

Missouri Municipal League

PUBLICATIONS

Publications issued by the League have widespread interest on a variety of topics. They furnish information not compiled by any other agency in the state. Prices indicated are the cost to officials in nonmember municipalities and to other interested persons or organizations. Officials in participating member cities, towns and villages, and associate members may obtain one copy of any of these bulletins without charge. Additional copies are available at one-half price. Copies of these publications may be obtained by writing the League office. All publications are subject to sales tax.

Periodicals

(The mayor, administrator and clerk of each member city receives a free copy of the Directory and charged one-half price for each additional copy.)

Annual Directory of Missouri Municipal Officials. Published annually in June. Gives names of officials of approximately 600 incorporated municipalities plus information about meeting times, places, population, addresses, etc. Also, names and addresses of county judges and clerks. \$45.00

Missouri Municipal Review. Official publication of the League. A monthly magazine for municipal officials and those interested in local government. Subscriptions \$24.00 per year.

Technical Bulletins

(Each member city may receive one free copy of each technical bulletin upon request and charged one-half price for each additional copy.)

(Research and surveys conducted for the special benefit of officials of member municipalities of the League.)

Municipal Administration

Cash Management for Missouri Municipalities. Contains a general discussion of cash management policy and techniques and a step-by-step guide to developing and implementing a program of investing idle funds. October 1994. \$20.00.

Energy Conservation Handbook for Missouri Municipalities. Discusses various approaches to conserving energy in municipal operations as well as in all sectors of the community. Includes chapters on energy conservation in public buildings, vehicle fleets and public works operations. Community outreach programs are described. Sample forms are included. December 1988. \$20.00.

(over)

Financial Management for Small Missouri Municipalities: Volume I Budgeting. This bulletin is part of a three (3) volume set designed for municipalities with populations of 1,000 or less and/or budgets under \$100,000. Volume I Budgeting provides small municipalities with information regarding statutory requirements of budgeting, suggested budget calendar, revenue estimating and other areas. Sample forms are included. June 2001. \$15.00.

Financial Management for Small Missouri Municipalities: Volume II Accounting. This bulletin is part of a three (3) volume set designed for municipalities with populations of 1,000 or less and/or budgets under \$100,000. Volume II Accounting describes a simplified accounting system. Basic terminology, procedures and book entries are discussed. Sample forms are included. March 1998. \$15.00.

Financial Management for Small Missouri Municipalities: Volume III Financial Reporting. This bulletin is part of a three (3) volume set designed for municipalities with populations of 1,000 or less and/or budgets under \$100,000. Volume III Financial Reporting completes the financial management process by describing financial reports that should be prepared monthly, semiannually and annually. Other sections address auditing, investment and banking, debt, fixed assets and purchasing. Sample forms are included. March 2004. \$15.00.

Financing Capital Improvements in Missouri Municipalities. Discusses the various methods available to Missouri municipalities to finance capital improvements. Includes chapters on capital improvements planning, bonds, lease purchase, tax increment financing and special benefit districts. December 2000. \$25.00.

Municipal Public Relations. A two-part article that examines methods by which municipal officials may communicate more effectively with the citizens and the news media. No Charge.

Procurement Procedures for Missouri Municipalities. Contains chapters on establishing a centralized purchasing system, purchasing procedures, property control, cooperative purchasing, retaining professional consulting services, municipal service contracts and energy efficient procurement. A sample procurement ordinance and purchasing forms and procedures are included. November 1996. \$20.00.

Risk Management. Includes chapters on risk identification, methods of handling risks, insurance purchasing and loss control. Includes appendices on procedures to evaluate and purchase insurance policies. December 1996. \$15.00.

Special Assessment Procedures for Missouri Municipalities. Discusses the procedures, forms and ordinances that are used when financing public improvements by the special assessment method. Includes chapters on the types of improvements that may be financed by special assessments and the statutory procedures for villages, fourth class, special charter and third class cities. September 1993. \$20.00.

Taxation and Revenue in Missouri Municipalities. Presents a comprehensive analysis of each source of municipal revenue, including a city-by-city analysis of the rates and total yields of each source. December 2001. \$25.00.

Governmental Organization

Conduct of Council Meetings. Designed to suggest ways of improving council meeting proceedings. Appendices discuss council procedures and powers and ordinances and resolutions. July 2000. \$10.00.

Forms of Government for Missouri Municipalities. Explains, analyzes and compares the commission form, the mayor-council form, the council-manager form and the city administrator form. Helpful to charter commissions in determining the appropriate structure of city government. November 1998. \$15.00.

Model City Charter. A guide for city charter commissions in drafting home rule charters. Includes sections on governmental structure, financial procedures, powers of elected officials and municipal taxation. Analyzes important decisions that must be made by each charter commission. November 2000. \$20.00.

Manual for Newly Elected Officials. Designed to assist newly elected mayors and councilmen in learning their statutory duties and responsibilities, as well as procedures to improve the effectiveness and efficiency of municipal governments. March 2003. \$20.00.

Manual for City Clerks in Fourth Class Cities. A guide for city clerks that describes their duties and methods to improve their operations. Includes chapters on financial and personnel management, office management, election procedures and purchasing. November 2003. \$20.00.

Personnel

Municipal Labor Relations in Missouri. Outlines the current public employee labor law in Missouri and the procedures and problems of municipal-labor relations. December 1998. \$15.00.

Personnel Manual for Missouri Municipalities. Written especially for the smaller cities, the Manual contains chapters on personnel selection procedures, employee records systems, personnel rules and regulations, position classification, compensation plans, and sample forms and legal appendices. January 1999. \$25.00.

Fringe Benefits for Missouri Municipalities. Contains comparative information of the fringe benefits provided to Missouri municipal employees. November 1999. \$20.00.

Work Stoppage Manual. A guide for Missouri municipal officials in dealing with public employee strikes and making preparations to maintain essential services during a work stoppage. November 1981. \$15.00.

(over)

Community Development and Housing

Planning and Zoning Procedures For Missouri Municipalities. Describes the components of a comprehensive plan, zoning ordinance and subdivision regulations and the role of the city council and planning commission in developing and implementing these growth tools. February 1998. \$25.00.

Regulation

Regulation and Control of Dogs. Discusses the various types and provisions of dog control ordinances. Includes a suggested dog control ordinance, suggested dog shelter plan and model licensing forms. April 2004. \$15.00.

Municipal Utility Rates and Data

Sewer Rates and Policies in Missouri Municipalities. Contains comparative information on sewer rates, types of treatment, sewer extension policies, inspection procedures and financing methods. July 2002. \$25.00.

Solid Waste Management Practices in Missouri Municipalities. Contains tables comparing types of collection systems, rates, frequency of collection, etc., as well as the solid waste law and other information about the various aspects of solid waste management. June 1994. \$20.00

Water Rates and Policies in Missouri Municipalities. Contains tables comparing municipal water utility rates, service connection charges, meter deposit amount, etc., in Missouri municipalities. Also compares various water utility policies such as who pays for water line extensions, discounts or penalties, and any charges for fire protection. December 2000. \$25.00.

NOTE: If not tax exempt, add 6.225% state sales tax.

Revised July 2004