



**CITY OF CHESTERFIELD
FINANCE AND ADMINISTRATION
COMMITTEE OF THE WHOLE MEETING**

**MONDAY, OCTOBER 11, 2021
ZOOM
5:30 P.M.**

- I. APPROVAL OF MINUTES**
 - a. F&A Committee Minutes – September 28, 2021**

- II. BUDGET WORKSHOP #1**
 - a. Introduction**
 - b. Presentation**
 - c. Merit pool discussion**
 - d. Questions\answers**

- III. ADJOURNMENT**

Finance Committee of the Whole
2022 Budget Discussion
Budget Workshop #1 – 10/11/2021



Preliminary Budget Review

- Review 4 major funds
 - General
 - Parks
 - Capital
 - Public Safety
- Discuss Merit Increase budget
- Identify issues & concerns

2022 Budget Assumptions

Revenues

- 1% increase above 2021 Estimate
- Sales Tax
- Utility Tax Electric
 - Ameren requested 5.4% increase over 5 years (not finalized at this time)
- Utility Tax Gas
 - 2021 trending 5% below budget
- Utility Tax Telephone
 - 2021 trending 15% below budget
- Water
 - 2021 trending 8-10% above budget
- Gas Tax
 - 2.5 cent increase each year beginning October 2021 for the next 5 years
- Road and Bridge
 - 2021 trending 2-3% above budget

Expenditures

- Health, dental, life and disability insurance increase 4%
 - effective 7/1
- Work Comp Rate increase 15%
 - effective 7/1
- General Liability and Property insurance increase 10%
 - effective 7/1
- No merit increases in this budget
- 1 additional Parks Maintenance Worker included in headcount
- Budgeted Personnel Savings - \$271,000

GENERAL FUND



GENERAL FUND
STATEMENT OF REVENUES AND EXPENDITURES

	2019 ACTUAL (AUDITED)	2020 ACTUAL (AUDITED)	2021 PROJECTED	2022 BUDGET (PROPOSED)
FUND BALANCE, JANUARY 1	\$ 11,829,864	\$ 10,648,380	\$ 10,049,646	\$ 11,365,434
REVENUES:				
Sales Tax	\$7,193,842	\$6,447,574	\$6,834,150	\$6,915,000
Utility Taxes	6,715,585	6,344,049	6,359,000	6,373,000
Intergovernmental	4,047,508	3,994,013	4,141,000	4,285,500
Licenses and Permits	1,490,178	1,426,233	1,417,895	1,392,420
Charges for Services	107,313	85,575	235,905	92,100
Court Receipts	779,665	558,107	793,710	796,152
Other Revenues	666,828	344,085	585,667	318,183
TOTAL REVENUE	\$ 21,000,919	\$ 19,199,636	\$ 20,367,327	\$ 20,172,355
EXPENDITURES:				
Executive & Legislative	\$70,788	\$66,223	\$69,709	\$74,671
Department of Administration				
City Administrator	477,297	448,265	478,534	520,411
Finance	557,667	584,308	599,786	655,852
Information Technology	799,514	836,569	964,658	1,003,743
Courts	254,155	267,425	282,862	281,087
Central Services	1,242,256	1,242,747	1,279,648	1,337,262
Customer Service	70,376	65,546	72,501	83,125
Public Services				
Planning and Development	960,643	714,779	770,752	800,012
Public Works	5,578,580	4,913,907	5,686,786	5,616,490
Capital Items for All Departments	224,790	310,532	380,000	315,200
TOTAL EXPENDITURES	\$ 10,236,066	\$ 9,450,301	\$ 10,585,236	\$ 10,687,853
TRANSFERS TO / (FROM) OTHER FUNDS	11,946,338	10,348,068	8,466,303	8,464,284
TOTAL EXPENDITURES AND TRANSFERS	\$ 22,182,404	\$ 19,798,370	\$ 19,051,539	\$ 19,152,137
Net Change in Fund Balance	(1,181,484)	(598,733)	1,315,788	1,020,218
FUND BALANCE, DECEMBER 31	\$ 10,648,380	\$ 10,049,646	\$ 11,365,434	\$ 12,385,652



GENERAL FUND DETAIL OF CAPITAL EXPENDITURES

DEPARTMENT/ACTIVITY	DESCRIPTION	AMOUNT	ACTIVITY TOTAL
<u>INFORMATION TECHNOLOGY</u>			
	Point to Point Link to CVAC/PWF	\$ 15,000	
	Replacement Microfilm System	11,000	
	Replacement FaxFinder Fax Appliance	10,000	\$ 36,000
<u>PUBLIC WORKS</u>			
Street Maintenance	Skid Steer S-253	\$ 35,000	
	Equipment Float S300	20,000	
	Skid Steer Planer Attachment ML-9	16,500	
	Pressure Washer G200	16,000	
	Concrete Screed SC4	14,000	
	Equipment Trailer S310	9,900	\$ 111,400
Vehicle Maintenance	Truck Lift - 18,000 pound capacity	\$ 38,000	
	1/2 Ton Truck replace E-4	28,000	
	1/2 Ton Truck replace E-7	28,000	
	Small Tire Changer	9,000	
	Car Lift - 9,000 pound capacity	8,000	
	Parts Washing Cabinet	7,500	\$ 118,500
Facility Maintenance	John Deere Gator replacement with snow plow	\$ 22,800	
	PMF Overhead Door replacements (2)	21,000	
	PMF ice machine	5,500	\$ 49,300
TOTAL CAPITAL EXPENDITURES			\$ 315,200



General Fund FUND BALANCE ESTIMATE (AS SUBMITTED)

12/31/2021 FUND BALANCE	\$11,365,434
2022 NET ACTIVITY	<u>\$ 1,020,218</u>
PROJECTED 12/31/2022 GENERAL FUND - FUND RESERVES (UNRESTRICTED)	\$12,385,652
40% RESERVE REQUIREMENT (\$19,152,137 * .40)	<u>(\$7,660,855)</u>
TOTAL AVAILABLE ABOVE 40% REQUIREMENT	\$ 4,724,797

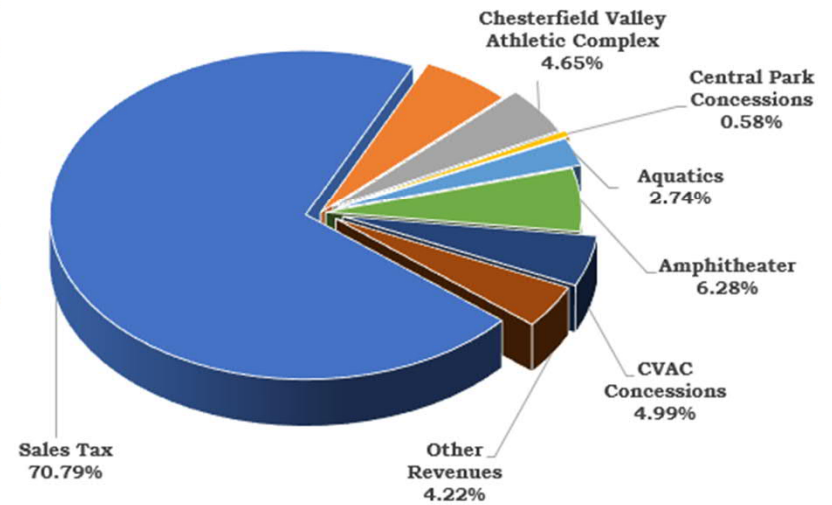
PARKS FUND



PARKS SALES TAX FUND REVENUES BY SOURCE

	Actual 2019	Actual 2020	Projected 2021	PROPOSED 2022	% Change 2021 to 2022	% of Total
Sales Tax	\$ 6,716,871	\$ 5,843,589	\$ 6,410,000	\$ 6,474,100	1.00%	70.79%
Intergovernmental (Grants)	24,800	201,963	-	525,000	#DIV/0!	5.74%
Chesterfield Valley Athletic Complex	391,358	23,013	413,855	425,000	2.69%	4.65%
Central Park Concessions	60,905	98	46,500	53,000	13.98%	0.58%
Aquatics	239,262	(18)	230,763	250,800	8.68%	2.74%
Amphitheater	503,730	1,832	530,088	574,500	8.38%	6.28%
CVAC Concessions	684,662	30,402	412,013	456,500	10.80%	4.99%
Other Revenues	305,059	227,357	498,203	386,260	-22.47%	4.22%
TOTAL	\$ 8,926,647	\$ 6,328,235	\$ 8,541,422	\$ 9,145,160	7.07%	

Due to the Pandemic in 2020, the Parks facilities were closed per St. Louis County mandates. The Chesterfield Valley Athletic Complex (CVAC) was briefly opened (within County restrictions) in the fall.





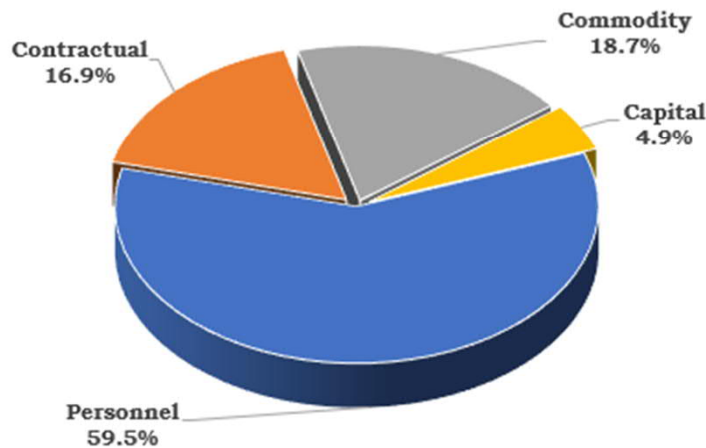
PARKS FUND
STATEMENT OF REVENUES AND EXPENDITURES

	2019 ACTUAL (AUDITED)	2020 ACTUAL (AUDITED)	2021 PROJECTED	2022 BUDGET (PROPOSED)
FUND BALANCE, JANUARY 1	\$ 931,748	\$ 2,325,576	\$ 1,695,482	\$ 1,051,361
REVENUES:				
Sales Tax	\$6,716,871	\$5,843,589	\$6,410,000	\$6,474,100
Intergovernmental	24,800	201,963	-	525,000
Charges for Services	2,093,035	255,067	2,104,563	2,125,600
Other Revenues	91,941	27,616	26,859	20,460
TOTAL REVENUE	\$ 8,926,647	\$ 6,328,235	\$ 8,541,422	\$ 9,145,160
EXPENDITURES:				
Parks Department				
Parks and Recreation	\$4,103,472	\$2,955,875	\$4,561,349	\$4,066,749
Arts and Entertainment	473,196	196,025	528,575	617,632
Aquatics	310,985	70,424	432,484	418,566
CVAC Concession	516,680	85,423	401,966	376,383
Central Park Concession	24,844	-	74,079	77,518
Sports and Wellness	-	-	367,808	389,370
Capital Items for All Departments	325,037	972,490	111,186	307,800
TOTAL EXPENDITURES	\$ 5,754,215	\$ 4,280,237	\$ 6,477,447	\$ 6,254,018
TRANSFERS TO / (FROM) OTHER FUNDS	1,778,604	2,678,092	\$2,708,096	1,984,544
TOTAL EXPENDITURES AND TRANSFERS	\$ 7,532,819	\$ 6,958,329	\$ 9,185,543	\$ 8,238,562
Net Change in Fund Balance	1,393,828	(630,094)	(644,121)	906,598
FUND BALANCE, DECEMBER 31	\$ 2,325,576	\$ 1,695,482	\$ 1,051,361	\$ 1,957,959

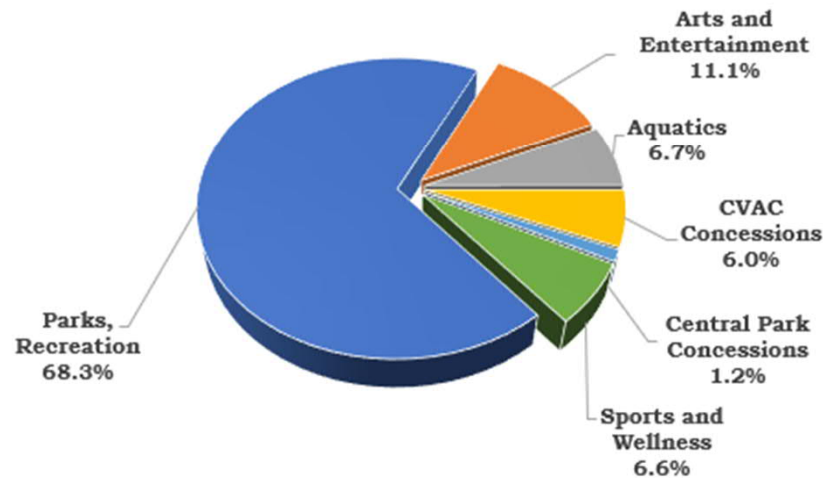
PARKS, RECREATION AND ARTS APPROPRIATIONS

Division	Personnel	Contractual	Commodity	Capital	Division Total
Parks, Recreation	\$2,749,753	\$813,596	\$503,400	\$206,800	\$4,273,549
Arts and Entertainment	\$239,334	\$122,698	\$255,600	\$75,000	\$692,632
Aquatics	\$290,731	\$51,435	\$76,400	\$0	\$418,566
CVAC Concessions	\$129,883	\$30,750	\$215,750	\$0	\$376,383
Central Park Concessions	\$53,368	\$6,150	\$18,000	\$0	\$77,518
Sports and Wellness	\$256,542	\$34,278	\$98,550	\$26,000	\$415,370
TOTAL	\$3,719,611	\$1,058,907	\$1,167,700	\$307,800	\$6,254,018
	59.5%	16.9%	18.7%	4.9%	

By Element:



By Division:





**PARKS SALES TAX FUND
DETAIL OF CAPITAL EXPENDITURES**

DEPARTMENT/ACTIVITY	DESCRIPTION	AMOUNT	ACTIVITY TOTAL
<u>PARKS AND RECREATION</u>			
Parks Maintenance	Compact Loader	\$ 29,000	
	Ford Fusion replacement (CA2)	28,000	
	Heavy Duty Utility Cart replacement (PK294)	24,000	
	Walk Behind Mower (PK218, PK244, PK292)	22,500	
	Brush Hog replacement (PK250)	20,000	
	Zero Turn Mower with bag collection	17,000	
	Field Groomer replacement (PK201)	17,000	
	Zero Turn Mower replacement (PK220)	15,000	
	Walk Behind Sprayer/Spreader (PK200)	11,500	
	Pull Behind Debris Blower (PK212)	7,800	
	Walk Behind Mower	7,500	
	Utility Cart replacement (PK257)	7,500	\$ 206,800
Arts and Entertainment	PA Sound System	\$ 75,000	\$ 75,000
Sports and Wellness	CVAC Adult Mound	\$ 15,000	
	Fencing	11,000	\$ 26,000
TOTAL CAPITAL EXPENDITURES			\$ 307,800

CAPITAL PROJECTS FUND



CAPITAL IMPROVEMENTS FUND
STATEMENT OF REVENUES AND EXPENDITURES

	2019 ACTUAL (AUDITED)	2020 ACTUAL (AUDITED)	2021 PROJECTED	2022 BUDGET (PROPOSED)
FUND BALANCE, JANUARY 1	\$ 1,861,728	\$ 680,939	\$ 247,996	\$ (76,573)
REVENUES:				
Sales Tax	\$5,709,344	\$4,966,930	\$5,448,500	\$5,502,900
Other Revenues	(188,423)	63,599	-	55,000
TOTAL REVENUE	\$ 5,520,922	\$ 5,030,529	\$ 5,448,500	\$ 5,557,900
EXPENDITURES:				
Public Services				
Public Works	830,045	851,683	1,078,003	512,114
Capital Items	3,927,416	5,507,675	5,231,000	4,903,000
TOTAL EXPENDITURES	\$ 4,757,461	\$ 6,359,359	\$ 6,309,003	\$ 5,415,114
TRANSFERS TO / (FROM) OTHER FUNDS	1,944,250	(895,885)	(535,934)	-
TOTAL EXPENDITURES AND TRANSFERS	\$ 6,701,711	\$ 5,463,473	\$ 5,773,069	\$ 5,415,114
Net Change in Fund Balance	(1,180,789)	(432,944)	(324,569)	142,786
FUND BALANCE, DECEMBER 31	\$ 680,939	\$ 247,996	\$ (76,573)	\$ 66,213



CAPITAL IMPROVEMENT SALES TAX FUND DETAIL OF EXPENDITURES

DEPARTMENT / ACTIVITY	DESCRIPTION	AMOUNT	ACTIVITY TOTAL
<u>PUBLIC WORKS</u>			
Capital Expenditures	Street Reconstruction	\$ 2,400,000	
	Schoettler Road Asphalt Overlay	1,200,000	
	Annual Sidewalk Replacement Program	300,000	
	City Hall, Aq. Center, Parks Admin Asphalt Overlay	280,000	
	Parking Lot and Trail Sealing	197,000	
	Tandem Dump Truck replacement S-142	186,000	
	2.5 Ton Dump Truck replacement S-105	160,000	
	1.5 Ton Flatbed Truck replacement S-75	85,000	
	Storm Sewer Improvements	40,000	
CDBG Sidewalk project	55,000	\$ 4,903,000	
Personnel	Salaries / Benefits		\$ 262,114
Contractual	Inspection / Testing (Slab, Sidewalk, Asphalt)	\$ 110,000	
	Semi-Annual Crack Sealing	100,000	
	TIP Grant Application	20,000	
	Capital Contracts	10,000	
	Capital Project Design	10,000	\$ 250,000
TOTAL EXPENDITURES			\$ 5,415,114

PUBLIC SAFETY FUND



PUBLIC SAFETY FUND

STATEMENT OF REVENUES AND EXPENDITURES

	2019 ACTUAL (AUDITED)	2020 ACTUAL (AUDITED)	2021 PROJECTED	2022 BUDGET (PROPOSED)
FUND BALANCE, JANUARY 1	\$ 64,652	\$ (310,187)	\$ 51,636	\$ 51,636
REVENUES:				
Sales Tax	2,639,884	2,442,115	2,610,000	2,636,000
Intergovernmental	569,579	3,801,549	507,782	500,453
Charges for Services	484,697	447,862	428,674	456,753
Court Receipts	2,808	15,501	18,000	20,000
TOTAL REVENUE	\$ 3,696,968	\$ 6,707,026	\$ 3,564,456	\$ 3,613,206
EXPENDITURES:				
Police Department	10,776,154	10,713,791	11,102,497	11,592,794
Capital Items	308,617	365,711	359,541	374,000
TOTAL EXPENDITURES	\$ 11,084,771	\$ 11,079,502	\$ 11,462,038	\$ 11,966,794
TRANSFERS TO / (FROM) OTHER FUNDS	(7,012,963)	(4,734,299)	(7,897,582)	(8,353,588)
TOTAL EXPENDITURES AND TRANSFERS	\$ 4,071,808	\$ 6,345,203	\$ 3,564,456	\$ 3,613,206
Net Change in Fund Balance	(374,840)	361,824	-	-
FUND BALANCE, DECEMBER 31	\$ (310,187)	\$ 51,636	\$ 51,636	\$ 51,636

Fund Balance includes restricted funds of \$51,636 as of 12/31/2020 for POST Commission and Inmate Security



PUBLIC SAFETY FUND DETAIL OF CAPITAL EXPENDITURES

DEPARTMENT/ACTIVITY	DESCRIPTION	AMOUNT	ACTIVITY TOTAL
<u>POLICE DEPARTMENT</u>			
	Fleet of 11 Police Vehicles	\$ 374,000	
			\$ 374,000
TOTAL CAPITAL EXPENDITURES			\$ 374,000

Scheduled & Planned Effective Debt Service

Scheduled Debt Service:			
	Principal & Interest		
	General Fund - City Hall Debt	General Fund - Land Acquisition	Parks Sales Tax Fund
2022	1,025,000	125,725	3,296,378
2023	-	1,073,625	3,374,028
2024	-	1,003,025	3,446,128
2025	-	768,625	3,525,928
2026	-	546,312	1,361,591
2027	-	550,863	1,363,040
2028	-	551,299	1,365,736
2029	-	172,038	1,397,337
	1,025,000	4,791,512	19,130,163
	TOTAL	24,946,675	

Effective Debt Service:			
	Principal & Interest		
	General Fund - City Hall Debt	General Fund - Land Acquisition	Parks Sales Tax Fund
2022	-	125,725	1,980,694
2023	-	589,453	1,980,694
2024	-	589,453	1,980,694
2025	-	589,453	1,980,694
2026	-	544,221	1,291,851
2027	-	544,221	1,291,851
2028	-	544,221	1,291,851
2029	-	-	1,291,852
	-	3,526,748	13,090,181
	TOTAL	16,616,929	

- \$6.4 million in Prepaid Debt Reserve as of 12/31/2021
- Effective Debt Schedule includes \$1M planned in each year 2022 & 2023
- Parks debt service effectively reduced \$1.3M in 2022



2022 Budget Summary

- Net Revenue over Expenditures of **\$2,069,602**
- General Fund \$1,020,218 Revenues exceed Expenditures
- Parks Fund \$906,598 Revenues exceed Expenditures
- Public Safety Fund \$0 Revenues equal Expenditures (by Fund definition)
- Capital Projects Fund \$142,786 Revenues exceed Expenditures

- The 2022 budget submission already includes contracted compensation step increases for FOP Officers & Sergeants
- Merit pool for NON-FOP employees NOT YET DETERMINED
- EAB and Snow Removal Reimbursement are funded from the ARPA Fund based strategy on revenue losses in FY2020

MERIT POOL DISCUSSION

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.



2022 Merit Pool

CPI - U
June 2021
5.8%

CPI - Urban Wage Earners and Clerical Workers

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011	1.90	2.20	2.70	3.30	3.80	3.90	3.80	3.80	3.90	3.30	3.30	2.80
2012	2.80	2.70	2.80	2.30	1.50	1.40	1.30	1.80	1.90	2.20	1.80	1.80
2013	1.30	2.20	1.40	1.20	1.80	2.20	1.80	1.20	1.00	0.80	1.00	1.00
2014	1.40	0.90	1.50	1.90	1.60	1.70	1.80	1.60	1.60	1.60	1.20	0.70
2015	-0.30	-0.50	-0.90	-1.10	-0.80	-0.70	-0.50	-0.30	-0.80	-0.30	-0.20	0.00
2016	0.80	0.40	0.50	0.80	0.80	0.80	0.40	0.60	1.10	1.00	1.20	1.80
2017	2.20	2.40	1.90	1.80	1.40	0.90	1.30	1.50	1.50	1.50	1.90	1.70
2018	1.60	1.70	1.80	1.80	2.30	2.50	2.40	2.10	1.90	2.20	1.40	1.30
2019	0.80	1.30	1.70	1.50	1.30	1.20	1.50	1.50	1.40	1.50	1.90	2.30
2020	2.50	2.10	1.00	-0.40	-0.40	0.40	0.70	1.10	1.30	1.00	1.00	1.10
2021	1.20	1.70	3.00	4.90	5.60	5.80	5.90	5.70				



2022 CUMULATIVE COST OF MERIT POOL NON-FOP EMPLOYEES

	2022 Budget Impact of Merit Pool (Salaries)	2022 Budget Impact of Merit Pool (Loaded Cost)	G e n e r a l	F u n d s	P a r k s	F u n d s	C a p i t a l	P S u a l i t y
2.0%	\$187,065	\$244,984	\$101,131		\$46,440		\$4,978	\$34,516
2.5%	\$233,831	\$306,230	\$126,413		\$58,050		\$6,222	\$43,145
3.0%	\$280,598	\$367,476	\$151,696		\$69,660		\$7,467	\$51,775
3.5%	\$327,364	\$428,722	\$176,979		\$81,270		\$8,711	\$60,404
4.0%	\$374,130	\$489,968	\$202,262		\$92,880		\$9,956	\$69,033
4.5%	\$420,896	\$551,214	\$227,544		\$104,490		\$11,200	\$77,662
5.0%	\$467,663	\$612,460	\$252,827		\$116,100		\$12,445	\$86,291
5.5%	\$514,429	\$673,706	\$278,110		\$127,710		\$13,689	\$94,920
6.0%	\$561,195	\$734,952	\$303,392		\$139,320		\$14,934	\$103,549
6.5%	\$607,961	\$796,198	\$328,675		\$150,930		\$16,178	\$112,178

HISTORICAL NON-FOP MERIT POOL INCREASES

- 2021 – 2.5%
- 2020 – 2.5% budgeted
 - no increases given due to Pandemic
- 2019 – 2.5%
- 2018 – 2.5%
- 2017 – no merit pool
 - increases only associated with re-write of compensation classification system
- 2016 – 2.5%