

CITY OF LAKE SAINT LOUIS  
BOARD OF ALDERMEN  
ADMINISTRATIVE/FINANCE/  
PUBLIC WORKS  
JOINT WORK SESSION

MAY 18, 2020

The Board of Aldermen for the City of Lake Saint Louis, Missouri met in an Administrative/Finance/Public Works Joint Work Session via teleconference on Monday, May 18, 2020 at approximately 5:00 p.m.

ROLL CALL:

Mayor Kathy Schweikert was present and presided over the meeting. Aldermen present were: Mike Potter, Ward II; Gary Torlina, Ward I; Karen Vennard, Ward II; John Pellerito, Ward III; and Jason Law, Ward III. Alderman Gary Turner, Ward I, arrived after the meeting started at approximately 5:05 p.m. Also present were: Paul Markworth, City Administrator; Donna Daniel, City Clerk; Louis Clayton, Community Development Director; George Ertle, Assistant City Administrator; Renee Camp, Finance Director; Darren Noelken, Parks and Recreation Director; and Pat Doering, Police Lieutenant.

Budget Presentation

Paul Markworth, City Administrator, continued his presentation from the May 4, 2020 meeting and answered questions about the proposed 2020/21 Fiscal Year Budget (see attached power-point presentation).

The Board held a general discussion about the proposed 2020/21 Budget. The Board unanimously agreed to add youth baseball, if parents are required to sign waivers for their children to play.

General Discussion

The Board agreed to discuss a request (at the next work session) to erect a "Little Free Library" (book-sharing box) on a cul-de-sac island.

ADJOURNMENT:

There being no further business to come before the Board in the Administrative/Finance/Public Works Joint Work Session, the meeting adjourned at approximately 6:40 p.m.

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Donna F. Daniel, City Clerk

# 2020/2021 Fiscal Year Budget



## General Fund Revenues

<u>Taxes</u>	<u>Proposed Budget</u>	<u>Current Budget</u>
Real Estate Taxes	\$2,146,525	\$2,110,837
Cigarette Tax	37,000	37,000
Sales Tax General	2,498,183	3,448,258
Sales Tax Transportation	1,258,483	1,724,128
Sales Tax Parks	40,000	55,000
Cuivre River Gross Receipts	272,000	272,000
Laclede Gross Receipts	235,000	235,000
Continuum Gross Receipts	2,000	2,000
ATT Gross Receipts	38,000	38,000
Verizon Gross Receipts	40,000	40,000
CenturyLink Gross Receipts	33,200	33,200
Consumer Cellular Gross Receipts	4,308	4,308
Sprint Gross Receipts	28,400	28,400
TMobile Gross Receipts	3,380	3,380
Misc. Gross Receipts	9,600	9,600
Cuivre Franchise Fee	568,000	568,000
Charter Gross Receipts	233,000	233,000
Charter Fiberlink Gross Receipts	19,800	19,800

## General Fund Revenues

<b><u>Licenses</u></b>	<b><u>Proposed Budget</u></b>	<b><u>Current Budget</u></b>
Merchant	\$46,250	\$92,500
Liquor Licenses	9,000	18,000
<b><u>Grants</u></b>	<b><u>Proposed Budget</u></b>	<b><u>Current Budget</u></b>
Police Overtime Grant	\$0	\$10,984
Police Bulletproof Vest Grant	715	2,502
Law Enforcement Grants	4,291	1,000
<b><u>Intergovernmental</u></b>	<b><u>Proposed Budget</u></b>	<b><u>Current Budget</u></b>
Road and Bridge Rebate	\$420,000	\$404,000
Missouri Gas & Vehicle Rebate	181,500	605,000
<b><u>Recreation</u></b>	<b><u>Proposed Budget</u></b>	<b><u>Current Budget</u></b>
Youth Baseball	\$0	\$80,545
Adult Programs	0	15,217
Youth Programs	0	6,397
Adult Leagues	0	14,034
Trips	0	5,063
Sport Camps	0	3,504
Concert Sponsors	0	1,500
Field Tournament Rental	0	24,775
Concession Revenues	0	9,000
Triathlon Revenues	0	38,856
Day Camp Revenues	0	53,039
Special Event Revenues	0	10,621
Pavilion Rentals	0	12,017

## General Fund Revenues

<u>Contractual Services</u>	<u>Proposed Budget</u>	<u>Current Budget</u>
Mowing Fees	\$2,617	\$2,300
Dispatch Services	81,000	81,000
<u>Community Development</u>	<u>Proposed Budget</u>	<u>Current Budget</u>
Blvd. Park Pond Assessment	\$4,200	\$4,150
Stonecrest Pond Assessment	7,750	7,750
Zoning Applications	6,428	8,249
Building/Electrical/Mechanical/Plumbing Permits	314,234	420,365
Temporary Occupancy Escrow Fees	3,823	2,785
Sign Permits	2,925	5,437
Grading/Erosion/Site Inspection Fees	71,656	112,199
Rental Occupancy Permit Fees	11,964	11,091
Public Works Bore Permits	11,000	9,000
PW Cell Site Permits	2,450	1,800

## General Fund Revenues

<u>Other</u>	<u>Proposed Budget</u>	<u>Current Budget</u>
Court Fines	\$50,000	\$190,000
Prisoner Housing Recoupment	9,292	4,292
Alcohol/Drug Cost Reimbursement	1,779	1,723
Local Police Training Funds	8,458	0
Insurance Reports	2,350	2,574
Alarm Fees	1,525	3,075
Interest Income	35,000	105,000
Asset Sale Revenue	0	31,000
Miscellaneous Revenue	4,000	4,000
Credit Card Processing	2,000	4,000
Insurance Reimbursements	0	31,033
Mosquito Spraying Reimbursement	950	950
Communication Tower Leases	97,496	97,496

## March Sales Tax Data

March sales tax data shows some preliminary trends what we might expect as we move further into the new economic climate. Retail sales were not impacted by COVID – 19 until half way through the month. Next months report with April sales will include a full month of sales with many stores closed or negatively impacted by the coronavirus.

Stores that sell product for home projects did really well. Clothing did not. The Meadows typically has TDD revenue of \$36,000 for the month of March. Development Dynamics reports the TDD revenue for March of this year was \$12,000. No stores were open in The Meadows during April other than by appointment so sales tax revenue will be negligible. The City's general fund receives about \$600,000 each year in sales tax from The Meadows.

In contrast The Shoppes at Hawk Ridge did better than typical sales during March. The TDD had about \$120,000 in TDD revenue collection when it usually is about \$100,000 for the month. Walmart and Lowes certainly helped.

## March Sales Tax Data

### Fast Food Sales

11 stores reported year to year same month sales tax disbursement. 2 stores reported higher sales while 9 stores reported lower sales. The average for the sector was a 13.9% decrease compared to the prior year.

### Clothing

6 stores reported year to year sales tax disbursement. 0 stores reported higher sales. The average for the sector was 60.3% decrease compared to the prior year.

### Gas/C Store

3 stores reported year to year sales tax disbursement. 0 stores reported higher sales. The average for the sector was a 25.3% decrease but this was skewed by one store reporting a 56% decrease compared to the prior year.

Walmart reported a 12% increase

Lowes reported a 31% increase

Auto sales reported a 39% decrease

# Sales Tax Revenue Notes

## Projections based on 2019 Individual Store Data

Model calculates store revenue June to December and then January to June

- Grocery stores calculated at 100% sales for 12 months
- Gas station/C stores calculated at 100% sales for 12 months
- Drug stores calculated at 100% sales for 12 months
- Walmart calculated at 100% sales for 12 months
- Lowes calculated at 100% sales for 12 months
- Auto service centers calculated at 80% sales for 12 months
- Fast food restaurants calculated at 50% July – December; 66% January through June
- Sit Down restaurants calculated at 15% July – December; 66% January through June
- Clothing stores calculated at 16% July – December; 66% January through June
- Furniture stores calculated at 50% July – December; 66% January through June
- Auto sales calculated at 30% July – December; 50% January through June

Tax from retailers I do not track is estimated to be \$182,000 for the year

## Administration Department By Group

	Proposed Budget	Current Budget
Personnel	\$597,620	\$621,082
Personnel Support	3,964	17,400
Commodities	3,650	20,000
Contracted Services	480,719	474,528
Other	3,000	334,000
Total Administration	\$1,088,953	\$1,467,346

25.7% Decrease

## Administration Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$388,968	\$388,975
• Salaries Part Time	0	43,949
• Salaries Elected Officials	51,589	52,403
• Medical Insurance Increase Citywide	19,659	
• Salary Adjustment	0	192,081
• Training/Education Elected	100	600
• Training/Education Staff	400	2,600
• Travel/Conference Elected	0	1,600
• Travel/Conference Staff	0	4,905
• Uniforms	0	500
• PTO Program	1,500	1,500
• Legal – City Attorney	75,000	75,000
• Mosquito Control	3,000	3,000
• Animal Control Contract	19,624	19,624
• EDC Contribution	12,000	12,000
• Tax Assessment/Elections	25,000	25,000
• SLAIT	314,900	295,000
• Community Relations/Marketing	0	10,000

## Administration Department Line Item Highlights

	<b>Proposed Budget</b>	<b>Current Budget</b>
• Meadows Garage Payment	\$0	\$320,000
• Utility Tax Rebate	3,000	4,000
<b>Total Administration</b>	<b>\$1,088,953</b>	<b>\$1,467,346</b>

## Information Technology Department By Group

	Proposed Budget	Current Budget
Personnel	\$101,569	\$101,695
Personnel Support	0	3,500
Commodities	37,200	36,480
Contracted Services	164,595	227,174
Capital Equipment	9,000	44,370
Total Information Technology	\$312,364	\$413,219

24.4% Decrease

## Information Technology Department Line Item Highlights

	<b>Proposed Budget</b>	<b>Current Budget</b>
• Salaries Full Time	\$70,399	\$70,399
• Training/Education Staff	0	3,500
• Software Support	164,595	227,174
• Equipment Purchases	0	44,370
• Computer Replacement Program	9,000	13,270
• Telephone/Fiber/Internet/V-Fax	35,000	31,280

### Software:

Incode (Finance, Courts, Administration, Payroll)	\$32,000
ITI (Police)	63,040
IT Operations (licensing and maintenance)	25,920
Public Works Software	12,600
Citizen Serve (Community Development)	21,000

## Finance Department By Group

	Proposed Budget	Current Budget
Personnel	\$295,349	\$293,497
Personnel Support	950	2,980
Commodities	6,100	7,900
Contracted Services	51,650	51,650
Maintenance	2,200	2,200
Capital	0	0
Total Finance	\$356,031	\$358,227

## Finance Department Line Item Highlights

	<b>Proposed Budget</b>	<b>Current Budget</b>
• Salaries Full Time	\$208,697	\$208,697
• Training/Education Staff	1,350	300
• Mileage Staff	200	900
• Travel/Conference Staff	0	330
• Dues/Subscription Staff	400	450
• Annual Audit	20,000	21,900
• Tax Assessment	25,222	24,500

## Community Development Department By Group

	Proposed Budget	Current Budget
Personnel	\$625,573	\$697,832
Personnel Support	3,176	12,126
Commodities	17,395	19,435
Contracted Services	8,767	80,832
Maintenance	1,500	2,800
Capital Equipment	0	0
Total Community Development	\$656,411	\$813,025

**19.2% Decrease**

## Community Development Department Line Item Highlights

	<b>Proposed Budget</b>	<b>Current Budget</b>
• Salaries Full Time	\$449,247	\$464,264
• Salaries Part Time	0	63,395
• Salaries Overtime	2,000	4,134
• Training/Education Staff	3,926	500
• Travel/Conference Staff	0	4,167
• Dues/Subscriptions	1,456	1,736
• Uniforms	300	1,000
• Other Contracted Services	5,000	71,932
• Planning/Engineering Consultant	1,000	5,000
• Mowing	2,617	3,500
<b>TOTAL Community Development Expense</b>	<b>\$656,411</b>	<b>\$813,247</b>

## Police Department By Group

	Proposed Budget	Current Budget
Personnel	\$3,759,876	\$3,721,563
Personnel Support	22,949	83,379
Commodities	102,747	120,597
Contracted Services	89,263	86,613
Maintenance	52,000	63,900
Other	3,500	7,700
Capital Equipment	0	160,717
Total Police	\$4,030,335	\$4,244,470

**5.0% Decrease**

## Police Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$2,585,689	\$2,555,770
• Salaries Part Time	71,864	71,864
• Salaries OT	47,500	47,500
• Salaries Holidays	29,932	29,932
• Training Education Staff	11,839	39,000
• Travel/Conference Staff	0	8,000
• Dues/Subscriptions	810	4,500
• Uniform	10,000	31,379
• Gas	50,000	55,000
• Ammunition	10,000	12,000
• Weapons	0	5,000
• MPCA Accreditation	4,500	0

## Police Department Line Item Highlights

	Proposed Budget	Current Budget
• 911 County Contract	28,302	28,302
• Radio User Fees	21,682	21,682
• MULES	10,420	10,420
• SCC Drug Task Force	11,000	11,000
• Repair Vehicles	27,500	27,500
• Repair Warning Sirens	0	5,000
• Maintain Jail	3,000	3,000
• Community Relations	0	3,000
• DARE	3,500	4,500
• Vehicle Purchase	0	105,000
• Equipment Purchase	0	55,717
<b>TOTAL Department Expense</b>	<b>\$4,030,335</b>	<b>\$4,244,470</b>

## Prosecutor By Group

	Proposed Budget	Current Budget
Personnel	\$23,398	\$23,397
Personnel Support	190	1,525
Commodities	500	1,300
Contracted Services	24,000	34,500
TOTAL	\$48,088	60,722

**20.8% Decrease**

## Prosecutor Line Item Highlights

	Proposed Budget	Current Budget
Part Time Salaries	\$21,736	\$21,735
Legal Court	\$24,000	33,000
Legal Special Prosecutor	0	1,500

## Court Department By Group

	Proposed Budget	Current Budget
Personnel	\$154,681	\$155,587
Personnel Support	630	3,650
Commodities	1,000	3,200
Contracted Services	8,000	11,000
Total Court	\$164,311	\$173,437

**5.2% Decrease**

## Court Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$107,972	\$107,976
• Training/Education Staff	200	1,200
• Travel/Conference Staff	0	1,500
• City Judge	8,000	11,000

## Public Works Department By Group

	Proposed Budget	Current Budget
Personnel	\$1,411,179	\$1,468,934
Personnel Support	5,390	11,600
Commodities	458,290	541,415
Contracted Services	68,800	179,908
Maintenance	30,200	50,200
Other	450	750
Capital Equipment	72,477	372,786
Total Public Works	\$2,047,786	\$2,625,594

**22.2% Decrease**

## Public Works Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$950,257	\$959,019
• Salaries Part Time	79,660	87,249
• Salaries OT	10,000	15,000
• Training/Education Staff	500	2,500
• Travel/Conference Staff	0	2,800
• Street Lights	225,000	225,000
• Gas/Wash Vehicles	38,000	38,550
• Snow/Ice Supplies	40,000	59,470
• Traffic Signs	1,000	11,000
• General Signs	1,000	4,000
• Signal Maintenance/Repair	5,000	51,033
• Street Sweeping	0	15,000
• Street Repair Materials	125,000	169,300
• Street Striping	30,000	56,000
• On Call Testing	500	5,000
• On Call Jetting	1,500	7,000

## Public Works Department Line Item Highlights

	Proposed Budget	Current Budget
• On Call Traffic Consultant	\$0	\$6,000
• Repair Small Equipment	2,000	4,700
• Repair Vehicles	20,000	29,000
• Tires	5,000	8,500
• General Repair/Maintenance	3,200	7,000
• Vehicle Purchase	0	223,445
• Equipment Purchase	0	70,066
• Equipment Loan	70,294	75,000
<b>TOTAL Department Expense</b>	<b>\$2,047,786</b>	<b>\$2,625,594</b>

## Park Department by Group

	Proposed Budget	Current Budget
Personnel	\$636,718	\$691,338
Personnel Support	3,710	6,355
Commodities	65,337	128,199
Contracted Services	16,100	259,987
Maintenance	19,333	35,553
Capital Equipment	0	51,429
Total Park	\$741,198	\$1,172,861

**36.8% Decrease**

## Park and Recreation Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$363,072	\$363,063
• Salaries Part Time	55,112	70,215
• Salaries Seasonal	5,000	21,012
• Salaries Day Camp	0	28,366
• Salaries OT	2,000	6,153
• Training/Education Staff	500	1,500
• Travel/Conference Staff	0	1,170
• Ballfield Lights	0	3,405
• Gas/Wash Vehicles	6,000	10,000
• Landscape Supplies	2,600	13,595
• Ballfield Supplies	4,380	20,845
• Tools and Equipment	1,500	4,115
• General Signs	300	1,760
• Other Contracted Services	11,000	69,880

## Park and Recreation Department Line Item Highlights

	Proposed Budget	Current Budget
• Rent/Lease Equipment	\$3,000	\$11,625
• Trail Repairs	0	4,000
• Fireworks	0	8,500
• Holiday Light Contractor	0	15,900
• Adult Leagues	0	7,710
• Triathlon	0	28,854
• Youth Recreation Programs	0	2,864
• Adult Recreation Programs	0	6,213
• Day Camp	0	15,784
• Concerts	0	18,380
• Youth Baseball	0	43,305
• Trip Programs	0	4,353
• Special Events	1,600	18,531
• Repair Small Equipment	3,000	7,000
• Repair Vehicles	1,500	3,500

# Park and Recreation Department Line Item Highlights

	Proposed Budget	Current Budget
• Repair/Maintain Irrigation	\$0	\$1,200
• Repair General Maintenance	5,000	10,000
• Equipment Purchases	0	51,429
<b>TOTAL Department Expenses</b>	<b>\$741,198</b>	<b>\$1,172,861</b>

## Property Management Department By Group

	Proposed Budget	Current Budget
Personnel	\$75,126	\$76,213
Commodities	43,000	49,564
Contracted Services	20,000	25,410
Maintenance	20,000	25,850
Capital Equipment	6,000	1,062
Total Property Management	\$164,126	\$178,099

7.8% Decrease

## Property Management Department Line Item Highlights

	Proposed Budget	Current Budget
• Salaries Full Time	\$33,300	\$33,292
• Salaries Part Time	16,068	16,454
• Salaries OT	200	1,000
• Electric	29,000	29,000
• Gas	3,000	3,000
• Water	5,000	9,300
• Landscape Supplies	0	1,500
• Rent/Lease Equipment	500	1,500
• General Maintenance	20,000	25,600
• Equipment Purchases	6,000	1,062
<b>Total Property Management</b>	<b>\$164,126</b>	<b>\$178,099</b>

## General Fund Balance

Transfers In to General Fund	\$71,754
Expenditures	\$9,537,854
Revenues	\$8,861,532
Deficit	\$689,772
Projected Fund Balance 6/30/21	\$3,864,929

**Purchase Requests Not Proposed for Funding**  
**Does not include line item requests that were not totally funded**

Administration

\$43,949	PT Employees at Receptionist Desk
300	Employee Benefit Wellness Fair
450	Employee Appreciation Program
1,711	Holiday Event
1,200	Travel/Conference Elected
3,000	Travel Conference Staff
500	Uniforms
3,000	Marketing

Information Technology

\$3,000	2 licenses with Citizen Serve
3,100	AVL and map for dispatch
1,200	AVL additional license
70,000	City Hall Access Control Upgrade
12,000	Email Server Upgrade and Migration
9,000	Police Voice Print Next Gen 911 & Radio Upgrade

**Purchase Requests Not Proposed for Funding**  
**Does not include line item requests that were not totally funded**

Finance

\$1,100	Training/Education Staff
330	Travel/Conference Staff

Community Development

\$63,395	PT Employees Code Enforcement and Building Inspections
2,765	Travel/Conference Staff
6,490	eCode 360 MapLink

**Purchase Requests Not Proposed for Funding**  
**Does not include line item requests that were not totally funded**

Police

\$44,314	Funds for additional Dispatch employee
59,529	Funds for PT Records Clerk
8,000	Travel/Conference Staff
5,000	Weapons
5,000	Repair Warning Sirens
3,200	Community Relations/Marketing
83,000	Vehicles
6,000	Captain's Command Staff Vehicle Equipment
12,500	License Plate Reader for one lane of traffic (purchase/install)

Prosecutor

\$650	Travel Conference Staff
250	Mileage Staff
1,500	Legal Special Prosecutor

**Purchase Requests Not Proposed for Funding**  
**Does not include line item requests that were not totally funded**

Court

\$1,700	Travel/Conference Staff
100	Legal Notices/Advertising
100	Other Supplies

Public Works

\$2,800	Travel/Conference Staff
250	Training Videos
300	Photo Supplies
500	Creekbed Stabilization Program
15,000	Street Sweeping
6,000	On Call Traffic Consultant
700	Repair Office Equipment
500	Repair Alarm System
300	Community Relations/Marketing

**Purchase Requests Not Proposed for Funding**  
**Does not include line item requests that were not totally funded**

Public Works

\$85,000	F550 Dump Truck
75,000	F350 Flat Bed Truck
4,000	Concrete/Asphalt Breaker
16,000	Message Board

Parks

\$31,468	Day Camp Counselors
1,170	Travel/Conference Staff
3,400	Ballfield Lights
5,000	Renaud Center
300	Splash Pad contractor
500	Winterize Concession Stand
1,000	Founders Alarm System Replacement
5,000	Laser Level Ballfield Field 2/4

**Purchase Requests Not Proposed for Funding**  
**Does not include line item requests that were not totally funded**

Parks

\$22,630	Landscape Contract
3,000	Winterization and Activation of All Irrigation
2,400	Dumpster Enclosure Founders Park
4,000	Trail Repairs
13,225	Holiday Light Contractor
143,386	All Recreation Programs other than Veterans/Memorial Day
1,200	Repair Irrigation
11,780	John Deere Mower
2,500	Slit Seeder to Over Seed Sports Fields

Property Management

\$2,150	Landscape Supplies
400	Tools and Equipment
3,150	Install Black Mulch at City Hall
250	Repair Irrigation
1,000	Parking Lot Repairs

Purchase Requests Not Proposed for Funding  
Does not include line item requests that were not totally funded

Property Management

\$2,000	AED and Cabinet Civic Center
20,000	IT Closet HP Installations (2)
40,000	Replace HVAC Control

# New Personnel Requests

## Police Department

### Option 1 Dispatch

1 PT to FT Dispatch \$47,360

1 FT Dispatch 68,756

### Option 2 Dispatch

2 PT Dispatchers \$44,314

### Option 1 Records

1 FT Records Clerk \$64,329

1 PT Records Clerk 19,753

### Option 2 Records

3 PT Records Clerks \$59,529

## New Personnel Requests

No new personnel requests are proposed to be funded

## Pay Increase History

<u>Budget Year</u>	<u>Percent Increase</u>	<u>Dollars Budgeted</u>
2020/21	0	0
2019/20	3.00	\$192,081
2018/19	3.00	228,668***
2017/18**	5.43	275,794
2016/17	3.00	172,849
2015/16	grade adjustment; equity adjustment; merit	400,000
2014/15	3.00	160,746
2013/14	2.20	105,000
2012/13*	1.20	62,500
2011/12	3.80	139,000
2010/11	1.92	94,500
2009/10	1.78	90,000
2008/09	4.00	187,200
2007/08	implemented pay plan	317,000

\*\*\* Dollars budgeted includes 3%; individual employee adjustment, FICA, LAGERS

\*\* Implemented Condrey Pay Plan Update

\* Completed Condrey Pay Plan update but did not implement

# Cost of Living Increase

## Calculating the cost of living increase

The City uses data from the Bureau of Labor Statistics to determine a cost of living adjustment. Condrey recommends using the Bureau's Employment Cost Index for Wages and Salary of State and Local Employees. His recommendation is to apply one half of the index factor to increase the pay range.

The Bureau's last update on their website is for the month of December. The rise in the index was 2.6% year over year for that month which results in a pay grade adjustment of 1.3%.

Last year the city budgeted a 3% increase. A portion of that money went to move the pay grades upward and a portion to move employees further into the pay grade. There is no money budgeted for either a pay grade revision upward or to move people further into the pay grade.