



**AGENDA**  
**FINANCE AND ADMINISTRATION COMMITTEE**  
**MEETING**

Conference Room 101  
Tuesday, February 4, 2025  
4:00 PM

- I. DESTRUCTION OF RECORDS**
- II. CHESTERFIELD COMPENSATION PLAN (INFORMATION ONLY)**
- III. POLICY UPDATES - USE OF PERSONAL VEHICLES**
- IV. FINANCE REPORT**
- V. ADJOURNMENT**

PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN THE FINANCE & ADMINISTRATION COMMITTEE MEETING SHOULD CONTACT CITY CLERK VICKIE MCGOWND AT (636)537-6716 AT LEAST TWO (2) BUSINESS DAYS PRIOR TO THE MEETING.



**DATE:** January 13, 2025  
**TO:** Jeannette Kelly, Director of Finance  
**FROM:** Vickie McGownd, City Clerk *[Signature]*  
**SUBJECT:** Destruction of Records

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The recommended guideline of the Secretary of State is that “the disposition of records should be recorded in a document such as the minutes of the City Council or other legally constituted authority that has permanent record status”.

The following records have met or exceeded State retention requirements and no longer hold any significance for the City:

See attached Records Destruction List

Please add “Destruction of Records in Accordance with F&A Policy No. 1 and the Records Retention Schedule for the State of Missouri” to the next Finance & Administration Committee meeting agenda.



**AN ORDINANCE TO ADOPT AND IMPLEMENT REVISIONS TO THE CITY OF CHESTERFIELD EMPLOYEE SALARY ADMINISTRATION MANUAL.**

**WHEREAS**, The Chesterfield City Council previously adopted revisions to the City's compensation plan and salary administration manual by Resolution #441 and #443; and

**WHEREAS**, The current Salary Administration Manual for the City of Chesterfield explicitly excludes the City Administrator's position in its application and the City Council of the City of Chesterfield directed the Finance and Administration Committee to consider incorporating the City Administrator's position into the plan compensation classification and processes; and

**WHEREAS**, The Finance and Administration Committee has reviewed and recommended specific changes to salary administration manual at their meeting on March 3<sup>rd</sup>, 2020; and

**WHEREAS**, The City of Chesterfield strives to promote economy and effectiveness in the personnel services rendered to the City of Chesterfield; and

**WHEREAS**, The City of Chesterfield desires to establish and maintain a uniform plan of position classification based upon relative duties, responsibilities and functions of positions in the classified service; and

**WHEREAS**, The City of Chesterfield endeavors to ensure that employees receive fair compensation for their contribution to the ongoing operation and effectiveness of the City of Chesterfield administration and that the City receives fair return for its payroll expenditures; and

**WHEREAS**, The City of Chesterfield believes that providing a modern system of personnel administration which will support the City of Chesterfield's role as an equal opportunity employer, and in which fair and equal opportunity shall be accorded to all qualified persons to be employed, promoted and retained on the basis of merit and fitness; and

**WHEREAS**, The City of Chesterfield desires to provide managers and supervisors direction and guidance in administering the salary administration program to ensure that it is fair and consistent to individual employees and the City of Chesterfield.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, MISSOURI AS FOLLOWS:**

**Section 1.**

The City Administrator is hereby authorized and directed to implement revisions to the City of Chesterfield's Employee Salary Administration Manual, as reviewed and recommended by the Finance and Administration Committee March 3<sup>rd</sup>, 2020.

**Section 2.**

A copy of the revised City of Chesterfield Salary Administration Manual is attached hereto and identified as "Exhibit A".

Passed and approved by the City Council of the City of Chesterfield, Missouri this 6<sup>th</sup> day of April, 2020.

Bob Nation

**Presiding Officer  
Bob Nation, MAYOR**

Bob Nation

**Bob Nation, MAYOR**

**ATTEST:**

Vickie McGownd

**Vickie McGownd, CITY CLERK**

**FIRST READING HELD**\_\_

3/16/2020

**AN ORDINANCE OF THE CITY OF CHESTERFIELD ADOPTING THE OCTOBER FIFTH, 2023 CONTINUITY OF OPERATIONS PLAN PREPARED BY THE CITY ADMINISTRATOR AND AUTHORIZING THE MAYOR TO ENTER INTO A PHASED RETIREMENT AGREEMENT WITH MICHAEL O. GEISEL, THE CITY ADMINISTRATOR**

**WHEREAS**, the City is committed to providing superior municipal services to residents and businesses in the City through professional management and leadership, which includes the office of the City Administrator; and

**WHEREAS**, the City Administrator acts as the chief operating officer of the City and oversees a professional executive staff who manage the day-to-day operations of the City's approximately 250 full time employees and an annual operating budget of approximately forty-five million dollars; and

**WHEREAS**, the City Administrator, with the advice and support of the City's executive staff, has prepared a continuity of operations plan for the eventual turnover in the office of the City Administrator; and

**WHEREAS**, the City Council believes it necessary to plan for the retirement of the City Administrator to ensure high quality continuity of operations; and

**WHEREAS**, the City desires to adopt the continuity of operations plan prepared by the City Administrator and enter into a phased retirement agreement which will provide continuity for current City operations and allow the City Council flexibility to recruit, interview, and ultimately select the next individual to serve as City Administrator; and

**WHEREAS**, on October 9<sup>th</sup>, 2023, the Finance and Administration Committee unanimously recommended a phased retirement agreement with Mr. Geisel; and

**WHEREAS**, the City Council finds adopting the continuity of operations plan and entering into a phased retirement agreement with the current City Administrator to be in the best interest of the health, safety, and welfare of the residents.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, MISSOURI AS FOLLOWS:**

**Section I:** The City of Chesterfield, Missouri adopts the October 5th, 2023 Continuity of Operations plan prepared by the City Administrator.

**Section II:** The City of Chesterfield, Missouri shall enter into a phased retirement agreement with Michael O. Geisel, as set forth in the agreement attached hereto and made a part of this Ordinance by reference.

**Section III:** That the Mayor of the City is hereby authorized and directed to execute on behalf of the City said phased retirement agreement.

**Section IV:** This ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 18<sup>th</sup> day of March, 2024.

Bob Nation  
Presiding Officer

Bob Nation  
Bob Nation, Mayor

ATTEST:

Vickie McGownd  
Vickie McGownd

FIRST READING HELD: 3/4/2024

Mike Geisel  
City Administrator



690 Chesterfield Pkwy W  
Chesterfield MO 63017  
Phone 636-537-4711  
Fax 636-537-4798

OFFICE OF THE CITY ADMINISTRATOR

TO: Councilmember Moore, Finance and Administration Chair

Date: October 5th, 2023

RE: CONTINUITY OF OPERATIONS

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As discussed during my last two performance evaluations and as one of my assigned goals and objectives for 2023, I have developed the following strategy\action plan, such that City Council will have an approved plan and methodology for the recruitment and selection of my successor as the City's next City Administrator. I do not have a current plan or timeline for retirement and am presently personally satisfied and fulfilled. While retirement may not be imminent, I am approaching 64 years of age and it is appropriate to plan for the City of Chesterfield to continue its leadership and excellence. City leadership should be thinking of what, or more importantly, who comes next. As a professional manager, I have an obligation to ensure that the organization is strong and is independent of any individual. Given my personal experience in 2016, it is critical that the City have a pre-planned strategy which is "resignation or retirement ready" to deploy when either I, or the elected officials determine it is time for me to move on.

The position of City Administrator is defined by City Code and the responsibility for appointing the individual is a function of the City Council, but requires the Mayor's consent. This is the inverse process that was described for both the City Attorney and the Police Chief, which are appointed by the Mayor with the consent of the City Council. I have provided a highlighted version of the City Code related to the position of City Administrator, marked as *Appendix A*.

I have a very realistic understanding as to my organizational value. I am only as strong as my executive team and should something happen to me, I am confident that Chesterfield will continue its' operational excellence because of the strength of our Executive Staff. You have an exceptional executive team. While I am sure that my departure will create some short-term issues, I also

know that your executive team is well positioned, motivated, professional, committed and competent to carry on the Chesterfield way. I would note, however, that when the time comes, it is essential that our elected officials overtly demonstrate support in the executive staff to reduce their apprehension and ensure a smooth transition. At the instance of my retirement or separation, you should expect a significant amount of career anxiety and disquietude. If not managed properly, you risk the loss of valuable senior staff. I can personally assure you, that most of our executive team are actively and frequently recruited by other agencies. You should accept this as not only a compliment to the City of Chesterfield, but also as confirmation as to their professional stature, competency, and worth. It should also illustrate their commitment to the "Chesterfield" way and their belief in our larger management strategies.

I have committed 35 years to this City and only desire to ensure that it continues successfully and retains its leadership stature in the region. I hope my legacy is that the organization was well positioned to continue its' professional operations.

The preparation and content of this strategy has been done with the awareness and often contributions from my executive team.

#### THE NEXT CITY ADMINISTRATOR

I have given considerable thought to a succession strategy. However, succession planning is inappropriate for an appointed City Administrator. Accordingly, this communication is developed to ensure high quality continuity of operations due to turnover in the City Administrator position. I have consulted with my executive staff and found their counsel to be exceptional. Once again, our open and honest discourse is a credit to their professionalism and their outstanding competency in leading their individual departments. To assist in the future selection of the next administrator, I have prepared a "Candidate Profile", a list of desired attributes and qualifications attached hereto labeled as *Appendix B*.

We should avoid the use of the term succession plan, as it implies that an "heir apparent" has been cultivated and would be "ordained" as my successor. This is not only unfair to the Mayor and Council, who are the ultimate arbiters involved in that decision. It is equally unfair to the individual, who may accept the "heir apparent" position with the expectation of a future appointment, only to find that the commitment changed over time. Most importantly, it is

essential that the Chesterfield community and staff have confidence that the next City Administrator has earned that position through a thorough, competitive, and fair selection process. The position is to be earned, not awarded. It is critically important that a plan be in-place to ensure that when the current City Administrator leaves, that the City is well positioned to provide continuity and to allow maximum flexibility for the City Council to select the next individual to serve as City Administrator.

I am confident that there is substantial talent existing within the City's executive team. Knowing that talent is present does not necessarily imply that there is interest in the City Administrator function. Much less, is there a point-in-time fit for the position. Let me be explicitly clear, the next City Administrator for the City of Chesterfield should be determined through an open, competitive search process which is not limited to internal candidates. The City should not be hesitant to immediately initiate a competitive recruitment and selection process, including accepting interest from both internal and external candidates. Candidates, whether internal or external, and elected officials should have a solid commitment to a competitive search. There should be no automatic line of succession. If an internal candidate surfaces, it would be a disservice to them if a competitive process was not initiated. Preparedness is critical. Having a process previously approved, ready for immediate implementation is essential. There should be no anxiousness to expedite the recruitment and selection process. The City should commit to a process which provides for seamless continuity of operations while City Council concurrently proceeds with the recruitment and selection process. It is also critical to commit to a pre-planned process established for addressing the City Administrator functions during the selection process. There are legal obligations and responsibilities that are solely assigned to the City Administrator role and an interim/acting individual must be identified. It should be expected that the recruitment and selection process will not proceed as quickly, or successfully as desired or planned. It is inevitable that the process will be delayed. There have been multiple municipalities who have recently experienced the separation or announced retirement of their Chief Operating Officer, which resulted in lengthy delays and in some cases delayed retirements by years. That will not be an option for Chesterfield.

#### PHASED RETIREMENT AGREEMENT

I do not have a current timetable or plan for retirement. For the sake of this document, it is reasonable to assume that my retirement would occur during

the next administration, which is obviously on the horizon. I have always been a decisive personality and once I have made the decision to retire and have tendered my 30-day required notice, I intend to do so. I do not intend to extend my employment indefinitely in an unplanned manner. However, there is obvious benefit in developing a planned relationship which extends a reduced but defined relationship between the City and me. Such agreements are routine in the human resource community and are a way to preserve institutional knowledge and effectiveness during the initial transition and even the initial on-boarding of the new City Administrator. However, to be explicitly clear, a phased retirement agreement is intended to provide smooth on-boarding, solid transition to a new City Administrator, provide an effective knowledge transfer, and to maintain a presence on boards and commissions which would otherwise be lost. A phased retirement agreement is NOT intended to delay the recruitment or selection of your next City Administrator. Several Cities have experienced lengthy delays in naming their successor City Administrator, for months and in some cases years. The entire purpose of this strategy is to provide for a timely, smooth, effective, and professional process in identifying your next City Administrator. While I would be willing to continue for a defined period at a reduced level of effort, I have no desire or intention of continuing my full-time role after my planned retirement.

City Council must be fully aware that as City Administrator, there are multiple agency relationships and functions that are critical to the City, but not typically considered in Council's normal or routine awareness. In addition to the routine duties and functions of the City Administrator: I currently function as the President of the Monarch-Chesterfield Levee District, Chairman and Executive Director of the Chesterfield Valley TDD, Board member of the North Outer Forty TDD, I am the Vice-President of the St. Louis Area Insurance Trust (SLAIT), and Ex-officio Board member of the Blue Valley CID. My history with the Chesterfield Regional TIF planning and operation is not something that can be transferred to a successor. I also serve and participate in multiple community and professional organizations on behalf of the City. These relationships and institutional knowledge require overlap and transition in order to sustain the city's benefit. It should also be understood that some of these positions are not designated for the City of Chesterfield and would be filled by non-Chesterfield individuals when I vacate them. For instance, both the Monarch-Chesterfield Levee District and SLAIT Board positions would become vacant and filled by other individuals by election, they will not be filled by my replacement.

I've included, attached to this document, a draft "terms sheet" to define the potential scope and consideration which could be approved as an addendum to my current employment contract. I am open to such an arrangement should Council desire to do so. I would be happy to work with the City Attorney if Council believes that such a pre-arranged agreement would be mutually beneficial. See *Appendix C*.

#### APPOINT AN INTERIM (ACTING) CITY ADMINISTRATOR

Upon receipt of my resignation or separation, if Council has elected to utilize the "phased retirement" option, I will extend my term of notice to and would initiate, manage and assist in the recruitment, selection, and onboarding process for the pre-specified contractual period of time. This would allow time to not only initiate the consultant selection process, but also allow time for the City Council to appoint an interim\acting City Administrator who would assume the legal obligations at the expiration of my extended notice period. If Council has elected to forego the phased retirement alternative, I recommend that the City immediately negotiate with Jim Eckrich, Director of Public Works\City Engineer with the intention of appointing him as the "Interim, or Acting City Administrator" and proceed with the consultant selection, recruitment, and appointment process as otherwise described herein. Mr. Eckrich has indicated that he has no interest in the City Administrator's position but has expressed a willingness to serve in an interim capacity for a defined, brief period of time. It is preferred and beneficial to appoint a non-candidate as the Acting\Interim City Administrator. All candidates, internal and external, will then be able to compete on a level playing field.

#### SEEK A PROFESSIONAL RECRUITMENT FIRM TO PERFORM A NATIONAL CANDIDATE SEARCH

Concurrently, upon the separation or notification of my planned retirement, the City should immediately seek the assistance of a professional consultant to recruit and manage the selection process through the issuance of a request for proposals (RFP). I have prepared a draft RFP that is "ready for issuance" subject to final editing to include current information\dates and is intended to be sent to qualified executive search firms, labeled as *Appendix D*. There should be no consideration to identify candidates without a professional selection process, which would also allow internal candidates to participate. It is obviously critical that this be an open and transparent process, and that no political intervention would be tolerated.

It should be understood that Executive Search firms maintain a broad network of professionals and maintain relatively continuous communication. They maintain relationships and try to match positions with specific candidates. This is very important, as the City should not rely solely on traditional recruitment sources, relying on the unlikely probability that the ideal candidate who may or may not be actively seeking a career change, accidentally stumbles on Chesterfield's position recruitment. The professional search firm has a stable of candidates that are actively informed of vacancies. For your convenience, I've attached a number of examples of such communications. I have also prepared a draft Community profile for the City of Chesterfield, to serve as the basis of our executive recruitment, *Appendix E*.

I've also drafted a press release for issue upon selection of the next City Administrator, attached as *Appendix F*.

Also included is a draft employment agreement to serve as the initial basis of negotiations with the preferred candidate. The terms of this agreement are substantially the same as my current employment agreement. *Appendix G*.

#### COMPENSATION

As evidenced by the sample recruitment solicitations, it should be obvious that the City of Chesterfield should expect to re-classify the City Administrator's compensation prior to initiating the executive search process. The executive recruitment firm will also be able to provide insight and assistance in this effort. This specific issue was addressed several years ago when the City Administrator position was incorporated into the pay plan. To be clear, this has nothing to do with my current compensation levels. The concern relates to the minimum published compensation necessary to attract viable City Administrator candidates. If the range and starting salary is not addressed, the City will simply eliminate the most qualified and experienced candidates. Inasmuch as this review would have no impact on self, I would be happy to assist the City in determining an appropriate range for the position prior to separating. The City Administrator is currently classified as V4 in our matrix, with a range of \$166,670 - \$216,671, annually. Please understand that this is the entire range of compensation, not just the initial compensation. It is my strong belief that the initial advertised compensation for the vacancy will necessarily be increased substantially above the current \$166,670 value. I have attached multiple executive search solicitations for your convenience, for the sole purpose of assisting in establishing the labor market value expectations for this recruitment. *Appendix H*.

### EXECUTIVE RECRUITMENT FIRMS

There are a number of firms that specialize in municipal executive searches. I've listed several such firms below, which would be asked to submit proposals. This list is not exhaustive, but is intended to provide a broad array of consultants that you can rely on for this process. For historical reference only, the City of Chesterfield contracted with The Novak Group for our last national recruitment and selection process.

Baker Tilly <https://bakertilly.recruitmenthome.com/>

GovHR USA <https://www.govhrusa.com>

The Novak Consulting Group <https://thenovakconsultinggroup.com/>

Strategic Government Resources <https://www.governmentresource.com/>

Ralph Andersen & Associates <https://www.ralphandersen.com/>

The Mercer Group <https://mercergroupassociates.com/>

McGrath Consulting Group, Inc. <https://www.mcgrathconsulting.com/>

Teri Black & Company <https://www.tbcrecruiting.com/>

CPS HR Consulting <https://www.cpshr.us/>

BHI Management Consulting

<https://www.careersingovernment.com/tools/community/executive-recruiters-directory/name/bhi-management-consulting/>

Slavin Management Consultants

<http://www.slavinmanagementconsultants.com/welcome.shtml>

Colin Baenziger & Associates <http://www.cb-asso.com/>

JD Gray Group LLC <https://www.jdgraygroup.com/>

### PREPAREDNESS

If City Council agrees with the contents of this report, I recommend that it be formally adopted by Council. In this way, the public, elected officials, City Staff, and potential candidates all share a common understanding of the process and it ensures a level competitive field. If approved, I will proceed to prepare all necessary documentation, communications, and pre-negotiated agreements such that they can be used to implement the strategy whenever the City Administrator resignation or separation occurs. Documents would include, but not be limited to: List of Pre-qualified HR agencies, draft Request for Proposal for recruitment firms, Interim appointment forms, Chesterfield Municipal profile for recruitment, phased retirement documents (should the Council desire), job descriptions, City Administrator employment contract form, contacts & procedures, and other related documents. All of these materials should be readily available for

immediate use. As previously stated, include the department heads in the recruitment and selection process. Their acceptance of the new City Administrator will be critical to his\her success. Their involvement and support will assist to allay their career anxiety and fear.

#### WHAT ABOUT OUR SENIOR STAFF

As stated previously, my Executive Staff and I enjoy an open, honest, and direct communication relationship. We have spoken directly to the future scenario and their potential interest in career advancement.

- Jim Eckrich has no interest in the City Administrator's position but would be willing to act as interim for a limited time period to allow for a competitive search process if necessary. Jim has relevant direct experience but would want to be assured that the duration of any interim position would be strictly limited.
- Justin Wyse has interest in a City Administrator career path. His education and experience has provided appropriate experience for him to be successful. But it should be understood that the transition from Director of Planning to City Administrator is difficult and requires a very different skill set. Justin recognizes that doesn't fully understand the role and function of a City Administrator. Justin is unsure whether or not such a position would be in his long term best interests. I have been mentoring and exposing Justin to multiple disciplines and activities outside of his current job requirements. It is my belief, that when the opportunity presents itself, that he would be an internal candidate. He has also expressed his expectation, that in such an instance, a competitive selection process should be initiated and there should be no heir apparent.
- TW Dieckmann began his tenure with the City of Chesterfield on 1/9/2023. He simply has not had sufficient time with the City to offer any commentary on his interest in the City Administrator function, nor to be able to assess his professional capabilities related thereto.
- Matt Haug has no interest in the City Administrator position or function in any capacity whatsoever.
- Ray Johnson has already advised the City of his intent to retire after the first of the 2024 calendar year, but has also expressed that he has

absolutely no interest in the City Administrator position or function in any capacity.

- Jeannette Kelly has no interest in the City Administrator position or function in any capacity whatsoever.
- Elliot Brown was hired mid-year 2023. Mr. Brown has the education and desire to pursue City Administration. I'm sure he will be interested in the vacancy when it occurs, but he will have to seriously consider his fit for the position and whether or not his prior experience has provided sufficient breadth for him to be successful. We have directly spoken about my future retirement and he is aware that the Assistant City Administrator position is not a transition or linear heir to the City Administrator's position for the City of Chesterfield. I would expect him to participate in the process, but I am equally sure that he is aware of the demands of the position and would have to internally assess whether such a move would be good for him at this point in his career.

## CONCLUSIONS

- Without regard to the actual timetable for the next City Administrator, the City can and should have a plan to ensure high quality continuity of operations. The plan should include a full compliment of documents related not only to the selection of an executive recruiter, but also all of the documents necessary for the City Administrator recruitment, including but not limited to:
  - City Code reference *Appendix A*
  - Candidate profile *Appendix B*
  - Phased Retirement terms *Appendix C*
  - Executive Recruitment, Request for Proposals *Appendix D*
  - Position solicitation & Advertisement
  - Community Profile *Appendix E*
  - Updated Job Description
  - Press Release *Appendix F*
  - Draft City Administrator Employment agreement *Appendix G*
  - Interim employment forms
- I recommend that the City consider a "phased retirement" for a defined period of time to ensure continuity and transfer of critical knowledge, and to retain representation on specific boards and agencies. Council

may desire to approve a “phased retirement” agreement with me, as an addendum to my current employment contract, providing for a longer notice period, onboarding, continuity on boards & commissions, smooth transition and transfer of knowledge over a defined period of time at a reduced level of effort. Draft terms for a phased retirement agreement have been provided for convenience.

- Mr. Eckrich is uniquely situated to act in the capacity of Interim City Administrator for a limited duration, allowing for a competitive search process. Candidates identified as part of this process may consist of internal and external applicants.
- There must be a competitive professional search process. The City should not identify any “Heir Apparent”.
- Having a prepared continuity of operations plan and strategy in place will reduce anxiety amongst existing senior staff, ensure transparency, and provide for delivery of optimal service levels during the transition.
- Having a “trigger ready” strategy provides for a successful executive search, selection, and on-boarding process. Resulting in the selection of the best executive candidate for the City of Chesterfield.
- The City Council should consider adoption of this strategy and provide for the preparation of all documents as described herein.

# City of Chesterfield

## SALARY ADMINISTRATION PLAN

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## PREFACE

This Salary Administration Manual shall provide full information concerning the salary administration program which will compensate all civilian (non-law enforcement) employees of the City of Chesterfield for the work they perform. The policies described herein shall be used as a guide in any further development of the merit pay plan and position classification plan. The City of Chesterfield, however, reserves the right to change or revoke this manual, permanently or temporarily, if it is in the best interest of the City to do so. No policy shall be construed to imply a binding employment contract with any employee for compensation for any period of time.

CHAPTER I  
INTRODUCTION

The City of Chesterfield Salary Administration Manual described herein has been established to meet the following objectives and goals:

- A. To promote economy and effectiveness in the personnel services rendered to the City of Chesterfield.
- B. To establish and maintain a uniform plan of position classification based upon relative duties, responsibilities and functions of positions in the classified service.
- C. To ensure that employees receive fair compensation for their contribution to the ongoing operation and effectiveness of the City of Chesterfield administration and that the City receives fair return for its payroll expenditures.
- D. To provide a modern system of personnel administration which will support the City of Chesterfield's role as an equal opportunity employer, and in which fair and equal opportunity shall be accorded to all qualified persons to be employed, promoted and retained on the basis of merit and fitness.
- E. To make the City of Chesterfield an attractive employer and to encourage each employee to render their best service to the City of Chesterfield.
- F. To guide managers and supervisors administering the salary administration program and to assist them in the administration of the program so that it is fair and consistent to individual employees and the City of Chesterfield.

CHAPTER II  
DEFINITIONS

Words used in this manual in the present tense include the future as well as the present, the singular includes the plural; and the plural includes the singular. The following words have the significance attached to them in this section, unless otherwise apparent from the context of the section in which they appear.

CITY - City of Chesterfield, Missouri

CITY ADMINISTRATOR - The Chief Administrative officer of the City of Chesterfield.

DEPARTMENT HEADS - The recognized Department Heads of the City of Chesterfield.

FULL-TIME EMPLOYEE - An employee who is scheduled to work forty (40) hours per week on a regular basis.

MAY - Is permissive or optional.

SHALL - Is mandatory.

SUPERVISOR OR MANAGER - A person having the responsibility of assigning work, guiding and disciplining employees.

FRATERNAL ORDER OF POLICE (FOP) – Reference to those employees within the Police Department represented by the Eastern Missouri Coalition of Police, Fraternal Order of Police, Lodge 15 and the Chesterfield Police Officers Association.

## CHAPTER III

### COMPENSATION CLASSIFICATION AND ASSIGNMENT POLICIES

#### Section 1. Compensation Classification - Description and Purpose

The Compensation Classification plan is comprised of a list of compensation classifications for positions supported by written specifications (i.e., job descriptions) setting forth the duties and responsibilities within each class of positions. The purpose of the classification plan shall be to:

- A. Provide similar pay for similar work.
- B. Establish qualification standards for recruiting purposes.
- C. Provide a means of analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.
- D. Assist in determining budget requirements.
- E. Provide a basis for developing standard work performance.
- F. Establish lines of promotion and career growth.
- G. Indicate training needs.
- H. Provide uniform titles for positions.

All full-time employees of the City of Chesterfield shall be included in a position classification plan. Commissioned law enforcement employees will be addressed in a separate volume.

#### Section 2. Compensation Classes

Compensation classifications shall consist of one or more positions that are similar in the basic character of their duties and responsibilities so that the same pay level, title and qualification requirements can be applied and the positions can be treated fairly and equitably under like conditions.

#### Section 3. Job Descriptions

Job descriptions are concise, written documents summarizing accountability, nature and scope, duties, qualifications, contacts, complexity and working conditions associated with a position. Job descriptions are important sources of information for developing

performance standards, evaluating jobs in the marketplace, and training employees.

Current job descriptions will be maintained for all positions in the position classification plan. The format and definition of terms used in the job descriptions will be as follows:

- A. Identification - This section will list the position title, the department which the associated position is assigned and the immediate supervisor.
- B. Position Summary - This section shall broadly explain the kind and level of work which characterizes the position and thereby distinguishes it from other classes. It may include references to such factors as level of responsibility, independence of action, areas of expertise, and supervision exercised.
- C. Principal Duties and Responsibilities - This section shall list a variety of duties and responsibilities which will customarily be performed by the associated position. This section may not be construed as setting forth all the specific responsibilities and duties, nor shall it limit or modify the right of any appointing authority to assign, direct, and control the work of employees. All job descriptions shall include the phrase "performs all other related work as required," to provide flexibility in assigning employees as necessary.
- D. Skills, Knowledge and Abilities - This part of the job description shall set forth the special skills, knowledge and abilities which are required of new employees at the time of their appointment.
- E. Minimum Education, Certification, and Experience Requirements  
This section shall present a general statement of the minimum experience, education and other additional training/certifications which would ordinarily provide adequate preparation for a position and for successful performance of the work characteristics of the position.

#### Section 4. Maintenance of Job Descriptions

It will be the responsibility of each Department Head to review the job description of each position in their department regularly. Appropriate revisions and recommendations shall be submitted to the City Administrator for review and approval. The City Administrator may require revisions prior to approval. The Human Resources Manager shall maintain copies of each currently approved job description.

#### Section 5. New Job Descriptions

If a new job position is created, the Department Head is responsible for developing a description. The new job description shall be submitted for review and approval by the City Administrator. Under no circumstances shall a salary action be taken until such process is completed.

#### Section 6. Position Evaluation

Position evaluation is the process of determining the value of a position and assigning it to the appropriate compensation classification level. It shall be the responsibility of the City Administrator to assign each job title to its appropriate group by function and then by positions which are substantially similar with respect to difficulty, responsibility, and character of work. Such similar positions shall require generally the same amount of training and experience for proper performance to merit approximately equal pay.

#### Section 7. Position Evaluation Reviews

It shall be the responsibility of the Department Head to re-evaluate job positions for which revised position descriptions have been submitted; evaluate new positions for which position descriptions have been submitted; and submit all position evaluations and re-evaluations to the City Administrator for approval.

#### Section 8. City Administrator

The City Administrator's qualifications, responsibilities, duties and authorities shall be as set forth in Chapter 110 Article III City Administrator, of the Municipal Code.

CHAPTER IV  
THE PAY PLAN AND SALARY ADMINISTRATION POLICIES

Section 1. Pay Plan Structure

The City of Chesterfield pay plan structure consists of forty-six (46) individual compensation positions. Each compensation classification position consists of an alpha-numeric identifier (e.g. D4), a compensation minimum, midpoint and maximum, and is characterized by a defined “spread”, which is the percentage difference between the maximum and minimum compensation levels. The compensation classifications are designed to include values for each civilian job position within the City of Chesterfield. The compensation classifications are designed to uniformly increase at four (4%) percent between each successive position. The pay plan structure is generally designed with 30% spread between the minimum and maximum compensation for each classification. However, there are a number of specific positions that have been identified as “critical” positions, and those positions have been designed with 40% spread of compensation values.

- A. A sufficient number of pay levels were included to capture the full range of job values represented in the city administration and the full range of job values anticipated in the future.
- B. Each pay level was made wide enough (30% - 40%) to allow employees to earn merit increases while performing their responsibilities.
- C. The distance between pay levels (4%) was made large enough to reflect actual differences in relative values of jobs in each pay level.
- D. Each position was assigned to the pay level which best represented its combined internal value to the City and external value in the marketplace.

Section 2. Annual Adjustment of Compensation Classification Ranges for Non-FOP employees

An annual uniform adjustment will be made to the compensation classification ranges based upon the All Urban Consumers (CPI-U) <https://data.bls.gov/timeseries/CUUR0200SA0>, Midwest region, All items CUUR0200SA0, not seasonally adjusted, one-year recorded percent index

change over the previous year, as reported for June in the prior calendar year. To ensure that the minimum and maximum value of the pay levels reflect the current market value of city jobs and the movement of salaries in comparable labor markets, the compensation plan ranges shall be adjusted annually, in January, immediately after distribution of the annual merit increases, if applicable. Individual salary increases will not occur as a result of this range adjustment process, unless the salary of an employee is beneath the minimum salary for his/her position after any merit increase has been awarded. In any year where the CPI is zero or less, there will be no adjustment to salary ranges the following year. However, in any given year, the annual compensation plan adjustment is limited to a value that shall not exceed 75% of the merit pool approved by City Council. This limitation is essential to preserve separation between existing employees and new hires.

### Section 3. Determination of Annual Budget for Performance Based (Merit) Increases

As part of the initial Annual Budget submittal, the City Staff will include a merit based increase of 1.5 times the CPI-U referenced in Chapter IV, Section 2, with a minimum of three percent and a maximum of eight percent. It is understood that this value is included in the initial draft in order to present a more realistic draft budget and that Council will consider the value of the merit compensation increase pool and provide direction to staff as to a final value to include in the final budget submission. While it is imperative that the maximum and minimum compensation rates are adjusted to keep the City competitive in the labor markets, it is equally important that the merit pool exceed these adjustments to avoid compression and sufficiently compensate the existing employees.

The Finance and Administration Committee of Council of the Whole will review the value of the merit pool for compensation increases and provide direction as to what value is to be included in the final budget submission. Staff will provide any/all information requested by the Finance and Administration Committee including but not limited to; CPI, relevant Labor indexes, and City Revenues such that the Committee can provide the recommendation for the merit pool budget. While Staff will submit an initial budget with a merit pool of 1.5 times the CPI-U, the decision as to what

figure to include in the final budget submitted to City Council rests solely with the Finance and Administration Committee of the Whole.

Should the City Council elect to fund an annual merit increase, the amount allocated to the annual budget will be based on the following, and any other factors the Council chooses to consider.

- A. A percentage stipulated and approved by City Council based upon economic factors, labor information, and revenues available to the City.
- B. Actual salaries of all current and eligible employees who were on the payroll as of September 1 of current year. This will exclude the salaries of employees who are at the maximum of the range for their job position, but may include a dollar sum adjustment to account for employees who may be near the maximum salary for their respective range and otherwise eligible for less than the approved percentage that has been allocated to the annual budget.
- C. It is anticipated that any merit increase dollars not used for employees who may have left the payroll prior to September 1 of the following year will be sufficient to allow and award partial year increases for those employees who may join the payroll after September 1 of the current year.
- D. There will be no allocation made for vacant positions as of September 1st of the current year or positions that are forecast to be vacant or eliminated.

The annual merit pool is intended to reflect the overall performance of employees of the City, including the City Administrator. The City Administrator is responsible for superintending control of all City employees and their performance. Should the City Council elect to fund an annual merit increase, the City Administrator shall receive a merit increase equivalent to the merit pool percentage allocated to the non-FOP employees. Any merit increase to the City Administrator's salary shall be subject to the maximum compensation classification level for the City Administrator position as defined in the compensation plan ranges set forth in Appendix A. In no event shall any compensation increase be awarded which would result in a compensation level above the annual merit increase for the relevant year or the maximum compensation for the associated pay grade.

The City Council may, by ordinance, elect to eliminate, modify, increase, or otherwise restructure the City Administrator's merit increase prior to the annual effective date.

#### Section 4. Compensation Below Assigned Pay Level

If an employee's salary falls below the minimum compensation within a classification that employee's pay shall be raised to the new minimum.

#### Section 5. Compensation Above Assigned Pay Level

As a result of a compensation classification adjustment and/or the re-evaluation and reassignment of certain positions in the position classification plan, individual salaries may be above the maximum value of the appropriate pay level.

If an employee's salary is above the maximum for their pay grade, they shall not receive merit increases until such time as they are within the appropriate salary range defined for that position. Once the employee's salary falls within the appropriate salary range, they will once again be eligible for merit increases.

#### Section 6. Compensation Levels For New Hires

The salary level for a new employee will depend upon the employee's qualifications. As a rule, new employees will be hired at the minimum amount of their pay level. Any hires above the minimum pay level up to the established maximum salaries described in the previous paragraph, may not occur without a written recommendation by the Department Head to the City Administrator stating why the candidate exceeds the minimum qualifications for the position. New employees may be hired at a compensation level not more than ten percent (10%) above the minimum pay for their job classification with the expressed approval of the Department Head. When job or market conditions necessitate, new employees may be hired at a compensation level up to the job classification midpoint only with the written permission of the City Administrator.

If at any time, acute competition, demonstrated exceptional qualifications of a candidate and/or labor shortages in the labor market create an unusually difficult situation for hiring personnel, the City Administrator may request that the Finance and Administration Committee so declare such situation and provide exemptions from the hiring salary limitation.

## Section 7. Compensation Actions

The following types of compensation action may occur and affect the placement of any employee in the merit pay plan:

- A. Promotions - A promotion is the assignment of an employee from one position to another position having a higher maximum salary. When an employee is promoted to a position in a higher classification, the employee's salary shall be increased to not less than the minimum rate for the higher classification or to another point in salary range, whichever provides the employee with a salary increase of at least five percent (5%) above their current rate of pay. This action should be distinguished from a reclassification of a position which is assigned to a higher pay level.
- B. Demotions - A demotion is the involuntary assignment of an employee from one position to another position having a lower maximum salary. When an employee is involuntarily demoted to an assignment in a classification having a lower maximum rate than the salary received at the time of reassignment, then the employee shall receive the maximum rate established for the classification to which the employee is being demoted; otherwise, the employee shall receive their present rate if that rate is lower than the maximum rate of the classification to which they are being demoted.
- C. Separations - Separations shall include resignation, dismissal, retirement, lay-off, disability or death. No salary actions shall be taken as a result of an employee's separation, unless such action is specified by ordinance or an employee contract.
- D. Transfer - A transfer is the voluntary assignment of an employee from one position to another position having either a lower or higher maximum salary. An employee who voluntarily transfers to another position will be subject to the pay level of the position being accepted and will start at a salary most equivalent to their salary in the previous position but not to exceed the maximum rate of the new range or fall below the minimum rate of the new range.

- E. Performance - Performance is the carrying out of required action and displayed patterns of behavior. Performance evaluations shall determine performance levels and the assigned merit increases according to performance.
  
- F. Overtime - All full-time non-exempt employees covered by the Fair Labor Standards Act must be compensated at the rate of 1-1/2 times the number of hours worked over forty (40) in a seven (7) day work week or over an established work period or receive compensatory time off. The work week for purposes of this section shall be defined as beginning at 12:01 a.m. Sunday morning and proceeding for seven (7) full continuous days until midnight the following Saturday night. Authorized absences with pay during the work week or work period because of vacation, holidays, military training leave, or compensatory time off shall be considered authorized work for the purposes of calculating overtime. The City reserves the right to change work schedules during the work week or work period to reduce overtime liability.
  
- G. Overtime/Callouts on Holidays and Vacation - Any non-exempt employees covered by the Fair Labor Standards Act, who are called to work on a holiday or while on vacation shall be paid at the rate of one (1) times the employee's hourly rate for all hours worked. Such overtime compensation shall be in addition to regular pay received for the holiday. Both the holiday hours and the hours worked on the holiday shall be included in the calculation of all hours worked for the work week.
  
- H. Call-Outs - If an employee is called back to work outside of a normally scheduled work day or is called back to work after having completed a regularly scheduled work day, the City shall compensate the employee a minimum of two (2) hours.
  
- I. Approval of Overtime - The City shall not be obligated to pay overtime not expressly authorized in advance by a direct supervisor. Employees who perform unauthorized overtime work shall not receive payment. All overtime should be recorded and claimed in the appropriate pay period and on the appropriate time sheet.

- J. Scheduling of Overtime - When scheduling overtime, supervisors shall attempt to equitably distribute overtime among all qualified employees and it shall be assigned to the most appropriate position classification which can perform the work.

Supervisors shall, when possible, give employees reasonable advance notice of overtime work. When sufficient personnel with appropriate skills are not available on a voluntary basis to perform required overtime, employees who refuse to work assigned overtime or who fail to report upon notice for overtime work may be subject to appropriate disciplinary action.

- K. Compensatory Time Off - All employees covered by the Fair Labor Standards Act are eligible for compensatory time off in lieu of overtime pay when work hours exceed forty (40) hours in a seven (7) day work week or their work period hours. Employees cannot receive both compensatory time and overtime as compensation for the same excess hours worked. The city will grant compensatory time off in lieu of overtime unless the operations of the city would be unduly disrupted by the employee's absence from work.

Accrual of compensatory time shall be limited to a maximum of forty (40) hours for all covered employees except those employees responding to an emergency or significant event. In this event, compensatory time may be temporarily accrued up to eighty (80) hours.

Compensatory time shall be accrued at a rate of one and one-half (1-1/2) hours for each excess hour worked. All compensatory time accrual as well as compensatory time taken, must be approved by the employee's supervisor and reviewed by his Department Head. Employees will be compensated for unused accrued compensatory time remaining at the time of separation from employment.

- L. New Hires - The performance of all new hires shall be assessed during the six-month probationary period. At the end of the probationary period the employee shall be provided notice that he/she meets the minimum standards of the position and has been removed from probationary status. At the one-year anniversary of the hire date the

employee is eligible for a merit-based increase not to exceed the most recent authorized increase as detailed in Chapter IV, Section 3. After the one-year anniversary all employees are eligible, but not entitled to, merit raises when authorized. However, the first raise after the one-year adjustment shall generally be pro-rated based upon the month of hire. For example, an employee who starts on May 1 and receives a full adjustment on the next May 1 will generally receive a pro-rated raise (8/12) on January 1.

- If an employee's pay was adjusted to the new minimum during his/her first year of employment, that employee remains eligible for an adjustment at the one-year anniversary. However, in that case the employee's maximum adjustment at the one-year anniversary cannot exceed the difference between the overall authorized increase and the adjustment to the minimum previously provided.

CHAPTER V  
PERFORMANCE APPRAISAL PROGRAM

Section 1. Objectives

The objectives of the City of Chesterfield Performance Appraisal Program are to optimize each employee's job performance by providing good information to an employee in regard to established performance standards. Employees must be compared to their job description and work performance and not to their co-workers. The Performance Appraisal Program also provides managers and supervisors with a more acceptable tool for employee compensation decision-making.

Section 2. Policy

To accomplish the objectives of the Performance Appraisal Program, it is important that both managers and employees view the process as a positive tool to produce more effective working relationships and work ethic. This is more likely to occur when employees understand their job responsibilities, receive feedback on their performance against specific job standards and are given the opportunity to develop useful action plans to improve performance when deficiencies exist.

Section 3. Performance Appraisal Schedule

The City of Chesterfield Performance Appraisal Schedule shall be as follows:

- A. All new employees shall be evaluated prior to six (6) months of service from their date of hire. This six-month evaluation will determine whether the employee has satisfied the probationary requirements of the position. They shall be evaluated again after twelve (12) months of service from their date of hire. This twelve-month evaluation shall determine the basis for any merit-based increase as provided in Chapter IV, Section 7(L).
- B. After the six (6) month and twelve (12) month evaluations, all employees shall be evaluated annually prior to January 1. If the twelve-month evaluation detailed in Chapter V, Section A occurred June 1 or later, that evaluation shall serve as the annual evaluation.
- C. Following the successful completion of the six (6) month probationary

evaluation and the annual evaluation thereafter, an employee shall be eligible for a merit based increase in compensation as determined in conjunction with the compensation plan in effect at the time of the evaluation. The total dollars budgeted for salary increases shall be determined each year by the City Council during the annual budget process.

#### Section 4. Performance Appraisal Evaluation

All evaluations completed by subordinate supervisors must be approved by each level of supervision in the department including the Department Head. The City Administrator shall evaluate all Department Heads and Executive Staff.

The Department Head will forward their recommendations for merit awards to the Finance Director, who shall review them and forward them to the City Administrator for final approval.

The Supervisor and/or Department Head shall review all performance evaluations with the individual employees. Employees shall sign their evaluation forms and all original evaluation forms shall be returned to the Personnel Office to be filed permanently in the employee's personnel file. At a different meeting, the Department Head or his/her designee shall conduct the salary discussion and communicate the merit increase, if any.

#### Section 5. Performance Appraisal Appeal

If employees do not agree with the performance evaluation they receive, they may appeal the review to their Department Head. Signature on the evaluation form shall not signify acceptance of the evaluation. It shall merely be acknowledgement of the review with the employee by the Department Head. The appeal shall be filed separately. Employees can access forms on CCNET. All appeals must be filed within seven (7) days of the evaluation. Failure to submit a timely appeal will be regarded as acceptance of the evaluation, and the right to further appeal will be forfeited. Appeals must be filed in duplicate with the Department Head and the Human Resources Manager. The Human Resources Manager shall notify the City Administrator of all performance evaluation appeals.

Following receipt of an appeal, the Department Head must review and decide on the appeal within seven (7) days. The Department Head shall notify the

employee and Human Resources Manager of the decision. If the employee is unwilling to accept the determination of their Department Head, they may request the appeal be reviewed by the City Administrator. The City Administrator must review and decide on the appeal within fourteen (14) days. The decision of the City Administrator shall be final.

The performance appraisal appeal shall not be confused with the appeals process for the administration of discipline for employees. Disciplinary actions involving dismissal, suspension, or demotion shall be separately provided for in the grievance procedure described in the City of Chesterfield Personnel Rules and Regulations.

The appropriate form for a performance appraisal appeal may be obtained from the Human Resources Manager or on CCNET.

#### Section 6. City Administrator

The City Administrator shall undergo an annual performance evaluation and goal review performed by the Mayor and City Council.

CHAPTER VI  
COMPENSATION DECISION-MAKING

Section 1. Objective

It is the City of Chesterfield's objective to develop a fair and equitable linkage between the performance appraisal system and the merit pay plan. The compensation plan approved by the City Council shall be used for this purpose.

Section 2. Policy

All compensation decisions shall follow the performance appraisal process and the overall performance ratings for each employee shall be individually reviewed and awarded. All decisions regarding compensation should be made without the influence of issues which bear no relationship to the review of work performance.

Section 3. Merit Increases

A merit increase is the total payment granted an employee as a result of his overall performance score. A merit increase cannot be granted which would result in any employee exceeding the maximum compensation assigned for their specific job title.

Section 4. Procedure to Determine Compensation

The following procedure shall be used in compensation decision-making:

- A. The Finance Director shall inform the Department Heads of the actual payroll and total dollars available for merit increases. The Finance Director shall also provide information relative to the current compensation classifications.
- B. The Performance Appraisal Program shall have specific guidelines for assisting Department Heads in tying the percent merit increase to the work performance score. When there are multiple employees within a single job title, the merit award assigned to each employee should be reflective of their performance score. In no circumstance should an employee with a lesser performance score receive a superior merit increase as compared to a peer having the same job title, with a higher performance score.

- C. The Department Head shall prepare Personnel Action Forms to affect all salary changes. After all signatures are affixed to the Personnel Action Form, and the Finance Director receives a copy, all salary changes shall be entered into the payroll system. Department Heads shall be responsible for informing their respective employees of increases to be received. Additionally, the Finance Director shall prepare statements for each employee affected by either the minimum salary adjustment or the conversion onto the annual review cycle.

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2024 WAGE CLASSIFICATION RANGES					
Pay Grade	Minimum	Median	Maximum	Spread	Increment
A	\$32,911	\$37,848	\$42,784	30%	4%
A4	\$34,227	\$39,362	\$44,496	30%	4%
B	\$35,544	\$40,875	\$46,207	30%	4%
B4	\$36,966	\$42,510	\$48,055	30%	4%
C	\$38,387	\$44,145	\$49,904	30%	4%
C4	\$39,923	\$45,911	\$51,900	30%	4%
D	\$41,458	\$47,677	\$53,896	30%	4%
D4	\$43,117	\$49,584	\$56,052	30%	4%
E	\$44,775	\$51,491	\$58,208	30%	4%
E4	\$46,566	\$53,551	\$60,536	30%	4%
F	\$48,357	\$55,611	\$62,864	30%	4%
F4	\$50,291	\$57,835	\$65,379	30%	4%
G	\$52,226	\$60,059	\$67,893	30%	4%
G4	\$54,315	\$62,462	\$70,609	30%	4%
H	\$56,404	\$64,864	\$73,325	30%	4%
H4	\$58,660	\$67,459	\$76,258	30%	4%
I	\$60,916	\$70,053	\$79,191	30%	4%
I4	\$63,353	\$72,855	\$82,358	30%	4%
J	\$65,789	\$75,658	\$85,526	30%	4%
J4	\$68,421	\$78,684	\$88,947	30%	4%
K	\$71,052	\$81,710	\$92,368	30%	4%
K4	\$73,894	\$84,979	\$96,063	30%	4%
L	\$76,737	\$88,247	\$99,758	30%	4%
L4	\$79,806	\$91,777	\$103,748	30%	4%
M	\$82,875	\$95,307	\$107,738	30%	4%
M4	\$86,191	\$99,119	\$112,048	30%	4%
N	\$89,506	\$102,931	\$116,357	30%	4%
N4	\$93,086	\$107,049	\$121,011	30%	4%
O	\$96,666	\$111,166	\$125,666	30%	4%
O4	\$100,533	\$115,613	\$130,692	30%	4%
P	\$104,399	\$120,059	\$135,719	30%	4%
P4	\$108,575	\$124,862	\$141,148	30%	4%
Q	\$112,751	\$129,664	\$146,577	30%	4%
Q4	\$117,261	\$134,850	\$152,440	30%	4%
R	\$121,771	\$140,037	\$158,303	30%	4%
R4	\$126,642	\$145,638	\$164,635	30%	4%
S	\$131,513	\$151,240	\$170,967	30%	4%
S4	\$136,774	\$157,290	\$177,806	30%	4%
T	\$142,034	\$163,339	\$184,644	30%	4%
T4	\$147,715	\$169,873	\$192,030	30%	4%
U	\$153,397	\$176,406	\$199,416	30%	4%
U4	\$159,533	\$183,463	\$207,392	30%	4%
V	\$165,669	\$190,519	\$215,369	30%	4%
V4	\$172,295	\$198,140	\$223,984	30%	4%
W	\$178,922	\$205,760	\$232,599	30%	4%
W4	\$186,079	\$213,991	\$241,903	30%	4%
Lieutenant Captain Assistant Chief Chief	\$97,416	\$109,593	\$121,770		
	\$108,079	\$124,291	\$140,502		
	\$118,448	\$136,215	\$153,982		
	\$122,024	\$143,989	\$165,953		

2024 APPROVED JOB CLASSIFICATION MATRIX

JOB TITLE	GRADE	MIN	MIDPOINT	MAX	Spread
Customer Service Representative	D	\$41,458	\$47,677	\$53,896	30%
Recreation Aide	D	\$41,458	\$47,677	\$53,896	30%
Court Clerk	D4	\$43,117	\$49,584	\$56,052	30%
Records Clerk	D4	\$43,117	\$49,584	\$56,052	30%
Assistant Court Administrator	E	\$44,775	\$51,491	\$58,208	30%
Building Attendant	E	\$44,775	\$51,491	\$58,208	30%
Command Staff Coordinator	E	\$44,775	\$51,491	\$58,208	30%
Executive Assistant	E	\$44,775	\$51,491	\$58,208	30%
Forestry Technician	E	\$44,775	\$51,491	\$58,208	30%
Investigative Support Specialist	E	\$44,775	\$51,491	\$58,208	30%
Planning Technician	E4	\$46,566	\$53,551	\$60,536	30%
Accounting Clerk	F	\$48,357	\$55,611	\$62,864	30%
Business Assistance Coordinator	F	\$48,357	\$55,611	\$62,864	30%
Maintenance Worker (Parks\Street)	F	\$48,357	\$55,611	\$62,864	30%
Records Clerk Supervisor	F	\$48,357	\$55,611	\$62,864	30%
Recreation Specialist	F	\$48,357	\$55,611	\$62,864	30%
Code Enforcement Inspector	F4	\$50,291	\$57,835	\$65,379	30%
Compliance & Accreditation Manager	F4	\$50,291	\$57,835	\$65,379	30%
Human Resource Generalist	F4	\$50,291	\$57,835	\$65,379	30%
Information Technology Technician	F4	\$50,291	\$57,835	\$65,379	30%
Senior Maintenance Worker (Parks\Street)	G	\$52,226	\$60,059	\$67,893	30%
Senior Recreation Specialist	G	\$52,226	\$60,059	\$67,893	30%
Accountant	H	\$56,404	\$64,864	\$73,325	30%
Communication Specialist	H	\$56,404	\$64,864	\$73,325	30%
GIS Analyst - CAD Tech	H	\$56,404	\$64,864	\$73,325	30%
Senior Engineering Const. Inspect	H	\$56,404	\$64,864	\$73,325	30%
Building Maintenance Technician	H4	\$58,660	\$67,459	\$76,258	30%
Crew Leader	H4	\$58,660	\$67,459	\$76,258	30%
Fleet Maintenance Mechanic	H4	\$58,660	\$67,459	\$76,258	30%
Asst to CA/Deputy City Clerk	I	\$60,916	\$70,053	\$79,191	30%
Lead GIS Analyst - CAD Tech.	I	\$60,916	\$70,053	\$79,191	30%
Office Manager	I	\$60,916	\$70,053	\$79,191	30%
Recreation Manager	I	\$60,916	\$70,053	\$79,191	30%
Support Services Manager	I	\$60,916	\$70,053	\$79,191	30%
City Arborist/Urban Forester	I4	\$63,353	\$76,023	\$88,694	40%
Fleet Maintenance Team Leader	I4	\$63,353	\$72,855	\$82,358	30%
Project Planner	I4	\$63,353	\$72,855	\$82,358	30%
Senior Accountant	I4	\$63,353	\$72,855	\$82,358	30%
Assistant Building Maintenance Supervisor	J	\$65,789	\$75,658	\$85,526	30%
Maintenance Supervisor (Parks\Street)	J	\$65,789	\$75,658	\$85,526	30%
Court Administrator	K	\$71,052	\$81,710	\$92,368	30%
Fleet Maintenance Supervisor	K	\$71,052	\$81,710	\$92,368	30%
Building Maintenance Supervisor	L	\$76,737	\$92,084	\$107,431	40%
GIS Administrator	L	\$76,737	\$88,247	\$99,758	30%
Technical Operations Administrator	L	\$76,737	\$88,247	\$99,758	30%
Civil Engineer	L4	\$79,806	\$91,777	\$103,748	30%
Project Manager	L4	\$79,806	\$91,777	\$103,748	30%
Senior Planner	L4	\$79,806	\$91,777	\$103,748	30%
Application\Web Developer	M	\$82,875	\$95,307	\$107,738	30%
City Clerk	M	\$82,875	\$99,451	\$116,026	40%
Asst. City Administrator	M4	\$86,191	\$103,429	\$120,667	40%
Assistant Finance Director	M4	\$86,191	\$103,429	\$120,667	40%
Assistant City Planner	M4	\$86,191	\$103,429	\$120,667	40%
Human Resource Manager	M4	\$86,191	\$103,429	\$120,667	40%
Superintendent - Arts & Entertainment	M4	\$86,191	\$103,429	\$120,667	40%
Superintendent - Parks Maintenance	M4	\$86,191	\$103,429	\$120,667	40%
Superintendent - Recreation Operations	M4	\$86,191	\$103,429	\$120,667	40%
Superintendent - Sports & Wellness	M4	\$86,191	\$103,429	\$120,667	40%
Superintendent - Street & Fleet Operations	M4	\$86,191	\$103,429	\$120,667	40%
Senior Civil Engineer	N	\$89,506	\$102,931	\$116,357	30%
Assistant City Engineer	O	\$96,666	\$115,999	\$135,332	40%
IT Director	P4	\$108,575	\$130,290	\$152,005	40%
Finance Director	P4	\$108,575	\$130,290	\$152,005	40%
Director of Parks, Recreation & Arts	P4	\$108,575	\$130,290	\$152,005	40%
Director of Planning	P4	\$108,575	\$130,290	\$152,005	40%
Director of Public Works - City Engineer	P4	\$108,575	\$130,290	\$152,005	40%
City Administrator	V4	\$172,295	\$198,140	\$223,984	30%
Lieutenant		\$97,416	\$109,593	\$121,770	
Captain		\$108,079	\$124,291	\$140,502	
Assistant Chief		\$118,448	\$136,215	\$153,982	
Chief		\$122,024	\$143,989	\$165,953	

Customer Service Representative	D	\$42,495	\$48,869	\$55,243	30%
Recreation Aide	D	\$42,495	\$48,869	\$55,243	30%
Court Clerk	D4	\$44,195	\$50,824	\$57,453	30%
Records Clerk	D4	\$44,195	\$50,824	\$57,453	30%
Assistant Court Administrator	E	\$45,894	\$52,779	\$59,663	30%
Building Attendant	E	\$45,894	\$52,779	\$59,663	30%
Command Staff Coordinator	E	\$45,894	\$52,779	\$59,663	30%
Executive Assistant	E	\$45,894	\$52,779	\$59,663	30%
Forestry Technician	E	\$45,894	\$52,779	\$59,663	30%
Investigative Support Specialist	E	\$45,894	\$52,779	\$59,663	30%
Planning Technician	E4	\$47,730	\$54,890	\$62,049	30%
Accounting Clerk	F	\$49,566	\$57,001	\$64,436	30%
Business Assistance Coordinator	F	\$49,566	\$57,001	\$64,436	30%
Maintenance Worker (Parks\Street)	F	\$49,566	\$57,001	\$64,436	30%
Records Clerk Supervisor	F	\$49,566	\$57,001	\$64,436	30%
Recreation Specialist	F	\$49,566	\$57,001	\$64,436	30%
Code Enforcement Inspector	F4	\$51,549	\$59,281	\$67,013	30%
Compliance & Accreditation Manager	F4	\$51,549	\$59,281	\$67,013	30%
Human Resource Generalist	F4	\$51,549	\$59,281	\$67,013	30%
Information Technology Technician	F4	\$51,549	\$59,281	\$67,013	30%
Senior Maintenance Worker (Parks\Street)	G	\$53,531	\$61,561	\$69,591	30%
Senior Recreation Specialist	G	\$53,531	\$61,561	\$69,591	30%
Accountant	H	\$57,814	\$66,486	\$75,158	30%
Communication Specialist	H	\$57,814	\$66,486	\$75,158	30%
GIS Analyst - CAD Tech	H	\$57,814	\$66,486	\$75,158	30%
Building Maintenance Technician	H4	\$60,126	\$69,145	\$78,164	30%
Crew Leader	H4	\$60,126	\$69,145	\$78,164	30%
Fleet Maintenance Mechanic	H4	\$60,126	\$69,145	\$78,164	30%
Senior Engineering Const. Inspect	H4	\$60,126	\$69,145	\$78,164	30%
Asst to CA/Deputy City Clerk	I	\$62,439	\$71,805	\$81,171	30%
Lead GIS Analyst - CAD Tech.	I	\$62,439	\$71,805	\$81,171	30%
Office Manager	I	\$62,439	\$71,805	\$81,171	30%
Recreation Manager	I	\$62,439	\$71,805	\$81,171	30%
Support Services Manager	I	\$62,439	\$71,805	\$81,171	30%
City Arborist/Urban Forester	I4	\$64,936	\$77,924	\$90,911	40%
Fleet Maintenance Team Leader	I4	\$64,936	\$74,677	\$84,417	30%
Project Planner	I4	\$64,936	\$74,677	\$84,417	30%
Senior Accountant	I4	\$64,936	\$74,677	\$84,417	30%
Facility Maintenance Supervisor	J	\$67,434	\$77,549	\$87,664	30%
Maintenance Supervisor (Parks\Street)	J	\$67,434	\$77,549	\$87,664	30%
Court Administrator	K	\$72,829	\$83,753	\$94,677	30%
Fleet Maintenance Supervisor	K	\$72,829	\$83,753	\$94,677	30%
GIS Administrator	L	\$78,655	\$90,453	\$102,251	30%
Technical Operations Administrator	L	\$78,655	\$90,453	\$102,251	30%
Civil Engineer	L4	\$81,801	\$94,071	\$106,342	30%
Project Manager	L4	\$81,801	\$94,071	\$106,342	30%
Senior Planner	L4	\$81,801	\$94,071	\$106,342	30%
Application\Web Developer	M	\$84,947	\$97,689	\$110,432	30%
City Clerk	M	\$84,947	\$101,937	\$118,926	40%
Assistant City Administrator	M4	\$88,345	\$106,014	\$123,683	40%
Assistant City Planner	M4	\$88,345	\$106,014	\$123,683	40%
Assistant Finance Director	M4	\$88,345	\$106,014	\$123,683	40%
Human Resource Manager	M4	\$88,345	\$106,014	\$123,683	40%
Superintendent - Arts & Entertainment	M4	\$88,345	\$106,014	\$123,683	40%
Superintendent - Facility Maintenance	M4	\$88,345	\$106,014	\$123,683	40%
Superintendent - Parks Maintenance	M4	\$88,345	\$106,014	\$123,683	40%
Superintendent - Recreation Operations	M4	\$88,345	\$106,014	\$123,683	40%
Superintendent - Sports & Wellness	M4	\$88,345	\$106,014	\$123,683	40%
Superintendent - Street & Fleet Operations	M4	\$88,345	\$106,014	\$123,683	40%
Senior Civil Engineer	N	\$91,743	\$105,505	\$119,266	30%
Assistant City Engineer	O	\$99,083	\$118,899	\$138,716	40%
IT Director	P4	\$111,290	\$133,548	\$155,805	40%
Director of Finance	P4	\$111,290	\$133,548	\$155,805	40%
Director of Parks, Recreation & Arts	P4	\$111,290	\$133,548	\$155,805	40%
Director of Planning	P4	\$111,290	\$133,548	\$155,805	40%
Director of Public Works - City Engineer	P4	\$111,290	\$133,548	\$155,805	40%
City Administrator	V4	\$176,603	\$203,093	\$229,583	30%

### 2024 Step Plan

Approved by Council 01/03/2024 and Ratified by FOP 12/27/2023 for early implementation effective 1/14/2024.

Increment				Increment							
Year	Officers	Officers	Officers	Year	Sergeant	Sergeant	Sergeant	Lieutenant	Captain	Assistant Chief	Chief
								\$97,416	\$108,079	\$118,448	\$122,024
Step 1	\$63,000			Step 1	\$85,798	\$0		Per Annual Civilian Budget	Per Annual Civilian Budget	Per Annual Civilian Budget	Per Annual Civilian Budget
Step 2	\$65,520	\$2,520	4.00%	Step 2	\$89,230	\$3,432	4.00%				
Step 3	\$68,141	\$2,621	4.00%	Step 3	\$92,799	\$3,569	4.00%				
Step 4	\$70,866	\$2,726	4.00%	Step 4	\$96,511	\$3,712	4.00%				
Step 5	\$73,701	\$2,835	4.00%	Step 5	\$100,372	\$3,860	4.00%				
Step 6	\$76,649	\$2,948	4.00%	Step 6	\$104,386	\$4,015	4.00%				
Step 7	\$79,715	\$3,066	4.00%			\$4,175	4.00%				
Step 8	\$82,904	\$3,189	4.00%								
Step 9	\$86,220	\$3,316	4.00%								
Step 10	\$89,669	\$3,449	4.00%								
Step 11	\$93,255	\$3,449	4.00%								
								\$121,770	\$140,502	\$153,982	\$165,953
	\$78,128				\$95,092			Median: \$109,593	\$124,291	\$136,215	\$143,989

Mike Geisel  
City Administrator  
*Mike Geisel*



690 Chesterfield Pkwy W  
Chesterfield MO 63017  
Phone 636-537-4711  
Fax 636-537-4798

TO: Finance and Administration Committee

Date: January 30, 2025

RE: Vehicle use policy

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Over the course of many years, we have operated under a clear management directive and policy which significantly restricts employees from using personal vehicles to conduct City business. There are a number of reasons for this practice and it is absolutely essential to protect the City from substantial liability claims. Outside of specialized Police, trucks, and cargo vehicles, the City has a relatively small fleet of vehicles that are necessary for daily operations and travel. Employees are only allowed to use personal vehicles as an exception, when a City vehicle is not available, and then only when specifically approved with conditions. Due to a series of recent events, I have determined that the vehicle use administrative policy be more formally adopted by City Council to promote broader awareness and to emphasize the City's commitment to the practice.

#### Introduction

The purpose of this communication is to inform the City Council of the significant legal and liability risks associated with allowing City employees to use personal vehicles for official City business. As a third-class City in Missouri, it is essential that we prioritize the protection of both our employees and the City by ensuring that official business is conducted with municipally-owned, properly maintained, and properly insured vehicles. This document outlines the concerns surrounding the allowance of employees using personal vehicles.

#### Background: Current Policy and Practices

Although current practice restricts the use of personal vehicles for City business, recent occurrences have demonstrated the need to elevate and formalize the policy. Under the current practice, employees are restricted from using personal vehicles for City business. Exceptions to this policy are rare and occur when either a City owned vehicle is unavailable or occasionally for out of town travel that will involve both personal and business use. There are significant legal and financial risks associated with this arrangement. This practice exposes the City to liability in the event of an accident or injury while an employee is conducting City business using a personal vehicle.

To mitigate these risks, the City prohibits personal vehicle use for City business except in extreme circumstances where prior approval from a department head is obtained. In these cases, employees must also show proof of adequate insurance coverage.

### Legal and Liability Issues

The use of personal vehicles for City business purposes presents several legal and liability issues that must be addressed:

#### 1. Primary Insurance Coverage

When an employee uses their personal vehicle for City business, their personal insurance is considered the primary insurance coverage in the event of an accident. However, many personal auto insurance policies exclude or limit coverage when the vehicle is being used for business purposes. In some cases, the employee's insurance may refuse to cover damages, leaving the City vulnerable to claims or lawsuits.

If the employee's insurance is insufficient to cover all costs associated with an accident, including property damage, medical expenses, and third-party claims, the City could be held liable for damages, exposing the municipality to significant financial risk.

#### 2. Vicarious Liability and Legal Exposure

Missouri law holds employers, including municipal governments, vicariously liable for the actions of their employees while those employees are engaged in official business. Even if the employee is using a personal vehicle, the City can be sued if the employee is found to be at fault in an accident during the course of their work. This exposure is heightened if the employee is using a personal vehicle without adequate insurance coverage or if the vehicle is not properly maintained. Claims of negligence can also arise if it is determined that the City did not take adequate steps to ensure the safety of employees or third parties when personal vehicles were authorized for City business.

#### 3. Workers' Compensation and Personal Injury

In the event of an accident, employees driving personal vehicles may attempt to claim workers' compensation benefits for injuries sustained during official business travel. While these claims are typically covered by workers' compensation insurance, the interplay between personal auto insurance and workers' compensation can be complex, leading to potential legal disputes.

Additionally, any third-party claims resulting from the accident, including injuries to other drivers or pedestrians, could trigger lawsuits against both the employee and the City. Without clear policies and safeguards in place, the City could be exposed to significant financial liability.

### Importance of City-Owned and Insured Vehicles

Providing City-owned and insured vehicles for employee business use is critical to minimizing these legal and liability risks. By ensuring that City employees are using municipally-owned vehicles, the City can maintain full control over:

1. **Insurance Coverage:**  
All City-owned vehicles are covered under the City's comprehensive insurance policy, ensuring that liability, collision, and medical expenses are fully covered. This eliminates the uncertainty of relying on personal insurance coverage, which may be insufficient or exclude business use altogether.
2. **Vehicle Maintenance and Safety:**  
City-owned vehicles are subject to regular maintenance and safety inspections, ensuring they are in proper working condition. This reduces the likelihood of accidents due to vehicle malfunctions, which is a risk when employees use personal vehicles of varying condition.
3. **Clear Liability Structure:**  
With City-owned vehicles, the City has clear liability protections in place. Any accidents or incidents are handled through the City's insurance provider, streamlining the claims process and reducing legal exposure. This also provides reassurance to employees that they will not be personally liable for incidents that occur during official business.
4. **Employee Protection and Compliance:**  
By providing City-owned vehicles, the City ensures compliance with all applicable laws and provides additional legal protections to employees. They will not have to worry about personal insurance complications, and the City will have greater control over ensuring that all vehicles are properly insured and maintained.

Based on the significant legal and liability concerns outlined above, I recommend the following actions:

1. **Prohibit Personal Vehicle Use Without Prior Approval:**  
The City should adopt a strict policy that prohibits the use of personal vehicles for City business unless there is no reasonable alternative and the employee obtains written approval from their department head. Such approval should only be granted in exceptional circumstances and must be documented in advance.
2. **Proof of Adequate Insurance:**  
In cases where personal vehicle use is authorized, employees should be required to provide proof of adequate personal auto insurance coverage, including business use coverage if applicable. This ensures that employees are not underinsured and that the City's exposure is minimized.

3. Regular Vehicle Maintenance and Safety Checks:

All City-owned vehicles undergo regular maintenance and safety checks by competent, skilled mechanics to ensure that they remain in good working order. This reduces the risk of accidents and ensure that vehicles are safe for employee use.

4. Training and Awareness Programs:

The City provides training to employees on the proper use of vehicles and the legal risks associated with using personal vehicles for City business. This will help employees understand the importance of following policy and reduce the City's legal exposure.

### Conclusion

The use of personal vehicles by City employees for official business purposes presents significant legal and liability risks for the City. To protect both the City and its employees, it is crucial to adopt a policy that requires the use of City-owned and insured vehicles for official business and prohibits the use of personal vehicles unless explicitly authorized. By taking these steps, the City can reduce its exposure to costly legal claims and ensure the safety and well-being of its employees and the public.

While specific instances of municipalities being held liable for damages due to an employee using a personal vehicle for business purposes may not always be publicly documented in full detail, there are examples where municipalities or organizations have faced significant legal or financial consequences due to similar situations. Below are some examples and related issues that highlight the risks:

1. City of West Palm Beach, Florida (2009)

The City of West Palm Beach faced significant liability in a case where an employee, while using their personal vehicle for official business, was involved in a car accident that resulted in serious injury. The City was held liable under the principle of vicarious liability, which allows an employer to be sued for the actions of an employee if the employee was engaged in activities within the scope of their employment, even if the employee was using a personal vehicle.

- Outcome: The City was forced to settle the lawsuit for an undisclosed amount because the employee's personal insurance coverage was insufficient to cover the costs of the damages and injuries caused. This case highlighted the financial risks municipalities face when employees are allowed to use personal vehicles for business without appropriate insurance or approval protocols in place.

2. City of San Antonio, Texas (2015)

In another example, a City of San Antonio employee was involved in a fatal accident while driving a personal vehicle for official business purposes. The employee's personal auto insurance did not provide sufficient coverage for the wrongful death claim that followed, which led to a lawsuit against the City. The claim alleged that

the City was negligent in allowing the employee to use their personal vehicle without proper insurance coverage or oversight.

- Outcome: The City settled the case, and the incident underscored the importance of ensuring employees either use city-owned vehicles or have robust personal insurance if using personal vehicles for work. This case demonstrated that municipalities can be held liable even if the vehicle involved is privately owned, as long as the employee was conducting city business at the time.

### 3. Philadelphia School District (2008)

Although not a municipality, the Philadelphia School District was sued when a school district employee driving their personal vehicle for work-related activities caused a collision. The district was named in the lawsuit under the legal principle of respondeat superior, which holds employers responsible for the actions of employees when they are performing work-related tasks, even if in a personal vehicle. The district had to contribute to the settlement because the employee's personal insurance did not fully cover the damages.

#### Broader Legal Precedents:

The legal principle of respondeat superior (or vicarious liability) is frequently applied in cases where employees, while conducting official duties, are involved in accidents while using their personal vehicles. Municipalities can be sued under this doctrine if employees are performing job-related tasks during the time of the incident, regardless of vehicle ownership.

These cases point to a clear pattern where municipalities or organizations are financially impacted by accidents involving employees using personal vehicles without adequate coverage or authorization. The primary issues that arise include:

1. Inadequate Insurance Coverage: Many employees' personal auto policies may not cover accidents that occur while they are using the vehicle for business purposes. Even if some coverage exists, it is often insufficient to cover the full cost of damages, leading to lawsuits against the municipality.
2. Negligence Claims: Municipalities can face negligence claims if it is determined that the city failed to establish or enforce clear policies requiring adequate insurance coverage or failed to mandate the use of City-owned vehicles for business purposes.
3. Vicarious Liability Exposure: Municipalities are regularly held liable for employee actions during the course of their employment, which exposes them to lawsuits and settlements when employees drive personal vehicles for work tasks.

The above examples, while varying in detail, highlight the importance of adopting clear policies that either prohibit the use of personal vehicles for City business or require strict insurance and authorization protocols. By providing City-owned vehicles for business purposes, Chesterfield minimizes their exposure to financial and legal risks.

CITY OF CHESTERFIELD  
POLICY STATEMENT

FINANCE AND ADMINISTRATION

NO.

SUBJECT: Vehicle Use Policy

INDEX F&A

DATE  
ISSUED

DATE  
REVISED

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### Purpose

The purpose of this policy is to establish guidelines for the use of City-owned vehicles by municipal government employees for official City business and to outline e on personal vehicle use for business purposes. This policy also aims to mitigate liability risks associated with employees using personal vehicles for City business without proper authorization.

### 2. Scope

This policy applies to all City employees.

### 3. Policy Statement

- **Mandatory Use of City-Owned Vehicles:**  
Employees must use City-owned vehicles for all travel related to official City business. The use of personal vehicles for City business is prohibited unless the employee has received prior written approval from their department head.
- **Prohibition of Personal Use of City Vehicles:**  
City-owned vehicles are for official City business only. Personal use of City vehicles is strictly prohibited unless expressly authorized in writing by the employee's Department head, or when personal use of a municipal vehicle has been approved in conjunction with employment for specific career positions.

### 4. Procedure

#### a. Use of City-Owned Vehicles

##### 1. Availability and Reservation:

City-owned vehicles are available to employees for use in conducting official City business. Specific job functions may require a dedicated vehicle during their work shift. Employees in those positions shall coordinate with their supervisor to ensure that work assignments coincide with vehicle availability. Other job functions may not require vehicle usage at all, while others may only require intermittent or irregular vehicle use. The City of Chesterfield

maintains a vehicle reservation application to meet the intermittent and irregular use requirements. Vehicles should be reserved as far in advance as practicable in accordance with established departmental procedures. Additionally, vehicles that have been assigned or dedicated to an individual, are also available to other employees for business needs whenever not otherwise in use.

2. Compliance with Laws and Policies:

Employees must comply with all local, state, and federal traffic laws, as well as all City policies while operating City-owned vehicles. Any traffic violations, accidents, or incidents must be immediately reported to the employee's supervisor.

b. Restrictions on Personal Use of City Vehicles

1. Prohibition:

City vehicles may not be used for personal errands or other non-work-related activities. Any personal use is strictly prohibited unless explicitly approved in writing by the employee's Department Head. EXCEPTION: This prohibition does not apply to those Employees who have the benefit of a vehicle for personal use or take home privileges as an employee benefit associated with a specific career position. Such Employees must comply with their specific limitations and terms of use.

2. Limited Exceptions:

Department heads may authorize personal use of a City vehicle only in limited and specific cases, such as in an emergency or when an employee is on call and required to respond to City duties from a personal location. Personal stops at locations within their routine travel route.

c. Prohibition on Personal Vehicle Use for City Business

1. Approval Process:

Employees are not permitted to use personal vehicles for City business without receiving prior written approval from their Department Head. Requests for approval must be submitted in advance and must include justification for the use of a personal vehicle.

2. Exceptional Circumstances:

Approval may be granted in exceptional circumstances where no City vehicle is available or where the use of a personal vehicle is more practical. In limited circumstances such as out of town travel, employees may express their preference to use a personal vehicle in lieu of a City vehicle for convenience or for the purpose of extending travel into vacation or other personal purposes. If a City vehicle would otherwise be available for use, and the permission is granted as an exception, the employee may not be reimbursed for mileage and must acknowledge the assumption of liability and provide proof of insurance.

3. Reimbursement:

If use of a personal vehicle is authorized, the employee may be eligible for mileage reimbursement at the established City rate, subject to the City's reimbursement policy.

d. Liability Considerations for Personal Vehicle Use

When employees use personal vehicles for City business, even if authorized, significant liability concerns arise:

1. Insurance Coverage:

In cases where a personal vehicle is used, the employee's personal automobile insurance is the primary coverage. Employees are required to carry adequate personal insurance coverage as mandated by state law. The City's liability coverage does not extend to personal vehicles in most circumstances.

2. Minimizing Liability Risk:

To minimize liability, employees are required to use City-owned vehicles for City business whenever possible. If an employee is authorized to use their personal vehicle, they must ensure that they have sufficient insurance coverage and adhere to all traffic laws.

e. Non-Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. Non-compliance may also result in the employee being held personally liable for damages incurred during unauthorized vehicle use.

5. Insurance and Liability

1. City-Owned Vehicles:

The City maintains appropriate insurance coverage for all City-owned vehicles. Employees operating City vehicles in the course of their official duties are covered by the City's insurance policies, provided they comply with this policy and all applicable laws.

2. Personal Vehicles:

Employees authorized to use personal vehicles for City business must maintain adequate insurance coverage. The City will not be responsible for any damage to personal vehicles, nor will it be liable for any legal claims that arise unless secondary coverage is provided under specific, pre-approved circumstances.

6. Exceptions

Any exceptions to this policy must be authorized in writing by the City Administrator.

RECOMMENDED BY:

*Me Teish*

Department Head/Director/Council Committee (if applicable)

2025-2-4

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date



Finance Director  
636-537-4726

## M E M O

DATE: January 15, 2025  
TO: Mike Geisel, City Administrator  
FROM: Jeannette Kelly, Finance Director *J. Kelly*  
RE: Financial Update

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The following is a brief update of City finances through January 15, 2025.

This financial update is being reported on a cash basis. Although the City's revenue comes from a variety of sources, the predominant source is sales tax and there is generally a two-month lag between the "sale" and the "receipt". Therefore, the revenues the City received in the month of January which are reflected in this report and analysis as January 2025, are generally reflective of consumer spending which occurred in November 2024. However, the receipts are significantly influenced by the timing of retailer reports and the deadline requirements established by the Missouri Department of Revenue.

The monthly budget proportions are estimated based on an estimated pro-rata share of the annual budget figure, taking into account the prior five-year monthly average; however, the receipts are heavily dependent on actual reporting practices of retailers, which often vary from month to month and year to year. Therefore, you should not rely on any individual month's receipts in an analysis as history demonstrates that these monthly values are volatile and are heavily impacted by the timing of retailer reporting. Any analysis of our revenue reporting must be tempered with this understanding.

The sales tax receipts received in January for all funds are **below** 2025 budget expectations by an average of **4.91% (\$106k)** on a cash basis. Sales tax receipts for all funds are **below** January 2024 revenues by an average of **6.25% (\$137k)** on a cash basis.

The Pooled Sales Tax receipts received in January 2025 were \$592,497, **3.05% (\$17k) below** budget. The Pooled Sales tax collections for the General Fund were **0.06% (\$355) lower** than in January 2024, on a cash basis.

Public Safety January 2025 receipts (Prop P) of \$286,197 exceed 2025 budget expectations by 5.91% (\$16k) on the cash basis, and above 2024 actual revenues by 4.88% (\$13k).

In combination, the General Fund sales tax revenues (Pooled Sales tax and Public Safety Prop P revenues) are **below** 2025 budget expectations by **0.30% (\$3k)**. The January 2025 revenues are 1.50% (\$13k) higher than

January 2024 revenues. As mentioned previously, the timing and proportions of both the receipts and budget have proven to be inconsistent from year to year, and 2025 appears to be no different.

Parks Sales tax collections for January 2025 (\$632,482) are below the 2025 budget budget by 8.45% (\$58k) and below 2024 revenues by 11.58% (\$83k). The Capital Sales tax collections for January 2025 (\$545,145) are below the 2025 budget expectations by 7.68% (\$45k) and below 2024 revenues by 11.00% (\$67k). The same caveats discussed for the pooled revenues apply to these revenue sources.

Finally, it is important to remind you that while we are reporting these revenues on a cash basis in January 2025, for financial reporting purposes revenues received in January and February are accrued back to 2024 fiscal year in the Annual Comprehensive Financial Report.

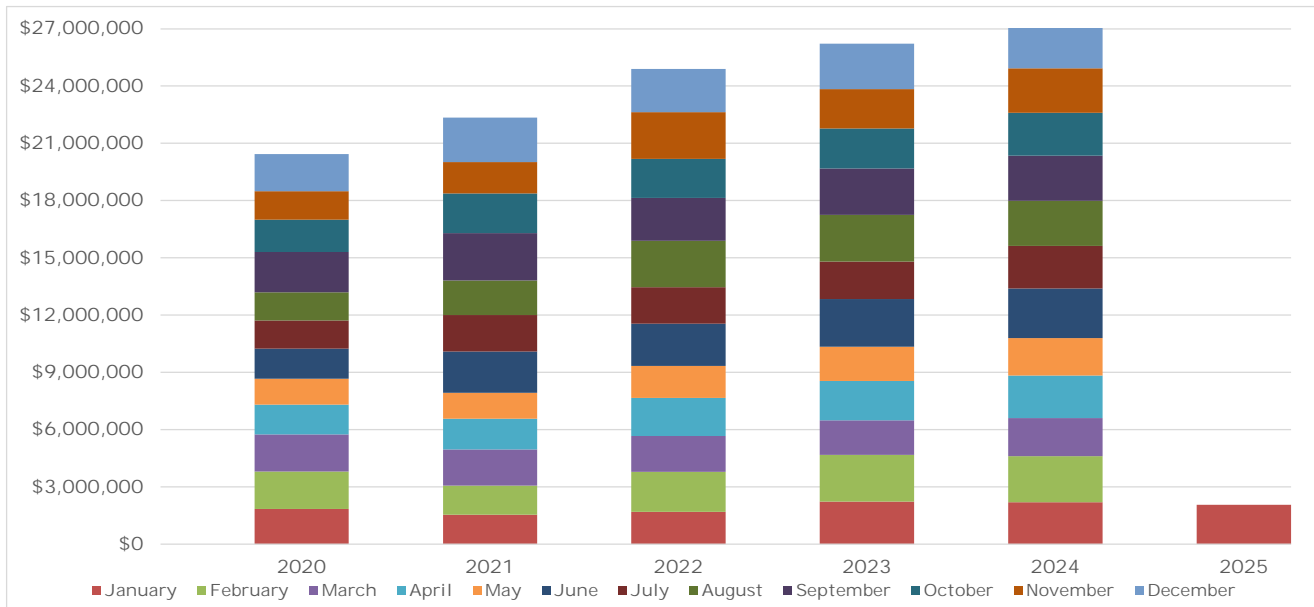
The following schedules are attached for your convenience and reference:

- Fund Statements – General, Public Safety, Parks and Capital
- Revenue charts

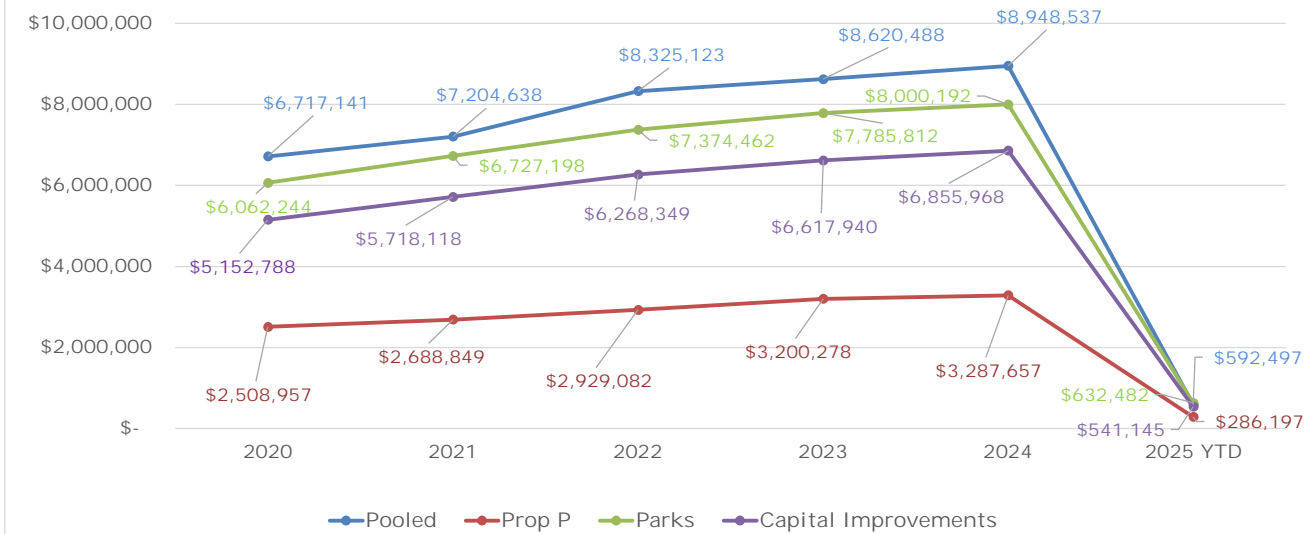
City of Chesterfield  
Sales Tax Totals  
FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	1,843,926	1,534,854	1,682,578	2,227,878	2,189,070	-1.74%	2,052,321	-6.25%
February	1,958,374	1,526,524	2,093,154	2,445,413	2,408,673	-1.50%	-	-100.00%
March	1,950,844	1,895,241	1,891,452	1,818,014	2,003,401	10.20%	-	-100.00%
April	1,553,234	1,604,881	1,983,807	2,055,471	2,235,822	8.77%	-	-100.00%
May	1,363,247	1,369,758	1,677,776	1,800,760	1,953,512	8.48%	-	-100.00%
June	1,569,203	2,159,539	2,217,437	2,488,922	2,605,466	4.68%	-	-100.00%
July	1,479,564	1,905,545	1,917,453	1,967,924	2,226,777	13.15%	-	-100.00%
August	1,475,941	1,812,786	2,418,571	2,445,355	2,371,287	-3.03%	-	-100.00%
September	2,116,585	2,481,110	2,250,353	2,435,619	2,365,391	-2.88%	-	-100.00%
October	1,681,630	2,073,871	2,057,042	2,083,605	2,245,004	7.75%	-	-100.00%
November	1,491,165	1,659,731	2,445,275	2,077,082	2,330,689	12.21%	-	-100.00%
December	1,957,417	2,314,964	2,262,116	2,378,474	2,157,263	-9.30%	-	-100.00%
<b>Total</b>	<b>20,441,131</b>	<b>22,338,803</b>	<b>24,897,016</b>	<b>26,224,518</b>	<b>27,092,355</b>	<b>3.31%</b>	<b>2,052,321</b>	<b>-6.25%</b>

November 2022 includes a one-time correction (\$350k) to Pooled Sales Tax due to a calculation error by St. Louis County

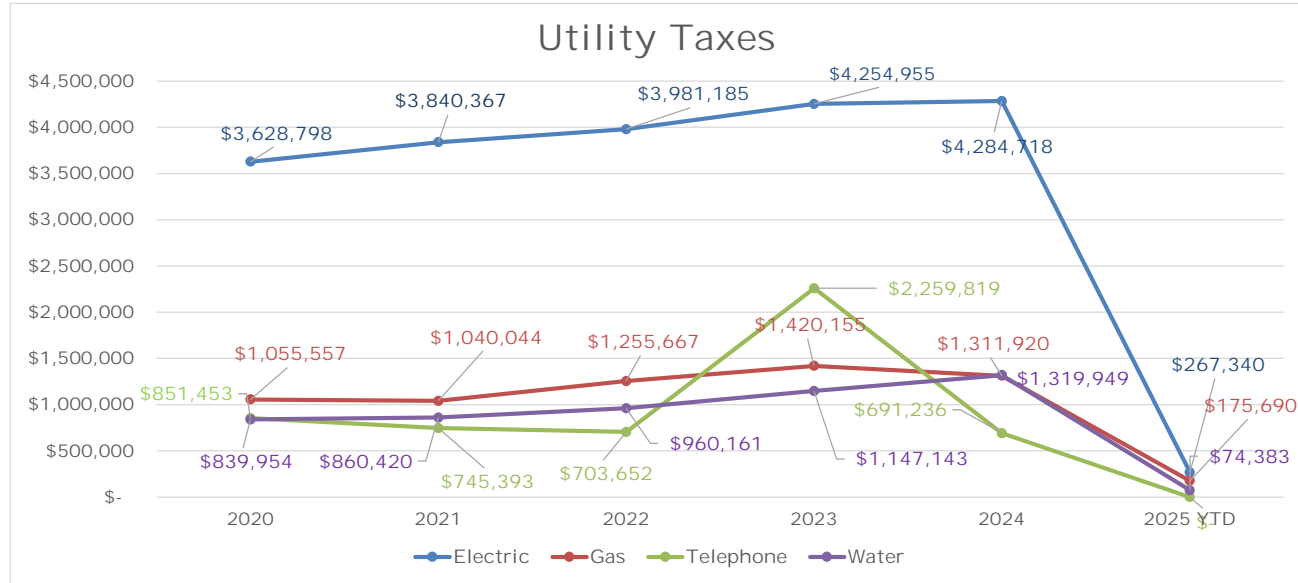
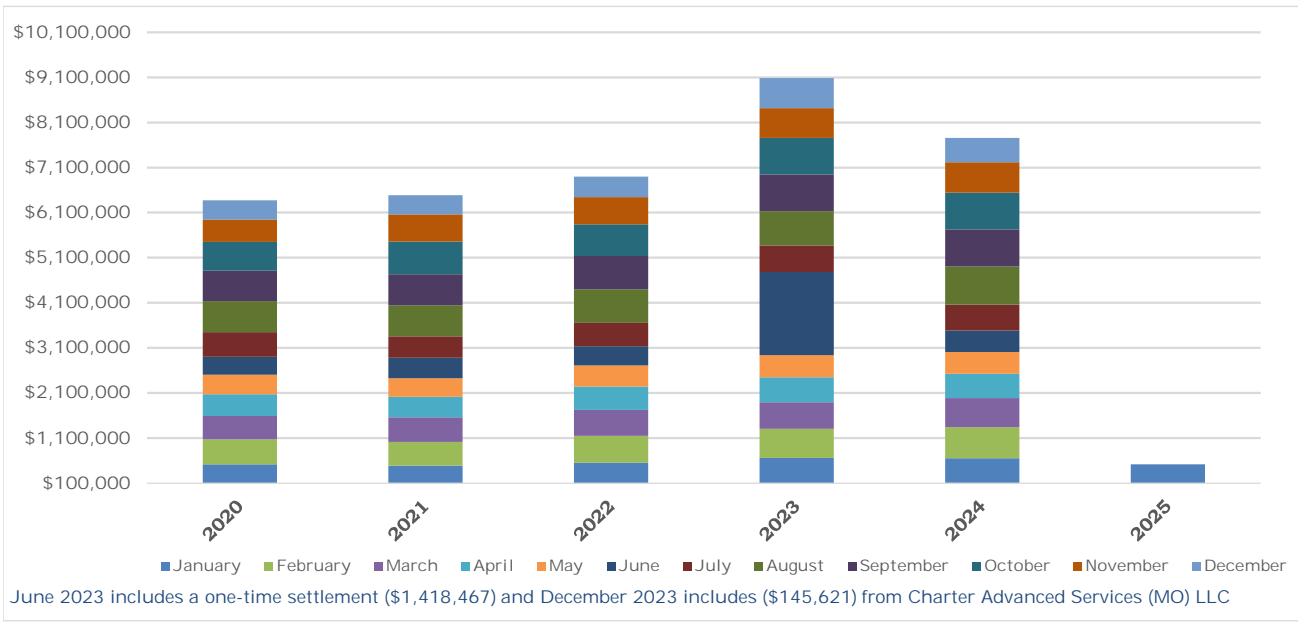


### Sales Tax Revenues



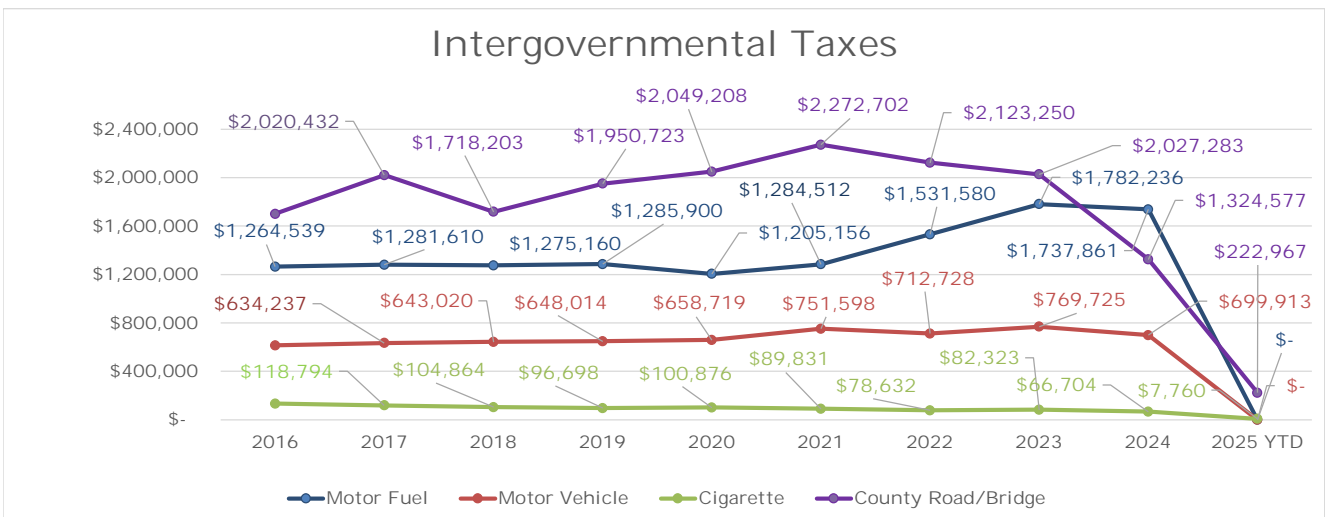
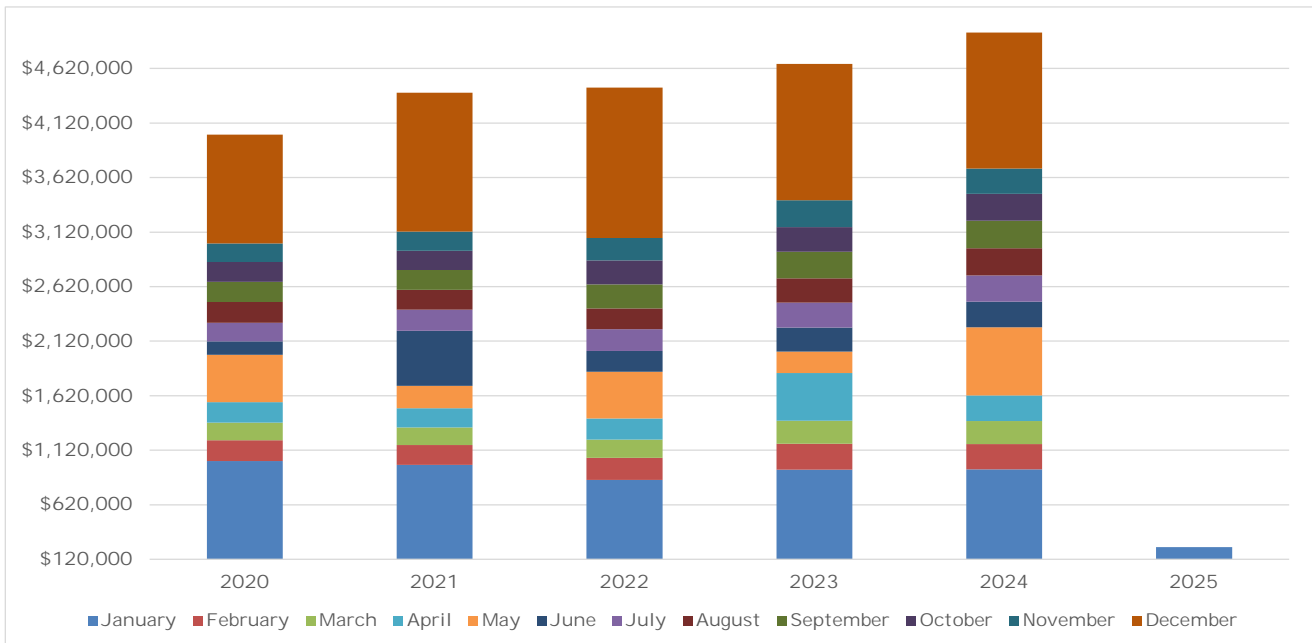
General Fund  
Utility Tax Totals  
FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	516,424	485,252	549,466	656,556	648,469	-1.23%	517,413	-20.21%
February	551,186	530,038	597,766	651,398	694,016	6.54%	-	-100.00%
March	523,122	548,018	579,652	588,638	645,087	9.59%	-	-100.00%
April	482,939	452,321	518,105	550,866	538,015	-2.33%	-	-100.00%
May	429,019	413,289	465,654	487,085	481,554	-1.14%	-	-100.00%
June	396,427	453,365	422,268	1,849,529	476,529	-74.24%	-	-100.00%
July	547,207	472,646	519,974	585,291	576,606	-1.48%	-	-100.00%
August	689,184	692,936	748,773	760,594	842,752	10.80%	-	-100.00%
September	675,239	683,997	734,207	818,433	822,697	0.52%	-	-100.00%
October	640,383	723,456	704,342	810,026	819,577	1.18%	-	-100.00%
November	494,425	603,410	605,638	658,783	675,836	2.59%	-	-100.00%
December	430,209	427,496	454,820	664,872	535,069	-19.52%	-	-100.00%
<b>Total</b>	<b>6,375,762</b>	<b>6,486,224</b>	<b>6,900,665</b>	<b>9,082,072</b>	<b>7,756,208</b>	<b>-14.60%</b>	<b>517,413</b>	<b>-20.21%</b>
				<i>Without one-time Charter Settlement</i>		<b>-38.44%</b>		



General Fund  
Intergovernmental Tax Totals  
FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	1,021,832	984,936	848,212	940,831	945,421	0.49%	230,727	-75.60%
February	190,448	183,215	201,136	237,764	230,490	-3.06%	-	-100.00%
March	159,478	162,134	168,817	212,955	211,906	-0.49%	-	-100.00%
April	188,790	173,391	192,332	436,069	233,836	-46.38%	-	-100.00%
May	434,797	208,179	429,870	197,221	625,601	217.21%	-	-100.00%
June	124,501	502,523	189,778	218,897	236,148	7.88%	-	-100.00%
July	168,523	194,135	200,377	229,191	238,342	3.99%	-	-100.00%
August	192,430	182,424	190,486	224,242	249,830	11.41%	-	-100.00%
September	182,898	180,897	220,138	241,628	254,511	5.33%	-	-100.00%
October	182,146	176,477	220,236	227,794	246,772	8.33%	-	-100.00%
November	170,382	176,780	206,001	247,265	229,210	-7.30%	-	-100.00%
December	997,732	1,273,552	1,378,808	1,247,712	1,249,285	0.13%	-	-100.00%
<b>Total</b>	<b>4,013,958</b>	<b>4,398,642</b>	<b>4,446,191</b>	<b>4,661,568</b>	<b>4,951,353</b>	<b>6.22%</b>	<b>230,727</b>	<b>-75.60%</b>



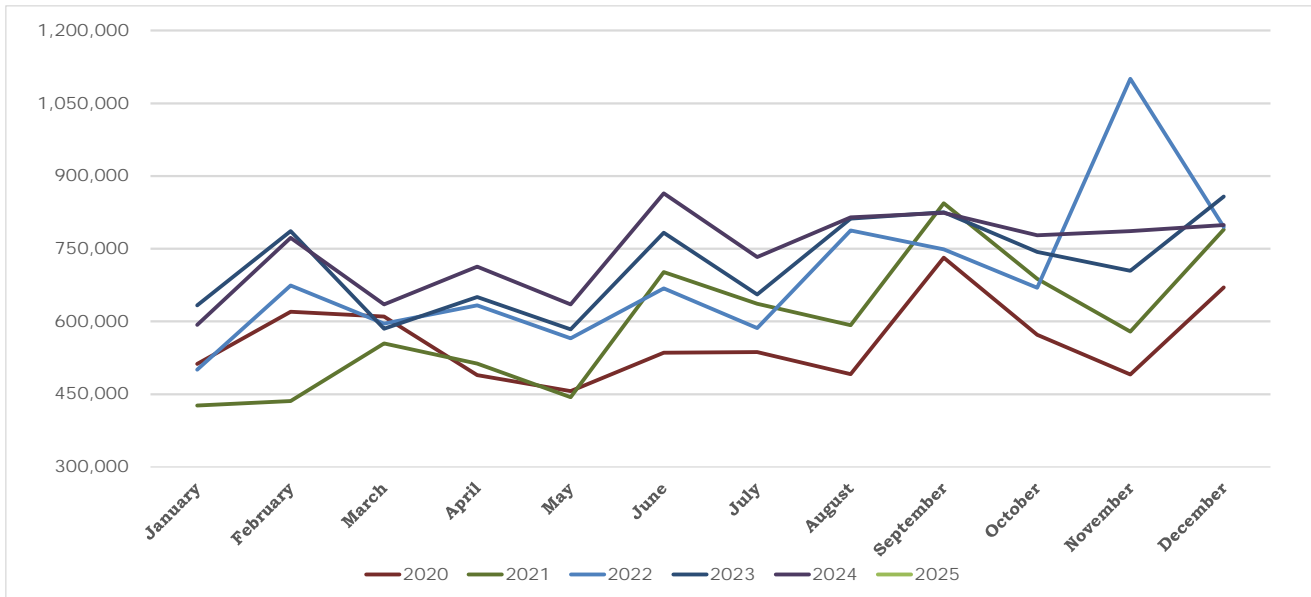
**City of Chesterfield**  
**Statement of Revenues and Expenditures (Cash Basis)**  
**General Fund**  
**FY2025**  
**Month Ended January 15, 2025**

	<u>2025 Budget</u>	<u>2025 YTD Actual</u>	<u>2025 Actual As % of Budget</u>
<b><u>General Fund Revenues:</u></b>			
Sales Taxes	\$ 9,129,000	\$ 592,497	6.5%
Utility Taxes:			
Gas, Water, and Electricity Taxes	6,655,500	341,723	5.1%
Telephone Taxes	637,500	1,095	0.2%
Licenses and permits	1,181,000	6,899	0.6%
Intergovernmental			
Taxes	4,894,500	230,727	4.7%
Grants	2,000,000	-	0.0%
Charges for services	85,000	1,347	1.6%
Court fines and forfeitures	850,618	57,589	6.8%
Other Revenues	600,539	8,425	1.4%
<b>Total Revenues</b>	<b><u>26,033,657</u></b>	<b><u>1,240,302</u></b>	<b><u>4.8%</u></b>
<b><u>General Fund Expenditures:</u></b>			
Executive & Legislative	76,075	5,830	7.7%
Administration	3,481,258	225,229	6.5%
Central Services	1,523,557	11,905	0.8%
Public Services	7,785,625	218,273	2.8%
Capital items for all dept.	266,500	-	0.0%
<b>Total Expenditures</b>	<b><u>13,133,015</u></b>	<b><u>461,237</u></b>	<b><u>3.5%</u></b>
<b>Net Revenues before Transfers</b>	<b><u>12,900,642</u></b>	<b><u>779,065</u></b>	
Transfers In	-	-	<b>0.0%</b>
Transfers Out	<b><u>(9,586,773)</u></b>	<b><u>(677,978)</u></b>	<b><u>7.1%</u></b>
<b>Net Revenues after Transfers</b>	<b><u>3,313,869</u></b>	<b><u>101,087</u></b>	
	<b>12.7%</b>	<b>8.2%</b>	

General Fund  
Sales Tax  
FY's 2020-2025

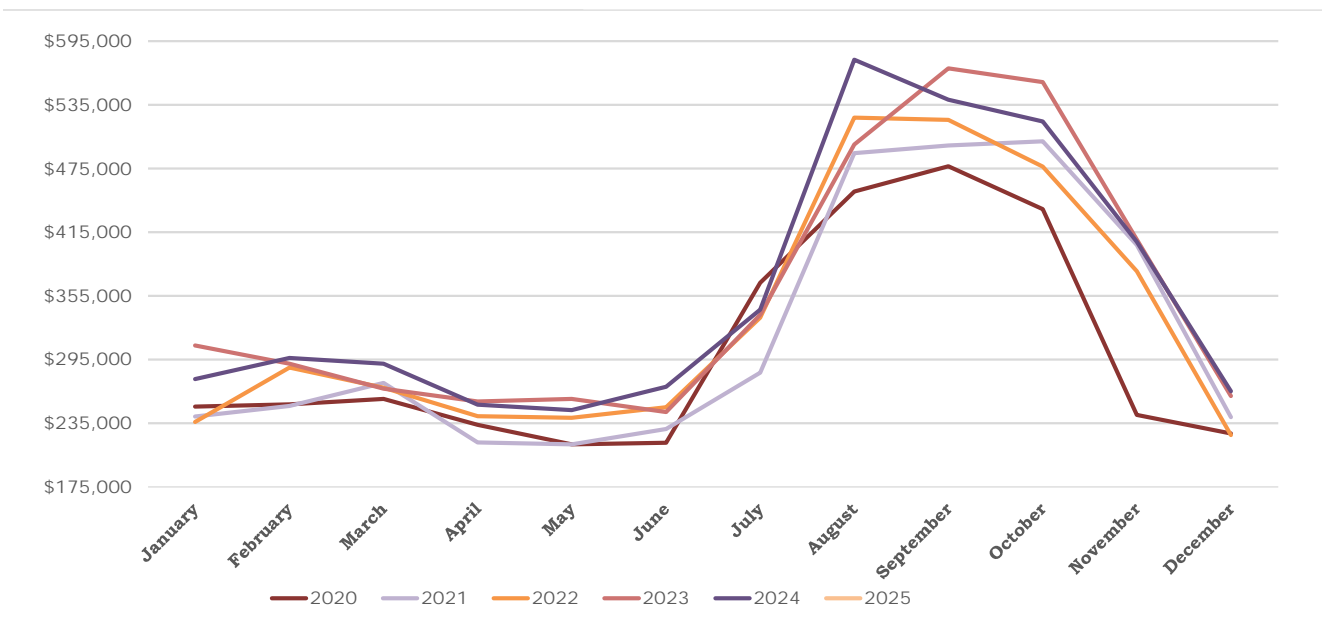
Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	512,350	426,783	500,384	633,022	592,852	-6.35%	592,497	-0.06%
February	619,993	435,992	674,256	786,399	772,821	-1.73%		-100.00%
March	610,317	554,396	595,326	585,215	635,396	8.57%		-100.00%
April	489,212	512,832	633,360	650,285	712,859	9.62%		-100.00%
May	455,944	443,734	565,459	583,984	635,002	8.74%		-100.00%
June	535,475	701,829	668,312	783,184	864,226	10.35%		-100.00%
July	537,056	636,281	586,411	655,569	733,166	11.84%		-100.00%
August	491,401	591,995	787,664	812,468	814,873	0.30%		-100.00%
September	731,675	843,967	748,677	825,098	824,301	-0.10%		-100.00%
October	572,558	688,156	669,801	743,478	777,977	4.64%		-100.00%
November	490,643	578,810	1,100,350	704,206	786,228	11.65%		-100.00%
December	670,518	789,863	795,124	857,579	798,835	-6.85%		-100.00%
<b>Total</b>	<b>6,717,141</b>	<b>7,204,638</b>	<b>8,325,123</b>	<b>8,620,488</b>	<b>8,948,537</b>	<b>3.81%</b>	<b>592,497</b>	<b>-0.06%</b>

November 2022 includes a one-time correction (\$350k) due to a calculation error by St. Louis County



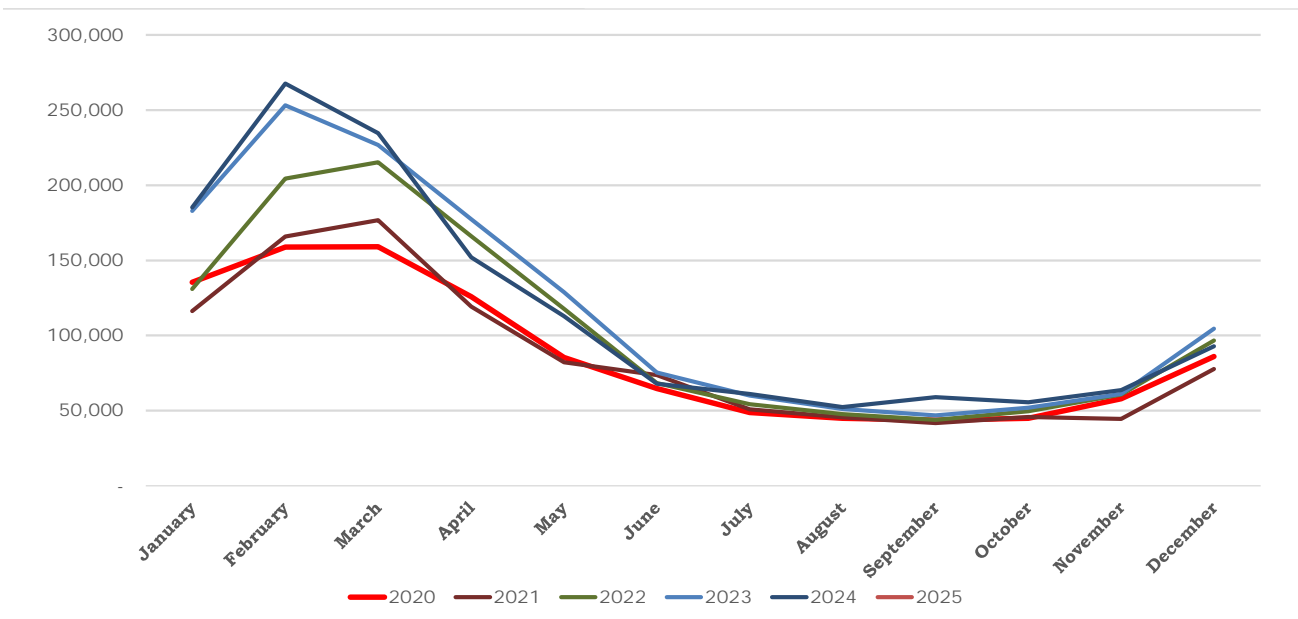
General Fund  
 Utility Taxes - Electric  
 FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	250,541	241,287	236,072	308,297	276,723	-10.24%	267,340	-3.39%
February	252,710	251,208	287,535	291,156	296,470	1.82%		-100.00%
March	257,751	272,867	268,378	267,470	291,202	8.87%		-100.00%
April	233,418	216,804	241,573	255,330	252,582	-1.08%		-100.00%
May	214,909	214,942	240,219	257,908	247,370	-4.09%		-100.00%
June	216,475	229,573	249,903	245,407	269,400	9.78%		-100.00%
July	367,267	282,578	334,406	337,202	342,050	1.44%		-100.00%
August	453,424	489,702	523,122	497,679	577,617	16.06%		-100.00%
September	477,295	496,951	521,002	569,316	539,978	-5.15%		-100.00%
October	436,764	500,634	477,027	556,599	519,439	-6.68%		-100.00%
November	242,820	403,100	378,251	408,133	405,859	-0.56%		-100.00%
December	225,424	240,721	223,697	260,457	265,072	1.77%		-100.00%
<b>Total</b>	<b>3,628,798</b>	<b>3,840,367</b>	<b>3,981,185</b>	<b>4,254,955</b>	<b>4,283,762</b>	<b>0.68%</b>	<b>267,340</b>	<b>-3.39%</b>



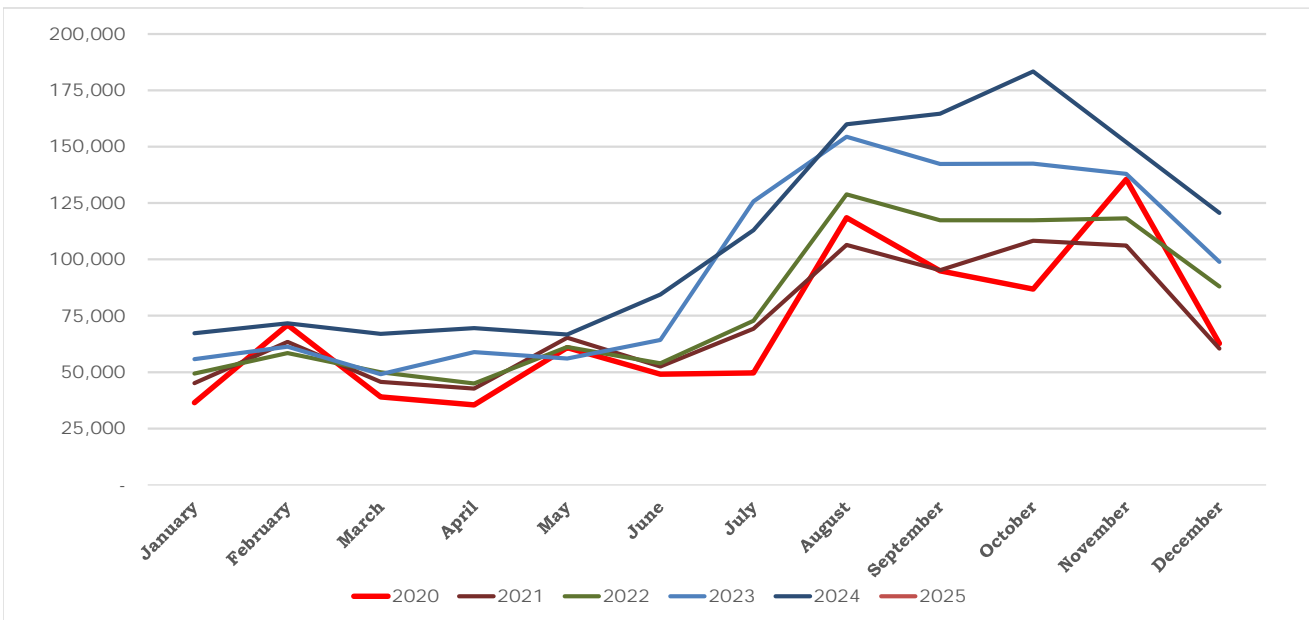
General Fund  
Utility Taxes - Gas  
FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	135,384	116,253	131,053	182,936	185,213	1.24%	175,690	-5.14%
February	158,939	165,897	204,349	253,085	267,542	5.71%		-100.00%
March	159,071	176,676	215,277	226,908	234,718	3.44%		-100.00%
April	125,773	119,195	166,128	177,369	152,088	-14.25%		-100.00%
May	85,467	82,127	117,789	128,752	112,822	-12.37%		-100.00%
June	64,820	73,698	68,440	75,395	67,977	-9.84%		-100.00%
July	48,736	50,961	54,214	60,148	61,194	1.74%		-100.00%
August	44,875	45,598	47,755	51,096	52,294	2.34%		-100.00%
September	43,553	41,576	43,884	46,687	58,892	26.14%		-100.00%
October	44,872	45,693	49,587	51,929	55,491	6.86%		-100.00%
November	57,936	44,582	60,604	61,224	63,690	4.03%		-100.00%
December	86,131	77,788	96,589	104,625	92,764	-11.34%		-100.00%
<b>Total</b>	<b>1,055,557</b>	<b>1,040,044</b>	<b>1,255,667</b>	<b>1,420,155</b>	<b>1,404,685</b>	<b>-1.09%</b>	<b>175,690</b>	<b>-5.14%</b>



General Fund  
 Utility Taxes - Water  
 FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	36,464	45,122	49,299	55,739	67,204	20.57%	74,383	10.68%
February	70,926	63,365	58,429	61,348	71,587	16.69%		-100.00%
March	39,013	45,643	49,890	49,147	66,967	36.26%		-100.00%
April	35,503	42,732	44,925	58,816	69,493	18.15%		-100.00%
May	60,881	65,252	61,131	56,019	66,729	19.12%		-100.00%
June	49,012	52,478	53,975	64,216	84,408	31.44%		-100.00%
July	49,665	69,302	72,852	125,789	112,931	-10.22%		-100.00%
August	118,450	106,413	128,859	154,397	159,945	3.59%		-100.00%
September	94,989	95,194	117,328	142,312	164,665	15.71%		-100.00%
October	86,857	108,297	117,385	142,488	183,396	28.71%		-100.00%
November	135,506	106,216	118,165	137,965	151,967	10.15%		-100.00%
December	62,688	60,406	87,923	98,907	120,657	21.99%		-100.00%
<b>Total</b>	<b>839,954</b>	<b>860,420</b>	<b>960,161</b>	<b>1,147,143</b>	<b>1,319,949</b>	<b>15.06%</b>	<b>74,383</b>	<b>10.68%</b>

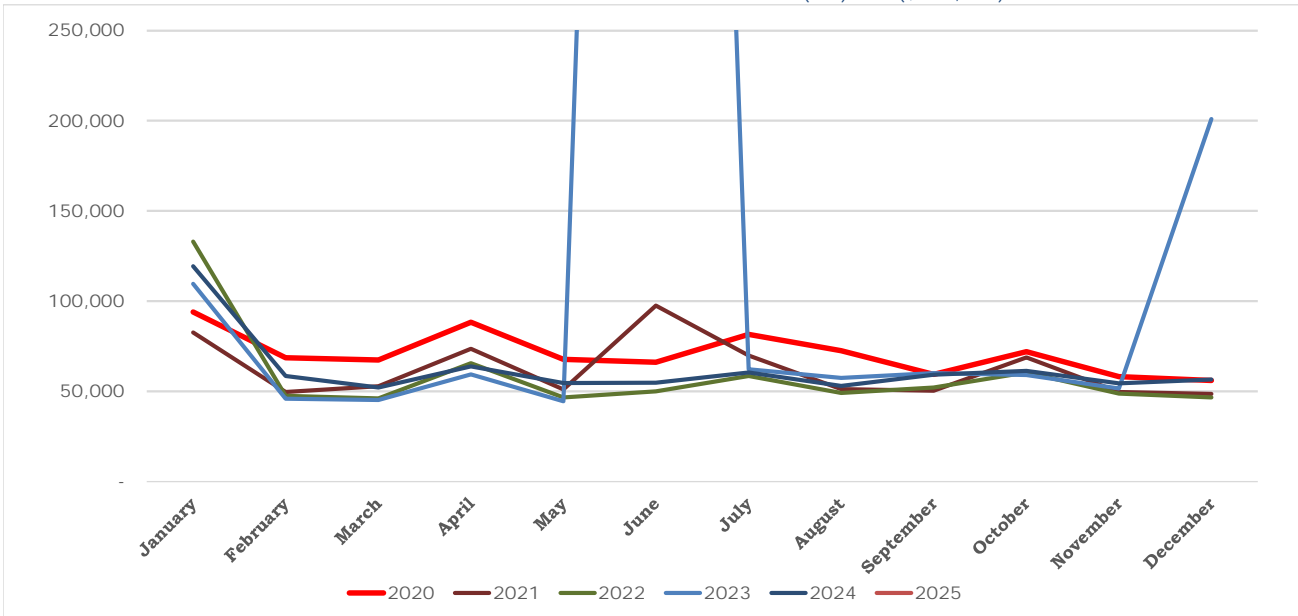


General Fund  
 Utility Taxes - Telephone  
 FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	94,036	82,590	133,042	109,584	119,329	8.89%		-100.00%
February	68,611	49,569	47,453	45,810	58,417	27.52%		-100.00%
March	67,287	52,832	46,107	45,112	52,199	15.71%		-100.00%
April	88,245	73,588	65,479	59,351	63,852	7.58%		-100.00%
May	67,762	50,970	46,516	44,405	54,633	23.03%		-100.00%
June	66,120	97,616	49,950	1,464,511	54,744	-96.26%		-100.00%
July	81,538	69,804	58,502	62,153	60,431	-2.77%		-100.00%
August	72,434	51,223	49,038	57,421	52,896	-7.88%		-100.00%
September	59,402	50,277	51,993	60,118	59,163	-1.59%		-100.00%
October	71,890	68,832	60,343	59,010	61,251	3.80%		-100.00%
November	58,163	49,511	48,617	51,461	54,321	5.56%		-100.00%
December	55,966	48,581	46,612	200,883	56,576	-71.84%		-100.00%
Total	851,453	745,393	703,652	2,259,819	747,812	-66.91%	-	-100.00%
				<i>Without one-time Charter Settlement</i>		7.49%		

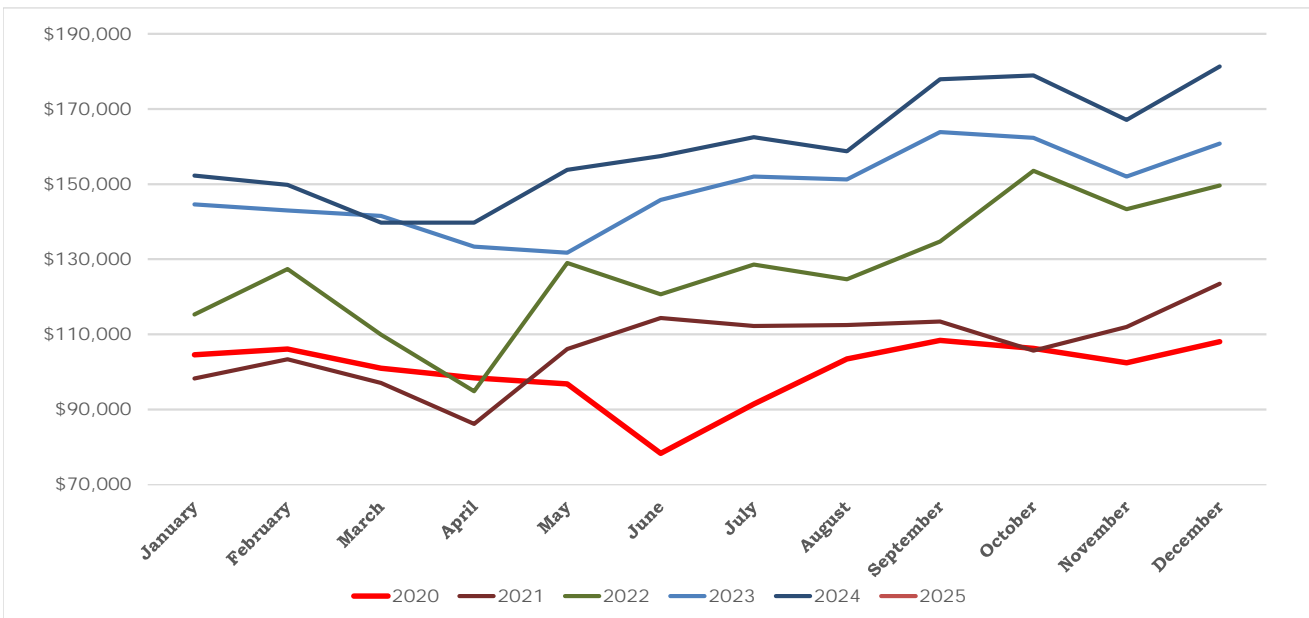
June 2023 includes a one-time settlement from Charter Advanced Services (MO) LLC (\$1,418,467).

December 2023 includes a one-time settlement from Charter Advanced Services (MO) LLC (\$145,621).



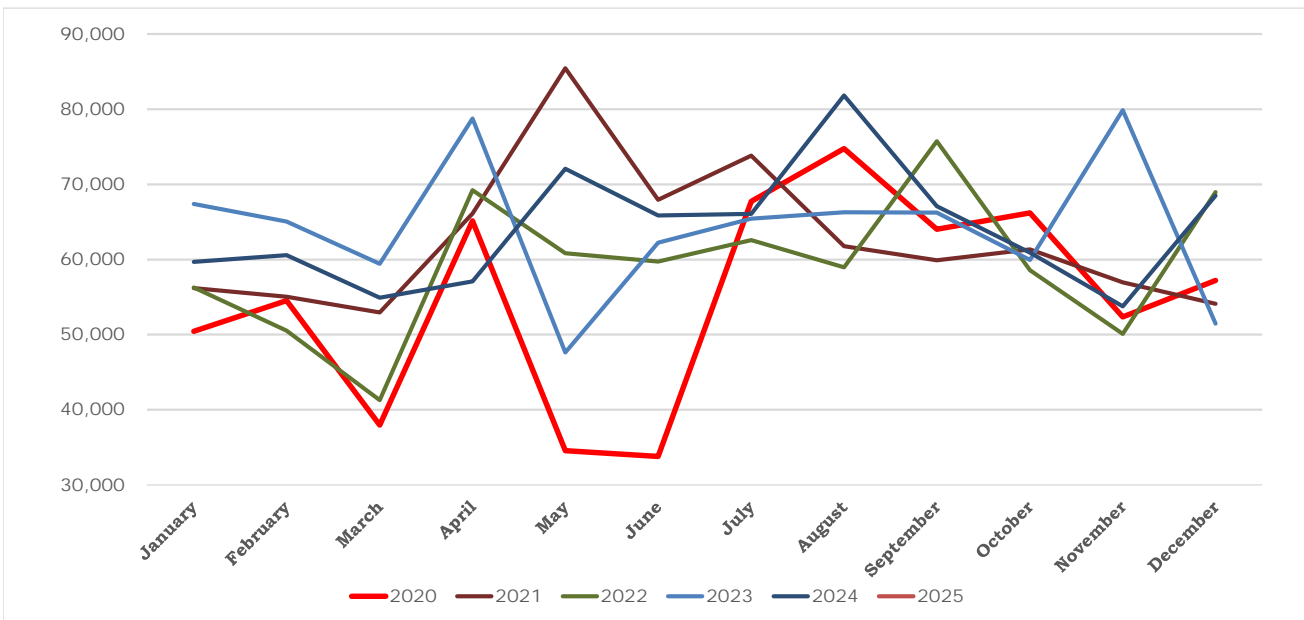
General Fund  
 Motor Fuel Tax  
 FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	104,544	98,235	115,304	144,599	152,254	5.29%		-100.00%
February	106,050	103,324	127,390	142,973	149,750	4.74%		-100.00%
March	100,988	97,105	109,913	141,542	139,723	-1.29%		-100.00%
April	98,389	86,135	94,860	133,353	139,704	4.76%		-100.00%
May	96,806	106,069	128,979	131,738	153,834	16.77%		-100.00%
June	78,301	114,383	120,669	145,788	157,483	8.02%		-100.00%
July	91,445	112,246	128,623	152,039	162,452	6.85%		-100.00%
August	103,421	112,506	124,620	151,274	158,696	4.91%		-100.00%
September	108,412	113,406	134,750	163,835	177,931	8.60%		-100.00%
October	106,284	105,654	153,564	162,319	178,912	10.22%		-100.00%
November	102,461	112,003	143,313	151,985	167,123	9.96%		-100.00%
December	108,055	123,444	149,596	160,792	181,322	12.77%		-100.00%
<b>Total</b>	<b>1,205,156</b>	<b>1,284,512</b>	<b>1,531,580</b>	<b>1,782,236</b>	<b>1,919,183</b>	<b>7.68%</b>	<b>-</b>	<b>-100.00%</b>



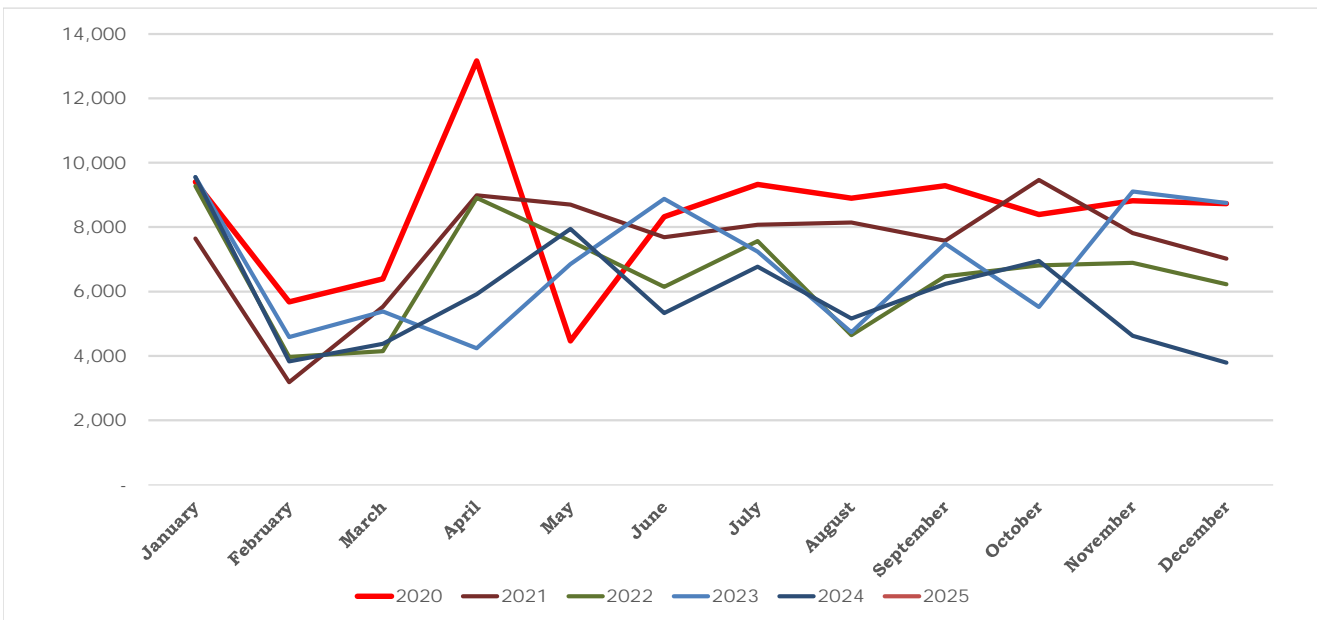
General Fund  
 Motor Vehicle Sales Tax  
 FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	50,465	56,205	56,289	67,385	59,689	-11.42%		-100.00%
February	54,534	55,028	50,514	65,037	60,598	-6.83%		-100.00%
March	37,976	52,924	41,258	59,418	54,902	-7.60%		-100.00%
April	65,144	66,103	69,214	78,774	57,109	-27.50%		-100.00%
May	34,569	85,447	60,826	47,620	72,078	51.36%		-100.00%
June	33,781	67,958	59,719	62,251	65,879	5.83%		-100.00%
July	67,757	73,821	62,571	65,433	66,086	1.00%		-100.00%
August	74,728	61,779	58,950	66,280	81,798	23.41%		-100.00%
September	64,022	59,910	75,722	66,235	67,096	1.30%		-100.00%
October	66,191	61,352	58,587	59,959	60,907	1.58%		-100.00%
November	52,350	56,957	50,108	79,856	53,770	-32.67%		-100.00%
December	57,202	54,115	68,970	51,477	68,502	33.07%		-100.00%
<b>Total</b>	<b>658,719</b>	<b>751,598</b>	<b>712,728</b>	<b>769,725</b>	<b>768,414</b>	<b>-0.17%</b>	<b>-</b>	<b>-100.00%</b>



General Fund  
Cigarette Tax  
FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	9,404	7,650	9,276	9,554	9,553	-0.01%	7,760	-18.77%
February	5,680	3,188	3,970	4,585	3,831	-16.43%		-100.00%
March	6,390	5,526	4,144	5,376	4,374	-18.64%		-100.00%
April	13,160	8,987	8,910	4,244	5,920	39.48%		-100.00%
May	4,473	8,702	7,567	6,855	7,946	15.92%		-100.00%
June	8,319	7,683	6,148	8,875	5,329	-39.96%		-100.00%
July	9,321	8,068	7,567	7,237	6,775	-6.38%		-100.00%
August	8,903	8,139	4,645	4,739	5,162	8.94%		-100.00%
September	9,289	7,581	6,473	7,488	6,237	-16.71%		-100.00%
October	8,394	9,471	6,808	5,516	6,953	26.06%		-100.00%
November	8,814	7,820	6,895	9,106	4,624	-49.23%		-100.00%
December	8,729	7,016	6,229	8,748	3,797	-56.60%		-100.00%
<b>Total</b>	<b>100,876</b>	<b>89,831</b>	<b>78,632</b>	<b>82,323</b>	<b>70,501</b>	<b>-14.36%</b>	<b>7,760</b>	<b>-18.77%</b>



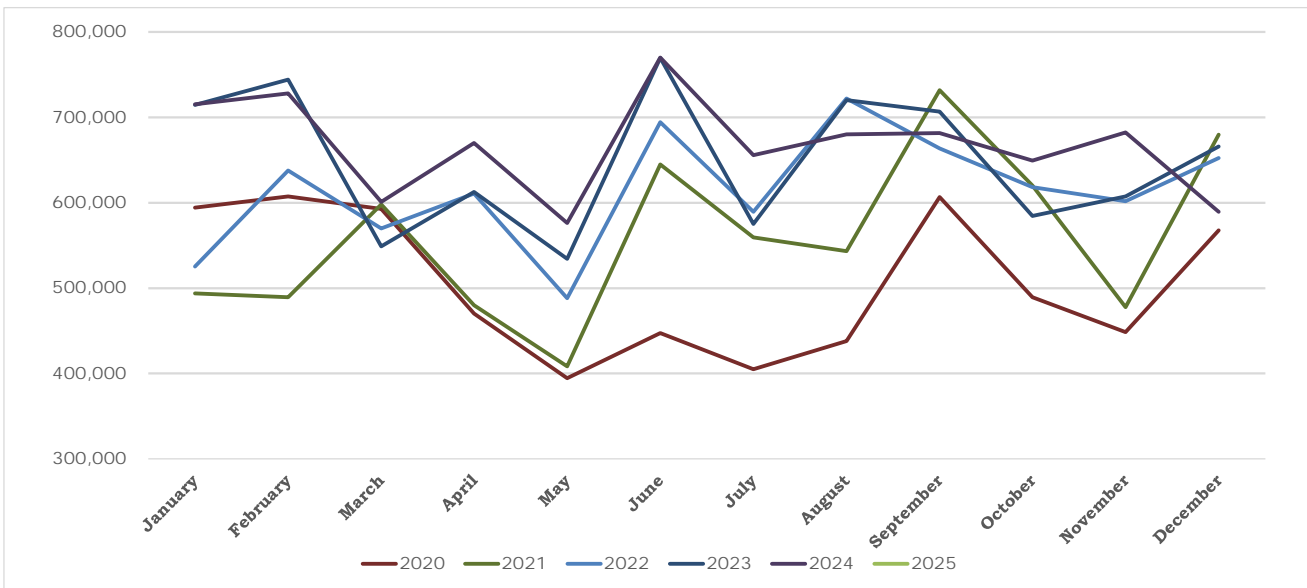
Note: The City receives cigarette tax revenue two months after collection by vendors. Above figures are by month of collection by the city.

**City of Chesterfield**  
**Statement of Revenues and Expenditures (Cash Basis)**  
**Parks Sales Tax Fund**  
**FY2025**  
**Month Ended January 15, 2025**

	<u>2025 Budget</u>	<u>2025 YTD Actual</u>	<u>2025 Actual As % of Budget</u>
<b>Revenues:</b>			
Sales Tax	\$ 8,160,000	\$ 632,482	7.75%
Intergovernmental	575,000	-	0.00%
Parks and Recreation	1,710,965	72,904	4.26%
Other Revenues	125,000	20	0.02%
<b>Total Revenues</b>	<u><b>10,570,965</b></u>	<u><b>705,406</b></u>	<u><b>6.67%</b></u>
<b>Expenditures:</b>			
Parks	<u>9,630,600</u>	<u>169,000</u>	<u>1.75%</u>
<b>Net Revenues prior to transfers</b>	<u><b>940,365</b></u>	<u><b>536,406</b></u>	
<b>Transfers In/Out (net)</b>	<u><b>1,130,657</b></u>	<u><b>-</b></u>	<u><b>0.00%</b></u>

Park Sales Tax Fund  
 Park Sales Tax  
 FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	594,364	493,932	525,233	714,740	715,318	0.08%	632,482	-11.58%
February	607,500	489,277	637,960	744,424	728,297	-2.17%		-100.00%
March	592,994	597,951	570,115	549,022	600,972	9.46%		-100.00%
April	470,077	480,136	610,848	612,660	670,000	9.36%		-100.00%
May	394,532	408,605	488,250	534,363	576,477	7.88%		-100.00%
June	447,233	644,785	694,312	769,759	770,026	0.03%		-100.00%
July	404,914	559,587	589,479	575,215	655,811	14.01%		-100.00%
August	438,003	543,513	722,053	720,425	680,090	-5.60%		-100.00%
September	606,822	731,850	663,519	706,818	681,741	-3.55%		-100.00%
October	489,394	620,205	618,201	584,731	649,393	11.06%		-100.00%
November	448,532	477,662	601,874	607,552	682,434	12.33%		-100.00%
December	567,880	679,696	652,619	666,103	589,633	-11.48%		-100.00%
<b>Total</b>	<b>6,062,244</b>	<b>6,727,198</b>	<b>7,374,462</b>	<b>7,785,812</b>	<b>8,000,192</b>	<b>2.75%</b>	<b>632,482</b>	<b>-11.58%</b>

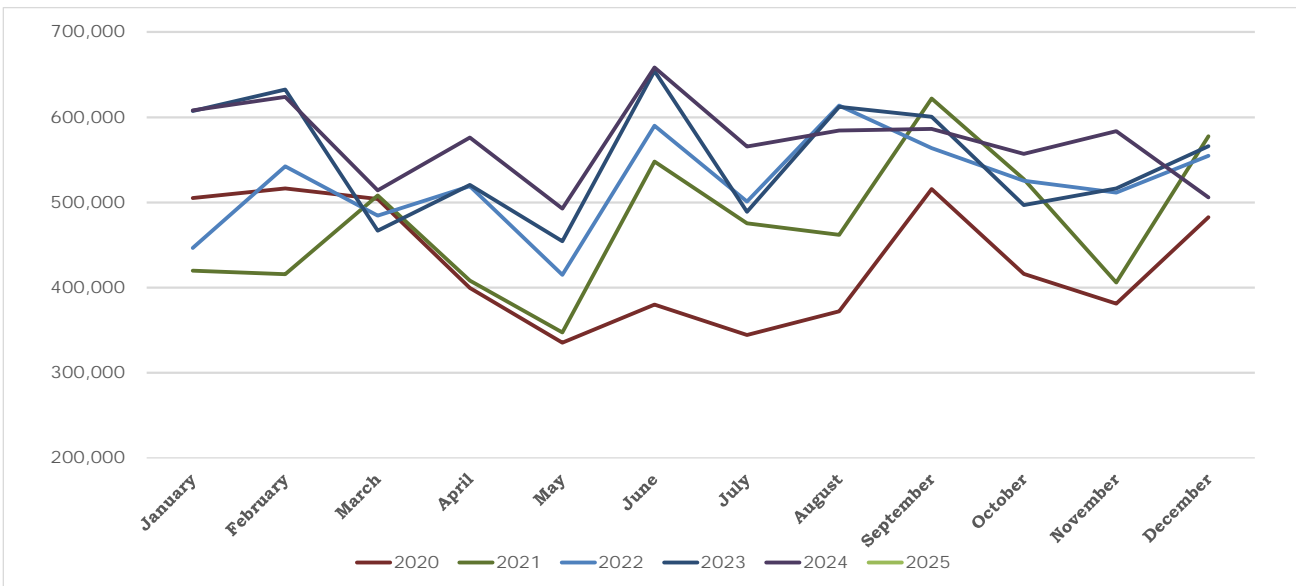


**City of Chesterfield**  
**Statement of Revenues and Expenditures (Cash Basis)**  
**Capital Sales Tax Fund**  
**FY2025**  
**Month Ended January 15, 2025**

	<u>2025 Budget</u>	<u>2025 YTD Actual</u>	<u>2025 Actual As % of Budget</u>
<b>Revenues:</b>			
Sales Tax	\$ 6,936,000	\$ 541,145	7.80%
Other Revenues	518,950	-	0.00%
<b>Total Revenues</b>	<u>7,454,950</u>	<u>541,145</u>	<u>7.26%</u>
<b>Expenditures:</b>			
Public Works	<u>8,129,255</u>	<u>13,900</u>	<u>0.17%</u>
<b>Net Revenues prior to transfers</b>	<u>(674,305)</u>	<u>527,245</u>	
<b>Transfers In</b>	-	-	0.00%
<b>Transfers Out</b>	-	-	0.00%
<b>Net Transfers</b>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Capital Improvement Sales Tax Fund  
 Capital Improvement Sales Tax  
 FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	505,210	419,842	446,448	607,529	608,020	0.08%	541,145	-11.00%
February	516,375	415,886	542,322	632,760	623,802	-1.42%		-100.00%
March	504,045	508,259	484,598	466,668	514,280	10.20%		-100.00%
April	399,566	408,115	519,220	520,761	576,109	10.63%		-100.00%
May	335,352	347,314	415,012	454,209	492,892	8.52%		-100.00%
June	380,149	548,067	590,165	654,295	658,236	0.60%		-100.00%
July	344,177	475,649	501,057	488,933	565,513	15.66%		-100.00%
August	372,182	461,986	613,745	612,362	584,334	-4.58%		-100.00%
September	515,798	622,072	563,991	600,795	586,206	-2.43%		-100.00%
October	415,985	527,174	525,471	497,021	556,942	12.06%		-100.00%
November	381,252	406,013	511,593	516,419	583,794	13.05%		-100.00%
December	482,698	577,741	554,726	566,187	505,840	-10.66%		-100.00%
<b>Total</b>	<b>5,152,788</b>	<b>5,718,118</b>	<b>6,268,349</b>	<b>6,617,940</b>	<b>6,855,968</b>	<b>3.60%</b>	<b>541,145</b>	<b>-11.00%</b>



**City of Chesterfield**  
**Statement of Revenues and Expenditures (Cash Basis)**  
**Public Safety Fund**  
**FY2025**  
**Month Ended January 15, 2025**

	<u>2025 Budget</u>	<u>2025 YTD Actual</u>	<u>2025 Actual As % of Budget</u>
<b><u>General Fund Revenues:</u></b>			
Sales Taxes	\$ 3,340,500	\$ 286,197	8.6%
Other	\$ 1,174,240	\$ 1,982	0.2%
Transfers from GF	\$ 9,159,789	\$ 389,799	4.3%
<b>Total Revenues</b>	<b><u>13,674,529</u></b>	<b><u>677,978</u></b>	<b><u>5.0%</u></b>
<b><u>Public Safety Fund Expenditures:</u></b>			
Police	13,674,529	677,978	5.0%
<b>Total Expenditures</b>	<b><u>13,674,529</u></b>	<b><u>677,978</u></b>	<b><u>5.0%</u></b>

Public Safety Fund  
 Prop P Sales Tax  
 FY's 2020-2025

Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	232,003	194,297	210,513	272,587	272,879	0.11%	286,197	4.88%
February	214,506	185,369	238,617	281,830	283,753	0.68%	-100.00%	-100.00%
March	243,488	234,634	241,414	217,108	252,753	16.42%	-100.00%	-100.00%
April	194,379	203,799	220,379	271,765	276,853	1.87%	-100.00%	-100.00%
May	177,418	170,105	209,055	228,204	249,141	9.18%	-100.00%	-100.00%
June	206,346	264,857	264,647	281,684	312,979	11.11%	-100.00%	-100.00%
July	193,418	234,027	240,506	248,207	272,287	9.70%	-100.00%	-100.00%
August	174,355	215,292	295,109	300,100	291,989	-2.70%	-100.00%	-100.00%
September	262,290	283,221	274,166	302,909	273,144	-9.83%	-100.00%	-100.00%
October	203,694	238,336	243,570	258,374	260,692	0.90%	-100.00%	-100.00%
November	170,739	197,246	231,459	248,905	278,233	11.78%	-100.00%	-100.00%
December	236,322	267,664	259,647	288,606	262,954	-8.89%	-100.00%	-100.00%
<b>Total</b>	<b>2,508,957</b>	<b>2,688,849</b>	<b>2,929,082</b>	<b>3,200,278</b>	<b>3,287,657</b>	<b>2.73%</b>	<b>286,197</b>	<b>4.88%</b>

