



Appendix

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position classification plan

full time employees

Position Classification Key

<i>E- Exempt Employees</i>	<i>PD2 - Police Corporal</i>
<i>NE - Non-Exempt Employees</i>	<i>PD3 - Police Sergeant</i>
<i>PA1 - Police Recruit</i>	<i>T - Temporary/Seasonal</i>
<i>PD1 - Police Officer/Detective</i>	

Administration & Finance

Administrative Support Services

1. Records Clerk – Administration	NE 3
2. Administration. Assist. – Licensing	NE 4
3. Deputy City Clerk	NE 6
4. Human Resources Generalist	NE 6
5. Marketing Communication Specialist	NE 6

Financial Support Services

1. Accounting Clerk	NE 5
2. Payroll Specialist/IT Technician**	NE 7
3. Senior Accountant	E 13

Technology Support Services

1. Payroll Specialist/IT Technician**	NE 7
2. Data Systems Technician	NE 9
3. GIS Coordinator	E 15

Management Services

1. Communication Manager	E 11
2. Assistant to the City Administrator	E 14
3. City Clerk	E 14
4. Assistant Director of Finance	E 15
5. Human Resources Manager	E 15
6. IT Manager	E 17
7. Director of Finance	E 19
8. City Administrator	E 21

**Dual Financial and Technology Position

The City's Position Classification Plan and Position Pay Plan will be updated in 2021.

Legal Services

1. Assistant to the Prosecutor	NE 6
2. City Attorney	E
3. Prosecutor	E

Community Development

Administrative Support Services

1. Customer Relations Specialist	NE 3
2. Administrative Assistant	NE 4
3. Management Assistant	NE 5
4. Permits Coordinator	NE 5

Inspector Services

1. Code Enforcement Officer	NE 5
2. Building Inspector	NE 8
3. Plans Examiner	NE 9

Planning Services

1. Planner I	E 11
2. Planner II	E 12
3. City Planner	E 13

Management Services

1. Deputy Building Commissioner	E 13
2. Building Commissioner	E 14
3. Economic Development Manager	E 15
4. Director Community Development	E 17

Municipal Court

Administrative Support Services

1. Court Assistant	NE 4
2. Court Administrator	E 11

Judicial Services

1. Municipal Judge	E
2. Provisional Municipal Judge	E

Parks and Recreation

Administrative Support Services	Grade
1. Customer Relations Specialist	NE 3
2. Recreation Assistant – Facilities	NE 3
3. Customer Relations Supervisor	NE 5
4. Marketing Communications Specialist	NE 6

Maintenance Services

1. Custodian	NE 2
2. Maintenance Worker	NE 5
3. Crew Leader	NE 8
4. Superintendent of Facilities	E 12
5. Superintendent of Parks	E 12

Recreation Services

1. Recreation Assistant	NE 3
2. Recreation Program Specialist	NE 5
3. Aquatics Supervisor	NE 6

Management Services

1. Recreation Manager	E 12
2. Director of Parks and Recreation	E 19

Public Safety

Administrative Support Services

1. Secretary - Detective Bureau	NE 3
2. Administrative Assistant	NE 4
3. Crime Analyst	NE 5
4. Executive Assistant	NE 5

Communications and Records Services

1. Police Records Clerk	NE 3
2. Police Records Supervisor	NE 5
3. Dispatcher	NE 6
4. Communications Supervisor**	NE 8/ PD 1

**Position currently held by police officer and paid as a PD 1. If position is held by civilian employee, paid as an NE 8.

Law Enforcement Services

	Grade
1. Jailer	NE 2
2. Police Recruit	PA 1
3. Police Officer	PD 1
4. Police Corporal	PD 2
5. Police Sergeant	PD 3

Management Services

	Grade
1. Police Lieutenant	E 16
2. Police Captain	E 17
3. Deputy Police Chief	E 18
4. Chief of Police	E 20

Public Works

Administrative Support Services

1. Administrative Assistant	NE 4
2. Executive Assistant	NE 5

Maintenance Services

1. Mechanic Helper	NE 2
2. Maintenance Worker	NE 5
3. Mechanic	NE 6
4. Crew Leader	NE 8

Construction Services

1. Construction Inspector	NE 7
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Engineering Services

1. Engineering Technician	NE 7
2. Engineer	E 13

Management Services

1. Engineering Manager	E 14
2. Operations Manager	E 14
3. Director of Public Works	E 20

All Departments - Temporary and Seasonal Employees

	Grade		Grade
1. Aquaport Grounds Crew	T	34. Preschool Director	T
2. Art Instructor	T	35. Preschool Leader	T
3. Bailiff	T	36. Preschool Teacher	T
4. Bus Driver	T	37. Program Instructor	T
5. Camp Assistant Director	T	38. Senior Aide	T
6. Camp Director	T	39. Senior Camp Counselor	T
7. Camp Staff	T	40. Slide Attendant	T
8. Cashier	T	41. Speciality Fitness Instructor	T
9. Concession Assistant Manager	T	42. Sports Instructor	T
10. Concession Crew Leader	T	43. Sports Official	T
11. Concession Manager	T	44. Swim Instructor	T
12. Concession Worker	T	45. Youth Sports Assistant	T
13. Court Aide	T		
14. Custodial Aide	T		
15. Customer Relations Aide	T		
16. Customer Relations Assistant	T		
17. Customer Relations Attendant	T		
18. Dance Instructor	T		
19. Drama Instructor	T		
20. Fitness Attendant	T		
21. Fitness Instructor	T		
22. Gym Attendant	T		
23. Head Lifeguard	T		
24. Inclusion Assistant	T		
25. Intern	T		
26. Lifeguard	T		
27. Lifeguard Manager	T		
28. Maintenance Aide	T		
29. Market Manager	T		
30. Music Instructor	T		
31. Park Attendant	T		
32. Personal Trainer	T		
33. Play Center Attendant	T		

The City Administrator is authorized to establish the specific salary for exempt employees which salaries shall not be less than the minimum set forth for their respective grade nor more than the maximum set forth in this Addendum. The salaries for City Administrator and City Clerk shall be set by the Mayor and Council in accordance with the respective ranges for these positions.

position pay plan

full time employees

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
NE 1	Open	31,002	31,797	32,612	33,448	34,306	35,185
NE 2	Custodian; Jailer; Mechanic Helper	36,258	37,188	38,142	39,119	40,122	41,151
NE 3	Recreation Assistant; Customer Relations Specialist; Records Clerk/Administration; Police Records Clerk; Secretary/Detective Bureau	40,354	41,389	42,450	43,538	44,655	45,799
NE 4	Administrative Assistant; Court Assistant	42,437	43,526	44,642	45,786	46,960	48,165
NE 5	Accounting Clerk; Crime Analyst; Code Enforcement Officer; Customer Relations Supervisor; Exec. Assistant; Recreation Program Specialist; Management Assistant; Maintenance Worker; Permits Coordinator; Police Records Supervisor	45,706	46,878	48,080	49,312	50,577	51,874
NE 6	Deputy City Clerk; Dispatcher; HR Generalist; Mechanic; Assistant to the Prosecutor; Marketing/Communications Specialist; Aquatics Supervisor	50,461	51,754	53,082	54,442	55,838	57,270
NE 7	Construction Inspector; Engineering Technician; Payroll/IT Tech	55,362	56,782	58,238	59,731	61,263	62,834
NE 8	Building Inspector; **Communications Supervisor/Police; Crew Leader	60,435	61,985	63,574	65,205	66,876	68,591
NE 9	Data Systems Tech.; Plans Examiner	64,884	66,548	68,255	70,004	71,800	73,640
PA 1	Police Recruit	42,437	43,526	44,642	45,786	46,960	48,165
PD 1	Police Officer/Detective./Comm. Supervisor	57,679	59,986	62,385	64,880	67,475	70,174
PD 2	Police Corporal	60,679	63,106	65,630	68,255	70,986	73,825
PD 3	Police Sergeant	78,936	81,699	84,610	87,520	90,582	92,394

***Position currently held by police officer and paid as a PD 1. If position is held by civilian employee, paid as an NE 8.*

Step 7	Step 8	Step 9	Step 10
36,087	37,013	37,962	39,519

42,206	43,289	44,399	46,220
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46,974	48,178	49,414	51,441
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49,399	50,666	51,966	54,097
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53,204	54,568	55,967	58,263
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58,739	60,244	61,789	64,324
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64,445	66,097	67,792	70,574
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70,350	72,153	74,004	77,040
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75,529	77,465	79,452	82,711
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49,399	50,666	51,966	53,298
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72,981	75,902	77,799	79,744
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76,778	79,849	81,846	83,891
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94,241	96,126	98,049	100,009
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The City's Position Classification Plan and Position Pay Plan will be updated in 2021.

E- Exempt Employees

NE - Non-Exempt Employees

PA1 - Police Recruit

*PD1 - Police Officer/ Detective/
Communications Supervisor*

PD2 - Police Corporal

PD3 - Police Sergeant

T - Temporary/ Seasonal

position pay plan

full time employees (continued)

Grade	Position	Minimum	Midpoint	Maximum
E 11	Court Administrator; Planner I; Communications Manager	54,950	68,778	82,606
E 12	Planner II; Superintendent of Facilities; Superintendent of Parks; Recreation Manager	56,798	73,594	88,388
E 13	City Planner; Deputy Building Commissioner; Engineer; Senior Accountant	62,912	78,744	94,576
E 14	Assistant to City Administrator; Building Commissioner; City Clerk; Engineering Manager; Operations Manager	67,317	84,256	101,195
E 15	Assistant Director of Finance; Economic Development Manager; GIS Coordinator; HR Manager	72,029	90,155	108,280
E 16	Police Lieutenant	77,071	96,466	115,860
E 17	Director of Community Development; IT Manager; Police Captain	82,466	103,218	123,970
E 18	Deputy Police Chief	88,238	110,958	132,648
E 19	Director of Finance; Director of Parks and Recreation	94,415	118,174	141,933
E 20	Chief of Police; Director of Public Works	101,024	126,446	151,867
E 21	City Administrator	127,720	159,135	190,550

*The City's Position Classification Plan and
Position Pay Plan will be updated in 2021.*

position pay plan

appointed & part-time positions

Position	Compensation
Municipal Judge	36,000/annual
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Provisional Municipal Judge	500/session
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Prosecutor	548/call docket 671/trial docket 148/hour (prep and special appearance)

Position	Minimum Hourly	Maximum Hourly
Part-Time	7.85	75

The City's Position Classification Plan and Position Pay Plan will be updated in 2021.

background data

Demographic Data

Population

1970:	17,617
1980:	26,413
1990:	25,440
2000:	25,756
2010:	27,472

Number of Households

1970:	6,468
1980:	8,689
1990:	10,667
2000:	11,302
2010:	13,092

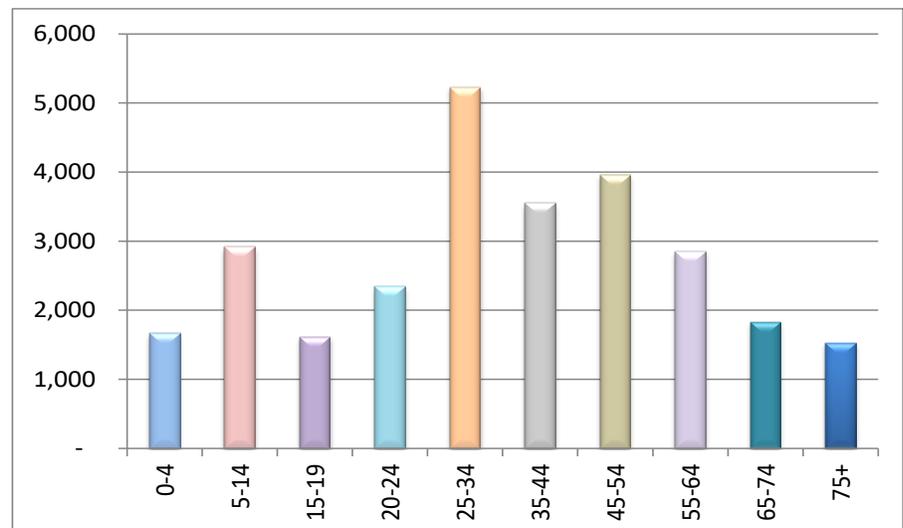
Age Distribution

0-4 years	1,661
5-14	2,917
15-19	1,609
20-24	2,338
25-34	5,225
35-44	3,553
45-54	3,957
55-64	2,855
65-74	1,825
75+	1,532
Total	27,472

Land Use

City land size:	23.42 square miles
Miles of city-maintained streets:	98.1
Percentage of land use	
Agricultural	19.9%
Recreational/Open Space	19.9%
Residential	18.5%
Commercial/Industrial	18.5%
Vacant Land	13.8%
Transportation and Utilities	7%
Institutional	2.4%
Total built commercial space:	24.2 million square feet
Total licensed businesses:	1,645

Population Distribution by Age



People	Maryland Heights	U.S. (2010)
Median age	35	37
Male population	48.7%	49.2%
Female population	51.3%	50.8%

Major Employers	Employed
Edward Jones	1,833
Charter Communications Entertain.	1,587
World Wide Technology	1,521
Magellan Health Services	1,350
Hollywood Casino	1,256
United Healthcare of the Midwest	900
Elsevier	724
The Boeing Company	641
Schnucks Markets	635
Essence Healthcare	556

Assessed Valuation (in dollars)

2009 - 1,030,099,917	2015 - 1,030,260,223
2010 - 1,020,840,625	2016 - 986,639,443
2011 - 987,263,031	2017 - 1,073,420,572
2012 - 1,085,013,461	2018 - 1,054,934,380
2013 - 1,027,402,738	2019 - 1,146,483,170
2014 - 1,021,515,809	2020 - 1,161,666,200

debt service & bonds schedules

As an issuer, the City of Maryland Heights' bond rating through S&P Global is AA-.

In January 2015, the City issued certificates of participation, Series 2015 in the amount of \$15 million maturing in April 2035. The S&P Global's rating for the Community Center bonds is A-.

Community Center Debt Service Schedule

<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2021	665,000	314,082	979,082
2022	675,000	300,683	975,683
2023	690,000	286,860	976,860
2024	705,000	271,856	976,856
2025	720,000	255,465	975,465
2026	740,000	237,755	977,755
2027	760,000	218,625	978,625
2028	780,000	198,020	978,020
2029	800,000	175,795	975,795
2030	825,000	151,920	976,920
2031	850,000	126,795	976,795
2032	875,000	100,701	975,701
2033	905,000	73,330	978,330
2034	930,000	44,771	974,771
2035	960,000	15,120	975,120
TOTAL	\$11,880,000	\$2,771,778	\$14,651,778

The IDA revenue bonds are unrated.

Industrial Development Authority Revenue Bonds

<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2021	\$ 845,000	2,690,391	3,535,391
2022	635,000	2,657,731	3,292,731
2023	710,000	2,627,741	3,337,741
2024	820,000	2,593,616	3,413,616
2025-2029	5,820,000	12,278,361	18,098,361
2030-2034	7,435,000	10,704,155	18,139,155
2035-2039	9,440,000	8,599,563	18,039,563
2040-2044	12,080,000	5,905,149	17,985,149
2045-2049	17,265,000	2,481,775	19,746,775
Total	\$ 55,050,000	50,538,482	105,588,482

Issued in 2018, Industrial Revenue Bonds financed the construction of the St. Louis Community Ice Center. The Ice Center is accounted for in an Enterprise Fund, not included in the budget document. Pursuant to a financing agreement the governmental funds will, subject to annual appropriation, pay \$175,000 per year and backstop up to \$625,000 per year toward the debt service. These payments are included in the budget as transfers to the Ice Center Fund.

The Westport Plaza TIF bonds are unrated.

Westport Plaza Tax Increment Financing Bonds

<i>Maturity</i>	<i>Principal</i>	<i>Interest</i>	<i>Fiscal Year 2021 Estimated Payments</i>	
<i>Year</i>	<i>Rate</i>			
2031	7,500,000	3.625%	Principal	800,000
2038	12,855,000	4.125%	Interest	2,000,000
	\$ 20,355,000		Total	2,800,000

Payments of principal and interest will be equal to available incremental revenues received each year.

glossary

terms used in this budget

Account Number - A numerical code identifying revenues and expenditures by fund, department, activity, type, and object.

Activity - A specific and distinguishable service or effort of a departmental program.

Advance - A loan between funds for the purpose of providing budgetary resources on a temporary basis with the expectation of repayment.

Appropriation - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the budget.

Assessed Valuation - The value set on real estate or other property as a basis for levying a tax.

Asset - A resource which has monetary value and is owned or held by the city.

Audit - An examination made to determine whether the city's financial statements are presented fairly in accordance with GAAP.

Balanced Budget - A financial plan that appropriates funds no more than the total of all resources that are expected to be available for a specific period of time.

Bond - A contract to pay a specified sum of money (the principal or face value) at a specified future date or dates (maturity) plus interest paid at an agreed percentage of the principal. Maturity is usually longer than one year.

Budget - A comprehensive plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Capital - An expenditure for a good that has an expected life of more than one year and the cost of which is in excess of \$5,000. Capital items include real property, office equipment, furnishings and vehicles.

Capital Improvement Program (CIP) - A five-year fiscal and planning device which provides a tool for monitoring all capital project costs, funding sources, impact on future operating costs, and departmental responsibilities. All capital improvements and major capital asset investments that have a total cost of over \$100,000 are included in the plan.

Carryover - That part of the fund balance which may be utilized as a source of funds in the current budget. (See "Fund Balance")

Cash Reserves - Unreserved, undesignated fund balances representing expendable available financial resources.

Commodities - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment and asphalt.

Contingency - An appropriation of funds to cover unforeseen circumstances that occur during the fiscal year such as flood emergencies, extraordinary snowstorms, etc. Also used to meet revenue shortfalls.

Contractual Services - An expenditure for services performed by private firms or other governmental agencies. Examples include legal services, utilities and insurance.

Debt - An obligation of the city resulting from the borrowing of money, including bonds and notes.

Deficit - The amount a specific fund's expenditures (including outgoing operating transfers) exceed revenues in a given year.

Department - The primary administrative unit in city operations. Each is directed by a department head. Departments are generally composed of divisions and programs that share a common purpose.

Designated Fund Balance - Management's intended use of available expendable financial resources in governmental funds reflecting future plans.

Detail - Explanations and/or calculations used to justify the budget request.

Encumbrance - Budget authority that is set aside when a purchase order or contract is approved.

Expenditure - Current operating expenses requiring the present or future use of current assets or the incurrence of debt.

Full-Time Equivalent (FTE) - An employee position converted to the decimal equivalent of a full-time position based on 2080 hours per year.

Fund - A fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources that are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance - The equity of a fund. Oftentimes incorrectly referred to as "surplus." Each fund begins the fiscal year with a positive or negative fund balance.

GAAP - Generally Accepted Accounting Principles, uniform minimum standards of state and local governmental accounting and financial reporting set by the Governmental Accounting Standards Board (GASB).

Geographic Information System (GIS) - A visualization technology, which provides a way to electronically plot data from a database onto a digital map. A GIS allows users to see a graphical representation of a database query on a map, or overlain on an aerial photo which is easier to interpret than raw data.

Goal Met - A goal status indicating a goal stated in the previous year's budget was accomplished as described.

Grant - A payment of money from one governmental unit to another for a specific service or program.

In Progress - A goal status indicating a goal stated in the previous year's budget has not yet been completed but is expected to be met by the close of the fiscal year.

Incremental Revenues - The increase of revenues from the base year of a specific redevelopment district.

Line Item - The uniform identifications of goods or services purchased; sub-unit of objects of expenditure. For example: salaries, postage, equipment rental.

Not met - A goal status indicating a goal stated in the previous year's budget has not been completed as described.

Note - A written promise to pay a specified amount to a specific person at a specific time, usually less than one year.

Object of Expenditure - Category of items to be purchased. The unit of budgetary accountability and control (personnel services, contractual services, commodities, and capital).

Ongoing - A goal status indicating a goal stated in the previous year's budget requires continued action and has no foreseeable conclusion (i.e. goal of maintaining equivalent of one year's operating expenses in reserve does not receive a "Goal Met" status but rather an "Ongoing" status as it is continued from year to year).

Operating Transfer - A transfer of equity between funds as a means of paying for current year services provided by one fund to another. For example, the city's General Fund provides management services for capital improvements to the Stormwater and Capital Improvement Funds. Those funds transfer assets to the General Fund for their share of the cost.

Personnel Services - All costs associated with employee compensation. For example: salaries, pension, health insurance.

Position - A job title authorized by the city's classification plan and approved for funding by the budget.

Program - A budgetary unit that encompasses specific and distinguishable lines or work performed by an organizational unit. For example: Police Administration, Roads and Bridges, Central Services.

Program Effectiveness Measures - Qualitative and quantitative measures of work performed; used to determine how effective or efficient a program is in achieving its objectives.

Revenue - Sources of income financing the operations of the city. An increase in fund balance caused by an inflow of assets, usually cash.

Skill based pay - A remuneration system in which employees are paid wages on the basis of number of job skills they have acquired.

Surplus - The amount that a specific fund's revenues (and incoming operating transfers) exceeds expenditures in a given year.

TIF - Tax Increment Financing; a statutorily defined program to provide financial incentives to developers of blighted land using the net incremental taxes produced by new development to pay for public improvements in a designated district.

Transfer - A movement of monies from one fund, department, activity, or account to another. This includes budgetary funds and/or movement of assets. (See "Operating Transfer" and "Advances")

Undesignated Fund Balance - Available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e. designations).

Unencumbered Funds - That portion of a budgeted fund which is not expended or encumbered.

User Charge - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Withdrawn - A goal status which indicates the goal was nullified at some point during the previous budget year.

frequently used abbreviations & acronyms

3CMA

City-County Communications & Marketing Association

APA

American Planning Association

APCO

Association of Public Safety Communications Officials

APWA

American Public Works Association

ASLA

American Society of Landscape Architects

BLR

Business and Legal Resources

BOCA

Building Officials & Code Association

CAFR

Comprehensive Annual Financial Report

CALEA

Commission on Accreditation of Law Enforcement Agencies

CDBG

Community Development Block Grant

CIP

Capital Improvement Plan

COVID-19

2019 Novel Corona Virus Disease

DARE

Drug & Alcohol Resistance Education

FBI

Federal Bureau of Investigation

FBINA

Federal Bureau of Investigation National Academy

FEMA

Federal Emergency Management Association

GASB

Governmental Accounting Standards Board

GFOA

Government Finance Officers Association of the U.S. & Canada

GIS

Geographic Information System

IACP

International Association of Chiefs of Police

IALEFI

International Association of Law Enforcement Firearms Instructors

ICMA

International City/County Management Association

ICSC

International Council of Shopping Centers

IEDC

International Economic Development Council

IFMA

International Facility Management Association

IHIA

International Homicide Investigators Association

IIMC

International Institute of Municipal Clerks

LEIU

Law Enforcement Intelligence Unit

LETSAC

Law Enforcement Traffic Safety Advisory Council

MABOI

Missouri Association of Building Officials & Inspectors

MEDC

Missouri Economic Development Council

MEDFA

Missouri Economic Development Financing Association

MML

Missouri Municipal League

MPCA

Missouri Police Chiefs Association

MPRA

Missouri Parks & Recreation Association

MSHP

Missouri State Highway Patrol

NAEIR

National Association for the Exchange of Industrial Resources

NAC

National Association of Concessionaires

NAPWDA

North American Police Work Dog Association

NENA

National Emergency Number Association

NLC

National League of Cities

NRPA

National Recreation & Park Association

PAFR

Popular Annual Financial Report

PRIMA

Public Risk Insurance Management Association

PRSA

Public Relations Society of America

REJIS

Regional Justice Information System

RSMo

Revised Statutes of the State of Missouri

SAFE

Selected Areas for Enforcement

SEMA

State Emergency Management Association

SLACMA

St. Louis Area City/County Management Association

SRO

School Resource Officer

TIF

Tax Increment Financing

UCPS

University Center for Public Safety

UMSL

University of Missouri — St. Louis

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