



BUDGET PROCESS

Budget As Operating Plan

The budget for the City is an Annual Operating Plan serving as the guidebook for the fiscal year. It sets policy, identifies new initiatives and allocates the resources necessary to maintain City services and meet the objectives of the fiscal year. The fiscal year for the City of St. Louis runs from July 1 to June 30. In accordance with state law, the budget must be balanced when adopted.

Budget Basis

The General Fund and most special fund budgets are formulated on a modified accrual basis. Encumbrances, including outstanding purchase orders, are budgeted as expenses but revenues are recognized only when they are actually received. Enterprise fund appropriations including the Airport and Water Divisions are budgeted on a cash basis. Both expenditures and revenues are recognized when actually paid or received. The City's Comprehensive Annual Financial Report (CAFR) accounts for the City's finances according to generally accepted accounting principles (GAAP). This method differs from the budget basis primarily in that revenues are recognized when they are measurable and available as opposed to actually received and expenditures are recognized when the obligation is incurred rather than paid or encumbered. For this reason, the CAFR also contains financial statements expressed on a "budget" basis so that end-of-year results can be compared with the budget.

The Budget Process

- The budget process begins in the Fall when the Budget Division issues a request for departmental revenue estimates. The information submitted by the departments will be incorporated into the Budget Division's initial revenue estimate for the coming fiscal year.
- At the same time the department heads are asked to identify any new initiatives or programs so that they may be included in the budget planning process.



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- In January, having arrived at a preliminary revenue estimate for the coming fiscal year and incorporating any new initiatives or areas that will experience an increase in costs, the Budget Division issues budget allocations to departments.
 - Departments respond by submitting their budget requests and service level information to the Budget Division.
 - In February, the Budget Division holds budget meetings with the departments and the administration to discuss budget requests and, where necessary, reconcile discrepancies between allocations and requests.
 - Revenue estimates are continually updated throughout this period. In March, departmental budget proposals are adjusted to reflect the latest revenue projections.
 - In April, the Budget Division prepares the budget document and submits its proposed budget to the Board of Estimate and Apportionment, (E&A) comprised of the Mayor, the Comptroller and the President of the Board of Aldermen. The Board of E&A reviews the proposed budget, holds hearings with departments and conducts a public hearing at which citizens may voice their concerns. Following the hearings, the Board of E&A may recommend changes to the proposed budget.

Next Steps - Charter Requirements

- The Board of E&A must submit its proposed budget to the Board of Aldermen not less than 60 days prior to the beginning of the fiscal year, or May 1.
- During May and June, the Ways and Means Committee of the Board of Aldermen conducts public hearings on each segment of the proposed budget prior to taking any action. The proposed budget is reviewed and then considered by the Board of Aldermen.



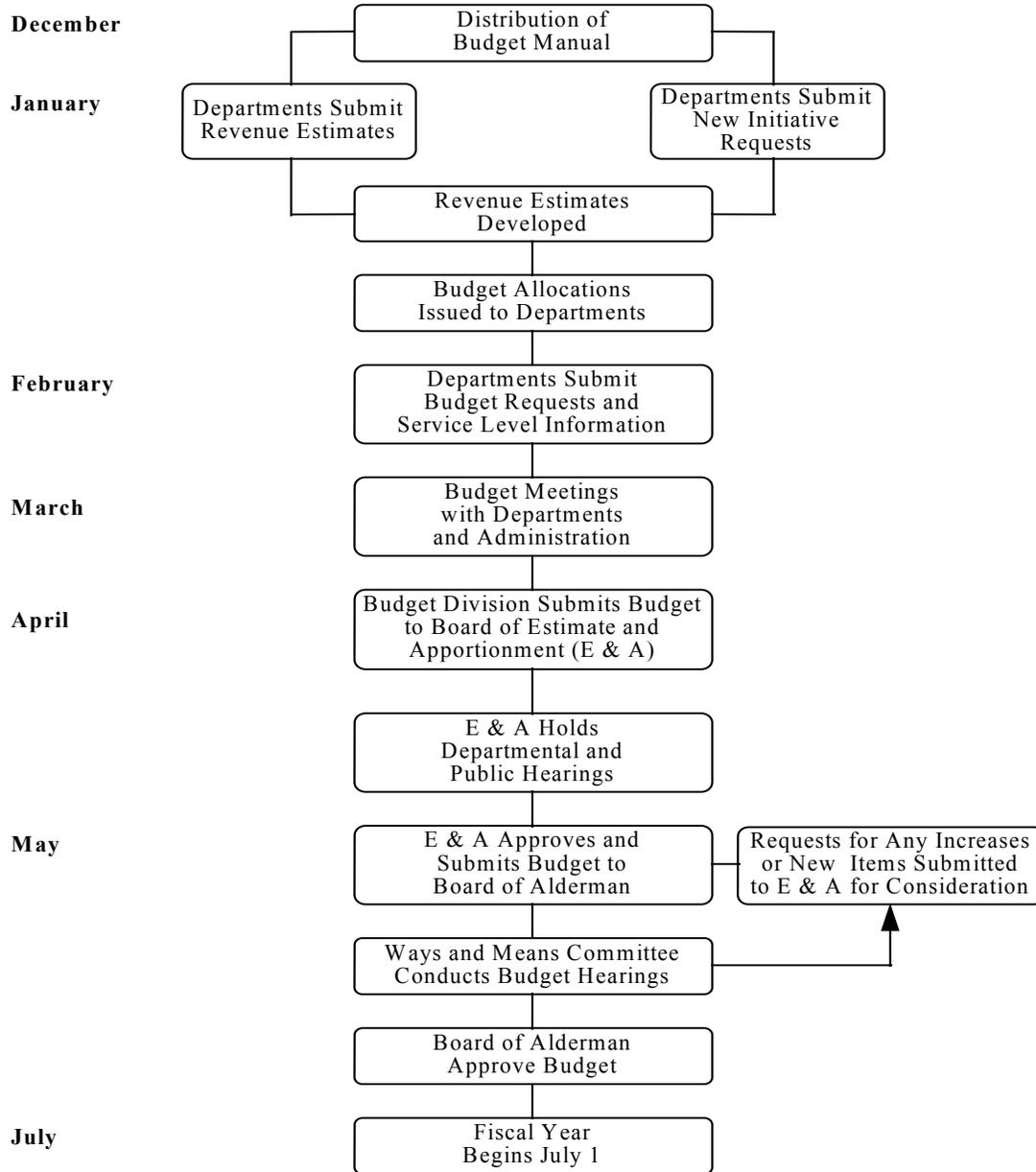
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- The Board of Aldermen may reduce the amount of any item in a budget bill, except amounts fixed by statute or ordinance obligations. The Board of Aldermen may not increase any appropriation amount nor insert new items unless specifically approved by the Board of E&A. (As a general rule, should increases for particular items be desired, the Ways and Means committee will submit a list of items for the Board of E&A to consider, with which it may or may not agree.)
 - If the Board of E&A does not submit its proposed budget to the Board of Aldermen by May 1, the Budget Director would be required to submit a budget directly to the Board of Aldermen.
 - If the Board of Aldermen does not approve a budget by the beginning of the fiscal year, the proposed budget by the Board of E&A or, in its absence, the submission by the Budget Director, shall be deemed to have been approved by the Board of Aldermen.

Budget / Operating Plan Administration

- As needs arise during the fiscal year, limited transfers within or among departments or funds may occur with approval of the Board of Estimate and Apportionment. Any accruing or unappropriated City revenue may be appropriated by ordinance recommended by the Board of E&A and passed by the Board of Aldermen.



BUDGET PROCESS



FINANCIAL AND BUDGETARY POLICIES

The budget document for the City is an Annual Operating Plan serving as the guidebook for the fiscal year. It sets policy, identifies new initiatives and allocates the resources necessary to maintain City services and meet the objectives of the fiscal year.

A summary of the new initiatives and how the budget allocates this year's resources is described in the Executive Summary section of the budget document. Financial and budgetary policies are outlined below.

BUDGET PREPARATION AND ADMINISTRATION

- 1) Annual budgets will be developed for the general and all required special funds by the Budget Division for review by the Board of Estimate and Apportionment
- 2) A five-year expense and revenue projection will be developed for the general fund and the capital improvements fund to match revenue capacity with expenditure needs as a planning and decision making tool.
- 3) Appropriations will be based on reasonable estimates of revenue
- 4) Revenue and expenditures will be accounted for on a cash basis for budgetary purposes
- 5) The City will prepare a Comprehensive Annual Financial Report which it believes will meet all of the guidelines necessary to receive the Certificate of Achievement for Excellence in

Financial Reporting from the Government Finance Officers Association

- 6) Annual budget appropriations will be made in a timely manner. In accordance with the City Charter, the Board of Estimate and Apportionment shall submit a balanced budget proposal to the Board of Aldermen at least sixty days before the beginning of the new fiscal year.

GENERAL FUND BUDGET

- 1) Revenue estimates will be developed for the ensuing fiscal year by the Budget Division, with independent review and commentary provided by the staff of the City Comptroller.
- 2) A revenue manual will be developed and updated annually with information concerning the assumptions underlying the projections.

FINANCIAL AND BUDGETARY POLICIES

GENERAL FUND BUDGET (cont.)

- 3) The City will maintain the unreserved portion of the General Fund Balance at a minimum of 5% of the total General Fund Budget.
- 4) The general fund budget for on-going operations will be developed to match recurring revenues.
- 5) Revenues will be monitored monthly with official review and updates provided to the Board of Estimate and Apportionment on a quarterly basis.
- 6) Apparent shortfalls will be analyzed for their impact on future years.
- 7) Expenditures will be monitored monthly and apparent overspending will be handled on a departmental basis.
- 8) Known cyclical costs such as the 27th pay which occurs every eleven years will be funded at an appropriate amount in each budget.
- 9) Appropriations will be made annually to cover the expenses of the self-insurance fund.
- 10) Each request for a new program must be accompanied by an analysis that shows the long-term impact of the program on existing revenue sources and on existing programs.

CAPITAL IMPROVEMENTS

- 1) The City shall prepare a five-year Capital Improvements Plan and a Capital Budget annually in accordance with its Policy and Procedures Manual.
- 2) The five-year Capital Improvement Plan shall identify sources of funding.
- 3) For major capital projects, an analysis should accompany the proposed projects with information on expected annual operating costs, projected revenue benefits (if any) and any other indirect costs or benefits to the City.
- 4) The City shall fund capital projects with resources made available to the Capital Fund including but not limited to the proceeds from the 1/2 cent sales tax.

CITY DEBT

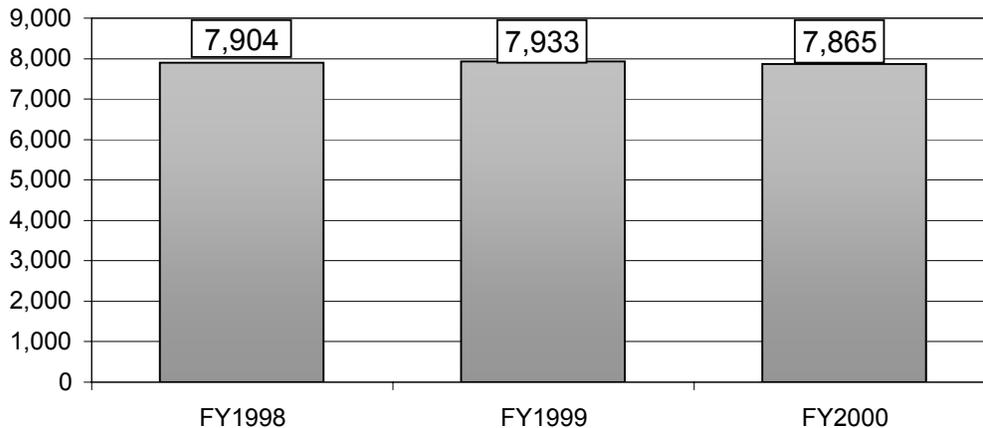
- 1) Bonding should be used to finance or refinance only those long-term assets or projects that benefit a significant portion of citizens in St. Louis and for which repayment sources have been identified.
- 2) The scheduled maturity of bond issues shall not exceed the expected useful life of the capital project or asset financed.
- 3) For property tax supported bonds, the Comptroller will strive for a debt service reserve in an amount not less than the succeeding year' principal and interest requirements. Reserve requirements for other bond issues will be set forth in respective bond covenants.

FINANCIAL AND BUDGETARY POLICIES

- 4) All long term debt shall be structured with prepayment options, except when alternative structures are more advantageous to the City. The City will consider prepayments when available resources are identified.
- 5) Bond refunding shall be considered if one or more of following conditions exist:
 - 1) present value savings of 3% of par value of the refunding bonds
 - 2) bond covenants restrictive or outdated
 - 3) restructuring debt is deemed desirable
- 6) Bond insurance shall be considered when present value of debt service savings is equal to or greater than the insurance premium.
- 7) The City will take all steps necessary to maintain its credit rating on outstanding debt and comply with bond covenants.
- 8) The Comptroller will select underwriters and bond counsel from a pre-qualified list to be revised at least every two years.

PERSONNEL SUMMARY

PERSONNEL TOTALS FY98 - FY00



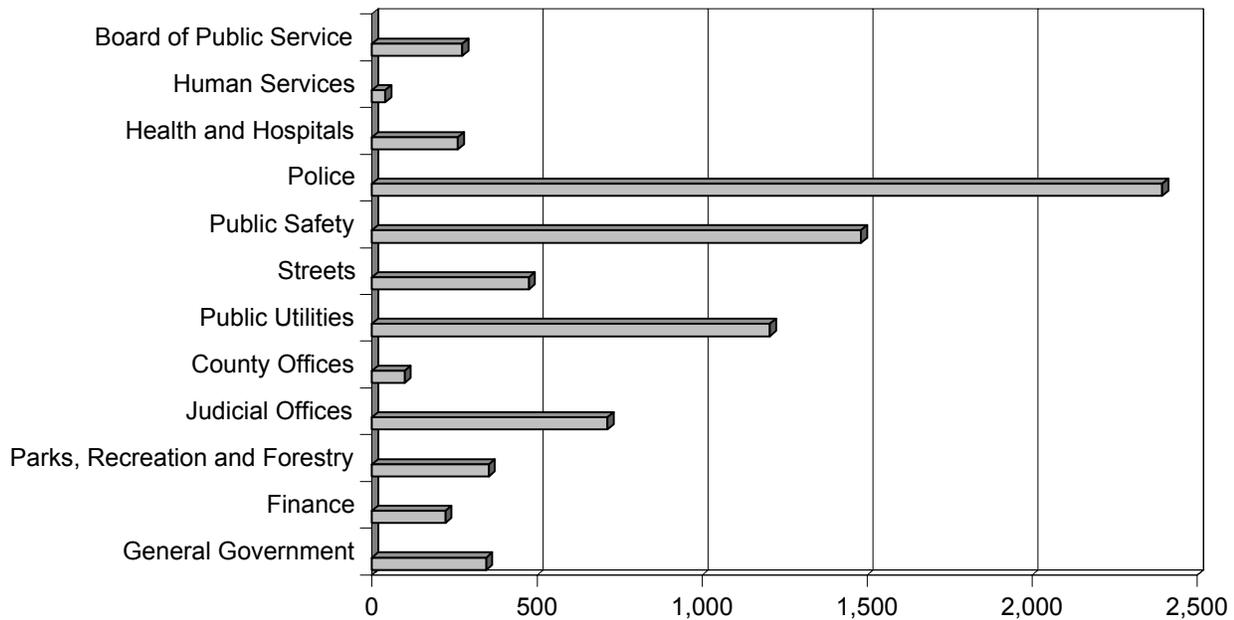
Personnel Trends FY1998 - FY2000

The total number of budgeted positions for all funds will decline from a total of 7,904 in FY1998 to a total of 7,865 in FY2000, a net decrease of 39 positions. In FY2000, the number of General Fund employees will actually decrease by 80 positions. While some of the overall position changes reflect the normal fluctuations in any given year, a number of changes in FY2000 are more significant. With the planned closure of the City Jail and contract with St. Louis County for detention space, the Division of Corrections will see a reduction of 69 positions in FY2000. Although City correctional employees will be used to staff the leased correctional space, the number of personnel required will be significantly less than that of the old City Jail. The personnel reductions will be accomplished through the elimination of current vacancies and through attrition. The Sheriff's office will add 4 deputies to its transportation unit to meet the additional inmate transportation needs. As part of the City's effort to reorganize the City's economic development agencies, St. Louis Development Corp.'s legal office is being consolidated with the City Counselor's office for a net addition of 7 general fund positions. In light of the recent passage of a bond issue for derelict building demolition, a unit of 7 Building Division personnel will be dedicated exclusively to the building demolition fund to orchestrate this effort. Other minor reductions in personnel have been scattered across a number of departments to accommodate these initiatives as well as normal increases in the City's fixed commitments.

In the enterprise funds, the City Water Division is remaining unchanged in the number of its personnel while the Airport is slightly higher with the addition of 4 positions. The City's Board of Public Service is proposing an addition of 25 special fund positions to assume an increased role in the design and construction management of a number of major projects including Darst Webbe, Cupples Station, Forest Park and the Airport expansion.

PERSONNEL SUMMARY

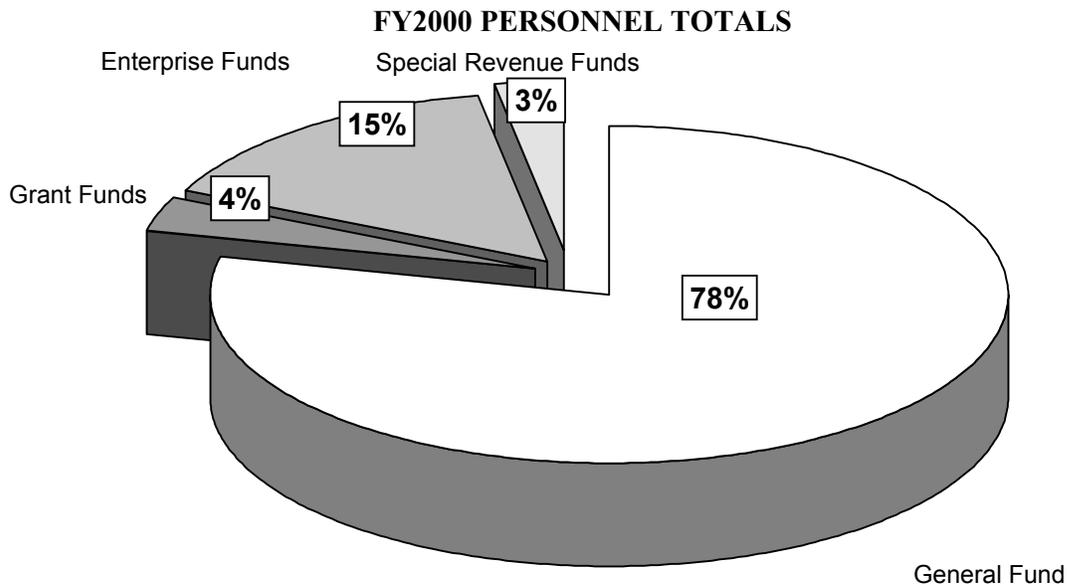
FY2000 PERSONNEL TOTALS BY DEPARTMENT



Authorized Full-Time Personnel Totals - By Department All Funds

Department	FY1998	FY1999	FY2000
General Government	365.00	376.00	346.00
Finance	210.00	220.00	222.00
Parks, Recreation and Forestry	348.00	353.00	354.00
Judicial Offices	700.00	706.00	713.00
County Offices	97.00	99.00	99.00
Public Utilities	1,213.00	1,202.00	1,206.00
Streets	480.00	480.00	475.00
Public Safety	1,556.00	1,554.00	1,482.00
Police	2,391.00	2,395.00	2,394.00
Health and Hospitals	259.00	260.50	260.00
Human Services	38.00	40.00	40.00
Board of Public Service	247.00	247.00	274.00
Totals	7,904.00	7,932.50	7,865.00

PERSONNEL SUMMARY



Fund	FY1998	FY1999	FY2000
General Fund	6,184.61	6,257.21	6,177.28
Special Revenue Funds			
Circuit Attorney - Child Support Unit	19.00	19.00	19.00
Building Demolition Fund	0.00	0.00	7.00
Assessment Fund	82.00	81.00	81.00
Communications Fund	16.00	16.00	17.00
Lateral Sewer Fund	9.20	9.20	10.20
1119 Special Funds	16.00	15.00	28.00
Riverboat Gaming Fund	13.00	13.00	13.00
Surface Transportation Projects Fund	5.00	5.00	5.00
Street Improvements Fund	30.00	30.00	30.00
Capital Improvements Fund	2.00	2.00	2.00
Tax Increment Financing Fund	0.00	0.00	1.00
Mail Center - Special Fund	5.00	5.00	5.00
Employees Health and Hospital Fund	7.15	7.15	7.15
Grant Funds			
SLATE	33.00	33.00	34.12
Community Development Block Grant	97.04	97.44	66.80
Other Grant Funds	189.00	151.00	158.70
Enterprise Funds			
Water Division	417.00	413.00	412.00
Airport	779.00	778.50	790.75
Totals	7,904.00	7,932.50	7,865.00

CITY DEBT

General

The City of St. Louis is authorized to issue general obligation bonds payable from unlimited and ad valorem taxes to finance capital improvements upon a two-thirds majority vote of the qualified voters voting on the specific proposition. The Missouri Constitution provides that the amount of bonds payable out of tax receipts (which includes bonds payable from special assessments) shall not exceed 10% of the total assessed valuation of the taxable property of the City. The Constitution permits the City to become indebted for an additional 10% of the value of the taxable tangible property for the purpose of acquiring a right-of-way, constructing, extending and improving a sanitary or storm sewer system.

The City is also authorized to issue revenue bonds to finance capital improvements to its water system, sewer system and airport facilities. These types of revenue bonds require a two-thirds vote of the qualified electorate voting on the specific proposition. All revenue bonds issued by the City are payable solely out of the revenue derived from the operation of the facility that is financed from the proceeds of such bonds. Revenue bonds do not pledge the full faith and credit of the City in servicing the bonded indebtedness and such bonds are not considered in determining the legal debt margins resulting from the limitations described above.

The City is also authorized by statute to issue "Tax Increment Financing" obligations pertaining to development projects. In July, 1991, the City issued \$15,000,000 of Tax Increment Revenue Bonds for the St. Louis Marketplace project. Such obligations are secured by increments of revenues attributable to property and other taxes generated by improvements to the project area, and may also be secured by annual appropriations from the City's General Fund. As part of the St. Louis Marketplace financing, the City covenanted to request annual appropriations from the General Fund beginning in fiscal year 1993 to cover any shortfalls in the payments of debt service on these bonds until such time as the aforementioned incremental revenues are at least equal to 150% of the annual debt service payments on said bonds for five consecutive years. According to the Comptroller's office, the City has not covered any shortfalls to date.

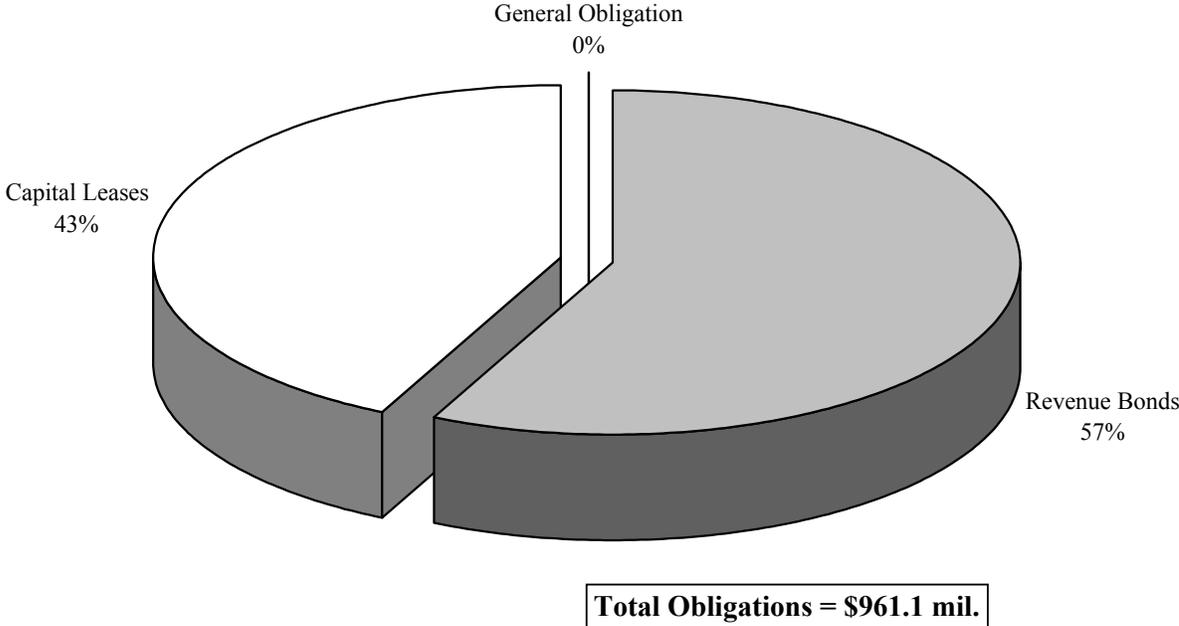
(Excerpts from official statement for Airport Revenue Refunding Bonds, Series 1998)

CITY DEBT

Outstanding Debt and Lease Obligations

In addition to those financing mechanisms already discussed, the City uses capital leases as a means of financing major development and construction projects. The City's total outstanding debt and lease obligations at the end of April, 1999 amount to \$961.1 million. As illustrated below, nearly 60% of this amount is in the form of revenue bonds issued primarily by the Airport and Water Division. In 1999, the City retired the remaining balance of its general obligation debt issued in 1986. Last year voters approved a \$65 million public safety bond issue. Proceeds of the bond issue to be completed in June will fund the purchase of new Fire Department and EMS equipment, fire house and police headquarter renovations and demolition of abandoned and derelict buildings.

TOTAL CITY DEBT AND LEASE OBLIGATIONS



Outstanding obligations as of 4/30/99 per Office of the Comptroller

CITY DEBT

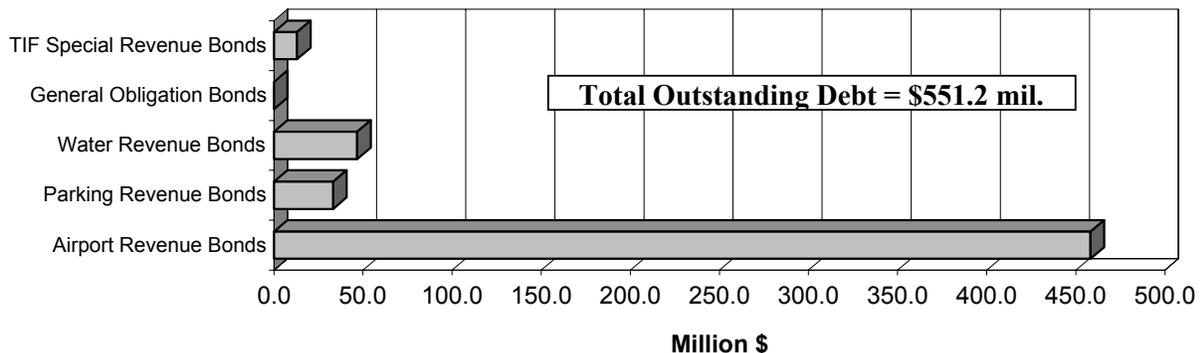
General Obligation and Revenue Bonds

Payments on general obligation debt are made from ad valorem property tax and license receipts. With the retirement of the City's general obligation debt in the current fiscal year, there are no general obligation debt service payments currently scheduled in FY2000. However, with recent voter approval of a \$65 million bond issue package, the City will soon be issuing debt to begin the public safety improvements funded by this new bond issue. With the bond proceeds, the City's Fire Department will replace its existing fire fighting fleet and conduct renovations of its firehouses. The St. Louis Police Department will receive funds to upgrade its crime lab and make improvements to its headquarters building on Clark Street. The bonds will also provide \$11 million for the demolition of abandoned and derelict buildings throughout the City.

Another debt instrument known as revenue bonds are limited obligations of the City payable solely from the revenues of the department or facility financed by the bonds.

Bond Type	Amount Outstanding as of April 30, 1999
General Obligation Bonds	\$0
Water Revenue Bonds	46,705,000
Parking Revenue Bonds	33,255,000
Airport Revenue Bonds	458,230,000
Tax Increment Special Revenue Bonds	13,005,000
Total	\$551,195,000

OUTSTANDING DEBT



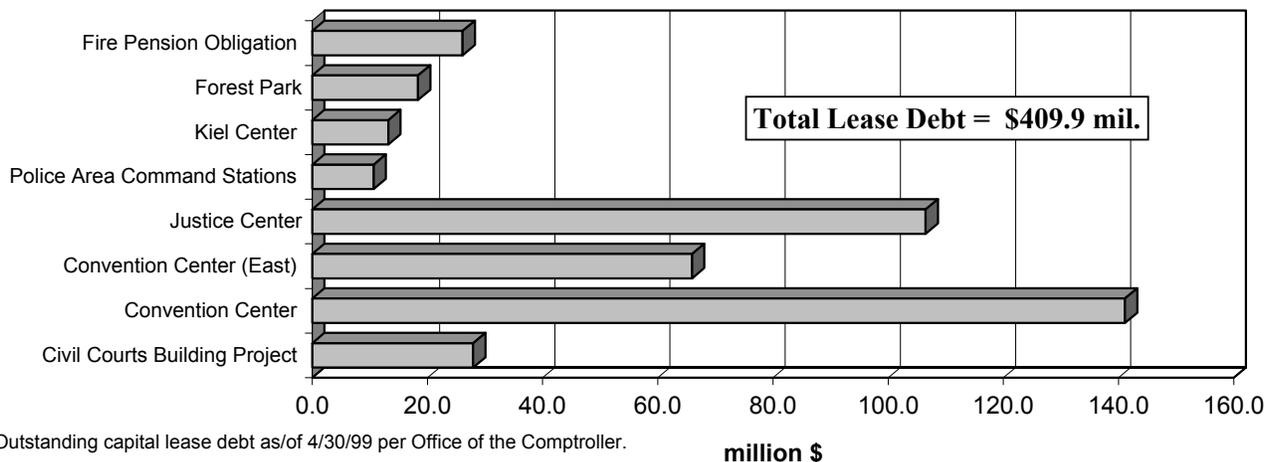
CITY DEBT

Capital Leases

The City has outstanding a number of lease-purchase agreements which can be characterized as capital leases. In capital lease financing, a non-profit authority issues debt to fund a project. This debt is secured by lease payments to the authority by a municipality leasing the project or equipment that is being financed. A list of the City's major existing agreements as of April 30, 1999 is presented below. In FY2000, the City anticipates savings of approximately \$850,000 by replacing letter of credit fees for the convention center debt with bond insurance. The City also anticipates issuing lease bonds for the completion of the Justice Center project.

Description	Amount Outstanding May 31, 1998	Remaining Term In Years	Issue Date
Civil Courts Building Project	\$27,940,000	15	Jun-94
Convention Center (East)	65,970,000	21	Feb-97
Convention Center - A	137,912,205	16	Jun-93
Convention Center - B	3,220,000	3	Jun-93
Kiel Center - A	7,045,000	23	Aug-97
Kiel Center - B	6,150,000	18	Aug-97
Police Area Command Stations	10,665,000	9	Jun-94
Justice Center - A	75,250,000	20	Aug-96
Justice Center - B	31,270,000	13	Aug-96
Forest Park - 1997	18,380,000	23	Mar-97
Fire Pension Obligation Bonds - 1998	26,110,000	12	Apr-98
Total	\$409,912,205		

CAPITAL LEASE DEBT



Capital Leases (cont.)

CITY DEBT

While General Obligation debt is funded through property tax revenues and revenue debt is paid through the revenues of the project being financed, capital lease debt does not specifically have a dedicated revenue source for making lease payments. These payments are generally obligations of the City's General Fund. In as much as possible, the City has sought to lessen this burden on the general fund by pursuing new sources of revenue that may directly or indirectly be linked to the particular project being financed. The southern expansion of the convention center for instance, was accompanied by the successful propositions of a 1/2 cent restaurant tax and a hotel sales tax, with the idea that these two industries are the most likely beneficiaries of increased convention activity. The civil courts building improvement financing was followed by the imposition of a fee on court cases to help offset the cost of debt service. Likewise, the debt service on the new justice center is being funded in part by reimbursements the City receives from the state for holding prisoners charged with state criminal violations. Police Department and Forest Park improvement leases are funded utilizing 1/2 cent sales tax proceeds that are dedicated to those departments. Of the approximate \$34.6 million in scheduled lease debt payments in FY00, about \$19 million or over one half of the debt service amount can be linked to direct sources of revenue to the general and capital funds. This does not include those revenues attributable to the "net fiscal benefit" created by the operation of a project such as the convention center / stadium facility.

Schedule of Lease Debt Payments - FY00

Cervantes Convention Center - 1993	\$11,490,000
Civil Courts Lease - 1994	2,800,000
Convention Center East / Stadium - 1997	5,000,000
Fire Pension Obligation Bonds - 1998	3,140,161
Forest Park Lease - 1997	1,350,000
Justice Center Lease - 1996	7,600,000
Justice Center Lease - 1999 (anticipated)	800,000
Kiel Center - 1997	1,000,000
Police Area Command Stations - 1994	1,401,000
Total	\$34,581,161

CITY DEBT

Legal Debt Margin

as of April 30, 1999

	<u>City Purposes Basic Limit</u>	<u>Streets and Sewers Additional Limit</u>
1998 Assessed Value	\$2,895,883,640	\$2,895,883,640
Debt Limit - 10% of Assessed Value	289,588,364	289,588,364
Less: General Obligation Bonds	<u>0</u>	<u>0</u>
	<u><u>\$289,588,364</u></u>	<u><u>\$289,588,364</u></u>

Source: Office of the Comptroller, City of St. Louis

Principal and Interest Requirements on Direct Debt

as of April 30, 1999

Fiscal Year	<u>General Obligation Bonds</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1999- 2000	<u>0</u>	<u>0</u>	<u>0</u>
	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>

Source: Office of the Comptroller, City of St. Louis

CITY DEBT

Debt Ratios

as of April 30, 1999

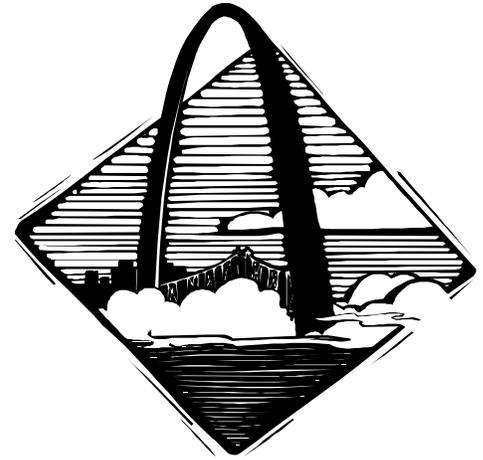
	<u>Net Debt Per Capita</u>	<u>Debt As % Of Full Valuation</u>
Direct Debt	\$1,215	4.2%
Overall Debt	\$1,615	5.6%

Source: Office of the Comptroller, City of St. Louis

The balance of the City's General Obligation debt was retired in FY99. Even with the pending \$65 million general obligation bond issue, the City will remain well under the 10% cap established by the Missouri Constitution. Overall net debt for the City remains moderate at about \$1,615 per capita with an overall debt to full value ratio of 5.6%. The City's ability to manage its finances and maintain positive fund balances are key to the City's debt issuance policy. On June 1, 1999, Moody's Investors Service assigned an underlying rating of A3 to the City's pending General Obligation Debt. This is an upgrade from the prior rating of Baa1. On June 2, 1999, Fitch Investor Services also raised its rating to A- from a previous rating of BBB+. Along with a reaffirmed rating of A- from Standard and Poor's Corporation following rating increases in recent years, the City's general obligation bond rating among the major rating agencies is the strongest it has been in twenty years.

CITY OF ST. LOUIS PROFILE

The City of St. Louis is located on the Mississippi River, the eastern boundary of the State of Missouri, just below its confluence with the Missouri River. The City occupies approximately 61.4 square miles of land and its area has remained constant since 1876. The City, a constitutional charter city not part of any county, is organized and exists under and pursuant to its Charter and the Constitution and the laws of the State of Missouri.



The City is popularly known as the "Gateway to the West," due to its central location and historic role in the nation's westward expansion. Commemorating this role is the 630-foot stainless steel Gateway Arch, the world's tallest man-made monument, which is the focal point of the 86-acre Jefferson National Expansion Memorial on the downtown riverfront.

City of St. Louis	
Date of Incorporation	1823
City Charter Adopted	1914
Form of Government	Mayor/Council
Population (1990)	396,685

City Government

Wards	28
Precincts	365
Registered Voters	176,519

Fire Protection

Authorized No. Fire Fighters	631
Fire Stations	30

Police Protection

Auth. No. Police Officers	1,723
Auth. No. Civ. Police Emp.	638
Police Area Command Bldgs.	3

Parks, Recreation and Forestry

Parks	104
Park Acreage	3,000
Recreation Centers	10

Streets

Streets (miles)	11,000
Alleys (miles)	400
Intersections w/ Traffic Signals	630
Street Lights	51,500
Alley Lights	15,814
Easement Lights	2,165

CITY OF ST. LOUIS PROFILE

Enterprise Funds:

Water Division

Treatment Plants	2
Plant capacity per day	340 mil. gal.
Storage capacity per gallon	128 mil. gal.
Average demand per day	140 mil. gal.

Lambert - St. Louis International Airport

Major Airlines	10
Commuter Airlines	4
Air Cargo Carriers	6
Number of Passengers	27.2 mil.
Aircraft Operations	490,669

Sources: *Comptroller's Annual Report*
City Departments

City Economic Data

Effective Buying Income 1994:	
Med. Household	\$25,959
Avg. Household	\$33,363
Per Capita EBI	\$13,915

Source: *St. Louis RCGA*

Avg. Labor Force - 1998	165,962
Avg. No. Employed - 1998	154,073
Avg. % Unemployed - 1998	7.2%

Source:
U.S. Dept. of Labor, Bureau of Labor Statistics

Top 20 Employers - 1998

(Non- Governmental)

<u>Company</u>	<u>Employees</u>
BJC Health Systems	12,332
Washington University	10,632
St. Louis University	10,254
Southwestern Bell	6,754
Nations Bank	6,060
May Dept. Stores	5,646
Anheuser Busch	5,517
A. G. Edwards	3,782
Mercantile Bank	3,436
Union Electric	2,509
St. Louis Childrens Hospital	2,357
Laclede Gas	1,937
Union Pacific Railroad	1,907
Ralston Purina Co.	1,856
Kiel Investors, LP	1,851
Trans World Airlines	1,806
Sigma Chemical	1,759
Adams Mark Hotel	1,642
Cardinal Glennon Hospital	1,622
President Riverboat Casino	1,472

Other major non-commercial employers in the City employing in excess of 3,500 employees include the City of St. Louis, St. Louis Public School District, U.S. Post Office and the State of Missouri.

Source: *City of St. Louis Collector of Revenue*

City Building and Construction Activity (mil. \$)

	<u>Housing Value</u>		<u>Comm./Indus.</u>
	<u>New</u>	<u>Rehab</u>	<u>Development</u>
1994	\$6.83	\$10.80	\$274.22
1995	\$12.59	\$12.24	\$263.29
1996	\$29.11	\$20.79	\$217.50
1997	\$15.57	\$19.70	\$177.98
1998	\$18.13	\$21.70	\$234.45

Source: *Building Division, City of St. Louis*



GLOSSARY

Airport, City of St. Louis

An enterprise fund used to account for the revenues and expenses of Lambert-St. Louis International Airport. The Airport is owned by the City of St. Louis and operated by an Airport Commission. The use of Airport revenues, derived primarily from airline payments for use of the facilities, parking fees and interest earnings, are limited to purposes of the Airport.

Aldermen, Board of

28 elected individuals representing the 28 wards of the City and a President elected city-wide who make up the City's legislative body.

Appropriation

A legal authorization to make expenditures and incur obligations for specific purposes.

Assessment

The valuation of property for the purpose of taxation.

Assessment Fund

Fund which supports the operations of the Assessor's office.

Balanced Budget

A budget in which resources available for appropriation equal or exceed planned expenditures.

Battered Persons Shelter Fund

Established by ordinance in 1992, the Battered Persons Shelter fund is used solely for providing operating expenses for shelters for battered persons. The fund is supported by a \$1.00 fee imposed on municipal ordinance violations cases filed in municipal court.

Budget

A financial plan based on anticipated revenues and expenditures for a given period.

Building Demolition Fund

Fund established to finance the demolition and board-up of dangerous buildings. The Building Demolition Fund is funded through a fee of \$2.00 per \$1,000 estimated value of any building permit issued by the City.



Capital Improvements Fund

Fund for long-term improvements and maintenance of the City's infrastructure and/or acquisition of equipment or property for public use.

Capital Improvement Sales Tax Trust Fund

Fund established for revenues received from the one-half cent sales tax for capital improvements. This fund consists of the following five accounts: Ward Capital Improvements Account (50%), Major Park Capital Improvements Account (17%), Recreation Center Capital Improvements Account (3%), Citywide Capital Improvements Account (20%) and Police Department Capital Improvements Account (10%).

Child Support Unit (Parent Locator Fund)

State supported fund through which the Circuit Attorney's Office conducts its program for recovering child support payments.

Columbia Bottoms Fund

Fund established to account for transactions relating to Columbia Bottoms, a parcel of land along the Missouri River which the City owns and leases out for private farming.

Communications (Cable) Fund

Fund established for the purpose of overseeing the cable television and communications industry in the city and establishing and managing a government access channel and necessary studio facilities. The Cable Division is funded through a 5% franchise fee imposed on Cable operators.

Community Development Agency

City agency responsible for planning and implementing the housing and economic development plans of the City of St. Louis. CDA also oversees operation, administration and programmatic and compliance monitoring of the Community Development Block Grant program as well as other federal housing programs.

Convention and Tourism Fund

Fund established to foster and promote the City's convention and tourism industry. Expenditures from the fund are approved by members of the C & T Board consisting of the Mayor, the Comptroller and the President of the Board of Aldermen.



Convention and Sports Facility Trust Fund

Fund established to help pay for the construction of the convention center expansion project. Revenues to the fund consist of the 3.5% gross receipts tax on hotel/motel receipts. These revenues are transferred to the City's General Fund and used to help pay the City's debt on the convention facility.

Debt Service

Expenditures for principal and interest payments on loans, notes and bonds.

Debt Service Fund

Fund used to specifically track payments of principal, interest and expenses on general obligation debt.

Department

Major unit of organization in the City comprised of subunits called divisions.

Employee Health & Hospital (Benefits) Fund

A fund financed jointly by the City, its employees and retirees to ensure adequate health and hospital care for employees and retirees of the City. The income for this fund is derived from appropriations made in other City funds.

Encumbrance

An obligation for which payment is anticipated but has not yet been made. Typically encumbrances represent outstanding purchase orders or contracts. The funds appropriated for these expenses are set aside in a reserve for payment. An item will remain an encumbrance until the obligation is paid or otherwise released.

Enterprise Fund

A fund used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the cost of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges. The City's Airport, Water and Parking Meter Divisions are enterprises.

Estimate and Apportionment, Board of

The City's chief fiscal body - comprised of the Mayor, the Comptroller and the President of the Board of Aldermen.

Expenditure

Money actually spent by the City for the programs and projects included in the approved budget.



Federal Mandate

A regulation or requirement imposed on state or local governments by the Federal government. Federal mandates include the Clean Air Act, Clean Water Act, Americans with Disabilities Act and Underground Storage Tank Regulations.

Fiscal Year

Twelve month period to which the budget applies. In St. Louis this is July 1 to June 30.

Fund Balance

The level of funds remaining as measured generally at the conclusion of a fiscal year, after allocating for all encumbrances and other commitments. The fund balance often includes reserves set-aside to meet future obligations, (e.g. 27th pay reserve, rainy day reserve). From a fiscal policy standpoint, emphasis is often placed on the level of “unreserved” fund balance as an indicator of fiscal stability. The City’s policy is to achieve and maintain an unreserved general fund balance equal to 5% of the general fund budget.

General Fund

The main operating fund of the City.

Lateral Sewer Repair Fund

Fund established in 1989 to provide the cost of the repairs of leaking lateral sewer service lines on residential properties. The Lateral Sewer Repair Program is funded by a \$28.00 annual fee on all residential property having six or less dwelling units.

Parking Funds

Funds used to track revenues and expenses of the Parking Meter Division and Kiel Parking Facility. Both of these operations are managed as separate enterprise funds by the Treasurer’s Office.

Port Authority Fund

Fund established to manage all phases of the harbor and wharves operation including enforcement of all regulations with the guidance of a Port Development Commission.

Prevention and Detention Fund

Fund established in FY96 that will be used to finance the design and construction of a new jail. This fund will also support improvements for recreation facilities to promote crime prevention.

Program

A set of activities conducted by a department or division to provide a specific service.



Property Tax

A tax levied on the assessed value of property (e.g. personal, real estate).

Public Facilities Protection Corporation

A not-for-profit corporation established to provide the City with Surety Bond and Insurance coverage and general protection from judgements rendered against the City. Each year the City makes a contribution to PFPC out of the General Fund.

Revenue

Income received by the City government from sources, such as taxes, fees, user charges, grants and fines, which is used to support the government's facilities and services to the community.

Riverboat Gaming Fund

Fund established to account for revenues from riverboat gaming. Appropriations from this fund are used for three primary purposes, 1) public safety on the riverfront, 2) capital expenditures (i.e. local bridge match, etc.) and 3) economic development. Revenue from riverboat gaming leases is received through the Port Authority Fund.

Special Revenue Fund

A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

St. Louis Rams Practice Facility Fund

Fund established in 1995 to pay the debt on the City's \$5.0 million contribution to the construction of a practice facility for the St. Louis Rams football team. Revenues to the fund are derived from the City's 5% gross receipts tax on admissions to NFL football games.

Street Improvement Fund (St. Louis Works)

A street and sidewalk improvement program funded primarily from a portion of City utility taxes and State motor vehicle sales tax revenues. St. Louis Works funds are appropriated under a separate ordinance on a calendar year basis.

Tax Incremental Financings

Funding mechanism that uses the tax benefits generated by a development to pay the debt for improvements related to the development.



Transportation Fund

Fund used to account for revenues and appropriations from the 0.5% transportation sales tax and the 0.25% metrolink sales tax. All revenues into the transportation fund are currently appropriated to the Bi-State Development Agency that operates the regional mass transit system.

Trust and Agency Funds

Funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or funds.

Twenty-Seventh Pay Reserve

Reserve set aside for fiscal years in which a 27th pay day occurs. With bi-weekly pay periods, a 27th pay day will occur once every 11 years. A 27th pay day occurred in FY95.

User Fees

Fees paid directly by citizens for a service used (i.e. park fees, bus fares).

Water Division Fund

An enterprise fund used to account for the revenues and expenses of the Water Division, which is owned and operated by the City and funded primarily through water sales.