



**REGULAR MEETING
AGENDA
CITY OF CREVE COEUR
CITY COUNCIL
300 NORTH NEW BALLAS RD
JUNE 12, 2023
7:00 PM**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

COMMENTS FROM THE GENERAL PUBLIC An opportunity for members of the public to address the City Council regarding issues or concerns not already on the agenda for this meeting. Those wishing to speak will be asked to limit comments to three minutes and to complete a speaker card.

ACCEPTANCE OF THE AGENDA

ANNOUNCEMENTS

*The City Council meets the 2nd and 4th Monday of each month
6:00 p.m. - 7:00 p.m. - Work Session
7:00 p.m. - Regular Meeting of the City Council*

PUBLIC HEARING

1. Presentation of the FY2024 Annual Budget

Summary: Presentation of the FY2023 Annual Budget. Public Hearing was Posted and Published May 12, 2023

CONSENT AGENDA

2. Approval of May 22, 2023 City Council Regular Meeting Minutes

BILLS PAYABLE REPORT

For Information Only: Invoices Paid Listing 5-18-23 to 6-7-23

UNFINISHED BUSINESS

3. Bill No. 6068- An Ordinance Amending the Personnel Policy and Procedures Manual of the City of Creve Coeur and Amending Related Ordinances. Final Reading and Passage.

Summary: This Bill presents proposed benefit enhancements discussed with Council at prior work session regarding benefits such as leave and tuition reimbursement.



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NEW BUSINESS

4. Bill No. 6069- An Ordinance Adopting the Annual Budget of the City of Creve Coeur for Fiscal Year 2024. First Reading.

Summary: Adopting the Annual Budget of the City of Creve Coeur for the Fiscal Year 2024, commencing on July 1, 2023 and appropriating funds pursuant thereto. There were two meetings with the Finance Committee and two meetings with the City Council to review the preliminary budget. The Finance Committee submitted a letter of recommendation for the adoption of the proposed budget with some comments for the City Council's consideration.

5. Bill No. 6070- An Ordinance Authorizing the Issuance of a Conditional Use Permit for a 19,224 Square-Foot Colleges, Universities, and Professional Schools Use, Grand Canyon University, located at 721 Emerson Road, within the Creve Center Development. First Reading.

Summary: Ted Bernstein, of Orbis Education, has submitted an application for a Conditional Use Permit for Grand Canyon University, a Colleges, Universities, and Professional Schools use, (NAICS 611310) to be located within Creve Coeur Center development at 721 Emerson Road within Creve Coeur Corporate Center in the "CB" Core Business zoning district. The proposed Accelerated Bachelor's in Nursing Program would move into the existing 19,244 square foot space with no exterior changes. Under Section 405.250, Table A of the Zoning Code, NAICS 611310 requires the issuance of a conditional use permit in the "CB" zoning district subject to the recommendation of the Planning and Zoning Commission and approval of the City Council. The Planning and Zoning Commission recommended approval at the June 5, 2023 Planning and Zoning Commission meeting.

6. Resolution No. 1646- A Resolution of the City Council of the City of Creve Coeur, Missouri, in Support of Reimbursement of First Bank for a Portion of Costs Incurred for Burial of Electric Transmission Lines along Olive Boulevard at the First Bank Location.

Summary: The proposed resolution supports the use of \$225,000 in remaining OliveTDD funds as a partial reimbursement of a utility burial project on Olive Blvd. proposed by First Bank.

7. Resolution No. 1647- A Resolution of the City Council of the City of Creve Coeur, Missouri, Authorizing the Execution of a Contract with Two Alpha



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Contracting, LLC, for the Alden Lane Stormwater Improvements Project for the Not-to-Exceed Amount of \$57,144.00.

Summary: Public Works staff recommends entering into a contract with Two Alpha Contracting, LLC for improvements to the stormwater management system near 6 Alden Lane.

8. Resolution No. 1648- A Resolution of the City Council of the City of Creve Coeur, Missouri Endorsing Saint Louis County's Grant Program for the City's Waste Reduction Efforts.

Summary: City staff recommends applying for the 2023 Waste Reduction Grant through the St. Louis County Department of Public Health to provide funding for an electronics recycling event in October 2023.

BUSINESS FROM MAYOR AND CITY COUNCIL

9. Council Liaison Reports

BUSINESS FROM CITY ADMINISTRATOR

10. City Council Meeting Schedule

Summary: Staff will discuss potential changes to the Council meeting schedule based on Council availability. The City Council has often eliminated a Council meeting during the summer due to vacation schedules. Also, the September 11 Council Meeting conflicts with the Missouri Municipal League Conference, and it is suggested that this meeting be moved to Thursday, September 14. The 2nd meeting in September will be held on Tuesday, September 26, to avoid conflict with Yom Kippur.

ADJOURNMENT

Pursuant to Section 610.022 RSMo., the City Council could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.



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Posted by: _____

Date/Time posted: _____

If you need special accommodations to attend a meeting, services may be arranged by contacting the Office of the City Administrator in advance.

A Division of BridgeTower Media
P.O Box 745929
Atlanta, GA 30374-5929

Invoice # 745610173
Invoice Date 05/16/2023
Customer Creve Coeur, City Of, ID:
Payment Terms Net 30
Due Date 06/15/2023

BILLING ADDRESS

Kellie Henke
Creve Coeur, City Of
300 N New Ballas Rd
St. Louis MO 631417533

ADVERTISER

Creve Coeur, City Of, ID: 56134
300 N New Ballas Rd
St. Louis MO 631417533

INVOICE REF	MEDIA	DATE	PO	EDITION	QTY	AD SIZE
1007069160	The Countian (St. Louis) - Public Notice	05/12/23		Legal - Government	1	Legal - Government
Thank you for your business!						
OID: 2502893						
Index: Government						
Category: Hearings and Minutes						
Affidavit Reference: FISCAL YEAR 2024 CITY BUDGET						
Subtotal						\$140.00
Tax						\$0.00
Credits						\$0.00
BALANCE DUE						\$140.00

REMITTANCE STUB TO BridgeTower Media

Invoice #	745610173 The Countian (St. Louis) - Public Notice	Date	06/15/2023	Customer ID	ID: 56134, Creve Coeur, City Of
Amount Enclosed:					

Acceptable Payment Methods

PREFERRED METHOD To Pay by ACH Transfer: Bank: Bank of America Send ACH remittance email to ar@bridgetowermedia.com Account Number: 237025443017 Routing: 053000196	OTHER METHODS To Pay by Check use the following address: Please include invoice number on check BridgeTower OpCo, LLC P.O Box 745929 Atlanta, GA 30374-5929	To Pay by Credit Card: Use the Click to Pay Online link located on the email you received or Contact Accounts Receivable: 866-802-8214 Please have your Invoice Number and Credit Card Number Ready	To Pay by Wire Transfer: Name: BridgeTower OpCo, LLC Bank: Bank of America Swift Code: BOFAUS3N Bank Address: 100 North Tryon Street Charlotte, NC 28255 Account Number: 237025443017 Routing: 053000196
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See Page 2 for ad proof

State of MO }
 } SS:
County of St. Louis }

By:

Lia Fowler

Lisa Fowler

Sworn to me on this 16th day of
May 2023

By:

Brooke Gil

Brandon M. Crail
Notary Public, State of MO
No. 20297982
Qualified in St. Louis County
My commission expires on
March 5, 2024



**NOTICE OF PUBLIC HEARING
CITY OF CREVE COEUR**

FISCAL YEAR 2024 CITY BUDGET

PLACE: CREVE COEUR GOVERNMENT CENTER
300 N. NEW BALLAS ROAD
CREVE COEUR, MISSOURI 63141

DATE: MONDAY, JUNE 12, 2023 7:00 P.M.

PURPOSE: PUBLIC HEARING ON FY 2024 CITY BUDGET

THE CITY COUNCIL WILL HOLD A PUBLIC HEARING ON THE PROPOSED FY 2024 CITY BUDGET WHICH HAS THE FOLLOWING ESTIMATED REVENUES AND EXPENDITURES:

GENERAL FUND	
REVENUES	17,628,846
EXPENDITURES	17,007,724
TRANSFERS FROM (TO) OTHER FUNDS	(1,116,496)
CAPITAL IMPROVEMENT FUND	
REVENUES	5,575,257
EXPENDITURES	8,539,104
TRANSFERS FROM (TO) OTHER FUNDS	2,070,535
PARK & STORMWATER FUND	
REVENUES	3,395,461
EXPENDITURES	4,241,295
TRANSFERS FROM (TO) OTHER FUNDS	(582,434)
CITY EMPLOYEES RETIREMENT FUND	
REVENUES	2,884,327
EXPENDITURES	2,301,690
TRANSFERS FROM (TO) OTHER FUNDS	0
MUNICIPAL ENTERPRISE FUND	
REVENUES	1,395,551
EXPENDITURES	1,313,641
TRANSFERS FROM (TO) OTHER FUNDS	0
SEWER LATERAL FUND	
REVENUES	135,700
EXPENDITURES	117,654
POLICE BUILDING FUND	
REVENUES	33,000
EXPENDITURES	80,000
PUBLIC SAFETY FUND	
REVENUES	1,265,028
EXPENDITURES	761,831
TRANSFERS FROM (TO) OTHER FUNDS	(371,606)

2502893 County May 12, 2023



**REGULAR MEETING
MINUTES
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MAY 22, 2023
7:00 PM**

CALL TO ORDER

A regular meeting of the City Council of the City of Creve Coeur was called to order by Mayor Robert Hoffman at the City Council Chamber, 300 North New Ballas Rd, City of Creve Coeur Government Center, Creve Coeur, MO 63141 on Monday, May 22, 2023 at 7:00 PM.

PLEDGE OF ALLEGIANCE

Mayor Hoffman led the Pledge of Allegiance.

ROLL CALL

Mayor Robert Hoffman
Council Member, Ward 1 Mark Manlin
Council Member, Ward 1 Heather Silverman
Council Member, Ward 2 Tim Carney
Council Member, Ward 2 Nicole Greer via Zoom
Council Member, Ward 3 Sari Neudorf
Council Member, Ward 4 Joseph Martinich
Council Member, Ward 4 Dan Tierney

Council Member, Ward 3 David Hoffman was absent

Staff Present: City Administrator Mark Perkins, City Attorney Carl Lumley, Director of Public Works Jim Heines, Director of Recreation Jason Valvero, Assistant City Administrator Sharon Stott, Chief of Police Jeffrey Hartman, Information Systems Coordinator Chris Tumbarello, and City Clerk Kellie Henke.

Others Present: Emily Lohse-Busch, of 39 North Agtech Innovation District, via Zoom.

COMMENTS FROM THE GENERAL PUBLIC

No one requested to speak.

ACCEPTANCE OF THE AGENDA

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 1 Silverman

SECONDER: Council Member Ward 2 Carney

AYES: Manlin, Greer, Tierney, Martinich, Carney, Neudorf, Silverman



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ABSENT: Hoffman

The vote on the motion being 7 ayes and 0 nays, motion carried.

ANNOUNCEMENTS

*The City Council meets the 2nd and 4th Monday of each month
6:00 p.m. - 7:00 p.m. - Work Session
7:00 p.m. - Regular Meeting of the City Council*

**FUTURE PUBLIC HEARING: Monday, June 12, 2023 - 7:00 PM- FY 2024
Annual Budget**

CONSENT AGENDA

RESULT: APPROVED (UNANIMOUS)
MOVER: Council Member Ward 1 Silverman
SECONDER: Council Member Ward 4 Tierney
AYES: Manlin, Greer, Tierney, Martinich, Carney, Neudorf, Silverman
ABSENT: Hoffman

The vote on the motion being 7 ayes and 0 nays, motion carried.

- 1. Approval of May 8, 2023 City Council Regular Meeting Minutes**

BILLS PAYABLE REPORT

For Information Only Invoices Paid Listing 5/5/23-5/17/23

UNFINISHED BUSINESS

- 2. Bill No. 6066- An Ordinance Amending Section 635.020 of the Municipal Code to Establish Incentives to Bury Overhead Utility Lines. Final Reading and Passage.**



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The City Clerk read Bill No. 6066 for the final time.

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 1 Silverman

SECONDER: Council Member Ward 4 Tierney

AYES: Manlin, Greer, Tierney, Martinich, Carney, Neudorf, Silverman

ABSENT: Hoffman

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 6066 becomes Ordinance No. 5839.

- 3. Bill No. 6067- An Ordinance Approving an Intergovernmental Master Agreement and Related Computer-Aided Dispatching Services Exhibit between the City of Creve Coeur and the REJIS Commission. Final Reading and Passage.**

The City Clerk read Bill No. 6067 for the final time.

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 1 Silverman

SECONDER: Council Member Ward 2 Carney

AYES: Manlin, Greer, Tierney, Martinich, Carney, Neudorf, Silverman

ABSENT: Hoffman

The vote on the motion being 7 ayes and 0 nays, motion carried. Bill No. 6067 becomes Ordinance No. 5840.

NEW BUSINESS

- 4. Bill No. 6068- An Ordinance Amending the Personnel Policy and Procedures Manual of the City of Creve Coeur and Amending Related Ordinances. First Reading.**

The City Clerk read Bill No. 6068 for the first time.

Assistant City Administrator Sharon Stott provided an overview of proposed



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amendments to the Personnel Policy and Procedures Manual, including enhancements to paid time off, insurance coverage upon retirement, and the tuition reimbursement program (See Exhibit A). Ms. Stott stated the proposed amendments are based on the Comprehensive Benefit Survey results, feedback from employees during informational meetings, questionnaire results, and prior work session discussion with Council.

5. Resolution No. 1643- A Resolution of the City Council of the City of Creve Coeur, Missouri, Authorizing the Execution of a Contract with DEKA Service for the Replacement of the Dielmann East HVAC System for a Total Sum of \$119,879.00.

The City Clerk read Resolution No. 1643.

Director of Recreation Jason Valvero provided an overview of the recommended contract for the replacement of the HVAC system for the Dielmann East meeting room. Mr. Valvero stated the existing HVAC system is over twenty years old.

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 1 Silverman

SECONDER: Council Member Ward 4 Tierney

AYES: Manlin, Greer, Tierney, Martinich, Carney, Neudorf, Silverman

ABSENT: Hoffman

The vote on the motion being 7 ayes and 0 nays, motion carried.

6. Resolution No. 1644- A Resolution of the City Council of the City of Creve Coeur, Missouri, Authorizing the Execution of an Agreement for Economic Development Services with the 39 North Agtech Innovation District.

The City Clerk read Resolution No. 1644.

City Administrator Mark Perkins provided an overview of the recommended agreement with the new 501(c)(3), 39 North Agtech Innovation District, for economic development services. The cost to the City for these services would be \$50,000 annually for three years, with a 5% increase in years two and three. Mr. Perkins stated the agreement would be valuable for the advancement of the 39 North District.



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Council Member Carney asked if the agreement would extend after three years. To which, Mr. Perkins stated the agreement would most likely continue. However, the scope of work will likely be reduced.

Council Member Neudorf confirmed the City of Creve Coeur would continue to be recognized as a partner of the 39 North Agtech District.

Council Member Tierney stated economic development, outside of the Agtech district, is essential. To which, Council Member Silverman agreed and stated success in this district could lead to further development throughout the City.

Emily Lohse-Busch, Executive Director of the 39 North Agtech Innovation District, stated the goal within the first three years of the agreement is to identify additional funding sources to make sure 39 North is sustainable for the long term.

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 1 Silverman

SECONDER: Council Member Ward 4 Tierney

AYES: Manlin, Greer, Tierney, Martinich, Carney, Neudorf, Silverman

ABSENT: Hoffman

The vote on the motion being 7 ayes and 0 nays, motion carried.

7. Resolution No. 1645- A Resolution of the City Council of the City of Creve Coeur, Missouri, Authorizing the Execution of an Agreement with Kimco USA Inc. Under a Cooperative Purchasing Agreement for the Purchase of a Stainless-Steel Conveyor for \$82,242.95.

The City Clerk read Resolution No. 1645.

Director of Public Works Jim Heines provided an overview of the recommended agreement with Kimco USA Inc. and stated the conveyor would allow staff to safely store de-icing materials in the salt dome. Mr. Heines stated the agreement would permit the City to use the cost offered through the Ohio Department of Transportation cooperative contract pricing.



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Mr. Heines stated that sharing equipment was explored with other cities, but all need the equipment at the same time due to cooperative purchasing of salt. In addition, transporting the 70-foot long equipment requires special MODOT permits and is quite cumbersome and not practical. Council Member Martinich thanked Mr. Heines for exploring all available options, including renting and borrowing, for obtaining a conveyor system.

Council Member Neudorf asked what the lifespan is for the system. To which, Mr. Heines stated if properly taken care of, the system could last 15-20 years.

RESULT: APPROVED (UNANIMOUS)

MOVER: Council Member Ward 2 Carney

SECONDER: Council Member Ward 1 Silverman

AYES: Manlin, Greer, Tierney, Martinich, Carney, Neudorf, Silverman

ABSENT: Hoffman

The vote on the motion being 7 ayes and 0 nays, motion carried.

BUSINESS FROM MAYOR AND CITY COUNCIL

8. Council Liaison Reports

Council Member Manlin stated the Economic Development Committee met on May 16, 2023 and discussed the merits of an agreement with the 39 North for economic development services. Council Member Manlin stated that the member consensus was positive and focused on regular assessments to be made throughout the three-year agreement. Council Member Manlin stated the next committee meeting would be held in July 2023.

Council Member Silverman stated the Quarterly Police Recognition Ceremony will be held on June 13, 2023 at 5:00 PM.

Council Member Carney stated the Stormwater Committee met and received an update on the Stormwater Management Study and stated the second Open House was held. Council Member Carney stated that Phase One of the Study is almost complete and the results will be discussed at an upcoming committee meeting. Council Member Carney stated a third open house would occur in the fall and the completion of the



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study is projected for early 2024. Council Member Carney stated a stormwater cost share program is under review and will be brought to council for final review this summer.

Mayor Hoffman stated the Heart-to-Heart Run will be held on Saturday, June 3, 2023 in Millennium Park at 8:00 AM.

Mayor Hoffman stated the Police Officer Memorial Prayer Breakfast was held on May 3, 2023 and Creve Coeur Officer Larry Howard, who died in 1968, was among those honored. Mayor Hoffman stated the Breakfast is a tribute to officers who have died in the line of duty since 1863.

BUSINESS FROM CITY ADMINISTRATOR

9. Venable Park Memorial Update

Director of Recreation Jason Valvero provided an update of the Venable Memorial and Commemorative Artwork Project Plan and stated the City received 38 submissions nationwide for the project. Mr. Valvero stated the Venable Park Jury selected the final three artists; Damon Davis of St. Louis, Missouri, Oletha DeVane of Ellicott City, Maryland, and Norman Lee of Houston, Texas. Mr. Valvero stated the artists will have the opportunity to visit the park, speak with the Venable family and meet the Venable Park Task Force and local educators. The finalists will present their memorial concepts to the jury for consideration this summer and those will go on display for public comment for a period of 30 days. Upon which, the jury will make the final artist selection and present it to the City Council for consideration by the end of 2023.

Council Member Tierney stated public comment will be extremely important.

Council Member Silverman stated that it is important to include a representative from Spoeede school as one of the local educators.

ADJOURNMENT

The vote on the motion being 7 ayes and 0 nays, motion carried.

RESULT: APPROVED (UNANIMOUS) MOVER: Council Member Ward 4 Tierney SECONDER: Council Member Ward 4 Martinich



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AYES: Manlin, Greer, Tierney, Martinich, Carney, Neudorf, Silverman ABSENT: Hoffman
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The meeting adjourned at 7:34 p.m.

Submitted by:

Kellie Henke
City Clerk

Dr. Robert Hoffman
Mayor

Exhibit A



CREVE COEUR

Personnel Policy & Procedures Manual Changes



PROPOSED MANUAL CHANGES (CONTINUED...)

LAST UPDATE: January 23, 2023

SUPPORTING REASONS FOR CHANGES:

1. City's Strategic Plan 2023-2025
2. Results of Comprehensive Benefit Survey 2022
3. Results of Employee Benefit Questionnaire 2023
4. Discussions with City Council during Work Session on May 8, 2023

Opportunity to make other minor changes

PROPOSED MANUAL CHANGES (CONTINUED...)

SECTION 10 - HOLIDAYS

10.6 - Personal Leave

- Retitled leave type to Personal Leave (from Personal Holiday)
- *New:* Added 16 hours for all new hires after 30 days of full-time service
- *Enhanced:* Increased hours for all full time employees from 8 hours to 16 hours annually

PROPOSED MANUAL CHANGES (CONTINUED...)

SECTION 11 - LEAVE SYSTEM

11.3 - Vacation

Enhanced: Added 2 new tiers to annual vacation accrual schedule:

- 100.10 hours beginning at Year 3 through 4
- 180.18 hours beginning at Year 15 through 19

11.4 - Sick Leave

Enhanced: Increased annual sick accrual schedule:

- 145.60 hours/annually for 1st year only
- Reduce to 96.2 hours/annually thereafter

PROPOSED MANUAL CHANGES (CONTINUED...)

SECTION 11 - LEAVE SYSTEM (continued...)

11.8 - Bereavement Leave

- *Enhanced:* Added “grandparent-in-law” to the list of immediate family members.

SECTION 15 - FRINGE BENEFITS

15.3 - Insurance Benefits Upon Retirement

- *New:* Added dental and vision group insurance as an election option upon full normal retirement until Medicare eligibility; no City cost-share

PROPOSED MANUAL CHANGES (CONTINUED...)

SECTION 15 FRINGE BENEFITS (continued...)

15.6 - Tuition Reimbursement Program

- *Enhanced:* Increased college tuition from \$2,500 to \$3,600 annually
- *Enhanced:* Increased college book reimbursement from \$200 to \$400 annually

FY 2024 PROPOSED ENHANCEMENTS

(CONTINUED...)

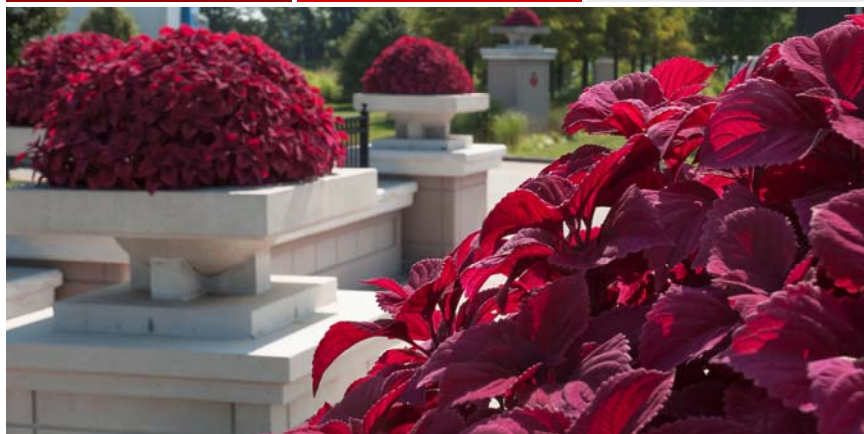
Other Minor Changes

8.9 - Positions Exempt from Overtime

- Added "Golf Course Manager" position

11.7.3 - Notice of Intent to Utilize FMLA Required

- Clarified prior notice by employee to utilize FMLA by informing Department Head & City Administrator, whenever practicable
- Clarified internal process/procedures for approving use of FMLA



Questions?





MEMORANDUM

DATE: June 7, 2023

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Invoices Paid Listing

For your information and transmittal to the City Council, attached is a list of paid invoices from May 18, 2023 through June 7, 2023 in the amount of \$860,291.93.



Creve Coeur, MO

Council Report of invoices Paid Listing

By Fund

Payment Dates 5/18/2023 - 6/7/2023

Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Fund: 01 - GENERAL FUND						
CHARLES F VATTEROTT CONSTRUCTION	23BL REFUND	05/24/2023	REFUND OVERPAYMENT BUS	01-4402	66042	5.00
LAGERS	9103 MAY 2023	05/26/2023	LAGERS CONTRIB MAY 2023	01-2317	DFT0007081	45,405.53
DEPARTMENT OF TREASURY	INV0001766	05/26/2023	SOCIAL SECURITY	01-2102	DFT0007047	1,779.24
DEPARTMENT OF TREASURY	INV0001766	05/26/2023	MEDICARE	01-2103	DFT0007047	416.08
DEPARTMENT OF TREASURY	INV0001766	05/26/2023	FEDERAL WITHHOLDING	01-2104	DFT0007047	517.15
PAYROLL MISSOURI WITHHOLDING TAXES	INV0001767	05/26/2023	STATE WITHHOLDING	01-2105	DFT0007048	240.00
PAYROLL-MS CONTRIBUTION	INV0001768	05/26/2023	ICMA ROTH IRA %	01-2319	DFT0007049	103.20
FAMILY SUPPORT DIVISION- CHILD SUPPORT OFFICE	INV0001769	05/26/2023	CHILD SUPPORT	01-2113	DFT0007050	184.62
EDB-COMMERCE BANK	INV0001770	05/26/2023	EDB EMPLOYEE DEFINED BE	01-2320	DFT0007051	2,844.49
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ER PENSION 3%	01-2312	DFT0007052	1,909.25
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ER PENSION 10%	01-2312	DFT0007052	747.02
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ICMA ROTH 457 \$	01-2318	DFT0007052	1,550.77
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ICMA ROTH 457 %	01-2318	DFT0007052	2,054.70
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ICMA ROTH IRA \$	01-2319	DFT0007052	494.62
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ICMA 457 \$	01-2322	DFT0007052	627.47
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ICMA 457 %	01-2322	DFT0007052	1,690.61
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ICMA 457 \$	01-2322	DFT0007052	7,724.27
PAYROLL-MS CONTRIBUTION	INV0001771	05/26/2023	ICMA LOAN PAYMENT	01-2324	DFT0007052	166.34
MOST-MISSOURI'S 529 SAVINGS PLAN	INV0001772	05/26/2023	MOST 529 COLLEGE SAVINGS	01-2323	DFT0007053	865.00
VOYA	INV0001773	05/26/2023	VOYA 457 %	01-2321	DFT0007054	1,976.14
DEPARTMENT OF TREASURY	INV0001774	05/26/2023	SOCIAL SECURITY	01-2102	DFT0007055	35,067.08
DEPARTMENT OF TREASURY	INV0001774	05/26/2023	MEDICARE	01-2103	DFT0007055	8,201.22
DEPARTMENT OF TREASURY	INV0001774	05/26/2023	FEDERAL WITHHOLDING	01-2104	DFT0007055	25,940.19
PAYROLL MISSOURI WITHHOLDING TAXES	INV0001775	05/26/2023	STATE WITHHOLDING	01-2105	DFT0007056	10,247.00
SUSAN THOMAS	23MAY INS REFUND	05/31/2023	HEALTH INSURANCE REFUND	01-2211	66074	108.10
SUSAN THOMAS	23MAY INS REFUND	05/31/2023	DENTAL INSURANCE REFUND	01-2213	66074	16.49
SUSAN THOMAS	23MAY INS REFUND	05/31/2023	VOL AD&D REFUND	01-2216	66074	2.14
SUSAN THOMAS	23MAY INS REFUND	05/31/2023	VOL LIFE REFUND	01-2216	66074	15.65
DEPARTMENT OF TREASURY	INV0001777	05/31/2023	SOCIAL SECURITY	01-2102	DFT0007082	505.30
DEPARTMENT OF TREASURY	INV0001777	05/31/2023	MEDICARE	01-2103	DFT0007082	118.18
DEPARTMENT OF TREASURY	INV0001777	05/31/2023	FEDERAL WITHHOLDING	01-2104	DFT0007082	100.00

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PAYROLL MISSOURI WITHHOLDING TAXES	INV0001778	05/31/2023	STATE WITHHOLDING	01-2105	DFT0007083	100.00
QUADIENT FINANCE USA INC	PPLN01-05/15/23	05/31/2023	PREPAID POSTAGE	01-1652	66071	3,000.00
CITY OF ST LOUIS	RSA TELECOM APR 23	05/31/2023	FORWARD MISSOURI RSA 11	01-4203	66068	247.37
CITY OF ST LOUIS	RSA TELECOM APR 23	05/31/2023	FORWARD MISSOURI RSA 11	01-4203	66068	21.91
ST LOUIS AREA HEALTH INSURANCE TRUST-MEDICAL	0623	06/07/2023	GROUP HEALTH JUN 23	01-2211	66115	103,515.28
EQUITABLE FINANCIAL LIFE INSURANCE COMPANY	1421897	06/07/2023	DENTAL JUN 23	01-2213	66092	5,173.88
FIDELITY SECURITY LIFE INSURANCE COMPANY	165796079	06/07/2023	VISION JUN 23	01-2218	66093	935.61
FIDELITY SECURITY LIFE INSURANCE COMPANY	165796158	06/07/2023	COBRA VISION INS JUN 23	01-2224	66093	8.05
KWS GATEWAY RESEARCH CENTER LLC	23BL REFUND	06/07/2023	REFUND OVERPAYMENT BUS	01-4402	66097	13.00
AMERICAN UNITED LIFE INSURANCE COMPANY	619325-06/01/23	06/07/2023	VOL AD&D JUN 23	01-2216	66081	69.60
MISSOURI DEPARTMENT OF REVENUE	CVC MAY 23	06/07/2023	CRIME VICTIMS COMPENSAT	01-2413	66104	127.50
MISSOURI DEPARTMENT OF REVENUE	CVC MAY 23	06/07/2023	MISC POLICE FUND REVENU	01-4604	66104	-6.29
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	VOL AD & D JUN 23	01-2216	66076	78.08
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	VOL LIFE JUN 23	01-2216	66076	1,214.76
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	SHORT TERM DIS JUN 23	01-2222	66076	574.86
MISSOURI DEPARTMENT OF REVENUE	POST MAY 23	06/07/2023	POST COMMISSION FUND M	01-2412	66103	18.00
						266,714.46
						266,714.46
Department: 11 - LEGISLATIVE SERVICES						
Division: 12 - MAYOR AND CITY COUNCIL						
CHAMBER OF COMMERCE CREVE COEUR OLIVETTE	E6617	05/24/2023	BUSINESS AWARDS LUNCHE	01-11-12-7315	66041	26.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-11-12-5234	66076	43.20
Division 12 - MAYOR AND CITY COUNCIL Total:						69.20
Division: 13 - CITY CLERK						
MISSOURI CCFO ASSOCIATION EASTERN DIVIS	JUN 23 LUNCH	05/24/2023	MEMBERSHIP LUNCH ON 6/	01-11-13-6264	66053	25.00
BRIDGE TOWER MEDIA	745610173	05/31/2023	PUBLIC HEARING FY24 BUDG	01-11-13-6260	66066	140.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-11-13-5234	66076	22.47

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AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-11-13-5235	66076	1.97
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-11-13-5236	66076	16.38
Division 13 - CITY CLERK Total:						205.82
Department 11 - LEGISLATIVE SERVICES Total:						275.02
Department: 12 - ADMINISTRATION						
Division: 10 - LEGAL						
CURTIS HEINZ GARRETT AND OKEEFE PC	174569-174573	06/07/2023	MUNICIPAL PROSECUTION N	01-12-10-6201	67	178.13
CURTIS HEINZ GARRETT AND OKEEFE PC	174569-174573	06/07/2023	MUNICIPAL PROSECUTION R	01-12-10-6201	67	2,500.00
CURTIS HEINZ GARRETT AND OKEEFE PC	174569-174573	06/07/2023	RETAINER MEETINGS AND C	01-12-10-6201	67	5,000.00
CURTIS HEINZ GARRETT AND OKEEFE PC	174569-174573	06/07/2023	NON-RETAINER GENERAL	01-12-10-6201	67	6,360.00
CURTIS HEINZ GARRETT AND OKEEFE PC	174569-174573	06/07/2023	PROSECUTING ATTORNEY AS	01-12-10-6201	67	857.50
Division 10 - LEGAL Total:						14,895.63
Division: 11 - ADMINISTRATIVE						
PAYLOCITY CORPORATION	INV1385298	05/24/2023	COBRA ADMINISTRATION	01-12-11-6203	66056	26.00
PREFERRED RESOURCE NETWORK, INC.	12205	05/31/2023	EMPLOYEE ASISTANCE PROG	01-12-11-6203	63	948.30
PREFERRED RESOURCE NETWORK, INC.	12382	05/31/2023	MISC LEADERSHIP TRAINING	01-12-11-6261	63	500.00
MERCY CORPORATE HEALTH	658016	06/07/2023	PRE-EMPLOYMENT SCREENI	01-12-11-6271	66099	60.00
RICHARD DECOLLO	6739	06/07/2023	Newsletter handling JUN 23	01-12-11-6203	66113	279.55
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES ADMIN 4/21/2	01-12-11-6253	66117	49.48
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-12-11-5234	66076	108.84
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-12-11-5235	66076	9.52
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-12-11-5236	66076	78.19
ST LOUIS AREA CITY MANAGEMENT ASSOCIATIO	JUN 23 LUNCH	06/07/2023	MEMBERSHIP LUNCHEON O	01-12-11-6264	79	15.00
Division 11 - ADMINISTRATIVE Total:						2,074.88
Division: 14 - MUNICIPAL COURT						
STEVEN E SOKOLIK	APR 23 MEIRING	05/24/2023	COURT APPOINTED PUBLIC D	01-12-14-6201	66062	41.66
ENGELMEYER & PEZZANI LLC	JUDGE MAY 23	05/24/2023	FY23 JUDICIAL SERVICES MA	01-12-14-6201	66044	1,666.00
STEVEN E SOKOLIK	MAR 23 MEIRING	05/24/2023	COURT APPOINTED PUBLIC D	01-12-14-6201	66062	147.91
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-12-14-5234	66076	45.19

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-12-14-5235	66076	3.96
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-12-14-5236	66076	32.95
Division 14 - MUNICIPAL COURT Total:						1,937.67
Department 12 - ADMINISTRATION Total:						18,908.18
Department: 13 - FINANCE						
Division: 11 - ADMINISTRATIVE						
PAYROLL MISSOURI WITHHOLDING TAXES	INV0001775	05/26/2023	STATE WITHHOLDING	01-13-11-6202	DFT0007056	0.50
PAYROLL MISSOURI WITHHOLDING TAXES	INV0001778	05/31/2023	STATE WITHHOLDING	01-13-11-6202	DFT0007083	0.50
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES FIN 4/21/23-5/	01-13-11-6253	66117	24.74
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-13-11-5234	66076	93.23
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-13-11-5235	66076	8.15
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-13-11-5236	66076	66.81
GFOA OF MISSOURI	JUN 23 LUNCH	06/07/2023	GFOA LUNCHEON 6/14/23 O	01-13-11-6264	66094	45.00
Division 11 - ADMINISTRATIVE Total:						238.93
Division: 15 - INTERDEPARTMENTAL						
WEST CENTRAL DISPATCH CENTER	23-13	05/24/2023	REJIS ACCESS AND FIBER FEE	01-13-15-6213	66065	745.00
WEST CENTRAL DISPATCH CENTER	23-13	05/24/2023	CHARTER INTERNET FIBER FE	01-13-15-6253	66065	800.00
ODP BUSINESS SOLUTIONS LLC	308887424002	05/24/2023	PRINTABLE BUSINESS CARDS	01-13-15-7312	66055	67.99
ODP BUSINESS SOLUTIONS LLC	311952123001	05/24/2023	POSTIT NOTES FILE FOLDERS	01-13-15-7312	66055	56.64
ODP BUSINESS SOLUTIONS LLC	311957063001	05/24/2023	REFUND FILE FOLDERS	01-13-15-7312	66055	-8.90
AT&T	314-983-2705-076-0-05/07/	05/24/2023	MONITOR LINE ICE ARENA 5/	01-13-15-6253	66038	112.33
PEPSI COLA	51341961	05/24/2023	SODA FOR CITY HALL VENDI	01-13-15-7304	66057	624.12
CHARTER COMMUNICATION	0215116051623	06/07/2023	PW GARAGE LAN INTERNET	01-13-15-6255	66087	297.47
CHARTER COMMUNICATION	0215132051623	06/07/2023	ANALOG & PW GARAGE CON	01-13-15-6253	66088	487.44
ST LOUIS AREA HEALTH INSURANCE TRUST-MEDICAL	0623	06/07/2023	GROUP HEALTH JUN 23	01-13-15-5230	66115	12,002.49
ST LOUIS AREA HEALTH INSURANCE TRUST-MEDICAL	0623	06/07/2023	GROUP HEALTH JUN 23	01-13-15-5230	66115	-200.00
EQUITABLE FINANCIAL LIFE INSURANCE COMPANY	1421897	06/07/2023	DENTAL JUN 23	01-13-15-5233	66092	87.43
ODP BUSINESS SOLUTIONS LLC	313884617001	06/07/2023	TONER BINDER CLIPS PAPER	01-13-15-7312	66107	653.28

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ODP BUSINESS SOLUTIONS LLC	313904726001	06/07/2023	PENS	01-13-15-7312	66107	11.99
ODP BUSINESS SOLUTIONS LLC	313904730001	06/07/2023	PENS	01-13-15-7312	66107	11.90
ODP BUSINESS SOLUTIONS LLC	313908246001	06/07/2023	VELCO LETTER OPENERS	01-13-15-7312	66107	14.34
ODP BUSINESS SOLUTIONS LLC	313911907001	06/07/2023	ADJUSTABLE KEYBOARD TRA	01-13-15-7312	66107	55.39
ODP BUSINESS SOLUTIONS LLC	316645546001	06/07/2023	TONER	01-13-15-7312	66107	295.65
ODP BUSINESS SOLUTIONS LLC	316648920001	06/07/2023	ANTACID	01-13-15-7312	66107	24.09
QUADIENT LEASING USA INC	N9960081	06/07/2023	METER RENTAL 3/29/23-6/2	01-13-15-6266	66111	202.50
Division 15 - INTERDEPARTMENTAL Total:						16,341.15
Division: 51 - MIS OPERATIONS						
DELL MARKETING LP	10675780310	06/07/2023	DELL OPTIPLEX 7000 PC FOR	01-13-51-7331	69	2,401.75
WINNING TECHNOLOGIES, INC.	27673	06/07/2023	IT Management Consultants	01-13-51-6202	81	3,200.00
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES MIS 4/21/23-5	01-13-51-6253	66117	24.74
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-13-51-5234	66076	24.83
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-13-51-5235	66076	2.17
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-13-51-5236	66076	18.11
Division 51 - MIS OPERATIONS Total:						5,671.60
Department 13 - FINANCE Total:						22,251.68
Department: 14 - COMMUNITY SERVICES						
Division: 11 - ADMINISTRATIVE						
BEGINNERS WORLD TENNIS	107	05/24/2023	TENNIS INSTRUCTION MAY 2	01-14-11-6202	66040	1,855.00
US BANK EQUIPMENT FINANCE	500166517	05/24/2023	DRC PRINTER USE CHARGES	01-14-11-6213	66063	43.88
RICOH USA, INC	107228271	06/07/2023	DRC METER READS 6/12/22-	01-14-11-6213	66114	34.67
MYRLYNN HENLEY	117A	06/07/2023	TAI CHI INSTRUCTION 5/23/2	01-14-11-6202	75	513.75
DOUGLAS VENTURES LLC	306221224-64	06/07/2023	PARK PAVILIONS JANITORIAL	01-14-11-6203	70	434.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-14-11-5234	66076	21.06
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-14-11-5235	66076	1.85
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-14-11-5236	66076	10.31
Division 11 - ADMINISTRATIVE Total:						2,914.52
Department 14 - COMMUNITY SERVICES Total:						2,914.52

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Department: 16 - MUNICIPAL FACILITIES MAINTENANCE						
Division: 11 - ADMINISTRATIVE						
SPIRE	5003001000-05/12/23	05/22/2023	300 N NEW BALLAS CITY HAL	01-16-11-6252	DFT0007044	115.47
WALTER KNOLL FLORIST	INV9189	05/24/2023	PLANT MAINTENANCE JUNE	01-16-11-6212	66064	80.00
LOCAL CLEANERS LLC	000071	05/31/2023	CITY HALL CLEANING SERVIC	01-16-11-6212	60	3,000.00
AUTHORIZED ELEVATOR	30786	06/07/2023	ELEVATOR MAINTENANCE M	01-16-11-6211	66083	225.00
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES BLDG MAINT 4	01-16-11-6253	66117	24.74
AMERICAN UNITED LIFE	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-16-11-5234	66076	17.60
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-16-11-5235	66076	1.54
INSURANCE COMPANY						
Division 11 - ADMINISTRATIVE Total:						3,464.35
Department 16 - MUNICIPAL FACILITIES MAINTENANCE Total:						3,464.35
Department: 21 - POLICE						
Division: 11 - ADMINISTRATIVE						
WEST CENTRAL DISPATCH CENTER	23-13	05/24/2023	MONTHLY UTILIZATION FEES	01-21-11-6202	66065	129,945.00
WEST CENTRAL DISPATCH CENTER	23-13	05/24/2023	MONTHLY BASE FEE	01-21-11-6202	66065	26,240.00
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES POLICE 4/21/2	01-21-11-6253	66117	54.49
T MOBILE USA	972253619-05/21/23	06/07/2023	PD PHONES AND TABLETS PD	01-21-11-6253	66118	34.72
AMERICAN UNITED LIFE	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-21-11-5234	66076	215.97
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-21-11-5235	66076	18.90
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-21-11-5236	66076	145.91
INSURANCE COMPANY						
Division 11 - ADMINISTRATIVE Total:						156,654.99
Division: 21 - INVESTIGATION						
T-MOBILE USA INC	9532286060	05/24/2023	CELL TOWER DUMPS-VANDA	01-21-21-6203	56	50.00
T MOBILE USA	972253619-05/21/23	06/07/2023	PD PHONES AND TABLETS PD	01-21-21-6253	66118	-19.76
T MOBILE USA	972253619-05/21/23	06/07/2023	PD PHONES AND TABLETS PD	01-21-21-6253	66118	47.74
AMERICAN UNITED LIFE	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-21-21-5234	66076	187.95
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-21-21-5235	66076	16.44
INSURANCE COMPANY						
AMERICAN UNITED LIFE	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-21-21-5236	66076	137.05
INSURANCE COMPANY						
Division 21 - INVESTIGATION Total:						419.42
Division: 22 - PATROL						
LAGERS	9103 MAY 2023	05/26/2023	LAGERS CONTRIB MAY 2023	01-21-22-5241	DFT0007081	-0.03
APPLIED CONCEPTS STALKER RADAR	419906	06/07/2023	RADAR REPAIR CAR 2417	01-21-22-6211	66082	257.50
SUNTRUP FORD INC	484218	06/07/2023	BRAKES, ROTOR, TENSIONER,	01-21-22-6210	66116	399.70

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T MOBILE USA	972253619-05/21/23	06/07/2023	PD PHONES AND TABLETS PD	01-21-22-6253	66118	18.24
DEFENDER PRODUCT SOLUTIONS, LLC	DPS-23-076	06/07/2023	CHANGEOVER LABOR FOR C	01-21-22-6210	68	2,300.00
DEFENDER PRODUCT SOLUTIONS, LLC	DPS-23-077	06/07/2023	DOWNGRADE 2406 TO SECO	01-21-22-6210	68	300.00
DEFENDER PRODUCT SOLUTIONS, LLC	DPS-23-143	06/07/2023	DECOMMISSIONED 2421	01-21-22-6210	68	425.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-21-22-5234	66076	853.63
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-21-22-5235	66076	74.67
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-21-22-5236	66076	546.07
						Division 22 - PATROL Total:
						5,174.78
						Department 21 - POLICE Total:
						162,249.19
Department: 31 - PUBLIC WORKS						
Division: 11 - ADMINISTRATIVE						
STATE TECHNICAL COLLEGE OF MISSOURI	230430MDOT84626	05/24/2023	CFT EXAM AND CERTIFICATIO	01-31-11-6261	66061	500.00
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES PW ADMIN 4/2	01-31-11-6253	66117	148.44
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-31-11-5234	66076	81.74
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-31-11-5235	66076	7.15
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-31-11-5236	66076	55.72
						Division 11 - ADMINISTRATIVE Total:
						793.05
Division: 41 - STREET MAINTENANCE						
SPIRE	9717450000-05/12/23	05/22/2023	1030 N LINDBERGH LEAF SIT	01-31-41-6252	DFT0007043	25.09
HUMAN RESOURCE STAFFIN	1001073695	05/24/2023	PW TEMPORARY EMPLOYEE	01-31-41-6207	50	480.48
ABSTENENCIA GENTRY	1261-2000013216	05/24/2023	PW TEMPORARY EMPLOYEE	01-31-41-6207	66037	927.36
NEW FRONTIER MATERIALS LLC	12652344	05/24/2023	LADUE PINE PATCH	01-31-41-7305	54	350.55
NEW FRONTIER MATERIALS LLC	12652788	05/24/2023	BOOTH BAY PATCH	01-31-41-7305	54	264.20
NEW FRONTIER MATERIALS LLC	12654046	05/24/2023	BELLINGTON LN PATCH WOR	01-31-41-7305	54	177.84
MCCONNELLS OF ST LOUIS INC	2305-075129	05/24/2023	SS1 TAC BRUCH	01-31-41-7305	66050	134.93
LUBY EQUIPMENT SERVICES	PSO073063-1	05/24/2023	CASE DOOR KNOB	01-31-41-6211	66049	26.88
SPIRE	7725111000-05/18/23	05/30/2023	996 RUE DE LA BANQUE 4/1	01-31-41-6252	DFT0007092	93.49
HUMAN RESOURCE STAFFIN	1001073783	05/31/2023	PW TEMPORARY EMPLOYEE	01-31-41-6207	59	803.30
NEW FRONTIER MATERIALS LLC	12654984	05/31/2023	BALLAS EXIT PATCH	01-31-41-7305	61	171.00

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
NEW FRONTIER MATERIALS LLC	12655196	05/31/2023	BOOTH BAY PATCH	01-31-41-7305	61	342.86
HANSEN'S TREE, LAWN & LANDSCAPING SERVICES	194669 R	05/31/2023	Add FY22 Balance to FY23	01-31-41-6212	58	2,068.25
HANSEN'S TREE, LAWN & LANDSCAPING SERVICES	194669 R	05/31/2023	FALL 22/SPRING 23 LEAF & LI	01-31-41-6212	58	1,711.75
AMERENUE	2316025009-5/9/23	05/31/2023	10276 OLIVE PED LIGHTING	01-31-41-6251	DFT0007009	22.67
FRED LOHMANN	53469	05/31/2023	SPRINKLER HEAD DAMAGE R	01-31-41-7310	66070	87.15
ST LOUIS COMPOSTING, INC.	INV57868	05/31/2023	BLACK GOLD COMPOST	01-31-41-7303	66073	212.16
MIDWESTERN SAFETY EQUIPMENT COMPANY, INC	031311-01	06/07/2023	SLEEVE PPE	01-31-41-7308	66100	13.00
CHARTER COMMUNICATION	0420922052523	06/07/2023	PW GARAGE TV WIFI 5/25/2	01-31-41-6253	66085	107.10
HUMAN RESOURCE STAFFIN	1001073827	06/07/2023	PW TEMPORARY EMPLOYEE	01-31-41-6207	72	960.96
ABSTENENCIA GENTRY	1261-2000013225	06/07/2023	PW TEMPORARY EMPLOYEE	01-31-41-6207	66075	1,159.20
ABSTENENCIA GENTRY	1261-2000013231	06/07/2023	PW TEMPORARY EMPLOYEE	01-31-41-6207	66075	195.62
NEW FRONTIER MATERIALS LLC	12655197	06/07/2023	BOOTH BAY PATCH	01-31-41-7305	76	255.65
MCCONNELLS OF ST LOUIS INC	2306-076584	06/07/2023	SS1 TAC	01-31-41-7305	66098	89.97
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES STREETS 4/21/	01-31-41-6253	66117	123.70
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-31-41-5234	66076	157.41
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-31-41-5235	66076	13.77
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-31-41-5236	66076	98.61
Division 41 - STREET MAINTENANCE Total:						11,074.95
Division: 43 - PARKS MAINTENANCE						
SPIRE	9717450000-05/12/23	05/22/2023	1030 N LINDBERGH LEAF SIT	01-31-43-6252	DFT0007043	25.10
HUMAN RESOURCE STAFFIN	1001073695	05/24/2023	PW TEMPORARY EMPLOYEE	01-31-43-6207	50	160.16
ABSTENENCIA GENTRY	1261-2000013216	05/24/2023	PW TEMPORARY EMPLOYEE	01-31-43-6207	66037	309.12
SITEONE LANDSCAPE SUPPLY HOLDING, LLC	129978926-001	05/24/2023	IRRIGATION SUPPLIES	01-31-43-6212	66059	71.35
SITEONE LANDSCAPE SUPPLY HOLDING, LLC	130076432-001	05/24/2023	IRRIGATION SUPPLIES	01-31-43-6212	66059	172.28
SITEONE LANDSCAPE SUPPLY HOLDING, LLC	130111207-001	05/24/2023	BATTERIES FOR CONTROLLER	01-31-43-6212	66059	31.64
LUBY EQUIPMENT SERVICES	PSO073063-1	05/24/2023	CASE DOOR KNOB	01-31-43-6211	66049	8.96
SPIRE	7725111000-05/18/23	05/30/2023	996 RUE DE LA BANQUE 4/1	01-31-43-6252	DFT0007092	93.49
HUMAN RESOURCE STAFFIN	1001073783	05/31/2023	PW TEMPORARY EMPLOYEE	01-31-43-6207	59	267.77
SITEONE LANDSCAPE SUPPLY HOLDING, LLC	130281118-001	05/31/2023	SOLENOID ACTIVATOR	01-31-43-6212	66072	119.11
CHARTER COMMUNICATION	0420922052523	06/07/2023	PW GARAGE TV WIFI 5/25/2	01-31-43-6253	66085	35.70
HUMAN RESOURCE STAFFIN	1001073827	06/07/2023	PW TEMPORARY EMPLOYEE	01-31-43-6207	72	320.32
ABSTENENCIA GENTRY	1261-2000013225	06/07/2023	PW TEMPORARY EMPLOYEE	01-31-43-6207	66075	386.40

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
ABSTENENCIA GENTRY	1261-2000013231	06/07/2023	PW TEMPORARY EMPLOYEE	01-31-43-6207	66075	65.20
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES PARKS 4/21/23	01-31-43-6253	66117	24.74
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-31-43-5234	66076	78.97
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-31-43-5235	66076	6.92
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-31-43-5236	66076	35.10
Division 43 - PARKS MAINTENANCE Total:						2,212.33
Department 31 - PUBLIC WORKS Total:						14,080.33
Department: 32 - COMMUNIITY DEVELOPMENT						
Division: 11 - ADMINISTRATIVE						
MCLAUGHLIN COURT REPORTING SERVICES INC	051923-1	05/24/2023	P&Z PROJECT 12441 CROSS	01-32-11-6202	53	80.00
MCLAUGHLIN COURT REPORTING SERVICES INC	053123-1	06/07/2023	P&Z PROJECT 23-013 23-014	01-32-11-6202	74	367.80
LOCHMUELLER GROUP INC	917339	06/07/2023	TRAFFIC STUDY - JACK MATT	01-32-11-6202	73	1,662.50
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES PLNING 4/21/2	01-32-11-6253	66117	24.74
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-32-11-5234	66076	66.58
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-32-11-5235	66076	5.83
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-32-11-5236	66076	48.55
Division 11 - ADMINISTRATIVE Total:						2,256.00
Division: 61 - BUILDING DEPARTMENT						
PERALES AE LAWN CARE LLC	115330	05/31/2023	HIGH WEEDS/GRASS 29 CHA	01-32-61-6215	62	210.00
PERALES AE LAWN CARE LLC	115333	05/31/2023	HIGH WEEDS/GRASS 803 SO	01-32-61-6215	62	157.50
PERALES AE LAWN CARE LLC	115334	05/31/2023	HIGH WEEDS/GRASS 815 ARI	01-32-61-6215	62	210.00
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES BLDG 4/21/23-	01-32-61-6253	66117	173.18
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	01-32-61-5234	66076	153.82
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	01-32-61-5235	66076	13.45
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	01-32-61-5236	66076	112.15
Division 61 - BUILDING DEPARTMENT Total:						1,030.10
Department 32 - COMMUNIITY DEVELOPMENT Total:						3,286.10
Fund 01 - GENERAL FUND Total:						494,143.83

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
Fund: 02 - CAPITAL IMPROVEMENT FUND						
Department: 61 - CIP						
Division: 71 - CIP						
GEORGE L. CRAWFORD & ASSOCIATES INC	12	05/24/2023	LINDBERGH-OLD OLIVE DESI	02-61-71-9510	66046	12,692.78
THE DAVENPORT GROUP USA LTD	2305-MOCC	05/31/2023	LAMA BUILDING PERMITTIN	02-61-71-9516	64	27,027.01
B32 ENGINEERING GROUP INC	2400	06/07/2023	R-22 Switchover Rink Project	02-61-71-9506	66084	29,048.43
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	02-61-71-5234	66076	36.80
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	02-61-71-5235	66076	3.22
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	02-61-71-5236	66076	18.09
DREXEL TECHNOLOGIES INC	INV105088	06/07/2023	BID DOCUMENTS FOR HVAC	02-61-71-9506	71	53.00
Division 71 - CIP Total:						68,879.33
Department 61 - CIP Total:						68,879.33
Fund 02 - CAPITAL IMPROVEMENT FUND Total:						68,879.33
Fund: 05 - PARKS & STORMWATER FUND						
Department: 61 - CIP						
Division: 71 - CIP						
FLEXGROUND LLC	3127	05/24/2023	VENABLE PLAYGROUND SUR	05-61-71-9506	66045	124,705.85
FLEXGROUND LLC	3128 RET	05/31/2023	VENABLE PLAYGROUND SUR	05-61-71-9506	66069	6,563.47
BYRNE & JONES ENTERPRISES INC	01/12/23	05/31/2023	CONWAY PARK PATH FINAL P	05-61-71-9506	66067	5,000.00
PLATTIN CREEK EXCAVATING LLC	3331	06/07/2023	DETENTION BASIN REPAIR PA	05-61-71-9509	66110	6,051.50
PLATTIN CREEK EXCAVATING LLC	3558	06/07/2023	DETENTION BASIN REPAIR PA	05-61-71-9509	66110	69,891.50
PLATTIN CREEK EXCAVATING LLC	3586	06/07/2023	MILLENNIUM PARK DETENTI	05-61-71-9509	66110	10,280.00
MISSOURI DEPARTMENT OF NATURAL RESOURCES	4461-1130-09	06/07/2023	401 WATER QUALITY CERTIFI	05-61-71-9509	66102	150.00
THOUVENOT, WADE & MOERCHEN, INC.	79141	06/07/2023	LAKE SCHOOL PARK PHASE 1	05-61-71-9506	80	707.14
THOUVENOT, WADE & MOERCHEN, INC.	79142	06/07/2023	MILLENNIUM PARK PHASE 1	05-61-71-9506	80	3,147.50
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	05-61-71-5234	66076	34.14
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD&D JUN 23	05-61-71-5235	66076	2.99
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	05-61-71-5236	66076	16.15
DREXEL TECHNOLOGIES INC	INV107840	06/07/2023	PROJECT POSTING FOR ALDE	05-61-71-9509	71	61.00

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
DREXEL TECHNOLOGIES INC	INV107841	06/07/2023	PROJECT POSTING FOR PARK	05-61-71-9506	71	94.00
Division 71 - CIP Total:						226,705.24
Department 61 - CIP Total:						226,705.24
Fund 05 - PARKS & STORMWATER FUND Total:						226,705.24

Fund: 06 - MUNICIPAL ENTERPRISE FUND
Department: 14 - COMMUNITY SERVICES
Division: 31 - ICE ARENA

NEW SYSTEM CARPET & BUILDING CARE, LTD	098589-01	05/24/2023	CUSTODIAL SUPPLIES FOR D	06-14-31-7301	66054	50.98
NEW SYSTEM CARPET & BUILDING CARE, LTD	098671	05/24/2023	CUSTODIAL SUPPLIES FOR D	06-14-31-7301	66054	46.69
MISSOURI AMERICAN WATER CO	1017-210013831861 5/3/23	05/24/2023	11400 OLDE CABIN FIRE SER	06-14-31-6254	66052	58.29
US BANK EQUIPMENT FINANCE	500166517	05/24/2023	DRC PRINTER USE CHARGES	06-14-31-6213	66063	43.87
AMERENUE	1801001713-5/12/23	06/05/2023	11400 OLDE CABIN ICE AREN	06-14-31-6250	DFT0007012	6,328.59
SPIRE	4981701000-05/26/23	06/05/2023	11400 OLDE CABIN RD 4/18/	06-14-31-6252	DFT0007137	1,307.39
CHARTER COMMUNICATION	0136635052123	06/07/2023	DRC TV & INTERNET [MM/D	06-14-31-6255	66086	168.11
RICOH USA, INC	107228271	06/07/2023	DRC METER READS 6/12/22-	06-14-31-6213	66114	34.66
DOUGLAS VENTURES LLC	306565001-263	06/07/2023	DRC JANITORIAL SERVICES JU	06-14-31-6203	70	1,625.00
ARAMARK UNIFORM SERVICES	6170140422	06/07/2023	DRC MOPS	06-14-31-7301	65	37.38
ARAMARK UNIFORM SERVICES	6170143050	06/07/2023	DRC MOPS	06-14-31-7301	65	31.22
ARAMARK UNIFORM SERVICES	6170145648	06/07/2023	DRC MOPS	06-14-31-7301	65	31.22
ARAMARK UNIFORM SERVICES	6170148273	06/07/2023	DRC MOPS	06-14-31-7301	65	31.22
ARAMARK UNIFORM SERVICES	6170150844	06/07/2023	DRC MOPS	06-14-31-7301	65	31.22
CTM SERVICES	6239	06/07/2023	DRC OLYMPIA ANNUAL MAI	06-14-31-6211	66	4,124.77
CTM SERVICES	6240	06/07/2023	DRC OLYMPIA ANNUAL MAI	06-14-31-6211	66	397.86
RHINE PARACO GAS OF ST LOUIS	720506	06/07/2023	OLY PROPANE	06-14-31-7307	66112	125.55
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES ICE RINK 4/21/	06-14-31-6253	66117	24.74
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	06-14-31-5234	66076	55.56
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	06-14-31-5235	66076	4.87
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	06-14-31-5236	66076	26.05
Division 31 - ICE ARENA Total:						14,585.24
Division: 32 - GOLF MAINTENANCE						
HYSPECO, INC.	00627002	05/24/2023	HYDRO HOSE JD 240	06-14-32-6211	51	59.75

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
GREENSPRO INC	INV0052434	05/24/2023	SPRAY DYE AND STARTER FER	06-14-32-7303	66047	264.00
GREENSPRO INC	INV0052435	05/24/2023	DACONIL ACTION FUNGICIDE	06-14-32-7303	66047	1,060.00
ADVANCED TURF SOLUTIONS INC	SO1089933	05/24/2023	GRANULAR FERTILIZER FOR F	06-14-32-7303	49	1,084.60
SITEONE LANDSCAPE SUPPLY HOLDING, LLC	129736974-001	05/31/2023	SPRAYER	06-14-32-7303	66072	254.98
AMERENUE	0639074006-5/12/23	06/05/2023	11400 OLDE CABIN LAKE FO	06-14-32-6250	DFT0007015	20.42
AMERENUE	4863142006-05/12/23	06/05/2023	11400 OLDE CABIN GOLF FA	06-14-32-6250	DFT0007045	9.14
AMERENUE	7072604119-05/12/23	06/05/2023	11400 OLDE CABIN MAINT S	06-14-32-6250	DFT0007046	57.72
KEEVEN BROTHERS INC	15088	06/07/2023	20 PIECES OF FESCUE SOD	06-14-32-6212	66096	46.80
ENERGY PETROLEUM CO	262385	06/07/2023	REGULAR AND DIESEL FUEL A	06-14-32-7307	66091	1,324.70
T MOBILE USA	971998911-05/21/23	06/07/2023	CITY PHONES GOLF MAINT 4	06-14-32-6253	66117	24.74
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	06-14-32-5234	66076	47.34
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	06-14-32-5235	66076	4.15
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	06-14-32-5236	66076	34.52
GREENSPRO INC	INV0052570	06/07/2023	RONSTAR AND FUSILADE	06-14-32-7303	66095	485.00
Division 32 - GOLF MAINTENANCE Total:						4,777.86
Division: 33 - PRO-SHOP						
US BANK EQUIPMENT FINANCE	500166517	05/24/2023	DRC PRINTER USE CHARGES	06-14-33-6213	66063	43.88
SPIRE	4981701000-05/26/23	06/05/2023	11400 OLDE CABIN RD 4/18/	06-14-33-6252	DFT0007137	560.31
AMERENUE	9601003815-5/12/23	06/05/2023	11400 OLDE CABIN GOLF SH	06-14-33-6250	DFT0007013	1,160.00
CHARTER COMMUNICATION	0136635052123	06/07/2023	DRC TV & INTERNET 5/21/23	06-14-33-6255	66086	72.05
RICOH USA, INC	107228271	06/07/2023	DRC METER READS 5/12/22-	06-14-33-6213	66114	34.67
YAMAHA MOTOR FINANCE CORPORATION USA	807975	06/07/2023	Golf Cart Lease - 1st Year of	06-14-33-9503	66120	5,340.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	06-14-33-5234	66076	22.81
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	06-14-33-5235	66076	2.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	06-14-33-5236	66076	16.63
Division 33 - PRO-SHOP Total:						7,252.35
Division: 34 - FOOD SERVICES						
D AND D DISTRIBUTORS LLP	003557	05/18/2023	2 CASE DRAWSTRING BAGS F	06-14-34-8321	66036	400.00
RL MUELLER NATIONAL DIST INC	113177A	05/24/2023	MISC RESALE DRC	06-14-34-8317	55	4.65
RL MUELLER NATIONAL DIST INC	113177A	05/24/2023	SNACKS FOR RESALE	06-14-34-8319	55	120.20
PEPSICO BEVERAGE SALES LL	47347605	05/24/2023	PEPSI RESALE	06-14-34-8317	66058	582.58
RL MUELLER NATIONAL DIST INC	113255A	06/07/2023	SNACKS FOR RESALE	06-14-34-8319	78	92.85

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RL MUELLER NATIONAL DIST INC	113285	06/07/2023	SNACKS FOR RESALE	06-14-34-8319	78	22.10
D AND D DISTRIBUTORS LLP	406252 - RESUBMIT	06/07/2023	BEER FOR RESALE	06-14-34-8316	66090	648.50
D AND D DISTRIBUTORS LLP	409586	06/07/2023	BEER FOR RESALE	06-14-34-8316	66090	1,304.30
PEPSICO BEVERAGE SALES LL	50457256	06/07/2023	PEPSI RESALE	06-14-34-8317	66108	813.53
ARAMARK UNIFORM SERVICES	6170140422	06/07/2023	DRC SODA TOWELS	06-14-34-7301	65	16.02
ARAMARK UNIFORM SERVICES	6170143050	06/07/2023	DRC SODA TOWELS	06-14-34-7301	65	13.38
ARAMARK UNIFORM SERVICES	6170145648	06/07/2023	DRC SODA TOWELS	06-14-34-7301	65	13.38
ARAMARK UNIFORM SERVICES	6170148273	06/07/2023	DRC SODA TOWELS	06-14-34-7301	65	13.38
ARAMARK UNIFORM SERVICES	6170150844	06/07/2023	DRC SODA TOWELS	06-14-34-7301	65	13.38

Division 34 - FOOD SERVICES Total: 4,058.25

Department 14 - COMMUNITY SERVICES Total: 30,673.70

Fund 06 - MUNICIPAL ENTERPRISE FUND Total: 30,673.70

Fund: 11 - SEWER LATERAL FUND

Department: 61 - CIP

Division: 93 - SEWER LATERAL

EMILY HUEKLER	SLR 04/25/23	05/24/2023	SANITARY SEWER LATERAL R	11-61-93-9315	66043	1,500.00
STAN TOWERMAN	SLR 05/09/23	05/24/2023	SANITARY SEWER LATERAL R	11-61-93-9315	66060	5,225.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LIFE JUN 23	11-61-93-5234	66076	4.00
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	AD & D JUN 23	11-61-93-5235	66076	0.35
AMERICAN UNITED LIFE INSURANCE COMPANY	G00619325-0000-000-05/17	06/07/2023	LTD JUN 23	11-61-93-5236	66076	2.92

Division 93 - SEWER LATERAL Total: 6,732.27

Department 61 - CIP Total: 6,732.27

Fund 11 - SEWER LATERAL FUND Total: 6,732.27

Fund: 19 - PUBLIC SAFETY FUND

Department: 21 - POLICE

Division: 23 - COUNTY PUBLIC SAFETY-PROP P

AMERENUE	0427008070-4/28/23	05/19/2023	350 N NEW BALLAS POLICE 3	19-21-23-6250	DFT0006924	4,820.62
SPIRE	0076006378-05/12/23	05/22/2023	350 N NEW BALLAS RD 4/13/	19-21-23-6252	DFT0007042	113.20
LOCAL CLEANERS LLC	000072	05/24/2023	PD COMMERCIAL CLEANING	19-21-23-6212	52	1,275.00
WILL ELECTRONICS	0274893-IN	05/24/2023	100 HID ICLASS CARDS	19-21-23-7307	57	454.02
METROPOLITAN ST LOUIS SEWER DISTRICT	1225607-9-5-23	05/24/2023	PD SUMMARY BILLING: 1225	19-21-23-6254	66051	87.77
AUTHORIZED ELEVATOR	30823	05/24/2023	SERVICE CALL REQUEST ON P	19-21-23-6211	66039	285.25
CHARTER COMMUNICATION	0371802052523	06/07/2023	PD PHONE 5/25/23-06/24/2	19-21-23-6253	66089	279.93

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Vendor Name	Payable Number	Payment Date	Description (Item)	Account Number	Payment Number	Amount
CHARTER COMMUNICATION	0371802052523	06/07/2023	PD TV INTERNET 05/25/23-0	19-21-23-6255	66089	264.33
NEW SYSTEM CARPET & BUILDING CARE, LTD	099676	06/07/2023	PD CUSTODIAL SUPPLIES	19-21-23-6212	66106	810.56
PREFERRED RESOURCE NETWORK, INC.	12374	06/07/2023	PD FIRST RESPONDER COUN	19-21-23-6203	77	1,200.00
MISSOURI AMERICAN WATER CO	220023905711-05-23	06/07/2023	350 N NEW BALLAS RD 04/2	19-21-23-6254	66101	296.97
TIER ONE TACTICAL SOLUTIONS LLC	4ETRAINING	06/07/2023	4 E TRAINING FOR CAMBRA	19-21-23-6261	66119	500.00
MVB CONTRACTING INC	CCP03162301	06/07/2023	ELECTRICAL LABOR & MATER	19-21-23-9503	66105	1,310.79
PIPE AND DUCT SYSTEMS LL	W20058	06/07/2023	REROUTE PLUMBING FOR IN	19-21-23-6211	66109	237.00
Division 23 - COUNTY PUBLIC SAFETY-PROP P Total:						11,935.44
Department 21 - POLICE Total:						11,935.44
Fund 19 - PUBLIC SAFETY FUND Total:						11,935.44
Fund: 99 - POOLED CASH						
ARVEST BANK	1797-05/22/23	05/24/2023	EPAYMENT 5/24/23	99-2809	DFT0007099	6,894.98
ARVEST BANK	1797-05/29/23	05/31/2023	EPAYMENT 5/31/23	99-2809	DFT0007100	14,327.14
						21,222.12
						21,222.12
Fund 99 - POOLED CASH Total:						21,222.12
Grand Total:						860,291.93

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL FUND	494,143.83
02 - CAPITAL IMPROVEMENT FUND	68,879.33
05 - PARKS & STORMWATER FUND	226,705.24
06 - MUNICIPAL ENTERPRISE FUND	30,673.70
11 - SEWER LATERAL FUND	6,732.27
19 - PUBLIC SAFETY FUND	11,935.44
99 - POOLED CASH	21,222.12
Grand Total:	860,291.93

Account Summary

Account Number	Account Name	Payment Amount
01-11-12-5234	GROUP LIFE INSURANCE	43.20
01-11-12-7315	SPECIAL EVENTS	26.00
01-11-13-5234	GROUP LIFE INSURANCE	22.47
01-11-13-5235	ACCIDENTAL DEATH INS	1.97
01-11-13-5236	DISABILITY INSURANCE	16.38
01-11-13-6260	ADVERTISING	140.00
01-11-13-6264	IN TOWN MEETINGS	25.00
01-12-10-6201	LEGAL AND ACCOUNTIN	14,895.63
01-12-11-5234	GROUP LIFE INSURANCE	108.84
01-12-11-5235	ACCIDENTAL DEATH INS	9.52
01-12-11-5236	DISABILITY INSURANCE	78.19
01-12-11-6203	PROFESSIONAL SERVICE	1,253.85
01-12-11-6253	TELEPHONE	49.48
01-12-11-6261	EDUCATION & TRAINING	500.00
01-12-11-6264	IN TOWN MEETINGS	15.00
01-12-11-6271	MEDICAL SUPPLIES	60.00
01-12-14-5234	GROUP LIFE INSURANCE	45.19
01-12-14-5235	ACCIDENTAL DEATH INS	3.96
01-12-14-5236	DISABILITY INSURANCE	32.95
01-12-14-6201	LEGAL AND ACCOUNTIN	1,855.57
01-13-11-5234	GROUP LIFE INSURANCE	93.23
01-13-11-5235	ACCIDENTAL DEATH INS	8.15
01-13-11-5236	DISABILITY INSURANCE	66.81
01-13-11-6202	TECHNICAL AND PERSO	1.00
01-13-11-6253	TELEPHONE	24.74
01-13-11-6264	IN TOWN MEETINGS	45.00
01-13-15-5230	HOSPITAL AND MEDICAL	11,802.49
01-13-15-5233	DENTAL INSURANCE	87.43
01-13-15-6213	OFFICE EQUIPMENT MAI	745.00

Account Summary

Account Number	Account Name	Payment Amount
01-13-15-6253	TELEPHONE	1,399.77
01-13-15-6255	CABLE TV AND INTERNE	297.47
01-13-15-6266	EQUIPMENT RENTAL	202.50
01-13-15-7304	GENERAL SUPPLIES	624.12
01-13-15-7312	OFFICE SUPPLIES	1,182.37
01-13-51-5234	GROUP LIFE INSURANCE	24.83
01-13-51-5235	ACCIDENTAL DEATH INS	2.17
01-13-51-5236	DISABILITY INSURANCE	18.11
01-13-51-6202	TECHNICAL AND PERSO	3,200.00
01-13-51-6253	TELEPHONE	24.74
01-13-51-7331	COMPUTER HARDWARE	2,401.75
01-14-11-5234	GROUP LIFE INSURANCE	21.06
01-14-11-5235	ACCIDENTAL DEATH INS	1.85
01-14-11-5236	DISABILITY INSURANCE	10.31
01-14-11-6202	TECHNICAL AND PERSO	2,368.75
01-14-11-6203	PROFESSIONAL SERVICE	434.00
01-14-11-6213	OFFICE EQUIPMENT MAI	78.55
01-16-11-5234	GROUP LIFE INSURANCE	17.60
01-16-11-5235	ACCIDENTAL DEATH INS	1.54
01-16-11-6211	EQUIPMENT MAINTENA	225.00
01-16-11-6212	BUILDING AND GROUND	3,080.00
01-16-11-6252	NATURAL GAS	115.47
01-16-11-6253	TELEPHONE	24.74
01-1652	PREPAID POSTAGE	3,000.00
01-2102	FICA WITHHOLDING	37,351.62
01-2103	MEDICARE WITHHOLDIN	8,735.48
01-2104	FEDERAL TAX WITHHOL	26,557.34
01-2105	MISSOURI TAX WITHHOL	10,587.00
01-21-11-5234	GROUP LIFE INSURANCE	215.97
01-21-11-5235	ACCIDENTAL DEATH INS	18.90
01-21-11-5236	DISABILITY INSURANCE	145.91
01-21-11-6202	TECHNICAL AND PERSO	156,185.00
01-21-11-6253	TELEPHONE	89.21
01-2113	PAYROLL CHILD SUPPOR	184.62
01-21-21-5234	GROUP LIFE INSURANCE	187.95
01-21-21-5235	ACCIDENTAL DEATH INS	16.44
01-21-21-5236	DISABILITY INSURANCE	137.05
01-21-21-6203	PROFESSIONAL SERVICE	50.00
01-21-21-6253	TELEPHONE	27.98
01-21-22-5234	GROUP LIFE INSURANCE	853.63
01-21-22-5235	ACCIDENTAL DEATH INS	74.67
01-21-22-5236	DISABILITY INSURANCE	546.07

Account Summary

Account Number	Account Name	Payment Amount
01-21-22-5241	PENSION CONTRIBUTIO	-0.03
01-21-22-6210	VEHICLE MAINTENANCE	3,424.70
01-21-22-6211	EQUIPMENT MAINTENA	257.50
01-21-22-6253	TELEPHONE	18.24
01-2211	HEALTH INSURANCE	103,623.38
01-2213	DENTAL INSURANCE PAY	5,190.37
01-2216	SUPPLEMENTAL LIFE	1,380.23
01-2218	VISION CARE	935.61
01-2222	SHORT TERM DISABILITY	574.86
01-2224	VISION CARE-COBRA	8.05
01-2312	401 - ICMA	2,656.27
01-2317	MO LAGERS	45,405.53
01-2318	ICMA ROTH 457	3,605.47
01-2319	ICMA ROTH IRA	597.82
01-2320	EMPLOYEE DEFINED BEN	2,844.49
01-2321	457 - VOYA	1,976.14
01-2322	457 - ICMA	10,042.35
01-2323	MOST PROGRAM	865.00
01-2324	ICMA LOAN REPAYMENT	166.34
01-2412	PEACE OFFICER AND STA	18.00
01-2413	CVC - CRIME VICTIMS C	127.50
01-31-11-5234	GROUP LIFE INSURANCE	81.74
01-31-11-5235	ACCIDENTAL DEATH INS	7.15
01-31-11-5236	DISABILITY INSURANCE	55.72
01-31-11-6253	TELEPHONE	148.44
01-31-11-6261	EDUCATION & TRAINING	500.00
01-31-41-5234	GROUP LIFE INSURANCE	157.41
01-31-41-5235	ACCIDENTAL DEATH INS	13.77
01-31-41-5236	DISABILITY INSURANCE	98.61
01-31-41-6207	TEMP PROFESSIONAL SE	4,526.92
01-31-41-6211	EQUIPMENT MAINTENA	26.88
01-31-41-6212	BUILDING AND GROUND	3,780.00
01-31-41-6251	STREET LIGHTING	22.67
01-31-41-6252	NATURAL GAS	118.58
01-31-41-6253	TELEPHONE	230.80
01-31-41-7303	HORTICULTURAL SUPPLI	212.16
01-31-41-7305	STREET & SIDEWALK MA	1,787.00
01-31-41-7308	WEARING APPAREL AND	13.00
01-31-41-7310	SNOW REMOVAL	87.15
01-31-43-5234	GROUP LIFE INSURANCE	78.97
01-31-43-5235	ACCIDENTAL DEATH INS	6.92
01-31-43-5236	DISABILITY INSURANCE	35.10

Account Summary

Account Number	Account Name	Payment Amount
01-31-43-6207	TEMP PROFESSIONAL SE	1,508.97
01-31-43-6211	EQUIPMENT MAINTENA	8.96
01-31-43-6212	BUILDING AND GROUND	394.38
01-31-43-6252	NATURAL GAS	118.59
01-31-43-6253	TELEPHONE	60.44
01-32-11-5234	GROUP LIFE INSURANCE	66.58
01-32-11-5235	ACCIDENTAL DEATH INS	5.83
01-32-11-5236	DISABILITY INSURANCE	48.55
01-32-11-6202	TECHNICAL AND PERSO	2,110.30
01-32-11-6253	TELEPHONE	24.74
01-32-61-5234	GROUP LIFE INSURANCE	153.82
01-32-61-5235	ACCIDENTAL DEATH INS	13.45
01-32-61-5236	DISABILITY INSURANCE	112.15
01-32-61-6215	WEED CUTTING AND TR	577.50
01-32-61-6253	TELEPHONE	173.18
01-4203	TELEPHONE	269.28
01-4402	OCCUPATIONAL LICENSE	18.00
01-4604	POLICE MISC REVENUE	-6.29
02-61-71-5234	GROUP LIFE INSURANCE	36.80
02-61-71-5235	ACCIDENTAL DEATH INS	3.22
02-61-71-5236	DISABILITY INSURANCE	18.09
02-61-71-9506	PARK AND RECREATION	29,101.43
02-61-71-9510	STREETS	12,692.78
02-61-71-9516	CAPITAL EQUIPMENT	27,027.01
05-61-71-5234	GROUP LIFE INSURANCE	34.14
05-61-71-5235	ACCIDENTAL DEATH INS	2.99
05-61-71-5236	DISABILITY INSURANCE	16.15
05-61-71-9506	PARK DEVELOPMENT PR	140,217.96
05-61-71-9509	STORMWATER PROJECTS	86,434.00
06-14-31-5234	GROUP LIFE INSURANCE	55.56
06-14-31-5235	ACCIDENTAL DEATH INS	4.87
06-14-31-5236	DISABILITY INSURANCE	26.05
06-14-31-6203	PROFESSIONAL SERVICE	1,625.00
06-14-31-6211	EQUIPMENT MAINTENA	4,522.63
06-14-31-6213	OFFICE EQUIPMENT MAI	78.53
06-14-31-6250	ELECTRICITY	6,328.59
06-14-31-6252	NATURAL GAS	1,307.39
06-14-31-6253	TELEPHONE	24.74
06-14-31-6254	WATER AND SEWER	58.29
06-14-31-6255	CABLE TV AND INTERNE	168.11
06-14-31-7301	CHEMICALS & CLEANING	259.93
06-14-31-7307	GASOLINE, PROPANE &	125.55

Account Summary

Account Number	Account Name	Payment Amount
06-14-32-5234	GROUP LIFE INSURANCE	47.34
06-14-32-5235	ACCIDENTAL DEATH INS	4.15
06-14-32-5236	DISABILITY INSURANCE	34.52
06-14-32-6211	EQUIPMENT MAINTENA	59.75
06-14-32-6212	BUILDING AND GROUND	46.80
06-14-32-6250	ELECTRICITY	87.28
06-14-32-6253	TELEPHONE	24.74
06-14-32-7303	HORTICULTURAL SUPPLI	3,148.58
06-14-32-7307	GASOLINE, PROPANE &	1,324.70
06-14-33-5234	GROUP LIFE INSURANCE	22.81
06-14-33-5235	ACCIDENTAL DEATH INS	2.00
06-14-33-5236	DISABILITY INSURANCE	16.63
06-14-33-6213	OFFICE EQUIPMENT MAI	78.55
06-14-33-6250	ELECTRICITY	1,160.00
06-14-33-6252	NATURAL GAS	560.31
06-14-33-6255	CABLE TV AND INTERNE	72.05
06-14-33-9503	EQUIPMENT	5,340.00
06-14-34-7301	CHEMICALS & CLEANING	69.54
06-14-34-8316	BEER	1,952.80
06-14-34-8317	COFFEE,TEA & SOFT DRI	1,400.76
06-14-34-8319	SNACKS	235.15
06-14-34-8321	MISCELLANEOUS SUPPLI	400.00
11-61-93-5234	GROUP LIFE INSURANCE	4.00
11-61-93-5235	ACCIDENTAL DEATH INS	0.35
11-61-93-5236	DISABILITY INSURANCE	2.92
11-61-93-9315	SEWER LATERAL REIMB	6,725.00
19-21-23-6203	PROFESSIONAL SERVICE	1,200.00
19-21-23-6211	EQUIPMENT MAINTENA	522.25
19-21-23-6212	BUILDING AND GROUND	2,085.56
19-21-23-6250	ELECTRICITY	4,820.62
19-21-23-6252	NATURAL GAS	113.20
19-21-23-6253	TELEPHONE	279.93
19-21-23-6254	WATER AND SEWER	384.74
19-21-23-6255	CABLE TV AND INTERNE	264.33
19-21-23-6261	EDUCATION & TRAINING	500.00
19-21-23-7307	GASOLINE, PROPANE &	454.02
19-21-23-9503	EQUIPMENT	1,310.79
99-2809	EPAYABLES LIABILITY	21,222.12
Grand Total:		860,291.93

Project Account Summary

Project Account Key	Payment Amount
None	591,845.76
200E	29,048.43
201E	53.00
204E	3,147.50
2140122E	5,000.00
215E	131,269.32
21702E	12,692.78
217E	707.14
402E	61.00
403E	150.00
405E	86,223.00
PRRE	94.00
Grand Total:	860,291.93

BILL NO. 6068

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL OF THE CITY OF CREVE COEUR AND AMENDING RELATED ORDINANCES.

WHEREAS, the City has in effect a Personnel Policy and Procedures Manual, and

WHEREAS, the City Council has determined that certain improvements to employee benefits are necessary to preserve the City's status as a competitive employer, which changes require updates to that Manual,

NOW, THEREFORE, be it ordained by the City Council of the City of Creve Coeur, Missouri, as follows:

SECTION 1: The Personnel Procedures Manual dated January 23, 2023 is hereby amended effective as of July 1, 2023 by incorporating the changes set forth in Exhibit A hereto and Section 130.010.A of the Code of Ordinances shall be amended to read as follows:

A. The Personnel Procedures Manual, as previously adopted and amended, is hereby further amended and restated by adopting the new version dated July 1, 2023 contained in Exhibit A to Ordinance No. _____, which is on file in the City offices and incorporated herein by this reference.

SECTION 2: This ordinance shall become effective in accordance with Section 3.11(g) of the City Charter.

ADOPTED THIS __ DAY OF _____, 2023.

NICOLE GREER
PRESIDENT OF CITY COUNCIL

APPROVED THIS __ DAY OF _____, 2023.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



To: Mayor, City Council
CC: Mark Perkins, City Administrator; Carl Lumley, City Attorney
From: Sharon Stott, Assistant City Administrator
Date: May 17, 2023
Re: Personnel Policy and Procedures Manual Update Effective on or after July 1, 2023

The City Administrator's Office and the City Attorney have developed updates to the City Personnel Policy and Procedures Manual (the manual) for review and approval by the City Council. Updates are made to provide clarification to employees of existing city policies, document any policy changes, make minor edits, and/or bring the manual up-to-date with current laws. The last update to the Personnel Policy and Procedures Manual was January 23, 2023.

The primary reason for this manual revision is to enhance/add new employee benefits which support one of the strategies in the City's Strategic Plan 2023-2025, specifically: *to retain and attract qualified employees through competitive pay and benefits*. Staff believe the proposed modifications will assist in the recruitment and retention of City employees while not incurring any significant additional expense to the City. (**New or Enhanced benefits denoted in italics.*)

The recommended changes are supported by the results of the recent Comprehensive Benefit Survey of comparable cities, the results of an Employee Benefit Questionnaire and discussions with City Council during its work session on May 8, 2023.

Below summarizes the proposed revisions:

- Title Page/Table of Contents
 - Revision date, new ordinance and repagination apply.
- Section 1 – Legislative History of Revisions
 - Denotes sections added or changed.
- Section 8.9 – Positions Exempt from Overtime
 - Added "Golf Course Manager".
- Section 10.6 – Personal Leave
 - Retitled "Personal Holiday" to "Personal Leave".
 - *Added 16 hours of Personal Leave for all new full-time hires at 30 days of service (New).*
 - *Increased Personal Leave for all full-time employees from 8 hours to 16 hours/annually effective (Enhancement).*

- Section 11.3 – Vacation
 - *Added two additional tiers to the annual vacation accrual schedule: 1) 3-4 years of service 100.10 hours/annually; and 2) 15-19 years of service 180.18 hours/annually (Enhancement).*
- Section 11.4 – Sick Leave
 - *Increased sick leave accrual during the initial 12 months of full-time service only from 3.7 hours per pay period (96.2 hours/year) to 5.6 hours per pay period (145.60/year) (Enhancement).*
- Section 11.7.3 – Notice of Intent to Utilize FMLA Required
 - Clarified city policy regarding prior notice by the employee to the Department Head and City Administrator of the intent to use FMLA, whenever practicable, and the internal method used for designating FMLA.
- Section 11.8 – Bereavement Leave
 - *Added “grandparent-in-law” as an immediate family member (Enhancement).*
- Section 15.3 – Insurance Coverage Upon Retirement
 - *Added dental and vision insurance coverage as group coverage option for those retirees who have met full normal retirement until they reach Medicare eligibility, and assuming timely payment is made for the entire premium cost (New).*
- Section 15.6 – Tuition Reimbursement Program
 - *Increased college tuition annual reimbursement from \$2,500 to \$3,600 (Enhancement).*
 - *Increase college book annual reimbursement from \$200 to \$400 (Enhancement).*

The proposed changes to the manual will be effective July 1, 2023 (FY 2024 budget year). Please let me know if you have any questions.

Attachment:

Redlined Version of City of Creve Coeur Personnel Policy and Procedures Manual dated 1/23/2023



CITY OF CREVE COEUR, MISSOURI

PERSONNEL POLICY AND PROCEDURES MANUAL

~~January 23~~July 1, 2023

Ordinance #~~5~~824

Mark C. Perkins
City Administrator

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INTRODUCTION

The City of Creve Coeur was incorporated on December 21, 1949. In 1976, the citizens of Creve Coeur adopted a Home Rule Charter for their City. The Charter sets forth the basic organization of the City, provides the legal municipal powers of the City and stipulates that employment be based on merit and regulated by personnel rules. The Charter calls for a Mayor and eight members of a City Council elected by the residents to govern the City. The Council approves the budget and adopts ordinances and resolutions establishing City laws and policies including personnel procedures. The Charter provides for a City Administrator appointed by the Mayor and City Council to administer the affairs of the City. The City Administrator is responsible to the Mayor and Council for enforcing City laws, implementing City policies, appointing and directing employees, and directing the day-to-day operations of the local government.

SECTION 1 PURPOSE

In accordance with Section 8.2 of the City Charter, it is the purpose of these rules to establish normal policies and procedures which will serve as guides to administrative actions concerning various personnel activities and transactions. These rules are intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program can be carried out.

The City's goal is to provide all employees: fair management; competitive salaries and benefits; opportunities for personal growth and development; and a safe and pleasant work place.

This manual also outlines employee benefits provided by the City and provides general information regarding, among other items, the equitable/non-discriminatory standards for selection, classification and compensation; leaves of absence; and the fair and equitable settlement of disputes. The City is not granting to any employee any contractual commitment, expressed or implied, by the issuance of this manual. Employment with the City is "at will" unless otherwise provided by written contract; however, employees may not be discharged for unlawful reasons. This manual should provide most of the information about employment with the City. Specific questions should be addressed to the employee's Supervisor.

In addition to this policy manual, the City and its employees are subject to all applicable state and federal laws, as well as the City's Charter, ordinances, regulations and policies.

LEGISLATIVE HISTORY OF REVISIONS:

Ordinance 1475	Section 5	Pay Plan	8/26/1991
	Section 10	Holidays	
	Section 11	Military Leave Policy	
Ordinance 1502	Section 11	Occupational Leave Policy	3/23/1992
Ordinance 1599	Section 11	Leave Policy	7/26/1993
Ordinance 1600	Section 6	Nepotism Policy	8/9/1993
Ordinance 1622	Section 13	Personnel Disciplinary Appeals Policy	2/14/1994
Ordinance 1765	Section 17	Substance Abuse Policy	12/11/1996
	Section 18	Alcohol and Controlled Substance Abuse and Testing	
Ordinance 1861	N/A	Policy for Drivers of Commercial Motor Vehicles	5/12/1997
		Introduction	
	Section 4	Classification Plan	
	Section 5	Pay Plan	
	Section 8	Hours of Work and Attendance	
	Section 11	Leave Policy	
	Section 12	Counseling and Discipline	
	Section 15	Fringe Benefits	
Ordinance 2117	Section 15	Fringe Benefits	4/9/2001

Ordinance 2136	Section 5	Pay Plan	6/25/2001
	Section 7	Appointments and Vacancies	
	Section 11	Leave System	
Ordinance 2295	Section 5	Pay Plan	7/12/2004
Ordinance 3039	Section 15	Fringe Benefits	2/14/2005
Ordinance 4004	Section 11	Military Leave Policy	2/27/2006
	Section 15	Fringe Benefits	
Ordinance 4041	Section 11	Leave System	10/23/2006
Ordinance 5045		Comprehensive Update	6/9/2008
Ordinance 5091	Section 4	Classification Plan	6/22/2009
	Section 5	Pay Plan	
	Section 6	Qualifications	
	Section 11	Leave System	
	Section 14	Employee Grievance Procedures	
Ordinance 5116	Section 8	Premium Pay	11/23/2009
	Section 11	Military Leave	
	Section 16	Harassment Policy	
Ordinance 5193	Section 8.5	Overtime	5/23/2011
	Section 8.9	Overtime Exemptions	
	Section 10	Holiday and Holiday Pay	
	Section 11.10	Military Leave	
	Section 15.10	Medical Benefit Reimbursement	
Ordinance 5252	Section 5.8	Calculation of Pay Rates	6/11/2012
	Section 6.2	Equal Opportunity	
	Section 6.3	Nepotism	
	Section 11.10	Military Leave	
	Section 16.5	Harassment	
Ordinance 5384		Comprehensive Update	8/11/2014
Ordinance 5443	Section 2	Definitions	10/26/2015
	Section 3.3	Personnel Appeals Board	
	Section 8.9	Positions Exempt from Overtime	
	Section 11.4	Sick Leave and Medical Leave	
	Section 11.7	Family Leave	
	Section 11.10	Military Leave	
	Section 11.14.2	Unpaid Leave Exceeding 16 Calendar Days	
	Section 13	Personnel Disciplinary Appeals	
	Section 15.3	Health Insurance Coverage Upon Retirement	
	Section 15.10	Medical Benefit Reimbursement	
	Section 17.8	Rehabilitation	
	Section 18.5	Alcohol & Controlled Substances Prohibition	
	Section 18.6	Controlled Substance and Alcohol Testing Provisions	
	Section 18.7	Employee Assessment	
Ordinance 5475	Section 3.9	Interpretation	5/23/2016

Ordinance 5545	Section 8.5	Overtime	9/25/2017
	Section 8.9	Positions Exempt from Overtime	
	Section 16.5	Policy Against Harassment	
	Section 16.9	Payroll Deductions	
	Section 2	Definitions	
	Section 3.7	Management Rights	
	Section 4.4	Reclassification	
	Section 4.5	Maintenance of the Plan	
	Section 5.7	Longevity Pay	
	Section 6.2	Equal Opportunity	
	Section 6.5	Personal Conduct	
	Section 7.6	Re-Employment of a Former City Employee	
	Section 8.5.2	Compensatory Time	
	Section 8.9	Positions Exempt from Overtime	
	Section 9.2	Resignation	
	Section 11.3.3	Eligibility for Vacation	
	Section 11.4.2	Sick Leave Administration	
	Section 11.4.5	Sick Leave and Medical Leave – Notice	
	Section 11.4.5	Proof of Illness – Sick Leave	
	Section 11.7.3	Family Leave – Notice	
	Section 11.10.3.i	Extended Active Duty Leave	
	Section 11.10.6.a	Reinstatement	
	Section 11.14.2	Unpaid Leave Exceeding Seven (7) Consecutive Calendar Days	
	Section 12.4	Grounds for Disciplinary Action	
	Section 14.3	Exclusions	
	Section 14.4.c	Procedure to Resolve Complaints	
	Section 15.3	Health Insurance Coverage Upon Retirement	
	Section 16.4	Ethical Conduct	
	Section 17.5	Pre-Employment Screening	
Ordinance 5567	Section 11.3.4	Pay In Lieu of Vacation	2/12/2018
Ordinance 5594	Section 2	Definitions	6/25/2018
Ordinance 5644	Section 5.4.3	Transfers	7/1/2019
	Section 5.9	Calculation of Pay Rates	
	Section 8.5.2	Compensatory Time	
	Section 8.7	Punctuality and Attendance	
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	Section 9.6	Repayment of Educational Benefits	
	Section 9.8	Order of Layoff and Recall	
	Section 10.3	Holiday on a Scheduled Workday	
	Section 10.5	Holiday Bonus Pay and Overtime	
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	Section 11	Leave System	
	Section 15	Fringe Benefits	
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	Section 18.6.a.1	Pre-Employment Testing	
	Section 8.9	Positions Exempt from Overtime	
	Section 11.2.3.e	Vacation Administration	

	Section 11.3.5	Scheduling Vacation	
	Section 11.4.13	Return to Work	
	Section 11.6.1	Job-Related Injury	
	Section 11.6.2	Non Job-Related Injury	
	Section 11.6.4	Duration of Restricted Work	
	Section 11.10.4	Notice of Leave Request and Orders	
	Section 17	Policy Against Substance Abuse	
	Section 18	Alcohol & Controlled Substance Use, Abuse & Testing Policy for Drivers of Commercial Motor Vehicles	
Ordinance 5659	Section 11.1	Leave System Policy and Definitions	9/23/2019
	Section 11.4	Sick Leave and Medical Leave	
	Section 11.5	Occupational Injury or Illness Leave	
	Section 11.6	Restricted Work	
	Section 11.7	Family and Medical Leave	
	Section 15.9	Use of Automobiles	
Ordinance 5682	Section 10.5	Holiday Bonus Pay and Overtime	2/10/2020
	Section 10.6	Personal Holiday	
	Section 11.1	Policy	
	Section 11.1.2	Definitions	
	Section 11.3.4	Pay In Lieu	
	Section 11.4.3	Charging Sick Leave	
	Section 11.14.1	Paid Leave	
	Section 15.6	Tuition Reimbursement Program	
Ordinance 5705	Section 2	Definitions	7/1/2020
	Section 5.8.1	Frequency of Reviews	
	Section 5.9	Calculation of Pay Rates	
	Section 7.11	Probationary Period	
	Section 8.5.1	Overtime Compensation	
	Section 11.1.2	Definitions	
	Section 11.3.2	Vacation Administration	
	Section 11.3.4	Pay In Lieu of Vacation	
	Section 11.4.2	Sick Leave Administration	
	Section 11.5.4	Options Upon Expiration of Occupational Injury Leave	
	Section 15.3	Health Insurance Upon Retirement	
	Section 15.6	Tuition Reimbursement	
	Section 15.12	Spousal Health Insurance Surcharge	
	Section 16.10	Report Change of Address	
Ordinance 5752	Section 3.5	Eligibility for Use of Leave, Holidays and Other Benefits	9/13/2021
	Section 8.3	Attendance	
	Section 8.9	Positions Exempt from Overtime	
	Section 11.10	Military Leave	

	Section 11.15	Unpaid Leave for Victims of Domestic or Sexual Violence	
	Section 12.3	Investigation and Report	
	Section 12.4	Grounds for Disciplinary Action	
	Section 13	Personnel Disciplinary Reconsideration and Appeals	
	Section 14.1	Policy	
	Section 16.8	Personnel Records	
Ordinance 5786	Section 2	Definitions	7/1/2022
	Section 3.4	Applicability	
	Section 4.4	Reclassification	
	Section 5.4.2	Demotions	
	Section 5.5	Merit Increases	
	Section 5.6	Frequency of Merit Increases	
	Section 5.6.1	Probationary Completion Bonus	
	Section 7.11	Probationary Period	
	Section 7.12	Termination During Probation	
	Section 8.5	Overtime	
	Section 8.9	Positions Exempt from Overtime	
	Section 11.3.3	Eligibility for Vacation	
	Section 11.4.2.a.ii	Sick Leave Administration	
	Section 11.4.5	Proof of Illness – Sick Leave	
	Section 11.8	Bereavement Leave	
	Section 16.3	Outside Employment	
Ordinance 5795	Section 8.5	Overtime	8/22/2022
Ordinance 5813	Section 5.10	Direct Deposit	11/14/2022
	Section 7.11	Probationary Period	
	Section 11.3	Vacation	
	Section 11.4	Sick Leave	
	Section 11.6.4	Duration of Restricted Work	
	Section 11.14	Benefits While on Leave	
Ordinance 5824	Section 11.4.1.b	Sick Leave Policy	01/23/2023
	Section 11.4.5	Proof of Illness – Sick Leave	
	Section 15.3.c	One-Time Re-Enrollment Option	
	Section 17	Policy Against Substance Abuse	
	Section 18	Alcohol & Controlled Substance Use, Abuse & Testing Policy for Drivers of Commercial Motor Vehicles	
<u>Ordinance 5???</u>	<u>Section 8.9</u>	<u>Positions Exempt from Overtime</u>	<u>07/01/2023</u>
	<u>Section 10.6</u>	<u>Personal Leave</u>	
	<u>Section 11.3</u>	<u>Vacation</u>	
	<u>Section 11.4</u>	<u>Sick Leave</u>	

<u>Section 11.7.3</u>	<u>Notice of Intent to Utilize FMLA Required</u>
<u>Section 11.8</u>	<u>Bereavement Leave</u>
<u>Section 11.14.2</u>	<u>Unpaid Leave Exceeding Fourteen (14) Consecutive Days</u>
<u>Section 15.3</u>	<u>Insurance Coverage Upon Retirement</u>
<u>Section 15.6</u>	<u>Tuition Reimbursement Program</u>

SECTION 2 DEFINITIONS

“Acting” means serving temporarily in a position with all the authority, responsibility and duties of that position.

“Appointment” means the employment of an individual by the City Administrator.

“City” means the municipal corporation of Creve Coeur, Missouri.

“Commissioned Employee” means (see sworn employee defined below).

“Compensation” means either monetary payment or compensatory time in lieu thereof.

“Department Head” means the employee appointed to administer a Department of the City, including Administration, Community Development, Finance, Police, Public Works, Recreation, and the City Clerk's Office.

“Employee” means all full-time and part-time paid personnel who are appointed by the Mayor and City Council or the City Administrator, except members of Boards, Commissions and Committees, and elected officials.

“Full-Time Employee” means person duly employed by the City in a position for which employment with the City is at least thirty-five (35) hours per seven-day work period, provided; however, as of January 1, 2014 for purposes of determining eligibility for health insurance benefits a person duly employed by the City who averages thirty (30) hours per seven (7)-day work period from June 1 to May 31 as determined in compliance with applicable law as a twelve (12) month standard measurement period (or in the case of a new hire, is expected to), shall be considered full-time. For police department commissioned employees, hours per seven-day work period shall be calculated based on a twenty-eight (28)-day cycle.

“Management” means the Mayor and City Council, the City Administrator, and Department Heads. Ranked employees above the rank of Sergeant are also considered management employees.

“Nepotism” means the practice of hiring relatives, as prohibited by law and herein.

“Part-Time Employee” means a person employed by the City who works an average of less than thirty-five (35) hours per seven (7)-day work period (except for purposes of determining eligibility for health insurance benefits, see definition of Full-Time Employee). For police department commissioned employees, hours per seven (7)-day work period shall be calculated based on a twenty-eight (28)-day cycle.

“Personnel Officer” means the Assistant City Administrator.

“Regular Employee” means a person who has a position with the City which, by its nature, is continued from year to year, throughout the year, whether on a full-time or part-time basis and who is paid on a semi-monthly basis.

“Seasonal Employee” means a person who has a position with the City, whether on a full-time or part-time basis which, by its nature, is temporary and is affected by a particular need or the availability of work at a defined time and is not meant to be continued uninterrupted from year to year. The duration is determined by the Department Head. Also, a temporary employee.

“Supervisor” means an employee appointed by the Department Head, or another level of management within the department, to oversee the operations of subordinate personnel for a work unit within the department (i.e., shift, crew, division).

“Sworn Employee” means personnel of the Police Department who have taken the prescribed oath of office and have been granted full police powers.

SECTION 3 ADMINISTRATION OF RULES

3.1 RESPONSIBILITY FOR ADMINISTRATION

The responsibility to establish rules and procedures with regard to city employment lies with the City Council of the City of Creve Coeur.

Administration of these rules and regulations shall be the responsibility of the City Administrator. The Personnel Officer shall have the day-to-day responsibilities of administering the rules and regulations as set forth herein. The City Administrator shall interpret the rules and from time to time recommend to the City Council appropriate amendments in order to maintain a fair and equitable system of personnel rules and regulations.

3.2 DEPARTMENTAL RULES AND PROCEDURES

Department Heads may formulate written work rules necessary for the safe, efficient and effective administration of their department. These rules shall not supersede the provisions of this Manual nor shall they conflict with the provisions of these rules. A copy of all departmental rules shall be placed on file with the City Administrator.

3.3 PERSONNEL APPEALS BOARD

There is a Personnel Appeals Board established in Sections 130.020, 130.030, and 130.040 of the City Code of Ordinances. It is comprised of City residents, all of whom support the application of merit principles of public employment.

The duties of the Personnel Appeals Board are to:

- a. Hear employee appeals on disciplinary actions as set forth in the Code and City of Creve Coeur Personnel Policy and Procedures Manual.
- b. Perform such other advisory activities as may be requested by the Mayor and City Council.

3.4 APPLICABILITY

The rules and regulations set forth in this Manual shall be applicable to all employees of the City, except as otherwise provided in the City Charter or otherwise determined by the City Council for the appointed positions of the City Administrator and City Clerk.

3.5 ELIGIBILITY FOR USE OF LEAVE, HOLIDAYS, AND OTHER BENEFITS

Only full-time, regular employees shall be eligible for use of leave, holidays and other city employee fringe benefits. Employees having seasonal, part-time, temporary full-time or temporary part-time work with the City are not eligible for fringe benefits, leave, and holidays.

3.6 APPOINTING AUTHORITY

Appointing authority is the City Administrator who shall appoint all employees of the City, except as otherwise provided by the City Charter, and the City Administrator shall have the authority to dismiss, reduce in pay, discipline, or suspend without pay, any employee appointed by him and under his supervisory direction as provided by the City Charter.

3.7 MANAGEMENT RIGHTS

The Management of the City shall subject to applicable law:

- a. Determine the nature, scope and definition of the city organization including: classification, pay plan, selection, number, retention, promotion, reorganization, transfer, deployment, assignment, layoff, recall and scheduling of employees.
- b. Determine the methods, means, tools and equipment, and personnel by which operations are to be conducted, including the right to contract and subcontract existing and future work
- c. Direct employees.
- d. Discipline, suspend, demote and/or terminate employees.
- e. Require as a part of normal employee development that an employee fulfill the responsibility of the position and attain or maintain minimal skills of his classification.
- f. Take the necessary measures to attain and maintain optimum productivity in operations.
- g. Determine the necessity for and assignment of overtime.
- h. Determine the scope, priority, and amount of budget allocations.
- i. Determine eligibility for employee participation in bargaining unit activities.

3.8 ADMINISTRATIVE RULES AND PROCEDURES

The City Administrator or designees shall promulgate and establish administrative rules and procedures based on the general policies outlined herein covering such areas as:

- a. Hours of work/work schedules;
- b. Pay plan and pay periods;
- c. Performance appraisal systems;
- d. Personnel records and reports;
- e. Temporary work assignments and transfers;

- f. Use of city vehicles and mileage reimbursement;
- g. Outside employment;
- h. Seniority and impact of seniority;
- i. Safety procedures;
- j. Job related injury procedures;
- k. Other related internal administrative personnel matters.

3.9 INTERPRETATION

Where required by the context hereof, singular words and pronouns shall be construed as plural, plural words and pronouns shall be construed as singular, and personal pronouns shall be construed as referring to all persons without regard to gender.

SECTION 4 CLASSIFICATION PLAN

4.1 CLASSIFICATION OF POSITIONS

The overall objective of the classification plan and the corresponding compensation plan is to provide fair and competitive compensation for positions in the city service which are sufficiently alike in duties and responsibilities to be called by the same job title, to be accorded the same pay range and to require substantially the same qualifications on the part of the incumbents.

No city employee shall be classified nor paid at a pay rate which is not established and recognized in the City's classification and pay plans.

4.2 JOB EVALUATION

The Personnel Officer, with the assistance of the Department Heads and approval of the City Administrator, shall maintain a current Classification Plan including a job evaluation for each classified position which shall include a job title, job purpose, essential knowledge and skills, any special requirements, suggested training and experience and related information.

The job evaluations are descriptive and not restrictive and are intended to indicate generally the requirements for the established position. Job evaluations are utilized to measure and rank a job's relative worth for compensation purposes. The job evaluation is also utilized to develop the job description and performance criteria designed to measure an employee's annual performance.

4.3 DEVELOPMENT OF NEW CLASSIFICATIONS OR POSITIONS

When, in the opinion of the City Administrator, Department Head or the Personnel Officer, there arises a need to establish a new position, the Department Head shall complete a job questionnaire and provide a recommended job evaluation to the Personnel Officer. The City Administrator shall review and approve all requests for new positions and refer the request to the City Council for final approval. Once the position has been approved and properly classified, a job description including the essential job functions and corresponding performance criteria for the position shall be developed by the Department Head and the Personnel Officer.

4.4 RECLASSIFICATION

A job reclassification occurs when a job is moved to a different pay grade because the essential job functions have significantly changed or because the market for a job has significantly changed such that the current pay grade is no longer appropriate. In order to ensure jobs are evaluated correctly, a periodic review by the Department Head and the Personnel Officer shall be made. Annually, certain positions will be reviewed as selected by the Personnel Officer or suggested by the Department Head. If

upon reevaluation of a position, it is determined that the position is still within the same pay range, no pay reclassification is required. If the job is reclassified to a new pay grade, the employee's pay will be adjusted to at least the minimum of the new pay grade. If the position is reclassified to a lower pay grade, the employee's pay shall be reduced to the maximum of the new grade, except if such reduction would exceed ten percent (10%) of the current pay in which case such reduction shall be limited to ten percent (10%) of current pay. Appropriate changes will be made to reflect the new essential job functions and performance criteria.

An employee may request a review of his job evaluation annually during the time period established for such reviews. Specific requests must be addressed to the Department Head. The employee will submit information to his Supervisor regarding why he believes the current job evaluation is not accurate. The information shall be reviewed by the Supervisor, who will initiate a job questionnaire being completed by the employee. The Supervisor will add his own comments to the questionnaire. The Department Head shall review the job questionnaire and add comments necessary and forward this document to the Personnel Office. Any changes in the job description or performance criteria are required to be reviewed by the Personnel Officer. All changes in job evaluation which result in a change in the classification of the position require the approval of the City Administrator and the approval of the City Council. Once the position has been approved and properly classified, a job description including the essential job functions and corresponding performance criteria for the position shall be developed by the Department Head and the Personnel Officer.

SECTION 5 PAY PLAN

5.1 ESTABLISHMENT OF THE PLAN

Compensation established for a pay range is based on such factors as knowledge, experience, training, decision-making authority and responsibility, problem-solving, supervisory responsibility, environmental working conditions and external market factors. The actual placement of an employee within the job grade is based on individual productivity and merit. The pay policy is designed to stimulate excellence in both individual and organizational performance.

The City Administrator is responsible for presenting to the City Council for approval a uniform and equitable pay plan which consists of pay ranges of minimum, midpoint and maximum rates of pay for each job classification and provides reasonable progression in the pay range based on employee job performance. The pay plan shall reflect an equitable relationship among the job classifications and shall be made after review of prevailing rates for comparable work in other public and private business, the current cost of living, responsibilities of the position, and the budgetary policies of the City Council.

5.2 ADMINISTRATION OF THE PAY PLAN

Administration of pay rates within pay ranges and on the basis of merit is the responsibility of the Personnel Officer with approval of the City Administrator. All positions in the city service requiring similar qualifications and having similar duties and responsibilities shall be similarly compensated, insofar as possible, as established by the current classification plan.

The pay ranges will be competitive with the external market. Periodic review of the pay plan shall be made. Adjustments may be made to correct significant discrepancies between the City's level of pay and market pay levels for certain jobs. Actual adjustment amounts will be based on the City's capability to pay the adjustments as determined by the City Council and approved in the annual city budget. Individual job performance shall also be a determining factor.

If a particular job is increasingly difficult to retain and recruit because of compensation requirements, the Department Head may recommend to the City Administrator the job be placed in a range above the current range midpoint.

5.3 NEW EMPLOYEE PLACEMENT

Generally, a new employee shall be hired at the minimum rate in the appropriate classification unless his qualifications are such that it is to the City's advantage to offer a higher starting pay within the range. Hiring at an advanced rate shall be based upon years of experience or the skill qualifications of the individual and shall require the approval of the City Administrator. Appropriate documentation by the

Department Head that such action is to the benefit of the City shall be provided with the recommendation.

5.4 PROMOTIONS, DEMOTIONS AND TRANSFERS

1. Promotions

When an employee is promoted to a position in a higher pay range the employee's pay shall be increased to at least the minimum rate for the higher pay range to ensure a starting pay commensurate with that given to new hires with equivalent training and experience for that position.

2. Demotions

A demotion occurs when an employee is moved to a job evaluated at a lower pay grade due to poor performance, necessity of organizational change, or developmental assignment. The pay of an employee being demoted due to poor performance, inability to perform the essential functions of the current position (and if applicable, no reasonable accommodations can be made without undue burden), or employee choice will be reduced by ten percent (10%) unless such reduced pay would still exceed the new pay range maximum in which case the current pay shall be reduced to such pay range maximum. The City will adjust the pay of an employee who is demoted solely due to organizational change as provided in Section 4.4.

3. Transfers

When an employee moves from one position to another in the same pay grade, either voluntarily or involuntarily, or voluntarily seeks a position at a lower pay classification than his current position, it is considered a transfer. An employee who accepts an assignment in a different pay grade shall receive an increase or decrease to pay in order that actual pay is established within the new range. When an employee transfers between positions in the same pay grade, no adjustments to pay shall be made.

5.5 MERIT INCREASES

Advancement to a higher rate of pay within an established range shall be called a merit increase. All merit increases shall be based upon the performance of the individual in the position measured against established job performance criteria. Such criteria may include level of knowledge, skills, ability, work traits, compliance with established city or departmental rules and regulations or any other criteria which are indicative of performance.

Merit increases may be granted only upon approval by the City Administrator and after documentation by the appropriate Department Head, including, but not limited to, the most recently completed performance evaluation for the individual. Annually, guidelines shall be established by the City Council and approved in the annual budget regarding pay adjustments as they relate to performance ratings.

5.6 FREQUENCY OF MERIT INCREASE

An employee, not on a step pay plan, shall be eligible for a merit increase at the successful completion of the probationary period for the position. After the employee has been removed from probationary status, merit increases will normally be available at the beginning of the fiscal year and made effective each July 1. However, the City Administrator may authorize an earlier merit increase in the event of documented superior individual performance. Said merit increase shall be based on the same criteria as set forth in subsection 5.5. The initial July 1 merit increase shall be prorated according to the number of full calendar days the employee has worked since the employee's probation-completion merit increase date, if any.

1. Probationary Completion Bonus

A commissioned officer on a step pay plan shall be eligible for a one-time, lump-sum Probationary Completion Bonus at the successful completion of the probationary period for the position. The Probationary Completion Bonus is prorated according to the number of calendar days from the employee's probation completion date to July 1, when the officer is eligible to advance to the next step in the pay plan with a successful prorated performance evaluation.

5.7 LONGEVITY PAY

A full-time employee hired before August 1, 2004 shall receive an additional eight dollars per month of compensation for each completed year of service computed from the employee's latest date of employment. Notwithstanding any other provision of this Manual, no employee last hired on or after August 1, 2004 shall be entitled to this additional compensation. Current eligibility for longevity pay shall be based on the last date of hire and not total time of service with the City. There is a parallel longevity provision in the City's closed defined benefit pension plan.

5.8 PERFORMANCE MANAGEMENT

1. Frequency of Reviews

Performance reviews for a City employee, utilizing the performance management job description and performance criteria, shall be conducted during the employee's probationary period no less frequent than at the one (1) year anniversary of employment. Thereafter, performance reviews shall be conducted at least once annually near the end of each fiscal year. An evaluation may, however, be conducted more frequently at the

discretion of the Department Head or at the request of the Personnel Officer, including during the initial probationary period. Normally, no merit increase shall be granted unless a performance evaluation has taken place within sixty days prior to the effective date of the increase.

2. *Annual Performance Cycle*

Annually, at the beginning of the employee's performance cycle, or in the event of significant change in the City's or department's goals, the immediate supervisor shall conduct a performance planning session with the employee to discuss the essential job functions, the individual employee's, the City's and the department's performance goals and the employee's job performance criteria.

Any changes in the existing job performance criteria shall be recorded on the job description form and approved by the Department Head and the Personnel Officer before taking effect.

3. *Performance Reviews and Coaching*

The employee's immediate supervisor will regularly monitor the employee's performance and on a periodic basis conduct a performance review meeting with the employee utilizing the performance management coaching forms to document individual performance.

4. *Completion of the Performance Cycle*

The supervisor shall provide non-probationary employees with copies of the self-appraisal form by April 20 of each year. The employee shall complete the self-appraisal form and provide it to his immediate supervisor by May 1. The supervisor shall complete the performance appraisal form in the most objective manner possible based on the performance data collected throughout the year, information contained on the self-appraisal form and the established performance criteria for the position. The immediate supervisor shall assign a total performance score which shall be reviewed and approved by the Department Head and submitted to the Office of the City Administrator by June 15. The supervisor shall meet with the employee and discuss the evaluation and future areas of development. The employee shall be given an opportunity to provide written comments and sign the form. The Department Head shall review and approve the form. A copy shall be provided to the employee and the original forwarded to the Personnel Officer with a completed personal action form.

5.9 CALCULATION OF PAY RATES

For full-time employees, when it is necessary to calculate an effective hourly rate for purposes of administration of benefits (i.e., overtime), unless expressly provided otherwise in this manual (i.e.,

Section 11.3.4 pay-in-lieu of vacation), the City generally determines an employee's hourly rate by dividing the annual salary by 2,080 hours, the number of full-time hours worked per year.

5.10 DIRECT DEPOSIT

All employees are required to participate in the City's Payroll Direct Deposit program as a condition of employment. Employees are allowed to select the financial institution(s) that will receive the direct deposits. The City Administrator may temporarily or permanently waive required participation for an employee, for good cause as determined in his discretion.

Employees must complete the City's Direct Deposit authorization form. This form authorizes deposits as well as adjustments (withdrawals) to correct for any overpayment or error. Direct deposits will be subject to all applicable banking and clearinghouse rules and laws.

An employee that does not wish to direct deposit to a checking or savings account may select the option of depositing to a payroll card account at the financial institution(s) selected by the City for such purpose. Such employee must complete the applicable additional forms and comply with the financial institution's fees and terms.

SECTION 6 QUALIFICATIONS FOR EMPLOYMENT

6.1 MERIT PHILOSOPHY

All appointments and promotions of City officers and employees except as otherwise provided by City Charter shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence. All such action shall be taken wholly without favoritism or unlawful discrimination.

6.2 EQUAL OPPORTUNITY

In compliance with applicable law, no person employed by the City or seeking employment from the City shall be appointed, promoted, demoted, removed or in any way favored or discriminated against because of age, race, color, marital or familial status, national origin, ancestry, political affiliation, religion, sex, gender, gender identity, sexual orientation, genetic information, disability, or any other characteristic protected by law except where specific age, sex or physical requirements constitutes a bona fide occupational qualification. The City is committed to equal treatment of qualified individuals and meeting the requirements of applicable law including the ADA. The City encourages employees to discuss potentially necessary accommodation of a disability with the Personnel Officer, whether to facilitate continued work or return to work.

In compliance with applicable law, no person employed by the City or seeking employment from the City will be appointed, promoted, demoted, removed or in any way favored or discriminated against based on HIV infection or acquired immune deficiency syndrome (AIDS) status unless the individual poses a direct threat to the health or safety of others or is unable to perform required job duties.

No person seeking employment or promotion shall, either directly or indirectly, give, render or pay any money, service or other valuable thing to any person for or on account of or in connection with an employment test, appointment, proposed appointment, promotion or proposed promotion, except for bona fide test preparation service fees.

Pursuant to 41.1005 RSMo, no member of the United States Coast Guard Auxiliary shall be discharged from employment because of being a member of the United States Coast Guard Auxiliary or holding any office, position, or appointment under the United States Coast Guard Auxiliary, nor otherwise discriminated against or dissuaded from joining or continuing such person's service in the United States Coast Guard Auxiliary by threat or injury to such person in respect to such person's employment, or of any other rights or benefits to which the employee would otherwise be entitled.

Likewise, the City shall not discriminate against veterans or members of the US Armed Forces or National Guard.

6.3 NEPOTISM

The following definitions apply to this policy:

“Affinity” means related by marriage or having a relationship by marriage.

“Consanguinity (eous)” means of the same blood or descended from the same ancestor.

“Nepotism” means the practice of hiring of relatives. This practice is prohibited in Article 7 of the Missouri Constitution as follows:

"Section 6. Any public officer or employee in this state who by virtue of his office or employment, names or appoints to public office or employment any relative within the fourth degree [within the first, second, third and fourth degrees] by consanguinity or affinity, shall thereby forfeit his office or employment."

In addition, it shall be the City's policy that no relative within the first and second degrees, by consanguinity or affinity, to any elected official of the City of Creve Coeur shall be employed in any capacity by the City.

No relative within the first and second degrees, by consanguinity or affinity, to any full-time City employee may be employed full-time in the same department. Under no circumstance shall any employee of the City be involved in the supervision, hiring, termination, discipline, promotion, or performance evaluation of another employee of the City who is a relative within the fourth degree by consanguinity or affinity.

Degrees of kindred shall be determined by consulting the English Background of Degrees of Kindred according to Civil Law. If further clarification is required, the City Attorney shall render a decision.

Degrees of kindred to the employee by blood or marriage:	
1st degree of relatives	Spouse, children & parents
2nd degree of relatives	Grandparents, grandchildren, brothers & sisters
3rd degree of relatives	Great grandparents, great grandchildren, uncles, aunts, nephews & nieces
4th degree of relatives	Great, great grandparents, great, great grandchildren, great uncles, great aunts, first cousins, grandnephews & nieces

6.4 RESIDENCY REQUIREMENTS

There shall be no residency requirement for any full-time city employee at the time of his employment or during the term of his employment unless otherwise provided by the City Charter or Ordinance. Residents who are qualified will be given preferential consideration for part-time and seasonal positions.

The City and its employees will comply with all applicable laws regarding eligibility of non-citizens for employment and/or receipt of public benefits from the City.

6.5 PERSONAL CONDUCT

Whether during working hours or outside of working hours, conduct can reflect upon suitability and qualification for employment. Professional and courteous behavior is required at all times during working hours. (See also Section 16.6). Any illegal conduct or other conduct at any time that demonstrates an inability to fulfill assigned duties or an inability to work with other employees can result in discipline and/or termination. Employees retain all constitutional and legal rights, which include the right to discuss the terms and conditions of employment and complain about illegal activity. Employees are not authorized to use their position or City logos, insignia, uniforms, or similar items to convey the impression they are acting for the City, except in connection with performance of assigned duties.

SECTION 7 APPOINTMENTS AND VACANCIES

7.1 FILLING OF POSITIONS

Department Heads shall notify the Personnel Officer as far in advance as possible of any requirements for authorized personnel, setting forth such information as requested to facilitate the filling of the position.

The Personnel Officer shall administer application and testing procedures, as approved by the City Administrator. He shall certify qualified applicants to Department Heads for interview and recommendation. The Chief of Police may determine the appropriate application and testing procedures for commissioned personnel, subject to the approval of the City Administrator.

Department Heads shall recommend to the City Administrator the appointment of the certified applicant acceptable for employment.

The City Administrator shall review and either accept or reject the recommendation. Once an employment recommendation is approved by the City Administrator, an offer or conditional offer of employment may be made.

7.2 EMERGENCY APPOINTMENTS

When a vacancy occurs in a position which is necessary to carry out City business without interruption, and no suitable list of candidates exists for selections, the Department Head may appoint an employee in an acting capacity with the approval of the City Administrator. In the event of a Department Head vacancy, the City Administrator may appoint an acting Department Head to fill the position. The duration of the appointment shall not exceed three months or until an appointment can be made through established procedures, whichever is shorter, unless the City Council approves continued acting status.

7.3 PUBLICITY

The Personnel Officer shall determine the nature and extent of publicity required to obtain a reasonable number of qualified applicants for each vacancy. All positions shall be announced to the public through standard announcement form, and/or by posting on city bulletin boards or by mass media advertising, at least seven (7) calendar days in advance of the last date for filing applications. Vacancies which can be filled through promotion shall be announced, to eligible current city employees on city bulletin boards or by memorandum, for at least seven calendar days prior to the application closing date. Job announcements with "open" application submission dates must remain open at least seven calendar days, and may be closed by the Personnel Officer when sufficient applicant response has been achieved.

7.4 APPLICANT SCREENING PROCESS

The screening process for an applicant shall include an oral interview, evaluation of experience, education and training, all legally mandated inquiries, and a reference check. The process may also include, but not be limited to, one or any combination of the following as determined by the Personnel Officer in consultation with the Department Head and City Administrator:

- Written examinations
- Performance evaluations
- Medical examinations
- Substance abuse screening
- Psychological evaluations/intelligence tests
- Background investigations
- Physical agility-dexterity tests

Reasonable measures shall be taken by the Personnel Officer to confirm the reliability and validity of the various screening processes. Some screening measures shall be utilized after a conditional offer of employment has been made.

7.5 INTER-DEPARTMENT TRANSFERS

A current city employee who meets the minimum qualifications for a classification in which a vacancy exists in another department may request an inter-department transfer.

An inter-department transfer is defined as a lateral reassignment of an employee to another department. Any such transfer has to be approved by the receiving Department Head.

An employee working in his first probationary period is not eligible to request an inter-department transfer.

The Personnel Officer shall keep a list of city employees who have requested a transfer to another department and shall communicate the names of those interested in and qualified for a vacancy at the request of a Department Head to fill an applicable vacancy.

7.6 REEMPLOYMENT OF A FORMER CITY EMPLOYEE

A former employee shall be required to compete for a position with any other qualified applicants. Retroactive reinstatement of an employee's vacation or sick leave shall be given in the event a former employee is rehired within one year of his separation.

Retirement benefits from past service may be reinstated in accordance with the provisions of the applicable retirement plan.

7.7 LAID OFF/DEMOTED EMPLOYEES

A full-time city employee laid-off or reduced to a lower classification due to a reduction in force, reassignment of priorities, duties, or projects, who was in good standing at the time the action was taken and remains in good standing, shall rank ahead of other individuals competing for the same position.

7.8 PART TIME/TEMPORARY/SEASONAL APPOINTMENTS

If a position is to be filled for a limited time only, appointments may be made from the list of eligible applicants interested in full-time work. A temporary or seasonal appointment shall not affect an applicant's eligibility for full-time positions.

Part-time, seasonal and temporary positions shall be filled in the manner described in Section 7.4 above. A former employee may be rehired to fill temporary positions without re-screening, subject to meeting legally mandated eligibility requirements.

All part-time, temporary and/or seasonal employee appointments must be approved by the Personnel Officer under the direction of the City Administrator and in accordance with budgetary authorization and limitations.

7.9 PROMOTIONS

All vacancies shall, whenever possible, be filled by promotion of a qualified employee within the city service. The Personnel Officer shall review the qualifications of employees who are receiving salaries lower than that of the class in which the vacancy exists to determine which employees will be eligible for consideration. A probationary employee is not eligible for promotion. A notice of the position shall be posted and distributed to the Departments.

Promotions may be rescinded by the City Administrator at any time during the probationary period, in which case the employee shall revert to the previously held position. Such rescission shall not be subject to the grievance process.

7.10 GENERAL EXAMINATION PROVISIONS

The Personnel Officer may disqualify an applicant and remove the name from further consideration if:

1. The applicant is found to be lacking in any of the preliminary requirements established for the position.
2. The applicant is disabled or inhibited to an extent which would render the individual unfit for performance of the duties as established for the position (subject to reasonable accommodations as required by applicable law).

3. The applicant has been found to have conflicting interests which may impair or compromise total effectiveness in a given classification including, but not limited to: criminal background; narcotic or alcoholic addictions; and/or personal business interests.
4. The applicant has made a false statement of material fact on the application in violation of the certificate made by the applicant on the application form.
5. The applicant has used or attempted to use political pressure or bribery to secure an advantage in the screening or appointment procedure.
6. The applicant has previously been discharged or has a documented, unsatisfactory service record with the City.
7. The applicant has presented an application and has failed to sign the application form.
8. The applicant requests such an action.
9. An ample number of better qualified candidates are available for the position.

An individual's application and examination records shall not be open to public inspection; however, the individual's record shall be available for inspection by that applicant. An applicant's records shall be maintained in accordance with the State of Missouri and federal record retention regulations.

The examination records of all persons who are appointed to positions shall be kept in the employee's personnel file and shall be retained throughout his employment and subsequent to their separation in accordance with the requirements of the State of Missouri and federal record retention regulations.

A new employee is required to pass a physical examination and be certified by the City's physician as physically qualified to perform the duties of the position he seeks before his appointment may be finalized.

The City Administrator may, when it is deemed in the best interest of the City, utilize an applicant's examination results established and administered by other agencies through cooperative or reciprocal arrangements for expediting recruitment and screening of applicants.

7.11 PROBATIONARY PERIOD

The probationary period shall be regarded as an integral part of the screening process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new, transferred or promoted employee to the position, and for replacing any employee whose performance does not meet the required work standards.

Every person transferred, promoted, appointed or reappointed to a full-time position with the City shall successfully complete a probationary or qualifying period of one year.

The probationary or qualifying period shall begin immediately upon appointment to a full-time position. The probationary period shall not be deemed to be successfully completed until a performance evaluation and personnel action form stating the employee is released from probation has been

submitted by the Department Head and approved by the Office of the City Administrator. Such notice shall not be unreasonably withheld and within ten (10) days following the one year anniversary date of the employee such notice shall be submitted or the Department Head shall submit a proposed extension of the probationary period.

The probationary period may be extended, if deemed necessary and supporting documentation is provided by the Department Head, after review and approval by the City Administrator.

Time spent in an acting capacity prior to receiving a permanent appointment to the same classification and department shall be considered as time spent as a probationary employee in that position.

An employee after serving the first thirty (30) days of employment is eligible to utilize accrued sick and vacation benefits upon the Department Head's approval. (Sections 11.3(3) and 11.4(2)) Persons terminated during the probationary period shall not be paid for unused vacation leave.

An employee who is promoted or transferred shall serve a probationary period of one year in the new position. Any sick leave and vacation leave benefits the employee had at the time of the promotion or transfer shall be retained.

7.12 TERMINATION DURING PROBATION

At any time during the initial probationary period the Department Head, with the approval of the City Administrator, may terminate an employee, with or without cause and with or without notice.

An employee promoted into a position who does not successfully complete a probationary period may be demoted to his previous or similar classification, provided such position is vacant and authorized. If such a position is not available, the employee may be placed on priority reemployment or transfer lists for a position for which the employee is qualified, at the written request of the employee.

An employee terminated or demoted during their initial probationary period cannot appeal such action, except for a "Law Enforcement Officer" as defined in Section 590.502 RSMo.

SECTION 8 HOURS OF WORK AND ATTENDANCE

8.1 HOURS OF WORK

The hours during which offices will be kept open for business shall be determined by the City Administrator. The number of hours per week or per month for full-time employment for each classification shall be considered an integral part of the pay plan, which shall specify the full-time work schedule for regular office, field, police, and recreation employees. Working hours are to be devoted to fulfillment of assigned duties and not to personal matters other than on a very incidental basis.

8.2 SCHEDULING HOURS OF WORK

All Departments shall observe and keep office and working hours necessary for the efficient transaction of services. The Department Head with the approval of the City Administrator shall determine appropriate hours of work. Full-time employees will generally be scheduled to work forty (40) hours in a seven (7) day pay period. Police personnel will be scheduled to work according to the established Police Department scheduling policy.

8.3 ATTENDANCE

Employees shall be on time and in attendance at their work in accordance with these rules and departmental time-keeping practices. All department heads, or designees, shall keep attendance records of employees which shall be reported to the Finance Department through the employee attendance tracking system. Employees must identify any perceived error in attendance records within seven (7) days of receipt of pay for the period.

8.4 ABSENCE WITHOUT LEAVE

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave under the provisions of these rules shall be deemed to be an absence without leave. Any such absence shall be subject to disciplinary action, including forfeiture of pay in non-exempt positions.

8.5 OVERTIME

1. Overtime Compensation

It is the policy of the City to minimize the necessity for overtime work. When overtime work is necessary and consistent with protection of the lives and property of the citizens of Creve Coeur, and efficient operations, such overtime shall be authorized in advance by the Department Head but shall be kept at a minimum.

Overtime compensation generally applies when a non-exempt employee works in excess of their normal daily work schedule, notwithstanding exceptions noted in this section, and as approved by the Department Head as a benefit to City operations.

The rate of overtime compensation for employees shall be as follows:

OVERTIME RATES:

	<u>1-1/2 Times Normal Pay</u>	<u>Straight Time</u>	<u>Exempt</u>
EMPLOYEE	Street Maintenance	Golf Course ¹	See Section 8.9
GROUPS:	Park Maintenance		
	Inspections		
	Maintenance of Municipal Property		
	Office Clerical ²		
	Commissioned Police Officers ³		
	Ice Arena		
	Golf Course**		

¹*Golf Course employees qualify for the FLSA recreational exemption when during the preceding calendar year, average receipts at the golf course for any six months of the year are not more than 33 1/3 percent of its average receipts for the other six months of the year (29 U.S.C. § 213(a)(3)(A)-(B). Such qualifying golf course employees shall receive premium pay equal to 1-1/2 times their normal rate of pay for time worked beyond forty-four (44) hours in a week (Sunday thru Saturday), and shall receive straight time for time worked up to forty-four (44) hours in a week (Monday through Sunday).*

²*Office clerical are compensated for evening meetings and Saturday meeting work as per section 8.6 of this policy.*

³*Commissioned police officers hours per work week shall be calculated based on one hundred seventy one (171) hours in a twenty eight (28)-day cycle. Traffic Enforcement Overtime shall authorize commissioned police officers to receive an overtime rate of two times (2x) normal pay, not to exceed \$100 per hour; conversion of such overtime to compensatory time is prohibited.*

2. Compensatory Time

An employee may elect to earn compensatory time at the rate of 1-1/2 his normal hourly rate for any overtime hours worked. The use of compensatory time is subject to the approval of the Department Head. Commissioned employees shall accrue no more than eighty (80) hours of compensatory time. All other City employees shall accrue no more than forty (40) hours of compensatory time. Temporary exceptions may be approved by the City Administrator or his designee.

Exempt employees shall not be eligible for compensatory overtime. In the event that a non-exempt employee is promoted or reclassified to an exempt position, said employee shall be paid for the remaining balance of his compensatory time at his non-exempt hourly rate prior to promotion or reclassification.

8.6 BOARDS AND COMMISSION MEETINGS

A member of the city secretarial staff who serves as a clerk of the Municipal Court, or a secretary to one of the various boards and commissions, which meet in the evening and/or on Saturday mornings, shall receive compensation in accordance with the approved pay plan. For weekday meetings which start on or after 6:00 pm and Saturday meetings, if the meeting lasts under two hours, the secretary shall receive a minimum of two hours of pay.

8.7 PUNCTUALITY AND REGULAR ATTENDANCE

Punctuality and regular attendance are essential if the city service is to accomplish its objective of providing efficient services to the public. If an employee is unable to arrive at work on time, he is either to notify his Supervisor or make arrangements for someone else to contact the Supervisor as soon as possible in accordance with established departmental rules and regulations. This will allow the Supervisor time to rearrange the work schedule with minimum possible inconvenience. Punctuality and attendance play an important role in an employee's probation, merit and promotional reviews.

In instances where tardiness is unavoidable or weather conditions preclude timely arrival at work, it is the Supervisor's responsibility to arrange for the employee to make up lost time at the regular pay rate. In other instances, of tardiness, vacation time will be docked by a corresponding amount of time, in fifteen (15)-minute increments, unless the time is made up in the same week at the regular pay rate.

8.8 PREMIUM PAY

1. Supervisory Premium Pay

Regular full-time commissioned non-supervisory personnel requested by the Department Head to serve in a temporary supervisory capacity shall receive a premium per work shift at the rate established in the City's annual budget. Serving in a supervisory capacity shall mean that the employee is placed in effective charge of non-supervisory personnel and required to perform all normal supervisory functions for that work group during the assigned work shift.

Regular full-time non-commissioned non-supervisory personnel requested to serve in an acting supervisory capacity shall be upgraded to the entry level of the supervisor grade or shall receive a minimum ten percent (10%) increase in salary during the period in which the employee is serving as acting supervisor. When service in such an acting capacity extends

beyond a pay period, it shall be considered a change to base pay. Otherwise, such premium pay is a bonus that is taxable in accordance with Internal Revenue Service regulations.

2. *Field Training Officer Premium Pay*

Police officers shall receive a premium per work shift as bonus pay at a rate established in the City's annual budget for each day assigned as a field training officer. Such assignments and pay shall be subject to the approval of the Chief of Police. Such premium pay is a bonus that is taxable in accordance with Internal Revenue Service regulations.

8.9 POSITIONS EXEMPT FROM OVERTIME

The City Administrator shall maintain a current listing of positions, including Department Head, administrative, technical and professional positions, which are required to work extra hours as a normal part of fulfillment of his employment responsibilities to the City. Such extra hours shall be considered in establishing annual pay grades for exempt positions in accordance with applicable law.

The following positions are considered to be exempt from the overtime requirements of applicable law:

Assistant City Administrator
Assistant Director of Public Works/City Engineer
Assistant Recreation Director
Assistant to the City Administrator
Chief Building Official
City Administrator
City Attorney*
City Clerk
City Engineer
City Planner
Civil Engineer
Court Administrator
Director of Community Development
Director of Finance
Director of Public Works
Director of Recreation
Finance Manager/Accountant
Golf Course Manager
Golf Maintenance Superintendent
Human Resources Generalist
Information Systems Coordinator
Information Systems Manager
Municipal Judge*
Operations Superintendent
Police Captain
Police Chief

Police Lieutenant
Police Sergeant-Administrative
Public Information Officer & Management Analyst
Prosecuting Attorney*
Recreation Supervisor
Senior Accounting Associate
**Independent contractors*

Certain circumstances may warrant the payment of overtime to individuals who are otherwise exempt from overtime pay. The Department Head may review the situation which created the need for the overtime work and if he feels the situation warrants additional compensation may recommend to the City Administrator approval of overtime pay to an exempt employee.

SECTION 9 SEPARATION FROM EMPLOYMENT

9.1 TERMINATION DATE

The official termination date of employment with the City shall be the date of the employee's last day in attendance at work except as provided for in Section 9.2. All eligible accrued leave shall be paid through the date of termination. Payment shall be made on the next pay date following the date of termination; however, the Director of Finance may make payment sooner in extenuating circumstances as authorized by the City Administrator.

9.2 RESIGNATION

An employee resigning from the service of the City is expected to give written notice to his Supervisor at least ten (10) scheduled working days prior to the effective date of his resignation in order to leave in good standing unless other arrangements are approved by the City Administrator. Failure to comply with this rule shall be entered on the permanent personnel record of the employee.

The Department Head with City Administrator approval may elect to require or mutually agree with the employee that he use vacation time for some or all of his remaining scheduled working days prior to his effective date of resignation. In such cases, the effective date of resignation shall be the last date for which the employee receives vacation pay.

An employee retiring from service to the City is expected to give written notice to his supervisor and to the Director of Finance, and to the LAGERS board if a participant in that plan, at least thirty (30) calendar days (and not more than ninety (90) days) prior to the effective date of his retirement in order to provide adequate time to calculate and process the retirement benefit. (70.645RSMo)

9.3 DISABILITY

An employee may be transferred, demoted or separated for disability when the employee cannot perform the essential job functions of the position because of physical or mental impairment, taking into account reasonable accommodations that do not create an undue hardship for the City. The City may require an employee to be examined by the City's physician for the purpose of determining an employee's ability to perform the essential job functions of his position. The City is committed to equal treatment of qualified individuals and meeting the requirements of applicable law including the ADA. The City encourages employees to discuss potentially necessary accommodation of a disability with the Personnel officer, whether to facilitate continued work or return to work.

An employee unable to perform the essential job functions of his position due to a disability, taking into account reasonable accommodations that do not create an undue hardship for the City, may be transferred or demoted to a position for which he is able to perform the essential job functions and shall

be compensated in accordance with the rate for that position. If such a position is not available, the employee may be placed on a priority reemployment list for a position for which the employee is qualified.

An employee who does not return to work and cannot perform the essential job functions of his position within one year of the occurrence of the disabling event, shall be separated from employment.

9.4 TERMINATION

An employee terminated by the City shall be removed from the position as promptly as possible and officially notified that such action is being taken, on or before the effective date of such action. A statement of the reasons for the termination shall be presented to the employee at the time of the discharge either in person or by certified mail to the last known address of record of the employee.

If an employee wishes to appeal the termination, he may do so as provided in these rules.

9.5 RETURN OF CITY PROPERTY

An employee leaving the city service for any reason and who has city-owned equipment or property in his possession shall return such equipment or property to his Department Head prior to receiving his last paycheck. Failure to return said property shall result in an amount being withheld from the employee's paycheck equal to the value of the property.

9.6 REPAYMENT OF EDUCATIONAL BENEFITS

An employee separating from the service shall repay in full all funds advanced under the educational program for college credit coursework during the previous two (2) years preceding separation. A written agreement shall be executed by the employee prior to any payment being made for educational benefits.

9.7 LAYOFF/REDUCTION OF WORK

A Department Head may, with the City Administrator's approval, lay off an employee when it is deemed necessary by reason of shortage of work, funding, abolition of the position or change of duties or organizational structure or other reasons which are outside of the employee's control and which do not reflect discredit on the employee's performance. The duties performed by an employee laid off may be reassigned to other employees currently working who hold positions in appropriate classification. No regular employee shall be laid off while another person is employed on a probationary or temporary basis in the same classification and not laid off.

9.8 ORDER OF LAYOFF AND RECALL

Layoff and recall of an employee shall be made in inverse order of current performance ratings of employees in the classification involved. In the event current performance ratings are not available or the ratings of employees shall be equal, the order of layoff and recall shall be based on tenure.

Employees laid off shall be placed on a priority recall list for a maximum of one hundred eighty (180) calendar days. Employees separated because of layoff shall be given at least fourteen (14) days prior notice of such layoff.

9.9 DEATH OF AN EMPLOYEE

In the event of the death of an employee, all compensation due in accordance with the policies of the City shall be paid to the legal representative of the employee's estate or any other properly designated individual.

SECTION 10 HOLIDAYS

10.1 SCHEDULE FOR CLASSIFIED SERVICE - OTHER THAN CERTAIN POLICE EMPLOYEES

The following holidays shall be considered a part of a full-time employee's normal work week (except certain police employees who are eligible for holiday bonus pay as set forth in Sections 10.4 and 10.5 of this policy), and such employees shall be excused without loss of pay on the following designated holidays:

New Year's Day	- January 1
Martin Luther King National Holiday*	- 3rd Monday in January
President's Day	- 3rd Monday in February
Memorial Day	- Last Monday in May
Independence Day	- July 4
Labor Day	- 1st Monday in September
Veterans Day*	- November 11
Thanksgiving Day	- 4th Thursday in November
Day after Thanksgiving Day	- Friday after 4th Thursday in November
From Noon Christmas Eve	- December 24
Christmas Day	- December 25

**May be substituted for day before Christmas when Christmas falls on Tuesday or for day after Christmas when Christmas falls on Thursday.*

10.2 PROCEDURE FOR OBSERVANCE OF A WEEKEND HOLIDAY

When any of the above holidays falls on a Sunday, the following Monday shall be observed as the holiday; or, when the holiday falls on a Saturday the previous Friday shall be observed as the holiday.

10.3 HOLIDAY ON A SCHEDULED WORK DAY

No employee (except for certain police employees as set forth in Sections 10.4 and 10.5 of this policy) shall be required to work on a holiday except when it is necessary to maintain essential services. Non-exempt employees other than police employees as specified in Sections 10.4 and 10.5 who must work on approved holidays shall be compensated with compensatory time or overtime pay.

10.4 SCHEDULE OF HOLIDAYS FOR COMMISSIONED POLICE OFFICERS

The following holidays shall be considered a part of the normal work week for certain commissioned police officers who are eligible for holiday bonus pay under section 10.5:

New Year's Day	- January 1
Martin Luther King National Holiday	- 3rd Monday in January
President's Day	- 3rd Monday in February
Easter Sunday	
Memorial Day	- Last Monday in May
Independence Day	- July 4
Labor Day	- 1st Monday in September
Veterans Day	- November 11
Thanksgiving Day	- 4th Thursday in November
From Noon Christmas Eve	- December 24
Christmas Day	- December 25

10.5 HOLIDAY BONUS PAY AND OVERTIME

A holiday bonus will be paid for each holiday as part of the pay for the period in which the holiday occurs; such bonus pay shall be equivalent to normal pay. Only commissioned police personnel are eligible for holiday bonus pay. Police Commanders including the positions of Police Chief, Captain, and Lieutenant are not eligible for holiday bonus pay and are excused without loss of pay on designated City holidays subject to the foregoing provisions of this Section 10.

To qualify for the holiday bonus pay for a given holiday, an employee must be employed on such holiday and, if scheduled, must work the holiday unless the absence was approved by the Chief of Police in advance of the holiday. Employees absent from scheduled work on a holiday due to unscheduled leave or unexcused absence will not receive bonus pay for that holiday.

The Chief of Police is responsible for determining necessary manpower staffing on all shifts, including holidays. The Chief may permit personnel the use of accumulated compensatory time, a vacation day, or a personal day on a holiday; such an absence will be considered an excused absence for the purpose of determining eligibility for holiday pay.

If a holiday falls on a police officer's previously scheduled day off and circumstances necessitate a schedule change within sixty (60) days of the holiday resulting in the police officer working on that holiday due to the need to maintain necessary manpower levels, he shall be compensated with overtime pay at the rate of one and one-half (1-1/2) times the normal pay for the overtime hours worked.

10.6 PERSONAL ~~LEAVE~~HOLIDAY

A new full-time employee will be awarded sixteen (16) hours of personal leave completing the initial 30 calendar days of full-time service. A full-time employee who has successfully completed his probationary period is eligible to accrue for that first year and each year thereafter sixteen eight (168) hours off with pay as a personal leaveholiday. The time is to be taken at the election of the employee, subject to the approval of his Department Head. The employee is eligible to receive sixteen eight (168) hours of

personal ~~holiday leave~~ each calendar year after his first anniversary, including the calendar year in which the employee's first anniversary occurs. Up to forty (40) hours of unused personal ~~holidays leave~~ may be carried over from one calendar year to the next. Personal ~~Holidays leave~~ at no time shall be considered a benefit convertible to compensation during employment or at time of separation of employment.

SECTION 11 LEAVE SYSTEM

11.1 POLICY AND DEFINITIONS

1. *Policy*

Leave requests shall be subject to approval by the Department Head, and when applicable the City Administrator, in conformance with the rules established in this policy for each type of leave. Each employee must submit requests for leave in the City's time keeping system, or when applicable in writing. Department Head shall review appropriate records of all leaves requested and granted for the department's employees. The Department Head, shall approve the necessary information in the City's time keeping system.

Notwithstanding the foregoing, FMLA leave will be handled in accordance with section 11.7 Family and Medical Leave. In compliance with the federal Family and Medical Leave Act, the City will grant, under certain circumstances, up to twelve (12) weeks of unpaid leave in a calendar year.

Additionally, the City will grant leave related to service in the armed forces and injuries sustained in such service, pursuant to the requirements of Public Law 110-181 enacted by the United States Congress in 2008, and related regulations, as set forth below regarding Military Caregiver Leave and Qualifying Exigency Leave.

2. *Definitions*

Some of the following words and phrases are also defined in other pertinent places in this policy, but the definitions are repeated here for convenience. Any inconsistency between these definitions and the ones set forth elsewhere in the policy is unintended and shall be resolved in favor of the definitions set forth elsewhere. Further, any inconsistency between these definitions and legal requirements is unintended and shall be resolved in favor of applicable law.

"Child, Son or Daughter" means natural, adopted, step, and foster children, a legal ward or the child of an employee "in loco parentis" (standing in place of a parent), who is under the age of eighteen (18) years, or who is eighteen (18) years or older to the extent the person is incapable of caring for themselves due to mental or physical disability.

"Family Leave" means unpaid leave related to an event which increases the size of the employee's family by birth, adoption or the acceptance of a child for foster care.

"FMLA" means the Family and Medical Leave Act or leave permitted under the Family and Medical Leave Act.

“Jury Leave” means leave with pay granted when an employee is required to be absent from work for jury duty or as a subpoenaed trial witness.

“Leave of Absence” means leave without pay for reasons other than those covered by the Family and Medical Leave policy which are considered in the best interest of the City.

“Medical Leave” means unpaid leave related to a serious illness of the employee or the employee's spouse, child or parent.

“Occupational Injury or Illness Leave Pay” means the 90 calendar day period in which the City supplements the difference in pay between state workers’ compensation division pay and the employee’s regular pay granted in the event of a bona fide occupational injury or illness incurred in the performance of an employee's city job, which necessitates absence from assigned duties.

“Parent” means a natural parent of the employee or an individual who stood in as a parent for the employee when the employee was a child.

“Sick Leave” means paid leave granted to the full-time employee for protection against endangering the employee’s health and that of fellow workers.

“Spouse” means only the legally recognized marital partner of the employee.

“Unscheduled Leave” means the employee did not obtain the required verbal or written approval from the supervisor or Department Head by close of business on the employee's regular scheduled workday prior to the absence.

“Vacation” means paid leave granted to an employee to provide a period of recreation and change from day-to-day routine in order that they may be better able to meet the obligations of their work.

11.2 ELIGIBILITY FOR LEAVE

Eligibility requirements pertaining to the various types of leave are set forth in the pertinent sections of this policy. Any inconsistency between the stated eligibility requirements and applicable law is unintended and shall be resolved in favor of such law.

11.3 VACATION

1. Policy

Vacation is paid leave granted to an employee to provide a period of recreation and change from day to day routine in order that they may be better able to meet the obligations of their work.

2. *Vacation Administration*

- a. A full time employee shall be eligible for Vacation as prescribed in section 3 below.
- b. Any accrued Vacation benefit in excess of the permitted total carry over limit as prescribed below which is neither used nor reimbursed under the "Pay in Lieu" provision prior to 11:59 PM on December 31, shall be forfeited and shall not be carried forward to the subsequent year, except that upon employee request made on or before the immediately preceding November 30, the City Administrator may waive this restriction in writing when unusual employee circumstances exist and it is in the best interest of city operations.

YEARS OF SERVICE	PERMITTED TOTAL CARRY OVER
0 to 4 <u>2</u> yrs. (80.08 hours annual accrual)	120.08 hours
<u>3 to 4 yrs. (100.10 hours annual accrual)</u>	<u>140.10 hours</u>
5 to 9 yrs. (120.12 hours annual accrual)	160.12 hours
10 to 14 <u>9</u> yrs. (160.16 hours annual accrual)	200.16 hours
<u>15 to 19 yrs. (180.18 hours annual accrual)</u>	<u>220.18 hours</u>
20 yrs. or more (200.20 hours annual accrual)	240.20 hours

Years of service shall mean total years of continuous full-time employment with the City as of December 31 of the year from which vacation leave will be carried from.

- c. If an employee is laid off, resigns, retires or is dismissed and the employee is eligible for Vacation which has not been taken, the employee will be entitled to a payment in lieu of the Vacation, except that new employees terminated before successfully completing their first probationary period shall not be paid for unused Vacation. If an employee dies and was eligible for Vacation which had not been taken, payment in lieu of Vacation shall be made to the legal representatives of the employee's estate or any other properly designated individual. To determine payment in lieu of vacation under this paragraph, the City generally determines the hourly rate by dividing the employee's annual salary by 2,080 hours, the number of full-time hours worked per year.
- d. An employee shall be granted a day off with pay for an authorized holiday occurring during the employee's Vacation.
- e. An employee that uses two (2) or fewer days of accrued Sick Leave in a calendar year shall be granted an additional eight (8) hours of Vacation in the following year. A day of

sick leave shall be determined by the regularly scheduled hours of work per day of employee.

3. Eligibility for Vacation

An employee is eligible to utilize accrued Vacation after the first thirty (30) calendar days of full-time service with the City with the Department Head's approval.

Vacation accrues and is based upon years of continuous, full-time employment with the city. The rates of vacation accrual are:

- ~~a.~~ a. Any employee who has completed less than ~~three~~five (~~3~~5) years of employment will accrue 3.08 hours per full pay period worked.
- ~~b.~~ b. Any employee who has completed three (3) years of employment but less than five (5) years of employment will accrue 3.85 hours per full pay period worked.
- ~~b.c.~~ Any employee who has completed five (5) years of employment but less than ten (10) years of employment will accrue 4.62 hours per full pay period worked.
- ~~c.d.~~ Any employee who has completed ten (10) years of employment but less than ~~fifteen~~twenty (~~20~~15) years of employment will accrue 6.16 hours per full pay period worked.
- ~~e.~~ e. Any employee who has completed fifteen (15) years of employment but less than ~~twenty~~ (~~20~~) years of employment will accrue 6.93 hours per full pay period worked.
- d. Any employee who has completed twenty (20) or more years of employment will accrue 7.70 hours per full pay period worked.

Paid leave including Holidays, Vacation, Sick Leave, Occupational Injury or Illness Leave, Bereavement Leave, and certain types of Military Leave as set forth in Section 11.10 of this policy shall not be deemed to be an interruption to a full pay period of full-time service. Each full-time employee exceeding fourteen (14) consecutive calendar days of unpaid leave will cease to accrue Vacation for the duration of unpaid leave.

If determined to be in the best interest of the City in order to recruit for a department head position or other position as deemed appropriate by the City Administrator, the City may negotiate a higher rate of vacation accrual than that prescribed in the above schedule in an amount not to exceed 160.16 hours per year or 6.16 hours per pay period work. In such event there will not be an increase until the amount prescribed in the above schedule exceeds the initial negotiated amount.

4. *Pay in Lieu of Vacation*

Pay in lieu of vacation is bonus pay permitted for a city fiscal year maximum of eighty (80) hours, or such different maximum as may be established in annual budget appropriations. In no event shall an employee be allowed to qualify for an amount of pay-in-lieu such that it would reduce his/her total vacation balance to fewer than eighty (80) hours on the date on which payment of pay-in-lieu of vacation is made. Full-time employees who have not successfully completed their first probationary period are not eligible to apply for pay in lieu of vacation.

Requests for pay in lieu of vacation are subject to written approval by the City Administrator pursuant to the following guidelines:

- a. Any employee who fails to submit a request to his Supervisor by May 15 of the current fiscal year or other deadline as established by the City Administrator, may receive pay in lieu of vacation during the current city fiscal year only in the event sufficient funds for such purpose are budgeted and available.
- b. Normal payment of pay in lieu of vacation shall be made as soon as practical, but no later than the last pay period of the current fiscal year in which the request is timely made.
- c. Pay in lieu of vacation may be made at times other than the normal time, upon written approval of the City Administrator.
- d. Each hour of pay-in-lieu-of-vacation shall be equal to pay at the employee's hourly rate and shall be calculated by dividing base annual salary by 2,080 hours, the number of full-time hours worked per year.

5. *Scheduling Vacation*

Requests to schedule vacation shall be subject to approval by the Department Head, to assure adequate staffing. An employee who has commenced a scheduled vacation may not substitute sick leave or other forms of leave for any part of such scheduled vacation, except as otherwise approved by the Department Head in their discretion in extreme circumstances such as an injury or illness resulting in hospitalization.

11.4 SICK LEAVE

1. *Policy*

Sick Leave is paid leave granted to the full-time employee for protection against endangering the employee's health and that of fellow workers, and in certain other limited circumstances set forth below. It is meant to be a protection in case of need only.

Sick leave shall be granted to eligible employees under the following circumstances:

- a. When the employee is injured or is too ill to perform their duties.
- b. Medical or dental examinations or treatments for the employee. Each employee is expected to schedule routine medical and dental appointments on their own time to the extent possible; otherwise, Sick Leave time may be used with the advance permission of the Department Head or appointed designee(s).
- c. Pregnancy, childbirth and recuperation shall be treated as any other medical condition in compliance with the Pregnancy Discrimination Act.
- d. To provide care due to illness or injury to a member of the employee's household or immediate family, or for bonding within six months following the birth or adoption of a child, up to a maximum combined total of one hundred twenty (120) hours in a calendar year. "Immediate family" for the purposes of Sick Leave shall include the employee's spouse, child, or parent.
- e. *Other Parental Leave* - Pursuant to Section 105.271 RSMo, a foster or adoptive parent employed by the City may use accrued sick leave or any leave granted without pay to biological parents to take time off for purposes of arranging for the foster or adopted child's placement or caring for the child after placement, and a stepparent as defined in 453.015 RSMo may use accrued sick leave or any leave granted without pay to biological parents to take time off to care for their stepchild.

2. Sick Leave Administration

a. Eligibility

- i. An employee is eligible to utilize accrued Sick Leave after the first thirty (30) days of full-time service with the City with the Department Head's approval, unless otherwise provided for by federal or state law.
- ii. Each new full-time employee shall accrue five and six tenths (5.6) hours of Sick Leave for each full pay period of full-time service rendered to the City during the initial twelve (12) months of full-time service; and thereafter, will accrue -three and seven tenths (3.7) hours of Sick Leave for each full pay period of full-time service rendered to the City. Paid leave including Holidays, Vacation, Sick Leave, Occupational Injury or Illness Leave, Bereavement Leave, and certain types of

Military Leave as set forth in Section 11.10 of this policy shall not be deemed to be an interruption to a full pay period of full-time service. Each full-time employee exceeding fourteen (14) consecutive calendar days of unpaid leave will cease to accrue Sick Leave for the duration of unpaid leave.

However, in no event shall any employee accrue more than one-thousand and fifty-six (1,056) hours of Sick Leave, and at no time shall Sick Leave be considered a benefit convertible to compensation during employment or at the time of separation from employment.

3. *Charging of Sick Leave*

Saturdays, Sundays and paid holidays occurring during an approved Sick Leave shall not be considered as days of Sick Leave, unless the employee was scheduled to work on the specific day. Employees using Sick Leave shall be considered to be working for purposes of determining Vacation eligibility.

4. *Notice Required*

Thirty days advance notice by the employee of the intent to utilize Sick Leave is required if the need for leave is foreseeable, including the extent known of the leave when known. If the event is to begin in less than thirty days from the date of notice, the employee must provide as much notice as practicable. The employee must also provide as prompt notice as possible of changes in dates of leave or anticipated duration. When utilizing Sick Leave only (and not also FMLA), the employee is responsible for providing notice to their Supervisor before work or within the first hour of the employee's normal workday on each day of absence, to the extent practicable. Failure to provide timely notice may be cause for denial of Sick Leave Pay for the period of time and result in discipline including termination.

5. *Proof of Illness – Sick Leave*

If an employee utilizes Sick Leave only (and not also FMLA) for more than three (3) consecutive days, they shall promptly provide proof of illness for the employee or his/her immediate family member as defined in the policy to their Department head or designated assignee. Additionally, a Department Head may request such proof for any days of non-FMLA sick leave. Failure to provide such proof of illness shall result in forfeiture of Sick Leave Pay and may result in discipline including termination.

6. *Sick Leave Absence Reporting Required*

Sick Leave absence shall be entered into the timekeeping software system on the first day of leave by the Department Head or appointee. An attempt will be made by the Department Head to ascertain when the employee may be expected to return to work.

7. False Claims

Claiming Sick Leave or benefits under any conditions other than those permitted by these regulations shall be cause for disciplinary action. Falsification of any written evidence pertaining to Sick Leave by any employee shall constitute grounds for dismissal and such employee shall be subject to all actions and remedies at law for recovery of all monies paid to such employee by reason of said false written evidence or affidavits.

8. Leave Without Justification

If it is determined that the illness or disability for which Sick Leave, FMLA, or Occupational Injury or Illness Leave is taken by an employee is feigned, such employee shall be subject to disciplinary action.

9. Donation to Sick Leave Bank

Any full-time employee who has completed one year of service and is no longer in probationary status, who is unable to do their job assignment because of illness or injury, and who anticipates that he will exhaust all accrued paid leave rights, may request a voluntary donation of unused Vacation or Compensatory Overtime Leave from other employees. Donated time shall not be applied until after the employee has exhausted all accrued paid leave. An employee may receive such donated leave for a maximum of seven hundred twenty (720) hours following their last day of paid time off.

Any full-time employee is eligible to voluntarily donate a portion of their accrued Vacation or Compensatory Overtime Leave to an employee requesting such donation. Donations shall only be made in four (4) hour increments. All donations shall be credited to the Sick Leave accrual bank of the recipient employee on an hour-for-hour basis.

The city shall provide the forms and maintain the necessary records to implement this donation program. The city shall not be responsible for the solicitation of such donations.

10. Status of Benefits While on Sick Leave

See section 11.14 for an explanation of benefit status regarding Sick Leave.

11.5 OCCUPATIONAL INJURY OR ILLNESS LEAVE

1. Policy

In the case of a bona fide occupational injury or illness incurred in the performance of an employee's city job, which necessitates absence from assigned duties, the policy of the City

is that the state workers' compensation program shall be the primary source of income maintenance subject to occupational injury pay provisions outlined in this section.

2. Compensation

The employee who is injured on the job or has a job-related illness shall be placed on Occupational Injury or Illness Leave and receive occupational injury leave pay by the City in accordance with the provisions of this section. A full-time employee injured on the job shall receive occupational injury pay pursuant to this section 11.5 which is the full-time employee's regular compensation less any amount paid to the employee by the state workers' compensation program from the date of the injury.

Employees must report earnings received from the Missouri Workers Compensation Division to the Finance Director who shall ensure all appropriate adjustments are made to the employee's compensation due from the City. In no case shall an employee receive a combination of workers compensation payments and occupational injury pay which exceeds the employee's regular compensation. In the event this occurs, the employee must repay to the City any excess occupational injury pay received from the City.

3. Duration of Leave

The maximum duration of Occupational Injury and Illness leave pay from the City shall be 90 calendar days per injury. During this 90 calendar day period utilization of paid Sick Leave and Vacation will not be required. However, concurrent use of available Medical Leave is required during Occupational Injury and Illness Leave.

Occupational injury pay shall be discontinued upon the earliest occurrence of any of the following events:

- a. the date such employee shall be determined to be permanently disabled pursuant to the State Workers' Compensation Law;
- b. the date such employee is determined and certified to be able to return to work by the City's appointed physician, provided, however, if the employee is only allowed to return to restricted duty work and then needs to return to Occupational Injury and Illness Leave due to unavailability of such work or expiration of the time allowed for such work under this manual, they may use any balance remaining of the 90 calendar day Occupational Injury and Illness Leave period;
- c. the elapse of 90 calendar days of utilized Occupational Injury and Illness Leave pay;
- d. the employee submits a fraudulent report;
- e. the employee fails to seek or take prescribed medication/treatments as directed by the attending physician;

- f. the employee fails to submit to examination by the City's appointed physician at the time and place prescribed by the City; or
- g. the employee refuses to sign a release of information authorizing the City to receive pertinent medical information from private care providers or hospitals.

4. *Options Upon Expiration of Occupational Injury Leave*

- a. Utilization of Sick Leave, Medical Leave and Vacation benefits: after the expiration of the Occupational Injury and Illness Leave pay, the employee should consult the provisions of the Sick Leave, Medical Leave and Vacation, Personal Leave and Compensatory Leave sections of this policy. Any available paid leave must be used. In no case shall an employee receive a combination of City-paid leave and state workers' compensation earnings which exceeds the employee's regular compensation. In the event this occurs, the employee must repay to the City any excess pay received from the City.
- b. Leave of absence: once other benefits are exhausted, until the employee is determined to be able to return to work or is determined to be permanently disabled by the state workers' compensation division the employee will be placed on leave of absence unless and until other circumstances cause the City to layoff or terminate the employee.
- c. Pay: once paid leave benefits are exhausted, the employee shall only receive state-mandated workers compensation earnings.

5. *Authorization to Return to Work*

Prior to returning to work after Occupational Injury or Illness Leave, the employee must receive a release from the City's appointed physician authorizing the employee to return to duty. The release must state physical limitations, if any, the employee may have and the expected duration of such limitations. A full release must be provided to the City in order to release the employee to unrestricted duty (see section 11.6 for return to work with restrictions).

11.6 RESTRICTED WORK

1. *Job-Related Injury or Illness*

Employees sustaining job-related injury, illness or medical condition should apply to return to work as soon as possible when medically permissible. The employee should notify their supervisor as soon as possible of an ability to return to work subject to restrictions, with available information about such restrictions. Approval of restricted work status requires a written request from the employee, a written statement from the employee's physician outlining the restrictions and that the employee can reasonably be expected to return to unrestricted work, a written recommendation from employee's direct supervisor outlining the proposed scope of work, the approval of an employee's Department Head, and the

approval of the City Administrator. Work assignments are subject to the work restrictions determined by the City's physician. Employees returning to work with restrictions will be placed on limited-duty status subject to subsection 4. Limited duty work assignments may be within an employee's current job classification, or in a different classification.

2. *Non-Job-Related Injury or Illness*

Employees seeking to return to work after non-job-related injury, illness or medical condition may be allowed to return to work on restricted work status, subject to subsection 4. The employee shall notify their supervisor of their ability to return to work subject to restrictions, with available information about such restrictions. Approval of restricted work status requires a written request from the employee, a written statement from the employee's physician outlining work restrictions and that the employee can reasonably be expected to return to unrestricted work, a written recommendation from employee's direct supervisor outlining the proposed scope of work, the approval of an employee's Department Head, and the approval of the City Administrator. Restricted work assignments may be within an employee's current job classification, or in a different classification.

3. *Physical Activities*

Employees on a restricted work schedule may not engage in physical recreational activities, secondary employment, or other activities outside of work if such activities conflict with any restriction placed upon the employee by the physician.

4. *Duration of Restricted Work*

Restricted duty assignments are temporary and shall be limited to two hundred seventy (270) calendar days per injury, illness or medical condition and shall conclude as soon as medically permissible. Restricted duty assignments will be assigned based upon availability of work and the employee's skills, knowledge and ability. Such assignments are meant to cover a period of recovery. If an employee needs a more permanent arrangement due to long-term disability, they should advise their supervisor that reasonable accommodations should be considered in accordance with the ADA for either their prior job or another open position for which they seek assignment (see section 9.3).

11.7 FAMILY AND MEDICAL LEAVE

1. *Policy*

Family and Medical Leave (FMLA) is a federally-mandated benefit which grants eligible employees up to twelve (12) weeks of unpaid leave during a calendar year for:

- a. serious illness of the employee, their spouse, child or parent.
- b. the birth of a son or daughter of the employee;
- c. the placement of a son or daughter with the employee for adoption or foster care;
- d. incapacity due to pregnancy, prenatal medical, or childbirth.

2. Eligibility

FMLA is available to employees who have been employed by the City for a minimum of twelve (12) calendar months during the seven (7) years prior to the leave and who have worked a minimum of 1,250 hours during the twelve months immediately preceding the leave.

The available time allowed under FMLA is 12 weeks in a calendar year. The twelve (12) weeks of leave will be determined as a total number of hours using the employee's regular work week, which will be determined as an average over a 28-day period for police department commissioned employees.

In the case where both spouses are city employees, they are jointly entitled to a total of twelve (12) weeks of Family Leave. Each are also individually entitled to twelve (12) weeks of Medical Leave for their own medical conditions, less any Family Leave taken by them individually.

3. Notice of Intent to Utilize FMLA Required

- a. A thirty (30)-day written notice by the employee to the Department Head and the Office of the City Administrator of the intent to utilize FMLA is required if the need for leave is foreseeable. If the event is to begin in less than thirty (30) days from the date of notice, the employee must provide as much written notice as practicable to the Department Head and the Office of the City Administrator. The employee must also provide as prompt notice as possible of changes in dates of leave or anticipated duration.
- b. Approval of FMLA is determined must be obtained from the City Administrator once a completed Certification of Health Form (WH-380-E or F) has been received and reviewed by the Office of the City Administrator prior to the granting of FMLA, in accordance with applicable law.

4. FMLA To Run Concurrent with Applicable Paid Leave

An employee shall be required to utilize available paid Sick Leave concurrently with FMLA, if the event qualifies for paid Sick Leave under Section 11.4. When available paid Sick Leave is exhausted, the employee must then use available Vacation Leave concurrent with FMLA. When available Vacation Leave is exhausted, the employee must use any available Personal Days and/or Compensatory Overtime Leave, in that order.

5. *Medical Certificate Required*

The City requires a certification of the medical condition of the employee, spouse, child or parent from the health care provider when FMLA applies. The employee must obtain the required form to be completed by the health care provider from the City Administrator's Office, in compliance with applicable law.

Prior to returning to work after a period of leave related to their own medical condition, such employee shall obtain a physician's release that indicates whether or not the employee is under any physical restriction, and the nature and anticipated duration of any such restriction.

6. *Second and Third Opinion of Condition*

If the City is not satisfied with the certification provided under subsection 6 above, a second opinion from a health care provider of the City's choice may be required regarding the employee, spouse, parent or child (as applicable) at the expense of the City. If the second opinion conflicts with the first one, the City may require a third opinion to be obtained from a provider jointly approved by the employee and the City at the expense of the City. The third opinion shall be binding on both the employee and the City.

7. *Status of Benefits While on FMLA*

See section 11.14 for an explanation of benefit status regarding FMLA.

8. *Return to Work*

Upon returning to work on or before the expiration of FMLA, the employee will be reinstated to his/her original job or to an equivalent position and at the same rate of pay, without loss of service credit.

9. *Maternity*

An employee shall be allowed reasonable unpaid break time to express breast milk for her nursing child after the child's birth each time such employee has need to do so, in a place other than a bathroom that is shielded from view and free from intrusion.

10. *Other Parental Leave*

Pursuant to Section 105.271 RSMo, a foster or adoptive parent employed by the City may use accrued sick leave or any leave granted without pay to biological parents to take time off for purposes of arranging for the foster or adopted child's placement or caring for the child after placement, and a stepparent as defined in 453.015 RSMo may use accrued sick

leave or any leave granted without pay to biological parents to take time off to care for their stepchild.

11.8 BEREAVEMENT LEAVE

In the event of the death of an immediate family member, upon request a full-time employee shall be eligible for up to three (3) eight (8)-hour workdays of paid leave to plan and/or attend the funeral or similar function for that family member. The purpose of this leave is for bereavement, and pre-planning of and attendance at memorial and burial functions. Immediate family, for the purpose of this section, is defined as any person who was the spouse, child, grandchild, sibling, parent, father-in-law, mother-in-law, sibling-in-law, ~~or~~ grandparent, or grandparent-in-law of the employee, or the functional equivalent thereof, or any person- whose place of residence was in the employee's home. Bereavement Leave and their sick leave are separate and distinct. An employee's use of bereavement leave will not reduce his sick leave balance.

11.9 JURY LEAVE

An employee will be granted leave with pay when required to be absent from work for jury duty or as a subpoenaed trial witness. Compensation for such leave shall be limited to the difference between pay received for jury or witness duty and the employee's regular pay. For purposes of gaining credit for Vacation and Sick Leave, jury duty and time spent under witness subpoena shall be considered time worked. The employee must provide documentation of the absence from the appropriate source.

11.10 MILITARY LEAVE

1. Temporary Annual Training Periods

Military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or any other right or benefits to which the employee would be entitled if the employee had not been activated, will be authorized for an employee who is a member or who may become a member of the National Guard, Air National Guard of Missouri, or any reserve component of the Armed Forces of the United States or other uniformed service as defined by federal law, for a period not to exceed one hundred twenty (120) hours in each federal fiscal year (October 1 September 30), when the employee is ordered to training with such component. Military leave shall begin with the employee's next regularly scheduled shift after the employee is called to training. An employee shall receive pay for any work shifts the employee would have been scheduled to work up to one hundred twenty (120) hours (RSMo 105.270; 38 USC 4301 et seq).

2. Emergency Active Duty

Military leave, without loss of time, pay, regular leave, impairment of efficiency rating, or any other right or benefits to which the employee would be entitled if the employee had not been activated, will be authorized for an employee who is a member or who may become a member of the National Guard, or Air National Guard of Missouri, or any reserve component of the Armed Forces of the United States or other uniformed service as defined by federal law, not to exceed one hundred twenty (120) hours in each federal fiscal year (October 1 September 30), when the employee is called to active duty in emergencies declared by the President for short periods of time and for all periods of military service during which the employee is engaged in the performance of duty or training in the service of the state of Missouri at the call of the governor and as ordered by the adjutant general without regard to length of time (RSMo 105.270). Military leave shall begin with the employee's next regularly scheduled shift after the employee is called to such emergency duty. An employee shall receive pay for any work shifts the employee would have been scheduled to work up to one hundred twenty (120) hours (RSMo 105.270, 38 USC 4301 et seq).

3. *Extended Active Duty Leave*

- a. Any employee who is or may become a member of the National Guard or Air National Guard of Missouri, or any reserve component of the Armed Forces of the United States or other uniformed service as defined by federal law and who is engaged in the performance of duty in the service of the United States under competent orders for an extended and indefinite period of time, shall be entitled to leave of absence from the employee's respective duties until such military service is completed without loss of position, seniority, accumulated leave, impairment of performance appraisal, pay status, work schedule including shift, working days and days off assigned at the time leave commences, and any other right or benefit to which the employee is entitled, and no retirement benefit shall be diminished or eliminated because of such service. (RSMo 41.942).
- b. Military leave without loss of pay will be authorized for an employee who is a member or who may become a member of the National Guard, or Air National Guard of Missouri, or any reserve component of the Armed Forces of the United States or other uniformed service as defined by federal law, not to exceed one hundred twenty (120) hours in each federal fiscal year (October 1 September 30), when the employee is called to active duty for an extended and indefinite period of time.
- c. A fulltime employee that has successfully completed the first probationary period and that is involuntarily called to active duty for other than training may qualify for military differential pay. Full-time employees qualifying for differential pay shall be compensated in an amount that represents the difference between the employee's gross regular semi-monthly pay with the city and the employee's total military pay plus allowances, not including per diem and other expenses related to travel, if such military pay and allowances is less than the employee's regular semi-monthly city pay. Such activated employees, including employees who would otherwise qualify for differential pay but do not qualify as a result of the employee's total military pay being greater than the employee's gross City pay, shall continue to receive all benefits to which the employee would be entitled had the employee not been activated not including life insurance that excludes coverage for military service or any other insurance with a military exclusion and subject to the lawful specific provisions of any insurance policy or pension or retirement plan. For police department commissioned employees, such semi-monthly pay shall be determined using a twenty-eight (28)-day month.
- d. An activated employee shall be entitled to receive military differential pay and benefits as described in subsection 3 subparagraph c of this policy for a period not to exceed one (1) cumulative year of extended active duty status per one (1) year of active employment with the city. Further, an employee must complete at least a one (1) cumulative year of active employment with the city in between each one (1) year period

of extended active duty status in which said payments and benefits are received. Said period of active employment with the city shall be calculated as the time between reinstatement to active employment status as provided in section 11.9(6) and the return to extended active duty status. If said period of active employment is less than one (1) year on an employee's return to extended active duty status, the employee will be eligible for said payments and benefits for a period equal to the number of full months worked as an active employee since reinstatement from the last period of extended active duty status.

- e. The following authorized military operations are covered by this policy:

Operation Iraqi Freedom
Operation Enduring Freedom
Operation Joint Forge
Operation Noble Eagle
Operations Desert Falcon and Desert Focus
Operation Intrinsic Action
Operation Joint Guardian
Camp X-Ray

The City Administrator may approve additional operations that are similar to these and that Congress has authorized.

- f. An employee who is a member of a reserve component shall be entitled to an authorized leave of absence to perform funeral honors duty under 38 USC 4316(e).
- g. Military leave shall begin with the employee's next regularly scheduled shift after the employee is called to active duty. An employee who qualifies for military differential pay as described in subsection three (3), subparagraph c shall be entitled to said pay and benefits from the date that his active military status becomes effective or following one hundred twenty (120) hours of regular city pay for military leave as described in subsections one (1), two (2), and three (3) b of this policy. An employee may not qualify to receive military differential pay as described in subsection three (3) subparagraph c until up to one hundred twenty (120) hours of regular city pay for military leave as described in subsections one (1), two (2), and three (3) b of this policy is exhausted. Military leave shall only be charged for hours that the employee would otherwise have been required to work had it not been for such military leave. The minimum charge shall be one hour and additional charges shall be in multiples of the minimum charge. (RSMo 105.270.4).
- h. City health insurance plans are subject to 38 USC 4317. While an employee is on paid military leave, including differential pay as provided above, or if the employee would otherwise qualify for differential pay but does not qualify because his military pay

exceeds his City pay, the City shall continue to pay health insurance premiums in the manner that it was making such payments for the employee prior to commencement of the leave.

- i. City and State retirement plans are subject to 38 USC 4318.

3.5 Limit on Total Paid Military Leave

Total paid military leave for temporary annual training periods, emergency active duty periods, and extended active duty periods as described in subsections one (1), two (2), and three (3) b of this policy shall not exceed a combined one hundred twenty (120) hours in a federal fiscal year (October 1 – September 30).

4. Notice of Leave Request and Orders

The employee or an appropriate military officer shall provide as much advance notice of a leave request as practicable under the circumstances and to the extent possible shall provide the approximate beginning and ending dates of the period of such military service. A copy of orders should be provided as soon as practicable, if not already submitted with a request for annual, emergency, or extended active duty military leave. To substantiate any payment of salary is made covering the period of leave, as soon as practicable the employee shall file with the City Administrator an official order from the appropriate military authority as evidence of such duty, which order shall contain the certification of the employee's commanding officer of performance of duty in accordance with the terms of such order (RSMo 105.270.2).

5. Other Leave During Military Leave

An employee on military leave may elect to utilize vacation or similar leave during temporary training periods or emergency active duty periods in excess of one hundred twenty (120) hours and extended active duty in excess of one (1) year. The employee may not be required to utilize vacation or similar leave for military service (38 USC Sec. 4316(d)).

6. Reinstatement

- a. An employee who serves active duty in any branch of the Armed Forces for the United States or other uniformed service as defined by federal law for a period not to exceed five (5) years (unless such period is extended by law), not including service periods for temporary annual training and temporary emergency active duty, or who is a member of state military force or national guard ordered or called to active duty by the governor of that state, or a member of any reserve component of the U.S. armed forces, having given advance notice of such service or being excused by law from providing such

notice, may request reinstatement to the employee's former position, or a comparable position with similar status, compensation and benefit entitlement, provided the employee has received an honorable discharge and is qualified to return to full-time duties. The time limits for returning to work are as follows (38 USC Sec. 4312(e), 40.490RSMo):

- Less than thirty-one (31) days service (or absence for purpose of an examination to determine fitness to perform service in the uniformed services regardless of duration): The employee must report for work by the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.
- Thirty-one (31) to one hundred eighty (180) days service: The employee must apply for reemployment no later than fourteen (14) days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
- One hundred eighty -one (181) days of service or more: The employee must apply for reemployment no later than ninety (90) days after completion of military service.
- Service-connected injury or illness: Reporting or application deadlines are extended for up to two (2) years (or longer if required by law) for persons who are hospitalized or convalescing due to injury or illness incurred in or aggravated during the performance of service in the uniformed services.

The application for reinstatement shall be addressed to the City Administrator and shall include all documentation required by law. Reinstatement shall be evaluated in accordance with applicable law. A person who fails to report or apply for employment or reemployment within the appropriate period of time specified by law shall not automatically forfeit such person's entitlement to rights and benefits, but shall be subject to the conduct rules, established policy, and general practices of the City pertaining to explanations and discipline with respect to absence from scheduled work. (38 USC 4312(e)(3)).

- b. Any employee appointed to a vacancy created by the granting of military leave shall be designated as "military replacement" and the length of such appointment shall be limited to the length of military leave granted the incumbent.

7. *Military Caregiver Leave*

Military Caregiver Leave is unpaid leave available to employees who have been employed by the City for a minimum of twelve (12) calendar months during the seven years prior to the leave (or such other period as may be required by applicable law) and who have worked a

minimum of one thousand two hundred fifty (1,250) hours during the twelve (12) months immediately preceding the leave and who are immediate family members or next of kin (i.e., closest blood relative) of a covered service member with a serious illness or injury incurred in the line of duty on active duty (including aggravation of preexisting injury or illness). A covered service member is an active member of the National Guard or Air National Guard of Missouri, or any reserve component of the Armed Forces of the United State or other uniformed service as defined by federal law, or a member who is on the temporary disability retired list, or a military member discharged or released under conditions other than dishonorable at any time during the five (5)-year period before commencement of leave who needs care due to undergoing medical treatment, recuperation, or therapy for such a serious injury or illness. Eligible employees are allowed up to twenty-six (26) workweeks of unpaid leave in a single twelve (12)-month period from the first day of such leave to care for the covered service member and their injury or illness. Military caregiver leave is an extension of Family Medical Leave. Combined Family Medical Leave and Military Caregiver Leave shall not exceed 26 workweeks per applicable twelve (12)-month period for a single employee. The twenty-six (26) weeks of leave will be determined as a total number of hours using the employee's regular work week, which will be determined as an average over a twenty-eight (28)-day period for police department commissioned employees. Appropriate certification is required.

8. *Qualifying Exigency Leave*

Employees may receive up to twelve (12) weeks of unpaid Qualifying Exigency Leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active military duty, or has been notified of an impending call or order to active duty, in support of a contingency operation as a military member in the National Guard or Air National Guard of Missouri, or any reserve component of the Armed Forces of the United State or other uniformed service as defined by federal law.

Qualifying Exigency Leave is unpaid leave available to employees who have been employed by the City for a minimum of twelve (12) calendar months during the seven years prior to the leave and who have worked a minimum of one thousand two hundred fifty (1250) hours during the twelve (12) months immediately preceding the leave. The twelve (12) weeks of leave will be determined as a total number of hours using the employee's regular work week, which will be determined as an average over a twenty eight (28)-day period for police department commissioned employees. Qualifying Exigency Leave is subject to the procedural requirements of Family and Medical Leave and all such leave shall not exceed twelve (12) workweeks per calendar year for a single employee. Qualifying Exigencies include:

- Issues arising from a covered military member's short-notice deployment (i.e., less than seven (7) days of notice) for a period of seven (7) days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Certain parental care for military member's parent who is incapable of self-care when care necessitated by the member's covered active duty, such as arranging for alternative care, providing immediate care, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility;
- Making or updating financial and legal arrangements to address a covered military member's absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, due to the duty or call to active duty status of the covered military member;
- Taking up to one hundred -twenty (120) hours of leave to spend time with a covered military member on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status and to address issues arising from the death of a covered military member while on active duty status; other activities arising out of the covered military member's active duty status or call to active duty as may be agreed by the City and the employee.

9. *United States Coast Guard Auxiliary Leave*

Pursuant to 41.1005 RSMo, any employee who is or may become a member of the United States Coast Guard Auxiliary shall be granted a leave of absence from their respective duties, without loss of time, regular leave, or of any other rights or benefits to which the employee would otherwise be entitled, for periods during which the employee is engaged in

the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the Director of Auxiliary (DIRAUX) or other appropriate United States Coast Guard authority. Leave for such service shall be for no more than fifteen working days in any calendar year, or without regard to the length of time when responding to a state or nationally declared emergency in the state of Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The City shall not be obligated to pay a salary to the employee during this leave of absence. The City shall have the right to request that the employee be exempted from responding to a specific mission.

Notice – both the City and the employee must comply with legal requirements concerning notice of leave and related rights and responsibilities.

11.11 VOTING TIME

An employee eligible and registered to vote in any election held within this state or the State of Illinois or any primary election held in preparation for such election, on the day of such election, shall upon making a request prior to the day of the election, be entitled to leave from duty (if on duty) which would allow three hours of voting time between the time of opening and the time of closing of the polls.

This section shall not apply to a voter on the day of election if there are three (3) successive hours while the polls are open in which the employee is not on duty. Only the authorized Supervisor may specify the three hours between the time of opening and closing of the polls during which an employee may be granted voting leave.

Generally, unless the employee provides proof of actually voting, said leave shall not exceed one hour of paid on duty time for each election day for non-exempt employees. Exceptions may be arranged with the approval of the Department Head. The employee may be required to show a current eligible voter registration card to his Supervisor prior to release for voting purposes; and no employee shall be granted time off with pay for voting who is not eligible to participate in a given election.

11.12 LEAVE OF ABSENCE

An employee may be granted leave of absence without pay for a period not to exceed sixty (60) days in any one calendar year for reasons considered in the best interest of the City. The granting of a leave of absence under this section is to be used for circumstances that are not covered by the Family and Medical Leave policy (See Sections 11.4 and 11.7). A leave of more than sixty (60) days may be granted only under exceptional circumstances. Leave of absence requires advance approval of the City Administrator.

11.13 PROCEDURE FOR REQUESTING LEAVE OF ABSENCE

An employee requesting leave of absence for any reason must fill out a request form thirty (30) days in advance of the date, when practical. In order to receive consideration, the requested leave shall be approved by the employee's Department Head and shall require the approval of the City Administrator.

11.14 BENEFITS WHILE ON LEAVE

1. *Paid Leave*

An employee on paid leave shall continue to receive all employee benefits including Sick Leave, Vacation, and paid holidays. Benefits, including retirement plan contributions, health, dental, life or any other insurance, shall be continued during paid leave, however, exceptions may apply for holiday bonus pay (see Section 10.5).

An employee on paid leave, for periods exceeding thirty (30) days, shall receive no salary adjustments or pay raises while on such leave.

2. *Unpaid Leave Exceeding Fourteen (14) Consecutive Calendar Days*

Unless otherwise provided for in this policy, an employee on unpaid leave exceeding fourteen (14) consecutive calendar days shall not accrue Sick Leave, ~~or~~ Vacation, Personal Leave, or paid for holidays. Employer contributions under City retirement plans will cease during unpaid leave, unless otherwise provided in the plan documents.

Unless otherwise provided for in this policy, an employee exceeding fourteen (14) consecutive calendar days of unpaid leave shall be required to pay the entire cost of continuing employee benefits, including, but not limited to, health, dental, life and other insurances and fringe benefits throughout the remaining duration of the unpaid leave. Employee payments for such insurances and benefits are due on the same day as equivalent paycheck deductions for other employees. An employee on unpaid leave has a thirty (30)-day grace period in which to make premium payments. If payment(s) are not received by the City Finance Department within the grace period, group health, dental, life and other insurances and fringe benefits may be cancelled, provided the City will notify the employee in writing at least fifteen (15) days before the date that coverage(s) will lapse. Any amounts that have not been paid for coverage prior to such lapse shall remain due and owing from the employee.

3. *Occupational Injury/Illness Leave*

- a. An employee who has suffered an occupational injury/illness shall continue to receive the employee benefits provided by the City to its employees while on paid leave. Should the employee exhaust paid leave or become placed on an unpaid leave of absence, the employee shall be responsible for the health, dental and life insurance premiums. The extension of the health and dental coverages is governed by the federal law, COBRA.

- b. An employee receiving occupational injury pay may not receive Sick Leave pay or Vacation Leave Pay or receive Pay in Lieu of Vacation while also receiving occupational injury pay.
- c. An employee on Occupational Injury or Illness Leave, for periods exceeding thirty (30) days, or on a leave of absence, shall receive no salary adjustments or pay raises while on such leave.

4. Family and Medical Leave (FMLA)

During FMLA, the employee shall remain eligible for employee group benefits. The employee is responsible for the payment of the employee's normal share of the City's group medical insurance coverages during such approved leave. The employee is responsible for the payment of any voluntary individual insurance premiums in order for these coverages to be continued during the leave. Benefits under City retirement plans are described in the plan documents and related statutes. The rules under subsections 1 and 2 of this section 11.14 apply.

11.15 UNPAID LEAVE FOR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

1. As used in this section 11.15, the following terms mean:

- (1) **"Abuse"**, the same meaning as in section 210.110 RSMo;
- (2) **"Domestic violence"**, the same meaning as in section 455.010 RSMo;
- (3) **"Employee benefit plan" or "plan"**, an employee welfare benefit plan or an employee pension benefit plan or a plan that is both an employee welfare benefit plan and an employee pension benefit plan;
- (4) **"Employment benefits"**, all benefits provided or made available to employees, including life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan";
- (5) **"Family or household member"**, for employees with a family or household member who is a victim of domestic or sexual violence, a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;

(6) **“Parent”**, the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter who is a victim of domestic or sexual violence;

(7) **“Qualified individual”**, an applicant or employee who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires;

(8) **“Reasonable safety accommodation”**, an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting domestic violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence. Any exigent circumstances or danger facing the employee or his or her family or household member shall be considered in determining whether the accommodation is reasonable;

(9) **“Reduced work schedule”**, a work schedule that reduces the usual number of hours per workweek, or hours per workday, of an employee;

(10) **“Sexual violence”**, a sexual assault, as defined in section 455.010 RSMo, and trafficking for the purposes of sexual exploitation as described in section 566.209 RSMo;

(11) **“Son or daughter”**, a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age, or is eighteen years of age or older and incapable of self-care because of a mental or physical disability and is a victim of domestic or sexual violence;

(12) **“Undue hardship”**, significant difficulty or expense, when considered in light of the nature and cost of the reasonable safety accommodation;

(13) **“Victim of domestic or sexual violence”**, an individual who has been subjected to domestic violence, sexual violence, or abuse;

- (14) **“Victim services organization”**, a nonprofit, nongovernmental organization that provides assistance to victims of domestic violence or to advocates for such victims, including a rape crisis center, a child advocacy center, an organization carrying out a domestic violence program, an organization operating a shelter or providing counseling services, or a legal services organization or other organization providing assistance through the legal process;
2. An employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence may take unpaid leave from work pursuant to this section 11.15 to address such violence by:
- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- (2) Obtaining services from a victim services organization for the employee or the employee's family or household member;
- (3) Obtaining psychological or other counseling for the employee or the employee's family or household member;
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or to ensure economic security; or
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.
3. Subject to 11.15.6, an employee shall be entitled to a total of two workweeks of unpaid leave under 11.15.2 during any twelve-month period. For purposes of this subsection “workweek” shall mean an individual employee's standard workweek. The total number of workweeks to which an employee is entitled shall not decrease during the relevant twelve-month period. An employee shall not be entitled to take unpaid leave that exceeds the amount of unpaid leave time allowed under the federal Family and Medical Leave Act of

1993 (29 U.S.C. 2601 et seq.). If leave under this section 11.15 also qualifies for FMLA leave, both forms of leave shall be used concurrently.

4. Leave described in 11.15.2-11.15.3 may be taken intermittently or on a reduced work schedule.
5. The employee shall provide at least forty-eight hours' advance notice of the employee's intention to take leave under 11.15.2 to the Office of the City Administrator, unless providing such notice is not practicable. When an unscheduled absence occurs, the City will not take any action against the employee if the employee, upon request of the City Administrator and within a reasonable period after the absence, provides certification under 11.15.6.
6. The City Administrator may require the employee to provide certification that the employee or the employee's family or household member is a victim of domestic or sexual violence and that the leave is for one of the purposes enumerated in 11.15.2. The employee shall provide such certification to the office of the City Administrator within a reasonable period after the City requests certification.
7. An employee may satisfy the certification requirement of 11.15.6 by providing a sworn statement of the employee and the following:
 - (1) Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence or sexual violence and the effects of such violence;
 - (2) A police or court record; or
 - (3) Other corroborating evidence.
8. All information provided to the City pursuant to 11.15.7 including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this section 11.15, shall be retained in the strictest confidence by the City, except to the extent that disclosure is

requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

- 9.** Any employee who takes leave under this section 11.15 shall be entitled, on return from such leave, to be restored to the position of employment held by the employee when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
- 10.** The taking of leave under this section 11.15 shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. Nothing in this section 11.15 shall be construed to entitle any restored employee to the accrual of any seniority or employment benefits during any period of leave or any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave. Nothing in this section 11.15 shall be construed to prohibit the City from requiring an employee on leave under this section 11.5 to report periodically to the office of the City Administrator on the status and intention of the employee to return to work.
- 11.** Upon the request of the City Administrator, an employee requesting a reasonable safety accommodation pursuant to this section 11.15, shall provide a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodation is for a purpose authorized under this section 11.15.
- 12.** During any period that an employee takes leave under this section 11.15, the City shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.
- 13.** The City may recover from the employee the premium that the City paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this section 11.15 if the employee fails to return from leave after the period of leave to which the employee is entitled has expired for a reason other than the continuation, recurrence, or onset of domestic violence, sexual

violence, abuse, a sexual assault, or human trafficking that entitled the employee to leave under this section 11.15, or other circumstances beyond the control of the employee.

14. The City may require an employee who claims that the employee is unable to return to work because of a reason described in 11.15.13 to provide, within a reasonable period after making the claim, certification to the employer that the employee is unable to return to work because of that reason by providing the employer with:

- (1) A sworn statement of the employee;
- (2) Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of such violence;
- (3) A police or court record; or
- (4) Other corroborating evidence.

15. All information provided to the City pursuant to 11.15.14 including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee is not returning to work because of a reason described in 11.15.13 shall be retained in the strictest confidence by the City, except to the extent that disclosure is requested or consented to in writing by the employee, or otherwise required by applicable federal or state law.

16. The City shall make reasonable safety accommodations, in a timely manner, to the known limitations resulting from circumstances relating to being a victim of domestic or sexual violence or a family or household member being a victim of domestic or sexual violence of an otherwise qualified individual:

- (1) Who is:
 - (a) An employee of the employer;
- and
- (2) Who is:

(a) A victim of domestic or sexual violence; or

(b) With a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the individual in this subdivision as it relates to the domestic violence, sexual violence, or abuse;

17. 11.15.16 shall not apply if the accommodation would impose an undue hardship on the operation of the City.

18. Nothing in this section 11.15 shall be construed to supersede any provision of any federal, state, or local law, collective bargaining agreement, or employment benefits program or plan that provides:

(1) Greater leave benefits for victims of domestic or sexual violence than the rights established hereunder; or

(2) Leave benefits for a larger group of victims of domestic or sexual violence, as defined in such law, agreement, program, or plan, than the victims of domestic or sexual violence covered under this section 11.15.

State law reference: Sections 285.625 et seq RSMO

SECTION 12 COUNSELING AND DISCIPLINE

12.1 COMMUNICATION OF RULES

Every effort will be made by all Supervisors to counsel employees on the purpose and intent of various rules and regulations in order to encourage genuine cooperation and corrective action.

12.2 PROGRESSIVE COUNSELING AND DISCIPLINARY STEPS

The following steps shall be followed with regard to disciplinary actions:

- a. Minor violations of city rules and regulations, and departmental rules and regulations established by the Department Head as provided for herein, shall be explained to the employee by his Supervisor in a counseling session, indicating the corrective steps to be taken to prevent recurring violations.
- b. Step "a" may be repeated by the Supervisor for a second violation, representing a warning that any further reoccurrence of the rule infraction will result in more severe discipline, up to and including termination. At the time this oral reprimand is given, it will be clearly explained to the employee that a written record of the oral reprimand shall be kept by the Supervisor.
- c. A written reprimand shall be issued by a Supervisor upon the occurrence of a violation of these or departmental personnel rules and regulations warranting such action. The report by the Supervisor shall indicate, but shall not be limited to: the date, time of the infraction of the rule involved, prior record of similar violations and efforts made by the Supervisor to correct the problem indicated. Written reprimands shall become part of the employee's departmental personnel file after the employee is notified and the infraction is reviewed with, and signed by, the employee or a witness upon the employee's refusal to sign.
- d. A suspension is a temporary separation from the city service for disciplinary purposes. An employee may be suspended by his Department Head without pay for a length of time determined appropriate, but not to exceed thirty working days. The Department Head shall provide a written copy of the notice of suspension to the affected employee at the time of the suspension. The City Administrator shall be furnished with a written statement setting forth the cause of such suspension. Suspensions may be effectuated immediately but they may be scheduled and administered at the convenience of the City.
- e. A demotion is a reduction in rank or classification. An employee may be demoted by his department head for disciplinary purposes. Such demotion shall cause the employee's salary to be reduced in accordance with section 5.4 (2). A demotion may only be effected when

there is a lower classification available and a position authorized in the same department for which the employee is qualified.

- f. A Department Head may terminate an employee in his department. The Department Head must give the employee a written notice of termination at the time of dismissal including the reasons therefore and his right of appeal and must furnish a copy of the notice to the City Administrator. A terminated employee will be given the opportunity to respond to the notice of termination.

The first offense of any rule violations may necessitate the by-pass of one or more steps outlined in the disciplinary procedure described above. Any written reprimand issued to an employee under Step "c", without the implementation of the two preceding steps, will require documentation to support the seriousness of the offense and the propriety of the action taken by the Supervisor. All such written reprimands will require the approval of the Department Head prior to issuance to the employee by the Supervisor.

12.3 INVESTIGATION AND REPORT

Reported violations of a city or departmental rule or regulation will be investigated by the Department Head. The investigation will be made with the purpose of ascertaining the facts of the alleged offense. Leave with pay may be required by the Department Head for investigatory periods, but such paid leave shall not exceed five days without City Administrator approval. The Department Head shall keep the City Administrator informed of all such investigations and decisions. The City Administrator may require additional disciplinary action. Investigations of matters concerning sworn employees shall be conducted pursuant to the Police Department SOP and Section 502.590 RSMo.

12.4 GROUNDS FOR DISCIPLINARY ACTION

Any action which is a direct hindrance to the effective performance of the municipal government shall be grounds for disciplinary action against any employee of the City. Whenever and wherever people work together, people must conform to standards of reasonable conduct to maintain an orderly, efficient atmosphere. Accordingly, a city employee may be disciplined up to and including dismissal in order to protect the rights of others and to encourage correct conduct and cooperation. The foregoing does not restrict employees from exercising their legal rights and employees shall not be disciplined, demoted, dismissed, transferred, or placed on status resulting in economic loss as a result of the assertion of their constitutional rights in any judicial proceeding, unless the employee admits to wrongdoing.

SECTION 13 PERSONNEL DISCIPLINARY RECONSIDERATION AND APPEALS

13.1 RECONSIDERATION OF DISCIPLINARY ACTION BY THE CITY ADMINISTRATOR

- a. Any sworn employee and any full time regular (i.e., not temporary or seasonal) employee may ask the City Administrator for a reconsideration of any disciplinary action taken by a Department Head involving demotion, dismissal, transfer, placement on a status, or other action involving economic loss:

The employee's request shall be in writing and presented within seven (7) calendar days of the disciplinary action. The request shall fully set out the employee's basis for seeking reconsideration and all facts pertinent to the matter including any previous written communication on the issue.

- b. After receipt of the request and after notice to the Department Head and affected employee, the City Administrator shall meet with the employee and the employee may present witnesses or documents to support their position; technical rules of evidence shall not apply. The Department Head shall also be given the opportunity to present witnesses and documents at the meeting supporting the disciplinary action taken. The employee may be represented by a representative of his choosing at the meeting. The City Attorney may represent the Department at the meeting. The City Administrator shall determine the parameters of the meeting, in their discretion.
- c. The City Administrator shall render a written decision to the employee, within seven (7) calendar days of the conclusion of the meeting.

13.2 SUBMISSION OF EMPLOYEE APPEAL TO THE PERSONNEL APPEALS BOARD

a. Form of Request for An Appeal

If the employee is dissatisfied with the City Administrator's decision made pursuant to Section 13.1 or a Department Head or other employee is dissatisfied with the City Administrator's direct disciplinary action against them (unless otherwise provided by law, i.e., Section 106.273 RSMo subject to constitutional limitations such as Mo Const Art 6, Sec 22) the employee may submit a request in writing for an appeal to the Personnel Appeals Board ("the Board"). Such request must be addressed to the "Personnel Appeals Board Chairperson" and delivered to the City Clerk at the Creve Coeur Government Center not later than seven (7) calendar days after the City Administrator issues and the employee

receives a written decision pursuant to Section 13.1 or notice of direct disciplinary action from the City Administrator.

b. Receipt of Request for An Appeal from Employee ("Appellant")

Upon receipt of a written request for an appeal, the City Clerk shall forward a copy of the request to the Chairperson of the Personnel Appeals Board. After receipt from the City Clerk, the Chairperson of the Board shall send an acknowledgment of the receipt of the request to the Appellant, and to the Appellant's attorney of record, if any. A copy of such acknowledgment shall be forwarded by the Chairperson to the City Administrator and, if applicable, the Department Head.

The Chairperson shall, at the same time as the acknowledgment is sent to the Appellant as required above, forward a copy of the request for appeal to the members of the Personnel Appeals Board and advise them of the receipt of the request and the need to establish dates for a procedural meeting and for a hearing on the appeal.

c. Assignment of Legal Counsel

The Chairperson may at any time request the City Council to hire legal counsel for the Board. The purpose of legal counsel is to assist the Board with the conduct of hearings and the drafting of decisions, including any findings of fact and conclusions of law, to the extent required by Chapter 536 RSMo.

13.3 PROCEDURAL REVIEW MEETING

- a. The Chairperson may call a Procedural Review Meeting of the Board. The purpose of the Procedural Review Meeting is to review Board procedures for the conduct of the hearing and the preparation of the decision. The Board may consult with legal counsel, if appointed. A Procedural Meeting is an open meeting under the Open Meetings and Records Policy of the City of Creve Coeur in accordance with the laws of the State of Missouri.
- b. During a Procedural Review Meeting, reference should not be made by any Board member or other party to the underlying facts of a specific appeal before the Board. Further, no discussion should be held by any members of the Board concerning the particular facts of the case relating to an appeal. No access to personnel files shall be granted to the members of the Board during a procedural review meeting. All evidence is to be presented later at the hearing.

13.4 HEARING

On an employee disciplinary appeal properly filed with the Board, the Personnel Appeals Board shall conduct a reconsideration and rehearing in accordance with the provisions of Section 590.502 RSMo,

when applicable, and Chapter 536 RSMo and the City of Creve Coeur Personnel Policy and Procedures Manual, and shall render a written decision, including a findings of fact and conclusions of law to the extent required by law.

a. Notification of Hearing Date

The Chairperson of the Board shall notify the Appellant, or the Appellant's attorney of record, in writing, by certified mail, of the date, time and place of the hearing. The City Administrator and Department Head shall also receive notice of the hearing. In accordance with Chapter 536 RSMo, a minimum of a ten (10)-day notice shall be given prior to the hearing. The hearing notice shall comply in all respects with the requirements of Chapter 536 RSMo. Notice of the hearing shall also be posted on the main bulletin board at the Creve Coeur Government Center.

The employee shall have had the opportunity to access and review documents in the City's possession that are a basis for the disciplinary action, at least seven (7) days in advance of the hearing.

b. Board Hearing Procedure

1. Consistent with Section 590.502 when applicable and Chapter 536 RSMo, the hearing shall be conducted in the manner most conducive to determination of the truth and the Board shall not be bound by technical rules of evidence. However, fundamental rules of evidence are to be followed -- hearsay testimony or similar evidence, such as unsigned or unverified documents, do not qualify as competent and substantial evidence. The Board's decision is to be supported by substantial evidence on the whole record. Decisions made by the Board shall not be invalidated by any informality in the proceedings. The Chairperson shall preside over the hearing, subject to direction by a majority of those members that are present. However, with approval of the Board, the Chairperson may assign legal counsel to preside over the hearing as a hearing officer subject to direction by a majority of those members that are present.
2. Hearings before the Personnel Appeals Board shall be closed meetings under the Open Meetings and Records Policy of the City of Creve Coeur as provided for by the laws of the State of Missouri. Notice of the hearing must be posted in conformance with the above stated policy. The Board shall take a vote closing the meeting for the hearing at the start. The transcript shall reflect this action and serve as the minutes.
3. The Board shall determine the relevancy, weight and credibility of testimony and evidence. The Board shall base its findings on the preponderance of evidence.

4. Each party shall be permitted to make an opening statement and closing argument. The City shall first present its witnesses and evidence (exhibits) in support of the charges and the appellant will then present his witnesses and evidence (exhibits) in defense. The City may respond with further evidence and the appellant may likewise reply. The Board may ask questions relevant to the matter while each witness testifies.
5. Each party will be allowed to call and examine and cross-examine witnesses. A witness waiting to testify is to remain outside of the hearing room until called by the Board to testify.
6. Both the City and the appellant may be represented by legal counsel or other representative of their choice.
7. The Board may request witnesses and/or production of other records or material evidence not previously introduced.
8. A court stenographer shall be present to transcribe a complete record of the hearing and to give an oath to witnesses giving testimony. Such record shall be provided to the employee or their attorney on written request. The entire record of the hearing shall remain confidential and shall not be subject to disclosure under chapter 610 RSMo, except by lawful subpoena, court order or other legally sufficient authorization.
9. The Board reserves the right to recess the hearing and reconvene at a later time and/or date. If this is done, the Board shall announce, during the hearing, that the hearing is recessed to a specific time and date. An additional posting of the reconvened hearing shall be made.
10. The Board shall meet in closed session (without any other person present other than legal counsel to the Board) to deliberate and to come to a decision concerning the matter. A majority of the Board members attending the entire hearing and/or reviewing the transcript and evidence must agree on the decision in the matter.
11. Decisions of the Board shall be in writing and shall be issued within forty-five (45) days after conclusion of the hearing. The decision shall include findings of fact and conclusions of law to the extent required by law and shall include a concise statement upon each issue in the case. The decision shall set forth the charges, if any, the Board finds to be sustained and the reasons therefore. A copy of the written decision and findings and conclusions shall be forward to the Appellant or the Appellant's attorney of record and to the City Administrator, with notice of right to appeal if any. The decision of the Personnel Appeals Board shall be final and binding on the City.

c. Procedures to be followed in accordance with Chapter 536 RSMo

1. All witnesses giving oral testimony shall be sworn.
2. Each party shall have the right to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not the subject of the direct examination, to impeach or discredit any witness regardless of which party first called him to testify, and to rebut the evidence against him.
3. A party who does not testify in his own behalf may be called and examined as if under cross-examination, unless otherwise prohibited by law (i.e., Section 590.502 RSMo).
4. The Board shall cause hearings before it to be suitably recorded and preserved by a certified court stenographer attending the hearing. The attendance will be paid for by the City. The transcript will be transcribed on request of the City, the Appellant, or the Board. The City will pay transcription costs. Minutes of the hearing will be kept for the Board's file.
5. Records and documents of the City may be offered in evidence by reference.
6. The Board shall take notice of all matters of which the courts take judicial notice (of undisputed facts of common knowledge which are universally accepted to be true) and, if these matters are relied upon in the Board's decision, the Board is to notify the appellant and allow the opportunity to contest such matters.
7. Evidence to which an objection is sustained by the Chairperson shall, at the request of the party seeking to introduce the same, or at the instance of the Board, nevertheless be heard and preserved in the record together with the cross-examination and the rebuttal.
8. Any evidence received without objection which has probative value (i.e., proving or tending to prove the point) shall be considered by the Board along with the other evidence in the case.
9. Copies of writings, documents and records shall be admissible without proof that the original thereof cannot be produced, if it shall appear by testimony or otherwise that the copy offered is a true copy of the original. If an objection to the evidence is sustained by the Chairperson, the party shall be given an opportunity by the Board to present the original evidence.
10. Any writing or record, whether in the form of an entry in a book or otherwise, made as a memorandum or record of an act, transaction, occurrence or event, shall be admissible as evidence of the act, transaction, occurrence or event, if it shall appear that it was

made in the regular course of business, and that it was the regular course of business to make such memorandum or record at the time of such act, transaction, occurrence or event or within a reasonable time thereafter.

11. Statistical examinations, audits, studies, surveys, interviews with many people, including long complicated accounts, or a large number of figures, etc., may be admitted upon the testimony of a witness present at the hearing who testifies to the accuracy of the information.
12. Any party desiring to introduce an affidavit in evidence at a hearing may serve notice on all other parties including copies of the affidavit. An objection may be filed by the other party. If notice was received less than eight days prior to the hearing, the objection may be filed at the hearing.

13.5 BOARD ACTIONS DURING PENDING INVESTIGATIONS

Pursuant to Section 590.502 RSMo, the Board shall consider petitions for extension of time to complete an investigation regarding a sworn employee, or the tolling of such an investigation pending a criminal investigation regarding the same alleged conduct. Notice and hearing shall be provided in accordance with Section 590.502. The Board shall also consider requests for protective order pursuant to Section 590.502.

SECTION 14 EMPLOYEE GRIEVANCE PROCEDURE

14.1 POLICY

It shall be the policy of the City to ensure fair and just treatment of employee concerns; to foster good communications between personnel to ensure employee problems are recognized and reviewed in a timely manner; and to provide a procedure to handle concerns expressed by the employee. Employees shall receive the opportunity to discuss a complaint in order to find a mutually satisfactory solution as rapidly as possible. Any employee may utilize the grievance procedure. An employee utilizing the procedure in the presentation of grievances at any supervisory level is assured of freedom from undue restraint, unreasonable interference, or unlawful discrimination or reprisal. Employees shall not be afforded nor have legal counsel present at any level of the grievance procedure; however, a co-worker may be present as a witness.

14.2 DEFINITION

A **“grievance”** is a complaint by an employee concerning the interpretation or the application of city personnel policies, departmental rules and regulations, his working conditions, and his relationship with co-workers(s) or Supervisor(s).

14.3 EXCLUSIONS

An employee may not submit a grievance challenging the City's right to direct employees, or determine the methods, means and resources to conduct city operations. An employee seeking to appeal a disciplinary action shall follow the procedure outlined in Section 13 of this manual.

14.4 PROCEDURE TO RESOLVE COMPLAINTS

- a. An employee who has a grievance shall present the grievance in writing by submitting form CA-2009-1 in a timely manner to the employee's immediate Supervisor. The immediate Supervisor shall attempt to resolve the matter promptly and fairly. Nothing in this policy shall prevent an employee from first attempting to resolve a complaint by informally meeting with his or her immediate supervisor without presenting written grievance (form CA-2009-1).
- b. If the immediate supervisor or a supervisor in the employee's chain of command receives a written grievance and is unable or fails to settle the issue, the supervisor shall forward form CA-2009-1 within seven (7) calendar days to the next supervisory level, which may be the Department Head. The employee may, in rare circumstances when the situation warrants, by-pass the immediate Supervisor and present his concern directly to the Department Head. By-passing the immediate Supervisor is not encouraged as the policy of the City. If the

employee is not satisfied with the decision at this level, he may appeal to the Department Head within seven (7) calendar days of the decision.

- c. The Department Head shall review the written report and shall confer with the employee and the Supervisor(s) involved before rendering a decision. Such decision shall be in writing and shall be delivered to the employee within fourteen (14) calendar days, exclusive of scheduled leaves or illness, of the date on which the written appeal was received by the Department Head. The Department Head shall audio record the conference. The Department Head's audio recording shall be the official recording of the conference.
- d. If appeal to the Department Head fails to settle the grievance, the employee may, within seven (7) calendar days of receipt of the Department Head's decision on the appeal, submit an appeal in writing to the City Administrator. Upon receipt of such appeal, the City Administrator shall review all facts pertinent and within fourteen (14) calendar days schedule and conduct a conference on matters pertinent to the grievance. The decision of the City Administrator shall be in writing and shall be delivered to the employee within seven (7) calendar days after the conference. The decision of the City Administrator shall be final with regard to grievance appeals.
- e. All grievances (form CA-2009-1) shall be forwarded through the chain of command to the Office of the City Administrator where a grievance file shall be maintained and reviewed annually.

SECTION 15 FRINGE BENEFITS

15.1 GENERAL DESCRIPTION

The following benefits are currently made available to regular, full-time employees of the City. The City reserves the right to alter, adjust or modify the benefits offered to its employees including the levels and availability of coverage based on budgetary considerations and costs of the benefit to the City:

- a. group medical and dental insurance;
- b. life insurance, accidental death and dismemberment insurance and disability insurance;
- c. retirement plans and deferred compensation plans;
- d. participation in employee development or training programs including tuition reimbursement;
- e. paid holidays;
- f. annual vacation;
- g. sick leave;
- h. other benefits as approved by the City Council.

15.2 RETIREMENT PLANS AND DEFERRED COMPENSATION

The City sponsors several different retirement and deferred compensation plans. Additional information is available from the Office of the City Administrator.

15.3 ~~HEALTH~~ INSURANCE COVERAGE UPON RETIREMENT

Whenever an employee meets the retirement conditions under the applicable City retirement plan(s)¹, the employee may elect to retire and receive applicable benefits.

¹ Under the 2006 Defined Contribution Plan: **Normal Retirement Age** was age fifty-five (55); effective August 1, 2017, that plan was replaced by LAGERS statutory plan, with minimum service retirement age sixty (60) years, except fifty-five (55) years for police officers. Under the LAGERS plan, early retirement means retirement after five years of credited service and within five (5) years of minimum service retirement age, see 700.670 RSMo.

Under the City's Defined Benefit Plan (for employees hired before June 2006): **Early Retirement Age** means the date on which the Participant first attains age fifty (50) and has completed at least twenty (20) years of Credited Service. Early Retirement Date means the date the Participant elects to receive his Retirement Benefits under the Plan where such date is the first day of

In addition, ~~the~~ City makes available ~~health~~ insurance to a retired employee and qualified dependent(s), subject to the terms of the applicable coverage and subject to timely payment of applicable premiums to City or directly to provider through COBRA as follows:

a. For the Regular, Full-Time Employee Who Works Until Normal or Unreduced Early Retirement Date (as defined in the City's Defined Benefit Plan for employees hired before June 2006), or who works until the minimum service retirement age under LAGERS (based on the plan in which the employee is a participant):

1. Employee Hired Before July 1, 2001:²

The City will pay the same percentage of the employee and dependent³ health insurance premium as it is paying for an active employee until the retired employee becomes ineligible for this insurance, due to eligibility for Medicare coverage, which is a qualifying event under the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). At the time the employee becomes ineligible for group coverage, the employee's dependents, who had City group coverage on the day before the qualifying event, shall be eligible to continue City group coverage under the provisions of COBRA.

2. Employee Hired On or After July 1, 2001:

The retired employee may purchase individual or family health coverage through the City's group policy, provided: (1) the City's health insurance carrier makes such coverage available; and (2) the employee timely pays the total actual monthly cost of the coverage to the City.

any month coinciding with or following the Participant's attainment of his Early Retirement Age but is prior to the Participant's attainment of his Normal Retirement Age.

Normal Retirement Age means (a) for a Participant who is a uniformed police officer, the date the Participant attains age fifty-five (55), and (b) for any other Participant, the date the Participant attains age sixty-five (65). Normal Retirement Date means the first day of the month coinciding with or next following the date the Participant attains his Normal Retirement Age. A Participant shall be one hundred percent (100%) vested in his Accrued Benefit upon the attainment of Normal Retirement Age.

Unreduced Early Retirement Age means the date that the sum of the Participant's age and years of Credited Service equals eighty-five (85). In determining the sum of a Participant's age and Credited Service, completed years and completed months of both age and Credited Service shall be used. Unreduced Early Retirement Date means the date the Participant elects to receive his Retirement Benefits under the Plan where such date is the first day of any month coinciding with or following the Participant's attainment of his Unreduced Early Retirement Age but is prior to the Participant's attainment of his Normal Retirement Age.

²For purposes of this section 15.3, date of hire refers to most recent date of hire for those who have had a separation of service.

³A spousal health insurance surcharge may apply (reference section 15.12).

The coverage may continue until the retired employee becomes ineligible for this insurance, due to eligibility for Medicare coverage.

Alternatively, the retired employee may continue individual or family health insurance under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

Regardless of the option chosen, when the retiree becomes eligible for Medicare, coverage for the retiree and then-covered dependents will end and this is a qualifying event for the retiree's dependents as defined under the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). At the time the retired employee becomes ineligible for group coverage, dependents, who had City group coverage on the day before the qualifying event, shall be eligible to continue City group coverage under the provisions of COBRA.

b. For a Regular, Full-Time Employee, Who Shall Work Until Early Retirement (as defined in the City's Defined Benefit Plan for employees hired before June 2006, or the LAGERS plan (based on the plan in which the employee is a participant)):

1. Employee Hired before July 1, 2001:

Such termination of work is a qualifying event under the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). The early-retired employee and/or eligible dependents, who had City group coverage on the day before the qualifying event, may continue as group participants under the provisions of COBRA. Once the maximum period of coverage provided under COBRA expires, participation in the City's group health insurance will end and they may not re-enroll at a later date.

Alternatively, an early-retired employee may purchase individual health insurance through the City's group policy, provided: (1) the City's health insurance carrier makes such coverage available; and (2) the employee timely pays the total actual monthly cost of the coverage to the City, until the employee has reached normal or minimum retirement age (see above) or becomes ineligible for this insurance due to eligibility for Medicare coverage.

Once the early retired employee reaches such normal retirement date, the City will pay the premium for individual insurance for the early-retired employee at the same percentage for an active employee until the early-retired employee becomes ineligible for group coverage due to eligibility for Medicare coverage.

2. *Employee Hired On or After July 1, 2001:*

Such termination of work is a qualifying event under the federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA). The early-retired employee and dependents, who had City group coverage on the day before the qualifying event, may continue as group participants under the provisions of COBRA. An early-retired employee may purchase an individual or family health insurance through the City's group policy provided: (1) the City's health insurance carrier makes such coverage available; and (2) the early-retired employee timely pays the total actual monthly cost of the coverage to the City.

The coverage may continue until the retired employee becomes ineligible for this insurance, due to eligibility for Medicare coverage.

c. Dental and Vision

Effective July 1, 2023, retirees who worked to full normal retirement as defined by the applicable retirement plan and dependents may enroll in the City's group dental and/or vision coverage at their expense, which enrollment must occur within 30 days of their retirement date. A retired employee who drops his/her individual (and family) group dental or vision insurance at any time is not eligible to re-enroll and the decision is irrevocable.

c.d. One-Time Health Insurance Re-Enrollment Option

At the time a retired employee subject to Sections A or B above becomes ineligible for group coverage, his/her dependents who had City group coverage on the day before the qualifying event shall be eligible to continue City group coverage under the provisions of COBRA. A retired employee who drops his/her individual insurance through group coverage with the City while otherwise eligible shall also drop all family insurance, but may re-enroll for such individual coverage (and family coverage) provided the following conditions are met: (1) the retired employee dropped individual insurance through group coverage with the City because of enrollment for other group coverage, (2) the retired employee ceases to be covered under the other group coverage, and (3) the retired employee re-enrolls for individual insurance group coverage with the City during the normal open enrollment period for group health insurance held annually in June and before becoming eligible for Medicare. This opportunity to re-enroll is limited to one time per lifetime. Upon successful re-enrollment, the retired employee will be subject to the provisions of Sections (a) and (b) above, as applicable. A retired employee who continues individual coverage may make changes in family coverage in the same manner as employees.

d.e. Medicare

When a retired employee subject to Sections (a) or (b) above becomes eligible for Medicare coverage, group coverage will terminate. The retired employee's dependents who had coverage on the day before such termination shall be eligible to continue group ~~health~~ insurance coverage with the City's ~~group health~~ insurer at the dependent's expense under the provisions of COBRA. Thereafter, once eligible dependents cease continuous participation in the City's group ~~health~~ insurance plan, they may not re-enroll at a later date.

15.4 PROFESSIONAL DUES

Employees may, with the approval of the City Administrator, have professional municipal organization dues paid by the City provided that the membership benefits the City by assisting the employee with his assigned duties and responsibilities. Membership payments shall be subject to the availability of funds as provided in the annual budget.

15.5 TRAINING AND CONFERENCE ATTENDANCE

Training and Conference attendance expenses incurred for an employee's professional development and to assist in the development of his skills, knowledge, abilities and to assist him in staying abreast of his field and to perform more effectively the duties of his position in the city service, which shall be deemed beneficial to the City of Creve Coeur, shall be paid by the City, subject to the approval of the Department Head and the City Administrator and the limits of authorized appropriations.

15.6 TUITION REIMBURSEMENT PROGRAM

In order to be eligible for this program, an employee must have completed his first probationary period and be a full-time employee of the City.

- a. Reimbursement for tuition during any one calendar year shall not exceed ~~\$2,500~~\$3,600.
~~Courses at private schools will be reimbursed at the same level of tuition as charged at the nearest state public school offering an equivalent course.~~
- b. The course must be job-related and in the field of employment, including:
 1. Any course required in order to complete a baccalaureate degree will be approved.
 2. Approval for courses outside the normal field of employment but which are related to job positions in other areas of the city government will be considered based upon the employee's career development and job opportunities in other departments.
 3. In limited instances, courses beyond the baccalaureate degree level may be approved by the City Administrator.
- c. All courses must be approved, in advance of enrollment, by the Department Head, the Director of Finance and the City Administrator and subject to authorized and available appropriations.
- d. If letter grades are used by the educational institution, then a grade of "C" or better for baccalaureate level courses or a grade of "B" or better for graduate level courses must be attained in order to qualify for reimbursement by the City. If a pass/fail or satisfactory/unsatisfactory grading system is used by the educational institution, only grades of "pass" or "satisfactory" will qualify for reimbursement. Proper documentation must be presented by the employee to the Department Head and the Director of Finance prior to any reimbursement being authorized.

- e. In conjunction with tuition reimbursement for a course or courses, the City will also reimburse up to ~~\$200~~\$400 annually for the cost of required course textbooks upon submission by the employee of the proper receipts for such books and proof the textbooks were required for the class.
- f. In order to receive reimbursement, the employee must execute an agreement which requires two years of service to the City by the employee or repayment of educational benefits received within the past two years will be required. (See Section 9.6)

15.7 UNIFORMS AND CLOTHING MAINTENANCE

Employees required to wear uniforms will be provided with such clothing allocations as deemed appropriate by the Department Head. In such case, the employee shall be required to wear the uniform clothing and to return the full allocation of garments upon separation from city service. The City shall replace uniform clothing damaged through natural wear on the job, but not due to negligence by the employee. The employee shall wear uniform clothing only in route to and from work and while on duty.

The City Council may establish clothing allowances where deemed appropriate in lieu of providing uniforms. Such clothing allowances are bonuses that are taxable in accordance with Internal Revenue Service regulations. In such instances, the employee shall be fully responsible for all maintenance and replacement of uniform or clothing.

15.8 SOCIAL SECURITY

All city employees shall participate in the Federal Old Age, Survivors, Disability, and Health Insurance program. Employees' contributions are deducted each pay day and are matched by the City pursuant to Federal law.

15.9 USE OF AUTOMOBILES

Employees required to use their personal automobiles in the course of performing their duties for the City shall be paid an automobile allowance as established by city policy.

Any employee operating a motor vehicle while on duty shall comply with all applicable laws regarding such operation, including but not limited to licensing and insurance requirements. Employees shall refrain from using substances that impair their ability to operate a motor vehicle with the highest degree of care and refrain from any activity that distracts them from operating a motor vehicle with the highest degree of care, including texting and other use of hand-held communications devices.

15.10 MEDICAL BENEFIT REIMBURSEMENT

In order to incentivize employees to consider obtaining health insurance coverage outside of the City's plan when available and thereby reducing costs for the City, the City shall reimburse a full-time

employee who qualifies to enroll in the City's health insurance plan for a portion of the cost they incur for such other coverage if the employee does not enroll in coverage with the City, or is eligible for spousal, child(ren), or family coverage, but elects to enroll in individual coverage only. This reimbursement shall not be available to employees whose spouse or dependent is also a full-time employee of the City, unless both employees do not enroll themselves and their dependents in coverage under the City's health insurance plan.

The annual reimbursement amount shall not exceed six hundred dollars (\$600) per year per eligible employee. Employees are required to complete and submit the Medical Benefit Reimbursement Application (MBRA) to the Office of the City Administrator no later than November 15 of each year to be eligible for reimbursement.

For the purposes of this section, qualifying dependents shall be defined as dependents of the employee that are eligible for coverage in the City's insurance plan as defined in the insurance plan document.

Reimbursements shall be paid in an annual lump sum to all eligible employees on the first payroll date of December each year. Payment shall be based on the number of months that the employee was eligible for the reimbursement over the preceding twelve (12)-month period ending on November 30 of the current year (December 1 through November 30). An employee not meeting the eligibility requirements stated above for the entire twelve (12)-month period shall be eligible for a prorated reimbursement amount based on the number of full months that the employee was eligible during the twelve (12)-month period.

15.11 CITY SELF-INSURED PORTION OF HEALTH INSURANCE DEDUCTIBLE

As of July 1, 2013 the City self-insures up to one thousand one hundred dollars (\$1,100) of the one thousand five hundred dollars (\$1,500) individual deductible and up to two thousand two hundred dollars (\$2,200) of the three thousand dollars (\$3,000) family/dependent deductible in connection with employee enrollment in the City's health insurance plan. The employee is responsible for paying the first four hundred dollars (\$400) of the individual deductible and the first eight hundred dollars (\$800) of the family/dependent plan deductible. Claims shall be submitted in accordance with procedures established by the City Administrator's office. Employees hired before July 1, 2001 who have retired and are receiving the benefit of City payment of a percentage of premium of the City health insurance plan are also eligible to participate in the City' self-insurance of the deductible on the same terms and conditions as an active employee. The City Council may amend these provisions by resolution at any time in its discretion, and such changes may be incorporated into this policy manual.

15.12 SPOUSAL HEALTH INSURANCE SURCHARGE

On and after January 1, 2021, in an effort to keep costs down for all employees, the City of Creve Coeur requires all employees, or retirees hired before July 1, 2001, who cover their spouses under the City-employee cost-sharing health insurance benefit to be assessed a monthly surcharge if the spouse is

eligible for a major medical/prescription insurance plan through their employer which meets minimum value standards on all employee health insurance benefits. This provision does not apply to employee spouses who are covered under Medicare and also under the age of 65, Tricare, or COBRA.

The monthly spousal health insurance surcharge shall be set forth and approved by City Council as part of the annual fiscal budget process.

The spousal health insurance surcharge applies and continues until a completed application to waive spousal health insurance surcharge is submitted and approved by the Office of the City Administrator. If approved for the spousal health insurance surcharge waiver, should a spouse's eligibility status change and the employee or eligible retiree is no longer eligible for the surcharge waiver, the Office of the Administrator must be notified promptly, but no more than 30 days from the qualifying event.

Those individuals eligible for a spousal health insurance surcharge waiver, must renew no less than annually during health insurance open enrollment period, or spousal surcharge fees will apply.

Requests to waive spousal health insurance surcharge shall be on form prescribed by the City, which shall include certification by the eligible employee or retiree that all information is accurate, and that false statements or failure to promptly notify the Office of the City Administrator of any change in eligibility may be subject to disciplinary action up to and including termination of employment, incurring outstanding surcharge fees due to the City, and loss of group City cost-sharing health benefits.

Spousal health insurance surcharge waivers approved prior to January 1, 2021, shall be effective as of that date. Subsequently approved waivers shall be effective on the first day of the next month following receipt of the waiver request. Notice of loss of waiver eligibility status shall be effective the first day of the next month following the date of loss of eligibility.

SECTION 16 EMPLOYEE RELATIONS

16.1 EMPLOYEE SUGGESTIONS

The City Administrator, all Department Heads, and supervisory personnel shall consider all employee suggestions concerning the improvement of city services. Employees are encouraged to bring suggestions to the City Administrator through Department Heads for discussion and consideration. The City Administrator, with the approval of the City Council, may offer recognition for employee suggestions.

16.2 EMPLOYEE APPEARANCE

All employees are required to attire themselves in a fashion that will reflect a positive image. Uniforms shall be required as and when specified. Business attire for non-uniformed employees shall conform to standards of good taste.

16.3 OUTSIDE EMPLOYMENT

For all regular, full-time employees, their job with the City shall be their primary employment. No employee of the City shall use his position to gain another position outside of the city service and no employee shall, in any way, allow such additional employment to interfere with or influence his obligations and duties to the City. No employee shall accept any other employment which results in a conflict of interest, or apparent conflict of interest or the appearance of impropriety, or which adversely affects or impacts upon the functions, activities, or reputation of the City. When working with any other public or private organization, no employee shall wear uniforms or clothing purchased by the City or identified with city employment unless prior approval is granted by his Department Head and authorized by the City Administrator.

A full-time employee seeking to hold outside employment of more than forty (40) hours in one year or eight (8) hours during a given week, is required to submit a written request to his Department Head and City Administrator for approval prior to accepting such a position. This request shall include the name of the company or public agency by whom the individual will be employed, a brief description of the job and duties to be performed, plus all pertinent information regarding insurance, pension plans, other fringe benefits, hours worked per day, and per week, and other work scheduling information.

16.4 ETHICAL CONDUCT

To serve the best interests of the employees, taxpayers, and the city government, it is the policy of the City to restrict certain types of political activity without infringing upon the employees' rights to exercise their suffrage as citizens. The purpose is to safeguard the employee from political pressure to support financially or otherwise any political party, or person, and to safeguard the interest of the public whom all employees serve without regard to their political opinions or affiliations.

Restrictions on employee political activity, and other standards of ethical conduct, are set forth in the City's Code of Ordinances (130.050 and following sections). Employees should be respectful of each other's viewpoints and avoid extended political debates during working hours.

Responsibilities of employees for detecting and reporting fraud or suspected fraud, corruption, or dishonest activities are set forth in the City's Anti-Fraud and Corruption Policy.

Each new employee is required to read these policies and to sign a certification stating he has done so. The certification is made a part of the employee's personnel file.

16.5 POLICY AGAINST HARASSMENT

The City is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considering harassing, coercive, or disruptive, including but not limited to sexual harassment or any hostile, aggressive or violent conduct. Harassment of a City employee will not be tolerated, and necessary action will be taken to prevent harassment and to address appropriately any reported instances of harassment, sexual or otherwise. Further, any retaliation against an individual who has filed a complaint about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint will not be tolerated.

1. Definitions

"Harassment" means unwelcome conduct that is based on race, color, sex or gender, gender identity, sexual orientation, religion, national origin, ancestry, disability, age, family or marital status, and/or any other characteristic protected by law as well as sexual harassment or any hostile, aggressive or violent conduct. Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment; or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

2. Employee Responsibilities

- a. No employee shall either explicitly or implicitly ridicule, mock, belittle or otherwise harass any person.

- b. Employees encountering harassment are encouraged to tell the person that their actions are unwelcome and offensive. Timely documentation of the incident is recommended.
- c. Any employee who has been harassed should report the incident(s) to the employee's Department Head or City Administrator as soon as possible to prevent further harassment and to expedite an appropriate investigation. If an employee is harassed by the City Administrator, the employee should report the incident to the Mayor. If an employee is harassed by the Mayor or a member of the City Council, the employee should report the incident to the City Administrator.

3. *Supervisor's Responsibilities*

- a. Each supervisor shall assume responsibility for preventing acts of harassment by:
 - 1. Monitoring the work unit for signs of harassment and taking appropriate steps to intervene and resolve the problem;
 - 2. Limiting the work contact between employees where there has been a complaint of harassment, pending investigation.
- b. Supervisors shall assist any person within the Department that comes to them with a complaint of harassment.
- c. Supervisory personnel at all levels shall not be permitted to date subordinates.

4. *Investigation*

- a. The City Administrator or his/her designee shall be responsible for investigating any complaint alleging workplace harassment that is brought to the City's attention. Employees refusing to cooperate in an investigation shall be subject to disciplinary action.
- b. Any investigation will be conducted by the City in such a way as to maintain confidentiality to the extent practical under the circumstances.

However, employees shall not be precluded from discussing an investigation with each other unless expressly instructed to refrain from such discussions for such period of time as determined necessary by the city to protect witnesses, avert destruction of evidence, avert fraudulent testimony, or prevent cover-up.

If a complaint of workplace harassment is sustained, then the employee committing the harassment will be subject to disciplinary action based on the nature and severity of the

harassment. The disciplinary action may include oral reprimand, written reprimand, suspension, demotion, or dismissal.

Upon completion of the investigation, the person filing the complaint, the person alleged to have committed the conduct, and the supervisor(s) of the involved employees will be advised of the results of that investigation.

Retaliation against either the person(s) who filed the complaint or any person involved in the investigation shall be grounds for additional disciplinary action. An employee determined to have intentionally made a false allegation of harassment against another employee may be subject to disciplinary action, which is not retaliation under such circumstances.

A file of harassment complaints shall be maintained in the City Administrator's office in a secure location.

This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

16.6 COMMUNITY RELATIONS

Employees should afford every citizen courtesy and consideration. It is particularly important that a full, courteous explanation be given a citizen when it is necessary to refuse a request or when the action requested is outside the jurisdiction of the City. In dealing with citizens' complaints or questions beyond the authority of the employee having direct contact with the citizen, the employee is encouraged to direct the individual to his Supervisor for explanation or assistance.

16.7 EMPLOYEE SAFETY

Employees are expected to follow safety procedures established for their respective departments and to take an active part in protecting themselves, their fellow employees, other people, city equipment and property and private property from injury or destruction at all times.

Employees are encouraged to detect and report to their Supervisors any hazardous conditions or unsafe practices in the work place and to make suggestions for their correction. All employees share the responsibility of protecting themselves, their co-workers and the public from bodily injury and property damage. Accident prevention is a policy of the City of Creve Coeur. Safety procedures shall have the primary goal of eliminating specific hazards to reduce the potential of accidents.

Department Heads and Supervisors shall be responsible for reviewing working conditions and establishing safety rules which provide some means of protection to people and property.

Emphasis shall be placed upon conditions of facilities, equipment, and machines as well as implementation of an overall safety awareness program including:

- a. good housekeeping in the work area.
- b. use of prescribed protective equipment as a condition of employment.
- c. compliance with departmental work rules.
- d. condition of tools including: mechanical, electrical, hand, and power tools.
- e. proper use of a vehicle seat belt while on city business.
- f. proper maintenance of electrical equipment.
- g. proper guarding of open pits, ditches, tanks, etc., and powered equipment and machines
- h. proper storage and handling of flammable/combustible liquids.
- i. training in the use of portable fire equipment and first aid procedures.
- j. reduction of sources of excessive noise and dust through proper ventilation and personal protective equipment
- k. proper training in the elements of a task to identify and plan for any potentially hazardous conditions.

An employee shall report all work related accidents and injuries to his Supervisor as soon as possible after such incident. Failure to make timely reports could have serious consequences with relation to workers' compensation benefits should the injury later prove to be serious, and to claims made against the City by an individual suffering injury in the incident.

16.8 PERSONNEL RECORDS

Personnel Records of all employees shall be maintained in the Office of the City Administrator by the Personnel Officer and shall be available for an individual employee to review his personnel file upon request during normal office hours. The personnel files of Police Department employees may be maintained by the Chief of Police. A full disclosure of Police Personnel records shall be forwarded to the City Administrator's office upon request. Employees shall have the opportunity to provide written response to any adverse materials placed in their personnel file, and such written response shall be permanently attached to the adverse materials. (See 590.502.5 RSMo).

16.9 PAYROLL DEDUCTIONS

The only deductions made from an employee's payroll check are those authorized by law and those which the employee has authorized the City to make as a part of a benefit program. Any payroll deduction must be initially approved by the Personnel Officer before submission to the Finance Office.

16.10 REPORT CHANGE OF ADDRESS

An employee must report any change in address or phone number to his Department Head the next work day after such occurs. Each employee should report all changes in address or phone number to the Personnel Officer through the employee self-service portal in the City's software system in a timely manner but in no case shall the notice be withheld longer than one week.

SECTION 17 POLICY AGAINST SUBSTANCE ABUSE

17.1 POLICY STATEMENT

The employees of the City of Creve Coeur are considered to be a valued resource and the services they provide to the community are essential to the maintenance of a high quality of life for our citizens. The City is committed to providing to its employees a safe and healthy work environment; and, to providing to its residents an organization which upholds the standards of integrity, professionalism, accountability and pride. These objectives would be compromised if substance abuse, which creates negative impacts on the work force and reduces the employee's ability to perform the requirements of his position as expected by the City, exists among employees. Improper use, abuse and/or dependency on alcohol and/or drugs can seriously affect the health of employees, jeopardize their own safety and the safety of others in the work place and the public with whom they have contact, cause damage to public and private property, erode the public trust, increase the cost of the provision of governmental services, and impair the individual's and co-worker's ability to satisfactorily perform their job duties. The City of Creve Coeur hereby adopts a policy to address this sensitive and potentially dangerous issue of substance abuse.

The policy provides a means for the City to protect itself, and others, from the negligent or irresponsible actions of an employee who is under the influence of alcohol/drugs while working as an employee of the City. The policy requires an employee to submit to alcohol/drug testing when there is reasonable basis to suspect that they are under the influence of alcohol/drugs at the workplace, and in other specified circumstances.

Additionally, as a frequent recipient of federal grants, the City is subject to the Drug-Free Workplace Act (41 USC 8101 et seq). Pursuant thereto, the City expressly states that manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. This policy describes the actions the City will take in the event of any violation of this prohibition. It is a condition of each employee's employment that they must abide by the terms of this statement and must notify the Personnel Officer in writing if they are convicted of a violation of a criminal drug statute occurring in the workplace within five calendar days after the conviction.

Any employee who has unapproved possession of alcohol at the workplace will be subject to discipline. Any employee who appears to have consumed or to be under the influence of alcohol shall be removed from the workplace and be required to undergo testing by a police officer and, as directed by the police officer, a blood alcohol measuring device or other medically acceptable means and depending on the outcome may be subject to discipline.

Any employee who appears to be in possession of any drug or narcotic at the workplace will be required to produce evidence that they possess the drug or narcotic lawfully, and failing same will be subject to discipline. Any employee who appears to have consumed any unlawfully possessed drug or

narcotic, or to be under the influence of any drug or narcotic will be removed from the workplace, will be tested by a police officer, and will be required to report to a designated medical facility to undergo examination as directed by the police officer, and depending on the outcome may be subject to discipline. Any employee who appears to be in possession of a controlled substance at the workplace or to have consumed or be under the influence of a controlled substance will be removed from the workplace, will be tested by a police officer, and will be required to report to a designated medical facility to undergo examination as directed by the police officer, and depending on the outcome may be subject to discipline. Any employee who is suspected of being in possession of or under the influence of marijuana shall be subject to the same discipline as for any other controlled substance including the test result standards and related discipline as referenced in Section 18.

Violation of this policy shall be deemed misconduct and may also result in suspension or termination of employment, subject to applicable law.

The refusal to submit to any required testing is a disciplinary offense and may result in disciplinary action, up to and including termination.

The policy provides employees having an abuse problem the opportunity to overcome the problem through rehabilitation and treatment.

Note: See Section 18 regarding drivers of commercial motor vehicles.

17.2 LEGAL DRUGS (excluding alcohol)

The use of any legally obtained drug or substance, to the point where such use affects the employee's job performance at the workplace (i.e., causes them to be "under the influence") is prohibited. No employee during work hours shall be under the influence of any drug or substance which impairs the employee's ability to perform their job, including the use of prescribed or otherwise authorized drugs. In the event physician-approved use of drugs, including over-the-counter drugs or medical marijuana (away from the workplace), could influence job performance, it is in the best interest of the employee, co-workers and the City that sick leave be utilized, or leave without pay, if sick leave is not available. In the event treatment relates to disability, reasonable accommodations may be requested as discussed elsewhere in this manual, to the extent allowed by law. An employee who is lawfully using marijuana away from the workplace shall mitigate odors on and about their person to the extent practicable and shall not be under the influence of marijuana while at work.

17.3 ILLEGAL DRUGS

Definition of illegal drugs, for the purpose of this policy, includes:

1. drugs that are not legally obtainable; or,

2. drugs that are legally obtainable but have been obtained illegally.

The illegal sale, possession, purchase, transfer, or use of drugs by employees is prohibited.

No employee shall arrive on the City's premises in possession of or under the influence of any illegal drug.

Any employee engaging in the illegal sale, purchase, transfer, possession or use of drugs is subject to disciplinary action, up to and including in termination.

17.4 ALCOHOL

1. General

Employees shall not possess or consume an alcoholic beverage, have the odor of an alcoholic beverage on or about their person, or be under the influence of an alcoholic beverage during work hours to include lunch or break periods unless authorized or approved by the City Administrator or his designee. No alcoholic beverage shall be served or consumed on city premises or in vehicles owned by the city without permission of the City Administrator or his designee. The odor of an alcoholic beverage on or about any employee or other visible effects is sufficient cause to order an employee be tested for the presence of alcohol and/or to order the employee to leave the work place. Any employee engaging in the misuse of alcoholic beverages is subject to disciplinary action.

2. Employees - BAC

No employee during working hours shall report for work or be on duty when he/she has a blood alcohol level of .02% or greater.

3. Commissioned Police Officers

Commissioned police officers shall not report for work, be on duty, or act in the capacity of police officer (to include off-duty details) when he/she has a blood alcohol level of .02% or greater.

17.5 PRE-EMPLOYMENT SCREENING

In an effort to minimize the potential adverse effects of substance abuse, all individuals to whom a bona fide regular full-time, part-time, or seasonal conditional job offer has been made will be tested and the results reported prior to the acceptance of the applicant by the City (see section 17.7 Testing Procedures). Any individual receiving a positive drug test result will be disqualified from employment consideration after a confirmation test has confirmed the positive results. The applicant will not be

reconsidered for a position with the City until they produce a negative test obtained from a city-approved laboratory, at the applicant's cost. For a candidate who has lawfully consumed marijuana, a test shall be considered positive or negative in accordance with the standards referenced in Section 18.

Former employees of the City may not be required to be tested if the time between their last date of previous employment with the City and the date of rehire is less than one year, at the discretion of the City Administrator's Office.

17.6 POST-HIRING TESTING

Any employee who exhibits behaviors which are associated with potential drug and/or alcohol use or abuse or whose behavior creates a reasonable suspicion (including the odor of an alcoholic beverage on or about the person) to cause the Supervisor, based on personal observation or credible reports from others, to believe the employee may be under the influence of drugs, controlled substances and/or have consumed alcohol shall be escorted by the Supervisor for testing as outlined in Section 17.7.

The Supervisor shall as soon as practical, report the incident to the Department Head. A written report outlining the material facts of the incident shall be prepared by the Supervisor and approved by the Department Head in a form acceptable to the Office of the City Administrator.

Under no circumstances shall the employee be allowed to return to work prior to receipt of the required drug/alcohol test results and a review of the incident by the Office of the City Administrator. Until such a time as the employee is released to return to his job duties by the Office of the City Administrator, the employee shall be placed on, and shall remain on, leave with pay. The results of the test shall be held in strict confidence and shall only be released on a "need to know" basis as determined by the Office of the City Administrator. All test results and subsequent medical records, if any, shall be maintained in a separate administrative file and shall be stored in a secure location.

If the results of the test are negative, and if applicable the odor of alcohol is no longer noticeable, the employee shall be authorized to return to normal duties. The personnel file shall not reflect any information with regard to the incident.

Failure by the employee to comply with the request of the Supervisor to relinquish his/her duties and undergo testing when requested and failure by the employee to follow the procedures established herein with regard to such testing shall subject the employee to immediate termination.

All actions which affect the employment status of the employee shall be communicated to the employee in writing. Such notice shall be provided to the employee either in person, or by certified mail, promptly after the receipt of the results from the laboratory.

17.7 TESTING PROCEDURES

When a Supervisor suspects an employee may be under the influence of alcohol, drugs, and/or a controlled substance, the following substance testing procedures shall be followed:

1. The employee shall be removed from the work place immediately and tested by a police officer.
- 2a. If the police officer has reason to believe the employee has consumed or is under the influence of alcohol, testing may be conducted by a certified operator of a blood alcohol

measuring device certified by the State of Missouri Department of Health. The employee shall not operate a motor vehicle or leave the escort of a Supervisor or police officer.

- 2b. If a Supervisor has reason to believe the employee is under the influence of a drug or controlled substance, or has illegally consumed or used a drug or controlled substance the employee shall be tested by a police officer and if so directed by the police officer escorted by a Supervisor or police officer to a medical facility or tested in a manner approved by the City of Creve Coeur. The employee shall not operate a motor vehicle or leave the escort of a Supervisor or police officer.
3. When a drug/controlled substance test (other than for alcohol) is required, the specimen collection shall be conducted by the medical staff in such a manner as to minimize the effects on the employee and with the employee's privacy as the primary concern, in accordance with applicable law including Section 288.045 RSMo.
4. An adequate sample will be collected at this time to ensure a second, confirmatory test may be performed, if required.
5. Proper chain of custody procedures shall be followed by the laboratory or medical facility to safeguard the integrity of the sample.
6. The results of such tests shall be provided to the Office of the City Administrator within 24 hours of obtaining test results. The Personnel Officer is authorized to receive the written test results and shall distribute such information on a "need to know basis" only. The test results are considered a closed file and shall be maintained in such a manner so as to protect the confidentiality of the employee involved.

For provisions regarding test procedures and results, see Section 18.6c.

17.8 REHABILITATION

In the event of a positive test result, or a voluntary admission of an abuse problem, the employee may be required to obtain professional assistance from a source approved by the City. Participation in a professional assistance program will be at the employee's expense but may be covered by the group health insurance plan subject to the provisions of said plan.

If the employee is required to participate in a professional assistance program the successful completion of such a program is a prerequisite for a return to work authorization and/or continued employment.

Upon successful completion of an assistance program, the City retains the right to request that the employee undergo periodic medical examination and testing for a period of at least one year, at the employee's expense. Failure to successfully complete an assistance program; to submit to post-program

testing as required; and, to avoid further incident once a rehabilitation effort has been made may result in termination of employment with the City of Creve Coeur.

a. Rehabilitation Contract

If the City decides to retain an employee, it will require the employee to sign a rehabilitation contract. The rehabilitation contract shall include the following terms and conditions to be adhered to by the employee who is granted rehabilitation assistance:

1. the employee shall agree to undertake and successfully complete the rehabilitation assistance plan established for the employee by the substance abuse professional (SAP) or by a rehabilitation professional accepted by the City, at the employee's expense; and
2. the employee shall agree to refrain from any violation of the City's alcohol and substance abuse policies and to use controlled substances and alcohol consistent with the plan of rehabilitation, the City's policies and the law; and
3. the employee shall provide a release of all medical records for use and review by the City relating to the rehabilitation assistance plan for the assistance undertaken and compliance; and
4. the employee shall agree to unannounced random testing for periods of time determined by the City subsequent to the employee's return to work consistent with the City's alcohol and substance abuse policies; and
5. the employee shall agree to submit to return-to-work testing demonstrating that the employee is compliant with controlled substance and/or alcohol test standards, at the employee's expense; and
6. the employee shall agree that any future violations of the substance abuse policy shall be considered as a resignation of the employee from City service without recourse.

17.9 VOLUNTARY DISCLOSURE

Any employee who voluntarily admits to having a substance abuse problem and seeks the assistance of the City to deal with the problem shall be expected to successfully complete an authorized rehabilitation program in order to maintain continued employment. (See Section 17.8 Rehabilitation.)

17.10 EDUCATION AND TRAINING

In order to effectively carry out the policy and procedures outlined herein, Supervisors will be trained to make the appropriate observations of the symptoms associated with drug and alcohol use and abuse. Substance abuse education is a form of prevention and early intervention. Employee health and emotional well-being are essential to the ability of the individual to perform their job duties. Education and training efforts will be designed to assist the Supervisor with fulfilling their responsibilities under this policy.

17.11 CONFIDENTIALITY OF RECORDS

All records developed and/or acquired pursuant to this policy shall be maintained under strict confidentiality by the City, the testing laboratory, the Medical Review Officer and the Substance Abuse Professional. Within the City, the records shall be maintained separately from other personnel and administrative records and shall be kept in a secured location.

Materials from these records shall not be released to others without the written consent of the affected employee, except under provisions provided for by law, as needed with regard to the rehabilitation contract, in litigation or quasi-judicial and administrative proceedings.

Applicants may request the results of pre-employment tests within sixty (60) days of learning the disposition of the employment application.

Employee alcohol and drug testing results and records are maintained as required by law.

SECTION 18 ALCOHOL & CONTROLLED SUBSTANCE USE, ABUSE & TESTING POLICY FOR DRIVERS OF COMMERCIAL MOTOR VEHICLES

18.1 PURPOSE

The purpose of federal statute 49 USC 31306 (the Act) and this policy is to establish a program designed to help prevent accidents and injuries resulting from the misuse of alcohol or drugs or use of controlled substances by drivers of commercial motor vehicles; to assure covered employee fitness for duty; and, to protect City employees and the public from the risks posed by the use of alcohol, drugs and controlled substances. It is also the purpose of this policy to comply with all applicable federal regulations governing work place alcohol, drug and controlled substance abuse programs which are mandated under the above noted Act. The Act mandates urine testing and breathalyzer alcohol tests for safety sensitive positions and prevents performance of safety sensitive functions when there is a positive test result. Federal law has also established standards for the: collection and testing of urine and breath specimens, the reporting of certain drug related offenses, protective measures, the preservation of confidentiality, and for certain reporting requirements.

18.2 APPLICABILITY

This Section 18 policy applies to all employees who perform safety sensitive functions defined in the Act and its implementing regulations including persons who are required to possess a commercial driver's license (CDL) license for the operation of a commercial vehicle as defined and regulated under state law. All city employees are governed by the policy outlined in Section 17 of this manual, which in some instances refers to parts of this Section 18.

18.3 DEFINITIONS

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol.

“Alcohol Concentration” means the concentration of alcohol in a person’s breath expressed as in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

“Alcohol Use” means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

“Commercial Motor Vehicle” means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property and defined as a commercial motor vehicle by state law (302.700 RSMo) and the Act:

- a. has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds, or
- b. has a gross vehicle weight rating of 26,001 or more pounds; or
- c. is designed to transport 16 or more passengers, including the driver; or
- d. is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

“Confirmation Test” means a second test conducted after an initial alcohol or drug test to determine the presence of alcohol or drug metabolites in an employee’s system. Confirmation tests for alcohol will be conducted using an approved evidential breath testing device and for drugs by testing urine by means of gas chromatography and mass spectrometry (GC/MS).

“Controlled Substance” means the drugs and other substances, by whatever official name, common or usual name, chemical name or brand name designated for testing in 49 CFR Part 40 including: opiates, amphetamines, cocaine, marijuana and phencyclidine.

“Screening Test” (initial test) means the initial drug or alcohol test to determine whether an employee has controlled substances or prohibited concentration of alcohol in his/her system. Screening tests for alcohol are by breath test and, for controlled substances, a urine test by immunoassay, enzyme process or other method approved by 49 CFR 40.

“Commercial Driver’s License” (CDL) means a license issued pursuant to state law which authorizes an individual to operate a commercial motor vehicle.

“Medical Review Officer” (MRO) means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer’s drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history and any other relevant biomedical information.

“Substance Abuse Professional” (SAP) means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances -related disorders.

“Safety Sensitive Functions Relating to the Operation of Commercial Motor Vehicles” means all time that a commercial motor vehicle driver is performing, ready to perform, or immediately available to perform the following tasks:

- 1. waiting to be dispatched, unless the driver has been relieved from duty;
- 2. inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- 3. driving time;

4. remaining in or upon any commercial motor vehicle, while not driving, except time spent resting in a sleeper berth;
5. loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded or unloaded.
6. performing the driver requirements relating to accidents.
7. repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

18.4 POLICY ADMINISTRATOR

The City Administrator, or his/her designee, shall be the controlled substance, drug and alcohol policy administrator for the City. Any inquiries concerning this policy, its application, administration or its interpretation shall be made to the policy administrator or his/her designee.

The policy administrator shall maintain a current list of the City positions that are governed by this policy. This list shall be available for inspection by any individual who is applying for a position with the City, any current City employee, or the public. Current city employees shall be notified if they are subject to this policy.

The policy administrator shall develop any forms necessary to carry out the provisions of this policy, unless the forms are provided under the federal regulations. (Part 40 CFR) The forms shall be provided to appropriate persons who are responsible for the implementation and management of this policy.

18.5 ALCOHOL & CONTROLLED SUBSTANCES PROHIBITIONS

The following are prohibited acts by an employee covered by this policy:

a. Performance of Safety Sensitive Functions.

An employee is prohibited from performing any safety sensitive functions and from engaging in any work-related functions: 1) while consuming alcohol; 2) while having an alcohol concentration of 0.02 or greater; 3) within four (4) hours after consuming alcohol; and/or 4) after refusing to submit to an alcohol test. An employee is prohibited from consuming alcohol within eight (8) hours after an accident for which the employee is subject to post-accident testing as specified in this policy.

b. Unauthorized Use and/or Possession of a Controlled Substance.

An employee is prohibited from the unauthorized use and/or possession of a controlled substance at any time, whether on or off duty. In the event an employee is authorized to use a controlled substance by medical prescription, it is the employee's duty to inform any prescribing doctor that they perform safety sensitive functions while at work and to obtain

from that doctor a release to perform such work while taking or using the substance. The employee is prohibited from using the prescribed or authorized substances other than in the amount and manner prescribed or authorized and is prohibited from performing work when under the influence of any substance that impairs their ability to work safely.

c. Notification of Side Effects of Prescribed Controlled Substance.

Any employee who is consuming a prescribed or authorized controlled substance or other drug of any kind whose side effects may inhibit or impair the employee's performance shall notify the supervisor of such consumption upon reporting to work and prior to engaging in any work-related activity.

d. Unauthorized Possession of Alcohol on Duty.

An employee is prohibited from the unauthorized possession of alcohol while on duty.

e. Requirements for Employee to Notify of Violation/Conviction.

Any employee whose job performance requires the possession of a valid CDL must notify the policy administrator of any conviction for a violation of any state or local law relating to motor vehicle traffic control (other than parking violations) within thirty (30) days of the conviction. In addition, such an employee who loses the CDL for a violation of or as a consequence of the law or any administrative action shall notify the policy administrator immediately of the loss of the CDL.

f. Consequences of Testing Positive.

An employee testing positive on an alcohol and/or controlled substance test as provided herein will be removed from duty immediately. The City is not required to return employees to duty that have tested positive or otherwise violated this policy, to a safety sensitive position or to retain them as employees. A positive test will be deemed misconduct and may result in suspension or termination of employment subject to applicable law. Moreover, in accordance with federal law, an employee cannot be returned to safety sensitive duties until he or she has been evaluated by a substance abuse professional, has complied with recommended rehabilitation, and has received a negative result on the return to duty test, at the employee's expense.

An employee who violates any of these provisions or tests positive for drugs or alcohol may be subject to disciplinary action up to and including termination subject to applicable law.

18.6 CONTROLLED SUBSTANCE AND ALCOHOL TESTING PROVISIONS

a. Testing

Employees subject to this policy shall be subject to controlled substances and alcohol testing including the following types of tests: pre-employment, random, reasonable suspicion, post-accident, return-to-work, and follow-up testing.

1. Pre-Employment Testing

Pre-employment urine drug testing and alcohol testing, if mandated by federal regulations, shall be required of all applicants for positions covered by this policy as a condition of the application procedure. Receipt of satisfactory test results is required prior to commencement of employment and/or engaging in safety sensitive functions for the first time. The failure of a controlled substance or alcohol test disqualifies an applicant from appointment to City employment for a period of at least one hundred twenty (120) days. A negative controlled substance and alcohol test shall be required prior to further consideration for any employment. An applicant who tests positive will not qualify for rehabilitation services through the City.

2. Reasonable Suspicion Testing

Reasonable suspicion urine and/or breath alcohol testing shall be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance use. The determination that reasonable suspicion exists must be based on specific contemporaneous, articulable observations concerning the appearance, behavior, speech and body odors of the employee. The observations for controlled substances may include indications of the chronic and withdrawal effects of controlled substances. Reasonable suspicion observations and reports can only be made by supervisory or management personnel and police officers who are trained to detect the signs and symptoms of controlled substance and alcohol use and who may reasonably conclude that an employee may be adversely affected or impaired in the employee's work performance due to the use of the controlled substance or alcohol. The observing supervisor or manager is required to involve a police officer, who shall complete the appropriate required documentation within twenty-four (24) hours of the observed behavior or before the results of a controlled substance test are released, whichever is sooner.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case no later than before eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled

substance testing. The City will document the reasons for not promptly conducting the required tests.

3. Post-Accident Testing

Federal Highway Administration regulations require alcohol and controlled substance testing following an accident for any employee who was performing safety sensitive functions if the accident involved a fatality or for any employee who receives a citation for a moving traffic violation. The City also may require testing for all employees whose performance may have contributed to the accident, as well as the employee(s) who was (were) involved in the accident when injury to a person requires transport to a medical treatment facility, or disabling damage to one or more vehicles requires towing from the accident site to occur.

Post-accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case, no later than eight (8) hours after the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first. The City will document the reasons for not promptly conducting the required tests.

Any employee who leaves the scene of an accident without appropriate authorization prior to submission to controlled substance and alcohol testing shall be considered to have refused the tests and the employee's employment may be terminated for such action. This does not require delay of medical attention or other assistance necessary in responding to the accident.

4. Random Testing

Random testing shall be conducted on employees performing safety sensitive functions. Random testing shall be unannounced and conducted with unpredictable frequency throughout the year using an established scientifically based selection method. Random testing shall occur no less frequently than required by federal law and shall result in the employee test rate required by federal regulation.

5. Return to Duty Testing

Return to duty urine drug and/or breath alcohol testing shall be required for an employee who has previously tested positive for either category of substance or who admitted alcohol or substance abuse and received treatment for such abuse, at the employee's expense. To return to work, the employee must test negative and be evaluated and released to return to work by a SAP.

6. Follow-Up Testing

Follow-up testing of any employee allowed to return to work will be required. The employee will be required to submit to frequent unannounced random urine drug and/or breath alcohol testing for at least six (6) times in the following twelve (12) months after return to work, at the employee's expense. Follow up testing may be continued for a period of up to sixty (60) months from the employee's return to work date, at the employee's expense.

7. *Confirmatory Testing*

Any employee who questions the results of a required urine drug test under this policy may request that an additional test be conducted. The test must be conducted on a split sample that was provided at the same time as the original sample, and the test analysis may be conducted at a different qualified laboratory than where the original test was conducted. All costs for employee requested testing shall be paid by the employee unless the second test invalidates the original test. An employee's request for a retest must be made to the Medical Review Officer (MRO) within seventy-two (72) hours of the notice to the employee of the initial test result. Requests made after the seventy-two (72) hour limit will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

b. *Failure to Test*

Any employee who:

- fails to report immediately to the test site and/or
- fails to submit to the required testing, including all required testing procedures and/or
- fails to provide an adequate sample of urine for controlled substance testing or breath for alcohol testing without medical justification and/or
- provides an altered sample of urine

is considered to have refused to test and shall be subject to disciplinary action up to and including termination. An employee who states at the time of the test that he/she is physically unable to provide an adequate urine or breath sample shall be evaluated by a licensed physician selected by the City.

c. *Testing Procedures and Results*

1. *Alcohol*

Alcohol tests are conducted on evidential breath testing devices that measure the concentration of alcohol in breath and shall be conducted under the supervision of a police officer. An initial screening test will be conducted. Any result that is less than 0.02

alcohol concentration is considered negative. If the alcohol concentration is 0.02 or greater, a second confirmatory test must be conducted. Any employee who tests with an alcohol concentration of 0.02 or greater shall be removed from safety sensitive duties for at least twenty-four (24) hours.

If the alcohol concentration is .04 or greater, the test is considered positive. Any employee who is found to have engaged in prohibited alcohol conduct under this policy shall be immediately removed from work-related activity and the employee shall not be permitted to resume work, if at all, until the employee is: (1) evaluated by a SAP, and (2) complies with the rehabilitation contract if such is required, and (3) has tested negative in the return to duty test. All costs associated with evaluation by a SAP, a rehabilitation contract and applicable testing shall be paid by the employee.

2. Controlled Substances

Controlled substance testing is conducted for the following controlled substances: (1) Marijuana (THC metabolite), (2) Cocaine, (3) Amphetamines, (4) Opiates (including heroin), and (5) Phencyclidine (PCP).

Individuals tested under this policy must provide a urine specimen that will be tested at a laboratory selected by the City. Adequate chain of custody methods will be followed to assure that the security, integrity and identification of each specimen is protected. The actual testing for controlled substances is a two-stage process. An initial screening test is conducted. If the screening test is positive for one or more of the controlled substances, a confirmatory test is conducted for each identified controlled substance. The confirmatory test is a gas chromatography/mass spectrometry (GS/MS) analysis.

Any employee who tests positive on the confirmatory test shall be interviewed by the City's Medical Review Officer (MRO). The MRO will attempt to determine if there is a satisfactory explanation for the test result before making a final determination as to whether the results are positive or negative. The employee will be notified of the results, whether positive or negative. As discussed above, an employee may request a confirmation test of a positive result.

18.7 EMPLOYEE ASSESSMENT

An employee who participates in testing and tests positive shall be removed from safety sensitive functions for a minimum of twenty-four hours and until evaluated by an SAP as outlined below. (Part 382.505 and 382.605 CFR) An employee who tests positive for either the presence of controlled substances or alcohol above the minimum thresholds set forth in the federal regulations shall be evaluated by a SAP. The SAP shall evaluate each employee who tests positive to determine what assistance, if any, the employee needs in resolving problems associated with the controlled substance or

alcohol abuse. All costs associated with evaluation by a SAP and employee assistance in resolving problems associated with the controlled substance or alcohol abuse shall be paid by the employee.

Assessment by a SAP does not protect an employee from disciplinary action or guarantee continued employment or reinstatement by the City. An employee violating this policy or other applicable drug and alcohol rules may be subject to disciplinary action up to and including termination and, further, an employee who is engaging in an illegal activity shall be subject to prosecution under applicable criminal law.

18.8 REHABILITATION

Section 17.6 of this manual contains the City's policy on rehabilitation and Section 17.8 contains provisions relating to the voluntary admission of an alcohol or controlled substance abuse problem.

18.9 EDUCATION AND TRAINING

The City shall provide all employees with a copy of this policy and shall display and distribute materials related to the effects of the use and/or abuse of alcohol and controlled substances. The City shall also provide information to employees regarding available treatment and rehabilitation.

All supervisors and managers who are responsible for the administration and enforcement of this policy shall receive at a minimum sixty (60) minutes of training for each topic (alcohol and substance abuse) on the physical and behavioral effects on personal health, safety and on the work environment and performance indicators on the effects of alcohol and controlled substance use and abuse, the side effects of abuse, and the consequences of prohibited work-related activity involving alcohol and controlled substance consumption. The training shall include an overview of this policy and its implementation and application to employees. Training shall also include a component related to objective observation for reasonable suspicion testing, documentation and record keeping.

18.10 CONFIDENTIALITY OF RECORDS

All records developed and/or acquired pursuant to this policy shall be maintained under strict confidentiality by the City, the testing laboratory, the MRO and the SAP. Within the City, the records shall be maintained separately from other personnel and administrative records and shall be kept in a secured location.

Materials from these records shall not be released to others without the written consent of the affected employee, except under provisions provided for by law, as needed with regard to the rehabilitation contract, in litigation or quasi-judicial and administrative proceedings related to positive test results and/or matters initiated by the employee.

Applicants may request the results of pre-employment tests within sixty (60) days of learning the disposition of the employment application.

Employee alcohol and drug testing results and records are maintained as required by law.

18.11 REFERENCE

The following reference materials may be consulted for guidance in administering this policy:

1. 49 USC 31306
2. 49 CFR 40 (Testing Procedures)
3. 49 CFR 382 (Testing of CDL drivers)

SECTION 19 REPEAL AND AMENDMENT

The City Council may from time to time repeal or amend the Personnel Policies of the City as deemed necessary.

Standard policies and procedures concerning the relationship between the City and its employees will be produced in writing and will be made available to all concerned. When the need for new or revised rules and regulations is indicated, it will be referred to the City Administrator to consider the establishment of such policy. The City Administrator shall recommend changes to the City Council for review and approval.

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE
CITY OF CREVE COEUR FOR THE FISCAL YEAR 2024
COMMENCING JULY 1, 2023 AND
APPROPRIATING FUNDS PURSUANT THERETO**

WHEREAS, THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023 HAS BEEN PROPOSED IN ACCORDANCE WITH STATE LAWS AND THE CITY CHARTER, AND

WHEREAS, THE FINANCE COMMITTEE REVIEWED AND RECOMMENDED APPROVAL OF THE PROPOSED BUDGET, AND

WHEREAS, A COPY OF THE PROPOSED BUDGET HAS BEEN AVAILABLE FOR PUBLIC INSPECTION AT THE CREVE COEUR GOVERNMENT CENTER AND A PUBLIC HEARING ON THE BUDGET WAS CONDUCTED ON JUNE 12, 2023, AT WHICH TIME ALL PERSONS WERE GIVEN AN OPPORTUNITY TO BE HEARD IN ACCORDANCE WITH CITY CHARTER REQUIREMENTS AND A NOTICE OF THE PUBLIC HEARING AND A GENERAL SUMMARY OF THE PROPOSED BUDGET WERE PUBLISHED IN THE ST. LOUIS COUNTIAN ON MAY 12, 2023, AND

WHEREAS, A COPY OF THIS ORDINANCE HAS BEEN MADE AVAILABLE FOR PUBLIC INSPECTION PRIOR TO ITS ADOPTION AND THIS BILL WAS READ BY TITLE IN AN OPEN MEETING TWO TIMES BEFORE FINAL PASSAGE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI AS FOLLOWS:

SECTION 1: THE ANNUAL BUDGET FOR THE CITY OF CREVE COEUR, MISSOURI FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023, A COPY OF WHICH IS ATTACHED HERETO AND MADE A PART HEREOF AS IF FULLY SET FORTH HEREIN IS HEREBY ADOPTED. PURSUANT TO CHARTER SECTION 9.5(D), ADOPTION OF THE BUDGET CONSTITUTES APPROPRIATION OF THE AMOUNTS SPECIFIED THEREIN AS EXPENDITURES FROM THE FUNDS INDICATED. APPROPRIATION SHALL BE AS SPECIFIED BY ENUMERATED BUDGET LINE ITEM. FURTHER DETAIL WITHIN A BUDGET LINE ITEM EXPLAINS THE INTENDED USE OF FUNDS AS OF THE TIME OF BUDGET DEVELOPMENT, BUT SUCH USES MAY BE CHANGED AS AUTHORIZED BY THE CITY ADMINISTRATOR WITHIN THE LIMITS OF THE BUDGET LINE ITEM.

SECTION 2: AS AUTHORIZED IN RESOLUTION NO. 987 (FUND BALANCE POLICY), COUNCIL HEREBY APPROVES AN ADDITIONAL ASSIGNMENT OF \$1,000,000 DURING FY 2024 RESULTING IN AN ASSIGNED FUND BALANCE OF \$3,000,000 FOR THE INTENDED USE OF PAYING FOR PUBLIC FACILITIES. \$1,000,000 REMAINS ASSIGNED FOR STREET IMPROVEMENTS PER ORDINANCE 5479. LASTLY, THE PROCEEDS FROM THE SALE OF FOUNTAIN PARK (\$749,533) REMAINS RESERVED IN THE PARKS & STORMWATER FUND FOR THE INTENDED USE OF THE PURCHASE OF LAND OR CONSTRUCTION OF IMPROVEMENTS IN CITY PARKS OR OTHER PUBLIC RECREATIONAL SPACES OR FACILITIES PER ORDINANCE NO. 5380.

SECTION 3: THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO THE PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

BILL NO. 6069

ORDINANCE NO. _____

PASSED THIS _____ DAY OF _____, 2023.

NICOLE GREER
PRESIDENT OF CITY COUNCIL

APPROVED THIS _____ DAY OF _____, 2023.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



MEMORANDUM

DATE: May 30, 2023

TO: Mark Perkins, City Administrator

FROM: Lori Obermoeller, Director of Finance

SUBJECT: Amendments to Proposed FY 2024 Budget

On April 17, 2023 the proposed FY 2024 budget was submitted to City Council and the Finance Committee. The first City Council work sessions was held on April 24th to discuss the proposed budget. The proposed budget was also reviewed by the Finance Committee on April 25th and May 9th. Then at the May 8th budget meeting, the following three changes were presented as a revision to the proposed budget (Revised as of 5/2/23):

- Excess Olive TDD Funds will be added as revenue (\$340K) to the Capital Fund in FY 2024; First Bank Utility Burial expenditures (\$225K) will be added to the Capital Fund in FY 2024; the Excess Olive Funds will be used for this project. **This will increase the Capital Fund balance by \$115K for FY 2024.**
- Economic Development Agreement with 39N expenditures (\$50K) will be added to FY 2024. This is the first of a 3-year agreement. ARPA Funds will be used to offset all of these costs, so this will also be reflected in FY 2024. **This reduces the General Fund balance by \$50K in FY 2024.**
- Record \$33,750 in the Parks & Stormwater Fund in FY 2023 instead of FY 2024 since the contract and PO to encumber the funds was done in FY 2023. **This does not change the ending fund balance for the Parks & Stormwater Fund.**

As of today, the following revisions have been made (Revised as of 5/30/23):

- Added 1 Police Officer position as an Instructor with the St. Louis County and Municipal Police Academy; cost of salary and fringe benefits reimbursed by St. Louis County (see attached memo from Chief Hartman). **No change to the ending General Fund balance.**
- Reclassify the Golf Maintenance Superintendent to Golf Course Manager. **Could increase the ending fund balance slightly for the Enterprise Fund.**
- Increase Building Inspector by 1 and decrease Residential Building Inspector by 1. **Could decrease then ending fund balance slightly for the General Fund.**

Attached are the changed budget pages from 5/30/23, and the revised budget as of 5/30/23 has been posted to the website. The Finance Committee offered one comment (continue to review other revenue sources) for the Council's consideration, in addition to recommending adoption of the proposed FY 2024 Budget. I would be pleased to respond to any questions.



MEMORANDUM

DATE: May 11, 2023
TO: M. Perkins, City Administrator
FROM: J. Hartman, Chief of Police
SUBJECT: Staffing Request

In line with the goal of retaining personnel through growth and development opportunities, the Police Department has an opportunity to provide an Officer with the opportunity to join the St. Louis County and Municipal Police Academy as part of their instructor staff. This is a full-time detachment and the Police Officer would be selected through a competitive process determined by the Academy Director.

The officer's gross wages and "direct fringe benefits" are reimbursed by St. Louis County.

Some benefits of this assignment to the City of Creve Coeur include:

- 1) Skill development as an instructor/trainer for a Creve Coeur Police Officer
- 2) Direct access to Police Officer Recruits attending the Police Academy which provides a natural advantage in recruiting new officers
- 3) It is a good opportunity for representation and recognition in the St Louis Area law enforcement region (branding)
- 4) The salary and most paid benefits of the Police Officer are reimbursed to the City.

For this opportunity to not have a negative impact on staffing, I am requesting an increase in staffing by one (1) full-time police officer during the time in which we have an officer on assignment at the St. Louis County Police Academy.

This would increase the total full-time commissioned staffing from 49 to 50. The Police Officer assigned to the Police Academy would be assigned to the Administrative Division. This would increase the total full-time commissioned staffing in the Administrative Division from five (5) to six (6), with the *Position Title* of "Police Officer – Administrative Detachment."



POLICE DEPARTMENT – ADMINISTRATIVE DIVISION

Mission Statement:

It is the mission of the Creve Coeur Police Department to partner with our community to safeguard life and property, enforce the law, preserve the peace, and reduce the fear of crime within the framework of the Constitution.

Administrative and Support Division:

The Administrative and Support Services Division includes a full-time sworn staff consisting of a Chief of Police, a Police Captain, a Professional Standards Lieutenant, two (2) Community Relations and Crime Prevention Officers, and a police officer assigned to instruct to the St. Louis County and Municipal Police Academy. The division has a non-sworn staff consisting of two (2) Records Associates, a Support Services/Fleet Maintenance Assistant, an Executive Assistant to the Chief of Police, a Building Maintenance Worker, a part-time Evidence Custodian, a part-time CALEA Accreditation Assistant, and a Maintenance Worker II/Mechanic cost shared (25%) with Public Works-Streets (75%).

The Investigations Bureau also falls under the command of the Administrative and Support Services Captain but for budgetary purposes, has a separate budget. For further on the Investigations Bureau, refer to the Investigations Budget (Acct. 2121).

It is the responsibility of the Chief of Police to review all essential job functions of department personnel to ensure that efficient and professional services are provided to the public. Staff reports and assessments of services are regularly provided to the City Administrator for review to ensure that this is achieved.

Department Description

The Administrative Captain oversees and supervises the Records Bureau, the Support Services Bureau, the Professional Standards Bureau, and the Investigations Bureau. The Support Services Bureau is responsible for:

- Fleet purchasing, maintenance, and surplus vehicle disposal
- Records management & purging
- Driving While Intoxicated Tracking System (DWITS)
- Department Training Coordinator
- Oversee the hiring process for commissioned and reserve police officers
- In-car & body-worn camera video system maintenance
- Sale/collection/maintenance of all police records, reports, data, and statistics
- Deer mitigation program
- Emergency management/preparedness; including policies, practices, and procedures
- Management of officer and department equipment
- Building maintenance and security, including surveillance cameras and in-house phone recording
- Sunshine law and discovery requests

Fund: 01
Dept: 21-11



The Professional Standards Lieutenant reports directly to the Chief of Police. The Professional Standards Lieutenant is responsible for:

- Supervising the accreditation assistant responsible for maintaining policies, proofs, and best practices
- Coordinating the annual accreditation remote evaluation
- Manage and coordinate the quadrennial CALEA onsite accreditation comprehensive evaluation
- Submitting policy and procedure updates in compliance with accreditation requirements
- Submitting annual reports as required for accreditation
- Working cooperatively with all divisions to maintain accreditation standards
- Ensuring milestones are met for the CALEA accreditation process (ongoing)
- Coordinating and implementing special projects as assigned by the chief of police
- Supervising the evidence custodian and the evidence function. This includes proper management of evidence submission, proper storage, packaging, laboratory examinations & transfers, and disposal through court-ordered destruction, and collection, and disposal of prescription drug take-back supply.
- Investigating all department complaints, internal and external
- Implementing corrective training and discipline from complaints
- Ensuring the department's public information officer provides professional-level and effective police communication
- Overseeing the Crime Prevention and Community Relations functions (See Crime Prevention Service Standards)

Administrative Service Standards

- Maintain a professional and polite demeanor in all phone contacts with the public and radio contacts with officers and other police agencies. Operate within FCC regulations, with no violations.
- Enter timely and accurate law enforcement computer data with no "sunshine" or "right of privacy" violations.
- Manage active criminal wanted entries and wanted cancellations. Immediate notification to personnel regarding Adult Abuse Court Orders. Immediate entry of arrest records (booking sheets). Update and/or dispose of arrest files and reports according to Missouri retention laws.
- Process police reports, arrest files, and traffic tickets daily.
- Respond to public requests for reports within 72 business hours.
- Maintain membership in the West Central Dispatch Center (WCDC) which provides police dispatching services and remote prisoner monitoring.
- Respond to citizen complaints within 24 hours and resolve internal investigations within 90 days.
- Complete required monthly crime statistics reports within 10 days. Submit all DWI reports within 15 days and all accident reports within 20 days to the proper authority. Submit

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quarterly financial status reports relative to federal Community Oriented Policing and Problem Solving (COPPS) grants within 15 days.

- Enter “false alarm” incidents in the alarm database within 48 hours. Submit false alarm reports and distribute false alarm notifications semi-monthly.
- Manage and schedule equipment and fleet maintenance. Schedule repairs within one business day, when possible.
- Conduct annual inventory of fixed assets and non-expendable items by April 30.
- Administer and complete the hiring process within 90 days from application processing and testing.
- Provide support to the Patrol Division for purchases of equipment, overseeing repair, replacement, and updates of equipment necessary for daily job performance.
- Update Standard Operating Procedures, as well as complete the CALEA re-accreditation process.

Crime Prevention Office Service Standards

- Educate the general public on crime prevention methods to limit exposure to becoming a victim.
- Provide timely alerts about criminal activity occurring in the local area.
- Present the DARE program in accordance with established national standards.
- Conduct Citizen Police Academy classes to educate residents on the complexities of police work.
- Conduct Rape Aggression Defense training to educate females on self-defense techniques and strategies to escape an attack.
- Conduct safety assessments for homeowners and educate subdivision associations about crime prevention in their neighborhoods.
- Conduct 4E Active Shooter Preparation classes for businesses, schools, and other citizen groups as requested.
- Conduct Safety assessments for businesses, notifying them of criminal activity and trends.
- Partner with local banking facilities to review and improve hold-up and notification procedures.
- Review reported criminal activity and related data to determine possible crime patterns and ensure all patrol officers and citizens are informed of criminal information and activity within the city.
- Crime prevention through environmental design (CPTED)
- Crime statistics and analysis
- Review false alarm calls with follow-up with repeat offenders to mitigate future false alarms.
- Serve as liaison for Neighborhood Watch and the Creve Coeur Crime Prevention Partnership
- Conduct building tours with community groups and coordinate DEA Prescription Drug Take-Back events (bi-annual).

WCDC Consortium Standards

- Answer and dispatch 911 calls immediately. Answer all non-emergency calls as soon as practical, not to exceed three (3) rings, if at all possible. Dispatch non-emergency calls as soon as practical, based on priority. Immediately call back and dispatch a patrol unit on

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“911” hang-ups. Re-contact and inform the complainant if priorities prevent dispatching non-emergency calls within five (5) minutes.

- Maintain immediate response or acknowledgment to radio calls from police officers. Immediately dispatch assists units in accordance with department policy.
- Provide regular reports and assessments to the Chief of Police and City Administrator of calls for service, records updates, and budgetary expenditures.

Benchmarking/Budgetary Savings

- The consolidation of services through the West Central Dispatch Center (WCDC) continues to realize significant annual cost savings in personnel and equipment when compared to self-providing dispatch services since its inception in 2011. Additionally, the Police Department benefits from a highly professional level of service from the dispatch center.

Objectives

- Continue to reduce storage costs and paper usage by managing records through the use of Computer Assisted Report Entry (CARE).
- Continue to manage dispatch operating costs through the partnership with the WCDC.
- Offer online purchases of accident reports, as well as walk-in records services five days a week.
- Maintain Police Department vehicles and equipment in excellent condition, providing the best equipment and technology available. Provide monthly reports of expenditures for vehicle maintenance and upkeep.
- Continue to maximize the use of mobile ticketing by officers and sergeants. The use of mobile ticketing by officers and sergeants is at the 99th percentile. Mobile ticketing is a computer application available through REJIS, which allows officers to electronically issue traffic tickets. The tickets download directly into the court system, eliminating the need to enter the tickets into the municipal court docket system.
- Recruit high-quality applicants for police officer positions.
- Review building requirements and department procedures for CALEA compliance.
- Continue to upgrade and monitor the security of the Police Department, Government Center, and Community Center.
- Reduce crime and the fear of crime through community engagement and crime prevention programs.

Budget Highlights

- Acct. 5101 – Increase due to cost sharing of Maintenance Worker II/Mechanic position (Police-Administration 25%/Public Works-Streets 75%) to assist with Police Department general fleet maintenance.
- Acct. 5101 – Increase due to the addition of one (1) full-time position (police officer) assigned to instruct at the St. Louis County and Municipal Police Academy; cost of salary and fringe benefits reimbursed by St. Louis County.
- Acct. 6202 – Increase in fees associated with WCDC Consortium membership (\$655,977).
- Acct. 6202 – Annual maintenance for PowerDMS software for all department personnel to efficiently document training and testing proofs required for CALEA (\$6,476).

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- Acct. 6203 – Pre-employment background checks and mileage (\$940).
- Acct. 6253 – Replacement of three (3) mobile phones for Command Staff (\$2,190).
- Acct. 7310 – Emergency preparedness/housing for PD staffing during inclement weather (\$1,000).
- Acct. 9503 – Replacement refrigerator for breakroom (\$1,500).
- Acct. 9503 – Replacement ice maker in the breakroom (\$2,500).
- Acct. 9503 – Vehicle upfitting for Administrative Vehicle #2414 (\$2,000).
- Acct. 6213 – Increase due to transfer of FileOnQ Annual Maintenance from Investigations (2121) to the Administrative budget (\$7,550).

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**ALL FUNDS
SUMMARY OF FULL-TIME AUTHORIZED PERSONNEL
BY DEPARTMENT/FUND**

DEPARTMENT/DIVISION	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<u>GENERAL FUND:</u>					
Legislative Services	1	1	1	1	1
Legal Services	0	0	0	0	0
Administrative Services	4	4	4	4	4
Municipal Court	2	2	2	2	2
Finance Department	5	4	4	4	4
Information Services	1	1	1	1	1
Community Services/Recreation	0.70	1.20	1.20	1.20	1.20
Maintenance of Property	2.50	2.50	1	1	1
Police-Sworn	49	49	49	49	50
Police-Non-Sworn	3	4	5	5	5.25
Public Works-Administration	3.5	3.3	3.3	4.3	4.3
Public Works-Street Maintenance	9	9	9	9	8.75
Public Works-Health & Environment	0	0	0	0	0
Public Works-Parks Maintenance	3.5	3.5	4	5	5
Community Development-Planning	3.5	3.5	3.5	2.5	2.5
Community Development-Building	10	10	10	10	8
Subtotal*	97.70	98.00	98.00	99.00	98.00
<u>CAPITAL IMPROVEMENT FUND:</u>					
Capital Improvement-Administration	1	1	1	1.5	1.5
Subtotal	1	1	1	1.5	1.5
<u>SEWER LATERAL FUND:</u>					
Sewer Lateral-Administration	0	0.2	0.2	0.2	0.2
Subtotal*	0	0.2	0.2	0.2	0.2
<u>PARKS & STORMWATER FUND:</u>					
Parks & Stormwater-Administration	0	0	1	1.5	1.5
Subtotal	0	0	1	1.5	1.5
<u>MUNICIPAL ENTERPRISE FUND:</u>					
Ice Arena	2.50	3.00	3.00	3.00	3.00
Golf Course	3.80	3.80	3.80	3.80	3.80
Subtotal*	6.30	6.80	6.80	6.80	6.80
TOTAL AUTHORIZED FULL-TIME EMPLOYEES:	105.00	106.00	107.00	109.00	108.00

* Decimals are due to sharing of some full-time positions among more than one department.
See section on "Authorized Positions" for additional detail.



**CITY OF CREVE COEUR
FISCAL YEAR 2024
FULL-TIME EMPLOYEE CLASSIFICATION PLAN AND PAY RANGES**

GRADE	POSITION TITLE	DEPARTMENT/DIVISION	ANNUAL*	
			Min	Max
7	Building Maintenance Technician	Community Services, Ice Arena	41,666.80	58,295.69
	Maintenance Worker	Golf Course, Ice Arena, Police-Administration, Public Works-Streets, Parks		
	Records Associate	Police-Administration		
8	Accounting Associate	Finance	44,516.02	62,279.57
	Administrative Services Associate	Community Development-Building, Public Works-Administration, Recreation		
	Court Clerk I	Administrative Services-Municipal Court		
	Maintenance Worker I	Building Maintenance, Golf Course, Public Works-Streets, Parks		
	Support Services Associate	Police-Administration		
9	Apartment Re-Occupancy Inspector/Code Enforcement Officer	Community Development-Building	48,575.54	67,952.81
	Court Clerk II	Administrative Services-Municipal Court		
	Executive Assistant to Chief of Police	Police-Administration		
	Maintenance Worker II	Building Maintenance, Public Works-Streets, Parks, Golf Course		
	Maintenance Worker II/Mechanic	Police-Administration, Public Works-Streets		
	Payroll Associate	Finance		
	Police Academy Recruit	Police-Patrol		
	Recreation Supervisor	Community Services, Ice Arena		
10	Administrative Services Supervisor	Community Development-Planning, Public Works-Administration	54,916.96	76,840.88
	Foreman I	Public Works-Parks, Streets		
	Golf Course Manager	Golf Course		
	Human Resources Generalist	Administrative Services		
	Residential Building Inspector	Community Development-Building		
	Senior Accounting Associate	Finance		
11	Assistant Director of Recreation	<i>vacant</i>	61,485.31	86,031.53
	Building Inspector	Community Development-Building		
	City Planner	Community Development-Planning		
	Court Administrator	Administrative Services-Municipal Court		
	Golf Maintenance Superintendent	Golf Course		
	Plans Examiner	Community Development-Building		
	Public Information Officer & Management Analyst	Administrative Services		
	Project Manager-Engineering	Public Work-Administration		

**GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024**

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS			
COMMUNITY SERVICES - ADMINISTRATION			
	(1) Director of Recreation	0.2	0.2
	(1) Administrative Services Associate	0.5	0.5
	(1) Recreation Supervisor	0.5	0.5
		<u>1.2</u>	<u>1.2</u>
PART-TIME POSITIONS			
COMMUNITY SERVICES - ADMINISTRATION			
	(1) Receptionist - Comm. Serv./Ice	0.38	0.30
		<u>0.38</u>	<u>0.30</u>
		800	630
FULL-TIME POSITIONS			
MAINTENANCE OF MUNICIPAL FACILITIES			
	Building Maintenance Worker II	1	1
		<u>1</u>	<u>1</u>
FULL-TIME POSITIONS			
POLICE - ADMINISTRATION			
	Chief of Police	1	1
	Police Lieutenant-Professional Standards	1	1
	Police Captain-Support Services	1	1
	Police Officer-CPO	2	2
	Police Officer- SLCMPA Instructor	0	1
	Executive Assistant to Police Chief	1	1
	(2) Maintenance Worker II/Mechanic	0	0.25
	Support Services/Fleet Maintenance Associate	1	1
	Records Associate	2	2
	Building Maintenance Worker	1	1
		<u>10</u>	<u>11.25</u>
PART-TIME POSITIONS			
POLICE - ADMINISTRATION			
	CALEA Accreditation Assistant	0.7	0.7
	Evidence Custodian	0.7	0.7
		<u>1.4</u>	<u>1.4</u>
		2912	2912
FULL-TIME POSITIONS			
POLICE - INVESTIGATIONS			
	Police Lieutenant	1	1
	Police Detective	5	5
	Police Officer-SRO	1	1
		<u>7</u>	<u>7</u>

**GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024**

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS			
COMMUNITY DEVELOPMENT - BUILDING			
	Chief Building Official	1	1
	Senior Plans Examiner	1	0
	Plans Examiner	1	2
	Building Inspector	2	3
	Residential Building Inspector	2	0
	Apartment Re-Occupancy Inspector/Code		
	Enforcement Officer	1	1
	Administrative Support Associate	2	1
		<u>10</u>	<u>8</u>
PART-TIME POSITIONS			
COMMUNITY DEVELOPMENT - BUILDING			
		HRS	HRS
	Community Development Clerk	0.00 0	0.70 1456
		<u>0.00 0</u>	<u>0.70 1456</u>
GENERAL FUND TOTAL FULL-TIME (FTEs)		99.00 *	98.00 *
GENERAL FUND TOTAL PART-TIME (FTEs)		4.53	5.14

**MUNICIPAL ENTERPRISE FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024**

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS			
ICE ARENA			
	⁽¹⁾ Director of Recreation	0.8	0.8
	⁽¹⁾ Recreation Supervisor	0.5	0.5
	⁽¹⁾ Administrative Services Associate	0.5	0.5
	Building Maintenance Technician	1	1
	⁽⁶⁾ Maintenance Worker	0.2	0.2
		3	3
PART-TIME POSITIONS			
ICE ARENA			
		HRS	HRS
	Building Supervisor - Ice	1.44	1.73
	Custodian - Ice	0.38	0.00
	Learn to Skate Instructor	0.17	0.29
	Learn to Skate Coordinator	0.07	0.04
	⁽¹⁾ Receptionist-Comm. Serv./Ice	0.38	0.30
	Recreation Aide - Ice	0.53	0.38
		2.97	2.75
		6180	5715
FULL-TIME POSITIONS			
GOLF COURSE - MAINTENANCE			
	Golf Maintenance Superintendent	1	1
	Maintenance Worker II	1	1
	⁽⁶⁾ Maintenance Worker	0.8	0.8
		2.80	2.80
PART-TIME POSITIONS			
GOLF COURSE - MAINTENANCE			
		HRS	HRS
	Greenskeeper	0.91	0.82
		0.91	0.82
		1900	1700
FULL-TIME POSITIONS			
GOLF COURSE - PRO SHOP			
	Assistant Director of Recreation	1	0
	Golf Course Manager	0	1
		1	1
PART-TIME POSITIONS			
GOLF COURSE - PRO SHOP			
		HRS	HRS
	Recreation Aide - Golf	1.58	1.68
		1.58	1.68
		3285	3500
PART-TIME POSITIONS			
GOLF COURSE - FOOD SERVICES			
		HRS	HRS
	Concession Attendant	0.26	0.29
		0.26	0.29
		550	600

**MUNICIPAL ENTERPRISE FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024**

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
ENTERPRISE FUND TOTAL FULL-TIME (FTEs)		6.80	6.80
ENTERPRISE FUND TOTAL PART-TIME (FTEs)		5.73	5.54
TOTAL FULL-TIME FTEs (ALL FUNDS)		109.00	108.00
TOTAL PART-TIME FTEs (ALL FUNDS)		10.25	10.68

Notes: ⁽¹⁾ Shared between Community Services and Ice Arena
⁽²⁾ Shared between Public Works-Streets and Police-Administration
⁽³⁾ Shared between Public Works-Administration and Sewer Lateral Fund
⁽⁴⁾ Shared between Public Works-Administration and Community Development-Planning
⁽⁵⁾ Shared between Capital Improvement Fund & Parks & Stormwater Fund
⁽⁶⁾ Shared between Golf Maintenance and Ice Arena



City of Creve Coeur

FY 2024

Preliminary Operating Budget



city
of

CREVE COEUR

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April 17, 2023

Mayor Hoffman and Members of the City Council:

I am pleased to present the Fiscal Year 2024 (FY 2024) budget for your consideration. The proposed budget provides the resources necessary to continue to meet the high expectations of our community over the next year.

In the recent years, state and local governments everywhere continued to face similar long-term challenges of stagnant revenues, rising costs and fallout of the COVID-19 pandemic. Due to a concerted effort to limit expenditures to the extent possible, the City of Creve Coeur continues to be financially strong while providing high quality service to the community. The effect of inflation is witnessed both in revenues to some extent and in the rising costs of labor, services and commodities for equipment and supplies.

Long Range Planning

In developing the annual budget, the city staff relies upon a variety of planning documents, including the city's Strategic Plan, Comprehensive Plan, five-year Capital Improvement Plan, and the Parks and Recreation Master Plan. The annual budget provides many of the resources necessary for implementing the long-range objectives as identified in city's planning documents. In April 2022, a new Strategic Plan was adopted establishing and prioritizing goals for the next three years and was updated last month with new action items for FY 2024 by the City Council.

The city's Strategic Plan includes the following goals:

Strategic Goal 1: Invest in city services to make them effective and efficient.

One approach to investing in city services is to attract and retain qualified employees through competitive pay and benefits. In FY 2023, the city completed a comprehensive review of the city's benefit package in completion of a first year action item and results showed the city is a strong competitor in many benefits areas, but has opportunities for enhancements. Several benefit enhancements proposed in FY 2024 are soft costs, such as modifying paid time off schedules, while others will require an additional investment by the city, such as providing a cost of living adjustment (COLA) to Legacy Plan retirees and enhancing the level of the LAGERS retirement plan to be more comparable with cities in the St. Louis Metropolitan Area. City staff reviewed salaries and pay ranges of employees as part of its annual budget planning process and compared them with peer cities in the area and is proposing a 3% cost of living adjustment (COLA) in FY 2024 for all full-time staff along with increases for the annual merit plan and step plans to provide some relief from income loss due to inflation. Competitive pay is particularly important now when facing a depleted applicant pool

and to remain competitive with peer cities. Also in FY 2024, staff will be developing an individualized compensation report to efficiently communicate the value of city benefits to employees annually.

City staff made progress in several areas designed to streamline and improve city processes in FY 2023 including the acquisition and implementation of new building permitting and agenda management software programs. Both new software systems will provide electronic access to city files while reducing the city's carbon footprint by utilizing more paperless processes to the extent possible. Also in FY 2023, the city transitioned from semi-monthly to biweekly payroll which improved the efficiency of the payroll process and increased the pay frequency for employees. In FY 2024, digital archiving of permanent records is anticipated to be completed, possibly through a state grant as well as exploring staff scheduling software to improve efficiency.

An ongoing goal of staff and City Council is to seek opportunities for revenue enhancements to continue being a community of choice with high-level services. On April 4, 2023, voters approved Prop M, a 3% additional tax on recreational marijuana which was legalized in Missouri in November 2022. This new tax revenue will be dedicated to public safety purposes including equipment, training and other program costs related to public safety. In FY 2024, staff will continue educating residents about the local use tax, the uses of it in maintaining current service levels, and how it is a more equitable to Creve Coeur businesses that invest and reside in our community and must compete with online and out-of-state companies that do not pay local sales tax.

Strategic Goal 2: Invest in infrastructure and facilities to support the local economy and quality of life.

The Government Center – previously an elementary school built in the 1950s and renovated for its current use in 1989 – lacks adequate office, meeting and archival space, and needs equipment and infrastructure replacements. In FY 2023, an updated space needs analysis was completed including cost estimates to renovate the existing building, or build a new one. The high estimated costs deterred proceeding further with construction at this time. To prepare for the cost of a new Government Center in the future, the FY24 budget for FY24 proposes to set aside funds for this purpose in each of the next five years. By FY28, this reserve will reach \$7 million and reduce the amount of future debt required for a new facility. In the meantime, staff will undertake short-term repairs and renovations to the Government Center including much needed roof repairs to ensure the facility remains functional, safe and inviting for employees and the public.

The automotive market is rapidly moving towards electric vehicles (EVs). In response, in FY 2024 new EV charging stations will be installed at the Police Building to make it possible for the city to invest in more hybrid and electric city vehicles in support of green energy and be more accommodating to the public. This project is eligible for rebates under an Ameren Missouri Program that covers half of the cost of EV charging station equipment and installation.

The Ice Arena located in the Dielmann Recreation Complex requires maintenance and capital upgrades to address an aging facility and aging and/or obsolete equipment including conversion or replacement of the R-22 coolant system, HVAC and flooring replacement, and roof repairs which are included in the 5-year CIP plan (FY 2024 - FY 2028). Alternative uses to the Ice Arena were considered in FY 2023, and there was a City Council decision to proceed with the \$2.2M ice refrigerant system conversion and other repairs in FY 2024, all of which were made possible by a \$525K Municipal Park Grant, \$1.6M in American Rescue Plan Act (ARPA) funds, and the Capital Improvement Fund.

Street and sidewalk projects represent significant investments made by the city each year which are primarily paid for through Capital Improvement Fund revenues coupled with staff's success in obtaining federal and state grants to offset costs whenever possible. The quinquennial street condition analysis was updated in FY 2023 and will guide the pavement management program for the next five years. In addition, the \$1.3M Mosley Road Improvement Project, partially-funded Surface Transportation Project (STP) grant project (\$760K), was completed and included realignment and resurfacing of the road and sidewalk improvements between Olive Boulevard and Ladue Road. ARPA funds (\$1.5M) will also be used to support capital improvements to city streets in late FY23 a year in which the city's street and sidewalk construction program exceeded \$5.4M. Anticipated to be completed in FY 2024, is the \$1.3M New Ballas Road Improvement Project – Phase I, also partially-funded by an STP grant (\$960K), includes concrete pavement replacement, right-of-way acquisition and construction for the area between Olive Boulevard to Craig Road.

In FY 2023, the early stages of the development of a Watershed Management Plan (\$448K) are underway and anticipated to be complete in FY 2024. Included in the cost are funds to develop stormwater concept plans for long-standing priority level projects in FY 2024 partially funded by Missouri Sewer District's Operations, Maintenance and Construction Improvements (OMCI) grants. The Watershed Management Plan will include an in-depth study of stormwater behavior and needs throughout Creve Coeur to provide a sound, proactive basis by which the city can approach stormwater management investments in the future.

Strategic Goal 3: Promote safety and well-being of the community.

The Creve Coeur Police Department – specifically the quality of employees who serve – are the keystone to providing safe and secure community for residents, businesses and visitors. Following record high post-COVID employee turnover across the nation, police officer recruitment was a priority in FY 2023 and many benefit enhancements such as mental health checks on a triennial basis and other policy changes were implemented to attract and support the next generation of police officers in the community. In FY 2023, the Police Department expanded the use of license plate readers at intersections in the city as an important crime-solving tool, and research costs associated with upgrading security systems in various parks.

The well-being of the community includes a having spaces where people can play and enjoy the great outdoors. In FY 2021, the Parks and Stormwater tax was passed by voters providing much-needed revenues to make many new projects possible. In FY 2023, one-mile of resurfaced asphalt paths was completed in Conway Park along with the removal of two historic log cabins – Cluster and Hackmann – which were donated by the City of Creve Coeur to St. Louis County. In FY 2023, the log cabins were disassembled and relocated to Faust Park where they will be rebuilt and restored by preservationists for future generations to learn about the life of early settlers in the region.

In FY 2024, approximately \$4.8M is budgeted for parks and stormwater projects as outlined in the Capital Improvement Plan. A significant park projects planned in FY 2024 includes \$2.3M for Millennium Park Improvements – Phase I which includes a site design for the west half of the park, a new playground, splash pad, and park benches, and walkway connections in this section with construction beginning in late summer 2023 and continuing into spring 2024.

Strategic Goal 4: Actively engage Creve Coeur residents and seek input from diverse perspectives.

One of the many ways the city seeks input from residents is through face-to-face conversations. In FY 2023, the city resumed the Subdivision Trustee Annual Meeting after a two-year hiatus following the COVID pandemic. This type of public venue is an effective way for City Council and staff to engage with subdivision leaders to listen to concerns and also talk about city projects and services that may benefit them. Another way the city engages residents is by making access to public information easy, thereby being good stewards of public trust through transparency. The City implemented a new agenda management software for governing bodies to promote public meetings and more efficiently share information about local government activities. Mayor Hoffman was elected to serve on the Board of Directors of the Municipal League of Metro St. Louis (MML) and members of the City Council attended the MML and National League of Cities conferences where they can learn about the significant part they play in protecting and preserving the quality of life in their own respective cities and towns, regionally and statewide.

A multi-year project is anticipated to be completed in FY 2024, namely the construction of a commemorative artwork project (\$228K) planned for Venable Park which resides on land acquired by the city in the late 1950s from Dr. H. Phillip Venable through eminent domain and motivated by bigotry and racial animus. The memorial artwork design will be selected to provide a lasting and engaging memorial in honor Dr. Venable. In addition, the Arts Committee and Parks and Historic Preservation Committee will be collaborating to find new ways of encouraging cultural events in the city and brainstorming ways to celebrate the City's 75th anniversary and the 100th anniversary of the golf course in calendar year 2024.

Strategic Goal 5: Encourage high quality development in order to strengthen and diversify the economy and provide additional services and amenities to residents.

One way the city supports economic diversity is through effective zoning codes to ensure the city has a portfolio of different zoning districts to support commercial and residential life. In FY 2023, the Planning and Zoning Commission (P&Z) and City Council approved a revised drive-thru ordinance in fall of 2022 which was prompted by a rise in contactless food service during the pandemic and concerns with several components of the prior ordinance. Amending the ordinance allows more flexibility for drive-throughs that do not abut single-family homes, more restaurant and business choices for residents, and improves opportunities for revenue enhancements. In FY 2024, staff and the P&Z will work on revising the zoning ordinance to address and encourage electric vehicle infrastructure in support of market trends toward use of electric vehicles to expand opportunities for additional amenities to businesses, residents and visitors to Creve Coeur.

The 39 North Agtech District (39N) continues to be an area of significant importance for Creve Coeur and the entire region. The 600-acre mixed-use area is anchored by the Donald Danforth Plant Science Center, BRDG Park, Helix Incubator, Benson Hill, Bayer Crop Science, the Yield Labor and others. In FY 2023, Bayer – the largest landowner in Creve Coeur – sold its 95-acre west campus. Staff has received an application from the developer proposing a mixed-use development which will include multifamily housing, office space, ground floor retails and a hotel which will help support the growing synergy of this ag-tech business and research area. In FY 2024 staff will be working on a Comprehensive Plan update to include redevelopment of the former Bayer West Campus and updating the City's planned development ordinance to serve as a flexible zoning alternative for the city along with looking at ways to encourage redevelopment in the East Olive Corridor.

By the end of FY 2023, construction preparation will begin for a grant project involving partial reconstruction of the intersection of Lindbergh Boulevard and Old Olive Street Road. This project will include a signalized intersection and a pedestrian crossing. The project will connect Old Olive east and west of Lindbergh, a critical step toward implementation of the Old Olive Great Street Plan and the 39N Master Plan.

GENERAL FUND

Long-range revenue and expenditure projections for the General Fund are included in Section 2 of the proposed budget. In FY 2024, operating revenues are projected to outpace operating expenditures by \$671,122. After interfund transfers, the fund balance is expected to decrease by \$445,373. This decrease is due to a one-time transfer of \$1.9M in ARPA funds to the Capital Fund.

Long-Range Outlook

Prior to FY 2022, despite a very strong local economy in Creve Coeur, the city continued to experience flat revenue growth, as the city's general fund revenues increased an average of only 1.07% for the previous ten-year period. However, starting in FY 2022, sales tax and utility taxes have increased and continue to increase, accounting for 72% of the city's General Fund revenue.

The long-term global trend from brick and mortar to on-line shopping accelerated during the pandemic. Cities across the state and nation have increasingly adopted a use tax to recover the revenue losses resulting from the trend to on-line purchases, and is a matter which the City Council and Finance Committee continue to discuss and consider for the future.

General Fund Reserves

Creve Coeur continues to maintain a substantial reserve in its General Fund, projected at \$21.6 million at the end of FY 2024 or 132.1% of annual operating expenditures. The city's substantial reserves provides the opportunity to set aside funds for long-term capital needs:

- \$3M is reserved for future replacement of the Government Center; and this reserve is proposed to increase by \$1M each year over the next five years;
- \$1M is reserved for unforeseen street construction or repairs;

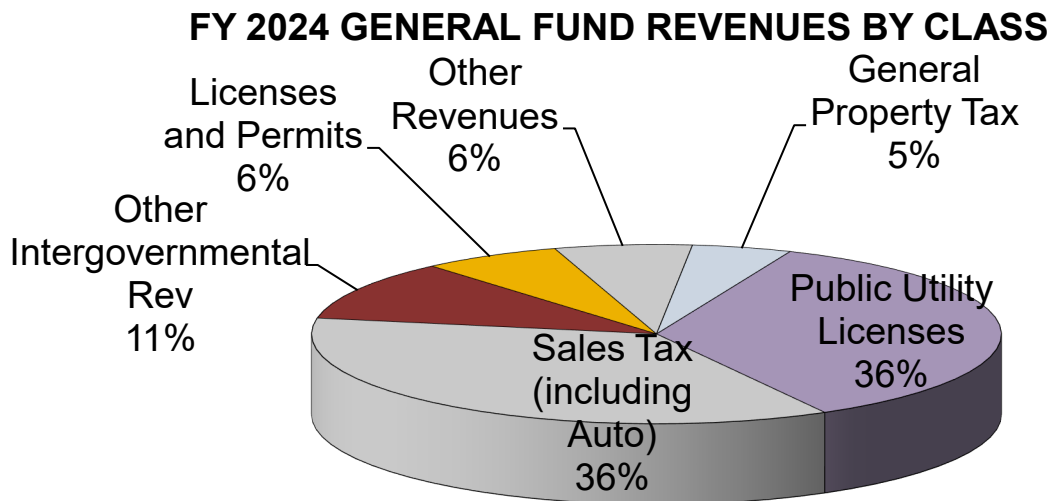
After accounting for these assigned purposes, the city is projected to have an unassigned fund balance of \$17.4M or 106% of annual expenditures. By FY 2028, the city's General Fund unassigned reserves are projected to be reduced to \$12.4 million, or 66% of annual operating expenditures. This figure is still well above the city's reserve policy of maintaining at least four months of the previous two years average expenditures, or 33% of annual expenditures.

An annual transfer of \$400,000 of County Road and Bridge Tax revenues is made each year to the Capital Improvement Fund, consistent with the intended use of these revenues for road improvements and repairs. The balance of these funds support Street Division operations in the General Fund.

By maintaining a substantial reserve, the city has been able to respond to emergencies, pursue grant-match opportunities and maintain a triple-A credit rating.

General Fund Revenues

The city's revenue stream relies heavily on retail sales tax (35.9% of General Fund revenues) and utility licenses (35.6% of General Fund revenues). For FY 2024, operating revenues for the General Fund are projected to increase 1.4% from projected FY 2023 revenues when you exclude the one-time payment from ARPA Funds of \$1.9M. This increase is primarily due to an increase in sales tax and an increase in utility tax rates. The City received half of the ARPA funds in FY 2022 and FY 2023 (\$3.9M), but these are one-time revenues. The City plans to utilize most of these funds on Street and Ice Rink projects in FY 2023 and FY 2024. A brief explanation of revenue projections for FY 2024 is provided below:



Intergovernmental Revenues, which include sales tax, gas tax, and county road and bridge tax, comprise 47% of operating revenue, are projected to decrease by .2%, but only because of the one-time ARPA Funds received in FY 2023. Without the ARPA Funds, the Intergovernmental Revenues are projected to increase 11.5% in FY 2024.

The city sales tax portion of Intergovernmental Revenues, based on the city's sales tax rate of 1.25% but is subject to the St. Louis County sharing formula, whereby a portion of revenues are shared with other cities and the county. The city's sales tax for FY 2023 is projected to be \$5,934,458, or 10.5% more than FY 2022 and 16% more than FY 2019, which is the last full year not impacted by the pandemic. For FY 2024, staff is projecting a modest 2% increase.

Public Utility Licenses, which comprise 36% of the city's operating revenue, is projected to increase 6.9% in FY23 over FY22. For FY 2024, an overall increase of 4.3% to \$6,269,755 is budgeted due for public utility licenses due to recent or anticipated rate increases.

The city's current **Real Estate Tax** rates per \$100 of assessed value are \$.073 for residential and \$.083 for commercial property and are expected to decrease for FY 2024 since it is a reassessment year. Higher reassessments will result in lower property tax rates due to Missouri state law. General Fund real estate tax revenues for FY 2024 are projected to increase 6% to \$824,655. The city's General Fund portion of property tax represents one percent of the total property tax bill including the school and fire districts and other taxing authorities.

The City of Creve Coeur, unlike all other taxing jurisdictions serving our residents, does not include a tax on personal property for its general levy.

Licenses and Permits are projected to decrease by 17.8% to \$1,151,285 for FY 2024. Building permit revenues are projected to decrease by 23.4% to \$675,000 following three consecutive exceptional years, where we saw several large projects being initiated.

Apartment Re-Occupancy permit revenues are projected to decrease to \$96,000 in FY 2024 as a result of apartment facilities improving their new occupant procedures.

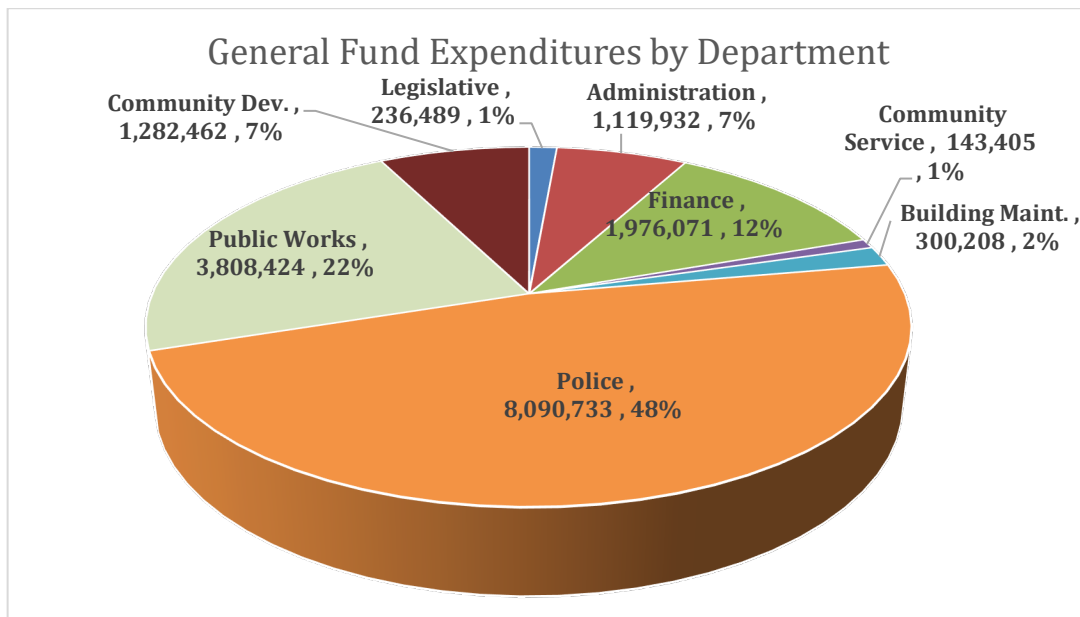
Business license revenues are projected to increase 1% in FY 2024, at \$210,406. While a number of businesses closed during the pandemic, the City continues to gain a number of new businesses to help offset the loss. Therefore, this revenue was only slightly affected by COVID-19. The city's business license rates have not been adjusted since the early 1990s.

Municipal Court revenues are projected to increase by 1% in FY 2024 to \$393,640, as Municipal Court sessions was substantially curtailed in FY 2021 and FY 2022 due to the pandemic, but have slowly returned to normal.

Interest on Investments increased in FY 2023 a result of interest rates continuously increasing after COVID-19, but interest rates are expected to level off for FY 2024, with interest revenue budgeted at \$450,000.

Charges for Municipal Facilities are projected to increase 3% at \$52,000, and can be attributed to the increase in park programs since they declined in FY 2021 due to the COVID-19 pandemic. This is down \$20K or 28.2% from the last full pre-pandemic year of FY 2019 as a result of not opening up reservation of the Multi-Purpose Room or either one of the two meeting rooms.

General Fund Expenditures



Fiscal Year 2023 expenditures are projected to be 3.7% lower than budgeted mainly due to many vacancies. FY 2024 is projected to be 7.4% higher than projected expenditures for FY 2023 mainly as a result of personnel and benefit increases in addition to the large number of full-time position vacancies in FY 2023. As the chart below demonstrates, personnel services comprise 71.28% of our General Fund budget.

<u>Expenditure Category</u>	<u>FY 2023 Projected</u>	<u>FY 2024 Budget</u>	<u>Percentage Change</u>
Personnel Services	\$10,911,552	\$11,818,856	8.3%
Operating Expenses	\$4,355,131	\$4,635,888	6.4%
Capital Outlay	\$515,056	\$502,980	-2.3%
TOTAL	\$15,781,739	\$16,957,724	7.5%

Personnel Services

The Police Department composes the majority (55%) of the General Fund personnel expenditures. The Public Works Department makes up the next largest portion of the city's personnel costs (14.4%).

Major factors affecting personnel expenditures in FY 2024 are outlined below.

- The total full-time employee population has decreased two full-time positions in FY 2024 which were vacated in FY 2023 through attrition, namely a building inspector and administrative services associate. The administrative services associate position was reclassified to part-time bringing the total full-time employee count to 107 in FY 2024.
- Minimum and maximum salary ranges are recommended to increase 3% for all merit plan grades and 3.5% for all commissioned grades in addition to reclassifying a few positions to higher salary grades due to traction lost in recent years following salary freezes and/or conservative merit increases and to be more comparable with competitor cities.
- A 3% cost of living adjustment (COLA) is proposed for all merit based employees; a 3.5% COLA for all step based employees (police officers and sergeants); and a few market equities to adjust actual salaries to be more comparable with select cities at a cost of \$252,439.
- A 4% merit increase is proposed for merit plan employees and a 3.5% step increase for step plan employees as well as a few market equity adjustments for certain positions whose actual salaries are lagging based on salary data with comparator cities at a total cost of \$231,517.
- Longevity pay has been frozen since FY 2011, and will decline rapidly as long-term employees retire from the city. Only employees hired before August 1, 2004 are eligible for longevity pay and receive \$8 pay per month, for each year of service to the city (a 10-year employee receives \$80 per month, or \$960 per year in longevity pay). For FY 2024, longevity pay will total \$23,424, down sharply from \$79,700 ten years ago.

- Effective July 1, 2009, the city elected to pool its health insurance with other municipalities in the St. Louis Area Insurance Trust (SLAIT) in an effort to reduce rate volatility and gain more control of the plan from year to year. In FY 2024, rates are projected to increase 4% which will increase the premiums \$49,573 to \$1,289,093*. As previously discussed, the city also implemented a spousal surcharge program effective January 1, 2021, which results in an annual savings of approximately \$125K in spousal premiums costs and spousal surcharge fees. The surcharge applies only to spouses who are provided with health insurance coverage through their employer but have opted for the city's plan. In addition, SLAIT and the City of Creve Coeur have implemented an ambitious wellness program to encourage healthy life-styles among our workforce.
- The city's legacy defined benefit (DB) pension plan covers employees hired on or before June 1, 2006. In previous years, the unfunded liability costs associated with the legacy plan had been dispersed and shared among all of the department operating budgets with active members in the plan; however, beginning in FY2022, these unfunded liability costs were expensed to the Finance Department-Interdepartmental budget for more accurate tracking of these expenses totaling approximately \$528,379 for FY 2024, which is up from the \$472,760 in FY 2023 as a result of less active employees in the legacy plan to contribute to the costs. The employee contribution to the legacy pension plan (4%) is projected to generate \$78,199 to offset a portion of the city's total contribution to the pension fund, budgeted at \$1,062,820*. The city's FY 2024 budgeted contribution is \$97,615 more than the contribution for FY 2023. The City Council and Pension Board adopted a 10-year amortization schedule to retire the unfunded pension liability, but due to adopting the current mortality table and reducing the earnings assumption from 7% to 6.75% in FY 2019, and then to 6% in FY 2022, the amortization schedule has been extended to a 14-year period. Additionally, in FY 2021 the percentage of funds transferred from the Public Safety Fund to the General Fund was increased from 15% to 20% to offset a portion of the expenses associated with police officers in the legacy DB plan. This transfer will offset General Fund pension costs associated with the legacy DB plan by \$242,162 in FY 2024.
- Employees hired after June 1, 2006, are in the LT-8(65) Missouri Local Government Employees Retirement System (LAGERS) and contribute 4% of their salary to the plan. The 4% employee contribution is projected to generate \$228,335*. The city's contribution to LAGERS is budgeted at \$422,266*.

**Combined General Fund, Capital, Sewer Lateral, Parks & Stormwater and Enterprise Fund.*

Operating Expenses are projected to increase by 6.4% to \$4,635,888 in FY 2024. The city's trash and recycling contract represents the city's largest non-personnel related operating cost. The city entered into a 5-year contract extension with Republic Waste in FY2021, which calls for up to a 4% annual increase. For FY 2024, trash and recycling contract costs are budgeted at \$874,955. Building & ground maintenance, auditing services, office equipment maintenance, utilities, planning & design services, education & training, travel & conferences, temporary personnel services, property & liability insurance, snow removal, vehicle maintenance and fuel represent other large areas of non-personnel related costs.

Capital Outlay Expenses in the General Fund budget are projected to be \$502,980 for FY 2024. This amount represents a 20.9% decrease over the estimated FY 2023 expenditures with most of the decrease due to a decrease in police vehicle replacement.

A listing of capital outlay expenditures may be found in the department budget in accounts 9501 through 9505. Capital outlays are generally one-time expenditures or expenditures for items which have a useful life of longer than one year such as building improvements, vehicles, equipment, office machines and furniture and fixtures.

Significant capital outlay expenditures are identified in each of the departmental budgets.

Budget Highlights

Within each departmental budget you will find a section titled “Budget Highlights,” describing new or expanded programs, purchases or trends of note.

CAPITAL IMPROVEMENT FUND

The city’s capital program reflects an emphasis on preservation of existing infrastructure, and aggressively pursuing outside funding to offset the city’s cost where possible.

The five-year plan (FY 2024–FY 2028) includes approximately \$21.8 million in total capital outlay with the major emphasis on street reconstruction and resurfacing. Staff evaluates and prioritizes specific streets and types of treatment based on the city’s street rating system, most recently updated by a third party consultant in FY 2023.

The proposed Capital Fund budget is based on the five-year Capital Improvement Plan (FY 2024 – FY 2028), which was submitted to the City Council on February 27 and scheduled for approval on April 24, 2023.

Capital Fund Revenues

Funding sources for infrastructure and city facilities’ needs are limited to our capital improvement sales tax, grants and transfers from the General Fund. As sales tax revenues have been stagnant over the last decade until FY 2022, transfers from the general fund will continue to be an important revenue source to ensure proper maintenance of our infrastructure.

The half-cent capital improvement sales tax is the major funding source for the Capital Improvement Fund. Capital sales tax revenues are projected to be \$2,422,402 at the end of the current fiscal year, up 10.3% from FY 2022 and up \$255K over FY 2019, which was the last full pre-pandemic fiscal year. A 2% increase in sales tax revenue is projected in year 2024 due to businesses returning to normal after the COVID-19 pandemic.

Historically, General Fund transfers of \$400,000 have been recommended and included in the Capital Improvement Plan to provide funding to maintain a robust street maintenance program and consistent with the intended use of county road and bridge revenues.

The city has been successful in obtaining grant funding for street and park projects, and it is anticipated that we will be able to obtain future grant funding to supplement the plan as presented.

The city received a total approximately \$3.89 million in Federal ARPA funds in FY 2022 and FY 2023. As these funds are one-time in nature, it is the recommendation of city staff to use these funds for one-time, capital investment. These funds have been allocated in the FY 2023 and FY 2024 budget

for street and sidewalk maintenance program that was delayed during the COVID-19 pandemic and for several projects related to the ice arena refrigerant switchover, dehumidification system and compressor repairs.

Capital Fund Expenditures

The FY 2024 projects are outlined in detail in the Capital Improvement Program (CIP) budget. Expenditures by major category in the Capital Fund are as follows:

- Building and Improvements - \$492,500
- Park Development Projects - \$2,723,000 (offset by \$1,670,535 from ARPA Funds)
- Street and Sidewalk Improvements - \$4,271,500 (offset by \$2,705,410 from grant funding)
- Capital Equipment - \$674,000
- Administration - \$153,104

PARKS AND STORMWATER FUND

As previously mentioned, in November 2020, voters in Creve Coeur approved a half-cent tax increase (Prop C), that is dedicated to capital improvements, operations and maintenance of city parks and stormwater infrastructure. Use and allocation of revenues generated by the parks and stormwater sales tax is guided by city policy included in the “Financial Policies” section of the budget.

Parks and Stormwater Revenues

The new half-cent tax went into effect on April 1, 2021 and revenues for FY 2023 are projected to be \$2,912,168 and \$2,970,412 is budgeted for FY 2024, which is a 2% increase.

The city also projects \$400,000 in funding from other agencies, including funding from the re-established Operations, Maintenance and Capital Improvement (OMCI) Deer Creek Watershed District by MSD.

Parks and Stormwater Expenses

The FY 2024 projects are outlined in detail in the CIP. Expenditures by major category in the Parks-Stormwater Fund are as follows:

- Parks and Recreational Facilities - \$2,987,250
- Stormwater - \$1,120,000
- Capital Equipment - \$30,000
- Administration - \$137,795

BUILDING PROJECT BOND FUND

In FY 2017, voters approved a \$10.635 million general obligation bond measure to finance the construction of a new police building on the existing property of the Creve Coeur Government Center and make safety and security improvements to the Government Center. Construction of the police building was completed by FY 2021.

PUBLIC SAFETY SALES TAX FUND

A countywide Public Safety sales tax was approved by voters on April 4, 2017. Cities in St. Louis County share 5/8 of the revenues based on population. The budgeted amount to be received by the City of Creve Coeur in FY 2024 is \$1,235,028. These revenues will help offset the increasing cost of providing high quality police services including maintaining competitive salaries and benefits, moving to a step pay plan, equipment, technology, training, and maintenance and operating expenses for the new Police Station. The city's adopted policy on use of these funds can be found under the "Financial Policies" section of the budget.

FY 2024 includes transfers out of the Public Safety Fund into the General Fund to cover the increase in pension contributions for the Police Department \$242,162. This amount increased from 15% to 20% of the sales tax in FY 2021.

Operating expenditures for the new Police Station, including utilities and maintenance, are budgeted at \$157,539 for FY 2024.

Part of the fees collected by municipal court provide funding for police training, but these revenues have been in decline due to Senate Bill 5 and other changes in the municipal court rules. The Public Safety Fund provides another source of training revenue, budgeted at \$43,250 in FY 2024.

Other capital items, including building upgrades, firing range lead abatement, replacement of carriers for patrol, Millennium Park cameras, police interview room camera and 3 additional Flock license plate recognition (LPR) cameras are just a few of the items included in FY 2024.

BUILDING PROJECT DEBT SERVICE

The debt associated with the Building Project Fund will be paid through real and property tax assessment and will sunset after 20 years (2037). The current rate of \$.082 is also budgeted for FY 2024.

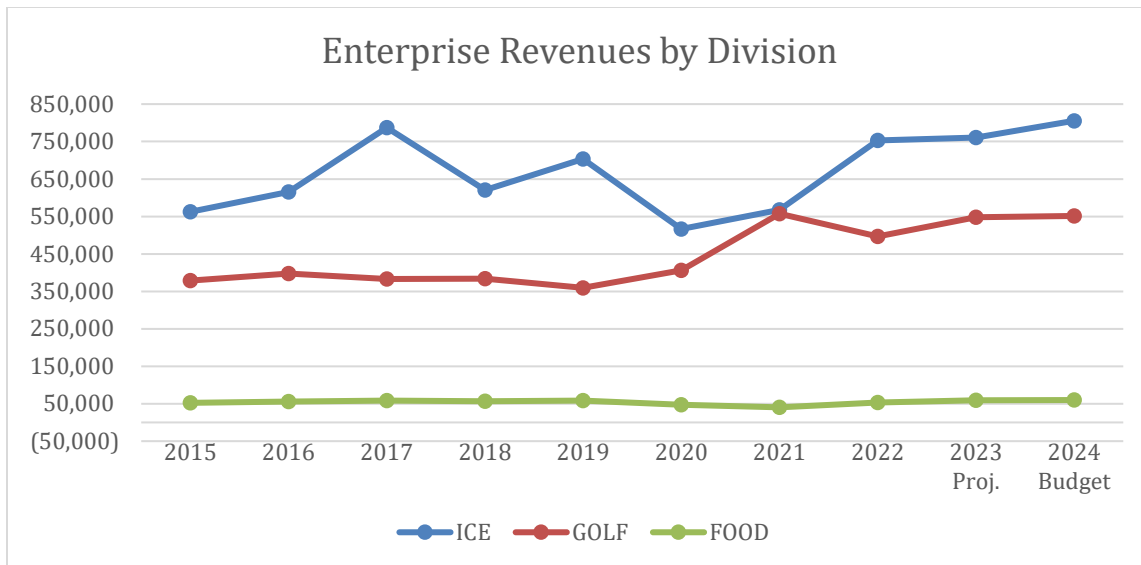
In FY 2023, the City executed a bond defeasance allowing the City to set the debt levy back to the original \$.082 per \$100 of Assessed Valuation. Doing this will allow the City to defease a portion of the Series 2017 Bonds maturing on March 1, 2037, in the aggregate principal amount of \$575,000. Doing a defeasance allows the City to pay off the bonds faster and also allows the City the option of issuing bonds again before the 20-year maturity at the same rate (subject to voter approval).

In FY 2024, property tax revenue is budgeted to be \$964,600, with interest revenue of \$9,500.

Interest expense is estimated to be \$215,588, and principal expense is anticipated to be \$480,000 in FY 2024.

MUNICIPAL ENTERPRISE FUND

The Municipal Enterprise Fund (MEF) includes the operations, maintenance and capital outlay of the city's golf course and ice arena. The fund is comprised of four divisions: Golf Course/Pro Shop, Golf Course/Maintenance, Ice Arena, and Food Services.



MEF Revenues are projected to be 3.6% higher in FY 2024 (\$1,416,861). The golf course has seen a substantial increase over FY 2019, up 53.8%, as residents and non-residents have sought outdoor activity while schools and businesses have been closed. The ice arena, even saw an increase over FY 2019 of \$100,112 or 14.2%.

Operating Expenses for the Enterprise Fund are anticipated to increase by 2.9% to \$1,313,641. This increase is mainly due to an increase in personnel costs.

We continue to strive for the MEF to offset all operating expenses with operating revenues. No General Fund transfers to support MEF operations are projected over the next five (5) years.

Ice Arena

Ice Arena revenues are estimated to increase 3.1% over projected FY 2023 revenues to \$784,188 in FY 2024. Estimated expenses for FY 2024 are projected to increase 4.71% to \$644,766 when compared to projected expenses for FY 2023. An increase in expenses resulted primarily from an increase in personnel costs. The decrease in revenues is due to a projected one-month shut-down of the ice arena during renovations related to installation of a new refrigeration system. A temporary chiller will be used for the majority of the construction period.

Golf Course

Golf Course revenues are budgeted to increase in FY 2024 by .74% to \$551,563 when compared to projected revenues for FY 2023. Estimated expenses for FY 2024 are projected to increase by 1.76% to \$619,430 over projected FY 2023 expenses of \$608,695.

The city entered into a 4-year lease agreement for golf carts in FY 2023. The lease arrangement is financially advantageous to the city as well as providing a better level of service to course patrons.

Food Services

Food Service revenues are projected to increase slightly in FY 2024 to \$59,800 compared to projected FY 2023 revenues of \$59,300. Estimated expenses are projected to decrease to \$49,445 compared to projected FY 2023 expenses of \$52,143.

Budget highlights and detail for Golf, Food, and Ice are included within the proposed budget.

EMPLOYEE RETIREMENT FUND

The city maintains a legacy defined benefit retirement plan for vested city employees hired prior to June 1, 2006. Contributions are made to the fund annually based on actuarial assumptions and investment performance. The employer contributions for FY 2024 are budgeted at \$1,062,820 including interest compared with FY 2023 employer contributions of approximately \$965,205 plus interest. .

In addition to the Employee Pension Board adopting a more conservative investment earnings assumption of 6% starting in FY 2022 (down from 6.75%), the most current mortality table was implemented in FY 2022 and the 10-year amortization schedule was extended to a 14-year schedule.

The FY 2024 budget includes an employee contribution of 4% of salary by participating employees with less than 30 years of service (\$78,200) to help offset a portion of the cost of the legacy defined benefit pension plan.

CONCLUSION

Accountability to our community is the cornerstone upon which trust and support are built. Continuously setting high standards and determining priorities to meet the expressed needs of our community continues to set Creve Coeur apart from other cities.

The FY 2024 budget is hereby presented for your consideration, setting forth a work plan we believe will provide the services Creve Coeur residents have come to expect from the city. We look forward to the upcoming budget discussions with the Mayor and City Council and the Finance Committee.

Many members of the staff have worked long hours to prepare this year's budget. They have labored to make it as accurate as possible and organized it so that the budget will serve as both a tool for decision-making and a communicator of policy. Special recognition goes to Finance Director Lori Obermoeller, Senior Accounting Associate Tracy Brothers, and Assistant City Administrator Sharon Stott for their diligence in developing this budget for your consideration.

Sincerely,



Mark C. Perkins
City Administrator



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CITY OFFICIALS

MAYOR

Robert Hoffman

CITY COUNCIL

Ward I

Mark Manlin
Heather P. Silverman

Ward II

Tim Carney
Nicole Greer

Ward III

David Z. Hoffman
Sari Neudorf

Ward IV

Joe Martinich
Dan Tierney

ADMINISTRATIVE STAFF

City Administrator

Mark C. Perkins, ICMA-CM

Assistant City Administrator

Sharon M. Stott, MBA

City Attorney*

Carl Lumley

Prosecuting Attorney*

Stephanie Karr

Alternate Prosecuting Attorney*

Melissa Price Smith

Municipal Judge*

Timothy Engelmeyer

Provisional Municipal Judge*

Mary Bruntrager

City Clerk

Kellie Henke

Chief of Police

Jeffrey Hartman

Director of Finance

Lori Obermoeller, CPFO, MBA

Director of Public Works

Jim Heines

Director of Community Development

Jason W. Jaggi, AICP

Chief Building Official

Gregory B. Tate, CBO, MCP

Director of Recreation

Jason E. Valvero

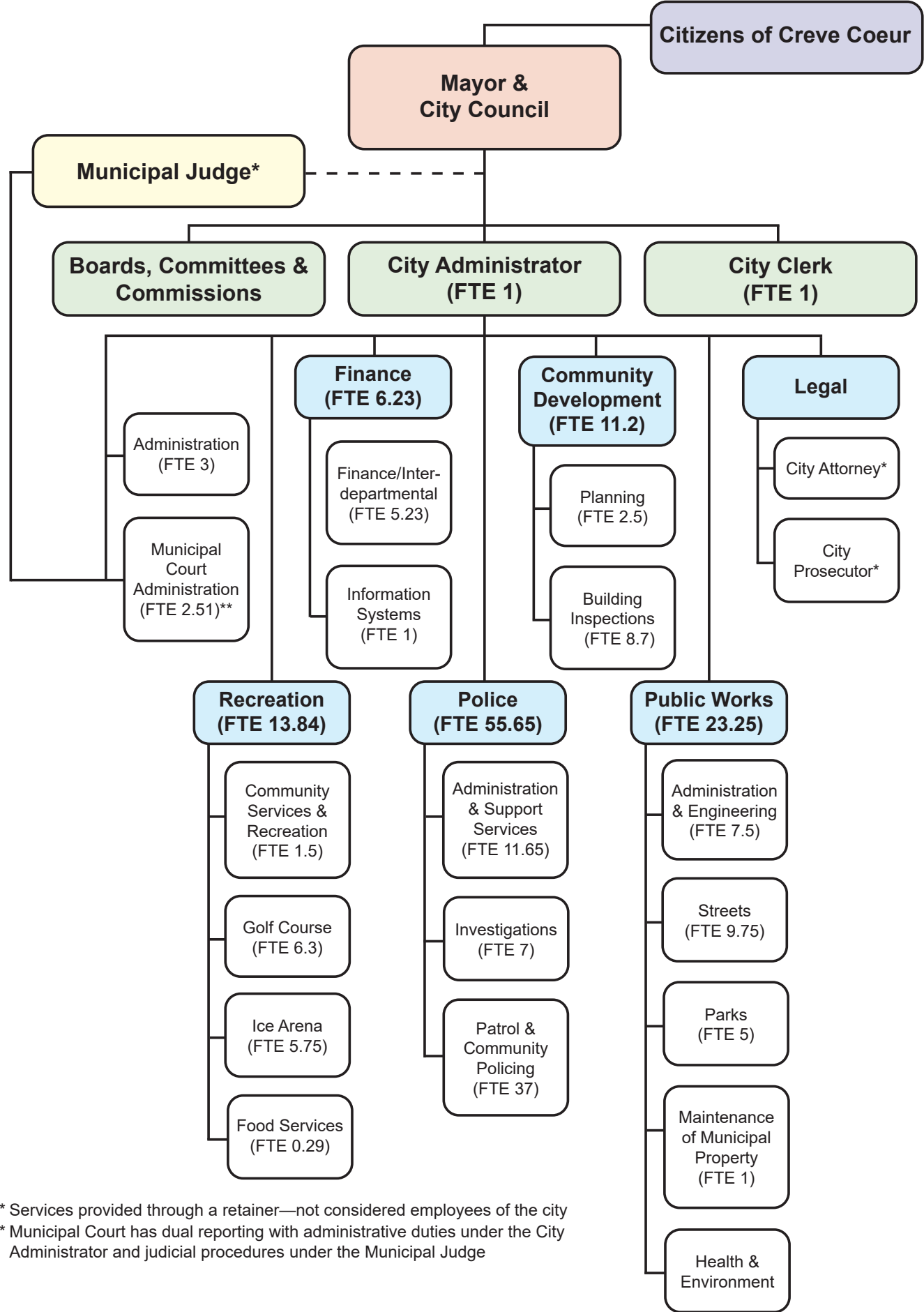
Assistant Director of Recreation

Tim Brinks

**Independent contractors.*



Organizational Chart



* Services provided through a retainer—not considered employees of the city

** Municipal Court has dual reporting with administrative duties under the City Administrator and judicial procedures under the Municipal Judge



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Creve Coeur
Missouri**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director



BILL NO. _____

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET OF THE CITY OF CREVE COEUR
FOR THE FISCAL YEAR 2024 COMMENCING JULY 1, 2023 AND
APPROPRIATING FUNDS PURSUANT THERETO**

WHEREAS, THE ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023 HAS BEEN PROPOSED IN ACCORDANCE WITH STATE LAWS AND THE CITY CHARTER, AND

WHEREAS, THE FINANCE COMMITTEE REVIEWED AND RECOMMENDED APPROVAL OF THE PROPOSED BUDGET, AND

WHEREAS, A COPY OF THE PROPOSED BUDGET HAS BEEN AVAILABLE FOR PUBLIC INSPECTION AT THE CREVE COEUR GOVERNMENT CENTER AND A PUBLIC HEARING ON THE BUDGET WAS CONDUCTED ON JUNE MAY 12, 2023, AT WHICH TIME ALL PERSONS WERE GIVEN AN OPPORTUNITY TO BE HEARD IN ACCORDANCE WITH CITY CHARTER REQUIREMENTS AND A NOTICE OF THE PUBLIC HEARING AND A GENERAL SUMMARY OF THE PROPOSED BUDGET WERE PUBLISHED IN THE ST. LOUIS COUNTIAN ON MAY 12, 2023, AND

WHEREAS, A COPY OF THIS ORDINANCE HAS BEEN MADE AVAILABLE FOR PUBLIC INSPECTION PRIOR TO ITS ADOPTION AND THIS BILL WAS READ BY TITLE IN AN OPEN MEETING TWO TIMES BEFORE FINAL PASSAGE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI AS FOLLOWS:

SECTION 1: THE ANNUAL BUDGET FOR THE CITY OF CREVE COEUR, MISSOURI FOR THE FISCAL YEAR COMMENCING ON JULY 1, 2023, A COPY OF WHICH IS ATTACHED HERETO AND MADE A PART HEREOF AS IF FULLY SET FORTH HEREIN IS HEREBY ADOPTED. PURSUANT TO CHARTER SECTION 9.5(D), ADOPTION OF THE BUDGET CONSTITUTES APPROPRIATION OF THE AMOUNTS SPECIFIED THEREIN AS EXPENDITURES FROM THE FUNDS INDICATED. APPROPRIATION SHALL BE AS SPECIFIED BY ENUMERATED BUDGET LINE ITEM. FURTHER DETAIL WITHIN A BUDGET LINE ITEM EXPLAINS THE INTENDED USE OF FUNDS AS OF THE TIME OF BUDGET DEVELOPMENT, BUT SUCH USES MAY BE CHANGED AS AUTHORIZED BY THE CITY ADMINISTRATOR WITHIN THE LIMITS OF THE BUDGET LINE ITEM.

SECTION 2: AS AUTHORIZED IN RESOLUTION NO. 987 (FUND BALANCE POLICY), COUNCIL HEREBY APPROVES AN ADDITIONAL ASSIGNMENT OF \$1,000,000 DURING FY 2024 RESULTING IN AN ASSIGNED FUND BALANCE OF \$3,000,000 FOR THE INTENDED USE OF PAYING FOR PUBLIC FACILITIES. \$1,000,000 REMAINS ASSIGNED FOR STREET IMPROVEMENTS PER ORDINANCE 5479. LASTLY, THE PROCEEDS FROM THE SALE OF FOUNTAIN PARK (\$749,533) REMAINS RESERVED IN THE PARKS & STORMWATER FUND FOR THE INTENDED USE OF THE PURCHASE OF LAND OR CONSTRUCTION OF IMPROVEMENTS IN CITY PARKS OR OTHER PUBLIC RECREATIONAL SPACES OR FACILITIES PER ORDINANCE NO. 5380.

SECTION 3: THIS ORDINANCE SHALL BECOME EFFECTIVE PURSUANT TO THE PROVISIONS OF SECTION 3.11(G) OF THE CHARTER.

PASSED THIS 26TH DAY OF JUNE, 2023.

JOSEPH MARTINICH
PRESIDENT OF CITY COUNCIL

APPROVED THIS 26TH DAY OF JUNE, 2023.

ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



Budget and Financial Policies

The City of Creve Coeur financial policies compiled below set forth the basic framework for the overall fiscal management of the City. Operating independently of changing circumstances and conditions, these policies assist the decision-making process of the City Council and the Administration. These policies, which are reviewed annually and adopted by City Council through the budget adoption process, provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles, traditions and practices that have guided the City in the past and have helped maintain a financially stable community. Below are examples of some of the policies used to guide daily operations. A more in-depth version of the policies can be found with the Finance Department. Minor changes have been made in wording and organization to clarify the intent of some of the policies.

Operating Budget Policy	Performance Against Policy
The City will maintain at least minimum cash reserve levels established by the Fund Reserve Policy. Per Ordinance 2286, the City will maintain a minimum fund balance reserve in the General Operating Fund which represents 4 months of the last two years average expenditures.	The City complies with this policy. FY 2024 Unassigned Fund Balance is 106.3%.
Medical insurance is a shared responsibility between the City and its employees. The City shall diligently seek cost containment measures while maintaining a competitive benefit structure.	The City complies with this policy. January 2021, the City implemented a spousal surcharge to those employees whose spouse could get coverage through their employer, but chose to stay on the City's insurance.
Overtime expenditures shall be no more than 2% of personnel costs.	The City projects .78% overtime expenditures in FY 2023 and 1.3% in FY 2024.
The City shall aggressively seek regional and national financial partners to support major capital projects. Shared services with our citizens, the business community and other local jurisdictions shall be encouraged.	The City pursues federal, state and county grants every year. We have become quite successful with STP, CDBG, TAP, and Muni-Park grants to name a few.
The City shall continue to support a scheduled level of maintenance and replacement of its infrastructure and fleet. Expansions to the fleet must be offset through reductions in other equipment and/or costs.	The City supports a robust maintenance pavement program for City owned streets. Our fleet has been reduced in past years to a level which allows staff to provide basic services and programs. Our superior fleet maintenance program is what allows our equipment to remain in service throughout the year and to maximize equipment life.
The City shall support investments which reduce future operating costs.	The City complies with this policy.
The City will strive to maintain a balanced budget in its operating funds.	The City forecasts \$2.1M surplus in FY 2023 largely due to funding from the ARPA Funds, and \$443K deficit in FY 2024 due to the anticipated expenditures of the ARPA Funds.

**Budget and Financial Policies (Continued)**

Revenue Policy	Performance Against Policy
The City will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.	The City complies with this policy. The City has Sales Tax, Utility Tax, Property Tax, User Fees, Grants, Business License Tax, etc.
The City will attempt to obtain additional major revenue sources as a way of ensuring a balanced budget.	The residents approved a Parks & Stormwater Sales Tax effective April 1, 2021. The City is actively considering additional revenue sources, specifically, the Local Use Tax.
The City will establish all user charges and fees at a level related to the full costs (operating, direct, indirect and capital) of providing the service.	The City evaluates our costs and sets fees to cover all of our costs to the extent that is practical
The City will review fees/charges annually and will design or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.	The City evaluates and updates fees every 2 years. Most recently updated on January 1, 2023 for Ice, Golf and Room Rentals.
The City will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees and charges.	As part of the evaluation process, we regularly poll surrounding cities to determine their fees for similar services.
The City will not rely on municipal court revenues other than to partly offset the costs of fulfilling police and court responsibilities.	The City complies with this policy.
Cash Management/Investment Policy	Performance Against Policy
The City will deposit all funds on the same day the funds are received.	The City complies with this policy.
Investments of City funds will emphasize preservation of principal; the yield objective will be in accordance with the City's Investment Policy.	The City complies with this policy.
The City will collect revenues aggressively, including past due bills of any type.	The City complies with this policy.

**Budget and Financial Policies (Continued)**

Reserve Policy	Performance Against Policy
Per Ordinance 2286, the City will maintain a minimum fund balance reserve in the General Operating Fund which represents 4 months of the last two years average expenditures.	The City complies with this policy. FY 2024 Unassigned Fund Balance is 106.3%.
The City will annually review its fund balance reserve and consider the allocation of reserves beyond the required minimum levels for the Capital Improvement Program.	The City complies with this policy.
Accounting, Auditing and Financial Reporting Policy	Performance Against Policy
An independent audit will be performed annually.	The City complies with this policy.
The City will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board.	The City complies with this policy.
The City will maintain a strong internal audit capability.	The City complies with this policy.
Performance measures will be utilized in financial reporting to evaluate the city's effectiveness and efficiency in providing services.	The City complies with this policy in the Budget Document.

**Budget and Financial Policies (Continued)**

Debt Policy <u>Purpose:</u> The purpose of this policy is to establish debt issuance guidelines. <u>Scope:</u> This policy is applicable to all debt issuance for the City of Creve Coeur.	Performance Against Policy
The City will seek to maintain, and if possible, improve its current bond rating so its borrowing costs are minimized and its access to credit is preserved. Sound financial practices, debt management and capacity, and competent management support the maintenance of the City's current bond rating. In its relations with rating agencies and the investment community, the City will follow a policy of full disclosure, as required by legal and professional practices.	The City complies with this policy.
The City will have a specific set of debt issuance guidelines consistent with Federal, State, and local laws and policies. The debt guidelines will recognize how much debt the community can support, not only based on debt of the City, but debt of overlapping jurisdictions as well. Debt should not be used for the provision of routine operation unless it is only for cash flow purposes or the borrowing costs are less than the rate of invested funds. Debt should never be issued for a period longer than the estimated useful life of an improvement or asset.	The City complies with this policy.
Credit Worthiness (a) The City will maintain good communications about its financial condition with bond and credit rating institutions. (b) The City will follow a policy of full disclosure for all disclosure documents, which meets or exceeds the disclosure guidelines as developed by the Government Finance Officers Association.	The City complies with this policy.



Budget and Financial Policies (Continued)

Debt Policy (Continued)	Performance Against Policy
Debt Repayment (a) When the City uses long-term debt financing, it will repay the debt within a period not to exceed the useful life of the improvements or equipment. (b) Whenever possible debt shall be self-supporting, and will be revenue debt, or revenue-backed with a general obligation pledge. (c) The general obligation pledge will be used only for projects that have a general benefit to City residents that cannot be self-supporting. (d) Neighborhood Improvement Bonds may be issued for extra-territorial assessments. Such bonds shall be secured by the assessment payments and by reserves funded from other payments made by the benefited parties. The term of the bonds shall match the projected cash flow from assessment payments and foreclosure sales. (e) Advance refunding will be undertaken only when the net present value savings exceeds 4% or when the restructuring of debt is in the City's financial interest. (f) Lease purchase debt, including certificates of participation, will be considered as an alternative to long-term vendor leases when cost effective. Such debt will be subject to annual appropriation and administered by the Finance Department. (g) Long-term lease purchases for buildings and facilities will be used when the cost of lease purchases is lower than other options or if deemed appropriate because of time constraints, etc.	The City complies with this policy. In FY 2023, the City appropriated money from the City's Debt Service Fund in the amount of \$598,712 for a Partial Defeasance of General Obligation Bonds, Series 2017 (\$575,000 principal amount to be redeemed and paid on the first optional redemption date of March 1, 2025). The money was transferred from the Debt Service Fund to the Escrow Agent for credit to the Escrow Fund for the purchase of escrowed securities in November 2022.

**Budget and Financial Policies (Continued)**

Debt Policy (Continued)	Performance Against Policy
Conduit Financing (a) Recognizing that the City is able to issue debt for broad purposes, it may be appropriate to issue on behalf of another party when the City Council after a complete review process, determines that the proposed project will provide a general benefit to City residents. (b) The City will consider issuing conduit financing which will not impair the City's credit rating. Any financing issued through the City shall qualify for an investment grade rating by one or both of the two top rating agencies. (c) All expenses related to conduit financing will be borne by the applicants. The City shall establish review procedures for projects, including public contracting and financial fees. (d) In order to facilitate future economic development within the City, all applicants for conduit financing will pay to the City one percent (1%) of the total conduit-financing amount.	The City complies with this policy. The City does not have any Conduit Financing.
Public Safety Sales Tax Policy	Performance Against Policy
The City will allocate the Public Safety Sales Tax revenue based on the following guidelines: (a) Police operating costs – 45-55% • Future police compensation increases as may be needed to maintain competitive salaries and benefits. • Training. • Contractual and other expenditures to maintain police service levels. (b) Public safety capital expenditures – 15-25% • Police equipment and capital improvements, including technology and communication upgrades, enhanced in-car cameras. • Public safety improvements such as security enhancements at city facilities or parks; or future improvements to the new police station. (c) Police building maintenance and operating costs – 10-20% (d) Reserve for police pension liability – 15-25%	The City complies with this policy as stated below: (a) 47.65% (b) 11.76% (c) 12.76% (d) 19.6% 8.23% is unallocated for future reserves



Budget and Financial Policies (Continued)

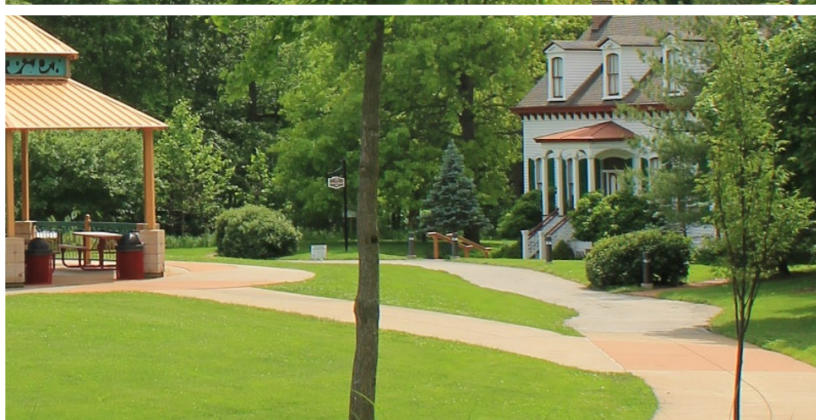
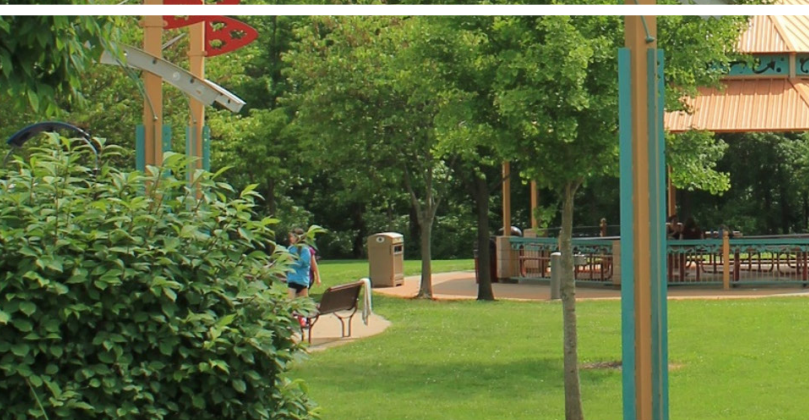
Parks and Stormwater (P&S) Policy	Performance Against Policy
• In accordance with Missouri law, the Parks and Stormwater (P&S) Sales Tax funds are to be recorded in a separate fund, not to be mixed with other general-purpose revenues. • The City will allocate budgeted P&S Sales Tax revenue based on the following guidelines: (a) Capital Improvements (including design, construction, projection management and administration) will remain in the separate P&S Fund – 80% of budgeted annual sales tax funds. (b) Maintenance/Operations (including parks maintenance, stormwater maintenance, and recreation programming) will be transferred out to the General Fund – 20% of budgeted prior year annual sales tax funds. (c) Dielmann Recreation Complex (DRC) accounts will not be changed by this policy. a. DRC Capital Improvements are allocated under the Capital Fund. b. DRC Operating expenses and revenues are accounted for under the Enterprise Fund.	• The City complies with this policy. • The City complies with this policy as stated below: (a) \$2,376,329 (80% of \$2,970,412) is budgeted to remain in the P&S Fund for capital improvements – 100% compliance. (b) \$582,434 (20% of \$2,912,168) is budgeted to be transferred out for maintenance and operations to the General Fund – 100% compliance. (c) The City complies with this policy.



CREVE COEUR MISSOURI

STRATEGIC PLAN

2 0 2 3 - 2 0 2 5



Adopted April 11, 2022
Updated February 7, 2023

INTRODUCTION

In January 2022, elected officials and city staff came together to update the City of Creve Coeur's strategic plan. Goals and actions identified in the 2018 plan were largely complete and the City was ready for a new plan, its first since the onset of the COVID-19 pandemic.

At the initial workshop, the group discussed current trends impacting cities and reviewed pre-workshop survey results that included feedback from council and staff on critical issues facing Creve Coeur and proposed solutions. Results also included components of a traditional SWOT analysis: strengths, weaknesses, opportunities, and threats.

With this context in mind, the group developed a vision for the community, organizational values, and four areas of concentration for the plan:

- Maintaining excellent municipal services
- Public facilities and infrastructure
- Development and the economy
- Parks

A fifth focus area, public engagement, was added to stress the importance of continuing the City's commitment to involving residents and businesses in city affairs.

A second workshop with elected officials and follow up meetings with city staff developed specific strategies and actions to achieve the goals along with indicators to measure progress.

STRATEGIC PLAN DEFINITIONS

VISION

A community vision describes the future in idealistic and aspirational terms.

MISSION

A mission statement explains, in simple and concise terms, an organization's purpose for being.

VALUES

Values are enduring, passionate, and distinctive core beliefs.

GOALS

Goals are long-term results.

STRATEGIES

Provide direction toward achieving the goals and move the community toward its vision.

ACTIONS

Actions are the specific steps taken to achieve a goal – they are the to-do list.



Our Vision

The City of Creve Coeur is a place for every part of life – living, working, learning, and playing. Creve Coeur is a vibrant, inclusive, and resilient community where

- ✓ Residential neighborhoods and diverse businesses thrive.
- ✓ Residents enjoy a strong civic life and come together to achieve common goals.
- ✓ Amenities are abundant and accessible to all.

Creve Coeur is a community of choice for residents and businesses and an example for other communities to follow.





MISSION STATEMENT

The City of Creve Coeur serves its residents and businesses by providing superior municipal services and being a catalyst for community improvement locally and regionally.

OUR VALUES

- 1 Insight:** We plan for the future with imagination and wisdom.
- 2 Creativity:** We seek originality and are not constrained by what has always been done.
- 3 Fairness:** We consider all points of view and make decisions equitably, based on what is in the long-term best interest of the community.
- 4 Inclusion:** We respect and value community members with diverse backgrounds, abilities, and beliefs.
- 5 Fiscal Responsibility:** We are good stewards of community resources.
- 6 Caring:** We listen and respond to community members' needs with compassion and empathy.
- 7 Commitment:** We use our abilities and resources to do what is best for our community.
- 8 Practical and Straightforward:** We pursue the simplest, but most effective solutions, policies and practices for our community.
- 9 Forward Thinking-** While mindful of current needs, we work to anticipate the future needs of Creve Coeur's residents and businesses and plan accordingly.

GOAL 1



Invest in city services to make them effective and efficient.

STRATEGIES

- ✓ Retain and attract qualified employees through competitive pay and benefits.
- ✓ Establish succession plans for key positions in anticipation of retirements.
- ✓ Use technology to improve resident access to city services and increase efficiency of government operations.
- ✓ Review internal processes to manage staff workload.
- ✓ Consider additional revenue sources to diversify City's revenue base.

INDICATORS

- Turnover of Full-Time Employees (Civilian and Commissioned)
- Increase in revenue from new revenue sources
- Percent of building permits completed electronically
- Perceptions of Overall Quality of City Services (2024 Resident Survey)
- Perception of Overall Value Received for Local Tax Dollars/Fees (2024 Resident Survey)



GOAL 1



Invest in city services to make them effective and efficient.

ACTIONS

FY23 Actions:

- Completed a comprehensive review of city's benefit package, to be reviewed with City Council at upcoming work session.
- Cross-training within city departments has been an ongoing process for the last three years and has largely been achieved in many essential areas including various financial, payroll and permitting functions. Job position guides have been developed for critical tasks.
- Acquired and initiated implementation of building permitting software.
- Acquired and implemented new agenda management software.
- Transitioned the city's payroll from semi-monthly to bi-weekly.
- Staff has researched onboarding process and applicant tracking systems but has not yet identified a system which will be appropriate for Creve Coeur.
- Informed residents about the use tax ballot initiative through the city newsletter.
- The City's Popular Annual Financial Report (PAFR) received a total 643 visits on the city's web site during calendar year 2022, and was distributed via social media, as well as the city's resident newsletter and business e-newsletter in order to further increase the visibility of the report and encourage understanding of city finances.

FY24 Actions:

- Consider benefit enhancements as part of FY24 budget.
- Review feasibility of transferring the city's Legacy Pension Plan to LAGERS.
- Develop an individualized compensation report to communicate the value of city benefits to employees annually.
- Complete implementation of building permit software, including public education.
- Continue informing residents about the local use tax and consider a use tax ballot measure to provide an additional revenue source to maintain current service levels.
- Digital archiving of permanent documents to be completed, possibly through a state grant.
- Explore scheduling software to improve efficiency.

GOAL 2



Invest in infrastructure and facilities to support the local economy and quality of life.

STRATEGIES

- ✓ Renovate or replace the Government Center.
- ✓ Reinvest in Dielmann Recreation Complex.
- ✓ Consistently plan for and invest in maintenance of infrastructure to preserve what we have.
- ✓ Support infrastructure costs through grants.

INDICATORS

- Progress toward Government Center improvements and Ice Arena usage
- Pavement Rating
- Satisfaction with Maintenance of City streets (Resident Survey, 2024)



GOAL 2



Invest in infrastructure and facilities to support the local economy and quality of life.

ACTIONS

FY23 Actions:

- Completed the Government Center feasibility study; City will plan to continue to utilize the existing Government Center while considering a new facility in 3 to 5 years.
- A stormwater management plan has been initiated, and Intuition and Logic has been contracted to develop the plan.
- Alternative uses to the Ice Arena were considered prior to Council decision to proceed with conversion of the ice refrigerant system.
- The City's quinquennial street condition analysis was updated by IMS and will guide the pavement management program for the next five years.
- The City has identified multiple projects to submit for grants when federal funding becomes available, including the Fernview sidewalk, New Ballas Infill sidewalk, the Old Olive Great Streets Plan and road resurfacing projects.

FY24 Actions:

- Begin implementation of short-term improvements to the Government Center to ensure the facility remains functional over the next five years.
- Complete development of a stormwater management plan.
- Continue design and develop bid specs for new ice arena refrigerant and related upgrades for construction in spring 2024.
- Apply for priority grant projects including road resurfacing, Fernview sidewalk, New Ballas infill sidewalk and continue to monitor for grant opportunities related to Old Olive Great Streets.
- Complete construction of Old Olive/Lindbergh intersection project

GOAL 3



Promote safety and well-being of the community.

STRATEGIES

- ✓ **Maintain excellence in police services.**
- ✓ **Maintain and improve Creve Coeur parks.**
- ✓ **Increase opportunities to walk and bike in Creve Coeur.**
- ✓ **Share information with the public on use of Prop C funds and on all parks and recreation programs.**
- ✓ **Seek grants and partnerships to support parks and park programming.**
- ✓ **Expand on current recreation programming to meet community needs.**

INDICATORS

- Annual crime data
- Satisfaction with Overall Quality of Police Services (Residents Survey, 2024)
- Progress on Phase 1, Millennium Park Master Plan
- Satisfaction with Maintenance of City Parks (Resident Survey, 2024)
- Implementation of 39N Greenways Plan
- Satisfaction with Overall Quality of Recreation Services (Resident Survey 2024)



GOAL 3



Promote safety and well-being of the community.

ACTIONS

FY23 Actions:

- Police recruiting improved significantly due to a number of benefit enhancements and other policy changes.
- Mental health checks implemented for all police officers, on a triennial basis.
- License plate reader (LPR) cameras have been installed at key intersections and locations to prevent and solve crime. The cameras have already resulted in arrests for serious crimes.
- Planning and design for Phase 1 of renovations to Millennium Park were largely completed.
- Staff researched options for converting year-round restrooms at city parks and has entered into a design contract.
- Online registration has been established for all major park and recreation programs.

FY24 Actions:

- Complete the bid process and begin construction of Millennium Park renovations Labor Day 2023 for completion Memorial Day 2024.
- Complete the design and renovation of the Conway Park and Venable Park restrooms to year-round use.
- Develop a plan and specifications for renovations to Venable Park.
- Collaborate with Great Rivers Greenway and 39N partners on developing a preliminary design for a 39N Greenway.
- Install security cameras in city parks to reduce auto thefts and vandalism.
- Maintain CALEA accreditation by preparation for periodic review in spring 2023.
- The Police Department to increase participation in the regional Critical Incident Stress Management (CISM) program to train and provide resources for officers involved in critical incidents that may lead to post-traumatic stress disorder.

GOAL 4



Actively engage Creve Coeur residents and seek input from diverse perspectives.

STRATEGIES

- ✓ Identify specific ways the city can encourage cultural events in Creve Coeur.
- ✓ Provide opportunities for residents to learn about local government and participate.
- ✓ Seek diversity on City boards and commissions through intentional recruitment.
- ✓ Reach out to the business community on a regular basis to share information and understand their needs.
- ✓ Increase Creve Coeur's participation in regional organizations that promote municipal interests.

INDICATORS

- Increase number of followers on Facebook and Twitter
- Increase number of attendees, Subdivision Annual Meeting
- Increase number of people attending city-sponsored community events
- Increase number and diversity of applicants to Boards/Commissions/Committees considering race, gender, age, and length of time in Creve Coeur



GOAL 4



Actively engage Creve Coeur residents and seek input from diverse perspectives.

ACTIONS

FY23 Actions:

- Resumed Subdivision Trustee annual meeting in January 2023, with approximately 75 participants in attendance.
- Implemented new agenda management software for governing bodies (Council, Boards, Commissions).
- Mayor Hoffman was elected to serve on the Board of Directors for the Municipal League of Metro St. Louis; members of the City Council attended the Missouri Municipal League and National League of Cities conferences.

FY24 Actions:

- Arts Committee and Parks & Historic Preservation Committee to make recommendation to City Council on how to encourage cultural events.
- Proactively recruit more diverse applicants to boards and commissions through outreach to community organizations and businesses.
- Continue planning for the Venable Park Art Memorial Project, through the Venable Park Memorial Art Jury, with installation projected for mid-2024.
- Consider community activities and celebration of the City's 75th anniversary and Creve Coeur Golf Course 100th anniversary in 2024.
- Encourage City Council attendance at Missouri Municipal League and Municipal League of Metro St. Louis events to promote learning and collaboration with other cities.

GOAL 5



Encourage high quality development in order to strengthen and diversify the economy and provide additional services and amenities to residents.

STRATEGIES

- ✓ Continue to encourage development of East Olive.
- ✓ Establish a walkable mixed-use development to serve as a “downtown” Creve Coeur.
- ✓ Support continued development of 39N along with partners - St. Louis Economic Development Partnership, Danforth Plant Science Center, Bayer, and City of Olivette.
- ✓ Attract townhomes, villas, and condos.
- ✓ Identify appropriate zoning incentives that could be used in targeted planning areas including 39N, East Olive, and future Downtown Creve Coeur based on demonstrated need, fulfillment of development objectives, and public benefit.
- ✓ Update regulatory framework to allow development desired by the community.
- ✓ Reduce barriers and streamline development processes.

INDICATORS

- Employment data of AgTech industry
- Increase sales tax revenue
- Increase number of building permit requests for condos, villas, and townhomes
- Overall satisfaction with building permits and overall enforcement of City codes and ordinances (Resident Survey, 2024)
- Building Division surveys following close-out of building permits



GOAL 5



Encourage high quality development in order to strengthen and diversify the economy and provide additional services and amenities to residents.

ACTIONS

FY23 Actions:

- City Council approved a revised drive-thru ordinance.
- Developed and implemented a residential tree ordinance.
- Implemented the building permitting task force recommendations including acquiring new online permitting software; implementation of the new system is underway. Citizen and customer feedback received through our building permit surveys indicate noticeable improvement in user satisfaction.

FY24 Actions:

- Update Comprehensive Plan to include the redevelopment of the Bayer West Campus.
- Review and update the City's planned development ordinance to serve as a flexible zoning alternative.
- Revise the City's zoning ordinance to address and encourage electric vehicle infrastructure in the city.
- Consider ways to encourage redevelopment in East Olive Corridor consistent with Comprehensive Plan.
- Review the zoning regulations pertaining to accessory uses including pool houses, detached garages, storage buildings, and workshops to ensure the city's regulations are meeting the needs of the community.



Fund Description City of Creve Coeur

General Fund	The general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in another fund.
Special Revenue Funds	Funds used to account for proceeds from specific revenue sources (other than expendable trusts of major capital projects) that are legally restricted specific purposes. <u>Public Safety Fund</u> - This fund is used to account for use of funds collected from the .5 cent public safety sales tax to be used for public safety expenditures. <u>Sewer Lateral Fund</u> – This fund is used to account for use of funds collected from property tax to repair use of sewer laterals as outlined in the city policy.
Capital Projects Funds	Funds to account for financial resources to be used for the acquisition or construction of major capital facilities. <u>Capital Improvement Fund</u> – This fund is used to account for the .5 cent capital sales tax used for the acquisition, construction or improvements of major capital facilities and infrastructure (other than those financed by proprietary funds and trust funds) and equipment whose value exceeds \$20,000, which is not financed by proprietary funds. <u>Parks and Stormwater Sales Tax Fund</u> - This fund is used to account for use of funds collected from the .5 cent sales tax dedicated to parks and stormwater control. <u>Police Building Fund</u> – This fund is used to account for the levy of a property tax to provide for the construction of a new police building and to make accessibility and security improvements to the government center.
Debt Service Fund	Funds from the property tax debt levy used to retire the interest and principle of the City's outstanding debt for the Police Building.
Enterprise Fund	Funds used to account for operations that are financed and operated in a manner similar to private business enterprises. This fund accounts for the operations at the city's ice arena and golf course.
Fiduciary (Trust) Fund	Funds used to account for assets held by the city in a trustee capacity.
City Employees Retirement Fund	Funds used to account for assets held in a trustee capacity for the city's eligible employees.

**Use of Funds by Department**

The following table reflects the funds included in each Department/Division:

Fund Categories	Governmental Funds							Proprietary Fund	Fiduciary Funds	
Department	General Fund	Capital Fund	P & S Fund	Police Bldg Fund	Debt Service Fund	Public Safety Fund	Sewer Lateral Fund	Enterprise Fund	City EE Retire. Fund	Escrow & Court Bonds
Legislative	X	X								
Administrative	X	X							X	
Municipal Court	X	X							X	X
Legal	X	X								
Finance	X	X								
Interdepartmental	X				X				X	
Information Systems	X	X								
Police Administrative	X	X		X		X			X	
Police Investigations	X	X				X			X	
Patrol	X	X				X			X	
Community Services	X	X								
Public Works Administrative	X	X	X				X		X	
Public Works Street Maintenance	X	X								
Public Works Health & Environment	X									
Public Works Parks Maintenance	X	X	X							
Public Works Main. of Muni. Prop.	X	X								
Community Dev. Planning	X	X								
Community Dev. Building	X	X							X	X
Ice								X		
Golf								X		
Food								X		



Basis of Accounting and Budgeting

Basis of Accounting

For financial reporting purposes, the Governmental Funds use the modified accrual basis of accounting, under which revenues are recognized as soon as they are both measurable and available. Revenues are considered to be measurable and available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred. However, debt service expenditures and expenditures related to compensated absences are recorded only when payment is due.

Proprietary and Fiduciary Funds use the accrual basis of accounting under which revenues are recognized when earned, and expenses are recorded when the liabilities are incurred.

Budgetary Basis of Accounting

The City uses a budget basis for expenditures that differs from the accounting basis used in reporting under Generally Accepted Accounting Principles (GAAP) in the following ways.

In the Governmental Funds, the City uses the modified accrual basis of accounting with the following exception:

- Budget amounts are encumbered when contracts are signed for goods or services. At year-end, amounts which are encumbered but not yet expended are carried over to be paid when the goods or services are received. These amounts are included in budget-basis expenditures for the fiscal year in which they are encumbered, rather than the year in which goods or services are received and a liability incurred. Appropriations that are not spent or encumbered lapse at the end of the fiscal year. Encumbrances are never classified as expenditures under GAAP basis of accounting.
- Compensated absence liabilities are not budgeted, where they are adjusted annually under the basis of accounting.
- Changes in the fair value of investments are not budgeted, where they are treated as an adjustment to revenue under the basis of accounting.

In Proprietary and Fiduciary Funds, the City uses the accrual basis of accounting with the following exceptions:

- Depreciation and amortization, which are considered expenses on the accrual basis of accounting, are ignored under the budget basis because these items do not require an expenditure of funds.



Budget Preparation Process

The budget preparation process begins in January of each year. The Finance and Administration departments begin by preparing the employee-related personnel costs such as salary and fringe benefits for the budget year for each Department. At the same time, the Finance Department develops revenue projections for all funds and submits them to the City Administrator for review. Once the personnel-related costs are completed, these figures are entered in the budget software system. The departments are requested to enter their future budget requests and current projected expenditures for each non-personnel line item into the budget software system. The Finance department then reviews for accuracy and completeness. The Finance department also estimates current year personnel costs and enters all current projected costs into the budget software system.

Each department is then scheduled for a meeting with the City Administrator and the Director of Finance to discuss the next fiscal years budget. These meetings can take up to two (2) weeks. After the departmental meetings, the City Administrator and Director of Finance adjust the budget requests for presentation to the City Council and the Finance Committee. By charter the City Administrator is required to submit the annual operating budget to City Council no later than the last regular council meeting in April.

After submission of the budget, the Finance Committee meets one to two times to review and discuss the proposed budget and to give recommendations to the City Council. The City Council holds at least two (2) work sessions to review and discuss the proposed budget. Both the Finance Committee and the City Council meetings are open to the public. Any changes requested by the City Council are made to the proposed budget and it is submitted to the City Council for the 1st reading of the appropriation ordinance no later than the 1st City Council meeting in June. At that meeting a public hearing is held. The budget is then adopted by the 2nd City Council meeting in June and becomes effective no later than July 1st.

The City Administrator and the Director of Finance schedule quarterly meetings with all city departments during the fiscal year to evaluate progress on annual objectives and to review compliance with the budget. The Director of Finance also provides quarterly financial reports to the City Council.

The development and adoption of the 5-Year Capital Improvement Program (CIP) is a separate process that is approved during the regular budget process. You can find more information about this under the Capital Improvement Fund.



Budget Amendments

City Council is permitted by City Charter to amend the Budget Ordinance at any time during the fiscal year. These amendments must continue to adhere to the balanced budget statutory requirements and cannot change the property tax levy or in any manner alter a taxpayer's liability.

The City of Creve Coeur Budget is a program-based budget, but is adopted by funds. As per Section 9.8 of the City's Charter the budget amendment process is as follows:

(a) *Supplemental appropriations:* If, during the fiscal year, the City Administrator certifies that there are available for appropriation revenues in excess of those estimated in the budget, the City Council by ordinance may make supplemental appropriations for the year in an amount equal to actual revenue in excess of budget revenue, plus uncommitted surplus.

(b) *Reduction of appropriations:* If at any time during the fiscal year it appears probable to the City Administrator that the revenue and uncommitted surplus available will be insufficient to meet the amount appropriated, he or she shall report to the City Council without delay, indicating the estimated amount of the deficit, any remedial action taken by him or her and his or her recommendations as to any other steps to be taken. The City Council shall then take such action, as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.

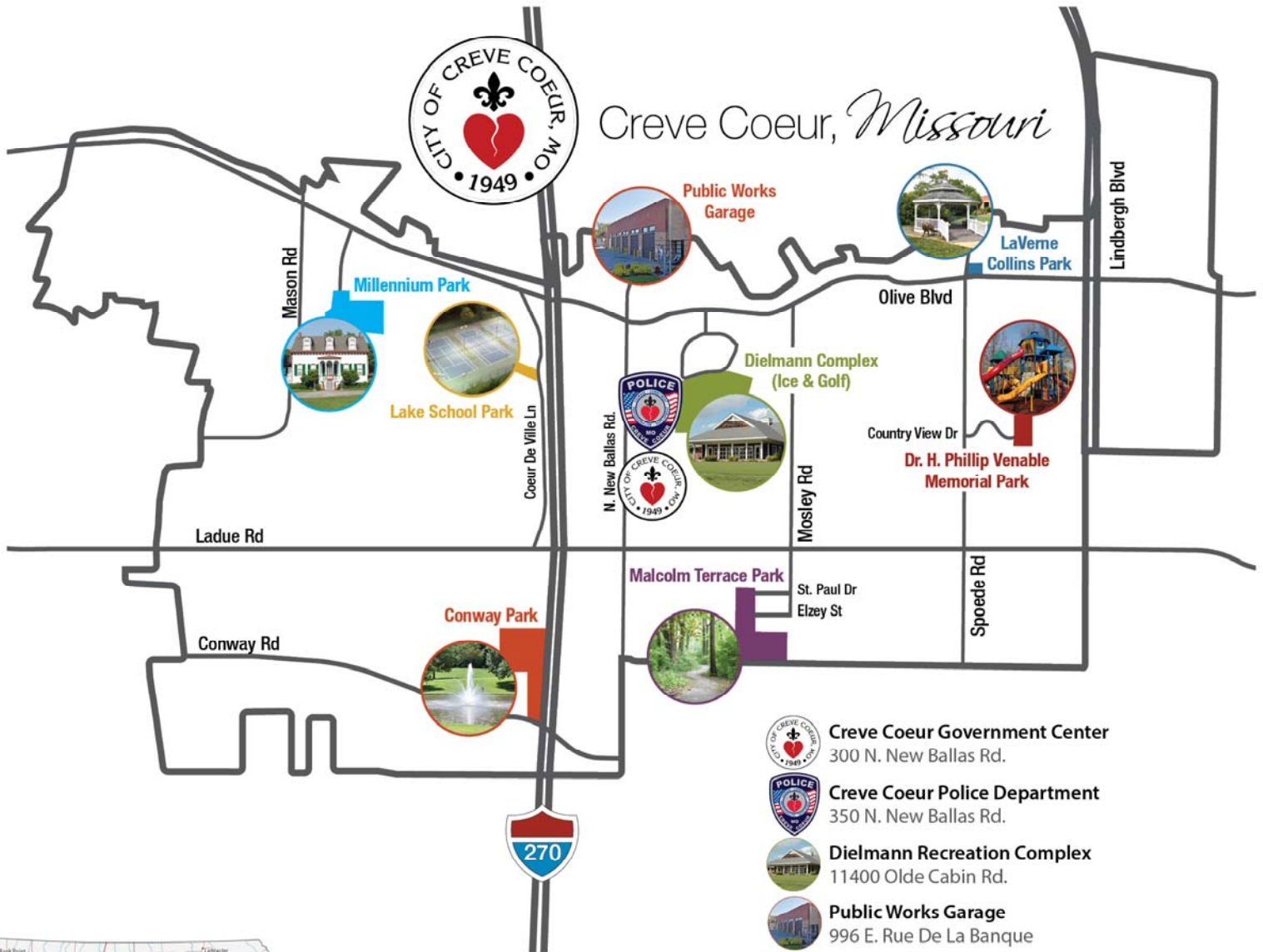
(c) *Transfer of appropriations:* At any time during the fiscal year the City Administrator may transfer part or all of any unencumbered appropriation balance, not including salaries or capital expenditures, among programs within a department, office or agency and, upon written request by the City Administrator, the City Council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another, or within departments with respect to salary and capital expenditures.

(d) *Emergency appropriations; effective date:* The supplemental appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption and may be made by emergency ordinance in accordance with the provisions of Section 3.11(f). (Ord. No. 112, & 1 (Prop. 7), 12-16-85)



**City of Creve Coeur
Preliminary Operating Budget Calendar
Fiscal Year 2024**

February 17, 5:00 p.m.	Operating Budget Requests due to Director of Finance office.
Feb 17 to March 3	Finance Reviews Departmental Budget Submissions.
March 3	Finance Office Submits FY 2023 Preliminary Revenue Projections to City Administrator's Office.
March 13	Work Session with Finance Committee & City Council to Discuss the 5-Year CIP Budget.
March 13 to March 17	Budget Reviews and Discussions between City Administrator's Office, Finance Office and Operating Departments.
March 21	Budget Review with Finance Committee
March 22 to April 14	FY 2024 Preliminary Budget Prepared by Finance and City Administrator's Office.
April 10	Adoption of the 5-Year CIP Budget.
April 21	Submission of FY 2024 Preliminary Operating Budget to Council and Finance Committee.
April 24	Work Session on Preliminary Operating Budget by City Council.
April 25	Review of Budget by Finance Committee.
May 8	Second Work Session on Preliminary Operating Budget by City Council, if Needed.
May 9	Second Review of Budget by Finance Committee.
May 12	Advertise Public Hearing on Proposed FY 2024 Operating Budget.
May 10 to May 19	Staff Adjustments to Preliminary Operating Budget.
June 12	Public Hearing on FY 2024 Operating Budget before City Council. First Reading on Budget Ordinance.
June 26	Final Reading on Budget Ordinance.
July 1, 2023	Effective Date for adopted of the FY 2024 Budget.



Creve Coeur Government Center
300 N. New Ballas Rd.



Creve Coeur Police Department
350 N. New Ballas Rd.



Dielmann Recreation Complex
11400 Olde Cabin Rd.



Public Works Garage
996 E. Rue De La Banque



Municipal Facilities

Government Center
300 N. New Ballas Road
Creve Coeur, MO 63141
Phone: 314-432-6000



Police Department
350 N. New Ballas Road
Creve Coeur, MO 63141
Phone: 314-432-8000

Dielmann Recreation Complex
11400 Olde Cabin Road
Creve Coeur, MO 63141
Phone: 314-432-3960



Public Works Department
996 Rue De La Banque
Creve Coeur, MO 63141
Phone: 314-872-2533



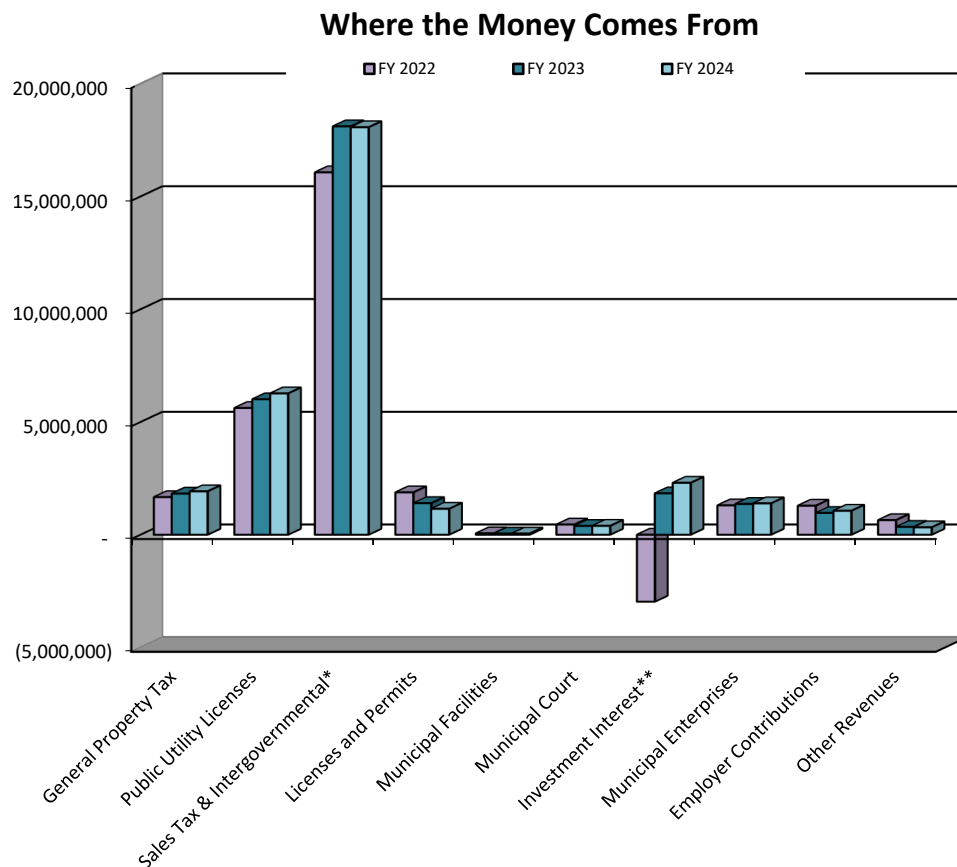
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CITY OF CREVE COEUR
SUMMARY OF ESTIMATED REVENUES AND EXPENDITURES - ALL FUNDS
AND PROJECTED FUND BALANCE
FOR THE FISCAL YEAR ENDING JUNE 30, 2024

	PROJECTED JUNE 30 2023 FUND BALANCE	REVENUES	TRANSFERS FROM OTHER FUNDS	UTILIZATION OF FUND BALANCE	TOTAL REVENUE	ESTIMATED EXPENDITURES	TRANSFERS TO OTHER FUNDS	SURPLUS/ DEFICIT	PROJECTED JUNE 30 2024 FUND BALANCE
General Fund	\$ 22,071,682	\$ 17,628,846	\$ 954,039	\$ (495,373)	\$ 18,582,886	\$ 17,007,724	\$ 2,070,535	(\$495,373)	\$ 21,576,308 (1)
Capital Improv. Fund	1,764,727	5,575,257	2,070,535	-893,312	7,645,792	8,539,104	0	-893,312	871,415
Parks & Stormwater Fund	4,074,160	3,395,461	0	-1,428,268	3,395,461	4,241,295	582,434	-1,428,268	2,645,892 (2)
Police Bldg. Fund	1,156,879	33,000	0	-47,000	33,000	80,000	0	-47,000	1,109,879
Public Safety Fund	2,459,461	1,265,028	0	0	1,265,028	761,831	371,606	131,591	2,591,052
Sewer Lateral Fund	279,317	135,700	0	0	135,700	117,654	0	18,046	297,363
Debt service Fund	429,692	974,100	0	0	974,100	695,908	0	278,192	707,884
Municipal Enterprise Fund	300,153	1,395,551	0	0	1,395,551	1,313,641	0	81,910	382,063
City Employees Retirement Fund	29,055,119	2,884,327	0	0	2,884,327	2,301,690	0	582,637	29,637,756
TOTAL-ALL FUNDS	\$ 61,591,189	\$ 32,287,271	\$ 3,024,574	\$ (2,863,953)	\$ 36,311,845	\$ 35,058,848	\$ 3,024,574	\$ (1,771,577)	\$ 59,819,612

"(1) Total Fund Balance includes \$4,100,000 of the following: City Facilities (\$3M), Streets (\$1M) & ARPA Funds (\$100,000)
"(2) Total Fund Balance includes \$749,533 for Park Improvements



All Fund Revenues
FY 2022 Actual, FY 2023 Projected & FY 2024 Estimated

	FY 2022 Actual	FY 2023 Projected	FY 2024 Estimated
General Property Tax	1,667,113	1,823,476	1,924,755
Public Utility Licenses	5,623,251	6,010,716	6,269,755
Sales Tax & Intergovernmental*	16,070,632	18,107,889	18,408,752
Licenses and Permits	1,879,502	1,401,073	1,151,285
Municipal Facilities	60,241	50,575	52,000
Municipal Court	451,432	389,743	393,640
Investment Interest**	(2,969,260)	1,836,205	2,304,053
Municipal Enterprises	1,302,573	1,363,483	1,391,551
Employer Contributions	1,287,117	965,205	1,062,820
Other Revenues	647,864	348,130	328,659
Total Revenue Sources	\$ 26,020,466	\$ 32,296,495	\$ 33,287,271

*Includes grants seen on the following pages.

**Negative Interest due to recording market value as of 6/30; not actual investment loss



Intergovernmental Revenues

Intergovernmental Revenue includes, but is not limited to, grants from federal, state, and other agencies to offset personnel, equipment, or major capital improvement expenses. Below is a brief summary of open grants as of July 1, 2024. Individual grant-related activity and reimbursements may occur over several budget years.

Missouri Department of Transportation – Highway Safety Division

- *Speed-HMV Enforcement Grant (not to exceed \$5,800):* FY 2023 for overtime costs to increase speed and hazardous moving violations on state designed routes within city limits. Grant year runs October 1 - September 30. Grant status: open.
- *Click-it or Ticket Grant (not to exceed \$3,000):* FY 2023 for reimbursement for police officer overtime costs to conduct the Seat Belt Enforcement Program. Grant year is October 1 - September 30. Grant status: open.
- *Dedicated Impaired Driving Enforcement (not to exceed \$58,558):* FY 2023 for no more than 50% of the annual salary and benefits for a traffic safety officer. This officer will be primarily dedicated to the detection and enforcement of impaired drivers, while also focusing on hazardous moving violations. Grant status: open.

The Bureau of Justice Assistance (BJA) Grant

- The purpose of the BJA Bulletproof Vest Partnership (BVP) Program is to reimburse states, counties, federally recognized tribes, cities, and local jurisdiction up to 50% of the cost of body armor vests purchased for law enforcement officers. This award for \$4,125 will cover 50% of the cost of eight ballistic vests for police officers. Grant status: open.

Parkway School District

- *Three-year agreement (\$242,559 for FYs 2023-2025):* For FY 2023 the Parkway School District will reimburse the Police Department for the services of a School Resource Officer (SRO) in the amount of \$76,942. Agreement status: open.

Missouri Department of Public Safety

- *Peace Officer Grant (POG) Award # SLFRP4542-POG031.* \$5,350 awarded over three years (December 1, 2022 to June 30, 2026) to cover Automatic License Plate Reader (LPR) Project with a total approved cost of \$10,700. This grant covers 50% of the cost of 1 LPR for three years: open.

Housing and Urban Development

Community Development Block Grant (grant not to exceed \$40,000). Previously approved grants will fund construction of ADA compliant bus stops on N. New Ballas Rd. for construction in FY 2024. The schedule for this grant was been delayed due to funding and staffing issues related to the COVID pandemic. Estimated project cost is estimated to be \$30,000; City cost \$0. Remaining funds will be forwarded to our next project. Grant status: open.



Intergovernmental Revenues (continued)

Municipal Park Grant Commission

- *Municipal Park Grant (grant not to exceed \$525,000)*: Grant awarded in FY 2023 for improvements to the ice rink refrigerant system. The proposed project involves the replacement of R-22 refrigerant system with an EPA approved refrigerant system. The new refrigerant would eliminate HFC source with a proven, dependable, sustainable, an environmentally friendly option. The new system will further offer improved efficiency in the range of 20-25%. Construction expected to take place in 2024 with an anticipated completion of August 1, 2024. Grant status: Open

Federal Highway Administration

- *Surface Transportation Program (grant not to exceed \$960,000)*: Grant awarded in FY 2020 for the construction of roadway and sidewalk improvements to North New Ballas Road, from Olive Boulevard to Craig Road, and for the acquisition of right of way and easements needed for these improvements. Design was not included in this grant. Design and ROW phases are complete, and construction is scheduled for FY 2024. Grant reimbursement is expected in FY 2024. Grant status: open.
- *Surface Transportation Program (grant not to exceed \$1,164,200)*: Grant awarded in FY 2021 for the acquisition of easements, construction, and construction inspection for the reconfiguration and signalization of the intersection of Lindbergh Boulevard at Old Olive Street Road. Design was not included in this grant in order to begin design sooner. Design began in FY 2021, and construction is planned for FY 2024. Grant reimbursement will be spread over FY 2024-FY 2025 as applicable costs are incurred. This grant is paired with the State Cost Share Program grant discussed below. Grant status: open.
- *Surface Transportation Program (grant not to exceed \$960,000)*: Grant awarded in FY 2022 for the acquisition of easements, construction of sidewalks, curbing, road pavement, and redesign/construction of the intersection of Craig Rd. at Olde Cabin Rd., and Craig Rd. at Office Parkway. Design was not included in this grant in order to begin design sooner. Design began in FY 2023, and construction is planned for FY 2025. Grant reimbursement is anticipated in FY 2025 as applicable costs are incurred. Grant status: open.

State of Missouri

- *State Cost Share Program (grant not to exceed \$1,005,250)*: Grant awarded in FY 2020 for the design, acquisition of easements, construction, and construction inspection of the partial reconstruction of the intersection of Lindbergh Boulevard at Old Olive Street Road and the addition of a signal at this intersection. Design began in FY 2021, and construction is planned for FY 2024. Grant reimbursement will be spread over FY 2024-FY 2025 as applicable costs are incurred. This grant is paired with the Surface Transportation Program grant discussed above. Grant Status: open.
- *Governor's Transportation Cost-Share Program (grant not to exceed \$575,100)*: Grant awarded in FY 2020 for the construction phase of the partial reconstruction and signalization of the intersection of Lindbergh Boulevard at Old Olive Street Road. Grant status: open.



Intergovernmental Revenues (continued)

St. Louis Area Insurance Trust (SLAIT)

- *SLAIT Wellness Grant (not to exceed \$5,600)*: Biennial grant awarded for employee health and wellness initiatives. The grant reimburses pre-approved programs and equipment purchases in FY 2024. Grant status: open.

St. Louis County Department of Public Health

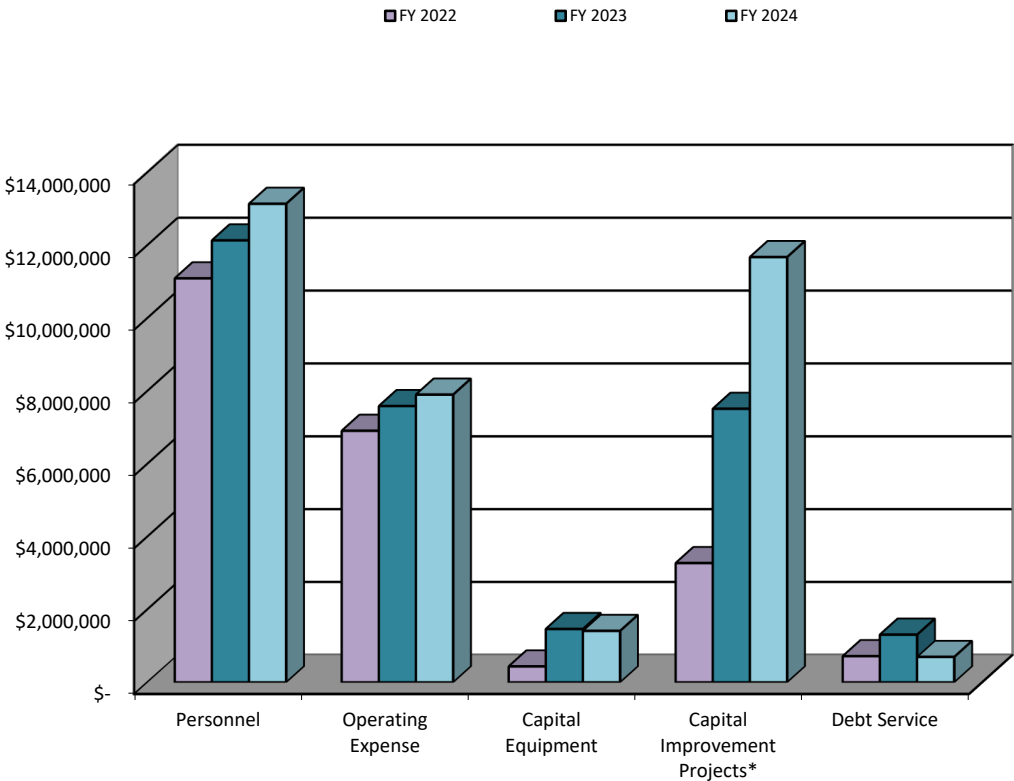
- *Municipal Waste Reduction Grant (grant not to exceed \$11,044)*: Grant awarded in FY 2022 for the third consecutive year and reimburses expenses associated with a community electronics recycling event, including costs of negative value items dropped off for recycling. Grant ends October 14, 2022, with final reimbursement in early FY 2023. However, we do anticipate receiving the grant again in FY 2024 when it opens up June 2023. Grant status: open.

The American Rescue Plan Act of 2021 (ARPA Funds)

- *ARPA Funds (\$3,793,860)*: In March 2021, the President signed the American Rescue Plan into law. The \$1.9 trillion stimulus package included \$350 billion in direct aid to state, local, territorial and Tribal governments. \$19.5 billion of the \$350 billion went to non-entitlement units (NEUs), which are local jurisdictions with a population less than 50,000. The City of Creve Coeur received \$1,896,931 in August 2021 (FY 2022) and received \$1,896,931 in August 2022 (FY 2023). The funds can be used to provide “government services” and must be obligated by December 31, 2024, but don’t have to be expended until December 31, 2026. The City of Creve Coeur has included \$1,898,325 of expenditures in the FY 2024 budget for delayed street and sidewalk projects, as well as several ice arena projects related to the refrigerant switchover. Grant status: open.



Where the Money Goes



All Fund Expenditures
FY 2022 Actual, FY 2023 Projected & FY 2024 Estimated

	FY 2022 Actual	FY 2023 Projected	FY 2024 Estimated
Personnel	\$ 11,090,805	\$ 12,132,155	\$ 13,136,982
Operating Expense	6,907,762	7,586,294	7,949,966
Capital Equipment	434,619	1,463,126	1,410,492
Capital Improvement Projects*	3,273,943	7,545,177	11,865,500
Debt Service	716,624	1,307,673	695,908
Total Expenditures	\$ 22,423,754	\$ 30,034,425	\$ 35,058,847

*Parks & Stormwater Expenditures started FY 2022



Combined Statement of Budgeted Revenues and Expenditures - All Funds
For the Fiscal Year Ending June 30, 2024

	General Fund	Capital Improvement Fund	Parks & Stormwater Fund	Police Building Fund	Public Safety Fund	Sewer Lateral Fund	Debt Service Fund	City		
								Municipal Enterprise Fund	Employees Retirement Fund	Total
Revenues										
General Property Tax	824,655					135,500	964,600			1,924,755
Public Utility Licenses	6,269,755									6,269,755
Intergovernmental Revenue	8,247,052	5,556,260	3,129,268		1,235,028					17,167,609
Licenses and Permits	1,151,285									1,151,285
Municipal Facilities	52,000									52,000
Municipal Court	393,640									393,640
Investment Interest	450,000	8,997	25,049	33,000	30,000	200	9,500	4,000	1,743,307	2,304,053
Golf Course & Ice Arena								1,391,551		1,391,551
Bond Proceeds										-
Employer Contributions									1,062,820	1,062,820
Employee Contributions									78,200	78,200
Other Revenues	240,459	10,000	241,143		-				-	491,602
Total Revenues	17,628,846	5,575,257	3,395,461	33,000	1,265,028	135,700	974,100	1,395,551	2,884,327	33,287,271
Expenditures										
Personnel	11,818,856	153,104	137,795		242,162	17,154		767,910		13,136,982
Operating Expense	4,685,888		-		374,409	100,500		487,479	2,301,690	7,949,966
Capital Equipment	502,980	674,000	30,000		145,260			58,252		1,410,492
Capital Improvement Projects		7,712,000	4,073,500	80,000			695,908			11,865,500
Debt Service										695,908
Total Expenditures	17,007,724	8,539,104	4,241,295	80,000	761,831	117,654	695,908	1,313,641	2,301,690	35,058,848
Transfers In	954,039	2,070,535						-	-	3,024,574
Transfers (Out)	(2,070,535)		(582,434)		(371,606)					(3,024,574)
Change in Fund Balance	(495,373)	(893,312)	(1,428,268)	(47,000)	131,591	18,046	278,192	81,910	582,637	(1,771,577)
Fund Balance, July 1, 2022	22,071,682	1,764,727	4,074,160	1,156,879	2,459,461	279,317	429,692	300,153	29,055,119	61,591,189
Fund Balance, June 30, 2023	21,576,308	871,415	2,645,892	1,109,879	2,591,052	297,363	707,884	382,063	29,637,756	59,819,612



GENERAL FUND FINANCIAL PROJECTIONS

The General Fund is used to account for and fund all activities associated with the general government of the City, except those services attributed to the Capital Improvement Fund, Employees Retirement Fund, Municipal Enterprise Fund, Sewer Lateral Fund, Public Safety Fund and Parks & Stormwater Fund.

FY 2023 projected revenues and transfers in to the General Fund are estimated to be more than budgeted expenditures and transfers out by \$573K. This is primarily due to several revenue sources being up, but especially sales tax, which is 12% more than budgeted. Expenditures were also down substantially as a result of a delay in filling vacancies. The surplus would have been even more, but we are also transferring almost \$1.9M out to the Capital Fund for American Rescue Plan Act (ARPA) Projects.

FY 2024 General Fund budget anticipates a \$495K deficit including transfers as a result of \$1.97M being transferred to the Capital Funds for ARPA projects. Revenues are actually anticipated to increase \$191,670 (1%) in FY 2024 (excluding the \$1.9M received in FY 2023). Building permits had another good year in FY 2023 (\$880K), but is projected to return to normal (\$675K) starting in FY 2024 and every year thereafter. Telephone receipts also continue to decline and will throughout future years. Expenditures for FY 2024 are expected to increase by 7.4%. Our projected expenditures for FY 2023 were lower than anticipated because of numerous unfilled vacancies. An overall 3% COLA increase and a 4% merit increase for all employees, except police officers and sergeants, is included in the FY 2024 budget. A 3.5% COLA for officers and sergeants in addition to their 3.5% step, averages a 7% increase for FY 2024.

The following table shows the position of the General Fund balance over the next five years, based on estimated numbers as of June 30, 2023 and incorporates the following assumptions:

Revenue Assumptions:

- Telephone receipts continue to decrease 6% for FY 2024 and every year thereafter due to more residents eliminating their landlines, less reliance on voice and more use of texting and data.
- Sales tax revenue is budgeted to increase 2% for FY 2024 and FY 2025, and 1% every year thereafter.
- All Utilities, except telephone, are increasing as a result of an increase in all utility rates.
- Other Agency Funding is budgeted to decrease \$1.9M since the last of the ARPA Funds were received in FY 2023.
- Building Permits are budgeted to decrease 23.3% as a result of FY 2023 being another good year with several large projects.
- The transfer in from the Parks & Stormwater Sales Tax Fund will increase 18.3% as a result of an increase in sales tax revenues. These funds offset a portion of the parks and stormwater operations and maintenance expenditures.
- The Transfer In from the Public Safety Sales Tax funds will decrease 13.7% as a result of FY 2023's 2% one-time COLA (\$83,521) being only a one-time expenditure; therefore not included in FY 2024. Ongoing years include transitioning the Police officers to 12-hourshifts in FY 2019, making pay adjustments in FY 2022, and doing a market equity/step program in FY 2023.



**GENERAL FUND
FINANCIAL PROJECTIONS
(CONTINUED)**

Expenditure & Fund Balance Assumptions:

- Overall expenditures will increase 7.72% in FY 2024 and then on an average of to 3% from FY 2025 through FY 2028.
- An overall 3% COLA increase and a 4% merit increase for all employees, except police officers and sergeants, is included in the FY 2024 budget. A 3.5% COLA for officers and sergeants in addition to their 3.5% step increase, averages a 7% increase for FY 2024. A 4% salary increase is projected every year thereafter.
- Total salary & benefit expenditures will increase an average of 4.45% through FY 2028. While there is an increase in salaries and health insurance for FY 2024, future years includes an average 3.9% increase.
- Health and other insurance benefits are budgeted to increase 9% in FY 2024 and then 3% every year thereafter. Health Insurance will see a 5% increase in FY 2024, but an overall increase of 7.6% due anticipated full employment. Many positions were still vacated and in the process of being filled in FY 2023, thereby reducing the City's health insurance costs.
- Pension for the LAGERS Plan for FY 2024 is budgeted to increase as a result of several vacancies being filled in FY 2023. However, the LAGERS rate is decreasing for General employees and Police.
- The Legacy Pension Plan's contribution is budgeted with a 10% increase for FY 2024 and remain flat for FY 2025 through FY 2028.
- 20% of the Public Safety Sales Tax Revenue (\$242,162) is used offset the Police Pension expenditures; therefore, reducing the amount needed from the General Fund.
- Operating expenditures will increase 1.5% for contractual services, 4% for Trash/Recycling use and 2% for commodities annually.
- \$1M of the General Fund Balance is Reserved for Street Reconstruction Emergencies.
- \$3M is set aside for the Govt. Center in FY 2024, and another \$1M every year thereafter.
- Transfer out \$400K each year to the Capital Fund from the County Road & Bridge Tax revenue to be used for the improvement and repair of public roads, streets and bridges. The balance of these funds remain in the General Fund to support the Street Division operation.
- \$1,896,931 was put in Reserves from the ARPA Funds in FY 2022 and FY 2023 (\$3.8M total). The Funds must be obligated by December 31, 2024 and spent by December 31, 2026. The budget includes using all but \$100K in FY 2023 and FY 2024. This \$100K is for the 39N Agreement in FY 2025 & FY 2026.
- No Transfer Out to the Enterprise Fund will be needed in the next 5 years.



**GENERAL FUND
FINANCIAL PROJECTIONS
(CONTINUED)**

	FY 2023	FY 2024	FY 2025
Revenues	19,274,105	17,628,846	17,796,616
Expenditures	(15,789,439)	(17,007,724)	(17,566,505)
Revenue over (under) Expenditures	3,484,666	621,122	230,111
Transfers - In (From Public Safety)	430,816	371,606	296,727
Transfers - In (From Parks & Stormwater)	492,198	582,434	594,082
Transfers - Out (To Enterprise)	0	0	0
Transfers - Out (To Capital/P&S)	(2,298,325)	(2,070,535)	(400,000)
Net Change in Fund Balance	2,109,355	(495,373)	720,921
Fund Balance - Beginning of year	19,962,327	22,071,682	21,576,308
FUND BALANCE - End of the Year	22,071,682	21,576,308	22,297,229
*Less RESERVE GF BAL. FOR CAPITAL CONST.	4,895,535	4,100,000 *	5,050,000
Unassigned Fund Balance	17,176,147	17,476,308	17,247,229

	FY 2026	FY 2027	FY 2028
Revenues	17,946,486	18,086,746	18,234,880
Expenditures	(18,085,881)	(18,577,100)	(19,139,203)
Revenue over (under) Expenditures	(139,395)	(490,354)	(904,323)
Transfers - In (From Public Safety)	305,629	314,798	324,242
Transfers - In (From Parks & Stormwater)	605,964	612,024	618,144
Transfers - Out (To Enterprise)	0	0	0
Transfers - Out (To Capital/P&S)	(400,000)	(400,000)	(400,000)
Net Change in Fund Balance	372,198	36,467	(361,937)
Fund Balance - Beginning of year	22,297,229	22,063,463	21,487,907
FUND BALANCE - End of the Year	22,063,463	21,487,907	20,507,826
*Less RESERVE GF BAL. FOR CAPITAL CONST.	6,000,000	7,000,000	8,000,000
Unassigned Fund Balance	16,063,463	14,487,907	12,507,826

* Capital Construction Reserve includes \$3M for Govt Center in FY 2024 (and an additional \$1M each year thereafter), \$1M for Street Reconstruction, and \$100,000 for ARPA Funds



CAPITAL IMPROVEMENTS FUND FINANCIAL PROJECTIONS

The Capital Improvements Fund is used to account for all activities related to capital improvements in the City. The major source of revenue for the fund is the one-half cent sales tax for capital items passed by the voter in 1997. The City adopts a five-year capital plan in the spring of each year prior to the budget process.

The following table shows the position of the Capital Improvement Fund balance over the next several years, based on available information at June 30, 2023 and incorporates the following assumptions:

- Assume transfer of funds from the General Fund as outlined in the Current Five Year Plan.
- Additional revenues will increase in accordance with Five-Year Financial Plan assumptions.
- Sales tax increases 2% for FY 2024 and FY 2025, and then 1% every year thereafter.
- Capital Improvements will be performed in accordance with the Five-Year Capital Improvement Plan.
- Assumes the City continues to aggressively pursue grants for infrastructure improvements. There are projections for grant revenues in FY 2024, 2025, & 2026, but not in FY 2027 or FY 2028 since they are not secured grants that far in the future.
- A Project Manager/Engineer was added to FY 2023 and half of the expenditures come from this Fund and the rest from the Parks & Stormwater Fund.

	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Revenues	3,872,069	5,235,257	3,101,656
Expenditures	(7,025,764)	(8,539,104)	(3,757,300)
Revenue over (under) Expenditures	<u>(3,153,695)</u>	<u>(2,963,847)</u>	<u>(655,644)</u>
Operating transfers – In (From General Fund)	2,298,325	2,070,535	400,000
Operating transfers - Out	0	0	0
Net Change in Fund Balance	<u>(855,370)</u>	<u>(893,312)</u>	<u>(255,644)</u>
Fund Balance - Beginning of year	2,620,097	1,764,727	871,415
FUND BALANCE-End of the Year	<u><u>1,764,727</u></u>	<u><u>871,415</u></u>	<u><u>615,772</u></u>

	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY 2028</u>
Revenues	3,479,653	2,628,874	2,655,451
Expenditures	(4,100,200)	(2,652,300)	(2,968,700)
Revenue over (under) Expenditures	<u>(620,547)</u>	<u>(23,426)</u>	<u>(313,249)</u>
Operating transfers – In (From General Fund)	400,000	400,000	400,000
Operating transfers - Out	0	0	0
Net Change in Fund Balance	<u>(220,547)</u>	<u>376,574</u>	<u>86,751</u>
Fund Balance - Beginning of year	615,772	395,225	771,799
FUND BALANCE-End of the Year	<u><u>395,225</u></u>	<u><u>771,799</u></u>	<u><u>858,550</u></u>



PARKS AND STORMWATER FUND FINANCIAL PROJECTIONS

The Parks and Stormwater Fund is used to account for all activities related to park and stormwater improvements in the City. The major source of revenue for the fund is the one-half cent sales tax for park and stormwater items passed by the voters in November 2020. The City adopts a five-year capital plan in the spring of each year prior to the budget process.

The following table shows the position of the Parks & Stormwater Fund balance over the next several years, based on available information at June 30, 2023 and incorporates the following assumptions:

- FY 2023 had a 13.5% increase over Projected FY 2022. FY 2024 and FY 2025 includes a 2% increase, and every year thereafter, is estimated to increase 1%.
- FY2024 includes a transfer out to the General Fund (\$582,434,) to offset a portion of the Parks & Stormwater operations and maintenance. This represents 20% of the projected revenue pursuant to the established policy.
- 80% of the revenues will be allocated for capital improvements, which includes administration for project management, park projects and stormwater projects.
- Capital Improvements will be performed in accordance with the Five-Year Capital Improv. Plan.
- FY 2023 included the hiring of an additional Project Manager/Engineer with half of the expenditures allocated in this Fund and the other half allocated to the Capital Fund.
- \$749,533 of the Fund Balance is Reserved for the purchase of land or construction of improvements in city parks or other public recreational spaces or facilities per Ordinance 5380.

	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Revenues	3,182,130	3,395,461	3,269,728
Expenditures	(1,604,464)	(4,241,295)	(3,516,000)
Revenue over (under) Expenditures	<u>1,577,666</u>	<u>(845,834)</u>	<u>(246,272)</u>
Transfers – In (From General Fund)	0	0	0
Transfers - Out (To General Fund)	(492,198)	(582,434)	(594,082)
Net Change in Fund Balance	<u>1,085,468</u>	<u>(1,428,268)</u>	<u>(840,354)</u>
Fund Balance - Beginning of year	2,988,692	4,074,160	2,645,892
FUND BALANCE-End of the Year	<u>4,074,160</u>	<u>2,645,892</u>	<u>1,805,538</u>
Less RESERVE GF BALANCE FOR PARKS	749,533	749,533	749,533
Unassigned Fund Balance	<u>3,324,627</u>	<u>1,896,359</u>	<u>1,056,005</u>

	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY 2028</u>
Revenues	3,308,547	3,346,082	3,153,332
Expenditures	(1,775,300)	(1,964,700)	(2,424,300)
Revenue over (under) Expenditures	<u>1,533,247</u>	<u>1,381,382</u>	<u>729,032</u>
Transfers – In (To General Fund)	0	0	0
Transfers - Out (From General Fund)	(605,964)	(612,024)	(618,144)
Net Change in Fund Balance	<u>927,283</u>	<u>769,359</u>	<u>110,888</u>
Fund Balance - Beginning of year	1,805,538	2,732,821	3,502,180
FUND BALANCE-End of the Year	<u>2,732,821</u>	<u>3,502,180</u>	<u>3,613,067</u>
Less RESERVE GF BALANCE FOR PARKS	749,533	749,533	749,533
Unassigned Fund Balance	<u>1,983,288</u>	<u>2,752,647</u>	<u>2,863,534</u>



PUBLIC SAFETY FUND FINANCIAL PROJECTIONS

The Public Safety Fund is used to account for all activities associated with Public Safety of the City. The major source of revenue for the fund is the one-half cent sales tax passed by voters in St. Louis County in 2017.

Fiscal year 2023 budget revenues are estimated to be \$573,791 more than expenditures and \$142,974 more than expenditures and transfers out.

Pursuant to the Public Safety Policy, below are how the funds will be allocated over the next five years:

- FY 2024 includes a transfer out to the General Fund (\$371,606) to cover the cost of transitioning the police department to 12-hour shifts in FY 2019, for the Pay Adjustments in FY 2022 and for the Market Equity/Step Program/Probation Completion Bonus in FY 2023. The \$83,521 given for a one-time lump-sum 2% COLA in FY 2023 was not an on-going expense since it was a one-time cost.
- For specialized training.
- For the police building's maintenance and operating costs, including utilities.
- 20% of the actual prior year sales tax revenue (\$242,162) will be used to offset the Police pension costs and will also be adjusted and included in the budget every year.
- Public safety capital expenditures.

FY 2024 - 2028 includes a 2.5% increase in expenditures, even though these numbers can vary greatly year to year.

	FY 2023	FY 2024	FY 2025
Revenues	1,248,608	1,265,028	1,289,729
Expenditures	(674,817)	(761,831)	(780,877)
Revenue over (under) Expenditures	573,790	503,197	508,852
Transfers - In	0	0	0
Transfers - out (To General Fund)	(430,816)	(371,606)	(296,727)
Net Change in Fund Balance	142,974	131,591	212,124
Fund Balance - Beginning of year	2,316,487	2,459,461	2,591,052
FUND BALANCE - End of the Year	<u>2,459,461</u>	<u>2,591,052</u>	<u>2,803,177</u>

	FY 2026	FY 2027	FY 2028
Revenues	1,302,326	1,315,049	1,327,900
Expenditures	(800,399)	(820,409)	(840,919)
Revenue over (under) Expenditures	501,927	494,640	486,980
Transfers - In	0	0	0
Transfers - out (To General Fund)	(305,629)	(314,798)	(324,242)
Net Change in Fund Balance	196,298	179,842	162,739
Fund Balance - Beginning of year	2,803,177	2,999,475	3,179,317
FUND BALANCE - End of the Year	<u>2,999,475</u>	<u>3,179,317</u>	<u>3,342,056</u>



MUNICIPAL ENTERPRISE FUND FINANCIAL PROJECTIONS

The Municipal Enterprise Fund is used to account for all activities associated with the City's golf course and ice arena.

FY 2023 projected revenues for the Municipal Enterprise Fund are estimated to be more than expenses by \$90,801. There are no transfers in or out of the Municipal Enterprise Fund. FY 2024 is budgeted with a surplus of \$81,910.

The following table shows the position of the Municipal Enterprise Fund Balance over the next five years and incorporates the following assumptions:

- Revenues for FY 2024 are expected to increase 2%, but then incr. an average of 1.9% for FY 2025-2028.
- FY 2023 Revenues include rate increases in Room Rentals, Ice Rink and Green Fees. FY 2024 Revenues include a full year of FY 2023 rate increase, but also a \$42,620 decrease while the ice arena is shut down for one month while the refrigerant is being replaced.
- FY 2026 and FY 2028 Revenues include rate increases in Ice Rink, Golf Course and Meeting Room Fees.
- Salaries are expected to increase 5.83% for FY 2024 and then 4% from FY 2025 through FY 2028.
- Health and other insurance benefits are budgeted with an overall increase of 6.43% for FY 2024 and then with a 3.99% increase over the next 4 years.
- Pension for the LAGERS Plan is budgeted to increase 22.9% in FY 2024, mainly as a result of an increase in salaries and filling vacated positions, and a 5% increase is included each year thereafter.
- Operating expenditures will increase 1.5% for contractual services and 2% for commodities annually.
- Overall expenditures will incr. 2.9% due to normal increases to personnel, maint. and operational costs.
- Transfers from the General Fund are not needed in the next 5 years.

	FY 2023	FY 2024	FY 2025
Revenues	1,367,383	1,395,551	1,416,485
Expenditures	(1,276,582)	(1,313,641)	(1,355,996)
Revenue over (under) Expenditures	90,801	81,910	60,488
Transfers - In (From General Fund)	0	0	0
Transfers - Out	0	0	0
Net Change in Fund Balance	90,801	81,910	60,488
Fund Balance - Beginning of year	209,352	300,153	382,063
FUND BALANCE - End of the Year	300,153	382,063	442,551

	FY 2026	FY 2027	FY 2028
Revenues	1,449,732	1,471,478	1,505,550
Expenditures	(1,395,787)	(1,436,944)	(1,479,519)
Revenue over (under) Expenditures	53,945	34,534	26,031
Transfers - In (From General Fund)	0	0	0
Transfers - Out	0	0	0
Net Change in Fund Balance	53,945	34,534	26,031
Fund Balance - Beginning of year	442,551	496,496	531,029
FUND BALANCE - End of the Year	496,496	531,029	557,060



CITY EMPLOYEES RETIREMENT FUND FINANCIAL PROJECTIONS

The City Employees Retirement Fund is used to account for all activities associated with the Creve Coeur Defined Benefit Pension Plan.

The City's annual contribution decreased \$321,912 in FY 2023 from \$1,287,117 to \$965,205, primarily due to the City contributing \$300K more than the actuarially determined contribution in FY 2022. FY 2024 is projected to increase \$97,615 (10%) to \$1,062,820 with \$242,162 of the contribution coming from Public Safety funds (20% of the sales tax revenue) and \$820,658 coming from General Fund. The Employer Contribution is budgeted to remain flat per year from FY 2025 - FY 2028. Then the pre-2015 Unfunded Accrued Liability will be fully amortized and the Employer Contribution will decrease significantly. Estimated amounts are based on receiving the 6% assumed rate of return on the investment portfolio.

In FY 2021, the Pension Board reduced the interest rate assumption from 6.75% to 6%, and changed the mortality table to the most current one, which was recommended by the Actuary. The City Council added the Spousal Pop-Up option to the Plan in March 2021.

The following table shows the position of the Employees Retirement Fund over the next five years, based on estimated numbers as of June 30, 2023 and incorporates the following assumptions:

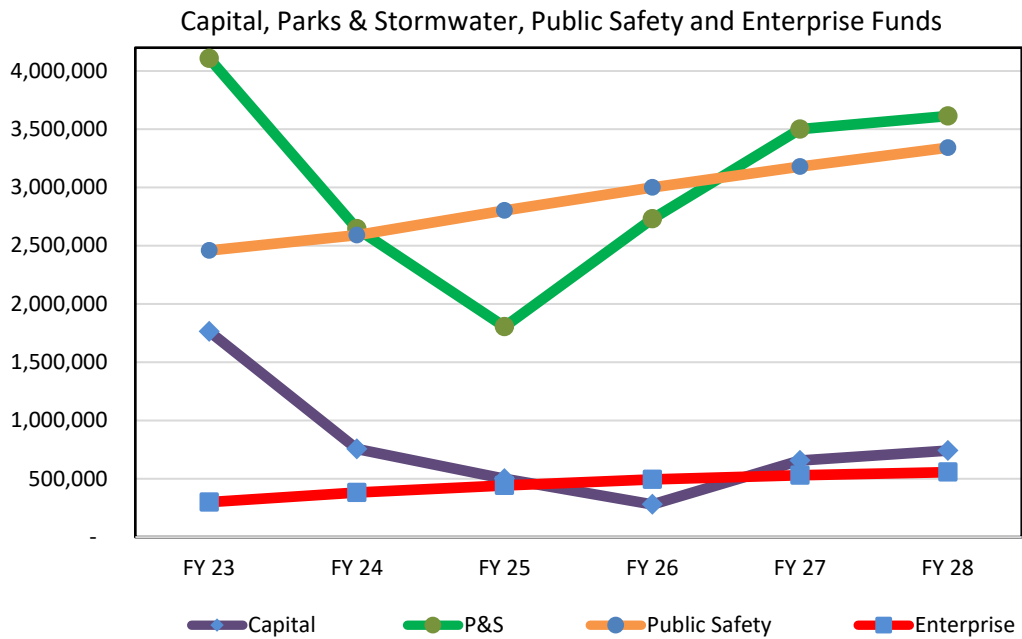
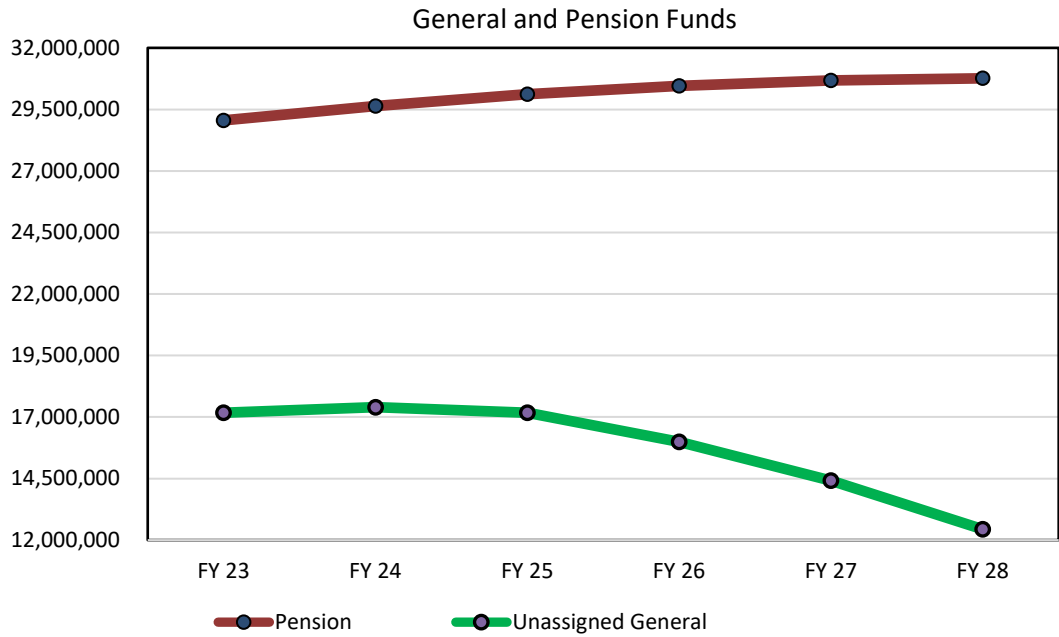
- Operating expenses are projected to increase 4.93% annually. The main reason for this increase is due an increase in employees eligible to retire.
- Assumes retirements based upon cash flow projections from Actuary.
- Assumes Employee Contribution of 4% starting in FY 2020, up from 3%. The projections are based upon the estimated rate of return of 6%, down from 6.75% prior to July 2021, and an amortization period for liability of 14 years fixed, which was increased from 10 years in FY 2021.

	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Revenues	2,264,205	2,884,327	2,895,683
Expenditures	(2,248,458)	(2,301,690)	(2,415,141)
Revenue over (under) Expenditures	<u>15,747</u>	<u>582,637</u>	<u>480,542</u>
Transfers-In (From General Fund)	0	0	0
Net Change in Fund Balance	<u>15,747</u>	<u>582,637</u>	<u>480,542</u>
Fund Balance - Beginning of year	29,039,372	29,055,119	29,637,756
FUND BALANCE-End of the Year	<u><u>29,055,119</u></u>	<u><u>29,637,756</u></u>	<u><u>30,118,298</u></u>

	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY 2028</u>
Revenues	\$ 2,872,576	\$ 2,878,786	\$ 2,876,940
Expenditures	(2,534,215)	(2,659,192)	(2,790,367)
Revenue over (under) Expenditures	<u>338,361</u>	<u>219,594</u>	<u>86,574</u>
Transfers-In (From General Fund)	0	0	0
Net Change in Fund Balance	<u>338,361</u>	<u>219,594</u>	<u>86,574</u>
Fund Balance - Beginning of year	30,118,298	30,456,659	30,676,253
FUND BALANCE-End of the Year	<u><u>\$ 30,456,659</u></u>	<u><u>\$ 30,676,253</u></u>	<u><u>\$ 30,762,826</u></u>



Fund Balance Projections FY 2023 - 2028



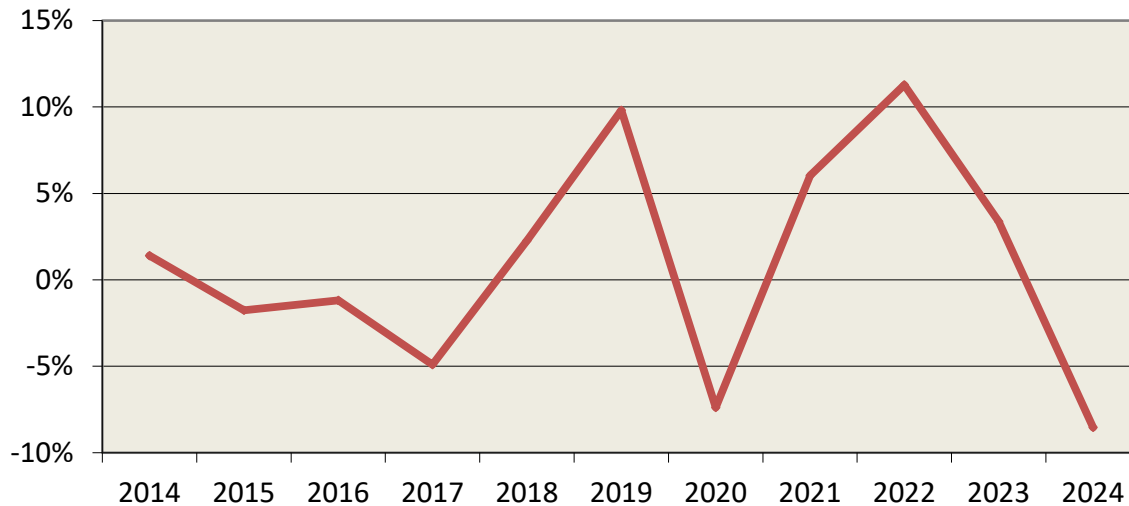


**STATEMENT OF ESTIMATED REVENUE AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2024
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2023
AND ACTUAL TOTALS FOR FY 2021 & FY 2022**

	Actual FY 2021	Actual FY 2022	Budget FY 2023	Projected FY 2023	Estimated FY 2024	% Change to Est. FY 2023
Revenues:						
General Property Taxes	710,619	751,204	738,083	777,976	824,655	6.00%
Public Utility Licenses	5,396,414	5,623,251	5,720,302	6,010,716	6,269,755	4.31%
Intergovernmental Revenue	7,804,405	9,239,234	9,056,178	9,947,553	8,247,052	-17.09%
Licenses & Permits	1,610,410	1,879,502	1,198,694	1,401,073	1,151,285	-17.83%
Charges for Municipal Facilities	39,385	60,241	44,500	50,575	52,000	2.82%
Municipal Court Fines	551,411	451,432	553,271	389,743	393,640	1.00%
Interest on Investments	339,907	295,808	330,000	450,684	450,000	-0.15%
Other Revenues	301,554	342,511	232,739	245,785	240,459	-2.17%
Total Operating Revenue	16,754,105	18,643,183	17,873,766	19,274,105	17,628,846	-8.54%
Other Financing Sources:						
Transfers in from Public Safety	196,366	209,995	430,816	430,816	371,606	-13.74%
Transfers in from Parks & Stormwtr.	-	380,000	492,198	492,198	582,434	18.33%
Total Other Financing Sources	196,366	589,995	923,014	923,014	954,039	
Total Operating Revenues and Other Financing Sources	16,950,471	19,233,178	18,796,780	20,197,119	18,582,886	
Expenditures:						
Legislative Services	235,206	185,292	228,201	227,296	236,489	4.04%
Legal Services	148,785	165,893	203,201	177,524	192,761	0.00%
Administrative Services	618,999	614,799	619,685	603,425	698,844	15.81%
Information Systems	264,451	251,537	283,869	264,965	264,014	-0.36%
Finance Department	413,843	434,206	513,958	514,627	568,130	10.40%
Municipal Court	237,200	237,029	267,024	262,738	278,327	5.93%
Interdepartmental	507,903	1,336,622	1,110,975	1,041,737	1,143,927	9.81%
Community Services	82,355	138,610	162,219	145,682	143,405	-1.56%
Maint. of Municipal Property	276,933	237,021	278,706	283,819	300,208	5.77%
Police Department	6,800,201	6,259,217	7,752,646	7,543,591	8,090,733	7.25%
Public Works	3,106,009	3,008,208	3,635,935	3,500,484	3,808,424	8.80%
Community Development	1,476,740	1,183,715	1,343,613	1,223,550	1,282,462	4.81%
Total Operating Expenditures	14,168,624	14,052,148	16,400,032	15,789,439	17,007,724	7.72%
Total Rev. and Other Financing Sources Over Expenditures	2,781,847	5,181,030	2,396,748	4,407,680	1,575,162	
Other Financing Uses:						
Transfer Out to Enterprise Fund	-	-	-	-	-	
Transfer Out to Capital Improv.	400,000	1,149,533	800,000	2,298,325	2,070,535	
Total Other Financing Uses	400,000	1,149,533	800,000	2,298,325	2,070,535	
Total Rev. and Other Financing Sources Over Expenditures and Other Financing Uses	2,381,847	4,031,497	1,596,748	2,109,355	(495,373)	



Percentage Change in General Fund Revenues FY 2014 - 2024



Fiscal Year	Total Revenue	Amount of Change	Percent Change
2014	16,454,596	226,180	1.4%
2015	16,164,882	(289,714)	-1.8%
2016	15,974,518	(190,363)	-1.2%
2017	15,192,139	(782,379)	-4.9%
2018	15,537,425	345,286	2.3%
2019	17,060,207	1,522,782	9.8%
2020	15,800,348	(1,259,858)	-7.4%
2021	16,754,105	953,757	6.0%
2022	18,643,183	1,889,078	11.3%
2023	Projected 19,274,105	630,922	3.4%
2024	Budgeted 17,628,846	(1,645,259)	-8.5%

FY 2014 Revenues increased 1.4% in FY 2014. Significant increases occurred in Sales Tax, Building Permits, Electric Gross Receipts and Gas Gross Receipts. This offset significant decreases in Telephone Gross Receipts, and decrease in automated traffic safety tools due to suspension of the program in December.

FY 2015 Revenues decreased 1.8% in FY 2015. Increases occurred in Sales Tax, Building Permits, and charges from Municipal Services. Substantial decrease in Court Fines occurred due to cancellation of automated traffic safety tools program. Revenues also decreased in Electric Gross Receipts, Telephone Gross Receipts, and Water Gross Receipts due to a one time tax rebate to customers.

**GENERAL FUND REVENUES (Cont.)**

FY 2016	Revenues decreased 1.2% in FY 2016. Revenues increased in Sales Tax, Road and Bridge Tax, Telephone and Water Utility Tax and Interest Revenue. These increases were largely offset by decreases in Building Permits, Court Revenues and charges for Municipal Services.
FY 2017	Revenues decreased 4.9% in FY 2017, primarily due to a decrease in Court Revenues. This appears largely due to the new Court regulations from the State. Telecom utility taxes also declined.
FY 2018	Revenues increased 2.3% in FY 2018. Electric, Water and Gas were up due to harsher weather conditions and due to a one-time lawsuit settlement for \$190,000 from the Electric Co. Business licenses and building permits were up quite a bit as well. Telephone gross receipt taxes, court revenues and charges for municipal facilities, however, were down.
FY 2019	Revenues increased 9.8% in FY 2019. The primary reason for this \$1,522,792 increase is due to the sale of property for around \$750K. In addition, there was an increase in assessed valuations, an increase in commercial utility tax rates from 7% - 8% in November 2018, and increase in the residential electric from 5.5% to 7% in March 2019. Plus, transferred \$131,167 from Public Safety Sales Tax Fund to cover the additional costs needed to transition to 12-hour shifts in the Police Department.
FY 2020	Revenues decreased 7.4% in FY 2020 due to COVID-19. This virus effected Sales Tax, Gasoline Tax, Utility Taxes, Interest, Permits, Court, Recreational Activities, etc.
FY 2021	FY 2021 increased 6%, but only because of \$1.2M that the City received for the CARES Act program. Without these funds, the City would have seen a decrease of \$271K as a result of the pandemic still in effect. Sales Tax, Electric, Gas, County Road & Bridge Tax and Cable were all negatively impacted by the pandemic, while building permits reported a record year with several large projects resulting in permits being up \$359K or 54%.
FY 2022	The American Rescue Plan Act (ARPA) was signed into law to establish recovery funding from the Coronavirus for State, territorial, local and Tribal governments. The City received \$1,896,930 in FY 2022, which largely contributed to the 11.3% increase in revenues. Without this one-time revenue source, revenues would have been flat when compared to FY 2021.
FY 2023	The City will receive another \$1.9M from the ARPA Funds. Building permits will start to return to normal. All utilities, except Telephone, are expected to increase. Sales Tax is projected to increase over 10% and interest over 55% causing an overall increase of \$631K or 3.4%.
FY 2024	As a result of no additional ARPA Funds anticipated and building permits returning to normal, revenues will decrease \$1.6M or 8.5%. All utilities except Telephone and Cable TV are expected to increase. Sales tax is budgeted to increase 2%.



GENERAL FUND REVENUES

	Actual Revenue FY 2021	Actual Revenue FY 2022	Budgeted Revenue FY 2023	Projected Revenue FY 2023	Estimated Revenue FY 2024	% Change to Estimated FY 2023
GENERAL PROPERTY TAXES:						
4101 Real Property-Current	710,619	751,204	738,083	777,976	\$ 824,655	6.00%
Total General Property Tax	710,619	751,204	738,083	777,976	824,655	6.00%
PUBLIC UTILITY LICENSES:						
4201 Electric	3,062,713	3,365,735	3,529,887	3,628,262	\$ 3,827,817	5.50%
4202 Gas (Natural)	573,622	650,352	585,400	764,721	\$ 791,487	3.50%
4203 Telephone	921,314	774,903	738,797	701,014	\$ 658,953	-6.00%
4204 Water	517,080	510,881	553,439	591,847	\$ 665,828	12.50%
4207 Cable TV Franchise Fee	286,301	283,999	274,651	284,929	\$ 284,929	0.00%
4208 Fiber Optics Franchise Fees	35,384	37,380	38,128	39,942	\$ 40,741	2.00%
Total Public Utility Licenses	5,396,414	5,623,251	5,720,302	6,010,716	6,269,755	4.31%
INTERGOVERNMENTAL REVENUE:						
4301 City Sales Tax	4,718,846	5,371,201	5,280,151	5,934,458	\$ 6,053,147	2.00%
4302 City Sales Tax-Auto	289,922	260,827	280,155	276,519	\$ 279,284	1.00%
4303 Cigarette Tax	35,277	32,902	33,383	28,116	\$ 28,116	0.00%
4304 Gasoline Tax	467,995	523,058	510,490	616,208	\$ 677,829	10.00%
4305 County Road & Bridge Tax	987,618	1,033,893	1,011,564	1,083,280	\$ 1,148,277	6.00%
4737 Other Agency Funding	1,304,747	2,017,352	1,940,435	2,008,972	\$ 60,400	-96.99%
Total Intergovernmental Revenue	7,804,405	9,239,234	9,056,178	9,947,553	8,247,052	-17.09%
LICENSES & PERMITS:						
4402 Business License	199,573	211,993	199,658	208,323	\$ 210,406	1.00%
4404 Liquor License	33,638	35,850	32,610	33,600	\$ 33,935	1.00%
4405 Vending Machine License	2,550	715	2,550	775	\$ 775	0.00%
4406 Emergency Alarm License	125	(25)	125	125	\$ 125	0.00%
4415 Dog Park License Fees	13,740	11,424	13,444	6,618	\$ 9,926	50.00%
4420 Building Permits	1,027,716	1,256,614	675,000	880,873	\$ 675,000	-23.37%
4422 Apartment Re-Occupancy Fee	171,820	97,095	105,600	102,820	\$ 96,000	-6.63%
4424 Escrow Deductions	100,238	199,026	125,000	105,000	\$ 65,000	-38.10%
4426 Occupancy Permits	10,380	13,130	10,439	11,487	\$ 11,487	0.00%
4427 Sign Permits	5,830	6,350	1,000	6,450	\$ 6,000	-6.98%
4431 Street Excavation Fees	21,709	24,405	18,975	20,185	\$ 20,185	0.00%
4444 Misc.	410	490	360	320	\$ 320	0.00%
4450 Planning & Zoning Application Fee	11,557	11,198	7,933	12,125	\$ 12,125	0.00%
4457 Site Improvement Permits	6,994	10,393	6,000	12,373	\$ 10,000	0.00%
4536 Farmers Market	4,130	845	-	-	\$ -	0.00%
Total Licenses and Permits	1,610,410	1,879,502	1,198,694	1,401,073	1,151,285	-17.83%

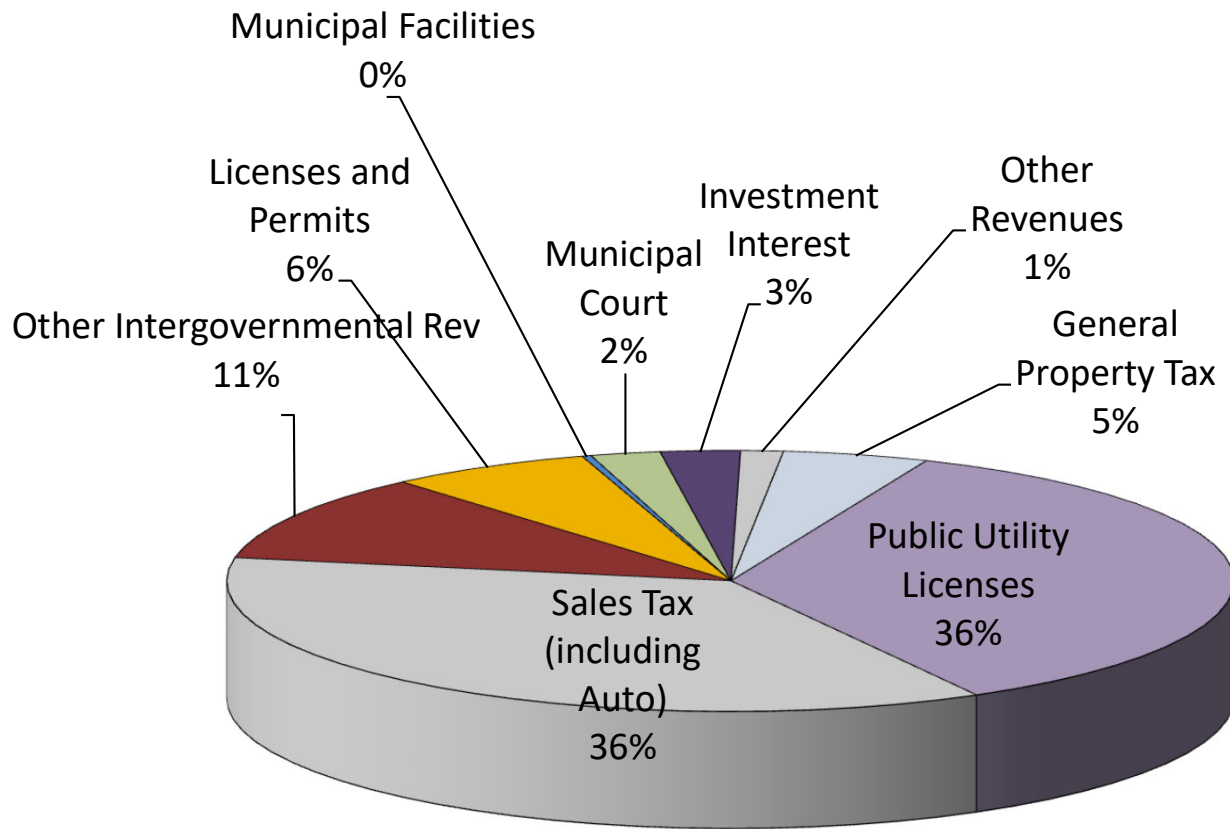


GENERAL FUND REVENUES

	Actual Revenue FY 2021	Actual Revenue FY 2022	Budgeted Revenue FY 2023	Projected Revenue FY 2023	Estimated Revenue FY 2024	% Change to Estimated FY 2023
CHARGES FOR MUNICIPAL FACILITIES (Community Services):						
4540 Multi-Purpose Rental	480	-	-	(600)	\$ -	0.00%
4541 Meeting Room Rental	138	-	-	175	\$ -	0.00%
4542 Gymnasium Rental	6,380	12,030	15,000	16,000	\$ 16,000	0.00%
4544 Recreational Programs	2,537	26,332	16,000	16,000	\$ 19,000	18.75%
4545 Miscellaneous Revenue	-	-	-	-	-	0.00%
4546/4547 Donations/Sponsorships	23,411	6,260	-	-	\$ -	0.00%
4554 Park Rentals	6,439	15,619	13,500	19,000	\$ 17,000	-10.53%
Total Charges For Municipal Facilities (Community Services)	39,385	60,241	44,500	50,575	52,000	2.82%
MUNICIPAL COURT:						
4601 Municipal Court Fines	33,930	28,359	34,749	26,057	\$ 26,318	1.00%
4602 Traffic Violations Bureau	517,482	423,072	518,522	363,686	\$ 367,323	1.00%
Total Municipal Court	551,411	451,432	553,271	389,743	393,640	1.00%
4704 Investment Income	339,907	295,808	330,000	450,684	\$ 450,000	-0.15%
OTHER REVENUES:						
4425 WDCD Acct. Service Fee	3,900	3,300	3,600	3,600	\$ 3,600	0.00%
4459 BJC Agreement	(27,880)	-	-	-	\$ -	0.00%
4604 Police Misc. Revenue	5,700	8,921	5,900	3,900	\$ 7,900	102.59%
4606 Police Service Contract	92,910	78,796	76,942	76,942	\$ 80,789	5.00%
4608 False Alarm Charges	7,450	7,675	6,225	5,825	\$ 5,825	0.00%
4610 Copies of Police Reports	6,393	9,533	7,822	7,095	\$ 7,095	0.00%
4710 Misc. Non Operating Rev.	-	-	-	-	-	0.00%
4723 Surplus Property	200	360	200	270	\$ 200	0.00%
4725 Arvest Rewards	10,035	16,620	13,000	18,459	\$ 16,000	0.00%
4729 Miscellaneous Revenue	78,585	79,104	17,000	17,496	\$ 17,000	-2.83%
4730 Reimbursements	49,394	126,615	34,000	94,762	\$ 34,000	-96.60%
4747 Police Reimbursements	50	394	50	-	\$ 50	-53.48%
4749 Inmate Security	5,498	4,599	5,500	4,036	\$ 5,500	-53.48%
4750 Law Enforce. Training (LET)	5,500	4,602	5,500	4,044	\$ 5,500	-53.48%
4751 Police Officer Standard Train.	2,309	1,991	2,000	1,937	\$ 2,000	-53.48%
4771 Sale of Fixed Assets	61,510	-	55,000	7,420	\$ 55,000	0.00%
Total Other Revenues	301,554	342,511	232,739	245,785	240,459	-2.17%
Total Current Year's Revenue	16,754,105	18,643,183	17,873,766	19,274,105	17,628,846	-8.54%
8000 Other Financing Sources	196,366	589,995	923,014	923,014	954,039	
TOTAL GENERAL FUND	16,950,471	19,233,178	18,796,780	20,197,119	18,582,886	-7.99%

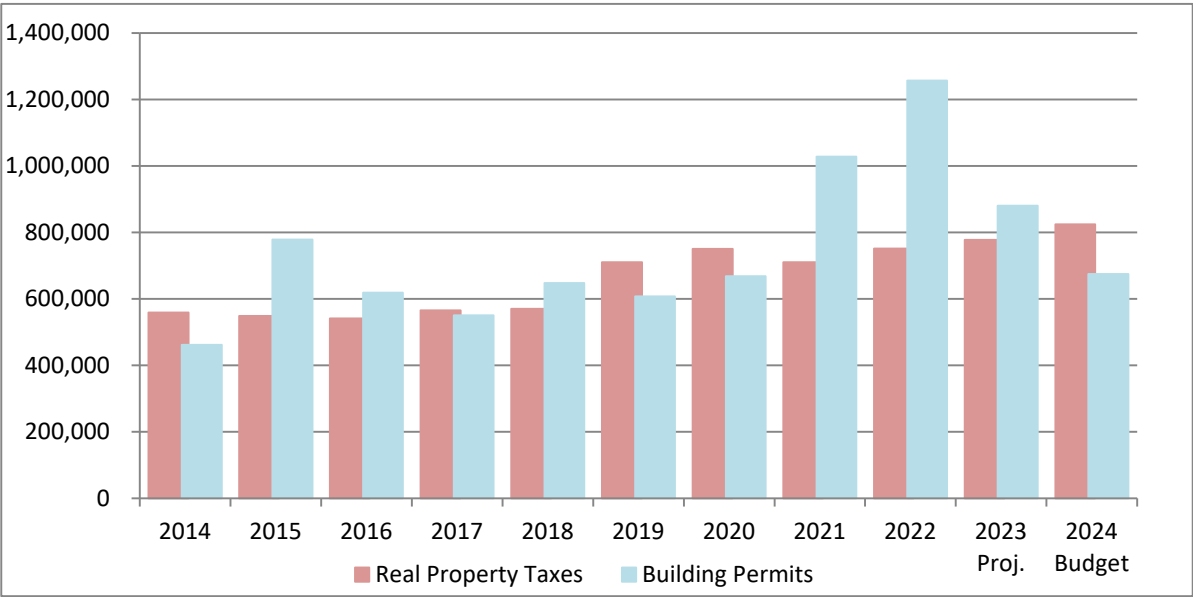


FY 2024 GENERAL FUND REVENUES BY CLASS





Real Property Taxes and Building Permits



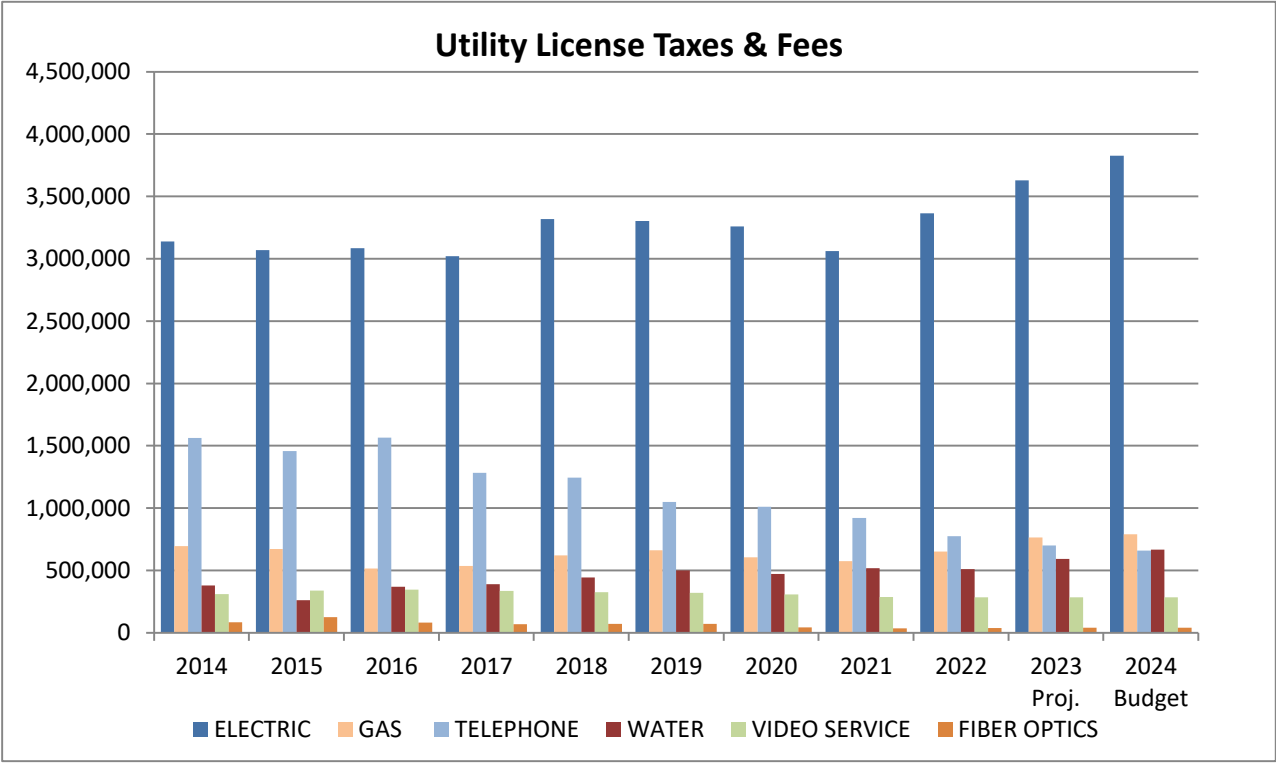
Real Property Taxes

In accordance with Missouri Statute - Chapter 148, Section 94.030 an ad valorem tax is levied on all real property within the boundaries of the City of Creve Coeur. The tax is based on the assessed valuation of property as established by the St. Louis County Assessor. The County assesses the property as follows: Residential 19%, Agriculture 12%, Commercial/Industrial 32%. The City's current operating budget levy per \$100 of assessed value is .073 cents per residential and .083 cents for commercial property. Real estate property taxes are billed and collected by the county collector's office and subsequently remitted to the City. Reassessment of property values occurs in odd numbered years. The total FY 2024 revenue is estimated at \$824,655. This estimate is based upon an estimated increase in assessed valuation, therefore, decreasing the tax rates for 2023. However, due to an expected increase in inflation and an increase from new construction, we are estimating a 6% increase in revenue.

Building Permits

In accordance with Title V of City Code of Ordinances a permit fee is required for all construction or alterations to all structures within the City. Per City Ordinance a fee of \$7.00 per \$1,000 of construction value for residential and commercial was established effective March 1, 2020 (up from \$6.00 per \$1,000. The cost of the permit includes all inspection fees. FY 2024 revenues are estimated at \$675,000 based upon a decrease in development projects.

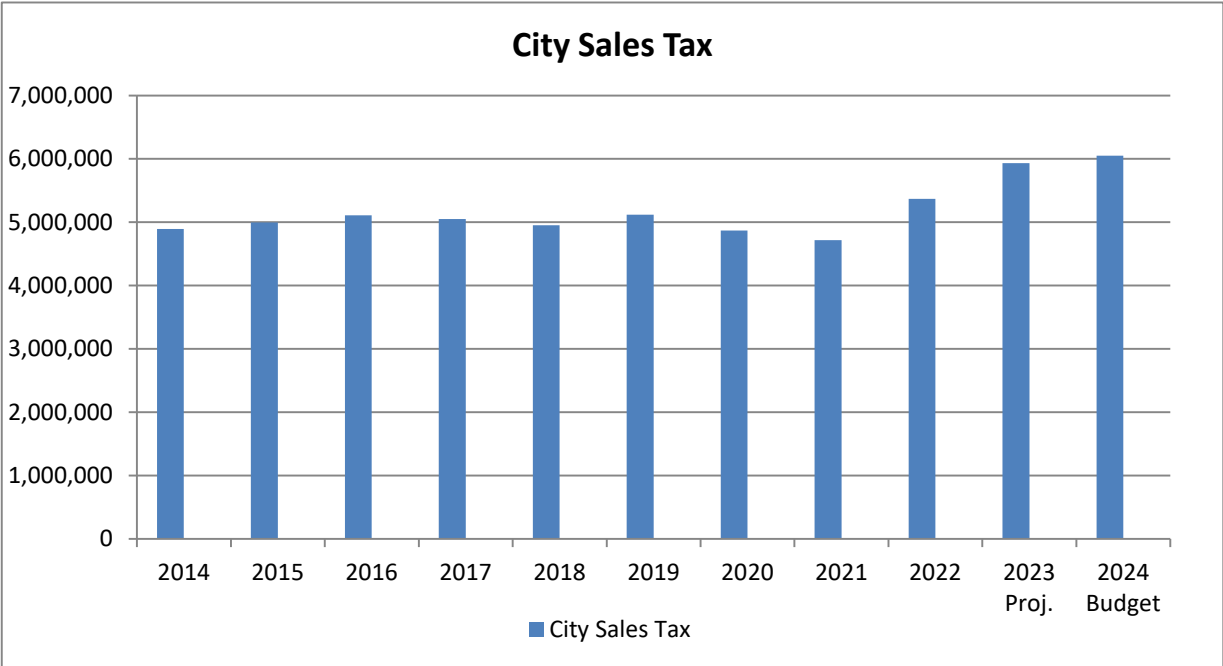
Fiscal Year	Real Property Taxes	Building Permits
2014	558,972	461,715
2015	549,217	778,984
2016	540,881	618,616
2017	565,888	550,801
2018	569,870	648,249
2019	710,164	608,059
2020	750,734	668,798
2021	710,619	1,027,716
2022	751,204	1,256,614
2023 Proj.	777,976	880,873
2024 Budget	824,655	675,000



Utility License Fees

In accordance with Chapter 635 of the City Code of Ordinances a tax is levied on the utility gross receipts from business within the City of Creve Coeur. The gross receipt tax rate was increased from 7.0% of monthly gross receipts for commercial to 8% in November 2018. Residential Electric was increased March 2019 from 5.5% to 7%. Significant changes in the revenue are detailed below. Ameren has proposed an 11.6% increase effective July 2023; Spire had a 7% increase in January 2023; Missouri American Water has proposed a 25.7% increase effective July 2023; Telephone continues to decrease; Beginning August 28, 2023, Video/Cable Fee will be reduced from 5% to 4.5% and will be reduced by .5% (\$28,500) per year until 2028 when the fees are frozen at 2.5%. FY 2024 revenues are estimated to be \$6,269,755, which includes an overall increase of 4.3%.

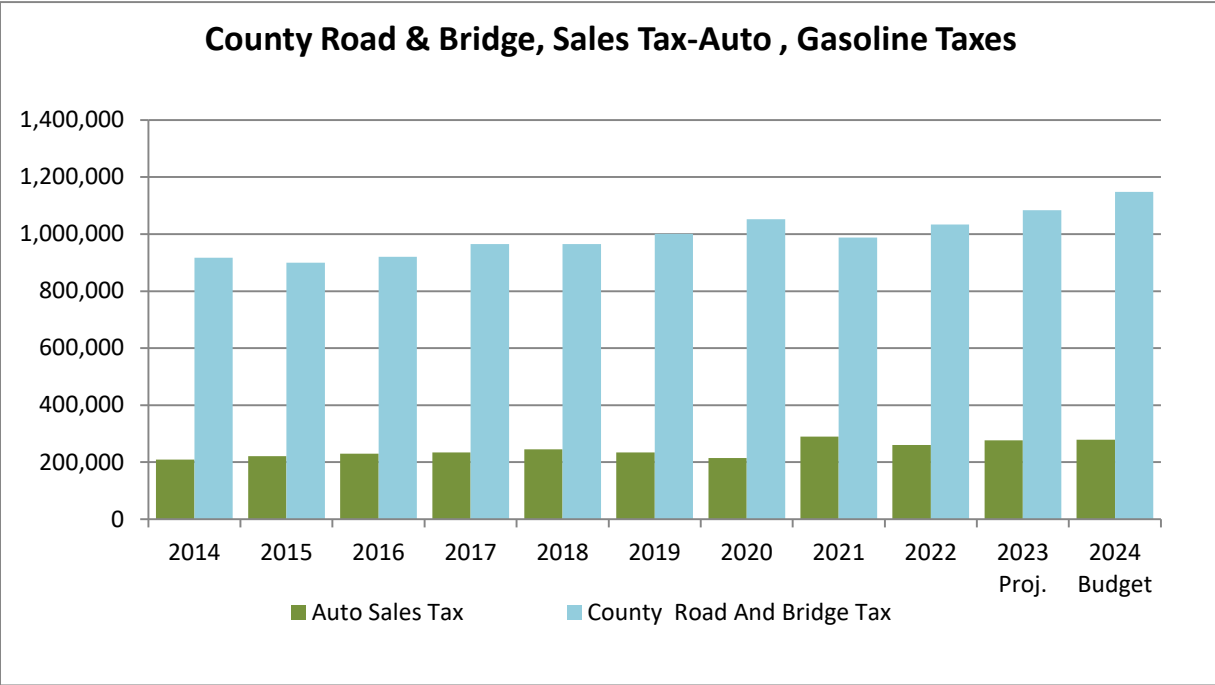
TAXES & LICENSE FEES						
Fiscal Year	ELECTRIC	GAS	TELEPHONE	WATER	VIDEO SERVICE	FIBER OPTICS
2014	3,137,959	694,032	1,562,401	380,642	311,338	85,033
2015	3,069,232	673,046	1,457,574	261,093	338,596	125,583
2016	3,085,154	516,861	1,565,192	368,658	346,508	82,061
2017	3,019,789	535,069	1,282,109	390,060	335,699	67,986
2018	3,317,383	620,800	1,245,526	442,886	325,539	71,496
2019	3,302,341	661,422	1,049,606	500,365	321,040	70,482
2020	3,259,567	605,271	1,011,121	472,337	306,869	44,500
2021	3,062,713	573,622	921,314	517,080	286,301	35,384
2022	3,365,735	650,352	774,903	510,881	283,999	37,380
2023 Proj.	3,628,262	764,721	701,014	591,847	284,929	39,942
2024 Budget	3,827,817	791,487	658,953	665,828	284,929	40,741



City Sales Tax

In accordance with Chapter 145 of the City Code of Ordinances the city levies a \$.0125 sales tax on all goods and commodities within the City limits. In accordance with Missouri State Statutes "A" cities are point of sale cities and "B" cities are pooled cities, meaning that sales tax collected are shared with other cities in the "B" pool on a per capita basis. The City of Creve Coeur is a point of sale city, except for areas annexed after June 1, 1990. The FY 2024 \$.0125 point of sale revenue is estimated at \$5,956,101 less \$1,006,923 for sharing with "B" pooled cities. The "B" pooled areas of the City are expected to produce revenue of \$1,103,969 for FY 2024. Therefore, total FY 2024 revenue is estimated at \$6,053,147. The projections are based on a 10.49% increase in FY 2023 and a 2% increase in FY 2024.

Fiscal Year	City Sales Tax
2014	4,892,009
2015	4,998,086
2016	5,110,088
2017	5,050,621
2018	4,950,256
2019	5,119,738
2020	4,868,807
2021	4,718,846
2022	5,371,201
2023 Proj.	5,934,458
2024 Budget	6,053,147

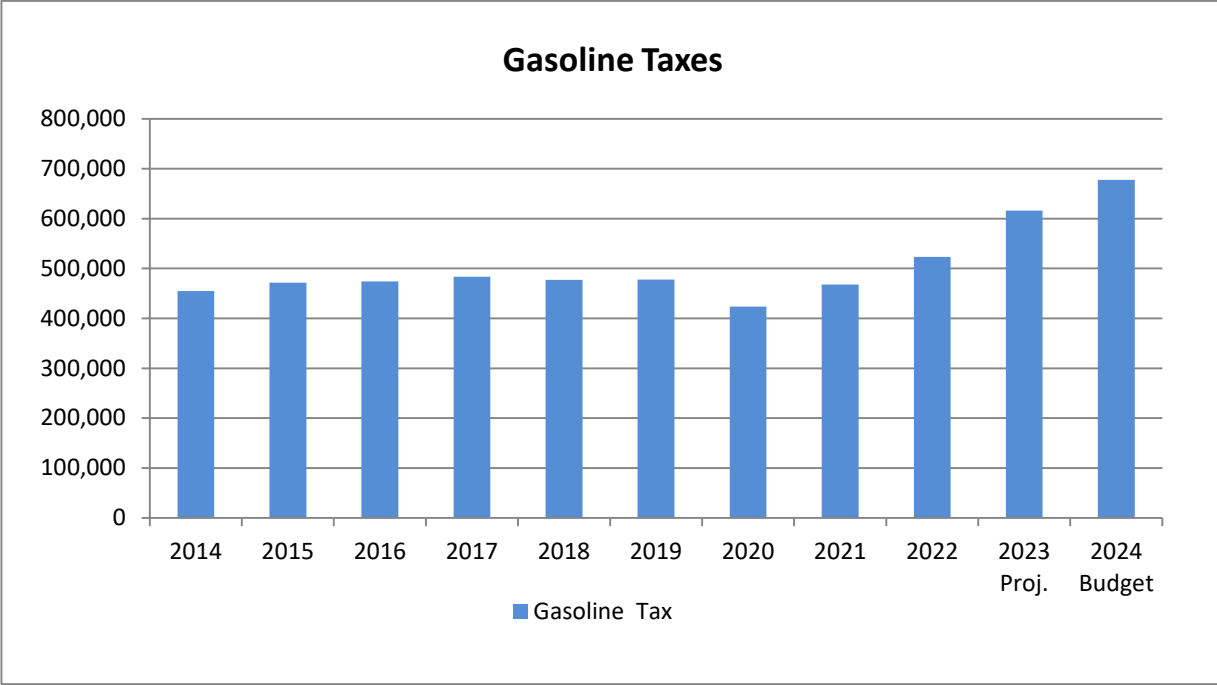


County Road & Bridge Tax

In accordance with section 137.558 RSMo and City Ordinance No. 1089, a tax is levied by the County and distributed directly to the City for each calendar tax year. The tax is based on the assessed valuation of real property, personal property and railroad property as established by the County Collectors office and subsequently remitted to the City. The tax is \$.105/hundred assessed valuation. Reassessment of property values occurs in odd numbered years. Total FY 2023 revenue estimated at \$1,083,280. The revenue estimates for 2024 are budgeted to increase 6% to \$1,148,277. These revenues must be used for the improvement and repair of public roads, streets and bridges within the city, which are listed under the Street Maintenance Division. A transfer of \$400,000 out of the General Fund to the Capital Fund is dedicated to street projects.

City Sales Tax - Auto

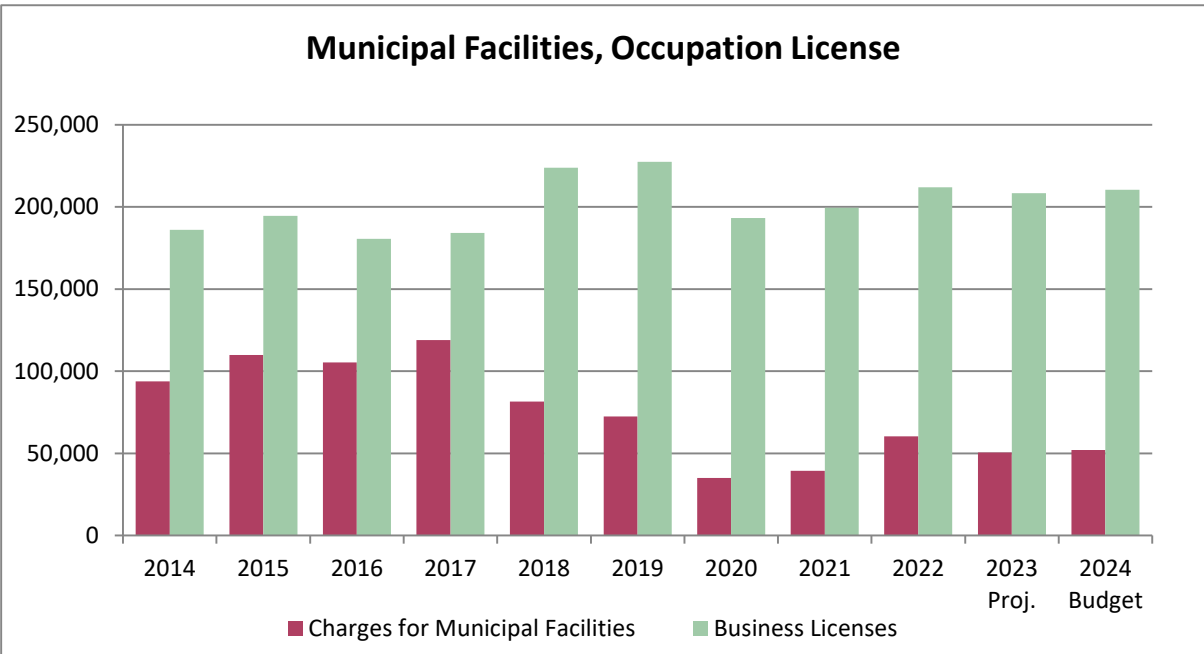
In accordance with Missouri Statute - 66.630 Revised, sales tax is collected by the State on motor vehicles. Taxes are distributed based on a formula set forth In sections 66.620 and 66.630. The FY 2023 revenue is estimated at \$276,519. The projected FY 2024 revenues are estimated at \$279,284. The FY 2024 revenues reflect a slight increase of 1% in sales tax collections.



Gasoline Tax

In accordance with Art 4 section 30(a) of the Missouri Constitution and City Ordinance No. 1048, a tax is imposed by the State on each gallon of motor fuel sold to provide funds for the construction, maintenance, repair, policing, signing, lighting and cleaning roads and streets and for the payment of indebtedness on account of road and street purposes. Fifteen percent of the tax is distributed to cities on a per capita basis. The tax rates will be increasing from \$.17 per gallon of fuel per the following schedule: 10/1/21 - increases to \$.195; 7/1/22 - increases to \$.22; 7/1/23 - increases to \$.245; 7/1/24 - increases to \$.27; 7/1/25 increases to \$.295. Collections are made by the State and remitted each month to the City. The FY 2023 revenue is estimated at \$616,208. The FY 2024 estimated revenues of \$677,829 is a 10% increase.

Fiscal Year	Auto Sales Tax	County Road And Bridge Tax	Gasoline Tax
2014	208,569	916,689	454,765
2015	221,193	899,309	471,805
2016	229,531	920,432	473,937
2017	234,378	964,827	483,384
2018	245,103	965,524	477,353
2019	234,406	1,000,539	478,147
2020	214,134	1,052,470	423,749
2021	289,922	987,618	467,995
2022	260,827	1,033,893	523,058
2023 Proj.	276,519	1,083,280	616,208
2024 Budget	279,284	1,148,277	677,829



Charges for Municipal Facilities

In accordance with City Policy, the City charges fees for the usage of various City Facilities. These Facilities include the Multipurpose room, (2) meeting rooms, and the Gymnasium. Charges for Municipal facilities also includes fees for recreation programs such as sports camps, tennis lessons, art and craft camps and other Recreation programs plus Miscellaneous Revenues. The FY 2023 revenues were down slightly as a result of not renting the Multipurpose or meeting rooms. FY 2024 is projected to increase 3% as a result of increasing recreational programs.

Business Licenses

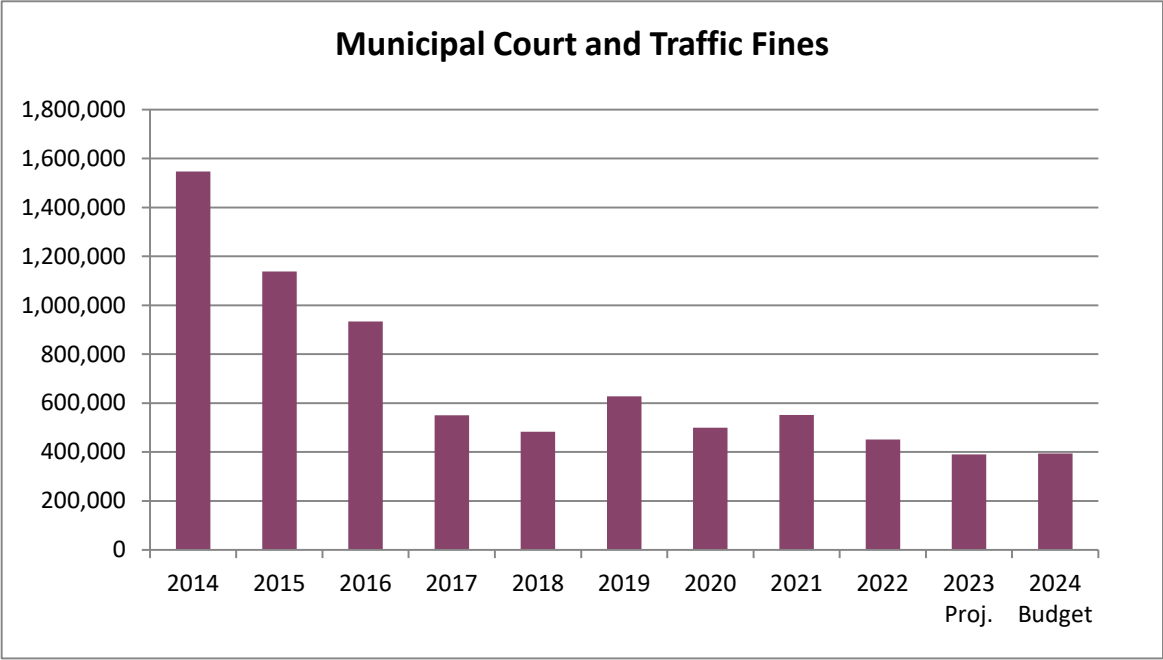
In accordance with Chapter 605 of City Code of Ordinances a fee is charged all for-profit businesses operating in the City. The business license fee is based on the following:

- Manufacturers/Warehouses: \$20 per 1,000 sq ft, or any portion thereof, rounded to the next highest 1,000 sq ft.
- Not for Profit Businesses: Fee is waived.
- All Other Businesses: \$30 per 1,000 sq ft, or any portion thereof, rounded to the next highest 1,000 sq ft.

These fees also pertain to massage licenses and permits.

The FY 2024 revenue is estimated to increase 1% to \$210,406.

Fiscal Year	Charges for Municipal Facilities	Business Licenses
2014	93,749	186,032
2015	109,861	194,632
2016	105,417	180,631
2017	118,999	184,113
2018	81,432	223,858
2019	72,462	227,555
2020	34,997	193,195
2021	39,385	199,573
2022	60,241	211,993
2023 Proj.	50,575	208,323
2024 Budget	52,000	210,406

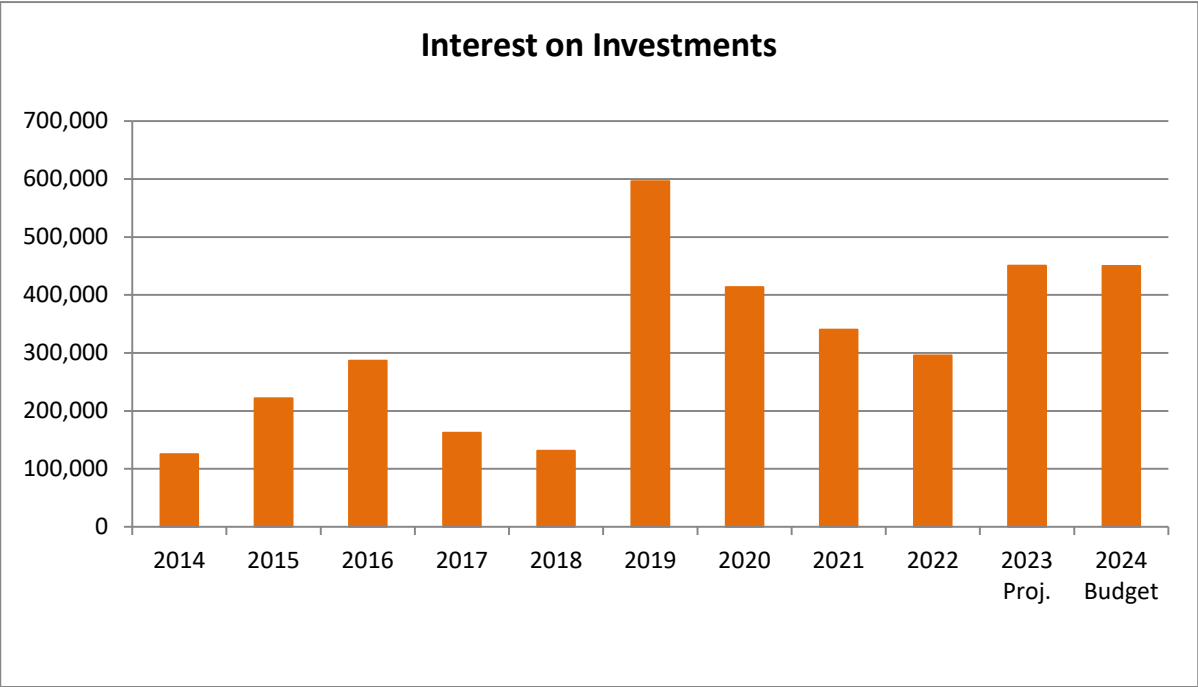


Municipal Court and Traffic Fines

Fines consists of two components.

In accordance with Chapter 135 of the City Code of Ordinances the City's Municipal Court Judge may assess fines and court costs for cases heard before the Court. In accordance with Chapter 135 of City Code of Ordinances, fines and costs are assessed for traffic violations in the City. Traffic violations and Municipal Court Fines for FY 2023 are estimated to be \$389,743. Total FY 2024 revenue has an estimated 1% increase to \$393,640.

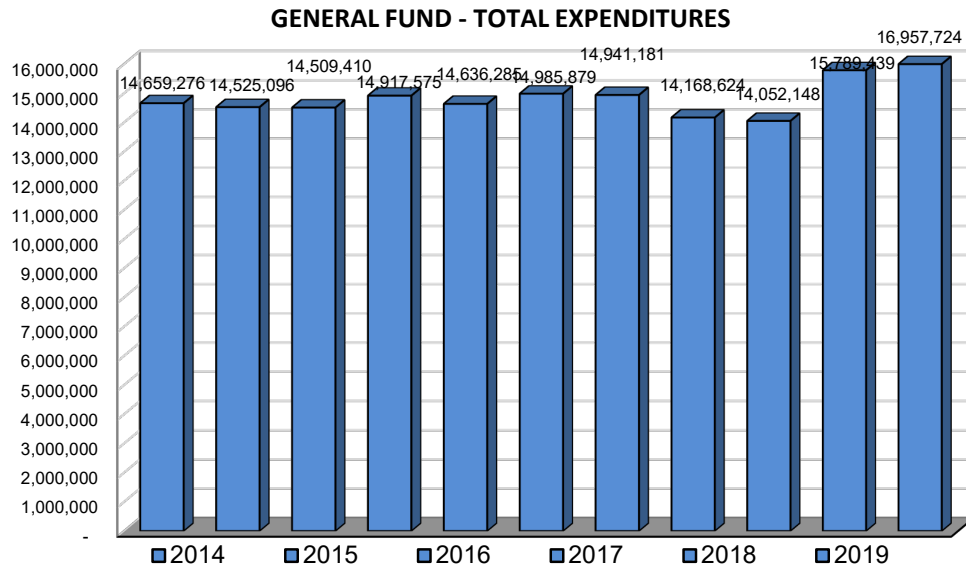
Fiscal Year	Municipal Court and Traffic Fines
2014	1,546,945
2015	1,137,912
2016	933,402
2017	550,811
2018	482,945
2019	628,209
2020	499,153
2021	551,411
2022	451,432
2023 Proj.	389,743
2024 Budget	393,640



Interest on Investments

In accordance with Administrative policy, interest is earned on excess monies invested in Treasuries and/or agencies. Total FY 2024 revenue is estimated at \$450,000, which is flat from FY 2023. Interest rates are anticipated to start leveling off in FY 2024. March 2020 rates decreased as a result of the COVID-19 pandemic.

Fiscal Year	Interest on Investments
2014	125,273
2015	221,639
2016	286,652
2017	162,158
2018	131,186
2019	596,122
2020	413,311
2021	339,907
2022	295,808
2023 Proj.	450,684
2024 Budget	450,000



Fiscal Year		Total Expenditures	Amount of Change	Percent Change
2014		14,659,276	116,974	0.8%
2015		14,525,096	(134,180)	-0.9%
2016		14,509,410	(15,686)	-0.1%
2017		14,917,575	408,166	2.8%
2018		14,636,285	(281,290)	-1.9%
2019		14,985,879	349,594	2.4%
2020		14,941,181	(44,698)	-0.3%
2021		14,168,624	(817,255)	-5.5%
2022		14,052,148	(889,033)	-6.0%
2023	Projected	15,789,439	1,737,291	12.4%
2024	Budgeted	16,700,724	1,218,285	7.72%

Major causes of change:

- FY 2014** Overall expenses increased by 0.8% in FY 2014. Personnel costs increased due to annual salary increase and salary adjustments for market equity, and benefit costs except for Pension increased. Personnel vacancies, especially in Police, and reduced pension costs offset increases. Also red light safety program costs were reduced due to suspension of the program. Costs for temporary workers increased but were offset by elimination of PT employees.
- FY 2015** Overall expenses decreased by 0.9% in FY 2015. Personnel costs increased due to annual salary increases, salary adjustments and increased benefit costs. Snow removal costs increased dramatically due to the harsh winter. Comp Plan costs were included in 2015. Suspension of the red light safety program for the entire year in 2015 offset these increases. Also, vacancies and retirements reduced some costs.

**GENERAL FUND EXPENDITURES (CONT'D)**

FY 2016	Overall expenses decreased by 0.1% in FY 2016. Personnel costs increased due to annual salary increases, salary adjustments and increased benefit costs. In addition, 2 new positions were added, one in PW-Administration and one in Building Inspection. Costs were reduced primarily due to the new refuse/recycling contract which reduced costs about one-third.
FY 2017	Overall expenses increased by 2.8% in FY 2017. Personnel costs increased due to annual salary increases, salary adjustments and increased benefit costs.
FY 2018	Overall expenses decreased 1.9% in FY 2019. Personnel costs increased due to annual salary increases, salary adjustments and increased benefit costs. However, a few positions were not filled when they became vacant. Building maintenance also decreased substantially due to a major repair in FY 2017.
FY 2019	Overall expenses increased by 2.4% in FY 2019. Salary increases included a 3% increase and approximately 6.0% increase in benefit costs. A commercial building inspector was hired for the BJC project (contractual agreement) for two months. Refuse collections increased 4%. Several expensive emergency repairs were made to the Government Center. Capital expenditures increased 65% in the police department due to an increase in police vehicle expenditures. One (1) of those vehicles was purchased due to a totalled vehicle. Most of the financial software purchase occurred in FY 2019 and is one of the primary reasons for the increase.
FY 2020	As a result of the pandemic starting in the last quarter of FY 2020, departments were told to minimize expenditures as much as possible, which lead to the overall decrease of .3% in expenses.
FY 2021	Expenditures decreased 5.5%. Due to the COVID-19 pandemic, no salary increases were budgeted for the year and expenditures were cut to reduce the deficit as much as possible. However, the City received \$1.2M from the CARES Act Program, so the City gave employees a 1.5% one-time merit bonus mid-year.
FY 2022	While operational and capital expenditures increased as the City returned to normal operation after the pandemic subsided, expenditures decreased 6%. Personnel costs included a 2% salary increase and an increase in benefits, but due to a delay in filling vacant positions, personnel expenditures were down.
FY 2023	Expenditures are expected to increase 12.4% as a result of vacancies being filled. Personnel costs include a 4% salary increase for all employees, except police who will received an average of 8-8.5%. Also included is a 2% one-time bonus to all employees as a result of a high inflation rate in 2022. Benefits also increased as a result of health insurance alone increasing 7%. 1 new FT Park Maintenance position added. While operational expenditures were budgeted to increase 19.7% mainly as a result of contracting for leaf and limb services, increase in fuel expenditures and an overall increase of operational costs, overall expenditures actually decreased 1%.
FY 2024	Expenditures are budgeted to increase 7.4% as a result of being fully staffed and a 3% COLA and a 4% merit increase for all employees, except police officers and sergeants. A 3.5% COLA for officers and sergeants in addition to their 3.5% step increase is also budgeted for FY 2024. Health insurance is budgeted to increase 5%. Contractual Services are budgeted to increase 7% as a result of many contractual agreements increasing, such as Trash Service, Auditing Services, etc. Also included is \$50,000 for the 1st year of the 39N 3-Year Economic Development Agreement using ARPA Funds.



**GENERAL FUND
SUMMARY OF DEPARTMENTAL APPROPRIATIONS
BY MAJOR EXPENDITURE CATEGORY
FOR FISCAL YEAR ENDING JUNE 30, 2024**

DEPARTMENT/DIVISION	Personnel Expense	Operating Expense	Capital Outlay	Total
Legislative Services	156,265	80,224		236,489
Legal Services	-	192,761		192,761
Administrative Services	570,002	78,842		698,844
Information Systems	119,879	144,135	-	264,014
Finance Department	450,401	117,729	-	568,130
Municipal Court	228,008	49,819	500	278,327
Insurance, Benefits, Non-Depart.	741,909	402,018	-	1,143,927
Community Services	105,022	37,783	600	143,405
Municipal Property	88,532	193,676	18,000	300,208
Police Department - Administration	1,188,956	836,036	6,750	2,031,742
Police Department - Investigations	914,299	35,834	10,644	960,777
Police Department - Patrol	4,393,764	256,014	448,436	5,098,214
Public Works Administration	523,280	92,622	-	615,902
Street Maintenance	785,631	899,045	12,000	1,696,676
Health & Welfare	-	874,955	-	874,955
Parks Maintenance	387,796	228,095	5,000	620,891
Planning Department	294,946	68,810	700	364,456
Building Department	870,166	47,490	350	918,006
Totals	<u>11,818,856</u>	<u>4,635,888</u>	<u>502,980</u>	<u>17,007,724</u>
Transfers To Other Funds	-	-	-	-
TOTAL GENERAL FUND	<u>11,818,856</u>	<u>4,635,888</u>	<u>502,980</u>	<u>17,007,724</u>

**CITY OF CREVE COEUR****ALL DEPARTMENTS FOR GENERAL FUND-FY24**

ACCOUNT NUMBER AND DESCRIPTION	2022	2023	2023	2024	% Change
	Actual	Budget	Projected	Request	from Projected
5101 Salaries, Permanent Empl.	6,344,840	6,943,590	6,992,585	7,205,557	3.05%
5102 Salaries, Temporary Empl.	123,592	187,808	178,177	227,377	27.61%
5103 Overtime	117,717	126,650	122,750	133,650	8.88%
5104 Vacation Pay	18,463	22,340	39,987	44,190	10.51%
5105 Longevity Pay	29,545	29,357	27,685	26,381	-4.71%
5106 Holiday Pay	116,699	133,484	122,325	137,640	12.52%
5107 Uniform Allowance	9,888	13,560	13,560	13,632	0.53%
5109 Provision for Salary Adj.	0	550,882	133,742	444,220	0.00%
5110 Auto Allowance	16,320	16,320	16,320	16,320	0.00%
5111 Cell Phone Allowance	550	300	300	300	0.00%
5120 Employee Referral Bonus	0	1,200	2,400	3,000	0.00%
5230 Hospital & Medical Insurance	879,560	989,010	961,611	1,034,629	7.59%
5231 Self Insured Medical Benefits	12,230	13,680	12,130	12,130	0.00%
5233 Dental Insurance	175,168	186,886	192,363	203,050	5.56%
5234 Group Life Insurance	21,326	23,897	25,245	29,333	16.19%
5235 Accidental Death & Dismem.	2,237	2,591	2,447	2,583	5.56%
5236 Disability Insurance	15,294	19,737	16,600	20,401	22.90%
5240 Social Security Contribution	498,581	594,746	572,308	611,203	6.80%
5241 Pension Contribution	1,429,994	1,315,900	1,128,446	1,253,223	11.06%
5242 Deferred Retirement Comp.	18,857	19,469	19,390	20,315	4.77%
5243 Worker's Compensation Ins.	239,098	275,054	285,581	331,722	16.16%
5244 Unemployment Comp.	3,200	13,000	13,000	13,000	0.00%
5246 Insurance Deductible	22,493	35,000	35,000	35,000	0.00%
5297 Misc. Payroll Expense	0	0	0	0	0.00%
6201 Legal Services	187,846	225,990	199,650	217,150	8.77%
6202 Technical & Personal Services	689,387	752,144	858,067	905,762	5.56%
6203 Professional Services	193,228	160,547	136,503	196,483	43.94%
6204 Planning & Design Services	0	30,000	10,000	30,000	0.00%
6207 Temporary Personnel Services	127,400	130,950	105,000	109,000	3.81%
6209 Accounting Services	31,800	28,100	32,650	53,500	63.86%
6210 Vehicle Maintenance	83,353	112,500	85,100	93,750	10.16%
6211 Equipment Maintenance	105,068	117,210	117,220	121,700	3.82%
6212 Building & Ground Maint.	266,018	334,944	334,854	350,870	4.78%
6213 Office Equipment Maint.	98,105	158,513	151,368	163,708	8.15%
6214 Refuse Collections	800,800	833,169	838,130	871,555	3.99%
6215 Weed Cutting/Tree Removal	6,013	6,000	7,600	6,000	-21.05%
6216 Larviciding	2,584	3,400	3,400	3,400	0.00%
6217 Recycling	0	0	0	0	0.00%
6220 Liability Insurance	94,969	98,869	108,168	117,385	8.52%
6221 Venable Park Expenses	14,860	15,000	15,000	0	0.00%
6222 Pub. Officials Liab.Ins.	37,709	43,350	40,355	44,380	9.97%
6224 Tappemeyer House.	20,245	18,000	15,000	15,000	0.00%
6225 Surety Bonds	1,671	1,755	1,755	1,845	5.13%
6226 Property & Auto Insurance	64,403	74,063	59,472	74,340	25.00%



CITY OF CREVE COEUR

ALL DEPARTMENTS FOR GENERAL FUND-FY24

ACCOUNT NUMBER AND DESCRIPTION	2022	2023	2023	2024	% Change
	Actual	Budget	Projected	Request	from Projected
6247 Dog Park Expenses	1,225	1,225	1,225	3,225	163.27%
6250 Electricity	85,281	93,960	89,350	93,950	5.15%
6251 Street Lighting	119,158	120,000	120,000	120,000	0.00%
6252 Natural Gas	14,372	15,140	17,140	17,870	4.26%
6253 Telephone	0	0	0	300	0.00%
6253 Telephone	58,271	59,143	58,059	71,022	22.33%
6254 Water & Sewer	76,172	94,875	87,660	98,000	11.80%
6255 Cable TV	5,097	4,830	3,606	3,600	-0.17%
6260 Advertising	5,413	5,900	7,517	7,250	-3.55%
6261 Education & Training	27,362	38,895	36,010	49,915	38.61%
6262 Dues, Memberships & Subsc.	25,589	34,190	34,613	30,256	-12.59%
6263 Election Expense	7,213	10,000	11,998	10,000	-16.65%
6264 In Town Meetings	12,483	13,592	16,424	16,397	-0.16%
6265 Travel & Conferences	26,116	62,954	43,152	66,185	53.38%
6266 Equipment Rental	8,733	9,751	13,550	12,516	-7.63%
6269 Postage	30,906	33,300	33,300	33,300	0.00%
6271 Medical	17,589	19,376	18,257	17,700	-3.05%
6272 Employee Relations	10,983	13,303	13,500	15,640	0.00%
6281 5K Run Expenses	7,573	6,850	6,850	6,850	0.00%
7301 Chemicals & Cleaning	1,735	4,400	3,550	4,450	25.35%
7302 Small Tools	8,505	13,970	13,580	14,180	4.42%
7303 Horticultural Supplies	28,400	29,150	26,000	28,000	7.69%
7304 General Supplies	22,466	37,690	33,986	35,800	5.34%
7305 Street and Sidewalk Maint.	22,043	30,000	30,000	32,500	8.33%
7306 Memorials & Plaques	1,481	1,850	2,350	3,300	40.43%
7307 Gasoline & Mileage	168,110	156,675	164,525	173,375	0.00%
7308 Wearing Apparel & Linen	65,321	89,006	94,581	83,342	-11.88%
7310 Snow Removal Supplies	0	300	300	1,000	233.33%
7310 Snow Removal Supplies	63,158	115,000	115,000	122,500	6.52%
7311 Street Signs	14,297	17,000	17,000	20,000	17.65%
7312 Office Supplies	26,906	35,087	35,087	35,087	0.00%
7313 Range Supplies	13,734	13,840	12,940	15,340	0.00%
7314 Crime Prevention	3,074	5,500	5,000	5,000	0.00%
7315 Special Events	2,508	15,700	12,800	14,300	11.72%
7317 SLAIT Wellness	3,867	0	0	5,600	0.00%
7318 Small Storm Water Projects	1,395	5,000	5,000	0	0.00%
7331 Computer Hardware	23,080	48,600	48,600	29,430	-39.44%
7332 Computer Software	8,270	8,630	8,630	12,880	49.25%
9501 Buildings & Improvements	0	250	250	10,250	4000.00%
9502 Vehicles	0	375,560	417,743	393,954	-5.69%
9503 Equipment	107,090	96,225	92,788	91,236	-1.67%
9504 Office Equipment	5,382	4,350	4,275	7,540	76.37%
	14,052,215	16,400,032	15,789,439	17,007,724	7.72%



LEGISLATIVE DEPARTMENT

Mission Statement

Establish citywide policies protecting and promoting the health, safety, and general welfare of the community.

DESCRIPTION

Mayor and Council

The Mayor and City Council are elected by the citizens. The Mayor is elected at large for a three-year term. Eight (8) City Council members are elected to two-year terms. The members of the City Council elect one (1) member to serve as President of the City Council each year.

City Clerk

The City Clerk is charged with the responsibility of keeping the journal of Council proceedings, as well as authenticating and recording all ordinances and resolutions passed by the Council. The City Clerk retains custody of the City seal and is the official custodian of all legal papers, records and documents. The City Clerk administers oaths or affirmations, is responsible for the codification of city ordinances, and coordinates all city elections. The City Clerk maintains records and ordinances, archives with a proper indexing system, researches city records for attorneys, businesses, and residents and provides information to city staff members on various subjects.

Objectives

- Maintain city records in compliance with state law and the Missouri municipal records manual.
- Provide for public access to meetings and official records in accordance with the city's adopted policy in compliance with the open meetings and records law of the state of Missouri.
- Ensure notification to citizens of scheduled public hearings and meetings in accordance with adopted city policy.
- Provide secretarial support to the Mayor and City Council in an efficient manner to ensure Council effectiveness.
- Work with the City Administrator and staff to ensure Council meeting agendas are prepared and delivered on time and ensure all items of business requiring Council action are included on the agenda with appropriate supportive information provided to the Council.

Budget Highlights – Mayor and Council

- Acct. 6264 – Increase in food costs due to inflation rates (\$2,600).

Budget Highlights – City Clerk

- Acct. 6202 – Increase due to disposition of records meeting the Local Records Retention Schedules per the Missouri Secretary of State's office (\$1,500).
- Acct. 6202 – Increase due to the implementation of a new Agenda Management Software; subject to a 5% increase each year (\$2,656).

**LEGISLATIVE SERVICES**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	127,885	106,268	113,365	115,925	115,925
5102 Salaries, Temporary Empl.	14,775	1,254	-	-	-
5103 Overtime	-	-	-	-	-
5104 Vacation Pay	-	-	-	-	-
5105 Longevity Pay	-	-	-	-	-
5109 Provision for Salary Adj.	-	-	4,097	1,405	5,000
5110 Auto Allowance	1,250	1,200	1,200	1,200	1,200
5111 Cell Phone Allowance	625	550	300	300	300
5230 Hospital & Medical Insurance	5,976	11,827	16,235	16,235	17,165
5231 Self Insured Medical Benefits	600	-	-	-	-
5233 Dental Insurance	709	620	694	677	694
5234 Group Life Insurance	727	626	721	739	844
5235 Accidental Death & Dismem.	29	18	26	24	25
5236 Disability Insurance	227	144	200	197	210
5240 Social Security Contribution	10,833	7,582	8,993	9,003	9,103
5241 Pension Contribution	6,298	4,371	5,067	5,292	5,514
5243 Worker's Compensation Ins.	4,217	4,780	235	245	285
Total Personnel Services	174,150	139,240	151,133	151,242	156,265
OPERATING EXPENSES:					
6201 Legal Services	-	-	-	-	-
6202 Technical & Personal Services	2,135	840	1,500	3,000	3,000
6203 Professional Services	7,232	5,138	6,500	6,500	6,500
6213 Office Equipment Maint.	10,403	11,348	11,355	13,343	14,011
6253 Telephone	480	360	-	-	-
6260 Advertising	804	554	500	500	500
6261 Education & Training	847	110	100	540	600
6262 Dues, Memberships & Subsc.	8,702	8,480	9,825	9,775	9,775
6263 Election Expense	22,954	7,213	10,000	11,998	10,000
6264 In Town Meetings	3,682	7,609	8,288	11,048	10,538
6265 Travel & Conferences	1,260	548	11,250	4,500	8,950
7304 General Supplies	121	473	850	850	850
7306 Memorials & Plaques	1,380	780	600	1,100	1,100
7307 Gasoline & Mileage	50	91	600	100	100
7315 Special Events	1,006	2,508	15,700	12,800	14,300
Total Operating Expenses	61,056	46,052	77,068	76,054	80,224
CAPITAL OUTLAY:					
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL LEGISLATIVE SERVICES	235,206	185,292	228,201	227,296	236,489



LEGISLATIVE SERVICES
CAPITAL OUTLAY DETAIL

Capital Outlay Detail

Annual

9504 Office Equipment
(Nothing Budgeted)

Total Account 9504

TOTAL CAPITAL IMPROVEMENTS

-
-
-



LEGAL DEPARTMENT

DESCRIPTION

City Attorney

The City Attorney reports to the City Administrator and advises the Mayor, City Council, City Administrator and staff concerning questions of law relating to their official duties or matters affecting the city. The City Attorney also examines all contracts, deeds and bonds and drafts ordinances at the request of the City Administrator. The City Attorney represents the city in legal matters and performs other legal duties as the City may request or require. The City Attorney works as an independent contractor.

Objectives

- Keep City Administrator, Mayor, City Council, and appropriate staff informed about pending matters and pertinent changes in law.
- Timely attend to legal needs of the City of Creve Coeur.
- Attend meetings as directed.
- Represent the City of Creve Coeur in a disciplined and ethical manner.

City Prosecutor

As part of the Law Department, the City Prosecutor and Alternate City Prosecutor report to the City Attorney and the City Administrator and prosecute city ordinance violations. The Administrative Assistant to Prosecutor provides support to the City Prosecutor and Special Prosecutor. The prosecutors and the Administrative Assistant serve as independent contractors.

Objectives

- Review, prosecute and try Municipal Court cases in compliance with applicable City ordinances and state laws.
- Prosecute cases forwarded to St. Louis County Circuit Court for jury trial or Trial De Novo.
- Communicate effectively and clearly with a diverse population.
- Represent the City of Creve Coeur in a disciplined and ethical manner.
- Maintain records in appropriate manner and handle public requests for documents.

Budget Highlights

- Acct. 6201 – All independent contractor fees for legal services associated with City Attorney, City Prosecutor, Special Prosecutor and Administrative Assistant to Prosecutor (\$196,340).
- Acct. 6262 – Software dues and document imaging storage fees for City Prosecutor access to electronic court files (\$6,862).

**LEGAL SERVICES**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	-	-	-	-	-
5102 Salaries, Temporary Empl.	-	-	-	-	-
5103 Overtime	-	-	-	-	-
5104 Vacation Pay	-	-	-	-	-
5105 Longevity Pay	-	-	-	-	-
5109 Provision for Salary Adj.	-	-	-	-	-
5230 Hospital & Medical Insurance	-	-	-	-	-
5233 Dental Insurance	-	-	-	-	-
5234 Group Life Insurance	-	-	-	-	-
5235 Accidental Death & Dismem.	-	-	-	-	-
5236 Disability Insurance	-	-	-	-	-
5240 Social Security Contribution	-	-	-	-	-
5241 Pension Contribution	-	-	-	-	-
5243 Worker's Compensation Ins.	-	-	-	-	-
Total Personnel Services	-	-	-	-	-
OPERATING EXPENSES:					
6201 Legal Services	143,580	162,528	196,340	170,000	185,000
6202 Technical and Personal	-	-	-	-	6,861
6262 Dues, Memberships & Subsc.	4,150	3,365	5,961	6,624	900
6265 Travel & Conferences	1,055	-	900	900	-
Total Operating Expenses	148,785	165,893	203,201	177,524	192,761
CAPITAL OUTLAY:					
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL LEGISLATIVE SERVICES	148,785	165,893	203,201	177,524	192,761



**LEGAL SERVICES
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9504 Office Equipment	
(Nothing Budgeted)	-
Total Account 9504	-
TOTAL CAPITAL IMPROVEMENTS	-

**ADMINISTRATIVE SERVICES DEPARTMENT****Mission Statement**

Ensure the policies, programs and services of the city, as established by the City Council, are implemented in an effective and efficient manner.

Description

The Mayor and City Council appoint the City Administrator to oversee the day-to-day operations of the city, provide recommendations to the City Council on policy matters, and provide direction and leadership to city departments. In addition, Administrative Services provides human resources to all departments, benefits administration, policy analysis and internal and external communications.

The department consists of the City Administrator, Assistant City Administrator, Public Information Officer & Management Analyst, and Human Resources Generalist. The Administrative Services Department has one additional division: Municipal Court.

Performance and Workload Measures

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
PERSONNEL				
Average Years of Service, All Full-Time Employees	11	11.3	9	9.3
Percentage of Full-Time Turnover, All ¹	5.7%	15%	3.7%	7.3%
Percentage of Full-Time Turnover, Sworn Only ¹	6.1%	10.2%	4.1%	6.9%
Number of New Employee Orientations, All	30	39	34	25
Number of Employee Candidate Interviews Conducted by Administrative Services Staff, Non-Sworn Only	30	25	6	10
Number of Employee Training & Wellness Events Provided ²	10	7	14	12
COMMUNICATIONS				
External Survey, Percentage of Residents Satisfied with the Quality of the City's Newsletter (rating 4 or 5 on a 5-point scale) ³	N/A	89%	N/A	N/A
Website, Unique Page Views	248,057	259,844	265,000	265,000
Press Releases, All	17	12	12	12
Facebook Posts ⁴	227	149	175	175
Twitter Posts ⁴	215	153	175	175
Videos Posted to Website/YouTube	12	1	2	3
Business Newsletter Open Rate	30.7%	37.7%	42%	40%
Business Newsletter Click-Through Rate	10%	3.6%	4%	5%

¹Turnover does not include retirement, death or employees not completing probation per International City-County Management Association (ICMA) Open Access Benchmarking Key Performance Indicators.



²Reduction in employee trainings and wellness events due to ongoing COVID-19 in FY 2021 & FY 2022.

³Triennial Resident Survey conducted FY 2022; next survey to be conducted in FY 2025.

⁴City Facebook and Twitter accounts only (does not include Police or Recreation accounts).

Service Standards

- Provide relevant and timely information and recommendations to the Mayor and City Council to assist in decision making. Weekly City Administrator Reports are emailed and City Council meeting agenda packets are provided Thursday prior to Council meetings.
- Provide administrative function for all employee benefits, including selection and service for healthcare, dental, life, disability, vision, LAGERS pension plan, and other ancillary benefits.
- Maintain up-to-date employee records on all full-time and part-time employees.
- Responsive to the human resource needs of the operating departments and provide the necessary resources to meet service provision goals. In particular, provide responses on policy questions and personnel requests within 24 to 48 hours.
- Publish monthly citizen newsletter for delivery to residents by the fifth day of the month.
- Produce monthly electronic newsletter for city businesses by the first day of the month.
- Maintain effective media relations with reporters covering the city, issue press releases, and monitor press coverage received by the city on a daily basis.
- Maintain up-to-date information on city website at all times.

Objectives

- Review and improve performance measurement benchmark indicators for key city services to enable the city to track its operations and effectiveness over time and improve service quality.
- Provide recognition of exceptional employee performance. Continue employee of the quarter and employee of the year programs to recognize employees and improve morale.
- Continue development of website to provide more interactive elements.
- Provide high employee benefits while balancing employee/city costs.
- Improve the overall quality of informational publications offered by the city.

Budget Highlights

- Acct. 6203 – Increase due to 3-year 39N Economic Development Agreement (\$50,000).
- Acct. 6213 – Increase due to software purchasing and one-time set up fee for new applicant tracking software originally budgeted in FY 2023 and postponed to FY 2024 (\$6,000).
- Acct. 6260 – Increase in costs associated with online and professional association job postings (\$2,000).
- Acct. 6265 – Increase due to cancellation of conference attendance in FY 2023 and recommencement in FY 2024 for the City Administrator and Assistant City Administrator in FY 2024 at the International City/County Management Association Conference in Austin, TX (\$4,800).

**ADMINISTRATIVE SERVICES**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	381,537	392,538	398,351	414,425	414,425
5102 Salaries, Temporary Empl.	-	-	-	-	-
5104 Vacation Pay	1,785	1,485	3,936	7,875	8,425
5105 Longevity Pay	1,056	1,056	1,056	1,056	1,056
5109 Provision for Salary Adj.	5,706	-	21,665	4,303	26,580
5110 Auto Allowance	6,600	6,600	6,600	6,600	6,600
5230 Hospital & Medical Insurance	5,976	9,925	13,365	13,365	14,033
5231 Self Insured Medical Benefits	1,800	1,800	1,800	1,250	1,200
5233 Dental Insurance	498	519	480	465	480
5234 Group Life Insurance	1,086	1,107	1,169	1,224	1,398
5235 Accidental Death & Dismem.	116	119	125	118	122
5236 Disability Insurance	892	909	960	938	1,004
5240 Social Security Contribution	27,306	27,533	29,000	29,000	30,000
5241 Pension Contribution	84,047	35,976	42,143	38,153	43,359
5242 Deferred Retirement Comp.	18,397	18,857	19,469	19,390	20,315
5243 Worker's Compensation Ins.	10,857	12,306	833	865	1,005
Total Personnel Services	547,660	510,730	540,952	539,027	570,002
OPERATING EXPENSES:					
6202 Technical & Personal Services	692	1,053	1,052	1,224	1,023
6203 Professional Services	57,388	86,480	46,927	45,672	97,959
6213 Office Equipment Maint.	-	-	7,400	-	6,000
6253 Telephone	915	593	600	600	600
6260 Advertising	1,641	1,928	1,500	2,867	2,350
6261 Education & Training	691	1,113	1,300	900	1,300
6262 Dues, Memberships & Subsc.	6,274	5,497	6,014	6,110	6,470
6264 In Town Meetings	313	1,586	1,355	1,355	1,355
6265 Travel & Conferences	294	1,574	8,210	2,270	8,610
6271 Medical	3,031	4,245	3,575	2,600	2,575
7304 General Supplies	100	-	300	300	300
7307 Gasoline & Mileage	-	-	100	100	100
7308 Wearing Apparel & Linen	-	-	-	-	200
Total Operating Expenses	71,338	104,069	78,333	63,998	128,842
CAPITAL OUTLAYS:					
9504 Office Equipment	-	-	400	400	-
Total Capital Outlay	-	-	400	400	-
TOTAL ADMINISTRATIVE SERVICES	618,999	614,799	619,685	603,425	698,844



ADMINISTRATIVE SERVICES
CAPITAL OUTLAY

Capital Outlay Detail	Annual
9504 Office Equipment	
Chair	-
Total Account 9504	-
TOTAL CAPITAL OUTLAY	-



ADMINISTRATIVE DEPARTMENT – MUNICIPAL COURT DIVISION

Mission Statement

Municipal Division staff will uphold policy and judicial rulings within the Municipal Division of the City of Creve Coeur with the utmost integrity and dignity abiding by all rules of judicial procedure and ethical standards as established by court rule and law.

Description

The Creve Coeur Municipal Court is considered a division of the St. Louis County Circuit Court within the 21st Judicial Circuit of the State of Missouri. Operations of the Municipal Division are governed by Missouri Supreme Court Operating Rules, local Circuit Court Rules and procedures and Orders as established by the Presiding Judge of the 21st Judicial Circuit and the Presiding Judge of the Municipal Division. Municipal and state law further govern the authority and operations of the Municipal Division within the City of Creve Coeur and the State of Missouri.

The Municipal Judge and a permanent Provisional Judge serve as independent contractors for the City and are governed by rules of judicial procedures as authorized by the Missouri Supreme Court. The Municipal Court Department personnel consists of a full-time Court Administrator and Court Clerk, and a part-time Court Assistant who are considered city employees for purposes of employment practices, and clerks of the State Judicial System, for purposes of governance over court rules and procedures. Municipal Court personnel are considered City of Creve Coeur employees reporting to the City Administrator/Assistant City Administrator in the Administration Department.

The Municipal Division holds four court sessions monthly and maintains the Creve Coeur Violations Bureau during normal operating hours. The Municipal Judges and Court Administrator are available to conduct court hearings outside of regular office hours as required by Court Rule. The Court Administrator is responsible for daily and yearly operations of the Municipal Division and supervision of court staff. Court staff duties include, but are not limited to, processing all city ordinance and traffic code violations, recording dispositions and case history information, collecting fines and court costs as well as the operation of the Integrated Metropolitan Docketing System (IMDSPlus) and the ShowMeCourt software systems. Payment processing and legal filings are conducted daily. In addition, the Court reports case dispositions to the Missouri State Highway Patrol, Missouri Department of Revenue, Presiding Judge of St. Louis County, and Office of State Court Administrator as required by law. The Court conducts all other judicial and customer service operations during regular business hours.

Service Standards

- Serve the public with consistency and integrity.
- Maintain complete and accurate court records.
- Maintain court records in a manner best befitting access for the public in search of open information.
- Complete payment transactions quickly for walk-in traffic at the Violations Bureau and process payments on a daily basis.
- Prepare dockets on a timely basis and ensure information is transferred to the electronic format accurately.



- Routinely conduct evaluations of court staff actions and procedures to ensure accuracy and accessibility of records in order to efficiently facilitate compliance with court orders for those sentenced within the municipal court system.
- Provide court-appointed attorney for indigent defendants.
- Represent the Municipal Court at training and administrative functions throughout the State of Missouri in an official manner.
- Abide by all ethical standards as established by the State of Missouri Judiciary.

Objectives

- Ensure the court office and procedures are in compliance with local and state law and such compliance is properly demonstrated under Senate Bill 572 and Missouri Supreme Court Operating Rule requirements.
- Operate all court policy and procedures in a manner which is compliant with Missouri Supreme Court Minimum Operating Standards.
- Periodically re-evaluate court procedures and practices to ensure compliance with case-flow management and better court-community communication.
- Continue to manage the inventory of court records, undertaking efforts to routinely discard and destroy records eligible for destruction according to state law and the Public Records Management Manual.
- Explore methods of information technology management in efforts to increase productivity.
- Continue professional development of Court personnel by active participation in professional associations and training activities to promote a better understanding of official duties, responsibilities, and obligations to the public and governmental staff.
- Perform self-audits to verify compliance with internal standards set by court management and the Core Competencies of the National Association for Court Management.
- Explore additional training opportunities for Court staff to ensure consistent performance levels.
- Investigate opportunities provided by electronic means for filing court cases and integration of multiple software programs as currently operating for court case processing.
- Continue to pursue alternative methods of Court operation for all aspects of daily case flow management.
- Be a proactive voice in the Community in which the Municipal Division serves to educate and assist the public with knowledge of, understanding and confidence in the judicial process and system.
- Continue to pursue alternatives to court operations which may be fiscally beneficial to the Municipality in which the court serves.

Budget Highlights

- Acct 6253 – New budget item for cell phone for Court Administrator (\$300).
- Acct 6262 – Decrease of in membership fees with cancellation of National Association membership.
- Acct 6264 – Increase in fees associated with local court association meetings (\$265).
- Acct 6265 – Increase in costs associated with conferences and lodging for court and judicial staff training (\$4,600).
- Acct. 9503 – Equipment for public terminal access at the Government Center (\$500).

**MUNICIPAL COURT**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	131,321	135,247	135,385	139,135	139,135
5102 Salaries, Temporary Empl.	11,496	13,308	16,798	16,798	16,798
5103 Overtime	4,187	449	3,000	500	500
5104 Vacation Pay	1,129	1,140	1,208	2,325	2,490
5105 Longevity Pay	2,304	2,304	2,304	2,304	2,304
5109 Provision for Salary Adj.	1,968	-	7,569	2,779	9,890
5230 Hospital & Medical Insurance	5,976	16,007	25,315	25,315	26,582
5231 Self Insured Medical Benefits	600	600	600	-	-
5233 Dental Insurance	249	626	932	910	932
5234 Group Life Insurance	448	460	488	508	580
5235 Accidental Death & Dismem.	48	49	52	49	51
5236 Disability Insurance	374	383	406	395	423
5240 Social Security Contribution	11,643	11,444	12,063	12,063	13,000
5241 Pension Contribution	27,863	12,349	14,579	13,456	14,983
5243 Worker's Compensation Ins.	4,162	4,717	282	293	340
Total Personnel Services	203,768	199,084	220,981	216,830	228,008
OPERATING EXPENSES:					
6201 Legal Services	23,300	25,318	29,650	29,650	32,150
6202 Technical & Personal Services	4,673	4,876	4,874	4,874	4,874
6213 Office Equipment Maint.	3,396	3,675	3,780	3,780	3,900
6253 Telephone	-	-	-	-	300
6261 Education & Training	-	100	200	200	200
6262 Dues, Memberships & Subsc.	300	300	665	530	530
6264 In Town Meetings	-	74	145	145	265
6265 Travel & Conferences	775	1,653	3,839	3,839	4,600
7304 General Supplies	1,335	1,254	2,390	2,390	3,000
7307 Gasoline & Mileage	-	-	-	-	-
Total Operating Expenses	33,780	37,249	45,543	45,408	49,819
CAPITAL OUTLAY:					
9503 Equipment	(348)	696	500	500	500
Total Capital Outlay	(348)	696	500	500	500
TOTAL MUNICIPAL COURT	237,200	237,029	267,024	262,738	278,327



MUNICIPAL COURT CAPITAL OUTLAY	
Capital Outlay Detail	Annual
9503 Equipment	
Equipment for Public Terminal Access at the Government Center	500
Total Account 9503	500
TOTAL CAPITAL OUTLAY	500



FINANCE DEPARTMENT

Mission Statement

To accurately record, report, and safeguard the financial assets and activities of the city.

Description

The Finance Department consists of a Director of Finance, a Senior Accounting Associate, an Accounting Associate, a Payroll Associate, and two (2) part-time Accounting Clerks. The department is responsible for processing revenues and expenditures for all city activities and reporting timely results to all key decision makers. In addition, the department is the primary contact for citizen customer service, handles all risk management functions, and processes merchant licenses. The Finance Department consists of two additional divisions: Information Systems and Interdepartmental.

Performance and Workload Measures (City-Wide)

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
Workers Compensation (WC) Claims	29	7	10	7
WC Claims per 100 FTEs	27.36 ¹	6.54	9.17	6.54
WC Days Lost to Injury per 100 FTEs	270.51 ¹	415.89	857.34	420
Vehicle Liability Claims	1	0	4	1

¹Reflects increase in WC claims due to COVID-19 pandemic.

Service Standards

- Reconcile accounts by the 14th of the following month and reports will be distributed to departments by the 15th of that month.
- Complete financial audit and annual budget in accordance with a predetermined schedule.
- Complete accounts payable and payroll information in accordance with the procedures and timelines established by the Internal Revenue Service.
- Perform quarterly budget reviews with each department head and City Administrator.

Objectives

- Prepare cash-handling procedures manual for all city departments.
- Perform periodic internal audits of cash and controls to ensure proper compliance with city policies.
- Perform fixed asset inventories in city departments.

Budget Highlights

- Acct. 6209 – Increase in contracted auditing services estimated in preparation of new bid proposals in FY 2024 (\$53,500).
- Acct. 6261 – Increase due to two (2) employees participating in the college tuition reimbursement benefit program (\$10,200).



FINANCE DEPARTMENT

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	274,865	267,840	271,760	293,275	293,275
5102 Salaries, Temporary Empl.	20,014	27,478	45,908	41,030	51,628
5103 Overtime	675	3,974	2,000	100	500
5104 Vacation Pay	1,160	1,243	1,255	1,307	2,800
5109 Provision for Salary Adj.	3,197	-	22,885	5,857	18,990
5230 Hospital & Medical Insurance	29,664	25,054	26,730	26,730	28,067
5231 Self Insured Medical Benefits	600	600	600	600	600
5233 Dental Insurance	1,247	989	955	938	955
5234 Group Life Insurance	924	888	951	1,049	1,197
5235 Accidental Death & Dismem.	99	95	106	101	105
5236 Disability Insurance	613	615	705	651	858
5240 Social Security Contribution	22,412	22,583	25,867	25,867	28,000
5241 Pension Contribution	20,229	19,102	22,034	20,471	22,730
5243 Worker's Compensation Ins.	9,610	10,892	577	599	696
Total Personnel Services	385,309	381,352	422,333	418,575	450,401
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,531	1,163	1,555	960	1,188
6203 Professional Services	-	7,600	-	-	-
6209 Accounting Services	27,060	31,800	28,100	32,650	53,500
6213 Office Equipment Maint.	(6,418)	(3,133)	40,481	42,424	40,850
6253 Telephone	458	296	300	300	300
6261 Education & Training	418	5,393	10,100	8,550	10,200
6262 Dues, Memberships & Subsc.	1,148	994	1,089	938	1,126
6264 In Town Meetings	60	164	650	590	715
6265 Travel & Conferences	-	5,783	6,025	6,485	6,525
7304 General Supplies	2,999	2,634	3,100	2,945	3,100
7307 Gasoline & Mileage	8	7	25	25	25
7308 Wearing Apparel & Linen	152	153	200	185	200
7332 Computer Software	-	-	-	-	-
Total Operating Expenses	27,416	52,854	91,625	96,052	117,729
CAPITAL OUTLAYS:					
9504 Office Equipment	1,119	-	-	-	-
Total Capital Outlay	1,119	-	-	-	-
TOTAL FINANCE DEPARTMENT	413,843	434,206	513,958	514,627	568,130



**FINANCE DEPARTMENT
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail

9504 Office Equipment	Annual
Standup Desk	<u>700</u>
Total Account 9504	<u>700</u>
TOTAL CAPITAL OUTLAY	<u><u>700</u></u>



FINANCE DEPARTMENT – INTERDEPARTMENTAL

Mission Statement

To accurately record and report activities which are shared throughout city departments and divisions.

Description

The Interdepartmental account is utilized to account for general administrative costs that serve all departments. The departmental budget contains appropriations for all of the City's auto, property and liability insurance, public official's liability, unemployment costs, retiree medical insurance, self-insured deductible expenses for employee health insurance and excess expenditures associated with the Legacy Pension Plan. In addition, the department maintains a centralized office supply account that is utilized to obtain bulk purchasing of office supplies for all city departments.

Significant line items in the interdepartmental fund include general police and auto liability insurance, public official liability insurance, property insurance, retiree health insurance, telephone and postage, and the Legacy Pension Plan.

Budget Highlights

- Acct. 5120 – Recruitment Incentive Program applies to all employees; therefore, expenses were transferred from Police-Administration (2111) to Finance-Interdepartmental (\$3,000).
- Acct. 5230 – Increase in health insurance premiums for retirees (\$162,530).
- Acct. 5241 – Increase in Legacy Pension Plan contributions due to fewer active employees as a result of retirement/separation of employment; decreases various department budget allocations accordingly (\$528,379).
- Acct. 6220 – Increase in general, police and auto liability insurance premium rates following higher-than-normal claims in FY 2023 and an overall increase company-wide (\$117,385).
- Acct. 6222 – Increase in public official liability insurance premium rates (\$44,380).
- Acct. 6226 – Increase in property and auto insurance premium rates (\$74,340).
- Acct. 6266 – Increase in postage machine maintenance (\$1,896).
- Acct. 7317 – Increase in wellness expenses associated with anticipated funding from biennial St. Louis Area Insurance Trust Biennial Wellness Grant in FY 2024 (\$5,600).



INTERDEPARTMENTAL

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5120 Employee Referral Bonus	-	-	-	-	3,000
5230 Hospital & Medical Insurance	123,460	136,413	145,000	155,000	162,530
5233 Dental Insurance	95	(67)	-	-	-
5241 Pension Contribution	-	837,109	548,999	472,760	528,379
5244 Unemployment Comp.	3,497	3,200	13,000	13,000	13,000
5246 Insurance Deductible	38,167	22,493	35,000	35,000	35,000
5297 Misc. Payroll Expense	-	-	-	-	-
Total Personnel Services	165,219	999,147	741,999	675,760	741,909
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,889	1,546	2,040	5,004	5,100
6203 Professional Services	20,853	22,309	23,775	27,155	26,475
6211 Equipment Maintenance	-	-	300	-	300
6213 Office Equipment Maint.	3,619	3,430	3,576	3,736	3,980
6220 Liability Insurance	95,042	94,969	98,869	108,168	117,385
6222 Pub. Officials Liab.Ins.	34,390	37,709	43,350	40,355	44,380
6225 Surety Bonds	1,620	1,671	1,755	1,755	1,845
6226 Property & Auto Insurance	63,696	64,403	74,063	59,472	74,340
6253 Telephone	40,864	31,005	29,347	30,115	30,200
6255 Cable TV	8,801	5,097	4,830	3,606	3,600
6262 Dues, Memberships & Subsc.	140	166	190	190	190
6265 Travel & Conferences	123	131	800	300	800
6266 Equipment Rental	810	810	891	810	1,896
6269 Postage	33,266	30,906	33,300	33,300	33,300
6272 Employee Relations	8,693	10,983	13,303	13,500	15,640
7304 General Supplies	1,266	1,567	1,900	1,900	1,900
7312 Office Supplies	27,614	26,906	35,087	35,087	35,087
7317 SLAIT Wellness	-	3,867	-	-	5,600
Total Operating Expense	342,684	337,475	367,376	364,452	402,018
CAPITAL OUTLAY:					
9504 Office Equipment	-	-	1,600	1,525	-
Total Capital Outlay	-	-	1,600	1,525	-
TOTAL INTERDEPARTMENTAL	507,903	1,336,622	1,110,975	1,041,737	1,143,927



FINANCE DEPARTMENT - INFORMATION SYSTEMS DIVISION

Mission Statement

The Information Systems Division (IS) seeks to develop, implement, support, and manage computing, networking, and telecommunication services as effectively and efficiently as possible and provides reliable technological resources enhancing the efficiency of the provision of city services.

Description

FY 2024 will see the continued partnership with an IT management contracting company in conjunction with a city IS employee to manage and facilitate IS services for the city. There will be a full-time Information Systems Coordinator and an Information Technology Contractor. Primary functions include the following: managing the effective use of the city's computer, telecommunications, and electronic office automation resources; improving organizational productivity, customer service, and access to information; maintaining the local and wide area networks; maintaining computer related items including servers, computers, printers, peripherals, telecommunications equipment, and other related technology; maintaining knowledge of current technology and security as well as an in-depth awareness of emerging technology and products in order to determine appropriate specifications for equipment; securing and administering leases, licenses, and maintenance agreements for the city's hardware, software, and peripherals.

Service Standards

- Provide responsive service to departments in the maintenance of computer hardware and software by responding to help desk calls within eight hours; 95% of requests are resolved within 24 hours. Calls for assistance from Police receive immediate priority.
- Backups of servers and databases every 24 hours, five – seven days a week.
- Complete telephone and voice mail issues within 24 hours, precluded service repairs performed by an outside agency which is arranged within 24 hours but may require additional time to be completed.
- Begin computer repair the same business day. Normal response and corrections within 12 to 24 hours.
- Act upon security attempts and virus attacks against the city as soon as the issue is known. Resolve issues of this nature without delay.

Objectives

- Maintain the network and computing systems for the city.
- Maintain telecommunications system, both voice mail and telephones, to ensure systems provide appropriate tools for the provision of quality customer services.
- Assist department personnel in evaluating technology needs and developing plans for implementing technology purchases. Coordinate all technology purchases to ensure the most efficient and effective use of city resources.

Budget Highlights

- Acct. 6202 – Increase in annual information technology contract services (\$40,320).
- Acct. 6213 – Increase in City website hosting service fee (\$16,692).
- Acct. 6213 – Increase in social media archiving service (\$4,188).



- Acct. 6213 – Increase anticipated in Google Workspace fees due to discounted rate expiring in January 2024 (\$23,317).
- Acct. 6253 – Increase for cell phone replacement (\$430).
- Acct. 7331 – Decrease in desktop computer purchasing (\$12,000).
- Acct. 7331 – Decrease in due to one-time replacement of City Council/Planning and Zoning Commission laptops in FY 2023 (-\$8,600).
- Acct. 7332 – Increase due to biennial renewal security antivirus software (\$4,050).



INFORMATION SYSTEMS

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	73,157	74,621	74,919	77,725	77,725
5104 Vacation Pay	1,405	1,433	1,519	3,000	3,200
5109 Provision for Salary Adj.	1,096	-	4,530	1,553	5,525
5230 Hospital & Medical Insurance	16,664	18,190	18,635	18,635	19,565
5233 Dental Insurance	709	747	700	677	700
5234 Group Life Insurance	245	250	265	279	319
5235 Accidental Death & Dismem.	26	27	28	27	28
5236 Disability Insurance	204	209	225	217	233
5240 Social Security Contribution	5,458	5,480	6,075	6,075	6,300
5241 Pension Contribution	5,633	5,743	6,018	5,848	6,093
5243 Worker's Compensation Ins.	1,960	2,222	158	164	191
Total Personnel Services	106,558	108,921	113,072	114,200	119,879
OPERATING EXPENSES:					
6202 Technical & Personal Services	51,185	52,560	55,456	38,400	40,320
6213 Office Equipment Maint.	62,608	58,409	57,161	54,185	60,120
6253 Telephone	538	296	300	300	735
6261 Education & Training	-	-	600	600	600
7308 Wearing Apparel & Linen	-	-	50	50	50
7331 Computer Hardware	35,198	23,080	48,600	48,600	29,430
7332 Computer Software	8,363	8,270	8,630	8,630	12,880
Total Operating Expenses	157,893	142,616	170,797	150,765	144,135
CAPITAL OUTLAYS:					
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL INFORMATION SYSTEMS	264,451	251,537	283,869	264,965	264,014

INFORMATION SYSTEMS
CAPITAL OUTLAY

Capital Outlay Detail	Annual
9504 Office Equipment (Nothing Budgeted)	-
Total Account 9504	-
TOTAL CAPITAL OUTLAY	-

**RECREATION DEPARTMENT - COMMUNITY SERVICES****Mission Statement**

Provide residents with quality recreational programs, special events, and access to city park and recreation facilities to improve the leisure aspect of their lives.

Description

The department coordinates all recreational programs and many special events for the city and partners with other organizations and cities to offer additional recreational services. The Community Service staff consists of a shared full-time Director of Recreation (Community Service 20%/Ice Arena 80%), a shared full-time Administrative Support Associate and a Recreation Supervisor (Community Services 50%/Ice Arena 50%), and shared part-time Receptionists (Community Services 50%/Ice Arena 50%).

The department oversees the Community Center and offers a variety of programs, facilities and events that will allow residents to get away from the stress of daily life and enjoy outdoor and/or indoor leisure activities adding to the quality of life. This department also coordinates the management of the two meeting rooms at the Dielmann Complex and the Tappmeyer House at Millennium Park.

Performance and Workload Measures

	FY 2021²	FY 2022	Projected FY 2023	Estimated FY 2024
Programs Offered ¹	1	10	17	20
Participants in Program/Classes	50	250	380	420
Participants in Heart-to-Heart Run ¹	0	300	250	300
Participants in Farmers Market	3,000	825 ³	N/A	N/A
Participants in Summer Concert Series ¹	0	150	1,000	1,200

¹Programs and special events include, but not limited to, tennis lessons, specialty camps, Daddy Daughter Dance, Arbor Day, programming for seniors, as well as the Heart to Heart run/walk event and the concert series.

²Due to the COVID-19 pandemic, programs and events offered by the city and subsequent participation were reduced in FY 2021 and continued in FY 2022.

³In FY 2022, the City Council voted to discontinue the Creve Coeur Farmers Market due to low attendance and vendor participation, and in support of larger well-established markets in the St. Louis Region.



Service Standards

- Reservations for the Community Center rooms are accepted on a first-come, first-served basis. The goal is to send a confirmation email within 24 hours of applications being received, Monday through Friday. Revenues collected at time of registration or room rental booking.
- Recreational programs are taken on a first-come, first-served basis.
- Provide residents with a discounted rate on rental and program fees and charges.
- Give residents early access to reserve pavilions and fields rentals beginning in January prior to opening reservation to non-residents on March 1.
- Provide high quality customer service to encourage customers to return and use facility or enroll in another recreation program.
- Conduct ongoing cost/benefit analysis for all recreation programs to ensure operating costs are being covered by the user fees.
- Survey users of rooms and programs to gain feedback on customer satisfaction.
- Provide a diverse offering of recreational programs such as camps, tennis lessons, hockey/skate lessons, fitness and art classes for citizens of all ages and abilities.

Objectives

- Increase resident knowledge of parks by including a city map with locations of the parks and summary of the amenities in the annual recreation guide.
- Implement post-program surveys to compile feedback that will help improve and grow programs.
- Increase participation numbers for the annual Heart to Heart run/walk.
- Increase attendance numbers for the annual concert series.

Budget Highlights

- Acct. 6202 – Increase due to an additional summer concert (\$2,000) and an increase in program instructor fees that will be offset by increased revenue (\$500).
- Acct. 6221 – Decrease in one-time consultant fees associated with park memorial design which commenced in FY 2023 and final payments will be in FY 2024 (\$4,000).
- Acct. 6266 – Increase due to bandwagon rental for an additional summer concert (\$880).

**COMMUNITY SERVICES/RECREATION**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	38,540	60,715	65,138	65,565	66,585
5102 Salaries, Temporary Empl.	14,686	8,018	9,600	8,125	8,505
5103 Overtime	-	50	150	150	150
5104 Vacation Pay	346	-	385	-	-
5109 Provision for Salary Adj.	424	-	3,770	1,317	4,645
5110 Auto Allowance	720	720	720	720	720
5230 Hospital & Medical Insurance	9,005	9,378	19,410	9,130	9,609
5231 Self Insured Medical Benefits	-	150	600	300	300
5233 Dental Insurance	520	719	715	735	997
5234 Group Life Insurance	129	213	227	238	270
5235 Accidental Death & Dismem.	14	23	25	23	24
5236 Disability Insurance	108	60	185	124	193
5240 Social Security Contribution	3,897	5,094	6,000	5,800	6,100
5241 Pension Contribution	2,852	3,245	5,268	3,524	4,359
5243 Worker's Compensation Ins.	1,996	2,263	2,127	2,209	2,565
Total Personnel Services	73,238	90,648	114,320	97,960	105,022
OPERATING EXPENSES:					
6202 Technical & Personal Services	1,214	17,692	11,640	13,019	15,000
6203 Professional Services	-	1,730	1,200	3,804	3,804
6213 Office Equipment Maint.	3,969	767	2,910	3,270	3,270
6221 Venable Park Expenses	-	14,860	15,000	15,000	-
6230 Farmers Market	2,259	750	-	-	-
6260 Advertising	-	1,103	1,300	750	1,000
6261 Education & Training	-	-	700	-	700
6262 Dues, Memberships & Subsc.	550	555	745	745	745
6264 In Town Meetings	-	-	44	44	44
6265 Travel & Conferences	-	474	1,750	-	1,750
6266 Equipment Rental	-	2,200	1,760	2,640	3,520
6281 5K Run Expenses	-	7,573	6,850	6,850	6,850
7304 General Supplies	105	258	1,700	1,100	1,100
7307 Gasoline & Mileage	-	-	-	-	-
Total Operating Expense	8,097	47,962	45,599	47,222	37,783
CAPITAL OUTLAY:					
9503 Equipment	1,021	-	2,300	500	600
Total Capital Outlay	1,021	-	2,300	500	600
TOTAL COMMUNITY SERVICES	82,355	138,610	162,219	145,682	143,405



**COMMUNITY SERVICES/RECREATION
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9503 Equipment	
Basketball Nets, Soccer Nets, Balls, Etc.	100
Replacement Tables for the Multi-Purpose Room	500
Total Account 9503	600
TOTAL CAPITAL IMPROVEMENTS	600



MAINTENANCE OF MUNICIPAL PROPERTY

Mission Statement

To work cooperatively with all city departments in maintaining a clean, safe, and efficiently operating Government Center and Police Building.

Description

The Maintenance Division is comprised of a full-time Building Maintenance Worker II. Division is responsible for equipment maintenance, minor electrical and plumbing repairs, painting, meeting room set-up, and minor custodial duties in the Police Building, Meeting Rooms, and Gymnasium. Ground maintenance of trees, lawn, and planting beds at the Government Center and Police Building complex are included in the Division responsibilities. The Director of Public Works is responsible for the overall administration of the department. The city outsources most of the custodial services throughout the Government Center and Police Building. The division generally operates approximately 8 hours per day, Monday through Friday.

Performance and Workload Measures

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
Estimated Number of Hours Meeting Rooms, Gym, and Multipurpose Room Requiring Room Set-up by Staff	250 ¹	530	600	600
HVAC Failures/Repairs	19	14	16	17
Roof Repairs/Patches	5	11	15	18

¹Reduced rentals due to COVID-19 restrictions.

Service Standards

- Daily cleaning of offices, meeting rooms, restrooms, and jail facilities.
- Daily inspection of areas cleaned by outsourced custodial service.
- Set-up for group meetings.
- Daily mail delivery and pick-up.
- Daily laundering of prisoner blankets and custodial linens (mops, towels and rags).
- Weekly inspection and operation of emergency generator.
- Weekly inspections of the boilers, pumps, and hot water system.
- Weekly set-up for Municipal Court.
- Semi-monthly set-up for City Council and Planning & Zoning Commission meetings.
- Monthly inspection and maintenance of HVAC system, water cooling tower, sewer lines and drains.
- Quarterly defrosting of refrigerators and freezers.
- Quarterly inventory of custodial supplies.
- Semi-annual St. Louis County inspections for elevator, emergency generator, and exhaust fans.
- Semi-annual roof inspections.
- Annual back-flow test of water system and inspection of fire suppression system.
- Seasonal snow removal, window cleaning, and painting.
- Day-to-day repairs on plumbing, electrical, HVAC, and building fixtures.



- Remodeling of interior spaces (wall repair, paint, carpet, tile, electrical and plumber relocations, etc.).

Objectives

- Track HVAC services following proper service standards.
- Track day-to-day activities and tabulate time spent on each task in an effort to improve efficiency.
- Repair plumbing, drywall, paint, electrical repairs, troubleshoot HVAC, and perform preventative maintenance on all mechanical equipment in the building.

Budget Highlights

- Acct. 6211 – Emergency repairs to glycol loop piping in Government Center (\$8,000).
- Acct. 6211 – Replace Government Center parking lot lights with LED fixtures (\$5,000).
- Acct. 6212 – Government Center share of contract cleaning services (\$36,000).
- Acct. 9501 – Small building improvement projects at the Government Center (\$10,000).
- Acct. 9503 – Replacement of one (1) small heat pump at the Government Center (\$8,000).

**MAINTENANCE OF MUNICIPAL PROPERTY**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	69,292	57,444	57,673	65,855	51,995
5103 Overtime	739	331	500	500	500
5104 Vacation Pay	1,081	1,103	1,169	-	-
5105 Longevity Pay	1,344	1,344	1,344	672	-
5109 Provision for Salary Adj.	1,171	-	3,486	-	2,525
5230 Hospital & Medical Insurance	16,308	10,878	11,205	13,298	19,565
5231 Self Insured Medical Benefits	175	-	-	-	-
5233 Dental Insurance	746	490	460	632	694
5234 Group Life Insurance	249	197	209	208	226
5235 Accidental Death & Dismem.	27	21	22	20	20
5236 Disability Insurance	208	164	175	85	82
5240 Social Security Contribution	5,232	4,234	5,000	5,000	4,200
5241 Pension Contribution	22,131	6,129	7,797	6,714	3,731
5243 Worker's Compensation Ins.	2,541	2,880	4,141	4,300	4,994
Total Personnel Services	121,243	85,215	93,181	97,284	88,532
OPERATING EXPENSES:					
6202 Technical & Personal Services	-	-	-	3,850	-
6211 Equipment Maintenance	18,920	24,162	24,000	20,000	25,700
6212 Building & Ground Maint.	50,114	43,362	60,424	65,334	69,150
6250 Electricity	53,757	57,292	64,800	59,000	62,000
6252 Natural Gas	5,823	6,797	7,200	9,200	9,570
6253 Telephone	706	296	300	300	730
6254 Water & Sewer	12,572	12,454	13,650	16,600	19,000
6261 Education & Training	-	-	150	150	400
6271 Medical	-	-	100	100	100
7301 Chemicals & Cleaning	-	-	1,000	-	-
7302 Small Tools	-	-	300	400	400
7304 General Supplies	3,853	2,120	4,000	6,000	6,000
7307 Gasoline & Mileage	-	-	-	-	-
7308 Wearing Apparel & Linen	632	649	601	601	626
Total Operating Expense	146,377	147,132	176,525	181,535	193,676
CAPITAL OUTLAY:					
9501 Buildings & Improvements	2,661	-	-	-	10,000
9503 Equipment	6,653	4,674	9,000	5,000	8,000
Total Capital Outlay	9,313	4,674	9,000	5,000	18,000
TOTAL MAINTENANCE OF MUNICIPAL PROPERTY	276,933	237,021	278,706	283,819	300,208



MAINTENANCE OF MUNICIPAL PROPERTY
CAPITAL OUTLAY DETAIL

<u>Capital Outlay Detail</u>	<u>Annual</u>
9501 Building Improvements	
Misc.	10,000
Total Account 9501	<u>10,000</u>
9503 Equipment	
Small Heat Pump HVAC Units	8,000
Total Account 9503	<u>8,000</u>
TOTAL CAPITAL OUTLAY	<u>18,000</u>



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**POLICE - ALL DIVISIONS**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	3,706,014	3,606,368	3,946,483	4,000,170	4,184,970
5102 Salaries, Temporary Empl.	9,100	38,339	72,908	65,008	75,820
5103 Overtime	51,926	81,669	84,000	94,500	95,000
5104 Vacation Pay	5,937	9,651	7,155	20,460	21,900
5105 Longevity Pay	20,828	17,396	17,472	17,472	17,472
5106 Holiday Pay	116,470	116,699	133,484	122,325	137,640
5107 Uniform Allowance	12,720	9,888	13,560	13,560	13,632
5109 Provision for Salary Adj.	54,420	-	341,851	81,197	250,195
5111 Cell Phone Allowance	1,800	-	-	-	-
5120 Employee Referral Bonus	-	-	1,200	2,400	-
5230 Hospital & Medical Insurance	528,306	539,036	586,855	579,001	607,421
5231 Self Insured Medical Benefits	5,350	6,000	6,000	5,600	5,600
5233 Dental Insurance	23,520	22,763	24,950	21,758	23,940
5234 Group Life Insurance	12,532	12,217	13,250	14,328	16,862
5235 Accidental Death & Dismem.	1,343	1,309	1,519	1,452	1,535
5236 Disability Insurance	9,864	9,389	11,835	10,056	12,202
5240 Social Security Contribution	294,182	286,869	343,500	331,500	355,000
5241 Pension Contribution	838,452	356,609	466,086	404,047	453,808
5243 Worker's Compensation Ins.	120,223	136,267	185,754	192,862	224,022
Total Personnel Services	5,812,988	5,250,469	6,257,862	5,977,696	6,497,019
OPERATING EXPENSES:					
6202 Technical & Personal Services	590,841	596,959	654,027	705,986	741,796
6203 Professional Services	8,985	13,816	17,045	22,272	18,145
6210 Vehicle Maintenance	50,366	49,139	73,000	45,600	46,350
6211 Equipment Maintenance	4,670	4,373	4,910	4,620	5,100
6213 Office Equipment Maint.	18,631	19,678	26,050	24,830	25,777
6253 Telephone	17,025	14,650	15,988	15,692	22,020
6260 Advertising	1,108	399	1,200	1,200	1,200
6261 Education & Training	9,457	16,347	18,045	17,370	20,445
6262 Dues, Memberships & Subsc.	3,247	4,463	5,778	5,778	6,705
6264 In Town Meetings	2,166	2,739	2,170	2,302	2,460
6265 Travel & Conferences	3,106	6,252	15,685	15,363	18,085
6266 Equipment Rental	-	-	-	-	-
6271 Medical	6,988	13,131	14,901	14,757	14,225
7301 Chemicals & Cleaning	645	764	1,200	1,200	1,250
7302 Small Tools	3,014	2,268	6,570	6,080	6,680
7304 General Supplies	5,009	4,387	8,800	8,301	8,350
7306 Memorials & Plaques	579	701	1,250	1,250	2,200
7307 Gasoline & Mileage	48,310	103,455	93,950	94,300	102,650
7308 Wearing Apparel & Linen	32,949	46,128	70,340	75,580	63,106
7309 Food For Prisoners	-	-	-	-	-
7310 Snow Removal Supplies	-	-	300	300	1,000
7313 Range Supplies	7,480	13,734	13,840	12,940	15,340
7314 Crime Prevention	3,725	3,074	5,500	5,000	5,000
Total Operating Expense	818,301	916,456	1,050,549	1,080,720	1,127,884



POLICE - ALL DIVISIONS

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	250	250	250
9502 Vehicles	79,432	-	375,560	417,743	393,954
9503 Equipment	88,474	87,243	66,925	65,681	65,136
9504 Office Equipment	1,005	5,048	1,500	1,500	6,490
9505 Office Machines	-	-	-	-	-
Total Capital Outlay	168,911	92,292	444,235	485,174	465,830
TOTAL POLICE DEPARTMENT	6,800,201	6,259,217	7,752,646	7,543,591	8,090,734



POLICE DEPARTMENT – ADMINISTRATIVE DIVISION

Mission Statement:

It is the mission of the Creve Coeur Police Department to partner with our community to safeguard life and property, enforce the law, preserve the peace, and reduce the fear of crime within the framework of the Constitution.

Administrative and Support Division:

The Administrative and Support Services Division includes a full-time sworn staff consisting of a Chief of Police, a Police Captain, a Professional Standards Lieutenant, two (2) Community Relations and Crime Prevention Officers, and a police officer assigned to instruct to the St. Louis County and Municipal Police Academy. The division has a non-sworn staff consisting of two (2) Records Associates, a Support Services/Fleet Maintenance Assistant, an Executive Assistant to the Chief of Police, a Building Maintenance Worker, a part-time Evidence Custodian, a part-time CALEA Accreditation Assistant, and a Maintenance Worker II/Mechanic cost shared (25%) with Public Works-Streets (75%).

The Investigations Bureau also falls under the command of the Administrative and Support Services Captain but for budgetary purposes, has a separate budget. For further on the Investigations Bureau, refer to the Investigations Budget (Acct. 2121).

It is the responsibility of the Chief of Police to review all essential job functions of department personnel to ensure that efficient and professional services are provided to the public. Staff reports and assessments of services are regularly provided to the City Administrator for review to ensure that this is achieved.

Department Description

The Administrative Captain oversees and supervises the Records Bureau, the Support Services Bureau, the Professional Standards Bureau, and the Investigations Bureau. The Support Services Bureau is responsible for:

- Fleet purchasing, maintenance, and surplus vehicle disposal
- Records management & purging
- Driving While Intoxicated Tracking System (DWITS)
- Department Training Coordinator
- Oversee the hiring process for commissioned and reserve police officers
- In-car & body-worn camera video system maintenance
- Sale/collection/maintenance of all police records, reports, data, and statistics
- Deer mitigation program
- Emergency management/preparedness; including policies, practices, and procedures
- Management of officer and department equipment
- Building maintenance and security, including surveillance cameras and in-house phone recording
- Sunshine law and discovery requests

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The Professional Standards Lieutenant reports directly to the Chief of Police. The Professional Standards Lieutenant is responsible for:

- Supervising the accreditation assistant responsible for maintaining policies, proofs, and best practices
- Coordinating the annual accreditation remote evaluation
- Manage and coordinate the quadrennial CALEA onsite accreditation comprehensive evaluation
- Submitting policy and procedure updates in compliance with accreditation requirements
- Submitting annual reports as required for accreditation
- Working cooperatively with all divisions to maintain accreditation standards
- Ensuring milestones are met for the CALEA accreditation process (ongoing)
- Coordinating and implementing special projects as assigned by the chief of police
- Supervising the evidence custodian and the evidence function. This includes proper management of evidence submission, proper storage, packaging, laboratory examinations & transfers, and disposal through court-ordered destruction, and collection, and disposal of prescription drug take-back supply.
- Investigating all department complaints, internal and external
- Implementing corrective training and discipline from complaints
- Ensuring the department's public information officer provides professional-level and effective police communication
- Overseeing the Crime Prevention and Community Relations functions (See Crime Prevention Service Standards)

Administrative Service Standards

- Maintain a professional and polite demeanor in all phone contacts with the public and radio contacts with officers and other police agencies. Operate within FCC regulations, with no violations.
- Enter timely and accurate law enforcement computer data with no "sunshine" or "right of privacy" violations.
- Manage active criminal wanted entries and wanted cancellations. Immediate notification to personnel regarding Adult Abuse Court Orders. Immediate entry of arrest records (booking sheets). Update and/or dispose of arrest files and reports according to Missouri retention laws.
- Process police reports, arrest files, and traffic tickets daily.
- Respond to public requests for reports within 72 business hours.
- Maintain membership in the West Central Dispatch Center (WCDC) which provides police dispatching services and remote prisoner monitoring.
- Respond to citizen complaints within 24 hours and resolve internal investigations within 90 days.
- Complete required monthly crime statistics reports within 10 days. Submit all DWI reports within 15 days and all accident reports within 20 days to the proper authority. Submit

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quarterly financial status reports relative to federal Community Oriented Policing and Problem Solving (COPPS) grants within 15 days.

- Enter “false alarm” incidents in the alarm database within 48 hours. Submit false alarm reports and distribute false alarm notifications semi-monthly.
- Manage and schedule equipment and fleet maintenance. Schedule repairs within one business day, when possible.
- Conduct annual inventory of fixed assets and non-expendable items by April 30.
- Administer and complete the hiring process within 90 days from application processing and testing.
- Provide support to the Patrol Division for purchases of equipment, overseeing repair, replacement, and updates of equipment necessary for daily job performance.
- Update Standard Operating Procedures, as well as complete the CALEA re-accreditation process.

Crime Prevention Office Service Standards

- Educate the general public on crime prevention methods to limit exposure to becoming a victim.
- Provide timely alerts about criminal activity occurring in the local area.
- Present the DARE program in accordance with established national standards.
- Conduct Citizen Police Academy classes to educate residents on the complexities of police work.
- Conduct Rape Aggression Defense training to educate females on self-defense techniques and strategies to escape an attack.
- Conduct safety assessments for homeowners and educate subdivision associations about crime prevention in their neighborhoods.
- Conduct 4E Active Shooter Preparation classes for businesses, schools, and other citizen groups as requested.
- Conduct Safety assessments for businesses, notifying them of criminal activity and trends.
- Partner with local banking facilities to review and improve hold-up and notification procedures.
- Review reported criminal activity and related data to determine possible crime patterns and ensure all patrol officers and citizens are informed of criminal information and activity within the city.
- Crime prevention through environmental design (CPTED)
- Crime statistics and analysis
- Review false alarm calls with follow-up with repeat offenders to mitigate future false alarms.
- Serve as liaison for Neighborhood Watch and the Creve Coeur Crime Prevention Partnership
- Conduct building tours with community groups and coordinate DEA Prescription Drug Take-Back events (bi-annual).

WCDC Consortium Standards

- Answer and dispatch 911 calls immediately. Answer all non-emergency calls as soon as practical, not to exceed three (3) rings, if at all possible. Dispatch non-emergency calls as soon as practical, based on priority. Immediately call back and dispatch a patrol unit on

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“911” hang-ups. Re-contact and inform the complainant if priorities prevent dispatching non-emergency calls within five (5) minutes.

- Maintain immediate response or acknowledgment to radio calls from police officers. Immediately dispatch assists units in accordance with department policy.
- Provide regular reports and assessments to the Chief of Police and City Administrator of calls for service, records updates, and budgetary expenditures.

Benchmarking/Budgetary Savings

- The consolidation of services through the West Central Dispatch Center (WCDC) continues to realize significant annual cost savings in personnel and equipment when compared to self-providing dispatch services since its inception in 2011. Additionally, the Police Department benefits from a highly professional level of service from the dispatch center.

Objectives

- Continue to reduce storage costs and paper usage by managing records through the use of Computer Assisted Report Entry (CARE).
- Continue to manage dispatch operating costs through the partnership with the WCDC.
- Offer online purchases of accident reports, as well as walk-in records services five days a week.
- Maintain Police Department vehicles and equipment in excellent condition, providing the best equipment and technology available. Provide monthly reports of expenditures for vehicle maintenance and upkeep.
- Continue to maximize the use of mobile ticketing by officers and sergeants. The use of mobile ticketing by officers and sergeants is at the 99th percentile. Mobile ticketing is a computer application available through REJIS, which allows officers to electronically issue traffic tickets. The tickets download directly into the court system, eliminating the need to enter the tickets into the municipal court docket system.
- Recruit high-quality applicants for police officer positions.
- Review building requirements and department procedures for CALEA compliance.
- Continue to upgrade and monitor the security of the Police Department, Government Center, and Community Center.
- Reduce crime and the fear of crime through community engagement and crime prevention programs.

Budget Highlights

- Acct. 5101 – Increase due to cost sharing of Maintenance Worker II/Mechanic position (Police-Administration 25%/Public Works-Streets 75%) to assist with Police Department general fleet maintenance.
- Acct. 5101 – Increase due to the addition of one (1) full-time position (police officer) assigned to instruct at the St. Louis County and Municipal Police Academy; cost of salary and fringe benefits reimbursed by St. Louis County.
- Acct. 6202 – Increase in fees associated with WCDC Consortium membership (\$655,977).
- Acct. 6202 – Annual maintenance for PowerDMS software for all department personnel to efficiently document training and testing proofs required for CALEA (\$6,476).

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- Acct. 6203 – Pre-employment background checks and mileage (\$940).
- Acct. 6253 – Replacement of three (3) mobile phones for Command Staff (\$2,190).
- Acct. 7310 – Emergency preparedness/housing for PD staffing during inclement weather (\$1,000).
- Acct. 9503 – Replacement refrigerator for breakroom (\$1,500).
- Acct. 9503 – Replacement ice maker in the breakroom (\$2,500).
- Acct. 9503 – Vehicle upfitting for Administrative Vehicle #2414 (\$2,000).
- Acct. 6213 – Increase due to transfer of FileOnQ Annual Maintenance from Investigations (2121) to the Administrative budget (\$7,550).

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**POLICE - ADMINISTRATION**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	565,088	493,376	728,700	659,800	741,955
5102 Salaries, Temporary Empl.	9,100	38,339	72,908	65,008	75,820
5103 Overtime	736	71	3,000	4,500	5,000
5104 Vacation Pay	902	2,373	3,491	4,950	5,300
5105 Longevity Pay	7,071	5,564	5,568	5,568	5,568
5106 Holiday Pay	-	-	-	2,875	6,140
5107 Uniform Allowance	3,066	2,400	3,600	3,600	3,600
5109 Provision for Salary Adj.	9,176	-	46,621	13,494	50,410
5120 Employee Referral Bonus	-	-	1,200	2,400	-
5230 Hospital & Medical Insurance	79,231	79,952	94,870	103,603	107,030
5231 Self Insured Medical Benefits	600	600	1,200	600	600
5233 Dental Insurance	3,657	3,575	4,250	3,893	4,250
5234 Group Life Insurance	1,831	1,675	1,700	2,368	3,028
5235 Accidental Death & Dismem.	196	179	280	251	268
5236 Disability Insurance	1,518	1,384	2,175	1,743	1,987
5240 Social Security Contribution	43,421	39,944	65,000	57,000	65,000
5241 Pension Contribution	196,185	55,409	92,906	79,388	84,549
5243 Worker's Compensation	16,339	18,519	23,591	24,494	28,451
Total Personnel Services	938,118	743,359	1,151,060	1,035,535	1,188,956
OPERATING EXPENSES:					
6202 Technical & Personal Services	580,017	586,301	642,215	694,286	729,904
6203 Professional Services	3,516	6,454	5,700	10,567	5,440
6210 Vehicle Maintenance	1,465	2,852	3,100	3,100	3,450
6211 Equipment Maintenance	9	-	900	810	850
6213 Office Equipment Maint.	15,265	16,198	17,500	17,080	25,437
6253 Telephone	12,293	12,222	12,876	12,876	15,084
6260 Advertising	1,108	399	1,200	1,200	1,200
6261 Education & Training	1,626	5,001	7,625	6,950	10,075
6262 Dues, Memberships & Subsc.	1,907	2,325	3,520	3,520	3,695
6264 In Town Meetings	2,118	2,484	2,070	2,202	2,360
6265 Travel & Conferences	1,317	2,947	9,435	9,713	10,535
6271 Medical	4,096	5,552	7,001	6,857	5,125
7302 Small Tools	465	546	1,000	1,000	900
7304 General Supplies	1,438	1,266	4,000	3,000	3,000
7306 Memorials & Plaques	579	701	1,250	1,250	2,200
7307 Gasoline & Mileage	1,820	4,119	3,300	3,300	4,000
7308 Wearing Apparel & Linen	2,235	3,906	6,470	6,470	6,781
7309 Food For Prisoners	-	-	-	-	-
7310 Snow Removal Supplies	-	-	300	300	1,000
7314 Crime Prevention	-	-	5,500	5,000	5,000
Total Operating Expense	631,274	653,271	734,962	789,481	836,036



POLICE - ADMINISTRATION

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	250	250	250
9502 Vehicles	-	-	-	-	-
9503 Equipment	3,370	2,114	1,250	1,250	6,000
9504 Office Equipment	240	354	500	500	500
9505 Office Machines	-	-	-	-	-
Total Capital Outlay	3,610	2,468	2,000	2,000	6,750
TOTAL POLICE ADMINISTRATIVE DIVISION	1,573,002	1,399,098	1,888,022	1,827,016	2,031,742

POLICE - ADMINISTRATION
CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9501 Buildings and Improvements	
Parking and Building Signs	250
Total Account 9501	250
9503 Equipment	
Refrigerator for Break Room	1,500
Vehicle Upfittings for Car 2414	2,000
Replacement Ice Maker for Breakroom	2,500
Total Account 9502	6,000
9504 Office Equipment	
2 Replacement Chairs	500
Total Account 9504	500
9505 Office Equipment	
(Nothing Budgeted)	0
Total Account 9505	0
TOTAL CAPITAL OUTLAYS	6,250



POLICE DEPARTMENT – INVESTIGATIONS BUREAU

Mission Statement

The mission of the Investigations Bureau is to investigate, deter, prevent crimes whenever possible, and solve crimes through arrest and recovery of property. The Investigations Bureau accomplishes this by working in conjunction with the citizens of the city, victims, and witnesses as well as working with all Divisions within the Police Department. Furthermore, Detectives continue to enhance their effectiveness in their investigations by keeping current on investigative methods and skills as well as networking with other local, state, and federal law enforcement agencies.

Bureau Description

The Investigations Bureau consists of a Lieutenant, five (5) Detectives, and a School Resource Officer who also serves as the Juvenile Officer. In addition to a daily criminal investigation caseload, the Investigations Bureau has the responsibility of conducting employment backgrounds on new applicants. Detectives also assist on a regional level as investigators with the Greater St. Louis Major Case Squad. The Investigations Bureau is supervised by a Lieutenant who reports to the Captain of the Administrative and Support Services Division.

Investigators utilize interview and interrogation rooms for interviewing crime victims, witnesses, and suspects. These rooms are equipped with a closed-circuit monitoring and recording system. The Investigations Division maintains and operates a computer voice stress analyzer (CVSA), with two (2) detectives serving as certified operators. The Division also has the ability to conduct covert surveillance operations.

Performance and Workload Measures

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
Total Case Assignments	449	427	473	450
Percentage of Clearance Rate for Cases Assigned	41%	43%	45%	43%
Percentage of Part I Clearance Rate (violent crimes)	49%	68%	55%	57%
Total Arrests	35	70	69	58
Property Value Recovery	\$1,172,859	849,442	\$2,516,876*	\$1,513,059
Percentage of Property Value Recovery	62%	48%	96%	69%

*FY23 had a significant increase in property value recovery due to a spike in vehicle thefts and the recovery of the vehicles.

During FY22, detectives were assigned to assist with Major Case Squad homicide investigations in Des Peres, Normandy (x2), and Overland. Detectives also investigated and solved several burglaries, robberies, assaults, and vehicle-related crimes during the past year within the City of Creve Coeur.

Service Standards

- Assign all completed crime reports to a detective/investigator within 48 hours.
- Contact crime victims within 48 hours and provide a case progress report within ten (10) days. Detectives update victims regularly during active investigations. Unsolved and cold cases are reviewed every three (3) months.



- Complete warrant applications promptly, not to exceed 30 days after the arrest or pending lab results.
- Complete liquor license background investigations within one (1) week of receiving documentation and fees, and massage business/therapist investigations within two (2) weeks of receiving documentation and fees.
- Complete pre-employment background investigations within three weeks of being assigned to an Investigator.

Goals/Objectives

- Maintain a 40% or greater clearance rate for Part I crimes.
- Ensure completion and certification in Medicolegal Death Investigation training for new detectives through St. Louis University. This comprehensive certification and training delve into many aspects of suicide, homicide, assault, and other crimes dealing with victims and suspects.
- Continue to improve our peer and constituent network by attending meetings with local, state, and federal agencies.
- Continue to pursue the use of technology including, but not limited to, DNA, facial recognition, and license plate recognition (LPR).
- Continue skill advancement of our investigators through training that focuses on interview/interrogation, sex crimes, human trafficking, white-collar crime, cybercrime, and death investigations.
- Plan for succession by assigning new officers to occasionally assist detectives on investigations for familiarization and development of investigative skills when timing and staffing allow.
- Refine the evidence transfer process by providing a means for citizens, laboratory analysis, and court hearings to take custody of evidence through a mobile transfer platform (MobileOnQ) that is compliant with our new evidence tracking system.

Budget Highlights

- Acct. 6203 – New fee for court order destruction now being charged by the St. Louis County Prosecuting Attorney's Office (\$200).
- Acct. 6203 – Guardian Alliance Platform Software License for background investigations (\$800).
- Acct. 6203 – Major Case Squad Investigations expenses (\$2,500).
- Acct. 6213 – Decrease due to transfer of FileOnQ Annual Maintenance costs from the Investigation budget to the Administrative budget (2111).
- Acct. 9502 – Two (2) light/siren packages for existing detective vehicles (\$5,154).
- Acct. 9504 – Coin counter for evidence and prisoner processing (\$225).
- Acct. 9504 – Storage/File cabinets for Investigations Bureau (\$2,265).
- Acct. 9504 – Digital SLR Investigations camera (\$2,500).

**POLICE - INVESTIGATIONS**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	531,222	499,913	510,680	464,425	587,980
5103 Overtime	16,783	21,323	16,000	25,000	25,000
5104 Vacation Pay	1,680	-	-	-	-
5105 Longevity Pay	2,812	2,504	2,112	2,112	2,112
5106 Holiday Pay	17,817	18,760	21,448	16,450	21,000
5107 Uniform Allowance	7,454	5,438	7,560	7,560	7,632
5109 Provision for Salary Adj.	8,031	-	34,758	8,147	26,925
5111 Cell Phone Allowance	1,800	-	-	-	-
5230 Hospital & Medical Insurance	72,304	42,227	44,485	66,000	91,634
5231 Self Insured Medical Benefits	1,800	2,400	1,800	1,200	1,200
5233 Dental Insurance	3,411	2,344	2,500	3,090	4,748
5234 Group Life Insurance	1,770	1,711	1,750	1,595	1,984
5235 Accidental Death & Dismem.	190	183	209	174	218
5236 Disability Insurance	1,475	1,426	1,660	1,397	1,541
5240 Social Security Contribution	43,660	41,400	44,500	38,000	50,000
5241 Pension Contribution	124,525	52,712	60,426	52,152	61,956
5243 Worker's Compensation	13,090	14,837	25,181	26,145	30,369
Total Personnel Services	849,822	707,180	775,069	713,447	914,299
OPERATING EXPENSES:					
6202 Technical & Personal Services	3,875	4,065	4,172	4,511	4,842
6203 Professional Services	5,469	6,991	9,595	9,955	10,955
6210 Vehicle Maintenance	989	2,269	4,300	2,500	2,900
6211 Equipment Maintenance	-	-	-	-	-
6213 Office Equipment Maint.	3,345	3,151	7,550	7,550	-
6253 Telephone	350	900	1,262	1,262	2,552
6261 Education & Training	1,050	5,185	2,845	2,845	3,295
6262 Dues, Memberships & Subsc.	1,015	1,590	1,145	1,145	1,340
6264 In Town Meetings	-	255	-	-	-
6265 Travel & Conferences	-	1,301	1,500	1,500	1,500
7301 Chemicals & Cleaning	-	-	200	200	250
7302 Small Tools	252	217	300	300	300
7304 General Supplies	2,048	1,845	2,600	2,600	2,600
7307 Gasoline & Mileage	1,677	3,577	3,150	3,500	3,500
7308 Wearing Apparel & Linen	408	42	2,100	1,760	1,800
7313 Range Supplies	491	750	-	-	-
7314 Crime Prevention Supplies	-	3,074	-	-	-
Total Operating Expense	20,970	35,211	40,719	39,628	35,834
CAPITAL OUTLAY:					
9501 Buildings and Improvements	-	-	-	-	-
9502 Vehicles	-	-	-	-	5,154
9503 Equipment	9,600	-	-	-	-
9504 Office Equipment	345	-	500	500	5,490
Total Capital Outlay	9,945	-	500	500	10,644
TOTAL POLICE INVESTIGATIONS DIVISION	880,737	742,391	816,288	753,575	960,777

**POLICE - INVESTIGATIONS
CAPITAL OUTLAY DETAIL****Capital Outlay Detail****9501 Buildings and Improvements**

(Nothing Budgeted)

Total Account 9501**Annual**

-

-

9502 Vehicles

Light/Siren Package for Existing Detective Vehicle

Total Account 9502

5,154

5,154

9503 Equipment

(Nothing Budgeted)

Total Account 9503

-

-

9504 Office Equipment

Coin Counter for Evidence and Prisoner Processing

500

Investigations Camera (Digital SLR)

2,500

Storage/File Cabinets for Detectives

2,265

Office Chairs (Replacement) - 2

225

Total Account 9504

5,490

TOTAL CAPITAL OUTLAY**10,644**



POLICE DEPARTMENT – PATROL & COMMUNITY POLICING DIVISION

Mission Statement

It is the mission of the Creve Coeur Police Department to partner with our community to safeguard life and property, enforce the law, preserve the peace, and reduce the fear of crime within the framework of the Constitution.

Department Description

The Patrol Division of the Police Department, when fully staffed, consists of thirty-seven (37) full-time commissioned officers, and one (1) Reserve Officer. A captain serves as the Patrol Division Commander and a Lieutenant serves as the Deputy Patrol Division Commander. Eight (8) Sergeants report to the Patrol Division commanders. There are four patrol squads, each supervised by a team of two (2) Sergeants with each sergeant team responsible for five (5) Patrol Officers, and a Traffic Safety Officer. Supplemental staffing in the Patrol Division consists of a K9 Officer, a Reserve Police Officer, and two (2) layover officers whose primary role is to target crime or areas where data indicates criminal activity is occurring.

A Captain is responsible for the overall supervision of police operations and traffic safety, which includes traffic management grants, surveys, and studies. This entails the daily operations of the Patrol Division including purchases and maintaining the continuity of police operations and professional services. In addition, a Captain oversees the coaching and performance of Patrol Division personnel, which includes the officers and supervisors. The Deputy Patrol Commander oversees the daily scheduling, new officer field training, purchasing, payroll, and any significant operations, such as critical incidents. As a wellness initiative, in FY 2022, the Police Department implemented a permanent dayshift patrol squad based on seniority. To balance the shifts, a permanent night shift was also created and is staffed by patrol officers who volunteer for the assignment and those with the lowest seniority.

Performance and Workload Measures

Performance measures are a means of comparing Police Department activity from year to year. The Police utilize a performance evaluation program that is intended to reinforce behavior and conduct that is consistent with the Department's mission, creates an awareness of deficiencies, and assists management in formulating decisions such as market adjustments, position assignments, promotions, and retention. Employee evaluations measure performance levels as follows:

- Meets Expectations
- Marginally Meets Expectations
- Below Expectations



Service Standards	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
Average Response Time (Priority I)	4:47 min.	4:19 min.	4:15 min.	4:20 min.
Average Response Time (Priority II)	4:11 min.	4:33 min.	4:35 min.	4:35 min.
Crime Rate ¹	26.0	25.2	26.3	26.3
Total Crimes Reported²	903	908	1,086	1,086
Total Maintenance and Preventative Expenditures per Vehicle	\$704	\$1,402	\$940	\$1,000
Total Vehicle Maintenance Expenditures per Mile Driven	\$0.03	\$0.07	\$0.05	\$0.06
Arrests	364	500	600	600
Total Arrests Per Officer ³	9.3	12.8	15.4	15.4
Traffic Citations	3,689	2,653	2,780	2,780
Total Citations per Officer ⁴	105	76	79	79
Total DWI Arrests	95	84	81	81
Total DWI Arrests per Officer ⁵	2.7	2.4	2.3	2.5
Citizen Police Academy Sessions	1 ⁶	2	2	2
Crash Reports	779	1,032	1,132	1,100
Total Calls for Service	14,825	16,540	16,852	17,000
Total Reports Taken	2,073	2,051	2,334	2,400

Customer Service

- Ensure all contacts with the public are handled in a professional, polite, courteous, and legal manner while recognizing the needs of all parties involved.
- Acknowledge citizen complaints within 24 hours and resolve complaints as soon as practical.
- Maintain accountability and best practices in customer service through adherence to the professional standards set forth by the accreditation process (CALEA).

¹ Offenses per 1,000 population (FY 2020 population estimate of 18,834).

² CCPD uses the NIBRS model when classifying reported crimes.

³ Calculated using the number of staffing authorized to patrol and investigative functions. The actual number of officers assigned to that function varied throughout the FY.

⁴ Calculated using the number of staffing authorized to the patrol function. The actual number of officers assigned to that function varied throughout the FY.

⁵ Calculated using the number of staffing authorized to the patrol function. The actual number of officers assigned to that function varied throughout the FY.



Calls for Service

- Respond to calls promptly and safely, with an average response time of five (5) minutes or less.
- Provide life-saving first aid and seek immediate medical attention for sick or injured persons.
- Maintain a minimum staffing level of four (4) patrol sectors and sufficient supervisory personnel daily.
- Continue improving patrol availability through full staffing of five (5) patrol sectors and a traffic safety officer.
- Operate patrol vehicles safely and responsibly in all aspects of the job, including pursuit and emergency driving.
- Notify the Street Department and MoDOT immediately of emergency road conditions.
- Tow abandoned vehicles along state roadways within 48 hours. Tow unresolved derelict vehicles on private property within seven (7) days.

Crash Reduction

- Monitor, survey, and analyze traffic issues, taking action to promote the safe and efficient movement of traffic through education and enforcement, when necessary.
- Participate in quarterly MoDOT-sponsored speed reduction campaigns
- Direct enforcement efforts to reduce crashes.
- Complete most crash and incident reports within 24 hours, not to exceed 72 hours.

Crime Prevention Activities

- Perform residential vacation checks daily, before 6:00 PM.
- Perform overnight business security patrols; completing them by 6:00 AM daily.
- Partner with local banking facilities to review and improve hold-up and notification procedures.
- Review reported criminal activity and related data to determine possible crime patterns and ensure all patrol officers and citizens are informed of criminal information and activity within the city.
- Educate the general public on crime prevention methods to limit exposure to becoming a victim.
- Provide timely alerts about criminal activity occurring in the local area.
- Provide frequent patrols at all schools in the city, helping to provide students, teachers, and parents with a real sense of security for children.
- Provide increased patrols of residential areas during overnight hours, focusing on the reduction of thefts from vehicles.

Legal Compliance

- Comply with all laws, regulations, procedures, and reporting requirements on radio communications, access to and dissemination of protected information and public records, the Safe Schools Act, adult abuse, and racial profiling laws and civil rights.
- Comply with federal mandates for Use of Force Reporting.
- Provide after-hour emergency protective order services to all victims of domestic violence.
- Submit the Annual Vehicle Stops Report to Attorney General by March 1st.
- Comply with mandatory Missouri Peace Officer Standards and Training (POST) regulations for all commissioned police officers for each annual POST cycle by offering in-service and



computer-based in-house training, in addition to instruction at the St. Louis County and Municipal Police Academy.

- Conduct or host training in the CCPD training room, when beneficial to the department.
- Comply with state law by ensuring all commissioned personnel undergo a mental health wellness check-in at least once every three years.

Holding Facility

- Administer holding facilities following Department of Justice and Missouri Juvenile Justice Association standards.
- Remotely monitor prisoners through the West Central Dispatch Center (WCDC).
- Accept bail bonds for the city and other jurisdictions, while processing bonds by 9:00 AM.
- Execute arrest notifications from other jurisdictions within 48 hours.
- Obtain in-custody warrants on serious felony crimes within 24 hours.
- Provide bailiff services for Municipal Court as needed.
- Maintain a safe and secure holding facility for housing prisoners.
- Provide in-custody holding through a contract with the St. Louis County Jail for felons in custody until formal charges are issued

Equipment and Facilities

- Perform required testing and maintenance of speed measuring instruments and monthly maintenance of alcohol breath testing instruments.
- Monitor all city-owned property, including patrols of all city parks.
- Assist visitors to city facilities when needed.
- Continue to provide a high level of safety and security for City Council, Municipal Court, and other Government Center meetings and functions, as needed.

Objectives

- Continue efforts to reduce traffic collisions, with the goal of reducing opportunities for conflicts that lead to crashes. This will be accomplished through the identification of high crash locations, roadway engineering improvement recommendations, education, and enforcement in those problem areas.
- Continue to develop tactical training and response. The Police Department's goal is to have a practical exercise each year and to continue participation in regional Multi Assault Counter Terrorism Action Capabilities (MACTAC) training.
- Continue our credentialing and training in the application of civil disturbances, riot training, de-escalation training, and a resolute awareness of those protesting and their civil rights.
- Continue participation in the St. Louis Area Police Chief's (SLAPCA) region-wide MRT program, addressing civil disturbances.
- Continue the development of our Crisis Intervention Team (CIT) program to deal effectively with mentally and emotionally disturbed individuals with the goal to have at least 85% of patrol officers CIT certified.
- Regularly evaluate physical fitness and wellness training and initiatives to ensure physical and mental fitness for duty.
- Increase patrol and investigative effectiveness. The overall goal is to reduce incidences of crimes against persons and property and be attentive to problems, through extra patrols which are assigned at daily briefings.
- Promote safe driving, awareness, and training to reduce officer-involved collisions.



- Promote consistent and effective responses to domestic violence incidents. Our goal is to reduce recurring incidents, whenever possible. Eight officers are trained to issue “after-hours” court orders of protection.
- Increase patrol availability by being fully staffed, to the extent possible.
- Maintain international accreditation as a law enforcement agency through CALEA.
- Continue our focus on recruiting the best-qualified police officer applicants by posting job announcements in a variety of methods that reach a diverse applicant pool.

Budget Highlights

- Acct. 6210 – Increase in vehicle fluids and parts. Added (2) barrels of oil for fleet (\$2,500).
- Acct. 6253 – Replacement of six (6) mobile phones for patrol commanders, patrol supervisors, K9 Officer, booking, and patrol cars (\$2,880).
- Acct. 6265 – New conference attendance at North American Police Work Dog Association (NAPWDA) (\$1,000).
- Acct. 6271 – Replacement of expired Narcan (\$3,000).
- Acct. 7308 – Police officer uniforms and duty accessories (\$1,800).
- Acct. 7313 – Sixty (60) Less Lethal Sock Rounds (\$1,040).
- Acct. 9502 – Six (6) 2023 Hybrid Ford Interceptor Utility Vehicles (\$306,000); cost will be partially offset by the estimated auction value on five (5) retired vehicles (\$37,500) and the anticipated reduction in gasoline usage.
- Acct. 9502 – New equipment for six (6) new vehicles (\$66,000).
- Acct. 9502 – Change over services for six (6) new vehicles (\$16,800).
- Acct. 9503 – Two (2) breaching tool kits and backpacks for active shooter response (\$1,400).
- Acct. 9503 – Replacement of nine (9) tasers (\$17,010).
- Acct. 9503 – One (1) Level III rifle-rated ballistic shield/equipment (\$5,000).
- Acct. 9503 – Replacement of twenty-two (22) ballistic vests to replace those due to expire and newly hired officers (\$18,700).
- Acct. 9503 – Portable Breath Test Unit (DWI Enforcement) (\$400).
- Acct. 9503 – Replacement of one (1) radar unit (\$3,100); cost may be reimbursable after purchase through MoDOT traffic safety grant.
- Acct. 9503 – Replacement of ten (10) duty holsters (\$1,400).
- Acct. 9503 – Replacement of nine (9) tasers with four (4) year extended warranties (\$17,010).
- Acct. 9503 – Lighting for safety purposes in two (2) traffic cars (\$4,500).
- Acct. 9503 – Four (4) Zebra Mobile ticket printers, cradles and installation (\$3,300).

**POLICE - PATROL**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	2,609,704	2,613,079	2,707,103	2,875,945	2,855,035
5103 Overtime	34,407	60,275	65,000	65,000	65,000
5104 Vacation Pay	3,355	7,278	3,664	15,510	16,600
5105 Longevity Pay	10,944	9,328	9,792	9,792	9,792
5106 Holiday Pay	98,653	97,939	112,036	103,000	110,500
5107 Uniform Allowance	2,200	2,050	2,400	2,400	2,400
5109 Provision for Salary Adj.	37,213	-	260,472	59,556	172,860
5230 Hospital & Medical Insurance	376,771	416,857	447,500	409,398	408,757
5231 Self Insured Medical Benefits	2,950	3,000	3,000	3,800	3,800
5233 Dental Insurance	16,453	16,844	18,200	14,775	14,942
5234 Group Life Insurance	8,931	8,830	9,800	10,365	11,850
5235 Accidental Death & Dismem.	957	946	1,030	1,027	1,049
5236 Disability Insurance	6,872	6,579	8,000	6,916	8,674
5240 Social Security Contribution	207,101	205,525	234,000	236,500	240,000
5241 Pension Contribution	517,743	248,488	312,754	272,507	307,303
5243 Worker's Compensation	90,794	102,911	136,982	142,223	165,202
Total Personnel Services	4,025,048	3,799,929	4,331,733	4,228,714	4,393,764
OPERATING EXPENSES:					
6202 Technical and Personal Services	6,949	6,594	7,640	7,189	7,050
6203 Professional Services	-	371	1,750	1,750	1,750
6210 Vehicle Maintenance	47,912	44,018	65,600	40,000	40,000
6211 Equipment Maintenance	4,661	4,373	4,010	3,810	4,250
6213 Office Equipment Maintenance	21	330	1,000	200	340
6253 Telephone	4,381	1,527	1,850	1,554	4,384
6261 Education & Training	6,781	6,161	7,575	7,575	7,075
6262 Dues, Memberships & Subsc.	325	548	1,113	1,113	1,670
6264 In Town Meetings	48	-	100	100	100
6265 Travel & Conferences	1,789	2,004	4,750	4,150	6,050
6271 Medical	2,892	7,579	7,900	7,900	9,100
7301 Chemicals & Cleaning	645	764	1,000	1,000	1,000
7302 Small Tools	2,297	1,505	5,270	4,780	5,480
7304 General Supplies	1,523	1,277	2,200	2,701	2,750
7307 Gasoline & Mileage	44,813	95,759	87,500	87,500	95,150
7308 Wearing Apparel & Linen	30,306	42,180	61,770	67,350	54,525
7313 Range Supplies	6,989	12,984	13,840	12,940	15,340
7314 Crime Prevention	3,725	-	-	-	-
Total Operating Expense	166,057	227,974	274,868	251,611	256,014
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	-	-	-
9502 Vehicles	79,432	-	375,560	417,743	388,800
9503 Equipment	75,504	85,129	65,675	64,431	59,136
9504 Office Equipment	420	4,694	500	500	500
Total Capital Outlay	155,356	89,824	441,735	482,674	448,436
TOTAL PATROL DIVISION	4,346,462	4,117,727	5,048,336	4,962,999	5,098,214

**POLICE - PATROL
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9502 Vehicles	
2023 Hybrid Ford Interceptor Utility Patrol Vehicle (6)	306,000
Vehicle Changeover for New Vehicles (6)	16,800
Vehicle Equipment for New Vehicles (6)	66,000
Total Account 9502	388,800
9503 Equipment	
Breeching Toolkit and Backpack	1,400
Emergency Lightbars for 3 New Patrol Vehicles	0
Emergency Trim Lighting	0
Equipment Boxes for 3 New Patrol Vehicles	-
Equipment Trays for 3 New Patrol Vehicles	0
Equipment/Ballistic Shields	5,000
Male and Female Ballistic Vests	18,700
Morpho-ID Fingerprint Scanner	-
Motorola APX6000 Walkie Talkie	0
Personal Gun Safe for Home Use	525
Pistol Magazines	120
Portable Breath Test Unit (Reimburse by Blue Print Grant)	400
Prisoner Partitions for 3 New Patrol Vehicles	0
Push Bumpers for 3 New Patrol Vehicles	-
Radar Units(Reimbursed by Grant)	3,100
Replacement Duty Holsters	1,200
Rumbler Sirens for 2 New Patrol Vehicles	-
Siren Boxes for 3 New Patrol Vehicles	0
Siren Speakers for 3 New Patrol Vehicles	0
Tasers and Four Year Extended Warranties	17,010
Traffic Car Lighting for Safety	4,500
Traffic Cones (ANSI Compliant Cones)	600
Traffic Counter	0
UAV Equipment (Batteries/Props)	0
UAV Remote Identification (FAA Required)	1,500
Underbody Emergency Side Lights	0
Zebra Mobile Ticket Printers Cradles and Installation	5,081
CPU Monitor Mounts	-
Patrol Bicycle	0
Portable Stop Signs (includes Shipping Costs)	0
Total Account 9503	59,136
9504 Office Equipment	
Office Chairs (Replacement) - 2	500
Total Account 9504	500
TOTAL CAPITAL OUTLAY	448,436

**PUBLIC WORKS - ALL DIVISIONS**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	893,084	826,728	1,027,616	1,030,225	1,088,907
5102 Salaries, Temporary Empl.	18,672	12,558	34,944	9,374	34,944
5103 Overtime	27,714	29,670	34,000	23,500	34,000
5104 Vacation Pay	4,212	2,408	2,553	5,020	5,375
5105 Longevity Pay	5,069	3,221	2,957	2,381	2,381
5109 Provision for Salary Adj.	11,935	-	92,695	19,901	65,090
5110 Auto Allowance	4,200	4,200	4,200	4,200	4,200
5111 Cell Phone Allowance	-	-	-	-	-
5230 Hospital & Medical Insurance	161,398	138,866	167,875	163,936	190,718
5231 Self Insured Medical Benefits	2,130	1,680	2,280	2,355	2,380
5233 Dental Insurance	6,632	5,804	6,550	6,206	6,710
5234 Group Life Insurance	3,046	2,822	3,480	3,866	4,450
5235 Accidental Death & Dismem.	326	302	377	361	394
5236 Disability Insurance	2,333	1,811	2,595	1,825	2,872
5240 Social Security Contribution	70,260	64,444	88,811	83,000	93,000
5241 Pension Contribution	170,584	74,985	102,313	77,507	96,827
5243 Worker's Compensation Ins.	29,369	33,288	53,448	55,493	64,459
Total Personnel Services	1,410,965	1,202,789	1,626,694	1,489,150	1,696,707
OPERATING EXPENSES:					
6202 Technical & Personal Services	8,640	9,354	15,500	77,500	80,600
6203 Professional Services	1,789	50,031	50,100	10,100	24,600
6207 Temporary Personnel Services	62,507	127,400	130,950	105,000	109,000
6210 Vehicle Maintenance	34,097	34,215	39,500	39,500	47,400
6211 Equipment Maintenance	104,115	76,533	88,000	92,600	90,600
6212 Building & Ground Maint.	239,602	222,656	274,520	269,520	281,720
6213 Office Equipment Maint.	3,359	3,930	3,800	3,800	3,800
6214 Refuse Collections	766,268	800,800	833,169	838,130	871,555
6215 Weed Cutting/Tree Removal	-	-	-	-	-
6216 Larviciding	2,861	2,584	3,400	3,400	3,400
6224 Tappemeyer House.	19,166	20,245	18,000	15,000	15,000
6247 Dog Park Expenses	1,175	1,225	1,225	1,225	3,225
6250 Electricity	24,983	27,988	29,160	30,350	31,950
6251 Street Lighting	116,535	119,158	120,000	120,000	120,000
6252 Natural Gas	5,861	7,575	7,940	7,940	8,300
6253 Telephone	5,679	4,264	4,952	4,952	7,962
6254 Water & Sewer	57,227	63,718	81,225	71,060	79,000
6260 Advertising	106	475	200	200	200
6261 Education & Training	1,489	892	3,750	3,750	11,480
6262 Dues, Memberships & Subsc.	1,168	215	1,100	1,100	1,130
6264 In Town Meetings	-	-	40	40	120
6265 Travel & Conferences	-	2,587	3,995	4,195	4,165
6266 Equipment Rental	4,075	5,723	7,100	10,100	7,100
6271 Medical	584	213	800	800	800
7301 Chemicals & Cleaning	1,823	971	2,200	2,350	3,200
7302 Small Tools	6,349	5,688	6,200	6,200	6,200
7303 Horticultural Supplies	26,578	28,400	29,150	26,000	28,000
7304 General Supplies	2,944	2,549	3,400	3,700	3,700

**PUBLIC WORKS - ALL DIVISIONS**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
OPERATING EXPENSES (CONT'D):					
7305 Street and Sidewalk Maint.	20,831	22,043	30,000	30,000	32,500
7307 Gasoline & Mileage	31,417	53,451	48,900	57,900	57,900
7308 Wearing Apparel & Linen	13,392	17,209	16,465	16,815	17,610
7310 Snow Removal Supplies	96,828	63,158	115,000	115,000	122,500
7311 Street Signs	17,020	14,297	17,000	17,000	20,000
7318 Small Storm Water Projects	3,358	1,395	5,000	5,000	-
Total Operating Expense	1,681,825	1,790,942	1,991,741	1,990,227	2,094,717
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	-	-	-	-
9502 Vehicles	-	-	-	-	-
9503 Equipment	13,219	14,477	17,500	21,107	17,000
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	13,219	14,477	17,500	21,107	17,000
TOTAL PUBLIC WORKS	3,106,009	3,008,208	3,635,935	3,500,484	3,808,424



PUBLIC WORKS DEPARTMENT – ADMINISTRATION DIVISION

Mission Statement

To provide engineering services, project management, and contract administration for the construction and maintenance of all city infrastructures from design to construction completion.

Description

The Department of Public Works consists of the following five (5) divisions: Administration, Building Maintenance, Street Maintenance, Parks Maintenance, and Health and Environment. The Director of Public Works oversees the activities of these divisions. The Director of Public Works enforces codes, specifications, standards and regulations on engineering matters. Public Works-Administration includes a full-time Public Works Director, an Assistant Public Works Director/City Engineer, two (2) Civil Engineers¹, two (2) Project Manager-Engineering², an Administrative Support Supervisor³ and an Administrative Support Associate.

¹One (1) Civil Engineer position is expensed (100%) to the Capital Improvement Fund; one (1) Civil Engineer expensed (50%-50%) to Capital Improvement Fund and Parks & Stormwater Fund to manage fund-specific projects.

²One (1) Project Manager position is partially expensed (20%) to the Sewer Lateral Fund and one (1) Project Manager is expensed (100%) to Parks & Stormwater Fund to manage fund-specific projects.

³One (1) Administrative Support Supervisor is expensed (50%-50%) between Public Works-Administration and Community Development.

Related major Division duties and responsibilities include the following:

- Recommend contracts for city construction projects.
- Oversee the execution of professional services including engineering, surveying, appraisal, and title service for public improvement projects.
- Administer the Sanitary Sewer Lateral Program.
- Applies for road, sidewalk, park and storm water grants. Manages grant administration when grants are secured.
- Develop cost estimates for the Capital Improvement Program.
- Project Management of Facility Improvement Projects
- Provide technical assistance to the Planning & Zoning Commission (P&Z), the Stormwater, Horticulture, Ecology and Beautification, Parks and Historic Preservation, Arts, and Police and Safety committees.
- Manage the annual street repair/replacement programs, trash/recycling/yard waste, leaf hauling, limb chipping, and lawn maintenance.
- Oversee the Street Tree Planting Program.
- Facility Management of the Government Center.
- Manages road and sidewalk, storm water and park improvement projects.
- Inspect all subdivision and public improvement projects to ensure compliance with all applicable codes and ordinances.
- Apply for and manage Department grant projects.
- Maintain the City's rights-of-way (ROWs).
- Manage Site Development Reviews/Permits/Inspections on private developments.

**Performance and Workload Measures**

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
Number of Open Engineering and Construction Projects (includes all capital, Parks-Stormwater Tax Fund)	25	34	35	38
Dollar Amount of Grants Awarded ¹	\$1,794,620	\$0	\$1,505,000	\$2,320,000
Average Hours of Training per Employee, All Department Divisions	21 ²	22 ²	25	30
Total Number of Workman's Compensation Claims, All Department Divisions	13 ³	2	8 ³	8
Total Days of Missed Work Due to On-The-Job Injuries, All Department Divisions	160 ³	56	96 ³	96
Dollar Amount of Spending Through Cooperative Purchasing, All Divisions (i.e., vehicles, salt, micro-surfacing)	\$263,000	\$352,000	\$503,000	\$804,000

¹Grant funding approved for project application during Fiscal Year specified.

²Training reduced or canceled altogether due to COVID-19 pandemic restrictions.

³Includes claims related to COVID pandemic with some reimbursable through the Federal government.

Service Standards

- Prepare bid documents for grounds maintenance in city parks, Olive and I-270 interchange, and medians.
- Prepare bid documents for asphalt materials (cold patch, crack seal, etc.), concrete, asphalt overlays, micro-surfacing, road and sidewalk construction, and lane striping for bidding.
- Maintain an average Pavement Condition Index (PCI) of 65 for all of the city-maintained streets without exceeding budget.
- Provide the highest quality of customer service.
- Prepare bid documents for equipment, building improvements, pavement improvements, grounds maintenance, mowing, tree planting, trash and recycle service, and hauling leaves for spring/fall pickups.
- Respond to resident complaints within 48 hours and resolve such matters that are within the city jurisdiction.
- Review Planning and Zoning Commission (P&Z) matters/communication with the P&Z Chairman in the time frame requested by the Director of Community Development.
- Process ROW permit applications within 48 hours of the submission date.
- Execute grant applications for Community Development Block Grant (CDBG), Municipal Parks, Surface Transportation Program (STP), Safe Routes to School (SRTS), Congestion Mitigation and Air Quality (CMAQ), Transportation Alternative Program (TAP), Land and Water Conservation (LWC) and Tree Resource Improvement and Maintenance II (TRIM II) and other miscellaneous grants as they become available.
- Manage construction projects as related to successful grant applications.



Objectives

- Manage Capital Improvement Program (CIP) pavement replacement programs.
- Create a multi-year pavement management plan.
- Improve the utilization of the Geographical Information System (GIS) software. Produce more maps that will help with planning, cost estimating, design, and emergency management.
- Prepare bid specifications for CIP and grant projects.
- Apply for grants to seek funding for projects that have been placed on the CIP five-year and future project list.
- Work with the Stormwater Committee to review stormwater issues and recommend corrective projects.
- Create a three- to five-year planning schedule for projects and goals.
- Oversee maintenance of in-house programs:
 - Concrete sidewalk replacement/grinding programs
 - Proper tree/plant care programs
 - Storm sewer replacement programs (small and large projects)
 - Decorative lighting maintenance
 - Asphalt milling/replacement (small projects)

Budget Highlights

- Acct. 6202 – Project Management Software (\$2,100).
- Acct. 6202 – Weather-Or-Not Forecasting service fees (\$5,600).
- Acct. 6203 – Increase for contracted services for structural evaluation of Public Works Garage Building (\$19,000).
- Acct. 6211 – Funding for traffic signal locates (\$24,000).
- Acct. 6211 – Traffic signal maintenance (\$17,000).
- Acct. 6213 – Copier lease and maintenance fees (\$2,700).
- Acct. 6253 – Increase to replace three (3) smart phones (\$1,290).

**PUBLIC WORKS ADMINISTRATION**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	296,043	285,603	353,155	326,440	366,982
5103 Overtime	606	1,127	1,000	2,200	1,000
5104 Vacation Pay	4,212	2,408	2,553	5,020	5,375
5105 Longevity Pay	2,381	2,381	2,381	2,381	2,381
5109 Provision for Salary Adj.	4,373	-	18,754	5,210	20,320
5110 Auto allowance	4,200	4,200	4,200	4,200	4,200
5230 Hospital & Medical Insurance	34,217	26,101	35,970	30,758	44,372
5231 Self-insured Medical Benefits	505	480	480	755	780
5233 Dental Insurance	1,490	1,095	1,250	1,144	1,462
5234 Group Life Insurance	987	891	1,285	1,278	1,432
5235 Accidental Death & Dismem.	106	96	120	111	130
5236 Disability Insurance	809	685	995	530	750
5240 Social Security Contribution	22,840	22,174	28,000	26,000	30,000
5241 Pension Contribution	74,008	25,590	39,989	26,328	39,996
5243 Worker's Compensation	9,672	10,963	3,400	3,530	4,100
Total Personnel Services	456,447	383,793	493,532	435,885	523,280
OPERATING EXPENSES:					
6202 Technical & Personal Services	5,693	5,786	6,000	6,400	9,000
6203 Professional Services	1,789	7,726	10,100	10,100	24,600
6211 Equipment Maintenance	67,277	42,213	50,000	41,000	45,000
6213 Office Equipment Maint.	3,359	3,930	3,500	3,500	3,500
6253 Telephone	2,104	1,333	1,832	1,832	3,122
6260 Advertising	106	475	200	200	200
6261 Education & Training	550	773	1,000	1,000	1,000
6262 Dues, Memberships & Subsc.	1,168	215	1,100	1,100	1,130
6264 In Town Meetings	-	-	40	40	120
6265 Travel & Conferences	-	2,587	2,120	2,120	2,290
7302 Small Tools	-	80	200	200	200
7304 General Supplies	445	465	200	500	200
7307 Gasoline & Mileage	117	301	300	300	300
7308 Wearing Apparel & Linen	453	437	1,515	1,515	1,960
7332 Computer Software	-	-	-	-	-
Total Operating Expense	83,060	66,320	78,107	69,807	92,622
CAPITAL OUTLAY:					
9504 Office Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL PUBLIC WORKS ADMINISTRATION	539,507	450,114	571,639	505,692	615,902



**PUBLIC WORKS - ADMINISTRATION
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9504 Office Equipment	
(Nothing Budgeted)	-
Total Account 9504	-
TOTAL CAPITAL OUTLAY	-

**PUBLIC WORKS DEPARTMENT - STREET MAINTENANCE DIVISION****Mission Statement**

To provide for enhanced public safety through maintenance, care, and repair of all city streets, sidewalks and rights-of-ways (ROWs). To perform limb and leaf collection and ice and snow removal services during the appropriate season for the safety and convenience of city residents.

Description

The Street Division consists of an Operation Superintendent and a pool of three (3) Foreman I, a *Maintenance II Worker/Mechanic; three (3) Maintenance II Workers; and six (6) Maintenance I Workers which are shared with the Parks Division as needed to complete projects. In addition, two (2) seasonal Maintenance Workers assist with leaf pick up and snow removal during peak service months.

**Maintenance Worker II/Mechanic salary cost shared Public Works-Streets (75%) and Police-Administration (25%)*

Related Streets Division duties and responsibilities include the following:

- Maintain approximately 180 lane miles of city-maintained streets.
- Provide snow removal, leaf/limb pickup for approximately 32 privately owned lane miles.
- Maintain and/or construct sidewalks, road pavement and right-of-way (ROW).
- Remove snow and treat streets for emergency ice control.
- Perform seasonal curbside limb and leaf collection.
- Install and maintain catch basins and storm inlet systems.
- Assist in inspecting creeks to ensure they are free and clear of blockage to assist in flood control.
- Maintain vehicle and equipment fleets.
- Help coordinate and inspect concrete/asphalt/mudjacking contractors during construction.

Performance and Workload Measures

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
FLEET				
Average Age, Heavy-Duty Vehicles (>19,500 GVW)	9.6	9.7	9	10
Average Miles Driven, Heavy-Duty Vehicles	3,584	3,600	3,226	3,600
Average Age, Medium-Duty Vehicles (10,000-19,500 GVW)	6	6	7	7
Average Miles Driven, Medium-Duty Vehicles	3,145	2,236	6,900	4,800
Average Age, Light Vehicles (<10,000 GVW)	5.5	5.5	9	7
Average Miles Driven, Light-Duty Vehicles	9,060	3,117	2,600	3,000
Total Fleet Maintenance Expenditures, In-House (Parts and Supplies only)	\$27,252	\$30,000	\$35,000	\$45,000
Total Fleet Maintenance Expenditures, (Contracted)	\$0	\$0	\$0	\$0
Percentage of Contracted-Out Fleet Maintenance	0%	0%	0%	0%



	FY 2020	FY 2021	Projected FY 2022	Estimated FY 2023
STREETS/SIDEWALKS				
Expenditures (In-House), Road Rehabilitation, Per Lane Mile	\$290	\$167	\$ 167	\$222
Expenditures, Road Rehabilitation (Contracted)	\$1,815,000	\$1,848,713	\$ 3,234,706	\$ 3,446,600
Expenditures, Sidewalk Rehabilitation (Contracted)	\$161,000	\$146,030	\$346,933	\$210,000
Expenditures, (Contracted) Road Rehabilitation, Per Lane Mile	\$7,900	\$10,270	\$17,970	\$ 19,147
Paved Lane Miles Assessed as Being Satisfactory or Better	132	133	134	135
Percentage of Streets with Pavement Index of Rating 65 or Higher (By Square Yard Area)	73%	73%	73%	74%
SNOW & ICE REMOVAL				
Percentage of Streets Cleared within Eight (8) Hours of Normal Snowfall Stop	100%	100%	100%	100%
Average Response Time from Time Called Out (Average Snow/Ice Event), Hours	<1 hour	<1 hour	<1 hour	<1 hour
Inches of Snowfall, Annually	7.1	8.0	9.0	16
Total Number of Lane Miles Treated for Snow/Ice Control	1,950	3,134	2,850	2,500
LEAF & LIMB PICK-UP				
Number of Verified Leaf Misses	2	3	2	2
Number of Verified Limb Misses	2	2	2	2
Number of Dead Animal Pick-Ups (In-House)	28	30	35	35
Number of Signs Fixed, Repairs or Replaced	93	236	375	250

Service Standards

- Provide chipping of limbs, up to three (3) inches in diameter, during the period from mid-March through mid-October and a mid-winter pick-up.
- Provide leaf collection from early November through December, and each April based on the established collection schedule.
- Complete snow removal within eight (8) hours following a normal storm event of three (3) inches.
- Complete salt/chloride (CaCl) treatment for snow events less than three (3) inches within six (6) hours following the snow event when it is the only treatment necessary.
- Respond to citizen requests within 48 hours, which includes, but not limited to, removing dead trees and brush in the ROW, cleaning storm inlets and creek debris, repair potholes, missing traffic regulatory signs, or notifying the appropriate agencies as needed.
- Remove or contain emergencies or dangerous conditions within four (4) hours.
- Complete street and sidewalk repairs within five (5) days as materials, weather, and workload permit.
- Maintain all equipment and perform preventive maintenance to minimize downtime.
- Provide an average of (25-35) lane miles of crack sealing per year as per the five-year schedule.
- Water grass, trees, and plants for new city projects, as needed.



- Provide a 24-hour or less average response time to complaints and concerns received from residents.
- Maintain an up-to-date inventory of city vehicles on the fleet management software and the corresponding service records on a daily basis.
- Provide at least four (4) pickups¹ of leaves per residence each year for a total of approximately 19,600 pickups citywide.
- Provide an average of seventeen (17) pickups¹ of limbs per residence each year for a total of approximately 83,300 pickups citywide.
- Repair asphalt roads in preparation for annual microsurface application.

¹A minimum of three (3) leaf pickups per household in fall and one (1) per household in spring. Limb pick-up runs continuously from mid-March through mid-October with one (1) mid-winter pick up in January. Pick-up estimates based on approximately 4,900 single-family home count.

Objectives

- Seek ways to improve proficiency using pavement management software to determine the most efficient and cost-effective method to maintain city streets. Maintain average Pavement Condition Index (PCI) of sixty-five (65) or above.
- Manage the timetable for the five-year Crack Sealing Program.
- Utilize alternative pavement applications such as micro-surfacing and rejuvenators, to extend the life of city streets.
- Manage maintenance of Olive Boulevard and I-270 Interchange and west Olive Boulevard landscaping.
- Enter all daily activity electronically.
- Improve efficiency and productivity of current annual programs.
- Continue in-house programs such as sidewalk and street slab replacements, stormwater projects, asphalt pavement preparation for micro-surfacing, etc., to reduce the cost of contracted pavement repairs.

Budget Highlights

- Acct. 5102 – Part-time seasonal maintenance workers used during peak service months and assist in transporting contracted seasonal workers to various job sites within the city (\$34,944).
- Acct. 6202 – Contracted leaf collection services to provide additional leaf pick up during peak fall leaf season (\$61,600).
- Acct. 6207 – Costs associated with temporary workers to supplement full-time staff in leaf collection and chipping services (\$75,000).
- Acct. 6210 – Vehicle maintenance repair cost-shared between Streets (75%) and Parks (25%) (\$38,400).
- Acct. 6211 – Equipment maintenance repairs cost-shared between Streets (75%) and Parks (25%) (\$38,400).
- Acct. 6212 – Leaf and Limb Program debris haul off and recycling (\$40,000).
- Acct. 6212 – City-resident cost shared street tree plantings (\$10,000).
- Acct. 6212 – Ground maintenance for right-of-way (ROW) mowing (\$19,100).
- Acct. 6212 – Seal parking lot at maintenance facility (\$7,500).
- Acct. 6212 – Contract services for ground maintenance of the Olive Boulevard and I-270 interchange including mowing services, irrigation start-up, winterization, repairs, spring



trimming of fountain grasses, weekly weeding and trash pick-up, traffic control, fertilization and pesticide applications (\$55,380).

- Acct. 6251 – Street Lighting Program (\$120,000).
- Acct. 6254 – Water and Sewer for irrigation systems (\$71,000).
- Acct. 6261 – General safety and operations training for employees (\$2,500).
- Acct. 6261 – Increase due to one (1) employee participating in the college tuition reimbursement benefit program (\$4,000).
- Acct. 7303 – Plants for median designs (\$6,000).
- Acct. 7303 – Mulch for city ROW landscape areas (\$12,000).
- Acct. 7305 – Material purchases for asphalt, concrete and other supplies for street and sidewalk maintenance repairs due to increase in additional in-house work performed (\$32,500).
- Acct. 7307 – Increase due to gasoline and propane inflation (\$50,000).
- Acct. 7310 – De-icing salt (1,200 tons) through salt co-operative purchase (\$90,000).
- Acct. 7310 – Ice Ban as a snow-ice control product (\$21,000).
- Acct. 7310 – Snow removal supplies including replacement parts, blades, calcium pumps, etc. (\$10,000).
- Acct. 7311 – Street sign replacement supplies (\$6,000).
- Acct. 9503 – Replace parking lot light at Maintenance Facility with LED fixtures (\$5,000).
- Acct. 9503 – Replacement of worn mold boards for snow plows (\$7,000).

**STREET MAINTENANCE**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	443,034	372,323	457,369	486,095	474,580
5102 Salaries, Temporary Empl.	18,672	12,558	34,944	9,374	34,944
5103 Overtime	21,356	20,672	25,000	17,000	25,000
5105 Longevity Pay	1,824	624	576	-	-
5109 Provision for Salary Adj.	5,698	-	48,383	9,755	28,765
5230 Hospital & Medical Insurance	93,859	72,553	87,940	77,202	81,301
5231 Self Insured Medical Benefits	1,450	1,200	1,200	1,600	1,600
5233 Dental Insurance	3,619	3,362	3,600	3,700	3,792
5234 Group Life Insurance	1,621	1,390	1,555	1,764	2,004
5235 Accidental Death & Dismem.	174	149	185	171	175
5236 Disability Insurance	1,189	889	1,100	864	1,466
5240 Social Security Contribution	35,701	29,659	42,000	40,000	43,000
5241 Pension Contribution	68,619	33,024	45,348	38,819	41,031
5243 Worker's Compensation	14,938	16,932	39,778	41,300	47,973
Total Personnel Services	711,754	565,335	788,978	727,644	785,631
OPERATING EXPENSES:					
6202 Technical & Personal Services	279	1,068	5,500	67,100	69,100
6203 Professional Services	-	42,305	40,000	-	-
6207 Temporary Personnel Services	46,880	99,750	92,700	75,000	75,000
6210 Vehicle Maintenance	27,253	26,093	32,000	32,000	38,400
6211 Equipment Maintenance	29,623	27,609	32,000	45,000	38,400
6212 Buildings & Grounds Maint.	168,637	154,161	185,000	180,000	185,000
6213 Office Equipment Maint.	-	-	300	300	300
6250 Electricity	12,236	13,045	12,960	13,350	14,100
6251 Street Lighting	116,535	119,158	120,000	120,000	120,000
6252 Natural Gas	2,885	4,508	4,700	4,700	4,900
6253 Telephone	3,223	2,482	2,580	2,580	3,870
6254 Water and Sewer	51,131	56,811	57,225	63,060	71,000
6261 Education & Training	174	119	2,000	2,000	9,500
6265 Travel & Conferences	-	-	1,875	2,075	1,875
6266 Equipment Rental	1,941	2,724	5,100	5,100	5,100
6271 Medical	562	107	600	600	600
7301 Chemicals & Cleaning	787	107	700	350	700
7302 Small Tools	4,852	4,362	4,500	4,500	4,500
7303 Horticulture Supplies	20,316	20,835	16,000	16,000	18,000
7304 General Supplies	2,049	961	2,200	2,200	2,200
7305 Street & Sidewalk Maint.	20,831	22,043	30,000	30,000	32,500
7307 Gasoline & Mileage	26,931	45,840	41,000	50,000	50,000
7308 Wearing Apparel & Linen	9,936	12,537	11,250	11,250	11,500
7310 Snow Removal Supplies	96,828	63,158	115,000	115,000	122,500
7311 Street Signs	17,020	14,297	17,000	17,000	20,000
7318 Small Storm Water Projects	3,358	1,395	5,000	5,000	-
Total Operating Expenses	664,270	735,475	837,190	864,165	899,045



STREET MAINTENANCE

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
CAPITAL OUTLAY:					
9501 Building and Improvements	-	-	-	-	-
9503 Equipment	1,400	10,822	15,000	15,000	12,000
9505 Office Machines	-	-	-	-	-
Total Capital Outlay	1,400	10,822	15,000	15,000	12,000
TOTAL STREET MAINTENANCE	1,377,424	1,311,632	1,641,168	1,606,809	1,696,676

STREET MAINTENANCE
CAPITAL OUTLAY DETAIL

9503 Equipment	
Mold Boards for Snow Plows	7,000
LED Parking Lot Lighting	5,000
Total Account 9503	12,000
9505 Office Equipment	
(Nothing Budgeted)	-
Total Account 9505	-
TOTAL CAPITAL OUTLAY	12,000

**PUBLIC WORKS DEPARTMENT - HEALTH AND ENVIRONMENT DIVISION****Mission Statement**

To control and monitor the removal of refuse and recyclables from within the city limits.

Description

This division has no employees budgeted to it. Funding for specific services and activities have been assigned to the Health and Environment budget for accounting purposes. The city contracts with a licensed refuse hauler to provide for the removal of refuse, recycling, and yard waste on a weekly basis. The city provides for the collection of all refuse and recyclable materials from single-family residences and participating condominiums.

Performance and Workload Measures

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
External Survey, Percentage of Residents Rating Overall Satisfaction with Refuse Collection as Very Satisfied and Satisfied ¹	N/A	88%	N/A	N/A
All Recycling (tons)	1,584	1,513	1,550	1,550
All Trash (tons)	3,911	3,737	3,700	3,672
All Yard Waste (cubic yards), contracted	2,326	1,890	1,900	1,920
Percentage of Complaints per Total Pick-Ups, All Refuse Services	.04%	.06%	.08%	.05%
Dollar Value of Recycle Rebate	\$15,845	\$5,000	\$5,000	\$5,000
Percentage of Residents Enrolled in Rear-Yard Trash Collection	11.8%	11.5%	11.0%	11.0%

¹Triennial Resident Survey conducted in FY 2022.

Service Standards

- Respond to citizen calls within 24 hours of initial contact.
- Provide for the collection of all refuse and recyclable materials from single-family residences and refuse from condominiums weekly. Provide special pick-up any time during the year, upon request. Complaints are handled swiftly to minimize the potential for health related consequences. Any missed refuse pickups are reported the same day and collected that day or by the next pick-up day.
- Utilize alternative solid waste disposal programs such as source separation, recycling, composting, and increased utilization of recycled materials to comply with state mandated regulations (included in Senate Bill 530). Maintain minimum 50% participation in these programs through public education efforts.

Objectives

Provide trash and recycle services to residents. Contract with St. Louis County Vector Control to provide mosquito control service.



Budget Highlights

- Accts. 6214 – Costs associated with providing curbside trash and recycle services to single family property residents and dumpster service to multi-family condominium buildings, includes a potential 4% increase (\$866,495). The City entered into a 5-year contract in FY 2021.

**HEALTH AND ENVIRONMENT**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
OPERATING EXPENSES:					
6214 Refuse Collections	766,268	800,800	833,169	838,130	871,555
6215 Weed Cutting/Tree Removal	-	-	-	-	-
6216 Larviciding	2,861	2,584	3,400	3,400	3,400
6253 Telephone	-	-	-	-	-
7302 Small Tools	-	-	-	-	-
Total Operating Expenses	769,129	803,384	836,569	841,530	874,955
CAPITAL OUTLAY:					
9502 Vehicles			-	-	-
9503 Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
TOTAL HEALTH & WELFARE	769,129	803,384	836,569	841,530	874,955

**PUBLIC WORKS DEPARTMENT - PARKS DIVISION****Mission Statement**

To maintain city parks and right-of-way (ROW) to promote the enjoyment and safe use of park facilities by all citizens.

Description

The Parks Division consists of an Operation Superintendent and a pool of three (3) Foreman I, a Maintenance II Worker/Mechanic; four (4) Maintenance II Workers, six (6) Maintenance I Workers which are shared with the Streets Division. Related major Parks Division duties and responsibilities include the following:

- Maintenance of the turf and landscaped areas in the city parks, around city entrance signs, medians along Ballas Road and Olive Boulevard, and the Government Center.
- Cleanliness of all six (6) parks, park facilities and the historic buildings.
- Trash pickup in parks and at the Olive Boulevard bus stops, Ballas Road medians, and other locations.
- Regular cleaning and maintenance of park restrooms and historic buildings.
- Assisting the street department with the leaf, limb, and snow removal programs, in season.
- Oversee contracted park maintenance, ROW maintenance, and Olive Boulevard and I-270 Interchange grounds maintenance.
- Maintain landscape on medians along Olive Boulevard, New Ballas Road, Ladue Road, and other city owned facilities.

Performance and Workload Measures

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
Number of Trees Planted/Removed (in-house) ¹	250	12	24	20
Number of Trees Planted/Removed (contracted) ¹	128	194	35	40
Total Percent of Trees and Shrubs Planted/Removed (in-house) ¹	66%	6%	18%	15%
Number of City Trees in Inventory (includes parks, rights-of-ways, streets) ¹	7,589	7,659	7,115	7,200
Percentage of Public Land Maintained (in-house)	18%	18%	18%	15%
Cost to Maintain Parks (per acre)	\$4,199	\$ 4,785	\$5,100	\$5,500

¹*Emerald Ash Borer Maintenance Program includes removal of 200+ ash trees per year.*

Service Standards

- Clean all of the restrooms and pick up trash three times a week from every park from April through November, and twice a week the other months of the year.
- Cut and trim the Government Center and maintenance facility at least once every 10 days, weather permitting.
- Maintain landscape and natural areas and provide seasonal plantings to improve appearance for the public.



- Maintain historical buildings, fountains, and park lighting for safety and public use.
- Enhance safety and improve quality of facilities through annual improvement projects.
- Ensure all of the irrigation systems are functioning properly and make immediate repairs as needed.
- Manage contract mowing of active use areas in Dr. H. Phillip Venable Park, Lake School Park, Malcolm Terrace Park, LaVerne Collins Park, Millennium Park including playgrounds, ball fields and parking lot islands, and street medians once per week, April-October.
- Manage contract mowing of passive use areas in LaVerne Collins Park, Malcolm Terrace Park, and selected city ROWs once every two (2) weeks. These two parks are primarily for walking trails and other passive activities.
- Plant perennials in parks, medians, ROWs, and at the Government Center.

Objectives

- Continue to improve all grass areas in city parks, properties, and medians.
- Improve wildflower areas at Millennium and Conway Parks and the I-270 ROW.
- Continue weed control on west Olive Boulevard, New Ballas Road, and Ladue Road medians and park plant areas.
- Improve landscaping on Olive Boulevard by implementing and maintaining new plantings.
- Maintain landscape, trees and lawn at the Government Center and Police Building property.

Budget Highlights

- Acct. 6202 – Tree inventory software maintenance fees (\$2,500).
- Acct. 6207 – Increase in costs due to increase in hourly rate for temporary laborers; expenses are shared between Streets (75%) and Parks (25%) to provide additional labor force and leaf and limb services (\$38,250).
- Acct. 6210 – Vehicle maintenance expenses cost-shared between Streets (75%) and Parks (25%) budgets (\$9,000).
- Acct. 6211 – Equipment maintenance expenses cost-shared between Streets (75%) and Parks (25%) budgets (\$7,200).
- Acct. 6212 – Contract services to safety prune and remove dead trees in hard-to-reach areas of city parks and ROWs (\$2,000).
- Acct. 6212 – Asphalt path repairs (\$8,000).
- Acct. 6212 – Emerald Ash Borer (EAB) Tree Management Program includes removal, replacement and treatment of ash trees in city parks. This is a multi-year program (\$5,000).
- Acct. 6212 – Mowing contract services for parks (\$47,200).
- Acct. 6224 – Maintenance expenses for the Tappmeyer House in Millennium Park (\$15,000).
- Acct. 6250 – Increase in electricity in anticipation of costs associated with winterizing additional park bathrooms (\$17,850).
- Acct. 6254 – Water and sewer costs for spray pad and irrigation at Millennium Park and restrooms at Lake School, Conway and Venable parks (\$8,000).
- Acct. 7307 – Gasoline and propane expenses cost-shared between Streets (75%) and Parks (25%) budgets (\$7,600).
- Acct. 9503 – Replace irrigation controllers (\$2,500).
- Acct. 9503 – Replace flail mower quick connect and controls (\$2,500).

**PARKS MAINTENANCE**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	154,008	168,802	217,092	217,690	247,345
5103 Overtime	5,752	7,871	8,000	4,300	8,000
5105 Longevity Pay	864	216	-	-	-
5109 Provision for Salary Adj.	1,864	-	25,558	4,936	16,005
5230 Hospital & Medical Insurance	33,323	40,213	43,965	55,976	65,045
5231 Self Insured Medical Benefits	175	-	600	-	-
5233 Dental Insurance	1,523	1,348	1,700	1,362	1,456
5234 Group Life Insurance	437	540	640	824	1,014
5235 Accidental Death & Dismem.	47	58	72	79	89
5236 Disability Insurance	335	236	500	431	656
5240 Social Security Contribution	11,719	12,611	18,811	17,000	20,000
5241 Pension Contribution	27,958	16,371	16,976	12,360	15,800
5243 Worker's Compensation	4,758	5,393	10,270	10,663	12,386
Total Personnel Services	242,765	253,660	344,184	325,621	387,796
OPERATING EXPENSES:					
6202 Technical & Personal Services	2,668	2,500	4,000	4,000	2,500
6207 Temporary Personnel Services	15,627	27,650	38,250	30,000	34,000
6210 Vehicle Maintenance	6,844	8,122	7,500	7,500	9,000
6211 Equipment Maintenance	7,215	6,711	6,000	6,600	7,200
6212 Building & Ground Maint.	70,965	68,495	89,520	89,520	96,720
6224 Tappemeyer House Maint.	19,166	20,245	18,000	15,000	15,000
6247 Dog Park Expenses	1,175	1,225	1,225	1,225	3,225
6250 Electricity	12,747	14,943	16,200	17,000	17,850
6252 Natural Gas	2,975	3,067	3,240	3,240	3,400
6253 Telephone	353	449	540	540	970
6254 Water & Sewer	6,096	6,907	24,000	8,000	8,000
6261 Education and Training	765	-	750	750	980
6266 Equipment Rental	2,134	2,999	2,000	5,000	2,000
6271 Medical	22	107	200	200	200
7301 Chemicals & Cleaning	1,036	864	1,500	2,000	2,500
7302 Small Tools	1,497	1,246	1,500	1,500	1,500
7303 Horticultural Supplies	6,262	7,565	13,150	10,000	10,000
7304 General Supplies	450	1,123	1,000	1,000	1,300
7307 Gasoline & Mileage	4,369	7,309	7,600	7,600	7,600
7308 Wearing Apparel & Linen	3,002	4,236	3,700	4,050	4,150
Total Operating Expense	165,366	185,763	239,875	214,725	228,095
CAPITAL OUTLAY:					
9503 Equipment	11,819	3,654	2,500	6,107	5,000
Total Capital Outlay	11,819	3,654	2,500	6,107	5,000
TOTAL PARK MAINTENANCE	419,950	443,078	586,559	546,453	620,891



**PARKS MAINTENANCE
CAPITAL OUTLAY DETAIL**

9503 Equipment	Annual
Irrigation Controllers	2,500
Flail Mower Quick Connect, New Controllers	2,500
Total Account 9503	<u>5,000</u>
TOTAL CAPITAL OUTLAY	<u><u>5,000</u></u>



COMMUNITY DEVELOPMENT-ALL DIVISIONS

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	907,556	817,071	852,900	790,285	772,615
5102 Salaries, Temporary Empl.	7,695	22,638	7,650	37,841	39,682
5103 Overtime	2,480	1,574	3,000	3,500	3,000
5104 Vacation Pay	4,598	-	3,160	-	-
5105 Longevity Pay	7,584	4,224	4,224	3,800	3,168
5109 Provision for Salary Adj.	13,736	-	48,334	15,430	55,780
5110 Auto Allowance	3,600	3,600	3,600	3,600	3,600
5230 Hospital & Medical Insurance	125,341	100,398	103,385	95,966	101,904
5231 Self Insured Medical Benefits	1,225	1,400	1,800	2,025	2,050
5233 Dental Insurance	5,752	5,479	5,450	4,365	4,418
5234 Group Life Insurance	2,723	2,546	3,137	2,806	3,187
5235 Accidental Death & Dismem.	292	274	311	272	279
5236 Disability Insurance	2,463	1,610	2,451	2,112	2,324
5240 Social Security Contribution	70,239	63,317	69,437	65,000	66,500
5241 Pension Contribution	227,957	74,378	95,596	80,674	73,440
5243 Worker's Compensation Ins.	26,012	29,483	27,499	28,551	33,165
Total Personnel Services	1,409,253	1,127,992	1,231,934	1,136,227	1,165,112
OPERATING EXPENSES:					
6202 Technical & Personal Services	4,287	3,343	4,500	4,250	6,000
6203 Professional Services	17,125	6,125	15,000	21,000	19,000
6204 Planning & Design Services	-	-	30,000	10,000	30,000
6213 Office Equipment Maint.	-	-	2,000	2,000	2,000
6215 Weed Cutting/Tree Removal	7,790	6,013	6,000	7,600	6,000
6253 Telephone	7,616	6,510	7,356	5,800	8,475
6260 Advertising	1,488	954	1,200	2,000	2,000
6261 Education & Training	2,643	3,407	3,950	3,950	3,990
6262 Dues, Memberships & Subsc.	2,328	1,554	2,823	2,823	2,685
6264 In Town Meetings	288	310	900	900	900
6265 Travel & Conferences	810	7,115	10,500	5,300	12,700
7302 Small Tools	551	550	900	900	900
7304 General Supplies	9,477	7,223	11,250	6,500	7,500
7307 Gasoline & Mileage	11,899	11,106	13,100	12,100	12,600
7308 Wearing Apparel & Linen	785	1,181	1,350	1,350	1,550
Total Operating Expense	67,088	55,390	110,829	86,473	116,300
CAPITAL OUTLAY:					
9504 Office Equipment	399	333	850	850	1,050
Total Capital Outlay	399	333	850	850	1,050
TOTAL COMMUNITY DEVELOPMENT	1,476,740	1,183,715	1,343,613	1,223,550	1,282,462



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

Mission

The overall mission is to employ sound urban planning techniques and policies, and offer quality development-related services. The division provides the City Administrator, City Council, and city-appointed committees with information and professional planning expertise to enhance and support decisions on community policies emphasizing both current and advanced planning and development related tasks.

Description

The Planning Division consists of the Community Development Director, a City Planner, and an Administrative Services Supervisor shared (50%) with Public Works-Administration (3111). The staff members are responsible for all aspects of planning-related activities for Creve Coeur. Primary activities include professional planning support for the City Council, Planning & Zoning (P&Z) Commission, Board of Adjustment, and the Arts, Economic Development committees.

Related major division duties and responsibilities include: assisting residential and commercial residents with approval and compliance issues; administering and updating the Zoning Code; maintaining the official zoning map; developing, maintaining and implementing the Comprehensive Plan; serving as liaison between the City Council and the P&Z Commission; assisting with development of the Capital Improvement Program; facilitating economic opportunities consistent with the community's overall goals and expectations; pursuing projects eligible for federal or state funding to advance the community's identified goals, sign and fence permits; and, reviewing business and occupancy permit applications.

Service Standards

- Continue to provide genuine customer service and personal assistance 100% of the time.
- Understand the needs, perspective, and expectations of our customers.
- Update and maintain applications, forms, brochures, and policies to assist users and clarify procedures and steps.
- Meet with our customers (residents, developers, design professionals, and contractors) when requested to assist and facilitate projects and applications, and address issues in a timely fashion.
- Utilize all facets of communication to further the goals of the division.
- Review P&Z applicant submissions in accordance with the predetermined schedule.
- Ensure agendas and reports shall be professional, technically accurate, in accordance with city policies, and distributed to the various committees as necessary.
- Prepare meeting minutes by next packet deadline and provide follow-up communications to applicants the same week.

**Performance and Workload Measures**

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024*
Planning Applications Reviewed	33	29	40	35
Sign Permit Applications Reviewed	82	87	80	80
Percentage of Sign Permit Applications Reviewed within Three Business Days*	100%	100%	100%	100%

**Measurement is based upon the time when an application is submitted and review is completed and permit is issued or comments are sent to the applicant with requested revisions.*

Objectives

- Provide excellent customer service and professional assistance through all aspects of the division and to develop positive relationships with the development community.
- Continue to enhance current planning activities within the department and provide professional consultation and expertise to the P&Z Commission and City Council.
- Advance and focus on the long-range planning efforts including advancing the downtown form-based code and plant science district concepts.
- Provide professional guidance and leadership in the implementation of the Comprehensive Plan and the 39N area plans.
- Identify areas facing immediate development pressure and continue analysis of the Comprehensive Plan to determine applicability of potential development proposals.
- Review, analyze, and propose changes, additions, and modification to the Zoning Ordinance and other city codes to meet the needs of the community.
- Identify methods to increase the utilization of the City's Geographic Information System (GIS) as a support tool for land use decisions and analysis.
- Assist in researching and implementing a new permit software system to integrate all development applications including site development plans, site improvement plans, and building permitting.
- Provide superior public notice of P&Z Commission and Board of Adjustment activities through the city website, city newsletters, posted signs, direct mailing, and newspaper publication(s).
- Provide staff support to Economic Development Committee to further City's economic development efforts as requested.
- Provide staff support to the Arts Committee as requested.
- Review and improve intra-office communication and review processes to reduce errors and improve customer response times.

Budget Highlights

- Acct. 6203 – Web-based GIS service hosting and support fees (\$5,000).
- Acct. 6203 – Web-based GIS service for special mapping projects (\$3,000).
- Acct. 6204 – Professional planning consulting services to assist staff with analyzing large development proposals and advising on development finance requests (\$20,000).



COMMUNITY DEVELOPMENT - PLANNING DIVISION

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	256,990	211,634	200,894	207,100	208,340
5102 Salaries, Temporary Empl.	7,695	5,805	7,650	7,650	7,650
5103 Overtime	1,162	525	1,000	1,500	1,000
5104 Vacation Pay	1,490	-	-	-	-
5109 Provision for Salary Adj.	3,870	-	10,830	4,162	13,545
5110 Auto Allowance	3,600	3,600	3,600	3,600	3,600
5230 Hospital & Medical Insurance	35,787	26,673	22,370	22,370	23,486
5231 Self-insured Medical Benefits	25	-	-	275	300
5233 Dental Insurance	1,865	1,300	1,200	857	878
5234 Group Life Insurance	866	695	712	747	855
5235 Accidental Death & Dismem.	93	75	76	72	75
5236 Disability Insurance	722	410	550	543	623
5240 Social Security Contribution	19,896	16,328	17,000	17,000	17,500
5241 Pension Contribution	19,922	12,467	16,394	13,980	16,587
5243 Worker's Compensation Ins.	8,617	9,767	420	436	507
Total Personnel Services	362,602	289,277	282,696	280,292	294,946
OPERATING EXPENSES:					
6202 Technical & Personal Services	4,287	3,343	4,500	4,250	6,000
6203 Professional Services	7,933	5,000	15,000	21,000	19,000
6204 Planning & Design Services	-	-	30,000	10,000	30,000
6253 Telephone	468	296	636	300	800
6260 Advertising	1,488	954	1,200	2,000	2,000
6261 Education & Training	400	940	1,850	1,850	1,450
6262 Dues, Memberships & Subsc.	1,304	844	1,360	1,360	1,360
6264 In Town Meetings	-	177	500	500	500
6265 Travel & Conferences	810	5,236	4,000	2,800	6,800
7302 Small Tools	-	27	100	100	100
7304 General Supplies	245	255	2,000	2,000	500
7307 Gasoline & Mileage	39	-	100	100	100
7308 Wearing Apparel and Linen	-	-	-	-	200
Total Operating Expense	16,974	17,072	61,246	46,260	68,810
CAPITAL OUTLAY:					
9504 Office Equipment	399	-	500	500	700
Total Capital Outlay	399	-	500	500	700
TOTAL PLANNING DEPARTMENT	379,975	306,350	344,442	327,052	364,456

COMMUNITY DEVELOPMENT - PLANNING DIVISION
CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9504 Office Equipment	
Misc. (Shelves, Chairs, etc)	200
Office Chair (Planner)	500
Total Account 9504	700
TOTAL CAPITAL OUTLAY	700

**COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING DIVISION****Mission Statement**

To ensure adherence to life safety codes and professional construction methods in an efficient, cost-effective, and customer-friendly manner. To accomplish this mission, division personnel must partner with citizens and construction professionals to create an atmosphere of understanding and acceptance of the community's desire for quality building code compliance from the initial plan review to project completion – regardless of project type or size.

Description

The Building Division consists of eight (8) full-time employees including: a Chief Building Official, two (2) Plans Examiners, three (3) Building Inspectors, an Apartment Re-Occupancy Inspector/Code Enforcement Officer, an Administrative Services Associate, and a Part-Time Community Development Clerk. The Building Division is responsible for all aspects of building, energy conservation, property maintenance, apartment re-occupancy, nuisance and zoning code enforcement related activities.

Primary Division activities include:

- Ensuring that life safety codes and professional construction methods are adhered to during the construction process.
- Ensuring that the energy conservation code is complied with during the construction process.
- Administering and coordinating all aspects of the residential and commercial building permit submittal, plan review, permit issuance, field inspection, escrow release, and archiving processes.
- Ensuring that the Stormwater Management Ordinance is complied with when stormwater management plans are required for the construction of new homes, swimming pools and room additions.
- Ensuring that all residential and commercial buildings and properties are in compliance with the city's exterior property maintenance, nuisance, and sign codes.
- Ensuring that apartment dwelling units and apartment properties are in compliance with the city's apartment re-occupancy ordinance.
- Maintaining a quality, cooperative relationship with the three (3) governing fire districts.
- Ensuring that St. Louis County provides quality permit issuance and field inspection contractual services pertaining to all electrical, plumbing, and commercial mechanical work completed within the city.
- Providing professional staff support for the Building Code Board of Appeals.

Performance and Workload Measures

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
External Survey, Percentage of Residents Rating Overall Satisfaction with Permit Services as Very Satisfied or Satisfied	N/A	47%	88.4%	90%
Percentage of Residential Building Plans Reviewed within Five (5) Days ¹	80%	90%	95%	95%
Percentage of Commercial Building Plans Reviewed within 10 Days ²	84%	90%	95%	95%
Building Permits Issued	1617	1,426	1,400	1,400
Apartment Re-Occupancy Permits Issued	1,020	1,073	1,050	1,050



Other Permits Issued	301	314	325	325
Permits Issued per Full-Time Building Staff	243	272	270	270
Building Inspections Completed	5,738	5,996	5,700	5,700
Other Inspections Completed	832	825	800	800
Apartment Re-Occupancy Inspections Completed	1,349	1,286	1,300	1,300
Value of Residential Building Permits Issued	\$28,819,642	\$25,637,614	\$25,000,000	\$25,000,000
Value of Commercial Building Permits Issued	\$131,403,681	\$124,341,522	\$125,000,000	\$125,000,000

¹ Building Permit/Plan Review turn-a-round service level is the number of working days elapsed between the time a building permit is submitted to the time the Building Division either reviews and approves the documents as submitted or reviews and forwards comments to the design professionals for their revisions.

²Based on eight (8) full-time employees and one (1) part-time employee.

Percentage (%) of Recovered Building Code Enforcement Costs

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	5 FY AVG.	Projected FY 2023	Estimated FY 2024
Total Revenue ¹	\$741,332	\$718,894	\$761,230	\$1,144,164	\$1,475,120	\$968,148	\$1,003,810	\$757,487
Total Expenditures ²	\$971,349	\$1,040,877	\$1,094,354	\$1,050,765	\$846,366	\$1,000,742	\$865,498	\$881,006
-Loss/Gain	-\$230,017	-\$321,983	-\$333,124	\$93,399	\$628,754	-\$32,594	\$138,312	-\$123,519
% of Recovered Costs ³	76%	69%	70%	109%	174%	97%	116%	86%

¹The sum total of building permit fees, commercial certificate of occupancy fees, sign permit fees, demolition permit fees, fence permit fees and escrow deductions. It does not include any revenue collected by the Apartment Re-Occupancy Program. Dollar amounts are from fiscal year revenue statements.

²Total costs for operating the plan submittal, plan review, permit issuance, field inspection, escrow release and archiving processes that make up the building code enforcement program. It also includes any Total Non-Departmental Overhead and Total Municipal Property Overhead (approximately \$60,000). It does not include any operating costs for the Apartment Re-Occupancy Program (approximately \$105K for FY22 and \$91K for FY23). Dollar amounts are from fiscal year expenditure statements. FY21, FY22 and FY23 percentage of recovered cost experienced a sharp increase because of the record years for building permit revenues.

³The city's goal is to recover at least 80% of its building code enforcement costs each fiscal year per Ord. No. 5166 which was approved in 2011.



Service Standards

- Intake and process building permit, demolition permit, certificate of occupancy, fence permit, and excavation permit applications in accordance with department standards and timelines. Applications received are logged into the tracking system within 24 hours.
- Schedule building inspection and apartment re-occupancy requests made by a contractor or apartment manager for a specific day. Inspections that are requested by 4:00 PM are made the next business day. A specific time of day may be requested for inspections that involve concrete pours (piers, footings, and foundations) or the testing of fire alarm systems.
- Complete and initiate building plan review comments within five (5) working days for residential projects and 10 working days for small/medium size commercial projects.
- Process building permit escrows and payment within 30 days (per state statutes) of the final inspection approval and issuance of the final certificate of occupancy.
- Authorize staff overtime upon request by general contractors to assist them with meeting their construction deadlines whenever feasible.
- Update the Building Division pages on the city website with relevant building code and building permit information on a monthly basis.
- Ensure staff attend necessary professional training seminars on a consistent basis in preparation of triennial renewals of International Code Council inspection and plan review certifications.

Objectives

- Provide first-class customer service and professional assistance to all customers of the Building Division.
- Enhance permit administration (application coordination, personnel management, permit tracking, inspection scheduling) by continuing to improve the permit tracking system.
- Ensure timely service as well as professional and quality assistance during the building permit submittal, plan review, permit issuance, field inspection, and escrow release processes.
- Provide quality building code and energy conservation code enforcement by ensuring compliance with established city codes and professional construction methods while fostering a customer-friendly approach.
- Enforce the city property maintenance, apartment re-occupancy, zoning, and nuisance codes effectively and efficiently.
- Communicate effectively with customers regarding city policies and procedures on building plan review, inspections, and permit issuance procedures. Host an annual forum with contractors/foremen, architects/engineers, and building owners/property managers with this objective in mind.
- Provide building code related articles to the city's monthly newsletter that highlight the responsibilities and objectives of building division as they relate to residential construction.
- Improve our Insurance Services Office (ISO) rating (Class 1 is the highest attainable rating, Class 10 is the lowest). Every four (4) to six (6) years, the Insurance Services Office evaluates the "building code effectiveness" of every building department in the U.S. In 1998, the Building Division was rated a Class 5 (68.81). In 2019, it was given a rating of Class 3 (81.97) for residential property and a rating of Class 2 (86.48) for commercial property. The next ISO rating period will be in 2024-2025.
- Become more familiar with the 2015 International Building Code, the 2015 International Residential Code, the 2015 International Energy Conservation Code, the 2015 International Swimming Pool & Spa Code and the 2015 International Property Maintenance Code as these were the codes adopted by the city on May 1, 2020.



Budget Highlights

- Building permit fees were raised in FY 2020 to recover up to 80% of building code enforcement costs. For the past five (5) fiscal years, the Building Division has recovered approximately 97% of its building code enforcement costs. The Building Department has contracted with The Davenport Group to utilize their LAMA permitting software. With this software, the building division will improve efficiencies by accommodating online plan submittals, digital plan review, immediate inspection results, and more.
- Acct. 6265 – Increase for gasoline reimbursement due to federal mileage rate increase (\$14,000).



COMMUNITY DEVELOPMENT - BUILDING DIVISION

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	650,566	605,437	652,006	583,185	564,275
5102 Salaries, Temporary Empl.	-	16,833	-	30,191	32,032
5103 Overtime	1,318	1,050	2,000	2,000	2,000
5104 Vacation Pay	3,107	-	3,160	-	-
5105 Longevity Pay	7,584	4,224	4,224	3,800	3,168
5109 Provision for Salary Adj.	9,866	-	37,504	11,268	42,235
5230 Hospital & Medical Insurance	89,554	73,725	81,015	73,596	78,418
5231 Self-insured Medical Benefits	1,200	1,400	1,800	1,750	1,750
5233 Dental Insurance	3,887	4,178	4,250	3,508	3,540
5234 Group Life Insurance	1,857	1,851	2,425	2,059	2,332
5235 Accidental Death & Dismem.	199	199	235	200	204
5236 Disability Insurance	1,741	1,201	1,901	1,569	1,701
5240 Social Security Contribution	50,343	46,989	52,437	48,000	49,000
5241 Pension Contribution	208,035	61,911	79,202	66,694	56,853
5243 Worker's Compensation	17,395	19,717	27,079	28,115	32,658
Total Personnel Services	1,046,651	838,715	949,238	855,935	870,166
OPERATING EXPENSES:					
6203 Professional Services	9,192	1,125	-	-	-
6213 Office Equipment Maint.	-	-	2,000	2,000	2,000
6215 Weed Cutting and Tree Removal	7,790	6,013	6,000	7,600	6,000
6253 Telephone	7,148	6,213	6,720	5,500	7,675
6261 Education & Training	2,243	2,467	2,100	2,100	2,540
6262 Dues, Memberships & Subsc.	1,025	710	1,463	1,463	1,325
6264 In Town Meetings	288	133	400	400	400
6265 Travel & Conferences	-	1,879	6,500	2,500	5,900
7302 Small Tools	551	523	800	800	800
7304 General Supplies	9,232	6,968	9,250	4,500	7,000
7307 Gasoline & Mileage	11,860	11,106	13,000	12,000	12,500
7308 Wearing Apparel & Linen	785	1,181	1,350	1,350	1,350
Total Operating Expense	50,113	38,318	49,583	40,213	47,490
CAPITAL OUTLAY:					
9504 Office Equipment	-	333	350	350	350
Total Capital Outlay	-	333	350	350	350
TOTAL BUILDING DEPARTMENT	1,096,765	877,366	999,171	896,498	918,006



COMMUNITY DEVELOPMENT-BUILDING DIVISION
CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9504 Office Equipment	
Chair	350
TOTAL ACCOUNT 9504	350
TOTAL CAPITAL OUTLAY	350



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Capital Budget Policies

1. The City will develop a Capital Improvement Program (CIP), which shall provide the City's five-year plan for capital improvements, and all capital improvement shall be made in accordance with this plan. The CIP shall be updated on an annual basis, but the City Council may determine that circumstances warrant revisions to the CIP more frequently than the annual update.
2. The City will maintain its physical assets at a level adequate to protect the City's capital investments and to minimize future maintenance and replacement costs. The budget will provide for the maintenance and orderly replacement of the City's infrastructure and equipment from current revenues to the extent possible.
3. The City will pursue grant funding and will utilize cooperative agreements to extend the effectiveness of the capital improvement budget.
4. The City will use the following criteria to evaluate the relative merit of each capital project. Capital investments will foster goals of:
 - *Availability of Outside Funding*: projects that are eligible for and are likely to be considered for grant funding or shared-cost programs.
 - *Beautification*: aesthetic improvements to natural habitats or frequently traveled or visited areas within the City for public enjoyment such as the use of public art on public lands.
 - *Citizen Demand*: projects that have received a level of demonstrated citizen support or demand, including support of City departments, boards, committees, and commissions.
 - *Condition of Existing Facility*: improvements that replace or maintain the City's infrastructure, facilities, or equipment so that it remains in a serviceable, safe, and efficient condition.
 - *Coordination (projects, regulations, City-adopted plans)*: projects that fit within planned coordination between multiple projects or agencies to reduce costs or minimize disruption to services, meet state or federal law requirements, or identified in other City-adopted plans.
 - *Economic Growth*: projects focused on maintaining housing values and attracting businesses, residents, or visitors to the City. Projects supporting private development must include return on investment ratios or a fully documented cost/benefit analysis.
 - *Operating Efficiency*: equipment or facilities improvements to streamline work processes or benefit from technological advancements; projects which reduce the cost of operations will receive priority. Projects which increase the cost of operations shall have identified trade-offs to support those additional costs.
 - *Protection & Conservation*: improvements to the City's park system or historical landmarks that allow these facilities to be enjoyed by future generations or projects that reduce the City's environmental impact.
 - *Public Safety*: improvements that focus on preserving and protecting the general public from harm and reducing the City's risk exposure.



5. Capital improvements using revenue generated from the parks and stormwater sales tax shall be managed through the CIP with the following approximate allocation over the five-year CIP:

Park improvements	50% - 65%
Stormwater improvements	35% - 50%
Project management	7%

This allocation will be reviewed annually along with the CIP and the relative needs of the City's parks and stormwater infrastructure.



CAPITAL IMPROVEMENT FUND
STATEMENT OF ESTIMATED REVENUES AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2024
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2023
AND ACTUAL TOTALS FOR FY 2021 & FY 2022

	Actual FY 2021	Actual FY 2022	Budget FY 2023	Projected FY 2023	Estimated FY 2024	% Change to Projected FY 2023
Revenues:						
Intergovernmental Revenue	2,148,815	2,694,347	3,654,954	3,820,256	5,556,260	45.44%
Other Revenues	50,104	228,793	12,150	51,813	18,997	-63.34%
Total Operating Revenues	2,198,920	2,923,140	3,667,104	3,872,069	5,575,257	52.03%
Other Financing Sources:						
Transfers From General Fund	400,000	400,000	800,000	2,298,325	2,070,535	-9.91%
Bond Proceeds	-	-	-	-	-	0.00%
Total Other Financing Sources	400,000	400,000	800,000	2,298,325	2,070,535	
Total Operating Revenues and Other Financing Sources	2,598,920	3,323,140	4,467,104	6,170,394	7,645,792	23.91%
Expenditures:						
Personnel	92,183	93,634	141,831	138,542	153,104	0.00%
Building & Improvements	2,862	99,705	482,522	63,970	492,500	669.89%
Park Development Projects	254,338	123,483	330,833	589,629	2,723,000	361.82%
Storm water Projects	287,721	-	-	-	-	0.00%
Street Overlay/Repair	2,008,793	2,171,189	3,811,171	5,417,441	4,496,500	-17.00%
Capital Equipment	18,433	267,982	839,255	816,182	674,000	-17.42%
Total Expenditures	2,664,328	2,755,993	5,605,611	7,025,764	8,539,104	21.54%
Other Financing Uses:						
Transfer Out to General Fund	-	-	-	-	-	
Total Other Financing Uses	-	-	-	-	-	
REVENUES AND OTHER FINANCING USES OVER (UNDER) EXPENDITURES	(65,409)	567,147	(1,138,507)	(855,370)	(893,312)	
FUND BALANCE - BEGINNING OF YEAR	2,118,358	2,052,950	1,191,479	2,620,097	1,764,727	
FUND BALANCE - END OF YEAR	2,052,950	2,620,097	52,972	1,764,727	871,415	

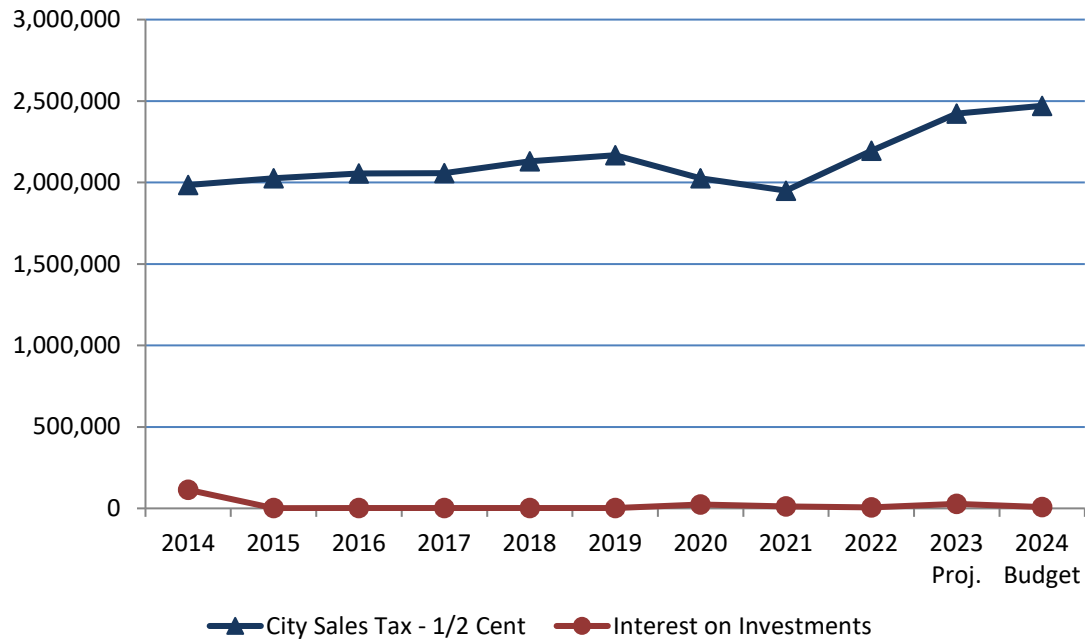


CAPITAL IMPROVEMENTS FUND
COMPARISON OF FISCAL YEAR 2024 ESTIMATED REVENUE WITH 2023 BUDGETED AND PROJECTED
AND ACTUAL REVENUES FOR FISCAL YEARS 2021 AND 2022

	Actual Revenues FY 2021	Actual Revenues FY 2022	Budgeted Revenues FY 2023	Projected Revenues FY 2023	Estimated Revenues FY 2024
INTERGOVERNMENTAL REVENUE:					
4301 City Sales Tax - 1/2 Cent	1,950,326	2,195,653	2,206,608	2,422,402	2,470,850
4737 Other Agency Funding	198,490	498,694	1,448,346	1,397,854	3,085,410
Total Intergovernmental Revenue	2,148,815	2,694,347	3,654,954	3,820,256	5,556,260
OTHER REVENUES:					
4703 Gain (loss) on investments	(9,420)	-	-	-	-
4704 Interest on Investments	11,712	6,166	2,150	28,468	8,997
4730 Reimbursements	-	177,803	-	6,345	-
4729 Misc. revenues	31,712	41,724	-	-	-
4771 Proceeds-Sales of Fixed Asset	16,100	3,100	10,000	17,000	10,000
Total Other Revenues	50,104	228,793	12,150	51,813	18,997
Total Current Year's Revenue	2,198,920	2,923,140	3,667,104	3,872,069	5,575,257
4901 Transfers From Other Funds	400,000	400,000	800,000	2,298,325	2,070,535
Total Intergovernmental Funding	400,000	400,000	800,000	2,298,325	2,070,535
TOTAL REVENUES	2,598,920	3,323,140	4,467,104	6,170,394	7,645,792



Sales Tax, Interest on Investments



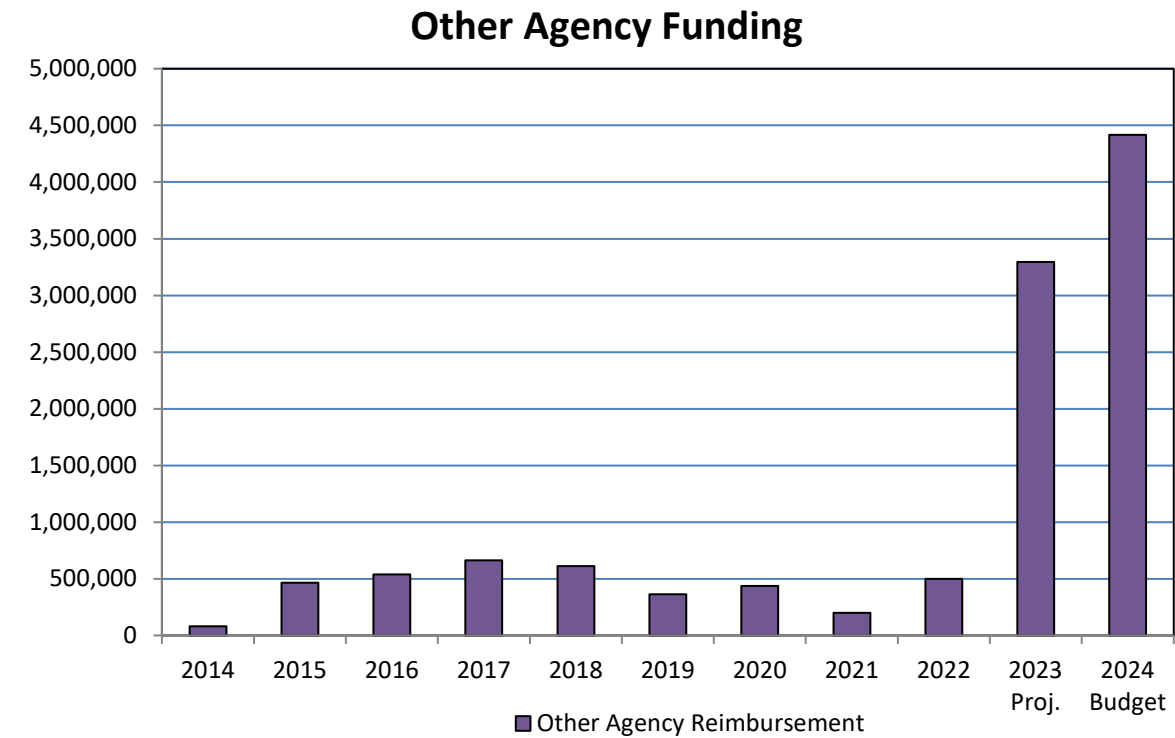
City Sales Tax - 1/2 Cent

In accordance with City Ordinances a Capital Improvement Sales Tax referendum was presented to and approved by City voters on November 4, 1997. The Capital Improvement Sales Tax is used to support infrastructure investments within the City of Creve Coeur. The FY 2023 budget reflects a 10% increase over FY 2022 due to COVID-19 coming to an end. FY 2024 budget reflects a 2% increase over FY 2023.

Interest on Investments

In accordance with Administrative policy, interest is earned on excess funds available for investment into treasuries and/or federal agencies. The FY 2023 revenue is estimated at \$28,468. FY 2024 revenue is estimated to decrease to \$8,997, as a result of a decrease in fund balance (rates will level off from FY 2023).

Fiscal Year	City Sales Tax - 1/2 Cent	Interest on Investments
2014	1,984,134	113,984
2015	2,026,656	1,253
2016	2,056,301	1,493
2017	2,057,326	2,115
2018	2,130,456	2,795
2019	2,167,326	1,704
2020	2,025,908	23,977
2021	1,950,326	11,712
2022	2,195,653	6,166
2023 Proj.	2,422,402	28,468
2024 Budget	2,470,850	8,997

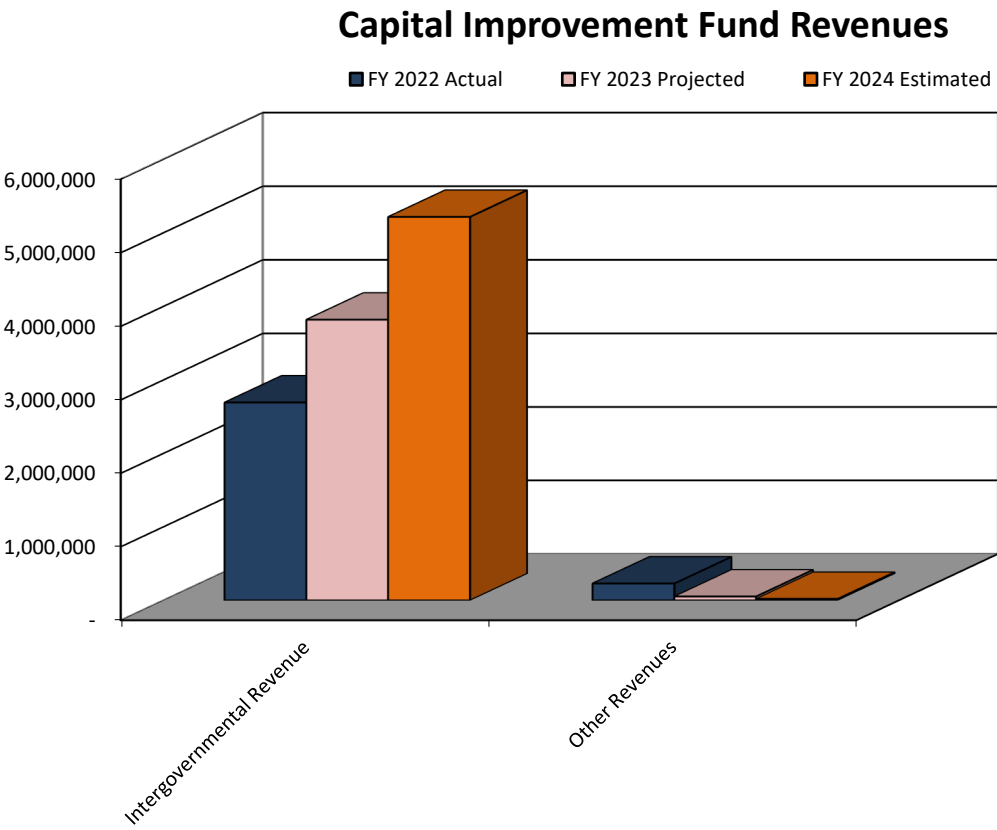


Other Agency Reimbursement

As per Administrative policy, the City shares with other agencies or third parties the costs associated with completion of projects. FY 2024 revenue is estimated at \$4,415,945 and involves the following projects and other participating agencies:

New Ballas Improvements Phase I	\$816,000
Craig Road Improvements	\$80,000
ADA Improvements	\$20,000
Lindbergh-Old Olive Intersection Improvements	\$1,809,410
Olive Median Enhancement Stock	\$20,000
Olive Blvd TDD Closeout Excess Funds	\$340,000
ARPA Funds	<u>\$1,670,535</u>
	\$4,755,945

Fiscal Year	Other Agency Reimbursement
2014	81,361
2015	465,735
2016	537,672
2017	662,851
2018	611,433
2019	363,426
2020	437,297
2021	198,490
2022	498,694
2023 Proj.	3,296,179
2024 Budget	4,755,945



FY 2022 Actual, FY 2023 Projected & FY 2024 Estimated

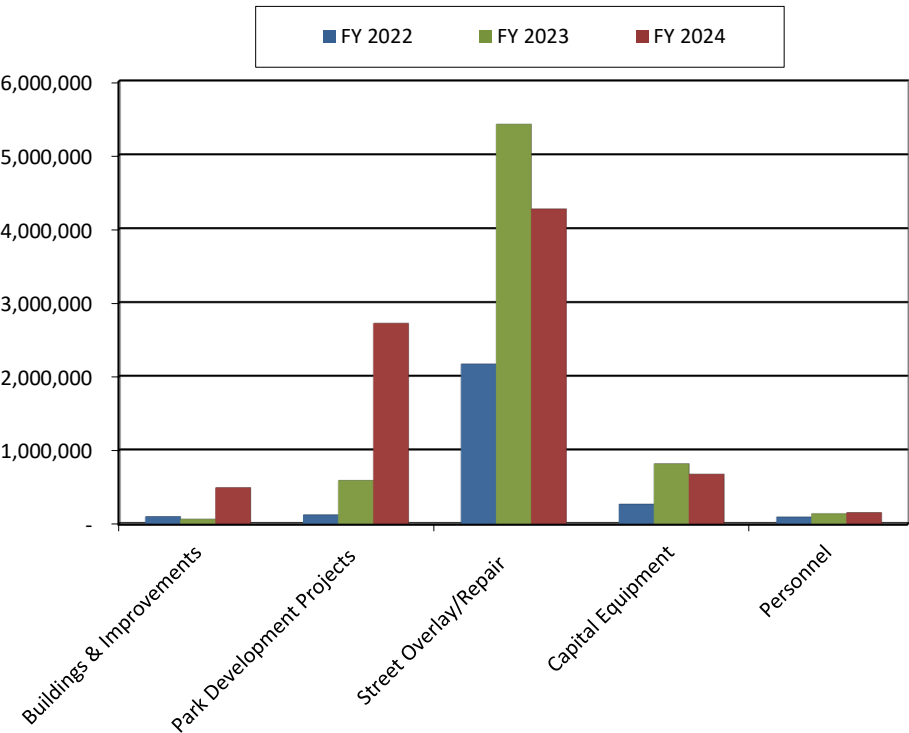
	FY 2022 Actual	FY 2023 Projected	FY 2024 Estimated
Intergovernmental Revenue	2,694,347	3,820,256	5,556,260
Other Revenues	228,793	51,813	18,997
Total Revenue Sources	<u>\$ 2,923,140</u>	<u>\$ 3,872,069</u>	<u>\$ 5,575,257</u>



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Capital Improvement Fund Expenditures



FY 2022 Actual, FY 2023 Projected & FY 2024 Estimated

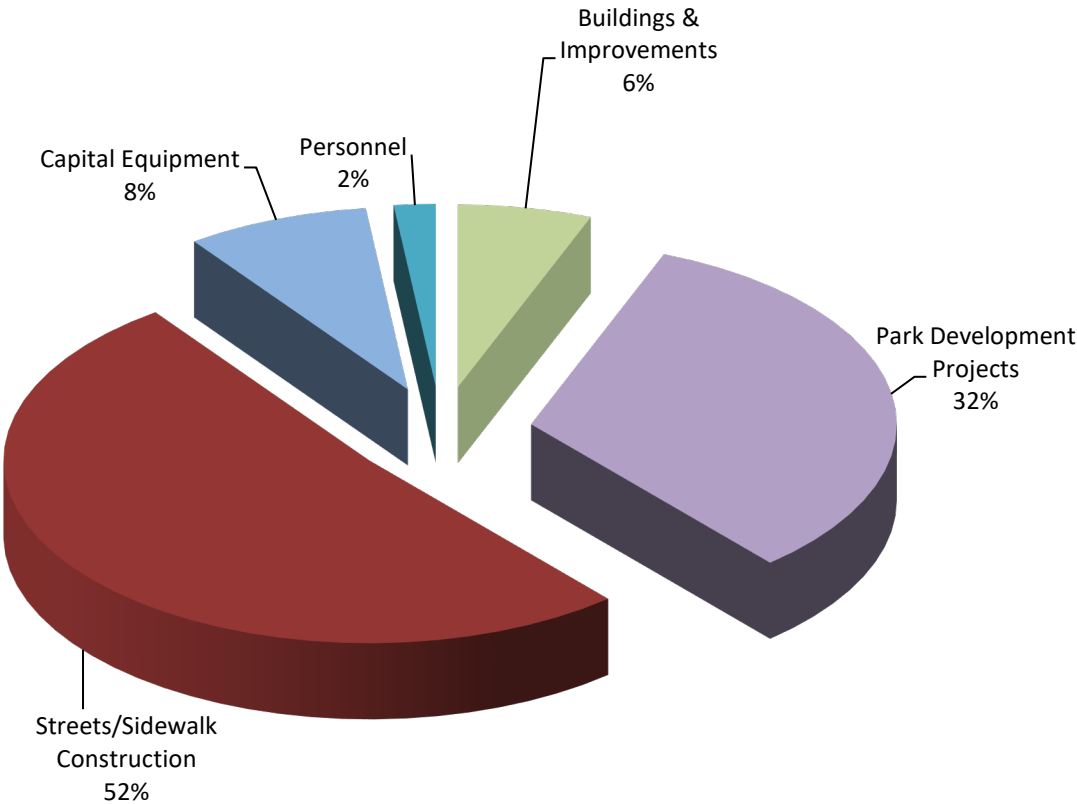
	FY 2022 Actual	FY 2023 Projected	FY 2024 Estimated
Buildings & Improvements	99,705	63,970	492,500
Park Development Projects	123,483	589,629	2,723,000
Street Overlay/Repair	2,171,189	5,417,441	4,496,500
Capital Equipment	267,982	816,182	674,000
Personnel	93,634	138,542	153,104
Total Expenditures	\$ 2,755,995	\$ 7,025,764	\$ 8,539,104



**CAPITAL IMPROVEMENT FUND
SUMMARY OF APPROPRIATIONS FOR FISCAL YEAR 2024**

Category	Capital Expenditures
Buildings & Improvements	492,500
Park Development Projects	2,723,000
Streets/Sidewalk Construction	4,496,500
Capital Equipment	674,000
Personnel	153,104
Total	8,539,104

Summary of Expenditures





**CAPITAL IMPROVEMENTS FUND
SUMMARY OF CAPITAL OUTLAYS BY ACTIVITY**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024	% of Total CIP
CAPITAL OUTLAY:						
5101 Salaries, Permanent Empl.	68,573	69,953	100,143	109,075	115,010	1.35%
5103 Overtime	-	-	100	100	100	0.00%
5109 Provision for Salary Adj.	1,027	-	8,751	2,301	7,905	0.09%
5230 Hospital & Medical Insurance	5,976	6,264	10,025	6,683	7,017	0.08%
5231 Self-insured Medical Benefits	550	600	600	650	900	0.01%
5233 Dental Insurance	267	250	359	359	238	0.00%
5234 Group Life Insurance	230	235	372	393	473	0.01%
5235 Accidental Death & Dismem.	25	25	40	49	55	0.00%
5236 Disability Insurance	192	196	313	217	326	0.00%
5240 Social Security Contribution	5,283	5,312	7,562	7,562	8,371	0.10%
5241 Pension Contribution	5,322	5,430	8,525	5,919	6,629	0.08%
5243 Worker's Compensation	4,738	5,370	5,041	5,234	6,080	0.07%
9501 Government Facilities	2,862	99,705	482,522	63,970	492,500	5.77%
9506 Parks and Recreational Facilities	254,338	123,483	330,833	589,629	2,723,000	31.89%
9509 Stormwater Projects	287,721	-	-	-	-	0.00%
9510 Streets and Sidewalks	2,008,793	2,171,189	3,811,171	5,417,441	4,496,500	52.66%
9516 Capital Equipment	18,433	267,982	839,255	816,182	674,000	7.89%
TOTAL CAPITAL OUTLAYS	2,664,330	2,755,995	5,605,612	7,025,764	8,539,104	100%



**CAPITAL IMPROVEMENTS FUND
ESTIMATED FY 2024 CAPITAL OUTLAY PROJECTS**

9501 Buildings & Improvements

Demo 1030 N. Lindbergh Blvd Building	40,000
EV Charging Stations at Police Station & Government Center (Grant Match)	112,500
Government Center Renovations	30,000
Salt Dome Roof Repairs	60,000
Government Center Roof Repairs	250,000
Total Account 9501	492,500

9506 Park Development Projects

Temporary Portable Ice Rink Refrigerant System	120,000
Accessibility Improvements (CDBG)	20,000
Dielmann Recreation Complex Roof Drainage	93,000
Ice Arena Flooring Replacement	200,000
Ice Arena Refrigerant Switchover (ARPA)	2,200,000
Golf Course Perimeter Fencing Replacement	40,000
Dielmann Structural Repairs	20,000
Golf Course Maintenance Building Replacement	30,000
Total Account 9506	2,723,000

9510 Street & Sidewalk Improvements

Streets & Sidewalks Maintenance Program	1,421,000
Streets Reconstruction/Rehabilitation	300,000
New Ballas Median Plantings	50,000
Olive-270 Overpass Painting	80,000
First Bank Utility Burial	225,000
Olive Median Enhancement Stock	20,000
Fernview Sidewalk (Grant Match)	50,000
Fernview Sidewalk Phase 2 (Grant Match)	25,000
N New Ballas Road Improvements - Phase 2 (STP Grant)	150,000
Lindbergh-Old Olive Intersection (State Cost-Share; STP Grant Match)	2,045,500
Olive-Lindbergh Interchange Enhancements	30,000
Craig Road Improvements (STP Grant)	100,000
Total Account 9510	4,496,500

9516 Capital Equipment

2 Ton Chipper	140,000
Bucket Truck	165,000
Golf Course Capital Equipment	55,000
Leaf Vacuum	99,800
2 Ton Dump Truck	137,600
1 Ton Dump Truck	76,600
Total Account 9516	674,000

Administration

Project Manager	153,104
Total Account 9516	153,104

TOTAL CAPITAL IMPROVEMENTS FUND**\$ 8,539,104**

C

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEARS 2024–2028



CAPITAL FUND

PARKS AND STORMWATER FUND

BUILDING PROJECT BOND FUND

Adopted by the City Council of the City of Creve Coeur through Resolution XXX on April 10, 2023.



EXECUTIVE SUMMARY

The Capital Improvement Program (CIP) is the City's long-range plan for improvements to infrastructure, parks, and other community facilities. The CIP is a tool to assess the long-term capital needs, values, and desires of the City and to establish funding of high-priority projects in a timely and cost-effective manner. This plan is a living document and is subject to amendment by the City Council.

The CIP is intended to ensure that policy makers are responsible to the Creve Coeur community with respect to the expenditure of City funds for capital improvements.

CIP Goals

The following are goals of the CIP:

- Provide a plan for the improvement or replacement of deteriorating infrastructure
- Improve operational or functional aspects of existing infrastructure
- Add new facilities and improve the community's infrastructure to enhance the quality of life in Creve Coeur
- Provide for the planned replacement of major equipment required for the City's operations

CIP Criteria

To be considered a capital improvement, projects or equipment must have a useful life of at least five years and have a minimum cost of \$20,000.

A special set of criteria has been identified to assist in assessing and prioritizing CIP projects. Proposed projects reflect the goals of the Comprehensive Plan through their demonstration of these criteria:

- *Availability of Outside Funding*: higher priority is given to projects that are eligible for and are likely to be considered for grant funding or shared-cost programs, which would reduce the City's investment.
- *Beautification*: aesthetic improvements to natural habitats or frequently traveled or visited areas within the City for public enjoyment, such as the use of public art on public lands
- *Community Demand*: projects that have received a level of demonstrated resident support or demand, including support of City departments, boards, committees, and commissions.
- *Condition of Existing Facility*: improvements that replace or maintain the City's infrastructure, facilities, or equipment so that it remains in a serviceable, safe, and efficient condition.
- *Coordination (projects, regulations, City-adopted plans)*: projects that fit within planned coordination between multiple projects or agencies to reduce costs or minimize disruption to services, meet state or federal law requirements, or projects that are identified in other City-adopted plans.
- *Economic Growth*: projects focused on maintaining housing values and attracting businesses, residents, or visitors to the City. Projects supporting private development must include return on investment ratios or a fully documented cost/benefit analysis.
- *Operating Efficiency*: equipment or facilities improvements to streamline work processes or benefit from technological advancements. Projects that reduce the cost of operations will receive priority, but those that will increase the cost of operations must identify trade-offs to support those additional costs.



- **Protection & Conservation:** improvements to the City's park system or historical landmarks that allow these facilities to be enjoyed by future generations or projects that reduce the City's environmental impact.
- **Public Safety:** improvements that focus on preserving and protecting the general public from harm and reducing the City's risk exposure.

Relationship between the CIP and the Creve Coeur 2030 Comprehensive Plan

According to the Creve Coeur 2030 Comprehensive Plan:

Within the Creve Coeur 2030 Comprehensive Plan Update, many projects are identified or implied, as specific projects or as conceptual ideas. These projects and others, resulting from recommendations of the Comprehensive Plan, should be developed and incorporated in the City's annual CIP review process. Further detail and refinement of identified and conceptual projects, facilities, or infrastructure improvement needs will be required as the implementation of the Comprehensive Plan occurs.

Development and Adoption of the CIP

According to the City Charter, a draft of the five-year CIP shall be proposed by the City Administrator to the City Council no later than the second regular meeting in February of each year. Prior to the submittal of the draft CIP to the City Council, public input is obtained through the City newsletter, website, and the City's boards, committees, and commissions.

Before the City Council's adoption of the CIP, and as required by City Charter, the CIP is submitted to the Finance Committee for recommendations and comments. The Planning & Zoning Commission also reviews the plan emphasizing the location, extent, and character of the proposed projects before City Council review, approval, and adoption. A public hearing is held each spring (typically in April) by the City Council prior to adoption.

The CIP includes a description of each proposed project and equipment with details regarding justification, cost estimate, operating and maintenance budget impact, and funding sources.

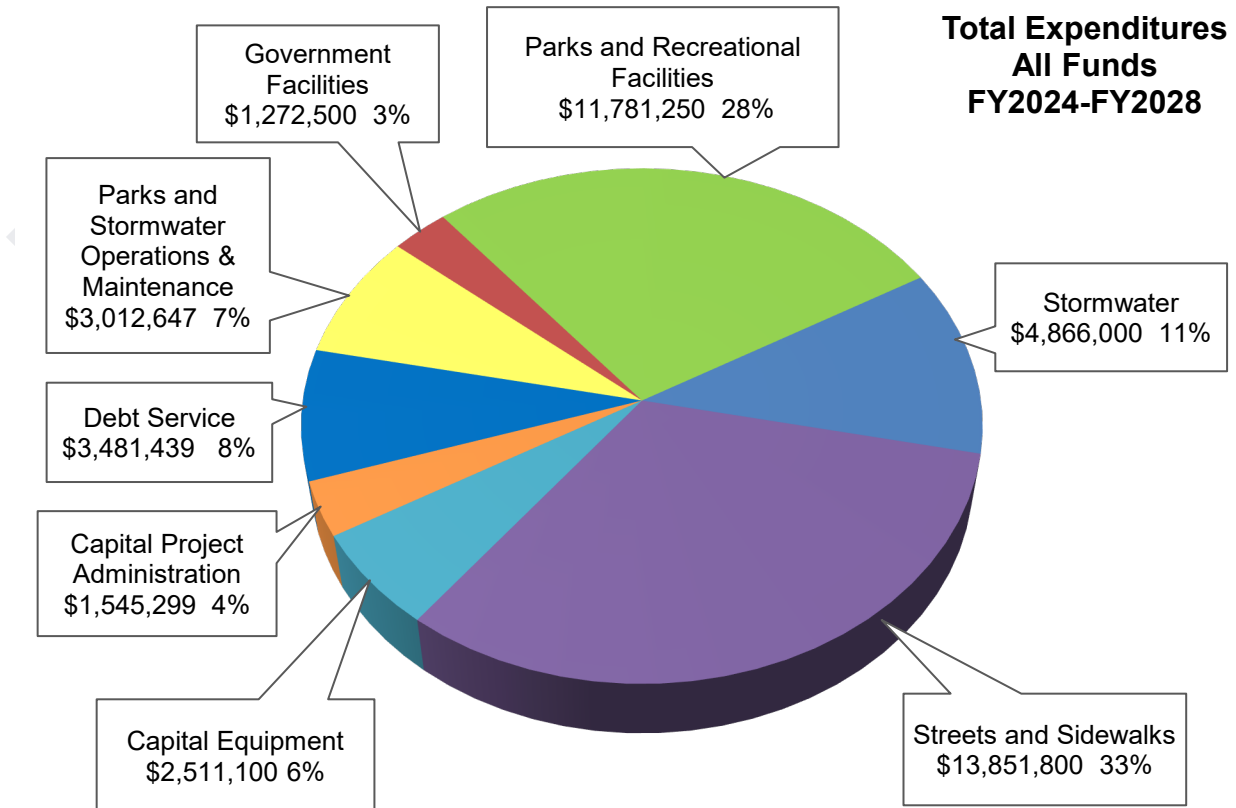
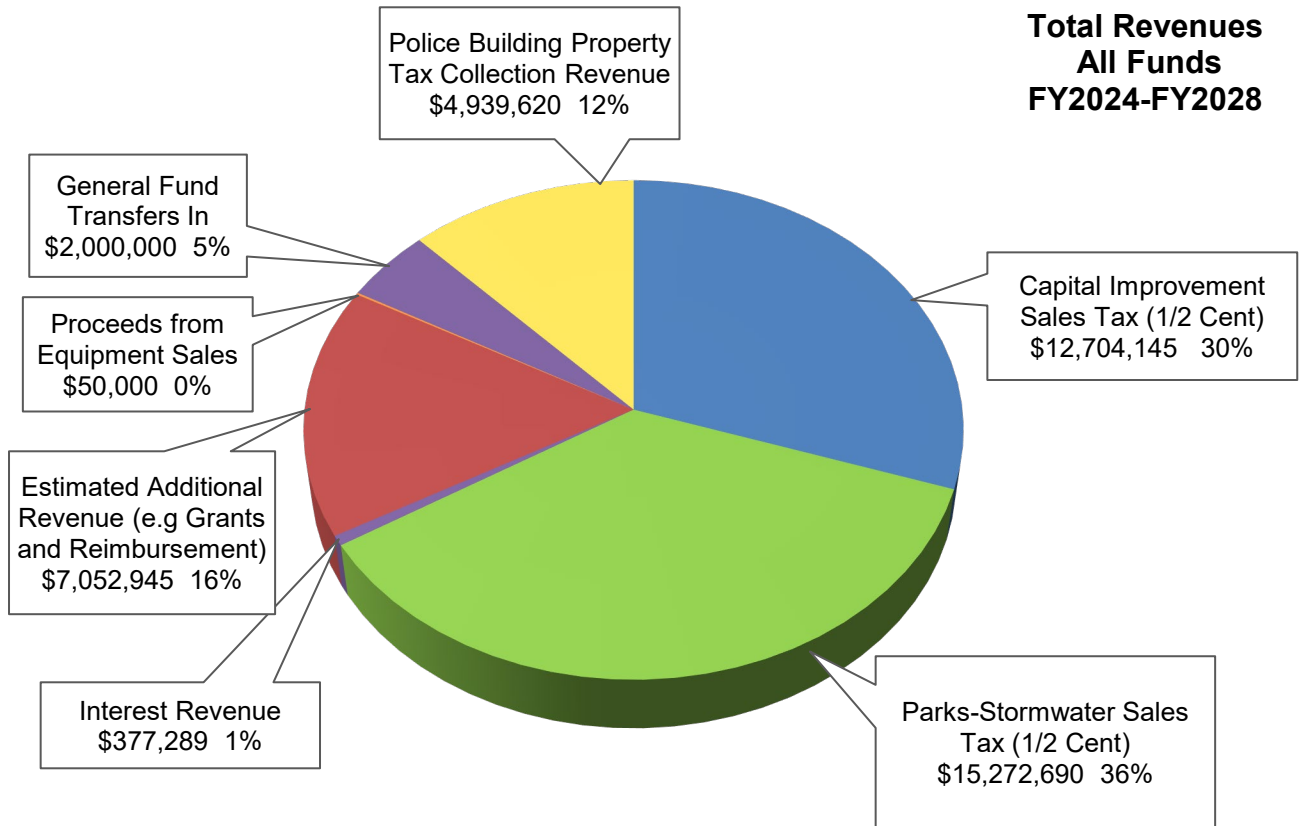


Funds in the CIP

There will be three funds that contribute to the FY2024-FY2028 CIP. These funds are:

1. Capital Fund. This fund is financed by a half-cent capital improvement sales tax, which is supplemented by annual transfers from the General Fund and project-specific grants.
 - Total Capital Fund revenues: \$20.8 million
 - Total Capital Fund expenses: \$21.8 million
2. Parks and Stormwater Fund. In November 2020, voters in Creve Coeur approved a half-cent sales tax that is dedicated to finance operations, maintenance, and capital improvements for the City's parks and stormwater infrastructure. This fund will be supplemented by grants and other outside funding related to parks and stormwater.
 - Total Parks-Stormwater Fund revenues: \$16.5 million
 - Total Parks-Stormwater Fund expenses: \$17.0 million
3. Building Project Bond Fund. In November 2016, voters in Creve Coeur approved a bond measure to build a new police station and to make security and accessibility improvements to the Creve Coeur Government Center. The police station was completed in 2020, so the majority of this fund's project-related expenses is complete. Most of the activity in the FY2024-FY2028 CIP is related to the fund's debt service.
 - Total Building Project Bond Fund revenues: \$5.2 million
 - Total Building Project Bond Fund expenses: \$3.6 million

Combined, these three funds have a projected revenue of \$42.40 million and projected expenses of \$42.32 million for the FY2024-FY2028 CIP. The charts below break down these revenues and expenses into the general categories that are found in the CIP.





More detail is provided for each of the three funds in the sections that follow. Each fund is briefly described, and the revenues and expenses for each fund are summarized for the duration of the FY2024-FY2028 CIP. Project-specific summaries and financial projections are included for each line item that appears in the five-year CIP. Projects that are expected to be completed in FY2023 are not included in this report.

Appendix

This report is one of several documents that forms the CIP. Appendices to this report include:

- Appendix A: FY2024-FY2028 CIP Spreadsheets
- Appendix B: FY2019-FY2028 CIP 10-Year Summary
- Appendix C: Community Comments and Requests

The latest version of these documents can be found on the City's website at:

<http://www.creve-coeur.org/95/Capital-Improvement-Program>

Questions and Comments

If you have any questions or comments about the CIP, please contact Mark Perkins, City Administrator, at mperkins@crevecoeurmo.gov or (314) 872-2511.



CAPITAL FUND

The City's Capital Fund has served as the primary mechanism for funding capital projects in the CIP for many years. The Capital Fund finances investments into the City's government facilities, parks and recreational facilities, stormwater infrastructure, streets and sidewalks, capital equipment, and project administration.

Capital Fund Revenues

The City's Capital Fund has three main funding sources: a half-cent capital improvement sales tax, grants and other outside funding, and transfers from the General Fund. Together, these funding sources are projected to generate \$20.77 million over the FY2024-FY2028 CIP.

Half-Cent Capital Improvement Sales Tax. Projected sales tax revenues are approximately \$12.70 million for the FY2024-FY2028 CIP, which averages out to approximately \$2.54 million per year in the plan.

Sales tax revenue projections have improved significantly since the uncertainty and economic downturn associated with the COVID-19 pandemic forced the City to reduce its revenue estimates. Sales tax revenues for FY2023 are projected to increase by ten (10) percent. The FY2024-FY2028 CIP include an estimated 2% increase in FY2024 & FY2025 and a 1% increase in projected sales tax each year going forward from FY2026, which will return sales tax revenues to the FY2020 level by FY2025.

Grants and Outside Funding. Federal grants for roadway projects and accessibility improvements will provide approximately \$5.98 million over the FY2024-FY2028 CIP.

Staff will seek additional grant funding during for this period, but applications for that funding are either in the evaluation process or not yet available. For projects that anticipate grant funding that has not yet been awarded, the City's matching funds are shown as the project costs in the fiscal years when the phases of the project are planned to occur. The full cost of the project and the associated grant funding will be programmed into the CIP upon notification of award of the grant.

Transfers from the General Fund. The total transfer from the General Fund to the Capital Fund over the proposed FY2024-FY2028 CIP is \$2.00 million.

A transfer from the General Fund to the Capital Fund is proposed for each fiscal year in the proposed CIP. The General Fund transfers to the Capital Fund of \$400,000 will be made in most years and are appropriately based on the transportation-oriented revenue sources of the General Fund which include the county road and bridge tax revenues

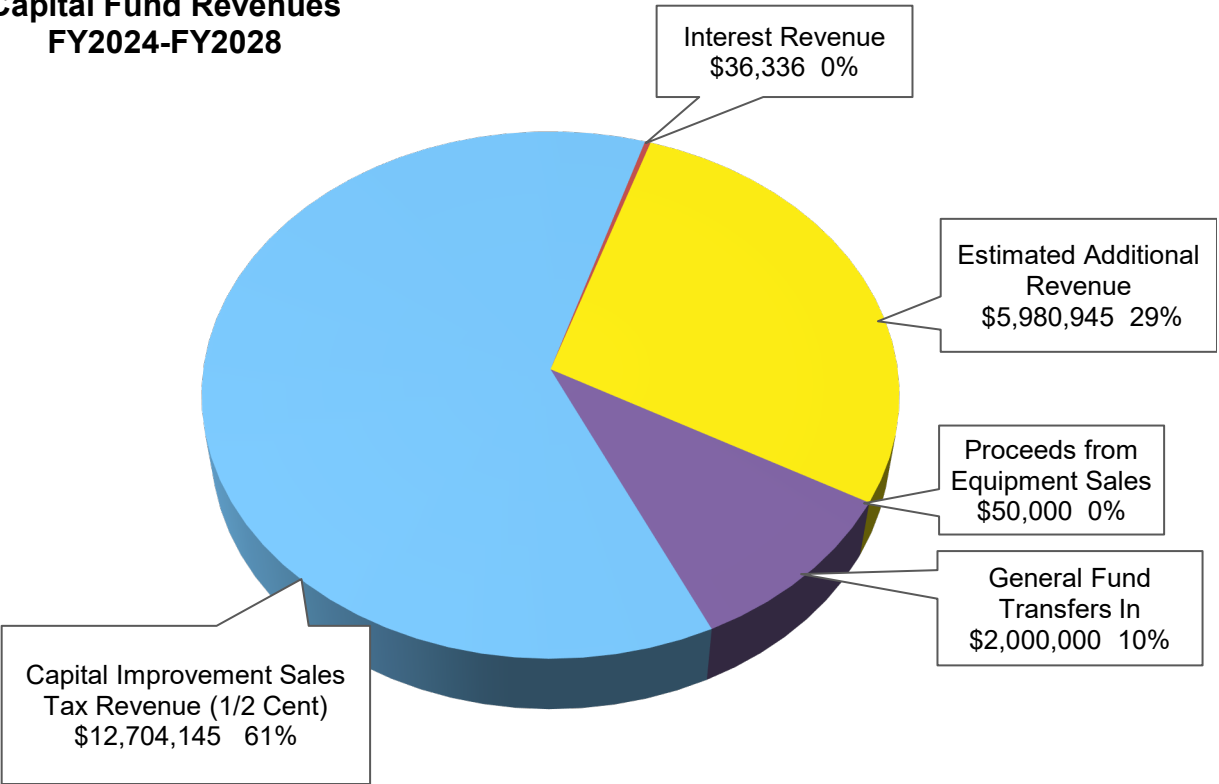
The City has set aside \$2.0 million in the General Fund, directed towards future Government Center.

Capital Fund Expenses

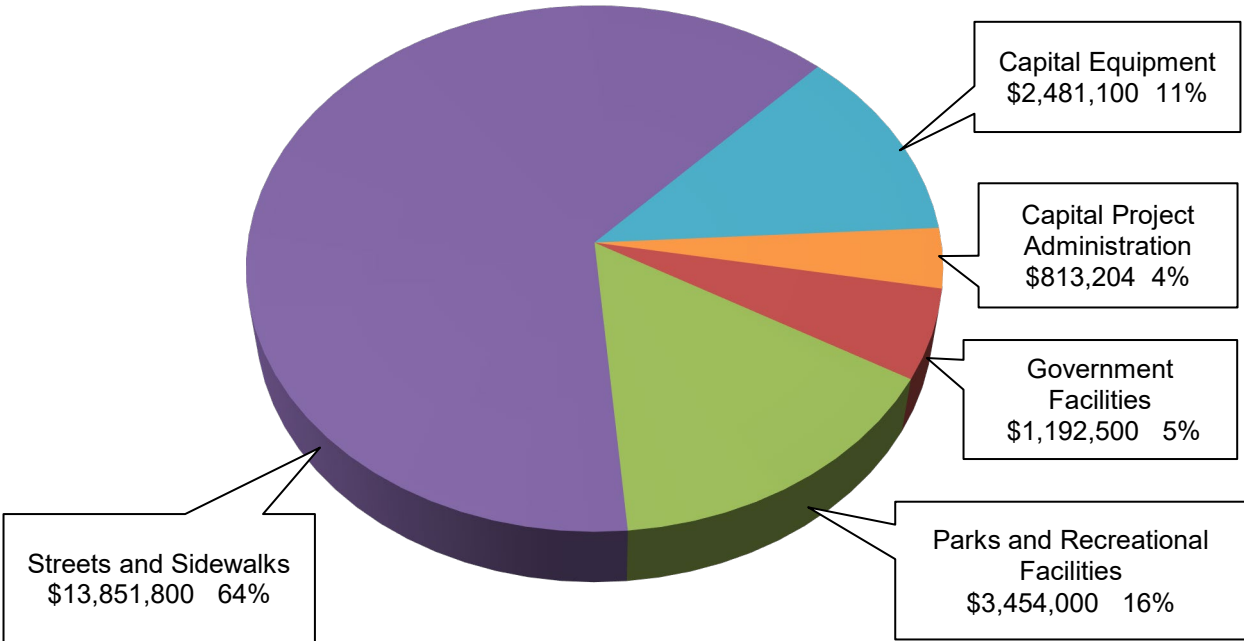
Capital expenditures from the Capital Fund are projected to be approximately \$21.79 million over the proposed FY2024-FY2028 CIP, with a maximum annual expense of \$8.31 million in FY2024. Details about these expenses can be found in the project summary sheets that follow.



**Capital Fund Revenues
FY2024-FY2028**



**Capital Fund Expenditures
FY2024-FY2028**





9501 GOVERNMENT FACILITIES – 02

CAPITAL FUND

GOVERNMENT CENTER RENOVATIONS

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$98,128	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$0

Project Description:

Proposed projects in FY2024 will focus on needed repairs and renovations that will make the Government Center more inviting to residence and staff. Project will likely include improvements to the Multipurpose Room (such as new flooring); painting offices and common areas; and updating lighting to be more energy efficient with the help of an Ameren grant.

Existing Conditions:

The Creve Coeur Government Center has inadequate space for staff, meetings, archives, and storage. Renovations are also needed to make the Government Center more accommodating, helpful, and useful for both residents and staff. For example, the former Police Department and other areas of the Government Center will require extensive renovations before departments can be moved to more accessible locations.

Justification: *Operating Efficiency; Condition of Existing Facility*

The proposed projects for FY2024 will include lighting efficiencies that will help to lower energy cost and provide a well lite environment for various meetings and work areas.

Operating Budget Impact:

The proposed renovations will improve energy efficiency and replace aging systems that need frequent and costly maintenance.

Comments:

The City has set aside \$2.0 million in the General Fund, directed towards future Government Center facility needs.



9501 GOVERNMENT FACILITIES – 02

GOVERNMENT CENTER RENOVATIONS**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 98,128
Land Acquisition	\$ 0
Construction	\$ 150,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 248,128

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 248,128
Total Funding	\$
City's Contribution	\$ 248,128



9501 GOVERNMENT FACILITIES - 04

CAPITAL FUND

SALT DOME ROOF REPAIRS (INSURANCE CLAIM)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$60,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The Salt Domes are located at the Public Works Facility. The shingle roofing material and metal roof vents were damaged by a hailstorm and need to be replaced. Without replacement, the roof may not be able to provide adequate protection to the City's road-salt supply.

Existing Conditions:

The existing Salt Dome roofing and metal vents are damaged. Many of the asphalt shingles are missing or damaged, and the metal vents are dented.

Justification: *Operating Efficiency; Condition of Existing Facility*

Safely storing the City's road-salt is important in ensuring the Public Works staff has the materials they need to quickly clear roads of ice and snow.

Operating Budget Impact:

Insurance will likely cover the cost of replacing the metal vents, but it is unclear if insurance will pay for the replacement of the shingle roofing.

Comments:

None



9501 GOVERNMENT FACILITIES – 04

SALT DOME ROOF REPAIRS (INSURANCE CLAIM)**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 60,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 60,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ TBD
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 60,000
Total Funding	\$ (TBD)
City's Contribution	\$ 60,000



9501 GOVERNMENT FACILITIES - 06

CAPITAL FUND

GOVERNMENT CENTER ROOF REPAIRS (INSURANCE CLAIM)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$5,653	\$250,000	\$0	\$0	\$0	\$0	\$0

Project Description:

At the Government Center, the existing shingle roofing material and metal roof vents were damaged by a hailstorm and the building is experiencing several roof leaks. This project proposes placement of a single-ply roofing membrane (Thermoplastic Polyolefin). The placement of the single-ply roofing membrane will help mitigate water leaks and structural effects to the building until a more permanent solution is determined for the Government Center.

Existing Conditions:

The existing Government Center has a shingled roof that was initially installed in the 1990s and was subsequently layered over by a three (3) ply roof installed in 2008. In 2021, the roof was damage from a hailstorm, which resulted water infiltration at multiple locations throughout the building.

Justification: *Operating Efficiency; Condition of Existing Facility*

The proposed projects for FY2024 are necessary to keep the leaking roof from potentially creating new damage that could be costly to repair.

Operating Budget Impact:

Insurance will likely cover the cost of installing the single-ply roofing membrane.

Comments:

None



9501 GOVERNMENT FACILITIES – 06

GOVERNMENT CENTER ROOF REPAIRS (INSURANCE CLAIM)**CAPITAL FUND****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 255,653
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 255,653

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ TBD
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 255,653
Total Funding	\$ (TBD)
City's Contribution	\$ 255,653



9501 GOVERNMENT FACILITIES - 07

CAPITAL FUND

DEMO OF 1030 NORTH LINDBERGH BLVD BUILDING

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$40,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The City owns the site at 1030 North Lindbergh Boulevard. The site has a house near the roadway on the western side of the lot, and the eastern side of the site is used to store leaf piles, wood from chippers, and Public Works equipment. The house is currently not used by City staff. This project would demo the home and replace it with visually-appealing, low-maintenance vegetation; a gate; and fencing. Modifications will be made to the water and electric service. Future construction projects will possibly include a butler building to house construction equipment to better protect these capital investments from weather and public risk.

Existing Conditions:

The home requires repairs, and the heater needs to be replaced. The home is aging, and additional repairs beyond what is now known will likely be needed in the near future.

Justification: *Operating Efficiency; Condition of Existing Facility; Beautification*

Rather than pay the cost to maintain a structure that is not in use, City staff recommends deconstructing the home. After the structure is removed, trees and bushes will be planted, and the vegetation will shield drivers from viewing the leaf piles and equipment. A fence will be installed to keep the area safe.

Operating Budget Impact:

Removing the existing, aging structure will save the City from future maintenance and repair costs.

Comments:

None



9501 GOVERNMENT FACILITIES – 07

DEMO OF 1030 NORTH LINDBERGH BLVD BUILDING**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 40,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 40,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 40,000
Total Funding	\$
City's Contribution	\$ 40,000



9501 GOVERNMENT FACILITIES - 09

CAPITAL FUND

**EV CHARGING STATIONS AT THE POLICE DEPARTMENT
AND GOVERNMENT CENTER**

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$112,500	\$0	\$0	\$0	\$0	\$0

Project Description:

The automotive market is rapidly moving towards electric vehicles (EVs). An August 8, 2022 article in *Car and Driver* states that EV registration increased by 60 percent in the first quarter of 2022 while overall new car registration dropped by 18 percent. IHS Markit estimates that by 2035, 45 to 50 percent of all passenger car sales will be EVs. Similarly, Police Departments are increasingly seeking to add EVs to fleets. Installing EV charging stations at the Police Department and Government Center would be the City's first step towards accommodating residents' changing vehicle preferences and adapting to market trends. The charging ports at the Government Center would be available for residents to use (for a fee) and, in the future, used to charge Public Works fleet EVs. The stations at the Police Department would allow the Police force to take advantage of fast accelerating vehicles that will also reduce fuel costs. This project is eligible for rebates under an Ameren Missouri program that covers up to half the cost of EV charging station equipment and installation.

Existing Conditions:

The City does not have public EV charging stations or stations available for City-owned fleet vehicles. Before the City can add EVs to the Police Department and Public Works fleets, EV chargers need to be installed.

Justification: *Availability of Outside Funding, Coordination, Operating Efficiency, Protection & Conservation*
EVs offer many benefits including:

- Savings on fuel costs as compared to gas-powered vehicles. Savings increase when vehicles are charged during off-peak hours.
- With fewer moving parts, electric motors have lower maintenance needs, and the cost of ownership of EVs is often less than the total cost of ownership of gas-powered vehicles.
- Quick acceleration, an important performance measure for Police Department vehicles.
- Zero tailpipe (greenhouse gasses) emissions.

Operating Budget Impact:

As more EVs are added to City fleets, maintenance and fuel costs should decrease.

Comments:

None



9501 GOVERNMENT FACILITIES – 04

CAPITAL FUND

**EV CHARGING STATIONS AT THE POLICE DEPARTMENT
AND GOVERNMENT CENTER**

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 225,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 225,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 112,500
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 112,500

Summary	Amount
Total Expenditures	\$ 225,000
Total Funding	\$ (112,500)
City's Contribution	\$ 112,500



9506 PARKS AND RECREATIONAL FACILITIES - 14

CAPITAL FUND

**ICE ARENA REFRIGERANT SWITCHOVER
(MUNICIPAL & ARPA GRANT)**

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$254,450	\$1,110,000	\$1,100,000	\$0	\$0	\$0	\$0

Project Description:

The Ice Arena's refrigerant system is nearly 20-years old and past its useful life. The system uses the refrigerant, R-22, which is a source of hydrofluorocarbons and, therefore, no longer produced. This project will replace the existing system with a more reliable, environmentally-friendly equipment.

Existing Conditions:

The existing system is past its useful life and requires R-22, a refrigerant that is not EPA-approved.

Justification: *Availability of Outside Funding; Condition of Ex. Facility; Protection & Conservation*

This project directly affects operational efficiency. As of January 1, 2020, the U.S. no longer allows the production or import of R-22 refrigerant, any repair or system failure could result in the City being unable to recharge to maintain cooling. In 2022, the City applied for and received a Municipal Park Grant of \$525,000 for the project. These funds, as well as, American Rescue Plan Act (ARPA) funds will be utilized to cover the cost of the project.

Operating Budget Impact:

The improvements brought by these projects typically replace old or failing systems that require significant maintenance. These improvements should reduce operating costs.

Comments

The City received both a planning grant and construction grant from the Municipal Park Grant Commission to assist with design and construction costs associated with this project.



9506 PARKS AND RECREATIONAL FACILITIES - 14

CAPITAL FUND

**ICE ARENA REFRIGERANT SWITCHOVER
(MUNICIPAL & ARPA GRANT)**

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 254,450
Land Acquisition	\$ 0
Construction	\$ 2,200,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 2,454,450

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 531,400
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 1,904,985
Total Funding	\$ 2,436,385

Summary	Amount
Total Expenditures	\$ 2,454,450
Total Funding	\$ (2,436,385)
City's Contribution	\$ 18,065



9506 PARKS AND RECREATIONAL FACILITIES - 17

CAPITAL FUND

DIELMANN RECREATION COMPLEX ROOF DRAINAGE

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$42,355	\$93,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project includes the design and construction of improved drainage systems. The system will capture stormwater from a portion of the Dielmann Recreation Complex roof and then convey the water through new stormwater pipes that will be installed in the east parking area. Flows will discharge into an existing stormwater manhole.

Existing Conditions:

Much of the roof above the Ice Arena and warming room at the Dielmann Recreation Complex drains towards the administrative offices. The gutters near the administrative offices are not capable of handling typical flows from most rain events. As a result, stormwater spills down the side of the building and onto the ground outside of the offices where the ground is slightly sloped toward the building. This has caused several leaks and water entering the structure during moderate and heavy storms.

Justification: *Condition of Existing Facility*

Controlling the roof drainage and surface drainage near the offices will help prevent future leaks into the building.

Operating Budget Impact:

Correcting drainage issues could prevent damage to the offices and office equipment.

Comments

None



9506 PARKS AND RECREATIONAL FACILITIES - 17

DIELMANN RECREATION COMPLEX ROOF DRAINAGE**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 42,355
Land Acquisition	\$ 0
Construction	\$ 93,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 135,355

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 135,355
Total Funding	\$ 0
City's Contribution	\$ 135,355



9506 PARKS AND RECREATIONAL FACILITIES - 18

CAPITAL FUND

ICE ARENA FLOORING REPLACEMENT

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$200,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project will replace the rubberized flooring that is around the ice rink, in the player's locker rooms, and in the referee's changing room.

Existing Conditions:

Most of the flooring is the original to the 2003 major renovation project and is near the end of its useful life. Some smaller, high-traffic areas have been replaced including the areas beneath the player's benches and near the public entrance gate leading onto the ice rink.

Justification: *Public Safety; Condition of Existing Facility*

The project will focus on preserving and protecting the public from harm when using the ice rink for public skating, special events, or ice rentals and will reduce the City's risk exposure. The project will update the aging flooring and aesthetically match the rest of the facility.

Operating Budget Impact:

To warranty the installation, the rink's ice will need to be taken out to allow the concrete floor temperature to rise to the manufacturer's recommendation. The ice rink will be closed to the public for approximately six weeks. The Ice Arena will schedule the replacement of the flooring to coincide with a shutdown of the ice in order to limit the construction impact on ice users and possible revenue losses. After the floor is installed, there will be minimal upkeep involved.

Comments:

None



9506 PARKS AND RECREATIONAL FACILITIES - 18

ICE ARENA FLOORING REPLACEMENT**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 200,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 200,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 200,000
Total Funding	\$ 0
City's Contribution	\$ 200,000



9506 PARKS AND RECREATIONAL FACILITIES - 25

CAPITAL FUND

GOLF COURSE PERIMETER FENCING REPLACEMENT

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$40,000	\$0	\$70,000	\$0	\$0	\$0

Project Description:

The existing perimeter fence that runs east-west along the southern border of the Golf Course is at the end of its useful life and in need of replacement. City staff propose replacing the perimeter fence in two phases. In phase one (FY2024), approximately 450 linear feet (LF) of existing fencing would be replaced with new 6-foot-tall black vinyl chain link fencing. In the second phase (FY2026), approximately 885 LF of existing fencing would be replaced with the same 6-foot black vinyl chain link fencing.

Existing Conditions:

The existing fencing is at the end of its useful life and looks unsightly. Neighbors south of the Golf Course have requested that the City replace the fencing.

Justification: *Condition of Existing Facility, Beatification*

Replacing the fencing will improve the appearance of the south side of the course and maintain a clear boundary between the public Golf Course and private property.

Operating Budget Impact:

None

Comments

None



9506 PARKS AND RECREATIONAL FACILITIES - 25

GOLF COURSE PERIMETER FENCING REPLACEMENT**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 110,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 110,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 110,000
Total Funding	\$ 0
City's Contribution	\$ 110,000



9506 PARKS AND RECREATIONAL FACILITIES - 27

CAPITAL FUND

DIELMANN STRUCTURAL REPAIRS

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$3,600	\$20,000	\$0	\$0	\$0	\$0	\$0

Project Description:

A structural evaluation of the Dielmann Recreation Center was conducted in FY2023. The intent of the study was to identify if the structure had any structural deficiencies or needed structural updates. The evaluation found no major structural issues and concluded that the structure, overall, is in good condition for its age and use. Minor issues were identified, and this project proposes to repair the problems listed in the evaluation report.

Existing Conditions:

Minor issues identified in the structural evaluation include: a crack in the header beam for a maintenance door located on the northeast wall of the ice rink; damaged drywall in the ceiling of the basement garage; exterior joints and cracks in need of tuckpointing; and damaged railings. The evaluation also recommended plumbing, mechanical, and electrical consultants visit the site to identify any potential issues with these systems.

Justification: *Condition of Existing Facility, Public Safety*

The Dielmann Recreation Center is a popular destination for many residents. The proposed repair work would help extend the safe, useful life of the building.

Operating Budget Impact:

None

Comments

None

**9506 PARKS AND RECREATIONAL FACILITIES - 27**
DIELMANN STRUCTURAL REPAIRS**CAPITAL FUND**
CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 23,600
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 23,600

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 23,600
Total Funding	\$ 0
City's Contribution	\$ 23,600



9506 PARKS AND RECREATIONAL FACILITIES - 28

CAPITAL FUND

ACCESSIBILITY IMPROVEMENTS (CDBG)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0**	\$20,000	\$0**	\$0**	\$0**	\$0**	\$0

** Accessibility Improvements in Prior Years or FY2025 -2028 will fall under 9501 Government Facilities.

Project Description:

The City of Creve Coeur is typically eligible for \$20,000 each year for accessibility improvements through the Community Development Block Grant (CDBG) program. In FY2024, the City proposed a project to improve accessibility at the Dielmann Recreation Center with features like automatic opening devices for doors. For the FY2025 to FY2028 grants, several locations for accessibility improvements are being considered including: the access ramp at the Tappmeyer House in Millennium Park; the accessibility sidewalk at the Lake School House at Lake School Park; and bus stops along Ballas Road. These projects fall under 9501 Government Facilities and are shown in that section.

Existing Conditions:

Projects are designed to improve facilities that are out-of-compliance with the current Americans with Disabilities Act (ADA) regulations.

Justification: *Public Safety; Coordination; Availability of Outside Funding*

Each project seeks to improve ADA compliance through accessibility improvements to government facilities and along public pedestrian routes. The focus of these projects is to provide public safety and upgrade existing facilities.

Operating Budget Impact:

None. Projects that are undertaken as part of this program are relatively small in scope, and the City typically is 100% reimbursed for the project costs through the CDBG federal grant.

Comments:

The City is designating this funding with the anticipation of receiving grant funding in the amount of \$20,000 from the CDBG Commission. This annual grant is available to municipalities to address accessibility projects. Scheduling of this project is subject to a successful grant application and availability of grant funding.

Comments:

None



9506 PARKS AND RECREATIONAL FACILITIES - 28

ACCESSIBILITY IMPROVEMENTS (CDBG)**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 20,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 20,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 20,000
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 20,000

Summary	Amount
Total Expenditures	\$ 20,000
Total Funding	\$ (20,000)
City's Contribution	\$ 0



9506 PARKS AND RECREATIONAL FACILITIES - 31

CAPITAL FUND

TEMPORARY PORTABLE ICE RINK REFRIGERANT SYSTEM

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$120,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The Ice Arena's refrigerant system will be switched over to a new more dependable and efficient system in FY2024. To avoid an interruption in service provided to the current long term user base and to continue to provide revenue generation for the building operation, a temporary portable refrigerant system will be installed while the main refrigerant system is switched over.

Existing Conditions:

The existing system is past its useful life and requires R-22, a refrigerant that is not EPA-approved.

Justification: *Condition of Ex. Facility; Community Demand;*

The City was successful in receiving Municipal Park Grand Funding and support from the community and City Counsel to move forward with the refrigerant switch over project. During the period of replacement, the permanent system will be out of service. This project directly affects operational efficiency, as the ice rink will need to stay open during the replacement to continue to support long term contract users of the facility.

Operating Budget Impact:

The improvements brought by these projects typically replace old or failing systems that require significant maintenance. These improvements should reduce operating costs.

Comments:

None



9506 PARKS AND RECREATIONAL FACILITIES - 31

CAPITAL FUND

TEMPORARY PORTABLE ICE RINK REFRIGERANT SYSTEM

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 120,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 120,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 120,000
Total Funding	\$ 0
City's Contribution	\$ 120,000



9506 PARKS AND RECREATIONAL FACILITIES - 32

CAPITAL FUND

GOLF COURSE MAINTENANCE BUILDING REPLACEMENT

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$30,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The project will look to develop preliminary design of replacement golf course maintenance building in FY2024. The existing facility is over 70 years old and has been added on to over the years to accommodate the needs of the golf course staff to maintain the high quality course that is currently enjoyed by residents and visitors. City intends to apply for the Municipal Park Grant to partially fund this design project.

Existing Conditions:

The existing golf maintenance facility is showing its age with numerous leaks and structural issues. Due to the piece meal construction over the years, the current storage is inadequate for golf course irrigation parts, fertilizers, etc. There is not ample room is available to properly store or work on capital equipment (such as mowers, aerators, tractors, etc), and staff is in need of facility where they can eat and clean up that is way from hazardous work areas.

Justification: *Condition of Ex. Facility; Availability of Outside Funding; Operating Efficiency*

The City will seek Municipal Park Grand Funding to supplement the cost associated with this stage of the design project. A new golf maintenance facility will provide a structure that is design to adequately and safely meet the operation needs to support golf course operations.

Operating Budget Impact:

The improvements brought by this project will replace old and failing structure that require significant maintenance. Additionally, improve structure will provide protection to the capital equipment that is utilized by the golf course. These improvements should reduce operating costs.

Comments:

None



9506 PARKS AND RECREATIONAL FACILITIES - 32

GOLF COURSE MAINTENANCE BUILDING REPLACEMENT**CAPITAL FUND****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 30,000
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 30,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ (TBD)
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ (TBD)

Summary	Amount
Total Expenditures	\$ 30,000
Total Funding	\$ (TBD)
City's Contribution	\$ 30,000



9510 STREETS AND SIDEWALKS - 01

CAPITAL FUND

STREET AND SIDEWALK MAINTENANCE PROGRAM

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$1,899,992	\$1,421,000	\$1,442,300	\$1,463,900	\$1,485,900	\$1,508,200	\$0

Project Description:

The project includes concrete pavement replacement, asphalt pavement resurfacing, asphalt pavement maintenance, microsurfacing, roadway striping, and sidewalk replacement for the annual maintenance of the City's roadway and sidewalk networks.

Existing Conditions:

While the majority of the City's pavement network is in good condition, annual and on-going evaluation of pavement and sidewalk conditions find aging and failing pavement and sidewalks that need to be addressed.

Justification: *Public Safety; Condition of Existing Facility; Coordination; Community Demand*

The City's street and sidewalk network form the City's largest asset that serves all of the City's residents and visitors. Annual maintenance of streets and sidewalks is required to preserve their functionality and to limit future repair costs. The City uses a pavement management system to track pavement conditions, and the City aims to evaluate the condition of each street on a four-year rotation. The pavement condition data assists with the prioritization of pavement repairs and maintenance and helps the City preserve its existing infrastructure as efficiently as possible. Federal regulations require that sidewalks meet accessibility standards so that all users have an opportunity to travel safely. The City's sidewalk maintenance program follows the federal regulations and supports the City's Pedestrian Plan.

Operating Budget Impact:

Pavement and sidewalk maintenance programs will improve and preserve the infrastructure and will result in a reduction in the number of pothole repairs and other on-going maintenance needs.

Comments:

Approximately 10% of the annual street and sidewalk improvements is typically directed toward accessibility improvements to the City's sidewalk network in support of the accessibility transition plan. Larger projects, such as grant-funded improvements, are stand-alone projects that are described in separate project sheets.



9510 STREETS AND SIDEWALKS - 01

STREET AND SIDEWALK MAINTENANCE PROGRAM**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 30,000
Land Acquisition	\$ 0
Construction	\$ 1,869,992
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2024)	\$ 1,899,992

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
American Rescue Plan Act (ARPA)	\$ 1,489,485
Total Funding	\$ 1,489,485

Summary	Amount
Total Expenditures	\$ 1,899,992
Total Funding	\$ 1,489,485
City's Contribution (FY2024)	\$ 410,507



9510 STREETS AND SIDEWALKS - 02

CAPITAL FUND

STREET RECONSTRUCTION / REHABILITATION

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$482,085	\$300,000	\$0	\$300,000	\$0	\$300,000	TBD

Project Description:

The City plans to fully or substantially replace sections of failed residential roadways through this project. The various needs of the pavement network are evaluated each year to determine which streets need to be reconstructed. The City plans to replace the pavement on Conway Gardens Court in FY2024, but later projects will be determined by future reviews of pavement conditions.

Existing Conditions:

Residential streets that are considered for reconstruction have reached the end of their useful lives and are generally in too poor of condition to gain long-term benefits from the City's typical pavement maintenance programs. Most of the streets that have been included in this program were older concrete streets that were overlaid with asphalt decades ago.

Justification: *Public Safety; Condition of Existing Facility; Community Demand*

All of the City's streets will eventually reach the end of their useful lives, fail at a structural level, and require reconstruction. This program provides the City with a tool to address some of its residential streets that are in poor or failing condition that typical maintenance programs can no longer improve.

Operating Budget Impact:

Streets with failing pavement typically require frequent maintenance in the form of pothole patching and emergency pavement repairs, which City staff often performs to address the issues as quickly as possible. Allocating funds for reconstruction also allows for more of the maintenance budget to be used for maintaining and preserving streets that are in better condition, which means more streets and sidewalks will be addressed, reducing the number of calls for City staff to make repairs.

Comments:

The City has invested more than \$2 million into street reconstruction projects during the past ten years



9510 STREETS AND SIDEWALKS - 02

STREET RECONSTRUCTION / REHABILITATION**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 900,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2024-FY2028)	\$ 900,000

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
Outside Funding Source ()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 900,000
Total Funding	\$ 0
City's Contribution (FY2024-FY2028)	\$ 900,000



9510 STREETS AND SIDEWALKS - 04

CAPITAL FUND

FERNVIEW SIDEWALK CONCEPT PLAN**PHASE 1 – OLIVE TO GALAGHER (DESIGN & GRANT MATCH)**

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$64,166	\$50,000	\$60,000	\$160,000	\$0	\$0	\$0

Project Description:

The City developed a concept plan to add a sidewalk along Fernview Drive (between Olive Boulevard and Gallagher Road) and along the side streets to connect with the existing sidewalk networks on each side of Fernview. The result of this project would be a unified collection of subdivision sidewalks that are currently not connected. Funding in FY2024 and FY2025 represents the City's matching funding for design, easement acquisition, and construction for a federal Transportation Alternatives Program (TAP) grant, the application for which could become available in FY2024.

Existing Conditions:

Fernview Drive is a collector roadway that serves several of the residential subdivisions in Ward 4. Sidewalks were constructed throughout most of the subdivisions to the east and west of Fernview, but not along or adjacent to Fernview itself. The result is a series of sidewalks without connections to each other or to Olive Boulevard.

Justification: *Community Demand; Public Safety; Availability of Outside Funding*

Increasing the walkability of Creve Coeur is a common request from residents and a goal outlined in the City's Strategic Plan. Creating a sidewalk along Fernview that connects to the adjacent existing sidewalks will make progress toward this goal.

Operating Budget Impact:

None

Comments:

The City's anticipated portion of a grant-funded project are included in FY2024 and FY2025. The actual cost and schedule for the project will be incorporated into future capital improvement program plans if the City successfully obtains a federal grant for the project.



9510 STREETS AND SIDEWALKS - 04

CAPITAL FUND

FERNVIEW SIDEWALK CONCEPT PLAN**PHASE 1 – OLIVE TO GALAGHER (DESIGN & GRANT MATCH)**

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 64,166
Land Acquisition	\$ 50,000
Construction (Grant Match)	\$ 220,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 334,166

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ TBD
State Cost-Share Program	\$ 0
Outside Funding Source:()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 334,166
Total Funding	\$ (TBD)
City's Contribution	\$ 334,166



9510 STREETS AND SIDEWALKS - 05

CAPITAL FUND

NEW BALLAS MEDIAN PLANTINGS

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$8,800	\$50,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The City maintains several medians on New Ballas Road between Olive and Conway Road. These medians are along a highly traveled arterial road in the City and lead to the City Government Center, Police Station and medical centers. Project would involve the removal of invasive tree species with native trees and plants.

Existing Conditions:

The trees planted along New Ballas median are bradford pear trees, which are an invasive species of tree and require more maintenance for the Public Work staff.

Justification: *Beautification*

Removal of the bradford pear trees and replacement with mostly native tree and plant species will improve the appearance of the median and surrounding roadway. The removal of these trees will also help to reduce their ability to over take and crowd out native trees and plants, which are beneficial to native wildlife.

Operating Budget Impact:

Public works will initially see a reduction in operating cost to maintain the medians.

Comments:

None



9510 STREETS AND SIDEWALKS - 05

NEW BALLAS MEDIAN PLANTINGS**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 58,800
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 58,800

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
Outside Funding Source ()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 58,800
Total Funding	\$ 0
City's Contribution	\$ 58,800



9510 STREETS AND SIDEWALKS - 12

CAPITAL FUND

**LINDBERGH-OLD OLIVE INTERSECTION
(STATE COST-SHARE/STP GRANT)**

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$571,758	\$2,045,500	\$0	\$0	\$0	\$0	\$0

Project Description:

This project involves the partial reconstruction of the intersection of Lindbergh Boulevard and Old Olive Street Road to add a traffic signal that will provide full access in all directions. This signal will allow for a pedestrian/bicycle crossing across Lindbergh and will connect the two halves of Old Olive, both of which are critical steps toward implementation of the Old Olive Great Street plan and the 39 North Master Plan. The City will use federal Surface Transportation Program (STP) grant funding and State Cost-Share Program funding to finance approximately 83% of the project.

Existing Conditions:

The existing intersection of Lindbergh Boulevard and Old Olive Street Road allows only right-in, right-out access for Old Olive on both sides of Lindbergh. A concrete barrier along the Lindbergh median prohibits any east-west vehicular or pedestrian crossing of this intersection.

Justification: *Public Safety; Availability of Outside Funding; Coordination; Beautification*

The proposed improvements to this intersection are supported by the Comprehensive Plan Creve Coeur 2030, the 39 North Master Plan, and the Old Olive Street Road Great Street Plan. These improvements provide the best chance for a pedestrian or bicycle crossing of Lindbergh Boulevard in that area.

Operating Budget Impact:

The City will most likely need to take over the maintenance of Old Olive Street Road from the Missouri Department of Transportation in return for the funding for this project. The ongoing maintenance cost for Old Olive Street Road could be significant.

Comments:

Conceptual plans for this intersection were developed as part of the Old Olive Street Road great street plan, which was completed through a partnership of St. Louis County, the St. Louis Economic Development Partnership, and the City of Creve Coeur. Funding in "prior years" includes concept development and design costs in FY2019-FY2021 to prepare for the grant applications and to design the project. Additional funding for the project may be available through the Governor's Transportation and MODOT Cost Share Program.



9510 STREETS AND SIDEWALKS - 12

CAPITAL FUND

**LINDBERGH-OLD OLIVE INTERSECTION
(STATE COST-SHARE/STP GRANT)**

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 201,758
Land Acquisition	\$ 370,000
Construction	\$ 1,870,500
Equipment	\$ 0
Other (Construction Inspections)	\$ 175,000
Total Expenditures	\$ 2,617,258

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 1,164,200
Federal Transportation Alternative Program Grant	\$ TBD
State Cost-Share Program	\$ 925,050
Outside Funding Source	\$ 0
Total Funding	\$ 2,089,250

Summary	Amount
Total Expenditures	\$ 2,617,258
Total Funding	\$ (TBD)
City's Contribution	\$ 528,008



9510 STREETS AND SIDEWALKS - 13

CAPITAL FUND

OLIVE-LINDBERGH INTERCHANGE ENHANCEMENTS

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$30,000	\$0	\$0	\$0	\$0	TBD

Project Description:

The City has partnered with the St. Louis Economic Development Partnership (SLEDP) and the Missouri Department of Transportation (MoDOT) to add decorative elements to the planned reconfiguration of the interchange of Olive Boulevard at Lindbergh Boulevard. The enhancements include black powder coat and illuminated street name signs to two new traffic signals on Olive and decorative median, pedestrian-scale lighting, and bridge treatments along Olive over Lindbergh. The project is managed by SLEDP and was completed in spring 2022. The funding identified in FY2024 is for the design of landscaping for the Olive-Lindbergh interchange.

Existing Conditions:

The existing cloverleaf interchange is outdated and was reconfigured to a more compact, pedestrian-friendly design. In FY2024, the design for landscaping will be created and then executed.

Justification: *Coordination; Condition of Existing Facility; Beautification*

The Olive-Lindbergh interchange serves as one of the main entry points to the City and is located in the middle of the emerging 39 North District. Visual improvements in this area promote the City and encourage growth.

Operating Budget Impact:

The City will be responsible to maintain the signal and bridge enhancements and landscaping. The costs associated with the bridge and signal enhancements is expected to be minimal for the foreseeable future. Landscape maintenance costs could be limited if native grasses and other low-maintenance plants are used in the landscaping design and will be evaluated during landscaping design and selection.

Comments:

The cost to construct the landscaping at this interchange will not be known until the design is complete.



9510 STREETS AND SIDEWALKS - 13

OLIVE-LINDBERGH INTERCHANGE ENHANCEMENTS**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 30,000
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other (Construction Inspections)	\$ 0
Total Expenditures	\$ 30,000

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
Outside Funding Source ()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 30,000
Total Funding	\$ 0
City's Contribution	\$ 30,000



9510 STREETS AND SIDEWALKS - 15

CAPITAL FUND

OLIVE MEDIAN ENHANCEMENT STOCK

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$59,105	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$0

Project Description:

The median on Olive Boulevard has concrete, decorative planters. If the planters are hit during a traffic accident, often the entire median planter needs to be replaced. The construction and delivery for concrete planters takes months. Rather than wait months at a time for replacement planters, the City maintains a supply. Additionally, the City pays a lower cost per unit by buying several planters at one time. The cost of the planters is reimbursed later through insurance.

Existing Conditions:

Olive Boulevard is one of the City's busiest streets, and median enhancements with well-maintained vegetation can have a traffic calming effect while promoting the City as a place that takes pride in making public-facing spaces aesthetically pleasing.

Justification: *Condition of Existing Facility; Operating Efficiency; Beautification*

In most years, the concrete decorative planters have needed to be replaced several times. By buying ahead and in bulk, the City pays less per unit and has planters ready to be installed when needed.

Operating Budget Impact:

The cost per unit is lower when the City buys median enhancements in bulk.

Comments:

None



9510 STREETS AND SIDEWALKS - 15

OLIVE MEDIAN ENHANCEMENT STOCK**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 20,000
Equipment	\$ 0
Other (Construction Inspections)	\$ 0
Total Expenditures (FY2024)	\$ 20,000

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
Outside Funding Source:(Insurance)	\$ 20,000
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 20,000
Total Funding	\$ (20,000)
City's Contribution (FY2024)	\$ 0



9510 STREETS AND SIDEWALKS - 16

CAPITAL FUND

CRAIG ROAD IMPROVEMENTS (STP GRANT)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$225,600	\$100,000	\$1,300,000	\$0	\$0	\$0	\$0

Project Description:

The project involves improvements to the intersection layout, resurfacing pavement, and reconstructing and expanding sidewalks along Craig Road and Olde Cabin Road between Old Ballas Road and Office Parkway. The City has been awarded a federal Surface Transportation Program (STP) grant for this project. The grant will reimburse the City for approximately 60% of the total cost of the project.

Existing Conditions:

The pavement of Craig Road is currently in fair condition, but sections of the pavement have failed. The traffic flow along Craig is hampered by non-standard intersections with Olde Cabin Road and Office Parkway, and the sidewalks along Craig Road are generally inadequate and have poor accessibility at the intersections.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding; Resident Request*

Portions of Craig Road are in poor condition, and the City has provided increasing attention to pavement repairs and pothole patching. Improvements to the intersections along Craig Road are recommended to improve traffic flow and safety and to provide safe and accessible sidewalk crossings at these intersections.

Operating Budget Impact:

The pavement and sidewalks of Craig Road are in increasing need of maintenance. Roadway resurfacing and sidewalk reconstruction will reduce future maintenance costs.

Comments:

Funding in "Prior Years" was for a conceptual design plan for this project, which the City used to evaluate its options and to support its application for grant funding.



9510 STREETS AND SIDEWALKS - 16

CRAIG ROAD IMPROVEMENTS (STP GRANT)**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 225,600
Land Acquisition	\$ 100,000
Construction	\$ 1,300,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 1,625,600

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 960,000
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
Outside Funding Source	\$ 0
Total Funding	\$ 960,000

Summary	Amount
Total Expenditures	\$ 1,625,600
Total Funding	\$ (960,000)
City's Contribution	\$ 665,600



9510 STREETS AND SIDEWALKS - 17

CAPITAL FUND

NEW BALLAS IMPROVEMENTS**PHASE 2 – S NEW BALLAS (DESIGN AND GRANT MATCH)**

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$150,000	\$20,000	\$250,000	\$0	\$0	\$0

Project Description:

The project includes pavement resurfacing, concrete curb and sidewalk replacement, and accessibility improvements along New Ballas Road from Conway Road to Ladue Road. The project will also include a pedestrian connection to the bus stop near Mercy Hospital along the east side of New Ballas. Staff applied for a federal grant for this project in early 2023. The grant match for Phase 2 includes 100% of the design costs and 20% of the estimated land acquisition and construction costs. The full project cost will be included in the appropriate fiscal years if the City is successful in obtaining a grant.

Existing Conditions:

The asphalt pavement is generally in good condition, but many of the concrete sidewalks, curbs, and entrances are in poor condition. Although areas of the sidewalk and curbing were replaced in FY2019, areas still fall short of the current accessibility standards. South New Ballas Road was found to have an average pavement condition index (PCI) of 47 in 2023, which indicates that the pavement is generally in “marginal” condition and that is currently an appropriate candidate for pavement preservation. The pavement will be 20 years old at the time of the anticipated construction for this project, the pavement joints are cracking, and the overall pavement condition is expected to continue to decline such that repairs and resurfacing are necessary.

Justification: *Public Safety; Condition of Existing Facility; Availability of Outside Funding*

New Ballas Road is the City's largest street and one of two City-maintained streets classified as a minor arterial. Preservation of this street's pavement is a high priority, both for the traveling public and to control future costs. The deteriorating pavement joints, sidewalks, and curbs require a significant investment to correct, and grant assistance for the work will make affording these improvements much more manageable.

Operating Budget Impact:

This project will eliminate pavement patching needs and sidewalk issues that require staff attention.

Comments:

This project is the second of what is expected to be four phases of work along New Ballas Road.



9510 STREETS AND SIDEWALKS - 17

CAPITAL FUND

NEW BALLAS IMPROVEMENTS

PHASE 2 – S NEW BALLAS (DESIGN AND GRANT MATCH)

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 150,000
Land Acquisition	\$ 20,000
Construction	\$ 250,000
Equipment	\$ 0
Other ()	\$ 0
Total Expenditures	\$ 420,000

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ TBD
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
Outside Funding Source ()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 420,000
Total Funding	\$ (TBD)
City's Contribution	\$ 420,000



9510 STREETS AND SIDEWALKS - 21

CAPITAL FUND

OLIVE-270 OVERPASS CLEANING & PAINTING

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$80,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project will involve nighttime cleaning and/or repainting of the exterior (i.e., facing Interstate 270) faces of the Olive Boulevard bridge over Interstate 270. Although the bridge is owned by the State of Missouri, the City of Creve Coeur is responsible for the maintenance of the decorative elements that the City added to the bridge. Among those elements are the decorative bridge faces, which have begun to show some wear. Access to these bridge faces will need to be from Interstate 270, so a significant portion of this project will be traffic control to close several lanes of the highway during each night of work.

Existing Conditions:

What appear to be water stains or peeling paint are evident in several locations along both faces of the Olive overpass. The white stains detract from the tan and beige tones of the bridge face.

Justification: *Beautification; Condition of Existing Facility*

The decorative elements of the Olive overpass promote awareness to drivers that they are in Creve Coeur. The decorative elements also promote the City as a beautiful, well-maintained place to work, shop, and live. Stains or peeling paint detract from the positive image of the City as a desirable destination.

Operating Budget Impact:

None

Comments:

None



9510 STREETS AND SIDEWALKS - 21

OLIVE 270 OVERPASS CLEANING & PAINTING**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering (FY2023)	\$ 0
Land Acquisition	\$ 0
Construction	\$ 80,000
Equipment	\$ 0
Other ()	\$ 0
Total Expenditures	\$ 80,000

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ 0
State Cost-Share Program	\$ 0
Outside Funding Source:()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 80,000
Total Funding	\$ 0
City's Contribution	\$ 80,000



9510 STREETS AND SIDEWALKS - 22

CAPITAL FUND

OLD OLIVE SIDEWALK EXTENSION (DESIGN)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$25,000	\$60,000	\$0	\$0	\$0	\$0

Project Description:

This project will involve installing a new concrete sidewalk on Old Olive Street Road (west), near Laverne Collins Park. Constructing this sidewalk will connect two sections of sidewalk to create a continuous pedestrian path along the west side of Old Olive from Olive Blvd to north of King Henry Court.

Existing Conditions:

No sidewalk currently exists at this site, but pedestrians commonly walk through the grass.

Justification: *Community Demand; Public Safety; Resident Request*

Completion of this sidewalk will provide a safer, more suitable pedestrian route for those wishing to walk along the west side of Old Olive Street Road.

Operating Budget Impact:

No significant maintenance is anticipated in the near future.

Comments:

The proposed project site is in MoDOT right-of-way. Staff has reached out to the MoDOT Area Engineer asking what requirements MoDOT would have for the project. Staff anticipates that engineered design plans will be required, and has included those costs in FY2024.



9510 STREETS AND SIDEWALKS - 22

OLD OLIVE SIDEWALK EXTENSION (DESIGN)**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 25,000
Land Acquisition	\$ 0
Construction	\$ 60,000
Equipment	\$ 0
Other ()	\$ 0
Total Expenditures	\$ 85,000

Funding Type	Amount
Federal Surface Transportation Program Grant	\$ 0
Federal Transportation Alternative Program Grant	\$ TBD
State Cost-Share Program	\$ 0
Outside Funding Source:	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 85,000
Total Funding	\$ (TBD)
City's Contribution	\$ 85,000



9516 CAPITAL EQUIPMENT - 01

CAPITAL FUND

PUBLIC WORKS CAPITAL EQUIPMENT

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$408,355	\$619,000*	\$401,800	\$398,800	\$408,500	\$428,000	TBD

Project Description:

This project is dedicated to replacing older equipment used by the Department of Public Works. Equipment replacement is based on a scheduled rotation that helps limit the financial impact on any one year. The focus will be on replacing equipment that will be about ten years old.

Existing Conditions:

Some Public Works equipment has reached the end of useful and dependable life. Significant maintenance costs can be expected if this equipment is kept in service.

Justification: *Public Safety; Operating Efficiency; Condition of Existing Facility*

Replacement of the equipment noted above is necessary to provide services to the residents and repair the City's infrastructure. Without replacement, it will not only have an effect on public safety, it will also affect the City's operating efficiency due to down time for equipment repairs.

Operating Budget Impact:

Replacement of older equipment helps reduce the overall annual maintenance costs of the Public Works fleet. Using older equipment can result in significant increases in repair bills and increased equipment downtime, which reduce staff's ability to operate efficiently to provide services to the residents.

Comments:

Capital equipment includes equipment costing more than \$20,000 and having a useful life of at least five years. Public Works staff plans to sell the replaced equipment at auction after the new replacement vehicle arrives. The amount of revenue from the auctioned equipment helps to offset the cost of new equipment.

* FY2024 Estimated Annual Cost reflects the \$140,000 purchase of a vehicle in FY2023 which it is anticipated will not be received and paid for till FY2024 due to manufacturer backlog in filling vehicle orders. This cost is not reflected in the following summary.



9516 CAPITAL EQUIPMENT - 01

PUBLIC WORKS CAPITAL EQUIPMENT**CAPITAL FUND
CONTINUED****FY2024 FLEET REPLACEMENT PROJECTIONS**

<u>Equipment to be Purchased</u>	<u>Estimated Cost</u>	<u>Equipment for Trade/Auction</u>
Two-ton Dump Truck with Plow	\$ 137,600.00	2010 Two-ton Dump Truck
One-ton Dump Truck	\$ 76,600.00	2013 One-ton Dump Truck
Bucket Truck	\$ 165,000.00	1996 Bucket Truck
Leaf Vacuum (25 CY; Diesel Powered)	\$ 99,800.00	2013 Leaf Vacuum (Diesel Powered)
FY2023 Two-ton Chipper Truck	\$ 140,000.00	2012 Two-ton Chipper Truck
	<u>\$ 619,000.00</u>	

FY2025 FLEET REPLACEMENT PROJECTIONS

<u>Equipment to be Purchased</u>	<u>Estimated Cost</u>	<u>Equipment for Trade/Auction</u>
Two-ton Dump Truck with Plow	\$ 144,400.00	2011 Two-ton Dump Truck
Skid Steer	\$ 100,600.00	2012 Skid Steer
Leaf Vacuum (25 CY; Diesel Powered)	\$ 104,800.00	2013 Leaf Vacuum (Diesel Powered)
Electric Pickup Truck (PW Engineering)	\$ 52,000.00	2008 Colorado - Project Manager Truck
	<u>\$ 401,800.00</u>	

FY2026 FLEET REPLACEMENT PROJECTIONS

<u>Equipment to be Purchased</u>	<u>Estimated Cost</u>	<u>Equipment for Trade/Auction</u>
Two-ton Dump Truck with Plow	\$ 143,200.00	2011 Two-ton Dump Truck
One-ton Dump Truck	\$ 84,500.00	2013 One-ton Dump Truck
3/4-ton Pickup Truck (Asphalt flat bed)	\$ 66,300.00	2013 3/4-ton Pickup Truck
Leaf Vacuum (25 CY; Diesel Powered)	\$ 104,800.00	2014 Leaf Vacuum (Diesel Powered)
	<u>\$ 398,800.00</u>	

FY2027 FLEET REPLACEMENT PROJECTIONS

<u>Equipment to be Purchased</u>	<u>Estimated Cost</u>	<u>Equipment for Trade/Auction</u>
Two-ton Dump Truck with Plow	\$ 150,300.00	2012 Two-ton Dump Truck
One-ton Dump Truck	\$ 88,700.00	2015 One-ton Dump Truck
Electric Pickup Truck (PW Engineering)	\$ 54,000.00	2006 3/4-ton Project Manager Truck
Leaf Vacuum (25 CY; Diesel Powered)	\$ 115,500.00	2015 Leaf Vacuum (Diesel Powered)
	<u>\$ 408,500.00</u>	

FY2028 FLEET REPLACEMENT PROJECTIONS

<u>Equipment to be Purchased</u>	<u>Estimated Cost</u>	<u>Equipment for Trade/Auction</u>
Two-ton Chipper Truck	\$ 160,000.00	2015 Two-ton Dump Truck
Back Hoe	\$ 150,000.00	2008 John Deere 410J
3/4-ton Pickup Truck (Service Body)	\$ 70,000.00	2015 3/4-ton Pickup (Sign Truck)
Tractor & Flail Mower	\$ 48,000.00	1994 John Deere 5200 & Flail Mower
	<u>\$ 428,000.00</u>	



9516 CAPITAL EQUIPMENT - 01

PUBLIC WORKS CAPITAL EQUIPMENT**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 2,256,100
Other	\$ 0
Total Expenditures (FY2024–FY2028)	\$ 2,256,100

Funding Type	Amount
Outside Funding Source ()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 2,256,100
Total Funding	\$ 0
City's Contribution (FY2024–FY2028)	\$ 2,256,100



9516 CAPITAL EQUIPMENT - 02

GOLF COURSE CAPITAL EQUIPMENT**CAPITAL FUND
CONTINUED**

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$55,000	\$65,000	\$0	\$65,000	\$40,000	TBD

Project Description:

The following major equipment purchases are planned at the Creve Coeur Golf Course as replacements for older equipment:

• FY2024 – Greens Mower	\$ 55,000
• FY2025 – Rough Mower	\$ 65,000
• FY2027 – Fairway Mower	\$ 65,000
• FY2028 – Compact Tractor	\$ 40,000
	\$ 225,000

These vehicles are used to maintain the fairways, rough, and greens at the golf course. The equipment that will be replaced will range in age from 14-25 years old at the time of replacement.

Existing Conditions:

The golf course staff uses a small fleet of equipment to maintain the golf course. Some of the existing equipment has begun to wear out with age, resulting in limited use, declining performance, and/or increased repair costs. Certain equipment, like the turf vehicles, are used for a variety of tasks. Other equipment, like the rough mower, has no back-up for its function.

Justification: *Condition of Existing Equipment; Operating Efficiency; Coordination*

Properly functioning and reliable equipment is needed for the effective maintenance of the golf course. The 2015 *Analysis of Golf Course Existing Conditions for Needs Assessment* report found that all of the equipment that is proposed for replacement has exceeded its useful life. The report recommended that all of this equipment be replaced by 2019.

Operating Budget Impact:

New equipment will be expected to require less maintenance than the current equipment, which should result in lower operating costs.

Comments:

None



9516 CAPITAL EQUIPMENT - 02

GOLF COURSE CAPITAL EQUIPMENT**CAPITAL FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 225,000
Other ()	\$ 0
Total Expenditures (FY2024–FY2028)	\$ 225,000

Funding Type	Amount
Outside Funding Source ()	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 225,000
Total Funding	\$ 0
City's Contribution (FY2024–FY2028)	\$ 225,000



CAPITAL PROJECT ADMINISTRATION - 01

CAPITAL FUND

PROJECT MANAGEMENT

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$138,542	\$153,104	\$157,700	\$162,500	\$167,400	\$172,500	TBD

Project Description:

This line item includes the costs associated with the full-time salary and benefits for two engineers to help oversee the design and construction of projects outlined in the Capital Improvement Program: One engineer will be 100% funded through the Capital Fund; the second engineer will be 50% funded through the Capital Fund and 50% funded through the Parks and Stormwater Fund.

Existing Conditions:

Engineering staff assists the Director of Public Works with monitoring construction activity, preparing contract documents, performing design surveys, and the overall management of the Capital Improvement Program.

Justification: *Operating Efficiency*

The responsible and effective administration of the City's capital improvement projects, and grant-related projects in particular requires expertise and significant staff time. Projects often have similar schedules, and multiple projects can require immediate attention at the same time. The City's Public Works Administrative staff is too small to consistently accommodate the demands of these projects while also meeting the expectations for the various other services provided by the Department of Public Works.

Operating Budget Impact:

Annual costs for this position include salary and benefits plus ongoing employee training, city equipment, cell phone, and general supplies, which are anticipated to be approximately \$1,000 per year.

Comments:

None

**CAPITAL PROJECT ADMINISTRATION - 01**
PROJECT MANAGEMENT**CAPITAL FUND**
CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 813,204
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 813,204

Funding Type	Amount
Outside Funding Source	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 813,204
Total Funding	\$ 0
City's Contribution	\$ 813,204



PARKS AND STORMWATER FUND

In November 2020, Creve Coeur voters approved a half-cent sales tax, the revenue from which is dedicated to the operations, maintenance, and improvements needed for the City’s parks, recreation, and stormwater infrastructure. Most of the City’s projected investments into parks and stormwater are proposed to be financed through this fund.

Parks and Stormwater Fund Revenues

The City’s Parks and Stormwater Fund has two main funding sources: a half-cent parks and stormwater sales tax and reimbursement from grants and other outside funding. Together, these funding sources are projected to generate approximately \$16.47 million over the FY2024-FY2028 CIP.

Half-Cent Parks and Stormwater Sales Tax. The projected sales tax revenues are approximately \$15.27 million for the FY2024-FY2028 CIP, which averages out to approximately \$3.05 million per year in the plan.

Grants and Outside Funding. There are two primary outside funding sources for parks and stormwater improvements: the Municipal Park Grant and MSD OMCI reimbursement program.

- *Municipal Park Grant.* The City can seek Municipal Park Grant to supplement up to \$525,000 for parks improvements about every other year. This funding source will be shared with the Capital Fund.
- *MSD OMCI Reimbursement.* The Metropolitan St. Louis Sewer District (MSD) offers a reimbursement program for stormwater-related operations, maintenance, and construction improvements (OMCI) expenses in the Deer Creek watershed, which is generally the area in Creve Coeur east of Interstate 270 and south of Olive Boulevard. The City plans to seek approximately \$1.07 million in reimbursement from this program over the five-year CIP.

Parks and Stormwater Fund Expenses

Parks and Stormwater expenditures from the Parks and Stormwater Fund are projected to be approximately \$16.97 million over the proposed FY2024-FY2028 CIP, with a maximum annual expense of \$4.28 million in FY2024. Details about these expenses can be found in the project summary sheets that follow.

This sales tax revenue does not have a designated division of how it will be spent, but the City Council can decide to set the allocation amounts or to evaluate the division of funds through each CIP process. The proposed five-year CIP includes the following allocation of the sales tax revenue:

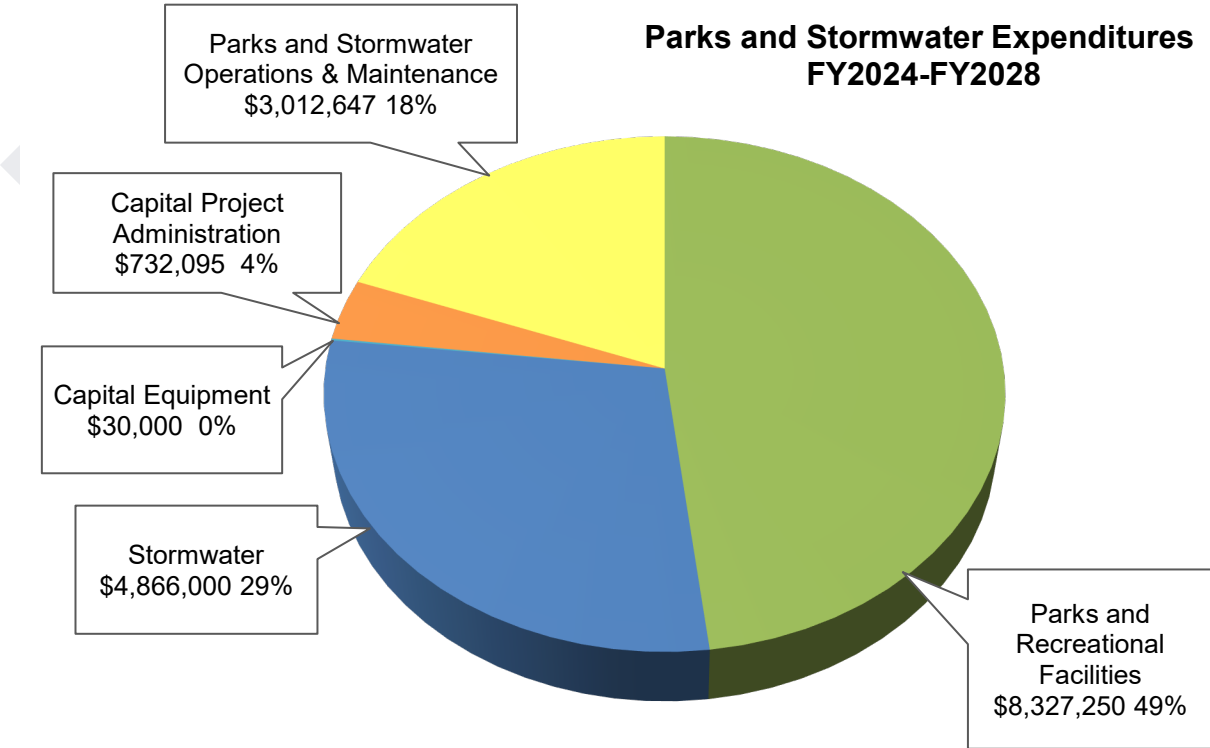
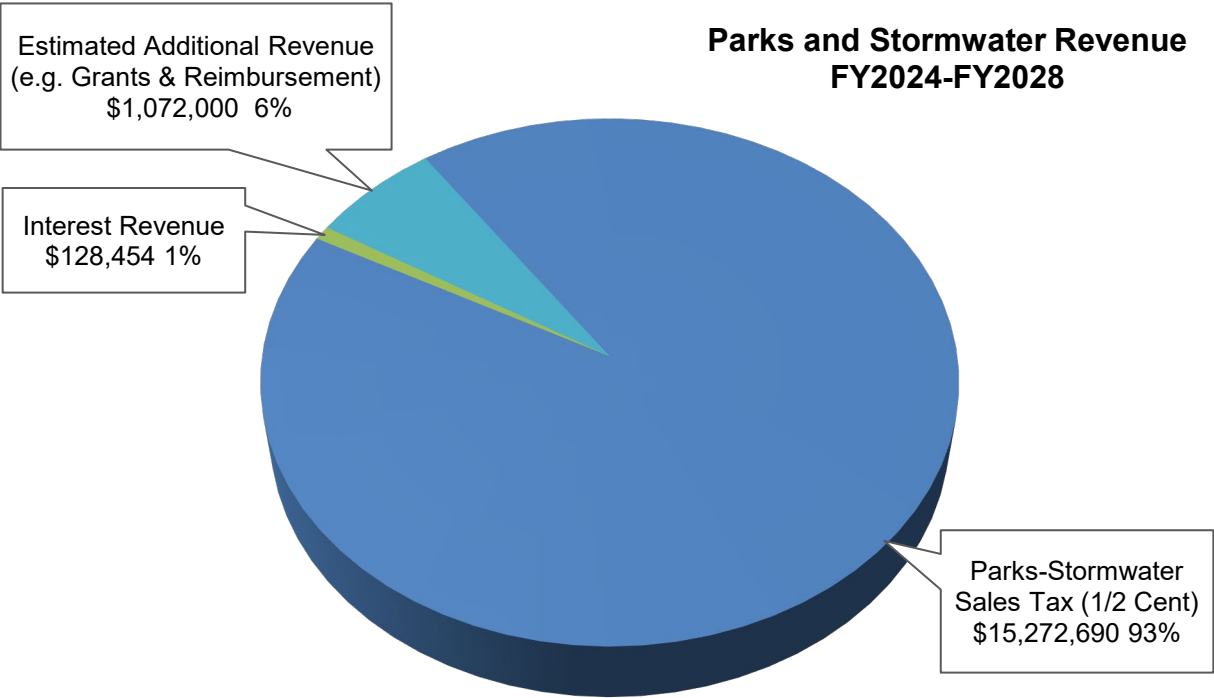
- | | |
|---|-----|
| • Parks Projects | 49% |
| • Stormwater Projects | 29% |
| • Capital Project Administration | 4% |
| • Parks and Stormwater Operations & Maintenance | 18% |

Funding for parks is proposed to be the greatest portion due a backlog of deferred parks maintenance, the improvements envisioned through the Parks and Recreation Master Plan, and the initial stormwater focus on smaller projects and the development of a Stormwater Management Plan.

At this time, the proposed CIP does not include investment into the Dielmann Recreation Complex or the Creve Coeur Golf Course though the Parks-Stormwater Tax Fund. Projects involving this property are included in the Capital Fund.



Summaries of the projected revenues and expenses for the Parks and Stormwater Fund are included below, and details about the projects and other expenses that are proposed to be financed through this fund can be found in the project summary sheets that follow.





9506 PARKS AND RECREATIONAL FACILITIES - 03

PARKS AND STORMWATER FUND

HISTORIC BUILDING REHABILITATION AND PRESERVATION

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$25,000	\$100,000	\$25,000	\$25,000	\$25,000	\$25,000	TBD

Project Description:

This project sets aside annual funding for repairs and improvements to the Lake School House at Lake School Park and to the Tappmeyer House at Millennium Park. In FY2024, the focus will be on repairing the front porch and stabilizing the structural support, cleaning up the basement, and repainting at Lake School. Future funding years could be combined to allow for a larger project, such the installation of rear ADA ramp into the Tappmeyer House and eventual painting.

Existing Conditions:

The front porch of the Lake School House needs to be stabilized to correct its sagging roof, some of the wood on the front of the building needs to be replaced, and a support column in the school's basement needs to be upgraded and/or replaced. The accessible lift and other aspects of the Tappmeyer House need regular maintenance and will eventually require replacement.

Justification: *Condition of Existing Facility; Protection and Conservation*

Like any of the City's buildings and facilities, the Lake School House and Tappmeyer House will need regular routine maintenance and improvements to remain structurally sound and attractive.

Operating Budget Impact:

Improvements to the locally historic buildings will help reduce the maintenance needs and costs for these buildings.

Comments:

None



9506 PARKS AND RECREATIONAL FACILITIES - 03

PARKS AND STORMWATER FUND

HISTORIC BUILDING REHABILITATION AND PRESERVATION CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 200,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2024-FY2028)	\$ 200,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 200,000
Total Funding	\$ 0
City's Contribution (FY2024-FY2028)	\$ 200,000



9506 PARKS AND RECREATIONAL FACILITIES - 05

PARKS AND STORMWATER FUND

PARK RESTROOM RENOVATIONS

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$50,088	\$120,000	\$60,000	\$60,000	\$0	\$0	TBD

Project Description:

This project involves further investigation into and design of renovations for the parks' seasonal restroom facilities to allow these restrooms to remain open for the entire year.

Existing Conditions:

The restroom facilities at Conway Park, Lake School Park, Malcolm Terrace Park, and Venable Park were constructed about 20 years ago and are substantially similar buildings based upon a common design. That design includes cinder block walls and an open-air roof meant for warm-weather, seasonal operation. The buildings do not have temperature controls, insulation, or buried water service lines.

Justification: *Community Demand; Coordination*

One of the primary user requests in the Parks and Recreation Master Plan was to offer year-round restroom facilities in the parks.

Operating Budget Impact:

Having the restrooms open for more or all of the year will generate more utility costs than the City currently pays. However, the main impact to the operating budget will be the need to staff the daily cleaning of the restrooms between the months of October and April when the restrooms are currently closed. The City will need to evaluate whether the restrooms can be cleaned effectively with the current staffing levels during labor-intensive operations, such as fall leaf collection and winter snow removal.

Comments:

Renovation or replacement of the restrooms at Lake School Park, Malcolm Terrace Park, and Venable Park will be evaluated based upon the FY2023 design and may be planned for future years, likely to be completed in conjunction with other improvements in these parks.

**9506 PARKS AND RECREATIONAL FACILITIES - 05**
PARK RESTROOM RENOVATIONS**PARKS AND STORMWATER FUND**
CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 50,088
Land Acquisition	\$ 0
Construction	\$ 240,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 290,088

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 290,088
Total Funding	\$ 0
City's Contribution	\$ 290,088



9509506 PARKS AND RECREATIONAL FACILITIES – 10

PARKS AND STORMWATER FUND

PARK FURNITURE REPLACEMENT

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$0

Project Description:
This project involves the regular replacement of park furniture that is at the end of its useful life. Replacement will involve benches, trash receptacles, and picnic tables.

Existing Conditions:
The City offers dozens of benches, trash receptacles, and picnic tables. Park furniture is exposed to the elements year-round and over time, paint fades, materials degrade, and the furniture becomes unsightly and perhaps even unsafe. Further, the style of the furniture is inconsistent with in a particular park.

Justification: *Condition of Existing Facility; Operating Efficiency; Beautification*
Sharp edges and other hazards can develop on park furniture that is detreating with age and wear from the elements. Replacing park furniture that is past its useful life keeps the City’s parks safer and makes them more inviting, enjoyable, and beautiful.

Operating Budget Impact:
Replacing park furniture decreases the amount of time and effort Parks staff needs to expend on repairs. New furniture will be expected to be virtually maintenance free for the next 5-10 years.

Comments:
None

**9506 PARKS AND RECREATIONAL FACILITIES - 10**
PARK FURNITURE REPLACEMENT**PARKS AND STORMWATER FUND**
CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 100,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2024-FY2028)	\$ 100,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 100,000
Total Funding	\$ 0
City's Contribution (FY2024-FY2028)	\$ 100,000



9506 PARKS AND RECREATIONAL FACILITIES - 14

PARKS AND STORMWATER FUND

MILLENNIUM PARK IMPROVEMENTS – PHASE 1

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$128,531	\$2,300,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project involves a site design for the west half of Millennium Park and the replacement of the playgrounds, splash pad, and connecting walkways in this section of the park. The new playground will be larger than the existing two playgrounds, and the new splash pad will offer additional features from what is in place today. Both the playground and the splash pad will be partially shaded by fabric shades that will be constructed as part of this project. All of the benches in throughout the park will be replaced through this project

Existing Conditions:

The playground and splash pad at Millennium Park have served the City well, but both are about 20 years old and are wearing out. The playground equipment has begun to fail, and some elements have been removed or replaced in recent years. Although the larger safety surface continues to provide the required fall protection for the playground, this surface is beyond its recommended lifespan.

Justification: *Community Demand; Condition of Existing Facility; Coordination, Beautification*

These improvements to Millennium Park are the first phase of the implementation of the City's Parks and Recreation Master Plan and of the Millennium Park Master Plan. The playground and splash pad were selected as the first phase of improvements due to their popularity as the central features of Millennium Park and due to their age and deteriorated condition.

Operating Budget Impact:

New parks features are expected to require much less maintenance than the existing features.

Comments:

None



9506 PARKS AND RECREATIONAL FACILITIES - 14

PARKS AND STORMWATER FUND

MILLENNIUM PARK IMPROVEMENTS – PHASE 1

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 128,531
Land Acquisition	\$ 0
Construction	\$ 1,700,000
Equipment	\$ 600,000
Other	\$ 0
Total Expenditures	\$ 2,428,531

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 2,428,531
Total Funding	\$ 0
City's Contribution	\$ 2,428,531



9506 PARKS AND RECREATIONAL FACILITIES - 17

PARKS AND STORMWATER FUND

VENABLE PARK IMPROVEMENTS

PHASE 1: TRAIL, BRIDGE, TENNIS COURTS, & SPLASH PAD

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$125,000	\$2,000,000	\$0	\$0	\$0	\$0

Project Description:

The exact scope of this project has not yet been determined, but it could include elements from the Parks and Recreation Master Plan, such as the renovation of the restroom building for year-long operation, replacement of the tennis courts, replacement of pavilion, improved parking, a memorial to Dr. H. Phillip Venable, new furniture, the addition of a splash pad, and improved accessibility.

Existing Conditions:

Several of the facilities at Venable Memorial Park are aging and require updates or replacement. The asphalt tennis courts have been overlaid multiple times and can no longer be reliably repaired, and facilities like the pavilion, asphalt paths, and connector bridge have not been updated in the past ten years.

Justification: *Community Demand; Condition of Existing Facility; Coordination*

The project will coordinate with the recommendations of the Parks and Recreation Master Plan and the preliminary planning efforts for Venable Park. The tennis courts were selected as the first phase of improvements due to their popularity as the central features of Venable Park and due to their age and deteriorated condition. Additional, bridge access to the park was singled out due to its age and deteriorated condition.

Operating Budget Impact:

New facilities are expected to require less annual maintenance and fewer funds than the existing equipment.

Comments:

In FY2023, the City plans to work with a national design firm to begin planning out improvements to Dr. H. Phillip Venable Memorial Park that are consistent with the Parks and Recreation Master Plan.



9506 PARKS AND RECREATIONAL FACILITIES - 17

PARKS AND STORMWATER FUND

VENABLE PARK IMPROVEMENTS**PHASE 1: TRAIL, BRIDGE, TENNIS COURTS, & SPLASH PAD****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 125,000
Land Acquisition	\$ 0
Construction	\$ 2,000,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 2,125,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 2,125,000
Total Funding	\$ 0
City's Contribution	\$ 2,125,000



9506 PARKS AND RECREATIONAL FACILITIES - 23

PARKS AND STORMWATER FUND

39N GREENWAY CONNECTION TO CENTENNIAL TRAIL

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$33,750	\$0	\$0	\$0	\$0	\$0

Project Description:

The Great Rivers Greenway (GRG) is the public agency connecting the St. Louis region with greenways. The concept calls for a 600 mile network of greenways connecting St. Louis City, St. Louis County and St. Charles County. The next phase of this trail network is the Centennial Trail plan, which will connect Forest Park and Creve Coeur Lake Park, coming from Warson Park in Olivette to the east, working its way through our light industrial / 39 North district before moving into unincorporated St Louis County.

Existing Conditions:

GRG plans to move forward with preliminary design identified in the 39 North Greenway Plan in 2023 with construction projected for 2025-2027. However, segments that would allow better connectivity and access to the Centennial Trail for Creve Coeur businesses, institutions and residents are not included in the trail plan. As a result, a collaborative approach between the City of Creve Coeur, other stakeholders and GRG could enable these connections to be made.

Justification: *Community Demand; Coordination; Economic Growth; Protection & Conservation*

The GRG with willing to fund (subject to approval of their board) up to 50% of the cost in developing a preliminary design, estimated at \$300,000. In addition, the Donald Danforth Plant Science Center, St. Louis Economic Development Partnership, the City of Olivette and Bayer Global are willing to partner with the City in funding the remainder of the design cost. The project will further support one of the goals set out in the City's Strategic Plan to establish more options for pedestrians and provide expansion of the parks trail network. A robust trail network will attract more business to the community and make Creve Coeur a desirable place to live.

Operating Budget Impact:

None

Comments:

None



9506 PARKS AND RECREATIONAL FACILITIES - 23

PARKS AND STORMWATER FUND

39N GREENWAY CONNECTION TO CENTENNIAL TRAIL**CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 33,750
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 33,750

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 33,750
Total Funding	\$ 0
City's Contribution	\$ 33,750



9506 PARKS AND RECREATIONAL FACILITIES - 24

PARKS AND STORMWATER FUND

VENERABLE PARK MEMORIAL (HDR FOUNDATION GRANT)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$11,500	\$288,500	\$0	\$0	\$0	\$0	\$0

Project Description:

This project involves creating a lasting memorial to honor Dr. Venable. The goal is to have commemorative artwork that will engage visitors in the Venable's story. Through design elements, signage and future programming, this project will help inform visitors about the life and character of Dr. Venable as well as educate generations to come on what he faced in Creve Coeur. The memorial will be woven into the park master plan so it will be part of the overall aesthetics of the park.

Existing Conditions:

The park does not currently have a memorial to honor Dr. Venable or tell of his story.

Justification: *Community Demand; Coordination; Economic Growth; Protection & Conservation*

Community demand for this project has existed for quite some time. In 2019, Dr. Venable's story was brought to light to the Mayor and City Council.

Operating Budget Impact:

None

Comments:

None



9506 PARKS AND RECREATIONAL FACILITIES - 24

PARKS AND STORMWATER FUND

VENERABLE PARK MEMORIAL (HDR FOUNDATION GRANT)

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 11,500
Land Acquisition	\$ 0
Construction	\$ 288,500
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 300,000

Funding Type	Amount
Community Development Block Grant (CDBG)	\$ 0
Municipal Park Grant	\$ 0
Outside Funding Source	\$ 0
American Rescue Plan Act (ARPA)	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 300,000
Total Funding	\$ 0
City's Contribution	\$ 300,000



9509 STORMWATER - 01

PARKS AND STORMWATER FUND

WATERSHED MANAGEMENT PLAN

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$448,026	\$50,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project will create an in-depth study of stormwater behavior and needs throughout Creve Coeur and provide a sound, clear, and prioritized basis for the City’s stormwater management program. The Watershed Management Plan will include a review of existing studies and resident concerns plus investigations of the creeks and stormwater infrastructure. From the Watershed Management Plan will come a prioritized, coordinated list of defined stormwater projects that will be listed as line items. in future Capital Improvement Plans.

Existing Conditions:

The last City-wide watershed study was completed in the 1990’s and was updated with additional project reviews in 2012. The study is outdated and does not provide a comprehensive list of issues and improvements that could guide a stormwater program.

Justification: *Community Demand; Condition of Existing Facility; Coordination; Operating Efficiency; Protection & Conservation*

In previous years, the City’s capital improvement budget allowed for a small stormwater program that could only fund small or emergency projects. With the residents’ approval of the parks and stormwater sales tax, the City is now able to have a planned, proactive stormwater program that will be logically and efficiently guided by the comprehensive Watershed Management Plan. A completed Watershed Management Plan will also help qualify the City for grants and other funding opportunities.

Operating Budget Impact:

None

Comments:

None



9509 STORMWATER - 01

WATERSHED MANAGEMENT PLAN

PARKS AND STORMWATER FUND

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 448,026
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 50,000
Total Expenditures (FY2024-FY2028)	\$ 498,026

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ 0
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 498,026
Total Funding	\$ 0
City's Contribution (FY2024-FY2028)	\$ 498,026



9509 STORMWATER - 04

PARKS AND STORMWATER FUND

HIBLER ROADSIDE DRAINAGE

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$70,673	\$339,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project will re-establish and improve roadside drainage along Hibler Road east of Falaise Drive to west towards Mason Road. Improvements will include new and improved roadside drainage swales, removing and replacing curb and gutter, and adding inlets and stormwater conveyance. Design will be completed in FY2023, and construction is planned for FY2024.

Existing Conditions:

Sections of Hibler Road do not have curbing and use roadside swales and the adjacent grades to carry stormwater runoff. City staff have received reports of ponding and large volumes of sheet flow during warmer weather and icy conditions during freezing temperatures. Staff has also observed that the street has insufficient drainage to safely convey stormwater.

Justification: *Community Demand; Condition of Existing Facility; Operating Efficiency; Public Safety*

This project aims to address residents' concerns about flooding and safety by improving stormwater management along Hibler Road.

Operating Budget Impact:

Addressing this concern through capital improvements will eliminate the need for City staff to attempt to address the situation through maintenance operations.

Comments:

None



9509 STORMWATER - 04

HIBLER ROADSIDE DRAINAGE**PARKS AND STORMWATER FUND****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering (FY2023)	\$ 70,673
Land Acquisition	\$ 0
Construction	\$ 339,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 409,673

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ 0
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 409,673
Total Funding	\$ 0
City's Contribution	\$ 409,673



9509 STORMWATER - 05

PARKS AND STORMWATER FUND

**ALDEN LANE DRAIN REPLACEMENT
(DEER CREEK OMCI)**

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$39,533	\$67,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project will replace a small storm drain system that serves a section of Alden Lane. The project will also repair a sinkhole that has formed near one of the failing inlets. Design will be completed in FY2023, and construction will take place in FY2024.

Existing Conditions:

The drain system includes two small inlets – one on each side of Alden Lane – that carry stormwater from the street and the north side of Alden Lane to a small creek on the south side of the street. The drains are not standard and easily clog with mulch and leaf debris. The clogged drains cause roadway flooding. An apparent failure of the drainage pipe has also created a large hole near the roadway. This hole is a potential hazard and has been filled with rock as a temporary safety measure. In addition to the hole near the existing inlet, the project will also repair a sinkhole that has formed in the road west of the drain system.

Justification: *Community Demand; Condition of Existing Facility; Operating Efficiency*

Replacing the existing stormwater inlets and pipes will improve the capacity and performance of this small stormwater system and help prevent the hole that formed near the creek from reappearing. The new drains will have larger openings that will make them much less likely to clog.

Operating Budget Impact:

Replacing non-standard drains will eliminate the need for staff to monitor the inlets for clogs during typical rain storms, and replacing the pipes will eliminate the need for staff to monitor the area to see if the hole has formed again.

Comments:

This project is located within the Deer Creek watershed, and the City will be eligible for reimbursement of design and construction costs through MSD's Operations, Maintenance, and Construction Improvements (OMCI) reimbursement program.



9509 STORMWATER - 05

**ALDEN LANE DRAIN REPLACEMENT
(DEER CREEK OMCI)**

PARKS AND STORMWATER FUND

CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering (FY2023)	\$ 39,533
Land Acquisition	\$ 0
Construction	\$ 67,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 106,533

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ 67,000
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 106,533
Total Funding	\$ 67,000
City's Contribution	\$ 39,533



9509 STORMWATER - 06

PARKS AND STORMWATER FUND

BALLAS CULVERT EROSION REHABILITATION
(DEER CREEK OMCI)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$89,887	\$380,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project will replace a failing road culvert and stabilize a section of the creek east of South New Ballas Road that flows behind the homes on Tarrytown Drive towards the City line. Design will be completed in FY2023, and construction is planned for FY2024.

Existing Conditions:

A stormwater culvert runs beneath South New Ballas Road just south of Tarrytown Drive, and water flows from west to east through this culvert. Replacing the culvert is necessary to keep one of the busiest roads in Creve Coeur from failing. In addition to the failing culvert, significant erosion has been observed downstream (east) of the culvert. Residents have voiced concerns about erosion, poor drainage, and flooding.

Justification: *Community Demand; Condition of Existing Facility; Operating Efficiency*

Improvements to address erosion downstream of the culvert will help prevent the situation worsening and potentially impacting South New Ballas Road, the most heavily traveled section of road that the City maintains. Addressing the creek downstream as part of this project should be less expensive and less intrusive to the neighboring properties than if the two projects were completed independently.

Operating Budget Impact:

None

Comments:

This project is located within the Deer Creek watershed, and the City will be eligible for reimbursement of design and construction costs through MSD's Operations, Maintenance, and Construction Improvements (OMCI) reimbursement program



9509 STORMWATER - 06

PARKS AND STORMWATER FUND

**BALLAS CULVERT EROSION REHABILITATION
(DEER CREEK OMCI)****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering (FY2022 & FY2023)	\$ 89,887
Land Acquisition	\$ 0
Construction	\$ 380,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 469,887

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ 285,000
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 469,887
Total Funding	\$ 285,000
City's Contribution	\$ 184,887



9509 STORMWATER - 07

PARKS AND STORMWATER FUND

GOLF COURSE POND AERATION (DEER CREEK OMCI)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$13,000	\$64,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project will add an aeration system in the Creve Coeur Golf Course’s southernmost pond. Installing the aerator was originally intended to be part of the 2017 dam stabilization project. At that time, it was discovered that the existing electrical power feed needed to be upgraded to accommodate the aerator, and due to cost restraints the City was forced to remove this item from the scope of the dam project.

Existing Conditions:

A small electrical supply is located on the west side of the pond, slightly north of the #5 green. This electric supply currently powers the fountain in the pond. To add an aerator, the electrical needs to be upgraded. The 2017 dam project removed the built-up silt from the pond, which made the pond deeper, and the pond now has significant algae growth. An aerator will help circulate the water and control algae growth in the pond while reducing the possibility of odors from organic materials.

Justification: *Condition of Existing Facility; Beautification; Availability of Outside Funding*

The aerator will help the City extend its 2017 investment into the pond. Less algae will help make the pond water clearer and more aesthetically pleasing to golfers, enhancing their enjoyment of the course.

Operating Budget Impact:

The cost for the electricity for the aerator is expected to be negligible compared to the overall electricity needs of the Golf Course.

Comments:

This project is located within the Deer Creek watershed, and the City will be eligible for reimbursement of design and construction costs through MSD’s Operations, Maintenance, and Construction Improvements (OMCI) reimbursement program.



9509 STORMWATER - 07

PARKS AND STORMWATER FUND

GOLF COURSE POND AERATION (DEER CREEK OMCI)**CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering (FY2023)	\$ 13,000
Land Acquisition	\$ 0
Construction	\$ 64,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 77,000

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ 64,000
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ 64,000

Summary	Amount
Total Expenditures	\$ 77,000
Total Funding	\$ 64,000
City's Contribution	\$ 13,000



9509 STORMWATER - 08

PARKS AND STORMWATER FUND

HIBLER WOODS DRAIN REPLACEMENT

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$30,000	\$0	\$0	\$0	\$0	\$0

Project Description:

This project will replace the failing trench drain that extends across Hibler Woods Drive. Both the metal grates and the supporting concrete shelf that supports the grates are deteriorating. Additionally, the grade of the asphalt approach is higher than the grate, which causes unsmooth and potentially unsafe driving conditions. When replacing the failing structure, the asphalt road before and after the drain will be milled and overlaid to create a smooth transition and even slope for a smoother, safer driving experience.

Existing Conditions:

A resident in the Mason Forest Subdivision reported that one of the grates of this trench drain was broken in 2020, and City staff welded a repair for this grate as a temporary measure. As has been the case with several other trench drains in Creve Coeur, roadway trench drains are considered part of the street and are not maintained by MSD.

Justification: *Condition of Existing Facility; Public Safety*

The trench drain will need to be replaced to provide a stable, structurally sound structure for vehicle and pedestrian traffic.

Operating Budget Impact:

Replacement of the drain should eliminate the need for additional repairs to the drain for at least ten years.

Comments:

None



9509 STORMWATER - 08

HIBLER WOODS DRAIN REPLACEMENT**PARKS AND STORMWATER FUND
CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 30,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 30,000

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ 0
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 30,000
Total Funding	\$ 0
City's Contribution	\$ 30,000



9509 STORMWATER - 09

PARKS AND STORMWATER FUND

STORMWATER CONCEPTUAL PLANS (DESIGN)

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$150,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The Stormwater Committee identified seven stormwater concerns that will be evaluated before the completion of the Watershed Management Plan. This evaluation will help the City understand the scope, cost, and public support for each potential project. Projects that score high enough on the risk registry and cost/benefit analysis will move into preliminary design and possibly construction in FY2024. Projects that do not move forward to design at this time will be incorporated into the Watershed Management Plan.

The following are the sites the Stormwater Committee recommended for evaluation:

1. **Magna Carta at Runnymede and Templar** – Storm drain improvements
2. **13105 D'Artagnan Ct** – Stream bank erosion along the creek corridor
3. **Ferntop Lane** – Storm channel erosion
4. **Deer Creek in Malcolm Terrace Park** – Creek bank erosion & a possible bridge project
5. **Cuiseaux Court** – Subdivision drainage
6. **Beaver Drive** – Corrugated metal road culvert is past it's useful life
7. **Broadview Farm** – Road drainage and ponding at various locations in the subdivision

Existing Conditions:

Some of the issues that potential projects will work to solve include: stream bank erosion, insufficient or failing stormwater infrastructure, and yard ponding. Many of the above listed sites are within the City's right of way or parks, which reduces the likelihood that easements will be required.

Justification: *Condition of Existing Facility; Community Demand, Protection & Conservation*

The Stormwater Committee has recommended that the City pursue the design and construction of stormwater improvements before the Watershed Management Plan is completed.

Operating Budget Impact:

None

Comments

None



9509 STORMWATER - 09

PARKS AND STORMWATER FUND

STORMWATER CONCEPTUAL PLANS (DESIGN)**CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 150,000
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 150,000

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ TBD
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ TBD

Summary	Amount
Total Expenditures	\$ 150,000
Total Funding	\$ TBD
City's Contribution	\$ 150,000



9509 STORMWATER - 11

PARKS AND STORMWATER FUND

**LAKE DREDGING – CONWAY PARK & GOLF COURSE
(DESIGN & CONSTRUCTION)**

Estimated Annual Costs						
Prior Years	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$40,000	\$450,000	\$200,000	\$0	\$0	TBD

Project Description:

The lakes at Conway Park and the Golf Courses have received a large volume of sediment, and the depth of the lakes and water quality has greatly decreased. In the design phase, the depth of sediment will be measured, and then the amount of dredging required and the dredging methodology can be determined. The dredging itself will span two years. FY2025 will focus on Conway Park Lake, and in FY2026 the Golf Course lakes will be dredged. A forebay will be added to lake near green 9 to help keep suspended solids from flowing into the other lakes.

Existing Conditions:

Golfers have reported that the lakes at the Golf Course have a strong, unpleasant odor. Dredging the lakes will remove the organic material that is causing the odors. Currently, each of the lakes has a decreased storage capacity and are less effective at stormwater management.

Justification: *Community Demand; Condition of Existing Facility, Protection & Conservation, Beautification*

Dredging the lakes will improve stormwater management performance. Dredging Conway Lake to a suitable depth may make it possible to stock the lake with fish. After the lakes are dredged, fountains and aeration systems can be installed, which will help improve water quality and prevent odors.

Operating Budget Impact:

For the forebay to be effective, deposited sediment will need to be regularly removed. This regular maintenance will help prolong the amount of time until the lakes will need to be dredged again. Delaying the cost of another full dredging effort will be cost-effective in the long-term.

Comments:

None



9509 STORMWATER - 11

PARKS AND STORMWATER FUND

**LAKE DREDGING – CONWAY PARK & GOLF COURSE
(DESIGN & CONSTRUCTION)****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 40,000
Land Acquisition	\$ 0
Construction	\$ 650,000
Equipment	\$ 0
Other	\$ 0
Total Expenditures	\$ 690,000

Funding Type	Amount
MSD Operation Maintenance Construction Improvement (OMCI) District	\$ TBD
DNR Section 319 Grant	\$ 0
Outside Funding	\$ 0
Total Funding	\$ TBD

Summary	Amount
Total Expenditures	\$ 690,000
Total Funding	\$ TBD
City's Contribution	\$ 690,000



9516 CAPITAL EQUIPMENT - 01

PARKS AND STORMWATER FUND

PARKS CAPITAL EQUIPMENT

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$0	\$30,000	\$0	\$0	\$0	\$0	\$0

Project Description:

The Department of Public Works proposes to purchase tractor for operation of the flail mower and various other needs required to maintain the park nature trails and surrounding grounds.

Existing Conditions:

Currently the flail mower is only available to be used with current skid steers are not needed for road work or other associate work. The tractor will be a new addition to the department and will greatly assist in nature trail and park ground maintenance.

Justification: *Condition of Existing Equipment; Operating Efficiency*

The City prides itself on the appearance of its parks, and green spaces of the parks are significant passive amenities. New tractor is needed to adequately and efficiently service these areas.

Operating Budget Impact:

Comments:

None



9516 CAPITAL EQUIPMENT - 01

PARKS CAPITAL EQUIPMENT**PARKS AND STORMWATER FUND****CONTINUED**

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 0
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 30,000
Other	\$ 0
Total Expenditures	\$ 30,000

Funding Type	Amount
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 30,000
Total Funding	\$ 0
City's Contribution	\$ 30,000



CAPITAL PROJECT ADMINISTRATION - 01

PARKS AND STORMWATER FUND

PROJECT MANAGEMENT

Estimated Annual Costs						
Prior Year	FY2024	FY2025	FY2026	FY2027	FY2028	Future
\$132,035	\$137,795	\$142,000	\$146,300	\$150,700	\$155,300	TBD

Project Description:
This line item includes the costs associated with the full-time salary and benefits for two Public Works staff members to help oversee the design and construction of projects outlined in the Capital Improvement Program. A project manager will be 100% funded through the Parks and Stormwater Fund, and a civil engineer will be 50% funded through the Capital Fund and 50% funded through the Parks and Stormwater Fund.

Existing Conditions:
The City’s Department of Public Works manages the implementation of most of the Capital Improvement Program, and the Public Works staff needs the capacity to responsibly manage the additional projects and programs made possible by the parks and stormwater sales tax.

Justification: *Operating Efficiency*
The responsible and effective administration of the City’s capital improvement projects requires significant staff time. Projects often have similar schedules, and multiple projects often require immediate attention at the same time. The project management and engineering staff provided for in this item will be critical for the parks and stormwater projects to be able to be completed successfully and on time.

Operating Budget Impact:
Annual costs for each position include salary and benefits plus ongoing employee training, city equipment, cell phone, and general supplies, which are anticipated to be approximately \$1,000 per employee per year.

Comments:
None

**CAPITAL PROJECT ADMINISTRATION - 01**
PROJECT MANAGEMENT**PARKS AND STORMWATER FUND**
CONTINUED

Expenditure Type	Amount
Planning, Design, and Engineering	\$ 732,095
Land Acquisition	\$ 0
Construction	\$ 0
Equipment	\$ 0
Other	\$ 0
Total Expenditures (FY2024-FY2028)	\$ 732,095

Funding Type	Amount
Outside Funding	\$ 0
Total Funding	\$ 0

Summary	Amount
Total Expenditures	\$ 732,095
Total Funding	\$ 0
City's Contribution (FY2024-FY2028)	\$ 732,095



BUILDING PROJECT BOND FUND

In November 2016, Creve Coeur voters approved a ballot measure that authorized the issuance of general obligation bonds of \$10.69 million for the purpose of constructing, furnishing, and equipping a new police station on the existing Government Center property and making safety, security, and accessibility renovations to the existing Government Center.

Building Project Bond Fund Expenses

The expenses for the police building project began in FY2018 and continued through FY2020. This project was completed slightly below budget.

Now that the police building project is complete, the remaining balance of this fund will be allocated to safety, security, and accessibility improvements to the Creve Coeur Government Center and the Police Station. Planning and design for the renovation of the Government Center are identified as a project in the Capital Fund. Renovations of the Government Center are planned for each year FY2024 through FY2028. Future Capital Improvement Programs will program the contribution from the Building Project Bond Fund for the Government Center project.

Debt Service

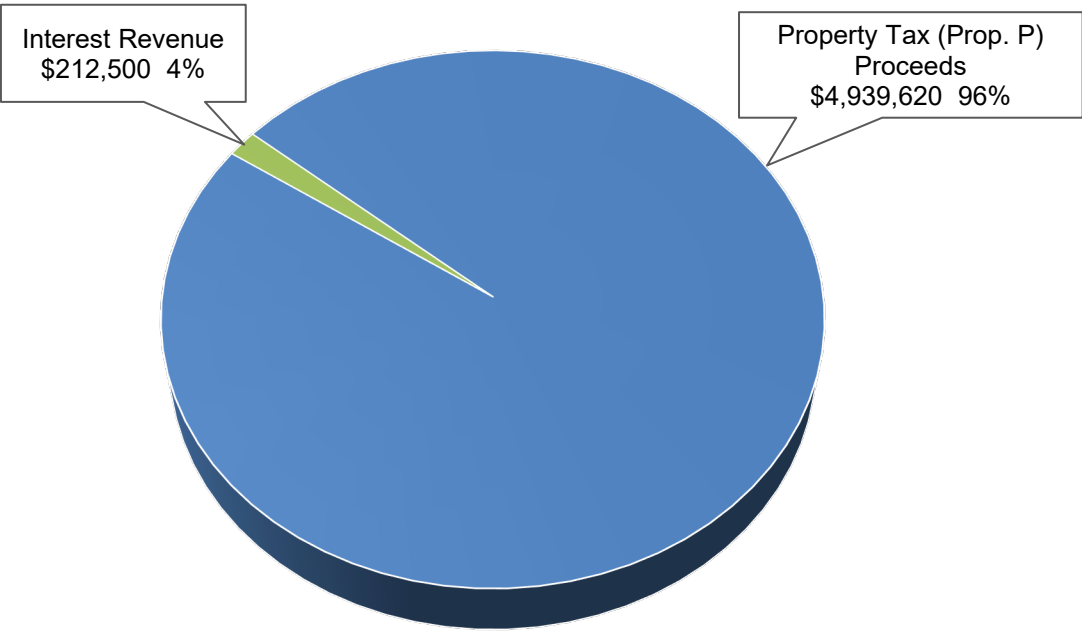
Most of the remaining revenues and expenses for the Building Project Bond Fund involve the debt service for the bonds. The debt service for the Building Project Bond Fund will be paid through a 20-year real estate and personal property tax levy, which is anticipated to sunset in 2037.

The property tax that funds the debt service was increase by approximately 24% in FY2023 and is proposed to increase through the five-year capital plan.

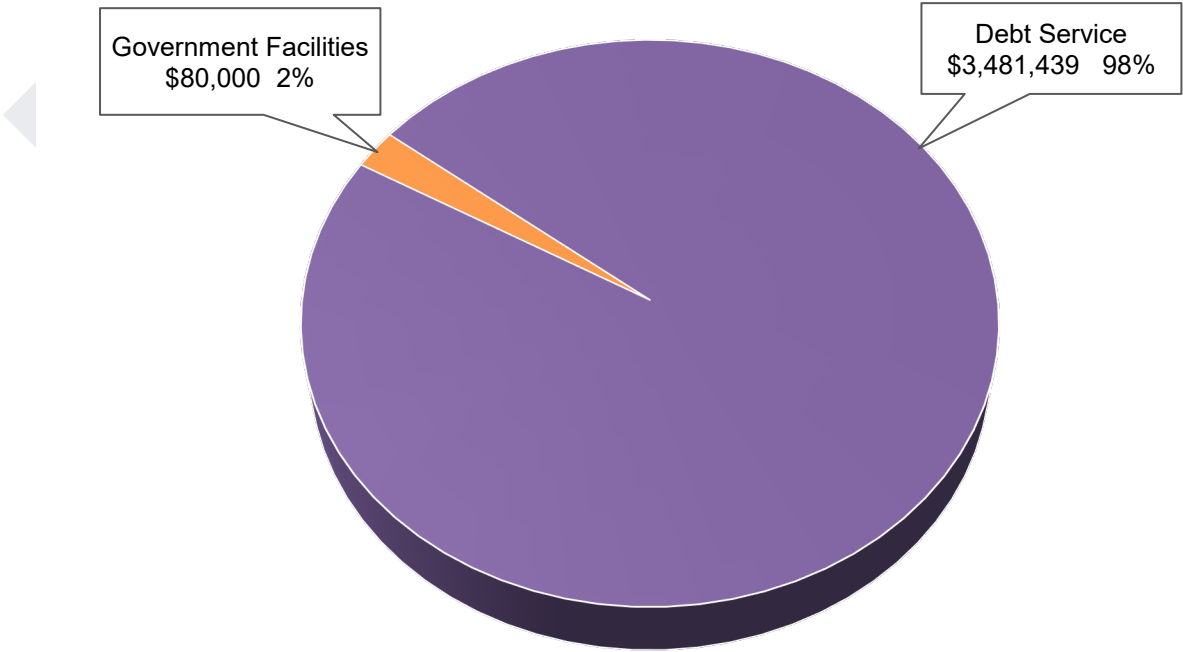
Summaries of the projected revenues and expenses for the Building Project Bond Fund are included on the next page, and details about the two projects that are proposed to be financed through this fund can be found in the project summary sheets that follow.



**Building Project Bond Fund Revenues
FY2024-FY2028**



**Building Project Bond Fund Expenses
FY2024-FY2028**



**FY 2024 Capital Fund Projects****Accessibility Improvements (CDBG)*

FY 2024 Capital Expenses: \$20,000

Operating Budget Impact: None

Funding has been designated from a Community Development Block Grant (CDBG) for accessibility improvements to several bus stops along New Ballas Road. Projects in this program are relatively small in scope and do not impact operating budget.

Government Center Renovations

FY 2024 Capital Expenses: \$30,000

Operating Budget Impact: Decrease

The project involves reviewing the existing concept-level renovation plans for the Creve Coeur Government Center and an evaluation of the City's options to renovate or rebuild the Government Center. The proposed renovations will improve energy efficiency and replace aging systems that need frequent and costly maintenance.

Salt Dome Roof Repairs

FY 2024 Capital Expenses: \$60,000

Operating Budget Impact: Decrease

The project involves the replacement of roofing and roof vents on the existing salt dome. The new roof will provide protection to the building structure and protect the salt in the structure, thus reducing future operating cost.

Government Center Roof Repairs

FY 2024 Capital Expenses: \$250,000

Operating Budget Impact: None

The Government Center roof repair project proposes placement of a single-ply roofing membrane (Thermoplastic Polyolefin). The placement of the single-ply roofing membrane will help mitigate water leaks and structural effects to the building until a more permanent solution is determined for the Government Center.

Demo of 1030 N Lindbergh Blvd. Building

FY 2024 Capital Expenses: \$40,000

Operating Budget Impact: Decrease

This project would demo the home and replace it with visually-appealing, low-maintenance vegetation; a gate; and fencing. Removing the existing, aging structure will save the City from future maintenance and repair costs.

EV Charging Stations at the Police Station & Government Center

FY 2024 Capital Expenses: \$112,500

Operating Budget Impact: None

The project will involve the design, planning and construction of electronic Vehicle (EV) charging stations at the Police Station and Government Center. This project is eligible for rebates under an Ameren Missouri program that covers up to half the cost of EV charging station equipment and installation.

Ice Arena Refrigerant Switchover

FY 2024 Capital Expenses: \$2,200,000

Operating Budget Impact: Decrease

This project involves removal and replacement of the old R-22 refrigerant system. Newer systems equipment will be more reliable, environmentally friendly and more efficient. This project will be partially funded by a \$525,000 municipal park grant and by American Rescue Plan Act (ARPA) funds. The system equipment is expected to require little or no maintenance for several years.

**FY 2024 Capital Fund Projects (Continued)****Dielmann Recreation Complex Roof Drainage*

FY 2024 Capital Expenses: \$93,000

Operating Budget Impact: None

This project involves the design and construction of improvement drainage systems to capture stormwater and carry it away from the building. Following construction, costs of repairing stormwater damage and repairs may be reduced.

Ice Arena Floor Replacement

FY 2024 Capital Expenses: \$200,000

Operating Budget Impact: Decrease

This project will replace the rubberized flooring that is around the ice rink, in the player's locker rooms, and in the referee's changing room. After the floor is installed, there will be minimal upkeep involved, and lower the impact on the operating budget.

Golf Course Perimeter Fencing Replacement

FY 2024 Capital Expenses: \$40,000

Operating Budget Impact: None

This project will involve the replacement of the existing perimeter fence that runs east-west along the southern border of the Golf Course. Project will be completed in two phases with the eastern section occurring first. The project has no impact on the operating budget.

Dielmann Structural Repairs

FY 2024 Capital Expenses: \$20,000

Operating Budget Impact: None

The project consists of repairs to the interior and exterior building found during the building structural evaluation conducted in FY2023. Minor issues identified in the structural evaluation include: a crack in the header beam for a maintenance door located on the northeast wall of the ice rink; damaged drywall in the ceiling of the basement garage; exterior joints and cracks in need of tuckpointing; and damaged railings. Repairs made to the structure should result in decreased maintenance cost and improvement of the structure.

Temporary Portable Ice Rink Refrigerant System

FY 2024 Capital Expenses: \$120,000

Operating Budget Impact: Decrease

This project involves the temporary installation of a portable ice rink refrigerant system at the Dielmann Recreational facility to allow the continuation of ice sports during the replacement of the refrigerant system. The system equipment is expected to require little or no maintenance during the replacement process.

Golf Course Maintenance Building Replacement

FY 2024 Capital Expenses: \$30,000

Operating Budget Impact: None

The project involves developing conceptual design documentation for the eventual replacement of the existing maintenance building. Partial funding for this project will be pursued through the Municipal Park Grant program.

**FY 2024 Capital Fund Projects (Continued)****Street and Sidewalk Maintenance Program*

FY 2024 Capital Expenses: \$1,421,000

Operating Budget Impact: Decrease

The annual pavement and sidewalk maintenance programs improve and preserve the City's infrastructure, and that helps to eliminate the need for the City's staff to patch potholes and other repairs necessary to maintain certain areas and avoid accelerated deterioration. However, the cost to repair all of the deficiencies in the City's streets and sidewalks exceeds the capital and operating budgets set aside for these improvements, so the need for maintenance through the operating budget is never fully eliminated.

Street Reconstruction/Rehabilitation

FY 2024 Capital Expenses: \$300,000

Operating Budget Impact: None

The City plans to fully or substantially replace sections of failed residential roadways through this project. The various needs of the pavement network are evaluated each year to determine which streets need to be reconstructed. The City plans to replace the pavement on Conway Gardens Court in FY2024. Allocation of funds for reconstruction allows for more maintenance budget and staff time to preserve streets and sidewalks that are in better condition.

Fernview Sidewalk Concept Plan – Phase 1

FY 2024 Capital Expenses: \$50,000

Operating Budget Impact: None

The City developed a concept plan to add a sidewalk along Fernview Drive (between Olive Boulevard and Gallagher Road) and along the side streets to connect with the existing sidewalk networks on each side of Fernview. This project will involve the design portion with construction to follow once matching funding is secured through a federal Transportation Alternative Program (TAP) grant.

New Ballas Median Plantings

FY 2024 Capital Expenses: \$50,000

Operating Budget Impact: Decrease

This project will involve the removal of invasive tree species from the median along New Ballas and replace with native trees and plants. Landscape maintenance costs could be limited with native and other low-maintenance plants.

Lindbergh-Old Olive Intersection Reconstruction

FY 2024 Capital Expenses: \$2,045,500

Operating Budget Impact: None

This project involves adding a traffic signal at the intersection of Lindbergh Boulevard and Old Olive Street Road, which is considered the critical first step toward enacting the Great Streets plan and new connectivity envisioned for Old Olive. The City has secured federal grants that will fund up to 84% of the costs for this project. The FY 2024 phase begins the construction portion of the project. The City will assume maintenance responsibility for Old Olive (currently a state-maintained roadway), which is expected to carry significant operating costs in the future for pavement and sidewalk maintenance, lighting, landscaping, and snow plowing.

**FY 2024 Capital Fund Projects (Continued)****Olive-Lindbergh Interchange Enhancements*

FY 2024 Capital Expenses: \$30,000

Operating Budget Impact: Increase

The project calls for enhancements that include black powder coat and illuminated street name signs to two new traffic signals on Olive and decorative median, pedestrian-scale lighting, and bridge treatments along Olive over Lindbergh. The City will be responsible to maintain the signal and bridge enhancements and landscaping. The costs associated with the bridge and signal enhancements is expected to be minimal for the foreseeable future. Landscape maintenance costs could be limited if native grasses and other low-maintenance plants are used in the landscaping design and will be evaluated during landscaping design and selection.

Olive Median Enhancement Stock

FY 2024 Capital Expenses: \$20,000

Operating Budget Impact: Decrease

The median on Olive Boulevard has concrete, decorative planters. If the planters are hit during a traffic accident, often the entire median planter needs to be replaced. The construction and delivery for concrete planters takes months. Rather than wait months at a time for replacement planters, the City maintains a supply. Additionally, the City pays a lower cost per unit by buying several planters at one time.

Craig Road Improvements

FY 2024 Capital Expenses: \$100,000

Operating Budget Impact: Decrease

The project involves improvements to the intersection layout, resurfaced pavement, and reconstructed and expanded sidewalks along Craig Road and Olde Cabin Road between Old Ballas Road and Olive Boulevard. A grant will reimburse the City approximately 70% of the total cost of the project. The pavement and sidewalks of Craig Road are in increasing need of maintenance. Road resurfacing and sidewalk reconstruction would reduce future maintenance costs.

N Ballas Road Improvements - Phase 2

FY 2024 Capital Expenses: \$150,000

Operating Budget Impact: Decrease

The project includes pavement resurfacing, concrete curb and sidewalk replacement, and accessibility improvements along New Ballas Road from Conway Road to Ladue Road. The project will also include a pedestrian connection to the bus stop near Mercy Hospital along the east side of New Ballas. The City will seek a federal grant for reimbursement on this project. The pavement and sidewalks of N Ballas Road are in increasing need of maintenance. Road resurfacing and sidewalk reconstruction would reduce future maintenance costs.

Olive-270 Overpass Cleaning & Painting

FY 2024 Capital Expenses: \$80,000

Operating Budget Impact: None

This project will involve nighttime cleaning and/or repainting of the exterior (i.e., facing Interstate 270) faces of the Olive Boulevard bridge over Interstate 270. The project has no impact on the operating budget.

**FY 2024 Capital Fund Projects (Continued)****Old Olive Sidewalk Extension*

FY 2024 Capital Expenses: \$25,000

Operating Budget Impact: None

This project will involve installing a new concrete sidewalk on Old Olive Street Road (west), near Laverne Collins Park. Constructing this sidewalk will connect two sections of sidewalk to create a continuous pedestrian path along the west side of Old Olive from Olive Blvd to north of King Henry Court. No significant maintenance is anticipated in the near future.

Public Works Capital Equipment

FY 2024 Capital Expenses: \$619,000

Operating Budget Impact: Decrease

Equipment replacement is based on a scheduled rotation that helps limit the financial impact on any one year. The new vehicles are expected to require minimal repairs in their first few years of use, reducing repair bills and improving operating efficiency due to less down time for equipment repairs.

Golf Course Capital Equipment

FY 2024 Capital Expenses: \$55,000

Operating Budget Impact: Decrease

Equipment to be replaced is a greens mower for the golf course. The new mower is expected to require minimal repairs in its first years of operation, reducing repair bills and improving operating efficiency due to less down time for repairs.

Capital Project Administration - Project Manager

FY 2024 Capital Expenses: \$153,104

Operating Budget Impact: Small Increase

This item includes costs associated with the salary and benefits for two civil engineers in the Department of Public Works to serve as project managers to oversee the implementation of the Capital Improvement Program. One position added in 2023 will be split between the Parks & Stormwater Fund and the Capital Improvement Fund. Annual costs for each position included ongoing employee training, city equipment, cell phone, and general supplies estimated to be approximately \$1,000 per employee.

**Parks-Stormwater Tax Fund Projects****Historic Building Rehabilitation and Preservation*

FY 2024 Capital Expenses: \$100,000

Operating Budget Impact: Decrease

This project involves repairs and improvements to stabilize and correct a sagging roof, painting, and replace wood on the front and in the basement of Lake School House at Lake School Park. It will also entail several repairs and improvements at the Tappmeyer House to address railing issues, water drainage, chimney tuck point and minor exterior problems. Improvements to these local historic buildings will help minimize more costly maintenance needs in the future if repairs are postponed further.

Park Restroom Renovations

FY 2024 Capital Expenses: \$120,000

Operating Budget Impact: Increase

The FY 2024 phase of the project involves construction work costs associated with renovations needed to have an open year-round restroom at Conway Park and Malcolm Terrace Park. A year-round restroom at the parks will generate additional utility cost and staff labor to provide daily cleaning between the months of October and April, which will impact the operating budget in FY 2024.

Park Furniture Replacement

FY 2024 Capital Expenses: \$20,000

Operating Budget Impact: Decrease

This project involves the regular replacement of park furniture that is at the end of its useful life. Replacement will involve benches, trash receptacles, and picnic tables. Replacing park furniture decreases the amount of time and effort Parks staff needs to expend on repairs. New furniture will be expected to be virtually maintenance free for the next 5-10 years.

Millennium Park Improvements – Phase 1

FY 2024 Capital Expenses: \$2,300,000

Operating Budget Impact: Decrease

The FY 2024 phase of this project involves the replacement of the playgrounds, splash pad, and connecting walkways for the west half of Millennium Park. New equipment, playgrounds and surfaces will require less maintenance than the existing features, thereby decreasing operating budget.

Venable Park Improvements - Phase 1

FY 2024 Capital Expenses: \$125,000

Operating Budget Impact: None

The exact scope of this project has not yet been determined, but it could include replacement of the tennis courts and pavilion, improved parking, a memorial to Dr. H. Phillip Venable, new furniture, the addition of a splash pad, and improved accessibility. The project design has no impact on the operating budget; however, following construction completion, new structures will require less annual maintenance, which will have a reduction in the operational budget.

39N Greenway Connection to Centennial Trail

FY 2024 Capital Expenses: \$33,750

Operating Budget Impact: None

This project involves providing funding contribution in conjunction with the Donald Danforth Plant Science Center, St. Louis Economic Development Partnership, the City of Olivette and Bayer Global for the design of the next phase of the trail plan that will connect the St Louis region with greenways. The project has no impact on the operating budget.

**Parks-Stormwater Tax Fund Projects* (Continued...)***Venable Park Memorial*

FY 2024 Capital Expenses: \$288,500

Operating Budget Impact: None

This project involves creating a lasting memorial to honor Dr. Venable. The memorial will be woven into the park master plan so it will be part of the overall aesthetics of the park. An HDR Foundation Grant and private donation will fund approximately 50% of the project. The memorial will not impact the operating budget..

Watershed Management Plan

FY 2024 Capital Expenses: \$ 50,000

Operating Budget Impact: None

The residents' approval of a parks and stormwater sales tax will provide the City with the funding needed to develop a robust watershed management program. The watershed management plan will identify stormwater issues throughout Creve Coeur and will help guide the City's stormwater program. This study will not impact the operating budget.

Hibler Roadside Drainage

FY 2024 Capital Expenses: \$339,000

Operating Budget Impact: None

This project will re-establish and improve roadside drainage along Hibler Road east of Falaise Drive to west towards Mason Road. Improvements will include new and improved roadside drainage swales, removing and replacing curb and gutter, and adding inlets and stormwater conveyance. This project will not impact the City's operating budget.

Alden Lane Drain Replacement

FY 2024 Capital Expenses: \$67,000

Operating Budget Impact: None

A storm drain that serves a section of Alden Lane has collapsed and needs to be replaced. The construction phase costs of this project are eligible for reimbursement through MSD's Operations, Maintenance, and Construction Improvement (OMCI) program for the Deer Creek watershed. This project will not impact the City's operating budget.

Ballas Culvert Erosion Rehabilitation

FY 2024 Capital Expenses: \$380,000

Operating Budget Impact: None

This project will stabilize a roadway culvert and a section of the creek east of South New Ballas Road that flows behind the homes on Tarrytown Drive towards the City line. Most or all of the cost of this project is eligible for reimbursement through MSD's Operations, Maintenance, and Construction Improvement (OMCI) program for the Deer Creek watershed. This project will not impact the City's operating budget.

Golf Course Pond Aeration

FY 2024 Capital Expenses: \$64,000

Operating Budget Impact: None

This project will add an aeration system that was recommended as part of the FY 2017 dam stabilization project. Most or all of the cost of this project is eligible for reimbursement through MSD's Operations, Maintenance, and Construction Improvement (OMCI) program for the Deer Creek watershed. This project will not impact the City's operating budget.



Parks-Stormwater Tax Fund Projects* (Continued...)

Hibler Woods Drain Replacement

FY 2024 Capital Expenses: \$30,000 Operating Budget Impact: None

This project will replace a roadway trench drain that is at risk of failing.

Stormwater Concept Plans

FY 2024 Capital Expenses: \$150,000 Operating Budget Impact: None

This project involves investigation of seven stormwater concerns that were identified by the Stormwater Committee. Projects that have a high enough cost-to-benefit ratio and risk score will move into the design phase. The conceptual plans will not impact the operating budget.

Lake Dredging - Conway Park and Golf Course

FY 2024 Capital Expenses: \$40,000 Operating Budget Impact: None

This project includes only the design phase. In this phase, the depth of sediment will be measured, and then the amount of dredging required and the dredging methodology can be determined. The dredging itself will span two years. A forebay will be added to the lake near the Golf Course green 9 to help limit the amount of suspended solids flowing into the other lakes. The design phase will have no operational impact, but future construction should result in better water quality and reduced maintenance costs.

Parks Capital Equipment

FY 2024 Capital Expenses: \$30,000 Operating Budget Impact: None

Equipment to be purchased is a tractor for operating the flail mower to be used at the various parks. The equipment will assist in maintaining nature trails and will improve staff's ability to provide adequate and efficient park services.

Capital Project Administration - Project Manager

FY 2024 Capital Expenses: \$137,795 Operating Budget Impact: Small Increase

This item includes costs associated with the salary and benefits for two civil engineers in the Department of Public Works to serve as project managers to oversee the implementation of the Capital Improvement Program. One position added in 2023 will be split between the Parks & Stormwater Fund and the Capital Improvement Fund. Annual costs for each position included ongoing employee training, city equipment, cell phone, and general supplies estimated to be approximately \$1,000 per employee.

Building Project Bond Fund Projects*

Police Parking Lot Security Fence

FY 2024 Capital Expenses: \$80,000 Operating Budget Impact: None

Project involves the Installation of a security fence around the rear parking lot of the Police station and to install automatic gates, to restrict access into the rear of the building and police vehicles. This project will have minimal impact on operational budget.

**Complete project descriptions are listed in the Capital Improvement Program Fiscal Years 2024-2028 in the budget document.*

CAPITAL FUND

9501 GOVERNMENT FACILITIES		FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Accessibility Improvements (CDBG)		-	-	20,000	20,000	-	20,000	20,000	20,000	20,000
02 Government Center Renovations		250,000	56,949	400,000	38,317	30,000	30,000	30,000	30,000	30,000
03 Government Center Parking Lot Repairs		25,000	9,930	-	-	-	-	-	-	-
04 Salt Dome Roof Repairs (Insurance Claim)		60,000	-	-	-	60,000	-	-	-	-
05 Police Department Repair (Insurance Claim)		-	32,826	-	-	-	-	-	-	-
06 Government Center Roof Repairs (Insurance Claim)		-	-	-	5,653	250,000	-	-	-	-
07 Demo of 1030 N Lindbergh Blvd Building		-	-	-	-	40,000	-	500,000	-	-
08 Roofing for Public Works Garage		-	-	-	-	112,500	-	-	-	-
09 EV Charging Stations at the Police Station and Government Center (Grant Match)		-	-	-	-	-	-	-	-	-
Subtotal (Government Facilities)		335,000	99,705	420,000	63,970	492,500	50,000	550,000	50,000	50,000
% of Total Capital Fund Outlay		7%	4%	8%	1%	6%	1%	13%	2%	2%

9506 PARKS AND RECREATIONAL FACILITIES		FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
02 Park or Dierlmann Complex Improvements (Grant Match)		-	-	30,500	-	-	30,500	-	30,500	-
14 Ice Arena Refrigerant Switchover (Municipal & ARPA Grant)		20,000	20,000	100,000	234,450	2,200,000	-	-	-	-
15 Malcolm Terrace Parking Lot Improvements (CDBG Grant)		-	35	-	-	-	-	-	-	-
16 Dierlmann Recreation Complex HVAC Replacement - Phase 2		110,000	-	110,000	110,000	-	-	-	-	-
17 Dierlmann Recreation Complex Roof Drainage		50,000	-	30,000	42,355	93,000	-	-	-	-
18 Ice Arena Flooring Replacement		-	-	-	-	200,000	-	-	-	-
20 Park Preliminary Design - Millennium Park (Park Planning Grant)		-	7,000	-	-	-	-	-	-	-
21 Ice Arena Dehumidification System Repair (ARPA)		-	45,729	-	75,000	-	-	-	-	-
22 Ice Arena Evaluation		-	30,960	-	-	-	-	-	-	-
23 Dierlmann Complex Concessions Area Renovation (Planning & Design)		-	-	30,000	20,000	-	-	-	-	-
24 Dierlmann Recreation Complex Fire Alarm Repair (Insurance Claim)		-	19,760	-	4,834	-	-	-	-	-
25 Golf Course Perimeter Fencing Replacement		-	-	-	-	40,000	-	70,000	-	-
26 Golf Course Maintenance Bridge		-	-	-	-	-	-	-	-	200,000
27 Dierlmann Structural Repairs		-	-	-	3,600	20,000	-	400,000	-	-
28 Accessibility Improvements (CDBG)		-	-	-	-	20,000	-	-	-	-
29 Roofing for Ice Arena (Insurance Claim)		-	-	-	-	-	-	-	-	-
30 Dierlmann Compressor Repairs (ARPA)		-	-	-	99,390	120,000	-	-	-	-
31 Temporary Portable Ice Rink Refrigerant System		-	-	-	-	30,000	-	-	-	-
32 Golf Course Maintenance Building Replacement		-	-	-	-	-	-	-	-	-
Subtotal (Parks and Recreational Facilities)		180,000	123,484	300,500	589,629	2,723,000	30,500	470,000	30,500	200,000
% of Total Capital Fund Outlay		4%	4%	6%	8%	33%	1%	11%	1%	7%

9510 STREETS AND SIDEWALKS		FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Street and Sidewalk Maintenance Program		-	1,395,564	1,400,000	1,899,992	1,421,000	1,442,300	1,483,900	1,485,900	1,508,200
02 Street Reconstruction/Rehabilitation		-	-	300,000	482,085	300,000	-	300,000	-	300,000
04 Fernview Sidewalk Concept Plan - Phase 1 Olive to Gallagher (Design & Grant Match)		35,000	34,765	-	1,534	50,000	60,000	160,000	-	-
05 New Ballas Median Plantings		-	8,800	-	-	50,000	-	-	-	-
06 Signal Enhancement Projects		180,000	272,843	-	-	-	-	-	-	-
07 Emerson Road Improvement Project (STP Grant)		-	23,353	-	-	-	-	-	-	-
09 Mosley Road Improvement Project (STP Grant)		1,340,000	203,199	-	1,124,563	-	-	-	-	-
10 N Ballas Road Improvements - Phase 1 - Olive to Craig (STP Grant)		180,000	108,796	1,136,600	1,136,600	-	-	100,000	-	-
11 N Ballas Sidewalk - Phase 3 (TAP Grant)		-	5,472	210,000	-	-	-	-	-	-
12 Lindbergh-Old Olive Intersection (State Cost-Share; STP Grant)		25,000	70,615	460,000	460,000	2,045,500	-	-	-	-
13 Olive-Lindbergh Interchange Enhancements		30,000	-	-	-	30,000	-	-	-	-
14 Pavement Condition Ratings Update		45,000	24,785	-	27,962	-	-	-	-	-
15 Olive Median Enhancement Stock		75,000	22,997	150,000	59,105	20,000	20,000	20,000	20,000	20,000
16 Craig Road Improvements (STP Grant)		-	-	-	225,600	100,000	1,300,000	-	-	-
17 N Ballas Road Improvements - Phase 2 S. New Ballas (Design & Grant Match)		-	-	-	-	150,000	20,000	250,000	-	-
18 N Ballas Road Improvements - Phase 3 - Ladue to Magna C (Design & Grant Match)		-	-	-	-	-	20,000	20,000	250,000	-
19 N Ballas Road Improvements - Phase 4 - Magna C to Olive (Design & Grant Match)		-	-	-	-	-	150,000	125,000	25,000	250,000
20 Ladue Road Improvements - Phase 1 (Design & Grant Match)		-	-	-	-	-	-	-	150,000	-
21 Olive-270 Overpass Cleaning & Painting		-	-	-	-	80,000	-	-	-	-
22 Old Olive Sidewalk Extension (Design)		-	-	-	-	25,000	60,000	-	-	-

23 Fernview Sidewalk - Phase 2 Gallagher to LeHavre (Design & Grant Match)									
Subtotal (Streets and Sidewalks)		3,285,000	2,171,189	3,656,600	5,417,441	4,271,500	3,052,300	2,518,900	80,000
% of Total Capital Fund Outlay		71%	79%	73%	77%	51%	81%	61%	
9516 CAPITAL EQUIPMENT									
FY2022 BUDGETED		532,690	186,035	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED
FY2022 ACTUAL									
01 Public Works Capital Equipment **		25,000	23,486	331,000	228,620	619,000	401,800	398,800	408,500
02 Golf Course Capital Equipment		42,000	-	42,000	41,530	55,000	65,000	-	65,000
03 Police Department Capital Equipment		52,000	42,434	-	-	-	-	-	-
04 Phone System Replacement		70,000	-	70,000	156,649	-	-	-	-
05 Public Works Facility Gasoline System Replacement		-	-	20,000	13,128	-	-	-	-
06 Permitting Software		-	-	-	-	-	-	-	-
07 Meeting Management Software		-	-	-	-	-	-	-	-
08 Active Net Software		16,027	-	-	-	-	-	-	-
09 Capital Equipment Back Order		-	-	-	376,255	-	-	-	-
Subtotal (Capital Equipment)		721,690	267,982	463,000	816,182	674,000	466,800	398,800	473,500
% of Total Capital Fund Outlay		16%	10%	9%	12%	8%	12%	10%	16%
Subtotal (Administration)									
FY2022 BUDGETED		93,082	93,634	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED
FY2022 ACTUAL									
01 Project Management		93,082	93,634	145,258	138,542	153,104	157,700	162,500	167,400
Subtotal (Administration)		93,082	93,634	145,258	138,542	153,104	157,700	162,500	167,400
% of Total Capital Fund Outlay		2%	3%	3%	2%	2%	4%	4%	6%
TOTAL CAPITAL FUND OUTLAY									
FY2022 BUDGETED		4,614,772	2,755,994	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED
FY2022 ACTUAL									
9514 DEBT SERVICE		4,614,772	2,755,994	4,985,358	7,025,764	8,314,104	3,757,300	4,100,200	2,652,300
Subtotal		4,614,772	2,755,994	4,985,358	7,025,764	8,314,104	3,757,300	4,100,200	2,652,300
% of Total Year End Figures		0%	0%	0%	0%	0%	0%	0%	0%
TOTAL YEAR END FIGURES									
FY2022 BUDGETED		4,614,772	2,755,994	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED
FY2022 ACTUAL									
(Capital Outlay & Debt Service)		4,614,772	2,755,994	4,985,358	7,025,764	8,314,104	3,757,300	4,100,200	2,652,300
CAPITAL FUND REVENUES									
FY2022 BUDGETED		2,062,368	2,052,949	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED
FY2022 ACTUAL									
Beginning Fund Balance (estimated Cash Basis as of July 1)		1,911,932	2,195,653	2,620,094	2,620,094	1,764,724	756,412	500,768	280,221
Estimated Capital Improvement Sales Tax Revenue (Half-Cent Sales Tax)		4,000	6,166	2,206,608	2,422,402	2,470,850	2,520,267	2,545,470	2,570,924
Estimated Interest Revenue		839,000	718,220	1,448,346	3,302,524	4,415,945	565,000	920,000	40,000
Estimated Additional Revenue (Grants, Reimbursement, and Other)		10,000	3,100	10,000	17,000	10,000	10,000	10,000	10,000
Proceeds from Equipment Sales		650,000	400,000	800,000	400,000	400,000	400,000	400,000	400,000
General Fund Transfers In		-	-	-	-	-	-	-	-
Total Revenues & General Fund Transfers In - Capital Fund		3,414,932	3,323,139	4,467,104	6,170,394	7,305,792	3,501,656	3,879,653	3,028,874
Total Anticipated Year End Expenditures		4,614,772	2,755,994	4,985,358	7,025,764	8,314,104	3,757,300	4,100,200	2,652,300
Ending Fund Balance (Cash Basis) - Capital Fund		862,528	2,620,094	2,101,840	1,764,724	756,412	500,768	280,221	656,795
ESTIMATED ADDITIONAL REVENUE									
FY2022 BUDGETED		-	-	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED
FY2022 ACTUAL									
ADA Improvements (Community Development Block Grant)		-	-	20,000	20,000	20,000	20,000	20,000	20,000
Insurance Proceeds - Public Works Gate		-	177,802	-	6,345	-	-	-	-
Emerson Road Improvement Project (STP Grant)		-	444,000	-	-	-	-	-	-
Mosley Road Improvements - North Phase (STP Grant)		676,000	54,694	705,306	680,014	-	-	-	-

** Current projections show that some vehicles may take up to two years between ordering and delivery. Payment for equipment occurs upon delivery, so the actual amounts shown may misleadingly suggest that no equipment was ordered.

New Ballas Improvements - Phase 1 (STP Grant)	144,000	-	144,000	144,000	816,000	-	-	-	-
Park Path Improvements (Municipal Park Grant)	-	-	-	-	-	-	-	-	-
Lindbergh-Old Olive Intersection (State Cost-Share Program)	15,000	-	95,200	50,000	875,050	-	-	-	-
Lindbergh-Old Olive Intersection (STP Grant)	-	-	229,840	229,840	934,360	-	-	-	-
New Ballas Sidewalk - Phase 3 (TAP Grant)	4,000	-	4,000	4,000	-	-	-	-	-
Signal Enhancement Reimbursement (MoDOT)	-	-	-	-	-	-	-	-	-
Signal Enhancement Reimbursement (MoDOT)	-	-	-	-	-	525,000	-	-	-
Ice Arena Refrigerant Switchover (Municipal Park Grant)	-	-	-	-	-	-	-	-	-
Millennium Park Preliminary Design (Municipal Park Planning Grant)	-	-	-	-	-	-	-	-	-
Craig Road Improvements (STP Grant)	-	-	-	-	80,000	-	880,000	-	-
Olive TDD Closeout	-	-	250,000	250,000	-	-	-	-	-
Misc.	-	41,724	-	-	-	-	-	-	-
Olive Median Enhancement Stock (Insurance Proceeds)	-	-	-	20,000	20,000	20,000	20,000	20,000	20,000
Ice Arena Refrigerant Switchover (ARPA)	-	-	-	234,450	1,670,535	-	-	-	-
Ice Arena Dehumidification System Repair (ARPA)	-	-	-	75,000	-	-	-	-	-
Dielmann Compressor Repairs (ARPA)	-	-	-	99,390	-	-	-	-	-
Street and Sidewalk Maintenance Program (ARPA)	-	-	-	1,489,485	-	-	-	-	-
Subtotal	839,000	718,220	1,448,346	3,302,524	4,415,945	565,000	920,000	40,000	40,000

PARKS AND STORMWATER FUND

9501 GOVERNMENT FACILITIES		FY2020 BUDGETED	FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Subtotal (Government Facilities)		N/A	N/A	N/A	N/A	0%	0%	0%	0%	0%	0%	0%	0%	0%
% of Total Parks-Stormwater Tax Fund Outlay														
9506 PARKS AND RECREATIONAL FACILITIES		FY2020 BUDGETED	FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Park Preliminary Designs		-	-	-	-	50,000	-	-	-	-	-	-	-	-
02 Implementation of Park Master Plan		-	-	-	-	500,000	-	-	25,000	100,000	25,000	25,000	25,000	25,000
03 Historic Building Rehabilitation and Preservation		-	-	-	-	25,000	-	75,000	65,012	-	-	-	-	-
04 Conway Park Cabins Relocation		-	-	-	-	-	-	40,000	-	120,000	60,000	60,000	-	-
05 Park Restroom Renovations		-	-	-	-	110,000	28,588	-	-	-	-	-	-	-
06 Park Path Improvements (Municipal Park Grant)		-	-	-	-	680,000	481,532	-	163,952	-	-	-	-	-
07 Malcolm Terrace Parking Lot Improvements (COBG Grant)		-	-	-	-	50,000	74,584	-	-	-	-	-	-	-
08 Park Identification Signage Master Plan		-	-	-	-	20,000	-	-	-	-	20,000	-	-	-
09 Park Parking Lot Sealing		-	-	-	-	80,000	15,570	-	-	20,000	-	-	25,000	-
10 Park Furniture Replacement		-	-	-	-	80,000	-	-	-	20,000	20,000	20,000	20,000	20,000
11 Malcolm Terrace Park Trail Improvements		-	-	-	-	150,000	68,170	-	22,044	-	-	25,000	-	-
12 Repair & Small Play Equipment at Millman Park		-	-	-	-	75,000	115,170	-	-	-	-	-	-	-
13 Millennium Park Improvements - Phase 1		-	-	-	-	20,000	-	-	-	2,300,000	-	-	-	-
14 Millennium Park Improvements - Phase 2		-	-	-	-	66,901	-	1,590,000	61,630	-	-	100,000	850,000	-
15 Millennium Park Improvements - Phase 3		-	-	-	-	-	-	100,000	-	125,000	2,000,000	-	-	-
16 Playable Park Improvements - Phase 1 - Trail Bridge, Tennis Courts & Splash pad		-	-	-	-	-	-	-	-	-	-	-	-	-
17 Playable Park Improvements - Phase 2 - Trails & Ridgemoor Forest Connection		-	-	-	-	-	-	-	131,270	-	-	125,000	-	-
18 Playable Park Improvements - Phase 3 - Trail Bridge, Tennis Courts & Splash pad		-	-	-	-	-	-	-	39,100	-	-	-	-	-
20 Lake School Park - Phase 1 - Master Plan, Grading & Playground		-	-	-	-	-	-	-	-	-	75,000	350,000	70,000	400,000
21 Millennium Park - Phase 3 - Park Entrance & Parking Lot Improvements		-	-	-	-	-	-	-	-	33,750	-	-	-	1,000,000
22 Lake School Park - Phase 2 - Tennis Court Complex		-	-	-	-	-	-	-	-	288,500	-	-	-	-
23 33N Greenway Connection to Centennial Trail		-	-	-	-	-	-	-	-	2,987,250	2,200,000	705,000	990,000	1,445,000
24 Venable Park Memorial (HDR Foundation Grant)		-	-	-	-	1,810,000	846,524	1,830,000	543,008	70%	63%	40%	50%	60%
Subtotal (Parks and Recreational Facilities)		N/A	N/A	N/A	N/A	86%	92%	73%	35%	70%	63%	40%	50%	60%
% of Total Parks and Stormwater Fund Outlay														
9509 STORMWATER		FY2020 BUDGETED	FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Watershed Management Plan		-	-	-	-	15,000	-	200,000	448,026	50,000	-	-	-	-
02 Implementation of the Watershed Management Plan		-	-	-	-	-	-	-	-	-	500,000	500,000	600,000	600,000
03 Stormwater Improvements (Deer Creek - Deer Creek OMC)		-	-	-	-	-	-	-	-	-	224,000	224,000	224,000	-
04 Hbler Roadside Drainage		-	-	-	-	50,000	-	25,000	70,673	339,000	-	-	-	-
05 Alden Lane Drain Replacement (Deer Creek OMC)		-	-	-	-	35,000	9,700	20,000	39,533	67,000	-	-	-	-
06 Ballis Culvert Erosion Rehabilitation (Deer Creek OMC)		-	-	-	-	75,000	4,940	50,000	84,947	380,000	-	-	-	-
07 Golf Course Pond Aeration (Deer Creek OMC)		-	-	-	-	25,000	-	25,000	13,000	64,000	-	-	-	-
08 Hbler Woods Drain Replacement		-	-	-	-	-	-	20,000	-	30,000	-	-	-	-
09 Stormwater Concept Plans (Design)		-	-	-	-	-	-	175,000	-	150,000	-	-	-	-
10 Middlesbrook Stormwater Restoration - Tree Plantings		-	-	-	-	-	-	-	-	-	450,000	200,000	-	-
11 Lake Dredging - Conway Park & Golf Course (Design & Construction)		-	-	-	-	-	13,400	-	-	40,000	-	-	-	-
12 Millennium Park Detention Emergency Repair		-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal (Stormwater)		-	-	-	-	200,000	25,040	515,000	897,379	1,120,000	1,174,000	824,000	824,000	824,000
% of Total Parks and Stormwater Fund Outlay		N/A	N/A	N/A	N/A	9%	3%	21%	57%	26%	33%	52%	42%	34%
9510 STREETS AND SIDEWALKS		FY2020 BUDGETED	FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Subtotal (Streets and Sidewalks)		-	-	-	-	-	-	-	-	-	-	-	-	-
% Total Parks-Stormwater Tax Fund Outlay														
9516 CAPITAL EQUIPMENT		FY2020 BUDGETED	FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Parks Capital Equipment		-	-	-	-	-	-	-	-	30,000	-	-	-	-
Subtotal (Capital Equipment)		-	-	-	-	-	-	-	-	30,000	-	-	-	-
% of Total Parks and Stormwater Fund Outlay		N/A	N/A	N/A	N/A	0%	0%	1%	0%	1%	0%	0%	0%	0%
CAPITAL PROJECT ADMINISTRATION		FY2020 BUDGETED	FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Project Management		-	-	-	-	-	-	-	-	137,795	142,000	146,300	150,700	155,300
Subtotal (Administration)		-	-	-	-	-	-	-	-	137,795	142,000	146,300	150,700	155,300
% of Total Parks and Stormwater Fund Outlay		N/A	N/A	N/A	N/A	5%	5%	5%	8%	3%	4%	8%	8%	6%
CAPITAL OUTLAY SUMMARY		FY2020 BUDGETED	FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED

Total Parks-Stormwater Tax Fund Outlay													
N/A		-	N/A	-	N/A	916,566	2,495,896	1,572,422	3,516,000	1,775,300	1,964,700	2,424,300	
85%		-	-	-	71%	-	84%	76%	86%	75%	-	80%	
% of Total Annual Expenses													
OPERATIONS AND MAINTENANCE													
Transfer Out - General Fund (Parks and Stormwater Operations and Maintenance)													
FY2020 BUDGETED		FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
-		-	-	-	380,000	380,000	492,198	492,198	582,434	594,082	605,964	612,023	618,144
N/A		N/A	N/A	N/A	380,000	380,000	492,198	492,198	582,434	594,082	605,964	612,023	618,144
15%		-	-	-	29%	-	16%	24%	12%	14%	25%	24%	20%
% of Total Annual Expenses													
9514 DEBT SERVICE													
FY2020 BUDGETED		FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
-		-	-	-	-	-	-	-	-	-	-	-	-
N/A		N/A	N/A	N/A	-	-	0%	-	0%	-	0%	-	0%
% of Total Annual Expenses													
TOTAL ANNUAL EXPENSES													
FY2020 BUDGETED		FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
-		-	-	-	2,494,364	1,296,566	2,988,094	2,064,620	4,857,479	4,110,082	2,381,264	2,576,723	3,042,444
(Capital Outlay, Transfers Out, and Debt Service)													
PARKS AND STORMWATER FUND REVENUES													
FY2020 BUDGETED		FY2020 ACTUAL	FY2021 BUDGETED	FY2021 ACTUAL	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
-		-	-	-	485,907	485,907	2,988,692	2,988,692	4,108,102	2,844,083	1,803,728	2,731,010	3,500,368
-		-	-	485,907	1,500,000	2,854,000	2,485,100	2,180,582	3,098,129	3,098,129	3,098,129	3,098,129	3,121,928
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250,000	250,000	250,000
-		-	-	-	485,907	485,907	140,000	140,000	250,000	250,000	250		

BUILDING PROJECT BOND FUND (PROP P)

BUILDING PROJECT BOND FUND REVENUES		FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Beginning Fund Balance (estimated Cash Basis as of July 1)		1,125,799	1,125,799	1,123,984	1,123,984	1,156,879	1,109,879	1,142,879	1,175,879	1,208,879
Estimated Bond Proceeds		-	-	-	-	-	-	-	-	-
Estimated Interest Revenue		2,000	3,185	2,000	32,895	33,000	33,000	33,000	33,000	33,000
Reimbursement from Smoke Evacuation System Settlement		-	-	-	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-	-	-	-
Total Revenues & Transfers In		2,000	3,185	2,000	32,895	33,000	33,000	33,000	33,000	33,000
9501 BUILDING DESIGN AND CONSTRUCTION		FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Police Building Professional Services		-	5,000	-	-	-	-	-	-	-
02 Police Building Site Work and Building Construction		-	-	-	-	-	-	-	-	-
03 Government Center Accessibility & Security Improvements		-	-	-	-	-	-	-	-	-
04 Government Center Electrical Switchgear Replacement		-	-	-	-	-	-	-	-	-
05 Government Center Renovations		50,000	-	-	-	80,000	-	-	-	-
06 Police Parking Lot Security Fence		-	-	-	-	-	-	-	-	-
Transfers Out		-	-	-	-	-	-	-	-	-
Total Anticipated Year End Expenditures & Transfers		50,000	5,000	-	-	80,000	-	-	-	-
Ending Fund Balance (Cash Basis) - Building Project Bond Fund		1,077,799	1,123,984	1,125,984	1,156,879	1,109,879	1,142,879	1,175,879	1,208,879	1,241,879

9514 DEBT SERVICE		FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
DEBT SERVICE (PROP P) REVENUES										
Beginning Fund Balance (estimated Cash Basis as of July 1)										
Estimated Property Tax Collection Revenue		752,787	752,787	817,964	817,964	429,691	707,883	985,675	1,292,105	1,599,898
Estimated Interest Revenue		657,232	779,721	657,232	910,000	964,600	964,600	993,538	993,538	1,023,344
Estimated Interest Revenue		750	2,082	750	9,400	9,500	9,500	9,500	9,500	9,500
Total Anticipated Revenues		657,982	781,803	657,982	919,400	974,100	974,100	1,003,038	1,003,038	1,032,844
DEBT SERVICE (PROP P) EXPENSES										
Estimated Expenditures		320	320	320	599,001	320	320	320	320	320
Estimated Interest Expenses		261,306	261,306	247,656	238,672	215,588	205,988	191,288	179,925	167,050
Estimated Principal Expenses		455,000	455,000	470,000	470,000	480,000	490,000	505,000	515,000	530,000
Total Anticipated Expenditures		716,626	716,626	717,976	1,307,673	695,908	696,308	696,608	695,245	697,370
Ending Cash Balance - Debt Service		694,143	817,964	757,970	429,691	707,883	985,675	1,292,105	1,599,898	1,935,372

9501 GOVERNMENT FACILITIES ACCOUNT SUMMARY

CAPITAL FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Accessibility Improvements (CDBG)	-	-	20,000	20,000	-	20,000	20,000	20,000	20,000
02 Government Center Renovations	250,000	56,949	400,000	38,317	30,000	30,000	30,000	30,000	30,000
03 Government Center Parking Lot Repairs	25,000	9,930	-	-	-	-	-	-	-
04 Salt Dome Roof Repairs (Insurance Claim)	60,000	-	-	-	60,000	-	-	-	-
05 Police Department Repair (Insurance Claim)	-	32,826	-	-	-	-	-	-	-
06 Government Center Roof Repairs (Insurance Claim)	-	-	-	5,653	250,000	-	-	-	-
07 Demo of 1030 N Lindbergh Blvd Building	-	-	-	-	40,000	-	500,000	-	-
08 Roofing for Public Works Garage	-	-	-	-	112,500	-	-	-	-
09 EV Charging Stations at the Police Station and Government Center (Grant Match)	-	-	-	-	-	-	-	-	-
Subtotal - Government Facilities Expenses - Capital Fund	335,000	99,705	420,000	63,970	492,500	50,000	550,000	50,000	50,000
PARKS AND STORMWATER FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Subtotal - Government Facilities Expenses - Parks and Stormwater Fund	-	-	-	-	-	-	-	-	-
BUILDING PROJECT BOND FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Police Building Professional Services	-	5,000	-	-	-	-	-	-	-
02 Police Building Site Work and Building Construction	-	-	-	-	-	-	-	-	-
03 Government Center Accessibility & Security Improvements	-	-	-	-	-	-	-	-	-
04 Government Center Electrical Switchgear Replacement	-	-	-	-	-	-	-	-	-
05 Government Center Renovations	50,000	-	-	-	-	-	-	-	-
06 Police Parking Lot Security Fence Transfers Out	-	-	-	-	80,000	-	-	-	-
Subtotal - Government Facilities Expenses - Building Project Bond Fund	50,000	5,000	-	-	80,000	-	-	-	-
TOTAL CAPITAL EXPENSES (ALL FUNDS)	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
GOVERNMENT FACILITIES	385,000	104,705	420,000	63,970	572,500	50,000	550,000	50,000	50,000
Total Capital Expenses - Government Facilities	\$	\$	\$	\$	\$	\$	\$	\$	\$

9506 PARKS AND RECREATIONAL FACILITIES ACCOUNT SUMMARY

CAPITAL FUND	FY2022 ACTUAL	FY2022 PROJECTED	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
02 Park or Dielmann Complex Improvements (Grant Match)	-	-	30,500	-	-	30,500	-	30,500	-
14 Ice Arena Refrigerant Switchover (Municipal & ARPA Grant)	20,000	20,000	100,000	234,450	2,200,000	-	-	-	-
15 Malcolm Terrace Parking Lot Improvements (CDBG Grant)	-	35	-	-	-	-	-	-	-
16 Dielmann Recreation Complex HVAC Replacement - Phase 2	110,000	-	110,000	110,000	-	-	-	-	-
17 Dielmann Recreation Complex Roof Drainage	50,000	-	30,000	42,355	93,000	-	-	-	-
18 Ice Arena Flooring Replacement	-	-	-	-	200,000	-	-	-	-
20 Park Preliminary Design - Millennium Park (Park Planning Grant)	-	7,000	-	-	-	-	-	-	-
21 Ice Arena Dehumidification System Repair (ARPA)	-	45,729	-	75,000	-	-	-	-	-
22 Ice Arena Evaluation	-	30,960	-	-	-	-	-	-	-
23 Dielmann Complex Concessions Area Renovation (Planning & Design)	-	-	30,000	20,000	-	-	-	-	-
24 Dielmann Recreation Complex Fire Alarm Repair (Insurance Claim)	-	19,760	-	4,834	-	-	70,000	-	-
25 Golf Course Perimeter Fencing Replacement	-	-	-	-	40,000	-	-	-	-
26 Golf Course Maintenance Bridge	-	-	-	-	-	-	-	-	-
27 Dielmann Structural Repairs	-	-	-	3,600	20,000	-	-	-	200,000
28 Accessibility Improvements (CDBG)	-	-	-	-	20,000	-	-	-	-
29 Roofing for Ice Arena (Insurance Claim)	-	-	-	-	-	-	400,000	-	-
30 Dielmann Compressor Repairs (ARPA)	-	-	-	99,390	-	-	-	-	-
Subtotal - Parks and Recreational Facilities Expenses - Capital Fund	180,000	123,484	300,500	589,629	2,573,000	30,500	470,000	30,500	200,000

PARKS AND STORMWATER FUND	FY2022 ACTUAL	FY2022 PROJECTED	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Park Preliminary Designs	50,000	-	-	-	-	-	-	-	-
02 Implementation of Park Master Plan	500,000	-	25,000	25,000	100,000	25,000	25,000	25,000	25,000
03 Historic Building Rehabilitation and Preservation	25,000	-	75,000	65,012	-	-	-	-	-
04 Conway Park Cabins Relocation	-	-	40,000	23,500	120,000	60,000	60,000	-	-
05 Park Restroom Renovations	110,000	26,588	-	-	-	-	-	-	-
06 Park Path Improvements (Municipal Park Grant)	680,000	481,532	-	163,952	-	-	-	-	-
07 Malcolm Terrace Parking Lot Improvements (CDBG Grant)	50,000	74,584	-	-	-	-	-	-	-
08 Park Identification Signage Master Plan	20,000	-	-	-	-	20,000	-	-	-
09 Park Parking Lot Sealing	50,000	15,570	-	-	-	-	-	25,000	-
10 Park Furniture Replacement	80,000	-	-	-	20,000	20,000	20,000	20,000	20,000
11 Malcolm Terrace Park Trail Improvements	150,000	66,179	-	22,044	20,000	20,000	25,000	-	-
12 Repaint & Restripe Conway Park and Lake School Park Tennis Courts	75,000	115,170	-	-	-	-	-	-	-
13 Remove Small Playground at Millennium Park	20,000	-	-	-	-	-	-	-	-
14 Millennium Park Improvements - Phase 1	-	66,901	1,590,000	61,630	2,300,000	-	100,000	850,000	-
15 Millennium Park Improvements - Phase 2 - Trails & Ridgemoor Forest Connection	-	-	100,000	-	125,000	2,000,000	-	-	-
17 Venable Park Improvements - Phase 1 - Trail, Bridge, Tennis Courts & Splash pad	-	-	-	131,270	-	-	125,000	-	-
19 Playground Safety Surface Replacement (Venable 2023 & Conway 2026)	-	-	-	39,100	-	75,000	350,000	-	-
20 Lake School Park - Phase 1 - Master Plan, Grading & Playground	-	-	-	-	-	-	-	-	-
21 Millennium Park - Phase 3 - Park Entrance & Parking Lot Improvements	-	-	-	-	-	-	-	-	-
22 Lake School Park - Phase 2 - Tennis Court Complex	-	-	-	-	-	-	-	70,000	400,000
23 39N Greenway Connection to Centennial Trail	-	-	-	-	33,750	-	-	-	1,000,000
24 Venable Park Memorial (HDR Foundation Grant)	-	-	-	11,500	288,500	-	-	-	-
Subtotal - Parks and Rec. Facilities Expenses - Parks and Stormwater Fund	1,810,000	846,524	1,830,000	543,008	2,987,250	2,200,000	705,000	990,000	1,445,000

BUILDING PROJECT BOND FUND	FY2022 ACTUAL	FY2022 PROJECTED	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
	-	-	-	-	-	-	-	-	-
Subtotal - Parks and Rec. Facilities Expenses - Building Project Bond Fund	-	-	-	-	-	-	-	-	-

TOTAL CAPITAL EXPENSES (ALL FUNDS)	FY2022 ACTUAL	FY2022 PROJECTED	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
PARKS AND RECREATIONAL FACILITIES	-	-	-	-	-	-	-	-	-
Total Capital Expenses - Parks and Recreational Facilities	\$ 1,990,000	\$ 970,008	\$ 2,130,500	\$ 1,132,637	\$ 5,560,250	\$ 2,230,500	\$ 1,175,000	\$ 1,020,500	\$ 1,645,000

9509 STORMWATER ACCOUNT SUMMARY

CAPITAL FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Subtotal - Stormwater Expenses - Capital Fund	-	-	-	-	-	-	-	-	-

PARKS AND STORMWATER FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Watershed Management Plan	15,000	-	200,000	448,026	50,000	-	-	-	-
02 Implementation of the Watershed Management Plan	-	-	-	-	-	500,000	500,000	600,000	600,000
03 Stormwater Improvements (Deer Creek - Deer Creek OMC)	-	-	-	-	-	224,000	224,000	224,000	224,000
04 Hibler Roadside Drainage	50,000	-	25,000	70,673	339,000	-	-	-	-
05 Alden Lane Drain Replacement (Deer Creek OMC)	35,000	9,700	20,000	39,533	67,000	-	-	-	-
06 Ballas Culvert Erosion Rehabilitation (Deer Creek OMC)	75,000	4,940	50,000	84,947	380,000	-	-	-	-
07 Golf Course Pond Aeration (Deer Creek OMC)	25,000	-	25,000	13,000	64,000	-	-	-	-
08 Hibler Woods Drain Replacement	-	-	20,000	-	30,000	-	-	-	-
09 Stormwater Concept Plans (Design)	-	-	175,000	-	150,000	-	-	-	-
10 Middlebrook Stormwater Restoration - Tree Plantings	-	13,400	-	-	-	-	-	-	-
11 Lake Dredging - Conway Park & Golf Course (Design & Construction)	-	-	-	241,200	40,000	450,000	200,000	-	-
12 Millennium Park Detention Emergency Repair	-	-	-	-	-	-	-	-	-
Subtotal - Stormwater Expenses - Parks and Stormwater Fund	200,000	28,040	515,000	897,379	1,120,000	1,174,000	924,000	824,000	824,000

BUILDING PROJECT BOND FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Subtotal - Stormwater Expenses - Building Project Bond Fund	-	-	-	-	-	-	-	-	-

TOTAL CAPITAL EXPENSES (ALL FUNDS) STORMWATER	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Total Capital Expenses - Stormwater	\$ 200,000	\$ 28,040	\$ 515,000	\$ 897,379	\$ 1,120,000	\$ 1,174,000	\$ 924,000	\$ 824,000	\$ 824,000

9510 STREETS AND SIDEWALKS ACCOUNT SUMMARY

CAPITAL FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 PROJECTED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Street and Sidewalk Maintenance Program	1,375,000	1,395,564	1,400,000	1,899,992	1,421,000	1,442,300	1,463,900	1,485,900	1,508,200
02 Street Reconstruction/Rehabilitation	-	-	300,000	482,085	300,000	-	300,000	-	300,000
04 Fernview Sidewalk Concept Plan - Phase 1 Olive to Gallagher (Design & Grant Match)	35,000	34,765	-	1,534	50,000	60,000	160,000	-	-
05 New Ballas Median Plantings	-	8,800	-	-	50,000	-	-	-	-
06 Signal Enhancement Projects	180,000	272,843	-	-	-	-	-	-	-
07 Emerson Road Improvement Project (STP Grant)	-	23,353	-	-	-	-	-	-	-
09 Mosley Road Improvement Project (STP Grant)	1,340,000	203,199	-	1,124,563	-	-	-	-	-
10 N Ballas Road Improvements - Phase 1 - Olive to Craig (STP Grant)	180,000	108,796	1,136,600	1,136,600	-	-	-	-	-
11 N Ballas Sidewalk - Phase 3 (TAP Grant)	-	5,472	210,000	-	-	-	100,000	-	-
12 Lindbergh-Old Olive Intersection (State Cost-Share; STP Grant)	25,000	70,615	460,000	460,000	2,045,500	-	-	-	-
13 Olive-Lindbergh Interchange Enhancements	30,000	-	-	-	30,000	-	-	-	-
14 Pavement Condition Ratings Update	45,000	24,785	-	27,962	-	-	-	-	-
15 Olive Median Enhancement Stock	75,000	22,997	-	59,105	20,000	20,000	20,000	20,000	20,000
16 Craig Road Improvements (STP Grant)	-	-	150,000	225,600	100,000	1,300,000	-	-	-
17 N Ballas Road Improvements - Phase 2 S. New Ballas (Design & Grant Match)	-	-	-	-	150,000	20,000	250,000	-	-
18 N Ballas Road Improvements - Phase 3 - Ladue to Magna C (Design & Grant Match)	-	-	-	-	-	150,000	20,000	250,000	-
19 N Ballas Road Improvements - Phase 4 - Magna C to Olive (Design & Grant Match)	-	-	-	-	-	-	125,000	-	250,000
20 Ladue Road Improvements - Phase 1 (Design & Grant Match)	-	-	-	-	-	-	-	150,000	-
21 Olive-270 Overpass Cleaning & Painting	-	-	-	-	80,000	-	-	-	-
22 Old Olive Sidewalk Extension (Design)	-	-	-	-	25,000	60,000	-	-	-
23 Fernview Sidewalk - Phase 2 Gallagher to LeHavre (Design & Grant Match)	-	-	-	-	-	-	-	-	-
Subtotal - Streets and Sidewalks - Capital Fund	3,285,000	2,171,189	3,656,600	5,417,441	4,271,500	3,052,300	2,518,900	1,930,900	2,078,200

PARKS AND STORMWATER FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Subtotal - Streets and Sidewalks - Parks and Stormwater Fund	-	-	-	-	-	-	-	-

BUILDING PROJECT BOND FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Subtotal - Streets and Sidewalks - Building Project Bond Fund	-	-	-	-	-	-	-	-

TOTAL CAPITAL EXPENSES (ALL FUNDS)									
STREETS AND SIDEWALKS									
	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED	
Total Capital Expenses - Streets and Sidewalks	\$ 3,285,000	\$ 2,171,189	\$ 3,656,600	\$ 5,417,441	\$ 4,271,500	\$ 3,052,300	\$ 2,518,900	\$ 1,930,900	\$ 2,078,200

9516 CAPITAL EQUIPMENT ACCOUNT SUMMARY

CAPITAL FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Public Works Capital Equipment**	532,690	186,035	331,000	228,620	619,000	407,800	398,800	408,500	428,000
02 Golf Course Capital Equipment	25,000	23,486	-	-	55,000	65,000	-	65,000	40,000
03 Police Department Capital Equipment	42,000	-	42,000	41,530	-	-	-	-	-
04 Phone System Replacement	52,000	42,434	-	-	-	-	-	-	-
05 Public Works Facility Gasoline System Replacement	-	-	-	-	-	-	-	-	-
06 Permitting Software	70,000	-	70,000	156,649	-	-	-	-	-
07 Meeting Management Software	-	-	20,000	13,126	-	-	-	-	-
08 Active Net Software	-	16,027	-	-	-	-	-	-	-
09 Capital Equipment Back Order	-	-	-	376,255	-	-	-	-	-
Subtotal - Capital Equipment - Capital Fund	721,690	267,982	463,000	816,182	674,000	466,800	398,800	473,500	468,000
PARKS AND STORMWATER FUND									
01 Parks Capital Equipment	-	-	30,000	-	30,000	-	-	-	-
Subtotal - Capital Equipment - Parks and Stormwater Fund	-	-	30,000	-	30,000	-	-	-	-
BUILDING PROJECT BOND FUND									
Subtotal - Capital Equipment - Building Project Bond Fund	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES (ALL FUNDS)									
CAPITAL EQUIPMENT									
Total Capital Expenses - Capital Equipment	\$ 721,690	\$ 267,982	\$ 493,000	\$ 816,182	\$ 704,000	\$ 466,800	\$ 398,800	\$ 473,500	\$ 468,000

CAPITAL PROJECT ADMINISTRATION ACCOUNT SUMMARY

CAPITAL FUND	FY2022 PROJECTED	FY2023 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
01 Project Management	93,082	93,634	145,258	138,542	153,104	157,700	162,500	167,400	172,500
Subtotal - Capital Project Administration - Capital Fund	93,082	93,634	145,258	138,542	153,104	157,700	162,500	167,400	172,500
PARKS AND STORMWATER FUND									
01 Project Management	104,364	42,002	120,896	132,035	137,795	142,000	146,300	150,700	155,300
Subtotal - Capital Project Administration - Parks and Stormwater Fund	104,364	42,002	120,896	132,035	137,795	142,000	146,300	150,700	155,300
BUILDING PROJECT BOND FUND									
Subtotal - Capital Project Administration - Building Project Bond Fund	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES (ALL FUNDS)									
CAPITAL PROJECT ADMINISTRATION									
Total Capital Expenses - Capital Project Administration	\$ 197,446	\$ 135,636	\$ 266,154	\$ 270,577	\$ 290,899	\$ 299,700	\$ 308,800	\$ 318,100	\$ 327,800

CAPITAL IMPROVEMENT PROGRAM SUMMARY

CAPITAL FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Beginning Fund Balance (Estimated Cash Basis as of July 1)				2,620,094	1,764,724	756,412	280,221	656,795	743,545
Total Anticipated Annual Revenues	2,062,368	2,052,949	2,620,094	2,620,094	1,764,724	756,412	500,768	280,221	656,795
Total Anticipated Annual Expenses	3,414,932	3,323,139	4,467,104	6,170,394	7,307,962	3,501,656	3,028,874	3,028,874	3,055,450
Total Anticipated Debt Service Revenues	(4,614,772)	(2,755,994)	(4,985,358)	(7,025,764)	(8,314,104)	(3,757,300)	(4,100,200)	(2,652,300)	(2,968,700)
Total Anticipated Debt Service Expenses	-	-	-	-	-	-	-	-	-
Ending Cash Balance - Capital Fund	862,528	2,620,934	2,101,840	1,764,724	756,412	500,768	280,221	656,795	743,545
PARKS-STORMWATER TAX FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Beginning Fund Balance (Estimated Cash Basis as of July 1)				2,988,692	4,106,102	2,644,083	1,803,728	2,731,010	3,611,254
Total Anticipated Annual Revenues	485,907	485,907	2,988,692	2,988,692	4,106,102	2,644,083	1,803,728	2,731,010	3,500,368
Total Anticipated Annual Expenses	2,495,600	3,799,351	2,625,701	3,182,030	3,395,460	3,269,727	3,308,546	3,346,081	3,153,330
Total Anticipated Debt Service Revenues	(2,494,364)	(1,296,566)	(2,988,094)	(2,064,620)	(4,857,479)	(4,110,082)	(2,381,264)	(2,576,723)	(3,042,444)
Total Anticipated Debt Service Expenses	-	-	-	-	-	-	-	-	-
Ending Cash Balance - Parks-Stormwater Tax Fund	487,143	2,988,692	2,626,299	4,106,102	2,644,083	1,803,728	2,731,010	3,500,368	3,611,254
BUILDING PROJECT BOND FUND	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Beginning Fund Balance (estimated Cash Basis as of July 1)				1,941,948	1,586,570	1,817,762	2,128,554	2,467,984	2,808,777
Total Anticipated Annual Revenues	1,878,586	1,878,586	1,941,948	1,941,948	1,586,570	1,817,762	2,128,554	2,467,984	2,808,777
Total Anticipated Annual Expenses	2,000	3,185	2,000	32,895	33,000	33,000	33,000	33,000	33,000
Total Anticipated Debt Service (Prop P) Revenues	(50,000)	(5,000)	-	-	(80,000)	-	-	-	-
Total Anticipated Debt Service (Prop P) Expenses	657,982	781,803	657,982	919,400	974,100	974,100	1,003,038	1,003,038	1,032,844
Total Anticipated Debt Service (Prop P) Expenses	(716,626)	(716,626)	(717,976)	(1,307,673)	(695,908)	(696,308)	(696,608)	(695,245)	(697,370)
Ending Cash Balance - Building Project Bond Fund	1,771,942	1,941,948	1,883,954	1,586,570	1,817,762	2,128,554	2,467,984	2,808,777	3,177,251
TOTAL COMBINED CAPITAL IMPROVEMENT PROGRAM (CAPITAL, PARKS-STORMWATER, AND BUILDING PROJECT BOND FUNDS)	FY2022 BUDGETED	FY2022 ACTUAL	FY2023 BUDGETED	FY2023 PROJECTED	FY2024 PROJECTED	FY2025 PROJECTED	FY2026 PROJECTED	FY2027 PROJECTED	FY2028 PROJECTED
Total Combined Beginning Fund Balance	4,426,862	4,417,442	7,550,734	7,550,734	7,457,396	5,218,257	4,433,050	5,479,215	6,965,940
Total Combined Revenues & Transfers In	6,570,514	7,907,478	7,752,787	10,304,719	11,708,352	7,778,483	8,224,237	7,410,993	7,274,624
Total Combined Anticipated Year End Expenditures & Transfers	(7,815,762)	(4,774,186)	(8,691,428)	(10,398,057)	(13,947,491)	(8,563,690)	(7,178,072)	(5,924,268)	(6,708,514)
Ending Fund Balance (Cash Basis) - All Capital Funds	3,121,614	7,550,734	6,612,093	7,457,396	5,218,257	4,433,050	5,479,215	6,965,940	7,532,050



PARKS & STORMWATER FUND
STATEMENT OF ESTIMATED REVENUES AND EXPENDITURES

	Actual FY 2021	Actual FY 2022	Budget FY 2023	Projected FY 2023	Estimated FY 2024	% Change to Projected FY 2023
Revenues:						
Intergovernmental Revenue	485,907	3,045,352	2,625,601	3,129,268	3,370,412	7.71%
Other Revenues	-	4,466	100	52,862	25,049	
Total Operating Revenues	485,907	3,049,818	2,625,701	3,182,130	3,395,461	
Transfers From General Fund	-	749,533	-	-	-	
Total Revenues	485,907	3,799,351	2,625,701	3,182,130	3,395,461	6.70%
Expenditures:						
Personnel	-	42,002	120,896	130,312	137,795	0.00%
Operating	-	-	-	15	-	
Park Development Projects	-	846,524	1,947,275	576,758	2,953,500	
Storm water Projects	-	28,040	614,540	897,379	1,120,000	
Capital Equipment	-	-	30,000	-	30,000	
Total Expenditures	-	916,566	2,712,711	1,604,464	4,241,295	164.34%
Other Financing Uses:						
Transfer Out for P&S Oper. and Maint.	-	380,000	492,198	492,198	582,434	18.33%
Total Other Financing Uses	-	380,000	492,198	492,198	582,434	
REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	485,907	2,502,785	(579,208)	1,085,468	(1,428,268)	
FUND BALANCE-BEGINNING OF YEAR	-	485,907	2,716,035	2,988,692	4,074,160	
FUND BALANCE-END OF YEAR	485,907	2,988,692	2,136,827	4,074,160	2,645,892	



PARKS & STORMWATER FUND
COMPARISON OF FISCAL YEAR 2024 ESTIMATED REVENUE WITH 2023 BUDGETED AND PROJECTED
AND ACTUAL REVENUES FOR FISCAL YEARS 2021 AND 2022

	Actual Revenues FY 2021	Actual Revenues FY 2022	Budgeted Revenues FY 2023	Projected Revenues FY 2023	Estimated Revenues FY 2024
INTERGOVERNMENTAL REVENUE:					
4301 City Sales Tax - 1/2 Cent	485,907	2,564,852	2,485,601	2,912,168	2,970,412
4737 Other Agency Funding*	-	480,500	140,000	217,100	400,000
Total Intergovernmental Revenue	485,907	3,045,352	2,625,601	3,129,268	3,370,412
OTHER REVENUES:					
4703 Gain (loss) on investments	-	-	-	-	-
4704 Interest on Investments	-	4,466	100	52,862	25,049
4730 Reimbursements	-	-	-	-	-
4755 Other revenues	-	-	-	-	-
4771 Proceeds-Sales of Fixed Asset	-	-	-	-	-
Total Other Revenues	-	4,466	100	52,862	25,049
Total Current Year's Revenue	485,907	3,049,818	2,625,701	3,182,130	3,395,461
4901 Transfers From Other Funds	-	749,533	-	-	-
Total Intergovernmental Funding	-	749,533	-	-	-
TOTAL REVENUES	485,907	3,799,351	2,625,701	3,182,130	3,395,461

*Comprised of Deer Creek OMCI (\$250K), HDR Foundation Grant (\$100K) and Venable Park Private Donations (\$50K)



**PARKS & STORMWATER FUND
SUMMARY OF CAPITAL OUTLAYS BY ACTIVITY**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
CAPITAL OUTLAY:					
5101 Salaries, Permanent Empl.	-	33,653	95,071	106,875	106,875
5103 Overtime	-	47	-	400	-
5109 Provision for Salary Adj.	-	-	3,277	2,135	5,965
5110 Auto Allowance	-	-	-	-	-
5230 Hospital & Medical Insurance	-	-	3,345	-	2,410
5231 Self-Insured Medical Benefit	-	-	-	600	900
5233 Dental Insurance	-	-	119	392	459
5234 Group Life Insurance	-	116	332	530	473
5235 Accidental Death & Dismem.	-	12	38	49	52
5236 Disability Insurance	-	-	218	119	301
5240 Social Security Contribution	-	2,597	7,659	9,000	9,000
5241 Pension Contribution	-	205	5,845	5,212	5,798
5243 Worker's Compensation	-	5,371	4,992	5,000	5,562
7307 Gasoline & Mileage	-	-	-	15	-
9506 Parks and Recreational Facilities	-	846,524	1,947,275	576,758	2,953,500
9509 Stormwater Projects	-	28,040	614,540	897,379	1,120,000
9516 Capital Equipment	-	-	30,000	-	30,000
TOTAL CAPITAL OUTLAY	-	916,566	2,712,711	1,604,464	4,241,295



**PARKS & STORMWATER FUND
ESTIMATED FY 2024 CAPITAL OUTLAY PROJECTS**

Capital Outlay Detail**Annual****9506 Park Development Projects**

39 N Greenway Connection to Centennial Trail	0
Park Furniture Replacement	20,000
Historical Building Rehabilitation and Preservation	100,000
Venable Park Improvements	125,000
Park Restroom Renovations	120,000
Millennium Park Improvements - Phase 1	2,300,000
Venable Park Memorial (HDR Grant)	288,500
Total Account 9506	<u>2,953,500</u>

9509 Storm Water Projects

Watershed Management Study	50,000
Hibler Roadside Drainage	339,000
Alden Lane Drain Replacement (Deer Creek OMCI)	67,000
Ballas Culvert Erosion Rehabilitation (Deer Creek OMCI)	380,000
Golf Course Pond Aeration (Deer Creek OMCI)	64,000
Hibler Woods Drain Replacement	30,000
Stormwater Concept Plans	150,000
Lake Dredging - Conway Park & Golf Course	40,000
Total Account 9509	<u>1,120,000</u>

9516 Capital Equipment

Tractor	30,000
Total Account 9516	<u>30,000</u>

Administration

Project Manager	137,795
Total Account 9516	<u>137,795</u>

Total Capital Outlay**\$ 4,241,295**



	POLICE BUILDING FUND				
	Actual Revenue FY 2021	Actual Revenue FY 2022	Budgeted Revenue FY 2023	Projected Revenue FY 2023	Estimated Revenue FY 2024
OPERATING REVENUES					
4704 Interest Revenue	-	3,185	850	32,895	33,000
4730 Reimbursements			-	-	-
Total Operating Revenues	-	3,185	850	32,895	33,000
OTHER REVENUES					
4908 Bond Proceeds	-	-	-	-	-
4909 Premium from Bond Proceeds	-	-	-	-	-
Total Other Revenue	-	-	-	-	-
TRANSFERS					
4901 Transfer From Other Funds	-	-	-	-	-
Total Transfers	-	-	-	-	-
TOTAL POLICE BUILDING FUND REV.	-	3,185	850	32,895	33,000



POLICE BUILDING FUND					
	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
OPERATING EXPENSES:					
6203 Professional Services	7,235	5,000	-	-	-
6299 Quality and Control Testing	-	-	-	-	-
9501 Building & Improvement Projects	63,262	-	-	-	80,000
9515 Bond Issuance Costs	-	-	-	-	-
TOTAL POLICE BUILDING FUND OPERATING EXPENDITURES	70,497	5,000	-	-	80,000
Total Transfers Out	-	-	-	-	-
TOTAL POLICE BUILDING FUND EXP. AND TRANSFERS OUT	70,497	5,000	-	-	80,000
EXCESS OF REV. OVER EXP.	(70,497)	(1,815)	850	32,895	(47,000)
FUND BALANCE-BEGINNING OF YEAR	1,196,295	1,125,798	1,624,902	1,123,984	1,156,879
FUND BALANCE-END OF YEAR	1,125,798	1,123,984	1,625,752	1,156,879	1,109,879

POLICE BUILDING FUND	
ESTIMATED FY 2024 CAPITAL OUTLAY PROJECTS	
Capital Improvement Projects	
Police Parking Lot Security Fence	80,000
Government Center Electrical Switchgear Replacement	
Total Capital Improvement Projects	80,000

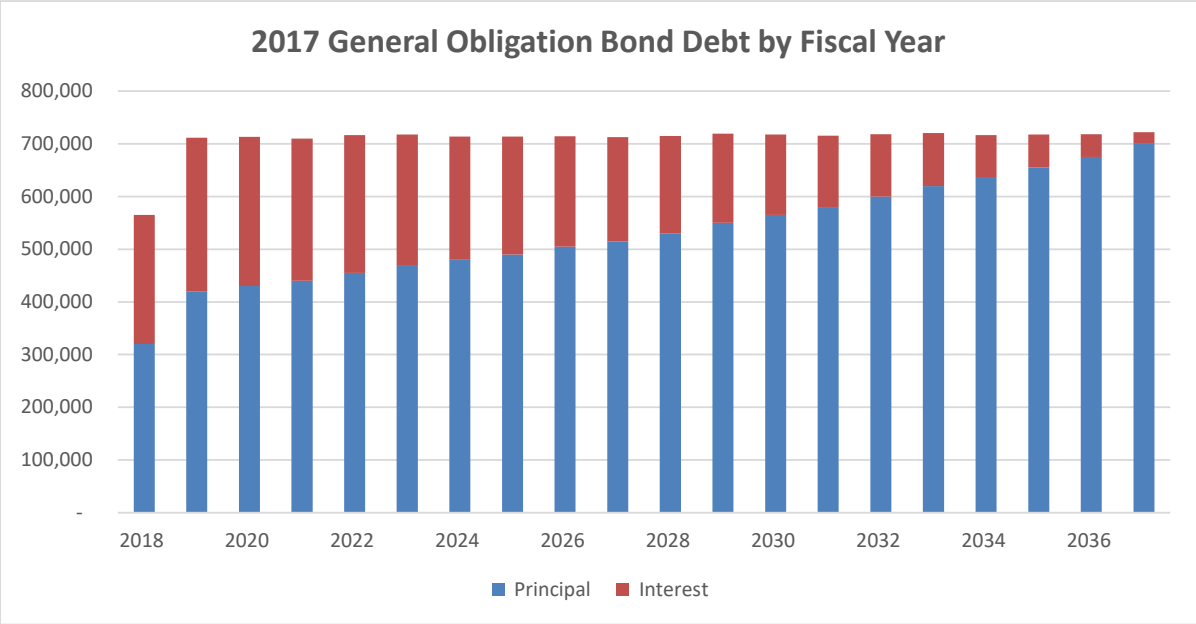


	DEBT SERVICE FUND				
	Actual Revenue FY 2021	Actual Revenue FY 2022	Budgeted Revenue FY 2023	Projected Revenue FY 2023	Estimated Revenue FY 2024
OPERATING REVENUES					
4101 Property Taxes	757,313	672,670	570,000	775,000	821,500
4104 Personal Property Taxes	118,401	107,051	100,000	135,000	143,100
4704 Interest Revenue	1,104	2,082	500	9,400	9,500
Total Operating Revenues	876,818	781,803	670,500	919,400	974,100
OTHER REVENUES					
	-	-	-	-	-
Total Other Revenues	-	-	-	-	-
TOTAL OPERATING FUND REVENUES	876,818	781,803	670,500	919,400	974,100



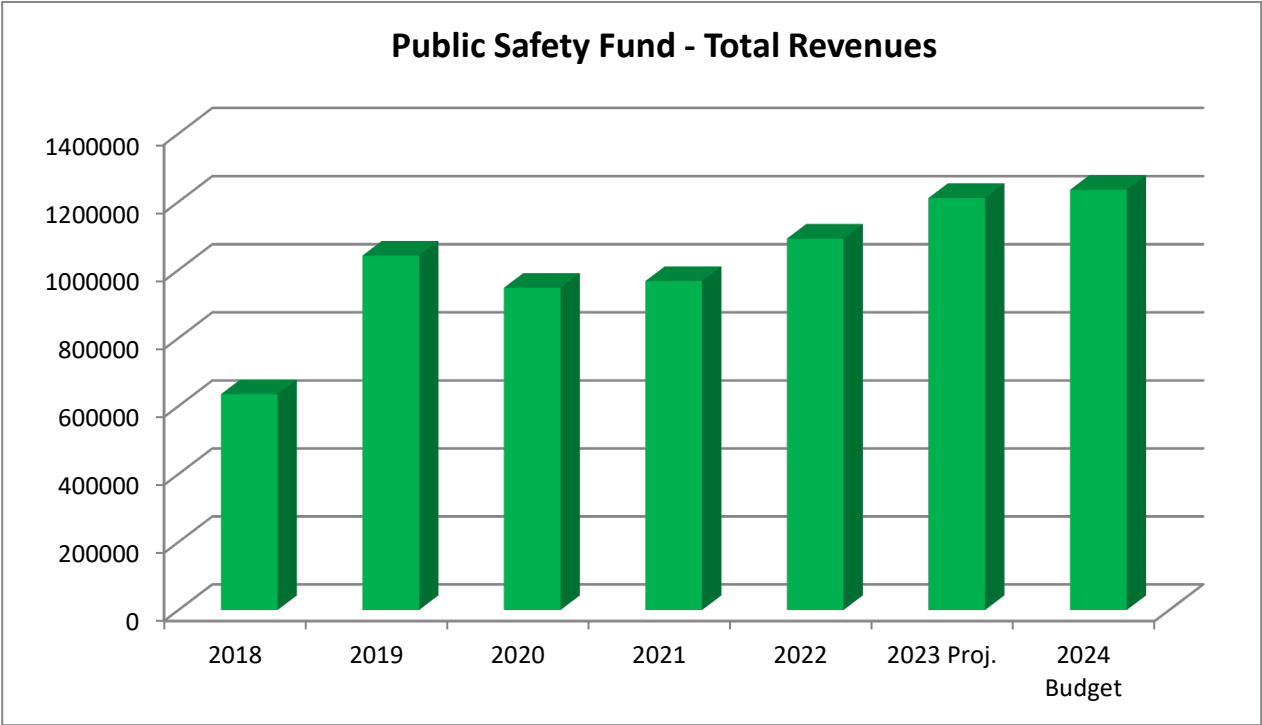
DEBT SERVICE FUND

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
OPERATING EXPENSES:					
6202 Technical & Personal Services	636	318	320	599,001	320
8410 Interest Expenditures	270,106	261,306	247,656	238,672	215,588
9514 Principal Expenditures	440,000	455,000	470,000	470,000	480,000
Total Operating Expenses	710,742	716,624	717,976	1,307,673	695,908
TOTAL DEBT SERVICE FUND EXP.	710,742	716,624	717,976	1,307,673	695,908
EXCESS OF DEBT SERVICE REVENUES OVER EXPENDITURES					
	166,075	65,179	(47,476)	(388,273)	278,192
FUND BALANCE-BEGINNING OF YEAR					
	586,710	752,786	378,126	817,965	429,692
FUND BALANCE-END OF YEAR	752,786	817,965	330,650	429,692	707,884



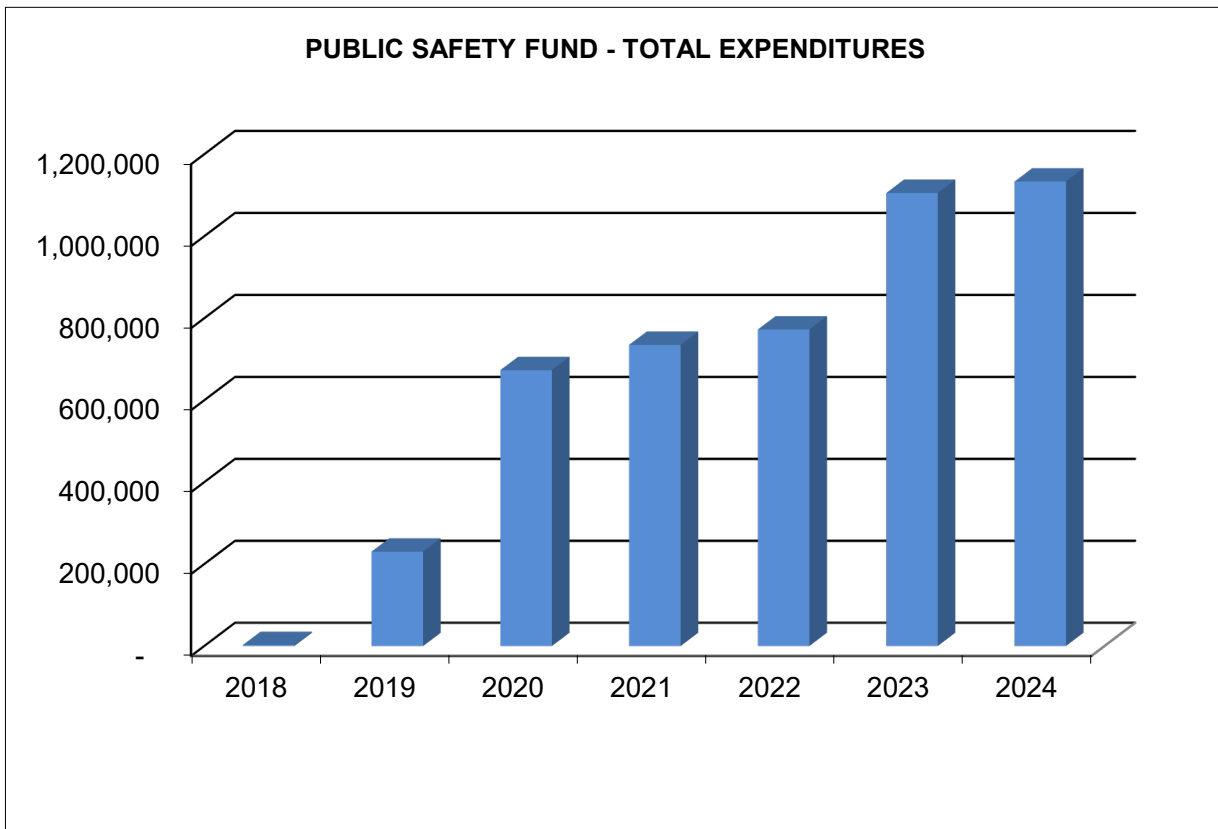


	PUBLIC SAFETY FUND - REVENUES				
	Actual Revenue FY 2021	Actual Revenue FY 2022	Budgeted Revenue FY 2023	Projected Revenue FY 2023	Estimated Revenue FY 2024
OPERATING REVENUES					
4301 Public Safety Sales Tax	967,222	1,091,699	1,066,144	1,210,812	1,235,028
4546 Donations	20,000	-	-	-	-
4704 Interest	2,792	5,425	2,000	37,796	30,000
4737 Other Agency Funding	-	-	-	-	-
Total Operating Revenues	990,014	1,097,124	1,068,144	1,248,608	1,265,028
TRANSFERS					
4901 Transfer In From Other Funds	-	-	-	-	-
Total Transfers	-	-	-	-	-
TOTAL PUBLIC SAFETY REVENUES	990,014	1,097,124	1,068,144	1,248,608	1,265,028



In April of 2017, St. Louis County voters approved a one-half cent Public Safety Sales Tax. This tax is to provide funding for improving policing in St. Louis County. Five-eighths of the revenues are distributed to municipalities on a per capita basis to be used for police and public safety. Creve Coeur's share is estimated to be \$1,210,812 for FY 2023, which is up 10.9% from FY 2022 due to COVID-19 coming to an end. Revenue is projected to be up 2% at \$1,235,028 for FY 2024.

Fiscal Year	Public Safety Sales Tax	Amount of Change	Percent Change
2018	634,959	NA	NA
2019	1,041,890	406,932	64.1%
2020	947,491	(94,400)	-9.1%
2021	967,222	19,731	2.1%
2022	1,091,699	124,477	12.9%
2023 Proj.	1,210,812	119,113	10.9%
2024 Budget	1,235,028	24,216	2.0%



Fiscal Year	Total Expenditures	Amount of Change	Percent Change
2018	2,300	NA	NA
2019	230,409	228,109	9918.1%
2020	673,398	442,989	192.3%
2021	735,095	61,697	9.2%
2022	772,583	37,488	5.1%
2023 Projected	1,105,633	333,050	43.1%
2024 Budgeted	1,133,437	27,804	2.5%

Major causes of change:

FY 2019 This is still a new fund. Almost all of the expenses are due to a transfer out to the General Fund (\$131,167) to cover the costs of transitioning the police department to 12-hour shifts and transitioning holiday pay to be per each holiday instead of once per year.

FY 2020 Exenditures increased 192%. New this fiscal year is 15% of the sales tax revenue (\$131,250) will now go to offset the Police Pension Costs and will be included in every year thereafter.

FY 2021 Expenditures increased 9.2%, with most of this being from all of the new police building costs being allocated out of this fund. Also included are several one-time capital expenditures and the 15% of revenues that go for Police Pension costs were increased to 20% (\$183,568).



PUBLIC SAFETY FUND EXPENDITURES (CONT.)

FY 2022 An increase of 5.1% occurred in FY 2022. Most of this increase is due to a transfer out to the General Fund (\$68,057) for Pay Adjustments.

FY 2023 An increase of 43.1% is projected for FY 2023. New to FY 2023 is a transfer out to the General Fund for Market Equity/Step Program/Probation Completion Bonus (\$128,900) and \$83,521 for a one-time 2% COLA.

FY 2024 An increase of 2.5% is projected for FY 2024 with most of this just being an increase in goods and services due to inflation.



PUBLIC SAFETY FUND

Fund Description

In April 2017, St. Louis County voters approved a one-half-cent Public Safety Sales Tax to provide funding for public safety purposes. Per Missouri statutes, five-eighths (5/8th) of the revenues are distributed to municipalities based on population. The City policy on fund usage is located under Budget and Financial Policies as outlined in the annual budget book.

Budget Highlights

Revenues

- Acct. 9401 – Transfer from Public Safety Fund to General Fund is decreasing due to a 2% one-time, lump sum cost of living adjustment completed in FY 2023. All other costs increased 7% due to a 7% increase estimated in FY 2024 (\$371,606).

Expenses

- Acct. 5241 – Partial (20%) contribution toward police pension expenses (\$242,162).
- Acct. 6203 – Counseling fees associated with first responder counseling services (\$4,116).
- Acct. 6203 – PAS (EAP) Mandatory Mental Health Check-Ins (\$2,550).
- Acct. 6211 – Annual maintenance and upgrades for four (4) license plate recognition (LPR) systems. Cost may be offset by \$2,500 by the Crime Prevention Partnership (\$10,000).
- Acct. 6211 – Biannual window cleaning services for the Police Department Building (\$1,800).
- Acct. 6265 – Travel and conference expenses for one (1) officer to attend crash reconstruction training (\$2,500).
- Acct. 6265 – California Homicide Investigators Association (CHIA) Conference (\$400).
- Acct. 6265 – Travel and conference expenses for Crisis Intervention Training (CIT) (\$1,050).
- Acct. 6265 – Travel and conference expenses for FBI Law Enforcement Executive Development Leadership (LEEDS) training (\$1,900).
- Acct. 6265 – Decreased St. Louis University Medicolegal Death Investigator Training (\$900).
- Acct. 6266 – Body cameras and in-car video systems lease; year five of a 5-year lease (\$64,964).
- Acct. 7304 – K9 bomb dog equipment (\$5,000).
- Acct. 7313 – Decrease in practice ammunition (\$7,500).
- Acct. 7332 – Salamander Subscription Inventory Software (\$900).
- Acct. 7332 – New PD scheduling/timekeeping software (\$11,200).
- Acct. 7332 – Software programs to improve management of the Field Training Program (\$5,600).
- Acct. 9501 – Increase in firing range lead abatement fee (\$7,100).
- Acct. 9501 – Decrease in Police building repairs and upgrades (\$7,500).
- Acct. 9503 – Three (3) new Flock LPR Cameras; cost for one (1) flock camera will be reimbursed at 50% under the Peace Officer Grant (POG) for the next three years (\$9,000).
- Acct. 9503 – Seven (7) Ballistic Helmets (\$2,800).
- Acct. 9503 – Purchase of additional traffic counter due to increased resident demand (\$4,700).
- Acct. 9503 – Replacement of twenty (20) Level III Ballistic Vests for Patrol Vehicles (\$17,000).
- Acct. 9503 – Replacement of eight (8) portable radios for patrol division (\$64,000).
- Acct. 9503 – Park Camera and Internet for Millennium Park (\$12,000).
- Acct. 9503 – New recumbent bike for the PD fitness room (\$4,260).
- Acct. 9503 – Snap-On Triton-D10 Code Reader & Scanner (\$7,000).
- Acct. 9503 – PD Interview Room Camera Storage Enhancements (\$9,900).

**PUBLIC SAFETY FUND - EXPENDITURES**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5241 Pension Contribution	189,498	176,335	211,118	211,118	242,162
Total Personnel Services	189,498	176,335	211,118	211,118	242,162
OPERATING EXPENSES:					
6202 Technical & Personal Services	-	-	-	-	-
6203 Professional Services	4,116	4,116	4,116	4,116	6,666
6210 Vehicle Maintenance	-	-	-	-	-
6211 Equipment Maintenance	24,833	28,194	28,675	28,719	39,490
6212 Building and Grounds Main.	34,722	34,516	37,629	34,953	33,333
6213 Office Equipment Maint.	1,984	-	2,000	1,000	1,000
6226 Property Insurance	23,229	33,474	38,495	34,038	42,548
6250 Electricity	55,042	60,836	64,800	64,800	64,800
6252 Natural Gas	1,745	2,181	2,100	2,100	2,100
6253 Telephone	3,103	3,458	3,360	3,360	3,360
6254 Water and Sewer	6,783	7,091	7,350	7,350	7,386
6255 Cable TV and Internet	2,358	2,666	2,484	2,484	3,012
6260 Advertising	175	175	3,000	3,000	1,000
6261 Education & Training	21,903	28,685	36,300	35,400	31,500
6264 In Town Meetings	-	-	500	500	500
6265 Travel & Conferences	1,151	7,955	12,950	10,972	11,250
6266 Equipment Rental	89,964	64,964	64,964	64,964	64,964
7302 Small Tools	543	897	1,200	1,000	1,000
7303 Horticultural Supplies	-	-	1,500	215	500
7304 General Supplies	3,109	3,459	10,500	10,500	10,500
7306 Memorials & Plaques	-	-	-	-	-
7307 Gasoline & Mileage	2,201	1,882	2,500	2,500	2,500
7313 Range Supplies	5,073	5,458	10,000	7,500	7,500
7331 Computer Hardware	19,583	75,648	5,000	5,000	5,000
7332 Computer Software	-	-	75,652	75,652	34,500
Total Operating Expense	301,617	365,655	415,075	400,123	374,409
CAPITAL OUTLAY:					
9501 Buildings & Improvements	-	6,910	22,000	12,465	14,600
9502 Vehicles	-	-	-	-	-
9503 Equipment	47,613	13,688	51,400	51,112	130,660
Total Capital Outlay	47,613	20,598	73,400	63,577	145,260
Other Financing Uses:					
Transfer Out to General Fund	196,366	209,995	\$ 430,816	430,816	\$ 371,606
Transfer Out to Capital Improvements	-	-	-	-	-
Total Other Financing Uses	196,366	209,995	430,816	430,816	371,606
TOTAL PUBLIC SAFETY EXP.	735,095	772,583	1,130,409	1,105,633	1,133,437
REVENUES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES					
	254,919	324,541	(62,265)	142,974	131,591
FUND BALANCE-BEGINNING OF YEAR	1,737,026	1,991,946	1,256,550	2,316,487	2,459,461
FUND BALANCE-END OF YEAR	1,991,946	2,316,487	1,194,285	2,459,461	2,591,052



**PUBLIC SAFETY FUND
ESTIMATED FY 2024 CAPITAL OUTLAY PROJECTS**

Capital Outlay Detail

Annual

9501 Buildings & Improvements

Building Upgrades and Repairs

Firing Range Lead Abatement

Total Account 9501

7,500

7,100

14,600

9502 Vehicles

(Nothing Budgeted)

Total Account 9502

-

-

9503 Equipment

Traffic Counter

Replacement of Level III Carriers for Patrol

Millennium Park Cameras & Internet

PD Interview Room Camera Storage Enhancements

3 Flock LPR Cameras (1 Reimbursed @ 50% thru Grant)

7 Ballistic Helmets

Recumbant Bike, Leg Curl Machine

Snap-On Triton-D10 Code Reader & Scanner

Walkie Talkie Replacements

Total Account 9503

4,700

17,000

12,000

9,900

9,000

2,800

4,260

7,000

64,000

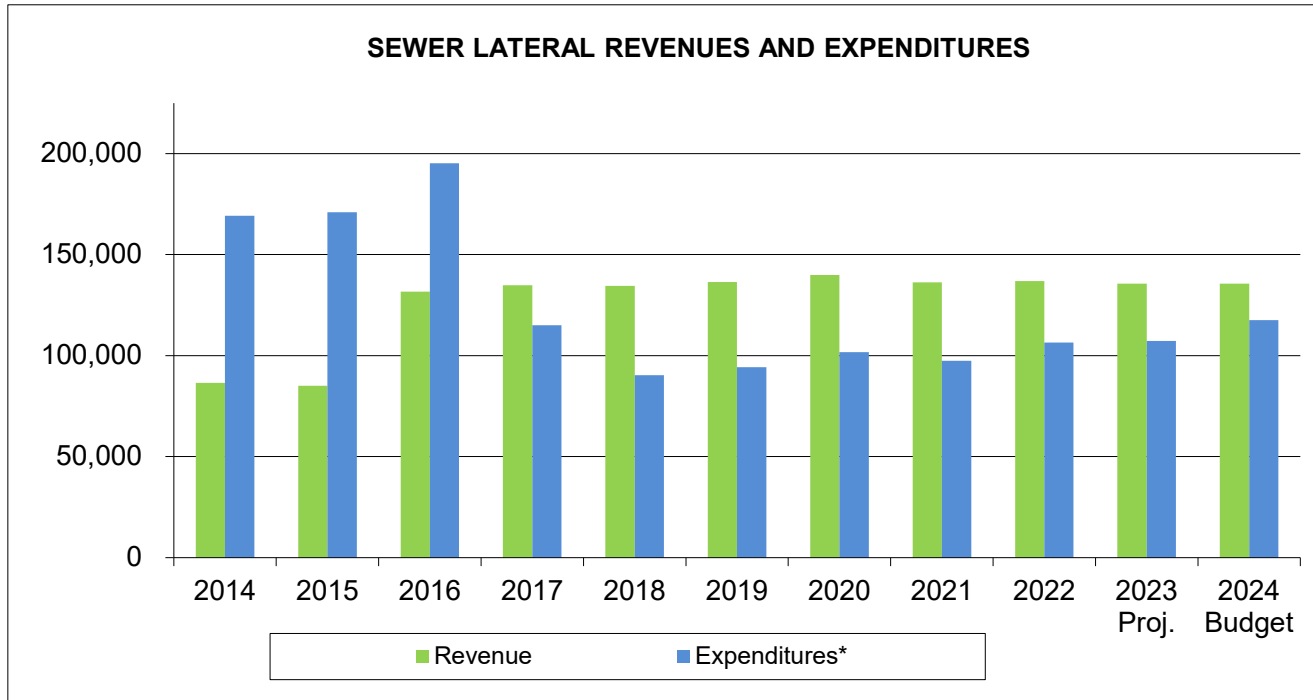
130,660

Total Capital Outlay

145,260



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**SEWER LATERAL REVENUES, EXPENDITURES AND FUND BALANCE**

Fiscal Year	Fee	Revenue	Expenditures*	Surplus (Deficit)	Fund Balance	Reimburs. % Up to \$7,500
2014	\$18	86,574	169,184	(82,610)	\$186,500	80%
2015	\$18	85,162	170,980	(85,818)	\$100,682	80%
2016	\$28	131,711	195,268	(63,557)	\$37,125	80%
2017	\$28	134,821	115,030	19,791	\$56,916	50%
2018	\$28	134,540	90,339	44,201	\$101,117	50%
2019	\$28	136,425	94,202	42,223	\$143,339	50%
2020	\$28	139,942	101,743	38,199	\$181,538	50%
2021	\$28	136,325	97,389	38,936	\$220,474	50%
2022	\$28	136,836	106,465	30,370	\$250,845	50%
2023 Proj.	\$28	135,700	107,227	28,473	\$279,318	50%
2024 Budget	\$28	135,700	117,654	18,046	\$297,364	50%

* 20% of a Public Works Project Manager's Salary and Benefits was not included in the Sewer Lateral Fund in FY 2017 - FY 2020.



**SEWER LATERAL FUND
SUMMARY OF REVENUE BY ACTIVITY
FOR FISCAL YEAR ENDING JUNE 30, 2024**

	Actual FY 2021	Actual FY 2022	Budgeted FY 2023	Projected FY 2023	Estimated FY 2024
DISTRICT OPERATING REVENUE:					
4101 Real Property, Current	135,967	136,188	135,500	135,500	135,500
Total Property Taxes	135,967	136,188	135,500	135,500	135,500
OPERATING REVENUES					
4704 Interest Revenue	358	647	200	200	200
Total Operating Revenues	358	647	200	200	200
TOTAL SEWER LATERAL REVENUES	136,325	136,836	135,700	135,700	135,700



**SEWER LATERAL FUND
SUMMARY OF OPERATING EXPENSES BY ACTIVITY
FOR FISCAL YEAR ENDING JUNE 30, 2024**

	Actual FY 2021	Actual FY 2022	Budgeted FY 2023	Projected FY 2023	Estimated FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	11,078	11,302	11,400	12,410	12,390
5102 Salaries, Temporary Empl.	-	-	-	-	-
5103 Overtime	151	195	100	100	100
5104 Vacation Pay	-	-	-	-	-
5105 Longevity Pay	115	115	115	115	115
5109 Provision for Salary Adj.	166	-	725	725	885
5230 Hospital & Medical Insurance	-	-	-	-	-
5231 Self-Insured Medical Benefit	120	120	120	120	120
5233 Dental Insurance	53	50	49	49	48
5234 Group Life Insurance	34	38	41	45	51
5235 Accidental Death & Dismem.	4	4	5	4	4
5236 Disability Insurance	29	32	35	35	37
5240 Social Security Contribution	892	901	963	963	1,000
5241 Pension Contribution	4,516	1,531	1,514	1,549	1,694
5243 Worker's Compensation Ins.	-	-	589	612	710
Total Personnel Services*	17,160	14,289	15,656	16,727	17,154
* 20% of PW's Project Manager's Salary & Benefits now allocated to Sewer Lateral					
OPERATING EXPENSES:					
6202 Technical & Personal Services	-	-	500	500	500
9315 Sewer Lateral reimbursements	80,229	92,176	100,000	90,000	100,000
Total Operating Expenses	80,229	92,176	100,500	90,500	100,500
TOTAL SEWER LATERAL EXP.	97,389	106,465	116,156	107,227	117,654
EXCESS OF REV. OVER EXP.	38,936	30,370	19,544	28,473	18,046
FUND BALANCE-BEGINNING OF YEAR	181,537	220,473	148,816	250,844	279,317
FUND BALANCE-END OF YEAR	220,473	250,844	168,360	279,317	297,363



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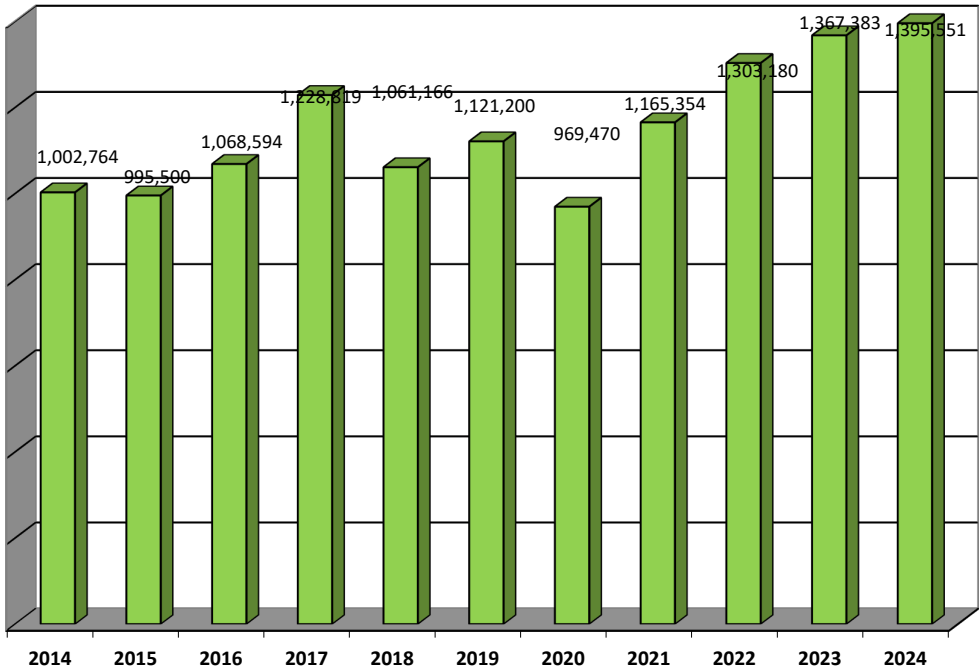


**MUNICIPAL ENTERPRISE FUND
STATEMENT OF ESTIMATED REVENUE AND EXPENSES
FOR FISCAL YEAR ENDING JUNE 30, 2024
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2023
AND ACTUAL TOTALS FOR FY 2021 & FY 2022**

	Actual FY 2021	Actual FY 2022	Budget FY 2023	Projected FY 2023	Estimated FY 2024	% Change to Projected FY 2023
Revenues:						
Ice Arena	567,754	753,305	728,961	760,574	784,188	3.10%
Golf Course	557,297	496,498	446,319	547,509	551,563	0.74%
Food Service	40,303	53,377	50,450	59,300	59,800	0.84%
Total Operating Revenues	1,165,354	1,303,180	1,225,730	1,367,383	1,395,551	2.06%
Utilization of Retained Earnings	-	-	-	-	-	-
Transfer from General Fund	-	-	-	-	-	-
Total Revenues	1,165,354	1,303,180	1,225,730	1,367,383	1,395,551	2.06%
Expenses:						
Ice Arena	512,869	548,694	614,437	615,744	644,766	4.71%
Golf Course	552,801	569,329	616,363	608,695	619,430	1.76%
Food Service	32,042	49,116	46,292	52,143	49,445	-5.17%
Total Operating Expenses	1,097,713	1,167,139	1,277,092	1,276,582	1,313,641	2.90%
Total Expenses	1,097,713	1,167,139	1,277,092	1,276,582	1,313,641	2.90%
TOTAL REVENUES OVER EXPENSES	67,641	136,041	(51,362)	90,801	81,910	



MUNICIPAL ENTERPRISE FUND - TOTAL REVENUES



Fiscal Year	Total revenues	Amount of Change	Percent Change
2014	1,002,764	48,921	5.1%
2015	995,500	(7,264)	-0.7%
2016	1,068,594	73,094	7.3%
2017	1,228,819	160,225	15.0%
2018	1,061,166	(167,653)	-13.6%
2019	1,121,200	60,034	5.7%
2020	969,470	(151,730)	-13.5%
2021	1,165,354	44,154	3.9%
2022	1,303,180	333,710	34.4%
2023	Projected1,367,383	64,203	4.9%
2024	Budgeted1,395,551	28,168	2.1%

Major causes of change:

- FY 2014

An increase of 5.1% occurred primarily as a result of a one-time write off of credit accounts to Golf revenues and increase in Golf play. This increase offset a decrease in Ice Revenues due to a week.
- FY 2015

A decrease of .7% in Revenues occurred in FY 2015. Revenues at the Golf Course and Snack Bar were down, primarily due to decreased usage and a one-time accounting adjustment in FY 2014 for Skating Lessons and Figure Skating Contracts.



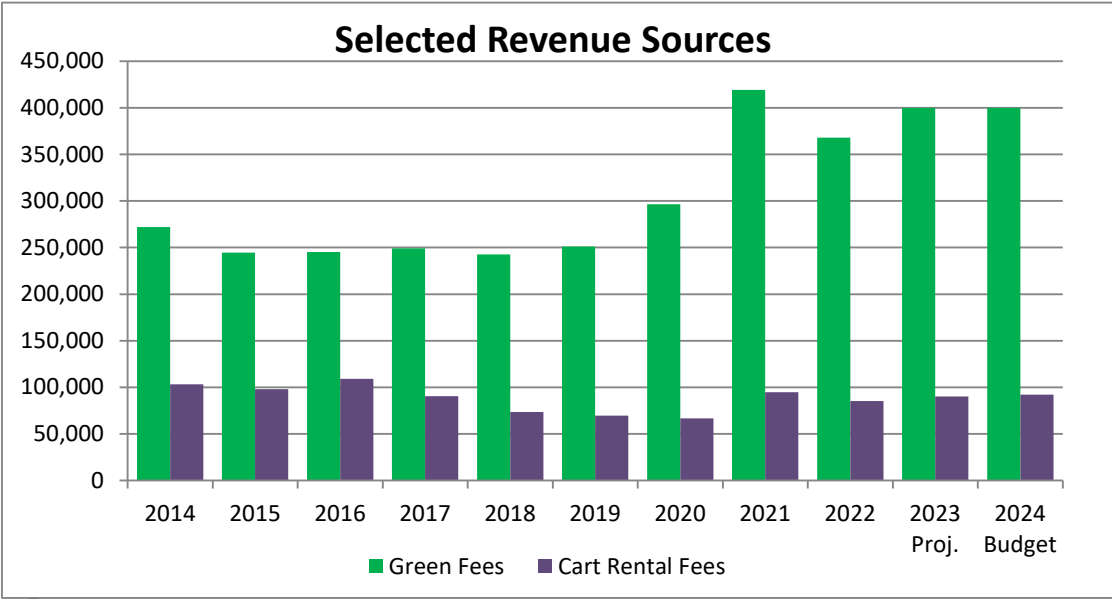
MUNICIPAL ENTERPRISE FUND REVENUES (CONT'D)

- FY 2016 An increase of 7.3% in revenues as a result of increase in Revenues at the Ice Arena, especially in Hockey. The increase was partially offset by decreases at the Golf Course and in Food Service.
- FY 2017 An increase of 15% in revenues primarily resulting from a large upfront one-time tower lease renewal payment which was credited to the Ice Arena; otherwise Revenues only increased 3.8% from FY 2016.
- FY 2018 A decrease of 13.6% in revenues primarily resulting from a large upfront one-time tower lease renewal payment which was credited to the Ice Arena in FY 2017.
- FY 2019 An increase of 5.7% in revenues as a result of increase in Revenues at the Ice Arena, especially in Hockey and Ice Rental.
- FY 2020 A significant decrease of 13.5% in revenues due to pandemic (COVID-19) crisis.
- FY 2021 Increased 3.9% due to an increase in fees and COVID-19 recovery. Golf Revenues were a primary contributor for FY 2021 since outdoor activity such as golf was one of the many activities that people could do during the pandemic; subsequently, Golf experienced a record year.
- FY 2022 An increase of 34.4% in revenues due to the ice arena opening back up and revenues getting back to normal. While golf revenues aren't as high as the previous year, they are still higher than pre-pandemic numbers.
- FY 2023 An increase of 4.9% in revenues is budgeted due to the anticipation of Golf revenues still being up, as well as an increase in Ice and Food revenues.
- FY 2024 An increase of 2.1% in revenues is budgeted as a result of a full year of rates being increased January 1, 2023 for Golf, Ice and Room Rentals. FY 2024 also includes a \$42,620 decrease in revenues as a result of the ice arena being shut down for one month while the refrigerant is being replaced.



MUNICIPAL ENTERPRISE FUND
COMPARISON OF FISCAL YEAR 2024 ESTIMATED REVENUE WITH 2023 BUDGETED AND PROJECTED
AND ACTUAL REVENUES FOR FISCAL YEARS 2021 AND 2022

	Actual Revenue FY 2021	Actual Revenue FY 2022	Budgeted Revenue FY 2023	Projected Revenue FY 2023	Estimated Revenue FY 2024	% Change to Projected FY 2023
CHARGES FOR MUNICIPAL FACILITIES:						
Ice Arena:						
4519 Hockey Merchandise	3	12	32	75	50	0.00%
4520 Admissions	16,454	52,526	48,000	56,000	49,684	-11.28%
4521 Youth Hockey Association	171,746	174,656	170,000	175,000	186,250	6.43%
4522 Hockey Contract Rentals	242,120	333,840	353,000	331,000	359,982	8.76%
4523 Skate Rental	316	9,676	9,300	10,000	12,364	23.64%
4524 Skate Sharpening	396	204	250	25	100	300.00%
4525 Learn to Skate	27,830	55,396	47,000	55,000	51,300	-6.73%
4526 Locker Rental	65	94	100	25	25	0.00%
4527 Figure Skating Contracts	30,334	41,645	30,000	40,000	34,280	-14.30%
4528 Miscellaneous Revenue	486	440	100	670	670	0.00%
4530 Freestyle	38,884	31,904	25,000	30,000	25,580	-14.73%
4532 Dielmann Tower Lease Payments	10,490	10,805	11,129	11,129	11,463	0.00%
4533 Instructional Hockey	2,256	3,554	3,000	3,700	3,070	-17.03%
4534 Stick & Puck	12,018	12,966	12,000	13,000	12,370	-4.85%
4540 Dielmann West Meeting Room Re	1,429	25,284	20,000	33,000	35,000	6.06%
4704 Interest on Investments	85	304	50	1,950	2,000	2.56%
4730 Reimbursements	12,842	-	-	-	-	0.00%
Total Ice Arena	567,754	753,305	728,961	760,574	784,188	3.10%
Golf Course:						
4500 Green Fees	419,135	367,898	325,000	400,000	400,000	0.00%
4501 Cart Rental	94,736	85,417	80,000	90,000	92,000	2.22%
4502 Equipment Rental	450	610	500	700	700	0.00%
4506 Misc. Golf Course Revenue	11,425	10,964	11,129	11,239	11,463	2.00%
4509 Merchandise Revenue	15,058	17,264	14,640	18,620	18,400	-1.18%
4541 Dielmann East Meeting Room Re	16,408	14,042	15,000	25,000	27,000	8.00%
4704 Interest on Investments	85	304	50	1,950	2,000	0.00%
Total Golf Course	557,297	496,498	446,319	547,509	551,563	0.74%
Food Service:						
4504 Alcoholic Beverages	25,503	26,030	24,000	28,000	28,000	0.00%
4505 Sandwiches & Hotdogs	1,878	7,659	6,800	9,000	9,000	0.00%
4507 Coffee, Tea, Soft drinks	10,109	13,663	14,000	15,000	15,500	3.33%
4508 Snacks	2,814	6,025	5,650	7,300	7,300	0.00%
Coke Contract	-	-	-	-	-	-
Total Food Service	40,303	53,377	50,450	59,300	59,800	0.84%
Total Municipal Facilities	1,165,354	1,303,180	1,225,730	1,367,383	1,395,551	2.06%
TOTAL MUNICIPAL ENTERPRISE FUND	1,165,354	1,303,180	1,225,730	1,367,383	1,395,551	



Green Fees

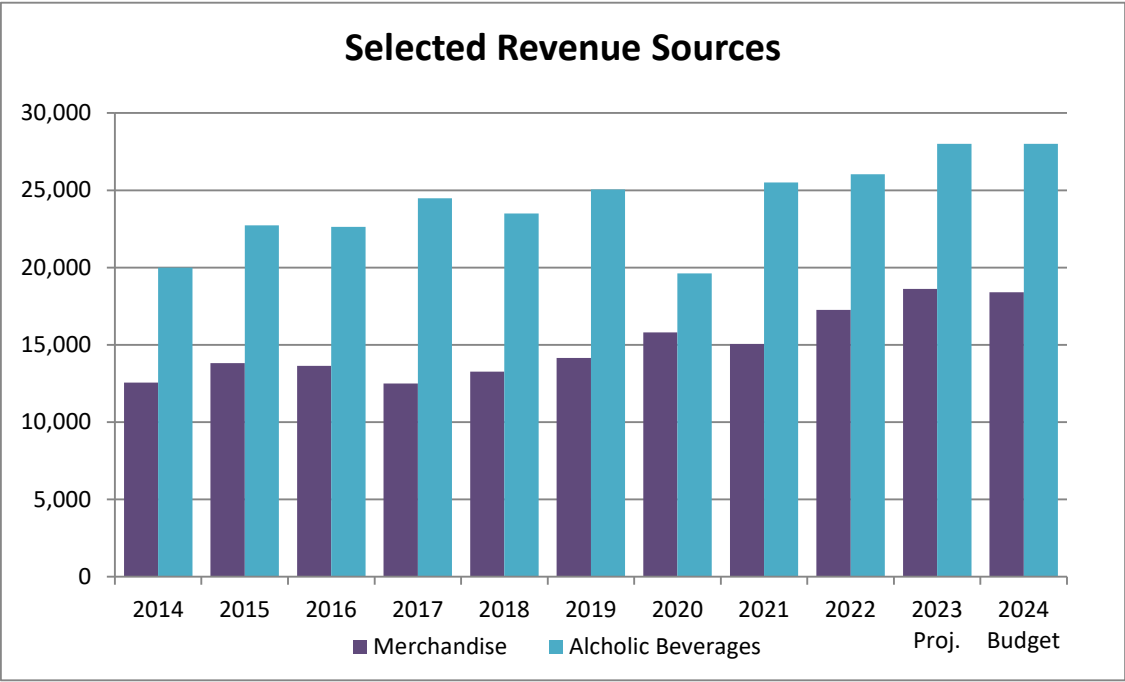
In accordance with City Ordinance, a fee is charged for all users of the Golf Course. The FY 2023 revenue is estimated at \$400,000. FY 2024 is budgeted at \$400,000. The greens fees revenues are based upon projected usage of the course year round. The following fees (in red) were increased January 1, 2023 and are currently in effect:

	<u>Resident</u>	<u>Non-Resident</u>
Weekdays	15.00	18.00
Weekdays, Senior or Junior	14.00	17.00
Weekdays, Add'l 9 Holes	12.50	12.50
Weekdays, Add'l 9 Holes, Senior or Junior	12.50	12.50
Weekend	16.00	19.00
Weekend, Additional 9 Holes	15.00	15.00

Cart Rental Fees

In accordance with City Ordinance, a rental fee is charged for use of golf carts. The current rental fee is up \$1 as of January 1, 2023 to \$9 per player per round. FY 2023 revenue is estimated at \$90,000. The FY 2024 revenue is projected to increase to \$92,000.

Fiscal Year	Green Fees	Cart Rental Fees
2014	272,152	103,358
2015	244,658	98,116
2016	245,123	109,110
2017	249,279	90,590
2018	242,498	73,352
2019	251,064	69,646
2020	296,562	66,628
2021	419,135	94,736
2022	367,898	85,417
2023 Proj.	400,000	90,000
2024 Budget	400,000	92,000



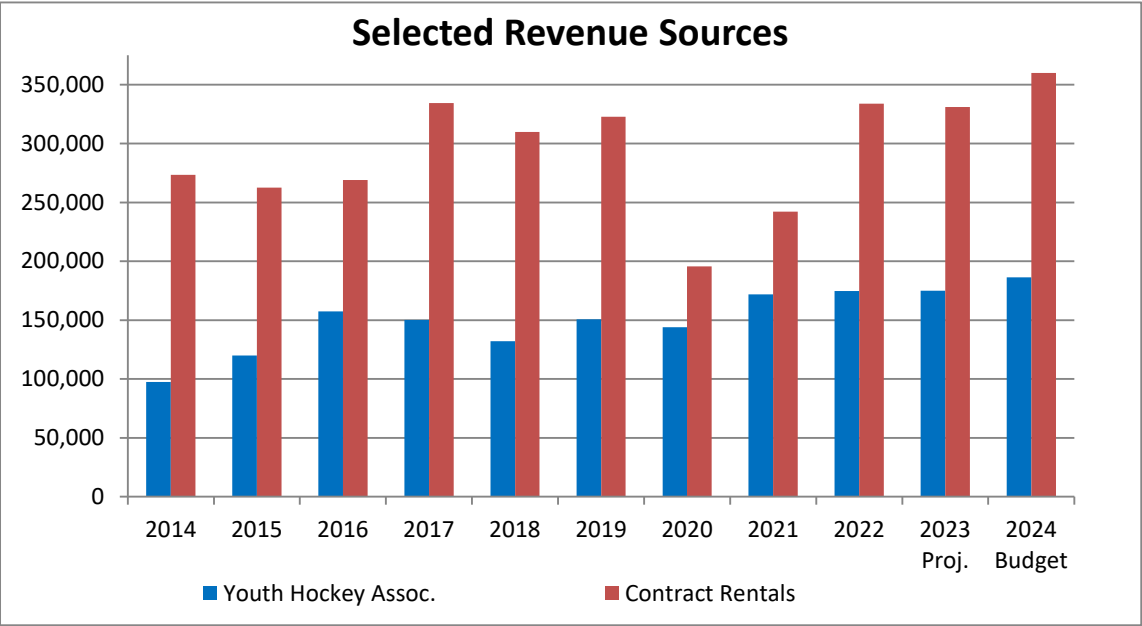
Merchandise

In accordance with City Ordinance No. 1280 and Administrative Policy, golf merchandise is made available to patrons of the Golf Course. Various items available for sale are golf clubs, golf balls, hats, gloves and golfing apparel. The FY 2024 revenue is estimated at \$18,400, and represents a slight decrease over the previous fiscal year (\$18,620).

Alcoholic Beverages

In accordance with Administrative Policy, sales of alcoholic beverages (beer & wine only) are made available to patrons of the Golf Course. The FY 2024 revenue is estimated at \$28,000.

Fiscal Year	Merchandise	Alcoholic Beverages
2014	12,547	19,985
2015	13,816	22,733
2016	13,632	22,640
2017	12,491	24,486
2018	13,267	23,496
2019	14,140	25,053
2020	15,808	19,624
2021	15,058	25,503
2022	17,264	26,030
2023 Proj.	18,620	28,000
2024 Budget	18,400	28,000



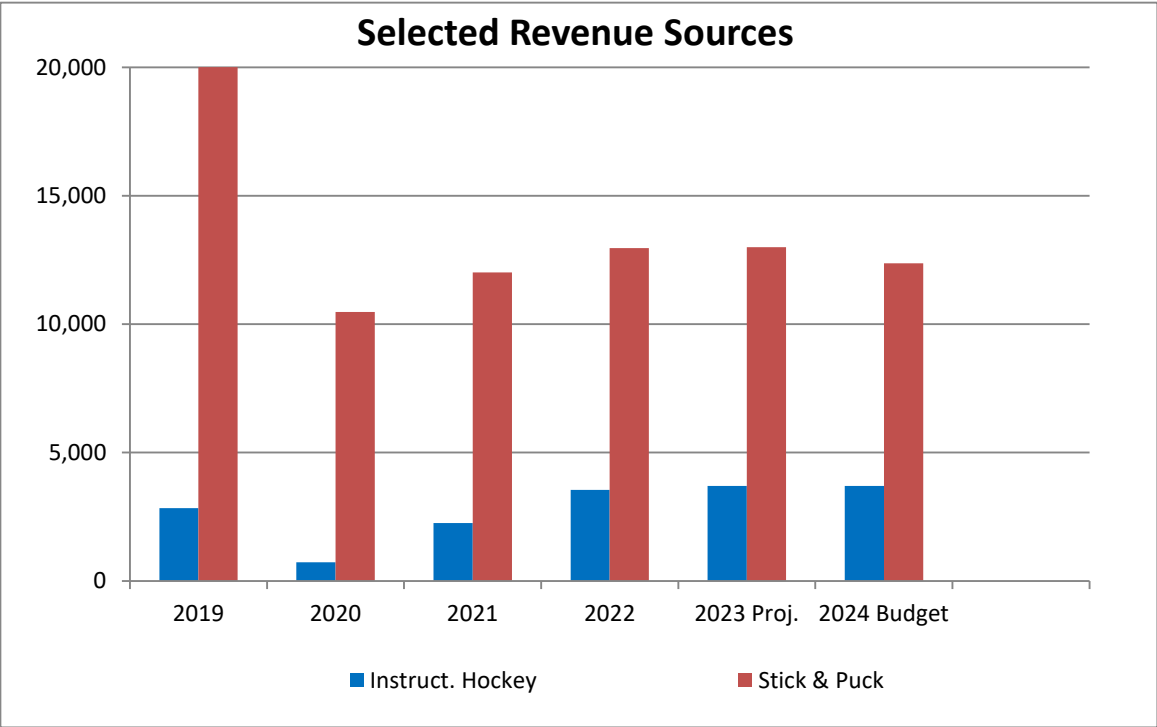
Youth Hockey Association

The Hockey Association pays a user fee for rental of ice time. FY 2023 Ice Rental for the Hockey Association is based upon a rental of 729 hours at an average rate of \$240 per hour. FY 2024 revenue is estimated at \$189,625 due to a fee increase as of January 1, 2023 to \$270 per hour.

Hockey Contract Rentals

In accordance with City Ordinance, a user fee is charged for rental of ice time. The hourly charge for ice rental increased to an average of \$240 per hour in FY 2023. FY 2023 revenue is estimated at \$331,000. FY 2024 revenue is based on 1,358 hours of ice time or estimated at \$366,741.

Fiscal Year	Youth Hockey Assoc.	Contract Rentals
2014	97,302	273,437
2015	119,854	262,474
2016	157,361	268,877
2017	150,046	334,391
2018	131,987	309,711
2019	150,654	322,746
2020	143,925	195,615
2021	171,746	242,120
2022	174,656	333,840
2023 Proj.	175,000	331,000
2024 Budget	186,250	359,982



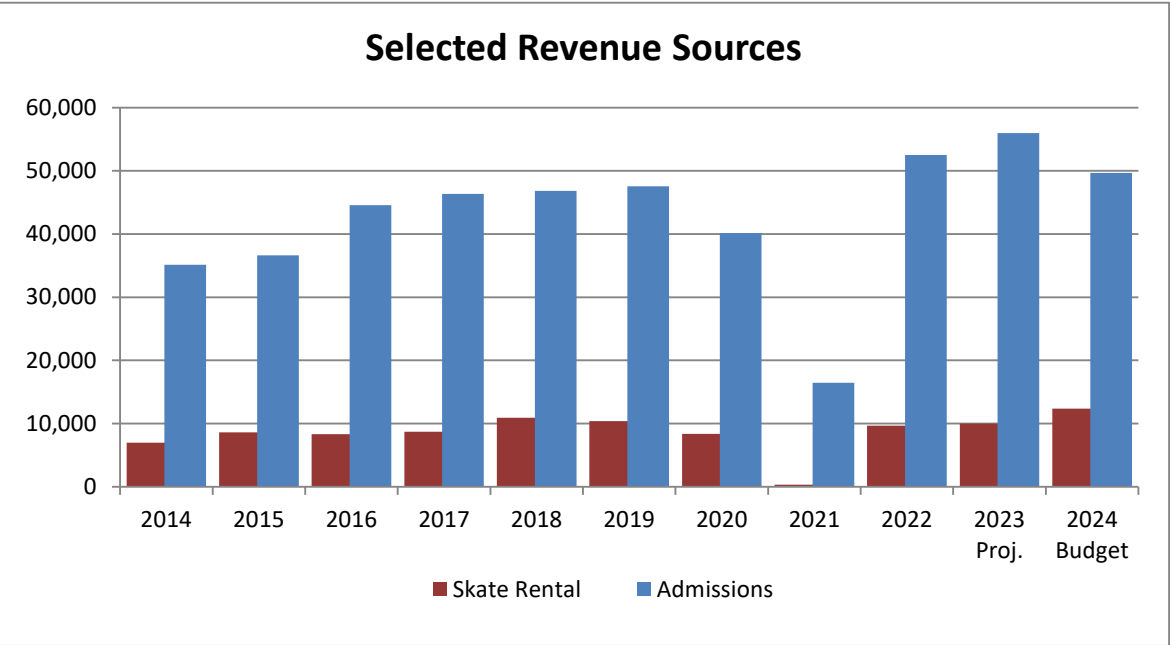
Instructional Hockey

Fees for instructional hockey are \$8 per person. FY 2024 revenue is estimated at \$3,385.

Stick & Puck

FY 2024 Revenue for Stick & Puck is estimated at \$7 per person for a total of \$12,685.

Fiscal Year	Instruct. Hockey	Stick & Puck
2019	2,832	29,474
2020	728	10,478
2021	2,256	12,018
2022	3,554	12,966
2023 Proj.	3,700	13,000
2024 Budget	3,700	12,370



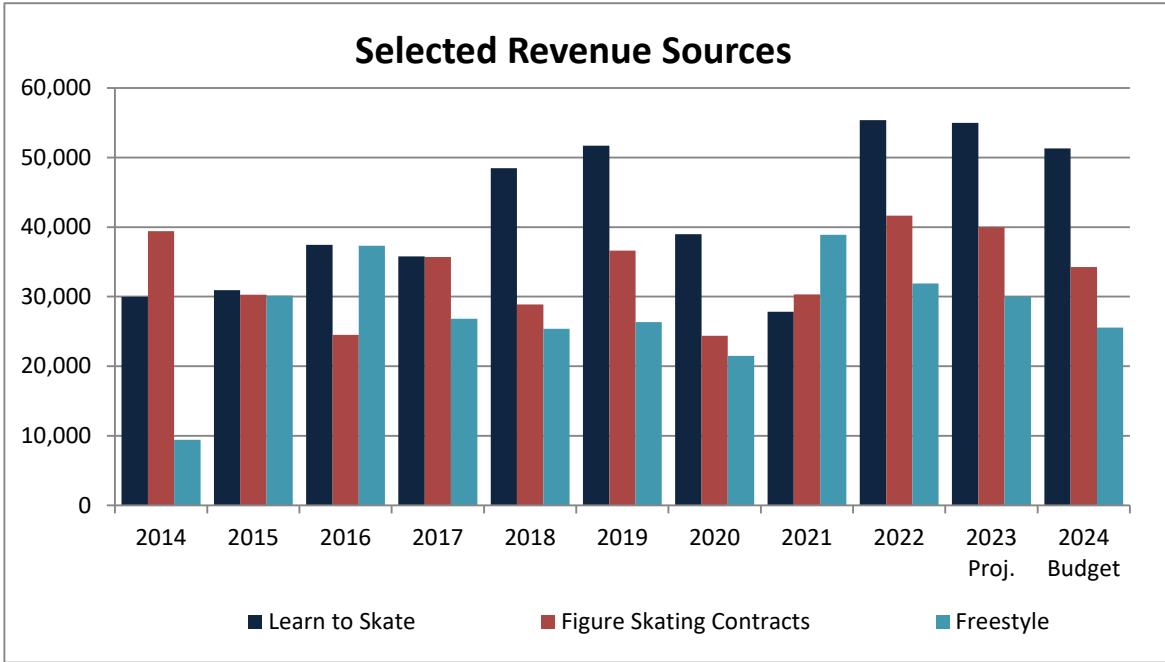
Admissions

In accordance with City Ordinance, a user fee is charged for admission to the Ice Arena to skate. Estimated FY 2023 is projected at \$56,000 up due to COVID-19 subsiding. The FY 2024 admission revenues are estimated to decrease to \$52,842.

Skate Rental

In accordance with City Ordinance, a fee is charged for rental of skates. Rental fees increased from \$2 to \$3 per pair January 1, 2023. FY 2023 revenue is estimated at \$10,000. The projected skate rental revenue for FY 2024 are \$12,682.

Fiscal Year	Admissions	Skate Rental
2014	35,151	6,979
2015	36,624	8,623
2016	44,557	8,344
2017	46,372	8,727
2018	46,837	10,902
2019	47,553	10,377
2020	40,164	8,361
2021	16,454	316
2022	52,526	9,676
2023 Proj.	56,000	10,000
2024 Budget	49,684	12,364



Learn to Skate

In accordance with administrative policy, fees are charged for group skating lessons through the city's Learn-to-Skate program. Group lessons are \$78 for a 6 week session per person. FY 2023 revenue is estimated at \$55,000. The FY 2024 revenues are estimated to be \$51,300.

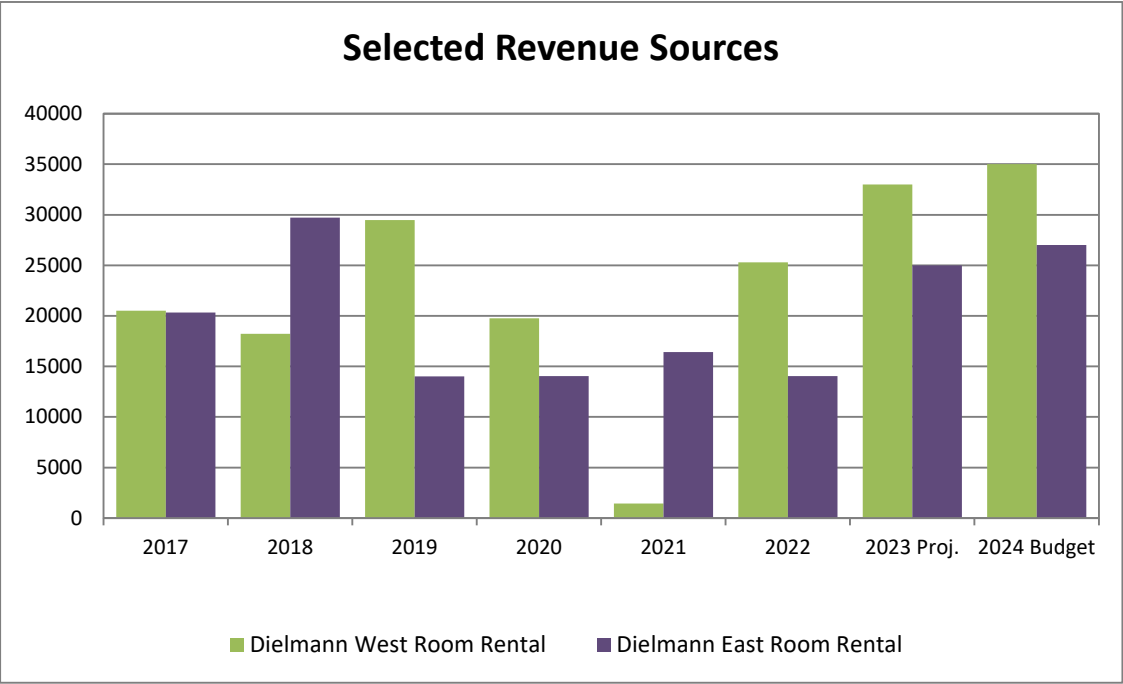
Figure Skating Contracts

In accordance with City Ordinance, a user fee is charged to the Creve Coeur Figure Skating Club. The FY 2023 user fee of \$240 per hour increas to \$270 per hour on January 1, 2023. FY 2024 revenue is estimated at \$39,140.

Freestyle

In accordance with City Ordinance, a \$5 per half hour fee is charged for ice skating. FY 2024 is estimated to be \$27,790.

Fiscal Year	Learn to Skate	Figure Skating Contracts	Freestyle
2014	29,972	39,431	9,433
2015	30,954	30,274	30,145
2016	37,433	24,505	37,327
2017	35,783	35,691	26,849
2018	48,476	28,893	25,370
2019	51,696	36,616	26,360
2020	38,990	24,393	21,495
2021	27,830	30,334	38,884
2022	55,396	41,645	31,904
2023 Proj.	55,000	40,000	30,000
2024 Budget	51,300	34,280	25,580



Dielmann West Room Rental

FY 2023 revenue is estimated at \$33,000 up from FY 2022 as a result of COVID-19 subsiding. The FY 2024 revenues are estimated to increase slightly to \$35,000 as a result of increased room rental rates on January 1, 2023.

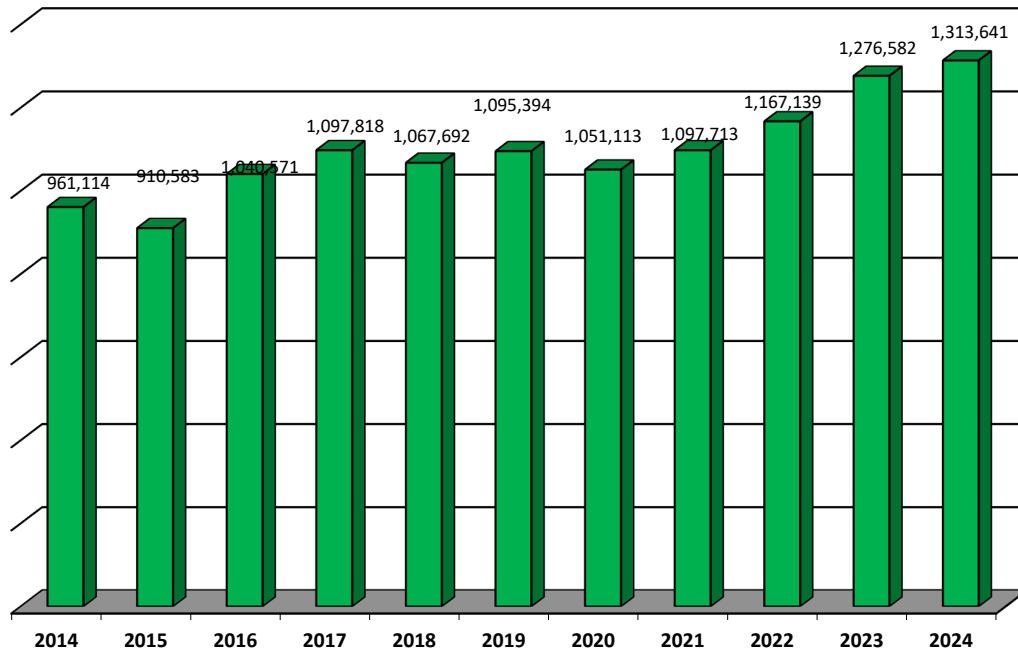
Dielmann East Room Rental

FY 2023 revenue is estimated to be up from FY 2022 to \$25,000. The FY 2024 revenues are estimated to increase slightly to \$27,000 as a result of increased room rental rates on January 1, 2023.

Fiscal Year	Dielmann West Room Rental	Dielmann East Room Rental
2017	20,516	20,321
2018	18,220	29,726
2019	29,474	14,013
2020	19,763	14,041
2021	1,429	16,408
2022	25,284	14,042
2023 Proj.	33,000	25,000
2024 Budget	35,000	27,000



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**MUNICIPAL ENTERPRISE FUND - TOTAL EXPENDITURES**

Fiscal Year	Total Expenditures	Amount of Change	Percent Change
2014	961,114	49,665	5.4%
2015	910,583	(50,531)	-5.3%
2016	1,040,571	129,988	14.3%
2017	1,097,818	57,247	5.5%
2018	1,067,692	(30,126)	-2.7%
2019	1,095,394	27,702	2.6%
2020	1,051,113	(44,281)	-4.0%
2021	1,097,713	2,319	0.2%
2022	1,167,139	116,026	11.0%
2023	Projected 1,276,582	109,444	9.4%
2024	Budgeted 1,313,641	37,059	2.9%

Factors impacting variances:

- FY 2014 An increase in expenditures of 5.4% occurred in FY 2014. Normal increases in salary and benefits occurred in 2014. In addition a large one time repair occurred in December of FY 2014. These additional expenses were offset by savings in such areas as debt service in excess of \$43,000 and capital.
- FY 2015 A decrease of 5.3% occurred in FY 2015. This is primarily due to the large one-time repair expenditure that occurred at the Ice Arena in FY 2014. This decrease offset an increase in cost due to increased staffing at the Golf Course. Capital costs at the Golf Course decreased.



MUNICIPAL ENTERPRISE FUND EXPENDITURES (CONT.)

- FY 2016 A increase of 14.3% occurred in FY 2016. This is primarily due to increases in all divisions of the Recreation complex, Ice, Golf and Food. These increases are primarily due to normal personnel cost increases and other costs such as Maintenance, Temp Employees, Electricity and Ice Repairs. In addition Golf Maintenance Capital increase in FY 2016. Also Walters Golf Management was hired.
- FY 2017 An increase of 5.5% occurred in FY 2017. Overall operating costs increased due primarily to increases in operating costs at the Ice Arena and increased management and contractual costs at the Golf Course.
- FY 2018 A decrease of 2.7% occurred in FY 2018 due to a decrease in ice repairs.
- FY 2019 An increase of 2.6% occurred in FY 2019. This increase is due to normal increases in personnel costs, including a new part-time recreation supervisor, as well as a slight increase in capital equipment.
- FY 2020 An increase was originally projected, but due to COVID-19, a 4% decrease occurred. The Ice Arena was closed several months, and as a result, part-time staff were furloughed.
- FY 2021 Expenditures increased .2%. While no salary increases were budgeted, a one-time merit bonus was done at mid-year. Most of the increase was due to water and sewer being up as a result of a hot and dry summer, which meant an increase in watering of the golf course. Also, as a result of the pandemic, credit card transactions increased, which increased the City's expenditures since the City pays for this expense instead of passing it on to the customer.
- FY 2022 An increase of 11% occurred in FY 2022. Personnel costs included a 2% salary increase, as well as a 3% increase for benefit expenditures, but most of the increase is due to a new position (Building Supervisor). Operational expenditures, including capital, includes a 16.6% increase due to hiring an outside custodial service for the Dielmann Complex since the City could not find staffing, and other operational and maintenance costs increased.
- FY 2023 An increase of 9.4% is projected for FY 2023. Personnel costs include a 4% salary increase, as well as a 2% one-time bonus as a result of a high inflation rate in 2022. Benefit expenditures are budgeted to increase 3%. Operational expenditures, including capital, includes a decrease.
- FY 2024 An increase of 2.9% is projected for FY 2024. Personnel costs include a 3% COLA, as well as a 4% Merit. Insurance includes a 5% increase. Contractual Services and Commodities are budgeted to remain flat. Capital Equipment is budgeted to decrease.

**CITY OF CREVE COEUR****ALL DEPARTMENTS FOR ENTERPRISE FUND-FY24**

ACCOUNT NUMBER AND DESCRIPTION	2022 Actual	2023 Budget	2023 Projected	2024 Request	% Change om Projects
5101 Salaries, Permanent Empl.	364,177	374,136	390,770	393,240	0.63%
5102 Salaries, Temporary Empl.	153,678	158,940	158,525	166,990	5.34%
5103 Overtime	1,240	1,000	1,000	1,500	50.00%
5104 Vacation Pay	1,270	2,887	2,745	3,000	9.29%
5109 Provision for Salary Adj.	0	31,915	7,859	29,020	0.00%
5110 Auto Allowance	2,880	2,880	2,880	2,880	0.00%
5230 Hospital & Medical Insurance	64,977	69,810	66,935	69,810	4.30%
5231 Self-Insured Medical Benefit	150	600	500	900	0.00%
5233 Dental Insurance	2,908	2,785	2,785	2,212	-20.57%
5234 Group Life Insurance	1,238	1,325	1,417	1,614	13.90%
5235 Accidental Death & Dismem.	133	142	138	141	2.17%
5236 Disability Insurance	798	1,088	927	1,052	13.48%
5240 Social Security Contribution	38,682	42,301	41,760	43,601	4.41%
5241 Pension Contribution	25,468	29,346	25,080	30,828	22.92%
5243 Worker's Compensation Ins.	11,360	17,513	18,183	21,122	16.16%
6202 Technical & Personal Services	29,220	32,132	28,765	28,680	-0.30%
6203 Professional Services	11,987	1,000	19,500	19,500	0.00%
6210 Vehicle Maintenance	15,367	3,000	3,700	3,000	-18.92%
6211 Equipment Maintenance	33,755	32,117	34,065	35,815	5.14%
6212 Building & Ground Maint.	30,869	26,486	31,571	31,436	-0.43%
6213 Office Equipment Maint.	1,618	3,440	4,184	4,160	-0.57%
6220 Liability and Property Insurance	15,047	15,800	7,712	8,483	9.99%
6226 Property Insurance	16,737	17,580	24,577	30,724	25.01%
6250 Electricity	109,724	113,840	112,280	111,840	-0.39%
6252 Natural Gas	27,174	30,000	25,000	26,000	4.00%
6253 Telephone	593	600	600	1,460	143.33%
6254 Water & Sewer	43,360	55,550	66,800	58,500	-12.43%
6255 Cable TV	1,628	2,498	2,498	2,498	0.00%
6260 Advertising	1,460	3,100	2,300	2,300	0.00%
6261 Education and Training	425	1,854	854	854	0.00%
6262 Dues, Memberships & Subsc.	2,878	2,988	3,241	3,291	1.54%
6264 In Town Meetings	0	50	50	50	0.00%
6265 Travel & Conferences	0	0	1,444	2,500	0.00%
6266 Equipment Rental	885	800	1,545	900	-41.75%
6268 Ice Repairs	21,155	20,000	15,000	15,000	0.00%
6271 Medical	652	400	400	400	0.00%
7301 Chemicals & Cleaning	2,813	6,108	6,400	6,200	-3.13%
7302 Small Tools	1,138	1,225	1,225	1,225	0.00%
7303 Horticultural Supplies	23,389	25,018	25,018	25,018	0.00%
7304 General Supplies	8,946	6,500	6,750	6,750	0.00%
7307 Gasoline & Mileage	10,895	12,500	12,500	11,000	-12.00%
7308 Wearing Apparel & Linen	3,051	2,510	3,210	3,610	12.46%
8310 Food For Resale	39,293	30,500	34,218	34,625	1.19%
8320 Merchandise	9,399	9,660	10,360	10,660	2.90%
8321 Miscellaneous Supplies	1,156	1,000	1,000	1,000	0.00%
9501 Buildings & Improvements	8,202	28,050	16,996	13,400	-21.16%
9502 Vehicles	0	0	0	0	0.00%
9503 Equipment	25,366	53,918	51,115	44,652	-12.64%
9504 Office Equipment	0	200	200	200	0.00%
	1,167,139	1,277,092	1,276,582	1,313,641	2.90%



**MUNICIPAL ENTERPRISE FUND
SUMMARY OF DEPARTMENTAL APPROPRIATIONS
BY MAJOR EXPENDITURE CATEGORY**

Department/Division	Personnel Expenses	Operating Expenses	Capital Outlay	Capital Improvement	Total
Ice Arena	359,964	267,002	17,800	-	644,766
Golf Course Maintenance	245,162	99,647	3,300	-	348,109
Golf Course	154,723	81,446	35,152	-	271,321
Food Service	8,061	39,384	2,000	-	49,445
Total Operations	767,910	487,479	58,252	-	1,313,641
TOTAL OPERATING EXPENSES MUNICIPAL ENTERPRISE FUND	767,910	487,479	58,252	-	1,313,641



RECREATION DEPARTMENT - ICE ARENA

Mission Statement

To provide safe, friendly, family-oriented service for patrons of all ages and abilities.

Description

The city manages a year-round indoor Ice Arena providing ice time from approximately 6:00 a.m. to 11:00 p.m. daily during the primary season. A limited schedule is offered during the summer months. The Learn-to-Skate program operates under the recreation supervisor and includes the skating staff. The program provides instruction to children and adults of all abilities and from the beginner to the competitive skater. The arena is home to the St. Louis Rockets, an amateur hockey club, the Creve Coeur Figure Skating Club and the St. Louis Curling Club. In addition, several high schools and men's groups utilize the Ice Arena for hockey practice and competitive play. National and local skating organizations also use the arena for special events. The "I Skate" program, which operates under the "St. Louis Society" umbrella, provides special needs skating opportunities.

Performance and Workload Measures

	FY 2021 ¹	FY 2022	Projected FY 2023	Estimated FY 2024 ²
Ice Arena Operating Revenues Per Operating Expenditures (i.e., Revenues Per Dollar Spent)	\$0.99	\$1.27	\$1.23	\$1.28
Participants in Public Skating Sessions	2,700	7,900	8,035	7,730
Participants in Figure Skating, Stick & Puck, and Instructional Hockey	9,000	8,075	8,046	7,800
Participants in Learn to Skate Program	300	600	832	750

¹Decrease due to programming disruptions related to the COVID-19 pandemic.

²Decrease due to projected 2-week shutdown of ice rink for R-22 switchover project.

Service Standards

- Provide the maximum use possible of the Ice Arena while focusing on efficiency, profitability and best ice surface with minimal down time.
- Observe and operate all details of cash control with checks, balances and records consistent with city policies and procedures.
- Uphold resurface schedule to ensure quality ice and safety of all customers.
- Continuity of information and knowledge regarding the entire recreation complex through cross training of employees.

Objectives

- Continue to use guest satisfaction surveys for rentals and programs, designed to record guest response to Dielmann Complex facilities, activities and services to ensure excellent satisfaction levels.
- Seek continual improvements of all customer points of contact to provide excellent guest services.
- Comply with safety program, first aid training and objectives for all workers at the ice arena



- to control loss and prevent accidents.
- Review and update maintenance standards and records to improve building maintenance, cleanliness and to reduce operating expenditures and maximize revenues.
- Increase customer awareness of the ice arena through in-house literature, phone messaging, and customer service.

Budget Highlights

- Revenue – Decrease due to anticipated 2-week shutdown of ice rink for the R-22 switchover project (-\$21,310).
- Acct. 5102 – Increase in part-time salaries to attract new employees in a competitive market and to comply with increasing Missouri State minimum wage (\$2,115).
- Acct 6211 – Increase due to Olympia biannual preventative maintenance provided by the dealer (3,500).
- Acct 6265 – Increase due to training opportunities for new Building Maintenance Technician-Ice (\$1,500).
- Acct 9501 – Decrease due to maintenance project completed in FY 2023.
- Acct 9503 – Increase due to replacement of current scoreboard controller (\$1,900).



ICE ARENA

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	139,424	158,928	169,536	172,435	173,655
5102 Salaries, Temporary Empl.	75,209	85,005	89,892	90,100	92,215
5103 Overtime	796	535	500	500	500
5104 Vacation Pay	1,383	-	1,540	-	-
5109 Provision for Salary Adj.	1,834	-	11,476	3,474	12,305
5110 Auto Allowance	2,880	2,880	2,880	2,880	2,880
5230 Hospital & Medical Insurance	22,777	23,558	27,430	24,555	27,430
5231 Self-Insured Medical Benefit	-	150	600	500	900
5233 Dental Insurance	1,295	1,394	1,375	1,375	806
5234 Group Life Insurance	455	556	600	627	713
5235 Accidental Death & Dismem.	49	60	65	61	62
5236 Disability Insurance	374	244	485	313	395
5240 Social Security Contribution	16,380	18,383	20,100	20,000	21,000
5241 Pension Contribution	10,625	9,474	13,746	9,265	13,206
5243 Worker's Compensation Ins.	4,430	5,022	11,523	11,964	13,897
Total Personnel Services	277,912	306,187	351,748	338,049	359,964
OPERATING EXPENSES:					
6202 Technical & Personal Services	5,397	6,201	8,600	5,500	5,500
6203 Professional Services	3,621	11,987	1,000	19,500	19,500
6211 Equipment Maintenance	33,919	26,150	24,765	24,765	27,015
6212 Building & Ground Maint.	10,968	17,540	12,586	17,586	17,536
6213 Office Equipment Maint.	3,969	852	2,960	3,344	3,320
6220 Liability and Property Insurance	6,935	7,524	7,900	3,772	4,149
6226 Property Insurance	8,369	8,369	8,790	21,888	27,361
6250 Electricity	81,044	87,740	88,560	89,000	88,560
6252 Natural Gas	18,051	19,194	21,000	18,000	19,000
6253 Telephone	458	296	300	300	730
6254 Water & Sewer	19,122	16,991	23,000	19,000	19,000
6255 Cable TV	1,746	1,109	1,600	1,600	1,600
6260 Advertising	132	800	350	350	350
6261 Education and Training	-	-	1,400	400	400
6262 Dues, Memberships & Subsc.	1,599	1,311	1,278	1,381	1,381
6265 Travel & Conferences	-	-	-	1,444	2,500
6266 Equipment Rental	-	-	-	700	-
6268 Ice Repairs	7,440	21,155	20,000	15,000	15,000
6271 Medical	-	558	300	300	300
7301 Chemicals & Cleaning	4,951	1,955	5,000	5,000	5,000
7302 Small Tools	36	427	500	500	500
7304 General Supplies	214	1,007	750	1,000	1,000
7307 Gasoline & Mileage	7,595	5,242	6,500	5,000	5,000
7308 Wearing Apparel & Linen	1,400	1,952	1,400	2,000	2,300
Total Operating Expenses	216,965	238,360	238,539	257,330	267,002
CAPITAL OUTLAY:					
9501 Buildings & Improvements	16,533	2,672	15,850	12,850	9,100
9503 Equipment	793	1,476	8,300	7,515	8,700
9504 Office Equipment	665	-	-	-	-
Total Capital Outlay	17,992	4,148	24,150	20,365	17,800
TOTAL ICE ARENA	512,869	548,694	614,437	615,744	644,766



ICE ARENA
CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9501 Building and Improvements	
Door Closer	500
DRC Landscape Supplies	500
Painting Ice Rink Walls	2,500
Painting Exterior Areas of Building	5,600
Total Account 9501	9,100
9503 Equipment	
Hockey Goals	600
Rink Digital Clock	500
Scoreboard Controller	1,900
Drinking Fountain	4,000
AED Machine and Pads	1,700
Total Account 9503	8,700
Total Capital Outlay	17,800



RECREATION DEPARTMENT – GOLF COURSE MAINTENANCE

Mission Statement

To properly maintain the Creve Coeur municipal golf course to a standard that makes it a safe and enjoyable place to play.

Description

The 55-acre golf course is maintained year-round by a Golf Course Maintenance Superintendent, a Maintenance Worker II, a Maintenance Worker, and part-time seasonal Greenskeepers. Maintenance includes attention to the tees, fairways, greens, roughs, irrigation system, creeks, lakes, landscapes, hardscapes, parking lots and vegetation. During peak season, a variety of cultural and chemical practices are utilized to maintain turf and other landscape areas on a regular basis. Construction activities are undertaken during the off season to improve the condition of the course. Pruning, planting, and fertilizing are important to maintaining the overall health of the vegetation on the course.

Service Standards

- Provide proactive and efficient maintenance of the course year-round to ensure a safe, enjoyable customer experience.
- Integrate environmentally responsible practices such as organic fertilization with traditional course maintenance procedures, maintain course at the highest level possible with the use of daily mowing schedules, cultural practices, fertilization, irrigation, pest control, and other activities designed to ensure healthy turf grass.
- Maintain an accident-free work environment through proper equipment and materials handling and storage procedures.

Objectives

- Maintain all equipment in proper working condition to ensure worker safety and equipment availability and to maximize the life of the equipment.
- Continue to enhance the overall appearance of the course through landscaping and turf quality. New and replacement trees will be added along with landscaped areas containing perennial and annual plantings. Turf quality will continue to improve with our cultural, chemical, and over-seeding programs.
- Expand and nurture natural habitats throughout the golf course utilizing native vegetation.
- Routinely perform course inspections to ensure safety of patrons.
- Install drain pipe in fairways for better playability during inclement weather.
- Continue to complete projects in the spirit of Audubon Certification for the course.

Budget Highlights

- Acct 6211 – Increase due to inflation with equipment repairs and raw materials (\$8,000).
- Acct 6254 – Increase due to expected rising cost of water for irrigation (\$35,000).
- Acct 9501 – Increase due to material cost associated with replacement of two (2) aging tie walls with concrete modular blocks (\$3,300).
- Acct 9503 – Decrease due to one-time purchase in FY 2023 for a fertilizer spreader and broadcast sprayer (-\$7,600).

**GOLF COURSE - MAINTENANCE**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	133,301	138,087	138,152	146,740	148,305
5102 Salaries, Temporary Empl.	15,352	19,453	23,085	17,485	22,950
5103 Overtime	607	705	500	500	1,000
5109 Provision for Salary Adj.	1,553	-	13,620	2,959	11,525
5230 Hospital & Medical Insurance	31,892	29,372	30,035	30,035	30,035
5233 Dental Insurance	850	956	885	885	885
5234 Group Life Insurance	452	460	490	533	608
5235 Accidental Death & Dismem.	48	49	52	52	53
5236 Disability Insurance	303	370	407	414	443
5240 Social Security Contribution	10,937	11,580	13,101	12,500	13,101
5241 Pension Contribution	9,186	10,902	10,263	10,443	12,025
5243 Worker's Compensation Ins.	4,467	5,063	3,509	3,643	4,232
Total Personnel Services	208,948	216,995	234,099	226,189	245,162
OPERATING EXPENSES:					
6202 Technical & Personal Services	247	1,610	535	535	250
6210 Vehicle Maintenance	746	858	1,500	1,500	1,500
6211 Equipment Maintenance	5,750	6,185	6,552	8,500	8,000
6212 Building & Ground Maint.	13,271	13,276	13,200	13,200	13,200
6220 Liability and Property Insurance	-	-	-	1,916	2,108
6226 Property Insurance	-	-	-	437	547
6250 Electricity	1,927	2,037	3,780	3,780	3,780
6253 Telephone	458	296	300	300	730
6254 Water & Sewer	35,070	24,116	27,300	43,300	35,000
6261 Education and Training	-	425	354	354	354
6262 Dues, Memberships & Subsc.	1,000	1,017	1,100	1,250	1,250
6266 Equipment Rental	-	195	100	100	100
6271 Medical	-	94	100	100	100
7301 Chemicals & Cleaning	377	286	400	400	400
7302 Small Tools	584	591	600	600	600
7303 Horticultural Supplies	21,930	23,389	25,018	25,018	25,018
7307 Gasoline & Mileage	3,882	5,652	6,000	7,500	6,000
7308 Wearing Apparel & Linen	693	699	710	710	710
Total Operating Expense	85,935	80,727	87,549	109,500	99,647
CAPITAL OUTLAY:					
9501 Buildings & Improvements	11,554	5,530	7,000	2,446	3,300
9502 Vehicles	(5,677)	-	-	-	-
9503 Equipment	-	-	7,600	7,600	-
Total Capital Outlay	5,877	5,530	14,600	10,046	3,300
TOTAL GOLF COURSE	300,760	303,252	336,248	345,735	348,109



**GOLF COURSE - MAINTENANCE
CAPITAL OUTLAY DETAIL**

Capital Outlay Detail	Annual
9501 Building and Improvements	
Tie Wall at Maintenance Shed	1,300
Tie Wall at #1 Tee Fence Line	2,000
Total Account 9501	<u>3,300</u>
9502 Vehicles	
(Nothing Budgeted)	-
Total Account 9502	<u>-</u>
9503 Equipment	
(Nothing Budgeted)	-
Total Account 9503	<u>-</u>
Total Capital Outlay	<u>3,300</u>

**RECREATION DEPARTMENT – GOLF COURSE PRO SHOP****Mission Statement**

To provide a pleasurable experience for our golfers by increasing customer service to higher levels.

Description

The city operates a 9-hole, par 35, golf course on 55 rolling acres. The slope rating for the course is 111. The course record is 29. The course offers individual play, league opportunities, and golf clinics/lessons provided by contracted professional. The check in desk also provides general merchandise from gloves to golf clubs. Special events may be arranged for groups of all sizes including tournaments and "Glow Golf" events. The course also is home to a 9-hole foot golf course available during specific times, as well as tournaments, birthday parties, and special events. Food service is available to complement group outings with social distancing and contactless procedures in effect.

Service, Performance and Workload Levels

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
Operating Rev Per Operating Exp (Revenues per Dollar Spent) ¹	\$1.00	\$.87	\$.90	\$.89
Rounds Played	21,500	25,421	29,836	29,800
Number Resident Rounds	6,350	6,406	6,294	6,350
Program Participants (Camps, Leagues)	193	222	242	250
Group Outings Held (Corporate/Private)	37	29	36	38
Website Visits (Sessions) ²	27,150	24,500	25,000	26,000
Website Bookings**	4,369	3,824	5,158	6,000
Website Visits to Bookings, Conversion ²	6.21%	6.41%	7.93%	8.06%
Overall Customer Ratings (1-5) ²	4.20	4.3	4.3	4.4
Revenue Per Available Tee Time	\$4.15	\$4.25	\$4.33	\$4.41
Weather, Days 90+ degrees ²	80	70	74	75
Total Number of playable days ²	210	217	230	235
Total Precipitation (inches) ²	50.5	49.0	52.0	45.00

¹Includes all expenditures for Golf Pro Shop and Golf Maintenance.

²Information provided by GolfNow.

Service Standards

- Provide outstanding personal service to our customers including ongoing training in guest service, point of sales, effective golf cart management, merchandising, leagues, and corporate and private golf outings:



- Guest service training involves commitment to ensure golfers a pleasant experience whether they call in or are at the golf course. Guests are serviced promptly.
- Well-maintained golf cart fleet to ensure a pleasant playing experience for customers. Carts are available for rent at all times.
- Effective merchandising programs include providing an appropriate variety of merchandise to choose from which is fairly priced and properly displayed.
- Effective instructional programs designed to meet and exceed customer expectations, including the opportunity to participate in leagues, junior camps, tournaments, and special events. New, innovative programs are encouraged to continue to promote the game of golf to future generations.
- Tee times are scheduled up to one week in advance. Creve Coeur residents receive one extra day as a resident preference when scheduling tee times.
- Continue reciprocal agreements with Ballwin and University City golf courses, and Maryland Heights during the summer.
- Continue to market for group outings of 16 or more to play 9 holes for meetings, events, etc.
- Standard of play is an average 2 hours and 15 minutes per 9-hole round, which is a comfortable time for a 9-hole round of golf. USGA standard time for the course with little traffic is 1 hour and 57 minutes.
- Coordinate calendar so that leagues, public, group outings and high school golf teams, soccer teams and families all have an opportunity to play golf at Creve Coeur Golf Course.

Objectives

- Continue to implement database, marketing tools, and promotions.
- Work with Finance to ensure that Pro Shop inventory records are accurate and up-to-date.
- Continue with the World Handicap System through the USGA for a more efficient and usable handicap tool for all of our league players as well as our daily users.
- Implement the features to the Tournament pairing program to ensure customer satisfaction for leagues, outings, and tournaments.
- Along with Junior PGA, add 2 more junior week long camps.
- Continue to market group outings and events with catering options to improve the tournament margin and increase player experience. Some of these groups include local business as well as regular tournaments such as the Senior Olympics and Creve Coeur/Olivette Chamber of Commerce.
- Continue to monitor and analyze monthly reports and other information to determine how to streamline operations for more profitability and/or to create improved service opportunities.
- Implement the new revised version of the Golf Genius Software, including new options for tournaments, group outings, and leagues.
- Continue with the GolfNow contract, which includes tee sheet, website, tiered pricing and database in exchange for two (2) trade times per day.

Budget Highlights

- Revenues – Increases reflect highest revenue and rounds of golf witnessed in 20 seasons.
- Acct. 9503 – Annual cost associated with new 4-year golf cart lease with TNT-Yamaha (\$32,040).

**GOLF COURSE-PRO SHOP**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5101 Salaries, Permanent Empl.	63,073	67,162	66,448	71,595	71,280
5102 Salaries, Temporary Empl.	43,562	44,036	39,913	43,740	44,625
5104 Vacation Pay	1,245	1,270	1,347	2,745	3,000
5109 Provision for Salary Adj.	972	-	6,819	1,426	5,190
5230 Hospital & Medical Insurance	11,039	12,047	12,345	12,345	12,345
5233 Dental Insurance	528	558	525	525	521
5234 Group Life Insurance	226	223	235	257	293
5235 Accidental Death & Dismem.	24	24	25	25	26
5236 Disability Insurance	181	185	196	200	214
5240 Social Security Contribution	8,262	8,302	8,710	8,710	9,000
5241 Pension Contribution	4,995	5,093	5,337	5,372	5,597
5243 Worker's Compensation Ins.	889	1,007	2,182	2,266	2,632
Total Personnel Services	134,997	139,907	144,082	149,206	154,723
OPERATING EXPENSES:					
6202 Technical & Personal Services	22,758	20,964	22,302	22,035	22,235
6210 Vehicle Maintenance	4,601	14,509	1,500	2,200	1,500
6211 Equipment Maintenance	397	-	200	200	200
6212 Building & Ground Maint.	-	43	-	85	-
6213 Office Equipment Maint.	1,539	767	480	840	840
6220 Liability and Property Insurance	6,935	7,524	7,900	1,952	2,147
6226 Property Insurance	8,369	8,369	8,790	1,904	2,381
6250 Electricity	16,234	19,947	21,500	19,500	19,500
6252 Natural Gas	7,736	7,980	9,000	7,000	7,000
6254 Water & Sewer	2,791	2,252	5,250	4,500	4,500
6255 Cable TV	651	519	898	898	898
6260 Advertising	-	660	2,750	1,950	1,950
6262 Dues, Memberships & Subsc.	450	550	610	610	660
6264 In Town Meetings	-	-	50	50	50
6265 Travel & Conferences	-	-	-	-	-
6266 Equipment Rental	-	690	700	745	800
7301 Chemicals & Cleaning	332	-	200	200	200
7302 Small Tools	97	106	75	75	75
7304 General Supplies	3,807	7,704	5,450	5,450	5,450
7308 Wearing Apparel & Linen	-	300	300	300	400
8320 Merchandise	8,929	9,399	9,660	10,360	10,660
Total Operating Expense	85,626	102,281	97,615	80,854	81,446
CAPITAL OUTLAY:					
9501 Buildings & Improvements	68	-	5,200	1,700	1,000
9503 Equipment	31,351	23,890	33,018	31,000	33,952
9504 Office Equipment	-	-	200	200	200
Total Capital Outlay	31,418	23,890	38,418	32,900	35,152
TOTAL GOLF COURSE	252,042	266,077	280,115	262,960	271,321



GOLF COURSE - PRO SHOP
CAPITAL OUTLAY DETAIL

Capital Outlay Detail

Annual

9501 Buildings & Improvements

Misc. Renovation Projects

1,000

Total Account 9501

1,000

9503 Equipment

Foot Golf Equipment

200

Golf Cart Lease

32,040

Misc. Items for Cart Storage

200

Security Cameras & TV

1,200

Pull Carts

312

Total Account 9503

33,952

9504 Office Equipment

Misc.

200

Total Account 9504

200

Total Capital Outlay

35,152

**RECREATION DEPARTMENT – FOOD SERVICES****Mission Statement**

To provide quality menu options and customer service for patrons of the Creve Coeur Golf Course and Ice Arena.

Description

The division provides food service for patrons of the Golf Course and Ice Arena with lunch specials throughout the golf season and concession services for Ice Arena events as well as catering for special events.

Performance and Workload Measures

	FY 2021	FY 2022	Projected FY 2023	Estimated FY 2024
Operating Revenues Per Operating Expenditures (Revenue per Dollar Spent)	\$1.26	\$1.08	\$1.14	\$1.21

Service Standards

- Operations include preparing and serving customers quality food and drink, maintaining a clean concession stand, and reporting accurate daily receipts.
- Continue to seek vendors for highest quality products at competitive pricing.
- Train food service personnel in proper food storage, food preparation, kitchen maintenance, cleanliness, courtesy, safety, opening and closing procedures, stocking and waste reduction.
- Maintain efficient operation of all records, licenses, and inspections.
- Institute and follow sound inventory control by use of expiration and attention to shelf life.
- Price different items and review current menu for larger revenue goals.
- Increase revenues by reducing waste, bulk purchasing and increased marketing efforts.
- Increase sales/revenue by closely monitoring price of product and sale price.

Objectives

- Establish and maintain sound inventory control and purchasing policies, provide for rotation of stock to ensure high quality food service, scheduling of trained personnel to ensure quality customer service, and routine maintenance of equipment.
- Continue to provide "Grade A" inspection by scheduling quarterly staff meetings to review Missouri Restaurant Association guidelines and to ensure that all personnel comply with these standards.
- Train staff on proper guidelines for sale of alcoholic beverages.
- Make staff knowledgeable on the Safe Serve certification maintained by the city.
- Increase more catering sales with the number of parties, leagues, etc.

Budget Highlights

- Acct 9503 – Decrease due to one-time purchase of new snack vending machine in FY 2023 (-\$4,500).



FOOD SERVICES

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
PERSONNEL SERVICES:					
5102 Salaries, Temporary Empl.	1,903	5,185	6,050	7,200	7,200
5240 Social Security Contribution	146	417	390	550	500
5243 Worker's Compensation Ins.	237	269	299	310	361
Total Personnel Services	2,285	5,870	6,739	8,060	8,061
OPERATING EXPENSES:					
6202 Technical & Personal Services	443	445	695	695	695
6211 Equipment Maintenance	1,303	1,420	600	600	600
6212 Building & Ground Maint.	-	10	700	700	700
6220 Liability and Property Insurance	-	-	-	72	79
6226 Property Insurance	-	-	-	348	435
6261 Education and Training	125	-	100	100	100
7301 Chemicals & Cleaning	516	573	508	800	600
7302 Small Tools	-	14	50	50	50
7304 General Supplies	-	235	300	300	300
7308 Wearing Apparel & Linen	-	100	100	200	200
8310 Food For Resale	26,774	39,293	30,500	34,218	34,625
8321 Miscellaneous Supplies	596	1,156	1,000	1,000	1,000
Total Operating Expense	29,757	43,245	34,553	39,083	39,384
CAPITAL OUTLAY:					
9503 Equipment	-	-	5,000	5,000	2,000
Total Capital Outlay	-	-	5,000	5,000	2,000
TOTAL FOOD SERVICES	32,042	49,116	46,292	52,143	49,445

FOOD SERVICE
CAPITAL OUTLAY DETAIL

Capital Outlay Detail	Annual
9503 Equipment	
Misc.	2,000
Total Account 9503	2,000
Total Capital Outlay	2,000



MUNICIPAL ENTERPRISE
ANNUAL SURPLUS/DEFICIT BY DEPARTMENT
2014-2024

YEAR	2014*			2015*			2016*			2017*		
DEPT	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)
**ICE	522,415	517,501	4,914	562,286	449,047	113,238	615,392	518,700	96,692	787,584	562,035	225,550
**GOLF	424,687	437,457	(12,770)	378,840	418,922	(40,082)	397,348	473,966	(76,618)	383,155	487,583	(104,428)
FOOD	55,473	38,629	16,844	52,497	40,597	11,900	55,854	49,922	5,932	58,080	48,201	9,879
Total	1,002,575	993,587	8,988	993,622	908,567	85,056	1,068,593	1,042,587	26,006	1,228,819	1,097,818	131,001
	-6.00%	2.94%		-0.89%	-8.56%		7.55%	14.75%		14.99%	5.30%	

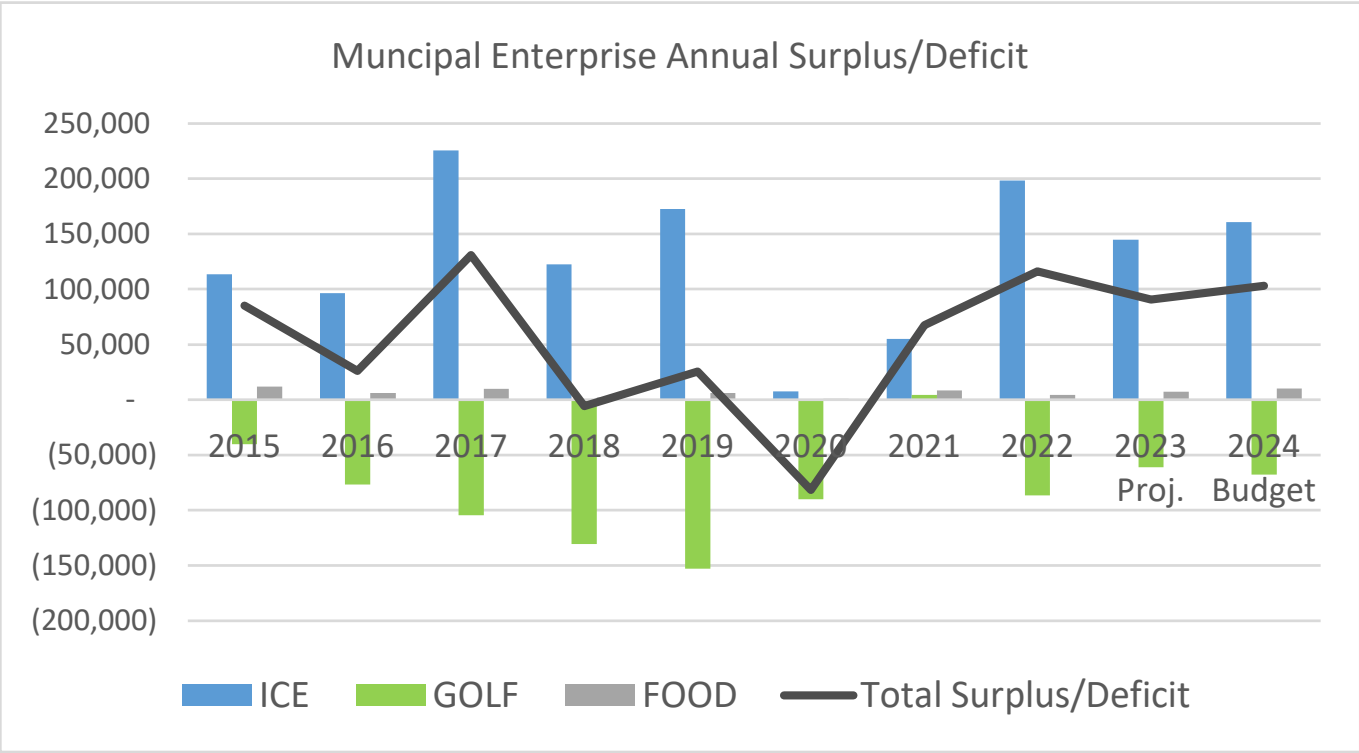
YEAR	2018*			2019*			2020*			2021 *		
DEPT	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)
**ICE	620,484	497,863	122,621	703,384	530,670	172,714	516,501	508,741	7,760	567,754	512,869	54,885
**GOLF	383,923	514,336	(130,414)	359,463	512,278	(152,815)	405,928	496,116	(90,188)	557,297	552,801	4,496
FOOD	56,759	54,843	1,916	58,353	52,445	5,908	47,041	46,255	785	40,303	32,042	8,261
Total	1,061,166	1,067,043	(5,877)	1,121,200	1,095,394	25,806	969,470	1,051,113	(81,642)	1,165,354	1,097,712	67,642
	-13.64%	-2.80%		5.66%	2.66%		-13.53%	-4.04%		20.21%	4.43%	

YEAR	2022 *			2023 Projected*			2024 Budget*		
DEPT	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)
**ICE	753,305	554,938	198,367	760,574	615,744	144,830	784,188	644,766	139,422
**GOLF	496,498	582,972	(86,474)	547,509	608,695	(61,186)	551,563	619,430	(67,866)
FOOD	53,377	49,116	4,261	59,300	52,143	7,157	59,800	49,445	10,354
Total	1,303,180	1,187,026	116,155	1,367,383	1,276,582	90,801	1,395,551	1,313,641	81,910
	11.83%	8.14%		4.93%	7.54%		2.06%	2.90%	

YEAR	10 Year Average (2014-2023)			5 Year Average (2019-2023)		
DEPT	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)	OPERATING REVENUES	OPERATING EXPENSES	SURPLUS/ (DEFICIT)
**ICE	640,968	526,811	114,157	660,304	544,593	115,711
**GOLF	433,465	508,513	(75,048)	473,339	550,572	(77,233)
FOOD	53,704	46,419	7,284	51,675	46,400	5,274
Total	1,128,136	1,081,743	46,394	1,185,318	1,141,565	43,752
	3.11%	3.04%		5.82%	3.75%	

* Operating expenses for both Golf and Ice do not include interest payments on interfund debt in these years. These payments were discontinued in FY 2014

** Depreciation expense is excluded



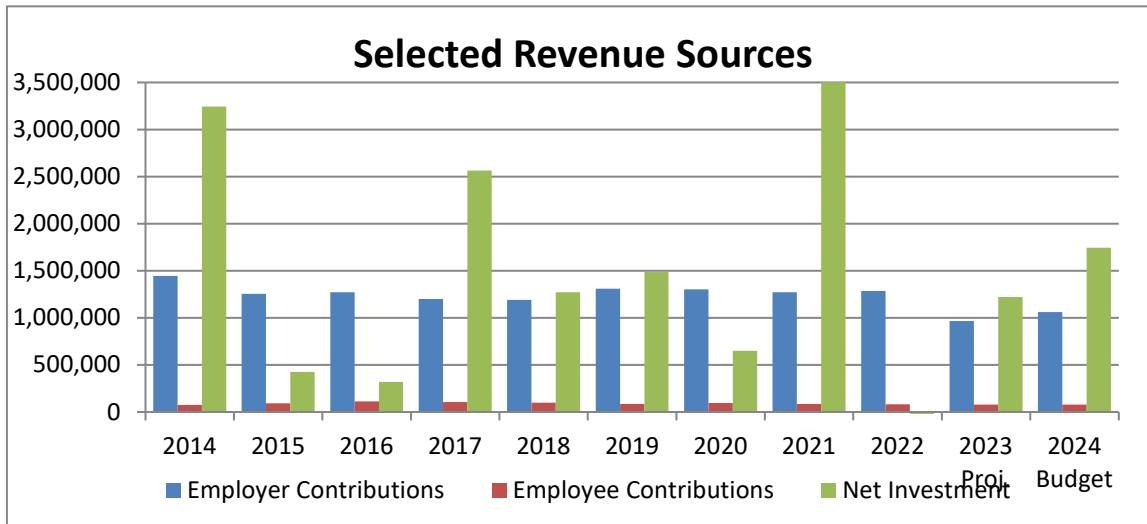


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**CITY EMPLOYEES RETIREMENT FUND
STATEMENT OF ESTIMATED REVENUES AND EXPENDITURES
FOR FISCAL YEAR ENDING JUNE 30, 2024
IN COMPARISON WITH BUDGETED AND PROJECTED TOTALS FOR FY 2023
AND ACTUAL TOTALS FOR FY 2021 & FY 2022**

	Actual FY 2021	Actual FY 2022	Budget FY 2023	Projected FY 2023	Estimated FY 2024
Revenues:					
Employer Contributions-Public Safety	189,498	176,335	211,118	211,118	242,162
Employer Contributions-General Fund	1,081,755	1,110,782	875,693	754,087	820,658
Employee Contributions	89,838	82,726	87,500	79,000	78,200
Other Revenues	7,397,079	(3,287,646)	2,420,000	1,220,000	1,743,307
Total Operating Revenues	8,758,170	(1,917,803)	3,594,311	2,264,205	2,884,327
Operating Transfer	-	-	-	-	-
Total Revenues	8,758,170	(1,917,803)	3,594,311	2,264,205	2,884,327
Expenditures:					
Professional Services	21,279	23,824	22,690	22,690	22,690
Investment Manager Fees	61,527	59,700	67,600	59,000	59,000
Employee Benefits Expense	1,929,682	2,057,704	2,166,768	2,166,768	2,220,000
Total Expenditures	2,012,488	2,141,228	2,257,058	2,248,458	2,301,690
TOTAL REV. OVER (UNDER) EXP.	6,745,682	(4,059,031)	1,337,253	15,747	582,637



Employer Contributions

In accordance with the City's Legacy Defined Benefit Retirement Plan Document, the City contributes to the Employee's Retirement Fund for the benefit of participating employees as determined by the City's Actuary. It is estimated that the FY 2024 Employer Contribution will be \$1,062,820, which is up from the actuarially determined amount of \$957,715 for FY 2023. This includes a 10% increase as well as interest. However, \$242,162 of this amount will be paid from the Public Safety Sales Tax Fund. This will be the 9th year using the reduced amortization period (10 year-fixed). However, the amortization period was extended from 10 years to 14 years starting July 2021. The interest rate earnings assumptions was lowered from 6.75% to 6% in July 2021.

Employee Contributions

Employee contributions began in FY 2012 at 1% on base pay plus longevity, and have increased gradually to 3%. FY 2020 the contribution rate increased to 4%. The estimated contribution for FY 2024 is \$78,200. Since this is a closed Plan, the employee contribution will continue to decrease as more employees retire.

Net Investment Incr/Decr

In accordance with Section 140.060 of the Cities Codified Ordinances, the City receives earnings from various investment instruments. Earnings are realized utilizing a three-year smoothing formula. In addition, funds invested with Commerce Bank and Sunpointe incur realized and unrealized earnings. The estimated increased value of the Pension Fund in FY 2024 is \$1.7M.

Fiscal Year	Employer Contributions	Employee Contributions	Net Investment
2014	1,444,717	74,173	3,245,641
2015	1,254,457	93,100	426,117
2016	1,270,402	112,251	319,990
2017	1,200,992	107,272	2,565,367
2018	1,188,826	99,041	1,271,693
2019	1,307,755	86,614	1,484,647
2020	1,303,058	96,152	650,203
2021	1,271,253	85,924	7,397,079
2022	1,287,117	82,726	-3,287,646
2023 Proj.	965,205	79,000	1,220,000
2024 Budget	1,062,820	78,200	1,743,307



**CITY EMPLOYEES RETIREMENT FUND
COMPARISON OF FISCAL YEAR 2024 ESTIMATED REVENUE WITH 2023 BUDGETED AND PROJECTED
AND ACTUAL REVENUES FOR FISCAL YEARS 2021 AND 2022**

	Actual Revenue FY 2021	Actual Revenue FY 2022	Budgeted Revenue FY 2023	Projected Revenue FY 2023	Estimated Revenue FY 2024	
INTERGOVERNMENTAL REVENUES:						
4307 Employer Contrib.-Public Safety	189,498	176,335	211,118	211,118	242,162	1
4308 Employer Contrib.-General Fund	1,081,755	1,110,782	875,693	754,087	820,658	1
	<u>1,271,253</u>	<u>1,287,117</u>	<u>1,086,811</u>	<u>965,205</u>	<u>1,062,820</u>	
Total Intergovernmental Revenue	<u>1,271,253</u>	<u>1,287,117</u>	<u>1,086,811</u>	<u>965,205</u>	<u>1,062,820</u>	
OTHER REVENUES:						
4309 Employee Contributions	89,838	82,726	87,500	79,000	78,200	
4704 Investment Income-Other	720,420	865,596	800,000	800,000	800,000	2
4709 Unrealized Gains	6,676,659	(4,153,242)	1,620,000	420,000	943,307	2
	<u>7,486,917</u>	<u>(3,204,920)</u>	<u>2,507,500</u>	<u>1,299,000</u>	<u>1,821,507</u>	
Total Other Revenues	<u>7,486,917</u>	<u>(3,204,920)</u>	<u>2,507,500</u>	<u>1,299,000</u>	<u>1,821,507</u>	
Operating Transfers In	-	-	-	-	-	
Total Current Year's Total Current Year's Revenues	<u>8,758,170</u>	<u>(1,917,803)</u>	<u>3,594,311</u>	<u>2,264,205</u>	<u>2,884,327</u>	
TOTAL CITY EMPLOYEES RETIREMENT FUND	<u>8,758,170</u>	<u>(1,917,803)</u>	<u>3,594,311</u>	<u>2,264,205</u>	<u>2,884,327</u>	

1 - Employer contributions are determined through a discussion with the Actuary based upon investment performance. As with any estimate, the actual contribution will fluctuate. The actual contribution will be based upon the annual actuarial valuation to be completed in the fall.

2 - Investments earnings are estimated using actuarial assumptions. Actual earnings will fluctuate.



**CITY EMPLOYEES RETIREMENT FUND
BENEFITS AND OPERATING EXPENDITURES**

	Actual Expenditures FY 2021	Actual Expenditures FY 2022	Budgeted Expenditures FY 2023	Projected Expenditures FY 2023	Estimated Expenditures FY 2024
6203 Professional Services	21,279	23,824	22,690	22,690	22,690
6205 Investment Manager Fees	61,527	59,700	67,600	59,000	59,000
6206 Employee Benefits Expense	1,929,682	2,057,704	2,166,768	2,166,768	2,220,000
TOTAL BENEFITS AND OPERATING EXPENDITURES	2,012,488	2,141,228	2,257,058	2,248,458	2,301,690
EXCESS OF REV. OVER EXP.	6,745,682	(4,059,031)	1,337,253	15,747	582,637
FUND BALANCE-BEGINNING OF YEAR	26,352,717	33,098,402	25,729,820	29,039,372	29,055,119
FUND BALANCE-END OF YEAR	33,098,402	29,039,372	27,067,073	29,055,119	29,637,756



City of Creve Coeur, Missouri
General Information, Map and Statistical Data

Form of Government

The city is located in St. Louis County approximately 15 miles west of downtown St. Louis. It is the home of the world-renowned Bayer, the Donald Danforth Plant Science Center, Missouri Baptist University, and two of the areas largest medical centers. Initially a farming community, the city has developed into a thriving community in central St. Louis County with beautiful homes, acres of parkland, hundreds of businesses, and a number of high-tech office parks. The city was one of many unincorporated communities that grew along Olive Street Road. Its name, which means broken heart in French, comes from nearby Creve Coeur Lake. Legend has it that an Indian princess fell in love with a French fur trapper, but the love was not returned. According to the story, she then leapt from a ledge overlooking Creve Coeur Lake, the lake then formed itself into a broken heart. When the city was incorporated in December 1949, less than one square mile housed a population of 1,900 citizens. As of July 1, 2021, the estimated population of the city is 18,660 spanning 10.28 square miles with approximately 8,988 housing units.

The city was incorporated in December 1949 as a Fourth Class City under state law. On February 10, 1976, the citizens of Creve Coeur adopted a Home Rule Charter and the Council-Administrator form of government. Comprised of four wards, citizens are represented by eight Council Members, two per ward, and a Mayor elected at large. The Creve Coeur Government Center houses the departments of Administrative Services, Finance, Municipal Court, Public Works, Community Development and the Community Center. The Police Department moved into a new building on the government center property in FY 2019.

Regular City Council meetings are generally held on the second and fourth Monday of each month at 7:00 p.m. Planning and Zoning Commission meetings are generally held on the first and third Monday of each month at 7:00 p.m. Municipal Court sessions are held on Wednesday evenings.

Area

Square Miles	10.28
Acres	6,573
Housing Units ¹	8,988
Persons Per Square Mile ¹	1,833
Persons Per Acre	2.87

Population Growth

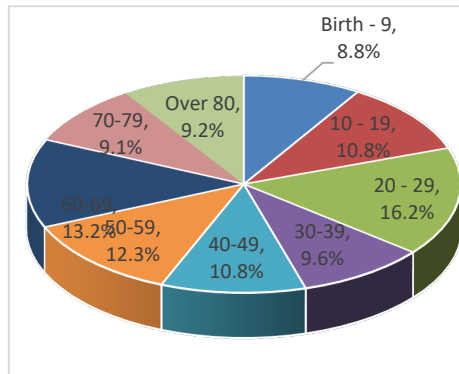
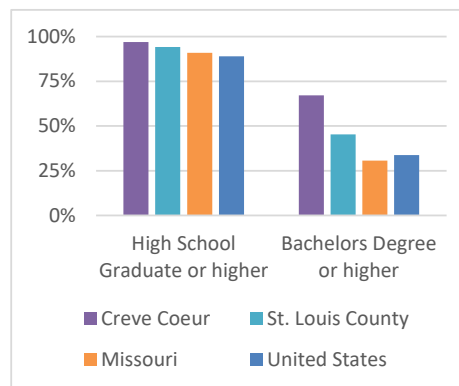
1945 (Upon Incorporation)	1,878
1960	5,122
1970	8,967
1980	11,757
1990	12,304
2000	16,759
2010	17,833
2020	18,834
2021	18,660

**General Information and Statistical Data (Cont'd)****Median Household Income¹**

100,810

Median Age (years)¹

46.0

Age of Residents¹**Education¹****Occupation²**

Management, business, science, and arts occupations	65.0%
Sales and office occupations	17.0%
Service occupations	11.0%
Production, transportation, and material moving occupations	4.0%
Natural resources, construction, and maintenance occupations	3.0%
Other	0.0%

Ethnicity¹

Caucasian	74.1%
African-American	9.7%
American Indian and Alaskan Native	0.1%
Asian	11.0%
Other	3.4%
Other	1.7%

Housing¹

Owner Occupied	63.6%
Renter Occupied	36.4%

**General Information and Statistical Data (Cont'd)****Centerline Miles of Streets:**

Public	78.9
Private	17.3
State Highway	14.8
County Arterials	5.6
Total Miles of Streets	116.6

Police Protection

Commissioned	49
Noncommissioned	6.7

Parks and Recreation:

Number of Parks	6
Acres of Parks	94
Number of Tennis Courts	7
Number of Pickle Ball Courts	2
Indoor Ice Arena (Year-round operations; includes private rentals & programs)	1
9-Hole Golf Course	1

Land Use²

Residential	57%
Commercial	16%
Light Industrial	3%
Institutional	16%

Largest Employers (number of employees)³

Mercy Hospital St. Louis	6,222
Bayer	3,800
SSM Health Care Corporation	969
Barnes West County Hospital	788
Refinitiv US LLC	391
Plaza Motor Company	339
Armanino	284
Midwest Series of Lockton Companies LLC	283
The Climate Corporation	250
Daugherty Systems Inc	225

Number of City of Creve Coeur Authorized Full-Time Employees	107
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¹ Per U.S. Census Bureau, Census, 2017-2021 (5-Year Estimate)² Per Creve Coeur Planning Department, 2021³ Per 2022 Comprehensive Annual Financial Report (Creve Coeur Finance Department 2022 Business Licenses)



CITY OF CREVE COEUR, MISSOURI
COMPUTATION OF LEGAL DEBT MARGIN
June 30, 2022

Net Assessed Value: as of January 1, 2021	<u>\$ 1,174,669,078</u>
Debt Limit: 10% of Assessed Value	117,466,908
Total Bonded Debt	8,724,095
Less: Assets in Debt Service Fund	<u>(817,965.00)</u>
Total Amount of General Obligation Debt Applicable to Debt Limit	<u>7,906,130</u>
Legal Debt Margin	<u>\$ 109,560,778</u>

Note: Bonded indebtedness is limited by Section 95.115 and 95.120 of the Missouri Revised Statutes to 10% of the assessed value of taxable tangible property.

The calculation above demonstrates the City's capacity to issue debt if needed. It has been the City's policy to operate on a "pay as you go" basis and avoid debt if possible.

In April 2017, the City issued \$10,635,000 in General Obligation Bonds, the proceeds of which are to be used for the construction of a new police building and for certain renovations to the existing government center. The General Obligation Bonds are to be repaid from property tax levies. The outstanding bonds bear interest at rates ranging from 2.0 - 3.125% and mature in 2037.

The annual principal and interest requirements to maturity of the General Obligation Bonds as of June 30, 2022 are as follows:

Years Ending June 30,	Principal	Interest	Total
2022	470,000	247,656	717,656
2023	480,000	233,556	713,556
2024	490,000	223,956	713,956
2025	505,000	209,256	714,256
2026	515,000	197,894	712,894
2027	530,000	185,018	715,018
2028	550,000	169,118	719,118
2029	565,000	152,618	717,618
2030	580,000	135,668	715,668
2031	600,000	118,268	718,268
2032	620,000	100,268	720,268
2033	635,000	81,668	716,668
2034	655,000	62,618	717,618
2035	675,000	42,968	717,968
2036	700,000	21,876	721,876
2037	0	0	0
	<u>8,570,000</u>	<u>2,182,406</u>	<u>10,752,406</u>

Source: 2022 Comprehensive Annual Financial Report



CITY OF CREVE COEUR, MISSOURI
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
JUNE 30, 2022

Name of Governmental Unit	Debt Outstanding	Percentage Applicable To City of Creve Coeur	Amount Applicable To City Of Creve Coeur
St. Louis County	64,395,000	4.11%	2,646,635
Parkway School District	227,965,000	13.32%	30,364,938
Ladue School District	229,010,000	19.72%	45,160,772
Pattonville School District	73,790,000	3.58%	2,641,682
Monarch Fire District	9,975,000	4.30%	428,925
West Overland Fire District	2,490,000	9.20%	229,080
Creve Coeur Fire	15,575,000	61.91%	9,642,483
Sub-total	623,200,000		91,114,514
City of Creve Coeur	8,724,095	100.00%	8,724,095
Total Direct and Overlapping Debt	631,924,095		99,838,609

Source: 2022 Comprehensive Annual Financial Report

The percentage applicable to the City of Creve Coeur is based on the jurisdiction's assessed value within the boundaries of Creve Coeur.

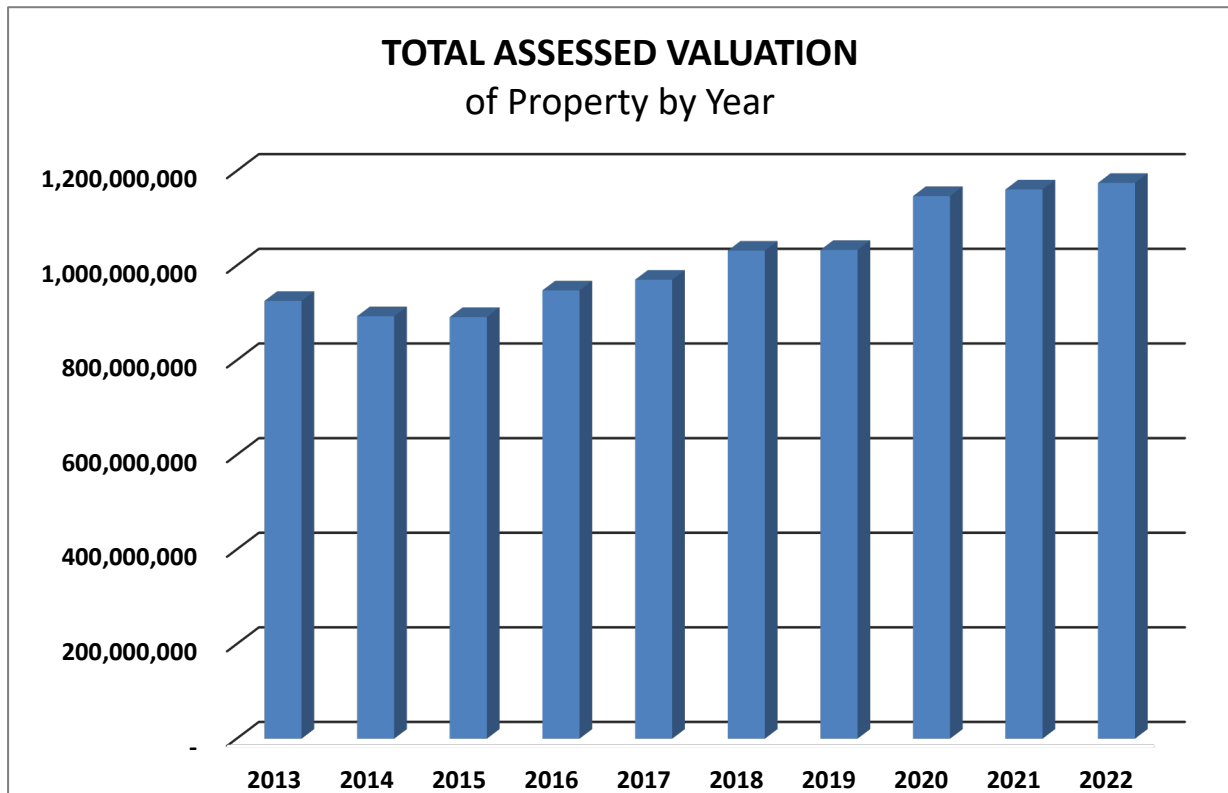


**CITY OF CREVE COEUR
PRINCIPAL REAL ESTATE TAXPAYERS (1)
JUNE 30, 2022**

Taxpayer	Type of Business	2022 Assessed Valuation	Percent of Total (2)
Bayer Research/Monsanto Company	Regional Headquarters	69,625,830	5.93 %
RNSI City Place Owner LLC	Developers	39,977,410	3.40
Emerson Rd LLC (formerly I & G Direct Real Estate 18, LP)	Developers	26,316,030	2.24
Danforth Plant Center	Bio-Research & Developmen	12,803,670	1.09
Missouri American Water/St. Louis Co Water	Water Company	11,750,170	1.00
MRES CP6 Holdings LP	Real Estate	10,542,820	0.90
Asbury Automotive St. Louis, LLC	Retail auto sales	10,229,200	0.87
Waterfront Creve Coeur MO LLC (Formerly Cross Creek Multifamily Apartments LP)	Rental Apartments	10,029,510	0.85
Plaza Motors	Retail auto sales	8,461,720	0.72
AVBH VICINO LLC	Rental Apartments	6,950,670	0.59
		\$ 206,687,030	17.60 %

(1) Source - 2022 Comprehensive Annual Financial Report

(2) Total assessed value of the City was \$1,174,669,078 as of December 31, 2021



Fiscal Year	Real Property	Personal	Railroad & Utilities	Total
2013	787,780,570	128,951,800	8,522,313	925,254,683
2014	759,807,910	124,352,250	8,768,479	892,928,639
2015	760,034,050	122,154,990	9,028,873	891,217,913
2016	813,636,250	124,026,720	9,870,668	947,533,638
2017	822,297,210	138,314,730	9,469,166	970,081,106
2018	881,952,780	139,885,830	9,750,787	1,031,589,397
2019	874,487,810	150,073,580	8,428,855	1,032,990,245
2020	984,836,820	152,195,430	9,747,807	1,146,780,057
2021	1,002,505,260	147,927,770	10,432,432	1,160,865,462
2022	1,004,028,350	159,926,260	10,714,468	1,174,669,078

Note: Assessed values are based on the following valuations: Residential 19%, Agriculture 12%, Commercial and Industrial 32%, Personal Property 33 1/3% and Railroad & Utilities 32% as of December 31.



Property Value and Construction
Last Ten Fiscal Years

Fiscal Year	Total Estimated Actual Value (1)	New Construction (2)						Alterations and Additions		Building Demolitions	
		Commercial			Residential			Number Of Permits	Estimated Cost Of Construction	Number Of Permits	Estimated Cost Of Construction
		Number Of Permits	Estimated Cost Of Construction	Number Of Permits	Estimated Cost Of Construction						
2013	3,815,929,320	3	13,277,459	9	6,925,444	930	57,907,117	11			
2014	3,713,371,407	2	18,389,042	14	6,381,607	1042	48,245,467	26			
2015	3,695,388,826	5	52,602,986	55	27,205,217	1060	56,975,739	26			
2016	3,912,975,119	7	30,974,548	48	22,179,779	1102	48,216,828	23			
2017	4,045,195,714	1	5,366,000	32	16,073,170	1191	68,495,046	29			
2018	4,315,659,767	6	31,341,876	18	8,763,246	1350	73,837,539	23			
2019	4,343,736,577	4	10,697,000	18	12,389,490	1329	71,746,160	44			
2020	4,841,257,311	3	20,935,295	17	11,641,106	1302	68,892,357	24			
2021	4,891,026,881	4	62,070,016	6	4,919,000	1131	111,664,327	10			
2022	5,021,698,487	5	60,658,387	12	7,328,690	649	82,053,411	19			

(1) Source - 2022 Comprehensive Annual Financial Report (St. Louis County Assessor)

(2) Source - 2022 Comprehensive Annual Financial Report (City of Creve Coeur Building Department)



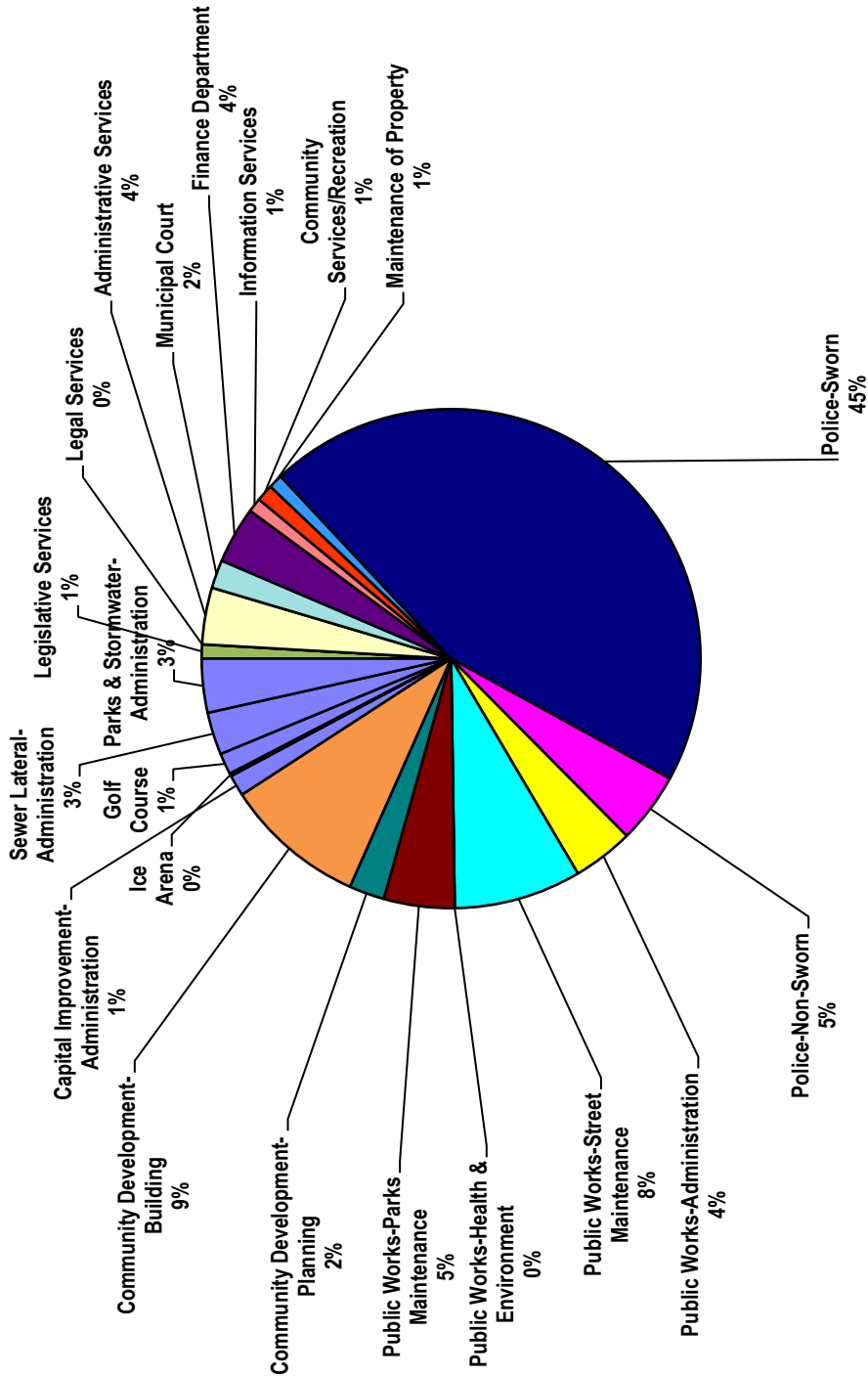
ALL FUNDS
SUMMARY OF FULL-TIME AUTHORIZED PERSONNEL
BY DEPARTMENT/FUND

DEPARTMENT/DIVISION	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<u>GENERAL FUND:</u>					
Legislative Services	1	1	1	1	1
Legal Services	0	0	0	0	0
Administrative Services	4	4	4	4	4
Municipal Court	2	2	2	2	2
Finance Department	5	4	4	4	4
Information Services	1	1	1	1	1
Community Services/Recreation	0.70	1.20	1.20	1.20	1.20
Maintenance of Property	2.50	2.50	1	1	1
Police-Sworn	49	49	49	49	50
Police-Non-Sworn	3	4	5	5	5.25
Public Works-Administration	3.5	3.3	3.3	4.3	4.3
Public Works-Street Maintenance	9	9	9	9	8.75
Public Works-Health & Environment	0	0	0	0	0
Public Works-Parks Maintenance	3.5	3.5	4	5	5
Community Development-Planning	3.5	3.5	3.5	2.5	2.5
Community Development-Building	10	10	10	10	8
Subtotal*	97.70	98.00	98.00	99.00	98.00
<u>CAPITAL IMPROVEMENT FUND:</u>					
Capital Improvement-Administration	1	1	1	1.5	1.5
Subtotal	1	1	1	1.5	1.5
<u>SEWER LATERAL FUND:</u>					
Sewer Lateral-Administration	0	0.2	0.2	0.2	0.2
Subtotal*	0	0.2	0.2	0.2	0.2
<u>PARKS & STORMWATER FUND:</u>					
Parks & Stormwater-Administration	0	0	1	1.5	1.5
Subtotal	0	0	1	1.5	1.5
<u>MUNICIPAL ENTERPRISE FUND:</u>					
Ice Arena	2.50	3.00	3.00	3.00	3.00
Golf Course	3.80	3.80	3.80	3.80	3.80
Subtotal*	6.30	6.80	6.80	6.80	6.80
TOTAL AUTHORIZED FULL-TIME EMPLOYEES:	105.00	106.00	107.00	109.00	108.00

* Decimals are due to sharing of some full-time positions among more than one department.
See section on "Authorized Positions" for additional detail.



Summary of Personnel by Department/Fund - FY 2024





**CITY OF CREVE COEUR
FISCAL YEAR 2024
FULL-TIME SALARIES BY GRADE**

GRADE	ANNUAL SALARY			HOURLY RATES*		
	MIN	MID	MAX	MIN	MID	MAX
7	41,666.80	49,981.24	58,295.69	20.0321	24.0294	28.0268
8	44,516.02	53,397.80	62,279.57	21.4019	25.6720	29.9421
9	48,575.54	58,264.17	67,952.81	23.3536	28.0116	32.6696
10	54,916.96	65,878.92	76,840.88	26.4024	31.6726	36.9427
11	61,485.31	73,758.42	86,031.53	29.5602	35.4608	41.3613
11a ¹	64,034.42	74,177.93	84,321.45	30.7858	35.6625	40.5392
12	68,721.85	82,451.09	96,180.33	33.0393	39.6399	46.2405
13	75,718.84	90,828.57	105,938.30	36.4033	43.6676	50.9319
13a ¹	81,330.30	92,402.73	103,475.16	39.1011	44.4244	49.7477
14	81,266.01	97,472.57	113,679.12	39.0702	46.8618	54.6534
14a ¹	91,440.51	102,835.74	114,230.96	43.9618	49.4403	54.9187
15	87,430.93	104,898.21	122,365.48	42.0341	50.4318	58.8296
15a ¹	98,446.14	110,702.81	122,959.49	47.3299	53.2225	59.1151
16	94,011.89	112,796.62	131,581.35	45.1980	54.2291	63.2603
17	101,273.64	121,489.28	141,704.93	48.6892	58.4083	68.1274
18	109,569.18	131,442.67	153,316.16	52.6775	63.1936	73.7097
19a ¹	118,006.00	141,563.68	165,121.36	56.7337	68.0595	79.3853

¹ 11a, 12a, 13a, 14a, 15a and 19a denote commissioned officer salaries based on market pay.

**CITY OF CREVE COEUR
FISCAL YEAR 2024
FULL-TIME POLICE DEPARTMENT SALARIES BY GRADE/STEP¹**

GRADE	STEP	ANNUAL SALARY	HOURLY RATES*
11a	0	64,034.42	30.7858
11a	1	66,276.23	31.8636
11a	2	68,595.66	32.9787
11a	3	70,996.86	34.1331
11a	4	73,480.86	35.3273
11a	5	76,052.84	36.5639
11a	6	78,714.86	37.8437
11a	7	81,470.03	39.1683
11a	8	84,321.45	40.5392
13a	0	81,330.30	39.1011
13a	1	84,177.59	40.4700
13a	2	87,123.20	41.8862
13a	3	90,172.31	43.3521
13a	4	93,329.06	44.8697
13a	5	96,595.52	46.4402
13a	6	99,975.83	48.0653
13a	7	103,475.16	49.7477

*Approximate hourly rates; annual is hourly rate x 2080 hours.

¹ Step Pay Plans apply to police officer (11a) and police sergeant (13a) positions only.



**CITY OF CREVE COEUR
FISCAL YEAR 2024
FULL-TIME EMPLOYEE CLASSIFICATION PLAN AND PAY RANGES**

GRADE	POSITION TITLE	DEPARTMENT/DIVISION	ANNUAL*	
			Min	Max
7	Building Maintenance Technician	Community Services, Ice Arena	41,666.80	58,295.69
	Maintenance Worker	Golf Course, Ice Arena, Police-Administration, Public Works-Streets, Parks		
	Records Associate	Police-Administration		
8	Accounting Associate	Finance	44,516.02	62,279.57
	Administrative Services Associate	Community Development-Building, Public Works- Administration, Recreation		
	Court Clerk I	Administrative Services-Municipal Court		
	Maintenance Worker I	Building Maintenance, Golf Course, Public Works- Streets, Parks		
	Support Services Associate	Police-Administration		
9	Apartment Re-Occupancy	Community Development-Building	48,575.54	67,952.81
	Inspector/Code Enforcement Officer			
	Court Clerk II	Administrative Services-Municipal Court		
	Executive Assistant to Chief of Police	Police-Administration		
	Maintenance Worker II	Building Maintenance, Public Works-Streets, Parks, Golf Course		
	Maintenance Worker II/Mechanic	Police-Administration, Public Works-Streets		
	Payroll Associate	Finance		
10	Police Academy Recruit	Police-Patrol	54,916.96	76,840.88
	Recreation Supervisor	Community Services, Ice Arena		
	Administrative Services Supervisor	Community Development-Planning, Public Works- Administration		
	Foreman I	Public Works-Parks, Streets		
	Golf Course Manager	Golf Course		
	Human Resources Generalist	Administrative Services		
11	Residential Building Inspector	Community Development-Building	61,485.31	86,031.53
	Senior Accounting Associate	Finance		
	Assistant Director of Recreation	<i>vacant</i>		
	Building Inspector	Community Development-Building		
	City Planner	Community Development-Planning		
	Court Administrator	Administrative Services-Municipal Court		
	Golf Maintenance Superintendent	Golf Course		
	Plans Examiner	Community Development-Building		
	Public Information Officer & Management Analyst	Administrative Services		
	Project Manager-Engineering	Public Work-Administration		



**CITY OF CREVE COEUR
FISCAL YEAR 2024
FULL-TIME EMPLOYEE CLASSIFICATION PLAN AND PAY RANGES**

GRADE	POSITION TITLE	DEPARTMENT/DIVISION	ANNUAL*	
			Min	Max
11a	Police Officer	Police-Patrol	64,034.42	84,321.45
Step	Police Officer-Detective	Police-Investigations		
	Police Officer-Special Assignment	Police-Patrol		
12	City Clerk	Legislative	68,721.85	96,180.33
	Information Systems Coordinator	Finance-Information Systems		
	Senior Plans Examiner	Community Development-Building		
13	Chief Building Official	Community Development-Building	75,718.84	105,938.30
	Civil Engineer	Public Works-Administration		
	Operations Superintendent	Public Works-Parks, Streets		
13a	Sergeant	Police-Patrol, Investigations	81,330.30	103,475.16
Step	Sergeant-Administrative	Police-Administration		
	Sergeant-CALEA	Police-Administration		
14	<i>Currently Vacant</i>		81,266.01	113,679.12
14a	Lieutenant	Police-Administration, Patrol	91,440.51	114,230.96
	Lieutenant-CALEA	Police-Administration		
15	Assistant City Administrator	Administrative Services	87,430.93	122,365.48
	Assistant Director of Public Works /	Public Works-Administration		
	City Engineer			
	Director of Recreation	Ice Arena, Community Services		
15a	Captain	Police-Administration, Investigations, Patrol	98,446.14	122,959.49
16	<i>Currently Vacant</i>		94,011.89	131,581.35
17	Director of Finance	Finance	101,273.64	141,704.93
	Director of Community Development	Community Development-Planning		
	Director of Public Works Director	Public Works-Administration		
18	<i>Currently Vacant</i>		109,569.18	153,316.16
19a¹	Chief of Police	Police-Administration	118,006.00	165,121.36

*Hourly rate is calculated by dividing annual rate by 2080 hours.

Note: Grades 11a, 12a, 13a, 14a, 15a, and 19a denote commissioned officers higher minimum salaries than grades 11, 12, 13, 15 based on market pay; 11a and 13a are step systems.



**CITY OF CREVE COEUR
FISCAL YEAR 2024
MERIT-BASED PAY PLAN**

Merit-based pay recognizes outstanding performers and incentivizes employees to provide excellent service to our citizens. Employee compensation is based on a review of individual employee performance. The Merit-Based Pay Plan is set up to provide higher compensation to employees who perform at a level superior to their peers or who exceed established job performance criteria and achieve developmental goals for the year. With the exclusion of non-exempt commissioned officers, all city employees are on a merit-based pay plan. Non-exempt commissioned officers – specifically Police Officers and Sergeants – are on a Step Pay Plan and are described separately.

Through the Merit-Based Pay Plan, each department is allocated a percentage of its payroll. This percentage is uniform among departments unless it is determined that a specific department (or group of jobs within a department) should receive a different percentage based on market factors. The allocated percentage is based on a survey of average salary increases among comparator cities in the region.

Each department distributes its merit allocation among its employees based on individual employee performance. All non-probationary employees are evaluated and rated during the month of May for their performance during the previous 12 months (May 1 through April 30). Each department then calibrates its employee performance ratings and determines the distribution of its merit allocation among employees. Superior-performers receive a higher-than-average percentage increase while fair-performers receive a lower-than-average increase. For example, if the department's allocation were 4% of payroll, a superior-performing employee might receive a 4.5% salary increase while a fair-performing employee might receive a 2% increase. The department may not exceed its budgeted allocation of 4% of payroll.

FY 2024 Department Allocation

During budget deliberations each year, the Council considers a management recommendation for the adoption of the merit pay allocation that reflects labor market conditions and fiscal realities. The City Council adopts the merit pay allocation with the annual budget.

The merit salary allocation for FY 2024 is budgeted at 4% of payroll excluding employees who are not eligible for a salary increase as a result of having reached the top of their pay grades.

Employees, not included on a step pay plan, are eligible for a lump-sum merit bonus once they reach the top of their pay plan. The merit bonus allocation for FY 2024 is budgeted at 2% of salaries of employees who have reached the top of their pay grades. The merit-bonus allocation is normally distributed among employees in the same manner as the merit-salary allocation (i.e., employees are evaluated; evaluations are calibrated, and the department distributes its allocation among employees based on individual merit).

When employees initially reach the top of their pay grades, they do not receive the full merit increase amount that they would otherwise receive. For example, if an employee is 1% under the ceiling and receives a performance score that would normally result in a 4% merit pay increase, the employee can only receive a 1% increase to base salary as a result of reaching the top of the grade.



Under the merit bonus system, employees are eligible for a bonus in addition to the increase in base salary. The merit bonus allocation is half of the merit salary allocation; therefore, employees are eligible to receive in bonus pay half of the amount of the merit salary increase that would increase salary above the top of the grade. For example, if an employee receives a performance score that would normally equate to a 4% pay increase (but is 1% under the top of the grade), the employee receives a 1% increase to base salary plus a 1.5% one-time bonus (half of the remaining 3%).

Prorated Merit Increases

Employees, not included on a step pay plan, who have received a probation completion merit increase during the previous fiscal year may be eligible to receive a prorated merit increase on July 1 with a performance evaluation score meeting set criteria. A prorated merit aligns a newer employee to the fiscal year merit increase schedule with all other City employees, and is calculated using the number of calendar days from the employee's probation-completion merit increase to July 1.

For example, an employee received a probation-completion merit increase on December 31 (or 182 days from July 1), and the department allocation for a "Superior" performance rating is 4.2% on July 1. The employee would be eligible to receive an approximate 2.1% increase in base pay on July 1 (i.e., half of 4.2% for 182 out 365 days, or 50%). The following year on July 1 and every year thereafter, the employee would be eligible to receive a full merit, subject to a satisfactory performance rating and budget allocations.

Performance Rating Levels*

With the exception of Police Department employees, employee performance is evaluated using four rating levels: Superior (4), Good (3), Fair (2), and Unsatisfactory (1). Supervisors rate each job category or essential job function in an employee's evaluation using a whole number, 1, 2, 3, or 4. The scores for each essential job function are weighted with the final evaluation score being the sum of weighted scores. The total of the weighted scores is categorized into one of four (4) overall rating levels:

Performance Rating Score*	Final Evaluation Score	Pay Increase and/or One-Time Merit Bonus
4 – Superior	3.50 – 4.00	Eligible
3 – Good	2.80 – 3.49	Eligible
2 – Fair	2.00 – 2.79	Eligible to receive half (50%) of the department's allocation for its employees rated "Good"; Not eligible for one-time merit bonus
1 – Unsatisfactory	1.00 – 1.99	Not eligible

**Excluding all Police Department personnel.*

"Superior" performance is defined as performance that exceeds that of most other peers and/or exceeds the standards set forth in the job description.

"Good" performance is defined as a performance that consistently meets the standards set forth in the job description and/or performs at a level comparable to most peers.

"Fair" performance is defined as performance below that of most peers and/or performance that fails to meet the standards set forth in the job description.



“Unsatisfactory” performance represents a significant failure to perform. Disciplinary action may include rating performance as “unsatisfactory”.

Police Department Performance Rating Levels

The Police Department improved its performance rating system in response to statutory revisions in recent years, and also to fulfill the Police Department’s mission, increase workplace efficiency, improve work quality and establish a level of accountability. The three foundations of Constitutional Policing are: 1) good, clear and tested policy development; 2) training to ensure employees know the policies and procedures; and 3) effective supervision.

The Police Department strives to maintain a high level of competency and trust from the community. This is accomplished by following best practices. The accreditation process through CALEA (Commission on Accreditation for Law Enforcement Agencies) is a mechanism that provides a high level of accountability based on a Code of Conduct and the essential job functions performed on a daily basis.

All exempt commissioned positions (Police Lieutenant, Police Captain, and Chief of Police) and all non-commissioned support personnel in the Police Department are on a Merit-Based Pay Plan with annual budget appropriations remaining the same as all other city department employees. All non-exempt commissioned officers (i.e., Police Officers and Police Sergeants) are on a designated Step Pay Plan (see Police Department Step Plans).

The Police Department’s performance management system is based on four performance factors: 1) competence/safety; 2) relationships/attitudes; 3) reports; and 4) use of work time. The Police Department uses three rating levels for the Merit-Based Pay Plan and the Step Pay Plan:

		MERIT-BASED PAY PLAN	STEP PAY PLAN
Performance Rating Score	Final Evaluation Score	Pay Increase and/or One-Time Merit Bonus	Step Increase and/or Probation Completion Bonus
3 – Meets Expectations	3	Eligible	Eligible
2 – Marginally Meets Expectations	2	Eligible, receives half (50%) of the department’s allocation for “Meets Expectations”; not eligible for one-time merit bonus	Eligible after successful completion of a performance improvement plan; otherwise, not eligible
1 – Below Expectations	1	Not Eligible	Not Eligible

“Meets Expectations” is defined as performance that consistently meets the standards set forth in the job description and/or performs at a level comparable to most peers.



“Marginally Meets Expectations” is defined as performance that sometimes meets expectations, but not consistently, or occasionally fails to meet expectations.

“Below Expectations” is defined as performance that represents a significant failure to perform.

**CITY OF CREVE COEUR
FISCAL YEAR 2024
POLICE DEPARTMENT STEP PAY PLANS**

All non-exempt commissioned Police Officers are on a Step Plan. Grade 11a Step Pay Plan applies to all Police Officers and Grade 13a Step Pay Plan applies to all Police Sergeants. A step pay plan is a benefit enhancement tool used to: attract and retain the best-qualified commissioned personnel; ensure internal and external equity for commissioned employees with similar duties; and provide uniform methods for establishing and applying salary rates.

Grade 11a Step Pay Plan – Includes all Patrol Officers, Detectives, and Special Assignment Officers (i.e., Traffic Safety, Community Policing, K-9, School Resource) and consists of nine steps: Step 0 through Step 8 (see Full Time Salaries by Grade for more information). In FY 2024, each step equates to a pay differential of 3.5% in the Grade 11a Step Plan. A non-probationary Police Officer is eligible to advance to the next subsequent step on July 1, and annually thereafter, subject to a satisfactory performance rating score and budget appropriations.

Grade 13a Step Pay Plan – Includes all Police Sergeants and consists of eight steps: Step 0 through Step 7 (see Full Time Salaries by Grade for more information). In FY 2024, each step equates to a pay differential of 3.5% in the Grade 13a Step Plan. A non-probationary sergeant is otherwise eligible to advance to the next subsequent step on July 1, and annually thereafter, subject to a satisfactory performance rating score and budget appropriations.

Probation Completion Bonus – An incentive tool for Police Officers and Sergeants on a Step Pay Plan who have completed probation during the previous fiscal year and not yet eligible to advance to the next step in the plan until July 1 – the beginning of the fiscal year. The Probation Completion Bonus is a lump-sum payment; does not increase base salary nor employee benefits; and is prorated the total number of calendar days from the date of probation completion and July 1.

For example, a Police Officer completing probation on December 31 would receive a partial 3.5% lump-sum bonus for 182 days (the number of days between December 31 and July 1) out of 365 calendar days. The bonus is calculated using the current annualized base pay and the prorated increase of 1.75% (i.e., half of 3.5% for 182 out 365 days, or 50%). On July 1, and annually thereafter, the Police Officer would be eligible to advance to the next step in the plan, subject to a satisfactory performance rating score and budget appropriations.



CITY PREMIUM PAY FY 2024

Police Field Training Pay

Police Officers are occasionally requested to assume the additional assignment of training a new officer in the field. This requires specialized training and represents additional effort and responsibility beyond the normal scope of the Police Officer job description, and as such warrants a marginal pay increase. A Police Officer shall receive an additional \$2.00 per hour for each day when assigned as a field trainer. Such assignments and pay shall be subject to the approval of the Chief of Police.

Police Nightshift Differential Pay

Studies have concluded the “critical age range” for intolerance to fluctuating shift work begins around age 45. As officers age, their body’s ability to recover from frequent shift changes diminishes. Night shift differential pay incentivizes officers to volunteer for a permanent night shift assignment; helps sustain a permanent dayshift for other officers; and can increase diversity of experience of officers working the night shift. In FY 2024, the Police Nightshift Differential Pay is \$1.00 per hour for all officers who work between the hours 6:00 p.m. and 6:00 a.m. – the designated night shift. Officers are not eligible to receive this pay during paid or unpaid leave, or time spent in working or training outside the designated hours.

Police On-Call Pay

Detectives assigned to be the on-call Detective in rotation and as assigned make a reasonable effort to be response ready to report for duty for any major crimes, crime scene processing, prisoner interviews and interrogations. Other Detectives should remain aware that they might be called in either because more personnel are required or because the assigned on-call detective cannot respond. When assigned to be the on-call Detective, the officer will receive one (1) hour of pay for the day. It is not grounds for discipline if the assigned Detective cannot respond, but the responding Detective will receive the extra pay for that day instead of the assigned Detective. If a detective expressly or effectively refuses to serve in rotation as the on-call Detective, the matter is revisited during performance review.

When receiving a subpoena for Municipal Court, officers must remain in communication with the prosecutor and generally be prepared to report for duty should their testimony be needed for Court (or advise the prosecutor that they should seek a new court date). When assigned or receiving a subpoena or told by the Court to be prepared for appearance in court at a time that is outside their shift, they shall receive one (1) hour of pay for that time period of waiting.

Police Supervisor Pay

Regular full-time commissioned non-supervisory personnel requested by the Chief of Police to serve in a temporary supervisory capacity shall receive a premium in the amount of \$16.00 per work shift. Serving in a supervisory capacity shall mean that the employee is placed in effective charge of non-supervisory personnel and required to perform all normal supervisory functions for that work group during the assigned work shift.

Police Traffic Safety Officer Pay

Traffic Safety Officers (TSOs) are required to complete advanced training and are given additional responsibilities beyond other patrol officers, including, but not limited to: management of traffic grants and equipment, conducting research and surveys, analyzing data and preparing reports. TSOs receive an



additional \$2.00 per hour for each day assigned as a TSO. Officers are not eligible to receive this pay during paid or unpaid leave.

Police Academy Recruit Pay

Occasionally the Police Department sponsors an applicant through the St. Louis County and Municipal Police Academy. The Police Academy is a six-month commitment of education, physical fitness, defensive tactics, as well as an acclimation of all state laws and procedures. The Police Recruit is classified as a general employee of the City of Creve Coeur while attending the academy. A living stipend is provided for a Police Recruit as well as medical, dental, life and accidental death and dismemberment insurance at the same premium rates paid by City employees. The Police Recruit is eligible to enroll in other ancillary insurance benefits and deferred compensation offered to City employees. The Police Recruit is not eligible to accumulate vacation time, compensatory time and sick time until graduation from the Police Academy as well as becoming Peace Officer Standards and Training (POST) certified. Once graduating from the Academy, the recruit is then reclassified as a commissioned officer to a Police Officer Grade 11(a) Step Plan.

CITY RECRUITMENT INCENTIVE PROGRAM FY 2024

The City recognizes one of the best recruitment tools in attracting new employees is through word-of-mouth of its valued employees. The Recruitment Incentive Program awards six-hundred dollars (\$600) before taxes in a lump-sum payment to any full-time employee who refers a new full-time employee of the City and meets program criteria. Positions excluded from eligibility include: the City Administrator, directors, and managers or other positions with hiring authority over the new hire.

To be eligible, the following criteria must be met: 1) the new hire was not previously employed as a full-time or part-time employee of the City; 2) the new hire maintains full-time employment for a minimum of six months; 3) the new hire lists the referring employee by name on the employment application; 4) the referring employee must be actively employed with the City at the time the department director submits the request for incentive payment and approval by the Office of the City Administrator is received.

CITY SELF-INSURED PORTION OF HEALTH INSURANCE DEDUCTIBLE FY 2024

The City reimburses (self-insures) up to \$1,100 of the \$1,500 individual deductible and up to \$2,200 of the \$3,000 family/dependent deductible to employees enrolled in the City's health insurance plan. The employee is responsible for paying the first \$400 of the individual deductible and the first \$800 of the family/dependent plan deductible. Reimbursement claims are submitted in accordance with procedures established by the Office of the City Administrator. Employees hired before July 1, 2001 who have retired and are receiving the benefit of City payment of a percentage of premium of the City health insurance plan are also eligible to participate in the City's self-insurance of the deductible on the same terms and conditions as an active employee. The City Council may amend these provisions by resolution at any time in its discretion.



CITY SPOUSAL HEALTH INSURANCE SURCHARGE FY 2024

On and after January 1, 2021, in an effort to keep costs down for all employees, the City of Creve Coeur requires all employees and retirees who cover their spouses under the City-employee cost-sharing health insurance benefit to be assessed a monthly surcharge if the spouse is eligible for a major medical/prescription insurance plan through their employer which meets minimum value standards on all employee health insurance benefits. This provision does not apply to employee spouses who are covered under Medicare and also under the age of 65, Tricare, or COBRA. The monthly spousal health insurance surcharge is approved by City Council as part of the annual fiscal budget process. The City Council may amend these provisions by resolution at any time in its discretion. The monthly spousal health insurance surcharge for FY 2024 is \$200.00 per month.

**CITY OF CREVE COEUR
FY 2024 PAY SCHEDULE****SALARIES OF ELECTED AND APPOINTED OFFICIALS****POSITION TITLE**

Mayor	600.00	Per Month
City Council	400.00	Per Month
Planning & Zoning Commission Chairperson	150.00	Per Month
Planning & Zoning Commission Member	45.00	Per Session
Board of Adjustment Member	45.00	Per Session
Municipal Court Judge*	22,500.00	Per Year
Provisional Judge*	500.00	Per Session
Prosecuting Attorney*	2,500.00	Per Month
Alternate Prosecuting Attorney*	400.00	Per Session

HOURLY PAY RANGES FOR PART TIME AND SEASONAL EMPLOYEES**PER HOUR****GENERAL**

Clerk	12.00 - 16.00
Intern	12.00 - 16.00

FINANCE

Accountant	20.00 - 25.00
Accounting Clerk	17.00 - 25.00

COMMUNITY DEVELOPMENT

Planner	20.00 - 25.00
Community Development Clerk	17.00 - 25.00

PUBLIC WORKS

Seasonal Maintenance Worker	16.80 - 25.00
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GOLF COURSE

Greenskeeper	14.00 - 20.00
Concession Attendant	12.00 - 17.00
Recreation Aide-Golf	12.00 - 17.00

ICE ARENA

Learn to Skate Instructor	17.00 - 28.00
Learn to Skate Coordinator	17.00 - 28.00
Building Supervisor-Ice	16.00 - 20.00
Custodian-Ice	14.00 - 20.00
Intern	12.00 - 17.00
Receptionist	12.00 - 17.00
Recreation Aide-Ice	12.00 - 17.00

COMMUNITY SERVICES

Community Center Recreation Monitor	14.00 - 20.00
Intern	12.00 - 17.00
Receptionist	12.00 - 17.00
Recreation Aide-Community Services	12.00 - 17.00

POLICE

CALEA Accreditation Assistant	25.00 - 30.00
Evidence Custodian	25.00 - 30.00
Administrative Assistant	18.00 - 25.00

**Independent contractor*



**GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024**

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS LEGISLATIVE SERVICES			
	City Clerk	<u>1</u> 1	<u>1</u> 1
FULL-TIME POSITIONS ADMINISTRATIVE SERVICES			
	City Administrator	1	1
	Assistant City Administrator	1	1
	Public Information Officer & Management Analyst	1	1
	Human Resources Generalist	<u>1</u> 4	<u>1</u> 4
FULL-TIME POSITIONS ADMINISTRATIVE SERVICES - MUNICIPAL COURT			
	Court Administrator	1	1
	Court Clerk	<u>1</u> 2	<u>1</u> 2
PART-TIME POSITIONS ADMINISTRATIVE SERVICES - MUNICIPAL COURT			
	Clerk	<u>0.51</u> 0.51	<u>0.51</u> 0.51
		1063	1063
		1063	1063
FULL-TIME POSITIONS FINANCE - ADMINISTRATION			
	Director of Finance	1	1
	Senior Accounting Associate	1	1
	Payroll Associate	1	1
	Accounting Associate	<u>1</u> 4	<u>1</u> 4
PART-TIME POSITIONS FINANCE - ADMINISTRATION			
	Intern	0.23	0.23
	Accounting Clerk	<u>1.00</u> 1.23	<u>1.00</u> 1.23
		480	480
		2080	2080
		2560	2560
FULL-TIME POSITIONS FINANCE - MIS OPERATIONS			
	Information Systems Coordinator	<u>1</u> 1	<u>1</u> 1

GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS			
COMMUNITY SERVICES - ADMINISTRATION			
	(1) Director of Recreation	0.2	0.2
	(1) Administrative Services Associate	0.5	0.5
	(1) Recreation Supervisor	0.5	0.5
		<u>1.2</u>	<u>1.2</u>
PART-TIME POSITIONS			
COMMUNITY SERVICES - ADMINISTRATION			
	(1) Receptionist - Comm. Serv./Ice	0.38	0.30
		<u>0.38</u>	<u>0.30</u>
		800	630
FULL-TIME POSITIONS			
MAINTENANCE OF MUNICIPAL FACILITIES			
	Building Maintenance Worker II	1	1
		<u>1</u>	<u>1</u>
FULL-TIME POSITIONS			
POLICE - ADMINISTRATION			
	Chief of Police	1	1
	Police Lieutenant-Professional Standards	1	1
	Police Captain-Support Services	1	1
	Police Officer-CPO	2	2
	Police Officer- SLCMPA Instructor	0	1
	Executive Assistant to Police Chief	1	1
	(2) Maintenance Worker II/Mechanic	0	0.25
	Support Services/Fleet Maintenance Associate	1	1
	Records Associate	2	2
	Building Maintenance Worker	1	1
		<u>10</u>	<u>11.25</u>
PART-TIME POSITIONS			
POLICE - ADMINISTRATION			
	CALEA Accreditation Assistant	0.7	0.7
	Evidence Custodian	0.7	0.7
		<u>1.4</u>	<u>1.4</u>
		2912	2912
FULL-TIME POSITIONS			
POLICE - INVESTIGATIONS			
	Police Lieutenant	1	1
	Police Detective	5	5
	Police Officer-SRO	1	1
		<u>7</u>	<u>7</u>



GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS			
POLICE - PATROL			
	Police Captain-Patrol Division Commander	1	1
	Police Lieutenant-Dep. Patrol Division Commander	1	1
	Police Sergeant	8	8
	Police Officer	22	22
	Police Officer-TSO	4	4
	Police Officer-K9	1	1
		<u>37</u>	<u>37</u>
FULL-TIME POSITIONS			
PUBLIC WORKS - ADMINISTRATION			
	Director of Public Works	1	1
	Assistant Director of Public Works/City Engineer	1	1
	⁽³⁾ Project Manager-Engineering	0.8	0.8
	⁽⁴⁾ Administrative Services Supervisor	0.5	0.5
	Administrative Services Associate	1	1
		<u>4.3</u>	<u>4.3</u>
FULL-TIME POSITIONS			
PUBLIC WORKS - STREET MAINTENANCE			
	Operations Superintendent	1	1
	Foreman I - Streets	2	2
	Maintenance Worker II	3	3
	⁽²⁾ Maintenance Worker II/Mechanic	1	0.75
	Maintenance Worker I	2	2
		<u>9</u>	<u>8.75</u>
PART-TIME POSITIONS			
PUBLIC WORKS - STREETS			
	Seasonal Maintenance Worker	1.0	1.0
		<u>1.0</u>	<u>1.0</u>
FULL-TIME POSITIONS			
PUBLIC WORKS - PARKS MAINTENANCE			
	Foreman I - Parks/Arborist	1	1
	Maintenance Worker II	1	1
	Maintenance Worker I	3	3
		<u>5</u>	<u>5</u>
FULL-TIME POSITIONS			
COMMUNITY DEVELOPMENT - PLANNING			
	Director of Community Development	1	1
	City Planner	1	1
	⁽³⁾ Administrative Support Supervisor	0.5	0.5
		<u>2.5</u>	<u>2.5</u>

**GENERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024**

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS			
COMMUNITY DEVELOPMENT - BUILDING			
	Chief Building Official	1	1
	Senior Plans Examiner	1	0
	Plans Examiner	1	2
	Building Inspector	2	3
	Residential Building Inspector	2	0
	Apartment Re-Occupancy Inspector/Code Enforcement Officer	1	1
	Administrative Support Associate	2	1
		<u>10</u>	<u>8</u>
PART-TIME POSITIONS			
COMMUNITY DEVELOPMENT - BUILDING			
		HRS	HRS
	Community Development Clerk	0.00	0.70
		<u>0.00</u>	<u>0.70</u>
		0	1456
		<u>0.00</u>	<u>1456</u>
GENERAL FUND TOTAL FULL-TIME (FTEs)		99.00	98.00
GENERAL FUND TOTAL PART-TIME (FTEs)		4.53	5.14



CAPITAL IMPROVEMENT FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS ADMINISTRATION			
	(5) Civil Engineer	1.5	1.5
		1.5	1.5
CAPITAL FUND FULL-TIME FTEs		1.5	1.5
CAPITAL FUND PART-TIME FTEs		0	0

SEWER LATERAL FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS ADMINISTRATION			
	(3) Project Manager-Engineering	0.2	0.2
		0.2	0.2
SEWER LATERAL FUND FULL-TIME FTEs		0.2	0.2
SEWER LATERAL FUND PART-TIME FTEs		0	0

PARKS AND STORMWATER FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS ADMINISTRATION			
	(2) Civil Engineer	0.5	0.5
	Project Manager-Engineering	1	1
		1.5	1.5
PARKS AND STORMWATER FUND FULL-TIME FTEs		1.5	1.5
PARKS AND STORMWATER FUND PART-TIME FTEs		0	0

**MUNICIPAL ENTERPRISE FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024**

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
FULL-TIME POSITIONS			
ICE ARENA			
	(1) Director of Recreation	0.8	0.8
	(1) Recreation Supervisor	0.5	0.5
	(1) Administrative Services Associate	0.5	0.5
	Building Maintenance Technician	1	1
	(6) Maintenance Worker	0.2	0.2
		3	3
PART-TIME POSITIONS			
ICE ARENA			
		HRS	HRS
	Building Supervisor - Ice	1.44 3000	1.73 3600
	Custodian - Ice	0.38 780	0.00 0
	Learn to Skate Instructor	0.17 350	0.29 610
	Learn to Skate Coordinator	0.07 150	0.04 75
	(1) Receptionist-Comm. Serv./Ice	0.38 800	0.30 630
	Recreation Aide - Ice	0.53 1100	0.38 800
		2.97 6180	2.75 5715
FULL-TIME POSITIONS			
GOLF COURSE - MAINTENANCE			
	Golf Maintenance Superintendent	1	1
	Maintenance Worker II	1	1
	(6) Maintenance Worker	0.8	0.8
		2.80	2.80
PART-TIME POSITIONS			
GOLF COURSE - MAINTENANCE			
		HRS	HRS
	Greenskeeper	0.91 1900	0.82 1700
		0.91 1900	0.82 1700
FULL-TIME POSITIONS			
GOLF COURSE - PRO SHOP			
	Assistant Director of Recreation	1	0
	Golf Course Manager	0	1
		1	1
PART-TIME POSITIONS			
GOLF COURSE - PRO SHOP			
		HRS	HRS
	Recreation Aide - Golf	1.58 3285	1.68 3500
		1.58 3285	1.68 3500
PART-TIME POSITIONS			
GOLF COURSE - FOOD SERVICES			
		HRS	HRS
	Concession Attendant	0.26 550	0.29 600
		0.26 550	0.29 600

**MUNICIPAL ENTERPRISE FUND
DETAIL OF AUTHORIZED FULL-TIME EQUIVALENTS (FTEs)
BY DEPARTMENT FY 2024**

DEPARTMENT	POSITION TITLE	FY 2023 AUTHORIZED FTEs	FY 2024 AUTHORIZED FTEs
ENTERPRISE FUND TOTAL FULL-TIME (FTEs)		6.80	6.80
ENTERPRISE FUND TOTAL PART-TIME (FTEs)		5.73	5.54
TOTAL FULL-TIME FTEs (ALL FUNDS)		109.00	108.00
TOTAL PART-TIME FTEs (ALL FUNDS)		10.25	10.68

- Notes:**
- ⁽¹⁾ Shared between Community Services and Ice Arena
 - ⁽²⁾ Shared between Public Works-Streets and Police-Administration
 - ⁽³⁾ Shared between Public Works-Administration and Sewer Lateral Fund
 - ⁽⁴⁾ Shared between Public Works-Administration and Community Development-Planning
 - ⁽⁵⁾ Shared between Capital Improvement Fund & Parks & Stormwater Fund
 - ⁽⁶⁾ Shared between Golf Maintenance and Ice Arena

**CITY OF CREVE COEUR
CHART OF ACCOUNTS****PERSONNEL SERVICES**

- 5101 SALARIES - PERMANENT EMPLOYEES
Includes base salary of permanent employees and officials.
- 5102 SALARIES - TEMPORARY EMPLOYEES
Includes all wages paid to part-time, seasonal and temporary employees including paid commission members.
- 5103 OVERTIME
Includes all overtime for all personnel, plus special meeting allowances.
- 5104 VACATION PAY
Includes wages paid in lieu of vacation.
- 5105 LONGEVITY PAY
- 5106 HOLIDAY PAY
- 5107 UNIFORM ALLOWANCE
- 5109 PROVISION FOR SALARY ADJUSTMENT
Includes all provisions for salary adjustments of permanent employees and officials.
- 5110 AUTOMOBILE ALLOWANCE
- 5111 CELL PHONE ALLOWANCE
- 5120 EMPLOYEE REFERRAL BONUS
- 5230 HOSPITAL AND MEDICAL INSURANCE
- 5231 SELF-INSURED MEDICAL BENEFITS
- 5233 DENTAL INSURANCE
- 5234 GROUP LIFE INSURANCE
- 5235 ACCIDENTAL DEATH AND DISMEMBERMENT
- 5236 DISABILITY INSURANCE
- 5240 SOCIAL SECURITY CONTRIBUTION
- 5241 PENSION CONTRIBUTION
- 5242 DEFERRED RETIREMENT COMPENSATION
- 5243 WORKERS' COMPENSATION
- 5244 UNEMPLOYMENT COMPENSATION
- 5246 HEALTH INSURANCE DEDUCTIBLE REIMBURSEMENT

OPERATING EXPENSES

- 6201 LEGAL SERVICES
Includes city attorney fees, special counsel.
- 6202 TECHNICAL AND PERSONAL SERVICES
Includes towel service and dry cleaning, towing and storage, recording and filing fees, docket fees and car titles, burglar alarm service, professional photography, court reporter services for public hearings and court proceedings, blueprint service, plumbing inspections, REJIS user fees and other technical services.
- 6203 PROFESSIONAL SERVICES
Includes data processing service, real estate abstracts from County Department of Revenue, codification of ordinances, title search, consulting services, psychological services, land surveys, architectural service, newsletter printing and mailing.
- 6204 PLANNING AND DESIGN SERVICES
Professional park and master plan development, site planning, landscape planning or engineering service.
- 6205 INVESTMENT MANAGER FEES
- 6206 RETIRED EMPLOYEES BENEFITS

**CITY OF CREVE COEUR
CHART OF ACCOUNTS****OPERATING EXPENSES (Cont'd)**

- 6207 TEMPORARY PERSONNEL SERVICES
Includes salaries and fees for temporary or seasonal labor contracted through an independent employment agency.
- 6209 ACCOUNTING SERVICES
- 6210 VEHICLE MAINTENANCE
Includes lubricating oils, grease, anti-freeze, parts and minor accessories, tires, and garage repairs on autos, trucks and golf carts.
- 6211 EQUIPMENT MAINTENANCE
Includes parts, petroleum products, service contracts and contracted repair costs on radios, video systems, tape recording systems, self-powered equipment other than trucks, cars, or golf carts.
- 6212 BUILDING AND GROUNDS MAINTENANCE
Includes all contracts for building maintenance or grounds maintenance including carpet cleaning, pruning services, pest control, preventative maintenance on non-mechanical building fixtures, landscaping, parking lot maintenance, plumbing and electrical systems.
- 6213 OFFICE EQUIPMENT MAINTENANCE
Includes service contracts and parts directly related to maintenance of typewriters, copiers, calculators, tape recorders, projectors, computer hardware, computer software, etc.
- 6214 REFUSE COLLECTIONS
Cost of refuse collection contract.
- 6215 WEED CUTTING AND TREE REMOVAL
Cost of contracted weed cutting and tree removal.
- 6216 LARVICIDING
Contract with St. Louis County for spraying creeks for insects.
- 6217 RECYCLING
Cost of recycling contract.
- 6219 OLIVE BOULEVARD LANDSCAPING
- 6220 LIABILITY INSURANCE
- 6221 EXCESS LIABILITY INSURANCE
- 6222 PUBLIC OFFICIALS LIABILITY INSURANCE
- 6223 FIRE AND EXTENDED COVERAGES
- 6224 BOILER INSURANCE
- 6225 SURETY BONDS
- 6226 PROPERTY INSURANCE (PROP/AUTO)
- 6227 WEST COUNTY DISPATCH CENTER
- 6230 FARMER'S MARKET
- 6247 DOG PARK EXPENSES
- 6249 PRISONER HOUSING EXPENSE
- 6250 ELECTRICITY
Includes all city facilities, park lighting and city-owned parking lots.
- 6251 STREET LIGHTING
Does not include parking lot or street lighting in parks.
- 6252 NATURAL GAS
All natural gas expenditures.
- 6253 TELEPHONE
- 6254 WATER & SEWER
- 6255 CABLE TV

**CITY OF CREVE COEUR
CHART OF ACCOUNTS****OPERATING EXPENSES (Cont'd)**

- 6260 ADVERTISING
Includes all legal and other public notices published in newspapers and on other advertising media.
- 6261 EDUCATION AND TRAINING
Includes lodging per diem, travel, registration or tuition, books for educational seminars, classes or training.
- 6262 DUES, MEMBERSHIPS, AND SUBSCRIPTIONS
- 6263 ELECTION EXPENSE
Includes pay for election assistance and voting machines.
- 6264 INTOWN MEETINGS
In town meeting expense including business meetings during meal periods in St. Louis metro area.
- 6265 TRAVEL AND CONFERENCES
Includes travel to state or national conferences or meetings not properly defined as seminars (which includes mileage or travel cost, per diem, lodging and conference registration), out-of-town investigation of felonies and transporting prisoners.
- 6266 EQUIPMENT RENTAL
Includes rental of copiers, postage meter, self-powered and other equipment such as backhoes and computers.
- 6268 ICE REPAIRS
- 6269 POSTAGE
- 6271 MEDICAL
Includes medical care for prisoners, physical examinations, drug screens, psychological evaluations, medicines, prescriptions, oxygen, bandages and first aid kits.
- 6272 EMPLOYEE RELATIONS
Includes employee recognition lunch, service awards, and wellness committee expenses.
- 6281 5K RUN EXPENSES
- 6283 SILVER SCREEN FILM SERIES
- 6291 FEMA STORM DAMAGE ACCOUNT REIMBURSEMENT
- 6299 QUALITY CONTROL TESTING
- 7301 CHEMICALS AND CLEANING
Includes paints, mixes, thinners, chlorine, commercial chemicals, pesticides, fire extinguisher recharge, intoximeter supplies, fingerprint powder, soaps, hand cleaners, janitorial and cleaning supplies, floor oils, floor waxes, toilet paper and hand towels.
- 7302 SMALL TOOLS
Includes small tools and instruments under \$250 cost including utensils and items subject to loss and rapid depreciation such as drafting instruments, flashlights, wrenches, hammers, axes, shovels, dishes and glassware, staplers, hoses, sprinklers, fire extinguishers, screwdrivers, etc.
- 7303 HORTICULTURAL SUPPLIES
Includes seeds, plants, flowers, shrubs, trees, flower pots, boxes, fertilizer, plant foods, etc.
- 7304 GENERAL SUPPLIES
Includes books, pamphlets and manuals used for instruction, information, or general purposes, such as printed reports, maps, blue line, recreational activity supplies and materials, microfilm, slides, training film, cassette tapes, CDs, preprinted forms, soda for city hall soda machines, and printing devices.
- 7305 STREET AND SIDEWALK MAINTENANCE
Includes concrete, asphalt, tar, rock, caulking or other materials for repair of cracks, potholes, or minor repairs. Does not include widening, reconstruction, overlay, or new paving of streets or sidewalks.

**CITY OF CREVE COEUR
CHART OF ACCOUNTS****OPERATING EXPENSES (Cont'd)**

7306	MEMORIALS AND PLAQUES Includes flowers, wreaths, and various mementos to deceased or retiring city officials or member of immediate families, as set by city policy.
7307	GASOLINE, PROPANE, MILEAGE Includes mileage expenses.
7308	WEARING APPAREL AND LINENS Includes special occupational accessories, boots and shoes, safety glasses, gloves, helmets, sheets, blankets and prisoner uniforms.
7309	FOOD FOR PRISONERS Includes all costs associated with the feeding of prisoners.
7310	SNOW REMOVAL SUPPLIES Includes all costs associated with supplies and acquisition of salt for snow removal activities.
7311	STREET SIGNS Includes blank signs, printed signs, brackets, and poles.
7312	OFFICE SUPPLIES Includes office stationery and supplies, printer, copier, fax paper and toner and items of office equipment or furniture costing less than \$250 per item.
7313	RANGE SUPPLIES Includes ammunition, targets and other expendable target range supplies.
7314	CRIME PREVENTION Includes all supplies and information required for Neighborhood Watch and D.A.R.E. programs.
7315	SPECIAL EVENTS Includes invitation golf tournament, appreciation dinner, Creve Coeur Days Banquet, etc.
7316	HOLIDAY DECORATION I270/OLIVE BLVD
7317	SLAIT WELLNESS EXPENSES
7318	SMALL STORMWATER PROJECTS
7320	DEPRECIATION EXPENSE
7322	IMPROVEMENTS - DEPR EXPENSE
7324	EQUIPMENT - DEPR EXPENSE
7331	COMPUTER HARDWARE
7332	COMPUTER SOFTWARE
7370	SEWER LATERAL TAX REFUND
8310	FOOD FOR RESALE
8315	SANDWICHES AND HOT DOGS
8316	BEER
8317	COFFEE, TEA AND SOFT DRINKS
8319	SNACKS
8321	MISCELLANEOUS FOOD SUPPLIES
8323	GOLF CLUB MERCHANDISE
8324	GOLF BALL MERCHANDISE
8325	GOLF APPAREL MERCHANDISE
8326	GOLF BAG MERCHANDISE
8327	MISCELLANEOUS GOLF MERCHANDISE
8401	TIF I LOAN PAYABLE
8402	TIF II LOAN PAYABLE
8403	TRUSTEE PAYMENTS

**CITY OF CREVE COEUR
CHART OF ACCOUNTS****OPERATING EXPENSES (Cont'd)**

- 8410 DEBT INTEREST PAYMENT
Includes interest paid on inter-fund loan debt between the General Fund and the Enterprise Fund.
- 9315 SEWER LATERAL REIMBURSEMENT
- 9401 TRANSFER TO GENERAL FUND FROM PUBLIC SAFETY FUND
- 9403 TRANSFER TO OTHER FUNDS
- 9406 TRANSFER TO ENTERPRISE FUND FROM GENERAL FUND

CAPITAL OUTLAY AND CAPITAL IMPROVEMENTS

- 9501 BUILDINGS AND IMPROVEMENTS
Includes all expenditures for materials or contracts covering new acquisitions or construction, or additions to or major repairs of existing facilities.
- 9502 VEHICLES
Includes automobiles, trucks, tractors and attachments including radios.
- 9503 EQUIPMENT
Includes machinery, instruments, apparatus, mowers, boats, etc. which cost \$250 or more and have a life expectancy of 1 year or more.
- 9504 OFFICE EQUIPMENT
Includes desks, lamps, tables, cabinets, etc., which may cost more than \$250.
- 9505 OFFICE MACHINES
Includes adding machines, calculators, typewriters, computers and software, etc., any item which may cost more than \$250.
- 9506 PARK DEVELOPMENT PROJECTS
Includes landscaping, seeding, grading, sprinkling, and construction of athletic facilities, playgrounds, or park buildings. Also includes cost of related engineering, architecture or planning.
- 9507 TECHNOLOGY IMPROVEMENTS
- 9508 BEAUTIFICATION PROJECTS
Includes forestry or beautification projects NOT related to a park.
- 9509 STORM WATER PROJECTS
This includes matching funds for joint MSD - City drainage improvements, equipment and materials directly used for drainage projects performed by force account. Also includes related cost for engineering studies.
- 9510 STREET OVERLAY/REPAIR
Includes overlay or slurry seal of streets; also major repairs on a concrete street, also paving or repaving of sidewalks. Also includes related cost for engineering and right-of-way acquisition.
- 9512 STREETS/SIDEWALK CONSTRUCTION
Includes reconstruction, construction or widening of streets. Also includes related cost such as engineering and right-of-way acquisition.
- 9513 REPORTS AND FEASIBILITY STUDIES
- 9514 DEBT SERVICE
- 9515 BOND ISSUANCE COSTS
- 9516 CAPITAL EQUIPMENT
- 9521 LAND/R.O.W. ACQUISITION
- 9522 CONSTRUCTION COSTS



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Actual Revenue and Expenditures: The actual revenue and expenditures incurred in previous fiscal years.

Accrual Basis: Indicates revenues as recorded when they are earned (whether or not cash is received at the time and expenditures are recorded when goods and services are received, whether cash disbursements are made at the time or not.

ADA: American Disabilities Act of 1990.

Adopted Budget: Refers to the budget amounts as originally approved by the City Council at the beginning of the year and also to the budget document which consolidates all beginning-of-the-year operating appropriations and new capital project appropriations.

Appropriation: The legal authorization made by the City Council to the department, offices, and agencies of the City which approves their budgets and allows them to make expenditures and incur obligations for specific purposes within the amounts approved.

ARPA: American Rescue Plan Act.

Assessed Valuations: A valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes.

Assets: Property owned by the City which has monetary value.

Balanced Budget: Budget in which budgeted revenues are equal to or exceed budgeted appropriations.

BRDG: Bio Research & Development Growth (BRDG) Park at the Danforth Center.

Budget: A plan of financial operation embodying an estimate or proposed revenue and expenditures for a given year. It is the primary means by which most of the expenditure and service delivery activities of the City are controlled.

Budget Appropriation: The immediate previous fiscal year budget appropriation.

Budget Calendar: The schedule of key dates or milestones which the City departments follow in the preparation, adoption and administration of the budget.

Budget Message: The opening section for the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the City Administrator.

Budgeted Revenue: The immediate previous fiscal year budgeted revenue.

Capital: An asset item with a value of \$250 or more.



Capital Improvement Fund: A fund created for the purpose of setting forth major capital projects identified for funding within the new fiscal year.

Capital Improvements: Expenditures which result in the acquisition of land, construction costs for streets, sidewalks or curbs, or improvements to land or buildings.

Capital Improvement Program: A long-range plan for providing capital improvements to the City's infrastructure.

Capital Outlays: Expenditures for equipment, vehicles or machinery that results in the acquisition or addition to fixed assets. Normally has a value of \$250 or more.

Cash Basis: Indicates transactions are recognized only when cash is increased or decreased.

Cash Management: The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

CDBG: Community Development Block Grant.

Chart of Accounts: A listing of all City revenue and expenditure accounts with account descriptions.

CIP: Capital Improvement Program.

Consolidated Omnibus Budget Reconciliation Act (COBRA): Federal legislation requiring group health plans to offer covered employees and dependents the opportunity to purchase continued group health coverage under certain circumstances.

DARE: Drug Abuse Resistance Education (DARE) is a drug awareness program that is taught to grade school students in six Creve Coeur schools, by a specially trained Creve Coeur Police Officer. The principle behind this program is that when a child is educated about the dangers of drug use, they will make intelligent decisions to avoid drug use.

Debt Service Payment: The payment required for repayment of a general obligation debt owed by a public entity which consists of interest and principal.

Depreciation: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) As an expense during a particular period. Governmental accounting shows depreciation only in the Proprietary Funds.

Economic Activity Taxes (EATS): Taxes which are generated from an economic activity such as, sales tax or utility gross receipt taxes.



Employee's Retirement Fund: A fund created for the purpose of accounting for all employee pension transactions, clearly delineating these transactions from General Fund activities.

Employee Benefits: These include social security, retirement, group health, dental and life insurance, worker's compensation, and disability insurance.

Employee Pension Fund Board of Trustees: A committee consisting of five members and two ex-officio members charged with review of the City's Employee Pension Fund investment policy, investment managers, annual actuarial audit, and pension fund enhancement recommendations.

Encumbrance: An amount of money committed and set aside, but not yet expended, for the purpose of acquiring specific goods or services.

Estimated Requirements: The estimated budget appropriation for the new fiscal year.

Estimated Revenue: The estimated budgeted revenue for the new fiscal year.

Expenditures: An actual payment made by City warrant (check) or by inter-fund transfer for internal City bills.

Fair Labor Standards Act (FLSA): Federal legislation regulating minimum wage, overtime, record keeping, child labor standards and prohibiting sexual discrimination in pay. 1985 amendments applied FLSA to state and local governments.

Fees: A general term used for any charge levied by government associated with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

Finance Committee: A committee consisting of seven members and one City Council liaison, as required by City Charter, section 9.4 and 9.6, charged with review of the City's Annual Budget, Audit and Capital Improvement Program and other matters so directed by the City Council.

Fiscal Year: The period used for the accounting year. The City of Creve Coeur has a fiscal year of July 1 through the following June 30.

Fund Balance: The amount left over after the expenditures are subtracted from revenues. Each fund begins and ends each fiscal year with a positive or negative fund balance.

General Fund: A fund created to account for all financial resources for the general operating revenue and expenditures of the City.

General Obligation Debt: Debt owed by a public entity which is secured unconditionally by the full faith, credit and taxing powers of the public entity.

GFOA: Government Finance Officers Association.



Intergovernmental Revenues: Revenue collected and reimbursed by other governments, primarily the State and County governments.

I-9: Employment eligibility verification form required by the Immigration and Naturalization Service under the Federal Immigration Reform and Control Act of 1986 of all newly hired or rehired employees.

ISTEA: Intermodal Surface Transportation Efficiency Act of 1991.

LAGERS: Local Government Employees Retirement System.

Missouri Neighborhood Improvements District Act: Sections 67.453 through 67.475 RSMo. Authorize the establishment of general obligation debt for the purpose of performing identified improvements in a given subdivision or neighborhood within the City limits when petitioned by the affected property owners requesting such an action be taken on their behalf.

Modified Accrual: The method under which revenues and other financial resource increments are recognized when they become susceptible to accrual, which is when they become both "measurable" and "available" to finance expenditures of the current period. "Available" means collection in the current period or soon enough thereafter to be used to pay the liabilities of the current period.

MSD: Metropolitan St. Louis Sewer District.

Neighborhood Watch: The Neighborhood Watch Program is another part of the Community Oriented Policing Program. Established in 1989, it assists and educates residents and business people of the community in the principles and concerns of pro-active crime prevention.

Object Classification: Indicates the type of expenditure being made, i.e. personnel services, operating expense and capital outlays.

Objective (departmental): For departments under the City Administrator, departmental objectives for the upcoming year are prepared and submitted along with the department's budget request. The proposed objectives are reviewed by the City Administrator and are considered in budget negotiations.

Operating Budget: The annual budget and process which provides a financial plan for the operation of government and the provision of services for the year.

Operating Expenses: Expenditures for services of outside vendors pertaining to the general operation of the City where a service may be purchased in conjunction with a supply for operational purposes. Included in this classification are non-departmental expenditures for general insurance.

Operation Gateway: Operation Gateway is a metropolitan traffic enforcement program that involves state, county and municipal law enforcement agencies from Missouri and Illinois. These agencies conduct high visibility traffic enforcement on designated dates, sponsor traffic safety programs, and support traffic legislation through the Missouri Division of Highway Safety.



Personnel Services: Compensation to City employees in the form of salaries, wages, overtime, health insurance, pension and other benefits.

PILOTS: Payments in lieu of taxes.

Projected Expenditures and Revenues: The projected expenditures and revenues that are anticipated by the close of the current budget year.

Property Tax: An annual tax on the values of certain types of personal or business wealth, represented by real or personal property.

Proposed Budget: The recommended City budget submitted by the City Administrator to the City Council in June of each year.

REJIS: Regional Justice Information System.

Revised Budget: Budget figures which include budget amendments made, by City Council resolution, in the following fiscal period.

School Resource Officer (SRO): This is a program, under the department's Community Oriented Policing Program, which places a Police Officer in schools to deal with law enforcement issues that arise on a day to day basis and teach citizenship as it relates to law enforcement issues.

Special Purpose Funds: These funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

Tappmeyer Homestead Foundation: This is a not-for-profit corporation whose purpose is to promote and support the preservation, maintenance and renovation of the Tappmeyer family residence as a municipal resource of the City and for the benefit of the community at large. The Tappmeyer Homestead Foundation is promoted through efforts focused on public relations and education, and through fundraising activities which provide financial support.

Tax Increment Financing (TIF) District Fund: A fund created for the purpose of increasing real property values through the physical improvement of a specific redevelopment area as authorized by Missouri Statute RSMo. 99.800 - 99.865.

Trust and Agency Funds: Funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations and other governmental units. The City's fiduciary funds include the City's Pension Trust Fund, Escrow and Court Bond funds and the Employee Deferred Compensation Fund. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.



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Finance Committee

May 10, 2023

Honorable Mayor and Members of City Council
City of Creve Coeur
300 N. New Ballas Rd.
Creve Coeur, MO 63141

Dear Mayor Hoffman and City Council,

On April 25, 2023 and May 9, 2023, a quorum of the Finance Committee members met via a Zoom meeting to review the proposed Operating Budget for FY 2023-2024. Also present were Council Liaison Joe Martinich, Finance Director Lori Obermoeller, City Administrator Mark Perkins, Assistant City Administrator Sharon Stott. The Finance Committee regards the review sessions to fully satisfy Charter requirements and recommends the proposed Operating Budget to Council for adoption. We offer the following comments for your consideration:

1. Revenues. City revenues had been flat for many years, but have been strong the past two years. Therefore, no new revenue sources are recommended at this time, but will need to be reviewed in the future. Two revenue sources for future consideration are the Use Tax and amending the current Business License Fees.

Respectfully,



Betty J. Kagan

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF A CONDITIONAL USE
PERMIT FOR A 19,244 SQUARE-FOOT COLLEGES, UNIVERSITIES, AND
PROFESSIONAL SCHOOLS USE, GRAND CANYON UNIVERSITY, LOCATED AT
721 EMERSON ROAD, WITHIN THE CREVE COEUR CENTER DEVELOPMENT**

WHEREAS, under Section 405.370(C), Colleges, Universities, and Professional Schools in the "CB", Core Business zoning district require the issuance of a conditional use permit as provided in Section 405.1070, Conditional Use Permits; and

WHEREAS, Ted Bernstein, of Orbis Education, submitted an application for a conditional use permit for a 19,244 square foot Colleges, Universities, and Professional Schools use, Grand Canyon University, at 721 Emerson Road, within Creve Coeur Center; and

WHEREAS, a public hearing was held by the Creve Coeur Planning and Zoning Commission on Monday, June 5, 2023, beginning at 6:00 p.m. or immediately following the close of the previous public hearing, on said application for the conditional use permit as provided by Section 405.1070(D)(2); and

WHEREAS, notice of publication for said public hearing had been previously published at least 15 days prior to the hearing, in the St. Louis Countian, a newspaper of general circulation in the City of Creve Coeur; and

WHEREAS, the Planning and Zoning Commission reviewed and, by a 4-0 vote, recommended approval of the conditional use permit, subject to the conditions contained herein, at its meeting on June 5, 2023; and

WHEREAS, all parties desiring to be heard, either for or against said application, were given an opportunity to be heard, and a copy of the proposed ordinance has been made available for public inspection prior to its consideration by the Council; and this Bill having been read by title in open meeting two times before final passage by the City Council, and

WHEREAS, the City Council finds that the application and evidence presented clearly indicate that the proposed conditional use, when subject to certain conditions set forth herein:

1. Will contribute to and promote the community welfare and convenience at the specific location.
2. Will not cause substantial injury to the value of neighboring property.
3. Meets the applicable provisions of the City's Comprehensive Plan and any applicable neighborhood or sector plans and complies with other applicable zoning district regulations and provisions of this Chapter, unless good cause exists for deviation therefrom.
4. Will be compatible with the surrounding area and thus will not impose an excessive burden or have a substantial negative impact on surrounding or adjacent users or on community facilities or services.
5. Will provide, if applicable, erosion control and on-site stormwater detention in accordance with the standards contained in this Chapter.
6. Will be compatible with the surrounding area and thus will not impose an excessive burden or have a substantial negative impact on surrounding or adjacent users or on community facilities or services.

NOW, THEREFORE, be it ordained by the City Council of the City of Creve Coeur, St. Louis County, Missouri, as follows:

Section 1: A Conditional Use Permit is authorized to be issued pursuant to Section 3 hereof for the operation of a colleges, universities, and professional schools use located at 721 Emerson Road, in the "CB" Core Business zoning district, within the Creve Coeur Center development, whose legal description is as follows:

TRACT I - Phases I and II:

A tract of land being CREVE COEUR CORPORATE CENTER, a subdivision according to the plat thereof recorded in Plat Book 238 Page 47 of the St. Louis County Records, in Section 3, Township 45 North, Range 5 East, St. Louis County, Missouri and being more particularly described as:

Beginning at a point on the East right-of-way line of Interstate Highway 1-270 (formerly I-244), being the Southwest corner of property conveyed to Sir Lion of Creve Coeur, Inc. by deed recorded in Book 6383 Page 1075 of the St. Louis County Records; thence Eastwardly along the South line of Sir Lion of Creve Coeur, Inc. property South 89 degrees 16 minutes 00 seconds East 205.26 feet to the West line of Emerson Avenue 50 feet wide; thence Southwardly along said West line of Emerson Avenue, 50 feet wide, South 0 degrees 09 minutes 00 seconds West 938.67 feet to a point; thence North 89 degrees 14 minutes 10 seconds West 245.18 feet along the North line of Emerson Terrace, a subdivision according to the plat thereof recorded in Plat Book 38 Page 37 of the St. Louis County Records to a point; thence North 02 degrees 21 minutes 36 seconds West 500.10 feet to a point on aforesaid East right-of-way line of Interstate I-270 (formerly I-244); thence Northwardly along said East right-of-way line North 04 degrees 50 minutes 05 seconds East 261.96 feet and North 12 degrees 59 minutes 10 seconds East 181.96 feet to the point of beginning.

Section 2: The Conditional Use Permit granted shall be subject to all applicable statutes, ordinances, rules and regulations, and the following conditions:

1. The Conditional Use Permit shall be for the operation of an approximately 19,244 square foot Colleges, Universities, and Professional Schools establishment, NAICS 611310, at 721 Emerson Road, within the Creve Coeur Center development.
2. Hours of operation shall be 8:00 AM to 6:00 PM Monday through Friday. Additional business hours may be permitted with the Zoning Administrator's approval.
3. All signs and banners shall be in conformance with Article VIII, Sign Regulations, of the Zoning Code and require permit approval.
4. Any future enlargement, extension, expansion, or alteration in the use of the structures or site must be approved by the City Council upon receipt of the recommendation of the Planning and Zoning Commission as an amendment to the Conditional Use Permit before a Building Permit for the enlargement, expansion or alteration may be issued.
5. Failure to comply with any one or all of the conditions of this permit shall be adequate cause for the revocation of said permit by the City Council, provided, however, no permit shall be revoked without prior notice to the owner of the intention of the City Council to revoke this permit and reasonable time granted to the owner to correct or remedy any such breach of conditions, except for repeated breaches or violations.
6. No conditional use permit granted by the City Council shall be valid for a period longer than one year from the date it grants the conditional use permit, unless within such period:

(1) a building permit is obtained and construction is begun; or (2) if a building permit is not required, an occupancy permit is obtained, and the use of the building commenced. The City Council may grant extensions to the one (1) year period of not more than one hundred and eighty (180) days each, without notice or hearing, provided that a written request for such extension is filed by the original applicant and approved by the City Council prior to the date the conditional use permit is scheduled to expire.

7. Any transfer of ownership or lease of the property shall include in the transfer or lease agreement a provision that the purchaser or lessee agrees to be bound by the approved Conditional Use Permit for the property and the conditions herein set forth, and written confirmation thereof signed by the new owner or lessee shall be filed with the City at the time of such transfer or lease. Failure to comply with this provision shall not excuse anyone from these conditions.

Section 3: The City Administrator of the City of Creve Coeur is hereby authorized and directed to issue a Conditional Use Permit in accordance with the provisions of this ordinance, said permit to expressly provide for the conditions and stipulations hereinabove set out in Section 2 of this ordinance. Exercise of the rights granted pursuant to the issued permit shall constitute acceptance of all conditions and stipulations set forth herein.

Section 4: This ordinance shall become effective in accordance with Section 3.11 (g) of the City Charter.

ADOPTED THIS ____ DAY OF _____, 2023.

NICOLE GREER
PRESIDENT OF CITY COUNCIL

APPROVED THIS ____ DAY OF _____, 2023.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141

(314) 432-6000 • Fax (314) 872-2539

APPLICATION TO PLANNING AND ZONING COMMISSION
#23-016: A CONDITIONAL USE PERMIT FOR A 19,244 SQUARE FOOT
COLLEGES, UNIVERSITIES, AND PROFESSIONAL SCHOOLS USE, NAICS
611310, LOCATED WITHIN THE CREVE COEUR CENTER DEVELOPMENT
AT 721 EMERSON ROAD

FOR THE MEETING OF: Monday, June 5, 2023

LOCATION: 721 Emerson Road, Zoned CB – Core Business District

REQUEST: Ted Bernstein, of Orbis Education, has submitted an application for a Conditional Use Permit for Grand Canyon University, a Colleges, Universities, and Professional Schools use (NAICS 611310), to be located within Creve Coeur Center development at 721 Emerson Road within Creve Coeur Corporate Center in the "CB" Core Business zoning district. The proposed Accelerated Bachelor's in Nursing Program would move into the existing 19,244 square foot space with no exterior changes.

ADDITIONAL INFORMATION:

Under Section 405.250, Table A of the Zoning Code, NAICS 611310 requires the issuance of a conditional use permit in the "CB" zoning district subject to the recommendation of the Planning and Zoning Commission and approval of the City Council.

Key Issues:

- Does the request further the goals and/or implement the Comprehensive Plan?
- Is the request consistent with the required findings for a conditional use permit?
- Does the request follow the Design Guidelines?

Creve Coeur 2030 Plan References

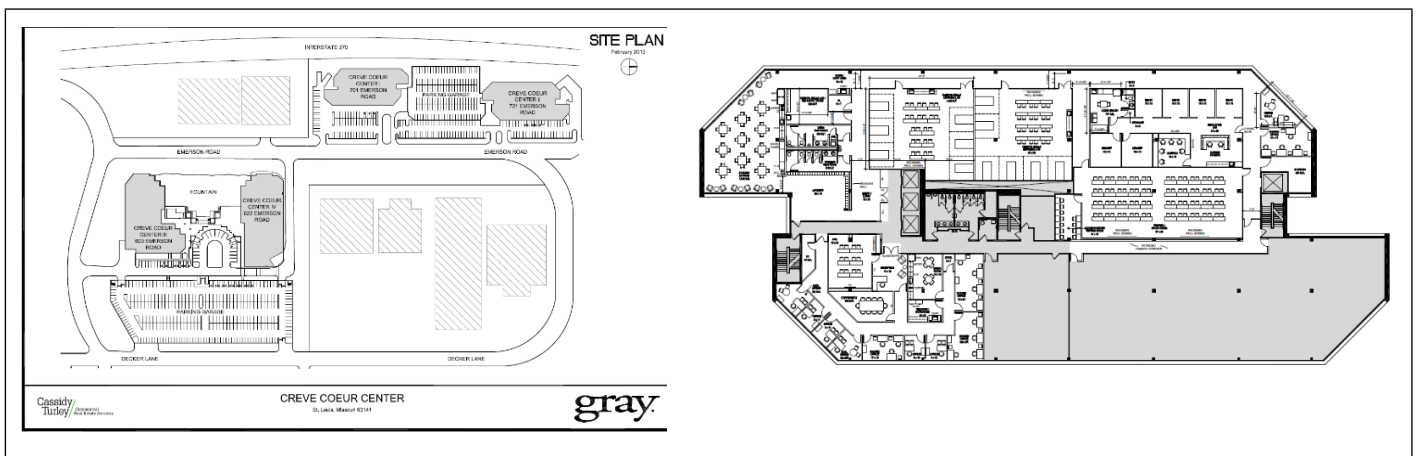
- Mixed Use District
- Design Guidelines

Zoning Code References

- Section 405.370: CB-Core Business District
- Section 405.470: Conditional Uses

APPLICANT: Ted Bernstein
Orbis Education Services
301 Pennsylvania Parkway
Indianapolis, IN 46280

OWNER'S REPRESENTATIVE: Ellen Mills
Cushman & Wakefield
600 Emerson Road, Suite 111
St. Louis, Missouri 63141



REPORT PREPARED BY: Bethany L. Moore, City Planner
DATE: 5/31/2023
ATTACHMENTS: Applicant's Materials received May 5, 2023
Draft Ordinance

PROPOSAL

The applicant is proposing a Grand Canyon University location on the fifth floor of building II within the Creve Coeur Center development. Grand Canyon University will provide onsite post-secondary education including testing and training, ancillary activities for healthcare education, and office spaces for administrative and executive uses. Specifically in the St. Louis area, Grand Canyon University will provide accelerated nursing degrees to students with bachelor's degrees in conjunction with Mercy Healthcare. The applicant selected the location based on its proximity to Mercy's hospital and medical facilities where students will be doing their clinical training. Grand Canyon University plans to have hours from 8:00 AM to 6:00 PM Monday through Friday, with approximately 12-15 full time employees and 10-12 part time employees. The applicant plans to enroll 48 students per starting period at full capacity but will most likely start out with smaller class sizes as the program. This is an online program, and their facility requirements are regulated by state guidelines. Classes are all online and students only attend the facility for testing and for simulated clinical practice, which is observed by faculty. In a semester only one cohort would ever be scheduled to attend the facility at any given time. The maximum number of students enrolled each session is 3 cohorts of 24 students each per state requirements. No more than 72 students will be onsite at one time either for testing or other activities. No exterior changes are proposed in connection with this request.

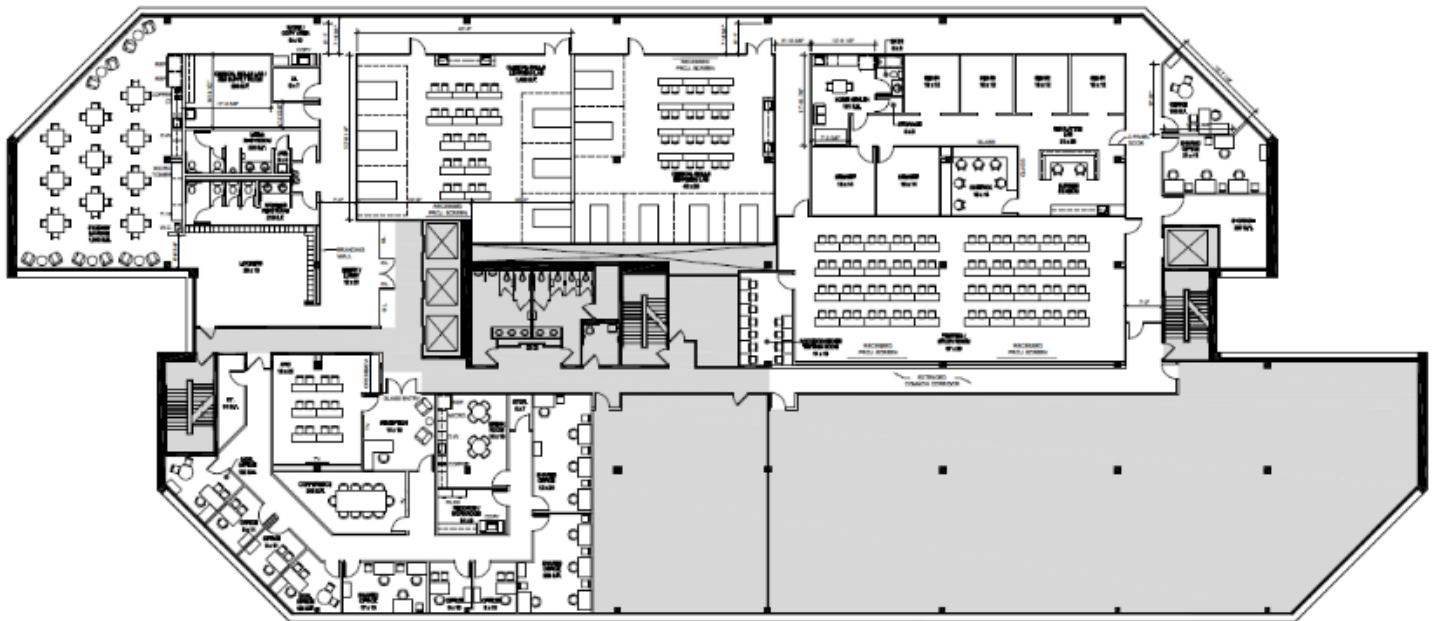


Figure 1: Proposed Floor Plan

LAND USE AND ZONING OF SURROUNDING PROPERTIES

The adjacent zoning and land uses are as follows:

DIRECTION	USE	ZONED	SEPARATED BY
North	Commercial	CB-Core Business	N/A
South	Commercial	CB-Core Business	N/A
East	Commercial	CB-Core Business	Emerson Road
West	Residential	PC-Planned Community	I-270

COMPREHENSIVE PLAN REVIEW

Creve Coeur 2030 Plan

The Creve Coeur Corporate Center is within the Mixed Use District (MU) and overlapping Central Business District (CBD) Place Type of the Creve Coeur 2030 Plan. This area is designed to create an intense, urban thoroughfare setting along Olive Boulevard on large development parcels and accommodate numerous land uses including “day to day” retail and service businesses utilized by Creve Coeur’s residents and workers while allowing for increased density and new land uses (p. 58-9.). Staff believes the proposed use does not present any conflicts with the goals of the comprehensive plan.

Parking

The Creve Coeur Center development consists of four buildings. Buildings I and II share parking spaces and buildings III and IV share parking spaces. For the purpose of this Conditional Use Permit, the parking requirements for buildings I and II were reviewed for compliance with Section 405.820 *Required Off-Street Parking Spaces*. For office developments, the gross leasable floor area used for calculating parking requirements is 85% of the gross floor area of the entire building. Building I has a gross floor area of 123,861 square feet and building II has a gross floor area of 154,820 square feet. 85% of the gross floor area for those two buildings is 236,879 square feet. Both buildings have over 15,000 square feet of gross leasable floor area so their parking is calculated at 3.3 parking stalls per 1,000 feet of gross leasable floor area. The required number of parking stalls for this complex is 782 where 933 are available on site. Neither of these two buildings are above 70% capacity per the submitted rent roll.

Parking regulations for colleges, universities, business schools and technical/vocational schools are discussed under Section 405.820(H)(10)(b) *Required Off-Street Parking Spaces*. One (1) space for every two (2) students based on the maximum design capacity of the school plus one (1) space for every employee. The maximum design capacity of the school is 92 total including students and faculty with a maximum of 72 students at a time leaving a maximum of 20 faculty at a time. Based on the above parking calculations for this use, 56 parking spaces are required. According to the documentation submitted by the applicant, The Creve Coeur Center development has a total of 933 parking spaces shared between Creve Coeur Center building I and Creve Coeur Center building II. Staff does not anticipate any parking concerns based on the review of existing parking spaces.

CONCLUSION AND RECOMMENDED CONDITIONS OF APPROVAL

Staff finds that the proposal is not inconsistent with the Comprehensive Plan and satisfies the Zoning Regulations for conditional uses. After discussion with the applicant, if the Planning and Zoning Commission finds that the Application is in conformance with the purposes and regulations of the Comprehensive Plan and Zoning Code, it may vote on a recommendation to the City Council with any changes discussed and made by separate actions.

The following are the recommended conditions of approval for this proposal.

1. The Conditional Use Permit shall be for the operation of an approximately 19,244 square foot Colleges, Universities, and Professional Schools establishment, NAICS 611310, at 721 Emerson Road, within the Creve Coeur Center development.
2. Hours of operation shall be 8:00 AM to 6:00 PM Monday through Friday. Additional business hours may be permitted with the Zoning Administrator's approval.
3. All signs and banners shall be in conformance with Article VIII, Sign Regulations, of the Zoning Code and require permit approval.
4. Any future enlargement, extension, expansion, or alteration in the use of the structures or site must be approved by the City Council upon receipt of the recommendation of the Planning and Zoning Commission as an amendment to the Conditional Use Permit before a Building Permit for the enlargement, expansion or alteration may be issued.
5. Failure to comply with any one or all of the conditions of this permit shall be adequate cause for the revocation of said permit by the City Council, provided, however, no permit shall be revoked without prior notice to the owner of the intention of the City Council to revoke this permit and reasonable time granted to the owner to correct or remedy any such breach of conditions, except for repeated breaches or violations.
6. No conditional use permit granted by the City Council shall be valid for a period longer than one year from the date it grants the conditional use permit, unless within such period: (1) a building permit is obtained and construction is begun; or (2) if a building permit is not required, an occupancy permit is obtained, and the use of the building commenced. The City Council may grant extensions to the one (1) year period of not more than one hundred and eighty (180) days each, without notice or hearing, provided that a written request for such extension is filed by the original applicant and approved by the City Council prior to the date the conditional use permit is scheduled to expire.
7. Any transfer of ownership or lease of the property shall include in the transfer or lease agreement a provision that the purchaser or lessee agrees to be bound by the approved Conditional Use Permit for the property and the conditions herein set forth, and written confirmation thereof signed by the new owner or lessee shall be filed with the City at the time of such transfer or lease. Failure to comply with this provision shall not excuse anyone from these conditions.

ACTION AND MOTION

The following is an example of an appropriate motion for this application:

"I move to recommend approval of a Conditional Use Permit for a Grand Canyon University establishment within the Creve Coeur Corporate Center development at 721 Emerson Road, subject to the conditions discussed in the Staff Report and Draft Ordinance for the meeting of June 5, 2023" (conditions may be added, eliminated, or modified by preceding motion).

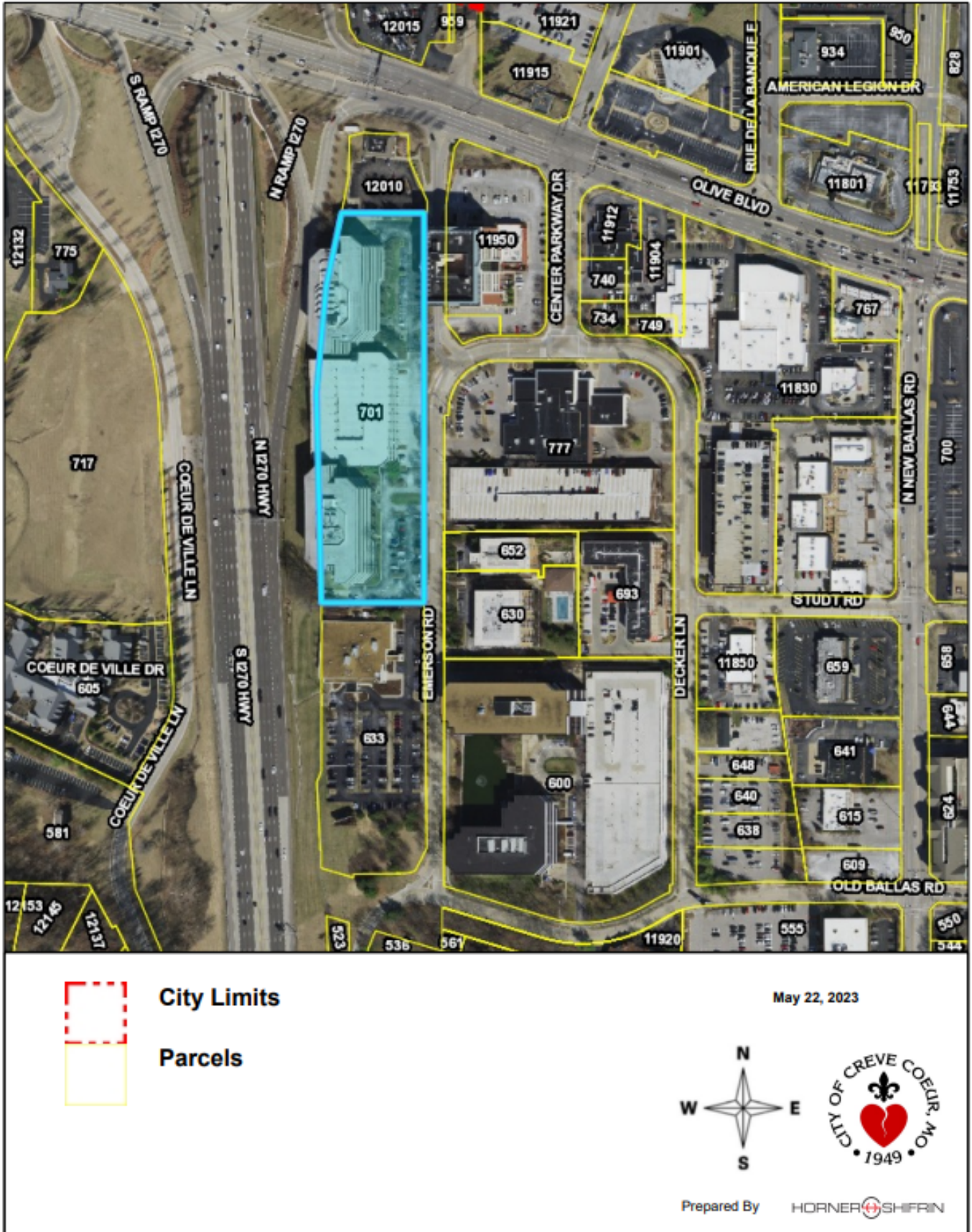
APPENDIX 1: COMPREHENSIVE PLAN

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 2: ZONING CODE

Included and attached by reference. See body of report for specific excerpts.

APPENDIX 3: AERIAL MAP



APPENDIX 4: SITE PHOTOGRAPHS	
	Description:
	Description:



city
of

CREVE COEUR

PLANNING DIVISION

File # _____

300 North New Ballas Road, Creve Coeur, Missouri 63141

Tel. (314) 872-2501 • Fax (314) 872-2505

PLANNING AND ZONING COMMISSION AGENDA APPLICATION CONDITIONAL USE PERMIT

PLEASE COMPLETE FRONT AND BACK PAGES

Applicant:	Applicant's Representative (if applicable):
Ted Bernstein <i>Name</i> Orbis Education Services <i>Company (If Applicable)</i> 301 Pennsylvania Parkway <i>Address</i> Indianapolis, IN 46280 <i>Address</i> Telephone # 317-965-0062 Fax # 317-429-0165 Email: ted.bernstein@orbisedcuation.com <i>Ted Bernstein</i> <i>Applicant's Signature</i>	<i>Name</i> <i>Company (If Applicable)</i> <i>Address</i> <i>Address</i> Telephone # _____ Fax # _____ Email: _____ <i>Applicant's Representative's Signature</i>

Property Information:	Owner's Acknowledgement (if different from applicant):
721 Emerson Road <i>Address</i> Creve Coeur, MO 63141 <i>Address</i> Creve Coeur Center II <i>Development Name (if any)</i> CB - Core Business District <i>Current Zoning</i> <i>Prior CUP Approvals (if known)</i> _____ _____	Ellen Mills <i>Name</i> Cushman & Wakefield on behalf of Emerson Rd LLC <i>Company (If Applicable)</i> 600 Emerson Road, Suite 111 <i>Address</i> St. Louis, MO 63141 <i>Address</i> Telephone # 314-993-1882 Fax # NA Email: ellie.mills@cushwake.com  <i>Owner's Signature</i>

Description of Requested Use (attach additional sheets as needed)

General Description of Business: It will be a not-for profit nursing school offering an accelerated bachelor's degree program

See attached letter for additional information.

Gross Floor Area – Existing and Proposed: _____

Number of Seats (for restaurant only): _____

Number of Employees at the busiest shift: 84 including students

Hours of Operation: Monday-Friday 8am-6pm

Current or Most Recent Use of the Property: _____

Will the applicant apply for a liquor license: Yes ☐ No ☒

Rationale

Please describe in detail, on an attached sheet, the reasons why you believe the request for a conditional use permit should be approved and what steps are being taken to lessen any impacts on surrounding residences and businesses. An explanation of the building and landscape designs (if changes are proposed) should also be included.

Submittal Checklist

☒	Rationale	☐	Building elevations for new construction
☐	Site plan	☐	Photographs of existing structures
☐	Access and parking plan; (may be shown on site plan)	☐	Materials samples
☐	Landscape plan	☐	Legal Description in Word format
☒	Floor plan	☐	Fees: \$250 (non-refundable) \$2000 (refundable deposit)
☐	Electronic copies of all materials	☐	Other items as requested by staff

Preferred Public Hearing Date: Monday, June 5th, 2023.

****See Planning & Zoning Commission schedule and confirm available meeting dates with Planning Division staff****

Office Use Only

____ All Sections Complete

____ All Documents, incl. e-Copies

____ Fees Paid

Received By: _____

Date: _____

Revised: 7/22



4/12/23

Planning and Zoning Commission
City of Creve Coeur
300 North New Ballas Road
Creve Coeur, MO 63141

Re: CUP for Orbis Education/Grand Canyon University
721 Emerson Road
Creve Coeur, MO 63141

Dear City Planner,

Orbis Education in Partnership with Grand Canyon Education ("GCU") is planning to offer GCU's Accelerated Bachelor's in Nursing Degree program in Creve Coeur. The demand for qualified nurses in the local community continues to increase. This partnership provides a pathway for individuals to become bachelors prepared nurses in as little as fifteen months.

The nursing degree we will be offering is a hybrid online program where all classwork is conducted online (didactic) and offsite (clinical). Students come in for weekly testing sessions, clinical skills training and simulations. The balance of the student learning will take place via rotations through the Mercy Hospital system and their facilities.

Our hours of operation are M-F, 8am-6pm however given the hybrid nature of the program students are not onsite every day and when they are onsite, they are not there all day.

Our goal is to enroll 48 students per start, once operating in a steady state environment, however it may take time to get to that level. Our staff will be comprised of administrative personal, full time and adjunct faculty. At full capacity we will have 12-15 full time and 10-12 part time employees. Recently, we have implemented a hybrid remote work policy that allows employee flexibility and will further reduce the number of hours each individual will be onsite while maintaining onsite presence to maximize student success outcomes.

We selected this location as it is close to many of the hospital and medical facilities where the students will be doing their clinical training. It also has easy highway access and several fast-casual food option within close proximity.

We believe our use is compatible with the adjacent uses and businesses in the area while at the same time helping to reduce the local nursing shortage that is putting a strain on the hospital systems. The students who attend these programs have historically given back to the community by volunteering and participating in charitable activities. The positive impact to the local businesses, hospitals and the city will go beyond what can be described in this letter.



If you would like to learn more about GCU's nursing program and or Orbis Education, please visit to the following websites: [Accelerated BSN \(ABSN\) Degree Program - Earn in 16 Months | GCU](#) and <https://orbiseducation.com/>

Please do not hesitate to reach out if you have any questions or need additional information.

Thank you,

Ted Bernstein

Ted Bernstein
Orbis Education
VP, Site Planning, Construction and Development

**CREVE COEUR CENTER
STACKING PLAN**

28-Apr TENANT INFORMATION CHART CREVE COEUR CENTER I 701 Emerson											
5th	500 Clark, Richardson and Biskup Consulting Engineers, Inc. 27,971 sf 1/31/2024								27,971	Lease Expiration Date Color Codes VACANT MTM 2023 2024 2025 2026 2027 2028+ Building Space	
4th	400 Intelliteach 24,223 sf 3/31/2024					475 Clark, Richardson and Biskup Consulting Engineers, Inc. 4,105 sf 4/30/2024			28,328		
3rd	300 Vacant 26,119 sf								26,119		
2nd	201 Kiefer Bonfanti & Co., LLP 7,320 sf 11/30/2024	275 Vacant 2,424 sf	220 Vacant 1,401 sf	222 Vacant 964 sf	Conference Room 583 sf	224 Vacant 1,272 sf	244 Edward Jones 940 sf 2/28/2026	250 WSP, Inc. 5,996 sf 5/31/2027	260 Community Mortgage 981 sf 1/31/2026		21,298
1st	100 Vacant 2,384 sf	110 Vacant 1,077 sf		Lobby 1,288 sf		120 Intelliteach 6,639 sf 3/31/2024		140 Vacant 6,314 sf	130 Intelliteach 3,643 sf 3/31/2024		20,145
								Total Building RSF			123,861
								Total Leased RSF		81,906	
								RSF Available		41,955	
								% Occupancy		66.13%	

Lease Expiration Date
Color Codes
VACANT
MTM
2023
2024
2025
2026
2027
2028+
Building Space

28-Apr TENANT INFORMATION CHART CREVE COEUR CENTER II 721 Emerson											
Roof	Sprint Spectrum Roof Antenna Flat Monthly Rate M-M (9/30/2031)										
6th	600 Vacant 27,317 sf								27,317	Lease Expiration Date Color Codes	
5th	500 ORBIS/GCU (Future) 19,244 SF est. 12/31/2034					500B Synchrony 3,000 sf MTM	575 Vacant 5,446 sf		27,690	VACANT	
4th	400 CBIZ 17,298 sf 4/30/2027					425 Vacant 6,937 sf		450 DSV 3,782 sf 8/31/2025	28,017	MTM 2023 2024 2025 2026 2027 2028+ Building Space	
3rd	300 Vacant 26,595 sf								26,595		
2nd	200 Vacant 22,157 sf								22,157		
1st	100 Caliber Homes 2,963 SF 12/31/2026	120 Vacant 2,625 SF	Building Conference Room 613 sf	Building Cafeteria 1,372 sf		150 NECA 2,160 sf 6/30/2027	Lobby 1,800 sf		9,930		
BSMT	L10L Vacant Storage - 1,342 sf	LL10D Vacant Storage - 225 sf	L10E - WSP/Golder 703sf 5/31/2027	Storage - 2,367 sf		L10B Vacant Storage- 1,603 sf	L10M Vacant Storage 151 sf	L10G Building 3,930 sf	L10H Building 2,502 sf	L10N Vacant 151 sf	12,994
GAR	Metropolitan Fiber (MCI) 120 sf MTM									120	
								Total Building RSF	154,820		
								Total Leased RSF	85,373		
								RSF Available	69,447		
								% Occupancy	55.14%		

Lease Expiration Date
Color Codes
VACANT
MTM
2023
2024
2025
2026
2027
2028+
Building Space

701/721 Garage	754
701 Surface	68
Shared	53
721 Surface	38
721 Exec Garage	20
Total	933



5TH FLOOR PLAN
SCALE: 1/8" = 1'-0"

19,412 R.S.F.
SQUARE FOOTAGE IS APPROXIMATE
AND MUST BE FIELD VERIFIED

LEGEND

- EXISTING PARTITION
- NEW PARTITION
- PARTIAL HEIGHT PARTITION
- NEW DOOR
- NEW PAIR OF DOORS
INDICATES ACTIVE LEAF
- EXISTING DOOR
- EXISTING DOOR TO BE REMOVED
- EXISTING PARTITION TO BE REMOVED

Authorization Block

The signature below acknowledges review
and approval of this preliminary suite
layout. Any changes to this plan
requires additional architectural services.

signature

date

SPACE PLAN

gray

NOT FOR
CONSTRUCTION

Job: 27123020.00

P1R3

GRAY DESIGN GROUP

Gray Design Group, Inc. © 2023
Mo - Architectural Corporation No. 000553

9 Sunnen Drive, Suite 110
Saint Louis, Missouri 63143
Telephone 314.646.0400
www.graydesigngroup.com

Contact: Danielle Finch
Produced By: Danielle Finch
Reviewed By: Laurie Williams

No.	Description	Date
	Tenant Review	02.03.23
	Tenant Comments	02.13.23
	Tenant Comments	02.20.23
	Tenant Comments	03.10.23

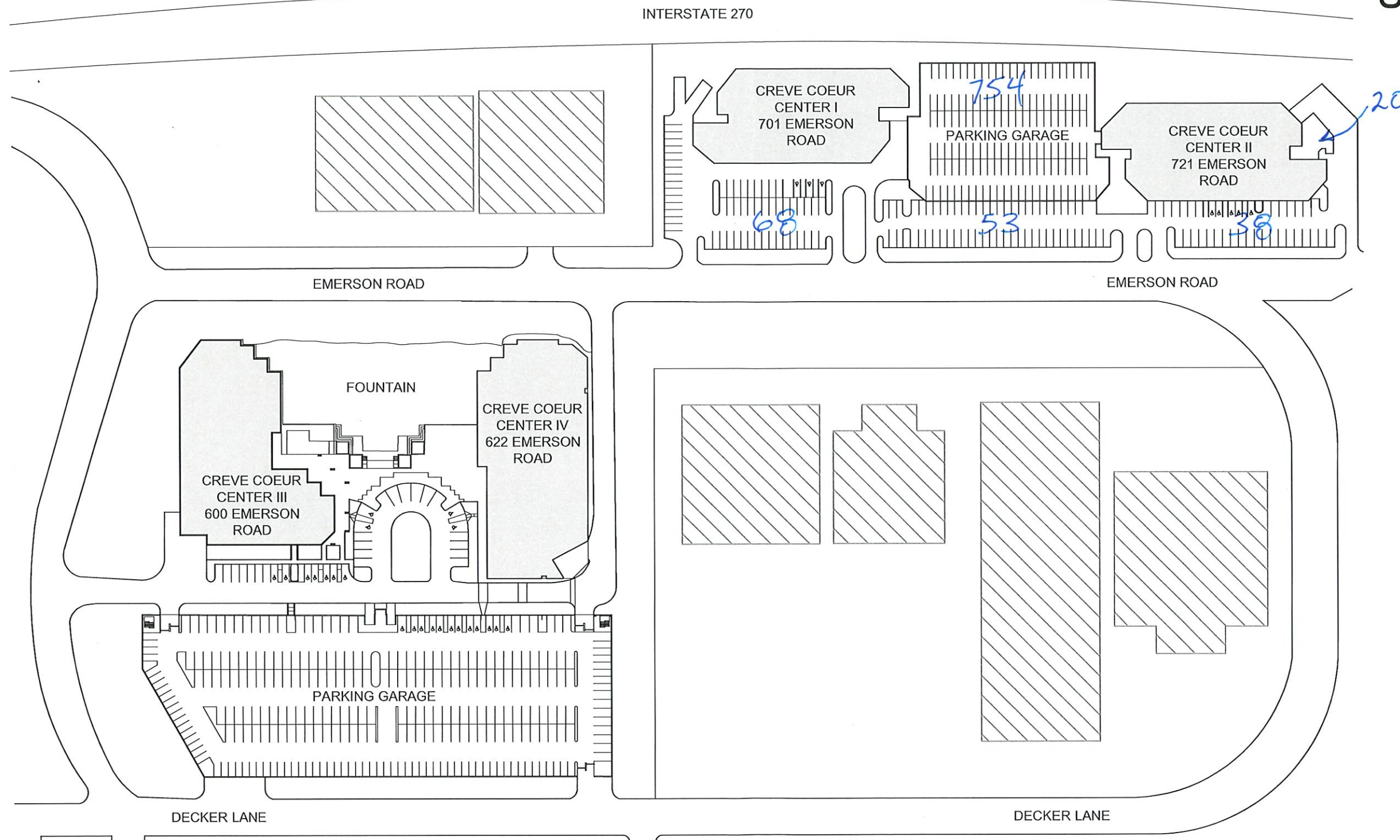
Preliminary Space Plan For:
GRAND CANYON UNIVERSITY

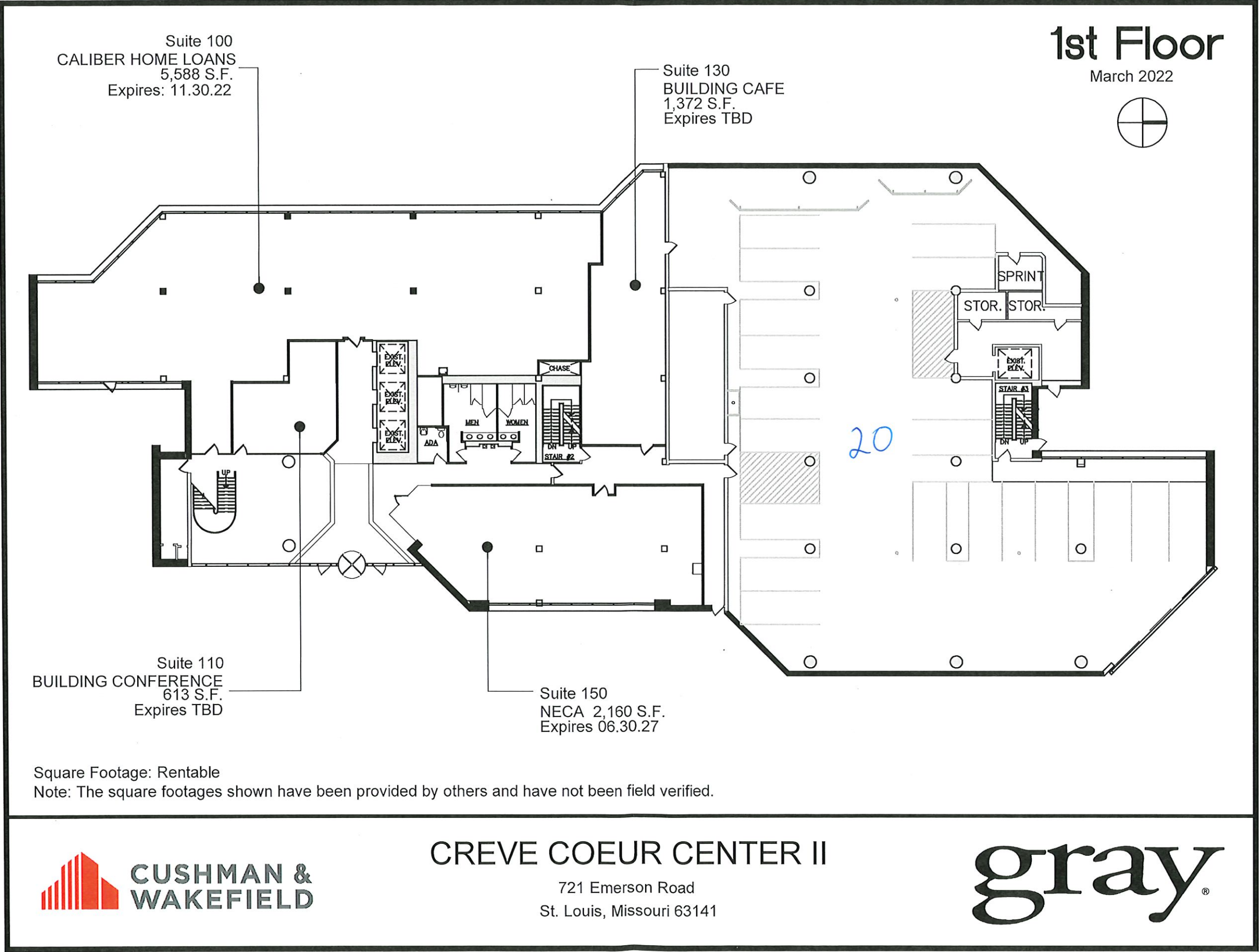
721 Emerson Rd. - Suite 500
Creve Coeur, MO 63141

Tobias Heddingerhaus or Lawrence J. M.
Architect
No. A-2007011296 or A002964

SITE PLAN

February 2013

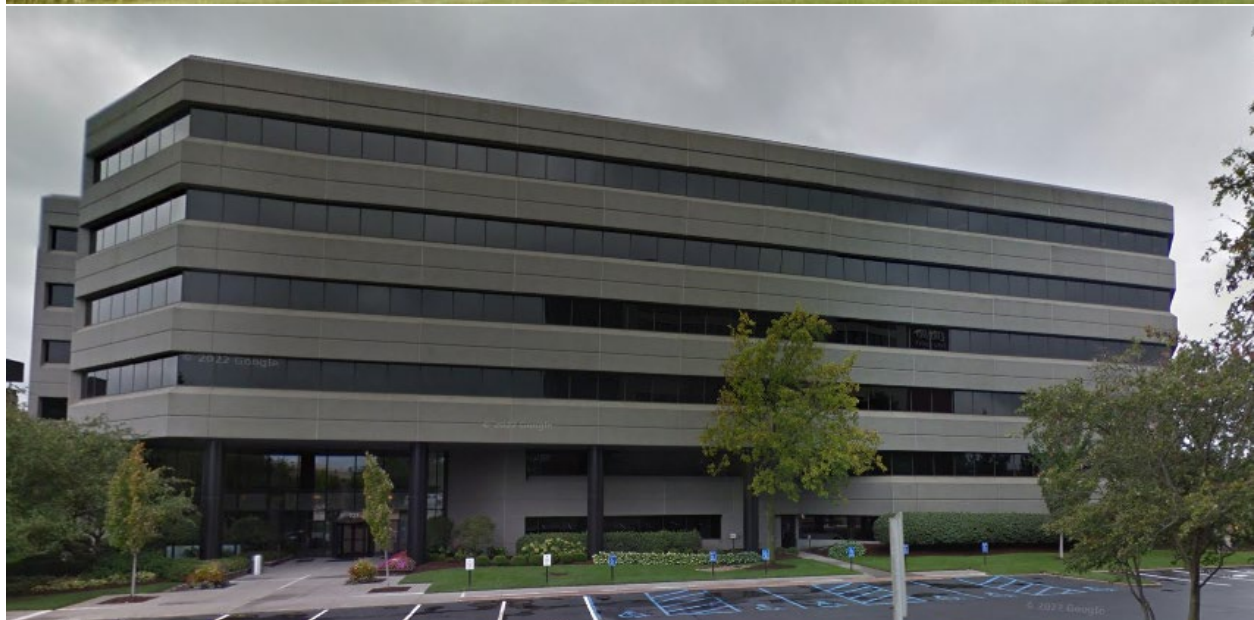




CREVE COEUR CENTER II

721 Emerson Road
St. Louis, Missouri 63141







TRACT I - Phases I and II:

A tract of land being CREVE COEUR CORPORATE CENTER, a subdivision according to the plat thereof recorded in Plat Book 238 Page 47 of the St. Louis County Records, in Section 3, Township 45 North, Range 5 East, St. Louis County, Missouri and being more particularly described as:

Beginning at a point on the East right-of-way line of Interstate Highway 1-270 (formerly I-244), being the Southwest corner of property conveyed to Sir Lion of Creve Coeur, Inc. by deed recorded in Book 6383 Page 1075 of the St. Louis County Records; thence Eastwardly along the South line of Sir Lion of Creve Coeur, Inc. property South 89 degrees 16 minutes 00 seconds East 205.26 feet to the West line of Emerson Avenue 50 feet wide; thence Southwardly along said West line of Emerson Avenue, 50 feet wide, South 0 degrees 09 minutes 00 seconds West 938.67 feet to a point; thence North 89 degrees 14 minutes 10 seconds West 245.18 feet along the North line of Emerson Terrace, a subdivision according to the plat thereof recorded in Plat Book 38 Page 37 of the St. Louis County Records to a point; thence North 02 degrees 21 minutes 36 seconds West 500.10 feet to a point on aforesaid East right-of-way line of Interstate I-270 (formerly I-244); thence Northwardly along said East right-of-way line North 04 degrees 50 minutes 05 seconds East 261.96 feet and North 12 degrees 59 minutes 10 seconds East 181.96 feet to the point of beginning.

RESOLUTION NO. 1646

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, IN SUPPORT OF REIMBURSEMENT OF FIRST BANK FOR A PORTION OF COSTS INCURRED FOR BURIAL OF ELECTRIC TRANSMISSION LINES ALONG OLIVE BOULEVARD AT THE FIRST BANK LOCATION.

WHEREAS, the Olive Boulevard TDD (the "TDD") has remaining funds that would be distributed to the City in connection with the anticipated dissolution of the TDD; and

WHEREAS, the approved uses of the TDD's funds include utility line burial costs; and

WHEREAS, First Bank has entered or plans to enter into an agreement with Ameren Missouri to pay the cost of burying electric transmission lines along the Olive Boulevard frontage of its new building which is under construction, and which is within the area of the TDD; and

WHEREAS, First Bank has requested a contribution to help cover such costs; and

WHEREAS, the City Council supports the use of a portion of the TDD's remaining funds to pay some of such costs;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, AS FOLLOWS:

Section 1: The City supports payment of the sum of \$225,000 to First Bank by the Olive Boulevard TDD for burial of the electric transmission lines as described herein and receipt of proof that First Bank has paid Ameren Missouri in full for such burial. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient or proper in order to carry out the intent of this Resolution, and the matters herein authorized.

Section 2: This Resolution shall be effective upon adoption.

ADOPTED THIS 12TH DAY OF JUNE, 2023.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



CITY OF CREVE COEUR

June 5, 2023

To: Mayor and City Council

From: Mark Perkins, City Administrator

Re: Partial Reimbursement for First Bank Burial of Overhead Utility Lines

The City of Creve Coeur collaborated with several local businesses to create the Olive Transportation Development District (TDD) in 2004. One of the objectives of the TDD was to bury overhead lines along a stretch of Olive Boulevard. Utility line burial provides benefits to the greater community of improving the aesthetics of the city's commercial corridors and allowing for improved streetscapes and clearance for sidewalks and street trees.

As a component of the TDD project, a section of overhead utility lines were buried between City Place Drive and Craig Road along the north side of Olive, but no further burial was feasible due to cost.

First Bank is currently proposing to bury the existing overhead utility lines along Olive Boulevard from I-270 to East Rue De La Banque, or a total of 718 linear feet, which includes the frontage of the former Fountain Park and the First Bank property where a new corporate headquarters is under construction. The estimated cost of the utility line burial project is \$1.2 million, and First Bank has requested that a portion of the unused TDD funds be allocated for a partial reimbursement of their cost. The \$1.2 million cost of the project does not include the previous expense of installing duct bank which was completed by the Olive TDD several years ago.

In recognition of the high cost of utility line burial and the public benefit of having above ground utility lines buried, the proposed resolution will support the use of \$225,000 in remaining TDD funds as partial reimbursement of utility burial project upon receipt of proof of payment to Ameren as described in the attached funding agreement.

In May, the City Council approved an amendment to Section 635.020 of the code of ordinances to establish an incentive program to bury overhead transmission and distribution lines along commercial corridors by a third party. Under the approved amendment, the city's gross receipts license tax will be not be charged for burial of existing overhead utility lines within commercial zoning districts.

I will be happy to answer any questions.

FUNDING AGREEMENT

This **FUNDING AGREEMENT** (this “**Agreement**”) is made and entered into as of this ____ day of _____, 2023, between the **OLIVE BOULEVARD TRANSPORTATION DEVELOPMENT DISTRICT** (the “**District**”) and **FIRST BANK** (the “**First Bank**”).

WITNESSETH:

A. Pursuant to the Missouri Transportation Development District Act, Sections 238.200 to 238.275 of the Revised Statutes of Missouri, as amended (the “**TDD Act**”), the District was formed as a political subdivision of the State of Missouri by a Judgment and Order Organizing a Transportation Development District entered on September 9, 2004, by the Circuit Court of St. Louis County (the “**Order**”). Pursuant to a Judgment and Order Adjusting the Boundaries of the Olive Boulevard Transportation Development District entered on April 29, 2005, by the Circuit Court of St. Louis County (the “**Boundary Adjustment Order**”), the District’s boundaries were expanded to include an additional 12.75 acres of real property adjacent to the original boundaries of the District.

B. First Bank, a Missouri Bank, is authorized to operate within the State of Missouri.

C. The District is in the process of abolishment and has excess funds on hand intended to be transferred to the City of Creve Coeur, Missouri (the “**City**”) in accordance with the TDD Act.

D. First Bank has entered or plans to enter into an agreement with Ameren Missouri to pay the cost of burying electric transmission lines along the Olive Boulevard in front of certain real property within the boundaries of the District that is owned by First Bank and upon which First Bank is constructing a new building.

E. The burial of electric transmission lines along Olive Boulevard is included among the projects to be financed by the District.

F. The City has indicated its support for the District’s funding a portion of the costs incurred by First Bank in connection with the burial of electric transmission lines along Olive Boulevard in front of its property located within the boundaries of the District.

NOW THEREFORE, in consideration of the covenants and conditions contained herein, the parties hereto agree as follows:

Section 1. Funding of Burial of Electric Transmission Lines. First Bank shall provide to the District a copy of any agreement entered into with Ameren Missouri to pay for the cost of electric transmission lines along the Olive Boulevard in front of its property located within the boundaries of the District, along with proof of payment to Ameren Missouri of the amount paid pursuant to such agreement and evidence of completion of the project. Upon receiving such information, the District shall remit the amount of \$225,000 to First Bank to fund a portion of the costs incurred by First Bank in connection with the burial of electric transmission lines along Olive Boulevard in front of its property located within the boundaries of the District, provided that the District may remit such funds prior to the completion of the project if the District completes the process of abolishment pursuant to Section 238.275 of the TDD Act prior to the completion of the project.

Section 2. Representations of First Bank. First Bank represents that it has lawful power and authority to enter into this Agreement and to carry out its obligations hereunder, and it has been duly authorized to execute and deliver this Agreement, acting by and through its duly authorized officers.

Section 3. Representations of the District. The District has lawful power and authority to enter into this Agreement and to carry out its obligations hereunder. By proper action of the Board of Directors, the District has been duly authorized to execute and deliver this Agreement, acting by and through its duly-authorized officers.

Section 4. Notices. All notices required or permitted to be given hereunder shall be in writing, and shall be given by personal delivery, or by nationally recognized overnight delivery service, or by United States Mail, postage prepaid, certified mail, return receipt requested. Any notice given by personal delivery shall be deemed given on the date delivered or on the date of refusal of delivery. Any notice given by overnight delivery service, or mailed in the manner herein before provided, shall be deemed given on the date delivered to the overnight delivery service or on the date mailed. Notices shall be addressed to the parties at the following addresses:

If to the District:

Olive Boulevard Transportation Development District
c/o City of Creve Coeur
300 North New Ballas Road
Creve Coeur, Missouri 63141
Attention: Chair

With a copy to:

Armstrong Teasdale LLP
7700 Forysth Boulevard, Suite 1800
St. Louis, Missouri 63105
Attention: Robert D. Klahr

If to the Bank:

First Bank
1 1st Missouri CTR #158TAX
Creve Coeur, Missouri 63141
Attention: Annette R. Carson

Section 5. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the District and the Bank and their respective successors and assigns.

Section 6. Severability. In the event any provision of this Agreement shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

Section 7. Execution in Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute by one and the same instrument.

Section 8. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri.

(The remainder of this page has intentionally been left blank.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their respective corporate names and their respective corporate seals to be hereunto affixed and attested by their duly authorized officers, all as of the date first above written.

FIRST BANK

By: _____

Name: _____

Title: _____

OLIVE BOULEVARD TRANSPORTATION
DEVELOPMENT DISTRICT

By: _____

Name: _____

Title: _____

ATTEST:

(SEAL)

By: _____
Secretary

RESOLUTION NO. 1647

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI, AUTHORIZING THE EXECUTION OF A CONTRACT WITH TWO ALPHA CONTRACTING, LLC, FOR THE ALDEN LANE STORMWATER IMPROVEMENTS PROJECT FOR THE NOT-TO-EXCEED CONTRACT SUM OF \$ 57,144.00.

WHEREAS, the existing stormwater management system for Alden Lane is past its useful life, undersized, underperforming, and failing, thus resulting in large sinkholes, roadway ponding, and excessive roadway flows during rain events; and

WHEREAS, the City strives to keep roadways safe and stormwater management assets in good working condition; and

WHEREAS, this project has been competitively bid per the requirements outlined in the City of Creve Coeur Code of Ordinances; and

WHEREAS, Two Alpha Contracting, LLC has provided the lowest qualified bid for the project; and

WHEREAS, Two Alpha Contracting, LLC has provided a list of references and successfully completed stormwater management projects for the Metropolitan St. Louis Sewer District, the City of Town and Country, the City of Manchester, and the City of Dardenne Prairie;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CREVE COEUR, AS FOLLOWS:

Section 1. The City-Contractor Agreement between **Two Alpha Contracting, LLC** and the City, attached hereto as “Exhibit A,” with a **not-to-exceed contract sum of \$ 57,144.00**, is hereby approved, and the City Administrator is hereby authorized and directed to enter into and execute that Agreement. The Agreement as executed shall be substantially in the form of “Exhibit A,” with such changes therein as shall be approved by the officers of the City executing same, consistent with the provisions and intent of this Resolution. The City Administrator and his designated representatives are hereby authorized and directed to take any and all actions necessary, desirable, convenient, or proper in order to carry out the intent of this Resolution, the matters herein authorized, and the rights and duties of the City under the Agreement.

ADOPTED THIS 12TH DAY OF JUNE, 2023.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



DEPARTMENT OF PUBLIC WORKS STAFF MEMORANDUM

DATE: June 2, 2023
TO: Mark Perkins, City Administrator
CC: Jim Heines, Director of Public Works
FROM: Dione Garson, P.E., Civil Engineer
SUBJECT: Recommendation of Award – Construction Phase
Alden Lane Stormwater Improvements

Public Works staff recommends entering into a contract with Two Alpha Contracting, LLC for improvements to the stormwater management system near 6 Alden Lane.

Project Summary

The existing stormwater management system near 6 Alden Lane is underperforming and failing. The current system has two homemade stormwater inlets (one located on the north side of the street and the other on the south side). The inlets are connected by a 12-inch corrugated metal pipe (CMP). The system outfalls into Deschamps Creek.

The existing inlets are undersized, and the roadway frequently has ponding and excess flows creating safety risks. On the southern side of the roadway, the CMP has collapsed creating a large sinkhole. Another sinkhole has formed north of the inlets.

This project will replace the existing infrastructure with a new system that includes two stormwater inlets, stormwater CMP pipe, an outfall, and headwall. The project will also repair the two sinkholes. Improving stormwater management at this location will reduce street flows and ponding; eliminate the safety hazards of sinkholes; and create a more stable outfall that directs flows into Deschamps Creek.

The proposed stormwater system has been designed to MSD standards. After construction and required MSD inspections, the system will be dedicated to MSD.

The engineering firm Intuition & Logic completed the MSD-approved plan set.

Bids and Funding

The project was advertised on the Drexel Technologies online planroom. For the construction phase of the project, City of Creve Coeur Staff received bids from three contractors:

- Two Alpha Contracting, LLC
- Jokerst Paving & Contracting, Inc.
- Girdner Contracting, LLC

Proposals were due at 1:00 PM on Wednesday, May 31st, 2023, and bid opening was at the City of Creve Coeur Government Center.

Name of bidder	Total bid amount
Two Alpha Contracting, LLC	\$57,144.00
Jokerst Paving & Contracting, Inc.	\$59,468.00
Girdner Contracting, LLC	\$61,515.00
Engineer's Estimate of Probable Cost	\$67,000.00

Funding for the project will come from the Parks and Stormwater Fund specifically account 05-61-71-9509. In FY2024, the City's Capital Improvement Program has \$67,000 allocated for the Alden Lane Stormwater Improvements construction phase. City staff is requesting that funds be moved forward to FY2023 so construction can begin in July 2024. Invoices will likely not be submitted to the City until after July 1, 2024.

The Metropolitan St. Louis Sewer District (MSD) has approved this project for Operation Maintenance Construction Improvement (OMCI) funding.

Recommendation

Two Alpha Contracting, LLC has provided a list of references that include:

- Metropolitan St. Louis Sewer District
- City of Town and Country
- City of Dardenne Prairie
- City of Manchester

City staff talked with Errol Tate from the City of Manchester who reported that work done by Two Alpha Contracting, LLC was excellent and residents were pleased with the crew's pleasant attitude and clean worksites.

In the references list, Two Alpha Contract, LLC provided examples of completed projects that included the installation of:

- Storm sewer pipes
- Outfalls
- Manholes
- Stone walls
- Channel stabilization
- Bioretention
- Native landscaping
- Channel improvements including clearing

At the pre-bid meeting on May 24, 2023, Charles Parisi, a Partner with Two Alpha Contracting, LLC said his company had successfully worked on projects designed by Intuition & Logic and is familiar with riverine construction.

Based the low bid, the City of Manchester's positive review, and a list of references that demonstrates familiarity with stormwater management systems and riparian work, the City recommends Two Alpha Contracting, LLC.

Attachments: Two Alpha Contracting, LLC contract for signature (Exhibit A)
Bid tabulation

Exhibit A



CITY-CONTRACTOR AGREEMENT

This is an Agreement made and entered into the ____ day of _____, 2023, by and between the City of Creve Coeur, Missouri (hereinafter called the "City") and, Two Alpha Contracting, LLC, with offices at 110 Sierra Ridge Drive, Wright City, Missouri (hereinafter called the "Contractor"). The project is identified as **Alden Lane Stormwater Improvements Project** (hereinafter called the "Work" or the "Project").

WITNESSETH:

The Contractor and the City for the consideration set forth herein agree as follows:

ARTICLE I

The Contract Documents

The Contract Documents, which comprise the entire agreement between the City and the Contractor, consist of the following:

- 1) This City-Contractor Agreement
- 2) General Conditions of City-Contractor Agreement
- 3) Job Special Provisions
- 4) Technical Specifications
- 5) Non-Collusion Affidavit
- 6) Contractor's Affidavit for Public Construction Projects
- 7) Performance Payment Bond
- 8) Construction Schedule
- 9) Missouri Annual Wage Order
- 10) All Addenda to the Bid Documents and all Modifications issued after execution of this Contract

- 11) The Saint Louis County Standard Specifications for Road and Bridge Construction, dated March 15, 2022, referred to herein as the “Standard Specifications” and applicable to the Work of this Contract by reference.

The documents listed above, together with this Agreement, form the Contract and are all as fully a part of the Contract as if attached to this Agreement or repeated herein. Furthermore, all definitions set forth in the General Conditions of City-Contractor Agreement are applicable to this Agreement.

ARTICLE II

Scope of Work

The Contractor, acting as an independent contractor, shall do everything required by the Contract Documents. The Contractor represents and warrants that he has special skills which qualify him to perform the Work in accordance with the Contract and that he is free to perform all such Work and is not a party to any other agreement, written or oral, the performance of which would prevent or interfere with the performance, in whole or in part, of the Work.

ARTICLE III

Time of Completion

All time limits stated in the Contract Documents are of the essence.

The Work to be performed under the Contract shall commence within **twenty (20) calendar days** of the date of the written Notice to Proceed as issued by the City, and the Work shall be completed **within sixty (60) calendar days of the written Notice to Proceed..**

The Contractor’s Construction Schedule shall describe when each phase of the Work will be completed within the Time of Completion indicated above. The Contractor’s Construction Schedule cannot indicate a completion date that requires more time than what is indicated above. An extension of the Time of Completion can be made only through a Change Order from the City, in accordance with the General Conditions of the City-Contractor Agreement.

ARTICLE IV

The Contract Sum and Payments

The “Contract Sum” is hereby defined as the sum total of the products of the estimated quantity of each bid item in the Bid Proposal Form and the unit price bid by the Contractor in the Bid Proposal Form for that item, adjusted to account for any Modification(s), as defined in the General Conditions, made in compliance with Article VI of this Agreement and made prior to the execution of this Agreement. Therefore, the Contract Sum represents a reasonable estimate of the anticipated final contract value at the time of the execution of this Agreement. Both the

Contractor and the City acknowledge that the actual work may require different item quantities than those that were included in the Bid Proposal Form or a pre-construction Modification and that the completed and accepted item quantities will be reconciled against the estimated quantities through a final change order upon the completion of the Work.

The Contract Sum for this Work shall be Fifty-Seven Thousand, One-Hundred and Forty-Four Dollars and Zero Cents (\$57,144.00). The Contract unit prices and Contract item quantities are listed in Table 1 of this Agreement. These unit prices and item quantities form the basis of the not-to-exceed Contract Sum, as described above and as illustrated in Table 1 of this Agreement. All payments for the Work shall be based upon the Contract unit costs listed in Table 1.

Based upon Applications for Payment submitted by the Contractor on or before the twentieth day of the month for work completed and accepted by the City, in accordance with the Contract Documents, except as otherwise required by Section 8.960 RSMo. the City shall pay the Contractor as follows:

- (1) On or about the tenth day of each following month, ninety percent (90%) [95% if Contract Sum exceeds \$50,000] of the value of the portion of the Work that has been completed and accepted to date, less the aggregate of all previous progress payments;
- (2) Upon completion of the Work, the Contractor and the City shall execute a final Modification to this Agreement to reconcile the quantity of each completed and accepted Contract item with the estimated quantity of that item included in Table 1 and adjusted through subsequent Modification(s), if any, made in compliance with Article VI of this Agreement; and
- (3) Final payment shall be made within thirty (30) days after the Work is fully completed and accepted by the City and the Contract fully performed.

ARTICLE V

Performance of the Work

(a) Within seven (7) calendar days after being awarded the Contract, the Contractor shall prepare and submit for the City's approval:

- (1) A Construction Schedule for the Work, which shall indicate the target dates for starting and completing the various stages of the Work and which shall comply with the times set forth in Article III.
- (2) A Traffic Control Plan indicating the location of all proposed signage, detours, and lane closures requested for the Work and which adequately address and maintain the pedestrian and vehicular traffic during the Work. All traffic control shall be according to the standards of the Manual on Uniform Traffic Control Devices

(MUTCD) developed by the Federal Highway Administration, as referenced in Article I of this Agreement.

(3) Proof of compliance with all insurance requirements, acceptable to the City.

(4) All required bonds.

(5) Any missing bid documents.

(b) The Notice to Proceed shall be issued within fourteen (14) calendar days after the award of the contract or submittal to and approval by the City of the foregoing required documents, whichever is later. Undue delay in submitting such required documents shall be grounds for termination of the contract by the City upon three (3) days advance written notice.

(c) The Contractor shall be required to substantially finish portions of the Work, as designated by the Director of Public Works, prior to continuation of further work remaining on the project. This may include backfilling, restoration, or cleanup as designated by the Director of Public Works.

(d) Completion of the Work in accordance with the time limits set forth in the Construction Schedule is an essential condition of the Contract. If the Contractor fails to complete the Work in accordance with the Construction Schedule, unless the delay is excusable under the provisions of Article VI hereof, the Contractor shall pay the City as liquidated damages, and not as a penalty, the sum of:

- five hundred dollars (\$500.00) for each calendar day the Contractor fails to comply with the Construction Schedule until the Director of Public Works determines that Substantial Completion of the Work has been achieved; and
- one hundred dollars (\$100.00) for each working day after both the completion date specified in the Construction Schedule has expired and the date that Substantial Completion has been achieved, until final completion and acceptance of the Work.

The total amount so payable to the City as liquidated damages may be deducted from any sums due or to become due to the Contractor from the City. Excessive delay, as determined by the Director of Public Works, may be grounds for termination of the City-Contractor Agreement, as discussed in Article VIII.

(e) After Commencement of the Work, and until final completion of the Work, the Contractor shall report to the City, at such intervals as the City may reasonably direct, the actual progress of the work compared to the Construction Schedule. If the Contractor falls behind the Construction Schedule for any reason, he shall promptly take, and cause his Subcontractors to take, such action as is necessary to remedy the delay, and shall submit promptly to the City for approval a supplementary schedule or progress chart demonstrating the manner in which the delay will be remedied; provided, however, that if the delay is excusable under Article VI hereof, the Contractor will not be required to take, or cause his Subcontractors to take, any action which

would increase the overall cost of the Work (whether through overtime premium pay or otherwise), unless the City shall have agreed in writing to reimburse the Contractor for such increase in cost. Any increase in cost incurred in remedying a delay which is not excusable under Article VI hereof shall be borne by the Contractor.

ARTICLE VI

Delays Beyond Contractor's Control

(a) If the Contractor fails to complete the Work in accordance with the Construction Schedule solely as a result of the act or neglect of the City, or by strikes, lockouts, fire or other similar causes beyond the Contractor's control, the Contractor shall not be required to pay liquidated damages to the City pursuant to paragraph (d) of Article V hereof, provided the Contractor uses his best efforts to remedy the delay in the manner specified in paragraph (d) of Article V hereof. If, as a result of any such cause beyond the Contractor's control, the delay in completion of the Work in accordance with the Construction Schedule is so great that it cannot be remedied in the aforesaid manner, or if the backlog of Work is so great that it cannot be remedied without incurring additional cost which the City does not authorize, then the time of completion and the Construction Schedule shall be extended pursuant to a Change Order for the minimum period of delay occasioned by such cause. The period of delay and extension shall be determined by the City.

(b) Notwithstanding the foregoing paragraph (a), no extension of time shall be granted for any delay the cause of which occurs more than seven (7) days before claim therefore is made in writing by the Contractor to the City, and no extension of time shall be granted if the Contractor could have avoided the need for such extension by the exercise of reasonable care and foresight, as determined by the Director of Public Works. In the case of a continuing cause of delay, only one claim is necessary.

(c) Weather may constitute a cause for granting an extension of time, but only as determined and approved by the Director of Public Works.

(d) In the event a delay is caused by the City, the Contractor's sole remedy shall consist of his rights under this Article VI.

ARTICLE VII

Changes in the Work

(a) The City may make changes within the general scope of the contract by altering, adding to, or deducting from the Work, the Contract Sum being adjusted accordingly. All such changes in the Work shall be executed under the conditions of the Contract. No extra work or change shall be made except pursuant to a Change Order from the City in accordance with the General Conditions. Any claim for an increase in the Contract Sum resulting from any such change in the Work shall be made by the Contractor in accordance with the General Conditions.

(b) Any adjustment in the Contract Sum for duly authorized extra work or change in the Work shall be determined based on the Contract unit prices listed in Table 1 of this Agreement, to the extent such unit prices are applicable. To the extent such unit prices are not applicable, the adjustment in the Contract Sum shall, at the option of the City, be determined by an acceptable fee properly itemized and supported by sufficient substantiating data to permit evaluation, by an acceptable cost-plus-percentage fee, or by an acceptable fixed fee.

ARTICLE VIII

Termination of the City-Contractor Agreement

(a) If the Contractor is adjudged a bankrupt; or if the Contractor makes a general assignment for the benefit of creditors; or if a receiver is appointed on account of the Contractor's insolvency; or if the Contractor persistently or repeatedly fails, except in cases for which extension of time is provided, to make progress in accordance with the Construction Schedule; or if the Contractor fails to make prompt payment to Subcontractors or for material or labor, or persistently disregards laws, ordinances or the instructions of the City, or otherwise breaches any provision of the Contract, the City may, without prejudice to any other right or remedy, by giving written notice to the Contractor and his surety, terminate the Contract, take possession of the Work and of all materials and equipment thereon, and finish the Work by whatever method the City may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the value of the Work completed to date shall exceed the expenses of finishing the Work, including additional professional, managerial, and administrative expenses, such excess shall be paid to the Contractor. If such expenses shall exceed the unpaid balance of the value of the Work completed to date, the Contractor shall pay the difference to the City promptly upon demand.

In the event of termination pursuant to this paragraph, the Contractor, upon the request of the City, shall promptly:

- (i) assign to the City in the manner and to the extent directed by the City all right, title, and interest of the Contractor under any subcontracts, purchase orders, and

construction equipment leases to which the Contractor is a party and which relate to the Work or to construction equipment required therefore, and

- (ii) make available to the City, to the extent directed by the City, all construction equipment owned by the Contractor and employed in connection with the Work.

(b) Performance of the Work hereunder may be terminated by the City by giving three (3) days prior written notice to the Contractor if the City, in its sole discretion, decides to discontinue or suspend construction. In the event of such termination, as opposed to termination pursuant to paragraph (a) of this Article VIII, the Contract Sum shall be reduced in an equitable manner by agreement between the parties.

ARTICLE IX

Contractor's Liability Insurance

The Contractor shall purchase and maintain in full force and effect the following insurance coverage with an insurance carrier acceptable to the City:

The policy shall be endorsed to cover the contractual liability of the Contractor under the General Conditions.

The Contractor and his Subcontractors shall procure and maintain during the life of this agreement insurance of the types and minimum amounts as follows:

- (a) Workers' Compensation in full compliance with statutory requirements of Federal and State of Missouri law and Employers' Liability coverage in the amount of \$1,000,000.

- (b) Comprehensive General Liability and Bodily Injury

Including Death:	\$1,000,000 each person
	\$1,000,000 each occurrence
Property Damage:	\$1,000,000 each occurrence
	\$1,000,000 aggregate

- (c) Comprehensive Automobile Liability, Bodily Injury

Including Death:	\$1,000,000 each person
	\$1,000,000 each occurrence
Property Damage:	\$1,000,000 each accident

- (d) Owner's Protective Bodily Injury

Including Death:	\$1,000,000 each person
	\$1,000,000 each occurrence
Property Damage:	\$1,000,000 each occurrence
	\$1,000,000 aggregate

The Owner's Protective policy shall name the City as the Insured and other policies must cover the City as an additional primary insured. All policies must be endorsed to require at least thirty (30) days written advance notice to the City of any change or cancellation. Proof of compliance with these requirements shall be furnished to and approved by the City prior to the Contractor commencing the Work on this project. Certificates evidencing such insurance shall be furnished the City prior to Contractor commencing the work on this project.

ARTICLE X

Equal Opportunity and Non-Discrimination

The Contractor will comply with all provisions of federal, state, and local codes, ordinances, and regulations governing the regulation of Equal Employment Opportunity and Non-Discrimination, including, but not limited to, Chapter 230 of the Code of Ordinances of the City of Creve Coeur, Missouri.

In the event that any or all of the provision(s) of this Article conflict with federal, state, or other local laws, ordinances, or regulations, then the requirements of such federal, state, or local laws, ordinances, or regulations shall prevail. Compliance with the foregoing provisions shall not relieve the Contractor from adherence to any and all additional requirements regarding equal employment or non-discrimination set forth in such federal, state, or other local laws, ordinances, or regulations.

During the performance of this contract, the Contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the "Contractor") agrees, as follows:

1. **Compliance with Regulations:** The Contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

Further, on any federal assisted contract, the Contractor and sub-contractor agree to comply with the Equal Employment Opportunity provisions cited in CFR 23, Subpart D – Construction Contract Equal Employment Opportunity Compliance Procedures, CFR 49 – Non-Discrimination in Federally-assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, E.E. 11246 and Title VII of the Civil Rights Act of 1964.

2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, ancestry, income, limited English proficiency, sex, gender, gender identity, sexual orientation, age, disability, or familial status in the selection, retention, and treatment of subcontractors,

including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.

3. Solicitation for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, ancestry, income, limited English proficiency, sex, gender, gender identity, sexual orientation, age, disability, or familial status.
4. Information and Reports: The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department of the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a) Withholding payments to the contractor under the contract until the contractor complies and/or
 - b) Cancellation, termination or suspension of the contract, in whole or in part.
6. Incorporation of Provisions: The contractor shall include provisions of paragraphs (1) through (5) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and,

in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

ARTICLE XI
Conflicts of Interest

The parties agree to abide by all applicable federal, state, and local laws, ordinances, and regulations relating to conflicts of interest. A detailed discussion of conflicts of interest can be found in Section 5.6 of the General Conditions of City-Contractor Agreement.

ARTICLE XII
The Work

The Contractor shall furnish all labor, materials, and equipment necessary to complete all services included in the Work. The scope of work includes removing and replacing the current inlets on the north and south side of Alden Lane, as well as the existing corrugated metal pipe, with area inlets and a reinforced concrete pipe. A headwall will be placed at the pipe outfall. Rock lined slope will be added to stabilize the slope of the channel adjacent to the work in the City of Creve Coeur. This work is more specifically described in the Job Special Provisions and Technical Specifications.

The Work shall be completed to the satisfaction of the Director of Public Works for the City of Creve Coeur. Work that is deemed to be deficient shall be removed and replaced at no additional cost to the City.

TABLE 1: CONTRACT UNIT PRICES AND CONTRACT SUM

Item Number	Item	Unit	Contract Quantity	Unit Bid Price	Item Subtotal
SP-6	Mobilization	Lump	1	\$ 6,400.00	\$ 6,400.00
SP-3	Erosion and sediment control	Lump	1	\$ 300.00	\$ 300.00
SP-7	Removal of improvements	Lump	1	\$ 3,000.00	\$ 3,000.00
SP-8	Protection and restoration of site	Lump	1	\$ 3,500.00	\$ 3,500.00
SP-9	Excavation class "C"	CY	54	\$ 47.00	\$ 2,538.00
SP-10	Compacted soil backfill	CY	20	\$ 47.00	\$ 940.00
SP-11	Granular backfill	CY	9	\$ 31.00	\$ 279.00
SP-12	Rock lined slope	SY	19	\$ 76.00	\$ 1,444.00
SP-13	Headwall	EA	1	\$ 1,400.00	\$ 1,400.00
SP-14	12-inch pipe	LF	60	\$ 125.00	\$ 7,500.00
SP-15	Area inlet	EA	2	\$ 2,950.00	\$ 5,900.00
SP-16	Concrete apron	CY	1	\$ 850.00	\$ 850.00
SP-17	Asphalt pavement removal and replacement	SY	48	\$ 275.00	\$ 13,200.00
SP-18	Asphalt curb	LF	60	\$ 72.00	\$ 4,320.00
SP-19	Sodding	SY	143	\$ 11.00	\$ 1,573.00
SP-20	Traffic control	Lump	1	\$ 1,350.00	\$ 1,350.00
SP-21	As-built survey	Lump	1	\$ 2,650.00	\$ 2,650.00

Contract Sum:	\$57,144.00
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CONTRACT SIGNATURE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

CITY OF CREVE COEUR

By _____
Mark C. Perkins, City Administrator

By _____
James H. Heines, Director of Public Works

(SEAL)

Attest: _____
City Clerk

Date: _____

CONTRACTOR

By _____
Signature

Printed Name

Title

(SEAL)

Attest: _____

Date: _____

RESOLUTION NO. 1648

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CREVE COEUR, MISSOURI ENDORING SAINT LOUIS COUNTY'S GRANT PROGRAM FOR THE CITY'S WASTE REDUCTION EFFORTS

WHEREAS, the City of Creve Coeur is desirous of expanding the level of participation of residents in recycling and waste diversion; and

WHEREAS, goals have been set to reduce the amount of solid waste in the landfills; and

WHEREAS, the Saint Louis County Department of Public Health, Waste Management Program, has made funds available through the 2023 Saint Louis County Waste Reduction Grant Program to municipalities; and

WHEREAS, the City of Creve Coeur has submitted an application for this grant program;

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

Section 1: The City Council of the City of Creve Coeur supports the City's application to the 2023 Waste Reduction Grant Program and commits to provide data pertinent to the grant project to measure success of the grant project.

Section 2: The City Council commits to gaining cooperation and input from residents to support the grant project.

Section 3: The City Council hereby authorizes the City Administrator to sign and execute the contract accepting grant funds from the Saint Louis County Department of Public Health if awarded.

Section 4. This Resolution shall be effective upon approval.

ADOPTED THIS 12TH DAY OF JUNE, 2023.

DR. ROBERT HOFFMAN
MAYOR

ATTEST:

KELLIE HENKE
CITY CLERK



Memorandum

DATE: Monday, June 12, 2023
TO: Mark Perkins, City Administrator
FROM: Melissa Bradford, Public Information Officer & Management Analyst
RE: 2023 Waste Reduction Grant Application

I am recommending the City apply for the 2023 Waste Reduction Grant through the Saint Louis County Department of Public Health. This grant would provide funding to host the city's annual electronics recycling event scheduled for Thursday, October 19, 2023, from 9:00 a.m. to 1:00 p.m. in the parking lot of Congregation B'nai Amoona. A total of \$11,380 of grant funding has been requested.

If the city is awarded this grant, most of the grant funding would be used to cover fees for negative value items (such as CRT TVs, flat screen TVs, printers, and CRT monitors) so residents could drop off these items at no charge. These items would normally cost \$5-\$50 for residents to drop off. To ensure as many residents as possible could take advantage of this opportunity, there would be a limit of two negative value items per vehicle. Once the funding for negative value items is depleted during the event, residents would be required to pay the fees themselves. Other electronics that are not considered negative value items are free to drop off, regardless of whether the grant funding is awarded. This event is open to anyone, however only St. Louis County residents can receive the subsidy for negative value items from their household.

The grant would also fund the recycler mobilization fee and printing costs for directional signage. We are also requesting funding for overtime personnel costs for police officers directing traffic at the event, as traffic control is necessary to keep traffic from overflowing into the main road.

This event continues to be a popular and well-attended event among residents. When the cost of recycling negative value items is covered by the grant, we see an increase in the pounds of electronics collected. During last year's grant-funded electronics recycling event, the City collected 29,222 pounds of electronics for recycling.

As part of the grant application process, the Saint Louis County Department of Public Health requires a resolution supporting the grant be passed by the City Council and be included in the grant application.

Attached:

- Copy of grant application
- Event proposal from Midwest Recycling Center (MRC)
- List of accepted items / negative value items for recycling



MUNICIPAL WASTE REDUCTION GRANT

ELECTRONICS RECYCLING COLLECTION

APPLICATION INSTRUCTIONS

The Saint Louis County Department of Public Health Waste Management Program (DPH) is tasked with developing requirements and guidelines for grant programs to provide landfill surcharge dollars to municipalities. The grant program is designed to encourage municipalities to seek assistance for improving residential recycling and waste diversion programs in their communities by simplifying the application process.

Eligibility

Any municipality located in Saint Louis County is eligible to submit applications. \$200,000 has been allocated for the 2023 grants. Grant requests for more than \$25,000 need to include a detailed justification and will need to be approved by Saint Louis County Council. Municipalities can apply for funding for more than one project a year. Should requests for funding exceed program budget, approved projects will be ranked for funding according to the evaluation score. Approved projects not funded in 2023 may be funded in 2024. An itemized budget must be included for the grant application to be considered. Factors such as recycling rates and economic demographics may be used to determine funding. Past grant performance may be considered.

Eligible Projects

Interested applicants have the option to select from the following list of community projects or to submit a proposal under the “other” category. The community projects were selected to align with DPH waste diversion goals and were based on feedback obtained from municipalities.

1. **Backyard Composting:** Promote waste reduction through backyard composting of food scraps and yard waste. This may include training resident volunteers, outreach, and equipment.
2. **Electronics Collection Events:** Funding may include education and outreach materials, hosting electronics collection at municipal venues, subsidizing costs for CRT and television recycling, etc.
3. **Community Festival Recycling:** Implement recycling or composting at outdoor events, festivals and concerts. Funding can be used for purchasing equipment, signage and/or contracting for special event recycling and /or composting services.
4. **Community Festival Recycling Outreach:** Funds will cover giveaway items paired with education at events and festivals.
5. **Document Shredding:** Funds will cover the activation fee and cost of advertising.
6. **Other:** Use this category for any project that will improve waste reduction in your community that does not fall into options 1-5 above.

NOTE: Funding cannot be used for hazardous waste collections or community cleanups.

Projects that target items already banned from landfill disposal (yard waste, appliances, and tires) are not eligible for waste diversion grant funds. If a municipality has a solid waste issue related to the banned items, that pose a public health threat to the community, please contact the Waste Management Program at 314-615-4032 or by email at waste.dph@stlouisco.com

Contract Information

1. Upon County approval of recommendations for funding, DPH staff will work one-on-one with grant applicant to discuss the amount of technical and financial assistance required for the grant project and to finalize the scope of work.
2. Grant applicant will designate a grant project manager and secure collaboration of those outside of your organization involved in the project.
3. Grant applicant shall pass a municipal resolution before the contract can be signed. (See sample language.)
4. County shall issue a grant contract agreement for signature. St. Louis County Council approval is required for municipalities applying to receive grant funding that exceeds \$25,000, per Saint Louis County ordinance. If the project will exceed \$25,000 you may need to apply using the “other projects” application. Please contact our program. Application will need to include a detailed justification. Please be advised that the council approval process adds six weeks or more to the grant approval process.
5. Project will follow the agreed upon timeline. To ensure that the grants stay on schedule, grantees shall communicate with their DPH grant liaison monthly.
6. County funds are released on a reimbursement basis. Project costs incurred prior to an executed contract or costs not identified in the contract budget are ineligible for reimbursement. Grantee should contact DPH with questions before any money is spent.
7. Changes in the grant budget categories or timeline require an amendment to the grant. You cannot be approved for additional money.
8. Acknowledgement of the county’s financial support including placement of the Saint Louis County Department of Public Health’s “Reduce, Reuse, Recycle...Go Green!” logo or funding statement must be included on all equipment, signage, promotional, educational, and advertising materials paid for by the county funds during the grant time-frame. Use of the logo or funding statement will require pre-approval.
9. All grant recipients are required to submit a final report at the end of the grant period summarizing the results of the project and measurements of success. Additional reporting may be required depending on the project.

How to Submit an Application

1. Complete the application form.
2. Pass a resolution committing to; providing data pertinent to the grant's success, gaining cooperation from residents to support the grant, identifying the authorized signatory and executing the grant contract. Sample resolution language is attached.
3. Obtain authorized official's signature on application form.
4. Submit the application electronically to Ashley Matula, amatula@stlouiscountymo.gov. If electronic submission is not feasible, the application can be mailed or dropped off by the due date at:

Saint Louis County Department of Public Health
Waste Management Program
6121 N. Hanley Rd.
Berkeley, MO 63134

Sample Resolution Language

RESOLUTION No. _____

RESOLUTION OF THE _____ CITY COUNCIL ENDORSING SAINT LOUIS COUNTY'S GRANT PROGRAM FOR THE CITY'S WASTE REDUCTION EFFORTS

WHEREAS, the City of _____ is desirous of expanding the level of participation that the citizenry currently utilizes with regards to recycling and waste diversion; and

WHEREAS, goals have been set to reduce the amount of solid waste in the landfills; and

WHEREAS, the Saint Louis County Department of Public Health, Waste Management Program, had made funds available through the 2023 Saint Louis County Waste Reduction Grant Program to municipalities; and

WHEREAS, the City of _____ has submitted an application for this grant program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____, SAINT LOUIS COUNTY, MISSOURI AS FOLLOWS:

Section 1: The City Council of the City of _____ supports the application to the 2023 Waste Reduction Grant and commits to provide *data pertinent to the grant project to* measure success of the grant project.

Section 2: Commit to gaining cooperation and input from residents to support the grant project.

Section 3: The governing body hereby authorizes the (title of person) to sign and execute the contract accepting grant funds from the Saint Louis County Department of Public Health if awarded.

Adopted this _____ day of _____, 2023

President of the Council
City of _____

ATTEST:

City Clerk



Electronics Recycling Collection

Grant Application

Each field must be filled. Use N/A as needed.

Municipality: City of Creve Coeur, MO		Date: 6/13/2023
Address: 300 N. New Ballas Rd., Creve Coeur, MO 63141		
Project Manager (Contact Person): Melissa Bradford		
Title: Public Information Officer & Management Analyst		Phone: 314-442-2081
Email: mbradford@crevecoeurmo.gov		
Please complete the itemized budget page outlining projected costs. The itemized budget is required as a part of the application. Staff will meet with applicant after the application is recommended for funding to address any budget concerns before the approval and signature process. Grant Funding Requested: \$ 11,380.00		
What is the municipal population: 18,565		
Number of one-and two-family households: Approx. 6,200	Number of multi-family households: Approx. 2,700	

- Using a R2 or E-Steward certified electronic recyclers as a subcontractor is required.
- Anyone can utilize the drop-off event. Only St. Louis County Residents can receive the subsidy for Negative Value Items e.g., TVs, CRT monitors, Freon containing units from their household.
- The residency ZIP code list must be used for negative value items.
- A limited amount of funding may be used for a municipality to dispose of dumped items. Please include an estimate in your application.
- Drive through location is required.
- Number of households using drop-off must be recorded.

Grants Funding

Population	Maximum Number of Events Funded.
0 -5,000	1
5,001 -10,000	3
10,001 - plus	6

Project Description

These are some of the major activities associated with electronic collection events.
Please give details and dates for the activities below (estimated dates are acceptable):

1. How many community collection events will you hold?

We will hold one (1) community collection event.

2. When will the event(s) be held?

The event will be held on Thursday, October 19, from 9:00 am. to 1:00 p.m.

3. Where will the event(s) be held?

The event will be held at Congregation B'nai Amoona parking lot (324 S. Mason Road, Creve Coeur, MO 63141).

4. Who will be responsible for collecting event data?

Melissa Bradford, Public Information Officer, will collect data during the event on how many households participated and what zip code they live in (if dropping off negative value items). Members of the city's Energy & Environment Committee may also volunteer to assist with collecting data during the event. MRC will provide data on how many negative-value items were collected after the event and total tonnage collected.

5. On the day of the event who from your municipality will be there to greet residents?

Melissa Bradford, Public Information Officer, will be the dedicated staff person on site to greet residents. Two traffic control officers will also be on site to direct traffic.

6. Is your chosen site large enough to allow for vehicles to “drive through” in a safe manner?

Yes. The city has held an electronics recycling event at this location in 2021 and 2022. This location was selected because the parking lot can accommodate long lines of cars. If the line gets too long, there is room to double up the line of cars in the parking lot. At our 2022 event, we had two traffic control officers present to direct traffic. The presence of two traffic control officers is necessary as a public safety measure. Vehicles will begin arriving before 8:00 a.m., over an hour before the event start time of 9:00 a.m., which creates a long line of cars. Without traffic control officers present, the line of cars will back up into the busy road. Traffic control officers direct the line of vehicles so the line stays within the parking lot and does not impact traffic on the main road.

Saint Louis County Department of Public Health Electronics Recycling Grant

7. How will you promote your event(s)?

We will promote the event in our monthly print newsletter mailed out to Creve Coeur households. This is our most direct and effective way of reaching our residents. We will include promotional and educational material in the newsletter(s) leading up to the event. The newsletter can also be used as proof of residency to qualify for the negative value item subsidy. In previous years, we have promoted the event in our newsletter and seen great attendance as a result.

8. Will you advertise to other municipalities in the surrounding area? If so, list them.

Due to the large turnout at previous electronic recycling events, we will not be advertising this event to other municipalities to help keep traffic manageable during the event.

9. How many negative value items per vehicle will be eligible for the subsidy? (We recommend a limit of two.) Residents will pay fees on additional negative value items.

There will be a limit of two (2) negative value items per vehicle. Residents will pay fees on additional negative value items.

10. Does your municipality have abandoned negative value items that can be recycled? Estimate how many and item type.

Our municipality will have negative value items for recycling. At this time, we estimate having 1 CRT computer monitor, 5 flat screen TVs, and 1 printer.

11. Funding is available to send two of your employees to the 2023 Missouri Recycling Association (MORA) conference to be held September 26-28 at the Doubletree Hotel in Chesterfield. Sessions at the conference focus on waste reduction and improving and expanding recycling opportunities. Registration fees for the conference will be covered. Indicating that you are interested will not obligate you to register if other commitments arise.

☒ Yes ☐ No

Labor

- Only hours of event and reasonable set-up and takedown time will be covered. Other work is considered an in-kind contribution to the grant project.
- Employees hourly rate plus benefits will be covered.
- No overtime pay will be covered. Exceptions may be made for public safety if a need can be established.
- Reimbursement for temporary employees' hourly labor rate will be capped at \$15 per hour.
- Grant may cover the cost of up to three people to work events.
- Volunteers are not paid.

Please identify which personnel will be involved in your project and describe their tasks:

Labor	Position (Mayor, Clerk, etc.)	Hourly Rate + Benefits	Tasks
City Staff /Personnel (In-Kind / Paid)	– Public Information Officer (1) – Creve Coeur Police Officers (2) – Public Works staff (2)	– In-Kind – Overtime(\$77.62/hr) – In-Kind	– Point of contact, produce promotional material, collect data during event – Traffic control – Drop off and collect traffic cones
Volunteers (unpaid)	– Members of the city's Energy & Environment Committee (1-2)	– Unpaid	– Assist with data collection during event
Service Providers/ Subcontractor	– MRC-Midwest Recycling Center	– \$500 Total	– Collect, haul and recycle electronics for the event
Other	N/A	N/A	N/A

Reporting

As a part of your grant funding, you are required to provide the following in a final report:

- A short description of what worked well, what did not, and advice to others doing a similar project.
- The total number of events held.
- Number of cars.
- Tallied zip code sheet.
- The number of tons/pounds recovered from the event(s).
- Example of advertising or education materials.
- A photo from each event

Invoicing

- Payroll statements, receipts, and cancelled checks will be required for reimbursement.
- Invoices may not be submitted more than once per month

Budget

For each category, itemize all costs

Direct Costs:

a.	Printing of directional signs (two, double-sided) to guide vehicle traffic	\$100
b.	Negative value item collection and recycling	\$10,000
c.		
d.		
Total Direct Costs (\$) =		\$10,100

Personnel Costs:

a.	Overtime personnel costs for two (2) traffic control officers (5 hours)	\$780
b.		
c.		
Total Personnel Costs (\$) =		\$780

Subcontractor Costs:

a.	MRC Recycling mobilization fee	\$500
b.		
c.		
Total Subcontractor Costs (\$) =		\$500

Other:

a.		
b.		
c.		
Total Other Costs (\$) =		\$0
Total Costs (\$) =		\$11,380

Saint Louis County Department of Public Health Electronics Recycling Grant

Should a grant award be made for this project this grant application will be included in the final grant contract agreement, Signature indicates that applicant understands that all information they have provided in this application is accurate to the best of their knowledge and that they are committed to:

- a. Submitting a Resolution supporting the grant passed by their governing body. The Resolution can be attached to the application or submitted during the contract process.
- b. Securing cooperation from others involved in this project and providing letters of support as needed.

Authorized Official (typed): Mark Perkins, City Administrator

Signature: _____

Date:



Office: (636) 223-0150
Fax: (314) 275-0402

06/02/2023

Subject: Electronics Recycling Event Proposal

ATTN: Melissa Bradford

Melissa,

Thank you for allowing MRC Recycling to give our proposal for the Electronics Recycling Event for the City of Creve Coeur.

MRC Recycling will provide its services for the City of Creve Coeur Electronics Recycling Event on Thursday, October 19th, 2023, at Congregation B'nai Amoona event location, located at 324 South Mason Road, St. Louis MO 63141. This event will be open from 9:00am through 1:00pm. MRC Recycling staff will arrive at your location no later than 8:30am. MRC Recycling will provide the following for the City of Creve Coeur:

Transportation of event material to our R2 Certified Park Hills location via:

- 3, 28' MRC trucks dispatched from Imperial MO, capable of hauling up to 10,000 LBS of material each,
- All pallets and gaylords needed to safely and efficiently collect/store material,
- All shrink wrap needed to safely and efficiently secure the material,
- All pallet jacks and dollies needed for safe loading and transport of the material,
- 3 Event Leaders/Drivers to oversee the safety, efficiency, flow of the event, assist in unloading vehicles, and transportation.
- 1 Laborer to unload vehicles, sort material, and load trucks during the event,
- Certificate of Proper Recycling for the event.

The above services will be provided for the City of Creve Coeur. Our event fee for the above services would be \$500.00. The City of Creve Coeur is working to obtain grant funding for this event to help offset the costs of mobilization and the costs of negative value items. If funding is granted, MRC will work with the City of Creve Coeur to determine how to allocate that funding for residents.

The City of Creve Coeur would be responsible for the advertisement of the event. MRC Recycling will assist with advertisement by uploading the event to the MRC website.

Thank you again for allowing MRC Recycling to give our proposal for your Electronics Recycling Event. Please feel free to contact me directly with any questions or concerns. You may reach me at Ryanhall@midwrc.net, or 636-223-0150.

Sincerely,

Ryan D. Hall
Corporate Operations Manager/Event Coordinator
MRC Recycling

Authorized Representative for the City of Creve Coeur, Approval:

Printed Name: _____ Title: _____ Date: _____

Signature: _____



Park Hills, MO (R2 certified facility)
St. Louis, MO
Kansas City, MO
Jefferson City, MO
Imperial, MO (R2 Certified Facility)



MRC Recycling Negative Value Items

- CRT TV's 26 "and Smaller - \$30 ea.
- CRT TV's 27" and Larger - \$50 ea.
- Console/Rear Projection TV's - \$50 ea.
- Printers/Copiers/MFP's - \$5.00 ea.
- LED/LCD/Plasma TV's - \$20 ea.
- Freon Containing Items - \$10 ea.
- CRT Monitors - \$5 ea.

MRC Recycling List of Acceptable Items

- Computers and Laptops
- LCD Monitors
- Scanners, and Fax Machines
- Keyboards and Mice
- Stoves, Microwaves, and Ovens
- Medical and Lab Equipment
- DVR, Cable, and Satellite Boxes
- Hard Drives and Solid State Drives
- VCR, DVD, and Blu Ray Players
- Cell Phones and Tablets
- Kitchen Appliances
- Washers and Dryers
- Lawn and Garden (oil and fuel removed)
- Servers, Switches, and Networking

MRC Recycling List of Unacceptable Items

- Alkaline and Single Use Lithium Batteries
- CD's, DVD's VHS, and Floppy Media
- Hazardous Materials
- Smoke Detectors
- Light Bulbs
- Mattresses
- Any Chemical or Liquid
- Any Tank or Cylinder
- PCB Containing Ballast
- Exit Signs
- Fluorescent Tubes
- Wooden Furniture

If you have any questions regarding a specific item, please contact MRC Recycling at 636-223-0150 or www.mrcrecycling.net