AGENDA
SPECIAL CITY COUNCIL MEETING
VIRTUAL MEETING VIA ZOOM
Monday, April 6, 2020
7:00PM

Due to the recommendations of the President, the Governor, and the CDC, we will be conducting the meeting virtually. We invite you to join the virtual meeting at https://zoom.us/j/624344420 or call in at (312) 626-6799 and enter meeting ID 624 344 420.

I. CALL TO ORDER – Mayor Bob Nation

II. PLEDGE OF ALLEGIANCE – Mayor Bob Nation

III. MOMENT OF SILENT PRAYER – Mayor Bob Nation

IV. ROLL CALL – City Clerk Vickie McGownd

V. APPROVAL OF MINUTES – Mayor Bob Nation

- **A. City Council Meeting Minutes** – March 16, 2020
- **B. Executive Session Minutes** – March 16, 2020
- **C. Public Hearing Minutes** – March 16, 2020

VI. INTRODUCTORY REMARKS – Mayor Bob Nation

- **A. Next City Council Meeting** – Monday, May 4, 2020

VII. COMMUNICATIONS AND PETITIONS – Mayor Bob Nation

VIII. APPOINTMENTS – Mayor Bob Nation

IX. COUNCIL COMMITTEE REPORTS

A. Planning and Public Works Committee – Chairperson Mary Ann Mastorakos, Ward II

B. Finance and Administration Committee – Chairperson Michael Moore, Ward III

1. Bill No. 3294 – Salary Administration Manual Revisions An ordinance to adopt and implement revisions to the City of Chesterfield employee salary administration manual. **(Second Reading) Finance and Administration Committee Recommends approval.**

C. Parks, Recreation and Arts Committee – Chairperson Tom DeCampi, Ward IV

D. Public Health and Safety Committee – Chairperson Mary Monachella, Ward I

X. REPORT FROM THE CITY ADMINISTRATOR – Mike Geisel

A. Proposed revision to Council meeting schedule

B. Pandemic response - Departmental updates

- **Planning Department – Director of Planning Justin Wyse**
- **Public Works Department – Director of Public Works Jim Eckrich**
- **Parks Department – Director of PR&A Tom McCarthy**
- **Police Department - Chief of Police Ray Johnson**
- **Information Technologies – Director of Information Technologies Matt Haug**
- **Finance – Director of Finance Jeannette Kelly**

XI. OTHER LEGISLATION

XII. UNFINISHED BUSINESS – Mayor Bob Nation

XIII. NEW BUSINESS – Mayor Bob Nation

XIV. ADJOURNMENT

Public comment will be available to users logging in online. Public comment will also be available to users calling in to the meeting; however, you must call (636) 537-6716 no later than 5:00 p.m. on the day of the meeting to inform the City Clerk of the telephone number you will be calling in from.

Members of the public may also submit comments for this meeting by calling (636) 537-6716 and leaving a message or by emailing vmcgownd@chesterfield.mo.us no later than 5:00 p.m. on the day of the meeting. Comments left over voicemail and emailed in will be read at the meeting.

AGENDA REVIEW – MONDAY 04/6/2020

There will be no agenda review for Monday's meeting.

Due to the recommendations of the President, the Governor, and the CDC, we will be conducting the special meeting virtually.

As you are aware, Monday's meeting is a special meeting and will be hosted online via the ZOOM platform. You will be provided a link by e-mail to connect to the meeting. The public will be provided access for viewing and participation as well.

Please let me know, ASAP, if you will be unable to attend this meeting.

RECORD OF PROCEEDING

MEETING OF THE CITY COUNCIL
OF THE CITY OF CHESTERFIELD
AT 690 CHESTERFIELD PARKWAY WEST

MARCH 16, 2020

The meeting was called to order at 7 p.m.

Mayor Bob Nation led everyone in the Pledge of Allegiance and followed with a moment of silent prayer.

A roll call was taken with the following results:

PRESENT	ABSENT
Mayor Bob Nation	Councilmember Ben Keathley
Councilmember Mary Monachella	
Councilmember Barbara McGuinness	
Councilmember Mary Ann Mastorakos	
Councilmember Dan Hurt	
Councilmember Michael Moore	
Councilmember Tom DeCampi	
Councilmember Michelle Ohley	

[Councilmember Keathley participated via teleconference.]

APPROVAL OF MINUTES

The minutes of the March 2, 2020 City Council meeting were submitted for approval. Councilmember Moore made a motion, seconded by Councilmember Hurt, to approve the March 2, 2020 City Council minutes. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

The minutes of the March 2, 2020 Executive Session were submitted for approval. Councilmember Ohley made a motion, seconded by Councilmember Moore, to approve the March 2, 2020 Executive Session minutes. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

INTRODUCTORY REMARKS

Mayor Nation announced that the next meeting of City Council, scheduled for Wednesday, April 22, at 7 p.m., is pending and yet to be determined.

COMMUNICATIONS AND PETITIONS

Mayor Nation announced the recent contract for purchase of approximately eight acres of park land at the cost of $6.9 million.

Mr. Michael Kane, 1292 Stillhouse Creek, spoke favorably about the City's actions in acquiring the Downtown Chesterfield parcel.

Mayor Nation stated that the 2019 Citizen of the Year award presentation and reception for Mark Leach has been postponed due to the St. Louis County State of Emergency provisions related to the COVID-19 virus.

APPOINTMENTS

There were no appointments.

COUNCIL COMMITTEE REPORTS AND ASSOCIATED LEGISLATION

Planning/Public Works Committee

Bill No. 3288 Amends Article 3 of the Unified Development Code to amend the Zoning Districts and Regulations and the Use Table for Residential Districts of the Unified Development Code {P.Z. 01-2020 City of Chesterfield (Unified Development Code-Article 3)} **(Second Reading) Planning Commission recommends approval. Planning & Public Works Committee recommends approval**

Councilmember Mary Ann Mastorakos, Chairperson of the Planning/Public Works Committee, made a motion, seconded by Councilmember Hurt, for the second reading of Bill No. 3288. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3288 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3288 with the following results: Ayes – Hurt, Ohley, Mastorakos, DeCampi, Monachella, McGuinness and Moore. Nays – None. Whereupon Mayor Nation declared Bill No. 3288 approved, passed it and it became **ORDINANCE NO. 3098.**

Bill No. 3289 Amends the Unified Development Code of the City of Chesterfield by changing the boundaries of the "NU" Non-Urban District to the "E-1/2 AC" Estate District for two tracts of land totaling 6.00 acres located on the east side of Schoettler Road, north of its intersection with Grantley Drive. (P.Z. 16-2019 1420 Schoettler Road & 15000 South Outer Forty Road {Prosser & Pfeifer} 19S640262 & 19R430165) **(Second Reading) Planning Commission recommends approval. Planning & Public Works Committee recommends approval**

Councilmember Mastorakos made a motion, seconded by Councilmember Moore, for the second reading of Bill No. 3289. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3289 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3289 with the following results: Ayes – Mastorakos, McGuinness, Moore, Ohley, Monachella, Hurt and DeCampi. Nays – None. Whereupon Mayor Nation declared Bill No. 3289 approved, passed it and it became **ORDINANCE NO. 3099.**

Councilmember Mastorakos announced that the next meeting of this Committee, scheduled for Thursday, March 19, at 5:30 p.m., has been canceled.

Finance and Administration Committee

Councilmember Michael Moore, Chairperson of the Finance and Administration Committee, made a motion, seconded by Councilmember Hurt, to approve the scheduled, routine destruction of records in accordance with the Secretary of State guidelines and the City's policies. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

Councilmember Moore made a motion, seconded by Councilmember Hurt, to approve a proposed resolution authorizing participation in certain cooperative procurement agreements in accordance with the City of Chesterfield purchasing policy. A roll call vote was taken with the following results: Ayes – Ohley, McGuinness, Hurt, DeCampi, Monachella, Mastorakos and Moore. Nays – None. Whereupon Mayor Nation declared the motion passed. The successful resolution became Chesterfield **Resolution No. 460**.

Bill No. 3294 Adopts and implements revisions to the City of Chesterfield employee salary administration manual **(First Reading) Finance and Administration Committee Recommends approval**

Councilmember Moore made a motion, seconded by Councilmember DeCampi, for the first reading of Bill No. 3294. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3294 was read for the first time.

Parks, Recreation & Arts Committee

Councilmember Tom DeCampi, Chairperson of the Parks, Recreation & Arts Committee, indicated that he had no report this evening.

Public Health & Safety Committee

Councilmember Mary Monachella, Chairperson of the Public Health & Safety Committee, indicated that she had no report this evening.

REPORT FROM THE CITY ADMINISTRATOR

City Administrator Mike Geisel reported that Ninja Japanese Sushi Bar & Steak House, located at 1737 Clarkson Road, has requested a new liquor license, to sell all kinds of liquor by the drink, to be consumed on premise, packaged, and Sunday sales. Mr. Geisel reported that, per City policy, this application has been reviewed and is now recommended for approval by both the Police Department and Planning & Development Services. Councilmember Monachella made a motion, seconded by Councilmember Moore, to approve issuance of a new liquor license to Ninja Japanese Sushi Bar & Steak House. A voice vote was taken with a unanimous affirmative result and the motion was declared passed.

Councilmember Moore made a motion, seconded by Councilmember Mastorakos, to approve a budget adjustment in the amount of $1,090,000 from the General Fund – Fund Reserves to the Capital Projects Fund to cover costs of construction, material testing, and legal fees associated with the Brandywine Neighborhood Improvement District (NID). A roll call vote was taken with the following results: Ayes – Moore, Mastorakos, McGuinness, Ohley, Monachella, Hurt and DeCampi. Nays – None. Whereupon Mayor Nation declared the motion passed.

Mr. Geisel reported that Staff is recommending award of a contract for the Brandywine Neighborhood Improvement District (NID). Based upon review of information provided by Director of Public Works/City Engineer Jim Eckrich, Mr. Geisel joined with him in recommending approval of the low bid as submitted by J.M. Marschuetz Construction Company for construction of the Brandywine NID project and to authorize the City Administrator to execute a contract in an amount not to exceed $1,000,000. Councilmember Moore made a motion, seconded by Councilmember Monachella, to approve this recommendation. A roll call vote was taken with the following results: Ayes – Mastorakos, McGuinness, Monachella, DeCampi, Hurt, Ohley and Moore. Nays – None. Whereupon Mayor Nation declared the motion passed.

Mr. Geisel reported that Staff is recommending award of a contract for the Schoettler Road Construction Project. Based upon review of information provided by Director of Public Works/City Engineer Jim Eckrich, Mr. Geisel joined with him in recommending

approval of the low bid as submitted by Gershenson Construction and to authorize the City Administrator to execute a contract in an amount not to exceed $990,000 to provide for construction of the Schoettler Road Improvements Project. Councilmember Moore made a motion, seconded by Councilmember Hurt, to approve this recommendation. A roll call vote was taken with the following results: Ayes – Monachella, Mastorakos, McGuinness, DeCampi, Ohley, Moore and Hurt. Nays – None. Whereupon Mayor Nation declared the motion passed.

Mr. Geisel reported that Staff is recommending award of a contract for testing and inspection of the Schoettler Road Project. Based upon review of information provided by Director of Public Works/City Engineer Jim Eckrich, Mr. Geisel joined with him in recommending authorization for the City Administrator to execute a professional services contract with H.R. Green for construction inspection and testing services in an amount not to exceed $75,000. The 2020 Budget contains $85,000 for this project. Councilmember Moore made a motion, seconded by Councilmember Hurt, to approve this recommendation. A roll call vote was taken with the following results: Ayes – McGuinness, Hurt, Moore, DeCampi, Mastorakos, Monachella and Ohley. Nays – None. Whereupon Mayor Nation declared the motion passed.

Mr. Geisel reported that Staff is recommending award of a contract for the 2019 Sidewalk Replacement, Project A. Based upon review of information provided by Director of Public Works/City Engineer Jim Eckrich, Mr. Geisel joined with him in recommending approval of the low bid as submitted by Raineri Construction for the 2019 Sidewalk Replacement, Project A and to authorize the City Administrator to execute a contract in an amount not to exceed $335,000. Councilmember Ohley made a motion, seconded by Councilmember Moore, to approve this recommendation. A roll call vote was taken with the following results: Ayes – Monachella, Hurt, Moore, Mastorakos, Ohley, DeCampi and McGuinness. Nays – None. Whereupon Mayor Nation declared the motion passed.

OTHER LEGISLATION

Resolution No. 459 Authorizes and directs the improvements be made within the Brandywine Neighborhood Improvement District in the City of Chesterfield, and authorizes the City Council of the City of Chesterfield, Missouri to obtain financing therefor **(Roll Call Vote)**
Department of Public Works recommends approval

Councilmember Moore made a motion, seconded by Councilmember Monachella, to approve proposed Resolution No. 459 authorizing the Brandywine NID improvements and authorizing the City Council to obtain financing for the Brandywine NID improvements. A roll call vote was taken with the following results: Ayes – Moore, McGuinness, Ohley, DeCampi, Hurt, Monachella and Mastorakos. Nays – None. Whereupon Mayor Nation declared the motion passed.

Bill No. 3295 Provides for the approval of a Boundary Adjustment Plat for Adjusted Lots 160 and 161 of Ladue Trails subdivision to create a 0.57 acre tract of land and a 0.47 acre tract of land, zoned "NU" Non-Urban District (17Q130426, 17Q130408) **(First & Second Readings) Department of Planning recommends approval**

Councilmember McGuinness made a motion, seconded by Councilmember Moore, for the first reading of Bill No. 3295. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3295 was read for the first time.

Councilmember Monachella made a motion, seconded by Councilmember Mastorakos, for the second reading of Bill No. 3295. A voice vote was taken with a unanimous affirmative result and the motion was declared passed. Bill No. 3295 was read for the second time. A roll call vote was taken for the passage and approval of Bill No. 3295 with the following results: Ayes – Monachella, McGuinness, Moore, Mastorakos, Hurt, DeCampi and Ohley. Nays – None. Whereupon Mayor Nation declared Bill No. 3295 approved, passed it and it became **ORDINANCE NO. 3100.**

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

ADJOURNMENT

There being no further business to discuss, Mayor Nation adjourned the meeting at 7:30 p.m.

_____
Mayor Bob Nation

ATTEST:

_____
Vickie McGownd, City Clerk

APPROVED BY CITY COUNCIL: _____

RECORD OF PROCEEDING

PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF CHESTERFIELD 690 CHESTERFIELD PARKWAY WEST

March 16, 2020

Mayor Nation called the Public Hearing to order at 6:32 p.m. Councilmembers Monachella, McGuinness, Mastorakos, Hurt, Moore, DeCampi and Ohley were in attendance, along with approximately ten visitors/members of the Press.

[Councilmember Keathley participated via teleconference.]

Brandywine Neighborhood Improvement District (NID)

Director of Public Works/City Engineer Jim Eckrich presented information about the Neighborhood Improvement District (NID) process and answered questions from Council.

- The streets within the Brandywine subdivision are private streets comprised of concrete with an asphalt overlay. These streets are over 40 years old and in declining condition. The subdivision studied the matter at length, over a number of years, and contemplated several different improvement projects. Ultimately, Brandywine determined that a Neighborhood Improvement District (NID), with Public Works staff managing the project, was the best way to reconstruct its streets.
- On September 10, 2018 the Brandywine Subdivision submitted a NID pre-application formally requesting the creation of a NID to reconstruct their private streets. The pre-application included all of the required information, including approval of a minimum of seventy percent of the qualified voters residing within the proposed district (156 of the 173 eligible voters [91%] voted in favor of the NID).

- On January 7, 2019 City Council approved the pre-application from Brandywine Subdivision for the creation of a NID in order to reconstruct its private streets. The preliminary estimate to reconstruct the streets within Brandywine, provided by City Staff at the time of the pre-application, was $1,090,000. That estimate remains current.
    - Public Works staff has met with representatives from Brandywine to further define the project scope and has created bid documents, including plans and specifications. Additionally, Public Works staff worked with Brandywine and Legal Counsel to create a final NID petition which met the requirements of RSMO 67.457. That petition was later circulated by Brandywine and approved by over two-thirds of the owners of real property within the proposed NID District.
- The Brandywine NID project was publicly advertised, with bids opened on February 18, 2020.
- On March 2, 2020 the City Council approved Resolution No. 458 formally establishing the Brandywine NID. This Resolution accepted the plans and specifications, and ordered the preparation of an Assessment Roll to be used to apportion associated costs to the properties within the geographic limits of the NID.
- After reviewing the bids, Staff recommends the project be awarded to the low bidder, J.M. Marschuetz Construction Company in an amount not to exceed $1,000,000. This includes the low bid amount of $905,747 and a ten percent contingency to account for change orders which may become necessary during construction of the project.

City Council is asked to take the following actions this evening:

- Consider approval of Resolution No. 459. This resolution authorizes the improvements to be made within the Brandywine NID and directs Finance staff to obtain financing for this project.
- Consider approval of a budget amendment in the amount of $1,090,000 from the General Fund – Fund Reserves to the Capital Projects Fund. This will cover the costs of construction, material testing, and legal fees associated with the NID. These costs will later be recovered by the City through the bonds issued for the project and the annual assessments paid by the properties within the NID.
- Consider authorizing the City Administrator to approve a purchase order to JM Marschuetz Construction Company in an amount not to exceed $1,000,000.

Public Comment

Ms. Kathy Handing and Ms. Anne Stream, 1530 Bedford Forge Court, #4 and #5, expressed their appreciation for staff's assistance with the Brandywine Neighborhood Improvement District (NID) and asked how the recently lowered interest rate would affect their cost. Mr. Geisel responded to the extent that interest rates are more favorable, the cost to the property owner may be less than originally estimated.

ADJOURNMENT

There being no further public discussion or comment, Mayor Nation adjourned the meeting at 6:40 p.m.

Mayor Bob Nation

ATTEST:

Vickie McGownd, City Clerk

UPCOMING MEETINGS/EVENTS

A. City Council Meeting Monday, May 4th (7 pm)

APPOINTMENTS

There are no appointments scheduled for Monday's meeting.

If you have any questions or require additional information, please contact me prior to Monday's meeting.

PLANNING AND PUBLIC WORKS COMMITTEE

Chair: Councilmember Mastorakos
Vice-Chair: Councilmember Hurt

There are no action items coming from the Planning and Public Works Committee for Monday's meeting.

NEXT MEETING

The next meeting of the Planning & Public Works Committee has not been scheduled.

If you have any questions, please contact Director of Public Works/City Engineer Jim Eckrich, Director of Planning Justin Wyse, or me prior to Monday's meeting.

FINANCE AND ADMINISTRATION COMMITTEE

Chair: Councilmember Moore
Vice-Chair: Councilmember Keathley

Bill No. 3294 – Revisions to the Salary Administration Manual

The Finance and Administration Community unanimously recommends the proposed changes to the salary administration manual, which incorporates the City Administrator's position into the Employee Compensation plan. Accordingly, by its inclusion, the position has an identified minimum and maximum compensation range. In addition, the City Council retains full control over the annual merit increase for the City Administrator, should they elect to increase, decrease, modify or otherwise alter the merit allocation for the position. **(Second Reading) Finance and Administration Committee Recommends approval.**

If you have any questions or require additional information, please contact Finance Director Jeannette Kelly prior to Monday's meeting.

NEXT MEETING

The next meeting of the Finance & Administration Committee has not been scheduled.

BILL NO. 3294 ORDINANCE NO. _____

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

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

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

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

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

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

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

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

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

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

Section 1.

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

Section 2.

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

Passed and approved by the City Council of the City of Chesterfield, Missouri this _____ day of _____, 2020.

_____
Presiding Officer
Bob Nation, MAYOR

_____
Bob Nation, MAYOR

ATTEST:

_____
Vickie McGownd, CITY CLERK

FIRST READING HELD__ __ _____

CITY OF CHESTERFIELD

SALARY ADMINISTRATION MANUAL

Revised March 2020

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Section 5 - Merit Increases. 16
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PREFACE

This Salary Administration Manual shall provide full information concerning the salary administration program which will compensate all classified 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 as more specifically detailed under Section III of the Municipal Code.

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

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

MAY - Is permissive or optional.

SHALL - Is mandatory

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

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

CHAPTER III

COMPENSATION CLASSIFICATION AND ASSIGNMENT POLICIES

Section 1. Compensation Classification - Description and Purpose

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

A. Provide similar pay for similar work.

B. Establish qualification standards for recruiting purposes.

C. Provide a means of analyzing work distribution, areas of responsibility, lines of authority, and other relationships between positions.

D. Assist in determining budget requirements.

E. Provide a basis for developing standard work performance.

F. Establish lines of promotion and career growth.

G. Indicate training needs.

H. Provide uniform titles for positions.

All full-time employees of the City of Chesterfield shall be included in a position classification plan. Commissioned law enforcement employees within a collective bargaining unit (FOP), are addressed by written agreement.

Section 2. Compensation Classes

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

Section 3. Job Descriptions

Job descriptions are concise, written documents summarizing accountability, nature and scope, duties, qualifications, contacts, complexity and working

conditions associated with a position. Job descriptions are important sources of information for developing performance standards, evaluating jobs in the marketplace, and training employees.

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

A. Identification - This section will list the position title, the department which the associated position is assigned and the immediate supervisor.

B. Position Summary - This section shall broadly explain the kind and level of work which characterizes the position and thereby distinguishes it from other classes. It may include references to such factors as level of responsibility, independence of action, areas of expertise, and supervision exercised.

C. Principal Duties and Responsibilities - This section shall list a variety of duties and responsibilities which will customarily be performed by the associated position. This section may not be construed as setting forth all the specific responsibilities and duties, nor shall it limit or modify the right of any appointing authority to assign, direct, and control the work of employees. All job descriptions shall include the phrase "performs all other related work as required," to provide flexibility in assigning employees as necessary.

D. Skills, Knowledge and Abilities - This part of the job description shall set forth the special skills, knowledge and abilities which are required of new employees at the time of their appointment.

E. Minimum Education, Certification, and Experience Requirements - This section shall present a general statement of the minimum experience, education and other additional training/certifications which would ordinarily provide adequate preparation for a position and for successful performance of the work characteristics of the position.

Section 4. Maintenance of Job Descriptions

It will be the responsibility of each Department Head to review the job description of each position in their department regularly. Appropriate revisions and recommendations shall be submitted to the City Administrator for review and

approval. The City Administrator may require revisions prior to approval. The Human Resource Manger 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, character of work and labor marketplace factors.

Section 7. Position Evaluation Reviews

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

Section 8. City Administrator

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

CHAPTER IV

THE PAY PLAN AND SALARY ADMINISTRATION POLICIES

Section 1. Pay Plan Structure

The City of Chesterfield pay plan structure consists of individual compensation classifications with defined associated compensation ranges. 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 job position within the City of Chesterfield. The compensation classifications are designed to uniformly increase at eight (8%) between each successive full letter interval (e.g. A, B, C, D) and with the intermediate compensation levels (e.g. A4, B4, C4, D4) established at the midpoint between each full letter successive position. The pay plan structure is generally designed with 30% spread between the minimum and maximum compensation for each classification. However, there are a number of specific positions that have been identified as "critical" positions, and those positions have been designed with 40% spread of compensation values.

A. A sufficient number of pay levels were included to capture the full range of job values represented in the city administration and the full range of job values anticipated in the future.

B. Each pay level was made wide enough (30% - 40%) to allow employees to earn merit increases while performing their responsibilities.

C. The distance between pay levels (4%) was made large enough to reflect actual differences in relative values of jobs in each pay level.

D. Each position was assigned to the pay level which best represented its combined internal value to the City and external value in the marketplace.

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

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. An

annual uniform adjustment will be made the compensation classification ranges based upon the Urban Wage Earners and Clerical Workers (CPI-W), St. Louis, one-year recorded percent index change over the previous year, as reported in July, for the prior June-June 12 month period. 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 year.

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

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.

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

A) A percentage stipulated and approved by City Council based upon CPI, economic factors, and revenues available to the City.

B) Actual salaries of all current and eligible employees who were on the payroll as of September 1 of current year. This will exclude the salaries of employees who are at the maximum of the range for their job position, but may include a dollar sum adjustment to account for employees who may be near the maximum salary for their respective range and otherwise eligible for less than the approved percentage that has been allocated to the annual budget.

C) It is anticipated that any merit increase dollars not used for employees who may have left the payroll prior to September 1 of the following year will be sufficient to allow and award partial year increases for those employees who may join the payroll after September 1 of the current year.

D) There will be no allocation made for vacant positions as of September 1st of the current year or positions that are forecast to be vacant or eliminated.

A dollar figure will be calculated based upon the above criteria, and this amount will forwarded to the City Council as a recommended value to be included in the proposed budget.

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

Section 4. 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 5. Compensation Above Assigned Pay Level

As a result of a compensation classification adjustment and/or the re-evaluation and re-assignment 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 "re-captured" by the appropriate pay level. Once the employee's salary falls within the appropriate salary level, they will once again be eligible for merit increases.

Section 6. Compensation Levels For New Hires

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

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

Section 7. Compensation Actions

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

A. Promotions - A promotion is the assignment of an employee from one position to another position having a higher maximum salary. When an employee is promoted to a position in a higher classification, the employee's salary shall be increased to not less than the minimum rate for the higher classification or to another point in salary range, whichever provides the employee with a salary increase of at least five percent (5%) above their

current rate of pay. This action should be distinguished from a reclassification of a position which is assigned to a higher pay level.

B. Demotions - A demotion is the involuntary assignment of an employee from one position to another position having a lower maximum salary. When an employee is involuntarily demoted to an assignment in a classification having a lower maximum rate than the salary received at the time of reassignment, then the employee shall receive the maximum rate established for the classification to which the employee is being demoted; otherwise, the employee shall receive their present rate if that rate is lower than the maximum rate of the classification to which they are being demoted.

C. Separations - Separations shall include resignation, dismissal, retirement, lay-off, disability or death. No salary actions shall be taken as a result of an employee's separation, unless such action is specified by ordinance or an employee contract.

D. Transfer - A transfer is the voluntary assignment of an employee from one position to another position having either a lower or higher maximum salary. An employee who voluntarily transfers to another position will be subject to the pay level of the position being accepted and will start at a salary most equivalent to their salary in the previous position but not to exceed the maximum rate of the new range or fall below the minimum rate of the new range.

E. Performance - Performance is the carrying out of required action and displayed patterns of behavior. Performance evaluations shall determine performance levels and the assigned merit increases according to performance.

F. Overtime - All full-time non-exempt employees covered by the Fair Labor Standards Act must be compensated at the rate of 1-1/2 times the number of hours worked over forty (40) in a seven (7) day work week or over an established work period or receive compensatory time off. The work week for purposes of this section shall be defined as beginning at 12:01 a.m. Sunday morning and proceeding for seven (7) full continuous days until midnight the following Saturday night.

Authorized absences with pay during the work week or work period because of vacation, holidays, military training leave, or compensatory time

off shall be considered authorized work for the purposes of calculating overtime. The City reserves the right to change work schedules during the work week or work period to reduce overtime liability.

G. Overtime/Callouts on Holidays and Vacation - Any non-exempt employees covered by the Fair Labor Standards Act, who are called to work on a holiday or while on vacation shall be paid at the rate of one (1) times the employee's hourly rate for all hours worked. Such overtime compensation shall be in addition to regular pay received for the holiday. Both the holiday hours and the hours worked on the holiday shall be included in the calculation of all hours worked for the work week.

H. Call-Outs - If an employee is called back to work outside of a normally scheduled work day or is called back to work after having completed a regularly scheduled work day, the City shall compensate the employee a minimum of two (2) hours.

I. Approval of Overtime - The City shall not be obligated to pay overtime not expressly authorized in advance by a direct supervisor. Employees who perform unauthorized overtime work shall not receive payment. All overtime should be recorded and claimed in the appropriate pay period and on the appropriate time sheet.

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

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

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

operations of the city would be unduly disrupted by the employee's absence from work.

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

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

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 Human Resource Manager. The Human Resource Manger 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 Human Resource Manager or on CCNET.

SECTION 6. City Administrator

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

CHAPTER VI

COMPENSATION DECISION-MAKING

Section 1. Objective

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

Section 2. Policy

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

Section 3. Merit Increases

A merit increase is the total payment granted an employee as a result of his overall performance 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.

C. The Department Head shall prepare Personnel Action Forms to affect all salary changes. After all signatures are affixed to the Personnel Action Form, and the Finance Director receives a copy, all salary changes shall be

entered into the payroll system. Department Heads shall be responsible for informing their respective employees of increases to be received. Additionally, the Finance Director shall prepare statements for each employee affected by either the minimum salary adjustment or the conversion onto the annual review cycle.

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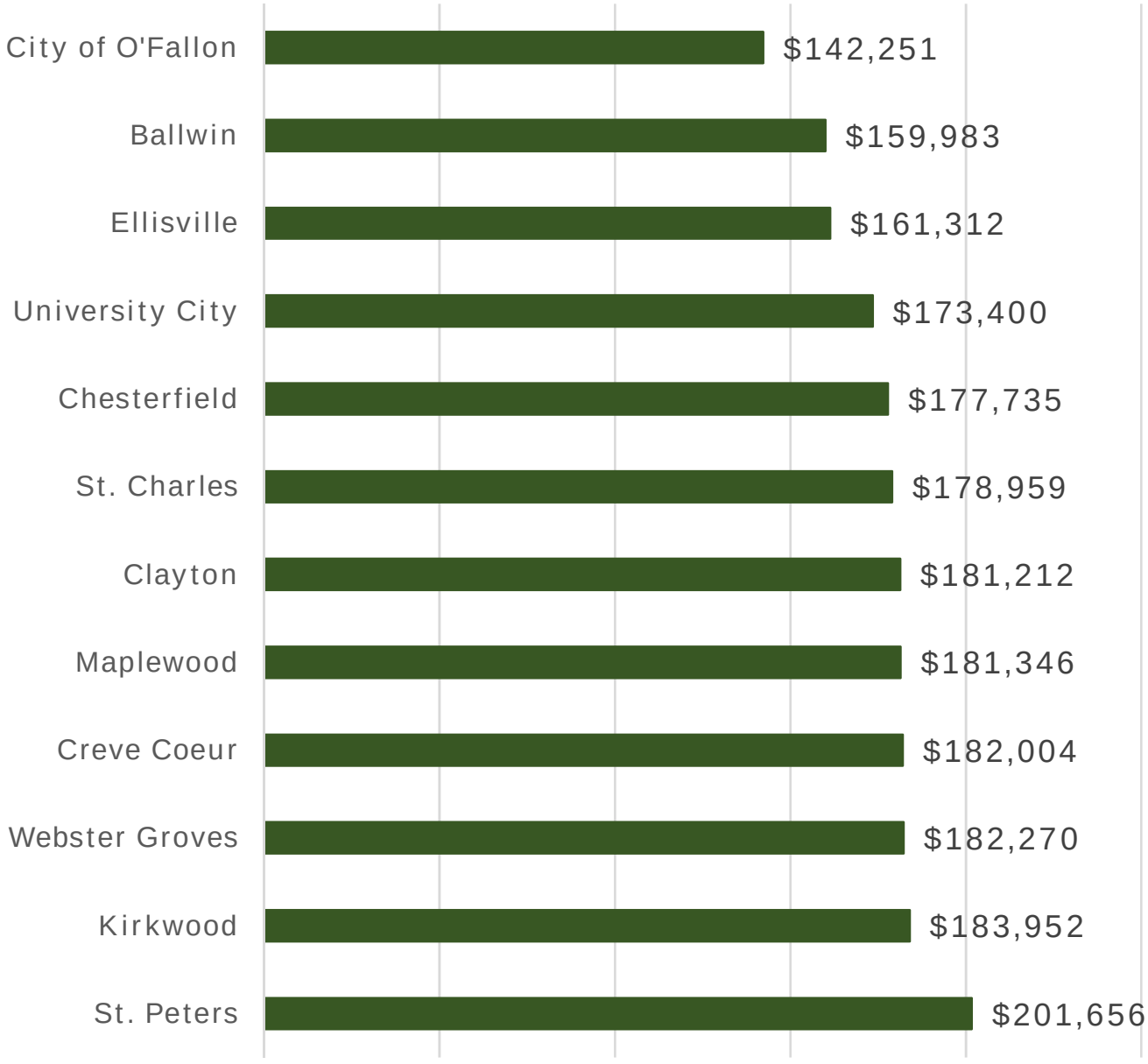
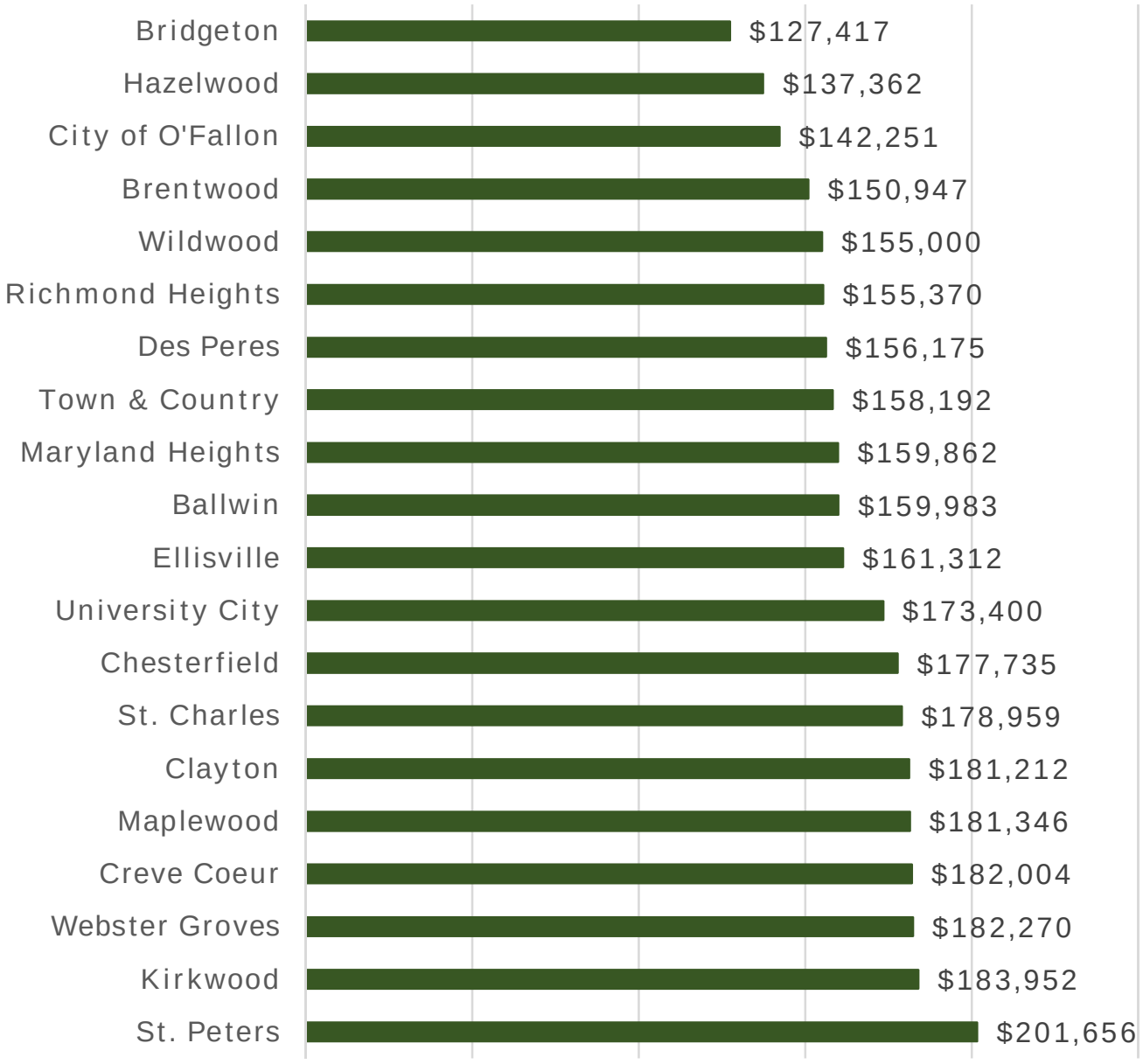
2020-2021 WAGE CLASSIFICATION RANGES				
Pay Grade	Minimum	Median	Maximum	Spread
A	$28,917	$33,255	$37,592	30%
A4	$30,074	$34,585	$39,096	30%
B	$31,231	$35,915	$40,600	30%
B4	$32,480	$37,352	$42,224	30%
C	$33,729	$38,788	$43,848	30%
C4	$35,078	$40,340	$45,602	30%
D	$36,427	$41,891	$47,356	30%
D4	$37,884	$43,567	$49,250	30%
E	$39,342	$45,243	$51,144	30%
E4	$40,915	$47,052	$53,190	30%
F	$42,489	$48,862	$55,235	30%
F4	$44,188	$50,817	$57,445	30%
G	$45,888	$52,771	$59,654	30%
G4	$47,723	$54,882	$62,040	30%
H	$49,559	$56,993	$64,427	30%
H4	$51,541	$59,273	$67,004	30%
I	$53,524	$61,552	$69,581	30%
I4	$55,665	$64,014	$72,364	30%
J	$57,806	$66,476	$75,147	30%
J4	$60,118	$69,135	$78,153	30%
K	$62,430	$71,795	$81,159	30%
K4	$64,927	$74,666	$84,405	30%
L	$67,424	$77,538	$87,652	30%
L4	$70,121	$80,640	$91,158	30%
M	$72,818	$83,741	$94,664	30%
M4	$75,731	$87,091	$98,450	30%
N	$78,644	$90,440	$102,237	30%
N4	$81,790	$94,058	$106,326	30%
O	$84,935	$97,676	$110,416	30%
O4	$88,333	$101,583	$114,833	30%
P	$91,730	$105,490	$119,249	30%
P4	$95,399	$109,709	$124,019	30%
Q	$99,069	$113,929	$128,789	30%
Q4	$103,031	$118,486	$133,941	30%
R	$106,994	$123,043	$139,092	30%
R4	$111,274	$127,965	$144,656	30%
S	$115,554	$132,887	$150,220	30%
S4	$120,176	$138,202	$156,228	30%
T	$124,798	$143,518	$162,237	30%
T4	$129,790	$149,258	$168,727	30%
U	$134,782	$154,999	$175,216	30%
U4	$140,173	$161,199	$182,225	30%
V	$145,564	$167,399	$189,234	30%
V4	$151,387	$174,095	$196,803	30%
W	$157,209	$180,791	$204,372	30%
W4	$163,498	$188,022	$212,547	30%
X	$169,786	$195,254	$220,722	30%
X4	$176,578	$203,064	$229,551	30%
Z	$183,369	$210,874	$238,380	30%
Z4	$190,704	$219,309	$247,915	30%
Lieutenant	$84,579	$95,152	$105,724	
Captain	$93,837	$107,913	$121,988	
Chief	$105,945	$124,865	$143,786	

2020 -2021 APPROVED JOB CLASSIFICATION MATRIX (effective 7/1/2020)					
JOB TITLE	GRADE	MIN	MIDPOINT	MAX	Spread
Customer Service Representative	C	$33,729	$38,788	$43,848	30%
Court Clerk	D	$36,427	$41,891	$47,356	30%
Building Attendant	D	$36,427	$41,891	$47,356	30%
Detective/Evidence Secretary	D4	$37,884	$43,567	$49,250	30%
Parks Facility Attendant	D	$36,427	$41,891	$47,356	30%
Records Clerk	D	$36,427	$41,891	$47,356	30%
Recreation Aide	D	$36,427	$41,891	$47,356	30%
Assistant Court Administrator	E	$39,342	$45,243	$51,144	30%
Command Staff Coordinator	E	$39,342	$45,243	$51,144	30%
Executive Assistant	E	$39,342	$45,243	$51,144	30%
Forestry Technician	E	$39,342	$45,243	$51,144	30%
Maintenance Worker (Parks\Street)	E	$39,342	$45,243	$51,144	30%
Recreation Specialist	E	$39,342	$45,243	$51,144	30%
Admin Services Coordinator	E4	$40,915	$47,052	$53,190	30%
Planning Technician	E4	$40,915	$47,052	$53,190	30%
Accounting Clerk	F	$42,489	$48,862	$55,235	30%
Business Assistance Coordinator	F	$42,489	$48,862	$55,235	30%
Facility Maintenance Technician	F	$42,489	$48,862	$55,235	30%
Records Clerk Supervisor	F	$42,489	$48,862	$55,235	30%
Asst to CA/Deputy City Clerk	F4	$44,188	$50,817	$57,445	30%
Code Enforcement Inspector	F4	$44,188	$50,817	$57,445	30%
Information Technologies Technician	F4	$44,188	$50,817	$57,445	30%
Senior Maintenance Worker (Parks\Street)	F4	$44,188	$50,817	$57,445	30%
Office Manager	G	$45,888	$52,771	$59,654	30%
Fleet Maintenance Mechanic	G4	$47,723	$54,882	$62,040	30%
Communication Specialist	H	$49,559	$56,993	$64,427	30%
GIS Analyst - CAD Tech	H	$49,559	$56,993	$64,427	30%
Senior Engineering Const. Inspect	H	$49,559	$56,993	$64,427	30%
Recreation Manager	H4	$51,541	$59,273	$67,004	30%
Senior Accountant	H4	$51,541	$59,273	$67,004	30%
Lead GIS Analyst - CAD Tech.	I	$53,524	$61,552	$69,581	30%
Building Maintenance Assistant Supervisor	I4	$55,665	$64,014	$72,364	30%
City Arborist/Urban Forester	I4	$55,665	$64,014	$72,364	30%
Employee Services Administrator	I4	$55,665	$66,798	$77,930	40%
Maintenance Supervisor (Parks\Street)	I4	$55,665	$64,014	$72,364	30%
Project Planner	I4	$55,665	$64,014	$72,364	30%
Fleet Maintenance Supervisor	J4	$60,118	$69,135	$78,153	30%
Court Administrator	K	$62,430	$71,795	$81,159	30%
Facilities Maintenance Supervisor	L	$67,424	$80,909	$94,394	40%
GIS Administrator	L	$67,424	$77,538	$87,652	30%
Technical Operations Administrator	L	$67,424	$77,538	$87,652	30%
Asst. City Administrator	L	$67,424	$77,538	$87,652	30%
Civil Engineer	L4	$70,121	$80,640	$91,158	30%
Project Manager	L4	$70,121	$80,640	$91,158	30%
Senior Planner	L4	$70,121	$80,640	$91,158	30%
Application\Web Developer	M	$72,818	$83,741	$94,664	30%
Superintendent of Sports & Wellness	M	$72,818	$87,382	$101,946	40%
City Clerk	M	$72,818	$87,382	$101,946	40%
Superintendent - Arts & Entertainment	M4	$75,731	$90,877	$106,024	40%
Assistant Finance Director	M4	$75,731	$90,877	$106,024	40%
Assistant Director - Parks, Recreation & Arts	M4	$75,731	$90,877	$106,024	40%
Assistant City Planner	M4	$75,731	$90,877	$106,024	40%
Superintendent - Recreation Operations	M4	$75,731	$90,877	$106,024	40%
Superintendent - Street & Fleet Operations	M4	$75,731	$90,877	$106,024	40%
Human Resource Manager	M4	$75,731	$90,877	$106,024	40%
Senior Civil Engineer	N	$78,644	$90,440	$102,237	30%
Assistant City Engineer	O	$84,935	$97,676	$110,416	30%
IT Director	P4	$95,399	$114,479	$133,559	40%
Finance Director	P4	$95,399	$114,479	$133,559	40%
Director of Parks, Recreation & Arts	P4	$95,399	$114,479	$133,559	40%
Director of Planning and Development Services	P4	$95,399	$114,479	$133,559	40%
Director of Public Works - City Engineer	P4	$95,399	$114,479	$133,559	40%
City Administrator	V4	$151,387	$174,095	$196,803	30%
Lieutenant		$84,579	$95,152	$105,724	
Captain		$93,837	$107,913	$121,988	
Chief		$105,945	$124,865	$143,786	

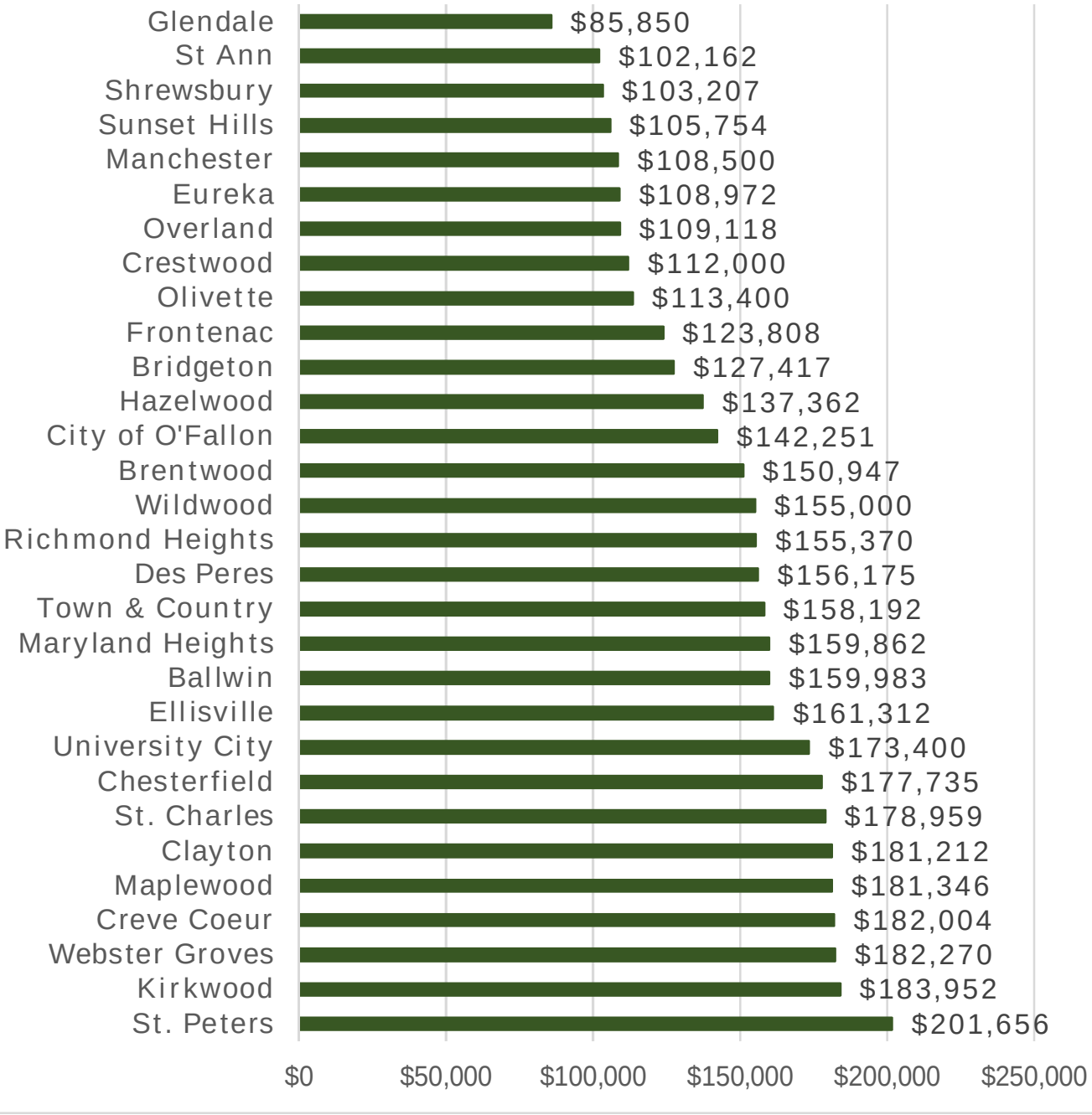
St. Louis Metro - Professionally Managed Cities (over 20,000 population)



St. Louis Metro - Professionally Managed Cities (over 10,000 population)



St. Louis Metro - Professionally Managed Cities



PARKS, RECREATION AND ARTS COMMITTEE

Chair: Councilmember DeCampi
Vice Chair: Councilmember Hurt

There are no action items coming from the Parks, Recreation and Arts Committee for Monday's meeting.

NEXT MEETING

The next meeting of the Parks, Recreation and Arts Committee has not yet been scheduled.

If you have any questions or require additional information, please contact Director of Parks, Recreation and Arts, Tom McCarthy or me prior to Monday's meeting.

PUBLIC HEALTH AND SAFETY COMMITTEE

Chair: Councilmember Monachella
Vice Chair: Michael Moore

There are no action items coming from the Public Health and Safety Committee for Monday's meeting.

NEXT MEETING

The next meeting of the Public Health and Safety Committee has not yet been scheduled.

If you have any questions or require additional information, please contact Chief Ray Johnson or me prior Monday's meeting.

REPORT FROM THE CITY ADMINISTRATOR & OTHER ITEMS REQUIRING ACTION BY CITY COUNCIL

A. Proposed revision to Council meeting schedule

Due to the Governor's Executive Order postponing the April Municipal election, we have prepared revisions to the City Council meeting schedule. A voice vote is requested.

B. Pandemic response - Departmental updates

- Planning Department – Director of Planning Justin Wyse
- Public Works Department – Director of Public Works Jim Eckrich
- Parks Department – Director of PR&A Tom McCarthy
- Police Department - Chief of Police Ray Johnson
- Information Technologies – Director of Information Technologies Matt Haug
- Finance – Director of Finance Jeannette Kelly

Department Heads will be available to update City Council and the public relative to the City's response to the pandemic "stay at home" order and associated issues.

OTHER LEGISLATION

There are no action items for other legislation scheduled for Monday's meeting.

UNFINISHED BUSINESS

There are no unfinished action items scheduled for Monday's meeting.

NEW BUSINESS

There are no new business action items on the agenda for this meeting.

City of Chesterfield

MEMORANDUM

DATE: March 27, 2020

TO: Mike Geisel, City Administrator

FROM: Vickie McGownd, City Clerk

SUBJECT: 2020 Proposed City Council Meeting Schedule – Revised

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Due to the COVID-19 Pandemic and the resulting postponement of the General Municipal Election until June 2nd, I have prepared the attached suggested revisions to the 2020 Proposed City Council Meeting Schedule.

Please add this item to the April 6 City Council agenda for consideration and approval.

Attachment

City of Chesterfield

2020 Proposed City Council Meeting Schedule – Revised

7:00 p.m.

January
Monday, January 6
Wednesday, January 22
(Martin Luther King Jr. Day Jan. 20)

February
Monday, February 3
Wednesday, February 19
(Presidents Day Feb. 17)

March
Monday, March 2
Monday, March 16

April
Remote Meeting (date TBD)
~~Wednesday, April 22~~
~~(Municipal Election April 7)~~

May
Monday, May 4
Monday, May 18

June
~~Monday, June 1~~
Wednesday, June 17
(Municipal Election June 2)

July
Monday, July 20

August
Monday, August 3
Monday, August 17

September
Wednesday, September 9
(Labor Day Sep. 7)
Monday, September 21

October
Monday, October 5
Monday, October 19

November
Monday, November 2
Monday, November 16

December
Monday, December 7

(Revised 3/25/2020)