



AGENDA
FINANCE AND ADMINISTRATION COMMITTEE
MEETING

Conference Room 101
Tuesday, May 26, 2026
4:00 PM

I. NEW BUSINESS

A. Selection of Vice Chair & Committee Liaisons

F&A Vice Chair

FACAC Liaison

MISCAC Liaison

B. 2027 Proposed City Council Meeting Schedule

C. 2026 City Hall Signs

D. Policy Revisions

Inclement Weather Policy

Purchasing Policy

Travel Reimbursement Policy

E. Luxe Vapor – Business License Revocation Appeal

F. Transient Guest Tax Whitepaper

II. UNFINISHED BUSINESS

III. ADJOURNMENT

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



MEMORANDUM

DATE: April 7, 2026
TO: Julie O'Guinn, Director of Finance
FROM: Vickie McGownd, City Clerk *sign*
SUBJECT: 2027 Proposed City Council Meeting Schedule

I have attached the proposed 2027 City Council Meeting Schedule. This schedule was developed with careful consideration of the City's observed holidays for 2027, as well as the attached Jewish holiday calendar, to help avoid potential conflicts.

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

Attachments



2027 Proposed City Council Meeting Schedule 7:00 p.m.

January

Monday, January 4
Tuesday, January 19
(Martin Luther King Jr. Day Jan. 18)

February

Monday, February 1
Tuesday, February 16
(Presidents Day Feb. 15)

March

Monday, March 1
Monday, March 15

April

Tuesday, April 20
(Municipal Election April 6)

May

Monday, May 3
Monday, May 17

June

Monday, June 7
Monday, June 21

July

Monday, July 19

August

Monday, August 2
Monday, August 16

September

Tuesday, September 7
(Labor Day Sep. 6)
Monday, September 20

October

Monday, October 4
Monday, October 18

November

Monday, November 1
Monday, November 15

December

Monday, December 6

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 18 - 20 Fri. eve - Sun. eve	April 1 - 3 Wed. eve - Fri. eve April 7 - 9 Tues. eve - Thurs. eve	April 21 - 23 Wed. eve - Fri. eve April 27 - 29 Tues. eve - Thurs. eve	April 10 - 12 Mon. eve - Wed. eve April 16 - 18 Sun. eve - Tues. eve	March 30 - April 1 Fri. eve - Sun. eve April 5 - 7 Thurs. eve - Sat. 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	May 19 - 21 Sat. eve - Mon. eve

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

Memorandum

Department of Public Works



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

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

DATE: February 12, 2026 

RE: City Hall Directional Signage

On January 5, 2026 the Finance and Administration Committee directed City Staff to pursue replacement of the four directional signs located at City Hall. The existing signs were installed in 2001 and are in poor condition. Accordingly, I have contacted Pyros Signs Incorporated, who has submitted the attached proposal. As you can see, there are four existing signs with locations and existing photos shown. Three options have been provided, as detailed below:

- 1) Replacement of four existing sign panels with new signs (beige or green). This option would include reusing and repainting the existing sign posts. The cost for option 1 is \$7,330.
- 2) Replacement of four existing signs with new signs (beige or green) and posts (green). The cost for option 2 is \$13,611.
- 3) Replacement of four existing signs with new cabinet style signs (green). The cost for option 3 is \$17,300.

It is my opinion that the cabinet style signs are not aesthetically pleasing. It is also my opinion that the existing posts can be repainted and reused. Accordingly, I would recommend that the City proceed with option 1 – replacement of the four existing signs panels and repainting of the posts - at a cost of \$7,330. The color of the signs could either be beige with green lettering or green with white lettering, as directed by City Council.

There was also discussion about an LED Message Board Sign which could potentially be located at the Chesterfield Parkway West entrance. Pyros stated that they would need specifications to design such a sign, but that an LED Message Board Sign would likely cost a minimum of \$40,000 - \$50,000, and perhaps much more. Attached is a rendering and quote from Kelly Sign Resources for a recent sign approved by the City of Manchester. The cost for that sign is \$109,479. If City Council wishes Staff to pursue an LED Message Board Sign I will need direction as to

what features the sign should include. It is my opinion that the location of such a sign should also be reviewed. As you know the City is pursuing the extension of North Outer 40 via Swingley Ridge Road. While more traffic currently enters City Hall from Chesterfield Parkway, it is possible in the future that Swingley Ridge Road will be more of a “main entrance.”

Action Recommended

This matter should be forwarded to the Finance and Administration Committee of City Council. Should F&A concur with Staff’s recommendation, it should:

- 1) Authorize Staff to replace the four existing sign panels at City Hall. This will require a Budget Amendment from General Fund – Fund Reserves in the amount of \$7,330. Direction should also be provided as to which color scheme should be selected for the new signs.
- 2) Determine whether an LED Message Board Sign should be investigated further. If such a sign should be pursued, Staff will need the following information, which could be incorporated into a Request for Proposals:
 - a. What is the budget for a Message Board Sign?
 - b. Where should the Message Board Sign be installed?
 - c. What features should the Message Board include?
 - d. Should the Message Board Sign be utilitarian or architecturally compatible with the City Hall building?
 - e. Other?

Any action taken should be forwarded to the full City Council for approval and execution.

Please forward to F&A for inclusion on the next Committee agenda.

 2026-2-13



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**ELECTRIC
SIGN**

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRIC CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

REV 03

CUSTOMER
City of Chesterfield

JOB LOCATION
690 Chesterfield Pkwy W |
Chesterfield , MO 63017

CONTACT
Mike McGuire

SAVED AS
260127-01 City of Chesterfield
Directional Signs Chesterfield ,
MO

**RENDERING #
260127-01**



☐ APPROVED AS IS
☐ APPROVED AS NOTED
☐ REVISE & RESUBMIT

NOTES:

INITIALS

THIS PROOF IS APPROVED AS IS. NO WORK SHALL BEGIN UNTIL PIROS RECEIVES A SIGNED COPY. ANY CHANGES MAY RESULT IN A CHANGE IN THE PRICE QUOTED.

[illegible]

Sign Schedule

- A** ● PANEL(PARKING)
- B** ● PANEL(ENTRANCE)
- C** ● PANEL(LOADING / DELIVERIES)





VECTOR LOGO ARTWORK REQUIRED FOR PRODUCTION

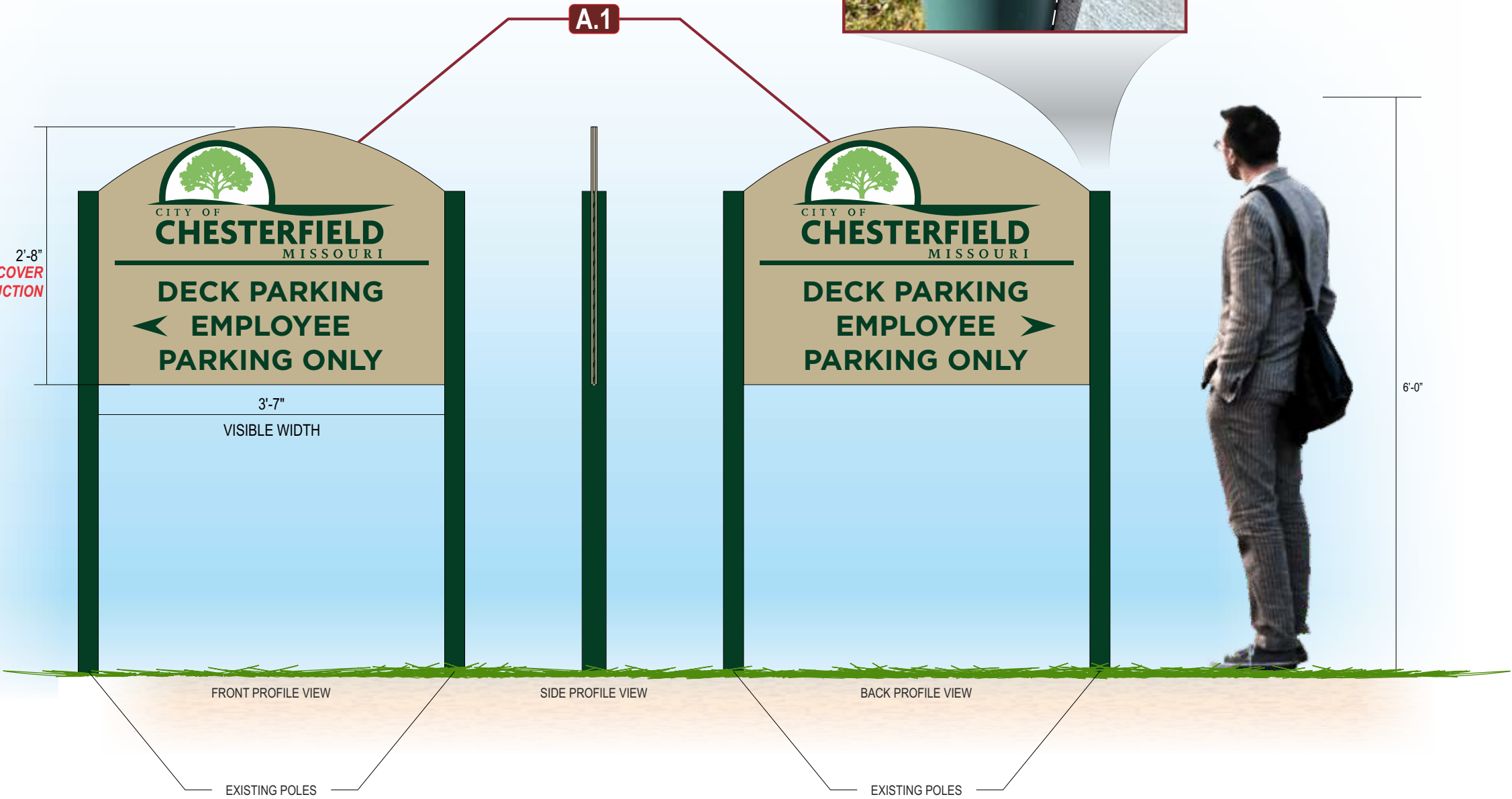
Panel Sign Overlays

SCALE: 3/4" = 1'

PRODUCE & INSTALL (4) PANEL SIGNS OVERLAYS AS SHOWN.

- PRODUCE ACM PANEL SIGNS PAINTED BEIGE
- DECORATE W/ OPAQUE VINYL AS SHOWN
- INSTALL PANEL SIGN OVERLAYS TO EXISTING SIGN PANELS
- ATTACH W/ VHB AND CONSTRUCTION ADHESIVE
- MAY NEED TO REPLACE SCREWS/HARDWARE FOR POLE CAPS
- RE-PAINT EXISTING POLES TO MATCH SIGNS
- VECTOR LOGO ARTWORK REQUIRED FOR PRODUCTION

2'-8"
CONFIRM DIMENSION WILL COVER
EXISTING PANEL BEFORE PRODUCTION



A.1
QTY:1
(DOUBLE SIDED)



SIDE 1



SIDE 2

B.1
QTY:2
(DOUBLE SIDED)



SIDE 1

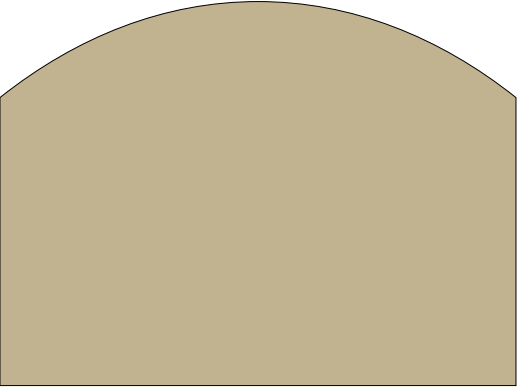


SIDE 2

C.1
QTY:1
(SINGLE SIDED)



SIDE 1



SIDE 2



1818 Old State Road M | Barnhart, MO 63012

PROPOSAL

260127-01

Date: 02/12/2026

Expires: 03/14/2026

Drawing Numbers: 260127-03

Project: City of Chesterfield - Directional Signs
690 Chesterfield Pkwy W
Chesterfield , MO 63017

Client: City of Chesterfield
690 Chesterfield Pkwy West
Chesterfield, MO 63017

Contact:

We are pleased to offer this proposal for the following services at the above location.

Project Description:

Item Total:

Provide Labor & Material to Fabricate & Install (4) Double-Sided Sign Panels for Existing Double Pole Directional Signs

\$7,330.00

(as Per Piros Rendering #260127-01 Sign Type A.1, B.1, & C.1, 2'-8" x 3'-7")

- * ACM panels painted beige
- * Decorate w/ opaque vinyl as illustrated
- * Panel signs to overlay to existing sign panels using VHB and construction adhesive
- * Re-paint existing poles to match signs
- * Replace fasteners screws/hardware for pole caps
- * Vector logo artwork required for production

** Permits and procurement costs are Not Included in this Price if necessary.

Deposit Rate: 50%
Deposit: \$3,665.00

Subtotal: \$7,330.00

Total: \$7,330.00

Terms and Conditions:

1. Piros Signs, Inc. Is a licensed sign/electrical contractor.
2. Permits, procurement, and any necessary engineering not included in price unless noted above. Permits and engineering at cost, procurement to secure permits at \$100/hour. Inspection fee applies for electric permits in St. Louis county/city.
3. Installation of foundations are quoted on free and normal conditions. Installation prices quoted are subject to revision where concrete, excess rock, sand and obstructions are encountered. Foundations that require extra excavation or cave in due to faulty soil conditions are subject to extra charges.
4. Work area to be accessible by labor and equipment unless noted above.
5. Access to wiring of sign to be per 2020 national electric code standards for access.
6. Piros Signs, Inc. to make final connection to circuit brought to sign by others unless noted above. If electric is not available at time of install Piros Signs, Inc. will stub out circuit for others to connect or Piros Signs, Inc. to return to connect at an additional

Salesperson: Mike McGuire

Buyer_____Seller_____



1818 Old State Road M | Barnhart, MO 63012

PROPOSAL

260127-01

Date: 02/12/2026

Expires: 03/14/2026

Drawing Numbers: 260127-03

Project: City of Chesterfield - Directional Signs
690 Chesterfield Pkwy W
Chesterfield , MO 63017

Client: City of Chesterfield
690 Chesterfield Pkwy West
Chesterfield, MO 63017

Contact:

trip charge.

7. All work to be performed on normal business hours of m-f, 7:00-3:30 unless noted above.

8. Payment by credit card will be subject to a 3.5% surcharge for credit card processing fees.

9. Piros Signs, Inc. is not responsible for damage to private underground utilities unmarked by public or private utility locates.

10. Piros Signs, Inc. may invoice each item called for in the proposal separately upon completion if applicable.

11. Sketches/drawings and all preparatory work created or furnished by Piros Signs, Inc. remain its exclusive property and passed to purchaser only upon total performance of this agreement.

12. Signage/materials supplied by others where Piros Signs, Inc. is a subcontracted installer shall be U.L. Listed with appropriate labels and disconnects as per code. The above mentioned signs/materials also must have all necessary materials for install not called out as provided by Piros Signs, Inc. in this proposal. Failure to supply the above will result in extra charges on top of this proposal to supply materials not provided, or bring to signs to meet code.

13. Upon default in the payment of any sums herein agreed, Piros Signs, Inc. may, at its option, declare the entire balance price fully due and payable without further notice to customer; and when declared, customer agrees to pay interest on said balance, when declared due at the rate of 1.5% per month or maximum permitted by law. Customer further agrees to pay all reasonable costs of collection of said balance incurred by Piros Signs, Inc., including attorney's fees.

14. Both parties hereto agree that the title to said electrical sign shall remain in the company until paid for in full, but after delivery to the customer all of damage from fire or other causes after said delivery shall be assumed by said customer and will not effect the rights of the company to enforce of the purchase price then unpaid.

15. All products manufactured or supplied by Piros Signs, Inc. are guaranteed against defective parts, materials and workmanship, with exception of lamps/light bulbs as they are never guaranteed, for a period of one year (1) year unless otherwise specified in a separate warranty document.

16. Owner shall be responsible for locating all property lines and utility easements located on the location the display is to be constructed.

17. Title to all materials and property covered by this contract shall remain in Piros Signs, Inc. and shall not be deemed to constitute a part of the realty to which it may be attached until the purchase price is paid in full. In the event of default by buyer, including, but not limited to, payment of any amounts due and payable, Piros Signs, Inc. may at once (and without process of law) take possession of and remove, as and when it sees fit and wherever found, all material used or intended for use in this construction of said equipment and any and all property called for in this agreement without being deemed guilty of trespass.

18. When this agreement is signed by a duly authorized person of each party, this document shall constitute a binding contract and the entire agreement between the parties and shall supersede all other written or oral agreements. The parties agree that a signature communicated by facsimile or by email shall have the same effect as the original signature on an original document, and either party may prove the existence of a binding contract by producing a copy thereof with a signature obtained through electronic means (fax or email). This contract shall be governed by the laws of the state of Missouri.

Salesperson: Mike McGuire

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____



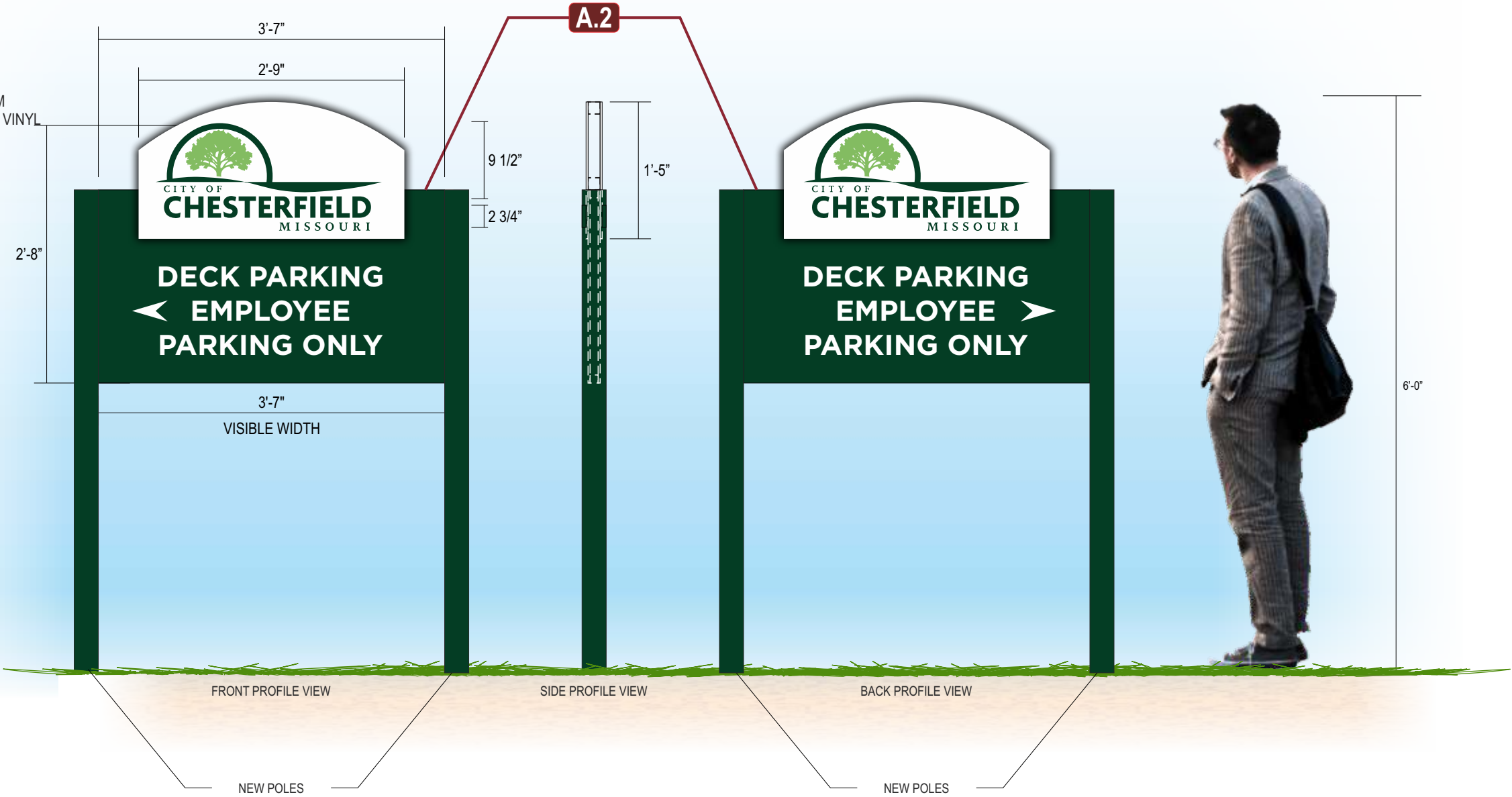
VECTOR LOGO ARTWORK REQUIRED FOR PRODUCTION

Replace Post and Panel Signs

SCALE: 3/4" = 1'

REMOVE & REPLACE (4) POST AND PANEL SIGNS AS SHOWN.

- REMOVE EXISTING POST AND PANEL SIGNS
- PRODUCE ACM PANEL SIGNS PAINTED GREEN
- SQUARE TUBE POLES AND SIGN FRAME PAINTED GREEN
- FOOTING DETAILS T.B.D.
- PRODUCE WHITE ACM HEADER - 2ND LAYER OF ACM
- FCO LETTERS "CHESTERFIELD" MOUNTED TO 2ND LAYER OF ACM
- "LOGO & CITY OF" & "MISSOURI" DECORATED W/ OPAQUE GREEN VINYL
- "CONTENT DIRECTION" DECORATED W/ OPAQUE WHITE VINYL
- VECTOR LOGO ARTWORK REQUIRED FOR PRODUCTION



A.2
QTY:1
(DOUBLE SIDED)



SIDE 1



SIDE 2

B.2
QTY:2
(DOUBLE SIDED)



SIDE 1



SIDE 2

C.2
QTY:1
(SINGLE SIDED)



SIDE 1



SIDE 2



1818 Old State Road M | Barnhart, MO 63012

PROPOSAL

260127-02

Date: 02/12/2026

Expires: 03/14/2026

Drawing Numbers: 260127-03

Project: City of Chesterfield - Directional Signs
690 Chesterfield Pkwy W
Chesterfield , MO 63017

Client: City of Chesterfield
690 Chesterfield Pkwy West
Chesterfield, MO 63017

Contact:

We are pleased to offer this proposal for the following services at the above location.

Project Description:

Item Total:

Provide Labor & Material to Fabricate & Install (4) Double-Sided Post & Panel Directional Signs at 6'-0" OAH

\$13,611.00

(as Per Piros Rendering #260127-01 Sign Type A.2, B.2, & C.2, 2'-8" x 3'-7")

- * Remove existing post & panel signs
- * Produce ACM panel signs painted green
- * Square tube poles & frame painted green
- * Produce white ACM header - 2nd layer of ACM
- * FCO letters "CHESTERFIELD" mounted to 2nd layer ACM
- * Logo & "the city of" decorated w/opaque green vinyl
- * Content direction decorated w/opaque white vinyl
- * Vector logo artwork required for production

** Permits and procurement costs are Not Included in this Price if necessary.

Deposit Rate: 50%
Deposit: \$6,805.50

Subtotal: \$13,611.00

Total: \$13,611.00

Terms and Conditions:

1. Piros Signs, Inc. Is a licensed sign/electrical contractor.
2. Permits, procurement, and any necessary engineering not included in price unless noted above. Permits and engineering at cost, procurement to secure permits at \$100/hour. Inspection fee applies for electric permits in St. Louis county/city.
3. Installation of foundations are quoted on free and normal conditions. Installation prices quoted are subject to revision where concrete, excess rock, sand and obstructions are encountered. Foundations that require extra excavation or cave in due to faulty soil conditions are subject to extra charges.
4. Work area to be accessible by labor and equipment unless noted above.
5. Access to wiring of sign to be per 2020 national electric code standards for access.

Salesperson: Mike McGuire

Buyer_____Seller_____



1818 Old State Road M | Barnhart, MO 63012

PROPOSAL

260127-02

Date: 02/12/2026

Expires: 03/14/2026

Drawing Numbers: 260127-03

Project: City of Chesterfield - Directional Signs
690 Chesterfield Pkwy W
Chesterfield , MO 63017

Client: City of Chesterfield
690 Chesterfield Pkwy West
Chesterfield, MO 63017

Contact:

6. Piros Signs, Inc. to make final connection to circuit brought to sign by others unless noted above. If electric is not available at time of install Piros Signs, Inc. will stub out circuit for others to connect or Piros Signs, Inc. to return to connect at an additional trip charge.
7. All work to be performed on normal business hours of m-f, 7:00-3:30 unless noted above.
8. Payment by credit card will be subject to a 3.5% surcharge for credit card processing fees.
9. Piros Signs, Inc. is not responsible for damage to private underground utilities unmarked by public or private utility locates.
10. Piros Signs, Inc. may invoice each item called for in the proposal separately upon completion if applicable.
11. Sketches/drawings and all preparatory work created or furnished by Piros Signs, Inc. remain its exclusive property and passed to purchaser only upon total performance of this agreement.
12. Signage/materials supplied by others where Piros Signs, Inc. is a subcontracted installer shall be U.L. Listed with appropriate labels and disconnects as per code. The above mentioned signs/materials also must have all necessary materials for install not called out as provided by Piros Signs, Inc. in this proposal. Failure to supply the above will result in extra charges on top of this proposal to supply materials not provided, or bring to signs to meet code.
13. Upon default in the payment of any sums herein agreed, Piros Signs, Inc. may, at its option, declare the entire balance price fully due and payable without further notice to customer; and when declared, customer agrees to pay interest on said balance, when declared due at the rate of 1.5% per month or maximum permitted by law. Customer further agrees to pay all reasonable costs of collection of said balance incurred by Piros Signs, Inc., including attorney's fees.
14. Both parties hereto agree that the title to said electrical sign shall remain in the company until paid for in full, but after delivery to the customer all of damage from fire or other causes after said delivery shall be assumed by said customer and will not effect the rights of the company to enforce of the purchase price then unpaid.
15. All products manufactured or supplied by Piros Signs, Inc. are guaranteed against defective parts, materials and workmanship, with exception of lamps/light bulbs as they are never guaranteed, for a period of one year (1) year unless otherwise specified in a separate warranty document.
16. Owner shall be responsible for locating all property lines and utility easements located on the location the display is to be constructed.
17. Title to all materials and property covered by this contract shall remain in Piros Signs, Inc. and shall not be deemed to constitute a part of the realty to which it may be attached until the purchase price is paid in full. In the event of default by buyer, including, but not limited to, payment of any amounts due and payable, Piros Signs, Inc. may at once (and without process of law) take possession of and remove, as and when it sees fit and wherever found, all material used or intended for use in this construction of said equipment and any and all property called for in this agreement without being deemed guilty of trespass.
18. When this agreement is signed by a duly authorized person of each party, this document shall constitute a binding contract and the entire agreement between the parties and shall supersede all other written or oral agreements. The parties agree that a signature communicated by facsimile or by email shall have the same effect as the original signature on an original document, and either party may prove the existence of a binding contract by producing a copy thereof with a signature obtained through electronic means (fax or email). This contract shall be governed by the laws of the state of Missouri.

Salesperson: Mike McGuire

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____



VECTOR LOGO ARTWORK REQUIRED FOR PRODUCTION

Replace Post and Panel Signs

SCALE: 3/4" = 1'

REMOVE & REPLACE (4) POST AND PANEL SIGNS AS SHOWN.

- REMOVE EXISTING POST AND PANEL SIGNS
- PRODUCE NON LIT ALUMINUM CONSTRUCTED CABINET SIGNS
 - PAINTED GREEN AS SHOWN
 - SINGLE POLE & FOOTING DETAILS T.B.D.
- DECORATED W/ OPAQUE VINYL AS SHOWN
- VECTOR LOGO ARTWORK REQUIRED FOR PRODUCTION





SIDE 1



SIDE 2

A.3
QTY:1
(DOUBLE SIDED)

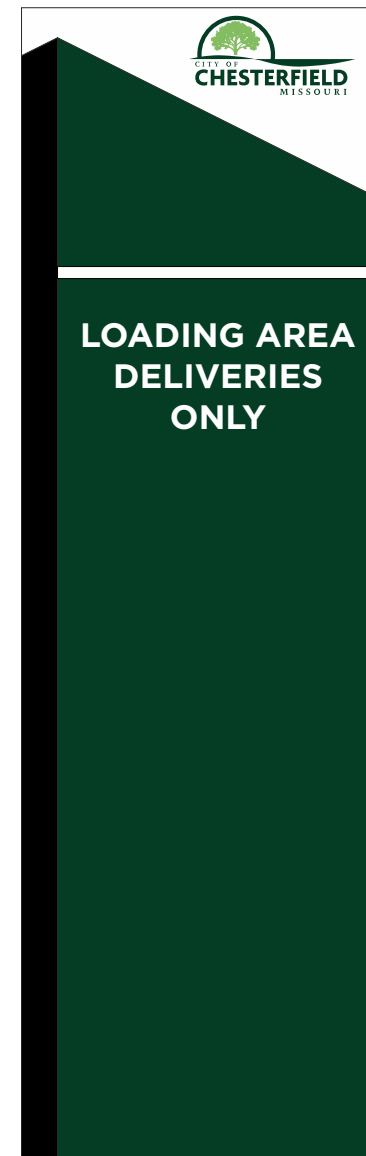


SIDE 1

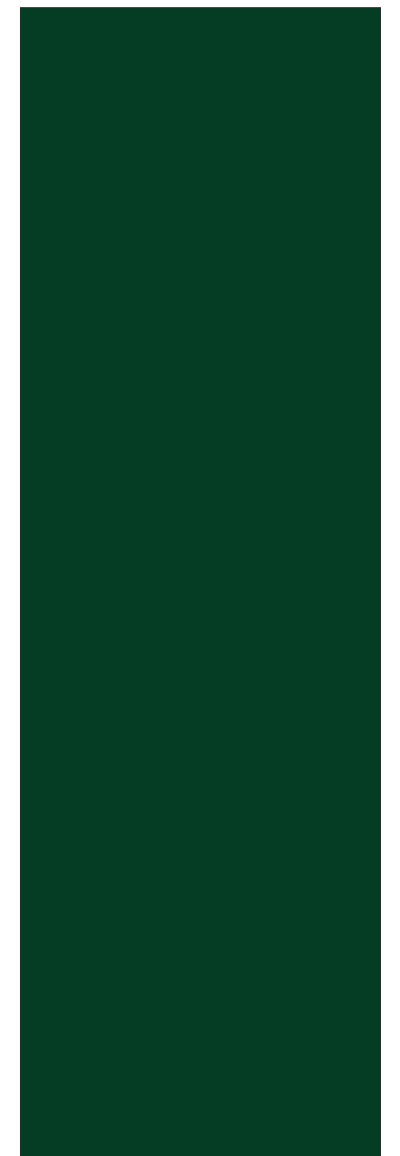


SIDE 2

B.3
QTY:2
(DOUBLE SIDED)



SIDE 1



SIDE 2

C.3
QTY:1
(SINGLE SIDED)



1818 Old State Road M | Barnhart, MO 63012

PROPOSAL

260127-03

Date: 02/12/2026

Expires: 03/14/2026

Drawing Numbers: 260127-03

Project: City of Chesterfield - Directional Signs
690 Chesterfield Pkwy W
Chesterfield , MO 63017

Client: City of Chesterfield
690 Chesterfield Pkwy West
Chesterfield, MO 63017

Contact:

We are pleased to offer this proposal for the following services at the above location.

Project Description:

Item Total:

Provide Labor & Material to Fabricate & Install (4) Double-Sided Non-Illuminated Monolithic Directional Signs at 8'-0" OAH	\$17,300.00
---	--------------------

(as Per Piros Rendering #260127-01 Sign Type A.3, B.3, & C.3, 8'-0" x 2'-6")

- * Remove existing post & panel signs
- * Fabricate non-illuminated aluminum cabinet signs painted green
- * Single Pole & foundation
- * Sign to be decorated using opaque vinyl
- * Vector logo artwork required for production

** Permits and procurement costs are Not Included in this Price if necessary.

Assumes good soil conditions. The excavation cost is included in the price herein and does not include the cost additions that would incur if we hit rock while drilling the foundation

Deposit Rate: 50%
Deposit: \$8,650.00

Subtotal: \$17,300.00

Total: \$17,300.00

Terms and Conditions:

1. Piros Signs, Inc. Is a licensed sign/electrical contractor.
2. Permits, procurement, and any necessary engineering not included in price unless noted above. Permits and engineering at cost, procurement to secure permits at \$100/hour. Inspection fee applies for electric permits in St. Louis county/city.
3. Installation of foundations are quoted on free and normal conditions. Installation prices quoted are subject to revision where concrete, excess rock, sand and obstructions are encountered. Foundations that require extra excavation or cave in due to faulty soil conditions are subject to extra charges.
4. Work area to be accessible by labor and equipment unless noted above.
5. Access to wiring of sign to be per 2020 national electric code standards for access.

Salesperson: Mike McGuire

Buyer_____Seller_____



1818 Old State Road M | Barnhart, MO 63012

PROPOSAL

260127-03

Date: 02/12/2026

Expires: 03/14/2026

Drawing Numbers: 260127-03

Project: City of Chesterfield - Directional Signs
690 Chesterfield Pkwy W
Chesterfield , MO 63017

Client: City of Chesterfield
690 Chesterfield Pkwy West
Chesterfield, MO 63017

Contact:

6. Piros Signs, Inc. to make final connection to circuit brought to sign by others unless noted above. If electric is not available at time of install Piros Signs, Inc. will stub out circuit for others to connect or Piros Signs, Inc. to return to connect at an additional trip charge.
7. All work to be performed on normal business hours of m-f, 7:00-3:30 unless noted above.
8. Payment by credit card will be subject to a 3.5% surcharge for credit card processing fees.
9. Piros Signs, Inc. is not responsible for damage to private underground utilities unmarked by public or private utility locates.
10. Piros Signs, Inc. may invoice each item called for in the proposal separately upon completion if applicable.
11. Sketches/drawings and all preparatory work created or furnished by Piros Signs, Inc. remain its exclusive property and passed to purchaser only upon total performance of this agreement.
12. Signage/materials supplied by others where Piros Signs, Inc. is a subcontracted installer shall be U.L. Listed with appropriate labels and disconnects as per code. The above mentioned signs/materials also must have all necessary materials for install not called out as provided by Piros Signs, Inc. in this proposal. Failure to supply the above will result in extra charges on top of this proposal to supply materials not provided, or bring to signs to meet code.
13. Upon default in the payment of any sums herein agreed, Piros Signs, Inc. may, at its option, declare the entire balance price fully due and payable without further notice to customer; and when declared, customer agrees to pay interest on said balance, when declared due at the rate of 1.5% per month or maximum permitted by law. Customer further agrees to pay all reasonable costs of collection of said balance incurred by Piros Signs, Inc., including attorney's fees.
14. Both parties hereto agree that the title to said electrical sign shall remain in the company until paid for in full, but after delivery to the customer all of damage from fire or other causes after said delivery shall be assumed by said customer and will not effect the rights of the company to enforce of the purchase price then unpaid.
15. All products manufactured or supplied by Piros Signs, Inc. are guaranteed against defective parts, materials and workmanship, with exception of lamps/light bulbs as they are never guaranteed, for a period of one year (1) year unless otherwise specified in a separate warranty document.
16. Owner shall be responsible for locating all property lines and utility easements located on the location the display is to be constructed.
17. Title to all materials and property covered by this contract shall remain in Piros Signs, Inc. and shall not be deemed to constitute a part of the realty to which it may be attached until the purchase price is paid in full. In the event of default by buyer, including, but not limited to, payment of any amounts due and payable, Piros Signs, Inc. may at once (and without process of law) take possession of and remove, as and when it sees fit and wherever found, all material used or intended for use in this construction of said equipment and any and all property called for in this agreement without being deemed guilty of trespass.
18. When this agreement is signed by a duly authorized person of each party, this document shall constitute a binding contract and the entire agreement between the parties and shall supersede all other written or oral agreements. The parties agree that a signature communicated by facsimile or by email shall have the same effect as the original signature on an original document, and either party may prove the existence of a binding contract by producing a copy thereof with a signature obtained through electronic means (fax or email). This contract shall be governed by the laws of the state of Missouri.

Salesperson: Mike McGuire

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____



Kelly Sign Resources
6820 Gravois Ave. St. Louis, Missouri (MO) 63116
pat@signresourcesinc.com
(314) 457-1300

www.kellysignstl.com



Quote 9140

Monument V5 - 8x4 EMCs - 6mm

SALES REP INFO
Sean Baygents
sean@kellysignstl.com
(314) 457-1300

QUOTE DATE
Wed, 07/24/2024
QUOTE EXPIRY DATE
Fri, 08/23/2024
TERMS
50/50

REQUESTED BY
City of Manchester
14317 Manchester Road
Manchester, MO 63011

CONTACT INFO
Justin Klocke
jklocke@manchestermo.gov
(636) 227-1385 x 106

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Monument Sign 142"x27.5"x18" base: cast concrete, brick, cast concrete cap (2) 18"x18"x48" columns: brick + 22" cast concrete caps (2) 7" tall, flat cut aluminum letters, vertical brushed, clear coated, stud mount "MANCHESTER CITY HALL" (4) 9" square, layered aluminum, painted white and black, stud mount, Fleur De Lis (2) 5"x5"x42" aluminum filler between EMCs and brick columns, painted white engineered concrete and rebar foundation NextLED STAX Electronic Message Centers 2 faces 6mm pixel pitch 8'x4' (384x192 pixel matrix) 281 trillion color capability \ LED SMD 140 degree horizontal viewing angle \ 70 degree vertical Auto Dimming (manual backup) Cellular Router Communication IBX Controller SM Infinity Sign Software 60 frames per second 5 Years Parts & Labor Warranty from NextLED Lifetime of Display 4G Cellular Service Project Content NextLED Library Lifetime Subscription Lifetime of Display Software Training & Upgrades <i>Includes Installation</i> Excavate, remove, and dispose of existing footing. Multi-pour engineered concrete footing. Install brick and stone cap base. Mount aluminum sign cabinet and Electronic Message Centers. *existing electric to stub up through foundation and base *pole to be installed into foundation for EMC and sign mounting	1	Each	\$107,409.00	\$107,409.00	Y
2	Engineering for Monument Sign <i>*if required</i>	1	Each	\$800.00	\$800.00	N
3	Foundation/Footing Permit Acquisition	1	Each	\$500.00	\$500.00	N
4	Sign Permit Acquisition Assemble drawings and application to acquire necessary sign	1	Each	\$250.00	\$250.00	N

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
	permits.					
5	Survey	1	Each	\$270.00	\$270.00	N
6	Design	1	Each	\$250.00	\$250.00	N

CUSTOMER NOTE:

- The concrete foundation requires an engineering study and may change the scope of concrete work, affecting the final cost.
- Underground utilities will be marked and may change the scope of work overall.
- Landscaping after install is not included.
- An Electrician will need to pull permits and coordinate with our installers and is not included in this quote. If desired, Kelly Sign Resources will work with Paramount Companies to provide the electrical service at an additional cost.

This handcrafted quote is based on the specific information you've given us and is valid for 30 days.

When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make that changes?

No problem - but please realize, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Subtotal:	\$109,479.00
Sales Tax (0%):	\$0
Total:	\$109,479.00

Downpayment (50.0 %)**\$54,739.50****SIGNATURE:****DATE:**



POLICY

POLICY NO: TBD

SUBJECT: Inclement Weather/City Hall Closure

DATE ISSUED: mm/dd/yyyy **DATE REVISED:**

PURPOSE: This document shall serve as the Inclement Weather Policy for the City of Chesterfield. While it is intended to address snow/ice events, it may also be applied to other emergency closures of City Hall. This Policy will delineate when City Hall is closed and how the City will provide services during any City Hall closure. During inclement weather and other emergencies, the safety of the City's residents, visitors, and employees is our highest priority.

CITY HALL CLOSURE: City Hall will be closed to the public on any day that the Parkway School District closes due to inclement weather. On days during which the Parkway School District schedules a "delayed start" due to inclement weather, City Hall will open to the public at 10 a.m., or other specific time if designated by the City Administrator. In the event that the City is impacted by inclement weather on a day that Parkway School District is already closed, any decision to close City Hall, or delayed start, will be made by the City Administrator.

Aside from weather, there could be other reasons (such as a utility outage) that may necessitate the closure of City Hall. Any decision to close City Hall other than inclement weather, will be made solely by the City Administrator or their designee.

When City Hall is closed, any/all events scheduled at City Hall for that day and evening shall be canceled. This includes events, subdivision meetings and citizen advisory committee meetings. There are two exceptions:

- If Court is scheduled for a day during which there is a closure, Court will be held unless it is canceled by the Municipal Judge.
- Any evening meeting of City Council or a Committee of City Council can only be canceled by the Mayor or the Chair of the Committee.

CITY HALL CLOSURE PROCEDURE – PUBLIC: When City Hall is closed, a member of the Facility Maintenance Staff shall ensure that a sign is placed at the public entry doors and that the doors are locked. The City's Communication Specialist shall ensure that an ALERT is placed on the City's website and information is disseminated on the City's social media feeds.

When City Hall is closed due to inclement weather, the Parks Administration Building shall adhere to the same schedule. Events scheduled at the CVAC or the Chesterfield Amphitheater shall adhere to their regular inclement weather procedures.

CITY HALL CLOSURE PROCEDURE – STAFF: A closure of City Hall has no impact to emergency services. This includes police services and snow/ice removal services. Police, Public Works and Parks personnel who provide emergency services must report to work. In some cases, when a snow or emergency event is expected to cover multiple days, lodging arrangements may be made with local hotel(s).

Employees who do not provide emergency services are expected to monitor weather reports and school closings. If City Hall is closed, non-emergency personnel are NOT required to report to work. They should be prepared to work from home to the greatest extent practical, including answering phones and emails. When inclement weather is anticipated, employees shall bring home any/all materials they need to work from home. If a non-emergency employee cannot work from home or chooses not to do so, he/she must request leave. The closure of City Hall is NOT a free/additional vacation day for employees. Leave is not required in the event of a delayed start.

When City Hall is closed to the public, non-emergency employees may choose to work, at their sole discretion. In cases where City Hall is closed, or there is a delayed start, employees shall dress appropriately. Boots, sweaters, sweatshirts, and jeans are acceptable on these days.

Employees who must report to work during inclement weather or other closures shall NOT receive additional compensation of any kind, aside from that which is delineated in the Employee Handbook.

There are many days where the community will experience inclement weather and City Hall will not be closed. In these cases, employees are expected to report to work on time and be prepared to work unless they are utilizing previously approved leave. During inclement weather, employees are expected to plan accordingly, including accounting for the extra time needed to commute to and from work (if applicable). If an employee decides not to remain at work or not to report to work because of personal safety concerns, the employee must use accrued vacation or accrued compensatory leave. Employees must immediately notify their supervisors in these situations and should notify supervisors of their intent in advance.

This Policy cannot cover every circumstance. Accordingly, the City Administrator has the power to interpret this Policy. Any questions shall be directed to the City Administrator through the applicable Department Head.

APPROVED BY:

Policy No. PPW-00x
Add Name of Policy/Procedure

City Administrator

Date

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE & ADMINISTRATION

NO.

SUBJECT Purchasing Policy Manual

INDEX. FA

DATE

DATE

ISSUED

REVISED

POLICY

RECOMMENDED BY:

Department Head/Council Committee (if applicable)

Date

APPROVED BY:

City Administrator

Date

City Council (if applicable)

Date

Purchasing Policy Manual

Purpose

The Purchasing Policy Manual 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 City 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 - 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 goods or services at the best prices. Whenever possible, Chesterfield vendors should be contacted. Chesterfield vendors are those businesses possessing a current Chesterfield business license and 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 reduce the time spent on pickups, optimize cash flow, and allow the City to improve its fiscal control.

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 a Division, without impacting the Budget at the Division level. No purchases will be authorized, which would put a budgetary Division 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 approved procedures.

Quality Buying. It is the responsibility of each Department Head to consider the quality of service when making vendor recommendations. Quality is just as important as price. It is the responsibility of the Department Head 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 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 favors 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

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.

The following steps should be followed when purchasing an item:

- Staff member (City Employee) determines that a purchase is necessary or allowed under the current fiscal budget.
- The Staff member obtains competitive pricing (quotes or bids) as outlined in the Purchasing Procedures and Requirements. The intent is to procure goods and services at the most favorable terms and conditions on behalf of the City. The routine purchase of goods and services below specific financial thresholds may not require formal quotes, bids or proposals.
- 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, 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 prior to making 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 above \$5,000 require a Purchase Order. A Purchase Order can be generated by the Department Head and must be approved by the Director of Finance. The Department must obtain three (3) oral or written quotes for the goods and services required. Oral quotes should be documented on the Telephone Quotation Form (Appendix C) or within a memo. If less than three (3) quotations are secured, a justification must be provided in the purchase documentation. The Purchase Order is entered into LOGOS and the approval workflow process is initiated. Once the Director of Finance approves the Purchase Order it is disseminated to the Department and they may place the order with the vendor.

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

Purchases from \$10,000 but less than \$25,000 – Departments must obtain three (3) written quotations. If three quotes cannot 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 approval from the Director of Finance and the City Administrator. Said approval shall be obtained through a memorandum submitted by the Department Head with the appropriate documentation, including written quotations or other justification. *All written quotations should be on the vendor's own quotation form or letterhead.* Purchase orders must be entered into LOGOS prior to ordering products or services from the vendor.

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 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. Please refer to CCNet (Documents and Forms / Templates and Certificates) for a sample bid package. These documents, along with the technical specifications, should be made available to all potential bidders. Bid documents must be advertised on the City website for at least ten (10) business days prior to bid opening. All bids received shall be opened in public beginning promptly after the deadline.

A bid recommendation with all the documentation should be forwarded to the Director of Finance to verify procedural compliance and funding, and then to the City Administrator for approval of placement 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. 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 occurs, it is the Department Head’s responsibility to thoroughly document the reasons why the low bidder is not recommended so that City Council can make an informed decision.

Formal competitive bidding guidelines and types of specifications are detailed later in this document.

Special Purchase Procedures

Periodically, the City will need to purchase goods and services under circumstances that do not clearly fit the parameters delineated above. The following guidelines are provided for making such purchases.

Single Source Exceptions from Bidding Procedures

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. Reasons for approval of a “sole source” include:

- Commodities or services are available on an extremely limited basis.
- Only one firm, company, or individual is capable of providing a particular service.
- Bids for a service cannot be economically, efficiently, or timely secured from other companies.

- A vendor possesses unique skills, prior work product, prior contractual work, or other specific documented advantages that warrant selection of said vendor without a bid process.

In those cases where a “sole source vendor” is recommended, the Director of Finance and City Administrator may approve the exceptions from the bidding requirements for items or services up to their respective authorization thresholds.

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 of Missouri or Saint Louis County for the purchases of supplies, materials, or contractual services may be used in place of the procedures set forth in this Manual.

Cooperative purchases have previously been bid and vetted through an Agency approved by City Council. Accordingly, purchases made through these approved programs have met the City’s purchasing requirements and no additional documentation is necessary. However, a purchase recommendation memo and the quote from the cooperative procurement vendor is required and must be authorized by the Director of Finance and/or the City Administrator.

Per Unit Purchasing

Department Heads and the City Clerk shall have the authority to purchase on a “Per Unit” basis those items which have been specifically identified on a list approved by the Finance and Administration Committee of the City Council. Any items which are contained on said approved list must be for the purchase of commodities only and each per unit price must not exceed \$500, unless a specific exemption has been authorized by City Council. Funding for the total purchase must be provided within the approved Budget. Additional City Council authorization is not required when purchasing commodities that meet the “per unit” provisions of this Manual. However, a purchase recommendation memo with all applicable bids is required and must be authorized by the Director of Finance and/or the City Administrator.

Whenever Staff has made every reasonable effort to obtain at least 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 Per Unit 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 selected; or
- The item is not on the Finance and Administration approved list; or
- The purchase exceeds the budgeted amount.

Emergency Purchases

In case of an emergency that requires immediate purchase of supplies or services, the Department Head must 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 Director of Finance and City Council.

Professional Services

Professional Services are obtained through a Request for Qualifications (RFQ) or Request for Proposals (RFP) process delineated later in this policy. Note that the State of Missouri prohibits the selection of certain professional services based upon cost (RSMO 8285 to 8.291).

Ethics and Conflicts of Interest

All participants in the procurement process shall adhere to Municipal ethical standards. No procuring official or committee member shall participate in a selection in which they have a personal or financial interest. Disclosure of potential conflicts of interest is mandatory and must be documented in procurement records.

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 includes construction projects, long term consultant services, construction materials (rock, concrete, asphalt), trees, landscaping materials, automotive supplies (tires, 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

The purchase of new equipment is preferred. However, there are situations when the purchase of used equipment may be considered. Reasons for consideration of used equipment include used equipment available immediately or equipment that will be used infrequently, intermittently, or for a limited time.

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

Budget Transfers and Amendments

No purchases will be authorized that would overdraft a Budget Division. 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 within a Division (Intra-Fund Transfer). Approvals of Inter-Fund transfers (movement of funds between Funds or Divisions) can only be obtained from the Director of Finance, the City Administrator, or City Council, as delineated below. 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.

Intra-Fund Transfers:

Intra-Fund Transfers require approval of the Director Finance. Transfers in excess of \$2,500 must also be approved by the City Administrator.

Inter-Departmental or Inter-Fund Transfers:

Inter-Department or Inter-Fund Transfers require approval the Director of Finance. Transfers in excess of \$2,500 but below \$5,000 require approval of the City Administrator. Any Inter-Department or Inter-Fund Transfer in excess of \$5,000 requires authorization from City Council.

Professional Services

The procurement of Professional Services shall adhere to the provisions of this section of the Manual. This section aligns with State public policy as delineated in 8.285 to 8.291, RSMo. ([Missouri Revisor of Statutes](#)). The procurement of Professional Services shall be based upon demonstrated competence and qualifications with price negotiated only after selection of the most qualified vendor.

For the sole purposes of this section, the following definitions apply:

Professional Services: Services provided by independent contractors requiring specialized knowledge, expertise, or training including, but not limited to, services of architects, engineers, land surveyors, planners, accountants, legal counsel, information technology consultants, environmental consultants, and other technical or professional advisors.

Qualifications-Based Selection (QBS): A procurement process in which firms are evaluated and selected primarily on demonstrated competence and qualifications, with price negotiated after selection of the most qualified firm

rather than being a primary selection criterion. This policy aligns with state public policy expressed in Sections 8.285 to 8.291, RSMo. (Missouri Revisor of Statutes)

Request for Qualifications (RFQ): A non-price solicitation document issued to invite firms to submit information on their qualifications relative to a defined need. Sometimes referred to as a Request for Proposals or RFP.

Selection Committee: A group of City Staff and/or officials appointed to evaluate qualifications and make recommendations.

Contract: A written agreement between the Municipality and a professional services provider.

Professional Services Procedure

It is the policy of the City of Chesterfield to procure professional services in a manner that:

- Ensures selection is based on demonstrated competence, qualifications, and relevant experience;
- Promotes fair and open competition among qualified entities;
- Complies with Missouri statutory requirements for qualification-based procurement for applicable services; and
- Negotiates contract terms, including price, *after* selecting the firm considered best qualified for the service needed, consistent with state policy.

Determination of Need

The Department Head or designated representative shall identify the need for professional services and prepare a description of the required services and expected deliverables.

Solicitation for Qualifications

An RFQ shall be prepared and publicly advertised or otherwise disseminated in a manner reasonably calculated to reach qualified firms. The RFQ shall:

- Describe the scope and nature of the services required;
- State the selection criteria and evaluation process;
- Provide submission instructions and deadlines; and
- Specify any required licensure or certifications applicable under Missouri law.

Qualifications Roster

For ongoing or frequently required services, Departments may maintain a Qualifications Roster of firms that have submitted statements of qualifications

and performance data. Firms on the Roster may be considered for projects without re-advertising in each instance, provided the Roster process is periodically updated and available upon request.

Evaluation and Selection

The Selection Committee shall evaluate submitted qualifications based on criteria such as:

- Specialized experience and technical competence relevant to the needed services;
- Capacity and capability to perform the work within required timeframes;
- Past performance on similar engagements;
- Understanding of the project or service required.

The Selection Committee shall rank qualified firms and select the firm that is best qualified and capable of performing the desired services. Prior to commencing negotiation a shortlist of at least three (3) of the most qualified firms shall be determined, whenever practicable.

Negotiation

After selection, the Department Head or their designee shall negotiate a contract with the most qualified firm, including scope, schedule, and fair and reasonable price.

- If negotiations cannot be successfully concluded, negotiations shall be formally terminated with that firm, and the Department Head shall negotiate with the next most qualified firm on the shortlist.
- If a satisfactory contract cannot be negotiated with any of the shortlisted firms, the Department Head shall reassess the scope and re-solicit qualifications as appropriate.

Small Professional Contracts < \$25,000

When considering a small project, a vendor may be selected from the Department's current list of firms. A small project is generally one where the value of professional services is estimated at less than \$25,000. Issuance of a project specific RFQ is not required for small projects. A scope and fee shall be negotiated with the selected firm. If the City and selected firm cannot agree upon a scope and fee, negotiations shall cease, and the City shall negotiate a scope and fee with another firm on the current list capable of providing the necessary services. Once a scope and fee have been negotiated, it shall be submitted to the Department Director for approval.

Large Professional Contracts > \$25,000

When considering a large project, the City shall solicit a project specific RFQ from three to seven firms on the City's current list of firms. A large project is generally one where the value of professional services is estimated at \$25,000 or greater. Qualifications Submittals shall be concise (typically limited to 5-8 pages) and provide specific information on the firm's approach to the project, personnel, similar project experience, etc. Qualifications Submittals shall be judged by a Selection Committee of at least three people based on the firm's experience and technical competence, capacity and capability, and past record of performance. The committee shall score all submittals and choose one firm as the most qualified. In person interviews are not required but may be held with the top scoring firms if deemed necessary by the Department Head. The top scoring firm shall be notified, and a scope and fee shall be negotiated. If the City and the top firm cannot agree upon a scope and fee, negotiations shall cease, and the City shall negotiate a scope and fee with the next highest scoring firm. This process shall continue until a scope and fee is agreed upon with a firm and City Staff. The scope and fee shall be submitted to the Department Head who shall make a recommendation to the City Administrator. Approval of a contract in excess of \$25,000 will require authorization from City Council.

Grant Funded Projects

In cases where a project is grant-funded, the solicitation and selection process shall adhere to all grant requirements. For example, in the case of an STP or TIP grant administered by MODOT, the process of selecting an Architect, Engineer or Surveyor shall adhere to all MODOT requirements.

Contract Approval

All contracts for professional services shall be executed in accordance with City ordinances. All contracts shall be in writing and signed by the appropriate authorized official.

Recordkeeping

The Department responsible for procurement shall maintain records of all RFQs, submissions, evaluations, rankings, and negotiations. These records shall be retained in accordance with Missouri records retention requirements and made available for audit or inspection as required by law.

Exceptions

While this policy generally governs professional services procurement, exceptions may apply to:

- Emergency services where immediate action is required to protect public health, safety, or property;
- Sole-source procurements supported by written justification;

- Services exempted by statute or separate policy (e.g. certain legal or specialized technical services);
- Procurements made through cooperative purchasing arrangements where permitted by Missouri law.
- Procedures for each exception described herein is provided for elsewhere within this policy.

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

APPENDIX A

PER UNIT PURCHASING

Department Heads and the City Clerk shall have the authority to purchase on a “Per Unit” basis those items which have been specifically identified on a list approved by the Finance and Administration Committee of the City Council. Any items which are contained on said approved list must be for the purchase of commodities only and each per unit price must not exceed \$500, unless a specific exemption has been authorized by City Council. Funding for the total purchase must be provided within the approved Budget. Additional City Council authorization is not required when purchasing commodities that meet the “per unit” provisions of this Manual. However, a purchase recommendation memo with all applicable bids is required and must be authorized by the Director of Finance and/or the City Administrator.

Whenever Staff has made every reasonable effort to obtain at least 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 Per Unit 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 selected; or
- The item is not on the Finance and Administration approved list; or
- The purchase exceeds the budgeted amount.

The list will be reviewed and updated periodically and may be modified as needed by the Finance and Administration Committee of City Council.

Aggregate (rock)

Ammunition

Asphalt

Calcium Chloride

Concrete

Contractual Hauling

Custodial Supplies (paper towels, toilet paper, soap, etc.)

Deicing Salt

Fertilizer

Field Maintenance Supplies (chalk, paint, sand, etc.)

Gasoline

Landfill Tipping Fees

Mulch

Office Supplies

Sealant

Seed

Signs and Sign Hardware

Sod

Street Striping

Street Sweeping

Stump Grinding

Tree Planting

Tree Removal (May exceed \$500 unit cost)

Topsoil

Uniforms (shirts, pants, jackets, coveralls, boots, etc.)

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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 by the Finance and Administration Committee of City Council.

City Council has approved cooperative procurement through the following programs:

- **St. Louis County Cooperative Procurement Program**
- **Missouri State Cooperative Procurement Program**
- **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)**

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APPENDIX C – Telephone Quotation Form

QUOTATION

Department _____ Item _____

Description of item (s): _____

Vendor	Company Representative	Date Delivery Promised	Unit Price	Terms	Total Price
--------	------------------------	------------------------	------------	-------	-------------

1.

2.

3.

4.

Recommended vendor: _____

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 _____ Date _____

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.

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. *JA*
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.

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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:

M. Geisel
Michael O. Geisel, City Administrator

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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 recieved 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

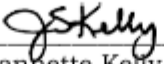
As you know, the 2024 General Fund Budget contains \$220,000 in account number 001-072-5251 for the contractual removal of trees and stumps. City Arborist Geoff Wegrzyn has solicited quotes for the removal of various trees and stumps, as detailed in the attached memorandum.

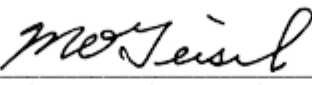
As you can see, Gamma Tree Experts and Timberline Professional Tree Care have submitted the low bid, with Gamma lowest in stump grinding and Timberline lowest in average removal costs. Due to the magnitude of work in the City of Chesterfield (18,000 + street trees) it is advantageous for the City to 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)

Encl. pl. great purchase order for \$9,686.00

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.

Vendor	Company Representative	Date Delivery Promised	Unit Price	Terms	Total Price
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 **2025-00000070**

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.

City Administrator

Finance Director

Purchasing Copy

Purchase Order Total **\$300,000.00**

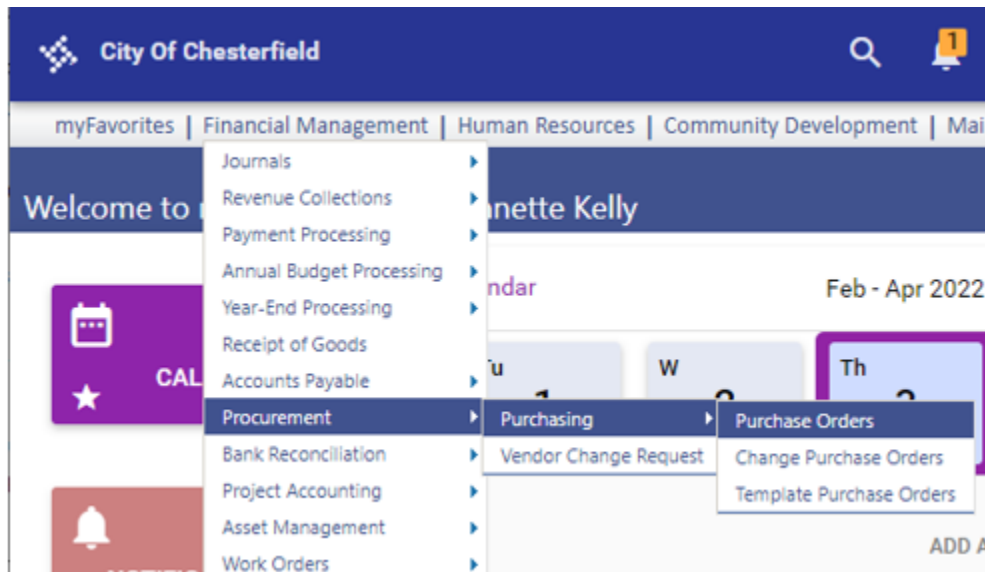
APPENDIX F – Purchase order entry procedures for LOGOS

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

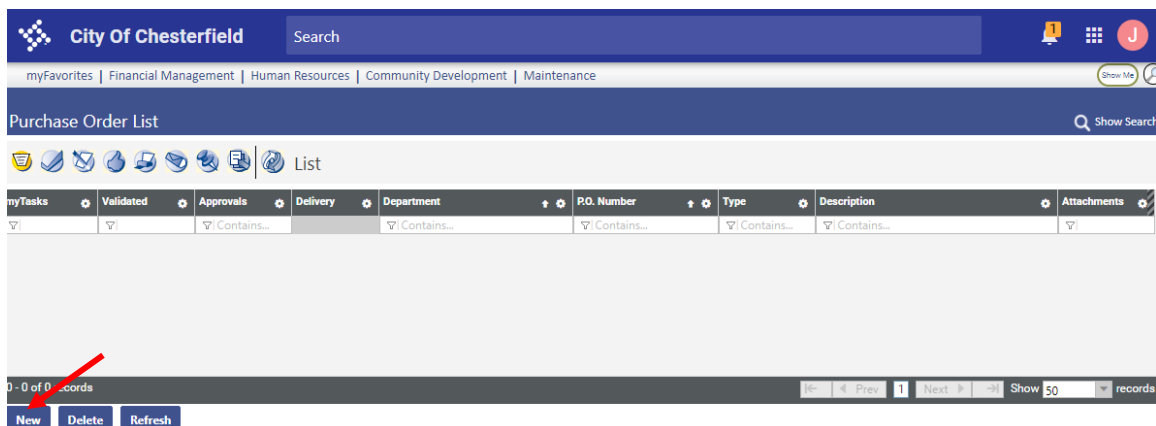
2. Procedures for Purchase Orders under \$25,000 (under \$5,000 not required, but some vendors may require one)
 - a. Each Department enters their own Purchase Order—attaching supporting documentation
 - b. The Director of Finance approves the entry of the Purchase Order in LOGOS
 - c. The Accounts Payable 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.

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.

Purchase Order List
Purchase Order

Department: F&A-034 - Finance and Administration-Finance
Vendor:
Description:
Type:
Form Type:
Bill To Location: Finance - Finance Department

G/L Date: 03/03/2022
Deliver by Date:
Expiration Date:
Resolution Number:
Assign to Buyer:

Number of Items: 0
Total: \$0.00
Encumbered Amount: \$0.00

Item	Detail
------	--------

Item:
Description:
Quantity:
Unit of Measure: EA - Each
Price per Unit: \$0.00
G/L Account:

Vendor Part Number:
Employee:
Ship Via:
Ship To: Finance - Finance Department
Freight Terms:

Confirming Request: ☐ 1099 Item: ☐
Tagable Item: ☐ Create New Asset: ☐

Save Save/New Item Save/New PO Delete Item Delete PO Reset

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.

APPENDIX H

Formal Competitive Bidding 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.

APPENDIX J

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.

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE & ADMINISTRATION

NO. 32

SUBJECT Purchasing Manual

INDEX FA

DATE
ISSUED 7/21/25

DATE
REVISED

POLICY

Updated Purchasing Policy Manual for the City of Chesterfield (Attached).

RECOMMENDED BY:



Department Head/Council Committee (if applicable) 2025-7-21
Date

APPROVED BY:



City Administrator 2025-7-22
Date



City Council (if applicable) 2025-7-24
Date

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.

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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:

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specifications are lengthy, costly or require complicated technical equipment.

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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 overdraft 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 C – Telephone Quotation Form

QUOTATION

Department _____ Item _____

Description of item (s): _____

<u>Vendor</u>	<u>Company Representative</u>	<u>Date Delivery Promised</u>	<u>Unit Price</u>	<u>Terms</u>	<u>Total Price</u>
---------------	-------------------------------	-------------------------------	-------------------	--------------	--------------------

1.

2.

3.

4.

Recommended vendor: _____

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 _____ **Date** _____

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.

**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, transit fares, parking, tips, and other normal travel-related expenses upon proper documentation. The City Administrator and Department Heads shall be eligible for either a per diem or the ability to charge actual 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 meals 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. Approval from the City Administrator is required for 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, the employee must ensure that they have sufficient insurance coverage and adhere to all traffic laws. 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.

The employee must document the personal vehicle beginning and ending mileage and 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.

Rental Vehicles: Prior authorization is required, and rental vehicles should only be used when necessary. Receipts are mandatory. Employees renting a vehicle for City business purposes are required to accept the optional insurance coverage offered by the rental agency.

- **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 travel time is a consideration and the overall time away from the Chesterfield work location should be considered when evaluating mode of travel.

- **Lodging:** Local conferences are not eligible for lodging reimbursement unless pre-approved by the City Administrator.
- **Length of Travel:** When deemed necessary for travel arrangements and attendance, employees may require a travel day prior to, or following business events with the consent of their Department Head. If an employee elects to extend the duration of stay for non-business reasons, the employee shall use approved leave and shall reimburse the City for all non-City related expenses.
- Commuting to/from home or office to the departing transit hub, e.g. Lambert International Airport, St. Louis Amtrack, or alternative is not compensable. However, charges for vehicle parking at the departing transit hub during for the duration of business travel is reimbursable.

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 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:** When business travel is necessary, employees are expected to travel via economy or business class and receipts are required. Employees shall consider the most favorable travel dates, availability, potential for cancellation/reimbursement and costs when booking mode of travel.

Section 4: Reimbursable Expenses

Efforts should be made to keep travel expenses to a minimum. Reimbursement requires proper receipts and is limited to:

- **Transportation:** Air, bus, train, rideshare, shuttle, City fleet vehicle, 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:** Reasonable tips for quality service are expected and should generally be 20%

Section 5: Non-Reimbursable Expenses

Expenses not eligible for reimbursement include:

- Personal expenditures such as laundry, entertainment, room service, or unrelated personal side trips.
- Costs incurred by a companion, spouse or other relative.
- 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 by the City Administrator. If mileage is being reimbursed, fuel or other vehicle costs will not be reimbursed.

Section 7: Travel Expense Reimbursement

Within five (5) days of return to work, employees must submit a Travel Expense Report, 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 request for reimbursement shall be documented by receipts in accordance with the Policy.

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE & ADMINISTRATION

NO. 33

SUBJECT Travel & Expense Reimbursement

INDEX FA

**DATE
ISSUED** 7/21/25

**DATE
REVISED**

Updated Travel Policy and Expense Reimbursement Policy for the City of Chesterfield (Attached).

RECOMMENDED BY:



Department Head/Council Committee (if applicable)

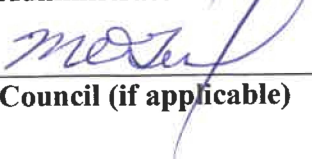
2025-7-21
Date

APPROVED BY:



City Administrator

2025-7-22
Date



City Council (if applicable)

2025-7-21
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.

MEMORANDUM



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

From: Elliot Brown, Assistant City Administrator

Date: April 7, 2026

RE: Potential Hotel Tax (Hotel/Motel Tax)

Executive Summary

The City of Chesterfield currently does not impose a municipal hotel tax on hotel and motel stays within the City. Hotels located in Chesterfield currently collect hotel taxes totaling **7.25 percent**, which are remitted to St. Louis County (3.75% for the Convention and Tourism Tax and 3.5% for the Convention and Sports Tax).

Missouri law authorizes many municipalities to impose local hotel taxes with voter approval. However, the statutory framework often requires either specific legislative authorization or eligibility tied to population or hotel inventory thresholds. **At present, Chesterfield does not meet any statutory provision that would allow the City to impose a municipal hotel tax.**

One provision of Missouri law could become applicable if the City exceeds 2,500 hotel rooms, though that authority would limit the tax rate to 0.5 percent per occupied room per night. Chesterfield currently has **approximately 2,053 hotel rooms**, with additional hotels proposed in future development areas such as Gateway Studios and Downtown Chesterfield.

Based on reasonable assumptions regarding occupancy and average room rates, Chesterfield hotels generate an estimated **\$60-\$70 million in annual room revenue**. Depending on the tax rate authorized by state law, a municipal hotel tax could generate between **\$300,000 and \$3.3 million annually**.

City Council may wish to consider two potential policy approaches:

1. Pursue special legislation authorizing Chesterfield to submit a hotel tax to voters.
2. Monitor hotel development and consider a tax if the City becomes eligible under existing statutory thresholds.

This memo provides background information regarding the potential implementation of a hotel tax (hotel or motel tax) in the City of Chesterfield.

Current Hotel Market in Chesterfield

Chesterfield currently has a well-developed lodging market serving business travelers, regional visitors, and tourism associated with retail, entertainment, and corporate activities.

The City presently has:

- 16 operating hotels
- Approximately 2,053 hotel rooms

Additional hotel development is anticipated in the coming years. Potential projects include:

- A hotel associated with the proposed Gateway Studios development (approximately 100 rooms)
- One or more hotels associated with the Downtown Chesterfield redevelopment

If these projects move forward, the City's total hotel inventory could increase significantly and potentially approach statutory eligibility threshold of 2,500 as established in Missouri law.

Existing Hotel Taxes in St. Louis County

Hotels located in Chesterfield already collect hotel taxes imposed by St. Louis County. Under County ordinance, the following taxes apply to hotel room charges:

Tax	Rate	Purpose
Convention and Sports Tax	3.5%	Regional convention and sports facilities
Convention and Tourism Tax	3.75%	Tourism promotion and marketing
COMBINED TOTAL TAX:	7.25%	

These taxes are remitted to St. Louis County and regional tourism promotion entities and are not distributed directly to municipalities within the County. As a result, while hotel activity occurs within Chesterfield, the City does not currently receive direct revenue from hotel taxes collected within our boundaries.

Missouri Statutory Authority for Hotel Taxes

Missouri law authorizes hotel taxes through a series of statutes found in **RSMo. Chapter 67 and Chapter 94**, which establish the legal framework for hotel taxes imposed by municipalities, counties, and special districts.

In general:

- A **local hotel tax must be approved by voters** before it can be implemented.
- The tax is imposed on **charges for sleeping rooms paid by hotels**.
- Revenue generated from hotel taxes is typically restricted to **tourism promotion, marketing, or tourism-related facilities**, consistent with provisions such as **RSMo. 67.1360**, which governs the use of tourism-related tax revenues.

Statutes authorize cities of the third class like Chesterfield to implement a hotel tax in one of two ways:

1. Pursue special legislation authorizing Chesterfield to submit a hotel tax to voters.
 - This would come in the form of a bill filed in the Missouri House of Representatives to add Chesterfield to the list of authorized municipalities in RSMo. 67.1360.
 - The bill language would not specifically name “Chesterfield” as the authorized city, instead authorizing any third class with a population in a range that would only include the City of Chesterfield for the foreseeable future (For example, recently passed Missouri House Bill 2057 establishing an Entertainment District overlay in The District identified the City of Chesterfield as “a city with more than forty nine thousand four hundred but fewer than fifty thousand inhabitants”). In certain cases, cities have conducted **special censuses** to document population growth prior to pursuing special legislation.
 - The City would likely need to lobby a Missouri Representative to pursue this.
 - The legislation would authorize a tax of at least 2% and up to 5% on each occupied room per night.
 - If passed by the Missouri Legislature, the City would go to Chesterfield voters for approval to implement the tax.
2. Monitor hotel development and consider a tax if the City becomes eligible under existing statutory thresholds.
 - RSMo. 67.1003 authorizes a City of the third class (i.e. Chesterfield) in a county of the first class (i.e. St. Louis County) with more than 2,500 hotel and motel rooms to impose a hotel tax of up to 0.5% upon voter approval.
 - The City would go to the voters for approval to implement the tax.

Estimated Hotel Revenue in Chesterfield

Hotel tax revenue depends primarily on: Number of hotel rooms, Average occupancy rate, Average daily room rate.

Using reasonable planning assumptions: Rooms: **2,053**, Occupancy: **65 percent**, Average Daily Rate: **\$140**.

Estimated annual hotel room revenue within Chesterfield is approximately **\$67–68 million per year**.

Potential Municipal Hotel tax Revenue

Based on estimated annual hotel revenue of approximately **\$68 million**, potential municipal hotel tax revenue could be:

Tax Rate	Estimated Annual Revenue
0.5%	~\$340,000
2%	~\$1.36 million
3%	~\$2.04 million
5%	~\$3.39 million

However, the statutory pathway currently identifiable without new legislation under **RSMo 67.1003** would limit the tax rate to **0.5 percent**, which would generate approximately **\$300,000 to \$400,000 annually** depending on hotel market conditions.

St. Louis Area Municipalities with a Hotel Tax

Several municipalities in the St. Louis region have received statutory authority from the Missouri General Assembly to impose a local hotel tax, typically subject to **voter approval** and limited to **tourism or convention-related uses**.

Municipality	Maximum Rate	Annual Revenue (est.)
Maryland Heights	.5%	\$320,000
Hazelwood	5%	\$500,000
St. Peters	2%	\$200,000
O'Fallon	5%	\$835,000

Chesterfield currently collects only the **7.25 percent county hotel tax**, making its overall hotel tax burden comparatively lower than several nearby jurisdictions.

Policy Options for the City of Chesterfield

Council may wish to consider two policy options to pursue a hotel tax:

Option 1: Seek Legislative Authorization

The City could work with its representatives to pursue legislation authorizing Chesterfield to submit a hotel tax proposal to voters under **RSMo. 67.1000**.

Potential advantages include:

- Ability to propose significantly higher tax rates commonly used by other municipalities (typically **2–5 percent**)
- Greater revenue potential to support tourism promotion or related initiatives

Potential challenges include:

- Legislative approval may be uncertain
- Lodging industry groups may oppose additional municipal hotel taxes in the region
- Local voter approval is required

Option 2: Wait for Statutory Eligibility

The City could monitor hotel development and consider implementing a hotel tax if hotel inventory exceeds **2,500 rooms**, triggering eligibility under **RSMo. 67.1003**.

Potential advantages include:

- No legislative action required
- Clear statutory authorization already exists

Limitations include:

- The tax rate would be limited to **0.5 percent**, producing relatively modest revenue.
- Local voter approval is required

Recommendation:

The timeline for Chesterfield to reach the 2,500-room threshold required under existing statute is uncertain and dependent on future private development. Even if that threshold is met, the allowable tax rate of 0.5 percent under RSMo. 67.1003 would generate relatively modest revenue, which could be partially offset by the administrative and staffing costs required to effectively manage and program those funds.

If the City is going to pursue a hotel tax and present the question to voters, it is important to do so in a way that maximizes the potential benefit.

Staff therefore recommends that the City pursue legislative authorization to submit a hotel tax to voters at a rate comparable to other municipalities (typically 2–5 percent), rather than waiting for statutory eligibility. This approach avoids reliance on an uncertain development timeline, provides a more meaningful and cost-effective revenue source, and ensures that any future ballot initiative delivers the greatest possible impact for the community.

Please forward to F&A Committee for their review and recommendation.

 2026-5-19