



**CITY OF CHESTERFIELD
FINANCE & ADMINISTRATION
COMMITTEE MEETING**

**MONDAY NOVEMBER 27, 2017
5:30 P.M.**

CONFERENCE ROOM 102 & 103

- I. Budget Workshop V**
 - A.** Updated Review Projections
 - B.** 2018 Budget Proposal
 - 1. Staff recommendations
- II. City Administrator Process**
 - A.** Process to establish goals, objectives and provide performance evaluation
- III. Tuition Reimbursement Program Guidelines**
- IV. Criteria for determining annual appropriation for merit raises**

PERSONS REQUIRING AN ACCOMMODATION TO ATTEND AND PARTICIPATE IN THE CITY COUNCIL MEETING SHOULD CONTACT CITY CLERK VICKIE HASS AT (636) 537-6716, AT LEAST TWO (2) WORKDAYS PRIOR TO THE MEETING.

cc: Mayor Bob Nation and City Council
Mike Geisel, City Administrator
Chris Graville, City Attorney

Customer Service Center
Executive Staff

Memorandum



TO: Mayor & City Council
FROM: Mike Geisel, City Administrator *Mike Geisel*
DATE: November 22, 2017
RE: Budget recommendations

As has been communicated and discussed over the last few months, we have been monitoring the sales tax revenues very closely. The original 2018 budget proposal provided at the first budget workshop reflected reduced sales tax revenues below the 2017 budgeted amount, both for the end of year 2017 and 2018 fiscal years. For reference purposes, our assumption in preparing the 2018 budget proposal was to recognize lower sales tax revenues than were budgeted in 2017, and to reflect no growth in sales tax above the 2017 projected receipts. Again, those projections were, substantially below the original 2017 budget amounts.

You will remember that the sales tax figures disproportionately impact the Capital and Parks Fund budgets. Other than grants and the internally generated revenues within the Parks Fund, sales tax receipts are the dominate source of funds for Capital Projects and Parks Operations. The General Fund is not impacted as severely for several reasons: 1) The Sales tax revenues are generated by the metro sales tax pool and local effects are not as pronounced. 2) Sales tax receipts are roughly 1/3 of the total General Fund revenues, 3) The effect of SB 867 created a substantial initial increase in revenues early in 2017, although that increase has eroded somewhat in the last few months, and 4) the passage of Proposition P to fund public safety activities was not originally budgeted for 2017, but we anticipate 3 months of receipts for fiscal year 2017.

After receipt of the September sale tax numbers, our presentation during the fourth budget workshop indicated that the sales tax revenues were further disappointing and they were even lower than our previously reduced projected numbers. I advised that we would wait until we were in receipt of our next month's sales tax deposits before taking action. As noted below, those numbers have come in significantly lower again. We have analyzed and scrutinized the receipts very closely.

As The Mayor and I have monitored these revenues closely and compared them to our proposed budget. It is clear to me, that while we have three months of receipts still coming, we will significantly undershoot even our reduced projections. This is most pronounced in the Parks and Capital funds, as the pooled revenues in the

General Fund have not been impacted as severely. In addition, the receipts from Proposition P mitigate the underperformance to a significant degree.

The revenues in the Capital Fund and Parks Fund will be substantially below projections, which in turn, necessitate in my opinion, that since we proposed that the 2018 sales tax revenues be equal to the projected 2017 sales tax revenues that we reduce the 2018 budgeted revenues accordingly. As stated above, while we have reduced the projected revenues in the General Fund, revenues continue to remain well above budgeted expenses for 2018 and no significant changes are recommended from the preliminary General Fund Budget which resulted from the four budget workshops. In fact, the preliminary budget maintains the \$1.5 million transfer to debt service to offset the final year of the City Hall debt and to attempt to maintain at least level debt service through 2025 in the Parks Fund. I commend all of our elected officials for this very important commitment.

Although we've completed the four budget workshops and were preparing to present the proposed budget for the 12/4/2017 public hearing, Staff has taken an aggressive posture with regard to these revenue projections and I recommend the following aggressive actions to reduce both 2018 budgeted revenues and expenditures. Let me be very clear, these actions will impact operations and in some cases simply defer inevitable future expenses. However, I feel it is necessary and prudent to reduce the 2018 budget accordingly. While we cannot control changing consumer preferences that affect sales tax revenues, we have all acknowledged our unhealthy reliance on sales tax revenues.

Hopefully, sales tax revenues will recover during 2018 and if so, we would expect to ask Council to consider re-instating many of the deferrals, reductions and eliminations. It would simply be imprudent to ignore the current revenue shortfall. It should also be understood that the actual 2017 expenditures will certainly be less than currently projected and that will improve our fiscal position. That requires a separate analysis and would only add variables to further confuse the current response.

It is my responsibility as City Administrator to propose a viable strategy to address this concern. This is not business as usual and these reductions will impact our operations. These reductions are not superficial and will not be without impact. We simply have to acknowledge the clear and obvious revenue trend that now appears to be persistent. Accordingly, we have spent considerable time reviewing the revenue projections. Attached hereto are spreadsheet summaries of historical performance in each fund as well as our estimates for 2018 performance. I offer the following summary of how we have come to the current revenue estimates.

Parks Fund

\$7,429,000 Original 2017 budgeted sales tax revenue

\$7,008,753 Preliminary budget sales tax projections

\$6,857,192 Revised preliminary budget sales tax projections

\$6,671,396 Current 2017 sales tax revenue projections

\$6,671,396 Proposed 2018 budget sales tax revenues

The proposed 2018 Parks Fund sales tax revenues were estimated to be 7.7% BELOW the 2016 receipts. They represent Chesterfield's actual 2017 Parks sales tax receipts through the first nine months of the year, (which are 7.7% lower than 2016) and then the final three months of 2017 are estimated at 7.7% below the 2016 actual receipts for the same period. This value is also actually 4.4% below the 2014 parks sales tax receipts.

Capital Projects Fund

\$6,315,000 Original 2017 budgeted sales tax revenue

\$5,957,440 Preliminary 2017 budget sales tax projections

\$5,828,897 Revised preliminary budget sales tax projections

\$5,670,856 Current 2017 budget sales tax revenue projections

\$5,670,856 Proposed 2018 budget sales tax revenues

The proposed 2018 Capital Fund sales tax revenues were estimated in the same manner as the Parks Fund. The 2018 Capital Sales Tax receipts are estimated to be 7.7% BELOW the 2016 receipts. They represent Chesterfield's actual 2017 Capital Projects sales tax receipts through the first nine months of the year, (which are 7.7% lower than 2016) and then the final three months of 2017 are estimated at 7.7% below the 2016 actual receipts for the same period. This value is also actually 4.4% below the 2014 Capital Fund sales tax receipts.

General Fund

\$7,486,109 Original budgeted sales tax revenue

\$7,840,557 Preliminary budget sales tax projections

\$7,604,518 Revised preliminary budget sales tax projections

\$7,321,634 Current Staff budget sales tax projections for 2017 (includes three months of Proposition P funds \$450,000)

\$6,871,634 Proposed 2018 budget sales tax revenues

\$2,185,000 Proposed 2018 budget Prop P sales tax revenues

\$9,056,000 total sales tax revenues for 2018

As stated earlier, the General Fund is not impacted to the degree the other funds are. Through September, the General Fund Sales Tax revenues are currently 1.19% ABOVE the 2016 receipts for the same 9 month period in 2016. However, this is misleading due to the large "SB 867 correction" which the City received in the first quarter of 2017. Over the last three months, Chesterfield's receipts have actually decreased an average of 9% as compared to the same months in 2016. There are a variety of factors involved in this decrease, but it is also partially attributable to a negative "HB 618 correction", which has reduced these latter monthly receipts. The City is still significantly benefiting from SB 867, but the latter months have marginally decreased our early gains.

The 2017 Sales Tax General Fund revenues are further complicated, albeit in a positive manner, due to the passage of Proposition P. As you know, the 2017 budget did not include any revenues associated with Proposition P, but Chesterfield will recognize three months of receipts. However, the proposed 2018 budget did include a line item for Proposition P receipts. For estimation purposes, the 2018 Proposition P revenues have been discounted by 5% over earlier estimates. The 2018 General Fund Sales taxes were calculated to be the current proposed 2017 sales tax revenues (\$6,871,634), reduced by the 2017 Proposition P receipts (\$450,000).

RECOMMENDATIONS

Staff is committed to providing you a set of proposed budgetary reductions commensurate with the anticipated reduction in revenues. There is little effect on the General Fund, other than to reduce the net revenues over expenditures for 2018, but the Capital Projects Fund and Parks Fund, are significantly impacted. I request and recommend that City Council consider the following revisions to the previous preliminary budget proposal:

Attached hereto is a list of staff recommended reductions to the 2018 proposed budget for Council's consideration. There are \$789,575 in cumulative expense reductions proposed for the 2018 fiscal year. These reductions are derived primarily from the Parks Fund and Capital Projects Fund, due to the revenue impacts described above. As stated previously, these are not desirable reductions, but necessary and essential. It should be clear that a significant number of these expenses are simply temporary deferments, while others reflect a permanent elimination. If we find that the sales tax revenues rebound in a significant way, I would then recommend that the City Council reconsider some of these deferments, eliminations, or reductions sometime in 2018.

Parks:

The recommended reductions within the Parks Fund of \$263,275, coupled with the last reduction in projected revenues of \$185,796, results in a 2018 Parks Fund

Budget with net 2018 activity of -\$12,416, leaving a projected End of Year 2018 Park Fund balance of \$1,906,859. This is actually an improved result as compared to the preliminary budget which came out of the multiple budget workshops.

Capital Projects

The recommended reductions within the Capital Projects Fund of \$500,000, coupled with the last reduction in projected revenues of \$185,796, results in a 2018 Capital Fund Budget with net activity of \$202,915, leaving a projected End of Year 2018 Capital Fund balance of \$45,717. This also, is actually an improved result as compared to the preliminary budget which came out of the multiple budget workshops.

General Fund

The recommendations provide only minor revision to the proposed General Fund Budget, a reduction of \$26,300. The proposed General Fund budget retains the \$1.5 million transfer to the debt service fund(s) for future debt payments. As proposed, the 2018 End of Year General Fund – Fund Balance is projected to be \$10,037,433, which leaves \$949,008 over the forty percent reserve value. Please note, however, that the 40% reserve policy amount is somewhat inflated since the policy dictates that the 40% is calculated based on expenditures and transfers. So, by transferring the \$1.5 million to the debt service funds, we have effectively temporarily increased the reserve policy threshold by \$600,000 (.40x \$1.5 million).

It is my hope and expectation that Council would recognize the magnitude and impact of this revenue trend and adopt the budget WITH the recommended changes. Recognizing that the budget is a living, breathing entity, we will have to continue to monitor revenues and expenditures closely, and adjust as necessary.

If you have any questions, please contact Mr. DesPlanques or me prior to Monday's F&A meeting of the whole.

Attachments

Cc Chris DesPlanques, Finance Director

Tom McCarthy, Director of Parks, Recreation and Arts

Jim Eckrich, Director of Public Works\City Engineer

Ray Johnson, Chief of Police

Justin Wyse, Director of Planning and Development Services

Libbey Tucker, Assistant City Administrator

Matt Haug, Information Technologies Director

PROPOSED BUDGET REDUCTIONS

PARKS

119-084	5210 Advertising	(\$1,000)	
	Reduce Charter Cable Ads		\$1,000
	5251 Misc. Contractual	(\$25,750)	
	Reduce soil testing		\$500
	Reduce Irrigation		\$500
	Eliminate Lake stocking		\$1,500
	Reduce pump station maintenance		\$250
	Reduce art sculpture maintenance		\$500
	Reduce fencing		\$3,000
	Reduce Cintas		\$2,000
	Reduce Pool Maintenance/equipment-buildings		\$2,500
	Reduce Trail Maintenance		\$5,000
	Reduce Ground Maintenance		\$2,500
	Reduce Lazy River Pool Painting		\$7,500
	5277 Training and Education	(\$350)	
	Eliminate Gateway Green		\$350
	5313 Department Supplies	(\$35,500)	
	Reduce Non-capital Equipment		\$2,500
	Reduce Field Paint		\$2,000
	Reduce Mulch - in-house		\$3,000
	Reduce Top Soil		\$3,000
	Reduce Janitorial		\$5,000
	Reduce Plant Material		\$5,000
	Reduce Park Amenities		\$10,000
	Reduce Seed\Sod		\$5,000
	5325 Miscellaneous Supplies	(\$29,175)	
	Eliminate YOGA in the park		\$225
	Reduce B'Day event expenses at CVAC		\$150
	Reduce Family Fun Day at pool		\$250
	Eliminate Kickball Tournament		\$750
	Reduce Yappy Hour		\$500
	Reduce Environmental Programs		\$50
	Eliminate Intro to Bikes		\$1,000
	Eliminate SUP St. Louis		\$1,000
	Reduce National Fitness/Health Day		\$750
	Eliminate Kayak		\$1,500
	Reduce Get Active		\$1,000
	Eliminate 3V3 Basketball League		\$2,500
	Reduce Family Night at the Ball Fields		\$1,500
	Reduce Parks Swag		\$1,500
	Eliminate Kids Inflatable Run		\$3,000
	Reduce Recreation Programs		\$2,500
	Reduce Senior Sizzlers		\$1,000
	Eliminate October Festival		\$8,000
	Reduce 4th of July		\$2,000
	5326 Arts and Entertainment	(\$19,600)	
	Reduce Photographer		\$200
	Eliminate Kite Festival		\$1,000
	Eliminate Call for Art		\$1,500
	Reduce Art on Loan		\$1,500
	Reduce Sounds of Summer Concerts		\$5,400
	Reduce Ticketed Shows		\$10,000
	5440 Machinery and Equipment	(\$59,100)	

PROPOSED BUDGET REDUCTIONS

	Defer Utility Cart Replacement		\$6,800
	Defer Roller attachment for Skid Steer		\$8,300
	Defer Replacement of Backhoe attachments for skid steer		\$10,000
	Defer Field Groomer Replacement		\$11,500
	Defer Heavy Duty Utility Cart Replacement		\$22,500
	5460 Automobiles and Trucks	(\$57,500)	
	Defer 1/2 Ton Truck Replacment		\$27,500
	Defer 3/4 Ton Truck Replacment		\$30,000
119-087	5247 Maintenance & Repair Equipment	(\$2,500)	\$2,500
	5251 Miscellaneous Contractual	(\$2,500)	\$2,500
	5313 Department Supplies	(\$15,300)	
	Defer Condiment Station		\$2,500
	Defer Turbo Air Refrigerator		\$2,800
	Defer Cheese Dispenser		\$3,000
	Defer Freezer		\$7,000
	5440 Machinery and Equipment	(\$15,000)	
	Defer Garland Grill		\$15,000
		(\$263,275)	\$263,275

CAPITAL PROJECTS

120-079	5261 Professional Services	(\$30,000)	
	Reduce Miscellaneous Design		\$10,000
	Eliminate Miscellaneous Inspection and Construction Testing		\$20,000
	5490 Street Improvements	(\$450,000)	
	Reduce Concrete Street Reconstruction		\$140,000
	Defer Nardin Drive Asphalt Overlay		\$60,000
	Defer Wilson Avenue Asphal Overlay		\$250,000
	5495 Storm Sewer Improvements	(\$20,000)	
	Defer Street Grate Replacement		\$20,000
		(\$500,000)	\$500,000

GENERAL FUND

001-037	5313 Departmental Supplies	(\$26,300)	
	Surveillance System Hardware Replacements		\$26,300
	Surveillance System Hardware Replacements - PD ALLOCATION	(\$26,300)	
001-041	5313 Departmental Supplies		
	PD Allocation - Surveillance System Hardware Replacements		\$26,300
		(\$26,300)	\$26,300

Total Recommended Reductions (ALL FUNDS) (\$789,575)

Capital Improvement Sales Tax Fund
Capital Improvement Sales Tax
FY's 2013-2017

\	2013		2014		2015		2016		2017		to 2017		Budget		over/under Budget		percent month over month	
January	\$481,925		\$462,901		\$582,218		\$645,884	10.94%	\$514,921		-20.28%		\$635,857		(120,936)		-19.02%	
February	\$415,880		\$450,853		\$458,417		\$458,737	0.07%	\$462,621		0.85%		\$474,862		(12,241)		-2.58%	
March	\$316,561		\$454,109		\$384,247		\$368,387	-4.13%	\$395,990		7.49%		\$389,680		6,310		1.62%	
April	\$483,198		\$462,014		\$542,562		\$559,701	3.16%	\$449,118		-19.76%		\$570,703		(121,585)		-21.30%	
May	\$465,576		\$666,546		\$583,819		\$571,837	-2.05%	\$598,209		4.61%		\$598,348		(139)		-0.02%	
June	\$331,305		\$377,738		\$381,400		\$403,411	5.77%	\$402,355		-0.26%		\$406,340		(3,985)		-0.98%	
July	\$533,258		\$574,088		\$634,556		\$633,729	-0.13%	\$568,691		-10.26%		\$656,662		(87,971)		-13.40%	
August	\$411,221		\$508,279		\$493,871		\$490,405	-0.70%	\$425,282		-13.28%		\$509,615		(84,333)		-16.55%	
September	\$476,031		\$408,611		\$402,178		\$390,999	-2.78%	\$357,784		-8.49%		\$410,672		(52,888)		-12.88%	
October	\$486,993		\$503,790		\$532,592		\$487,865	-8.40%	\$450,290		-7.70%		\$528,348		(78,058)		-14.77%	
November	\$465,612		\$558,734		\$584,565		\$603,212	3.19%	\$556,753		-7.70%		\$614,978		(58,225)		-9.47%	
December	\$569,041		\$504,664		\$472,643		\$529,633	12.06%	\$488,841		-7.70%		\$518,935		(30,094)		-5.80%	
Total	\$5,436,601		\$5,932,326		\$6,053,069		\$6,143,800	1.50%	\$5,670,856		-7.70%		\$6,315,000		(644,144)		-20.94%	
9 month avg below 2016																		

General Fund Projections - 2018

Sales Tax

FY's 2013-2018

% incr/-decr from 2015

% incr/-decr from 2016

\$2,300,000

\$2,185,000

Revenues	2013	2014	2015	2016	2017	to 2017	2018 Sales Tax	Perc of whole	2018 Prop P
January	\$569,937	\$473,637	\$560,648	\$645,098	\$837,570	29.84%	\$837,570	12%	\$266,325
February	\$493,061	\$502,110	\$543,960	\$515,679	\$559,042	8.41%	\$559,042	8%	\$177,761
March	\$349,770	\$528,831	\$435,001	\$384,153	\$486,840	26.73%	\$486,840	7%	\$154,802
April	\$633,672	\$538,708	\$630,847	\$674,131	\$555,331	-17.62%	\$555,331	8%	\$176,581
May	\$573,885	\$795,618	\$665,425	\$700,054	\$716,153	2.30%	\$716,153	10%	\$227,718
June	\$410,295	\$523,829	\$530,264	\$485,475	\$480,756	-0.97%	\$480,756	7%	\$152,868
July	\$765,740	\$700,614	\$796,405	\$802,513	\$760,229	-5.27%	\$760,229	11%	\$241,733
August	\$504,342	\$628,893	\$649,477	\$620,414	\$537,803	-13.32%	\$537,803	8%	\$171,007
September	\$483,238	\$509,280	\$513,967	\$486,407	\$443,338	-8.85%	\$443,338	6%	\$140,970
October	\$589,840	\$662,348	\$710,246	\$660,240	\$600,818	-9.00%	\$600,818	9%	\$191,044
November	\$420,243	\$533,506	\$521,946	\$561,167	\$510,662	-9.00%	\$510,662	7%	\$162,377
December	\$546,068	\$399,476	\$420,419	\$420,980	\$383,092	-9.00%	\$383,092	6%	\$121,813
Total	\$6,340,091	\$6,796,849	\$6,978,603	\$6,956,311	\$6,871,634	-1.22%	\$6,871,634	100%	\$2,185,000
					\$450,000	Add three months prop P			
					\$7,321,634	1.19%			\$9,056,634

<i>Statement of Projected Revenues and Expenditures - Parks Sales Tax Fund</i>	2016 ACTUAL	2017 BUDGET	2017 AMENDED BUDGET	2017 PROJECTED	Increase/Decrease 2017 Amended Budget vs 2017 Projected	
FUND BALANCE, JANUARY 1	\$2,870,583	\$2,661,226	\$2,661,226	\$2,661,226		
REVENUES:						
Sales Tax	\$7,228,099	\$7,429,000	\$7,429,000	\$6,671,396	(\$757,604)	-10.2%
Intergovernmental	\$28,392	\$0	\$0	\$0	\$0	100.0%
Charges for Services	\$1,840,779	\$1,931,620	\$1,931,620	\$1,856,739	(\$74,881)	-3.9%
Other Revenues	\$71,483	\$31,000	\$31,000	\$30,000	(\$1,000)	-3.2%
TOTAL REVENUE	\$9,168,753	\$9,391,620	\$9,391,620	\$8,558,135	(\$833,485)	-8.9%
TOTAL AVAILABLE FUNDS	\$12,039,336	\$12,052,846	\$12,052,846	\$11,219,361		
EXPENDITURES						
Parks and Recreation	\$5,253,328	\$5,158,013	\$5,341,218	\$5,222,391	(\$118,827)	-2.2%
CVAC Concession	\$499,880	\$643,537	\$643,537	\$643,393	(\$144)	0.0%
Central Park - Concession	\$63,178	\$60,480	\$60,480	\$58,613	(\$1,867)	-3.1%
Capital Items	\$468,043	\$312,000	\$419,753	\$413,210	(\$6,543)	-1.6%
TOTAL EXPENDITURES	\$6,284,429	\$6,174,030	\$6,464,988	\$6,337,607	(\$127,381)	-2.0%
TRANSFERS TO/FROM OTHER FUNDS	(\$3,093,681)	(\$2,962,479)	(\$2,962,479)	(\$2,962,479)	\$0	0.0%
TOTAL EXPENDITURES AND TRANSFERS	\$9,378,110	\$9,136,509	\$9,427,467	\$9,300,086	(\$127,381)	-1.4%
FUND BALANCE, DECEMBER 31	\$2,661,226	\$2,916,337	\$2,625,379	\$1,919,275		
Change in Fund Balance	(\$209,357)	\$255,111	(\$35,847)	(\$741,951)		

<i>Statement of Projected Revenues Parks Sales Tax Fund</i>	2016 ACTUAL	2017 BUDGET	2017 PROJECTED	Increase/Decrease 2017 Amended Budget vs 2017 Projected	
Sales Tax:					
Sales Tax	<u>\$7,228,099</u>	<u>\$7,429,000</u>	<u>\$6,671,396</u>	<u>(\$757,604)</u>	<u>-10.2%</u>
Intergovernmental:					
Grants	<u>\$28,392</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>
Charges for Services:					
Parks Charges & Fees	\$97,149	\$127,870	\$115,660	(\$12,210)	-9.5%
Dog Tags	\$18,210	\$15,000	\$18,500	\$3,500	23.3%
General Rev Concession - CVAC	\$643,487	\$669,344	\$574,202	(\$95,142)	-14.2%
Soda Exclusivity - CVAC	\$17,000	\$0	\$17,500	\$17,500	0.0%
Soda Rebates - CVAC	\$6,785	\$0	\$6,800	\$6,800	0.0%
General Revenue - Concession Central Park	\$89,364	\$97,642	\$63,904	(\$33,738)	-34.6%
Soda Exclusivity - Concession Central Park	\$2,000	\$0	\$2,500	\$2,500	0.0%
General Revenue - Concession Amphitheater	\$22,995	\$24,864	\$18,129	(\$6,735)	-27.1%
Pool Revenue	\$239,366	\$223,900	\$218,854	(\$5,046)	-2.3%
Pool Program	\$20,574	\$21,500	\$21,200	(\$300)	-1.4%
Parks Contributions	\$22,920	\$0	\$45,600	\$45,600	0.0%
Field Rentals	\$520,103	\$464,000	\$437,000	(\$27,000)	-5.8%
Amphitheater Revenue	\$130,912	\$270,500	\$300,890	\$30,390	11.2%
Miscellaneous Arts Revenue	\$9,900	\$17,000	\$16,000	(\$1,000)	-5.9%
Total Charges for Services	<u>\$1,840,779</u>	<u>\$1,931,620</u>	<u>\$1,856,739</u>	<u>(\$74,881)</u>	<u>-3.9%</u>
Other Revenues:					
Interest on Investments	(\$1,517)	\$1,000	\$0	(\$1,000)	0.0%
Miscellaneous	<u>\$73,000</u>	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$0</u>	<u>0.0%</u>
Total Other Revenues	<u>\$71,483</u>	<u>\$31,000</u>	<u>\$30,000</u>	<u>(\$1,000)</u>	<u>-3.2%</u>
Totals	<u><u>\$9,168,753</u></u>	<u><u>\$9,391,620</u></u>	<u><u>\$8,558,135</u></u>	<u><u>(\$833,485)</u></u>	<u><u>-8.9%</u></u>

<i>Statement of Budgeted Revenues and Expenditures - Parks Sales Tax Fund</i>	2016 ACTUAL	2017 AMENDED BUDGET	2017 PROJECTED	2018 BUDGET	Increase/Decrease 2017 Projected vs 2018 Budget	
FUND BALANCE, JANUARY 1	\$2,870,583	\$2,661,226	\$2,661,226	\$1,919,275		
REVENUES:						
Sales Tax	\$7,228,099	\$7,429,000	\$6,671,396	\$6,671,396	\$0	0.0%
Intergovernmental	\$28,392	\$0	\$0	\$0	\$0	0.0%
Charges for Services	\$1,840,779	\$1,931,620	\$1,856,739	\$2,020,137	\$163,398	8.8%
Other Revenues	\$71,483	\$31,000	\$30,000	\$30,000	\$0	0.0%
TOTAL REVENUE	\$9,168,753	\$9,391,620	\$8,558,135	\$8,721,533	\$163,398	1.9%
TOTAL AVAILABLE FUNDS	\$12,039,336	\$12,052,846	\$11,219,361	\$10,640,808		
EXPENDITURES						
Parks and Recreation	\$5,253,328	\$5,341,218	\$5,222,391	\$4,971,374	(\$251,017)	-4.8%
CVAC Concession	\$499,880	\$643,537	\$643,393	\$649,947	\$6,554	1.0%
Central Park - Concession	\$63,178	\$60,480	\$58,613	\$46,507	(\$12,106)	-20.7%
Capital Items	\$468,043	\$419,753	\$413,210	\$48,000	(\$365,210)	-88.4%
TOTAL EXPENDITURES	\$6,284,429	\$6,464,988	\$6,337,607	\$5,715,828	(\$621,779)	-9.8%
TRANSFERS TO/FROM OTHER FUNDS	(\$3,093,681)	(\$2,962,479)	(\$2,962,479)	(\$3,018,121)	(\$55,642)	1.9%
TOTAL EXPENDITURES AND TRANSFERS	\$9,378,110	\$9,427,467	\$9,300,086	\$8,733,949	(\$566,137)	-6.1%
FUND BALANCE, DECEMBER 31	\$2,661,226	\$2,625,379	\$1,919,275	\$1,906,859		
Change in Fund Balance	(\$209,357)	(\$35,847)	(\$741,951)	(\$12,416)		

<i>Statement of Budgeted Revenue</i> <i>Parks Sales Tax Fund</i>	2017 BUDGET	2017 PROJECTED	2018 BUDGET	Increase/Decrease 2017 Projected vs 2018 Budget	
Sales Tax:					
Sales Tax	\$7,429,000	\$6,671,396	\$6,671,396	\$0	0.0%
Charges for Services:					
Parks Charges & Fees	\$127,870	\$115,660	\$218,480	\$102,820	88.9%
Dog Tags	\$15,000	\$18,500	\$16,500	(\$2,000)	-10.8%
General Rev Concession - CVAC	\$669,344	\$574,202	\$630,000	\$55,798	9.7%
Soda Exclusivity - CVAC	\$0	\$17,500	\$17,500	\$0	0.0%
Soda Rebates - CVAC	\$0	\$6,800	\$6,000	(\$800)	-11.8%
General Revenue - Concession Central Park	\$97,642	\$63,904	\$63,904	\$0	0.0%
Soda Exclusivity - Concession Central Park	\$0	\$2,500	\$2,500	\$0	0.0%
General Revenue - Concession Amphitheater	\$24,864	\$18,129	\$18,673	\$544	3.0%
Pool Revenue	\$223,900	\$218,854	\$220,000	\$1,146	0.5%
Pool Program	\$21,500	\$21,200	\$21,500	\$300	1.4%
Parks Contributions	\$0	\$45,600	\$5,000	(\$40,600)	-89.0%
Field Rentals	\$464,000	\$437,000	\$454,080	\$17,080	3.9%
Amphitheater Revenue	\$270,500	\$300,890	\$338,000	\$37,110	12.3%
Miscellaneous Arts Revenue	\$17,000	\$16,000	\$8,000	(\$8,000)	-50.0%
Total Charges for Services	\$1,931,620	\$1,856,739	\$2,020,137	\$163,398	8.8%
Other Revenues:					
Interest on Investments	\$1,000	\$0	\$0	\$0	#DIV/0!
Miscellaneous	\$30,000	\$30,000	\$30,000	\$0	0.0%
Total Other Revenues	\$31,000	\$30,000	\$30,000	\$0	0.0%
Totals	\$9,391,620	\$8,558,135	\$8,721,533	\$163,398	1.9%

<i>Budgeted Expenditures By Type Parks Sales Tax Fund</i>	2016 ACTUAL	2017 PROJECTED	2018 BUDGET
Personnel	\$2,973,373	\$3,085,165	\$3,158,863
Contractual	\$1,541,967	\$1,503,942	\$1,297,725
Commodities	\$1,301,046	\$1,335,290	\$1,211,240
Capital	\$468,043	\$413,210	\$48,000
Total Expenditures	<u>\$6,284,430</u>	<u>\$6,337,607</u>	<u>\$5,715,828</u>

Detail of Budgeted Capital Expenditures - Parks Sales Tax Fund

Department/Activity	Description	Amount	Activity Total
Parks			
Parks & Recreation			
Parks & Recreation	Backhoe attachment for Bobcat - Replacement	Deferred	
	Field Groomer - Replacement	Deferred	
	Heavy Duty Utility Cart -Replacement	Deferred	
	Roller attachment for Bobcat - New	Deferred	
	Utility Cart - Replacement	Deferred	
	1/2 Ton Truck - replacement	Deferred	
	3/4 Ton Truck- replacement	Deferred	
	Amphitheater Steps	Eliminated	
	Electric B concession Stand	Eliminated	
	Pool Concessions AC	\$11,000	
	Water Heater at Pool - Replace	\$16,000	
	Slides (2) repair/maintenance	<u>\$21,000</u>	Reduced
	Total Capital		<u>\$48,000</u>

Fund Reserves for the Parks Sales Tax Fund - 12/31/17

12/31/16 Parks Sales Tax Fund Reserves	\$2,661,226
FY2017 Projected Net Activity	<u>(\$741,951)</u>
Projected 12/31/17 Parks Sales Tax Fund Reserves	\$1,919,275

Fund Reserves for the Parks Sales Tax Fund - 12/31/18

12/31/17 Parks Sales Tax Fund Reserves	\$1,919,275
FY2018 Projected Net Activity	<u>(\$12,416)</u>
Projected 12/31/18 Parks Sales Tax Fund Reserves	\$1,906,859

<i>Statement of Projected Revenues and Expenditures - Capital Improvement Sales Tax Fund</i>	2016 ACTUAL	2017 ADOPTED BUDGET	2017 AMENDED BUDGET	2017 PROJECTED	Increase/Decrease 2017 Amended Budget vs 2017 Projected	
FUND BALANCE, JANUARY 1	\$3,283,353	\$2,286,069	\$2,286,069	\$2,286,069		
REVENUES:						
Sales Tax	\$6,143,800	\$6,315,000	\$6,315,000	\$5,670,856	(\$644,144)	-10.2%
Other Revenues	\$1,943,469	\$1,392,880	\$1,392,880	\$2,481,208	\$1,088,328	78.1%
TOTAL REVENUE	\$8,087,269	\$7,707,880	\$7,707,880	\$8,152,064	\$444,184	5.8%
TOTAL AVAILABLE FUNDS	\$11,370,622	\$9,993,949	\$9,993,949	\$10,438,133		
EXPENDITURES						
Public Works	\$849,689	\$637,396	\$1,219,620	\$1,186,279	(\$33,341)	-2.7%
Capital Items	\$9,118,040	\$5,750,000	\$11,769,128	\$10,946,698	(\$822,430)	-7.0%
TOTAL EXPENDITURES	\$9,967,729	\$6,387,396	\$12,988,748	\$12,132,977	(\$855,771)	-6.6%
TRANSFERS TO/FROM OTHER FUNDS	\$883,177	(\$1,889,400)	\$931,600	\$1,537,646	\$606,046	65.1%
TOTAL EXPENDITURES AND TRANSFERS	\$9,084,553	\$8,276,796	\$12,057,148	\$10,595,331	(\$1,461,817)	-12.1%
FUND BALANCE, DECEMBER 31	\$2,286,069	\$1,717,153	(\$2,063,199)	(\$157,198)		
Change In Fund Balance	(\$997,284)	(\$568,916)	(\$4,349,268)	(\$2,443,267)		

<i>Statement of Budgeted Revenues and Expenditures - Capital Improvement Sales Tax Fund</i>	2016 ACTUAL	2017 AMENDED BUDGET	2017 PROJECTED	2018 BUDGET	Increase/Decrease 2017 Projected vs 2018 Budget	
FUND BALANCE, JANUARY 1	\$3,283,353	\$2,286,069	\$2,286,069	(\$157,198)		
REVENUES:						
Sales Tax	\$6,143,800	\$6,315,000	\$5,670,856	\$5,670,856	\$0	0.00%
Other Revenues	\$1,943,469	\$1,392,880	\$2,481,208	\$962,869	(\$1,518,339)	-61.19%
TOTAL REVENUE	\$8,087,269	\$7,707,880	\$8,152,064	\$6,633,725	(\$1,518,339)	-18.63%
TOTAL AVAILABLE FUNDS	\$11,370,622	\$9,993,949	\$10,438,133	\$6,476,527		
EXPENDITURES						
Public Works	\$849,689	\$1,219,620	\$1,186,279	\$662,295	(\$523,984)	-44.17%
Capital Items	\$9,118,040	\$11,769,128	\$10,946,698	\$2,279,000	(\$8,667,698)	-79.18%
TOTAL EXPENDITURES	\$9,967,729	\$12,988,748	\$12,132,977	\$2,941,295	(\$9,191,682)	-75.8%
TRANSFERS TO/FROM OTHER FUNDS	\$883,177	\$931,600	\$1,537,646	(\$3,489,515)	(\$5,027,161)	-326.9%
TOTAL EXPENDITURES AND TRANSFERS	\$9,084,553	\$12,057,148	\$10,595,331	\$6,430,810	(\$4,164,521)	-39.3%
FUND BALANCE, DECEMBER 31	\$2,286,069	(\$2,063,199)	(\$157,198)	\$45,717		
Net Change In Fund Balance	(\$997,284)	(\$4,349,268)	(\$2,443,267)	\$202,915		

2018 Budgeted Expenditures By Type - Capital Improvement Sales Tax Fund

Public Works

Capital Expenditures	Concrete Street Reconstruction	\$1,740,000	
	Asphalt Overlay	\$0	
	(3) 1.5 ton CNG Truck	\$282,000	
	Sidewalk Replacement	\$257,000	
	Trench Grate Replacement	\$0	
	Total Capital		\$2,279,000
Personnel	Salaries/Benefits		\$262,295
Contractual	Schoettler Road right of way	\$120,000	
	Design services for Schoettler turn lanes	\$100,000	
	Inspection/Testing Services - slab / sidewalk / asphalt	\$100,000	
	Old Chesterfield Right of Way	\$50,000	
	Misc. design	\$10,000	
	Miscellaneous Inspection and Construction Testing	\$0	
	Miscellaneous Capital Contracts	\$10,000	
	TIP grant application	\$10,000	
	Total Contractual		\$400,000
	Grand Total Expenditures		\$2,941,295

Statement of Projected Revenues and Expenditures - General Fund	2016 ACTUAL	2017 BUDGET	2017 AMENDED BUDGET	2017 PROJECTED	Increase/Decrease 2017 Amended Budget vs 2017 Projected	
FUND BALANCE, JANUARY 1	\$12,580,998	\$10,581,197	\$10,581,197	\$10,581,197		
REVENUES:						
Utility Taxes	\$6,861,787	\$6,962,000	\$6,962,000	\$6,816,354	(\$145,646)	-2.1%
Sales Tax	\$6,956,311	\$7,486,109	\$7,486,109	\$7,321,634	(\$164,475)	-2.2%
Intergovernmental Revenue	\$4,290,917	\$4,637,200	\$4,637,200	\$4,562,855	(\$74,345)	-1.6%
Licenses and Permits	\$1,600,329	\$1,538,420	\$1,538,420	\$1,681,035	\$142,615	9.3%
Charges for Services	\$162,835	\$113,050	\$316,603	\$321,665	\$5,062	1.6%
Court Receipts	\$838,000	\$926,508	\$926,508	\$779,056	(\$147,452)	-15.9%
Other Revenues	\$1,143,421	\$353,296	\$353,296	\$338,268	(\$15,028)	-4.3%
TOTAL REVENUE	\$21,853,599	\$22,016,583	\$22,220,136	\$21,820,867	(\$399,269)	-1.8%
EXPENDITURES						
Executive & Legislative	\$70,778	\$77,447	\$77,447	\$70,340	(\$7,107)	-9.2%
Department of Administration						
City Administrator	\$472,884	\$493,188	\$614,846	\$605,768	(\$9,078)	-1.5%
Finance	\$478,316	\$498,136	\$498,136	\$468,045	(\$30,091)	-6.0%
Courts	\$242,349	\$262,903	\$262,903	\$248,944	(\$13,959)	-5.3%
Information Technology	\$622,258	\$657,010	\$865,767	\$856,873	(\$8,894)	-1.0%
Central Services	\$1,271,712	\$1,293,302	\$1,299,290	\$1,296,592	(\$2,698)	-0.2%
Police Department	\$9,590,811	\$9,906,177	\$9,988,072	\$10,177,148	\$189,076	1.9%
Department of Public Services						
Planning and Development	\$908,871	\$1,004,263	\$795,506	\$719,115	(\$76,391)	-9.6%
Public Works	\$5,479,565	\$5,848,308	\$5,848,308	\$5,164,445	(\$683,863)	-11.7%
TOTAL EXPENDITURES	\$19,137,545	\$20,040,734	\$20,250,275	\$19,607,270	(\$643,005)	-3.2%
TRANSFERS TO/FROM OTHER FUNDS	(\$4,715,855)	(\$1,526,285)	(\$1,526,285)	(\$1,526,285)	\$0	0.0%
TOTAL EXPENDITURES AND TRANSFERS	\$23,853,400	\$21,567,019	\$21,776,560	\$21,133,555	(\$643,005)	-3.0%
OPERATING CHANGE IN FUND BALANCE	(\$1,999,801)	\$449,564	\$443,576	\$687,312	\$243,736	54.9%
Fund Balance Before One-Time/ Fund Reserve Expenditures	\$10,581,197	\$11,030,761	\$11,024,773	\$11,268,509		
One-Time / Fund Reserve Expenditures						
SNOW REMOVAL RECOUPMENT PROGRAM FOR PRIVATE STREETS			\$162,765	\$162,765		
2017 EMERALD ASH BORER (EAB) ACTIVITY			\$518,000	\$518,000		
RIVER VALLEY DRIVE CLOSURE DESIGN & CONSTRUCTION COSTS			\$203,000	\$203,000		
DOCUMENT MANAGEMENT SYSTEM			\$150,000	\$150,000		
JUSTICEWEB MODULE			\$18,000	\$18,000		
DEER CENSUS FUNDING			\$6,000	\$6,000		
COMPENSATION & BENEFITS STUDY			\$25,000	\$25,000		
PO ROLL - ENCUMBRANCES			\$536,913	\$536,913		
CNG PROJECT			\$2,100,000	\$2,100,000		
TRACFONE SETTLEMENT MML ADVOCACY ALLOCATION			\$1,542	\$1,542		
SECURITY ENHANCMENTS			\$100,336	\$100,336		
ENVIRONMENTAL STUDY			\$6,000	\$6,000		
VHP remaining			\$556,594	\$556,594		
Total One-Time Expenditures	\$0	\$0	\$4,384,150	\$4,384,150		
FUND BALANCE, DECEMBER 31	\$10,581,197	\$11,030,761	\$6,640,623	\$6,884,359		
Net Change in Fund Balance	(\$1,999,801)	\$449,564	(\$3,940,574)	(\$3,696,838)		

2017 Projected Revenue Detail

<i>Statement of Projected Revenues General Fund</i>	2016 Actual	2017 Budget	2017 Projected	Increase/Decrease 2017 Budget vs 2017 Projected	
Utility Taxes:					
Utility Taxes - Electric	\$3,809,386	\$4,075,000	\$3,866,954	(\$208,046)	-5.1%
Utility Taxes - Gas	\$946,553	\$1,011,000	\$987,618	(\$23,382)	-2.3%
Utility Taxes - Telephone	\$1,474,229	\$1,271,000	\$1,342,086	\$71,086	5.6%
Utility Taxes - Water	\$631,619	\$605,000	\$619,696	\$14,696	2.4%
Total Utility Taxes	\$6,861,787	\$6,962,000	\$6,816,354	(\$145,646)	-2.1%
Sales Tax (including Prop P)	\$6,956,311	\$7,486,109	\$7,321,634	(\$164,475)	-2.2%
Intergovernmental Revenue					
Motor Fuel Tax	\$1,275,892	\$1,316,000	\$1,277,396	(\$38,604)	-2.9%
Motor Vehicle Sales Tax	\$619,378	\$628,000	\$629,900	\$1,900	0.3%
Cigarette Tax	\$125,279	\$150,000	\$125,999	(\$24,001)	-16.0%
County Road & Bridge Tax	\$1,841,931	\$2,112,000	\$2,045,251	(\$66,749)	-3.2%
Police Bullet-Proof Vest Grant	\$2,433	\$4,000	\$5,000	\$1,000	25.0%
Police Academy Grant & RCCEEG	\$81,890	\$84,350	\$86,500	\$2,150	2.5%
ATF Overtime	\$2,532	\$7,500	\$1,100	(\$6,400)	-85.3%
DEA Task Force	\$21,127	\$22,600	\$19,000	(\$3,600)	-15.9%
COPS - Parkway & In School	\$266,889	\$278,000	\$263,500	(\$14,500)	-5.2%
Rockwood Grant	\$0	\$0	\$59,649	\$59,649	100.0%
Safety Town Grant	\$2,970	\$3,000	\$2,760	(\$240)	-8.0%
Police Overtime Grants	\$32,726	\$23,750	\$28,300	\$4,550	19.2%
FBI Overtime Grant	\$0	\$0	\$4,000	\$4,000	100.0%
Fund from Seized Assets	\$6,060	\$0	\$14,500	\$14,500	0.0%
POST Commission Training Grant	\$5,711	\$8,000	\$0	(\$8,000)	100.0%
Miscellaneous Grant	\$6,100	\$0	\$0	\$0	0.0%
Total Intergovernmental Revenue	\$4,290,917	\$4,637,200	\$4,562,855	(\$74,345)	-1.6%
Licenses & Fees					
Business Licenses	\$610,191	\$629,000	\$605,000	(\$24,000)	-3.8%
Liquor Licenses	\$75,458	\$75,000	\$76,000	\$1,000	1.3%
Vending Licenses	\$14,225	\$17,000	\$12,000	(\$5,000)	-29.4%
Cable Fees	\$879,773	\$790,000	\$960,967	\$170,967	21.6%
Alarm Company Licenses	\$1,750	\$1,700	\$1,750	\$50	2.9%
Miscellaneous Other Licenses	\$14,437	\$21,000	\$20,598	(\$402)	-1.9%
Total Licenses & Fees	\$1,600,329	\$1,538,420	\$1,681,035	\$142,615	9.3%
Charges for Services					
Engineering Inspection Fees	\$54,236	\$35,656	\$30,024	(\$5,632)	-15.8%
Zoning Applications	\$13,435	\$13,030	\$14,738	\$1,708	13.1%
Residential Street Tree Program	\$38,600	\$20,000	\$26,167	\$6,167	30.8%
Police Reports	\$8,015	\$7,500	\$8,309	\$809	10.8%
Fingerprinting	\$520	\$590	\$345	(\$245)	-41.5%
False Alarm Fees	\$28,680	\$24,225	\$23,150	(\$1,075)	-4.4%
Planning Misc Charges	\$381	\$250	\$400	\$150	60.0%
Clarkson Valley Police Services	\$0	\$203,553	\$203,553	\$0	0.0%

2017 Projected Revenue Detail

<i>Statement of Projected Revenues General Fund</i>	2016 Actual	2017 Budget	2017 Projected	Increase/Decrease 2017 Budget vs 2017 Projected	
Miscellaneous Other Charges	\$18,968	\$11,799	\$14,979	\$3,180	27.0%
Total Charges for Services	\$162,835	\$316,603	\$321,665	\$5,062	1.6%
Court Fines & Fees					
Court Fines & Fees	\$814,266	\$900,000	\$759,500	(\$140,500)	-15.6%
Court Fees - Training	\$10,862	\$12,132	\$8,950	(\$3,182)	-26.2%
Inmate Security Fee	\$10,862	\$12,132	\$8,950	(\$3,182)	-26.2%
CVC Fees	\$2,009	\$2,244	\$1,656	(\$588)	-26.2%
Total Court Fines & Fees	\$838,000	\$926,508	\$779,056	(\$147,452)	-15.9%
Miscellaneous Revenue					
Interest on Investments	\$49,195	\$75,000	\$106,975	\$31,975	42.6%
Environmental Revenues	\$2,280	\$2,500	\$1,784	(\$716)	-28.6%
Insurance Reimbursements	\$36,778	\$0	\$26,531	\$26,531	100.0%
Sale of Fixed Assets	\$103,745	\$150,000	\$38,070	(\$111,930)	-74.6%
Miscellaneous	\$202,456	\$25,000	\$37,549	\$12,549	50.2%
VHP Contributions	\$519,388	\$0	\$26,677	\$26,677	0.0%
Deferred Revenue - Designated TDD/NID	\$229,579	\$100,796	\$100,682	(\$114)	100.0%
Total Miscellaneous Revenue	\$1,143,421	\$353,296	\$338,268	(\$15,028)	-4.3%
Total Revenue	\$21,853,599	\$22,220,136	\$21,820,867	(\$399,269)	-1.8%

**General Fund
Schedule of Fund Reserves
December 31, 2017**

12/31/16 General Fund Reserves	\$10,581,197	
FY2017 Projected General Fund Activity	<u>(\$3,696,838)</u>	
Projected 12/31/17 General Fund Reserves	\$6,884,359	
<u>Less:</u>		
1) Funds Designated for POST (Funds from the State for Police Training Only)	(\$80,000)	
2) Funds Designated for Inmate Security	<u>(\$50,000)</u>	
Total Designated Funds	<u>(\$130,000)</u>	
Projected 12/31/17 Unreserved General Fund Reserves	\$6,754,359	31.2%
Less 40% Requirement of Expenditures including Transfers:	(\$8,646,679)	
FY2016 Expenditures & Transfers - Adopted Budget	\$21,616,697	
Total Available for Council above the 40% Requirement Policy	<u>(\$1,892,320)</u>	
<u>One Time Reimbursements</u>		
Temporary Transfer to Special Projects Fund for Wetland Mitigation	\$250,000	
CNG Related Grant Revenue	\$1,081,623	
Capital Improvement Sales Tax Fund Budgeted CNG Payment	\$470,242	
NID - Deferred Revenue (Broadmoor & Chesterfield Hill)	<u>\$1,494,849</u>	
	<u>\$3,296,714</u>	46.5%
Total Left Above the 40% Requirement Policy	<u><u>\$1,404,394</u></u>	

Statement of Budgeted Revenues and Expenditures - General Fund	2016 ACTUAL	2017 AMENDED BUDGET	2017 PROJECTED	2018 BUDGET	Increase/Decrease 2017 Projected vs 2018 Budget	
FUND BALANCE, JANUARY 1	\$12,580,998	\$10,581,197	\$10,581,197	\$6,884,359		
REVENUES:						
Utility Taxes	\$6,861,787	\$6,962,000	\$6,816,354	\$6,727,573	(\$88,781)	-1.3%
Sales Tax	\$6,956,311	\$7,486,109	\$7,321,634	\$9,056,634	\$1,735,000	23.7%
Intergovernmental Revenue	\$4,290,917	\$4,637,200	\$4,562,855	\$4,713,208	\$150,353	3.3%
Licenses and Permits	\$1,600,329	\$1,538,420	\$1,681,035	\$1,587,921	(\$93,114)	-5.5%
Charges for Services	\$162,835	\$316,603	\$321,665	\$517,404	\$195,739	60.9%
Court Receipts	\$838,000	\$926,508	\$779,056	\$794,556	\$15,500	2.0%
Other Revenues	\$1,143,421	\$353,296	\$338,268	\$472,440	\$134,172	39.7%
TOTAL REVENUE	\$21,853,599	\$22,220,136	\$21,820,867	\$23,869,736	\$2,048,869	9.4%
EXPENDITURES						
Executive & Legislative	\$70,778	\$77,447	\$70,340	\$74,185	\$3,845	5.5%
Department of Administration						
City Administrator	\$472,884	\$614,846	\$605,768	\$611,923	\$6,155	1.0%
Finance	\$478,316	\$498,136	\$468,045	\$556,892	\$88,847	19.0%
Courts	\$242,349	\$262,903	\$248,944	\$273,949	\$25,005	10.0%
Information Technology	\$622,258	\$865,767	\$856,873	\$814,675	(\$42,198)	-4.9%
Central Services	\$1,271,712	\$1,299,290	\$1,296,592	\$1,193,322	(\$103,270)	-8.0%
Police Department	\$9,590,811	\$9,988,072	\$10,177,148	\$11,291,273	\$1,114,125	10.9%
Planning and Development	\$908,871	\$795,506	\$719,115	\$747,713	\$28,598	4.0%
Public Works	\$5,479,565	\$5,848,308	\$5,164,445	\$5,607,296	\$442,851	8.6%
TOTAL EXPENDITURES	\$19,137,545	\$20,250,275	\$19,607,270	\$21,171,228	\$1,563,958	8.0%
One-Time / Fund Reserve Expenditures *	\$0	(\$4,384,150)	(\$4,384,150)	\$0	\$4,384,150	-100.0%
TRANSFERS TO/FROM OTHER FUNDS	(\$4,715,855)	(\$1,526,285)	(\$1,526,285)	(\$1,549,835) **	(\$23,550)	1.5%
TOTAL EXPENDITURES AND TRANSFERS	\$23,853,400	\$26,160,710	\$25,517,705	\$22,721,063	(\$2,796,642)	-11.0%
FUND BALANCE, DECEMBER 31	\$10,581,197	\$6,640,623	\$6,884,359	\$8,033,032		
Net Change in Fund Balance	(\$1,999,801)	(\$3,940,574)	(\$3,696,838)	\$1,148,673		
*Detailed in Section IV(a)						
** Includes one time transfer of \$1,500,000 to debt reserve funds						

2018 Annual Budget - Revenue Detail

<i>Statement of Budgeted Revenues General Fund</i>	2016 Actual	2017 Projected	2018 Budget	Increase/Decrease 2017 Projected vs 2018 Budget	
Utility Taxes:					
Utility Taxes - Electric	\$3,809,386	\$3,866,954	\$3,900,000	\$33,046	0.9%
Utility Taxes - Gas	\$946,553	\$987,618	\$1,000,000	\$12,382	1.3%
Utility Taxes - Telephone	\$1,474,229	\$1,342,086	\$1,207,877	(\$134,209)	-10.0%
Utility Taxes - Water	\$631,619	\$619,696	\$619,696	\$0	0.0%
Total Utility Taxes	\$6,861,787	\$6,816,354	\$6,727,573	(\$88,781)	-1.3%
Sales Tax (including Prop P)	\$6,956,311	\$7,321,634	\$9,056,634	\$1,735,000	23.7%
Intergovernmental Revenue					
Motor Fuel Tax	\$1,275,892	\$1,277,396	\$1,277,396	\$0	0.0%
Motor Vehicle Sales Tax	\$619,378	\$629,900	\$636,199	\$6,299	1.0%
Cigarette Tax	\$125,279	\$125,999	\$125,999	\$0	0.0%
County Road & Bridge Tax	\$1,841,931	\$2,045,251	\$2,147,514	\$102,263	5.0%
Police Bullet-Proof Vest Grant	\$2,433	\$5,000	\$5,000	\$0	100.0%
Police Academy Grant & RCCEEG	\$81,890	\$86,500	\$89,000	\$2,500	2.9%
ATF Overtime	\$2,532	\$1,100	\$0	(\$1,100)	0.0%
DEA Task Force	\$21,127	\$19,000	\$0	(\$19,000)	-100.0%
COPS - Parkway & In School	\$266,889	\$263,500	\$268,000	\$4,500	1.7%
Rockwood Grant	\$0	\$59,649	\$121,000	\$61,351	102.9%
Safety Town Grant	\$2,970	\$2,760	\$2,800	\$40	1.4%
Police Overtime Grants	\$32,726	\$28,300	\$24,300	(\$4,000)	-14.1%
FBI Overtime Grant	\$0	\$4,000	\$16,000	\$12,000	300.0%
Fund from Seized Assets	\$6,060	\$14,500	\$0	(\$14,500)	0.0%
POST Commission Training Grant	\$5,711	\$0	\$0	\$0	0.0%
Miscellaneous Grant	\$6,100	\$0	\$0	\$0	0.0%
Total Intergovernmental Revenue	\$4,290,917	\$4,562,855	\$4,713,208	\$150,353	3.3%
Licenses & Fees					
Business Licenses	\$610,191	\$605,000	\$615,000	\$10,000	1.7%
Liquor Licenses	\$75,458	\$76,000	\$76,000	\$0	0.0%
Vending Licenses	\$14,225	\$12,000	\$12,000	\$0	0.0%
Cable Fees	\$879,773	\$960,967	\$857,951	(\$103,016)	-10.7%
Trash Haulers Licenses	\$320	\$320	\$320	\$0	0.0%
Alarm Company Licenses	\$1,750	\$1,750	\$1,750	\$0	0.0%
Cigarette Licenses	\$3,975	\$4,200	\$4,200	\$0	0.0%
Billboard Business License Fee	\$200	\$200	\$200	\$0	0.0%
Miscellaneous Other Licenses	\$14,437	\$20,598	\$20,500	(\$98)	-0.5%
Total Licenses & Fees	\$1,600,329	\$1,681,035	\$1,587,921	(\$93,114)	-5.5%
Charges for Services					
Engineering Inspection Fees	\$54,236	\$30,024	\$36,158	\$6,134	20.4%
Zoning Applications	\$13,435	\$14,738	\$13,071	(\$1,667)	-11.3%
Residential Street Tree Program	\$38,600	\$26,167	\$16,500	(\$9,667)	-36.9%
Police Reports	\$8,015	\$8,309	\$8,000	(\$309)	-3.7%
Fingerprinting	\$520	\$345	\$345	\$0	0.0%
False Alarm Fees	\$28,680	\$23,150	\$23,150	\$0	0.0%

2018 Annual Budget - Revenue Detail

<i>Statement of Budgeted Revenues General Fund</i>	2016 Actual	2017 Projected	2018 Budget	Increase/Decrease 2017 Projected vs 2018 Budget	
Planning Misc Charges	\$381	\$400	\$250	(\$150)	-37.5%
Clarkson Valley Police Services	\$0	\$203,553	\$407,107	\$203,554	100.0%
Miscellaneous Other Charges	\$18,968	\$14,979	\$12,823	(\$2,156)	-14.4%
Total Charges for Services	\$162,835	\$321,665	\$517,404	\$195,739	60.9%
Court Fines & Fees					
Court Fines & Fees	\$814,266	\$759,500	\$775,000	\$15,500	2.0%
Court Fees - Training	\$10,862	\$8,950	\$8,950	\$0	0.0%
Inmate Security Fee	\$10,862	\$8,950	\$8,950	\$0	0.0%
CVC Fees	\$2,009	\$1,656	\$1,656	\$0	0.0%
Total Court Fines & Fees	\$838,000	\$779,056	\$794,556	\$15,500	2.0%
Miscellaneous Revenue					
Interest on Investments	\$49,195	\$106,975	\$110,000	\$3,025	2.8%
Environmental Revenues	\$2,280	\$1,784	\$1,750	(\$34)	-1.9%
Insurance Reimbursements	\$36,778	\$26,531	\$0	(\$26,531)	0.0%
Sale of Fixed Assets	\$103,745	\$38,070	\$250,000	\$211,930	556.7%
Miscellaneous	\$202,456	\$37,549	\$30,000	(\$7,549)	-20.1%
VHP Contributions	\$519,388	\$26,677	\$0	(\$26,677)	-100.0%
Deferred Revenue - Designated GRGD/TDD	\$229,579	\$100,682	\$80,690	(\$19,992)	-100.0%
Total Miscellaneous Revenue	\$1,143,421	\$338,268	\$472,440	\$134,172	39.7%
Total Revenue	\$21,853,599	\$21,820,867	\$23,869,736	\$2,048,869	9.4%

<i>Detail of Budgeted Expenditures - General Fund</i>			
Department/Activity	Description	Amount	Activity Total
Police			
Vehicles	Fleet of 10 Police Vehicles		\$ 299,244
Information Technology			
	Surveillance System Hardware Replacements		26,300
Public Services			
Street Maintenance	Supplies for Right of Way Repairs	\$ 25,000	
	Truck Mounted Tank with Pump	15,800	
	Skid Steer	27,000	
	Skid Steer Planer Attachment	15,800	
	Skid Steer Trailer	<u>9,000</u>	
			92,600
			<u>\$ 418,144</u>

**General Fund
Schedule of Fund Reserves
December 31, 2018**

12/31/17 General Fund Reserves		\$6,884,359	
FY2018 Estimated General Fund Activity		<u>\$1,148,673</u>	
Projected 12/31/18 General Fund Reserves		\$8,033,032	
<u>Less:</u>			
1) Funds Designated for POST (Funds from the State for Police Training Only)	(\$80,000)		
2) Funds Designated for Inmate Security	<u>(\$50,000)</u>		
Total Designated Funds		<u>(\$130,000)</u>	
Projected 12/31/18 Unreserved General Fund Reserves		\$7,903,032	34.8%
Less 40% Requirement of Expenditures including Transfers:		(\$9,088,425)	
FY2018 Expenditures & Transfers - Original Budget	\$22,721,063		
Total Available for Council above the 40% Requirement Policy		<u>(\$1,185,393)</u>	
<u>One Time Reimbursements</u>			
Temporary Transfer to Special Projects Fund for Wetland Mitigation	\$250,000		
CNG Related Grant Revenue	\$470,242		
NID - Deferred Revenue (Broadmoor & Chesterfield Hill)	<u>\$1,414,159</u>		
		<u>\$2,134,401</u>	
Total Left Above the 40% Requirement Policy		<u>\$949,008</u>	39.0%



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 001 - General Fund						
EXPENSE						
Division 011 - Legislative						
Personnel Services						
Salaries						
5114	Salaries elected officials	59,068.22	60,000.00	60,000.00	60,000.00	60,000.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(840.00)	(840.00)	(840.00)
	<i>Salaries Totals</i>	\$59,068.22	\$60,000.00	\$59,160.00	\$59,160.00	\$59,160.00
Benefits						
5120	Social security	4,622.11	4,712.90	4,590.00	4,590.00	4,590.00
5122	Workers compensation	65.00	57.00	47.00	47.00	53.00
5125	Insurance life	1,030.53	1,179.82	1,500.00	1,500.00	1,500.00
	<i>Benefits Totals</i>	\$5,717.64	\$5,949.72	\$6,137.00	\$6,137.00	\$6,143.00
	<i>Personnel Services Totals</i>	\$64,785.86	\$65,949.72	\$65,297.00	\$65,297.00	\$65,303.00
Contractual Services						
5249	Memberships & subscriptions	350.00	25.00	400.00	400.00	400.00
	Budget Transactions					
	Level					
	F and A Director					50.00
	F and A Director					350.00
						\$400.00
5251	Miscellaneous contractual	54.99	.00	2,500.00	2,500.00	1,000.00
5277	Training & continuing education	1,906.89	2,972.48	6,350.00	6,350.00	5,030.00
	Budget Transactions					
	Level					
	F and A Director					30.00
	F and A Director					50.00
	F and A Director					25.00
	F and A Director					25.00
	F and A Director					350.00
	F and A Director					4,000.00
						\$5,030.00
	<i>Contractual Services Totals</i>	\$2,311.88	\$2,997.48	\$9,250.00	\$9,250.00	\$6,430.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account Fund	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
001 - General Fund						
EXPENSE						
Division	011 - Legislative					
Commodities						
5313	Department supplies	1,598.42	1,830.62	2,900.00	2,900.00	1,952.00
	Budget Transactions					
	Level					
	F and A Director					
	Mayor Photo Frame					1.00
	F and A Director					1.00
	Mayor Photo					1.00
	F and A Director					250.00
	Mayor Council photo frame					300.00
	F and A Director					400.00
	Installation reception					1,000.00
	F and A Director					1,000.00
	other supplies					1,000.00
	F and A Director					1,952.00
	Mayor/Council photo					1,952.00
	F and A Director Totals					
5343	Uniforms	.00	.00	.00	.00	500.00
	Budget Transactions					
	Level					
	F and A Director					
	City Logo Shirts for Elected Officials					500.00
	F and A Director Totals					\$500.00
	Commodities Totals	\$1,598.42	\$1,830.62	\$2,900.00	\$2,900.00	\$2,452.00
	Division	\$68,696.16	\$70,777.82	\$77,447.00	\$77,447.00	\$74,185.00
	011 - Legislative Totals					



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Account	Account Description	Amount	Budget	Director
Fund 001	General Fund			

Salaries

Salaries Totals

Social security

Benefits Totals

Contractual Services

Budget Transactions

Miscellaneous contractual

Contractual Services Totals

Department supplies

Budget Transactions



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 031 - Customer Service						
Commodities						
5343	Uniforms	184.85	.00	200.00	200.00	200.00
Budget Transactions						
Level	Transaction					
F and A Director	Employee shirts					
Commodities Totals		\$814.00	\$530.40	\$800.00	\$300.00	\$300.00
Division 031 - Customer Service Totals		\$213,457.87	\$188,921.07	\$222,974.00	\$101,316.00	\$105,684.00
F and A Director Totals						\$200.00
						\$200.00

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2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account Fund	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
001 - General Fund						
EXPENSE						
Division	034 - Finance					
Contractual Services						
	F and A Director					80.00
	F and A Director					100.00
	F and A Director					190.00
	F and A Director					250.00
	F and A Director					300.00
	F and A Director					300.00
	F and A Director					340.00
	F and A Director					350.00
	F and A Director					400.00
	F and A Director Totals					\$2,410.00
5251	Miscellaneous contractual	807.00	780.00	760.00	760.00	880.00
	Budget Transactions					
	Level					Total Amount
	F and A Director					100.00
	F and A Director					120.00
	F and A Director					240.00
	F and A Director					35.00
	F and A Director Totals					\$880.00
5260	Printing & binding	2,740.71	2,768.33	3,250.00	3,250.00	3,350.00
	Budget Transactions					
	Level					Total Amount
	F and A Director					50.00
	F and A Director					200.00
	F and A Director					325.00
	F and A Director					350.00
	F and A Director					350.00
	F and A Director					350.00
	F and A Director					425.00
	F and A Director					500.00
	F and A Director					800.00
	F and A Director Totals					\$3,350.00

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2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account Fund	Account Description	Amount	Amount	Budget	Budget	Director																																																						
Fund 001 - General Fund																																																												
EXPENSE																																																												
Division 036 - Central Services																																																												
Personnel Services																																																												
Salaries																																																												
5199	Personnel Expenditure Budgetary Savings	.00	.00	(14,783.00)	(14,783.00)	(14,783.00)																																																						
Salaries Totals		\$0.00	\$0.00	(\$14,783.00)	(\$14,783.00)	(\$14,783.00)																																																						
Benefits																																																												
5124	Insurance health	17,440.06	18,858.41	.00	.00	.00																																																						
5126	Insurance-dental	1,152.30	1,287.50	.00	.00	.00																																																						
5131	Health reimbursement	93,313.48	93,131.63	100,000.00	100,000.00	100,000.00																																																						
5133	Retirement forfeiture	(52,512.06)	(131,065.16)	.00	.00	.00																																																						
Benefits Totals		\$59,393.78	(\$17,787.62)	\$100,000.00	\$100,000.00	\$100,000.00																																																						
Personnel Services Totals		\$59,393.78	(\$17,787.62)	\$85,217.00	\$85,217.00	\$85,217.00																																																						
Contractual Services																																																												
5210	Advertising	21,771.89	21,402.64	26,500.00	26,500.00	20,800.00																																																						
<table><tr><td colspan="2">Budget Transactions</td><td>Transaction</td><td>Number of Units</td><td>Cost Per Unit</td><td>Total Amount</td></tr><tr><td>Level</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>F and A Director</td><td></td><td>Candidate filing notices</td><td>1.0000</td><td>300.00</td><td>300.00</td></tr><tr><td>F and A Director</td><td></td><td>Chamber Out & About</td><td>1.0000</td><td>1,500.00</td><td>1,500.00</td></tr><tr><td>F and A Director</td><td></td><td>Community Guide/Livability.com</td><td>1.0000</td><td>2,000.00</td><td>2,000.00</td></tr><tr><td>F and A Director</td><td></td><td>Chamber Summer Concerts Sponsor</td><td>1.0000</td><td>3,000.00</td><td>3,000.00</td></tr><tr><td>F and A Director</td><td></td><td>Community Marketing-Mailchimp/Facebook</td><td>1.0000</td><td>6,500.00</td><td>6,500.00</td></tr><tr><td>F and A Director</td><td></td><td>West News Magazine</td><td>1.0000</td><td>7,500.00</td><td>7,500.00</td></tr><tr><td colspan="3">F and A Director Totals</td><td></td><td></td><td>\$20,800.00</td></tr></table>							Budget Transactions		Transaction	Number of Units	Cost Per Unit	Total Amount	Level						F and A Director		Candidate filing notices	1.0000	300.00	300.00	F and A Director		Chamber Out & About	1.0000	1,500.00	1,500.00	F and A Director		Community Guide/Livability.com	1.0000	2,000.00	2,000.00	F and A Director		Chamber Summer Concerts Sponsor	1.0000	3,000.00	3,000.00	F and A Director		Community Marketing-Mailchimp/Facebook	1.0000	6,500.00	6,500.00	F and A Director		West News Magazine	1.0000	7,500.00	7,500.00	F and A Director Totals					\$20,800.00
Budget Transactions		Transaction	Number of Units	Cost Per Unit	Total Amount																																																							
Level																																																												
F and A Director		Candidate filing notices	1.0000	300.00	300.00																																																							
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F and A Director		Community Guide/Livability.com	1.0000	2,000.00	2,000.00																																																							
F and A Director		Chamber Summer Concerts Sponsor	1.0000	3,000.00	3,000.00																																																							
F and A Director		Community Marketing-Mailchimp/Facebook	1.0000	6,500.00	6,500.00																																																							
F and A Director		West News Magazine	1.0000	7,500.00	7,500.00																																																							
F and A Director Totals					\$20,800.00																																																							
5212	Boards & commissions program	9,802.35	762.50	13,300.00	13,300.00	1,800.00																																																						
<table><tr><td colspan="2">Budget Transactions</td><td>Transaction</td><td>Number of Units</td><td>Cost Per Unit</td><td>Total Amount</td></tr><tr><td>Level</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>F and A Director</td><td></td><td>Citizen of the Year Award & Reception</td><td>1.0000</td><td>800.00</td><td>800.00</td></tr><tr><td>F and A Director</td><td></td><td>Other Unplanned Expenses</td><td>1.0000</td><td>1,000.00</td><td>1,000.00</td></tr><tr><td colspan="3">F and A Director Totals</td><td></td><td></td><td>\$1,800.00</td></tr></table>							Budget Transactions		Transaction	Number of Units	Cost Per Unit	Total Amount	Level						F and A Director		Citizen of the Year Award & Reception	1.0000	800.00	800.00	F and A Director		Other Unplanned Expenses	1.0000	1,000.00	1,000.00	F and A Director Totals					\$1,800.00																								
Budget Transactions		Transaction	Number of Units	Cost Per Unit	Total Amount																																																							
Level																																																												
F and A Director		Citizen of the Year Award & Reception	1.0000	800.00	800.00																																																							
F and A Director		Other Unplanned Expenses	1.0000	1,000.00	1,000.00																																																							
F and A Director Totals					\$1,800.00																																																							
5214	Community Contributions	6,000.00	3,000.00	.00	.00	.00																																																						
5222	Education Reimb/Training	(99,999.96)	(116,100.00)	20,000.00	20,000.00	15,000.00																																																						
<table><tr><td colspan="2">Budget Transactions</td><td>Transaction</td><td>Number of Units</td><td>Cost Per Unit</td><td>Total Amount</td></tr><tr><td>Level</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>F and A Director</td><td></td><td>Tuition Reimbursement Program</td><td>1.0000</td><td>15,000.00</td><td>15,000.00</td></tr><tr><td colspan="3">F and A Director Totals</td><td></td><td></td><td>\$15,000.00</td></tr></table>							Budget Transactions		Transaction	Number of Units	Cost Per Unit	Total Amount	Level						F and A Director		Tuition Reimbursement Program	1.0000	15,000.00	15,000.00	F and A Director Totals					\$15,000.00																														
Budget Transactions		Transaction	Number of Units	Cost Per Unit	Total Amount																																																							
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F and A Director		Tuition Reimbursement Program	1.0000	15,000.00	15,000.00																																																							
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2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account Fund	Account Description 001 - General Fund	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
EXPENSE						
Division 036 - Central Services						
Contractual Services						
5247	Maintenance & repair-equipment	1,018.00	.00	1,000.00	1,000.00	1,000.00
Budget Transactions						
	Level					
	F and A Director					
	Transaction					
	Office Equipment Repairs					
	Number of Units					
	1.0000					
	Cost Per Unit					
	1,000.00					
	Total Amount					
	1,000.00					
	F and A Director Totals					
	\$1,000.00					
5249	Memberships & subscriptions	8,668.40	8,440.32	14,985.00	14,985.00	13,835.00
Budget Transactions						
	Level					
	F and A Director					
	Transaction					
	Progress 64 West					
	Number of Units					
	1.0000					
	Cost Per Unit					
	150.00					
	Total Amount					
	150.00					
	F and A Director					
	Transaction					
	Missouri Recycling Association (MORA)					
	Number of Units					
	1.0000					
	Cost Per Unit					
	500.00					
	Total Amount					
	500.00					
	F and A Director					
	Transaction					
	Missouri Economic Development Finance Assn. (MEDFA)					
	Number of Units					
	1.0000					
	Cost Per Unit					
	535.00					
	Total Amount					
	535.00					
	F and A Director					
	Transaction					
	Chesterfield Chamber of Commerce					
	Number of Units					
	1.0000					
	Cost Per Unit					
	5,300.00					
	Total Amount					
	5,300.00					
	F and A Director					
	Transaction					
	Missouri Municipal League per capita dues					
	Number of Units					
	1.0000					
	Cost Per Unit					
	7,200.00					
	Total Amount					
	7,200.00					
	F and A Director Totals					
	\$13,835.00					
5251	Miscellaneous contractual	121,443.15	179,500.89	134,900.00	292,442.00	128,700.00
Budget Transactions						
	Level					
	F and A Director					
	Transaction					
	PD Allocation - Central Services Miscellaneous Contractual					
	Number of Units					
	1.0000					
	Cost Per Unit					
	(7,000.00)					
	Total Amount					
	(7,000.00)					
	F and A Director					
	Transaction					
	Document Shredding - Non PD					
	Number of Units					
	1.0000					
	Cost Per Unit					
	500.00					
	Total Amount					
	500.00					
	F and A Director					
	Transaction					
	Other					
	Number of Units					
	1.0000					
	Cost Per Unit					
	1,200.00					
	Total Amount					
	1,200.00					
	F and A Director					
	Transaction					
	General Code - Annual on-line maintenance fee					
	Number of Units					
	4.0000					
	Cost Per Unit					
	500.00					
	Total Amount					
	2,000.00					
	F and A Director					
	Transaction					
	General Code - Quarterly Code of Ord Updates					
	Number of Units					
	1.0000					
	Cost Per Unit					
	7,000.00					
	Total Amount					
	7,000.00					
	F and A Director					
	Transaction					
	Doorack Property tax					
	Number of Units					
	1.0000					
	Cost Per Unit					
	8,300.00					
	Total Amount					
	8,300.00					
	F and A Director					
	Transaction					
	Strategic Planning Services					
	Number of Units					
	1.0000					
	Cost Per Unit					
	10,000.00					
	Total Amount					
	10,000.00					
	F and A Director					
	Transaction					
	Credit card and bank Fees					
	Number of Units					
	12.0000					
	Cost Per Unit					
	1,100.00					
	Total Amount					
	13,200.00					
	F and A Director					
	Transaction					
	Civic Orchestra					
	Number of Units					
	1.0000					
	Cost Per Unit					
	15,000.00					
	Total Amount					
	15,000.00					
	F and A Director					
	Transaction					
	Doorack Lease					
	Number of Units					
	12.0000					
	Cost Per Unit					
	6,500.00					
	Total Amount					
	78,000.00					
	F and A Director Totals					
	\$128,700.00					
5252	Postage	21,673.55	20,582.52	27,500.00	27,500.00	25,500.00
Budget Transactions						
	Level					
	F and A Director					
	Transaction					
	presort permit fee					
	Number of Units					
	1.0000					
	Cost Per Unit					
	250.00					
	Total Amount					
	250.00					



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account Fund	Account Description 001 - General Fund	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
EXPENSE						
Division 036 - Central Services						
Contractual Services						
5260	F and A Director					1,250.00
	F and A Director					24,000.00
	UPS & FedEx shipments					1,250.00
	USPS postage					24,000.00
						F and A Director Totals
						\$25,500.00
5260	Printing & binding	3,324.56	2,731.02	1,800.00	1,800.00	2,520.00
Budget Transactions						
	Level					
	F and A Director					210.00
						12,000
						F and A Director Totals
						2,520.00
5261	Professional services	29,375.52	27,588.80	32,800.00	63,800.00	32,800.00
Budget Transactions						
	Level					
	F and A Director					2,000.00
	F and A Director					960.00
	F and A Director					1,300.00
	F and A Director					6,160.00
	F and A Director					15,600.00
						F and A Director Totals
						\$32,800.00
5262	Public relations	38,160.86	39,345.99	42,000.00	42,000.00	46,000.00
Budget Transactions						
	Level					
	F and A Director					3,000.00
	F and A Director					3,000.00
	F and A Director					40,000.00
						F and A Director Totals
						\$46,000.00
5264	Legal services	415,575.02	485,149.70	258,500.00	390,015.00	303,500.00
Budget Transactions						
	Level					
	F and A Director					750.00
	F and A Director					13,000.00
	F and A Director					35,000.00
	F and A Director					3,875.00
	F and A Director					200,000.00
						F and A Director Totals
						\$303,500.00



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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 036 - Central Services						
Contractual Services						
5268	Rental equipment	23,305.81	25,355.92	25,500.00	36,022.00	26,100.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Other Rental Equipment					1,100.00
F and A Director	folder/inserter annual lease					2,500.00
F and A Director	mailing system annual lease					4,500.00
F and A Director	Copier Monthly Maintenance Agreement (MARCO)					18,000.00
	F and A Director Totals					\$26,100.00
5276	Telephone	71,582.83	80,959.64	83,800.00	83,800.00	58,600.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	PD Cell Phone Allocation					(25,500.00)
F and A Director	Annual Phone Hardware & Maintenance					8,500.00
F and A Director	Charter Business Phone & Internet					30,000.00
F and A Director	Cell Phone Service & Hardware - Verizon					45,600.00
	F and A Director Totals					\$58,600.00
5277	Training & continuing education	.00	.00	.00	.00	6,700.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Webinars					1,200.00
F and A Director	Communications Training					1,500.00
F and A Director	General Staff Training					4,000.00
	F and A Director Totals					\$6,700.00
5289	Wellness program	8,044.38	10,558.79	5,850.00	5,850.00	3,800.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Flu Shots					250.00
F and A Director	Health Club/Fitness Class Reimbursements					250.00
F and A Director	Wellness Seminars					300.00
F and A Director	Health Fair					1,000.00
F and A Director	Fruit My Cube					2,000.00
	F and A Director Totals					\$3,800.00
Contractual Services Totals		\$1,178,511.27	\$1,263,082.59	\$1,180,085.00	\$1,510,664.00	\$1,080,605.00



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Budget Year 2018

Account Fund	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
001 - General Fund						
EXPENSE						
Division	036 - Central Services					
Commodities						
5325	Miscellaneous supplies	8,564.51	11,817.97	13,000.00	13,000.00	13,000.00
	Budget Transactions					
	Level					
	F and A Director					
	Flags for Facilities					2,000.00
	F and A Director					2,500.00
	City of Chesterfield Envelopes and Letterhead					8,500.00
	kitchen supplies and meeting beverages					\$13,000.00
	F and A Director					
	F and A Director Totals					
5330	Office supplies	17,639.95	14,599.11	15,000.00	15,000.00	14,500.00
	Budget Transactions					
	Level					
	F and A Director					
	mailing system & folder/inserters supplies					500.00
	F and A Director					14,000.00
	Office Supplies, paper, name tags, proc frames, etc.					\$14,500.00
	F and A Director Totals					
	Commodities Totals	\$26,204.46	\$26,417.08	\$28,000.00	\$28,000.00	\$27,500.00
	Other finance use and source					
	Operating Transfers Out					
5990	Operating transfers out	4,125,189.90	4,764,479.15	1,575,963.00	4,396,963.00	1,601,700.00
	Budget Transactions					
	Level					
	F and A Director					
	Debt Service fees					4,200.00
	F and A Director					1,597,500.00
	City Hall Debt Service					\$1,601,700.00
	F and A Director Totals					
	Operating Transfers Out Totals	\$4,125,189.90	\$4,764,479.15	\$1,575,963.00	\$4,396,963.00	\$1,601,700.00
	Other finance use and source Totals	\$4,125,189.90	\$4,764,479.15	\$1,575,963.00	\$4,396,963.00	\$1,601,700.00
	Division	\$5,389,299.41	\$6,036,191.20	\$2,869,265.00	\$6,020,844.00	\$2,795,022.00
	036 - Central Services Totals					



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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 037 - Information Technology						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	281,805.88	295,479.81	295,380.00	438,319.00	453,755.00
5113	Salaries overtime	1,143.39	.00	.00	.00	.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(6,406.00)	(10,411.00)	(10,411.00)
Salaries Totals		\$282,949.27	\$295,479.81	\$288,974.00	\$427,908.00	\$443,344.00
Benefits						
5120	Social security	18,263.05	22,464.06	22,673.00	33,608.00	34,713.00
5122	Workers compensation	169.00	146.00	119.00	940.00	137.00
5124	Insurance health	17,975.93	17,491.96	18,134.00	36,268.00	33,991.00
5125	Insurance life	524.57	830.74	666.00	996.00	1,252.00
5126	Insurance-dental	823.78	524.71	680.00	1,866.00	1,840.00
5127	Insurance disability	664.99	826.06	754.00	1,126.00	1,198.00
5130	Retirement program	21,444.01	24,094.21	23,710.00	35,145.00	36,300.00
Benefits Totals		\$59,865.33	\$66,377.74	\$66,736.00	\$109,949.00	\$109,431.00
Personnel Services Totals		\$342,814.60	\$361,857.55	\$355,710.00	\$537,857.00	\$552,775.00
Contractual Services						
5221	Data processing	109,326.10	102,877.80	113,800.00	117,750.00	97,900.00
Budget Transactions						
Level	Transaction	Number of Units		Cost Per Unit	Total Amount	
F and A Director	PD Allocation - IT Data Processing	1.0000		(33,600.00)	(33,600.00)	
F and A Director	Positions Maintenance Software (for Yumas)	1.0000		200.00	200.00	
F and A Director	ET GeoBox Maintenance	1.0000		250.00	250.00	
F and A Director	R1 Trimble receiver/Yuma subscription	1.0000		300.00	300.00	
F and A Director	AutoCAD Tech Support	1.0000		600.00	600.00	
F and A Director	Microstation Bentley	1.0000		850.00	850.00	
F and A Director	Fax Server Maintenance	1.0000		1,000.00	1,000.00	
F and A Director	AutoCAD Raster Design Government Subscription Renewal	3.0000		400.00	1,200.00	
F and A Director	Guardian Tracker Software (PD Allocation)	1.0000		2,500.00	2,500.00	
F and A Director	REJIS Licensing & Updates (PD Allocation)	1.0000		3,000.00	3,000.00	
F and A Director	Evidence Tracker Software (PD Allocation)	1.0000		3,500.00	3,500.00	
F and A Director	AutoCAD Civil 3D Government Subscription Renewal	4.0000		1,250.00	5,000.00	
F and A Director	Veeam Backup License	1.0000		5,000.00	5,000.00	
F and A Director	Misc. Software Licenses	1.0000		5,000.00	5,000.00	
F and A Director	email archiving & SPAM appliance subscriptions	1.0000		6,000.00	6,000.00	



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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 001 - General Fund						

EXPENSE

Division 037 - Information Technology Contractual Services

F and A Director	Firewall License Subscriptions	1.0000	6,000.00	6,000.00	6,000.00
F and A Director	Building Security Maintenance (PD Allocation)	1.0000	6,000.00	6,000.00	6,000.00
F and A Director	VMware Support	1.0000	6,500.00	6,500.00	6,500.00
F and A Director	PowerDMS Callea Software (PD Allocation)	1.0000	8,000.00	8,000.00	8,000.00
F and A Director	Law Enforcement Network/Computer and e-mail licensing (PD Alloca	1.0000	10,600.00	10,600.00	10,600.00
F and A Director	ESRI GIS Software Maintenance	1.0000	16,000.00	16,000.00	16,000.00
F and A Director	Microsoft Software Assurance	1.0000	44,000.00	44,000.00	44,000.00
F and A Director Totals					\$97,900.00

5247	Maintenance & repair-equipment	11,616.04	12,125.98	15,000.00	19,950.00	20,000.00
5249	Memberships & subscriptions	.00	.00	500.00	650.00	500.00
5251	Miscellaneous contractual	77,851.60	88,190.79	103,500.00	175,060.00	63,200.00

Budget Transactions	Transaction	Level	Number of Units	Cost Per Unit	Total Amount
F and A Director	Tyler Technologies-NewWorld/ECM (PD Allocation)		1.0000	(40,000.00)	(40,000.00)
F and A Director	Kronos (PD Allocation)		1.0000	(5,000.00)	(5,000.00)
F and A Director	Police Department Copier Lease (PD Allocation)		1.0000	(3,350.00)	(3,350.00)
F and A Director	LAREDO - St Louis County Software Subs		1.0000	1,200.00	1,200.00
F and A Director	ListServ Webmail module		1.0000	2,500.00	2,500.00
F and A Director	Police Department Copiers Lease (from IT)		1.0000	3,350.00	3,350.00
F and A Director	CompuVault Off-Site Tape Storage		1.0000	3,500.00	3,500.00
F and A Director	HP SAN/Servers Warranty		1.0000	5,000.00	5,000.00
F and A Director	Building Security Maintenance		1.0000	6,000.00	6,000.00
F and A Director	KRONOS		1.0000	10,000.00	10,000.00
F and A Director	Tyler Technologies - NewWorld/ECM		1.0000	80,000.00	80,000.00
F and A Director Totals					\$63,200.00

5260	Printing & binding	.00	.00	.00	850.00	1,000.00
5261	Professional services	1,720.00	828.45	5,000.00	5,750.00	5,000.00

Budget Transactions	Transaction	Level	Number of Units	Cost Per Unit	Total Amount
F and A Director	Website Development & Maintenance		1.0000	5,000.00	5,000.00
F and A Director Totals					\$5,000.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 037 - Information Technology						
Contractual Services						
5277	Training & continuing education	3,107.49	6,470.25	7,500.00	10,500.00	10,000.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Document Management System Training					2,500.00
F and A Director	ESRI Developer Training Conference					3,000.00
F and A Director	ESRI GIS Training Conference					4,500.00
F and A Director Totals						\$10,000.00
Contractual Services Totals		\$203,621.23	\$210,493.27	\$245,300.00	\$330,510.00	\$197,600.00
Commodities						
5313	Department supplies	2,741.57	1,498.60	3,000.00	4,200.00	7,000.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Annual PD Hardware Replacements (from IT)					(15,500.00)
F and A Director	Building Security hardware expenses (from IT)					(5,500.00)
F and A Director	Building Security hardware expenses (PD Allocation)					5,500.00
F and A Director	Department Supplies					7,000.00
F and A Director	Annual PD Hardware Replacements (PD Allocation)					15,500.00
F and A Director Totals						\$7,000.00
5342	Tools	.00	.00	.00	10,100.00	5,400.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Read/Write Data Cable for Traffic Counters					450.00
F and A Director	NC350 traffic counter replacement					4,950.00
F and A Director Totals						\$5,400.00
5343	Uniforms	.00	.00	.00	100.00	500.00
5350	Computer equip under \$5,000	38,339.59	22,619.42	20,000.00	20,000.00	14,400.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	PD Allocation - IT Computer Equipment					(10,800.00)
F and A Director	Desktop Computers (PD Allocation)					10,800.00
F and A Director	Replacement Computers					14,400.00
F and A Director Totals						\$14,400.00
Commodities Totals		\$41,081.16	\$24,118.02	\$23,000.00	\$34,400.00	\$27,300.00



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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 037 - Information Technology						
Capital Outlay						
5410	Computer equipment	39,917.40	25,789.64	33,000.00	33,000.00	37,000.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	PD Allocation - IT Computer Equipment					(100,000.00)
F and A Director	Firewall Hardware Appliance					15,000.00
F and A Director	Server Replacements - VMware Farm					22,000.00
F and A Director	Miscellaneous PD Technology (PD Allocation)					100,000.00
				F and A Director Totals		\$37,000.00
Capital Outlay Totals		\$39,917.40	\$25,789.64	\$33,000.00	\$33,000.00	\$37,000.00
Division 037 - Information Technology Totals		\$627,434.39	\$622,258.48	\$657,010.00	\$935,767.00	\$814,675.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 038 - Municipal Court						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	142,349.44	141,687.96	147,812.00	147,812.00	150,230.00
5113	Salaries overtime	3,882.43	2,801.24	6,000.00	6,000.00	6,000.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(6,229.00)	(6,229.00)	(6,229.00)
Salaries Totals		\$146,231.87	\$144,489.20	\$147,583.00	\$147,583.00	\$150,001.00
Benefits						
5120	Social security	10,637.10	10,295.90	11,767.00	11,767.00	11,952.00
5122	Workers compensation	130.00	112.00	90.00	90.00	107.00
5124	Insurance health	17,940.14	20,205.93	24,163.00	24,163.00	24,674.00
5125	Insurance life	311.14	403.45	338.00	338.00	349.00
5126	Insurance-dental	1,419.80	1,276.68	1,425.00	1,425.00	1,425.00
5127	Insurance disability	334.72	407.25	381.00	381.00	392.00
5130	Retirement program	12,207.30	11,571.79	12,305.00	12,305.00	12,498.00
Benefits Totals		\$42,980.20	\$44,273.00	\$50,469.00	\$50,469.00	\$51,397.00
Personnel Services Totals		\$189,212.07	\$188,762.20	\$198,052.00	\$198,052.00	\$201,398.00
Contractual Services						
Data processing						
5221		4,498.83	4,723.77	5,000.00	23,000.00	5,210.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Journal Technologies					5,210.00
					F and A Director Totals	\$5,210.00
5249	Memberships & subscriptions	270.00	270.00	345.00	345.00	300.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	MSLACA					120.00
F and A Director	MACA					180.00
					F and A Director Totals	\$300.00
5251	Miscellaneous contractual	7,867.88	6,487.32	6,600.00	6,600.00	6,145.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	REJIS CONTRACTUAL FEES					6,145.00
					F and A Director Totals	\$6,145.00



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Account Fund	Account Description 001 - General Fund	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
EXPENSE						
Division 038 - Municipal Court						
Contractual Services						
5260	Printing & binding	1,925.25	2,905.24	4,500.00	4,500.00	5,000.00
5261	Professional services	45,860.75	35,919.81	43,406.00	43,406.00	48,556.00
Budget Transactions						
	Level					
	Transaction					
	F and A Director					500.00
	Interpreter Services					500.00
	Data Destruction					800.00
	Jail Fees					2,000.00
	Mental Health Court					3,000.00
	Alt. Judges/Appt. Counsel					8,500.00
	Judges Salary					33,756.00
	F and A Director Totals					\$48,556.00
5277	Training & continuing education	2,228.04	2,566.13	3,000.00	3,000.00	3,840.00
Budget Transactions						
	Level					
	Transaction					
	MACA Conference Fall					355.00
	MSLACA Monthly Meetings					400.00
	MMACJA Board Meetings					405.00
	MMACJA Conference					750.00
	MACA Conference Spring					1,930.00
	F and A Director Totals					\$3,840.00
Contractual Services Totals						
		\$62,650.75	\$52,872.27	\$62,851.00	\$80,851.00	\$69,051.00
Commodities						
5313	Department supplies	1,115.16	714.80	2,000.00	2,000.00	3,500.00
Commodities Totals						
		\$1,115.16	\$714.80	\$2,000.00	\$2,000.00	\$3,500.00
Division 038 - Municipal Court Totals						
		\$252,977.98	\$242,349.27	\$262,903.00	\$280,903.00	\$273,949.00



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Budget Year 2018

Account Fund	Account Description	Amount	Amount	Budget	Budget	Director
001 - General Fund						
EXPENSE						
Division	041 - Police					
Personnel Services						
Salaries						
5111	Salaries regular/full-time	6,267,052.48	6,446,259.51	6,628,111.00	6,763,719.00	7,329,956.00
5113	Salaries overtime	117,414.10	88,535.44	113,500.00	113,500.00	118,889.00
5115	Police holiday pay	139,495.18	142,872.90	160,000.00	160,000.00	172,834.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(141,655.00)	(141,655.00)	(141,655.00)
Salaries Totals		\$6,523,961.76	\$6,677,667.85	\$6,759,956.00	\$6,895,564.00	\$7,480,024.00
Benefits						
5120	Social security	470,803.50	479,544.31	527,973.00	538,411.00	583,058.00
5122	Workers compensation	182,284.00	165,668.00	161,589.00	165,055.00	169,459.00
5124	Insurance health	687,328.27	697,402.88	760,683.00	775,745.00	828,575.00
5125	Insurance life	14,916.63	17,993.66	15,470.00	15,775.00	16,380.00
5126	Insurance-dental	55,476.48	46,849.54	54,899.00	55,982.00	57,617.00
5127	Insurance disability	14,790.79	17,940.27	17,180.00	17,521.00	19,087.00
5130	Retirement program	515,218.73	496,304.08	552,129.00	552,129.00	608,677.00
Benefits Totals		\$1,940,818.40	\$1,921,702.74	\$2,089,923.00	\$2,120,618.00	\$2,282,853.00
Personnel Services Totals		\$8,464,780.16	\$8,599,370.59	\$8,849,879.00	\$9,016,182.00	\$9,762,877.00
Contractual Services						
5221	Data processing	1,691.00	1,770.00	3,420.00	3,420.00	37,070.00
Budget Transactions						
Level	Transaction	Number of Units			Cost Per Unit	Total Amount
F and A Director	AR Pro Reconstruction Software	1.0000			120.00	120.00
F and A Director	Leads On Line	1.0000			800.00	800.00
F and A Director	Crash Data Recorder Updates	1.0000			1,050.00	1,050.00
F and A Director	In-Car Computer Updates	1.0000			1,500.00	1,500.00
F and A Director	Guardian Tracker Subscription/Maintenance (from IT)	1.0000			2,500.00	2,500.00
F and A Director	REJIS Software & Licensing & Updates (from IT)	1.0000			3,000.00	3,000.00
F and A Director	Evidence Tracker Subscription/Maintenance (from IT)	1.0000			3,500.00	3,500.00
F and A Director	Building Access Maintenance - (from IT)	1.0000			6,000.00	6,000.00
F and A Director	PowerDMS Subscription (from IT)	1.0000			8,000.00	8,000.00
F and A Director	Law Enforcement Network/Email Lic (from IT)	1.0000			10,600.00	10,600.00
F and A Director Totals					\$37,070.00	



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account Fund	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
001 - General Fund						
EXPENSE						
Division	041 - Police					
Contractual Services						
5244	Investigative expenses	1,067.74	2,516.49	3,420.00	3,420.00	3,420.00
	Budget Transactions					
	Level					
	F and A Director					
	Major Case Squad Activation					500.00
	F and A Director					110.00
	TLOxp Law Enforcement Premium					1,320.00
	F and A Director					800.00
	Reconyx Hyperfire License Plate Capture & Housing					1,600.00
	F and A Director Totals					\$3,420.00
5246	Maintenance & repair-building	3,780.97	1,965.29	2,000.00	2,000.00	2,000.00
	Budget Transactions					
	Level					
	F and A Director					
	Police Facilities Maintenance					2,000.00
	F and A Director Totals					\$2,000.00
5247	Maintenance & repair-equipment	9,225.37	9,151.37	9,755.00	9,755.00	74,955.00
	Budget Transactions					
	Level					
	F and A Director					
	Fire Extinguishers For Vehicles					955.00
	F and A Director					1,000.00
	Weapon Repair					2,000.00
	F and A Director					2,500.00
	Taser Weapon Repair and Maintenance					3,500.00
	F and A Director					5,000.00
	Equipment Repair (Other)					60,000.00
	F and A Director					
	Radar Repair / Certification					
	F and A Director					
	Computer Equipment Maintenance (from IT)					
	F and A Director					
	PD Allocation - Maintenance & Repair Equipment					
	F and A Director Totals					\$74,955.00
5248	Maintenance & repair vehicles	265.00	114.37	500.00	500.00	500.00
	Budget Transactions					
	Level					
	F and A Director					
	Car Wash and Clean Up					500.00
	F and A Director Totals					\$500.00
5249	Memberships & subscriptions	2,641.02	3,173.20	3,025.00	3,025.00	3,085.00
	Budget Transactions					
	Level					
	F and A Director					
	Missouri Peace Officers Association					15.00
	F and A Director					25.00
	MOLEAC					



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 001 - General Fund					

EXPENSE

Division 041 - Police
Contractual Services

F and A Director	National Technical Investigators Association	1.0000	25.00	25.00	25.00
F and A Director	Chesterfield Chamber of Commerce	1.0000	35.00	35.00	35.00
F and A Director	Gateway Crime Prevention Council	1.0000	40.00	40.00	40.00
F and A Director	Mo Association Traffic Enforcement	1.0000	40.00	40.00	40.00
F and A Director	National Association of Accident Reconstructionist	1.0000	50.00	50.00	50.00
F and A Director	St. Louis Regional Traffic Safety	1.0000	50.00	50.00	50.00
F and A Director	National Association of Internal Affairs Investigators	1.0000	50.00	50.00	50.00
F and A Director	Missouri Crime Prevention Association	3.0000	25.00	25.00	75.00
F and A Director	International Association of Property & Evidence	2.0000	40.00	40.00	80.00
F and A Director	Law Enforcement Officials (LEO)	9.0000	10.00	10.00	90.00
F and A Director	Notary	1.0000	100.00	100.00	100.00
F and A Director	Missouri Organized Retail Crime Membership	1.0000	100.00	100.00	100.00
F and A Director	St. Louis Area Police Chiefs (SLAPCA)	1.0000	100.00	100.00	100.00
F and A Director	Backstoppers	1.0000	150.00	150.00	150.00
F and A Director	Law Enforcement Scouting	1.0000	160.00	160.00	160.00
F and A Director	Missouri Police Chiefs Association	1.0000	200.00	200.00	200.00
F and A Director	Major Case Squad Membership	1.0000	250.00	250.00	250.00
F and A Director	Criminal Information Exchange	1.0000	250.00	250.00	250.00
F and A Director	Mid States Organization Crime Information Center	1.0000	250.00	250.00	250.00
F and A Director	Missouri Dare Officers Association	2.0000	125.00	125.00	250.00
F and A Director	FBI National Academy	6.0000	50.00	50.00	300.00
F and A Director	Professional Publications	1.0000	400.00	400.00	400.00
F and A Director Totals					\$3,085.00

5250 CAPY - Chest. Alliance Prot. Yth

3,000.00

3,000.00

3,000.00

2,183.06

1,365.48

Budget Transactions	Transaction	Number of Units	Cost Per Unit	Total Amount
Level				
F and A Director	Funds for Youth Activities	1.0000	3,000.00	3,000.00
F and A Director Totals				\$3,000.00

5251 Miscellaneous contractual

524,951.00

298,101.00

298,101.00

335,737.83

341,786.43

Budget Transactions	Transaction	Number of Units	Cost Per Unit	Total Amount
Level				
F and A Director	Livescan Rejis Arrest Record Interface	1.0000	300.00	300.00
F and A Director	Vehicle Changeover	1.0000	18,400.00	18,400.00
F and A Director	PD Allocation - Telephone	1.0000	25,500.00	25,500.00
F and A Director	PD Allocation - Miscellaneous Contractual	1.0000	55,350.00	55,350.00



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Budget Year 2018

Account Fund	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
001 - General Fund						
EXPENSE						
Division	041 - Police					
Contractual Services						
5260	Printing & binding	1,301.55	890.07	1,800.00	1,800.00	1,800.00
	Budget Transactions					
	Level					
	F and A Director					65,000.00
	F and A Director					110,000.00
	F and A Director					250,401.00
						F and A Director Totals
						\$524,951.00
5261	Professional services	13,302.06	4,490.73	12,700.00	12,700.00	12,700.00
	Budget Transactions					
	Level					
	F and A Director					800.00
	F and A Director					1,000.00
	F and A Director					1,000.00
						F and A Director Totals
						\$1,800.00
5268	Rental equipment	6,983.18	7,345.28	8,900.00	8,900.00	1,400.00
	Budget Transactions					
	Level					
	F and A Director					500.00
	F and A Director					900.00
						F and A Director Totals
						\$1,400.00
5273	Inmate Security Expense	8,498.83	6,130.01	12,600.00	12,600.00	19,028.00
	Budget Transactions					
	Level					
	F and A Director					1,600.00
	F and A Director					2,000.00
	F and A Director					2,500.00
	F and A Director					3,000.00
	F and A Director					4,000.00
	F and A Director					5,928.00
						F and A Director Totals
						\$19,028.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 041 - Police						
Contractual Services						
5277	Training & continuing education	53,433.61	26,304.98	40,992.00	40,992.00	45,557.00

Budget Transactions		Transaction	Number of Units	Cost Per Unit	Total Amount
Level	F and A Director	Police Chaplains Association	1.0000	100.00	100.00
	F and A Director	CPR Cards for Certification	4.0000	48.00	192.00
	F and A Director	Professional Training	1.0000	400.00	400.00
	F and A Director	CJIS Conference	1.0000	450.00	450.00
	F and A Director	Missouri Police Clerks	1.0000	500.00	500.00
	F and A Director	Officer Recruitment	1.0000	500.00	500.00
	F and A Director	CPR Instructor Training	2.0000	250.00	500.00
	F and A Director	DRE Training	2.0000	275.00	550.00
	F and A Director	Missouri Police Chiefs Association	1.0000	600.00	600.00
	F and A Director	Major Case Squad Training	1.0000	600.00	600.00
	F and A Director	Citizen and Teen Academy	1.0000	635.00	635.00
	F and A Director	CVSA Certification Training and Re-Certification	2.0000	350.00	700.00
	F and A Director	Missouri Crime Prevention Training	2.0000	600.00	1,200.00
	F and A Director	LETSAC Training	2.0000	600.00	1,200.00
	F and A Director	International Assoc of Chiefs of Police National Conference	1.0000	1,500.00	1,500.00
	F and A Director	Missouri DARE Training	2.0000	1,000.00	2,000.00
	F and A Director	CALEA	1.0000	2,500.00	2,500.00
	F and A Director	Police Applicant Testing	200.0000	15.75	3,150.00
	F and A Director	Computer Based Legal Training PLS	109.0000	120.00	13,080.00
	F and A Director	County and Municipal Training	1.0000	15,200.00	15,200.00
				F and A Director Totals	\$45,557.00

5279	Training post commission	12,089.21	10,961.48	.00	.00	
Contractual Services Totals		\$457,431.45	\$412,734.16	\$400,213.00	\$400,213.00	\$729,466.00

Commodities

5312	Crime prevention supplies	9,562.90	8,534.10	8,500.00	8,500.00	
Budget Transactions						
Level	F and A Director	Special Events Material and Child ID Kits	1.0000	2,000.00	2,000.00	2,000.00
	F and A Director	Crime Prevention Supplies and Presentations	1.0000	2,500.00	2,500.00	2,500.00
	F and A Director	Dare Program Supplies	1.0000	4,000.00	4,000.00	4,000.00
				F and A Director Totals		\$8,500.00



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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division	041 - Police					
Commodities						
5313	Department supplies	81,694.25	78,663.79	87,002.00	103,984.00	289,977.00
Budget Transactions						
Level	Transaction	Number of Units		Cost Per Unit		Total Amount
F and A Director	Body Worn Cameras	1.0000		5.00		5.00
F and A Director	XT4 LED Grill Brackets for Sedan	3.0000		19.16		57.48
F and A Director	XT4 LED Grill Brackets for SUV	6.0000		16.80		100.80
F and A Director	Radar Power Cable	1.0000		105.00		105.00
F and A Director	Tail Light Flasher Control for Sedan	3.0000		40.95		122.85
F and A Director	Ammunition Carrier for Less Lethal Rounds on weapons	4.0000		35.00		140.00
F and A Director	4' and 16' Radar Antenna Cables	2.0000		105.00		210.00
F and A Director	Trauma Bandage First Aid Supply	30.0000		8.00		240.00
F and A Director	Car Code 3 Light Bar Conversion Kit	3.0000		80.00		240.00
F and A Director	Radar Unit Remotes	2.0000		125.00		250.00
F and A Director	LED Interceptor Mirror Lights SUV	2.0000		146.00		292.00
F and A Director	Less Lethal Shotgun Stock/Forend for Remington 870	4.0000		80.00		320.00
F and A Director	Head light flasher control Ford SUV	7.0000		55.00		385.00
F and A Director	Setina Window Bars Rear Passenger Ford Sedan	3.0000		146.45		439.35
F and A Director	Zebra Mobile Ticketing Paper	6.0000		80.00		480.00
F and A Director	ASP Supplies	1.0000		500.00		500.00
F and A Director	Less Lethal Impact Munition	100.0000		6.00		600.00
F and A Director	Taser DPM Power Source	15.0000		45.00		675.00
F and A Director	XT3 LED Tail Light	14.0000		48.83		683.62
F and A Director	Proguard Slide out trunk trays Sedan	3.0000		228.90		686.70
F and A Director	Jotto Trunk Organizer Unit	6.0000		120.00		720.00
F and A Director	Tourniquet First Aid Supply	30.0000		26.50		795.00
F and A Director	Taser Duty Cartridges	25.0000		32.00		800.00
F and A Director	Alco Sensor FST PBT unit	2.0000		415.00		830.00
F and A Director	Setina Rear Window Bars Ford SUV	6.0000		156.45		938.70
F and A Director	Simunition Supplies	1.0000		1,000.00		1,000.00
F and A Director	Pro-Guard Prisoner Seats Ford	3.0000		357.00		1,071.00
F and A Director	XT4 LED Dual Lights for front grill	20.0000		54.08		1,081.60
F and A Director	Fatal Vision Impairment Program Kit	1.0000		1,100.00		1,100.00
F and A Director	Siren and Control Box	3.0000		367.50		1,102.50
F and A Director	Pepper Spray	3.0000		385.00		1,155.00
F and A Director	Inside rear LED Light Bar Ford SUV	7.0000		200.00		1,400.00
F and A Director	Office Chairs	10.0000		150.00		1,500.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					

EXPENSE

Division 041 - Police
Commodities

F and A Director	Quik Clot First Aid Supply	35.0000	43.00	1,505.00
F and A Director	Sentina XL Prisoner Front Partition	3.0000	565.95	1,697.85
F and A Director	Range Supplies	1.0000	1,800.00	1,800.00
F and A Director	AR-15 Vertical Mounts Ford	9.0000	205.00	1,845.00
F and A Director	Lund Console Box for SUV	6.0000	315.00	1,890.00
F and A Director	Vehicle Ticket Printer, Batteries, Charger, Dock	2.0000	979.00	1,958.00
F and A Director	Traffic Flares	1.0000	2,000.00	2,000.00
F and A Director	Building Access System Supplies	1.0000	2,500.00	2,500.00
F and A Director	Stalker DSR 2X Radar Unit	1.0000	3,060.30	3,060.30
F and A Director	Sentina XL Prisoner Partition	6.0000	565.95	3,395.70
F and A Director	Vehicle Equipment Changeover Supplies	1.0000	4,079.00	4,079.00
F and A Director	Trailer for Range Storage	1.0000	5,000.00	5,000.00
F and A Director	Pro Gard Plastic Prisoner Rear Cargo Restraint Barrier	6.0000	892.50	5,355.00
F and A Director	Impress Liion Battery for Portable Radios	100.0000	55.00	5,500.00
F and A Director	Taser Training Cartridges	225.0000	26.00	5,850.00
F and A Director	1985Code 3 LED Light Bars	4.0000	1,985.00	7,940.00
F and A Director	Radar/Speed Trailer	1.0000	8,538.75	8,538.75
F and A Director	Cellbrite Mobile Forensics	1.0000	9,085.00	9,085.00
F and A Director	Light Tower	1.0000	10,000.00	10,000.00
F and A Director	Taser XP26	10.0000	1,100.00	11,000.00
F and A Director	Protective Vests	20.0000	700.00	14,000.00
F and A Director	Ammunition	1.0000	15,950.00	15,950.00
F and A Director	PD Allocation - Department Supplies	1.0000	21,000.00	21,000.00
F and A Director	PD Allocation - Gasoline & Oil	1.0000	125,000.00	125,000.00
F and A Director Totals				\$289,976.20

5315	Safety town supplies	5,542.07	4,863.82	5,685.00	5,685.00	5,745.00
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Budget Transactions	Transaction	Number of Units	Cost Per Unit	Total Amount
Level				
F and A Director	Replace Safety Town Vehicles	2.0000	225.00	450.00
F and A Director	Safety Town Supplies	1.0000	5,295.00	5,295.00
F and A Director Totals				\$5,745.00

5321	Investigative supplies	1,074.63	1,813.88	2,000.00	2,000.00	2,000.00
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Budget Transactions	Transaction	Number of Units	Cost Per Unit	Total Amount
Level				
F and A Director	Traffic Accident Investigation Supplies	1.0000	500.00	500.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account Fund	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
001 - General Fund						
EXPENSE						
Division	041 - Police					
Commodities						
5325	Miscellaneous supplies	1,503.14	140.09	1,500.00	1,500.00	1,500.00
	F and A Director					750.00
	ID Crime Processing Supplies					750.00
	F and A Director					750.00
	CD's DVD's and Video Tape					750.00
					F and A Director Totals	\$2,000.00
	Budget Transactions					
	Level					
	F and A Director					500.00
	Confidential Investigative Fund					500.00
	F and A Director					1,000.00
	Surveillance Investigative Fund					1,000.00
					F and A Director Totals	\$1,500.00
5343	Uniforms	61,731.48	59,631.62	64,200.00	64,200.00	69,200.00
	Budget Transactions					
	Level					
	F and A Director					900.00
	Clothing Allowance for detective bureau					7,200.00
	F and A Director					62,000.00
	New and Replacement Uniforms					62,000.00
					F and A Director Totals	\$69,200.00
5350	Computer equip under \$5,000	.00	.00	.00	.00	10,800.00
	Budget Transactions					
	Level					
	F and A Director					900.00
	PD Allocation - Computer Equipment (from IT)					10,800.00
					F and A Director Totals	\$10,800.00
	Commodities Totals	\$161,108.47	\$153,647.30	\$168,887.00	\$185,869.00	\$387,772.00
	Capital Outlay					
5440	Machinery & equipment	4,950.00	6,100.00	.00	6,300.00	6,300.00
	Budget Transactions					
	Level					
	F and A Director					6,300.00
	In Car Camera Replacement (Clarkson Valley)					6,300.00
					F and A Director Totals	\$6,300.00

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2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Account	Account Description	Amount	Budget	Director
Fund 001 - General Fund				

5111	Salaries regular/full-time	239,972.60	196,192.55	220,709.00	430,020.00	432,971.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(658.00)	(8,632.00)	(8,632.00)
<i>Salaries Totals</i>		\$239,972.60	\$196,192.55	\$220,051.00	\$421,388.00	\$424,339.00

5120	Social security	13,841.26	12,538.20	16,884.00	35,192.00	35,417.00
5122	Workers compensation	203.00	175.00	141.00	273.00	275.00
5124	Insurance health	19,550.74	6,411.16	10,064.00	34,227.00	39,081.00
5125	Insurance life	674.73	777.73	702.00	1,519.00	1,790.00
5126	Insurance-dental	1,337.92	119.12	506.00	2,502.00	2,502.00
5127	Insurance disability	564.06	458.95	508.00	1,132.00	1,181.00
5130	Retirement program	20,603.97	16,059.67	17,657.00	36,802.00	37,038.00

Budget Transactions Level	Transaction	Number of Units	Cost Per Unit	Total Amount
F and A Director	Economic Dev Marketing-ads, promos, etc.	1.0000	6,000.00	6,000.00
	F and A Director Totals			\$6,000.00

Budget Transactions	Transaction Level	Number of Units	Cost Per Unit	Total Amount
F and A Director	CDAC Meetings & Other Eco Devo Opportunities	1.0000	2,000.00	2,000.00
F and A Director	Older Adult Programs	1.0000	2,500.00	2,500.00
	F and A Director Totals			\$4,500.00

Budget Transactions	Transaction Level	Number of Units	Cost Per Unit	Total Amount
F and A Director	April General Municipal Election	1.0000	25,000.00	25,000.00
			F and A Director Totals	\$25,000.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Account	Account Description	Amount	Budget	Director
Fund 001 - General Fund				

Division **051 - City Administrator**
Contractual Services

5249	Memberships & subscriptions	2,222.67	(24.97)	2,450.00	4,655.00	5,080.00
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5251	Miscellaneous contract	.00	7,867.00	3,300.00
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2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Account	Account Description	Amount	Budget	Director
Fund	001 - General Fund			

Division **051 - City Administrator**
Contractual Services

5260 Printing & binding5277 Training & continuing educationContractual Services Totals

5313 Department supplies

5343 Uniforms



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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
	EXPENSE					
	Division 051 - City Administrator					
	Commodities					
		\$80.34	\$128.14	\$300.00	\$1,300.00	\$2,500.00
	<i>Commodities Totals</i>					
		\$307,192.08	\$235,503.51	\$276,152.00	\$614,846.00	\$610,923.00
	Division 051 - City Administrator Totals					



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 052 - ACA - Economic Development						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	135,491.35	137,316.00	135,226.00	.00	.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(2,290.00)	.00	.00
	<i>Salaries Totals</i>	\$135,491.35	\$137,316.00	\$132,936.00	\$0.00	\$0.00
Benefits						
5120	Social security	10,204.14	10,257.07	12,640.00	.00	.00
5122	Workers compensation	133.00	115.00	94.00	.00	.00
5124	Insurance health	9,047.61	8,731.65	14,099.00	.00	.00
5125	Insurance life	494.77	582.98	646.00	.00	.00
5126	Insurance-dental	953.15	896.58	1,251.00	.00	.00
5127	Insurance disability	326.50	362.82	430.00	.00	.00
5130	Retirement program	11,373.25	11,435.77	13,218.00	.00	.00
	<i>Benefits Totals</i>	\$32,532.42	\$32,381.87	\$42,378.00	\$0.00	\$0.00
Personnel Services Totals						
		\$168,023.77	\$169,697.87	\$175,314.00	\$0.00	\$0.00
Contractual Services						
5210	Advertising	26,079.54	25,720.40	6,000.00	.00	.00
5220	Economic development	2,137.85	5,267.60	5,000.00	.00	.00
5227	Environmental Expenditures	8,012.73	7,368.09	10,000.00	.00	.00
5249	Memberships & subscriptions	1,460.00	10,250.06	1,405.00	.00	.00
5251	Miscellaneous contractual	8,059.07	11,768.36	7,567.00	.00	.00
5260	Printing & binding	839.00	.00	2,000.00	.00	.00
5277	Training & continuing education	5,983.19	6,654.28	9,250.00	.00	.00
	<i>Contractual Services Totals</i>	\$52,571.38	\$67,028.79	\$41,222.00	\$0.00	\$0.00
Commodities						
5313	Department supplies	624.43	654.28	500.00	.00	.00
	<i>Commodities Totals</i>	\$624.43	\$654.28	\$500.00	\$0.00	\$0.00
	Division 052 - ACA - Economic Development Totals	\$221,219.58	\$237,380.94	\$217,036.00	\$0.00	\$0.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 001 - General Fund						
EXPENSE						
Division 061 - Planning						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	667,772.69	666,943.74	722,897.00	579,958.00	541,489.00
5112	Salaries parttime/temporary	3,282.00	3,960.00	15,000.00	15,000.00	15,000.00
5113	Salaries overtime	2,563.12	3,400.65	3,000.00	3,000.00	3,000.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(20,770.00)	(16,765.00)	(16,765.00)
	Salaries Totals	\$673,617.81	\$674,304.39	\$720,127.00	\$581,193.00	\$542,724.00
Benefits						
5120	Social security	48,800.66	48,979.00	56,679.00	45,744.00	42,800.00
5122	Workers compensation	6,079.00	5,245.00	4,262.00	3,441.00	4,953.00
5124	Insurance health	67,642.25	70,540.85	94,658.00	76,524.00	61,768.00
5125	Insurance life	1,690.43	1,931.58	1,867.00	1,537.00	1,384.00
5126	Insurance-dental	5,230.35	4,639.78	5,894.00	4,708.00	4,202.00
5127	Insurance disability	1,594.26	1,803.49	1,944.00	1,572.00	1,373.00
5130	Retirement program	48,869.93	49,163.34	59,272.00	47,837.00	43,559.00
	Benefits Totals	\$179,906.88	\$182,303.04	\$224,576.00	\$181,363.00	\$160,039.00
	Personnel Services Totals	\$853,524.69	\$856,607.43	\$944,703.00	\$762,556.00	\$702,763.00
Contractual Services						
5210	Advertising	9,813.98	15,727.42	8,000.00	8,000.00	15,070.00
5221	Data processing	17,688.21	2,056.00	3,950.00	.00	.00
5232	Landmark Preservation	250.00	454.30	660.00	660.00	410.00
	Budget Transactions					
	Level					
	F and A Director					1.0000
	F and A Director					1.0000
	F and A Director					1.0000
	F and A Director Totals					300.00
						\$410.00
5247	Maintenance & repair-equipment	1,350.00	1,429.90	5,200.00	250.00	250.00
	Budget Transactions					
	Level					
	F and A Director					1.0000
	F and A Director					1.0000
	F and A Director Totals					250.00
						\$250.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 001 - General Fund						
EXPENSE						
Division 061 - Planning						
Contractual Services						
5249	Memberships & subscriptions	3,709.46	3,166.50	4,620.00	4,470.00	4,470.00
	Budget Transactions					
	Level					
	F and A Director					
	TEAM (2 planners)					2.0000
	Professional Transportation Planner (PTP)					10.00
	Institute of Transportation Engineers (Dept)					300.00
	APA, Local (Planners & Director)					300.00
	Research materials, books, cd's, etc					75.00
	American Institute of Certified Planners (AICP)					450.00
	APA, National & State (4 planners, PDS Director)					500.00
						400.00
						340.00
						1,700.00
						\$4,470.00
5251	Miscellaneous contractual	7,208.50	15,383.11	8,660.00	10,100.00	11,600.00
	Budget Transactions					
	Level					
	F and A Director					
	Midwest Litigation BOA stenographer					4.0000
	Midwest Litigation BOA Transcripts					150.00
	Microtek (scanning and archiving)					2.0000
						500.00
						10,000.00
						\$11,600.00
5260	Printing & binding	3,339.67	2,428.49	2,000.00	1,150.00	1,150.00
	Budget Transactions					
	Level					
	F and A Director					
	public hearing post cards					1.0000
	Public Hearing signs					250.00
	Comp Plan / UDC printing					450.00
						450.00
						\$1,150.00
5261	Professional services	4,500.00	3,216.44	5,750.00	13,000.00	4,000.00
	Budget Transactions					
	Level					
	F and A Director					
	PC Training					1.0000
	PDS - development project consultant needs					2,000.00
						2,000.00
						\$4,000.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 061 - Planning						
Contractual Services						
5277	Training & continuing education	9,734.67	5,397.36	8,070.00	7,070.00	6,000.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	APA Spring Workshop (Planners, Director)					350.00
F and A Director	Land Use Seminars, CE, P&Z Trainings (Dept)					400.00
F and A Director	TEAM, local events (Planners, Director)					400.00
F and A Director	APA Local Lunches					600.00
F and A Director	APA State Conference (PDS Director)					750.00
F and A Director	Traffic/Model training and updates (w GBA)					1,000.00
F and A Director	APA National Conference (Director)					2,500.00
F and A Director Totals						\$6,000.00
Contractual Services Totals						
		\$57,594.49	\$49,259.52	\$46,910.00	\$44,700.00	\$42,950.00
Commodities						
5313	Department supplies	2,443.72	1,262.60	1,950.00	750.00	750.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	PDS supplies					750.00
F and A Director Totals						\$750.00
5342	Tools	61.98	551.47	10,100.00	.00	.00
5343	Uniforms	562.74	1,190.44	600.00	500.00	1,250.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Planners/Admin					1,250.00
F and A Director Totals						\$1,250.00
Commodities Totals						
		\$3,068.44	\$3,004.51	\$12,650.00	\$1,250.00	\$2,000.00
Division 061 - Planning		\$914,187.62	\$908,871.46	\$1,004,263.00	\$808,506.00	\$747,713.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 001 - General Fund						
EXPENSE						
Division 071 - Engineering						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	706,691.10	634,510.13	570,480.00	570,480.00	631,498.00
5112	Salaries parttime/temporary	20,908.50	20,989.93	14,000.00	14,000.00	14,000.00
5113	Salaries overtime	2,435.19	1,072.95	3,000.00	3,000.00	3,000.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(21,218.00)	(21,218.00)	(21,218.00)
	Salaries Totals	\$730,034.79	\$656,573.01	\$566,262.00	\$566,262.00	\$627,280.00
Benefits						
5120	Social security	52,596.26	48,186.16	44,942.00	44,942.00	49,610.00
5122	Workers compensation	1,029.00	888.00	722.00	722.00	838.00
5124	Insurance health	50,675.21	55,473.92	54,355.00	54,355.00	76,009.00
5125	Insurance life	2,298.17	2,084.88	1,532.00	1,532.00	1,654.00
5126	Insurance-dental	4,229.78	2,861.90	3,016.00	3,016.00	4,672.00
5127	Insurance disability	1,627.86	1,707.20	1,462.00	1,462.00	1,594.00
5130	Retirement program	58,869.02	48,130.42	46,998.00	46,998.00	50,760.00
	Benefits Totals	\$171,325.30	\$159,332.48	\$153,027.00	\$153,027.00	\$185,137.00
	Personnel Services Totals	\$901,360.09	\$815,905.49	\$719,289.00	\$719,289.00	\$812,417.00
Contractual Services						
5210	Advertising	9,827.22	13,069.78	10,520.00	10,520.00	10,520.00
	Budget Transactions					
	Level					
	F and A Director					
	Public Notices to Missouri Lawyers					520.00
	F and A Director					500.00
	Public Notice in Post Dispatch					1,000.00
	F and A Director					1,000.00
	Advertising					1,000.00
	F and A Director					1,000.00
	Request For Bids in Business Journal					8,000.00
	F and A Director					1,000.00
	F and A Director Totals					\$10,520.00
5221	Data processing	4,596.10	4,544.10	7,200.00	7,200.00	4,800.00
	Budget Transactions					
	Level					
	F and A Director					
	VISSIM/VISSUM PTV America					2,000.00
	F and A Director					2,400.00
	F and A Director Totals					\$4,800.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 071 - Engineering						
Contractual Services						
5247	Maintenance & repair-equipment	.00	.00	750.00	750.00	750.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Annual calibration of retroreflectometer					750.00
					F and A Director Totals	\$750.00
5249	Memberships & subscriptions	3,955.25	5,419.25	3,455.00	3,455.00	2,930.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	MSFPM Annual Dues, JAE, CK					50.00
F and A Director	APWA Memb St. Louis Branch JE TO MM MW ZW CK MD					70.00
F and A Director	Membership for MM					200.00
F and A Director	Membership for CK					200.00
F and A Director	Membership for TO					200.00
F and A Director	ASFPM Corporate Membership JE, CK					260.00
F and A Director	ASCE Membership for ZW					275.00
F and A Director	ASCE Renewal for JAE					275.00
F and A Director	APWA Membership Renewal for 2016					1,400.00
					F and A Director Totals	\$2,930.00
5251	Miscellaneous contractual	30,052.83	32,496.87	22,460.00	29,325.00	19,460.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Missouri One Call					960.00
F and A Director	Recording Fees					6,000.00
F and A Director	Vector Control					12,500.00
					F and A Director Totals	\$19,460.00
5261	Professional services	20,357.50	16,611.98	20,000.00	20,000.00	15,000.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Engineering, Survey and Geotechnical Services					5,000.00
F and A Director	Development related design services as needed					5,000.00
F and A Director	Transportation Model Services					5,000.00
					F and A Director Totals	\$15,000.00



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Account Fund	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
001 - General Fund						
EXPENSE						
Division	071 - Engineering					
Contractual Services						
5277	Training & continuing education	10,317.00	7,686.55	8,660.00	8,660.00	8,660.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Project Manager Training					600.00
F and A Director	Pavement Seminar					600.00
F and A Director	Inspector training (pavement, sewer, etc)					600.00
F and A Director	Floodplain Conference					800.00
F and A Director	APWA Branch Meetings					960.00
F and A Director	Local Training & Web based Training					1,000.00
F and A Director	Civil Engineer Training					1,600.00
F and A Director	National Conference					2,500.00
	F and A Director Totals					\$8,660.00
Contractual Services Totals						
		\$79,105.90	\$79,828.53	\$73,045.00	\$79,910.00	\$62,120.00
Commodities						
5313	Department supplies	5,766.38	2,376.37	6,500.00	6,500.00	4,800.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Engineering supplies					800.00
F and A Director	Construction Stakes, Flagging, Levels, Tapes, Vests					1,000.00
F and A Director	General Office Supplies					3,000.00
	F and A Director Totals					\$4,800.00
Commodities Totals						
		106.40	610.22	1,000.00	1,000.00	800.00
5342	Tools					
5343	Uniforms	2,249.85	2,674.75	2,400.00	2,400.00	2,400.00
	Commodities Totals	\$8,122.63	\$5,661.34	\$9,900.00	\$9,900.00	\$8,000.00
Capital Outlay						
5440	Machinery & equipment	9,781.03	.00	.00	.00	.00
	Capital Outlay Totals	\$9,781.03	\$0.00	\$0.00	\$0.00	\$0.00
	Division 071 - Engineering Totals	\$998,369.65	\$901,395.36	\$802,234.00	\$809,099.00	\$882,537.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 072 - Street Maintenance						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	1,257,076.89	1,311,470.25	1,361,419.00	1,361,419.00	1,385,028.00
5113	Salaries overtime	36,748.50	31,540.23	40,000.00	40,000.00	40,000.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(75,301.00)	(75,301.00)	(75,301.00)
Salaries Totals		\$1,293,825.39	\$1,343,010.48	\$1,326,118.00	\$1,326,118.00	\$1,349,727.00
Benefits						
5120	Social security	92,196.95	95,826.60	107,209.00	107,209.00	109,015.00
5122	Workers compensation	70,248.00	64,461.00	64,772.00	64,772.00	64,796.00
5124	Insurance health	169,378.52	175,819.09	205,409.00	205,409.00	206,629.00
5125	Insurance life	3,350.66	3,570.26	3,219.00	3,219.00	3,348.00
5126	Insurance-dental	12,590.01	11,115.61	13,647.00	13,647.00	12,853.00
5127	Insurance disability	3,008.80	3,644.43	3,636.00	3,636.00	3,748.00
5130	Retirement program	98,262.10	94,046.01	112,113.00	112,113.00	114,002.00
Benefits Totals		\$449,035.04	\$448,483.00	\$510,005.00	\$510,005.00	\$514,391.00
Personnel Services Totals		\$1,742,860.43	\$1,791,493.48	\$1,836,123.00	\$1,836,123.00	\$1,864,118.00
Contractual Services						
5241	Landscaping	144.00	.00	.00	.00	.00
5242	Residential Street Tree Program	37,310.00	48,455.00	60,000.00	71,645.00	60,000.00
5249	Memberships & subscriptions	475.00	587.00	650.00	650.00	980.00
Budget Transactions						
Level	Transaction	Number of Units		Cost Per Unit		Total Amount
F and A Director	American Public Works - membership	1.0000		20.00		20.00
F and A Director	American Concrete Institute - membership	1.0000		240.00		240.00
F and A Director	International Society of Arborist - membership	3.0000		240.00		720.00
		F and A Director Totals				\$980.00
5251	Miscellaneous contractual	366,596.12	340,438.36	360,100.00	389,882.00	350,100.00
Budget Transactions						
Level	Transaction	Number of Units		Cost Per Unit		Total Amount
F and A Director	Hotel Rooms During Snow Operations	20.0000		75.00		1,500.00
F and A Director	Agilis Tracking Service	1.0000		15,600.00		15,600.00
F and A Director	Contractual Hauling	1.0000		25,000.00		25,000.00
F and A Director	Street Sweeping	2.0000		14,000.00		28,000.00
F and A Director	Landfill Tipping Fees	1.0000		30,000.00		30,000.00



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Account Fund	Account Description 001 - General Fund	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
EXPENSE						
Division 072 - Street Maintenance						
Contractual Services						
	F and A Director					1.0000
	F and A Director					1.0000
	F and A Director					1.0000
						F and A Director Totals
						\$350,100.00
5254	Snow removal reimbursement	140,880.59	114,961.16	.00	162,765.00	.00
5268	Rental equipment	4,276.32	5,987.55	7,000.00	7,000.00	7,000.00
5275	Taxes	23,137.82	21,351.28	24,000.00	24,000.00	24,000.00
5276	Telephone	3,417.21	3,892.86	3,800.00	3,800.00	4,200.00
5277	Training & continuing education	6,719.10	2,142.06	6,525.00	6,525.00	6,425.00
Budget Transactions						
	Level	Transaction			Number of Units	Cost Per Unit
		Forestry Tech training			1.0000	100.00
	F and A Director	General Employee Training			1.0000	200.00
	F and A Director	APWA Local Meetings			12.0000	25.00
	F and A Director	Street Repair Training Day			1.0000	400.00
	F and A Director	Winter Warm Up Snow Plow Training			1.0000	400.00
	F and A Director	Traffic Control Safety Training			15.0000	35.00
	F and A Director	Confined Space and Trench Safety Training			1.0000	2,000.00
	F and A Director	Annual Conference - PW Director			1.0000	2,500.00
					F and A Director Totals	\$6,425.00
5285	Utilities-electric	27,584.23	28,175.98	30,000.00	30,000.00	30,000.00
5286	Utilities-gas	11,166.31	6,741.97	14,000.00	14,000.00	14,000.00
5287	Utilities-water	3,349.03	3,274.23	3,200.00	3,200.00	3,300.00
5288	Utilities-sewer	2,329.99	1,965.64	2,500.00	2,500.00	2,500.00
		Contractual Services Totals	\$627,385.72	\$511,775.00	\$715,967.00	\$502,505.00
Commodities						
5313	Department supplies	213,346.80	227,275.17	255,000.00	345,438.00	245,000.00
Budget Transactions						
	Level	Transaction			Number of Units	Cost Per Unit
	F and A Director	Concrete and Asphalt Supplies			1.0000	20,000.00
	F and A Director	Asphalt			1.0000	25,000.00
	F and A Director	Signs and Sign Materials			1.0000	25,000.00
	F and A Director	Supplies for Right of Way Repairs			1.0000	25,000.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 072 - Street Maintenance						
Commodities						
	F and A Director					1.0000
	F and A Director					1.0000
						30,000.00
						120,000.00
						120,000.00
						\$245,000.00
	F and A Director Totals					
5340	Salt & abrasives	105,729.63	187,059.35	275,300.00	501,391.00	275,300.00
Budget Transactions						
	Level					
	Transaction					
	Other De-icing Materials					1.0000
	F and A Director					20,000.00
	F and A Director					20,000.00
	F and A Director					9.00
	F and A Director					3,700.0000
	F and A Director					3,700.0000
	F and A Director					60.00
	F and A Director Totals					\$275,300.00
5341	Salt co-op	.00	1,676.10	.00	.00	.00
5342	Tools	5,222.12	5,921.33	5,500.00	5,500.00	5,500.00
5343	Uniforms	13,704.22	11,719.92	12,500.00	12,500.00	12,500.00
	Commodities Totals	\$338,002.77	\$433,651.87	\$548,300.00	\$864,829.00	\$538,300.00
Capital Outlay						
5440	Machinery & equipment	33,490.15	68,392.57	146,600.00	146,600.00	67,600.00
Budget Transactions						
	Level					
	Transaction					
	Skid Steer Trailer					1.0000
	F and A Director					9,000.00
	F and A Director					15,800.00
	F and A Director					15,800.00
	F and A Director					15,800.00
	F and A Director					27,000.00
	F and A Director Totals					\$67,600.00
	Capital Outlay Totals	\$33,490.15	\$68,392.57	\$146,600.00	\$146,600.00	\$67,600.00
	Division	\$2,741,739.07	\$2,871,511.01	\$3,042,798.00	\$3,563,519.00	\$2,972,523.00
	072 - Street Maintenance Totals					



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 001 - General Fund						
EXPENSE						
Division 073 - Vehicle Maintenance						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	282,302.30	288,831.24	291,689.00	291,689.00	298,018.00
5113	Salaries overtime	10,212.83	9,079.65	12,000.00	12,000.00	12,000.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(5,461.00)	(5,461.00)	(5,461.00)
	<i>Salaries Totals</i>	<i>\$292,515.13</i>	<i>\$297,910.89</i>	<i>\$298,228.00</i>	<i>\$298,228.00</i>	<i>\$304,557.00</i>
Benefits						
5120	Social security	20,925.38	21,291.11	23,232.00	23,232.00	23,716.00
5122	Workers compensation	7,208.00	6,318.00	5,857.00	5,857.00	7,175.00
5124	Insurance health	30,332.99	31,035.17	32,233.00	32,233.00	32,954.00
5125	Insurance life	624.45	796.97	671.00	671.00	688.00
5126	Insurance-dental	2,902.12	2,398.37	2,676.00	2,676.00	2,676.00
5127	Insurance disability	671.85	810.88	760.00	760.00	778.00
5130	Retirement program	24,519.94	23,849.02	24,295.00	24,295.00	24,801.00
	<i>Benefits Totals</i>	<i>\$87,184.73</i>	<i>\$86,499.52</i>	<i>\$89,724.00</i>	<i>\$89,724.00</i>	<i>\$92,788.00</i>
	<i>Personnel Services Totals</i>	<i>\$379,699.86</i>	<i>\$384,410.41</i>	<i>\$387,952.00</i>	<i>\$387,952.00</i>	<i>\$397,345.00</i>
Contractual Services						
5246	Maintenance & repair-building	(159,999.96)	(159,999.96)	.00	.00	.00
5247	Maintenance & repair-equipment	88,254.72	88,481.98	95,000.00	95,000.00	35,000.00
	<i>Budget Transactions</i>					
	<i>Level</i>					
	PD Allocation - Vehicle Maintenance Repair Equipment					
	F and A Director					1.0000
	F and A Director					1.0000
	F and A Director					1.0000
	<i>Total Amount</i>					<i>(60,000.00)</i>
	Maintenance & Repair Equipment - General					
	F and A Director					35,000.00
	Maintenance & Repair Equipment - PD					60,000.00
	<i>F and A Director Totals</i>					<i>\$35,000.00</i>
5248	Maintenance & repair vehicles	102,628.56	118,514.59	115,000.00	115,000.00	115,000.00
5249	Memberships & subscriptions	14,513.49	14,614.99	16,300.00	16,300.00	20,300.00
	<i>Budget Transactions</i>					
	<i>Level</i>					
	AEMP memberships					2.0000
	F and A Director					350.00
	F and A Director					1,000.00
	F and A Director					1,000.00
	F and A Director					1,000.00
	F and A Director					1,600.00
	Ford Maintenance Subscription					2,800.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 073 - Vehicle Maintenance						
Contractual Services						
	F and A Director					1.0000
	F and A Director					1.0000
	F and A Director					1.0000
						F and A Director Totals
						\$20,300.00
5251	Miscellaneous contractual	2,221.50	1,592.00	2,000.00	2,000.00	2,000.00
5268	Rental equipment	4,535.98	4,877.53	5,000.00	5,000.00	5,000.00
5277	Training & continuing education	816.88	1,734.00	2,400.00	2,400.00	2,400.00
						F and A Director Totals
						\$2,400.00
Budget Transactions						
	Level					
	F and A Director					1.0000
	F and A Director					1.0000
	F and A Director					1.0000
						F and A Director Totals
						\$2,400.00
Contractual Services Totals						
		\$52,971.17	\$69,815.13	\$235,700.00	\$235,700.00	\$179,700.00
Commodities						
5313	Department supplies	12,511.81	14,087.61	12,500.00	12,500.00	12,500.00
5318	Gasoline & oil	292,287.20	260,729.86	380,000.00	380,000.00	195,000.00
						F and A Director Totals
						\$2,400.00
Budget Transactions						
	Level					
	F and A Director					1.0000
	F and A Director					1.0000
						F and A Director Totals
						\$195,000.00
5342	Tools	8,504.17	6,162.98	8,000.00	8,000.00	8,000.00
5343	Uniforms	1,270.17	2,213.88	2,000.00	2,000.00	2,000.00
						F and A Director Totals
		\$314,573.35	\$283,194.33	\$402,500.00	\$402,500.00	\$217,500.00
Commodities Totals						
						\$217,500.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Account	Account Description	Amount	Budget	Director
Fund 001 - General Fund				

Division 073 - Vehicle Maintenance
Capital Outlay

5440	Machinery & equipment		5,635.33	.00	18,000.00	18,000.00	10,000.00	
	Budget Transactions	Transaction Level					Cost Per Unit	Total Amount
	F and A Director	Shop Air Compressor					1.0000	10,000.00
							F and A Director Totals	\$10,000.00
5460	Automobiles & trucks		72,734.90	62,767.00	.00	.00	48,000.00	
	Budget Transactions	Transaction Level					Cost Per Unit	Total Amount
	F and A Director	Sedan - Replace CA2					1.0000	21,000.00
	F and A Director	SUV - Replace E6, PZ2 to move to IT					1.0000	27,000.00
							F and A Director Totals	\$48,000.00
		Capital Outlay Totals	\$78,370.23	\$62,767.00	\$18,000.00	\$18,000.00	\$58,000.00	
	Division	073 - Vehicle Maintenance Totals	\$825,614.61	\$800,186.87	\$1,044,152.00	\$1,044,152.00	\$852,545.00	



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Budget Year 2018

Account Fund	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
001	General Fund					
EXPENSE						
Division 075 - Street Lights						
Contractual Services						
5251	Miscellaneous contractual	5,824.05	6,610.16	12,000.00	12,000.00	14,000.00
5274	Street lighting	19,828.52	19,417.80	20,000.00	20,000.00	20,000.00
Contractual Services Totals		\$25,652.57	\$26,027.96	\$32,000.00	\$32,000.00	\$34,000.00
Division 075 - Street Lights Totals		\$25,652.57	\$26,027.96	\$32,000.00	\$32,000.00	\$34,000.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division 076 - Facility Maintenance						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	313,392.22	336,179.42	334,343.00	334,343.00	333,172.00
5112	Salaries parttime/temporary	19,178.70	11,368.71	26,000.00	26,000.00	26,000.00
5113	Salaries overtime	4,389.99	2,469.62	4,500.00	4,500.00	4,500.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(7,599.00)	(7,599.00)	(7,599.00)
Salaries Totals		\$336,960.91	\$350,017.75	\$357,244.00	\$357,244.00	\$356,073.00
Benefits						
5120	Social security	24,335.63	24,973.32	27,910.00	27,910.00	27,820.00
5122	Workers compensation	3,333.00	2,875.00	2,335.00	2,335.00	2,714.00
5124	Insurance health	45,191.05	50,278.31	52,361.00	52,361.00	37,094.00
5125	Insurance life	768.60	892.87	766.00	766.00	770.00
5126	Insurance-dental	3,255.40	2,974.37	3,356.00	3,356.00	2,785.00
5127	Insurance disability	714.91	914.34	865.00	865.00	872.00
5130	Retirement program	24,327.92	23,049.65	29,187.00	29,187.00	27,013.00
Benefits Totals		\$101,926.51	\$105,957.86	\$116,780.00	\$116,780.00	\$99,068.00
Personnel Services Totals		\$438,887.42	\$455,975.61	\$474,024.00	\$474,024.00	\$455,141.00
Contractual Services						
5246	Maintenance & repair-building	52,944.62	29,333.77	38,000.00	38,000.00	38,000.00
5247	Maintenance & repair-equipment	120,020.02	32,954.41	32,000.00	32,000.00	32,000.00
5249	Memberships & subscriptions	212.98	48.98	200.00	200.00	200.00
5251	Miscellaneous contractual	57,665.57	50,859.58	59,000.00	59,000.00	59,000.00
Budget Transactions						
Level	Transaction			Number of Units	Cost Per Unit	Total Amount
F and A Director	Cleaning supply service (mops, pads & towels)			1.0000	450.00	450.00
F and A Director	Alarm Monitoring Services			1.0000	700.00	700.00
F and A Director	Exterminator PWF			1.0000	800.00	800.00
F and A Director	Door entry mats @ PWF			1.0000	800.00	800.00
F and A Director	Exterminator PMF			1.0000	1,200.00	1,200.00
F and A Director	Door entry mats @ PAMF			1.0000	1,300.00	1,300.00
F and A Director	Exterminator City Hall			1.0000	1,600.00	1,600.00
F and A Director	Door entry mats @ City Hall			1.0000	3,900.00	3,900.00
F and A Director	General contractual			1.0000	4,250.00	4,250.00
F and A Director	Carpets			1.0000	5,800.00	5,800.00



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Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund	001 - General Fund					
EXPENSE						
Division	076 - Facility Maintenance					
Contractual Services						
	F and A Director					1.0000
	Elevator Services and Inspections					6,100.00
	Inspections					1.0000
	F and A Director					7,000.00
	F and A Director					1.0000
	Window Cleaning Services					7,100.00
	F and A Director					1.0000
	HVAC Service					18,000.00
						F and A Director Totals
						\$59,000.00
5268	Rental equipment	.00	690.51	500.00	500.00	750.00
5277	Training & continuing education	259.78	479.26	1,000.00	1,000.00	1,000.00
5285	Utilities-electric	157,388.51	147,514.30	147,000.00	147,000.00	149,000.00
5286	Utilities-gas	50,307.33	41,739.30	51,000.00	51,000.00	51,000.00
5287	Utilities-water	13,922.80	15,869.49	16,000.00	16,000.00	16,000.00
5288	Utilities-sewer	3,553.62	2,601.93	4,000.00	4,000.00	4,000.00
	<i>Contractual Services Totals</i>	\$456,275.23	\$322,091.53	\$348,700.00	\$348,700.00	\$350,950.00
<i>Commodities</i>						
5313	Department supplies	46,178.42	54,267.39	48,000.00	48,000.00	51,000.00
5340	Salt & abrasives	474.30	976.50	1,000.00	1,000.00	1,000.00
5342	Tools	509.38	8,639.82	12,000.00	12,000.00	4,000.00
5343	Uniforms	3,411.91	3,306.70	3,400.00	3,400.00	3,600.00
	<i>Commodities Totals</i>	\$50,574.01	\$67,190.41	\$64,400.00	\$64,400.00	\$59,600.00
<i>Capital Outlay</i>						
5470	Improvements building & grounds	11,614.50	35,186.00	40,000.00	72,347.00	.00
	<i>Capital Outlay Totals</i>	\$11,614.50	\$35,186.00	\$40,000.00	\$72,347.00	\$0.00
	Division	\$957,351.16	\$880,443.55	\$927,124.00	\$959,471.00	\$865,691.00
	EXPENSE TOTALS	\$23,336,067.21	\$23,902,024.11	\$21,616,697.00	\$25,653,794.00	\$22,771,928.00
	Fund					
	001 - General Fund Totals	\$23,336,067.21	\$23,902,024.11	\$21,616,697.00	\$25,653,794.00	\$22,771,928.00
	EXPENSE TOTALS	\$23,336,067.21	\$23,902,024.11	\$21,616,697.00	\$25,653,794.00	\$22,771,928.00
	Fund					
	001 - General Fund Totals	(\$23,336,067.21)	(\$23,902,024.11)	(\$21,616,697.00)	(\$25,653,794.00)	(\$22,771,928.00)



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 119	Parks sales tax					
EXPENSE						
Division 084 - Parks and Recreation						
Personnel Services						
Salaries						
5111	Salaries regular/full-time	1,851,851.79	1,973,354.30	1,965,910.00	1,965,910.00	1,934,844.00
5112	Salaries parttime/temporary	98,186.03	120,229.07	132,500.00	132,500.00	195,770.00
5113	Salaries overtime	41,957.51	28,469.91	35,000.00	35,000.00	35,000.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(20,707.00)	(20,707.00)	(20,707.00)
Salaries Totals		\$1,991,995.33	\$2,122,053.28	\$2,112,703.00	\$2,112,703.00	\$2,144,907.00
Benefits						
5120	Social security	142,274.54	150,696.53	160,911.00	160,911.00	160,025.00
5122	Workers compensation	50,931.00	51,320.00	52,525.00	52,525.00	59,585.00
5124	Insurance health	272,615.70	271,985.01	281,933.00	281,933.00	283,920.00
5125	Insurance life	5,036.10	5,538.36	4,638.00	4,638.00	4,632.00
5126	Insurance-dental	20,198.81	17,488.63	19,355.00	19,355.00	18,818.00
5127	Insurance disability	4,845.31	5,396.66	5,025.00	5,025.00	4,985.00
5130	Retirement program	145,629.27	143,993.48	168,273.00	168,273.00	155,187.00
Benefits Totals		\$641,530.73	\$646,418.67	\$692,660.00	\$692,660.00	\$687,152.00
Personnel Services Totals		\$2,633,526.06	\$2,768,471.95	\$2,805,363.00	\$2,805,363.00	\$2,832,059.00
Contractual Services						
Advertising						
5210	Advertising	54,525.75	24,478.53	29,650.00	31,650.00	34,150.00
Budget Transactions						
Level	Transaction	Number of Units		Cost Per Unit		Total Amount
F and A Director	Chamber Expo	1.0000		150.00		150.00
F and A Director	Facebook	1.0000		1,000.00		1,000.00
F and A Director	Stl Today	1.0000		2,000.00		2,000.00
F and A Director	St. Louis Magazine	1.0000		3,000.00		3,000.00
F and A Director	Program/Event Advertising	1.0000		5,000.00		5,000.00
F and A Director	Charter cable ads	1.0000		6,000.00		6,000.00
F and A Director	Radio Ads	1.0000		7,000.00		7,000.00
F and A Director	Digital Ads	1.0000		10,000.00		10,000.00
F and A Director Totals		7.5000		5,000.00		\$34,150.00
5221	Data processing	4,999.12	7,282.59	5,000.00	5,000.00	7,500.00
Budget Transactions						
Level	Transaction	Number of Units		Cost Per Unit		Total Amount
F and A Director	Rec Trac Supplies	1.0000		560.00		560.00



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Account Fund 119 - Parks sales tax

EXPENSE

Division 084 - Parks and Recreation
Contractual Services

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
F and A Director	Rec Trac Upgrade and training					1.0000
F and A Director	Rec Trac					1.0000
						F and A Director Totals
						2,500.00
						2,500.00
						4,440.00
						4,440.00
						\$7,500.00

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
5224	Employee recruitment	1,015.50	1,904.03	2,000.00	2,000.00	2,500.00
5246	Maintenance & repair-building	105,842.37	110,655.43	95,000.00	130,000.00	95,000.00
5247	Maintenance & repair-equipment	35,992.99	47,464.43	65,000.00	65,000.00	65,000.00
5249	Memberships & subscriptions	2,419.00	1,495.00	2,600.00	2,600.00	2,600.00
5251	Miscellaneous contractual	566,766.11	686,449.72	581,500.00	659,992.00	436,075.00

Budget Transactions	Transaction Level	Number of Units	Cost Per Unit	Total Amount
F and A Director	Soil Testing	1.0000	1,000.00	1,000.00
F and A Director	Irrigation	1.0000	1,000.00	1,000.00
F and A Director	Pump Station	1.0000	1,250.00	1,250.00
F and A Director	Art Sculpture Maintenance	1.0000	2,000.00	2,000.00
F and A Director	Tree Fertilization & Spraying	1.0000	2,500.00	2,500.00
F and A Director	Extermination Services	1.0000	3,000.00	3,000.00
F and A Director	Fire Extinguisher Service	1.0000	4,500.00	4,500.00
F and A Director	Monitoring	1.0000	6,000.00	6,000.00
F and A Director	Fencing	1.0000	7,000.00	7,000.00
F and A Director	Backflow Inspections	1.0000	10,000.00	10,000.00
F and A Director	Credit Card Fees	1.0000	10,000.00	10,000.00
F and A Director	Tree & Bush Replacement	1.0000	10,000.00	10,000.00
F and A Director	Cintas	1.0000	10,000.00	10,000.00
F and A Director	F Pavilion Staining	1.0000	13,000.00	13,000.00
F and A Director	Mulching	1.0000	14,000.00	14,000.00
F and A Director	Pool Maintenance /equipment-buildings	1.0000	14,500.00	14,500.00
F and A Director	Trail Maintenance	1.0000	15,000.00	15,000.00
F and A Director	HVAC Preventative Maint.	1.0000	16,000.00	16,000.00
F and A Director	Ground Maintenance	1.0000	17,500.00	17,500.00
F and A Director	Lazy River Pool Painting	1.0000	27,500.00	27,500.00
F and A Director	Pool Management and Maintenance	1.0000	250,325.00	250,325.00
		F and A Director Totals		\$436,075.00

5260	Printing & binding	8,779.46	20,425.06	20,000.00	22,500.00	22,500.00
5261	Professional services	3,718.00	1,500.00	60,000.00	60,000.00	1,500.00



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Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 119	Parks sales tax					
EXPENSE						
Division 084 - Parks and Recreation						
Contractual Services						
5263	Subdivision beautification	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Budget Transactions						
	Level					
	F and A Director					
	Transaction					
	Riverbend Subdivision Entrance					
	Number of Units					1,000
	Cost Per Unit					1,500.00
	Total Amount					1,500.00
	F and A Director Totals					\$1,500.00
5268	Rental equipment	5,180.17	10,393.79	10,000.00	10,000.00	10,000.00
5271	Licenses/permits	2,829.00	1,457.00	3,000.00	3,000.00	3,000.00
5275	Taxes	39,737.33	39,779.96	45,000.00	45,000.00	45,000.00
5276	Telephone	4,930.98	4,280.83	4,000.00	4,000.00	4,000.00
5277	Training & continuing education	11,110.76	16,652.27	24,500.00	24,500.00	14,650.00
Budget Transactions						
	Level					
	F and A Director					
	Transaction					
	Pesticide Training					1,000
	MPRA Maint Seminars					1,000
	NPSI					1,000
	Certified Pool operator					1,000
	MOTOC					1,000
	International Entertainment Buyers Association					1,000
	Certifications					1,000
	Local workshops and meetings					1,000
	MPRA					1,000
	NRPA					1,000
	F and A Director Totals					3,500.00
	Total Amount					3,500.00
	F and A Director Totals					\$14,650.00
5285	Utilities-electric	263,974.64	232,981.27	255,000.00	255,000.00	245,000.00
5286	Utilities-gas	585.73	744.29	650.00	650.00	650.00
5287	Utilities-water	131,925.60	106,087.11	135,000.00	135,000.00	120,000.00
5288	Utilities-sewer	79,572.27	65,940.03	45,000.00	45,000.00	50,000.00
5299	Special Projects	89,230.00	122,920.00	43,000.00	49,000.00	100,000.00
Budget Transactions						
	Level					
	F and A Director					
	Transaction					
	Chamber Concerts					1,000
	Cost Per Unit					3,000.00
	Total Amount					3,000.00



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Account Account Description
Fund 119 - Parks sales tax

EXPENSE

Division 084 - Parks and Recreation
Contractual Services

F and A Director	Sand Volleyball Court	1.0000	97,000.00	97,000.00	97,000.00
F and A Director Totals				\$100,000.00	

Contractual Services Totals \$1,414,634.78 \$1,504,391.34 \$1,427,400.00 \$1,551,392.00 \$1,260,625.00

Commodities

5311	Parks Donation/Sponsorship/Living Legacy expenditures	.00	3,811.27	.00	.00
5313	Department supplies	476,806.59	455,767.65	461,000.00	456,000.00

Budget Transactions		Transaction Level	Transaction	Number of Units	Cost Per Unit	Total Amount
	F and A Director		Pest Control	1.0000	500.00	500.00
	F and A Director		Oil/Filters	1.0000	500.00	500.00
	F and A Director		Batteries	1.0000	1,000.00	1,000.00
	F and A Director		Chlorine	1.0000	1,500.00	1,500.00
	F and A Director		Dog Tags	1.0000	1,500.00	1,500.00
	F and A Director		Lumber	1.0000	2,000.00	2,000.00
	F and A Director		Kitchen	1.0000	2,500.00	2,500.00
	F and A Director		First Aid	1.0000	4,000.00	4,000.00
	F and A Director		Safety Equipment	1.0000	4,000.00	4,000.00
	F and A Director		Supplies	1.0000	4,500.00	4,500.00
	F and A Director		Flags	1.0000	5,000.00	5,000.00
	F and A Director		Field Chalk	1.0000	5,000.00	5,000.00
	F and A Director		Paint	1.0000	6,000.00	6,000.00
	F and A Director		Non-Cap Equipment	1.0000	9,500.00	9,500.00
	F and A Director		Signs	1.0000	10,000.00	10,000.00
	F and A Director		Rock-Concrete	1.0000	10,000.00	10,000.00
	F and A Director		Field Conditioner	1.0000	10,000.00	10,000.00
	F and A Director		Field Paint	1.0000	13,000.00	13,000.00
	F and A Director		Top Soil	1.0000	15,000.00	15,000.00
	F and A Director		Mulch - in house	1.0000	15,000.00	15,000.00
	F and A Director		Janitorial	1.0000	25,000.00	25,000.00
	F and A Director		Hardware	1.0000	25,000.00	25,000.00
	F and A Director		Park Amenities	1.0000	30,000.00	30,000.00
	F and A Director		Plant Material	1.0000	30,000.00	30,000.00
	F and A Director		Irrigation	1.0000	33,000.00	33,000.00
	F and A Director		Chemicals	1.0000	45,000.00	45,000.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 119	Parks sales tax					
EXPENSE						
Division 084 - Parks and Recreation						
Commodities						
	F and A Director					1.0000
	Seed/Sod					55,000.00
	F and A Director					1.0000
	Fertilizer					57,000.00
						F and A Director Totals
						\$420,500.00
5318	Gasoline & oil	159,999.96	159,999.96	.00	.00	
5325	Miscellaneous supplies	246,934.89	207,170.44	215,350.00	241,190.00	190,790.00
Budget Transactions						
	Level	Transaction	Number of Units	Cost Per Unit	Total Amount	
	F and A Director	Birthday event expenses at CVAC	1.0000	150.00	150.00	
	F and A Director	Fishing Derby	1.0000	200.00	200.00	
	F and A Director	Family Fun Day at pool	1.0000	250.00	250.00	
	F and A Director	Yappy Hour	1.0000	300.00	300.00	
	F and A Director	LOAP	1.0000	500.00	500.00	
	F and A Director	National Fitness/Health Day	1.0000	750.00	750.00	
	F and A Director	Environmental Programs	1.0000	950.00	950.00	
	F and A Director	Outdoor Recreation events	1.0000	1,000.00	1,000.00	
	F and A Director	Get Active	1.0000	1,000.00	1,000.00	
	F and A Director	Family Night at the Ball Fields	1.0000	1,000.00	1,000.00	
	F and A Director	Start Smart Baseball	1.0000	1,500.00	1,500.00	
	F and A Director	Swag	1.0000	1,500.00	1,500.00	
	F and A Director	Outdoor Recreation Youth Camp	1.0000	2,100.00	2,100.00	
	F and A Director	Youth Try/Tri-Athlon	1.0000	2,500.00	2,500.00	
	F and A Director	Rec Programs	1.0000	2,500.00	2,500.00	
	F and A Director	Event Production Elements	1.0000	3,000.00	3,000.00	
	F and A Director	Spring Break Sports Camp (2)	1.0000	3,500.00	3,500.00	
	F and A Director	Senior Sizzlers	1.0000	4,000.00	4,000.00	
	F and A Director	Summer Sports Camp (5 weeks)	1.0000	6,500.00	6,500.00	
	F and A Director	Sand Volleyball (3 sessions)	1.0000	6,990.00	6,990.00	
	F and A Director	St Patricks Day Run	1.0000	7,500.00	7,500.00	
	F and A Director	Adult Softball Leagues	1.0000	15,100.00	15,100.00	
	F and A Director	Swim Programs	1.0000	21,000.00	21,000.00	
	F and A Director	Turkey Trot	1.0000	37,000.00	37,000.00	
	F and A Director	4th of July	1.0000	70,000.00	70,000.00	
			F and A Director Totals			\$190,790.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 119	Parks sales tax					
EXPENSE						
Division 084	Parks and Recreation					
Commodities						
5326	Arts & Entertainment	.00	128,382.10	216,400.00	240,900.00	199,400.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Photographer					400.00
F and A Director	Art on Loan					1,000.00
F and A Director	Orchestra Events					1,500.00
F and A Director	Rotating Art at City Hall					2,000.00
F and A Director	Regency					2,000.00
F and A Director	Family Movies					2,500.00
F and A Director	Jazz Fest					5,000.00
F and A Director	Keystone Staffing					8,000.00
F and A Director	6 Sounds of Summer Concerts					27,000.00
F and A Director	Beverage Sales at Events					50,000.00
F and A Director	Ticketed Shows					100,000.00
						F and A Director Totals
						\$199,400.00
5330	Office supplies	2,129.80	1,496.40	2,500.00	2,500.00	2,500.00
5342	Tools	8,104.92	8,262.70	8,500.00	8,500.00	8,500.00
5343	Uniforms	15,692.47	15,574.37	21,500.00	21,500.00	21,500.00
	Commodities Totals	\$909,668.63	\$980,464.89	\$975,250.00	\$984,463.00	\$878,690.00
Capital Outlay						
5440	Machinery & equipment	164,284.62	67,813.47	39,500.00	39,500.00	.00
5460	Automobiles & trucks	74,288.00	132,100.00	53,500.00	53,500.00	.00
5470	Improvements building & grounds	102,344.42	163,630.93	128,000.00	152,691.00	27,000.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Pool Concession - AC Replace					11,000.00
F and A Director	Water Heater at Pool - Replace					16,000.00
						F and A Director Totals
						\$27,000.00
5480	Improvements other than building	.00	40,464.44	65,000.00	78,290.00	21,000.00
Budget Transactions						
Level	Transaction					Total Amount
F and A Director	Slides (2) repair/maintenance					21,000.00
						F and A Director Totals
						\$21,000.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	Amount	Amount	Budget	Budget	Director
Fund 119	Parks sales tax					
EXPENSE						
Division 084 - Parks and Recreation						
Capital Outlay						
5498	Projects	719,262.99	64,034.59	.00	69,772.00	.00
Capital Outlay Totals		\$1,060,180.03	\$468,043.43	\$286,000.00	\$393,753.00	\$48,000.00
Other finance use and source						
Operating Transfers Out						
5990	Operating transfers out	2,866,706.26	3,093,680.59	2,962,479.00	2,962,479.00	3,018,121.00
Budget Transactions						
Level	Transaction	Number of Units			Cost Per Unit	Total Amount
F and A Director	08 Bond payment	1.0000			347,495.00	347,495.00
F and A Director	2014 Bond Payment	1.0000			578,550.00	578,550.00
F and A Director	05 Bond payment	1.0000			2,092,076.00	2,092,076.00
F and A Director Totals					\$3,018,121.00	
Operating Transfers Out Totals						
Other finance use and source Totals		\$2,866,706.26	\$3,093,680.59	\$2,962,479.00	\$2,962,479.00	\$3,018,121.00
Division 084 - Parks and Recreation Totals		\$8,884,715.76	\$8,815,052.20	\$8,406,492.00	\$8,697,450.00	\$8,037,495.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 119	Parks sales tax					
EXPENSE						
Division 087	CVAC Concession					
Personnel Services						
Salaries						
5111	Salaries regular/full-time	53,224.20	55,440.18	137,728.00	137,728.00	135,017.00
5112	Salaries parttime/temporary	100,929.37	99,266.78	100,000.00	100,000.00	129,180.00
5113	Salaries overtime	.00	.00	.00	.00	1,500.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(8,461.00)	(8,461.00)	(8,461.00)
	<i>Salaries Totals</i>	\$154,153.57	\$154,706.96	\$229,267.00	\$229,267.00	\$257,236.00
Benefits						
5120	Social security	11,807.46	11,831.74	18,186.00	18,186.00	20,326.00
5122	Workers compensation	6,459.00	7,403.00	8,641.00	8,641.00	9,387.00
5124	Insurance health	88.23	54.28	8,070.00	8,070.00	8,280.00
5125	Insurance life	124.56	174.95	318.00	318.00	313.00
5126	Insurance-dental	.00	(63.14)	680.00	680.00	680.00
5127	Insurance disability	138.78	165.15	357.00	357.00	354.00
5130	Retirement program	4,466.59	4,435.50	19,018.00	19,018.00	10,921.00
	<i>Benefits Totals</i>	\$23,084.62	\$24,001.48	\$55,270.00	\$55,270.00	\$50,261.00
	<i>Personnel Services Totals</i>	\$177,238.19	\$178,708.44	\$284,537.00	\$284,537.00	\$307,497.00
Contractual Services						
5224	Employee recruitment	1,843.97	87.50	.00	.00	.00
5247	Maintenance & repair-equipment	8,574.05	16,008.56	15,000.00	15,000.00	12,500.00
5251	Miscellaneous contractual	10,268.77	10,256.44	15,000.00	15,000.00	12,500.00
5261	Professional services	1,444.08	2,207.66	1,000.00	1,000.00	1,000.00
5271	Licenses/permits	1,614.00	1,492.33	5,250.00	5,250.00	5,250.00
	<i>Contractual Services Totals</i>	\$23,744.87	\$30,052.49	\$36,250.00	\$36,250.00	\$31,250.00
Commodities						
5313	Department supplies	278,335.81	289,796.46	321,000.00	321,000.00	309,700.00
5343	Uniforms	912.94	1,323.00	1,750.00	1,750.00	1,500.00
	<i>Commodities Totals</i>	\$279,248.75	\$291,119.46	\$322,750.00	\$322,750.00	\$311,200.00
Capital Outlay						
5440	Machinery & equipment	.00	.00	10,000.00	10,000.00	.00
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
Division 087	CVAC Concession	\$480,231.81	\$499,880.39	\$653,537.00	\$653,537.00	\$649,947.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 119 - Parks sales tax						
EXPENSE						
Division 088 - Central Park - Concession						
Personnel Services						
Salaries						
5112	Salaries parttime/temporary	19,197.22	24,331.56	25,000.00	25,000.00	23,400.00
5199	Personnel Expenditure Budgetary Savings	.00	.00	(5,883.00)	(5,883.00)	(5,883.00)
	<i>Salaries Totals</i>	\$19,197.22	\$24,331.56	\$19,117.00	\$19,117.00	\$17,517.00
Benefits						
5120	Social security	1,468.01	1,861.24	1,913.00	1,913.00	1,790.00
	<i>Benefits Totals</i>	\$1,468.01	\$1,861.24	\$1,913.00	\$1,913.00	\$1,790.00
	<i>Personnel Services Totals</i>	\$20,665.23	\$26,192.80	\$21,030.00	\$21,030.00	\$19,307.00
Contractual Services						
5247	Maintenance & repair-equipment	1,373.69	1,867.10	3,000.00	3,000.00	2,100.00
5251	Miscellaneous contractual	1,332.90	4,787.20	5,700.00	5,700.00	3,550.00
5271	Licenses/permits	193.00	869.33	750.00	750.00	200.00
	<i>Contractual Services Totals</i>	\$2,899.59	\$7,523.63	\$9,450.00	\$9,450.00	\$5,850.00
Commodities						
5313	Department supplies	19,302.33	29,461.70	30,000.00	30,000.00	21,350.00
	<i>Commodities Totals</i>	\$19,302.33	\$29,461.70	\$30,000.00	\$30,000.00	\$21,350.00
Capital Outlay						
5440	Machinery & equipment	5,025.00	.00	16,000.00	16,000.00	.00
	<i>Capital Outlay Totals</i>	\$5,025.00	\$0.00	\$16,000.00	\$16,000.00	\$0.00
Division 088 - Central Park - Concession						
	<i>EXPENSE TOTALS</i>	\$47,892.15	\$63,178.13	\$76,480.00	\$76,480.00	\$46,507.00
	<i>EXPENSE TOTALS</i>	\$9,412,839.72	\$9,378,110.72	\$9,136,509.00	\$9,427,467.00	\$8,733,949.00
Fund 119 - Parks sales tax Totals						
	<i>EXPENSE TOTALS</i>	\$9,412,839.72	\$9,378,110.72	\$9,136,509.00	\$9,427,467.00	\$8,733,949.00
Fund 119 - Parks sales tax Totals						
	<i>EXPENSE TOTALS</i>	(\$9,412,839.72)	(\$9,378,110.72)	(\$9,136,509.00)	(\$9,427,467.00)	(\$8,733,949.00)



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	Amount	Amount	Budget	Budget	Director
Fund	120 - Capital improvement sales tax					
EXPENSE						
Division	079 - Capital Projects					
Personnel Services						
Salaries						
5111	Salaries regular/full-time	188,233.75	217,750.41	198,935.00	237,765.00	202,482.00
5112	Salaries parttime/temporary	.00	.00	10,000.00	10,000.00	.00
5113	Salaries overtime	692.69	341.23	.00	.00	.00
Salaries Totals		\$188,926.44	\$218,091.64	\$208,935.00	\$247,765.00	\$202,482.00
Benefits						
5120	Social security	13,840.58	15,977.52	15,984.00	18,954.00	16,255.00
5122	Workers compensation	357.00	308.00	250.00	250.00	291.00
5124	Insurance health	17,872.90	17,452.62	18,134.00	18,534.00	24,674.00
5125	Insurance life	545.67	574.96	448.00	548.00	454.00
5126	Insurance-dental	1,362.42	1,509.77	1,425.00	2,025.00	1,425.00
5127	Insurance disability	488.84	601.95	505.00	605.00	515.00
5130	Retirement program	14,881.38	15,748.82	16,715.00	16,715.00	16,199.00
Benefits Totals		\$49,348.79	\$52,173.64	\$53,461.00	\$57,631.00	\$59,813.00
Personnel Services Totals		\$238,275.23	\$270,265.28	\$262,396.00	\$305,396.00	\$262,295.00
Contractual Services						
5251	Miscellaneous contractual	101,866.40	140,292.29	90,000.00	505,747.00	10,000.00
Budget Transactions						
Level	Transaction	Number of Units		Cost Per Unit		Total Amount
F and A Director	Capital Contracts	1.0000		10,000.00		10,000.00
				F and A Director Totals		\$10,000.00
5261	Professional services	541,540.60	439,131.69	285,000.00	408,477.00	390,000.00
Budget Transactions						
Level	Transaction	Number of Units		Cost Per Unit		Total Amount
F and A Director	TIP grant application	1.0000		10,000.00		10,000.00
F and A Director	Capital Project Design	1.0000		10,000.00		10,000.00
F and A Director	Old Chesterfield Right of Way	1.0000		50,000.00		50,000.00
F and A Director	Inspection/Testing Services - slab / sidewalk / asphalt	1.0000		100,000.00		100,000.00
F and A Director	Design services for Schoettler turn lanes	1.0000		100,000.00		100,000.00
F and A Director	Schoettler Road right of way	1.0000		120,000.00		120,000.00
				F and A Director Totals		\$390,000.00
Contractual Services Totals		\$643,407.00	\$579,423.98	\$375,000.00	\$914,224.00	\$400,000.00



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 F and A Director
Fund 120	- Capital improvement sales tax					
EXPENSE						
Division	079 - Capital Projects					
Capital Outlay						
5440	Machinery & equipment	184,439.76	200,146.00	130,000.00	130,000.00	.00
5460	Automobiles & trucks	77,134.00	223,356.00	.00	1,346,203.00	282,000.00
Budget Transactions						
Level	Transaction					
F and A Director	(3) 1.5 ton CNG Truck					
						Cost Per Unit
						94,000.00
						Total Amount
						282,000.00
						F and A Director Totals
						\$282,000.00
5470	Improvements building & grounds	798,143.39	1,738,310.12	305,000.00	3,228,190.00	.00
5490	Street improvements	4,195,600.87	5,660,948.20	4,795,000.00	5,373,458.00	1,740,000.00
Budget Transactions						
Level	Transaction					
F and A Director	Concrete Street Reconstruction					
						Cost Per Unit
						1,740,000.00
						Total Amount
						1,740,000.00
						F and A Director Totals
						\$1,740,000.00
5495	Storm sewer improvements	.00	.00	20,000.00	20,000.00	.00
5497	Sidewalks improvements	218,960.70	1,295,279.91	500,000.00	1,671,277.00	257,000.00
Capital Outlay Totals		\$5,474,278.72	\$9,118,040.23	\$5,750,000.00	\$11,769,128.00	\$2,279,000.00
Other finance use and source						
Operating Transfers Out						
5990	Operating transfers out	1,937,988.63	1,928,831.00	1,889,400.00	1,889,400.00	3,489,515.00
Budget Transactions						
Level	Transaction					
F and A Director	RS&II fees					
F and A Director	Capital Fund CNG Payment-Half of Total					
F and A Director	CNG Related Grant Revenue					
F and A Director	RS&II debt service					
						Cost Per Unit
						350.00
						Total Amount
						350.00
						470,242.00
						1,081,623.00
						1,937,300.00
						F and A Director Totals
						\$3,489,515.00
Operating Transfers Out Totals						
Other finance use and source Totals						
Division 079 - Capital Projects Totals						
EXPENSE TOTALS						
Fund 120	- Capital improvement sales tax Totals					
	EXPENSE TOTALS	\$8,293,949.58	\$11,896,560.49	\$8,276,796.00	\$14,878,148.00	\$6,430,810.00
Fund 120	- Capital improvement sales tax Totals					
	EXPENSE TOTALS	\$8,293,949.58	\$11,896,560.49	\$8,276,796.00	\$14,878,148.00	\$6,430,810.00
Fund 120	- Capital improvement sales tax Totals					
	EXPENSE TOTALS	(\$8,293,949.58)	(\$11,896,560.49)	(\$8,276,796.00)	(\$14,878,148.00)	(\$6,430,810.00)



2018 Preliminary Budget - 2017-11-22 WITH PROPOSED REDUCTIONS

Budget Year 2018

Net Grand Totals									
REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS	\$41,042,856.51	\$45,176,695.32	\$39,030,002.00	\$49,959,409.00	\$37,936,687.00				
Net Grand Totals	(\$41,042,856.51)	(\$45,176,695.32)	(\$39,030,002.00)	(\$49,959,409.00)	(\$37,936,687.00)				

From: Mike Geisel
Sent: Monday, November 13, 2017 10:07 AM
To: Barbara McGuinness; Barry Flachsbart; Ben Keathley; Bob Nation; Chris Graville; Dan Hurt; Dan Hurt (longhornz@aol.com); Flachsbart, Barry B.; Guy Tilman; Michelle Ohley; Mike Geisel; Randy Logan; Tom DeCampi
Subject: Performance evaluation and goal setting
Attachments: F&A Policy #29 City Administrator Evaluation.pdf; 2016-8-22 Employment Contract.pdf

All:

As you are aware, I was appointed as the City Administrator effective August 22nd, 2016 after Mr. Herring's departure at the end of March, 2016. Much has transpired since then and much has been accomplished. At the same time, there is much more to do and it often seems that progress is painfully slow.

Regardless, I'd like to offer a friendly reminder that per Ordinance # 2908, the Mayor and City Council is to define annual goals and objectives in conjunction with an annual performance evaluation.

Excerpted from our employment agreement:

Performance Evaluation. Immediately following the commencement of Employee's employment with Employer, the Mayor, City Council and Employee shall discuss the City's goals and objectives for the next year. Beginning with the first anniversary of the commencement of Employee's employment with City, the Mayor, City Council and Employee shall define annually the goals and objectives that they determine are appropriate for the proper operation of the City and to attain the Mayor and City Council's policy objectives. Concurrently with the establishment of the goals and objectives for the City, the Mayor, City Council and Employee shall establish the performance goals for Employee and any specific criteria that shall be used to evaluate Employee's performance. The Mayor and City Council may amend said criteria from time-to-time, after consultation with Employee.

While not contractually required, the City has previously employed F&A Policy #29 to guide the annual evaluation and goal setting process. I've attached this for the Mayor and Council's convenience. Please note that it requires the Chair of the F&A Committee to coordinate this process, and a conversation to occur including the Mayor, President Pro-Tem, F&A Chair and me.

Whether you elect to continue the past practice or elect to follow a new direction is entirely up to you. However, I look forward to talking about next year's goals, objectives, and your assessment of my performance over the last year.

Please advise if I can assist in any way.

Mike Geisel, City Administrator

**CITY OF CHESTERFIELD
POLICY STATEMENT**

FINANCE AND ADMINISTRATION

NO. 029

SUBJECT City Administrator's Evaluation Form

INDEX FA

**DATE
ISSUED** 8/16/1999

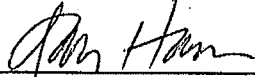
**DATE
REVISED**

POLICY

The attached form is used for the City Administrator's evaluation. The process for the City Administrator is as follows:

1. The City Administrator issues the evaluation forms to the City Council by November 1 each year.
2. The Chairperson of the Finance and Administration Committee collects the forms.
3. The Mayor, Chairman of Finance and Administration Committee, and the President Pro Tem meet with the City Administrator to review the evaluation results.

RECOMMENDED BY:



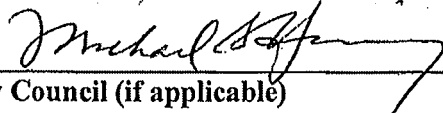
Department Head/Council Committee (if applicable)

9/7/99

Date

APPROVED BY:

City Administrator



City Council (if applicable)

Date

8/16/99

Date

CITY ADMINISTRATOR PERFORMANCE EVALUATION

January, 1999

Please complete this performance evaluation for the City Administrator and return it in a confidential envelope to the Mayor before _____. The Mayor will then prepare a composite summary of each Councilmember's evaluation, which will be shared with the City Council and then discussed with the City Administrator in a meeting involving the President Pro Tem and the Chairperson of the F & A Committee. Individual meetings between the Administrator and Councilmembers can also be arranged.

Performance evaluations are done to provide the employee with feedback on performance, including areas identified as strengths or in need of improvement. Your candid assessment will enable the City Administrator to do a more effective job in meeting expectations of the City Council. Please evaluate performance in each area as indicated below. Comments will be especially helpful in determining how improvements can be made.

1. COUNCIL/ADMINISTRATOR RELATIONS

Does the Administrator keep the City Council informed of major issues so as to avoid the Council being surprised: Are all Council Members treated equally and fairly in terms of information sharing and access to the Administrator? Is there prompt follow-up to questions or requests for information?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5
Comments:				

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

II. COMMUNITY RELATIONS

Is the Administrator perceived as being responsive to community concerns? Is he accessible to citizens and other constituents? Is he "visible" in terms of being known and participating in appropriate community activities? Does he present a positive image of the City government? Does he demonstrate sufficient interest in the community's present and future?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

III. NEWS MEDIA/PRESS RELATIONS

Is the Administrator accessible to the news media? Is information provided in an accurate and timely manner? Is the Administrator an articulate spokesman for the City in the news media?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

IV. ORGANIZATIONAL LEADERSHIP AND DEVELOPMENT

Does the Administrator set a positive example for the City organization in terms of work habits, time spent on the job, courtesy and responsiveness, etc.? Is the City organization generally perceived in a positive manner in the community? Does the Administrator appear to have the respect of City staff? Does the structure of the City organization adequately meet community needs?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

V. GENERAL ADMINISTRATION

Does the Administrator have sound public management skills? Does he appear to keep abreast of changes in the city management profession? Does he take advantage of professional development opportunities and encourage staff to do likewise? Are recommendations well thought out and adequately explained?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

VI. PERSONNEL ADMINISTRATION

Do employees reporting directly to the Administrator appear to be adequately supervised? Motivated? Informed of City Council concerns and policy direction? Does the Administrator appear to be knowledgeable of the activities and work programs of departments? Do employees appear to be treated fairly and professionally?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

VII. FINANCIAL ADMINISTRATION

Does the Administrator have sound financial management skills? Is proper attention paid to controlling expenses and addressing community needs with available resources? Is there adequate focus on longer-term financial needs for the City? Is a five-year budget in place and regularly updated?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

VIII. DEVELOPMENT OF GOALS/POLICIES AND IMPLEMENTATION

Does the Administrator recognize and support the City Council responsibility for establishing City policy? Does the City Administrator assist in the process? Are City Council policies and directives carried out by the City administration? Are City Council goals/policies adequately communicated to the City administration and community? Is the City Council kept informed of progress on implementing goals/policies?

Unsatisfactory	Below Avg.	Satisfactory	Good	Excellent
1	2	3	4	5

Comments:

(I do not have enough personal knowledge to evaluate the City Administrator for this category _____.)

IX. GOALS FOR THE COMING YEAR

List below a maximum of three to five specific goals that the City Administrator should work to complete during the coming year.

1.

2.

3.

4.

5.

X. STRENGTHS/IMPROVEMENTS

A. What do you consider to be the Administrator's greatest strengths?

B. What areas need to be improved?

XI. ANY ADDITIONAL COMMENTS?

Councilmember Signature

PLEASE RETURN TO THE MAYOR

applicable, available to them during a personal leave. Any remaining time off will be unpaid. Employees will be responsible for the employee portion of the insurance premium. Failure to pay premiums in a timely manner may result in a lapse of coverage. If the personal leave extends beyond 30 days, or if it becomes known the employee is not returning to work, the employee will be eligible for COBRA continuation, coincident with the health plan's eligibility provisions and will be responsible for paying the insurance at the COBRA premium rates. COBRA will be offered for continuation of medical coverage. Separate arrangements must be made for continuation of other coverages.

c. Length of Service and Benefit Continuation

An employee's length of continuous service will not be broken during an approved leave of absence. In addition, vacation time and sick days will continue without interruption during the approved personal leave of absence. Contributions to the 401(a) may continue during the period of leave where the employee is receiving compensation. If the employee is not receiving compensation, contributions to the 401(a) will be suspended in accordance with the plan provisions.

d. Return to Work

An employee returning from a personal leave of absence has no guarantee of being returned to their same or similar position. If the vacated position is no longer available, every effort will be made to place the employee in a similar position. After offering appropriate positions that are available, should the employee reject such offers, the employee will be considered to have resigned. If an employee fails to return to work at the conclusion of an approved leave, the employee will be considered to have resigned.

H. EDUCATIONAL ASSISTANCE

Training and Development

You may be selected to attend outside seminars or special courses offered by organizations within your field or specialty. Upon written approval by your supervisor and division Department Head, registration and seminar fees and expenses will be paid 100% up front.

Education Assistance Policy

The City of Chesterfield supports employees who wish to continue their education to secure increased responsibility and growth. In keeping with this philosophy, the City has established a reimbursement program for expenses incurred for courses taken through approved institutions of learning that are part of a degree program.

Upon the successful completion course, the City will reimburse 100% of all required tuition and associated fees, including textbooks, up to a maximum of \$2,500 per calendar year, per employee.

General Information:

1. The program is open to full-time permanent employees.
2. All requests for assistance must be initiated by the use of a "Request for Employee Education Assistance Form" and submitted to the employee's Supervisor and Department Head for approval.
3. To receive education assistance, requests must have written approvals prior to beginning any course.
4. A grade of "C" or better must be obtained in order to receive the benefit provided. Grades must be submitted to your Department Head not more than 10 days upon their issuance. The Department Head will then forward the grade verification to the Finance Director to begin the reimbursement process.
5. Upon separation from full time employment with the City, employees will reimburse the City on a pro-rated basis for any funds received under the Education Assistance Program during the two-year period prior to separating employment (retirees included).
6. Any amounts requested for reimbursement without receipts will be disallowed.

Employee:

1. Submit the Request for Employee Education Assistance Form to your supervisor and department head PRIOR to enrolling, indicating your intent to utilize tuition reimbursement funds.
2. After approval to take the course is approved by your supervisor, your Department Head and the Finance Director, the form will be returned to you to keep until the course is complete and request for reimbursement is made.
3. Please ensure that the Request for Employee Education Assistance Form is filled out thoroughly before submitting and make a copy for your records.

At the completion of the course, the following documents must be submitted to the Director of Finance & Administration with the previously approved Request for Tuition Assistance Form:

1. A receipt showing the payment of tuition/registration and associated student fees.
2. Documentation showing successful completion (grade "C" or better) of the course/certification.

Upon completion of processing the request, any reimbursement will be made via payroll utilizing direct deposit.

From: Bob Nation [<mailto:rsnation@aol.com>]

Sent: Thursday, November 02, 2017 12:08 PM

To: Mike Geisel <mgeisel@chesterfield.mo.us>

Subject: Salary plan policy and funding of annual merit increase for non-FOP...

Salary plan policy and funding of annual merit increase for non-FOP employees.

An adjustment will be made annually to the salary ranges based upon the June Midwest Consumer Price Index. This adjustment to the salary ranges will be applied the following July 1st after merit increases (if awarded) have been applied. Individual salary increases will not occur as a result of this range adjustment process, unless the salary of an employee is beneath the minimum salary for his/her position after any merit increase has been awarded.

In any year where the CPI is zero or less, there will be no adjustment to salary ranges the following

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

1. A percentage stipulated and approved by city council based upon CPI, economic factors, and revenues available to the city.
2. Actual salaries of all current and eligible employees who were on the payroll as of September 1 of current year. This will exclude the salaries of employees who are at the maximum of the range for their job position, but may include a dollar sum adjustment to account for employees who may be near the maximum salary for their respective range and otherwise eligible for less than the approved percentage that has been allocated to the annual budget.
3. It is anticipated that any merit increase dollars not used for employees who may have leave the payroll prior to September 1 of the following year will be sufficient to allow and award partial year increases for those employees who may join the payroll after September 1 of the current year.
4. There will be no allocation made for vacant positions, or positions that are forecast to be vacant or eliminated.
5. A dollar figure will be calculated based upon the above criteria, and this amount will be reflected in the proposed budget.

Best Regards,

Bob Nation, Mayor

City of Chesterfield

314 249-8725

RESOLUTION NO. 441

A RESOLUTION TO ADOPT AND IMPLEMENT REVISIONS TO THE CHESTERFIELD EMPLOYEE COMPENSATION PLAN AND SALARY ADMINISTRATION MANUAL.

WHEREAS, The Finance and Administration Committee of the Whole has reviewed and recommended specific changes to the City of Chesterfield's compensation plan and salary administration manual; and

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

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

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

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

WHEREAS, The City of Chesterfield strives to be an attractive employer and to encourage each employee to render their best service to residents, businesses, and visitors in the City; and

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

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

Section 1.

The City Administrator is hereby authorized and directed to implement revisions to the City of Chesterfield's compensation plan and salary administration manual, as reviewed and recommended by the Finance and Administration Committee of the Whole on October 10, 2017.

Section 2.

A copy of the Chesterfield compensation plan and salary administration manual is attached hereto and identified as "Exhibit A".

Passed and approved by the City Council of the City of Chesterfield, Missouri this 16th day of October, 2017.

Bob Nation
Presiding Officer

Bob Nation
Bob Nation, MAYOR

ATTEST:

Vickie Hass
Vickie Hass, CITY CLERK

Memorandum



TO: Mayor & City Council
FROM: Mike Geisel, ^{MOG} City Administrator
DATE: October 10, 2017
RE: Compensation and Benefits Study

The Finance and Administration Committee unanimously recommended that the City Council accept and implement Staff's comprehensive revisions to the revisions to the City's compensation plan. The Committee directed that paragraph referencing that the merit raise distribution was to be based on the mid-point, was deleted, allowing City Managers discretion and flexibility for distribution. Also, the Committee simultaneously directed that when staff annually provides information to the F&A Committee to develop a recommendation for the value of the merit pool, that staff also provides a description of the basis of that information. Specifically, staff should advise the Committee whether a provided value was calculated based on actual compensation, midpoint compensation or other as appropriate. The remainder of the recommendation was accepted in whole and is provided below:

As directed by City Council, Staff has reviewed the wage and compensation data provided by CBIZ for the non-uniform civilian employee group and has developed a recommended course of action. As originally stated, the purpose of the Wage and Compensation study was intended to provide feedback as to the City's actual factual position relative to the competitive labor market. In general, it is my opinion that the CBIZ data indicates that the City is competitively positioned in the labor market and no major compensation adjustments are required. While the CBIZ study successfully provided that data, the recommendations went substantially further to recommend significant structural changes in our compensation structure and administration. I am pleased that City Council requested analysis and recommendations from staff relative to this information.

As we reviewed and compared the existing compensation structure with the CBIZ proposal, we identified several key concerns:

- 1) The existing compensation structure consists of 83 pay grades, all uniformly spaced at 2% increments and each providing a spread of 40% between the top and bottom of the compensation ranges. Managing 83 pay grades is administratively difficult and the nominal differences between adjacent pay grades is statistically insignificant. There is administrative value in reducing the total number of pay classifications by combining positions which are positioned similarly in the labor market.

- 2) In contrast to the existing 83 pay grades, the CBIZ proposal went to the opposite extreme, recommending broad banding, a total of 19 pay grades, in variable increments and with variable spreads as low as 40% and as high as 65%. This resulted in grouping jobs with larger market disparities and relied on management flexibility in hiring.
- 3) The CBIZ pay grades were developed by roughly equating the "compensation midpoint" at the 75th percentile for each job function. Contrasted to the existing City policy which states that the City's compensation is to be in the "Top Five" of the comparable labor market. Statistically, both proposals are confusing and do not represent actual employee compensation within the pay grades. The 75th percentile was based on the incumbent market positions, which reflects compensation levels of employees with varied levels of experience and tenure. It should also be noted that the statistical significance of the percentile range varies between job functions as the shape of the normal distribution curve varies with distribution of compensation within the individual labor market for each function.
- 4) The CBIZ proposal recommends that the compensation ranges should be adjusted annually by a multiplier which they would provide to the City, as determined by the labor market. Contrasted to the City's current compensation policy of automatically adjusting the compensation ranges effective January first, based on the published 12 month CPI (June to June) as reported in July of the previous year.
- 5) The CBIZ report recommended that they would provide an annual market adjustment recommendation for the purpose of establishing the annual merit increase value. The current City policy requires the F&A Committee of City Council to review and recommend the amount of the annual merit pool to the full City Council in accordance with F&A policy #40.

While the data provided by CBIZ is valuable and has confirmed our market competitiveness, it has also confirmed concerns with a specific number of positions. However, I am reluctant to recommend acceptance of the CBIZ implementation and administration compensation strategies in whole. I do not believe our current system is irrevocably damaged and although some significant changes are required, I believe the existing system can be modified and will continue to serve the City well into the future. While the City has generally followed the current compensation system for more than 15 years, we recognize that the existing system is imperfect and this is an opportunity to fine tune the current system.

In order to fully understand the methodology and need for some of the specific changes, it is important to identify specific concerns in each compensation plan that we consider to be problematic, and therefore desire to avoid:

- 1) The CBIZ recommendation of "broad banding", assigning each employee function into one of 9 compensation grades creates a wholesale re-configuration of the existing compensation hierarchy within significantly disparate positions.
- 2) The CBIZ recommendation of compensation ranges with variable midpoint differentials and variable spreads 40% - 65% is simply too dramatic of a shift in compensation philosophy at this juncture. The higher range spreads create starting compensation levels well below market and top of range values that create potential excessive future labor obligations on the City.
- 3) The recommendation of using the 75th percentile for creation of the compensation ranges has created a significant level of confusion on what that means for actual employee compensation levels. Establishing actual starting compensation at some fixed percentage below the 75th percentile, ignores the variances in standard deviations around the mid-point. In some job positions, 20% below the midpoint might be equivalent to the 50th percentile, while in others, it might be lower than the 25th percentile.
- 4) The CBIZ plan recommendations have created some concern as to the long term financial impacts of implementation
- 5) The existing compensation plan practices have deviated from the original recommendations circa 2002.
- 6) The existing compensation policy which requires the F&A Committee to "review the June CPI each year and make a recommendation as to the amount to budget for the performance based salary adjustments (or merit pool) for the upcoming year" has created confusion as to its intent.

Attached hereto, for your consideration, is a comprehensive recommendation for the City's compensation plan for non-uniformed civilian employees. As stated earlier, it is my belief that the CBIZ data has generally affirmed the City's competitiveness in the various labor markets with which we compete. **The net result of the compensation plan revisions reduces the City's collective maximum compensation by \$234,961 without sacrificing competitiveness. As recommended, there are 23 employees that fall below the minimum proposed pay classifications, down from the 31 employees recommended by CBIZ. The immediate increase in employee compensation to implement this recommendation is \$41,335, reduced by 20% from the \$51,632 in conjunction with the CBIZ recommendations.** A detailed list of those employees who would

receive compensation adjustments is included in (Appendix A). I want to explicitly state that the list includes one employee action that is **not** readily associated with the proposed compensation plan modification. Included in the recommendation is the promotion of one Senior Engineer to the position of Assistant City Engineer. When the City eliminated the Director of Public Services (DPS) position and named Mr. Eckrich to be the City Engineer\Director of Public Works, we did not back fill the DPS position nor did we promote any individual to the Assistant City Engineer's position.

- My first recommendation is to **eliminate half of the existing compensation classifications in the City's current matrix, thereby leaving 33 pay classifications each separated by 4% increments.** (Appendix B). As it currently exists, the City's compensation plan consists of 83 separate pay classifications. Though many of those are simply calculated values and are not utilized, it is still a cumbersome number of classifications to manage. Further, the classifications are nominally separated by 2% increments. This is primarily an administrative improvement and only impacts a very limited number of employees. It does not materially impact this recommendation financially. The existing compensation classes at the 2% and 6% increments are to be eliminated. Rather than maintain pay grades as A, A2, A4, A6, B, ... etc., the A2 and A6 grades are eliminated.
- Rather than continue the practice of establishing the compensation ranges based upon the "range midpoint", **I recommend that the compensation ranges be established based upon starting compensation.** I have analyzed the market data and our current compensation hierarchy and **propose to establish the minimum compensation levels at 10% - 15% below the market median.** It should be recognized that the "market" reflects the broad spectrum of employees from the comparable employers, including employees with all levels of experience. The proposed pay classification matrix which describes the proposed compensation classification for each job position is provided as Appendix C. Creating the compensation classification by defining the starting minimum compensation provides assurance that the City is competitive to attract new employees, yet responsible to taxpayers in compensating experienced employees at reasonable levels.
- For your convenience and in order to provide a side by side comparison of the existing pay classification matrix with the proposed pay classification matrix,

see Appendix D. It is important to re-state, the minimum starting pay for each classification in the proposed matrix is identical to the starting compensation in the proposed matrix. The 2% and 6% classification increments have been deleted, and as described herein later, the proposed ranges have been decreased from the existing 40% to 30%, and that of course reduces the midpoint value. One of the administrative benefits of this recommendation is that it utilizes the existing compensation classification system.

- **I recommend that the City continue its practice of adjusting the compensation plan annually, by the CPI from the prior year.** However, rather than implement the CPI adjustment in January, separate from the annual merit review, the compensation plan adjustment should be effective **concurrent with the annual merit adjustments in July of each year.** In my opinion, the regular COLA adjustment of the pay plan, without adjusting the compensation of individual employees, has been the most significant component of the existing pay plan which has maintained the City's competitiveness over the long term. The compensation ranges would be adjusted **AFTER** the merit raises have been distributed. In my opinion, it is simply a poor business practice to provide compensation increases to a probationary employee. That would significantly reduce or eliminate the individual adjustments for those employees who typically fall below the range when the adjustment is done separately in January of each year. Further, regardless of when the annual CPI adjustment is applied, probationary employees should not be given any increase in compensation. **No probationary employee should be eligible for a raise, regardless of classification adjustment. It will be incorporated into their performance review at their anniversary date.**
- I recommend **that the existing 40% pay classification range spreads be reduced to 30%.** (also shown on Appendix D). As stated earlier, if the range is established by the minimum starting compensation, the top of range would be established, generally, as being 30% higher than the starting compensation. It is recognized that during a typical ten year career term, as the range is adjusted annually by the CPI, the effective range experienced by the employee will remain 40% wide. (Appendix E) This provides a significant reduction in the potential future liabilities of the City, while maintaining market competitiveness. As will be noted later, the pay classification range spreads are uniformly established to be 30% wide, however, specific job

positions are identified for 40% ranges due to their role, function, and lack of organizational redundancy.

- **As described herein, the recommended pay plan is constructed based upon starting compensation levels 10% – 15% below market median, with uniform 30% range spread, and with uniform 4% increments** between range classifications. However, there are a number of specific employee positions that for a variety of reasons, are critical to the City's operation. This is not to diminish or de-value any other position, but is simply a reflection that within the City's organizational structure, performance and retention of individual employees in these positions can dramatically influence the City's performance. There are a number of specifically identified positions, due to the operational impact, limited redundancy, and market availability, these positions are identified as "high value" and are slotted differently within the compensation plan. It is recognized that while most positions within the City allow for employees with varied levels of experience, providing for career growth, learning and progression, these specific positions reflect functions that require considerable prior experience. **The City would not consider hiring inexperienced, entry level candidates to these positions and retention is highly desired.** These positions are impactful, have no organizational redundancy, do not have the luxury of "learning on the job". They are expected to possess skills, abilities and have demonstrated experience and competencies that allow them to perform at a high level as compared to their peers. As such, **I recommend that the specific range spreads for these positions only, continue to exist at 40%.** If not readily apparent, it should be clearly re-stated that the existing pay plan uniformly includes 40% pay ranges. While this recommendation reduces the pay classification ranges to 30% overall, it simply maintains the existing 40% range spread for these specific positions.

Director of Public Works\City Engineer
Director of Planning and Development Services
Director of Parks, Recreation and Arts
Finance Director
IT Director
Superintendent
Parks Maintenance
Arts and Entertainment

Street and Sewer Maintenance
Recreation Operations
Facilities Supervisor
City Arborist\Urban Forester
Employee Services Administrator
Asst. City Administrator

I have also provided an updated Salary Administration Plan which provides uniform guidance and consistency for implementation of the recommended plan changes.

Finally, I have included several individual bar graphs (Supplemental graphs) which clearly illustrate the compensation structure for various positions. Each graph provides market data relative to the market percentile calculations, as well as CBIZ recommendations, the current compensation range, and the ranges as recommended herein. I believe the graphs are very informative.

We have spent many hours analyzing various alternatives and I have come to the conclusion that our existing compensation plan should be modified slightly as opposed to initiating a major change in our salary administration. The CBIZ results have validated the City's position in the labor market, and we have the benefit of identifying those minor concerns in our existing plan. Implementing the recommendations identified herein provides the foundation for our compensation administration for the foreseeable future.

I look forward to discussing this at the F&A Committee of the Whole as directed by City Council. If you have any questions, or require additional information, please let me know.

Attachments:

Appendix A – EMPLOYEE COMPENSATION SUMMARY

Appendix B – PROPOSED COMPENSATION CLASSIFICATION MATRIX

Appendix C - PROPOSED COMPENSATION CLASSIFICATION POSITION MATRIX

Appendix D – EXISTING COMPENSATION MATRIX VERSUS PROPOSED

Appendix E – IMPACT OF ANNUAL CPI ADJUSTMENT

Appendix F – CBIZ RECOMMENDED COMPENSATION CLASSIFICATION MATRIX

Appendix G – CBIZ SALARY RANGES

Appendix H – CBIZ MARKET SUMMARY

Supplemental Graphs

City of Chesterfield

SALARY ADMINISTRATION PLAN

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PREFACE

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

CHAPTER I
INTRODUCTION

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

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

CHAPTER II

DEFINITIONS

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

CITY - City of Chesterfield, Missouri

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

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

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

MAY - Is permissive or optional.

SHALL - Is mandatory

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

CHAPTER III

COMPENSATION CLASSIFICATION AND ASSIGNMENT POLICIES

Section 1. Compensation Classification - Description and Purpose

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

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

All full-time employees of the City of Chesterfield shall be included in a position classification plan with the exception of the City Administrator, who shall remain a non-classified employee. Commissioned law enforcement employees will be addressed in a separate volume.

Section 2. Compensation Classes

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

Section 3. Job Descriptions

Job descriptions are concise, written documents summarizing accountability, nature and scope, duties, qualifications, contacts, complexity and working conditions associated with a position. Job

descriptions are important sources of information for developing performance standards, evaluating jobs in the marketplace, and training employees.

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

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

Section 4. Maintenance of Job Descriptions

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

Section 5. New Job Descriptions

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

Section 6. Position Evaluation

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

Section 7. Position Evaluation Reviews

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

CHAPTER IV

THE PAY PLAN AND SALARY ADMINISTRATION POLICIES

Section 1. Pay Plan Structure

The City of Chesterfield pay plan structure consists of thirty-three (33) individual compensation positions. Each compensation classification position consists of an alpha-numeric identifier (e.g. D4), a compensation minimum, midpoint and maximum, and is characterized by a defined "spread", which is the percentage difference between the maximum and minimum compensation levels. The compensation classifications are designed to include values for each civilian job position within the City of Chesterfield, with the exception of the City Administrator. The compensation classifications are designed to uniformly increase at four (4%) percent between each successive position. The pay plan structure is generally designed with 30% spread between the minimum and maximum compensation for each classification. However, there are a number of specific positions that have been identified as "critical" positions; and those positions have been designed with 40% spread of compensation values.

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

To ensure that the minimum and maximum value of the pay levels reflect the current market value of city jobs and the movement of salaries in comparable labor markets, the compensation plan ranges shall be adjusted annually, on July 1st, immediately after distribution of the annual merit increases if applicable. Each compensation classification range is to be

adjusted by the Urban Wage Earners and Clerical Workers (CPI-W), St. Louis, one-year recorded percent index change over the previous year, as reported for July in the prior calendar year. In the event the aforementioned CPI-W value is zero or negative, no adjustment is to be applied.

The Finance and Administration Committee of Council will annually make a recommendation to the full City Council with regard to what amount to budget for performance based compensation adjustments in the upcoming budget. Staff will provide information to the Finance and Administration Committee including but not limited to; CPI, Cost of Labor indexes, and City Revenues such that the Committee can provide the recommendation for the value of the merit pool budget.

Section 2. Compensation Below Assigned Pay Level

In no event shall a probationary employee's compensation be increased as a result of the annual CPI-W compensation plan adjustment. A probationary employee may temporarily be compensated below grade, until they have successfully completed their probationary period and received their first annual merit increase, at which time their compensation shall be adjusted to ensure they are within the appropriate pay grade.

If an employee's salary is too low to coincide with the position classification plan, the compensation will be increased to the minimum value of the newly assigned pay level.

Section 3. Compensation Above Assigned Pay Level

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

If an employee's salary is too high, they shall not receive merit increases until such time as they are "recaptured" by the appropriate pay level. Once the employee's salary falls within the appropriate salary level, they will be once again be eligible for merit increases.

Section 4. Compensation Levels For New Hires

The salary level for a new employee will depend upon the employee's qualifications. As a rule, new employees will be hired at the minimum

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

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

Section 5. Compensation Actions

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

- A. Promotions - A promotion is the assignment of an employee from one position to another position having a higher maximum salary. When an employee is promoted to a position in a higher classification, the employee's salary shall be increased to not less than the minimum rate for the higher classification or to another point in salary range, whichever provides the employee with a salary increase of at least five percent (5%) above their current rate of pay. This action should be distinguished from a reclassification of a position which is assigned to a higher pay level.
- B. Demotions - A demotion is the involuntary assignment of an employee from one position to another position having a lower maximum salary. When an employee is involuntarily demoted to an assignment in a classification having a lower maximum rate than the salary received at the time of reassignment, then the employee shall receive the maximum rate established for the classification to which the employee is being demoted; otherwise, the employee shall receive their present

rate if that rate is lower than the maximum rate of the classification to which they are being demoted.

- C. Separations - Separations shall include resignation, dismissal, retirement, lay-off, disability or death. No salary actions shall be taken as a result of an employee's separation, unless such action is specified by ordinance or an employee contract.
- D. Transfer - A transfer is the voluntary assignment of an employee from one position to another position having either a lower or higher maximum salary. An employee who voluntarily transfers to another position will be subject to the pay level of the position being accepted and will start at a salary most equivalent to their salary in the previous position but not to exceed the maximum rate of the new range or fall below the minimum rate of the new range.
- E. Performance - Performance is the carrying out of required action and displayed patterns of behavior. Performance evaluations shall determine performance levels and the assigned merit increases according to performance.
- F. Overtime - All full-time non-exempt employees covered by the Fair Labor Standards Act must be compensated at the rate of 1-1/2 times the number of hours worked over forty (40) in a seven (7) day work week or over an established work period or receive compensatory time off. The work week for purposes of this section shall be defined as beginning at 12:01 a.m. Sunday morning and proceeding for seven (7) full continuous days until midnight the following Saturday night. Authorized absences with pay during the work week or work period because of vacation, holidays, military training leave, or compensatory time off shall be considered authorized work for the purposes of calculating overtime. The City reserves the right to change work schedules during the work week or work period to reduce overtime liability.
- G. Overtime/Callouts on Holidays and Vacation - Any non-exempt employees covered by the Fair Labor Standards Act, who are called to work on a holiday or while on vacation shall be paid at the rate of one (1) times the employee's hourly rate for all hours worked. Such

overtime compensation shall be in addition to regular pay received for the holiday. Both the holiday hours and the hours worked on the holiday shall be included in the calculation of all hours worked for the work week.

- H. Call-Outs - If an employee is called back to work outside of a normally scheduled work day or is called back to work after having completed a regularly scheduled work day, the City shall compensate the employee a minimum of two (2) hours.
- I. Approval of Overtime - The City shall not be obligated to pay overtime not expressly authorized in advance by a direct supervisor. Employees who perform unauthorized overtime work shall not receive payment. All overtime should be recorded and claimed in the appropriate pay period and on the appropriate time sheet.
- J. Scheduling of Overtime - When scheduling overtime, supervisors shall attempt to equitably distribute overtime among all qualified employees and it shall be assigned to the most appropriate position classification which can perform the work.

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

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

Accrual of compensatory time shall be limited to a maximum of forty (40) hours for all covered employees except those employees

responding to an emergency or significant event. In this event, compensatory time may be temporarily accrued up to eighty (80) hours.

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

CHAPTER V
PERFORMANCE APPRAISAL PROGRAM

Section 1. Objectives

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

Section 2. Policy

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

Section 3. Performance Appraisal Schedule

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

- A. All new employees shall be evaluated after six (6) months of service from their date of hire. They shall be evaluated again after twelve (12) months of service from their date of hire.
- B. After the six (6) month and twelve (12) month evaluations, all employees shall be evaluated annually prior to July 1. If a new employee received their twelve (12) month service evaluation after July 1 and prior to October 1 of any given year, they shall be added to the next annual evaluation cycle with all other employees on May 1. If a new employee has received his twelve (12) month service evaluation on or after October 1 and prior to July 1, they shall not be required to be evaluated during the next regular annual evaluation cycle. They shall, however, be eligible for a pro-rata merit increase effective July 1st, based upon the percentage amount included in the fiscal year

budget for merit increases. From that date forward, the employee shall be included in the regular July 1st evaluation cycle.

- C. Following the successful completion of the twelve (12) month probationary evaluation and the annual evaluation thereafter, an employee shall be eligible for a merit based increase in compensation as determined in conjunction with the compensation plan in effect at the time of the evaluation. The total dollars budgeted for salary increases shall be determined each year by the City Council during the annual budget process.

Section 4. Performance Appraisal Evaluation

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

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

Prior to the six (6) month or twelve (12) month service date or July 1, the Department Heads shall review all performance evaluations with the individual employees in their respective department. Employees shall sign their evaluation forms and all original evaluation forms shall be returned to the Personnel Office to be filed permanently in the employee's personnel file. At a different meeting, the Department Head shall conduct the salary discussion and communicate the merit increase.

Section 5. Performance Appraisal Appeal

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

Administrator. The Employee Services Administrator shall notify the City Administrator of all performance evaluation appeals.

Following receipt of an appeal, the Department Head must review and decide on the appeal within seven (7) days. The Department Head shall notify the employee and Personnel Director of his decision. If the employee is unwilling to accept the determination of their Department Head, they may request the appeal be reviewed by the City Administrator. The City Administrator must review and decide on the appeal within fourteen (14) days. The decision of the City Administrator shall be final.

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

The appropriate form for a performance appraisal appeal may be obtained from the Employee Services Administrator or on CCNET.

CHAPTER VI

COMPENSATION DECISION-MAKING

Section 1. Objective

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

Section 2. Policy

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

Section 3. Merit Increases

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

Section 4. Procedure to Determine Compensation

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

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

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