

Position Classification Plan

Full Time Employees

Position Classification Key

<i>E - Exempt Employees</i>	<i>PD2 - Police Corporal/Lead Detective</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>	<i>A - Appointed</i>

Administration & Finance

Administrative Support Services

1. Records Clerk – Administration	NE 3
2. Administration. Assist. – Licensing	NE 4
3. Human Resources Generalist	NE 6
4. Marketing Communication Specialist	NE 6
5. Deputy City Clerk/IT Laserfiche	NE 7

Financial Support Services

1. Accounting Clerk	NE 6
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. IT Coordinator	E 15

Management Services

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

**Dual Financial and Technology Position

The City's Position Classification Plan and Position Pay Plan will be reviewed in 2022.

Legal Services

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

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 I	NE 7
3. Building Inspector II	NE 8
4. Plans Examiner	NE 9

Planning Services

1. Social Worker	E 10
2. Planner I	E 11
3. Planner II	E 12
4. 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	A
2. Provisional Municipal Judge	A

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. Superintendent of Recreation Programs	E 12
2. Superintendent of Recreation Facility	E 12
3. 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. Lead Detective	PD 2
5. Police Corporal	PD 2
6. 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. Project Manager	E 13
2. Operations Manager	E 14
3. Director of Public Works	E 20

All Departments - Temporary and Seasonal Employees

	Grade
1. Aquaport Assistant Pool Manager	T
2. Aquaport Concession Attendant	T
3. Aquaport Front Desk Attendant	T
4. Aquaport Grounds Crew	T
5. Aquaport Lead Concession/ Front Desk	T
6. Aquaport Pool Manager	T
7. Aquaport Slide Attendant	T
8. Bailiff	T
9. Building Supervisor	T
10. Bus Driver	T
11. Camp Assistant Director	T
12. Camp Director	T
13. Camp Staff	T
14. Court Aide	T
15. Customer Relations Aide	T
16. Fitness Attendant	T
17. Head Lifeguard	T
18. Inclusion Assistant	T
19. Intern	T
20. Lifeguard	T
21. Maintenance Aide	T
22. Market Manager	T
23. Personal Trainer	T
24. Play Center Attendant	T
25. Preschool Leader	T
26. Private Swim Instructor	T
27. Program Director	T
28. Program Instructor	T
29. Senior Aide	T
30. Special Event Assistant	T
31. Specialty Instructor	T
32. Sports Official	T
33. Swim Instructor	T
34. Swim Lessons Coordinator/Lifeguard Instructor	T

Position Pay Plan

Full Time Employees

Grade	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
NE 1	Open	31,622	32,433	33,264	34,117	34,993	35,889
NE 2	Custodian; Jailer; Mechanic Helper	36,983	37,932	38,905	39,901	47,899	41,974
NE 3	Recreation Assistant; Customer Relations Specialist; Records Clerk/Administration; Police Records Clerk; Secretary/Detective Bureau	41,161	42,217	43,299	44,409	45,548	46,715
NE 4	Administrative Assistant; Court Assistant	43,286	44,397	45,535	46,702	46,960	49,128
NE 5	Crime Analyst; Code Enforcement Officer; Customer Relations Supervisor; Exec. Assistant; Recreation Program Specialist; Management Assistant; Maintenance Worker; Permits Coordinator; Police Records Supervisor	46,620	47,816	49,042	50,298	51,589	52,911
NE 6	Accounting Clerk; Dispatcher; HR Generalist; Mechanic; Assistant to the Prosecutor; Marketing/Communications Specialist; Aquatics Supervisor	51,470	52,789	54,144	55,531	56,955	58,415
NE 7	Building Inspector I; Construction Inspector; Deputy City Clerk/IT Laserfiche; Engineering Technician; Payroll/IT Tech	56,469	57,918	59,403	60,926	62,488	64,091
NE 8	Building Inspector II; **Communications Supervisor/Police; Crew Leader	61,644	63,225	64,845	66,509	68,214	69,963
NE 9	Data Systems Tech.; Plans Examiner	66,182	67,879	69,620	71,404	73,236	75,113
PA 1	Police Recruit	43,286	44,397	45,535	46,702	47,899	49,128
PD 1	Police Officer/Detective./Comm. Supervisor	60,000	61,186	63,633	66,178	68,825	71,577
PD 2	Police Corporal/Lead Detective	61,893	64,368	66,943	69,620	72,406	75,302
PD 3	Police Sergeant	80,515	83,333	86,302	89,270	92,394	94,242

***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
36,809	37,753	38,721	40,309

43,050	44,155	45,287	47,144
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47,913	49,142	50,402	52,470
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50,387	55,659	57,086	55,179
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54,268	54,568	55,967	59,428
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59,914	61,449	63,025	65,610
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65,734	67,419	69,148	71,985
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71,757	73,596	75,484	78,581
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77,040	79,014	81,041	84,365
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50,387	51,679	53,005	54,364
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74,441	77,420	79,355	81,339
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78,314	81,446	83,483	85,569
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96,126	98,049	100,010	102,009
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E- Exempt Employees

NE - Non-Exempt Employees

PA1 - Police Recruit

*PD1 - Police Officer/ Detective/
Communications Supervisor*

*PD2 - Police Corporal/Lead
Detective*

PD3 - Police Sergeant

T - Temporary/ Seasonal

Position Pay Plan

Full Time Employees (continued)

Grade	Position	Minimum	Midpoint	Maximum
E 10	Social Worker	52,499	59,711	66,922
E 11	Court Administrator; Planner I; Communications Manager	56,049	70,154	84,258
E 12	Planner II; Superintendent of Facilities; Superintendent of Parks; Superintendent of Recre- ation Facilities, Superintendent of Recreation Programs	57,934	75,066	90,156
E 13	City Planner; Deputy Building Commissioner; Project Manager; Engineer; Senior Accountant	64,170	80,319	96,468
E 14	Assistant to City Administrator; Building Commissioner; City Clerk; Operations Manager	68,663	85,941	103,219
E 15	Assistant Director of Finance; Economic Development Manager; IT Coordinator; HR Manager	73,470	91,958	110,446
E 16	Police Lieutenant	78,612	98,395	118,117
E 17	Director of Community Development; IT Manager; Police Captain	84,115	105,282	126,449
E 18	Deputy Police Chief	90,003	112,652	135,301
E 19	Director of Finance; Director of Parks and Recreation	96,303	120,537	144,772
E 20	Chief of Police; Director of Public Works	103,044	128,975	154,904
E 21	City Administrator	130,274	162,318	194,361

Position Pay Plan

Appointed & Part-Time Positions

Position	Compensation
Municipal Judge	36,000/annual
Provisional Municipal Judge	500/session
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 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.

Background Data

Demographic Data

Population

1970:	17,617
1980:	26,413
1990:	25,440
2000:	25,756
2010:	27,472
2020:	28,284

Number of Households

1970:	6,468
1980:	8,689
1990:	10,667
2000:	11,302
2010:	13,092
2020:	13,425

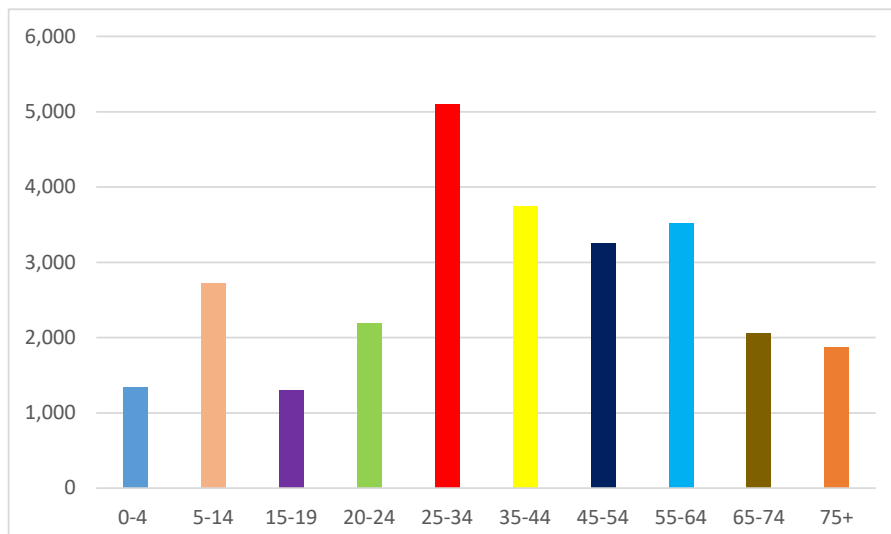
Age Distribution (2019 estimate)

0-4 years	1,334
5-14	2,727
15-19	1,294
20-24	2,191
25-34	5,102
35-44	3,739
45-54	3,251
55-64	3,517
65-74	2,057
75+	1,868
Total	27,080

Land Use

City land size:	23.42 square miles
Miles of city-maintained streets:	96.5
Percentage of land use	
Agricultural	20.1%
Recreational/Open Space	20.1%
Residential	18.4%
Commercial/Industrial	18.6%
Vacant Land	13.2%
Transportation and Utilities	7.2%
Institutional	2.4%
Total built commercial space:	21.4 million square feet
Total licensed businesses:	2,035

Population Distribution by Age



People	Maryland Heights	U.S. (2019 estimate)
Median age	36.9	38.1
Male population	48.4%	49.2%
Female population	51.6%	50.8%

Major Employers	Employed
Edward Jones	1,874
Spectrum Mid West LLC	1,805
World Wide Technology	1,432
Magellan Health Services	1,350
Hollywood Casino	1,256
Siemens Industry Software Inc.	1,127
Essence Healthcare	1,081
United Healthcare of the Midwest	900
Schnucks Markets, Inc.	635
Elsevier, Inc.	510
Watlow Electric Manufacturing	400

**Assessed Valuation
(in dollars)**

2009 - 1,030,099,917	2016 - 986,639,443
2010 - 1,020,840,625	2017 - 1,073,420,572
2011 - 987,263,031	2018 - 1,054,934,380
2012 - 1,085,013,461	2019 - 1,146,483,170
2013 - 1,027,402,738	2020 - 1,161,666,200
2014 - 1,021,515,809	2021 - 1,197,817,196
2015 - 1,030,260,223	

Debt Service & Bonds Schedules

Community Center Debt Service Schedule

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

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 BBB.

<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
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	\$11,215,000	\$2,457,696	\$13,672,696

The IDA revenue bonds are unrated.

Industrial Development Authority Revenue Bonds

<i>Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
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	925,000	2,554,634	3,479,634
2026-2029	4,895,000	9,723,727	14,618,727
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	\$ 54,205,000	47,848,091	102,053,091

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 2022 Estimated Payments</i>	
<i>Year</i>	<i>Principal</i>	<i>Rate</i>		
2031	6,580,000	3.625%	Principal	800,000
2038	12,855,000	4.125%	Interest	2,000,000
	\$ 19,435,000		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.

Accrual Basis - The basis of accounting under which revenues are recorded when they are earned (whether or not cash is received) and expenditures are recorded when goods and services are received (whether or not cash is disbursed).

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.

Amortize - To gradually reduce (or pay) the cost or value of a debt or asset.

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.

Enterprise Fund - A propriety fund in which the activities are supported wholly or primarily by charges and fees paid by the users of the services similar to that of a private-sector business.

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.

Governmental Fund - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities except those accounted for in proprietary or fiduciary funds.

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.

Modified Accrual - The basis of accounting under which revenues are recorded when they are earned (whether or not cash is received) and expenditures are recorded when goods and services are received (whether or not cash is disbursed).

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

OPEB

Other Postemployment Benefits

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

VLT

Video Lottery Terminal