

# Budget in Brief 2019



*City of Maryland Heights*



# CITY ADMINISTRATOR'S COMMENTS

The "Budget in Brief" is designed to give the public a concise overview of the City's financial status and plans for the coming year.

Total revenue for 2019 is projected to be \$36.2 million, a decrease of \$4.9 million (11.9%) from 2018. Intergovernmental revenues and reimbursements, primarily comprised of one-time sources related to specific capital improvements, will be about \$1.1 million lower in 2019. A one-time receipt in 2018 of \$200k related to litigation on electric utility taxes and a 6% rate decrease by Ameren will result in lower gross receipts taxes on utilities in 2019 of \$550k. The dissolution in 2018 of the redevelopment area known as South Heights will result in lower incremental taxes of \$2.2 million. Also related to the South Heights redevelopment, in 2018 the City received \$1.3 million ("other" revenue) from a developer to redeem the outstanding debt of the district; this is a one-time payment. Other revenues are expected to remain near 2018 levels.

Expenditures for all funds are projected to be \$40,283,151 in 2019, a decrease of \$2.8 million (7%) from 2018. However, in terms of general government uses of funds, in addition to \$43 million of expenditures in 2018, the City invested \$5.9 million toward the construction of a new Ice Arena as part of a partnership with the St. Louis Legacy Ice Foundation. This investment is reflected as a transfer to the Ice Arena Fund, a new enterprise fund created in 2018. Otherwise, the decrease in 2019 expenditures compared to 2018 are predominately due to the redemption of all outstanding debt related to the South Heights Tax Increment Financing Fund.

At the end of 2019 the City's Reserve Fund is expected to be over \$27 million, equal to over 100% of annual General Fund expenditures; the City's goal is to maintain a level of 75%. All budgetary funds will total \$37 million at Dec. 31, 2019.

The 2019 budget has been carefully structured to include funding for various programs, services and goals meant to enhance the quality of life of our residents as well as embrace future economic opportunities of the city. New and exciting opportunities for 2019 include:

- The second full year of Community Center operation.
- Renovations to Aquaport and completion of updated ADA handicap accessible bathrooms at Vago Park.
- Implementation of Police Department body-worn and in-car camera system.

- Capital Improvement Program (CIP) projects including local street improvements to Adie Road and Worthington Access Drive, and large storm water projects in Rose Acres and along Fee Fee Creek.
- Procurement and implementation of a new financial software system.
- A change in the aquatic staffing at the Community Center and Aquaport with the hiring of lifeguards in 2019; previously the City contracted the service.
- Completion and implementation of the Maryland Park Lake District (MPLD) development plans.
- Completion of the St. Louis Community Ice Center project in fall 2019 – a public/private partnership with the Legacy Ice Foundation.
- Pursuit of development of an Entertainment District anchored by the Ice Center, Hollywood Casino and Hollywood Casino Amphitheater.
- Full year funding for an Economic Development Program and Economic Development Manager.
- Update to the City's strategic plan and completion of citizen survey.

While 2019 is gearing up to be another robust year of development in Maryland Heights, the City must carefully monitor potential future challenges to revenue growth. Factors that could impact operations include the competitive and maturing gaming marketplace in St. Louis and the potential of a smoking ban, which could negatively impact gaming revenues by 20% or more on an annual basis. Other factors include new tax laws that have lowered utility tax revenues and the continued impact of Senate Bill 5 on Municipal Court operations and other Missouri legislation. The City will continue leveraging opportunities for growth against limitations as part of our ongoing commitment to ensure financial stability.

Your input is important to us, and we hope you will share any comments or questions you may have about the budget or other city matters. You can email us at [feedback@marylandheights.com](mailto:feedback@marylandheights.com) or call (314) 291-6550.



James S. Kruschke, City Administrator

# GENERAL INFORMATION

## Annual Budget

The budget is intended to present a complete financial plan for the coming budget year and includes the following information:

1. A budget message describing the important features of the budget and major changes from the prior year.
2. Estimated revenues to be received from all sources for the budget year with a comparative statement of actual or estimated revenues for the preceding two years, itemized by year, fund and source.
3. Proposed expenditures for each department, office, and other classification for the budget year, together with a comparative statement of actual or estimated expenditures for the preceding two years, itemized by year, fund, activity and object of expenditure.
4. The amount required for the payment of interest, amortization, and redemption charges on any debt of the City.
5. A general budget summary.

## Balanced Budget

The budget must conform to the statutory requirement that the total proposed expenditures from any fund shall not exceed the estimated revenues to be received, including debt issuances, transfers from other funds, and advances from other funds plus any unencumbered balance or less any deficit estimated for the beginning of the budget year.

## Budget Officer

The City Administrator is the designated Budget Officer charged with preparing a proposed budget for submission to the City Council.

## Fiscal Year

The City's fiscal year begins January 1 and runs through December 31.

## Investments

The City invests public funds in a manner that provides the highest investment return with maximum security while meeting daily cash flow demands and conforming to all state and local laws governing the investment of public funds.

## Accounting and Reporting

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity with self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. An independent audit of all funds is performed annually. The City produces annual financial statements in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

The City's budget consists of 12 distinct funds that fall within four fund types:

- **General (2):** General and Reserve Funds
- **Special Revenue (8):** Streetlight, Parks, Tourism, Sewer Lateral, Dorsett TIF, Police Training, Police Forfeiture, Beautification Funds
- **Debt Service (1):** Community Center Debt Service Fund
- **Capital Projects (1):** Capital Improvement Fund

## Gaming Tax Revenues

The City receives about one-fourth of total revenues from taxes generated by the riverboat casino located within the City. The City Council has established a policy on the use of gaming taxes based on allocation to the various funds:

- **General Fund:** 70%
- **Capital Improvements Fund:** 30%

## Revenue Assumptions

Total revenue is projected to be \$36.2 million in 2019, down 11.9% from \$41.1 million in 2018. For 2019, 73% of total revenue is comprised of three sources: sales taxes (30%), gaming taxes (28%), and gross receipts taxes on utilities (15%).

## Economic Impact

Inflation for 2018 was .6%, as published in the St. Louis Regional Consumer Price Index - Urban Areas (CPI-U) calculated by the U.S. Department of Labor. A projected rate of 2% was used in the development of the 2019 budget.

## 2019 Revenue Projections

**Gaming Tax**  
\$10,000,000

**Half-Cent Sales Tax**  
\$4,700,000

**County Sales Tax**  
\$4,750,000

**County Sales Tax-Prop P**  
\$1,400,000

**Utility Tax (Electric)**  
\$3,520,000

**Utility Tax (Gas)**  
\$687,500

**Utility Tax (Water)**  
\$407,000

**Utility Tax (Phone)**  
\$990,000

**Court Fees/Fines**  
\$1,300,000

**Incremental Taxes**  
\$150,000

**County Road Refund**  
\$950,000

**Motor Fuel Tax**  
\$730,000

**Recreation Revenue**  
\$1,539,300

**Business Licenses**  
\$600,000

**Building Permits**  
\$750,000

**Occupancy Permits**  
\$220,000

**Investment Income**  
\$550,000

**Aquaport Revenue**  
\$480,000

**Sportport Revenue**  
\$67,000

**Cable Franchise Fee**  
\$350,000

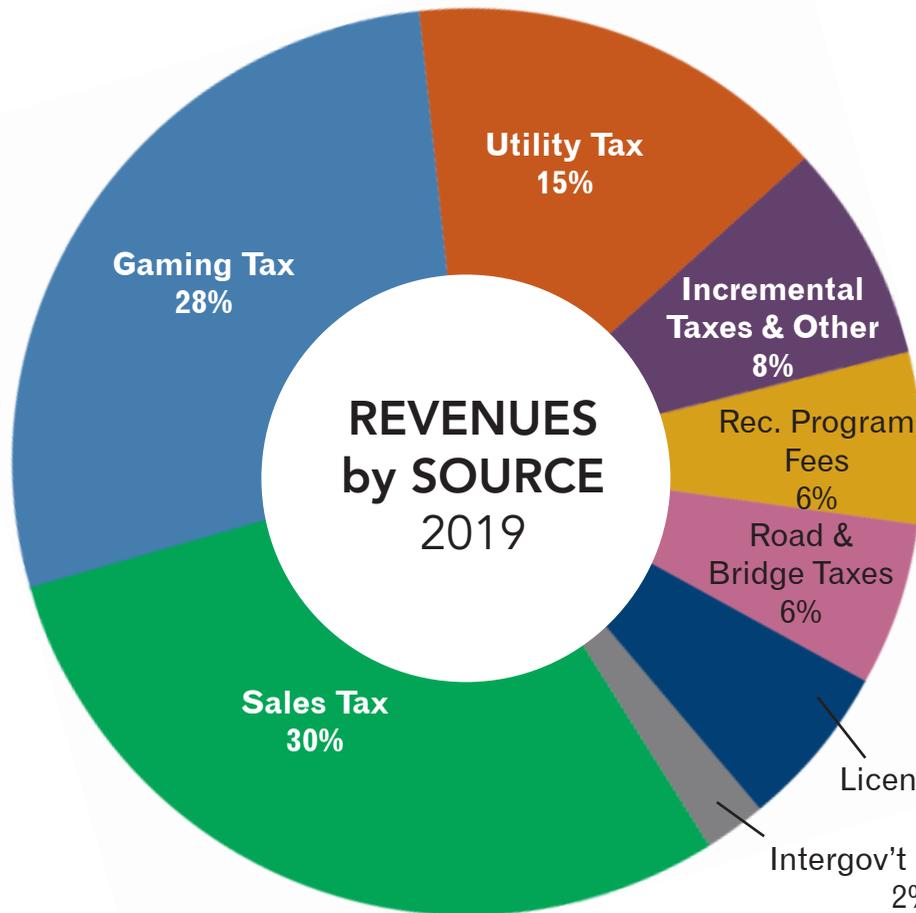
**Vehicle Sales Tax**  
\$350,000

**Tourism Tax**  
\$350,000

**Sewer Lateral Fee**  
\$360,000

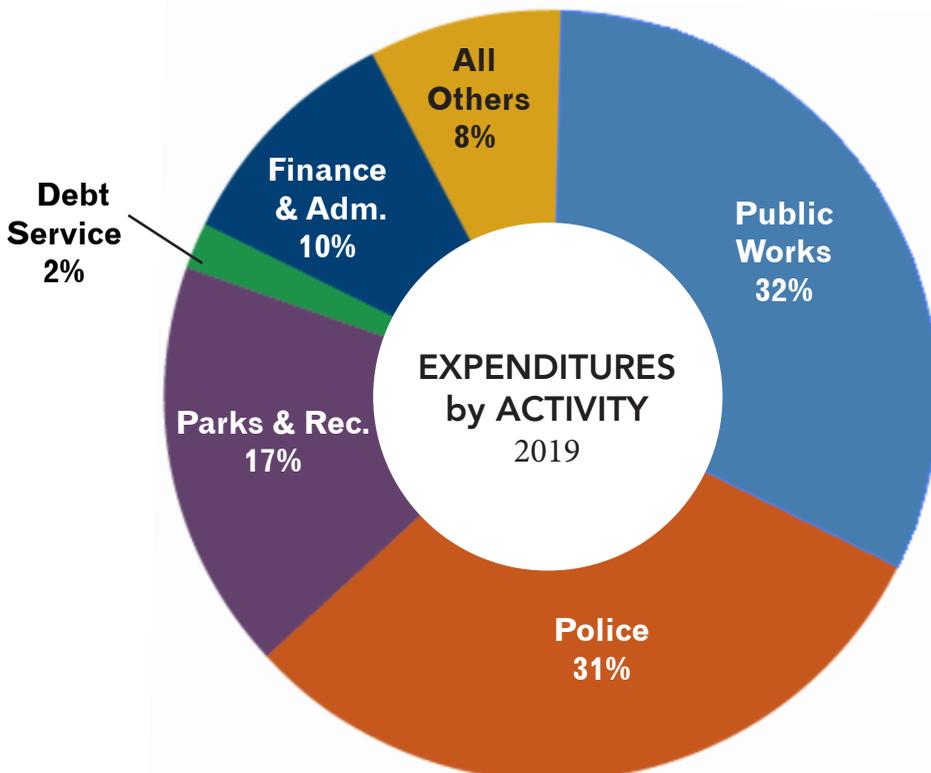
**Cigarette Tax**  
\$60,000

# REVENUES: WHERE THE MONEY COMES FROM



Revenue Source	Amount Collected (in thousands)
Gaming Tax	\$10,000
Sales Tax	10,850
Utility Tax	5,605
Incremental Taxes & Other	2,850
Intergov't. Revenues	805
Roads/Bridges Taxes	2,030
Licenses/Permits/Fees	2,021
Recreation Program Fees	2,086
<b>Total</b>	<b>\$36,247</b>

# EXPENDITURES: WHERE THE MONEY GOES

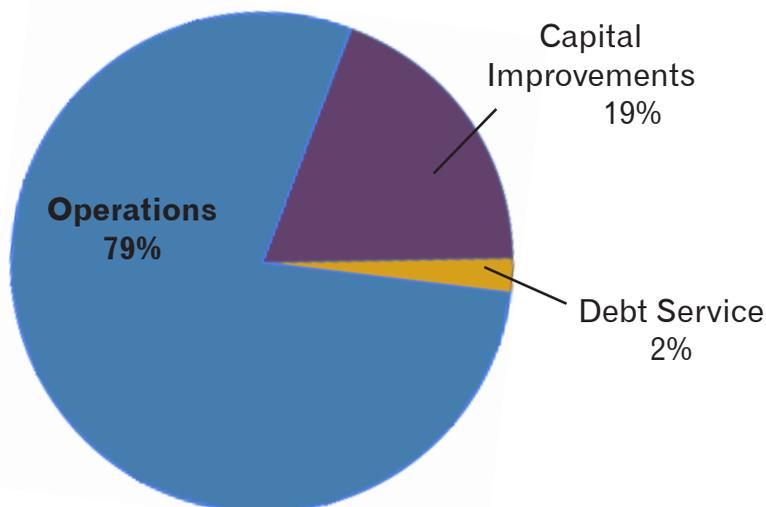


Expenditure Source	Amount Collected (in thousands)
Public Works	\$12,787
Police	12,487
Parks & Rec.	6,868
Debt Service	985
Finance/Adm.	3,894
All Others	3,262
<b>Total</b>	<b>\$40,283</b>

# CITY EXPENDITURES BY FUND

## General Fund

The General Fund is used to cover most day-to-day operational expenses, including personnel, police services, facility maintenance, communications and trash, yard waste and recycling pickup. Fund sources are comprised of a variety of revenues: various taxes (utility, sales, road/bridge, cigarette and gaming), business license fees, building permits, court fines, grants and interest on investments. The City of Maryland Heights does not levy a property tax. Expenditures are estimated at \$24.8 million in 2019.



## Reserve Fund

This fund was established in 2000 to provide resources to other funds in the event of temporary deficits or unforeseen needs. There is \$27 million available in the fund for this purpose.

## Streetlight Fund

The Streetlight Fund was established in 1987 to account for a 0.5 percent tax on the gross receipts of utility companies (gas, telephone, water and electric). Monies in this fund are spent on building, installing and maintaining streetlights in the City. Expenditures are estimated at \$534,000 in 2019.

## Capital Improvement Fund

This fund receives its revenue from gaming taxes and grants. It is used to fund projects in the Capital Improvement Plan (CIP), which includes investments in major city assets that have long, useful lives, such as construction of roads, bridges or facilities. Expenditures for 2019 are estimated at \$6.6 million.

## Tourism Tax Fund

This fund comes from the half-cent tax collected on hotel rooms within the City. These revenues are dedicated to promoting tourism in the City through the Maryland Heights Convention and Visitors' Bureau (MHCVB). Expenditures are expected to total \$350,000 in 2019.

## Police Forfeiture Fund

This fund is used to account for monies or other assets received by the City as a result of judgments in court cases. These resources are used to fund law enforcement programs. Projected expenditures for 2019 are \$331,600.

## Parks Fund

This fund accounts for revenues from a one-half cent sales tax approved by voters in 1995. The Parks Fund receives 100 percent of this revenue source. This fund also receives revenues from user fees charged for activities, programs and events (Aquaport admission, recreation program registration fees, etc.). Expenditures on parks and recreation programs and facilities are projected to total \$6.2 million in 2019. In addition, a transfer of \$985,000 will be made from this fund to the Community Center Debt Service Fund.

## Beautification Fund

This fund was established in 2005 to account for revenue derived from a license fee on billboards approved by voters in 2004. Expenditures are restricted to beautification efforts within the City. Expenditures for 2019 are estimated at \$30,650.

## Sewer Lateral Fund

This fund is used to repair broken sanitary sewer laterals within the City. Fund Revenues come from a \$50 annual fee collected from each single-family residence. The City expects to spend about \$250,000 from this fund in 2019.

## Police Training Fund

Created in 2002 to account for money received from the POST Commission Fund of the State of Missouri, funds are used for training of police officers and other law enforcement employees. Planned expenditures in 2019 are \$18,350.

## Dorsett Road TIF Fund

The Dorsett Road TIF Fund is a special revenue fund established to account for incremental tax revenues generated from the district and for eligible expenditures to the redevelopment area. Total expenditures for 2019 are estimated at \$150,000.

## Community Center Debt Service Fund

This fund was established to account for the resources to be used to pay interest and principal on the debt issuance related to the construction of the new community center. Resources will consist of transfers from the Parks Fund. 2019 expenditures will total \$985,000.

# BUDGET SUMMARY BY DEPARTMENT

## Administration

This area includes the City Administrator, City Clerk, Human Resources, Communications and Legal Services.

The City Administrator is responsible for the daily operations of the City. He supervises all departments, sees that ordinances are enforced and contracts are performed and makes recommendations to the City Council regarding budget, operations and policy.

The City Clerk's Office maintains all city records, including minutes of City Council, Council Committee and Boards and Commissions meetings. The Clerk's Office processes liquor and business licenses and coordinates municipal elections with the St. Louis County Board of Election Commissioners.

Human Resources administers the City's personnel policies and conducts training programs for employees. This office also oversees workers' compensation, employee wellness and other benefits programs.

The Communications Office works to maintain two-way communication between the City and our residents, business community and visitors. This office manages the monthly newsletter, website and other publications and programs.

Legal Services includes the City Attorney, who represents the City in civil and criminal suits and provides legal counsel as necessary, and two part-time City Prosecutors, who prosecute violations of city codes and ordinances.

### Expenditures:

City Clerk's Office:	\$405,678
Legal Services:	310,573
City Administrator's Office:	399,364
Human Resources:	337,176
Communications:	324,643
Central Services:	91,675
Risk Management:	445,000
<b>Total:</b>	<b>\$2,314,109</b>



## Finance

In addition to finance, this department includes Information Technology (IT) and Geographic Information System (GIS). Finance supports other departments in achieving strategic goals, as well as to provide IT and data collection services to aid in decision-making. In 2019, the City has funded the implementation of a new financial software system.

The City's finance staff manages all financial and accounting functions of the City, including budgets, financial reports, cash management and payroll. The GIS coordinator provides maps for use by all departments. IT staff maintain the City's computer network, phone systems and other office equipment.

### Expenditures:

Finance:	\$535,792
Geographic Information Services:	175,014
Information Technology:	868,799
Capital Projects (New Software System):	250,000
<b>Total:</b>	<b>\$1,829,605</b>

## Community Development

This department is responsible for planning and zoning, construction permits, building inspections and code enforcement.

The Planning and Zoning Division manages future land development in accordance with community needs and the City's Comprehensive Plan; oversees zoning and subdivision codes; works with the Beautification Commission to improve the City's visual character; and reviews development proposals to make sure they follow zoning regulations and meet safety and design standards.

The Building and Codes Division reviews all construction plans; conducts building and occupancy inspections; and enforces property maintenance, building and zoning codes.

### Expenditures:

Planning and Zoning:	\$364,785
Inspections:	1,429,134
Economic Development:	287,003
Promotion of Tourism:	350,000
<b>Total:</b>	<b>\$2,430,922</b>

## Police

The Police Department strives to provide responsive, proactive and efficient service and create a safe environment for those who live in, work in and visit our city.

The Administration Division coordinates training, scheduling, staffing and reporting. The Patrol Division works to prevent crime and responds to existing issues and incidents. The Investigation Division investigates all crime reports. This unit also processes evidence and manages juvenile cases. The Communication Division handles all incoming calls and works with other emergency agencies to respond to incidents. The Community Services Division interacts with the public through special programs like D.A.R.E., Citizens Police Academy and Maryland Heights Night Out. The Records Division maintains police reports, booking sheets and other information. The Community Response Unit coordinates the Department's covert investigations, K-9 Unit, traffic enforcement and hotel liaison programs.

### Expenditures:

Administration:	\$842,416
Patrol Services:	6,599,873
Investigation:	1,682,355
Communications:	1,049,436
Community Services:	1,014,735
Police Records:	195,102
Community Response Unit:	1,103,188
<b>Total:</b>	<b>\$12,487,105</b>

## Public Works

This department ensures that the City's transportation systems and other infrastructure are safe, efficient and attractive. Public Works activities also include stormwater management, streetlighting, solid waste collection, vehicle and equipment maintenance, parks maintenance and government center maintenance.

The Operations Division maintains all city-controlled roads and bridges by replacing obsolete streets, patching potholes, sweeping streets, sealing cracks and making sure roads, bridges and sidewalks are safe. This division also oversees solid waste collection, snow removal, mosquito control and the planting and trimming of trees within city rights-of-way.

### Expenditures:

Engineering and Administration:	\$408,908
Roads and Bridges:	1,902,911
Stormwater:	594,592
Streetlighting:	488,000
Solid Waste:	1,942,579
Vehicle/Equipment Maintenance:	522,406
Sewer Lateral:	250,000
Capital Projects:	6,194,000
Capital Projects Management:	233,692
<b>Total:</b>	<b>\$12,537,088</b>

## Proposition P Revenues

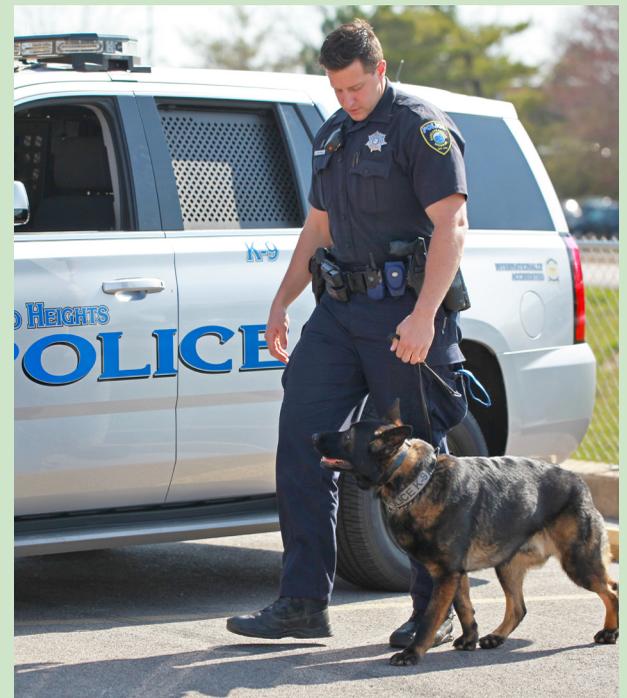
In April 2017, St. Louis County voters approved a new half-cent sales tax to fund public safety for St. Louis County and each of the municipalities within the County. A portion of the tax revenues will be distributed to cities based on population.

The tax took effect in October 2017, making 2018 the first full year of collection. The City expects to received \$1.4 million in 2019. These funds will enable the City to provide for various items in the General Fund, Police Department Budget.

In total, the 2019 General Fund budget for police expenditures is \$1.5 million higher than 2017. The expenditures listed below are funded by Proposition P revenues.

<b>Forensic Laser Scanning System:</b>	64,000
<b>Small Unmanned Aircraft (drone):</b>	27,500
<b>License Plate Reader with Trailer:</b>	42,000
<b>Mobile License Plate Reader:</b>	36,500
<b>Firearm Target:</b>	15,500
<b>Bldg. Security System Upgrade:</b>	260,000
<b>Various Small Equipment Needs:</b>	21,200
<b>Animal Control Program:</b>	25,000
<b>Taser Program:</b>	15,850
<b>Vehicle and Body Cameras:</b>	52,000
<b>Increased Annual Personnel Cost:</b>	743,000

**Total:** **\$1,302,550**





## Parks and Recreation

This department administers parks and recreation programs and maintains city recreation facilities, including the community center, Aquaport and Dogport. The Department's mission is to build a greater sense of community and provide residents with a higher quality of life. In partnership with three other local municipalities, the Inclusion Services Office provides services and programs to individuals with disabilities. The Parks Maintenance and Government Center Maintenance Divisions work to clean, maintain and repair city parks and the Government Center.

### Expenditures:

Administration:	\$170,901
Recreation Services:	2,541,839
Community Center Maintenance:	910,591
Government Center Maintenance:	602,257
Aquaport:	615,378
Parks Maintenance:	846,239
Beautification:	1,150,000
Capital Projects:	30,650
<b>Total:</b>	<b>\$6,867,855</b>

## Human Services

The Human Services Division administers utility tax rebates for residents age 62 and over.

<b>Expenditures:</b>	<b>\$225,000</b>
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## Debt Service

In 2015, the City issued approximately \$15 million in "certificates of participation" to fund about 50 percent of the construction cost of the new community center.

<b>Expenditures:</b>	<b>\$985,000</b>
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## Municipal Court

The Municipal Court is the judicial branch of city government. The Municipal Judge serves on a part-time basis and is appointed to a four-year term by the Mayor with the consent of the City Council. Traffic, code enforcement and other ordinance violations are tried by the Court. The Violations Bureau provides for the efficient collection of fines and costs assessed by the Municipal Court. The Court Administrator operates this bureau and administers the day-to-day records management functions of the court under the supervision of the City Administrator.

<b>Expenditures:</b>	<b>\$440,092</b>
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# Contact Us

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#### Ward 3

Chuck Caverly  
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Nancy Medvick  
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#### Ward 4

Steve Borgmann  
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### City Administrator

Jim Krischke

### City Clerk

JoAnn Cova

### Director of Finance

David Watson

### Director of Community Development

Mike Zeek

### Director of Public Works

Cliff Baber

### Director of Parks & Recreation

Tracey Anderson

### Chief of Police

Col. Bill Carson