



# **Operations Guide for the Town of Grantwood Village**

A step-by-step breakdown of duties, contractual services, and daily operations necessary for the Trustees to effectively and efficiently govern our Village.

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*Updated: October 2011*

Created by:

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Chairman - 2010 to present

Treasurer - 1989 to 2010

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## MISSION STATEMENT and OBJECTIVES

To ensure the needs, questions, and concerns of the residents of Grantwood Village are addressed in a timely and professional manner; to provide optimal service to our residents by fulfilling our obligations and duties; to communicate our objectives effectively to residents; and, to govern this Village to the best of our ability in a fiscally responsible manner while putting our resident's safety and well-being first and foremost.

This guide does not replace, nor undermine, the Village Code, which is a compilation of all the Village ordinances and carries the full weight of law. While some items falling under ordinance are addressed in this guide, Village Code should always be the first reference, and, should something not be addressed in this guide, please refer to State Statute which can be found at <http://www.moga.mo.gov/STATUTES/STATUTES.HTM>. The Village files located at the Town Hall also contain a wealth of historical information.

*\*In compiling this guide, it became ever more evident our Code provides adequate detail and outlines procedures needed to govern the Village. However, it is my hope to provide a much fuller insight into the the day-to-day operations of Village offices and services.*

\* Disclaimer: *All of this information is, to best of my knowledge, correct and accurate, and, as a dynamic document is subject to change, if and when needed.*

## CHAIRMAN

### **Ordinance:**

- A. *Selection.* The Board of Trustees shall select a member of the Board to serve as Chairman, as provided in Section 110.020.
- B. *Duties.* Duties. The Chairman shall have the following duties:
1. To preside over all Board of Trustee meetings and all day to day operations of Village business.
  2. To post meeting notice and agenda 24 hours in advance of scheduled meetings, as provided in Section 110.030 (B).
  3. To attend to such correspondence as required; oversee official forms of public information and communications; plan, edit, write, design and coordinate production and distribution of the Village newsletter; and maintain updates to the Village's web page.
  4. To sign each ordinance passed.
  5. Countersign checks and drafts upon the Village Treasury, as appropriate.
  6. Appoint five (5) qualified residents of the Village to the Zoning Commission for a five (5) year period of service.
  7. Appoint five (5) qualified residents of the Village to the Board of Adjustment for a five (5) year period of service.
- C. *Subject To Direction Of Board.* The Chairman shall perform such other duties as may be required by law or ordinance.

### **Supplementary:**

- Assist other Trustees with duties and tasks.
- Publish a semiannual statement of receipts and expenditures as required by Missouri Revised Statutes, Section 80.210
- Serve as liaison between Board and St. Louis County Police and Affton Fire District.
- Deliver Christmas cookies to both.
- Make agenda copies for trustees and residents.
- Retrieve phone messages, and either handle or assign to appropriate Trustee.
- Pick up mail, and distribute accordingly.
- Purchase plaques & name tags.
- Reservations for lower level room.
- Able to sign checks and safe deposit (Bonded along with Treasurer and Village Clerk).
- Oversee landscaping.
- Take trash out every 5th Sunday.
- Get toiletry supplies for Town Hall.
- Notify Mandy at A Plus of new residents and she will mail packets, and make sure she has updated information and components of **Welcome Packet**.
  - Welcome Letter
  - Village Directory
  - New Resident Guide
  - Auto sticker application
  - Waste Management information

## **TREASURER**

### **Ordinance:**

- A. *Selection.* The Chairman of the Board of Trustees shall select a member of the Board to serve as Village Treasurer, who shall serve at the pleasure of the Board of Trustees.
- B. *Duties.* It shall be the duty of the Village Treasurer to collect, receive and safely keep all monies, warrants, bonds and other property belonging to the Village and entrusted to his/her care, and to deliver the same to any successor in office; to act as head of the Village Finance Department; to pay over all monies, bonds and property of the Village only on warrant ordered by the Board of Trustees, signed by the Chairman, issued and attested by the Village Clerk and having the Seal of the Village affixed thereto; to keep in proper books a full, accurate and complete account of all monies or the other property received and disbursed by the Treasurer in his/her official capacity, showing the date of each transaction, the persons from whom received or to whom paid and on what account so received and disbursed; to issue receipts to every person making payment of money to the Village; to make written report to the Board of Trustees at each monthly meeting or whenever required, showing the amount on hand and the items of receipts and disbursements since the previous report; and to give bond to the Town of Grantwood Village in the amount agreed upon and in the manner approved by the Board, the cost of which if any, to be paid by the Village.
- C. *Subject To Direction Of Board.* The Treasurer shall perform such other duties as may be required by law or ordinance as directed by the Chairman and Board of Trustees.  
(Vil. Ord. No. 566-03, 7-15-03)

### Per Court Clerk Ordinance:

#### Deposit of Court Funds

- a. The Village Treasurer shall verify that the total funds received equal the dollar amount shown on the Clerk's sheet and the total amount of the receipts received from the Clerk.
- b. Treasurer shall prepare a deposit slip with check or other receipt listed individually and deposit in the Village Municipal General Account.
3. Receipt and Deposit of Bond Funds
  - a. The Court Clerk receives all bond funds, records and deposits such funds.
  - b. Court Clerk is responsible for maintaining the Village Municipal Bond bank checking account, and for making deposits to and appropriate withdrawals from the account

### **Supplementary:**

Deposit all checks including court fines.

Pay FICA tax before the 15th of each month.

Ensure 941's are completed, signed, and mailed quarterly.

Keep files by the month, not category.

Reconcile bank statements monthly.

Make copies of Treasurer's reports for Trustees and residents at meetings.

Complete Treasurer's report prior to the weekend prior to monthly meeting and distribute to Trustees.

Send monthly Treasurer's report to accountant.

Send in Victim's Crime Fund and Police Officer's training in Odd months. Number of cases is provided by Court Clerk and is listed on traffic docket.

Prepare information for yearly Accountant's review, including YTD, budget, and police contract.

- \* There is no statutory or Village Code requirement to have an annual review or audit of financial statements (although, the State Constitution gives us the authority to do one if we choose).
  - \* Village financials have been reviewed annually since 1988 and some years prior to 1988.
- Take out trash every 5th Sunday.

## VILLAGE CLERK

### **Ordinance:**

- A. *Selection.* The Chairman of the Board of Trustees shall select a member of the Board to serve as Village Clerk, who shall serve at the pleasure of the Board of Trustees.
- B. *Duties.* The Village Clerk shall have the following duties:
1. To have charge and custody of the seal, ordinances and other records, papers and documents entrusted to his/her care and keeping by the Board of Trustees;
  2. To attend to such correspondence as may be required;
  3. To keep the journal of the proceedings of the Board of Trustees and to enter therein the “yeas” and “nays” of the members of each bill presented for passage as an ordinance;
  4. To attest each ordinance passed by subscribing his/her name on the face thereof;
  5. To countersign checks and drafts upon the Village Treasury, as appropriate;
  6. To act as head of the Administrative Department of the Village;
  7. To research and identify grant opportunities for the Village, including preparing grant applications as needed;
  8. To prepare all ballot certifications; and
  9. To provide, prepare, process and issue licenses for all purposes for which licenses are required to be issued.
- C. *Assessment Of Property.* The Village Clerk shall have charge of procuring a lawful and proper assessment of property within the Village for purposes of providing revenue for Village purposes in the manner herein provided. It shall be the Clerk's duty, within twenty (20) days after the date of the final adjournment of the Board of Equalization, to see that there is procured from the Clerk of the County Commission of St. Louis County, and that the same be immediately transmitted to the Board of Trustees, a certified abstract from the county assessment books, as corrected by the County Board of Equalization of all property within the Village made taxable by law, which abstract shall by the Board of Trustees be accepted, taken and considered as the lawful and proper assessment on which to levy and collect the taxes of the Village. Upon receipt of such abstract, the Board of Trustees shall by ordinance establish the rate of tax for the year within constitutional limits.
- D. *Subject To Direction Of Board.* The Village Clerk shall perform such other duties as may be required by law or ordinance as directed by the Chairman and Board of Trustees. (Vil. Ord. No. 566-03, 7-15-03)

***Cross Reference As to village records, see Section 120.030 OR Sunshine Law section of this guide.***

### **Supplementary:**

#### General

- Maintain Village files, set up folders & binders, file papers on all topics from all trustees.
- Maintain, at the Town Hall, audio files of recorded public meetings.
- Prepare Property Tax Rates, per ordinance 130.090.
- Bank related functions - Safe deposit box access, co-sign checks for Treasurer.
- Give Clerks report at the Trustees meeting.

New ordinances - Assign Bill-# for ordinances (ordinance-log-book), read caption of new ordinance at meeting.

Distribute copies of newly passed ordinances to trustees so they can update their code binders.

Issue car stickers & maintain resident name / address / phone# spreadsheet (with car sticker #'s).

Provide Solicitor's License application, business check and issue license to persons who want to do commercial solicitation in the Village.

Purchase office supplies, printed envelopes and letterhead and computer related supplies.

**January:** Provide ballot applications for Trustee filing. Filing closes the 3<sup>rd</sup> Tuesday in January at 5PM.

The day after the filing deadline, complete the official filing forms from the Election Board using info from the candidate applications. Make 2 copies, and take them

immediately to the Election Board in Sunnen Plaza (Maplewood off Laclede Station).

The Election Board requires 2 copies, and one copy must be filed in the Village files.

**February:**

**March:**

**April:** Check with Crane Insurance for the new budget year insurance cost & coverage.

Every other year the bond policies are renewed (Daniel & Henry Insurance).

Check on trash collection contract & if appropriate send out the request for quotations (renewal year - multi-years).

Official election results should be back from the Election Board, have copy of the "Oath of Office" so the Village Attorney can swear in newly elected Trustees.

**May:** Send out letter invoices to Grant's Farm and Sam's Steakhouse (May 15<sup>th</sup> approximately) for business license, and liquor license. Payments are due by June 30<sup>th</sup>.

Send Back St. Louis County form for distribution of road & bridge tax collections.

**June:** Prepare and hand-deliver license certificates to Sam's & Grants Farm after payment is received and before the end of the month. (all licenses expire on June 30<sup>th</sup>).

After June meeting, prepare a typed summary list of ordinances and a new work-sheet page for the coming year.

Send signed copies of new year Police contract to County Police Admin @ St. Louis County Government Center.

**July:** Send info to accountant (John Nanos) for new tax rates & accounting review (as early as possible)

Tax forms & info from Missouri Auditor (Tom Schweich)

St. Louis County tax figures (from Collector – John Friganza's office)

Summary list of ordinances for year just completed

Treasurers report is being sent monthly by Treasurer

**August:** The County Revenue office sends a letter requesting vehicle tax rates that should be completed (3 copies), signed, sealed with the Village seal and hand delivered along with the other tax rate stuff (below next)

Deliver 3 copies of new tax rate ordinance with attached supporting documentation from John Nanos, and the St. Louis County vehicle tax sheet, to St. Louis County Collector (John Friganza) office in Clayton next day after passage. The Collector's office will stamp all three copies as received and give back one copy for Grantwood files.

**September:** Make list of new years court dates and distribute.

- October:** In even number years, work on directory
- November:** In even number years, work on directory
- December:** Be at Village Hall on opening (8am to 9:30am) and closing day of filing to accept applications for office.  
Take out trash every 5th Sunday.  
Assist with Newsletter.

## **BUILDING COMMISSIONER**

### **Ordinance:**

- A. *Selection.* The Chairman of the Board shall select a member of the Board to serve as Building Commissioner, who shall serve at the pleasure of the Board of Trustees.
- B. *Duties.* It shall be the duty of the Building Commissioner to issue applications for building permits; review all plans and blueprints of proposed construction, or building within the Village before issuing a building permit; and after issuing any building permits to inspect such construction or buildings at certain stages of completion to insure the construction or the building conforms to the zoning and building regulations of the Village; and oversee the maintenance of the Village Hall, including all exterior and interior areas and the property at #1 Missionary Ridge.
- C. *Powers.* The Building Commissioner shall have power in emergencies to employ help in the performance of any of his/her duties until the next regular meeting of the Board of Trustees, and shall certify to the Board the wages agreed to be paid such employees for such approval and payment. The Commissioner shall report and recommend the employment, or dismissal, of employees, and suggest the wages and salaries to be paid, as may be authorized by the Board of Trustees.
- D. *Subject To Direction Of Board.* The Building Commissioner shall perform such other duties as may be required by law or ordinance as directed by the Chairman and Board of Trustees.

### **Supplementary:**

- Actively work with residents to ensure drainage flows above street level.
- Work with County for permits and staying current with County Code.
- Take out trash every 5th Sunday.



## **PUBLIC WORKS COMMISSIONER**

### **Ordinance:**

- A. *Selection.* The Chairman of the Board shall select a member of the Board to serve as Public Works Commissioner, who shall serve at the pleasure of the Board of Trustees.
- B. *Duties.* It shall be the duty of the Public Works Commissioner to direct, supervise, and be in charge of work and equipment, subject to the Board of Trustees given in references to opening, maintaining, cleaning, and repairing of all streets, roads, alleys, sewers, drains, bridges, sidewalks, parkways, trees, lawns and public places in the Town of Grantwood Village. The Public Works Commissioner shall make all inspections and see that the streets, alleys, sewers, drains, bridges, sidewalks, parkways, trees, lawns and public places are maintained and kept in good condition and free from obstructions and defects which might impair their free and open use by the public or result in injury to persons or property. The Public Works Commissioner shall supervise the maintenance of the streets, including snow removal and salting when necessary; to make recommendations to the Board of Trustees and obtain their approval before authorizing major repairs or construction of new streets; to make inspections at certain stages of completion of all major repair work on street construction; to insure that the work meets Village specifications; to accept for presentation to the Board, bids for snow removal, striping, and painting of streets, or street construction; and to make recommendations to the Board as to the placing or removal of traffic control devices.
- C. *Powers.* The Public Works Commissioner shall have power in emergencies to employ help in the performance of any of his/her duties until the next regular meeting of the Board of Trustees, and shall certify to the Board the wages agreed to be paid such employees for such approval and payment. The Commissioner shall report and recommend the employment, or dismissal, of employees, and suggest the wages and salaries to be paid, as may be authorized by the Board of Trustees.
- D. *Subject To Direction Of Board.* The Public Works Commissioner shall perform such other duties as may be required by law or ordinance as directed by the Chairman and Board of Trustees.

### **Supplementary:**

- Actively work with residents to ensure drainage flows above street level.
- Bids for Landscaping services.
- Bids for Snow Removal services.
- Take out trash every 5th Sunday.

## **CONDUCT OF MONTHLY TRUSTEE MEETING**

See Chapter 110 of Village Code for specifics on order of business.

Third Tuesday of each month at 7:00 PM in the Board Room of the Town Hall

All Board members must attend.

Board member reports:

Should include the member's activities during the previous month;

The member's plans for the next month and beyond as appropriate; and

Any motions for funding or for other considerations that require Board approval.

All meetings are conducted by the Chairman and are to follow Robert's Rules of Order.

## VILLAGE ATTORNEY

### **Ordinance:**

- A. *Selection And Qualifications.* The Board of Trustees shall select some qualified individual to serve as Village Attorney who shall serve at the pleasure of the Board of Trustees. The Village Attorney shall receive such compensation as may be fixed by ordinance from time to time. The Village Attorney shall be a lawyer licensed to practice in the Courts of the State of Missouri.
- B. *Duties.* The Village Attorney shall attend the meetings of the Board of Trustees, advise the various Village officers, committees and boards upon legal questions pertaining to their respective duties for the Village, draw ordinances, deeds, releases, assessments, contracts, bonds and other documents relating to municipal affairs, represent the Village in all litigation in the Courts and before the Public Service Commission.
- C. *Report To Board Of Trustees.* Any member of the Board of Trustees may at any time call upon the Village Attorney for an oral or written opinion to decide any question of law, but not to decide upon any parliamentary rules or to resolve any dispute over the propriety of proposed legislative action. The Village Attorney shall report to the Board of Trustees the condition of any matters pending or unsettled in any court, or any other proceeding pending of which he/she may have charge under orders of the Chairman or Board of Trustees.
- D. *Temporary Absence)Acting Village Attorney.* In case of absence, sickness or other inability of the Village Attorney to attend court, or when, before assuming his/her official duties, he/she shall have been counsel adverse to the Village, he/she shall inform the Chairman thereof, in writing, and the Chairman or the Village Attorney shall appoint some other attorney to represent the Village in such cases, or during temporary absence, sickness or inability. Should the Village Attorney fail, neglect, or refuse to give such notice, as above provided, and the interests of the Village in case of such failure, neglect or refusal, need the immediate services of an attorney, then the Chairman may appoint some other attorney to attend to such cases, who shall receive the compensation allowed to the Village Attorney for like services.

## PROSECUTING ATTORNEY

### **Ordinance: SECTION 125.160: DUTIES OF THE VILLAGE'S PROSECUTING ATTORNEY**

It shall be the duty of an attorney designated by the Municipality to prosecute the violations of the Village's ordinances before the Municipal Judge or before any Circuit Judge hearing violations of the Village's ordinances. The salary or fees of the attorney and his/her necessary expenses incurred in such prosecutions shall be paid by the Village. The compensation of such attorney shall not be contingent upon the result in any case.

The Board of Trustees hereby appoints Richard J. Magee as the Prosecuting Attorney for the Village with his compensation set at \$175.00 per hour for such work. The Prosecuting Attorney shall serve at the pleasure of the Board and shall perform such duties and have such obligations as are set forth in Section 125.160 of the Grantwood Village Code. (Bill 644.10)

### **History:**

Rich Magee has served in this role since 2010.  
\$175 per hour, with no retainer.

## **MUNICIPAL JUDGE**

### **Ordinance:**

The Municipal Judge shall hold his/her office at the pleasure of the Board of Trustees.

The Municipal Court of the Village shall be subject to the rules of the Circuit Court of which it is a part, and to the rules of the State Supreme Court. The Municipal Court shall be subject to the general administrative authority of the Presiding Judge of the Circuit Court, and the Judge and Court personnel of said Court shall obey his/her directives.

### **History:**

Judge Tim Devereaux has held position 20 plus years.

Compensation is \$225 per Court.

Court is held every Odd month.

## **COURT CLERK**

### **Ordinance: SECTION 125.360**

#### **A. COURT CLERK**

The Court Clerk shall be responsible for performing clerical and file maintenance functions for the Grantwood Village Municipal Court in compliance with the rules and regulations of the Office of State Courts Administration in Jefferson City as well as the State of Missouri statutes and the Ordinances of The Town of Grantwood Village.

Following are other related and detailed functions of the office of Court Clerk:

#### **B. COURT CORRESPONDENCE**

1. All correspondence addressed to, or otherwise intended to be received by, the Village Municipal Court, Village Judge, Village Prosecuting Attorney or Court Clerk shall, on each Friday, be picked up by the Court Clerk.
2. The Court Clerk will promptly forward to the Village Prosecuting Attorney's office all correspondence received from attorneys or others that are intended for the attention of the Prosecuting Attorney.
3. The Prosecuting Attorney, or his/her representative will, up to the next court date, advise the Court Clerk of any actions taken by the Prosecuting Attorney with respect to pending cases, or other subjects deemed appropriate for inclusion on the next Court Docket.

#### **C. COURT RECORDS**

1. Prepares and maintains the Municipal Court records.
2. Maintains traffic ticket records by entering all information into a computer file.
3. May obtain certified copies of driving records from the DOR in cases where the prosecutor requires one to make a determination and one has not been provided by defendant's attorney.
4. Receives police reports and files with summons and forwards to the office of the Prosecuting Attorney in cases where a police report is written (e.g., DWI, thefts, special cases).
5. Reports the number of cases on the docket to the Village Treasurer. The Treasurer completes the reports for the Crime Victim's Fund and state police training fund and makes the payment for these funds to the State.
6. Serves as legal custodian of police records.
7. The Village will, as needed, make available any equipment or appropriate space for the preparation and maintenance of the court records including storage of completed files.

#### **D. COURT DOCKET**

1. Prepares court dockets and all court documents.

2. Records court proceedings in permanent court files. After attending each court session, prepares deposit of monies collected during court and enters all dispositions of case files into the computer.
3. Is responsible for preparing the Court Docket and distributing copies on the Friday prior to the next court date to the Prosecuting Attorney.
4. Shall bring an updated copy of the docket on the day of court with corrections, if any are required for the following:
  - A. Municipal Judge
  - B. Prosecuting Attorney

The office of the Prosecuting Attorney reserves the right to update the docket the day of court. Court dates are established by Village Ordinance and published by the Village Clerk every October for the ensuing year.

#### E. COURT FUNDS AND BOND FUNDS

Court funds, including fines, bonds, etc., received either at court, by mail, or otherwise shall be received, at least weekly, by the Court Clerk.

1. Receipt of Court Funds:
  - a. The Court Clerk shall record funds from and to the credit of each respective payer of funds.
  - b. Court Clerk shall mail a receipt to each payer if requested by such payer.
  - c. Court Clerk balances the cash drawer and ledger in addition to maintaining receipts of all monies sent to the Village Treasurer.
  - d. Court Clerk shall forward the following to the Village Treasurer.
    - 1) Copy of each receipt prepared.
    - 2) Printed sheet listing individually each amount received from each payer and total of such funds received by the Clerk.
  - e. Occasionally defendants make payments at the office of the Prosecuting Attorney. All such funds will be promptly delivered to the Village Hall, ATTN: Court Clerk. In some cases, defendants pay by cash. Such payments will be deposited in trust at the Prosecutor's law firm and the law firm's office manager will cut a check with receipt to "Town of Grantwood Village."
2. Deposit of Court Funds
  - a. The Village Treasurer shall verify that the total funds received equal the dollar amount shown on the Clerk's sheet and the total amount of the receipts received from the Clerk.
  - b. Treasurer shall prepare a deposit slip with check or other receipt listed individually and deposit in the Village Municipal General Account.
3. Receipt and Deposit of Bond Funds
  - a. The Court Clerk receives all bond funds, records and deposits such funds.
  - b. Court Clerk is responsible for maintaining the Village Municipal Bond bank checking account, and for making deposits to and appropriate withdrawals from the account.

#### F. LETTERS TO DEFENDANTS AND OTHERS

1. Failure to Appear in Court
 

The Court Clerk, promptly after each court session, will forward, via U.S. Mail, a letter to each defendant that received a summons to appear in court on that respective court date and failed to appear, be represented by counsel or failed to have an official excuse to be absent. Said defendant will be assessed an additional fine of \$100 for failure to appear.
2. Failure to Pay Outstanding Judgment

The Court Clerk, promptly after the required date for payment resulting from an individual's plea of guilty, or conviction and the failure of the Court to receive such payment, will prepare and forward via U.S. Mail a letter to each delinquent in making such payment to the Court.

3. Sends letters for violation of bad checks written to the court and accepts fees and funds on same. All letters will be printed on Village letterhead.

#### G. WARRANTS COURT CLERK

1. Prepares or arranges to have prepared, an original warrant and affidavit, and three copies of each.
2. Arranges for the Judge to sign the original Warrant and Affidavit and make the copies of each.
3. Retains one copy of the Warrant and Affidavit for the court records, and will forward the signed Warrant and Affidavit, together with one copy of each to the St. Louis County Police Department Fugitive Section.
4. Forwards one copy of the Warrant and Affidavit to the Prosecuting Attorney's Office.
5. Places call to St. Louis County Warrant Office to cancel paid warrants.

#### H. COURT ADMINISTRATION

1. Monthly reports will be sent to OSCA (Office of the State Courts Administrator) as required.
2. Accepts and processes all forms for trials in the circuit court and forwards same to St. Louis County Circuit Court.
3. Court Clerk, upon disposition of a case, will send the original citation to the Missouri State Highway Patrol for assessment of points when applicable. (Vil. Ord. No. 623.08, 05-20-08)

#### **History:**

Jennifer Merritt has served in this capacity since 2007.

Compensation is \$18.50 per hour.

## **BUDGET, BUDGET DIRECTOR and BUDGET PROCESS**

### **Ordinance: SECTION 130.020 BUDGET REQUIRED, CONTENTS, EXPENDITURES NOT TO EXCEED REVENUES**

- A. Prior to the commencement of each fiscal year, a budget for the Village shall be prepared, and the same will be presented to and approved by the Board of Trustees.
- B. The annual budget shall present a complete financial plan for the ensuing fiscal year, and shall include at least the following information:
  - 1. A budget message describing the important features of the budget and major changes from the preceding 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 two (2) years next preceding, itemized by year, fund, and source;
  - 3. Proposed expenditures for each department, office, commission, and other classification for the budget year, together with a comparative statement of actual or estimated expenditures for the two (2) years next preceding, itemized by year, fund, activity, and object;
  - 4. The amount required for the payment of interest, amortization, and redemption charges on the debt of the political subdivision;
  - 5. A general budget summary.
- C. In no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year; provided, that nothing herein shall be construed as requiring any political subdivision to use any cash balance as current revenue or to change from a cash basis of financing its expenditures.

### **SECTION 130.030: BUDGET OFFICER**

- A. The budget shall be prepared under the direction of a Budget Officer. Except as otherwise provided by law, or ordinance, the Budget Officer shall be designated by the Board of Trustees of the Village. All officers and employees shall cooperate with and provide to the Budget Officer such information and such records as he/she shall require in developing the budget. The Budget Officer shall review all the expenditure requests and revenue estimates, after which he/she shall prepare the proposed budget as defined herein.
- B. After the Budget Officer has prepared the proposed budget, he/she shall submit it, along with such supporting schedules, exhibits, and other explanatory material as may be necessary for the proper understanding of the financial needs and position of the Village to the Board of Trustees. He/she shall submit at the same time complete drafts of such orders, motions, resolutions, or ordinances as may be required to authorize the proposed expenditures and produce the revenues necessary to balance the proposed budget.

### **Process:**

Begins in January as Fiscal Year begins July 1.

In Census years, the process will not begin until the new census figures are released since that is a key factor in our revenue estimates.

Board is asked for recommendations for project considerations, new expenses, decreased expenditures and anything else different from previous year.

In April, a preliminary budget is presented to the Board at monthly meeting.

Final Budget is approved in either May or June.

## **POLICE SERVICES: St. Louis County Police Department**

### **Ordinance:**

#### **SECTION 200.010: CONTRACT FOR POLICE PROTECTION**

The Chairman, with the approval of the Board of Trustees, is authorized to enter into a contract with the Department of Police of St. Louis County to render police protection on a year-to-year basis. Such contract must be attested by the Village Clerk.

### **Other:**

Our officer checks the Police Voicemail and handles messages.  
Our officer arranges the lowering of our flag to half staff.  
Also arranges no parking signs for resident parties or estate sales.  
The officer will enforce our ordinances, traffic and otherwise.  
In terms of police work, direction will come from the 3rd Precinct.

## **ACCOUNTING**

### **Services:**

Yearly Review *\*See Treasurer's Supplementary*

Provides a yearly review following the close of the fiscal year (June).

Items needed:

Monthly treasurer reports.  
All invoices and deposits.  
Bank statements.  
Budget.  
Monthly minutes.  
Police contract.

FICA Quarterly Reports

W4, W2, and 1099.

Property Tax Rate Computation

### **History:**

John Nanos of Boyd, Franz, and Stephens has served in this capacity since 1990.  
2011 compensation not to exceed \$1,820 (no decision or price on tax computation).

## **BOARD SECRETARY**

### **Duties and Responsibilities:**

Set recorder at every meeting.  
Take minutes at monthly meetings.  
Send minutes to all Trustees.  
After minutes are corrected, email to Accountant.

### **History:**

Jennifer Merritt has served in this position since 2010.  
Compensation is \$18.50 per hour.

## CUSTODIAL SERVICES

### **Responsibilities and Duties:**

Maintain cleanliness of Town Hall, including bathrooms, boardroom, offices, and kitchen.

Once a week, unless otherwise directed.

Maintain cleanliness of Lower Level.

Checked once a week, and cleaned before every event.

Keep inventory of cleaning supplies.

Any other maintenance, cleaning, or upkeep to the Town Hall as directed by the Board.

### **Other:**

Sandy Massud - Has performed in this capacity since 1995.

Compensation: \$200 per month, and \$25 for each cleaning of the Lower Level.

## LANDSCAPING

### **Contractual Synopsis:**

#### Grass Cutting, Trimming, and Removal of Debris

A. Contractor agrees to cut and trim the grass on the Village Property as specified in Article 6:

- a. The grass is to be cut and trimmed weekly, or as needed, weather permitting, during the periods July 1 through September 30 and April 1 through June 30.
- b. In addition to the above, the Property is to be cut and trimmed, weather permitting, when requested by a Village Trustee.
- c. Each above service will include removal of grass clippings from the streets adjacent to the areas cut and removal of any clumps, or accumulations of clippings in the areas cut.

B. Village agrees to pay Contractor \$300 for each occasion that the Property is serviced as specified above.

#### Leaf Removal

A. Contractor agrees to remove leaves and other debris from the Village Property as specified:

- a. During the period October 1 through December 15, weather permitting, the leaves on the Property will be removed on a biweekly basis, or as needed.
- b. In addition to the above, the leaves on the Village Property will be removed, weather permitting, when requested by a Village Trustee.
- c. Leaves, clippings, twigs, and other debris will be removed from the streets adjacent to the areas serviced as well as the serviced areas.

B. Village agrees to pay Contractor for each occasion that the Property is serviced as specified above:

- a. \$25.00 per hour for each man/woman employed to perform the service during September 1, 2009 to August 31, 2012.
- b. \$100.00 fee for hauling the leaves, clippings, twigs, and other debris to landfill. This price is only subject to negotiation due to change in price at landfill.

#### Inspection of Property

A. Contractor agrees to inspect the Property as follows:



- a. During the period December 15 through March 31, the Property will be inspected on a biweekly basis. Any trash, fallen branches, debris, etc. will be removed from the Property.
- b. In addition to the above, an inspection and appropriate removal will be made when a reasonable request is made by a Village Trustee.

**Other/History:**

Euphoria Lawn and Landscaping and/or Eduardo Puerto has provided services since 2001, without an increase in charges.  
They carry more than the legally required amount of insurance.

**Yearly plan:**

**Locations:**

6 Entrances.  
12 islands and cul-de-sac areas.  
Bird Sanctuary and strip of land along Grantwood Lane and Grant's Trail.  
Area around Town Hall and Missionary Ridge.

**Other:**

Trim russian olives along Grantwood Lane every two years (even years).  
Seeding usually done in fall, but has not been done to save costs.  
Fertilization and lime treatment done yearly.  
Weeding done as needed.  
Mulching done as needed.  
Aerating of islands done as needed (has not been done in last 5 years).  
Insecticides applied in Spring and/or Fall or as needed.  
Other services done as needed.

**Storm and Emergency Cleanup:**

They respond to Grantwood first.  
No charge for emergency services, just labor and hauling.

**Christmas Decorations/Flags:**

In recent years, they have installed the Christmas decorations, removed them, and stored in the Town Hall - \$200.  
They also display and remove flags from entrances and town hall on Memorial Day, 4th of July and Labor Day. They store at their facility.

## **BOARD OF ADJUSTMENT**

### **Ordinance:**

- A. *Membership, Term of Office.* A Board of Adjustment consisting of five (5) members, who shall be residents of the Village, shall be appointed by the Chairman of the Board of Trustees and approved by the Board of Trustees. Members shall be appointed for terms of five (5) years each.
- B. *Removals - Vacancies.* Any member of the Board may be removed for cause by the Board of Trustees upon written charges and after public hearing. Vacancies shall be filled for the unexpired term of the vacancy by appointment by the Chairman of the Board of Trustees and approved by the Board of Trustees.
- C. *Chairman.*
1. The Board shall elect its own Chairman who shall serve for a term of one (1) year, or until his/her successor is elected. The Chairman may be re-elected.
  2. The Board may elect an Acting Chairman to serve during the Chairman's absence or if the Chairman is unable to serve.
- D. *Compensation of Board Members.* Members of the Board shall receive such compensation as determined by ordinance from time to time.(Vil. Ord. No. 554, 7-16-02)

### **Appointments:**

Members: All 6 were reappointed to 5 year terms May 2010. Current compensation is \$25 per meeting.

Sarah Bock  
Todd Forthaus  
Ron Ladd  
Gerre Naert  
Cliff Seliga  
Gary Wilder, alternate

## **BOARD OF ZONING**

### **Ordinance:**

- A. *Commission Established.* There is hereby established a commission to be known as the Zoning Commission of the Town of Grantwood Village.
- B. *Membership, Term of Office.* The membership of the Zoning Commission shall consist of the Chairman of the Board of Trustees, the Building and Street Commissioner and five (5) members, who shall be residents of the Village and shall be appointed by the Chairman of the Board of Trustees and approved by the Board of Trustees. The Chairman and the Commissioner shall be permanent members of the Commission and have voice without vote. The five appointed members shall be appointed for terms of five (5) years.
- C. *Removal - Vacancies.* Any member of the commission may be removed for cause by the Board of Trustees upon written charges and after public hearing. Vacancies shall be filled for the unexpired term of the vacancy by appointment by the Chairman of the Board of Trustees and approved by the Board of Trustees.
- D. *Chairman.*
1. The Commission shall elect its own Chairman who shall serve for a term of one (1) year, or until his/her successor is elected. The Chairman may be re-elected.
  2. The Commission may elect an Acting Chairman to serve during the Chairman's absence or if the Chairman is unable to serve.
- E. *Compensation of Commission Members.* The five appointed members of the Commission shall receive such compensation as determined by ordinance from time to time.

### **Appointments:**

Members: All 5 members were reappointed to 5 year terms May 2010. Current compensation is \$25 per meeting.

Dave Dittmer  
Earl Gates  
Robert Goeddel  
Don Murphy  
Walter Rust

## **TOWN HALL**

### **Information:**

Was completed in 1997, paid in full with cash.

### **Maintenance:**

Sprayed semi-annually for insects. Holper's currently provides this service.

Maintenance of the heating and cooling is done semi-annually and we have a contract with Seliga.

Weber Fire and Safety provides a yearly fire extinguisher check.

Electrical work as been done by Casey Electric.

The snow removal contract covers the clearing of the parking lot, side walks, and steps of the Hall.

### **Supplies:**

Office - Village Clerk

Toiletries/Misc. - Chairman

Cleaning - Sandy Massud

## **LOWER LEVEL**

### **Policy:**

See reverse side of rental form.

Available for residents to rent: \$100.00 deposit and a \$40.00 rental fee (two checks needed).

Once approval is given and checks received, the date is reserved in the book, and the key is given to the renter.

Notify Sandy to clean the lower level before event.

They slip the key in the side door mail slot and their \$100 deposit is returned.

## **SNOW REMOVAL**

### **Information:**

McManus Construction was last contract awarded; currently out for bid.

Must have rubber blade.

No plowing until 2 inch accumulation is reached.

No salting until a 1/2 of accumulation of snow or any accumulation of ice.

## **DIRECTORY and NEWSLETTER**

### **Directory:**

Produced every two years (currently Odd years).

Info cards are sent out to residents in the Fall newsletter.

Information is updated, submitted to A Plus for compilation, with final product mailed by our mailing house (Advanced Mailing).

Ideally, they should be sent with the Winter newsletter, but can be held off to ensure accuracy.

### **Newsletter:**

Falls under direction of Chair, but is a Board effort and collaboration.

Quarterly (March, June, September, and December).

## **SUNSHINE LAW AND KEEPING OF THE RECORDS**

### **Ordinance: SECTION 120.010: CLOSED MEETINGS AND CLOSED RECORDS AUTHORIZED WHEN, EXCEPTIONS**

Except to the extent disclosure is otherwise required by law, the Village or any other public governmental body of the Village is authorized to close meetings, records and votes, to the extent they relate to the following:

1. Legal actions, causes of action or litigation involving the Village or any other public governmental body of the Village and any confidential or privileged communications between the Village or any other public governmental body of the Village or its representatives and its attorneys. However, any minutes or vote relating to litigation involving the Village or any other public governmental body of the Village shall be made public upon final disposition of the matter voted upon; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record;
2. Leasing, purchase or sale of real estate by the Village or any other public governmental body of the Village where public knowledge of the transaction might adversely affect the legal consideration therefor. However, any minutes or vote or public record approving a contract relating to the leasing, purchase or sale of real estate by the Village or any other public governmental body of the Village shall be made public upon execution of the lease, purchase or sale of the real estate;
3. Hiring, firing, disciplining or promoting of particular employees by the Village or any other public governmental body of the Village when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by the Village or any other public governmental body of the Village, to hire, fire, promote or discipline an employee of the Village or any other public governmental body of the Village must be made available to the public within seventy-two (72) hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour (72) period before such decision is made available to the public. As used in this Subdivision, the term "*personal information*" means information relating to the performance or merit of individual employees;
4. The State militia or National Guard or any part thereof;
5. Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment;
6. Scholastic probation, expulsion, or graduation of identifiable individuals, including records of individual test or examination scores; however, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen (18) years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen (18) years;
7. Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again;
8. Welfare cases of identifiable individuals;
9. Preparation, including any discussions or work product, on behalf of the Village or any other public governmental body of the Village or its representatives for negotiations with employee groups;
10. Software codes for electronic data processing and documentation thereof;
11. Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid;

12. Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;
13. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such;
14. Records which are protected from disclosure by law;
15. Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest.

**SECTION 120.020: CLOSED MEETINGS, PROCEDURE AND LIMITATION)PUBLIC RECORDS PRESUMED OPEN UNLESS)EXEMPT**

- A. Except as set forth in Subsection (B) of this Section, no meeting or vote may be closed without an affirmative public vote of the majority of a quorum of the public governmental body. The vote of each member of the public governmental body on the question of closing a public meeting or vote and the specific reason for closing that public meeting or vote by reference to a specific Section of this Article shall be announced publicly at an open meeting of the governmental body and entered into the minutes.
- B. The Village or any other public governmental body of the Village proposing to hold a closed meeting or vote shall give notice of the time, date and place of such closed meeting or vote and the reason for holding it by reference to the specific exception allowed under the provisions of Section 120.010. Such notice shall comply with the procedures set forth in Section 610.020, RSMo., for notice of a public meeting.
- C. Any meeting or vote closed pursuant to Section 120.010 shall be closed only to the extent necessary for the specific reason announced to justify the closed meeting or vote. The Village or any other public governmental body of the Village shall not discuss any business in a closed meeting, record or vote which does not directly relate to the specific reason announced to justify the closed meeting or vote.
- D. Nothing in Sections of this Chapter shall be construed as to require the Village or any other public governmental body of the Village to hold a closed meeting, record or vote to discuss or act upon any matter.
- E. Public records shall be presumed to be open unless otherwise exempt under the provisions of Section 120.010.

**ARTICLE II. RECORDS SECTION 120.030: VILLAGE CLERK TO KEEP RECORDS**

- A. The records of the Village shall be kept in the custody of the Village Clerk.
  1. As used in this Article, the word "*record*" or "*records*" shall mean any document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in this Article, and are hereinafter designated as "*non-record*" materials.
  2. The Village Clerk may designate a subordinate or another Village Official authority to have temporary custody of Village records, after satisfying himself/herself as to the safety of said records.
- B. The Village shall make available for inspection and copying by the public of the Village's public records. No person shall remove original public records from the office of the Village or its Custodian without written permission of the designated custodian.

- C. Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third (3rd) business day following the date the request is received by the Custodian of records of the Village. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three (3) days for reasonable cause.
- D. If a request for access is denied, the Custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third (3rd) business day following the date that the request for the statement is received.

**Supplementary:**

Refer to our Code for complete rules and regulations, as well as the Revised Missouri State Statutes and/or the Attorney General's Office.

Any request needs to be attended to within 3 business days.

Our policy is open government and any resident with such a request will be addressed in a timely, professional, and respectful manner.

## **HOMEOWNER ASSOCIATIONS**

Each neighborhood has their own Association which plans various events throughout the year. The Grantwoodians and the Forest Haven Association both have sections on the website, and have the ability to use the lower level of the Town Hall for Association sanctioned events without cost to the group.

## **NEIGHBORHOOD WATCH**

### **Information:**

Resident Genny Webelhuth serves as Coordinator.

Officer Mike and the 3rd Precinct coordinate news, events, and updates with Genny.

Genny has Block Captains on each street and Island/public ground watchers.

She meets with new residents and informs them of the program.

### **National Night Out:**

While we have participated on the National date, we have moved it if needed. In years past, we have had an ice cream truck (courtesy of Waste Management) make stops in two locations; one in Forest Haven, one in Old Grantwood. The County Police have also sent various equipment and officers, in addition to a fire truck from Affton.

## **VILLAGE WEBSITE**

Hosted, at no charge, by Visiontracks, and maintained and updated by the Village. The only charge to the Village is the domain registration. Meeting updates are posted within 48 hours of meeting. The site can support videos, pictures and archives, which are continually being added.

## **VILLAGE SIGNS**

Old Grantwood Street Signs and Stop Signs were replaced and updated in 2007/2008 by Engraphix (owned by residents Ed and Sheri Brimer).

Long term plan is to replace the remaining Street Signs and Stop Signs in Forest Haven and Forest Haven West to match those in Old Grantwood.

New Welcome to Grantwood Signs to be installed Fall/Winter of 2011.

## **OLD GRANTWOOD LIGHTS**

Paul Faust, current Forest Haven Resident and former Board Member, maintains the lights atop the Old Grantwood Entrances. A lock box located at the western entrance contains replacement parts and equipment.



## **BIDDING AND CONTRACTS**

**Ordinance:** Missouri Revised Statutes, Section 432.070 expressly requires that:

1. Every contract must be within the scope of the Village’s powers or authorized by law;
2. Every contract must have consideration which is to be performed or executed after the making of the contract (i.e., Village promises to pay a certain amount of money in exchange for a party’s promise to complete some work for the Village); and
3. Every contract the Village enters into must be:
  - a. in writing,
  - b. state the date the contract was made,
  - c. must be signed by both parties, and
  - d. be authorized in writing.

In order to satisfy the requirement that the contract be “authorized in writing”, the contract must be presented to the Board for its approval before it is signed, which is typically done by resolution or ordinance. These requirements are mandatory and Missouri courts have routinely found that failure to follow these requirements will result in a void contract.

### **Other:**

It should be noted that although neither Missouri law nor any ordinance requires the Village to obtain a certain number of formal bids for any purchase or project on behalf of the Village, current practice is to obtain 3 bids for building and street projects and other large expenditures.

## **GRANT ROAD**

**Ordinance:** See Maintenance contract from 1998:

Contract covers:

- Snow removal and salt.
- Crack seal asphaltic pavement.
- Repair/replace guardrail damaged by vehicles.
- Cut grass, trim and remove trees.
- Remove litter/debris and provide street sweeping.
- Replace traffic control signs when missing or damaged.
- Paint centerline and edgelines.
- Apply surface treatments as determined by the pavement management system.
- Establish and maintain drainage within the right-of-way.

### **Other:**

- Expires June 30, 2013.
- We pay \$100 per month, quarterly, for a total of \$1,200 per year to the County.
- We cannot place a tax, license, or fee on any parking lot within the Village.

### **CONTRACTS: Long Term**

	<b>Name</b>	<b>Length</b>	<b>Terms</b>	<b>Other</b>
<b>Police</b>	St. Louis County	1 year (expires June 30, 2012)	\$117,027.36	
<b>Landscaping</b>	Euphorbia Lawn and Landscaping	3 years (expires Aug 31, 2012)	\$25/hour/man. \$300/week for mowing.	
<b>Attorney</b>	Cunningham, Vogel, and Rost	Ongoing	\$150 first 4 hours. \$135 - \$275/ additional hour.	
<b>Grant Road</b>	St. Louis County	15 years (expires June 31, 2013)	\$100/month	
<b>Mosquito</b>	St. Louis County	Ongoing		

### **CONTRACTS: Short Term**

	<b>Name</b>	<b>Length</b>	<b>Terms</b>	<b>OTHER</b>
<b>Roads</b>	Stika	Fall Concrete	78,682.95	Overlapping Fiscal Years
<b>Heating and Cooling</b>	Seliga	1 year Service agreement		
<b>Accounting</b>	Boyd, Franz, and Stephens	1 year engagement letter	\$1,820 for yearly review.	Tax computation additional charge.
<b>Snow Removal</b>	Out for Bid	1 year		

	Name	Length	Terms	OTHER
Signs	Engraphix			Approved at the November 2010 meeting.

## MAJOR SOURCES OF REVENUE

Source: 2011 Fiscal Year Review

	Taxes	Fines & Fees	Rentals
Unrestricted	\$190,521.00		
Restricted	\$137,865.00		
<b>Total Taxes:</b>	<b>\$328,386.00</b>		
<b>Court Fines &amp; Licenses</b>		\$47,465.00	
<b>Cell Tower &amp; Lower Level</b>			\$23,621.00
<b>Total Annual Revenue:</b>	<b>\$401,399.00</b>		

## TAX REVENUE DETAIL

Source: 2011 Fiscal year Review

	Unrestricted	Restricted	Restriction/Notes
<b>Sales</b>	\$114,353.00		
<b>Real Estate/Personal Property/Auto Sticker</b>	\$60,800.00		Almost all collected in Dec. & Jan.
<b>Electricity Tax</b>	\$12,890.00		Collected in Jan.
<b>Cigarette Tax</b>	\$2,478.00		
<b>Capital Improvement Sales</b>		\$50,348.00	Majority used for Improving Roads
<b>Gas Tax</b>		\$24,725.00	Roads

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Restriction/Notes</b>
<b>County Rd &amp; Bridges</b>		\$26,091.00	Roads, almost all collected in Dec. & Jan.
<b>Car Sales</b>		\$5,251.00	Roads
<b>Car License Fees</b>		\$3,930.00	Roads
<b>Parks &amp; Storm Water Sales</b>		\$27,520.00	Landscaping
<b>Totals:</b>	<b>\$190,521.00</b>	<b>\$137,865.00</b>	<b>\$328,386.00</b>

### **EXPENDITURES BY CLASS**

**Source: 2011-12 Budget**

<b>Class</b>	<b>Subclass</b>	<b>Total</b>
<b>General Government</b>		\$76,440.00
<b>Public Safety</b>		\$133,689.00
<b><u>Roads &amp; Bridges:</u></b>		\$190,000.00
<b>Road Maintenance</b>	\$110,000.00	
<b>Trees &amp; Landscape</b>	\$50,000.00	
<b>Lighting/Snow/Misc.</b>	\$30,000.00	
<b>Total</b>		<b>\$400,129.00</b>

### **OTHER FISCAL NOTES**

The Village currently holds no debts, and has not in last 25 years.

The Village maintains all accounts at Commerce Bank, Affton Branch

State Statute requires all government funds to be backed by insured securities regardless if FDIC requirements are met or exceeded. Commerce Bank adheres to this requirement.

We currently maintain a \$50,000 line of credit through Commerce Bank, but have never borrowed on it. Our CD of approximately \$36,000 is renewed yearly, and was purchased using the \$30,000 awarded in 2004 in the Grantwood Village vs. The United States of America rails to trails case. At the time, it was dubbed our "Rainy Day Fund."

Our Money Market account holds approximately \$30,000.