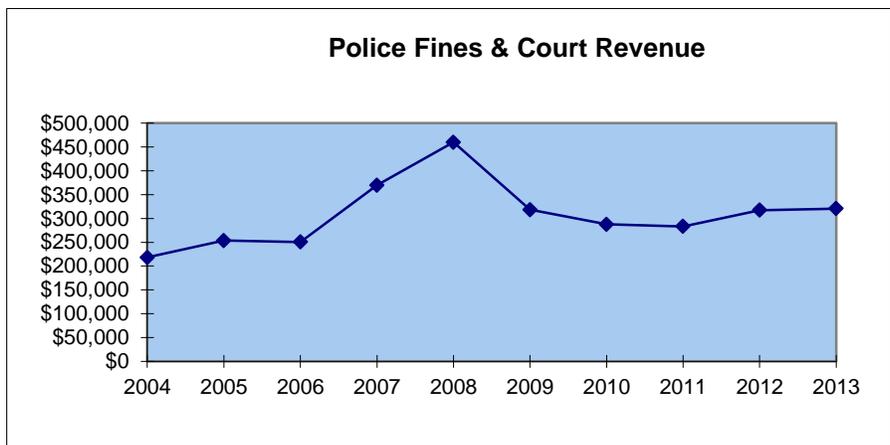
<b>FISCAL YEAR END</b>	<b>REVENUE RECEIVED</b>
<b>2004</b>	\$350,505
<b>2005</b>	\$412,464
<b>2006</b>	\$420,046
<b>2007</b>	\$438,899
<b>2008</b>	\$525,909
<b>2009</b>	\$510,923
<b>2010</b>	\$479,298
<b>2011</b>	\$426,308
<b>2012</b>	\$415,535
<b>2013</b>	\$424,420



**POLICE AND COURT REVENUE**

The City Council continues to direct that all avenues of law enforcement be utilized to ensure public safety throughout the City of Olivette, especially along the Olive Blvd. corridor. The City of Olivette has been awarded multiple grants to enforce moving violations throughout the City. The Police Department continues to utilize the unmarked traffic unit and has restructured officer schedules to allow for additional traffic enforcement during peak hours. Court Revenue during fiscal year 2010-2011 was at \$283,259 and \$317,255 was projected in fiscal year 2011-2012. It is anticipated that revenues will be \$320,800 in fiscal year 2012-2013. Since the purchase of 6 Mobile Ticking System Units, traffic stops have been easier and less time consuming for the street officer and allows for more time for officers to be out on the street policing the City.

<b>FISCAL YEAR END</b>	<b>REVENUE RECEIVED</b>
<b>2004</b>	\$218,134
<b>2005</b>	\$253,571
<b>2006</b>	\$250,699
<b>2007</b>	\$369,680
<b>2008</b>	\$460,032
<b>2009</b>	\$318,457
<b>2010</b>	\$287,542
<b>2011</b>	\$283,259
<b>2012</b>	\$317,255
<b>2013</b>	\$320,800



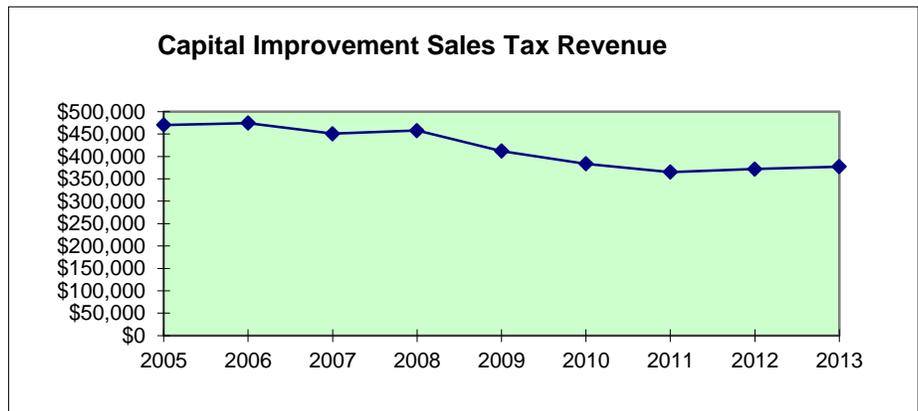
**TEN YEAR HISTORY**  
**Historic Revenue Sources Generating \$75,000 in Revenue**

**CAPITAL IMPROVEMENT SALES TAX**

The City of Olivette charges a .50% capital improvement sales tax on all retail sales within the city limits to be used for the maintenance of city owned streets and capital improvements. The tax was passed by the citizens of Olivette in November, 1995 with the first collections received in May, 1996. Olivette receives 85% of the funds generated from this tax. The remaining 15% is allocated to a pool of funds that is distributed to all municipalities in St. Louis county that have elected to receive their capital improvement sales tax funds on a per capita basis.

The 2012 and 2013 projections are both lower than 2010 and higher than 2011. The reason for this decrease and subsequent increase is the economy. The sales tax in 2009 was down approximately 5.28% and 12.7% in 2010. 2011 was down about 3.9%. The expected decrease for 2012 was estimated around 2.5%; however the year came in at 4.1%. We expect a slight increase in FY 2012-2013. Although there is improvement in sales taxes, it is anticipated that the recovery from the 2008 crisis will take a few more years.

<b>FISCAL YEAR END</b>	<b>REVENUE RECEIVED</b>
<b>2004</b>	\$469,697
<b>2005</b>	\$470,323
<b>2006</b>	\$474,499
<b>2007</b>	\$450,533
<b>2008</b>	\$457,932
<b>2009</b>	\$411,940
<b>2010</b>	\$383,475
<b>2011</b>	\$365,127
<b>2012</b>	\$371,687
<b>2013</b>	\$377,260



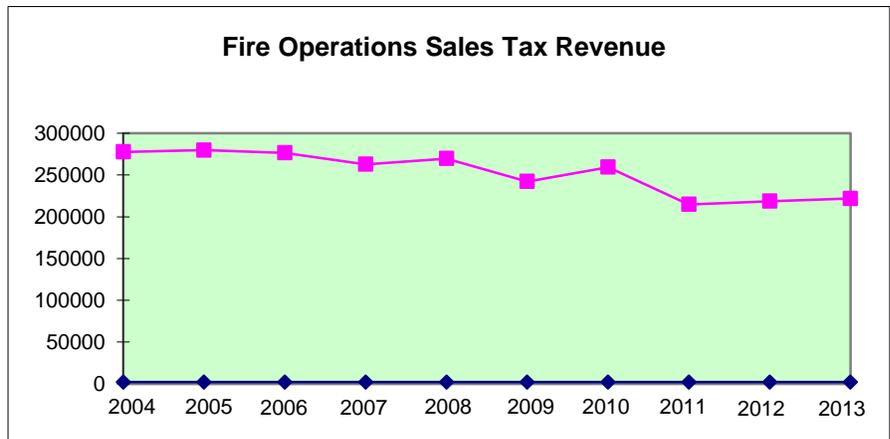
**FIRE OPERATIONS SALES TAX**

The City of Olivette charges a .25% fire operations sales tax on all retail sales within the City limits to provide revenues for the operation of the City's Municipal Fire Department. This tax was passed by the citizens of Olivette in November 2001. The tax became effective April 1, 2002, with the first collections received in May 2002. The City of Olivette receives 99% of the funds generated from this tax. The State of Missouri retains the remaining 1% for administration fees. 2004 was the first full year of the tax.

The 2012 and 2013 projections are both lower than 2009 and 2010. The primary reason for this decrease is the economy. The sales tax in FY 2010 was down approximately 12.6% and down 2.7% for FY 2011 in the Fire Fund only. FY 2012 is projected at \$218,585 and 2013 is anticipated at \$221,860.

**TEN YEAR HISTORY**  
**Historic Revenue Sources Generating \$75,000 in Revenue**

<b>FISCAL YEAR END</b>	<b>REVENUE RECEIVED</b>
<b>2004</b>	\$277,605
<b>2005</b>	\$279,734
<b>2006</b>	\$276,512
<b>2007</b>	\$262,758
<b>2008</b>	\$269,667
<b>2009</b>	\$242,263
<b>2010</b>	\$259,247
<b>2011</b>	\$214,729
<b>2012</b>	\$218,585
<b>2013</b>	\$221,860

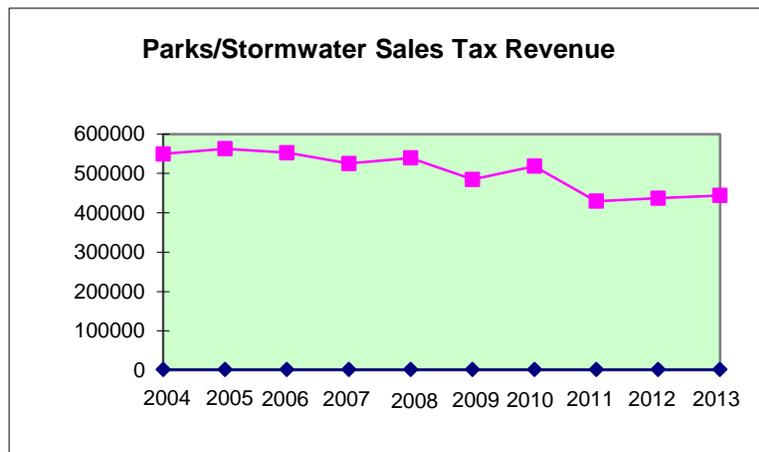


**PARKS/STORMWATER SALES TAX**

The City of Olivette charges a .50% local parks and storm water sales tax on all retail sales within the City limits to provide funding for the parks and storm water control. This tax was passed by the citizens of Olivette in April 2002. The tax became effective October 1, 2002 with the first collections received in November 2002. The City of Olivette receives 99% of the funds generated from this tax. The State of Missouri retains the remaining 1% for administration fees. 2004 was the first full year for the tax.

The 2012 and 2013 projections are both significantly lower than 2010. The primary reason for this decrease is the economy. The Parks/SW sales tax in FY 2011 was down approximately 2.7% and up 4.2% for FY 2012. FY 2013 is expected to show a slight increase. It is anticipated that the recovery the economy will take a few years.

<b>FISCAL YEAR END</b>	<b>REVENUE RECEIVED</b>
<b>2004</b>	\$549,137
<b>2005</b>	\$562,717
<b>2006</b>	\$552,407
<b>2007</b>	\$525,090
<b>2008</b>	\$539,295
<b>2009</b>	\$484,526
<b>2010</b>	\$518,259
<b>2011</b>	\$429,457
<b>2012</b>	\$437,167
<b>2013</b>	\$443,720

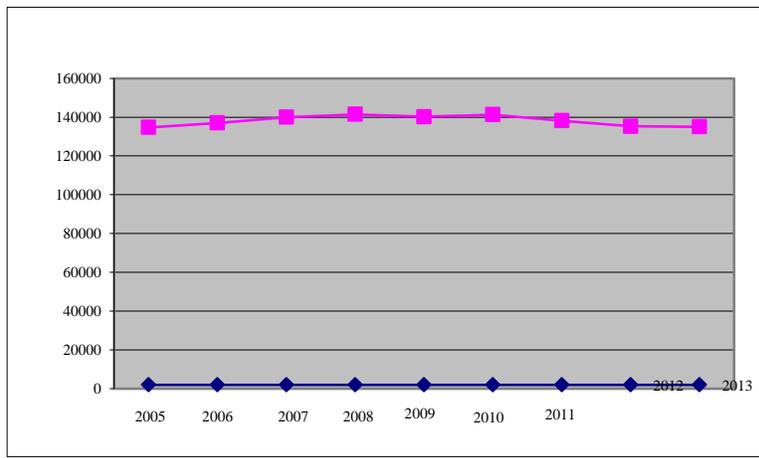


**TEN YEAR HISTORY**  
**Historic Revenue Sources Generating \$75,000 in Revenue**

**SEWER LATERAL FEES**

The City of Olivette charges an annual Sewer Lateral Fee in the amount of \$50.00 on residential property to provide funds to pay some or all of the costs of replacing deteriorated lateral sewer service lines. This fee was passed by the Citizens of Olivette in April 2004 and was first billed in November 2004. The budget amount for FY 2012-2013 is based on the number of residential properties in the City, reduced by the number condo units over 6 units. As noted this revenue is relatively flat.

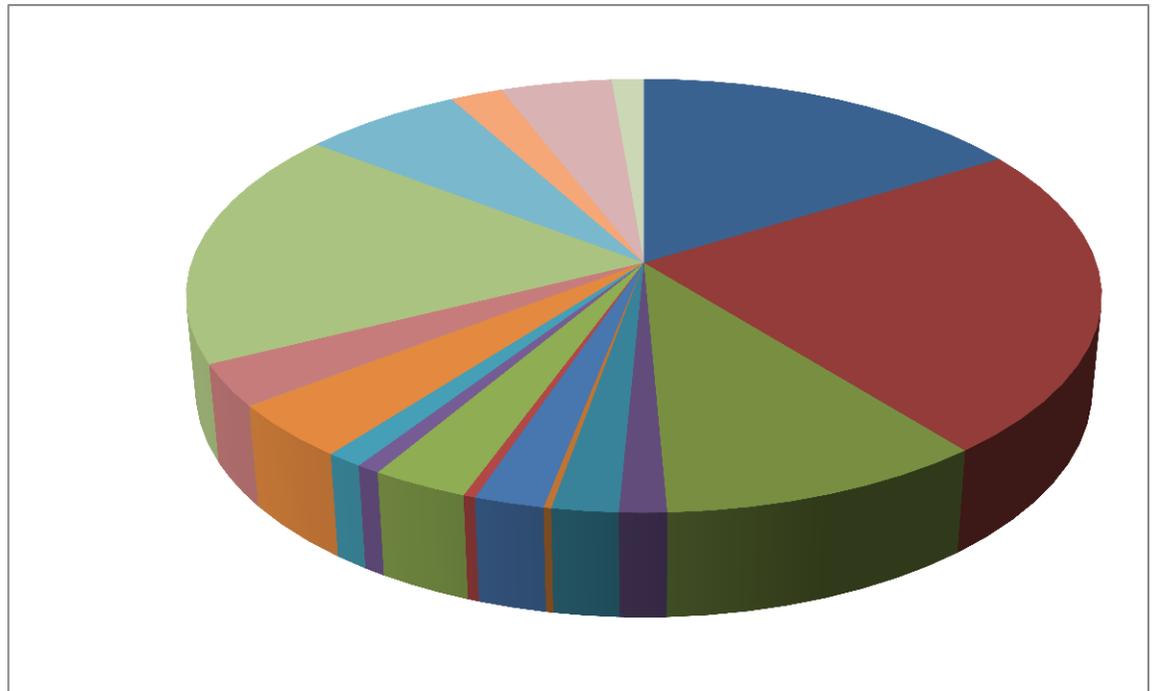
<b>FISCAL YEAR END</b>	<b>REVENUE RECEIVED</b>
<b>2005</b>	\$134,700
<b>2006</b>	\$137,000
<b>2007</b>	\$140,000
<b>2008</b>	\$141,400
<b>2009</b>	\$140,200
<b>2010</b>	\$141,273
<b>2011</b>	\$138,150
<b>2012</b>	\$135,308
<b>2013</b>	\$135,000



**TEN YEAR HISTORY**  
**Historic Revenue Sources Generating \$75,000 in Revenue**

**ALL FUND REVENUES BY CATEGORY**

General Property Taxes	16.12%	\$1,661,200
Public Utility Taxes	23.14%	\$2,385,000
Sales Tax	10.05%	\$1,035,770
Local Option Use Tax	1.45%	\$149,000
Gasoline Tax	2.04%	\$210,000
Cigarette Tax	0.23%	\$24,000
Merchant & Manufacturers	2.15%	\$222,000
Other Licenses	0.37%	\$38,100
Permits & Fees	2.99%	\$308,500
Motor Vehicle Tax & Fees	0.73%	\$75,000
Miscellaneous Revenue	1.14%	\$117,000
Community Center/Athletic	4.12%	\$424,420
Interest on Investments	0.01%	\$1,200
Police Training/Court Fines	3.11%	\$320,800
Capital Improvement Fund	17.82%	\$1,836,560
NID Fund	0.00%	\$0
Pension Fund	6.53%	\$673,000
Fire Operations Fund	2.15%	\$221,860
Equip. Replacement Fund	0.00%	\$0
Local Parks/Storm water Fund	4.55%	\$468,720
Sewer Lateral Fund	1.32%	\$135,600
<b>Total Revenue</b>	<b>100%</b>	<b>\$10,307,730</b>



**Exhibit B**

		Personnel Costs	Contractual Services		Outlay	Improvement		
Percentage of Total		46.42%	23.47%	3.18%	1.78%	15.28%	9.88%	
<b>GENERAL</b>		General Government						
1000	Legislative Services	\$51,844	\$22,572	\$800	\$0	\$0	\$0	\$75,216
1200	Administrative Services	\$114,297	\$21,628	\$2,500	\$0	\$0	\$0	\$138,425
1300	Finance	\$170,283	\$92,916	\$3,100	\$0	\$0	\$0	\$266,299
1400	Legal Services	\$81,626	\$61,418	\$1,000	\$900	\$0	\$0	\$144,944
1450	City Attorney	\$0	\$74,000	\$0	\$0	\$0	\$0	\$74,000
1500	Research & Information	\$0	\$39,550	\$0	\$0	\$0	\$0	\$39,550
1600	Boards and Commissions	\$0	\$24,950	\$1,250	\$0	\$0	\$0	\$26,200
1800	Elections	\$0	\$9,250	\$0	\$0	\$0	\$0	\$9,250
<b>Total--General Govt.</b>		<b>\$418,050</b>	<b>\$346,284</b>	<b>\$8,650</b>	<b>\$900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$773,884</b>
<b>PUBLIC SAFETY</b>								
2000	Health & Animal Control	\$30,052	\$17,095	\$1,970	\$0	\$0	\$0	\$49,117
2500	Fire Department	\$1,505,697	\$454,090	\$31,455	\$6,775	\$0	\$0	\$1,998,017
2550	Medical Transport	\$0	\$20,022	\$22,100	\$62,048	\$0	\$0	\$104,170
2600	Police Department	\$1,770,041	\$571,139	\$57,722	\$1,050	\$0	\$0	\$2,399,952
<b>Total---Public Safety</b>		<b>\$3,305,790</b>	<b>\$1,062,346</b>	<b>\$113,247</b>	<b>\$69,873</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,551,256</b>
<b>PARKS AND RECREATION</b>								
3000	Community Center	\$104,311	\$61,415	\$15,140	\$0	\$0	\$0	\$180,866
3200	Recreation	\$167,723	\$65,309	\$63,670	\$4,500	\$0	\$0	\$301,202
<b>Total Parks &amp; Rec.</b>		<b>\$272,034</b>	<b>\$126,724</b>	<b>\$78,810</b>	<b>\$4,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$482,068</b>
<b>PUBLIC SERVICES</b>								
4010	Planning/Inspection Services	\$264,706	\$127,072	\$7,370	\$0	\$0	\$0	\$399,148
4050	Refuse Collection	\$0	\$335,400	\$0	\$0	\$0	\$0	\$335,400
4061	Municipal Property	\$57,181	\$71,565	\$9,250	\$0	\$0	\$0	\$137,996
<b>Total---Public Services</b>		<b>\$321,887</b>	<b>\$534,037</b>	<b>\$16,620</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$872,544</b>
<b>OTHER</b>								
4500	Insurance	\$0	\$85,525	\$0	\$0	\$0	\$0	\$85,525
4600	Contingency Reserve	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
<b>Total--Other</b>		<b>\$0</b>	<b>\$85,525</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$90,525</b>
<b>Total--General Fund</b>		<b>\$4,317,761</b>	<b>\$2,154,916</b>	<b>\$217,327</b>	<b>\$75,273</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$6,770,277</b>
<b>CAPITAL IMPROVEMENT FUND</b>								
4020	Streets	\$212,800	\$159,616	\$81,700	\$0	\$0	\$0	\$454,116
5	Capital Improvements	\$0	\$0	\$0	\$20,356	\$1,434,427	\$0	\$1,454,783
<b>Total---CIP Fund</b>		<b>\$212,800</b>	<b>\$159,616</b>	<b>\$81,700</b>	<b>\$20,356</b>	<b>\$1,434,427</b>	<b>\$0</b>	<b>\$1,908,899</b>
10	Debt Service Fund	\$0	\$0	\$0	\$0	\$0	\$309,463	\$309,463
15	Pension Fund	\$0	\$0	\$0	\$0	\$0	\$686,000	\$686,000
20	Fire Operations Fund	\$183,230	\$44,468	\$0	\$0	\$31,200	\$0	\$995,463
25	Equipment Replacement Fund	\$0	\$0	\$0	\$6,964	\$100,000	\$0	\$106,964
30	Parks/Storm water Fund	\$172,079	\$110,978	\$35,400	\$0	\$42,625	\$21,000	\$382,082
40	Sewer Lateral Fund	\$0	\$0	\$0	\$85,000	\$0	\$18,000	\$489,046
<b>GRAND TOTAL--ALL FUNDS</b>		<b>\$4,885,870</b>	<b>\$2,469,978</b>	<b>\$334,427</b>	<b>\$187,593</b>	<b>\$1,608,252</b>	<b>\$1,039,463</b>	<b>\$10,525,583</b>

**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**



**CITY OF OLIVETTE  
FY 2012-13 OPERATING BUDGET  
OPERATING FUND SUMMARY/INCOME  
STATEMENT**

**OPENING FUND BALANCE 7/1/12** 3,037,049

**OPERATING REVENUES:**

General Property Taxes	1,661,200
Public Utility Licenses	2,385,000
Other Licenses	494,100
Sales and Use Tax	1,184,770
Permits and Fees	308,500
Municipal Court Revenue	320,800
Charges for Services	448,420
Other Revenue	100,500
Grants	20,000
Transfers from Other Funds	48,000
<b>TOTAL</b>	<b>6,971,290</b>

**OPERATING EXPENDITURES**

1000	Legislative	80,772
1200	Administration	141,279
1300	Finance	303,113
1400	Municipal Court	151,226
1450	City Attorney	77,800
1500	Communications and Research	35,450
1600	Boards and Commissions	26,600
1800	Elections	12,860
2000	Animal Control	48,906
2500	Fire Department	2,144,396
2550	Medical Transport	101,823
2600	Police Department	2,478,650
3000	Community Center	185,733
3200	Recreation	298,293
4010	Planning and Inspections	411,848
4050	Solid Waste Collection	340,000
4061	Building Maintenance	140,769
4500	Insurance	84,540
	Contingency	5,000
	<b>TOTAL</b>	<b>7,069,059</b>

**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***LEGISLATIVE SERVICES—1000***



## ANNUAL BUDGET EXPENDITURE CRITERIA

<u>FUND</u> General	<u>FUNCTION</u> General Government	<u>DEPARTMENT</u> Legislative	<u>ACCOUNT</u> 1000	
				
<b>STAFFING ALLOCATION</b>				
PAY PLAN GRADE	POSITION	AUTHORIZED FTE 2011-12	AUTHORIZED FTE 2012-13	SALARIES 2012-13
N/A	Mayor	1.0	1.0	\$1,200
N/A	Council Member	4.0	4.0	\$4,800
N/A	City Treasurer	1.0	1.0	\$600
14	City Clerk/HR Officer	0.6	0.6	\$43,230

### DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B190.00	Misc. Profess. Services	Professional Photography Services	\$900
		Audio/Visual Services for Special Meetings	\$1,000
		Miscellaneous	\$100
B240.00	Travel & Training	MCCFOA Spring Institute	\$780
		MCCFOA Regional Institute	\$170
		Special Training Events	\$200
		CCOCC Events	\$400
		SLCML Events	\$300
		Other	\$200
B310.00	Legal Notices	Required Legal Posting per Ordinance	\$300
B440.00	Telephone	Share of Phone Lease and System Costs	\$708
B542.00	Copier Maintenance	Utilization of City Hall Copier	\$1,100
B545.00	Computer Maintenance	REJIS Costs for Network/Hardware Maint.	\$675
B780.00	Health/Dental Coverage	60% Share of Projected Premiums	\$8,819
B914.00	Dues/Memberships	St. Louis County Municipal League	\$3,600
		Missouri Municipal League	\$925
		CCOCC	\$535
		Mayors of Small Cities	\$100
		IIMC	\$150
		MOCCFOA (State)	\$25
		MOCCFOA (Regional)	\$20
C110.00	Office Supplies	Misc. Office Supplies for Clerk's Office	\$300
D320.00	Computer Equipment	Tablet Computers for Elected Officials/Staff	\$3,600

## ANNUAL BUDGET EXPENDITURE CRITERIA

The City Council of Olivette consists of five individuals who are the elected representatives of the City of Olivette. The Council Members are elected at large, and serve for three years, with staggered terms. Compensation for Council Members was established at a rate of \$20.00 per month in 1976. Pursuant to Ordinance #2326, approved September 26, 2006, compensation for Council Members was re-established at a rate of \$100.00 per month. In addition, Ordinance #2326 re-established the rate of compensation for the City Treasurer as \$50.00 per month.

The City of Olivette has one full-time City Clerk, who is appointed by the City Manager and whose primary responsibility is the maintenance of the City's permanent records. The addition of a full-time City Clerk to the City staff in Fiscal Year 2004-05 has resulted in a dramatic improvement in overall City operations, including the functioning of the City Council as a legislative body, in communications with the citizens of Olivette, and management of the City website. (As of January 2010, the City Clerk Began serving as the Human Resources Administrator for all City employees, and it should be noted that 40% of the Clerk's total salary is noted under Account 01-1300, Finance.)

The City Council, with the Mayor serving as chairman, is the policy making legislative body of the City of Olivette and is responsible to the people of the community for programs and services provided by the City. The Council approves all ordinances, resolutions and contracts, including, but not limited to, property sales, acquisitions and leases; as well as major purchases of equipment and services required by the City. With the advice and assistance of the City Manager, the Council reviews proposals for community needs, initiates action for new programs and determines the ability of the City to provide financing for activities for the City. The Council has the responsibility for adopting the annual operating budget and levying taxes.

The City Council of the City of Olivette meets regularly on the second and fourth Tuesdays of the month and on other occasions for public hearings or matters of special importance to the community. All meetings are open and the public is invited to attend.

## **GOALS**

1. To provide a full range of municipal services allowable under State law including law enforcement, zoning and code enforcement, recreation centers, trash disposal and parks.
2. To provide high quality and responsive government to the Olivette community.
3. To provide mechanisms to ensure ordinances, resolutions, minutes and other important City information is readily accessible to residents.
4. To maintain the City Clerk's professional designation as Missouri Registered City Clerk through the Missouri City Clerks and Finance Officers Association, as well as current status of Certified Municipal Clerk status through the International Institute of Municipal Clerks, and encourage participation in these professional organizations to bring new management ideas and technology to the City Council for consideration.
5. To participate in local, state and national organizations, and influence legislation for a better Olivette.

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

6. To increase volunteer participation in the various Boards and Commissions of the City of Olivette, and encourage residents to become more involved in their community.
7. To hold a Volunteer Recognition event that emphasizes Council goals, and rewards City Board and Commission volunteers for their service to the community.

## **OBJECTIVES**

To give direction to the City by enacting laws which do not discriminate and guarantee equal opportunity for all. By Charter and Ordinance, the City has five elected Council Members from which they appoint the Mayor and Chairman Pro-tempore.

### **SELECTED OBJECTIVES**

The City of Olivette should provide official representation of the governing body at ceremonial activities.

Council meetings should provide City Council members the opportunity to listen to various viewpoints; inform, receive and verify information; deliberate on community issues; and reach informed decisions. Accordingly, City Council meetings and procedures should be structured and formalized to assure constructive communication among Council members and residents, and provide an atmosphere that facilitates mutual respect among the participants.

Open records should be easily accessible to the public. The City Clerk should ensure that all meeting notices, minutes and ordinances are maintained on the City website.

City Boards and Commissions should assume greater responsibility for providing meeting and organizational structure, and assure that residents are given an opportunity to participate in discussion at meetings, in an atmosphere of mutual respect. The City should provide formal review and training for Board/Commission chairs and members and respective City Council liaison to include review and consensus on primary missions, efficiency and effectiveness of meeting procedures, and establishment of regular two-way communication channel with City Council. The City Council will continue to review the mission statements for the various Boards and Commissions, to clarify the goals and objectives for each group. In addition, the City Council will continue to search for ways in which to encourage more residents to volunteer to serve as members of these groups and become involved in their community.

In addressing the media, the City should speak with a single voice. Communications should disseminate truth, establish credibility, and enhance the positive image of the City of Olivette. To further this objective, the City has budgeted for public relations consulting services for the 2012-2013 fiscal years (Account 01-1500, Research and Information). Media communications should involve the City Manager and the Mayor, assisted on an issue-by-issue basis as appropriate by technical staff and consultants.

Residents attending City Council meetings should expect an opportunity to constructively communicate viewpoints and share concerns on community issues within a structured setting established by the

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

Council. The City should explore opportunities to expand the type and frequency of its dissemination of information to residents using both formal and informal means.

The City Council maintains the objective of establishing the Olive Boulevard corridor as a focal point of the City. The Council continues to pursue redevelopment opportunities along the Olive Boulevard corridor, as well as other areas of the City.

The City has prepared detailed, written and illustrated architectural and community design guidelines for non-residential development stressing harmony, cohesion, and functionality to guide decisions of city commissions and officials and commercial and industrial developers. The City Council and staff continue to review the implementation of these guidelines on an ongoing basis, and make revisions as necessary.

The City will continue to improve and maintain city buildings and facilities to enhance the image of the City as a professionally planned and managed community, as well as develop and implement aggressive new business recruitment and business retention programs.

**FY 2012-13 OPERATING BUDGET  
DEPARTMENTAL BUDGET SUMMARY  
General Fund - 01 Department: Administrative – 1000**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
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<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$68,679	\$45,633	\$47,748	\$49,830
A400.00	Longevity	\$303	\$556	\$411	\$431
A500.00	Overtime	\$0	\$0	\$0	\$0
A600.00	FICA	\$4,782	\$5,199	\$3,684	\$3,845
A700.00	Unemployment Comp	\$207	\$258	\$0	\$0
<b>TOTAL---PERSONNEL</b>		<b>\$73,971</b>	<b>\$51,646</b>	<b>\$51,843</b>	<b>\$54,106</b>

<b>CSVC Contractual Services</b>					
B190.00	Misc. Professional Services	\$159	\$468	\$2,000	\$2,000
B220.00	Postage	\$0	\$0	\$0	\$0
B240.00	Travel & Training	\$1,101	\$1,213	\$2,200	\$2,000
B310.00	Legal Notices/Advertising	\$160	\$167	\$300	\$300
B320.00	Printing	\$0	\$108	\$100	\$100
B440.00	Telephone	\$727	\$732	\$708	\$708
B542.00	Copier Maintenance	\$0	\$0	\$800	\$1,100
B545.00	Computer Maintenance	\$485	\$693	\$500	\$675
B730.00	Workers Compensation	\$160	\$115	\$102	\$94
B780.00	Group Health & Liability	\$1,269	\$8,090	\$9,560	\$8,819

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
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B990.00	Misc. Contractual Services	\$1,173	\$1,466	\$0	\$0
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$11,284</b>	<b>\$18,744</b>	<b>\$22,572</b>	<b>\$22,216</b>

<b>COMM Commodities</b>					
C110.00	Office Supplies	\$231	\$138	\$400	\$300
C125.00	Books/Publications	\$0	\$0	\$0	\$150
C470.00	Awards, Gifts, & Memorials	\$494	\$615	\$400	\$400
<b>TOTAL COMMODITIES</b>		<b>\$725</b>	<b>\$753</b>	<b>\$800</b>	<b>\$850</b>

<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D311.00	Office Equipment	\$0	\$0	\$0	\$0
D320.00	Computer/Institutional Equip	\$0	\$0	\$0	\$3,600
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,600</b>

<b>12</b>	<b>TOTAL DEPARTMENT</b>	<b>\$85,980</b>	<b>\$71,143</b>	<b>\$75,215</b>	<b>\$80,772</b>
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**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***ADMINISTRATIVE SERVICES—1200***



## ANNUAL BUDGET EXPENDITURE CRITERIA

<b>FUND</b>	<b>FUNCTION</b>		<b>DEPARTMENT</b>	<b>ACCOUNT</b>
General	General Government		Administration	1200

### STAFFING ALLOCATION

PAY PLAN GRADE	POSITION	AUTHORIZED FTE 2011-12	AUTHORIZED FTE 2012-13	SALARIES 2012-13
N/A	City Manager	1.0	1.0	\$99,225

### DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B190.00	Misc. Profess. Services	City Tech Salary Comparison Software	\$325
		Management Consulting	\$1,000
		ICMA Cent. –Performance Management	\$1,000
B240.00	Travel & Training	ICMA Annual Conference	\$1,800
		MCMA Annual Conference	\$650
		MCMA Winter Conference	\$100
		Local SLACMA Training	\$350
		Other Training	\$300
B310.00	Legal Notices	Required Legal Postings for City Issues	\$400
B440.00	Telephone	Share of Phone Lease & Access Points	\$721
		Cell Phone	\$740
B542.00	Copier Maint.	Usage Share of City Hall Copier	\$700
B545.00	Computer Maint.	REJIS Network/Hardware Maintenance	\$800
		Computer Software	\$300
B550.00	Automotive Repairs	Repairs to City Unit assigned to CM	\$650
B780.00	Group Health/Dental	Share of Health & Dental Premium	\$11,182
B914.00	Association Dues	ICMA Membership	\$885
		MCMA Membership	\$75
		SLACMA Membership	\$50
		IPMA-HR Membership	\$150
C310.00	Gasoline & Oil	Fuel/Oil for City Unit assigned to CM	\$2,200

These accounts reflect the cost of the Department of Administration, which includes, in addition to the overall administration of City Government through the Olivette City Manager. Salary of the City Manager is included.

## ANNUAL BUDGET

# **EXPENDITURE CRITERIA**

## **BUDGET NARRATIVE**

Olivette, Missouri is a full-service city and has a Council-Manager form of government. The City Manager is appointed by and serves at the discretion of the City Council. The City Manager is responsible for the general administration of the City of Olivette, program coordination and development, preparation of City Council agendas, special staff reports, annual budget, and an annual statement of city programs and priorities. As Chief Administrative officer, the City Manager is directly responsible to the City Council for all operations of the city as well as implementation of policies and programs adopted by the Council. The City Manager appoints all officers and employees of the City except for the City Treasurer, City Attorney, and Municipal Judge. Appointment of subordinates is generally delegated to the appropriate Department Director.

The Olivette City Charter, Article III, makes the following provisions for the Office of City Manager:

### **Section 3.1 Appointment, Qualifications, and Compensation**

The council by the affirmative vote of the majority of its members shall appoint a city manager, who shall serve at the pleasure of the council. The manager shall be appointed solely on the basis of executive and administrative qualifications. The manager need not be a resident of the city at the time of appointment. Compensation of the manager shall be as established by the council.

### **Section 3.2 Powers and Duties of the City Manager**

The manager shall be the chief administrative officer of the city and shall be responsible to the council for the administration of all city affairs placed in the manager's charge or under this charter. The manager shall have the following powers and duties:

- (a) The manager shall see that all laws, provisions of the charter, and acts of the council, subject to enforcement by the manager or by officers subject to the manager's discretion and supervision, are faithfully executed.
- (b) The manager shall appoint and, when the manager deems it necessary for the good of the city, suspend or remove all city employees and appointive administrative officers provided for by or under this charter, except as otherwise provided by law, by this charter or by the terms of the personnel code adopted pursuant to this charter. The manager may authorize any administrative officer who is subject to the manager's discretion and supervision to exercise these powers with respect to that officer's subordinates.
- (c) The manager shall direct and supervise the administration of all departments, offices, and agencies of the city, except as otherwise provided by this charter or by law.
- (d) The manager shall prepare and submit the annual budget and capital program to the council.
- (e) The manager shall keep the council fully advised of the financial condition and future needs of the city. The manager shall submit to the council a complete report on the finances and administrative activities of the city at the end of each fiscal year.
- (f) The manager shall attend all open council meeting and shall have the right to take part in discussion, but may not vote. The manager shall receive notice of all special meetings.
- (g) The manager shall exercise such other powers and perform such other duties as may be prescribed by this Charter, by ordinance, or by law.

Chapter 20, Article III of the Code of Ordinances of the City of Olivette further outlines the duties and responsibilities of the position of City Manager:

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

**20.050. City Manager; Duties.** The City Manager shall devote his entire time to the duties of the office. He shall be the administrative head of the government subject to the direction and supervision of the Council and shall hold his office at the pleasure of the Council or may be employed for a term not to exceed one year; provided, however, that

upon termination of employment whether by the Council or the City Manager, the party terminating the employment shall give the other party thirty (30) days' notice in writing thereof. He shall receive an adequate salary to be fixed by the Council which shall not be diminished during the service of any incumbent without his consent. Before entering upon the duties of his office the City Manager shall take the official oath required by law and shall execute a bond in favor of the city for the faithful performance of his duties and such sum shall be determined by the City Council.

It shall be his duty:

- (a) To make all appointments to administrative offices and positions but not those of City Manager, City Clerk, City Assessor, City Treasurer, Judge of the City Court, the members of the Planning and Zoning Commission and the Board of Adjustment;
- (b) To see that the laws and ordinances of the City of Olivette are enforced;
- (c) To exercise control of all departments and divisions that now exist or may hereafter be created by the Council;
- (d) To see that all terms and conditions imposed in favor of the City or its inhabitants in any public utility franchises are faithfully kept and performed and upon information of any violation thereof to take such steps as will be necessary to stop or prevent further violation of the same;
- (e) To attend all meetings of the Council with the privilege of taking part in the discussions but having no vote;
- (f) To recommend to the Council for adoption such measures as he may deem necessary or expedient;
- (g) To prepare and submit the annual budget and to keep the City Council fully advised as to the financial conditions, and the needs of the City and to perform such other duties as may be prescribed by these sections or be required of him by any ordinance or resolution of the Council (Ord. 394, 516, 2205).

**20.055. City Manager Shall File Itemized Statements.** The City Manager shall prepare and file with the council monthly itemized statements of receipts and expenditures of the City and a summary of business transacted for the month preceding, said report to be filed at the second meeting of the council each month. Upon the filing of each said report with the council, same shall be available for inspection by any member of the public at the office of the City Clerk (Ord. 1215).

**20.060. Removal of Members of Boards and Commissions.** Notwithstanding the provisions of any ordinance creating terms of office for the members of any board or commission provided to be appointed by the City Manager or by the City Manager with the approval of the Council, the City Manager is hereby authorized to remove or discharge at any time any member of any board or commission appointed by the City Manager; and the City Manager, with the approval of the Council, is hereby authorized to remove or discharge at any time any member of any board or commission appointed by the City Manager with the approval of the Council (Ord. 697).

**20.065. Employment.** The Council shall appoint a suitable person to the office of City Manager, who shall hold office as outlined in writing and approved by both the City Manager and the Council (Ord. 2206).

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

### **GOALS**

The City Manager's Office has established the following general goals and objectives for accomplishment in Fiscal Year 2012-13:

- Review and update operating five-year financial projections for City of Olivette operations showing best-case and worst-case scenarios and offering specific recommendations for future action to maintain financial stability
- Work with City Council and community members to continue to assess the need and alternative approaches to plan and secure voter approval to implement a comprehensive plan to replace outdated and inadequate

municipal facilities for the City of Olivette to enhance taxpayer value and insure the continuation of high-quality municipal services (in light of the outcome of the August, 2012 facilities referendum)

- Increase ongoing dialogue with the Olivette business community and facilitate business roundtables to discuss pertinent business issues in the Olivette community, including new economic development initiatives and business retention
- Work closely with the Economic Development Commission to develop a long-term economic development strategy for the City of Olivette
- Develop new community events for the citizens of Olivette with a working list of potential events with applicable funding sources for City Council review and consideration, including successful continuation and improvement of the Olivette-on-the-Go Annual Festival.
- Develop a long range plan for assessment and funding of needed street improvements in the City,
- Complete long-term bond financing for the Dielman Industrial Park NID and implement and complete the North Price Industrial NID Project..
- Continue to work with applicable developers for the redevelopment of the Olive Boulevard/Interstate 170 redevelopment corridor including submission of acceptable redevelopment plans, development of a funding mechanism, and project implementation in accordance with the Olivette Strategic Plan
- Implement the Old Bonhomme Road Improvement Project utilizing federal funding
- Secure stable funding to continue planning and implementation for the Joint I-170/Olive Redevelopment Project with the City of University City
- Lead the efforts of City staff and the Economic Development Commission to fill vacant commercial spaces and recruit new businesses to the community
- Complete the adoption of a comprehensive update to the City of Olivette Personnel Policy
- Work with operating departments to identify and actively pursue federal and state grant funding for general operations and specific projects
- Continue to work toward Olivette's long-range goal of becoming a sustainable organization and a sustainable community
- Supervise and direct the ongoing planning and reconstruction of Old Bonhomme Road utilizing federal surface transportation funding
- Design and implement a training program for City staff and managers, including technology competence, customer service, employee safety, and principles of supervision
- Continue to work of active pursuit of the priorities established in the Olivette Strategic Plan
- Work closely with the Employee Retirement Board of Trustees, City Council, and staff to stabilize and enhance the long range financial viability of the City defined benefit pension plan
- Continue active dialogue and appropriate implementation with neighboring communities regarding shared service opportunities, especially for fire and emergency medical services, parks and recreation, joint training, and purchasing
- Develop a long-range information technology improvement plan with REJIS
- Fully implement a performance management system to maximize employee performance and productivity, including routine performance evaluations to facilitate planning and accomplishment

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

- Develop plans for the extension of streetscape improvements in the Olive Boulevard corridor in connection with ongoing development and the I-170/Olive Redevelopment project
- Strengthen communication capabilities with Olivette citizens by upgrading all communications techniques and mechanisms in cooperation with public relations consultants, especially for electronic communications and the new Olivette Web Site and social media alternatives for all City operations

### **Objectives**

- To insure that the directives of the City Council are implemented promptly and efficiently
- Creating and sustaining a corporate culture that reflects "Service is our Business"
- To implement measures to insure maximum efficiency in administrative operations

- Provide and share information with City Council, management staff, and employees in a timely manner
- Establish a governance system that listens to citizens and responds on both day to day concerns as well as long range goals
- Update the Olivette Strategic Plan to begin the process of creating Olivette's desirable future
- Work with City boards and commissions to facilitate policy making and implement City goals
- Continue patterns to reduce workers compensation, liability, and property exposure to reduce insurance costs and City liability
- Continue to promote and direct a "team management" approach to addressing ongoing management problems and opportunities to take advantage of the many talents and capabilities on the City's management team

**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Administrative – 1200**

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$105,266	\$100,561	\$99,225	\$99,225
A600.00	FICA	\$8,219	\$7,782	\$8,122	\$8,122
A700.00	Unemployment Comp	\$137	\$175	\$0	\$0
A900.00	Pre-Tax Earnings	\$7,240	\$3,794	\$6,950	\$7,000
<b>TOTAL---PERSONNEL</b>		<b>\$120,862</b>	<b>\$112,312</b>	<b>\$114,297</b>	<b>\$114,347</b>
<b>CSVC Contractual Services</b>					
B190.00	Misc. Professional Services	\$1,473	\$310	\$2,500	\$2,500
B240.00	Travel & Training	\$478	\$845	\$2,000	\$3,500
B310.00	Legal Notices/Advertising	\$0	\$0	\$400	\$400
B320.00	Printing	\$0	\$18	\$185	\$250
B440..00	Telephone	\$1,926	\$1,488	\$1,425	\$1,461
B542.00	Copier Maintenance	\$0	\$0	\$550	\$700
B545.00	Computer Maintenance	\$421	\$1,120	\$965	\$1,108
B550.00	Automotive Repairs	\$61	\$429	\$400	\$650
B730.00	Workers Compensation	\$294	\$281	\$244	\$212
B780.00	Group Health & Liability	\$8,440	\$9,653	\$11,100	\$11,182
B790.00	Life Insurance/LTD	\$678	\$659	\$719	\$719
B914.00	Association Dues	\$776	\$1,119	\$1,140	\$1,200
B980.00	Car Wash	\$0	\$0	\$0	\$0
B990.00	Misc. Contractual Services	\$441	\$501	\$0	\$0
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$14,988</b>	<b>\$16,423</b>	<b>\$21,628</b>	<b>\$23,882</b>
<b>COMM Commodities</b>					
C110.00	Office Supplies	\$129	\$0	\$200	\$200
C120.00	Map & Periodicals	\$0		\$120	\$0
C125.00	Books/Publications	\$97	\$100	\$120	\$200
C310.00	Gasoline & Oil	\$953	\$1,078	\$1,800	\$2,200
C320.00	Automotive Accessories	\$58	\$64	\$260	\$450
C490.00	Miscellaneous Commodities	\$0	\$10	\$0	\$0
<b>TOTAL COMMODITIES</b>		<b>\$1,237</b>	<b>\$1,252</b>	<b>\$2,500</b>	<b>\$3,050</b>

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
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<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D311.00	Office Equipment	\$0	\$0	\$0	\$0
D320.00	Computer/Institutional Equip	\$0	\$0	\$0	\$0
D330.00	Automobiles	\$0	\$0	\$0	\$0
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TOTAL DEPARTMENT</b>	<b>\$137,087</b>	<b>\$129,987</b>	<b>\$138,425</b>	<b>\$141,279</b>
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**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***FINANCIAL SERVICES—1300***



**ANNUAL BUDGET  
EXPENDITURE CRITERIA**

<b>FUND</b>  <b>General</b>	<b>FUNCTION</b>  <b>General Government</b>		<b>DEPARTMENT</b>  <b>Finance</b>	<b>ACCOUNT</b>  <b>1300</b>
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**STAFFING ALLOCATION**

<b>PAY PLAN GRADE</b>	<b>POSITION</b>	<b>AUTHORIZED FTE 2011-12</b>	<b>AUTHORIZED FTE 2012-13</b>	<b>SALARIES 2012-13</b>
7	Finance Director	1.0	1.0	\$80,854
62	Finance Assistant	.5	1.0	\$46,156
14	City Clerk/HR Officer	.4	.4	\$28,820
125	Clerk/Typist	1.0	1.0	\$31,324

**DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS  
FY 2012-12**

<b>ACCOUNT</b>	<b>ACCOUNT TITLE</b>	<b>JUSTIFICATION DETAIL</b>	<b>AMOUNT</b>
B110.00	Audit	Financial Audit	\$6,800
		OPEB Audit	\$2,500
B115.00	Payroll Services	Contract Payroll/HR Mgmt. Software	\$14,650
B167.00	Software Support	Support for Billing/Invoicing Software	\$2,800
B220.00	Postage	General Postage for Administrative	\$6,900
B240.00	Travel & Training	Missouri GFOA Spring Institute	\$525
		Local Training for Staff	\$300
B320.00	Printing	General Printing of Forms/Stationary	\$2,200
B440.00	Telephone	Share of Phone Lease & Connectivity	\$3,174
B542.00	Copier Maintenance	Share of Utilization-City Hall Copier	\$1,800
B780.00	Group Health/Dental	Group Health/Dental Premiums	\$17,125
B914.00	Association Dues	GFOA National Dues	\$170
		MFOA State Dues	\$55
		Sam's Club Card	\$140
B991.00	Bank Charges	Contract charge for bank transactions	\$5,000
B992.00	County Collection	Collection fee from SLC—City property taxes	\$22,500
C110.00	Office Supplies	General use office supplies—Finance Dept.	\$3,000
D320.00	Computer Equip.	PC Replacement---Finance Director	\$1,200
		PC Replacement---Finance Assistant	\$1,200

**ANNUAL BUDGET  
EXPENDITURE CRITERIA**

These accounts reflect the cost of the Department of Finance, which includes overall finance, human resources and personnel administration. Salaries of the Director of Finance and the Finance Personnel are included.

The Director of Finance provides effective, professional management of the City of Olivette accounting policy in compliance with federal and state statutes and City ordinances. Responsibilities include but are not limited to financial reporting, coordination of audits and internal controls, automation of accounting related systems, budget preparation, tax billing and collection, debt and investment administration, fixed assets and property control and personnel administration. In April of 2011 the finance department received authorization to increase the position of Finance Assistant to a full time role. This staffing increase has enhanced the payroll functionality and all other activities of the department.

## **GOALS**

- Accurately record, report and safeguard the financial assets and activities of the city:
  1. Continue reviewing City's Financial Policy and Procedures Manual and recommend changes as necessary.
  2. Provide depreciable fixed assets to our auditor's so they can maintain this information in their accounting system, thereby saving considerable staff time entering data and preparing the reports needed by the auditors.
- Provide an environment which encourages employee integrity, creativity, personal growth and ensures a high level of customer satisfaction:
  1. Continue regular meetings with staff to discuss ideas, concerns or problems and meet with them privately as necessary.
  2. Continue to encourage staff to review their job activities and recommend procedures that may simplify or improve individual job activities.
  3. Continue to emphasize cross training of staff to ensure all citizens and employees can be served effectively by all staff at any time.
  4. Delegate additional duties to staff that falls within their overall job activities. This aspect is critical in the overall effectiveness of the department.
- Increase effectiveness and efficiency of the licensing operations:
  1. Continue to review and revise the basic spreadsheet that is used to calculate license application information received from businesses.
  2. Continue to review and revise the general information sheet of City requirements and distribute to businesses prior to mailing license applications in order to eliminate errors by businesses and insure proper documentation is provided.
  3. Continue providing license applications and basic worksheet information to businesses by Email, which has been done over the last two years and seen a considerable reduction in postage costs and copying paper costs.

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

4. Continue to review license applications immediately for missing documentation and contact businesses as needed.

- Continue to prepare a budget document in conjunction with the GFOA and receive the Distinguished Budget Presentation Award based on the feasibility of producing said document in a timely manner:
  1. Review comments by reviewers and respond in detail regarding “Does not Meet Criteria” if any. These issues are critical and need to be addressed if the City is to receive the award the following year.
  2. Analyze suggestions by reviewers and make changes as necessary to the next budget in accordance with the feasibility of making changes in regard to (a) cost, (b) time and effort involved and (c) the validity of the reviewer’s suggestion.
  3. Determine a schedule of changes necessary over the next two or three years.

# **ANNUAL BUDGET EXPENDITURE CRITERIA**

## **OBJECTIVES**

- Prepare monthly revenue, expenditure and balance sheet reports that accurately reflect the financial condition of the City
- Manage the City's investment portfolio to meet cash flow needs while maximizing the yield on investments and/or reduce bank fees in times of low investment yield.
- Invoice and collect all payments due to the City of Olivette.
- Assist with the preparation of the budget document
- Process accounts payable within accepted vendor terms.
- Ensure accurate and timely payroll processing and benefits administration.
- Process all business and liquor licenses accurately and timely.

**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Administrative – 1300**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
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<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$138,997	\$153,340	\$155,884	\$186,864
A200.00	Extra Help	\$1,534	\$0	\$0	\$0
A300.00	Salary Adjustment	\$0	\$0	\$0	\$900
A400.00	Longevity	\$4,516	\$1,894	\$2,299	\$2,268
A500.00	Overtime	\$0	\$0	\$0	\$0
A600.00	FICA	\$10,606	\$8,219	\$12,101	\$14,537
A700.00	Unemployment Comp	\$294	\$350	\$0	\$0
<b>TOTAL---PERSONNEL</b>		<b>\$155,947</b>	<b>\$163,803</b>	<b>\$170,284</b>	<b>\$204,570</b>

<b>CSVC Contractual Services</b>					
B110.00	Audit	\$14,000	\$7,300	\$7,300	\$9,300
B115.00	Payroll Services	\$0	\$0	\$14,000	14,650
B167.00	Software Support/Maintenance	\$0	\$0	\$3,750	2,800
B190.00	Misc. Professional Services	\$3,524	\$3,797	\$0	0
B220.00	Postage	\$9,780	\$5,579	\$9,800	6,900
B240.00	Travel & Training	\$160	\$421	\$800	800
B310.00	Legal Notices/Advertising	\$224	\$338	\$350	300
B320.00	Printing	\$1,551	\$1,759	\$2,000	2,200
B440.00	Telephone	\$4,002	\$3,536	\$2,855	3,174
B540.00	Equipment Repairs	\$708	\$0	\$0	200
B542.00	Copier Maintenance	\$0	\$0	\$1,800	1,800
B545.00	Computer Maintenance	\$1,480	\$3,036	\$3,168	3,400
B730.00	Workers Compensation	\$469	\$592	\$391	346
B780.00	Group Health & Liability	\$6,996	\$12,909	\$12,287	17,125
B790.00	Life Insurance/LTD	\$829	\$986	\$1,115	1,223
B914.00	Association Dues	\$310	\$330	\$400	425
B930.00	City Pension Contribution	\$0	\$0	\$0	0
B990.00	Misc. Contractual Services	\$18,349	\$19,168	\$900	500
B991.00	Bank Charges	\$5,085	\$3,416	\$5,000	5,000
B992.00	County Collection--PP/Auto	\$22,415	\$22,488	\$23,000	22,500
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$89,882</b>	<b>\$85,655</b>	<b>\$88,916</b>	<b>\$92,643</b>

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>COMM</b>	<b>Commodities</b>				
C110.00	Office Supplies	\$2,674	\$2,832	\$3,000	3,000
C470.00	Awards, Gifts, & Memorials	\$110	\$0	\$0	0
C490.00	Miscellaneous Commodities	\$0	\$697	\$0	500
<b>TOTAL COMMODITIES</b>		<b>\$2,784</b>	<b>\$3,529</b>	<b>\$3,000</b>	<b>\$3,500</b>
<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D311.00	Office Equipment	\$160	\$0	\$0	0
D320.00	Computer/Institutional Equip	\$0	\$0	\$0	2,400
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$160</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,400</b>
<b>TOTAL DEPARTMENT</b>		<b>\$248,773</b>	<b>\$252,987</b>	<b>\$262,200</b>	<b>\$303,113</b>

# Olivette

*...in the center of it all*



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***LEGAL SERVICES—1400-1450***



## ANNUAL BUDGET EXPENDITURE CRITERIA

	<b>FUND</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
<b>General</b>	<b>General Government</b>		<b>Municipal Court</b>	<b>1400</b>

### STAFFING ALLOCATION

PAY PLAN GRADE	POSITION	AUTHORIZED FTE 2011-12	AUTHORIZED FTE 2012-13	SALARIES 2012-13
N/A	Municipal Judge	.5	.5	\$12,000
N/A	Prosecuting Attorney	.5	.5	\$11,700
90	Court Administrator	1.0	1.0	\$47,784
102	Deputy Court Clerk	.6	.6	\$31,500

### DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B135.00	Muni Court Stipends	Municipal Judge	\$12,000
		Prosecuting Attorney	\$11,700
		Other Legal Services	\$11,300
B240.00	Travel & Training	MACA Conference for Administrator	\$800
		MSLACA Meetings	\$100
		MMACJA Conference for Judge	\$800
B440.00	Telephone	Share of Phone Lease & Connectivity	\$1,204
B545.00	Computer Maint.	REJIS Network/Hardware Maintenance	\$750
		Other Computer Services	\$458
B780.00	Group Health/Dental	Share of Health/Dental Premiums	\$10,910
B912.00	REJIS Contracts	IMDS Court Software & Online Services	\$8,500
B914.00	Association Dues	MCMA	\$60
		MSLACA	\$40
B917.00	Prisoner Housing	Prisoner Housing Fee at SLC Jail	\$4,500
C110.00	Office Supplies	Office Supplies for Municipal Court	\$750

*The City Attorney's office represents and advises the City Council and all officers in matters of law pertaining to their offices; represents and appears for the City and any City officer or employee in any and all actions and proceedings in which the City or any such officer or employee is or by reason of his official capacity, is concerned or is a party. The City Attorney also attends all regular meetings of the City Council, Planning and Community Design Commission, as well as all other commissions as requested, and provides advice when requested by the City Council or the City Manager. The City Attorney's office is also responsible for approving the form of all contracts entered into by the City and all bonds given the City; and prepares proposed ordinances or resolutions for the City.*

#### Municipal Court

Under the responsibility of the Municipal Judge, appointed by City Council, the Municipal Court provides judicial determination on charges dealing with the violations of municipal ordinances.

The Olivette Municipal Court is in session two nights per month, operating with a Municipal Judge, Prosecuting Attorney, Court Administrator and Assistant Court Clerk. The court is responsible for daily operations, to include processing all City ordinance and traffic code violations, recording dispositions, and collection of fines and cost as well as entering all dispositions into the Court Computer Program (IMDS). In addition, the Court reports all dispositions regarding moving violations and arrests to the Missouri State Highway Patrol and the Missouri Department of Revenue.

The Municipal Court is empowered to operate a Traffic Violations Bureau, collect fines, prepare and issue subpoenas and perform all duties provided by municipal code, ordinances and state law. The court prepares and maintains all records, reports and documents related to Court activities in the required manner and time frame established by state law.

In addition to all Municipal Court operations, the Prosecuting Attorney also serves as the city liaison with the various departments and agencies of St. Louis County, State of Missouri and the St. Louis County Circuit Court.

This account supports the cost of all legal services. The expenditures are reflected in the professional service account as well as the salaries account, which covers the cost of litigation now under way or pending as well as other legal functions.

### **Objective**

To provide responsible management of court records and funds for fines and forfeiture revenue to ensure compliance with legal provision embodied in State and City laws.

### **Workload and Performance Data**

	<b><u>2010</u></b>	<b><u>2011</u></b>
Number of Cases	3,082	3,726
Disposed Cases	2,944	3,782
Active Cases	1,219	1,264
Revenue Assessed	\$279,507.47	\$343,607.88
Revenue Collected	\$263,649.62	\$340,981.55
Revenue Stayed	\$3,020.00	\$1,515.00
Number of Cases Paid	2,868	3,528
Warrants Issued	402	398

### **Goals**

1. To continue to develop a procedure for processing and closing all active warrant cases.
2. To update and improve Municipal Court website.
3. To maintain on-going training for the Municipal Judge, Prosecuting Attorney and Court Administrator.

**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Administrative – 1400**

Acct #	Account	2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 Final
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<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$89,364	\$88,747	\$45,758	\$47,550
A200.00	Extra Help	\$0	\$0	\$25,500	\$27,500
A400.00	Longevity	\$384	\$473	\$212	\$476
A500.00	Overtime	\$0	\$0	\$500	\$300
A600.00	FICA	\$6,608	\$6,456	\$5,506	\$5,801
A700.00	Unemployment Comp	\$447	\$396	\$0	\$0
<b>TOTAL---PERSONNEL</b>		<b>\$96,803</b>	<b>\$96,072</b>	<b>\$77,476</b>	<b>\$81,626</b>

<b>CSVC Contractual Services</b>					
B130.00	Legal Services	\$72,333	\$55,362	\$72,000	\$0
B135.00	Municipal Court Services	\$17,420	\$17,591	\$30,700	\$34,000
B190.00	Misc. Professional Services	\$0	\$0	\$0	\$0
B220.00	Postage	\$0	\$0	\$0	\$0
B240.00	Travel & Training	\$1,751	\$918	\$1,500	\$1,600
B310.00	Legal Notices/Advertising	\$0	\$0	\$150	\$120
B320.00	Printing	\$456	\$65	\$50	\$100
B440.00	Telephone	\$1,500	\$1,449	\$1,600	\$1,112
B540.00	Equipment Repairs	\$0	\$0	\$70	\$120
B545.00	Computer Repair and Maintenance	\$1,451	\$429	\$1,700	\$935
B730.00	Workers Compensation	\$208	\$257	\$235	\$176
B780.00	Group Health & Liability	\$12,910	\$14,367	\$10,059	\$10,802
B790.00	Life Insurance/LTD	\$532	\$512	\$623	\$353
B912.00	REJIS Comm./Control Data	\$8,153	\$8,122	\$7,500	\$8,200
B914.00	Association Dues	\$160	\$90	\$100	\$100
B917.00	Prisoner Housing	\$5,400	\$3,510	\$4,000	\$3,800
B990.00	Misc. Contractual Services	\$51	\$13	\$0	\$0
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$122,325</b>	<b>\$102,685</b>	<b>\$130,287</b>	<b>\$61,418</b>

<b>COMM Commodities</b>					
C110.00	Office Supplies	\$502	\$866	\$1,000	\$1,000
C125.00	Books/Publications	\$0	\$0	\$0	\$0
C250.00	Institutional Supplies	\$0	\$0	\$0	\$0
C490.00	Miscellaneous Commodities	\$0	\$0	\$0	\$0
<b>TOTAL COMMODITIES</b>		<b>\$502</b>	<b>\$866</b>	<b>\$1,000</b>	<b>\$1,000</b>

<b>Acct #</b>	<b>Account</b>	<b>2008-09 Actual</b>	<b>2009-10 Actual</b>	<b>2010-11 Budget</b>	<b>2011-12 Final</b>
<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D210.00	Building Improvements	\$3,159	\$0	\$0	\$0
D311.00	Office Equipment	\$0	\$0	\$0	\$0
D320.00	Computer/Institutional Equip	\$6,143	\$250	\$0	\$900
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$9,302</b>	<b>\$250</b>	<b>\$0</b>	<b>\$900</b>
<b>TOTAL DEPARTMENT</b>		<b>\$228,932</b>	<b>\$199,873</b>	<b>\$208,763</b>	<b>\$144,944</b>

	<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
	General	General Government	City Attorney	1450	

<b>PAY PLAN GRADE</b>	<b>POSITION</b>	<b>AUTHORIZED FTE FY 2011-12</b>	<b>AUTHORIZED FTE FY 2012-13</b>	<b>SALARIES FY 2012-13</b>
UC	City Attorney	1	1	Contractual

**DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS**  
**FY 2012-2013**

<b>ACCOUNT</b>	<b>ACCOUNT TITLE</b>	<b>JUSTIFICATION DETAIL</b>	<b>AMOUNT</b>
B130.00	Legal Services	General Legal Services and Litigation	\$77,800

**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Administrative – 1450**

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
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<b>CSVC</b>	<b>Contractual Services</b>				
B130.00	Legal Services	\$0	\$0	\$74,000	\$77,800
	<b>TOTAL-CONTRACTUAL SER.</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$77,800</b>

<b>TOTAL DEPARTMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$74,000</b>	<b>\$77,800</b>
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**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***COMMUNICATIONS & RESEARCH—1500***



# ANNUAL BUDGET EXPENDITURE CRITERIA

	<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
	<b>General</b>	<b>General Government</b>	<b>Research &amp; Communications</b>	<b>1500</b>	

## DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B160.00	PR Services	Consulting Services for Public Relations	\$16,000
B165.00	Web Site Design	Maintenance/Upgrade—City Web Site	\$1,500
B220.00	Postage	Bulk Mailing for <i>Olivette Life</i>	\$6,000
B320.00	Printing	Printing of <i>Olivette Life</i>	\$8,350
B910.00	Ordinance Codification	Contract Service for Ordinance Work	\$3,300

The primary function of this activity is to present information to the community in a timely fashion, and ensure that ordinances approved by the City Council are made available to the public in an orderly manner through codification.

### GOALS

1. To disseminate information that is factual, complete and timely to residents, employees and the surrounding communities, utilizing print materials, media outlets, the City website and cable television.
2. To update the City website with new features to make the site more user- friendly.
3. To implement actions to promote the City to the area, as well as to residents. To further this goal, the 2012-2013 fiscal year budget provides for contractual services from a public relations firm for consulting services regarding media issues and publicity for the City.
4. To ensure that the Olivette Municipal Code and Zoning Code are routinely updated to include newly passed legislation by the City Council and ensure that the City Codes are consistent with Missouri State Statute and the Olivette Strategic Plan.

### OBJECTIVES

To make citizens, employees and the surrounding community aware of information regarding Olivette, including special events, award received, employee promotions, and new legislation enacted as well as City services offered and schedules for them. Overall the goal is to promote a feeling of community among Olivette’s citizens and a sense of appreciation and belonging among Olivette employees.

As custodian of records, the City Clerk is the primary contact for items related to “Research & Information”.

**FY 2012-13 OPERATING BUDGET  
DEPARTMENTAL BUDGET SUMMARY  
General Fund - 01 Department: Comm. & Research – 1500**

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<hr/>					
<b>CSVC</b>	<b>Contractual Services</b>				
B160.00	Public Relations Services Web Site	\$0	\$0	\$15,000	\$16,000
B165.00	Design/Maintenance Software	\$0	\$0	\$7,000	\$1,500
B167.00	Support/Maintenance Misc. Professional	\$0	\$0	\$0	\$300
B190.00	Services	\$0	\$0	\$0	\$0
B220.00	Postage	\$5,742	\$4,750	\$6,000	\$6,000
B320.00	Printing	\$10,131	\$6,740	\$8,250	\$8,350
B910.00	Codification of Ordinances	\$6,267	\$3,393	\$3,300	\$3,300
B990.00	Misc. Contractual Services	\$18,000	\$17,121	\$0	\$0
	<b>TOTAL-CONTRACTUAL SER.</b>	<b>\$40,140</b>	<b>\$32,004</b>	<b>\$39,550</b>	<b>\$35,450</b>
<hr/>					
<b>TOTAL DEPARTMENT</b>		<b>\$40,140</b>	<b>\$32,004</b>	<b>\$39,550</b>	<b>\$35,450</b>

# Olivette

*...in the center of it all*



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***BOARDS AND COMMISSIONS—1600***



**ANNUAL BUDGET**  
**EXPENDITURE CRITERIA**

<u>FUND</u>	<u>FUNCTION</u> Advisory to the Council	<u>DEPARTMENT</u>	<u>ACCOUNT</u>
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<b>General</b>	<b>and City Manager</b>	<b>Boards and Commissions</b>	<b>1600</b>
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**GOALS**

The functions of the Boards and Commissions are to make recommendations, serve as advisors, and review and approve, as the case may be, plans and programs. Citizen participation and personal service on an advisory level as well as leadership level, has always been of the greatest in the City of Olivette. These are VOLUNTEER activities and the community of Olivette is very grateful to its citizen cadre that has for many years, given time for the betterment of the community.

**OBJECTIVES**

These commissions are volunteer citizens who have a very great concern for the welfare of the city. Citizen involvement is of the greatest importance to the city. Their efforts are the basis of many Council decisions. The city wishes to continue working with the citizens in their continuing effort. There is no allocated staff. These commissions are staffed by all civic-minded volunteers.

<b><u>FUND</u></b>	<b><u>FUNCTION</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNT</u></b>
<b>General</b>	<b>Advisory to the Council and City Manager</b>	<b>Boards and Commissions</b>	<b>1601</b>

**1601/1602 PLANNING AND COMMUNITY DESIGN COMMISSION** - holds regular public meetings, conducts advertised public hearings and makes recommendations to the City Council with regard to planning and regulating community development to include the zoning, subdivision and planned development of land and also reviews building plans of all new construction and remodeling. This board acts as an arm of the Building Commissioner and the Inspection Department. Established under Section 125.050 of the City of Olivette Code of Ordinances and Section 89.070 of the Missouri Revised Statutes.

**Justification for Selected Operating Accounts**

<b>Account</b>	<b>Justification</b>	<b>Appropriation</b>
B130.00	Legal Services from City Attorney	\$500
B190.00	Research/Services—St. Louis County Planning Department	\$200
B240.00	Planning Commissioners Seminar & Other Training	\$200
B310.00	Placement of Legal Notices as Required	\$350
B320.00	Outside Printing of Maps/Documents/ Etc.	\$250
B990.00	Agenda and Material Delivery to Commissioners	\$300
C120.00	Planning Commissioners Journal	\$120

<b><u>FUND</u></b>	<b><u>FUNCTION</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNT</u></b>
<b>General</b>	<b>Advisory to the Council and City Manager</b>	<b>Boards and Commissions</b>	<b>1606</b>

**1606 ZONING BOARD OF ADJUSTMENT**

The Board of Adjustment shall have the following powers:

- 1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of these sections or of any ordinance adopted pursuant thereto:
- 2) To hear and decide all matters referred to it or upon which it is required to pass under such ordinance;
- 3) In passing upon appeals, where there are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of such ordinance, to vary or modify the application of any of the regulations or provisions of such ordinance relating to the use, construction or alteration of buildings or structures or the use of land so that the spirit of the ordinance shall be observed, public safety and welfare secured and substantial justice done.

Established under Section 400.1610 of the Zoning Ordinance of the City of Olivette and Section 89.080 of the Revised Statutes of Missouri.

**Justification for Selected Operating Accounts**

<b>Account</b>	<b>Justification</b>	<b>Appropriation</b>
B130	Legal Advice from City Attorney	\$500
B310	Legal Advertising & Notices per requirements	\$350
B990	Packet Distribution	\$100
	Court Reporter per Legal Requirements	\$300
C120	County Map Printing for Cases	\$100

<b><u>FUND</u></b>	<b><u>FUNCTION</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNT</u></b>
<b>General</b>	<b>Advisory to the Council and City Manager</b>	<b>Boards and Commissions</b>	<b>1607</b>

**1607 ECONOMIC DEVELOPMENT** – Funds used by the City of Olivette to encourage retention of existing businesses. This should also contribute to a better dialog between the residential community and the business community. Economic Development Commission has the responsibility to coordinate the economic development activities of the City of Olivette. Established under Section 125.080 of the Code of Ordinances of the City of Olivette.

**Justification for Selected Operating Accounts**

<b>Account</b>	<b>Justification</b>	<b>Appropriation</b>
<b>B130</b>	Legal Advice from City Attorney—Legal for Redevelopment Project	<b>\$5,000</b>
B240	Miscellaneous Training Seminars	\$500
B990	Food and Incidentals for Meetings	\$600

<b><u>FUND</u></b>	<b><u>FUNCTION</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNT</u></b>
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<b>General</b>	<b>Advisory to the Council and City Manager</b>	<b>Boards and Commissions</b>	<b>1608</b>
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**1608 PARKS AND RECREATION COMMISSION** - This commission is involved in making recommendations with respect to parks, playgrounds, recreational areas and beautification same as well as comprehensive programming for sports and leisure time activities for Olivette citizens. The Commission also makes recommendations for long-term capital improvement needs for Olivette's leisure time activities and reviews and comments on annual budgetary needs.

Established under Ordinance No. 2443 which is Title I, Chapter 125, Article I of the Code of Ordinances of the City of Olivette.

**Justification for Selected Operating Accounts**

<b>Account</b>	<b>Justification</b>	<b>Appropriation</b>
<b>B914</b>	MPRA Membership for Commission	<b>\$400</b>

<b><u>FUND</u></b>	<b><u>FUNCTION</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>ACCOUNT</u></b>
<b>General</b>	<b>Advisory to the Council and City Manager</b>	<b>Boards and Commissions</b>	<b>1609</b>

**1608 COMMUNITY AND CULTURAL EVENTS COMMISSION---** The Community and Cultural Events Commission was established under Ordinance No. 2392 and serves as an advisory body to the City Council on cultural affairs and community events. It combined the functions of the former Community and Special Events Commission and Cultural Affairs Committee. Established by Section 125.150 of the Code of Ordinances of the City of Olivette. The Commission:

- Works for the enhancement of community life, reviews suggestions for community events, programs and festivals, and works on efforts to foster community togetherness
- Encourages public participation and volunteer involvement with community activities and programs and establishes community recognition awards for volunteers
- Promotes cooperation between private citizens and organizations and the City in sponsoring community events relating to community and culture and facilitating communication to coordinate communication and support
- Serve as an advisory body to City Council on community and cultural events, including planning, allocations, and coordination with the City's comprehensive plan

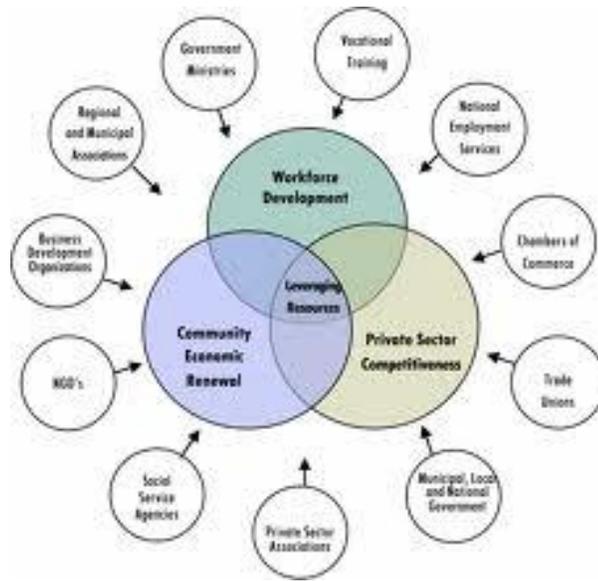
**Justification for Selected Operating Accounts**

<b>Account</b>	<b>Justification</b>	<b>Appropriation</b>
B220	Postage to announce and advertise cultural/community events	\$500
B310	Advertising for Special Events	\$1,200
B320	Printing for Advertising of Cultural Events	\$650

B990	Refreshments for Cultural Events	\$500
	Boo Bash	2,500
	Art & Photo Show	\$1,000
	Parties in the Park	\$6,000
	Other Programs	\$4,000
C251	Supplies for Special Events	\$500
C470	Awards for Special Community Events	\$300

## ECONOMIC DEVELOPMENT COMMISSION

TITLE	NAME
	Douglas Wolfe (Business rep.)
	Rod Patershuk (Business rep.)
	Chris Cochran
	Michael Sewell
	Jeffrey Springer
	James Goodman
	Matt Hirsch
(non-voting)	David Book (CCO Chamber)
(Non-voting)	Leif Hauser
(Alternate)	Missy Waldman
Staff	Carlos Trejo



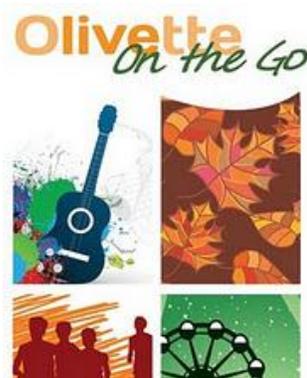
## PLANNING AND COMMUNITY DESIGN COMMISSION— 7 MEMBERS – SECTION 125.050

TITLE	NAME
	Carol Waggoner
Vice Chair	Vance Lischer
Secretary	J. Gregory Carl
	Thomas Graham
	Ruth Springer
	Jack Kerman
Chair	Sanford Goldman
City Mgr.	T. Michael McDowell
Staff	Carlos Trejo
Liaison	Pablo Flinn
Alternate	Missy Waldman
Liaison	



## SUMMER FESTIVAL COMMITTEE

TITLE	NAME
	Pat O'Neal



Chair	Larry Gerstein Paul Brennen Larry Norber Mark Biernacki Kat Ruth Amy Luke Busker Doug Cohen
Liaison	Arthur Merdinian
Staff	Jeff Wade

**INSURANCE ADVISORY BOARD  
AND BOARD OF TRUSTEES FOR  
RETIREMENT PLAN FOR  
SALARIED EMPLOYEES**



TITLE	NAME
Chair	Jeffrey B. Lapidus, CSA,CBES Alan Robbins Abby Mendillo Burton J. Wilner Ruth Springer
Employee Rep	Sergeant Bill Miller
City Manager	T. Michael McDowell
Liaison	Jean Antoine

**PARKS AND RECREATION  
COMMISSION - 7 members**



TITLE	NAME
Chairperson	Phil Hengen Lois Loomstein Ed Kastner Mimi MacDonald Joseph Mulligan Vavancy Michael Sokolik

Liaison	Pablo Flinn
Parks Director	Jeff Wade
City Mgr.	T. Michael McDowell

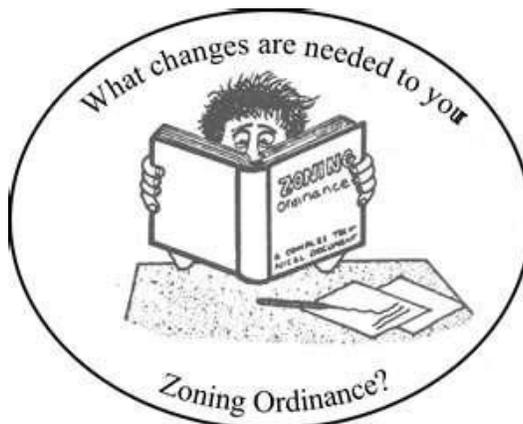
**COMMUNITY AND CULTURAL EVENTS COMMISSION – 9 VOTING MEMBERS/1 NON-VOTING MEMBER— ORDINANCE #2392**

TITLE	NAME
	Rick Millner
Secretary	Susan Schwartz
	Tommy Pillars
	Vacancy
Chairman	Marilyn Merritt
	Vacancy
	Sue Weintraub
	Vacancy
	Will Bolden
Non-vote	(student)
Liaison	Missy Waldman
City Mgr	T. Michael McDowell
Parks Director	Jeff Wade



**ZONING BOARD OF ADJUSTMENT – 5 MEMBERS – SECTION 280.180**

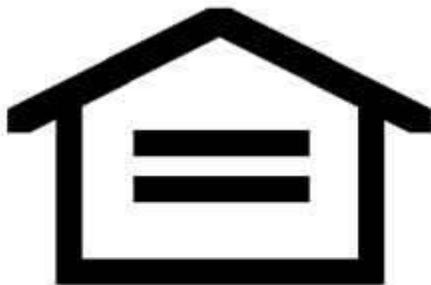
TITLE	NAME
	Gary Hafer
Chair	Larry Gerstein
	Consuella Meeks
	Richard Brophy
Vice Chair	Kenneth J. Hearst, CCIM
Alternate	Lynn Steele
Alternate	Vacancy
Alternate	Vacancy
Liaison	Leif Hauser
Staff	Carlos Trejo



**PERSONNEL BOARD OF APPEALS – 5 MEMBERS – SECTION 20.510**



TITLE	NAME
	Abby Morrel Mendillo
	Phil Hengen
	Vacancy
	Vacancy
	Susan Pittman, MD
Liaison	Arthur Merdinian
City Mgr.	T. Michael McDowell



**EQUAL HOUSING OPPORTUNITY**

**OLIVETTE HOUSING AUTHORITY – 4 year terms**

TITLE	NAME
	Joyce Pettus-Davis
	Megan Zimmerman
	Suzann Antoine
Chair	Dona Turpin

Liaison

Deborah Smith

Arthur Merdinian

City Mgr.

T. Michael McDowell

**FY 2012-13 OPERATING BUDGET  
DEPARTMENTAL BUDGET SUMMARY  
General Fund - 01 Department: Boards & Commissions- 1600-1609**

ACCOUNT NO.	ACCOUNT	FY 2012-13 APPROPRIATION
<b>1601 Planning and Community Design Commission</b>		
<b>Contractual Services</b>		
01-1601-B130.00	Legal Services	\$500
01-1601-B190.00	Miscellaneous Professional Services	\$200
01-1601-B240.00	Travel & Training	\$200
01-1601-B310.00	Legal Notices/Advertising	\$350
01-1601-B320.00	Printing	\$250
01-1601-B990.00	Miscellaneous Contractual Services	\$300
<b>Subtotal---Contractual Services</b>		<b>\$1,800</b>
<b>Commodities</b>		
01-1601-C120.00	Maps and Periodicals	\$300
<b>TOTAL-----1601</b>		<b>\$2,100</b>

**1606 Zoning Board of Adjustment**

<b>Contractual Services</b>		
01-1606-B130.00	Legal Services	\$500
01-1606-B310.00	Legal Notices/Advertising	\$350
01-1606-B990.00	Miscellaneous Contractual Services	\$400
<b>Subtotal---Contractual Services</b>		<b>\$1,250</b>
<b>Commodities</b>		
01-1601-C120.00	Maps and Periodicals	\$100
<b>TOTAL-----1606</b>		<b>\$1,350</b>



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***ELECTIONS—1800***



# Olivette

*...in the center of it all*



# ANNUAL BUDGET EXPENDITURE CRITERIA

	<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
	<b>General</b>	<b>General Government</b>	<b>Elections</b>	<b>1800</b>	

## DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B160.00	PR Services	Consulting Services	\$3,500
B990.00	Misc. Contract Services	August, 2012 Special Election	\$4,000
		April, 2013 Municipal Election	\$4,000

This activity, under the supervision of the City Clerk, is responsible for conducting all elections held by and for the City. This budget provides for general elections, as well as any special elections, that could take place during the year.

### GOALS

To hold legal elections within the city.

### OBJECTIVES

From time to time, it is necessary for citizens to vote on issues vital to the city, and the City of Olivette must ensure that elections are conducted in a legal manner, in accordance with the Federal, State, County and City laws.

The City Clerk is the primary contact for issues relating to City elections. Depending on the number of elections, the cost fluctuates from year to year. Elections are administered in the City of Olivette by the Board of Commissioners for the St. Louis County Election Commission.

**FY 2012-13 OPERATING BUDGET  
DEPARTMENTAL BUDGET SUMMARY  
General Fund - 01 Department: Elections – 1800**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
<b>CSVC</b>	<b>Contractual Services</b>				
B160.00	Public Relations Services	\$0	\$0	\$0	\$3,500
B310.00	Legal Notices/Advertising	\$21	\$20	\$50	\$60
B320.00	Printing	\$0	\$0	\$200	\$300
B990.00	Misc. Contractual Services	\$2,321	\$2,701	\$9,000	\$9,000
	<b>TOTAL- CONTRACTUAL SER.</b>	<b>\$2,342</b>	<b>\$2,721</b>	<b>\$9,250</b>	<b>\$12,860</b>

**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**

**Olivette**

*...in the center of it all*

**GENERAL FUND**

***ANIMAL  
CONTROL/ENVIRONMENTAL—2000***



# ANNUAL BUDGET EXPENDITURE CRITERIA

<b><u>FUND</u></b>  General	<b><u>FUNCTION</u></b>  Rabies, Animal and Mosquito/Larvacide Control		<b><u>DEPARTMENT</u></b>  Health Department	<b><u>ACCOUNT</u></b>  2000
<b>PAY PLAN GRADE</b>	<b>POSITION TITLE</b>	<b>PREVIOUS FY 2010-11</b>	<b>PROPOSED FY 2011-12</b>	<b>SALARIES FY 2012-13</b>
130	Animal Control Officer	1	1	\$28,637.85

## JUSTIFICATION OF SELECTED OPERATING ACCOUNTS

Account	Justification	Appropriation
B990.00	St. Louis County Vector Control Contract	\$2,500
C310.00	Fuel for Animal Control Patrol & Response	\$1,400

The Health Department, under the supervision of the Public Safety Director, supervises and performs all matters relating to public health and animal control.

### **GOALS**

To encourage the proper care and treatment of dogs and other domestic animals, and to protect persons and property from harm by enforcing the City's ordinances. The officer routinely patrols the various neighborhoods of the City and responds to calls regarding stray animals. Last year he responded to 173 calls for Animals Running Loose.

To turn stray dogs and cats over to the St. Louis County Health Department Animal Adoption Center of Baur Boulevard.

To continue to monitor the food operations, environmental hazards, pollution, refuse disposal, etc.

### **OBJECTIVES**

To insure the humane treatment of animals, control disease and provide for a healthy climate.

The Animal Control Officer is responsible for the control of stray animals and enforcement of laws pertaining to animal licensing. He is also used as a crosswalk guard as the occasion arises and spends several hours a day at City Hall doing custodial and other related duties.

**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Animal Control – 2000**

Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
<b>Personnel Services</b>				
Salaries---Regular Employees	\$27,457	\$26,584	\$25,970	\$27,017
Longevity	\$792	\$1,103	\$1,318	\$1,350
Overtime	\$0	\$0	\$100	\$100
FICA	\$1,942	\$1,875	\$2,125	\$2,189
Unemployment Comp	\$132	\$175	\$0	\$0
Clothing Allowance	\$300	\$75	\$150	\$150
<b>TOTAL---PERSONNEL</b>	<b>\$30,623</b>	<b>\$29,812</b>	<b>\$29,663</b>	<b>\$30,806</b>
<b>Contractual Services</b>				
Equipment Repairs	\$0	\$0	\$120	\$120
Truck Repairs	\$368	\$40	\$1,500	\$300
Workers Compensation	\$651	\$528	\$497	\$510
Group Health & Liability	\$8,440	\$9,610	\$11,270	\$11,432
Life Insurance/LTD	\$200	\$188	\$208	\$218
City Pension Contribution	\$0	\$0	\$0	\$0
Misc. Contractual Services	\$1,836	\$2,788	\$3,500	\$3,500
<b>TOTAL-CONTRACTUAL SER.</b>	<b>\$11,495</b>	<b>\$13,154</b>	<b>\$17,095</b>	<b>\$16,080</b>
<b>Commodities</b>				
Hardware/Small Tools	\$0	\$0	\$0	\$0
Institutional Supplies	\$0	\$0	\$0	\$50
Gasoline & Oil	\$1,473	\$1,990	\$1,500	\$1,500
Automotive Accessories	\$0	\$0	\$250	\$250
Dog Licensing	\$93	\$0	\$120	\$120
Miscellaneous Commodities	\$10	\$0	\$100	\$100
<b>TOTAL COMMODITIES</b>	<b>\$1,576</b>	<b>\$1,990</b>	<b>\$1,970</b>	<b>\$2,020</b>
<b>Capital Outlay/Improvements</b>				
Trucks	\$0	\$0	\$0	\$0
<b>TOTAL--CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL DEPARTMENT</b>	<b>\$43,694</b>	<b>\$44,956</b>	<b>\$48,728</b>	<b>\$48,906</b>

# Olivette

*...in the center of it all*



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**

**Olivette**

*...in the center of it all*

**GENERAL FUND**

***FIRE DEPARTMENT—2500***



# ANNUAL BUDGET EXPENDITURE CRITERIA

	<b>FUND</b>	<b>FUNCTION</b>		<b>DEPARTMENT ACCOUNT</b>	
	<b>General</b>	<b>Public Safety</b>		<b>2500</b>	

## STAFFING ALLOCATION

PAY PLAN GRADE	POSITION	AUTHORIZED FTE 2011-12	AUTHORIZED FTE 2012-13	SALARIES 2012-13
4	Fire Chief	1.0	1.0	\$94,372
9	Asst. Fire Chief	1.0	1.0	\$77,518
21	Fire Captain	3.0	3.0	\$215,063
31	Fire Lieutenant	3.0	3.0	\$208,321
37	Firefighter/Paramedic	14.0	14.0	\$906,726
85	P/T Secretary	0.5	0.5	\$20,553

## DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B150.00	Medical Services	Pre-Employment Testing	\$2,800
		HIPPA Shots for Staff	\$500
		Return to Work Testing	\$375
		PPD Shots for Staff	\$400
		Flu Shots for Staff	\$400
		Exposure Care---Hazardous Materials	\$500
B167.00	Software Support	Firehouse Package Annual License	\$1,175
		Share of Emergency Notify System	\$4,680
B240.00	Travel & Training	County Fire Academy Special Programs	\$1,500
		EMT/Paramedic Classes for Firefighters	\$4,000
		Mutual Fire Service Training w/Partners	\$2,000
		State Fire Marshall Conference	\$800
		Missouri Fire Chief's Conference	\$850
		MEMSA Clinical Conference	\$700
		Association of Arson Investigators—Missouri	\$500
		County Fire Academy—Recruit Training	\$7,000
		North County Mutual Training	\$800
		FDIC Conference	\$2,000

		Missouri Winter Fire School	\$1,000
		Missouri Summer Fire School	\$1,000
		Fire Service Leadership Enhancement Training	\$1,300
B245.00	Tuition Reimbursement	Firefighter Reimbursement—Higher Ed.	\$6,000
B310.00	Legal Notices	Ads for Filling Staff Vacancies	\$1,100
B440.00	Telephone	Basic Service	\$2,100
		Phone Lease	\$3,263
		Connectivity	\$200
		Cell Phone Service	\$2,640
		Cable Television Connection	\$768
B540.00	Equipment Repair	AED Unit Repairs	\$900
		Small Engine Repair	\$450
		Phone & Communication Repairs	\$200
		Repair Fire/Rescue Equipment	\$1,500
		SCBA Repairs/maintenance	\$1,900
		Annual Fire Pump Testing	\$600
		Annual Ladder Testing	\$300
		Annual Fire Extinguisher Service/repair	\$250
		Air Compressor Certification/Repair	\$1,125
		SCBA Mask/Cylinder tests	\$850
		Structural FF Gear Cleanup/Inspection	\$875
B542.00	Copier Maintenance	Repair/Maintenance—FD Copier	\$725
		Use of City Hall Copier	\$525
B545.00	Computer Maint.	Hardware Maintenance---REJIS	\$620
		Network System Maintenance---REJIS	\$4,685
		Connectivity	\$450
		Air Cards	\$2,100
		Other Computer maintenance	\$2,200
B550.00	Automotive Repairs	Repair/maintenance—FD Passenger Units	\$1,600
B551.00	Truck Repairs	Repairs/maintenance---Fire Apparatus	\$11,800
B620.00	Linen & Rental	Laundry Service----Linens	\$1,500
		Bed Linen & Towel Replacement	\$500
B630.00	Radio Repairs	Mobile/Portable Radio Unit Maintenance	\$2,275
		Tone System/Pager Maintenance	\$240
		Unit Repairs & Batteries	\$300
B780.00	Group Health/Dental	City Share---Group Health Dental Coverage	\$226,966
B912.00	REJIS Expenses	CAD Support	\$660
		REJIS Policy Acknowledgement Software	\$540
B914.00	Dues/Memberships	IBC-Fire Marshall	\$50
		St. Louis Fire Chief's Association	\$600
		Missouri Fire Chief's Association	\$75
		State/Metro Fire Marshall's Association	\$70
		MABOI—Fire Marshall	\$40
		Missouri EMS Association	\$110
		IAFC---Fire Chief	\$204
		IAAI---Fire Chief	\$75
		Fire and Fraud Investigators Assn.	\$25
		St. Louis County Hazmat Team Membership	\$250
B915.00	ECDC	1/3 Share of Annual ECDC Costs	\$49,073
B970.00	Clothing Allowance	Clothing Allocation for Staff per MOU	\$14,500

C110.00	Office Supplies	Share of Central Stores	\$500
		General FD Office Supplies	\$700
		Paper Shredder for HIPPA	\$100
C125.00	Books/Publications	Fire Prevention Materials	\$600
		PR Handouts/Literature	\$600
		IFSTA/NFPA Code Books	\$300
C310.00	Gasoline & Oil	Fuel Allocation for FD-Assigned Units	\$12,400
C240.00	Firefighting Equip.	SCBA Air Purifiers	\$1,400
		Replacement Turnout Gear	\$3,600
		Turnout Gear Repairs	\$600
		Gloves/Hoods	\$900
		Fire Helmet Repairs	\$250
		Ranger Boots Replacement	\$550
		5 gallon foam containers	\$450
		Miscellaneous Firefighting Equipment	\$1,800
B455.00	Medical Supplies	Miscellaneous Supplies for Pumper Units	\$1,000
C490.00	Misc. Commodities	Coffee Allowance for 3 Crews per MOU	\$1,080
D320.00	Operating Equip.	Overhead Projector	\$900
		Vacuum Cleaner	\$350
D325.00	Furniture	Chairs for Training Room	\$225
D330.00	Vehicles	Replace Command Vehicle for Asst. Chief *	\$45,550
D332.00	Fire Apparatus	Pumper Lease for Crimson Pumpers **	\$63,336
D340.00	Public Safety Equip.	25 Structural Turnout Gear for Staff	\$67,400

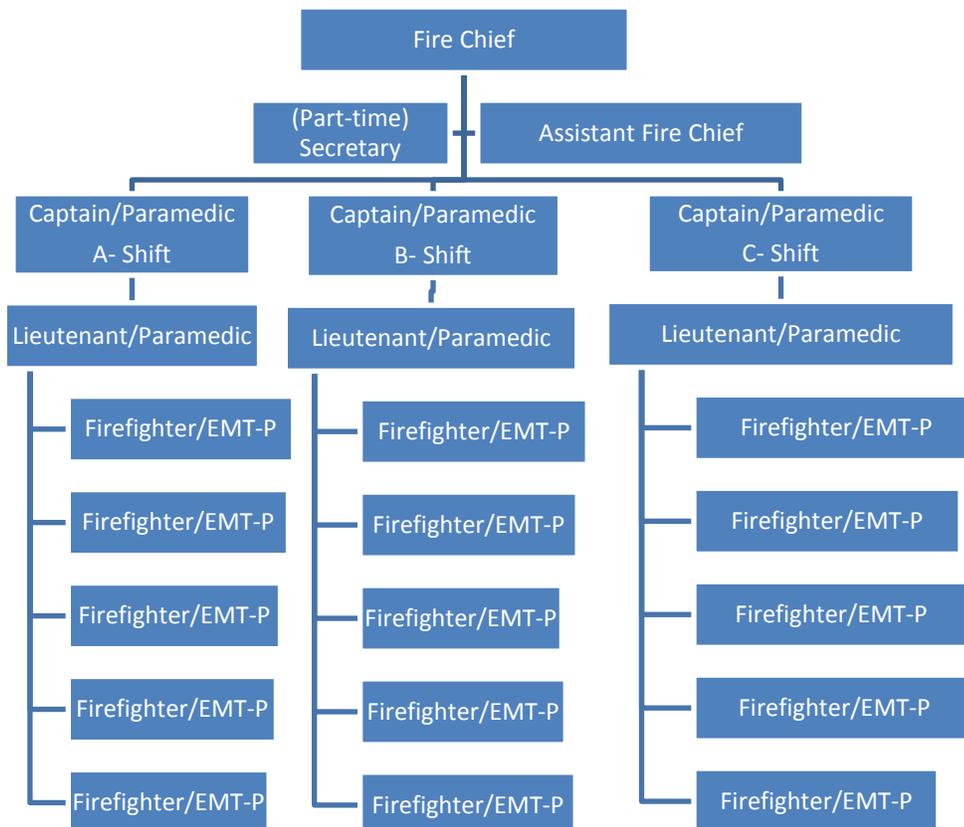
\*Funded from Capital Improvement Fund

\*\*Funded from Capital Improvement Fund and Fire Services Fund

# ANNUAL BUDGET EXPENDITURE CRITERIA

The Fire Department's role in protecting the lives and property of the City of Olivette residents and business community, as well the many visitors to the community, is paramount. The Olivette Fire Department currently provides fire and rescue response and Emergency Medical Services (EMS) not only to the residents of Olivette but also to Elmwood Park and Primm Garden Place, an unincorporated area of St. Louis County. The department's budget has authorization for a Fire Chief, Assistant Fire Chief and (part-time) Secretary, who work Monday through Friday and make up the administrative staff of the department. There is one Captain and one Lieutenant (Supervisors); along with Firefighter/Paramedics assigned to each of the three-shifts who respond on the fire apparatus. Shift firefighters work a 24-hour shift and average 56-hours per week. There are, at least, five firefighters (including a supervisor) on-duty at all times. The department's uniformed staff is 100% Paramedic licensed by the State of Missouri.

The department underwent a significant restructure due to an unprecedented turnover with 10 of the 22 uniformed personnel retiring between December 31, 2008 and January 1, 2010. Nine (9) uniformed firefighters, plus the previous Fire Chief retired, which included all of the Officers (Supervisors). The restructure reduced two (2) Chief Officer positions by eliminating the three Battalion Chief positions (1 per shift) and receiving Council authorization to have an Assistant Fire Chief. It also placed a supervisor on the fire truck at all times and assured proper staffing on the fire apparatus to meet the needs of our community. Three Captains, who serve as the senior shift supervisor, and three Lieutenants, who serve as the second in charge on the shift under the Captains were promoted and supervise the day-to-day shift activities. Nine new Firefighter/Paramedics were hired to replace the retirees. On December 30, 2008 the median age of the department was 46.1 years and the median years of service were 18.8. On January 1, 2010 the median age dropped to 34.9 years and the median years of service is now 6.5. The Secretary position was reduced from full-time to part-time.



## Fire Department Organizational Chart

The Insurance Service Organization (ISO) fire classification for the City of Olivette remains a Class 4. The ISO classification, which impacts insurance rates for a community, is based on a 1-10 scale with class 1 (rating) representing exemplary fire protection, and a class 10 indicates that the area's fire suppression program does not meet minimum recognition criteria for the area. The ISO rating system impacts insurance rates; therefore, a lower ISO classification earned by a fire protection agency usually results in reduced insurance rates by many carriers.

One of the Fire Department's missions is to provide our community with quick pre-hospital attention. When a call for medical assistance is requested, we strive to deliver quality, compassionate, patient care and help the sick or injured with their emergency. Having Paramedics that are trained in the latest techniques, have advanced training in all aspects of Life Support Care, and have the ability to initiate treatment expeditiously is critical to successful outcome.



On November 1, 2010, the Fire Department implemented a fire department based Life Support Vehicle (LSV) transport service (ambulance). Implementing a fire department based ambulance resulted in several positive outcomes. The most important outcome is improved, uninterrupted, emergency medical delivery. The City gained direct control of this vital component of public safety service and is not subject to the uncertainties of a business agreement with a private corporation. Continuity and quality of patient care is maintained from the moment the Olivette Paramedics arrive on-scene until the patient has been delivered to a higher level of care: The Emergency Department Medical and Nursing staff. The second is that the department greatly enhanced pre-hospital service that the City of Olivette provides to its citizens at no additional cost.

Additionally, the City expanded the practice of sound fiscal management by recovering costs associated with providing emergency medical service through a user fee plan. The citizens of Olivette receive a consistently high level of pre-hospital care (all the way to the hospital) as each of their neighboring community's do, while the City recovers the costs for the service, thus meeting a national standard.

### **GOALS:**

1. Our primary goal is to provide the best services possible to the community with the resources we are provided.

2. Preserving the ISO Class 4 rating requires improvements within the department and facilities. Maintaining a sufficient number of firefighter's on-duty tops the list. A close second, is ensuring that every firefighter maintains the highest level of training.
3. Building a new fire station is vital for operations. The current station is over 50-years old and has outlived its projected life expectancy. In addition to the outdated living conditions, the engine room design forces the department to purchase apparatus that fits the size of the station, rather than purchase equipment that meets the needs of the community. The age and construction of the building are of concern in the event of an earthquake and the possibility of the structure coming in on the firefighters and fire trucks. The citizen facilities task force, appointed by the City Council, made several recommendations to the Council regarding city buildings. One key item, specific to the fire department, as noted by the task force, is "Construction of a new fire house in the same location as the current facility on Olive Street. This location is considered ideal, central, and visible to all citizens. A separate but connected building will provide privacy for resting firemen and will also lend itself to any possible future consolidation of fire districts." The task force findings noted,

**City Hall, Police and Fire Departments:** The current government center is located at 9473 Olive Boulevard and houses the City's administrative functions, fire department, police department, and Courts.

**Findings:**

The obvious impression of the existing structure is that it is old, has been modified (poorly), offers inadequate space for IT equipment, telephone switch and storage; also noted that the Fire Department is cramped with an inadequate bunkhouse and rest areas and that the Police Department, while no longer a location for holding of prisoners, is inadequate for current needs – notwithstanding the economy of space achieved by sharing of "911" service with adjacent municipalities.

The task force considered the following issues surrounding the existing City Hall facility:

- Building is inadequate for current needs;
  - Fire Department has inadequate space for current function;
  - Fire Department bunkhouse is outdated and offers no privacy to its occupants.
4. Ultimately, seeking and, becoming a nationally accredited fire department will be good for the department and the community, but is a long-range, not a short-range, goal.
  5. The fire department recognizes that active participation in the community is incredibly important. Our goal is to help the community in all areas of fire and injury prevention. Establishing a community-based Automatic External Defibrillation (AED) program is desirable. Providing community CPR and AED training and joining with the Police department to provide Community Emergency Response Training (CERT) classes are targeted. The department provides free blood-pressure screening, fire extinguisher training, smoke-detector installations and participates in various community events such as "Olivette on the Go" and "Parties-in-the-park".



6. Training is a high operational priority for the fire department. Part of our training includes obtaining various certifications through the State of Missouri Division of Fire Safety. A program is now

established for all of the ranking officers to obtain certification as “Fire Officer” through the State of Missouri and every Supervisor in the department is now certified to (at least) Fire Officer level 1. The National Fire Protection Association (NFPA) establishes guidelines and educational requirements for each rank in a fire department. Our goal is to meet or exceed those standards. Additionally, all firefighters are required to be certified to a minimum of Hazardous Material Operations level. We have met this goal.



7. We are a member agency of East Central Dispatch Center, which receives 911 calls from Olivette and dispatches fire and EMS calls. The department is working toward having mobile data terminals linked with dispatch in every fire department vehicle. This year, we met our goal to have dispatch data, such as address and response time, automatically populate from the dispatch center into our fire reporting system, which has eliminated data entry errors with this information.
8. The goal is to continue the growth of the department and continue to cultivate our comprehensive management team who shares the vision of the Chief. Throughout the organization, we must remember that providing the best services possible for our citizens, business community and visitors, is always the highest priority. Doing what is right for the community, every day, must be the number one thought with any decision made.

The Fire Department strives to reduce the frequency of fires. Fire prevention and education, combined with aggressive fire code enforcement are tools that are proven to help reduce fires. However, fires occur and when a fire does occur the department must be properly training, and well prepared for whatever situation we are presented.



## OBJECTIVES- FIRE:

1. Prevent fires from starting.
2. Confine fires to the place, or room, of origin.
3. Extinguish destructive fires.
4. Prevent the loss of life and property.
5. Reduce property destruction when called to scene.

6. Mitigate large emergency situations.
7. Improve firefighter safety while responding to and on emergency calls.

**OBJECTIVES- EMS:**

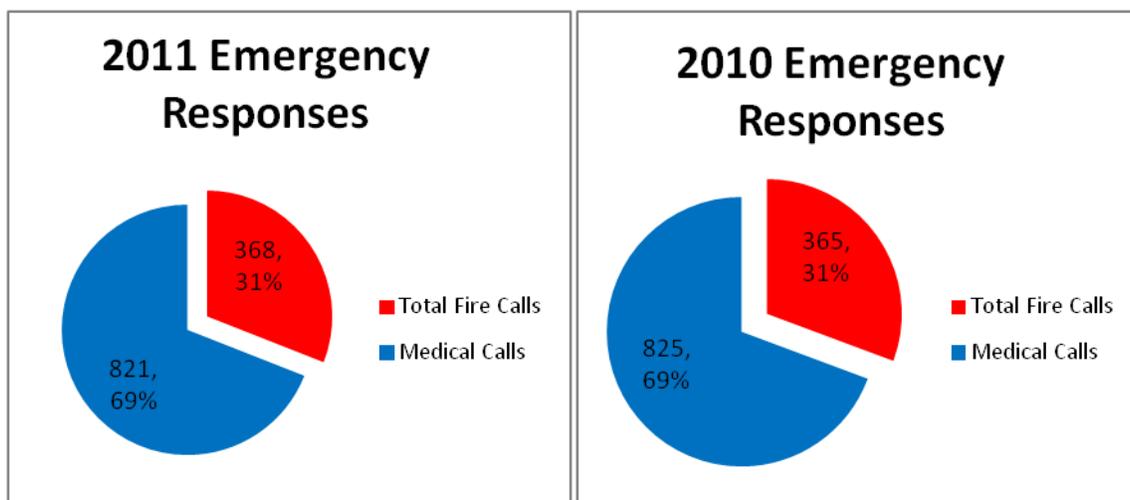
1. Provide state of the art pre-hospital care.
2. Treat all patients with dignity and compassion.
3. Reduce deaths through quick response and advanced care.
4. Establish a community Automatic External Defibrillation (AED) program.
5. Provide community education in CPR and AED use.
6. Support initiatives to reduce injuries.
7. Ensure patients have access to rapid transport to medical facilities.

**WORKLOAD/PERFORMANCE INFORMATION**

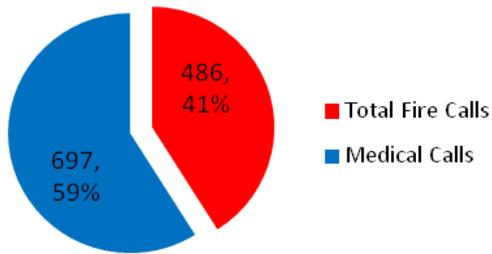
**Emergency Responses**

	<b><u>2011</u></b>	<b><u>2010</u></b>	<b><u>2009</u></b>	<b><u>2008</u></b>
Olivette Fire Calls	222	207	309	270
Fire Calls Outside of Olivette	146	158	177	209
<b>Total Fire Calls</b>	<b>368</b>	<b>365</b>	<b>486</b>	<b>479</b>
Medical Calls	821	825	697	776
<b>Total Fire &amp; Medical Calls</b>	<b>1189</b>	<b>1190</b>	<b>1183</b>	<b>1255</b>

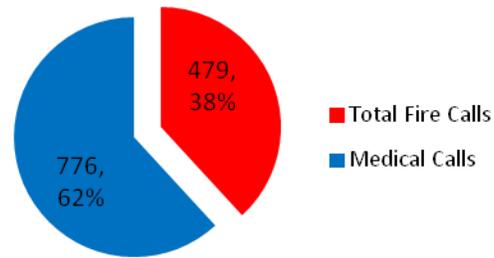
Annual Fire Department Fire related and EMS Responses



### 2009 Emergency Responses



### 2008 Emergency Responses

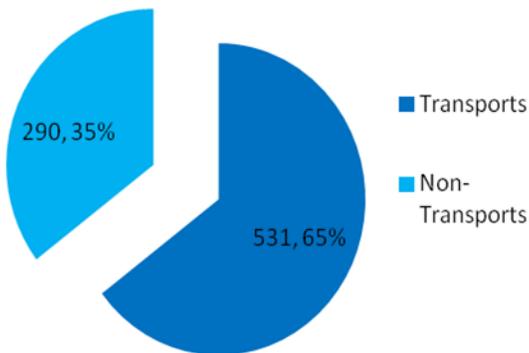


### EMS calls and Ambulance Transports

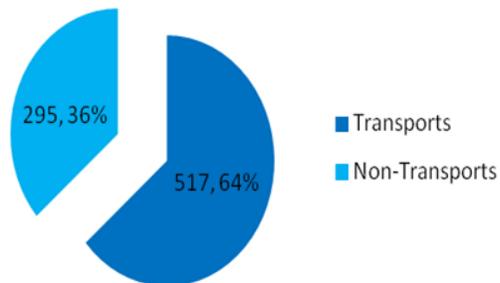
Emergency Medical Service	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Transports	531	517	491	519
Non-Transports	290	295	206	257
<b>Total Medical Calls</b>	<b>821</b>	<b>825</b>	<b>697</b>	<b>776</b>
Percentage of Transports	64.68%	62.70%	70.40%	66.90%

\* Note Olivette began transport services on November 1, 2010 of the 517 transports reported for 2010, Olivette transported 73.

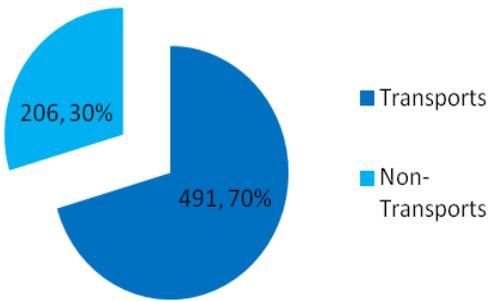
### 2011 EMS Calls



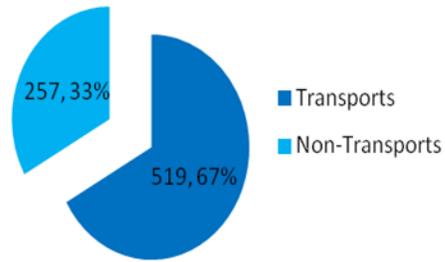
### 2010 EMS Calls



### 2009 EMS Calls



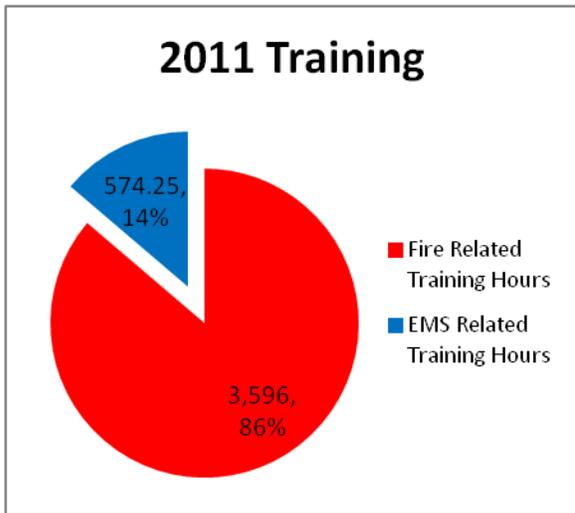
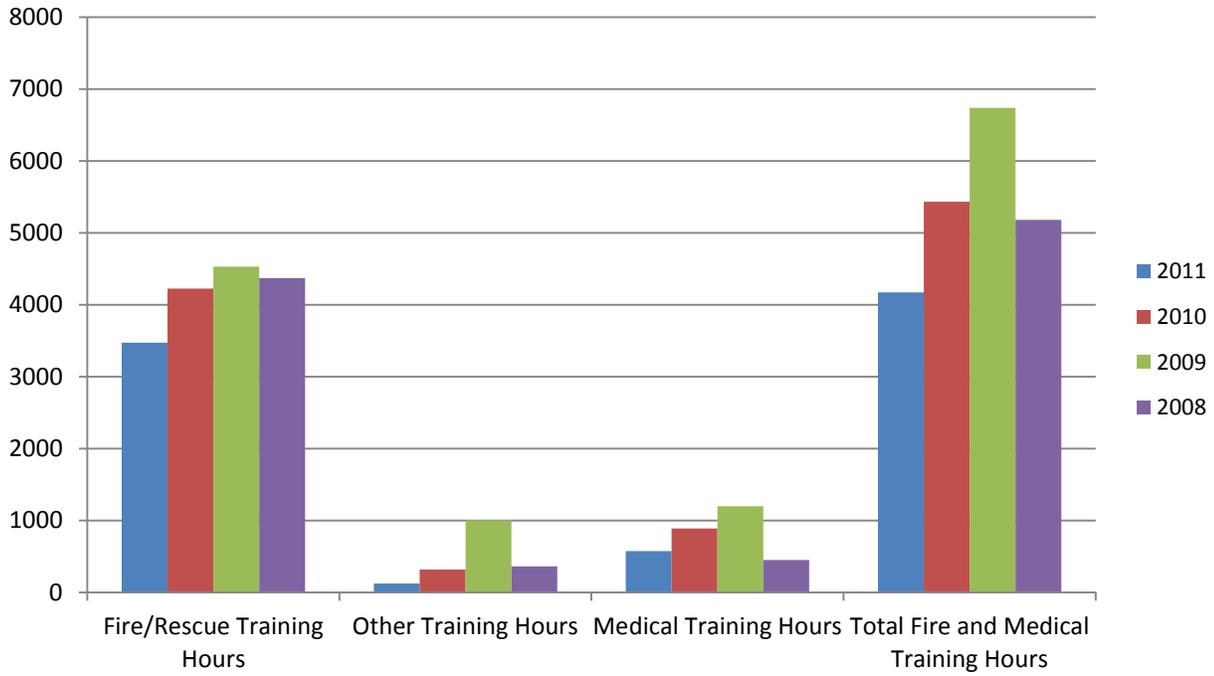
### 2008 EMS Calls



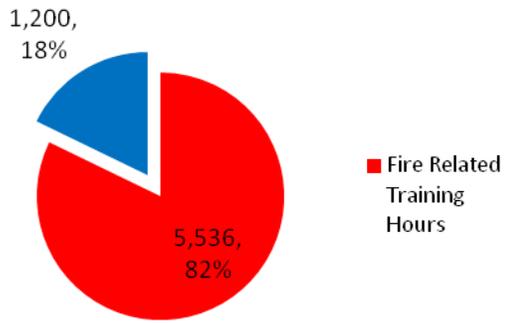
### Department Training

	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Fire/Rescue Training Hours	3474	4224	4531	4369
Other Training Hours	122	317	1005	363
Medical Training Hours	575	890	1200	451
<b>Total Fire and Medical Training Hours</b>	<b>4171</b>	<b>5431</b>	<b>6736</b>	<b>5183</b>

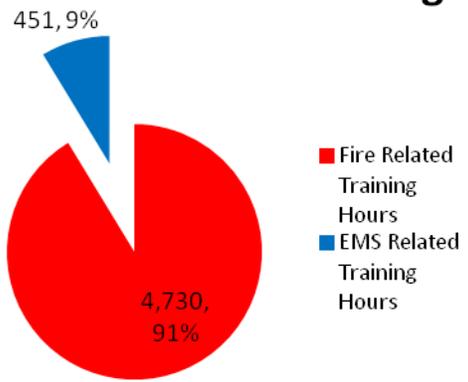
## Annual Fire Department Training



### 2009 Training



### 2008 Training



**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Fire - 2500**

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
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<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$1,463,601	\$1,107,502	\$1,294,668	\$1,330,604
A150.00	Holiday Pay	\$0	\$0	\$0	\$13,500
A300.00	Salary Adjustment	\$6,338	\$6,967	\$8,700	\$7,260
A400.00	Longevity	\$46,233	\$16,536	\$20,803	\$28,221
A500.00	Overtime	\$29,294	\$31,918	\$47,000	\$43,000
A550.00	FLSA Overtime	\$0	\$0	\$27,526	\$36,000
A600.00	FICA	\$113,163	\$91,926	\$107,000	\$111,582
A700.00	Unemployment Comp	\$2,774	\$3,386	\$0	\$0
<b>TOTAL---PERSONNEL</b>		<b>\$1,661,403</b>	<b>\$1,258,235</b>	<b>\$1,505,697</b>	<b>\$1,570,166</b>

<b>CSVC Contractual Services</b>					
B150.00	Medical Services	\$0	\$0	\$4,300	\$5,000
B167.00	Software Support/Maintenance	\$0	\$0	\$1,200	\$5,855
B190.00	Misc. Professional Services	\$5,316	\$4,714	\$0	\$0
B220.00	Postage	\$119	\$63	\$100	\$100
B240.00	Travel & Training	\$14,970	\$16,580	\$24,500	\$23,000
B245.00	Tuition Reimbursement	\$3,645	\$3,661	\$7,000	\$6,000
B310.00	Legal Notices/Advertisement	\$0	\$0	\$1,100	\$1,100
B320.00	Printing	\$575	\$716	\$650	\$1,500
B440.00	Telephone	\$9,841	\$9,310	\$8,920	\$9,000
B510.00	Building Repairs & Maint.	\$1,546	\$1,524	\$1,800	\$1,400
B540.00	Equipment Repairs	\$3,833	\$4,425	\$9,500	\$9,500
B542.00	Copier Maintenance	\$0	\$0	\$1,145	\$1,250
B545.00	Computer Maintenance	\$4,140	\$8,332	\$10,210	\$10,155
B550.00	Automotive Repairs	\$566	\$726	\$2,100	\$1,600
B551.00	Truck Repairs	\$14,188	\$13,039	\$11,800	\$11,800
B620.00	Linen/Equipment Rental	\$1,904	\$2,184	\$2,400	\$2,000
B630.00	Radio Repairs	\$2,184	\$2,136	\$2,400	\$2,600
B730.00	Workers Compensation	\$70,336	\$68,881	\$73,314	\$80,600
B780.00	Group Health & Liability	\$162,905	\$188,837	\$216,123	\$226,966
B790.00	Life Insurance/LTD	\$7,410	\$7,330	\$9,207	\$10,150
B912.00	REJIS Comm. /Control Data	\$630	\$825	\$1,200	\$1,200
B914.00	Association Dues	\$1,099	\$1,084	\$1,650	\$1,600
B915.00	ECDC	\$47,650	\$48,397	\$48,970	\$49,073
B920.00	Reception	\$0	\$0	\$300	\$300
B930.00	City Pension Contribution	\$0	\$0	\$0	\$0
B940.00	Newspaper Subscription	\$33	\$0	\$0	\$0
B970.00	Clothing Allowance	\$10,722	\$10,606	\$13,800	\$14,500
B980.00	Car Wash	\$159	\$195	\$400	\$400

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
B990.00	Misc. Contractual Services	\$3,642	\$1,224	\$0	\$0

<b>TOTAL-CONTRACTUAL SER.</b>			<b>\$454,089</b>	<b>\$476,649</b>
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<b>COMM</b>	<b>Commodities</b>				
C110.00	Office Supplies	\$1,160	\$1,082	\$1,800	\$1,300
C120.00	Map & Periodicals	\$150	\$473	\$200	\$200
C125.00	Books/Publications	\$1,889	\$1,272	\$1,800	\$1,500
C210.00	Building Maint. Supplies	\$8	\$13	\$600	\$200
C230.00	Painting Supplies	\$14	\$0	\$60	\$60
C240.00	Hardware/Small Tools	\$214	\$410	\$200	\$200
C250.00	Institutional Supplies	\$613	\$503	\$0	\$350
C310.00	Gasoline & Oil	\$8,281	\$10,522	\$12,400	\$12,400
C320.00	Automotive Accessories	0-	\$124	\$0	\$0
C420.00	Fire Fighting Equipment	\$9,535	\$4,200	\$10,800	\$9,700
C430.00	Uniform Accessories	\$1,350	\$78	\$340	\$340
C440.00	Photographic Supplies	\$18	\$30	\$75	\$75
C455.00	Medical Supplies	\$7,025	\$455	\$1,800	\$1,000
C460.00	Chemicals (Inc. Kerosene)	\$0	\$0	\$0	\$0
C470.00	Awards, Gifts, & Memorials	\$1,864	\$73	\$300	\$300
C490.00	Miscellaneous Commodities	\$1,080	\$1,177	\$1,080	\$1,080
<b>TOTAL COMMODITIES</b>				<b>\$31,455</b>	<b>\$28,705</b>

<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D311.00	Office Equipment				\$0
D320.00	Computer/Institutional Equip	\$7,853	\$2,319	\$500	\$1,250
D325.00	Furniture & Fixtures			\$2,625	\$225
D330.00	Automobiles				\$0
D340.00	Fire/Public Safety Gear	\$1,560	\$0	\$3,650	\$67,400
D390.00	Misc. Machinery & Equipment				\$0
<b>TOTAL--CAPITAL OUTLAY</b>					<b>\$68,875</b>

<b>TOTAL DEPARTMENT</b>	<b>\$1,661,403</b>	<b>\$1,258,235</b>	<b>\$1,991,241</b>	<b>\$2,144,396</b>
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Reminder: we have pumper lease payments from fire service fund 20 and capital improvement fund of \$31,668 each.

**ANNUAL BUDGET  
EXPENDITURE CRITERIA**

<b><u>FUND</u></b> General	<b><u>FUNCTION</u></b> Safety	<b><u>DEPARTMENT</u></b> Fire Department	<b><u>ACCOUNT</u></b> 2550
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**DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS**

**FY 2012-13**

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B460.00	Data Processing	Annual EMS Software License	\$2,000
		Maintenance---EMS Fax Service	\$400
		Monthly Fax Package for Reports	\$200
B540.00	Equipment Repair	Physio Control LP 15 Contract	\$1,033
		One-Pulse Ox Annual Maintenance	\$300
		LP15 Unit Repair Parts	\$600
B545.00	Computer Maintenance	Laptop Computer Repairs	\$300
B551.00	Truck Repairs	Repairs/Maintenance on Ambulance- Unit 2717	\$1,300
		DOT Inspection	\$75
B990.00	Misc. Contract Ser.	Billing Service Fees---Accounts Receive.	\$11,000
C310.00	Gasoline/Oil	115 Gallons/Month for Ambulance	\$5,500
C455.00	Medical Supplies	Replace Drugs & Medicines	\$15,400
		Lease Oxygen Bottles	\$200
		EMS Oxygen	\$500
		Bio-Hazard Waste Disposal	\$900
D332.00	Fire Apparatus	Annual Lease for Ambulance Unit	\$62,048

**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Fire - 2550**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
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<b>CSVC Contractual Services</b>					
B190.00	Misc. Professional Services	\$0	-\$16	\$0	\$0
B460.00	Data Processing	\$0	\$2,672	\$5,400	\$2,600
B540.00	Equipment Repairs	\$0	\$0	\$2,722	\$2,000
B545.00	Computer Maintenance	\$0	\$0	\$300	\$300
B551.00	Truck Repairs	\$0	\$0	\$600	\$1,375
B990.00	Misc. Contractual Services	\$0	\$5,737	\$11,000	\$11,000
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$0</b>	<b>\$8,393</b>	<b>\$20,022</b>	<b>\$17,275</b>

<b>COMM Commodities</b>					
C110.00	Office Supplies	\$0	\$0	\$0	\$0
C240.00	Hardware/Small Tools	\$0	\$0	\$0	\$0
C250.00	Institutional Supplies	\$0	\$0	\$0	\$0
C310.00	Gasoline & Oil	\$0	\$2,673	\$5,000	\$5,500
C320.00	Automotive Accessories	\$0	\$0	\$0	\$0
C420.00	Fire Fighting Equipment	\$0	\$0	\$0	\$0
C440.00	Photographic Supplies	\$0	\$0	\$0	\$0
C450.00	Drugs & Supplies	\$0	\$0	\$0	\$0
C455.00	Medical Supplies	\$0	\$15,787	\$17,100	\$17,000
C460.00	Chemicals (Inc. Kerosene)	\$0	\$0	\$0	\$0
C490.00	Miscellaneous Commodities	\$0	\$0	\$0	\$0
<b>TOTAL COMMODITIES</b>		<b>\$0</b>	<b>\$18,460</b>	<b>\$22,100</b>	<b>\$22,500</b>

<b>CAPT Capital Outlay/Improvements</b>					
D332.00	Fire Apparatus	\$0	\$62,047	\$62,048	\$62,048
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$62,047</b>	<b>\$62,048</b>	<b>\$62,048</b>

<b>TOTAL DEPARTMENT</b>		<b>\$0</b>	<b>\$88,900</b>	<b>\$104,170</b>	<b>\$101,823</b>
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**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**

**Olivette**

*...in the center of it all*

**GENERAL FUND**

***POLICE DEPARTMENT—2600***



**ANNUAL BUDGET  
EXPENDITURE CRITERIA**

<u>FUND</u>	<u>FUNCTION</u>		<u>DEPARTMENT</u>	<u>ACCOUNT</u>
General	Criminal Justice		Police Department	2600

**STAFFING ALLOCATION  
2012-2013**

<b>PAY PLAN GRADE</b>	<b>POSITION</b>	<b>AUTHORIZED FTE 2011-12</b>	<b>AUTHORIZED FTE 2012-13</b>	<b>SALARIES 2012-13</b>
5	Chief of Police	1.0	1.0	\$92,070
10	Captain	1.0	1.0	\$81,000
19	Lieutenant	2.0	2.0	\$142,288
30	Sergeant	6.0	6.0	\$404,809
30	Detective Sergeant	1.0	1.0	\$67,797
44	Detective	2.0	2.0	\$120,025
45	Police Officer	10.0	10.0	\$580,642
104	Police Secretary	1.0	1.0	\$35,212

**DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS  
FY 2012-13**

<b>ACCOUNT</b>	<b>ACCOUNT TITLE</b>	<b>JUSTIFICATION DETAIL</b>	<b>AMOUNT</b>
B150.00	Medical Services	Psychological Exams	\$750
		Physicals--New Hires	\$200
		Hepatitis A & B Shots	\$600
		Toxicology Tests	\$600
		Medical Exams for Prisoners	\$500
		PPD Shots	\$300
		Return to Duty Exams	\$400
B167.00	Software Supplies	Rapid Alert System	\$4,700
		Other Software	\$1,100
B190	Misc. Professional Svc.	Pre-employment exams	\$1,200
		Document Destruction	\$175
		Leads On Line Training	\$792
		Lexis -Nexis	\$360
		Major Case Squad Callout	\$1,200
		Citizen Police Academy	\$100
		Promotional Test	120
B240.00	Travel & Training	CVSA Recertification	\$2,500
		County Police Academy Dues	\$3,450
		LETSAC Conference	\$760
		Police Legal Sciences	\$2,800
		Missouri Public Safety Center Training	\$465
		Missing/Exploited Children Training	\$600
		Local Training	\$1,500
		Missouri Police Chief's Conference	\$800

B245.00	Tuition Reimbursement	Reimburse for College Training per policy	\$8,000
B310.00	Legal Notices	Job Vacancy Advertisements	\$1,000
B320.00	Printing	Property Envelopes	\$250
		Business Cards	\$270
		Evidence Envelopes	\$350
		Warrant Envelopes	\$240
B440.00	Telephone	Phone Lease and Connectivity	\$9,895
		Cell Phone Lease & Connectivity	\$2,700
B450.00	Equipment Repairs	Radar Certification	\$800
		Intoxilyzer Maintenance	\$150
		Radar/Siren Repairs	\$2,000
		Video System Maintenance	\$3,850
B542.00	Copier Maintenance	Maintenance/Repair---PD Copier	\$1,200
B545.00	Computer Maint.	REJIS Hardware Maintenance	\$720
		REJIS Network Maintenance	\$9,000
		Connectivity	\$710
		Computer Peripherals	\$3,000
B550.00	Automotive Repairs	Contract Repairs---Police Vehicles	\$10,000
B630.00	Radio Repairs	Contract Repairs to Police Radio Units	\$2,000
B780.00	Group Health/Dental	City Share—Health/Dental Premiums	\$282,594
B912.00	REJIS Expenses	Law Enforcement Subscription—REJIS	\$36,000
		REJIS---Communication & Maintenance	\$11,000
B914.00	Association Dues	MOPCA Dues	\$325
		FBI National Academy Dues	\$225
		Regional Safety Council	\$50
		NATW Membership	\$25
		Greater STL Law Enforcement	\$30
		Major Case Squad	\$475
		IACP	\$120
		STL Police Chief's Association	\$50
		Midwest Fraud Association Dues	\$75
B915.00	ECDC	Cost Allocation for ECDC Membership	\$97,999
B917.00	Prisoner Housing	Share of Jail Costs—Richmond Heights	\$5,500
B970.00	Clothing Allowance	Uniform Costs at \$600 annually/officer	\$13,800
C110.00	Office Supplies	General Allocation---Office Supplies	\$2,200
		Specialized Supplies---Police Dept.	\$1,100
C255.00	Police Supplies	Intoxilyzer Supplies	\$300
		Radio Equipment	\$100
		Mobile Ticketing Paper	\$350
		Taser Cartridges & Supplies	\$2,200
		Voice Recorder	\$250
		Fingerprint Supplies	\$230
		Training Mats	\$300
C310.00	Gasoline & Oil	Fuel & Lubricant—Police-Assigned Fleet	\$42,000
C410.00	Ammunition	Firearms Qualification	\$5,500
C430.00	Uniform Accessories	Ballistic vests	\$2,300
		Awards	\$150
		Accessories	\$500
D320.00	Operating Equipment	Light Bar Replacement for Vehicles	\$15,320
D330.00	Automobiles	Replace Marked Vehicles 5 and 7 ***	\$45,742

D340.00	Public Safety Equip.	25 Sig Sauer Handguns	\$9,885
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\*\*\* Funded from Capital Improvement Fund

### **MISSION STATEMENT**

The Olivette Police Department is committed to working as a team with other City departments, government agencies, and our community to provide innovative, effective, and efficient service to improve the quality of life in the City of Olivette, Missouri. We are committed to serving the public with respect, fairness and compassion. In doing so, we will maintain the highest level of ethical and moral standards to ensure the Constitutional Rights of all individuals. To this end, all officers of the Olivette Police Department have been certified by the Missouri Department of Public Safety's Peace Officer Standards and Training program.

### **GOALS**

The goals of the police department for 2012-13 are:

The Olivette Police Department exists for the purpose of protecting life and property and maintaining social order within carefully prescribed ethical and constitutional limits. Through a cooperative effort, we will continue to provide quality service to the community as a recognized, professionally operated police department, utilizing state-of-the-art information and policing technologies, attracting and maintaining professional employees, consistently improving our quality of training, and demonstrating innovation and operation flexibility. The police department is dedicated to maintaining the community as a safe place to live, work and visit.

Having been certified by the Missouri Police Chiefs' Association in October 2010, the Olivette Police Department will work as a team to maintain its certification. Policies and procedures will be revised and updated, as needed, and the Department will be reassessed in 2013.

The men and women of the Olivette Police Department are committed to reaching out to the community, meeting with residents, business owners and community leaders. We, as professional law enforcement officers, are community role models and ambassadors of our city government.

The Police Department has been involved in the creation of a new City website, to include a section specific to the Department. One of the most important aspects of the new website is that it is very interactive with the public. The Police Department section of the website will be maintained by Police

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

personnel so that it includes up-to-date and pertinent information for our residents and other website visitors.

During the first half of the year, a survey of citizens and businesses will be conducted to gain insight into their thoughts of the Olivette Police Department, to see how we are perceived in our community, and to find out if there are any suggestions on how we might better serve the Olivette community.

One of the many aspects of the Department that I am most proud of is our focus on training. Law enforcement is a very dynamic profession evidenced by ever-changing policies and procedures, as well as

new laws and approaches to calls for service. The Department will continue to seek out and send its members to training that is on the forefront of our profession so that we are constantly prepared to find proactive approaches to the needs of our community.

Even though we are a small community, we cannot forget that we are a part of a larger picture. Because of this, the Olivette Police Department will ensure interagency cooperation and collaboration on local and regional issues to include drug enforcement, traffic and DWI enforcement, domestic violence and strategic community threat assessment regarding all aspects of potential terrorist threats.

In order to effectively respond to the needs of our citizens, Police Department personnel must have the best tools at their disposal. The Olivette Police Department will continue to research state-of-the-art equipment and supplies so that its members are properly equipped to handle its calls-for-service.

During the year, the Department will evaluate its infrastructure to ensure members have a professional physical work environment that maximizes performance and customer service. We are still in the process of examining architectural drawings and City resources to enable the construction of a new government facility.

The Olivette Police Department endeavors to maintain sound fiscal financial management. To enhance operations, we actively seek out and apply for grant funding from both State and Federal government agencies and other revenue sources. Through diligence and prudent application, funds are allocated to programs throughout the year to aid in improved public services.

In order to attain goals, the Olivette Police Department will:

- Have innovative, honest, responsive leadership.
- Never be satisfied with the status quo; always seek ways to improve the Department's operations.
- Set the tone of professionalism, integrity, hard work and receptivity to change. Perfection will be expected.
- Require aggressive crime fighting to improve the utilization of patrol and investigative resources in the identification, arrest, and conviction of individuals committing criminal activity within our City.

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

- Require a professional work ethic and professional work product by officers engaged in routine police duties and preliminary and follow-up investigations.
- Enhance the role of Department personnel in the planning and development process.
- Emphasize education and training to all officers and begin preparing a succession plan.
- Recognize exceptional work by police employees.
- Stress the responsibility of all employees to be accountable to the Department and the community for his/her actions.



### Workload/Performance Information

<b>Major Crimes</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Assault	52	31	54
Auto Theft	42	13	3
Burglary/Business	4	6	6
Burglary/Dwelling	22	22	33
Stealing \$500 and Over	107	23	95
Sex Offenses	8	1	1
Robbery	4	6	6
Probation & Parole Arrest	1	2	0
Homicide	1	0	0
Manslaughter	0	0	0
<b>Summons Issued</b>	<b>2009*</b>	<b>2010*</b>	<b>2011</b>
Alcohol, Drugs-Non Traffic	-	10	9
Animals	-	22	33
Assault	31	23	10
Driver's License	81	132	124
C&I Driving	6	-	-
DUI, Alcohol-Drugs, Traffic	22	42	29
Electric Signal Violations	270	-	-
Emergency Equipment	-	48	62
Financial Responsibility	418	407	458
Lane Usage	-	29	14
Major Stop Sign Violation	188	-	-
Miscellaneous**	431	187	315
Obstructing Justice, Police	-	8	5
Parking	179	161	241
Registration	373	458	459
Seatbelt Violation	42	-	-
Signs, Signals	-	137	181

Snow Ordinance	59	-	-
Speeding	1,265	1,046	1,524
Stealing, Larceny (Under \$500)	11	13	11

<b>Total Summons Issued</b>	<b>**3,673</b>	<b>2,723</b>	<b>3,041</b>
<b>Total Police Actions</b>	<b>10,330</b>	<b>11,168</b>	<b>11,356</b>
<b>Total Miles Patrolled</b>	<b>145,465</b>	<b>135,730</b>	<b>136,044</b>
<b>Total Auto Accidents</b>	<b>289</b>	<b>249</b>	<b>290</b>

\*Due to new reporting procedures, some categories in 2009 have been eliminated. Also, several new categories have been added to 2010.

\*\*These totals include miscellaneous non-police issued summonses, which will not be included in the 2010 and beyond.

**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Fire - 2600**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$1,506,221	\$1,451,891	\$1,511,239	\$1,524,657
A150.00	Holiday Pay	\$0	\$0	\$0	\$14,250
A300.00	Salary Adjustment	\$11,228	\$12,347	\$13,500	\$11,850
A400.00	Longevity	\$75,945	\$73,901	\$80,174	\$83,730
A500.00	Overtime	\$31,301	\$23,863	\$24,000	\$24,000
A511.00	Court Appearance	\$8,964	\$6,459	\$17,000	\$12,800
A600.00	FICA	\$118,784	\$114,554	\$125,912	\$127,853
A700.00	Unemployment Comp	\$3,251	\$4,071	\$0	\$0
<b>TOTAL---PERSONNEL</b>		<b>\$1,755,694</b>	<b>\$1,687,086</b>	<b>\$1,771,825</b>	<b>\$1,799,140</b>
<b>CSVC Contractual Services</b>					
B150.00	Medical Services	\$0	\$0	\$6,000	\$3,650
B167.00	Software Support/Maintenance	\$0	\$0	\$1,700	\$5,852
B190.00	Misc. Professional Services	\$3,237	\$6,094	\$3,300	\$4,225
B220.00	Postage	\$256	\$327	\$340	\$350
B240.00	Travel & Training	\$9,769	\$7,281	\$12,000	\$13,800
B245.00	Tuition Reimbursement	\$7,926	\$5,831	\$8,000	\$8,000
B310.00	Legal Notices/Advertising	\$827	\$683	\$600	\$1,000
B320.00	Printing	\$1,108	\$508	\$936	\$1,200
B440.00	Telephone	\$20,617	\$17,688	\$11,878	\$12,595
B510.00	Building Repairs & Maint.	\$819		\$400	\$600
B540.00	Equipment Repairs	\$1,888	\$5,225	\$8,180	\$6,800
B542.00	Copier Maintenance	\$0	\$0	\$1,200	\$1,200
B545.00	Computer Maintenance	\$6,892	\$13,081	\$12,800	\$13,154
B550.00	Automotive Repairs	\$7,978	\$11,580	\$10,000	\$10,000
B630.00	Radio Repairs	\$1,234	\$1,015	\$2,000	\$2,000
B730.00	Workers Compensation	\$58,600	\$52,684	\$48,404	\$48,952
B780.00	Group Health & Liability	\$220,168	\$242,377	\$276,116	\$282,594
B790.00	Life Insurance/LTD	\$9,828	\$9,365	\$10,785	\$11,180
B912.00	REJIS Comm. /Control Data	\$43,054	\$43,595	\$47,500	\$47,000
B914.00	Association Dues	\$1,281	\$1,130	\$1,300	\$1,350
B915.00	ECDC	\$95,230	\$96,795	\$97,949	\$97,999
B916.00	CARE Reports	\$143	\$159	\$0	\$0
B917.00	Prisoner Housing Contract	\$3,256	\$4,261	\$7,000	\$5,500
B930.00	City Pension Contribution	\$0	\$0	\$0	\$0
B970.00	Clothing Allowance	\$14,034	\$12,903	\$13,800	\$13,800
B980.00	Car Wash	\$890	\$549	\$750	\$750

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
B990.00	Misc. Contractual Services	\$2,522	\$2,119	\$0	\$0
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$511,557</b>	<b>\$535,250</b>	<b>\$582,938</b>	<b>\$593,551</b>

<b>COMM</b>	<b>Commodities</b>				
C110.00	Office Supplies	\$1,392	\$2,334	\$3,300	\$3,300
C120.00	Map & Periodicals	\$0	\$31	\$200	\$750
C125.00	Books/Publications	\$20	\$0	\$200	\$200
C250.00	Institutional Supplies	\$4,379	\$4,485	\$400	\$800
C255.00	Police Supplies	\$0	\$0	\$4,500	\$4,150
C275.00	Signage	\$275	\$109	\$200	\$200
C310.00	Gasoline & Oil	\$30,468	\$38,918	\$39,000	\$42,000
C320.00	Automotive Accessories	\$95	\$376	\$550	\$600
C410.00	Ammunition	\$2,881	\$2,300	\$4,922	\$5,500
C430.00	Uniform Accessories	\$2,859	\$114	\$4,200	\$3,000
C440.00	Photographic Supplies			\$250	\$250
<b>TOTAL COMMODITIES</b>		<b>\$42,369</b>	<b>\$48,667</b>	<b>\$57,722</b>	<b>\$60,750</b>

<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D311.00	Office Equipment	\$200			\$0
D320.00	Computer/Institutional Equip	\$6,203	\$3,569	\$0	\$15,324
D330.00	Automobiles				\$0
D340.00	Public Safety Gear			\$2,865	\$9,885
D360.00	Radio/Communication Equip	\$7,175			\$0
D390.00	Misc. Machinery & Equipment				\$0
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$13,578</b>	<b>\$3,569</b>	<b>\$2,865</b>	<b>\$25,209</b>

<b>TOTAL DEPARTMENT</b>		<b>\$2,323,198</b>	<b>\$2,274,572</b>	<b>\$2,415,350</b>	<b>\$2,478,650</b>
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# Olivette

*...in the center of it all*

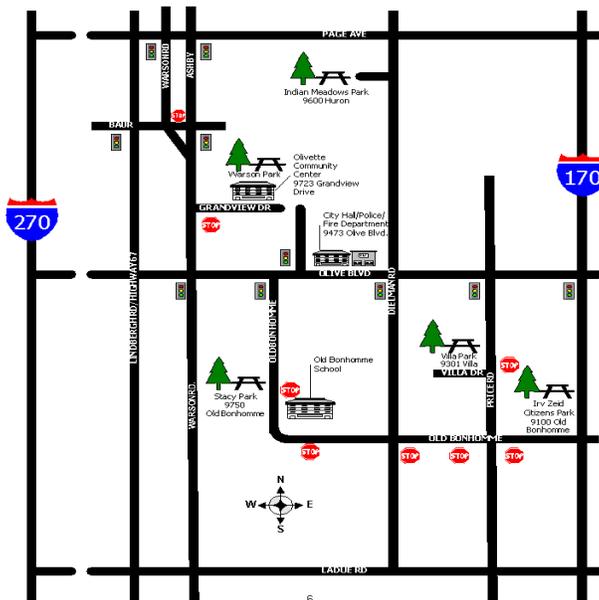
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**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**  
**COMMUNITY CENTER---3000**  
**RECREATION---3200**

CITY OF OLIVETTE PARKS & RECREATION  
CITY MAP



**ANNUAL BUDGET**  
**EXPENDITURE CRITERIA**

<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
General	Facilities Division	Community Center	3000	
				
<b>PAY PLAN GRADE</b>	<b>POSITION TITLE</b>	<b>PREVIOUS 2011-2012</b>	<b>PROPOSED 2012-2013</b>	<b>SALARIES 2012-2013</b>
100	Recreation Coordinator	1	1	\$30,306
120	Building Supervisor	0	0	\$0
	<b>TOTAL</b>	<b>1</b>	<b>1</b>	

**Justification for Selected Operating Accounts**

<b>Account</b>	<b>Justification</b>	<b>Amount</b>
B220	General Postage Expense for General Mailings	1400
	Mailing of Parks & Recreation Activity Guide	1800
B240	Selected Missouri Parks & Recreation Training Sessions	650
B310	Yellow Pages	1,700
	St Louis 360	300
	Advertising	200
B320	Printing of Annual Program Guide	2,500
	Other Printing	500
B410	Annual estimated utility expense for Community Center operation---Electric	18,000
B420	Annual estimated utility expense for Community Center operation---Natural Gas	11,000
B430	Annual estimated utility expense for Community Center operation---Water	1,500
B440	Local Telephone Service	2,050
	Telephone Equipment Lease	1900
	Long Distance	240
B450	Annual estimated utility expense for Community Center operation---Sewer	1,450
B510	General Repairs/Maintenance to Electric/HVAC/Plumbing/Structural Systems for OCC	5,000
	Alarm/Fire Extinguishers/Pest Control	750
B545	Annual REJIS Contract	540
	Annual Verizon Contract	600
	Connectivity---Miller Group	100
B780	Group Medical and Dental Coverage Premiums for Employees	14,800
B790	Group Life and Group LTD Coverage for Employees	409
B914	Missouri Parks & Recreation Association Dues	95
B990	Copier	1,200
	RecTrac Software Support	2,000
	Miscellaneous	570
C210	Janitorial and Maintenance Supplies for OCC Facility	10,600
D210	HVAC Repair/Replacement for OCC	2,600
D320	Television/DVD/VCR Combo Unit	1000
	Equipment Cart	200

**ANNUAL BUDGET  
EXPENDITURE CRITERIA**

**2012-2013 FY BUDGET GOALS**

It is the mission of the Olivette Parks and Recreation Department to create recreational opportunities for growth and enhancement by developing diverse services, facilities, and programs that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

**Parks & Recreation Department Goals:**

- Provide clean and safe parks, green spaces, and recreational facilities
- Provide efficient services to Olivette residents regardless of income, background, and ability
- Effectively plan for the future needs of Olivette residents
- Continually strive to improve existing facilities while seeking opportunities for future development
- Create a partnership with the Olivette community to improve the quality of life for all citizens

**OLIVETTE COMMUNITY CENTER**

The Olivette Community Center continues to be the meeting place of Olivette. Events ranging from wedding receptions to karate classes are held on a weekly basis. Division staff recognizes the center structure is aging and looks forward to discussions on improvements or replacement.

**Structural Goals:**

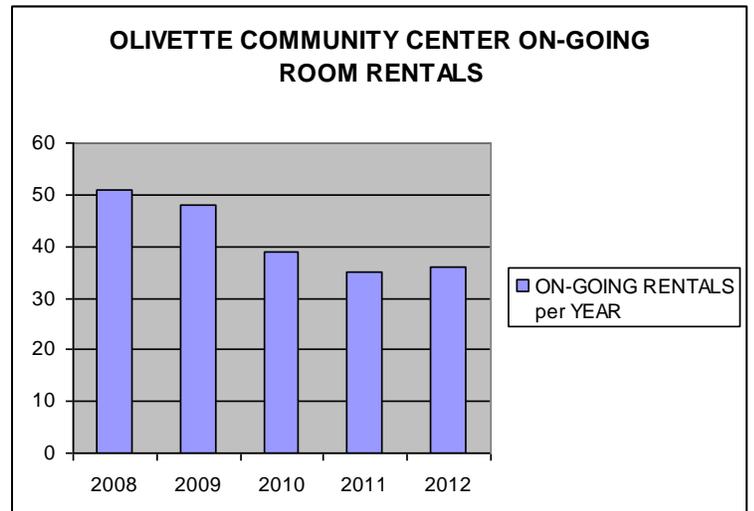
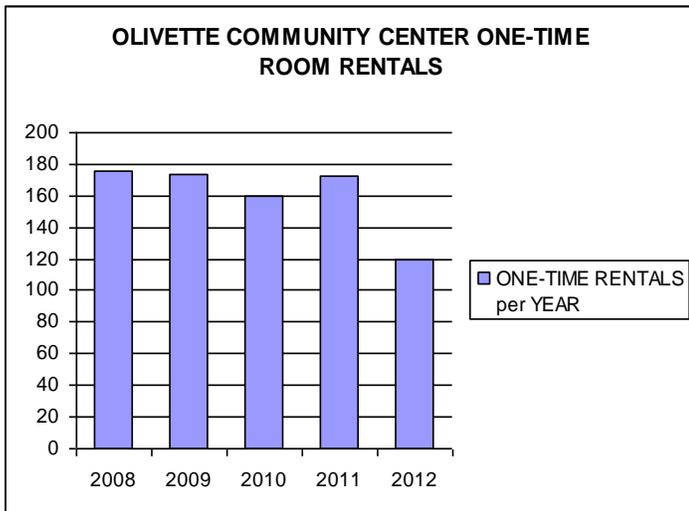
- Improve appearance of current facility.

**Amenities Goals:**

- Research new programs too attract new users to the center.

**Operational Goals:**

- Continue to investigate new policies and procedures to maximize efficiency.
- Maintain existing facilities to ensure participant satisfaction.



**ANNUAL BUDGET  
EXPENDITURE CRITERIA**

**PARK PAVILIONS**

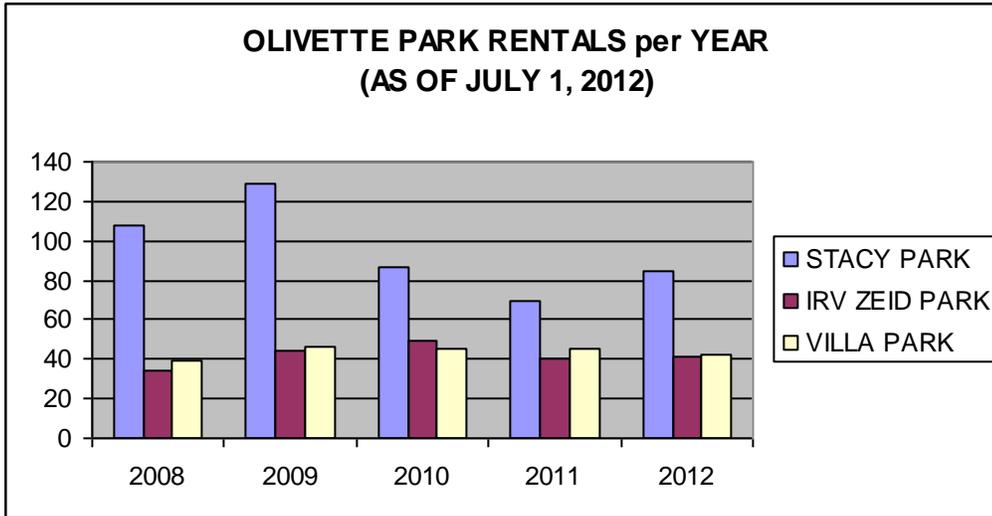
Pavilions in Stacy Park, Irv Zeid Citizens Park and Villa Park are popular places in the summer. Residents of Olivette and surrounding communities take advantage of having these amenities so close to home. Pavilions at Irv Zeid Citizens Park and Villa Park are open April through October, while the Stacy Park pavilion is open year around.

**Facility/Amenities Operation Goals:**

- Continue to investigate new policies and procedures to maximize efficiency.
- Maintain existing facilities to ensure participant satisfaction.

**Facility/Amenities Improvement Goals:**

- Perimeter improvements in both Villa and Irv Zeid Citizens Parks.
- Add small dog area to the Dog Park.
- Annually replacement of 10 trash cans, 2 benches, and 5 picnic tables.
- Replace benches at the Stacy ball fields.



**PERSONNEL**

The Department of Parks & Recreation will continue to provide opportunities for professional/developmental training for full time staff and part time staff so that they will maintain set standards by our profession. This training, testing, and development of the professional skills of our staff will assist our department in achieving 100% customer satisfaction.

**Training Goals:**

- Attend approved training seminars and conferences.
- Obtain/Maintain professional certifications.

**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Community Center - 3000**

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$24,918	\$33,702	\$32,439	\$34,434
A200.00	Extra Help	\$87,037	\$68,469	\$64,000	\$65,250
A300.00	Salary Adjustment	\$0	\$0	\$0	\$0
A400.00	Longevity	\$0	\$0	\$110	\$172
A500.00	Overtime	\$0	\$0	\$0	\$0
A600.00	FICA	\$8,525	\$7,572	\$7,413	\$7,662
A700.00	Unemployment Comp	\$1,047	\$962	\$0	\$400
A970.00	Clothing Allowance	\$135	\$180	\$350	\$300
<b>TOTAL---PERSONNEL</b>		<b>\$121,662</b>	<b>\$110,885</b>	<b>\$104,312</b>	<b>\$108,219</b>
<b>CSVC Contractual Services</b>					
B150.00	Medical Services	\$0	\$0	\$0	\$200
B190.00	Misc. Professional Services	\$208	\$0	\$0	\$0
B220.00	Postage	\$3,165	\$3,151	\$200	\$250
B240.00	Travel & Training	\$137	\$0	\$0	\$0
B310.00	Legal Notices/Advertising	\$1,194	\$1,829	\$800	\$750
B320.00	Printing	\$2,901	\$2,816	\$0	\$0
B410.00	Electricity	\$16,460	\$18,889	\$18,500	\$18,500
B420.00	Heating Oil	\$10,040	\$11,754	\$12,900	\$11,500
B430.00	Water	\$2,082	\$1,599	\$2,200	\$2,000
B440.00	Telephone	\$3,723	\$4,041	\$4,837	\$5,374
B450.00	Sewer	\$2,187	\$1,680	\$2,600	\$2,650
B510.00	Building Repairs & Maint.	\$3,913	\$3,137	\$9,200	\$7,750
B540.00	Equipment Repairs	\$160	\$479	\$400	\$400
B542.00	Copier Maintenance	\$0	\$0	\$0	\$0
B545.00	Computer Maintenance	\$480	\$2,445	\$2,400	\$2,910
B550.00	Automotive Repairs	\$596	\$112	\$350	\$500
B620.00	Rental Linen/Equipment	\$320	\$316	\$500	\$600
B730.00	Workers Compensation	\$989	\$633	\$1,017	\$2,448
B780.00	Group Health & Liability	\$3,249	\$4,571	\$5,290	\$5,375
B790.00	Life Insurance/LTD	\$70	\$194	\$221	\$267
B914.00	Association Dues	\$118	\$118	\$0	\$0
B930.00	City Pension Contribution	\$0	\$0	\$0	\$0
B990.00	Misc. Contractual Services	\$4,893	\$4,588	\$0	\$0
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$56,885</b>	<b>\$62,352</b>	<b>\$61,415</b>	<b>\$61,474</b>

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>COMM</b>	<b>Commodities</b>				
C110.00	Office Supplies	\$232	\$650	\$0	\$0
C125.00	Books/Publications	\$18	\$0	\$0	\$0
C210.00	Building Maint. Supplies	\$12,691	\$10,335	\$10,400	\$10,500
C230.00	Painting Supplies	\$0	\$133	\$300	\$300
C240.00	Hardware/Small Tools	\$1,297	\$187	\$400	\$600
C250.00	Institutional Supplies	\$1,514	\$888	\$1,200	\$1,600
C275.00	Signage	\$100	\$0	\$0	\$0
C310.00	Gasoline & Oil	\$1,511	\$166	\$2,500	\$2,700
C320.00	Automotive Accessories	\$0	\$27	\$120	\$120
C430.00	Uniform Accessories	\$0	\$0	\$120	\$120
C490.00	Miscellaneous Commodities	\$13	\$56	\$100	\$100
<b>TOTAL COMMODITIES</b>		<b>\$17,376</b>	<b>\$12,442</b>	<b>\$15,140</b>	<b>\$16,040</b>

<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D110.00	Land	\$0	\$0	\$0	\$0
D210.00	Building/Building Improvements	\$0	\$0	\$0	\$0
D220.00	Grounds Improvement	\$0	\$0	\$0	\$0
D310.00	Recreation Equipment	\$0	\$0	\$0	\$0
D311.00	Office Equipment	\$0	\$0	\$0	\$0
D320.00	Computer/Institutional Equip	\$0	\$0	\$0	\$0
D330.00	Automobiles	\$0	\$0	\$0	\$0
D390.00	Misc. Machinery & Equipment	\$0	\$0	\$0	\$0
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TOTAL DEPARTMENT</b>		<b>\$195,923</b>	<b>\$185,679</b>	<b>\$180,867</b>	<b>\$185,733</b>
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	<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
	<b>General</b>	<b>Leisure Services</b>	<b>Recreation</b>	<b>3200</b>	
<b>PAY PLAN GRADE</b>	<b>POSITION TITLE</b>		<b>PREVIOUS 2011-12</b>	<b>PROPOSED 2012-13</b>	<b>SALARIES 2012-13</b>
15	Parks & Recreation Director		1	1	\$63,610
100	Recreation Coordinator		1	1	\$31,848
	Part Time Staff				\$48,000

Justification for Selected Operating Accounts

2012-2013

<b>Account</b>	<b>Justification</b>	<b>Appropriation</b>
B220.00	Postage for Summer/Fall Activity Guide	\$2,700
	Other Postage	\$200
B240.00	MPRA Annual Conference	\$450
	MPRA Leadership Development Institute	\$700
B320.00	Spring/Summer Activity Guide	\$2,500
	Coaches Packets/Schedules	\$1,000
	Event Flyers/Promotions	\$600
	Events Rules/Registration Printing	\$100
B440.00	Local Service and Phone Hardware Lease	\$1,550
B545.00	Network Maintenance for Computer System---REJIS	\$900
B730.00	Worker's Compensation Premium for Dept. 3200	\$2,400
B780.00	Health and Dental Insurance Premium for Dept. 3200	\$9,818
B790.00	Group Life and LTD Premium for Dept. 3200	\$585
B913.00	Field Trips for Summer Camp	\$4,500
	Transportation	\$9,000
	Swimming Days	\$1,500
	Facility Rental	\$1,500
B916.00	Gym Rental---Youth Basketball	\$13,300
B996.00	Adult Softball Officials	\$5,000
C110.00	Office Supplies for Recreation Program	\$700
C220.00	Field Paint and Treatment Supplies	\$2,700
	Field Maintenance Equipment	\$1,000
C252.00	Day Camp Craft and Activity Supplies	\$2,350
C430.00	Baseball Uniforms	\$21,000
	Soccer Uniforms	\$22,000
	Basketball Uniforms	\$5,000
	Lacrosse Uniforms	\$1,000
C471.00	Baseball Awards/Trophies	\$2,800
	Basketball Awards/Trophies	\$2,000
	Soccer Awards/Trophies	\$3,100
	Lacrosse Awards	\$300
C510	Baseball Equipment	\$4,500
	Basketball Equipment	\$1,200
	Soccer Equipment	\$3,500
	Lacrosse Equipment	\$1,800
D310.00	Soccer Goals	\$2,000
	Pitching Machine	\$1,350

**2012-13 FY BUDGET GOALS**

**It is the mission of the Olivette Parks and Recreation Department to create recreational opportunities for growth and enhancement by developing diverse services, facilities, and**

programs that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

**Parks & Recreation Department Goals:**

- Provide clean and safe parks, green spaces, and recreational facilities
- Provide efficient services to Olivette residents regardless of income, background, and ability
- Effectively plan for the future needs of Olivette residents
- Continually strive to improve existing facilities while seeking opportunities for future development
- Create a partnership with the Olivette community to improve the quality of life for all citizens

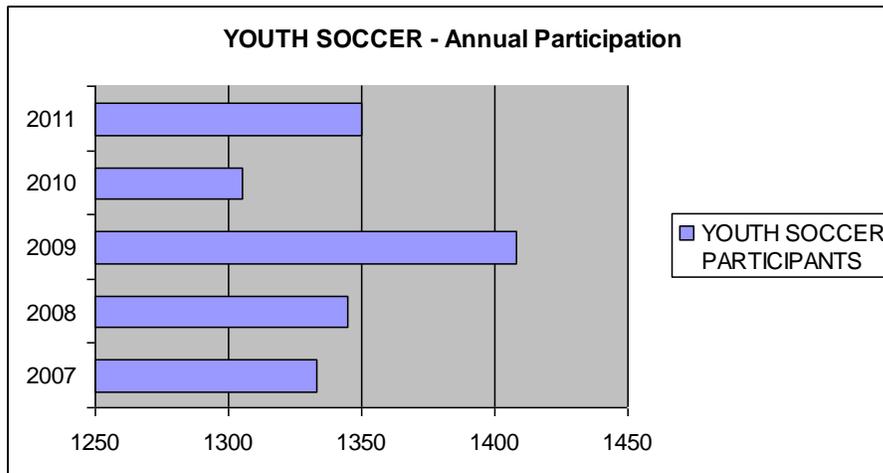
Division staff is excited to offer a new array of recreational activities while continuing to improve the quality of program delivery and attract high participation and attendance to our already successful programs and special events. Expected paid registration will generate over \$300,000 for Division operations and programs. Additional programming will be pursued when feasible.

**YOUTH SPORTS:**

Youth Sports continue to be our most popular program offerings. Staff will continue to offer the highest quality and safest programs possible.

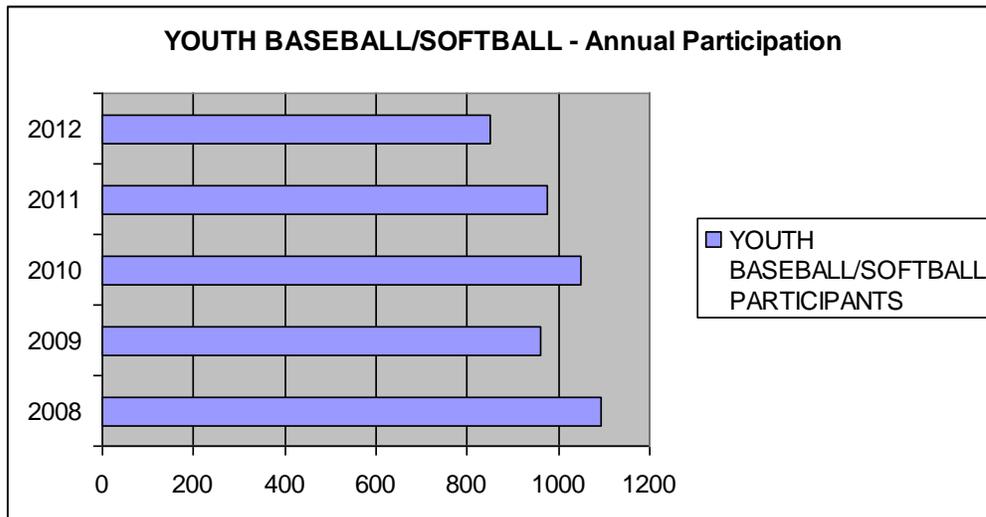
**Youth Soccer Program Goals:**

- Maintain a participation level of 1,250 to 1,350 participants.
- Ensure that each volunteer coach has the resources and equipment need to provide a great and positive experience for team participants.



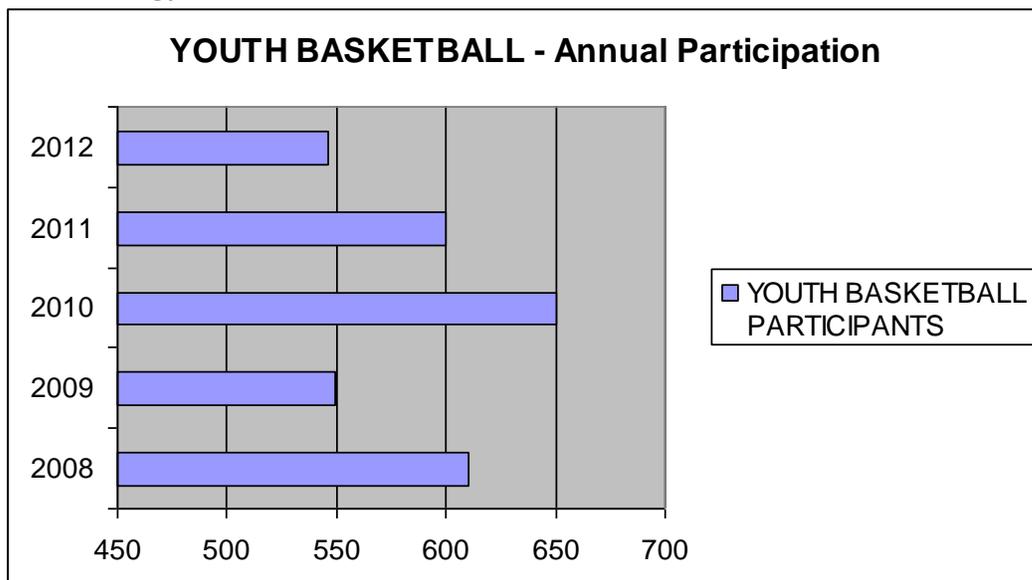
### Youth Baseball/Softball Program Goals:

- Maintain a participation level of 950 to 1,050 participants.
- Ensure that each volunteer coach has the resources and equipment need to provide a great and positive experience for team participants.



### Youth Basketball Goals:

- Maintain a participation level of 550 to 600 participants.
- Ensure that each volunteer coach has the resources and equipment need to provide a great and positive experience for team participants.
- Explore all options available to provide more gym time to teams.
- Secure more gym time at facilities in the Ladue School District



## YOUTH CAMPS:

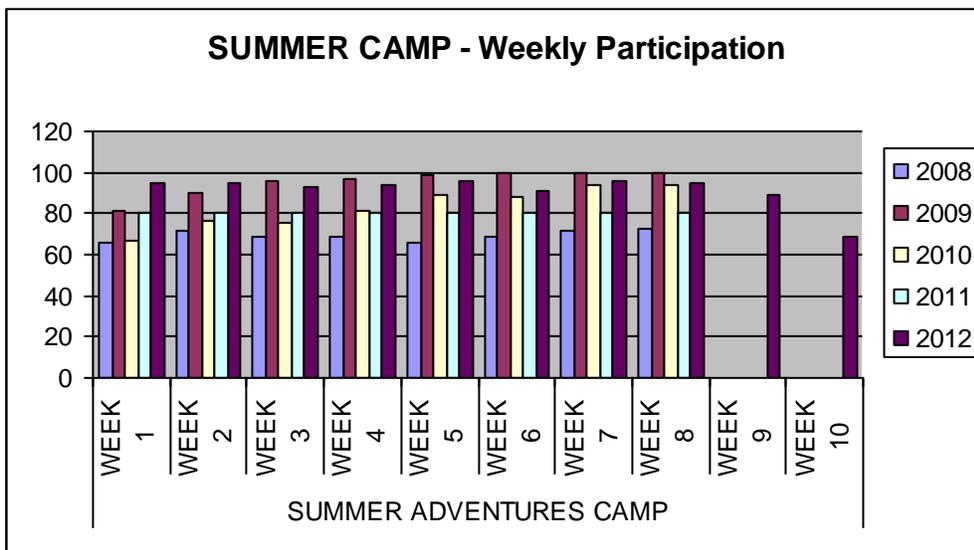
Department Staff will continue to offer a wide range of summer camps to area residents. In addition to our increasingly popular Summer Adventures Camp staff will again offer an array of weekly camps including: soccer, lacrosse, and baseball.

### New Camps Goals:

- Continue to offer a Spring Break Camp for Ladue School District Students.
- Increase the Summer Pre-Camp numbers.
- Continue to provide 10 weeks of Summer Camp.

### Summer Adventures Camp Goals:

- Registration fees will provide the funds necessary to operate this program.
- Keep the camp at Stacy Park to meet the increasing number of camper slots.



**ADULT SPORTS:**

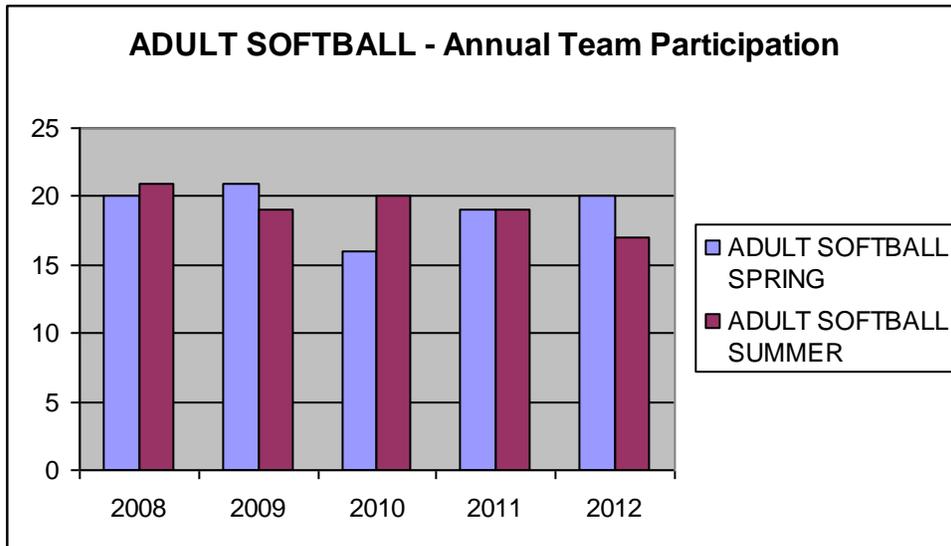
Department staff will again offer adult softball leagues in the summer and spring. Both men and co-ed leagues are available.

**Adult Sports Program Goals:**

- Running Club
- Adult Softball Tournaments
- Sports Tournament

**Adult Softball League Goals:**

- Registration fees will provide the funds necessary to operate this program.
- Maintain a maximum participation level of 16 to 20 teams per season.



## SPECIAL EVENTS

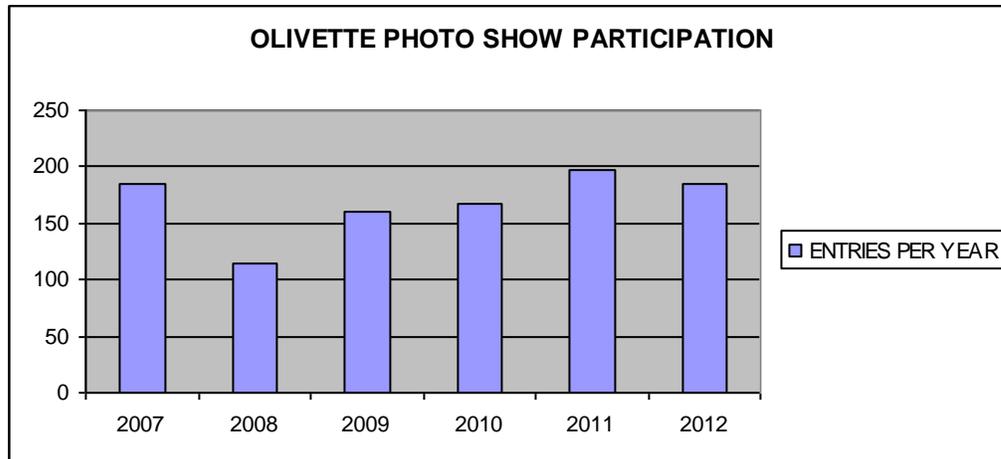
Department Staff will continue to work in cooperation with the Olivette Community & Cultural Events Commission to offer free and low costing events including the Parties in the Park, Boo Bash, Father Daughter Dance, and the Art & Photo Shows to the residents of Olivette and surrounding communities.

### New Events Goals:

- Increase contractual programs such as dance and exercise classes.
- Add four additional programs.

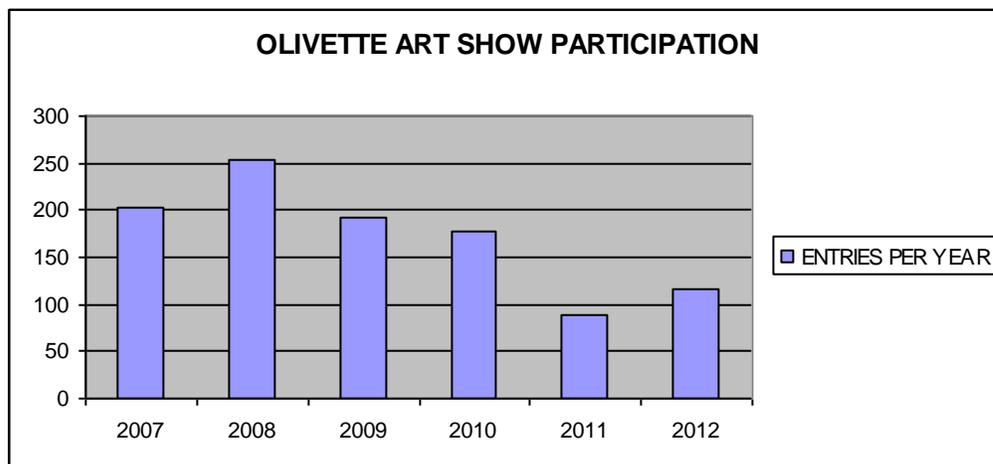
### Photo Show Goals:

- Increase overall Photo Show participation.
- Continue to secure professional judges.



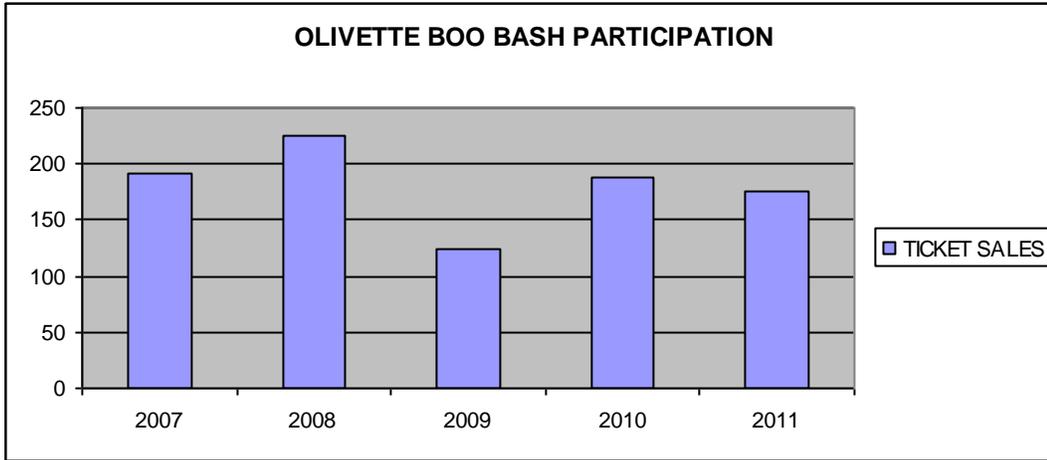
### Art Show Goals:

- Increase High School Participation in the Art Show.
- Continue to secure professional judges.



**Boo Bash Goals:**

- Refresh activities to achieve renewed interest.
- Continue ticket sales of 175 sold.



**PERSONNEL**

The Department of Parks & Recreation will continue to provide opportunities for professional/developmental training for full time staff and part time staff so that they will maintain set standards by our profession. This training, testing, and development of the professional skills of our staff will assist our department in achieving 100% customer satisfaction.

**Training Goals:**

- Attend approved training seminars and conferences.
- Obtain/Maintain professional certifications.

**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Recreation - 3200**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$108,914	\$110,265	\$101,333	\$106,680
A200.00	Extra Help	\$43,886	\$49,200	\$52,000	\$53,400
A300.00	Salary Adjustment	\$10,310	\$0	\$0	\$0
A400.00	Longevity	\$691	\$1,664	\$2,221	\$2,335
A500.00	Overtime	\$0	\$0	\$0	\$0
A600.00	FICA	\$12,706	\$12,107	\$11,919	\$12,444
A700.00	Unemployment Comp	\$1,101	\$1,079	\$0	\$300
A970.00	Clothing Allowance	\$460	\$480	\$250	\$250
<b>TOTAL---PERSONNEL</b>		<b>\$178,068</b>	<b>\$174,795</b>	<b>\$167,723</b>	<b>\$175,408</b>
<b>CSVC Contractual Services</b>					
B167.00	Software Support/Maintenance			\$2,500	\$2,500
B180.00	Supplemental Rent			\$12,000	\$17,000
B220.00	Postage	\$2,413	\$2,258	\$6,350	\$6,000
B240.00	Travel & Training	\$162	\$35	\$350	\$350
B310.00	Legal Notices/Advertising	\$0	\$150	\$150	\$150
B320.00	Printing	\$3,810	\$3,139	\$6,400	\$6,500
B440.00	Telephone	\$1,162	\$1,574	\$3,021	\$2,428
B540.00	Equipment Repairs	\$0	\$615	\$0	\$0
B542.00	Copier Expense	\$0	\$0	\$980	\$1,000
B545.00	Computer Maintenance	\$399	\$891	\$426	\$472
B730.00	Workers Compensation	\$2,743	\$4,296	\$3,158	\$4,501
B780.00	Group Health & Liability	\$353	\$3,589	\$5,290	\$5,375
B790.00	Life Insurance/LTD	\$29	\$230	\$719	\$794
B913.00	Summer Recreation Program	\$15,035	\$25,004	\$18,000	\$24,600
B914.00	Association Dues	\$118	\$518	\$315	\$315
B915.00	Contracted Programs	\$1,660	\$90	\$300	\$300
B916.00	Youth/Athletic Camps	\$9,883	\$12,810	\$0	\$0
B930.00	City Pension Contribution	\$0	\$0	\$0	\$0
B990.00	Misc. Contractual Services	\$54	\$0	\$0	\$0
B995.00	Contracts---Special Events	\$0	\$396	\$350	\$350
B996.00	Adult Athletic Programs	\$5,580	\$2,450	\$5,000	\$5,000
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$43,401</b>	<b>\$58,045</b>	<b>\$50,809</b>	<b>\$58,135</b>

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>COMM</b>	<b>Commodities</b>				
C110.00	Office Supplies	\$411	\$149	\$1,500	\$1,300
C220.00	Ground Maintenance	\$2,449	\$1,972	\$2,800	\$4,800
C251.00	Supplies---Special Events	\$1,861	\$1,409	\$2,000	\$1,800
C252.00	Supplies---Youth Day Camp	\$2,956	\$1,409	\$2,000	\$1,800
C430.00	Uniform Accessories	\$36,829	\$36,377	\$37,500	\$35,000
C431.00	Shirts---Day Camp	\$368	\$1,052	\$520	\$500
C471.00	Sports Awards	\$7,361	\$5,572	\$7,200	\$7,200
C472.00	Awards---Special Events	\$779	\$225	\$500	\$350
C473.00	Awards----Adult Programs	\$200	\$120	\$500	\$500
C510.00	Equipment---Youth Athletics	\$7,460	\$5,878	\$8,200	\$6,500
C511.00	Equipment---Adult Athletics	\$221	\$3,799	\$750	\$750
<b>TOTAL COMMODITIES</b>		<b>\$60,895</b>	<b>\$57,962</b>	<b>\$63,470</b>	<b>\$60,500</b>

<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D310.00	Recreation Equipment	\$1,442	\$0	\$4,500	\$4,250
D320.00	Institutional Equipment	\$0	\$0	\$0	\$0
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$1,442</b>	<b>\$0</b>	<b>\$4,500</b>	<b>\$4,250</b>

<b>TOTAL DEPARTMENT</b>		<b>\$283,806</b>	<b>\$290,802</b>	<b>\$286,502</b>	<b>\$298,293</b>
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# Olivette

*...in the center of it all*



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***PLANNING & INSPECTIONS---4010***



# ANNUAL BUDGET EXPENDITURE CRITERIA

	<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
	<b>General</b>	<b>Public Services</b>		<b>Planning and Inspections</b>	<b>4010</b>

## STAFFING ALLOCATION

PAY PLAN GRADE	POSITION	AUTHORIZED FTE FY 2011-12	AUTHORIZED FTE FY 2012-13	SALARIES 2012-13
7	Director of Public Services	0.5	0.5	Contractual
25	Planning and Zoning Administrator	1	1	
50	Building Inspector	2	2	
85	Executive Secretary	1	1	
125	Tax/Permit Clerk	1	1	

## DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B120.00	Architectural/Engineering Services	Contract services for Director of Public Services	\$47,500
B190.00	Misc. Profess. Services	Possible outside engineering and	\$3,000
B220.00	Postage	General mailings and public notices	\$1,600
B240.00	Travel & Training	ICC Certifications for Inspectors	\$650
		MABOI Training Seminars	\$320
		Missouri APA Conference	\$850
		APA St. Louis Metro	\$300
B310.00	Legal Notices	Required legal notices for zoning and	\$750
B440.00	Telephone	Phone Lease & System Connectivity	\$6,765
		Cell Phone Leases	\$3,400

## ANNUAL BUDGET EXPENDITURE CRITERIA

B542.00	Copier Maint.	Maintenance and operating expenses	\$1,526
B545.00	Computer Maint.	REJIS Network/Hardware Maintenance	\$1,800

		Other Computer maintenance	\$555
B550.00	Automotive Repairs	Contract repairs to assigned vehicles	\$1,600
B780.00	Group Health/Dental	Allocation of group health & dental	\$45,521
B912.00	REJIS Expenses	REJISWorks Software Lease for Permitting	\$6,000
B914.00	Association Dues	APA Membership	\$225
		AICP Certification	\$130
		St. Louis Metro APA	\$25
		ICC Memberships	\$225
		MABOI Dues	\$100
C110.00	Office Supplies	General Supplies for 4010 Operations	\$1,000
		Specialized Office Supplies for 4010	\$600
C310.00	Gasoline & Oil	Fuel/Lubricants for 4010 Operating	\$3,712
C320.00	Automotive Accessories	Repair Parts and equipment for 4010	\$1,200

# ANNUAL BUDGET EXPENDITURE CRITERIA

The Department of Public Services consists of two divisions, Public Works and Building. Both divisions are headed by Michael W. Gartenberg, MCM the Director of Public Services and Building Commissioner.

Account 4010, Planning and Inspections, accounts for the Building Inspections Division. The division includes two administrative functions:

1. Building Inspections; and
2. Planning and Zoning.

Personnel in the Building Division consist of the Planning and Zoning Administrator, whom supervises two building inspectors and a departmental secretary shared with the Public Works Division. The Division also funds a tax/permit clerk in the Finance Department.

**Building Inspections-** The role of Building Inspections is to oversee the development and construction of all residential and nonresidential properties through the issuance of occupancy inspections, building permits, soil and grading permits, and subdivision permits. Building Inspections also enforces the City's property maintenance standards and assists the Planning and Zoning Administrator in enforcing local zoning and land use regulations through the permit process. Building Inspections also provides additional manpower support to the Public Works Division in areas of snow removal, trash enforcement and collection, street opening permitting, and assists the Public Works Administrator in the overview of other utility improvements.

The City employs two multidisciplinary building inspectors knowledgeable in residential, commercial, and other miscellaneous forms of construction.

An overarching policy objective of the City is to ensure that property maintenance throughout the City is held to high standards. In addition to building inspections and plan review, the Building Inspections division addresses nuisance issues, property upkeep, storm water management, and is responsible to ensure the viability and quality of the City's housing stock and commercial structures.

In September 2003, the City expanded the functions to the Building Division to oversee an annual residential occupancy inspection program. The annual residential occupancy program was a continued effort of the City to ensure that property maintenance throughout the City is held to high standards.

To dedicate manpower in an efficient manner, the City, in May 2004, contracted with St. Louis County for inspection and enforcement of certain technical trades including electrical, mechanical, plumbing, elevator, explosive, and amusement regulations. In focusing the inspection priorities of the Building Division to building inspections, occupancy inspections, and property maintenance, the City was able to reduce the number of inspectors from 4 specialty positions to 2 multidisciplinary positions that could manage the workload.

To maintain a professional staff knowledgeable to service the needs of the residents of Olivette, the qualifications of the inspection staff has been increased to ensure certification in the core disciplines the City enforces.

In January 2008, the City adopted various components of the International Code Council (ICC) 2006 building regulations. Given the knowledge of the building staff, the transition was seamless.

In February of 2008, the City contracted with Regional Justice Information Service (REJIS) for a permit tracking software titled Works Management. Through the Works Management software, the City is now better able to analyze inspection services, analyze building and inspection trends and assess staff

# ANNUAL BUDGET EXPENDITURE CRITERIA

functions and priorities as warranted, and electronically catalog permits and inspections. Works Management has also limited paperwork and recording, and increased the efficiency of the professional staff to address resident and City needs. Works Management has also eliminated the need of assistance from the Tax/Permit Clerk funded by the Division.

The City has continued to be supportive of the building inspection staff efforts as it relates to educational and professional expertise. The City ensures the Department and individual inspectors are active members in both the International Code Council (ICC) and Missouri Association of Building Officials and Inspectors (MABOI). The City also encourages inspectors to obtain and maintain various professional certifications related to the ICC and MABOI.

**Planning and Zoning-** The role of Planning and Zoning is to coordinate and manage the City's long range planning activities, oversee the implementation of the City's Strategic Plan, and develop and revise the City's zoning regulations to support long range and Strategic Plan goals and objectives.

The position of Planning and Zoning Administrator was created in 2001. Prior, the City contracted private agencies for planning services, including for provisions of staff support services and attendance to various commissions and boards. The Planning and Zoning Administrator assists the Director of Public Works and the City Manager with capital improvement activities, economic development activities, and representing the interest of the City in regional cooperative planning, development, and economic initiatives.

The Planning and Zoning Administrator serves as the staff liaison to the Planning and Community Design Commission and the Board of Appeals. In addition, the Planning and Zoning Administrator's role has been expanded to provide staff support to other long range planning groups implemented by the City, including the Economic Development Commission, Joint Redevelopment Task Force, and Joint Redevelopment Implementation Commission, and Facilities Subcommittee.

The City has continued to be supportive of the Planning and Zoning Administrator's efforts as it relates to educational and professional expertise, including maintaining certification as a member of the American Institute of Certified Planners (AICP). The City ensures that the Planning and Zoning Administrator is an active member of various professional planning organizations, including the American Planning Association (APA), the AICP, and the Missouri Chapter of the APA and Metro St. Louis Section. The City also supports the Planning and Zoning Administrator to obtain and maintain various professional certifications and education credits related to other organizations, including the Urban Land Institute, Trailnet, FOCUS St. Louis, etc.

## **GOALS and OBJECTIVES**

This year's goals for the Building Division are as follows:

- Maintain a professional inspection staff through continued support of funding certification opportunities, education training, and membership in various associations and organizations related to building inspections and planning and zoning.
- Capitalize on the experience of staff so as to maintain a lean multidisciplinary building, inspections, and planning and zoning division, to efficiently and cost effectively serve the needs of the City of Olivette.

## **ANNUAL BUDGET EXPENDITURE CRITERIA**

- Maintain an ISO rating of Class 4. This in turn helps to reduce the insurance rates of the City in general. To maintain the rating, the Building Division will need to continue education seminars, in house training and ensure all Code standards are up to date.

- Facilitate the implementation strategies outlined in the City's Strategic Plan for the purpose of identifying and defining the City's redevelopment visions. This plan is currently being utilized for the promotion and review of potential developments. The Plan has also initiated revisions to various sections of the City's Zoning Ordinance and Community Design Regulations.
- Enforce the ordinances as charged in a manner conducive to efficiency, compliance, and customer satisfaction. Through increased training efforts and utilizing the skills and abilities of experienced personnel, the Building Division will strive to enforce maintenance of the housing and commercial stock in the city.
- Continue the integration of new technology into the department resources that will allow the personnel to achieve the goals of efficiency, compliance, and consumer satisfaction and appreciation.
- Continue to increase the understanding and promotion of good planning and review procedures in the City. Consistent with the goals and objectives of the City's Comprehensive Plan, the Division will facilitate development and construction reviews, avoid unnecessary delays, promote public participation and education, and strive to maintain and increase property values through good planning principles. This applies to all parties involved in the process, both internal and external. This goal includes the elimination of unnecessary meetings, expedited review times and application deadlines for the Planning and Community Design Commission so that the Commission can concentrate on policy issues that necessitate review and eliminating review procedures that are administrative in nature.

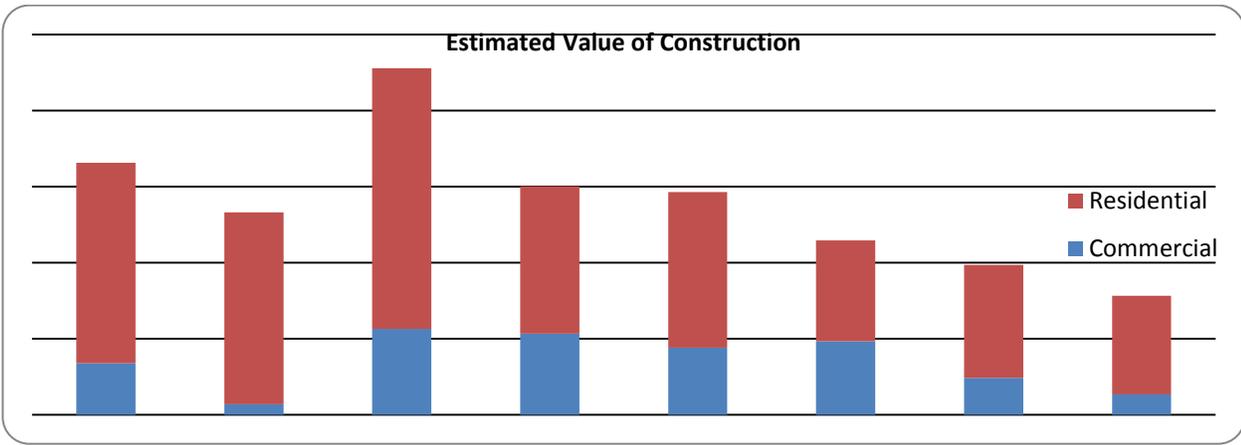
A strong shift in the type of concerns brought to the attention of the Department by Public Officials and members of the public represent a strong support for the impact which the Building Division policies, procedures and practices have had, and are having, on the constructed projects within the City. Attention towards these projects has strongly shifted from issues relating to the finished projects towards issues concerning the state of the subject properties during the construction processes. The Department continues to work towards addressing those issues raised.

### **WORKLOAD/PERFORMANCE INDICATORS**

Current economic conditions continue to impact the construction industry. In analyzing workload and performance indicators, the City has traditionally assessed 1) the trend in the estimated value of construction and 2) the number of permits and inspection conducted per year. With the advent of the Works Management system, additional indicators regarding the makeup of permits and inspections are now possible to review and analyze.

**Estimated Value of Construction:** The overall value of improvements per year has shown a steady decline since 2004.

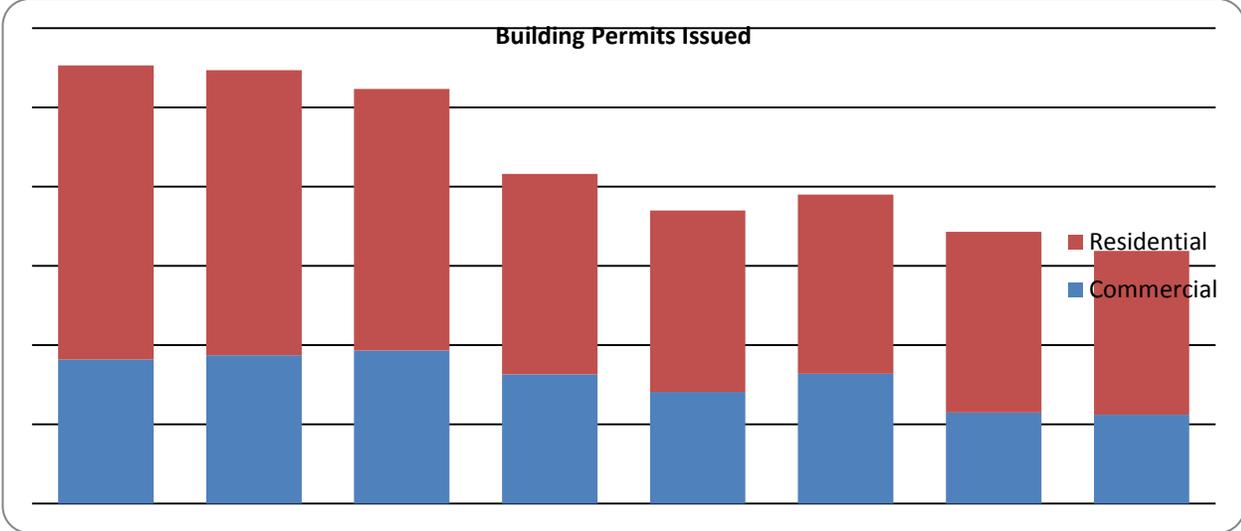
## ANNUAL BUDGET EXPENDITURE CRITERIA



The decline can be attributed to a number of factors, including economic conditions, population shifts, and the types of permits being submitted. Residential improvements have been the largest single source of value. For the exception of 2007, the value of residential improvements have accounted for over two-thirds of construction value. As two residential subdivisions neared full completion in 2007, the increase in commercial construction value was primarily attributed to the construction of the Shoppes at Price Crossing. The following two years, a majority of the tenant improvements at the Shoppes accounted for the continued strength in commercial construction value.

Evaluating workload prior to the Great Recession of 2008, estimated construction value has gradually declined, from \$11.45 million in 2009 to \$7.83 million in 2011. A principle factor in the decline can be attributed to commercial investment, which saw a decline from \$4.8 million in 2009 to \$1.3 million in 2011. The estimated value in residential construction has remained steady, with \$6.37 million in 2009, \$7.42 million in 2010, and \$6.50 million in 2011.

**Building Permits Issued.** The decline in value is related to the decline in overall permits issued:



The decline, however, is not as significant as the estimated value indicates. Permit levels have consistently stayed over 300 permits per year. In similarity, the steepest decline in permits is primarily

## ANNUAL BUDGET EXPENDITURE CRITERIA

attributable to the lack of new commercial activity. Residential permits have remained consistent since 2009 when 226 residential permits were issued. In 2011, 207 residential permits were issued. The high residential permit activity prior to 2009 was primarily attributable to the construction activity at

Castlegate Villas in 2004, construction activity at the Villas at Hilltop in 2005 and 2006, and new single family construction activity up to 2008.

A breakdown of permit activity is as follows:

	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>Residential Permits</b>	<b>226</b>	<b>228</b>	<b>207</b>
New Single Family Residences	11	14	13
New Attached Single Family Residences	0	0	0
Demolition of existing single family homes	10	14	14
Additions	17	15	10
Remodeling	67	64	68
Fences	25	36	31
Sheds	8	12	6
Miscellaneous	88	73	65
<b>Commercial/Industrial Permits</b>	<b>56</b>	<b>53</b>	<b>52</b>
New Construction	2	1	0
Tenant Finish	18	18	21
Interior Demolition	1	0	0
Sprinkler or Alarm System	14	11	8
Miscellaneous	21	23	23
Signs	38	4	6
Street Openings	70	58	54
<b>Total Permits</b>	<b>390</b>	<b>343</b>	<b>319</b>

**Inspection Activity-** A summary of inspection activity, with associated data regarding the number of permits and estimated construction value is as follows:

	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
# of Inspections	4,069	3,643	2,871	2,752	2,427	3,184	3,363	2,552
Total Permits	438	414	523	413	370	390	343	319
Construction Value	\$ 16,556,238	\$ 13,290,011	\$ 22,771,032	\$ 15,022,688	\$ 14,634,299	\$ 11,454,279	\$ 9,836,272	\$ 7,823,790

Inspection activity has declined since 2004, when the City eliminated 2 inspection positions. Since, activity has remained over 2,400 building permit inspections per year, or 10 inspections per work day.

## ANNUAL BUDGET EXPENDITURE CRITERIA

**Other performance activity-** With the Works Management system, the City can identify additional performance indicators in determining workloads and trends. The following summary provides information on the number of plan reviews conducted, occupancy inspections, and inspections primarily addressing property maintenance issues.

	<b>2009</b>	<b>2010</b>	<b>2011</b>
Plan Reviews:			
Residential	213	234	214
Commercial	99	59	54
Residential Occupancy Inspections (including annual Rental)	400	426	416
Addressing Complaints	506*	542*	301**
* Majority of complaints were in regards to violations related to the removal of trash containers from the curb within 24 hours of service. ** The reduction in the number of complaints is attributed to a change in how violations are logged into the Works Management System.			

The Building Division continues to capitalize on its professional staff and technology resources to operate an efficient department and better service the needs of Olivette residents. Focusing on core policies and goals, the Divisions has improved its reputation and responsiveness throughout the community and the development field.

**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund - 01 Department: Public Services - 4010**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
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<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$243,016	\$235,084	\$238,402	\$243,538
A400.00	Longevity	\$5,183	\$5,091	\$6,593	\$6,789
A500.00	Overtime	\$0	\$0	\$300	\$300
A600.00	FICA	\$18,055	\$17,504	\$18,811	\$19,230
A700.00	Unemployment Comp	\$675	\$876	\$0	\$0
A970.00	Clothing Allowance	\$900	\$900	\$600	\$750
<b>TOTAL---PERSONNEL</b>		<b>\$267,829</b>	<b>\$259,455</b>	<b>\$264,706</b>	<b>\$270,608</b>

<b>CSVC Contractual Services</b>					
B120.00	Architectural/Engineering Ser.	\$47,517	\$47,500	\$47,500	\$47,500
B150.00	Medical Services	\$0	\$0	\$0	\$250
B190.00	Misc. Professional Services	\$0	\$0	\$0	\$3,000
B220.00	Postage	\$503	\$1,003	\$1,180	\$1,600
B240.00	Travel & Training	\$771	\$409	\$1,500	\$2,400
B310.00	Legal Notices/Advertising	\$287	\$418	\$420	\$750
B320.00	Printing	\$1,680	\$1,201	\$720	\$700
B440.00	Telephone	\$7,836	\$8,536	\$9,294	\$10,165
B542.00	Copier Maintenance	\$0	\$0	\$1,022	\$1,526
B545.00	Computer Maintenance	\$1,195	\$2,123	\$2,000	\$2,355
B550.00	Automotive Repairs	\$594	\$956	\$1,200	\$1,600
B730.00	Workers Compensation	\$8,800	\$3,655	\$5,887	\$8,289
B780.00	Group Health & Liability	\$38,116	\$39,621	\$44,971	\$45,521
B790.00	Life Insurance/LTD	\$1,577	\$1,511	\$1,728	\$1,833
B912.00	REJIS Comm. /Control Data	\$6,000	\$6,000	\$6,000	\$6,000
B914.00	Association Dues	\$714	\$850	\$650	\$750
B930.00	City Pension Contribution	\$0	\$0	\$0	\$0
B980.00	Car Wash	\$8	\$0	\$0	\$0
B990.00	Misc. Contractual Services	\$213	\$1,062	\$0	\$0
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$115,811</b>	<b>\$114,845</b>	<b>\$124,072</b>	<b>\$134,239</b>

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>COMM</b>	<b>Commodities</b>				
C110.00	Office Supplies	\$1,752	\$1,858	\$2,000	\$1,600
C120.00	Map & Periodicals	\$125	\$0	\$120	\$120
C125.00	Books/Publications	\$0	\$240	\$150	\$150
C250.00	Institutional Supplies	\$70	\$0	\$100	\$120
C310.00	Gasoline & Oil	\$2,537	\$3,088	\$3,700	\$3,712
C320.00	Automotive Accessories	\$0	\$0	\$1,200	\$1,200
C490.00	Miscellaneous Commodities	\$0	\$0	\$100	\$100
<b>TOTAL COMMODITIES</b>		<b>\$4,484</b>	<b>\$5,186</b>	<b>\$7,370</b>	<b>\$7,002</b>

<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D311.00	Office Equipment	\$406	\$0	\$0	\$0
D320.00	Computer/Institutional Equip	\$1,733	\$0	\$0	\$0
D330.00	Automobiles	\$0	\$0	\$0	\$0
D350.00	Engineering/Scientific Equip.	\$0	\$0	\$0	\$0
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$2,139</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TOTAL DEPARTMENT</b>		<b>\$390,263</b>	<b>\$379,486</b>	<b>\$396,148</b>	<b>\$411,848</b>
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# Olivette

*...in the center of it all*



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

**SOLID WASTE COLLECTION---4050**



## ANNUAL BUDGET EXPENDITURE CRITERIA

	<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
	<b>General</b>	<b>Public Services</b>	<b>Solid Waste Collection</b>	<b>4050</b>	

<u>Account</u>	<u>Justification</u>	<u>Amount</u>
B830.00	Refuse Collection/Recycling/Yard Waste Contract	\$265,000.00
B993.00	Leaf Collection Contract	\$75,000.00

City residents have become accustomed to curb side refuse collection and are following protocol the vast majority of the time. The Public Works Division communicates daily with Allied Waste to facilitate the best customer service possible. During the past six months we have seen a 3% increase in our annual diversion rate from 43% to 46%.

During the 2012-13 budget year the City will once again share refuse collection costs with residents. Curbside leaf collection will also follow last year's model with two passes in the fall and no spring collection.

This year the City has entered into a grant agreement with St. Louis County to participate in the 'Recycling Becomes Me' recycling campaign funded by the Curbside Value Partnership. The Curbside Value Partnership (CVP) is a 501(c) (3) organization designed to grow participation in curbside recycling programs nationwide. It is the only current national program that engages all recycling stakeholders (including government, private industry, haulers and materials recovery facilities) to identify solutions to improving curbside recycling programs through education and data analysis. CVP's goal is to launch and study education programs to increase participation in community curbside programs, while striving to make them more profitable and sustainable.

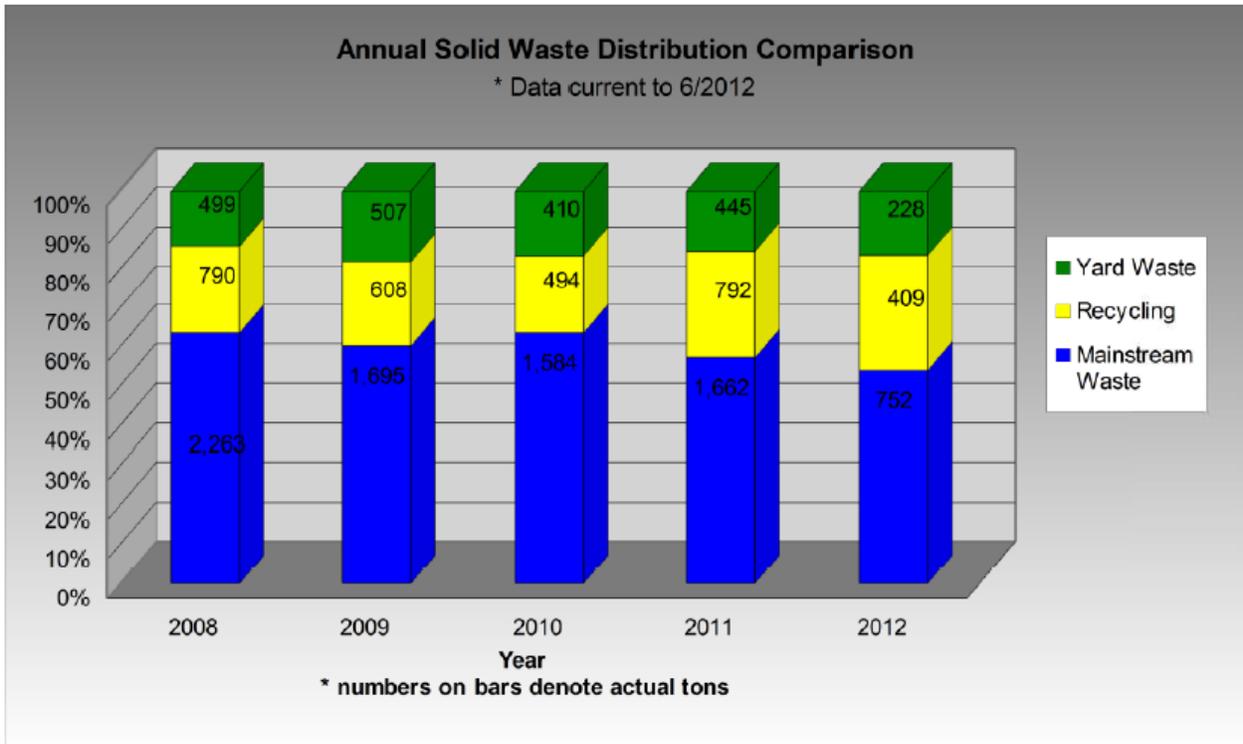
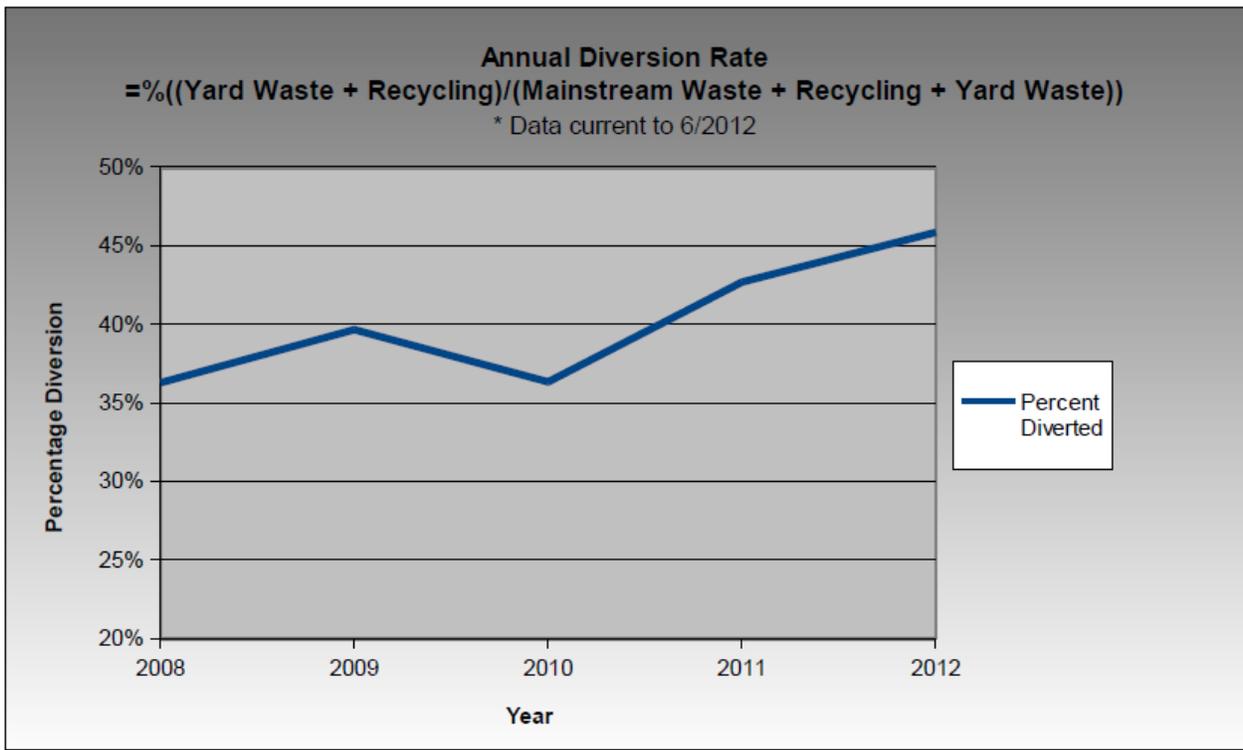
The 'Recycling Becomes Me' campaign is designed to promote recycling by using graphics that are non-traditional to solicit attention from people who might not notice traditional promotional materials. Olivette is using light pole banners and larger banners that mount in the leaf collection notification frames to promote the campaign. City staff has completed a multi week participation survey of residents from different neighborhoods and will complete a second survey after the promotional materials are displayed. The survey and promotional materials are funded by the grant.

Sanitation is of great importance to the well-being of the residents and the general public. A clean and healthy environment will be free of refuse and pestilence.

No staff is allocated solely to this category. The refuse collection is by contract, which is managed and directed by the Public Works Division.

**WORKLOAD/PERFORMANC INFORMATION (Information on following pages through June 2012)**

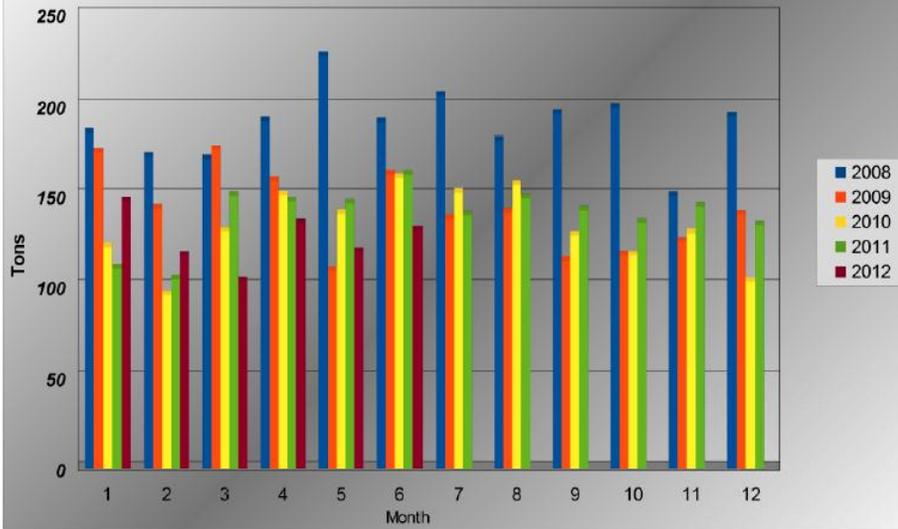
## ANNUAL BUDGET EXPENDITURE CRITERIA



## ANNUAL BUDGET EXPENDITURE CRITERIA

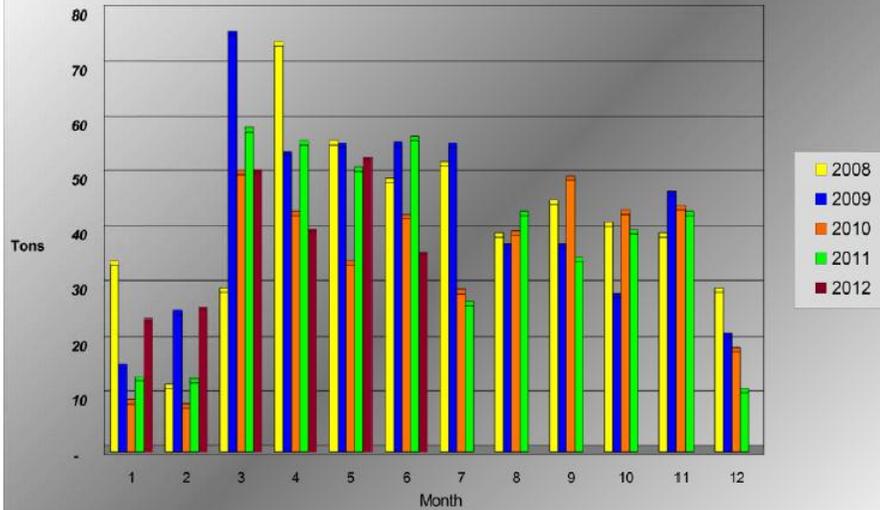
### 5 Year Mainstream Waste Comparison

\* Data current to 6/2012



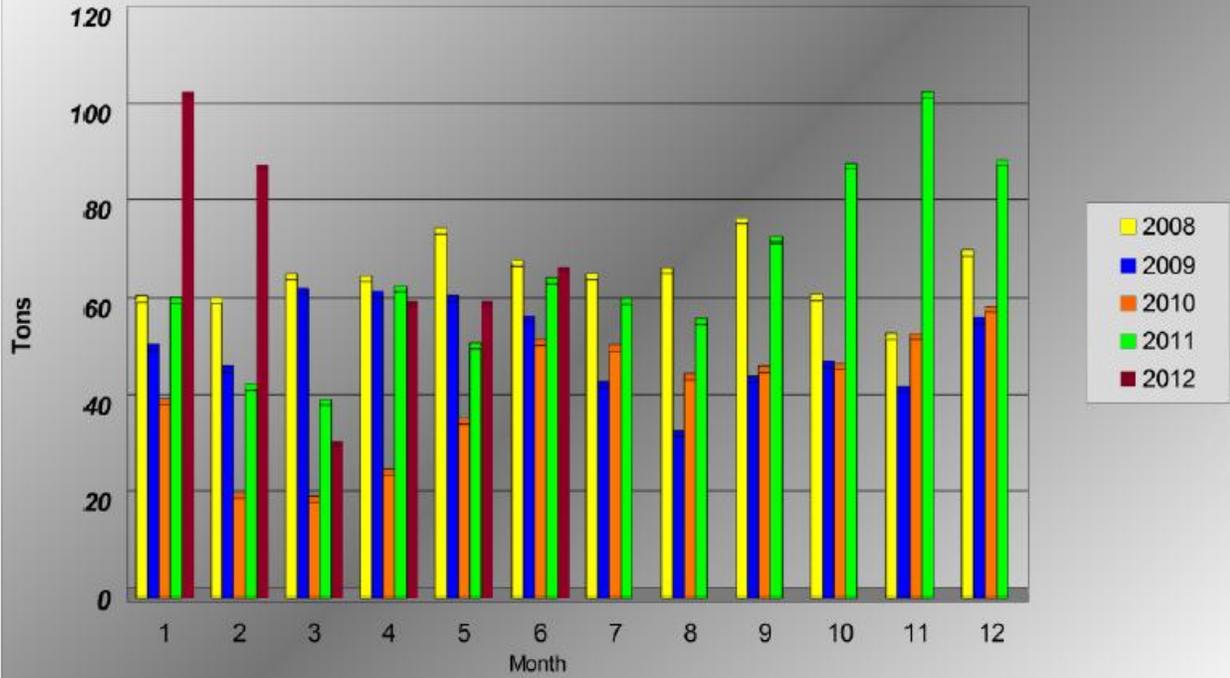
### 5 Year Yard Waste Comparison

\* Data current to 6/2012



### 5 Year Single Stream Recycling Comparison

\* Data current to 6/2012



**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
 General Fund - 01 Department: Public Services - 4050

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
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<b>CSVC</b>	<b>Contractual Services</b>				
B830.00	Refuse Collection Contract	\$575,571	\$362,939	\$260,400	\$265,000
B960.00	Weed Removal	\$0	\$0	\$0	\$0
B993.00	Leaf Removal	\$92,000	\$92,150	\$75,000	\$75,000
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$667,571</b>	<b>\$455,089</b>	<b>\$335,400</b>	<b>\$340,000</b>

**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**GENERAL FUND**

***MUNICIPAL PROPERTY---4061***



# ANNUAL BUDGET EXPENDITURE CRITERIA

 <i>...in the center of it all</i>	<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	 <i>...in the center of it all</i>
	<b>General</b>	<b>Public Services</b>	<b>Building Maintenance</b>	<b>4061</b>	

## STAFFING ALLOCATION

PAY PLAN GRADE	POSITION	AUTHORIZED FTE 2011-12	AUTHORIZED FTE 2012-13	SALARIES 2012-13
60	Mechanic	1.0	1.0	\$50,502

## DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B410.00	Electricity	Electric for City Hall, Fire Dept., City Garage	\$25,000
B420.00	Natural Gas	Gas Service for City Hall, Fire Dept., Garage	\$11,500
B430.00	Water	Water Service for City Hall, Fire Dept.,	\$3,800
B450.00	Sewer	MSD Service for City Hall, Fire Dept., Garage	\$3,600
B550.00	Building Repairs/Maint.	HVAC Repairs/Maintenance	\$6,500
		Plumbing & Electrical Repairs	\$2,500
		Venting System Cleaning-Public Services	\$5,000
		Structural Repairs	\$2,000
		Other Repairs & Maintenance	\$1,000
B780.00	Health/Dental Insurance	Health & Dental Premiums—City Share	\$10,910
C210.00	Building Maint Supplies	Janitorial Supplies for City Buildings	\$5,000
		Cleaning Supplies for City Buildings	\$3,000

<u>FUND</u>	<u>FUNCTION</u>	<u>DEPARTMENT</u>		<u>ACCOUNT</u>
General	Municipal Property	Public Services		4061/4062
<u>PAY PLAN GRADE</u>	<u>POSITION TITLE</u>	<u>PREVIOUS</u> 2010-2011	<u>PROPOSED</u> 2012-2013	<u>SALARIES</u> 2012-2013
60	Mechanic	1	1	
	<b>TOTALS</b>	<b>1</b>	<b>1</b>	

**CONTINUING GOALS AND OBJECTIVES**

The primary goal is to properly maintain the City’s operating vehicle fleet to reduce downtime, reduce operating and repair costs, and insure that operating departments are capable of accomplishing their assigned duties.

The City Mechanic, who reports to the Public Works Administrator, is responsible for routine and preventive maintenance on all city vehicles. With the ever increasing complexity of new vehicles it is an objective of the Public Works Division to give the City mechanic resources to learn about the systems that are installed on new cars and trucks. During this budget year a benefit cost analysis will be completed to find out if new computer equipment is needed to analyze City vehicles.

In addition to the efforts of the City Mechanic, all other members of the Public Works Division contribute to the repair and maintenance of City properties. Other members of the division are funded by account 4020.

**Justification for Selected Operating Accounts**

<u>Account</u>	<u>Justification</u>	<u>Amount</u>
01 4061 B510	Building Repairs and Maintenance	

<u>FUND</u>	<u>FUNCTION</u>	<u>DEPARTMENT</u>	<u>ACCOUNT</u>
General	Municipal Property	Public Services	4061/4062

**CONTINUING GOALS AND OBJECTIVES**

Without the success of Proposition S and P, which would have funded the construction of a new Fire House, demolition of the Community Center and acquisition with renovations for new Municipal building, the City is left with municipal buildings that are a patchwork of repairs necessitated by emergency repair rather than a comprehensive maintenance program. It is critical that during the budget year, physical equipment be inventoried, triaged and phased replacement scheduled. It is expected that each building will need replacement of major electrical, plumbing, HVAC and building envelope systems.

The Public Works Division has worked very closely with the Metropolitan Sewer District to insure positive City participation in the St. Louis County Phase II and MS4 Storm Water Management

Plan. During the past budget year Division staff has worked very hard to maintain a tarp system to cover the salt pile which is hazardous to employees during winter events. It is evident that many of the City's efforts to protect the environment are offset by the lack of a salt enclosure.

<b>City of Olivette Municipal buildings</b> (Park structures not included)			
<b>Name</b>	<b>Address</b>	<b>Square footage</b>	<b>Year Built</b>
Municipal Building	9743 Olive Blvd	11,700	1954, 1975
Community Center	9723 Grandview	19,7000	1961
Public Services	1200 North Price	10,000	1973
City Rental House	1158 Warson Road	Approximately 1000	unknown

**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**General Fund: Department Public Services- 4061**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
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<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$48,857	\$48,326	\$50,255	\$51,260
A400.00	Longevity	\$1,459	\$2,333	\$2,513	\$2,526
A500.00	Overtime	\$0	\$0	\$200	\$200
A600.00	FICA	\$3,628	\$3,736	\$4,063	\$4,141
A700.00	Unemployment Comp	\$135	\$175	\$0	\$0
A970.00	Clothing Allowance	\$300	\$300	\$150	\$150
<b>TOTAL---PERSONNEL</b>		<b>\$54,379</b>	<b>\$54,870</b>	<b>\$57,181</b>	<b>\$58,277</b>

<b>CSVC Contractual Services</b>					
B410.00	Electricity	\$19,700	\$25,305	\$25,000	\$25,000
B420.00	Heating Oil	\$9,070	\$7,065	\$13,000	\$11,500
B430.00	Water	\$2,632	\$4,365	\$4,200	\$3,800
B450.00	Sewer	\$4,071	\$4,684	\$4,300	\$3,600
B510.00	Building Repairs & Maint.	\$10,774	\$9,108	\$12,300	\$17,000
B540.00	Equipment Repairs	\$194	\$1,055	\$0	\$0
B590.00	Miscellaneous Repair & Maintenance	\$0	\$0	\$100	\$0
B620.00	Linen/Equipment Rental	\$133	\$0	\$0	\$0
B730.00	Workers Compensation	\$1,545	\$1,609	\$1,509	\$1,452
B780.00	Group Health & Liability	\$11,608	\$9,097	\$10,782	\$10,910
B790.00	Life Insurance/LTD	\$342	\$334	\$374	\$380
B930.00	City Pension Contribution	\$0	\$0	\$0	\$0
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$60,069</b>	<b>\$62,622</b>	<b>\$71,565</b>	<b>\$73,642</b>

<b>COMM Commodities</b>					
C210.00	Building Maint. Supplies	\$6,541	\$6,448	\$8,800	\$8,000
C230.00	Painting Supplies	\$0	\$54	\$250	\$250
C240.00	Hardware/Small Tools	\$88	\$0	\$0	\$0
C250.00	Institutional Supplies	\$0	\$0	\$0	\$300
C275.00	Signage	\$0	\$144	\$100	\$300
C490.00	Miscellaneous Commodities	\$151	\$0	\$100	\$0
<b>TOTAL COMMODITIES</b>		<b>\$6,780</b>	<b>\$6,646</b>	<b>\$9,250</b>	<b>\$8,850</b>

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D210.00	Building/Building Improvements	\$0	\$0	\$0	\$0
D220.00	Grounds Improvement	\$0	\$0	\$0	\$0
D320.00	Computer/Institutional Equip	\$0	\$0	\$0	\$0
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TOTAL DEPARTMENT</b>		<b>\$121,228</b>	<b>\$124,138</b>	<b>\$137,996</b>	<b>\$140,769</b>
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**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**

**Olivette**

*...in the center of it all*

**GENERAL FUND**

***INSURANCE---4500***



# ANNUAL BUDGET EXPENDITURE CRITERIA

	<b>FUND</b>	<b>FUNCTION</b>	<b>DEPARTMENT</b>	<b>ACCOUNT</b>	
	<b>General</b>	<b>General Government</b>	<b>Insurance</b>	<b>4500</b>	

## DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

ACCOUNT	ACCOUNT TITLE	JUSTIFICATION DETAIL	AMOUNT
B710.00	Police Liability	Law Enforcement Liability Coverage	\$33,000
		General Liability Coverage	\$20,258
B715.00	Public Officials Liability	Public Officials E & O Coverage	\$10,438
B720.00	Surety Bonds	City Manager/Finance Director. Treasurer/Staff	\$1,100
B760.00	Casualty/Property	Fire & Extended Coverage—City Buildings	\$18,744
B790.00	Life Insurance	Travel and Specialized Coverage	\$1,000

This account provides all of the various insurance protections for the City, its personnel, property and equipment. This program is designed to determine areas of potential liability; reduce exposures as much as possible and determine the most cost effective means of insuring against possible damage awards. The City of Olivette is a charter member of the St. Louis Area Insurance Trust (SLAIT), a consortium of area cities who operate a self-insured insurance pool for workers compensation and general liability coverage. In addition, SLAIT as a group purchases property and public official's liability coverage for the consortium. Late last year the SLAIT Board of Trustees, as well as all the individual city members, approved SLAIT offering health insurance coverage. July 1, 2010 rate increases were 10%, considerably lower than with other carriers.

### ALLOCATION OF INSURANCE COST

Insurance costs for Workmen's Compensation, Medical and Dental Insurance, Life Insurance and Long Term Disability are allocated to each department based on the employee base in 2010-2011

**B-730** Bierman Condray Insurance – Workmen's Compensation - **\$178,820** including reimbursements and audit premium. The increase is primarily due to increases in police and firefighter rates

**B-780** Major medical/Dental Plan/EAP - **\$725,370** including deductible reimbursement Based on the City's medical insurance coverage

**B-790** Spouse insurance plus long term disability; basic life, dependent life, accidental death and dismemberment; Total - **\$31,005**

# ANNUAL BUDGET EXPENDITURE CRITERIA

## **GOALS**

To adequately insure the City against possible losses and/or omissions, forestall possible lawsuits and implement specific risk management strategies to minimize losses and exposures:

1. Restructure the Safety Committee to a smaller number of members in order to reduce meetings to a more reasonable time. Move towards a more regular schedule in order to review general liability and workmen's compensation accidents and determine what can be done to eliminate or reduce accidents.
2. Prepare a policy procedure for the Department Heads to do a semi-annual walk through of each department and submit findings to the City Manager regarding potential hazards and concerns which could lead to accidents in the work environment. In addition, continue to have Daniel and Henry loss control personnel do an annual walk through to determine any potential hazards.
3. Move forward with the development of a Safety Policy and Procedures Manual for Department Heads utilization in the administration of their work environment and investigation of accidents.

## **OBJECTIVES**

Eliminate or reduce the possible loss from lawsuits and to replace damaged equipment or structures. No staff is assigned to this category. The administrative office contracts for the insurance coverage.

**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**Insurance Fund: Department 4500**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
<b>CSVC Contractual Services</b>					
B710.00	Police Liability	\$67,870	\$62,849	\$64,000	\$53,258
B715.00	Public Officials Liability	\$0	\$0	\$0	\$10,438
B720.00	Surety Bonds	\$1,108	\$1,026	\$1,125	\$1,100
B760.00	Casualty & Property Coverage	\$15,092	\$14,991	\$19,400	\$18,744
B790.00	Life Insurance/LTD	\$1,000	\$1,000	\$1,000	\$1,000
B930.00	Pension Plan Contribution	\$220,000	\$0	\$0	\$0
	<b>TOTAL-CONTRACTUAL SER.</b>	<b>\$305,070</b>	<b>\$79,866</b>	<b>\$85,525</b>	<b>\$84,540</b>



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**CAPITAL IMPROVEMENT FUND**



**CITY OF OLIVETTE  
 FY 2012-13 OPERATING BUDGET  
 OPERATING FUND SUMMARY/INCOME STATEMENT**

**OPENING FUND BALANCE 7/1/12** 1,351,325

**OPERATING REVENUES:**

Sales Tax - Capital Imp/Street Maint.	377,260
Streets Funds - County Reimbursed	247,300
Federal STP Grant---Old Bonhomme	532,000
North Price NID---Construction Funding	680,000

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<b>TOTAL</b>	<b>1,836,560</b>
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**OPERATING  
 EXPENDITURES**

4020.00	Street Maintenance---Operating	449,387
05-2510-D330	Tahoe Command Vehicle for Fire Dept.	45,550
05-2610-D330	Police Dept.---Replace Two Squad Cars	45,742
05-4021-D210	Salt Storage Facility	230,000
05-4021-D230	Street Resurfacing	125,000
05-4021-D230	Dielman Rd. Bridge Repairs	57,000
05-4021-D230	Crack Sealing	40,000
05-4023- D230.00	Old Bonhomme Improvement Project	
	Engineering	90,000
	Right of Way Acquisition	225,600
	Construction	350,000
05-4024- D230.00	North Price NID Improvement Project	
	Engineering	30,000
	Construction	650,000

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<b>TOTAL</b>	<b>2,338,279</b>
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**CLOSING FUND BALANCE 6/30/13** 849,606

**CITY OF OLIVETTE  
 FY 2012-13 OPERATING BUDGET  
 CAPITAL PROJECTS & EQUIPMENT  
 CAPITAL IMPROVEMENT FUND**

ACCOUNT NO.	PROJECT	AMOUNT
<b>FIRE DEPARTMENT</b>		
05-2510-D330.00	Tahoe Command Vehicle Replacement <i>To be assigned to Assistant Chief</i>	\$45,550
05-2510-D331.00	Capital Lease for Crimson Pumpers <i>One Half of Annual Lease Cost--Other half from Fire Fund</i>	\$31,660
<b>POLICE DEPARTMENT</b>		
05-2610-D330.00	Replacement of Two Squad Cars <i>Regular rotation of Squad car Units for cost savings</i>	\$45,742
<b>STREET DEPARTMENT</b>		
05-4021-D210.00	Construction of Salt Storage Facility <i>Alternatives for mutual project development with neighboring cities is being actively explored</i>	\$230,000
05-4021-D230.00	Street Resurfacing on Miscellaneous Streets <i>To be done on selected public streets based on condition</i>	\$125,000
	Dielman Road Bridge Repair <i>Bridge Repair/Stabilization and required resurfacing</i>	\$57,000
	Crack Sealing on City Streets (Citywide)	\$40,000
05-4023-D234.00	Old Bonhomme Road Improvement Project	
	Project Engineering	\$90,000
	Right of Way Acquisition	\$225,600
	Construction	\$350,000
	<i>80 percent of project cost is funded from ST-5497 (602) thru MODOT</i>	
05-4024-D237.00	North Price Road NID Improvement Project	
	Project Engineering	\$30,000
	Construction	\$650,000
	<i>Temporary financing to be obtained for construction with subsequent permanent financing through NID bonds</i>	

# Olivette

*...in the center of it all*



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**CAPITAL IMPROVEMENT FUND**

***STREET MAINTENANCE---4020***



# ANNUAL BUDGET EXPENDITURE CRITERIA

	<b>FISCAL YEAR 2012-13 OPERATING BUDGET</b>
<b>OPERATING FUND</b>	Capital Improvement---05
<b>FUNCTION</b>	Public Services
<b>DEPARTMENT/DIVISION</b>	Street Maintenance----4020

## STAFFING ALLOCATION

<b>PAY PLAN GRADE</b>	<b>POSITION</b>	<b>AUTHORIZED FTE 2011-12</b>	<b>AUTHORIZED FTE 2012-13</b>	<b>SALARIES 2012-13</b>
35	Public Works Administrator	1.0	1.0	\$56,126
67	Crew Leader	1.0	1.0	\$48,213
71	Equipment Operator	2.0	2.0	\$84,414

## DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS FY 2012-13

<b>ACCOUNT</b>	<b>ACCOUNT TITLE</b>	<b>JUSTIFICATION DETAIL</b>	<b>AMOUNT</b>
B120.00	Engineering Services	Contract Management for PS Director	\$47,500
B240.00	Travel & Training	Missouri APWA Annual Conference	\$700
		Other Training	\$200
B310.00	Notices & Advertising	Public Notices for Public project bids	\$700
B440.00	Telephone	Phone Lease and System Connectivity	\$2,060
		Cell Phones	\$2,800
B530.00	Street Repair/Maint	Contract Repairs to public streets	\$7,500
B540.00	Equipment Repairs	Outside contract repairs to operating equipment	\$2,200
B551.00	Truck Repairs	Outside contract repairs to Streets trucks	\$3,700
B620.00	Equipment Rental	Outside rental of operating equipment for tasks	\$2,000
B780.00	Health/Dental Ins.	City Share----Health & Dental Premiums	\$30,983
B810.00	Street Lighting	Ameren Billing for City street lighting	\$36,500
B914.00	Association Dues	APWA	\$200
		Missouri APWA	\$100
C260.00	Snow Removal Supplies	Salt/Calcium Chloride for Winter Storms	\$19,000
C270.00	Street Maint. Materials	Asphalt	\$7,000
		Rock	\$2,000
		Concrete	\$5,000
		Other Supplies	\$1,000
C275.00	Signage	Official street signs for public safety	\$2,400
C310.00	Gasoline & Oil	Fuel/Lubricants for 4020-assigned vehicles	\$11,904
C320.00	Auto Parts/Accessories	Parts for Force Account Repair—Vehicles	\$8,000

The Public Works Division of the Public Services Department attends to the daily maintenance of City streets, sidewalks, trees and landscaping. This Division oversees the improvements made in conjunction

with the Neighborhood Improvement District Program and the Community Development Block Grant Program, coordinates projects within the City which are performed by other jurisdictional agencies and is under the supervision of Michael W. Gartenberg, MCM, the Director of Public Services. The Public Works Administrator coordinates the Residential Sanitary Lateral Sewer Repair Program.

**CONTINUING GOALS and OBJECTIVES**

The Division staff consists of the Director of Public Services, Public Works Administrator, Lead Operator, two equipment operators/laborers and an office manager who supports the Building Department staff also. Planning and coordination of efforts are performed on a continual basis in order to maintain the performance and productivity levels of this small staff.

1) **Reduction of Lost Man Hours** - Increase productivity and reduce lost man-hours in the Public Works Division which are due to accumulations of compensatory time resulting from snow removal and construction activities which cannot be interrupted or terminated in accordance with a “standard” work schedule.

2) **Staff Size** – With only 3 crew members, the phasing of street and building repair work has become much more complicated with a productivity loss being much greater than 25%. This situation often-time creates the need for other Public Services staff members to supplement the Public Works staff in order to facilitate the safe and proper performance of work activities. Division staff worked very hard during this past snow removal season to provide the best possible service to residents.

3) **Facilities Management** – Maintain and improve City Hall, Police Department and Fire Department with a professional appearance and a safe working environment. Olivette is currently a Cool Cities and ICLEI member. Where possible, the division is looking at ways to decrease city energy usage by replacing inefficient equipment and improving building envelopes.

4) **City Streets** - The major responsibilities of this division include the maintenance of the public streets, more than 85 lane miles, in a manner conducive to the efficient movement of traffic. Street signage and pavement markings that are properly placed, installed and maintained organize the movement of traffic throughout the City. Street cleaning and snow removal is essential to the appearance and image of the City and the safe mobility within it.

<b>2010-2011 Winter Street Event Summary</b>		
	<b>2010-2011</b>	<b>2011-12</b>
Total Number of Events	12	4
Total Wet Snow Accumulation to Date (inches)	12.25	2
Total Dry Snow Accumulation to Date (inches)	30.25	3.75
Total Ice Accumulation to Date (inches)	<1	< 1
Total Number of Lane Miles Plowed	2017	261
Total Number of Lane Miles treated (salt and/or calcium only)	1700	523
Salt Tonnage Used	478	165
Total Calcium used (gal)	701	0
Total Regular Man Hours	193	24
Total Overtime Man Hours	456	37.5

The winter season of 2011-12 produced 33% less winter events than the year before. Division staff followed the same 3 truck routes as last year. While many residents may not have noticed slower 'pass' times for each route operators noted that it was taking approximately 1.5 more hours for them to complete one pass through their assigned routes. Salt and calcium chloride usage was very low this year because of the mild temperatures fewer periods of precipitation.

The Public Works Division continues to have a strong working relationship with the St. Louis County Department of Planning and completed a Community Development Block Grant project upgrading 42 sidewalk curb ramp transitions to ADA compliance. The Division is currently planning another ADA sidewalk improvement project for the 2012-13 budget year.

The Division is planning a crack sealing project for the balance of the city streets that were not sealed in 2011. Additional funds have been allocated to perform cosmetic and structural repairs to the Dielman Road bridge during the fall of 2012.

The Division managed the rehabilitation of Dielman Industrial Park as a NID project. It is expected that the North Price Road project will begin spring 2012.

The STP grant for reconstruction of Old Bonhomme Road from Price to Olive Blvd. is in the engineering phase. Reconstruction is planned to begin sometime in 2013.

During the past budget year the City partnered with a professional arborist to assist with the removal of large trees maintained by the City in street right of ways. The partnership has been beneficial to the City because it limits the associated danger by bringing specialized equipment and additional staff to the job. For the current budget year the Division is planning on 5 partnership days to manage tree removal.

Streets are the lifeline of a city. This division strives to keep this line open for the benefit of the public, residents and commercial traffic using these thoroughfares.

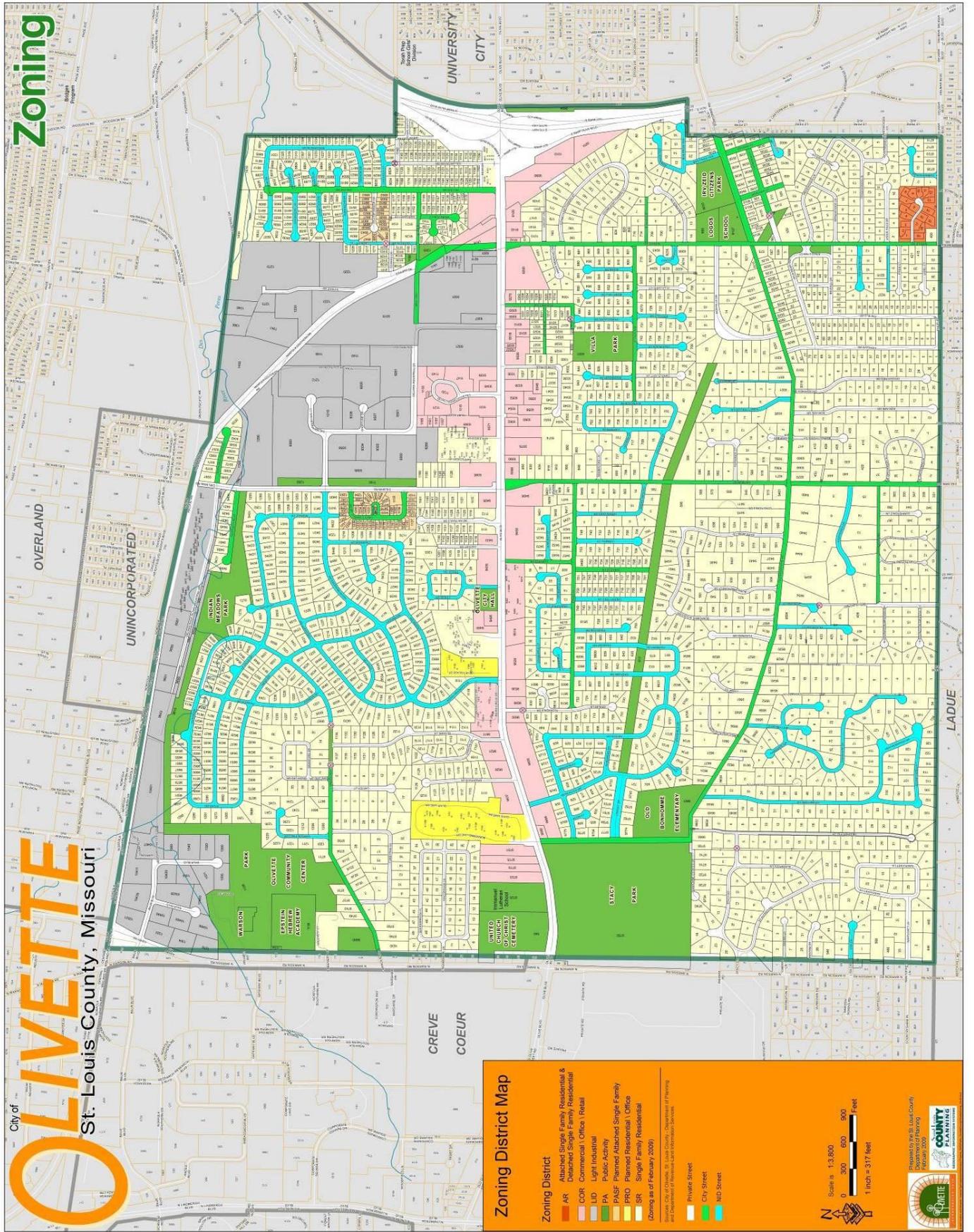
**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**Capital Improvement Fund: Department 4020**

Acct #	Account	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Final
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<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$225,466	\$188,485	\$186,937	\$189,610
A200.00	Extra Help	\$0	\$0	\$0	\$20,000
A300.00	Salary Adjustment	\$0	\$0	\$0	\$0
A400.00	Longevity	\$2,253	\$2,807	\$3,440	\$3,545
A500.00	Overtime	\$2,472	\$3,152	\$6,500	\$6,000
A600.00	FICA	\$16,916	\$13,729	\$15,122	\$16,827
A700.00	Unemployment Comp	\$675	\$701	\$0	\$0
A970.00	Clothing Allowance	\$1,500	\$1,125	\$800	\$800
<b>TOTAL---PERSONNEL</b>		<b>\$249,282</b>	<b>\$209,999</b>	<b>\$212,799</b>	<b>\$236,781</b>

<b>CSVC Contractual Services</b>					
B120.00	Architectural/Engineering Ser.	\$47,517	\$47,500	\$47,500	\$47,500
B150.00	Medical Services	\$0	\$0	\$0	\$300
B190.00	Misc. Professional Services	\$956	\$582	\$0	\$0
B240.00	Travel & Training	\$331	\$0	\$800	\$900
B310.00	Notices & Advertising	\$501	\$109	\$800	\$700
B440.00	Telephone	\$2,732	\$2,960	\$4,591	\$4,860
B510.00	Building Repairs & Maint.	\$239	\$550	\$0	\$0
B530.00	Street Repair & Maintenance	\$1,868	\$0	\$6,000	\$7,500
B540.00	Equipment Repairs	\$2,771	\$2,968	\$3,000	\$2,200
B545.00	Computer Maintenance	\$265	\$969	\$775	\$775
B551.00	Truck Repairs	\$9,199	\$1,374	\$3,500	\$3,700
B620.00	Linen/Equipment Rental	\$1,403	\$361	\$2,400	\$2,000
B730.00	Workers Compensation	\$16,336	\$13,741	\$12,799	\$11,989
B780.00	Group Health & Liability	\$43,502	\$35,368	\$39,703	\$30,983
B790.00	Life Insurance/LTD	\$1,239	\$1,692	\$1,398	\$1,433
B810.00	Street Lighting	\$31,021	\$29,688	\$36,000	\$36,500
B914.00	Association Dues	\$232	\$238	\$300	\$300
B930.00	City Pension Contribution	\$0	\$0	\$0	\$0
B990.00	Misc. Contractual Services	\$0	\$0	\$0	\$400
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$160,112</b>	<b>\$138,100</b>	<b>\$159,566</b>	<b>\$152,040</b>

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>COMM</b>	<b>Commodities</b>				
C110.00	Office Supplies	\$171	\$0	\$300	\$0
C210.00	Building Maint. Supplies	\$45	\$0	\$0	\$0
C220.00	Ground Maintenance	\$0	\$354	\$300	\$0
C230.00	Painting Supplies	\$228	\$67	\$500	\$500
C240.00	Hardware/Small Tools	\$2,160	\$1,405	\$2,000	\$2,200
C250.00	Institutional Supplies	\$1,313	\$516	\$1,400	\$1,000
C260.00	Snow Removal Supplies	\$35,346	\$41,091	\$36,000	\$19,000
C270.00	Street Maintenance Materials	\$7,074	\$10,294	\$10,000	\$15,000
C275.00	Signage	\$2,050	\$2,410	\$8,500	\$2,400
C310.00	Gasoline & Oil	\$7,153	\$9,542	\$14,000	\$11,904
C320.00	Automotive Accessories	\$2,329	\$5,149	\$8,500	\$8,000
C455.00	Medical Supplies	\$0	\$0	\$0	\$350
C490.00	Miscellaneous Commodities	\$0	\$104	\$200	\$250
<b>TOTAL COMMODITIES</b>		<b>\$57,869</b>	<b>\$70,932</b>	<b>\$81,700</b>	<b>\$60,604</b>
<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D210.00	Building/Building Improvements	\$0	\$0	\$0	\$0
D230.00	Street Reconstruction	\$0	\$0	\$0	\$0
D235.00	Storm water Improvements	\$0	\$0	\$0	\$0
D320.00	Computers & Institutional Equipment	\$0	\$100	\$0	\$0 \$0
D331.00	Trucks				
D380.00	Construction Equipment	\$0	\$0	\$0	\$0
<b>TOTAL--CAPITAL OUTLAY</b>					<b>\$0</b>
<b>TOTAL DEPARTMENT</b>		<b>\$419,031</b>	<b>\$454,065</b>	<b>\$449,387</b>	



**Zoning District Map**

- Zoning District**
- AR Attached Single Family Residential
  - DR Detached Single Family Residential
  - COB Commercial Office - Retail
  - LID Light Industrial
  - PA Public Activity
  - PASP Planned Attached Single Family
  - PRO Planned Residential Office
  - SR Single Family Residential
- (Zoning as of February 2009)*

- Private Street
- City Street
- MD Street



# Olivette

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**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**PENSION FUND-15**



**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**OPERATING FUND SUMMARY/INCOME STATEMENT**

**OPENING FUND BALANCE 7/1/12** **\$0**

## **OPERATING REVENUES:**

Pension Levy---Property Tax	\$520,000
Employee Contribution	\$153,000

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**TOTAL**

**\$673,000**

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## **OPERATING EXPENDITURES**

Contribution to Pension	\$633,000
Professional Expenses	\$40,000

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**TOTAL**

**\$673,000**

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**CLOSING FUND BALANCE 6/30/13**

**\$0**

**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**FIRE SERVICES FUND-20**





**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**DEPARTMENTAL BUDGET SUMMARY**  
**Fire Services Fund: 20**

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>PERS Personnel Services</b>					
A100.00	Salaries---Regular Employees	\$107,893	\$202,726	\$164,248	\$191,949
A300.00	Salary Adjustment	\$315	\$1,123	\$1,440	\$900
A400.00	Longevity	\$0	\$0	\$21	\$296
A500.00	Overtime	\$1,597	\$5,824	\$4,500	\$5,000
A550.00	FLSA Overtime	\$0	\$0	\$0	\$2,270
A600.00	FICA	\$8,884	\$12,464	\$13,021	\$15,332
A700.00	Unemployment Comp	\$222	\$886	\$0	\$0
<b>TOTAL---PERSONNEL</b>		<b>\$118,911</b>	<b>\$223,023</b>	<b>\$183,230</b>	<b>\$215,747</b>
<b>CSVC Contractual Services</b>					
B730.00	Workers Compensation	\$9,041	\$9,673	\$8,220	\$9,912
B780.00	Group Health & Liability	\$19,471	\$33,873	\$35,373	\$27,195
B790.00	Life Insurance/LTD	\$735	\$935	\$875	\$1,097
B970.00	Clothing Allowance	\$1,143	\$1,800	\$0	\$1,800
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$30,390</b>	<b>\$46,281</b>	<b>\$44,468</b>	<b>\$40,004</b>
<b>CAPT Capital Outlay/Improvements</b>					
D332.00	Fire Apparatus	\$31,667	\$31,667	\$31,667	\$0
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$31,667</b>	<b>\$31,667</b>	<b>\$31,667</b>	<b>\$0</b>
<b>TOTAL DEPARTMENT</b>		<b>\$180,968</b>	<b>\$300,971</b>	<b>\$259,365</b>	<b>\$255,751</b>

# Olivette

*...in the center of it all*



**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**

**Olivette**

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**EQUIPMENT REPLACEMENT FUND-25**



**CITY OF OLIVETTE**  
**FY 2012-13 OPERATING BUDGET**  
**OPERATING FUND SUMMARY/INCOME STATEMENT**

OPENING FUND BALANCE 7/1/12

369,312

**OPERATING REVENUES:**

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**TOTAL**

**0**

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**OPERATING  
EXPENDITURES**

25-1000-D320	Replace Laptop for City Clerk	\$1,500.00
25-1300-D320	Replace City Hall Server	\$7,500.00
25-1400-D320	Replace Laptop for Court Administrator	\$1,500.00
25-2000-D331	Replace Animal Control Truck	\$15,099.00
01-3200-D320	Computer Replacement--Director	\$1,250.00
01-3200-D310	Computer Replacement--Coordinator	\$1,250.00

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**TOTAL**

**\$28,099**

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CLOSING FUND BALANCE 6/30/13

**\$341,213**

**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**PARKS & STORM WATER FUND-30**



**CITY OF OLIVETTE  
FY 2012-13 OPERATING BUDGET  
OPERATING FUND SUMMARY/INCOME STATEMENT**

**OPENING FUND BALANCE 7/1/12** 668,482

**OPERATING REVENUES:**

Parks/Storm Water Sales Tax	443,720
Grant Revenue	25,000

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<b>TOTAL</b>	<b>468,720</b>
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**OPERATING EXPENDITURES**

3100	Park Maintenance---Operating	323,397
30-3110-220	Improvements to Walking Trails	12,000
30-3110-D225	Park Improvements	30,675
30-3110-D331	Replace 2002 One Ton Maintenance Truck	53,000

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<b>TOTAL</b>	<b>419,072</b>
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<b>INTERFUND TRANSFER TO GENERAL FUND</b>	<b>21,000</b>
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**CLOSING FUND BALANCE 6/30/13** 697,130

**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**

**Olivette**

*...in the center of it all*

**PARKS & STORM WATER FUND**

**PARKS MAINTENANCE---3100**



**ANNUAL BUDGET  
EXPENDITURE CRITERIA**

	<b>FISCAL YEAR 2012-13 OPERATING BUDGET</b>
<b>OPERATING FUND</b>	Parks & Storm water---30
<b>FUNCTION</b>	Parks & Recreation
<b>DEPARTMENT/DIVISION</b>	Parks Maintenance -3100

**STAFFING ALLOCATION**

<b>PAY PLAN GRADE</b>	<b>POSITION</b>	<b>AUTHORIZED FTE 2011-12</b>	<b>AUTHORIZED FTE 2012-13</b>	<b>SALARIES 2012-13</b>
67	Crew Leader	1.0	1.0	\$48,213
71	Equipment Operator	1.0	1.0	\$46,835
81	Horticulturist	1.0	1.0	\$40,852
	Part Time	N/A	N/A	\$20,000

**DETAILED JUSTIFICATION FOR SELECTED OPERATING ACCOUNTS  
FY 2012-13**

<b>ACCOUNT</b>	<b>ACCOUNT TITLE</b>	<b>JUSTIFICATION DETAIL</b>	<b>AMOUNT</b>
B240.00	Travel & Training	Attendance at MPRA Conferences	\$800
		Other Professional Training	\$300
B410.00	Electricity	Ameren Charges---City Park Facilities	\$5,000
B420.00	Natural Gas	Laclede Gas for Parks maintenance	\$1,200
B430.00	Water	MAWC Water for Parks facilities	\$3,200
B440.00	Telephone	Phone Lease & Connectivity	\$2,100
		Cell Phones	\$3,000
B450.00	Sewer	MSD Sewer Charges---Parks facilities	\$3,800
B510.00	Building Maintenance	Playground Repairs	\$1,000
		Pavilion/Restroom Repairs	\$1,500
		Water Features & Fountains	\$750
		Sprinkler Systems	\$750
B520.00	Ground Maintenance	Contract Mowing Contract	\$35,000
B540.00	Equipment Repairs	Mowers	\$1,000
		ATV/Toolkat	\$1,500
		Small Equipment Repair	\$1,000
B551.00	Truck Repairs	Outside Contract Repairs---Parks Trucks	\$3,000
B620.00	Equipment Rental	Boom Truck	\$1,500
		Aerator for Turf Work	\$300
B780.00	Group Health/Dental	City Share---Group Health Dental Premium	\$30,983
B914.00	Dues/Memberships	NPRA	\$350
		ISI	\$140
		National Arbor Day	\$20
C220.00	Ground Maint. Supplies	Straw/ Dirt/ Rock	\$2,000
		Playground Surfacing	\$3,000
		Rock for Erosion	\$1,600

C220.01	Annual Beautification	Flowers/Plants	\$2,000
		Mulch	\$3,000
		Wildflowers	\$1,500
C220.02	Turf Mgmt. Supplies	Grass Seed	\$1,000
		Fertilizer	\$3,000
		Weed Killer	\$1,000
C220.03	Tree Maintenance	New Trees	\$3,000
		Shrubbery	\$3,000
		Trees for Stacy Park	\$1,000
C240.00	Hardware/Small Tools	Small Tools	\$700
		Hardware for Buildings/Parks	\$700
C250.00	Institutional Supplies	Trash Bags/Doggie Bags for Parks	\$2,200
C310.00	Gasoline & Oil	Fuel for Parks-Assigned Vehicles	\$6,000

## **2012-13 FY BUDGET GOALS**

**It is the mission of the Olivette Parks and Recreation Department to create recreational opportunities for growth and enhancement by developing diverse services, facilities, and programs that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.**

### **Parks & Recreation Department Goals:**

- **Provide clean and safe parks, green spaces, and recreational facilities**
- **Provide efficient services to Olivette residents regardless of income, background, and ability**
- **Effectively plan for the future needs of Olivette residents**
- **Continually strive to improve existing facilities while seeking opportunities for future development**
- **Create a partnership with the Olivette community to improve the quality of life for all citizens**

### **PARK MAINTENANCE:**

Parks & Beautification Division maintains over 90 acres of park land and public facilities, including Stacy Park, Villa Park, Indian Meadows Park, Warson Park, Irv Zeid Citizens Park, Olivette Community Center, Olivette Bikeway, City Hall, and right-of-ways. Each park offers a variety of park facilities including athletic fields, pavilions, and playgrounds, open space, walking paths, restrooms and water features.

### **Tree Maintenance:**

- Remove all hazardous and dead trees as identified.
- Continue policy for planting replacement trees.

**Pavilions and Amenities Maintenance:**

- Perimeter improvements in both Villa and Irv Zeid Citizens Parks.
- Add small dog area to the Dog Park.
- Annually replacement of 10 trash cans, 2 benches, and 5 picnic tables.
- Replace benches at the Stacy ball fields.
- Maintain existing facilities to ensure participant satisfaction.

**Playground Improvements and Maintenance:**

- Replace safety surfacing as required
- Replace existing equipment and make recommendations for new equipment for the next budget.
- Conduct regular safety inspections

**Water Feature:**

- Improve the surrounding aesthesis of the Stacy Water Garden
  - Continued upkeep/removal of invasive plants in the immediate area.
  - Check on additional rock for water feature.

**BEAUTIFICATION**

Division staff will continue efforts to improve landscaping and overall city beautification, while continuing to collaborate with Olivette in Bloom.

**Annual Beautification Plantings:**

- Annual planting beds maintained at a high level
  - City Hall, Olivette Community Center, Stacy Garden and Water Garden, Walgreens Fountain, Villa Park

**Turf Management Program:**

- Continue efforts to improve the condition of park grasses.
  - Apply fertilizer annually and seed as needed.

**Invasive Plant Eradication Program:**

- Continue formal policy and procedures to remove invasive plants from city property.
  - Continue eradication efforts of honeysuckle from city property.

**PERSONNEL**

The Department of Parks & Recreation will continue to provide adequate professional/developmental training for full time staff so that they will maintain set standards by our profession. This training, testing, and development of the professional skills of our staff will assist our department in achieving 100% customer satisfaction and will help to create an injury free playground system within our parks.

**Training Goals:**

- Attend approved training seminars and conferences.
- Obtain/Maintain professional certifications.

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
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<b>PERS</b>	<b>Personnel Services</b>				
A100.00	Salaries---Regular Employees	\$180,926	\$127,803	\$132,068	\$135,901
A200.00	Extra Help	\$20,246	\$13,370	\$16,000	\$20,000
A300.00	Salary Adjustment	\$0	\$0	\$0	\$0
A400.00	Longevity	\$7,744	\$7,621	\$8,182	\$8,713
A500.00	Overtime	\$460	\$1,587	\$3,000	\$2,800
A600.00	FICA	\$14,739	\$11,185	\$12,229	\$12,853
A700.00	Unemployment Comp	\$786	\$691	\$0	\$300
A970.00	Clothing Allowance	\$1,200	\$900	\$600	\$600
<b>TOTAL---PERSONNEL</b>		<b>\$226,101</b>	<b>\$163,157</b>	<b>\$172,079</b>	<b>\$181,167</b>

<b>CSVC</b>	<b>Contractual Services</b>				
B150.00	Medical Services			\$230	\$150
B190.00	Misc. Professional Services	\$405	\$111		\$300
B240.00	Travel & Training	\$486	\$680	\$1,000	\$1,100
B320.00	Printing	\$27		\$150	\$150
B410.00	Electricity	\$4,577	\$3,713	\$5,000	\$5,000
B420.00	Heating Oil			\$0	\$1,200
B430.00	Water	\$2,436	\$2,887	\$3,200	\$3,200
B440.00	Telephone	\$3,614	\$3,564	\$3,174	\$5,100
B450.00	Sewer	\$7,238	\$2,681	\$4,750	\$3,800
B510.00	Building Repairs & Maint.	\$5,160	\$4,910	\$4,000	\$4,000
B520.00	Ground Maintenance	\$52,043	\$34,793	\$44,000	\$35,000
B540.00	Equipment Repairs	\$1,067	\$2,048	\$3,500	\$3,500
B545.00	Computer Maintenance	\$968	\$1,026	\$426	\$472
B551.00	Truck Repairs	\$1,109	\$1,558	\$3,000	\$3,000
B590.00	Misc. Repair & Maintenance	\$0	\$0	\$0	\$0
B620.00	Linen/Equipment Rental	\$69	\$0	\$1,500	\$1,800
B730.00	Workers Compensation	\$7,162	\$6,214	\$4,887	\$5,333
B780.00	Group Health & Liability	\$40,327	\$27,913	\$30,699	\$30,983
B790.00	Life Insurance/LTD	\$1,666	\$1,082	\$1,012	\$1,033
B914.00	Association Dues	\$0		\$450	\$510
B930.00	City Pension Contribution	\$0	\$0	\$0	\$0
B990.00	Misc. Contractual Services	\$0	\$0	\$0	\$0
<b>TOTAL-CONTRACTUAL SER.</b>		<b>\$128,354</b>	<b>\$93,180</b>	<b>\$110,978</b>	<b>\$105,631</b>

<b>Acct #</b>	<b>Account</b>	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Budget</b>	<b>2012-13 Final</b>
<b>COMM</b>	<b>Commodities</b>				
C110.00	Office Supplies	\$10		\$50	\$100
C210.00	Building Maint. Supplies	\$1,741	\$2,416	\$900	\$600
C220.00	Ground Maintenance	\$3,099	\$3,198	\$7,000	\$6,600
C220.01	Annual Beautification	\$1,003	\$3,040	\$5,500	\$6,000
C220.02	Turf Management	\$501	\$1,994	\$4,800	\$5,000
C220.03	Tree Maintenance	\$4,245	\$1,108	\$6,500	\$7,000
C230.00	Painting Supplies	\$405	\$875	\$750	\$1,000
C240.00	Hardware/Small Tools	\$2,297	\$571	\$1,200	\$1,400
C250.00	Institutional Supplies	\$1,457	\$2,817	\$1,700	\$2,200
C275.00	Signage	\$103	\$100	\$1,000	\$700
C310.00	Gasoline & Oil	\$6,203	\$4,959	\$6,000	\$6,000
C320.00	Automotive Accessories	\$295	\$41		\$0
C490.00	Miscellaneous Commodities	\$0	\$0	\$0	\$0
<b>TOTAL COMMODITIES</b>		<b>\$21,359</b>	<b>\$21,119</b>	<b>\$35,400</b>	<b>\$36,600</b>

<b>CAPT</b>	<b>Capital Outlay/Improvements</b>				
D110.00	Land				
D210.00	Building/Building Improvements				
D220.00	Grounds Improvement				\$0
D225.00	Park Improvements				\$0
D310.00	Recreation Equipment				
D311.00	Office Equipment				
D320.00	Computer/Institutional Equip				
D331.00	Trucks				\$0
D370.00	Forestry Equipment				
D380.00	Construction Equipment				
D390.00	Misc. Machinery & Equipment				
<b>TOTAL--CAPITAL OUTLAY</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>TOTAL DEPARTMENT</b>		<b>\$375,814</b>	<b>\$277,456</b>	<b>\$318,457</b>	<b>\$323,397</b>
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**CITY OF OLIVETTE  
 FY 2012-13 OPERATING BUDGET  
 CAPITAL PROJECTS & EQUIPMENT  
 PARKS AND STORM WATER FUND**

<b>ACCOUNT NO.</b>	<b>PROJECT</b>	<b>AMOUNT</b>
30-3110-D220	Repairs to Walking Trails <i>OCC and Stacy Park</i>	\$12,000.00
	<b>Parks Improvements</b>	
30-3110-D225	Drinking Fountain for Villa Park	\$4,000.00
30-3110-D225	10 Trash Cans for Parks	\$4,000.00
30-3110-D225	5 Picnic Tables for Parks	\$4,000.00
30-3110-D225	Perimeter Improvements--IZ & Villa Parks	\$10,575.00
30-3110-D225	Player Benches for Ball fields	\$2,500.00
30-3110-D225	Dog Park Fencing for Small Dogs	\$2,500.00
30-3110-D225	Accessories for Dog Park	\$3,000.00
30-3110-D225	Protective Bollards--IZ & Villa Parks	\$1,600.00
30-3110-D225	Benches for Dog Park and Walking Trail	\$1,500.00
		<b>\$33,675.00</b>
30-3110-D331	Replace 2002 One Ton Maintenance Truck	\$53,000.00

# Olivette

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**CITY OF OLIVETTE, MISSOURI**  
**ADOPTED ANNUAL OPERATING BUDGET**  
**JULY 1, 2012 TO JUNE 30, 2013**



**SEWER LATERAL FUND-40**



**CITY OF OLIVETTE  
FY 2012-13 OPERATING BUDGET  
OPERATING FUND SUMMARY/INCOME STATEMENT**

**OPENING FUND BALANCE 7/1/12** 510,518

**OPERATING REVENUES:**

Sewer Lateral Fees	135,000
Interest Earnings	600

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<b>TOTAL</b>	<b>135,600</b>
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**OPERATING  
EXPENDITURES**

40-4040-D236.00	Sewer Lateral Reimbursements	80,000
	Transfer to General Fund--Administration	20,000

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<b>TOTAL</b>	<b>100,000</b>
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**CLOSING FUND BALANCE 6/30/13** 546,118

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## AVAILABLE GRANTS



**AVAILABLE GRANTS  
2011-12**

NAME OF GRANT	HAZARDOUS MOVING VIOLATION
TYPE OF FUNDING	Straight Categorical Grant with No Match Requirement
SOURCE	Missouri Highway Safety Division---MoDOT
AMOUNT OF GRANT	\$ 4,500
CITY'S CONTRIBUTION	\$ -0-
EXPENDITURE ACCOUNT(S)	01-2600-A500.00 100 percent funded
PURPOSE OF GRANT\ EXPENDITURE	Overtime costs for specific and targeted traffic enforcement

NAME OF GRANT	DWI ENFORCEMENT
TYPE OF FUNDING	Straight Categorical Grant with No Match Requirement
SOURCE	Missouri Highway Safety Division---MoDOT
AMOUNT OF GRANT	\$ 1,800
CITY'S CONTRIBUTION	\$ -0-
EXPENDITURE ACCOUNT(S)	01-2600-A500.00 100 percent funded
Purpose of Grant/EXPENDITURE enforcement	Overtime costs for specific and targeted DWI enforcement
	<b>NOTE: Grant application denied in 2012</b>

NAME OF GRANT	SOBRIETY CHECKPOINT
TYPE OF FUNDING	Straight Categorical Grant with No Match Requirement
SOURCE	Missouri Highway Safety Division---MoDOT
AMOUNT OF GRANT	\$ 10,200
CITY'S CONTRIBUTION	\$ -0-
EXPENDITURE ACCOUNT(S)	01-2600-A500.00 \$ 9,000
PURPOSE OF GRANT\ EXPENDITURE	Focused Sobriety Checkpoint Operational costs to reduce incidence of driving while impaired---Overtime and equipment

**AVAILABLE GRANTS  
2012-13**

NAME OF GRANT	COPS HIRING RECOVERY PROGRAM (CHRP)
TYPE OF FUNDING	ARRA Grant to support additional personnel staff Federal Funding for 3 years with no match requirement City must commit to maintain position for 4 <sup>th</sup> year
SOURCE	COPS Program Division of Justice Assistance U.S. DOJ
AMOUNT OF GRANT	1 <sup>st</sup> Year 2012/13 \$73,328 2 <sup>nd</sup> Year 2013/14 \$81,173 3 <sup>rd</sup> Year 2014/15 \$82,278 <b>Total 3-Year Recovery \$237,779</b>
CITY'S CONTRIBUTION	None for first 3 years---City must commit to maintain position for fourth year
EXPENDITURE ACCOUNT(S)	Personnel Services----Salaries plus benefits
PURPOSE OF GRANT\	Additional manpower for patrol functions and crime control
EXPENDITURE	Increase presence of streets to enhance mission
	<b>NOTE: Grant previously applied for but not funded</b>

NAME OF GRANT	FY13 STAFFING FOR ADEQUATE FIRE EMERGENCY RESPONSE (SAFER)
TYPE OF FUNDING	Federal Formula Grant with No Local Match for 2 Years
SOURCE	U.S. Department of Homeland Security supplemented by ARRA
AMOUNT OF GRANT	Estimated at this time---grant process not opened for Applications Salary and Benefits for 4 New Firefighters for 2 Years or rehire \$250,000 for First Year
CITY'S CONTRIBUTION	\$ None anticipated for 2 years
EXPENDITURE ACCOUNT(S)	Personnel Accounts in Department 2500
PURPOSE OF GRANT\	Provide supplemental firefighting and EMS personnel to enhance the overall mission of the Department
EXPENDITURE	<b>NOTE: Grant previously applied for but not funded</b>

**AVAILABLE GRANTS  
2012-13**

NAME OF GRANT	ASSISTANCE TO FIREFIGHTERS---FY 12---
	Fire Prevention and Safety
TYPE OF FUNDING	Federal Formula Grant with 5 percent match requirement

<b>SOURCE</b>	U.S. Department of Homeland Security supplemented by ARRA
<b>AMOUNT OF GRANT</b>	\$ 49,638
<b>CITY'S CONTRIBUTION</b>	\$ 2,612
<b>EXPENDITURE ACCOUNT(S)</b>	01-2500-D360.00
<b>PURPOSE OF GRANT\</b> <b>EXPENDITURE</b>	Purchase Mechanical CPR device & replace Cardiac Monitor & Defibrillator
	<b>NOTE: Grant previously applied for but not funded</b>

<b>NAME OF GRANT</b>	<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b> 2012 Urban County Funding Round
<b>TYPE OF FUNDING</b>	Fixed amount based on County-wide Formula
<b>SOURCE</b>	U.S. Dept. of Housing and Urban Development Administered by St. Louis County, Missouri
<b>AMOUNT OF GRANT</b>	\$ 20,000
<b>CITY'S CONTRIBUTION</b>	\$ -0-
<b>EXPENDITURE ACCOUNT(S)</b>	N/A
<b>PURPOSE OF GRANT\</b> <b>EXPENDITURE</b>	CDBG Funds for Removal of Architectural Barriers Construction of 25 sidewalk ramps for disabled at intersections of major streets in the City to provide accessibility --Will complete Program
	<b>NOTE: 2013 CDBG Allocation of \$20,000 to be determined as to application and use</b>

**AVAILABLE GRANTS  
2012-13**

NAME OF GRANT	BULLET PROOF VEST GRANT
TYPE OF FUNDING	Federal Matching Grant
SOURCE	Office of Justice Programs—U.S. Dept. of Justice
AMOUNT OF GRANT	\$ 5,100
CITY'S CONTRIBUTION	\$ 5,100
EXPENDITURE ACCOUNT(S)	01-2600-C430.00
PURPOSE OF GRANT\ EXPENDITURE	Grant will reimburse 50 Percent of Price of approved bulletproof vests to the City---Variable by Contract Year pending number of vests purchased

NAME OF GRANT	MUNICIPAL PARKS GRANT COMMISSION- ST. LOUIS COUNTY
TYPE OF FUNDING	Matching Grant from Parks and Trails Sales Tax
SOURCE	St. Louis County Municipal Parks Grant Commission
AMOUNT OF GRANT	\$ 75,000
CITY'S CONTRIBUTION	\$ 28,000
EXPENDITURE ACCOUNT(S)	30-3110-D225.00
PURPOSE OF GRANT\ EXPENDITURE	Fencing, landscaping, and other improvements at Stacy Park for ball field improvements
	<b>ANTICIPATED GRANT FOR SPRING, 2013</b>

NAME OF GRANT	MUNICIPAL PARKS GRANT COMMISSION- ST. LOUIS COUNTY
	Planning Grant
TYPE OF FUNDING	Grant for Parks Planning Activities-----No Local Match
SOURCE	St. Louis County Municipal Parks Grant Commission
AMOUNT OF GRANT	\$ 4,000
CITY'S CONTRIBUTION	\$ -0-
EXPENDITURE ACCOUNT(S)	30-3100-B190.00
PURPOSE OF GRANT\ EXPENDITURE	Planning for Future Facility Development at Warson Park

**AVAILABLE GRANTS  
2012-13**

NAME OF GRANT	FEDERAL SURFACE TRANSPORTATION GRANT UNDER THE
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	<b>SAFETEA-LU</b>
	Program administered by the East-West Gateway COG
TYPE OF FUNDING match	80 % Federal Grant for arterial streets----20% local
SOURCE	SAFETEA-LU Program through the U.S. Dept. of Transportation administered by the Missouri Dept. of Transportation and East-West Gateway
	PROJECT # <a href="#">STP-5497(602) Olivette, Old Bonhomme,</a>
AMOUNT OF GRANT	\$1,984,436
CITY'S CONTRIBUTION	\$496,109
EXPENDITURE ACCOUNT(S)	05-4021-D232.00
PURPOSE OF GRANT\	Infrastructure, pavement, drainage, and sidewalk improvements
<b>EXPENDITURE</b>	on Old Bonhomme Road from Olive Blvd to Price Rd.
<b>ENGINEERING AND RIGHT OF WAY WORK TO BE COMPLETED IN WINTER, 2012----- CONSTRUCTION IN 2013</b>	

<b>NAME OF GRANT</b>	<b>COMMUNITY CHALLENGE PLANNING GRANT PROGRAM</b>
TYPE OF FUNDING	MATCHING GRANT WITH LOCAL MATCH COMMITMENT
SOURCE	U.S. Department of Housing and Urban Development
AMOUNT OF GRANT	\$ 150,000
CITY'S CONTRIBUTION	\$ 33,546 plus \$193,500 in-kind matching funds Cash Match to be shared by City of Olivette and City of University City
EXPENDITURE ACCOUNT(S)	01-4010-B190.00
PURPOSE OF GRANT\	Development of I-170/Olive Boulevard Crossroads: A Multi-Jurisdictional Neighborhood Sustainability Plan---Follow up on the Work of the Joint Olivette/University City Redevelopment Task Force
EXPENDITURE	Pending
	<b>NOTE: Funding previously applied for but not funded----anticipate submitting another application for the same funding stream</b>

# Olivette

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## CAPITAL IMPROVEMENTS



**CITY OF OLIVETTE, MISSOURI  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2012-13  
(Projects/Items in Excess of \$3,000)**

PROJECT	OPERATING FUND	FUNDING SOURCE	AMOUNT
Fire---Lease for Ambulance	General	General Revenues--- Ambulance	62,300
Fire---Lease for Spartan Pumpers	Capital Improvement	Capital Sales Tax Funds	31,667
Fire---Lease for Spartan Pumpers	Fire Services	Fire Services Sales Tax	31,667
Police---Replace 2 Squad Cars	Capital Improvement	Capital Sales Tax Funds	45,742
Street and Paving Improvements	Capital Improvement	Capital Sales Tax Funds	150,000
Street Department--Sidewalk Improvements	Capital Improvement	County CDBG Funding	20,000
Miscellaneous Park Improvements	Parks/storm water	Parks/storm water Sales Tax	15,200
Computer Equipment Replacement- Administration	Equip. Replacement General	Equipment Replace Fund General Revenues	1,500 3,600
Computer Equipment Replacement-Parks	Equipment Replace	Equipment Replace Fund	2,500
Replace Animal Control Truck	Equipment Replace	Equipment Replace Fund	15,100
Replace Command Unit----Asst. Fire Chief	Capital Improvement	Capital Sales Tax Funds	45,550
Replace Structural Turnout Gear---Fire Dept.	General	General Revenues	67,400
Replace Light Bars---Police	General	General Revenues	14,320
Replace Side-arms for Police	General	General Revenues	9,885
Salt Storage Facility Construction	Capital Improvement	Capital Sales Tax Funds	235,000
Bridge Reconstruction--Dielman Rd	Capital Improvement	Capital Sales Tax Funds	57,000
Old Bonhomme Improvement Project			
Engineering	Capital Improvement	Federal STP Grant	72,000
	Capital Improvement	Capital Sales Tax Funds	18,000
Right of Way	Capital Improvement	Federal STP Grant	180,480
<b>FY 2012-2013</b>			
PROJECT	OPERATING FUND	FUNDING SOURCE	AMOUNT
Construction	Capital Improvement	Federal STP Grant	280,000
	Capital Improvement	Capital Sales Tax Funds	70,000

<b>North Price Rd NID Improvement Project</b>			
Engineering	Capital Improvement	North Price NID Funding	30,000
Construction	Capital Improvement	North Price NID Funding	650,000
Improvements to Walking Trails	Parks/storm water Fund	Parks Sales Tax	12,000
Park Improvements	Parks/storm water Fund	Parks Sales Tax	33,675
Replace Park Maintenance One Ton Truck	Parks/storm water Fund	Parks Sales Tax	53,000
Acquisition of Building for City Hall/Police Station	Capital Construction	Prop "S" Bond Proceeds	2,870,000
City Hall/Police Station Renovation			
Professional Services	Capital Construction	Prop "S" Bond Proceeds	180,000
Construction	Capital Construction	Prop "S" Bond Proceeds	1,870,000
Fire Station Construction			
Professional Services	Capital Construction	Prop "S" Bond Proceeds	200,000
Construction	Capital Construction	Prop "S" Bond Proceeds	250,000
Warson Park Redevelopment Project			
Professional Services	Capital Construction	Prop "P" Bond Proceeds	200,000

### FY 2013-14

PROJECT	OPERATING FUND	FUNDING SOURCE	AMOUNT
Fire---Lease for Ambulance	General	General Revenues--- Ambulance	62,300
Fire---Lease for Spartan Pumpers	Capital Improvement	Capital Sales Tax Funds	31,667
Fire---Lease for Spartan Pumpers	Fire Services	Fire Services Sales Tax	31,667
Police---Replace 2 Squad Cars	Capital Improvement	Capital Sales Tax Funds	44,250
Street and Paving Improvements	Capital Improvement	Capital Sales Tax Funds	150,000

**FY 2013-14**

<b>PROJECT</b>	<b>OPERATING FUND</b>	<b>FUNDING SOURCE</b>	<b>AMOUNT</b>
Street Department: Pickup Truck Replacement	Capital Improvement	Capital Sales Tax Funds	22,000
Computer Equipment ---Police	General	General Revenues	12,000
Computer Equipment---Fire	General	General Revenues	8,500
Computer Equipment---Public Services	Equipment Replace	Equipment Replace Fund	4,500
Police----Replacement of In-Car Cameras	Capital Improvement General	Capital Sales Tax Funds General Revenues	20,000 18,000
Pickup Truck----Parks	Parks/storm water Fund	Parks Sales Tax	22,000
Old Bonhomme Improvement Project Construction	Capital Improvement Capital Improvement	Federal STP Grant Capital Sales Tax Funds	1,080,000 270,000
North Price Rd NID Improvement Project Construction	Capital Improvement	North Price NID Funding	45,000
Improvements to Walking Trails	Parks/storm water Fund	Parks Sales Tax	20,000
Park Improvements	Parks/storm water Fund	Parks Sales Tax	45,000
City Hall/Police Station Renovation Professional Services Construction	Capital Construction Capital Construction	Prop "S" Bond Proceeds Prop "S" Bond Proceeds	35,000 190,000
Fire Station Construction Professional Services Construction	Capital Construction Capital Construction	Prop "S" Bond Proceeds Prop "S" Bond Proceeds	45,000 3,390,000
Dump Truck Replacement----Street Department	Capital Improvement	Capital Sales Tax Funds	85,000
Replacement of Police Equipment	Capital Improvement	Capital Sales Tax Funds	50,000
Warson Park Improvements Professional Services Land Acquisition Construction	Capital Construction Capital Construction Capital Construction	Prop "P" Bond Proceeds Prop "P" Bond Proceeds Prop "P" Bond Proceeds	60,000 450,000 1,500,000
Street Construction Equipment---Replacement	Equipment Replace	Equipment Replace Fund	60,000

**FY 2014-15**

<b>PROJECT</b>	<b>OPERATING FUND</b>	<b>FUNDING SOURCE</b>	<b>AMOUNT</b>
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Fire---Lease for Ambulance	General	General Revenues--- Ambulance	\$62,300
Fire---Lease for Spartan Pumpers	Capital Improvement	Capital Sales Tax Funds	\$31,667
Fire---Lease for Spartan Pumpers	Fire Services	Fire Services Sales Tax	\$31,667
Police---Replace 2 Squad Cars	Capital Improvement	Capital Sales Tax Funds	\$44,250
Street and Paving Improvements	Capital Improvement	Capital Sales Tax Funds	\$150,000
Vehicle Replacement--- Administration	Equipment Replace	Equipment Replace Fund	\$20,000
Computer Equipment---- Administration	General	General Revenues	\$1,500
Computer Equipment----Public Services	Equipment Replace	Equipment Replace Fund	6,500
Copier Replacement--- Administration	Equipment Replace	Equipment Replace Fund	\$10,000
Computer Equipment ---Police	General	General Revenues	\$4,000
Computer Equipment---Fire	General	General Revenues	\$4,000
Construction Equipment----Parks	Parks/storm water Fund	Parks Sales Tax	\$40,000
Old Bonhomme Improvement Project			
Construction	Capital Improvement	Federal STP Grant	\$347,520
	Capital Improvement	Capital Sales Tax Funds	\$86,880
Improvements to Walking Trails	Parks/storm water Fund	Parks Sales Tax	\$25,000

**FY 2014-2015**

<b>PROJECT</b>	<b>OPERATING FUND</b>	<b>FUNDING SOURCE</b>	<b>AMOUNT</b>
Park Improvements	Parks/storm water Fund	Parks Sales Tax	\$50,000
Fire Station Construction			
Professional Services	Capital Construction	Prop "S" Bond Proceeds	\$15,000
Dump Truck Replacement---- Street Department	Capital Improvement	Capital Sales Tax Funds	\$70,000
Replacement of Police Equipment	Capital Improvement	Capital Sales Tax Funds	\$25,000
Warson Park Improvements			
Professional Services	Capital Construction	Prop "P" Bond Proceeds	\$30,000
Construction	Capital Construction	Prop "P" Bond Proceeds	\$700,000
Replacement of Fire Equipment	General Fund	General Revenues	\$35,000
Price Road Improvements			
Professional Services	Capital Improvement	Federal STP Grant	\$80,000
	Capital Improvement	Capital Sales Tax Funds	\$20,000

**Olivette**

*...in the center of it all*

**PAY PLAN  
&  
CLASSIFICATION  
OF  
POSITION**

## Explanation of the Plan

1. All full-time permanent City positions, except that of City Manager, are classified and covered in the Pay Plan by grade number. Department Directors and Assistant Supervisors, however, are not included in the step system.
2. If possible, persons shall be recruited into the municipal service at the lowest salary, only for the grade of the position filled.
3. Advancement to higher steps shall be obtained on the basis of length of service and merit; in order to be advanced to the next higher step, an employee must serve the required length of time in the to-be-vacated step and the advancement must be approved by the City Manager.
4. Partial or full increment increases may be granted.
5. Increases may be granted any time after an employee becomes eligible for such increase.
6. All full time employees, including the City Manager, are eligible for longevity pay which shall be automatic without regard to merit and shall be computed as follows:
  - a) Monthly longevity pay for employees hired before September 29, 1987  
 $\frac{1}{2}\%$  x base pay x number of years of City service commencing after two consecutive years of service.
  - b) Monthly longevity pay for employees hired after September 29, 1987
    - 1 through 2 years = 0%
    - 3 through 5 years =  $\frac{1}{2}\%$
    - 6 through 10 years = 1%
    - 11 through 14 years - 3%
    - Thereafter 5%.
7. All classified employees are automatically assigned to the step having the rate of pay closest to the employee's present salary, but not less than the employee's salary.

After compliance with the above paragraph, employees may be advanced to higher steps when, in the opinion of the City Manager, they merit such advancement and provided...

- a) The employee has served the required length of time in grade to reach the new step, or,
  - b) After the employee has served the required time in step after adoption of the plan.
8. The City Manager shall make whatever administrative regulations, not inconsistent with the plan or the ordinances of the City of Olivette, he deems necessary, for the effective administration of the plan.
9. The Council, in consultation with the City Manager, shall review the pay plan annually and shall inform the City Manager, preferably a minimum of three months prior to submission of the budget, whether the rates of pay contained in the plan are to remain unchanged, be increased or be decreased for the fiscal year. Approval of the budget, which contains the pay plan and/or employee salaries, shall constitute approval.

## **SUMMARY OF STAFF**

<u>POSITION:</u>	<u>Actual</u> <u>2007-08</u>	<u>Actual</u> <u>2008-09</u>	<u>Actual</u> <u>2009-10</u>	<u>Actual</u> <u>2010-11</u>	<u>Actual</u> <u>2011-12</u>	<u>Proposed</u> <u>2012-2013</u>
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**Legislative:**

1 City Clerk	1 F/T	1 F/T	1 F/T	1 P/T	1 P/T	1 P/T
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**Administrative:**

1 City Manager	1 F/T					
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**Finance:**

1 Finance Director	1 F/T					
1 Human Resource Officer	1 F/T	1 F/T	1 F/T	1 P/T	1 P/T	1 P/T
1 Clerk/Typist	1 F/T					
1 Finance Assistant/Payroll Specialist	-	-	-	1 P/T	1 P/T	1 F/T

**Legal Department**

1 Court Administrator	1 F/T					
1 Deputy Court Clerk	1 F/T	1 F/T	1 F/T	1 P/T	1 P/T	1 P/T

**Fire Department:**

1 Fire Chief	1 F/T	1 F/T	1 F/T	1 F/T	1 F/T	1 F/T
1 Assistant Fire Chief				1 F/T	1 F/T	1 F/T
3 Captain/Paramedic	0 F/T	0 F/T	0 F/T	3 F/T	3 F/T	3 F/T
3 Lieutenant/ Paramedic	3 F/T	3 F/T	3 F/T	3 F/T	3 F/T	3 F/T
15 Firefighter/Paramedics **	2 F/T	2 F/T	2 F/T	15 F/T	15 F/T	15 F/T
1 Executive Secretary	1 F/T	1 F/T	1 F/T	1 P/T	1 P/T	1 P/T

**Police Department:**

1 Police Chief	1 F/T					
1 Captain	1 F/T					
2 Lieutenants	2 F/T					
1 Detective Sergeant	1 F/T					
6 Sergeants	6 F/T					
2 Detectives	2 F/T					
10 Patrolmen	10 F/T					
1 Records Clerk	1 F/T	1 F/T	1 F/T	2 P/T	2 P/T	1 F/T

**Community Center:**

1 Facility Coordinator	1 F/T					
1 Building Supervisor	1 F/T	1 F/T	1 F/T	0 F/T	0 F/T	0 F/T
3 Janitor/Maintenance	6 P/T	6 P/T	6 P/T	3 P/T	3 P/T	3 P/T
1 Part-Time Secretary	1 P/T					

**SUMMARY OF STAFF**

<b><u>POSITION:</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Proposed</u></b>
	<b><u>2007-08</u></b>	<b><u>2008-09</u></b>	<b><u>2009-10</u></b>	<b><u>2010-11</u></b>	<b><u>2011-12</u></b>	<b><u>2012-2013</u></b>

**Park Department:**

1 Director Parks & Recreation	1 F/T					
1 Horticulturist/Forester	1 F/T					

1 Crew Leader	1 F/T					
2 Equipment Operators	2 F/T	2 F/T	2 F/T	0 F/T	0 F/T	0 F/T
1 Maintenance/Park Ranger	1 P/T					

**Recreation Department:**

1 Recreation Supervisor	1 F/T	0 F/T				
1 Recreation Coordinator	1 F/T					

**Inspection Department:**

1 Director of Public Services	1 P/T					
1 Manager/Inspector/Sewer						
1 Planning & Zoning Administrator	1 F/T					
1 Building Inspector	2 F/T					
1 Executive Secretary	1 F/T					
1 Tax Permit Clerk	1 F/T					

**Street Department:**

1 Director of Public Services	1 P/T					
1 Asst. Public Works Director	1 F/T					
1 Crew Leader	1 F/T					
2 Equipment Operators	3 F/T	3 F/T	3 F/T	2 F/T	2 F/T	2 F/T
1 Mechanic	1 F/T					

**CLASSIFICATION OF POSITION**

Effective July 1, 2010

**GRADE**

**POSITION**

<b>5</b>	Police Chief / Fire Chief
<b>8</b>	Finance Director / Director of Public Services
<b>10</b>	Police Captain
<b>15</b>	Director of Parks and Recreation/ City Clerk-HR Officer
<b>19</b>	Police Lieutenant
<b>20</b>	Planning & Zoning Administrator

<b>21</b>	Fire Battalion Chief/Captain Paramedic
<b>30</b>	Police Sergeant / Police Detective
<b>31</b>	Fire Lieutenant/Paramedic
<b>35</b>	Assistant Director of Public Services / City Clerk
<b>37</b>	Firefighter/Paramedic
<b>45</b>	Firefighter / Police Officer/Detective
<b>50</b>	Building Inspector
<b>55</b>	Public Services Manager
<b>60</b>	Mechanic
<b>62</b>	Finance Assistant/Payroll Specialist
<b>67</b>	Public Services/Parks & Recreation Crew Leader
<b>70</b>	Housing Inspector / Equipment Operator/Laborer
<b>80</b>	Recreation Supervisor / Horticulturist/Forester
<b>90</b>	Court Administrator
<b>100</b>	Community Center Facility Coordinator / Recreation Coordinator
<b>103</b>	Deputy Court Clerk / Secretary
<b>105</b>	Limited Equipment Operator/Laborer / Building Supervisor
<b>120</b>	Janitor/Custodian
<b>125</b>	Clerk/Typist
<b>130</b>	Animal Control Officer

# Pay Plan Step System by Department

ADMINISTRATION	Start	3 months	6 months	12 months	24 months	36 months	48 months	60 months	120 months	180 months
Finance Clerk/Typist										
125	\$23,166	\$23,855	\$24,570	\$25,351	\$26,080	\$26,862	\$27,689	\$28,519	\$29,375	\$30,256
	<i>\$23,513</i>	<i>\$24,213</i>	<i>\$24,939</i>	<i>\$25,731</i>	<i>\$26,471</i>	<i>\$27,265</i>	<i>\$28,104</i>	<i>\$28,947</i>	<i>\$29,816</i>	<i>\$30,710</i>
	<i>\$23,984</i>	<i>\$24,697</i>	<i>\$25,437</i>	<i>\$26,246</i>	<i>\$27,001</i>	<i>\$27,810</i>	<i>\$28,666</i>	<i>\$29,526</i>	<i>\$30,412</i>	<i>\$31,324</i>

	Step A	Step B	Step C	Step D	Step E	Step F	Step G
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Finance Assistant/ Payroll Specialist							
62	\$40,196	\$41,401	\$42,643	\$43,923	\$45,240	\$46,598	\$47,996
	<i>\$40,799</i>	<i>\$42,022</i>	<i>\$43,283</i>	<i>\$44,582</i>	<i>\$45,919</i>	<i>\$47,297</i>	<i>\$48,716</i>
	<i>\$41,615</i>	<i>\$42,862</i>	<i>\$44,148</i>	<i>\$45,473</i>	<i>\$46,837</i>	<i>\$48,243</i>	<i>\$49,690</i>

City Clerk (no HR)							
34	\$47,455	\$48,879	\$50,345	\$51,856	\$53,412	\$55,013	\$56,664
	<i>\$48,167</i>	<i>\$49,612</i>	<i>\$51,100</i>	<i>\$52,634</i>	<i>\$54,213</i>	<i>\$55,838</i>	<i>\$57,514</i>
	<i>\$49,130</i>	<i>\$50,604</i>	<i>\$52,122</i>	<i>\$53,687</i>	<i>\$55,297</i>	<i>\$56,955</i>	<i>\$58,664</i>

Finance Director							
7	\$66,634	\$68,633	\$70,691	\$72,813	\$74,997	\$77,246	\$79,564
	<i>\$67,634</i>	<i>\$69,662</i>	<i>\$71,751</i>	<i>\$73,905</i>	<i>\$76,122</i>	<i>\$78,405</i>	<i>\$80,757</i>
	<i>\$68,986</i>	<i>\$71,056</i>	<i>\$73,186</i>	<i>\$75,383</i>	<i>\$77,644</i>	<i>\$79,973</i>	<i>\$82,373</i>

City Clerk/ HR Officer							
14	\$62,747	\$64,630	\$66,568	\$68,565	\$70,622	\$72,741	\$74,923
	<i>\$63,688</i>	<i>\$65,599</i>	<i>\$67,567</i>	<i>\$69,593</i>	<i>\$71,681</i>	<i>\$73,832</i>	<i>\$76,047</i>
	<i>\$64,962</i>	<i>\$66,911</i>	<i>\$68,918</i>	<i>\$70,985</i>	<i>\$73,115</i>	<i>\$75,309</i>	<i>\$77,568</i>

COURT	Start	3 months	6 months	12 months	24 months	36 months	48 months	60 months	120 months	180 months
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Deputy Court Clerk										
102	\$29,845	\$30,741	\$31,663	\$32,612	\$33,590	\$34,598	\$35,636	\$36,706	\$37,807	\$38,941
	<i>\$30,293</i>	<i>\$31,202</i>	<i>\$32,138</i>	<i>\$33,101</i>	<i>\$34,094</i>	<i>\$35,117</i>	<i>\$36,171</i>	<i>\$37,257</i>	<i>\$38,374</i>	<i>\$39,525</i>
	<i>\$30,899</i>	<i>\$31,826</i>	<i>\$32,781</i>	<i>\$33,763</i>	<i>\$34,776</i>	<i>\$35,819</i>	<i>\$36,894</i>	<i>\$38,002</i>	<i>\$39,142</i>	<i>\$40,316</i>

Court Administrator										
90	\$37,529	\$38,655	\$39,814	\$41,009	\$42,237	\$43,207	\$44,810	\$46,155	\$47,540	\$48,966
	<i>\$38,092</i>	<i>\$39,235</i>	<i>\$40,411</i>	<i>\$41,624</i>	<i>\$42,871</i>	<i>\$43,855</i>	<i>\$45,482</i>	<i>\$46,847</i>	<i>\$48,253</i>	<i>\$49,700</i>
	<i>\$38,854</i>	<i>\$40,020</i>	<i>\$41,219</i>	<i>\$42,457</i>	<i>\$43,728</i>	<i>\$44,732</i>	<i>\$46,392</i>	<i>\$47,784</i>	<i>\$49,218</i>	<i>\$50,694</i>

	Step A	Step B	Step C	Step D	Step E	Step F	Step G
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FIRE	Start	3 months	6 months	12 months	24 months	36 months	48 months	60 months	120 months	180 months
Firefighter/ Paramedic										
37	\$48,460	\$50,768	\$53,213	\$55,617	\$56,922	\$58,099	\$59,343	\$60,809	\$62,633	\$64,512
	<i>\$49,187</i>	<i>\$51,530</i>	<i>\$54,011</i>	<i>\$56,451</i>	<i>\$57,776</i>	<i>\$58,970</i>	<i>\$60,233</i>	<i>\$61,721</i>	<i>\$63,572</i>	<i>\$65,480</i>
	<i>\$50,171</i>	<i>\$52,560</i>	<i>\$55,091</i>	<i>\$57,580</i>	<i>\$58,931</i>	<i>\$60,150</i>	<i>\$61,438</i>	<i>\$62,956</i>	<i>\$64,844</i>	<i>\$66,789</i>
Fire Department Secretary										
103	\$29,845	\$30,741	\$31,663	\$32,612	\$33,590	\$34,598	\$35,636	\$36,706	\$37,807	\$38,941
	<i>\$30,293</i>	<i>\$31,202</i>	<i>\$32,138</i>	<i>\$33,101</i>	<i>\$34,094</i>	<i>\$35,117</i>	<i>\$36,171</i>	<i>\$37,257</i>	<i>\$38,374</i>	<i>\$39,525</i>
	<i>\$30,899</i>	<i>\$31,826</i>	<i>\$32,781</i>	<i>\$33,763</i>	<i>\$34,776</i>	<i>\$35,819</i>	<i>\$36,894</i>	<i>\$38,002</i>	<i>\$39,142</i>	<i>\$40,316</i>

	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Fire Chief							
4	74,478	76,712	79,013	81,384	83,826	86,340	88,931
	<i>75,595</i>	<i>77,863</i>	<i>80,198</i>	<i>82,605</i>	<i>85,083</i>	<i>87,635</i>	<i>90,265</i>
	<i>\$77,107</i>	<i>\$79,420</i>	<i>\$81,802</i>	<i>\$84,257</i>	<i>\$86,785</i>	<i>\$89,388</i>	<i>\$92,070</i>
Fire Assistant Chief							
9	\$65,523	\$67,489	\$69,513	\$71,599	\$73,793	\$75,958	\$78,238
	<i>\$66,506</i>	<i>\$68,501</i>	<i>\$70,556</i>	<i>\$72,673</i>	<i>\$74,900</i>	<i>\$77,097</i>	<i>\$79,412</i>
	<i>\$67,836</i>	<i>\$69,871</i>	<i>\$71,967</i>	<i>\$74,126</i>	<i>\$76,398</i>	<i>\$78,639</i>	<i>\$81,000</i>
Fire Captain/ Paramedic Administrator							
21	\$60,565	\$62,382	\$64,253	\$66,181	\$68,166	\$70,212	\$72,317
	<i>\$61,473</i>	<i>\$63,318</i>	<i>\$65,217</i>	<i>\$67,174</i>	<i>\$69,188</i>	<i>\$71,265</i>	<i>\$73,402</i>
	<i>\$62,703</i>	<i>\$64,584</i>	<i>\$66,521</i>	<i>\$68,517</i>	<i>\$70,572</i>	<i>\$72,690</i>	<i>\$74,870</i>
Fire Lieutenant/ Paramedic Administrator							
31	\$57,757	\$59,489	\$61,275	\$63,113	\$65,006	\$66,956	\$68,965
	<i>\$58,623</i>	<i>\$60,381</i>	<i>\$62,194</i>	<i>\$64,060</i>	<i>\$65,981</i>	<i>\$67,960</i>	<i>\$69,999</i>
	<i>\$59,796</i>	<i>\$61,589</i>	<i>\$63,438</i>	<i>\$65,341</i>	<i>\$67,301</i>	<i>\$69,320</i>	<i>\$71,399</i>

POLICE	Start	3 months	6 months	12 months	24 months	36 months	48 months
Animal Control Officer							
130	\$20,305	\$20,649	\$21,259	\$21,907	\$22,570	\$23,232	\$23,893
	<del>\$20,610</del>	<del>\$20,959</del>	<del>\$21,578</del>	<del>\$22,236</del>	<del>\$22,909</del>	<del>\$23,580</del>	<del>\$24,251</del>
	<b>\$21,022</b>	<b>\$21,378</b>	<b>\$22,009</b>	<b>\$22,680</b>	<b>\$23,367</b>	<b>\$24,052</b>	<b>\$24,736</b>
Detective							
44	\$45,724	\$48,855	\$50,174	\$52,517	\$53,878	\$55,495	\$56,201
	<del>\$46,410</del>	<del>\$49,588</del>	<del>\$50,927</del>	<del>\$53,305</del>	<del>\$54,686</del>	<del>\$56,327</del>	<del>\$57,044</del>
	<b>\$47,338</b>	<b>\$50,580</b>	<b>\$51,945</b>	<b>\$54,371</b>	<b>\$55,780</b>	<b>\$57,454</b>	<b>\$58,185</b>
Police Officer							
45	\$45,724	\$48,855	\$50,174	\$52,517	\$53,878	\$55,495	\$56,201
	<del>\$46,410</del>	<del>\$49,588</del>	<del>\$50,927</del>	<del>\$53,305</del>	<del>\$54,686</del>	<del>\$56,327</del>	<del>\$57,044</del>
	<b>\$47,338</b>	<b>\$50,580</b>	<b>\$51,945</b>	<b>\$54,371</b>	<b>\$55,780</b>	<b>\$57,454</b>	<b>\$58,185</b>
Police Secretary							
104	\$29,845	\$30,741	\$31,663	\$32,612	\$33,590	\$34,598	\$35,636
	<del>\$30,293</del>	<del>\$31,202</del>	<del>\$32,138</del>	<del>\$33,101</del>	<del>\$34,094</del>	<del>\$35,117</del>	<del>\$36,171</del>
	<b>\$30,899</b>	<b>\$31,826</b>	<b>\$32,781</b>	<b>\$33,763</b>	<b>\$34,776</b>	<b>\$35,819</b>	<b>\$36,894</b>

	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Chief of Police							
5	74,478	76,712	79,013	81,834	83,826	86,340	88,931
	<del>75,595</del>	<del>77,863</del>	<del>80,198</del>	<del>83,062</del>	<del>85,083</del>	<del>87,635</del>	<del>90,265</del>
	<b>\$77,107</b>	<b>\$79,420</b>	<b>\$81,802</b>	<b>\$84,723</b>	<b>\$86,785</b>	<b>\$89,388</b>	<b>\$92,070</b>
Police Captain							
10	65,523	67,489	69,513	71,599	73,793	75,958	78,238
	<del>66,506</del>	<del>68,501</del>	<del>70,556</del>	<del>72,673</del>	<del>74,900</del>	<del>77,097</del>	<del>79,412</del>
	<b>\$67,836</b>	<b>\$69,871</b>	<b>\$71,967</b>	<b>\$74,126</b>	<b>\$76,398</b>	<b>\$78,639</b>	<b>\$81,000</b>
Police Lieutenant							
19	57,551	59,278	61,056	62,888	64,774	66,717	68,718
	<del>58,414</del>	<del>60,167</del>	<del>61,972</del>	<del>63,831</del>	<del>65,746</del>	<del>67,718</del>	<del>69,749</del>
	<b>\$59,583</b>	<b>\$61,371</b>	<b>\$63,211</b>	<b>\$65,108</b>	<b>\$67,061</b>	<b>\$69,072</b>	<b>\$71,144</b>
Police Sergeant							
30	54,853	56,488	58,183	59,928	61,726	63,578	65,486
	<del>55,676</del>	<del>57,335</del>	<del>59,056</del>	<del>60,827</del>	<del>62,652</del>	<del>64,532</del>	<del>66,468</del>
	<b>\$56,789</b>	<b>\$58,482</b>	<b>\$60,237</b>	<b>\$62,043</b>	<b>\$63,905</b>	<b>\$65,822</b>	<b>\$67,798</b>

PARKS	Start	3 months	6 months	12 months	24 months	36 months	48 months	60 months	120 months	180 months
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Crew Leader - PS

67	\$35,704	\$36,776	\$37,879	\$39,147	\$40,186	\$41,392	\$42,617	\$43,896	\$45,213	\$46,569
	<i>\$36,240</i>	<i>\$37,328</i>	<i>\$38,447</i>	<i>\$39,734</i>	<i>\$40,789</i>	<i>\$42,013</i>	<i>\$43,256</i>	<i>\$44,554</i>	<i>\$45,891</i>	<i>\$47,268</i>
	<i>\$36,964</i>	<i>\$38,074</i>	<i>\$39,216</i>	<i>\$40,529</i>	<i>\$41,605</i>	<i>\$42,853</i>	<i>\$44,121</i>	<i>\$45,446</i>	<i>\$46,809</i>	<i>\$48,213</i>
Equipment Operator- PS										
71	\$34,671	\$35,712	\$36,782	\$37,886	\$39,023	\$40,194	\$41,399	\$42,641	\$43,920	\$45,238
	<i>\$35,191</i>	<i>\$36,248</i>	<i>\$37,334</i>	<i>\$38,454</i>	<i>\$39,608</i>	<i>\$40,797</i>	<i>\$42,020</i>	<i>\$43,281</i>	<i>\$44,579</i>	<i>\$45,917</i>
	<i>\$35,895</i>	<i>\$36,973</i>	<i>\$38,080</i>	<i>\$39,223</i>	<i>\$40,401</i>	<i>\$41,613</i>	<i>\$42,860</i>	<i>\$44,146</i>	<i>\$45,470</i>	<i>\$46,835</i>
Limited Equipment Operator/ PS										
106	\$27,643	\$28,490	\$29,337	\$30,212	\$31,114	\$32,040	\$33,019	\$34,011	\$35,032	\$36,082
	<i>\$28,058</i>	<i>\$28,917</i>	<i>\$29,777</i>	<i>\$30,665</i>	<i>\$31,581</i>	<i>\$32,521</i>	<i>\$33,514</i>	<i>\$34,521</i>	<i>\$35,557</i>	<i>\$36,623</i>
	<i>\$28,619</i>	<i>\$29,496</i>	<i>\$30,373</i>	<i>\$31,278</i>	<i>\$32,212</i>	<i>\$33,171</i>	<i>\$34,185</i>	<i>\$35,212</i>	<i>\$36,269</i>	<i>\$37,356</i>

COMM. CENTER	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Asst. Public Services Director							
35	\$47,455	\$48,879	\$50,345	\$51,856	\$53,412	\$55,013	\$56,664
	<i>\$48,167</i>	<i>\$49,612</i>	<i>\$51,100</i>	<i>\$52,634</i>	<i>\$54,213</i>	<i>\$55,838</i>	<i>\$57,514</i>
	<i>\$49,130</i>	<i>\$50,604</i>	<i>\$52,122</i>	<i>\$53,687</i>	<i>\$55,297</i>	<i>\$56,955</i>	<i>\$58,664</i>
Mechanic							
60	\$41,465	\$42,709	\$43,990	\$45,310	\$46,669	\$48,069	\$49,512
	<i>\$42,087</i>	<i>\$43,350</i>	<i>\$44,650</i>	<i>\$45,990</i>	<i>\$47,369</i>	<i>\$48,790</i>	<i>\$50,255</i>
	<i>\$42,929</i>	<i>\$44,217</i>	<i>\$45,543</i>	<i>\$46,909</i>	<i>\$48,316</i>	<i>\$49,766</i>	<i>\$51,260</i>

RECREATION	Start	3 months	6 months	12 months	24 months	36 months	48 months	60 months	120 months	180 months
Recreation Supervisor										
80	\$32,477	\$33,456	\$34,460	\$35,494	\$36,558	\$37,654	\$38,784	\$39,948	\$41,146	\$42,381
	<i>\$32,964</i>	<i>\$33,958</i>	<i>\$34,977</i>	<i>\$36,026</i>	<i>\$37,106</i>	<i>\$38,219</i>	<i>\$39,366</i>	<i>\$40,547</i>	<i>\$41,763</i>	<i>\$43,017</i>
	<i>\$33,623</i>	<i>\$34,637</i>	<i>\$35,676</i>	<i>\$36,747</i>	<i>\$37,848</i>	<i>\$38,983</i>	<i>\$40,153</i>	<i>\$41,358</i>	<i>\$42,598</i>	<i>\$43,877</i>
Horticulturist										
81	\$32,477	\$33,456	\$34,460	\$35,494	\$36,558	\$37,654	\$38,784	\$39,948	\$41,146	\$42,381
	<i>\$32,964</i>	<i>\$33,958</i>	<i>\$34,977</i>	<i>\$36,026</i>	<i>\$37,106</i>	<i>\$38,219</i>	<i>\$39,366</i>	<i>\$40,547</i>	<i>\$41,763</i>	<i>\$43,017</i>
	<i>\$33,623</i>	<i>\$34,637</i>	<i>\$35,676</i>	<i>\$36,747</i>	<i>\$37,848</i>	<i>\$38,983</i>	<i>\$40,153</i>	<i>\$41,358</i>	<i>\$42,598</i>	<i>\$43,877</i>
Recreation Coordinator										
101	\$28,670	\$29,531	\$30,417	\$31,330	\$32,269	\$33,449	\$34,453	\$35,485	\$36,549	\$37,646
	<i>\$29,100</i>	<i>\$29,974</i>	<i>\$30,873</i>	<i>\$31,800</i>	<i>\$32,753</i>	<i>\$33,951</i>	<i>\$34,970</i>	<i>\$36,017</i>	<i>\$37,097</i>	<i>\$38,211</i>
	<i>\$29,682</i>	<i>\$30,573</i>	<i>\$31,491</i>	<i>\$32,436</i>	<i>\$33,408</i>	<i>\$34,630</i>	<i>\$35,669</i>	<i>\$36,738</i>	<i>\$37,839</i>	<i>\$38,975</i>

	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Parks & Recreation Director							
15	\$62,747	\$64,630	\$66,568	\$68,565	\$70,622	\$72,741	\$74,923
	<i>\$63,688</i>	<i>\$65,599</i>	<i>\$67,567</i>	<i>\$69,593</i>	<i>\$71,681</i>	<i>\$73,832</i>	<i>\$76,047</i>
	<i>\$64,962</i>	<i>\$66,911</i>	<i>\$68,918</i>	<i>\$70,985</i>	<i>\$73,115</i>	<i>\$75,309</i>	<i>\$77,568</i>

INSPECTION	Start	3 months	6 months	12 months	24 months	36 months	48 months	60 months	120 months	180 months
Building Inspector										
50	\$39,603	\$40,788	\$42,001	\$43,267	\$44,563	\$45,898	\$47,292	\$48,711	\$50,173	\$51,678
	<i>\$40,197</i>	<i>\$41,400</i>	<i>\$42,631</i>	<i>\$43,916</i>	<i>\$45,231</i>	<i>\$46,586</i>	<i>\$48,001</i>	<i>\$49,442</i>	<i>\$50,926</i>	<i>\$52,453</i>
	<i>\$41,001</i>	<i>\$42,228</i>	<i>\$43,484</i>	<i>\$44,794</i>	<i>\$46,136</i>	<i>\$47,518</i>	<i>\$48,961</i>	<i>\$50,430</i>	<i>\$51,944</i>	<i>\$53,502</i>
Public Services Manager										
55	\$41,944	\$43,201	\$44,497	\$45,833	\$47,207	\$48,623	\$50,082	\$52,086	\$53,648	\$55,258
	<i>\$42,573</i>	<i>\$43,849</i>	<i>\$45,164</i>	<i>\$46,520</i>	<i>\$47,915</i>	<i>\$49,352</i>	<i>\$50,833</i>	<i>\$52,867</i>	<i>\$54,453</i>	<i>\$56,087</i>
	<i>\$43,425</i>	<i>\$44,726</i>	<i>\$46,068</i>	<i>\$47,451</i>	<i>\$48,873</i>	<i>\$50,339</i>	<i>\$51,850</i>	<i>\$53,925</i>	<i>\$55,542</i>	<i>\$57,209</i>
Housing Inspector										
70	\$34,671	\$35,712	\$36,782	\$37,886	\$39,023	\$40,194	\$41,399	\$42,641	\$43,920	\$45,238
	<i>\$35,191</i>	<i>\$36,248</i>	<i>\$37,334</i>	<i>\$38,454</i>	<i>\$39,608</i>	<i>\$40,797</i>	<i>\$42,020</i>	<i>\$43,281</i>	<i>\$44,579</i>	<i>\$45,917</i>
	<i>\$35,895</i>	<i>\$36,973</i>	<i>\$38,080</i>	<i>\$39,223</i>	<i>\$40,401</i>	<i>\$41,613</i>	<i>\$42,860</i>	<i>\$44,146</i>	<i>\$45,470</i>	<i>\$46,835</i>
Executive Secretary										
85	\$32,344	\$33,322	\$34,327	\$35,696	\$36,421	\$37,477	\$38,625	\$39,784	\$40,978	\$42,207
	<i>\$32,829</i>	<i>\$33,822</i>	<i>\$34,842</i>	<i>\$36,231</i>	<i>\$36,967</i>	<i>\$38,039</i>	<i>\$39,204</i>	<i>\$40,381</i>	<i>\$41,593</i>	<i>\$42,840</i>
	<i>\$33,486</i>	<i>\$34,498</i>	<i>\$35,539</i>	<i>\$36,956</i>	<i>\$37,707</i>	<i>\$38,800</i>	<i>\$39,988</i>	<i>\$41,188</i>	<i>\$42,425</i>	<i>\$43,697</i>
Clerk Typist										
124	\$23,166	\$23,855	\$24,570	\$25,351	\$26,080	\$26,862	\$27,689	\$28,519	\$29,375	\$30,256
	<i>\$23,513</i>	<i>\$24,213</i>	<i>\$24,939</i>	<i>\$25,731</i>	<i>\$26,471</i>	<i>\$27,265</i>	<i>\$28,104</i>	<i>\$28,947</i>	<i>\$29,816</i>	<i>\$30,710</i>
	<i>\$23,984</i>	<i>\$24,697</i>	<i>\$25,437</i>	<i>\$26,246</i>	<i>\$27,001</i>	<i>\$27,810</i>	<i>\$28,666</i>	<i>\$29,526</i>	<i>\$30,412</i>	<i>\$31,324</i>

	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Planning & Zoning Administrator							
20	\$54,728	\$56,370	\$58,062	\$59,804	\$61,598	\$63,445	\$65,349
	<i>\$55,549</i>	<i>\$57,216</i>	<i>\$58,933</i>	<i>\$60,701</i>	<i>\$62,522</i>	<i>\$64,397</i>	<i>\$66,329</i>
	<i>\$56,660</i>	<i>\$58,360</i>	<i>\$60,112</i>	<i>\$61,915</i>	<i>\$63,772</i>	<i>\$65,685</i>	<i>\$67,656</i>
Director of Public Services							
8	\$66,634	\$68,633	\$70,691	\$72,813	\$74,997	\$77,246	\$79,564
	<i>\$67,634</i>	<i>\$69,662</i>	<i>\$71,751</i>	<i>\$73,905</i>	<i>\$76,122</i>	<i>\$78,405</i>	<i>\$80,757</i>
	<i>\$68,986</i>	<i>\$71,056</i>	<i>\$73,186</i>	<i>\$75,383</i>	<i>\$77,644</i>	<i>\$79,973</i>	<i>\$82,373</i>

# Olivette

*...in the center of it all*



# DYNAMIC SENSE OF PLACE STRATEGIC PLAN



## **DYNAMIC SENSE OF PLACE THE OLIVETTE STRATEGIC PLAN**

The City has a proud history of providing an outstanding quality of life for its residents and is committed to this tradition. The City of Olivette continues to put forth efforts to change the regional perception of its having a negative policy and attitude on redevelopment in the community. A failed TIF proposal in 1999, which would have converted the northeast “Hilltop Neighborhood” of Olivette from a residential community to a big box retail center, motivated the City to pursue this strategic planning process in order to build community consensus on a redevelopment vision that best preserves and enhances the quality of life in Olivette.

In the summer of 2004, the City of Olivette retained Vandewalle & Associates and began the strategic planning process to plan for the long term enhancement of Olivette and the improvement of the Olive Boulevard corridor. The intent of the planning efforts was to lay out a cohesive strategic plan and vision, guided by the community to provide a roadmap for the City to take a more proactive role in guiding redevelopment and fostering development in the community. As opposed to traditional comprehensive land use plan, the strategic plan developed was not set forth to designate specific areas for redevelopment, but to establish a community supported vision for the redevelopment along the Olive Boulevard corridor and the City’s four industrial and business parks.

The City of Olivette Strategic Plan: *Dynamic Sense of Place* was adopted by the Planning and Community Design Commission in August 2006, after extensive community outreach. Since the time of the plan’s adoption, the City has revised various sections of the City’s Zoning Ordinance and Chapter 55 Community Design of the Olivette Municipal Code that deal directly with building placement and site and building design. The City also initiated a redevelopment proposal for fourteen acres of property near the southwest corner of the Olive and I-170 interchange. Due to changes in the State’s TIF financing procedures and later economic conditions and financing issues experienced nationwide during the 2008 calendar year, the redevelopment area was placed on hold.

The economic slowdown fortunately led the City to take a broader planning approach to redevelopment around the Olive Boulevard and I-170 interchange. Discussions began with the City of University City to develop joint planning effort in all four corners of the interchange. These discussions led to a formal meeting between both Councils in late spring of 2009. Both communities have since agreed to develop a joint task force to oversee joint or cooperative development possibilities.

The Strategic Plan has also had direct impact on ongoing developments. This includes the development of the Shoppes of Price Crossing, a 45,000 square foot, two-story mixed use building. The Shoppes planning efforts began prior to the Strategic Plan adoption, but the design standards, mixture of uses, and access agreements the City insisted upon were attributed to the Strategic Plan. In addition, a new 9,000 square foot office for the Alzheimer’s Association at 9374 Olive Boulevard and a 13,500 square foot CVS Pharmacy was developed in accordance with the visions outlined in the Strategic Plan.

The City has also initiated various other efforts to promote the visions of the Strategic Plan. Planning efforts for the old Saints building on Warson Road are ongoing, streetscape improvements were negotiated with the Great Rivers Greenway District along the new interchange, and a complete re-codification of the Municipal Code was completed in late 2009.

Below is a summary of the Strategic Plan development efforts and a summary of the planning process and its results.

### **THE OLIVETTE STRATEGIC PLAN: *DYNAMIC SENSE OF PLACE***

In order to achieve the community's vision the City will consider the entire Olive Boulevard corridor when entertaining redevelopment proposals. The conceptual illustrations within this plan are not meant to imply the precise location of redevelopment projects, or geographically target specific properties, land uses, or portions of the City. Illustrations are included in the plan to provide context and examples of preferred development types in order to achieve the identified community vision.

In Phase One of the Strategic Plan process, Vandewalle & Associates helped guide the community through an assessment of the opportunities and challenges presented by the City's place in the region and identified three potential "visions" for the community. The results of Phase One were reported in the spring of 2005, in the *Olivette Strategic Plan Center of Opportunity* document.

### **ACCOMPLISHED IN PHASE ONE OF THE STRATEGIC PLAN PROCESS**

The Olivette community has been very selective about its strategic planning approach and realized the importance of clearly identifying the direction it wants to take. Through the Phase One process, Olivette determined it should not foreclose on potential long term visions simply because the level of time, political will and monetary commitment appear to be particularly challenging at the present time—they realized that their vision should be identified based upon its match with the community's desired long term "image."

Throughout the strategic planning process, Olivette has fully explored each phase before moving on to the next. Discussion of the community's desired "image" and the three visions identified in the *Center of Opportunity* document led to the Phase Two public engagement process, which began in May of 2005.

### **COMMUNITY VISION – "PREFERRED IMAGE" IDENTIFIED IN PHASE TWO**

The goal of Phase Two of the Strategic Plan Process was to conduct community public engagement sessions to determine which vision best realized Olivette's long term goals and desired image. The City of Olivette realized the importance of setting the standards high right from the beginning. Setting the standards too low at the outset of the strategic planning process would limit the City's ability to attain a higher level of change if desired in the community. For this reason, it was important for the chosen vision to be the result of the community understanding its goals for the future – not strictly determined based on the level of difficulty of plan implementation.

The adopted Strategic Plan represents the interpretation of the Phase Two public engagement campaign which brought nearly 200 meeting participants to the strategic planning table to identify a common vision for Olivette during the summer of 2005. The results of the public engagement campaign, headed by Vector Communications Corp., were reported in August of 2005, in the *Strategic Plan Phase Two Public Engagement Report*. The vision constructed through the strategic planning process is best described as *Olivette-Dynamic Sense of Place*, which expresses the image and identity envisioned for Olivette by the community. The Strategic Plan describes and illustrates the focus and challenges of this vision as well as presents a redevelopment plan and implementation strategies to guide the community, City officials, and the development community.

### **DEFINE THE VISION-DYNAMIC SENSE OF PLACE**

*The City will proactively implement the strategic plan in order to achieve the Dynamic Sense of Place vision. The Dynamic Sense of Place vision portrays Olivette as a community with a well-defined character of its own. Driving into the city, a visitor feels a sense of arrival. The landmarks, high point vistas, public art, gathering places, and civic activity centers make Olivette a unique and attractive destination. Olive Boulevard exhibits a mix of businesses, services and residential options developed collaboratively to meet the specific needs of the community. Whether they are working, relaxing, recreating, or gathering for a civic function, people here can access most everything they need right in*

*their own community. Highway and regional transit connections provide convenience for residents and businesses and influence redevelopment function and scale.*

## **Focus Areas**

The Vision of a Dynamic Sense of Place includes the following four Focus Areas, all of which must be addressed to fully realize the community's goals:

### **1. Community Development**

- **Community Identity:** Celebrate the unique aspects of the community through public art, public functions, and civic celebrations.
- **Balanced Community:** Balance residential density with the needs of the community including educational, health and social requirements, as well as public and nonprofit facilities.
- **Housing Mix:** Offer a mix of housing and residence types to encourage a stable community. Develop housing to meet the needs of residents in all cycles of life, thus reducing the need for residents to move to other cities and disrupt social and community life.
- **Live, Work, Play:** Promote multiple functions and uses within each development project. Provide an integrated mix of uses to meet local needs and interests to reduce the need to travel. Where appropriate, create a hub of economic and social activity.

### **2. Economic Development**

- **Development Scale:** Proactively influence the scale of development to incorporate mixed uses and two-to six-story developments along the Olive Boulevard corridor.
- **Industrial Parks:** Strengthen the existing employment centers within the community by working with the industrial parks to determine their infrastructure and programming needs. Introduce a mix of uses within the industrial parks where appropriate.
- **St. Louis Region Plant and Life Sciences Node:** Capitalize on Olivette's proximity to the Mid-County Plant and Life Sciences Node (which includes the Monsanto campus, the Danforth Plant Science Center, and the Nidus Center) by providing opportunities for incubator and post-incubator shared-space environments for plant and life science businesses. Provide personal and business services, and restaurants and retail uses for employees and visitors of this Node.
- **Wired Community:** Utilize the existing telecommunications infrastructure in Olivette to become a regional leader as a smart, wired community that enables citizens to access the internet from their homes, businesses, shops, public institutions, and parks. Investigate the development of Wi-Fi networks to access bandwidth and speed that people would otherwise go without, providing a boost to small businesses, and the revitalization of commercial and industrial areas, fostering a "new economy" based community.
- **I-170 Interchange Redevelopment:** Utilize proximity to the regional transportation system to attract employers and retail uses that benefit the community but need the larger market the I-170 interchange location draws to make such projects feasible.

### **3. Public Spaces**

- **Public Realm:** Create public gathering spaces and a central activity area "town square" to provide opportunities for dynamic community interactions. Focus on the scale, design, and connectivity of streets, sidewalks, storefronts, parks and open spaces. Streets should be lined with trees to allow for a pedestrian and community friendly walking environment. New developments should be oriented to the street and be accessible to pedestrians.
- **Open Space/Greenways:** Olivette is a critical link in the River Ring Regional Plan and a community leader in the region with a 6.2 mile bike and walking path that, upon completion, will be 7.6 miles and connect all of the parks in Olivette.

- *Walk or Bike to Work or Play:* Make the most of this achievement and market the City as a live-work community, one in which businesses and residents can walk or bike to work and play. Provide community-wide access to the trails network to ensure that residents, employees, and visitors have access to park and recreation facilities as well as viable routes for pedestrian and bike commuting leading into and within Olivette.
- *Actively Promote the River Ring Plan:* Join forces with neighboring communities as an active proponent of the River Ring Plan, specifically through the current planning of the 20-mile Centennial Greenway. This critical segment of the Ring Plan will run through Olivette connecting St. Charles and St. Louis counties and the City of St. Louis via parks, trails, community resources, as well as commercial and cultural districts.
- **Olive Boulevard:** As the main artery through Olivette, Olive Boulevard has continued to be the most significant corridor in the community throughout its history and serves as the primary east-west route through Olivette—spanning from Highway I-170 on the east to Warson Road on the west. Olive Boulevard (State Highway 340) plays a multi-faceted role as the gateway to the community, as well as the key commercial and revenue generating district for Olivette.
  - *Connectivity to and Across Olive Boulevard:* Improve public space and create connectivity to and across Olive Boulevard in order to link the community and enhance pedestrian networks.
  - *Shallow Parcel Depth:* Consider, potential expansion areas that might include properties behind parcels fronting on Olive Boulevard. Such expansions could occur as part of a master-planned development project, or in response to infrastructure improvements in the vicinity of a potential expansion area, such as a side street.
  - *Narrow Parcels:* Reduce the total number of access points and attempt to create points that service more than one property. Narrow parcels create challenges for site assemblage, and also create problems with access resulting in multiple driveways over a short distance. Because of this, a continuous dual left turn lane runs virtually the length of the entire corridor within Olivette. The elimination of multiple access points may eventually lead to an ability to replace the dual left turn lane with a median.
  - *Limited Right of Way:* Obtain additional land dedications or easements to reduce the already shallow depth of parcels along Olive Boulevard. The lack of right of way available for streetscape and infrastructure improvements presents a challenge to redevelopment. However, through the redevelopment process, additional area for these improvements should be incorporated into each project.

#### 4. Transportation Connections

- **Transportation Networks:** Create road and path networks to support all modes of transportation. Provide walking, cycling and pedestrian access to Olive Boulevard, activity centers, and public transportation from residential neighborhoods and workplaces.
- **MetroLink Station:** Collaborate with University City to engage MetroLink in development of a transit station near the I-170 interchange. Two alternatives for the future MetroLink Daniel Boone alignment provide Olivette with direct access to the commuter rail system at Olive Boulevard on either the east or west side of I-170 with alignment running along the existing rail right-of-way (the former Rock Island Railroad line) heading west to the Spirit of St. Louis Airport. The exact route of the future rail extension is of secondary importance to getting transit access in this general location.
- **I-170 Interchange Improvements:** Collaborate with University City to redevelop all four quadrants of the interchange as a regional-scale retail and mixed-use district. The upcoming Olive Boulevard/I-170 interchange improvement project, is the biggest change to the Olivette landscape for perhaps the next 100 years. This project presents the greatest opportunity to drive redevelopment in the community at this time. This significant improvement to the community's front door is important to the implementation of the strategic plan because the east end of the Olive Boulevard corridor is where catalytic change will first occur. Specific elements to consider include:
  - *Interchange Redevelopment Collaboration:* Collaboration with neighboring University City is needed to ensure consistent, coherent and integrated redevelopment of the four quadrants surrounding the interchange;
  - *Excess Right of Way:* Approximately 1.5 acres of developable land will be added to the community, providing the opportunity for additional commercial development in the City;
  - *New Gateway:* The City will have the chance to recreate its "front door" to set the tone for entry into the community; and
  - *Physical Improvements:* Physical improvements to Olive Boulevard and the streetscape will enhance the function and aesthetic appeal of the corridor.

#### Challenges

Obtaining the Vision of a Dynamic Sense of Place will require the community to overcome the following four challenges:

##### 1. Community and Economic Development

Proactively lead economic development and redevelopment efforts in the City in order to:

- Gain the interest and trust of the development community.
- Establish a preferred community image and change the public/regional perception of Olivette.
- Earn the trust and consent of the Olivette community to use redevelopment tools to finance public improvement projects.
- Assemble enough land to create significant projects to build truly dynamic community spaces.
- Create attractive commercial uses that are market feasible, meet the needs of the community, and are attractive to residents, employees, and visitors.
- Facilitate the development of ancillary businesses to support the needs of existing employment centers, such as personal and business services, restaurants and meeting facilities, and fitness and recreation facilities.
- Capitalize on the plant and life sciences node and facilitate the growth of these industries into Olivette's existing business/industrial parks.
- Collaborate with local employers and users of existing technology infrastructure.

- Assess the needs of community and businesses and determine how to bring Olivette to the forefront of technology services.

## **2. Residential**

Balance the impacts on adjoining residential areas with desired redevelopment activity including:

- Increase the density and design quality of new urban scale projects while at the same time improving the quality, ambience and character of residential neighborhoods.
- Maintain the balance of affordable housing in the community as property is assembled for mixed use redevelopment projects.
- Overcome the negative perception of multi-family housing in the community.
- Determine the feasibility of residential relocation in order to assemble adequate amounts of property for new community amenities and mixed use projects.
- Maintain residential housing stock on Olive Boulevard to enhance the corridor's aesthetic image.

## **3. Accessibility and Connections**

Create an atmosphere in Olivette and along Olive Boulevard that provides multi-modal access and connections:

- Provide access to Olive Boulevard from surrounding neighborhoods to eliminate barriers to accessibility by pedestrians.
- Improve the sidewalk system to include a buffer from the street traffic along Olive Boulevard to create a pedestrian friendly environment.
- Provide bike access along Olive Boulevard as well as efficient car travel with consideration of its State Highway status.
- Locate a MetroLink transit station within or adjacent to Olivette.

## **4. Coordination and Collaboration**

Organize the level of commitment, political support, and funding necessary to:

- Plan and create an urban village project at the I-170 interchange that meets the needs of the community and also takes advantage of the regional market opportunities provided by the interchange improvements.
- Play an active role in Centennial Greenway development to ensure Olivette is part of decision-making related to the regional bike route, including development of neighborhood connections to Olive Boulevard's commercial and civic areas.
- Work with University City to coordinate I-170 interchange redevelopment and actively pursue a MetroLink transit station near the interchange.

## **DIRECT THE VISION**

Olivette's adopted Vision with its Focus Areas and Challenges provides a guide for the long-term revitalization of Olive Boulevard, the industrial parks, and the community overall. To serve the immediate needs of the City in guiding and acting upon specific, more immediate redevelopment projects, this section provides parameters and recommendations in line with the community's Vision as a Dynamic Sense of Place.

## **Key Issues**

In light of the selected Vision, there are seven Key Issues that must be addressed for Olivette to achieve its goal of becoming a community with a Dynamic Sense of Place.

### **1. Community Image**

In order to achieve its vision Olivette needs to take proactive steps to improve the physical, political and public policy image currently portrayed to residents, surrounding communities, the private sector and the St. Louis region as a whole.

The community of Olivette is active, unique, and diverse in many ways-yet the City's physical and political environments do not reflect the many strengths of the community. Proactive implementation of the City's vision and strategic plan will improve the City's political image and allow the City to tie individual redevelopment projects together in a cohesive manner over time. While Olivette's overall location in the region is ideal, developers have noted that they perceive the Olive Boulevard corridor to be aged with antiquated parcel configurations.

Development and implementation of a cohesive Olive Boulevard corridor improvement project and proactive involvement in implementation will assist the City in improving the physical image of the community. The final image related issue for the community is the business and development community's perception of the City of Olivette as difficult to work with. The City needs to improve relations with businesses and developers through the establishment of public policy that positions the City in a more proactive and business friendly role.

### **2. I-170 Interchange Improvement Project**

The restructuring of Olivette's east gateway requires careful consideration because future development projects here will influence future developments to the west along the corridor. The planned interchange improvement will increase the level of interest from commercial developers. Consequently, this project also presents an opportunity for the City to build relationships with developers and make the most of the strong market forces at this location.

Prior to any further consideration of developer interest in the northeast quadrant, the City should engage the Hilltop neighborhood residents in a community engagement process specifically focused on the needs of the neighborhood to determine the best long term scenario in consideration of redevelopment pressures faced by this area.

Olivette should collaborate with University City to redevelop all four quadrants of the interchange as a regional scale retail and mixed-use district. University City is currently developing a strategic plan that will address the University City I-170 quadrants. On Olivette's side, the land north and south of Olive Boulevard adjacent to I-170 should be redeveloped to create a significant impact on the image of Olivette and Olive Boulevard. The City needs to capitalize on the interchange's role on the St. Louis region's inner belt, and proximity to Lambert International Airport, by creating a destination for business travelers, shoppers and diners.

Specific elements to focus on:

- The City of Olivette should actively negotiate with the Missouri Department of Transportation (MoDOT) to secure the right of first refusal for the purchase of the 1.5 acres of surplus right-of-way following the interchange improvement project completion.
- This will give the City a literal foothold in the assemblage of a significant redevelopment site, thus providing a greater level of control to ensure that redevelopment is consistent with the chosen vision.

- Olivette and University City should make every effort to coordinate significant redevelopment plans on both sides of the interchange, a gateway for each community, to pave the way for mutually beneficial future development.

### **3. Olive Boulevard**

Olive Boulevard currently has considerable physical characteristics that present obstacles for redevelopment and connectivity within Olivette and, in part, determine the future role of the corridor in the community. To counteract challenges presented by the existing conditions of the corridor, redevelopment should not focus solely on pedestrian movements *along* Olive Boulevard, but also on pedestrian accessibility *to* Olive Boulevard. Because of the many constraints, Olive Boulevard will never serve as an ideal pedestrian corridor; however, the character of development along Olive Boulevard is critical to the overall image of the community, and that character should include additional pedestrian amenities.

Redevelopment projects also should focus on connectivity between Olivette's neighborhoods and Olive Boulevard, connectivity across the Boulevard, as well as connectivity between the new commercial and mixed use projects themselves. Structured redevelopment along Olive Boulevard over time can lead to a corridor that, while still a state highway with a high traffic volume and narrow right of way, will present an identifiable, high quality image for the community.

The character of new development on Olive Boulevard, in terms of design, scale and mass as well as use and function, should fit within the following criteria:

- Design guided by community preferences and objectives.
- Development that is urban village, mixed use, and neighborhood scale.
- Heights of buildings ranging from two to six stories with multiple development types possible, including horizontal and vertical mixed use, and medium and higher density development.
- Development on aggregated sites that may include parcels from adjoining subdivisions.
- Developments with two to four uses with connections between projects and existing development.
- Targeted niche uses based on community needs and complementary uses within and between projects.
- Targeted uses and developments exhibit "Community as Place."

### **4. Industrial Parks**

The industrial parks in Olivette are critically important to the local economy and continue to be highly viable despite national and regional downturns in manufacturing. The presence of for lease signs in the industrial parks has perhaps created a misconception in the community regarding the level of productivity of Olivette's industrial parks. In fact, Olivette's industrial parks are currently operating with a vacancy rate generally on par with other industrial parks in the region. The configuration of Olivette's industrial parks allows for small to medium sized businesses within a single building, therefore signs advertising vacancy do not necessarily mean that the entire building is empty.

Direct discussions with industrial park businesses have confirmed that Olivette's industrial parks remain active and very functional, offering ideal locations for businesses and their employees. Olivette's industrial parks play an important role in the community by contributing significantly to the City's tax base, offering local employment opportunities and increasing Olivette's daytime activity, which is necessary to draw retail, restaurant and services to the community. However, there have been some thoughtful suggestions from the community to explore adding a broader mix of uses within the parks where appropriate.

In terms of the long term utility of the industrial parks, it is important that the City take an active role in maintaining an adequate mix of land uses in the community. This includes maintaining healthy employment centers using the existing business and industrial park infrastructure by:

- Exploring the appropriate niche for the industrial park space and actively marketing this property accordingly. Proactive marketing should include an increased emphasis on collaboration with existing businesses and property owners, local realtors, and the St. Louis County Economic Council;
- Investigating ownership and maintenance of the industrial park roadways and providing City services in order to improve industrial park appearance and improve public perception of the parks. This could potentially include the creation of a special taxing district to finance the improvements;
- Updating and repackaging the industrial parks to attract new businesses to the parks including a signage and way finding program to guide people to the industrial parks; and
- Exploring a mix of uses where appropriate.

## **5. MetroLink**

A potential MetroLink transit station in or near Olivette presents the opportunity to increase Olivette's connectivity in the region. The community's central location in the region, and close proximity to all of St. Louis' centers of activity, creates an excellent environment over the long-term for transit-oriented type of development.

Olivette needs to collaborate with University City to engage MetroLink in the development of a transit station near the I-170 interchange. The exact location of the transit station, be it in Olivette or University City, is not important; what is important is collaboration between Olivette and University City to gain community and political support for transit station development near this key interchange.

## **6. Saints Olivette**

City ownership of the Saints property can be leveraged in order to accomplish redevelopment initiatives along the Olive Boulevard corridor. Potential strategies could include a land swap of the property in order to develop a centrally located public square or gathering space in Olivette along the boulevard.

## **7. Wi-Fi**

Olivette is positioned at the highest point in the central county, with its highest elevation reaching about 700 feet. The City's position as a high point offers several redevelopment advantages including the opportunity to preserve and enhance the view corridor to downtown St. Louis as well as improved access to technology.

By utilizing the existing telecommunications infrastructure, Olivette can become a regional leader as a smart, wired community. Developing wireless (Wi-Fi) technology throughout the community will attract high-tech businesses, employers and employees.

## **REDEVELOPMENT CONCEPTS**

The use, form and arrangement of each redevelopment project are critical elements to achieving Olivette's vision of a Dynamic Sense of Place. The Strategic Plan document contains several concept plans that illustrate how some of the key components of the vision can be achieved in various areas within the community. Included are concept plans and perspectives for the I-170 Interchange area, City Center area (Olive Boulevard and Dielman Road intersection), and two concept plans for the West End of the community. Following those are three Streetscape Concepts for Olive Boulevard that vary depending upon the location and the uses that front on the Boulevard.

The key components of these concept plans are bulleted on each drawing and are intended to serve as guiding principles to be incorporated into all redevelopment projects in these areas. However, the plans themselves are intended to be illustrative and serve only as examples of how these principles can be achieved. Given that ownership of these areas is fractured and the City controls only a small portion, the ultimate design and execution of redevelopment will likely vary as individual projects are brought forward.

### **THE GOAL OF PHASE THREE OF THE STRATEGIC PLAN**

Phase Three focuses on the structure of plan implementation. In order to achieve the community's vision: *Olivette - Dynamic Sense of Place*, a set of implementation objectives and a process for forwarding these objectives has been established. These objectives and the corresponding implementation process are designed with a degree of aggressiveness that matches the community's ability to execute change both now and in the long term.

This implementation strategy is illustrated in the *Olivette Strategic Plan Implementation Initiative* chart.

### **Implementation Objectives**

Successful plan implementation requires a comprehensive, coordinated strategy that includes detailed planning, financing, and project coordination. The following are Olivette's primary objectives for ensuring successful redevelopment implementation, which stem from the community's history with development and its goals for the future of Olivette.

#### **1. Define Roles:**

The City's implementation process needs to clearly define the respective roles of Olivette City staff, elected officials, the Planning and Community Design Commission (PCDC), and the Economic Development Commission (EDC). Both the PCDC and EDC are charged with leading initiatives and making recommendations regarding the development of the community. They serve important functions as separate bodies; however, both commissions would benefit from greater coordination between the two to ensure that decision-making related to the scope, scale, intensity and design of projects and associated public improvements is coordinated with decision-making related to the use of economic development tools to facilitate projects. By clearly defining these roles in the redevelopment process, the City's process will become more transparent and efficient to the benefit of the City, its residents, and developers.

#### **2. Enhance Developer Relations:**

Execution of Olivette's vision relies on the community's ability to attract developers who are willing to invest in the community. Implementation of the vision will require the City and its leaders to adopt a collaborative approach when working with developers. This approach entails inviting developers to the community and engaging them in a transparent and efficient process that treats all parties in a fair and consistent manner.

The following activities should be pursued to forward this implementation objective:

- Evaluate and refine the City's development review process;
- Clearly define the City's process for engaging developers and coordinating development review among City Staff, elected officials, PCDC, and EDC;
- Engage the development community as partners in Olivette's redevelopment process;
- Take the lead on initial projects to stimulate interest in further redevelopment; and
- Increase the pace of redevelopment by pursuing catalytic projects, proactively recruiting developers, and developing partnerships with federal, state, and regional leaders and funding agencies.

### **3. Actively Involve the Public:**

An important outcome of this Strategic Plan is the articulation of the community's desire for the City to be an active participant in marketing the community and its redevelopment opportunities to developers. This marketing effort should focus on the community vision to ensure that redevelopment projects work to forward the community's goal of redeveloping Olivette with a dynamic sense of place. Additionally, the City's redevelopment implementation process should sufficiently and consistently engage the public to ensure transparency of the process and to capitalize on community members' valuable input. This will best enable developers and the City to understand public concerns and desires related to any particular development proposal early in the process.

To further this active involvement in redevelopment by the City and the public, the City should take the following actions:

- Seek and engage development interest with a focus on mutually developed goals to benefit the City, the community, and the private sector;
- Utilize a variety of available tools, where appropriate, to foster redevelopment which results in substantial public benefits (i.e. improved streetscape, sewer, public streets, underground utilities, open spaces);
- Collaborate proactively on intergovernmental initiatives including: the I-170 interchange redevelopment, MetroLink transit station development, The River Ring Plan, and Mid-County Plant and Life Sciences Node development;
- Proactively explore funding opportunities to set redevelopment projects and associated public improvements into motion including public and private grants, statutory redevelopment financing mechanisms, developer dedications, and general tax dollars. Directly fund public projects that enhance the quality and function of the public realm and complement improvements to private property. Public improvements might include public streets, parks, community and recreational facilities, and plazas; and
- As part of the City's redevelopment implementation process, develop a meaningful mechanism for soliciting public input on development proposals.

### **4. Effectively Use Redevelopment Tools:**

In order to become proactively involved in redevelopment of the Olive Boulevard corridor, the City needs to fully understand the various redevelopment tools available as well as the potential effects of their use. Furthermore, the City should develop policies regarding the use of redevelopment tools to clearly establish the community's intentions and to provide a level playing field for everyone involved in redevelopment in Olivette.

Redevelopment tools and policies for their use that should be considered include:

- Creation of a local economic development organization with a redevelopment focus;
- Acquisition of property for reuse or redevelopment;
- Demolition of property not feasible to rehabilitate;
- Use and content of development agreements;
- Use of Planned Unit Development (PUD) zoning;
- Planning and implementation of public improvement projects including streets, sidewalks, water lines, sewer lines, electrical, broadband, lighting, and parking;
- District marketing and event coordination; and
- Use of local economic development tools such as: special taxing districts, tax increment financing, tax abatement, financing assistance, local option taxes, and density bonuses.

## **REDEVELOPMENT PROJECT MANAGEMENT PROCESS**

An effective mechanism for achieving several of the implementation objectives described in the previous section is to develop a clear and efficient process for the City to engage, evaluate, and facilitate redevelopment projects in Olivette. This mechanism should take the form of a project management process, through which both issue-based and project-based Project Management Teams (PMTs) are created to coordinate the efforts of these different players and ensure development that is consistent with the community's vision.

### **Project Management Teams**

PMTs are effective vehicles for bringing together independent entities with broad and varying sets of skills, expertise, and experience and promoting collaborative and comprehensive decision-making amongst these groups. In Olivette, a PMT process would integrate the redevelopment-related activities of City staff, City Council, PCDC, and EDC. Staff provides professional redevelopment expertise; City Council serves as the ultimate decision-making body that keeps the community's goals, vision, and needs foremost in mind; the PCDC provides expertise in development review and is charged with upholding the goals of the *Strategic Plan*; and the EDC offers members with private-sector perspectives complemented with the goal of forwarding the community's vision.

PMTs should be established both for key issues in the community (illustrated in the *Olivette Strategic Plan Implementation Initiative* chart) as well as for specific proposed redevelopment projects. A PMT serves as the City's primary liaison and contact with a developer and is responsible for ensuring the goals and objectives of the PMT Process are met.

Project-based PMTs should include a core set of members consisting of at least one representative from each of the Economic Development Commission (EDC), Planning and Community Design Commission (PCDC), and City Council. Issue-based PMTs also should include members of these bodies, as well as additional members as appropriate for the particular issue. The City Manager, Director of Public Services and City Planner would serve as staff for each PMT and consulting professionals may provide guidance and alternatives and/or recommendations as requested by the City.

## **REDEVELOPMENT PROJECT MANAGEMENT PROCESS PHASES**

The Redevelopment Project Management Process is presented as a series of four phases beginning with initial discussions between the City and an interested developer and concluding with monitoring and evaluation of completed projects, as illustrated in the *City of Olivette Redevelopment Project Management Process* chart.

**PHASE 1: Negotiation of Interim Development Agreement** concludes with an Interim Development Agreement ensuring that the City and an interested developer agree to the general Project Concept and agreement terms before proceeding with further negotiations and expenditures of time and money.

**PHASE 2: Negotiation of Final Development Agreement** concludes with a Final Development Agreement that includes:

- The use(s), scope, and scale of the project;
- The character, quality, and design of the site and buildings;
- The type, location, quality and design of related public improvements;
- The use of economic development tools and the need and justification for same;
- The overall feasibility of the project and benefits to accrue to the community; and
- Project timing and phasing.

**PHASE 3: Construction Coordination** entails construction and continued coordination between the City and the developer through project completion.

**PHASE 4: Project Monitoring** provides mechanisms for monitoring a project after completion to ensure adherence to the Final Development Agreement and to address issues and/or changes to project operations over time.

## **REDEVELOPMENT IMPLEMENTATION POLICIES AND TOOLS**

To implement this Plan in the most effective and efficient manner, a set of policies and tools have been developed to supplement this Plan. These documents are included as appendices to this Plan, but are each ratified as separate documents from the Plan to enable the greatest flexibility for revising and updating these documents over time. These documents include the following:

### **REDEVELOPMENT PROJECT MANAGEMENT PROCESS POLICY**

This policy describes the Redevelopment Project Management Process in detail to present a clear and accurate description of roles and responsibilities of City staff, commissioners, and officials. This document is intended for use by the City; a separate PMT brochure will be developed to quickly and clearly describe the process to developers and businesses.

### **ECONOMIC DEVELOPMENT TOOLS EVALUATION CHECKLIST**

This checklist is a tool for use by the Economic Development Commission to evaluate projects proposed by developers and businesses seeking some form of City assistance. The checklist outlines the breadth of items that should be considered to comprehensively analyze the projected benefits and costs of a project.

### **EMINENT DOMAIN POLICY**

This policy is used to guide the City's decision-making regarding the use of eminent domain in development projects. The policy, developed by the City Council-appointed Eminent Domain Task Force, includes both statutory requirements as well as provisions that reflect goals for the use of eminent domain specific to the City of Olivette.

### **LAND DEVELOPMENT REGULATION REVISION RECOMMENDATIONS**

All City of Olivette codes and ordinances that impact land regulation (e.g. zoning and subdivision regulations) have been evaluated to identify any regulations which should be revised in order to promote development projects that help Olivette achieve a "Dynamic Sense of Place" as described in this Plan.

### **PRIORITY REDEVELOPMENT ACTION PLAN**

A comprehensive list of priority action items has been developed to guide plan implementation in the near-term. Although the planning timeframe for the Comprehensive Plan is five to ten years and beyond, the priority action items are designed to be undertaken in the first eighteen months after plan adoption to work toward achievement of the longer term goals identified in the Plan. Accordingly, the list is intended to be revised at least once every six months.

# Olivette

*...in the center of it all*

## Then and Now in a City of Planned Progress



9643 Olive Boulevard- Flotken's Grocery in 1961

Morris Flotken, the grandfather and founder; Mike, the grandson; and Frank, Mike's father.

Credit Courtesy Mike Flotken

Olivette

*...in the center of it all*

# HISTORY/GLOSSARY

# HISTORY OF OLIVETTE

The history of Olivette is closely aligned to that of the City of St. Louis. After the founding of St. Louis by Laclede and Chouteau in 1764, pioneer settlements took place in areas far away and remote from the riverfront area of St. Louis.

In the late 1700's and early 1800's, travel was mostly by boat, with rivers being the highway used by pioneer trappers, missionaries, traders and explorers. Many such persons were anxious to push on to the west and the trip up the Mississippi river to the Missouri River was sixty miles. It was only half this distance by land between the two rivers and by horse travel, taking the overland route, two days being saved.

To cross the Missouri, a ferry was established at Howell's Landing. Olivette (or Central, as it was then known), became important because it was midway between these two points. The settlement, established about half-way, where migrants could rest their horses, lodge overnight, and replenish their supplies, was known as Central, and later as Central Town, then later as Centerton. An inn and stable was located at what is now known as approximately Price and Old Bonhomme. The road, then known as Bonhomme, loosely translated meaning "Farmer's Road" or the "Good Man's Road", started at the levee following generally what is now Delmar Boulevard, as far west as 6000, the point where the Wabash Railroad Station was located. It branched north and south, the main artery going through Centerton, again, veering north at what is now St. Louis Stacy Park Water Reservoir, and then going on west through Creve Coeur onto Chesterfield and Gumbo.

When Missouri was admitted to the union in 1820 as a state, it was decreed that schools should be established to provide education for the children of the poor. The rural school district of Central Township was set up around 1842 and administered by three "school inspectors" who were charged with erecting school facilities.

Between 1800 and 1840, Centerton was populated by French immigrants. German farmers came to settle the area in this period primarily because it resembled their homeland. Many Irish farmers, who were experiencing crop failures in Ireland, came to America and a few came west, some settling in Centerton. It was all these people who became the farmers of the area growing mostly fruits and vegetables for the St. Louis market.

The Central School was opened as the only school in the area in 1846 and was unique, having been constructed of brick, as all other schools in those days, were made of logs. This building, after remodeling and several additions, is still in use and stands on its original site. It is now the Logos School (private). Other institutions of learning in Olivette – the Hillcrest Seventh Day Adventist School, Epstein Hebrew Academy, Immanuel Lutheran School, and Hope Development Center (an early child care and kindergarten school) - all parochial schools. The only public school remaining in Olivette is the Old Bonhomme Grade School which is in the Ladue School District.

Olivette is situated in the highest part of the county with an elevation of 650 feet, which was the reason that the City of St. Louis established its water reservoir in this area.

Many of the prominent early landowners of the original settlement have furnished the names of the present streets and roads in Olivette. Judge Philip Deuser, The Engels, The Warsons, Dielman, Issac Price, who was Road Commissioner, the Elbrings, the Litzsingers, the Zierchers, Watsonia, Alice, Kenneth and Dolores, are some of the places bearing the names of the cities founders and their children.

Today, Olivette is a modern community with a fine City Hall; fully accredited Police and Fire Departments, furnishing health services, trash and garbage collection, street lights, well-paved city streets, Public Works Department and private parks. On July 4, 1976, Olivette became a Charter City. It has a City Manager/Council form of government with the City Manager being appointed by the Council. The five people Council chooses its own mayor. All councilpersons are elected at large. According to the 2000 Census the population of the City was 7,438.

## **DEMOGRAPHICS**

According to the 2000 census data, the City of Olivette has a total population of 7,438. The composition is 70.4% white, 21.9% black and 7.7% other. The 1990 population was 7,573. The City contains 3,214 housing units, 2,576 of these are single family units, with the remainder being multi-family units.

The City is 2.95 miles square, is a Third Class Charter city and has a Council/Manager type of government. The Council persons are elected at large to serve three year terms, with the Mayor selected from among the Council members. The City Manager is hired by the Council and is responsible for all of the departments.

The City provides Fire protection (23 staff); Police protection (24 staff); Public Services: Streets (5 staff), Building Inspection and Code Enforcement (5 staff); Parks and Recreation: (8 staff plus part-time and seasonal help); Administration: (5 staff). The BOCA code and minimum housing ordinances are the criteria for enforcement.

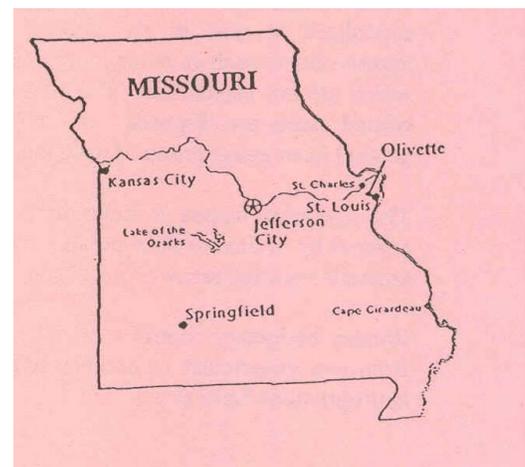
Over the years the city has acquired by direct purchase/grants a total of 58 acres of park land. In addition, there is a long-term lease of 26 acres from the City of St. Louis Water Department for Stacy Park. In all there are five parks scattered throughout the city. The parks have been developed for both active and passive pursuits. There are ball fields, playgrounds, pavilions, restrooms, open space, quiet forests, a .7 mile all weather multipurpose path and a designated bikeway that connects all City parks. The sewers and utilities are provided by outside interests. The refuse collection is contracted by the City, shared in cost with the residents and included in the general tax base.

The City is in the Ladue School District. There are six public, private, or religious schools within the city. In essence, it is a bedroom community, with strip commercial along State Route 340, which divides the city and industrial in the north-northeast quadrant of the city.

The City is ten minutes from the Lambert International Airport and approximately twenty minutes to the Gateway Arch. We are located at the intersection of Interstate I-170 and Olive Boulevard approximately six minutes from Clayton.

## **POPULATION**

1960	8,257
1970	9,341
1980	8,135
1990	7,573
2000	7,438
2010	7,737



## POPULATION OVERVIEW

	CITY OF OLIVETTE				ST. LOUIS COUNTY	
	2010	2000	Difference	% Change	2010	
<b>POPULATION TOTAL</b>	<b>7,737</b>	<b>7,438</b>	<b>299</b>	<b>4.0%</b>	<b>998,954</b>	
<b>SEX AND AGE</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
Under 5 years	449	5.8%	373	5.0%	76	20.4%
5 to 14	1,168	15.1%	1,052	14.1%	116	11.0%
15 to 19	531	6.9%	498	6.7%	33	6.6%
20 to 24	291	3.8%	276	3.7%	15	5.4%
25 to 34	701	9.1%	739	9.9%	(38)	-5.1%
35 to 44	1,057	13.7%	1,152	15.5%	(95)	-8.2%
45 to 59	1,763	22.8%	1,694	22.8%	69	4.1%
60 to 74	1,172	15.1%	1,075	14.5%	97	9.0%
75+	605	7.8%	579	7.8%	26	4.5%
<b>MEDIAN</b>	<b>41.8</b>		<b>42.1</b>		<b>(0.30)</b>	<b>-0.7%</b>
<b>MALE</b>	<b>3,632</b>	<b>46.9%</b>	<b>3,503</b>	<b>47.1%</b>	<b>129</b>	<b>3.7%</b>
18 yrs and over	2,616	72.0%	2,595	74.1%	21	0.8%
Median age	40.9					37.9
<b>FEMALE</b>	<b>4,105</b>	<b>53.1%</b>	<b>3,935</b>	<b>52.9%</b>	<b>170</b>	<b>4.3%</b>
18 yrs and over	3,139	76.5%	3,072	78.1%	67	2.2%
Median age	42.8					41.6

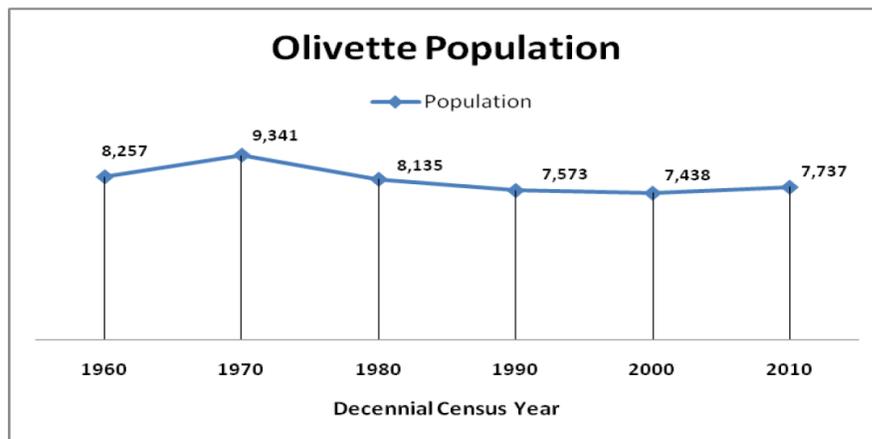
	CITY OF OLIVETTE				ST. LOUIS COUNTY	
	2010	2000	Difference	% Change	2010	
<b>POPULATION TOTAL</b>	<b>7,737</b>	<b>7,438</b>	<b>299</b>	<b>4.0%</b>	<b>998,954</b>	
<b>RACE</b>						
White	4,715	60.9%	5,235	70.4%	(520)	-9.9%
Black or African American	1,848	23.9%	1,629	21.9%	219	13.4%
American Indian and Alaska Native	18	0.2%	6	0.1%	12	200.0%
Asian	826	10.7%	372	5.0%	454	122.0%
Native Hawaiian and other Pacific Islander	3	0.0%	1	0.0%	2	200.0%
Some other	128	1.7%	56	0.8%	72	128.6%
Multi Racial	199	2.6%	139	1.9%	60	43.2%
Hispanic/Latino	258	3.3%	117	1.6%	141	120.5%

	CITY OF OLIVETTE				ST. LOUIS COUNTY	
	2010	2000	Difference	% Change	2010	
<b>HOUSING AND HOUSEHOLD TYPE</b>						
Total Housing Units	3,275	3,231	44	1.4%	438,032	
<b>TOTAL HOUSEHOLDS (HH)</b>	<b>3,068</b>	<b>3,096</b>	<b>(28)</b>	<b>-0.9%</b>	<b>404,765</b>	
HH w/individuals under 18 yrs	1,099	35.8%	1,046	33.8%	53	5.1%
HH w/individuals 65 years and over	919	30.0%	915	29.6%	4	0.4%

	CITY OF OLIVETTE				ST. LOUIS COUNTY	
	2010	2000	Difference	% Change	2010	
"Family" Households	2,216	72.2%	2,172	70.2%	44	2.0%
w/children under 18	1,036	46.8%	974	44.8%	62	6.4%
Husband-wife family	1,656	74.7%	1,677	77.2%	(21)	-1.3%
Female householder, no husband present	441	19.9%	392	18.0%	49	12.5%
Male householder, no wife present	119	5.4%	103	4.7%	16	15.5%
Nonfamily Households	852	27.8%	924	29.8%	(72)	-7.8%
Avg. Household Size	2.52		2.40		0.12	5.0%
Avg family size	3.00		2.91		0.09	3.1%

### HIGHLIGHTS:

- Olivette is one of a handful of St. Louis County communities with a population increase.
- Numerically, Olivette is younger, but older than the County median.
- Olivette's growth can be attributed to population increases at the extreme ends of the age spectrum.
- Olivette is becoming more diverse, with significant increases in the Asian and Hispanic/Latino communities.
- Number of housing units increased, reflecting residential redevelopments of the Manors at Hilltop, and several other minor residential subdivisions.
- The number of occupied households has decreased, possibly reflecting the economic conditions and housing issues facing the region and Nation.
- The average household size has increased, and is above the County average.
- The average "traditional" family size has increased, but is slightly below the County average.



The 2010 Decennial Census was the first census since 1970 in which Olivette increased in population. The City peaked in 1970, with a population of 9,341. The line graph above illustrates a stabilization of the population, following a decline in 2000.

Though the increase in 2010 is only 299 people, and represents a 4% increase, it reverses a downward trend, and is in contrast to the overall County population loss, which as a whole experienced a decline of 1.7% in population.

**Population total:**

The City of Olivette was one of handful St. Louis County communities that increased in population the past decade. The 2010 Census showed Olivette's population as 7,737, an increase of 299 residents. This represents a 4.0% increase over the 2000 Census population count of 7,438.

There were 26 incorporated communities in St. Louis County that had population increases. The largest was in Wildwood, followed by Eureka, each with a gain of over 2,500. The smaller increases were incorporated communities like Champ and Hillsdale, with an increase of 1 person.

A majority of the County's growth took place on and west of I-270. The largest losses took place in north central-County between I-70 and I-270.

In the mid-County area, Olivette fared well. The table below reflects Census data from neighboring and other mid-County communities.

	2000 Census	2010 Census	Difference	% Change
Olivette	7,438	7,737	299	4.0%
Overland	16,838	16,062	(776)	-4.6%
University City	37,644	35,371	(2,273)	-6.0%
Creve Coeur	16,759	17,833	1,074	6.4%
Clayton	15,935	15,939	4	0.0%
Ladue	8,413	8,521	108	1.3%
Richmond Heights	9,602	8,603	(999)	-10.4%
Brentwood	7,693	8,055	362	4.7%
Maplewood	9,228	8,046	(1,182)	-12.8%
<b>TOTAL</b>	<b>129,550</b>	<b>126,167</b>	<b>(3,383)</b>	<b>-2.6%</b>

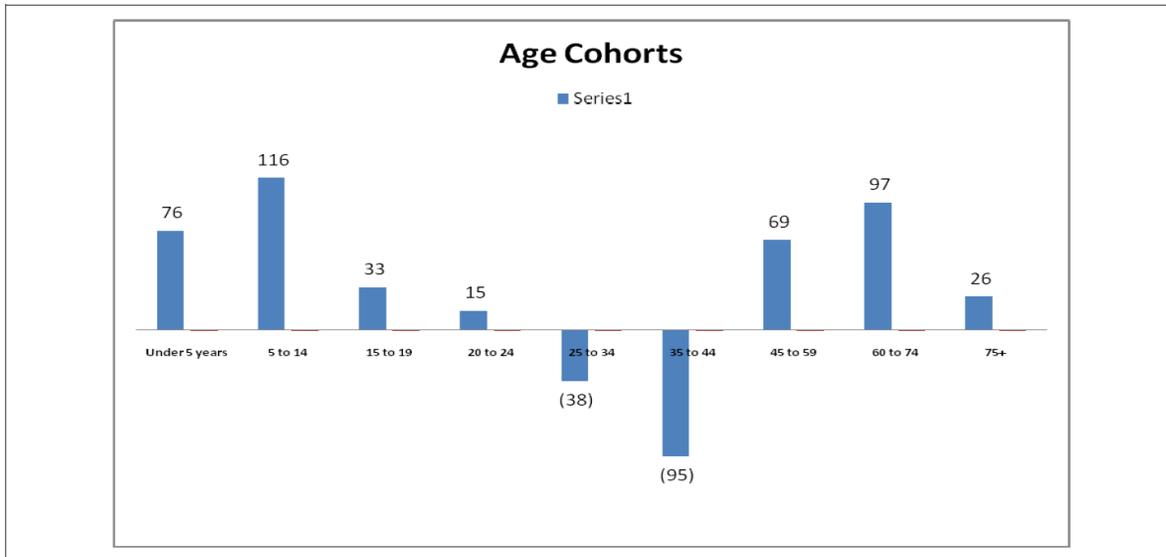
A majority of the population drop in the mid-County area can be attributed to University City and Maplewood. It is also important to note that Creve Coeur includes areas east and west of I-270. It is not known whether if population losses in the mid-County area would have been greater if data on Creve Coeur was available for only portions on the east side of I-270.

**Break down of the numbers:**

The population data for Olivette has been broken into age groups. The 2010 Census has broken the age groups into 5-year age cohorts. This breakdown is slightly different from the 2000 Census, in which several age groups were in 10-year intervals. In an effort to establish some uniformity to analyze the 2010 data, staff has utilized the age groupings that were set in the 2000 US Census.

In an evaluation of the age cohorts for Olivette, the increase in population can be attributed to the groupings of ages 5 to 14 and those 60 to 74. These age cohorts had the largest increase in proportion when compared to the 2000 Census figures.

The Chart below titled “Age Cohorts” provides a bar graph illustrating the gain or loss in population by age group.



The age cohorts between 20 to 44 years of age were either sluggish or decreased. The cohorts of 25 to 34 and 35 to 44 decreased over the 2000 figures. This reflects a composition where the City’s population growth is unbalanced, increasing at the ends of the age spectrum as oppose to an even increase.

The strong increases in the pre- and early school age cohorts could be linked to the City being part of the Ladue School District. The District is one of the City’s primary assets/attractions.

At the other end of the age spectrum, the age grouping of residents 60+ reflects the possibility that many of our senior residents have entrenched themselves to staying in Olivette, reflective on quality of life issues such as location, accessibility, etc.

From a planning perspective, this growth at the ends of the age spectrums is a concern. Even if the City’s median age did decrease slightly, we are becoming an older community.

The sluggish growth in the early adult population, age cohort 20 to 24, represents the age many are entering the workforce or continuing higher education opportunities. In the St. Louis region, Olivette is not a major entry level employer. Given the size of the community, and our position in the region, this is not out of the ordinary. Our industrial base and retail concentration is reasonably reflective of our communities’ size. Past policies have also not positioned Olivette to be a regional destination.

Olivette is also not a university town, even though we do provide housing opportunities for those involved in employment positions at the university and research level. Olivette is not a young adult destination such as the Loop, Downtown, or Central West End.

The age cohorts that are within 25 to 44 years of age have also decreased. Generally, this age consists of individuals whom are pursuing advanced educational opportunities, in which the Olivette residential and family lifestyle is not as attractive or diverse. This age cohort also reflects those beginning an independent adult life and/or starting families. Here in essence lays a concern. Is Olivette an affordable place to live? One can only wonder that the benefits we see in the school age cohorts create in essence a demand that is pricing out opportunities for younger families to live in Olivette.

As noted before, the City overall did get younger as the median age decreased to 41.8, as compared to 42.1 in the 2000 Census. In comparison to St. Louis County, the overall median age in Olivette is older than the County median of 39.9. This is reflective, however, of the mid-County area.

In terms of gender, there are more women than men in Olivette. The gender gap is more prominent in Olivette as oppose to St. Louis County.

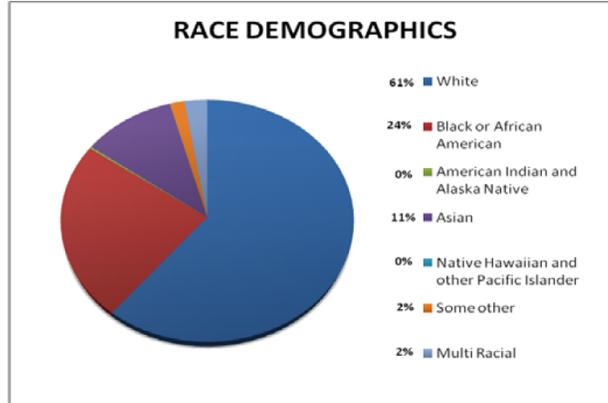
### Race

Olivette continues to become more diverse. In terms of population race characteristics, the US Census has detailed demographic data that breaks down into 7 primary race categories: White, Black or African

American, American Indian and Alaska Native, Asian, Native Hawaiian or other Pacific Islander, Other, and Multiracial.

Using the data as provided by the US Census, the City of Olivette is predominately White. The 2010 Census showed that 61% of the City identified themselves as White. This, however, does reflect a drop of nearly 10% from the 2000 Census.

In comparison to the County as a whole, Olivette appears to be more diverse in every other identified Race group, especially as it relates to Asians, where Olivette is three times more diverse than the County.



The second largest Race group in Olivette is that termed as Black or African American, which accounts for 24% of the City's population. The composition of Black or African Americans in Olivette is very reflective of that of St. Louis County overall.

The next significant Race category to note is that of Asians. Though only reflecting 11% (826) of the City's population, the number of Asians has doubled the past decade. There is a stronger concentration of Asians in Olivette as compared to St. Louis County.

Within the Race categories identified by the US Census, Hispanics and Latinos are derived from all 7-primary Race categories noted above. In such, there were 258 residents in Olivette identified as Hispanic and/or Latino. The Hispanic and/or Latino population saw a sizable percentage increase, doubling its numbers from the 2000 Census of 141, to reflect 3.3% of the City's overall population. The concentration of Hispanics and/or Latino as a percentage of population is higher in Olivette than that of St. Louis County as a whole.

### Housing and households

The US Census Bureau identified 3,275 housing units in Olivette, up 44 units from 2000 Census. Housing units reflect single family residences, attached residences, multi-family residences, trailers, etc. The increase may be attributed to several redevelopments that occurred between 2000 and 2010, including the Ramsgate Addition Subdivision and the Villas at Hilltop.

Of the Housing Units noted above, the 2010 US Census identified 3,068 of said units as occupied households. A household includes all the persons who occupy a housing unit. A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live and eat separately from any other persons in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements. (People not living in households are classified as living in group quarters.)

HOUSING AND HOUSEHOLD TYPE	CITY OF OLIVETTE		Difference	% Change	ST. LOUIS COUNTY	
	2010	2000			2010	
Total Housing Units	3,275	3,231	44	1.4%	438,032	
TOTAL HOUSEHOLDS (HH)	3,068	3,096	(28)	-0.9%	404,765	
HH w/individuals under 18 yrs	1,099	1,046	53	5.1%	126,823	31.3%
HH w/individuals 65 years and over	919	915	4	0.4%	106,110	26.2%

The amount of households in Olivette actually decreased by 0.9%; there were 3,096 households in the 2000 Census versus 3,068 in the 2010 Census. The reasoning for the decrease is difficult to explain, especially given the population increase and housing unit increase. One theory is that there may be more vacancies during the time the Census was being conducted, a reflection of the current state of the economy and the housing crisis.

The data does show, however, that the number of households with either individuals under 18 years of age or individuals 65 years and over has increased. The number of households with children went up 5%, totaling 35.8% of the number of households. This again, is reflective of the attraction of the school district. In comparison to the County average, Olivette households have more school age children.

The number of households with older adults also increased, but the increase was minor. A third of Olivette households contain individuals 65 years or older. In comparison to the County average, Olivette households have more individuals 65 years or older.

The US Census also provides data regarding family households. The review of family households below is reflective of the Federal definition, which is a politically sensitive issue. Beginning in 1980, the US Census defined a family as a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family. Unrelated subfamilies (referred to in the past as secondary families) are no longer included in the count of families, nor are the members of unrelated subfamilies included in the count of family members. The number of families is equal to the number of family households, however, the count of family members differs from the count of family household members because family household members include any non-relatives living in the household.

A family household is further defined as a household maintained by a householder who is in a family (as defined above), and includes any unrelated people (unrelated subfamily members and/or secondary individuals) who may be residing there. The number of family households is equal to the number of families. The count of family household members differs from the count of family members, however, in that the family household members include all people living in the household, whereas family members include only the householder and his/her relatives.

It is important to note that Olivette is a diverse and tolerant community. The use of the data provided by the Census is useful tool to provide a view of the diversity of Olivette.

Nearly 75% of Olivette households consist of some form of "traditional" family. This is above the County average of 65.1%. That being said, a quarter of Olivette households consist of nontraditional families, which is below the County average of 35%.

Census data provides detailed information as it relates to family households. Nearly half the family households in Olivette contain children less than 18 years. Again, this is reflective of the school district attraction. Nearly 75% of the family households consist of a husband and wife family. A fifth of the family households are headed by a female with no husband present.

The average household size in Olivette increased to 2.52, from 2.40 in the 2000 Census. The average family size also increased to 3.00, from 2.91 in the 2000 Census.

In comparison to the County as a whole, Olivette had a larger percentage of family households with children under 18-years of age, and a larger percentage of the traditional husband and wife family households. The County average of female headed households in the County was greater than that of Olivette.

The County as a whole had a smaller average household size, but a larger average of family households.

## **CONCLUSION**

In conclusion, Olivette reversed a 30 year trend of population losses. Applause should be given to City policy makers for reversing this trend.

Even though the increase was minor, it represents a new direction for Olivette. It also shows Olivette in contrast with the declines that occurred in St. Louis County as a whole and the mid-County area.

The population growth, however, is not balanced, as losses were seen in the young adult and young family age cohorts. This could be reflective of Olivette's dominant residential character, or two other possible factors:

1. Olivette is not as hip for younger adults;
2. Olivette is not as affordable for younger adults or young families.

Balance population growth is essential for a successful community. The City should utilize the next 10 years to focus on how to even population growth in all age groups.

Another bright spot in the 2010 Decennial Census is that the population in Olivette is more diverse than it was 10 years ago given the significant growth in the Asian and Hispanic/Latino communities. The household character and composition has also diversified.

## **ACCOUNTING BASIS**

The modified accrual basis of accounting is followed by the City of Olivette. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, that is, both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures, other than interest on long term debt, are recorded when the liability is incurred.

In applying the susceptible to accrual concept to inter-governmental revenues, the legal and contractual requirements of the individual programs are used as guidance. In this instance, monies are virtually unrestricted as to purpose of expenditure and nearly irrevocable, that is, revocable only for failure to comply with prescribed compliance requirements, for example, equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the available criteria.

Licenses and permits, charges for services, fines and forfeits and miscellaneous revenues (except investment earnings) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available.

Delinquent real estate taxes are recognized as income when collected.

Under terms of the City's personnel policy, employees are granted vacations based on length of service. Vacations accrue on January 1 of each year and can be used for up to two years. Sick leave is accumulated based upon length of service and is available only to provide compensation during periods of illness. Upon retirement, employees get paid for up to 60 days of sick leave in accordance with City Ordinance No. 2322. Vacation and sick leave are included in the budgeted salaries. Since vacation and sick leave accrued at year end is expected to be used by the employees during the following fiscal year, the accrual is reported within the governmental fund type to be payable out of expendable financial resources.

Capital assets are accounted for as expenditures at the time of purchase and reported in the government-wide financial statements. The cost of capital assets is removed from the statements when the related assets are disposed. Depreciation on capital assets is reported in the government wide financial statements.

The operating budget includes proposed expenditures and revenue. The budget is legally enacted by ordinance after public hearings are held to obtain taxpayer comments. Budgetary amounts reported are as originally adopted, or as amended by the City Council.

Primary budgetary control is at the departmental level. Any transfers of budgeted amounts from one department to another require approval of the City Council. All unencumbered appropriations lapse at year end.

The budget is adopted on a basis which is consistent with generally accepted accounting principles (GAAP).

## **NID - NEIGHBORHOOD IMPROVEMENT DISTRICT**

The Neighborhood Improvement District is defined by the Neighborhood Improvement District Act in the Revised Statutes of the State of Missouri (RSMo) as: An area of a city or county with defined limits and boundaries which is created by vote or by petition under RSMo Sections 67.453 to 67.475 and which is benefited by an improvement and subject to special assessments against the real property therein for the cost of the improvements. In 1997, the City of Olivette issued \$3.36 million in bonds to reconstruct and maintain 41 subdivisions' streets. Payments were made by residents of those subdivisions over 15 the year period of the bonds. The program was concluded in 2011. The excess funds remaining in the account after all bonds were retired (interest) will be distributed to participating residences in 2012.

## **FUND BALANCE POLICY**

Olivette maintains an Unallocated General Fund Balance policy that the City is to have an amount of at least ninety (90) days of operating expenses. We believe that a 90 day level is sufficient to offset any short term reduction in revenue while continuing to deliver a high level of City-wide services to our residents, businesses and visitors.

## **DEBT POLICY**

The debt policy of the City of Olivette is to conform to the Missouri constitution. The Missouri Constitution limits the amount of debt that a city may have to 10% of the total tangible property. The City of Olivette has \$258,382,788 of tangible property, making the constitutional limit \$25,838,278.

The City of Olivette operates primarily on a pay-as-you-go Debt Policy. In 2006 the City entered into its first lease agreements to purchase two fire trucks and a city telephone system. The leases are standard forms used for the lease of major equipment with non-appropriation clauses. The City carries no maintenance contracts except for photocopiers, the telephone system and our accounting software. Under the pay-as-you-go system, capital expenditures are budgeted for each year and amounts have been placed in the Equipment Fund Reserves (Allocated Fund Balance) for the replacement of facilities and large equipment. Each year during the budgeting process the level of these Reserves is examined and adjusted for the replacement of equipment and building renovations. There is a \$30,000.00 reserve set up for this purpose should the need arise.

## **GOVERNMENTAL FUNDS TYPES**

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

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

**SPECIAL REVENUE FUNDS:** Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures of specified purposes.

**CAPITAL PROJECT FUNDS:** Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

**DEBT SERVICE FUNDS:** Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long term debt principal, interest and related costs. This fund is used for payment of the Neighborhood Improvement District bonds.

### **FIDUCIARY FUND TYPES:**

**TRUST FUNDS** - are used to account for assets held by the City in a trustee capacity. These assets are held by an insurance company in the City's name. This includes the Pension Trust Fund.

**ACCOUNT GROUP:** The Capital Assets Account Group includes all capital assets of the City, except for streets, sidewalks, curbs and gutters, storm sewers, lighting systems and other infrastructure which, because of their nature, are not reflected as assets.

The above fund types have been established over the years to enable the City to carry out particular projects. At present eight funds are utilized by the City of Olivette. The General Fund is used for all operating expenses, except streets. A Debt Service Fund called the Neighborhood Improvement District Fund (NID) for handling general obligation bond debt collection and payments. Two Capital Projects Funds: The Capital Improvement Fund for collecting restricted revenues for capital improvement and street operating expenses and the Equipment Replacement Fund for expenditures to replace capital equipment from revenue funds. Three special revenue funds for collecting restricted revenues for Fire Operations, Local Park and Storm Water expenditures and Sewer Lateral residential repair reimbursements. Finally, the Fiduciary Fund for handling all pension expenses and revenues.

## **INVESTMENT POLICY**

The City of Olivette has an Investment Policy that was adopted on May 26, 1998. This policy is available for review at Olivette City Hall, 9473 Olive Boulevard, Olivette, Missouri 63132.

## **GLOSSARY OF TERMS**

**ABATEMENT:** a reduction or decrease in taxable value that results in a reduction of taxes after an assessment and levy

**ACCOUNTING SYSTEM:** the total structure of records and procedures that identify, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components

**ACTIVITY BUDGET:** the budget flows from year to year - on a reasonably even basis, if there are major changes in large items, i.e., salary increases, outside contracts, etc., and then adjustments must be made for comparative purposes to show the actual dollar increase/decrease, as well as, the corresponding percentage for variable and semi-fixed expenditures. These are comparative estimates.

**ADVANCE REFUNDING OF DEBT:** this occurs when new debt is issued to replace or redeem old debt before the maturity or call date of the old debt. Under these circumstances, the proceeds of the new debt must be placed in escrow and used to pay interest on old, outstanding debt as it becomes due, and to pay the principal on the old debt either as it matures or at an earlier call date

**AD VALOREM TAX:** a tax based on the value of a property

**AGENCY FUND:** this is a type of fiduciary fund used to retain money in a purely custodial capacity by a governmental unit. Agency funds generally involve only the receipt, temporary investment, and periodic transfer of money to fulfill legal obligations to individuals, private organizations, or other governments. For example, certain employee payroll withholdings typically accumulate in an agency fund until due and forwarded to the federal government, health care provider, and so forth

**APPRAISED VALUE:** the estimate of value of a property before application of any fractional assessment ratio, partial exemption or other adjustments

**APPROPRIATION:** an authorization made by the legislative body of a government which Permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**APPROPRIATION ORDINANCE:** the official enactment by the legislative body establishing the legal authority for officials to obligate and expend resources.

**ASSESSMENT:** (1) in general, the official act of determining the amount of tax base. (2) As applied to property tax, the official act of discovering, listing, and appraising property. (3) The value placed on property in the course of such act

**ASSESSED VALUATION:** a value assigned to real estate or other property by a government as the basis for levying taxes

**AUDIT:** an examination of a community's financial systems, procedures, and data by or consisting of municipal officials, a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluating the fiscal performance of a community.

**BALANCE SHEET:** a statement that discloses the assets, liabilities, reserves, and equities of a fund or governmental unit at a specified date

**BOND:** a means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year

**BUDGET (Operating):** a plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed expenditures for a given period (typically a fiscal year) and the

proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.

**BUDGET CALENDAR:** the schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT:** the official written statement prepared by the budget office and supporting staff which presents the proposed budget to the legislative body.

**BUDGET MESSAGE:** a general discussion of the proposed budget presented in writing as a part of or a supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by budget officer - City Manager (Council - Manager form of government).

**CAPITAL BUDGET:** a plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as a part of the complete annual budget which included both operating and capital outlays. The capital budget should be based on a capital improvement program (CIP).

**CAPITAL IMPROVEMENT PROGRAM:** a plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

**CAPITAL OUTLAYS:** expenditures for the acquisition of capital assets. These funds are used by the various departments to purchase non-expendable items and are added to the City's inventory of fixed assets. There is no minimum.

**CAPITAL PROJECTS:** projects which purchase/construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

**CAPITALIZATION RATE:** any rate used to convert an estimate of future income to an estimate of market value; the ratio of net operating income to market value (See market value, net operating income)

**CASH FLOW BUDGET (Cash Budget):** a projection of the cash receipts/disbursements anticipated during a given time period. Typically, the projection covers a year.

**CASH MANAGEMENT:** the process of monitoring the ebb and flow of a money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash

**CATEGORICAL GRANT:** a type of intergovernmental payment, which is characterized by extensive restrictions on the uses to which the funds may be "spent" by the recipient government

**CERTIFICATE OF DEPOSIT:** a negotiable or non-negotiable receipt for money deposited in a bank/financial institution for a specified period at specified rate of interest.

**COMPREHENSIVE PLAN:** a guide for future growth and development of the community.

**COST-BENEFIT ANALYSIS:** a decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives

**CURRENT OPERATING EXPENSES:** amount budgeted for the purchase of goods and services for the conduct of normal government operations within the budget year. It includes goods and services that will be used or consumed during the budget year

**DEBT SERVICE:** the repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue

**ENCUMBRANCES:** obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

**ENTERPRISE FUNDS:** is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery-- direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or retained earnings generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services

**EXPENDITURES:** where accounts are kept on the modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

**FIDUCIARY FUNDS:** repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include expendable trust, non-expendable trust, pension trust, and agency funds

**FIXED ASSETS:** long-lived, tangible assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances

**FUND ACCOUNTING:** organizing the financial records of a municipality into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations

**FUND BALANCE:** the excess of an entities asset over its liabilities. A negative fund balance is sometimes called a deficit.

**GENERAL FUND:** the fund used to account for most financial resources and activities governed by the normal town meeting/city council appropriation process

**GENERAL OBLIGATION BONDS:** when a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES** (GAAP): uniform minimum standards and guidelines for financial accounting and reporting that serve to achieve some level of standardization.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD** (GASB): the ultimate authoritative accounting and financial reporting standard-setting body for state and local governments

• **GASB 34:** a major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering services and value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement analyzing the government's financial performance, trends and prospects for the future (See Governmental Accounting Standards Board)

**GRANT:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

**HANCOCK AMENDMENT:** this amendment mandates an index to property taxes limits State spending and mandates voter's approval for all new local tax levies. State of Missouri law.

**HOME RULE:** a rule by which cities and towns create, adopt, revise and amend local charters

**INTEREST EARNED:** revenues generated by the investment reserved city funds in Repurchase Agreements, Certificates of Deposit and other interest bearing instruments.

**INTERGOVERNMENTAL REVENUES:** funds exchanged between levels of government, usually from the federal government to state governments or from state governments to local government

**INVESTMENTS:** securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

**INVESTMENT INSTRUMENT:** the specific type security which a government purchases/holds.

**LIABILITY:** debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. NOTE: The term does not include encumbrances.

**LINE-ITEM BUDGET:** a budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget

**LIQUIDITY:** the ability to convert an investment to cash promptly with minimum risk to principal or accrued interest.

**LONG-TERM DEBT:** community borrowing, or outstanding balance at any given time, involving loans with a maturity date of 12 months or more

**MATURITIES:** the dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**MODIFIED ACCRUAL BASIS:** the basis of accounting under which expenditures other than accrued interest on general long term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which are accrued to reflect properly the taxes levied and revenue earned.

**OBJECT OF EXPENDITURE:** expenditure classifications based upon the types or categories of goods and services purchased. Typical objects of expenditure include: personal services (salaries and wages), contracted services (utilities, maintenance contracts, and travel), supplies and materials and capital outlays.

**OPERATING EXPENSES:** expenses necessary to maintain the flow of income from a property. These expenses include the costs of property insurance, heat, water and other utilities repairs and maintenance; reserves for items such as heat, air conditioning systems, water heater, built-in appliances, elevators, whose economic life will expire before that of the structure itself; management and other miscellaneous items necessary to operate and maintain property. Not considered operating expenses are depreciation charges, debt service, income taxes, capital improvements and personal and business expenses of the owner (See depreciation, debt service, capital improvements)

**PROPERTY TAX:** generally, a tax levied on both real and personal property; the amount of the tax is dependent on the value and the class of the property. The actual tax will be dependent upon the levies, tax base and state aids

**PURCHASE ORDER:** a document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

**RESERVE:** an account used to indicate that a portion of fund equity is legally restricted for specific purpose or not available for appropriation and subsequent spending.

**RESERVE FOR CONTINGENCIES:** a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

**REVENUE:** the term designates an increase to a funds assets which: does not increase a liability (e.g., proceeds from a loan), does not represent a repayment of an expenditure already made, does not represent cancellation of certain liabilities, and does not represent an increase in contributed capital.

**REVENUE ESTIMATE:** a formal estimate of how much revenue will be earned from a specific revenue source for some future period; i.e., a future fiscal year.

**TAX INCREMENT FINANCING (TIF):** the mechanism used to finance public improvements for private developments, using real estate tax, sales tax, etc., revenues generated by the new construction to pay for the infrastructure work needed for the project.

**USER FEES:** are payments for the use of a publicly provided service, such as state parks, sewage and water services and toll roads

**UNDESIGNATED FUND BALANCE:** monies in the various government funds as of June 30 which are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash

**UNFUNDED MANDATE:** a requirement imposed by law, regulation or order without underlying financial support, thereby resulting in direct or indirect costs to the body made responsible for its implementation

