



AGENDA
FINANCE AND ADMINISTRATION COMMITTEE
MEETING

Conference Room 101
Monday, July 7, 2025
4:00 PM

- I. APPROVAL OF MINUTES**
 - FEBRUARY 4, 2025 - F&A COMMITTEE MEETING MINUTES

- II. SELECTION OF VICE CHAIR & COMMITTEE LIAISONS**
 - F&A VICE CHAIR
 - FACAC LIAISON
 - MISCAC LIAISON

- III. 2026 PROPOSED CITY COUNCIL MEETING SCHEDULE**

- IV. PARKWAY SIGNAGE**

- V. CODE AND POLICY REVISIONS – CA GOALS AND OBJECTIVES**
 - CHAPTER 110 ADMINISTRATION
 - 110.020. INDEMNIFICATION OF CITY OFFICIALS AND EMPLOYEES
 - 110.030. CITY OF CHESTERFIELD RETIREMENT PLAN
 - 110.205. BOND; OATH AND SALARY
 - 110.400. DISTURBING MEETINGS
 - 110.420. STANDING COMMITTEES
 - 110.540. BOND
 - 110.580. DUTIES AND AUTHORITY
 - 110.590. RESPONSIBILITY FOR CITY PROPERTY
 - 110.770. COMPENSATION
 - CHAPTER 115 OFFICERS AND EMPLOYEES
 - 115.020. ORDINARY AND TRAVEL EXPENSES — EMPLOYEES
 - CHAPTER 120 CITY DEPARTMENTS
 - 120.050. PAYMENT OF BILLS
 - 120.280. AWARDS AND CONTRACTS; POWER OF DIRECTOR
 - GENERALLY
 - 120.330. DIVISION OF INSPECTIONS
 - 120.340. OFFICE OF BUILDING COMMISSIONER ESTABLISHED

- 120.400. DIVISION OF ENGINEERING
- CHAPTER 123 PURCHASING REGULATIONS
- 123.005. OFFICE OF PURCHASING AGENT ESTABLISHED; DUTIES; AUTHORITY; ETC
- 123.010. PURCHASING RULES
- 123.020. BIDDING PROCEDURES
- 123.030. DETERMINATION OF LOWEST RESPONSIBLE BIDDER
- 123.040. APPROVAL OF PURCHASES
- 123.050. MISCELLANEOUS PURCHASING REQUIREMENTS
- 123.060. CONFLICTS OF INTEREST
- 123.080. SURPLUS STOCK

VI. FINANCIAL UPDATE

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.



**Finance and Administration Committee
Chesterfield City Hall
Tuesday, February 4, 2025
Conference Room 101
Record of Proceeding**

The Finance and Administration Committee met on Tuesday, February 4, 2025. Those in attendance included: Chairperson Barbara McGuinness; Ward I; Councilmember Mary Ann Mastorakos (filling in for Council Committee Member Aaron Wahl) Ward II; Council Committee Member Michael Moore; Ward III; Council Committee Member Gary Budoor, Ward IV; Finance Director Jeannette Kelly and City Administrator Mike Geisel. Those also in attendance included: Councilmember Merrell Hansen, Councilmember Mary Monachella, Public Works Director Jim Eckrich, Planning Director Justin Wyse, Police Chief Cheryl Funkhouser, City Clerk Vickie McGownd, Assistant City Administrator Elliot Brown, Assistant Finance Director Cathy Pagella, and Deputy City Clerk Amanda Hurley.

Chairperson Barbara McGuinness called the meeting to order at 4:00 p.m.

Destruction of Records

Chairperson McGuinness made a motion, seconded by Councilmember Moore, to forward the matter of records destruction to City Council with a recommendation to approve destruction of records in accordance with F&A Policy No. 1 and the records retention schedule for the state of Missouri, as provided by City Clerk Vickie McGownd. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Policy Update: Use of Personal Vehicles

Chairperson McGuinness made a motion, seconded by Councilmember Moore to adopt an external Policy Statement for "Use of Personal Vehicles". The purpose of this policy is to establish guidelines for the use of City-owned vehicles by employees for official City business and use of personal vehicles for business purposes. This policy also aims to mitigate liability risks associated with employees using personal vehicles for City business without proper authorization. A vote was taken with a unanimous affirmative result (4,0), and the motion was declared passed.

Finance Report

Director of Finance Jeannette Kelly provided a financial update to the

committee.

Chesterfield Compensation Plan (Information Only)

City Administrator Mike Geisel presented the committee with the 2025 Compensation Plan. The committee inquired with Finance Director Jeannette Kelly regarding her position upon her planned retirement in July 2025. Specifically, they sought her insight into an appropriate starting salary to attract a well-qualified candidate for the role. Ms. Kelly suggested that a starting salary of \$125,000 - \$130,000 would likely be competitive in securing the right candidate, noting that it would take approximately 12 to 18 months for the individual to acclimate fully to the position. She also indicated that the ideal candidate would likely come from a small private sector position. The Finance Director position is currently classified as P4 in the City of Chesterfield’s compensation matrix, with a salary range of \$111,290 to \$155,805. Additionally, the committee discussed the City Administrator’s position and compensation. The City Administrator role is classified as V4 in the City of Chesterfield’s compensation matrix, with a salary range of \$166,670 to \$216,671. Mr. Geisel reminded the committee members that City Council had previously approved the continuity plan which recommended that the City engage a professional consultant to facilitate the recruitment and selection process for his eventual replacement. He further reminded the members, that the continuity plan and the revised salary administration plan both clearly stated that the pay classification for the City Administrator’s position would likely need to be increased when recruiting his successor. Mr. Geisel opined that the City should anticipate that his successor may require a compensation level of approximately \$200,000 and the classification spread may be increased to 40% consistent with the other “key” positions.

Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted:

Jeannette Kelly
Finance Director

Amanda Hurley
Deputy City Clerk

Approved: _____



MEMORANDUM

DATE: May 16, 2025
TO: Jeannette Kelly, Finance Director
FROM: Vickie McGownd, City Clerk *vjm*
SUBJECT: 2026 Proposed City Council Meeting Schedule

I have attached the proposed 2026 City Council Meeting Schedule. This schedule was developed after careful consideration of the holidays the City will observe in 2026, as well as the Jewish holiday calendar (also attached), to avoid potential conflicts.

Please add this to the next Finance & Administration Committee meeting agenda for review.

Attachments



2026 Proposed City Council Meeting Schedule 7:00 p.m.

January

Monday, January 5
Tuesday, January 20
(Martin Luther King Jr. Day Jan. 19)

February

Monday, February 2
Tuesday, February 17
(Presidents Day Feb. 16)

March

Monday, March 2
Monday, March 16

April

Tuesday, April 21
(Municipal Election April 7)

May

Monday, May 4
Monday, May 18

June

Monday, June 1
Monday, June 15

July

Monday, July 20

August

Monday, August 3
Monday, August 17

September

Tuesday, September 8
(Labor Day Sep. 7)
Tuesday, September 22
(Yom Kippur Sep. 20-21)

October

Monday, October 5
Monday, October 19

November

Monday, November 2
Monday, November 16

December

Monday, December 7

Buffalo Jewish Federation

For additional information contact
info@buffalojewishfederation.org

FIVE YEAR CALENDAR OF MAJOR JEWISH HOLIDAYS & RELIGIOUS OBSERVANCES

This five-year calendar of Jewish holidays has been prepared as an aid for planning and scheduling events (tests, examinations, conferences, assemblies, athletic events, tournaments, open houses, registrations, etc.) in an attempt to minimize conflicts that involve the absence of Jewish students and personnel.

DATES IN RED are High Holy Days: Expect most Jewish students/staff to be absent.

DATES IN BLUE are Holy Days: Expect some Jewish students/staff to be absent.

Hebrew Calendar Year

5785

5786

5787

5788

5789

SHABBAT

Jewish Sabbath

Shabbat begins every Friday evening at sundown and concludes Saturday evening when there are three stars in the sky. Some Jews will not participate in events during Shabbat.

FALL

2024

2025

2026

2027

2028

ROSH HASHANAH

Jewish New Year

October 2 - 4
Wed. eve - Fri. eve

September 22 - 24
Mon. eve - Wed. eve

September 11 - 13
Fri. eve - Sun. eve

October 1 - 3
Fri. eve - Sun. eve

September 20 - 22
Wed. eve - Fri. eve

YOM KIPPUR

Day of Atonement

October 11 - 12
Fri. eve - Sat. eve

October 1 - 2
Wed. eve - Thurs. eve

September 20 - 21
Sun. eve - Mon. eve

October 10 - 11
Sun. eve - Mon. eve

September 29 - 30
Fri. eve - Sat. eve

SUKKOT

Beginning of the Feast of Tabernacles

October 16 - 18
Wed. eve - Fri. eve

October 6 - 8
Mon. eve - Wed. eve

September 25 - 27
Fri. eve - Sun. eve

October 15 - 17
Fri. eve - Sun. eve

October 4 - 6
Wed. eve - Fri. eve

SHEMINI ATZERET & SIMCHAT TORAH

Closing of High Holidays

October 23 - 25
Wed. eve - Fri. eve

October 13 - 15
Mon. eve - Wed. eve

October 2 - 4
Fri. eve - Sun. eve

October 22 - 24
Fri. eve - Sun. eve

October 11 - 13
Wed. eve - Fri. eve

HANUKKAH*

Festival of Lights

December 25 - January 2
Wed. eve - Thurs. eve

December 14 - 22
Sun. eve - Mon. eve

December 4 - 12
Fri. eve - Sat. eve

December 24 - January 1
Fri. eve - Sat. eve

December 12 - 20
Tues. eve - Wed. eve

SPRING

2025

2026

2027

2028

2029

PURIM*

Festival of Esther

March 13 - 14
Thurs. eve - Fri. eve

March 2 - 3
Mon. eve - Tues. eve

March 22 - 23
Mon. eve - Tues. eve

March 11 - 12
Sat. eve - Sun. eve

February 28 - March 1
Wed. eve - Thurs. eve

PESACH (PASSOVER)

Festival of Freedom

April 12 - 14
Sat. eve - Mon. eve

April 1 - 3
Wed. eve - Fri. eve

April 21 - 23
Wed. eve - Fri. eve

April 10 - 12
Mon. eve - Wed. eve

March 30 - April 1
Fri. eve - Sun. eve

SHAVUOT

Festival of Weeks

June 1 - 3
Sun. eve - Tues. eve

May 21 - 23
Thurs. eve - Sat. eve

June 10 - 12
Thurs. eve - Sat. eve

May 30 - June 1
Tues. eve - Thurs. eve

April 5 - 7
Thurs. eve - Sat. eve

May 19 - 21
Sat. eve - Mon. eve

* It is permissible to attend school and work on these holidays

EXPLANATION OF HOLIDAYS

FALL

ROSH HASHANAH

Jewish New Year; marks the beginning of a 10-day period considered the High Holy Days.

YOM KIPPUR

Day of Atonement, the holiest day of the Jewish year.

SUKKOT

Eight-day harvest and thanksgiving festival.

SHEMINI ATZERET

The final day of Sukkot

SIMCHAT TORAH

Joyous holiday that marks the completion of the yearly cycle of reading the Hebrew Bible (Torah) and the beginning of the next cycle.

HANUKKAH*

Eight-day festival of lights commemorating the rededication of the ancient Temple in Jerusalem.

SPRING

PURIM*

Festival holiday commemorates the rescue of the Jewish community in ancient Persia based on the Book of Esther.

PESACH (PASSOVER)

Eight-day festival that celebrates the exodus of Jewish from slavery in Egypt. The first two and the last two days are observed as holy days.

SHAVUOT

Celebrates the receiving of the Torah by the Israelites on Mount Sinai.

SHABBAT

The Jewish Sabbath is observed every Friday evening to Saturday evening. Observant Jews refrain from work to devote time to prayer, reflection, and rest.

DATES IN RED are High Holy Days.

DATES IN BLUE are Holy Days.

*** It is permissible to attend school and work on these holidays**


For 120 years, the Buffalo Jewish Federation has been the voice and the backbone of the Jewish community in Western New York. Our mission is to develop and grow sources of funding, convene, support communal infrastructure, and offer Jewish educational and engagement opportunities. In the last five years our mission has expanded to include communal security, addressing antisemitism and efforts to bolster our place in a civil shared society.

Buffalo is home to approximately 10,000 Jews and our constituency is as diverse as any in America. We are old and young, we are secular and religiously observant, we are white, black, queer, straight, and everything in between. We are not a monolith; however, we are part of a collective, with a shared history, (some) shared values and we see ourselves as inexorably linked to the history of our people and to both a North American (2.2% of US population) and global Jewish peoplehood (0.2% of global population).

buffalojewishfederation.org

For additional information contact info@buffalojewishfederation.org

TO: Michael O. Geisel, P.E.
City Administrator

FROM: Elliot Brown, 
Assistant City Administrator



Date: July 1, 2025
RE: Finance & Administration Committee 7/7/2025
Title I Code Review – Administrative Code Clean-Up

As part of the City Administrator’s 2025 Council-approved goals, staff has undertaken a comprehensive review of Title I of the Chesterfield Municipal Code. This project seeks to identify and recommend the removal of administrative sections from the Code by repealing the adopting ordinances and re-establishing these items as administrative procedures by Council-approved resolutions as administrative policy.

The underlying objective is to ensure that operational and procedural rules, which are inherently administrative, are governed by policy or procedure manuals, not codified law. Establishing such content through policy provides greater flexibility, allowing the City to respond more efficiently to operational needs without the delays and formalities required for legislative code changes.

While an initial effort to address this issue began in 2017, the project was never completed. The attached presentation outlines the current proposed changes and recommendations to Title I chapters, highlighting which sections should be updated, repealed, moved to policy, or otherwise revised for consistency with best practices in municipal governance.

In support of this effort, Staff has also revised both the City’s **Travel Reimbursement Policy** and **Purchasing Manual**, which are now proposed to be adopted by Council resolution. Draft resolutions adopting these revised policies are attached for your review. Additionally, Staff has prepared a draft ordinance to implement the recommended changes to the Chesterfield Municipal Code.

We welcome your feedback on these recommendations and seek your direction on how best to proceed with the necessary legislative and administrative actions.

Attachments:

- Updated Title I Code Section Notes Presentation (2025.07.01)
- Draft Ordinance – Title I Code Revisions
- Draft Resolution – Revised Travel Reimbursement Policy

- Draft Resolution – Revised Purchasing Manual



Municipal Code Update

Title I Government Code Revisions

CHAPTER 110 ADMINISTRATION:

ARTICLE 1 IN GENERAL

Section 110.020. Indemnification Of City Officials And Employees.

- **Recommended Change:** 110.020(1)(D) The person seeking indemnification shall cooperate with the City in any investigation, defense, negotiation or compromise of any claim, suit or action, even if any of the allegations of the suit are groundless, false or fraudulent and the City may make such investigation and settlement of any claim or suit as it deems expedient, but the City shall not be obligated to pay any claim or judgment or expense, including attorney fees unless and until the benefits of any insurance, ~~whether provided by the City or by the person seeking indemnification,~~ have been exhausted ~~and in no event in excess of one hundred thousand dollars (\$100,000.00) for any one (1) claimant or an aggregate of one hundred fifty thousand dollars (\$150,000.00) for all claims arising out of and upon the same act or an aggregate of one hundred fifty thousand dollars (\$150,000.00) during any one (1) calendar year.~~

Section 110.030. City of Chesterfield Retirement Plan

- **Recommended Change: Pass ordinance amending the retirement plan to incorporate any changes that have been made since 2005.**

CHAPTER 110 ADMINISTRATION:
ARTICLE 2 MAYOR AND COUNCIL
DIVISION 2 MAYOR



Section 110.205. Bond; oath and salary.

- **Recommended Change:** Before entering upon the duties of his/her office, the Mayor shall ~~give a bond with sureties to be approved by the City Attorney conditioned upon the faithful performance of his/her duties in the sum of at least six thousand dollars (\$6,000.00) or such higher sum as may be directed by the City Council or required by State statute.~~ be included under the City's public employee blanket bond with a responsible surety company. He/she shall take the oath of office prescribed by statute and shall receive as compensation the sum established by City Council.

CHAPTER 110 ADMINISTRATION:
ARTICLE 2 MAYOR AND COUNCIL
DIVISION 3 CITY COUNCIL



Section 110.400. Disturbing Meetings.

- **Recommended Change:** It shall be unlawful for any person to disturb any meeting of the City Council or of any committee thereof. ~~Violation of the provisions of this Section shall be an ordinance violation, punishable by a fine of not less than five dollars (\$5.00) and not more than five hundred dollars (\$500.00) or by imprisonment for a period not to exceed three (3) months, or by both such fine and imprisonment.~~ Any person, firm or corporation who shall violate this Section shall be subject to the general penalty as set forth in Section 100.080 of this Code.

Section 110.420. Standing Committees.

- **Recommended Change: REPEAL AND REPLACE WITH POLICY**

CHAPTER 110 ADMINISTRATION:

ARTICLE 3 CITY ADMINISTRATOR

Section 110.540. Bond.

- **Recommended Change:** Before entering upon the duties of his/her office, the Administrator shall ~~file with the City a bond conditioned upon the faithful and honest performance of his/her duties and the rendering of faithful and proper accounts to the City for funds and property in his/her possession or under his/her control in the amount of one hundred thousand dollars (\$100,000.00). In the event that the Administrator be covered by a blanket bond to the same extent, an individual bond shall not be required.~~ be included under the City's public employee blanket bond with a responsible surety company. The cost of such bond shall be borne by the City.

Section 110.580. Duties And Authority.

- **Recommended Changes:** (A)(4)(e) Appoint, promote or remove from service all officers who are not elected to office and employees of the City, except as otherwise provided by law or City ordinance; ~~provided, however, that any person so removed from service may appeal his/her dismissal to the Mayor and City Council by giving notice in writing within ten (10) days following notification of dismissal.~~ All such actions by the Administrator shall be based upon merit, qualifications or disqualifications of the officers or employees concerned, without regard to his/her political beliefs or affiliations.

Section 110.590. Responsibility For City Property.

- **Recommended Change:** The Administrator shall have responsibility for all real and personal property owned or maintained by the City of Chesterfield. He/she shall have responsibility for all inventories of such property and for the upkeep of all such property. ~~Personal property owned by the City may be sold by the Administrator only with approval of the Mayor and City Council.~~ Real property may be sold only when such sale ~~is authorized by ordinance~~ has been authorized by City Council.

CHAPTER 110 ADMINISTRATION:

ARTICLE 4 CITY CLERK

Section 110.770. Compensation.

- **Recommended Change: REPEAL**

CHAPTER 115 OFFICERS AND EMPLOYEES:

ARTICLE 1 GENERALLY

Section 115.020. Ordinary And Travel Expenses — Employees.

- **Recommended Change: REPEAL and ADOPT CURRENT POLICY BY RESOLUTION**

CHAPTER 120 CITY DEPARTMENTS:

ARTICLE 1 DEPARTMENT OF FINANCE

Section 120.050. Payment Of Bills.

- **Recommended Changes:**
- 120.050(A) The Director of Finance shall pay to any person designated and any warrant lawfully drawn upon the City the amount specified in such warrant or bill, but such amount shall be made only out of the funds in the possession of the Director of Finance and properly appropriated for such payment in accordance with the City Purchasing Manual.
- 120.050(B) Each month, the Director of Finance shall prepare and present to the City Council a list of any warrants or bills to be paid by the City which are an amount over \$5,000.
- 120.050(C) The Director of Finance shall review all pending invoices to ensure that proper documentation exists to assure that sufficient funds remain in the City's budget appropriation for the goods/services billed.

Section 120.080. Bond.

- **Recommended Changes:** ~~The Director of Finance shall give a bond before entering upon his/her duties in such sum as may be required by the City Council. This bond shall be conditioned upon the faithful performance by the Director of Finance of his/her duties and shall be conditioned to indemnify the City for any loss by reason of any neglect of duty or any act of the Director of Finance.~~ Before entering upon the duties of his/her office, Director of Finance shall be included under the City's public employee blanket bond with a responsible surety company. The cost of such bond shall be borne by the City.

CHAPTER 120 CITY DEPARTMENTS:

ARTICLE 3 DEPARTMENT OF PUBLIC WORKS

Section 120.280. Awards And Contracts; Power Of Director Generally.

- **Recommended Change:**
- **A. ~~No award or contract shall be binding upon the City of Chesterfield until it shall be approved by the City Council, approved as to legal form by the City Attorney and certified by the City Clerk.~~ Any award or contract shall be executed in accordance with the City Purchasing manual.**

Section 120.330. Division Of Inspections.

- **Recommended Action:** MOVE TO PLANNING
NEW SECTION 120.530

Section 120.340. Office Of Building Commissioner Established.

- **Recommended Action:** MOVE TO PLANNING
NEW SECTION 120.540

Section 120.400. Division Of Engineering.

- **Recommended Change:** New section 120.410 Office of the City Engineer Established. There is hereby created the Office of City Engineer. The City Engineer shall be appointed by the Director of Public Works with the approval of the City Administrator and may be removed at any time by the Director of Public Works with the approval of the City Administrator. The City Engineer shall have control and supervision over all employees assigned to the Division of Engineering, subject to the supervision of the Director of Public Works.

CHAPTER 123 PURCHASING REGULATIONS:

Section 123.005. Office of Purchasing Agent established; duties; authority; etc.

- **Recommended Change:** A. There is hereby established the Office of Purchasing Agent ~~who shall be appointed by the City Administrator with approval of the Council.~~ The City Administrator shall serve as the Purchasing Agent ~~until the office is filled by appointment.~~

Section 123.010. Purchasing Rules.

- Recommended Change: **Repeal & Replace with the following:**
Section 123.010 Purchasing Manual
There is hereby adopted a Purchasing Manual of the City of Chesterfield, to be maintained in the office of the City Clerk, to establish guidelines regarding purchases made by the City and the sale of City property. All purchases made by City Departments and the sale of City property shall be in accordance with the Purchasing Manual herein adopted, and as may be amended by the City Administrator and as adopted by the City Council, unless such purchases or sales are expressly exempt from the Purchasing Manual or are governed by a different provision of this Code. In the event of a conflict between the Purchasing and Manual and a provision of this Code, this Code shall govern.

Section 123.020. Bidding Procedures.

- Covered by Purchasing Manual
- **Recommended Change: Repeal**

Section 123.030. Determination Of Lowest Responsible Bidder.

- Covered by Purchasing Manual
- **Recommended Change: Repeal**

Section 123.040. Approval Of Purchases.

- Covered by Purchasing Manual
- **Recommended Change: Repeal**

Section 123.050. Miscellaneous Purchasing Requirements.

- Covered by Purchasing Manual
- **Recommended Change: Repeal**

Section 123.060. Conflicts Of Interest.

- Covered by Purchasing Manual
- **Recommended Change: Repeal**

Section 123.080. Surplus Stock.

- **Recommended Change:** **Add new subsection** (D) City elected officials, appointees, officers, employees and members of their families up to and including to the second degree of consanguinity are prohibited from purchasing or otherwise receiving surplus supplies for personal use.

BILL NO. _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CHESTERFIELD, MISSOURI AMENDING CERTAIN SECTIONS OF TITLE I OF THE CHESTERFIELD MUNICIPAL CODE.

WHEREAS, the City of Chesterfield seeks to ensure that its Municipal Code is organized, current, and appropriately distinguishes between legislative matters and internal administrative procedures; and

WHEREAS, the City Council has assigned a comprehensive review of Title I of the Municipal Code to the City Administrator in his 2025 goals; and

WHEREAS, certain sections of the Municipal Code have become outdated or duplicative of established administrative practices, and should be repealed, revised, or replaced with Council-adopted policies; and

WHEREAS, updates have been proposed to improve clarity, eliminate redundancy, streamline City operations, and reflect current organizational practices and responsibilities; and

WHEREAS, the Finance & Administration Committee reviewed the proposed amendments and unanimously recommends that the City Council adopt the proposed ordinance.

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

Section I: The City does hereby repeal and replace certain sections of Title I “Government Code” as follows. Language shown stricken shall be removed. Language underlined shall be added:

Section 110.020. Indemnification of City Officials and Employees.

110.020(1)(D) The person seeking indemnification shall cooperate with the City in any investigation, defense, negotiation or compromise of any claim, suit or action, even if any of the allegations of the suit are groundless, false or fraudulent and the City may make such investigation and settlement of any claim or suit as it deems expedient, but the City shall not be obligated to pay any claim or judgment or expense, including attorney fees unless and until the benefits of any insurance, ~~whether provided by the City or by the person seeking indemnification,~~ have been exhausted ~~and in no event in excess of one hundred thousand dollars (\$100,000.00) for any one (1) claimant or an aggregate of one hundred fifty thousand dollars (\$150,000.00) for all claims arising out of and upon the same act or an aggregate of one hundred fifty thousand dollars (\$150,000.00) during any one (1) calendar year.~~

Section 110.205. Bond; oath and salary.

110.205 Before entering upon the duties of his/her office, the Mayor shall ~~give a bond with sureties to be approved by the City Attorney conditioned upon the faithful performance of his/her duties in the sum of at least six thousand dollars (\$6,000.00) or such higher sum as may be directed by the City Council or required by State statute.~~ be included under the City's public employee blanket bond with a responsible surety. The cost of such bond shall be borne by the City. He/she shall take the oath of office prescribed by statute and shall receive as compensation the sum established by City Council.

Section 110.400. Disturbing Meetings.

110.400 It shall be unlawful for any person to disturb any meeting of the City Council or of any committee thereof. ~~Violation of the provisions of this Section shall be an ordinance violation, punishable by a fine of not less than five dollars (\$5.00) and not more than five hundred dollars (\$500.00) or by imprisonment for a period not to exceed three (3) months, or by both such fine and imprisonment.~~ Any person, firm or corporation who shall violate this Section shall be subject to the general penalty as set forth in Section 100.080 of this Code.

Section 110.420. Standing Committees

~~A. Establishment. There are hereby established as Standing Committees of the City Council the following:~~

- ~~1. Finance and Administration;~~
- ~~2. Parks, Recreation and Arts;~~
- ~~3. Planning and Public Works; and~~
- ~~4. Public Health and Safety.~~

~~B. Membership; Appointment.~~

~~1. Composition. Each committee shall be compromised of four (4) Council members. One (1) Council member from each of the City's four (4) wards will serve on each committee, with no two (2) Council members from the same ward serving on the same committee.~~

~~2. Appointment. After the first City Council meeting immediately following the regular municipal election held in April of every year, the newly elected President Pro Tem shall appoint members of the Council to committees and designate Committee Chairpersons for each Standing Committee, subject to the approval of the City Council by formal vote taken not later than the first City Council meeting in May of every year.~~

~~3. Ex Officio Members. The Mayor and City Administrator shall both serve as non voting ex officio members of each committee.~~

~~4. Chairperson. One (1) Council member from each ward shall serve as a Chairperson of a committee, and no person shall serve as Chairperson of more than one (1) committee.~~

~~5. Vacancy. Should there be a vacancy on the Council, the other Council member of the affected ward shall be deemed a full voting member of the committees upon which his/her ward mate served until said vacancy has been filled. If the Council member previously occupying the currently vacant position served as Chairperson, the Vice Chairperson, at the time of the vacancy, shall assume the position of Chairperson.~~

~~6. Proxy Voting. In the event that a Council member is unable to attend a committee meeting, that Council member may request that his/her ward mate be allowed to vote at the committee meeting. Such request would be directed to the Committee Chairperson and must be in writing.~~

~~C. Functions.~~

~~1. Recommendations. Making recommendations to the Council or to the City Administrator, or both, concerning any of the matters within its purview, when requested and also at other times when it appears that the best interest of the City and its residents will be served thereby;~~

~~2. Formulating And Evaluating Plans. Formulating, with the assistance of the staff, long-range plans and evaluation and revision (if necessary) of such plans as adopted;~~

~~3. Legislation. Reviewing and recommending legislation concerning any of the matters within its purview;~~

~~4. Quorum And Presiding Officer. At least three (3) Council members must be present in order to hold a committee meeting. The Chairperson shall preside over the committee meeting. In the absence of the Chairperson, the Vice Chairperson shall preside;~~

~~5. Recommendations To Council. Other than items discussed and/or acted upon by the Planning and Public Works Committee, in order for an item to pass out of committee to the Council, said item shall require at least two (2) affirmative votes. Three (3) affirmative votes are required for an item to be passed to the Council with a favorable recommendation from the committee;~~

~~6. Closed Meetings. Closed meetings cannot be held at any meeting of the Standing Committees.~~

Section 110.540. Bond.

Before entering upon the duties of his/her office, the Administrator shall file with the City a bond conditioned upon the faithful and honest performance of his/her duties and the rendering of faithful and proper accounts to the City for funds and property in his/her possession or under his/her control in the amount of one hundred thousand dollars (\$100,000.00). In the event that the Administrator be covered by a blanket bond to the same extent, an individual bond shall not be required. be included under the City's public employee blanket bond with a responsible surety company. The cost of such bond shall be borne by the City.

Section 110.580. Duties And Authority.

110.580(A)(4)(e) Appoint, promote or remove from service all officers who are not elected to office and employees of the City, except as otherwise provided by law or City ordinance; ~~provided, however, that any person so removed from service may appeal his/her dismissal to the Mayor and City Council by giving notice in writing within ten (10) days following notification of dismissal.~~ All such actions by the Administrator shall be based upon merit, qualifications or disqualifications of the officers or employees concerned, without regard to his/her political beliefs or affiliations.

Section 110.590. Responsibility For City Property

The Administrator shall have responsibility for all real and personal property owned or maintained by the City of Chesterfield. He/she shall have responsibility for all inventories of such property and for the upkeep of all such property. ~~Personal property owned by the City may be sold by the Administrator only with approval of the Mayor and City Council.~~ Real property may be sold only when such sale is authorized by ordinance has been authorized by City Council.

~~Section 110.770. Compensation.~~

~~Compensation for the City Clerk shall be established by the Council within the guidelines as established in the City Compensation Classification Pay Plan~~

~~Section 115.020. Ordinary And Travel Expenses — Employees.~~

~~A. General Regulations.~~

- ~~1. The City's goals are to allow travel arrangements that conserve public funds, provide equitable treatment of all personnel, and allow travel in a manner that is dignified, and reflects credit on the City of Chesterfield. These regulations are applicable for all travel expenses incurred on behalf on the City by employees. Where these regulations do not adequately cover a travel situation, the City Administrator may authorize exceptions.~~

~~2. Decisions as to which trips will be authorized are generally made through the annual budget process. In general, no more than one national and two (2) State conferences outside the St. Louis area will be authorized for any Department Head or Executive Staff member in any fiscal year. Attendance at other meetings outside the metropolitan area may be authorized when the Department Head or Executive Staff is an active participant in the national and/or State organization. The City Administrator must approve all out of state travel requests in advance. Attendance at various local professional and technical conferences and meetings will be authorized as funds and time permit. Good judgment and a proper regard for economy are expected in incurring travel expense on behalf of the City.~~

~~3. There is no objection to a spouse and/or other family members travelling on an official trip, but no expenses attributable to them will be reimbursed by the City.~~

~~B. Travel Advance. No travel advances will be authorized, unless a specific exemption is granted by the City Administrator.~~

~~C. Travel Expense Report. Within five (5) days after returning from a trip, a travel expense report (Appendix H) must be forwarded to the Department of Finance. Required receipts should be attached to the travel expense report.~~

~~D. Use Of Commercial Carrier. Commercial carrier fares will be limited to "coach" or "economy" fares when such services are available. Travel to and from stations and airports may be by bus, limousine, taxi or private vehicle (for which mileage will be paid), whichever is least costly. If available, airport limousines should always be selected over taxis. When possible, travel arrangements should be made through the City's travel agency and billed directly to the City. Receipts for transportation costs are required.~~

~~E. Use Of Private Vehicles.~~

~~1. Private vehicles may be used for travel on City business when authorized by the City Administrator. Reimbursement will be limited to the lower of:~~

~~a. The currently prevailing IRS rate per mile, as stated in IRS publications, plus tolls, parking and garage charges, or~~

~~b. The cost of air travel as provided above.~~

~~2. When two (2) or more people travel in the same private vehicle, reimbursement will be paid to the owner of the vehicle. Mileage reimbursement will be based on the actual number of miles driven while traveling on City business.~~

~~F. Travel Time.~~

~~1. When necessary, one (1) day prior and one (1) day following a meeting or conference shall be allowed for travel to and from an approved meeting or conference.~~

~~2. Scheduled returns shall be made on the day the conference or meeting ends unless it ends late in the evening. In that event, the following day may be allowed for travel.~~

~~3. Employees should not drive to meetings and conferences when Travel time in route to the destination requires more than one (1) day. In such instances, no reimbursement will be made for any lodging, meals or other expenses incurred in route, unless prior approval is received from the City Administrator.~~

~~4. When an employee chooses to extend travel time to and from an approved site, any excess time shall be considered vacation and charged accordingly, unless prior approval is received from the City Administrator.~~

~~G. Vehicle Rental. There may be an occasion when rental of a vehicle may be required (i.e., great distance between hotel and conference sites). Prior authorization must be given by the City Administrator. The actual cost will be reimbursed and receipts will be required.~~

~~H. Lodging.~~

~~1. Hotels or motel reservations are expected to be made well in advance to ensure that lodging is secured at moderate rates. Receipts for lodging are required. Reimbursement of lodging will be limited to the minimum number of nights required to conduct City business. If a conference, for example, opens on Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. If an employee or City Official chooses to arrive earlier or stay late, the additional lodging and other expenses related to this decision are personal expenses and will not be reimbursed. There may be instances in which significant savings in travel expenses may be achieved by taking advantage of discount fare requiring an additional night's stay. Prior authorization by the City Administrator will be required to utilize this arrangement.~~

~~2. Reimbursement of lodging expenses shall be exclusive of any additional expenses for spouses or others.~~

~~3. No lodging expense will be reimbursed for meetings or conferences held in the St. Louis area unless prior approval is obtained from the City Administrator.~~

~~I. Meals. For meetings and conferences held outside the metropolitan area or at such a distance that overnight lodging is required and approved by the City~~

~~Administrator, employees and City officials will be reimbursed for meals. Reimbursement shall be made for the employee's expenses up to thirty five dollars (\$35.00) per day for unreceipted meal expenses and all true and reasonable costs in excess, if properly receipted, for the City Administrator, Department Heads, and Executive Staff, and up to thirty five dollars (\$35.00) per day maximum and only when properly receipted for all other employees. The City Administrator may approve unreceipted expense upon receipt of acceptable written documentation that the expenditure was incurred and that a receipt could not be obtained or was subsequently misplaced.~~

~~J. Miscellaneous Expenses.~~

- ~~1. Parking expenses may be reimbursed when reasonably necessary and when required as a part of the travel process.~~
- ~~2. Tips may be reimbursed not to exceed fifteen percent (15%) of the amount reimbursable by the City.~~
- ~~3. Taxi cabs may be reimbursed when necessary and justified as the only reasonable means of transportation.~~
- ~~4. Personal telephone calls may be reimbursed, while on out-of-town travel, up to ten dollars (\$10.00) per day.~~
- ~~5. Actual expenses for the cost of gasoline may be reimbursed if properly receipted if an employed uses a City owned vehicle for travel.~~
- ~~6. Professional luncheon meetings will be reimbursed at actual cost of one price is charged for all participants.~~
- ~~7. Expenses not ordinarily allowed under the provisions of these regulations may be authorized by the City Administrator when justification exists.~~

~~K. Registration Fees. Registration and tuition fees for preapproved professional and technical meetings and conference will be reimbursed if not prepaid by the City. Receipts will be required.~~

~~L. Non Reimbursable Expenses. Employees will not be reimbursed for expenses incurred for alcoholic beverages, non-conference related entertainment costs, recreational activities or in-room movies.~~

~~M. Reimbursement For Local Meeting Meals. Employees will be reimbursed for all meal expenses associated with local meetings, such as organizations for which the City pays an annual membership fee, as long as these expenses have been included in the annual budget.~~

~~N. Reimbursement For Supplies. Employees will be reimbursed for all supply expenses when it is deemed appropriate by the employee's supervisor for the employee to purchase supplies on behalf of the City.~~

~~O. Reimbursement For Mileage. As the City makes pool cars available to employees, it is the City's policy not to reimburse employees for mileage, unless an exception is granted by the City Administrator under extenuating circumstances.~~

Section 120.050. Payment Of Bills.

A. The Director of Finance shall pay to any person designated and any warrant lawfully drawn upon the City the amount specified in such warrant or bill, but such amount shall be made only out of the funds in the possession of the Director of Finance and properly appropriated for such payment as ~~approved by the City Administrator.~~ in accordance with the City Purchasing Manual.

~~B. The Director of Finance shall prepare each month a warrant for the payment of all sums due to be paid by the City, listing each item and the account out of which it is payable, said warrant, when properly signed by the City Administrator and/or other persons he/she may designate, shall authorize the issuance of vouchers or checks as provided by law for the payment of each item. The City Administrator shall have the authority to authorize the expenditure of any expense that is within the budget which is an amount which is less than five thousand dollars (\$5,000.00) without requiring that said expenditure be approved in advance by the City Council, but that a list shall be prepared and presented to the City Council indicating each expenditure. Each month, the Director of Finance shall prepare and present to the City Council a list of any warrants or bills to be paid by the City which are an amount over \$5,000.~~

~~C. A list of all items which need to be paid, which exceed the sum of five thousand dollars (\$5,000.00), shall be submitted to the City Council before the warrant is submitted for payment. Approval for the expenditure of the items contained on said warrant shall be deemed approved by acclamation on the day following the meeting of the City Council at which the list was presented. Such list shall contain a statement of the Director of Finance and of the City Administrator to the effect that all items contained thereon are proper expenses due from the City for services performed or materials furnished to the City; provided, however, that the Council may, in any motion to approve payment, except specific items from such approval, in which case such items shall not be paid. The Director of Finance shall review all pending invoices to ensure that proper documentation exists to assure that sufficient funds remain in the City's budget appropriation for the goods/services billed.~~

Section 120.080. Bond.

~~The Director of Finance shall give a bond before entering upon his/her duties in such sum as may be required by the City Council. This bond shall be conditioned upon the faithful performance by the Director of Finance of~~

his/her duties and shall be conditioned to indemnify the City for any loss by reason of any neglect of duty or any act of the Director of Finance. Before entering upon the duties of his/her office, Director of Finance shall be included under the City's public employee blanket bond with a responsible surety company. The cost of such bond shall be borne by the City.

Section 120.280. Awards And Contracts; Power Of Director Generally.

A. No award or contract shall be binding upon the City of Chesterfield until it shall be approved by the City Council, approved as to legal form by the City Attorney and certified by the City Clerk. Any award or contract shall be executed in accordance with the City Purchasing manual.

Section 120.330. Division Of Inspections.

There is hereby established within the Department of Public Works a Division of Inspection. The Division shall be under the supervision of the Building Commissioner. The Division shall review all plans for the construction, reconstruction, or alteration of any structure in the City, and shall inspect such construction to insure that all work is done in compliance with the City's building, plumbing, electrical, mechanical and such other codes or ordinances as may from time to time be approved by the City Council.

Section 120.340. Office Of Building Commissioner Established.

There is hereby created the Office of Building Commissioner. The Building Commissioner shall be appointed by the Director of Public Works with the approval of the City Administrator and may be removed at any time by the Director of Public Works with the approval of the City Administrator. The Building Commissioner shall have control and supervision over all employees assigned to the Division of Inspections, subject to the supervision of the Director of Public Works. The Director of Public Works shall serve as ex-officio Building Commissioner until the position is filled by appointment.

Section 120.410 Office of City Engineer Established.

There is hereby created the Office of City Engineer. The City Engineer shall be appointed by the Director of Public Works with the approval of the City Administrator and may be removed at any time by the Director of Public Works with the approval of the City Administrator. The City Engineer shall have control and supervision over all employees assigned to the Division of Engineering, subject to the supervision of the Director of Public Works.

Section 120.530 Division of Inspections

There is hereby established within the Department of Public Works a Division of Inspection. The Division shall be under the supervision of the Building Commissioner. The Division shall review all plans for the construction, reconstruction, or alteration of any structure in the City, and shall inspect

such construction to ensure that all work is done in compliance with the City's building, plumbing, electrical, mechanical and such other codes or ordinances as may from time to time be approved by the City Council.

Section 120.540 Office of Building Commissioner Established

There is hereby created the Office of Building Commissioner. The Building Commissioner shall be appointed by the Director of Planning with the approval of the City Administrator and may be removed at any time by the Director of Planning with the approval of the City Administrator. The Building Commissioner shall have control and supervision over all employees assigned to the Division of Inspections, subject to the supervision of the Director of Planning. The Director of Planning shall serve as ex officio Building Commissioner until the position is filled by appointment.

Section 123.005. Office of Purchasing Agent established; duties; authority; etc.

A. ~~There is hereby established the Office of Purchasing Agent who shall be appointed by the City Administrator with approval of the Council. The City Administrator shall serve as the Purchasing Agent until the office is filled by appointment.~~

Section 123.010. Purchasing Rules.

~~A. No purchases or contracts for services or goods of any kind or description, payment of which is to be made from funds of the City, shall be made by the Purchasing Agent or any officer, employee or agent of the City except in the manner hereafter set forth.~~

~~1. Purchases Under Five Thousand Dollars (\$5,000.00). Whenever any contemplated purchase or contract for goods or services is for the sum of less than five thousand dollars (\$5,000) inclusive, the Purchasing Agent may order the items as needed in accordance with the approved accounting system.~~

~~2. Goods Or Services Costing Five Thousand Dollars To Ten Thousand Dollars (\$5,000.00 to \$10,000.00) Inclusive. Whenever any contemplated purchase or contract is for goods or services costing from five thousand dollars to ten thousand dollars (\$5,000.00 to \$10,000.00) inclusive, the Purchasing Agent shall obtain at least three (3) quotations from qualified vendors for the goods or services to be purchased. The quotations may be obtained orally and the award for purchase or contract given to the lower responsible bidder.~~

~~3. Purchases Costing From Ten Thousand Dollars To Twenty-Five Thousand Dollars (\$10,000.00 to \$25,000.00) Inclusive. Whenever any contemplated purchase or contract is for goods or~~

~~services costing from ten thousand dollars to twenty five thousand dollars (\$10,000.00 to \$25,000.00) inclusive, the Purchasing Agent shall solicit at least three (3) written quotations for the item or items to be purchased. The quotation shall be submitted in written form to the Purchasing Agent who shall award the purchase or contract to the lowest responsible bidder.~~

~~4. Items Costing Over Twenty Five Thousand Dollars (\$25,000.00). Whenever any contemplated purchase or contract for goods or services is for the sum of more than twenty five thousand dollars (\$25,000.00), the Purchasing Agent shall cause to be published in one (1) issue of a newspaper of general circulation in the City a notice inviting bids; provided, however, that the Purchasing Agent shall have the authority upon the recommendation of the department head to forego advertising in such cases where advertising would not be an appropriate method to seek bids. Said notice shall be published at least ten (10) business days prior to the date set for the receipt of the bids. The Purchasing Agent may allow more time for the preparation and submittal of bids whenever the contemplated purchase of goods or services indicates that a longer period of time will be required for vendors to complete and submit bids. The notice herein required shall include a general description of the articles to be purchased or services performed and the time and place for opening bids. In addition, the Purchasing Agent shall post a notice inviting bids in City Hall, and may also mail to all responsible prospective suppliers of the items to be purchased or services performed a copy of the notice inserted in the newspapers hereinbefore required. Upon opening of the sealed bids, the Purchasing Agent shall review and investigate all bids received and shall then make a recommendation to the City Council based upon said investigation as to which bidder has submitted the lowest responsible bid.~~

~~5. Per Unit Purchasing.~~

~~a. The Purchasing Agent shall have the authority to purchase on a "per unit" basis those items which have been specifically identified on a list which is to be approved by the Finance and Administration Committee of the City Council of the City of Chesterfield for such purchases. Said list is to be prepared and reviewed on an annual basis by the Finance and Administration Committee and may be modified by the Finance and Administration Committee as it may deem appropriate. Any items which are contained on said list must be for the purchase of commodities only~~

~~and each per unit dollar amount may not exceed a total of five hundred dollars (\$500.00) for each unit to be purchased and must already fall within the total amount budgeted by the City for the purchase of said commodity.~~

~~b. Insofar as staff has made every possible effort to obtain three (3) bids and has documented the same or where the actual cost exceeds the budgeted amount, but adequate funds exist within the department's budget to cover the cost of the item or items, the City Administrator is authorized to approve the purchase as long as the bid procedures have been carried out in accordance with the purchasing rules and regulations. The City Administrator shall be required to seek the approval of the City Council for purchases of commodities on a per unit basis whenever the low bidder is not chosen or the item is not on the Finance and Administration approved list.~~

There is hereby adopted a Purchasing Manual of the City of Chesterfield, to be maintained in the office of the City Clerk, to establish guidelines regarding purchases made by the City and the sale of City property. All purchases made by City Departments and the sale of City property shall be in accordance with the Purchasing Manual herein adopted, and as may be amended by the City Administrator and as adopted by the City Council, unless such purchases or sales are expressly exempt from the Purchasing Manual or are governed by a different provision of this Code. In the event of a conflict between the Purchasing and Manual and a provision of this Code, this Code shall govern.

~~Section 123.020. Bidding Procedures.~~

~~A. The Purchasing Agent and all parties contracting with the City shall follow the procedure hereinafter set forth in relation to all bids required above:~~

- ~~1. All notices and solicitations of bids shall state the time and place for opening.~~
- ~~2. All bids shall be submitted sealed to the City Official designated in the bid packet and shall be identified as bids on the envelope.~~
- ~~3. All bids shall be opened in public at a time and place stated in the public notices.~~
- ~~4. A tabulation of all bids received shall be posted in the City Hall for public inspection.~~
- ~~5. The City Council shall have authority to reject any and all bids and parts of all bids and readvertise or re-solicit bids whenever it is deemed to be in the best interest of the City.~~

~~Section 123.030. Determination Of Lowest Responsible Bidder.~~

~~A. It is the responsibility of the Purchasing Agent to review and investigate all bids received and to make a recommendation thereon to the City Council regarding award to the lowest responsible bidder for the entire purchase or contract or for any part thereof. In determining the lowest responsible bidder, the Purchasing Agent shall consider:~~

- ~~1. The ability, capacity and skill of the bidder to perform the contract or provide the services required.~~
- ~~2. Whether the bidder can perform the contract to provide the services promptly or within required time periods without delay or interference.~~
- ~~3. The quality of performance of previous contracts or services.~~
- ~~4. The previous and existing compliance by the bidder with laws and ordinances of the City.~~
- ~~5. The financial resources and the ability of the bidder to perform the contract or provide the service.~~
- ~~6. The quality, availability and adaptability of the supplies or services.~~

~~Section 123.040. Approval Of Purchases.~~

~~All purchase orders or contracts must be for goods or services covered by a category in the budget for the current fiscal year as approved by the City Council. Any purchaser of an item not provided for in the current fiscal year budget must receive the prior approval of the City Council. The agent is authorized to approve all purchases after complying with the competitive shopping requirements as specified above. The agent shall also be authorized to expend funds exceeding ten thousand dollars (\$10,000.00) for materials and supplies under blanket purchase order for a fixed period of time that was issued as a result of competitive bidding and City Council approval of the lowest responsible bidder, which shall include "per unit" purchases which may in the aggregate exceed ten thousand dollars (\$10,000.00) if purchase is made in accordance with Subsection (A)(5) of Section 123.010.~~

~~Section 123.050. Miscellaneous Purchasing Requirements.~~

~~A. Exclusive Service. In the event that there is only one (1) firm or company or individual capable of providing a particular service or commodity and said services or commodities cannot be secured from other persons or companies, than the bidding requirements contained above shall not be applicable and the Purchasing Agent is authorized to proceed with the purchase of such services or commodities as are required by the City, but cannot be secured through the normal bidding process. Exclusive service purchases for amounts exceeding five thousand dollars (\$5,000.00) must be preapproved by the City Council.~~

~~B. Performance Bond. The Purchasing Agent shall have the authority to require a performance bond in cash or otherwise for such amount that he/she may deem sufficient to secure the execution of the contract for furnishing goods or services for the best interests of the City.~~

~~C. Emergency Procedures. In case of an emergency which requires immediate purchase of supplies or services and time is of the essence, the Director of Finance shall be empowered to authorize the purchase or to secure the services needed without complying with the procedures as set forth in this Article. This Section shall also apply to any natural disaster or civil emergency requiring immediate response on the part of the City. A full report in writing of the circumstances requiring emergency purchases shall be filed by the agent with the City Administrator within a reasonable period of time after the emergency. The City Administrator shall forward such information on to the Mayor and City Council for information.~~

~~D. Professional Services.~~

~~1. Generally. The competitive bidding requirements of this Article shall not apply to professional services and the requirements herein shall not be required in the employment of professional services including, but not limited to, physicians, attorneys, certified public accountants or planners. The Purchasing Agent is authorized and encouraged, however, to require proposals from capable professionals within a required discipline, whenever time and/or circumstances warrant.~~

~~2. Exceptions. The following shall be the policy and procedures for selecting architectural, engineering and land surveying services for the City.~~

~~a. Definitions. As used in this Section, the following terms shall have these prescribed meanings:~~

~~ARCHITECTURAL SERVICES — Those services within the scope of practice of architecture as defined by the laws of the State of Missouri, Section 327.091, RSMo., and to include landscape architects.~~

~~ENGINEERING SERVICES — Those services within the scope of practice of engineering as defined by the laws of the State of Missouri, Section 327.181, RSMo.~~

~~FIRM — Any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying or other professional services and provide said services.~~

~~LAND SURVEYING SERVICES—Those services as defined by the laws of the State of Missouri, Section 327.272, RSMo.~~

~~SELECTION COMMITTEE—The City Administrator, Director of Public Works and department head of the using department.~~

~~b. Roster Of Consultants.~~

- ~~(1) The City Administrator or designated staff will maintain a roster of qualified firms interested in performing professional services for the City. Names of firms will be placed on the roster upon their request, at the request of members of the Council or when recommended by City departments.~~
- ~~(2) Each firm meeting the following minimum qualifications shall be deemed to be a qualified firm and meeting the qualifications of the City:
 - ~~(a) Duly authorized to conduct business in the State of Missouri in their particular profession.~~
 - ~~(b) Professional registration by the State of Missouri.~~
 - ~~(c) At least one (1) staff professional assigned to each project. Adequacy of personnel will be determined on a contract by contract basis against the City's estimate of manpower required to perform the work in the desired time frame.~~~~
- ~~(3) Resumes And Data. Each person or firm listed on the roster shall be responsible for maintaining with the City Administrator a current resume describing his/her or its qualifications and experience. Data which shall be included is as follows:
 - ~~(a) Firm name, address, telephone numbers.~~
 - ~~(b) Year established and former firm names.~~
 - ~~(c) Types of services for which it is qualified.~~
 - ~~(d) Names of principals of the firm and status in which they are registered.~~
 - ~~(e) Names of key personnel with experience of each and length of time in the organization.~~
 - ~~(f) Number of staff available for assignment.~~~~

~~c. General Procedures And Responsibilities.~~

- ~~(1) Project Initiation. When a department of the City identifies a project for which architectural, engineering or land surveying services will be necessary, the department will draft a scope of services for the specific project. This scope of services will be submitted to the City Administrator for authorization to initiate the project. The department shall include in the scope of services the following:
 - ~~(a) A description of the work required and its objectives.~~
 - ~~(b) The nature of specific tasks and services to be accomplished.~~
 - ~~(c) The type and amount of assistance to be given by the department involved.~~
 - ~~(d) Required time frame.~~
 - ~~(e) Financial conditions or limitations; grant program involved.~~~~
-
- ~~(2) Expressions Of Interest. The using department will contact those firms on the roster for an expression of interest in the specific project. The request should invite comments as to the special experience in the project being considered, describe previous experience with similar projects and the availability of the firm to provide required service within any time limitations.~~
-
- ~~(3) Initial Screening And Requests For Proposals.
 - ~~(a) The expressions of interest will then be presented to the department requesting the services for initial screening. Factors to be determined in the initial screening will include:
 - ~~(i) Specialized experience in the type of work required.~~
 - ~~(ii) Record of the firm in accomplishing work on other projects in the required time.~~
 - ~~(iii) Quality of work previously performed by the firm for the City.~~
 - ~~(iv) Recent experience showing accuracy of cost estimates.~~
 - ~~(v) Community relations, including evidence of sensitivity to citizen concerns.~~
 - ~~(vi) Geographic location of the principal officers of the firm.~~~~
 - ~~(b) After the screening, detailed proposals will be requested~~~~

~~from at least three (3) firms. Selection will then be made according to Subsection (D)(2)(e).~~

~~d. Detailed Proposals. Firms submitting detailed proposals will provide the following information:~~

- ~~(1) Name of firm principal.~~
- ~~(2) Name of project supervisor (licensed engineer, architect or land surveyor).~~
- ~~(3) Ability of firm to meet time schedules.~~
- ~~(4) Description of how project will be conducted.~~
- ~~(5) Cost of services.~~
- ~~(6) For various levels of the disciplines offered, the position, hourly rate, salary cost multiplier, overhead and profit multiplier.~~
- ~~(7) Outside consultants and associates usually retained.~~
- ~~(8) List of completed projects on which the firm was principal engineer.~~
- ~~(9) Current projects under way and estimated cost of each.~~
- ~~(10) Data gathering methods (if appropriate).~~
- ~~(11) Evaluation techniques (if appropriate).~~

~~e. Selection.~~

- ~~(1) Three (3) written proposals should be secured when possible. Proposals may be solicited by mail or telephone. The selection committee will review the proposals, interview the prospective consultant, if desirable, and make a recommendation or selection in accordance with Subsection (D)(2)(e)(2) below.~~
- ~~(2) Class Of Service. Projects will be divided into two (2) classes as follows:
 - ~~(a) Class A. Services for projects where fees will exceed five thousand dollars (\$5,000.00). The selection committee's recommendation shall be presented to the City Council for approval or rejection. The Council has the right to approve or reject any and all proposals.~~
 - ~~(b) Class B. Services for projects which are provided~~~~

~~for in the approved City budget and where fees will be equal to or less than five thousand dollars (\$5,000.00). The selection committee will have full authority to select the consultant.~~

~~f. Prohibition Against Contingent Fees.~~

~~(1) Each contract entered into by the City Council for professional services shall contain a prohibition against contingent fees as follows:~~

~~"The architect, engineer or land surveyor (as applicable) warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the architect, engineer or land surveyor, to solicit or secure any fees, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this agreement."~~

~~(2) For the breach or violation of the foregoing provision, the City Council shall have the right to terminate the agreement without liability and at its discretion to deduct from the contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.~~

~~g. Authority Of City Council To Waive Procedural Requirements. The City Council in its sole and absolute discretion may waive any and all aforementioned procedural requirements.~~

~~E. Cooperative Purchasing. This Article and the requirements herein shall not apply to purchases made through or with the State of Missouri, or any other governmental jurisdiction which operates a cooperative procurement program, and will allow the City to purchase goods or services that the jurisdiction has made available following the completion of its own internal purchasing procedures. Insofar as the City Council has adopted an ordinance or resolution authorizing the City to participate in a cooperative purchasing agreement with another jurisdiction, the City Administrator has the authority to approve such purchases without seeking separate, formal City Council approval on each item.~~

~~F. Subdividing Prohibited. No contractor purchase shall be subdivided to avoid the requirements of this Section.~~

Section 123.060. Conflicts Of Interest.

~~A. Any purchase order or contract within the purview of this Article in which the Purchasing Agent or any officer or employee of the City is financially interested, directly or indirectly, shall be void, except that~~

~~before the execution of a purchase order or contract, the City Council shall have the authority to waive compliance with this Section when it finds such action to be in the best interests of the City.~~

~~B. The agent and every officer and employee of the City shall not directly or indirectly solicit any gift or accept or receive any gift, whether in the form of money, services, loans, promises or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official duties or was intended as a reward for any official action on their part.~~

Section 123.080. Surplus Stock.

(D) City elected officials, appointees, officers, employees and members of their families up to and including to the second degree of consanguinity are prohibited from purchasing or otherwise receiving surplus supplies for personal use.

Section II: If any section, paragraph, subsection, clause or provision of this Ordinance shall be declared by a court of a competent jurisdiction to be invalid, such decision shall not affect the validity of this Ordinance as whole, or any part thereof.

Section III: Where this Ordinance differs or conflicts with other laws, rules or regulations, unless the right to do so is preempted or prohibited by the County, State, or Federal government, the more restrictive or protective of the City and the public shall apply.

Section IV: This Ordinance shall be codified within the Municipal Code of the City of Chesterfield.

Section V: This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this ____ day of _____, 2025.

Presiding Officer

Dan Hurt, Mayor

ATTEST:

Vickie McGownd, City Clerk

FIRST READING HELD:

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF CHESTERFIELD, MISSOURI ADOPTING AND IMPLEMENTING A TRAVEL POLICY AND EXPENSE REIMBURSEMENT POLICY FOR THE CITY OF CHESTERFIELD.

WHEREAS, the City of Chesterfield City Council has adopted a Purchasing Manual establishing policies over the expenditure of public funds by City departments; and

WHEREAS, the City of Chesterfield has the need to update the Travel Policy and Expense Reimbursement Policy section of the Purchasing Manual to reflect current and best practices; and

WHEREAS, the City of Chesterfield Finance and Administration Committee has reviewed and unanimously recommended changes to the City’s Travel Policy and Expense Reimbursement Policy.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI AS FOLLOWS:

Section 1. The updated City of Chesterfield Travel Policy and Expense Reimbursement Policy are hereby adopted and incorporated herein by reference as attached hereto and marked as “Exhibit A”, which shall supersede and replace all prior versions thereof.

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed and approved on this _____ day of _____, 2025

PRESIDING OFFICER

MAYOR, DAN HURT

ATTEST:

CITY CLERK, VICKIE MCGOWND

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE & ADMINISTRATION

NO.

SUBJECT Travel & Expense Reimbursement

INDEX. FA

**DATE
ISSUED**

**DATE
REVISED**



RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

City of Chesterfield

Travel Policy and Expense Reimbursement Policy

Section 1: Overview

City employees may be reimbursed for travel and related expenses incurred while carrying out official duties or attending professional conferences, training courses, or events that benefit the City. The City's travel policy aims to conserve public funds, treat personnel equitably, and maintain dignity. These regulations apply to all travel expenses, and exceptions may only be authorized by the City Administrator in unique cases and in advance of expenditure.

Section 2: Travel Policy

Employees authorized to attend conferences, seminars, or other events pertaining to City business will be reimbursed for actual transportation fare, lodging, taxi fares, tips, and other travel-related expenses upon proper documentation. Members of the Executive Staff (Department Heads) shall be eligible for either a per diem or the ability to charge meal expenses up to the federal per diem rate, but not both. The City Administrator and Department Heads shall receive reimbursement for receipted and/or non-receipted meal and incidental expenses up to the current federal per diem rate (adjusted for meals included in registration fees). Lodging receipts are required. Any such expenses charged to the City shall be subtracted from the per diem amount which the employee is otherwise eligible. City Administrator must approve any out-of-state travel.

Additional Guidelines:

- **Travel Advances:** No travel advances will be issued unless approved by the City Administrator.
- Use of Private Vehicles:** Employees are expected to utilize City-owned vehicles for 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 the City Administrator. Use of a personal vehicle must be authorized by the City Administrator in advance. If authorized, documented beginning and ending mileage will be reimbursed using the IRS mileage rate, plus tolls and parking. In the exceptional cases where a personal vehicle is authorized for travel, the employee's personal automobile insurance is the primary coverage. Employees are required to carry adequate personal insurance coverage as mandated by state law. In most circumstances, the City's liability coverage does not extend to personal vehicles.

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

- Rental Vehicles: Prior authorization is required, and rental vehicles should only be used when necessary. Receipts are mandatory.
- Shuttles/Rideshare/Taxi: The lowest cost option should be utilized when travelling out of state by air and securing transportation to and from the airport or hotel. Employee time for travel is a consideration and travel cost should include overall time away from work.,
- Lodging: Local conferences are not eligible for lodging reimbursement unless pre-approved by the City Administrator.

Section 3: Travel Authorization and Reporting Procedures

For City-related travel, the following procedures must be followed:

- Pre-authorization: Employees must receive authorization from their department head and approval from the City Administrator.
- Travel Expense Report: A completed Travel Expense Report (located on CC Net), with original itemized receipts, must be submitted to the Finance Department within five (5) days of return. The Expense Report should include a copy of the conference agenda as well as all detailed required receipts including the conference registration fees. Each Travel Expense Report must be approved by the Department Head and Finance Director. The Travel Expense Reports for Department Heads and City Clerk must be approved by the Finance Director and City Administrator. This provides one complete document for all travel-related expenses available to our auditors.
- Use of Commercial Carrier: Fares for air, bus, train, or taxi must be economy or business class, and receipts are required. Shuttles or rideshare services are preferred over taxis to reduce travel expenses.

Section 4: Reimbursable Expenses

Efforts should be made to keep travel expenses to a minimum.

Reimbursement requires proper receipts and is limited to:

- Transportation: Use of a City pooled vehicle is the preferred method. Air, bus, train, rideshare, shuttle, or personal vehicle (only if pre-approved by the City Administrator when requested by the Department Head) travel is reimbursable with original receipts. Personal vehicle mileage will be reimbursed at current IRS rates only when previously approved by the City Administrator. Use of a personal vehicle is not covered by the City's insurance policy.
- Lodging: Hotel rooms must be standard and purchased at a conference or government rate whenever possible. Original, detailed receipts are mandatory.
- Meals and Tips: Tips for meals should be no greater than 20% for excellent service. Employees are encouraged to keep meal costs reasonable.

Section 5: Non-Reimbursable Expenses

Expenses not eligible for reimbursement include:

- Personal expenditures such as valet service, laundry, entertainment, or side trips.
- Costs incurred by a spouse or other relative.
- If an employee opts out of meals included in conference registration fees, the City will not reimburse receipts for that same meal.
- Alcoholic beverages.

Section 6: Mileage Reimbursement

Use of a City pool vehicle is expected for in-state travel. Parking, tolls, and gasoline costs are reimbursable with receipts. Mileage for personal vehicles is reimbursed at the IRS-established rate, but only if pre-authorized. If mileage is approved, gasoline costs are not reimbursed.

Section 7: Travel Expense Reimbursement

Upon return, employees must submit a Travel Request and Expense Report within five (5) business days, including all necessary original, detailed receipts. The current expense report can be found on CC Net. Failure to provide proper original documentation may result in reimbursement being withheld or disciplinary action.

Section 8: Per Diem Option (only Executive Staff)

The City Administrator and Department Heads may choose to receive per diem instead of expense reimbursement. The IRS per diem rates for Meals and Incidentals only will be used. Daily per diem rates for meals can be found at <https://origin-www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns>. Per diem rates are periodically updated. Detailed lodging receipts are required, or per diem will become taxable income.

Section 9: Ordinary Travel Expenses for Elected Officials

Registration and/or reservations for local or regional events are typically managed by the Assistant to the City Administrator, to the extent such expenditures are budgeted. When available, a City Vehicle may also be reserved for travel to local or regional events. Elected officials are expected to maintain adequate personal insurance coverage as mandated by state law. The City's liability coverage does not extend to personal vehicles in most circumstances. No mileage reimbursement is to be provided. Any travel related expenditures are only funded by the City if such travel is included in the approved budget. Any request for reimbursement shall be documented by receipts in accordance with the Policy.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF CHESTERFIELD, MISSOURI ADOPTING AND IMPLEMENTING AN UPDATED PURCHASING MANUAL FOR THE CITY OF CHESTERFIELD.

WHEREAS, the City of Chesterfield desires to manage and utilize public funds in an effective way to ensure the procurement of the highest quality supplies and contractual services; and

WHEREAS, the City of Chesterfield City Council has previously adopted a Purchasing Manual establishing policies over the expenditure of public funds by City departments; and

WHEREAS, the City of Chesterfield has the need to update the Purchasing Manual to reflect current and best practices; and

WHEREAS, the City of Chesterfield Finance and Administration Committee has reviewed and unanimously recommended changes to the City's Purchasing Manual.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI AS FOLLOWS:

Section 1. The updated City of Chesterfield Purchasing Manual is hereby adopted and incorporated herein by reference as attached hereto and marked as "Exhibit A", which shall supersede and replace all prior versions thereof.

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed and approved on this _____ day of _____, 2025

PRESIDING OFFICER

MAYOR, DAN HURT

ATTEST:

CITY CLERK, VICKIE MCGOWND

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE & ADMINISTRATION

NO.

SUBJECT Purchasing Manual

INDEX. FA

DATE

DATE

ISSUED

REVISED

POLICY

RECOMMENDED BY:

_____ Date
Department Head/Council Committee (if applicable)

APPROVED BY:

_____ Date
City Administrator

_____ Date
City Council (if applicable)

Purchasing Policy Manual

Purpose

The purchasing policy provides full information concerning the purchasing rules and regulations applicable to the City of Chesterfield. This manual ensures standardized procedures that provide fiscal control and allow the City to obtain quality goods and services at the lowest possible costs.

Each Department Head is responsible for the procurement of budgeted goods and services necessary for the operations of their Department, subject to approval by the Director of Finance and City Administrator, when applicable, and may require approval from the City Council.

It is the responsibility of each Department Head to ensure that all purchases are made in a cost-effective manner and that no funds are expended without budget authorization.

The basic goals of the City of Chesterfield purchasing policy are:

- Coordinate purchasing activities between the Departments and the Finance Department.
- Ensure consistent use of purchasing procedures.
- Comply with legal requirements of public purchasing.
- Receive maximum value for each public dollar spent.
- Discourage uniform bidding to assure equal and impartial treatment will be afforded to all vendors who wish to do business with the City.
- Optimize the City's fiscal controls and cash flow.
- Facilitate purchasing in a legally compliant and efficient manner to promote effective delivery of municipal services and operations.

General Guidelines

These guidelines should be considered administrative rules and regulations and serve to guide City employees in the procurement of goods and services.

Local Vendors. It is the objective of the City of Chesterfield to purchase or services at the best prices. Whenever possible, Chesterfield vendors should be contacted. Chesterfield vendors are those businesses possessing a current Chesterfield business license, or if a license is not required, located within the City limits of Chesterfield.

American Products. It is the policy of the City of Chesterfield to encourage the purchase of products manufactured, assembled, or produced in the United States, if the quality and price are comparable with other goods, in accordance with Missouri State Statutes (RSMo.34.353)

Planning. Planning of purchases should be completed by each Department on a short-term and long-term basis. Small orders and last-minute purchases should be minimized, thereby increasing the capability of each Department to purchase its goods and services in larger quantities. Large quantities typically encourage the maximum discount possible and therefore improve pricing. Planning will also reduce the time expended on pickups, documenting purchases, and will allow the City to improve its fiscal control and optimize cash flow.

Budget Overdrafts. Budgets are to be strictly observed. For the purpose of this policy, budgeting is at the Division level. Department Heads are authorized to transfer budgeted funds between accounts within an individual division, without impacting the budget at the Division level. No purchases will be authorized, which would put a budgetary category or account in the negative. Department Heads who anticipate a purchase exceeding the budget must acquire written authorization from the Director of Finance and City Administrator. Necessary steps must be taken to make a budget transfer/adjustment according to current procedures.

Quality Buying. It is the responsibility of each Department Head that when making vendor recommendations, the quality of service is considered. Quality is just as important as price, and it is the responsibility of the Department to secure the best quality for the purpose intended. The purchase of goods or services that will meet but not exceed the requirements for which they are intended defines quality buying. Quality buying considerations include, but are not limited to, durability, availability, ease of installation, frequency of repair, efficiency, and life cycle costs. It is also the responsibility of each Department Head to become familiar enough with the available equipment to determine the appropriate quality to develop specifications.

Gifts and Favors. The City of Chesterfield prohibits gifts and/or favors from vendors in conjunction with any purchasing or vendor selection process. Such gifts and/or favor should always be refused to avoid any appearance of impropriety.

This prohibition shall not apply to acceptance of small gifts such as pens, pencils, note pads and similar items that can be used in your daily duties while at work, and foods that can be shared equally by all employees such as fruit baskets, candy, cookies, etc. In those occurrences, the name and address of the vendor or individual offering such gift should be obtained so that a thank-you letter from the City of Chesterfield may be sent acknowledging receipt of the gift and thanking the organization/individual for their thoughtfulness.

Sales Tax. The City of Chesterfield is exempt from paying all local and state sales tax. The Department Head or Finance Department can provide the

exemption document to any vendor upon request. This can also be found on CCNET.

The City of Chesterfield's Missouri sales tax exemption number is 13427105 and has no expiration date.

Purchasing Process

The following steps should be followed when purchasing an item:

Purchasing authority and responsibility is established at different levels, depending upon the value of the purchase. Each Department Head is responsible for compliance and ensuring the provisions of this policy are adhered to. The Department Head may, at their discretion and as necessary to effect efficient and timely operations, delegate authority for individual purchases below the Department Head threshold. However, such delegation does not relieve the Department Head of their obligations and accountability.

- Staff member (City Employee) determines that a purchase is necessary or allowed under the current fiscal budget.
- The staff member obtains the proper quotes, bids, or proposals as outlined in the following procedures.
- The staff member prepares a recommendation memo to their supervisor or Department Head including all documentation to support their recommendation. Examples are provided in Appendix E.
- The Department Head prepares a recommendation memo for the City Administrator and Director of Finance to acknowledge authorization or concurrence if the recommendation requires Council approval.
- After the necessary approval has been received, the purchase is made using the established business account, credit card, purchase order, or letter accepting charges depending on the value of the purchase. In situations where payment must be made ahead of time, a memo should be written to the Director of Finance outlining the purchase, approval, and amount so that a check may be issued. The memo should also include all necessary documentation to support the purchase.
- If a purchase order is required, this must be completed in the ERP system (currently LOGOS) prior to ordering the product or service. The procedures are outlined in Appendix G.
 - Purchase Order is entered in LOGOS
 - Supervisor/Superintendent provides approval
 - Department Head provides approval
 - Director of Finance provides approval
 - Finance Department prints and posts the purchase order in LOGOS. A copy of the purchase order is available in LOGOS.

- When the invoice is received by the Department or staff member, the Department should make sure the item(s) was(were) received, pricing is accurate, and appropriate authorization was given before the purchase was made. The Department will assign the budget account number for the charges, enter the invoice and the appropriate approval process will begin in LOGOS.
- Once the Department Head has reviewed and approved the invoice batch, Finance will review the documentation and accuracy of entry prior to approving. Once a week, a check batch is prepared by the Accounting Clerk and reviewed by the Director of Finance prior to approval.
- Checks are printed and any check in excess of \$5,000 requires the signature of the Director of Finance.

Purchasing Procedures and Requirements

It is the responsibility of each Department Head to identify those employees allowed to make purchases and to maintain internal control procedures to ensure all purchases are for legitimate public purposes.

Purchases under \$5,000 – Department Heads are authorized to purchase from vendors directly without a purchase order in the amount of \$5,000 or less for budgeted items. No approval is needed from the Director of Finance or City Administrator to make purchases in this price range; however, funding for such purchases must be provided within the approved budget.

Purchases from \$5,000 but less than \$10,000 – Purchases in this range must be approved by the Director of Finance before placing the order with a vendor. Purchase recommendation memos for budgeted items should be submitted by the Department Head to the Director of Finance for approval. The Department must obtain three (3) oral quotes for the goods and services required. Oral quotes should be documented on the Telephone Quotation Form (Appendix C). Once approved, the purchase order is entered into LOGOS and the approval workflow process is initiated. Once the Finance Department issues the printed purchase order, the Department may place their order with the vendor.

If less than three (3) quotes are able to be secured, a notation should be made on the purchase recommendation memo.

Funding for such purchases must be provided within the approved budget. If budgeted funds are not available, the recommendation memo must be presented to the Director of Finance and City Administrator to explain the necessity of the purchase and where the funds may be

available so a budget transfer/amendment may be initiated prior to issuing the purchase order.

Purchases from \$10,000 but less than \$25,000 – Departments must obtain three (3) written quotations. If three quotes are unable to be secured, a memorandum explaining why three were not secured must be forwarded to the Director of Finance for approval along with all supporting documentation. ALL purchases over \$10,000 require the approval from the Director of Finance. Purchase orders must be entered into LOGOS prior to ordering products or services from the vendor. *All written quotations should be on the vendor's own quotation form or letterhead. These original written quotes should be attached to the purchase order.*

Funding for such purchases must be provided within the approved budget. If budget funds are not available, the recommendation memo must be presented to the Director of Finance and City Administrator to explain the necessity of the purchase and where the funds may be available so a budget transfer/amendment may be initiated prior to issuing the purchase order.

Purchases over \$25,000 – Departments anticipating the purchase of goods or services exceeding \$25,000 should prepare specifications based upon standards appropriate to meet the City's needs. The Department should prepare the necessary bid package, public notices, and advertisements to meet the City's purchasing policy, and solicit bids from qualified vendors. Departments should plan the dates for advertising to correspond with the date they plan to submit their recommendation to City Council for approval. A bid recommendation with all the documentation will be forwarded to the Director of Finance to verify procedural compliance and funding, and to the City Administrator for approval to be placed on a City Council agenda. All purchases over \$25,000 must be awarded by the City Council at a public meeting, except as specifically provided herein.

Request for Bid and Request for Proposal

The Department Head should prepare the necessary bid package, public notices, and advertisements to meet the City's purchasing policy, and send invitations to bid to qualified vendors for all items relevant to their own Departments. Departments should plan the dates for advertisement to correspond with the date they plan to submit their recommendation to City Council for approval. Please refer to CCNet (Documents and Forms / Templates and Certificates) for the sample bid package including instructions to bidders and general cover letter. These documents, along with the technical specifications should be sent to potential vendors, as well as those that respond to the legal notice.

Formal bids will be published for at least ten (10) business days prior to bid opening on the City of Chesterfield's website. All bids received shall be opened in public beginning promptly after the deadline.

The Department Head responsible for the Bid request must submit a recommendation to the Director of Finance and the City Administrator who will confirm the recommendation or ask for more information. Once the bid recommendation has been reviewed and approved, the bid recommendation will be submitted to the City Council during the next public meeting.

All purchases over \$25,000 must be approved by the City Council at a public meeting. The approval will normally be made to the lowest bidder meeting the specifications. However, there may be instances when the low bid is not from a responsible bidder. If this situation should arise, it is the Department Head's responsibility to thoroughly document the reasons why the low bidder was not selected.

Special Purchase Procedures

Periodically, the City may need to purchase goods and services under circumstances that do not clearly fit the patterns of normal public procurement and for which normal competitive purchasing procedures do not apply. The following guidelines are provided for making such purchases.

Single Source Exceptions from Bidding Procedures

When certain commodities or services are available on an extremely limited basis, or other special circumstance which dictates the selection of a specific provider, the Director of Finance and City Administrator may approve exceptions from the bidding requirements for items or services up to their respective authorization thresholds.

In the event that only one firm, company or individual is capable of providing a particular service and said service cannot be economically, efficiently, or timely secured from other companies, then the competitive bidding process may be waived. If the Department Head determines that goods or services must be purchased from a "sole source vendor", documentation must be provided to the Director of Finance and City Administrator with the purchase recommendation memo.

Cooperative Procurement Programs

Department Heads are encouraged to use the cooperative purchasing programs sponsored by the State of Missouri and other jurisdictions as approved by City Council (See Appendix B). All contracts awarded by the state or Saint Louis County for the purchases of supplies, materials, or contracted services may be used in place of the procedures set out in this manual.

Cooperative purchasing may prove advantageous to the City by relieving Department Heads of the paperwork necessary to document the purchase. Purchases made through these programs have met the requirements of competitive shopping and require no additional documentation. However, a purchase recommendation memo and the quote from the cooperative procurement vendor is required.

Emergency Purchases

In case of an emergency that requires immediate purchase of supplies or services when time is of the essence, the Department Head is to notify the City Administrator as quickly as possible. A written report of the circumstances requiring an emergency purchase shall be submitted by the Department Head to the City Administrator within a reasonable period after the emergency. The City Administrator will forward the information to the City Council and Director of Finance.

Blanket Purchase Orders

Blanket purchase orders are used for long-term contracts for goods and services after receiving competitive bids. The purchase order remains open for a period to purchase goods and services on an "as-needed" basis. Examples of these purchase orders would include construction projects, long term consultant services, construction materials such as rock, concrete, asphalt, trees, and other landscaping materials, automotive supplies such as tires and batteries, hardware, and office supplies routinely utilized by the City. Blanket purchase orders help reduce manual labor in the purchasing process. A purchase recommendation memo and quote for unit pricing is required.

Purchase of Used Equipment

New equipment is preferred over used equipment, however, there are situations where the purchase of used equipment may be considered. These include:

- Equipment will be used infrequently, for a limited time, for training or auxiliary operation.
- When quick delivery is essential

The purchase of used equipment requires careful shopping and the Department Head should make every effort to secure the minimum warranty or guarantee that the equipment will perform as needed and that the service and replacement parts are available.

QUICK REFERENCE

Purchase Amount Requested	Compliance	Responsible Party	Required Approval
\$5,000 or less	Purchases can be made directly from vendors without a purchase order. Expenditure must be within the approved budget. Compare pricing and quality to obtain the best value for the City.	Department Head	Department Head
\$5,000 to \$10,000	Requires three (3) oral quotes. Expenditure must be within the approved budget. Recommendation memo submitted to Director of Finance. If budget funds are not available, memo must be presented to Director of Finance and City Administrator on the necessity of the purchase and where the funds may be available.	Department Head	Director of Finance City Administrator
\$10,000 to \$25,000	Requires three (3) written quotes. Expenditure must be within the approved budget. Recommendation memo submitted to Director of Finance. If budget funds are not available, memo must be presented to Director of Finance and City Administrator on the necessity of the purchase and where the funds may be available.	Department Head	Director of Finance City Administrator
Over \$25,000	Requires specifications, bid package and City Council approval. A purchase recommendation with supporting bid documentation is sent to the Director of Finance for authorization and City Administrator for concurrence to include on the next City Council meeting.	Department Head	Director of Finance City Administrator City Council
Emergency Purchase	Department Head to immediately inform the City Administrator as quickly as possible. A full written report of the circumstances requiring an emergency purchase will be sent to the City Administrator within a reasonable period after the emergency. The City Administrator will pass this report on to the City Council and Director of Finance.	Department Head	City Administrator Notify: City Council and Director of Finance

Formal Competitive Bidding Guidelines

Formal Competitive Bidding provides:

- A. Identify the minimum specifications and requirements
- B. Allow time for a competitive bid
- C. Provide details for an objective review; and
- D. Provide for an equitable award at the lowest cost

General Guidelines

- Keep specifications as simple as possible while maintaining the accuracy required to keep bidders from using a loophole to avoid providing the quality or services required or to, in some manner, take advantage of their competitors.
- Whenever possible, identify the equipment or material required by an accepted standard specification or a name brand known on the market. All specifications that utilize a brand name must include the term "or equivalent" to avoid being restrictive and eliminating fair competition from the bidding process.
- Specifications should promote competition. Specifications drafted in this manner will allow several bidders to provide the City with alternatives and ensure that the City obtains the best price for the goods and services required.
- Flexibility in the specifications is desirable, especially in the instances where new technologies are being sought. Specifications should be specific enough to assure the quality required but sufficiently flexible to allow vendors to be creative in their proposals. If a proposal does not meet the City's needs, it can be rejected and the bid that closely follows the specifications accepted. Caution should be used with this procedure and Department Heads contemplating flexible specifications should contact the City Administrator to discuss the format and degree of flexibility anticipated prior to the completion of the final draft.
- Specifications should be reasonable in their tolerance. Unnecessary precision can frequently escalate the bid price.
- Specification should be written with clear simple language, free of vague terms or those subject to a variety of interpretations.

Types of Specifications

There are several ways of structuring specifications to protect the integrity of the purchasing process and to ensure that the needs of the City are met. The different methods of structuring specifications include:

Qualified Products or Acceptable Brands List These lists are developed only where it is not possible to write specifications adequately to identify the quality and performance required of the goods and services to be purchased. Acceptable brand lists are also used when tests necessary to determine compliance with technical

specifications are lengthy, costly or require complicated technical equipment.

Specifications by Brand or Trade Name. Brand or trade names should be used ONLY where brand name products have been found superior to others for the purpose intended, or when their composition is secret, unknown, or patented. The use of brand names establishes a quality standard but is not intended to limit or eliminate competition. Whenever this method of establishing specifications is used, the specifications should specifically provide for bidding of competitive or equal grades. It is the responsibility of the vendor who bids on goods of supposed equal quality to those specified to document that the goods or services that he is bidding are, in fact, of equal quality.

Specifications by Drawings or Dimension Sheet. Specifications of construction projects for everything from buildings and streets to custom-built cabinets, furniture or other equipment should be written to reference the drawings or dimension sheets prepared and sealed by an architect or engineer, when appropriate. Such specifications provide an appropriate method of evaluating all bids, and later of verifying the quality of the construction work or the equipment of fixtures delivered.

Specification by Chemical Analysis or Physical Properties. Specifications that include the chemical analysis or physical properties of the goods requested clearly place responsibility on the supplier to provide exactly those items requested. Again, care must be taken in preparing specifications using this method to ensure that competition remains a part of the bidding process. If the specifications are drawn too narrowly and only one bidder is qualified to meet the technical specifications the cost of obtaining these items may be higher than necessary due to the lack of competition.

Specifications by Performance, Purpose, or Use. Specifications which include a set of performance criteria for the goods or services required will provide flexibility for vendors to design products or programs specifically aimed at meeting the purpose of performance standards the City has established. Generally, specifications which center on performance standards, generate competition since they allow vendors to exercise some creativity in the types of services or goods included in their bids. Department Heads are cautioned to exercise care by including some specific technical specifications that will provide a floor or bottom-line quality determination. The use of performance specifications with minimum standards could result in items being installed, paid for, and later determined not to meet City

expectations. It can be very difficult to go back to a vendor and argue that the item did not meet the performance criteria established. At that point, the determination of satisfactory performance can become extremely subjective with the vendor insisting that his item is acceptable although actual experience indicates otherwise.

Specifications by Identification with Industry Standards.

Specifications will often refer to industry-wide standards or to standards met by other public jurisdictions. Some examples of these would be lumber grading, standards set by asphalt or concrete industries or by referencing standard specifications of Missouri or Federal agencies.

Specifications by Samples. Whenever appropriate, a sample is always a good way to make your requirements perfectly clear. A good example would be printing bids for which artwork or an existing form would be attached. Whenever samples are utilized, Department Heads should provide an adequate supply so that originals can be included with all bid invitations and some maintained in the file for vendors who request bidding documents.

Budget Transfers and Amendments

No purchases will be authorized that would overdraw a budgeted account. Department Heads who anticipate a purchase exceeding a budgetary account will notify the Director of Finance to ensure that the necessary steps are taken to transfer funds from one account to another.

Approvals of transfers (movement of funds within division) must be obtained from the Director of Finance and City Administrator.

Approvals of budget amendments (increase overall budget) must be obtained as shown below:

- Transfers up to \$2,500: Require approval by the Director of Finance
- Transfers from \$2,500 to \$5,000: Requires approval by the Director of Finance and the City Administrator.
- Transfer over \$5,000: Requires City Council approval.
- Transfers from Funds Reserves or between Departments: Requires City Council approval.

Whenever a budget transfer or amendment is needed, the Department Head is responsible for initiating the request in the form required by the Director of Finance (appendix G) and transmitting same to the Director of Finance for approval.

APPENDIX A – Per Unit Purchasing

The Department Head has the authority to purchase commodities on a “per unit” basis as identified on the list approved by the Finance and Administration Committee. The list will be reviewed and updated periodically and may be modified as needed with Council approval.

City Council approval is not required when purchasing commodities that do not exceed \$500 per unit and are within the approved budget for that commodity even if the aggregate purchase exceeds \$5,000. City Council approval is required for purchases of commodities on a per unit basis where there are fewer than three (3) bids obtained, the lower bid was not chosen, the purchase exceeds the approved budgeted amount, or the item is not on the approved list.

Per Unit Purchasing Authorized List as of March 12, 2018:

- Aggregate (rock)
- Ammunition
- Asphalt
- Calcium chloride
- Concrete
- Contractual hauling
- Custodial supplies (paper towels, toilet paper, soap, etc.)
- Deicing salt
- Fertilizer
- Field maintenance supplies (i.e. chalk, paint, sand, etc.)
- Gasoline
- Landfill tipping fees
- Mulch
- Office supplies (paper, pens, binders, etc.)
- Sealant
- Seed
- Signs and sign hardware
- Sod
- Street striping
- Street sweeping
- Stump grinding
- Tree planting

- Tree Removal (may exceed \$500 unit cost)
- Topsoil
- Uniforms (includes shirts, pants, jackets, coveralls, boots)

APPENDIX B – Cooperative Procurement Programs

Department Heads are encouraged to use cooperative procurement programs in an effort to obtain best prices which are potentially advantageous to the City. The list will be reviewed and updated periodically and may be modified as needed with Council approval.

The following programs have been approved by Council:

- St. Louis County Cooperative Procurement Program
- Missouri State Cooperative Procurement Program (State Bid)
- Missouri Buys (E Procurement System)
- Missouri Department of Transportation (MODOT State Bid)
- Missouri State Bulk Buy Program
- Sourcewell
- Buy Board National Purchasing Cooperative
- OMNIA Partners (includes US Communities and National IPA)
- Western States Contracting Alliance
- National Association of State Procurement Officers
- National Purchasing Partners
- The Interlocal Purchasing System (TIPS)

APPENDIX D – Purchase recommendation memo examples

Requires City Council approval for services:

**Memorandum
Department of Public Works**



TO: Michael O. Geisel, P.E.
City Administrator

FROM: James A. Eckrich, P.E. *JAE*
Public Works Dir. / City Engineer

DATE: January 13, 2025

RE: 2025 Construction and Inspection Testing Services

The Department of Public Works has solicited proposals and fee schedules for construction testing and inspection services required as part of the 2025 capital improvement projects. This includes, but is not limited to, the concrete slab replacement projects, the sidewalk replacement projects, and the ADA compliant curb ramp project. Firms were asked to provide company qualifications and resumes of certified and experienced individuals who would provide professional testing and inspection services for these projects. The firm chosen will provide selected individuals, along with soils and material testing equipment, in order to serve as the City’s on-site representative during the construction of our capital projects.

Four companies responded to the City’s solicitation, from which UES (formerly Geotechnology) was chosen as the firm most qualified to perform the testing and inspection services. Accordingly, I recommend that the City of Chesterfield enter into an Agreement with UES in the amount of budgeted amount of \$110,000. The actual cost of the services provided will vary based upon the amount of testing required as part of the City’s 2025 capital improvement projects, but will not exceed \$110,000.

Action Recommended

This matter should be forwarded to the City Council for consideration. Should Council concur with Staff’s recommendation, it should authorize the City Administrator to execute an Agreement with UES for construction testing and inspection services in an amount not to exceed \$110,000



Memorandum

TO: Jim Eckrich, Public Works Director

FROM: Trent Helland, Project Manager

DATE: January 13, 2025

RE: 2025-PW-12, Capital Improvement Inspection Services

We have solicited proposals, included resumes and fees for material testing and professional inspection services for the 2025 capital improvement projects. From nine inspection contracting firms solicited, four firms returned proposals. From those proposals we have interviewed candidates from two companies.

I recommend various staff inspectors from UES. Their hourly rates are listed below:

<u>Inspector</u>	<u>Straight Time Rate</u>	<u>Overtime Rate</u>
Dave Steiner	\$89.46	\$108.31
Cody Paradise	\$79.16	\$95.48
Andrea Favazza	\$74.75	\$89.98

After numerous interviews, we have found the personnel from UES to have the most experience with municipal pavement inspection. **I recommend UES for the 2025 Capital Improvement Inspection Services. We request authorization up to \$110,000 to cover these professional services. Funds for this work are budgeted in account 120-079-5261.**

Should you require additional information please advise.

Attachments:

Attachment included quotes/proposal information.

Requires City Council approval for bids:

**Memorandum
Department of Public Works**



TO: Michael O. Geisel, P.E.
City Administrator

FROM: James A. Eckrich, P.E. *gan*
Public Works Dir. / City Engineer

DATE: January 27, 2025

RE: 2025 Concrete Slab Replacement Projects

The Department of Public Works publicly opened bids for 2025 Concrete Slab Replacement Project A and B on January 21 and 23, respectively. The results of the bid openings are detailed in the attached memorandum from Project Manager Trent Helland. After reviewing the bids, Staff recommends both projects be awarded to the low bidder, M and H Concrete Contractors Incorporated, in an amount not to exceed \$5,100,000. This includes the low bid amount (Project A - \$2,288,477, Project B - \$1,914,876) and a contingency to account for change orders and additional slab replacement within budget. M and H Concrete has satisfactorily performed concrete work for the City of Chesterfield in past, including 2024 Slab Replacement Project A. M and H is positively recommended by City Staff, and has the capacity to successfully construct both projects. \$5,100,000 is budgeted for this project in Account 120-079-5490.

The streets included as part of these projects are detailed in the attached memorandum from Project Manager Trent Helland. These projects include 58,000 square yards of concrete slab replacement and will allow the City to adequately maintain our concrete pavement infrastructure as detailed in the Concrete Pavement Report submitted to the Planning and Public Works Committee in 2024. If you have questions or require additional information on these projects, please let me know.

Concurrence: *J. Kelly*
Jeanette Kelly, Finance Director

Action Recommended

This matter should be forwarded to the City Council for consideration. Should Council concur with Staff's recommendation, it should authorize the City Administrator to execute two Agreements with M and H Concrete Contractors Incorporated in an amount not to exceed \$5,100,000. This includes \$2,700,000 for Project A, and \$2,400,000 for Project B.



Memorandum

TO: James A. Eckrich, PE – Director of PW/City Engineer

FROM: Trent Helland, Project Manager

DATE: January 23, 2025

RE: 2025 Selective Slab Replacement – Area A and B

As you are aware, sealed bids for Selective Slab Replacement Project A were opened on January 21, 2025; bids for Selective Slab Replacement Project B were opened on January 23, 2025. The bids received for both projects are detailed in the attached Bid Tabs. M&H Concrete Contractors provided the low bid for both Project A and B, with a bid of \$2,288,477 on Project A and \$1,914,876 on Project B (bids attached). M&H Concrete Contractors has successfully performed work for the City of Chesterfield in the past, including 2024 Selective Slab Replacement Project A. The 2024 Project A included the replacement of 24,468 square yards of concrete and the reconstruction of two trench grates. That project was completed within schedule (88 days) and received an approval rating of 90% from impacted residents. M&H performs slab replacement throughout the St. Louis area and has the capacity to handle both 2025 projects.

I recommend requesting authorization to enter into an Agreement with M&H Concrete Contractors both Project A and Project B, in the budgeted amount of \$5,100,000. Specifically, I recommend that Project A be awarded to M&H in the amount of \$2,700,000 and Project B be awarded to M&H in the amount of \$2,400,000. Both recommendations include the low bid plus a contingency to allow for change orders and the replacement of additional concrete slabs within budget.

Project A includes slab replacement on the following streets: Chequer Drive, Heathercroft Drive, Howehill Court, Schoettler Valley Drive (between Chesterfield Parkway and South Outer Forty), Schoettler Valley Drive (between Squires Way Drive and Honey Ridge Court), Tradd Court, Yarmouth Point Drive, (between South Outer Forty and Candish Lane), and Tradd Court.

Project B includes slab replacement on the following streets: Cedar Forest Court, Country Ridge Drive (between Winter Haven Court and Parasol Drive), Spirit Forty Park Drive, Sugar Lake Court, Sugar Ridge Court, Summer Lake (between Baxter Road and Country Mill Court), Wide Oak Court, Winter Haven Court and a trench grate replacement on Summer Lake Drive.

Attachments: 2025 Selective Slab Replacement – A and B Bid Tabulation
M&H Concrete Contractors, Inc Concrete Bid

Requires City Administrator and Director of Finance signatures

Memorandum Department of Public Works



TO: Mike Geisel, City Administrator
Jeannette Kelly, Finance Dir.

FROM: James A. Eckrich, P.E. *JAE*
Public Works Dir. / City Engineer

DATE: January 3, 2022

RE: 2023 HVAC Services – City Hall, PWF, PMF

The 2023 General Fund Budget contains \$59,000 in account 001-076-5251 for miscellaneous contractual work within the Facility Maintenance Division of Public Works. Part of the expense contemplated within this portion of the Budget is contractual mechanical / HVAC services, including preventative maintenance (PMs). In late 2022 the Building Maintenance Supervisor solicited quotes from multiple heating and cooling contractors, as summarized in the attached memorandum. Murphy Mechanical has provided excellent service to the City in the past and is once again recommended by City Staff for these services. Please note that prices have been provided for a three-year period, but will only be approved by the City on a year-by-year basis. If the Public Works Staff desires to contract with Murphy again in 2024, a subsequent recommendation will be generated.

I support the recommendation of the Building Maintenance Supervisor and **recommend that the City contract with Murphy Mechanical for HVAC services again in 2023. This will necessitate the issuance of a purchase order in the amount of \$24,825.** Once approved this documentation will be forwarded to the Parks Department who will need to generate separate purchase orders for services at the Parks facilities (excluding PMF) and the Mall Community Center. These costs will be paid by Parks but managed by the Facility Maintenance Division of Public Works. Information on these additional costs is included in the attached documentation. Should you have questions or need additional information, please contact me.

Concurrence: *J Kelly*
Jeannette Kelly, Finance Director

Authorization: *Michael O. Geisel*
Michael O. Geisel, City Administrator

Memorandum

Department of Public Works



TO: Jim Eckrich, Public Works Director

FROM: Barry Johnson, Building Maintenance Supervisor

DATE: 1/3/2023

RE: HVAC Preventative Maintenance Services

As you are aware, the Department of Public Works has received proposals for HVAC preventative maintenance services over the next three years. These include three separate requests:

1. City Hall, Public Works Facility, Parks Maintenance Facility (General Fund)
2. Parks Facilities (Parks Fund)
3. Mall Community Center (Parks Fund)

We have received four proposals and several no bid replies.

In this instance, we cannot recommend C&R Mechanical. In the past, they failed in completing contractual requirements and were frequently not available for service work in emergency situations. Therefore, we recommend Murphy Mechanical Company as the next overall low bid.

The bids received are attached. Should you require additional information or explanations, please advise.

Bids supporting the request are attached with the memo.

Memorandum Department of Public Works



TO: Michael O. Geisel, City Administrator
Jeannette Kelly, Finance Director

FROM: James A. Eckrich, P.E. *JA*
Public Works Director / City Engineer

DATE: January 2, 2025

RE: 2025 Tree and Stump Removal

As you know, the 2024 General Fund Budget contains \$220,000 in account number 001-072-5251 for the contractual removal of trees and stumps. City Arborist Geoff Wegrzyn has solicited quotes for the removal of various trees and stumps, as detailed in the attached memorandum.

As you can see, Gamma Tree Experts and Timberline Professional Tree Care have submitted the low bid, with Gamma lowest in stump grinding and Timberline lowest in average removal costs. Due to the magnitude of work in the City of Chesterfield (18,000 + street trees) it is advantageous for the City to contract with multiple tree removal services. This helps to avoid circumstances when one or two tree service contractors are not available due to other work. Accordingly, I support the recommendation of the City Arborist and **recommend that the City utilize Gamma Tree Experts, Timberline Professional Tree Care, and Hansen's Tree Service for tree and stump removal in 2024. The recommended breakdown for purchase orders is as follows:**

Contractor	Amount
Gamma Tree Experts	\$110,000
Timberline Professional Tree Care	\$80,000
Hansen's Tree Service	\$30,000

We propose to use Gamma for fifty percent of the tree removals because their tree removal price is competitive with Timberline, while providing the lowest cost for stump grinding. We propose allocating the majority of the remaining work to Timberline as they are the low bid for tree removal with a competitive stump removal cost. Finally, we also recommend a \$30,000 allocation to Hansen, who will be utilized when both Gamma and Timberline do not have crews available, which does occasionally occur. As the year progresses, we will monitor the performance of each contractor, and will recommend adjustments to the purchase orders if necessary.

As you know, the Purchasing Policy allows the City Administrator to approve purchase orders for budgeted items which are priced on a "per unit" basis and meet specific criteria detailed within the Purchasing Policy. The removal of street trees and stump grinding meet these criteria. Should you have questions or need additional information, please contact me.

Concurrence: 
Jeannette Kelly, Finance Director

Authorization: 
Michael O. Geisel, City Administrator



MEMORANDUM

DATE: December 26, 2024
TO: Jim Eckrich, Public Works Director/City Engineer
FROM: Geoffrey Wegrzyn, City Arborist/Urban Forester
RE: 2025 Contracted Street Tree and Stump Removal

Quotes were received on December 26, 2024 for the removal of street trees on public rights of way throughout the city, including stump grinding. The Quote was to furnish equipment, materials, and delivery necessary for the removal of trees, stumps, and all debris as specified in the project specifications.

Contractor	Average Removal Cost within typical size range (11-30" dbh)	Stump Grinding
Gamma Tree Experts	\$764.42	\$6.40
Timberline Professional Tree Care	\$732.08	\$7.25
Hansen's Tree Care	\$975.00	\$7.25

Contracting multiple tree and stump removal companies has proven to be advantageous, consistent crew availability throughout the year is helpful. All submitted bids are close in price for both removals in typical size range and stump grinding. Gamma, Timberline, and Hansen's have all consistently provided excellent timely service.

Pending your approval, I would like to issue three tree and stump removal Purchase Orders for 2025 from General Fund 001-072-5251, totaling \$220,000 budgeted for this year. Gamma Tree Experts in the amount of \$110,000.00, Timberline Professional Tree Care \$80,000, and Hansen's Tree Service \$30,000

Bids included with the memo

**Memorandum
Department of Public Works**



TO: Jim Eckrich, Public Works Director

FROM: Barry Johnson, Building Maintenance Supervisor

DATE: 01/07/2025

RE: 2025 Generator Preventative Maintenance Contract

As you are aware, the Department of Public Works has budgeted in 001-076-5247 for preventive maintenance services for five generators. These generators are located at the City Hall, Parks Maintenance, Public Works, Amphitheater and CVAC-OMB facilities.

Fabick Cat through Sourcewell Cooperative Purchasing, contract number 120617-CAT, has submitted a price to complete two services each, (PM1 and PM2) for \$10,455.00. Accordingly, I recommend Fabick Cat, not to exceed this amount to complete these services.

A copy of this proposal is attached for your use in preparing a purchase order for the project. Should you require additional information, please advise.

Request using quotation form (under \$10,000)

Eric, pb great purchase order for \$9,686⁰⁰

APPROVED
001-076-5247

QUOTATION

Department Public Works **Item** City Hall - Fountain Vault Piping Repair

Description of item (s): At vault, excavate down to 8" Schedule 80 PVC pipe. Remove and replaced 10' section of pipe and fittings to repair leak. Backfill excavated area.

<u>Vendor</u>	<u>Company Representative</u>	<u>Date Delivery Promised</u>	<u>Unit Price</u>	<u>Terms</u>	<u>Total Price</u>
1. Albert Arno	Mike Sievers	1-2 Weeks	\$9,686.00	30 Days	\$9,686.00
2. Integrated Facility Services	Brian Karcher	1-2 Weeks	\$13,765.00	30 Days	\$13,765.00
3. Murphy Company	Mike Gumm	1-2 Weeks	\$19,801.35	30 Days	\$19,801.35

Recommended vendor: Albert Arno

Reason: Lowest price Best Terms/Delivery _____ Quality _____ Other _____

If less than three bids are obtained, check one of the following reasons:

Emergency Purchase _____ Proprietary Item _____ Sole Source _____
State Purchase Contract _____ Matches Existing Equipment _____ Other _____

Signature of person taking quotes [Signature] **Date** 3/12/2025
Goods or services costing \$2,500 to \$5,000 may be purchased upon receipt of at least three quotations and the approval of the Finance Director. Copies of this form must accompany the Purchase Order.

Written quotes attached to form

APPENDIX E – Purchase Order Form example



City of Chesterfield
 690 Chesterfield Parkway W.
 Chesterfield, MO 63017

Purchase Order

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKAGES, AND SHIPPING PAPERS.

Purchase Order Number	2025-0000070
Purchase Order Date	03/11/2025
Department	Public Works-079 Public Works,Capital...

Bill To
 CITY OF CHESTERFIELD - PW
 FACILITY
 165 Public Works Drive
 CHESTERFIELD, MO 63005

Ship To
 CITY OF CHESTERFIELD - PUBLIC
 WORKS
 690 Chesterfield Parkway West
 CHESTERFIELD, MO 63017

Vendor
 M & H CONCRETE CONTRACTORS, INC.
 3151 INDUSTRIAL PARK PLACE WEST
 SAINT PETERS, MO 63376

VENDOR PHONE NUMBER	VENDOR EMAIL	VENDOR NUMBER	RESOLUTION NUMBER	BUYER NAME	DELIVERY REFERENCE
		35067			M & H CONCRETE CONTRACTORS,...

NOTES

2025 SIDEWALK PROJECT B

ITEM #	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
1	CAP PROJECTS-SIDEWALK IMPROVEMENTS - 2025 SIDEWALK PROJECT B GL #: 120-079-5497 - Sidewalks improvements \$300,000.00	1.0000	Each	\$300,000.0000	\$300,000.00

This instrument has been audited in the manner required by local government regulations and laws. Your jurisdiction's specific legal text may be placed in this area.

[Signature]
 City Administrator

[Signature]
 Finance Director

Purchasing Copy

Purchase Order Total \$300,000.00

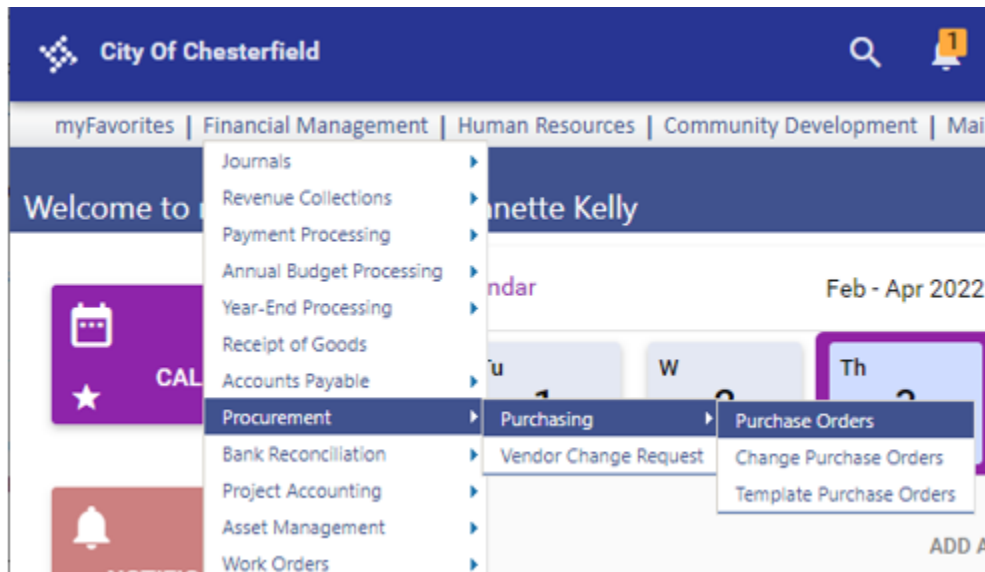
APPENDIX F – Purchase order entry procedures for LOGOS

1. Procedures for Purchase Orders approved by City Council (over \$25,000)
 - a. Memo is drafted by the Department to the City Administrator stating what is being requested, the amount, the amount budgeted and the account number(s) to be used
 - b. Once the item is approved at the City Council meeting, the City Administrator signs off on the memo and forwards to the Director of Finance for his/her approval
 - c. The Director of Finance gives the approved copies to the appropriate Department Head for their Department to enter into LOGOS as a new purchase order—attaching all supporting documentation
 - d. The Director of Finance approves the entry of the Purchase Order in LOGOS
 - e. The Accounts Payable Clerk prints and posts the Purchase Order in LOGOS—emailing the Purchase Order to the appropriate Department
 - f. The Assistant Director of Finance posts the journal entries created from the Purchase Order in LOGOS

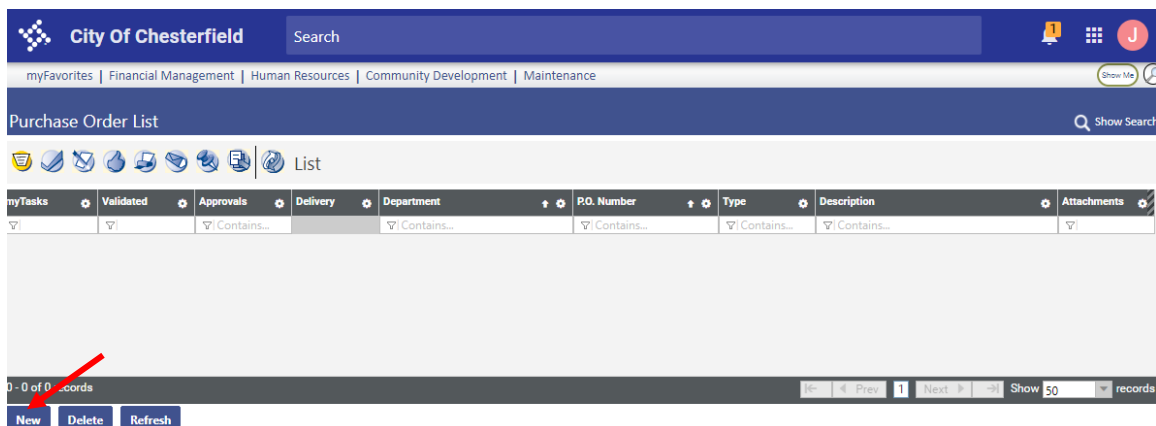
2. Procedures for Purchase Orders under \$25,000 (under \$5,000 not required, but some vendors may require one)
 - a. Each Department enters their own Purchase Order—attaching supporting documentation
 - b. The Director of Finance approves the entry of the Purchase Order in LOGOS
 - c. The Accounts Payable Clerk prints and posts the Purchase Order in LOGOS—emailing the Purchase Order to the appropriate Department
 - d. The Assistant Director of Finance posts the journal entries created from the purchase order in LOGOS

Entering a Purchase Order in LOGOS

Navigate to the Purchase Order menu (Financial Management – Procurement – Purchasing – Purchase Orders)



The Purchase Order List screen appears. This screen contains a listing of all *unposted* purchase orders. Depending on how security is set, you have the option to see purchase orders you created, or a supervisor can see all of the purchase orders within the Department(s) he/she is assigned to.



Click the New button to create a new Purchase Order.

Enter all necessary purchase order data as needed. The top portion of the screen is the *purchase order header*. The header contains general information related to the purchase order. The bottom portion is where purchase order

item entry occurs. Hence, while a purchase order (header) can be for one vendor, that purchase order may contain items that are applied to different GL account numbers, shipped to different locations, have different prices, quantities, etc.


The screenshot displays the 'Purchase Order List' interface. At the top, there's a 'Purchase Order' header with a navigation bar containing icons for home, search, and other functions. Below this, there's a status bar showing 'Approval Status: N/A', 'Validation Status: N/A', 'Printed: N/A', and 'Encumber Funds: N/A'. The main form area is divided into two columns. The left column contains fields for 'Template', 'Department' (set to 'F&A-034 - Finance and Administration-Finance'), 'Vendor', 'Description', 'Type', 'Form Type', and 'Bill To Location' (set to 'Finance - Finance Department'). The right column contains 'Purchasing Address', 'G/L Date' (set to '03/03/2022'), 'Deliver by Date', 'Expiration Date', 'Resolution Number', and 'Assign to Buyer'. Below the form is a summary bar showing 'Item' count as 0, 'Total' as \$0.00, and 'Encumbered Amount' as \$0.00. At the bottom, there are two sections: 'Item' and 'Detail'. The 'Item' section has fields for 'Item', 'Description', 'Quantity', 'Unit of Measure' (set to 'EA - Each'), 'Price per Unit' (set to '\$0.00'), and 'G/L Account'. The 'Detail' section has fields for 'Vendor Part Number', 'Employee', 'Ship Via', 'Ship To' (set to 'Finance - Finance Department'), 'Freight Terms', and 'Confirming Request' (with a checkbox).

Purchase Order Field Descriptions

Department – The Department entering the purchase order or the Department responsible for this purchase order. This information is key because it cannot be changed once the PO is approved.

Vendor – Select the appropriate vendor from the list. Verify address on right side of screen.

Description Header – The *header* description will show on the purchase order list screen. This description identifies the purchase order for internal purposes. This is an overall description outlining the items to be purchased. Ex.: Sports Equipment and then you could have multiple items with descriptions for each item to be more specific.

One Time Message Icon  Has the ability to put a one-time message to a purchase order and when you print the Purchase Order, you can select the preference button in the upper right and select to include the one-time

message on the printed purchase order. This will show up on the bottom of the PO under the "Special Instructions Header"

Type – The purchase order type identifies the type of purchase order being entered. There are normally two PO types, Standard and Blanket.


Form Type – The purchase order form type identifies the form the purchase order will print on. You will select standard.

Bill to Location – The Bill to Location field identifies the mailing address invoices related to the purchase order will be mailed to by the vendor. This field prints on the purchase order form. Select from the dropdown list and pick the appropriate Department.

Purchasing Address – This field will list all the addresses available for the vendor selected. The visible address is the default address for the vendor selected. To view the actual mailing address, move your mouse pointer over the field slowly. A pop-up window will appear that shows the address information for the vendor. If you would like to select a different purchasing address, click the drop-down arrow and select the desired address.

G/L Date – The date the transaction will post to the general ledger.

Resolution Number – This is where you will indicate council's approval. Example: Approved by Council on _____.


Item – Type in the item name or type part of the name and select it from the dropdown if available. You can click on the item analysis button  to see all the vendors this item has previously been ordered from.

Description – This description will appear on the purchase order. This is where the item detail needs to be entered for the vendor to know exactly what is being ordered. Examples would include: "Swingline Stapler, Red, Model 234 catalog #45678".

Quantity – Quantity of items in this transaction line. The system will multiply the quantity by the unit price to arrive at a line-item price.

Unit of Measure – Most of the time will be "each". Select correct unit of measure from the list.

Price Per Unit – Price of the item

G/L Account – The account to assign expense from or if you need to *assign costs to multiple GL numbers*, you will use the  icon. Enter or select the first number of your general ledger distribution in the G/L Account field. Then click the icon next to that field. This takes you to the G/L Distribution screen




where additional account numbers can be added based on a percentage of dollar amount of the item price. Be careful not to put the same GL account in the distribution twice as this will cause an error. Enter all necessary data and click the *Save, Save/New Item, or Save/New PO* button to proceed.

Ship To – Location where item will be shipped.

All other fields can be filled in if needed, but are not required.

The Save/New Item button allows you to save an item on the purchase order and create a new item. It clears the bottom portion of the form and allows you to enter data for the new item. To view a previously entered item, click the dropdown arrow that is highlighted below and select the item to be loaded.

The screenshot shows the 'Purchase Order List' interface. At the top, there's a header 'Purchase Order List' and 'Purchase Order'. Below that are several icons and an 'Entry' button. The main form has two columns of fields. The left column includes: Department (F&A-034 - Finance and Administration-Finance), Vendor, Description, Type, Form Type, and Bill To Location (Finance - Finance Department). The right column includes: G/L Date (03/03/2022), Deliver by Date, Expiration Date, Resolution Number, and Assign to Buyer. Below these fields is a summary bar showing 'Item' with a dropdown arrow, 'Number of Items 0', 'Total \$0.00', and 'Encumbered Amount \$0.00'. Underneath is a detailed form for an item, split into 'Item' and 'Detail' sections. The 'Item' section has fields for Item, Description, Quantity, Unit of Measure (EA - Each), Price per Unit (\$0.00), and G/L Account. The 'Detail' section has fields for Vendor Part Number, Employee, Ship Via, Ship To (Finance - Finance Department), and Freight Terms. There are also checkboxes for 'Confirming Request', 'Tagable Item', '1099 Item', and 'Create New Asset'. At the bottom of the form are buttons: 'Save', 'Save/New Item', 'Save/New PO', 'Delete Item', 'Delete PO', and 'Reset'. A red arrow points to the 'Save' button.

After all information has been entered into the PO entry screen, click Save. The next step is to attach back up/supporting documents in the buttons at the top of the screen. Quotes  should be entered, backup documents/memo approvals  and any notes .

The Purchase Order should be sent through the approval process. Once approved by the Finance Director, the purchase order will be printed and distributed. It is also available in LOGOS as an attachment to the purchase order.

APPENDIX G – Budgetary Transfer Request Form

This form can be found on CCNet in Docs and Forms / Forms / General Forms. Documentation must be attached to support the request.

Transfer Request No. _____ Transfer No. _____

**City of Chesterfield
Budgetary Transfer of Funds Request**

Transfer From:

Account Number	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL	_____

Transfer TO:

Account Number	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
	TOTAL	_____

EXPLANATION:

APPROVALS:

Requested By: _____ **Date:** _____

Department Head: _____ **Date:** _____

(required)

Finance Director: _____ **Date:** _____

City Administrator: _____ **Date:** _____

Approved by City Council on _____ **Date:** _____

Transfers up to \$2,500 can be transferred (within object level) with approval of Director of Finance.
Transfers up to \$5,000 can be transferred (within object level) with approval of the City Administrator.
Transfers in excess of \$5,000 or between Departments or Funds require approval by City Council.



Finance Director
636-537-4726

M E M O

DATE: June 13, 2025
TO: Mike Geisel, City Administrator
FROM: Jeannette Kelly, Finance Director *J. Kelly*
RE: Financial Update

The following is a brief update of City finances through June 13, 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 June which are reflected in this report and analysis as June 2025, are generally reflective of consumer spending which occurred in April 2025. 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. As you read this report for June Sales Tax revenues, remember that the January, March, April and June receipts were generally below expectations, while February and May receipts were favorable. This just reinforces the disclaimer and volatility of month-to-month reporting.

The sales tax receipts received in June for all funds are **below** 2025 budget expectations by an average of **5.86% (\$147k)** on a cash basis. Sales tax receipts for all funds year-to-date are **lower** than 2025 budget expectations by an average of **1.66% (\$219k)** and **lower** than 2024 actual year-to-date revenues by an average of **2.83% (\$379k)** on a cash basis.

The Pooled Sales Tax receipts received in June 2025 were \$770,143, **10.89% (\$44k) below** budget. We are below the 2025 year-to-date budget expectations by (\$49k), or 1.18% on a cash basis. The Pooled Sales tax collections for the General Fund were **10.89% (\$94k) lower** than in June 2024, and **below** 2024 actual year-to-date revenues by 2.28% (\$96k) on a cash basis.

The Public Safety year-to-date receipts (Prop P) of \$1,611,606 are slightly below 2025 budget expectations by 0.80% (\$13k) on the cash basis, and below 2024 actual revenues by 2.23% (\$37k).

In combination, the General Fund sales tax revenues (Pooled Sales tax and Public Safety Prop P revenues) are below 2025 budget expectations by 1.08% (\$62k). The year-to-date 2025 revenues are 2.27% (\$133k) lower than 2024 year-to-date 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 the year (\$3,917,015) are below the 2025 budget by 2.69% (\$108k) and below 2024 revenues by 3.55% (\$70k). The Capital Sales tax collections for 2025 (\$3,371,675) are below the 2025 budget expectations by 1.42% (\$49k) and below 2024 revenues by 2.93% (\$53k). 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 June 2025, for financial reporting purposes revenues received in January and February are accrued back to 2024 fiscal year in the Annual Comprehensive Financial Report.

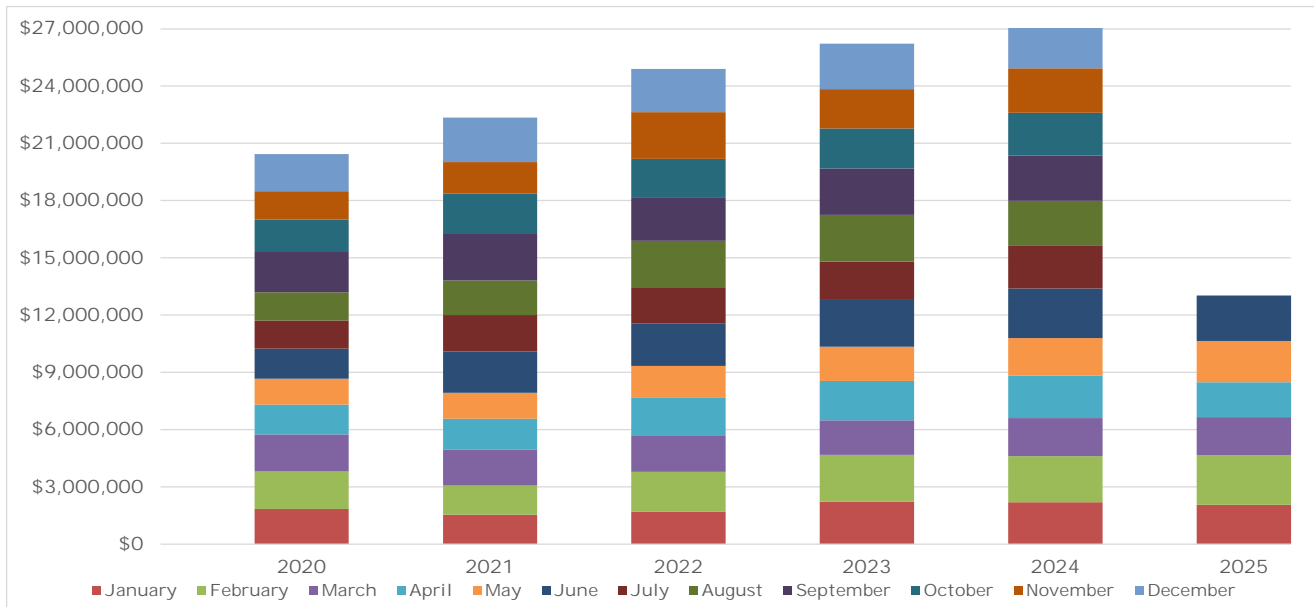
The following schedules are attached for your convenience and reference:

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

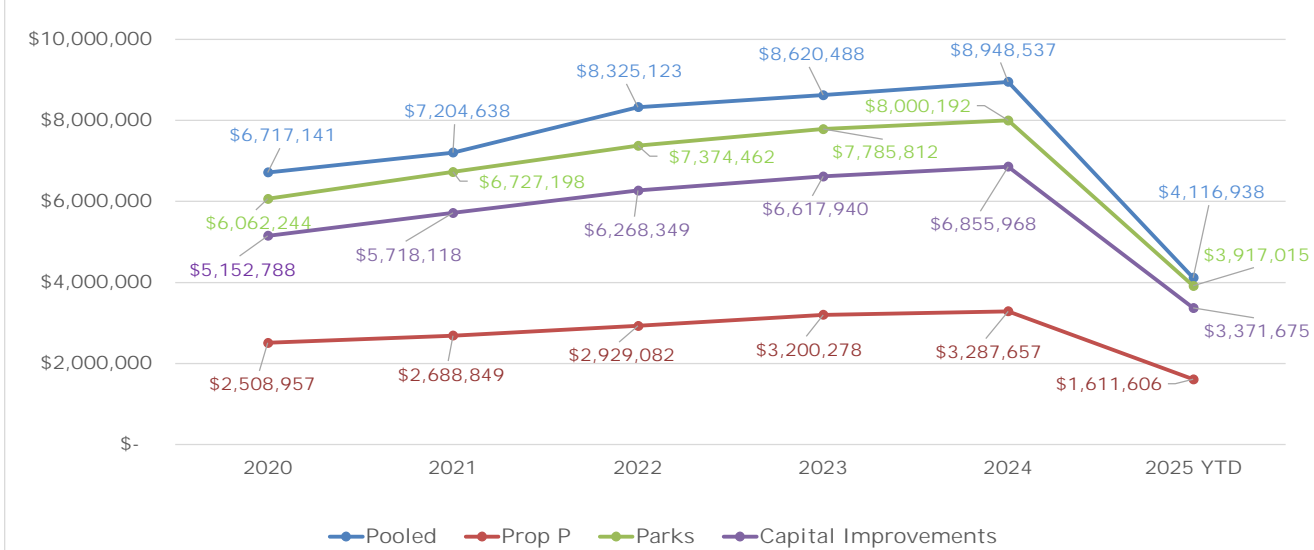
City of Chesterfield
Sales Tax Totals
FY's 2020-2025

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%	2,595,914	7.77%
March	1,950,844	1,895,241	1,891,452	1,818,014	2,003,401	10.20%	1,998,810	-0.23%
April	1,553,234	1,604,881	1,983,807	2,055,471	2,235,822	8.77%	1,831,243	-18.10%
May	1,363,247	1,369,758	1,677,776	1,800,760	1,953,512	8.48%	2,171,298	11.15%
June	1,569,203	2,159,539	2,217,437	2,488,922	2,605,466	4.68%	2,367,648	-9.13%
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%
Total	20,441,131	22,338,803	24,897,016	26,224,518	27,092,355	3.31%	13,017,234	-2.83%

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



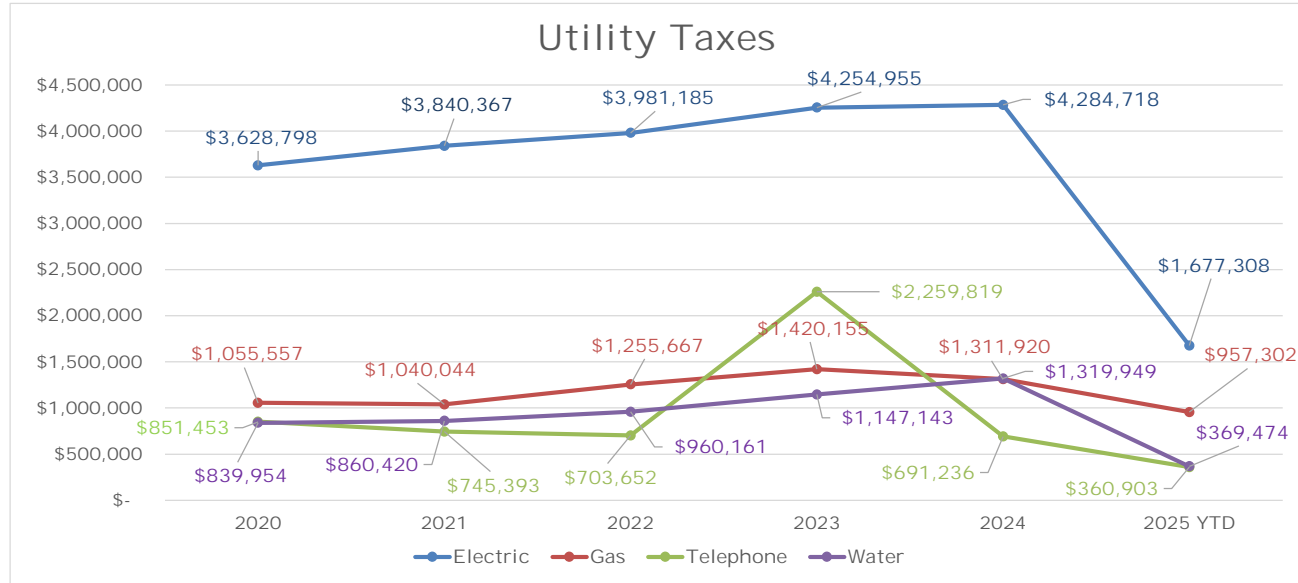
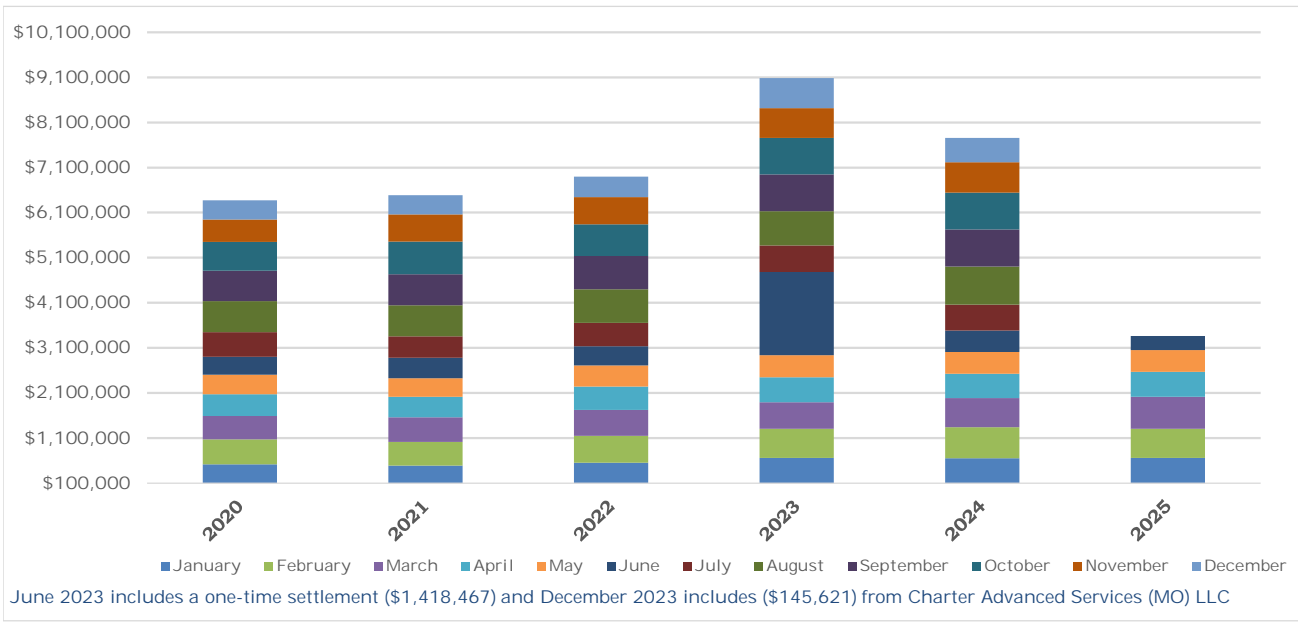
Sales Tax Revenues



General Fund
Utility Tax Totals
FY's 2020-2025

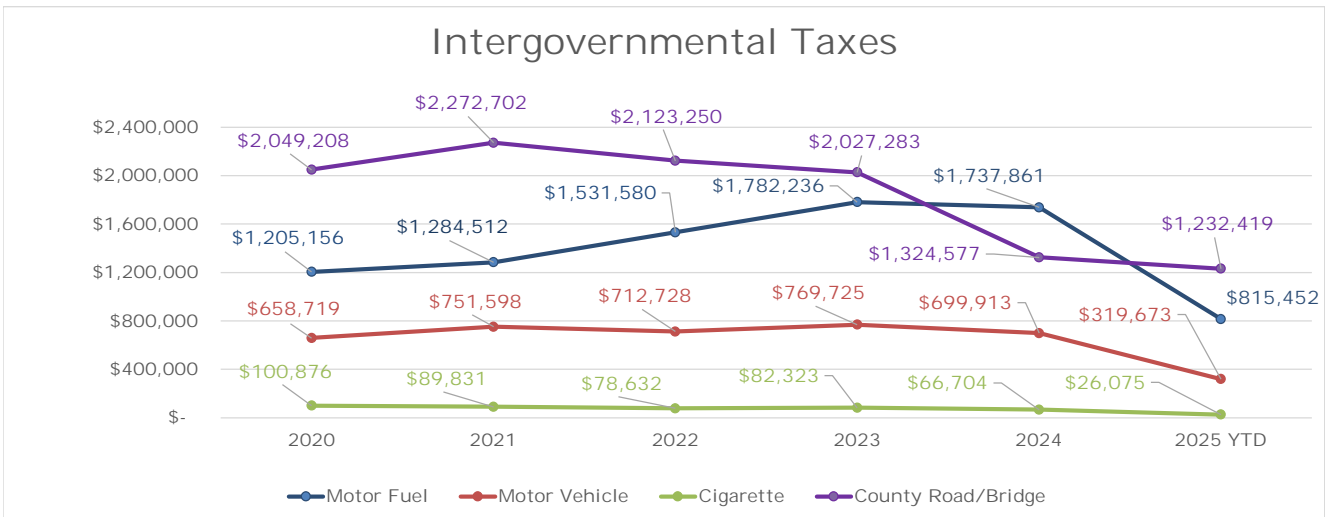
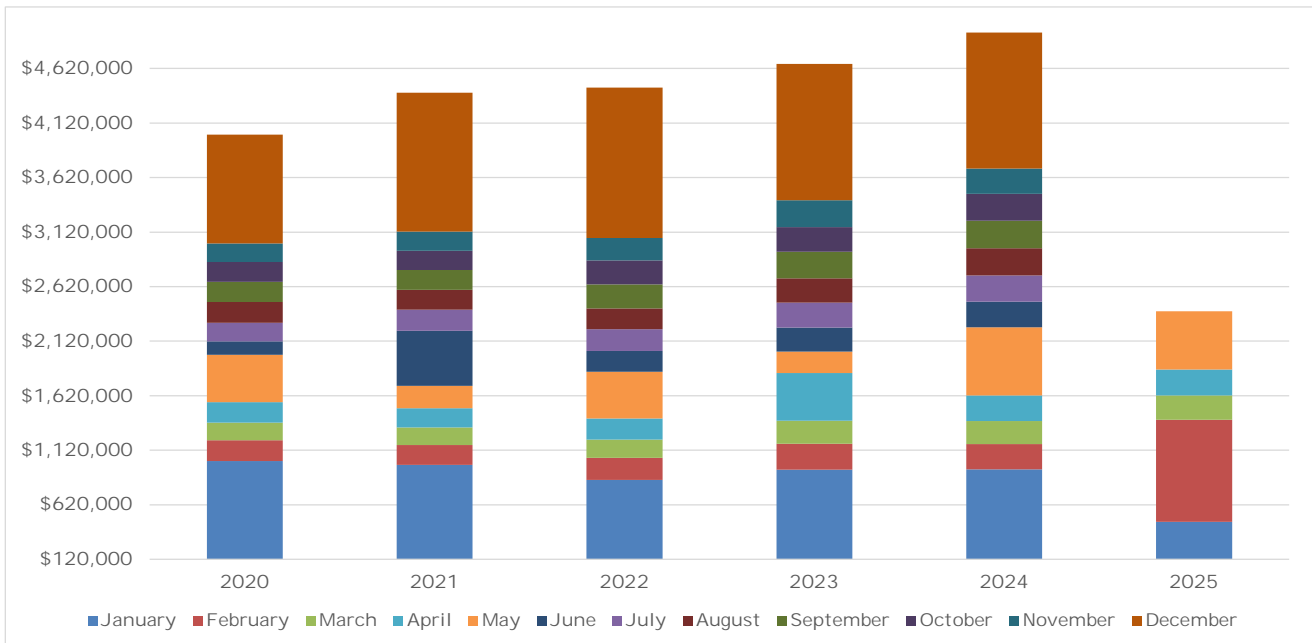
Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	516,424	485,252	549,466	656,556	648,469	-1.23%	660,522	1.86%
February	551,186	530,038	597,766	651,398	694,016	6.54%	641,422	-7.58%
March	523,122	548,018	579,652	588,638	645,087	9.59%	714,254	10.72%
April	482,939	452,321	518,105	550,866	538,015	-2.33%	554,861	3.13%
May	429,019	413,289	465,654	487,085	481,554	-1.14%	481,969	0.09%
June	396,427	453,365	422,268	1,849,529	476,529	-74.24%	311,959	-34.54%
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%
Total	6,375,762	6,486,224	6,900,665	9,082,072	7,756,208	-14.60%	3,364,988	1.53%

Without one-time Charter Settlement
3.17%



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%	463,115	-51.01%
February	190,448	183,215	201,136	237,764	230,490	-3.06%	935,873	306.04%
March	159,478	162,134	168,817	212,955	211,906	-0.49%	223,845	5.63%
April	188,790	173,391	192,332	436,069	233,836	-46.38%	238,402	1.95%
May	434,797	208,179	429,870	197,221	625,601	217.21%	532,383	-14.90%
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%
Total	4,013,958	4,398,642	4,446,191	4,661,568	4,951,353	6.22%	2,393,618	6.51%



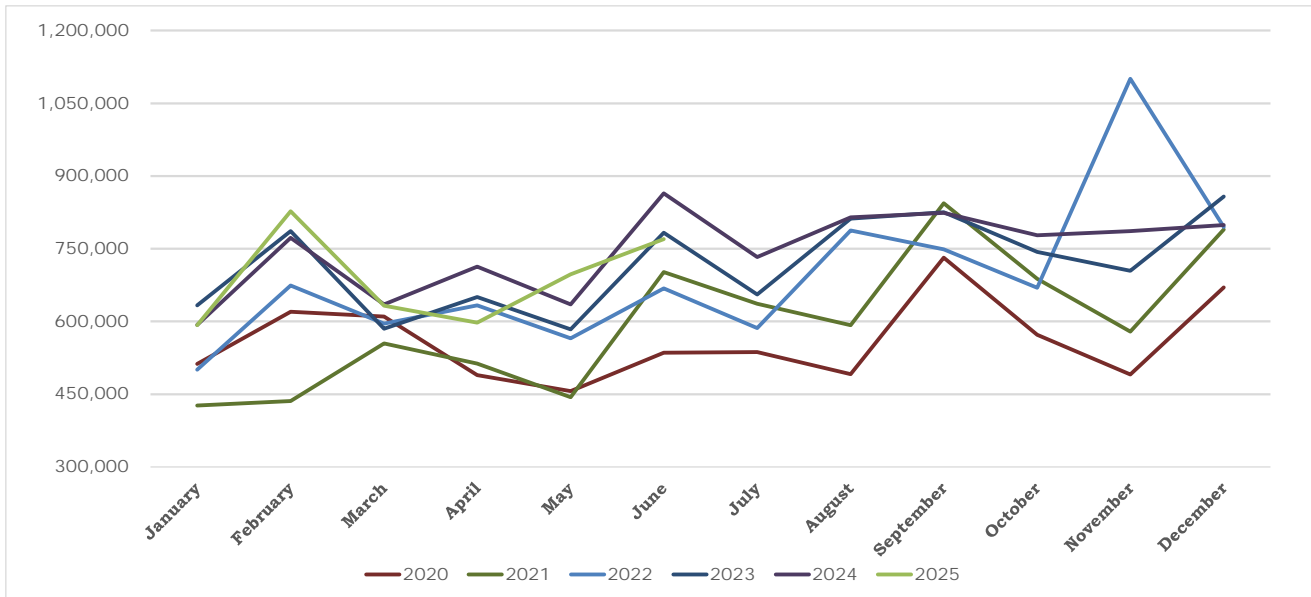
City of Chesterfield
Statement of Revenues and Expenditures (Cash Basis)
General Fund
FY2025
Month Ended June 13, 2025

	<u>2025 Budget</u>	<u>2025 YTD Actual</u>	<u>2025 Actual As % of Budget</u>
<u>General Fund Revenues:</u>			
Sales Taxes	\$ 9,129,000	\$ 4,116,938	45.1%
Utility Taxes:			
Gas, Water, and Electricity Taxes	6,655,500	3,004,085	45.1%
Telephone Taxes	637,500	360,929	56.6%
Licenses and permits	1,181,000	570,930	48.3%
Intergovernmental			
Taxes	4,894,500	2,393,618	48.9%
Grants	2,000,000	-	0.0%
Charges for services	85,000	42,690	50.2%
Court fines and forfeitures	850,618	426,192	50.1%
Other Revenues	600,539	786,176	130.9%
Total Revenues	<u>26,033,657</u>	<u>11,701,558</u>	<u>44.9%</u>
<u>General Fund Expenditures:</u>			
Executive & Legislative	76,075	36,571	48.1%
Administration	3,501,883	1,600,324	45.7%
Central Services	1,564,210	(33,067)	-2.1%
Public Services	8,355,060	3,116,003	37.3%
Capital items for all dept.	302,059	239,341	79.2%
Total Expenditures	<u>13,799,287</u>	<u>4,959,172</u>	<u>35.9%</u>
Net Revenues before Transfers	<u>12,234,370</u>	<u>6,742,386</u>	
Transfers In	-	-	0.0%
Transfers Out	<u>(9,586,773)</u>	<u>(4,235,754)</u>	<u>44.2%</u>
Net Revenues after Transfers	<u>2,647,597</u>	<u>2,506,632</u>	
	10.2%	21.4%	

General Fund
Sales Tax
FY's 2020-2025

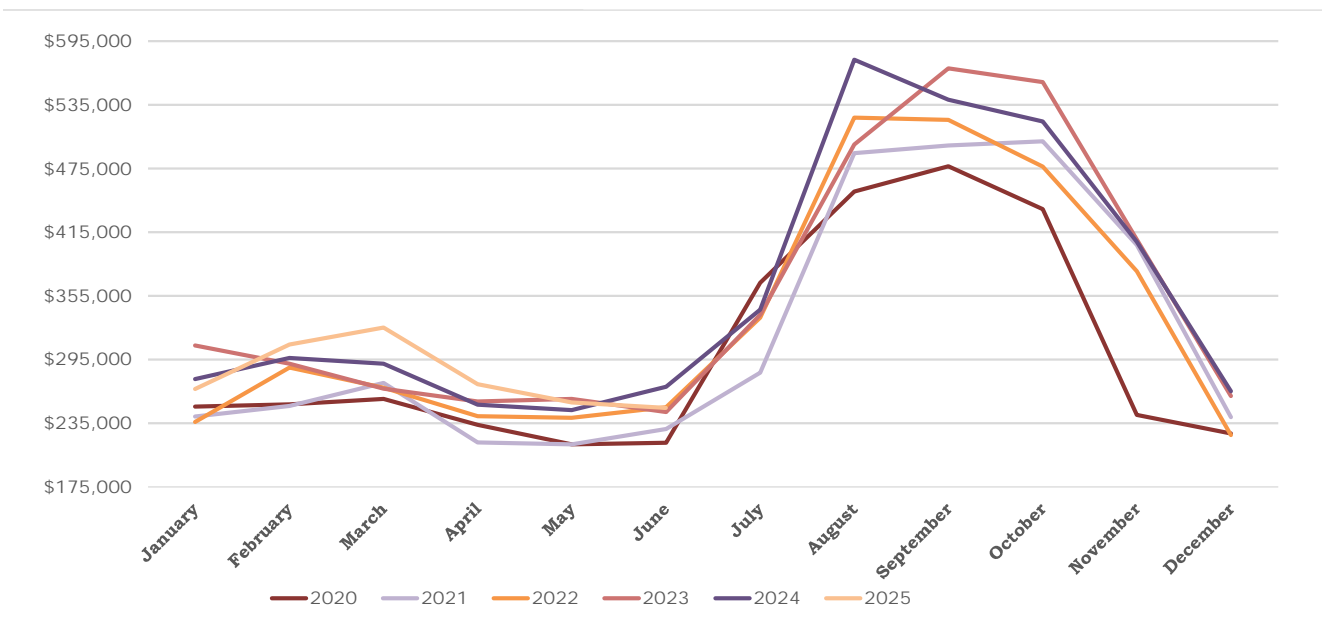
Revenues	2020	2021	2022	2023	2024	% incr/-decr from 2023 to 2024	2025	% incr/-decr from 2024 to 2025
January	512,350	426,783	500,384	633,022	592,852	-6.35%	592,497	-0.06%
February	619,993	435,992	674,256	786,399	772,821	-1.73%	827,044	7.02%
March	610,317	554,396	595,326	585,215	635,396	8.57%	632,556	-0.45%
April	489,212	512,832	633,360	650,285	712,859	9.62%	597,738	-16.15%
May	455,944	443,734	565,459	583,984	635,002	8.74%	696,960	9.76%
June	535,475	701,829	668,312	783,184	864,226	10.35%	770,143	-10.89%
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%
Total	6,717,141	7,204,638	8,325,123	8,620,488	8,948,537	3.81%	4,116,938	-2.28%

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



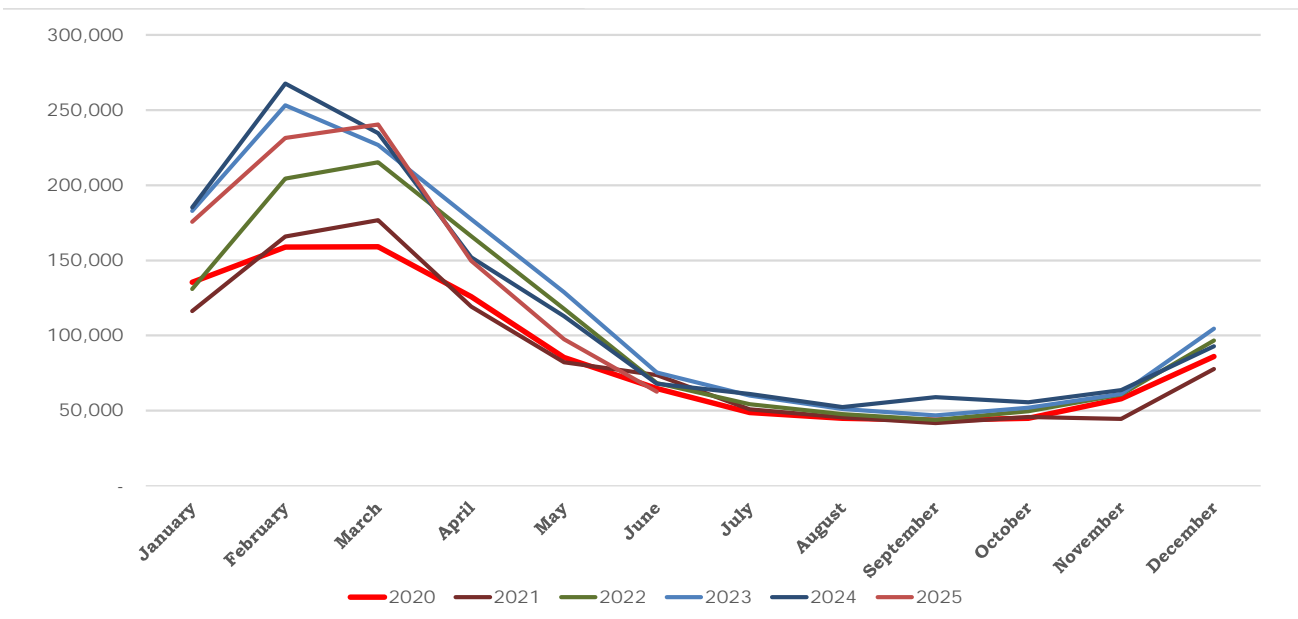
General Fund
 Utility Taxes - Electric
 FY's 2020-2025

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%	309,309	4.33%
March	257,751	272,867	268,378	267,470	291,202	8.87%	325,116	11.65%
April	233,418	216,804	241,573	255,330	252,582	-1.08%	271,613	7.53%
May	214,909	214,942	240,219	257,908	247,370	-4.09%	254,563	2.91%
June	216,475	229,573	249,903	245,407	269,400	9.78%	249,367	-7.44%
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%
Total	3,628,798	3,840,367	3,981,185	4,254,955	4,283,762	0.68%	1,677,308	2.67%



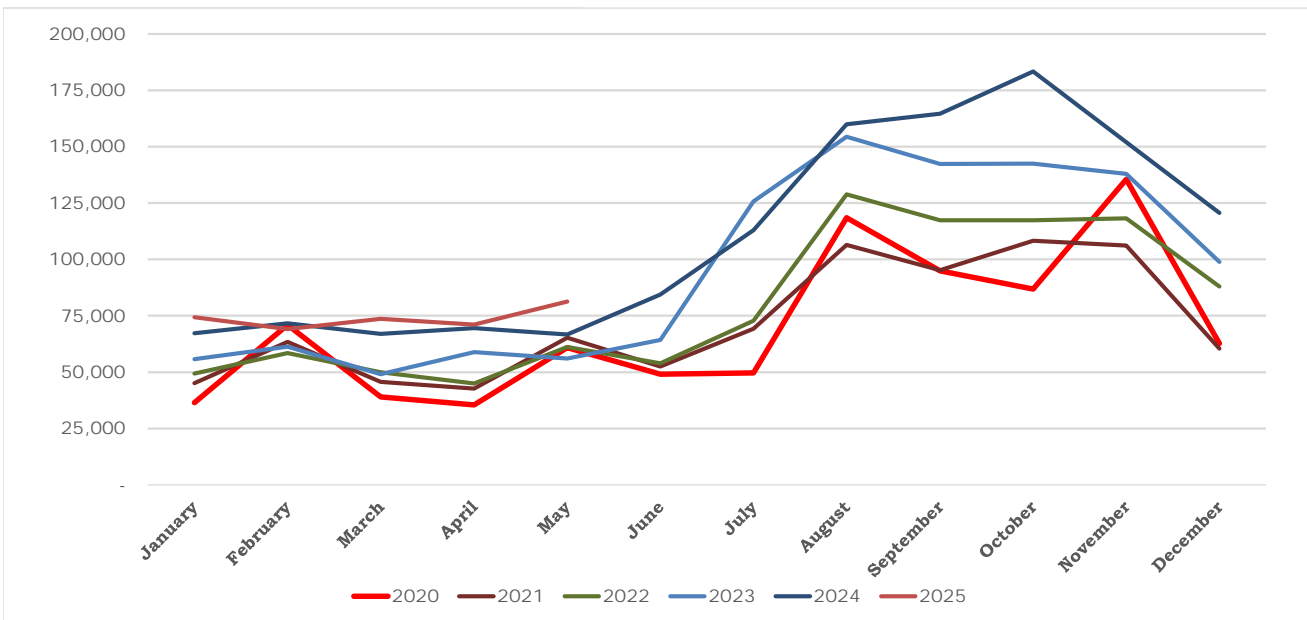
General Fund
Utility Taxes - Gas
FY's 2020-2025

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%	231,480	-13.48%
March	159,071	176,676	215,277	226,908	234,718	3.44%	240,279	2.37%
April	125,773	119,195	166,128	177,369	152,088	-14.25%	149,672	-1.59%
May	85,467	82,127	117,789	128,752	112,822	-12.37%	97,588	-13.50%
June	64,820	73,698	68,440	75,395	67,977	-9.84%	62,592	-7.92%
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%
Total	1,055,557	1,040,044	1,255,667	1,420,155	1,404,685	-1.09%	957,302	-6.18%



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%	69,048	-3.55%
March	39,013	45,643	49,890	49,147	66,967	36.26%	73,693	10.04%
April	35,503	42,732	44,925	58,816	69,493	18.15%	71,110	2.33%
May	60,881	65,252	61,131	56,019	66,729	19.12%	81,240	21.75%
June	49,012	52,478	53,975	64,216	84,408	31.44%	-100.00%	-100.00%
July	49,665	69,302	72,852	125,789	112,931	-10.22%	-100.00%	-100.00%
August	118,450	106,413	128,859	154,397	159,945	3.59%	-100.00%	-100.00%
September	94,989	95,194	117,328	142,312	164,665	15.71%	-100.00%	-100.00%
October	86,857	108,297	117,385	142,488	183,396	28.71%	-100.00%	-100.00%
November	135,506	106,216	118,165	137,965	151,967	10.15%	-100.00%	-100.00%
December	62,688	60,406	87,923	98,907	120,657	21.99%	-100.00%	-100.00%
Total	839,954	860,420	960,161	1,147,143	1,319,949	15.06%	369,474	8.04%

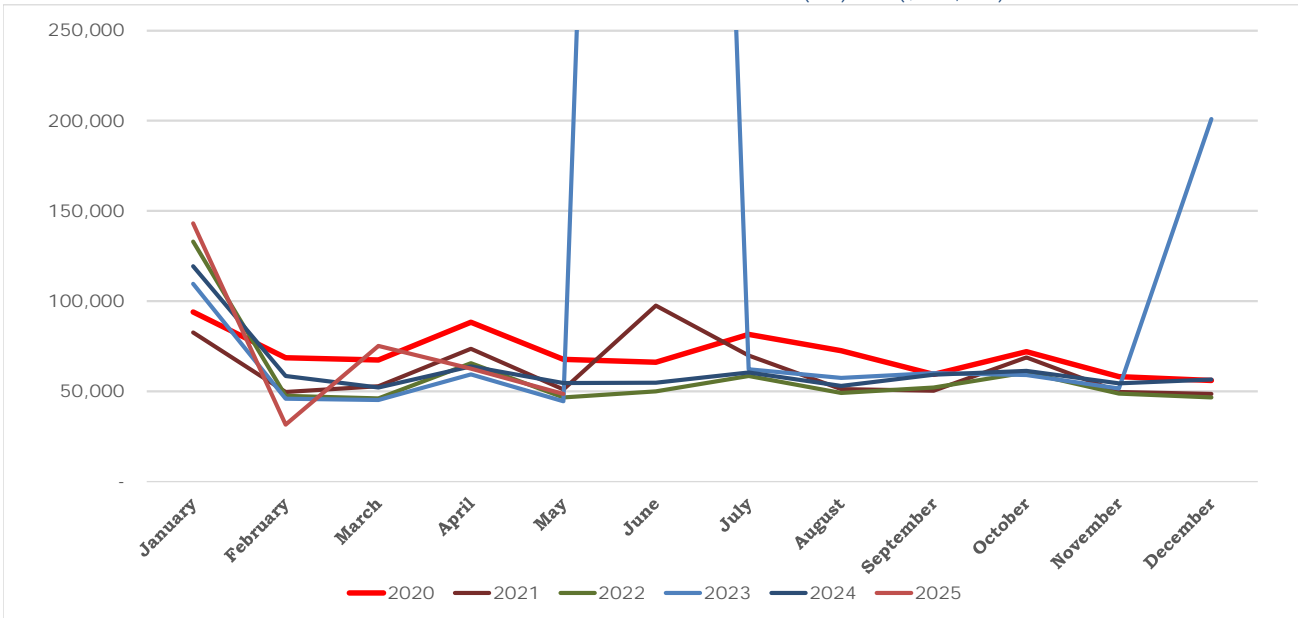


General Fund
 Utility Taxes - Telephone
 FY's 2020-2025

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%	143,109	19.93%
February	68,611	49,569	47,453	45,810	58,417	27.52%	31,584	-45.93%
March	67,287	52,832	46,107	45,112	52,199	15.71%	75,166	44.00%
April	88,245	73,588	65,479	59,351	63,852	7.58%	62,466	-2.17%
May	67,762	50,970	46,516	44,405	54,633	23.03%	48,578	-11.08%
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%	360,903	3.58%
				<i>Without one-time Charter Settlement</i>		<i>7.49%</i>		

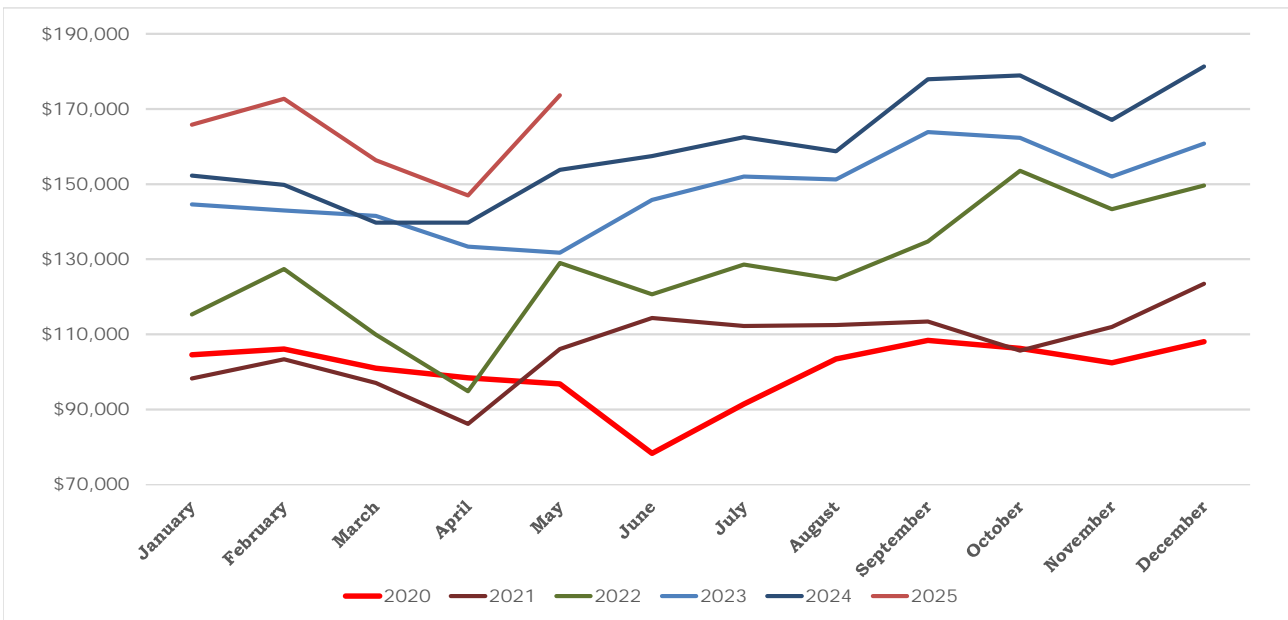
June 2023 includes a one-time settlement from Charter Advanced Services (MO) LLC (\$1,418,467).

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



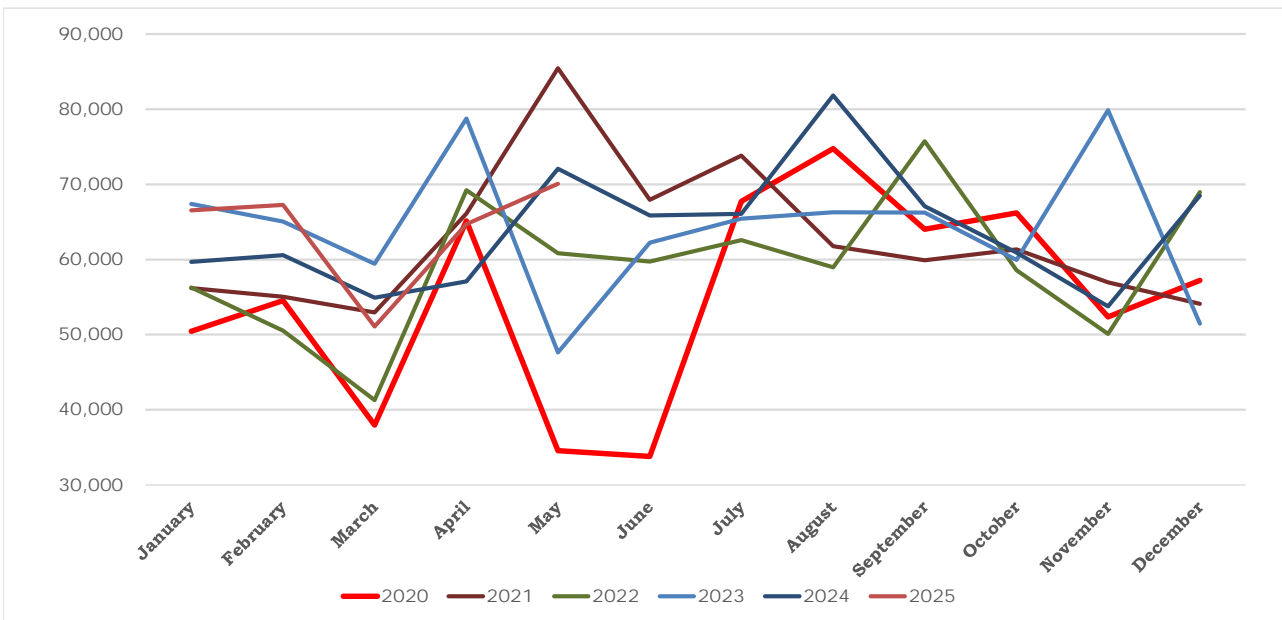
General Fund
 Motor Fuel Tax
 FY's 2020-2025

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%	165,833	8.92%
February	106,050	103,324	127,390	142,973	149,750	4.74%	172,742	15.35%
March	100,988	97,105	109,913	141,542	139,723	-1.29%	156,326	11.88%
April	98,389	86,135	94,860	133,353	139,704	4.76%	146,953	5.19%
May	96,806	106,069	128,979	131,738	153,834	16.77%	173,597	12.85%
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%
Total	1,205,156	1,284,512	1,531,580	1,782,236	1,919,183	7.68%	815,452	10.91%



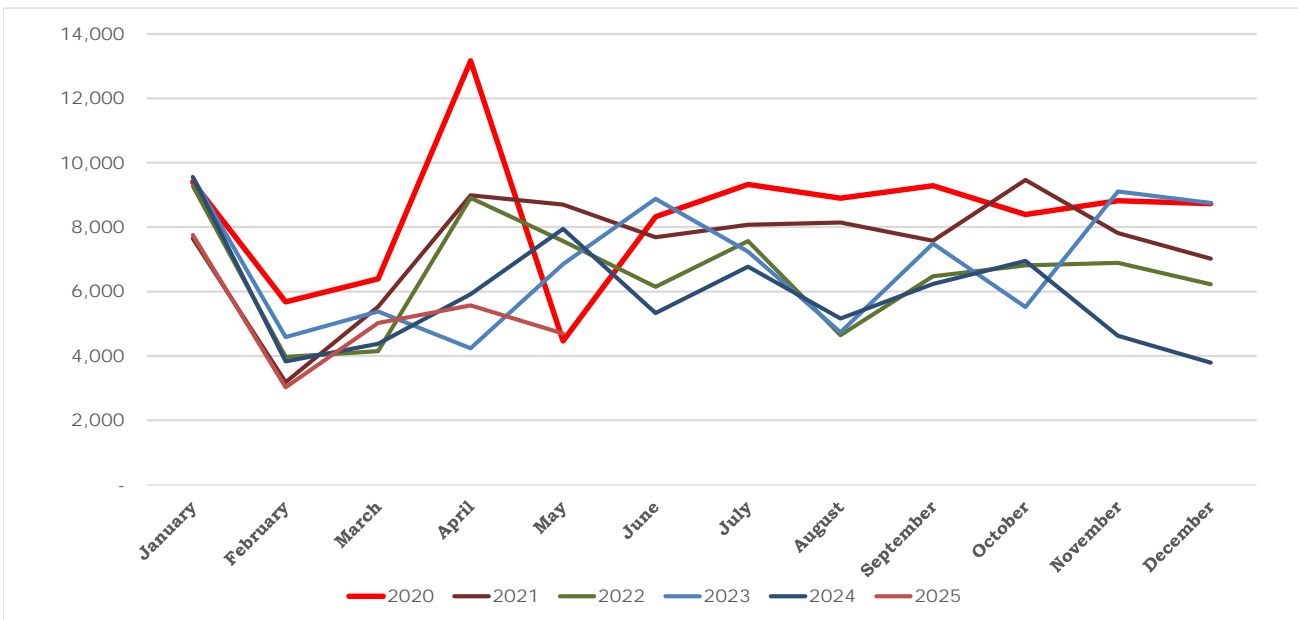
General Fund
 Motor Vehicle Sales Tax
 FY's 2020-2025

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%	66,554	11.50%
February	54,534	55,028	50,514	65,037	60,598	-6.83%	67,283	11.03%
March	37,976	52,924	41,258	59,418	54,902	-7.60%	51,051	-7.02%
April	65,144	66,103	69,214	78,774	57,109	-27.50%	64,729	13.34%
May	34,569	85,447	60,826	47,620	72,078	51.36%	70,056	-2.81%
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%
Total	658,719	751,598	712,728	769,725	768,414	-0.17%	319,673	5.03%



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%	3,027	-21.01%
March	6,390	5,526	4,144	5,376	4,374	-18.64%	5,021	14.79%
April	13,160	8,987	8,910	4,244	5,920	39.48%	5,570	-5.91%
May	4,473	8,702	7,567	6,855	7,946	15.92%	4,697	-40.88%
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%
Total	100,876	89,831	78,632	82,323	70,501	-14.36%	26,075	-17.55%



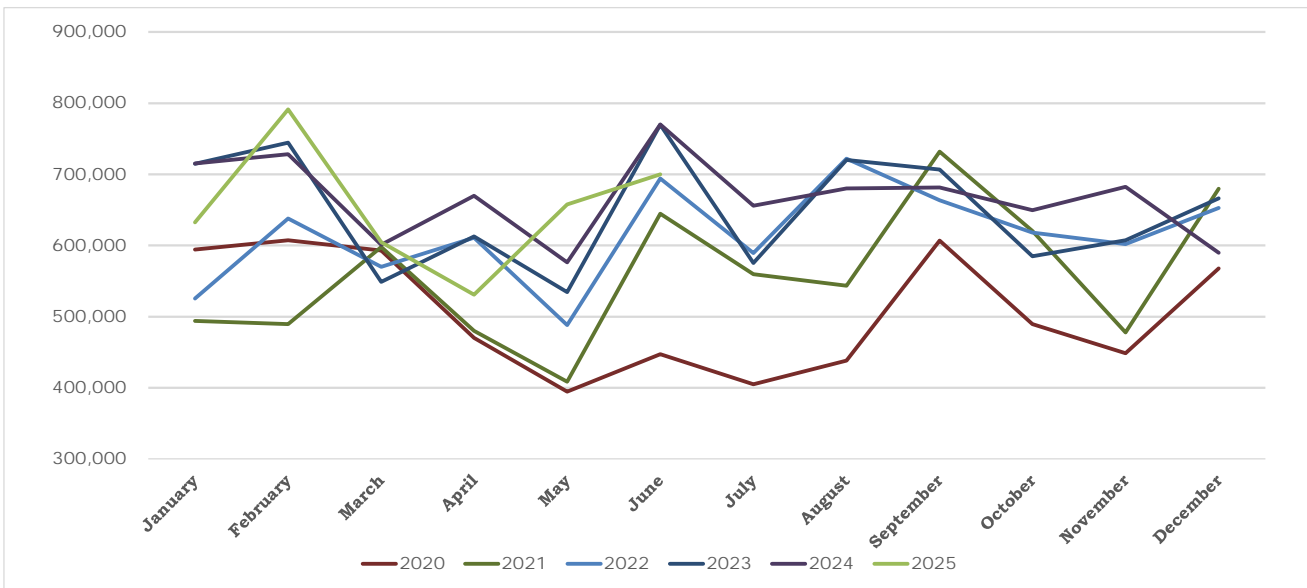
Note: The City receives cigarette tax revenue two months after collection by vendors. Above figures are by month of collection by the city.

City of Chesterfield
Statement of Revenues and Expenditures (Cash Basis)
Parks Sales Tax Fund
FY2025
Month Ended June 13, 2025

	<u>2025 Budget</u>	<u>2025 YTD Actual</u>	<u>2025 Actual As % of Budget</u>
Revenues:			
Sales Tax	\$ 8,160,000	\$ 3,917,015	48.00%
Intergovernmental	575,000	-	0.00%
Parks and Recreation	1,710,965	698,210	40.81%
Other Revenues	125,000	258,863	207.09%
Total Revenues	<u>10,570,965</u>	<u>4,874,088</u>	<u>46.11%</u>
Expenditures:			
Parks	<u>10,708,450</u>	<u>3,395,490</u>	<u>31.71%</u>
Net Revenues prior to transfers	<u>(137,485)</u>	<u>1,478,598</u>	
Transfers In/Out (net)	<u>1,130,657</u>	<u>116,591</u>	<u>10.31%</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%	791,243	8.64%
March	592,994	597,951	570,115	549,022	600,972	9.46%	604,834	0.64%
April	470,077	480,136	610,848	612,660	670,000	9.36%	530,970	-20.75%
May	394,532	408,605	488,250	534,363	576,477	7.88%	657,514	14.06%
June	447,233	644,785	694,312	769,759	770,026	0.03%	699,972	-9.10%
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%
Total	6,062,244	6,727,198	7,374,462	7,785,812	8,000,192	2.75%	3,917,015	-3.55%

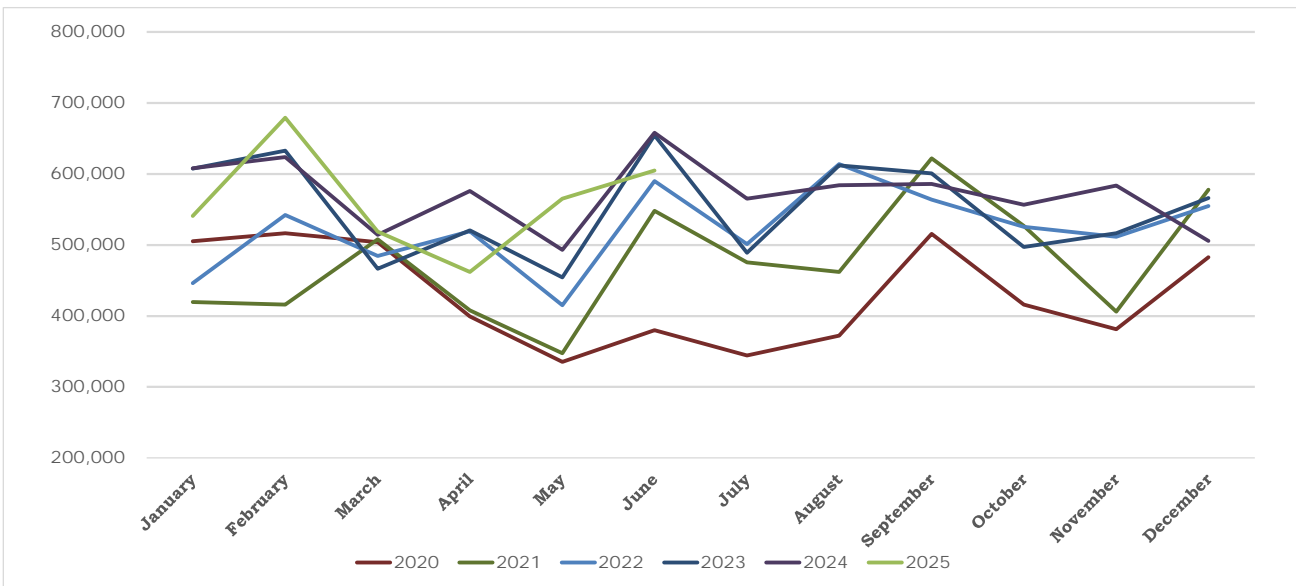


City of Chesterfield
Statement of Revenues and Expenditures (Cash Basis)
Capital Sales Tax Fund
FY2025
Month Ended June 13, 2025

	<u>2025</u> <u>Budget</u>	<u>2025</u> <u>YTD Actual</u>	<u>2025</u> <u>Actual As</u> <u>% of Budget</u>
Revenues:			
Sales Tax	\$ 6,936,000	\$ 3,371,675	48.61%
Other Revenues	518,950	266,375	51.33%
Total Revenues	<u>7,454,950</u>	<u>3,638,050</u>	<u>48.80%</u>
Expenditures:			
Public Works	<u>16,145,426</u>	<u>3,862,738</u>	<u>23.92%</u>
Net Revenues prior to transfers	<u>(8,690,476)</u>	<u>(224,688)</u>	
Transfers In	-	-	0.00%
Transfers Out	-	-	0.00%
Net Transfers	<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%	679,154	8.87%
March	504,045	508,259	484,598	466,668	514,280	10.20%	518,853	0.89%
April	399,566	408,115	519,220	520,761	576,109	10.63%	461,912	-19.82%
May	335,352	347,314	415,012	454,209	492,892	8.52%	565,510	14.73%
June	380,149	548,067	590,165	654,295	658,236	0.60%	605,102	-8.07%
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%
Total	5,152,788	5,718,118	6,268,349	6,617,940	6,855,968	3.60%	3,371,675	-2.93%



City of Chesterfield
Statement of Revenues and Expenditures (Cash Basis)
Public Safety Fund
FY2025
Month Ended June 13, 2025

	<u>2025 Budget</u>	<u>2025 YTD Actual</u>	<u>2025 Actual As % of Budget</u>
<u>General Fund Revenues:</u>			
Sales Taxes	\$ 3,340,500	\$ 1,611,606	48.2%
Other	\$ 1,174,240	\$ 488,469	41.6%
Transfers from GF	\$ 9,206,705	\$ 4,235,754	46.0%
Total Revenues	<u>13,721,445</u>	<u>6,335,828</u>	<u>46.2%</u>
<u>Public Safety Fund Expenditures:</u>			
Police	13,721,445	6,335,828	46.2%
Total Expenditures	<u>13,721,445</u>	<u>6,335,828</u>	<u>46.2%</u>

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%	298,474	5.19%
March	243,488	234,634	241,414	217,108	252,753	16.42%	242,567	-4.03%
April	194,379	203,799	220,379	271,765	276,853	1.87%	240,624	-13.09%
May	177,418	170,105	209,055	228,204	249,141	9.18%	251,314	0.87%
June	206,346	264,857	264,647	281,684	312,979	11.11%	292,430	-6.57%
July	193,418	234,027	240,506	248,207	272,287	9.70%		-100.00%
August	174,355	215,292	295,109	300,100	291,989	-2.70%		-100.00%
September	262,290	283,221	274,166	302,909	273,144	-9.83%		-100.00%
October	203,694	238,336	243,570	258,374	260,692	0.90%		-100.00%
November	170,739	197,246	231,459	248,905	278,233	11.78%		-100.00%
December	236,322	267,664	259,647	288,606	262,954	-8.89%		-100.00%
Total	2,508,957	2,688,849	2,929,082	3,200,278	3,287,657	2.73%	1,611,606	-2.23%

