

ADMINISTRATION DEPARTMENT

ANNUAL REPORT YEAR 2013

March 24, 2014

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Overview

The Department of Administration is the smallest of the four departments of the city of Ballwin from the perspectives of both budget and staffing. The final revised departmental budget for 2013 was \$2,894,952 with an unaudited year-end expenditure of approximately \$2,869,224. From the perspective of fiscal conservatism, this expenditure rate is welcome and furthermore, it compares favorably to the approved 2014 departmental budget of \$2,926,784. The increase is primarily due to additional expenditures for equipment and facilities.

As one can see from the following table, the annual departmental budgets and expenditures have been somewhat variable from year to year. As was the case from 2013 to 2014, many of these annual variations have been the result of non-recurring one-time expenditures for equipment and improvements.

The following table also shows departmental staffing over the preceding five year period. There has been no change to departmental staffing in that time frame. The most recent change was in the spring of 2009 when the Plan Examiner position was eliminated. Prior to that, staffing levels in the department had not changed since the spring of 2007 when a full time clerical position was changed to a part time position. Although the staffing adjustments can certainly impact budgets and departmental expenditures, the annual variations in the Administration Department expenditures are not related to changes in staffing levels.

Year	Final Budget	Actual Expenditure	Staffing
2014	2,926,784	n/a	18 Ft. ½ Pt.
2013	2,894,952	2,869,224**	18 Ft. ½ Pt.
2012	\$3,197,743	2,747,777	18 Ft. ½ Pt.
2011	\$2,706,910*	\$2,988,985	18 Ft. ½ Pt.
2010	\$2,790,822	\$2,469,481	18 Ft. ½ Pt.

** 2013 year end expenditure numbers are non-audited.

The Department of Administration is also perhaps the most diverse of the four City departments in terms of the variety of its activities. Aside from the traditional city administration functions such as management (the City Administrator's office), legislation (the Board of Aldermen), finance, information technology, the department of administration also includes the functions of planning and zoning, building permits, inspections, code enforcement and municipal court.

Programs

Planning and Zoning:

The Planning and Zoning program includes the responsibilities of the City Planner, the functions of the Planning and Zoning Commission and the function of the Board of Adjustment. All proposals for zoning district changes and land development require review by the City Planner. Many also involve the submission of a formal petition for a public hearing before the Planning and Zoning Commission. Such petitions are required to follow a formal process that is established by Ballwin City ordinance and Missouri State statutes. Generally, the Planning and Zoning Commission hears the petition and the associated public comments and makes a recommendation to the Board of Aldermen. The Board is then ultimately responsible for approving or denying such petitions.

Appeals to the Board of Adjustment for consideration of zoning variances to provisions of the Zoning Ordinance also fall within this program. Such appeals are considered on a case-by-case basis and are only approved if they meet narrowly defined hardship criteria. The procedures of the Board of Adjustment are quasi-judicial and utilize a procedure established by Ballwin Ordinances and Missouri Statutes. Any challenge to a decision of the Board of Adjustment must be made to the circuit court. There is no higher authority within the city for such appeals.

Staffing for the Planning and Zoning program consists of a portion of the City Administrator's time, a portion of the City Planner's time and a portion of the Code Enforcement Supervisor's time.

The fees collected for the filing of petitions and appeals is a revenue source that is directly applicable to the Planning and Zoning program. As outlined below for the preceding five years, these fees are somewhat irregular in nature. The irregularity in activity levels seems to correspond somewhat to the recent turmoil in the economy, but activity seems to be on the upswing in 2013. We will have to see if this is a sustained the turnaround or just another blip in an otherwise flat to downward long term activity level.

Year	# Petitions	Revenue
2013	27	\$34,000
2012	11	\$7,750
2011	13	\$16,315
2010	22	\$29,750
2009	14	\$16,500

Planning and Zoning program expenditures have historically been relatively stable. As illustrated in the following table, the percentage of the overall departmental expenditures allocated to Planning and Zoning has been fairly consistent over the preceding five

years. Most of the variation in the program's percentage of the departmental budget is attributable to variations in expenditures in other departmental programs.

Year	Program Budget	% of Department Budget
2014	\$60,705	2.07%
2013	\$58,922	2.03%
2012	\$58,414	1.83%
2011	\$57,213	2.11%
2010	\$56,224	2.01%

Inspections:

Inspections is the largest program in the department from the perspectives of both expenditures and staffing. The program is charged with portions of the salaries of the City Administrator, the Assistant City Administrator/City Planner, the Code Enforcement Supervisor, three inspectors (full time), a combination plan examiner/inspector II (full time) and substantial portions of three clerical people. Together these employees are responsible for receiving, processing, recording and conducting the following work product:

Total Permits:

The Code Enforcement Division issued a total of 2245 permits of all types in 2013. This is a 3% increase from the 2184 permits issued in 2012. This is primarily building, plumbing, mechanical, electrical, and demolition permits, but there are small numbers of other types of permits such as fences, signs, retaining walls, etc. included in this number.

Building Permits:

As used in this report, the term building permit refers to a permit issued for the construction of any type of permanent structure or the remodeling or refurbishment of an existing building or structure. It does not include permits for systems work such as electrical and plumbing or non-occupied structures such as fences, signs and retaining walls. The Code Enforcement Division issued a total of 449 building permits in 2013. This is up slightly from 400 in 2012.

Commercial / Institutional New Construction Permits

The City issued eight (8) commercial or institutional building permits in 2013. This was down substantially from the 30 permits issued in 2012. A large fluctuation in the number of annual new commercial / institutional permits is not uncommon. The 30 permits issued in 2012 were unusually high, so the drop off in 2013 appears to be extreme, but the number for 2013 is more typical for Ballwin in recent years. The largest project in this category in 2013 was UGas.

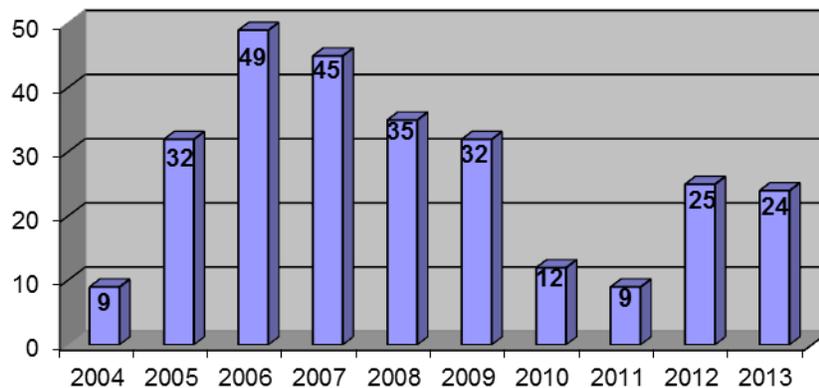
Commercial / Institutional Remodeling Permits

Ballwin issued 40 commercial and institutional remodeling permits in 2013. This is an increase of seven from the previous year. In light of the economy's continued struggles, it is a positive comment on Ballwin that local building owners and new businesses continue to invest in Ballwin's commercial sector. Projects of this nature can be as big and complicated as new construction and can require a detailed plan review and multiple inspections during construction until the completion of the project. The cumulative value of construction under this category of permits was \$2,468,942. The largest projects in this category in 2013 were the remodelings of the Ballwin Boardroom (\$280,000), the office building at 870 Woods Mill Rd (\$275,000) and the Pro Shop at Meadowbrook Country Club (\$185,000).

New Single Family Residential Permits

New single family construction declined slightly (24 permits) in 2013 from the previous year (25 permits). The year 2013, however, marked the second consecutive year of rebound from the low years of 2010 and 2011, but it has not returned to pre-recession levels. It may not be reasonable to expect new house starts to ever return to those levels. Ballwin is rapidly approaching a built-out state where there is little to no land available for substantial additional single family development. When that happens, new housing starts will stay at very low levels.

New Single Family Residential Permits by Year



Residential Subdivisions

At this time, there are six unfinished subdivisions with a total of about 50 building sites available. Essen Place, with 20 lots, Motz Estates, with 3 lots and the Enclave at Lucerne, with 9 lots, were recently added to this inventory. Coachlight (68 lots originally), Kehrs Mill Enclave (2 lots originally), Sunset Grove (10 lots originally) and the Estates at Hallmark Place (9 lots originally) all sold out in 2013 and no longer offer any inventory. The Villas at Meadowbrook (68 lots originally) and The Timbers at Ries Bend (17 lots originally) each have just a few lots left. The Manors at Hill Trails has nine condominium sites left but there have been recent inquiries about getting this project going again. It is not unreasonable to believe that these older subdivision will be built

out within the upcoming year putting the legacy of bankrupt subdivisions caused by the recession behind us.

The total construction cost for new single family houses in Ballwin in 2013 was \$6,845,707, and the average construction cost was approximately \$285,230. This cost is for building the house reported on the building permit application and does not reflect land values, site work or other issues that contribute to the final selling price of a house. Each new single family residence requires extensive plan review, paperwork, record keeping and a minimum of thirteen separate inspections.

Single Family Remodeling Permits

In 2013, 180 remodeling permits were issued for single family room additions, interior remodeling, basement finishes, and porches. This was 42 more than were issued in 2012. The large number of remodeling permits issued each year shows that Ballwin residents believe it makes economic sense to remodel and improve their homes. The total construction cost in 2013 for these permits was \$2,963,797. Each of these remodeling projects requires a plan review and an average of four separate inspections.

Decks and Garages

In 2013, the Code Enforcement Department issued 108 building permits for decks. The total construction cost of these decks was \$728,359. Construction costs on these decks ranged from as little as \$250 to more than \$30,000. These projects typically require less time. The plan review is commonly much simpler and inspections are limited simpler and fewer because framing and utilities are commonly viewable as a part of the final inspection process. Rough inspections are typically not required.

Plumbing Permits

A total of 638 plumbing permits were issued in 2013 compared to 649 in 2012. Permits issued in several plumbing categories are outlined in the following table. These permits usually require both rough and finish inspections. Sometimes a ground rough inspection is also required.

TYPE OF PLUMBING PERMIT	NUMBER OF PERMITS ISSUED
Backflow Prevention Device*	49
Commercial Plumbing	22
Multiple Family Plumbing	15
Plumbing Remodel	141
Plumbing Repair	128
Single Family Residential Plumbing	48
Sewer Lateral	87
Water Heater	151

* required for irrigation systems

Mechanical Permits

In 2013, Ballwin issued 408 mechanical permits. This compares to 399 in 2012. The department issues permits in three categories as noted in the following table. Most residential mechanical permits require rough and final inspections while commercial permits require more numerous and detailed inspections.

TYPE OF MECHANICAL PERMIT	NUMBER OF PERMITS ISSUED
Commercial Mechanical	27
Multiple Family Mechanical	0
Single Family Mechanical	381

Electrical Permits

On June 1, 2009, Ballwin initiated its electrical permit program and began making electrical inspections. The program has been successful. In 2013 Ballwin issued 470 electrical permits that was an increase of 11 from the 459 permits that were issued in 2012. The 2013 permits break down according to the table below.

TYPE OF PERMIT	NO. OF PERMITS ISSUED
Commercial Electrical	73
Multiple Family Electrical	19
Single Family Electrical	342
Low Voltage	36

Construction Inspections:

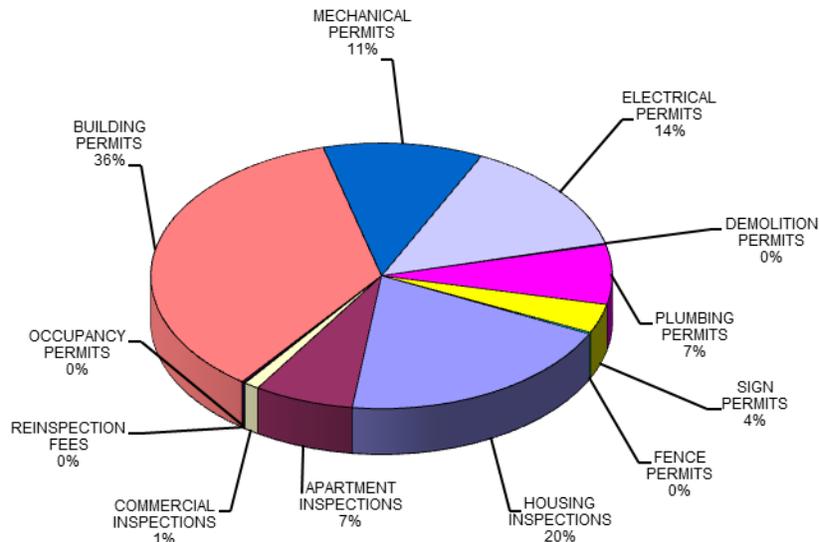
The following chart shows the types and numbers of building permit-related inspections. The total number of inspections for 2013 was 3,089. Additional daily inspections made at major projects are not included in this total. In these situations, standing inspection times are scheduled to recur each day. Inspections necessary for that day's work are conducted at the time of these inspections. This process expedites the construction inspections and minimizes time lost due to scheduling problems during the busy summer months.

TYPE OF INSPECTION	2012 INSPECTIONS	2013 INSPECTIONS
Footing	162	155
Foundation	68	33
Framing	347	215
Final	523	307
Mechanical Rough	89	51
Mechanical Final	347	245
Plumbing Ground Rough	185	102
Plumbing Stack Rough	187	415
Water Service	19	14
Sewer Connection	15	17
Plumbing Final	536	415
Retaining Wall Base	52	32
Retaining Wall Grids	110	44
Retaining Wall Final	32	32
Electrical Rough	348	207
Electrical Final (including temp on perm)	390	283
Temp on Pole	18	1
Temp on Perm	22	32

Revenues:

Inspection Revenues

In 2013, \$394,529.00 was budgeted for the operation of the Code Enforcement Division. Actual expenditures were \$381,598.02. Inspection revenues for 2013 were \$259,628.61. These are directly attributable to the operation of the inspections program are highlighted in the following pie chart.



Additionally, there was \$5,250 in penalties (for move-ins without inspections), \$3700 in administrative fees for grass cutting, and \$34,759.92 was received from the Sewer Lateral Repair Fund for the administration of that program.

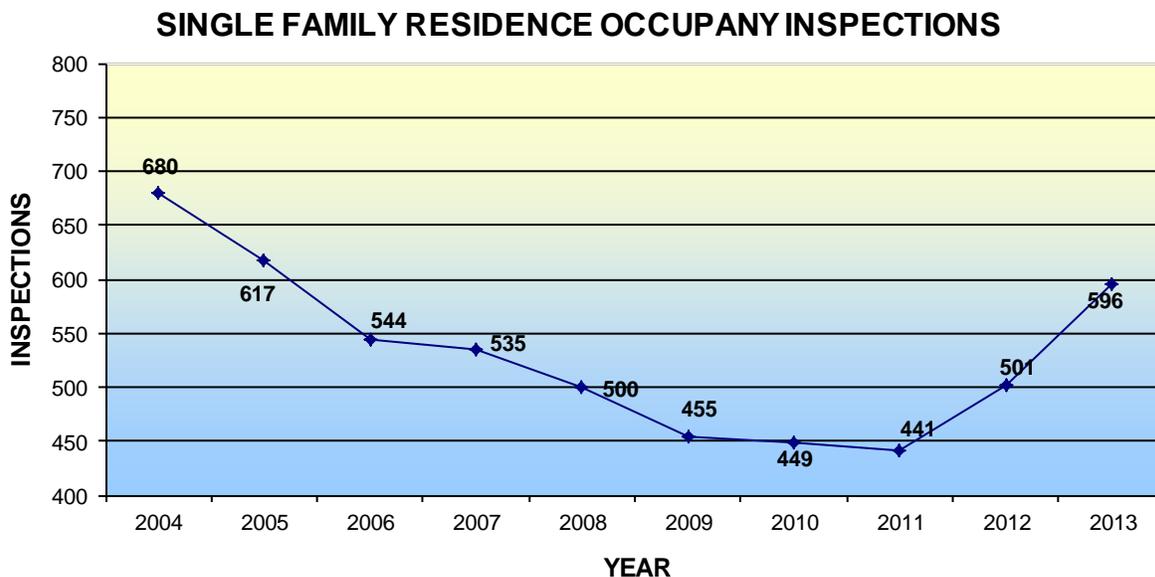
Although not directly attributable to the program, and not shown on the preceding chart, revenue from contractor licenses totaled \$35,295.00. Much of this revenue is the result of efforts by department personnel to assure that contractors applying for permits are licensed and work observed in the field is being done by licensed contractors.

Assuming that all of the above additional sources of revenue are attributed to the Inspections Program, it finished the year recovering approximately 80% of its operating costs. It was approximately \$78,260 shy of covering all of its 100% of operating expenses. This difference is primarily attributable to the costs of code enforcement, nuisance investigation, court preparation and similar activities that have no revenue stream to offset expenses.

Occupancy Program:

Single Family Occupancy Inspections

The Code Enforcement Division performed 596 single-family housing inspections in 2013. This was an increase of 95 above 2012, which represents a 19% increase. As evidenced by the graph below, there had been a gradual slowdown in the inspection and presumably sales of existing houses in Ballwin for several years coinciding with the recession. That trend seems to have turned around beginning in 2011. The activity level in 2013 compares very favorably with pre-recession levels.



As the housing stock in Ballwin ages, the inspection program that enforces minimum housing codes becomes increasingly important. This program, which dates to 1971, is one of the oldest in St Louis County. It protects the safety of Ballwin residents, their guests, police and fire protection personnel, and it is important for the preservation of the housing stock and the protection of property values in the community.

Most Common Violations For 2013

Every year the department assembles a list of the code violations that are most frequently found during the year's inspections. Detailed records of the frequency of occurrence of every type of violation are not kept, but the following list is indicative of the nature of these violations:

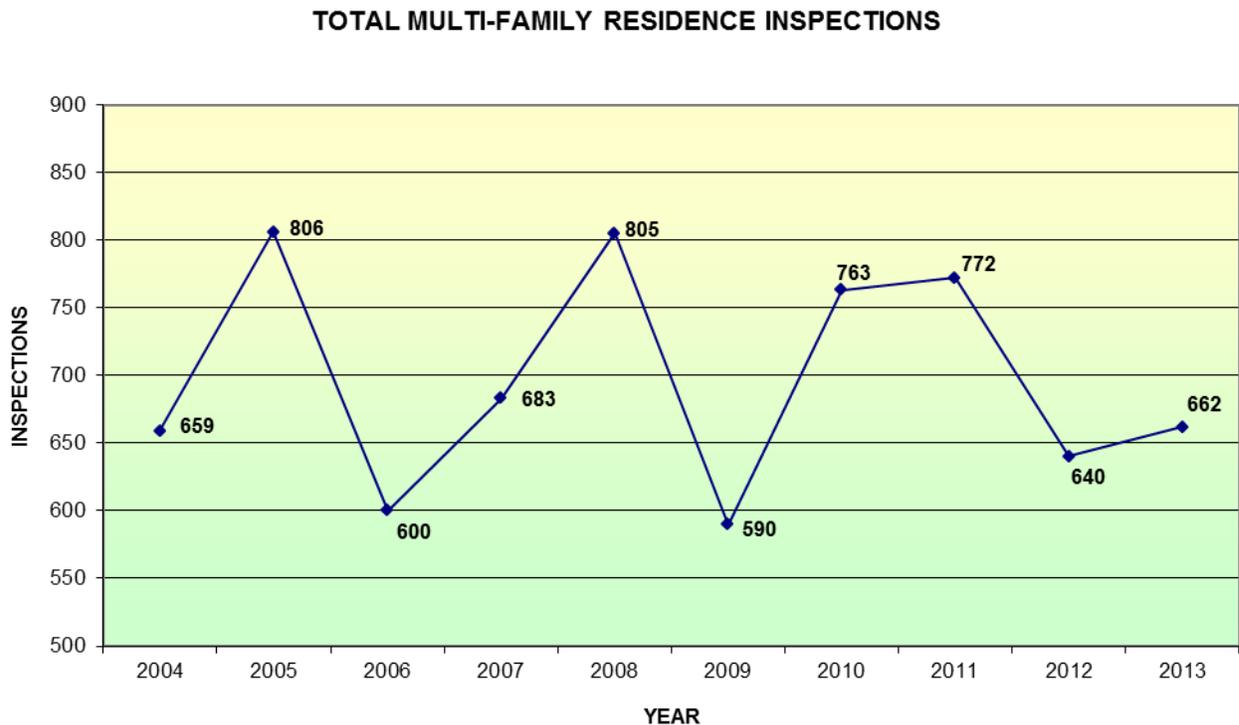
- Garage firewall penetrations that need repair or fire collars.
- Hot/cold water valves reversed.
- Sidewalk trippers.
- Install address on front of house that is clearly visible from the street.
- Deteriorated service entry cable.
- Handrails and guards are missing or not installed according to the building code on decks and stairways.
- Use of double-keyed deadbolt locks in place of locks with a thumb turn latch on the interior side of the door.
- Broken window balances.
- Missing or defective smoke detectors.
- Gas shut-off valves missing from gas appliance branch line.
- Exterior brickwork in need of tuck-pointing (most common location is on chimneys).
- Garage door openers not installed per the National Electric Code.
- Fire-stop flashing to drain pipes.
- Electrical installations not installed according to the National Electric Code. (e.g., open grounds)
- Peeling paint / rotted wood trim boards.
- Completed basement finish areas not in compliance with the mechanical code requirements for return or combustion air.
- Improperly installed dishwasher drain, failure to loop drain higher than disposal inlet.
- Improper clearance to combustibles for gas flue pipes.
- Improper configuration of gas flue pipes for furnaces and water heaters.
- Deteriorated mortar in fireplace fireboxes.
- Outdated or missing backflow prevention device test tags.

Foreclosures

The Department has been tracking the status and condition of foreclosed properties in the City since December, 2008. The St. Louis Block Shoppers website has been used to obtain the addresses of the foreclosures. During this time period there have been 158 properties in foreclosure. Ballwin seems to be averaging approximately 32 foreclosures a year.

Most foreclosed properties are sold as-is by the banks or Federal agencies and the buyers have the responsibility to make the repairs necessary to bring the property into compliance with the Ballwin Housing Code. Few of the properties monitored during this process were ever in poor condition or an eyesore to the neighborhood. There have however been some issues of vegetation control or minor housing deterioration where Ballwin had to formally address the violations. This cost is always recovered upon that sale of the property because such costs are placed as liens against the property. At the beginning of the tracking period, foreclosure periods averaged about 10 months from the time of foreclosure to the time of a new occupancy permit. The more recent foreclosures are only averaging about 3 months.

Multiple Family Inspections Activity



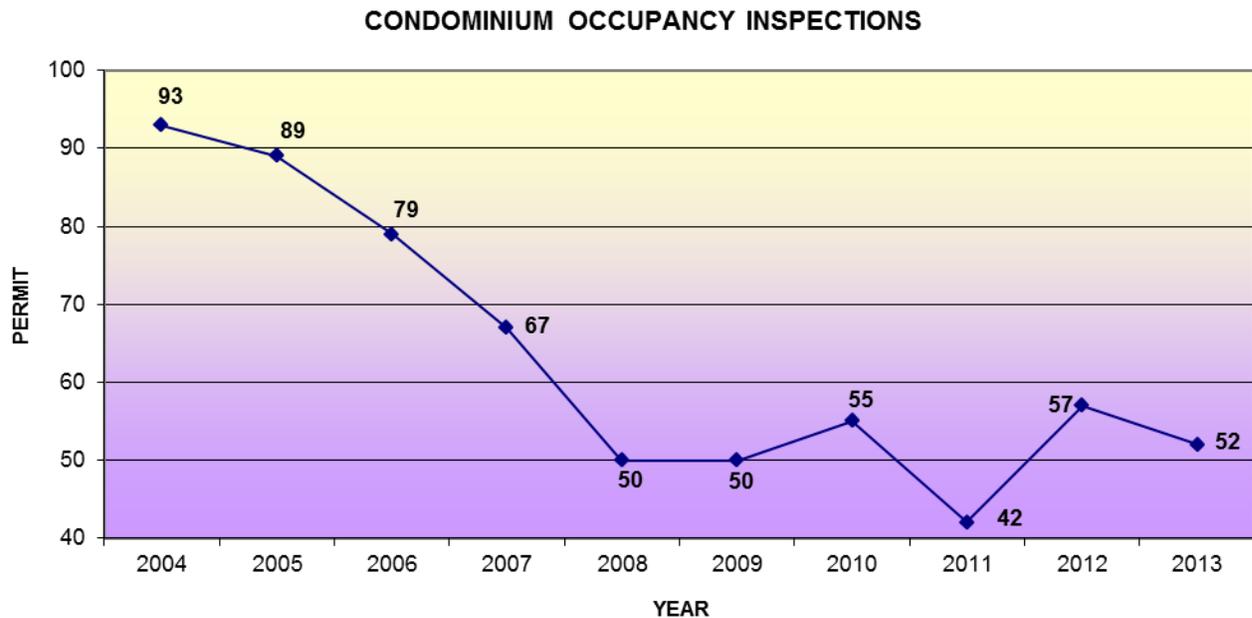
As illustrated in the preceding graph, the Code Enforcement Division inspected 662 apartments in 2013. This represents an increase of 3% from the 640 apartments inspected in 2012 the overall turnover rate for units in the major apartment complexes in Ballwin for 2013 was 38.6 %. The division maintains cooperative working relationships with the management teams and maintenance staffs at all of the major apartment complexes. Obtaining a similar level of cooperation from the owners of the smaller apartment buildings is difficult. Substantially more enforcement activity is required in these buildings to keep them current on inspections and in compliance with the housing code. As is illustrated on the following graph, the activity level in apartment inspections is not consistent from year to year and appears to fluctuate independently of the overall state of the economy.

Following is a listing of the major apartment complexes in Ballwin and their 2013 inspection rates. Presumably this is an accurate surrogate measure of their respective occupancy turnover rates.

APARTMENT COMPLEX	NUMBER OF UNITS	NUMBER OF INSPECTIONS	PERCENTAGE INSPECTED
Ballwin Manor	128	43	34%
Kensington West	276	134	49%
Village Park/Madison Rockwood	250	140	56%
Seven Trails	532	201	38%
Westglen Village	80	35	44%
Woodsmill Village	205	52	25%
TOTALS	1471	604	41% (avr)

Condominium Occupancy Inspections

The Code Enforcement Division inspected 52 condominiums for occupancy in 2013. This is down from the 57 inspections conducted in 2012. The following graph provides an historical perspective on the frequency of inspections in this sector of Ballwin's housing stock.



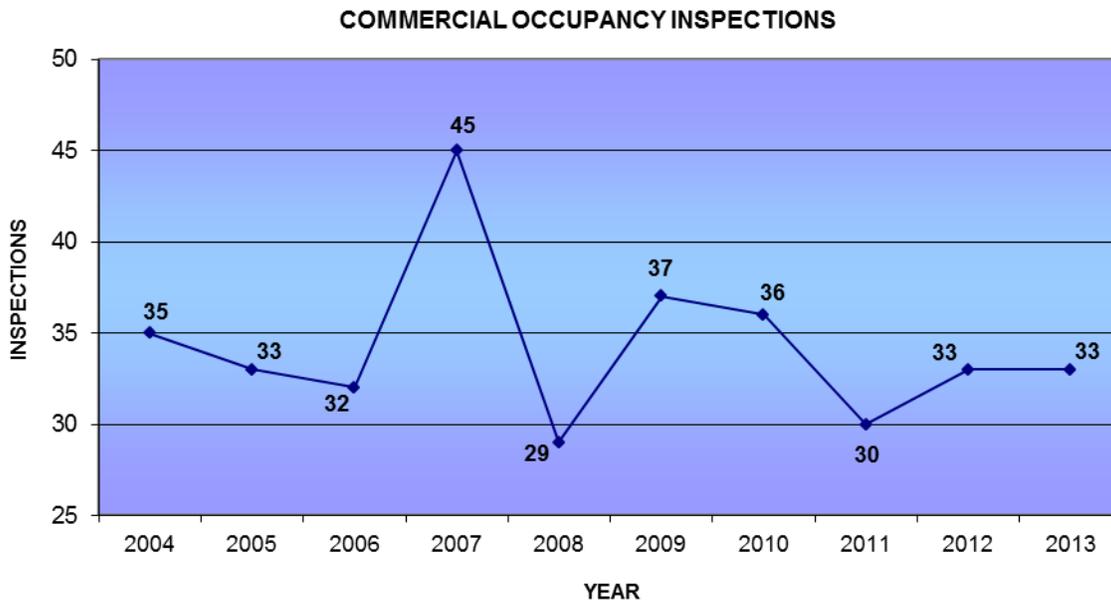
Turnover Rates

It is interesting to note the historic differences in the turnover rates among the three different sectors of the housing stock in Ballwin:

	2007	2008	2009	2010	2011	2012	2013
Single Family	5.3%	4.9%	7.9%	4.5%	4.4%	5%	6%
Condominiums	9%	7%	6.8%	6.7%	5.7%	7.7%	7%
Apartments	40%	50%	28.8%	45%	45%	37%	39%

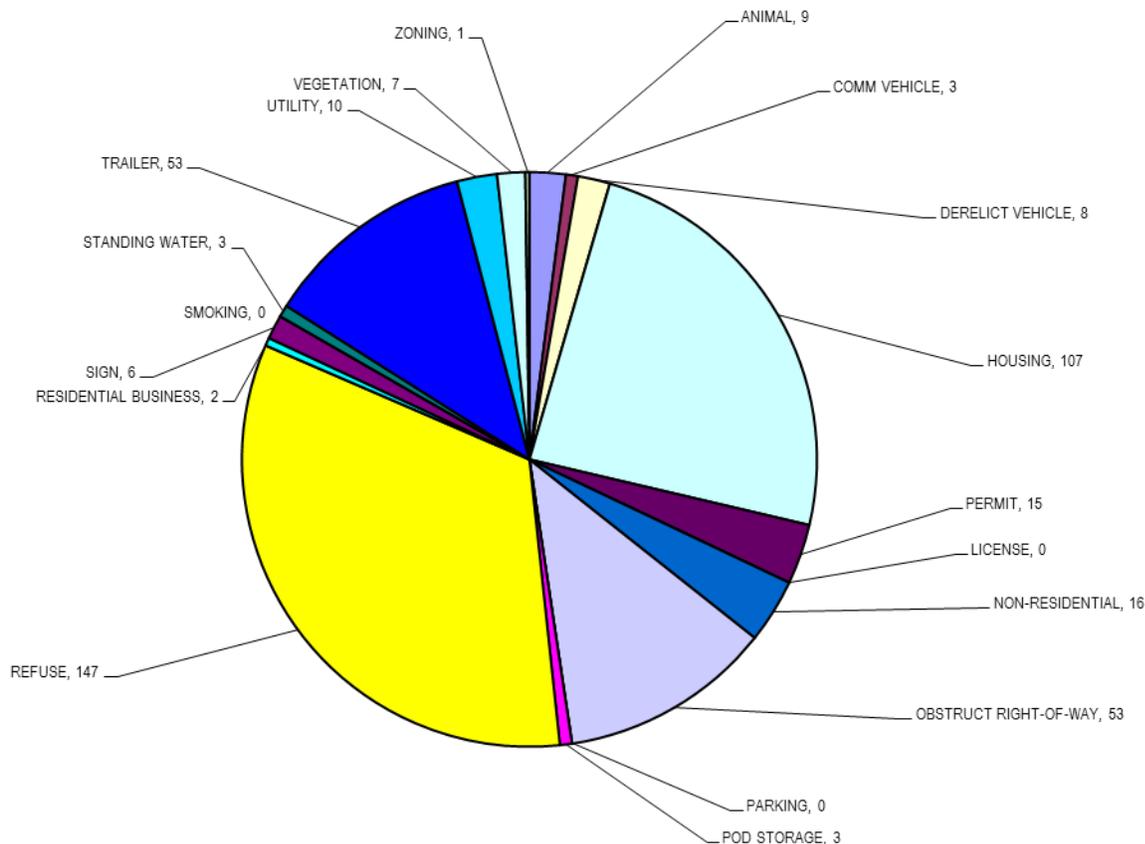
Commercial Occupancy Inspections

The Inspections Division conducted 33 commercial building occupancy inspections in 2013. This is identical to the 33 commercial inspections completed in 2012. Looking back historically, this rate has been relatively consistent for the past 10 years with only 2007 being anomalous with 45 inspections. That makes many of the years since 2004 quite consistent. This seems, in turn to be at odds with the conventional wisdom that new commercial openings have been in decline in Ballwin. It is important to remember, however, that this table only reflects the gross number of commercial inspections and does not reflect the nature or magnitude of the occupying business so it is a poor measure of business activity and revenues.



Complaint Handling / Nuisance Violations:

In 2013 the division handled 445 of the complaints processed through the citywide complaint tracking system. This is up substantially from the 381 complaints addressed in 2012. Complaints ranged widely, but some of the most frequent complaints were for refuse accumulation, construction activities without a permits, residential businesses, illegal signs, and illegally parked trailers. The following pie chart shows the distribution of complaints logged in 2013.



Complaints are most commonly received via the telephone or e-mail. A substantial portion of these complaints are anonymous. Complaints are entered into the tracking database and an inspector is assigned to investigate. Once a violation of city ordinance is verified, a letter of notification is sent to the appropriate responsible person in authority. Each notification specifies a time limit for compliance and a reinspection is automatically scheduled for the follow-up date. Most complaints are resolved relatively quickly, but if there is no response, further action, up to and including the issuance of a municipal court summons, can be taken.

In addition to the logged complaint calls that usually require action, it is estimated that Inspectors and clerical personnel field about 10,000 information requests annually. These are typically answered immediately and require no additional action or follow-up.

High Grass and Weeds

Separate from the vegetation complaints noted in the chart above, the department is also charged with the responsibility of enforcing the regulations on the height of grass and weeds. Through a combination of standing weekly field inspections and complaints received, the division posts all properties that exceed the six inch (6") or 12 inch (12") height limits contained in Chapter 27 of the Ballwin Code of ordinances. In 2013, 170 properties were posted for high grass and weed violations. This was down substantially for the 438 properties that were posted in 2012. Ultimately Ballwin had 39 of these properties mowed because of the owner's failure to comply with the notice. The costs of mowing, trash removal and nuisance abatement that Ballwin incurs as a result of this process become recorded liens on the property and are subsequently collected through the real estate property tax collection process.

Court Cases

The Code Enforcement Division makes every attempt to work with the residents, property owners and businesses of the City to obtain voluntary compliance with the City's codes and ordinances. Unfortunately, in a small percentage of cases, compliance cannot be obtained. When it becomes apparent that a code violation problem is not going to be resolved through negotiation, a summons to the Ballwin Municipal Court is issued.

In 2013, code enforcement took 9 cases to court. From that total, three were favorably resolved with guilty verdicts and fines that totaled \$497. Two cases are unresolved with warrants issued and as of this writing three summonses are still pending resolution.

Sewer Lateral Repairs:

Ballwin collects approximately \$260,000 in sewer lateral funds every year. Each single family house owner or condominium owner in buildings of 6 or fewer units pays a \$28 fee on their real estate tax bill to fund this program. Making this contribution entitles residential property owners to apply for a sewer lateral repair should they encounter a failure. In 2013 the City of Ballwin approved and inspected 87 repairs. This was an average year.

For the last six years the demand for sewer lateral repairs in Ballwin has exceeded the funds that are available. This has caused some applicants to be put on a waiting list for funding in the following year. The waiting list has grown each year. At the end of 2012, the City of Ballwin was very close to having a waiting list that obligated all the funding expected in 2013. Before the end of 2013 all of the funding expected to be received in 2014 had been promised. This means that someone needing to repair their failing sewer lateral in early 2013 could have been too late for 2013 funding and would have to wait until December of 2014 or later to receive funding. That's a long time to wait if your sewer is not working properly. Ballwin will allow people who have applied for funding and been approved to go ahead and repair their sewer with their own funds and be reimbursed when funds are ultimately available. Many people are not, however,

financially able to do this and have to make do with a poorly functioning sewer until the funds are available.

Some statistics from the first 10 years of the program:

- Almost \$4.16 million has been collected and spent on the City’s aging sewer laterals since the program’s inception.
- Over 1327 sewer laterals have been repaired – not **replaced**, just **repaired!**
- An estimated 4.855 miles of sewer laterals have been repaired.
- Approximately 9333 sewer laterals have not been repaired through this program. There is no way of knowing how many are nearing a stage of deterioration that will require repairs.

Program Share:

Inspections constitutes a moderate share of the departmental budget, and as illustrated in the following table, it has been a fairly stable percentage of the overall departmental budget for the past 5 years. The program workload varies somewhat from year to year depending upon the activity level in the construction and housing economies, but the basic responsibilities of the program are quite consistent from year to year. This is reflected in the staffing consistency illustrated earlier in this report.

Year	Program Budget	% of Department Budget
2013	\$409,673	14.15%
2012	\$387,247	12.2%
2011	\$377,421	13.9%
2010	\$365,575	13.1%
2009	\$436,732	17.5%
2008*	\$433,786	15.41%
2007*	\$415,450	15.25%

* In 2007 and 2008 the Inspections Program budget contained expenditures of \$280,000 and \$295,000 respectively for the sewer lateral program. This expenditure was subsequently moved to a different place in the budget and is not reflected in subsequent years’ Inspections program budgets. The 2007 and 2008 program budgets are adjusted in this table to eliminate this line item to better reflect the relative program budgets of subsequent years.

Community Services:

The Community Services program includes all internal and external public relations activities of the city. Of particular note in this category is street lighting. Internal public relations includes employee appreciation activities such as the annual cookout and service recognition. External public relations is dominated by street lights, but also includes items such as the publication of the city newsletter, and minor items such as sympathy cards and funeral flowers for individuals with a relationship to Ballwin (such as officials from surrounding cities or local state officials). Community Services is a

relatively small program in terms of staffing and the number and variety of activities included, but it is one of the larger programs from the perspective of budget due to the cost of street lighting.

Staffing charged against this program includes portions of the City Administrator, the Assistant City Administrator, the Human Resources Coordinator and the Code Enforcement Supervisor.

Year	Program budget	% of Departmental Budget
2013	\$684,472	23.6%
2012	\$613,622	19.2%
2011	\$559,111	20.6%
2010	\$584,322	20.9%
2009	\$603,056	24.2%
2008	\$542,877	19.3%
2007	\$519,037	19.0%

Street lighting comprises approximately 79% of the program's budget. This single line item has risen dramatically in the preceding five year period and is responsible for most of the increases in the program's budgets. Street lighting was budgeted in 2007 at \$390,000. With the addition of lights in new developments, and rate increases by Ameren Missouri in 2007 and 2010, this line item had increased to \$547,000 in the 2013 budget. In attempting to keep this cost under control, Ballwin conducted a thorough inventory of the approximately 2200 street lights in the City in 2007 and was able to eliminate 15 as redundant or unnecessary. Ballwin also combined forces with several other large street light using municipalities and was able to convince the Public Service Commission not to authorize an additional rate increase in 2009. Ameren Missouri is relentless, however, in its rate increase petitions. A substantial rate increase was approved in 2012 and is reflected in the 2013 budget. Additional increase requests are anticipated in future years.

Legal / Legislation:

As the name suggests, the Legal / Legislation program includes the legal, legislative and related administrative functions of the city. The legal element includes the City Attorney's retainer, the annual codification of the code of ordinances and all fees associated with legal defense, questions and issues. The legislation element of the program includes all expenditures associated with the operations of the Board of Aldermen, city memberships in organizations such as the municipal leagues of the state and St. Louis County, the Chamber of Commerce, election expenses and the clerical, record keeping and administrative expenses associated with the Board of Aldermen and the City Administrator's office. The legal element of the program covers costs associated with all attorney fees and the annual codification of the ordinances.

The staffing of the Legal / Legislation program includes substantial portions of the personnel costs of the City Administrator, portions of the Assistant City Administrator, the Code Enforcement Supervisor and City Clerk, portions of two clerical positions and

the Board of Aldermen. Like most programs in the department, staffing in this program has also been very stable over time with no changes in the past five years.

Year	Program Budget	% of Departmental Budget
2013	\$382,139	13.2%
2012	\$357,031	11.2%
2011	\$406,630	15.0%
2010	\$359,310	12.8%
2009	\$367,376	14.7%
2008	\$377,030	13.3%
2007	\$364,419	13.3%

The decrease in the program's budget and share of the overall departmental budget in 2012 is related to a significant reduction in legal expenses budgeted that year. The budget for the year 2013 rose as the result of an increase in legal expenses which are difficult to predict from year to year, increases personnel costs, and small increases to insurance and other line items.

Support Services:

Support Services is the program that includes the bulk of the operational and support activities of the department. This includes expenditures related to the administration of the City administrator's office, buildings and systems operation, maintenance of the Government Center and boardroom, supplies, utilities, professional services and contracts and the human resources functions.

Staffing for the program consist of portions of the City Administrator, Assistant City Administrator and Human Resources coordinator positions and most of one full time clerical position.

Year	Program Budget	% of Departmental Budget
2013	\$419,452*	14.5%
2012	\$753,647	23.5%
2011	\$432,067	16.0%
2010	\$369,287	13.2%
2009	\$468,457	18.8%
2008	\$401,268	14.3%
2007	\$392,732	14.4%

* This annual program funding has had the \$1,975,326 transfer out of reserves to offset the cost of the Pointe Improvements deducted to provide a better comparison with previous years of the cost of program operations.

As one can see from the above table, the Support Services budget experienced a dramatic increase in 2012. This is the result of a \$310,000 line item for contractual services related to what was expected to be Ballwin's match for the Great Streets project. Since MoDOT stepped in and agreed to pay 100% of the costs for the improvements, this money was not spent in 2012.

Given the budget adjustment associated with the state stepping in and absorbing Great Streets programming costs in 2012 and the removal of the reserve expenditure for the Pointe improvements in 2013, there is little annual variability in expenditures associated with the core functions of this program. Any substantial variability is almost exclusively related to large one-time expenditures that make the years in which such expenditures are budgeted appear anomalously high. In addition to the 2012 anomaly discussed above, the years 2009 and 2011 are also examples of this. The 2009 increase was due to a one time increase in the line item for the TIF Municipal Revenue Funding. This was due to a variable in the structure of the TIF agreement that caused a \$50,000 higher contribution to be due in 2009 than had been necessary in previous years. Similarly, the 2011 program budget contains \$51,000 in payments for low energy lighting and solar panels at the police station and the Government Center.

Information Services:

The function of the Information Services Program is the maintenance and ongoing development of the computer network, the telephone system, Ballwin's internet, Twitter and Facebook communications and the buildings security system.

Staffing for this program includes the full time positions of the Information Systems Manager and the PC Technician/Webmaster.

Year	Program Budget	% of Departmental Budget
2013	\$303,893	10.5%
2012	\$300,289	9.4%
2011	\$282,465	10.5%
2010	\$240,769	8.6%
2009	\$301,309	12.1%
2008	\$194,345	6.9%
2007	\$184,390	6.8%

As was the situation in the Support Services program, the annual fluctuation in the Information Services program's percentage of the departmental budget is usually caused by one-time non-recurring expenditures. There is a certain amount of growth in all programs from general inflation of the economy, but a significant change in expenditures such as that which occurred in 2009 is the result of a special expenditure or accounting change in that year. Prior to 2009, equipment expenditures for the annual replacement and expansion of the computer system were in the capital budget. Due to an accounting change beginning in 2009, these equipment expenditures were moved to the operating budget. The 2009 budget increase was further exacerbated by significant one-time expenditures in that year for the upgrade of the telephone system. The 2010 and subsequent year budgets are more representational of the baseline funding necessary for this program with the current equipment replacement philosophy.

Court:

The Ballwin Municipal Court is a division of the 21st Judicial Circuit Court of the State of Missouri. All City ordinance violations, including traffic, criminal, housing and zoning are tried by the Municipal Court. Court is held on the second and fourth Tuesdays of each month at 5:30 p.m. in the courtroom at the Donald "Red" Loehr Police and Court Center. The Court administrative offices are located in the Ballwin Government Center at 14811 Manchester Rd.

Court is presided over by the Honorable Virginia Nye. Christopher Graville is the Ballwin Prosecuting Attorney. The Court Administrator, assisted by the Assistant Court Clerk, supervises the day-to-day functions of the Court and the Violations Bureau which receives payment of certain tickets and summonses. Court personnel are under the supervision of the Municipal Judge and the City Administrator.

The figures in the following table show annual court fines and costs, bond forfeitures and new cases filed for 2010 - 2013.

	2010	2011	2012	2013
Fines & Costs	\$679,215	\$815,310	\$1,009,841	\$1,031,592
Bond Forfeitures	\$19,635	\$15,725	\$17,455	\$23,225
New Cases	7,387	8,783	8,875	9460

Fine amounts vary from case to case, but court costs of \$24.50 are collected on most cases. These costs include the following: the standard municipal court cost of \$12.00; a Crime Victim's Compensation Fund (CVCF) fee of \$7.50, 95 percent of which is paid to the Missouri Department of Revenue; the Police Officer Standards and Training (POST) surcharge of \$1.00 which is payable to the Missouri Department of Public Safety; a Law Enforcement Training Fund surcharge of \$2.00; and an Inmate Security Fund Surcharge of \$2.00.

The following is a breakdown of some of the fines and costs collected during 2013:

Fines:	\$829,746.50
Court Costs:	\$ 91,136.25
Crime Victims Compensation Fund	\$ 56,981.00 (95 % of which goes to the State)
Law Enforcement Training Fund:	\$ 15,199.50
POST Fund:	\$ 7,600.00 (100% goes to the State)
Inmate Security Fund:	\$ 15,200.50

(Certain other fees are collected, including DWI Recoupment fees (amounts vary from case to case); \$4.00 for payments where a credit or debit card is used; and court-ordered restitution for victims.)

The Ballwin Court disposed of over 9,000 cases during 2013 including, but not limited to, the following:

Speeding	1,378
Stop Sign Violations	311
Electric Signal Violations	120
Improper Turns	109
Center Turn Lane Violations	15
Driving While Intoxicated	43
Other Alcohol-Related Violations	31
Seat Belt Violations	773
Vehicle Equipment Violations	257
Driving While Suspended/Revoked	114
No Proof of Insurance	949
Moving Violations amended to a non-moving violation	2,245
Expired License Plates	1,015
Improper Registration/Fail to Register	162
3 rd Degree Assault	47
Stealing Under \$500	37
Possession of Marijuana/Paraphernalia	96
Barking Dog/Dog at Large	20
Soliciting Without a Permit	16
Failure to Appear	667

Additionally, during 2013 Judge Nye performed three marriage ceremonies.

Municipal courts are required by state statute to adhere to specific procedures and reporting requirements as set down by the Office of State Courts Administrator and the general rules of the 21st Judicial Circuit Court.

During 2013, the renovation of the Ballwin Boardroom/Courtroom required the Court to relocate during the months of June, July and August. During that time Court was held at the City of Manchester. Although the Manchester facility was more than adequate, it took more time and effort on the part of court personnel and bailiffs to get set up each evening for court, and the temporary location confused many of the defendants and attorneys.

The new Ballwin boardroom/courtroom, with its audio/video equipment, has been found to be useful in providing information to defendants and attorneys, by use of a power point presentation displayed on the screen throughout the evening. The overheard camera will be helpful to the prosecuting attorney during trials. The only negative with the new space has been that the dais sits lower for the Judge, who ends up having to look up at the defendants. Overall space in the courtroom is less than before, however, after adjustments to traffic patterns in the courtroom and to the prosecuting attorney's "office", court is running efficiently.

In November, the Ballwin Court underwent a triennial Policy Compliance Review of its MULES terminal operations. These reviews are required by the Federal Bureau of

Investigation to maintain the court's access to state and national criminal justice information systems. The review consisted of interviews of court personnel and a review of the court's MULES record entries, transactions, procedures, terminal locations and operator status. The Ballwin Court was found to be 100 percent compliant in every category.

Year	Program Budget	% of Departmental Budget
2013	\$197,554	6.8%
2012	\$185,556	5.8%
2011	\$181,913	6.7%
2010	\$177,772	6.4%
2009	\$189,474	7.6%
2008	\$167,563	5.9%
2007	\$163,892	6.0%

From the above table one can see that the municipal court program's share of the overall department budget is very consistent from year to year. The monetary growth is due almost exclusively to the inflationary growth of the economy.

Finance:

The primary functions of the Finance Program are the collection, reconciliation and reporting of all monies received by the city, preparing payroll, reconciling and paying all bills and expenses of the city, business licensing, budget preparation, pension plan, bond issue, TIF and TDD district administration, and all record keeping, bank account reconciliation and accounting necessary to successfully execute the above responsibilities.

The staffing of the Finance program consists of the Finance Officer and three full time finance clerks. The Finance function is under the supervision of the City Administrator.

Year	Program Budget	% of Departmental Budget
2013	\$468,896	16.2%
2012	\$523,910	16.4%
2011	\$410,090	15.1%
2010	\$391,022	14.0%
2009	\$373,450	14.9%
2008	\$346,684	12.3%
2007	\$337,742	12.4%

As has been the case with the majority of the administration department programs, Finance expenditures have been relatively stable over the period of this report as illustrated in the preceding table. There has been some creep in the cost of operating the program, but most of this has been incremental and is attributable to general economic inflation. In the couple of years where increases were more pronounced, they are typically the result of a single line item or two that increased disproportionately or a significant one-time purchase. The 2.6% increase from 2008 to 2009 is primarily the result of approved salary adjustments and health insurance increases (\$17,000). The

\$10,000 balance is almost all attributable to bank and credit card service charge increases. The \$19,000 (1.1%) increase from 2010 to 2011 is caused by personnel benefit cost increases (mostly Lagers and health insurance) of about \$8,000. Bank and credit card service charge increases of about \$12,000 account for the balance of the program's budget changes. Approximately \$100,000 of the increase from 2011 to 2012 is associated with the completion of the purchase and implementation of the new finance software that began in 2011. The drop back in 2013 is the result of there being no additional one-time expenditures for software.

Capital:

The Capital Budget evolved into a Capital Improvement Plan within the reporting period of this report. Prior to 2009 the Capital Budget included funding for all major construction projects, real estate acquisitions, equipment purchases in excess of \$5000 and major professional service contracts. In 2009 the Board of Aldermen determined that a five year Capital Improvement Plan (CIP) would be a more appropriate vehicle to plan and facilitate long range expenditures for capital improvements. This change in budget structure moved all equipment, software and service purchase into the operating budget.

Year	Budget
2013	\$435,990
2012	\$59,217
2011	\$139,314
2010	\$37,576
2009	\$216,500

The budgeted expenditures in 2009 were for TIF Funding and the reconstruction of the Government Center parking lot. The funds budgeted for 2010 were exclusively for the TIF Municipal Revenue Funding. The funds budgeted for 2011 were for the replacement of the windows in the Government Center. This was contingent upon receipt of a zero interest rate loan for the State of Missouri for this work. This did not happen so this expense was not incurred. The 2012 budget was for some architectural work on the Government Center and boardroom renovations and TIF funding. Expenditures for 2013 include the renovation of the boardroom and TIF funding. Substantial annual variation in the Capital Budget is to be expected due to the irregular nature of annual capital expenditures in the Department of Administration.